



NOTICE OF REGULAR MEETING
TUESDAY, SEPTEMBER 7, 2021, 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. Masks are required under Governor Sisolak's Emergency Directive No. 47 and will be made available to those who do not have one, with exceptions made pursuant to Emergency Directive No. 24.

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
NOTE: 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 August 2021

5. Minutes Approval -- For Possible Action

Approval of Minutes from the August 3, 2021 Regular Board Meeting

6. 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.

7. 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.

8. 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.

9. Administrative Report by Staff – For Possible Action

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

10. 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.)

11. 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.)

12. ADJOURNMENT

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- 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 are available online at www.mgsddistrict.org or 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 at aburchett@mgsddistrict.org
 - Any agenda item represented by an attorney must give written notice to the Minden-Gardnerville Sanitation District at least fifteen days prior to the meeting.
 - 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>
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PLEASE DO NOT REMOVE UNTIL: 9/8/21





CLAIM SUMMARY FOR MONTH OF AUGUST 2021

CLAIMS PAID 8/1/21 - 8/31/21			
Claims:			G/L Number
1 AAA Business Supplies & Interiors	\$1,075.69	Office Supplies	64300
2 Accruent	\$2,305.05	Maintenance Connection	50600
3 Ahern Rentals	\$190.67	Repairs & Maintenance	50600
4 AT&T Mobility	\$1,291.02	Employee cell phones	64400
5 Bently Ranch	\$1,963.95	Biosolids Disposal	50800
6 Bing Materials	\$1,190.63	Repairs & Maintenance	50600
7 Charter Communications	\$155.26	Internet Service	64400
8 First Choice Coffee Services	\$42.84	Water Cooler Rental; Coffee Supply	50400
9 Flyers Energy	\$1,045.04	Vehicle Fuels	51500
10 Frontier	\$105.44	Power Cogen Monitoring Line	64400
11 Grainger	\$49.90	Repairs & Maintenance	50300
12 Hansford Economic Consulting	\$400.00	Rate Study	71300
13 JL Cleaning	\$360.00	Cleaning Services	50600
14 Joe Benigno's Tree Service	\$23,925.00	Tree Trimming	50600
15 LaRocca, Anthony	\$110.00	Operator II Renewal	50700
16 LEAF	\$777.00	Copier Lease includes copies	65300
17 M & B Enterprises	\$396.57	2020 & 2015 Chevy Oil Service 2006 Ford F-150 Oil Service	50600
18 Meek's	\$18.04	Repairs & Maintenance	50600
19 Nevada News Group	\$876.50	Pine View	64600
20 Nu-Systems	\$25.00	Alarm Maint & Repair	50500
21 NV Energy - July	\$9,694.65	Plant = \$9630 80; PS3&4 = \$63 85 2020: Plant=\$8628 95; PS3&4 = \$67 80	50500 / 55300
22 NV Energy - August	\$10,002.93	Plant = \$9,937 05; PS3&4 = \$65 88 2020: Plant= \$8340 20; PS3&4 =	50500 / 55300
23 Overhead Fire Protection	\$390.00	Annual Fire Alarm System monitoring	50500
24 Power and Control Solutions, Inc.	\$3,052.00	Repairs & Maintenance	50600
25 Power and Control Solutions, Inc.	\$540.00	Belt Press Project	16300-030
26 Red Wing Shoe Store	\$430.40	Boots for N. Quilici & C. Church	50700
27 Resource Concepts, Inc.	\$1,529.75	Pass-Through = \$0	71200
28 Resource Concepts, Inc.	\$351.25	Effluent Mgmt	55100
29 Resource Concepts, Inc.	\$7,082.50	GRGD Sewer Rehab	16400
30 Resource Concepts, Inc.	\$167.44	Digester Lid Repair	16300-020
31 Resource Concepts, Inc.	\$260.80	Belt Press Project	16300-030
32 SDBX Studio	\$600.00	Website ADA Accessibility Update	65300
33 SDP Energy	\$2,500.00	Cogen Preventive Maint - July	50600
34 SDP Energy	\$4,369.72	Cogen Preventive Maint - August	50600
35 SemiTorr Group, Inc.	\$4,215.46	Flare Project	16500-010
36 Sierra Environmental Monitoring	\$460.00	Lab Testing	52400
37 Sierra Fire Protection, LLC	\$925.00	Fire Extinguisher Service	50300
38 Snell & Wilmer	\$4,000.10	Pass Thru = \$2400.00	71100
39 Southwest Gas Corp - July	\$426.38	2020: \$240 37	50500
40 Southwest Gas Corp - August	\$479.17	2020: \$259 35	50500
41 Thatcher Company	\$6,205.08	Chemicals	50400
42 The Parts House (NAPA)	\$208.81	Repairs & Maintenance	50600
43 Town of Minden	\$470.70	water & trash	50500
44 Tractor Supply	\$52.95	Repairs & Maintenance, Plant Supplies	50600
45 Underground Service Alert	\$644.51	Annual Membership Renewal	51700



CLAIM SUMMARY FOR MONTH OF AUGUST 2021

46	Utility Telecom Group, LLC	\$747.83	Office Phones	64400
47	VISA Credit Card	\$4,314.14	Plant Supplies, Go to Meeting, Administrative Expenses, Postage, Google G Suites, Repair & Maintenance, Plant Expenses, Travel, Education, Office & Plant Supplies	64500, 64300, 65100, 65300, 50900, 64700, 50300, 50600, 50400
48	Warren Averett Technology Group	\$11,552.51	Azure Cloud Services (Pre-pay & Implementation); SQL Runtime Install & Annual Fee; Office 365 for Acct Purposes	65300
49	Warren Averett Technology Group	\$7,187.50	Consulting Fees - July	71300
50	Western Nevada Supply	\$1,234.10	Repairs & Maintenance	50600
51	WildFire Connections LLC	\$400.00	Computer Server Maint	65300
TOTAL CLAIMS PAID		\$120,799.28		

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	\$	1,053.77	
Bank Analysis Fee	\$	-	
Electronic Return	\$	-	overpayment/ebox return
ARRA Loan Repayment	\$	-	
Total Misc Expenses		\$1,053.77	

Total Expenses **\$121,853.05**

Miscellaneous Credits:

Interest Earned	\$	824.20
Total Misc Credits	\$	824.20



CLAIM SUMMARY FOR MONTH OF AUGUST 2021

SALARIES and WAGES			
Gross Wages		\$68,666.78	
<u>Pre-Tax Deductions</u>			
Voya 457	\$	1,772.00	
Tax Garnishment (Tax Sheltered)	\$	-	
Health Insurance	\$	23.08	
Total Pre-Tax Deductions	\$	1,795.08	
Adjusted Gross Wages		\$66,871.70	
<u>Standard Deductions</u>			
FWH	\$	6,854.16	
FICA-Medicare	\$	995.66	
FICA-Social Security	\$	-	
HSA Contribution	\$	-	
Health Insurance	\$	477.72	
Child Support	\$	-	
Total Standard Deductions	\$	8,327.54	
Net Wages		\$58,544.16	
PAYROLL TAXES			
Employee Paid Taxes	\$	7,849.82	
FICA-Medicare (MGSD Portion)	\$	995.66	
FICA-SS (MGSD Portion)	\$	-	
Total Payroll Taxes	\$	8,845.48	
BENEFITS AND OTHER PAYROLL-RELATED EXPENSES			
Colonial Life - August	\$	38.44	Voluntary Insurance; employee paid 20300
Hometown Health - Aug.	\$	12,579.70	Medical Insurance 50200/20300/80900
Hometown Health - Sep.	\$	12,596.35	Medical Insurance 50200/20300/80900
Govt Employee Mgt Relations Brd	\$	-	50200
Medicare Part B & D Reimbursements	\$	706.33	Retiree Benefit 80900
Medicare Supplement Plan Reimbursements	\$	426.61	Retiree Benefit 80900
Retiree Insurance Premium Reimbursements	\$	(220.97)	deducted from Medicare reimb totals 80900
Retiree Insurance Premium Reimbursements	\$	(209.69)	Non-Medicare Retirees 80900
Mellon Bank (HSA-Medical)	\$	1,999.98	HSA Contributions 50200 / 20300
MetLife (Dental & Life) - Aug	\$	1,308.53	Dental/Life Insurance 50200/20300/80900
MetLife (Dental & Life) - Sep	\$	1,308.53	Dental/Life Insurance 50200/20300/80900
Public Agency Compensation Trust	\$	-	Workers' Comp 50200
Public Employees Retirement System	\$	18,185.70	July Contributions 50200
Public Employees Retirement System	\$	19,799.47	August Contributions 50200
VSP (Vision) - Aug	\$	173.62	Vision Insurance 50200/20300/80900
VSP (Vision) - Sep	\$	173.62	Vision Insurance 50200/20300/80900
Voya Financial	\$	1,772.00	457 Plan; employee paid 20300
Total Benefits and Other Expenditures	\$	70,638.22	
Total Payroll-Related Expenses		\$138,027.86	



CLAIM SUMMARY FOR MONTH OF AUGUST 2021

I have reviewed the above claims and recommend approval.

Peter V. Baratti, District Manager

Approved: _____
Barbara S. Smallwood, Chairman

Michael B. King, Vice Chairman

Ted K. Thran, Secretary-Treasurer

Mary C. Schilling, Trustee

Raymond G. Wilson, Trustee

FY2021-2022 Capital Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Actual Spent %	Remaining Budget %
16200-010	Mosquito Abatement	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%	100.00%
16300-020	Digester Repair/Flare	\$ 1,492.44	\$ 150,000.00	\$ 148,507.56	0.99%	99.01%
16300-030	Belt Press Addition	\$ 5,839.72	\$ 1,600,000.00	\$ 1,594,160.28	0.36%	99.64%
16400-010	Collection System Rehab	\$ 13,981.15	\$ 1,400,000.00	\$ 1,386,018.85	1.00%	99.00%
16500-010	Misc. Equipment	\$ 4,241.71	\$ 150,000.00	\$ 145,758.29	2.83%	97.17%
16600-030	New Truck Outfit	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%	100.00%
22500	ARRA Reimbursement	\$ 38,583.32	\$ 77,167.00	\$ 38,583.68	50.00%	50.00%
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TOTAL		\$ 64,138.34	\$ 3,397,167.00	\$ 3,333,028.66	1.89%	98.11%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
PLANT EXPENSES						
50300	Safety	\$ 1,013.97	\$ 15,000.00	\$ 13,986.03	6.76%	93.24%
50400	Plant Supplies	\$ 8,966.76	\$ 80,000.00	\$ 71,033.24	11.21%	88.79%
50500	Utilities	\$ 22,192.00	\$ 135,000.00	\$ 112,808.00	16.44%	83.56%
50600	Repairs/Maintenance	\$ 41,009.91	\$ 210,000.00	\$ 168,990.09	19.53%	80.47%
50700	Other Plant Expenses	\$ 540.40	\$ 9,000.00	\$ 8,459.60	6.00%	94.00%
50800	Sludge Removal	\$ 2,657.37	\$ 23,000.00	\$ 20,342.63	11.55%	88.45%
50900	Education	\$ 114.00	\$ 5,000.00	\$ 4,886.00	2.28%	97.72%
COLLECTION EXPENSES						
51300	Collection Supplies	\$ 124.49	\$ 4,000.00	\$ 3,875.51	3.11%	96.89%
51400	Cleaning/TV/Repair	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%	100.00%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 1,241.05	\$ 11,000.00	\$ 9,758.95	11.28%	88.72%
51700	Other Collection Expense	\$ 644.51	\$ 1,000.00	\$ 355.49	64.45%	35.55%
LAB EXPENSES						
52300	Lab Supplies	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%	100.00%
52400	Testing	\$ 590.00	\$ 11,000.00	\$ 10,410.00	5.36%	94.64%
52500	Permitting	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%	100.00%
52600	Repairs/Maintenance	\$ -	\$ 7,000.00	\$ 7,000.00	0.00%	100.00%
52700	Other Lab Expense	\$ -	\$ 500.00	\$ 500.00	0.00%	100.00%
52800	Pretreatment Testing	\$ -	\$ 3,000.00	\$ 3,000.00	0.00%	100.00%
RESERVOIR / EFFLUENT EXPENSES						
55100	Repairs/Maintenance	\$ 825.00	\$ 15,000.00	\$ 14,175.00	5.50%	94.50%
55300	Utilities	\$ 129.73	\$ 30,000.00	\$ 29,870.27	0.43%	99.57%

FY2021-2022 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	\$ 2,332.44	\$ 10,500.00	\$ 8,167.56	22.21%	77.79%
64350	Bank Charges	\$ 144.96	\$ 11,000.00	\$ 10,855.04	1.32%	98.68%
64400	Telephone	\$ 2,557.96	\$ 12,500.00	\$ 9,942.04	20.46%	79.54%
64500	Postage	\$ 166.00	\$ 9,000.00	\$ 8,834.00	1.84%	98.16%
64600	Advertising/Publication	\$ 1,736.50	\$ 2,000.00	\$ 263.50	86.83%	13.18%
64700	Travel & Per Diem	\$ 1,347.42	\$ 4,000.00	\$ 2,652.58	33.69%	66.31%
64800	Bad Debts	\$ -	\$ 400.00	\$ 400.00	0.00%	100.00%
64900	A/R Collection Expense	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%	100.00%
65000	Insurance/Bonding	\$ 8,270.79	\$ 123,690.00	\$ 115,419.21	6.69%	93.31%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
65100	Other Admin Expense	\$ 230.21	\$ 5,000.00	\$ 4,769.79	4.60%	95.40%
65200	Filing Fees/Permits	\$ 638.17	\$ 12,000.00	\$ 11,361.83	5.32%	94.68%
65300	Office Equipment	\$ 14,297.51	\$ 25,000.00	\$ 10,702.49	57.19%	42.81%
PROFESSIONAL FEES						
71100	Legal	\$ 4,000.10	\$ 40,000.00	\$ 35,999.90	10.00%	90.00%
71200	Engineering	\$ 3,464.75	\$ 45,000.00	\$ 41,535.25	7.70%	92.30%
71300	Accounting/Audit	\$ 21,984.45	\$ 30,000.00	\$ 8,015.55	73.28%	26.72%
71400	Lobbying Services	\$ -	\$ -			
TOTAL						
		\$ 141,220.45	\$ 911,890.00	\$ 770,669.55	15.49%	84.51%

FY2021-2022 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
Salaries						
	\$	131,058.70	\$ 998,648.00	\$ 867,589.30	13.12%	86.88%
Benefits						
	\$	44,409.51	\$ 334,900.00	\$ 290,490.49	13.26%	86.74%
Medical						
	\$	46,451.58	\$ 251,154.00	\$ 204,702.42	18.50%	81.50%
TOTAL		\$ 221,919.79	\$ 1,584,702.00	\$ 1,362,782.21	14.00%	86.00%



CASH FLOW STATEMENT
FY2021-2022

General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
General Account													
Balance 1st day of Month	\$ 3,598,536.16	\$ 3,882,006.88											
Cash Receipts													
User Fees	\$ 148,866.77	\$ 170,188.80											\$ 319,055.57
Connection Fees	\$ 4,080.00	\$ 1,100.00											\$ 5,180.00
Capacity Fees	\$ 55,480.00	\$ 15,200.00											\$ 70,680.00
Acresage Fees	\$ -	\$ -											\$ -
Annexation Fees	\$ -	\$ -											\$ -
Consolidated Tax (SCCRT)	\$ 11,221.62	\$ 11,221.62											\$ 22,443.24
Ad Valorem	\$ 1,925.12	\$ 13,144.61											\$ 15,069.73
Pass-Through Reimbursement	\$ -	\$ 21,510.00											\$ 21,510.00
GRGID	\$ -	\$ -											\$ -
Health Ins Reimbursement	\$ 209.69	\$ 209.69											\$ 419.38
Other	\$ 125.00	\$ 588.96											\$ 713.96
Total Cash Receipts	\$ 221,908.20	\$ 233,163.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 455,071.88
Cash Paid Out													
Capital Expenses	\$ 13,288.82	\$ 12,266.20											\$ 25,555.02
Plant Expenses	\$ 4,085.87	\$ 70,817.65											\$ 74,903.52
Collections Expenses	\$ 205.99	\$ 1,804.06											\$ 2,010.05
Lab Expenses	\$ 130.00	\$ 460.00											\$ 590.00
Reservoir/Effluent Expenses	\$ 473.75	\$ 480.98											\$ 954.73
General & Administration Exp	\$ 2,826.10	\$ 17,538.90											\$ 20,365.00
Professional Fees	\$ 16,331.95	\$ 13,117.35											\$ 29,449.30
Total Expenses	\$ 37,342.48	\$ 116,485.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,827.62
Voided Checks / Returned Items													\$ -
Prepaid Claims for FY 21-22													\$ -
Accrued Expenses	\$ 1,095.00												\$ -
Transfers from Other Accounts	\$ 100,000.00	\$ 150,000.00											\$ -
Transfers To Other Accounts													\$ -
Total Balance last day of month	\$ 3,882,006.88	\$ 4,148,685.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



CASH FLOW STATEMENT
FY2021-2022

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Payroll Account													
Balance 1st of Month	\$ 42,864.65	\$ 58,721.33											\$ 250,000.00
Transfer from Checking	\$ 100,000.00	\$ 150,000.00											\$ 27.37
Interest	\$ 12.33	\$ 15.04											\$
Voided Checks	\$ -												\$
Payroll Expenses	\$ 84,155.65	\$ 138,027.86											\$ 222,183.51
Total Balance last day of month	\$ 58,721.33	\$ 70,708.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$
LGIP POOL Account													
Balance 1st of Month	\$ 6,190,298.67	\$ 6,152,646.46											\$
Transfer from Checking	\$ -												\$
Interest Earned	\$ 881.10	\$ 809.16											\$ 1,690.26
ARRA Payment	\$ 38,533.31												\$ 38,533.31
Transfer to Other Accounts	\$ -												\$
Total Balance last day of month	\$ 6,152,646.46	\$ 6,153,455.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$
ARRA Bond Restricted Account													
Balance 1st of Month	\$ 83,013.60	\$ 83,025.42											\$
Transfer from Other Accounts	\$ -												\$
Interest Earned	\$ 11.82	\$ 12.33											\$ 24.15
Transfer to Other Accounts	\$ -												\$
Total Balance last day of month	\$ 83,025.42	\$ 83,037.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$
Petty Cash													
Balance 1st of Month	\$ 500.00	\$ 500.00											\$
Expenses	\$ -												\$
Reimbursements	\$ -												\$
Total Balance last day of month	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$
TOTAL CASH	\$ 10,176,900.09	\$ 10,456,387.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item 5

Minutes from August 3, 2021 Regular Board Meeting

Items in this Section Include:

- ✓ ***August 3, 2021 Minutes***



Board of Trustees
Minutes of Regular Meeting
Tuesday, August 3, 2021

6:00 P.M.

Board Room

Minden-Gardnerville Sanitation District

1790 Hwy. 395

Minden, Nevada

Board Members Present:

Barbara Smallwood
Michael King
Raymond Wilson
Mary Schilling

Staff Members Present:

Peter Baratti
April Burchett
Bruce Scott
William Peterson
Cliff Simpson
LaVonne Ghanavati

Others Present:

Sondra Condrón
Frank Flaherty
Denise Beronio
Mike Cook

Board Members Absent:

Ted Thran

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

Public Comment: There was no public comment.

Chairman's Comment: The Chairman had no comment at this time. The Board also had no comment at this time.

Claims Review and Approval: Mike asked about the cost sharing with GRGID for the interceptor project, and Bruce explained that the cost will be split out, and discussion followed regarding how to bill GRGID their portion. Bruce stated that the costs are being aggregated for later billing, and Bill mentioned that it comes out of a separate agreement. Ray asked if Item 26 for WildFire Connections LLC was a new name for the same person, and Peter stated it is.
Motion by Ray Wilson to approve the claims received for July, 2021 in the amount of \$38,292.52 plus miscellaneous expenses in the amount of \$38,678.27, and to approve the payroll-related expenses paid during July, 2021 in the amount of \$84,155.65. Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 1 absent (Thran)].



Minutes
August 3, 2021
Page 2

Minutes of June 1, 2021 and July 6, 2021 Regular Board Meetings: **Motion by Mary Schilling to approve the minutes of the June 1, 2021 Regular Board Meeting.** Seconded by Mike King. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 1 absent (Thran)].

Motion by Mike King to approve the minutes of the July 6, 2021 Regular Board Meeting. Seconded by Mary Schilling. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 1 absent (Thran)].

Pine View Estates: Represented by Frank Flaherty. Bill Peterson discussed some of the items of concern expressed at the last board meeting. The contract of service consists of the contract itself, as well as a loan from NDEP which is not on tonight's agenda. The contract conforms to MGSD's standards except for a couple of items. The contract is with the Homeowners' Association, and we will be charging the HOA as a single customer. Since they are obtaining a loan from the USDA, it brought up a concern about the timing of the payment of the capacity fee. Typically, the capacity fee is paid within 9 months, but he has made an alteration to the contract document to accommodate the terms of the HOA's loan with USDA. The capacity fee will be paid at the time of the connection. It is a deviation permitted under our ordinances. The other item of concern has to do with the line oversizing. When a line is oversized to accommodate for future connections, money is collected up front by MGSD from the applicant, then the applicant is refunded over a period of 10 years when someone else connects to that line. We currently calculate the amount of reimbursement based on linear footage, but it should be by capacity. In the case of Pine View, we would refund the overage to the applicant based on the capacity of the future parcel connecting to the line, and extending the reimbursement time frame to the life of the loan. Bill felt these changes were permissible. He noted that the contract is not ready for approval tonight. He also stressed that MGSD will not be responsible for the maintenance of the lift stations. MGSD will own and maintain the line from the point of gravity flow. MGSD retains the right to enter property within the Pine View subdivision to inspect their facilities and to discontinue service if needed.

Ray asked if we should have it in writing from the USDA to confirm that they are aware of change in payment terms for the capacity fee.

Bruce explained the reimbursement. The numbers still need to be finalized. There are more potential connections downstream from Pine View, mostly from Ruhenstroth and Corley Ranch. The terms would add a surcharge to any connection and capacity fees for these areas. This



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would apply the length of the loan until it expires, which is 40 years, which would satisfy USDA's requirements with the HOA. He also noted that the acreage fees would be paid at the time the contract is signed.

Frank Flaherty explained that the contract will call out payment of the capacity and connection fees. Discussion followed regarding the timing of the payment. Bill explained that the current ordinance requiring payment within 9 months is in place to prevent people from banking capacity. Frank stated that it would not apply to Pine View, since the subdivision is almost completely built out, and there is no basis for them to bank capacity. The loan from USDA comes with a lot of strings attached, so the money cannot be spent on anything else.

Frank explained the history of the project, including the original ownership by the BIA, and the subleases with the owners, the terms of which were not legal. Neither the County nor the State had jurisdiction so the system went in with poor design and construction. Each house has its own septic but there is a line for outflow, and sewage is treated and deposited into a community leachfield, but it wasn't working right. The HOA assumed ownership and responsibility for the sewer.

Ray explained the ad valorem in-lieu-of fee and asked if they were aware of that. Bill pointed out that it is included in the contract terms. Denise asked how that fee is calculated and Barbara explained how it is assessed.

Barbara stated she understood the reason behind the change to the 40-year time frame. She also saw Ray's concern about getting the money up front, but she also understood the reasoning behind waiting for capacity and connection payment because the main line wouldn't be constructed to charge them ahead of time.

Barbara also asked how the HOA will assess the charges. Bruce explained we will not be involved in how the HOA assesses each property, but the HOA will be responsible for paying the capacity fees to MGSD. Barbara asked if we can lien the HOA if we don't receive payment for the user fees. Bill explained that we always have the right to terminate service, but NDEP will probably not allow it. But we can also lien the HOA common area. He also explained that we can also sue the HOA, and we can lien the common area, and we would be a beneficiary of their lien rights if their homeowners don't pay their fees. Bruce stated that it was preferable to deal with one bill from the HOA. We have favored HOA's in the past, and it had been effective. April explained that we have HOA's in the system now, and we have not had any issues. Ray and Barbara stated that this is a different type of customer. Mike stated that the HOA will



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manage the billing, but he thought that it was reasonable and logical that the majority of the people will realize that they will need to pay their bill. If there are a few people who don't pay the bill, then that is the problem of the HOA but he was confident that MGSD would get paid.

Barbara asked what the next move is, and Bill explained that there will be one more draft, and he thought next month they would be ready for approval of the contract of service. Frank stated that he has presented the redraft to USDA, and USDA legal is reviewing it. Cheryl Couch of USDA told Frank that she thought there may be a need for a supplemental loan and that she was fine with the revised terms.

Denise explained that the HOA utilizes a servicing company that collects the HOA dues, and the servicing company disburses the payments to the utility companies. She also stated that there is continuity on the current board. Bill stated that if it is a Chapter 116 HOA, the HOA also has a contract with a different attorney that handles HOA fee issues. Frank confirmed that Pine View is a Chapter 116 HOA. Denise also explained that the stench at the properties is terrible, so the residents are anxious to get this resolved. Bill reported that Chapter 116 HOA must be audited and regulated by the State.

Ray felt that a special meeting should be scheduled solely for this project. Discussion followed regarding delaying the public notice in the Record Courier. Bill and Frank stated that this item would not be ready for the September 7th meeting.

Attorney-Client Conference – Bill had nothing further to report.

Engineer's Report – Bruce reported on the following:

Park Meat Processing Facility on Buckeye Rd: Bruce and Peter have had a couple of conversations with the Park representatives. It appears that service to that project would require a pretreatment permit from MGSD, as well as a lift station, but they are a long way away from that at this time. Bruce explained how the pretreatment would apply to the project and that there would be further discussions between MGSD and Park prior to them moving forward. The State does not have authority in this matter since the federal government has not designated authority to them. The EPA also doesn't have any regulations for this type of facility, so MGSD's pretreatment ordinance is the primacy. He and Peter have had conversations with Park's engineer as well as NDEP staff who have spoken with the EPA in San Francisco.



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Bently Heritage: At the last meeting there was a question about the status of Bently Heritage, and Bruce has learned that they are now taking reservations for tasting.

District Manager's Report: Peter apologized for not providing a report in the packet.

Belt Press Project: Peter reported that there was a pre-construction meeting this morning for the belt press project. The lead time for equipment fabrication is about 18-20 weeks. We have started on the electrical portion of the project.

Gate Project: The gate project has stalled, and the front gates are being powder coated. Artistic Fencing has given us a new date for installation in a couple of weeks.

Co-Gen: There have been two successful co-gen runs. All the changes made resulted in what was expected to happen. Peter felt we made very good investments in this project. We had some bugs to work out. One of the pumps had a mechanical seal failed, and the replacement part is on its way. He is very pleased overall.

Boiler Project: The boiler is in its final phases.

Staffing: Three new employees have started work. We are now fully staffed and moving forward with some of things we have been putting off.

Projects in the District:

- The final camera has been done on Heybourne Meadows Units 3A as well as 5, 6, and 7 next to the project Lennar is working on. Heybourne has also passed our testing, and it is in RCI's hands to do their part.
- Monte Vista is in the final phases. They are doing some of the shallower lines, and they are coordinating with us on that.
- Thorobred Crossing is also moving forward and we will be doing testing in 30-60 days.
- We will be meeting with NDOT this week regarding their upcoming project, and we will need detailed conversations with them. Peter has also spoken with NDOT regarding their overall Valley project, and it would be a good time to coordinate with them to move our rehab projects forward.



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EDU's: We sold 14 edu's in July. We are rivalling what was done in the 1990's as far as EDU's sold so far this year.

Barbara pointed out the article in the Record Courier regarding the new flare.

Discussion followed regarding the locations of various subdivisions.

Administrative Report by Staff: April introduced LaVonne Ghanavati and explained that Warren Averett released LaVonne to MGSD's employment without penalty.

April reported that she will be filing 7 additional liens this coming week.

Board Comment – Mike reported that he will be absent at the September meeting.

Public Comment – There was no public comment.

Meeting adjourned 7:20 p.m.

Approved by the Board of Trustees as presented on:

Date By _____
Ted Thran, District Secretary
:/ab

Agenda Item 7

Engineer's Report

Items in this Section Include:

- ✓ ***Letter from Bruce Scott dated September 1, 2021***



September 1, 2021

Via email: aburchett@mgstdistrict.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 August 2021

Dear Chairman Smallwood and Members of the Board:

August has been relatively calm and serene regarding District matters. There is continuing construction activity in a number of areas which Peter will be discussing in his report. We have not had any recent new plan reviews, but additional development appears to be moving in that direction.

Our ongoing work has been largely related to the initiation of the Belt Press Project, coordination and meetings of the project team and establishing schedules based on the extended delivery time for the primary equipment from the manufacturer.

We have had a relatively active month with regard to water rights for the management of the sewer effluent, including maintenance of the permits with the Division of Water Resources, filing of extensions of time for the use of the permitted effluent and general maintenance and reporting associated with the Nevada Division of Water Resources and Nevada Division of Environmental Protection effluent permits.

We have begun responding to initial requests from the development representatives for the Park Cattle proposed slaughterhouse off Buckeye Road. This facility will require a pretreatment permit from MGSD. The effluent will need pretreatment before discharge into our system. The volumes are not great and the strength and constituents in their effluent will not be a major problem when properly permitted and monitored. We will be recommending similar monitoring requirements to those that are already in place for the Bently Heritage Distillery.

I'll be happy to discuss any comments or questions you have or areas for further review at your convenience.

Sincerely,

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

Bruce R. Scott, P.E.
District Engineer

BRS/sb

cc: Bill Peterson, Esq.

Agenda Item 8

District Manager's Report

Items in this Section Include:

- ✓ ***September 2021 District Manager Report***
- ✓ ***August 2021 Capacity Report***



**Minden Gardnerville Sanitation District
District Manager's Report
September 2021**

CAPACITY ALLOCATIONS/PURCHASES:

- 4 for Heybourne Meadows (Lennar)

WILL SERVES LETTERS ISSUED:

None

Public Records Requests: 1 for SmartProcure for all claims April 14 through current

MEETINGS ATTENDED AND SCHEDULED:

- | | |
|---------|---|
| 8/3 | Belt Press Pre-Construction |
| 8/5 | Audit Kickoff Meeting with Casey Neilon |
| 8/16 | Administration staff meeting regarding accounting software and clarifying roles and process management |
| 8/17 | Nu-Systems for alarm maintenance |
| 8/18 | Buckeye Farms Meat Processing Facility Pre-App |
| 8/18 | Wells Fargo Staff Review |
| 8/18 | Meeting with Warren Averett regarding Azure Cloud setup |
| 8/18 | Meeting with Warren Averett regarding email server transfer |
| 8/19 | Meeting with SDBX regarding website upgrades and email server transfer |
| 8/20 | Administrative Staff Task Review |
| 9/2 | NV Energy re: Caldor Fire status and maintenance of power |
| 9/2 | Staff Safety Meeting for Wildfire Smoke policy |
| ongoing | Various meetings with Randy Williams regarding new switch install, Azure Cloud install, camera upgrades |

VENDORS AND CONTRACTS:

Warren Averett: Signed work orders for Azure Cloud setup, SQL Server upgrades, Email server change; NODUS pay fabric (all of these are explained in more detail under Other below)
SonicClear: New board recording system to be implemented by October meeting

STAFF/OFFICE ITEMS:

- I have met with Administration staff to reorganize workflows to maintain separation of duties and cross-training; transition with LaVonne presence is moving forward with positive results
- Wildfire Smoke Policy has been implemented with staff training

PROJECTS IN THE DISTRICT:

- Residence 1861 – Preliminary testing is complete
- Thoroughbred Crossing – Preliminary testing is complete
- Heybourne Meadows 3A – waiting on as-builts
- Heybourne Meadows 5, 6, 7 – waiting on as-builts
- LaCosta At Monte Vista – waiting on as-builts
- The Downs at Monte Vista – waiting on as-builts
- The Towns at Monte Vista – Phases 2 and 3 are under construction

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Automated gates are operable. We are waiting for the intercom equipment and some finish work
 - Boiler #1 is installed, and we are waiting on finish work and commissioning.
 - Co-Gen is up and running.
-

OTHER:

1. Caldor Fire: I have been in contact with Douglas County Emergency Management and NV Energy with respect to staying current on the status of the fire as well as evacuation warnings and orders. NDEP has also reached out to us for coordination. We have implemented a wildfire smoke policy, and we have also identified critical staff who can respond to the plant in case of emergency. We continue to monitor the situation closely.
2. August was a busy month for plant projects and administration staff. The new operators are actively engaging in their training activities. With the onboarding of LaVonne Ghanavati as Controller, several administrative meetings have occurred, and system upgrades are being implemented, notably:
 - Administration staff tasks were reviewed and reassigned to allow for better workflow and cross-training
 - The FY20-21 Audit has begun, and staff are providing Casey Neilon with requested items
 - Azure Cloud Program: We have made the move to a Cloud based VPN in order to allow for administration staff to safely work from home. There are still a few bugs that are being worked out, but this has worked well so far on the very smoky days. This also necessitated an upgrade to the SQL Server which is critical for our accounting software program
 - In addition, the email server will be switched from Gmail to Microsoft Exchange in order to allow for additional features within the accounting software program. This will allow for more streamlined workflows as well as better customer service.
 - We have had initial meetings for the NODUS pay fabric system. This will allow customers to set up an online account to view and pay their invoices online. This will not compromise MGSD's system in any way, as all personal data will be held by NODUS who we have ensured are PCI Compliant. We anticipate that this system will be in place by January 2022.
3. The MGSD website has been upgraded, and is now ADA compliant. I am reviewing a proposal from SDBX for further upgrades to the website.
4. We have purchased upgraded recording software and equipment from SonicClear to make us more compliant with the Attorney General's requirements for board meeting recordings. This will also help us keep more accurate minutes, as well as make the recordings more accessible. This should be in place at the October meeting.
5. The State of Nevada Welfare Division is in the process of entering into an agreement to receive federal grant money to help people who are lower income pay their water and sewer bills. They have reached out to us, and we are reviewing the program to see if it is something MGSD would be interested in participating in. It appears from the initial review that the customer would have to apply to the State to receive financial aid, and then MGSD would send the billing to the State who would pay MGSD directly. We will continue to monitor the State's progress on this, but it appears this may help alleviate some of the accounts with outstanding balances.
6. A few weeks ago, our oncall operator was called in on an emergency but due to a roadblock, took longer than necessary to get to the plant. I am implementing a policy for the oncall operator to take an MGSD vehicle home while oncall so this type of occurrence does not happen again. Protocols have been put into place to ensure that vehicle is used for MGSD business purposes.

Respectfully submitted,
Peter V. Baratti, District Manager



Date	Project Name	Address	EDU's Sold	Existing EDU's	Amount Collected			Approved By	Comments
					Capacity	Connection	Total		
8/13/2021	Lennar	1151, 1153, 1155, 1157 Dapple Dr	4.00	0.00	\$ 15,200.00	\$ 1,100.00	\$ 16,300.00		
TOTAL EDU'S SOLD			4.000		\$ 15,200.00	\$ 1,100.00	\$ 16,300.00		



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