



NOTICE OF REGULAR MEETING
TUESDAY, NOVEMBER 1, 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 September 2022

5. Minutes Approval – For Possible Action

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

6. MGSD Camera Truck Purchase – For Possible Action

Discussion with U-Rock Utility Equipment regarding utilization of SourceWell contract for purchase of a camera truck

7. 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.

8. 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.

9. 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.

10. 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.

11. Administrative Report by Staff – For Possible Action

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

12. 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.)

13. 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.)

14. 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: 11/2/22



CHECK REGISTER - GENERAL ACCOUNT
9/1/22 - 9/30/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	9/14/2022	Tractor Supply Credit Plan	ACH091422	200242022	50600-010	Repairs & Maintenance	Equipment Repair	\$ 27.99
2	9/14/2022	Flyers Energy, LLC	ACH3078742941	CFS-3125792	51500-010	Truck & Auto Expense	Fuels	\$ 422.08
3	9/14/2022	LEAF	ACH3100377544	13682185	65300-010	Office Equipment/Hardware	Copier Lease & Copies	\$ 426.66
4	9/14/2022	WILDFIRE CONNECTIONS LLC	ACH31396458	92022	71500-010	IT/Tech Professional Services	Server Maintenance	\$ 400.00
5	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1655	16400-010	Collection System Rehab	GRGID Engineering Pass Thru	\$ 195.00
6	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1656	71200-010	Engineering	Vet Hospital Pass-Through	\$ 456.25
7	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1657	71200-010	Engineering	County Rd Townhomes Pass-Thru	\$ 767.50
8	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1658	71200-010	Engineering	Park Ranch Harvest Facility	\$ 720.00
9	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1659	71200-010	Engineering	Great Basin Brewery Pass Thru	\$ 472.50
10	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1660	16300-030	Belt Press Addition	Belt Press Engineering	\$ 1,266.25
11	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1661	71200-010	Engineering	Engineering Services	\$ 2,507.50
12	9/14/2022	RESOURCE CONCEPTS, INC.	ACH31396460	22-1662	55100-010	Reservoir Repairs & Maintenance	Effluent Mgmt Engineering Svcs	\$ 1,121.50
13	9/14/2022	NV Energy	ACH9452708	1790220809	50500-010	Utilities	Plant Power	\$ 13,029.24
14	9/14/2022	NV Energy	ACH9452822	800220809	55300-010	Reservoir & Pump Utilities	Pump Station 4 Power	\$ 82.75
15	9/14/2022	Frontier	ACHP2258DWGW8	090122	64400-010	Telephone	Power Cogen Monitoring Line	\$ 105.96
16	9/22/2022	Batteries Plus	5087	P54992637	50600-010	Repairs & Maintenance	Pump Station 2 Equipment Maint	\$ 88.22
17	9/22/2022	BENTLY RANCH	5088	209019	50800-010	Sludge Removal	Biosolids Disposal	\$ 242.76
18	9/22/2022	BENTLY RANCH	5088	209060	50800-010	Sludge Removal	Biosolids Disposal	\$ 394.52
19	9/22/2022	CINTAS	5089	5124569052	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 121.66
20	9/22/2022	DOUGLAS COUNTY FLEET SERVICES	5090	090722VM	50600-010	Repairs & Maintenance	2015 Chevy Maint	\$ 399.99
21	9/22/2022	FIRST CHOICE COFFEE SERVICES	5091	631271	64330-010	Cleaning & Kitchen Supplies	Water Cooler/Coffee Rental	\$ 44.00

CHECK REGISTER - GENERAL ACCOUNT
9/1/22 - 9/30/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
22	9/22/2022	HANSFORD ECONOMIC CONSULTING LLC	5092	443	71200-010	Engineering	Rate Study-Master Plan Review	\$ 403.75
23	9/22/2022	JOANA PEREZ	5093	54449	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
24	9/22/2022	MOUNTAIN WEST CONSTRUCTION, INC.	5094	5288	50600-010	Repairs & Maintenance	Gravel	\$ 490.00
25	9/22/2022	BANKCARD CENTER	5095	TS090222-02	50700-010	Other Plant Expense	WEF Annual Membership	\$ 3,053.75
26	9/22/2022	BANKCARD CENTER	5096	AM090222-01	64700-010	Travel & Per Diem	Travel Expenses Tri-State	\$ 353.24
27	9/22/2022	BANKCARD CENTER	5097	CS090222-01	50600-010	Repairs & Maintenance	Equipment Maintenance	\$ 28.00
28	9/22/2022	BANKCARD CENTER	5098	LK090222-01	65100-010	Other Administration Expense	Chamber Lunch	\$ 120.00
29	9/22/2022	BANKCARD CENTER	5099	JW090222-01	64330-010	Cleaning & Kitchen Supplies	Janitor Supplies	\$ 241.00
30	9/22/2022	BANKCARD CENTER	5100	NQ090222-01	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 100.12
31	9/22/2022	BANKCARD CENTER	5101	AB090222-01	65100-010	Other Administration Expense	Departure Luncheon for LaRocca	\$ 159.30
32	9/22/2022	BANKCARD CENTER	5101	AB090222-02	64300-010	Office Supplies & Expense	Office Desk/Chair for New Empl	\$ 328.02
33	9/22/2022	NEVADA NEWS GROUP	5102	26046	64600-010	Advertising & Publication	Admin Asst Position Notice	\$ 860.00
34	9/22/2022	NEVADA RURAL WATER ASSOCIATION	5103	1350	50700-010	Other Plant Expense	Annual Membership	\$ 372.00
35	9/22/2022	POWER & CONTROL SOLUTIONS, INC.	5104	1338	50600-010	Repairs & Maintenance	Power Control for Gate Proj	\$ 1,710.00
36	9/22/2022	POWER & CONTROL SOLUTIONS, INC.	5104	1339	16300-030	Belt Press Addition	Power Control for Belt Press	\$ 5,490.00
37	9/22/2022	ALEJANDRO SABOGAL	5105	00150	71500-010	IT/Tech Professional Services	IT Services	\$ 135.00
38	9/22/2022	COGEN SERVICE	5106	6701	50600-010	Repairs & Maintenance	Co-Gen Repair	\$ 6,615.25
39	9/22/2022	SILVER STATE ANALYTICAL LABS, INC.	5107	RN287047	52400-010	Lab Testing	Laboratory Analysis	\$ 42.00
40	9/22/2022	SILVER STATE ANALYTICAL LABS, INC.	5107	RN289803	52400-010	Lab Testing	Laboratory Analysis	\$ 945.00
41	9/22/2022	SILVER STATE ANALYTICAL LABS, INC.	5107	RN289804	52400-010	Lab Testing	Laboratory Analysis	\$ 42.00
42	9/22/2022	SILVER STATE ANALYTICAL LABS, INC.	5107	RN289848	52400-010	Lab Testing	Laboratory Analysis	\$ 42.00

CHECK REGISTER - GENERAL ACCOUNT
9/1/22 - 9/30/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
43	9/22/2022	SILVER STATE ANALYTICAL LABS, INC.	5107	RN290173	52400-010	Lab Testing	Laboratory Analysis	\$ 42.00
44	9/22/2022	WESTERN NEVADA SUPPLY	5108	5290802	50600-010	Repairs & Maintenance	Repair & Maint	\$ 5.29
45	9/22/2022	WESTERN NEVADA SUPPLY	5108	49440722	50600-010	Repairs & Maintenance	Grit & Influent Repairs	\$ 326.00
46	9/22/2022	WESTERN NEVADA SUPPLY	5108	49441696	50600-010	Repairs & Maintenance	Grit & Influent Repairs	\$ 59.22
47	9/22/2022	WESTERN NEVADA SUPPLY	5108	49443576	50600-010	Repairs & Maintenance	Backflow Valve Repair	\$ 161.75
48	9/22/2022	WESTERN NEVADA SUPPLY	5108	49444259	50600-010	Repairs & Maintenance	Equipment Repair	\$ 6.80
49	9/28/2022	BENTLY RANCH	5109	209095	50800-010	Sludge Removal	BIO-SOLIDS DISPOSAL	\$ 405.58
50	9/28/2022	CUTTING IMAGE LLC	5110	38768	64300-010	Office Supplies & Expense	ENVELOPES	\$ 840.07
51	9/28/2022	FIRST CHOICE COFFEE SERVICES	5111	632889	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 102.80
52	9/28/2022	FISHER SCIENTIFIC	5112	6361724	52300-010	Lab Supplies	Lab Supplies	\$ 12,100.56
53	9/28/2022	PAC Machine Co., Inc.	5113	87967	50600-010	Repairs & Maintenance	GODWIN PUMP HOSE KIT	\$ 5,314.90
54	9/28/2022	COGEN SERVICE	5114	6703	50600-010	Repairs & Maintenance	Co-Gen Maintenance	\$ 4,675.60
55	9/28/2022	SILVER STATE ANALYTICAL LABS, INC.	5115	RN290631	52400-010	Lab Testing	LAB TESTING	\$ 95.00
56	9/28/2022	SILVER STATE ANALYTICAL LABS, INC.	5115	RN290634	52400-010	Lab Testing	LAB TESTING	\$ 63.00
57	9/28/2022	SILVER STATE ANALYTICAL LABS, INC.	5115	RN290512	52400-010	Lab Testing	LAB TESTING	\$ 42.00
58	9/28/2022	SNELL & WILMER, LLP	5116	2712702	71100-010	Legal	LEGAL SERVICES	\$ 775.00
59	9/28/2022	SOUTHWEST GAS CORP	5117	220809	50500-010	Utilities	NATURAL GAS SERVICE	\$ 44.95
60	9/28/2022	TESCO CONTROLS, INC.	5118	0077709-IN	50600-010	Repairs & Maintenance	SCADA SERVICE	\$ 525.00
61	9/28/2022	Underground Service Alert	5119	2022153459	51700-010	Other Collection System Expense	MEMBERSHIP	\$ 913.42
62	9/28/2022	WESTERN INDUSTRIAL PARTS, INC.	5120	2209-045464	50600-010	Repairs & Maintenance	Equipment Repair	\$ 126.30
63	9/28/2022	WESTERN NEVADA SUPPLY	5121	49453694	50600-010	Repairs & Maintenance	Equipment Repair	\$ 171.92

CHECK REGISTER - GENERAL ACCOUNT

9/1/22 - 9/30/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
64	9/28/2022	WESTERN NEVADA SUPPLY	5121	49453695	50600-010	Repairs & Maintenance	Equipment Repair	\$ 79.13
65	9/28/2022	WESTERN NEVADA SUPPLY	5121	19460690	50600-010	Repairs & Maintenance	REPAIRS AND MAINTENANCE	\$ 75.39
66	9/28/2022	WESTERN NEVADA SUPPLY	5121	19472692	50600-010	Repairs & Maintenance	REPAIRS AND MAINTENANCE	\$ 41.34
67	9/30/2022	UTILITY TELECOM GROUP, LLC	ACH093022AB	0124752220916	64400-010	Telephone	Office Phones & T-1 Line	\$ 454.21
68	9/30/2022	HOMETOWN HEALTH	ACH203041	77101-016	20300-010	Accrued Payroll Taxes	Medical Insurance Premiums	\$ 1,152.94
69	9/30/2022	HOMETOWN HEALTH	ACH203041	77101-016	80900-010	Retiree Health Insurance Premiums	Medical Insurance Premiums	\$ 3,753.36
70	9/30/2022	HOMETOWN HEALTH	ACH203041	77101-016	50200-020	Medical Benefits	Medical Insurance Premiums	\$ 14,533.63
71	9/30/2022	Flyers Energy, LLC	ACH3079449594	CFS-3155890	51500-010	Truck & Auto Expense	Fuels	\$ 503.95
TOTAL CHECKS (53 Checks)								\$ 92,573.87

CHECK REGISTER - PAYROLL ACCOUNT
9/1/22 - 9/30/22

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	9/2/2022	State Coll & Disb Unit - SCADU	ACH31173925	36-090222	20300-010	Accrued Payroll Taxes	Child Support	\$ 163.38
2	9/2/2022	Voya Financial	ACH117996	090222	20300-010	Accrued Payroll Taxes	457 Contributions	\$ 840.00
3	9/2/2022	Wells Fargo Bank	ACH31172837	941-PR 09/02/22	20300-010	Accrued Payroll Taxes	FED 9/2/2022	\$ 5,184.36
4	9/2/2022	Wells Fargo Bank Used for Direct Deposit	ACH31172835	PR-DD 09/02/22	10000-116	Cash - Payroll Checking - Wells Fargo	DD 9/2/2022	\$ 30,922.40
5	9/15/2022	JR	ACH31394977	091522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 280.93
6	9/15/2022	BF	ACH31394977	091522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 432.63
7	9/15/2022	JH	ACH31394977	091522	80900-010	Retiree Health Insurance Premiums	Medicare Premium Reimbursement	\$ 86.16
8	9/16/2022	State Coll & Disb Unit - SCADU	ACH31394967	36-091622	20300-010	Accrued Payroll Taxes	Child Support	\$ 163.38
9	9/16/2022	Voya Financial	ACH119401	091622	20300-010	Accrued Payroll Taxes	457 Contributions	\$ 840.00
10	9/16/2022	Wells Fargo Bank	ACH31404775	941-PR 09/16/22	20300-010	Accrued Payroll Taxes	FED 9/16/2022	\$ 5,133.13
11	9/16/2022	Wells Fargo Bank Used for Direct Deposit	ACH31404776	09/16/22-PR-DD	10000-116	Cash - Payroll Checking - Wells Fargo	DD 9/16/2022	\$ 30,307.26
12	9/30/2022	Colonial Life	ACH62411	50963180902573	20300-010	Accrued Payroll Taxes	Voluntary Insurance	\$ 57.66
13	9/30/2022	Public Employees Retirement System	ACH31600945	P0922	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions	\$ 32,925.24
14	9/30/2022	Wells Fargo Bank	ACH31597139	941-PR 09/30/22	20300-010	Accrued Payroll Taxes	FED 9/30/2022	\$ 4,945.61
15	9/30/2022	Wells Fargo Bank	ACH31597310	941-PR 09/30/22 BRD	20300-010	Accrued Payroll Taxes	FED 9/30/2022	\$ 86.25
16	9/30/2022	Wells Fargo Bank Used for Direct Deposit	ACH31597234	PR-DD 09/30/22	10000-116	Cash - Payroll Checking - Wells Fargo	DD 9/30/2022	\$ 30,350.34
17	9/30/2022	Wells Fargo Bank Used for Direct Deposit	ACH31597313	PR-DD 09/30/22 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	DD 9/30/2022	\$ 1,957.25
18	9/30/2022	BARBARA S. SMALLWOOD		3417 941-PR 09/30/22 BRD	10000-116	Cash - Payroll Checking - Wells Fargo		\$ 492.75
TOTAL CHECKS (17 checks)								\$ 145,168.73



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remaining Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
CAPITAL EXPENSES					
Belt Press Addition	\$51,013.05	\$1,000,000.00	\$948,986.95	5.10%	94.90%
Collection System Rehab	\$41,813.75	\$1,200,000.00	\$1,158,186.25	3.48%	96.52%
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	\$131,410.12	\$3,472,167.00	\$3,340,756.88	3.78%	96.22%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
1 PAYROLL					
2 Salaries	\$284,232.59	\$1,181,937.00	\$897,704.41	24.05%	75.95%
3 Payroll Taxes & Employee Benefits	\$88,745.94	\$686,592.00	\$597,846.06	12.93%	87.07%
4 Medical Benefits	\$65,319.67		(\$65,319.67)	0.00%	0.00%
5 TOTAL PAYROLL	\$438,298.20	\$1,868,529.00	\$1,430,230.80	23.46%	76.54%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Three Months Ending Friday, September 30, 2022

	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	\$1,096.68	\$15,000.00	\$13,903.32	7.31%	92.69%
9 Plant Supplies (Processing Chemicals)	\$46,698.40	\$85,000.00	\$38,301.60	54.94%	45.06%
10 Utilities	\$43,367.88	\$135,000.00	\$91,632.12	32.12%	67.88%
11 Repairs & Maintenance	\$66,440.15	\$210,000.00	\$143,559.85	31.64%	68.36%
12 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
13 Other Plant Expense	\$3,704.45	\$6,500.00	\$2,795.55	56.99%	43.01%
14 Sludge Removal	\$3,692.92	\$23,000.00	\$19,307.08	16.06%	83.94%
15 Education	\$263.95	\$10,000.00	\$9,736.05	2.64%	97.36%
16 TOTAL O & P EXPENSES	\$165,264.43	\$489,500.00	\$324,235.57	33.76%	66.24%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
17 COLLECTION EXPENSES					
18 Collection System - Supplies	\$30.48	\$4,000.00	\$3,969.52	0.76%	99.24%
19 Collection System - Cleaning/ TV / Repair & Maintenance	\$416.26	\$10,000.00	\$9,583.74	4.16%	95.84%
20 Truck & Auto Expense (Fuels)	\$3,904.61	\$11,000.00	\$7,095.39	35.50%	64.50%
21 Other Collection System Expense	\$913.42	\$1,000.00	\$86.58	91.34%	8.66%
22 TOTAL COLLECTION EXPENSES	\$5,264.77	\$26,000.00	\$20,735.23	20.25%	79.75%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
23 LAB EXPENSES					
24 Lab Supplies	\$13,552.27	\$5,000.00	(\$8,552.27)	271.05%	(171.05%)
25 Lab Testing	\$2,321.94	\$13,000.00	\$10,678.06	17.86%	82.14%
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	\$15,874.21	\$28,300.00	\$12,425.79	56.09%	43.91%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Three Months Ending Friday, September 30, 2022

	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	\$239.51	\$30,000.00	\$29,760.49	0.80%	99.20%
34 TOTAL RERVOIR/EFFLUENT EXPENSES	\$2,224.51	\$45,000.00	\$42,775.49	4.94%	95.06%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
35 GENERAL & ADMINISTRATIVE EXPENSES					
36 Office Supplies & Expense	\$2,829.49	\$10,500.00	\$7,670.51	26.95%	73.05%
37 Training/Education Expense	\$127.99	\$4,000.00	\$3,872.01	3.20%	96.80%
38 Cleaning & Kitchen Supplies	\$2,783.53	\$7,000.00	\$4,216.47	39.76%	60.24%
39 Statement Billing Supplies	\$51.36	\$4,000.00	\$3,948.64	1.28%	98.72%
40 Bank Charges	\$3,841.05	\$5,000.00	\$1,158.95	76.82%	23.18%
41 Telephone & Internet	\$5,093.66	\$15,000.00	\$9,906.34	33.96%	66.04%
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	\$6,100.14	\$62,400.00	\$56,299.86	9.78%	90.22%
45 Travel & Per Diem	\$5,866.97	\$6,000.00	\$133.03	97.78%	2.22%
46 Bad Debts		\$400.00	\$400.00	0.00%	100.00%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
47 A/R Collection Expense	(\$85.20)	\$1,500.00	\$1,585.20	(5.68%)	105.68%
48 Insurance & Bonding	\$27,493.65	\$136,059.00	\$108,565.35	20.21%	79.79%
49 Other Administration Expense	\$404.30	\$5,000.00	\$4,595.70	8.09%	91.91%
50 Filing Fees & Permits	\$1,276.34	\$12,000.00	\$10,723.66	10.64%	89.36%
51 Office Equipment (Hardware)	\$4,240.86	\$22,000.00	\$17,759.14	19.28%	80.72%
52 TOTAL G&A	\$64,515.89	\$302,859.00	\$238,343.11	21.30%	78.70%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Three Months Ending Friday, September 30, 2022

	YTD Actual Fiscal 2023	Budget 2023	Remianing Budget \$ Variance	Budget Spent % Fiscal 2023	Remaining Budget % Fiscal 2023
53 PROFESSIONAL FEES					
54 Legal	\$8,092.00	\$40,000.00	\$31,908.00	20.23%	79.77%
55 Engineering	\$15,278.75	\$120,000.00	\$104,721.25	12.73%	87.27%
56 IT/Tech Professional Services	\$6,251.25	\$30,000.00	\$23,748.75	20.84%	79.16%
57 Accounting & Audit	\$680.00	\$35,000.00	\$34,320.00	1.94%	98.06%
58 TOTAL PROFESSIONAL FEES	\$30,302.00	\$225,000.00	\$194,698.00	13.47%	86.53%
59 TOTAL ALL OPERATIONS EXPENSES	\$283,445.81	\$1,116,659.00	\$833,213.19	25.38%	74.62%

Agenda Item 5

Minutes from October 4, 2022 Regular Board Meeting

Items in this Section Include:

- ✓ ***October 4, 2022 Minutes***



Board of Trustees
Minutes of Regular Meeting
Tuesday, October 4, 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: April Burchett introduced Jessica Kneefel and Haley Mosegard who have joined MGSD's Administrative staff.

3. Chairman's Comment: The Chairman noted that Trustees King and Schilling are absent, but a quorum is present.

4. Claims Review and Approval: There was no discussion or questions regarding the claims received for August, 2022 and the payroll-related expenses paid during August, 2022.

Motion: To approve the claims received for August, 2022 in the amount of \$159,344.82, and the payroll-related expenses paid during August, 2022 in the amount of \$122,668.78.

Made by: Ray Wilson

Seconded by: Ted Thran

Vote: Motion carried.

Ayes: Smallwood, Thran, Wilson

Nays: None

Abstain: None

Absent: King, Schilling



Minutes
October 4, 2022
Page 2

5. Minutes of September 6, 2022 Regular Board Meeting: Trustee Wilson asked Peter Baratti about the sludge thickener on page 4 of the September 6, 2022 meeting minutes. He was concerned that it had been running for 30 years and asked how MGSD would manage operations if it broke down. Peter Baratti mentioned it was on a higher importance scale for the HDR Capital Improvement planning that the plant just recently reviewed with Craig Olson. We would like to have anywhere from 2 to 4 sludge thickeners, but they need a building which is why the cost is high. Our current sludge thickener runs several hours a day, so we're not taxed on time with it and in the event of a major failure, we have a larger time frame to repair it.

Peter Baratti commented that we do still have a redundancy problem, but we have more leeway because of the frequency that we run it. Trustee Wilson asked if the building had to be built around the machine and Peter Baratti said it did not and explained that it requires a similar footprint to the existing belt press, minus a few infrastructure requirements, since we currently have transfer pumps that feed it from the aeration basins to the machine and we only run one at a time. Peter Baratti said he was not sure how much additional infrastructure that a new machine would need, but it does need a structure and we will need square footage for that expansion.

Trustee Wilson thanked Peter Baratti for the clarification.

Motion: To approve the minutes of the September 6, 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. Attorney-Client Conference: Bill Peterson reported that plans for Pineview Estates have taken a step backwards due to the Tribal Attorney quitting suddenly without notice. The Tribe does not have a new attorney yet, so we expect plans to be delayed for longer than



Minutes
October 4, 2022
Page 3

anticipated. April Burchett mentioned that we need to sign the Contract of Service agreement for Pineview Estates to get the easements started. She mentioned that they have not paid us the acreage fee yet and typically we do not sign until we receive that. Bill Peterson mentioned that he would like to adhere to our policy to not sign until acreage fees are received, but if MGSD wanted to make an exception, we can amend the agreement to say the acreage fees must be paid within seven days of contract. Trustee Wilson made a comment that he is not in favor of MGSD providing the agreement without the acreage fees. Bruce Scott mentioned that he will be seeing Jason Cooper of NDEP tomorrow, who administers the funds, and he will try to get clarification from Jason regarding payment.

Meeting adjourned at 6:12 pm for a closed session for a conference with MGSD legal counsel regarding an item of potential litigation.

Open Meeting called to order at 6:33 pm.

7. Engineer's Report: Bruce Scott reported that Q&D are progressing, and they are getting ready to clean lines. It has taken time to get all the materials and permits but now that those are in, the project should be moving quickly.

Bruce Scott reported that Simerson Construction has nearly completed the belt press project.

Bruce Scott reported that there is some plan review work with the Park Harvest project regarding their small slaughterhouse. The plans have been approved from MGSD's perspective for construction and we will be monitoring their quantity as well as the quality of their effluent. We have set them up with a rate for starting purposes, but their operations are going to dictate what their BOD discharges are. After we get what we think is a working level of activity on their part and they get their systems stabilized then we can set them up with a more accurate rate. We will likely have some adjustments in their connection fee based on what they come up with.

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

Peter Baratti reported that our EDU sales have slowed down this month. We have not done any will serve letters and have not done any additional EDU's other than the four that we started in August.



Minutes
October 4, 2022
Page 4

We have started the GRGID Interceptor project and the lining has been started with the addition of one manhole that will be lined around the corner from Dressler Flats.

MGSD has a new belt press that is functioning and producing a pressed product that exceeds anything we have seen in years, as far as percent solids go. We normally see anywhere from 16%-19% solids but we are hitting 20%-23%. This reduces the amount and weight that we're hauling to Bently. However, we did not receive several parts from the manufacturer and one of them is critical for the motor to change our current belt press from a DC motor to an AC motor.

MGSD will be looking at a potential change to the location of its variable frequency drive (VFD) in the next fiscal cycle due to the distance between the VFD and the pump. The variable frequency drive should be within twenty to thirty feet of the pump, but ours is seven hundred feet away which causes overheating. We have tried to program as much of it out as we can, but we have had a problem with it for years. Now that we have the new belt press in place, we would like the VFD to be one of the next things we address in order to mitigate further problems.

The new polymer mixer is working very well. It has reduced the amount of polymer consumption that we use, which was a huge chemical cost to us. We're finally seeing this project come to fruition and it's exceeding our expectations.

MGSD will be getting a new boiler. Right now, it's going through the state inspection process with R. F. MacDonald and we will be going through the final steps of getting that certified through the State. Peter has signed a contract with Cashman Equipment which renews every year for the maintenance on MGSD's generator, and he has also signed a contract with R F MacDonald for external and safety checks on the boiler, as well as a complete internal inspection for the State to certify the boiler. MGSD is also looking into adding a yearly service contract to service the boiler. The other boiler project listed on our capital improvement list for this year's budget has not been seen yet, but we expect to have a complete template for that once we receive the new boiler.

Peter Baratti reported that we have two people training in the lab as backup for Chris Baracosa who took over for Tim Sheets when he retired.

Chairman Smallwood had a question regarding the status of the Gilman curve properties. Peter Baratti reported on a meeting he had with Bill Peterson and the owner/developer of Carter Hill Homes regarding the easement issue with Pebble Creek. Pebble Creek was not interested in



Minutes
October 4, 2022
Page 5

granting an easement for two of their lots in order for Carter Hill to get sewer service to the properties on Gilman. Bill Peterson commented that he spoke to Pebble Creek's lawyer on Friday, and the lawyer will be writing a letter to the owner regarding access for the easement.

Chairman Smallwood asked about the work with Douglas County. Peter Baratti said they have a new inspector and we're attempting to sign off on some of the old jobs that got left behind and give the County boilerplate letter that says the project has met our requirements and inspection standards.

Chairman Smallwood asked if we were still having meetings with the other GID's. Peter Baratti said yes, we just restarted that this month.

9. Controller's Report: LaVonne Ghanavati reported on the following:

MGSD would like to open a money market account with Nevada State Bank. We currently have several credit cards with Citi National Bank, and now that Nevada State Bank has taken over City National bank, we would like to keep our accounts with them. April Burchett commented that Wells Fargo would not work with us regarding credit card account minimums. They also do not allow online access to accounts, which would be difficult for MGSD when making payments and deposits. Trustee Thran spoke favorably of the money market account and commented that the interest from the account could offset some of the credit card fees. Opening the Money Market account will be discussed again at the next board meeting.

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

April Burchett reported on the letters from Casey Neilon that required signatures from the trustees regarding the recent audit.

April Burchett commented on the onboarding process for the new employees Jessica Kneefel and Haley Mosegard and noted that MGSD would be hiring for a new operator position to replace Chris Baracosa who moved into the Lab Technician position.

Trustee Wilson asked if Jessica was working 20 hours a week and April Burchett confirmed that she was.



Minutes
October 4, 2022
Page 6

11. Board Comment: Trustee Wilson expressed concern that Trustee Schilling was not present at the meeting.

12. Public Comment: There was no public comment.

13. Meeting adjourned 7:05 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Ted Thran, District Secretary

Agenda Item 9

District Manager's Report

Items in this Section Include:

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



**Minden Gardnerville Sanitation District
District Manager's Report
October 27, 2022**

CAPACITY ALLOCATIONS/PURCHASES:

- 2.0 EDU's were sold in October to Lennar for Heybourne Meadows

VENDORS AND CONTRACTS:

- New contract with Norfield Locator Logix. WebTMS program has been daylighted for Digs 811 USANorth. Norfield will replace WebTNS for our line location software

WILL SERVES LETTERS ISSUED:

- None

STAFF/OFFICE ITEMS:

- I have approved an extended vacation for April Burchett. She will be out of the office from November 2 - 18. She will be in touch during this time.

Public Records Requests: None

MEETINGS ATTENDED AND SCHEDULED:

- 10/6/22 Weekly meeting with Q&D for GRGID Interceptor project
- 10/6/22 Meeting with Q&D, RCI, Bill Peterson on fraud payment
- 10/13/22 Meeting with Have Lights Will Travel to obtain estimates for admin building and belt press building light replacement, as well as some warranty work
- 10/19/22 State boiler inspection on site. Visit rescheduled
- 10/24/22 Meeting with GWC and RCI on GIS mapping project

PROJECTS IN THE DISTRICT:

- Martin's Meadows off of Gilman started sewer
- Park Harvest Facility moving forward
- Bently Heritage is closing down production

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Prepare punchlist with HDR and Simerson on Belt Press project. Clean up post construction.
 - Lining project is in full swing. Old partial flume manholes are being removed. Some brush hogging was done by staff and grubbing along the easement. Some tree removal was required.
 - We have been seeing a lot of problems in the grav belt building. Power & Control Solutions has been working on troubleshooting them
-

OTHER

1. MGSD was contacted by Gardnerville Town Water staff on Thursday, October 20th around 6:00 pm about an emergency line break on Hwy. 395. I responded with 3 of our crew members and GAPVax to assist in the excavation. We provided additional support until the repair work was completed.

Respectfully submitted,
Peter V. Baratti, District Manager



Date	Project Name	Address	EDU's Sold	Existing EDU's	Amount Collected			Approved By	Comments
					Capacity	Connection	Total		
10/20/2022	Lennar Heybourne Meadows	Dapple Dr	2.00	0.00	\$ 7,600.00	\$ 550.00	\$ 8,150.00	Board	
TOTAL EDU's SOLD			2.000		\$ 7,600.00	\$ 550.00	\$ 8,150.00		