



NOTICE OF REGULAR MEETING
TUESDAY, JANUARY 4, 2022, 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 November 2021

5. Minutes Approval – For Possible Action

Approval of Minutes from the December 7, 2021 Regular Board Meeting

6. Gardnerville Ranchos General Improvement District – For Possible Action

Request to purchase 20 units of capacity under the terms of the 1990 Supplement to the 1977 Agreement between MGSD and GRGID

7. FY 21-22 Designation of Auditor – For Possible Action

Designation of Casey Neilon, Inc. as MGSD's Auditor for FY 21-22

8. 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.

9. 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.

10. 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.

11. Administrative Report by Staff – For Possible Action

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

12. 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.)

13. 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.)

14. 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 are available online at www.mgsdistrict.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 april@mgsdistrict.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>

PLEASE DO NOT REMOVE UNTIL: 1/5/22



CLAIMS SUMMARY - GENERAL ACCOUNT

November 2021

Sum of Debit Vendor Name - Check #	GL Account Name	Invoice Number	Check Dates											Combined Total by Vendor by Date
			11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021 (blank)				
AAA BUSINESS SUPPLIES & INTERIORS														
4671			\$685.95											\$685.95
4686						\$234.44								\$234.44
4700									\$90.78					\$90.78
ACE HARDWARE														
4672														
	Repairs & Maintenance	150835	\$4.59											\$4.59
		151026	\$17.73											\$17.73
		151045	\$19.99											\$19.99
4672 Total			\$42.31											\$42.31
AHERN RENTALS														
4673														
	Repairs & Maintenance	24094091-001	\$9.99											\$9.99
		24158102-001	\$37.19											\$37.19
		24158661-001	\$596.00											\$596.00
		24160092-001	\$3.16											\$3.16
4673 Total			\$646.34											\$646.34
	Plant Repair													
4711														
	Repairs & Maintenance	24258859-001	\$35.98											\$35.98
4711 Total			\$35.98											\$35.98
AT&T MOBILITY														
4674														
	Telephone	10192021	\$823.37											\$823.37
4674 Total			\$823.37											\$823.37
	Employee Cell Phones													
4712														
	Telephone	11192021	\$823.35											\$823.35
4712 Total			\$823.35											\$823.35

Sum of Debit	Vendor Name - Check #	GL Account Name	Invoice Number	Check Dates						Combined Total by Vendor by Date		
				11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021 (blank)	
BENTLY RANCH												
4675		Sludge Removal										
	4675 Total		207083 207118		\$328.44 \$372.54 \$700.98							\$328.44 \$372.54 \$700.98
4687		Sludge Removal										
	4687 Total		207183				\$316.12 \$316.12					\$316.12 \$316.12
4701		Sludge Removal										
	4701 Total		207251						\$391.44 \$391.44			\$391.44 \$391.44
Biosolids Disposal												
4713		Sludge Removal										
	4713 Total		207286							\$284.20 \$284.20		\$284.20 \$284.20
BING MATERIALS												
4676		Miscellaneous Equipment										
	4676 Total		211842 211843 211844 211845		\$83.08 \$58.28 \$113.03 \$56.78 \$311.17							\$83.08 \$58.28 \$113.03 \$56.78 \$311.17
CASHMAN EQUIPMENT CO.												
4702		Repairs & Maintenance										
	4702 Total		C6179813						\$1,970.00 \$1,970.00			\$1,970.00 \$1,970.00

Sum of Debit	Vendor Name - Check #	GI Account Name	Invoice Number	Check Dates	11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021 (blank)	Combined Total by Vendor by Date
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CHARTER COMMUNICATIONS

	ACH110221	Telephone				\$152.97							\$152.97
	ACH110221 Total		0498375102721			\$152.97							\$152.97

	ACH113021	Telephone											\$152.97
	ACH113021 Total		0498375112721							\$152.97			\$152.97

Chevron and Texaco Business Card Services

	ACH792212012021	Truck & Auto Expense											\$119.60
	ACH792212012021 Total		75972706							\$119.60			\$119.60

Sum of Debit	Vendor Name - Check #	City National Bank	GL Account Name	Invoice Number	Check Dates	11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021 (blank)	Combined Total by Vendor by Date
	ACH94-64458-21		Other Administration Expense	TS112021						\$5.00				\$5.00
	ACH94-64458-21 Total									\$5.00				\$5.00
	ACH94-64459-21		Education	P8112021						\$378.00				\$378.00
	ACH94-64459-21 Total		Office Equipment	P8112021						\$168.00				\$168.00
	ACH94-64460-21		Miscellaneous Equipment	CS112021						\$546.00				\$546.00
	ACH94-64460-21 Total									\$264.00				\$264.00
	ACH94-64461-21		Other Plant Expense	AM112021						\$264.00				\$264.00
	ACH94-64461-21 Total		Repairs & Maintenance	AM112021						\$112.75				\$112.75
	ACH94-64462-21		Education	AL112021						\$12.50				\$12.50
	ACH94-64462-21 Total		Other Plant Expense	AL112021						\$125.25				\$125.25
	ACH94-64463-21		Supplies	AL112021						\$119.00				\$119.00
	ACH94-64463-21 Total		Repairs & Maintenance	AW112021						\$130.00				\$130.00
	ACH94-64464-21		Supplies	AW112021						\$122.80				\$122.80
	ACH94-64464-21 Total									\$371.80				\$371.80
	ACH94-64465-21		Education	LG112021						\$1,147.88				\$1,147.88
	ACH94-64465-21 Total		Office Equipment	LG112021						\$81.24				\$81.24
	ACH94-64465-21		Supplies	NQ112021						\$1,229.12				\$1,229.12
	ACH94-64465-21 Total									\$350.00				\$350.00
	ACH94-64465-21									\$179.88				\$179.88
	ACH94-64465-21 Total									\$529.88				\$529.88
	ACH94-64465-21									\$73.34				\$73.34
	ACH94-64465-21 Total									\$73.34				\$73.34

Sum of Debit	Vendor Name - Check #	GL Account Name	Invoice Number	Check Dates	11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021 (blank)	Combined Total by Vendor by Date
	COGEN SERVICE												
4681		Repairs & Maintenance	6659		\$4,369.72	\$4,369.72							\$4,369.72
4681 Total					\$4,369.72	\$4,369.72							\$4,369.72
	FIRST CHOICE COFFEE SERVICES												
4677		Supplies	590912		\$42.84	\$42.84							\$42.84
4677 Total					\$42.84	\$42.84							\$42.84
	FISHER SCIENTIFIC												
4678		Lab Supplies	3120593-1		\$562.87	\$562.87							\$562.87
4678 Total					\$562.87	\$562.87							\$562.87
4688		Lab Supplies	9384985					\$130.06					\$130.06
4688 Total								\$130.06					\$130.06
4703		Lab Repairs & Maintenance	4770045						\$515.93				\$515.93
4703 Total			5382927						\$536.53	\$1,052.46			\$536.53
	Flyers Energy, LLC												
ACH3065781798		Truck & Auto Expense	CFS-2804905						\$387.52				\$387.52
ACH3065781798 Total									\$387.52				\$387.52
	Frontier												
ACHP214MXFJQ		Telephone	110121						\$104.78				\$104.78
ACHP214MXFJQ Total									\$104.78				\$104.78
	GRAINGER												
4704		Repairs & Maintenance	9108801292							\$176.94			\$176.94
4704 Total										\$176.94			\$176.94

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			11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/24/2021	11/30/2021 (blank)	
HDR, INC.										
4668	Belt Press Addition	1200384924	\$5,701.30							\$5,701.30
4668 Total			\$5,701.30							\$5,701.30
Master Plan Update Engineering										
4714	Engineering	1200386906				\$11,000.00				\$11,000.00
4714 Total						\$11,000.00				\$11,000.00
HOME DEPOT CREDIT SERVICES										
4679	Repairs & Maintenance	1013849		\$23.70						\$23.70
4679 Total				\$23.70						\$23.70
HOMETOWN HEALTH										
Medical Ins 12/21										
4718	Accrued Payroll Taxes	21011595-00341						\$873.75		\$873.75
	Payroll Taxes & Employee Benefits	21011595-00341						\$13,054.89		\$13,054.89
	Retiree Health Insurance Premiums	21011595-00341						\$2,228.40		\$2,228.40
4718 Total								\$16,157.04		\$16,157.04
Hydraulic Industrial Services										
4689	Repairs & Maintenance	52633					\$129.69			\$129.69
4689 Total							\$129.69			\$129.69
JOANA PEREZ										
4690	Repairs & Maintenance	054421					\$450.00			\$450.00
4690 Total							\$450.00			\$450.00
LEAF										
4691	Office Equipment	12507036					\$946.66			\$946.66
4691 Total							\$946.66			\$946.66

Sum of Debit	Vendor Name - Check #	GL Account Name	Invoice Number	Check Dates	11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021	Combined Total by Vendor by Date
	METLIFE - GROUP BENEFITS												
	Dental/Life 12/21												
	4719												
		Payroll Taxes & Employee Benefits	113021									\$1,277.76	\$1,277.76
		Retiree Health Insurance Premiums	113021									\$384.94	\$384.94
	4719 Total											\$1,662.70	\$1,662.70
	NEVADA NEWS GROUP												
	4692												
		Advertising & Publication	17333						\$876.50				\$876.50
	4692 Total								\$876.50				\$876.50
	NV Energy												
	ACH8674581												
		Utilities	1790211109						\$4,789.07				\$4,789.07
	ACH8674581 Total								\$4,789.07				\$4,789.07
	PLIMPTON HEATING & AIR CONDITIONING												
	4706												
		Repairs & Maintenance	6442							\$2,700.00			\$2,700.00
			6443						\$404.00				\$404.00
	4706 Total								\$3,104.00				\$3,104.00
	POWER & CONTROL SOLUTIONS, INC.												
	4680												
		Belt Press Addition	1241						\$450.00				\$450.00
		Digester 2 Lid Repair	1241						\$810.00				\$810.00
		Repairs & Maintenance	1241						\$1,123.00				\$1,123.00
	4680 Total								\$2,383.00				\$2,383.00

RESOURCE CONCEPTS, INC.

4670	Belt Press Addition	21-1713	11/2/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021		\$1,475.00
	Collection System Rehab	21-1720	11/2/2021	11/3/2021	11/4/2021	11/10/2021	11/16/2021	11/17/2021	11/24/2021	11/30/2021	\$1,405.00
	Engineering	21-1712									\$459.75
		21-1714									\$899.55
		21-1717									\$6,242.50
		21-1718									\$544.25
		21-1719									\$590.00
	Repairs & Maintenance	21-1716									\$2,180.00
	Reservoir Repairs & Maintenance	21-1715									\$172.50
4670 Total											\$13,968.55

ROCKWELL SOLUTIONS Grease Transfer Pump Rebuild

4715	Repairs & Maintenance	2760									\$13,931.00
4715 Total											\$13,931.00

SDBX STUDIO

4694	Office Equipment	11932									\$1,775.00
4694 Total											\$1,775.00

SILVER STATE ANALYTICAL LABORATORIES, INC.

4682	Lab Testing	RN275452									\$40.00
4682 Total											\$40.00
4695	Lab Testing	RN275591									\$40.00
		RN275664									\$90.00
		RN275665									\$60.00
		RN276032									\$40.00
4695 Total											\$230.00
4707	Lab Testing	RN276259									\$30.00
		RN276370									\$40.00
4707 Total											\$70.00

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				SOLENIIS LLC									
4708			Supplies							\$5,050.13			\$5,050.13
4708 Total		131896375								\$5,050.13			\$5,050.13
			SOUTHWEST GAS CORPORATION										
4709			Utilities							\$226.27			\$226.27
4709 Total		211105								\$226.27			\$226.27
			TEAM SPORTS INK										
4683			Other Plant Expense			\$2,253.22							\$2,253.22
4683 Total		56227				\$2,253.22							\$2,253.22
			Uniforms										
4716			Other Plant Expense							\$58.17			\$58.17
4716 Total		56413								\$58.17			\$58.17
			TESCO CONTROLS, INC.										
			SCADA Annual Maint Agreement										
4717			Prepaid Expenses								\$6,500.00		\$6,500.00
			Repairs & Maintenance								\$6,500.00		\$6,500.00
4717 Total											\$13,000.00		\$13,000.00
			Thatcher Company of Nevada, Inc.										
			Chemicals										
ACH 26839371			Supplies					\$3,139.13					\$3,139.13
ACH 26839371 Total								\$3,139.13					\$3,139.13
ACH27100685			Supplies								\$895.77		\$895.77
ACH27100685 Total											\$2,997.30		\$2,997.30
											\$3,893.07		\$3,893.07

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	THE PARTS HOUSE												
4693		Repairs & Maintenance											
			4033					\$39.96					\$39.96
			5160					\$205.96					\$205.96
			5246					\$25.95					\$25.95
			8064					\$7.99					\$7.99
4693 Total								\$279.86					\$279.86
	TOWN OF MINDEN												
4696		Utilities											
			102521					\$648.55					\$648.55
4696 Total								\$648.55					\$648.55
	Tractor Supply Credit Plan												
		Repairs & Maintenance											
	ACH60059163760645101		100564760						\$47.99				\$47.99
	ACH60059163760645101 Total								\$47.99				\$47.99
		Repairs & Maintenance											
	ACH60059163760645102		100567894						\$29.99				\$29.99
	ACH60059163760645102 Total								\$29.99				\$29.99
		Collection System Rehab											
	ACH60059163760645103		200199824						\$149.99				\$149.99
	ACH60059163760645103 Total								\$149.99				\$149.99
	USA BLUEBOOK												
4684		Safety Equipment & Supplies											
			754841					\$180.50					\$180.50
4684 Total								\$180.50					\$180.50
	UTILITY TELECOM GROUP, LLC												
4710		Telephone											
			211116							\$373.40			\$373.40
4710 Total										\$373.40			\$373.40

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	VSP VISION CARE, INC (AT)												
	Vision 12/21												
	4720												
		Payroll Taxes & Employee Benefits	813675255									\$190.20	\$190.20
		Retiree Health Insurance Premiums	813675255									\$45.72	\$45.72
	4720 Total											\$235.92	\$235.92
	Warren Averett Technology Group, LLC												
	Azure Usage Firewall												
	ACH27100681												
	ACH27100681 Total	Office Equipment	59837								\$1,534.21		\$1,534.21
											\$1,534.21		\$1,534.21
	Nodus Implementation												
	ACH 26839357												
	ACH 26839357 Total	Office Equipment	59441				\$1,050.00						\$1,050.00
	Office 365 - Nov Billing						\$1,050.00						\$1,050.00
	ACH 26839357												
	ACH 26839357 Total	Office Equipment	59476				\$775.00						\$775.00
	Out of Scope Services						\$775.00						\$775.00
	ACH 26839357												
	ACH 26839357 Total	Office Equipment	59722				\$50.00						\$50.00
	WESTERN BUYERS LLC						\$50.00						\$50.00
	4705												
	4705 Total	Collection System Rehab	1304160							\$21.48			\$21.48
	WESTERN INDUSTRIAL PARTS, INC.												
	4697												
	4697 Total	Repairs & Maintenance	2110-022932				\$577.44						\$577.44
							\$577.44						\$577.44

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	WESTERN NEVADA SUPPLY												
4685		Collection System Rehab	19003406			\$576.48							\$576.48
4685 Total						\$576.48							\$576.48
4698		Repairs & Maintenance	90964273				\$3,817.14						\$3,817.14
4698 Total							\$3,817.14						\$3,817.14
	WILDFIRE CONNECTIONS LLC												
4699		Office Equipment	1132021				\$400.00						\$400.00
4699 Total							\$400.00						\$400.00
(blank)													
Combined Total by Vendor by Date					\$19,669.85	\$13,795.42	\$5,014.13	\$10,811.46	\$8,653.73	\$12,526.90	\$44,559.98	\$18,328.23	\$133,359.70

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	\$ 2,302.44	\$ 150,000.00	\$ 147,697.56	1.53%	98.47%
16300-030	Belt Press Addition	\$ 42,405.38	\$ 1,600,000.00	\$ 1,557,594.62	2.65%	97.35%
16400-010	Collection System Rehab	\$ 23,633.65	\$ 1,400,000.00	\$ 1,376,366.35	1.69%	98.31%
16500-010	Misc. Equipment	\$ 5,520.83	\$ 150,000.00	\$ 144,479.17	3.68%	96.32%
16600-030	New Truck Outfit	\$ 5,611.00	\$ 10,000.00	\$ 4,389.00	56.11%	43.89%
22500	ARRA Reimbursement	\$ 38,583.32	\$ 77,167.00	\$ 38,583.68	50.00%	50.00%
TOTAL		\$ 118,056.62	\$ 3,397,167.00	\$ 3,279,110.38	3.48%	96.52%

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	\$ 7,727.75	\$ 15,000.00	\$ 7,272.25	51.52%	48.48%
50400	Plant Supplies	\$ 45,336.79	\$ 80,000.00	\$ 34,663.21	56.67%	43.33%
50500	Utilities	\$ 54,253.01	\$ 135,000.00	\$ 80,746.99	40.19%	59.81%
50600	Repairs/Maintenance	\$ 118,797.93	\$ 210,000.00	\$ 91,202.07	56.57%	43.43%
50700	Other Plant Expenses	\$ 3,751.44	\$ 9,000.00	\$ 5,248.56	41.68%	58.32%
50800	Sludge Removal	\$ 8,734.35	\$ 23,000.00	\$ 14,265.65	37.98%	62.02%
50900	Education	\$ 4,165.90	\$ 5,000.00	\$ 834.10	83.32%	16.68%
COLLECTION EXPENSES						
51300	Collection Supplies	\$ 487.02	\$ 4,000.00	\$ 3,512.98	12.18%	87.82%
51400	Cleaning/TV/Repair	\$ 2,450.56	\$ 15,000.00	\$ 12,549.44	16.34%	83.66%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 6,048.22	\$ 11,000.00	\$ 4,951.78	54.98%	45.02%
51700	Other Collection Expense	\$ 644.51	\$ 1,000.00	\$ 355.49	64.45%	35.55%
LAB EXPENSES						
52300	Lab Supplies	\$ 2,484.36	\$ 4,000.00	\$ 1,515.64	62.11%	37.89%
52400	Testing	\$ 6,996.32	\$ 11,000.00	\$ 4,003.68	63.60%	36.40%
52500	Permitting	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%	100.00%
52600	Repairs/Maintenance	\$ 1,387.46	\$ 7,000.00	\$ 5,612.54	19.82%	80.18%
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	\$ 1,851.25	\$ 15,000.00	\$ 13,148.75	12.34%	87.66%
55300	Utilities	\$ 4,201.08	\$ 30,000.00	\$ 25,798.92	14.00%	86.00%

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	\$ 8,453.20	\$ 10,500.00	\$ 2,046.80	80.51%	19.49%
64350	Bank Charges	\$ 144.96	\$ 11,000.00	\$ 10,855.04	1.32%	98.68%
64400	Telephone	\$ 8,443.23	\$ 12,500.00	\$ 4,056.77	67.55%	32.45%
64500	Postage	\$ 3,601.15	\$ 9,000.00	\$ 5,398.85	40.01%	59.99%
64600	Advertising/Publication	\$ 2,613.00	\$ 2,000.00	\$ (613.00)	130.65%	-30.65%
64700	Travel & Per Diem	\$ 3,870.19	\$ 4,000.00	\$ 129.81	96.75%	3.25%
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	\$ 1,228.61	\$ 5,000.00	\$ 3,771.39	24.57%	75.43%
65200	Filing Fees/Permits	\$ 878.17	\$ 12,000.00	\$ 11,121.83	7.32%	92.68%
65300	Office Equipment	\$ 42,709.75	\$ 25,000.00	\$ (17,709.75)	170.84%	-70.84%
PROFESSIONAL FEES						
71100	Legal	\$ 7,175.30	\$ 40,000.00	\$ 32,824.70	17.94%	82.06%
71200	Engineering	\$ 64,145.80	\$ 45,000.00	\$ (19,145.80)	142.55%	-42.55%
71300	Accounting/Audit	\$ 32,693.25	\$ 30,000.00	\$ (2,693.25)	108.98%	-8.98%
71400	Lobbying Services	\$ -	\$ -			
TOTAL		\$ 453,545.35	\$ 911,890.00	\$ 458,344.65	49.74%	50.26%

FY2021-2022 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
	Salaries	\$ 473,410.20	\$ 998,648.00	\$ 525,237.80	47.41%	52.59%
	Benefits	\$ 126,830.92	\$ 334,900.00	\$ 208,069.08	37.87%	62.13%
	Medical	\$ 110,380.27	\$ 251,154.00	\$ 140,773.73	43.95%	56.05%
	TOTAL	\$ 710,621.39	\$ 1,584,702.00	\$ 874,080.61	44.84%	55.16%



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ACCOUNT SUMMARY STATEMENT
FY2021-2022

General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Balance 1st day of Month	\$ 3,598,538.16	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,981,091.24							
Cash Receipts													
User Fees	\$ 148,866.77	\$ 170,188.80	\$ 154,071.33	\$ 246,610.33	\$ 208,190.95								\$ 927,928.18
Connection Fees	\$ 4,080.00	\$ 1,100.00	\$ 660.00	\$ 2,200.00		\$ 7,240.00							\$ 15,280.00
Capacity Fees	\$ 55,480.00	\$ 15,200.00	\$ 8,360.00	\$ 30,400.00		\$ 124,640.00							\$ 234,080.00
Acresage Fees	\$ -	\$ -	\$ -	\$ -	\$ 2,519.00								\$ 2,519.00
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							\$ 67,329.72
Ad Valorem	\$ 1,925.12	\$ 13,144.61	\$ 160,447.98	\$ 25,477.48	\$ 71,101.83	\$ 8,348.65							\$ 280,445.67
Pass-Through Reimbursement	\$ -	\$ 21,510.00	\$ 400.00		\$ 9,470.75	\$ 6,242.50							\$ 31,623.25
GRGD	\$ -	\$ -	\$ 110,346.93		\$ 78,208.00	\$ 74,133.00							\$ 262,687.93
Health Ins Reimbursement	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 326.69							\$ 1,375.14
Other	\$ 125.00	\$ 588.96	\$ 125.00			\$ 175.00							\$ 1,013.96
Total Cash Receipts	\$ 221,908.20	\$ 233,163.68	\$ 446,842.55	\$ 316,119.12	\$ 374,921.84	\$ 232,327.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,825,282.85
Cash Paid Out													
Capital Expenses	\$ 13,288.82	\$ 12,266.20	\$ 21,326.52	\$ 17,555.89	\$ 10,936.33	\$ 4,099.54							\$ 79,473.30
Plant Expenses	\$ 4,085.87	\$ 70,817.65	\$ 27,232.46	\$ 46,790.94	\$ 68,354.70	\$ 23,534.66							\$ 240,816.28
Collection Expenses	\$ 205.99	\$ 1,804.06	\$ 1,488.66	\$ 1,612.01	\$ 2,700.53	\$ 1,819.06							\$ 9,630.31
Lab Expenses	\$ 130.00	\$ 460.00	\$ 1,303.98	\$ 2,353.77	\$ 2,085.39	\$ 4,535.00							\$ 10,868.14
Reservoir/Effluent Expenses	\$ 473.75	\$ 480.98	\$ 4,635.24	\$ 66.11	\$ 172.50	\$ 223.75							\$ 6,052.33
General & Administration Exp	\$ 2,826.10	\$ 17,538.90	\$ 17,978.08	\$ 13,271.60	\$ 12,223.04	\$ 7,905.22							\$ 71,742.94
Payroll-Related Expenses	\$ 16,331.95	\$ 13,117.35	\$ 22,032.82	\$ 18,055.66	\$ 18,055.66	\$ 43,397.75							\$ 104,014.35
Professional Fees	\$ 37,347.48	\$ 130,563.64	\$ 100,157.76	\$ 106,977.23	\$ 134,264.20	\$ 85,514.98							\$ 594,820.29
Total Expenses	\$ 79,473.30	\$ 240,816.28	\$ 9,630.31	\$ 10,868.14	\$ 6,052.33	\$ 71,742.94	\$ 72,222.64	\$ 104,014.35	\$ 594,820.29	\$ -	\$ -	\$ -	\$ 700,000.00
Voided Checks / Returned Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Claims for FY 21-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	\$ 1,095.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Balance last day of month	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,981,091.24	\$ 4,127,903.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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ACCOUNT SUMMARY 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	\$ 84,787.01	\$ 132,947.41	\$ 133,681.12	\$ 182,554.09							
Transfer from Checking	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00							\$ 700,000.00
Interest	\$ 12.33	\$ 15.04	\$ 15.30	\$ 15.44	\$ 17.66								\$ 75.77
Voided Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Payroll Expenses	\$ 84,155.65	\$ 123,949.36	\$ 101,854.90	\$ 149,281.73	\$ 101,144.69	\$ 76,736.20							\$ 637,122.53
Total Balance last day of month	\$ 58,721.33	\$ 84,787.01	\$ 132,947.41	\$ 133,681.12	\$ 182,554.09	\$ 305,817.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LGIP POOL Account													
Balance 1st of Month	\$ 6,190,298.67	\$ 6,152,646.46	\$ 6,153,455.62	\$ 6,154,223.59	\$ 6,154,689.35	\$ 6,155,227.75							\$ -
Transfer from Checking	\$ -	\$ -	\$ 767.97	\$ 465.76	\$ 538.40	\$ 661.67							\$ 4,124.06
Interest Earned	\$ 881.10	\$ 809.16	\$ -	\$ -	\$ -	\$ -							\$ -
ARRA Payment	\$ 38,533.31	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 38,533.31
Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Balance last day of month	\$ 6,152,646.46	\$ 6,153,455.62	\$ 6,154,223.59	\$ 6,154,689.35	\$ 6,155,227.75	\$ 6,155,889.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARRA Bond Restricted Account													
Balance 1st of Month	\$ 83,013.60	\$ 83,025.42	\$ 83,037.75	\$ 83,048.11	\$ 83,054.40	\$ 83,061.67							\$ -
Transfer from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Interest Earned	\$ 11.82	\$ 12.33	\$ 10.36	\$ 6.29	\$ 7.27	\$ 8.93							\$ 57.00
Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Balance last day of month	\$ 83,025.42	\$ 83,037.75	\$ 83,048.11	\$ 83,054.40	\$ 83,061.67	\$ 83,070.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Petty Cash													
Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00							\$ 240.00
Expenses	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -							\$ -
Reimbursements	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ -							\$ 240.00
Balance last day of month	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 9,976,900.09	\$ 9,956,387.30	\$ 10,201,770.82	\$ 10,262,358.47	\$ 10,402,434.75	\$ 10,473,181.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item 5

Minutes from December 7, 2021 Regular Board Meeting

Items in this Section Include:

- ✓ *December 7, 2021 Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, December 7, 2021
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Ted Thran
Mary Schilling
Mike King

Staff Members Present:

Cliff Simpson
LaVonne Ghanavati
Bruce Scott
April Burchett
Bill Peterson

Others Present:

Niki Neilon
(via telephone)

Board Members Absent:

Ray Wilson

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 wished everyone a Merry Christmas and Happy New Year. She also reported that Ray Wilson was unable to attend tonight's meeting, and the Board wished him well.

Claims Review and Approval: Motion by Ted Thran to approve the claims received for November, 2021 in the amount of \$115,034.79 plus miscellaneous expenses in the amount of \$1,173.75, and to approve the payroll-related expenses paid during November, 2021 in the amount of \$119,200.35. Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [4 ayes (King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent (Wilson)].

Minutes of November 2, 2021 Regular Board Meeting: Motion by Mary Schilling to approve the minutes of the November 2, 2021 Regular Board Meeting. Seconded by Ted



Minutes
December 7, 2021
Page 2

Thran. Motion carried [4 ayes (King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent (Wilson)].

Casey Neilon FY 20-21 Financial Statement: Represented by Niki Neilon. Niki Neilon stated that she appreciated MGSD's staff for their efforts in pulling together the information for the financial statement. Casey Neilon staff was onsite and it was a great experience. She also reported that the District has taken great steps in rectifying the findings noted in the previous audits, and it is fulfilling for an auditor to see the recommendations implemented and to see the District move forward. There were some issues with the inventory which have been addressed, so the inventory has now been marked down to a number that can now be verified and supported. She felt this would not be an issue moving forward.

Niki discussed the statement of net position on page 8, noting that the total current assets decreased from \$4.4 million to \$3.4 million. Accounts receivable amounts were higher than expected, as there was a billing issue with GRGID (which has recently been resolved), and the inventory amount was reduced significantly. Non-current assets increased due to restricted cash. Deferred outflows and inflows are related to the PERS pension and OPEB retiree benefits. The outflows were stable, while the inflows decreased by about \$40,000. PERS liabilities also decreased. Non-current liabilities are very stable. The OPEB liability was up slightly. The District's net position deteriorated from \$27.3 million to \$26.96 million due to a decrease in fixed assets, the net position for note payments, and unrestricted funds. On page 9, the operating revenues were similar to last year's, the operating expenses increased in services and supplies, and the benefits had a slight dip. The interest revenues decreased, which was not surprising.

Barbara asked about the difference in the current asset decrease in inventory and cash on page 8. Niki stated that the cash decrease was due to designated funds for restricted cash. Barbara asked about the difference in inventory amounts, and Niki stated that inventory is now a known cash item expense for the current year. In prior years the District did not have a known number, but the amount is now known and verified. The difference is reflected in the service and supplies expenses, and that is one reason the services and supplies increased for the current year. Barbara stated that she was asked how much money MGSD has in reserve. Niki outlined the restricted funds on page 17 and noted that there is money set aside for specific items but no reserve fund. Barbara asked if we are required to designate a reserve fund, and Niki stated she was not aware of any requirement to have one. She stated that any funds not set aside for operations could be considered for reserve.



Minutes
December 7, 2021
Page 3

Niki noted that there are no findings, and the Board congratulated staff for all their hard work to achieve this goal.

Motion by Ted Thran to approve the audit for fiscal year ending June 30, 2021 prepared by Casey Neilon. Seconded by Mary Schilling. Motion carried [4 ayes (King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent (Wilson)].

Attorney-Client Conference – Bill Peterson reported that Pine View Estates’ attorney, Frank Flaherty has sent another draft of the agreement, and April will be working on adding the State’s requirements to it as well.

Engineer’s Report – Bruce Scott reported on the following:

Projects in the District are moving forward slowly, and there are a couple of projects in the earliest stages of planning.

GRGID Interceptor: There was a good field meeting yesterday. He is working on a contract for work to do the lining of the manholes and the interceptor for the 12” line to Glenwood and the 15” line on Dresslerville to Tilman, which include all of MGSD’s portions of the interceptor to the slough. Things are in good shape for the age of the line. Lining the manholes and pipe will extend the its use at an economical cost. We have found 2 connections on the Dresslerville line that we were not aware of. GRGID has customers there, so there may have been some confusion. We are working with GRGID to investigate what may have happened there. Also, it doesn’t appear that the connections meet MGSD’s standards, so this will be a good opportunity to clean it up. We will also be removing the remnants of 2 old weirs in 2 manholes that the Board at the time wanted installed to monitor the flows. They haven’t been used in many years and are not needed as we now have other ways to monitor flows. There is also an old plug valve that does not work. A new plug valve was installed several years ago near the Feed Store on Waterloo that does work so the flow can be shut off if the river drains into the interceptor. We will be cleaning the siphon, and PVC liner will be utilized, so the line will be sealed from leaks and cracks. We will also be replacing manholes, as some of them are in bad shape. He hopes to have a not-to-exceed contract at the February meeting. Bill Peterson asked about the public procurement process, and Bruce explained that was handled through the CMAR process. Barbara asked if the shutoff valve, which sticks up above the ground, is being removed or left in place, and Bruce explained that it will be removed so it will no longer stick up.



Minutes
December 7, 2021
Page 4

District Manager's Report: Since Peter Baratti was unable to attend the meeting, Bruce Scott reported on the following items:

A couple of will serve letters were issued during November, and Peter and LaVonne both attended training classes.

Bruce discussed ongoing projects in the District, including the Lewis Homes portion of the Heybourne Meadows project, the Carson Valley Medical Center expansion, and a proposed duplex project on the west side Monte Vista by Westridge Homes backing up to the east side of the Dreyer Ranch

Barbara asked about the hydroponics project at the north end of Carson Valley that received a large tax abatement from the State. Bruce said he was not aware of that project, and Barbara expressed concern that the County was not included in the State's decision-making process on that. Bruce stated that he will investigate this further.

Barbara mentioned that Steers and Beers going in across from the old Copeland Lumber, on the Credit Union side of Hwy 395 near Zerolene. It will be a butcher shop and brewery. Bruce said they would be subject to pretreatment.

Barbara asked about the event center on Gilman. April explained that they are proposing a small venue with about 6 rooms for event attendees near Meadow Ln. They will need to annex to the District.

Administrative Report by Staff: April expressed appreciation to the Trustees for their willingness to work with Staff on difficult items.

LaVonne reported on the following:

- The email server change from Google to Outlook Exchange has been completed.
- She has been moving forward with the Nodus Pay Fabric implementation. She has begun the testing process to ensure that it works with the accounting software. Once this is in place, it will reduce staff errors in payment applications.



Minutes
December 7, 2021
Page 5

- She has updated journal entries based on the Casey Neilon audit and has closed the 2021 fiscal year.
- She has been working on the monthly reports to the Board and they will be ready to be handed out at the January meeting. She is trying to get them consistent with the current reports.
- She is investigating handling customer collection management through the Great Plains software, and she will work with Peter to see if this would be useful for MGSD.

Barbara asked about lockbox import, are we working with Wells Fargo, and LaVonne stated that we are. She is working with Wells Fargo to obtain the ability to import the scanned checks into Great Plains rather than manually inputting the checks.

Board Comment – Mike reported that he will be absent at the January meeting. Barbara also reported that she may be absent from the January meeting.

Public Comment – There was no public comment.

Meeting adjourned 7:05 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary

:/ab

Agenda Item 6

GRGID Capacity Request

Items in this Section Include:

- ✓ *Letter from GRGID dated December 2, 2021*



Gardnerville Ranchos General Improvement District

December 2, 2021

Peter Baratti, District Manager
MGSD
P.O. Box 568
Minden, NV 89423

Re: Sewer Capacity

Dear Peter:

Pursuant to the Supplement to the 1974 Agreement between the Minden Gardnerville Sanitation District and the Gardnerville Ranchos General Improvement District, GRGID hereby requests to purchase 20 Equivalent Dwelling Units of sewer capacity. The District last purchased capacity in February of 2021 and needs additional units to accommodate future expansion. Enclosed is a check in the amount of \$79,575.00 for the additional 20 units of capacity.

I look forward to your approval of our request. Please let me know if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Greg Reed". The signature is stylized and cursive.

Gardnerville Ranchos GID
Greg Reed, District Manager

Agenda Item 9

Engineer's Report

Items in this Section Include:

- ✓ ***Letter from Bruce Scott dated December 29, 2021***



December 29, 2021

Via email: aburchett@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 December 2021

Dear Chairman Smallwood and Members of the Board:

December has been a relatively quiet month, impacted substantially by weather in the last couple of weeks.

Things are moving forward on the details for design and construction costs on the GRID Interceptor. We are still planning to have a proposed agreement for construction to be considered, hopefully at the February meeting.

Overall area construction is pretty well halted for the holidays, as well as the weather, but the projects which have been going for some time are still in various stages of activity and completion. New projects have been pretty slow coming in, although I imagine in the next couple months with spring in their sights, some of the developers will be providing plans for review and making applications for service. There are some projects which are out there having reached the Towns or the County that we have not seen yet which should be coming forward relatively soon.

Things have been quiet on the NDOT front, although I think they will probably be picking up during the new year. There is not much else at this point for discussion. We have a light agenda, and I will be happy to answer questions or follow up with you should you wish to get ahold of me in the meantime. I hope everyone had a Happy New Year and a good Christmas; we'll see you at the meeting.

Sincerely,

A handwritten signature in blue ink that reads "Bruce Scott". The signature is fluid and cursive, with a long horizontal line extending from the end.

Bruce R. Scott, P.E.
District Engineer

BRS/sb

cc: Bill Peterson, Esq.
Presley Cochran, EI

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Agenda Item 10

District Manager's Report

Items in this Section Include:

- ✓ *December 30, 2021 District Manager Report*



Minden Gardnerville Sanitation District
District Manager's Report
December 30, 2021

CAPACITY ALLOCATIONS/PURCHASES:

- Sold 12.8 edus for residential and commercial
- Received payment from GRGID for 20 edu's which is scheduled for approval on the agenda

VENDORS AND CONTRACTS:

-

WILL SERVES LETTERS ISSUED:

- None

STAFF/OFFICE ITEMS:

-

Public Records Requests: None

MEETINGS ATTENDED AND SCHEDULED:

- 12/1/21 Pre-App meeting for a proposed event center on Gilman
- 12/1/21 Pre-App meeting for Westridge Homes for a proposed duplex project on Monte Vista Ave.

PROJECTS IN THE DISTRICT:

- Heybourne Meadows IIIB is paved out. Phase IIIC is still incomplete
- Thoroughbred Crossing is on hold due to weather

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- There are some minor supply issues with the hypochlorite, but we have been able to navigate this issue prior to running out.
 - There are also supply chain issues with other vendors, and unfortunately it is industry wide.
-

Respectfully submitted,
Peter V. Baratti, District Manager

