



NOTICE OF REGULAR MEETING
TUESDAY, JUNE 2, 2020, 6:00 P.M.,
BOARD ROOM, MGSD TREATMENT PLANT,
1790 HWY. 395, MINDEN, NV

NOTE on COVID-19 RESTRICTIONS: The meeting will take place in MGSD's Board Room.

- All attendees must observe social distancing requirements by maintaining a minimum distance of 6 feet from other attendees – MGSD Staff will ensure that seats are placed in accordance with these guidelines.
 - The number of attendees will be limited to no more than 12 people in the Board Room at any time.
 - Masks are also strongly encouraged and will be made available to those who do not have one.
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AGENDA

1. CALL TO ORDER

2. Public Comment -- Discussion Only, Not For Possible Action

- Public Comment is limited to three minutes per speaker, unless the Board Chairman allows additional time.
- Per NRS 241.020, no action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken)

3. Chairman's Comment – Discussion Only, Not For Possible Action

- Discussion includes comments and status of projects not covered under an agenda item
(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken)

4. Claims Review and Approval – For Possible Action

Review and Approval of Bills Paid and Claims Received for April 2020 and May 2020

5. Minutes Approval – For Possible Action

Approval of Minutes from the April 7, 2020 Regular Board Meeting and May 19, 2020 Special Board Meeting

6. Residence 1861 – For Possible Action

Capacity Request for 38 edu's for Multi-Family Project located on Crestmore Dr. in Gardnerville
(APN 1220-03-301-002)

7. Townes at Monterra Phase I – For Possible Action

Approval of Record Drawings and Acceptance of Sewer Mains for Townes at Monterra Phase I

8. Village at Monte Vista Phase I – For Possible Action

Approval of Record Drawings and Acceptance of Sewer Mains for Monte Vista Phase I

9. Nevada Northwest Phase 1 – For Possible Action

Approval of Record Drawings and Acceptance of Sewer Mains for Nevada Northwest Phase 1

10. Warren Reed Insurance -- For Possible Action

MGSD Plant Insurance Package through Nevada Public Agency Insurance Pool for FY 2020-2021

11. MGSD Firewall Protection – For Possible Action

Approval of Purchase of Sonicwall NSA 2650 security appliance in an amount not to exceed \$2,000.00 (product also requires an annual subscription)

12. Attorney-Client Conference – For Possible Action

- Status Report of Ongoing Matters and Requests from MGSD Staff and Board of Trustees
- Note: The Board of Trustees reserves the right to interrupt the open meeting during this time and adjourn to a closed session for the purpose of having an attorney-client discussion regarding potential or existing litigation, pursuant to NRS 241.015(3)(b)(2). No action will be taken on an item discussed during a closed session.

13. Engineer's Report – For Possible Action

- Action Items may include matters needing immediate attention or resolution related to line rehabilitation, line cleaning, and progress of various projects

14. District Manager's Report – For Possible Action

- Discussion includes monthly report of activities, personnel matters, and progress of various projects
- Action Items may include matters needing immediate attention or resolution related to plant repairs, sewer line repairs, and any other matter of impact to public health and safety

15. Administrative Report by Staff – For Possible Action

- Action Items may include correspondence requiring immediate action or response by the Board

16. Board Comment – Discussion Only, Not For Possible Action

- Discussion may include comments and status of projects not covered under a prior agenda item (No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken)

17. Public Comment – Discussion Only, Not For Possible Action

- Public Comment is limited to three minutes per speaker, unless the Board Chairman allows additional time.
- Per NRS 241.020, no action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken)

18. ADJOURNMENT

- The MGSD Board reserves the right to hear any agenda item out of order, to combine two or more agenda items for consideration, and remove an item from the agenda or delay a discussion relating to any item on the agenda.
- Copies of supporting material and meeting link can be requested from the Minden-Gardnerville Sanitation District Office located at 1790 Hwy. 395, Minden, NV 89423, by calling April Burchett at (775) 782-3546, or by email at mgsdstaff@gmail.com or april@mgsddistrict.org
- Any agenda item represented by an attorney must have given a fifteen day notice to the Minden-Gardnerville Sanitation District.
- All persons attending the meeting are required to sign the guest register. All meetings are recorded pursuant to NRS 241.035.
- NOTICE TO PERSONS WITH DISABILITIES: Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the MGSD office at (775) 782-3546 in advance of the meeting, so that arrangements may be conveniently made.
- This meeting notice is posted at the following locations: the Minden-Gardnerville Sanitation District; Douglas County Historic Courthouse Building; Gardnerville Post Office; Minden Post Office; and at <https://notice.nv.gov>





CLAIM SUMMARY FOR MONTH OF APRIL 2020

CLAIMS PAID 4/1/20 - 4/30/20			
Claims:			G/L Number
1 Ace Hardware	\$86.66	Repair & Maintenance; Plant Supplies	50400, 50600
2 Ahern Rentals	\$140.21	Plant Supplies, Safety Chain	50400/50300
3 Allgeier, Robert	\$199.94	Computer Hacking Reimbursement; approved by Barbara Smallwood	65100
4 American Equipment, llc	\$1,051.70	Annual Crane Inspection	50300
5 Bently Ranch	\$798.70	Biosolids Disposal	50800
6 Bing Materials	\$102.60	grounds maintenance	50600
7 CAD Pest Control Services	\$200.00	Pest Control	50600
8 Charter Communications	\$144.98	Internet Service	64400
9 Chevron and Texaco Card Services	\$158.63	Vehicle Fuels	51500
10 First Choice Coffee Services	\$42.84	Water Cooler Rental; Coffee Supply	50400
11 Fisher Scientific	\$55.99	Lab Supplies	52300
12 Flyers Energy	\$360.99	Vehicle Fuels	51500
13 Frontier	\$103.95	Power Cogen Monitoring Line	64400
14 Gerhardt & Berry	\$47,740.00	10th Street Main Replacement Project	16400
15 Grainger	\$12.25	Safety Equipment	50300
16 HDR Engineering, Inc	\$30,000.00	Digester Repair	16300-020
17 Keep It Clean	\$400.00	Cleaning Services	50600
18 LEAF	\$319.00	Copier Lease includes copies	65300
19 Meek's	\$45.14	Collection Supplies	51300
20 NV Energy	\$21,702.91	Plant = 9442.72 ; PS3&4 = 12260.19 2019: Plant = 10344.52; PS3&4 = 15202.49	50500 / 55300
21 Plimpton Heating & Air Conditioning	\$1,190.75	MUA Unit repair at Bar Screen	50600
22 Power and Control Solutions, Inc.	\$96.00	Gravity Belt Equipment Repair	50600
23 Puliz Records Management	\$40.00	Shredding Service	64300
24 Resource Concepts, Inc.	\$9,246.30	Pass-Through = \$5744.85	71200
25 Resource Concepts, Inc.	\$5,024.10	Line Maint; GRGID = \$2085.00	51400
26 Resource Concepts, Inc.	\$1,325.00	Sewer Rehab	16400
27 Resource Concepts, Inc.	\$1,900.00	Digester Lid Repair	16300-020
28 SDP Energy	\$2,500.00	Cogen Preventive Maint	50600
29 Sierra Environmental Monitoring	\$280.00	Lab Testing	52400
30 Silver State Towing	\$86.00	Towing for 2000 Chevy to M&B Enterpris	50600
31 Snell & Wilmer	\$2,200.00	Legal Services= \$2200.00/Pass Thru = \$0	71100
32 Southwest Gas Corp	\$1,947.90	2019: \$1530.81	50500
33 Thatcher Company	\$2,460.00	Chemicals	50400
34 The Parts House (NAPA)	\$135.38	Repairs & Maintenance	50600
35 Town of Minden	\$4,000.00	Tenth St Rehab Mobilization	16400
36 Tractor Supply	\$9.98	Plant Supplies	50400
37 Utility Telecom Group, LLC	\$362.18	Office Phones	64400
38 VISA Credit Card	\$1,574.88	Wastewater Treatment Vol.2, Plant Supplies, UTV Service, Office Supplies, Confined Space Training, Bank Fees, Gate Clickers, Repairs & Maintenance	50900/50400/50600/64300/64350/50300
39 Warren Averett Technology Group	\$1,437.50	Accounting Software Consulting	71300
40 Western Nevada Supply	\$8.92	Repairs & Maintenance	50600
41 Williams, Randy	\$400.00	Computer Server Maint/Repair	65300
TOTAL CLAIMS PAID		\$139,891.38	



CLAIM SUMMARY FOR MONTH OF APRIL 2020

Note: Expenses shown with Green background are cogen-related expenses

Note: Expenses shown with Yellow background are capital expenses

Note: Expenses shown with Purple background are Digester Repair related expenses

Miscellaneous Expenses:

Electronic Fee	\$	204.78	
Electronic Return	\$	1,127.14	overpayment/cbox return
ARRA Loan Repayment			
Total Misc Expenses		\$1,331.92	

Total Expenses		\$141,223.30	
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Miscellaneous Credits:

PACT Premium Refund	\$	11,814.00	Workers' Comp Premium Refund
Total Misc Credits	\$	11,814.00	



CLAIM SUMMARY FOR MONTH OF APRIL 2020

SALARIES and WAGES			
Gross Wages		\$63,568.46	
<u>Pre-Tax Deductions</u>			
Voya 457	\$	2,320.00	
Tax Garnishment (Tax Sheltered)	\$	-	
Health Insurance	\$	23.08	
<u>Total Pre-Tax Deductions</u>	\$	2,343.08	
Adjusted Gross Wages		\$61,225.38	
<u>Standard Deductions</u>			
FWH	\$	6,453.39	
FICA-Medicare	\$	921.76	
FICA-Social Security	\$	-	
HSA Contribution	\$	50.00	
Health Insurance	\$	254.06	
Child Support	\$	-	
Overpayment	\$	400.00	
<u>Total Standard Deductions</u>	\$	8,079.21	
Net Wages		\$53,146.17	
PAYROLL TAXES			
Employee Paid Taxes	\$	7,375.15	
FICA-Medicare (MGSD Portion)	\$	921.76	
FICA-SS (MGSD Portion)	\$	-	
<u>Total Payroll Taxes</u>	\$	8,296.91	
BENEFITS AND OTHER PAYROLL-RELATED EXPENSES			
Colonial Life	\$	38.44	Voluntary Insurance; employee paid 20300
Hometown Health	\$	10,243.86	Medical Insurance 50200/20300
Govt Employee Mgt Relations Brd	\$	-	50200
Medicare Part B & D Reimbursements	\$	690.13	Retiree Benefit 80900
Medicare Supplement Plan Reimbursements	\$	392.74	Retiree Benefit 80900
Retiree Insurance Premium Reimbursements	\$	(220.97)	deducted from Medicare reimb totals 80900
Mellon Bank (HSA-Medical)	\$	2,418.30	HSA Contributions 50200 / 20300
MetLife (Dental & Life)	\$	1,269.34	Dental/Life Insurance 50200/20300
Public Agency Compensation Trust	\$	7,411.00	Workman's Comp 50200
Public Employees Retirement System	\$	18,145.04	50200
VSP (Vision)	\$	163.68	Vision Insurance 50200/20300
Voya Financial	\$	2,320.00	457 Plan; employee paid 20300
<u>Total Benefits and Other Expenditures</u>	\$	42,871.56	
Total Payroll-Related Expenses		\$104,314.64	



CLAIM SUMMARY FOR MONTH OF APRIL 2020

I have reviewed the above claims and recommend approval.

Peter V. Baratti, District Manager

Approved: _____
Barbara S. Smallwood, Chairman

Robert L. Allgeier, Vice-Chairman

Ted K. Thran, Secretary-Treasurer

Michael B. King, Trustee

Mary C. Schilling, Trustee



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CLAIM SUMMARY FOR MONTH OF MAY 2020

CLAIMS PAID 5/1/20 - 5/31/20			
Claims:			G/L Number
1 AAA Business Supplies & Interiors	\$77.98	Office Supplies	64300
2 Ace Hardware	\$163.70	Repair & Maintenance; Plant Supplies	50400, 50600
3 Afassco	\$102.20	First Aid Supplies	50300
4 AT&T Mobility	\$1,280.20	Employee cell phones	64400
5 Bently Ranch	\$1,882.86	Biosolids Disposal	50800
6 Carson Valley Chamber of Commerce	\$125.00	Annual Membership Renewal	65100
7 Charter Communications	\$144.98	Internet Service	64400
8 Chevron and Texaco Card Services	\$191.13	Vehicle Fuels	51500
9 Douglas County Recorder	\$80.00	Lien Release Recording Fees	65200
10 First Choice Coffee Services	\$201.25	Water Cooler Rental; Coffee Supply; Filter Replacement	50400
11 Flyers Energy	\$124.31	Vehicle Fuels	51500
12 Frontier	\$103.95	Power Cogen Monitoring Line	64400
13 Gardnerville Water Co	\$33.44	Line Cleaning Bulk Water	51400
14 Gerhardt & Berry	\$15,018.00	10th Street Main Replacement Project	16400
15 HDR Engineering, Inc	\$7,500.00	Digester Repair	16300-020
16 Home Depot	\$39.16	Grit Channel Project Supplies	16500-010
17 JM Squared	\$191.00	RAS Pump Parts	50600
18 Keep It Clean	\$320.00	Cleaning Services	50600
19 LEAF	\$599.49	Copier Lease includes copies	65300
20 M & B Enterprises	\$728.43	2000 Chevy Ignition Repair	50600
21 Nevada Division of Environmental Protection	\$1,600.00	Lab Certification	52500
22 Nevada Division of Environmental Protection	\$7,658.00	Groundwater Permit	12800-010
23 Nevada Seal & Pump	\$2,320.08	RAS Pump Mechanical Seal	50600
24 NV Energy	\$8,687.16	Plant = 8572.55 ; PS3&4 = 114.61 2019: Plant = 8633.09; PS3&4 = 371.77	50500 / 55300
25 Power and Control Solutions, Inc.	\$3,407.50	Gravity Belt Equipment Repair	50600
26 Resource Concepts, Inc.	\$5,597.50	Pass-Through = \$5870.00	71200
27 Resource Concepts, Inc.	\$247.50	Effluent Mgmt	55100
28 Resource Concepts, Inc.	\$1,530.00	Line Maint; GRGID = \$2085.00	51400
29 Resource Concepts, Inc.	\$2,190.10	Sewer Rehab	16400
30 Resource Concepts, Inc.	\$3,138.19	Digester Lid Repair	16300-020
31 SDBX Studio	\$300.00	Annual Website Hosting fee	65300
32 SDP Energy	\$2,500.00	Cogen Preventive Maint	50600
33 Seepex Inc.	\$151.40	Grease Pump Packing	50600
34 Sierra Environmental Monitoring	\$310.00	Lab Testing	52400
35 Snell & Wilmer	\$1,300.00	Legal Services= \$1300.00/Pass Thru = \$0	71100
36 Southwest Gas Corp	\$1,057.28	2019: \$2354.27	50500
37 Thatcher Company	\$2,387.50	Chemicals	50400
38 Town of Minden	\$783.60	water & trash	50500
39 Tractor Supply	\$179.98	Repairs & Maintenance	50600
40 Utility Telecom Group, LLC	\$358.91	Office Phones	64400



CLAIM SUMMARY FOR MONTH OF MAY 2020

41	VISA Credit Card	\$2,161.99	Plant Supplies & Expenses, Office Supplies & Admin Expenses, Bank Fees, Repairs & Maintenance	50400/ 64300/ 65100/ 64500/ 65300/ 50700/ 50600/ 50300
42	Warren Reed Insurance	\$93,952.14	Plant Insurance FY 20-21	12900-010
43	Wedco Inc.	\$169.55	Building Maintenance	50600
44	Western Nevada Supply	\$83.04	Repairs & Maintenance	50600
45	Williams, Randy	\$400.00	Computer Server Maint/Repair	65300
TOTAL CLAIMS PAID		\$171,378.50		

Note: Expenses shown with Green background are cogen-related expenses

Note: Expenses shown with Yellow background are capital expenses

Note: Expenses shown with Purple background are Digester Repair related expenses

Miscellaneous Expenses:

Electronic Fee	
Electronic Return	overpayment/ebox return
ARRA Loan Repayment	
Total Misc Expenses	\$0.00

Total Expenses	\$171,378.50
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Miscellaneous Credits:

Total Misc Credits	\$	-
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CLAIM SUMMARY FOR MONTH OF MAY 2020

SALARIES and WAGES			
Gross Wages		\$93,670.26	
<u>Pre-Tax Deductions</u>			
Voya 457	\$	3,580.00	
Tax Garnishment (Tax Sheltered)	\$	-	
Health Insurance	\$	34.62	
<u>Total Pre-Tax Deductions</u>	\$	3,614.62	
Adjusted Gross Wages		\$90,055.64	
<u>Standard Deductions</u>			
FWH	\$	9,539.59	
FICA-Medicare	\$	1,358.21	
FICA-Social Security	\$	-	
HSA Contribution	\$	75.00	
Health Insurance	\$	381.09	
Child Support	\$	-	
Overpayment	\$	243.40	
<u>Total Standard Deductions</u>	\$	11,597.29	
Net Wages		\$78,458.35	
PAYROLL TAXES			
Employee Paid Taxes	\$	10,897.80	
FICA-Medicare (MGSD Portion)	\$	1,358.21	
FICA-SS (MGSD Portion)	\$	-	
<u>Total Payroll Taxes</u>	\$	12,256.01	
BENEFITS AND OTHER PAYROLL-RELATED EXPENSES			
Colonial Life	\$	57.66	Voluntary Insurance; employee paid 20300
Hometown Health	\$	10,243.86	Medical Insurance 50200/20300
Govt Employee Mgt Relations Brd	\$	-	50200
Medicare Part B & D Reimbursements	\$	690.13	Retiree Benefit 80900
Medicare Supplement Plan Reimbursements	\$	392.74	Retiree Benefit 80900
Retiree Insurance Premium Reimbursements	\$	(220.97)	deducted from Medicare reimb totals 80900
Mellon Bank (HSA-Medical)	\$	2,418.30	HSA Contributions 50200 / 20300
MetLife (Dental & Life)	\$	1,269.34	Dental/Life Insurance 50200/20300
Public Agency Compensation Trust	\$	-	Workman's Comp 50200
Public Employees Retirement System	\$	26,936.50	50200
VSP (Vision)	\$	163.68	Vision Insurance 50200/20300
Voya Financial	\$	3,580.00	457 Plan; employee paid 20300
<u>Total Benefits and Other Expenditures</u>	\$	45,531.24	
Total Payroll-Related Expenses		\$136,245.60	



CLAIM SUMMARY FOR MONTH OF MAY 2020

I have reviewed the above claims and recommend approval.

Peter V. Baratti, District Manager

Approved: _____

Barbara S. Smallwood, Chairman

Robert L. Allgeier, Vice-Chairman

Ted K. Thran, Secretary-Treasurer

Michael B. King, Trustee

Mary C. Schilling, Trustee



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CASH FLOW STATEMENT

FY2019-2020

General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Balance 1st day of Month	\$ 2,936,271.15	\$ 3,212,810.03	\$ 3,312,613.71	\$ 3,249,376.63	\$ 3,672,977.99	\$ 3,663,403.13	\$ 3,473,632.21	\$ 3,938,988.35	\$ 3,851,976.15	\$ 3,944,537.58	\$ 4,064,309.68		
Cash Receipts													
User Fees	\$ 393,120.82	\$ 50,326.49	\$ 11,991.27	\$ 390,829.49	\$ 49,868.41	\$ 3,793.32	\$ 430,296.81	\$ 44,621.72	\$ 146,769.23	\$ 239,469.32	\$ 825.00	\$ 1,761,086.88	\$ 1,761,086.88
Connection Fees	\$ 3,690.00	\$ 7,775.00	\$ -	\$ 3,840.00	\$ 275.00	\$ 600.00	\$ 6,610.00	\$ 811.00	\$ 2,200.00	\$ -	\$ -	\$ 825.00	\$ 26,626.00
Capacity Fees	\$ 46,740.00	\$ 120,230.00	\$ -	\$ 52,440.00	\$ 3,800.00	\$ 8,360.00	\$ 114,760.00	\$ 10,906.00	\$ 30,400.00	\$ -	\$ -	\$ 8,725.00	\$ 396,361.00
Acceage Fees	\$ -	\$ 4,933.20	\$ -	\$ -	\$ -	\$ -	\$ 1,595.40	\$ 600.00	\$ -	\$ 1,609.20	\$ -	\$ -	\$ 8,737.80
Annexation Fees	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Consolidated Tax (SCCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 123,437.82
Ad Valorem	\$ 2,491.54	\$ 21,260.12	\$ 128,117.00	\$ 20,798.37	\$ 70,091.61	\$ 5,421.33	\$ 52,019.99	\$ 42,194.15	\$ 61,198.72	\$ 37,476.79	\$ 3,438.15	\$ -	\$ 444,507.77
Pass-Through Reimbursement	\$ -	\$ 5,071.15	\$ 9,898.15	\$ 34,417.76	\$ 9,723.85	\$ 5,110.79	\$ 1,995.25	\$ -	\$ 2,004.50	\$ 1,655.00	\$ 5,658.30	\$ -	\$ 75,534.75
GRGD	\$ 68,553.00	\$ 28,612.29	\$ -	\$ 68,553.00	\$ -	\$ -	\$ 123,217.00	\$ 38,892.01	\$ -	\$ 68,553.00	\$ -	\$ -	\$ 396,380.30
Health Ins Reimbursement	\$ -	\$ -	\$ 83.47	\$ 83.47	\$ 83.47	\$ -	\$ 83.47	\$ 83.47	\$ 83.47	\$ 83.47	\$ 83.47	\$ -	\$ 751.23
Other	\$ 325.00	\$ 225.00	\$ 20.93	\$ 96.00	\$ -	\$ 325.00	\$ 242.00	\$ -	\$ 100.00	\$ 12,920.77	\$ 1,424.00	\$ -	\$ 15,678.70
Total Cash Receipts	\$ 527,141.98	\$ 249,654.87	\$ 161,332.44	\$ 582,279.71	\$ 145,063.96	\$ 34,915.53	\$ 742,041.54	\$ 149,329.97	\$ 253,977.54	\$ 372,989.17	\$ 31,375.54	\$ -	\$ 3,250,102.25
Cash Paid Out													
Capital Expenses	\$ -	\$ 2,882.75	\$ 1,417.75	\$ -	\$ -	\$ 38,161.82	\$ 101,529.37	\$ 1,504.70	\$ 1,101.26	\$ 84,965.00	\$ 27,846.29	\$ -	\$ 259,408.94
Plant Expenses	\$ 117,339.74	\$ 30,503.62	\$ 48,420.21	\$ 38,235.91	\$ 26,090.78	\$ 33,272.85	\$ 42,914.07	\$ 49,245.18	\$ 35,057.39	\$ 22,136.16	\$ 25,606.51	\$ -	\$ 468,822.42
Collections Expenses	\$ 1,494.92	\$ 1,584.48	\$ 3,017.76	\$ 1,108.64	\$ 9,902.99	\$ 2,480.78	\$ 1,375.85	\$ 6,766.09	\$ 1,413.24	\$ 5,588.86	\$ 1,878.88	\$ -	\$ 36,612.49
Lab Expenses	\$ 3,111.48	\$ 527.83	\$ 1,935.82	\$ 460.00	\$ 4,053.56	\$ 1,629.62	\$ 350.00	\$ 646.81	\$ 1,671.16	\$ 335.99	\$ 1,910.00	\$ -	\$ 16,632.27
Reservoir/Effluent Expenses	\$ 47.24	\$ 636.18	\$ 736.93	\$ 60.90	\$ 1,849.95	\$ 722.62	\$ 1,573.30	\$ 5,476.80	\$ 3,047.20	\$ 12,260.19	\$ 362.11	\$ -	\$ 26,773.42
General & Administration Exp	\$ 14,929.97	\$ 9,407.88	\$ 7,644.08	\$ 13,691.31	\$ 5,125.84	\$ 4,182.24	\$ 7,392.47	\$ 7,293.99	\$ 16,074.86	\$ 3,233.07	\$ 5,267.07	\$ -	\$ 94,242.78
Professional Fees	\$ 13,679.75	\$ 4,308.45	\$ 11,313.50	\$ 625.00	\$ 8,224.50	\$ 44,194.20	\$ 8,653.10	\$ 16,091.60	\$ 3,051.00	\$ 12,883.80	\$ 6,897.50	\$ -	\$ 129,922.40
Total Expenses	\$ 150,603.10	\$ 49,851.19	\$ 74,486.05	\$ 54,181.76	\$ 55,247.62	\$ 124,644.13	\$ 163,788.16	\$ 87,025.17	\$ 61,416.11	\$ 141,403.07	\$ 69,768.36	\$ -	\$ 1,032,414.72
Voided Checks / Returned Items													
Prepaid Claims for FY 20-21													
Transfers from Other Accounts	\$ 100,000.00	\$ 100,000.00	\$ 150,083.47	\$ 100,083.47	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 150,000.00	\$ 100,000.00	\$ 111,814.00	\$ 100,000.00		
Transfers To Other Accounts													
Total Balance last day of month	\$ 3,212,810.03	\$ 3,312,613.71	\$ 3,249,376.63	\$ 3,672,977.99	\$ 3,663,403.13	\$ 3,473,632.21	\$ 3,938,988.35	\$ 3,851,976.15	\$ 3,944,537.58	\$ 4,064,309.68	\$ 3,824,306.72	\$ -	\$ -



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CASH FLOW STATEMENT

FY2019-2020

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Payroll Account													
Balance 1st of Month	\$ 63,037.03	\$ 47,630.51	\$ 14,863.06	\$ 67,765.76	\$ 65,023.01	\$ 27,652.74	\$ 31,485.81	\$ 28,518.04	\$ 82,175.15	\$ 84,963.18	\$ 92,480.96		
Transfer from Checking	\$ 100,000.00	\$ 100,000.00	\$ 150,083.47	\$ 100,083.47	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 150,000.00	\$ 100,000.00	\$ 111,814.00	\$ 100,000.00		\$ 1,211,980.94
Interest	\$ 17.29	\$ 15.91	\$ 18.57	\$ 16.85	\$ 9.89	\$ 10.41	\$ 11.11	\$ 16.54	\$ 20.11	\$ 18.42			\$ 155.10
Voided Checks		\$ 2,138.53											
Payroll Expenses	\$ 115,423.81	\$ 134,921.89	\$ 97,199.34	\$ 102,843.07	\$ 137,380.16	\$ 96,177.34	\$ 102,978.88	\$ 96,359.43	\$ 97,232.08	\$ 104,314.64	\$ 136,245.60		\$ 1,221,076.24
Total Balance last day of month	\$ 47,630.51	\$ 14,863.06	\$ 67,765.76	\$ 65,023.01	\$ 27,652.74	\$ 31,485.81	\$ 28,518.04	\$ 82,175.15	\$ 84,963.18	\$ 92,480.96	\$ 56,235.36	\$ -	
LGIP POOL Account													
Balance 1st of Month	\$ 6,195,926.34	\$ 6,169,663.06	\$ 6,182,400.11	\$ 6,195,570.35	\$ 6,207,430.03	\$ 6,218,113.54	\$ 6,228,247.04	\$ 6,199,820.14	\$ 6,210,330.87	\$ 6,219,034.64	\$ 6,227,906.82		
Transfer from Checking													\$ -
Interest Earned	\$ 12,320.04	\$ 12,737.05	\$ 13,170.24	\$ 11,859.68	\$ 10,683.51	\$ 10,133.50	\$ 10,156.41	\$ 10,510.73	\$ 8,703.77	\$ 8,872.18			\$ 109,147.11
ARRA Payment	\$ 38,583.32						\$ 38,583.31						\$ 77,166.63
Transfer to Other Accounts													\$ -
Balance last day of month	\$ 6,169,663.06	\$ 6,182,400.11	\$ 6,195,570.35	\$ 6,207,430.03	\$ 6,218,113.54	\$ 6,228,247.04	\$ 6,199,820.14	\$ 6,210,330.87	\$ 6,219,034.64	\$ 6,227,906.82	\$ 6,227,906.82	\$ -	
ARRA Bond Restricted Account													
Balance 1st of Month	\$ 81,043.52	\$ 81,210.51	\$ 81,378.17	\$ 81,551.53	\$ 81,707.64	\$ 81,848.27	\$ 81,981.66	\$ 82,115.35	\$ 82,254.53	\$ 82,369.81	\$ 82,487.32		\$ -
Transfer from Other Accounts													\$ -
Interest Earned	\$ 166.99	\$ 167.66	\$ 173.36	\$ 156.11	\$ 140.63	\$ 133.39	\$ 133.69	\$ 139.18	\$ 115.28	\$ 117.51			\$ 1,443.80
Transfer to Other Accounts													\$ -
Balance last day of month	\$ 81,210.51	\$ 81,378.17	\$ 81,551.53	\$ 81,707.64	\$ 81,848.27	\$ 81,981.66	\$ 82,115.35	\$ 82,254.53	\$ 82,369.81	\$ 82,487.32	\$ 82,487.32	\$ -	
Petty Cash													
Balance 1st of Month	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 491.60		\$ 1,012.54
Expenses	\$ 35.00	\$ 245.00	\$ 140.00	\$ 170.25	\$ 35.00	\$ -	\$ 247.00	\$ 131.89	\$ -	\$ 8.40	\$ -		\$ -
Reimbursements	\$ 35.00	\$ 245.00	\$ 140.00	\$ 170.25	\$ 235.00	\$ -	\$ 247.00	\$ 131.89	\$ -	\$ -	\$ -		\$ 1,204.14
Balance last day of month	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 491.60	\$ 491.60	\$ -	

TOTAL CASH	\$ 9,511,614.11	\$ 9,591,555.05	\$ 9,594,564.27	\$ 10,027,438.67	\$ 9,991,517.68	\$ 9,815,846.72	\$ 10,249,941.88	\$ 10,227,236.70	\$ 10,331,405.21	\$ 10,467,676.38	#####	\$ -
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FY2019-2020 Capital Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Actual Spent %	Remaining Budget %
16200-010	Mosquito Abatement	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%	100.00%
16300-020	Digester Repair	\$ 84,484.94	\$ 600,000.00	\$ 515,515.06	14.08%	85.92%
16400-010	Collection System Rehab	\$ 63,917.42	\$ 350,000.00	\$ 286,082.58	18.26%	81.74%
16500-010	Misc. Equipment	\$ 33,687.18	\$ 200,000.00	\$ 166,312.82	16.84%	83.16%
16600-020	Truck	\$ 28,133.15	\$ 30,000.00	\$ 1,866.85	93.78%	6.22%
16700-020	UTV	\$ 15,584.74	\$ 18,000.00	\$ 2,415.26	86.58%	13.42%
22500	ARRA Reimbursement	\$ 77,166.63	\$ 77,167.00	\$ 0.37	100.00%	0.00%
<hr/>						
TOTAL		\$ 302,974.06	\$ 1,295,167.00	\$ 992,192.94	23.39%	76.61%

FY2019-2020 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
PLANT EXPENSES						
50300	Safety	\$ 13,092.12	\$ 15,000.00	\$ 1,907.88	87.28%	12.72%
50400	Plant Supplies	\$ 71,947.02	\$ 60,000.00	\$ (11,947.02)	119.91%	-19.91%
50500	Utilities	\$ 137,076.59	\$ 120,000.00	\$ (17,076.59)	114.23%	-14.23%
50600	Repairs/Maintenance	\$ 216,997.19	\$ 180,000.00	\$ (36,997.19)	120.55%	-20.55%
50700	Other Plant Expenses	\$ 7,396.11	\$ 9,000.00	\$ 1,603.89	82.18%	17.82%
50800	Sludge Removal	\$ 17,863.30	\$ 17,000.00	\$ (863.30)	105.08%	-5.08%
50900	Education	\$ 4,720.00	\$ 3,000.00	\$ (1,720.00)	157.33%	-57.33%
COLLECTION EXPENSES						
51300	Collection Supplies	\$ 840.76	\$ 4,000.00	\$ 3,159.24	21.02%	78.98%
51400	Cleaning/TV/Repair	\$ 27,363.07	\$ 30,000.00	\$ 2,636.93	91.21%	8.79%

FY2019-2020 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 7,935.39	\$ 12,500.00	\$ 4,564.61	63.48%	36.52%
51700	Other Collection Expense	\$ 473.27	\$ 1,000.00	\$ 526.73	47.33%	52.67%
LAB EXPENSES						
52300	Lab Supplies	\$ 3,093.63	\$ 3,500.00	\$ 406.37	88.39%	11.61%
52400	Testing	\$ 9,924.64	\$ 10,000.00	\$ 75.36	99.25%	0.75%
52500	Permitting	\$ 3,200.00	\$ 1,800.00	\$ (1,400.00)	177.78%	-77.78%
52600	Repairs/Maintenance	\$ 315.00	\$ 2,000.00	\$ 1,685.00	15.75%	84.25%
52700	Other Lab Expense	\$ 99.00	\$ 500.00	\$ 401.00	19.80%	80.20%
52800	Pretreatment Testing	\$ -	\$ 5,000.00	\$ 5,000.00	0.00%	100.00%
RESERVOIR / EFFLUENT EXPENSES						
55100	Repairs/Maintenance	\$ 5,192.25	\$ 25,000.00	\$ 19,807.75	20.77%	79.23%
55300	Utilities	\$ 21,581.17	\$ 30,000.00	\$ 8,418.83	71.94%	28.06%

FY2019-2020 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
GENERAL & ADMINISTRATIVE EXPENSES						
64300	Office Supplies	\$ 11,973.17	\$ 10,000.00	\$ (1,973.17)	119.73%	-19.73%
64350	Bank Charges	\$ 9,857.17	\$ 9,000.00	\$ (857.17)	109.52%	-9.52%
64400	Telephone	\$ 14,916.82	\$ 12,500.00	\$ (2,416.82)	119.33%	-19.33%
64500	Postage	\$ 6,905.80	\$ 7,500.00	\$ 594.20	92.08%	7.92%
64600	Advertising/Publication	\$ 538.76	\$ 2,000.00	\$ 1,461.24	26.94%	73.06%
64700	Travel & Per Diem	\$ 3,536.62	\$ 4,000.00	\$ 463.38	88.42%	11.58%
64800	Bad Debts	\$ 1,127.14	\$ 400.00	\$ (727.14)	281.79%	-181.79%
64900	A/R Collection Expense	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%	100.00%
65000	Insurance/Bonding	\$ -	\$ 95,000.00	\$ 95,000.00	0.00%	100.00%

FY2019-2020 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
65100	Other Admin Expense	\$ 3,093.49	\$ 5,000.00	\$ 1,906.51	61.87%	38.13%
65200	Filing Fees/Permits	\$ 6,350.00	\$ 15,000.00	\$ 8,650.00	42.33%	57.67%
65300	Office Equipment	\$ 19,346.82	\$ 20,000.00	\$ 653.18	96.73%	3.27%
PROFESSIONAL FEES						
71100	Legal	\$ 11,956.30	\$ 50,000.00	\$ 38,043.70	23.91%	76.09%
71200	Engineering	\$ 18,087.16	\$ 50,000.00	\$ 31,912.84	36.17%	63.83%
71300	Accounting/Audit	\$ 67,218.50	\$ 16,000.00	\$ (51,218.50)	420.12%	-320.12%
71400	Lobbying Services	\$ -	\$ -			
TOTAL						
		\$ 724,018.26	\$ 827,200.00	\$ 103,181.74	87.53%	12.47%

FY2019-2020 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
Salaries		\$ 798,630.39	\$ 871,338.00	\$ 72,707.61	91.66%	8.34%
Benefits		\$ 265,837.83	\$ 279,427.00	\$ 13,589.17	95.14%	4.86%
Medical		\$ 156,607.97	\$ 181,800.00	\$ 25,192.03	86.14%	13.86%
TOTAL		\$ 1,221,076.19	\$ 1,332,565.00	\$ 111,488.81	91.63%	8.37%

Agenda Item 5

Minutes from April 7, 2020 Regular Board Meeting and May 19, 2020 Special Board Meeting

Items in this Section Include:

- ✓ *April 7, 2020 Minutes*
- ✓ *May 19, 2020 Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, April 7, 2020, 6:00 P.M.
GoToMeetings.com
Host Location: Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Robert Allgeier
Michael King
Ted Thran

Staff Members Present:

Peter Baratti
April Burchett
Bruce Scott
Bill Peterson
Craig Olson

Others Present:

Jennifer McMenomy
Seth Altamirano

Board Members Absent:

Mary Schilling

Meeting called to order at 6:00 p.m. by Barbara Smallwood, Chairman.

Public Comment: There was no public comment.

Chairman's Comment: Barbara and April noted that all special meetings that were set at the March regular Board meeting have been postponed until further notice due to the emergency restrictions.

Claims Review and Approval: April pointed out that there were a couple of items of noted on the expense sheets. On the Operations sheet, the YTD amount under 71200 Engineering was much lower, since she credited the pass-through reimbursements to the account. Also under the Payroll sheet, she has had the incorrect budget amount under Medical Expenses, so that has been corrected. **Motion by Ted Thran to approve the claims received for March, 2020 in the amount of \$59,987.69 plus miscellaneous expenses in the amount of \$61,416.11, and to approve the payroll-related expenses paid during March, 2020 in the amount of \$97,232.08.** Seconded by Mike King. There was no further discussion on the motion. Motion carried. [4 ayes (Allgeier, King, Smallwood, Thran), 0 nays, 0 abstain, 1 absent (Schilling)].

Minutes of March 3, 2020 Regular Board Meeting: Motion by Mike King to approve the minutes of the March 3, 2020 Regular Board Meeting. Seconded by Ted Thran. There was no further discussion on the motion. Motion carried [3 ayes (Allgeier, King, Thran), 0 nays, 1 abstain (Smallwood, since she was not at the meeting), 1 absent (Schilling)].



Minutes
April 7, 2020
Page 2

MGSD Digester 2 Lid Replacement Project: Bruce pointed out his letter dated April 1, included in the packet, which recommended awarding the project to the lower of the two received bids, which was KG Walters Construction, Inc., for \$800,000. Mike asked if the timeline could be moved forward, and Bruce stated that the problem with that was there is a large lead time for the manufacturing of the lid. This is beyond the control of the District. Bob asked if the bid amount included installation by the contractor, and Bruce said it did. **Motion by Bob Allgeier to award the bid from KG Walters Construction Company, Inc. in the amount of \$800,000.00 for the MGSD Digester 2 Lid Replacement Project.** Seconded by Ted Thran. There was no further discussion on the motion. Motion carried [4 ayes (Allgeier, King, Smallwood, Thran), 0 nays, 0 abstain, 1 absent (Schilling)].

MGSD Budget Special Meeting: Bob stated that May 19th or May 21st would work best for his schedule. Barbara asked the other Board members if May 19th at 10:00 a.m. would be acceptable, and the Board concurred. **Motion by Mike King to schedule the public hearing the MGSD Budget for May 19, 2020 at 10:00 a.m.** Seconded by Bob Allgeier. There was no further discussion on the motion. Motion carried [4 ayes (Allgeier, King, Smallwood, Thran), 0 nays, 0 abstain, 1 absent (Schilling)].

MGSD Salary Scale for FY 20-21: Barbara pointed out the proposed salary scale with a 2.3% COLA. Bob stated that 2.3% was the annual rate of increase for inflation by the federal government per their annual report, and noted that the salary scale for the past few years have been based on that amount. **Motion by Ted Thran to approve the salary scale for FY 20-21 with a COLA of 2.3%.** Seconded by Bob Allgeier. There was no further discussion on the motion. Motion carried [4 ayes (Allgeier, King, Smallwood, Thran), 0 nays, 0 abstain, 1 absent (Schilling)].

Reimbursement Agreement Richard J. Peters, Jr.: Bill Peterson stated that the repayment terms are ready for the Board to approve tonight. The principal amount is \$43,530.00, with an interest rate of 6.75%, for a term of 3 years. There is also no prepayment penalty. **Motion by Mike King to approve the reimbursement agreement with Richard J. Peters, Jr., for expenses related to re-audits for past fiscal years with a principal amount of \$43, 530.00 at an interest rate of 6.75% for a term of 3 years.** Seconded by Ted Thran. There was no further discussion on the motion. Motion carried [4 ayes (Allgeier, King, Smallwood, Thran), 0 nays, 0 abstain, 1 absent (Schilling)].

Board Comment: There were no comments at this time



Minutes
April 7, 2020
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Public Comment: Seth Altamirano introduced himself as a candidate running for Trustee. He explained his background in accounting, and noted he is currently employed by the Town of Minden.

Meeting adjourned 6:38 p.m.

Approved by the Board of Trustees with the noted corrections on:

_____ By _____
Date Ted Thran, District Secretary

:/ab



Board of Trustees
Minutes of Special Meeting
Tuesday, May 19, 2020
10:00 A.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Robert Allgeier
Ted Thran
Michael King
Mary Schilling

Staff Members Present:

Peter Baratti
April Burchett
Bruce Scott
Bill Peterson

Others Present:

None

Board Members Absent:

None

Meeting called to order at 10:00 a.m. by Barbara Smallwood, Chairman.

Public Comment: There was no public comment.

Re-Approval of Minutes from March 3, 2020 Regular Board Meeting – Bruce stated that he was unable to note the correction at the April 7th meeting. **Motion by Bob Allgeier to revoke the motion for the approval of the minutes of the March 3, 2020 Regular Board Meeting that was approved at the April 7, 2020 Regular Board Meeting, and to approve the minutes of the March 3, 2020 Regular Board Meeting with a change to the wording on Page 4 under the GRGID Interceptor portion of the Engineer's Report to delete the words "to Hwy. 88" and replace them with "upstream to Centerville Lane" so the sentence reads, "The overall cost would be \$600,000 - \$800,000 from the siphon upstream to Centerville Lane."** Seconded by Ted Thran. Motion carried [Vote: 5 ayes (Smallwood, Allgeier, King, Thran, Schilling); 0 nay; 0 abstain; 0 absent].

Heybourne Meadows Portions Ph. IVA, IVB, and V As-Built Approval and Line Acceptance – Barbara referenced Bruce's letter included in the packet. Bruce recommended them for approval. Developed paved area immediately south of Buckeye Rd. There will be screwed up phasing references for the remainder of the development. Barbara asked about the item in Bruce's letter regarding the marginal line. There is one stretch that is marginal from the ordinance but it is not marginal from the perspective of functionality issues. **Motion by Mike King to accept the sewer mains for Heybourne Meadows portions of Phases IVA, IVB, and V as shown on the plans from R.O. Anderson Engineering, Inc. stamped March 5, 2020, and to approve the as-built drawings subject to the letter from Resource Concepts, Inc., dated March 10, 2020. All rules, requirements, and regulations of MGSD are to be met and all fees paid.** Seconded by Mary Schilling. Motion carried [Vote: 5 ayes (Smallwood, Allgeier, King, Thran, Schilling); 0 nay; 0 abstain; 0 absent].



Minutes
May 19, 2020
Page 2

Request for Proposals for Sewer Rate Study – April stated that the applicants have both indicated that the week of June 1st works for them, except for June 2nd. Barbara asked for the Board's input. Mike felt that we should be doing electronic meetings and he asked if we really needed to conduct formal presentations for this. One of them was more detailed and took more time to pull out the specifics of MGSD. He felt that one proposal was better than the other, and he doesn't have any questions of either of them. He is prepared to go ahead and select a vendor. Mike asked Bill if we have to conduct interviews, and Bill said it was not required for this type of project. Ted agreed that we don't interview other types of contractors, so it would not be unprecedented to not interview these candidates. Barbara clarified that we can schedule a decision for the June regular Board meeting. **Motion by Mike King to schedule the contract award for the Sewer Rate Study RFP for June 2, 2020 at 6:00 p.m., as outlined in the written proposals but to include the opportunity for the vendors to submit additional information that may be up for consideration.** Seconded by Ted Thran. Barbara felt that we asked for proposals so we should let them say what they want to say, and it sends a bad message. Discussion followed regarding scheduling online meetings. Bruce felt that one possibility is to let the applicants know that the Board will set a meeting to consider the proposals without further input from the applicants. Peter asked if they could supplement their information in a digital format to be included in the packet. Ted suggested having a meeting on June 1st. **Motion withdrawn by King/Thran.** Barbara suggested postponing the June 2nd meeting and rescheduling the regular Board meeting. Discussion followed regarding rescheduling the regular meeting to the second week in June. Bill felt that the June meeting wouldn't be necessary and can be rescheduled to the July meeting, when things may be better. Bill felt that the rate study is going to take a while anyway. Ted felt that we can wait until the July meeting. **Motion by Mike King to conduct the rate study interviews at the July 7 regular meeting, subject to availability and feedback from the applicants and to allow the candidates to refresh their proposals in light of the emergency conditions, and to clarify that this is not a reopening of the proposal process.** Seconded by Ted Thran. Motion carried [Vote: 5 ayes (Smallwood, Allgeier, King, Thran, Schilling); 0 nay; 0 abstain; 0 absent].

MGSD Equipment Repair and Replacement – Peter referred to the list of items included in the packet. Barbara stated that some are capital, some are repair and maintenance, some have higher priorities than others. Ted felt that it was a great list, but he would like to see a prioritization list and a proposed timeline. Peter stated that they are in priority order. The first page lists the more immediate needs.

Belt Press: Bob stated that the current belt press is operating with routine maintenance, and it's only being used 50% to 60% of the time. Putting in an additional belt press would result in exceeding our current processing requirements. Peter stated that the current belt press was put in place 28 years ago, and the idea for an additional belt press was for redundancy rather than flow. It's important because the current belt press is old and the associated equipment, which includes pumps, piping, and the truck, to it are also experiencing degradation. In addition, we're seeing damage to the building it's housed in due to the hostile environment in the building. We are spending more money on the maintenance and repair of



Minutes
May 19, 2020
Page 3

the belt press each year. It was due to be replaced in the 13-14 fiscal year. Bob stated that MGSD has a limit on capital resources. He felt that the repair of Digester 1 was more critical. That particular budget item is beyond what we're capable of funding. At Barbara's request, Peter outlined the reason for the increase in the solids, including the additional low-flow fixtures in new and old houses, resulting in the same flow with less water coming down with the solids. We are now starting to see a slow increase in flows, but we yield more biosolids. Mike stated that in the past we have discussed that if this belt press went down for a significant amount of time, then it would cause problems in the plant and that the possibility of a rental unit was also explored. Mike felt that the flow utilization, corrosion, and degradation are the issues and what would happen if it goes down. He felt we shouldn't keep kicking this project down the road. Mike asked Peter what happens if it breaks, and Peter stated that we would have no ability to process solids, keeping us out of regulatory compliance. Peter addressed the problems with renting a unit, including the problem with availability, lead time to get it on site, technical difficulties with integrating it in MGSD's system, and not being able to run it in the winter since it isn't insulated and we have a long period of freezing conditions. In FY 13-14 it was \$1.1 million, and a few years ago it came in at \$1.7. We want to keep ourselves from having a several million dollar emergency repair. We also have to look at compliance, and we will be required to conduct an emergency repair by NDEP if it breaks down.

Bob felt that the Digester 1 Cleaning and Concrete Rehab was a critical item and should be put into next year's budget. He also felt that the Boiler Replacement was critical as are the ponds and road maintenance. He asked about whether the labor costs are included in the trickling filter pump item, and Peter said it does include staff labor costs. Peter stated that the Dosing Station Trickling Filter Pump project is not an immediate need, but it will be as we approach 2 million gallons of flow. Barbara asked if GRGID will have to participate in these projects, and Peter said yes. Barbara felt that we need to do a 5 year plan, so we can advise GRGID what will they will need to budget for going forward, and so we can advise our rate payers. She felt the Board needs to discuss these needs between the Board members. We have done an admirable effort in getting to this point in our debates. Bob discussed the Digester 3 cogen system being down during the repair of Digester 2. Mike asked Ted whether there would be a penalty if the Board were approved the money for the projects but didn't spend it all. Ted said this list is not included in the budget. It's a prioritization list. Peter stated that he would like to add the infrastructure in the hypochlorite building to the list, which would be performed almost entirely by MGSD staff. The Board thanked Peter for his presentation.

Public Hearing for Tentative Budget for Fiscal Year 2020-2021 – Peter gave a PowerPoint presentation of the proposed budget. In the Operations budget, Service and Supplies is \$1,022,200, an increase of 23.6%, while salaries decreased slightly. In the Capital budget projects include collection system rehab, digester repair, miscellaneous equipment, mosquito abatement, a 3/4 ton pickup purchase, and a new belt press.



Minutes
May 19, 2020
Page 4

Mike asked Bruce about the collection system rehab amount of \$350,000. Bruce stated that some of the projects have been reprioritized, and GRGID will also be contributing to the GRGID line, and work in Tenth St. has been performed this year. He would like to spend more, but if we can get the interceptor line funding in place, this amount would be sufficient. Bruce stated that some of the plant improvements are more critical at this time, but we should get going on the GRGID line.

Mike was concerned that some of the things on the equipment list aren't being addressed on the FY 20-21 budget.

Bob asked about the Digester 2 repair of \$700,000 as opposed to the contractor's bid of \$800,000. Peter stated that we would spend a portion of the funding in the current fiscal year, and we can move funds from miscellaneous equipment to the digester project next year if needed. Bob was also concerned that the costs don't include engineering or other fees. Peter explained that the money in this year's budget would cover the current engineering billings. Bob stated that projects always cost more than we think. Bob suggested an increase to the amount budgeted for the digester repair. Peter also stated that we increased the miscellaneous equipment budget to allow for any overages on some of the other projects. Discussion followed regarding the budget submittal deadline and augmenting the budget in the future if necessary. **Motion by Mike King to adopt the Final Budget for the FY 2020-2021 with a tax rate of 0.1224.** Seconded by Ted Thran. Motion carried [Vote: 4 ayes (Smallwood, King, Thran, Schilling); 1 nay (Allgeier); 0 abstain; 0 absent].

Staff Report: There was no staff report.

Board Comment: Bill clarified with Peter that there is no present imminent threat to the public safety with respect to the boilers. Peter stated that both boilers have currently passed inspection, but our maintenance vendor has noted that they will need to be replaced and he agreed that there is not a present threat to the public safety.

Public Comment: There was no public comment.

Meeting adjourned 12:30 p.m.

Approved by the Board of Trustees as presented on:

Date By _____
Ted Thran, District Secretary

:/ab

Agenda Item 7

Townes at Monterra Phase I

Items in this Section Include:

- ✓ *Letter from Bruce Scott to Robert O. Anderson, dated May 15, 2020*



May 15, 2020

Via Email/randerson@roanderson.com

Robert O. Anderson, P.E.
R.O. Anderson Engineering, Inc.
1603 Esmerelda Avenue
P.O. Box 2229
Minden, Nevada 89423

Subject: The Townes at Monterra Improvement As-Built Review

Dear Mr. Anderson:

On **May 13, 2020** we received copies of the Record Drawings for The Townes at Monterra. RCI performed a field verification survey of the improvements on January 27, 2020.

Below is the comment which we would request be addressed before final acceptance of the project by MGSD:

1. Our survey, as well as your Record Drawing information verify that one of the sewer segments does not meet the District slope standards by a substantial amount. All other sewer pipe segments in the Townes at Monterra improvements are within the allowed tolerance and are suitable for acceptance.

SSMH 4 to SSMH 3-- Pipe slope measured at 0.46%. This slope is less than half of the minimum slope of 1% required by the MGSD ordinance. In this situation we are particularly concerned because there are only three units served by this line. This situation will need to be rectified prior to acceptance by MGSD. I would be happy to discuss any proposed solutions to resolve this issue.

With resolution of the above item we will need a complete set of Record Drawings (2 hard copies and one electronic) that are certified and sealed, reflecting the actual constructed project conditions.

Please feel free to contact me or Presley Cochran in our office at (775) 883-1600, should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce R. Scott", with a stylized flourish at the end.

Bruce R. Scott, P.E.
District Engineer

cc: Peter Baratti, MGSD
Presley Cochran, EI
Town of Minden
Douglas County Community Development, Engineering Division
Douglas County Community Development, Building Division

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Carson City, NV 89703-4152
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PO Box 11796, Zephyr Cove, NV 89448-3796
(775) 588-7500 • fax: (775) 589-6333

Agenda Item 8

Village at Monte Vista Ph. I

Items in this Section Include:

- ✓ *Letter from Resource Concepts, Inc. dated May 21, 2020*



May 21, 2020

Via email: april@mgsdistrict.org

Ms. Barbara Smallwood, Chairman
and Members of the Board of Trustees
Minden Gardnerville Sanitation District
P. O. Box 568
Minden, Nevada 89423

Subject: Approval of sewer improvements for the Village at Monte Vista

Dear Chairman Smallwood and Members of the Board:

On May 13, 2020, we received updated record information for the Village at Monte Vista sewer improvements from RO Anderson Engineering.

The plans reflect completed construction meeting District standards and are in general conformance with the improvement plans that have been previously approved. We have field verified the flow lines and manhole locations for the improvements.

At this time, we would recommend that the MGSD Board approve the improvements as constructed for the Village at Monte Vista and accept the sewer improvements subject to the following conditions:

1. All pipe lengths and manholes within this development are subject to a final cleaning by the Contractor once all construction in the area is completed. Cleaning is to be completed to MGSD's satisfaction.
2. Submittal of the Record Drawings in an acceptable electronic format.
3. Payment of all fees and charges of MGSD for capacity, connection, review, inspection, etc. should be paid prior to final acceptance of the sewer facilities.

I'll be happy to discuss this further and answer questions after the board meeting should you have any.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce R. Scott", is written over the word "Sincerely,".

Bruce R. Scott, P.E.
District Engineer

BS/kh

cc: RO Anderson Engineering – randerson@roanderson.com
The Town of Minden, J.D. Frisby
Douglas County Community Development Building
Douglas County Community Development Engineering

CARSON CITY

340 North Minnesota St.
Carson City, NV 89703-4152
(775) 883-1600 • fax: (775) 883-1656

**Engineering • Surveying • Water Rights
Resources & Environmental Services**

www.rci-nv.com

2020-05-21 ltr Smallwood & Board 19-002.8 MGSD BS-PC-kh L5-30.docx

LAKE TAHOE

276 Kingsbury Grade, Ste. 206, Stateline, NV
PO Box 11796, Zephyr Cove, NV 89448-3796
(775) 588-7500 • fax: (775) 589-6333

Agenda Item 9

Nevada Northwest Ph. I

Items in this Section Include:

- ✓ *Letter from Resource Concepts, Inc. dated May 21, 2020*



May 21, 2020

Via email: april@mgsdistrict.org

Ms. Barbara Smallwood, Chairman
and Members of the Board of Trustees
Minden Gardnerville Sanitation District
P. O. Box 568
Minden, Nevada 89423

Subject: Approval of sewer improvements for Nevada Northwest Phase 1

Dear Chairman Smallwood and Members of the Board:

On May 13, 2020, we received updated record information for the Nevada Northwest Phase 1 sewer improvements from RO Anderson Engineering.

The plans reflect completed construction meeting District standards and are in general conformance with the improvement plans that have been previously approved. We have field verified the flow lines and manhole locations for the improvements.

At this time, we would recommend that the MGSD Board conditionally approve the improvements as constructed for the Village at Monte Vista and accept the sewer improvements subject to the following conditions:

1. All SSMH's shall be brought up to finished grade of the development and approved by MGSD staff.
2. All pipe lengths and manholes within this development are subject to a final cleaning by the Contractor once all construction in the area is completed. Cleaning is to be completed to MGSD's satisfaction.
3. Submittal of the Record Drawings in an acceptable electronic format.
4. Payment of all fees and charges of MGSD for capacity, connection, review, inspection, etc., should be paid prior to final acceptance of the sewer facilities.

CARSON CITY
340 North Minnesota St.
Carson City, NV 89703-4152
(775) 883-1600 • fax: (775) 883-1656

**Engineering • Surveying • Water Rights
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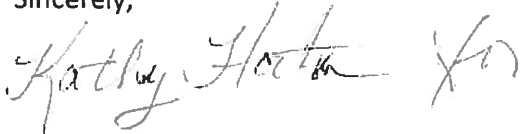
LAKE TAHOE
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(775) 588-7500 • fax: (775) 589-6333

2020-05-21 ltr Smallwood Board 19-002.1 MGSD BRS-PC-kh L5-32.docx

Ms. Barbara Smallwood, Chairman
and Members of the Board of Trustees
May 21, 2020
Page 2

I'll be happy to discuss this further and answer questions after the board meeting, should you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bruce R. Scott".

Bruce R. Scott, P.E.
District Engineer

BRS/kh

cc: RO Anderson Engineering – randerson@roanderson.com
The Town of Minden, J.D. Frisby
Douglas County Community Development Building
Douglas County Community Development Engineering

Agenda Item 10

Warren Reed Insurance NPAIP Plant Insurance Package

Items in this Section Include:

- ✓ *Memo regarding Authority to Assess MGSD Technical Network*
- ✓ *Warren Reed Insurance 20/21 POOL Proposal*

Antonio A. Rucci
@InsiderThreats

Memorandum for Record

**Subject: Authority to Assess the Technical Networks and Systems Belonging to:
Minden Gardnerville Sanitation District, 1790 US HWY 395 N., Minden, NV 89423**

Date: May 27, 2020

To properly assess your technical network infrastructure, the technical security staff employed by **Antonio A. Rucci (AAR)**, a Technical Security Consultant operating under contract with the **Nevada Public Agency Insurance Pool** is required to access the networked environment, physically and remotely. The information security team is required to assess the security posture periodically throughout the prescribed period of engagement by conducting technical & vulnerability assessments and penetration testing of the organizational offices associated with the **Minden Gardnerville Sanitation District (MGSD)**. These activities involve scanning desktops, laptops, servers, network elements, wired and wireless infrastructure as well as telephony and other end-devices owned by client organizations on a regular basis, throughout the period of authorization to discover any past and current potential vulnerabilities present within the networked environment. Only with knowledge of these vulnerabilities can our organization apply security remediation or other compensating controls to improve the security of the physical and technical environment. As such, No liability is levied upon AAR, under contract of the Nevada Public Agency Insurance Pool, as a result of this Passive Network Assessment.

The purpose of this memorandum is to grant authorization to specific members of our information security team to conduct vulnerability assessments and network testing against this organization's assets, including but not limited to the offices and departments under the operational jurisdiction and guidance of the **MGSD** Administration.

To that end, the undersigned attests to the following:

1. **Antonio A. Rucci**, Principal Technical Security Consultant, under contract with the Nevada Public Agency Insurance Pool, has this agency's express permission to access this organization's network & technical equipment both locally and remotely for the purpose of assessing the network security in support of our negotiated agreement with the Nevada Pulic Agency Insurance Pool as part of on-going advice and assistance to them and their members.
2. The undersigned representative has the authority to grant this permission for accessing **MGSD's** Information Technology assets both locally and remotely for the purpose of supporting this requested Technical Assessment. Permission is granted for the period between: **1 - 30 JUN 2020**. We expect to be on-site performing our work during the week of **7 JUN 2020**. If an extension of access is required, this document will be updated and staffed accordingly.

Signature/Title:

Steve Baratt
District Manager

Date:

5.28.2020



Signature:

Antonio A. Rucci
ANTONIO A. RUCCI

Principal Technical Security Consultant

Date: 27 MAY 2020



WARREN REED INSURANCE

20/21 POOL Proposal

Minden Gardnerville Sanitation District



**Presented By:
Alan Reed**

**1521 HIGHWAY 395, NORTH
GARDNERVILLE, NV 89410**

PHONE (775) 782-2277 ~ FAX (775) 782-8923

1521 Hwy 395 North
Gardnerville, NV 89410
(775) 782-2277
Fax: (775) 782-7387 or (775) 782-8923



Warren Reed Principle

To provide our customers with quality insurance products and services while maintaining the highest standard of integrity, trust and respect with our client base, this community and our agency staff. We will do this by continuing to build our organizational capabilities and taking seriously the responsibility placed upon us.

Warren Reed	1947	Founder/deceased 1917 - 1998
Bruce Hollander CPCU	1966	Retired
Jim Norton	1967	Property & Casualty Agent
William Coverly	1987	Life & Health Agent/deceased 1942 - 2015
Alan Reed CIC	1974	Property & Casualty Agent
Denise Rudnick CISR	1984	Office Manager/Customer Service Representative
Todd Wilcks, CIC	1987	Property & Casualty Agent
Kristi Glover, CISR	2003	Account Executive
Jeff Long	2005	Life & Health Agent
Carolyn Mitchell, CISR	2008	Commercial Lines Customer Service Representative
Mike Downs	2008	Property & Casualty Agent
JoAnne Snarr	2013	Accounting
Robin Frediani	2006	Claims Administrator
Taylor Reed	2015	Property & Casualty Agent

1521 Hwy 395 North
Gardnerville, NV 89410
(775) 782-2277
Fax: (775) 782-7387 or (775) 782-8923



May 20, 2020

Minden Gardnerville Sanitation District
Attn: Mr. Peter Baratti and The Board of Trustees
P O Box 568
Minden NV 89423

RE: 2020/2021 POOL Proposal

Dear Mr. Baratti and The Board of Trustees,

Enclosed please find a detailed analysis, as well as a summary of coverage terms and conditions for the upcoming year.

COVID-19

The coronavirus pandemic has brought changes in communication with the POOL membership. The annual meeting for both POOL and PACT was conducted under a virtual format on April 17, 2020. Approximately 100 Nevada public entities attended this year's meeting.

CARRIER SUMMATION

Governmental entities are obviously faced with budget concerns and constraints unlike any ever before. In the renewal shopping, the POOL underwriters made every effort to price each risk with this in mind. As a result of their efforts to secure the best overall coverage plan, the POOL Board voted to accept proposals from Government Entities Mutual (GEM), Brit Insurance Company, Public Risk Mutual (PRM), Lloyds of London, Travelers Boiler Reinsurance, County Reinsurance Limited (CRL) and Ironshore Insurance.

Membership Report

There are approximately 120 public entities within the Nevada Public Agency Insurance Pool. The membership can be best described as consistently stable. The POOL now insures almost 100% of the eligible public entities in Nevada. Forty five members have voting rights.

The members have effectively pooled together as a risk sharing pool for more than 35 years. The membership continues to receive increased levels of coverage as well as a growing array of related services.

Carrier Review and Financial Discussion and Coverage Changes

The voting members considered several factors in making their renewal decision. Those included current carrier relationships, stability in pricing, claims handling, and auxiliary services provided to the membership, as well as coverage enhancements.

The 2020-21 POOL coverage form includes a number of important changes. The changes include:

1. The expansion of ordinance of law coverage to include environmental upgrades to buildings.
2. The inclusion of language that clarifies automobile physical damage coverage is based on agreed values.
3. The introduction of the POOL's new Cyber Risk Coverage Form.

This new "stand alone" POOL Cyber-Risk form provides cyber risk coverage with improved scope of coverages and terms. The form was developed using sample forms from other insurer's policies as well as the previous Section VII of the POOL main form. This new form has four parts: 1) Terms and Conditions; 2) Security and Privacy Liability Coverage; 3) Security Failure/Privacy Coverage; and 4) Network Interruption Coverage. Emphasis is placed on new requirements on the insured for promptness of notification, preservation of data, and full cooperation. The importance of full cooperation of the insured and the maintenance of confidentiality may determine whether coverage is granted or not.

Blanket Pollution Legal Liability is now included subject to a \$2,000,000 limit per member with a \$10,000,000 aggregate. The deductible is \$25,000.

In an effort to increase their long-range viability and financial strength, the membership has continued to develop a number of member owned insurers that over time, have and will continue to participate in the program structure. These companies assist both POOL and PACT by participating in coverage layers within the insurance programs. The presence of these member owned captives has strengthened the financial position of POOL/PACT. They have also helped in the negotiation of coverage contracts with respect to increased levels of coverage that are dependent on financially strong underlying companies.

The major purpose of any pool is to provide consistency in terms of coverage availability and pricing which could also be described as taking the unexpected bumps out of the road that may occur from time to time, due to hardening and softening within the marketplace.

In the case of POOL and PACT, the member owned captives are Public Risk Mutual (PRM) and Public Compensation Mutual (PCM). These non-profit captives participate within the program structure. As well, the Pool has a financial stake in two risk retention groups (RRG's), Government Entities Mutual (GEM) and County Reinsurance Limited (CRL) who also participate in coverage layers. One traditional insurance company, Travelers Re, as well as one syndicated insurance provider, Lloyds of London participate in the property coverages. Ironshore Insurance provides environmental protection.

Financial statements are available to any interested party. In short, the member owned entities continue to grow in key areas including net assets (well over \$200,000,000). As both POOL and PACT are quasi-public entities, their investments track those of governmental/municipal organizations. Both organizations received clean opinions from the independent auditor.

Insurance Industry Conditions

Foremost in the minds of the membership is an increased awareness and understanding as to exactly what the POOL has attempted to accomplish in their efforts to become one of the best risk sharing entities in America. The most obvious factor playing out at this time is the overall direction of the POOL's effort to bring more of their risk in house. The traditional insurance market continues to struggle with catastrophic losses like the tornadoes and flooding throughout America, as well as earthquakes and weather related losses. These large "cat losses" all have a resounding effect on the reinsurance market, as well as the costs that filter down to the buyer.

The past few years have been difficult for the insurance industry as catastrophic losses reached near record levels. The California wild land fires of 2018 had a significant effect on the insurance industry. Reinsurers have raised property rates by as much as 25% in many instances. Another contributing factor is adverse development of combined POOL members for the policy years 2013-14 and 2016-17. However, and this is an important note, the reinsurers for the POOL looked at two key metrics (1) the stability of the POOL itself and (2) the overall loss record of the POOL members and held our rate increase to below market average levels.

The POOL currently underwrites over \$5,000,000,000 in property exposures.

The POOL's objective in creating their member owned captive insurance companies a few years ago has provided economic stability. The Pool has seen a steady increase in the level of coverage and risk that they have elected to retain and self-insure. This is a direct result of a strategic plan to direct a portion of each member's insurance costs into the member owned captives like Public Risk Mutual, as opposed to funneling those funds out into the traditional market, only to never be seen again.

Ownership

As mentioned above, ownership in the Nevada Public Agency Insurance Pool is vested in the membership. All decisions regarding coverage plans are made by the Executive Board and the Executive Committee with input, research and leadership provided by the POOL's Executive Director (Wayne Carlson) and POOL staff.

Accountability and Peer Review

Both POOL and PACT belong to AGRiP, the Association of Governmental and Risk Pools. AGRiP is a conglomerate of about 600 governmental insurance pools in the U.S. POOL and PACT have consistently (since 1996) received awards from AGRiP's Recognition Program. That status is achieved upon completion of rigorous examinations and a compliance process administered under AGRiP's Advisory Standards for Public Entity Risks and Employee Benefit Pools. This comprehensive process includes an in depth analysis of practices, procedures, claims, and a financial review.

Grant for Pooling Resources

The grant for Human Resource services was approved for a 5-year period (beginning in 2020) at a total cost of \$6,890,834. This reflects a 4% increase in the first year and 3% annually thereafter. The scope of work was reviewed and approved by the POOL/PACT Executive Committees.

POOL/PACT continues to promote their grant program with the express purpose of providing financial assistance to those members wishing to improve risk management and ultimately reduce exposure to loss. Due to the financial strength of POOL/PACT, grant funding hovers at around \$1,000,000 annually. Grant awards should be near or slightly above that same total for the foreseeable future. Equipment replacement projects, cyber security software, security enhancements, parks and playground equipment and fire protection upgrades are high on many public entities wish lists. Some grants were/are over \$50,000.

Members use these grants to reduce their own costs that are associated with risk management. There are a variety of applications reviewed on a regular basis. Members are encouraged to take advantage of this service. Grant awards can be provided for a number of safety items (i.e. fire alarm equipment, video security, and dispatch equipment) as well as cost reimbursements for risk management conferences.

As well, awards are available under the POOL's Loss Control Excellence Program. Recertification opportunities are also available to the membership.

Employee Assistance Program moved to KEPRO

After much study and deliberation, the POOL Executive Committee switched the Employee Assistance Program from Resources for Living to the administrator currently used by the State of Nevada for their employee assistance program, KEPRO. At the same time, POOL was able to capture a cost savings of 38%.

POOL/PACT offers to all member employees and their dependents a confidential program to address and resolve personal and workplace challenges. Services are offered live as well as online. Over 13,000 employees have access to this program. Several hundred public entity employees sought assistance in the last year. Of those seeking help, about 15% are dependents.

Cyber Liability

POOL affords Cyber Liability to each member. The limit is \$3,000,000 per cyber security event. There has been a significant increase in liability claims arising from a number of issues related to this area. They include but are not limited to : malware attacks, leakage of sensitive information, unwanted e-mails to wireless devices and computers without permission, improper faxes, failure to follow electronic procedures, errors arising out of social networking, web issues, improper text messaging and data breaches. All of these can lead to injury.

POOL has a contract with Information International Associates, Inc. to assist with data security policies and risk evaluations. These policies have been made available to the members. The cost for member assessments are currently funded by Public Risk Mutual.

Member Services

The list of services available to POOL/PACT customers is extensive. Major areas of concentration include:

- Legal Services
- Contractual Review
- Human Resource Consulting
- Property Appraisal
- Property Inspections
- Thermographic Imaging
- ADA Compliance Surveys
- Defensive Driving Training
- OSHA Compliance
- Webinar Series
- Personnel policy development
- Specialized Loss Control
- Educators Training

E-learning Courses
Law Enforcement Training
Internal Claims Handling Assistance
Risk Control Systems
Site Surveys

POOL/PACT Executive Committees

Both organizations are member owned and driven. The current Executive Committees include:

POOL

Cash Minor, Chair	Elko County
Josh Foli, Vice Chair	Lyon County
Gerry Eick, Fiscal Officer	Incline Village General Improvement District
Ann Cyr	Carson City School District
Gina Rackley	Humboldt Improvement District

PACT

Paul Johnson, Chair	White Pine County School District
Cash Minor, Vice Chair	Elko County
Josh Foli, Fiscal Officer	Lyon County
Elizabeth Frances	White Pine County
Cindy Hixenbaugh	Pershing General Hospital

MGSD Synopsis

In general, the members of the POOL are seeing their renewals come in with stabilized pricing vs. last year. Exceptions to this would be new exposures (i.e. buildings, vehicles and equipment), or increases in payroll or insured values. Each member has the opportunity to consult with respect to their individual risk to determine if viable options are available. Specifically, the District will receive pricing (\$93,952) that is slightly less than last year (\$94,083). Property values are down 3%, payroll is up 7% and the District currently has 14 vehicles and trailers insured.

Warren Reed Insurance, Inc.

The Reed agency operates under a focused strategic plan that includes:

Risk Management and Underwriting
Marketing and Sales
Customer Service
Claims
Education and Analysis

The Warren Reed agency is Douglas County's oldest family owned commercial enterprise, established in 1947. Led by current president Alan Reed, C.I.C., Mr. Reed has been actively engaged in the insurance industry for forty six years. The agency has been family owned since inception.

He and his wife, Dana have been married for thirty eight years and they have six children.

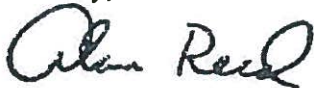
Christine is a graduate of Washington State University and is a schoolteacher in western Oregon. A.G. received a law degree and a Masters in Public Policy from Indiana University. His undergraduate studies included the United States Air Force Academy, Hillsdale College (Michigan) and Oxford University. Taylor is a 2011 graduate of Gonzaga University and is an account executive for Warren Reed Insurance. Benjamin graduated from Montana State in Bozeman in 2014. He has a bachelors in agri business. Nicole graduated from Boise State in 2019 with a bachelors in psychology. Thomas is a senior at Boise State.

Agent Recognition

At the 2018 annual meeting of POOL/PACT, the Warren Reed agency was one of only two Nevada agents recognized for underwriting efficiency with a 100% rating. In addition, the Reed agency was one of just three POOL/PACT agents with the highest underwriting accuracy rating. They were acknowledged by POOL/PACT's underwriting arm, Willis Pooling of Columbus, Ohio.

Thank you, Mr. Baratti and The Board of Trustees. Please address any questions or concerns to my office.

Sincerely,

A handwritten signature in black ink that reads "Alan Reed". The signature is written in a cursive, flowing style.

Alan G. Reed, C.I.C.
Warren Reed Insurance

**2020/2021 PROGRAM
SUMMARY AND COST
QUOTATION**

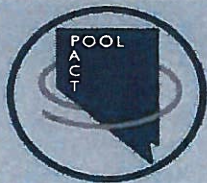
POOL POLICY PREMIUM 2019-2020

Pool Loss Fund Contribution & Coverage and Related Administrative Costs	\$94,083
Boiler and Machinery	Included
Total Program Costs	\$94,083
Maintenance Deductible	\$5,000 Applies to each Loss

POOL POLICY PREMIUM 2020-20210

Pool Loss Fund Contribution & Coverage and Related Administrative Costs	\$93,952
Boiler and Machinery	Included
Total Program Costs	\$93,952
Maintenance Deductible	\$5,000 Applies to each Loss

DIFFERENCE IN PREMIUM \$-131



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The Power of the POOL

NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER COVERAGE SUMMARY

Prepared For:

Minden Gardnerville Sanitation District

Prepared By:

Warren Reed Insurance

**THANK YOU FOR
YOUR SERVICE!**



poolpact.com
The Power of the POOL

Dear POOL Member:

On behalf of all the POOL/PACT staff and Members, thank you for your continuing commitment to serving your communities. In unprecedented times your leadership and support make all of us stronger to fulfill our mission. The POOL remains committed to each Member's financial security and overall success.

We are pleased to provide this Member Coverage Summary for your review. One of the most significant changes for 2020-2021 fiscal year is the addition of a new separate POOL Cyber Risk Coverage Form and a revised POOL Coverage Form for property and liability coverage. Overall, these form changes enhance and clarify your POOL coverages.

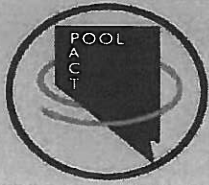
The POOL continues to offer extensive risk management services, such as our premier POOL/PACT HR services. The POOL continually improves and increases enrollment in the Absorb eLearning program, Target Solutions Fire/EMS training, and KnowBe4 email security training. Currently, over 8,000 POOL Member's employees are enrolled in these POOL funded online training programs.

We encourage you to discuss the POOL's services with staff and your agent. Our website regularly is updated so please visit www.poolpact.com to utilize a growing base of HR and risk management information as well as your coverage documents.

We extend our 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
	07/01/2020 – 07/01/2021 Standard Time	Minden Gardnerville Sanitation 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
• Loss of Income & Extra Expense	included
• Hazardous Substance Coverage	\$250,000 per loss
• Spoilage Coverage	\$250,000 per loss
• Data Restoration	\$100,000 per loss
• 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

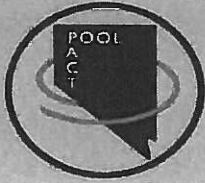


NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

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 Insured (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 Security Coverage

The Limits of Liability are as follows: Privacy or Security Liability Limits	\$3,000,000	Each Named Assured Member/Annual Member Aggregate
Security Failure/ Privacy Event Management Coverage Sublimit	\$100,000	Each Named Assured Member
Network Interruption Coverage Sublimit	\$250,000	Waiting Hours Period: 12 Hours
Proof of Loss Preparation Costs Sublimit	\$50,000	Each Named Assured Member
Retroactive Date: July 1, 2013		

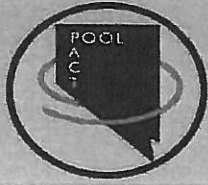
Environmental Liability Coverage

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

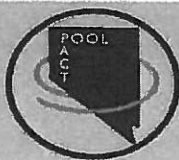
COVERAGE	DEDUCTIBLE	BUSINESS INTERRUPTION LIMIT (Days)	BUSINESS INTERRUPTION LIMIT (\$)
D	3 Days	365	\$2,000,000



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NEVADA PUBLIC AGENCY INSURANCE POOL

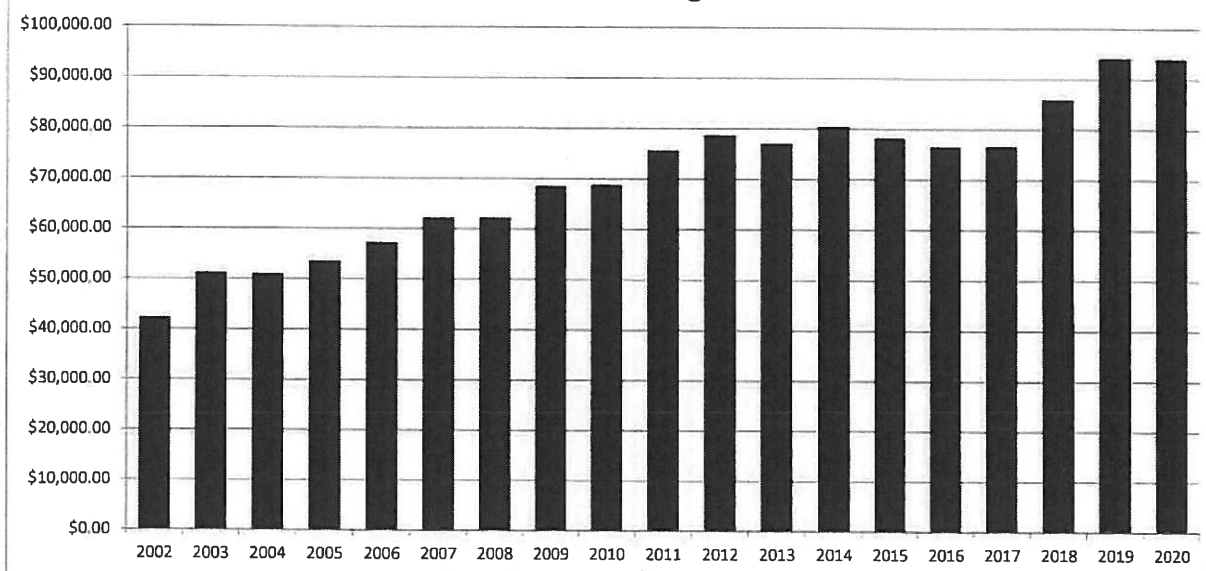
***Historical Member Data
& Loss Experience***



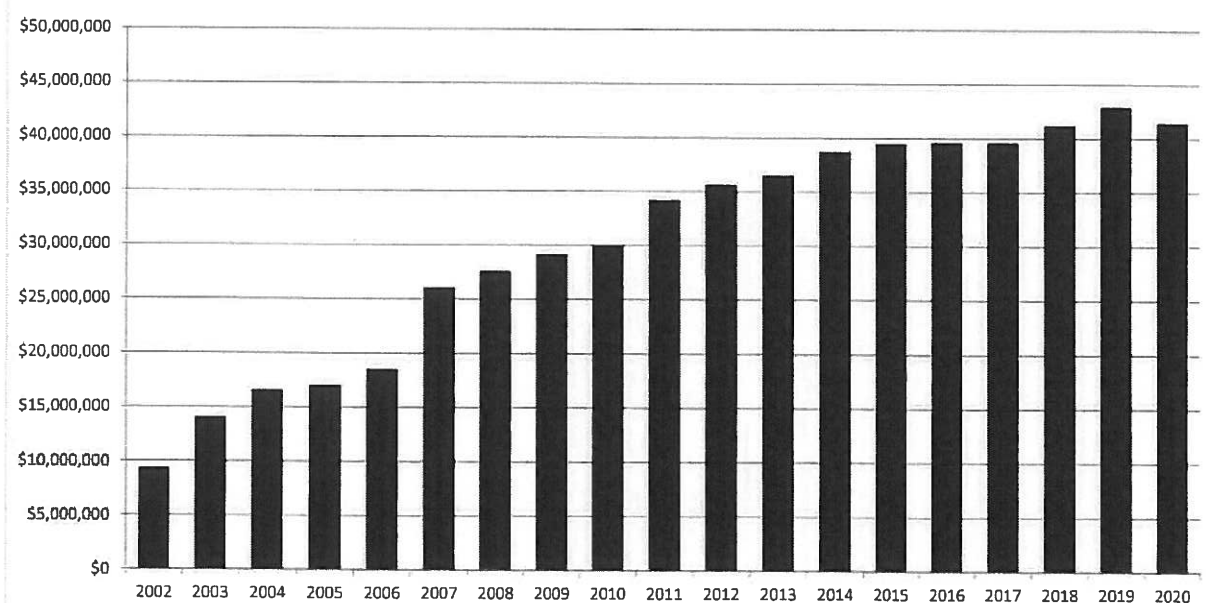
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2020 Member Exposure Data
Minden Gardnerville Sanitation District

2020 NPAIP Total Program Cost



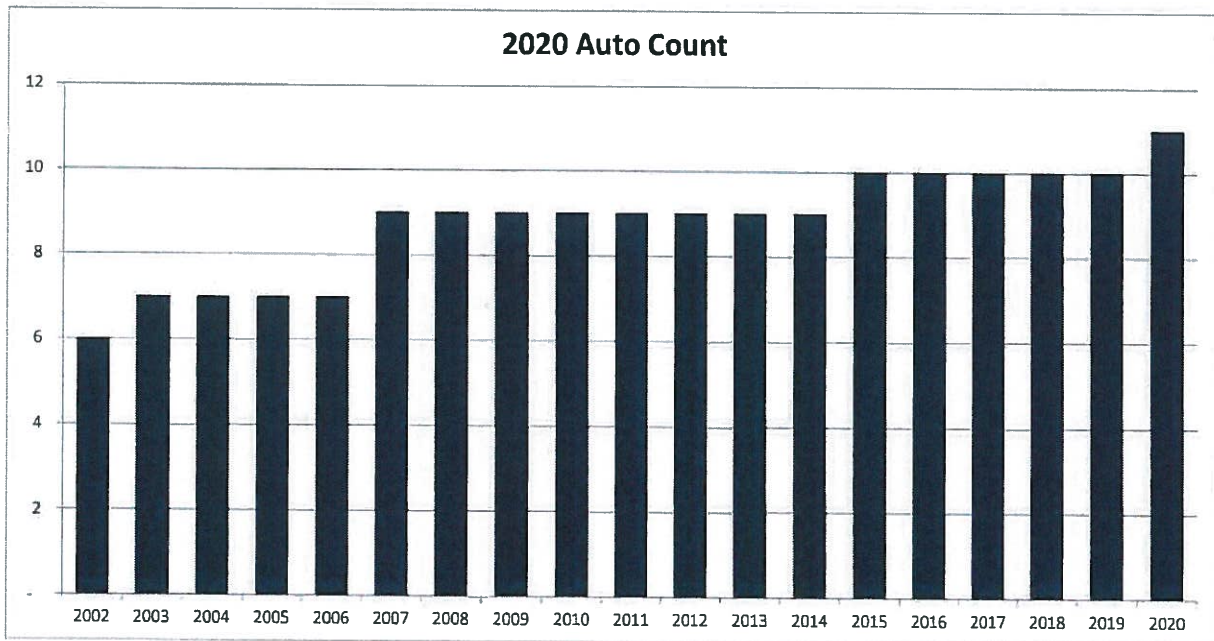
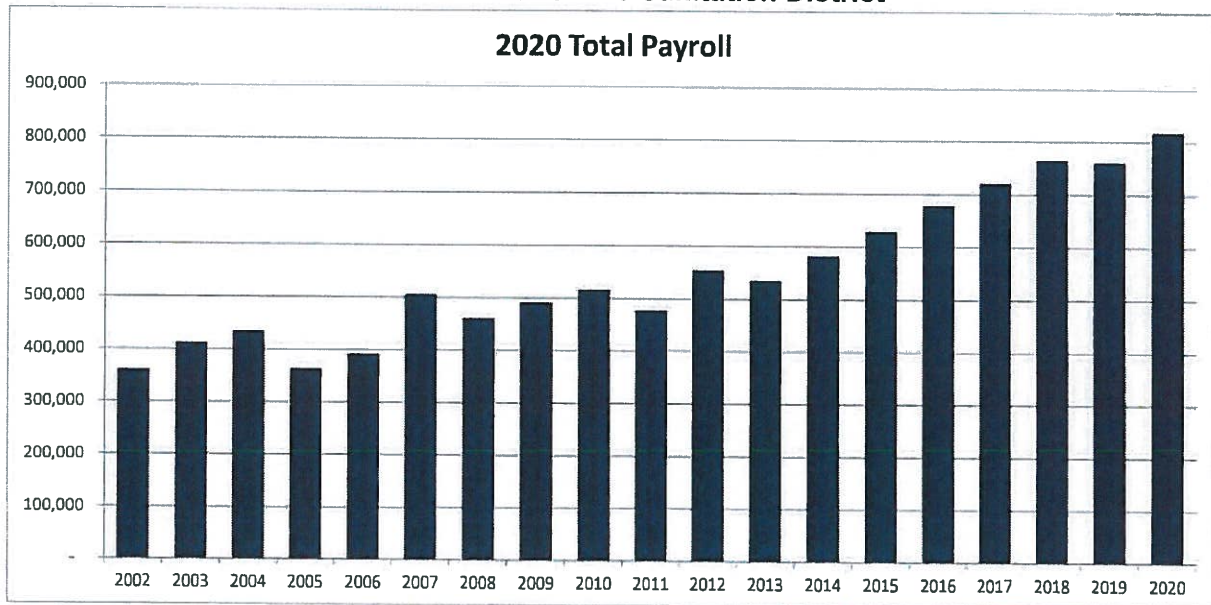
2020 Total Insured Values





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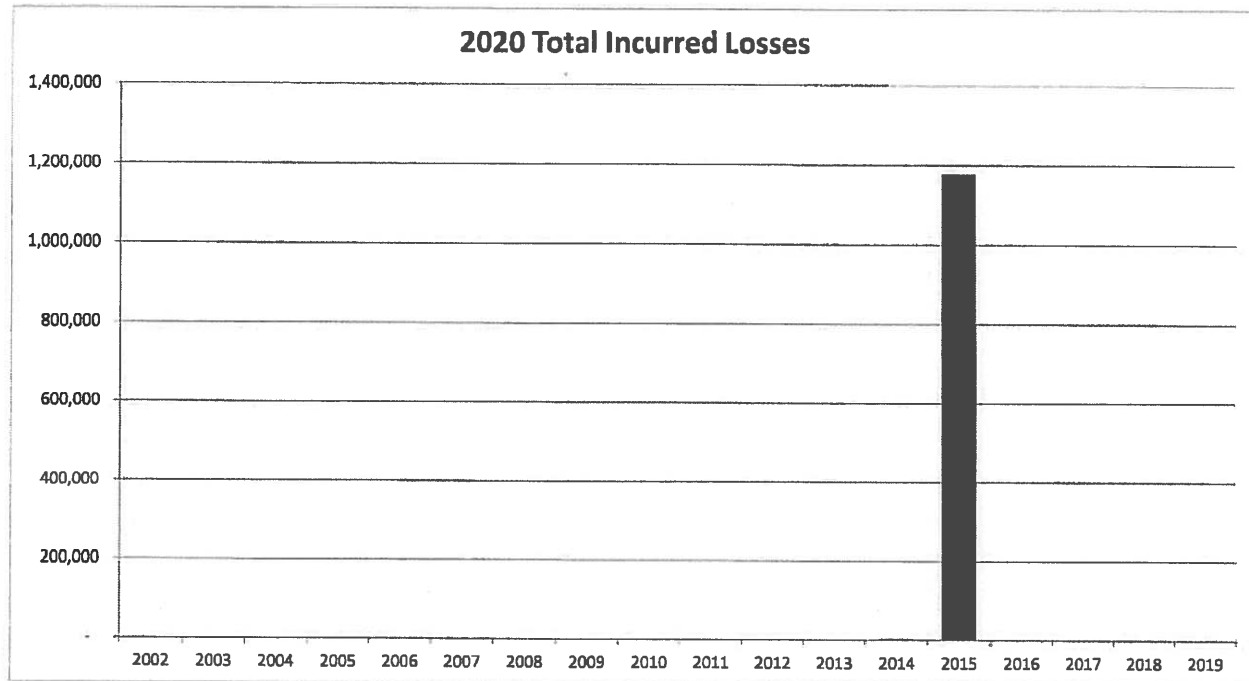
2020 Member Exposure Data
Minden Gardnerville Sanitation District

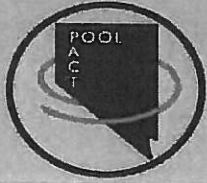




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2020 Member Loss Data
Minden Gardnerville Sanitation District





STATE OF THE MARKET

Property:

Two years of combined loss ratios exceeding 100%, along with the previous prolonged soft market, have driven the market correction and insurers' push to return to profitability.

The market is hardening and rate increases are accelerating with each succeeding month. Underwriters continue to take a more critical look at exposures, restricting many coverage terms previously offered in the soft market.

If we get through the next hurricane season without a major U.S. landfall one might expect that the good news for insurers would, as in the past, push the supply and demand curve eventually in the buyer's favor.

We also expect that rate increases and capacity deployment will become more predictable by the end of 2020 as most of the re-underwriting by major property insurers should be completed.

Casualty:

The median settlement of the top 50 U.S. verdicts nearly doubled over the last four years (\$54M in 2018 vs. \$28M in 2014).

Reviver statutes that are aimed at abuse create a specter of unending litigation, legitimate and spurious, for schools, health care institutions and non-profits when statutes of limitations are abandoned or extended. Fear of the jury verdict wheel of fortune is also driving higher settlements.

Reinsurer feedback in the public entity sector largely concerns sexual abuse and molestation claims (SAM) as well as law enforcement and jail liability. Of note are exceedingly high demands and awards across the country, forcing underwriters to reevaluate both their limit and coverage offerings in risks where these exposures exist.



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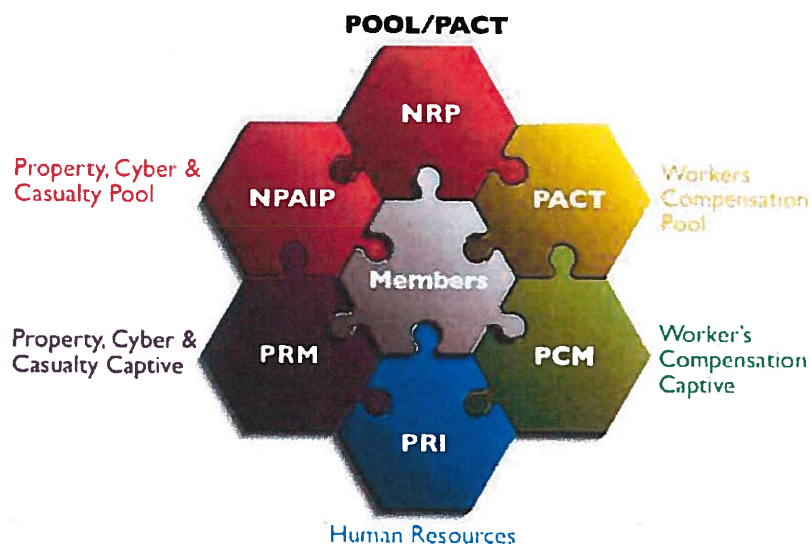
POOL PACT – HERE FOR YOU

Members Helping Members

In 1987, four Nevada counties formed their own risk sharing pool. Now over thirty years later, the majority of Nevada's rural 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 the POOL/PACT because of extensive services, and that 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

Cash Minor - Chairman (Elko County)
Josh Foli - Vice Chairman (Lyon County)
Geoff Stark - Director (Churchill County)
Dan Murphy - Director (Pershing Co.SD)
Gina Rackley - Director (Humboldt Co)
Ann Cyr - Director (Carson City SD)
Gerry Eick - Director (Incline Village GID)

PACT Executive Committee

Paul Johnson - Chairman (White Pine SD)
Cash Minor - Vice Chairman (Elko County)
Mike Giles - Director (City of Lovelock)
Josh Foli - Director (Lyon County)
Chris Mulkerns - Director (Town of Tonopah)
Cindy Hixenbaugh - Director (Pershing GH)
Elizabeth Frances - Director (White Pine County)



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PROGRAMS AND SERVICES AVAILABLE TO POOL/PACT MEMBERS

RISK MANAGEMENT

Training

POOL/PACT provides extensive training. Here are some examples, visit www.poolpact.com for more: Safe Driving Techniques • Blood Borne Pathogens • Ethics • Nevada Open Meeting Law • POOL/PACT 101 • Positive Governance

eLearning

POOL/PACT provides a dynamic eLearning platform, ongoing and timely learning courses, and support for:
• Human Resources • Employee Safety • Cyber Security • Risk Management • Health and Wellness and more. • Emergency Medical Services • Fire Safety

Risk Management On-Site Programs

Risk Control Program Analysis • Infrared Thermography (IRT) • Safety Policies and Procedures Review • Site Surveys • OSHA Compliance Assistance • Safety and Loss Control Committees Review and Development • Traffic Safety Cones • Improved Security Systems • On-site Respirator Fit and Fire Extinguisher Training • Swimming Pool Safety Training and Inspections • School and Bus Safety Training. • Accident Investigation Claims Analysis • Hazard Communication Program Review and Development

Law Enforcement and Fire Protection

On-line Law Enforcement training, policies, and best practices from the Legal Liability Risk Management Institute • Fire and EMS training, policies, and best practices from TargetSolutions. Jail safety and best practice review is being provided to all members operating correction facilities.

Risk Management Grant Program

POOL/PACT provides Loss Control grants to help mitigate or eliminate risk to employees and liability exposure. Five, \$2,000 risk management grants are available to each member each year.

24-7-365 Workers Comp Nurse Triage Program

PACT members are eligible to use our innovative and streamed lined WC information and reporting system for non-life-threatening on-the-job injuries

Cyber-Security

All POOL members are provided a KnowBe4 online account subscription. Ongoing and updated Cyber Security training • Best Practices • Practice guidelines • Network assessments • Virtual Risk Officer

MSDSonline

OSHA and state compliance with safety data sheet management and updates are available online to ensure compliance and updated information.

For additional information contact Marshall Smith, POOL/PACT Risk Manager,
(775) 885-7475 email: marshallsmith@poolpact.com website: www.poolpact.com



PROGRAMS AND SERVICES AVAILABLE TO POOL/PACT MEMBERS

HUMAN RESOURCES

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.
- Instructor-led training courses, workshops, and certificate programs.
- eLearning and live online training courses.
- Webinars on HR-related topics.
- On-site assessments of members' HR practices with recommendations.
- Communication issued as "Alerts" to notify members when a significant HR-related law or practice has changed.
- 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.

For additional information contact Stacy Norbeck, POOL/PACT Human Resources Manager,
(775) 885-7475 email: stacynorbeck@poolpact.com website: www.poolpact.com



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POOL PACT CONTACTS

Nevada Risk Pooling (NRP) (775) 885 7475

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Marshall Smith, Risk Manager
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Mike Van Houten, eLearning Administrator
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Courtney Giesseman, Vice President
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Donna.squires@ascrisk.com

Margaret Malzahn – WC Claims Supervisor
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Pooling Resources, Inc. (PRI) (775) 887 2240

Stacy Norbeck, General Manager
stacynorbeck@poolpact.com

Jeff Coulam – Sr. HR Business Partner
jeffcoulam@poolpact.com



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NPAIP MEMBERSHIP

Counties:

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

Towns:

Town of Gardnerville
Town of Genoa
Town of Minden
Town of Pahrump
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

Cities:

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

Fire Districts:

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

Others:

Central Nevada Historical Society
Central Nevada Regional Water Authority
County Fiscal Officers Association of Nevada
Douglas County Redevelopment Agency
Elko Central Dispatch
Elko Convention & Visitors Authority
Humboldt River Basin Water Authority
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
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
Beatty Library District
Beatty Water & Sanitation District
Canyon General Improvement District
Carson-Truckee Water Conservancy District
Carson Water Subconservancy District
Churchill County Mosquito, Vector and Weed Control District
Coyote Springs General Improvement District
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
Minden Gardnerville Sanitation District
Moapa Valley Water District
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
Southern Nevada Health District
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
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!**

**2020/2021 SUMMARY
OF INSURANCE**

MINDEN GARDNERVILLE SANITATION DISTRICT

Site Number	Building Number	Site Name	Building Name	Address 1	City	State	Zip	Const Year	ISO Constr Class	Total Sq Ft	Flood Zone	Num Of Stories	Replacement Cost New	Modeled Contents Value
MINDEN GARDNERVILLE SANITATION D	1	1 WASTEWATER TREATMENT PLANT	ADMINISTRATION OF	1790 HWY 395 SOUTH	MINDEN	NV	89423	1975	4 - MAS	8711	AO	1	\$3,388,600	\$354,400
MINDEN GARDNERVILLE SANITATION D	1	2 WASTEWATER TREATMENT PLANT	STORAGE	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	4 - MAS	820	-	1	\$93,200	\$20,900
MINDEN GARDNERVILLE SANITATION D	1	3 WASTEWATER TREATMENT PLANT	INFLU. PUMP STAT. B	1790 HWY 395 SOUTH	MINDEN	NV	89423	1999	4 - MAS	2464	S/X	1	\$1,384,800	\$1,003,800
MINDEN GARDNERVILLE SANITATION D	1	4 WASTEWATER TREATMENT PLANT	ELECTRICAL BUILDING	1790 HWY 395 SOUTH	MINDEN	NV	89423	1999	4 - MAS	930	S/X	1	\$372,000	\$254,000
MINDEN GARDNERVILLE SANITATION D	1	5 WASTEWATER TREATMENT PLANT	OLD AERATION BASIN	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	2400	AE	1	\$777,600	\$59,000
MINDEN GARDNERVILLE SANITATION D	1	6 WASTEWATER TREATMENT PLANT	WASTE ACTIVATED S	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	908	AE	0	\$266,600	\$0
MINDEN GARDNERVILLE SANITATION D	1	7 WASTEWATER TREATMENT PLANT	GRAVITY BELT, THICK	1790 HWY 395 SOUTH	MINDEN	NV	89423	1993	4 - MAS	1512	AE	1	\$441,300	\$618,000
MINDEN GARDNERVILLE SANITATION D	1	8 WASTEWATER TREATMENT PLANT	PRIMARY CLARIFIER	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	3617	AE	0	\$819,100	\$335,300
MINDEN GARDNERVILLE SANITATION D	1	9 WASTEWATER TREATMENT PLANT	PRIMARY SLUDGE PU	1790 HWY 395 SOUTH	MINDEN	NV	89423	1986	6 - FIRE	480	-	1	\$159,900	\$149,500
MINDEN GARDNERVILLE SANITATION D	1	10 WASTEWATER TREATMENT PLANT	ODOR SCRUBBER SYS	1790 HWY 395 SOUTH	MINDEN	NV	89423	1997	6 - FIRE	1612	-	0	\$195,300	\$158,400
MINDEN GARDNERVILLE SANITATION D	1	11 WASTEWATER TREATMENT PLANT	TRICKLING FILTER DO	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	4 - MAS	840	AE	1	\$254,600	\$254,000
MINDEN GARDNERVILLE SANITATION D	1	12 WASTEWATER TREATMENT PLANT	DIGESTER #1 W/CON	1790 HWY 395 SOUTH	MINDEN	NV	89423	1974	4 - MAS	3233	AE	1	\$1,034,600	\$108,000
MINDEN GARDNERVILLE SANITATION D	1	13 WASTEWATER TREATMENT PLANT	DIGESTER #2 - BLDG	1790 HWY 395 SOUTH	MINDEN	NV	89423	1991	6 - FIRE	10052	AE	0	\$600,100	\$0
MINDEN GARDNERVILLE SANITATION D	1	14 WASTEWATER TREATMENT PLANT	TRICKLING FILTERS #1	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	132	-	0	\$1,960,100	\$379,600
MINDEN GARDNERVILLE SANITATION D	1	15 WASTEWATER TREATMENT PLANT	FLOW SPLIT STRUCTU	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	7476	AE	0	\$33,400	\$33,400
MINDEN GARDNERVILLE SANITATION D	1	16 WASTEWATER TREATMENT PLANT	SECONDARY CLARIFI	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	176	-	0	\$2,093,300	\$295,100
MINDEN GARDNERVILLE SANITATION D	1	17 WASTEWATER TREATMENT PLANT	FLOW SPLIT STRUCTU	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	6 - FIRE	176	-	0	\$44,500	\$44,500
MINDEN GARDNERVILLE SANITATION D	1	18 WASTEWATER TREATMENT PLANT	SECONDARY CLARIFI	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	6 - FIRE	5024	AE	0	\$1,406,700	\$198,300
MINDEN GARDNERVILLE SANITATION D	1	19 WASTEWATER TREATMENT PLANT	RAS/WAS PUMP STA	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	4 - MAS	1104	AE	1	\$662,400	\$333,900
MINDEN GARDNERVILLE SANITATION D	1	20 WASTEWATER TREATMENT PLANT	HYPOCHLORITE BLDG	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	4 - MAS	638	-	1	\$178,700	\$53,800
MINDEN GARDNERVILLE SANITATION D	1	21 WASTEWATER TREATMENT PLANT	NORTH NONPOTABLE	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	4 - MAS	540	-	1	\$186,900	\$140,900
MINDEN GARDNERVILLE SANITATION D	1	22 WASTEWATER TREATMENT PLANT	CHLORINE CONTACT	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	2758	AE	0	\$689,500	\$46,000
MINDEN GARDNERVILLE SANITATION D	1	23 WASTEWATER TREATMENT PLANT	DEWATERING BUILDI	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	4 - MAS	1800	AE	1	\$545,600	\$735,700
MINDEN GARDNERVILLE SANITATION D	1	24 WASTEWATER TREATMENT PLANT	EQUIP GARAGE - BLD	1790 HWY 395 SOUTH	MINDEN	NV	89423	1986	3 - NON	500	-	1	\$28,100	\$69,800
MINDEN GARDNERVILLE SANITATION D	1	25 WASTEWATER TREATMENT PLANT	SOLID HAND VACUUM	1790 HWY 395 SOUTH	MINDEN	NV	89423	1986	3 - NON	672	-	1	\$37,700	\$17,100
MINDEN GARDNERVILLE SANITATION D	1	26 WASTEWATER TREATMENT PLANT	SOLID HAND VACUUM	1790 HWY 395 SOUTH	MINDEN	NV	89423	1986	3 - NON	375	-	1	\$34,400	\$69,900
MINDEN GARDNERVILLE SANITATION D	1	27 WASTEWATER TREATMENT PLANT	SOLID HAND VACUUM	1790 HWY 395 SOUTH	MINDEN	NV	89423	1986	3 - NON	375	-	1	\$34,400	\$69,900
MINDEN GARDNERVILLE SANITATION D	1	28 WASTEWATER TREATMENT PLANT	SLUDGE DRYING BED	1790 HWY 395 SOUTH	MINDEN	NV	89423	1986	6 - FIRE	14560	-	0	\$256,400	\$0
MINDEN GARDNERVILLE SANITATION D	1	29 WASTEWATER TREATMENT PLANT	PUMP STATION #1	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	96	-	0	\$30,100	\$50,200
MINDEN GARDNERVILLE SANITATION D	1	30 WASTEWATER TREATMENT PLANT	PUMP STATION #2	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	584	-	0	\$182,500	\$66,700
MINDEN GARDNERVILLE SANITATION D	1	31 WASTEWATER TREATMENT PLANT	PUMP STATION #3	1790 HWY 395 SOUTH	MINDEN	NV	89423	1977	6 - FIRE	77	-	0	\$24,100	\$22,200
MINDEN GARDNERVILLE SANITATION D	1	32 WASTEWATER TREATMENT PLANT	PRIMARY CLARIFIER #	1790 HWY 395 SOUTH	MINDEN	NV	89423	2003	6 - FIRE	1963	AE	1	\$444,500	\$192,800
MINDEN GARDNERVILLE SANITATION D	1	33 WASTEWATER TREATMENT PLANT	GRIT FACILITY	1790 HWY 395 SOUTH	MINDEN	NV	89423	2003	6 - FIRE	1530	AE	1	\$1,145,000	\$110,000
MINDEN GARDNERVILLE SANITATION D	1	34 WASTEWATER TREATMENT PLANT	GRIT DEWATERING B	1790 HWY 395 SOUTH	MINDEN	NV	89423	2003	6 - FIRE	390	AE	1	\$220,700	\$111,600
MINDEN GARDNERVILLE SANITATION D	1	35 WASTEWATER TREATMENT PLANT	PRIMARY SLUDGE PU	1790 HWY 395 SOUTH	MINDEN	NV	89423	2003	4 - MAS	600	-	0	\$185,400	\$49,300
MINDEN GARDNERVILLE SANITATION D	1	36 WASTEWATER TREATMENT PLANT	PUMP STATION #4	1790 HWY 395 SOUTH	MINDEN	NV	89423	2001	2 - JOIS	666	-	1	\$199,900	\$210,000
MINDEN GARDNERVILLE SANITATION D	1	37 WASTEWATER TREATMENT PLANT	BLOWER BUILDING	1790 HWY 395 SOUTH	MINDEN	NV	89423	2006	4 - MAS	960	AE	1	\$362,900	\$635,000
MINDEN GARDNERVILLE SANITATION D	1	38 WASTEWATER TREATMENT PLANT	AERATION BASIN	1790 HWY 395 SOUTH	MINDEN	NV	89423	2006	6 - FIRE	2774	AE	1	\$1,140,000	\$95,000
MINDEN GARDNERVILLE SANITATION D	1	39 WASTEWATER TREATMENT PLANT	PUMP STATION 2A	1790 HWY 395 SOUTH	MINDEN	NV	89423	2008	6 - FIRE	100	-	1	\$52,800	\$228,000
MINDEN GARDNERVILLE SANITATION D	1	40 WASTEWATER TREATMENT PLANT	DIGESTER CONTROL	1790 HWY 395 SOUTH	MINDEN	NV	89423	2010	2 - JOIS	1276	AE	1	\$631,600	\$1,415,000
MINDEN GARDNERVILLE SANITATION D	1	41 WASTEWATER TREATMENT PLANT	DIGESTER NO.3	1790 HWY 395 SOUTH	MINDEN	NV	89423	2010	6 - FIRE	2462	AE	1	\$1,186,200	\$0
MINDEN GARDNERVILLE SANITATION D	1	42 WASTEWATER TREATMENT PLANT	UNDERGROUND TFP	1790 HWY 395 SOUTH	MINDEN	NV	89423	2010	6 - FIRE	392	-	1	\$137,800	\$273,500
MINDEN GARDNERVILLE SANITATION D	1	43 WASTEWATER TREATMENT PLANT	EQUIPMENT STORAGE	1790 HWY 395 SOUTH	MINDEN	NV	89423	2010	3 - NON	4160	S/X	1	\$185,700	\$245,800
MINDEN GARDNERVILLE SANITATION D	1	44 WASTEWATER TREATMENT PLANT	GREASE RECEIVING	1790 HWY 395 SOUTH	MINDEN	NV	89423	2012	N - NOT	300	-	1	\$125,000	\$797,800
MINDEN GARDNERVILLE SANITATION D	1	45 WASTEWATER TREATMENT PLANT	PROCESS PIPING	1790 HWY 395 SOUTH	MINDEN	NV	89423	1975	N - NOT	0	AE	0	\$5,287,000	\$0
MINDEN GARDNERVILLE SANITATION D													\$29,521,000	\$10,266,100

Year	Make	Model	Serial #	Use/Dept.	Value
2014	Case	CX31B Mini Excavator	NETN51937		\$ 43,700
2000	Bobcat	Skid Steer	510920974		\$ 9,500
2000	Honda	Quad	478TE2242Y4124441		\$ 1,000
2001	Honda	Quad	478TE224X14216418		\$ 1,000
2009	Polaris	Ranger UTV	3NSRTA878KG816344		\$ 15,500
2018	Case	TV 380 Loader	NJM443453		\$ 61,000
					\$ 131,700

Agenda Item 11

Firewall Protection

Items in this Section Include:

- ✓ *2 Emails from Randy Williams dated February 25, 2020*
- ✓ *Sample Pricing from SonicGuard*

April Burchett

From: Randy Williams <Randy@Tahoemail.com>
Sent: Tuesday, February 25, 2020 9:09 AM
To: April Burchett
Subject: SonicWall NSA Network Security Appliance Series | SonicGuard.com

The 2650 is the one I use on public safety agencies , I may be able to find it a little cheaper than this.

<http://www.sonicguard.com/NSA-New-Series.asp>

Randy@tahoemail.com=

This e-mail has been scanned by SPAMfighter Exchange Module Anti-Spam and Anti-Virus

April Burchett

From: Randy Williams <Randy@Tahoemail.com>
Sent: Tuesday, February 25, 2020 9:25 AM
To: April Burchett
Subject: SonicWall

The going price for the 2650a

Is about 1850.00. This is a gov grade firewall that is very robust And quite complex if that is the way they want to go, the Untangle unit you have does work but is less robust in how it blocks external access. Sonicwall is probably a bit overkill because it has a lot of features you wont use but if you decide Untangle isnt good enough then I would go with the Sonicwall

Randy@tahoemail.com=

This e-mail has been scanned by SPAMfighter Exchange Module Anti-Spam and Anti-Virus

SonicGuard

SonicWall Authorized Online Reseller

(<http://www.sonicguard.com/>)

Call a Specialist Today! 800-886-4880

(tel:800-886-4880)

Free Shipping! 

Search by Model, Part, or SKU



Sign in/Register ▾

SHOPPING CART

ITEMS (1)

SONICWALL NSA 2650 \$1,821.00 x 1 \$1,821.00

([HTTPS://WWW.SONICGUARD.COM/NSA-2650.ASP](https://www.sonicguard.com/NSA-2650.ASP))

SKU: 01-SSC-1936

[X REMOVE](#)

SUMMARY

SUBTOTAL \$1,821.00

Estimated Shipping \$0.00

Estimated Tax - - -

ESTIMATED TOTAL \$1,821.00

[Check out now](#)

Site Map:

[Home \(/\)](#)
[Shopping Cart \(/Portal/Cart\)](#)
[Contact Us \(/contact.asp\)](#)

Products:

[TZ Series \(/TZ-New-Series.asp\)](#)
[NSA Series \(/NSA-New-Series.asp\)](#)
[SuperMassive Series \(/SuperMassive-Series.asp\)](#)
[SonicWave Series \(/SonicWave.asp\)](#)
[SonicPoint Series \(/SonicPoint.asp\)](#)
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Search by Model, Part,



   
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Contact:

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Irvine, CA 92618

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(tel:800-886-4880)

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(mailto:Sales@SonicGuard.com)
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Agenda Item 13

Engineer's Report

Items in this Section Include:

- ✓ *Letter from Bruce Scott dated May 6, 2020*

May 6, 2020



Via email: april@mgsdistrict.org

Ms. Barbara Smallwood, Chairman
and Members of the Board of Trustees
Minden Gardnerville Sanitation District
P.O. Box 568
Minden, Nevada 89423

Subject: Activities during the month of April 2020

Dear Chairman Smallwood and Members of the Board:

April has been relatively quiet in most areas with some plan review ongoing and the continuation of the sewer line improvement work on 10th Street in conjunction with the Town of Minden. Final elements of that project will be completed when the waterline is done, and the street repaving is accomplished.

We are continuing to work with the Bently Heritage staff on pretreatment level discharges for both quantity and peaking discharges to the public sewer, as well as the strength of the discharges being made. This work was interrupted for a time with the change in operation that Bently undertook to produce hand sanitizers. However, they are back online with the distillery and we are working to validate data and ensure that we have good numbers on which to complete the details of the pretreatment permit requirements.

Although we are continuing to move forward with the preliminary design for lining and rehabilitation of the upper portion of the GRID sewer interceptor, that project has slowed down given the current pandemic conditions. Peter and I still plan to meet with Greg Reed in order to move that project forward. Should there be any kind of infrastructure investment legislation, we will certainly look carefully to see if we qualify for some financial aid in that regard.

Plan reviews and comments have continued at a relatively slow pace with most of the activity being in the Buckeye Road and Highway 88/395 areas. Some work is being completed and additional plans have been submitted for the next phase of Heybourne Meadows.

In a more challenged way, we are working with staff and board members to continue to provide support and assist as needed or as requested. If you have questions or need information prior to the meeting please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce Scott", written over a horizontal line.

Bruce R. Scott, P.E.
District Engineer

BRS/sb

cc: Bill Peterson, Esq.

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2020-05-06 ltr Smallwood Chairman & Board Monthly rpt April 20-001.1 MGSD BRS-sb L5-5.docx

Agenda Item 14

District Manager's Report

Items in this Section Include:

- ✓ *June 2020 District Manager Report*
- ✓ *May 2020 Capacity Report*
- ✓ *Project Schedule for Belt Press Addition*



Minden Gardnerville Sanitation District
District Manager's Report
June 2020

CAPACITY ALLOCATIONS/PURCHASES:

- LaCosta Ph. 3 – 2.0 edu's
- Mackland Unit 4– 1.0 edu

WILL SERVES LETTERS ISSUED:

- Shoetree Brewing – Ironwood Center

Public Records Requests: 0

MEETINGS ATTENDED AND SCHEDULED:

- 3/11 NDOT 395 Corridor
- 3/26 Doug Stimpson regarding Pine View Estates
- 4/1 Pre-App meeting at the County for Gilbert Storage Project on Buckeye
- 4/16 Online Meeting with Bently Heritage and RCI (slug flows)
- 5/20 Pre-App Meeting for Ashland Park
- 6/9 Meeting with Greg Reed at GRGID regarding siphon rehab

VENDORS AND CONTRACTS:

- Tesco – renewed annual service contract

STAFF/OFFICE ITEMS:

- Ongoing training with LaVonne Ghanavati regarding Great Plains software training and needs

PROJECTS IN THE DISTRICT:

- Crestmore has requested to be continued to the July meeting
- Dotty's Tavern is tied in
- Tires Plus is tied in
- Heybourne Meadows IV, V, IV, VII is under construction and going well
- Nevada Northwest inspections have not been completed
- High Sierra Fellowship is completed
- Heybourne Meadows IIIA, IIIB, IIIC plans have come in, but no movement yet
- Great Life Church (Centerville Ln) has submitted plans

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Digester 2: Several online meetings with engineers and contractor
 - Grav Belt: 3 new VFDs and new flow meter installed
 - CAT Auxiliary Plant Power Generator scheduled for repair
 - Stockpiling material for pond and road rehab
 - Boiler replacement pricing
 - Mid-June pista-grit equipment scheduled to be here
-

- Trickle Filter pump should be arriving mid-June.
 - Line Cleaning project to begin in June
-

GENERAL ENGINEERING/ACCOUNTING/LEGAL ISSUES:

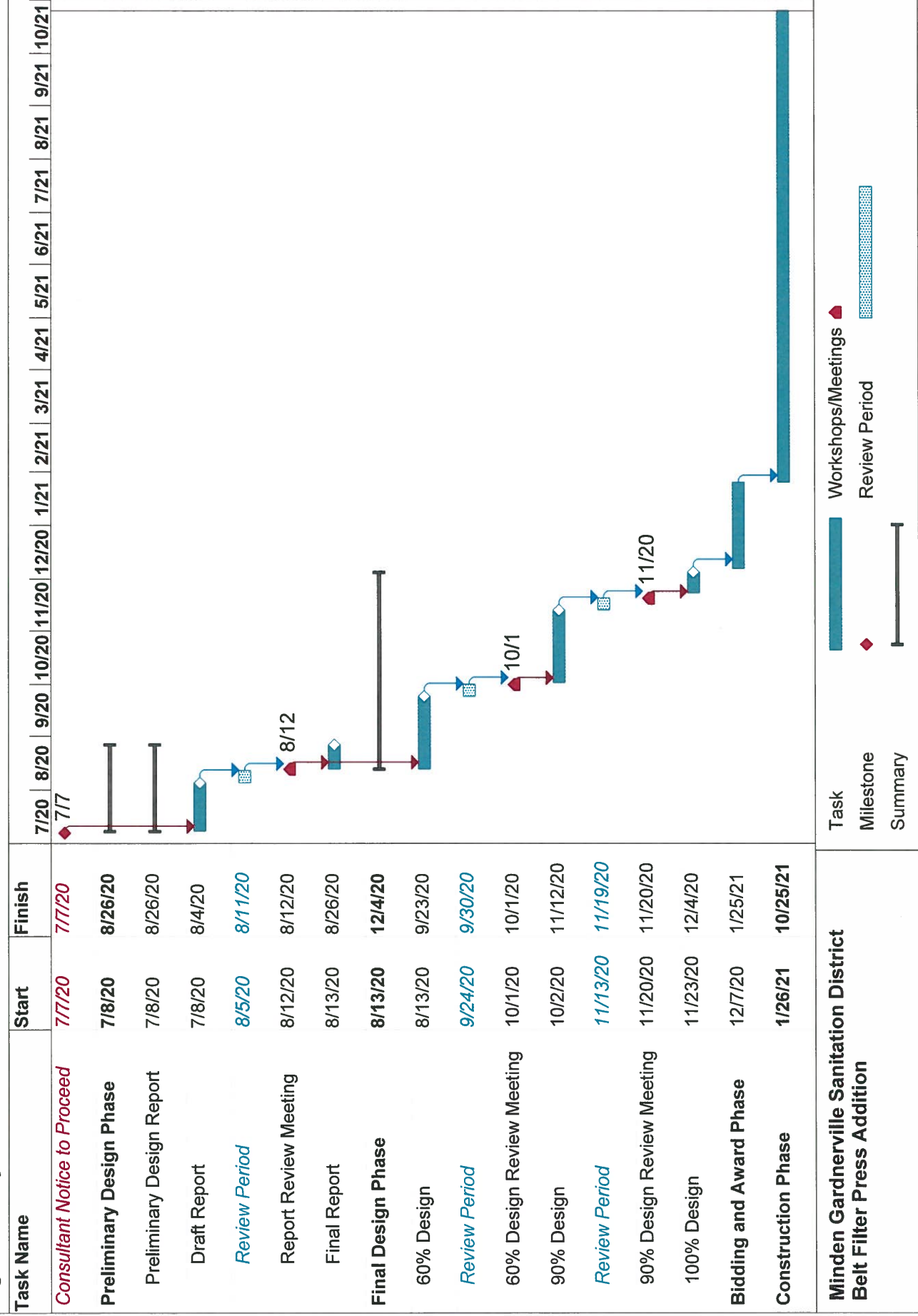
1. Timeline for the Belt Press project prepared by Craig Olson is included in the packet.



**MONTHLY REPORT OF
CAPACITY SOLD
May 2020**

Date	Project Name	Address	EDU's Sold	Existing EDU's	Amount Collected			Approved By	Comments
					Capacity	Connection	Total		
5/5/2020	Mackland Unit 4	1593 Deseret	1.00	0.00	\$ 1,125.00	\$ 275.00	\$ 1,400.00	Peter	
5/28/2020	LaCosta Ph. 3	1791 Bella Casa	1.00	0.00	\$ 3,800.00	\$ 275.00	\$ 4,075.00	Peter	
5/28/2020	LaCosta Ph. 3	1810 Bella Casa	1.00	0.00	\$ 3,800.00	\$ 275.00	\$ 4,075.00	Peter	
TOTAL EDU's SOLD			3.00		\$ 8,725.00	\$ 825.00	\$ 9,550.00		

Figure 1 - Project Schedule



Agenda Item 15

Administrative Report by Staff

Items in this Section Include:

- ✓ *Past Due Accounts Summary*

PAST DUE ACCOUNTS SUMMARY

5/28/20

Number of Accounts Past Due/Liens on File:	16 (14 Residential, 2 Commercial)
Total Amount Owing:	\$13,088.40

5 accounts are flagged for lien filings and 2 liens were released in May.

1 account received judgement from Small Claims Court on 10/3/17: \$3072.33 (customer has been making at least \$50 payments on a monthly basis).

1 account has had water turned off, so billing has been suspended. We tried filing for Small Claims, but constable was unable to serve (\$1451.91); all mail is returned – it appears owner is deceased.

1 account the owner is out of the country and we are unable to serve for small claims court; report received that owner is back in the country; notice of small claims filing sent, but no response; filed for small claims but was unable to serve again; water is currently off (\$976.89)

2 commercial accounts (\$1188.29) and (\$4070.37)

All other accounts have liens pending.