



## REVISED

### NOTICE OF REGULAR MEETING

**TUESDAY, FEBRUARY 6, 2024, 6:00 P.M.,**  
BOARD ROOM, MGSD TREATMENT PLANT,  
1790 HWY. 395, MINDEN, NV

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Note: The date for Agenda Item 6 was incorrect and was revised to reflect the correct one.

### 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. 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.

#### 4. 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.

#### 5. Claims Review and Approval – For Possible Action

Review and Approval of Bills Paid and Claims Received for December 2023

#### 6. Minutes Approval – For Possible Action

Approval of Minutes from the January 2, 2024 Regular Board Meeting

#### 7. Attorney-Client Conference – For Possible Action

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

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

#### 8. Engineer's Report – For Possible Action

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

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

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

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

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

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

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

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

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

**13. ADJOURNMENT**

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

PLEASE DO NOT REMOVE UNTIL: 2/7/24



**MINDEN-GARDNERVILLE**  
ACCOUNT SUMMARY STATEMENT  
For the Sixth Month Ending December 31, 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Line 6 General Account</b>													
1 Balance 1st day of Month	\$ 2,957,388.96	\$ 2,595,308.87	\$ 2,598,442.84	\$ 8,075,474.91	\$ 2,935,642.61	\$ 2,817,385.21							
<b>2 Cash Receipts</b>													
3 User Fees	\$ 251,024.33	\$ 134,408.86	\$ 41,323.51	\$ 157,993.53	\$ 114,575.02	\$ 95,475.01							\$ 794,800.26
4 Connection Fees	\$ 2,200.00	\$ 8,940.00	\$ 5,500.00	\$ 1,925.00	\$ 275.00	\$ 4,715.00							\$ 23,555.00
5 Capacity Fees	\$ 30,400.00	\$ 117,040.00	\$ 102,600.00	\$ 26,600.00	\$ 3,800.00	\$ 60,990.00							\$ 341,430.00
6 Access Fees/Amortization Fees	\$ 1,000.00	\$ -	\$ 2,916.00										\$ 3,916.00
7 Consolidated Tax (SCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62							\$ 67,289.72
8 Ad Volume	\$ 1,215.77	\$ 26,353.87	\$ 178,427.31	\$ 32,101.11	\$ 78,516.53	\$ 9,135.46							\$ 325,750.05
9 Pass-Through Reimbursement	\$ 3,431.25					\$ 1,540.00							\$ 4,971.25
10 GRGD	\$ -	\$ -	\$ 889,960.28			\$ 247,719.10							\$ 1,137,679.38
11 Health Ins Reimbursement	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69							\$ 1,298.14
12 Finance Charge Increase/(Decrease) Accrued	\$ 1,680.00					\$ 350.00							\$ 2,030.00
13 Misc Income Increase/(Decrease)	\$ 302,382.86	\$ 288,174.04	\$ 1,232,168.41	\$ 230,060.86	\$ 208,897.48	\$ 431,358.88							\$ 2,702,719.60
<b>14 Total Cash Receipts</b>													
15													
<b>16 Cash Paid Out</b>													
17 Capital Expenses	\$ 563,869.75	\$ 3,145.00	\$ 561,184.20	\$ 33,730.20	\$ 95,464.91	\$ 6,151.50							\$ 1,263,646.56
18 Plant Expenses	\$ 47,950.44	\$ 67,178.90	\$ 54,912.64	\$ 58,020.05	\$ 50,581.26	\$ 69,985.02							\$ 348,638.31
19 Collections Expenses	\$ 2,935.48	\$ 1,553.07	\$ 1,382.90	\$ 1,306.74	\$ 2,081.11	\$ 927.92							\$ 10,198.22
20 Lab Expenses	\$ 1,774.88	\$ 242.00	\$ 763.35	\$ 1,506.21	\$ 1,912.75	\$ 1,148.90							\$ 7,349.09
21 Reserve/Eminent Expenses	\$ 973.71	\$ 1,023.07	\$ 1,614.37	\$ 1,507.89	\$ 197.03	\$ 541.49							\$ 5,857.56
22 General & Administrative	\$ 25,688.53	\$ 35,481.03	\$ 19,956.95	\$ 28,356.79	\$ 21,192.97	\$ 27,036.79							\$ 157,683.06
23 Payroll/Related Expenses			\$ 37,598.92										\$ 37,598.92
24 Professional Fees	\$ 8,855.00	\$ 36,417.00	\$ 15,301.93	\$ 7,856.25	\$ 5,458.43	\$ 10,480.00							\$ 84,378.61
<b>25 Total Expenses</b>													
26	\$ 652,128.79	\$ 146,040.07	\$ 685,128.34	\$ 160,853.08	\$ 178,878.48	\$ 118,288.62							\$ 1,916,380.33
27 Prepaid Claims Increase/(Decrease)	\$ -	\$ (13,652.14)											\$ (25,986.10)
28 Accrued Expenses	\$ -												\$ -
29 Transfers from Other Accounts			\$ 5,000,000.00										\$ 5,000,000.00
30 Transfers to Other Accounts (Decrease)		\$ (150,000.00)	\$ (150,000.00)	\$ (6,150,000.00)	\$ (150,000.00)	\$ (150,000.00)							\$ (5,750,000.00)
31													
<b>31 Total Balance last day of Month</b>	\$ 2,695,808.87	\$ 2,595,432.84	\$ 8,078,674.81	\$ 2,895,442.81	\$ 2,817,385.21	\$ 3,283,434.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**MINDEN-GARDNERVILLE**  
ACCOUNT SUMMARY STATEMENT  
For the Sixth Month Ending December 31, 2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>36 Payroll Account</b>													
36 Balance 1st of Month	\$ 188,919.52	\$ 47,168.72	\$ 53,298.75	\$ 65,837.09	\$ 70,537.41	\$ 69,631.06							\$ 750,000.00
37 Transfer from Checking	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00							\$ 649,770
38 Interest	\$ 122.70	\$ 99.18	\$ 92.59	\$ 87.78	\$ 124.86	\$ 122.59							\$ -
39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
40 Payroll Expenses	\$ (141,872.50)	\$ (144,029.15)	\$ (137,484.25)	\$ (145,387.46)	\$ (151,031.21)	\$ (180,720.08)							\$ (800,545.63)
41 Balance Last day of Month	\$ 47,168.72	\$ 89,298.75	\$ 65,837.09	\$ 70,537.41	\$ 69,631.06	\$ 39,029.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>44 LGIP POOL Account</b>													
44 Balance 1st of Month	\$ 0,229,422.08	\$ 0,208,832.39	\$ 0,292,448.31	\$ 1,297,489.83	\$ 1,275,208.22	\$ 1,290,628.88							
46 Transfer from Checking	\$ 23,693.57	\$ 23,916.98	\$ 25,044.22	\$ 17,709.69	\$ 5,425.64	\$ 5,382.91							\$ 101,173.01
47 Interest Earned	\$ (38,583.32)	\$ -	\$ (5,000,000.00)										\$ (38,583.32)
48 APRA Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ (5,000,000.00)
49 Transfer to Other Accounts	\$ 0,208,832.39	\$ 0,229,448.31	\$ 1,297,489.83	\$ 1,275,208.22	\$ 1,290,628.88	\$ 1,298,011.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50 Balance Last day of Month	\$ 85,881.89	\$ 85,807.35	\$ 86,258.18	\$ 86,894.14	\$ 86,890.74	\$ 87,300.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>52 APRA Bond Restricted</b>													
53 Balance 1st of Month	\$ 325.82	\$ 370.81	\$ 345.98	\$ 346.50	\$ 369.88	\$ 366.57							\$ 2,086.06
54 Transfer from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
55 Interest Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
56 Transfer to Other Accounts	\$ 85,807.35	\$ 86,258.18	\$ 86,894.14	\$ 86,890.74	\$ 87,300.82	\$ 87,887.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57 Balance Last day of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>59 MEET Investments</b>													
60 Balance 1st of Month	\$ -	\$ -	\$ -	\$ 8,000,000.00	\$ 5,018,300.88	\$ 6,089,804.75							
61 Earned on Investments	\$ -	\$ -	\$ -	\$ 18,900.68	\$ 21,340.41	\$ 21,787.22							
62 Investment Fund Fees	\$ -	\$ -	\$ -	\$ (736.34)	\$ (883.09)	\$ (883.09)							
63 Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
64 Balance Last day of Month	\$ -	\$ -	\$ -	\$ 8,018,300.88	\$ 5,089,804.75	\$ 5,090,488.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>66 Petty Cash</b>													
67 Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00							\$ -
68 Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
69 Reimbursements	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70 Balance Last day of Month	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71													
<b>72 TOTAL CASH ALL ACCOUNTS</b>	<b>\$ 8,387,417.27</b>	<b>\$ 8,870,889.06</b>	<b>\$ 9,435,889.67</b>	<b>\$ 9,387,714.88</b>	<b>\$ 9,294,827.80</b>	<b>\$ 9,785,088.28</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CHECK REGISTER - PAYROLL ACCOUNT**  
12/1/23 - 12/31/23

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	12/1/2023	Nevada State Treasurer's Office	ACH120123-CSFEE	36-1123	20300-010	Accrued Payroll Taxes	CS Handling Fee	\$ 8.00
2	12/1/2023	Public Employees Retirement System	EFT-12/01/23-001	916-P1123	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Nov-2023	\$ 30,189.11
3	12/8/2023	State Coll & Disb Unit - SCADU	ACH120823-01	36-120823	20300-010	Accrued Payroll Taxes	SCADU	\$ 163.38
4	12/8/2023	Wells Fargo 941	ACH120823-941	941-PR 12/8/23	20300-010	Accrued Payroll Taxes	STAFF FED 941 12/8/2023	\$ 6,320.88
5	12/8/2023	WF Used for Direct Deposit	ACH120823-DD	PR-DD 12/8/23 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 12/8/2023 STAFF	\$ 37,752.21
6	12/15/2023	JD	EFT-12/15/23-001	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 343.27
7	12/15/2023	BF	EFT-12/15/23-002	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - BF	\$ 427.43
8	12/15/2023	JH	EFT-12/15/23-003	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
9	12/15/2023	TS	EFT-12/15/23-004	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 279.48
10	12/22/2023	Wells Fargo 941	ACH122223-941	941-PR 12/22/23	20300-010	Accrued Payroll Taxes	STAFF FED 12/22/2023	\$ 6,311.13
11	12/22/2023	WF Used for Direct Deposit	ACH122223-DD	PR-DD12/8/23 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 12/22/2023 STAFF	\$ 37,489.63
12	12/27/2023	BenefitWaller SEC	EFT-12/27/23-001	HSAT122623	50200-020	Medical Benefits	HSA - Contributions	\$ 1,708.32
13	12/27/2023	Colonial Life	EFT-12/27/23-002	50963181013805	20300-010	Accrued Payroll Taxes	Voluntary Insurance	\$ 38.44
14	12/27/2023	HOMETOWN HEALTH	EFT-12/27/23-003	77101	80900-010	Retiree Health Insurance Premiums	77101-031	\$ 2,569.74
15	12/27/2023	HOMETOWN HEALTH	EFT-12/27/23-003	77101	50200-020	Medical Benefits	77101-031	\$ 18,038.32
16	12/27/2023	METLIFE - GROUP BENEFITS	3474	111423	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
17	12/27/2023	METLIFE - GROUP BENEFITS	3474	111423	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,343.73
18	12/27/2023	Nevada State Treasurer's Office	EFT-12/27/23-004	36-1223	20300-010	Accrued Payroll Taxes	CS Handling Fee	\$ 4.00
19	12/27/2023	Public Employees Retirement System	EFT-12/27/23-005	P1023	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Dec-2023	\$ 30,569.96
20	12/27/2023	State Coll & Disb Unit - SCADU	EFT-12/27/23-006	36-122223	20300-010	Accrued Payroll Taxes	0036 CHILD SUPPORT	\$ 163.38
21	12/27/2023	VSP VISION CARE, INC (AT)	3475	819423347	80900-010	Retiree Health Insurance Premiums	Vision Insurance - Dec 2023	\$ 91.44
22	12/27/2023	VSP VISION CARE, INC (AT)	3475	819423347	50200-020	Medical Benefits	Vision Insurance - Dec 2023	\$ 160.72
23	12/27/2023	VSP VISION CARE, INC (AT)	3475	819000902	80900-010	Retiree Health Insurance Premiums	Vision Insurance - Nov 2023	\$ 91.44
24	12/27/2023	VSP VISION CARE, INC (AT)	3475	819000902	50200-020	Medical Benefits	Vision Insurance - Nov 2023	\$ 186.90
25	12/27/2023	Voya Financial	EFT-12/27/23-007	120823	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,720.00
26	12/27/2023	Voya Financial	EFT-12/27/23-007	122223	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,720.00
27	12/31/2023	Wells Fargo 941	ACH123123-BRD	941-PR 12/31/23 BRD	20300-010	Accrued Payroll Taxes	FED 941 12/31/2023 BOARD	\$ 251.00
28	12/31/2023	WF Used for Direct Deposit	ACH123123-BRD-DD	PR-DD 12/31/23 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 12/31/2023 BOARD	\$ 1,817.50
29	12/31/2023	BARBARA S SMALLWOOD	3451	PR 12/31/23 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	12/31/2023 BOARD CHECK	\$ 492.75
<b>Total Amount of Checks (23 Checks)</b>								<b>\$ 180,730.08</b>



**CHECK REGISTER - GENERAL ACCOUNT**  
12/1/23 - 12/31/23

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	12/1/2023	Ring Central Inc	EFT-12/01/23-001	CD_000696831	64400-010	Telephone	VOIP Phones	\$ 329.19
2	12/1/2023	TESCO CONTROLS, INC.	EFT-12/01/23-002	0081465-IN	50600-010	Repairs & Maintenance	SCADA Service	\$ 370.00
3	12/6/2023	BENTLY RANCH	5544	210962	50800-010	Sludge Removal	Biosolids Disposal	\$ 188.86
4	12/6/2023	E2C E Squared C Inc	5545	51292	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
5	12/6/2023	FISHER SCIENTIFIC	5546	8204087	52300-010	Lab Supplies	Lab Supplies	\$ 248.34
6	12/6/2023	NDEP	5547	12042023	50700-010	Other Plant Expense	L KC Grade II Renewal	\$ 110.00
7	12/6/2023	NUSYSTEMS, INC.	5548	R151069	50500-010	Utilities	Annual Alarm Monitoring	\$ 440.00
8	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN306601	52400-010	Lab Testing	Lab Analysis	\$ 42.00
9	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN308083	52400-010	Lab Testing	Lab Analysis	\$ 42.00
10	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN308026	52400-010	Lab Testing	Lab Analysis	\$ 42.00
11	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN307870	52400-010	Lab Testing	Lab Analysis	\$ 945.00
12	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN307695	52400-010	Lab Testing	Lab Analysis	\$ 42.00
13	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN308316	52400-010	Lab Testing	Lab Analysis	\$ 63.00
14	12/6/2023	SILVER STATE ANALYTICAL LABS, INC.	5549	RN308467	52400-010	Lab Testing	Lab Analysis	\$ 95.00
15	12/7/2023	Flyers Energy, LLC	EFT-12/7/23-001	CFS-3651270	51500-010	Truck & Auto Expense	Fuels	\$ 379.42
16	12/7/2023	Frontier	EFT-12/7/23-002	120123	64400-010	Telephone	Power Cogen Monitoring Line	\$ 107.31
17	12/7/2023	Spectrum Business	EFT-12/7/23-003	0157628112723	64400-010	Telephone	Internet Service	\$ 172.97
18	12/8/2023	AAA BUSINESS SUPPLIES & INTERIORS	EFT-12/8/23-003	2303223-0	64300-010	Office Supplies & Expense	Office Supplies	\$ 193.87
19	12/8/2023	FIRST CHOICE COFFEE SERVICES	EFT-12/8/23-004	688660	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
20	12/8/2023	RESOURCE CONCEPTS, INC.	EFT-12/8/23-001	23-1691	71200-010	Engineering	Heybourne Mdws Pass-Thru	\$ 1,447.50
21	12/8/2023	Warren Averett Technology Group, LLC	EFT-12/8/23-002	72418	64310-010	Statement Billing Supplies	Office 365 Monthly Fee	\$ 504.40
22	12/13/2023	BENTLY RANCH	5555	211006	50800-010	Sludge Removal	Biosolids	\$ 197.82
23	12/13/2023	Charter Communications	EFT-12/13/23-001	218924901120123	64400-010	Telephone	Fiberoptic/COAX	\$ 699.00
24	12/13/2023	CINTAS	5552	5185213442	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 46.81
25	12/13/2023	JOANA PEREZ	5551	562685	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
26	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AM111223	50700-010	Other Plant Expense	Phone Storage	\$ 2.99
27	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AM111423	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 86.92
28	12/13/2023	Nevada State Bank	EFT-12/13/23-011	CS111723	50900-010	Operators Education/Training	Operator Study Guide	\$ 134.47
29	12/13/2023	Nevada State Bank	EFT-12/13/23-011	CB120123	50900-010	Operators Education/Training	Education	\$ 25.00
30	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AW110703	50900-010	Operators Education/Training	Operator Training Classes	\$ 238.40

**CHECK REGISTER - GENERAL ACCOUNT**  
12/1/23 - 12/31/23

31	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AW112923	50900-010	Operators Education/Training	Operator Training Classes	\$	245.00
32	12/13/2023	Nevada State Bank	EFT-12/13/23-011	EB110823	50900-010	Operators Education/Training	Operator Training Classes	\$	39.80
33	12/13/2023	Nevada State Bank	EFT-12/13/23-011	EB111623	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	49.96
34	12/13/2023	Nevada State Bank	EFT-12/13/23-011	EB112123	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	64.23
35	12/13/2023	Nevada State Bank	EFT-12/13/23-011	LG112123	65300-010	Office Equipment/Hardware	Office Equipment - Board TV	\$	579.99
36	12/13/2023	Nevada State Bank	EFT-12/13/23-011	LG112223	65300-010	Office Equipment/Hardware	Office Equipment - TV Cables	\$	179.99
37	12/13/2023	Nevada State Bank	EFT-12/13/23-011	NQ111623	50900-010	Operators Education/Training	Operators Study Guide	\$	189.00
38	12/13/2023	Nevada State Bank	EFT-12/13/23-011	NQ112023	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	119.49
39	12/13/2023	Nevada State Bank	EFT-12/13/23-011	NQ112023-002	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	85.24
40	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AB110523	64300-010	Office Supplies & Expense	Office Supplies	\$	374.46
41	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AB110723	65100-010	Other Administration Expense	P. Cochran Name Plate	\$	16.07
42	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AB112123	65100-010	Other Administration Expense	Multi Bday Lunch	\$	201.01
43	12/13/2023	Nevada State Bank	EFT-12/13/23-011	AB112923	64300-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$	126.37
44	12/13/2023	NV Energy	EFT-12/13/23-002	1790231212	50500-010	Utilities	Plant Energy	\$	16,389.76
45	12/13/2023	NV Energy	EFT-12/13/23-003	800231212	55300-010	Reservoir & Pump Utilities	Pump Station Energy	\$	541.49
46	12/13/2023	NUSYSTEMS, INC.	5550	P50908	50500-010	Utilities	Alarm New Employee User Fee	\$	25.00
47	12/13/2023	NUSYSTEMS, INC.	5550	P50929	50500-010	Utilities	Alarm New Employee User Fee	\$	79.00
48	12/13/2023	POWER & CONTROL SOLUTIONS, INC.	EFT-12/13/23-004	1404	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	2,991.50
49	12/13/2023	POWER & CONTROL SOLUTIONS, INC.	EFT-12/13/23-004	1405	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	517.50
50	12/13/2023	POWER & CONTROL SOLUTIONS, INC.	EFT-12/13/23-004	1403	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repairs/Maint	\$	1,670.00
51	12/13/2023	QUALITY CONTROL SERVICES, INC.	5553	72996	52300-010	Lab Supplies	Lab Calibration	\$	345.00
52	12/13/2023	SILVER STATE ANALYTICAL LABS, INC.	5554	RN308604	52400-010	Lab Testing	Lab Analysis	\$	42.00
53	12/13/2023	SOLENIS LLC	EFT-12/13/23-006	132508551	50400-010	Processing Chemicals	Polymer	\$	17,409.38
54	12/13/2023	SOUTHWEST GAS CORP	EFT-12/13/23-007	231207	50500-010	Utilities	Natural Gas	\$	2,353.99
55	12/13/2023	Thatcher Company of Nevada, Inc.	EFT-12/13/23-008	2023400116767	50400-010	Processing Chemicals	Chemicals	\$	6,030.63
56	12/13/2023	Tractor Supply Credit Plan	EFT-12/13/23-009	100742313	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	44.97
57	12/13/2023	Tractor Supply Credit Plan	EFT-12/13/23-009	100743922	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	229.97
58	12/13/2023	Warren Averett Technology Group, LLC	EFT-12/13/23-010	72607-PP	12800-010	Prepaid Expenses	Annual Maintenance Contracts	\$	9,430.78
59	12/14/2023	RESOURCE CONCEPTS, INC.	EFT-12/14/23-001	23-1857	16400-010	Collection System Rehab	GRGID Interceptor Maint	\$	2,385.00
60	12/14/2023	RESOURCE CONCEPTS, INC.	EFT-12/14/23-001	23-1861	71200-010	Engineering	District Business	\$	755.00
61	12/14/2023	RESOURCE CONCEPTS, INC.	EFT-12/14/23-001	23-1862	16400-010	Collection System Rehab	395 Interceptor Rehab	\$	196.25

**CHECK REGISTER - GENERAL ACCOUNT**  
12/1/23 - 12/31/23

62	12/14/2023	RESOURCE CONCEPTS, INC.	EFT-12/14/23-001	23-1863	71200-010	Engineering	Muller Parkway	\$	455.00
63	12/27/2023	BENTLY RANCH	5556	211075	50800-010	Sludge Removal	Biosolids	\$	330.40
64	12/27/2023	BENTLY RANCH	5556	211041	50800-010	Sludge Removal	Biosolids	\$	276.22
65	12/27/2023	CINTAS	5557	5187893109	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$	51.05
66	12/27/2023	COGEN SERVICE	5558	6757	50600-010	Repairs & Maintenance	Preventative Maintenance	\$	2,500.00
67	12/27/2023	SILVER STATE ANALYTICAL LABS, INC.	5559	RN308760	52400-010	Lab Testing	Lab Analysis	\$	42.00
68	12/27/2023	WESTERN NEVADA SUPPLY	5560	11071581	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$	2,980.40
69	12/28/2023	AAA BUSINESS SUPPLIES & INTERIORS	EFT-12/28/23-001	2305925-0	64300-010	Office Supplies & Expense	Office Supplies	\$	108.74
70	12/28/2023	Chevron and Texaco Business Card Services	EFT-12/28/23-002	93941197	51500-010	Truck & Auto Expense	Gasoline	\$	103.61
71	12/28/2023	AT&T MOBILITY	EFT-12/28/23-003	X12192023	64400-010	Telephone	First Net	\$	976.54
72	12/28/2023	Flyers Energy, LLC	EFT-12/28/23-004	CFS_3670475	51500-010	Truck & Auto Expense	Fuels	\$	316.01
73	12/28/2023	GRAINGER	EFT-12/28/23-005	9941341704	50600-010	Repairs & Maintenance	Plant Supplies	\$	43.93
74	12/28/2023	LEAF	EFT-12/28/23-006	15714877	65300-010	Office Equipment/Hardware	Copier Lease	\$	436.26
75	12/28/2023	Ring Central Inc	EFT-12/28/23-007	CD_000716835	64400-010	Telephone	VOIP	\$	329.19
76	12/28/2023	TESCO CONTROLS, INC.	EFT-12/28/23-008	0081629-IN	50600-010	Repairs & Maintenance	SCADA Service	\$	1,072.50
77	12/28/2023	Ubeo Business Services	EFT-12/28/23-009	4350847	64500-010	Postage	Rate Increase Letter	\$	1,569.65
78	12/28/2023	Ubeo Business Services	EFT-12/28/23-009	4350847	64310-010	Statement Billing Supplies	Rate Increase Letter	\$	981.46
79	12/28/2023	Warren Averett Technology Group, LLC	EFT-12/28/23-010	72639	65310-010	Software Services	Azure Usage	\$	1,466.94
<b>Total Amount of Checks (47 Checks)</b>								\$	86,466.00

		Capital Expenses							
		Breaker Failure Costs							
		Co-Gen Expenses							





MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 31, 2023

	YTD	Budget	Remianing	Budget	Remaining
	Actual		Budget \$	Spent %	Budget %
	Fiscal 2024	2024	Variance	Fiscal 2024	Fiscal 2024

CAPITAL EXPENSES

Belt Press Addition	\$3,605.00		(\$3,605.00)	0.00%	0.00%
Collection System Rehab	\$479,208.11	\$3,700,000.00	\$3,220,791.89	12.95%	87.05%
Camera Truck	\$0.00	\$23,000.00	\$23,000.00	0.00%	100.00%
Boiler Replacement	\$91,667.41	\$220,000.00	\$128,332.59	41.67%	58.33%
Clarifier 1 & 2 Concrete Rehab	\$1,764.19	\$120,000.00	\$118,235.81	1.47%	98.53%
Digester 1 Concrete Inspect/Repair	\$0.00	\$240,000.00	\$240,000.00	0.00%	100.00%
Pista Grit #1 Retrofit/Replace	\$15,326.75	\$375,000.00	\$359,673.25	4.09%	95.91%
Breaker Emergency Repair Reclass	\$23,527.50		(\$23,527.50)	0.00%	0.00%
Office/Computer Equipment	\$8,968.45		(\$8,968.45)	0.00%	0.00%
ARRA Reimbursement	\$38,583.32	\$77,167.00	\$38,583.68	50.00%	50.00%
TOTAL	\$662,650.73	\$4,755,167.00	\$4,092,516.27	13.94%	86.06%



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
1 PAYROLL					
2 Salaries	\$601,050.56	\$1,238,019.00	\$636,968.44	48.55%	51.45%
3 Payroll Taxes & Employee Benefits	\$364,051.03	\$773,439.00	\$409,387.97	47.07%	52.93%
4 TOTAL PAYROLL	<u>\$965,101.59</u>	<u>\$2,011,458.00</u>	<u>\$1,046,356.41</u>	<u>47.98%</u>	<u>52.02%</u>



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 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	\$1,718.55	\$15,000.00	\$13,281.45	11.46%	88.54%
8 Plant Supplies (Processing Chemicals)	\$93,993.63	\$155,000.00	\$61,006.37	60.64%	39.36%
9 Utilities	\$105,925.76	\$195,750.00	\$89,824.24	54.11%	45.89%
10 Repairs & Maintenance	\$125,557.82	\$320,000.00	\$194,442.18	39.24%	60.76%
11 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
12 Other Plant Expense	\$6,467.26	\$6,500.00	\$32.74	99.50%	0.50%
13 Sludge Removal	\$9,065.42	\$18,000.00	\$8,934.58	50.36%	49.64%
14 Education	\$5,909.87	\$10,000.00	\$4,090.13	59.10%	40.90%
15 TOTAL O & P EXPENSES	\$348,638.31	\$725,250.00	\$376,611.69	48.07%	51.93%



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
16 COLLECTION EXPENSES					
17 Collection System - Supplies	\$468.22	\$4,000.00	\$3,531.78	11.71%	88.29%
18 Collection System - Cleaning/ TV / Repair & Maintenance	\$777.64	\$7,000.00	\$6,222.36	11.11%	88.89%
19 Truck & Auto Expense (Fuels)	\$7,305.69	\$11,000.00	\$3,694.31	66.42%	33.58%
20 Other Collection System Expense	\$1,646.67	\$1,000.00	(\$646.67)	164.67%	(64.67%)
21 TOTAL COLLECTION EXPENSES	<u>\$10,198.22</u>	<u>\$23,000.00</u>	<u>\$12,801.78</u>	<u>44.34%</u>	<u>55.66%</u>



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 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	\$1,863.51	\$7,000.00	\$5,136.49	26.62%	73.38%
24 Lab Testing	\$5,485.58	\$12,000.00	\$6,514.42	45.71%	54.29%
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	<u>\$7,349.09</u>	<u>\$29,300.00</u>	<u>\$21,950.91</u>	<u>25.08%</u>	<u>74.92%</u>





MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 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	\$4,727.25	\$15,000.00	\$10,272.75	31.52%	68.49%
32 Effluent Management - Utilities	\$1,130.31	\$42,000.00	\$40,869.69	2.69%	97.31%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	<u>\$5,857.56</u>	<u>\$57,000.00</u>	<u>\$51,142.44</u>	<u>10.28%</u>	<u>89.72%</u>



**MINDEN-GARDNERVILLE SANITATION DISTRICT**  
**Expenses versus Annual Budget**  
**For the Six Months Ending Sunday, December 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	\$5,582.72	\$10,500.00	\$4,917.28	53.17%	46.83%
36 Training/Education Expense	\$1,479.50	\$4,000.00	\$2,520.50	36.99%	63.01%
37 Cleaning &Kitchen Supplies	\$4,743.69	\$8,000.00	\$3,256.31	59.30%	40.70%
38 Statement Billing Supplies	\$2,775.07	\$3,000.00	\$224.93	92.50%	7.50%
39 Bank Charges	\$9,925.19	\$12,000.00	\$2,074.81	82.71%	17.29%
40 Telephone & Internet	\$13,646.07	\$15,000.00	\$1,353.93	90.97%	9.03%
41 Postage	\$5,640.77	\$10,000.00	\$4,359.23	56.41%	43.59%
42 Advertising & Publication	\$3,085.14	\$5,000.00	\$1,914.86	61.70%	38.30%
43 Software Services	\$22,092.34	\$50,000.00	\$27,907.66	44.18%	55.82%
44 Travel & Per Diem	\$9,869.96	\$8,000.00	(\$1,869.96)	123.37%	(23.37%)



**MINDEN-GARDNERVILLE SANITATION DISTRICT**  
**Expenses versus Annual Budget**  
**For the Six Months Ending Sunday, December 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	\$110.00	\$1,700.00	\$1,590.00	6.47%	93.53%
47 Insurance & Bonding	\$64,110.54	\$145,583.00	\$81,472.46	44.04%	55.96%
48 Other Administration Expense	\$1,730.67	\$4,000.00	\$2,269.33	43.27%	56.73%
49 Filing Fees & Permits	\$4,219.02	\$12,000.00	\$7,780.98	35.16%	64.84%
50 Office Equipment (Hardware)	\$8,673.18	\$15,000.00	\$6,326.82	57.82%	42.18%
<b>51 TOTAL G&amp;A</b>	<b>\$157,683.86</b>	<b>\$304,183.00</b>	<b>\$146,499.14</b>	<b>51.84%</b>	<b>48.16%</b>



MINDEN-GARDNERVILLE SANITATION DISTRICT  
Expenses versus Annual Budget  
For the Six Months Ending Sunday, December 31, 2023

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
52 PROFESSIONAL FEES					
53 Legal	\$9,471.00	\$40,000.00	\$30,529.00	23.68%	76.32%
54 Engineering	\$56,972.00	\$110,000.00	\$53,028.00	51.79%	48.21%
55 IT/Tech Professional Services	\$9,481.25	\$30,000.00	\$20,518.75	31.60%	68.40%
56 Accounting & Audit	\$8,454.36	\$30,000.00	\$21,545.64	28.18%	71.82%
57 TOTAL PROFESSIONAL FEES	\$84,378.61	\$210,000.00	\$125,621.39	40.18%	59.82%
58 TOTAL ALL OPERATIONS EXPENSES	\$614,105.65	\$1,348,733.00	\$734,627.35	45.53%	54.47%

## ***Agenda Item 3***

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

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

- ✓ ***February 2024 District Manager's Report***
- ✓ ***January 2024 Capacity Report***





**Minden Gardnerville Sanitation District  
District Manager's Report  
February 6, 2024**

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**CAPACITY ALLOCATIONS/PURCHASES:**

- 3 EDU's sold

**WILL SERVES LETTERS ISSUED:**

- 1062 Riverview Dr on January 17

**MEETINGS ATTENDED AND SCHEDULED:**

- 1/9 PMGSD Industrial sampling program internal review
- 1/11 Meeting with Q&D about the lining project
- 1/12 RCI Ruhenstroth sewer feasibility study for review
- 1/16 Meeting with ProWest on our GIS mapping development
- 1/17 Meeting with SGS for industrial sampling program
- 1/24 Meeting with Meeder on statement information
- 1/29 Muller Parkway Response Letter review with RCI

**VENDORS AND CONTRACTS:**

- Service contract for boilers has been updated with RF McDonald

**STAFF/OFFICE ITEMS:**

- None at this time

**PROJECTS IN THE DISTRICT:**

- Junction Center South sewer line under construction

**LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:**

- Completed wetland crossing
- Internal review of concrete assessment report from HDR
- Boiler #2 project scheduled for spring
- Weed abatement program is underway
- Moving forward with Power and Control Solutions to update Win 911 Scada call out system

**GENERAL ENGINEERING AND ACCOUNTING**

- Starting the budget process for FY 24-25
- 4<sup>th</sup> Quarter DMR's submitted

Respectfully submitted,

Peter V. Baratti, District Manager



**MONTHLY REPORT OF  
CAPACITY SOLD  
January 2024**

[illegible]

## ***Agenda Item 6***

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### ***January 2<sup>nd</sup> Regular Meeting Minutes***

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

- ✓ ***January 2<sup>nd</sup>, 2024 Regular Meeting Minutes***



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, January 2, 2024  
6:00 P.M. | Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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  
Bruce Scott  
Jessica Kneefel

Staff Members Absent:

Presley Cochran

Others Present: Greg Reed

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

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

**3. Election of Board Officers for 2024:** Trustee Wilson nominated Barbara Smallwood for Chairman for 2024, which was unanimously approved. Trustee Condrón nominated Ray Wilson as Vice Chairman for 2024, which was unanimously approved. Trustee Wilson nominated Ted Thran for Secretary-Treasurer for 2024, which was unanimously approved.

**4. District Manager's Report:** Peter Baratti discussed the final cost to rebuild both mixing pumps. The cost to replace each pump brand new would have cost the District \$147,904.00, or \$295,808.00 total-not including installation or controls. The final cost of the rebuild for both pumps was \$18,873.00. Trustee Shorten commented that was a fantastic savings, and was impressed that even after the rate increase, the staff is still trying to save money within the District. Peter said that with developing the talent internally, the District is able to deliver these types of savings.

**5. Chairman's Comment:** There was no chairman's comment.

**6. Claims Review and Approval:** Trustee Wilson asked what item #17 was on the check register. Peter said the cost was to replace the trickling filter pump. However, the District has replaced several pumps and may consider an alternative method in the future.

**Motion:** To approve the claims received for November, 2023 in the amount of \$172,801.65, and the payroll-related expenses paid during November, 2023 in the amount of \$151,031.21.

Made by: Sondra Condrón

Seconded by: Chris Shorten

**Vote:** Motion carried.

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

**7. Minutes of December 5, 2023 Regular Board Meeting and December 14, 2023 Special Board Meeting:**

**Motion:** To approve the minutes of the December 5, 2023 Regular Board Meeting as presented.

Made by: Ted Thran

Seconded by: Sondra Condrón

**Vote: Motion carried.**

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

**Motion:** To approve the minutes of the December 14, 2023 Special Board Meeting as presented.

Made by: Ray Wilson

Seconded by: Ted Thran

**Vote: Motion carried.**

Ayes: Smallwood, Wilson, Thran,

Nays: None

Abstain: Shorten, Condrón

Absent: None

**8. Attorney-Client Conference:** Bill Peterson reported that he sent the letter to the tribe and Frank Flaherty at Pineview and did not receive a response.

**9. Engineer's Report:** Bruce Scott briefly spoke on various ongoing projects within the District but noted that there was no new information that had not already been discussed with the Board.

**10. Controller's Report:** LaVonne Ghanavati reported that she had finished working on the rate increase contracts and that she would provide the financial details at the next Regular Board Meeting.

**11. Administrative Report by Staff:** April Burchett reminded the Board that their Financial Disclosure and Contribution and Expense Statements are due to the Secretary of State's Office by January 15<sup>th</sup>.

The District is considering updating its logo, and the Board was presented with sample logos to review and provide comments on at the next Regular Board Meeting.

The Engineer's Report was continued by Peter Baratti, who asked Bruce Scott regarding the review of the Agrihood, if the developer would be participating in the expense of the sleeves. Bruce said they have an idea of logical places for crossings and were looking at putting a dry pipe underneath the right of way so when there is development above, there would be a connection point that wouldn't have to dig up Muller Parkway to connect to the interceptor. Bruce reported that the District would need to get ahead of the construction or alongside of the construction in order to put in our crossing.

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

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





**14. Meeting adjourned 6:43 p.m.**

Approved by the Board of Trustees as presented on:

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

## ***Agenda Item 9***

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

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

- ✓ ***Controller's Report dated January 1, 2024***

## ***Agenda Item 10***

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

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

- ✓ ***Administrative Staff Report for January 2024.***



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

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

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**STAFF ITEMS:**

- We have implemented a new automated check scanning system.

**INTERESTING TIDBITS:**

- One of the operators has enrolled in UNR to further training and knowledge in GIS.

**OFFICIAL ITEMS:**

- We met with RCI to discuss the Muller Parkway project, and what work will be required from us.

**UPCOMING ITEMS:**

- Jessica will be attending an Essential Management Training class for HR in March.

**HR TRENDING ISSUES:**

- Hiring Trends: The trend for 2024 is to start utilizing internal talent pools, transferable skills, and career pathing to create sustainable talent access within the workforce.
- Internal Stability: In times of uncertainty, it's important to have a stable foundation in management to help guide the organization through the ever changing socio-economic climate.

**THINGS KEEPING US BUSY RIGHT NOW:**

- We've finished up the end of the month with the new rates. There hasn't been much customer feedback regarding the increase, but we will be busy processing customer checks.