



NOTICE OF REGULAR MEETING
TUESDAY, APRIL 5, 2022, 5:30 P.M.,
BOARD ROOM, MGSD TREATMENT PLANT,
1790 HWY. 395, MINDEN, NV

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. MGSD Salary Scale for FY 2022-2023 – For Possible Action

Approval of Salary Scale for FY 22-23. Note: the presented salary scale includes a salary scale adjustment of 3% and a COLA of 7%, and the Board of Trustees may approve the presented adjustment and COLA, deny the presented adjustment and COLA, or modify the adjustment and COLA amount

5. Tentative Budget for FY 2022-2023 and Set Date for Budget Hearing – For Possible Action

Review and Approval of Tentative Budget for FY 2022-2023, including the following topics:

- Operating Expense
- Salaries and Benefits
- Capital Expense
- Setting of Date for Budget Hearing between May 16 and May 31

6. Claims Review and Approval – For Possible Action

Review and Approval of Bills Paid and Claims Received for February 2022

7. Minutes Approval – For Possible Action

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

8. Carson Valley Medical Center Capacity Request – For Possible Action

Request by Carson Valley Medical Center to allocate up to 50 units of capacity for an expansion project located at 1107 Hwy 395 in Gardnerville (APN 1220-10-610-010)

9. 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)

10. 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.

11. 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.

12. 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.

13. 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.

14. Administrative Report by Staff – For Possible Action

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

15. 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.)



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

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

18. ADJOURNMENT

-
- The MGSD Board reserves the right to hear any agenda item out of order, to combine two or more agenda items for consideration, and remove an item from the agenda or delay a discussion relating to any item on the agenda.
 - Copies of supporting material 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: 4/6/22



***Minutes and handouts from 3/29/22 Budget
Subcommittee Meeting attached for your information***



Budget Subcommittee
Minutes of Meeting
Thursday, March 29, 2022

11:00 A.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Subcommittee Members Present:

Raymond Wilson
Ted Thran
Peter Baratti
LaVonne Ghanavati

Staff Members Present:

April Burchett

Others Present:

Sondra Condrón

Peter Baratti called the meeting to order at 11:00 am

Public Comment: There was no public comment.

MGSD Tentative Budget for FY 2022-2023: Peter began by stating the reason he is bring the group together is because we have an increasing needs that are costly. We don't have the ability to include them in capital expense, they will have to be included under Repairs and Maintenance. We need to decide how we want to approach them. We have put the motions in place to capture revenues to keep our necks above water. We have been given notices from several vendors that their costs are increasing. Our ability to gain revenue from customers is not keeping pace with our operations cost, so we have been utilizing capital revenues to make up the loss. We need to figure out how to fund the operations costs from customer revenues and fees.

Capital Projects:

- GRGID Interceptor: This project is already in the works. There will be a 60-40 split with GRGID.
- Belt Press expansion: The project will not be completed before the end of this fiscal year. He put \$1 million in that budget, even though we probably will not be spending all of it.
- Camera truck purchase: We have continued to limp along with the older equipment that we have. Putting people out in the street in a box trailer is a safety hazard for MGSD employees, and we have trouble with the camera equipment, nor is it integrated with any software. We would like to move it to a GIS system. If it doesn't happen in this budget cycle, he understands. Ray asked if GRGID would be able to share in the cost of the product, and Ted felt that since we would be using it 100% we would not be able to pass this through.



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Operations:

- New line items have been created to better reflect how we operate the office. These are now ongoing, and expensive items. These costs were always there, but we were placing them under other categories.

Payroll:

- COLA: The economy has been outpacing the COLA announced at the beginning of the year. We have not touched our wage scale in 10 years. Our starting wage is equivalent to McDonald's and Hobby Lobby, making it difficult to attract applicants. He would like to alter the starting wage, which would shift the scale. The County did a 2% overall shift, and a 7% COLA. He would like to keep in step with the value of the market, and is proposing a 3% shift with a 7% COLA. Discussion followed regarding local starting wages. Ted felt that \$20 per hour should be a good starting wage.

Engineering:

- We've been hammered with engineering costs. Ted noted the more projects, the higher the cost. Peter presented the preliminary list of O&M projects for the upcoming year from Arashdeep Singh at HDR Engineering and stated we need to start funding these types of projects. Ted stated we have to start addressing these issues. Discussion followed regarding which projects to include HDR's list. Ted and Ray both felt that all the projects should be included. The bottom number is going to look big, but we probably won't spend all of it.

Discussion followed regarding overall increased costs. Currently in draft form, the next fiscal year's budget shows a 22% increase over last year's budget. Ted pointed out that this is the world today. Peter stated that we used to put mosquito abatement under Capital expense, and we have moved it to Operations expense. We have not paid any money to it, so there is an additional \$5,000 that previously was shown under Capital. Peter asked for guidance as to what they want to see.

Staffing:

- Peter pointed out that April will retire in the next three years, and one of her duties is legislative tracking. The Legislature meets every 2 years, and Peter has learned that it is anticipated that there will be additional legislation regarding public works. He is proposing bringing a trainee in the upcoming fiscal year, to begin training on the critical aspects. He encouraged the committee to consider a trainee as an investment. There are a lot of nuances to her duties. Ray felt that it is a bit soon to bring in a trainee and had concerns about increasing the office staffing. April reported that since the legislature only meets every other year and they are scheduled to meet next year, she would like to have that training occur. She had concerns about training someone on legislative tracking during her final months of employment, since the tracking is critical to so many aspects of MGSD's operations and regulatory compliance, as well as to the board. She



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wants the transition to be seamless. She pointed out that this is a temporary thing to have an additional staff member. Ted felt that it was needed because of the additional work that the growth in the district is creating for staff. Other entities are having to add staff as well. LaVonne pointed out that April has tasks that don't occur each year but happens over a longer span. So to take the time to properly train someone over time is needed for completeness as well as to prevent burn out. Ted felt that in addition to planning for future projects, we need to plan for future staffing needs so we're not always behind.

Future Planning:

- Peter would like for everyone to be aware of not only what happens at the plant, but to also be aware of what is happening in the community. We will have to look at funding some additional capacity in the next 5 to 6 years. He previously thought we would have 10 years, but there is a lot of activity in the district. We need to capitalize on the opportunity to fund the future costs. Ray said not to do what the Town of Minden did, by drastically increasing staff. We now have increased regulatory training. We had to expand the training budgets to keep our operators in compliance with their operations and CDL certifications. Maintenance Connection example. It is critical to invest in our staff in order to keep injuries and equipment damage at a minimum. We added a line item for admin training.

Plant Projects:

- Peter is obtaining bids for redoing the asphalt over the entire plant, since it's falling apart with all the heavy equipment use. He's trying to keep it under \$100,000. Staff will do a portion of the project. We don't want to do some of the plant area until we replace the NPW line.
- In the next couple of years, we need to replace the carpet and remodel the admin office. He would like to put a small addition to the admin building, primarily to get HR out of the middle of the main office.

Ted left meeting at 12:10 pm

Other items of discussion:

- Ray asked where we are with the rate study. Peter explained that HDR has a draft master plan almost ready. Catherine Hansford will take their data and come up with some numbers to fund those projects. Ray emphasized we have the lowest rate in the country. Once we are ready for public hearings, we can still tell people that even with a rate increase we will still be the lowest in the country. Discussion followed regarding rate study options. Ray preferred a single rate increase, while Peter stated that increases over 5 to 10 year spans covered annual increases in the industry costs and the data would be available to support the rate increase. Sondra felt that Ray was right about people complaining about continual increases. Ray suggested comparisons with other entities in the area.



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- Ray asked Peter's opinion about what will happen in the community in the next 5 years, and Peter felt that we could see an additional 700 units. A lot of infrastructure is in, but the permits haven't been pulled yet. Discussion followed regarding plant growth.
- Discussion followed regarding Bently Ranch sale and treated effluent agreement, as well as biosolids disposal.

Public Comment: There was no public comment.

Peter Baratti adjourned the meeting at 12:55 p.m.

Minutes Presented By: _____
April L. Burchett, Sr. Executive Assistant

Peter Baratti

From: Singh, Arashdeep <Arashdeep.Singh@hdrinc.com>
Sent: Monday, March 21, 2022 2:36 PM
To: Peter Baratti
Cc: Olson, Craig (Folsom)
Subject: MGSD O&M project planning

Follow Up Flag: Follow up
Flag Status: Flagged

Hey Pete,

Refer to the list below for a list of potential O&M projects that we collectively identified for the upcoming fiscal year.

1. Rehabilitate raw sewage concrete structures	\$65,000
2. Retrofit or Replacement of Forced Vortex Unit	\$375,000
3. Replace grit decanter bin	\$20,000
4. Rehabilitate concrete in PC #1 and #2	\$50,000
5. Assess and implement air balance of foul air network	\$60,000
6. Replace thickened sludge pump	\$50,000
7. Inspect, clean, and concrete repair digester no. 1	\$240,000
8. Repair flame arrestor for digester no. 1	\$10,000
9. Repair roofing in DCB no. 2	\$20,000
Total	\$890,000

Arashdeep Singh, PE

HDR
2365 Iron Point Road Suite 300
Folsom, CA 95630
D 916.817.4901 M 916.628.0106

hdrinc.com/follow-us

Projected Revenues 2021-2022

Accounts as of 3/12/20 3419

EDU's as of 3/12/20 7783 28
 Water off 6
 Unoccupied 55
 EDU's billed 7396 27

7396.27 (\$14.00/month)(12/mo) \$ 1,242,573

<u>GRGID Revenues</u>			
GRGID Quarterly	\$140,445 qtr	\$ 561,780	1 \$ 1,804,353
GRGID Variable		\$ 60,000	
GRGID Fixed		\$ 300,000	
GRGID Total Revenue		\$ 921,780	

MGSD Revenues	\$ 1,242,573	
GRGID Revenues	\$ 921,780	a. \$ (332,239)
Total operating revenue	\$ 2,164,353	

Service, Supplies,	\$ 911,890	
Salaries (including stand-by, overtime)	\$ 998,648	
Benefits PERS, Comp, Medicare	\$ 334,900	
Medical (includes retiree benefits)	\$ 251,154	2 \$ 586,054
Operating Expense (less depreciation)	\$ 2,496,592	

Depreciation	\$ 1,450,000	1464834
Total Operating Expense	\$ 3,946,592	

Operating Income or (loss) \$ (1,782,239)

<u>Non-Operating Revenues</u>			
Interest	Actual \$ 135,000	\$ 100,000	b. \$ 619,325
Ad-Valorem (property taxes)		\$ 484,666	
SCCRT (consolidated tax)		\$ 134,659	
Capacity/Connection/Acerage fees	130 edu's	\$ 533,000	
Total Non-Operating Revenue		\$ 1,252,325	

Net income

Total Revenues \$ 3,416,678

Total Operating Expense \$ 3,946,592 c. \$(2,864,167)

Capital Expense	\$ 3,320,000
ARRA Payment	\$ 77,167
Total Capital Expense	\$ 3,397,167

\$ 10,740,926 d. \$ 100,000

Balance

Net Increase (Decrease) \$(2,477,081)

Agenda Item 4

Salary Scale for FY 22-23

Items in this Section Include:

- ✓ ***Proposed Salary Scale for FY 22-23***

MGSD SALARY SCALE
2022-2023
3% shift + 7% COLA

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Laborer/OIT	42571 43635	44726 45846	46992 48167	49371 50605	51870 53168	54497 55858	57255 58685	60151 61655	63196 64778	66397 68097
Operator I	43662 44753	45872 47019	48194 49399	50635 51900	53198 54528	55891 57288	58720 60188	61693 63235	64815 66435	68097 70721
Operator II	47908 49107	50333 51591	52882 54205	55559 56949	58372 59832	61326 62860	64431 66043	67694 69384	71120 72898	74721 76505
Operator III	52440 53751	55095 56472	57894 59331	60814 62335	63893 65490	67128 68806	70526 72289	74097 75949	77848 79793	81789 83734
Inspector	55166 56545	57959 59408	60893 62415	63976 65575	67214 68895	70617 72382	74192 76047	77948 79897	81894 83941	86040 88087
Lab Tech	55166 56545	57959 59408	60893 62415	63976 65575	67214 68895	70617 72382	74192 76047	77948 79897	81894 83941	86040 88087
Operations Supervisor	67395 69079	70806 72575	74391 76251	78158 80112	82113 84165	86272 88429	90638 92905	95227 97607	100048 102548	105113 107613
Administrative Assistant	48956 50190	51445 52730	54049 55400	56784 58205	59660 61152	62680 64248	65854 67500	69192 70922	72695 74512	76445 78262
Sr. Executive Assistant	52540 53854	55200 56580	57994 59444	60930 62454	64015 65615	67256 68937	70561 72427	74239 76094	77996 79945	81945 83894
Controller	86126 87779	89474 91210	92991 94815	96686 98563	100568 102582	104647 106763	108932 111155	113434 115770	118164 120619	123134 125689

Agenda Item 5

Tentative Budget for FY 2022-2023

Items in this Section Include:

- ✓ ***Proposed Budget***
- ✓ ***Projected Revenues***

G/L Number	Proposed 2022-2023	2021-2022	Difference from 2021-2023	% Change from 2021-2023	% of Budget	% of Current Budget Spent thru 4/1/22
A/R Collection Expense (reimbursable)	64900	\$ 1,500	\$ 1,500	-	0.05%	26.67%
Accounting and Audit	71300	\$ 35,000	\$ 30,000	16.7%	1.17%	187.21%
Advertising and Publication	64800	\$ 3,000	\$ 2,000	50.0%	0.10%	130.65%
Automobile and Trucks (Fuels)	51500	\$ 11,000	\$ -	0.0%	0.37%	81.24%
Bad Debts	64800	\$ 400	\$ -	0.0%	0.01%	0.00%
Bank charges	64350	\$ 5,000	\$ 11,000	(5,000)	0.17%	1.32%
Cleaning & Kitchen Supplies	64330	\$ 7,000	\$ 15,000	7,000	#DIV/0!	0.00%
Collection System - Cleaning/TV/Repair	51400	\$ 10,000	\$ 4,000	(5,000)	0.33%	60.97%
Collection System - Supplies	51300	\$ 4,000	\$ 5,000	5,000	0.13%	12.18%
Education	50900	\$ 10,000	\$ 15,000	-	0.33%	161.83%
Effluent Management -Repairs & Maintenance	55100	\$ 15,000	\$ -	0.0%	0.50%	16.52%
Effluent Management - Utilities	55300	\$ 30,000	\$ 45,000	-	1.00%	60.45%
Engineering	71200	\$ 120,000	\$ 12,000	75,000	4.02%	268.44%
Filing Fees/Permits	65200	\$ 12,000	\$ 123,690	12,000	0.40%	11.65%
Insurance	65000	\$ 136,059	\$ 30,000	10.0%	4.56%	6.69%
IT/Tech Professional Services	71500	\$ 30,000	\$ 1,800	-	#DIV/0!	0.00%
Laboratory Permitting	52500	\$ 1,800	\$ 7,000	-	0.06%	0.00%
Laboratory Repairs and Maintenance	52600	\$ 5,000	\$ 4,000	(2,000)	0.17%	19.82%
Laboratory Supplies	52300	\$ 5,000	\$ 11,000	1,000	0.17%	91.42%
Laboratory Testing	52400	\$ 13,000	\$ 3,000	2,000	0.44%	77.38%
Laboratory Testing (pretreatment)	52800	\$ 3,000	\$ 40,000	-	0.10%	0.00%
Legal	71100	\$ 40,000	\$ 5,000	-	1.34%	19.81%
Mosquito Abatement	50610	\$ 5,000	\$ 1,000	-	#DIV/0!	13.70%
Other Collection System Expenses	51700	\$ 1,000	\$ 9,000	-	0.03%	64.45%
Other Plant Expenses	50700	\$ 6,500	\$ 25,000	(2,500)	0.22%	52.29%
Office Equipment (Hardware)	65300	\$ 22,000	\$ 10,500	(3,000)	0.74%	235.44%
Office Supplies	64300	\$ 10,500	\$ 5,000	-	0.35%	100.22%
Other Administration Expenses	65100	\$ 5,000	\$ 500	-	0.17%	55.18%
Other Laboratory Expenses	52700	\$ 500	\$ 80,000	5,000	0.02%	0.00%
Plant Supplies (Processing Chemicals)	50400	\$ 85,000	\$ 9,000	5,000	2.85%	93.99%
Postage	64500	\$ 210,000	\$ 15,000	-	0.30%	40.01%
Repairs and Maintenance	50600	\$ 15,000	\$ 23,000	-	7.03%	69.11%
Safety	50300	\$ 15,000	\$ 23,000	-	0.50%	104.53%
Sludge Removal	50800	\$ 62,400	\$ -	-	0.77%	54.28%
Software Services	65310	\$ 4,000	\$ 12,500	4,000	#DIV/0!	0.00%
Statement Billing Supplies	64310	\$ 4,000	\$ 2,500	2,500	0.13%	0.00%
Telephone & Internet	64400	\$ 15,000	\$ 4,000	4,000	0.50%	102.80%
Training/Education Expense Admin	65400	\$ 4,000	\$ 2,000	2,000	#DIV/0!	0.00%
Travel and Per Diem	64700	\$ 6,000	\$ 4,000	2,000	0.20%	118.06%
Utilities	50500	\$ 135,000	\$ 135,000	-	4.52%	65.43%
Service & Supplies		\$ 1,116,659	\$ 911,890	204,769	37%	
Salaries (includes on-call /overtime)		\$ 1,181,937	\$ 988,648	183,289	22.5%	
Benefits - PERS Comp, Medicare		\$ 391,326	\$ 334,900	56,426	18.4%	
Medical (includes retiree benefits)		\$ 295,266	\$ 251,154	44,112	16.85%	
Total		\$ 2,985,188	\$ 2,496,592	488,596	19.6%	68%
Depreciation		\$ 1,430,000	\$ 1,430,000	-		
Total Operating Expense		\$ 4,415,188	\$ 2,496,592	1,918,596	76.8%	100.0%

\$1,430,000

\$1,430,000

Capital Expense		
Collection System Rehab	\$ 1,200,000	
Camera Truck	\$ 310,000	
Boiler Replacements	\$ 220,000	
Retro Fit or Replace Forced Vortex Unit (Pista-Grit #1)	\$ 375,000	
Rehab Concrete in Primary Clarifier #1 & 2	\$ 50,000	
Clean & Inspect Digester #1 Concrete Repair	\$ 240,000	
Belt Press Expansion	\$ 1,000,000	
Sub-Total	\$ 3,395,000	

ARRA Reimbursement

Total Capital Expense

\$ 77,167
\$ 3,472,167

8.8%

FY 2020-2021



Projected Revenues 2022-2023

Accounts as of 3/12/20 3469

EDU's as of 3/12/20 7927
 Water off 7
 Unoccupied 26
 EDU's billed 7525

7396.27 (\$14.00/month)(12/mo) \$ 1,264,200

GRGID Revenues			
GRGID Quarterly	\$143,000 qtr	\$ 572,000	1 \$ 1,836,200
GRGID Variable		\$ 62,000	
GRGID Fixed		\$ 315,000	
GRGID Total Revenue		\$ 949,000	

MGSD Revenues		\$ 1,264,200	
GRGID Revenues		\$ 949,000	a. \$ (771,988)
Total operating revenue		\$ 2,213,200	

Service, Supplies,		\$ 1,116,659	
Salaries (including stand-by, overtime)		\$ 1,181,937	
Benefits PERS, Comp, Medicare		\$ 391,326	
Medical (includes retiree benefits)		\$ 295,266	2 \$ 686,592
Operating Expense (less depreciation)		\$ 2,985,188	

Depreciation		\$ 1,430,000	1430311
Total Operating Expense		\$ 4,415,188	

Operating Income or (loss) \$ (2,201,988)

Non-Operating Revenues			
Interest	Actual \$ 25,756	\$ 100,000	b. \$ 660,332
Ad-Valorem (property taxes)		\$ 525,673	
SCCRT (consolidated tax)		\$ 134,659	
Capacity/Connection/Acerage fees	150 edu's	\$ 615,000	
Total Non-Operating Revenue		\$ 1,375,332	

Net income

Total Revenues \$ 3,588,532

Total Operating Expense \$ 4,415,188 c. \$(2,857,167)

Capital Expense	\$ 3,395,000
ARRA Payment	\$ 77,167
Total Capital Expense	\$ 3,472,167

\$ 7,887,355 d. \$ 100,000

Balance

Net Increase (Decrease) \$(2,868,823)

Claims Approval
Finance Sheets

CHECK REGISTER - GENERAL ACCOUNT

2/1/22 - 2/28/22

	Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	CHARTER COMMUNICATIONS	2/8/2022	ACH020922	12722	64400-010	Telephone	Internet Services	\$177.96
2	AAA BUSINESS SUPPLIES & INTERIORS	2/9/2022	4804	2213141-0	64300-010	Office Supplies & Expense	HP printer ink	\$408.99
3	ACE HARDWARE	2/9/2022	4805	152671	50600-010	Repairs & Maintenance	Rubber caps	\$8.58
4	AT&T MOBILITY	2/9/2022	4806	2092022	64400-010	Telephone	Employee cell phones	\$821.76
5	BENTLY RANCH	2/9/2022	4807	207806	50800-010	Sludge Removal	Biosolids disposal	\$198.63
6	BENTLY RANCH	2/9/2022	4807	207823	50800-010	Sludge Removal	Biosolids disposal	\$269.50
7	FIRST CHOICE COFFEE SERVICES	2/9/2022	4808	603166	50400-010	Plant Supplies	Water & coffee service	\$40.00
8	Gardner Mechanical Services, Inc.	2/9/2022	4809	007999	50600-010	Repairs & Maintenance	Admin. Building heating repair	\$2,426.30
9	JOANA PEREZ	2/9/2022	4810	054425	50600-010	Repairs & Maintenance	Cleaning service	\$450.00
10	SILVER STATE ANALYTICAL LABS, INC.	2/9/2022	4811	RN279672	52400-010	Lab Testing	lab analysis	\$90.00
11	SILVER STATE ANALYTICAL LABS, INC.	2/9/2022	4811	RN279674	52400-010	Lab Testing	lab analysis	\$60.00
12	SILVER STATE ANALYTICAL LABS, INC.	2/9/2022	4811	RN279873	52400-010	Lab Testing	lab analysis	\$40.00
13	HOMETOWN HEALTH	2/10/2022	ACH2J8OX87KZGMTCY4	77101-008	20300-010	Accrued Payroll Taxes	Health Insurance - 02/22	\$873.75
14	HOMETOWN HEALTH	2/10/2022	ACH2J8OX87KZGMTCY4	77101-008	50200-010	Payroll Taxes & Employee Benefits	Health Insurance - 02/22	\$13,054.89
15	HOMETOWN HEALTH	2/10/2022	ACH2J8OX87KZGMTCY4	77101-008	80900-010	Retiree Health Insurance Premiums	Health Insurance - 02/22	\$2,228.40
16	Randy Williams	2/10/2022	ACH28269600	SCW5049REIMB	50300-010	Safety Equipment & Supplies	Security Camera Reimbursement	\$2,624.80
17	Warren Averett Technology Group, LLC	2/11/2022	ACH28300820	60866	65300-010	Office Equipment	Azure Monthly Usage	\$1,183.04
18	Warren Averett Technology Group, LLC	2/11/2022	ACH28300820	60872-PP	65300-010	Office Equipment	Collections Management	\$4,060.00
19	Warren Averett Technology Group, LLC	2/11/2022	ACH28300820	61052	65300-010	Office Equipment	Office 365 Monthly Billing	\$269.40
20	Warren Averett Technology Group, LLC	2/11/2022	ACH28300820	61259	65300-010	Office Equipment	Azure Update Ticket	\$645.00
21	Warren Averett Technology Group, LLC	2/11/2022	ACH28300820	60873	65300-010	Office Equipment	Nodus Monthly Billing	\$112.50
22	Trinity Lutheran Church	2/14/2022	4812	RFND0000009	20200-010	Customers With Credit Balances	RM REFUND: DEBIT000053	\$1,017.70
23	AHERN RENTALS	2/16/2022	4813	24508908-001	50600-010	Repairs & Maintenance	Truck Fire Extinguisher	\$12.99

CHECK REGISTER - GENERAL ACCOUNT
2/1/22 - 2/28/22

	Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
24	AHERN RENTALS	2/16/2022	4813	24528582-001	50600-010	Repairs & Maintenance	RAS/WAS Maintenance	\$26.58
25	AHERN RENTALS	2/16/2022	4813	24543254-001	50600-010	Repairs & Maintenance	Supplies	\$27.16
26	BENTLY RANCH	2/16/2022	4814	207958	50800-010	Sludge Removal	Biosolids Disposal	\$251.30
27	BENTLY RANCH	2/16/2022	4814	207999	50800-010	Sludge Removal	Biosolids disposal	\$455.28
28	FIRST CHOICE COFFEE SERVICES	2/16/2022	4815	603493	50400-010	Plant Supplies	Water Cooler Rental	\$23.90
29	Frontier	2/16/2022	ACHP225DCWNS3	020122	64400-010	Telephone	Co-Gen Monitoring Line	\$104.04
30	Gardnerville Water Company	2/16/2022	ACH166775009XA	3056	51400-010	Collection System Repair & Maint	Construction Water	\$14.60
31	HOME DEPOT CREDIT SERVICES	2/16/2022	4816	6521393	50600-010	Repairs & Maintenance	Supplies	\$13.89
32	HOME DEPOT CREDIT SERVICES	2/16/2022	4816	6624970	16600-030	Truck Purchase	Truck Supplies	\$149.73
33	LEAF	2/16/2022	4817	12851029	65300-010	Office Equipment	Copier Lease and Copies	\$460.02
34	CARSON VALLEY MEDICAL CENTER	2/16/2022	4818	25639571	50700-010	Other Plant Expense	CDL Exam - Quilici	\$100.00
35	THE PARTS HOUSE	2/16/2022	4819	19712	50600-010	Repairs & Maintenance	Supplies	\$16.91
36	POWER & CONTROL SOLUTIONS, INC.	2/16/2022	4820	1254	16300-030	Belt Press Addition	Belt Press Project	\$6,042.00
37	SILVER STATE ANALYTICAL LABS, INC.	2/16/2022	4821	RN280122	52400-010	Lab Testing	Laboratory Analysis	\$40.00
38	SILVER STATE ANALYTICAL LABS, INC.	2/16/2022	4821	RN280320	52400-010	Lab Testing	Laboratory Analysis	\$40.00
39	TOWN OF MINDEN	2/16/2022	4822	12522	50500-010	Utilities	Water/Trash Service	\$848.95
40	Tractor Supply Credit Plan	2/16/2022	ACH620672738737849	100589987	50600-010	Repairs & Maintenance	Supplies	\$29.99
41	Tractor Supply Credit Plan	2/16/2022	ACH620672738737849	100593274	16600-030	Truck Purchase	Tank/12V Fuel Pump	\$1,250.93
42	Tractor Supply Credit Plan	2/16/2022	ACH620672738737849	100594293	50600-010	Repairs & Maintenance	Supplies	\$24.99
43	Tractor Supply Credit Plan	2/16/2022	ACH620672738737849	100594666	50600-010	Repairs & Maintenance	Supplies	\$12.99
44	Timothy G. Sheets	2/17/2022	ACH28371405	220217	50700-010	Other Plant Expense	WW Operator Cert Reimbursement	\$110.00
46	Thatcher Company of Nevada, Inc.	2/17/2022	ACH18387467	2022400102238	50400-010	Plant Supplies	Chemicals	\$3,067.50
47	Thatcher Company of Nevada, Inc.	2/17/2022	ACH28387468	2022400102780	50400-010	Plant Supplies	Chemicals	\$3,903.00

CHECK REGISTER - GENERAL ACCOUNT
2/1/22 - 2/28/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
48 Thatcher Company of Nevada, Inc.	2/17/2022	ACH28387467	2021400101972	50400-010	Plant Supplies	Chemicals	\$3,016.05
49 WILDFIRE CONNECTIONS LLC	2/17/2022	ACH28371396	2112021	50300-010	Safety Equipment & Supplies	HiDef Security Camera Setup	\$1,550.00
50 Chevron and Texaco Business Card Serv	2/24/2022	ACH792202242022	77699229	51500-010	Truck & Auto Expense	Fuel	\$114.83
51 Chevron and Texaco Business Card Serv	2/24/2022	ACH792202242022	78741537	51500-010	Truck & Auto Expense	Fuel	\$170.69
52 AT&T MOBILITY	2/25/2022	4824	02192022	64400-010	Telephone	Employee cell phones	\$821.76
53 BENTLY RANCH	2/25/2022	4825	208039	50800-010	Sludge Removal	Biosolids disposal	\$357.84
54 City National Bank	2/25/2022	ACH94-11587-22	TS022022	65100-010	Other Administration Expense	GoTo Meeting	\$5.00
55 City National Bank	2/25/2022	ACH94-11587-22	TS022022	52400-010	Lab Testing	Lab Testing	\$324.94
56 City National Bank	2/25/2022	ACH94-11583-22	CB022022	50900-010	Operators Education/Training	Lab Certification Study Materials	\$226.00
57 City National Bank	2/25/2022	ACH94-11581-22	P8022022	65300-010	Office Equipment	Office Laptops & GSuites	\$4,286.15
58 City National Bank	2/25/2022	ACH94-11584-22	AL022022	50400-010	Plant Supplies	Supplies	\$30.97
59 City National Bank	2/25/2022	ACH94-11584-22	AL022022	50700-010	Plant Supplies	Boots	\$133.86
60 City National Bank	2/25/2022	ACH94-11584-22	AL022022	64300-010	Office Supplies & Expense	Office Supplies	\$67.13
61 City National Bank	2/25/2022	ACH94-11584-22	AL022022	65100-010	Other Administration Expense	Kitchen Supplies	\$200.01
62 City National Bank	2/25/2022	ACH94-11584-22	AL022022	50300-010	Safety Equipment & Supplies	Safety Supplies	\$55.48
63 City National Bank	2/25/2022	ACH94-11588-22	AM022022	50600-010	Repairs & Maintenance	Truck Tires & Rotate/Balance	\$1,339.84
64 City National Bank	2/25/2022	ACH94-11582-22	CS022022	64700-010	Travel & Per Diem	Leadership Training Meals/Lodging	\$852.39
65 City National Bank	2/25/2022	ACH94-11582-22	CS022022	65100-010	Other Administration Expense	Board Room Supplies	\$133.34
66 City National Bank	2/25/2022	ACH94-11582-22	CS022022	16600-030	Truck Purchase	New truck running boards	\$199.00
67 City National Bank	2/25/2022	ACH94-11589-22	JW022022	50400-010	Plant Supplies	Kitchen Supplies	\$139.52
68 City National Bank	2/25/2022	ACH94-11585-22	LG022022	64300-010	Office Supplies & Expense	Payroll forms	\$82.97
69 City National Bank Church VISA	2/25/2022	ACH94-11586-22	CC022022	50900-010	Operators Education/Training	Confined space training	\$350.00

CHECK REGISTER - GENERAL ACCOUNT
2/1/22 - 2/28/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
70 Flyers Energy, LLC	2/25/2022	ACH3069979399	CFS-2896289	51500-010	Truck & Auto Expense	Fuel	\$896.98
71 Flyers Energy, LLC	2/25/2022	ACH3069979399	CFS-2915239	51500-010	Truck & Auto Expense	Fuel	\$44.45
72 NV Energy	2/25/2022	ACH8925283	1790220210	50500-010	Utilities	Plant power	\$7,905.39
73 NV Energy	2/25/2022	ACH8925288A	800220210	55300-010	Reservoir & Pump Utilities	Pump station 4 power	\$9,081.06
74 SOUTHWEST GAS CORPORATION	2/25/2022	4826	220209	50500-010	Utilities	Natural gas service	\$2,376.15
75 UTILITY TELECOM GROUP, LLC	2/25/2022	4827	220216	64400-010	Telephone	Office phones & T-1 line	\$440.92
76 HDR, INC.	2/28/2022	4828	1200396020	16300-030	Belt Press Addition	Belt Press Design	\$3,433.96
77 HDR, INC.	2/28/2022	4828	1200406773	16300-030	Belt Press Addition	Belt Press Design	\$1,373.55
78 HDR, INC.	2/28/2022	4828	1200408388	71200-010	Engineering	Master Plan Update	\$28,000.00
79 PETTY CASH	2/28/2022	4829	022022-1	65300-010	Office Equipment	Computer Supplies	\$26.76
80 PETTY CASH	2/28/2022	4829	022022-2	65100-010	Other Administration Expense	B. Allgeier Gift Basket	\$43.16
81 PETTY CASH	2/28/2022	4829	022022-3	65100-010	Other Administration Expense	B. Allgeier Gift Basket	\$4.27
82 PETTY CASH	2/28/2022	4829	022022-4	65100-010	Other Administration Expense	B. Allgeier Gift Basket	\$47.61
83 R F MACDONALD CO.	2/28/2022	4830	318757	16500-010	Miscellaneous Equipment	Install & Start up new boiler	\$48,750.00
84 RESOURCE CONCEPTS, INC.	2/28/2022	4831	22-235	16400-010	Collection System Rehab	GRGID Interceptor	\$1,760.00
85 RESOURCE CONCEPTS, INC.	2/28/2022	4831	22-244	16300-030	Belt Press Addition	Belt Press	\$700.00
86 RESOURCE CONCEPTS, INC.	2/28/2022	4831	22-245	71200-010	Engineering	District Business	\$1,112.50
87 RESOURCE CONCEPTS, INC.	2/28/2022	4831	22-246	51400-010	Collection System Rehab	System Mapping	\$2,335.00
88 RESOURCE CONCEPTS, INC.	2/28/2022	4831	22-247	71200-010	Engineering	County Road Townhomes	\$641.25
89 SOLENIS LLC	2/28/2022	4832	131946223	50400-010	Plant Supplies	Belt Press Polymer	\$16,033.76
Total Checks (64 Checks in February 2022)							\$187,552.49

Legend

Payroll Expenses
Capital Expenses
Co-Gen Expenses

CHECK REGISTER - PAYROLL ACCOUNT

2/1/22 - 2/28/22

Vendor Check Name	Payment Date	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Debit
1 BF	2/15/2022	ACH28269589009	021522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - 02,	\$451.43
2 JH	2/15/2022	ACH282695890010	021522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - 02,	\$86.16
3 JD	2/15/2022	ACH28269589001	021522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - 02,	\$280.93
4 METLIFE - GROUP BENEFITS	2/2/2022	3419	013122	50200-010	Payroll Taxes & Employee Benefits	Dental/Life Premiums 02-2022	\$1,277.76
5 METLIFE - GROUP BENEFITS	2/2/2022	3419	013122	80900-010	Retiree Health Insurance Premiums	Dental/Life Premiums 02-2022	\$384.94
6 Russell Lindell	2/15/2022	ACH282695890013	021522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement 02-2	\$170.10
7 State Coll & Disb Unit - SCADU	2/4/2022	ACH28121788	36-020422	20300-010	Accured Payroll Taxes	Child Support 02-04-22	\$163.38
8 State Coll & Disb Unit - SCADU	2/4/2022	ACH96817	020422	20300-010	Accured Payroll Taxes	457 Contributions 02-04-22	\$1,717.00
9 State Coll & Disb Unit - SCADU	2/18/2022	ACH28353980	35-021822	20300-010	Accured Payroll Taxes	Child Support - 2/18/22	\$163.38
10 Vova Financial	2/18/2022	ACH98152	021822	20300-010	Accured Payroll Taxes	457 Contributions	\$1,717.00
11 VSP VISION CARE, INC (AT)	2/2/2022	3420	814152523	50200-010	Payroll Taxes & Employee Benefits	Vision Premiums 02-2022	\$190.20
12 VSP VISION CARE, INC (AT)	2/2/2022	3420	814152523	80900-010	Retiree Health Insurance Premiums	Vision Premiums 02-2022	\$45.72
13 Wells Fargo Bank	2/4/2022	ACH28125981	020422	20300-010	Accured Payroll Taxes	941 DEPOSIT PR 2/4/22	\$4,652.14
14 Wells Fargo Bank	2/18/2022	ACH28366913	021822	20300-010	Accured Payroll Taxes	941 DEPOSIT 2/18/22 PR	\$4,582.42
15 Wells Fargo Bank	2/28/2022	ACH28464432	022822	20300-010	Accured Payroll Taxes	941 DEPOSIT 2/28/22 BOARD I	\$86.25
16 Wells Fargo Bank Used for Direct Deposit	2/4/2022	ACH281259991	020422-DO	10000-116	Cash - Payroll Checking - Wells Fargo	02/04/22 ACH Direct Deposit F	\$30,609.01
17 Wells Fargo Bank Used for Direct Deposit	2/18/2022	ACH28366916	021822-PR	10000-116	Cash - Payroll Checking - Wells Fargo	81WEEKLY PR 2/18/22	\$30,203.97
18 Wells Fargo Bank Used for Direct Deposit	2/28/2022	CHK3422	CHK 3422	10000-116	Cash - Payroll Checking - Wells Fargo	BARBARA SMALLWOOD	\$492.75
19 Wells Fargo Bank Used for Direct Deposit	2/28/2022	ACH28464424	022822-PR	10000-116	Cash - Payroll Checking - Wells Fargo	BOARD PR 2/28/22	\$1,957.25
Total Checks (17 Checks in February 2022)							\$79,231.79

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	\$ 155,481.29	\$ 1,600,000.00	\$ 1,444,518.71	9.72%	90.28%
16400-010	Collection System Rehab	\$ 31,696.05	\$ 1,400,000.00	\$ 1,368,303.95	2.26%	97.74%
16500-010	Misc. Equipment	\$ 87,655.83	\$ 150,000.00	\$ 62,344.17	58.44%	41.56%
16600-030	New Truck Outfit	\$ 7,968.55	\$ 10,000.00	\$ 2,031.45	79.69%	20.31%
22500	ARRA Reimbursement	\$ 38,583.32	\$ 77,167.00	\$ 38,583.68	50.00%	50.00%
TOTAL		\$ 323,687.48	\$ 3,397,167.00	\$ 3,073,479.52	9.53%	90.47%

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	\$ 15,679.07	\$ 15,000.00	\$ (679.07)	104.53%	-4.53%
50400	Plant Supplies	\$ 75,193.55	\$ 80,000.00	\$ 4,806.45	93.99%	6.01%
50500	Utilities	\$ 88,329.37	\$ 135,000.00	\$ 46,670.63	65.43%	34.57%
50600	Repairs/Maintenance	\$ 145,124.24	\$ 210,000.00	\$ 64,875.76	69.11%	30.89%
50700	Other Plant Expenses	\$ 5,065.83	\$ 9,000.00	\$ 3,934.17	56.29%	43.71%
50800	Sludge Removal	\$ 12,483.80	\$ 23,000.00	\$ 10,516.20	54.28%	45.72%
50900	Education	\$ 8,091.52	\$ 5,000.00	\$ (3,091.52)	161.83%	-61.83%
COLLECTION EXPENSES						
51300	Collection Supplies	\$ 487.02	\$ 4,000.00	\$ 3,512.98	12.18%	87.82%
51400	Cleaning/TV/Repair	\$ 9,145.15	\$ 15,000.00	\$ 5,854.85	60.97%	39.03%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 8,936.19	\$ 11,000.00	\$ 2,063.81	81.24%	18.76%
51700	Other Collection Expense	\$ 644.51	\$ 1,000.00	\$ 355.49	64.45%	35.55%
LAB EXPENSES						
52300	Lab Supplies	\$ 3,656.76	\$ 4,000.00	\$ 343.24	91.42%	8.58%
52400	Testing	\$ 8,511.26	\$ 11,000.00	\$ 2,488.74	77.38%	22.62%
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	\$ 2,477.50	\$ 15,000.00	\$ 12,522.50	16.52%	83.48%
55300	Utilities	\$ 18,136.85	\$ 30,000.00	\$ 11,863.15	60.46%	39.54%

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	\$ 10,522.78	\$ 10,500.00	\$ (22.78)	100.22%	-0.22%
64350	Bank Charges	\$ 144.96	\$ 11,000.00	\$ 10,855.04	1.32%	98.68%
64400	Telephone	\$ 12,849.45	\$ 12,500.00	\$ (349.45)	102.80%	-2.80%
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	\$ 4,722.58	\$ 4,000.00	\$ (722.58)	118.06%	-18.06%
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	\$ 2,759.00	\$ 5,000.00	\$ 2,241.00	55.18%	44.82%
65200	Filing Fees/Permits	\$ 1,398.25	\$ 12,000.00	\$ 10,601.75	11.65%	88.35%
65300	Office Equipment	\$ 58,883.62	\$ 25,000.00	\$ (33,883.62)	235.53%	-135.53%
PROFESSIONAL FEES						
71100	Legal	\$ 7,925.30	\$ 40,000.00	\$ 32,074.70	19.81%	80.19%
71200	Engineering	\$ 120,796.20	\$ 45,000.00	\$ (75,796.20)	268.44%	-168.44%
71300	Accounting/Audit	\$ 50,163.25	\$ 30,000.00	\$ (20,163.25)	167.21%	-67.21%
71400	Lobbying Services	\$ -	\$ -			
TOTAL		\$ 688,400.41	\$ 911,890.00	\$ 223,489.59	75.49%	24.51%

FY2021-2022 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
Salaries		\$ 627,424.54	\$ 998,648.00	\$ 371,223.46	62.83%	37.17%
Benefits		\$ 172,460.41	\$ 334,900.00	\$ 162,439.59	51.50%	48.50%
Medical		\$ 162,720.18	\$ 251,154.00	\$ 88,433.82	64.79%	35.21%
TOTAL		\$ 962,605.13	\$ 1,584,702.00	\$ 622,096.87	60.74%	39.26%



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	\$ 3,931,213.56				
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	\$ 231,842.49	\$ 155,926.94				\$ 1,402,244.18
Connection Fees	\$ 4,080.00	\$ 1,100.00	\$ 660.00	\$ 2,200.00		\$ 7,240.00	\$ -	\$ 1,375.00	\$ 3,475.00				\$ 19,180.00
Capacity Fees	\$ 55,480.00	\$ 15,200.00	\$ 8,360.00	\$ 30,400.00		\$ 124,640.00	\$ -	\$ 19,000.00	\$ 31,525.00				\$ 284,605.00
Acresage Fees	\$ -	\$ -	\$ -	\$ -	\$ 2,519.00	\$ -	\$ -	\$ -	\$ -				\$ 2,519.00
Annexation Fees	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 1,000.00
Consolidated Tax (SCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62				\$ 100,994.58
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	\$ 20,399.05				\$ 417,850.17
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	\$ -	\$ -	\$ 108,880.73				\$ 371,568.66
Health Ins Reimbursement	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 326.69	\$ 209.69	\$ 209.69	\$ 209.69				\$ 2,004.21
Other	\$ 125.00	\$ 588.96	\$ 125.00	\$ -	\$ -	\$ 175.00	\$ -	\$ 24,896.25	\$ -				\$ 25,850.21
Total Cash Receipts	\$ 221,908.20	\$ 233,163.68	\$ 446,842.55	\$ 316,119.12	\$ 374,921.84	\$ 238,706.76	\$ 120,340.56	\$ 376,748.52	\$ 330,638.03	\$ -	\$ -	\$ -	\$ 2,659,389.26
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	\$ 63,659.17	\$ 15,288.01				\$ 285,104.16
Plant Expenses	\$ 4,085.87	\$ 70,817.65	\$ 27,232.46	\$ 46,790.94	\$ 68,354.70	\$ 20,979.91	\$ 28,666.66	\$ 48,458.10	\$ 30,295.45				\$ 345,681.74
Collections Expenses	\$ 205.99	\$ 1,804.06	\$ 1,488.66	\$ 1,612.01	\$ 2,700.53	\$ 1,819.06	\$ 247.71	\$ 3,576.55	\$ 5,458.30				\$ 18,912.87
Lab Expenses	\$ 130.00	\$ 460.00	\$ 1,303.98	\$ 2,353.77	\$ 2,085.39	\$ 4,535.00	\$ 350.00	\$ 594.94	\$ 1,742.40				\$ 13,555.48
Reservoir/Effluent Expenses	\$ 473.75	\$ 480.98	\$ 4,635.24	\$ 66.11	\$ 172.50	\$ 223.75	\$ -	\$ 9,081.06	\$ 5,480.96				\$ 20,614.35
General & Administration Exp	\$ 2,826.10	\$ 17,538.90	\$ 17,978.08	\$ 13,271.60	\$ 12,492.29	\$ 9,637.40	\$ 6,059.01	\$ 16,271.88	\$ 5,570.04				\$ 101,645.30
Payroll-Related Expenses	\$ 16,331.95	\$ 14,078.50	\$ 22,032.82	\$ 18,035.66	\$ 18,035.66	\$ -	\$ 18,035.66	\$ 16,157.04	\$ -				\$ 106,435.34
Professional Fees	\$ 37,342.48	\$ 130,563.64	\$ 100,157.76	\$ 106,977.23	\$ 134,533.45	\$ 84,692.41	\$ 213,159.37	\$ 187,552.49	\$ 75,855.16	\$ -	\$ -	\$ -	\$ 1,070,833.99
Total Expenses	\$ 132,485.06	\$ 364,108.83	\$ 388,082.97	\$ 316,119.12	\$ 374,921.84	\$ 238,706.76	\$ 120,340.56	\$ 376,748.52	\$ 330,638.03	\$ -	\$ -	\$ -	\$ 2,659,389.26
Voided Checks / Returned Items													\$ -
Prepaid Claims for FY 21-22													\$ -
Accrued Expenses	\$ 1,095.00												\$ -
Transfers from Other Accounts													\$ -
Transfers To 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				\$ 1,150,000.00
Total Balance last day of month	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,980,821.99	\$ 4,134,836.34	\$ 3,892,017.53	\$ 3,931,213.56	\$ 4,035,996.43	\$ -	\$ -	\$ -	\$ -



DRAFT

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	\$ 137,947.41	\$ 133,681.12	\$ 206,626.10	\$ 102,289.01	\$ 122,083.36	\$ 192,871.58				
Transfer from Checking	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00				\$ 1,150,000.00
Interest	\$ 12.33	\$ 15.04	\$ 15.30	\$ 15.44	\$ 17.66	\$ 18.00	\$ 20.47	\$ 20.01	\$ 20.54				\$ 154.79
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	\$ 79,231.79					\$ 850,127.32
Total Balance last day of month	\$ 58,721.33	\$ 84,787.01	\$ 137,947.41	\$ 133,681.12	\$ 206,626.10	\$ 102,289.01	\$ 122,083.36	\$ 192,871.58	\$ 342,892.12	\$ -	\$ -	\$ -	\$ -
LGIP POOL Account													
Balance 1st of Month	\$ 6,190,298.67	\$ 6,152,646.46	\$ 6,153,455.62	\$ 6,154,223.59	\$ 6,154,689.35	\$ 6,155,227.75	\$ 6,155,889.42	\$ 6,117,898.85	\$ 6,118,595.17				\$ -
Transfer from Checking	\$ -	\$ -	\$ -	\$ 465.76	\$ 538.40	\$ 661.67	\$ 592.74	\$ 696.32	\$ 1,012.08				\$ 6,425.20
Interest Earned	\$ 881.10	\$ 809.16	\$ 767.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
ARRA Payment	\$ 38,593.31						\$ 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	\$ 6,117,898.85	\$ 6,118,595.17	\$ 6,119,607.25	\$ -	\$ -	\$ -	\$ -
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	\$ 83,078.60	\$ 83,088.05				\$ -
Transfer from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Interest Earned	\$ 11.82	\$ 12.33	\$ 10.36	\$ 6.29	\$ 7.27	\$ 8.93	\$ 8.00	\$ 9.45	\$ 13.74				\$ 88.19
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	\$ 83,078.60	\$ 83,088.05	\$ 83,101.79	\$ -	\$ -	\$ -	\$ -
Petty Cash													
Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00				\$ 361.80
Expenses	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ 121.80	\$ -				\$ -
Reimbursements	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ 121.80	\$ -				\$ -
Balance last day of month	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 361.80
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	\$ 10,215,578.34	\$ 10,326,268.36	\$ 10,582,097.59	\$ -	\$ -	\$ -	\$ -

Agenda Item 7

Minutes from March 1, 2022 Regular Board Meeting

Items in this Section Include:

- ✓ ***March 1, 2022 Minutes***
- ✓ ***District Manager Annual Report and PowerPoint Presentation***



Board of Trustees
Minutes of Regular Meeting
Tuesday, March 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
Mary Schilling

Staff Members Present:

Peter Baratti
Cliff Simpson
LaVonne Ghanavati
Bruce Scott

Others Present:

Sondra Condron
Dennis McDuffee
Jeremy Hutchings
Micah Laack

Board Members Absent:

None

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

Public Comment: There was no public comment.

Chairman's Comment: Chairman Smallwood acknowledged Bruce Scott for winning the Andy Aldax Award from the Carson Water Subconservancy District. She received a call from Bob Allgeier and he is feeling much better. Ray Wilson acknowledged Mike King's time and effort in getting the basket of food together for Bob, and Bob was feeling much better. In addition, April Burchett included a nice card with staff and board names on it.

Claims Review and Approval: Ray mentioned the claims from Cog-Gen Service, Southwest Gas, and NV Energy. We may have to shut down the co-gen because it is too expensive to run it. **Motion by Ted Thran to approve the claims received for January, 2022 in the amount of \$213,159.37, and to approve the payroll-related expenses paid during January, 2022 in the amount of \$130,226.12.** Seconded by Mary Schilling. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Minutes of February 1, 2022 Regular Board Meeting: Motion by Mary Schilling to approve the minutes of the February 1, 2022 Regular Board Meeting. Seconded by Ted Thran. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].



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MGSD Service Area Expansion to Include Property at 1100 Sawmill Rd: Represented by Dennis McDuffee (owner) and Micah Laack (Lumos & Associates). Peter Baratti stated the District was approached by the owner and the County regarding sewer service to the property on Sawmill, and he reported to them that the property is not within MGSD's boundary and that only the Board could make a decision extending the boundary for service. Bruce Scott stated that the property is contiguous to the service area boundary, but not within the boundary. The Board has the authority to change the service area boundary, and Bill Peterson will need to be consulted to determine the process to do that. The service area boundary has been adjusted in the past by prior boards.

Jeremy Hutchings (Douglas County Engineer) stated that Title 20 of Douglas County Code requires developments to tie to sewer within 2000 feet, with certain exemptions. This project is within 900 feet of MGSD's sewer. The condition for the project was to either annex the project or get an out-of-service-area agreement. If they cannot get MGSD to agree to serve the property, then the owner can proceed with individual septic disposal. The advantage to sewer connection is that there are other industrial type projects in the area which could be eligible for service. However, the cost to the applicant is high. If the District does not approve it, then the County would like a letter from MGSD stating this. He felt it is a good project and would like to see it move forward.

Dennis McDuffee and Micah Laack reported that the project proposes storage units with one restroom and an RV dump on site. The original proposal included septic for the project, but the County's recommendation was to bore a force main under the Allerman Canal which would cost about \$200,000. Micah Laack stated that there are design hardships with the project, including the distance and the boring underneath the Allerman Canal, as well as the need for a pump system and a force main. He pointed out that the design would not provide points for future connection, and that the sizing would have to be redone each time someone else wanted to connect. There most likely would not be future connections at this location. Ray asked if it would be better to put in an engineered septic system, and Dennis and Micah stated that they preferred this option to connecting to the sewer. Ray pointed out that MGSD does not accept pump stations for maintenance.

Mike King asked Bruce for his thoughts, and Bruce stated that MGSD is the sewer entity for this part of the Valley, but this particular parcel and the proposed use is unique. He would typically recommend connection, but in this case it makes sense not to require connection due to the distance and the location of the canal. Storage businesses generate less sewage than other types of projects. He felt that a managed and well-maintained septic would be acceptable. Ted asked



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if we would be setting a precedent. Bruce stated that the Board would need to consider that. We have never looked at this area as being included into the District since there would be a need for a lift station. To avoid setting a precedent, he thought the letter can include the conditions that were considered in arriving at the conclusion.

Barbara stated that she would prefer to continue the item until the April meeting to allow MGSD's legal counsel to discuss the best way to handle the situation in order to avoid a precedent to be set. She thought that the Allerman Canal has historically been considered a natural boundary for the District, and we know we will need to have to take sewage from Ruhenstroth and Pine View. The County will need to determine the sewage system for this area. She asked how it works now for MGSD's main to run under the Allerman Canal, and Bruce said we have more elevation so we have a deeper crossing. There isn't enough slope to work with on the McDuffee project. Dennis agreed to continuing the item. Jeremy also stated that continuing the item would be acceptable. Bruce and Peter appreciated that the County brought this item before the board, and the board concurred. **Motion by Ray Wilson to continue Item 6, MGSD Service Area Expansion to the April 5, 2022 regular board meeting.** Seconded by Mary Schilling. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Gardnerville Ranchos Sewer Interceptor: Bruce Scott reported that we are close to having a not-to-exceed number, and the contingency level in the contract is what is currently being discussed. It is an expensive project. We are trying create a rehabilitated line and an upgraded line that would be good for another 40 or 50 years. With a construction number of \$2.94 million, there is a \$295,000 contingency. It includes all the line to the manhole below the River crossing, which is the area that is 100% shared with GRGID. Every manhole will be completely lined and protected with an epoxy coating, rather than replacing manholes. We will also rebuild the entrance to the siphon on the upstream side of the crossing at the River, since it does not meet our design standard. GRGID built the line and it was not inspected by MGSD. The line was constructed very well, but there are a couple of items that need to be upgraded. He and Peter are looking at applying for grant funding to assist in the project costs. There is some cleanup being done to create a better line hydraulically. The line is asbestos cement, so it would be hazardous to take it out of the ground, and it is better to line it. This will be a valuable investment for the future. Ray asked when the project will get started, and Bruce hoped having a contract to the board in April. He also needs to look at the timing regarding the funding, and that may delay the start. Mike King asked about the infrastructure money that was passed by the federal government, and Bruce stated that NDEP will allocate that money. Discussion followed



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regarding the call for submittals from NDEP and the status of the plans, allowing MGSD to go through the process more quickly.

MGSD Budget Subcommittee: Peter Baratti requested 2 board members to serve on a subcommittee with him as District Manager and the Controller to obtain feedback on the budget. The subcommittee meetings would need to be agendaized. He felt the budget would be better conveyed to the board with some prior input from a subcommittee. A meeting should take no more than a couple of hours. He would like more communication with the board during the budget process. Ray thought it did not need to be subject to Open Meeting Law, and Barbara pointed out that this would be a subcommittee that would report to the Board so it would be a public meeting. The Chairman asked for volunteers, and Ted Thran volunteered. Mike King stated that he thought Ray Wilson would also be a good candidate. Mike felt that the Manager is the expert on the needs for the plant and the District, so he was concerned about Trustees directing the priorities of the projects. Barbara felt that there are more balls in the air than normal, and the District Manager is requesting this. She felt that Ray is the longest serving board member, so he would be appropriate to be on the subcommittee. Peter stated that there are several needs coming forward, including new line items on the operations budget as well as some upcoming expensive projects. He would like to have the opportunity to have some input with some board members prior to presentation to the entire board in order to prioritize projects or to fund projects over more than one fiscal year. He wants to present a more finalized budget to the board at the budget meeting. He is also concerned about addressing the board's concerns and completing the tentative budget within the timeframe that is mandated by the State. A subcommittee will help alleviate that pressure as well as create a more finalized presentation to the board. Mike asked about having a special meeting with all 5 board members. Barbara pointed out that Peter is requesting a subcommittee and she supported that. Ray agreed to serve on the subcommittee. **Motion by Mike King to appoint Ted Thran and Ray Wilson to comprise a budget subcommittee with the District Manager and the Controller, to be subject to the Open Meeting Law as outlined in NRS Chapter 241.** Seconded by Mary Schilling. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

MGSD Tentative Budget: Barbara asked Peter if he had a preference date for the meeting, and Peter stated that earlier would be better and suggested the 5th through the 8th. Barbara noted that the regular board meeting is on April 5th and asked if there has to be a separate meeting or if it can be included in the regular meeting. Barbara suggested starting the meeting earlier than 6:00 on April 5th. **Motion by Mike King to set April 5, 2022 as the meeting to discuss and approve the tentative budget for FY 22-23, with the time to be determined by staff.**



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Seconded by Ray Wilson. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

District Manager Annual Report: Peter made a presentation of the activities in 2021 (see attached PowerPoint presentation and report). Barbara asked about if the map will be updated with the new annexations and contracts of service, and Peter stated it will be. The Board felt it was a thorough presentation, and thanked Peter. Peter thanked the Board and staff for putting their trust in him to keep things moving forward.

Attorney-Client Conference: Bill Peterson was unable to attend the meeting.

Engineer's Report: Bruce Scott reported that projects are moving forward. There is activity out there and many projects are slowly moving forward.

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

Staffing: Tim Sheets has submitted his letter of resignation. He has been with MGSD as an operator and lab tech for many years. There will be discussion as to how we will fill that position. He is a very dependable employee and is critical for State compliance. Barbara asked if we need to look at the job description for the lab. Peter stated that we have had a long-time lab backup in Chris Baracosa, who also has the most knowledge of the plant functions and equipment. Peter has spoken with the President of the NWEA to ensure that Chris is eligible for certification in the lab, and it is believed that with Chris's experience he is eligible for lab certification training and testing. Tim will write a desk audit, as he handles the effluent irrigation cycles as well as the lab testing. That transition will be happening over the next few months.

Carson Valley Veterinary Hospital: Peter has received drawings for the proposed Veterinary hospital at the south end of Gardnerville, and he will be calculating their capacity requirements.

Carson Valley Medical Center Expansion: Peter has calculated the capacity requirements for the hospital expansion. The engineer wants to have a discussion with us, since they want to demolish some of the existing infrastructure. He reviewed David LaBarbara's notes on how he calculated the capacity, so Peter feels that we can give them a fair count on the expansion. But it is expensive, so he is willing to meet with them to make sure they get the credits they deserve.

IT Services: We are now working with DeBug for IT services. They are local and will be great for our software needs. We will continue to utilize Randy Williams for our hardware needs, but



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Randy is retired so we need to have someone who is more obtainable when we are experiencing issues. We have been making strides to become more secure, and we want to continue with that.

Infrastructure Funding: We will be submitting applications to NDEP for some of the federal money for public works infrastructure projects.

CDL Licensing: New federal standards have been implemented for CDL licensing. In the past we have been training new drivers in house, but the new requirement is that all CDL applicants must complete an approved course. It will cost considerably more to put new employees through a formal course. He also wants new employees to obtain Class A licenses instead of Class B in case we have a future need to haul trailers. We were also presented with an opportunity to become trainers for CDL licensing but he had concerns with liability to the District and the small number of MGSD employees.

Ray asked how many years Tim has been here, and Peter thought 26 years.

Mike stated that he had read an article about CDL licensing where they reported that some truck drivers have had very little actual driving training experience, so he is glad they are going through training.

Mike commented that the exit gate on Hwy. 395 creates a dangerous situation where exiting cars are very close to the Ironwood Dr. right turn lane and wondered if it should be emergency only exit. Peter stated that it allows employees who live north of the plant to more easily make a U-Turn, which is safer than trying to turn left at Hwy 395, but most of the employees utilize the Ironwood gate. He can verbally recommend that employees use the Ironwood gate during business hours. He felt that if we eliminated it the fire department would have a problem with it. He is also planning on painting signage on the asphalt with directions and cautions. He believes there is a traffic light planned at Muller which will slow traffic down in the future.

Barbara asked if the veterinary hospital will have a kennel and if we have additional requirements for a kennel. Peter said they are not planning on allowing boarding. He is looking at this as a medical facility. Bruce stated that X-rays are a concern, and we need to make sure they are using modern techniques.

Barbara asked if we provided updated salaries to Transparent Nevada, and Peter stated that they were provided. He also noted that incorrect information was posted about his earnings in the past.



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Controller's Report: LaVonne stated that we went live with the new NODUS pay portal in January. A flyer was included in the statements to contact her to obtain a link. She has had about 150 responses with 70 customers setting up automatic and/or online payment. We are working with DeBug for IT services, and we want to get all the employees computer access. We have purchased the Collections Management software to allow her better capacity to see who is behind and to streamline the collections process for late payers. Ray asked what we charge for credit card charges, and LaVonne stated that April said we aren't allowed to.

Administrative Report by Staff: April Burchett was unable to attend the meeting. LaVonne stated that April wanted the board's to be aware of a couple of items regarding Pine View Estates. Bill Peterson asked her to hold off on completing the agreement. In addition, the pass-through legal fees will be deducted from the NDEP loan. Bruce stated that Marvin Tebeau passed away who was instrumental in the District's needs obtaining the NDEP loan, as well as many other environmental items the District deals with. The Board offered condolences to RCI and Marvin's family.

Board Comment: Ray Wilson clarified that the time will be stated for the April 5th meeting.

Public Comment: There was no public comment.

Meeting adjourned 7:50 p.m.

Approved by the Board of Trustees as presented on:

Date By _____
Ted Thran, District Secretary

:/ab



2021 OVERVIEW NARRATION

PLANT INFRASTRUCTURE 2020 GOALS

Digester #2 Rehab – (Slides 3 & 4)

- We know the Digester #2 Rehab started in 2018, but the completion and operation of it did not occur until the end of 2020.
 - The startup began in January-May 2021.
- Like so many of the rehab projects we are engaged in, from end to end they could take several years and span multiple budget cycles.
 - The offshoot of this has been getting the Co-Generation equipment back in operation and the plant electricity consumption down by approximately 35-65%.
 - This equipment was put back into full operation between June & July 2021.
- As you can see Secondary #2 required more work than just new wiring for controls and power. It also needed repair to the flocculant feed.
 - Although we have patched it back up several times, time and age are taking its toll.

Boiler #1 Replacement – (Slides 5, 6, 7)

- With the boiler #1 replacement project we ran into several of the same timeframe issues as the Digester #2 project. The onset started in 2020 but really didn't get moving until 2021, and it did not go fully operational until January 2022.
 - Although there are still a lot of variables involved with the operation of the boilers, co-gen, and plant hydronics system as a whole, we are continuously learning to refine and balance efficiencies within this system.

Coupled with the participation of MGSD staff in these projects, the entity as a whole benefits on a multitude of levels:

- ✓ We've seen a financial reduction of overall cost. We engaged in direct purchasing of the equipment and self-performed the demo and concrete work. Depending on scope and amount this can impact those numbers greatly.
- ✓ We also found that the operators gain a greater understanding of the equipment. As you are aware, MGSD's operators serve in a multitude of capacities well beyond what is the norm for wastewater operators in the field. The participation also provides the effect of a buy in, building morale and confidence within the employees.

Flare Replacement – (Slides 8, 9, 10, 11)

- In the Flare Project, the total costs were \$81,518.
 - We continue to use the same formula of in-house participation, with additional costs to MGSD for material around \$5,000.
 - During the construction phase MGSD staff provided the utility installation, including running a new natural gas main and new electrical service.
 - The site preparation was performed by us as well. We poured the concrete pad for the control panel, in addition to the excavation and construction of the retaining wall.
 - K.G. Walters performed the equipment installation and the manufacturer, Varec, performed the initial startup.
- This crucial replacement has helped shore up our methane recovery system along with providing up to date safety measures we were lacking for many years.
- We are currently working on retrofitting our shield from the old flare to accommodate the new equipment. This will hopefully reduce nuisance calls by concerned citizens.



Controlled Access Facility – (Slides 12, 13, 14)

- Moving the plant to controlled access has been no easy chore. We have had a long-time need for this considering our proximity to the surrounding neighborhood.
- With this project I had the opportunity to write my first grant. Through our insurance provider Pool/Pact we were able to qualify for a \$24,837 grant to fund our security and safety needs.
- The total project cost from our contractor Artistic Fence was \$33,115.
 - With MGSD staff providing a large portion of the infrastructure work the costs were kept in check.
- Although we are still working on our intercom system which has been held up due to supply chain issues, the final cost to MGSD should come in around \$11,500. For Reference we paid over \$14,000 for the rear gate in 2016 with MGSD staff installing the infrastructure it required.

Complete Belt Press Addition – (Slide 15)

- The New Belt Press project has been hampered with supply chain delay from day one.
 - Although we have made some great headway in the last 6 months equipment and material time frames have been a massive obstacle, to date we have the electrical temporary demo complete and just recently the concrete forming and rebar placement has been completed.
 - As you can see, we are still a way out from completion but just like the other projects we continue to move forward.

Pista Grit #1 Rehab or Replace

- The #1 Pista Grit Rehab or Replace has not yet been decided. This project is still on hold but should be one to look for in 2022.

Collection System Rehab – GRGID Interceptor – (Slides 16, 17, 18, 19)

- As we worked with Q&D on the assessment of the proposed segments of the Ranchos interceptor lines slated for rehab, we ran into portions of MGSD's



easement that were not accessible to our cleaning equipment and would pose great difficulty to others trying to get the lining equipment to the location.

- With approval of the property owners, we once again utilized our staff and in house know-how to come up with solutions and execute the work needed.
- This will allow the project to move forward unimpeded in the months to come.

OPERATIONS DEPARTMENT SUMMARY 2021

- So as far as operations goes, we had a very full year. There are countless other repairs and projects to list but as you can see, we continue to make great strides even in the most difficult of times. I believe MGSD Operations staff has well exceeded any expectations one might have. Any Questions?

STAFFING CHANGES – (Slide 20)

- Here are the stats requested by the board for staffing.
- With this chart you can see some minor changes.
 - One change is an additional person in the administration department.
 - Another is an additional operator.
 - The third is just the replacement of the operator's position that was vacated when Anthony moved up front.
- Part of the reason for the additional manpower is due to the increased demand for a full-time inspector position out in the field.
 - We moved one of our longtime operators Andrew Marshall into this position. In the past it was the Operations Supervisor's responsibility
- During this slide presentation you will begin to see how his scope of responsibility has been broadened in order for some of these projects to be possible.



- As we move through the presentation and we get into the capital commerce portion, it will become very clear why this new position is needed.

DEVELOPMENTS AND PROECTS IN THE DISTRICT

Will Serve Letters Issued – (Slide 21)

- The Will Serve information requested by the Board is presented in this slide.
 - There was a total of 9 issued
 - Several of them are a re-issue from a project that has been in the works for years and others are expansions on facilities that have been in service for years.
- So, this has no definitive impact on the commerce MGSD truly sees.

Approved Annexations and Contracts of Service – (Slide 22)

- Now as we get into the approved Annexations and Contracts of Service information, we begin to get a clearer view on what is potentially on the horizon.
- Once again some of this may not impact our plant for years to come but it does give us a glimpse into the potential demands and can be a tool for fiscal planning as we begin to look at future capacity requirements.
- This year alone we Annexed 80.43 acres.

EDU's Sold – 2021 – (Slide 23)

- Here in the EDU's sold information, we can really get a feel for how fast the landscape is changing.
- We sold 174.9 EDU's.



- This number rivals some of the highest years on record for MGSD which were in the 1990's. The general rule of thumb has been 100 EDUs in the projected revenues which we have seldom achieved.
- This information coupled with the Capital Improvement plan update by HDR and the rate study findings by Catherine Hansford should give us all a clear perspective on our fiscal course into the future.
- As you can see with the breakdown between Residential, Commercial, and GRID local residential is by far our largest category.

Sewer Mains Approved 2021 – (Slide 24)

- This is another piece of data the board requested. We received this information from our engineers at RCI.
 - We can see with just one of the major projects actually represented over a mile alone was added. We also have several other smaller ones in the District that are yet to be tabulated.
- So quite a bit for one year. These numbers do not have any immediate impact but as we continue to provide the maintenance needed to our service area the demand for better and more up to date equipment has already arrived.
- I am in hopes to address one of these in the upcoming budget cycle. Any Questions?

ADMINISTRATION/ACCOUNTING

- At this time, I think it is pertinent to highlight some of the expansive advancements the administration staff has accomplished.
 - Our website became ADA compliant.
 - Our installation of an NSA compliant fire wall and security camera system are several cyber measures that have been instituted.



- We moved to cloud-based capabilities with the addition of Microsoft's Azure. This provided us with safe secure remote capabilities when working with our accounting software GP.
 - We also have implemented a new credit card / e-check software Pay Fabric aka NODUS as our old credit card processing were not integrated. When fully functional this alone has the potential to save countless man hours in a secure fashion.
 - Also, our new controller. in conjunction with Wells Fargo Bank, has assisted in developing a feature for collecting and exporting/importing paper checks. To date, it has streamlined the deposit process, another huge savings in data entry hours and eliminating costly human error.
 - And after many years we have resolved our inventory stumbling block and now have a simple accountable system for reporting and tracking.
- These measures combined are moving the district from behind the curve to the front in current technology.
- We have also cleaned up a very fragmented system of mismatched computer operating systems and service providers. By doing this we have put our technology needs under one secure accessible umbrella.
- There are still nuances and portions that are a work in progress. The lack of findings on our most recent audit should speak volumes to the in-house job that is being accomplished.



GOALS FOR 2022

- Now I would like to speak to the goals we have in front of us in 2022.
 - The Belt Press completion is at the top of the list.
 - The Ranchos interceptor is next in line. And we have just begun to dig into the Pista Grit #1.
 - So, it is already shaping up to be a big year. As the information begins to come in from HDR on the CIP I can utilize that to set a course with supportive professional evaluation and prioritization of the district's needs.
 - For the District, staffing succession is going to be a major topic put forth and our ever-changing training needs.
- We will continue to put forth a forward-thinking effort that has continued to keep MGSD ahead of the communities ever changing needs. Any Questions?





2021 Overview

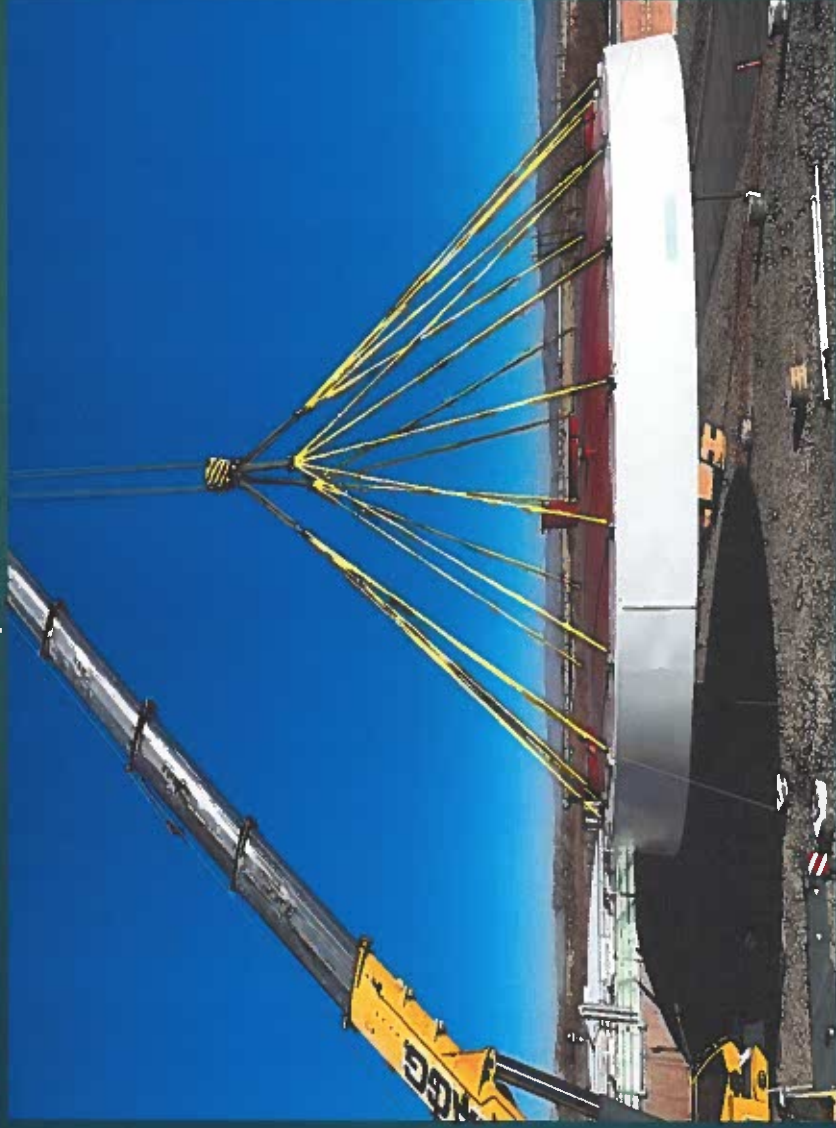


2021 Overview

- 1) Continue to rehab plant infrastructure in order to minimize untimely failures.
- 2) Turnkey all projects started in 2020
- 3) Replace boiler #1
- 4) Replace flare
- 5) Move the plant to a controlled access facility
- 6) Complete Belt Press addition
- 7) Rehab or replace Pista Grit #1
- 8) Focus on collection system rehab Ranchos interceptor.

2020 Recap Goals for
2021

1)&2) Digester #2 completion and
became operational January-May 2021



1)&2) Continue plant rehab

Secondary Clarifier #2 repair

Flocculant Feed well



2) & 3) Turnkey Projects started in 2020 & Replace boiler #1 2021



Boiler Demo

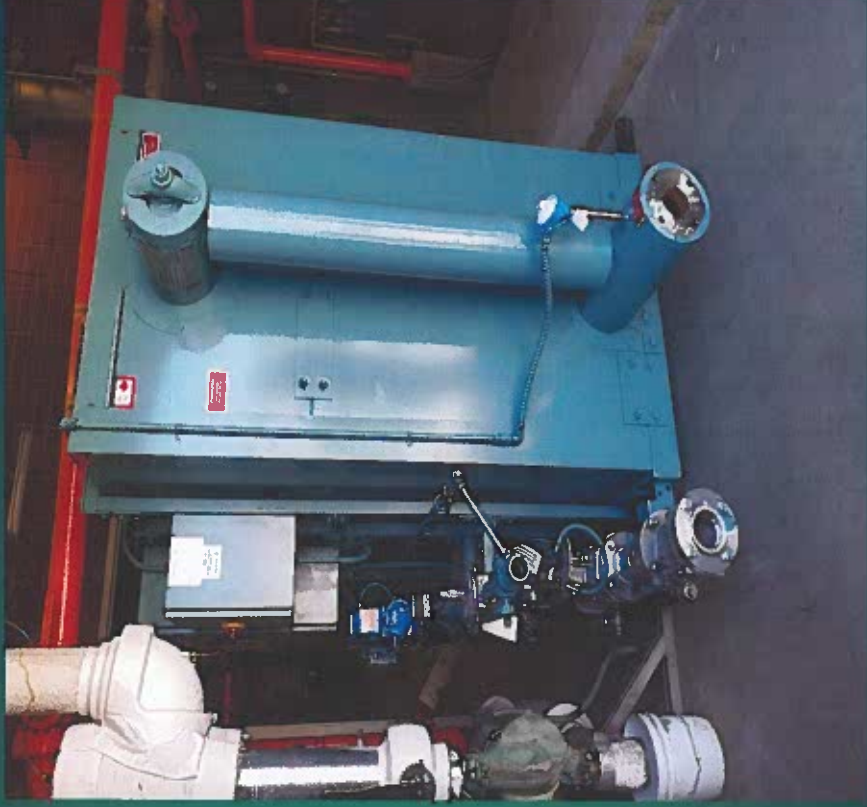


Boiler Demo



Boiler Demo

Boiler # 1 Replacement



Boiler # 1 Operational



4) Flare Replacement Infrastructure



Gas Main install.

Performed by staff



Gas tie-in

Performed by Arizona Pipeline



Wall Construction
& concrete work

Performed by staff

4) Flare Replacement site Prep.





Flare Operational



5) Moving the plant to controlled access

Excavation for infrastructure



Front gate



5) Moving the plant to controlled access



Gates Operational



6) Belt Filter Press addition

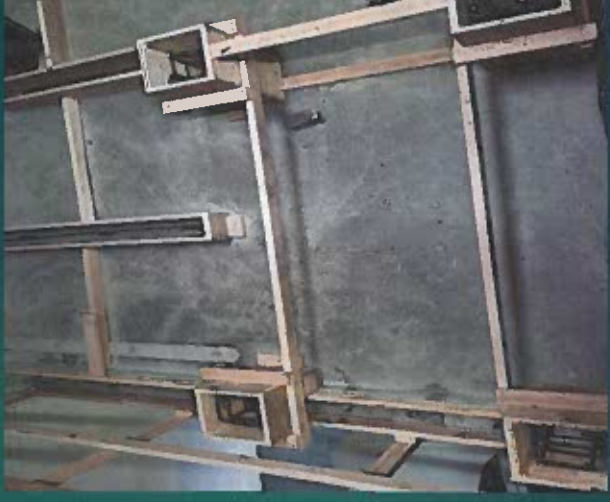
Electrical
temporary demo



Concrete forms



Rebar in forms



8) Ranchos interceptor rehab project

Haas Ranch easement
improvement

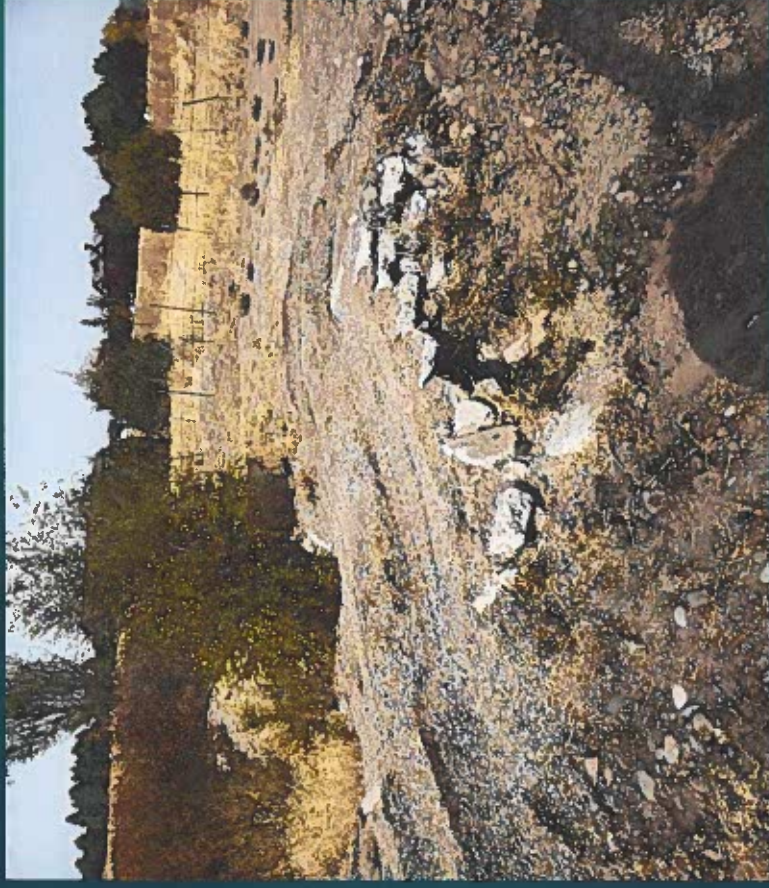


Easement Access gate
installation



8) Ranchos interceptor rehab project

Before improvements



Work in progress



8) Ranchos interceptor rehab project easement improvement

Work in progress



Work in progress



8) Easement improvement complete

Finished product



Finished product



Employees and Departments

Employees - 2021

Department	Separations	Transfers	New Hires
Admin	1		1
Operations	0	1	2

Total Personnel	2020	2021
Admin	2	3
Operations	10	11
Total	12	14

Will Serve letters 2021

Month	Project	Location	Types	Units
January	Klauber Ranch PM #1	Mahogany Cir	Single Family	4
	Klauber Ranch PM #2	Mahogany Cir	Single Family	4
February				
March	Miles Construction	Bentley Science Park	Commercial	Unknown
April	Gardnerville Water Co	Hwy 395 Gardnerville	Commercial	Unknown
May				
June	East Fork Investments Villagio	1535 County Rd	Multi-Family	5
		1701/1709 Monte Vista	Multi-Family	95
July	Park-Gilbert Storage Units	Buckeye Rd	Commercial	Unknown
August				
September	Peri Storage Units	Pinenut Rd	Commercial	Unknown
October				
November	Carson Valley Medical Center	Hwy 395 Gardnerville		Unknown
	Carson Valley Veterinary Hospital	Charlotte Wy		Unknown
December				

Total Will Serve Letters Issued

9

Annexations and Contracts of Service Approved

2021

Month	Applicant	Location	Acres
January			
February			
March			
April	Peri/Hathoot	Pinenut/Muller	29.00
May			
June	Ashland Park	Toler	13.72
July			
August			
September			
October			
November	Park Ranch Holdings	Buckeye	37.62
December			
Ongoing:	Pine View Estates	Total Acreage	80.34

EDU's Sold

Month	Residential	Commercial	GRGID	Total
Jan	7.0	2.6		9.6
Feb	37.0		20.0	57.0
Mar	15.0			15.0
Apr	7.0	12.3		19.3
May	11.4			11.4
Jun	1.0			1.0
Jul	12.0	2.6		14.6
Aug	4.0			4.0
Sep		2.2		2.2
Oct	8.0			8.0
Nov				0.0
Dec	7.0	5.8	20.0	32.8
Total	109.4	25.5	40.0	174.9

Sewer Milage 2021 via RCI

- ▲ Developments in 2021: Heybourne Meadows IVB & VA
- ▲ Heybourne Meadows IIA - IIIC
- ▲ 8" 4483 LF 0.84 Miles
- ▲ 10" 684 LF 0.14 Miles
- ▲ 18" 884 LF 0.17 Miles
- ▲ Total in 2021 6,051 LF 1.15 Miles



2021 Overview & Moving Forward

Agenda Item 8

Carson Valley Medical Center Capacity Request

Items in this Section Include:

- ✓ ***Capacity Request Application***



REQUEST FOR CAPACITY AND SEWER CONNECTION PERMIT

For Commercial Properties

DATE: 3-17-22

PROPERTY ADDRESS: 1107 Hwy 395 N; Gardnerville, NV 89410

ASSESSOR PARCEL NO.: 1220-10-610-010

PROPERTY CURRENTLY BEING SERVED BY MGSD? ☒ Yes ☐ No

APPLICANT: ☒ Property Owner ☐ Agent (Must Provide Authorization to Represent from Owner)

NAME: Carson Valley Medical Center

ADDRESS: 1107 Hwy 395 N

CITY: Gardnerville STATE NV ZIP 89410

PHONE NO. 775-783-1500 FAX NO. _____

PROPERTY OWNER OF RECORD, if different from Applicant:

Pursuant to MGSD Code 7.010, all statements for sewage rates and charges shall be rendered and mailed to the property owner.

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE NO. _____ FAX NO. _____

RECEIVED

MAR 24 2022

MINDEN-GARDNERVILLE
SANITATION DISTRICT

REQUEST FOR CAPACITY AND SEWER CONNECTION PERMIT FOR:
APN: 1220-10-610-010

PROPERTY OWNER CERTIFICATION:

I, the property owner of record of the above described property, hereby request allocation of capacity and/or a sewer connection permit from the MINDEN-GARDNERVILLE SANITATION DISTRICT. I certify that no property other than the above referenced property or public property will be crossed in order to have access to the sewer. If other properties must be crossed, a twenty (20) foot easement in a form suitable to the District's engineer, legal counsel and Board will be provided. In addition, I agree to maintain the private sewer (i.e., lateral) in accordance with the provisions of the District ordinances and will pay any costs incurred by the District in correcting the deficiencies in the private sewer line.


Property Owner Signature

3/22/22
Date

Items to Be Submitted with this Application:

1. Plans prepared by an architect or engineer licensed in the State of Nevada showing:
 - Location of premises to be served;
 - Location and depth of public sewer at the proposed sewer connection;
 - Location of all drains, existing and proposed, within the premises;
 - Location and depth of public sewer at the proposed sewer connection;
 - Details for Grease Interceptor, if required
 - Appropriate MGSD Standard Details
2. If applicant is not the property owner, Authorization to Represent signed and notarized by the property owner.
3. Payment of Submittal Fee -- \$100.00
4. Payment of any delinquent accounts and/or outstanding balances on any property within the District boundary and/or served by contract or service that owned by the above-named property owner.
5. Payment of Capacity Fee, Connection Fee, and Plan Review Fee to be determined by the District Manager.
6. Address to which bills are to be mailed.
7. Sufficient data that will enable the District to verify conformance with the District's standards;
8. Certification by the property owner that no property other than his or her own or public property will be crossed in order to have access to the sewer. If other properties must be crossed, a twenty (20) foot easement in a form suitable to the District's engineer, legal counsel and Board must accompany the application;
9. Certification by the property owner that the owner agrees to maintain the private sewer (i.e., lateral) in accordance with the provisions of the District ordinances and will pay any costs incurred by the District in correcting the deficiencies in the private sewer line.



Agenda Item 9

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 89433
(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
milaack@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. <milaack@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

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From: Micah Laack, P.E. <milaack@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

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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

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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@mgsdistrict.org>; 'Dennis McDuffee' <dennis@interoalpine.sierra.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, P.E., CEM – Sr. Civil Engineer/Planner/Engineer
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):
☐ Single Family Residential ☐ Multi-Family Residential ☒ Commercial ☐ 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>	<u>[Signature]</u>	<u>1-25-22</u>
Printed Name	Signature	Date
<u>Ray Van Winkle</u>	<u>[Signature]</u>	<u>01/25/22</u>
Printed Name	Signature	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>	<u>[Signature]</u>	<u>1/26/2022</u>
Printed Name	Signature	Date

DOUGLAS COUNTY GENERAL DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENT CHECKLIST (Development)																				
<div>All submittals are digital – Staff may ask for a paper copy at any time during the review.</div>	Abandonment (Road & RUE)	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	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	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	Y
05. TAX RECEIPT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
06. TITLE REPORT				Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
07. WILL SERVE LETTERS				Y				Y		Y		Y	Y	Y			Y			
08. PERSONAL NOTIFICATION				Y				Y		Y		Y	Y	Y			Y			
09. VICINITY MAP					Y			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)													
Application Fee \$1000 (see schedule)	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 (see schedule)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Call to schedule submittal 775.782.8012	Y	Y	Y	Y	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	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	Y	Y
06. TITLE REPORT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
07. WILL SERVE LETTERS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
08. PERSONAL NOTIFICATION	Y**	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
09. VICINITY MAP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
12. CONCEPTUAL GRADING/DRAINAGE PLAN	Y	Y	Y	Y	Y***	Y	Y	Y	Y	Y	Y	Y	Y
13. MAP COPIES	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
14. BOUNDARY LN. AD/REVERSION TO AC.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
15. UTILITY STATEMENTS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
16. CONCEPTUAL DRAINAGE STUDY	Y	Y	Y	Y	Y***	Y	Y	Y	Y	Y	Y	Y	Y
17. TRAFFIC ENGINEERING STUDY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
18. PERCOLATION TEST	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
19. NDEP RECOMMENDATION	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
20. ROAD NAME RESERVATION / APPROVAL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
21. NOTICE OF COMPLETION	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
22. TENTATIVE MAP APPROVAL LETTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
23. RESPONSE LETTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
27. OFF-SITE DEDICATION	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
28. WATER RIGHTS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
29. MASTER PARCEL PLAN (Serial Maps only)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
30. AREA STUDY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
34. ORIGINAL MAP MYLAR & FINAL MAP (DIGITAL)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
35. RECORDING FEE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
36. AFFIDAVIT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
37. VARIANCE TO IMPROVEMENT STDS.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
38. DEVELOPMENT AGREEMENT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
42. IRRIGATION PLAN	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
43. DOWNSTREAM WATER RIGHT USERS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	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.



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Carson City, Nevada 89703
775.883.7077

February 7, 2022
Page 1

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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:

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

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:

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

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.

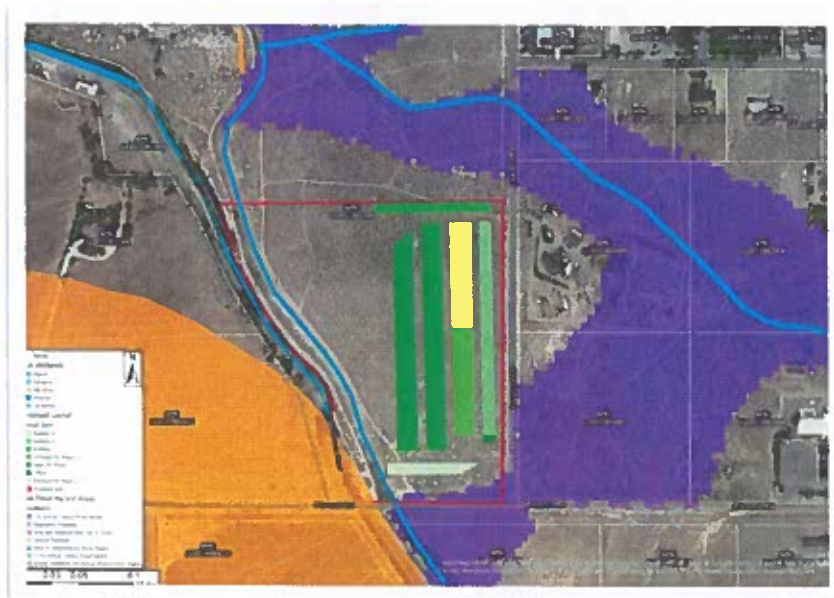


Figure 1- Natural Hazard Areas

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', written in a cursive style.

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

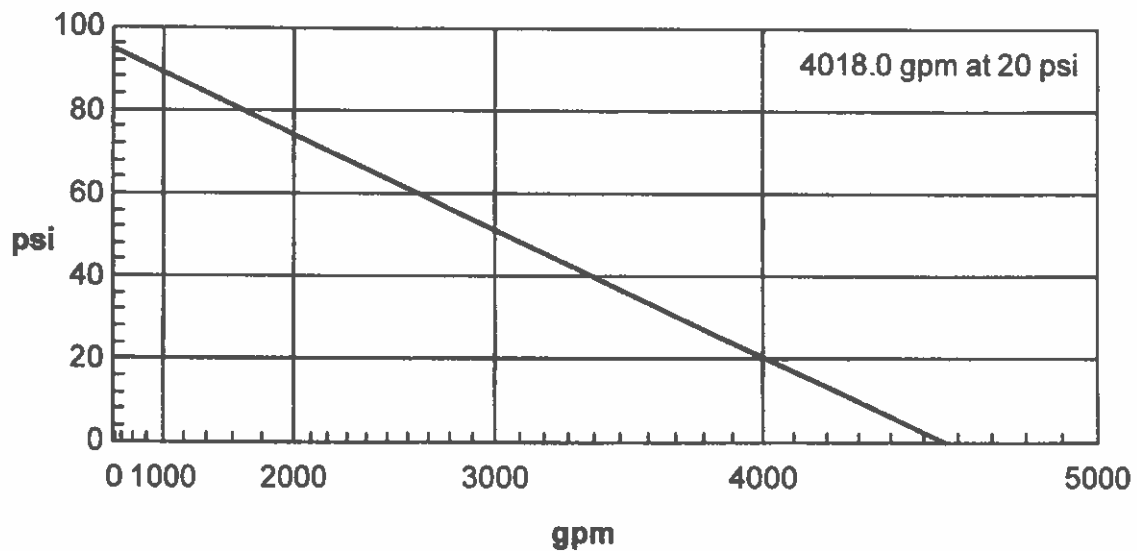
Read Hydrant

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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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.

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

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 -
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 - **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**

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- **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.**

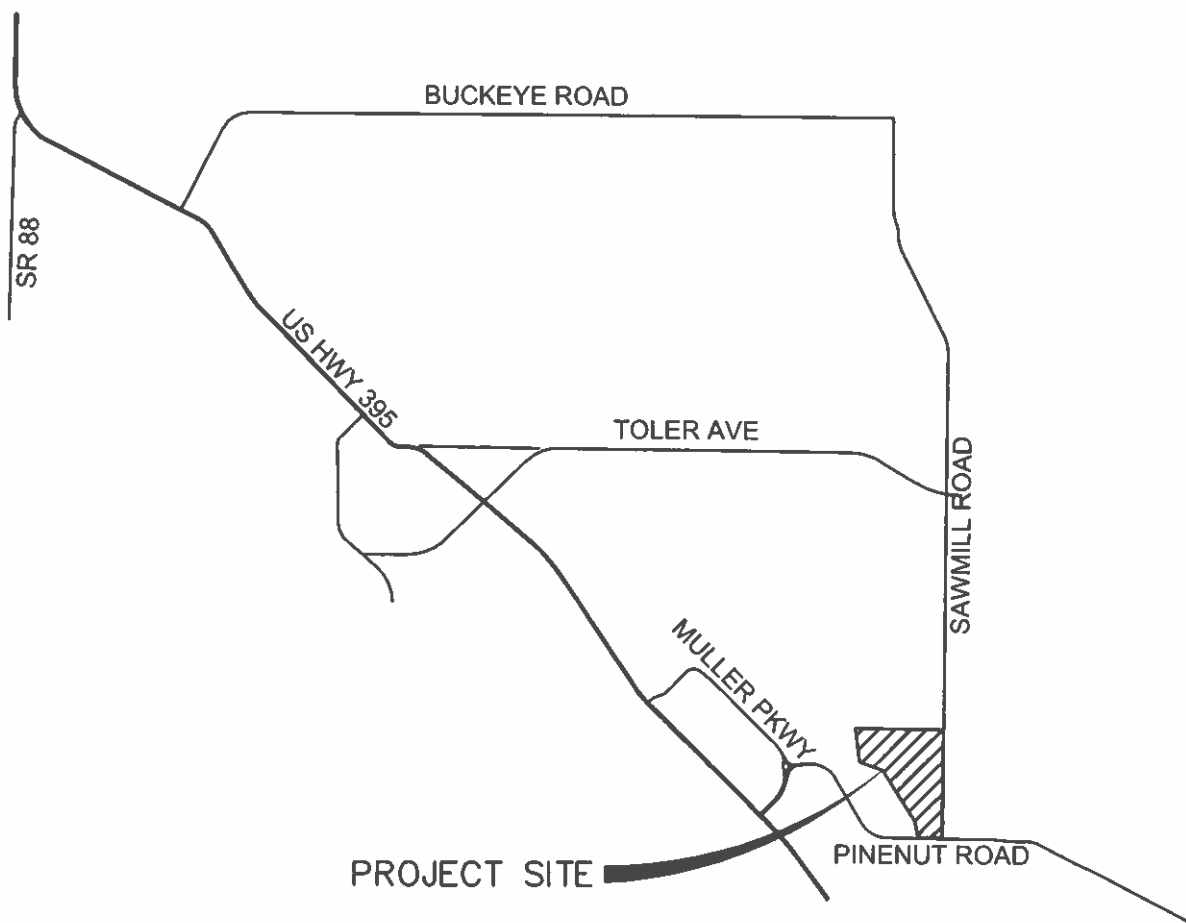
If you have any questions, please do not hesitate to contact me at 775.883.7077.

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 11

Engineer's Report

Items in this Section Include:

- ✓ ***Letter from Bruce Scott dated March 31, 2022***



March 31, 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 March 2022

Dear Chairman Smallwood and Members of the Board:

Things during the month have been relatively quiet. Ongoing activities include some continuation of construction, a few plan reviews, the ongoing construction of the belt press, and the upcoming construction for the lining of the GRGID interceptor.

The biggest current question for the District is the announcement that the Bently Ranch is for sale. This has potential impacts to MGSD in both our effluent management, as well as our solids disposal. Bently is an integral part of both. In our effluent, we have partners with Galeppi Land and Livestock and Park Cattle, as well as Bently. For the solids handling, Bently is the only entity in the area handling biosolids from sources such as MGSD. We understand Bently's biosolids facility services seven different utilities, so it is an important local resource.

MGSD staff and RCI met with representatives of the Bently group who indicated there is no change in operations at the present time and that the property has simply been put up for sale. No buyers have been identified, and it appears that it is early in the process of what may become one or possibly more separate transactions with regard to ranching operations, the farming operations, and the distillery operations. At this point there are many more questions than answers.

Construction has continued in a number of different areas with MGSD staff monitoring and inspecting as needed. We have received plan reviews for the Carson Valley Veterinary Hospital near Walmart, as well as the Rehabilitation Center proposed at the Carson Valley Medical Center. Those plans are currently under review.

We are continuing to work with NDOT on their proposed storm drain improvements in Gardnerville. It appears that the redesign they are considering will have a significantly reduced impact on sewer facilities from what was originally proposed. We are monitoring their revisions and changes as they prepare final plans for bidding. We will be discussing the CMAR project for a final not to exceed numbers regarding construction of the GRGID interceptor rehabilitation. They are slightly reduced from what we discussed at the March meeting.

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340 North Minnesota St.
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(775) 588-7500 • fax: (775) 589-6333

Ms. Barbara Smallwood, Chairman
and Members of the Board of Trustees
March 31, 2022
Page 2

Other activities in conjunction with MGSD staff will be covered under Peter's summary of activities during the month. If you have questions or need further information or background, please feel free to let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce R. Scott".

Bruce R. Scott, P.E.
District Engineer

BRS/sb

cc: Bill Peterson, Esq.
Presley Cochran, EI

Agenda Item 12

District Manager's Report

Items in this Section Include:

- ✓ ***April 1, 2022 District Manager Report***
- ✓ ***March 2022 Capacity Report***



Minden Gardnerville Sanitation District
District Manager's Report
April 1, 2022

CAPACITY ALLOCATIONS/PURCHASES:

- 9 EDU's were sold for various projects

WILL SERVES LETTERS ISSUED:

- 1 for Oxoby parcel map on Circle Dr

Public Records Requests: None

MEETINGS ATTENDED AND SCHEDULED:

- 3/15/22 Meeting with David Park, Gary Thurm, and Bruce Scott for Park Ranch processing facility on Buckeye Rd.
- 3/15/22 Meeting with Matt McKinney from Bently Ranch to discuss sale of Ranch and MGSD contracts for water use and biosolids disposal
- 3/16/22 Chamber of Commerce lunch
- 3/18/22 Belt press project update meeting with RCI, HDR, and Simerson
- 3/21/22 Final walk-through at CVMC Sterile processing center and rehab facility
- 3/21/22 Call with HDR on the belt press
- 3/23/22 Coordination call with HDR on application for funding sources through the State Revolving Loan Fund
- 3/29/22 Budget Subcommittee meeting
- 3/31/22 Meeting with Jeff from Bonanza Septic

VENDORS AND CONTRACTS:

- Annual contract for SmartCover is coming up

STAFF/OFFICE ITEMS:

- 3/22/22 thru 3/24/22: Attended Nevada Rural Water Conference
- Joe Church and Nick Quilici attending trucking school to obtain Class A CDL

PROJECTS IN THE DISTRICT:

- Dressler Flats (GRGID) is tying into MGSD-Ranchos transmission main
- Tim Lewis Homes has begun purchasing capacity for Heybourne Phases IIA & IIIB
- The Downs at Monte Vista has begun purchasing capacity
- The Towns at Monte Vista are also purchasing capacity for Phases II and III

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Belt press addition in place; construction continuing
 - VFD failed on old system and has been replaced. Still working on issues.
 - Began work on dewatering and cleaning pista grit channel #1
 - Getting bids on asphalt slurry seal and some patching
 - Reserved equipment for pond road maintenance
-

Respectfully submitted,
Peter V. Baratti, District Manager



**MONTHLY REPORT OF
CAPACITY SOLD
March 2022**

Date	Project Name	Address	EDU's Sold	Existing EDU's	Amount Collected			Approved By	Comments
					Capacity	Connection	Total		
3/7/2022	Village at Monte Vista Ph 2	Buttonwillow	3.00		\$ 11,400.00	\$ 825.00	\$ 12,225.00	Peter	
3/11/2022	Logistics Construction Mgt	1585 Deseret	1.00		\$ 1,125.00	\$ 275.00	\$ 1,400.00	Peter	
3/28/2022	Tim Lewis Homes	Carriage Ct	4.00		\$ 15,200.00	\$ 1,200.00	\$ 16,400.00	Peter	
3/30/2022	Village at Monte Vista Ph 1	934 Los Alamitos	1.00		\$ 3,800.00	\$ 300.00	\$ 4,100.00	Peter	
TOTAL EDU's SOLD			8.000		\$ 27,725.00 \$ 2,300.00 \$ 30,025.00				