



AMENDED

NOTICE OF REGULAR MEETING

**TUESDAY, MARCH 1, 2022, 6:00 P.M.,
BOARD ROOM, MGSD TREATMENT PLANT,
1790 HWY. 395, MINDEN, NV**

Note: The agenda has been amended to include Item 6, which was submitted prior to the agenda cutoff date

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 January 2022

5. Minutes Approval – For Possible Action

Approval of Minutes from the February 1, 2022 Regular Board Meeting

6. MGSD Service Area Expansion – For Possible Action

Discussion and possible action regarding a potential expansion of MGSD's service area boundary to include property located at 1100 Sawmill Rd. (APN 1220-11-001-075)

7. Gardnerville Ranchos Sewer Interceptor – For Possible Action

Status update by District Engineer regarding interceptor rehabilitation and CMAR contract

8. MGSD Budget Subcommittee– For Possible Action

Request from District Manager regarding the formation of a subcommittee to assist with prioritization and planning of projects for budgeting purposes

9. **MGSD Tentative Budget**– For Possible Action

Scheduling of MGSD Tentative Budget Meeting for a date between April 1, 2022 and April 14, 2022

10. **District Manager Annual Report 2021** – Not For Possible Action

Presentation by District Manager of activities during 2021 regarding status report of projects located within the District, plant improvement projects, collection system improvements, staffing changes, and other administrative items

11. **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.

12. **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.

13. **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.

14. **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.

15. **Administrative Report by Staff** – For Possible Action

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

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

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

17. **Public Comment** -- Discussion Only, Not For Possible Action

- Public Comment is limited to three minutes per speaker, unless the Board Chairman allows additional time.



- Per NRS 241.020, no action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)

18. ADJOURNMENT

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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 april@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: 3/2/22



CHECK REGISTER - GENERAL ACCOUNT
1/1/22 - 1/31/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1 CHARTER COMMUNICATIONS	1/3/2022	ACH010422	0499375122721	64400-010	Telephone		\$177.96
2 Chevron and Texaco Business Card Services	1/3/2022	ACH792201042022	76891098	51500-010	Truck & Auto Expense		\$95.84
3 AAA BUSINESS SUPPLIES & INTERIORS	1/4/2022	4762	2205615-1	64300-010	Office Supplies & Expense		\$38.99
4 AAA BUSINESS SUPPLIES & INTERIORS	1/4/2022	4762	2209921-0	64300-010	Office Supplies & Expense		\$138.92
5 ACE HARDWARE	1/4/2022	4763	152282	50600-010	Repairs & Maintenance		\$3.39
6 AHERN RENTALS	1/4/2022	4764	24383618-001	50400-010	Supplies		\$89.94
7 ARTISTIC FENCE	1/4/2022	4765	47276	16500-010	Miscellaneous Equipment	Plant Gate Installation	\$33,115.00
8 BENTLY RANCH	1/4/2022	4766	207650	50800-010	Sludge Removal		\$213.92
9 CASEY NEILON	1/4/2022	4767	622956	71300-010	Accounting & Audit	Audit 2020-2021	\$16,250.00
10 FIRST CHOICE COFFEE SERVICES	1/4/2022	4768	598667	50400-010	Supplies		\$42.84
11 HDR, INC.	1/4/2022	4769	1200398775	71200-010	Engineering	Master plan	\$15,000.00
12 INSTRUMENT SERVICE, INC.	1/4/2022	4770	8140	50300-010	Safety Equipment & Supplies		\$700.00
13 LINDE GAS & EQUIP. INC.	1/4/2022	4771	67714305	50600-010	Repairs & Maintenance		\$136.60
14 METLIFE - GROUP BENEFITS	1/4/2022	4772	010422	50200-010	Payroll Taxes & Employee Benef Dental & Life Insurance 01-22		\$1,277.76
15 METLIFE - GROUP BENEFITS	1/4/2022	4772	010422	80900-010	Retiree Health Insurance Premiu Dental & Life Insurance 01-22		\$384.94
16 SILVER STATE ANALYTICAL LABORATORIES, I	1/4/2022	4773	RN278351	52400-010	Lab Testing		\$40.00
17 SILVER STATE ANALYTICAL LABORATORIES, I	1/4/2022	4773	RN278542	52400-010	Lab Testing		\$60.00
18 SILVER STATE ANALYTICAL LABORATORIES, I	1/4/2022	4773	RN278543	52400-010	Lab Testing		\$90.00
19 SILVER STATE ANALYTICAL LABORATORIES, I	1/4/2022	4773	RN278607	52400-010	Lab Testing		\$40.00
20 SIMERSON CONSTRUCTION, LLC	1/4/2022	4774	81FP-001	16300-030	Belt Press Addition	Belt Filter Press Construction	\$81,700.00
21 VSP VISION CARE, INC (AT)	1/4/2022	4775	813917003	50200-010	Payroll Taxes & Employee Benef Vision Ins 01-22		\$190.20
22 VSP VISION CARE, INC (AT)	1/4/2022	4775	813917003	80900-010	Retiree Health Insurance Premiu Vision Ins 01-22		\$45.72

CHECK REGISTER - GENERAL ACCOUNT
1/1/22 - 1/31/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
23 DOUGLAS COUNTY RECORDER	1/5/2022 4776		010522	64900-010	A/R Collection Expense		\$400.00
24 NDEP	1/5/2022 4778		01052022	50700-010	Other Plant Expense		\$110.00
25 Jason Williams	1/6/2022 ACH27713823		220106	50700-010	Other Plant Expense	CDL License Fee Reimbursement	\$87.25
26 Warren Averett Technology Group, LLC	1/6/2022 ACH27721551		59531	65300-010	Office Equipment	Office 365 Agreement	\$247.80
27 Thatcher Company of Nevada, Inc.	1/6/2022 ACH27721552		2021400101937	50400-010	Supplies	Chemicals	\$1,975.00
28 Thatcher Company of Nevada, Inc.	1/6/2022 ACH27721552		2021400101763	50400-010	Supplies	Chemicals	\$747.18
29 Warren Averett Technology Group, LLC	1/7/2022 ACH27721551		60350	65300-010	Office Equipment	Azure Usage	\$1,170.61
30 Warren Averett Technology Group, LLC	1/7/2022 ACH27721551		60437	71300-010	Accounting & Audit	Nodus Implementation	\$300.00
31 Warren Averett Technology Group, LLC	1/7/2022 ACH27721551		60765	65300-010	Office Equipment	Office 365 12/21	\$209.40
32 ANTHONY LAROCCA	1/7/2022 ACH27726074		210826	50700-010	Other Plant Expense		\$110.00
33 Irene Killian	1/11/2022 4779		RFND0000008	20200-010	Customers With Credit Balances RM REFUND: DEBIT000052		\$420.70
34 Flyers Energy, LLC	1/11/2022 ACH3068064912		CFS-2866673	51500-010	Truck & Auto Expense		\$76.01
35 Tractor Supply Credit Plan	1/11/2022 ACH63064169086735		100582858	50600-010	Repairs & Maintenance		\$19.99
36 HOMETOWN HEALTH	1/11/2022 ACHYVVGDIKY41GOI 77101-006			20300-010	Accured Payroll Taxes	Health Insurance - Jan 2022	\$873.75
37 HOMETOWN HEALTH	1/11/2022 ACHYVVGDIKY41GOI 77101-006			50200-010	Payroll Taxes & Employee Benef Health Insurance - Jan 2022		\$13,054.89
38 HOMETOWN HEALTH	1/11/2022 ACHYVVGDIKY41GOI 77101-006			80900-010	Retiree Health Insurance Premiu Health Insurance - Jan 2022		\$2,228.40
39 AAA BUSINESS SUPPLIES & INTERIORS	1/12/2022 4780		2210940-1	64300-010	Office Supplies & Expense	Operations desk calenders	\$129.00
40 AAA BUSINESS SUPPLIES & INTERIORS	1/12/2022 4780		2211405-0	64300-010	Office Supplies & Expense	White board w/ pens	\$33.20
41 BENTLY RANCH	1/12/2022 4781		207656	50800-010	Sludge Removal	Biosolids disposal	\$367.08
42 CAD PEST CONTROL SERVICES, INC	1/12/2022 4782		44676	50600-010	Repairs & Maintenance	Admin. bldg. perimeter spray	\$200.00
43 HDR, INC.	1/12/2022 4783		1200399918	16300-030	Belt Press Addition	Belt press engineering	\$2,957.14
44 NEVADA RURAL WATER ASSOCIATION	1/12/2022 4784		341	50700-010	Other Plant Expense	Membership renewal	\$124.00

CHECK REGISTER - GENERAL ACCOUNT
1/1/22 - 1/31/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
45 CARSON VALLEY MEDICAL CENTER	1/12/2022 4785		25041574	50700-010	Other Plant Expense	CDL Exam Baratti	\$100.00
46 POWER & CONTROL SOLUTIONS, INC.	1/12/2022 4786		1252	16500-010	Miscellaneous Equipment	Gate project,	\$270.00
47 POWER & CONTROL SOLUTIONS, INC.	1/12/2022 4786		1252	50600-010	Repairs & Maintenance	Gate project,	\$945.00
48 POWER & CONTROL SOLUTIONS, INC.	1/12/2022 4786		1252	16300-030	Belt Press Addition	Gate project,	\$2,565.00
49 RESOURCE CONCEPTS, INC.	1/12/2022 4787		21-2149	16400-010	Collection System Rehab	GRGID interceptor	\$3,761.15
50 RESOURCE CONCEPTS, INC.	1/12/2022 4787		21-2150	71200-010	Engineering	District business	\$896.65
51 RESOURCE CONCEPTS, INC.	1/12/2022 4787		21-2151	16400-010	Collection System Rehab	System mapping	\$350.00
52 RESOURCE CONCEPTS, INC.	1/12/2022 4787		21-2152	16300-030	Belt Press Addition	Belt press project	\$1,207.50
53 TOWN OF MINDEN	1/12/2022 4788		122721	50500-010	Utilities	Water & trash service	\$824.30
54 WESTERN NEVADA SUPPLY	1/12/2022 4789		49091791	50600-010	Repairs & Maintenance	Stainless Steel Ball valves	\$107.68
55 WESTERN NEVADA SUPPLY	1/12/2022 4789		49091894	50600-010	Repairs & Maintenance	Black iron unions	\$34.44
56 Gardnerville Water Company	1/12/2022 ACH164296210XA		3042	51400-010	Repairs & Maintenance		\$3.76
57 BENTLY RANCH	1/26/2022 4790		207722	50800-010	Sludge Removal	Biosolids disposal	\$231.56
58 BENTLY RANCH	1/26/2022 4790		207757	50800-010	Sludge Removal	Biosolids disposal	\$352.38
59 DOUGLAS COUNTY CLERK-TREASURER	1/26/2022 4791		21MGSD	65100-010	Other Administration Expense	Voter registration maint fee	\$1,062.00
60 DOUGLAS COUNTY FLEET SERVICES	1/26/2022 4792		172022	50600-010	Repairs & Maintenance	Emergency lighting install	\$1,487.31
61 FIRST CHOICE COFFEE SERVICES	1/26/2022 4793		599544	50400-010	Supplies	Coffee supplies	\$40.65
62 JOANA PEREZ	1/26/2022 4794		54425	50600-010	Repairs & Maintenance	Cleaning services	\$360.00
63 LEAF	1/26/2022 4795		12733147	65300-010	Office Equipment	Copier lease & copies	\$370.00
64 THE PARTS HOUSE	1/26/2022 4796		12132	50600-010	Repairs & Maintenance	Repairs & maintenance	\$74.98
65 THE PARTS HOUSE	1/26/2022 4796		16009	50600-010	Repairs & Maintenance	Repairs & maintenance	\$74.25
66 RED WING BUSINESS ADVANTAGE ACCT	1/26/2022 4797		20220110036260	50700-010	Other Plant Expense	Boots P. Baratti	\$215.20

CHECK REGISTER - GENERAL ACCOUNT
1/1/22 - 1/31/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
67 COGEN SERVICE	1/26/2022	4798	6670	50600-010	Repairs & Maintenance	Monthly co-gen maintenance	\$4,675.60
68 SILVER STATE ANALYTICAL LABORATORIES, I	1/26/2022	4799	RN278994	52400-010	Lab Testing	Plant effluent sample	\$40.00
69 SILVER STATE ANALYTICAL LABORATORIES, I	1/26/2022	4799	RN278995	52400-010	Lab Testing	Plant effluent sample	\$40.00
70 SILVER STATE ANALYTICAL LABORATORIES, I	1/26/2022	4799	RN279489	52400-010	Lab Testing	Plant effluent sample	\$40.00
71 SNELL & WILMER, LLP	1/26/2022	4800	2653851	71100-010	Legal	Legal Services	\$650.00
72 SOUTHWEST GAS CORPORATION	1/26/2022	4801	220126	50500-010	Utilities	Natural Gas	\$3,088.30
73 UTILITY TELECOM GROUP, LLC	1/26/2022	4802	220116	64400-010	Telephone	Office phones & T-1 line	\$384.35
74 WILDFIRE CONNECTIONS LLC	1/26/2022	4803	1122021	65300-010	Office Equipment	Server Maintenance	\$400.00
75 Flyers Energy, LLC	1/27/2022	ACH3068701048	CFS-2885026	51500-010	Truck & Auto Expense		\$372.10
76 NV Energy	1/27/2022	ACH8848679	1790220112	50500-010	Utilities	Treatment plant power Nov-Dec	\$7,853.97
77 City National Bank	1/27/2022	ACH94-5333-22	P8012022	65300-010	Office Equipment		\$168.00
78 City National Bank	1/27/2022	ACH94-5334-22	TS012022	65100-010	Other Administration Expense		\$5.00
79 City National Bank	1/27/2022	ACH94-5335-22	AL012022	64300-010	Office Supplies & Expense		\$18.49
80 City National Bank	1/27/2022	ACH94-5336-22	CS012022	64300-010	Office Supplies & Expense		\$70.55
81 City National Bank	1/27/2022	ACH94-5336-22	CS012022	16600-030	Truck Purchase		\$757.89
82 City National Bank	1/27/2022	ACH94-5337-22	AM012022	50400-010	Supplies		\$144.85
83 City National Bank	1/27/2022	ACH94-5337-22	AM012022	50700-010	Other Plant Expense		\$130.00
84 City National Bank	1/27/2022	ACH94-5338-22	LG012022	50900-010	Education		\$2,999.00
85 Frontier	1/27/2022	ACHP225CKMF6T	10122	64400-010	Telephone		\$104.04
86 Lochan KC	1/28/2022	ACH28046851	220114	50700-010	Other Plant Expense	Grade II Test Reimbursement	\$210.00
TOTAL January 2022 Checks (67 Checks)							\$213,159.37

Legend

Capital Expenses
Co-Gen Expenses

CHECK REGISTER - PAYROLL ACCOUNT

1/1/22 - 1/31/22

	Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Numb	GL Account Name	Transaction Description	Check Amount
1	Colonial Life	1/6/2022	ACH17131314108	50963181210457	20300-010	Accured Payroll Taxes	Voluntary Insurance 01/22	\$ 38.44
2	Nevada State Treasurer's Office	1/7/2022	ACH27715783	36-1221	20300-010	Accured Payroll Taxes	Child Support Fee - 12/21	\$ 4.00
3	Public Employees Retirement System	1/7/2022	ACH27730862	P1221	50200-010	Payroll Taxes & Employee Benefits	PERS Contribution 12/21	\$ 22,264.10
4	State Coll & Disb Unit - SCADU	1/7/2022	ACH27688187	36-010722	20300-010	Accured Payroll Taxes	Child Support 1/7/22	\$ 163.38
5	Voya Financial	1/7/2022	ACH94209	010722	20300-010	Accured Payroll Taxes	457 Contributions 1/7/22	\$ 1,667.00
6	Wells Fargo Bank	1/7/2022	ACH27688250	010722	20300-010	Accured Payroll Taxes	941 DEPOSIT 1/07/22 PR	\$ 4,800.12
7	Wells Fargo Bank Used for Direct Deposit	1/7/2022	ACH27688254	010722-PR	10000-116	Cash - Payroll Checking - Wells Fargo	BI-WEEKLY PR 1/07/22	\$ 30,780.93
8	Retiree FB	1/18/2022	ACH27907967009	011822	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement 1/2	\$ 413.83
9	Retiree HJ	1/18/2022	ACH27907967010	011822	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement 1/2	\$ 86.16
10	Retiree JRD	1/18/2022	ACH27907967001	011822	80900-010	Retiree Health Insurance Premiums	Medicare Reimburse 1/22	\$ 280.93
11	Retiree RL	1/18/2022	ACH27907967013	011822	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement 1/2	\$ 170.10
12	Wells Fargo Bank	1/19/2022	ACH011922	011922-CLIFF	20300-010	Accured Payroll Taxes	941 DEPOSIT PR 01/19/22	\$ 2.18
13	Public Agency Compensation Trust	1/20/2022	EFT012022	012022	50200-010	Payroll Taxes & Employee Benefits	Workers Comp	\$ 5,266.75
14	Wells Fargo Bank	1/20/2022	ACH27943177	012122	20300-010	Accured Payroll Taxes	941 DEPOSIT 1/21/22 PR	\$ 4,698.29
15	State Coll & Disb Unit - SCADU	1/21/2022	ACH27952982	35-012122	20300-010	Accured Payroll Taxes	Child Support 1/21/22	\$ 163.38
16	Voya Financial	1/21/2022	ACH95493	012122	20300-010	Accured Payroll Taxes	457 Contributions 1-21-22	\$ 1,717.00
17	Wells Fargo Bank Used for Direct Deposit	1/21/2022	ACH27943191	012122-PR	10000-116	Cash - Payroll Checking - Wells Fargo	BI-WEEKLY PR 1/21/22	\$ 30,419.75
18	Colonial Life	1/26/2022	ACH12205319504	50963180107062	20300-010	Accured Payroll Taxes	Voluntary Insurance 02-2022	\$ 38.44
19	ACS/Mellon Bank Health Savings Account	1/31/2022	ACH28066842	HSA013022	50200-010	Payroll Taxes & Employee Benefits	HSA Contributions 01-2022	\$ 2,452.86
20	Nevada State Treasurer's Office	1/31/2022	ACH28058064	36-0122	20300-010	Accured Payroll Taxes	Child Support Fee - 01-2022	\$ 4.00
21	Public Employees Retirement System	1/31/2022	ACH28046637	P0122	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions - 01-2022	\$ 22,258.23

CHECK REGISTER - PAYROLL ACCOUNT

1/1/22 - 1/31/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Numb	GL Account Name	Transaction Description	Check Amount
22 Wells Fargo Bank	1/31/2022	ACH37944712	013122	20300-010	Accured Payroll Taxes	941 DEPOSIT 1/31/22 BOARD	\$ 86.25
23 Wells Fargo Bank Used for Direct Deposit	1/31/2022	ACH27944719	033122-PR	10000-116	Cash - Payroll Checking - Wells Fargo	BOARD PR 1/31/22	\$ 1,957.25
24 Wells Fargo Bank Used for Direct Deposit	1/31/2022		3413 CHK 3413	10000-116	Cash - Payroll Checking - Wells Fargo	BARBARA SMALLWOOD	\$ 492.75
TOTAL January 2022 Checks (24 Checks)							\$ 130,226.12

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	\$ 136,877.02	\$ 1,600,000.00	\$ 1,463,122.98	8.55%	91.45%
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	\$ 7,769.55	\$ 10,000.00	\$ 2,230.45	77.70%	22.30%
22500	ARRA Reimbursement	\$ 38,583.32	\$ 77,167.00	\$ 38,583.68	50.00%	50.00%
<hr/>						
TOTAL		\$ 252,182.96	\$ 3,397,167.00	\$ 3,144,984.04	7.42%	92.58%

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	\$ 12,602.55	\$ 15,000.00	\$ 2,397.45	84.02%	15.98%
50400	Plant Supplies	\$ 58,427.70	\$ 80,000.00	\$ 21,572.30	73.03%	26.97%
50500	Utilities	\$ 66,868.53	\$ 135,000.00	\$ 68,131.47	49.53%	50.47%
50600	Repairs/Maintenance	\$ 129,967.55	\$ 210,000.00	\$ 80,032.45	61.89%	38.11%
50700	Other Plant Expenses	\$ 4,617.89	\$ 9,000.00	\$ 4,382.11	51.31%	48.69%
50800	Sludge Removal	\$ 11,074.00	\$ 23,000.00	\$ 11,926.00	48.15%	51.85%
50900	Education	\$ 7,164.90	\$ 5,000.00	\$ (2,164.90)	143.30%	-43.30%
COLLECTION EXPENSES						
51300	Collection Supplies	\$ 487.02	\$ 4,000.00	\$ 3,512.98	12.18%	87.82%
51400	Cleaning/TV/Repair	\$ 2,468.92	\$ 15,000.00	\$ 12,531.08	16.46%	83.54%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 6,592.17	\$ 11,000.00	\$ 4,407.83	59.93%	40.07%
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	\$ 7,616.32	\$ 11,000.00	\$ 3,383.68	69.24%	30.76%
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	\$ 9,291.34	\$ 10,500.00	\$ 1,208.66	88.49%	11.51%
64350	Bank Charges	\$ 144.96	\$ 11,000.00	\$ 10,855.04	1.32%	98.68%
64400	Telephone	\$ 10,213.34	\$ 12,500.00	\$ 2,286.66	81.71%	18.29%
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	\$ 2,295.61	\$ 5,000.00	\$ 2,704.39	45.91%	54.09%
65200	Filing Fees/Permits	\$ 878.17	\$ 12,000.00	\$ 11,121.83	7.32%	92.68%
65300	Office Equipment	\$ 52,005.52	\$ 25,000.00	\$ (27,005.52)	208.02%	-108.02%
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						
		\$ 549,151.28	\$ 911,890.00	\$ 362,738.72	60.22%	39.78%

FY2021-2022 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
Salaries		\$ 551,229.69	\$ 998,648.00	\$ 447,418.31	55.20%	44.80%
Benefits		\$ 171,353.25	\$ 334,900.00	\$ 163,546.75	51.17%	48.83%
Medical		\$ 126,577.70	\$ 251,154.00	\$ 124,576.30	50.40%	49.60%
TOTAL		\$ 849,160.64	\$ 1,584,702.00	\$ 735,541.36	53.58%	46.42%



DRAFT

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	\$ 3,892,017.53					
Cash Receipts													
User Fees	\$ 148,866.77	\$ 170,188.80	\$ 154,071.33	\$ 246,610.33	\$ 208,190.95	\$ 6,379.30	\$ 80,167.27						\$ 1,014,474.75
Connection Fees	\$ 4,080.00	\$ 1,100.00	\$ 660.00	\$ 2,200.00		\$ 7,240.00		\$ 1,375.00					\$ 16,655.00
Capacity Fees	\$ 55,480.00	\$ 15,200.00	\$ 8,360.00	\$ 30,400.00		\$ 124,640.00		\$ 19,000.00					\$ 253,080.00
Acceage 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	\$ 11,221.62					\$ 89,772.96
Ad Valorem	\$ 1,925.12	\$ 13,144.61	\$ 160,447.98	\$ 25,477.48	\$ 71,101.83	\$ 8,348.65	\$ 28,741.98	\$ 88,263.47					\$ 397,451.12
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	\$ 446,842.55	\$ 316,119.12	\$ 374,921.84	\$ 238,706.76	\$ 120,340.56	\$ 119,860.09	\$ -	\$ -	\$ -	\$ -	\$ 2,071,862.80
Cash Paid Out													
Capital Expenses	\$ 13,288.82	\$ 12,266.20	\$ 21,326.52	\$ 17,555.89	\$ 10,936.33	\$ 4,099.54	\$ 126,683.68	\$ 7,442.66					\$ 213,599.64
Plant Expenses	\$ 4,085.87	\$ 70,817.65	\$ 27,232.46	\$ 46,790.94	\$ 68,354.70	\$ 20,979.91	\$ 28,666.66	\$ 19,509.29					\$ 286,437.48
Collections Expenses	\$ 205.99	\$ 1,804.06	\$ 1,488.66	\$ 1,612.01	\$ 2,700.53	\$ 1,819.06	\$ 247.71	\$ 14.60					\$ 9,892.62
Lab Expenses	\$ 130.00	\$ 460.00	\$ 1,303.98	\$ 2,353.77	\$ 2,085.39	\$ 4,535.00	\$ 350.00	\$ 270.00					\$ 11,488.14
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	\$ 6,059.01	\$ 8,242.71					\$ 88,046.09
Payroll-Related Expenses	\$ 16,331.95	\$ 14,078.50	\$ 22,032.82	\$ 18,055.66	\$ 18,055.66	\$ -	\$ 18,055.66						\$ 90,278.30
Professional Fees	\$ 37,342.48	\$ 13,117.35	\$ 4,160.00	\$ 7,271.25	\$ 19,736.05	\$ 43,397.75	\$ 33,096.65						\$ 137,111.00
Total Expenses	\$ 37,342.48	\$ 130,563.64	\$ 100,157.76	\$ 106,977.23	\$ 134,533.45	\$ 84,692.41	\$ 213,159.37	\$ 35,479.26	\$ -	\$ -	\$ -	\$ -	\$ 842,905.60
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	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00					\$ 1,000,000.00
Transfers To Other Accounts	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,980,821.99	\$ 4,134,836.34	\$ 3,892,017.53	\$ 3,826,398.36	\$ -	\$ -	\$ -	\$ -	\$ -
Total Balance last day of month													



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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	\$ 122,083.36					\$ 1,000,000.00
Transfer from Checking	\$ 100,000.00	\$ 150,000.00	\$ 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	\$ 20.47						\$ 114.24
Voided Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Payroll Expenses	\$ 84,155.65	\$ 123,949.36	\$ 101,854.90	\$ 149,281.73	\$ 77,072.68	\$ 104,355.09	\$ 130,226.12						\$ 770,895.53
Total Balance last day of month	\$ 58,721.33	\$ 84,787.01	\$ 132,947.41	\$ 133,681.12	\$ 206,626.10	\$ 102,289.01	\$ 122,083.36	\$ 277,083.36	\$ -	\$ -	\$ -	\$ -	\$ -
LCIP 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	\$ 6,117,306.11					\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
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	\$ 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	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
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	\$ 83,070.60	\$ -	\$ -	\$ -	\$ -	\$ -
Petty Cash													
Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00					\$ 240.00
Expenses	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -					\$ -
Reimbursements	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -					\$ -
Balance last day of month	\$ 500.00	\$ 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	\$ 10,214,977.60	\$ 10,299,358.43	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item 5

Minutes from February 1, 2022 Regular Board Meeting

Items in this Section Include:

- ✓ ***February 1, 2022 Minutes***



Board of Trustees
Minutes of Regular Meeting
Tuesday, February 1, 2022
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Ted Thran
Mike King
Ray Wilson

Staff Members Present:

Peter Baratti
Cliff Simpson
Bill Peterson
April Burchett
Craig Olson

Others Present:

Sondra Condron
Sharla Hales

Board Members Absent:

Mary Schilling

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

Public Comment: There was no public comment.

Election of Officers: Ray Wilson nominated Barbara Smallwood as Chairman for 2022. Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Ray Wilson nominated Mike King as Vice-Chairman for 2022. Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Ray Wilson nominated Ted Thran as Secretary for 2022. Seconded by Mike King. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Mike King nominated Ted Thran as Treasurer for 2022. Seconded by Ray Wilson. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Chairman's Comment: The Chairman reported that former Trustee Bob Allgeier has had some health issues forcing him to be in and out of the hospital. He is home now on hospice care. Discussion followed regarding sending flowers or fruit, and the Board directed staff to provide a basket with fruit and snacks to Mr. and Mrs. Allgeier.



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February 1, 2022
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Claims Review and Approval: Ray clarified that Items 4 and 65 for Co-Gen Service was not a double charge, one payment was for one month and the second payment for another month. He felt that the costs of the co-gen will need to be looked at. Peter stated he will keep track of those costs to see if there are alternatives. Barbara stated that this can be placed on an agenda when Peter has some options to present to the Board.

Mike asked about Items 13 and 14 for Warren Averett Technology. Peter explained that Item 13 was for the annual fee for the Great Plains software and Item 14 is our monthly usage fee for Office 365. Mike thought that once LaVonne Ghanavati was hired, Warren Averett's costs would go down. Peter explained that all of our office programs are now under Warren Averett Technology, whereas before now they were managed with different companies which resulted in difficulties in getting various programs to work together. We now only have one contact to make, and this also offers us better security. Mike questioned the annual payment for Great Plains, and April explained that we have been paying this annual fee for several years.

Motion by Ray Wilson to approve the claims received for December, 2021 in the amount of \$84,692.41, and to approve the payroll-related expenses paid during December, 2021 in the amount of \$104,355.09. Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Minutes of January 4, 2022 Regular Board Meeting: **Motion by Mike King to approve the minutes of the January 4, 2022 Regular Board Meeting.** Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

MGSD Master Plan Status Update by HDR Engineering: Craig Olson reported that they are close to submitting a draft master plan update for plant improvements. They are waiting for a couple more pieces of information. HDR and Peter had a call with NDEP regarding potential future permitting issues. This would give us some idea of what they are thinking might be coming up, such as regulating nitrates and nitrogen in the groundwater. We have to update the District's permit every 5 years, so we will have notice of any substantial changes to the regulatory requirements. The plant is currently operating on a 7 year old permit. Although MGSD renewed its permit, NDEP is behind, and MGSD is operating under the requirements of the old permit. There is no indication from NDEP when the updated permit will be issued. The flows into the plant haven't been changed much since the last master plan update, but the strength



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has increased, resulting in more solids going to Bently. Additional loading will impact some things at the back end of the processing, but not by much. So the focus is on maintenance of the equipment. It doesn't appear that we will need to increase capacity, but aging is of concern, so they are working on figuring out what will need to be replaced and the time frame for the replacement. He anticipated having a draft master plant to Peter in a few weeks for review, prior to presenting a draft to the Board.

Peter clarified that the permit renewal was submitted with the fee, but NDEP has a large backlog and they are reporting that they are about 3 years behind in getting the permits issued. He stressed that the District is in compliance with permitting. Peter also reported that he there was one effluent reading that was slightly out of compliance that he noted in his reports to NDEP. This reading was due to an infrastructure failure, and was immediately corrected. He did anticipate a letter from NDEP on this matter.

Mike stated that it sounds like the Board can be relieved that there aren't any large surprises and thought it sounds like we're in good shape. Craig agreed. The non-compliant reading Peter reported on was due to old insulation, and Craig stated that these are the types of things they are now looking at. This will be more of the challenge moving forward, rather than building new equipment. The only big thing the Board would need to be aware of are any new regulatory requirements placed on the permits. Barbara asked if the District will need more land for increased application, and Craig stated that with more biosolids going to Bently the effluent flows to the Park, Galeppi, and Bently will not change much. Craig noted that if additional regulations are placed on nitrates, it would require additional mechanical items at the back of the plant processing to treat those nitrates.

The Board thanked Craig for his presentation.

MGSD Belt Filter Press Addition Project: Peter explained that the motion made back in May for the belt press project did not specify if any restricted account money was to be earmarked for this project. Mike asked Ted for his opinion as Treasurer, and Ted felt that the project should be fully funded from the plant expansion restricted account. Barbara questioned the names and purposes of each restricted account. Her concern was that we would pull funds from the correct account and have the proper impact to GRGID. Bill Peterson explained that the restricted funds were set up in such a way so the Board can move funds in and out of them at their discretion. These funds were allocated to certain types of projects, but the Board can change their minds about this at any time. Discussion followed whether the project was a repair item or a new construction item, and Peter clarified that this was a new piece of equipment. Mike King asked if



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this type of project would require GRGID to participate in the cost. Discussion followed whether this project would increase capacity, and it was determined that this project does not increase capacity. Barbara stated that since GRGID would be partially responsible for the cost, she prefer that staff research the purpose of each restricted account and then the Board can properly identify the appropriate restricted account. **Motion by Ray Wilson to continue this item for up to 4 months in order for staff to research the purpose of the restricted accounts.** Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Attorney-Client Conference – Bill Peterson reported that he was contacted by a Tribe representative to set up a meeting regarding the pending easement. Mike asked if we were billing Pine View for Bill Peterson's services. April explained that the charges from Bill Peterson's office were being tracked for billing to Pine View when the contracts are completed.

Engineer's Report – Bruce Scott was not present at the meeting. Ray Wilson reported that Bruce had received the Andy Aldax award which Bruce deserved.

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

No capacity was sold in January. Two will serve letters were issued, one for a mixed use residential and commercial project at the old nursery on Hwy 395 at the south end of Gardnerville, and one for a high-end hotel next to the ReMax building near the Herbig Ranch. Also during the month, he had meetings with RCI, HDR, and Simerson. The belt press project will be delayed another month due to supply chain problems.

Peter reported that he attended the ABC conference in New Mexico. ABC has changed their name to Water Professionals International, and they mandate the testing requirements for the operators. They are trying to standardize testing criteria, and the test questions need to be legally defensible. The conference also covered issues with cybersecurity. Barbara stated that she appreciated Peter attending this conference, and that people don't realize how important the operators' work is. Peter also said he was able to see a new plant that utilizes microfiltration which resulted in crystal clear effluent.

Tesco conducted their annual check on the SCADA system, and it went well.

Staffing Items: Lochan KC passed his Grade II operator certificate, and Jason Williams obtained his CDL. Our new employees, Joe Church and Nick Quilici are progressing in their studies and



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should be obtaining Operator-In-Training status soon. Chris Baracosa is studying for the Lab Technician certificate.

Boiler 1 is up and running. We still need the State and our insurance company to complete their inspections.

The grant documents were submitted to POOL/PACT for the gate project. We are still waiting for the intercom equipment.

Barbara asked about the numerous calls regarding the flare. Peter stated that Douglas Co. Dispatch had notified him about the increased calls. Staff is beginning to retrofit the shield we had used before to attach to the new flare stack. Hopefully, that will reduce the calls.

Controller's Report: April reported that LaVonne was not able to attend tonight's meeting, but 9 liens were filed during January and 1 lien was released. Nobody has paid on the 9 that were filed. There are 3 more accounts that have been identified for lien filing, but in the processing of the liens it was determined that the customers each had new mailing addresses. Billings will be sent to the new mailing addresses to give those customers a chance to avoid a lien. Two of those accounts are also in foreclosure. Ray asked if we only had to file a lien once, and April stated that our liens are perpetual, so we don't need to re-file them. Ray asked if these are new liens, and April stated that they are. We now have a total of 20 accounts with liens on them.

Administrative Report by Staff: Discussion followed regarding COVID issues with Trustee Schilling and staff. Mike asked about Mary Schilling, and April stated that she did not speak with Mary, but Mary did call in and speak with Anthony. Mike asked about a leave policy for staff, and April and Peter explained that there is a federal leave policy in place related to COVID. Peter stated that it appears that most of the staff is well again and back at work. In addition there was a terrible cold season, and we have had a lot of staff out of the office.

April asked Bill to discuss the RCI rate change that Bruce Scott brought up last month. Bill stated that this is the type of item that would fall under the jurisdiction of the District Manager, unlike hiring a new engineer for example. So this would not require board action or approval. Barbara clarified that the rates are lower than what they charge other clients, and that the Board is not approving a new contract. Mike asked what the increase amount is, and April stated Bruce did not mention the amount of the increase. The Board directed that staff obtain the new rate schedule from RCI.



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February 1, 2022
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Board Comment – The Board wished everyone well in their health concerns.

Public Comment – Sharla Hales mentioned that she is running for County Commissioner, and thanked the Board for their excellent work. She lives in Westwood, and the District is not on the radar because things are run so well. Sondra Condon reported that she is strongly considering running for the MGSD Board.

Meeting adjourned 7:30 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary

:/ab

Agenda Item 6

MGSD Service Area Expansion

Items in this Section Include:

- ✓ ***Emails between Barbra Resnik and Peter Baratti***
- ✓ ***Douglas County General Development Application for 1100 Sawmill Road***

April Burchett

From: Peter Baratti
Sent: Thursday, February 24, 2022 10:29 AM
To: April Burchett
Subject: FW: DP 22-0029; Sawmill Mini Storage - water and sewer items to be addressed

From: Resnik, Barbra <bresnik@douglasnv.us>
Sent: Wednesday, February 23, 2022 2:20 PM
To: Peter Baratti <peter@mgsdistrict.org>
Cc: Hutchings, Jeremy <jhutchings@douglasnv.us> <jhutchings@douglasnv.us>; Rao, Lucille <LRao@douglasnv.us>; Thran-Zepeda, Coleen <CTZepeda@douglasnv.us>
Subject: FW: DP 22-0029; Sawmill Mini Storage - water and sewer items to be addressed

Peter,

Please see email spool below. Would you please let me know where MGSD stands on Sawmill Mini Storage connecting to your sewer?

Respectfully,

Barbra Resnik, PE, CFM – Sr. Civil Engineer Plans Examiner
Douglas County Community Development – Engineering Division
1594 Esmeralda Avenue
Minden, NV 89423
(775)782-6234

Please note that a response by Douglas County Community Development staff in person, to a phone call or an e-mail does not constitute an approval of any application. We strongly encourage you to consult with a legal or real estate professional if you have concerns about whether your proposed actions are appropriate under the laws of Nevada or the Douglas County Code.

From: Micah Laack, P.E. <milaack@lumosinc.com>
Sent: Wednesday, February 23, 2022 2:14 PM
To: Resnik, Barbra <bresnik@douglasnv.us>
Cc: Thran-Zepeda, Coleen <CTZepeda@douglasnv.us>; Rao, Lucille <LRao@douglasnv.us>
Subject: RE: DP 22-0029; Sawmill Mini Storage - water and sewer items to be addressed

CAUTION: This email originated from outside of the organization. If you did not expect to receive something from this sender - we suggest you call the sender to verify (only if you know the sender).

Otherwise - Do not click links or open attachments unless you recognize the sender and know the content is safe. You should almost NEVER be prompted to enter your login credentials as a result of opening or clicking anything.

Barbra,

Regarding MGSD, they said they cannot provide a will serve considering we are not in their service area, thus the letter provided in the original submittal. Apparently they will be discussing whether they would consider expanding their service area at the next board meeting?

Considering the extension would have to be a force main and pump system to get under the canal, I am skeptical MGSD would even want to take on maintenance/ownership of the main extension. Peter is out of the office today, but I will try to get clarification from him as soon as he is back.

Thanks,



Micah Laack, P.E.
Project Manager
Engineering Division
308 N. Curry Street, Suite 200
Carson City, NV 89703
775.883.7077
mlaack@LumosInc.com

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From: Resnik, Barbra <bresnik@douglasnv.us>
Sent: Wednesday, February 23, 2022 12:33 PM
To: Micah Laack, P.E. <mlaack@lumosinc.com>
Cc: Thran-Zepeda, Coleen <CTZepeda@douglasnv.us>; Rao, Lucille <LRao@douglasnv.us>
Subject: RE: DP 22-0029; Sawmill Mini Storage - water and sewer items to be addressed

Thank you Micah for the water intent to serve letter. What's the status of the sewer will serve?

Respectfully,

Barbra Resnik, PE, CFM – Sr. Civil Engineer Plans Examiner
Douglas County Community Development – Engineering Division
1594 Esmeralda Avenue
Minden, NV 89423
(775)782-6234

Please note that a response by Douglas County Community Development staff in person, to a phone call or an e-mail does not constitute an approval of any application. We strongly encourage you to consult with a legal or real estate professional if you have concerns about whether your proposed actions are appropriate under the laws of Nevada or the Douglas County Code.

From: Micah Laack, P.E. <mlaack@lumosinc.com>
Sent: Wednesday, February 23, 2022 11:01 AM
To: Resnik, Barbra <bresnik@douglasnv.us>
Subject: RE: DP 22-0029; Sawmill Mini Storage - water and sewer items to be addressed

CAUTION: This email originated from outside of the organization. If you did not expect to receive something from this sender - we suggest you call the sender to verify (only if you know the sender).

Otherwise - Do not click links or open attachments unless you recognize the sender and know the content is safe. You should almost NEVER be prompted to enter your login credentials as a result of opening or clicking anything.

Barbra,

Per below email, please see the will serve from DCPW.

Thanks and let me know if you need anything else!



Micah Laack, P.E.
Project Manager
Engineering Division
308 N. Curry Street, Suite 200
Carson City, NV 89703
775.883.7077
milaack@LumosInc.com

CONFIDENTIALITY NOTE: This e-mail may contain confidential and privileged material for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive on behalf of the recipient), please contact the sender by reply e-mail and delete all copies of this message.

From: Resnik, Barbra <bresnik@douglasnv.us>
Sent: Thursday, February 10, 2022 9:16 AM
To: Micah Laack, P.E. <milaack@lumosinc.com>
Cc: Hutchings, Jeremy <jhutchings@douglasnv.us> <jhutchings@douglasnv.us>; Stevens, Leanna <lstevens@douglasnv.us>; Rao, Lucille <LRao@douglasnv.us>; Booth, Samuel <sbooth@douglasnv.us> <sbooth@douglasnv.us>; Robillard, Richard <rrobillard@douglasnv.us>; Thran-Zepeda, Coleen <CTZepeda@douglasnv.us>; 'Peter Baratti' <peter@mgstdistrict.org>; 'Dennis McDuffee' <dennis@interoalpinesierra.com>
Subject: DP 22-0029; Sawmill Mini Storage - water and sewer items to be addressed

Micah,

The County has been in discussion about the sewer connection noted in the pre-application meeting for this project. I have spoken again with Peter Baratti, and MGSD can either annex this property into their service area or provide an out of service area agreement. In accordance with County Code, new development shall be connected to an approved public wastewater system. The parcel is within 2,000 feet of a public wastewater system and therefore shall be required to connect. It is our understanding from Peter that he will take this back to his board and get RCI to weigh in on the information before drafting a revised letter.

Additionally, we will need documentation from Douglas County Public Works (DCPW) that this project will be connecting to the County's water system, and how. A will serve letter was not provided from DCPW for the water as required by item 7 of the General Development Application, please provide. Please provide

This project shall be conditioned to connect to MGSD sewer.

Respectfully,

Barbra Resnik, PE, CFM – Sr. Civil Engineer Plans Examiner
Douglas County Community Development – Engineering Division
1594 Esmeralda Avenue
Minden, NV 89423
(775)782-6234

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DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,
Minden, Nevada 89423

TEL (775) 782-6217 * FAX (775) 782-9007

planning@douglasnv.us / www.douglascountynv.gov

For Office Use Only

Date _____

Received By _____

Application Number _____

GENERAL DEVELOPMENT APPLICATION

The following application form is provided for persons to submit a **General Development Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department. By completing this application you are also confirming you have read Title **20.01.100 Right to Farm**.

APPLICATION TYPE: (CHECK ALL THAT APPLY):

Development

- ☐ Abandonment (☐ Road or ☐ PUE)
- ☐ Agreement
- ☐ Annexation
- ☒ Design Review, ☒ Major ☐ Minor
- ☐ Master Plan Amd, ☐ Map ☐ Text
- ☐ Mixed-Use Commercial
- ☐ Planned Unit Development
- ☐ Special Use Permit
- ☐ Specific Plan
- ☐ Variance, ☐ Major ☐ Minor ☐ SFD Design Std
- ☐ Zoning Amd, ☐ Map ☐ Text

Land Division

- ☐ Amended Map
- ☐ Boundary Line Adjustment
- ☐ Div of Land - LG Pcl, ☐ Tent ☐ Final
- ☐ Parcel Map, ☐ Tentative ☐ Final
- ☐ Reversion to Acreage/Lot Consol
- ☐ Subdivision Map, ☐ Tentative ☐ Final
- ☐ Variance to Improvement Stds

Other

- ☐ Appeal
- ☐ Ext of Time Request/Continuance
- ☐ Pre-Application meeting
- ☐ Mod to Existing Permit ☐ Major ☐ Minor
- ☐ Master Sign Plan ☐ New ☐ Mod
- ☐ Zoning Determination Letter
- ☒ Water Conveyance Adv Comm

Links to Other Applications below:

[TRPA Commercial Floor Area](#)

[TRPA Land Bank](#)

[Transfer Development Rights](#)

PROJECT LOCATION/INFORMATION:

Street Address (if available): 1100 Sawmill Road

Space/Unit #:

Assessor's Parcel Number(s): 1220-11-001-075

Acreage: 79.24

Assessor's Parcel Number(s):

Acreage:

Town/GID (if applicable):

In Genoa – Prior to accepting any Zoning & Building Permits in the Genoa Historic District non-residential zoned areas, a Certificate of Appropriateness from the Genoa Historic District Commission is required.

Regional/Community Plan (if applicable):

Floodplain: Partially in Zone A and Zone AO

Zoning (current): A-19

Zoning (proposed):

Master Plan Land Use (current):

Master Plan Land Use (proposed):

PROJECT DESCRIPTION:

Project Name (if applicable): Sawmill Mini Storage

Brief description of project or request:

Develop the site with indoor and outdoor storage to include RV storage

Is there a Development Agreement recorded on this property? ☐ Yes ☒ No If Yes, please include document number _____

Request to develop a total of 9.8 acres into _____ parcels and _____ total units.

Uses proposed (check all that apply): <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi-Family Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial
List any previous applications that have been filed for this site:
Other pertinent information:

Note: Upon review of this application, Douglas County may require additional documentation and/or applications.

APPLICANT INFORMATION:			
Applicant/Developer		Professional Consultant/Representative	
Name: Denis McDuffee and Ray Van Winkle		Name: Micah Laack	
Company: Ray Keara Martin Properties, LLC.		Company: Lumos and Associates	
Address: P.O. Box 1486		Address: 308 N. Curry Street	
City: Minden	State: NV Zip: 89423	City: Carson City	State: NV Zip: 89703
Phone: 775-721-4560		Phone: 775-883-7077	
Email: vcconstructioninc@yahoo.com		Email: mlaack@lumosinc.com	
Property Owner		Other Person(s) to be Contacted	
Name: VanDuff LLC		Name:	
Address: P.O. Box 1269		Address:	
City: Minden	State: NV Zip: 89423	City:	State: Zip:
Phone: 775-721-4560		Phone:	
Email: vcconstructioninc@yahoo.com		Email:	

A. LETTER OF AUTHORIZATION (for Project Name Sawmill Mini Storage)

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(s) of RECORD: (Include extra sheets if necessary)

<u>Dennis McDuffee</u> Printed Name	 Signature	<u>1-25-22</u> Date
<u>Ray Van Winkle</u> Printed Name	 Signature	<u>01/25/22</u> Date

Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code [20.04.010](#)).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct.

B. APPLICANT/APPLICANT'S REPRESENTATIVE:

<u>Micah Laack</u> Printed Name	 Signature	<u>1/26/2022</u> Date
------------------------------------	--	--------------------------

DOUGLAS COUNTY GENERAL DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENT CHECKLIST (Development)

	All submittals are digital – Staff may ask for a paper copy at any time during the review.																			
	Abandonment (Road & PUE)	Agreement, Development/ Reimbursement/Density Bonus	Annexation	Appeal (20.28)	Design Review, Major / Major Mod to DR	Design Review, Minor (Accessory Dwelling is now approved with Building Permit)	Ext of Time Request / Continuance	Master Plan Map Amendment	Master Plan Text Amendment	Mixed-Use or Planned Unit Development / Major Mod	Pre-Application Meeting	Special Use Permit / Major Mod to SUP	Specific Plan	Variance, Major	Variance, Minor and SFD Design Standard Variance, Minor	Zoning Determination Letter	Zoning Map Amendment	Zoning Text (Code) Amendment	Minor Modification	Water Conveyance Adv Comm (only)
Application Fee (view full fee schedule)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Call to schedule a submittal 775-782-9012	Y	Y	Y		Y			Y	Y	Y		Y	Y	Y			Y	Y	Y	Y
01. APPLICATION FORM	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
02. NOT APPLICABLE LETTER	Y	Y	Y		Y	Y		Y	Y	Y		Y	Y	Y	Y		Y	Y	Y	Y
03. DIGITAL COPY OF ENTIRE SUBMITTAL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
04. PROJECT DESCRIPTION / JUSTIFICATION	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
05. TAX RECEIPT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y		Y		Y	
06. TITLE REPORT					Y					Y		Y	Y		Y					
07. WILL SERVE LETTERS					Y			Y		Y		Ye	Y				Y			
08. PERSONAL NOTIFICATION				Y				Y		Y		Y	Y	Y			Y			
09. VICINITY MAP					Y			Y				Y	Y	Y			Y			
10. SITE PLAN					Y	Y					Y	Y	Y		Y					
11. FLOOR PLAN & ELEVATIONS					Y	Y					Y	Y		Y	Y				Y	
12. CONCEPTUAL GRADING/DRAINAGE PLAN					Y	Y				Y		Y								
13. MAP COPIES										Y	Y									
16. CONCEPTUAL DRAINAGE STUDY					Y	Y				Y		Y	Y							
17. TRAFFIC ENGINEERING STUDY					Y			Y		Y		Y	Y				Y			
24. MAP AMENDMENT DEVELOPMENT PLAN								Y									Y			
25. LEGAL DESCRIPTION & EXHIBIT								Y		Y							Y			
26. ABANDONMENT PACKET	Y																			
31. TOWN ANNEXATION			Y																	
32. SAMPLE CARD					Y															
33. AGREEMENTS PACKET		Y																		
39. DRAFT SPECIFIC PLAN													Y							
40. DEVELOPMENT PLAN										Y										
41. DEVELOPMENT SCHEDULE & PHASING PLAN										Y			Y							
42. IRRIGATION PLAN																				Y
43. DOWNSTREAM WATER RIGHT USERS																				Y

• Will Serve letters may be required if the SUP includes an intensification of use that requires additional reviews and approvals from the service providers.

Notes:

- Refer to the Application Submittal Requirement Description for detailed descriptions of the above.
- Y = Yes, you need this as part of the digital submittal.

DOUGLAS COUNTY GENERAL DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENT CHECKLIST (Land Division)

<div> <div>All submittals are digital – Staff may ask for a paper copy at any time during the review.</div> </div>	Amended Map/Corrections (Code Section 20.768.010)	Boundary Line Adjustment	Division of Land into Large Parcels, Tentative	Division of Land into Large Parcels, Final	Parcel Map, Merger, Resubdivision, Tentative	Parcel Map, Merger, Resubdivision, Final	Reversion/Lot Consolidation	Subdivision Map, Tentative	Subdivision Map, Final	Pre-Application Meeting	Variance to Improvement Standards	Minor Modification of Tentative Map	Water Conveyance Adv Comm (only)
Application Fee (view full fee schedule)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Call to schedule submittal 775.783.8012	Y		Y	Y	Y	Y		Y	Y		Y		Y
01. APPLICATION FORM & FEE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
02. NOT APPLICABLE LETTER	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y
03. DIGITAL COPY OF APPLICATION MATERIAL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
04. PROJECT DESCRIPTION / JUSTIFICATION	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
05. TAX RECEIPT	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y
06. TITLE REPORT	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	
07. WILL SERVE LETTERS			Y		Y			Y				Y	
08. PERSONAL NOTIFICATION	Y**		Y		Y			Y				Y	
09. VICINITY MAP	Y		Y		Y			Y				Y	
12. CONCEPTUAL GRADING/DRAINAGE PLAN					Y***			Y				Y	
13. MAP COPIES	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	
14. BOUNDARY LN. AD/REVERSION TO AC.		Y					Y						
15. UTILITY STATEMENTS		Y					Y						
16. CONCEPTUAL DRAINAGE STUDY					Y***			Y				Y	
17. TRAFFIC ENGINEERING STUDY					Y			Y				Y	
18. PERCOLATION TEST								Y				Y	
19. HDEP RECOMMENDATION								Y				Y	
20. ROAD NAME RESERVATION / APPROVAL	Y				Y			Y					
21. NOTICE OF COMPLETION						Y			Y				
22. TENTATIVE MAP APPROVAL LETTER				Y		Y			Y				
23. RESPONSE LETTER				Y		Y			Y				
27. OFF-SITE DEDICATION					Y	Y		Y				Y	
28. WATER RIGHTS						Y			Y				
29. MASTER PARCEL PLAN (Serial Maps only)								Y					
30. AREA STUDY								Y					
34. ORIGINAL MAP MYLAB & FINAL MAP (DIGITAL)		Y		Y		Y	Y		Y				
35. RECORDING FEE		\$		\$		\$	\$		\$				
36. AFFIDAVIT			Y		Y			Y					
37. VARIANCE TO IMPROVEMENT STDS.											Y		
38. DEVELOPMENT AGREEMENT									Y				
42. IRRIGATION PLAN												Y	Y
43. DOWNSTREAM WATER RIGHT USERS												Y	Y

* Paid directly to the Recorder at the time of recording.
 ** If it has to go to a Board meeting
 *** Required if development is located within hillside grading area.

Notes:

- Refer to the Application Submittal Requirement Description for detailed descriptions of the above.
- Y = Yes, you need this as part of the digital submittal.



Carson City • Fallon • Lake Tahoe • Reno

Carson City
308 N. Curry Street, Suite #200
Carson City, Nevada 89703
775.883.7077

February 7, 2022

Page 1

www.LumosInc.com

February 7, 2022

**Subject: Sawmill Mini Storage— General Development Application
Project Description and Justification**

Dear Douglas County:

The applicant, Ray Keara Martin Properties, LLC, is proposing to develop a portion of a 79.24-acre lot located at 1100 Sawmill Road in Minden (APN 1220-11-001-075). The property is zoned Agricultural and falls within the Master Plan designation of Industrial. The parcel is currently vacant and is bounded to the west by a similar vacant lots, to the east by Sawmill Road, to the south by Pine Nut Road, and to the North with a commercial subdivision.

Water services will be provided by Douglas County Public Works. NV Energy, Charter and Frontier will provide dry utility services. Sewer will be handled on site with septic fields. The FEMA floodplain designation for the parcel is partially shaded Zone A and Zone AO.

Listed below is the project Description and Justification for the Sawmill Mini Storage. The description includes language from Douglas County Title 20 Code section 20.614.040. The project specific details are answered in **BOLD** text.

When considering applications for design review, the director shall evaluate the impact of the design review on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the development and make the following findings:

I. Justifications

- A. The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

The project includes development of the Sawmill Mini Storage with three light industrial buildings, drive aisles, accessory parking, RV storage parking, a RV wash station, landscaped areas and storm water mitigation. The project will be developed in 2 phases. Phase 1 will include development of the three mini-storage buildings, parking, RV wash station, septic fields, and storm water mitigation efforts. Future phases may include the construction of more RV parking, and any additional parking and storm water mitigation required for the development.

**Building 1 will be 17,200 square feet and will house mini-storage units.
Building 2 will be 30,000 square feet and will house mini-storage units.
Building 3 will be 38,350 square feet and will house mini-storage units and the on-site office to support the self-storage facility. Building 4 will be 10,215**

square feet and will house mini-storage units. The current site plans shows 6 standard parking spaces and 1 ADA accessible parking spaces, which are located adjacent to the on-site office. The drive aisles through the site range in width from 32-feet to 36-feet. These oversized drive aisles through the site will allow for patrons to access their mini-storage units, while also allowing for vehicular access through the site.

The intended use of the lot is in accordance with the zoning and master plan policy in the area.

- B. The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both;
The Sawmill Mini Storage is a personal storage facility and is permitted within the current zoning of the parcel, light industrial, per Title 20.658.020. The development of the site will not significantly increase traffic on Sawmill Road and Pinenut Road, as shown in the included trip generation memo. Noise, odor and visual nuisances are not anticipated to have an impact on surrounding development. The improvements will not compromise the integrity of any adjacent lots.
- C. The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
The current traffic within the area is mostly commercial business traffic. The Sawmill Mini Storage development will not significantly affect the traffic on surrounding roads. There is not any anticipated increase to pedestrian traffic as people visiting the development travel by vehicle. The development will not create any hazardous or conflicting traffic in area.
- D. The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;
The Sawmill Mini Storage will have two ingress/egress points off of Sawmill Road. The main entrance to the site will be located at the southern end of the site near the on-site office building. The second approach will be located at the north end of the site. These two ingress/egress points will be gated, and therefore, only accessible by paying customers. Knox boxes will be provided on each gate to allow for emergency personnel access. Permanent traffic control devices will consist of a permanent stop sign when exiting toward Sawmill Road at both approaches. Temporary control measures during construction will be the responsibility of the contactor.

- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties;
The development will be consistent with surrounding visual features in the area. The buildings that will be constructed will be similar to those in the area and will not cause any significant visual impacts.
- F. The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report;
The project is not located within any identified archeological/cultural study area.
- G. The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of chapter 20.100;
The development will be consistent with Douglas County Code and Requirements, as shown on the included Site Plan and demonstrated through the Conceptual Drainage Report and this justification.
- H. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity. (Ord. 763, 1996)
The development will not be materially detrimental to public health, safety, or result in any damages to surrounding property.

II. Sewer Service

Wastewater produced by the site will be disposed of through a proposed commercial septic system to be permitted through the Nevada Department of Environmental Protection and will be designed according to all applicable design standards and regulations.

Following the Pre-Application meeting, the developer contacted Minden Gardnerville Sanitation District (MGSD) to discuss sanitary sewer service to the site. MGSD determined that the site was outside of their sewer service area boundary and thus was not eligible for service. A letter provided by MGSD is attached to this Project Description.

III. Water Service

Water service is proposed to connect to the existing Fairgrounds system at the intersection of Crockett Drive and Sawmill Road. The water main will be extended south in Sawmill to provide service to the site. Fire Hydrants are proposed along Sawmill and at the site to meet applicable fire code standards.

A Hydrant Flow Test was performed at the existing hydrant near Crockett drive to determine available fire flows. The Hydrant test results are attached to this Project Description. It was determined that the available fire flow for the site was 4018 gpm at the required residual pressure of 20 psi. As fire walls are proposed to delineate 2500 SF sections of all buildings, it

was determined adequate flow will be available to the site.

IV. Traffic Impacts

A trip generation memo has been provided with this submittal detailing the generated trips expected due to project development. As detailed in the memo, the development is projected to produce 132 total daily trips with 14.77 peak hour PM trips. This amount falls under the 500 daily trip and 80 peak hour trip threshold requiring a Traffic Study.

The intersection of Sawmill Rd and Pinenut Road has a planned left turn lane requiring development to fund a share of the improvements. The required share is based upon the following formula:

- $$\frac{(\text{project generated critical movements})}{\text{Existing Background Critical Movements}} * \text{Total Project Cost}$$

Per discussion with Jon Erb, the Total Project Cost was determined to be **\$318,979.94**. Additionally, the Existing Background Critical Movements was calculated based on the Williams Ridge Technology Park Traffic Analysis performed in February of 1997. Per Figure 6B of the report, the average daily trips through the Sawmill Rd and Pinenut Road Intersection was calculated at 3,670 daily trips. Therefore the total calculated cost is:

- $$132/3670 * \$318,979.94 = \mathbf{\$11,472.85}$$

V. Wetlands, Blue Line Streams, and Flood Hazard area.

As shown in **Figure 1** below, the project site contains blue line streams, flood hazard areas, and is adjacent to USA wetlands. All development is proposed well outside of these natural hazard areas and will maintain a 50' setback from the top bank of blue line streams and neighboring wetlands.

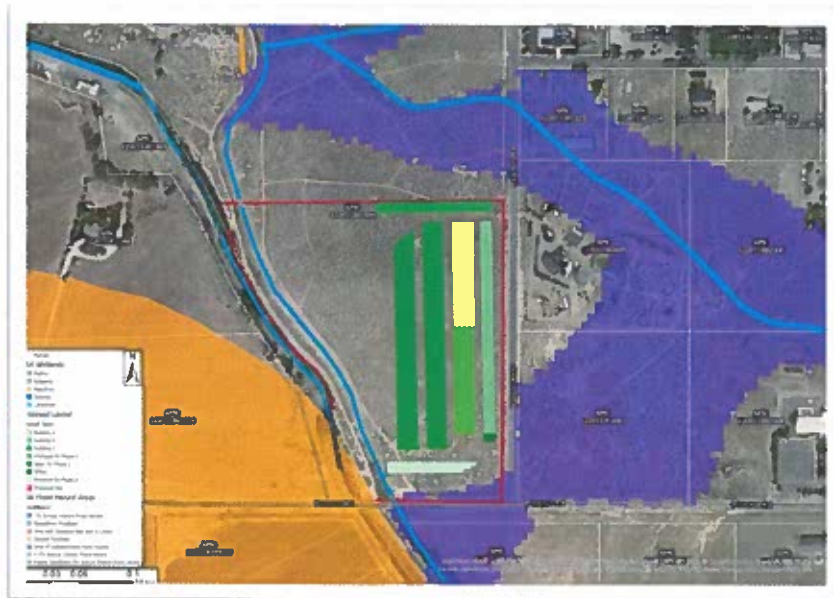


Figure 1- Natural Hazard Areas

If you have any questions, please do not hesitate to contact me at 775.883.7077.

Sincerely,

A handwritten signature in blue ink, appearing to read "Micah Laack".

Micah Laack
Project Manager

CC: Hunter Mori, Senior Project Designer



November 22, 2021

Mr. Dennis McDuffee
Mr. Ray Van Winkle
VanDuff LLC
P.O. Box 276
Minden, NV 89423

Via email: dennis@interoalpinesierra.com
vcconstructioninc@yahoo.com

SUBJECT: Proposed Sawmill Storage project
1100 Sawmill Rd., Gardnerville
APN 1220-11-001-075

Dear Dennis and Ray:

Pursuant to the conversation today between Dennis and I regarding sewer service to the proposed storage project located at the above property, the situation is as follows:

- The subject property is **not located within MGSD's service area boundary**, so is currently not eligible for sewer service by MGSD.

Please do not hesitate to call me with any questions you may have concerning the above information, or if I can be of assistance with the disposal system you plan to utilize.

Sincerely,

Peter V. Baratti
District Manager

BRS:ab

cc: Micah Laack, Lumos & Assoc.
Bruce Scott, Resource Concepts, Inc.

Hydrant Flow Test Report

Test Date 1/6/22

Test Time 9:23 am

Location

1100 Saw Mill Rd
Gardnerville, Nevada 89410

Tested by

Desert Fire Protection:
John Best

Notes

Intero Real Estate Services

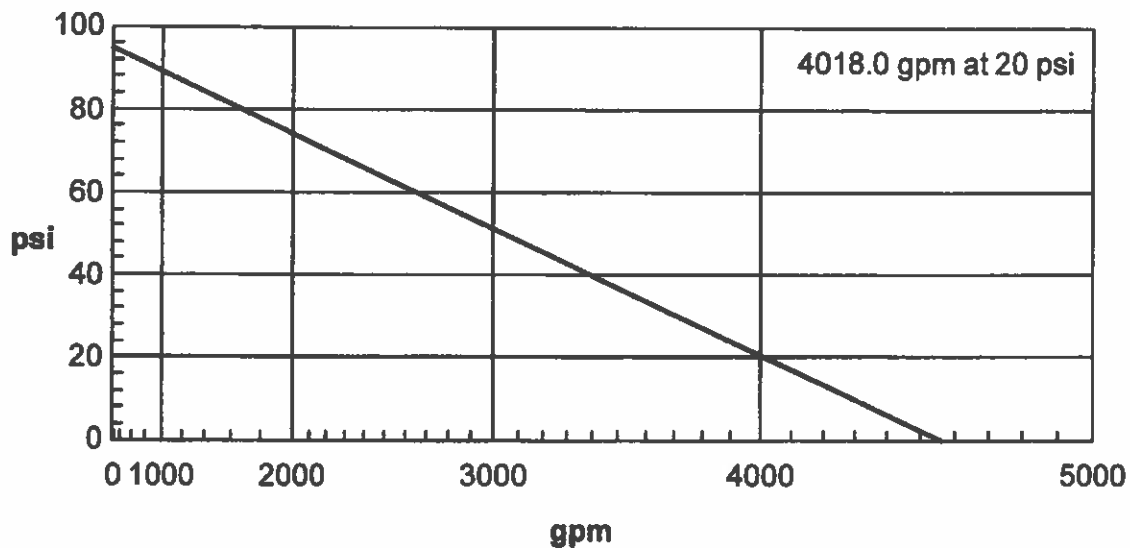
Read Hydrant

95 psi static pressure
62 psi residual pressure
hydrant elevation

Flow Hydrant(s)

Outlet	Elev	Size	C	Pitot Pressure	Flow
#1		4	.9	36	2578 gpm

Flow Graph





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Carson City
308 N. Curry Street, Suite #200
Carson City, Nevada 89703
775.883.7077

January 27, 2022

Page 1

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January 27, 2022

**Subject: Sawmill Mini Storage— General Development Application
Project Description and Justification**

Dear Douglas County:

The applicant, Ray Keara Martin Properties, LLC, is proposing to develop a portion of a 79.24 acre lot located at 1100 Sawmill Road in Minden (APN 1220-11-001-075). The property is zoned Agricultural and falls within the Master Plan designation of Industrial. The parcel is currently vacant and is bounded to the west by a similar vacant lots, to the east by Sawmill Road, to the south by Pine Nut Road, and to the North with a commercial subdivision.

Water services will be provided by Douglas County Public Works. NV Energy, Charter and Frontier will provide dry utility services. Sewer will be handled on site with septic fields. The FEMA floodplain designation for the parcel is partially shaded Zone A and Zone AO.

Listed below is the project Description and Justification for the Sawmill Mini Storage. The description includes language from Douglas County Title 20 Code section 20.614.040. The project specific details are answered in **BOLD** text.

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- A. The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;
- The project includes development of the Sawmill Mini Storage with three light industrial buildings, drive aisles, accessory parking, RV storage parking, a RV wash station, landscaped areas and storm water mitigation. The project will be developed in 2 phases. Phase 1 will include development of the three mini-storage buildings, parking, RV wash station, septic fields, and storm water mitigation efforts. Future phases may include the construction of more RV parking, and any additional parking and storm water mitigation required for the development.**
- **Building 1 will be 17,200 square feet and will house mini-storage units. Building 2 will be 30,000 square feet and will house mini-storage units. Building 3 will be 38,350 square feet and will house mini-storage units and the on-site office to support the self-storage facility. Building 4 will be 10,215 square feet and will house mini-storage units. The current site plans shows 6 standard parking spaces and 1 ADA accessible parking spaces, which are located adjacent to the on-site office. The drive aisles through the site range in width from 32-feet to 36-feet. These oversized drive aisles through the site will**

allow for patrons to access their mini-storage units, while also allowing for vehicular access through the site.

- **The intended use of the lot is in accordance with the zoning and master plan policy in the area.**
- B. The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both;
- **The Sawmill Mini Storage is a personal storage facility and is permitted within the current zoning of the parcel, light industrial, per Title 20.658.020. The development of the site will not significantly increase traffic on Sawmill Road and Pinenut Road, as shown in the included trip generation memo. Noise, odor and visual nuisances are not anticipated to have an impact on surrounding development. The improvements will not compromise the integrity of any adjacent lots.**
- C. The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
- **The current traffic within the area is mostly commercial business traffic. The Sawmill Mini Storage development will not significantly affect the traffic on surrounding roads. There is not any anticipated increase to pedestrian traffic as people visiting the development travel by vehicle. The development will not create any hazardous or conflicting traffic in area.**
 -
- D. The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;
- **The Sawmill Mini Storage will have two ingress/egress points off of Sawmill Road. The main entrance to the site will be located at the southern end of the site near the on-site office building. The second approach will be located at the north end of the site. These two ingress/egress points will be gated, and therefore, only accessible by paying customers. Knox boxes will be provided on each gate to allow for emergency personnel access. Permanent traffic control devices will consist of a permanent stop sign when exiting toward Sawmill Road at both approaches. Temporary control measures during construction will be the responsibility of the contactor.**
- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties;
- **The development will be consistent with surrounding visual features in the area. The buildings that will be constructed will be similar to those in the area and will**

not cause any significant visual impacts.

- F. The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report;
- **The project is not located within any identified archeological/cultural study area.**
- G. The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of chapter 20.100;
- **The development will be consistent with Douglas County Code and Requirements, as shown on the included Site Plan and demonstrated through the Conceptual Drainage Report and this justification.**
- H. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity. (Ord. 763, 1996)
- **The development will not be materially detrimental to public health, safety, or result in any damages to surrounding property.**

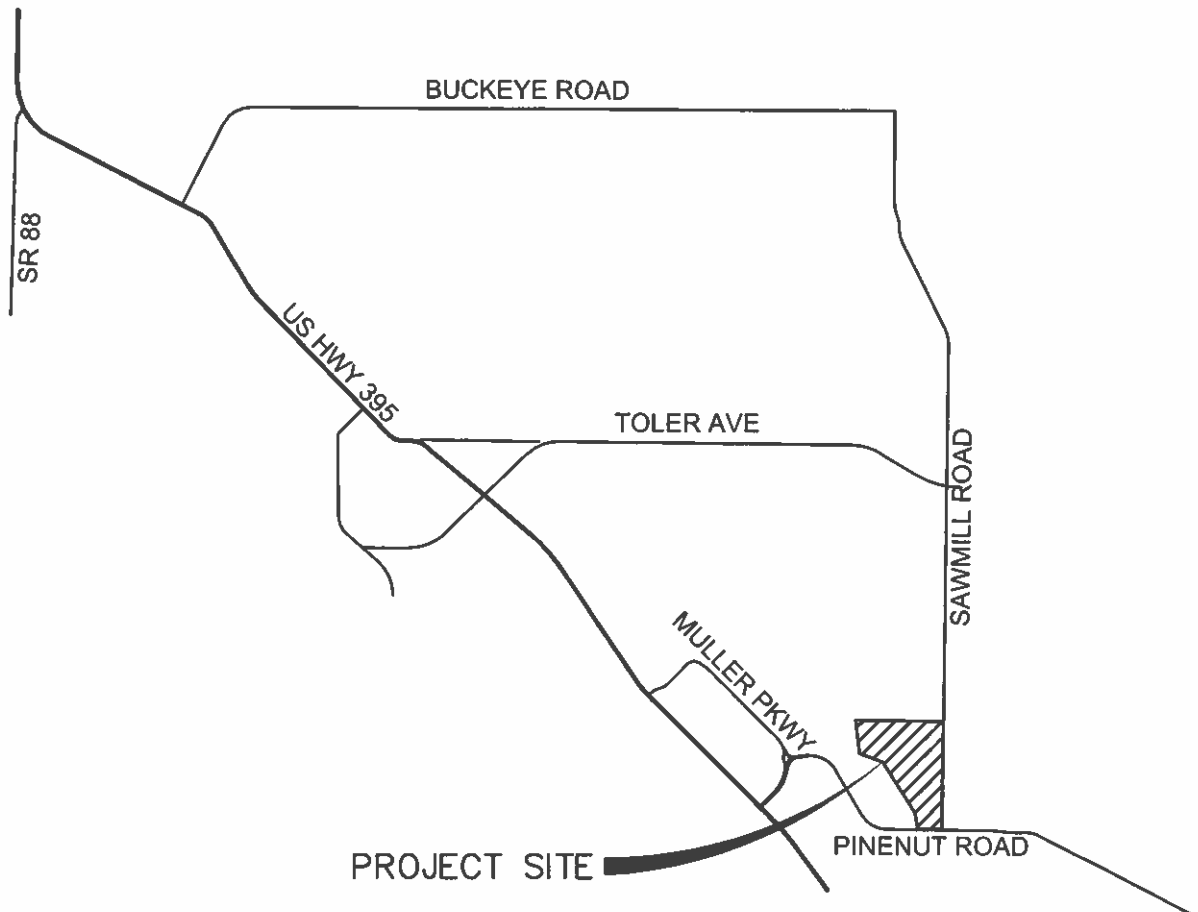
If you have any questions, please do not hesitate to contact me at 775.883.7077.

Sincerely,



Micah Laack
Project Manager

CC: Hunter Mori, Senior Project Designer



308 N. CURRY STREET, SUITE 200
CARSON CITY, NEVADA 89703
PH. (775) 883-7077 | INFO@LUMOSINC.COM

VanDuff LLC

SAWMILL MINI STORAGE VICINITY MAP

DOUGLAS COUNTY

NV

Date: 1/27/2022
Scale: N/A
Job No: 10225.002
FIGURE 1

Agenda Item 9

Engineer's Report

Items in this Section Include:

- ✓ ***Letter from Bruce Scott dated February 24, 2022***



February 24, 2022

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 February 2022

Dear Chairman Smallwood and Members of the Board:

I was sorry to miss the meeting in February as I was at the Annual Nevada Water Conference in Las Vegas. This is an organization that we have belonged to for many years, and is a statewide group of water professionals, researchers, and others. It is a good group and I appreciate the opportunity to go to their annual conference. Unfortunately, it conflicted this year with our regular February MGSD meeting.

With that being said, things have been relatively quiet on the development front. We are working closely to bring the rehabilitation project for the GRID Interceptor project to construction. I will be discussing as a separate agenda item the results of our more detailed design work overall costs and the next steps in the process of entering into a formal agreement with Q&D Construction for the actual not to exceed construction project.

We are continuing to work with NDOT for the on again off again overlay work, first in Gardnerville and later in Minden. These have been the subject of planning and discussion with NDOT, but no final improvement details have been provided. There will be potential conflicts with our sewer facilities and NDOT's proposed drainage work which is being coordinated by NDOT with Douglas County and the Town of Gardnerville. They were planning to do some field excavation (pot holing) to determine exactly where critical lines were so that the design could be finalized for the new improvements. This would allow us to see any potential conflicts with our sewer system improvements. It sounds more complicated, but the basic process is for NDOT to figure out where they want to put the line and for us to determine how their plan will affect existing sewer facilities and what improvements or changes might be required. We will keep you informed on this one.

There are a number of other projects in discussion, and preliminary design which are slowly moving toward approval and construction. The building permit review process in Douglas County has been really slow, frustrating many people in the development world. We work to keep things moving on our end in the plan review and approval process so that MGSD is not any delay in the extended development review process.

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Ms. Barbara Smallwood, Chairman
and Members of the Board of Trustees
February 24, 2022
Page 2

I look forward to seeing everyone at the meeting and will be happy to answer any questions in the meantime, that you may have.

Sincerely,



Bruce R. Scott, P.E.
District Engineer

BRS/sb

cc: Bill Peterson, Esq.
Presley Cochran, EI

Agenda Item 11

District Manager's Report

Items in this Section Include:

- ✓ ***February 25, 2022 District Manager Report***
- ✓ ***February 2022 Capacity Report***
- ✓ ***Email from Aldine Hobbs to Peter Baratti***
- ✓ ***Resignation Letter from Timothy Sheets***
- ✓ ***Letter from Nevada Public Agency Pool, dated January 26, 2022***



**Minden Gardnerville Sanitation District
District Manager's Report
February 25, 2022**

CAPACITY ALLOCATIONS/PURCHASES:

- 5 EDU's were sold to the Monte Vista projects off of Ironwood

WILL SERVES LETTERS ISSUED:

- 1 to proposed Carson Valley Veterinarian Hospital on Charlotte, south end of Gardnerville

Public Records Requests: 2 total: from Nevada Policy Research Institute (Transparent Nevada) for 2020 Salaries; from Smart Procure for all claims paid November 2021 to current

MEETINGS ATTENDED AND SCHEDULED:

- 2/2/22 Oxoby Pre-App meeting to divide property on Circle Dr. to 4 lots
- 2/2/22 Buffo Pre-App for Pet Cremation on Industrial Way
- 2/3/22 Meeting with HDR and NDEP on future permitting requirements. No changes in the foreseeable future. They did have several questions about Pine View.
- 2/9/22 Meeting with Debug for expanded IT service.
- 2/11/22 Meeting with HDR regarding master plan update
- 2/16/22 Chamber of Commerce lunch

VENDORS AND CONTRACTS:

STAFF/OFFICE ITEMS:

- New DOT required training for CDL's went into effect on Feb. 7th (see attachment)
- Tim Sheets is planning on retiring. His letter of resignation is included.

PROJECTS IN THE DISTRICT:

- Thoroughbred Crossing – final camera and RCI verification
- Dressler Flats in the Ranchos GID, still waiting on potholing for tie into MGSD's main

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Belt Press project moving forward, forming and rebar inspections/preparing for concrete pour March 4th
 - Fabrication work for the flare shield is underway
 - Power and Control Solutions is working on the communication and controls for the gate
 - New cameras were installed for the security system, in compliance with NSA standards
 - POOL/PACT grant reimbursement for the gate project was received (see attached)
-

OTHER:

- Hazardous Material reporting with State Fire Marshall are completed
- GRGID yearly true-up for Fixed Costs was completed, and Six-Month billing for Variable Costs was also completed
- EPA Biosolids report was completed
- Fourth Quarter DMR's with priority pollutants report was completed.

Respectfully submitted,
Peter V. Baratti, District Manager



**MONTHLY REPORT OF
CAPACITY SOLD
February 2022**

Date	Project Name	Address	EDU's Sold	Existing EDU's	Amount Collected			Approved By	Comments
					Capacity	Connection	Total		
2/18/2022	Village at Monte Vista Ph 2	Buttonwillow	2.00		\$ 7,600.00	\$ 550.00	\$ 8,150.00	Peter	
2/23/2022	Downs at Monte Vista	Home Stretch Ln	3.00		\$ 11,400.00	\$ 825.00	\$ 12,225.00	Board	
					\$ -	\$ -	\$ -		
TOTAL EDU's SOLD			5.000		\$ 19,000.00	\$ 1,375.00	\$ 20,375.00		

Peter Baratti

From: Aldine Hobbs <AHobbs@dmv.nv.gov>
Sent: Friday, February 25, 2022 8:58 AM
To: Peter Baratti
Subject: ELDT General info

Good morning,

As previously requested, I am providing some general information on Entry Level Driver Training. The State of Nevada has adopted the Federal Motor Carrier Safety Regulations as they apply to Entry-Level Drivers Training (ELDT) 49 CFR Part 383.3 through Nevada Administrative Code 483.800. (NRS 483.908, 483.924)

About the ELDT Regulations-

FMCSA's Entry Level Driver Training (ELDT) regulations set the baseline for training requirements for entry-level drivers. This applies to those seeking to:

- Obtain a Class A or Class B CDL for the first time;
- Upgrade an existing Class B CDL to a Class A CDL; or
- Obtain a school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time.

The ELDT regulations are not retroactive; individuals who were issued a CDL or an S, P, or H endorsement prior to February 7, 2022 are not required to complete training for the respective CDL or endorsement.

If an applicant who obtained a CLP prior to February 7, 2022, and obtains a CDL before the CLP or renewed CLP expires, the applicant is not subject to the ELDT requirements.

Why has the Federal Motor Carrier Safety Administration (FMCSA) published the entry level driver training (ELDT) regulations?

The regulations fulfill a statutory requirement imposed on FMCSA by Congress under Section 32304 of the "Moving Ahead for Progress in the 21st Century Act" (MAP-21). The ELDT regulations are intended to enhance the safety of commercial motor vehicle (CMV) operations on our Nation's highways by establishing more uniform requirements for both behind-the-wheel (BTW) and theory training, thereby resulting in more qualified CMV drivers.

Who is ELDT for?

§ CFR 380.609 General entry-level driver training requirements.

- A. An individual who applies, for the first time, for a Class A or Class B CDL, or who upgrades to a Class A or B CDL, must complete driver training from a provider listed on the Training Provider Registry (TPR), as set forth in subpart G.
- B. An individual seeking to obtain a passenger (P), school bus (S), or hazardous materials (H) endorsement for the first time, must complete the training related to that endorsement from a training provider listed on the TPR, as set forth in subpart G.

When is ELDT effective?

§ 380.600 Compliance date for training requirements for entry-level drivers.

- Compliance with the provisions of this subpart is required on or after February 7, 2022.

What types of entities can apply to be listed on the Training Provider Registry?

Training schools, educational institutions, rural electric cooperatives, motor carriers, State and local governments, school districts, joint labor-management programs, owner-operators, and individuals may be listed on the Training Provider Registry. Eligible providers may provide training either on a “for-hire” or “not-for-hire” basis. Any training provider meeting the eligibility requirements could be qualified to provide entry-level driver training, regardless of whether they fall within a category specifically identified in the regulations.

More information can be found on the FMCSA website.

Thank you,



Aldine Hobbs | Program Officer/CDL Third Party Program Coordinator
Nevada Department of Motor Vehicles
890 Trademark Drive, Reno, NV 89521
Work: 775.684.3262 Mobile: 775.225.6577
Email: Ahobbs@dmv.nv.gov



February 24, 2022

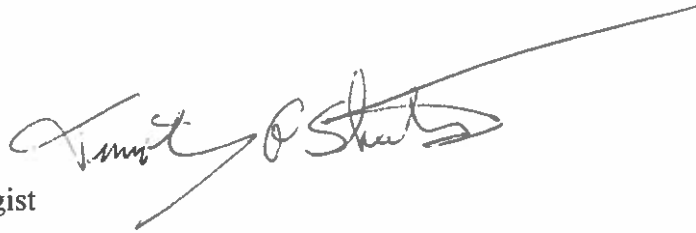
Peter Baratti, District Manager
MGSD
1790 US Hwy 395
Minden, NV 89423

Dear Pete:

This is an official letter to notify you of my resignation and retirement effective June 14, 2022. The years I have worked for MGSD has been a rewarding experience, and I am grateful for the opportunity to expand my knowledge of the lab technology processing. I wish MGSD, its Board and all its employees success in the years to come.

Sincerely,

Timothy G. Sheets
Operator III/Lab Technologist

A handwritten signature in black ink, appearing to read "Timothy G. Sheets", with a long horizontal line extending from the end of the signature.

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(775) 885-7475
(775) 883-7398



January 26, 2022

Minden Gardnerville Sanitation District
Attn: Peter Baratti
P.O. Box 568
Minden, NV 89423

Re: Submitted – Risk Management Grant Application – Minden Gardnerville
Sanitation District - Grant # 0177-RM-2020

Dear Peter,

Congratulations! Your application for the Risk Management Grant has been approved. We have received proof of payment for attending the fencing for the Water Tower. Enclosed please find check number 14597 in the amount of \$24,836.25; NPAIP's grant amount for Risk Management Grant #0177-RM-2020.

If you have any questions, please feel free to contact our office at (775) 885-7475.

Sincerely,

A handwritten signature in black ink, appearing to read "Zaria Hanses". The signature is fluid and cursive, with the first name "Zaria" being more prominent.

Zaria Hanses
Grant Administrator