



**NOTICE OF REGULAR MEETING**  
**TUESDAY, SEPTEMBER 5, 2023, 6:00 P.M.,**  
**BOARD ROOM, MGSD TREATMENT PLANT,**  
**1790 HWY. 395, MINDEN, NV**

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**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 July 2023

**5. Minutes Approval – For Possible Action**

Approval of Minutes from the August 1, 2023 Regular Board Meeting

**6. Bing Trust 2000 – For Possible Action**

Public hearing for Annexation from Gregory Holst, LTD, Trustee, Bing Trust 2000 for annexation of 2.72 acres located on Centerville Ln. in Gardnerville (APN 1220-04-002-017).

**7. Business Impact Statement and Rate Change – For Possible Action**

Presentation and Acceptance of Business Impact Statement for Proposed Rate Increase and setting of public hearing to approve the proposed rate changes for the October 3<sup>rd</sup> 2023 Regular Board Meeting.

**8. Final Plant Improvement Master Plan – For Possible Action**

Acceptance of the MGSD final plant improvement master plan from HDR Engineering.

**9. Hansford Economic Consulting Final Rate Study – For Possible Action**

Acceptance of the final Rate Study as prepared by Hansford Economic Consulting.

**10. MGSD Investment Approval – For Possible Action**

Request by the Financial Advisory Committee to approve investment amount of \$5,000,000 from the LG IP account to the investment portfolio, to be managed by Meeder Public Funds.

**11. Attorney-Client Conference – For Possible Action**

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

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

**12. Engineer's Report – For Possible Action**

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

**13. District Manager's Report – For Possible Action**

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

**14. Controller's Report – For Possible Action**

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

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

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

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

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

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

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

**19. ADJOURNMENT**

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- The MGSD Board reserves the right to hear any agenda item out of order, to combine two or more agenda items for consideration, and remove an item from the agenda or delay a discussion relating to any item on the agenda.
  - Copies of supporting material are available online at [www.mgsddistrict.org](http://www.mgsddistrict.org) or can be requested from the Minden-Gardnerville Sanitation District Office located at 1790 Hwy. 395, Minden, NV 89423, by calling April Burchett at (775) 782-3546, or by email at [mgsdstaff@gmail.com](mailto:mgsdstaff@gmail.com) or at [april@mgsddistrict.org](mailto:april@mgsddistrict.org)
  - Any agenda item represented by an attorney must give written notice to the Minden-Gardnerville Sanitation District at least fifteen days prior to the meeting.
  - All persons attending the meeting are required to sign the guest register. All meetings are recorded pursuant to NRS 241.035.
  - NOTICE TO PERSONS WITH DISABILITIES: Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the MGSD office at (775) 782-3546 in advance of the meeting, so that arrangements may be conveniently made.
  - This meeting notice is posted at the following locations: the Minden-Gardnerville Sanitation District; Douglas County Historic Courthouse Building; Gardnerville Post Office; Minden Post Office; and at <https://notice.nv.gov>
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PLEASE DO NOT REMOVE UNTIL: 9/6/23





MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the One Month Ending Monday, July 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
CAPITAL EXPENSES					
Collection System Rehab	\$561,439.75	\$3,700,000.00	\$3,138,560.25	15.17%	84.83%
Camera Truck	\$0.00	\$23,000.00	\$23,000.00	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	\$120,000.00	\$120,000.00	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%
Breaker Emergency Repair Reclass	\$2,530.00		(\$2,530.00)	0.00%	0.00%
ARRA Reimbursement	\$38,583.32	\$77,167.00	\$38,583.68	50.00%	50.00%
TOTAL	\$602,553.07	\$4,755,167.00	\$4,152,613.93	12.67%	87.33%



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the One Month Ending Monday, July 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
1 PAYROLL					
2 Salaries	\$88,263.16	\$1,238,019.00	\$1,149,755.84	7.13%	92.87%
3 Payroll Taxes & Employee Benefits	\$60,005.58	\$773,439.00	\$713,433.42	7.76%	92.24%
4 TOTAL PAYROLL	\$148,268.74	\$2,011,458.00	\$1,863,189.26	7.37%	92.63%



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the One Month Ending Monday, July 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
5 OPERATIONAL EXPENSES					
6 PLANT EXPENSES					
7 Safety	\$77.36	\$15,000.00	\$14,922.64	0.52%	99.48%
8 Plant Supplies (Processing Chemicals)	\$7,494.24	\$155,000.00	\$147,505.76	4.83%	95.17%
9 Utilities	\$18,558.03	\$195,750.00	\$177,191.97	9.48%	90.52%
10 Repairs & Maintenance	\$14,764.18	\$320,000.00	\$305,235.82	4.61%	95.39%
11 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
12 Other Plant Expense	\$1,656.77	\$6,500.00	\$4,843.23	25.49%	74.51%
13 Sludge Removal	\$1,451.66	\$18,000.00	\$16,548.34	8.06%	91.94%
14 Education	\$3,948.20	\$10,000.00	\$6,051.80	39.48%	60.52%
15 TOTAL O & P EXPENSES	\$47,950.44	\$725,250.00	\$677,299.56	6.61%	93.39%



**MINDEN-GARDNERVILLE SANITATION DISTRICT**  
**Expenses versus Annual Budget**  
**For the One Month Ending Monday, July 31, 2023**

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
<b>16 COLLECTION EXPENSES</b>					
17 Collection System - Supplies	\$468.22	\$4,000.00	\$3,531.78	11.71%	88.29%
18 Collection System - Cleaning/ TV / Repair & Maintenance	\$401.80	\$7,000.00	\$6,598.20	5.74%	94.26%
19 Truck & Auto Expense (Fuels)	\$1,007.79	\$11,000.00	\$9,992.21	9.16%	90.84%
20 Other Collection System Expense	\$1,058.67	\$1,000.00	(\$58.67)	105.87%	(5.87%)
<b>21 TOTAL COLLECTION EXPENSES</b>	<b>\$2,936.48</b>	<b>\$23,000.00</b>	<b>\$20,063.52</b>	<b>12.77%</b>	<b>87.23%</b>



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the One Month Ending Monday, July 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
22 LAB EXPENSES					
23 Lab Supplies	\$206.30	\$7,000.00	\$6,793.70	2.95%	97.05%
24 Lab Testing	\$1,568.58	\$12,000.00	\$10,431.42	13.07%	86.93%
25 Lab Permitting		\$1,800.00	\$1,800.00	0.00%	100.00%
26 Lab Repairs & Maintenance		\$5,000.00	\$5,000.00	0.00%	100.00%
27 Other Lab Expenses		\$500.00	\$500.00	0.00%	100.00%
28 Pretreatment Testing		\$3,000.00	\$3,000.00	0.00%	100.00%
29 TOTAL LAB EXPENSES	\$1,774.88	\$29,300.00	\$27,525.12	6.06%	93.94%



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the One Month Ending Monday, July 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
30 RESERVOIR/EFFLUENT EXPENSES					
31 Effluent Management - Repairs & Maintenance	\$876.25	\$15,000.00	\$14,123.75	5.84%	94.16%
32 Effluent Management - Utilities	\$97.46	\$42,000.00	\$41,902.54	0.23%	99.77%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	\$973.71	\$57,000.00	\$56,026.29	1.71%	98.29%



**MINDEN-GARDNERVILLE SANITATION DISTRICT**  
**Expenses versus Annual Budget**  
**For the One Month Ending Monday, July 31, 2023**

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
<b>34 GENERAL &amp; ADMINISTRATIVE EXPENSES</b>					
35 Office Supplies & Expense	\$598.60	\$10,500.00	\$9,901.40	5.70%	94.30%
36 Training/Education Expense	\$719.50	\$4,000.00	\$3,280.50	17.99%	82.01%
37 Cleaning &Kitchen Supplies	\$738.84	\$8,000.00	\$7,261.16	9.24%	90.76%
38 Statement Billing Supplies	\$51.36	\$3,000.00	\$2,948.64	1.71%	98.29%
39 Bank Charges	\$510.09	\$12,000.00	\$11,489.91	4.25%	95.75%
40 Telephone & Internet	\$1,118.13	\$15,000.00	\$13,881.87	7.45%	92.55%
41 Postage	\$485.50	\$10,000.00	\$9,514.50	4.86%	95.15%
42 Advertising & Publication	\$930.00	\$5,000.00	\$4,070.00	18.60%	81.40%
43 Software Services	\$2,834.83	\$50,000.00	\$47,165.17	5.67%	94.33%
44 Travel & Per Diem	\$5,482.15	\$8,000.00	\$2,517.85	68.53%	31.47%



**MINDEN-GARDNERVILLE SANITATION DISTRICT**  
**Expenses versus Annual Budget**  
**For the One Month Ending Monday, July 31, 2023**

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
45 Bad Debts		\$400.00	\$400.00	0.00%	100.00%
46 A/R Collection Expense	\$0.00	\$1,700.00	\$1,700.00	0.00%	100.00%
47 Insurance & Bonding	\$10,685.09	\$145,583.00	\$134,897.91	7.34%	92.66%
48 Other Administration Expense	\$299.99	\$4,000.00	\$3,700.01	7.50%	92.50%
49 Filing Fees & Permits	\$703.17	\$12,000.00	\$11,296.83	5.86%	94.14%
50 Office Equipment (Hardware)	\$511.28	\$15,000.00	\$14,488.72	3.41%	96.59%
<b>51 TOTAL G&amp;A</b>	<b>\$25,668.53</b>	<b>\$304,183.00</b>	<b>\$278,514.47</b>	<b>8.44%</b>	<b>91.56%</b>



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the One Month Ending Monday, July 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
52 PROFESSIONAL FEES					
53 Legal		\$40,000.00	\$40,000.00	0.00%	100.00%
54 Engineering	\$7,735.00	\$110,000.00	\$102,265.00	7.03%	92.97%
55 IT/Tech Professional Services	\$1,120.00	\$30,000.00	\$28,880.00	3.73%	96.27%
56 Accounting & Audit		\$30,000.00	\$30,000.00	0.00%	100.00%
57 TOTAL PROFESSIONAL FEES	\$8,855.00	\$210,000.00	\$201,145.00	4.22%	95.78%
58 TOTAL ALL OPERATIONS EXPENSES	\$88,159.04	\$1,348,733.00	\$1,260,573.96	6.54%	93.46%

MINDEN-GARDNERVILLE  
ACCOUNT SUMMARY STATEMENT  
For the One Month Ending July 31, 2023

Line #	General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1	Balance 1st day of Month	\$ 2,957,388.95												
2	Cash Receipts													
3	User Fees	\$ 251,024.33												\$ 251,024.33
4	Connection Fees	\$ 2,200.00												\$ 2,200.00
5	Capacity Fees	\$ 30,400.00												\$ 30,400.00
6	Access Fee/Activation Fees	\$ 1,000.00												\$ 1,000.00
7	Concddited Tar (SCCH)	\$ 11,221.62												\$ 11,221.62
8	Ad Vidcom	\$ 1,215.77												\$ 1,215.77
9	Pass-Through Reimbursement	\$ 3,431.75												\$ 3,431.75
10	GRFO													\$ -
11	Health Ins Reimbursement	\$ 209.89												\$ 209.89
12	Private Charge Increase/(Decrease)/ Accrued	\$ 1,680.00												\$ 1,680.00
13	Misc Income Increase/(Decrease)	\$ -												\$ -
14	Total Cash Receipts	\$ 302,382.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302,382.86
15														
16	Cash Paid Out	\$ 563,989.75												\$ 563,989.75
17	Capital Expenses	\$ 47,950.44												\$ 47,950.44
18	Plant Expenses	\$ 2,836.48												\$ 2,836.48
19	Collection Expenses	\$ 1,774.88												\$ 1,774.88
20	Lab Expenses	\$ 973.71												\$ 973.71
21	Research/Grant Expenses	\$ 25,668.53												\$ 25,668.53
22	General & Administrative	\$ 8,855.00												\$ 8,855.00
23	Payroll Related Expenses	\$ 652,128.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652,128.79
24	Professional Fees	\$ -												\$ -
25	Total Expenses	\$ 652,128.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652,128.79
26														
27	Prepaid Claims Increase/(Decrease)	\$ (12,333.86)												\$ (12,333.86)
28	Accrued Expenses	\$ -												\$ -
29	Transfer from Other Accounts													\$ -
30	Transfer to Other Accounts Decrease													\$ -
31														\$ -
32	Total Balance last day of Month	\$ 2,965,308.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,965,308.17

**MINDEN-GARDNERVILLE**  
**ACCOUNT SUMMARY STATEMENT**  
For the One Month Ending July 31, 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>35 Payroll Account</b>													
36 Balance 1st of Month	\$ 128,819.52												\$
37 Transfer from Checking	\$	122.70											\$ 122.70
38 Interest	\$												\$
39	\$	(141,873.50)											\$ (141,873.50)
40 Payroll Expenses	\$	47,168.72	\$	-	\$	-	\$	-	\$	-	\$	-	\$
41 Balance Last day of Month	\$	6,223,422.08											\$
<b>44 LOIP POOL Account</b>													
45 Balance 1st of Month	\$	6,223,422.08											\$
46 Transfer from Checking	\$	22,093.57											\$ 22,093.57
47 Interest Earned	\$	(28,583.32)											\$ (28,583.32)
48 AFRM Payment	\$	6,208,552.33	\$	-	\$	-	\$	-	\$	-	\$	-	\$
49 Transfer to Other Accounts	\$	65,581.53											\$
50 Balance Last day of Month	\$	325.82											\$ 325.82
<b>52 AFRM Bond Restricted</b>													
53 Balance 1st of Month	\$	85,907.35											\$
54 Transfer from Other Accounts	\$												\$
55 Interest Earned	\$												\$
56 Transfer to Other Accounts	\$												\$
57 Balance Last day of Month	\$												\$
<b>58</b>													
<b>59 MIEER Investments</b>													
60 Balance 1st of Month	\$	-											\$
61 Earned on Investments	\$												\$
62 Investment Fund Fee	\$												\$
63 Transfer to Other Accounts	\$												\$
64 Balance Last day of Month	\$												\$
<b>65</b>													
<b>66 Petty Cash</b>													
67 Balance 1st of Month	\$	500.00											\$
68 Expenses	\$												\$
69 Reimbursments	\$												\$
70 Balance Last day of Month	\$	500.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$
<b>72 TOTAL CASH ALL ACCOUNTS</b>	\$	8,937,817.27	\$	-	\$	-	\$	-	\$	-	\$	-	\$

**CHECK REGISTER - GENERAL ACCOUNT**  
7/1/23 - 7/31/23

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	7/1/2023	Charter Communications	ACH3484146LG	218924901070123	64400-010	Telephone	Coax	\$ 512.60
2	7/1/2023	Frontier	ACHP236WPQZWK	70123	64400-010	Telephone	Cogen Monitoring Line	\$ 105.33
3	7/5/2023	Kneefel, Jessica	ACH34680131AB	230705	50700-010	Other Plant Expense	Tuition	\$ 1,105.00
4	7/5/2023	POWER & CONTROL SOLUTIONS, INC.	ACH34826631LG	1378	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair & Maint	\$ 2,530.00
5	7/5/2023	Q & D Construction	5408	GRINT-002	16400-010	Collection System Rehab	GRCID Interceptor Rehab	\$ 553,777.25
6	7/5/2023	Warren Averett Technology Group, LLC	ACH3482636LG	70013	65310-010	Software Services	Office 365	\$ 391.80
7	7/7/2023	HOME DEPOT CREDIT SERVICES	ACH03497JK	4625862	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 116.42
8	7/7/2023	Tractor Supply Credit Plan	ACH9060396IK	200290582	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 160.64
9	7/11/2023	CASHMAN EQUIPMENT CO.	ACH072123JK	C6178814	50600-010	Repairs & Maintenance	Maintenance Agreement	\$ 1,970.00
10	7/11/2023	Hajoca Corporation	ACH230973759JK	5013231004.001	50600-010	Repairs & Maintenance	Tool Replacement	\$ 439.04
11	7/12/2023	BENTLY RANCH	5409	210192	50800-010	Sludge Removal	Biosolids	\$ 316.54
12	7/12/2023	BENTLY RANCH	5409	210246	50800-010	Sludge Removal	Biosolids	\$ 398.44
13	7/12/2023	CINTAS	5410	5163431945	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 81.90
14	7/12/2023	E2C E Squared C Inc	5411	511158	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
15	7/12/2023	FIRST CHOICE COFFEE SERVICES	5412	689534	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
16	7/12/2023	Government Employee Management Relations Board	ACH34826648	AA23-370	50200-010	Payroll Taxes & Employee Benefits	Annual Assessment	\$ 51.00
17	7/12/2023	NEVADA NEWS GROUP	5413	33832	64600-010	Advertising & Publication	Rate Workshop Notice	\$ 197.25
18	7/12/2023	NV Energy	ACH10345189JK	1790230712	50500-010	Utilities	Treatment Plant	\$ 17,175.80
19	7/12/2023	NV Energy	ACH10345202JK	800230712	53300-010	Reservoir & Pump Utilities	Pump Station	\$ 97.46
20	7/12/2023	SDBX STUDIO	5414	13443	65310-010	Software Services	Website Maintenance	\$ 113.97
21	7/12/2023	SILVER STATE ANALYTICAL LABS, INC.	5415	RN302238	52400-010	Lab Testing	Lab Analysis	\$ 42.00
22	7/12/2023	SILVER STATE ANALYTICAL LABS, INC.	5415	RN302290	52400-010	Lab Testing	Lab Analysis	\$ 42.00
23	7/12/2023	SILVER STATE ANALYTICAL LABS, INC.	5415	RN302087	52400-010	Lab Testing	Lab Analysis	\$ 95.00
24	7/12/2023	SILVER STATE ANALYTICAL LABS, INC.	5415	RN302088	52400-010	Lab Testing	Lab Analysis	\$ 63.00
25	7/12/2023	TOWN OF MINDEN	5416	70123	50500-010	Utilities	Water and Trash Services	\$ 793.55
26	7/12/2023	WESTERN NEVADA SUPPLY	5417	49821819	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 81.58
27	7/13/2023	SOUTHWEST GAS CORP	ACH072123JK	230713	50500-010	Utilities	Natural Gas	\$ 588.68
28	7/13/2023	Warren Averett Technology Group, LLC	ACH3482747ALG	70252	65310-010	Software Services	AZURE Usage	\$ 1,277.51
29	7/15/2023	Flyers Energy, LLC	ACH3093265783JK	CFS-3504221	51500-010	Truck & Auto Expense	Fuels	\$ 402.98

**CHECK REGISTER - GENERAL ACCOUNT**  
7/1/23 - 7/31/23

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
30	7/18/2023	Hajoca Corporation	ACH231623005HM	5013244431.001	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 9.70
31	7/18/2023	HOME DEPOT CREDIT SERVICES	ACH03497JK	3012939	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 497.92
32	7/19/2023	Equipmentland	ACHARV21RD1HM	18100-DUP	55100-010	Reservoir Repairs & Maintenance	Pond Rehab Equipment	\$ 4,623.00
33	7/19/2023	FIRST CHOICE COFFEE SERVICES	5418	670423	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 40.90
34	7/19/2023	JOANNA PEREZ	5419	562674	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
35	7/19/2023	LEAF	ACH100873098JK	14977437	65300-010	Office Equipment/Hardware	Copier Lease	\$ 511.28
36	7/19/2023	BANKCARD CENTER	EFT-071923-1	AM061223	64400-010	Telephone	Phone Storage	\$ 2.99
37	7/19/2023	BANKCARD CENTER	EFT-071923-2	CS061023	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 51.05
38	7/19/2023	BANKCARD CENTER	EFT-071923-3	NQ060623	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 107.04
39	7/19/2023	BANKCARD CENTER	EFT-071923-3	NQ062223	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 100.94
40	7/19/2023	BANKCARD CENTER	EFT-071923-4	CC061423	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 161.38
41	7/19/2023	BANKCARD CENTER	EFT-071923-4	CC062923	50900-010	Operators Education/Training	Education	\$ 60.00
42	7/19/2023	BANKCARD CENTER	EFT-071923-5	AB062123	65100-010	Other Administration Expense	Chamber Lunch	\$ 90.00
43	7/19/2023	BANKCARD CENTER	EFT-071923-5	AB062823	64300-010	Office Supplies & Expense	Office Supplies	\$ 20.85
44	7/19/2023	BANKCARD CENTER	EFT-071923-5	AB062823-002	64300-010	Office Supplies & Expense	Office Supplies	\$ 47.34
45	7/19/2023	PACIFIC SHREDDING	5420	5154808	64310-010	Statement Billing Supplies	Shredding Services	\$ 51.36
46	7/19/2023	PETTY CASH	5421	31523	65300-010	Office Equipment/Hardware	CAT 5 Phone Cables	\$ 29.38
47	7/19/2023	PETTY CASH	5421	32423	50700-010	Other Plant Expense	Mileage Reimbursement	\$ 45.85
48	7/19/2023	PETTY CASH	5421	32823	50900-010	Operators Education/Training	NWEA Conf	\$ 60.00
49	7/19/2023	PETTY CASH	5421	42723	65100-010	Other Administration Expense	Supplies	\$ 32.71
50	7/19/2023	PETTY CASH	5421	53123	65200-010	Filing Fees & Permits	Pineview Agreement	\$ 40.00
51	7/19/2023	PETTY CASH	5421	60623	64700-010	Travel & Per Diem	Travel Reimbursement	\$ 39.00
52	7/19/2023	SILVER STATE ANALYTICAL LABS, INC.	5422	RN302544	52400-010	Lab Testing	Lab Analysis	\$ 945.00
53	7/19/2023	Thatcher Company of Nevada, Inc.	ACH348274731G	2023400113581	50400-010	Processing Chemicals	Chemicals	\$ 6,726.24
54	7/19/2023	WESTERN NEVADA SUPPLY	5423	49830951	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 490.80
55	7/19/2023	WESTERN NEVADA SUPPLY	5423	49823310	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 325.12
56	7/23/2023	Chevron and Texaco Business Card Services	ACH07262023JK	90574785	51500-010	Truck & Auto Expense	Gasoline	\$ 116.03
57	7/26/2023	A n C Precision Maching, Inc	5424	9059G	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,030.00
58	7/26/2023	BENTLY RANCH	5425	210300	50800-010	Sludge Removal	Biosolids	\$ 344.68

**CHECK REGISTER - GENERAL ACCOUNT**  
7/1/23 - 7/31/23

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
59	7/26/2023	BENTLY RANCH	5425	210285	50800-010	Sludge Removal	Biosolids	\$ 253.68
60	7/26/2023	CAD PEST CONTROL SERVICES, INC.	5426	70384	50600-010	Repairs & Maintenance	Pest Control	\$ 200.00
61	7/26/2023	COGEN SERVICE	5427	6735	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,500.00
62	7/26/2023	SILVER STATE ANALYTICAL LABS, INC.	5428	RN302695	52400-010	Lab Testing	Lab Analysis	\$ 42.00
63	7/26/2023	Underground Service Alert	5429	2023153459	51700-010	Other Collection System Expense	Annual Membership	\$ 1,058.67
64	7/26/2023	WestTech	5430	90254	50600-010	Repairs & Maintenance	Trickling Filter	\$ 1,707.06
65	7/26/2023	WESTERN NEVADA SUPPLY	5431	49852176	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 73.61
66	7/27/2023	Spectrum Business	ACH056571869836JK	049937507273	64400-010	Telephone	Internet Service	\$ 172.97
67	7/31/2023	Flyers Energy, LLC	ACH33024HM	CFS-3524116	51500-010	Truck & Auto Expense	Fuels	\$ 488.78
68	7/31/2023	Gardenville Water Company	ACH15R149390JK	3428	51400-010	Repairs & Maintenance	Construction Water	\$ 216.80
69	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1082	16400-010	Collection System Rehab	395 Interceptor Rehab	\$ 2,267.50
70	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1074	16400-010	Collection System Rehab	GRGD Interceptor Maintenance	\$ 5,395.00
71	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1081	51400-010	Repairs & Maintenance	System Mapping	\$ 185.00
72	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1079	71200-010	Engineering	District Business	\$ 1,272.50
73	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1080	55100-010	Reservoir Repairs & Maintenance	Effluent Management	\$ 876.25
74	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1077	71200-010	Engineering	Martin's Meadows	\$ 2,732.50
75	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1073	71200-010	Engineering	Dist Business Baker Hughes	\$ 918.75
76	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1084	71200-010	Engineering	Scooter's Coffee	\$ 1,283.75
77	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1085	71200-010	Engineering	Buckeye Farms	\$ 487.50
78	7/31/2023	RESOURCE CONCEPTS, INC.	ACH35135209	23-1086	71200-010	Engineering	Bing Trust Annexation	\$ 1,040.00
79	7/31/2023	Warren Averett Technology Group, LLC	ACH35072700	70418	65310-010	Software Services	Office 365	\$ 439.19
Total Amount of Checks (65 Checks)								\$ 625,662.81
Legend:								
		Capital Expenses						
		Breaker Failure Costs						
		Co-Gen Expenses						

**CHECK REGISTER - PAYROLL ACCOUNT**  
7/1/23 - 7/31/23

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	7/1/2023	State Coll & Dist Unit - SCADU	ACH34687207AB	36-070723	20300-010	Accrued Payroll Taxes	SCADU	\$ 163.38
2	7/7/2023	Voya Financial	ACH070723AB	070723	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,192.00
3	7/7/2023	Wells Fargo 941	ACH070723-941	941-PR 7/7/23	20300-010	Accrued Payroll Taxes	STAFF FED 941 7/7/2023	\$ 5,562.47
4	7/7/2023	WF Used for Direct Deposit	ACH070723-DD	PR-DD 7/7/23	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 7/7/2023 STAFF	\$ 33,005.02
5	7/10/2023	Public Employees Retirement System	ACH3472908AB	P0623	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions	\$ 23,901.89
6	7/14/2023	JD	ACH34711206	071423	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursements	\$ 343.27
7	7/14/2023	BF	ACH34711206AB	071423	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$ 427.43
8	7/14/2023	JH	34711206	071423	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$ 86.16
9	7/14/2023	TS	ACH34711206AB	071423	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement	\$ 279.48
10	7/21/2023	State Coll & Dist Unit - SCADU	ACH34781751AB	36-072123	20300-010	Accrued Payroll Taxes	SCADU	\$ 163.38
11	7/21/2023	Voya Financial	ACH072123AB	072123	20300-010	Accrued Payroll Taxes	457 Mutual	\$ 1,534.00
12	7/21/2023	Wells Fargo 941	ACH072123-941	941-PR 7/21/23	20300-010	Accrued Payroll Taxes	STAFF FED 941 7/21/2023	\$ 5,996.89
13	7/21/2023	WF Used for Direct Deposit	ACH072123-DD	PR-DD 7/21/23	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 7/21/2023 STAFF	\$ 34,892.66
14	7/26/2023	Public Agency Compensation Trust	EFT072623	JUL23 -SEP23	50200-010	Payroll Taxes & Employee Benefits	Jul-Sep 2023 Workers Comp	\$ 8,999.25
15	7/31/2023	Colonial Life	ACH270100AB	50963180707840	20300-010	Accrued Payroll Taxes	Voluntary Insurance	\$ 38.44
16	7/31/2023	HOMETOWN HEALTH	ACHV38170AB	77101-026	80900-010	Retiree Health Insurance Premiums	Health Insurance	\$ 2,569.74
17	7/31/2023	HOMETOWN HEALTH	ACHV38170AB	77101-026	50200-020	Medical Benefits	Health Insurance	\$ 16,426.32
18	7/31/2023	ACS/Mellon Bank Health Savings Account	ACH34850221AB	HSA073123	50200-020	Medical Benefits	HSA Contributions	\$ 2,991.07
19	7/31/2023	Nevada State Treasurer's Office	ACH34932835	36-0723	20300-010	Accrued Payroll Taxes	Child Support	\$ 4.00
20	7/31/2023	Public Employees Retirement System	ACH34899427AB	P0723	50200-010	Payroll Taxes & Employee Benefits	PERS Contributions	\$ 24,531.29
21	7/31/2023	Wells Fargo 941	ACH073123-8RD	941-PR 7/31/23 BRD	20300-010	Accrued Payroll Taxes	FED 941 7/31/2023 BOARD	\$ 257.00
22	7/31/2023	WF Used for Direct Deposit	ACH073123-8RD-DD	PR-DD 7/30/23 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 7/31/2023 BOARD	\$ 1,817.50
23	7/31/2023	BARBARA SMALLWOOD	3448	PR 7/31/23 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	7/31/2023 BOARD CHECK	\$ 492.75
Total Amount of Checks (22 Checks)								\$ 165,675.39

## ***Agenda Item 5***

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### ***Minutes from August 1, 2023 Regular Board Meeting***

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***Items in this Section Include:***

- ✓ ***August 1, 2023 Minutes***



Board of Trustees  
Minutes of Regular Meeting  
Thursday, August 1, 2023  
6:00 P.M. | Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Barbara Smallwood  
Sondra Condrón  
Chris Shorten  
Ray Wilson  
Ted Thran

Board Members Absent:

None

Staff Members Present:

Peter Baratti  
Cliff Simpson  
LaVonne Ghanavati  
April Burchett  
Bill Peterson  
Haley Mosegard  
Jessica Kneefel  
Presley Cochran

Staff Members Absent:

Bruce Scott

Others Present: Greg Reed, Catherine Hansford, Mara Quiroga, Rob Anderson, Julie Duda

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**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 had no comment.

**4. Claims Review and Approval:** Trustee Wilson asked if the accommodation purchase on line 52 of the check register was for continued education for staff. Peter Baratti said yes it was for travel per diem, and that there are several out of area conferences that the District sends its operators to for continued education and to keep their certifications in good standing.

Trustee Wilson also asked Peter to explain the rear loading decanter on line 89 of the check register. Peter said it was the decanter for the plant's grit removal system. The part was irreparable and had to be replaced.

Trustee Shorten asked if the traffic control signs on line 24 of the check register were reusable or if they were rented. Peter explained that the signs belong to Silver State Barricade and Signs, and they were acquired for the lining on Highway 395. The signage is required by NDOT when working on the highway.

Trustee Shorten also asked if the annual fire alarm test on line 73 of the check register was through East Fork Fire. Peter said the test is required by East Fork, who employs Overhead Fire Protection to complete the test for compliance.

Trustee Condrón asked if the Douglas County Vehicle Maintenance on line 7 of the check register was for MGSD trucks or for the County's trucks. Peter explained that the County offers vehicle maintenance at a low rate, so MGSD takes them there to be serviced.

Trustee Condrón asked what the mosquito abatement funds were used for since there are so many mosquitos in the area. Peter explained that the funds are reserved for the Douglas County Mosquito Abatement. MGSD was given notice several years ago that if the Douglas County Mosquito Abatement ran out of funds, they would have to ask the District for payment. They have not asked the District for payment, but MGSD continues to reserve the funds just in case.

**Motion:** To approve the claims received for June, 2023 in the amount of \$119,205.89, and the payroll-related expenses paid during June, 2023 in the amount of \$128,972.69.

Made by: Ted Thran

Seconded by: Sondra Condrón

**Vote: Motion carried.**

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

**5. Minutes of July 6, 2023 Regular Board Meeting:** There were no comments regarding the minutes.

**Motion:** To approve the minutes of the July 6, 2023 Regular Board Meeting as presented.

Made by: Sondra Condrón

Seconded by: Chris Shorten

**Vote: Motion carried.**

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

**5b. Minutes of July 26, 2023 Special Board Meeting:** There were no comments regarding the minutes

**Motion:** To approve the minutes of the July 26, 2023 Special Board Meeting as presented.

Made by: Chris Shorten

Seconded by: Ray Wilson

**Vote: Motion carried.**

Ayes: Smallwood, Shorten, Wilson

Nays: None

Abstain: Thran, Condrón

Absent: None

**6. MGSD Rates:** Catherine Hansford presented her rate study for the Board and the members of the public that were present. She stated that the District's rates were last increased in 2012 and the proposed rates do include new development fees which were last increased in 2006. Additionally, administrative fees are also included in the study which are acquired by customer generated requests and direct costs. Catherine stated that based on inflation alone, if the District had raised its rates they would be charging customers \$20.00 per month, which accounts for \$60 per quarter. She added for perspective that the cost of \$14.00 in 2012 would be \$20.00 today. Additionally, utility costs typically outpace inflation, and Catherine sourced an article from May, 2019 by The American Waterworks Association that reads "Rate Survey, Water Cost Increases Outpacing Other U.S. Goods and Services" in which it reported that between 2014 and 2018 water rates increased 5.1% per year and wastewater rates increased 5.6% per year. Catherine stated inflation typically runs at 3% to 3.5% per year. A more recent article in June of 2020 from the National Association of Clean Water Agencies determined that the cost of wastewater services more than doubled the rate of inflation over the last 12 months, and that it was the 18<sup>th</sup> consecutive year that the increase in wastewater charges had outpaced inflation. Catherine stated that utilities typically outpace inflation due to the need to constantly reinvest in aging infrastructure.

Catherine reported that the State of Nevada determines "expenses" as any charges incurred under the accrual basis, whether paid or unpaid, for operation, maintenance or interest or any other charge which is presumed to provide a benefit in the current fiscal period. This would determine depreciation as an unpaid expense that the District incurs annually. She emphasized the necessity for including depreciation in the rate study so that existing District assets can be rehabilitated to extend their useful lives, or be replaced, ideally without the need to borrow money.

Catherine stated that the district is an enterprise fund, which means that it is a fund established solely to account for operations, and not for profit. NRS 354.517 states that fees collected from the District must cover the operations, rehabilitations, capital projects, and prudent reserves. Catherine stated that some measures the District can take to maintain financial health would be to increase user fees such as charging vacant and water off connected customers a minimum service fee, since the district maintains capacity for those properties. This is a common practice in the sewer plant industry. The District can also increase new development fees to the extent justified by new growth's share of cost, increase administrative fees to reflect the current cost of business, as well as add new administrative fees if warranted.

The underpinning of any rate analysis is called revenue requirement which determines the amount of money that needs to be raised through the rates each year to achieve revenue sufficiency. This includes operations and maintenance, debt service, system rehabilitation, capital improvements, and fund reserves. The estimated cost of improvements over the next 5 years is just over \$20 million. These repairs and rehabilitations will ultimately benefit the customers that the District services.

Catherine commented that the State of Nevada considers water rates that are greater than 2% of the median household income to be unreasonable, and even with the 60% proposed rate increase, Minden and Gardnerville would stay below 0.5% of the median household income.

Julie Duda came forward with a public comment. The comment was as follows:

As a community advocate, I am interested in relevant issues. The relevant issue here is of course the 60% rate increase for residents in the Minden-Gardnerville Sanitation District. The percent increase is concerning for at least 2 reasons. First, how did the District arrive at this financially challenged position to even consider a 60% rate increase. Secondly, is it even reasonable to propose such a high rate increase to the residents of Minden and Gardnerville. Looking at the last 3 years the residents experienced 3 huge challenges. Covid 19, high unemployment, high inflation. Covid was traumatic and needs no further words. Unemployment – Nevada currently leads the nation in unemployment. Douglas County at 4.5% is higher than the national average. Inflation is slowing but is described as sticky, because many essential items and services remain inflated and people feel the extra financial stress. Young people are challenged with high rents or high mortgage payments. Working families have the same challenges along with inflation at the grocery store, higher utility bills and the essential expenses of raising children. Seniors make up close to 1/3<sup>rd</sup> of the county population and many are on fixed incomes. Renters are also impacted when owners pass on rate increases. The District's individual customers are not appropriately represented by statistics. They are real people challenged by the reality of financial stress. Going forward will include research on the District's budgets, investment reports and audits, concluding with a recommendation to this board. Lastly, is a request to staff and board members to revisit this 60% rate increase proposal and come back with a lower and more reasonable rate increase.

The Board thanked Julie for her comment.

Trustee Condrón noted that the rate increase was scheduled to take place in July of 2023 and asked if, on our current timeline, the proposed rate increase would take place in January of 2024 or July 2024. April Burchett confirmed that the proposed rate increase would take place in January 2024.

**Motion: To approve the continuation of the rate study.**

Made by: Ted Thran

Seconded by: Sondra Condrón

**Vote: Motion carried.**

Ayes: Smallwood, Shorten, Wilson, Thran, Condrón

Nays: None

Abstain: None

Absent: None

**7. Business Impact Statement:** This item was continued to the September 5<sup>th</sup> Regular Board Meeting.

**8. Bing Trust 2000:** Rob Anderson represented the Bing Trust regarding the annexation of APN 1220-04-002-017. Presley Cochran stated that the APN was wrong on the top of Rob Anderson's legal description, and Rob noted the correction. There was no further discussion regarding the annexation.

**Motion:** Motion to accept the petition for annexation from Bing Trust 2000 for the annexation of 2.72 acres located on Centerville Lane in Gardnerville, APN 1220-04-002-017 with the public hearing date for September 5<sup>th</sup>, 2023 Regular Board Meeting and direct staff to publish the notice of public hearing. All rules, regulations and requirements of MGSD are to be met and all fees paid.

Made by: Chris Shorten

Seconded by: Ray Wilson

**Vote: Motion carried.**

Ayes: Smallwood, Shorten, Wilson, Thran, Condron

Nays: None

Abstain: None

Absent: None

**9. Kingslane Homeowners Association:** Mara Quiroga with Lumos & Associates represented Kingslane HOA with a proposal to partner with MGSD. The proposal would have MGSD apply to the Clean Water State Revolving Loan Fund (CWSRF) on behalf of Kingslane HOA to complete sewer line repair and rehabilitation on the north side of the Kingslane HOA boundary. As a result of these repairs and rehabilitations, MGSD will be able to acquire ownership of the sewer line.

Mara provided a brief history regarding the north portion of the sewer system that the HOA has retained ownership of, as a result of construction errors that made the lines noncompliant with MGSD standards. Only the southern portion of the system was accepted by MGSD.

The CWSRF is comprised of federal funds issued by the EPA and administered by the Nevada Department of Environmental Protection specifically for wastewater purposes. The maximum grant amount for a project is \$1.5 million and can only be applied for by a public body. Currently, Kingslane HOA estimates construction costs to be around \$800,000.00 to \$1 million.

Trustee Shorten expressed concern on whether the grant would selectively choose communities that are disadvantaged, and he would like further research done to clarify this. Mara replied that the NDEP recently adjusted the criteria for disadvantaged communities for this particular revolving fund.

Trustee Wilson asked Peter Baratti and Cliff Simpson for their input. Peter stated that MGSD is a community service and if the District can provide a service to our community then it is our obligation to do so. Peter said he was aware that NDEP has expanded their criteria for the grant and believes that the District should proceed in a partnership with Kingslane HOA.

**Motion:** Motion to pursue the partnership between MGSD and the Kingslane Homeowners Association to apply for grants with the Clean Water State Revolving Fund for sewer line repairs and rehabilitation within the boundaries of the Kingslane Homeowners Association. Any costs incurred by MGSD are to be reimbursed by the Kingslane Homeowner's Association.

Made by: Ted Thran

Seconded by: Sondra Condron

**Vote: Motion carried.**

Ayes: Smallwood, Shorten, Wilson, Thran, Condron

Nays: None

Abstain: None

Absent: None

**10. MGSD Investment Policy:** Trustee Thran commented that among the numerous investment policies that he has drafted, the investment policy presented by MGSD staff is reasonable and comparable.

**Motion:** Motion to approve the MGSD Investment Policy as presented.

Made by: Sondra Condrón

Seconded by: Ted Thran

**Vote:** Motion carried.

Ayes: Smallwood, Shorten, Wilson, Thran, Condrón

Nays: None

Abstain: None

Absent: None

**11. MGSD Financial Advisory Committee:** The Board agreed to elect LaVonne Ghanavati, Ted Thran, Chris Shorten and Peter Baratti to the Financial Advisory Committee. The Committee is subject to open meeting law due to the participation of the two Board of Trustee members.

**Motion:** Motion to create the Financial Advisory Committee as outlined in the MGSD Investment Policy for the purpose of the management and maintenance of the District's financial accounts. As well as to appoint Ted Thran, Peter Baratti, LaVonne Ghanavati and Chris Shorten as members of the subcommittee.

Made by: Ted Thran

Seconded by: Chris Shorten

**Vote:** Motion carried.

Ayes: Smallwood, Shorten, Wilson, Thran, Condrón

Nays: None

Abstain: None

Absent: None

**12. Attorney-Client Conference:** Bill had nothing new to report but did mention that the tribe has found new legal council and provided a new contract regarding the promised easement which was not satisfactory and was returned to them for changes. Peter noted that the price of the project has continued to increase to \$2.1 million due to inflation and industry demand.

**13. Engineer's Report:** Presley Cochran reported that NDOT is phasing their 395 project. MGSD has three lengths of main and four manholes that need to be addressed if the District wants them to be rehabilitated before the first phase. Discussion is in place to contact Q&D Construction for a possible change order to their current GRGID interceptor contract to include rehabilitation of the lines on 395. Presley stated that she had also received plans for Stoneridge Villas.

**14. District Manager's Report:** Peter Baratti reported that he had received the parts for the Pump #2 rebuild, which are refurbished. The parts will save the plant \$174,000 which is the cost for a new pump.

Peter reported that he has a meeting scheduled with ESRI GIS as well as ProWest, regarding GIS software. The District will be providing continued education for one of the operators so that MGSD can remain self-reliant instead of hiring outside sources for GIS mapping services. He noted the necessity for the District to engage in GIS mapping to prepare for the possibility of future regulations in the utility industry.

Trustee Shorten noted that Peter was taking measures to save the District money in regards to repairs on pump #2. Trustee Smallwood agreed, commenting that cross-training employees gives the District the ability to perform at lesser cost.

Trustee Thran recommended that the Board move the District Manager's report to be after the Chairman's Comment throughout the rest of the year, so that the public can be made aware of the measures the District is taking to save money by doing in house repairs and rehabilitations.

Peter commented that the public wants to be heard, and part of his responsibility as District Manager, as a civil servant, is to listen to both sides of the public's comments regarding the District's finances. He stated that the District is here to provide a service for the community.

**15. Controller's Report:** LaVonne Ghanavati had nothing to add to her report.

**16. Administrative Report by Staff:** Trustee Shorten asked about the Leadership Douglas County tour. April Burchett replied that we will schedule a tour for the Board in the cooler months. It was the first time Leadership Douglas County has visited MGSD.

April Burchett wanted to add for the record that she is thankful to Julie Duda for taking the time to come to the Board Meeting and for presenting her comments to the Board. Peter mentioned she approached him and gave him praise regarding staff professionalism and effectiveness.

April Burchett discussed heat related injuries, related to the order issued by the Bureau of Labor that federally protects heat related injuries.

Discussion followed regarding requirements for Zoom meetings.

**17. Board Comment:** There was no Board comment.

**18. Public Comment:** There was no public comment.

**19. Meeting adjourned 8:05 p.m.**

Approved by the Board of Trustees as presented on:

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Ted Thran, District Secretary

## ***Agenda Item 6***

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### ***Public Hearing for Bing Trust 2000***

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#### ***Items in this Section Include:***

- ✓ ***Letter from Resource Concepts, Inc., dated July 26, 2023***
- ✓ ***Petition for Annexation***
- ✓ ***Authority to Represent***
- ✓ ***Annexation Map***
- ✓ ***Vicinity Map***
- ✓ ***Legal Description***
- ✓ ***Preliminary Title Report***
- ✓ ***Proof of Publication Notice of Public Hearing***



July 26, 2023

Via email: [aburchett@mgsdistrict.org](mailto:aburchett@mgsdistrict.org)

Ms. Barbara Smallwood, Chairman  
and Members of the Board of Trustees  
Minden Gardnerville Sanitation District  
P.O. Box 568  
Minden, Nevada 89423

**Subject: Request for Annexation, Gregory Holst, LTD. Trustee, Bing Trust 2000**

Dear Chairman Smallwood and Members of the Board:

R.O. Anderson Engineering, Inc., on behalf of the owner Gregory Holst, LTD. Trustee, Bing Trust 2000 have requested annexation for Assessor Parcel 1220-04-0002-017 in Gardnerville, Nevada. This parcel is within MGSD's service area boundary. This property is also contiguous to the existing District boundary and is eligible to be annexed to MGSD.

There is one assessor parcel involved, totaling approximately 2.72 acres. At this time, it is our recommendation that the Board find that this request is suitable for publication and schedule a public hearing regarding the requested annexation to MGSD subject to the following conditions:

1. Confirmation of the legal description and the acreage which is being requested to be annexed. This information will be reviewed by staff and published as required under the Annexation Ordinance.
2. Payment of all fees and costs associated with the annexation process and reimbursement to the district for legal and engineering fees involved.

If there are questions or additional information is needed, please let me know or we can discuss it at the August meeting of the Board.

Sincerely,

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

Presley Cochran, P.E. for Bruce R. Scott, P.E.  
District Engineer

PC/jm

cc: Rob Anderson, P.E.  
Bill Peterson, Esq.  
Bruce Scott, P.E.

CARSON CITY  
340 North Minnesota St  
Carson City, NV 89703-4152  
(775) 883-1600 • fax: (775) 883-1656

Engineering • Surveying • Water Rights  
Resources & Environmental Services  
[www.rci-nv.com](http://www.rci-nv.com)

LAKE TAHOE  
276 Kingsbury Grade, Ste. 206, Stateline, NV  
PO Box 11796, Zephyr Cove, NV 89448-3796  
(775) 588-7500 • fax: (775) 589-6333



## PETITION FOR ANNEXATION

**ASSESSOR PARCEL NO. OF PROPERTY:** 1220-04-002-017

**TOTAL ACREAGE TO BE ANNEXED:** 2.72 acres

**ADDRESS OF PROPERTY (if known):** Centerville Lane (no address)

**PROPERTY NEAREST TO:** ☐ Town of Minden ☒ Town of Gardnerville

**PROPERTY OWNER (attach additional sheets if needed):**

**NAME:** Gregory V. Holst, LTD, Trustee, Bing Trust 2000

**ADDRESS:** P.O. Box 9

**CITY:** Gardnerville

**STATE** NV

**ZIP** 89410

**PHONE NO.** Attn: Kim Posnien, 775.690.2015

**FAX NO.** NA

### ANNEXATION REQUIREMENTS:

1. An accurate legal description of the property stamped and signed by a surveyor or engineer licensed in the State of Nevada. The legal description should also include acreage of the parcel.
2. A preliminary title report concerning said property issued within the past 60 days and a written statement from the owners that there has not been a change since that date.
3. Acknowledgement of the fee owners. Notarized signatures required (see Page 2). An Authority to Represent form must be signed by the owners if an owner's representative will attend the Board Meeting (see Page 3).
4. A vicinity map showing the area to be annexed in relation to existing district boundaries. Assessor's map is acceptable.
5. An application fee of \$1,000.00. Balance after expenses is refundable.
6. Application must be received in MGSD Office 15 days prior to the monthly board meeting. Board meets first Tuesday of every month.
7. Upon approval by the Board, applicant shall pay \$600.00 per acre for entire area to be annexed.
8. Upon approval by the Board, applicant shall pay capacity fee of \$3,800.00 per sewer unit within 9 months of allocation, or upon approval of the final map, whichever occurs first.
9. Connection fees of \$275.00 for dwelling and \$300.00 per unit for commercial hookup are due at the time the Connection Permit is issued. (Connection permit must be issued before Douglas County will issue building permit).

**ACKNOWLEDGEMENT OF FEE OWNERS:**

We, the fee owners of the described property in Exhibit "A" or Legal Description attached to the Petition, hereby petition the MINDEN-GARDNERVILLE SANITATION DISTRICT for annexation to the District.

DATED: 7/3/2023

[Signature]  
OWNER

\_\_\_\_\_  
OWNER

STATE OF Nevada )  
COUNTY OF Douglas ) : SS

On July 3, 2023 personally appeared before me, a Notary Public, Shawna Kennedy, who acknowledged that he executed the above instrument.

[Signature]  
Notary Public



STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) : SS

On \_\_\_\_\_, 20\_\_\_\_, personally appeared before me, a Notary Public, \_\_\_\_\_, who acknowledged that he executed the above instrument.

\_\_\_\_\_  
Notary Public



**OWNERS' REPRESENTATIVE:**

**NAME:** Robert O. Anderson, PE, W

**FIRM NAME:** R.O. Anderson Engineering, Inc.

**ADDRESS:** 1603 Esmeralda Avenue

**CITY:** Minden

**STATE** NV

**ZIP** 89423

**PHONE NO.** 775.782.2322

**FAX NO.** 775.782.7084

**AUTHORITY TO REPRESENT**

Gentlemen:

I, GREGORY V. HOUST, III, hereby authorize the above named representative, ROBERT O. ANDERSON, to represent me at the Minden-Gardnerville Sanitation District Board Meetings and act in any and every manner for me at such meetings as if I were present myself, giving and granting to such person, full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done for my benefit as if I was present myself. This authority to represent shall be limited to the above named representative, ROBERT O. ANDERSON.

This authority to represent shall commence upon the date of execution herein and shall continue up to and including August 1, 2024, unless otherwise revoked by written notice from me.

IN WITNESS WHEREOF, I have executed this Authorization to Represent on this 3 day of July, 2023.

GREGORY V. HOUST, III  
Owner

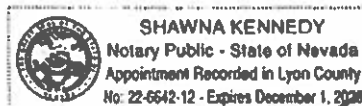
STATE OF Nevada )

COUNTY OF Douglas )

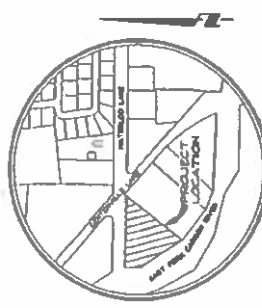
: SS

On July 3, 2023, personally appeared before me, a Notary Public, Shawna Kennedy, who acknowledged that he executed the above instrument.

Shawna Kennedy  
Notary Public



**MGSD**  
Minden-Gardnerville  
Sanitation District



**VICINITY MAP**  
NO SCALE

**NOTES**  
1. ALL LOTS ARE 1/4 SECTION 36, T12N, R12E, S4E, 1/4.

**LEGEND**

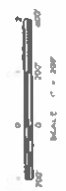
- Proposed Right-of-Way (R.O.W.)
- Existing Right-of-Way (R.O.W.)
- Proposed Lot Boundary
- Existing Lot Boundary
- Proposed Easement
- Existing Easement
- Water
- Other



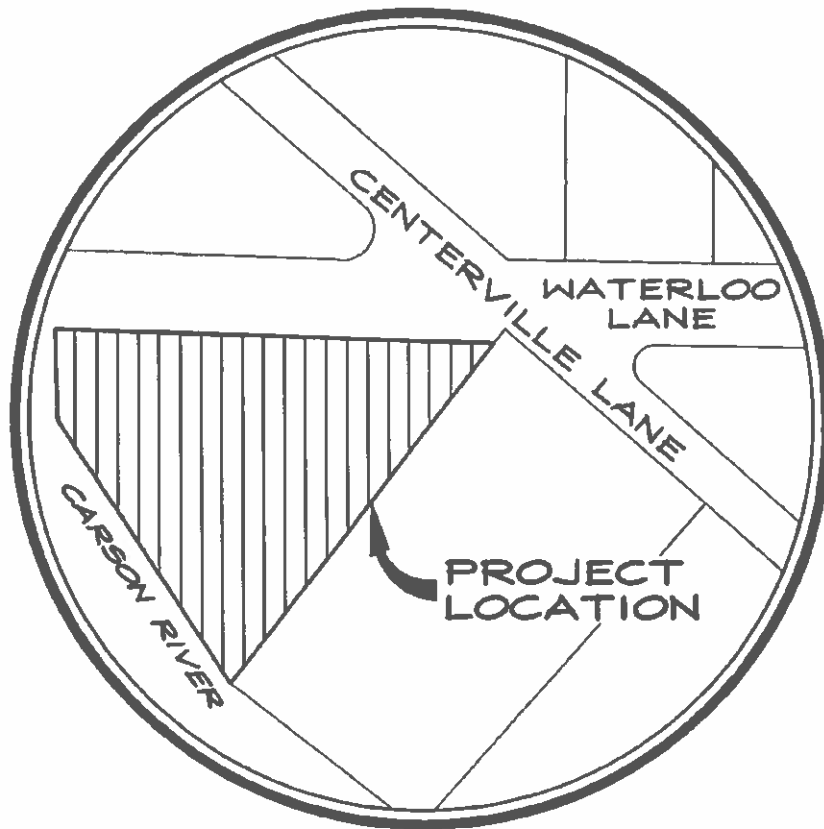
**R/O Anderson**  
Prepared by:  
Date:  
Scale: 1" = 200'

**PROPOSED ANNEXATION MAP**  
FOR  
BING TRUST 2000  
TOWN OF GARDNERVILLE

LOCATED WITHIN PORTION OF  
SECTION 36, T12N, R12E, S4E, 1/4  
DOUGLAS COUNTY, NEVADA



S:\PROPOSALS\Survey\Annexation\Posnien-Annexation-1220-04-002-017\Exhibit.dwg 7/10/2023 4:16:40 PM Rina Kempy



**R|O|Anderson**  
WWW.ROANDERSON.COM

MINDEN  
1603 Esmeralda Ave  
P.O. Box 2229  
Minden, NV 89423  
p 775.782.2322  
f 775.782.7064

RENO  
9060 Double  
Diamond Pkwy, Unit 1B  
Reno, NV 89521  
p 775.782.2322  
f 775.782.7064

**VICINITY MAP**  
**BING TRUST 2000**  
**A.P.N. 1220-04-002-017**

07/10/23

06/28/23

**DESCRIPTION**  
**(A.P.N. 1220-04-002-001)**

All that real property situate in the County of Douglas, State of Nevada, described as follows:

A parcel of land located within a portion of Section 4, Township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

**COMMENCING** at the most northerly corner of A.P.N. 1220-04-002-002 as shown on the Record of Survey for Bing, LLC filed for recorded December 23, 2004 in the office of Recorder, Douglas County, Nevada as Document No. 632815, also being a point on the westerly right-of-way line of State Route 756 (Centerville Lane);

thence leaving said right-of-way line of Centerville Lane, South 37°13'42" West, 21.97 feet to the **POINT OF BEGINNING**;

thence South 37°13'42" West, 518.98 feet;

thence North 34°04'52" West, 367.90 feet;

thence North 00°00'48" West, 108.51 feet to a point on the south right-of-way of a 100-foot public right-of-way road per Document No. 632814;

thence along said south right-of-way of a 100-foot right-of-way, EAST, 520.16 feet to the **POINT OF BEGINNING**, containing 2.72 acres, more or less.

The Basis of Bearing of this description is North 49°23'00" West, the easterly line of State Route 756 (Centerville Lane) as shown on Record of Survey for Bing, LLC filed for recorded December 23, 2004 in the office of Recorder, Douglas County, Nevada as Document No. 632815

Prepared By:

R.O. ANDERSON ENGINEERING, INC.

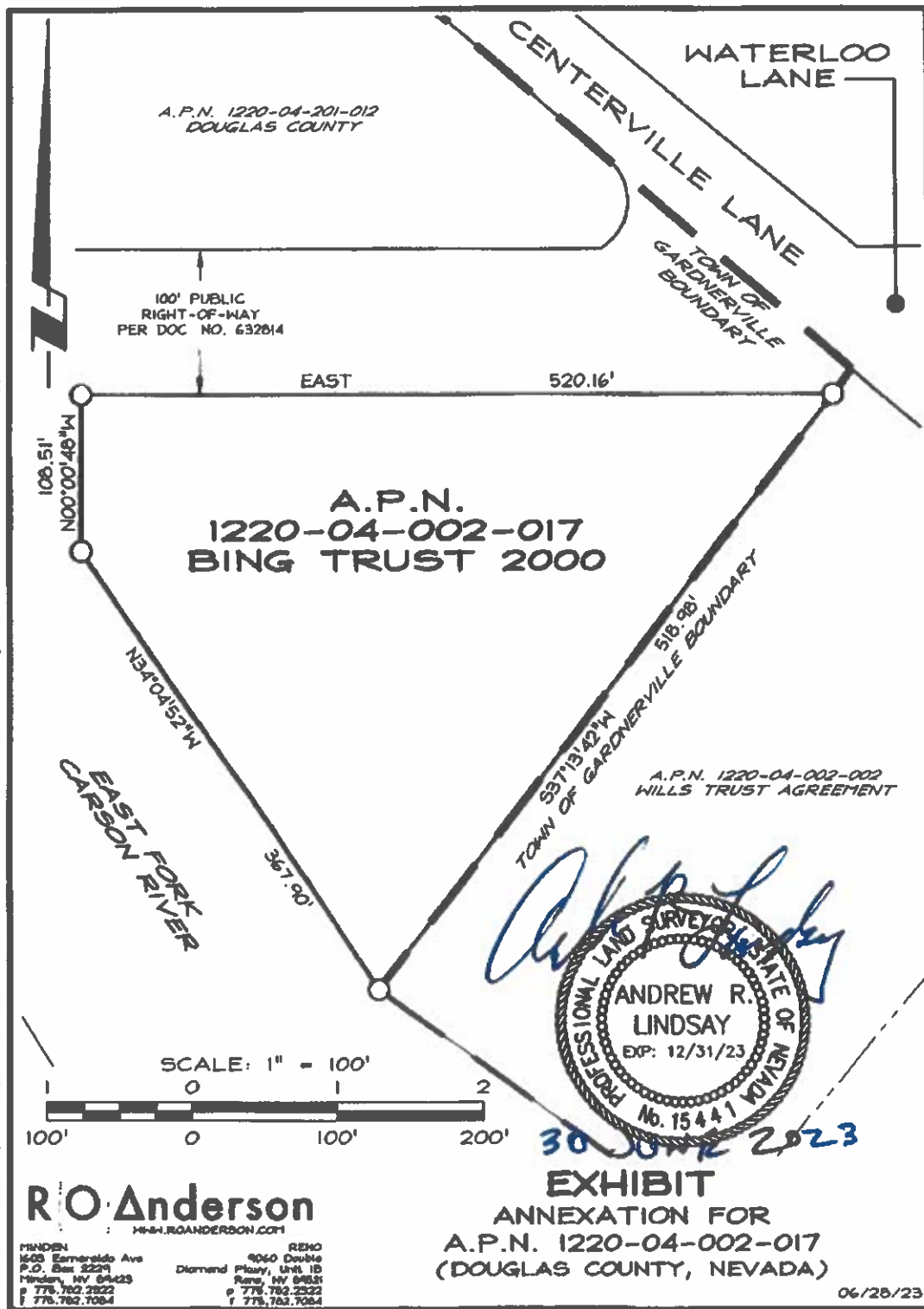
Andrew R. Lindsay, P.L.S. 15441

P.O. Box 2229

Minden, Nevada 89423



S:\PROPOSALS\Survey\Annexation\Position-Annexation-1220-04-002-017\ANNEX MAP.dwg 6/28/2023 2:33:03 PM Rino Kampy





## PRELIMINARY REPORT

**Proposed Buyer:** Custom Craft Builders LLC a Nevada limited liability company  
**Proposed Lender:** CASH  
**Proposed Loan Amount:** \$0.00  
**Property Address:** APN: 1220-04-002-017, Gardnerville, NV 89410

**Escrow Office:**  
Ticor Title of Nevada, Inc.  
1483 US Highway 395 N, Suite B  
Gardnerville, NV 89410  
**Phone:** (775) 783-1400 **Fax:** (775) 783-1449  
**Escrow Officer:** Rishelle Thompson  
**Customer No.:** /

**Title Office:**  
Ticor Title of Nevada, Inc.  
307 West Winnie Lane Suite 1  
Carson City, NV 89703  
**Phone:** (775) 883-7513 **Fax:** (775) 887-5065

**Order No.:** 02301719-RLT

---

**The information contained in this report is through the date of  
May 26, 2023 at 7:30 a.m.**

*In response to the application for a policy of title insurance referenced herein, Ticor Title of Nevada, Inc. hereby reports that it is prepared to issue, or cause to be issued, as of the date hereof, a policy or policies of title insurance describing the land and the estate or interest therein hereinafter set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as an exception herein or not excluded from coverage pursuant to the printed Schedules, Conditions and Stipulations or Conditions of said policy forms.*

*The printed Exceptions and Exclusions from the coverage and Limitations on Covered Risks of said policy or policies are set forth in Attachment One. The policy to be issued may contain an arbitration clause. When the Amount of Insurance is less than that set forth in the arbitration clause, all arbitrable matters shall be arbitrated at the option of either the Company or the Insured as the exclusive remedy of the parties. Limitations on Covered Risks applicable to the CLTA and ALTA Homeowner's Policies of Title Insurance which establish a Deductible Amount and a Maximum Dollar Limit of Liability for certain coverages are also set forth in Attachment One. Copies of the policy forms should be read. They are available from the office which issued this report.*

*This report (and any supplements or amendments hereto) is issued solely for the purpose of facilitating the issuance of a policy of title insurance and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.*

*The policy(s) of title insurance to be issued hereunder will be policy(s) of Chicago Title Insurance Company.*

*Please read the exceptions shown or referred to herein and the exceptions and exclusions set forth in Attachment One of this report carefully. The exceptions and exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy and should be carefully considered.*

*It is important to note that this preliminary report is not a written representation as to the condition of title and may not list all liens, defects and encumbrances affecting title to the land.*

A handwritten signature in cursive script, appearing to read 'Tammy May'.

---

Tammy May, Title Officer

**THE FOLLOWING REQUIREMENTS MUST BE MET PRIOR TO CLOSE OF ESCROW:**

1. Furnish to the Company for review:
  - a) A complete copy of the trust and any amendments thereto, together with a statement that the trust has not been revoked or otherwise terminated
  - b) Certification of Trust in accordance with Nevada Revised Statutes
2. The requirement that the terms, conditions and provisions of an Order setting aside Estate without Administration recorded January 3, 2023 as Document No. 2023-992932, Official Records, be complied with.
3. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below:

Limited Liability Company: Custom Craft Builders LLC

- a) A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member
- b) If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendments thereto with the appropriate filing stamps
- c) If the Limited Liability Company is member-managed, a full and complete current list of members certified by the appropriate manager or member
- d) If the Limited Liability Company was formed in a foreign jurisdiction, evidence, satisfactory to the Company, that it was validly formed, is in good standing and authorized to do business in the state of origin
- e) If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

## **SCHEDULE A**

The estate or interest in the land hereinafter described or referred to covered by this report is:

### **FEE**

Title to said estate or interest at the date hereof is vested in:

**Gregory V. Holst, successor Trustee of the D. Gerald Bing Trust dated January 17, 2000**

The land referred to in this Report is situate in the State of Nevada, County of Douglas and described as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

## **SCHEDULE B – Section A**

The following exceptions will appear in policies when providing standard coverage as outlined below:

1. (a) Taxes or assessments that are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; (b) proceedings by a public agency that may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Any facts, rights, interests, or claims that are not shown by the Public Records but that could be ascertained by inspection of the Land or that may be asserted by persons in possession of the Land.
3. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records.
5. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof, (c) water rights, claims or title to water, whether or not the matters excepted under (a), (b) or (c) are shown by the Public Records.
6. Any lien or right to lien for services, labor or material not shown in the Public Records.

## SCHEDULE B – Section B

At the date hereof Exceptions to coverage in addition to the printed exceptions to said policy form would be as follows:

7. Property taxes, which are a lien not yet due and payable, including any assessments collected with taxes to be levied for the fiscal year 2023-2024. Tax Identification No.: 1220-04-002-017
8. The lien of supplemental taxes, if any, assessed pursuant to the provisions of Nevada Revised Statutes.
9. Any liens, charges or assessments levied by the Minden-Gardnerville Sanitation District by reason that the Land is located within said district.
10. Water rights, claims or title to water, whether or not disclosed by the public records.
11. Rights of way for any existing roads and alleys, trails, canals, ditches, flumes, conduits, pipes, poles or transmission lines on, under, over, through or across the Land.
12. Subject to any rights and/or provisions of the General Highway Act for improvements, repair or landscaping to the public highway located along the boundary of the Land.
13. Any adverse claim based upon the assertion that:

Said Land or any part thereof is now or at any time has been below the highest of the high watermarks of Carson River in the event the boundary of said Carson River has been artificially raised or is now or at any time has been below the high watermark, if said Carson River is in its natural state.

Some portion of said Land has been created by artificial means or has accreted to such portion so created.

Some portion of said Land has been brought within the boundaries thereof by an avulsive movement of Carson River, or has been formed by accretion to any such portion.

14. Rights and easements for navigation and fishery which may exist over that portion of said Land lying beneath the waters of Carson River.
15. Any rights in favor of the public which may exist on said Land if said Land or portions thereof are or were at any time used by the public.
16. Terms, provisions and conditions as contained in an instrument

Entitled:	Agreement to dissolve and wind up Partnership
Executed by:	D. Gerald Bing, Jr. and Peter R. Kawcak
Recording Date:	September 27, 1982
Recording No.:	Book 982, Page 1542, Document No. 71274, Official Records

17. Terms, provisions and conditions as contained in an instrument

Entitled:	Agreement
Executed by:	Bing, LLC and Douglas County, a political subdivision of the State of Nevada
Recording Date:	March 18, 2004
Recording No.:	Book 304, Page 8291, Document No. 607517, Official Records

18. Easement(s) for the purpose(s) shown below and rights incidental thereto as reserved in a document;

Reserved by: Bing LLC., a Nevada Limited Liability Company  
Purpose: An easement or right of encroachment for driveway access  
Recording Date: December 23, 2004  
Recording No: Book 1204, Page 11422, Document No. 632814, Official Records

19. Easement(s) and rights incidental thereto as delineated or as offered for dedication on Record of Survey Map

Recording Date: December 23, 2004  
Recording No: Book 1204, Page 11424, Document No. 632815, Official Records

20. Any right of the United States to recover funds from the owner or from any transferee of said Land, or any portion thereof, by reason of the advance of federal funds including, but not limited to, those authorized under Medicare/Medicaid.

21. The search did not disclose any open mortgages or deeds of trust of record, therefore the Company reserves the right to require further evidence to confirm that the property is unencumbered, and further reserves the right to make additional requirements or add additional items or exceptions upon receipt of the requested evidence.

## INFORMATIONAL NOTES

1. Note: Due to the Nevada Supreme Court's interpretation of N.R.S. §116.3116 (2)(c) in SFR Investments Pool 1, LLC v. U.S. Bank, N.A. 334 P. 3d 408 (2014), the Company is unwilling to issue the ALTA 9-06 Endorsement, but instead will issue the ALTA 9.10-06 Endorsement. This does not apply to common interest communities that are not subject to N.R.S. §116.3116 (i.e. apartment complexes, commercial condominiums that are exempt or other commercial properties).
2. Note: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.
3. Property taxes for the fiscal year shown below are PAID. For proration purposes the amounts are:  
  
Assessor's Parcel No.: 1220-04-002-017  
Fiscal Year: 2022-2023  
Total Taxes: \$1,289.94
4. Note: The following information is provided strictly as an accommodation. According to the Assessor, the address of the Land is as follows:  
  
Type of Dwelling: Vacant Land  
Address: 1220-04-002-017, Gardnerville, Nevada
5. Note: There are NO conveyances affecting said Land recorded within 24 months of the date of this report.
6. Note: The charge for a policy of title insurance, when issued through this title order, will be based on the Basic Title Insurance Rate.

**Order No.: 02301719-RLT**

**EXHIBIT A**

All that certain real property situate in the County of Douglas, State of Nevada, described as follows:

A parcel of land located within portions of Sections 4 and 5, township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

Commencing at the Southeasterly corner of a parcel of land as described in the Deed between Peter R. Kawcak and D. Gerald Bing, Jr. recorded September 27, 1982 in Book 982, at Page 1547, as Document No. 71275, a found  $\frac{3}{4}$ " iron pipe with 1  $\frac{1}{4}$ " square headnut, no tag, as shown on the Record of Survey for TCI Washington Associates recorded December 27, 1995 in said office of Recorder as Document No. 377269, also being a point on the westerly line of State Route 756; thence along the Southerly line of said Deed parcel, South  $37^{\circ}13'42''$  West, 21.97 feet to the POINT OF BEGINNING; thence continuing along said Southerly line of Deed parcel, South  $37^{\circ}13'42''$  West 518.98 feet to the Southwesterly corner of said Deed parcel; thence along the Westerly line of said Deed parcel, North  $34^{\circ}04'52''$  West, 367.90 feet; thence continuing along said Westerly line of Deed parcel, North  $00^{\circ}00'48''$  West, 108.51 feet; thence East, 520.16 feet to the point of beginning.

APN: 1220-04-002-017

Note: Document No. 632816 is provided pursuant to the requirements of Section 6.NRS 111.312.

**Order No.: 02301719-RLT**

**EXHIBIT A**

All that certain real property situate in the County of Douglas, State of Nevada, described as follows:

A parcel of land located within portions of Sections 4 and 5, township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

Commencing at the Southeasterly corner of a parcel of land as described in the Deed between Peter R. Kawcak and D. Gerald Bing, Jr. recorded September 27, 1982 in Book 982, at Page 1547, as Document No. 71275, a found  $\frac{3}{4}$ " iron pipe with 1  $\frac{1}{4}$ " square headnut, no tag, as shown on the Record of Survey for TCI Washington Associates recorded December 27, 1995 in said office of Recorder as Document No. 377269, also being a point on the westerly line of State Route 756; thence along the Southerly line of said Deed parcel, South 37°13'42" West, 21.97 feet to the POINT OF BEGINNING; thence continuing along said Southerly line of Deed parcel, South 37°13'42" West 518.98 feet to the Southwesterly corner of said Deed parcel; thence along the Westerly line of said Deed parcel, North 34°04'52" West, 367.90 feet; thence continuing along said Westerly line of Deed parcel, North 00°00'48" West, 108.51 feet; thence East, 520.16 feet to the point of beginning.

APN: 1220-04-002-017

Note: Document No. 632816 is provided pursuant to the requirements of Section 6.NRS 111.312.

**DOUGLAS COUNTY, NEVADA**  
Assessor's Office  
Mapping & GIS Services

**Map Legend**

- Parcel Boundary
- Subdivision Boundary
- Town Boundary
- Township/Range/Section
- Open Space/Conservation Easements

on

**110**

Parcel Sub-Seq Number

Parcel Acreage

S. L. S. A.

Parcel Block Number

Parcel Lot Number

Parcel Address

**T 12 N R 20 E**

**SEC. 4**

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32

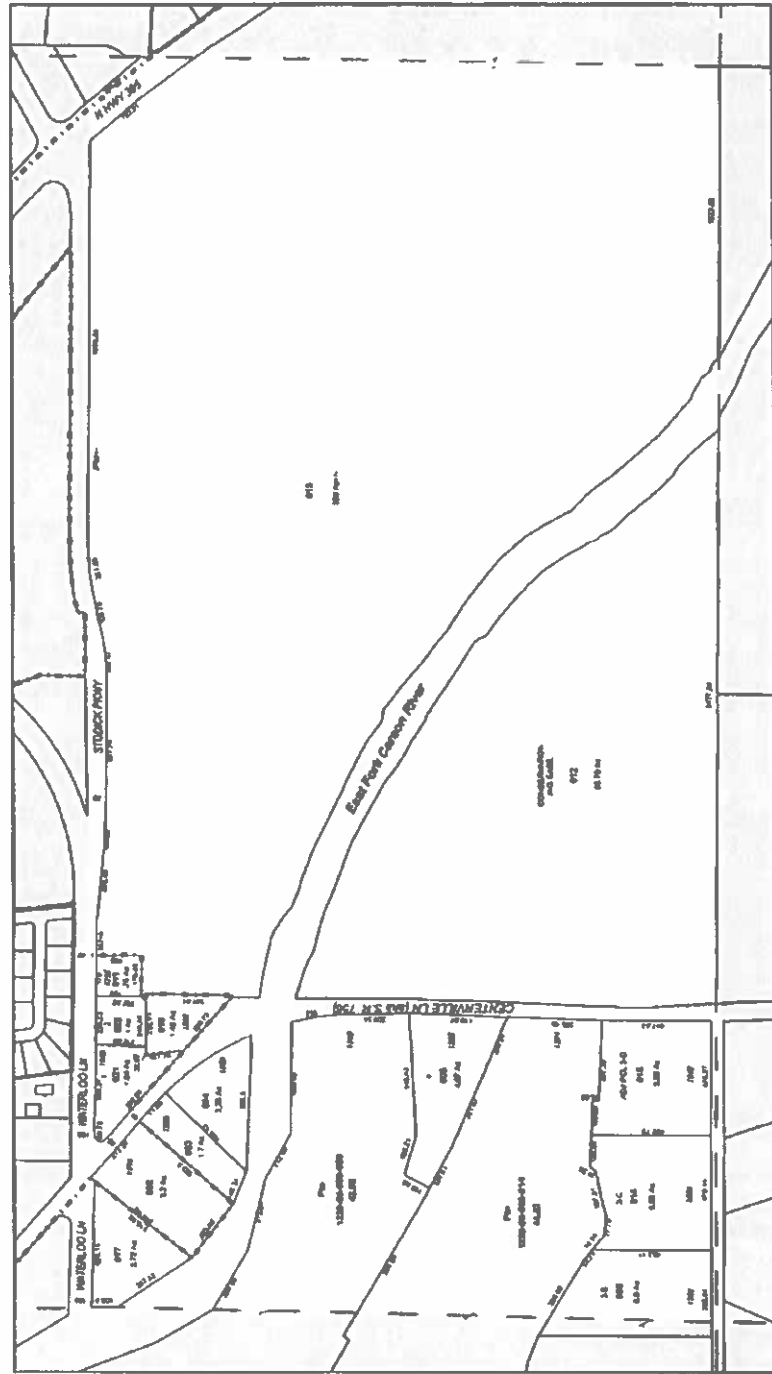
**S 1/2 SEC.**

1	5
2	6
3	7
4	8

**1220-04-002**

SCALE: 1" = 400'

REVISED: 11/23/2015



NOTE: This map is prepared for the use of the Douglas County Assessor, for assessment and illustrative purposes only. It does not represent a survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data delineated hereon.

This map/plot is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



## ATTACHMENT ONE (Revised 05-06-16)

### CALIFORNIA LAND TITLE ASSOCIATION STANDARD COVERAGE POLICY – 1990

#### EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses which arise by reason of:

1. (a) Any law, ordinance or governmental regulation (including but not limited to building or zoning laws, ordinances, or regulations) restricting, regulating, prohibiting or relating (i) the occupancy, use, or enjoyment of the land; (ii) the character, dimensions or location of any improvement now or hereafter erected on the land; (iii) a separation in ownership or a change in the dimensions or area of the land or any parcel of which the land is or was a part; or (iv) environmental protection, or the effect of any violation of these laws, ordinances or governmental regulations, except to the extent that a notice of the enforcement thereof or a notice of a defect, lien, or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the public records at Date of Policy.  
(b) Any governmental police power not excluded by (a) above, except to the extent that a notice of the exercise thereof or notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the public records at Date of Policy.
2. Rights of eminent domain unless notice of the exercise thereof has been recorded in the public records at Date of Policy, but not excluding from coverage any taking which has occurred prior to Date of Policy which would be binding on the rights of a purchaser for value without knowledge.
3. Defects, liens, encumbrances, adverse claims or other matters:  
(a) whether or not recorded in the public records at Date of Policy, but created, suffered, assumed or agreed to by the insured claimant;  
(b) not known to the Company, not recorded in the public records at Date of Policy, but known to the insured claimant and not disclosed in writing to the Company by the insured claimant prior to the date the insured claimant became an insured under this policy;  
(c) resulting in no loss or damage to the insured claimant;  
(d) attaching or created subsequent to Date of Policy; or  
(e) resulting in loss or damage which would not have been sustained if the insured claimant had paid value for the insured mortgage or for the estate or interest insured by this policy.
4. Unenforceability of the lien of the insured mortgage because of the inability or failure of the insured at Date of Policy, or the inability or failure of any subsequent owner of the indebtedness, to comply with the applicable doing business laws of the state in which the land is situated.
5. Invalidity or unenforceability of the lien of the insured mortgage, or claim thereof, which arises out of the transaction evidenced by the insured mortgage and is based upon usury or any consumer credit protection or truth in lending law.
6. Any claim, which arises out of the transaction vesting in the insured the estate of interest insured by this policy or the transaction creating the interest of the insured lender, by reason of the operation of federal bankruptcy, state insolvency or similar creditors' rights laws.

#### EXCEPTIONS FROM COVERAGE - SCHEDULE B, PART I

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records.  
Proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Any facts, rights, interests, or claims which are not shown by the public records but which could be ascertained by an inspection of the land or which may be asserted by persons in possession thereof.
3. Easements, liens or encumbrances, or claims thereof, not shown by the public records.
4. Discrepancies, conflicts in boundary lines, shortage in area, encroachments, or any other facts which a correct survey would disclose, and which are not shown by the public records.
5. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water, whether or not the matters excepted under (a), (b) or (c) are shown by the public records.
6. Any lien or right to a lien for services, labor or material not shown by the public records.

### CLTA HOMEOWNER'S POLICY OF TITLE INSURANCE (12-02-13) ALTA HOMEOWNER'S POLICY OF TITLE INSURANCE

#### EXCLUSIONS

In addition to the Exceptions in Schedule B, You are not insured against loss, costs, attorneys' fees, and expenses resulting from:

1. Governmental police power, and the existence or violation of those portions of any law or government regulation concerning:
  - a. building;
  - b. zoning;
  - c. land use;
  - d. improvements on the Land;

- e. land division; and
  - f. environmental protection.
- This Exclusion does not limit the coverage described in Covered Risk 8.a., 14, 15, 16, 18, 19, 20, 23 or 27.
2. The failure of Your existing structures or any part of them, to be constructed in accordance with applicable building codes. This Exclusion does not limit the coverage described in Covered Risk 14 or 15.
  3. The right to take the Land by condemning it. This Exclusion does not limit the coverage described in Covered Risk 17.
  4. Risks
    - a. that are created, allowed, or agreed to by You, whether or not they are recorded in the Public Records;
    - b. that are Known to You at the Policy Date, but not to Us, unless they are recorded in the Public Records at the Policy Date;
    - c. that result in no loss to You; or
    - d. that first occur after the Policy Date - this does not limit the coverage described in Covered Risk 7, 8.e., 25, 26, 27 or 28.
  5. Failure to pay value for Your Title.
  6. Lack of a right.
    - a. to any land outside the area specifically described and referred to in paragraph 3 of Schedule A; and
    - b. in streets, alleys, or waterways that touch the Land.

This Exclusion does not limit the coverage described in Covered Risk 11 or 21.
  7. The transfer of the Title to You is invalid as a preferential transfer or as a fraudulent transfer or conveyance under federal bankruptcy, state insolvency, or similar creditors' rights laws.
  8. Contamination, explosion, fire, flooding, vibration, fracturing, earthquake, or subsidence.
  9. Negligence by a person or an Entity exercising a right to extract or develop minerals, water, or any other substances.

#### LIMITATIONS ON COVERED RISKS

Your insurance for the following Covered Risks is limited on the Owner's Coverage Statement as follows:

- For Covered Risk 16, 18, 19, and 21 Your Deductible Amount and Our Maximum Dollar Limit of Liability shown in Schedule A.

The deductible amounts and maximum dollar limits shown on Schedule A are as follows:

	Your Deductible Amount	Our Maximum Dollar Limit of Liability
Covered Risk 16:	1.00% of Policy Amount Shown in Schedule A or \$2,500.00 (whichever is less)	\$ 10,000.00
Covered Risk 18:	1.00% of Policy Amount Shown in Schedule A or \$5,000.00 (whichever is less)	\$ 25,000.00
Covered Risk 19:	1.00% of Policy Amount Shown in Schedule A or \$5,000.00 (whichever is less)	\$ 25,000.00
Covered Risk 21:	1.00% of Policy Amount Shown in Schedule A or \$2,500.00 (whichever is less)	\$ 5,000.00

#### 2006 ALTA LOAN POLICY (06-17-06)

#### EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13 or 14); or
  - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business laws of the state where the Land is situated.
5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
6. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is

- (a) a fraudulent conveyance or fraudulent transfer, or
  - (b) a preferential transfer for any reason not stated in Covered Risk 13(b) of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage:

#### EXCEPTIONS FROM COVERAGE

(Except as provided in Schedule B - Part II, (I) (or T) this policy does not insure against loss or damage, and the Company will not pay costs, attorneys' fees or expenses, that arise by reason of:

##### (PART I

(The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage:

1. (a) Taxes or assessments that are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; (b) proceedings by a public agency that may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Any facts, rights, interests, or claims that are not shown by the Public Records but that could be ascertained by an inspection of the Land or that may be asserted by persons in possession of the Land.
3. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records.
5. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water, whether or not the matters excepted under (a), (b), or (c) are shown by the Public Records.
6. Any lien or right to a lien for services, labor or material not shown by the Public Records.)

##### PART II

In addition to the matters set forth in Part I of this Schedule, the Title is subject to the following matters, and the Company insures against loss or damage sustained in the event that they are not subordinate to the lien of the Insured Mortgage:)

#### 2006 ALTA OWNER'S POLICY (06-17-06)

##### EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and 10); or
  - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
  - (a) a fraudulent conveyance or fraudulent transfer; or
  - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage:

## EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage, and the Company will not pay costs, attorneys' fees or expenses, that arise by reason of:

{The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage:

1. (a) Taxes or assessments that are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; (b) proceedings by a public agency that may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Any facts, rights, interests, or claims that are not shown in the Public Records but that could be ascertained by an inspection of the Land or that may be asserted by persons in possession of the Land.
3. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and that are not shown by the Public Records.
5. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water, whether or not the matters excepted under (a), (b), or (c) are shown by the Public Records.
6. Any lien or right to a lien for services, labor or material not shown by the Public Records. }
7. {Variable exceptions such as taxes, easements, CC&R's, etc. shown here.}

## ALTA EXPANDED COVERAGE RESIDENTIAL LOAN POLICY – ASSESSMENTS PRIORITY (04-02-15)

### EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses which arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
    - (i) the occupancy, use, or enjoyment of the Land;
    - (ii) the character, dimensions, or location of any improvement erected on the Land;
    - (iii) the subdivision of land; or
    - (iv) environmental protection;or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5, 6, 13(c), 13(d), 14 or 16.
  - (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 5, 6, 13(c), 13(d), 14 or 16.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
  3. Defects, liens, encumbrances, adverse claims, or other matters
    - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
    - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
    - (c) resulting in no loss or damage to the Insured Claimant;
    - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 16, 17, 18, 19, 20, 21, 22, 23, 24, 27 or 28); or
    - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
  4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business laws of the state where the Land is situated.
  5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury, or any consumer credit protection or truth-in-lending law. This Exclusion does not modify or limit the coverage provided in Covered Risk 26.
  6. Any claim of invalidity, unenforceability or lack of priority of the lien of the Insured Mortgage as to Advances or modifications made after the Insured has Knowledge that the vestee shown in Schedule A is no longer the owner of the estate or interest covered by this policy. This Exclusion does not modify or limit the coverage provided in Covered Risk 11.
  7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching subsequent to Date of Policy. This Exclusion does not modify or limit the coverage provided in Covered Risk 11(b) or 25.
  8. The failure of the residential structure, or any portion of it, to have been constructed before, on or after Date of Policy in accordance with applicable building codes. This Exclusion does not modify or limit the coverage provided in Covered Risk 5 or 6.
  9. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
    - (a) a fraudulent conveyance or fraudulent transfer, or
    - (b) a preferential transfer for any reason not stated in Covered Risk 27(b) of this policy.
  10. Contamination, explosion, fire, flooding, vibration, fracturing, earthquake, or subsidence.
  11. Negligence by a person or an Entity exercising a right to extract or develop minerals, water, or any other substances.

### **Note: Notice of Available Title Insurance and Escrow Discounts**

Your transaction may qualify for one of the discounts shown below. In order to receive these discounts, you will need to contact your escrow officer or a company representative to determine if you qualify and to request the discount. Your escrow officer or company representative will provide a full description of the terms, conditions and requirements associated with each discount.

**Available Title Insurance Discounts (These discounts will apply to all transactions where the company is issuing a policy of title insurance, including such transactions where the company is not providing escrow closing services.)**

#### **CREDIT FOR PRELIMINARY TITLE REPORTS AND/OR COMMITMENT CANCELLATION CHARGES ON SUBSEQUENT POLICIES**

Where an order was cancelled and no major change in the title has occurred since the issuance of the original report or commitment, and the order is reopened within 24 - 36 months, all or a portion of the charge previously paid upon the cancellation of the report or commitment may be credited on a subsequent policy charge.

#### **SHORT TERM RATE**

The Short Term Rate is a reduction of the applicable insurance rate which is allowable only when the current order is placed within 60 months from the date of issuance of a prior policy of title insurance to the vested owner or an assignee of the interest insured. The short term rate is 80% of the Basic Rate. Unless otherwise stated, the reduction only applies to policies priced at 80% or greater of the basic rate. This reduction does not apply to Short Sale transactions or to any surcharge calculated on the basic rate.

#### **PRIOR POLICY DISCOUNT (APPLICABLE TO ZONE 2, DIRECT OPERATIONS ONLY)**

The Prior Policy Discount will apply when a seller or borrower provides a copy of their owner's policy upon opening escrow. The prior policy rate is 70% of the applicable owner's title premium. This discount may not be used in combination with any other discount and can only be used in transactions involving property located in Zone 2 (Zone 2 includes all Nevada counties except Clark, Lincoln and Nye) that are handled by a direct operation of the FNF Family of Companies.

#### **CHURCHES OR CHARITABLE NON-PROFIT ORGANIZATIONS**

On properties used as a church or for charitable purposes within the scope of the normal activities of such entities the charge for a policy shall be 50% of the appropriate title insurance rate, depending on the type of coverage selected. This discount shall not apply to charges for loan policies issued concurrently with an owner's policy.

#### **INVESTOR RATE**

This rate is available for individuals, groups of individuals or entities customarily engaged in real estate investments. The parties must provide reasonable proof that they currently hold title to or have transferred title to three (3) or more investment properties in the State of Nevada within the past twelve (12) months to qualify for this rate. On a sale transaction, the investor rate is 70% of the basic rate. This reduction does not apply to any surcharge calculated on the basic rate. On a refinance transaction or where the investor is obtaining a loan subsequent to a purchase, the rate shall be 85% of the applicable rate with a minimum charge of \$385.00. The loan discount shall only apply to transactions priced under Section 5.1 B (1b) of the title insurance rate manual. This rate is available upon request only.

**Available Escrow Discounts** These discounts will apply only to the escrow fee portion of your settlement charges, and the discounts will apply only if the company is issuing a policy of title insurance in conjunction with providing escrow services.

#### **SENIOR CITIZEN RATE**

If a valid identification is provided, principals to a given transaction who qualify as Senior Citizens (55 year of age and over) shall be charged 75% of their portion of the escrow fee wherein a valid identification is provided. This discount shall only apply on residential resale transactions wherein the principal resides in the subject property. This discount may not be used in combination with any other escrow rate discount. This rate is available upon request only.

#### **MILITARY DISCOUNT**

Any person on active military duty or a Veteran of the U.S. Armed Forces shall be charged 75% of their portion of the escrow fee. A copy of a current military identification card or a copy of the DD-214 (Certificate of Release or Discharge from Active Duty) must be provided. This discount may not be used in combination with any other discount. This rate is for sale transaction and it is available upon request only.

#### **FIRST TIME HOMEBUYER RATE (APPLICABLE TO ZONE 2 ONLY)**

A first time homebuyer of an owner-occupied residential property shall be charged 75% of their portion of the escrow fee, provided reasonable evidence is presented that this is their first home. Applies to all counties except Clark, Lincoln and Nye. This discount may not be used in combination with any other discount. This rate is for sale transactions and it is available upon request only.

**INVESTOR RATE**

This rate is available for individuals, groups of individuals or entities customarily engaged in real estate transactions. The parties must provide reasonable proof that they currently hold title to or have transferred title to three (3) or more investment properties within the State of Nevada within the past twelve (12) months to qualify for this rate. The charge is 70% of their portion of the escrow fee. This discount may not be used in combination with any other discount. This rate is for sale transactions and it is available upon request, only.

**FIRST RESPONDER RATE**

Any person in a given transaction who is a First Responder shall be charged 75% of their portion of the escrow fee, wherein the principle provides a signed statement that indicates he or she is currently employed as one of the following emergency professionals:

- Firefighter
- Law enforcement officer who is sworn to uphold and make arrests for violations of federal, state, county or municipal laws
- EMT
- Paramedic
- Search & Rescue team member

This discount shall only be applicable on residential resale transactions wherein the principal resides in, or plans to reside in, the subject property. This discount may not be used with any other discount and is available upon request only.



Inquire before you wire!

## Wire Fraud Alert

This Notice is not intended to provide legal or professional advice. If you have any questions, please consult with a lawyer.

All parties to a real estate transaction are targets for wire fraud and many have lost hundreds of thousands of dollars because they simply relied on the wire instructions received via email, without further verification. **If funds are to be wired in conjunction with this real estate transaction, we strongly recommend verbal verification of wire instructions through a known, trusted phone number prior to sending funds.**

In addition, the following non-exclusive self-protection strategies are recommended to minimize exposure to possible wire fraud.

- **NEVER RELY** on emails purporting to change wire instructions. Parties to a transaction rarely change wire instructions in the course of a transaction.
- **ALWAYS VERIFY** wire instructions, specifically the ABA routing number and account number, by calling the party who sent the instructions to you. **DO NOT** use the phone number provided in the email containing the instructions, use phone numbers you have called before or can otherwise verify. **Obtain the phone number of relevant parties to the transaction as soon as an escrow account is opened.** **DO NOT** send an email to verify as the email address may be incorrect or the email may be intercepted by the fraudster.
- **USE COMPLEX EMAIL PASSWORDS** that employ a combination of mixed case, numbers, and symbols. Make your passwords greater than eight (8) characters. Also, change your password often and do **NOT** reuse the same password for other online accounts.
- **USE MULTI-FACTOR AUTHENTICATION** for email accounts. Your email provider or IT staff may have specific instructions on how to implement this feature.

For more information on wire-fraud scams or to report an incident, please refer to the following links:

**Federal Bureau of Investigation:**

<http://www.fbi.gov>

**Internet Crime Complaint Center:**

<http://www.ic3.gov>

## FIDELITY NATIONAL FINANCIAL, INC. PRIVACY NOTICE

Effective January 1, 2020

Fidelity National Financial, Inc. and its majority-owned subsidiary companies (collectively, "FNF," "our," or "we") respect and are committed to protecting your privacy. This Privacy Notice explains how we collect, use, and protect personal information, when and to whom we disclose such information, and the choices you have about the use and disclosure of that information.

A limited number of FNF subsidiaries have their own privacy notices. If a subsidiary has its own privacy notice, the privacy notice will be available on the subsidiary's website and this Privacy Notice does not apply.

### Collection of Personal Information

FNF may collect the following categories of Personal Information:

- contact information (e.g., name, address, phone number, email address);
- demographic information (e.g., date of birth, gender, marital status);
- identity information (e.g. Social Security Number, driver's license, passport, or other government ID number);
- financial account information (e.g. loan or bank account information); and
- other personal information necessary to provide products or services to you.

We may collect Personal Information about you from:

- information we receive from you or your agent;
- information about your transactions with FNF, our affiliates, or others; and
- information we receive from consumer reporting agencies and/or governmental entities, either directly from these entities or through others.

### Collection of Browsing Information

FNF automatically collects the following types of Browsing Information when you access an FNF website, online service, or application (each an "FNF Website") from your Internet browser, computer, and/or device:

- Internet Protocol (IP) address and operating system;
- browser version, language, and type;
- domain name system requests; and
- browsing history on the FNF Website, such as date and time of your visit to the FNF Website and visits to the pages within the FNF Website.

Like most websites, our servers automatically log each visitor to the FNF Website and may collect the Browsing Information described above. We use Browsing Information for system administration, troubleshooting, fraud investigation, and to improve our websites. Browsing Information generally does not reveal anything personal about you, though if you have created a user account for an FNF Website and are logged into that account, the FNF Website may be able to link certain browsing activity to your user account.

### Other Online Specifics

**Cookies.** When you visit an FNF Website, a "cookie" may be sent to your computer. A cookie is a small piece of data that is sent to your Internet browser from a web server and stored on your computer's hard drive. Information gathered using cookies helps us improve your user experience. For example, a cookie can help the website load properly or can customize the display page based on your browser type and user preferences. You can choose whether or not to accept cookies by changing your Internet browser settings. Be aware that doing so may impair or limit some functionality of the FNF Website.

**Web Beacons.** We use web beacons to determine when and how many times a page has been viewed. This information is used to improve our websites.

**Do Not Track.** Currently our FNF Websites do not respond to "Do Not Track" features enabled through your browser.

**Links to Other Sites.** FNF Websites may contain links to unaffiliated third-party websites. FNF is not responsible for the privacy practices or content of those websites. We recommend that you read the privacy policy of every website you visit.

### Use of Personal Information

FNF uses Personal Information for three main purposes.

- To provide products and services to you or in connection with a transaction involving you.
- To improve our products and services.
- To communicate with you about our, our affiliates', and others' products and services, jointly or independently.

### When Information Is Disclosed

We may disclose your Personal Information and Browsing Information in the following circumstances:

- to enable us to detect or prevent criminal activity, fraud, material misrepresentation, or nondisclosure;
- to nonaffiliated service providers who provide or perform services or functions on our behalf and who agree to use the information only to provide such services or functions;
- to nonaffiliated third party service providers with whom we perform joint marketing, pursuant to an agreement with them to jointly market financial products or services to you;

FNF Privacy Statement (Eff. 1/1/2020)  
MISC0219 (DSI Rev. 1/2/20)

- to law enforcement or authorities in connection with an investigation, or in response to a subpoena or court order; or
- in the good-faith belief that such disclosure is necessary to comply with legal process or applicable laws, or to protect the rights, property, or safety of FNF, its customers, or the public.

The law does not require your prior authorization and does not allow you to restrict the disclosures described above. Additionally, we may disclose your information to third parties for whom you have given us authorization or consent to make such disclosure. We do not otherwise share your Personal Information or Browsing Information with nonaffiliated third parties, except as required or permitted by law. We do share Personal Information among affiliates (other companies owned by FNF) to directly market to you. Please see "Choices with Your Information" to learn how to restrict that sharing.

We reserve the right to transfer your Personal Information, Browsing Information, and any other information, in connection with the sale or other disposition of all or part of the FNF business and/or assets, or in the event of bankruptcy, reorganization, insolvency, receivership, or an assignment for the benefit of creditors. By submitting Personal Information and/or Browsing Information to FNF, you expressly agree and consent to the use and/or transfer of the foregoing information in connection with any of the above described proceedings.

### **Security of Your Information**

We maintain physical, electronic, and procedural safeguards to protect your Personal Information.

### **Choices With Your Information**

If you do not want FNF to share your information among our affiliates to directly market to you, you may send an "opt out" request by email, phone, or physical mail as directed at the end of this Privacy Notice. We do not share your Personal Information with nonaffiliates for their use to direct market to you.

Whether you submit Personal Information or Browsing Information to FNF is entirely up to you. If you decide not to submit Personal Information or Browsing Information, FNF may not be able to provide certain services or products to you.

**For California Residents:** We will not share your Personal Information or Browsing Information with nonaffiliated third parties, except as permitted by California law. For additional information about your California privacy rights, please visit the "California Privacy" link on our website (<https://fnf.com/pages/california-privacy.aspx>) or call (888) 413-1748.

**For Nevada Residents:** You may be placed on our Internal Do Not Call List by calling (888) 934-3354 or by contacting us via the information set forth at the end of this Privacy Notice. Nevada law requires that we also provide you with the following contact information: Bureau of Consumer Protection, Office of the Nevada Attorney General, 555 E. Washington St., Suite 3900, Las Vegas, NV 89101; Phone number: (702) 486-3132; email: BCPINFO@ag.state.nv.us.

**For Oregon Residents:** We will not share your Personal Information or Browsing Information with nonaffiliated third parties for marketing purposes, except after you have been informed by us of such sharing and had an opportunity to indicate that you do not want a disclosure made for marketing purposes.

**For Vermont Residents:** We will not disclose information about your creditworthiness to our affiliates and will not disclose your personal information, financial information, credit report, or health information to nonaffiliated third parties to market to you, other than as permitted by Vermont law, unless you authorize us to make those disclosures.

### **Information From Children**

The FNF Websites are not intended or designed to attract persons under the age of eighteen (18). We do not collect Personal Information from any person that we know to be under the age of thirteen (13) without permission from a parent or guardian.

### **International Users**

FNF's headquarters is located within the United States. If you reside outside the United States and choose to provide Personal Information or Browsing Information to us, please note that we may transfer that information outside of your country of residence. By providing FNF with your Personal Information and/or Browsing Information, you consent to our collection, transfer, and use of such information in accordance with this Privacy Notice.

### **FNF Website Services for Mortgage Loans**

Certain FNF companies provide services to mortgage loan servicers, including hosting websites that collect customer information on behalf of mortgage loan servicers (the "Service Websites"). The Service Websites may contain links to both this Privacy Notice and the mortgage loan servicer or lender's privacy notice. The sections of this Privacy Notice titled When Information is Disclosed, Choices with Your Information, and Accessing and Correcting Information do not apply to the Service Websites. The mortgage loan servicer or lender's privacy notice governs use, disclosure, and access to your Personal Information. FNF does not share Personal Information collected through the Service Websites, except as required or authorized by contract with the mortgage loan servicer or lender, or as required by law or in the good-faith belief that such disclosure is necessary: to comply with a legal process or applicable law, to enforce this Privacy Notice, or to protect the rights, property, or safety of FNF or the public.

### **Your Consent To This Privacy Notice; Notice Changes; Use of Comments or Feedback**

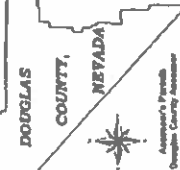
By submitting Personal Information and/or Browsing Information to FNF, you consent to the collection and use of the information in accordance with this Privacy Notice. We may change this Privacy Notice at any time. The Privacy Notice's effective date will show the last date changes were made. If you provide information to us following any change of the Privacy Notice, that signifies your assent to and acceptance of the changes to the Privacy Notice. We may use comments or feedback that you submit to us in any manner without notice or compensation to you.

**Accessing and Correcting Information: Contact Us**

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Fidelity National Financial, Inc.  
601 Riverside Avenue  
Jacksonville, Florida 32204  
Attn: Chief Privacy Officer






**DOUGLAS COUNTY, NEVADA**  
Assessor's Office  
Douglas County Assessor

**Map Legend**

- Parcel Boundary
- Subdivision Boundary
- Town Boundary
- Township/Range/Section
- Open Space/Conservation Easements

ON: **110**  
Parcel Sub/Seq Number  
1.0 AC  
BLK A  
Parcel Block Number  
1  
Parcel Lot Number  
110

**T 12 N R 20 E**



110N 110E  
110W 110E  
110W 110E


**SEC. 4**

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

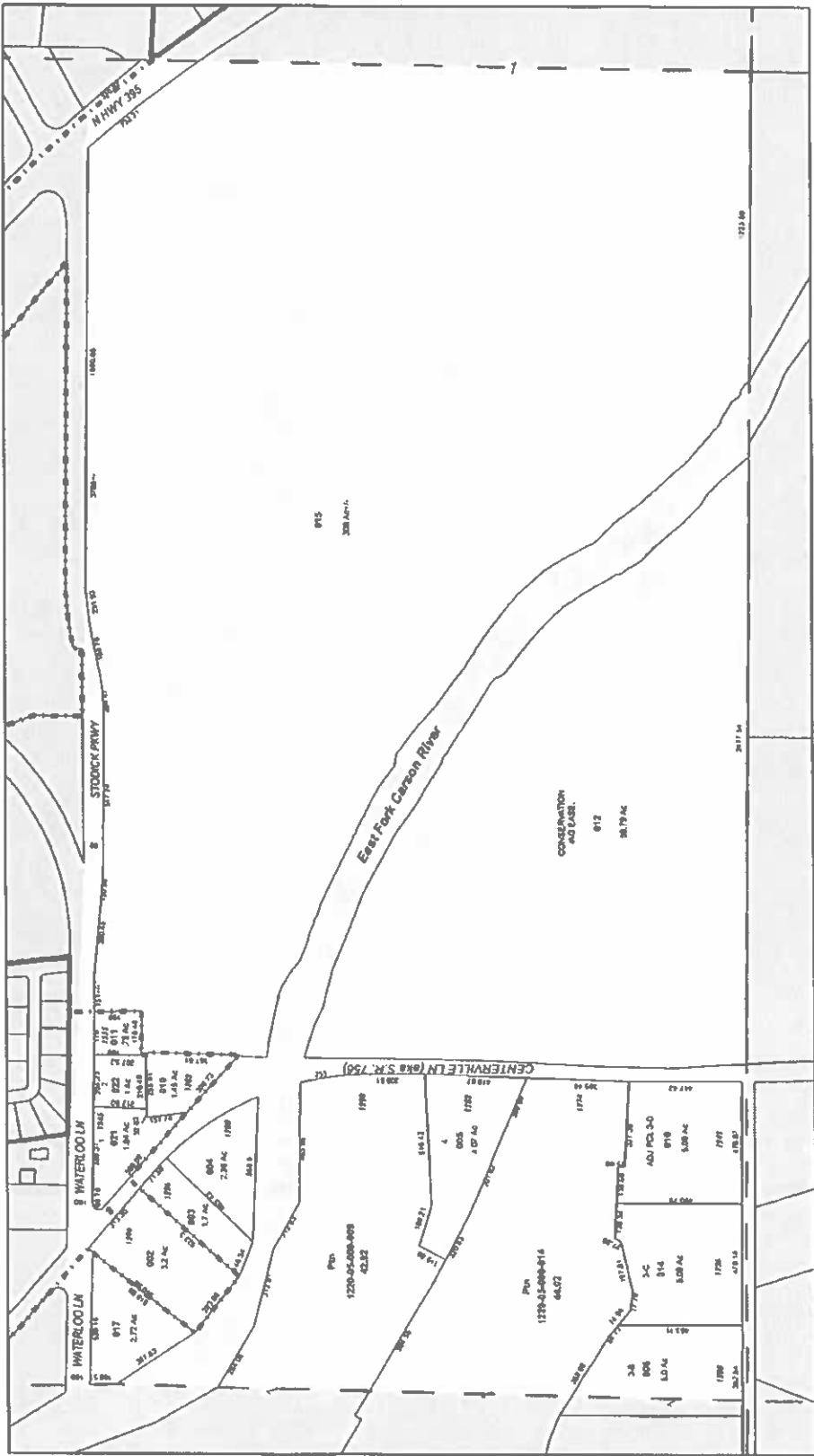
**S 1/2 SEC.**

1	5
2	6
3	7
4	8

**1220-04-002**



SCALE: 1" = 400'  
REVSD: 11/23/2015



NOTE: This map is prepared for the use of the Douglas County Assessor, for assessment and illustrative purposes only. It does not represent a survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data delineated hereon.



PO Box 648, Carson City, NV 89702  
1071 S Carson St, Carson City, NV 89701  
(775) 881-1201 FAX: (775) 887-2408

Customer Account #: 5232

**Legal Account**

MINDEN-GARDNERVILLE SANITATION DIST

PO BOX 568  
1790 HIGHWAY 395  
MINDEN, NV 89423

**Jodi Lynn Dark says:**

That she is a legal clerk of the  
**Record Courier** a newspaper published  
Wednesday and Saturday  
at Gardnerville, in the State of Nevada.

**Copy Line**

8/16, 23, 30 RC Bing R-C Annex

**PO #:**

**AD #:** 35941

of which a copy is hereto attached, was published  
in said newspaper for the full required period of 3  
time(s) commencing on 8/16/2023  
and ending on, 8/30/2023  
all days inclusive.

**Signed:**

*Jodi Lynn Dark*

**Statement:**

Date	Amount	Balance
8/30/23	811.14	811.14

NOTICE is hereby given that GREGORY V. HOLST, LTD, TRUSTEE, BING TRUST 2000 has petitioned the Minden-Gardnerville Sanitation District for negotiations for annexation of the below described lands into the Minden-Gardnerville Sanitation District.

All that real property situate in the county of Douglas, State of Nevada, described as follows:

A parcel of land located within a portion of section 4, Township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

**COMMENCING** at the most northerly corner of A.P.N 1220-04-002-002 as shown on the Record of Survey for Bing, LLC filled for recorded December 23, 2004 in the office of Recorder, Douglas County, Nevada as Document No. 632815, also being a point on the westerly right-of-way line of State Route 756 (Centerville Lane);

Thence leaving said right-of-way of Centerville Lane, South 37°13'42" West, 21.97 feet to the **POINT OF BEGINNING**;

Thence South 37°13'42" West, 518.98 feet;

Thence North 34°04'52" West, 367.90 feet;

Thence North 00°00'48" West, 108.51 feet to a point on the south right-of-way of a 100-foot public right-of-way road per Document No. 632814;

Thence along said south right-of-way of a 100-foot right-of-way, EAST, 520.16 feet to the **POINT OF BEGINNING**, containing 2.72 acres, more or less.

Assessor's Parcel No. 1220-04-002-022  
Containing 2.72 acres more or less.

The Board of Trustees has set Tuesday, October 3, 2023 at 6:00 P.M. at the offices of the Minden-Gardnerville Sanitation District located at 1790 Hwy. 395, Minden, Nevada as the time and place to hold a meeting open to the public and to vote on the above annexation.

Dated: August 7, 2023

Barbara S. Smallwood, Chairman  
Minden-Gardnerville  
Sanitation District

Pub Date: August 16, 23, 30, 2023  
Ad # 35941

## ***Agenda Item 7***

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### ***Business Impact Statement and Rate Change***

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***Items in this Section Include:***

- ✓ ***Business Impact Statement for Proposed Rate Change.***



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**BUSINESS IMPACT STATEMENT**  
**for**  
**RESOLUTION 23-001**  
**SCHEDULE OF FEES**

The following business impact statement was prepared pursuant to NRS 237.090 to address the proposed impact of the increase to sewer fees and rates as charged by Minden Gardnerville Sanitation District (see Attached Exhibit A, Proposed Schedule of Fees)

- 1. The following constitutes a description of the manner in which comment was solicited from affected businesses, a summary of their response, and an explanation of the manner in which other interested persons may obtain a copy of the summary [NRS 237.090(1)(a)].**

NRS 318.199 grants districts providing sanitary sewer services the authority to establish schedules showing all rates, tolls or charges for services performed or products furnished. MGSD is also subject to the business impact statutes when rates are proposed to increase, as outlined under NRS 237.090.

The proposed rate changes as shown in Exhibit A were mailed to all 268 MGSD commercial account owners, including churches, schools, and government offices, and an additional 18 were emailed to accounts that have an email address on file. In addition, notice was sent to the Carson Valley Chamber of Commerce, and all construction companies with active construction projects in the District (Lennar Homes, Tim Lewis Homes, Monte Vista Minden LLC, Carter Hill Homes, and Kim Posnien). The District Manager also conducted verbal interviews with the Carson Valley Chamber of Commerce, one of the local motel owners, and a local residential developer. A total of 24 written and verbal responses were received, with 15 stating there would be no significant impact to their business or expansion of business, while 9 stated there would be significant impact to either their business or expansion of business. Two mailings were returned with no forwarding address indicated, and no email address on file.

Copies of this business impact statement may be obtained by contacting MGSD's administrative office at (775) 782-3546, or by visiting our website at [www.mgsdistrict.org](http://www.mgsdistrict.org)

The most common response to all 3 questions was that MGSD should have been increasing rates in smaller increments every 1 to 2 years over the past 10 years.

With respect to whether the increases would impose any direct and significant impact to their business, the most frequent comment was that increases should be limited to a much smaller amount, some saying 2-5% while others felt 5-8% would be appropriate. Other comments received were:

- It is a small budgetary burden, but not significant;
- MGSD is not the only vendor to increase costs of products or services;
- All rate increases result in a loss of profit and employee raises or retention;
- Rate increases put further stress on those businesses still recovering from the loss of revenue during COVID shutdowns;
- The proposed rate increase will directly impact business and property values.

In regard to whether the proposed fees would directly restrict the formation, operation, or expansion of any business in Minden or Gardnerville, one commenter felt that the sewer fees would not be the reason a business chose not to expand to Minden or Gardnerville, since the proposed fees are lower than the fees charged by other agencies in the surrounding area. Another comment received stated that any increase makes staying in business harder, preventing them from expanding.

The overwhelming majority of the responses to alternative proposals to consider was to increase fees every 1 to 2 years, rather than one large increase less frequently. Other responses included the following:

- Find wasteful expenditures and manage those;
- Use creative infrastructure ideas that build for the future but don't kill on costs or taxes;
- Developers should shoulder the burden of all or a greater portion of the cost increases;
- Sell reclaimed water, and research methods of effluent treatment;
- Look for ways to reduce energy costs, including development of solar arrays;
- Optimizing staff resources



2. **The estimated economic effect of the proposed rule on businesses, including, without limitation, both adverse and beneficial effects:**

Adverse effects:

The current monthly sewer use fee is \$13.99 per edu, with a daily rate of \$0.46. The first-year increase is proposed to be \$22.39 per month per edu, a total of \$8.40 per month which is an increase of 60%. The proposed fee for subsequent years are as follows:

2025 - 25% increase to \$27.98 per month  
2026 – 15% increase to \$32.18 per month  
2027 – 10% increase to \$35.40 per month  
2028 – 5% increase to \$37.17 per month  
2029 – 5% increase to \$39.03 per month

While the 2024 rate would create financial increase to small business budgets, the rate is lower when compared to other agencies in the area.

Beneficial effects:

MGSD operates as an enterprise fund. A fee increase is needed to adequately fund the operations and capital equipment expenses to ensure continued public health and safety. The District is experiencing significant increases in operations costs due to increasing prices of new equipment, infrastructure, labor, and supplies.

Direct effects:

The increase will result in increased financial burden to all MGSD customers, as well as potential residential and non-residential developers, as well as to community-wide public health and safety.

Indirect effects:

Businesses may have to increase the prices of their goods, products, or services which may be passed on to the community as a whole. Residential developers may increase housing prices due to increased capacity costs and the addition of a minimum monthly charge.



3. **The following constitutes a description of the methods MGSD considered to reduce the impact of the proposed rule on businesses and a statement regarding whether any, and if so which, of these methods were used:**

Reduction in the first-year increase was discussed among staff, but it was determined that this reduction would require a larger increase to the rates in 3 to 4 years. This alternative is not recommended by staff.

Business owners can request the District Manager perform a re-evaluation of the edu's charged to the business account. Temporary billing suspensions and reductions are also available for vacant units. These policies are currently in use.

In addition, the District has implemented reductions to energy and heating costs with the construction of the co-generation and heat loop system. The District also provides treated effluent to local ranches who are assessed an annual fee for their effluent use pursuant to contracts currently in effect. Solar arrays have been considered, but due to the existing closed system loop enabling a reduction in energy costs, this alternative was not considered to be cost effective.

Staff resources have been utilized in capital as well as repair and maintenance projects, saving the District hundreds of thousands of dollars over the past 5 years. The District is fortunate to employ individuals who have vast skillsets that can be utilized to offset construction costs. Historically, MGSD has maintained a smaller staff than other treatment facilities of comparable size.

4. **MGSD estimates the annual cost to the District for enforcement of the rule is:**

Other than implementation of the new rates into the accounting software, it is not anticipated that the enforcement of the proposed rates would result in additional cost to the District.



5. **The proposed rule provides for a new fee or increases in the existing fee, and the total annual amount expected to be collected is:**

The anticipated revenue from the user fees is as follows:

PROJECTED TOTAL	
YEAR	REVENUE
CURRENT	\$1,624, 448
2024	\$1,991,962
2025	\$2,835,321
2026	\$3,770,646
2027	\$4,111,812
2028	\$4,799,597
2029	\$4,684,224

Additional income from new development fees is difficult to estimate, but based on the amount of capacity sold over the past year, it is anticipated that revenue collected from capacity fees would be \$572,000.

6. **The money generated by the new fee or increase in existing fee will be used by MGSD to:**

Fees charged by MGSD fall under three categories:

- User fees – Sewer use fees charged to existing customers for the purpose of funding operational costs, improvement and rehabilitation projects, and future equipment and maintenance needs as outlined in the Master Plan
- New Development fees – fees paid by new customers as a result of new construction or tenant improvements for the purpose of growth's impact on the wastewater system and needed plant expansion as outlined in the Master Plan
- Administrative fees – one-time fees charged to a specific customer to pay for the impact of that customer to the District (e.g., a lien fee filed as a result of non-payment by customers to directly reimburse the District's costs for recording fees and staff time).



7. **If applicable, the proposed rule includes provisions that duplicate or are more stringent than federal, state or local standards regulating the same activity. The following explains when such duplicative or more stringent provisions are necessary.**

The proposed changes are not duplicative or more stringent than existing federal, state or local standards. These fees are comparable to other sewer providers in the region.

**Objection to adopted rule: petition; procedure**

A business that is aggrieved by a resolution or ordinance adopted by the Board of Trustees may object to all or part of the resolution or ordinance by filing a petition with the Minden Gardnerville Sanitation District within 30 days after the date on which the rule was adopted. Any petition must be based on the following grounds:

- The Minden Gardnerville Sanitation District failed to prepare a business impact statement; or
- The business impact statement prepared did not consider or significantly underestimated the economic effect of the rule on business.

After receiving a petition filed by an aggrieved business, the Board of Trustees of the Minden Gardnerville Sanitation District shall determine whether the petition has merit.

If the Board of Trustees determines that the petition has merit, the Board may take action to amend the rule to which the business objected.

If the Board of Trustees finds that the petition does not have merit, the Board will take no action to amend the ordinance, resolution or regulation and such ordinance, resolution or regulation will remain in effect.

**Conclusion** (complete after Board approval of Business Impact Statement):



**District Manager Certification (as required under NRS 237.090(2)):**

I, Peter V. Baratti, as District Manager for the Minden Gardnerville Sanitation District, hereby certify that, to the best of my knowledge and belief, the information contained in this business impact statement was prepared properly and accurately.



Peter V. Baratti  
District Manager



## ***Agenda Item 8***

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### ***Final Plant Improvement Master Plan***

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***Items in this Section Include:***

- ✓ ***MGSD Final Master Plant Plan by HDR***

## ***Agenda Item 9***

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### ***Hansford Economic Consulting Final Rate Study***

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***Items in this Section Include:***

- ✓ ***Final Rate Study by Hansford Economic Consulting.***

## ***Agenda Item 13***

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### ***District Manager's Report***

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***Items in this Section Include:***

- ✓ ***September 2023 District Manager's Report***
- ✓ ***August 2023 Capacity Report***



**Minden Gardnerville Sanitation District**  
**District Manager's Report**  
**September 6, 2023**

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**CAPACITY ALLOCATIONS/PURCHASES:**

- 30.8 EDU's sold

**WILL SERVES LETTERS ISSUED:**

- Minden Storage Partners LLC for Luxelocker

**MEETINGS ATTENDED AND SCHEDULED:**

- 8/2 ArcGIS Kickoff
- 8/16 Pre application for Luxelocker.
- 8/18 Meeting for the map signing of the Old Biofuel Facility
- 8/22 Financial Advisory Committee Meeting
- 8/24 Review Industrial Discharge Permit with Baker Hughes representative Mike Courouveau.
- 8/28 Meeting at NDOT for the overlay of Hwy 395.
- 8/28 Meeting with HDR, and condition assessment team.
- 9/1 Meeting with ProWest for the ArcGIS Licensing distribution.

**VENDORS AND CONTRACTS:**

- Contract signed with ProWest for ArcGIS Mapping Development
- Purchase of ESRI Software
- Renewed Maintenance Connection Software Agreement (Accruent).

**STAFF/OFFICE ITEMS:**

- Claude is attending school for ArcGIS.

**PROJECTS IN THE DISTRICT:**

- Sewer Installation at The Valage.
- Sewer Installation at the Carson Valley Vet
- The Village at Martin's Meadows is going vertical.
- Lennar Heybourne Meadows is continuing to build Phase 6
- Tim Lewis Kingsbury Estates is continuing to build.
- La Costa is starting up again.

**LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:**

- Concrete assessment for the Clarifiers is underway.
- In house rebuild of Digester #2 mixing pump is complete.
- Digester #1 Mixing Pump rebuild (inhouse) is underway.
- Pond Embankment repairs are underway.
- Development of our ArcGIS platform with ProWest is underway.
- ESRI Software has been purchased.

**GENERAL ENGINEERING AND ACCOUNTING**

1. None at this time.

Respectfully submitted,  
Peter V. Baratti, District Manager



# MONTHLY REPORT OF CAPACITY SOLD August 2023

[illegible]

## ***Agenda Item 14***

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### ***Controller's Report***

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***Items in this Section Include:***

- ✓ ***Draft Financial Advisory Committee Minutes***



**DRAFT**  
Financial Advisory Committee  
Meeting Minutes  
Monday, August 21, 2023  
10:30 A.M. | Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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<u>Committee Members Present:</u>	<u>Board Members Absent:</u>	<u>Staff Members Present:</u>	<u>Staff Members Absent:</u>
Ted Thran	None	April Burchett	
Chris Shorten			
LaVonne Ghanavati			
Peter Baratti			

Others Present: Ben Sehy (Meeder Public Funds, by phone)

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**1. Meeting called to order at 10:30 p.m. by Ted Thran.**

**2. Public Comment:** There was no public comment.

**3. Election of Chairman and Vice-Chairman:**

**Motion:** To nominate LaVonne Ghanavati as Chairman and Ted Thran as Vice Chairman

Made by: Peter Baratti

Seconded by: Chris Shorten

**Vote: Motion carried.**

Ayes: Baratti, Ghanavati, Shorten, Thran

Nays: None

Abstain: None

Absent: None

**4. Meeting Schedule:** Discussion regarding best time to set quarterly meetings, and it was agreed that the scheduled of quarterly meetings on the third Mondays at 10:30 am would work best for the committee members.

**Motion:** To set the quarterly meetings on the third Monday of each quarter at 10:30 am as the time for regular committee meetings.

Made by: Ted Thran

Seconded by: Chris Shorten

**Vote: Motion carried.**

Ayes: Baratti, Ghanavati, Shorten, Thran

Nays: None

Abstain: None

Absent: None

**5. Meeder Public Funds, Inc.:** Peter reported that he and LaVonne had two meetings with Moreton and Meeder. One of the interviewees was formerly with Moreton and is now with Meeder. After the meetings, he and LaVonne felt that the representative for Meeder was more knowledgeable. Meeder is a bit larger than Moreton, while the products are the same. Ben Sehy explained his experience working with multiple government clients in Nevada, and has written multiple policies and portfolios to conform with NRS 255. He reviewed MGSD's finances to make sure the District qualified for Meeder's services. Chris asked how the investments for government agencies in Nevada are regulated, and Ben stated that they are regulated by an outside auditor. The State does not do an audit on agency investments, so investment portfolios are examined through the agency's auditing process. Meeder will upload reports to the client's software for reporting to the auditor. Investments that fall under NRS 255.171 require different reporting. Meeder will ensure nothing is invested outside of state code and agency policy. Chris asked if the fee, which is a minimum of \$10,000 annually is taken out of the interest, or if it will be in arrears at first. Ben reported that a trust account is set up that the District will manage. The fees are charged on a monthly basis and taken out of the interest income. Ted asked if they will be buying and holding or buying and selling securities. Ben replied that once the funds get about 9-12 months maturity it may make sense to sell and buy a substitution, if it would pay more interest and depending on the agency's policy. Although they do not actively buy and sell.

**Motion:** To appoint Meeder Public Funds, Inc. as the investment manager for the District's investment portfolio, approval of contract with Meeder Public Funds, Inc., and authorization to the District Manager to sign the contract with Meeder Public Funds, Inc.

Made by: Chris Shorten

Seconded by: Ted Thran

**Vote: Motion carried.**

Ayes: Baratti, Ghanavati, Shorten, Thran

Nays: None

Abstain: None

Absent: None

**6. Investment Portfolio Funding:** LaVonne noted that Ben had a recommendation for investment, which is 80% of LGIP balance. She felt that amount was a little high. Peter explained that the investments are laddered, and the liquidity is moving rapidly. We would have a small timeframe to request a cash-out. Ted asked about the balance in the State Pool (LGIP), and LaVonne stated \$6 million in LGIP and below \$3 million in Wells Fargo. Discussion followed regarding the impact of the new rate on the District's expenses and the availability for investment. Discussion with Ben regarding how a lower amount would be invested and the availability for liquidity.

**Motion:** Motion to approve \$5,000,000 for investment with \$1,000,000 staying in the LGIP account.

Made by: Ted Thran

Seconded by: Chris Shorten

**Vote: Motion carried.**

Ayes: Baratti, Ghanavati, Shorten, Thran

Nays: None

Abstain: None

Absent: None



Ben discussed the bank fees, and noted that the Wells Fargo balance could be earning interest in a money market account. He can help the District with the analysis of the bank fees.

**13. Public Comment:** There was no public comment.

**14. Meeting adjourned 11:00 a.m.**

Approved by the Board of Trustees as presented on:

\_\_\_\_\_  
Date

By \_\_\_\_\_  
April Burchett, Sr. Executive Assistant

## ***Agenda Item 15***

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### ***Administrative Report by Staff***

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***Items in this Section Include:***

- ✓ ***Administrative Staff Report for August 2023***



**Minden Gardnerville Sanitation District**  
**Administrative Staff Report**  
**September 6, 2023**

Report by: April Burchett, Jessica Kneefel, and Haley Mosegard

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**STAFF ITEMS:**

- Our quarterly billings will now be sent to a distribution company who will print and send out the billings.
- Pete, Jill Sutherland, and Jessica met with Bently GE to renew their discharge permit.

**INTERESTING TIDBITS:**

- REMINDER: The public hearing for the rate increase will be on **Tuesday October 3<sup>rd</sup>, 2023.**
- We have not had any further criticism regarding our proposed rates on social media.

**LEGISLATIVE ITEMS:**

- **AB 391:** A local government who sponsors a public works project may enter a prehire agreement for the public work. The prehire agreement may contain preference for hiring labor on the public work to local residents who have a valid driver's license or ID card issued by DMV or other proof of current address which indicates the person resides:
  - 1) Within the jurisdiction of the local government.
  - 2) Within a certain specified distance of the jurisdiction of the local government, as provided by the local government sponsoring or financing the public work; or
  - 3) Within a certain geographic area within the jurisdiction of the local government.

**UPCOMING ITEMS:**

- The deadline for submitting applications for the operator position is now passed. We will be setting up interviews this month.

**HR TRENDING ISSUES:**

- One of the biggest issues currently in the HR world is being able to identify and hire people for open jobs. Businesses and agencies across the country are facing a huge increase in job vacancies for skilled professionals. However, the pool of job seekers who meet those qualifications is shrinking.

**THINGS KEEPING US BUSY RIGHT NOW:**

- With the rate study process coming to an end, we are shifting our focus to complete staff training.