



NOTICE OF REGULAR MEETING
TUESDAY, MAY 3, 2022, 6:00 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. Claims Review and Approval – For Possible Action

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

5. Minutes Approval – For Possible Action

Approval of Minutes from the April 5, 2022 Regular Board Meeting

6. The Village at Monte Vista – For Possible Action

Approval of Record Drawings and acceptance of improvements for The Village at Monte Vista Ph. I and II

7. Douglas County Multimodal Trail – For Possible Action

Request for 20-foot easement along MGSD property frontage on Muller Ln. (APN 1320-19-000-009) to be incorporated into the Douglas County multimodal trail system

8. District Manager Annual Review – For Possible Action

Annual performance review for District Manager Peter Baratti as outlined in the terms of the Employment Contract between Minden Gardnerville Sanitation District and Peter V. Baratti. Topics may also include:

- Review of salary

9. Attorney-Client Conference – For Possible Action

Status Report of Ongoing Matters and Requests from MGSD Staff and Board of Trustees

Note: The Board of Trustees reserves the right to interrupt the open meeting during this time and adjourn to a closed session for the purpose of having an attorney-client discussion regarding potential or existing litigation, pursuant to NRS 241.015(3)(b)(2). No action will be taken on an item discussed during a closed session.

10. Engineer's Report – For Possible Action

- Action Items may include matters needing immediate attention or resolution related to line rehabilitation, line cleaning, and progress of various projects.

11. District Manager's Report – For Possible Action

- Discussion includes monthly report of activities, personnel matters, and progress of various projects.
- Action Items may include matters needing immediate attention or resolution related to plant repairs, sewer line repairs, and any other matter of impact to public health and safety.

12. Controller's Report – For Possible Action

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

13. Administrative Report by Staff – For Possible Action

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

14. Board Comment – Discussion Only, Not For Possible Action

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

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

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



16. ADJOURNMENT

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- The MGSD Board reserves the right to hear any agenda item out of order, to combine two or more agenda items for consideration, and remove an item from the agenda or delay a discussion relating to any item on the agenda.
 - Copies of supporting material are available online at www.mgsdistrict.org or can be requested from the Minden-Gardnerville Sanitation District Office located at 1790 Hwy. 395, Minden, NV 89423, by calling April Burchett at (775) 782-3546, or by email at mgsdstaff@gmail.com or at april@mgsdistrict.org
 - Any agenda item represented by an attorney must give written notice to the Minden-Gardnerville Sanitation District at least fifteen days prior to the meeting.
 - All persons attending the meeting are required to sign the guest register. All meetings are recorded pursuant to NRS 241.035.
 - NOTICE TO PERSONS WITH DISABILITIES: Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the MGSD office at (775) 782-3546 in advance of the meeting, so that arrangements may be conveniently made.
 - This meeting notice is posted at the following locations: the Minden-Gardnerville Sanitation District; Douglas County Historic Courthouse Building; Gardnerville Post Office; Minden Post Office; and at <https://notice.nv.gov>
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PLEASE DO NOT REMOVE UNTIL: 5/4/22



CHECK REGISTER - GENERAL ACCOUNT
3/1/22 - 3/31/22

	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Debit
1	3/4/2022	Edward Breeden	ACH28554399	220304	50700-010	Other Plant Expense	WW Operator 2 Cert Reimbursmnt	\$110.00
2	3/4/2022	HOMETOWN HEALTH	ACH64633883853761920	77101-009	20300-010	Accrued Payroll Taxes	Medical Insurance 03-22	\$873.75
3	3/4/2022	HOMETOWN HEALTH	ACH64633883853761920	77101-009	50200-010	Payroll Taxes & Employee Benefits	Medical Insurance 03-22	\$13,054.89
4	3/4/2022	HOMETOWN HEALTH	ACH64633883853761920	77101-009	80900-010	Retiree Health Insurance Premiums	Medical Insurance 03-22	\$2,228.40
5	3/4/2022	Warren Averett Technology Group, LLC	ACH28554405	61454	65300-010	Office Equipment/Hardware	Azure Usage 2. 2022	\$1,185.93
6	3/4/2022	Warren Averett Technology Group, LLC	ACH28554405	61633	65300-010	Office Equipment/Hardware	Office 365 Monthly Billing	\$287.95
7	3/4/2022	Warren Averett Technology Group, LLC	ACH28554405	61830	65300-010	Office Equipment/Hardware	Outlook Service Cal	\$112.50
8	3/9/2022	AAA BUSINESS SUPPLIES & INTERIORS	4833	2215743-0	64300-010	Office Supplies & Expense	Office Supplies	\$13.20
9	3/9/2022	AAA BUSINESS SUPPLIES & INTERIORS	4833	2215795-0	64300-010	Office Supplies & Expense	Office Supplies	\$57.71
10	3/9/2022	AAA BUSINESS SUPPLIES & INTERIORS	4833	2217999-0	64300-010	Office Supplies & Expense	Office Supplies	\$96.96
11	3/9/2022	ACE HARDWARE	4834	153046	50400-010	Plant Supplies	Plant Supplies	\$5.99
12	3/9/2022	ACE HARDWARE	4834	153219	50600-010	Repairs & Maintenance	Equipment Repair	\$31.96
13	3/9/2022	ACE HARDWARE	4834	153305	50400-010	Plant Supplies	Plant Supplies	\$5.99
14	3/9/2022	AHERN RENTALS	4835	24555864-001	50300-010	Safety Equipment & Supplies	Lift Rent-Security Camera Repl	\$1,844.40
15	3/9/2022	AHERN RENTALS	4835	24589796-001	50600-010	Repairs & Maintenance	Equipment Repair	\$2.99
16	3/9/2022	BENTLY RANCH	4836	208086	50800-010	Sludge Removal	Biosolids Disposal	\$232.68
17	3/9/2022	NUTRIEN AG SOLUTIONS, INC.	4837	47479254	50600-010	Repairs & Maintenance	Weed Control Chemicals	\$298.40
18	3/9/2022	DEBUG COMPUTER, INC	4838	58769	65300-010	Office Equipment/Hardware	IT Professional Services	\$237.50
19	3/9/2022	DOUGLAS COUNTY FLEET SERVICES	4839	0300322VM	50600-010	Repairs & Maintenance	Vehicle Repairs	\$2,707.43
20	3/9/2022	FIRST CHOICE COFFEE SERVICES	4840	606975	50400-010	Plant Supplies	Water Cooler Rental	\$40.00
21	3/9/2022	FIRST CHOICE COFFEE SERVICES	4840	607317	50400-010	Plant Supplies	Coffee Supplies	\$215.85
22	3/9/2022	HDR, INC.	4841	1200412205	71200-010	Engineering	Master Plan Update	\$11,000.00
23	3/9/2022	HDR, INC.	4841	1200414289	16300-030	Belt Press Addition	Belt Press Design	\$3,418.76
24	3/9/2022	HANSFORD ECONOMIC CONSULTING LLC	4842	332	71300-010	Accounting & Audit	Rate Study	\$920.00
25	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	1024408	50600-010	Repairs & Maintenance	Repair & Maintenance	\$93.24

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3/1/22 - 3/31/22

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26	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	9024631	50600-010	Repairs & Maintenance	Repair & Maintenance	\$34.19
27	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	6523312	50600-010	Repairs & Maintenance	Repair & Maintenance	\$44.94
28	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	6523313	50600-010	Repairs & Maintenance	Repair & Maintenance	\$22.35
29	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	5051530	50600-010	Repairs & Maintenance	Repair & Maintenance	\$149.95
30	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	2012153	50600-010	Repairs & Maintenance	Repair & Maintenance	\$44.86
31	3/9/2022	HOME DEPOT CREDIT SERVICES	4843	9012523	50600-010	Repairs & Maintenance	Repair & Maintenance	\$114.96
32	3/9/2022	JOANA PEREZ	4844	054432	50600-010	Repairs & Maintenance	Cleaning Services	\$360.00
33	3/9/2022	LEAF	4845	12966920	65300-010	Office Equipment/Hardware	Copier Lease & Copies	\$370.00
34	3/9/2022	CARSON VALLEY MEDICAL CENTER	4847	26024928	50700-010	Other Plant Expense	New Employee Vaccinations	\$85.00
35	3/9/2022	OVERHEAD FIRE PROTECTION, INC.	4848	11811257	50300-010	Safety Equipment & Supplies	Annual Fire Sprinkler Testing	\$1,006.60
36	3/9/2022	PACIFIC SHREDDING	4849	5096566	64300-010	Office Supplies & Expense	Document Shredding Services	\$48.00
37	3/9/2022	POSTER COMPLIANCE CENTER	4850	INV 770665	50400-010	Plant Supplies	Labor Law Posters Subscription	\$67.95
38	3/9/2022	POWER & CONTROL SOLUTIONS, INC.	4851	1303	16300-030	Belt Press Addition	Belt Press Electrical	\$5,410.00
39	3/9/2022	POWER & CONTROL SOLUTIONS, INC.	4851	1305	16300-030	Belt Press Addition	Belt Press Electrical	\$3,993.00
40	3/9/2022	PROGRESSIVE BUSINESS PUBLICATIONS	4852	A539346001-22	64300-010	Office Supplies & Expense	Supervisors Newsletter Subscri	\$118.56
41	3/9/2022	COGEN SERVICE	4854	6673	50600-010	Repairs & Maintenance	Co-Gen Monthly Maintenance	\$4,675.60
42	3/9/2022	SILVER STATE ANALYTICAL LABS, INC.	4855	RN280541	52400-010	Lab Testing	Lab Analysis	\$30.00
43	3/9/2022	SILVER STATE ANALYTICAL LABS, INC.	4855	RN280876	52400-010	Lab Testing	Lab Analysis	\$90.00
44	3/9/2022	SILVER STATE ANALYTICAL LABS, INC.	4855	RN280877	52400-010	Lab Testing	Lab Analysis	\$60.00
45	3/9/2022	SILVER STATE ANALYTICAL LABS, INC.	4855	RN280878	52400-010	Lab Testing	Lab Analysis	\$40.00
46	3/9/2022	SILVER STATE ANALYTICAL LABS, INC.	4855	RN280901	52400-010	Lab Testing	Lab Analysis	\$40.00
47	3/9/2022	SILVER STATE ANALYTICAL LABS, INC.	4855	RN281142	52400-010	Lab Testing	Lab Analysis	\$40.00
48	3/9/2022	TOWN OF MINDEN	4856	22822	50500-010	Utilities	Water/Trash Service	\$948.80
49	3/9/2022	TOWN OF MINDEN	4857	3295	65200-010	Filing Fees & Permits	Surface Wtr Rts Annual Lease	\$200.00
50	3/9/2022	WESTERN NEVADA SUPPLY	4858	49164854	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$72.58

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51	3/10/2022	CHARTER COMMUNICATIONS	ACH030922AB	22722	64400-010	Telephone	Internet Service	\$182.96
52	3/10/2022	Flyers Energy, LLC	ACH3070609026AB	CFS-2925332	51500-010	Truck & Auto Expense	Fuels	\$446.11
53	3/10/2022	Frontier	ACHP225DTBZ75	030122	64400-010	Telephone	Power Cogen Monitoring Line	\$104.04
54	3/10/2022	RESOURCE CONCEPTS, INC.	4860	22-3358	16300-030	Belt Press Addition	Belt Press Engineering	\$275.00
55	3/10/2022	RESOURCE CONCEPTS, INC.	4860	22-3368	16400-010	Collection System Rehab	Sewer Rehab Engineering	\$950.00
56	3/10/2022	RESOURCE CONCEPTS, INC.	4860	22-3378	55100-010	Reservoir Repairs & Maintenance	Effluent Management	\$626.25
57	3/10/2022	RESOURCE CONCEPTS, INC.	4860	22-3388	51400-010	Repairs & Maintenance	System Mapping	\$225.00
58	3/10/2022	RESOURCE CONCEPTS, INC.	4860	22-3398	16400-010	Collection System Rehab	GRGID Interceptor	\$1,241.25
59	3/10/2022	Tractor Supply Credit Plan	ACH610691609016094	200212608	50600-010	Repairs & Maintenance	Equipment Repair	\$14.99
60	3/10/2022	WILDFIRE CONNECTIONS LLC	ACH28628996	332022	65300-010	Office Equipment/Hardware	Server Maintenance	\$400.00
61	3/11/2022	City National Bank	94-15035-22	T5030422	65100-010	Other Administration Expense	Office 365 for new laptops	\$5.00
62	3/11/2022	City National Bank	94-15035-22	T5030422	65300-010	Office Equipment/Hardware	Office 365 for new laptops	\$297.00
63	3/11/2022	City National Bank	94-15036-22	P8030422	65100-010	Other Administration Expense	Hazmat Permit; Training	\$25.00
64	3/11/2022	City National Bank	94-15036-22	P8030422	65200-010	Filing Fees & Permits	Hazmat Permit; Training	\$320.08
65	3/11/2022	City National Bank	94-15036-22	P8030422	50900-010	Operators Education/Training	Hazmat Permit; Training	\$350.62
66	3/11/2022	City National Bank	94-15036-22	P8030422	65300-010	Office Equipment/Hardware	Hazmat Permit; Training	\$96.00
67	3/11/2022	City National Bank	94-15037-22	AW030422	50400-010	Plant Supplies	Kitchen Supplies	\$31.72
68	3/11/2022	City National Bank	94-15038-22	C5030422	50600-010	Repairs & Maintenance	Plant Supplies	\$40.31
69	3/11/2022	City National Bank	94-15039-22	AW030422	50600-010	Repairs & Maintenance	GapVax Repair	\$203.92
70	3/11/2022	City National Bank	94-15040-22	JW030422	50700-010	Other Plant Expense	Boots	\$229.08
71	3/11/2022	City National Bank	94-15041-22	LG030422	64300-010	Office Supplies & Expense	Canon Printer Toner 2 sets	\$754.42
72	3/11/2022	City National Bank	94-15042-22	NQ030422	50400-010	Plant Supplies	Janitor Supplies	\$75.54
73	3/11/2022	City National Bank Church VISA	94-15043-22	CC030422	50600-010	Repairs & Maintenance	Flare Project	\$50.00
74	3/16/2022	BENTLY RANCH	4861	208117	50800-010	Sludge Removal	Biosolids Disposal	\$313.88
75	3/16/2022	CINTAS	4862	5097718168	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$159.33

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3/1/22 - 3/31/22

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76	3/16/2022	MOUNTAIN WEST CONSTRUCTION, INC.	4863	030522	\$1400-010	Repairs & Maintenance	Manhole Raising Lasso Ct	\$4,116.23
77	3/16/2022	NV Energy	ACH8976547	1790220311	50500-010	Utilities	Treatment Plant Power	\$7,438.22
78	3/16/2022	NV Energy	ACH8976551	800220311	55300-010	Reservoir & Pump Utilities	Pump Station Power	\$4,854.71
79	3/16/2022	SILVER STATE ANALYTICAL LABS, INC.	4864	RN281677	52400-010	Lab Testing	Lab Analysis	\$40.00
80	3/16/2022	SILVER STATE ANALYTICAL LABS, INC.	4864	RN281734	52400-010	Lab Testing	Lab Analysis	\$60.00
81	3/16/2022	SILVER STATE ANALYTICAL LABS, INC.	4864	RN281735	52400-010	Lab Testing	Lab Analysis	\$90.00
82	3/16/2022	SILVER STATE ANALYTICAL LABS, INC.	4864	RN281755	52400-010	Lab Testing	Lab Analysis	\$40.00
83	3/17/2022	Flyers Energy, LLC	ACH3070924959	CFS-2943485	51500-010	Truck & Auto Expense	Fuel for Trucks	\$419.16
84	3/17/2022	Warren Averett Technology Group, LLC	ACH28720263	61960	65300-010	Office Equipment/Hardware	Azure Usage	\$1,164.69
85	3/21/2022	BRANDI GIRDNER	4865	RFND0000010	20200-010	Customers With Credit Balances	RM REFUND: DEBIT000054	\$44.50
86	3/22/2022	Gardnerville Water Company	4866	RFND000011	20200-010	Customers With Credit Balances	RM REFUND: DEBIT000055	\$100.00
87	3/23/2022	AAA BUSINESS SUPPLIES & INTERIORS	4867	2219024-0	64300-010	Office Supplies & Expense	File Folders	\$54.51
88	3/23/2022	AAA BUSINESS SUPPLIES & INTERIORS	4867	2219428-0	64300-010	Office Supplies & Expense	Binding covers & binder clips	\$56.54
89	3/23/2022	AT&T MOBILITY	4868	3192022	64400-010	Telephone	Employee cell phones	\$806.03
90	3/23/2022	BENTLY RANCH	4869	208218	50800-010	Sludge Removal	Biosolids Disposal	\$276.92
91	3/23/2022	COGEN SERVICE	4870	6678	50600-010	Repairs & Maintenance	Co-gen monthly maintenance	\$4,675.60
92	3/23/2022	SNELL & WILMER, LLP	4871	2669230	71100-010	Legal	Legal Services	\$100.00
93	3/23/2022	SOUTHWEST GAS CORPORATION	4872	220311	50500-010	Utilities	Natural gas services	\$2,698.53
94	3/23/2022	UTILITY TELECOM GROUP, LLC	4873	220316	64400-010	Telephone	Office phones & T-1 line	\$280.40
95	3/25/2022	Thatcher Company of Nevada, Inc.	ACH28830613	2022400103358	50400-010	Plant Supplies	Plant Supplies	\$4,159.62
96	3/29/2022	Chevron and Texaco Business Card Services	ACH79203302022	79696699	51500-010	Truck & Auto Expense	Vehicle Fuel	\$251.80
97	3/30/2022	AHERN RENTALS	4874	24661995-001	50600-010	Repairs & Maintenance	Wood handle & PVC coupling	\$16.86
98	3/30/2022	BENTLY RANCH	4875	208254	50800-010	Sludge Removal	Biosolids Disposal	\$228.48
99	3/30/2022	HOME DEPOT CREDIT SERVICES	4877	7013772	50600-010	Repairs & Maintenance	Pista Grit Channel Project	\$161.72
100	3/30/2022	NUSYSTEMS, INC.	4878	P48522	50500-010	Utilities	Alarm Monitoring Test	\$93.75

CHECK REGISTER - GENERAL ACCOUNT
3/1/22 - 3/31/22

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101	3/30/2022 TOWN OF MINDEN	4879	032522	50500-010	Utilities	Water & Trash Service	\$797.15
							\$97,586.74

Legend

Payroll Expenses
Capital Expenses
Co-Gen Expenses

CHECK REGISTER - PAYROLL ACCOUNT
3/1/22 - 3/31/22

	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Debit
1	3/4/2022	Colonial Life	ACH1548061396020	50963180204042	20300-010	Accrued Payroll Taxes	Voluntary Insurance 03-22	\$38.44
2	3/4/2022	ACS/Mellon Bank Health Savings Account	ACH28524299	HSA022822	50200-010	Payroll Taxes & Employee Benefits	HSA Contributions 02-22	\$2,452.86
3	3/4/2022	METLIFE - GROUP BENEFITS	3423	030422	50200-010	Payroll Taxes & Employee Benefits	Dental-Life Premiums 03-22	\$1,277.76
4	3/4/2022	METLIFE - GROUP BENEFITS	3423	030422	80900-010	Retiree Health Insurance Premiums	Dental-Life Premiums 03-22	\$384.94
5	3/4/2022	Nevada State Treasurer's Office	ACH28561777	36-0222	20300-010	Accrued Payroll Taxes	Child Support Fees 02/22	\$4.00
6	3/4/2022	Public Employees Retirement System	ACH28561782	P0222	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions 02-22	\$22,293.37
7	3/4/2022	State Coll & Disb Unit - SCADU	ACH28561774	36-030422	20300-010	Accrued Payroll Taxes	Child Support 3/4/22	\$163.38
8	3/4/2022	VSP VISION CARE, INC (AT)	3425	814406997	50200-010	Payroll Taxes & Employee Benefits	Vision Premiums 03-22	\$190.20
9	3/4/2022	VSP VISION CARE, INC (AT)	3425	814406997	80900-010	Retiree Health Insurance Premiums	Vision Premiums 03-22	\$45.72
10	3/4/2022	Voya Financial	ACH99615	030422	20300-010	Accrued Payroll Taxes	457 Contributions	\$1,717.00
11	3/4/2022	Wells Fargo Bank	ACH28496669	030422	20300-010	Accrued Payroll Taxes	941 DEPOSIT 3/4/22 P/R	\$4,860.23
12	3/4/2022	Wells Fargo Bank Used for Direct Deposit	ACH28496690	030422-DD-PR	10000-116	Cash - Payroll Checking - Wells Fargo	BI-WEEKLY PR 3/4/22	\$30,778.60
13	3/14/2022	ID	ACH28652342001	031522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$280.93
14	3/14/2022	BF	ACH28652342009	031522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$432.63
15	3/14/2022	JH	ACH28652342010	031522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$86.16
16	3/14/2022	LR	ACH286523420013	031522	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$170.10
17	3/18/2022	State Coll & Disb Unit - SCADU	ACH28679691	35-031822	20300-010	Accrued Payroll Taxes	Child Support	\$163.38
18	3/18/2022	Voya Financial	ACH100802	031822	20300-010	Accrued Payroll Taxes	457 Contributions	\$1,717.00
19	3/18/2022	Wells Fargo Bank	ACH28681917	031822	20300-010	Accrued Payroll Taxes	941 DEPOSIT 03/18/22 PR	\$4,662.14
20	3/18/2022	Wells Fargo Bank Used for Direct Deposit	ACH28681929	031822-PR	10000-116	Cash - Payroll Checking - Wells Fargo	BI-WEEKLY PR 03/18/22	\$30,258.37
21	3/25/2022	Colonial Life	DD01347	50963180304991	20300-010	Accrued Payroll Taxes	Voluntary Insurance - Mar 2022	\$38.44
22	3/28/2022	HOMETOWN HEALTH	ACH64848812159644410	77101-010	20300-010	Accrued Payroll Taxes	Medical Premiums - 4/22	\$873.75
23	3/28/2022	HOMETOWN HEALTH	ACH64848812159644410	77101-010	50200-010	Payroll Taxes & Employee Benefits	Medical Premiums - 4/22	\$13,054.89
24	3/28/2022	HOMETOWN HEALTH	ACH64848812159644410	77101-010	80900-010	Retiree Health Insurance Premiums	Medical Premiums - 4/22	\$2,228.40
25	3/30/2022	METLIFE - GROUP BENEFITS	3427	033122	50200-010	Payroll Taxes & Employee Benefits	Dental Life Premiums 04/22	\$1,277.76
26	3/30/2022	METLIFE - GROUP BENEFITS	3427	033122	80900-010	Retiree Health Insurance Premiums	Dental Life Premiums 04/22	\$384.94

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3/1/22 - 3/31/22

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27	3/30/2022 VSP VISION CARE, INC (AT)	3428	814636945	50200-010	Payroll Taxes & Employee Benefits	Vision Premiums - 04/22	\$190.20
28	3/30/2022 VSP VISION CARE, INC (AT)	3428	814636945	80900-010	Retiree Health Insurance Premiums	Vision Premiums - 04/22	\$45.72
29	3/31/2022 ACS/Mellon Bank Health Savings Account	ACH28685769	HSA033122	50200-010	Payroll Taxes & Employee Benefits	457 Contributions - 03/22	\$2,452.86
30	3/31/2022 Nevada State Treasurer's Office	ACH28685772	36-0322	20300-010	Accrued Payroll Taxes	Child Support Fees - 03/22	\$4.00
31	3/31/2022 Public Employees Retirement System	ACH28683617	P0322	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions 03/22	\$22,377.67
32	3/31/2022 Wells Fargo Bank	ACH033122	033122-PR-941	20300-010	Accrued Payroll Taxes	941 Deposit 3/31/22 Board PR	\$86.25
33	3/31/2022 Wells Fargo Bank Used for Direct Deposit	ACH8RDP033122	033122-PR-BRD	10000-116	Cash - Payroll Checking - Wells Fargo	Board PR 3/31/22	\$1,957.25
34	3/31/2022 Wells Fargo Bank Used for Direct Deposit	CHK3426	BS033122	10000-116	Cash - Payroll Checking - Wells Fargo	Barbara Smallwood	\$492.75
TOTAL (28 Checks Written March 2022)							\$147,442.09

FY2021-2022 Capital Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Actual Spent %	Remaining Budget %
16200-010	Mosquito Abatement	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%	100.00%
16300-020	Digester Repair/Flare	\$ 2,302.44	\$ 150,000.00	\$ 147,697.56	1.53%	98.47%
16300-030	Belt Press Addition	\$ 616,871.85	\$ 1,600,000.00	\$ 983,128.15	38.55%	61.45%
16400-010	Collection System Rehab	\$ 40,344.80	\$ 1,400,000.00	\$ 1,359,655.20	2.88%	97.12%
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%
<hr/>						
TOTAL		\$ 793,726.79	\$ 3,397,167.00	\$ 2,603,440.21	23.36%	76.64%

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	\$ 15,744.79	\$ 15,000.00	\$ (744.79)	104.97%	-4.97%
50400	Plant Supplies	\$ 80,014.67	\$ 80,000.00	\$ (14.67)	100.02%	-0.02%
50500	Utilities	\$ 96,669.57	\$ 135,000.00	\$ 38,330.43	71.61%	28.39%
50600	Repairs/Maintenance	\$ 157,679.75	\$ 210,000.00	\$ 52,320.25	75.09%	24.91%
50700	Other Plant Expenses	\$ 5,375.81	\$ 9,000.00	\$ 3,624.19	59.73%	40.27%
50800	Sludge Removal	\$ 13,129.20	\$ 23,000.00	\$ 9,870.80	57.08%	42.92%
50900	Education	\$ 10,821.52	\$ 5,000.00	\$ (5,821.52)	216.43%	-116.43%
COLLECTION EXPENSES						
51300	Collection Supplies	\$ 487.02	\$ 4,000.00	\$ 3,512.98	12.18%	87.82%
51400	Cleaning/TV/Repair	\$ 11,092.65	\$ 15,000.00	\$ 3,907.35	73.95%	26.05%

FY2021-2022 Operations Expenses Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
51500	Fuels	\$ 9,605.28	\$ 11,000.00	\$ 1,394.72	87.32%	12.68%
51700	Other Collection Expense	\$ 644.51	\$ 1,000.00	\$ 355.49	64.45%	35.55%
LAB EXPENSES						
52300	Lab Supplies	\$ 3,690.28	\$ 4,000.00	\$ 309.72	92.26%	7.74%
52400	Testing	\$ 9,531.26	\$ 11,000.00	\$ 1,468.74	86.65%	13.35%
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	\$ 28,014.90	\$ 30,000.00	\$ 1,985.10	93.38%	6.62%

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	\$ 11,056.38	\$ 10,500.00	\$ (556.38)	105.30%	-5.30%
64350	Bank Charges	\$ 144.96	\$ 11,000.00	\$ 10,855.04	1.32%	98.68%
64400	Telephone	\$ 13,577.23	\$ 12,500.00	\$ (1,077.23)	108.62%	-8.62%
64500	Postage	\$ 6,990.35	\$ 9,000.00	\$ 2,009.65	77.67%	22.33%
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	\$ 2,898.66	\$ 5,000.00	\$ 2,101.34	57.97%	42.03%
65200	Filing Fees/Permits	\$ 1,398.25	\$ 12,000.00	\$ 10,601.75	11.65%	88.35%
65300	Office Equipment	\$ 60,969.29	\$ 25,000.00	\$ (35,969.29)	243.88%	-143.88%
PROFESSIONAL FEES						
71100	Legal	\$ 7,925.30	\$ 40,000.00	\$ 32,074.70	19.81%	80.19%
71200	Engineering	\$ 135,947.45	\$ 45,000.00	\$ (90,947.45)	302.11%	-202.11%
71300	Accounting/Audit	\$ 50,957.00	\$ 30,000.00	\$ (20,957.00)	169.86%	-69.86%
71400	Lobbying Services	\$ -	\$ -			
TOTAL						
		\$ 754,237.41	\$ 911,890.00	\$ 157,652.59	82.71%	17.29%

FY2021-2022 Payroll Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget \$	Budget Spent %	Remaining Budget %
Salaries		\$ 779,202.95	\$ 998,648.00	\$ 219,445.05	78.03%	21.97%
Benefits		\$ 224,591.99	\$ 334,900.00	\$ 110,308.01	67.06%	32.94%
Medical		\$ 160,731.23	\$ 251,154.00	\$ 90,422.77	64.00%	36.00%
TOTAL		\$ 1,164,526.17	\$ 1,584,702.00	\$ 420,175.83	73.49%	26.51%



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ACCOUNT SUMMARY STATEMENT
FY2021-2022

General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Balance 1st day of Month	\$ 3,598,536.16	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,980,821.99	\$ 4,134,836.34	\$ 3,892,017.53	\$ 3,931,213.56	\$ 4,014,264.85			
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	\$ 3,850.00			\$ 1,402,244.18
Connection Fees	\$ 4,080.00	\$ 1,100.00	\$ 660.00	\$ 2,200.00		\$ 7,240.00	\$ -	\$ 1,375.00	\$ 2,475.00	\$ 3,850.00			\$ 22,980.00
Capacity Fees	\$ 55,480.00	\$ 15,200.00	\$ 8,360.00	\$ 30,400.00		\$ 124,640.00	\$ -	\$ 19,000.00	\$ 31,525.00	\$ 50,325.00			\$ 335,130.00
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	\$ 11,221.62			\$ 112,216.20
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	\$ 64,909.05			\$ 482,759.22
Pass-Through Reimbursement	\$ -	\$ 21,510.00	\$ 400.00	\$ 400.00	\$ 3,470.75	\$ 6,242.50	\$ -	\$ -	\$ -	\$ 195.00			\$ 31,818.25
GRGD	\$ -	\$ -	\$ 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	\$ 209.69			\$ 2,213.90
Other	\$ 125.00	\$ 588.96	\$ 125.00	\$ -	\$ -	\$ 175.00	\$ -	\$ 24,836.25	\$ -	\$ 2,346.54			\$ 28,196.75
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	\$ 133,256.90	\$ -	\$ -	\$ 2,792,646.16
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	\$ 470,039.31			\$ 755,143.47
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	\$ 35,413.94	\$ 29,467.93			\$ 380,268.16
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	\$ 2,616.59			\$ 21,529.46
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	\$ 1,053.52			\$ 14,609.00
Reservoir/Effluent Expenses	\$ 473.75	\$ 480.98	\$ 4,635.24	\$ 66.11	\$ 172.50	\$ 223.75	\$ -	\$ 9,081.06	\$ 5,480.96	\$ 9,878.05			\$ 30,492.40
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	\$ 6,026.09	\$ 6,875.91			\$ 108,977.26
Payroll-Related Expenses	\$ 16,131.95	\$ 14,078.50	\$ 22,032.82	\$ 18,055.66	\$ 18,055.66	\$ -	\$ 18,055.66	\$ 16,157.04	\$ 16,157.04	\$ 16,157.04			\$ 138,749.42
Professional Fees	\$ -	\$ 13,117.35	\$ 4,160.00	\$ 7,271.25	\$ 19,736.05	\$ 43,397.75	\$ 33,096.65	\$ 29,753.75	\$ 12,020.00	\$ 15,945.00			\$ 194,829.75
Total Expenses	\$ 37,342.48	\$ 130,563.64	\$ 100,157.76	\$ 106,977.23	\$ 134,533.45	\$ 84,692.41	\$ 213,159.37	\$ 187,552.49	\$ 97,586.74	\$ 552,033.35	\$ -	\$ -	\$ 1,644,598.92
Voided Checks / Returned Items													\$ -
Prepaid Claims for FY 21-22													\$ -
Accrued Expenses	\$ 1,095.00												\$ -
Transfers from Other Accounts													\$ -
Transfers to Other Accounts													\$ -
Total Balance last day of month	\$ 3,682,006.88	\$ 3,634,606.92	\$ 3,831,291.71	\$ 3,890,433.60	\$ 3,980,821.99	\$ 4,134,836.34	\$ 3,892,017.53	\$ 3,931,213.56	\$ 4,014,264.85	\$ -	\$ -	\$ -	\$ 1,300,000.00



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ACCOUNT SUMMARY STATEMENT
FY2021-2022

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Payroll Account													
Balance 1st of Month	\$ 42,864.65	\$ 58,721.33	\$ 84,787.01	\$ 132,947.41	\$ 133,681.12	\$ 206,626.10	\$ 102,289.01	\$ 122,083.36	\$ 192,871.58	\$ 195,450.03			
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	\$ 150,000.00			\$ 1,300,000.00
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	\$ 147,442.09				\$ 997,569.41
Total Balance last day of month	\$ 58,721.33	\$ 84,787.01	\$ 132,947.41	\$ 133,681.12	\$ 206,626.10	\$ 102,289.01	\$ 122,083.36	\$ 192,871.58	\$ 195,450.03	\$ 345,450.03	\$ -	\$ -	\$ -
LGIP POOL Account													
Balance 1st of Month	\$ 6,150,298.67	\$ 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	\$ 6,119,607.25			\$ -
Transfer from Checking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Interest Earned	\$ 881.10	\$ 809.16	\$ 767.97	\$ 465.76	\$ 538.40	\$ 661.67	\$ 592.74	\$ 696.32	\$ 1,012.08				\$ 6,425.20
ARRA Payment	\$ 38,533.31						\$ 38,583.31						\$ 77,116.62
Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Balance last day of month	\$ 6,152,646.46	\$ 6,153,455.62	\$ 6,154,223.59	\$ 6,154,689.35	\$ 6,155,227.75	\$ 6,155,889.42	\$ 6,117,898.85	\$ 6,118,595.17	\$ 6,119,607.25	\$ 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	\$ 83,101.79			\$ -
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	\$ 83,101.79	\$ -	\$ -	\$ -
Petty Cash													
Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 260.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			\$ 361.80
Expenses	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ 121.80	\$ -	\$ -			\$ 361.80
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	\$ 500.00	\$ -	\$ -	\$ -
TOTAL CASH	\$ 9,976,900.09	\$ 9,956,387.30	\$ 10,201,770.82	\$ 10,262,358.47	\$ 10,426,237.51	\$ 10,476,585.37	\$ 10,215,578.34	\$ 10,326,268.36	\$ 10,412,923.92	\$ 9,994,147.47	\$ -	\$ -	\$ -

Agenda Item 5

Minutes from April 5, 2022 Regular Board Meeting

Items in this Section Include:

- ✓ ***April 5, 2022 Minutes with PowerPoint budget attachment***



Board of Trustees
Minutes of Regular Meeting
Tuesday, April 5, 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
April Burchett
Bill Peterson

Others Present:

Chris Shorten
Doug Smith
Jeremy Hutchings
Sondra Condron

Board Members Absent:

None

Meeting called to order at 5:30 p.m. by Barbara Smallwood, Chairman.

Public Comment: Chris Shorten introduced himself and announced he is running for Board Trustee.

Chairman's Comment: Barbara reported that Bob Allgeier passed away peacefully at Carson Tahoe Hospital, and a Celebration of Life is being planned. She wished Mary well in her future endeavors and thanked Ted and Mike for signing up to run for re-election.

Salary Scale: Peter Baratti reported that the same COLA factor has been utilized for the past 2 years. The current COLA is now up to almost 8%, and he reported that the COLA numbers are moving very quickly. In addition to a COLA, he is proposing an adjustment to the scale itself which hasn't happened in 10 years. He wants to increase the starting salary so we are not competing with Walmart, Hobby Lobby, and McDonald's. The entities we are competing with are starting at nearly \$20 per hour, which seems staggering. Other agencies are also confronting the same situation and making similar adjustments in order to stay competitive. Barbara confirmed that the wage scale shown includes both the 3% adjustment and a 7% COLA. Peter stated that this will also help us retain current employees. MGSD has fantastic employees, and we don't want to be a training ground to lose them to other agencies. It costs a lot to train people. Barbara stated that we have always valued our employees and give them benefits and



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April 5, 2022
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training. Mike asked if MGSD pays 100% of PERS contribution and asked for the current rate. Peter replied that the current rate is 29.75%, and a large number of agencies that pay 100% of the contributions. Mike stated he is not comfortable with this salary, since the current economic conditions are hard and everyone is struggling. He felt we need to be stingy with rate increases, and he did not agree with an across-the-board salary increase, which also increases PERS. Barbara asked Mike for clarification of what Mike is looking for, and Mike stated that he is opposed to the 3% scale shift but is okay with a 6%-7% COLA. Barbara noted we didn't make any adjustments before because we were trying to be fiscally conservative, but even though we have treated our employees well doesn't mean we have kept up with everything. Ray Wilson stated he wasn't aware at the time of the budget subcommittee meeting that the County was doing a 2% COLA and an additional 9% COLA. He noted that MGSD's employees received a cost of living every year, even though the County's employees did not get a COLA. He wondered how it would look to the rate payers if we give employees more of a raise than the County or the Town of Minden. Ted stated confirmed that the effective date of the new pay scale would be for the new fiscal year, and Peter confirmed that this will be effective next fiscal year. Ted noted that it's hard to lose employees to other entities after you've spent so much time and money into training. Barbara noted it's a fine line to figure out what's best for the organization. Ted noted that other companies will be looking for our CDL's. Mike asked if we have a retention problem. Peter said we don't at this time, we have one employee who is planning on retiring in a couple of months, and we will need to replace an operator. His worry is that we have now invested a lot money in our two new employees, and he would not like to lose them to someone else. April noted that Hobby Lobby announced their starting wage is \$18.50 per hour, while ours is \$18.57. We don't want to be in the same applicant pool as Hobby Lobby and Walmart. We want to be in the same pool as Indian Hills, Carson City, or Douglas County. Mike emphasized the PERS retirement benefit that MGSD offers over a place like Hobby Lobby. Mike stated the manager can start a new employee at a higher step on the scale. **Motion by Ted Thran to approve the proposed MGSD salary scale for FY 22-23 with the scale adjustment of 3% and a COLA adjustment of 7%.** Seconded by Mary Schilling. No further discussion. Motion carried [4 ayes (Schilling, Smallwood, Thran, Wilson), 1 nay (King), 0 abstain, 0 absent]. The Chairman asked for public comment. Chris Shorten asked about the PERS structure, and confirmed that PERS is 100% paid by MGSD. He noted that PERS increases the contribution amounts quite often, and it eats up a pay raise. He also noted that there is a cost to training, and if you have turnover, you have to factor in that cost. He stated that younger people see jobs as jobs, they don't see careers, so you have to look at what can be done to incentivize a younger employee.



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April 5, 2022
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Barbara noted that we only need to call for public comment at the beginning and end of the meeting, but we also like to do it throughout the meeting.

Tentative Budget for FY 2022-2023: Peter Baratti presented a PowerPoint presentation of the tentative budget (see attached). Items in red are new line items reflecting current administrative practices. The handout replaces the expenses that was included in the packet. Peter explained that some of the capital expenses are a continuation from this year. We will also try to purchase equipment ourselves to do the installation ourselves for many of the projects listed to keep the costs down. He emphasized that the capital projects listed are a fragment of some of the items we need to start moving forward on. The percentages of proposed budget items in relation to the overall budget has not changed. The numbers are shown without depreciation, but we will need to fund depreciation. We have not signed the contract for the GRGID interceptor rehab. GRGID will be participating in a portion of the cost. Mike asked if the amount shown for the collection system rehab is MGSD's portion. Bruce stated it is. Mike asked about the rest of the rehab projects brought forth by RCI several years ago, and Bruce stated those projects are not included. Bruce reported that RCI will be doing the design on some of the projects during the upcoming fiscal year in order to take advantage of NDOT's work on Hwy. 395. Mike asked if this is funded, and Bruce said engineering will be, but construction won't be until the next fiscal cycle. Bruce explained that the GRGID line has taken priority over many of the other items, since GRGID will pay for a portion. The design for the smaller projects are ready for any NDOT construction. Ray asked if we are going to look at grant money for any of these projects. Peter stated he spoke with NDEP and we may qualify for some money through the State Revolving Loan Fund. We may have a low interest loan or possible a principle forgiveness loan.

Discussion followed regarding the proposed revenues and expenditures, and Peter noted that revenues are less than expenditures. The treatment cost per thousand gallons is \$4.40. We're seeing more solids and less liquids resulting in more solids. Our depreciation has decreased because we are reinvesting in our capital projects. Ted confirmed that the net asset amount is historic and not fair market. Peter said historic, and Ted noted that at fair market we would have \$10 million to fund \$50 million. Net cash is still in the negative. We had a great year for capital revenue, otherwise the numbers would be worse. Barbara asked if the capacity shown are all paid for, and Peter said it is. Peter reported that there the predicted increase in ad valorem is \$50,000 and the SCCRT revenue is static. Barbara is concerned that Douglas is a non-guaranteed county. Ted stated that he is also concerned. April researched it, and it looks like we will still get that money, and that non-enterprise funds will not see an impact although it is difficult to figure out how the money is disbursed. Peter stated that the net cash if we do all the projects will be a deficit of \$2.857 million. We only received \$29,000 in interest, although he is



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April 5, 2022
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budgeting \$100,000. The depreciation is 32% but noted that last year's was 36%. On the State's budget sheets he asked the State for direction on Page 9 and that page has been populated with the contracts.

Barbara thanked Peter and the budget committee for all their work on this. The Chairman asked for public comment, and there was no public comment. **Motion by Ray Wilson to approve the tentative budget for FY 22-23 with a tax rate of 0.1224%.** Seconded by Mike King. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Motion by Ray Wilson to set May 18, 2022 at 11:30 am as the public hearing for review and approval of the Final Budget for FY 22-23. Seconded by Ted Thran. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Claims Review and Approval: There were no questions or comments by Board. The Chairman called for public comment, and there was no public comment. **Motion by Mike King to approve the claims received for February, 2022 in the amount of \$187,552.49, and to approve the payroll-related expenses paid during February, 2022 in the amount of \$79,231.79.** Seconded by Ray Wilson. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Minutes of March 1, 2022 Regular Board Meeting: **Motion by Mary Schilling to approve the minutes of the March 1, 2022 Regular Board Meeting.** Seconded by Ted Thran. The Chairman called for public comment, and there was no public comment. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Carson Valley Medical Center Capacity Request: Represented by Doug Smith. Peter stated this request is for the expansion of the Carson Valley Medical Center at the south end of Gardnerville. It will likely be less units than is being requested as he has not yet finished the calculation of the demolished areas, which will result in a credit in edu's. Barbara asked if the applicant is aware of the process and requirements. Mr. Smith stated MGSD staff has been great to work with. Ray asked for the overall capacity of the plant, and Peter reported that we are at 1.6 million gallons per day (gpd) and we are permitted for 3.5 gpd, so we are well within our permit. The Chairman called for public comment, and there was no public comment. **Motion by Mike King to allocate up to 50 edu's of capacity to the Carson Valley Medical Center**



Minutes
April 5, 2022
Page 5

for the proposed expansion project located at 1107 Hwy. 395 in Gardnerville (APN 1220-10-610-010). All rules, regulations, and requirements are to be met and all fees paid.

Seconded by Ray Wilson. There was no further discussion on the motion. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

MGSD Service Area Expansion to Include Property at 1100 Sawmill Rd (Continued from March 1, 2022 regular board meeting):

Peter discussed the project proposal, which is 84 acres on Sawmill Rd on the other side of the Allerman Canal. The property is out of the district boundary, and we have no mechanism to force them to annex to MGSD. April spoke to Bill Peterson today to provide information to the County to allow the applicant to move forward with the septic system as proposed. Bruce Scott stated he has no objection to a septic system onsite. Ultimately, there will be other projects on the other side of the Allerman that will require municipal sewer, but we can look at it on a case-by-case basis. He and Bill can set up criteria on this that would not set a precedent. The County would like us to serve anything that would create an excessive amount of effluent. We don't want to set the Allerman as a physical barrier. Jeremy Hutchings from Douglas County stated he agreed with Bruce's thoughts. Bill would like a little time to look into this. It needs a little analysis, and there is an old court case, and that needs to be looked at. We are a public body and we can't treat anyone arbitrarily and discriminatorily. The service area boundary was set due to gravity flow. We probably can expand it, but we need to be sure of it. Barbara stated she is concerned about the precedent, and the original grant was about gravity flow, and the broader spectrum with the development on that side of the Canal. She wondered what the County's future plans are, and whether they want us to serve that area. She also noted that the project will take RV and septic sludge, and we don't take septic sludge. There are other projects that are coming forward in the District regarding RV sludge. Bruce stated that when the service boundary was established there were also potential sewer flows for planning, but those flows have been less than estimated. There is capacity for MGSD to serve those areas. Bill also noted that the plant was much smaller at that time. Barbara noted that we are at half the capacity, and Peter stated that the design of the plant will allow us additional capacity up to 5 million gpd. Jeremy felt that it makes more sense for MGSD to serve this area since the County's infrastructure isn't as close. Peter felt that at some point infrastructure will need to be provided in this area but this project will not require it. Ray asked if we can allow the septic now but require them to connect to sewer if another project necessitates a main extension. Jeremy stated that if there is sewer on their frontage, then MGSD can require connection at that time. Ted asked what would happen if the septic spills into the Allerman. Jeremy said the owner would have to do some treatment onsite. **Motion by Ted Thran to deny the expansion of the service area boundary for service to 1100 Sawmill Rd.,**



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April 5, 2022
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(APN 1220-11-001-075) and to direct the District Manager to work with legal counsel prepare a letter to Douglas County stating the District's unwillingness to expand the District's service area boundary for service to 1100 Sawmill Rd. Seconded by Ray Wilson. No Public Comment. No further discussion. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 0 absent].

Attorney-Client Conference: Bill Peterson reported that he is working with Pine View Estates' legal counsel on a draft document, but it is not ready to present to the board. He was supposed to have a meeting with the Tribe's legal counsel, but that hasn't happened yet. It appears their issue is whether the property is Trust land which requires different approvals. They haven't met yet, but with the agreement we won't have to go to tribal court for a resolution.

He also reported that he is looking into the Bently agreements. We are fully in control, and they cannot transfer agreements without our consent. The agreement states we would have to agree to a potential buyer. Bruce and Bill noted that the agreements are solid for MGSD's benefit. We can start charging for effluent in 2032.

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

The proposed CMAR contract of \$2.686 million has been sent to Bill for review. Peter has also had some contact with GRGID about this. Bill stated that GRGID will not be a party to the contract but they are responsible for a portion of the cost.

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

Quite a few meetings occurred with the staff who are handling the Bently Ranch operations, but no he has had no conversations with the Distillery staff. Their staff indicated that there was no further information than what has been reported on.

Belt Press: The machine is in place, and we are now working on the piping. We have had some holdups with equipment, but we're getting closer to getting this completed.

Two of our newest employees have been sent to CDL school and they are now licensed for Class A. We may have need for a Class A in the future, so having the Class A will give us more opportunity to expand what we are capable of doing.



Minutes
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Page 7

The new manhole on SR 756 that is being installed due to a new subdivision in GRGID's service area is being built to our specification and MGSD staff is onsite to protect our infrastructure.

Other projects are moving forward. Additional units were permitted today in Heybourne Meadows. He expects a ramp up in flows in future and we'll need to look at expanding our permit sooner than was originally thought.

Staff has begun working on the pista grit channel.

Controller's Report: LaVonne reported that there are 20 liens on file for approximately \$12,500 and 15 accounts on the watch list.

Administrative Report by Staff: April reminded those running for board that their first campaign finance report is due to the Secretary of State's office by April 15th.

Board Comment: Ray congratulated Peter and staff on the budget presentation. Barbara reported that she spoke with Eric Nielsen at Town of Gardnerville, and they are expecting development to explode.

Public Comment: There was no public comment.

Meeting adjourned 7:55 p.m.

Approved by the Board of Trustees as presented on:

Date By _____
Ted Thran, District Secretary

:/ab



MGSD

**Minden Gardnerville
Sanitation District**

22-23 BUDGET

Work shop

Minden Gardnerville Sanitation District

MGSD Board of Trustees

Barbara Smallwood - Chairman

Michael King - Vice Chairman

Ted Thran - Treasurer

Raymond Wilson - Trustee

Mary Schilling - Trustee

Peter V. Baratti

District Manager

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FY 2021-2022 BUDGET OUTLINE

	<u>FY 202-2023</u>	<u>FY 2021-2022</u>	<u>Variance</u> From FY 22-21	<u>% of</u> <u>Budget</u>
Service and Supplies	\$1,116,659	\$991,890	\$204,769	37%
Salaries	\$1,181,937	\$998,648	\$183,289	40%
Benefits	\$391,326	\$334,900	\$56,426	13%
Medical	\$295,266	\$251,154	\$44,112	10%
Total Operating Expense * <i>*Not including depreciation</i>	\$2,985,188	\$2,496,592	\$488,596	100%

▶ 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	\$77,167
▶ Total Capital Expense	\$3,472,167

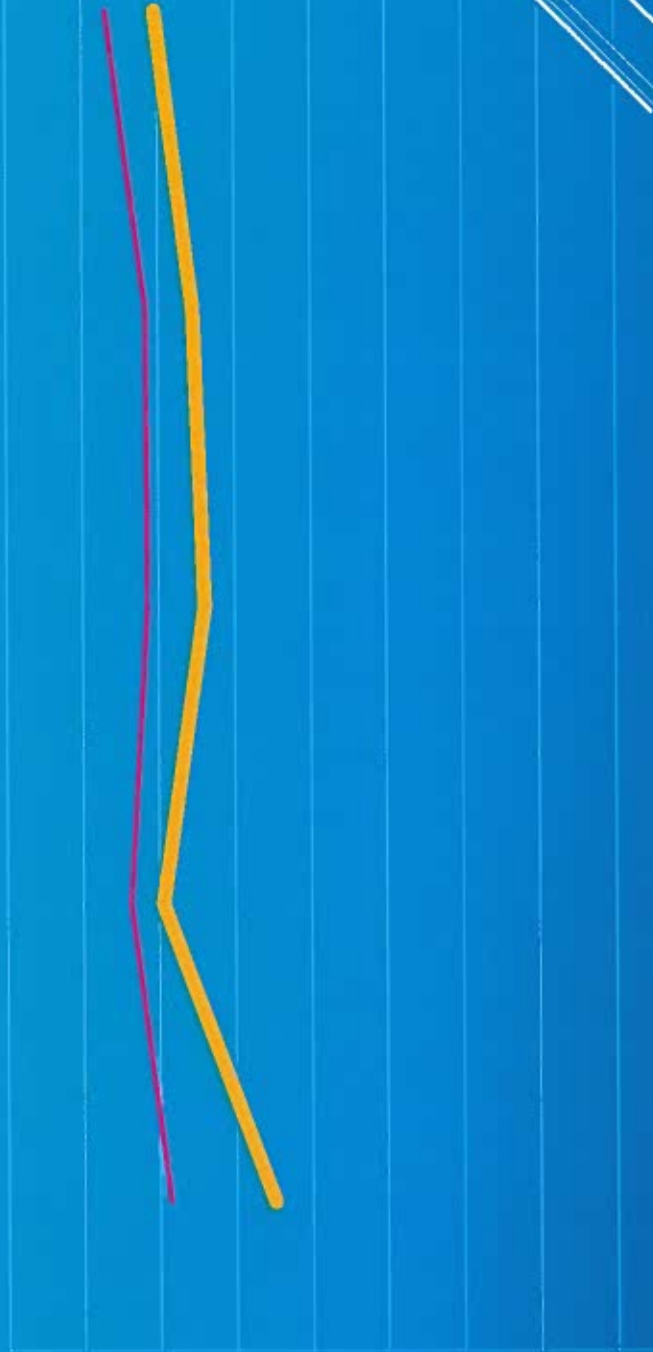
CAPITAL EXPENSES

Revenues FY's 2017-2021



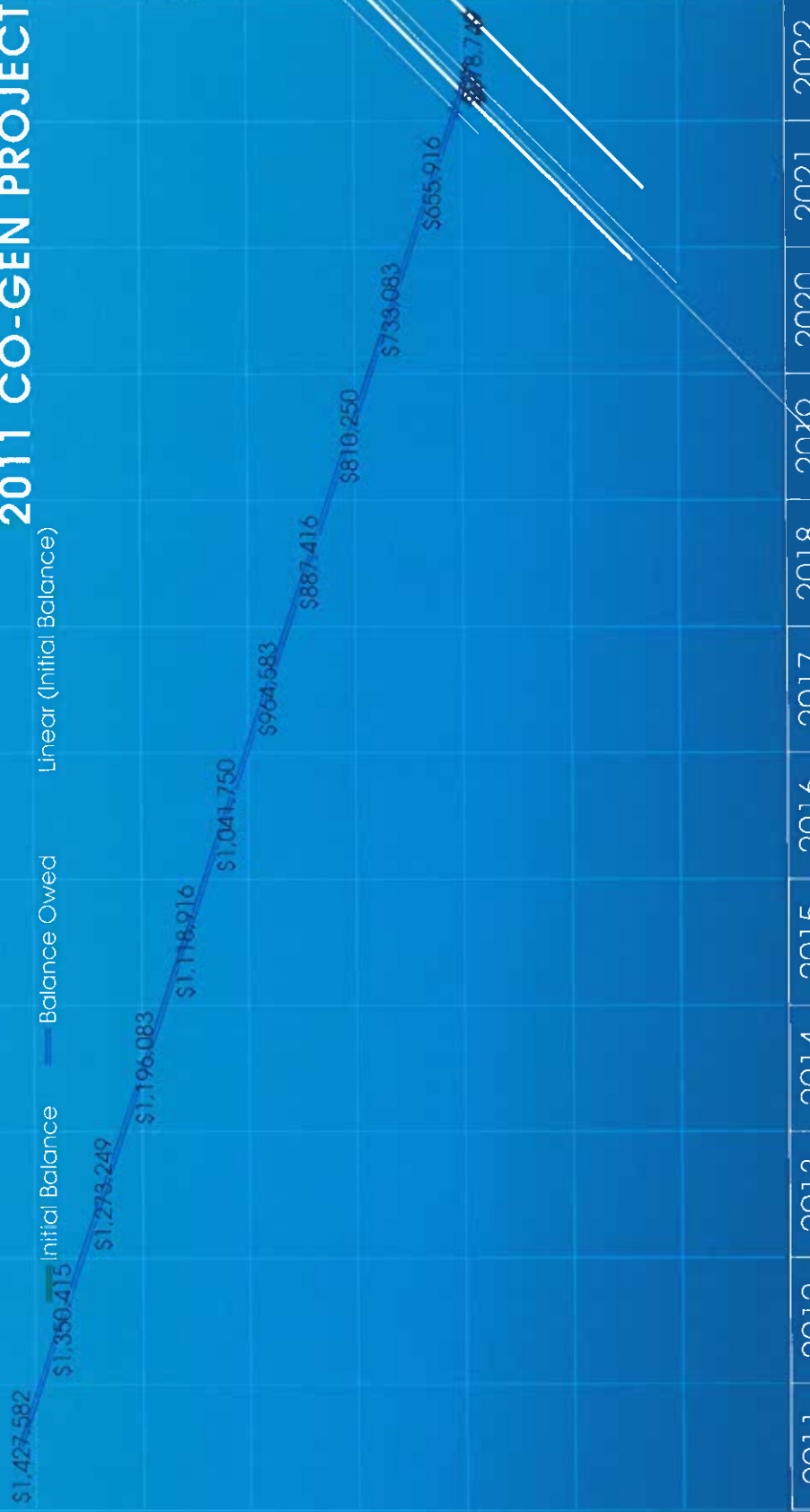
Revenues Vs Expenditures

\$4,500,000
 \$4,000,000
 \$3,500,000
 \$3,000,000
 \$2,500,000
 \$2,000,000
 \$1,500,000
 \$1,000,000
 \$500,000
 \$-

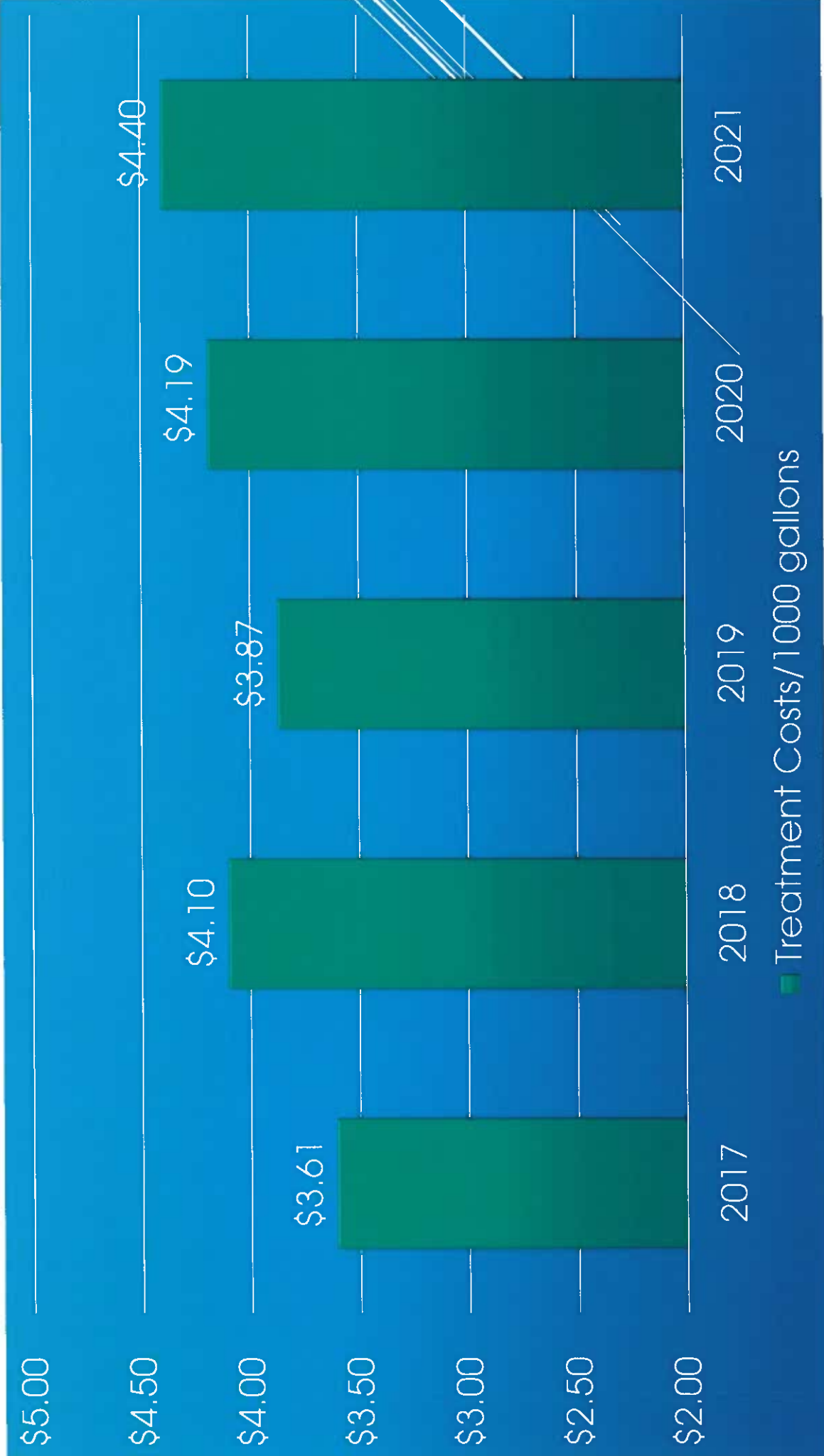


	2017	2018	2019	2020	2021
Total Revenues	\$2,743,7	\$3,472,5	\$3,195,3	\$3,271,7	\$3,522,1
Total Expenditure	\$3,428,6	\$3,687,9	\$3,574,5	\$3,585,2	\$3,844,3

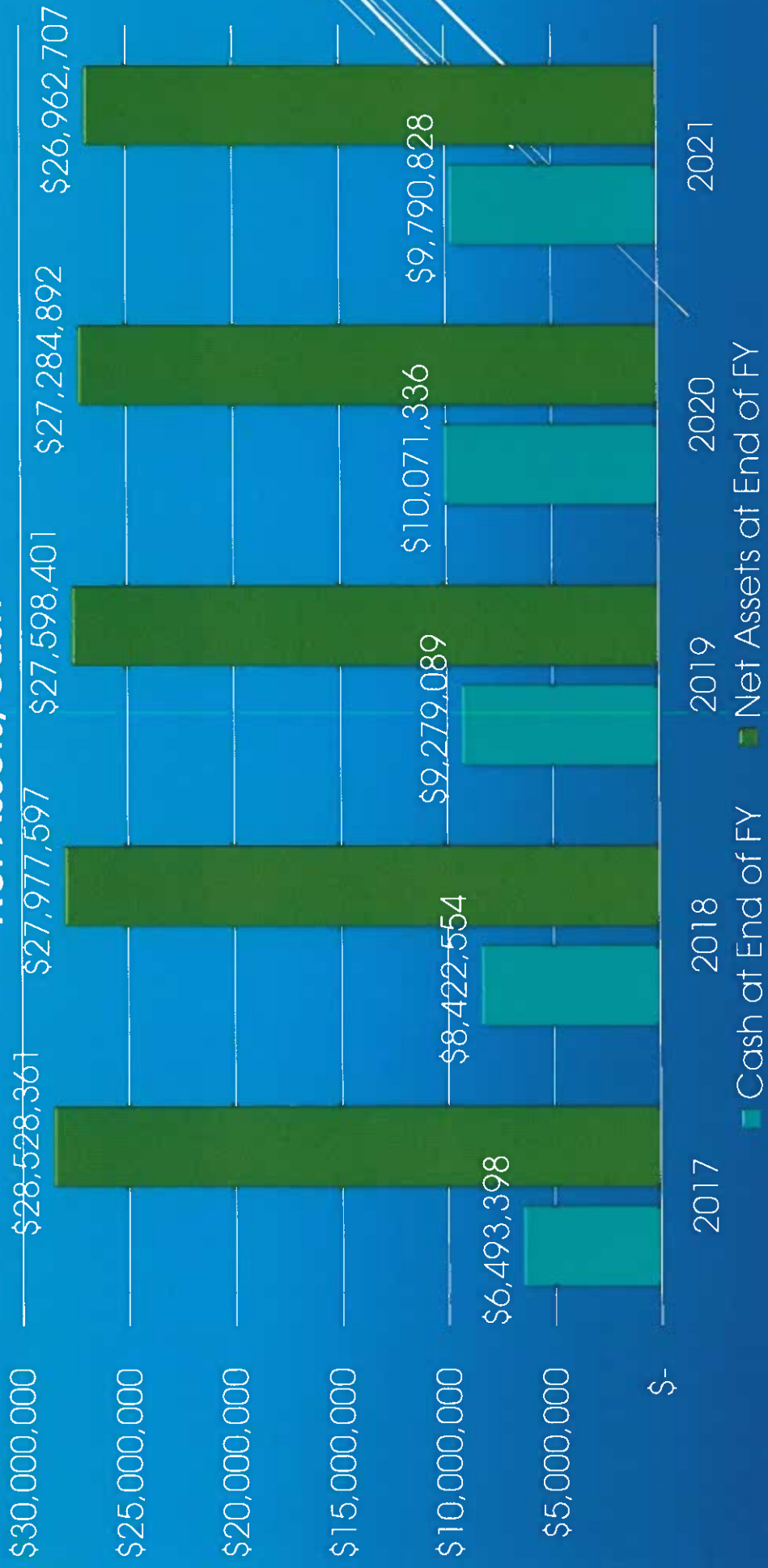
ARRA FUNDING 2011 CO-GEN PROJECT



Initial Balance	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Balance Owed	\$1,427,582	\$1,350,415	\$1,273,249	\$1,196,083	\$1,118,916	\$1,041,750	\$964,583	\$887,416	\$810,250	\$733,083	\$655,916	\$578,741



Net Assets/Cash



A) OPERATING ACTIVITIES CASH FLOW

▶ Cash Flows from Operating Activities

\$ 2,213,200

▶ Supplies, Goods, Services

~~\$(1,116,659)~~

▶ Salaries, Wages

~~\$(1,181,937)~~

▶ Employee Benefits

~~\$(686,592)~~

Net Cash

~~\$ (771,988)~~

B) NON- CAPITAL FINANCING CASH FLOWS

- ▶ Ad Valorem Tax
- ▶ Consolidated Tax

\$525,673

\$134,659

Net Cash

\$ 660,332

C) CAPITAL AND RELATED FINANCING CASH FLOWS

- | | |
|---|--------------------|
| ▶ Acquisition and Construction of Capital | \$ (3,395,000) |
| ▶ Proceeds from Contributed Capital | \$ 615,000 |
| ▶ ARRA Repayment | <u>\$ (77,167)</u> |

Net Cash **\$ (2,857,167)**

D) INVESTING ACTIVITIES CASH FLOWS

► Interest from Investments \$100,000

Net Cash \$ 100,000

▶ A) Operating Activity Cash Flows	\$ (771,988)
▶ B) Non Capital Financing Cash Flows	\$ 660,592
▶ C) Capital and Related Financing Cash Flows	\$ (2,857,167)
▶ D) Investing Activities Cash Flows	<u>\$ 100,000</u>
Net Cash	<u>\$(2,868,823)</u>

TOTAL ESTIMATED PROCEEDS FY 2022-2023

Operating Expenses \$4,415,188



Agenda Item 7

Douglas County Multimodal Trail

Items in this Section Include:

- ✓ ***Email from Jeremy Hutchings***

April Burchett

From: Peter Baratti
Sent: Monday, April 11, 2022 12:59 PM
To: April Burchett
Subject: FW: Board Item - Easement for Multimodal Trail

From: Hutchings, Jeremy <jhutchings@douglasnv.us> <jhutchings@douglasnv.us>
Sent: Monday, April 11, 2022 11:55 AM
To: Peter Baratti <peter@mgsdistrict.org>
Subject: Board Item - Easement for Multimodal Trail

Hi Pete,

I would like to discuss with your board the possibility of obtaining an easement 20-Ft in width along MGSD's parcel APN: 1320-19-000-009 as roughly shown in the schematic below. I am thinking probably at least two meetings? One to introduce the item for discussion only and (if things look positive) a second meeting to finalize? Let me know if I should fill out an application or how best to approach this item. You may have seen on the Board of County Commissioner meetings recently that the Teig Family has been dedicating easements on the west end of Muller for a multimodal trail. The thought is to obtain easements from other property owners like MGSD that would allow the County to construct a trail similar to the existing trail on Buckeye between the sheriff's station and Minden Elementary School. Please take a look and let me know if you have any questions or official paperwork that I need to complete. Thanks Pete!



Jeremy J. Hutchings, P.E.
 County Engineer
DOUGLAS COUNTY COMMUNITY DEVELOPMENT
 ENGINEERING DEPARTMENT
 1594 Esmeralda Avenue
 Minden, NV 89423
 775.782.9063
jhutchings@douglasnv.us
www.douglascountynv.gov



Agenda Item 8

District Manager Annual Review

Items in this Section Include:

- ✓ ***Review form 4/1/21 to 5/1/22 with Board comments***
- ✓ ***Notice of Meeting to Peter Baratti***
- ✓ ***Proof of Service of Notice of Meeting to Peter Baratti***
- ✓ ***Memorandum from April Burchett, dated April 8, 2022***
- ✓ ***Total Value Compensation Statement FY 21-22***
- ✓ ***Current Employment Contract 10/1/2020 to 6/30/21, automatically renewed to 6/30/22 per Paragraph 2.a on Page 1***



DISTRICT MANAGER PERFORMANCE EVALUATION

Manager Name: Peter V. Baratti

Rating Period: From: 4/1/2021 To: 5/1/2022

Rating Scale Definitions:

1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations / Outstanding
Inadequate performance that is consistently below job requirements and problematic. Shows little or no initiative or urgency to improve performance.	Performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position.	Capable, satisfactory performance that consistently meets and occasionally exceeds expectations. Errors are generally minimal and self-corrected. Demonstrates effective leadership	Strong performance that frequently exceeds expectations. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.	Superior performance that consistently exceeds job requirements. Continually demonstrates willingness to assume additional responsibilities, and makes significant contributions beyond normal expectations.

I. PERFORMANCE EVALUATION

EVALUATION AREA	NOTES	RATING
1. Relationship with Board of Trustees	Avg.	4.29
Example behaviors that Meet Expectations: <ul style="list-style-type: none"> Effectively implements policies and programs approved by the Board of Trustees 	King: 5.0 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	King: 4.43 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0
<ul style="list-style-type: none"> Reporting to the Board of Trustees is timely, clear, concise, and thorough 	King: 5.0 (Detailed and Analytical) Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> Accepts direction and instructions in a positive manner; listens to and considers ideas from the Board 	King: 4.0 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of current plans and activities of MGSD 	King: 4.0 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of new developments in legislation, governmental practices and regulations 	King: 4.0 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of activities of County development-related activities 	King: 5.0 (Monthly Manager Report) Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> Provides the Board of Trustees with clear report of anticipated issues that could come before the Board 	King: 4.0 (Aggressive plant & budget projections) Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	

2. Public Relations		Avg.	4.26
Example behaviors that Meet Expectations: <ul style="list-style-type: none"> Projects a positive public image; is courteous to the public Maintains relationships with representatives from other government agencies Ensures MGSD's website is updated with current administrative and Board-related information Provides communication to the public on matters affecting the District 	King: 4.0 Schilling: 5.0 Smallwood: 4.5 Thran: 4.0 Wilson: 4.5	King: 4.0 Schilling: 5.0 Smallwood: 4.3 Thran: 4.0 Wilson: 4.0	
	King: 5.0 Schilling: 5.0 Smallwood: 4.5 Thran: 4.0 Wilson: 4.0		
	King: 4.0 Schilling: 5.0 Smallwood: Work in Progress Thran: 4.0 Wilson: 3.5		
	King: 3.0 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0		

EVALUATION AREA	NOTES	RATING
3. Effective Leadership	Avg	4.48
Example behaviors that Meet Expectations: <ul style="list-style-type: none"> ● Appears to delegate appropriately 	King: 5.0 (Leads by example) Schilling: 5.0 Smallwood: 4.0 (Open Meeting Law & HR) Thran: 4.0 Wilson: 4.0	King: 5.0 Schilling: 5.0 Smallwood: 4.2 Thran: 4.0 Wilson: 4.2
<ul style="list-style-type: none"> ● Provides effective and appropriate training for staff 	King: 5.0 Schilling: 5.0 Smallwood: 4.0 (Continue to cross train staff as appropriate for productivity; look to train replacement for HR & Admin position; April retiring 2-3 years) Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> ● Identifies plant and collection system needs and problems; identifies root causes; addresses problems in ways that lead to innovative and long-term solutions 	King: 5.0 Schilling: 5.0 Smallwood: 5.0 Thran: 4.0 Wilson: 5.0	
<ul style="list-style-type: none"> ● Consistently makes informed decisions and provides recommendations based on available and hard-to-find information; utilizes information that is relevant, current, and clear 	King: 5.0 Schilling: 5.0 Smallwood: 4.0 Thran: 4.0 Wilson: 4.0	
<ul style="list-style-type: none"> ● Follows up on pending issues and instructions to ensure resolution 	King: 5.0 (Very focused) Schilling: 5.0 Smallwood: 4.0 (Continue to investigate number of accounts and billing for correct number of all service users billed) Thran: 4.0	

4. Fiscal Management		Avg.	4.2
Example behaviors that Meet Expectations: <ul style="list-style-type: none"> Utilizes resources, including expertise of staff/Board members, to prepare a realistic annual budget Controls expenditures in accordance with approved budget Works with staff and outside contractors to ensure audit findings are addressed and resolved in a timely manner Provides accurate reports and information in a timely manner 	King: 4.0 Schilling: 5.0 Smallwood: 4.0 Thran: 3.0 Wilson: 4.0	King: 4.5 Schilling: 5.0 Smallwood: 4.1 Thran: 3.0 Wilson: 4.3	
	King: 4.0 (full compliance with auditors & State requirements) Schilling: 5.0 Smallwood: 4.0 Thran: 3.0 Wilson: 3.5		
	King: 5.0 (zero defect in FY 20-21 audit) Schilling: 5.0 Smallwood: 4.5 Thran: 3.0 Wilson: 4.5		
	King: 5.0 Schilling: 5.0 Smallwood: 4.0 Thran: 3.0		

EVALUATION AREA	NOTES	RATING
5. Intergovernmental Affairs	Avg.	4
Example behaviors that Meet Expectations: <ul style="list-style-type: none"> ● Maintains effective communication with local, regional, state, and federal government agencies 	King: 5.0 Schilling: 5.0 Smallwood: 4.0 (outreach to Douglas County and other GID's and utilities has created good relations) Thran: 3.0 Wilson: 3.5	King: 4.5 Schilling: 5.0 Smallwood: 3.9 Thran: 3.0 Wilson: 3.6
<ul style="list-style-type: none"> ● Contributes to good government through regular participation in local, regional, state agency, and business-related organization meetings and relationships 	King: 5.0 Schilling: 5.0 Smallwood: 4.0 (Chamber; Douglas Co. Pre-App meetings; local player; other organizations; staff) Thran: 3.0 Wilson: 4.0	
<ul style="list-style-type: none"> ● Lobbies effectively with legislators and other agencies regarding the interests and needs of MGSD, where needed 	King: 4.0 Schilling: 5.0 Smallwood: 3.8 Thran: 3.0 Wilson: 3.5	
<ul style="list-style-type: none"> ● Ensures MGSD's interests and standards are communicated to and recognized by local, state, and federal government agencies 	King: Not observed Schilling: 5.0 Smallwood: 4.0 Thran: 3.0 Wilson: 3.5	

6. Professional Job-Related Competencies		Avg.	4.7
Example behaviors that Meet Expectations:			
<ul style="list-style-type: none"> ● Maintains current technical knowledge and ability to sufficiently manage tasks and projects 	King: 5.0 (subject matter expert) Schilling: 5.0 Smallwood: 4.0 (forward thinking long term) Thran: 4.0 Wilson: 5.0		King: 5.0 Schilling: 5.0 Smallwood: 4.7 Thran: 4.0 Wilson: 4.9
<ul style="list-style-type: none"> ● Pursues expanded mastery of knowledge and abilities of leadership position and skills 	King: 5.0 Schilling: 5.0 Smallwood: 4.5 Thran: 4.0 Wilson: 4.5		
<ul style="list-style-type: none"> ● Maintains State and Federal mandated certification 	King: 5.0 Schilling: 5.0 Smallwood: 5.0 Thran: 4.0 Wilson: 5.0		
<ul style="list-style-type: none"> ● Combines technical knowledge with creativity to produce value-added results 	King: 5.0 (plant operations far exceed surrounding operations/facilities) Schilling: 5.0 Smallwood: 5.0 Thran: 4.0 Wilson: 5.0		

ADDITIONAL COMMENTS BY THE BOARD:

King:

Schilling: Doing a really good job!

Smallwood: Peter, thank you. We appreciate your continued dedication to the MGSD organization. Your efforts are outstanding for MGSD. Your interest in learning all the required reports to State agencies in a timely manner are noticed. Proactively planning for MGSD's future is GREAT.

Thran:

Wilson:

II. ACHIEVEMENTS OF NOTE FOR THIS EVALUATION PERIOD:

King: Plant refurbishment has and continues to be effective and highest quality. Highest employee morale; safety first

Schilling:

Smallwood: District Manager's Year-End report was thorough and very informative. Working with the Controller for complete and correct numbers for budget continues to be a priority to have clean audits.

Thran:

Wilson: In my opinion Peter has grown into the job he now has this last year as District Manager. I would like to see him take as many management classes as possible to continue to grow in his management skills.

III. ITEMS FOR IMPROVEMENT FOR THIS EVALUATION PERIOD:

King: At times, less technical detail

Schilling:

Smallwood: Please continue education in budget and plant maintenance

Thran:

Wilson:

IV. SUMMARY RATING

1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations / Outstanding
			4.32 overall average	

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

King: Analytical reponse to current rate study. Direct staff to identify needed fee revision to compensate for cost of doing business (inflation). Continue to identify and prioritize long-range projects, spacing expensive upgrades over a period of years.

Schilling:

Smallwood: 1. Strategic Plan, Mission statement, policy, goals, Board workshop; 2. Continue accounting of will serve letters; 3. Quarterly celebrations of birthdays and achievements for certification and continued education; employee face-to-face with Trustees

Thran:

Wilson: To continue to grow in all aspects of his job.. To continue to grow in the budget process and control of all expenditures. As good as Peter is, and he is very good, there is always room for improvement.

Board Action: _____

Next Evaluation Date: _____

GOVERNING BOARD

Concurrence

_____	Yes	No
Barbara Smallwood, Chairman		
_____	Yes	No
Mike King, Vice Chairman		
_____	Yes	No
Ted Thran, Secretary-Treasurer		
_____	Yes	No
Mary Schilling, Trustee		
_____	Yes	No
Raymond Wilson, Trustee		

DISTRICT MANAGER COMMENTS & SIGNATURE

District Manager Signature

Date



April 8, 2022

Mr. Peter V. Baratti
1745 Oakwood
Minden, NV 89423

SUBJECT: Notice of Meeting of the MGSD Board of Trustees for Annual
Performance Evaluation and Possibility to Consider Your Character,
Alleged Misconduct, or Health

Dear Mr. Baratti:

This letter will serve to notify you of your annual performance review by the MGSD Board of Trustees at its regular meeting on May 3, 2022. The meeting will begin at 6:00 p.m. at the MGSD Administrative Office, 1790 Hwy. 395, Minden, Nevada. This meeting will be an open meeting, in accordance with NRS 233.031.1(b).

The Board may consider the following topics during the performance review: your performance as District Manager, your job description, your job duties and matters properly related thereto, as well as your character, alleged misconduct, competence, and physical or mental health.

You are invited to attend the meeting, and you may have an attorney or other representative of your choosing present at the meeting. You may also present written evidence, provide testimony, and present witnesses. Please be aware that under NRS 233.031.1(b), the Board may not adjourn to a closed session to consider these items, and all testimony will be given during an open meeting.

If the Board determines it necessary after considering your performance, your character, alleged misconduct, professional competence, or physical or mental health, it may also take administrative action against you at this meeting.

This informational statement is in lieu of any notice that may be required pursuant to NRS Chapter 241.

Sincerely,

A handwritten signature in blue ink that reads "April L. Burchett".

April L. Burchett
Human Resources Representative



PROOF OF SERVICE

I, April L. Burchett, hereby state that I served the foregoing Notice of Meeting of the Board to consider character, alleged misconduct, competence, or health

X

By personally serving it to Peter Baratti at 1790 Hwy 395, Minden, NV
on April 8, 2022

By depositing it in the United States Mail, postage prepaid,
Certified Mail No. _____
on this _____ day of _____, 20 ____.

April L. Burchett

April L. Burchett

4/8/22

Date



MEMORANDUM

DATE: April 8, 2022
TO: MGSD Board of Trustees
FROM: April Burchett
SUBJECT: Annual Review for the District Manager

Information for District Manager Annual Review:

Current Salary for District Manager: \$115,000

Last Salary Increase: October 2020 (prior salary: \$110,000)

Bonuses received during FY 21-22: \$5,000.00

Current Benefits for District Manager:

- Health Insurance (all employee, portion family)
- PERS
- Medicare
- Vacation Leave
- Sick Leave
- Family Sick Leave

Leave Taken during FY 20-21 (thru 3/25/22):

- Vacation Leave: 144.00 hours
Vacation Leave Remaining: 224.57 hours
- Regular Sick Leave: 8.00 hours
- Doctor Sick Leave: 8.00 hours
- Family Sick Leave: 16.00 hours
Sick Leave Remaining: 623.64 hours

Other Benefits:

Workers' Compensation	457 Plan
Employee Assistant Program	11 Paid Holidays
Shirts, Jackets, Boots	

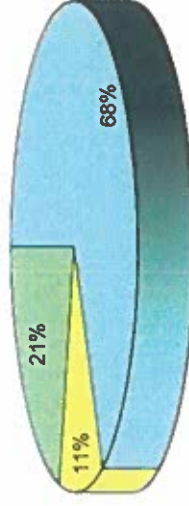


TOTAL VALUE COMPENSATION STATEMENT FY 2021-2022

Employee: Peter Baratti
 Title: District Manager

Summarized below is your projected Total Compensation Statement for FY2020-2021. While cash compensation is the largest portion of your total compensation, a significant portion is provided through indirect pay for health insurance, retirement, and other benefits.

	Your Contribution	MGSD Contribution
Cash Compensation		
Salary:		\$115,000.00
Bonus:		\$5,000.00
Total Cash Compensation		\$120,000.00
Insurance:		
Medical PPO Gold	Emp+Spouse+2 Children	\$11,122.52
Medical - HSA	N/A	\$0.00
Dental	Emp+Spouse+2 Children	\$0.00
Vision	Emp+Spouse+2 Children	\$0.00
Life / AD&D	Employee + Child	\$0.00
	Subtotal - Insurance **	\$11,122.52
Workers' Comp		\$0.00
Total Insurance		\$22,245.04
Retirement		
PERS		\$35,700.00
Medicare		\$1,740.00
Total Retirement		\$37,440.00
TOTAL COMPENSATION		\$176,948.66



In addition to the compensation and benefits mentioned in the chart, you also are provided:

Employee Assistance Program	15 days Vacation Leave
Uniform Shirts, Jackets	10 days Sick Leave
Safety & Personal Protective Equipment	5 days Family Sick Leave
	11 Paid Holidays
	Paid Jury Duty Leave

**EMPLOYMENT CONTRACT
BETWEEN
MINDEN-GARDNERVILLE SANITATION DISTRICT
AND
PETER V. BARATTI**

WHEREAS, Minden-Gardnerville Sanitation District (hereinafter "MGSD" or "DISTRICT") is a governmental body formed under the laws of the State of Nevada and a political subdivision of the State of Nevada; and

WHEREAS, Peter V. Baratti (hereinafter "EMPLOYEE") represents that he maintains the education, training, experience, ethics, and desire to act as the District Manager for MGSD; and

WHEREAS, based on said representations, it is the desire of MGSD to retain the services of EMPLOYEE as District Manager.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. POSITION TITLE AND RESPONSIBILITIES

EMPLOYEE shall be given the job title of DISTRICT MANAGER and shall perform the functions and duties of the District Manager of MGSD as set forth by law and policy and as specified in the Job Description and Duties (see attached Exhibit "A") for District Manager, and to perform other legally permissible and proper duties and functions as the MGSD Board of Trustees shall assign from time to time.

2. TERM OF CONTRACT

- a. This contract will become effective on October 1, 2020 and will expire on June 30, 2021. This contract will automatically renew for successive one-year periods unless either party provides notice to the other party that the contract will not be extended. Said notice shall be given in any form of writing, including email, not less than ninety (90) days prior to the expiration date, but this section shall not prevent or preclude either party from terminating the contract under any other provision of the contract.
- b. EMPLOYEE will be designated an "Appointed Official" as defined under NRS 281A.160. As such, EMPLOYEE's position will be categorized as "Exempt" under the Fair Labor Standards Act (FLSA). EMPLOYEE will serve at the pleasure and under the supervision of MGSD's Board of Trustees.

3. CONDITIONS OF EMPLOYMENT

- a. During the term of the Contract, EMPLOYEE agrees to live and maintain his primary and legal residence, as defined by NRS 10.155, within 30 driving minutes of the MGSD Plant facility (while obeying all motor vehicle laws).

- b. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of MGSD to terminate the services of EMPLOYEE at any time for any reason deemed sufficient or convenient by the MGSD Board of Trustees.
- c. Nothing in this contract shall prevent, limit, or otherwise interfere with the right of the EMPLOYEE to resign at any time from his position with MGSD.
- d. MGSD may suspend EMPLOYEE with or without full pay and benefits at any time during the term of this Contract pending any investigation or other disciplinary hearing.
- e. During the term of this Contract, EMPLOYEE agrees to file, in a timely manner, all reports regarding his personal finances and other information as required by Nevada law, including but not limited to the annual financial disclosure to the Nevada Secretary of State's Office.

4. SALARY and BENEFITS

- a. MGSD agrees to pay EMPLOYEE an annual base salary of One Hundred Fifteen Thousand Dollars and No Cents (\$115,000.00) for his services rendered to MGSD. The annual base salary may be adjusted by the Board of Trustees from time to time in its sole and absolute discretion. The annual base salary is payable in installments in the same manner as all other employees of MGSD are paid.
- b. MGSD shall pay contributions to the Nevada Public Employees Retirement System (PERS) on behalf of EMPLOYEE during his employment with MGSD consistent with the contributions made on behalf of other employees of MGSD and as permitted by and in strict accordance with Nevada law.
- c. MGSD shall provide EMPLOYEE health, vision, dental, and life insurance consistent with what other MGSD employees qualify to receive, which the Board of Trustees may alter, amend, or terminate at any time in its sole discretion consistent with applicable law and procedure.
- d. MGSD shall provide EMPLOYEE all equipment (i.e., computer, software, cell phone, etc.) necessary to perform the essential functions of the position, including a smart phone to conduct MGSD business.
- e. During the term of this Contract, EMPLOYEE shall be eligible to participate in benefits established by MGSD that are consistent with benefits to all employees of MGSD (see attached Exhibit "B"), which benefits the Board of Trustees may adjust, amend, or terminate in its sole discretion from time to time consistent with Nevada law and procedure.
- f. MGSD shall reimburse EMPLOYEE for any District-related expenses that are incurred during the course of performance of his duties as District Manager provided that EMPLOYEE follows all protocols and procedures that MGSD may establish or require from time to time, for entitlement or reimbursement. These expenses may include travel, lodging, food, and any other costs incurred, as set forth in Section 8.b. below.

5. LEAVE AND HOLIDAYS

- a. EMPLOYEE shall be credited with the vacation leave hours currently earned in prior employment positions with MGSD. EMPLOYEE shall accrue vacation leave at the same rate as other MGSD employees qualify to earn.
- b. EMPLOYEE shall be credited with the sick leave hours currently earned in prior employment positions with MGSD. EMPLOYEE shall accrue sick leave at the same rate as other MGSD employees qualify to earn.
- c. EMPLOYEE shall be entitled to 11 State and Federal holidays per year as designated in Attached Exhibit "B". Paid holidays are determined by MGSD and may change from time to time at the discretion of the Board of Trustees.

6. ATTENDANCE AND LEAVE REPORTING

- a. EMPLOYEE shall submit to MGSD's administrative staff a written record of all leave taken in eight-hour increments within 7 days of any leave taken.
- b. Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.
 - i. DISTRICT may make deductions from pay in full day increments when EMPLOYEE does not qualify to use leave, does not have accrued leave, or chooses not to use paid leave and is absent from work for one or more full days. Deductions from sick or annual leave balances may be made in full day increments.
 - ii. Deductions will also be made to offset amounts EMPLOYEE receives as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. MGSD will prorate EMPLOYEE's salary based upon the days worked during the initial and terminal pay period of employment.
 - iii. EMPLOYEE is generally expected to be available to perform his job duties during normal business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, as well as scheduled Board meetings and during emergency situations. It is expected that in order for EMPLOYEE to complete his assigned work from time to time, it will be necessary that he work beyond the normal work days and business hours of MGSD.

7. PERFORMANCE EVALUATION

- a. MGSD Board of Trustees, with input from EMPLOYEE, shall use best efforts to establish priorities, goals, and expectations for EMPLOYEE in each year of this Contract in accordance with Section 9 of this contract. MGSD shall use best efforts to establish priorities, goals, and expectations for the EMPLOYEE that coincide with EMPLOYEE's annual evaluation as provided in Paragraph 7.b. The priorities, goals, and expectations that are established may be modified, added, or deleted as MGSD Board of Trustees deem appropriate, in consultation with EMPLOYEE.
- b. Each year prior to, or as near as possible to, MGSD's tentative budget hearing in April of each year, MGSD Board of Trustees will use best efforts to review and evaluate EMPLOYEE's performance in accordance with the Open Meeting Law

provisions of Chapter 241 of Nevada Revised Statutes (NRS). EMPLOYEE's evaluation shall be based on the priorities, goals, and expectations developed in Paragraph 7.a., as well as EMPLOYEE's performance of the responsibilities and duties of the position as outlined in attached Exhibit "A". The evaluation process and evaluation rests within the exclusive discretion of the Board of Trustees and is solely for the convenience of the Board of Trustees and EMPLOYEE.

8. PROFESSIONAL DEVELOPMENT

- a. MGSD Board of Trustees shall budget and pay for all necessary travel and subsistence expenses incurred by EMPLOYEE to travel to meetings and conferences, that will assist EMPLOYEE to continue his professional development, and to adequately pursue other required functions as the District Manager, including, but not limited to, any national, regional, state and local government groups and committees that EMPLOYEE serves as a member, not to exceed the amount budgeted by the Board each year for such purposes or such other amount as the Board of Trustees may establish or determine from time to time in its sole discretion.
- b. MGSD Board of Trustees agrees to budget and pay for the travel and subsistence expenses of EMPLOYEE for short courses, institutes and seminars that are necessary for his professional development and for the good of MGSD in such amount as the Board of Trustees may determine from time to time in its sole discretion. The Chairman of the Board of Trustees must approve any course or seminar that is longer than five working days or whose total costs exceed Two Thousand Five Hundred Dollars (\$2,500.00).
- c. EMPLOYEE agrees to maintain in good standing at all times during his employment a Grade III Wastewater Operations Certificate, issued by the State of Nevada, or as required by the State of Nevada if higher than a Grade III.

9. STRATEGIC PLANNING

- a. EMPLOYEE agrees that, at least annually, he will schedule and participate in the following:
 - i. A goals setting session to review and develop strategic objectives for MGSD; and
 - ii. A workshop to develop specific criteria for the priorities and expectations to serve as the basis for EMPLOYEE's annual evaluation as set forth in Section 7 of this Contract. This session must be held within two (2) months of the date of the EMPLOYEE's annual evaluation.
- b. EMPLOYEE agrees that he will schedule and/or coordinate training regarding Open Meeting Law and Ethics Law for newly elected members of the Board of Trustees within three (3) months of newly elected officials taking an oath of office.
- c. EMPLOYEE agrees that he will ensure updates occur to MGSD's official website on a monthly basis, or more frequently as needed; that the website contains information that is informative to the public regarding MGSD's services, fees, policies, and board meeting information; and that the website meets State and Federal requirements.

10. EMPLOYEE'S ROLE

- a. EMPLOYEE shall have the authority on behalf of MGSD to enter into written and verbal agreements with any customer, client, vendor, or third party in an amount not to exceed Ten Thousand Dollars (\$10,000.00), and for time-sensitive expenditures not to exceed Fifty Thousand Dollars (\$50,000.00) provided such expenditures are approved by the Chairman or Vice Chairman of the Board of Trustees, which authority may be revoked or adjusted from time to time as determined by the Board of Trustees in its sole discretion.
- b. EMPLOYEE shall have the authority to take employment actions including, but not limited to, hiring and discipline as outlined in the current MGSD Policies and Procedures Manual as may be amended from time to time by the Board of Trustees in its sole discretion.

11. DISABILITY OR INABILITY TO PERFORM ESSENTIAL FUNCTIONS

Without limiting any other right, power, or authority of the Board of Trustees set forth elsewhere in this Contract or as may be exercised consistent with applicable law, if EMPLOYEE is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health, as determined by a qualified health care professional as reasonably determined by the Board of Trustees, for a period of four (4) successive weeks beyond any accrued sick leave, or for twenty working days over a thirty working day period, MGSD shall have the option to terminate this Contract, subject to Severance Pay requirements in Section 12. EMPLOYEE shall also be compensated for any accrued sick leave, vacation, and other accrued benefits in accordance with the then current MGSD policy for what other MGSD employees would receive under similar circumstances.

12. TERMINATION/SEPARATION/RETIREMENT

- a. At any time during the term of this Contract, MGSD may terminate the Contract without cause by providing at least thirty (30) days' advance written notice to the EMPLOYEE. Notice shall be in accordance with Section 17 below. In lieu of providing thirty (30) days' notice, MGSD reserves the right to terminate the Contract without such notice provided that it pays EMPLOYEE thirty (30) days' pay in addition to any other severance or termination pay provided for herein.
- b. At any time during the term of this Contract, EMPLOYEE may terminate this contract by providing at least sixty (60) days' advance written notice to MGSD. Notice shall be in accordance with Section 17 below.
- c. Unless terminated for cause as described in Paragraph 12.e., or terminated by EMPLOYEE for any reason whatsoever, if EMPLOYEE is terminated by MGSD without cause, after MGSD has given notice in accord with Paragraph A above, and during such time EMPLOYEE is willing and able to perform his duties under this Contract, MGSD agrees to pay EMPLOYEE a lump sum cash severance payment equal to two (2) months' aggregate salary of EMPLOYEE's then current annual base salary ("Severance Pay"), payable within seven (7) days of termination.

- d. Severance Pay shall be in addition to any other payment due to EMPLOYEE for unused annual leave or other benefits that may be payable to other MGSD employees with service credit equal to that of EMPLOYEE. EMPLOYEE and any of his legal dependents will also remain in the group health plan of MGSD and will continue to receive life insurance benefits, if any, provided to EMPLOYEE prior to the last day EMPLOYEE provides services to MGSD pursuant to the terms of this Contract. MGSD employs fewer than 20; therefore, EMPLOYEE is not eligible for benefits under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").
- e. For purposes of this Contract, termination for cause is defined as conduct that constitutes a crime involving fraud, dishonest, or moral turpitude (except for misdemeanor traffic citations), failure to maintain required licenses or certifications, any material breach of this Contract, fraud or other dishonest activity, neglect or failure to discharge duties or to follow directives from the Board of Trustees, violation of any harassment or discrimination policy of the Board or any conduct the Board reasonably determines to adversely and materially reflect upon the business, affairs or reputation of MGSD, or conduct that constitutes a knowing and willful violation of a law or MGSD policy governing the conduct of public officers or employees. In such event, MGSD shall give written notice of its desire to terminate EMPLOYEE for cause and the effective date of the termination shall be twenty-one (21) days after notice is given in accordance with Section 17 below, but EMPLOYEE may be suspended from Employment during such time. If EMPLOYEE is terminated for cause, EMPLOYEE shall not be entitled to receive Severance Pay.

13. RETURN OF PROPERTY

Upon separation under Section 12 of this Contract, EMPLOYEE agrees to return any and all property of MGSD. This includes, but is not limited to, equipment, computers, electronics, cell phones, keys, access information (including, but not limited to, user names, passwords, and security questions/answers), notes, data, tests, vehicles, reports, or any property that is requested by MGSD.

14. COMPLIANCE AND ADHERENCE TO DISTRICT POLICIES

EMPLOYEE agrees that he will act in accordance with this Agreement and with the best interests of MGSD and to perform all the duties required of the position. In carrying out the duties and responsibilities of his position, EMPLOYEE agrees to adhere to any and all policies, procedures, rules, regulations, as administered by MGSD. In addition, EMPLOYEE agrees to abide by all local, county, State, and Federal laws while employed by MGSD.

15. GOVERNING LAW AND DISPUTES

- a. This Employment Contract shall be construed and interpreted according to the laws of the State of Nevada.
- b. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter selected from a list maintained by the Nevada Supreme Court of senior District Court judges, with both parties to pay their own attorney's fees and to share equally in the cost of arbitration. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.

- c. MGSD shall select the senior District Court judge if both parties cannot mutually agree to one.

16. SEVERABILITY

If any term, section, or provision, or any portion thereof, contained in this Contract is held unenforceable, unconstitutional, or invalid, all remaining sections and provisions shall be deemed severable and remain legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

17. NOTICES

- a. Unless otherwise provided for herein, all notices that are to be sent under this Agreement shall be done in writing and are to be delivered via Certified Mail (return receipt) and, if applicable, under the terms of NRS 281, to the following mailing addresses:
 - i. DISTRICT: Minden-Gardnerville Sanitation District
1790 US. Hwy. 395 N.
Minden, NV 89423
 - ii. EMPLOYEE: Peter V. Baratti
1745 Oakwood Dr.
Minden, NV 89423
- b. The aforementioned addresses may be changed with the act of either party providing written notice.

18. AMENDMENTS

This Contract constitutes the entire agreement between the parties and may only be modified by a written amendment signed by both parties. This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which, when taken together, will constitute one agreement. Any counterpart may be delivered by any party by transmission of the signature page to the other party and shall be complete upon the completion of such transmission; however, manually signed copies of the signature page shall nonetheless be delivered promptly after any such facsimile delivery. Any changes in EMPLOYEE's base salary as provided herein shall not require a written amendment to this Contract.

19. ENTIRE AGREEMENT

This Contract, together with any attachments, exhibits, or addendums, or documents incorporated herein by reference, represents the entire agreement between MGSD and EMPLOYEE. Therefore, this Contract supersedes any prior contracts, agreements, promises, conditions, or understandings between MGSD and EMPLOYEE.

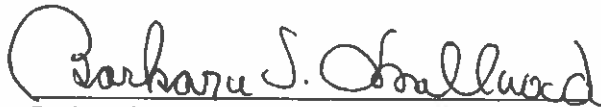
IN WITNESS WHEREOF, the Minden-Gardnerville Sanitation District Board of Trustees has caused this Employment Contract for Peter V. Baratti to be signed and executed this 6th day of Oct, 2020.

EMPLOYEE:



Peter V. Baratti

DISTRICT:



Barbara S. Smallwood, Chairman
Board of Trustees
Minden-Gardnerville Sanitation District

ATTEST:

By: 
April L. Burchett, Administrative Assistant



DISTRICT MANAGER JOB DESCRIPTION

CREATED: January 2010
LAST REVISED: April 2019
(reviewed October 2020)

FLSA STATUS: Exempt

POSITION SUMMARY:

Plans, directs, manages, and oversees the activities and operations of the District. Coordinates District activities with direction provided by the District Board of Trustees. Communicates with the public on matters affecting the District through public affairs initiatives, press conferences, conducting and attending public meetings and hearings, and doing public appearances. Provides information to residents, businesses, and visitors through proactive communication methods that promote the District in a positive and community-oriented manner. Engages in intergovernmental activities that promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements. Performs high-level administrative, technical, and professional work in directing and supervising the administration of the District. Receives broad policy guidance from the Board of Trustees.

DISTINGUISHING CHARACTERISTICS:

The position is responsible for the overall management and implementation of the administration, operation, resources, and maintenance functions for the District, and acts as the District's representative with respect to all services provided, consistent with the administrative and policy direction of the Board of Trustees, with the authority to transmit instructions, receive information, and interpret the District's policies and decisions. The District Manager is appointed by and reports to the District Board of Trustees, and is unclassified and "at-will", serving at the pleasure of the Board of Trustees.

ESSENTIAL FUNCTIONS:

Duties include and are not limited to the following:

- Develops, evaluates, and implements administrative policies and procedures to meet Board goals and objectives; assists the Board in the development of overall goals of the District; follows suggested and recommended alternatives from the Board of Trustees; provides leadership and direction in the development of short- and long-range plans for achieving overall goals.



District Manager
Job Description (Rev. April 2019)
Page 1 of 6

- Selects, directs, develops, evaluates, and manages personnel and personnel policies; determines staffing needs; instructs and trains staff and provides training programs to enhance the capabilities of staff; conducts performance evaluations; listens, responds to, and resolves employee, problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
- Supervises and manages the operation of all wastewater treatment facilities and processes, including collection and treatment systems, effluent disposal systems, biosolids disposal, and grease digestion program.
- Represents the District as Public Information Officer (PIO) and serves as the spokesperson and primary resource for District information; represents the District in appearances with various federal, state, county, and local groups and through various media; makes presentations to business, community, and other groups to present information and answer questions; represents the District with other government agencies and with the public.
- Oversees development of reports, financial statements, and budget forecasts for the amount of funds needed for operations, materials, supplies, equipment, and staffing; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
- Develops, maintain, and monitors District website and social media strategy and content.
- Analyzes proposals regarding policies, programs, and services, and develops recommendations to the Board of Trustees; analyzes information pertaining to District services and operations, including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence on behalf of the District to various government agencies and members of the community.
- Oversees the preparation of Board of Trustees meeting agendas; attends Board meetings; makes oral and written presentations to the Board and to other public and private groups; provides information to news media and the public regarding District operations.
- Analyzes proposed legislation and administrative regulations for their impact on District operations; reviews and makes recommendations to the Board of Trustees regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
- Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in facility operations.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding District development and improvement policies and standards; oversees the processing of development, construction, and annexation petitions and applications; assists customers with enquiries regarding the District's review and permitting process; assesses permit and MGSD fees; represents the District's interest in community development and public works projects to other government agencies through various means, including meeting attendance and/or written correspondence.
- Determines the need for repair and maintenance of existing treatment and collection facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with the District Engineer and resources as required.
- Evaluates laboratory results and processes control tests to assure adequate treatment process and compliance with regulatory standards.



District Manager
Job Description (Rev. April 2019)
Page 2 of 6

- Maintains data on the wastewater treatment, effluent, biosolids disposal, and grease digestion programs; prepares required reports and summary sheets that are sent to regulatory agencies regarding the operation of the facilities.
- Responsible for developing and implementing safety standards for the operation of District equipment and facilities; ensures all District staff are trained and adhere to safety standards.
- Insures that the facilities are in compliance with established guidelines and regulations.
- Represents the District with dignity, integrity, and cooperatively in all relationships with staff and the public.
- Performs related duties as required by the Board of Trustees.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Principles and practices of organizational leadership, management, and supervision;
- Principles of human resource development and utilization, including federal and state employment regulations and practices;
- Modern methods of procurement, contract negotiation, and administration;
- Principles of public budget preparation and administration;
- Modern methods of secondary wastewater treatment, chlorine formulas and testing techniques;
- Pumping equipment and proper pump operation;
- Corrective maintenance on facility equipment;
- Mechanical, biological, chemical, and physical characteristics of wastewater treatment and disposal systems;
- Laboratory techniques and procedures as related to sewage treatment analysis;
- Occupational hazards and safety precautions of the work;
- Mathematical calculations at a level necessary to perform the essential functions;
- PC computers and Microsoft software programs, including a functional knowledge of Word and Excel; and
- Laws and regulations which pertain to District operations, services, and programs.

Skill to:

- Plan, organize, and manage business operations;
- Negotiate appropriate solutions and contracts; and
- Manage administrative processes including budgeting, internal controls, policy development, planning, and problem solving.

Ability to:

- Develop policies and goals consistent with directives from the Board of Trustees;
- Effectively administer projects and operations consistent with District policies and goals;
- Plan, direct, and evaluate the work of staff;
- Develop, motivate, and supervise operations and administrative staff;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;



District Manager
Job Description (Rev. April 2019)
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- Establish and maintain effective working relationships with District staff, elective bodies, and members of the general public;
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- Monitor and control wastewater treatment plant functions through the use of SCADA and complex computer control systems;
- Gain cooperation through discussion and communication;
- Answer all types of emergency calls during hours not normally worked that deal with operational problems to assure continual wastewater facilities operations;
- Analyze, read, record, and interpret policies, regulations, meters, charts, graphs, drawings, plans, laboratory reports, operation and maintenance manuals;
- Recommend alternatives to Board of Trustees and staff;
- Project the consequences of proposed actions;
- Implement administrative policies and work programs consistent with regulations and with District policies and goals;
- Interpret and apply federal and state policies, procedures, laws, and regulations to assure compliance with requirements and limit liability for the District;
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;
- Communicate effectively orally and in writing on matters related to District policy, funding, and operations;
- Prepare and administer budgets;
- Prepare forms and reports as required by federal and state requirements;
- Conduct research and prepare clear and concise reports;
- Deal courteously and tactfully with the public;
- Drive a vehicle;
- Work in confined spaces wearing a breathing apparatus;
- Speak, read, and write the English language at a level necessary to perform essential functions; and
- Promote a positive image of the District.

REQUIRED CERTIFICATIONS AND LICENSES:

- Grade III (Non-Restricted) State of Nevada, Wastewater Treatment Plant Operator Certification
- Certification of completion of OSHA 30-hour training and safety course

EXPERIENCE AND TRAINING:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High School diploma or equivalency; and
- Four years of increasingly-responsible experience in the field of wastewater operations, sewage treatment plant works, and sewage collection.



District Manager
Job Description (Rev. April 2019)
Page 4 of 6

MENTAL/INTELLECTUAL AND PHYSICAL REQUIREMENTS:

The physical and mental/intellectual requirements described here are representative and of those that must be met by an employee to successfully perform the essential functions of the job.

- Sufficient mobility to work in a typical field setting and use related equipment necessary for the job or tasks as necessary.
- Ability to frequently climb stairs and ladders.
- Senses of sight, hearing, smell, taste and touch.
- Ability to effectively interpret reports, financial data, construction, architectural, and engineering plans, and maps.
- Ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.
- Strength and stamina to drive long distances;
- Must have manual dexterity and cognitive ability to operate a personal computer using word processing, spreadsheet, and database programs.
- The ability to communicate via telephone.
- Ability to appropriately handle stress and interact with others, including coworkers, clients, and customers.
- Sufficient hand and body coordination to perform maintenance tasks and to check gauges and valves.
- Frequently lifting and carrying 1-25 pounds from floor to waist level and infrequently lifting up to 50 pounds.
- Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the Board of Trustees.

WORKING CONDITIONS:

Work is performed under the following conditions:

- Position functions at a wastewater treatment facility and may occasionally take place at construction sites, as well as in confined spaces.
- Working above and below ground; heights, in excess of 20 feet, depths below ground in excess of 20 feet.
- Exposure to extreme weather conditions including freezing temperatures, snow, ice.
- Exposure to dust, odors, methane gas, chemicals which may include but not limited to acids, polymers, chlorine, sodium hydroxide, lime and fumes.
- Exposure to waste, hazardous and infectious waste, noise electrical hazards, moving objects, vehicles, sharp objects, pinch points, gases, dust, and slippery surfaces.



District Manager
Job Description (Rev. April 2019)
Page 5 of 6

- Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest.
- Indoors in an office type environment where work is performed at a desk.
- Periodic contact with angry and upset individuals
- Frequent work interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

SPECIAL CONDITIONS:

- Must file financial disclosure form on annual basis with Nevada Secretary of State.
- Must be bondable.

EMPLOYEE'S ACKNOWLEDGEMENT:

I have read and understand this explanation and job description.


Signature

10.8.2020
Date

Peter V BARATTI
Print Name



District Manager
Job Description (Rev. April 2019)
Page 6 of 6



LIST OF DUTIES

CREATED: April 2019

REVISED: October 200

POSITION TITLE: District Manager

SUPERVISED BY: Board of Trustees

SUPERVISOR POSITION? Yes

List of Key Responsibilities

- Supervise and manage operations of District and staff
- Manage office/administration operations and staff
- Report to Board of Trustees and attend Board Meetings
- Submit required reports to various regulatory agencies
 - DMR's (Discharge Monitoring Reports) – quarterly
 - Bio-Solids Reports – annually
 - Haz-Mat Reports – annually
- Effluent Agreements
 - Calculate billing amounts – annually
- GRGID Agreements
 - Prepare fixed billings – quarterly
 - Prepare variable billings – semi-annually
- Budgeting
 - Prepare/submit/manage annual budget
 - Coordinate with accountant
 - Review/sign payroll
 - Review/approve purchase orders
 - Sign Checks – up to \$10,000 (and all utilities in any amount)
- Plan Review
- Determine capacity requirements and fees
- Attend pre-application meetings with County personnel
- Attend pre-construction meetings/special meetings in the field
- Employee evaluations
- Enforce adherence to MGSD Code/Policies
- Coordinate with engineers
 - Plant projects
 - Rehabilitation/Repairs
- Coordinate with Legal Counsel
- Website design, management, and updates
- District public relations and customer service



District Manager
List of Duties (April 2019)
Page 1 of 3

List of General Responsibilities:

- Plans, directs, manages, and oversees the activities and operations of the District.
- Coordinates District activities with direction provided by the District Board of Trustees.
- Communicates with the public on matters affecting the District through public affairs initiatives, press conferences, conducting and attending public meetings and hearings, and doing public appearances.
- Provides information to residents, businesses, and visitors through proactive communication methods that promote the District in a positive and community-oriented manner.
- Engages in intergovernmental activities that promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements.
- Performs high-level administrative, technical, and professional work in directing and supervising the administration of the District.
- Receives broad policy guidance from the Board of Trustees.

List of Essential Functions:

- Develops, evaluates, and implements administrative policies and procedures to meet Board goals and objectives; assists the Board in the development of overall goals of the District; provides leadership and direction in the development of short- and long-range plans for achieving overall goals.
- Selects, directs, develops, evaluates, and manages personnel and personnel policies; determines staffing needs; instructs and trains staff and provides training programs to enhance the capabilities of staff; conducts performance evaluations; listens, responds to, and resolves employee, problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
- Supervises and manages the operation of all wastewater treatment facilities and processes, including collection and treatment systems, effluent disposal systems, biosolids disposal, and grease digestion program.
- Represents the District as Public Information Officer (PIO) and serves as the spokesperson and primary resource for District information; represents the District in appearances with various federal, state, county, and local groups and through various media; makes presentations to business, community, and other groups to present information and answer questions; represents the District with other government agencies and with the public.
- Oversees development of reports, financial statements, and budget forecasts for the amount of funds needed for operations, materials, supplies, equipment, and staffing; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
- Develops, maintain, and monitors District website and social media strategy and content.
- Analyzes proposals regarding policies, programs, and services, and develops recommendations to the Board of Trustees; analyzes information pertaining to District services and operations, including policies, programs, methods, budgets, staffing, organization, and capital needs; writes



District Manager
List of Duties (April 2019)
Page 2 of 3

reports and correspondence on behalf of the District to various government agencies and members of the community.

- Oversees the preparation of Board of Trustees meeting agendas; attends Board meetings; makes oral and written presentations to the Board and to other public and private groups; provides information to news media and the public regarding District operations.
- Analyzes proposed legislation and administrative regulations for their impact on District operations; reviews and makes recommendations to the Board of Trustees regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
- Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in facility operations.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding District development and improvement policies and standards; oversees the processing of development, construction, and annexation petitions and applications; assists customers with enquiries regarding the District's review and permitting process; assesses permit and impact fees; represents the District's interest in community development and public works projects to other government agencies through various

means, including meeting attendance and/or written correspondence.

- Determines the need for repair and maintenance of existing treatment and collection facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with the District Engineer and resources as required.
- Evaluates laboratory results and processes control tests to assure adequate treatment process and compliance with regulatory standards.
- Maintains data on the wastewater treatment, effluent, biosolids disposal, and grease digestion programs; prepares required reports and summary sheets that are sent to regulatory agencies regarding the operation of the facilities.
- Responsible for developing and implementing safety standards for the operation of District equipment and facilities; ensures all District staff are trained and adhere to safety standards.
- Insures that the facilities are in compliance with established guidelines and regulations.
- Represents the District with dignity, integrity, and cooperatively in all relationships with staff and the public.
- Performs related duties as required by the Board of Trustees.



District Manager
List of Duties (April 2019)
Page 3 of 3

Agenda Item 10

Engineer's Report

Items in this Section Include:

- ✓ ***Letter from Bruce Scott dated April 28, 2022***



April 28, 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 April 2022

Dear Chairman Smallwood and Members of the Board:

April has been relatively consistent with regard to the ongoing construction and the periodic submittal of plan reviews, particularly for new construction in the Gardnerville area. We have also been continuing our review and investigation around the proposed listing for sale of the Bently Property. It looks as though a number of projects are beginning to take shape, and I would expect submittals in the next two to three months, for Virginia Ranch, Ashland Park, and other developments which are relatively close to construction.

We are working with staff regarding the possible filing of a grant or loan request for some of the major potential projects with respect to improvements at the plant, as well as possible cost participation in the GRID Interceptor rehabilitation project. It appears that a significant amount of Federal assistance is becoming available and the State through which the money flows, has been very encouraging to enlist applicants so that they can begin dispersing Clean Water monies to suitable projects within Nevada. Right now there are not too many "shovel ready projects" and we are in a good position for consideration with respect to the rehabilitation of the GRID pipeline.

We are also working with staff on more creative possible grant requests, particularly in light of the impact on our effluent disposal, as well as our biosolids handling and disposal which are currently accomplished, either completely or to a large degree on Bently property. We have been working with Peter and staff to look at the bigger picture, as well as the long-term perspective for the District resulting from potential changes in ownership and/or management of the Bently property.

The belt press project is coming along slowly but surely, and we are not too far having that finally completed now that the new belt press units have finally been received by the contractor.

Please feel free to give me a call if you have any questions or would like to discuss any of these items further prior to the meeting.

Sincerely,

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

Bruce R. Scott, P.E.
District Engineer

BRS/sb

cc: Bill Peterson, Esq.
Presley Cochran, EI

CARSON CITY

340 North Minnesota St.
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Agenda Item 11

District Manager's Report

Items in this Section Include:

- ✓ ***April 29, 2022 District Manager Report***
- ✓ ***April 2022 Capacity Report***
- ✓ ***Letter from Department of Taxation***



**Minden Gardnerville Sanitation District
District Manager's Report
April 29, 2022**

CAPACITY ALLOCATIONS/PURCHASES:

- 14 EDU's were sold for various projects

WILL SERVES LETTERS ISSUED:

- None

Public Records Requests: None

MEETINGS ATTENDED AND SCHEDULED:

- 4/19/22 NWEA Fiscal Budget Meeting
- 4/19/22 HDR meeting on funding applications for future rehabilitation needs
- 4/21/22 Meeting with insurance brokers for medical insurance alternatives
- 4/25/22 Telephone meeting with Keith from RCI regarding State Revolving Loan Fund submittals
- 4/27/22 Representative from Joe Benigno for estimate on spraying

VENDORS AND CONTRACTS:

- Tesco EMASS annual contract signed
- Annual contract for SmartCover is coming up

STAFF/OFFICE ITEMS:

- Joe Church and Nick Quilici successfully completed driving school and are now Class A Commercial drivers
- Andrew Marshall completed POOL/PACT essential management skills training

PROJECTS IN THE DISTRICT:

- Several infill housing projects in the area
- The Downs at Monte Vista has properties under construction
- Kingsbury Estates (Tim Lewis Homes) has properties under construction

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Changed carbon media on gas ski
 - Changed failed blower on gas skid
 - Demolished old Pump Station #3 at the ponds; leave infrastructure intact
 - Continued to rehab light fixtures over to LED's
 - Staff is working on spring cleanup across the facility
 - The flare project is completed and re-deployed
-

ENGINEERING/LEGAL/ACCOUNTING

Final not-to-exceed pricing has been submitted on the CMAR (Ranchos Transmission line rehab); contract under review

Tentative budget accepted by Department of Taxation

Respectfully submitted,
Peter V. Baratti, District Manager



**MONTHLY REPORT OF
CAPACITY SOLD
April 2022**

Date	Project Name	Address	EDU's Sold	Existing EDU's	Amount Collected			Approved By	Comments
					Capacity	Connection	Total		
4/5/2022	Tim Lewis Homes	Carriage Ct	4.00		\$ 15,200.00	\$ 1,100.00	\$ 16,300.00	Peter	
4/12/2022	Logistics Const Mgmt	1589 Deseret	1.00		\$ 1,125.00	\$ 275.00	\$ 1,400.00	Peter	
4/12/2022	Custom Craft Builders	LaCita Wy	2.00		\$ 7,600.00	\$ 550.00	\$ 8,150.00	Peter	
4/22/2022	Santa Ynez Valley Const	Home Stretch	4.00		\$ 15,200.00	\$ 1,100.00	\$ 16,300.00	Peter	
4/25/2022	Santa Ynez Valley Const	Home Stretch	3.00		\$ 11,400.00	\$ 825.00	\$ 12,225.00	Peter	
TOTAL EDU's SOLD			14.000		\$ 50,525.00	\$ 3,850.00	\$ 54,375.00		



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

Web Site: <https://tax.nv.gov>

1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

Call Center: (866) 962-3707

STEVE SISOLAK
Governor
JAMES DEVOLLD
Chair, Nevada Tax Commission
SHELLIE HUGHES
Executive Director

LAS VEGAS OFFICE
700 E. Warm Springs Rd., Ste., 200
Las Vegas, Nevada 89119
Phone (702) 486-2300 Fax (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, NV 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

April 25, 2022

Mr. Peter V Baratti, District Manager
Minden Gardnerville Sanitation District
P. O. Box 568
Minden, NV 89423

Re: Tentative Budget – Fiscal Year 22-2023

Dear Mr. Baratti:

The Department of Taxation has examined your fiscal year 2022/2023 tentative budget pursuant to NRS 354.596(5) and finds it to be in compliance with the law and appropriate regulations.

Please be reminded a proof of publication of the notice of the public hearing must be transmitted to the Department with your final budget NRS 354.598 (3).

Should you have any questions, please do not hesitate to call me at (775) 684-2092 or by e-mail at tthorpe@tax.state.nv.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ande Thorpe".

Ande Thorpe
Budget Analyst
Local Government Finance
Department of Taxation

Agenda Item 13

Administrative Report by Staff

Items in this Section Include:

- ✓ *Obituary for Robert Allgeier*



Robert "Bob" Leslie Allgeier

July 25, 1931 - April 1, 2022

Bob died after a long illness surrounded by family and friends on the beautiful spring afternoon of April 1, 2022. Bob was born on July 25, 1931, in Lockport, N.Y., to parents Charles S. and Eleanor S. Allgeier.

He grew up in Depew, N.Y., a small town just outside Buffalo, N.Y. He had one sister, Mary Lou. He graduated from Depew High School in 1948. During high school he played French horn in the Buffalo Bills football team band. After graduation he attended the New York State Institute of Applied Arts and Sciences, majoring in Industrial Chemistry. In 1949, he transferred to Cleveland State University Fenn College in Cleveland, Ohio, graduating in 1954 with a Bachelor of Science Degree in Chemical Engineering.

He married Donna Lou Neil in December 1953 in Buffalo, N.Y. They had three children, Michael, Sharon, and Grant. Bob and Donna moved from Cleveland, Ohio to the San Gabriel Valley in California in 1957. They lived for many years in Covina, Calif. He had a long business career working initially for U.S. Steel while attending college, Lee Wilson Engineering Co. in Rocky River, Ohio, C. F. Braun in Alhambra, Calif., Pacific Scientific Company in Bell Gardens, Calif. He joined with Egloff and Graper Inc. in Santa Fe Springs, Calif., in 1972. The firm specialized in the design, manufacture and servicing of industrial furnace equipment employed in the heat treatment of most metals. Bob and his partner, John Thatcher, purchased controlling interest in Egloff and Graper in 1978 and actively ran the business until they sold it in 1985. At the time of sale, Bob was the president and CEO.

Bob was active in many, many community affairs. He was an active Republican helping found the Covina Republican Club. He served four years as an elected School Trustee in the Rowland School District. He was active in Cub Scout and Boy Scout affairs. He was an Eagle Scout in his youth. He was an avid sportsman. He loved bird hunting and saltwater fishing. He was president of the San Gabriel Valley Gun Club in Duarte, Calif. He served as chairman of the Rio Hondo Ducks Unlimited Chapter in Montebello, Calif. He spent much time in Mexico with his hunting and fishing buddies. He was fortunate to have fished in the Sea of Cortez before the onset of a declining fish harvest. His avocation was shotgun shooting. He was an avid trap and skeet shooter. He was a member for years in the Amateur Trap Association. He regularly participated in registered shoots. He was a long-time member of the California Indians, a trap and skeet shooting organization, and a past president of the Makaha Indians, a trap shooting organization that annually shot in Hawaii. He was a skilled rifleman.

In 1988, Bob and Donna moved to northwest Nevada, settling in the Carson Valley. They settled in Douglas County and built their dream home. Bob was elected as a Douglas County Commissioner in 1992 serving as Chairman in 1995-1996. Bob was elected to the Minden-Gardnerville Sanitation District Board as trustee in 2012. He was active as a founding member of the Alpine View Property Owners Association. He was a member of the Capitol City Gun Club, Sierra Philharmonic League, the Carson Valley Kiwanis Club, the Douglas County Historical Society, the Douglas County Library Association, an avid member and walker of DAWG, and a longtime member of the Douglas County Republican Central Committee.

He was an avid duplicate bridge player. His partner in this activity for the many years was Fran Coursey. He had a great love for dogs and poker. One of his favorite comments is that he liked dogs better than he liked most people. His love for 31 years was the Tahoe-Douglas Elks Lodge No. 2670. He served this organization for many years as Secretary and then Treasurer. He was elected by the lodge for Honorary Life Membership and was selected as Elk of the Year 2006-2001. He loved good music, good books, his good friends, and the few good persons that he highly respected.

He is survived by his wife Donna of 69 years. His children Michael, Sharon, and Grant; grandchildren Tom, Elizabeth, Bea and Tiffany, and great grandchildren Madalyn, Bryanna, Mia, Jayden and Michael and several nieces' nephews. Bob donated his body to the UNR school of Medicine.

A Celebration of life service and potluck will be held at 11AM Saturday, May 7, 2022 at the Tahoe Douglas Elks Lodge #267A, 1227 Kimmerling Rd. Gardnerville NV.

If you wish to make a donation in Bobs name, he would like it made To DAWG or To the Carson Valley Historical Society.