



NOTICE OF REGULAR MEETING
TUESDAY, FEBRUARY 1, 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. Election of Board Officers for 2022 – For Possible Action

Election of the Following Officers for 2022:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

(Note: Per NRS 318.085.1, "the board shall choose one of its members as chairman of the board and president of the district, and shall elect a secretary and a treasurer of the board and of the district, who may or may not be members of the board. The secretary and the treasurer may be one person.")

4. 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.

5. Claims Review and Approval – For Possible Action

Review and Approval of Bills Paid and Claims Received for December 2021

6. Minutes Approval – For Possible Action

Approval of Minutes from the January 4, 2022 Regular Board Meeting

7. MGSD Treatment Plant Master Plan – For Possible Action

Status report by HDR Engineering regarding MGSD's Updated Plant Master Plan

8. . MGSD Belt Filter Press Addition Project – For Possible Action

Amendment of Motion from May 4, 2021 Regular Board Meeting for acceptance of bid from Simerson Construction LLC in the amount of \$785,690.00 for the Belt Filter Press Addition Project, in order to designate that all or a fraction of the total construction costs will be funded from the Plant Improvement Restricted Account

9. 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.

10. 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.

11. 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.

12. Controller's Report – For Possible Action

- Action Items may include financial items that arose after agenda posting and requiring immediate action or response by the Board.

13. Administrative Report by Staff – For Possible Action

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

14. 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.)

15. 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.)



16. 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.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>
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PLEASE DO NOT REMOVE UNTIL: 2/2/22



CHECK REGISTER - GENERAL ACCOUNT

12/1/21 - 12/31/21

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
AHERN RENTALS	12/1/2021	4721	24290150-001	50600-010	Repairs & Maintenance		\$ 5.76
AHERN RENTALS	12/1/2021	4721	24290178-001	50300-010	Safety Equipment & Supplies		\$ 18.88
BENTLY RANCH	12/1/2021	4722	207324	50800-010	Sludge Removal		\$ 406.70
COGEN SERVICE	12/1/2021	4726	6662	50600-010	Repairs & Maintenance		\$ 4,369.72
FIRST CHOICE COFFEE SERVICES	12/1/2021	4723	594971	50400-010	Supplies		\$ 42.84
GRAINGER	12/1/2021	4724	9119097567	50600-010	Repairs & Maintenance		\$ 224.44
POWER & CONTROL SOLUTIONS, INC.	12/1/2021	4725	1246	16500-010	Miscellaneous Equipment		\$ 900.00
POWER & CONTROL SOLUTIONS, INC.	12/1/2021	4725	1246	50600-010	Repairs & Maintenance		\$ 953.00
POWER & CONTROL SOLUTIONS, INC.	12/1/2021	4725	1246	16300-030	Belt Press Addition		\$ 180.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/1/2021	4727	RN276488	52400-010	Lab Testing		\$ 40.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/1/2021	4727	RN276909	52400-010	Lab Testing		\$ 40.00
SNELL & WILMER, LLP	12/1/2021	4728	2641618	71100-010	Legal		\$ 550.00
Warren Averett Technology Group, LLC	12/1/2021	ACH27168522	59900-PP	71300-010	Accounting & Audit	Annual Maint Contract	\$ 6,908.80
Warren Averett Technology Group, LLC	12/1/2021	ACH27168522	60073	65300-010	Office Equipment	Office 365 Usage - 12/21	\$ 253.40
WESTERN INDUSTRIAL PARTS, INC.	12/1/2021	4729	2111-025142	50600-010	Repairs & Maintenance		\$ 166.13
Flyers Energy, LLC	12/7/2021	ACH306668767.CFS-2824041		51500-010	Truck & Auto Expense		\$ 690.29
Flyers Energy, LLC	12/7/2021	ACH306668765.CFS-2834299		51500-010	Truck & Auto Expense		\$ 348.90
HDR, INC.	12/7/2021	4731	1200394433	71200-010	Engineering	Master plan update engineering	\$ 28,000.00
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1955	71200-010	Engineering		\$ 212.50
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1959	71200-010	Engineering		\$ 1,755.00
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1960	71200-010	Engineering		\$ 1,998.75
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1961	16400-010	Collection System Rehab		\$ 2,412.50
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1962	71200-010	Engineering		\$ 637.50
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1970	71200-010	Engineering		\$ 707.50
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1971	16400-010	Collection System Rehab		\$ 575.00
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1972	55100-010	Reservoir Repairs & Maintenan		\$ 223.75
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1973	71200-010	Engineering		\$ 901.25
RESOURCE CONCEPTS, INC.	12/7/2021	4730	21-1974	71200-010	Engineering		\$ 326.25
Frontier	12/8/2021	ACHP215C2J9Z120121		64400-010	Telephone		\$ 104.78
AAA BUSINESS SUPPLIES & INTERIORS	12/15/2021	4744	2208083-0	64300-010	Office Supplies & Expense	Copy paper & Envelopes	\$ 169.07
ACE HARDWARE	12/15/2021	4732	151583	50600-010	Repairs & Maintenance	FASTENERS	\$ 3.10
AHERN RENTALS	12/15/2021	4733	24324314-001	50600-010	Repairs & Maintenance	COUNTER BRUSHES	\$ 38.26
AMERICAN DOCUMENT DESTRUCTION, INC.	12/15/2021	4734	129472	64300-010	Office Supplies & Expense	Document Shredding P/U Nov	\$ 68.00

BENTLY RANCH	12/15/2021	4735	207369	50800-010	Sludge Removal	BIOSOLIDS DISPOSAL	\$	250.18
BENTLY RANCH	12/15/2021	4735	207402	50800-010	Sludge Removal	BIOSOLIDS DISPOSAL	\$	406.28
CARSON VALLEY MEDICAL CENTER	12/15/2021	4748	24482952	50700-010	Other Plant Expense	N. Quilici vaccinations	\$	302.00
FERGUSON WATERWORKS, #1423	12/15/2021	4736	1677979	51300-010	Supplies	Manihole Hooks	\$	91.53
FIRST CHOICE COFFEE SERVICES	12/15/2021	4745	595475	50400-010	Supplies	Coffee Supplies	\$	146.35
JOANA PEREZ	12/15/2021	4737	054423	50600-010	Repairs & Maintenance	ADMIN OFFICE CLEANING	\$	360.00
LEAF	12/15/2021	4746	12620224	65300-010	Office Equipment	Copier lease & copies	\$	370.00
LINDE GAS & EQUIP., INC.	12/15/2021	4747	67547111	50600-010	Repairs & Maintenance	Welding supplies	\$	84.34
NUSYSTEMS, INC.	12/15/2021	4739	R139356	50500-010	Utilities	Annual Alarm Monitoring - Adimi	\$	482.50
NUSYSTEMS, INC.	12/15/2021	4739	R139557	50500-010	Utilities	Annual Alarm Monitoring - Plant	\$	440.00
QUALITY CONTROL SERVICES, INC.	12/15/2021	4749	65636	52600-010	Lab Repairs & Maintenance	Annual Lab scale calibration	\$	335.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/15/2021	4741	RN277325	52400-010	Lab Testing	LAB ANALYSIS	\$	370.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/15/2021	4750	RN277803	52400-010	Lab Testing	Fecal Coliform test	\$	40.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/15/2021	4750	RN277815	52400-010	Lab Testing	Fecal coliform test	\$	40.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/15/2021	4750	RN277873	52400-010	Lab Testing	Anions & Kjeldahl nitrogen tes	\$	60.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/15/2021	4750	RN277875	52400-010	Lab Testing	Ammonia, anions & kjeldahl nit	\$	90.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/15/2021	4750	RN277973	52400-010	Lab Testing		\$	2,130.00
THE PARTS HOUSE	12/15/2021	4740	9711	50600-010	Repairs & Maintenance	WINDOW WASH FLUID	\$	20.94
THE PARTS HOUSE	12/15/2021	4740	11884	50600-010	Repairs & Maintenance	GLASS & WINDOW CLEANER	\$	14.47
THE PARTS HOUSE	12/15/2021	4740	11942	50600-010	Repairs & Maintenance	HEAT SHRINK & CONNECTORS	\$	19.27
THE PARTS HOUSE	12/15/2021	4740	12133	50600-010	Repairs & Maintenance	AIR FILTERS	\$	165.27
TOWN OF MINDEN	12/15/2021	4742	112421	50500-010	Utilities	WATER & TRASH SERVICE	\$	643.55
WECO INDUSTRIES, LLC	12/15/2021	4751	0048673-IN	51400-010	Repairs & Maintenance		\$	118.15
WESTERN BUYERS LLC	12/15/2021	4738	1310476	16500-010	Miscellaneous Equipment	Gate Project	\$	32.04
WILDFIRE CONNECTIONS LLC	12/15/2021	4743	1232021	65300-010	Office Equipment	SERVER MAINTENANCE (IT)	\$	400.00
NV Energy	12/20/2021	ACH8755230	1790211210	50500-010	Utilities		\$	5,828.98
Flyers Energy, LLC	12/21/2021	ACH306724615	CFS-2854408	51500-010	Truck & Auto Expense		\$	450.59
AHERN RENTALS	12/22/2021	4752	24356947-001	50600-010	Repairs & Maintenance		\$	3.27
AT&T MOBILITY	12/22/2021	4753	12192021	64400-010	Telephone	Employee Cell Phones	\$	823.36
BENTLY RANCH	12/22/2021	4754	207480	50800-010	Sludge Removal	Biosolids Disposal	\$	297.92
BENTLY RANCH	12/22/2021	4754	207598	50800-010	Sludge Removal		\$	199.64
COGEN SERVICE	12/22/2021	4757	6665	50600-010	Repairs & Maintenance	Co-Gen Monthly Maintenance	\$	4,369.72
DOUGLAS COUNTY FLEET SERVICES	12/22/2021	4755	12142021	50600-010	Repairs & Maintenance	Amber Lights Jeep	\$	939.43
SDBX STUDIO	12/22/2021	4756	11989	65300-010	Office Equipment	Website Maintenance	\$	1,700.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/22/2021	4758	RN277357	52400-010	Lab Testing		\$	40.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/22/2021	4758	RN277583	52400-010	Lab Testing		\$	900.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/22/2021	4758	RN278077	52400-010	Lab Testing		\$	410.00
SILVER STATE ANALYTICAL LABORATORIES, IF	12/22/2021	4758	RN278106	52400-010	Lab Testing		\$	40.00

SNELL & WILMER, LLP	12/22/2021	4759	2643254	71100-010	Legal	\$	850.20
SOUTHWEST GAS CORPORATION	12/22/2021	4760	211206	50500-010	Utilities	\$	1,788.10
UTILITY TELECOM GROUP, LLC	12/22/2021	4761	124752	64400-010	Telephone	\$	370.37
City National Bank	12/23/2021	ACH94-72720-2TS122021		64300-010	Office Supplies & Expense	\$	718.97
City National Bank	12/23/2021	ACH94-72720-2TS122021		65100-010	Other Administration Expense	\$	5.00
City National Bank	12/23/2021	ACH94-72720-2TS122021		50900-010	Education	\$	62.00
City National Bank	12/23/2021	ACH94-72721-2PB122021		64700-010	Travel & Per Diem	\$	932.62
City National Bank	12/23/2021	ACH94-72721-2PB122021		65300-010	Office Equipment	\$	168.00
City National Bank	12/23/2021	ACH94-72722-2AL122021		50400-010	Supplies	\$	62.89
City National Bank	12/23/2021	ACH94-72722-2AL122021		64300-010	Office Supplies & Expense	\$	20.73
City National Bank	12/23/2021	ACH94-72722-2AL122021		65100-010	Other Administration Expense	\$	973.40
City National Bank	12/23/2021	ACH94-72723-2CS122021		64700-010	Travel & Per Diem	\$	611.66
City National Bank	12/23/2021	ACH94-72724-2LG122021		50900-010	Education	\$	455.00
City National Bank	12/23/2021	ACH94-72725-2NQ122021		50400-010	Supplies	\$	26.62
TOTAL December 2021 Checks (54 Checks)						\$	84,692.41

Capital Expenses

CHECK REGISTER - PAYROLL ACCOUNT

12/1/21 - 12/31/21

Vendor Check Name	Payment Dat	ACH/Check #	Invoice Number	GL Account Numb	GL Account Name	Transaction Description	Check Amount
ACS/Mellon Bank Health Savings Account	12/1/2021	ACH27159731	HSA113021	50200-010	Payroll Taxes & Employee Benefits	HSA Contributions 11-21	\$2,481.98
Public Employees Retirement System	12/1/2021	ACH27159760	P1121	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions 11-21	\$22,122.48
State Coll & Disb Unit - SCADU	12/10/2021	ACH27273800	036121021	20300-010	Accured Payroll Taxes	Child Support 12/10/21	\$163.38
Voya Financial	12/10/2021	ACH91313	121021	20300-010	Accured Payroll Taxes	457 Contribution 12/10/21	\$1,167.00
Wells Fargo Bank	12/10/2021	ACH27267829	121021	20300-010	Accured Payroll Taxes	941 Deposit PR 12/10/21	\$4,738.78
Wells Fargo Bank Used for Direct Deposit	12/10/2021	ACH121021-DD	12/10/21-DD PR	10000-116	Cash - Payroll Checking - Wells Fargo	12/10/21 ACH Direct Deposit PR	\$30,394.05
Retiree FB	12/15/2021	ACH27273798BF	121521	80900-010	Retiree Health Insurance Premiums	Retiree Medicare Premium 12/21	\$413.83
Retiree HJ	12/15/2021	ACH27273798JH	121521	80900-010	Retiree Health Insurance Premiums	Retiree Medicare Premium 12/21	\$86.16
Retiree JRD	12/15/2021	ACH27273798JD	121521	80900-010	Retiree Health Insurance Premiums	Retiree Medical Premiums 12/21	\$273.23
Retiree PL	12/15/2021	ACH27273798RL	121521	80900-010	Retiree Health Insurance Premiums	Retiree Medicare Premium 12/21	\$138.75
State Coll & Disb Unit - SCADU	12/23/2021	ACH27502909	3612321	20300-010	Accured Payroll Taxes	Child Support 12/23/21	\$163.38
Voya Financial	12/23/2021	ACH92903	122321	20300-010	Accured Payroll Taxes	457 12-23-21 Payroll	\$2,167.00
Wells Fargo Bank	12/23/2021	ACH27488841	122321	20300-010	Accured Payroll Taxes	941 Deposit 12/23/21 PR	\$4,788.67
Wells Fargo Bank Used for Direct Deposit	12/23/2021	ACH27488875	122321PR	10000-116	Cash - Payroll Checking - Wells Fargo	Direct Deposit PR 12/23/21	\$30,238.17
Wells Fargo Bank	12/30/2021	ACH27543883	123021-941	20300-010	Accured Payroll Taxes	941 Deposit Board PR 12/30/21	\$89.58
Wells Fargo Bank Used for Direct Deposit	12/30/2021	ACH27543885	123021-PR-DD	10000-116	Cash - Payroll Checking - Wells Fargo	Board Payroll DD 12/30/21	\$1,953.92
Wells Fargo Bank Used for Direct Deposit	12/30/2021	3412	123021-BS	10000-116	Cash - Payroll Checking - Wells Fargo	Barbara Smallwood	\$492.75
ACS/Mellon Bank Health Savings Account	12/31/2021	ACH27639151	HSA123021	50200-010	Payroll Taxes & Employee Benefits		\$2,481.98
TOTAL December 2021 (18 Checks)							\$104,355.09

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	\$ 130,835.02	\$ 1,600,000.00	\$ 1,469,164.98	8.18%	91.82%
16400-010	Collection System Rehab	\$ 27,744.80	\$ 1,400,000.00	\$ 1,372,255.20	1.98%	98.02%
16500-010	Misc. Equipment	\$ 38,905.83	\$ 150,000.00	\$ 111,094.17	25.94%	74.06%
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		\$ 243,982.41	\$ 3,397,167.00	\$ 3,153,184.59	7.18%	92.82%

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	\$ 8,427.75	\$ 15,000.00	\$ 6,572.25	56.19%	43.82%
50400	Plant Supplies	\$ 48,232.40	\$ 80,000.00	\$ 31,767.60	60.29%	39.71%
50500	Utilities	\$ 58,165.61	\$ 135,000.00	\$ 76,834.39	43.09%	56.91%
50600	Repairs/Maintenance	\$ 126,917.17	\$ 210,000.00	\$ 83,082.83	60.44%	39.56%
50700	Other Plant Expenses	\$ 4,277.89	\$ 9,000.00	\$ 4,722.11	47.53%	52.47%
50800	Sludge Removal	\$ 9,899.29	\$ 23,000.00	\$ 13,100.71	43.04%	56.96%
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	\$ 2,454.32	\$ 15,000.00	\$ 12,545.68	16.36%	83.64%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 6,220.07	\$ 11,000.00	\$ 4,779.93	56.55%	43.45%
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	\$ 7,346.32	\$ 11,000.00	\$ 3,653.68	66.78%	33.22%
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	\$ 8,793.31	\$ 10,500.00	\$ 1,706.69	83.75%	16.25%
64350	Bank Charges	\$ 144.96	\$ 11,000.00	\$ 10,855.04	1.32%	98.68%
64400	Telephone	\$ 9,005.54	\$ 12,500.00	\$ 3,494.46	72.04%	27.96%
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	\$ 400.00	\$ 1,500.00	\$ 1,100.00	26.67%	73.33%
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	\$ 2,290.61	\$ 5,000.00	\$ 2,709.39	45.81%	54.19%
65200	Filing Fees/Permits	\$ 878.17	\$ 12,000.00	\$ 11,121.83	7.32%	92.68%
65300	Office Equipment	\$ 45,107.56	\$ 25,000.00	\$ (20,107.56)	180.43%	-80.43%
PROFESSIONAL FEES						
71100	Legal	\$ 7,825.30	\$ 40,000.00	\$ 32,174.70	19.56%	80.44%
71200	Engineering	\$ 80,042.45	\$ 45,000.00	\$ (35,042.45)	177.87%	-77.87%
71300	Accounting/Audit	\$ 49,243.25	\$ 30,000.00	\$ (19,243.25)	164.14%	-64.14%
71400	Lobbying Services	\$ -	\$ -			
TOTAL		\$ 509,248.68	\$ 911,890.00	\$ 402,641.32	55.85%	44.15%

FY2021-2022 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
	Salaries	\$ 548,779.69	\$ 998,648.00	\$ 449,868.31	54.95%	45.05%
	Benefits	\$ 149,095.02	\$ 334,900.00	\$ 185,804.98	44.52%	55.48%
	Medical	\$ 118,132.98	\$ 251,154.00	\$ 133,021.02	47.04%	52.96%
	TOTAL	\$ 816,007.69	\$ 1,584,702.00	\$ 768,694.31	51.49%	48.51%



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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	\$ 3,598,536.16	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,980,821.99	\$ 4,134,836.34						
Cash Receipts													
User Fees	\$ 148,866.77	\$ 170,188.80	\$ 154,071.33	\$ 246,610.33	\$ 208,190.95	\$ 6,379.30							\$ 934,307.48
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	\$ 11,221.62						\$ 78,551.34
Ad Valorem	\$ 1,925.12	\$ 13,144.61	\$ 160,447.98	\$ 25,477.48	\$ 71,101.83	\$ 8,348.65	\$ 28,741.98						\$ 309,187.65
Pass-Through Reimbursement	\$ -	\$ 21,510.00	\$ 400.00	\$ -	\$ 3,470.75	\$ 6,242.50							\$ 31,623.25
GRGID	\$ -	\$ -	\$ 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	\$ 209.69						\$ 1,584.83
Other	\$ 125.00	\$ 588.96	\$ 125.00	\$ -	\$ -	\$ 175.00							\$ 1,013.96
Total Cash Receipts	\$ 221,908.20	\$ 233,163.68	\$ 446,847.55	\$ 316,119.12	\$ 374,921.84	\$ 238,706.76	\$ 40,173.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,871,835.44
Cash Paid Out													
Capital Expenses	\$ 13,288.82	\$ 12,266.20	\$ 21,326.52	\$ 17,555.89	\$ 10,936.33	\$ 4,099.54	\$ 125,925.79						\$ 205,395.09
Plant Expenses	\$ 4,085.87	\$ 70,817.65	\$ 27,232.46	\$ 46,790.94	\$ 68,354.70	\$ 20,979.91	\$ 17,538.84						\$ 255,800.37
Collections Expenses	\$ 205.99	\$ 1,804.06	\$ 1,488.66	\$ 1,612.01	\$ 2,700.53	\$ 1,819.06	\$ 175.61						\$ 9,805.92
Lab Expenses	\$ 130.00	\$ 460.00	\$ 1,303.98	\$ 2,353.77	\$ 2,085.39	\$ 4,535.00	\$ 350.00						\$ 11,218.14
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	\$ 12,492.29	\$ 9,637.40	\$ 4,762.33						\$ 78,506.70
Payroll-Related Expenses	\$ 16,331.95	\$ 13,117.35	\$ 4,160.00	\$ 7,271.25	\$ 19,736.05	\$ 43,397.75	\$ 33,096.65						\$ 90,278.30
Professional Fees	\$ 37,342.48	\$ 130,563.64	\$ 100,157.76	\$ 106,977.23	\$ 134,533.45	\$ 84,692.41	\$ 199,904.88						\$ 794,171.85
Total Expenses	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000.00
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	\$ 3,980,821.99	\$ 4,134,836.34	\$ 4,134,836.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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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	\$ 206,626.10	\$ 102,289.01						\$ 850,000.00
Transfer from Checking	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00						\$ -
Interest	\$ 12.33	\$ 15.04	\$ 15.30	\$ 15.44	\$ 17.66	\$ 18.00							\$ 93.77
Voided Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Payroll Expenses	\$ 84,155.65	\$ 123,949.36	\$ 101,854.90	\$ 149,281.73	\$ 77,072.68	\$ 104,355.09	\$ 105,386.30						\$ 746,055.71
Total Balance last day of month	\$ 58,721.33	\$ 84,787.01	\$ 132,947.41	\$ 133,681.12	\$ 206,626.10	\$ 102,289.01	\$ 146,902.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCIF 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	\$ 6,155,889.42						\$ -
Transfer from Checking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Interest Earned	\$ 881.10	\$ 809.16	\$ 767.97	\$ 465.76	\$ 538.40	\$ 661.67							\$ 4,124.06
ARRA Payment	\$ 38,533.31						\$ 38,583.31						\$ 77,116.62
Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Total 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	\$ 6,117,306.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 83,070.60						\$ -
Transfer from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Interest Earned	\$ 11.82	\$ 12.33	\$ 10.36	\$ 6.29	\$ 7.27	\$ 8.93							\$ 57.00
Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Total Balance last day of month	\$ 83,025.42	\$ 83,037.75	\$ 83,048.11	\$ 83,054.40	\$ 83,061.67	\$ 83,070.60	\$ 83,070.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Petty Cash													
Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00	\$ 500.00						\$ 240.00
Expenses	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -						\$ -
Reimbursements	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -						\$ -
Balance last day of month	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.00
TOTAL CASH	\$ 9,976,900.09	\$ 9,956,387.30	\$ 10,201,770.82	\$ 10,262,358.47	\$ 10,426,237.51	\$ 10,476,585.37	\$ 10,172,884.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item 6

Minutes from January 4, 2022 Regular Board Meeting

Items in this Section Include:

- ✓ *January 4, 2022 Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, January 4, 2022
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Ted Thran
Mary Schilling
Ray Wilson

Staff Members Present:

Peter Baratti
Cliff Simpson
Bruce Scott
April Burchett

Others Present:

None

Board Members Absent:

Mike King

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.

Claims Review and Approval: Discussion occurred regarding the revised check register sheet showing the claims for November 2021. Ray Wilson stated he was unhappy with the new format and thought it was confusing compared to the old form, and Ted Thran stated he did not have a problem with the new format. Barbara Smallwood explained that the old format was input manually by staff, which created the potential of errors, while the new format was done directly from the accounting software and was more accurate. She stated that everything she wanted was shown on the sheet, except she requested the color coding that was used in the old format. April Burchett stated that color coding would be implemented. Barbara thought that by the February meeting, the format would make more sense. As the November claims were already approved at the December 2021 meeting, no motion was necessary at this time.

Minutes of December 7, 2021 Regular Board Meeting: Barbara and Ted noted that the vote breakdowns for each motion showed zero absent and should note that 1 was absent. **Motion by Ted Thran to approve the minutes of the December 7, 2021 Regular Board Meeting with the noted corrections.** Seconded by Mary Schilling. Motion carried [4 ayes (Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (King)].



Minutes
January 4, 2022
Page 2

Gardnerville Ranchos General Improvement District Request for Capacity: Peter Baratti stated that this is GRGID's standard request to purchase 20 edu's. They have a lot of projects in the works in their district. **Motion by Ted Thran to approve the purchase of 20 edu's of capacity under the terms of the 1990 Supplement to the 1974 Contract between MGSD and Gardnerville Ranchos General Improvement District to be used within the Gardnerville Ranchos General Improvement District boundary.** Seconded by Mary Schilling. Motion carried [4 ayes (Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (King)].

FY 21-22 Designation of Auditor: Peter noted that, for procedural purposes, a motion was needed to designate an auditor. **Motion by Mary Schilling to designate Casey Neilon auditor for the MGSD audit for fiscal year ending June 30, 2022.** Seconded by Ray Wilson. Motion carried [4 ayes (Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (King)].

Attorney-Client Conference – The Chairman reported that Bill Peterson was unable to attend the meeting tonight due to a court hearing. The Board had no questions to relay to legal counsel at this time.

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

GRGID Interceptor: RCI is still on track to present a proposed contract at the February Board meeting for moving forward on manhole and pipe lining. GRGID has been very supportive of the work being done on the interceptor, and he would like to run the contract amount by them for transparency. He would like to get this phase of the project done while the Carson River is low, and it should move forward quickly once the process starts.

RCI Rates for Local Governments: RCI has special rates for local government services, typically 20% to 30% lower than their standard rates, and RCI is implementing a rate increase. He would like to put the new rates in place for the February billing. He noted it has been about 3 years since the last increase. Barbara stated that it sounded appropriate but questioned if it needed to be put on an agenda. April Burchett stated she will ask Bill Peterson whether it needs to be placed on an agenda.

Barbara asked about the status of the unknown connections into the GRGID interceptor that were detected. Bruce stated they are still looking into those. Cliff Simpson clarified that the connections were located at Nu-Systems and at Sunshine and Rainbows day care, but there may



Minutes
January 4, 2022
Page 3

be one more as well. Bruce stated they are making sure that a sewer billing is being issued by either MGSD or GRGID for these businesses.

District Manager's Report: Peter Baratti reported on the following items:

Plant Items: Staff has made progress on in-house projects. There were some struggles with supply chain issues, especially with respect to the chlorine, but we are working through it. We also had a lot of staffing issues in December. But even though about half of the staff was down with a bad cold, we were still able to make progress.

Belt Filter Press: The electrical demolition is proceeding, but we can only do a semi-demolition in order to keep the current machine running. The new panel is onsite, and Simerson will connect the new panel.

Projects in the District: There were quite a number of edu's sold in December. In addition, the proposed hospital expansion is large and will require a large amount of capacity. He is still coordinating with their contractor since there will also be some demolition. They are also remodeling their facility on Ironwood.

Proposed Veterinary Hospital: The veterinary hospital on Hwy 88 is relocating to Charlotte Way at the south end of Gardnerville, and we are waiting for a plan submittal. It will be treated as any other medical facility, and it could initially be costly for them to purchase capacity. Peter and Bruce will work with them to avoid unnecessary drains and fixtures, in order to minimize fees where possible. Barbara asked about pretreatment, and Peter stated he has yet to determine that, but typical medical facilities do not necessitate pretreatment. Bruce stated that it used to be X-ray chemicals were of concern for pretreatment, but those chemicals are no longer used. The chemicals will be looked at during the review process, but Bruce did not anticipate any problems.

Co-Gen System: Peter noted that we have had a good reduction in our energy costs since the co-gen came back online.

Electric Gate Project: Peter reported that the Artistic Fence invoice and payment check was provided to the Board tonight for signature, since he would like to get them paid and submit it to POOL/PACT for the grant reimbursement. The final cost was lower than the original estimate since we are handling the communication equipment separately.



Minutes
January 4, 2022
Page 4

FY 20-21 Audit: Peter was very pleased how the audit came out, but there are still some numbers he would like to improve upon, especially with respect to depreciation.

Ray asked about how to access the gate on Ironwood. Peter stated he will get the code to Ray. We are trying to get the correct components to utilize the existing underground infrastructure. The equipment is delayed because of the ongoing supply chain problems.

Barbara asked about Peter’s year-end report. Peter stated he is working on putting that together.

Administrative Report by Staff: April Burchett had nothing to report at this time.

Board Comment – Ray commented that the Town of Minden had received grant money from the State in the past, and he thought it would be a good idea to have a staff member keep track of the grant money available. Peter stated that the State Revolving Loan Fund has received a lot of applications. We are working on a Capital Improvement Plan to help us move forward in identifying what we will need and what funding sources are available. Barbara noted that one of LaVonne Ghanavati’s tasks is to identify and coordinate grant availability and applications. Peter stated that staff will coordinate with HDR and RCI to accomplish the funding and projects. Bruce stated that there is a significant amount of infrastructure money coming through the pipeline. The old infrastructure finding was handled by the EPA, while the new funding is being handled through the Dept of Treasury, and they are working on establishing the rules and process for grant awards. Bruce stated that he will keep Peter up to date on where this is, so we can be proactive in applying for the funds we need.

Public Comment – There was no public comment.

Meeting adjourned 6:50 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary

:/ab

Agenda Item 8

Belt Filter Press Amendment to Award Motion

Items in this Section Include:

- ✓ ***Page 2 of May 4, 2021 Minutes showing the motion***
- ✓ ***Pages 16-17 of June 30, 2021 Financial Statement showing restricted cash balances***



Minutes
May 4, 2021
Page 2

Minutes of April 1, 2021 Special Board Meeting and April 6, 2021 Regular Board Meeting:

Motion by Ted Thran to approve the minutes of the April 1, 2021 Special Board Meeting. Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [5 ayes (~~Allgeier~~, King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Motion by Mary Schilling to approve the minutes of the April 6, 2021 Regular Board Meeting. Seconded by Mike King. There was no discussion on the motion. Motion carried [5 ayes (~~Allgeier~~, King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

MGSD Belt Filter Press Addition Project: Bruce reported that two bids were received for the belt press project and that he was pleased with both bids. He also reported that KG Walters had raised an issue about Simerson's licensing, as they didn't feel Simerson had the required licensing, but Bill reviewed the statutes and it was determined that Simerson's licensing was in order. Ray asked if Bruce felt comfortable with Simerson. Bruce stated that RCI followed up with the provided references and they came back as favorable. **Motion by Ted Thran to accept the bid from Simerson Construction LLC in the amount of \$785,690 for the Belt Filter Press Addition project.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [5 ayes (~~Allgeier~~, King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

MGSD Digester #2 Lid Project Work Change Directive No. 4: Peter stated that this is the actual cost for KG Walters to install the flare equipment which was previously approved by the Board. We asked KG Walters to do the installation so that it is compliant with ANSI and other safety standards and state guidelines. MGSD staff will also be performing additional work to keep the cost of the directive down. **Motion by Ray Wilson to approve the Work Change Directive Order No. 4 for the installation of flare equipment package in the amount of \$19,685.05.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [5 ayes (~~Allgeier~~, King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Pine View Estates Contract of Service: Bill Peterson reported that the Pine View HOA board has had a significant changeover, and their counsel has not yet had a chance to meet with them. This item will be continued to the June meeting. Barbara asked for clarification on re-noticing

MINDEN-GARDNERVILLE SANITATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 3 - CASH (Continued)

State statutes authorize the District to invest in certificates of deposit issued by commercial banks or insured savings and loan associations', bankers' acceptances, the State investment pool, U.S. Treasury obligations, obligations of other U.S. Government agencies, and repurchase agreements.

Any securities purchased by or on behalf of the District must remain in the physical possession of an appropriate officer of the District or a trust department of a designated bank (federally insured) after issuing a written acknowledgment.

To facilitate better management of the District's resources, all cash under the direct management of the Board of Trustees is combined in pooled operating and investment accounts. Cash not directly managed by the Board of Trustees is held by the Douglas County Treasurer.

The cash held by the county in a fiduciary capacity is primarily composed of \$1,925 and \$596 as of June 30, 2021 and 2020 respectively, held in interest-bearing accounts in the District's name. The county invests District cash in either the state governmental deposit pool, which holds securities collateralizing deposits, or with a brokerage firm, in which case the securities collateralizing deposits are held by a third party bank in an agency capacity for the county.

The cash in banks and governmental deposit pool shown above includes \$6,273,312 and \$6,323,027 as of June 30, 2021 and 2020 in interest bearing state governmental deposit pool accounts, into which deposits from other Nevada governmental units are combined. The state governmental deposit pool is required by state statutes to hold securities which collateralize its deposits. The State of Nevada, Local Government Investment Pool issues a publicly available annual financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Office of the State Treasurer, of the State of Nevada, 101 North Carson Street, #4, Carson City, Nevada, 89701.

Credit risk classifications of the District's cash flow is as follows:

	<u>2021</u>	<u>2020</u>
Insured or collateralized with securities held by agents of the District	\$9,790,328	\$10,070,836
Uncollateralized - cash on hand	500	500
	<u>\$9,790,828</u>	<u>\$10,071,336</u>

Cash held and administered by the Treasurer of Douglas County, Nevada is the responsibility of Douglas County. The County is required to maintain adequate insurance on all of its cash and investments and is primarily liable to all pass-through governmental entities for the administration of each entity's cash portion.

NOTE 4 - RESTRICTED CASH

On December 7, 1982, the governing body of the District passed Resolution 82-3 establishing restricted cash balances. On April 2, 2013, the governing body of the District passed a motion revising the allocation of the user fee allocations for plant expansion, line rehabilitation and odor control. Additionally, on September 6, 2016 the governing body of the District passed resolution 16-002 establishing a restricted fund for emergency repairs. The restricted emergency repairs fund was started with an initial transfer of funds from the operating account in the amount of \$500,000.

**MINDEN-GARDNERVILLE SANITATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 4 - RESTRICTED CASH (Continued)

Allocations are as follows:

<u>Collections From</u>	<u>Plant Expansion</u>	<u>Line Rehabilitation</u>	<u>Odor Control</u>
Acreage and annexation fees	100%	0%	0%
Connection fees	30%	70%	0%
Capacity fees	85%	15%	0%

At June 30, 2021, cash restricted for odor control was \$525,810, cash restricted for plant expansion was \$4,665,659, cash restricted for line rehabilitation was \$943,842, and cash restricted for emergency repair was \$522,243.

At June 30, 2020, cash restricted for odor control was \$524,450, cash restricted for plant expansion was \$4,119,276, cash restricted for line rehabilitation was \$819,386, and cash restricted for emergency repair was \$528,892.

The loan contract with the Nevada Department of Environmental Protection requires an amount equal to one year's note payments, totaling \$77,167, to be placed into a separate restricted account. This is an interest bearing account and the cash restricted for the Nevada Department of Environmental Protection was \$84,263 and \$82,653 for the fiscal year ended June 30, 2021 and 2020, respectively.

NOTE 5 - PROPERTY TAXES

Property taxes are levied on July 1 of each year, and are due in four equal installments in July, October, January, and March. Taxes are considered delinquent if not paid within ten days of the due dates.

The District does not directly collect any taxes. All taxes are collected by the County and State and remitted to the District. Property tax revenues are recognized when they become available.

NOTE 6 - PENSION PLAN

Plan Description. The District contributed to the Public Employees' Retirement System of the State of Nevada (PERS), a cost-sharing, multiple-employer, defined benefit plan administered by the Public Employees Retirement System of the State of Nevada. PERS provides retirement benefits, disability benefits, and death benefits, including annual cost of living adjustments, to plan members and their beneficiaries. Chapter 286 of the Nevada Revised Statutes (NRS) establishes the benefit provisions provided to the participants of PERS. These benefit provisions may only be amended through legislation. The Public Employees' Retirement System of the State of Nevada issues a publicly available financial report that includes financial statements and required supplementary information for PERS. That report may be obtained by writing to the Public Employees' Retirement System of the State of Nevada, 693 West Nye Lane, Carson City, Nevada, 89703.

General Information about the PERS Cost Sharing Pension Plan. PERS is a cost-sharing, multiple-employer, defined benefit public employees' retirement system, and was established by the Nevada Legislature in 1947, effective July 1, 1948. PERS is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

Agenda Item 11

District Manager's Report

Items in this Section Include:

- ✓ *January 28, 2022 District Manager Report*



Minden Gardnerville Sanitation District
District Manager's Report
January 28, 2022

CAPACITY ALLOCATIONS/PURCHASES:

- No capacity sold

WILL SERVES LETTERS ISSUED:

- 1 to Mark Neuffer for proposed hotel on Hwy 395 near KFC (property not annexed)
- 1 to Mark Neuffer for mixed use commercial/residential on Hwy 395 between nursery and Riverview (property annexed)

Public Records Requests: None

MEETINGS ATTENDED AND SCHEDULED:

- 1/10/22 RCI meeting with Presley and Bruce to follow up on projects in the works and collections system rehab
- 1/12/22 Meeting with Mark Neuffer regarding 2 new future projects (see Will Serve Letters Issued above) at the south end of Gardnerville
- 1/19/22 Belt Press project meeting with HDR, RCI, Simerson, and MGSD staff
- 1/17-1/21/22 Attended ABC conference representing NWEA certification board and MGSD regarding changes to industry testing criteria for certifications, moving education to online platforms, federal funding for the industry, and cybersecurity for municipalities
- 1/25/22 Meeting with Craig Olson from HDR onsite regarding belt press project progress and discussion about CIP
- 1/27/22 Meeting with HDR regarding CIP

VENDORS AND CONTRACTS:

- 1/12 – 1/13/22 Tesco-Emass annual visit for maintenance check on the SCADA system

STAFF/OFFICE ITEMS:

- New laptops have been ordered for board room and work-from-home use for admin staff

PROJECTS IN THE DISTRICT:

- Heybourne Meadows IIIC (Buckeye Rd area across from Monterra) still incomplete
- Residence 1862 (Stodick Pkwy) paving is still incomplete and not finalized by MGSD
- Towns at Monte Vista 2 and 3 (behind McDonald's) needs final camera and RCI verification
- The Downs at Monte Vista (next to Towns at Monte Vista) getting ready to build model homes
- LaCosta at Monte Vista 4B (north of Ironwood) houses are going up

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Boiler #1 project final equipment installed and commissioned, and is currently operational
 - Belt press project demo for the electrical complete. Beginning installation of gutter for panel changeout.
-

Respectfully submitted,
Peter V. Baratti, District Manager

Agenda Item 12

Controller's Report

Items in this Section Include:

- ✓ *Past Due Accounts Summary*

PAST DUE ACCOUNTS SUMMARY

1/28/22

Number of Accounts Past Due/Liens on File:	20 (19 Residential, 1 Commercial)
Total Amount Owing:	\$12,940.88

9 liens were filed and 1 lien was released in January.

1 account has had water turned off, so billing has been suspended (\$1664.76); all mail is returned – it appears owner is deceased.

1 account (\$1184.46) we have been notified that this account is in foreclosure.

All other accounts have liens pending

Liens being prepared for filing in February: 3 (3 Residential, 0 Commercial); 2 are in foreclosure; all 3 have address changes, so mailing statement to new address