



NOTICE OF REGULAR MEETING
TUESDAY, OCTOBER 4, 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 August 2022

5. Minutes Approval – For Possible Action

Approval of Minutes from the September 6, 2022 Regular Board Meeting

6. 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.

7. 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.

8. 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.

9. 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.

10. Administrative Report by Staff – For Possible Action

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

11. 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.)

12. 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.)

13. ADJOURNMENT

- The MGSD Board reserves the right to hear any agenda item out of order, to combine two or more agenda items for consideration, and remove an item from the agenda or delay a discussion relating to any item on the agenda.
- Copies of supporting material are available online at www.mgsdistrict.org or can be requested from the Minden-Gardnerville Sanitation District Office located at 1790 Hwy. 395, Minden, NV 89423, by calling April Burchett at (775) 782-3546, or by email at mgsdstaff@gmail.com or at april@mgsdistrict.org
- Any agenda item represented by an attorney must give written notice to the Minden-Gardnerville Sanitation District at least fifteen days prior to the meeting.
- All persons attending the meeting are required to sign the guest register. All meetings are recorded pursuant to NRS 241.035.
- NOTICE TO PERSONS WITH DISABILITIES: Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the MGSD office at (775) 782-3546 in advance of the meeting, so that arrangements may be conveniently made.
- This meeting notice is posted at the following locations: the Minden-Gardnerville Sanitation District; Douglas County Historic Courthouse Building; Gardnerville Post Office; Minden Post Office; and at <https://notice.nv.gov>

PLEASE DO NOT REMOVE UNTIL: 10/5/22





MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Two Months Ending Wednesday, August 31, 2022

	<u>YTD</u>	<u>Budget</u>	<u>Remianing</u>	<u>Budget</u>	<u>Remaining</u>
	<u>Actual</u>	<u>2023</u>	<u>Budget \$</u>	<u>Spent %</u>	<u>Budget %</u>
	<u>Fiscal 2023</u>		<u>Variance</u>	<u>Fiscal 2023</u>	<u>Fiscal 2023</u>
CAPITAL EXPENSES					
Belt Press Addition	\$69,820.50	\$1,000,000.00	\$930,179.50	6.98%	93.02%
Collection System Rehab	\$36,813.75	\$1,200,000.00	\$1,163,186.25	3.07%	96.93%
Camera Truck	\$0.00	\$310,000.00	\$310,000.00	0.00%	100.00%
Boiler Replacement	\$0.00	\$220,000.00	\$220,000.00	0.00%	100.00%
Clarifier 1 & 2 Concrete Rehab	\$0.00	\$50,000.00	\$50,000.00	0.00%	100.00%
Digester 1 Concrete Inspect/Repair	\$0.00	\$240,000.00	\$240,000.00	0.00%	100.00%
Pista Grit #1 Retrofit/Replace	\$0.00	\$375,000.00	\$375,000.00	0.00%	100.00%
ARRA Reimbursement	\$38,583.32	\$77,167.00	\$38,583.68	50.00%	50.00%
TOTAL	\$145,217.57	\$3,472,167.00	\$3,326,949.43	4.18%	95.82%



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	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
6 OPERATIONAL EXPENSES					
7 PLANT EXPENSES					
8 Safety	\$403.02	\$15,000.00	\$14,596.98	2.69%	97.31%
9 Plant Supplies (Processing Chemicals)	\$40,477.26	\$85,000.00	\$44,522.74	47.62%	52.38%
10 Utilities	\$30,293.69	\$135,000.00	\$104,706.31	22.44%	77.56%
11 Repairs & Maintenance	\$43,131.76	\$210,000.00	\$166,868.24	20.54%	79.46%
12 Mosquito Abatement	\$1,411.00	\$5,000.00	\$5,000.00	0.00%	100.00%
13 Other Plant Expense	\$2,650.06	\$23,000.00	\$20,349.94	11.52%	88.48%
14 Sludge Removal	\$263.95	\$10,000.00	\$9,736.05	2.64%	97.36%
16 TOTAL O & P EXPENSES	\$118,630.74	\$489,500.00	\$370,869.26	24.24%	75.76%



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	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
17 COLLECTION EXPENSES					
18 Collection System - Supplies		\$4,000.00	\$4,000.00	0.00%	100.00%
19 Collection System - Cleaning/ TV / Repair & Maintenance	\$325.16	\$10,000.00	\$9,674.84	3.25%	96.75%
20 Truck & Auto Expense (Fuels)	\$2,547.69	\$11,000.00	\$8,452.31	23.16%	76.84%
21 Other Collection System Expense		\$1,000.00	\$1,000.00	0.00%	100.00%
22 TOTAL COLLECTION EXPENSES	\$2,872.85	\$26,000.00	\$23,127.15	11.05%	88.95%



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	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
23 LAB EXPENSES					
24 Lab Supplies	\$920.00	\$5,000.00	\$4,080.00	18.40%	81.60%
25 Lab Testing	\$1,008.94	\$13,000.00	\$11,991.06	7.76%	92.24%
26 Lab Permitting		\$1,800.00	\$1,800.00	0.00%	100.00%
27 Lab Repairs & Maintenance		\$5,000.00	\$5,000.00	0.00%	100.00%
28 Other Lab Expenses		\$500.00	\$500.00	0.00%	100.00%
29 Pretreatment Testing		\$3,000.00	\$3,000.00	0.00%	100.00%
30 TOTAL LAB EXPENSES	\$1,928.94	\$28,300.00	\$26,371.06	6.82%	93.18%



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	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
31 RESERVOIR/EFFLUENT EXPENSES					
32 Effluent Management - Repairs & Maintenance	\$1,985.00	\$15,000.00	\$13,015.00	13.23%	86.77%
33 Effluent Management - Utilities	\$156.76	\$30,000.00	\$29,843.24	0.52%	99.48%
34 TOTAL RESERVOIR/EFFLUENT EXPENSES	\$2,141.76	\$45,000.00	\$42,858.24	4.76%	95.24%



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35 GENERAL & ADMINISTRATIVE EXPENSES					
36 Office Supplies & Expense	\$881.93	\$10,500.00	\$9,618.07	8.40%	91.60%
37 Training/Education Expense	\$127.99	\$4,000.00	\$3,872.01	3.20%	96.80%
38 Cleaning &Kitchen Supplies	\$1,935.61	\$7,000.00	\$5,064.39	27.65%	72.35%
39 Statement Billing Supplies	\$51.36	\$4,000.00	\$3,948.64	1.28%	98.72%
40 Bank Charges	\$2,332.11	\$5,000.00	\$2,667.89	46.64%	53.36%
41 Telephone & Internet	\$2,401.25	\$15,000.00	\$12,598.75	16.01%	83.99%
42 Postage	\$3,631.75	\$9,000.00	\$5,368.25	40.35%	59.65%
43 Advertising & Publication	\$860.00	\$3,000.00	\$2,140.00	28.67%	71.33%
44 Software Services	\$4,480.78	\$62,400.00	\$57,919.22	7.18%	92.82%
45 Travel & Per Diem	\$5,513.73	\$6,000.00	\$486.27	91.90%	8.10%
46 Bad Debts	\$400.00	\$400.00	\$400.00	0.00%	100.00%



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47 A/R Collection Expense	(\$85.20)	\$1,500.00	\$1,585.20	(5.68%)	105.68%
48 Insurance & Bonding	\$18,329.10	\$136,059.00	\$117,729.90	13.47%	86.53%
49 Other Administration Expense	\$125.00	\$5,000.00	\$4,875.00	2.50%	97.50%
50 Filing Fees & Permits	\$638.17	\$12,000.00	\$11,361.83	5.32%	94.68%
51 Office Equipment (Hardware)	\$3,814.20	\$22,000.00	\$18,185.80	17.34%	82.66%
52 TOTAL G&A	\$45,037.78	\$302,859.00	\$257,821.22	14.87%	85.13%



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	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
53 PROFESSIONAL FEES					
54 Legal	\$7,317.00	\$40,000.00	\$32,683.00	18.29%	81.71%
55 Engineering	\$11,596.25	\$120,000.00	\$108,403.75	9.66%	90.34%
56 IT/Tech Professional Services	\$2,637.50	\$30,000.00	\$27,362.50	8.79%	91.21%
57 Accounting & Audit	\$680.00	\$35,000.00	\$34,320.00	1.94%	98.06%
58 TOTAL PROFESSIONAL FEES	\$22,230.75	\$225,000.00	\$202,769.25	9.88%	90.12%
59 TOTAL ALL OPERATIONS EXPENSES	\$192,842.82	\$1,116,659.00	\$923,816.18	17.27%	82.73%



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1 PAYROLL					
2 Salaries	\$171,723.44	\$1,181,937.00	\$1,010,213.56	14.53%	85.47%
3 Payroll Taxes & Employee Benefits	\$54,189.32	\$686,592.00	\$632,402.68	7.89%	92.11%
4 Medical Benefits	\$42,822.24		(\$42,822.24)	0.00%	0.00%
5 TOTAL PAYROLL	\$268,735.00	\$1,868,529.00	\$1,599,794.00	14.38%	85.62%

CHECK REGISTER - GENERAL ACCOUNT
8/1/22 - 8/31/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	8/5/2022	Peter Baratti	5048	220805	64700-010	Travel & Per Diem	Per Diem Tri State 3 Operators	\$ 840.00
2	8/9/2022	AHERN RENTALS	ACH187289212	25183074-001	50600-010	Repairs & Maintenance	Repair & Maintenance	\$ 11.66
3	8/9/2022	CHARTER COMMUNICATIONS	ACH080922AB	072722	64400-010	Telephone	Internet Service	\$ 182.96
4	8/9/2022	Andrew T. Marshall	ACH30836310	AM080922	50700-010	Other Plant Expense	Collection Sys Op Exam Reimb	\$ 270.00
5	8/9/2022	Clifford Simpson	ACH30836310	220809	50700-010	Other Plant Expense	Operator III Certificate Reimb	\$ 110.00
6	8/9/2022	Flyers Energy, LLC	ACH3077172471	CFS-3092019	51500-010	Truck & Auto Expense	Fuels	\$ 351.96
7	8/9/2022	Frontier	ACHP224RWRLMW	080122	64400-010	Telephone	Power Cogen Monitoring Line	\$ 105.96
8	8/9/2022	Gardnerville Water Company	ACH125961947	3171	51400-010	Repairs & Maintenance	Line Cleaning Water	\$ 150.85
9	8/9/2022	HDR, INC.	ACH30842495	1200448011	71200-010	Engineering	Master Plan Update	\$ 4,500.00
10	8/9/2022	RESOURCE CONCEPTS, INC.	ACH30842497	22-1350	55100-010	Reservoir Repairs & Maintenance	Reservoir/Effluent Engineering	\$ 863.50
11	8/9/2022	RESOURCE CONCEPTS, INC.	ACH30842497	22-1353	16300-030	Belt Press Addition	Belt Press Engineering	\$ 200.00
12	8/9/2022	RESOURCE CONCEPTS, INC.	ACH30842497	22-1326	16400-010	Collection System Rehab	GRGID Interceptor Engineering	\$ 618.75
13	8/9/2022	RESOURCE CONCEPTS, INC.	ACH30842497	22-1453	71200-010	Engineering	Engineering Services	\$ 2,067.50
14	8/9/2022	SIMERSON CONSTRUCTION, LLC	ACH30842504	8FP-005	16300-030	Belt Press Addition	Belt Press Construction Service	\$ 34,127.80
15	8/9/2022	SOLENIS LLC	ACH30842520	132069181	50400-010	Processing Chemicals	Polymer	\$ 17,429.91
16	8/9/2022	Thatcher Company of Nevada, Inc.	ACH30842530	2022400106490	50400-010	Processing Chemicals	Chemicals	\$ 5,528.59
17	8/11/2022	Christopher Baracosa	ACH30895708	220518-A	50700-010	Other Plant Expense	Grade II Cert Renew Re-issue	\$ 110.00
18	8/11/2022	Christopher Baracosa	ACH30893482	220722	50700-010	Other Plant Expense	Lab Analyst Gr 1 Exam Fee	\$ 269.00
19	8/11/2022	LEAF	ACH3100349212	13557781	65300-010	Office Equipment/Hardware	Copier Lease & Copies	\$ 819.17
20	8/11/2022	RED WING BUSINESS ADVANTAGE ACCT	ACH30885904	20220810035260	50300-010	Safety Equipment & Supplies	Boots for C. Simpson	\$ 200.00
21	8/11/2022	Tractor Supply Credit Plan	ACH620824875081926	631052	50600-010	Repairs & Maintenance	Weed Control	\$ 319.96

CHECK REGISTER - GENERAL ACCOUNT
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22	8/11/2022	Tractor Supply Credit Plan	ACH620824875081926	634479	50600-010	Repairs & Maintenance	Equipment Repair	\$ 4.98
23	8/15/2022	BENTLY RANCH	5049	208864	50800-010	Sludge Removal	Biosolids Disposal	\$ 292.46
24	8/15/2022	Fastenal Company	5051	NVMIN94636	50600-010	Repairs & Maintenance	Equipment Repair	\$ 120.08
25	8/15/2022	FIRST CHOICE COFFEE SERVICES	5052	627462	64330-010	Cleaning & Kitchen Supplies	Water Cooler Rental	\$ 44.00
26	8/15/2022	FISHER SCIENTIFIC	5053	4785034	52300-010	Lab Supplies	Lab Supplies	\$ 131.56
27	8/15/2022	FISHER SCIENTIFIC	5053	4867511	52300-010	Lab Supplies	Lab Supplies	\$ 116.24
28	8/15/2022	JOANA PEREZ	5054	54443	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
29	8/15/2022	JOANA PEREZ	5054	54446	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 450.00
30	8/15/2022	BANKCARD CENTER	5055	TS080422-1	52400-010	Lab Testing	Lab Analysis	\$ 324.94
31	8/15/2022	BANKCARD CENTER	5055	TS080422-2	65100-010	Other Administration Expense	Meeting Portal	\$ 5.00
32	8/15/2022	BANKCARD CENTER	5056	P8080422-1	50900-010	Operators Education/Training	Tri-State Registration	\$ 125.00
33	8/15/2022	BANKCARD CENTER	5056	P8080422-2	64700-010	Travel & Per Diem	Travel to Tri-State 4 employee	\$ 2,287.84
34	8/15/2022	BANKCARD CENTER	5057	AL080422-2	64300-010	Office Supplies & Expense	Cases New Employee Cell Phones	\$ 251.57
35	8/15/2022	BANKCARD CENTER	5057	AL080422-3	64500-010	Postage	Stamps	\$ 180.00
36	8/15/2022	BANKCARD CENTER	5057	AL080422-4	64700-010	Travel & Per Diem	Hotel for Tri-State 4 employee	\$ 1,316.56
37	8/15/2022	BANKCARD CENTER	5058	AM080422-1	50600-010	Repairs & Maintenance	Grounds Maintenance	\$ 882.66
38	8/15/2022	BANKCARD CENTER	5058	AM080422-2	50600-010	Repairs & Maintenance	Tri-State Registration	\$ 125.00
39	8/15/2022	BANKCARD CENTER	5058	AM080422-3	64330-010	Cleaning & Kitchen Supplies	Kitchen & Cleaning Supplies	\$ 116.91
40	8/15/2022	BANKCARD CENTER	5058	AM080422-4	64700-010	Travel & Per Diem	Hotel for Tri-State	\$ 954.96
41	8/15/2022	BANKCARD CENTER	5059	CS080422-1	50300-010	Safety Equipment & Supplies	Boots for C. Simpson	\$ 27.16
42	8/15/2022	BANKCARD CENTER	5059	CS080422-2	50900-010	Operators Education/Training	Training Classes	\$ 99.95

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43	8/15/2022	BANKCARD CENTER	5059	C5080422-3	64300-010	Office Supplies & Expense	Cell Phone Case	\$ 24.98
44	8/15/2022	BANKCARD CENTER	5061	CC080422-1	50900-010	Operators Education/Training	Tri-State Registration	\$ 125.00
45	8/15/2022	BANKCARD CENTER	5062	AB080422-1	65310-010	Software Services	SonicClear Renewal	\$ 498.00
46	8/15/2022	PACIFIC SHREDDING	5063	5120427	64310-010	Statement Billing Supplies	Shredding Services	\$ 51.36
47	8/15/2022	THE PARTS HOUSE	5064	47712	50600-010	Repairs & Maintenance	Equipment Maintenance	\$ 1.76
48	8/15/2022	THE PARTS HOUSE	5064	48013	50600-010	Repairs & Maintenance	Generator Batteries	\$ 561.98
49	8/15/2022	SILVER STATE ANALYTICAL LABS, INC.	5065	RN288314	52400-010	Lab Testing	Lab Analysis Fee	\$ 42.00
50	8/15/2022	SILVER STATE ANALYTICAL LABS, INC.	5065	RN288626	52400-010	Lab Testing	Lab Analysis	\$ 42.00
51	8/15/2022	SILVER STATE ANALYTICAL LABS, INC.	5065	RN288677	52400-010	Lab Testing	Lab Analysis	\$ 42.00
52	8/16/2022	BANKCARD CENTER	5066	LG080422-1	64700-010	Travel & Per Diem	Airfare to GP Conf in Sept	\$ 354.12
53	8/16/2022	BANKCARD CENTER	5066	LG080422-2	65300-010	Office Equipment/Hardware	New Computers	\$ 2,443.28
54	8/16/2022	CARSON VALLEY MEDICAL CENTER	5067	RFND00018	20200-010	Customers With Credit Balances	RM REFUND: DEBIT000063	\$ 558.75
55	8/24/2022	Batteries Plus	5068	P53974100	65300-010	Office Equipment/Hardware	UPC Battery	\$ 138.52
56	8/24/2022	BENTLY RANCH	5069	208899	50800-010	Sludge Removal	Biosolids Disposal	\$ 216.30
57	8/24/2022	BENTLY RANCH	5069	208919	50800-010	Sludge Removal	Biosolids Disposal	\$ 320.74
58	8/24/2022	FISHER SCIENTIFIC	5070	5239105	52300-010	Lab Supplies	Lab Supplies	\$ 82.43
59	8/24/2022	POWER & CONTROL SOLUTIONS, INC.	5071	1331	50600-010	Repairs & Maintenance	Misc Plant Troubleshooting	\$ 3,236.00
60	8/24/2022	POWER & CONTROL SOLUTIONS, INC.	5071	1332	16300-030	Belt Press Addition	Belt Press Project	\$ 3,194.00
61	8/24/2022	POWER & CONTROL SOLUTIONS, INC.	5071	1333	50600-010	Repairs & Maintenance	Gate Automation	\$ 1,395.00
62	8/24/2022	QUALITY CONTROL SERVICES, INC.	5072	68179	52300-010	Lab Supplies	Lab Equipment	\$ 313.53
63	8/24/2022	COGEN SERVICE	5073	6696	50600-010	Repairs & Maintenance	Co-Gen Maintenance	\$ 4,675.60

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8/1/22 - 8/31/22

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64	8/24/2022	SILVER STATE ANALYTICAL LABS, INC.	5074	RN288991	52400-010	Lab Testing	Lab Analysis	\$ 42.00
65	8/25/2022	CASHMAN EQUIPMENT CO.	ACH189165826	INWO1517356	50600-010	Repairs & Maintenance	Equipment Repair	\$ 806.00
66	8/25/2022	NV Energy	ACH9399970	1790220708	50500-010	Utilities	Plant Power	\$ 13,571.41
67	8/25/2022	NV Energy	ACH9399996	800220708	55300-010	Reservoir & Pump Utilities	Pump Station 4 Power	\$ 82.75
68	8/25/2022	RESOURCE CONCEPTS, INC.	ACH31079516	22-1483	71200-010	Engineering	Engineering Pass Thru	\$ 105.00
69	8/25/2022	SOLENIS LLC	ACH31079509	132101439	50400-010	Processing Chemicals	Chemicals - Polymer	\$ 5,892.21
70	8/25/2022	UTILITY TELECOM GROUP, LLC	ACH082522	220816	64400-010	Telephone	Office Phones/T-1 Line	\$ 449.58
71	8/25/2022	WILDFIRE CONNECTIONS LLC	ACH31079504	818022	71500-010	IT/Tech Professional Services	Server Maintenance	\$ 400.00
72	8/26/2022	Flyers Energy, LLC	ACH3077905024	CFS-3112121	51500-010	Truck & Auto Expense	Fuels	\$ 756.67
73	8/30/2022	AHERN RENTALS	ACH189675620	88888888-001	64360-010	Late Fees - Charged	Late Payment Fee	\$ 25.00
74	8/31/2022	BENTLY RANCH	5075	208958	50800-010	Sludge Removal	Biosolids Disposal	\$ 265.30
75	8/31/2022	BENTLY RANCH	5075	208982	50800-010	Sludge Removal	Biosolids Disposal	\$ 325.36
76	8/31/2022	CHARTER COMMUNICATIONS	ACH0333035268	0499375082722	64400-010	Telephone	Internet Service	\$ 182.96
77	8/31/2022	Chevron and Texaco Business Card Services	ACH792209012022	83127466	51500-010	Truck & Auto Expense	Fuels	\$ 144.78
78	8/31/2022	Chevron and Texaco Business Card Services	ACH792209012022	83127466	64360-010	Late Fees - Charged	Fuels	\$ 50.00
79	8/31/2022	CINTAS	5076	5120511832	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 96.07
80	8/31/2022	FIRST CHOICE COFFEE SERVICES	5077	629030	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 103.80
81	8/31/2022	FISHER SCIENTIFIC	5078	5685912	52300-010	Lab Supplies	Lab Supplies	\$ 276.24
82	8/31/2022	HOME DEPOT CREDIT SERVICES	ACH68428	5022680	50600-010	Repairs & Maintenance	Equipment Repair	\$ 86.12
83	8/31/2022	HOME DEPOT CREDIT SERVICES	ACH68428	9025973	50600-010	Repairs & Maintenance	Equipment Repair	\$ 130.07
84	8/31/2022	HOMETOWN HEALTH	ACH103027	77101-015	20300-010	Accrued Payroll Taxes	Medical Premiums	\$ 1,152.94

CHECK REGISTER - GENERAL ACCOUNT
8/1/22 - 8/31/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
85	8/31/2022	HOMETOWN HEALTH	ACH103027	77101-015	80900-010	Retiree Health Insurance Premiums	Medical Premiums	\$ 3,989.08
86	8/31/2022	HOMETOWN HEALTH	ACH103027	77101-015	50200-020	Medical Benefits	Medical Premiums	\$ 12,761.77
87	8/31/2022	METLIFE - GROUP BENEFITS	5079	083122	80900-010	Retiree Health Insurance Premiums	Dental-Life Benefits	\$ 384.94
88	8/31/2022	METLIFE - GROUP BENEFITS	5079	083122	50200-020	Medical Benefits	Dental-Life Benefits	\$ 1,129.88
89	8/31/2022	NDEP	5080	082622	50700-010	Other Plant Expense	Wastewater Operator Cert. Renew	\$ 110.00
90	8/31/2022	COGEN SERVICE	5081	6699	50600-010	Repairs & Maintenance	Co-Gen Repair	\$ 7,189.18
91	8/31/2022	SILVER STATE ANALYTICAL LABS, INC.	5082	RN289233	52400-010	Lab Testing	Lab Analysis	\$ 63.00
92	8/31/2022	SILVER STATE ANALYTICAL LABS, INC.	5082	RN289234	52400-010	Lab Testing	Lab Analysis	\$ 95.00
93	8/31/2022	SILVER STATE ANALYTICAL LABS, INC.	5082	RN289426	52400-010	Lab Testing	Lab Analysis	\$ 42.00
94	8/31/2022	SNELL & WILMER, LLP	5083	2707438	71100-010	Legal	Legal Services	\$ 2,075.00
95	8/31/2022	SOUTHWEST GAS CORPORATION	5084	220708	50500-010	Utilities	Natural Gas	\$ 356.55
96	8/31/2022	SOUTHWEST GAS CORPORATION	5084	220708-1	50500-010	Utilities	Natural Gas Jul-Aug	\$ 356.55
97	8/31/2022	Thatcher Company of Nevada, Inc.	ACH31189278	2022400107147	50400-010	Processing Chemicals	Chemicals	\$ 7,553.15
98	8/31/2022	VSP VISION CARE, INC (AT)	5085	815825562	80900-010	Retiree Health Insurance Premiums	Vision Benefits	\$ 45.72
99	8/31/2022	VSP VISION CARE, INC (AT)	5085	815825562	50200-020	Medical Benefits	Vision Benefits	\$ 170.32
100	8/31/2022	Warren Averett Technology Group, LLC	ACH31189268	64850	65310-010	Software Services	Azure Cloud Usage	\$ 1,218.32
101	8/31/2022	Warren Averett Technology Group, LLC	ACH31189268	65088	65310-010	Software Services	Office 365 Monthly Bill	\$ 339.00
102	8/31/2022	Warren Averett Technology Group, LLC	ACH31189268	65224	71500-010	IT/Tech Professional Services	Tech Services	\$ 868.75
103	8/31/2022	WESTERN NEVADA SUPPLY	5086	49427031	50600-010	Repairs & Maintenance	Equipment Repair	\$ 12.78
104	8/31/2022	WESTERN NEVADA SUPPLY	5086	49427032	50600-010	Repairs & Maintenance	Equipment Repair	\$ 8.10
105	8/31/2022	WESTERN NEVADA SUPPLY	5086	49432459	50600-010	Repairs & Maintenance	Equipment Repair	\$ 9.84

CHECK REGISTER - GENERAL ACCOUNT
8/1/22 - 8/31/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
106	8/31/2022	WESTERN NEVADA SUPPLY	5086	49434116	50600-010	Repairs & Maintenance	Equipment Repair	\$ 9.84
Total Amount of Checks (80 Checks)								
Legend								
		Payroll Expenses						
		Capital Expenses						
		Co-Gen Expenses						
								\$ 159,344.82

CHECK REGISTER - PAYROLL
8/1/22 - 8/31/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	8/5/2022	State Coll & Disb Unit - SCADU	ACH30696220	36-080522	20300-010	Accrued Payroll Taxes	Child Support	\$ 163.38
2	8/5/2022	Voya Financial	ACH114757	080522	20300-010	Accrued Payroll Taxes	457 Contributions	\$ 885.00
3	8/5/2022	Wells Fargo Bank	ACH30722983	941-PR-08/05/22	20300-010	Accrued Payroll Taxes	FED 8/5/2022	\$ 5,183.33
4	8/5/2022	Wells Fargo Bank	ACH30735635	941-PR-08/05/22-AL	20300-010	Accrued Payroll Taxes	FED 8/5/2022	\$ 6,786.95
5	8/5/2022	Wells Fargo Bank Used for Direct Deposit	ACH30722986	941-PR-08/05/22	10000-116	Cash - Payroll Checking - Wells Fargo	DD 8/5/2022	\$ 31,445.16
6	8/5/2022	Wells Fargo Bank Used for Direct Deposit	ACH30735633	DD 08/05/22-AL	10000-116	Cash - Payroll Checking - Wells Fargo	DD 8/5/2022	\$ 15,231.94
7	8/15/2022	JD	ACH30894958	081522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 280.93
8	8/15/2022	BF	ACH30894958	081522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 432.63
9	8/15/2022	JH	ACH30894958	081522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 86.16
10	8/15/2022	RL	ACH30894958	081522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 170.10
11	8/19/2022	State Coll & Disb Unit - SCADU	ACH30983008	36-081922	20300-010	Accrued Payroll Taxes	Child Support	\$ 163.38
12	8/19/2022	Voya Financial	ACH116506	081922	20300-010	Accrued Payroll Taxes	457 Contributions	\$ 840.00
13	8/19/2022	Wells Fargo Bank	ACH30999128	941-PR-08/19/22	20300-010	Accrued Payroll Taxes	FED 8/19/2022	\$ 4,918.01
14	8/19/2022	Wells Fargo Bank Used for Direct Deposit	ACH30999126	PR-DD 08/19/22	10000-116	Cash - Payroll Checking - Wells Fargo	DD 8/19/2022	\$ 29,201.66
15	8/31/2022	Colonial Life	ACH124969	50963180805583	20300-010	Accrued Payroll Taxes	Voluntary Benefits	\$ 38.44
16	8/31/2022	ACS/Mellon Bank Health Savings Account	ACH31173930	HSA083122	50200-020	Medical Benefits	HSA Contributions	\$ 1,858.85
17	8/31/2022	Nevada State Treasurer's Office	ACH31173928	36-0822	20300-010	Accrued Payroll Taxes	Child Support Handling Fee	\$ 4.00
18	8/31/2022	Public Employees Retirement System	ACH31168429	P0822	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions	\$ 22,462.61
19	8/31/2022	Wells Fargo Bank	ACH31064872	941-PR-08/31/22-0RD	20300-010	Accrued Payroll Taxes	FED 8/31/2022	\$ 86.25
20	8/31/2022	Wells Fargo Bank Used for Direct Deposit	ACH31064871	PR-DD 08/31/22 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	DD 8/31/2022	\$ 1,957.25
21	8/31/2022	BARBARA SMALLWOOD	3416					\$ 492.75
Check Total (20 ACH - 1 Check)								\$ 122,668.78

Agenda Item 5

Minutes from September 6, 2022 Regular Board Meeting

Items in this Section Include:

- ✓ ***September 6, 2022 Minutes***



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

Board Members Present:

Barbara Smallwood
Ted Thran
Ray Wilson

Staff Members Present:

Peter Baratti
April Burchett
LaVonne Ghanavati
Cliff Simpson

Others Present:

Sondra Condron
Chris Shorten
Craig Olson

Board Members Absent:

Mike King
Mary Schilling

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

2. Public Comment: There was no public comment.

3. Chairman's Comment: The Chairman mentioned for the record that the August regular board meeting had been cancelled. She also noted that Trustees King and Schilling are absent, but a quorum is present.

4. Claims Review and Approval: Trustee Wilson asked about the annual software charge from Hadronex, Line 3 on the June check register. Peter explained that it is the annual fee for the SmartCover flow meters. The software and telemetry for the meters beam the information up to their satellite and eventually it comes back to us and we get close to real time information, within a few minutes of reading what's there. We have these at several locations throughout the District and there are other ones that are out there on the storm drain that aren't ours. The Town of Minden has one as well as Douglas County, but it's just flow meters on different portions of the system that monitor the flow. They help us see where we're at on those main arteries in the event we have an emergency or abnormality, so it's data for us for future things we're going to need and for some sort of emergency notification. If we do have a problem in an area, we'll get a notification and we can go out and start tracking it down and see what the issue is. The Chairman



Minutes
September 6, 2022
Page 2

asked if it is an annual charge, and Peter stated that it is an annual contract for performing maintenance on the equipment and send batteries and things of that nature.

Motion: To approve the claims received for June, 2022 in the amount of \$155,811.06, and the payroll-related expenses paid during June, 2022 in the amount of \$116,250.48, and to approve the claims received for July, 2022 in the amount of \$301,412.11, and the payroll-related expenses paid during July, 2022 in the amount of \$107,071.82.

Made by: Ted Thran

Seconded by: Ray Wilson

Vote: Motion carried.

Ayes: Smallwood, Thran, Wilson

Nays: None

Abstain: None

Absent: King, Schilling

5. Minutes of July 5, 2022 Regular Board Meeting: The Chairman asked about the language in the minutes on Page 4 regarding “administration of the loan” and if there should be additional clarification of what that would mean. Peter and April both stated they were comfortable with Bill Peterson’s explanation, and Trustees Thran and Wilson agreed. The Chairman asked about the status and location of the easement discussed on Page 4, and Peter stated that it is the easement at the Wa She Shu casino, as well as an easement nearer to Pine View, which we do not have any involvement in. During the meeting with BIA, it was brought to our attention that an additional step was needed to finalize the easement at the Wa She Shu casino. In addition to approval by the Tribe, the BIA also needed to approve it. Frank Flaherty is proceeding with obtaining approvals for both easements.



Minutes
September 6, 2022
Page 3

Motion: To approve the minutes of the July 5, 2022 Regular Board Meeting.

Made by: Ted Thran

Seconded by: Ray Wilson

Vote: Motion carried.

Ayes: Smallwood, Thran, Wilson

Nays: None

Abstain: None

Absent: King, Schilling

6. MGSD Plant Improvement Master Plan Update: Craig Olson discussed the history of the master plan update, and that it stemmed from the initial presentation with Catherine Hansford regarding the rate study. That was a year ago, and the Board decided that the Master Plan should be updated, because the last one was done 10 years ago, and see if there have been changes that would impact rates. HDR went back and looked at a number of things, such as the 2020 update for the Douglas County General plan, which substantially increased future residential development zones and decreased Agriculture use. This will have an impact on things down the road for what build-out conditions might be. The District's service area hasn't changed much, with the most notable change being the Pine View subdivision, and that will result in additional flows which need to be addressed in the master plan.

Craig gave a PowerPoint presentation of the main points of the draft updated master plan.

Since 2010 there have only been three capital projects. The first one was the Digester 3 Roof Repair, which had been a catastrophic failure. The second was the Digester 2 Roof Repair in 2017, that was replaced because of corrosion. And then recently, the second Belt Press project is almost wrapped up. So there hasn't been any tremendous District expenditures in the last 10 or 12 years. Of note is the fact that these two Digester Roof projects weren't in any type of financial plan because they happened spontaneously as needed. And that seems to be the trend at the plant. MGSD is not building new structures but dealing with things as they come up.

The average daily influent has stayed consistent, noting a 1% increase, except for some irrigation spikes. The TSS, solids, and BOD have also remained consistent. However, the peaks are



Minutes
September 6, 2022
Page 4

increasing gradually, which is the flow coming into the plant, and this is probably due to the Distillery coming online. Peter reported that at first the Distillery was experimenting and figuring things out, and MGSD had to have a discussion with them about how they were pumping their tanks down, but it seems to have levelled out. Craig noted that the average flow had a steep increase in the 1990's with the increase in growth, but then had a major decrease with the downturn of the economy around 2010. But the average flow at the plant has remained consistent over the past 6 or 7 years. He thought this was because of the use of low flush toilets and other conservation items.

But the main question is what is projected in the future. The 2020 Douglas County General Plan had about a 1% growth rate, but when we look at the number of connection permits, we are closer to what happened back in the 1990's. The growth projections don't really matter, since the District does not need to build any new infrastructure at the plant. There is nothing major that will be required over the next 10 to 15 years. Because of decisions that this board and previous boards made to stay ahead of construction, the District didn't fall behind and built things when the costs were less. Based on the County's land planning, the build-out flow would be 18 million gallons a day, which is a little scary, but that is years and years down the road. If everything is built out the County won't look the same at that point in time and that would be major. So this build-out number in 2040, which is 18 years from now, will be substantially less than that number. The Chairman asked about the increase in the Receiving Areas and the decrease in the Agriculture Areas, as the numbers seemed off. Craig agreed and stated he will research that further and make adjustments as needed.

There is only one item in the near term that may need to have some improvement, and that is the solids contact aeration basin. That's where air is added to the wastewater to help the biological process. This improvement would be straightforward, because the tanks are already built in the ground, so you need to add a blower and diffusers to disperse the air in the water.

One item that was in the last Master Plan was the sludge thickener, which is when we take the solids before we put them in the digester. The District currently has only one of those pieces of equipment, and that is now 25 or 30 years old. Peter stated that it is running well and we've managed to keep it operable and in good condition. Discussion followed regarding the transfer pump, which is in dire need of replacement. The VFD for some of the lift pumps have been replaced, as well as the flow meter and the guide roller. There's been quite a bit of continual upkeep and rehab on that machine, but nonetheless it is still a single point of failure and it's 30 plus years old. One thing we are looking to do is replace that transfer pump with a newer model.



Minutes
September 6, 2022
Page 5

Craig stated that is the single capital project for the next 10 years. And it's really just a redundancy.

HDR also looked at biogas utilization, since use of biogas and optimizing the use of that in the facilities is a new item from the last Master Plan. In addition, improvements to the administration building have been identified by Peter and April. Peter explained that the building was built in 2007, and the District's needs were different then. Over time, we have identified problems with the open floor plan, specifically with human resources and the lack of privacy to handle confidential matters. We have to be extremely careful as to how we address issues and we have to be conscious at all times of who's around and who's listening, because we don't want to violate anybody's rights. The only way he could see to address this was to create an area where HR was able to have an office space to handle the confidential documents and situations that arise. The Chairman stated it only takes one small issue to create a larger one. Peter also stated that the furniture and carpet in the building are aging, so we will also need to do a remodel to replace the furniture and carpet.

The total for all the projects identified is \$24 million including those scheduled past 2040. Trustee Thran asked if that is in today's dollars, and Craig said it was.

Craig stated the biggest change in this master plan is aging infrastructure. Over the next five years, they have identified about \$4.2 million that are things that would need to be done.

This was an attempt to try to quantify and come up with a list of what needs to be done and be defensible if it's included in the rate study. This information has been provided to Catherine Hansford and she will be building that into her rate model. She will make another presentation to the Board in a month or two.

Discussion followed regarding the situation in Jackson, MS. Craig noted that there have been a few floods here in the past but Mississippi's pipes are likely older, whereas our underground equipment at the plant has been built more recently.

Craig stated he spoke with NDEP, and they were vague about future permitting requirements. But there doesn't seem to be any major changes coming during the District's next five-year permit cycle. Because of some of the constituents they are monitoring, there is a nitrogen problem in the groundwater, and they may start regulating that, which will be impactful to our process in a big way. However, HDR did not include costs for converting over to nitrogen removal in this master plan document.



Minutes
September 6, 2022
Page 6

Craig also noted that the other wild card right now is the sale of the Bently Ranch, and we don't know how that will play out.

Craig stated that this is a final draft of the Master Plan. He won't finalize it until Catherine reviews it and presents her data to the Board.

Discussion followed regarding some of the smaller projects that have been completed over the past several years. Chairman Smallwood was concerned that these projects were not included in the draft master plan. Craig agreed that they should be noted and he will look into that. These projects would include the flare rehab, technology and security improvements, and the pond rehabilitation. We also need to have another discussion with Bruce Scott to update the sewer line rehabilitation plan.

The Chairman asked Trustee-Elects Condrion and Shorten if they had any questions of Craig Olson regarding the draft Master Plan. Trustee-Elect Condrion felt that we should bring the public's attention to the fact that we take solids, fats and grease and turn it into energy in order to keep it more efficient for the plant to run. The Chairman thought that before the rate workshops we should do a public information piece that outlines those items that we would like to share with the public to outline the District's efforts to reduce costs in order to keep rates down as long as possible.

The Board thanked Craig for his presentation.

7. Attorney-Client Conference: Bill Peterson was not present.

8. Engineer's Report: Bruce Scott was not present.

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

Peter noted that lately there are not only residential projects in the works, but commercial as well. With the Park's Harvest facility as well as their steaks and beer place downtown, he anticipated seeing some projects that could have actual impact on our system. With the loss of Marvin Tebeau at RCI, we now have to be hypervigilant about monitoring. Marvin orchestrated



Minutes
September 6, 2022
Page 7

much of our industrial type permitting. RCI has other competent staff to continue handling these types of permitting, and we will be working closely with them.

Peter reported that Anthony LaRocca has resigned as Administrative Assistant, so we have advertised for the position.

Peter pointed out a new flag that is in the Conference Room. The flag was donated to MGSD by former employee Russ Lindell who recently passed away. We are displaying the flag in his memory.

Peter reported that we are looking into purchasing a new camera truck, and he would like to use the Sourcewell contracts. Bill Peterson and April are researching to see if the Sourcewell contracts meet the State's requirements for bidding. Barbara asked why we need a camera truck at this time, and Peter stated that the current camera truck we are using is a safety hazard, and the computer equipment glitches and has trouble downloading upgrades. The last few times, the trailer had to be taken to Sacramento in order to achieve upgrades. A new camera truck would increase safety for the employees and have the proper computer equipment with compatible software that would work with a GIS system, which is what we are looking at transitioning to. Barbara asked about the cost of a new camera truck, and Peter stated it is budgeted for \$300,000 but appears it will cost about \$260,000.

Discussion followed regarding GIS-based mapping systems. Peter has had conversations with Mark Lovelady at Gardnerville Water Company to transition our utility mapping to a GIS-based mapping system such as the one utilized by the County. The idea is that we would share the cost of the licensing and the initial integration with Gardnerville Water Company. We would purchase some equipment in order to maintain the system ourselves. In addition, two of our new employees, Jessica Kneefel and Joe Church, already have experience in this, and RCI has our information in CAD which will easily integrate. This will give us on-the-spot reference material to give us background on a problem area. The Town of Minden is working with the County on their system, and Peter would like to coordinate with the County to see if we can bounce signals off their infrastructure. He and Mark Lovelady have discussed cost sharing with the GIS company, who have stated that many smaller agencies share licensing in order to save on costs.

The Belt Press startup was scheduled, and the company sent out employees from New Jersey to do the startup, but they sent the wrong belts. They are scheduled to be back on September 19th. On the plus side, the new polymer mixer is working well, and we're using it on our old belt



Minutes
September 6, 2022
Page 8

press. Peter praised Scott Hogan of Power and Control Solutions who was a valuable asset on this project and has helped us avoid future issues.

Discussion followed regarding the Martin Stahl project on Hwy 395 in Gardnerville by Lynne Cauley's office. Barbara pointed out that the property just went on the market. Peter has been in touch with a developer who wants to do a mixed commercial and residential project. He did not think their sewer plan was the best for the use, and he advised them of that.

Peter reported that we are looking into upgrading the office phone system to a system that will be operated over the ethernet. Charter will be pulling in the fiber in order to accomplish this. The current phone system is through Utilities Telecom which works off Frontier's infrastructure and has caused issues in the past. Chairman Smallwood preferred a land-line phone system as she felt it was more reliable. Peter stated that we will need to upgrade to a VOIP system at some point, and with the current phone system needing to be replaced, he thought that now would be a good time to accomplish this. The system will work with our cell phones as well as desk sets. The system will cost us around \$50 more per month than we are currently spending.

10. Controller's Report: Ms. Ghanavati reported on the following:

LaVonne pointed out that there are reports for two months included in the packet due to the cancellation of the August meeting. She has also included a new budget-expense sheet for the July reports and reported that these are now being generated from the Great Plains software. She formatted it as close to the old ones as possible. She still needs to put together the Cash Flow report and she hoped to have that one available by the October meeting.

Trustee Wilson stated he appreciated the past due report because that is important, and he commended her on getting that amount down to below \$10,000.

Chairman Smallwood asked about the two-step authentication, and LaVonne explained we had to set up two-step authentication in Outlook since someone sent April an email that appeared to be from LaVonne asking for bank sign-in information.



Minutes
September 6, 2022
Page 9

11. Administrative Report by Staff: Ms. Burchett reported on the following:

The Contract of Service Agreement with Pine View Estates was signed by the Homeowners' Association, but she will not have Barbara sign it until we receive the acreage fees. Upon review of last month's minutes, April noticed that there was some confusion regarding the two loans for Pine View. Pine View is receiving a grant from USDA that will pay for their capacity and connection fees, as well as construction costs. However, that grant does not pay for the engineering design. MGSD will be receiving a principle forgiveness loan from NDEP that will cover the cost of engineering design as well as MGSD's legal and administrative fees. So MGSD will not be responsible for administering the construction aspect of the project nor be responsible for any construction fraud. We will be inspecting to ensure compliance with MGSD's standards, but the funds that we will be administering will only be for costs incurred by MGSD staff, Bill Peterson, and RCI.

Jessica Kneefel has been hired to train with April. She is part-time until she obtains her degree in Environmental Engineering, at which point April will then start phasing out to retirement. We are also conducting interviews for the Administrative Assistant position later this week. Trustee Wilson asked how many hours Jessica will be working, and April said an average of around 20 hours per week.

12. Board Comment: There was no Board comment

13. Public Comment: There was no public comment.

14. Meeting adjourned 7:50 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary

Agenda Item 8

District Manager's Report

Items in this Section Include:

- ✓ *October 2022 District Manager Report*
- ✓ *September 2022 Capacity Report*



**Minden Gardnerville Sanitation District
District Manager's Report
September 30, 2022**

CAPACITY ALLOCATIONS/PURCHASES:

- 4.0 EDU's were sold in September to Lennar for Heybourne Meadows

WILL SERVES LETTERS ISSUED:

- None

Public Records Requests: None

MEETINGS ATTENDED AND SCHEDULED:

- 9/7 Meeting with IT
- 9/8 Ranchos Interceptor Lining project kickoff meeting
- 9/12 Charter survey for fiber drop
- 9/15 Meeting for clarification on Gilman curve properties
- 9/20-22 Interviews for Admin Asst position
- 9/21 Managers' meeting
- 9/22 Meeting onsite with R.F. MacDonald for State boiler inspection

VENDORS AND CONTRACTS:

- Renewed annual service agreement with Cashman Equipment for the back-up generator
- Signed service agreement with R.F. MacDonald for the new boiler

STAFF/OFFICE ITEMS:

- Welcome to Haley Mosegard who started employment on September 22nd as Administrative Assistant

PROJECTS IN THE DISTRICT:

- Development has been steady on all the ongoing projects in the District; there have been no new projects in the works.

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Belt Press startup (9/20) Komline Sanderson representative onsite. New belt press up and running. Some work is still needed for completion
 - Co-Gen is back in service
 - Pump repair and heat exchanger replacement on system
 - Tesco/Emass report
 - Lab findings and corrections completed and delivered to the State
-

Respectfully submitted,
Peter V. Baratti, District Manager

