



NOTICE OF REGULAR MEETING
WEDNESDAY, June 5, 2024 6:00 PM.,
BOARD ROOM, MGSD TREATMENT PLANT,
1790 HWY. 395, MINDEN, NV

Wastewater Treatment for a Healthy Community and Environment

“Caring for the public health and safety by reliably collecting, treating, and disposing of sewage and wastewater through efficient, cost-effective, and eco-friendly means.”

~ MGSD

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 April 2024

6. Minutes Approval – For Possible Action

- Approval of Minutes from the May 7th, 2024 Regular Board Meeting and May 29th, 2024 Final Budget Board Hearing.

7. HDR Concrete Rehabilitation Project – For Possible Action

- Discussion regarding the Concrete Rehabilitation Project.

8. Warren Reed Plant Insurance – For Possible Action

- MGSD Plant Insurance Package through Nevada Public Agency Insurance Pool for FY 2024-2025.

9. Attorney-Client Conference – For Possible Action

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

10. Engineer's Report – For Possible Action

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

11. 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.

12. Administrative Report by Staff – For Possible Action

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

13. 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.)

14. 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.)

9. 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.mgsddistrict.org or can be requested from the Minden-Gardnerville Sanitation District Office located at 1790 Hwy. 395, Minden, NV 89423, by calling Haley Mosegard or Jessica Kneefel at (775) 782-3546, or by email at mgsdstaff@gmail.com or at haley@mgsddistrict.org or at jessica@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>

PLEASE DO NOT REMOVE UNTIL: 06/06/2024



MINDEN-GARDNERVILLE
ACCOUNT SUMMARY STATEMENT
 For the Ten Months Ending April 30, 2024

Line #	General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1	Balance 1st day of Month	\$ 2,957,388.96	\$ 2,595,308.87	\$ 2,598,442.84	\$ 8,025,474.91	\$ 2,935,642.81	\$ 2,817,362.21	\$ 3,282,424.47	\$ 3,510,585.39	\$ 2,963,806.93	\$ 2,808,872.48			
2	Cash Receipts													
3	User Fees	\$ 251,024.33	\$ 134,408.86	\$ 41,323.51	\$ 157,993.53	\$ 114,575.02	\$ 95,475.01	\$ 70,209.43	\$ 113,454.34	\$ 20,545.17	\$ 483,439.07			\$ 1,482,448.27
4	Connection Fees	\$ 2,200.00	\$ 8,940.00	\$ 5,500.00	\$ 1,925.00	\$ 275.00	\$ 4,715.00	\$ 4,400.00	\$ 360.00	\$ 2,195.00				\$ 30,510.00
5	Capacity Fees	\$ 30,400.00	\$ 117,040.00	\$ 102,600.00	\$ 26,600.00	\$ 3,800.00	\$ 60,990.00	\$ 102,600.00	\$ 5,420.00	\$ 63,790.00				\$ 513,240.00
6	Acresage Fees/Annexation Fees	\$ 1,000.00	\$ -	\$ 2,916.00				\$ 4,524.00						\$ 8,440.00
7	Consolidated Tax (SCCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62			\$ 112,216.20
8	Ad Volorem	\$ 1,215.77	\$ 26,353.87	\$ 178,427.31	\$ 32,101.11	\$ 78,516.53	\$ 9,135.46	\$ 46,064.83	\$ 77,623.87	\$ 69,845.45	\$ 30,864.25			\$ 550,148.45
9	Pass-Through Reimbursement	\$ 3,431.25					\$ 1,540.00	\$ 9,510.00						\$ 14,481.25
10	GRGID	\$ -	\$ -	\$ 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	\$ 209.69	\$ 83.47	\$ 83.47	\$ 83.47			\$ 1,718.24
12	Finance Charge Increase/(Decrease) Accrued													\$ -
13	Misc Income Increase/(Decrease)	\$ 1,680.00					\$ 350.00			\$ 615.00				\$ 2,645.00
14	Total Cash Receipts	\$ 302,382.66	\$ 298,174.04	\$ 1,232,158.41	\$ 230,050.95	\$ 208,597.86	\$ 431,355.88	\$ 248,739.57	\$ 208,163.30	\$ 186,295.71	\$ 525,608.41	\$ -	\$ -	\$ 3,853,526.79
15														
16	Cash Paid Out													
17	Capital Expenses	\$ 563,969.75	\$ 3,145.00	\$ 561,184.20	\$ 33,730.20	\$ 95,464.91	\$ 6,152.50	\$ 3,152.50	\$ 786,242.25	\$ 484,619.19	\$ -			\$ 2,537,660.50
18	Plant Expenses	\$ 47,950.44	\$ 67,178.90	\$ 54,912.64	\$ 58,020.05	\$ 50,581.26	\$ 69,995.02	\$ 76,123.43	\$ 66,319.84	\$ 37,059.59	\$ 64,132.45			\$ 592,273.62
19	Collections Expenses	\$ 2,936.48	\$ 1,553.07	\$ 1,392.90	\$ 1,306.74	\$ 2,081.11	\$ 927.92	\$ 1,234.93	\$ 917.20	\$ 2,419.68	\$ 3,360.42			\$ 18,130.45
20	Lab Expenses	\$ 1,774.88	\$ 242.00	\$ 763.35	\$ 1,506.21	\$ 1,912.75	\$ 1,149.90	\$ 3,191.14	\$ 794.86	\$ 7,696.49	\$ 15,227.00			\$ 34,258.58
21	Reservoir/Effluent Expenses	\$ 973.71	\$ 1,023.07	\$ 1,614.37	\$ 1,507.89	\$ 197.03	\$ 541.49	\$ 8,007.45	\$ 16,697.38	\$ 4,817.56	\$ 35,633.92			\$ 71,013.87
22	General & Administrative	\$ 25,668.53	\$ 35,481.03	\$ 19,956.95	\$ 28,356.79	\$ 21,182.97	\$ 27,036.79	\$ 36,819.95	\$ 23,624.53	\$ 23,485.14	\$ 25,939.78			\$ 267,552.46
23	Payroll-Related Expenses				\$ 37,598.92	\$ -	\$ 21,129.41							\$ 58,728.33
24	Professional Fees	\$ 8,855.00	\$ 36,417.00	\$ 15,301.93	\$ 7,856.25	\$ 5,458.43	\$ 10,490.00	\$ 27,470.01	\$ 10,345.70	\$ 13,132.51	\$ 8,303.75			\$ 143,630.58
25	Total Expenses	\$ 652,128.79	\$ 145,040.07	\$ 655,126.34	\$ 169,883.05	\$ 176,878.46	\$ 116,293.62	\$ 177,128.82	\$ 904,941.76	\$ 573,230.16	\$ 152,597.32	\$ -	\$ -	\$ 3,723,248.39
26														
27	Prepaid Claims Increase/(Decrease)	\$ (12,333.96)	\$ (13,652.14)											\$ (25,986.10)
28	Accrued Expenses	\$ -												\$ -
29	Transfers from Other Accounts			\$ 5,000,000.00										\$ -
30	Transfer to Other Accounts (Decrease)		\$ (150,000.00)	\$ (150,000.00)	\$ (5,150,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (250,000.00)	\$ (150,000.00)			\$ (6,450,000.00)
31														
32	Total Balance last day of Month	\$ 2,595,308.87	\$ 2,598,442.84	\$ 8,025,474.91	\$ 2,835,642.81	\$ 2,817,362.21	\$ 3,282,424.47	\$ 3,504,035.22	\$ 2,963,806.93	\$ 2,808,872.48	\$ 3,331,883.57	\$ -	\$ -	\$ -

MINDEN-GARDNERVILLE
ACCOUNT SUMMARY STATEMENT
 For the Ten Months Ending April 30, 2024

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
35 Payroll Account													
36 Balance 1st of Month	\$ 188,919.52	\$ 47,168.72	\$ 53,238.75	\$ 65,837.09	\$ 70,537.41	\$ 69,631.06	\$ 39,023.57	\$ 49,594.62	\$ 50,027.91	\$ 130,977.36			
37 Transfer from Checking	\$	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 250,000.00	\$ 150,000.00			\$ 1,450,000.00
38 Interest	\$ 122.70	\$ 99.18	\$ 92.59	\$ 87.78	\$ 124.86	\$ 122.59	\$ 104.81	\$ 105.72	\$ 201.22	\$ 130.07			\$ 1,191.52
39	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
40 Payroll Expenses	(\$141,873.50)	(\$144,029.15)	(\$137,494.25)	(\$145,387.46)	(\$151,031.21)	(\$180,730.08)	(\$126,176.14)	(\$149,672.43)	(\$169,251.77)	(\$210,393.55)			(\$1,556,039.54)
41 Balance Last day of Month	\$ 47,168.72	\$ 53,238.75	\$ 65,837.09	\$ 70,537.41	\$ 69,631.06	\$ 39,023.57	\$ 62,952.24	\$ 50,027.91	\$ 130,977.36	\$ 70,713.88	\$ -	\$ -	\$ -
44 LGIP POOL Account													
45 Balance 1st of Month	\$ 6,223,422.08	\$ 6,208,532.33	\$ 6,232,449.31	\$ 1,257,493.53	\$ 1,275,203.22	\$ 1,280,628.88	\$ 1,286,011.77	\$ 1,253,200.91	\$ 1,260,402.64	\$ 1,265,781.17			
46 Transfer from Checking	\$	\$ 23,916.98	\$ 25,044.22	\$ 17,709.69	\$ 5,425.64	\$ 5,382.91	\$ 5,772.45	\$ 7,201.73	\$ 5,378.53	\$ 5,771.09			\$ 125,296.81
47 Interest Earned	\$ 23,693.57	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
48 ARRA Payment	(\$38,583.32)						(\$38,583.31)						(\$77,166.63)
49 Transfer to Other Accounts	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
50 Balance Last day of Month	\$ 6,208,532.33	\$ 6,232,449.31	\$ 1,257,493.53	\$ 1,275,203.22	\$ 1,280,628.86	\$ 1,286,011.77	\$ 1,253,200.91	\$ 1,260,402.64	\$ 1,265,781.17	\$ 1,271,552.26	\$ -	\$ -	\$ -
52 ARRA Bond Restricted													
53 Balance 1st of Month	\$ 85,581.53	\$ 85,907.35	\$ 86,238.16	\$ 86,594.14	\$ 86,930.74	\$ 87,300.62	\$ 87,667.59	\$ 88,061.11	\$ 88,461.12	\$ 88,838.90			\$ -
54 Transfer from Other Accounts	\$ 325.82	\$ 330.81	\$ 345.98	\$ 346.60	\$ 369.88	\$ 366.97	\$ 393.52	\$ 400.01	\$ 377.78	\$ 405.24			\$ 3,662.61
55 Interest Earned	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
56 Transfer to Other Accounts	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
57 Balance Last day of Month	\$ 85,907.35	\$ 86,238.16	\$ 86,594.14	\$ 86,930.74	\$ 87,300.62	\$ 87,667.59	\$ 88,061.11	\$ 88,461.12	\$ 88,838.90	\$ 89,244.14	\$ -	\$ -	\$ -
59 MEER Investments													
60 Balance 1st of Month	\$ -	\$ -	\$ -	\$ 5,000,000.00	\$ 5,018,900.88	\$ 5,039,504.75	\$ 5,060,458.88	\$ 5,081,446.81	\$ 5,101,553.56	\$ 5,122,440.98			\$ 147,820.75
61 Earned on Investments	\$	\$	\$	\$ 18,900.68	\$ 21,340.41	\$ 21,787.22	\$ 21,821.13	\$ 20,939.89	\$ 21,752.74	\$ 21,278.68			\$
62 Investment Fund Fees	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
63 Transfer to Other Accounts	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
64 Balance Last day of Month	\$ -	\$ -	\$ -	\$ 5,018,900.68	\$ 5,039,504.75	\$ 5,060,458.88	\$ 5,081,446.81	\$ 5,101,553.56	\$ 5,122,440.98	\$ 5,142,853.87			\$ -
66 Petty Cash													
67 Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			\$ -
68 Expenses	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$ -
69 Reimbursements	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			\$ -
70 Balance Last day of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -
71													
72 TOTAL CASH ALL ACCOUNTS	\$ 8,937,417.27	\$ 8,970,869.06	\$ 9,435,889.67	\$ 9,387,714.86	\$ 9,294,927.50	\$ 9,756,086.28	\$ 9,990,196.29	\$ 9,464,752.16	\$ 9,417,410.89	\$ 9,906,747.72	\$ -	\$ -	\$ -



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
CAPITAL EXPENSES					
Belt Press Addition	\$3,605.00		(\$3,605.00)	0.00%	0.00%
Collection System Rehab	\$1,081,886.80	\$3,700,000.00	\$2,618,113.20	29.24%	70.76%
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	\$42,197.59	\$120,000.00	\$77,802.41	35.16%	64.84%
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	\$32,587.50		(\$32,587.50)	0.00%	0.00%
Office/Computer Equipment	\$11,430.95		(\$11,430.95)	0.00%	0.00%
ARRA Reimbursement	\$77,166.63	\$77,167.00	\$0.37	100.00%	0.00%
TOTAL	\$1,355,868.63	\$4,755,167.00	\$3,399,298.37	28.51%	71.49%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
1 PAYROLL					
2 Salaries	\$1,049,500.05	\$1,238,019.00	\$188,518.95	84.77%	15.23%
3 Payroll Taxes & Employee Benefits	\$624,518.71	\$773,439.00	\$148,920.29	80.75%	19.25%
4 TOTAL PAYROLL	\$1,674,018.76	\$2,011,458.00	\$337,439.24	83.22%	16.78%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	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	\$4,280.86	\$15,000.00	\$10,719.14	28.54%	71.46%
8 Plant Supplies (Processing Chemicals)	\$159,885.54	\$155,000.00	(\$4,885.54)	103.15%	(3.15%)
9 Utilities	\$178,650.30	\$195,750.00	\$17,099.70	91.26%	8.74%
10 Repairs & Maintenance	\$213,047.75	\$320,000.00	\$106,952.25	66.58%	33.42%
11 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
12 Other Plant Expense	\$9,823.49	\$6,500.00	(\$3,323.49)	151.13%	(51.13%)
13 Sludge Removal	\$13,906.06	\$18,000.00	\$4,093.94	77.26%	22.74%
14 Education	\$12,679.62	\$10,000.00	(\$2,679.62)	126.80%	(26.80%)
15 TOTAL O & P EXPENSES	\$592,273.62	\$725,250.00	\$132,976.38	81.66%	18.34%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	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	\$3,943.34	\$7,000.00	\$3,056.66	56.33%	43.67%
19 Truck & Auto Expense (Fuels)	\$12,072.22	\$11,000.00	(\$1,072.22)	109.75%	(9.75%)
20 Other Collection System Expense	\$1,646.67	\$1,000.00	(\$646.67)	164.67%	(64.67%)
21 TOTAL COLLECTION EXPENSES	\$18,130.45	\$23,000.00	\$4,869.55	78.83%	21.17%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
22 LAB EXPENSES					
23 Lab Supplies	\$2,267.78	\$7,000.00	\$4,732.22	32.40%	67.60%
24 Lab Testing	\$10,865.80	\$12,000.00	\$1,134.20	90.55%	9.45%
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	\$21,125.00	\$3,000.00	(\$18,125.00)	704.17%	(604.17%)
29 TOTAL LAB EXPENSES	\$34,258.58	\$29,300.00	(\$4,958.58)	116.92%	(16.92%)



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	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	\$8,642.25	\$15,000.00	\$6,357.75	57.62%	42.39%
32 Effluent Management - Utilities	\$62,371.62	\$42,000.00	(\$20,371.62)	148.50%	(48.50%)
33 TOTAL RESERVOIR/EFFLUENT EXPENSES	\$71,013.87	\$57,000.00	(\$14,013.87)	124.59%	(24.59%)



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
34 GENERAL & ADMINISTRATIVE EXPENSES					
35 Office Supplies & Expense	\$9,529.31	\$10,500.00	\$970.69	90.76%	9.24%
36 Training/Education Expense	\$1,639.50	\$4,000.00	\$2,360.50	40.99%	59.01%
37 Cleaning &Kitchen Supplies	\$6,910.02	\$8,000.00	\$1,089.98	86.38%	13.62%
38 Statement Billing Supplies	\$6,552.47	\$3,000.00	(\$3,552.47)	218.42%	(118.42%)
39 Bank Charges	\$20,511.00	\$12,000.00	(\$8,511.00)	170.93%	(70.93%)
40 Telephone & Internet	\$21,848.96	\$15,000.00	(\$6,848.96)	145.66%	(45.66%)
41 Postage	\$8,652.39	\$10,000.00	\$1,347.61	86.52%	13.48%
42 Advertising & Publication	\$3,085.14	\$5,000.00	\$1,914.86	61.70%	38.30%
43 Software Services	\$47,715.86	\$50,000.00	\$2,284.14	95.43%	4.57%
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 Ten Months Ending Tuesday, April 30, 2024

	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	(\$330.00)	\$1,700.00	\$2,030.00	(19.41%)	119.41%
47 Insurance & Bonding	\$106,850.90	\$145,583.00	\$38,732.10	73.40%	26.60%
48 Other Administration Expense	\$3,627.44	\$4,000.00	\$372.56	90.69%	9.31%
49 Filing Fees & Permits	\$7,551.78	\$12,000.00	\$4,448.22	62.93%	37.07%
50 Office Equipment (Hardware)	\$13,537.73	\$15,000.00	\$1,462.27	90.25%	9.75%
51 TOTAL G&A	\$267,552.46	\$304,183.00	\$36,630.54	87.96%	12.04%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Ten Months Ending Tuesday, April 30, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
52 PROFESSIONAL FEES					
53 Legal	\$18,248.52	\$40,000.00	\$21,751.48	45.62%	54.38%
54 Engineering	\$74,925.75	\$110,000.00	\$35,074.25	68.11%	31.89%
55 IT/Tech Professional Services	\$24,801.95	\$30,000.00	\$5,198.05	82.67%	17.33%
56 Accounting & Audit	\$25,654.36	\$30,000.00	\$4,345.64	85.51%	14.49%
57 TOTAL PROFESSIONAL FEES	\$143,630.58	\$210,000.00	\$66,369.42	68.40%	31.60%
58 TOTAL ALL OPERATIONS EXPENSES	\$1,126,859.56	\$1,348,733.00	\$221,873.44	83.55%	16.45%

CHECK REGISTER - GENERAL ACCOUNT

4/1/24 - 4/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	4/3/2024	BENTLY RANCH	5627	211362	50800-010	Sludge Removal	Biosolids	\$ 332.64
2	4/3/2024	E2C E Squared C Inc	5628	51421	65300-010	Office Equipment/Hardware	Server UPS	\$ 2,379.21
3	4/3/2024	JOANA PEREZ	5629	562694	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 450.00
4	4/3/2024	OVERHEAD FIRE PROTECTION, INC.	5630	221732	50600-010	Repairs & Maintenance	Troubleshoot FACP	\$ 260.00
5	4/3/2024	PACIFIC SHREDDING	5631	5202065	64310-010	Statement Billing Supplies	Shredding Services	\$ 56.71
6	4/3/2024	THE PARTS HOUSE	5632	139700	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 51.88
7	4/3/2024	Spectrum Business	EFT-4/3/24-002	0157628032724	64400-010	Telephone	Internet	\$ 184.98
8	4/3/2024	Warren Averett Technology Group, LLC	EFT-4/3/24-003	74232	65310-010	Software Services	Office 365	\$ 515.20
9	4/10/2024	Jason Williams	EFT-4/10/24-001	40224	50700-010	Other Plant Expense	Grade II Test Reimbursement	\$ 69.00
10	4/10/2024	FIRST CHOICE COFFEE SERVICES	EFT-4/10/24-002	704342	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
11	4/10/2024	Flyers Energy, LLC	EFT-4/10/24-003	CFS-3796206	51500-010	Truck & Auto Expense	Fuels	\$ 711.28
12	4/10/2024	Frontier	EFT-4/10/24-004	40124	64400-010	Telephone	CoGen Monitoring Line	\$ 106.81
13	4/10/2024	Gardenville Water Company	EFT-4/10/24-005	3668	51400-010	Repairs & Maintenance	Construction Water	\$ 43.60
14	4/10/2024	HOME DEPOT CREDIT SERVICES	EFT-4/10/24-006	3614636	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 176.55
15	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0340	16400-010	Collection System Rehab	GRGID Interceptor Maintenance	\$ 1,692.50
16	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0342	71200-010	Engineering	Park Ranch	\$ 371.25
17	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0344	71200-010	Engineering	Muller Pkwy Plan Review	\$ 360.00
18	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0345	71200-010	Engineering	Stoneridge Plan Review	\$ 1,415.00
19	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0346	71200-010	Engineering	District Business	\$ 1,415.00
20	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0347	71200-010	Engineering	Line Maintenance	\$ 540.00
21	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0348	55100-010	Reservoir Repairs & Maintenance	Effluent	\$ 492.50
22	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0349	51400-010	Repairs & Maintenance	System Mapping	\$ 687.50
23	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0350	71200-010	Engineering	Virginia Ranch Plan Review	\$ 1,352.50
24	4/10/2024	RESOURCE CONCEPTS, INC.	EFT-4/10/24-007	24-0351	71200-010	Engineering	Monte Vista Plan Review	\$ 961.25
25	4/10/2024	SILVER STATE ANALYTICAL LABS, INC.	5633	RN312900	52400-010	Lab Testing	Lab Analysis	\$ 42.00
26	4/10/2024	SILVER STATE ANALYTICAL LABS, INC.	5633	RN313144	52400-010	Lab Testing	Lab Analysis	\$ 42.00
27	4/10/2024	TESCO CONTROLS, INC.	EFT-4/10/24-008	0082060-IN	50600-010	Repairs & Maintenance	Repairs and Maintenance SCADA	\$ 330.00
28	4/10/2024	TESCO CONTROLS, INC.	EFT-4/10/24-008	0082383-IN	50600-010	Repairs & Maintenance	Repairs and Maintenance SCADA	\$ 330.00
29	4/10/2024	Tractor Supply Credit Plan	EFT-4/10/24-009	100769046	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 47.99
30	4/10/2024	Velocity Truck Centers	5634	RA261034195	50600-010	Repairs & Maintenance	R&M Freightliner FL80 Truck	\$ 2,426.88
31	4/17/2024	BENTLY RANCH	5635	211348	50800-010	Sludge Removal	Biosolids	\$ 351.96
32	4/17/2024	BENTLY RANCH	5635	211432	50800-010	Sludge Removal	Biosolids	\$ 314.86
33	4/17/2024	DOUGLAS COUNTY VEHICLE MAINT	5636	041024VM	50600-010	Repairs & Maintenance	Vehicle Maintenance	\$ 694.59

CHECK REGISTER - GENERAL ACCOUNT

4/1/24 - 4/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
34	4/17/2024	E2C E Squared C Inc	5637	51437	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
35	4/17/2024	Jason Williams	EFT-4/17/24-001	41724	50700-010	Other Plant Expense	Grade II Certification	\$ 140.00
36	4/17/2024	LEAF	EFT-4/17/24-002	16322187	65300-010	Office Equipment/Hardware	Copier/Lease	\$ 489.84
37	4/17/2024	LR Apparel	5638	2781	50600-010	Repairs & Maintenance	Logo Vinyl Decals	\$ 385.56
38	4/17/2024	NV Energy	EFT-4/17/24-003	1790240410	50500-010	Utilities	NV Energy Treatment Plant	\$ 14,942.00
39	4/17/2024	NV Energy	EFT-4/17/24-004	800240410	55300-010	Reservoir & Pump Utilities	NV Energy Pump Station	\$ 34,643.92
40	4/17/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-4/17/24-005	1522	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 3,212.50
41	4/17/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-4/17/24-005	1524	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair and Mai	\$ 1,600.00
42	4/17/2024	SDBX STUDIO	5639	14166	71500-010	IT/Tech Professional Services	Web Development	\$ 400.00
43	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313243	52400-010	Lab Testing	Lab Analysis	\$ 63.00
44	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313298	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
45	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313299	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
46	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313214	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
47	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313417	52800-010	Pretreatment Testing	Sampling	\$ 2,275.00
48	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313467	52400-010	Lab Testing	Lab Analysis	\$ 43.00
49	4/17/2024	SILVER STATE ANALYTICAL LABS, INC.	5640	RN313557	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
50	4/17/2024	SNELL & WILMER, LLP	EFT-4/17/24-006	2862077	71100-010	Legal	Legal Services	\$ 1,950.00
51	4/17/2024	SOLENIS LLC	EFT-4/17/24-007	132600230	50400-010	Processing Chemicals	Polymer	\$ 17,404.20
52	4/17/2024	SOUTHWEST GAS CORP	EFT-4/17/24-008	240412	50500-010	Utilities	Southwest Gas	\$ 1,114.41
53	4/17/2024	Thatcher Company of Nevada, Inc.	EFT-4/17/24-009	2024400101551	50400-010	Processing Chemicals	Chemicals	\$ 5,546.21
54	4/17/2024	TOWN OF MINDEN	5641	40124	50500-010	Utilities	Water and Trash	\$ 914.90
55	4/17/2024	Warren Averett Technology Group, LLC	EFT-4/17/24-010	74478	65310-010	Software Services	Azure Usage	\$ 1,261.29
56	4/17/2024	WESTERN INDUSTRIAL PARTS, INC.	5642	2404-087177	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 427.08
57	4/23/2024	Nevada State Bank	EFT-4/23/24-001	AM031224	50700-010	Other Plant Expense	Phone Storage	\$ 4.97
58	4/23/2024	Nevada State Bank	EFT-4/23/24-001	AM032724	64330-010	Cleaning & Kitchen Supplies	Cleaning Supplies	\$ 125.11
59	4/23/2024	Nevada State Bank	EFT-4/23/24-001	CB030724	52300-010	Lab Supplies	Lab Supplies	\$ 198.27
60	4/23/2024	Nevada State Bank	EFT-4/23/24-001	CB030927	52300-010	Lab Supplies	Lab Supplies	\$ 10.22
61	4/23/2024	Nevada State Bank	EFT-4/23/24-001	EB031924	50700-010	Other Plant Expense	Boots	\$ 303.22
62	4/23/2024	Nevada State Bank	EFT-4/23/24-001	LG032824	64500-010	Postage	Postage	\$ 29.99
63	4/23/2024	Nevada State Bank	EFT-4/23/24-001	LG033124	64300-010	Office Supplies & Expense	Toner Cartridges	\$ 159.59
64	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ030524	50900-010	Operators Education/Training	NWEA Conference	\$ 64.20
65	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ030724	51500-010	Truck & Auto Expense	NWEA Conference	\$ 126.91
66	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ031124	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 31.50

CHECK REGISTER - GENERAL ACCOUNT
4/1/24 - 4/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
67	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ031924	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 21.41
68	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ031924-2	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 86.30
69	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ040124	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 73.45
70	4/23/2024	Nevada State Bank	EFT-4/23/24-001	AB032524	65100-010	Other Administration Expense	RCI Lunch Meeting	\$ 54.82
71	4/23/2024	Nevada State Bank	EFT-4/23/24-001	HM032424	65310-010	Software Services	Adobe	\$ 19.99
72	4/23/2024	Nevada State Bank	EFT-4/23/24-001	HM040124	64300-010	Office Supplies & Expense	Office Supplies - Toner	\$ 404.81
73	4/23/2024	Nevada State Bank	EFT-4/23/24-001	HM040124-2	64300-010	Office Supplies & Expense	Office Supplies	\$ 125.60
74	4/23/2024	Nevada State Bank	EFT-4/23/24-001	JK032024	65310-010	Software Services	Adobe	\$ 19.99
75	4/23/2024	Nevada State Bank	EFT-4/23/24-001	DK030624	50900-010	Operators Education/Training	NWEA Conference	\$ 60.04
76	4/23/2024	Nevada State Bank	EFT-4/23/24-001	NQ030724-2	51500-010	Truck & Auto Expense	Fuels	\$ 10.00
77	4/23/2024	Warren Averett Technology Group, LLC	ACH-4/23/24	PPAY-ACH-04-23	65310-010	Software Services	Aatrix Software - Prepay	\$ 560.70
78	4/24/2024	BENTLY RANCH	5650	211456 A	50800-010	Sludge Removal	Biosolids	\$ 392.42
79	4/24/2024	CAD PEST CONTROL SERVICES, INC	5651	82392 A	50600-010	Repairs & Maintenance	Pest Control	\$ 200.00
80	4/24/2024	Charter Communications	5652	218924901040124 A	64400-010	Telephone	Fiber COAX	\$ 699.00
81	4/24/2024	Schuetz Container Systems	5653	1180987012 A	50600-010	Repairs & Maintenance	Processing Fees - IBC's	\$ 1,730.40
82	4/24/2024	COGEN SERVICE	5654	6771 A	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,500.00
83	4/24/2024	SILVER STATE ANALYTICAL LABS, INC.	5655	RN313777 A	52400-010	Lab Testing	Lab Analysis	\$ 43.00
84	4/24/2024	SILVER STATE ANALYTICAL LABS, INC.	5655	RN313993 A	52400-010	Lab Testing	Lab Analysis	\$ 43.00
85	4/24/2024	Sierra Fire Protection, LLC	5656	DD13600 A	50300-010	Safety Equipment & Supplies	Fire Extinguisher Service	\$ 1,052.00
86	4/26/2024	Chevron and Texaco Business Card Services	EFT-4/26/24-001	95850463	51500-010	Truck & Auto Expense	Fuels	\$ 119.34
87	4/26/2024	Chevron and Texaco Business Card Services	EFT-4/26/24-001	96491022	51500-010	Truck & Auto Expense	Fuels	\$ 198.31
88	4/26/2024	Flyers Energy, LLC	EFT-4/26/24-002	CFS-3815742	51500-010	Truck & Auto Expense	Fuels	\$ 577.65
89	4/26/2024	Ring Central Inc	EFT-4/26/24-003	CD_000800152	64400-010	Telephone	March-April VOIP	\$ 328.29
90	4/26/2024	TESCO CONTROLS, INC.	EFT-4/26/24-004	0082678-IN	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,970.00
91	4/26/2024	Ubeo Business Services	EFT-4/26/24-005	4472382	64500-010	Postage	Mailing Statements	\$ 1,569.63
92	4/26/2024	Ubeo Business Services	EFT-4/26/24-005	4472382	64310-010	Statement Billing Supplies	Billing Statement Supplies	\$ 1,444.63
Total Amount of Checks (51 Checks)								\$ 128,741.31

Legend:

 Capital Expenses
 Breaker Failure Costs
 Co-Gen Expenses

CHECK REGISTER - PAYROLL ACCOUNT

4/1/24 - 4/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	4/3/2024	Public Employees Retirement System	EFT-4/3/24-001	P0324	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Mar-2024	\$ 47,016.35
2	4/9/2024	State Coll & Disb Unit - SCADU	EFT-4/9/24-001	36-041224	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
3	4/9/2024	Voya Financial	EFT-4/9/24-002	041224	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,785.00
4	4/12/2024	Wells Fargo 941	ACH041224-941	PR- 941 4/12/24	20300-010	Accrued Payroll Taxes	FED 941 4/12/2024 STAFF	\$ 6,478.54
5	4/12/2024	WF Used for Direct Deposit	ACH041224-DD	DD 4/12/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 4/12/2024 STAFF	\$ 39,144.31
6	4/15/2024	JD	EFT-4/15/24-001	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 343.27
7	4/15/2024	BF	EFT-4/15/24-002	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - BF	\$ 427.43
8	4/15/2024	JH	EFT-4/15/24-003	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
9	4/15/2024	TS	EFT-4/15/24-004	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 279.48
10	4/15/2024	SK	EFT-4/15/24-005	031524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 48.48
11	4/22/2024	Public Agency Compensation Trust	EFT-4/22/24-001	APR24-JUN24	50200-010	Payroll Taxes & Employee Benefits	Apr - Jun 2024 Workers Comp	\$ 7,613.00
12	4/26/2024	BenefitWallet SEC	EFT-4/26/24-001	HSA042624	50200-020	Medical Benefits	HSA - Contributions	\$ 2,724.96
13	4/26/2024	Colonial Life	EFT-4/26/24-002	50963180412438	50200-020	Medical Benefits	Voluntary Insurance	\$ 38.44
14	4/26/2024	HealthEquity - ACH	EFT-4/26/24-003	HSA032924-ADDL	50200-010	Payroll Taxes & Employee Benefits	Catch Up Mar Contribution	\$ 300.00
15	4/26/2024	HOMETOWN HEALTH	EFT-4/26/24-004	77101-035	80900-010	Retiree Health Insurance Premiums	May 2024 Health Insurance	\$ 1,274.51
16	4/26/2024	HOMETOWN HEALTH	EFT-4/26/24-004	77101-035	50200-020	Medical Benefits	May 2024 Health Insurance	\$ 18,559.67
17	4/26/2024	METLIFE - GROUP BENEFITS	EFT-4/26/24-005	041424	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
18	4/26/2024	METLIFE - GROUP BENEFITS	EFT-4/26/24-005	041424	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,417.26
19	4/26/2024	Nevada State Treasurer's Office	EFT-4/26/24-006	36-0424	50200-010	Payroll Taxes & Employee Benefits	CS Handling Fee - Monthly	\$ 4.00
20	4/26/2024	Public Employees Retirement System	EFT-4/26/24-007	P0424	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Apr-2024	\$ 31,778.04
21	4/26/2024	State Coll & Disb Unit - SCADU	EFT-4/26/24-008	36-042624	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
22	4/26/2024	VSP VISION CARE, INC (AT)	EFT-4/26/24-009	820269583	80900-010	Retiree Health Insurance Premiums	Vision Insurance - May 2024	\$ 91.44
23	4/26/2024	VSP VISION CARE, INC (AT)	EFT-4/26/24-009	820269583	50200-020	Medical Benefits	Vision Insurance - May 2024	\$ 170.66
24	4/26/2024	Voya Financial	EFT-4/26/24-010	042624	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,785.00
25	4/26/2024	Wells Fargo 941	ACH042624-941	PR-941 4/26/24	20300-010	Accrued Payroll Taxes	FED 941 4/26/2024 STAFF	\$ 6,498.58
26	4/26/2024	WF Used for Direct Deposit	ACH042624-DD	DD 4/26/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 4/26/2024 STAFF	\$ 39,231.88
27	4/30/2024	Wells Fargo 941	ACH043024-941	941 4/30/24 BOARD	20300-010	Accrued Payroll Taxes	FED 941 4/30/2024 BOARD	\$ 344.50
28	4/30/2024	WF Used for Direct Deposit	ACH043024-BRD	DD 4/30/24 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 4/30/2024 BOARD	\$ 1,730.00
29	4/30/2024	Barbara Smallwood	3485	PR 4/30/24 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	PR 4/30/2024 BOARD CHECK	\$ 492.75
Total Amount of Checks (25 Checks)								\$ 210,376.23

Agenda Item 3

District Manager's Report

Items in this Section Include:

- ✓ *June 2024 District Manager's Report*



**Minden Gardnerville Sanitation District
District Manager's Report
June 4, 2024**

CAPACITY ALLOCATIONS/PURCHASES:

- 9 EDU's sold

VENDORS AND CONTRACTS:

- None

WILL SERVES LETTERS ISSUED:

- None

STAFF/OFFICE ITEMS:

- None

MEETINGS ATTENDED AND SCHEDULED:

- 5/8 GIS Meeting with ProWest
- 5/15 GIS Meeting with ProWest, Douglas County, and RCI
- 5/21 Meeting with NDEP/SFR and RCI for Pineview Estates Project
- 5/22 Meeting with NDOT and RCI
- 5/23 Field meet with NDOT and SNC
- 5/23 Field meet with Q&D and camera crew
- 5/28 Meeting with RCI regarding Pineview Contract

PROJECTS IN THE DISTRICT:

- Heybourne Meadows (Phase V & VI) is currently under construction.

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Q&D to line sewer main crossing 395 in Gardnerville paving corridor
- Teacup in GRIT dewatering is under repair
- New flow meter to be installed NPW building
- Parking lot maintenance completed May 31st

OTHER:

- None

Respectfully submitted,

Peter V. Baratti, District Manager

Agenda Item 6

Meeting Minutes

Items in this Section Include:

- ✓ *May 7, 2024 Regular Meeting Minutes*
- ✓ *May 29, 2024 Special Meeting Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, May 7, 2024
6:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condron
Chris Shorten
Ray Wilson
Ted Thran

Board Members Absent:

None

Staff Members Present:

Peter Baratti
Cliff Simpson
Bill Peterson
Presley Cochran
Haley Mosegard
Jessica Kneefel

Staff Members Absent:

April Burchett
LaVonne Ghanavati
Bruce Scott

Others Present: Michele Wagner, Dan Griffith, 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. District Manager's Report: Peter Baratti reported that the District is in the process of having the parking lot repaired and there have been several other standard repairs and maintenance projects throughout the plant.

4. Chairman's Comment: Barbara Smallwood welcomed Michele Wagner and Dan Griffith.

5. Claims Review and Approval: Ray Wilson asked about the CoGen. Peter explained that the CoGen system's telemetry is tied into the District's breaker. When the breaker and switchgear exploded in February 2023, the District has been using a temporary breaker and switchgear which will not support the CoGen system's energy requirements. As a result, the District will continue to accrue large utility bills while the CoGen is out of service.

Trustee Shorten asked if the funds in the LGIP account are sufficient to cover the ARRA loan repayment. Peter said the District is in the final stretch of paying off the ARRA loan (the District is unable to pay the loan off early per the Nevada Department of Environmental Protection) and the District is able to add funds to the account if needed.

Motion: To approve the claims received for March 2024 in the amount of \$87,512.93 and the payroll-related expenses paid during March 2024 in the amount of \$169,251.77

Made by: Chris Shorten

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

6. Minutes of April 2nd, 2024 Regular Board Meeting and April 10th, 2024 Special Board Meeting: Barbara Smallwood commented that for the April 2nd meeting, she did ask Peter if he had been properly noticed per NRS for his annual review, and staff replied that they will correct the minutes accordingly.



Motion: To approve the minutes of the April 2nd Regular Board Meeting with the noted corrections.

Made by: Sondra Condron

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson

Nays: None

Abstain: Thran

Absent: None

There were no comments or discussion regarding the April 10th Special Board Meeting.

Motion: To approve the minutes of the April 10th Special Board Meeting.

Made by: Ray Wilson

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Wilson

Nays: None

Abstain: None

Absent: Thran, Shorten

7. Board Policy Manual: Barbara Smallwood thanked the staff for their work on the Policy Manual.

8. April Burchett Retirement: Discussion followed regarding locations for April's retirement luncheon.

9. Attorney-Client Conference: Bill Peterson said he had nothing new to report at this time. Peter commented that he spoke to Bill regarding the sale of the old camera equipment to Indian Hills GID.

10. Engineer's Report: Presley Cochran reported that she met with Peter last week to catch up with ongoing projects, and briefed the Board on the NDOT portion on Ironwood was supposed to happen recently but is now scheduled for 2027 which would put the District's rehabilitations on hold. They will meet with NDOT later this month to discuss next steps. Discussion followed regarding future GIS projects.

11. Controller's Report: LaVonne Ghanavati was absent from the meeting.

12. Administrative Report by Staff: Discussion followed regarding archived sewer permits from the 1960's.

13. Board Comment: The Board confirmed the date for the Final Budget Hearing.

14. Public Comment: There was no public comment.

15. Meeting adjourned 6:53 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____

Ted Thran, District Secretary



Board of Trustees
Minutes of Special Meeting
Wednesday, May 29, 2024
12:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condron
Chris Shorten
Ray Wilson

Board Members Absent:

Ted Thran

Staff Members Present:

Peter Baratti
LaVonne Ghanavati
April Burchett
Haley Mosegard
Jessica Kneefel

Staff Members Absent:

Bill Peterson
Presley Cochran
Bruce Scott
Cliff Simpson

Others Present: Michele Wagner

1. Meeting called to order at 12:00 p.m. by Barbara Smallwood, Chairman.

2. Public Comment: There was no public comment.

3. Minden-Gardnerville Sanitation District Budget for FY 2024-2025: Peter reported that the Department of Taxation was pleased with the tentative budget, and it was approved. There were no changes made from the last time the Board met to review the tentative budget.

Motion: To adopt the final budget for FY 24-25 with a tax rate of 0.1224%

Made by: Sondra Condron

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson

Nays: None

Abstain: None

Absent: Thran

4. Administrative Staff Comment: April Burchett discussed speaking with Bill Peterson regarding the use of the Washoe Tribe's deposit for the legal fees that the District has accrued over the last 10 years. The legal fees are a result of the easement that the tribe agreed to grant to MGSD. The Board agreed.

5. Board Comment: Barbara Smallwood commented that Mike Henningsen has resigned from the Gardnerville Town Board due to his health issues.

6. Public Comment: Peter Baratti stated that the office will be closed on Friday, May 31st while the pavement is repaired.

7. Meeting adjourned 12:27 p.m.

Approved by the Board of Trustees as presented on:

By _____
Ted Thran, District Secretary

Date _____

Agenda Item 7

HDR Concrete Rehabilitation Project

Items in this Section Include:

- ✓ *Agreement between Minden-Gardnerville Sanitation District and HDR Engineering Inc for Professional Services*

AGREEMENT

BETWEEN

MINDEN-GARDNERVILLE SANITATION DISTRICT

AND

HDR ENGINEERING INC.

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

CONCRETE/FERROUS METAL REHABILITATION

THIS AGREEMENT is made this _____ day of _____, 2024, between the OWNER, Minden-Gardnerville Sanitation District, with principal offices at 1790 Highway 395, North of Minden, P.O. Box 568, Minden, Nevada, 89423, and HDR ENGINEERING, INC., with principal offices at 2365 Iron Point Road, Suite 300, Folsom, California, 95630, hereinafter referred to as "ENGINEER".

OWNER intends to modify and rehabilitate in the wastewater treatment plant in the following areas: Primary Clarifier #1, Primary Clarifier #2 and #3, Secondary Clarifier #1, Secondary Clarifier #2 and #3, and Trickling Filter Wet Well, hereinafter called the "PROJECT".

OWNER and ENGINEER in consideration of their mutual covenants herein agree in respect of the performance of professional services by ENGINEER and the payment for those services by OWNER as set forth below.

SECTION 1 - BASIC SERVICES

1.1 General

ENGINEER shall provide for OWNER professional services in phases of the PROJECT to which this Agreement applies as hereinafter provided. These services will include serving as OWNER's professional engineering representative for the PROJECT, providing professional engineering consultation and advice and furnishing civil, structural, and mechanical engineering services and related architectural/engineering services incidental thereto.

1.2 Final Design Phase

After written authorization to proceed with the Final Design Phase, ENGINEER shall:

- 1.2.1 On the basis of the accepted "Draft Condition Assessment Technical Memorandum, Minden-Gardnerville Sanitation District, Clarifier Condition Assessment" dated December 21, 2023, prepare for incorporation in the Contract Documents final drawings to show

extent, and character of the work to be furnished and performed by Contractor, hereinafter called Drawings and Specifications. Said Specifications will be prepared in conformance with the 16 division format of the Construction Specifications Institute. Drawings and specifications will be provided at the 50% and 90% design stage.

- 1.2.2 Advise OWNER of adjustments to the latest Opinion of Probable Construction Costs caused by changes in general scope, extent, or character or design requirements of the PROJECT or Construction Costs. Furnish to OWNER a revised Opinion of Probable Construction Costs based on the Drawings and Specifications.
- 1.2.3 Prepare for review and approval by OWNER, its legal counsel and other advisors contract agreement forms, general conditions, and supplementary conditions, proposal forms, invitations to bid and instructions to bidders.
- 1.2.4 Furnish five (5) copies of the above documents and of the Drawings and Specifications and present for review by the OWNER. Receive comments from the OWNER and modify the Drawings and Specifications and produce final Drawings and Specifications.
- 1.2.5 Attend up to two review meetings at the OWNER's office or via Microsoft Teams conference call to discuss comments on the 50% and 90% design submittals.

SECTION 2 - ADDITIONAL SERVICES

2.1. General

Additional Services are not included in the Basic Services. They shall be provided if authorized or confirmed in writing by the OWNER, and shall be paid for by the OWNER as provided in this Agreement, in addition to compensation for Basic Services.

SECTION 3 - OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of ENGINEER.

- 3.1. Designate in writing a person to act as OWNER's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to ENGINEER's services for the PROJECT.

- 3.2. Provide criteria and full information as to OWNER's requirements for the PROJECT, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and budgetary limitations, and information requested in the initial Request for Information (RFI). Furnish copies of design and construction standards that OWNER will require to be included in the Drawings and Specifications.

Provide within thirty (30) days after authorization to proceed, specific OWNER furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the PROJECT. The OWNER agrees to bear total responsibility for technical accuracy and content of OWNER furnished documents.

- 3.3. Assist ENGINEER by placing at his/her disposal available information pertinent to the PROJECT, including previous reports and other data relative to PROJECT.

- 3.4. Arrange for access to and make provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services under this Agreement.

- 3.5. Examine studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants as OWNER deems appropriate for such examination

and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.

- 3.6. Furnish approvals and permits from governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- 3.7. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the PROJECT, such legal services as OWNER may require or ENGINEER may reasonably request with regard to legal issues pertaining to the PROJECT.
- 3.8. Give prompt written notice to ENGINEER whenever OWNER observes or otherwise becomes aware of development that affects the scope or timing of ENGINEER's services.
- 3.9. Contractor will provide an Interruption of Service Plan to that recommends sequencing of the clarifiers as they are taken off line that minimizes impacts to the processes. Contractor will provide coordination between OWNER and ENGINEER of the Interruption of Service Plan to meet treatment protocols and effluent standards.
- 3.10. Provide access ladders, tripods, two-way radios, and necessary fall protection equipment.

SECTION 4 - PERIODS OF SERVICE

4.1. General

The provisions of this Section 4 and the various rates of compensation for ENGINEER's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the PROJECT through completion of the Work. ENGINEER's obligation to

render services hereunder will extend for a period that may reasonably be required for the PROJECT services including extra work and required extensions thereto. If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided and if such dates are exceeded through no fault of ENGINEER, rates, measures and amounts of compensation provided herein shall be subject to equitable adjustment.

- 4.2. ENGINEER's services under the Project shall each be considered finished at the earlier of (1) the date when the submissions for that phase have been accepted by OWNER or (2) thirty days after the date when such submissions are delivered to OWNER for final acceptance, plus in each case such additional time as may be considered for obtaining approval of governmental authorities having jurisdiction to acclaim the design of the PROJECT.
- 4.3. If OWNER has requested significant modifications or changes in the general scope, extent or character of the PROJECT, the time of performance of a 6-month interval of ENGINEER's services and ENGINEER's compensation shall be adjusted equitably.
- 4.4. If OWNER fails to give prompt written authorization to proceed with phase of service within a reasonable period of time after completion of the immediately preceding phase, ENGINEER may, after giving seven (7) days' written notice to OWNER, suspend services under this Agreement.
- 4.5. If ENGINEER's services for the PROJECT are delayed or suspended in whole or in part by OWNER for more than ninety (90) days for reasons beyond ENGINEER's control, Engineer shall on written demand to OWNER (but without termination of this Agreement) be paid as provided in paragraph 5.3.1.
- 4.6. It is assumed the final design phase will be completed in 2025.

SECTION 5 - ENGINEER'S COMPENSATION

5.1. Methods of Payment for Services and Expenses

5.1.1 Payment for services performed by the ENGINEER shall be as set forth in this section and shall be considered as full compensation for personnel, consultants, subcontractors, materials, supplies, services and equipment used in carrying out the work described by this Agreement.

5.1.2. Compensation for those services defined in Section 1 shall be on a lump sum basis as follows:

Section	Work Item	Lump Sum Cost
1.2	Final Design Phase	\$146,817

5.2. Intervals of Payments

5.2.1. Payments shall be made once a month. ENGINEER's statements will be submitted once a month and will be based upon percentage of the project completed at the time of billing. OWNER shall make prompt payments in response to ENGINEER's statements within thirty (30) days of each statement.

5.3 Other Provisions Concerning Payments

5.3.1. If the PROJECT is suspended or abandoned in whole or in part for more than three (3) months, ENGINEER shall be compensated for services performed prior to receipt of written notice from the OWNER of such suspension or abandonment, together with Reimbursable Expenses then due. If the PROJECT is resumed after being suspended for more than three (3) months, ENGINEER's compensation shall be equitably adjusted.

SECTION 6 - PAYMENT ADDRESS

- 6.1. Payments due the ENGINEER shall be paid to HDR Engineering, Inc. P. O. Box 3443, Omaha, NE 68181, unless the OWNER is otherwise notified in writing.

SECTION 7 - STANDARD OF CARE

- 7.1. The ENGINEER represents that it is trained, licensed, experienced and competent to perform work and services specified herein, and that such work and services shall be performed (whether by ENGINEER or designated subcontractors) in accordance with generally accepted engineering practices.

SECTION 8 - CONSTRUCTION COST AND OPINIONS OF COST

8.1. Construction Cost

The construction cost of the entire PROJECT (herein referred to as "Construction Cost") means the total cost to OWNER of those portions of the entire PROJECT designed and specified by ENGINEER, but it will not include ENGINEER's compensation and expenses, the cost of land, rights-of-way, or compensation for, or damages to, properties unless this Agreement so specifies, nor will it include OWNER's legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with the PROJECT or the cost of other services to be provided by others to OWNER.

8.2. Engineer's Opinions of Probable Construction Cost

Since ENGINEER has no authority over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER's Opinions of Probable Construction Cost provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's judgment performed in a manner consistent with that level of care and skill ordinarily exercised by

other professional consultants under similar circumstances who are familiar with the construction industry; but ENGINEER cannot and does not guarantee that proposals or actual Total PROJECT for Construction Costs will not vary from Opinions of Probable Construction Cost prepared by ENGINEER. If, prior to the Bidding, OWNER wishes greater assurance as to Total PROJECT or Construction Costs, OWNER shall employ an independent cost estimator.

SECTION 9 - GENERAL CONSIDERATIONS

9.1. Termination

The obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

9.2. Reuse of Documents

The documents including drawings and specifications prepared or furnished by ENGINEER pursuant to this Agreement are instruments of service in respect of the PROJECT, and ENGINEER shall retain an ownership and property interest therein whether or not the PROJECT is completed. OWNER may make and retain copies for information and reference in connection with the use and occupancy of the PROJECT by OWNER and others; however, such documents are not intended or represented to be advisable for reuse by OWNER or others on extensions of the PROJECT or on other PROJECTS. Reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER shall indemnify and hold harmless ENGINEER from claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9.3. Insurance

The ENGINEER shall, at its expense, maintain in effect at times during the duration of this Agreement not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the OWNER, said insurance to be maintained for a period of two (2) years after final acceptance of the ENGINEER's work.

9.3.1. Worker's Compensation

Such insurance as will protect ENGINEER from claims under Worker's Compensation and Employer's Liability Acts; such insurance to be maintained as to type and amount in strict compliance with state and federal statutes.

9.3.2. Comprehensive General and Automobile Liability, Property Damage and Personal Injury

Such comprehensive general and automobile liability insurance as shall protect the OWNER, its officers, agents, and employees and the ENGINEER from claims which may arise from the ENGINEER's operations under this Agreement, whether such operations be by the ENGINEER or by its employees, subcontractors, consultant, agents, or anyone directly or indirectly by not be limited to protection against claims arising from bodily or personal injury or damage to property resulting from operations, equipment, or products of the ENGINEER or by its employees, subcontractors, consultants, or anyone directly or indirectly employed by the foregoing. The amount of insurance shall be not less than \$1 million single limit coverage applying to bodily and personal injury and property damage, or a combination of both.

Such insurance shall include a provision or endorsement naming the OWNER, its officers, employees, and agents, as additional insured with respect to liability arising out of the performance of work under this Agreement, and providing that such insurance is primary insurance with respect to the interests of the OWNER and that other insurance maintained by the OWNER is excess and not an alternative source or contributing insurance with the insurance required hereunder.

9.3.3. Professional Liability

ENGINEER shall maintain professional liability insurance for protection against claims arising out of performance of services under this Agreement caused by negligent errors, acts, or omissions for which ENGINEER is legally liable. The insurance shall not be less than \$1,000,000 per claim/annual aggregate.

Owner and Engineer have evaluated the risks and rewards associated with this project, including contractor's fee relative to the risks assumed, and agree to allocate certain of the risks, so, to the fullest extent permitted by law, the total aggregate liability of engineer (and its related corporations, subcontractors and employees) to Owner and third parties granted reliance is limited to the lesser of \$1,000,000 or its fee, for any and all injuries, damages, claims, losses, or expenses (including attorney and expert fees and court costs) arising out of Engineer's services or this Agreement regardless of cause(s) or the theory of liability, including, without limitation, negligence, indemnity, strict liability, breach of contract, tort or other recovery.

9.3.4. Certificates of Insurance

Promptly upon execution of this Agreement and prior to commencement of work, the ENGINEER shall provide the Owner with certificates of insurance to which shall be attached certified copies of policies required by Paragraphs A, B, and C of this article. Approval of the insurance by the OWNER shall not relieve or decrease the liability of the ENGINEER. The certificates and policies shall provide that thirty (30) days written notice of cancellation of the insurance policies will be provided to the OWNER.

9.4. Controlling Law

This Agreement is to be governed by the laws of the State of Nevada.

9.5. Attorney's Fees and Costs

If action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to other relief to which such party may be entitled. As used in this provision, a party shall be deemed to prevail only if they recover an amount in excess of an offer in compromise filed in the action pursuant to the provisions of Nevada Rules of Civil Procedure, Section 68. Award of Attorneys' fees pursuant to this provision shall be based only on the amount recovered in excess of the offer in compromise.

9.6. Interest of Engineer

ENGINEER hereby covenants that he has, at the time of the execution of this Agreement, no interest, and that he shall not acquire interest in the future, including indirect, which would conflict in manner or degree with the performance of services required to be performed pursuant to this Agreement. ENGINEER further covenants that in the performance of this work, no person having such interest shall be employed.

9.7. Notices

Notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited with a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party:

Mr. Peter Baratti
Minden-Gardnerville Sanitation District
1790 Highway 395, North of Minden
P.O. Box 568
Minden, NV 89423

Mr. Craig Olson
HDR Engineering, Inc.
2365 Iron Point Road, Suite 300
Folsom, CA 95630

9.8. Successors and Assigns

The OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to covenants of this Agreement. Neither the OWNER nor ENGINEER shall assign, sublet or transfer interest in this Agreement without the written consent of the other.

9.9. Equal Employment and Non-Discrimination

In connection with the work under this Agreement, ENGINEER agrees to comply with the applicable provisions of State and Federal Equal Opportunity statues and regulations.

9.10. Indemnification

9.10.1. ENGINEER hereby states, and the OWNER acknowledges, that neither ENGINEER nor ENGINEER's consultants have professional liability (errors and omissions) or other insurance, and is unable to reasonably obtain such insurance, for claims or claims expenses arising out of the performance of or failure to perform professional services related to the investigation, detection, abatement, replacement or removal of parts, materials or processes containing asbestos or relating to the actual, alleged or threatened discharge, dispersal, release or escape of pollutants (defined herein as solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste). Accordingly, OWNER hereby agrees to bring no claim for negligence, breach of contract, indemnity or otherwise against ENGINEER, its principals, employees, agents and consultants if such claim in way would relate to asbestos or pollutants in the PROJECT, provided such claim does not relate to work, service or scope of work to be performed by ENGINEER under this contract. OWNER further agrees to the fullest extent permitted by law to defend, indemnify and hold harmless ENGINEER, its principals, employees, agents and consultants from and against claims, damages, losses

and expenses, including indirect, or consequential damages, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from claim or claims against ENGINEER brought by third parties which does not or do not arise from ENGINEER's services or work, or scope of work related to asbestos and/or pollutant activities.

9.10.2. The ENGINEER hereby agrees to protect defend, indemnify and hold OWNER harmless from claims to the extent arising from negligent errors, acts or omissions of the ENGINEER in the performance of professional services under this Agreement.

SECTION 10 - SCOPE OF WORK

ENGINEER shall be an independent contractor in performing the services set forth in this Agreement.

10.1. Changes in the Scope of Work

If ENGINEER shall determine that a change in the scope of work is necessary or desirable, a written order bearing the heading "Change Order" shall be issued by OWNER which shall set forth in reasonable detail the nature of the said change in the scope of work and the effects, on the Target Project Costs and the Original Project Schedule.

If ENGINEER shall believe a change in the scope of work to be necessary and desirable, ENGINEER shall request the issuance of a Change Order as described above.

No change in the scope of work shall be authorized without a duly issued Change Order.

10.2. Accounting and Payment Procedures

Not less than fifteen (15) days prior to the first day of each calendar month during the period of performance of this Contract, ENGINEER shall submit to OWNER an estimate of funds required for such month.

10.3. Audit

Correspondence, records, vouchers and books of account of ENGINEER as they pertain to this Contract shall be open at reasonable times for inspection, copying and audit by OWNER or its authorized agents or representatives.

10.4. Personnel and Standard of Care

ENGINEER shall at times assign qualified, competent, and experienced personnel to work on the services to be furnished pursuant to this Contract. ENGINEER shall perform the Design Services in accordance with the recognized professional engineering standards practicing at the same time and locality under similar circumstances.

10.5. Patent Indemnity

ENGINEER shall hold harmless and indemnify OWNER from and against claims, proceedings, damages, costs, charges and expenses (including attorneys' fees) arising out of claim against OWNER based on an alleged infringement by OWNER of patent rights, trademark, or name or other protected rights in respect of the Design Services furnished by ENGINEER hereunder.

In the event OWNER receives notice of such claim of alleged infringement, OWNER shall so inform ENGINEER and ENGINEER shall at its option and at its expense either:

- a. Pay such royalties, rent, settlement fees or other compensation as required to allow the use by OWNER of the facility; or,
- b. Amend or modify the facility so as to terminate such infringement and provide alternative means satisfactory to owner of achieving the same objective, without additional charge, cost or expense to OWNER.

10.6. Assignment and Delegation

ENGINEER shall not delegate its duties under this Contract without the prior written consent of OWNER. In the event of such delegation or assignment by OWNER of portion of this Contract the provision of this Contract shall be applicable thereto and to assignee and delegee.

10.7. Entire Contract

This Contract represents to the entire Agreement between the parties hereto and supersedes prior representations and agreements, whether written or oral, with respect to the services to be provided hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

EXECUTION

MINDEN-GARDNERVILLE SANITATION DISTRICT

By: _____

Name: Barbara Smallwood
Title: Chairman, Board of Directors
Address: P.O. Box 568
Minden, NV 89423
Phone: (775) 782-3546

Witness:

HDR ENGINEERING, INC.

By:  _____

Name: Holly L.L. Kennedy
Title: Senior Vice President
Address: 2365 Iron Point Road, Suite 300
Folsom, CA 95630
Phone: (916) 817-4700

Agenda Item 8

Warren Reed Plant Insurance

Items in this Section Include:

- ✓ *Plant insurance package through Nevada Public Agency Insurance Pool for FY 2024-2025*

WARREN REED INSURANCE

Insurance Renewal for Minden-Gardnerville Sanitation District



**Presented By:
Alan Reed**

**1521 HIGHWAY 395, NORTH
GARDNERVILLE, NV 89410**

PHONE (775) 782-2277 ~ FAX (775) 782-8923

1521 Hwy 395 North
 Gardnerville, NV 89410
 (775) 782-2277
 Fax: (775) 782-7387 or (775) 782-8923



Partners in Education

Warren Reed Insurance, as well as the Reed family foundation are heavily involved in the education of our youth.

In 1999, the Warren & Ethyln Reed – Carson Valley Lions Scholarship Foundation was formed by Alan Reed. The tax exempt foundation was set up according to the laws governing same by the Internal Revenue Service.

It was Warren Reed’s ambition to be able to provide scholarships to students of single parents who have a true financial need for assistance. The scholarship is open to students who live in single parent households. Students from Smith Valley, Coleville, Whittell and Douglas High Schools are eligible to apply for a scholarship of \$2,000 annually.

Warren Reed had a long record of public service to the Carson Valley Lions Club, and the award aptly names his affiliation with same.

Scholarship winners to date are:

<u>1999</u> Jeana Valenzuela Jamie Bratton Rebecca Groves	<u>2000</u> Nikki Leeper	<u>2001</u> Derick E. Schulz Kelly L. Henderson Victoria Brinkerhoff	<u>2002</u> Jaime Yered Allison Walling
<u>2003</u> Erin Zelenski Daniel Wines Bethany Teveldahl	<u>2004</u> Dustin Cooper Amanda Hallstein Sho Kashiman	<u>2005</u> Anna Arana Courtney Kemp Ariana Rodriguez	<u>2006</u> Courtney Zaninovich Cristna Milner Rachael McElhiney
<u>2007</u> Amanda Edmonson Bryce Rafferty Shauna Johnson	<u>2008</u> Brittany Faller-Stimpston Lourdes Zuniga Amanda McComb	<u>2009</u> Brittany Boyd Savannah Nash	<u>2010</u> Jacquelyn Edwardson Elizabeth Sims
<u>2012</u> Shannon Dugan	<u>2013</u> Serena Gafford	<u>2014</u> Kendall Ferris	<u>2015</u> Max Primo
<u>2016</u> Shaena Robinson	<u>2017</u> Jarod Pieller	<u>2018</u> Nicholaus Buchholz	<u>2019</u> Alexandra Gaiser
<u>2020</u> DiDiAlice Coker Grace Green Bayla Fitzpatrick Delta Waldberger	<u>2021</u> Sarah Burt Jack Forvilly Cameron Peterson	<u>2022</u> Zoey Quinn Ashanti Gutierrez	<u>2023</u> Jade Paine Jade Paine Sara Hurford Kylie Martin Hailey Peterson
<u>2024</u> Dexter Mathers Harley Smith			

1521 Hwy 395 North
Gardnerville, NV 89410
(775) 782-2277
Fax: (775) 782-7387 or (775) 782-8923

WARREN REED
INSURANCE • SINCE 1947

Spotlight- Shining the light on a 20 year relationship with London. With longevity comes strength and unity. 2024-25 marks POOL's 20th year placing property coverage in the London market. The result has been a very beneficial long term relationship for the POOL. The net result...best ever terms for POOL members. Given the longevity, claims history and stability, our rate of increases have been less than those provided for other pools and, far less than what the general insurance market is quoting. The London market lauded the Nevada Public Insurance Agency POOL for their approach to risk management and cost containment.



Membership Report

There are 141 public entities within the Nevada Public Agency Insurance Pool. The membership can be described as consistently stable. **The POOL now insures almost 100% of the eligible public entities in Nevada. Forty five members have voting rights.**

Your current membership looks like this:

13 Counties
12 Cities
5 Towns

15 School Districts
8 Fire Districts
88 Special Districts

Carrier Spotlight-Government Entities Mutual-GEM was formed in 2003 and is currently owned by twenty one public entity pools from sixteen states, including the Nevada Public Agency Insurance Pool (POOL). They are a pool of pools. They also participate in POOL's coverage layers.

Financial statements are available to any interested party. In short, the member owned entities continue to grow in key areas including net assets (over \$200,000,000). As both POOL and PACT are quasi-public entities, their investments track those of governmental/municipal organizations. Both organizations received clean opinions from the independent auditor.

Current Market Conditions

The following observations were recently offered by POOL's Executive Director, Wayne Carlson:

- Property market conditions improved such that property rates flattened after several years of rate increases due to catastrophe losses worldwide impacting all reinsurers such as East Coast hurricanes, West Coast flooding (after wildfires) and earthquake.
- Appraised property valuations are up about 8% due to inflation and new locations
- Liability increases continue this year; especially for law enforcement liability due to national trends, CRL experience and our own adverse loss experience.
- Cyber Liability reinsurance terms and limits including the pool-wide shared aggregate limit remain unchanged even though business email compromise claims increased this year.

Cyber Insurance

The subject of cyber has to stay front and center for POOL and it's membership.

There has been no secret to the events that have happened within the cyber world. Breach costs remain the highest in the United States, where the average cost of a breach is around \$10,000,000. The standard markets continue to reduce limits and increase retentions.

Cyber incidents continue to grow rapidly amid a proliferation of ransomware attacks. Ransomware attacks have become the most common type of malicious software. They infiltrate computers and lock them down until a ransom is paid. The frequency, severity, and sophistication of ransomware attacks in the U.S. has skyrocketed. In 2021 there were 420 million ransomware attacks... up 98% from the previous year.

Accountability and Peer Review

Both POOL and PACT belong to AGRiP, the Association of Governmental and Risk Pools. AGRiP is a conglomerate of about 600 governmental insurance pools in the U.S.. POOL and PACT have consistently (since 1996 and 1993) received awards from AGRiP's Recognition Program. That status is achieved upon completion of rigorous examinations and a compliance process administered under AGRiP's Advisory Standards for Public Entity Risks and Employee Benefit Pools. This comprehensive process includes an in depth analysis of practices, procedures, claims and a financial review, as well.

Grant Program

The grant for Human Resource services was approved for a 5-year period (beginning in 2020) at a total cost of \$6,890,834. This reflected a 4% increase in 2021 and 3% annually thereafter. POOL/PACT continues to promote their grant program with the express purpose of providing financial assistance to those members wishing to improve risk management and ultimately reduce their exposure to loss. Equipment replacement projects, cyber security software, security enhancements, parks and playground equipment, as well as fire protection upgrades are high on many public entities wish lists. Some grants were/are over \$50,000. Members use these grants to reduce their own costs that are associated with risk management. There are a variety of applications reviewed on a regular basis. Members are encouraged to take advantage of this service. Grant awards can be provided for a number of safety items (i.e. fire alarm equipment, video security, and dispatch equipment) as well as cost reimbursements for risk management conferences. As well, awards are available under the POOL's Enterprise Risk Management Excellence Program.

The Employee Assistance Program

The Employee Assistance Program (or EAP) through KEPRO continues to be utilized. The most widely assessed problems include Emotional Well Being, Work Life and Relationships. For those looking at legal consultations Family Law, Divorce, Separation, Elder Law, Probate and Estates are some of the most looked at topics. More employees are accessing online according to the utilization data. KEPRO is also emphasizing the promotion and availability of teletherapy and telehealth.

POOL/PACT offers to all member employees and their dependents a confidential program to address and resolve personal and workplace challenges. Services are offered live and online. 14,000 employees have access to this program. Hundreds of public entity employees seek assistance each year. Of those seeking help, about 15% are dependents.

Program Cost Summary

The program cost is outlined on the 8th page of the Member Coverage Summary which, is located in the next section. Please refer to the “Nevada Public Agency Insurance POOL coverage Summary” page. The “Program Cost Comparison” outlines the cost for 2024. You will also see the program costs for 2023. Please note the key exposures chart, which show year over year changes in payroll, total values and auto count, etc. The program costs are also influenced by new exposures (i.e. buildings, vehicles and equipment). Each member has the opportunity to review their program and determine if viable options are available. (It should be noted the program cost includes the insurance plan, as well as the programs and services).

In addition to the factors listed above, the following talking points should be mentioned:

- Property values (adjusted for inflation) have stabilized at a 4% increase this year (compared to an 11% change in 2023).
- Reinsurance rates have also settled down (just 1% higher this year for POOL members)
- Many members have made and continue to undertake capital improvement projects that also increase TIV (Total Insured Values) schedules.
- Liability reinsurers continue to have challenges with sexual abuse, molestation and law enforcement claims.
- Social inflation and median settlement increases continue to increase the cost of claims.

2024 Overall Exposure Data for POOL

		% change us 2023
Property TIV	\$7,589,169,361	7.79%
Other Property TIV (equipment, autos)	\$6,874,171,051	8.19%
Payroll	\$831,132,505	5.31%
Number of Employees	13,994	2.46%
Law Enforcement Officers	743	2.63%
Number of Autos	6,064	8.67%
Schools- Average Daily Attendance	45,886	-1.07%



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NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER COVERAGE SUMMARY

Prepared For:
Minden Gardnerville Sanitation District

Prepared By:
Warren Reed Insurance

**THANK YOU FOR
YOUR
MEMBERSHIP!**

This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form and Cyber Risk Coverage Form edition July 1, 2024.



NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

RENEWAL PROPOSAL	COVERAGE PERIOD	NAMED ASSURED	MAINTENANCE DEDUCTIBLE
	07/01/2024 – 07/01/2025 Standard Time	Minden Gardnerville Sanitation District	\$5,000

Property Coverage

Coverage	Limit per Loss	
Property	\$300,000,000	Per Schedule of Locations

The following sub-limits apply to Section V. C. Extensions of Property Coverage:

Accounts Receivable	\$5,000,000 per loss
Arson Reward	10% up to \$25,000 per loss
Debris Removal - Mold/ Asbestos	\$100,000
Earthquake	\$150,000,000 aggregate
Flood	\$150,000,000 aggregate \$25,000,000 aggregate - Flood Zone A
Equipment Breakdown	\$100,000,000 per loss
<ul style="list-style-type: none"> • Loss of Income & Extra Expense 	included
<ul style="list-style-type: none"> • Hazardous Substance Coverage 	\$250,000 per loss
<ul style="list-style-type: none"> • Spoilage Coverage 	\$250,000 per loss
<ul style="list-style-type: none"> • Data Restoration 	\$100,000 per loss
<ul style="list-style-type: none"> • Electrical Risk Improvements 	\$10,000
Expediting Expenses	\$25,000 per loss
Unintentional Errors and Omissions	\$5,000,000 per loss
Money and Securities	\$500,000 per loss
Ordinance or Law – LEED Building	\$500,000
Agreed Value Vehicles	Per Attachment D, if applicable

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NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

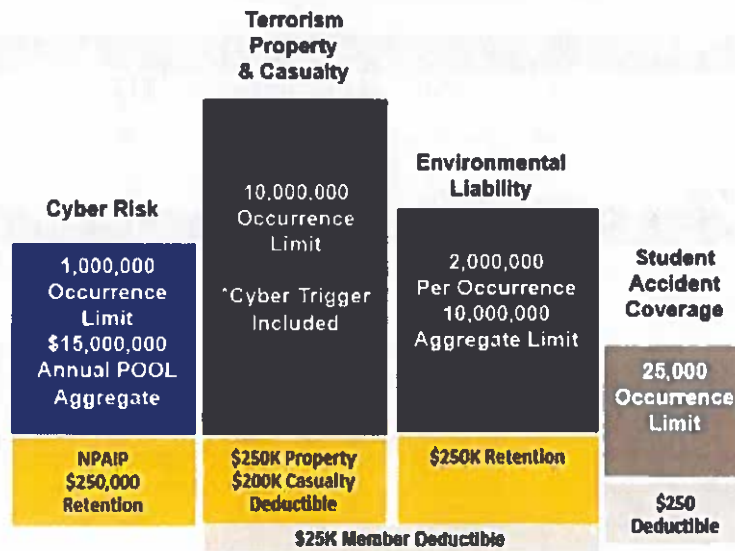
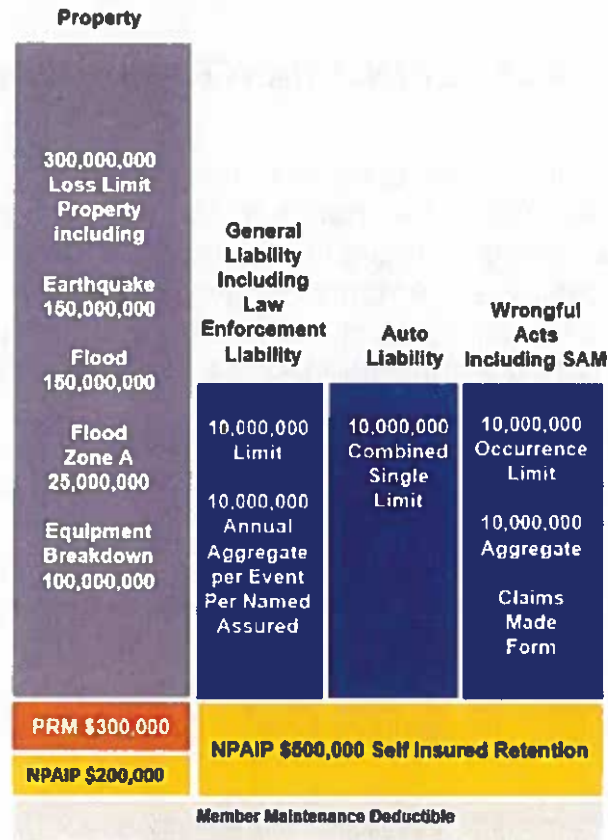
Cyber Risk Coverage Form

CYBER SECURITY RISK COVERAGE			
PART ONE: Terms and Conditions			
SECURITY RISK COVERAGE LIMITS	Limit per Named Assured Per PRIVACY OR SECURITY EVENT	Annual Aggregate Limit Per All Named Assureds	
PART TWO: Privacy or Security Liability Limits	\$1,000,000	\$ 1,000,000 up to \$15,000,000 aggregate all POOL Members combined	
<i>The following sub-limits are a part of and not in addition to the Limits of Liability:</i>			
PART THREE: Security Failure/Privacy Event Management Coverage	\$100,000		
PART FOUR: Network Interruption Coverage	\$250,000		
Proof of Loss Preparation Costs (as defined), (Separate Limit)	\$50,000		
Retroactive Date	July 1, 2013		

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NPAIP 2024 - 2025 Program Structure



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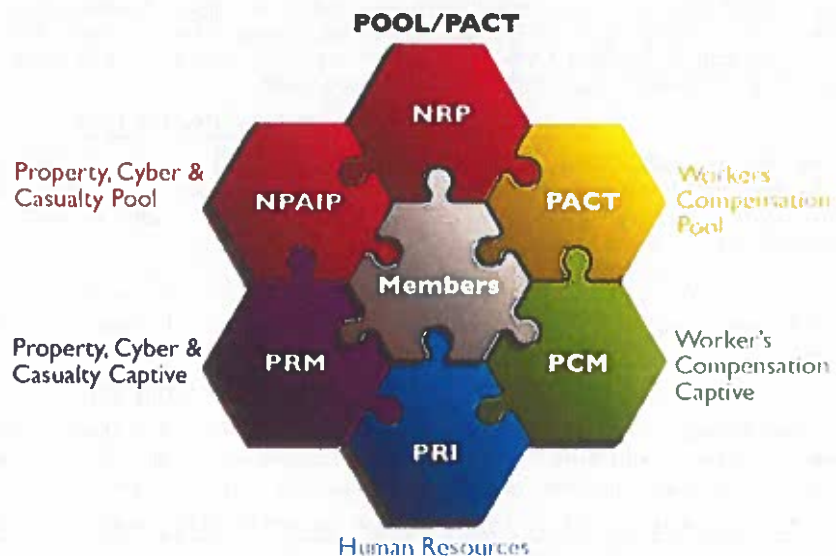
POOL/PACT – HERE FOR YOU

Members Helping Members

In 1987, four Nevada counties formed their own risk sharing pool. Now over thirty years later, the majority of Nevada's public entities remain committed to each other and the mission of their risk pool organization. POOL/PACT continues to excel in providing an unparalleled level of service to our members. Our mission seeks to help members manage their risks so they can serve the public effectively.

The POOL Board is comprised of dedicated, hardworking, and ethical Member leaders focused on public risk management. They continue to do an excellent job of representing the interests of the Member-owners of POOL/PACT.

Our members continue to see great value in being part of POOL/PACT because of extensive services, which keeps membership retention strong. POOL/PACT encourages you to discuss the services we offer with your insurance agent – its valued partner in the POOL program.



POOL Executive Committee

Josh Foli - Chair (Lyon County)
Geof Stark – Director (Churchill County)
Amanda Osborne - Director (Elko County)
Dan Murphy – Vice Chair (Pershing Co.SD)
Gina Rackley – Fiscal Officer (Humboldt Co)
Ann Cyr - Director (Carson City SD)
Scott Lindgren - Director (TDFPD)

PACT Executive Committee

Paul Johnson - Chair (White Pine CSD)
Mike Giles – Vice Chair (City of Lovelock)
Amana Osborne - Trustee (Elko County)
Josh Foli – Fiscal Officer (Lyon County)
Robyn Dunckhorst - Trustee (Humboldt GH)
Paul Sikora - Trustee (Boulder City)
Joe Westerlund – Trustee (Town of Tonopah)



PROGRAMS AND SERVICES AVAILABLE TO POOL/PACT MEMBERS



POOL/PACT HUMAN RESOURCES MEMBER SERVICES

A variety of services are offered through POOL/PACT HR. We work with each member individually to address their specific HR-related needs and reduce liability. The basic services include:

- Consultation with members to manage and resolve critical employment-related issues to include identifying options, providing step-by-step guidance, monitoring progress, and answering questions.
- In-person and virtual instructor-led training courses, workshops, and certificate programs.
- eLearning courses available 24/7.
- Webinars on HR-related topics.
- On-site assessments of members' HR practices with recommendations.
- Communication issued as "Alerts" to inform members of significant HR-related law or practice changes.
- On-site HR Briefings tailored to specific needs/requests of members.
- Sample personnel policies which may be adopted for use by members.
- Sample job description templates and numerous HR forms that can be tailored for use by members.
- Salary schedule database available on our website for member reference.
- Summary of HR-related legislation produced each legislative session.
- HR scholarships to assist member HR representatives in attaining nationally recognized HR certifications.
- Annual HR Conference providing HR representatives and CEOs valuable information on communication, leadership, and legal compliance.



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POOL/PACT CONTACTS

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MINDEN GARDNERVILLE SANITATION DISTRICT

Member Name	Site Number	Building Number	Site Name	Description	Address 1	City	State	Zip	Construct Year	ISO Construction Class	Total Sq. Ft.	Flood Zone	Num Of Stories	Spillables	Replacement Cost Meter	Revised Comments Value
MINDEN GARDNERVILLE SANITATION DISTRICT 01	01	01	WASTEWATER TREATMENT PLANT	ADMINISTRATION OFFICE / GARAGE	1790 HWY 365 NORTH	MINDEN NV	89423	1975	4 - MASONRY NON COMBUSTIBLE	8711	2500	1	NO		\$ 3,990,400	\$ 414,900
MINDEN GARDNERVILLE SANITATION DISTRICT 01	02	02	WASTEWATER TREATMENT PLANT	STORAGE	1790 HWY 365 NORTH	MINDEN NV	89423	1975	4 - MASONRY NON COMBUSTIBLE	2464	2500	1	NO		\$ 1,176,760	\$ 27,340
MINDEN GARDNERVILLE SANITATION DISTRICT 01	03	03	WASTEWATER TREATMENT PLANT	PUMP STATION #1	1790 HWY 365 NORTH	MINDEN NV	89423	1975	4 - MASONRY NON COMBUSTIBLE	900	2500	1	NO		\$ 1,857,400	\$ 1,281,280
MINDEN GARDNERVILLE SANITATION DISTRICT 01	04	04	WASTEWATER TREATMENT PLANT	ELECTRICAL BUILDING #03	1790 HWY 365 NORTH	MINDEN NV	89423	1989	2 - JOISTED MASONRY	2400	2500	1	NO		\$ 931,550	\$ 78,280
MINDEN GARDNERVILLE SANITATION DISTRICT 01	05	05	WASTEWATER TREATMENT PLANT	OLD AERATION BASIN #1	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	906	2500	1	NO		\$ 318,700	\$ 78,870
MINDEN GARDNERVILLE SANITATION DISTRICT 01	06	06	WASTEWATER TREATMENT PLANT	WASTE ACTIVATED SLUDGE TANK	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	1512	2500	1	NO		\$ 528,000	\$ 78,870
MINDEN GARDNERVILLE SANITATION DISTRICT 01	07	07	WASTEWATER TREATMENT PLANT	GRAVITY BELT, THICKENER BUILDING #0	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	3617	2500	1	NO		\$ 980,860	\$ 428,510
MINDEN GARDNERVILLE SANITATION DISTRICT 01	08	08	WASTEWATER TREATMENT PLANT	PRIMARY CLARIFIER TANKS #2	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	480	2500	1	NO		\$ 198,940	\$ 195,560
MINDEN GARDNERVILLE SANITATION DISTRICT 01	09	09	WASTEWATER TREATMENT PLANT	PRIMARY SLUDGE PUMP STATION #1	1790 HWY 365 NORTH	MINDEN NV	89423	1987	6 - FIRE RESISTIVE	1612	AE	1	NO		\$ 254,130	\$ 214,790
MINDEN GARDNERVILLE SANITATION DISTRICT 01	10	10	WASTEWATER TREATMENT PLANT	FOOD SCOURER BYST & FILTER BED	1790 HWY 365 NORTH	MINDEN NV	89423	1977	2 - JOISTED MASONRY	840	AO	1	NO		\$ 305,200	\$ 324,310
MINDEN GARDNERVILLE SANITATION DISTRICT 01	11	11	WASTEWATER TREATMENT PLANT	TRICKLING FILTER DOSING / PUMP STATION BLDG #10	1790 HWY 365 NORTH	MINDEN NV	89423	1974	2 - JOISTED MASONRY	3233	2500	1	NO		\$ 1,238,710	\$ 130,230
MINDEN GARDNERVILLE SANITATION DISTRICT 01	12	12	WASTEWATER TREATMENT PLANT	DIGESTIVE #1 W/CONTROL & BOILER ROOM	1790 HWY 365 NORTH	MINDEN NV	89423	1981	6 - FIRE RESISTIVE	1530	2500	1	NO		\$ 681,040	\$ -
MINDEN GARDNERVILLE SANITATION DISTRICT 01	13	13	WASTEWATER TREATMENT PLANT	DIGESTIVE #2 - BLDG #13	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	10032	2500	1	NO		\$ 2,348,440	\$ 421,070
MINDEN GARDNERVILLE SANITATION DISTRICT 01	14	14	WASTEWATER TREATMENT PLANT	TRICKLING FILTERS #1 & #2	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	132	2500	0	NO		\$ 41,140	\$ 43,880
MINDEN GARDNERVILLE SANITATION DISTRICT 01	15	15	WASTEWATER TREATMENT PLANT	FLOW SPLIT STRUCTURE #1	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	178	2500	0	NO		\$ 2,500,300	\$ 382,790
MINDEN GARDNERVILLE SANITATION DISTRICT 01	16	16	WASTEWATER TREATMENT PLANT	SECONDARY CLARIFIERS #1 & #2	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	5024	2500	1	NO		\$ 1,694,200	\$ 255,190
MINDEN GARDNERVILLE SANITATION DISTRICT 01	17	17	WASTEWATER TREATMENT PLANT	FLOW SPLIT STRUCTURE #2	1790 HWY 365 NORTH	MINDEN NV	89423	2001	6 - FIRE RESISTIVE	1104	2500	1	NO		\$ 780,150	\$ 428,380
MINDEN GARDNERVILLE SANITATION DISTRICT 01	18	18	WASTEWATER TREATMENT PLANT	SECONDARY CLARIFIER #3	1790 HWY 365 NORTH	MINDEN NV	89423	2001	6 - FIRE RESISTIVE	636	2500	1	NO		\$ 213,500	\$ 68,660
MINDEN GARDNERVILLE SANITATION DISTRICT 01	19	19	WASTEWATER TREATMENT PLANT	HYPOCHLORITE BLDG #29	1790 HWY 365 NORTH	MINDEN NV	89423	2001	4 - MASONRY NON COMBUSTIBLE	540	2500	1	NO		\$ 223,510	\$ 178,700
MINDEN GARDNERVILLE SANITATION DISTRICT 01	20	20	WASTEWATER TREATMENT PLANT	NORTH NONPOTABLE WATER BLDG #30	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	2738	2500	1	NO		\$ 825,120	\$ 58,800
MINDEN GARDNERVILLE SANITATION DISTRICT 01	21	21	WASTEWATER TREATMENT PLANT	CHLORINE CONTACT BASINS #2	1790 HWY 365 NORTH	MINDEN NV	89423	2001	12 - JOISTED MASONRY	1600	2500	1	NO		\$ 632,660	\$ 838,880
MINDEN GARDNERVILLE SANITATION DISTRICT 01	22	22	WASTEWATER TREATMENT PLANT	DEWATERING BUILDING #08	1790 HWY 365 NORTH	MINDEN NV	89423	1988	3 - NON COMBUSTIBLE	500	2500	1	NO		\$ 34,620	\$ 91,280
MINDEN GARDNERVILLE SANITATION DISTRICT 01	23	23	WASTEWATER TREATMENT PLANT	EQUIP GARAGE - BLDG #23	1790 HWY 365 NORTH	MINDEN NV	89423	1988	3 - NON COMBUSTIBLE	672	2500	1	NO		\$ 48,430	\$ 22,380
MINDEN GARDNERVILLE SANITATION DISTRICT 01	24	24	WASTEWATER TREATMENT PLANT	SOLID POLYMER MIXING BLDG	1790 HWY 365 NORTH	MINDEN NV	89423	1988	3 - NON COMBUSTIBLE	375	2500	1	NO		\$ 42,370	\$ 91,440
MINDEN GARDNERVILLE SANITATION DISTRICT 01	25	25	WASTEWATER TREATMENT PLANT	SOLID HAND VACUUM BED - BLDG #20	1790 HWY 365 NORTH	MINDEN NV	89423	1988	3 - NON COMBUSTIBLE	375	2500	1	NO		\$ 42,370	\$ 91,440
MINDEN GARDNERVILLE SANITATION DISTRICT 01	26	26	WASTEWATER TREATMENT PLANT	SOLID HAND VACUUM BED - BLDG #21	1790 HWY 365 NORTH	MINDEN NV	89423	1988	3 - NON COMBUSTIBLE	14500	AE	1	NO		\$ 308,330	\$ -
MINDEN GARDNERVILLE SANITATION DISTRICT 01	27	27	WASTEWATER TREATMENT PLANT	SLUDGE DRYING BEDS	1790 HWY 365 NORTH	MINDEN NV	89423	1988	6 - FIRE RESISTIVE	881	2500	1	NO		\$ 37,070	\$ 65,860
MINDEN GARDNERVILLE SANITATION DISTRICT 01	28	28	WASTEWATER TREATMENT PLANT	SLUDGE DRYING BEDS	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	584	AO	1	NO		\$ 218,680	\$ 15,170
MINDEN GARDNERVILLE SANITATION DISTRICT 01	29	29	WASTEWATER TREATMENT PLANT	PUMP STATION #1	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	1663	2500	1	NO		\$ 532,200	\$ 245,600
MINDEN GARDNERVILLE SANITATION DISTRICT 01	30	30	WASTEWATER TREATMENT PLANT	PUMP STATION #2	1790 HWY 365 NORTH	MINDEN NV	89423	1977	6 - FIRE RESISTIVE	1530	2500	1	NO		\$ 1,370,730	\$ 140,360
MINDEN GARDNERVILLE SANITATION DISTRICT 01	31	31	WASTEWATER TREATMENT PLANT	PUMP STATION #3	1790 HWY 365 NORTH	MINDEN NV	89423	2003	6 - FIRE RESISTIVE	380	2500	1	NO		\$ 284,040	\$ 255,190
MINDEN GARDNERVILLE SANITATION DISTRICT 01	32	32	WASTEWATER TREATMENT PLANT	PRIMARY CLARIFIER #3	1790 HWY 365 NORTH	MINDEN NV	89423	2003	6 - FIRE RESISTIVE	600	2500	1	NO		\$ 221,750	\$ 62,950
MINDEN GARDNERVILLE SANITATION DISTRICT 01	33	33	WASTEWATER TREATMENT PLANT	GRIT FACILITY	1790 HWY 365 NORTH	MINDEN NV	89423	2003	4 - MASONRY NON COMBUSTIBLE	660	2500	1	NO		\$ 239,260	\$ 207,650
MINDEN GARDNERVILLE SANITATION DISTRICT 01	34	34	WASTEWATER TREATMENT PLANT	DEWATERING BUILDING	1790 HWY 365 NORTH	MINDEN NV	89423	2001	2 - JOISTED MASONRY	980	2500	1	NO		\$ 434,220	\$ 810,230
MINDEN GARDNERVILLE SANITATION DISTRICT 01	35	35	WASTEWATER TREATMENT PLANT	PRIMARY SLUDGE PUMP STATION #2	1790 HWY 365 NORTH	MINDEN NV	89423	2008	6 - FIRE RESISTIVE	2774	2500	1	NO		\$ 1,364,540	\$ 121,220
MINDEN GARDNERVILLE SANITATION DISTRICT 01	36	36	WASTEWATER TREATMENT PLANT	PUMP STATION #4	1790 HWY 365 NORTH	MINDEN NV	89423	2008	6 - FIRE RESISTIVE	100	2500	1	NO		\$ 65,000	\$ 286,220
MINDEN GARDNERVILLE SANITATION DISTRICT 01	37	37	WASTEWATER TREATMENT PLANT	BLOWER BUILDING	1790 HWY 365 NORTH	MINDEN NV	89423	2008	6 - FIRE RESISTIVE	1278	2500	1	NO		\$ 756,020	\$ 206,550
MINDEN GARDNERVILLE SANITATION DISTRICT 01	38	38	WASTEWATER TREATMENT PLANT	AERATION BASIN	1790 HWY 365 NORTH	MINDEN NV	89423	2010	6 - FIRE RESISTIVE	2482	2500	1	NO		\$ 1,420,240	\$ -
MINDEN GARDNERVILLE SANITATION DISTRICT 01	39	39	WASTEWATER TREATMENT PLANT	DIGESTER CONTROL BUILDING NO 2	1790 HWY 365 NORTH	MINDEN NV	89423	2010	6 - FIRE RESISTIVE	362	2500	1	NO		\$ 160,720	\$ 357,750
MINDEN GARDNERVILLE SANITATION DISTRICT 01	40	40	WASTEWATER TREATMENT PLANT	DIGESTER CONTROL BUILDING NO 3	1790 HWY 365 NORTH	MINDEN NV	89423	2010	6 - FIRE RESISTIVE	4180	2500	1	NO		\$ 201,690	\$ 292,410
MINDEN GARDNERVILLE SANITATION DISTRICT 01	41	41	WASTEWATER TREATMENT PLANT	UNDERGROUND TFS (WELL AND VAULT)	1790 HWY 365 NORTH	MINDEN NV	89423	2012	N NOT APPLICABLE	300	2500	1	NO		\$ 251,980	\$ 1,043,510
MINDEN GARDNERVILLE SANITATION DISTRICT 01	42	42	WASTEWATER TREATMENT PLANT	EQUIPMENT STORAGE BUILDING	1790 HWY 365 NORTH	MINDEN NV	89423	2012	N NOT APPLICABLE	0	2500	1	NO		\$ 1,539,700	\$ -
MINDEN GARDNERVILLE SANITATION DISTRICT 01	43	43	WASTEWATER TREATMENT PLANT	GREASE RECEIVING STATION	1790 HWY 365 NORTH	MINDEN NV	89423	1975	3 - NON COMBUSTIBLE			0	NO		\$ 6,329,700	\$ -
MINDEN GARDNERVILLE SANITATION DISTRICT 01	44	44	WASTEWATER TREATMENT PLANT	PROCESS PIPING	1790 HWY 365 NORTH	MINDEN NV	89423	1975	3 - NON COMBUSTIBLE			0	NO		\$ 515,345,690	\$ 513,225,080

Minden Gardnerville San Dist

Year	Make	Model	Serial #	Use/Dept.	Value
2014	Case	CX31B Mini Excavator	NETN51937		\$ 43,700
2000	Bobcat	Skid Steer	510920974		\$ 9,500
2000	Honda	Quad	478TE224Y4124441		\$ 1,000
2001	Honda	Quad	478TE224X14216418		\$ 1,000
2009	Polaris	Ranger UTV	3NSRTA878KG816344		\$ 15,500
2018	Case	TV 380 Loader	NJM443453		\$ 61,000
				TOTAL	\$ 131,700

Agenda Item 12

Administrative Report by Staff

Items in this Section Include:

- ✓ *Administrative Staff Report for June, 2024*



Minden Gardnerville Sanitation District
Administrative Staff Report
June 4, 2024

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

STAFF ITEMS:

- Nothing to note.

INTERESTING TIDBITS:

- Wastewater treatment practices date back to ancient times with evidence of rudimentary sewage systems found in Egypt, Mesopotamia, and Rome.

OFFICIAL ITEMS:

- The month has been quiet and there is not much to report.

UPCOMING ITEMS:

- We are finishing up our training with ProWest regarding the GIS that will soon be implemented.

HR TRENDING ISSUES:

- **Workplace Attire:** In more recent years, workplaces have seen a change from the traditional attire of suits to something more casual and individualistic. Athleisure is more popular now, more than ever since the start of the pandemic. Also, the trend of “experimental” fashion is now in vogue. From statement pieces to bright and pastel colors, thrifted clothes, or unconventional pieces, they are challenging the perception of what is considered appropriate work attire.

THINGS KEEPING US BUSY RIGHT NOW:

- Finalizing the budget and making the necessary changes so it is implemented seamlessly come July.