



NOTICE OF REGULAR MEETING
TUESDAY, January 7, 2025 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. Election of Board Officers for 2025 – For Possible Action

Election of the Following Officers for 2025:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

(Note: Per NRS 318.085.1, “the board shall choose one of its members as chairman of the board and president of the District, and shall elect a secretary and a treasurer of the board and of the district, who may or may not be members of the board. The secretary and the treasurer may be one person.”)

4. Schedule of Regular Board Meetings – For Possible Action

- Discussion and approval of the date and time of Regular Board Meetings to be held in 2025

5. 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.

6. Claims Review and Approval – For Possible Action

- Review and Approval of Bills Paid and Claims Received for November 2024.

7. Minutes Approval – For Possible Action

- Approval of Minutes from the December 3rd, 2024 Regular Board Meeting.

8. 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.

9. 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.

10. Administrative Report by Staff – For Possible Action

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

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

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

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

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

13. ADJOURNMENT

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

PLEASE DO NOT REMOVE UNTIL: 01/08/2025



CHECK REGISTER - GENERAL

11/1/24 - 11/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	11/5/2024	Hajoca Corporation	EFT-11/5/24-01	S013931721.005	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 262.22
2	11/5/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-11/5/24-02	1545	16800-030	Boiler #2 Replacement	Boiler Project	\$ 1,887.50
3	11/5/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-11/5/24-02	1547	15600-030	Plant PLC & Infrastructure Replacement	Plant PLC and Infrastructure	\$ 2,735.00
4	11/5/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-11/5/24-02	1548	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair & Maint	\$ 632.50
5	11/5/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-11/5/24-02	1550	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Equipment Rent	\$ 1,600.00
6	11/5/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-11/5/24-02	1549	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 3,752.50
7	11/5/2024	Ubeo Business Services	EFT-11/5/24-03	4679158	64500-010	Postage	Billing Mail Supplies	\$ 1,622.98
8	11/5/2024	Ubeo Business Services	EFT-11/5/24-03	4679158	64310-010	Statement Billing Supplies	Billing Mail Supplies	\$ 2,069.50
9	11/5/2024	Warren Averett Technology Group, LLC	EFT-11/5/24-04	77218	65310-010	Software Services	Office 365	\$ 601.20
10	11/5/2024	Warren Averett Technology Group, LLC	EFT-11/5/24-04	77040	65310-010	Software Services	Azure Usage	\$ 1,464.36
11	11/13/2024	BENTLY RANCH	5810	212389	50800-010	Sludge Removal	Biosolids	\$ 119.28
12	11/13/2024	BENTLY RANCH	5810	212406	50800-010	Sludge Removal	Biosolids	\$ 295.82
13	11/13/2024	Charter Communications	5811	218924901110124	64400-010	Telephone	Fiber COAX Line	\$ 699.00
14	11/13/2024	Cinderlite Trucking Inc.	5812	449080	50600-010	Repairs & Maintenance	Boulders, Fractured Rock	\$ 1,295.00
15	11/13/2024	Cinderlite Trucking Inc.	5812	140650	50600-010	Repairs & Maintenance	Boulders, Fractured Rock	\$ 1,058.65
16	11/13/2024	E2C E Squared C Inc	5813	B51516	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
17	11/13/2024	Flyers Energy, LLC	EFT-11/13/24-01	CFS-4049314	51500-010	Truck & Auto Expense	Fuels	\$ 341.69
18	11/13/2024	Frontier	EFT-11/13/24-02	241101	64400-010	Telephone	Power CoGen	\$ 107.10
19	11/13/2024	Gardnerville Water Company	EFT-11/13/24-03	3886	51400-010	Repairs & Maintenance	Construction Water	\$ 43.05
20	11/13/2024	JOANA PEREZ	5814	957010	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
21	11/13/2024	JOANA PEREZ	5814	957011	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 450.00
22	11/13/2024	Komline-Sanderson	5815	42061549	50600-010	Repairs & Maintenance	Belt Press Inventory	\$ 1,915.00
23	11/13/2024	LEAF	EFT-11/13/24-04	17405628	65300-010	Office Equipment/Hardware	Copier Lease	\$ 444.56
24	11/13/2024	Norfield	EFT-11/13/24-05	2640	51700-010	Other Collection System Expense	Line Locator	\$ 617.40
25	11/13/2024	THE PARTS HOUSE	5816	166336	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 41.99
26	11/13/2024	THE PARTS HOUSE	5816	166426	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 56.99
27	11/13/2024	THE PARTS HOUSE	5816	167912	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 189.99
28	11/13/2024	THE PARTS HOUSE	5816	169589	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 11.38
29	11/13/2024	THE PARTS HOUSE	5816	169591	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 40.68
30	11/13/2024	SILVER STATE ANALYTICAL LABS, INC.	5817	RN322173	52400-010	Lab Testing	Lab Analysis	\$ 96.00

CHECK REGISTER - GENERAL

11/1/24 - 11/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
31	11/13/2024	SILVER STATE ANALYTICAL LABS, INC.	5817	RN322172	52400-010	Lab Testing	Lab Analysis	\$ 66.00
32	11/13/2024	Spectrum Business	EFT-11/13/24-06	0157628102724	64400-010	Telephone	Internet	\$ 184.98
33	11/13/2024	S & W Tractor	5818	11654	16300-010	Skid Steer Loader	Teleboom	\$ 4,585.00
34	11/13/2024	TESCO CONTROLS, INC.	EFT-11/13/24-07	0083985-IN	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 330.00
35	11/13/2024	Thatcher Company of Nevada, Inc.	EFT-11/13/24-08	2024400106119	50400-010	Processing Chemicals	Chemicals	\$ 5,945.62
36	11/13/2024	TOWN OF MINDEN	5819	110124	50500-010	Utilities	Water and Trash	\$ 725.82
37	11/13/2024	Tractor Supply Credit Plan	EFT-11/13/24-09	100819611	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 21.99
38	11/13/2024	U-Rock Utility Equipment	5820	1179	50300-010	Safety Equipment & Supplies	Sniffer	\$ 5,694.39
39	11/13/2024	Warren Averett Technology Group, LLC	EFT-11/13/24-10	77400	71500-010	IT/Tech Professional Services	Out of Scope	\$ 46.25
40	11/13/2024	WESTERN NEVADA SUPPLY	5821	41494329	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 20.20
41	11/14/2024	Nevada State Bank	EFT-11/14/24-01	TS100424	64300-010	Office Supplies & Expense	Toner	\$ 924.28
42	11/14/2024	Nevada State Bank	EFT-11/14/24-01	TS101924	65310-010	Software Services	Adobe Subscriptions x3	\$ 1,103.52
43	11/14/2024	Nevada State Bank	EFT-11/14/24-01	AM100424	50300-010	Safety Equipment & Supplies	OSHA Training (Reimbursable)	\$ 1,076.00
44	11/14/2024	Nevada State Bank	EFT-11/14/24-01	AM100924	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 9.99
45	11/14/2024	Nevada State Bank	EFT-11/14/24-01	AM101224	50700-010	Other Plant Expense	iPhone Storage	\$ 2.99
46	11/14/2024	Nevada State Bank	EFT-11/14/24-01	CS103124	50700-010	Other Plant Expense	CDL Renewal	\$ 111.25
47	11/14/2024	Nevada State Bank	EFT-11/14/24-01	CB101824	52300-010	Lab Supplies	Lab Supplies	\$ 172.01
48	11/14/2024	Nevada State Bank	EFT-11/14/24-01	LG100824	65310-010	Software Services	MyChoice Software	\$ 99.99
49	11/14/2024	Nevada State Bank	EFT-11/14/24-01	LG102824	64500-010	Postage	Postage	\$ 29.99
50	11/14/2024	Nevada State Bank	EFT-11/14/24-01	NQ101826	50600-010	Repairs & Maintenance	Plant Supplies	\$ 219.42
51	11/14/2024	Nevada State Bank	EFT-11/14/24-01	NQ103124	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 51.82
52	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM100424	64300-010	Office Supplies & Expense	Toner/Paper	\$ 258.56
53	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM101524	65100-010	Other Administration Expense	Birthday Lunch	\$ 128.93
54	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM101724	64300-010	Office Supplies & Expense	Office Supplies/Equipment	\$ 39.80
55	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM102124	64300-010	Office Supplies & Expense	Calendars	\$ 151.07
56	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM102424	65310-010	Software Services	Adobe	\$ 19.99
57	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM102824	64300-010	Office Supplies & Expense	Office Equipment	\$ 93.94
58	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM110424	64300-010	Office Supplies & Expense	Office Heater	\$ 67.48
59	11/14/2024	Nevada State Bank	EFT-11/14/24-01	HM110424-2	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 92.45
60	11/14/2024	Nevada State Bank	EFT-11/14/24-01	JK101124	65200-010	Filing Fees & Permits	Notary Certification	\$ 41.85

CHECK REGISTER - GENERAL

11/1/24 - 11/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
61	11/14/2024	Nevada State Bank	EFT-11/14/24-01	JK101824	65310-010	Software Services	Adobe	\$ 39.98
62	11/14/2024	Nevada State Bank	EFT-11/14/24-01	CC101724	64330-010	Cleaning & Kitchen Supplies	Cleaning Supplies	\$ 210.11
63	11/20/2024	BENTLY RANCH	5822	212438	50800-010	Sludge Removal	Biosolids	\$ 372.40
64	11/20/2024	BENTLY RANCH	5822	212480	50800-010	Sludge Removal	Biosolids	\$ 148.26
65	11/20/2024	CINTAS	EFT-11/20/24-01	5233072114	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 74.93
66	11/20/2024	E2C E Squared C Inc	5823	B51530	15600-010	Office/Computer Equipment -	Plant PLC/SCADA	\$ 61,174.69
67	11/20/2024	AT&T MOBILITY	EFT-11/20/24-02	X11192024	64400-010	Telephone	Employee Cell Phones	\$ 982.92
68	11/20/2024	NV Energy	EFT-11/20/24-03	1790241113	50500-010	Utilities	Plant Energy	\$ 12,790.41
69	11/20/2024	NV Energy	EFT-11/20/24-04	800241113	55300-010	Reservoir & Pump Utilities	Pump Station Energy	\$ 130.08
70	11/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5824	RN322267	52400-010	Lab Testing	Lab Analysis	\$ 990.00
71	11/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5824	RN322270	52400-010	Lab Testing	Lab Analysis	\$ 72.00
72	11/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5824	RN322271	52400-010	Lab Testing	Lab Analysis	\$ 72.00
73	11/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5824	RN322455	52400-010	Lab Testing	Lab Analysis	\$ 43.00
74	11/20/2024	SOUTHWEST GAS CORP	EFT-11/20/24-05	241108	50500-010	Utilities	Southwest Gas	\$ 750.73
75	11/20/2024	Warren Averett Technology Group, LLC	EFT-11/20/24-06	77481	65310-010	Software Services	Azure Usage	\$ 1,376.33
Total Amount of Checks (36 Checks)								\$ 127,474.76

CHECK REGISTER - PAYROLL

11/1/24 - 11/30/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	11/8/2024	Wells Fargo 941	ACH110824-941	STAFF FED 11/8/24	20300-010	Accured Payroll Taxes	FED 941 11/8/2024 STAFF	\$ 6,589.89
2	11/8/2024	WF Used for Direct Deposit	ACH110824-DD	PR-DD 11/8/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 11/8/24 STAFF	\$ 38,622.14
3	11/15/2024	JR	EFT-11/15/24-01	101524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 343.27
4	11/15/2024	BF	EFT-11/15/24-02	101524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - BF	\$ 519.43
5	11/15/2024	JH	EFT-11/15/24-03	101524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
6	11/15/2024	FJ	EFT-11/15/24-04	101524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - FJ	\$ 366.21
7	11/15/2024	TS	EFT-11/15/24-05	101524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 279.48
8	11/15/2024	SK	EFT-11/15/24-06	101524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 48.48
9	11/22/2024	HealthEquity - ACH	EFT-11/22/24-01	HSA11-2024	50200-010	Payroll Taxes & Employee Benefits	Nov HSA Contributions	\$ 2,574.96
10	11/22/2024	HOMETOWN HEALTH	EFT-11/22/24-01	77101-041	80900-010	Retiree Health Insurance Premiums	Nov 2024 Health Insurance	\$ 1,256.52
11	11/22/2024	HOMETOWN HEALTH	EFT-11/22/24-01	77101-041	50200-020	Medical Benefits	Nov 2024 Health Insurance	\$ 17,948.29
12	11/22/2024	METLIFE - GROUP BENEFITS	EFT-11/22/24-02	11142024	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
13	11/22/2024	METLIFE - GROUP BENEFITS	EFT-11/22/24-02	11142024	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,400.02
14	11/22/2024	Nevada State Treasurer's Office	EFT-11/22/24-02	36-1124	50200-010	Payroll Taxes & Employee Benefits	CS Handling Fee - Monthly	\$ 4.00
15	11/22/2024	Public Employees Retirement System	EFT-11/22/24-03	P1124	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Nov-2024	\$ 32,299.55
16	11/22/2024	State Coll & Disb Unit - SCADU	EFT-11/22/24-04	36-110824	20300-010	Accured Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
17	11/22/2024	Voya Financial	EFT-11/22/24-05	11082024	20300-010	Accured Payroll Taxes	457 Mutual Fund	\$ 2,585.00
18	11/22/2024	Voya Financial	EFT-11/22/24-03	112224	20300-010	Accured Payroll Taxes	457 Mutual Fund	\$ 2,585.00
19	11/22/2024	Wells Fargo 941	ACH112224-941	STAFF FED 11/22/24	20300-010	Accured Payroll Taxes	FED 941 11/22/2024 STAFF	\$ 6,872.60
20	11/22/2024	WF Used for Direct Deposit	ACH112224-DD	PR-DD 11/22/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 11/22/2024 STAFF	\$ 39,693.08
21	11/29/2024	Wells Fargo 941	ACH113024-941	941 11/30/24 BOARD	20300-010	Accured Payroll Taxes	FED 11/29/2024	\$ 344.50
22	11/29/2024	WF Used for Direct Deposit	ACH112924-BRD	DD 11/30/24 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	DD 11/29/2024	\$ 1,730.00
23	11/29/2024	BARBARA SMALLWOOD	3493	PR 11/30/24 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	11/29/2024 BOARD CHECK	\$ 492.75
Total Amount of Checks (21 Checks)								\$ 157,190.47



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Five Months Ending Saturday, November 30, 2024

	YTD Actual <u>Fiscal 2025</u>	Budget 2025	Remianing Budget \$ Variance	Budget Spent % <u>Fiscal 2025</u>	Remaining Budget % <u>Fiscal 2025</u>
CAPITAL EXPENSES					
Collection System Rehab	\$0.00	\$1,950,000.00	\$1,950,000.00	0.00%	100.00%
Collection System Rehab-Old Budget Years (\$105,824.46)			\$105,824.46	0.00%	0.00%
Semi Truck	\$0.00	\$250,000.00	\$250,000.00	0.00%	100.00%
Boiler Replacement #2	\$13,118.50	\$97,000.00	\$83,881.50	13.52%	86.48%
Clean & Inspect Digester	\$0.00	\$280,000.00	\$280,000.00	0.00%	100.00%
Rehab Concrete in Primary Clarifier	\$0.00	\$1,200,000.00	\$1,200,000.00	0.00%	100.00%
Plant PLC & Infrastucture Replacement	\$2,735.00	\$300,000.00	\$297,265.00	0.91%	99.09%
Breaker Emergency Repair Reclass	\$20,683.96		(\$20,683.96)	0.00%	0.00%
Office Addition Design	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%
Office/Computer Equipment	\$66,341.28		(\$66,341.28)	0.00%	0.00%
ARRA Reimbursement	\$38,583.32	\$77,167.00	\$38,583.68	50.00%	50.00%
TOTAL	\$35,637.60	\$4,254,167.00	\$4,218,529.40	0.84%	99.16%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
1 PAYROLL					
2 Salaries	\$627,178.50	\$1,294,988.00	\$667,809.50	48.43%	51.57%
3 Payroll Taxes & Employee Benefits	\$328,227.13	\$822,858.00	\$494,630.87	39.89%	60.11%
4 TOTAL PAYROLL	\$955,405.63	\$2,117,846.00	\$1,162,440.37	45.11%	54.89%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
5 OPERATIONAL EXPENSES					
6 PLANT EXPENSES					
7 Safety	\$10,191.67	\$12,000.00	\$1,808.33	84.93%	15.07%
8 Plant Supplies (Processing Chemicals)	\$79,977.49	\$162,750.00	\$82,772.51	49.14%	50.86%
9 Utilities	\$72,069.90	\$195,750.00	\$123,680.10	36.82%	63.18%
10 Repairs & Maintenance	\$177,987.12	\$325,000.00	\$147,012.88	54.77%	45.23%
11 Mosquito Abatement		\$10,000.00	\$10,000.00	0.00%	100.00%
12 Other Plant Expense	\$3,770.41	\$6,500.00	\$2,729.59	58.01%	41.99%
13 Sludge Removal	\$6,390.16	\$18,000.00	\$11,609.84	35.50%	64.50%
14 Education	\$2,280.30	\$13,000.00	\$10,719.70	17.54%	82.46%
15 TOTAL O & P EXPENSES	\$352,667.05	\$743,000.00	\$390,332.95	47.47%	52.53%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
16 COLLECTION EXPENSES					
17 Collection System - Supplies		\$4,000.00	\$4,000.00	0.00%	100.00%
18 Collection System - Cleaning/ TV / Repair & Maintenance	\$9,318.25	\$7,000.00	(\$2,318.25)	133.12%	(33.12%)
19 Truck & Auto Expense (Fuels)	\$5,712.26	\$15,000.00	\$9,287.74	38.08%	61.92%
20 Other Collection System Expense	\$2,067.30	\$1,000.00	(\$1,067.30)	206.73%	(106.73%)
21 TOTAL COLLECTION EXPENSES	\$17,097.81	\$27,000.00	\$9,902.19	63.33%	36.67%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
22 LAB EXPENSES					
23 Lab Supplies	\$7,927.27	\$7,000.00	(\$927.27)	113.25%	(13.25%)
24 Lab Testing	\$12,664.00	\$18,000.00	\$5,336.00	70.36%	29.64%
25 Lab Permitting	\$2,641.05	\$1,800.00	(\$841.05)	146.73%	(46.73%)
26 Lab Repairs & Maintenance	\$898.39	\$15,000.00	\$14,101.61	5.99%	94.01%
27 Other Lab Expenses		\$1,000.00	\$1,000.00	0.00%	100.00%
28 Pretreatment Testing	\$18,525.00	\$50,000.00	\$31,475.00	37.05%	62.95%
29 TOTAL LAB EXPENSES	\$42,655.71	\$92,800.00	\$50,144.29	45.97%	54.03%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
30 RESERVOIR/EFFLUENT EXPENSES					
31 Effluent Management - Repairs & Maintenance	\$3,088.50	\$20,000.00	\$16,911.50	15.44%	84.56%
32 Effluent Management - Utilities	\$141.28	\$50,000.00	\$49,858.72	0.28%	99.72%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	\$3,229.78	\$70,000.00	\$66,770.22	4.61%	95.39%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Five Months Ending Saturday, November 30, 2024

<u>YTD Actual Fiscal 2025</u>	<u>Budget 2025</u>	<u>Remianing Budget \$ Variance</u>	<u>Budget Spent % Fiscal 2025</u>	<u>Remaining Budget % Fiscal 2025</u>
---------------------------------------	------------------------	---	---	---

34 GENERAL & ADMINISTRATIVE EXPENSES

35 Office Supplies & Expense	\$2,845.02	\$11,000.00	\$8,154.98	25.86%	74.14%
36 Training/Education Expense	\$579.00	\$5,000.00	\$4,421.00	11.58%	88.42%
37 Cleaning & Kitchen Supplies	\$3,304.71	\$11,000.00	\$7,695.29	30.04%	69.96%
38 Statement Billing Supplies	\$3,281.96	\$6,000.00	\$2,718.04	54.70%	45.30%
39 Bank Charges	\$14,820.33	\$17,000.00	\$2,179.67	87.18%	12.82%
40 Telephone & Internet	\$11,166.28	\$20,000.00	\$8,833.72	55.83%	44.17%
41 Postage	\$3,266.12	\$10,500.00	\$7,233.88	31.11%	68.89%
42 Advertising & Publication	\$197.25	\$5,000.00	\$4,802.75	3.95%	96.06%
43 Software Services	\$29,390.63	\$52,500.00	\$23,109.37	55.98%	44.02%
44 Travel & Per Diem	\$4,951.80	\$8,000.00	\$3,048.20	61.90%	38.10%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
45 Bad Debts		\$1,000.00	\$1,000.00	0.00%	100.00%
46 A/R Collection Expense	\$220.00	\$1,700.00	\$1,480.00	12.94%	87.06%
47 Insurance & Bonding	\$56,220.70	\$154,318.00	\$98,097.30	36.43%	63.57%
48 Other Administration Expense	\$4,372.29	\$4,000.00	(\$372.29)	109.31%	(9.31%)
49 Filing Fees & Permits	\$4,375.05	\$12,000.00	\$7,624.95	36.46%	63.54%
50 Office Equipment (Hardware)	\$5,028.37	\$12,000.00	\$6,971.63	41.90%	58.10%
51 TOTAL G&A	\$144,019.51	\$331,018.00	\$186,998.49	43.51%	56.49%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Five Months Ending Saturday, November 30, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
52 PROFESSIONAL FEES					
53 Legal	\$8,502.00	\$50,000.00	\$41,498.00	17.00%	83.00%
54 Engineering	\$15,984.30	\$120,000.00	\$104,015.70	13.32%	86.68%
55 IT/Tech Professional Services	\$6,977.23	\$30,000.00	\$23,022.77	23.26%	76.74%
56 Accounting & Audit	\$6,000.00	\$31,500.00	\$25,500.00	19.05%	80.95%
57 TOTAL PROFESSIONAL FEES	\$37,463.53	\$231,500.00	\$194,036.47	16.18%	83.82%
58 TOTAL ALL OPERATIONS EXPENSES	\$597,133.39	\$1,495,318.00	\$898,184.61	39.93%	60.07%

	MINDEN-GARDNERVILLE													
	ACCOUNT SUMMARY STATEMENT													
	For the three Months Ending November 30, 2024													
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Line #	General Account													
1	Balance 1st day of Month	\$ 2,705,314.38	\$ 3,036,144.95	\$ 2,958,187.94	\$ 3,638,528.62	\$ 3,824,233.86		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Cash Receipts													
3	User Fees	\$ 198,110.75	\$ 190,380.45	\$ 15,526.55	\$ 186,700.17	\$ 37,227.20								\$ 627,945.12
4	Connection Fees	\$ 1,325.50	\$ 165.00	\$ 1,661.00										\$ 3,151.50
5	Capacity Fees	\$ 91,806.00	\$ 17,160.00	\$ 172,744.00	\$ 113,256.00	\$ 127,842.00								\$ 522,808.00
6	Permit Fee Income			\$ 200.00										\$ 200.00
7	Acreage Fees/Annexation Fee													
8	Consolidated Tax (SCCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62								\$ 56,108.10
9	Ad Volorem	\$ 194.96	\$ 59,981.04	\$ 167,832.33	\$ 25,742.88	\$ 96,340.86								\$ 350,092.07
10	Pass-Through Reimbursement	\$ 1,938.75	\$ 4,041.25											\$ 5,980.00
11	GRGID	\$ 198,649.58		\$ 466,924.12	\$ 110,316.00									\$ 775,889.70
12	Health Ins Reimbursement	\$ 83.47		\$ 83.47	\$ 83.47	\$ 83.47								\$ 333.88
13	Finance Charge Increase/(Decrease) Accrued													\$ -
14	Misc Income Increase/(Decrease)													\$ -
15	Total Cash Receipts	\$ 503,330.63	\$ 282,949.36	\$ 836,193.09	\$ 447,320.14	\$ 272,715.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,342,508.37
16														
17	Cash Paid Out													
18	Capital Expenses	\$ (189,872.94)	\$ 3,777.50	\$ 220,995.29	\$ 20,218.96	\$ (67,733.03)								\$ (12,614.22)
19	Plant Expenses	\$ 141,874.00	\$ 65,822.20	\$ 38,948.32	\$ 53,731.01	\$ 50,820.05								\$ 351,195.58
20	Collections Expenses	\$ 8,474.02	\$ 3,359.32	\$ 2,700.39	\$ 1,131.45	\$ 1,432.63								\$ 17,097.81
21	Lab Expenses	\$ 16,735.05	\$ 5,332.11	\$ 4,778.15	\$ 5,508.00	\$ 10,130.39								\$ 42,483.70
22	Reservoir/Effluent Expenses	\$ 392.50	\$ 315.00	\$ 1,689.75	\$ 156.20	\$ 676.33								\$ 3,229.78
23	General & Administrative	\$ 38,869.93	\$ 27,510.24	\$ 22,048.01	\$ 25,280.05	\$ 27,009.34								\$ 140,717.57
24	Payroll-Related Expenses													\$ -
25	Professional Fees	\$ 6,027.50	\$ 4,790.00	\$ 14,692.50	\$ 5,589.23	\$ 6,364.30								\$ 37,463.53
26	Total Expenses	\$ 22,500.06	\$ 110,906.37	\$ 305,852.41	\$ 111,614.90	\$ 28,700.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579,573.75
27														
28	Prepaid Claims Increase/(Decrease)													\$ -
29	Accrued Expenses	\$ -												\$ -
30	Transfers from Other Accounts													
31	Transfer to Other Accounts (Decrease)	\$ (150,000.00)	\$ (250,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (150,000.00)								\$ (850,000.00)
32														
33	Total Balance last day of Month	\$ 3,036,144.95	\$ 2,958,187.94	\$ 3,638,528.62	\$ 3,824,233.86	\$ 3,918,249.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

	MINDEN-GARDNERVILLE													
	ACCOUNT SUMMARY STATEMENT													
	For the three Months Ending November 30, 2024													
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
36	Payroll Account													
37	Balance 1st of Month	\$ 59,198.70	\$ 42,873.69	\$ 58,093.46	\$ 50,120.24	\$ 35,335.22		\$ -	\$ -	\$ -	\$ -	\$ -		
38	Transfer from Checking	\$ 150,000.00	\$ 250,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00								\$ 850,000.00
39	Interest	\$ 126.86	\$ 179.01	\$ 99.84	\$ 63.17	\$ 57.18								\$ 526.06
40		\$ -												\$ -
41	Payroll Expenses	\$ (166,451.87)	\$ (234,959.24)	\$ (158,073.06)	\$ (164,848.19)	\$ (197,946.24)								\$ (922,278.60)
42	Balance Last day of Month	\$ 42,873.69	\$ 58,093.46	\$ 50,120.24	\$ 35,335.22	\$ (12,553.84)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45	LGIP POOL Account													
46	Balance 1st of Month	\$ 1,282,936.01	\$ 1,250,014.12	\$ 1,255,674.23	\$ 1,261,381.63	\$ 1,266,750.84								
47	Transfer from Checking													
48	Interest Earned	\$ 5,661.43	\$ 5,660.11	\$ 5,707.40	\$ 5,369.21	\$ 5,228.42								\$ 27,626.57
49	ARRA Payment	\$ (38,583.32)												\$ (38,583.32)
50	Transfer to Other Accounts													
51	Balance Last day of Month	\$ 1,250,014.12	\$ 1,255,674.23	\$ 1,261,381.63	\$ 1,266,750.84	\$ 1,271,979.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53	ARRA Bond Restricted													
54	Balance 1st of Month	\$ 90,046.30	\$ 90,443.84	\$ 90,853.55	\$ 91,266.69	\$ 91,655.35								
55	Transfer from Other Accounts													\$ -
56	Interest Earned	\$ 397.54	\$ 409.71	\$ 413.14	\$ 388.66	\$ 378.47								\$ 1,987.52
57	Transfer to Other Accounts													
58	Balance Last day of Month	\$ 90,443.84	\$ 90,853.55	\$ 91,266.69	\$ 91,655.35	\$ 92,033.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
61	MEER Investments													
62	Balance 1st of Month	\$ 5,183,926.28	\$ 5,204,541.75	\$ 5,225,094.65	\$ 5,245,097.90	\$ 5,266,060.31								
63	Earned on Investments	\$ 21,481.07	\$ 21,066.62	\$ 20,869.49	\$ 21,828.97	\$ 20,810.43								\$ 106,056.58
64	Net Realized Gain/Loss		\$ 352.06											
65	Investment Fund Fees	\$ (865.60)	\$ (865.78)	\$ (866.24)	\$ (866.56)	\$ (866.46)								
66	Transfer to Other Accounts													
67	Balance Last day of Month	\$ 5,204,541.75	\$ 5,225,094.65	\$ 5,245,097.90	\$ 5,266,060.31	\$ 5,286,004.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
69	Petty Cash													
70	Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00								
71	Expenses													\$ -
72	Reimbursements													\$ -
73	Balance Last day of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
74														
75	TOTAL CASH ALL ACCOUNTS	\$ 9,624,518.35	\$ 9,588,403.83	\$ 10,286,895.08	\$ 10,484,535.58	\$ 10,556,212.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item 5

District Manager's Report

Items in this Section Include:

- ✓ *January 2025 District Manager's Report*
- ✓ *No capacity was purchased in December 2024*



Minden Gardnerville Sanitation District
District Manager's Report
January 7, 2024

CAPACITY ALLOCATIONS/PURCHASES:

- None

WILL SERVES LETTERS ISSUED:

- None

STAFF/OFFICE ITEMS:

- Lochan passed his Maintenance 1 Exam
- Joe Completed his GIS certificate

MEETINGS ATTENDED AND SCHEDULED:

None

PROJECTS IN THE DISTRICT:

- Final Walkthrough at Valage is complete
- Chipotle has started construction
- Douglas County Judicial Building is expected to connect to our main in January
- HeyBourne Meadows phase 6 Line Acceptance is pending plan review

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Belt Press 1 is undergoing rehabilitation
- Throttle valve has been installed on the Belt Press
- The District is exploring alternative Polymer vendors to save on monthly costs

Respectfully submitted,
Cliff Simpson, Operations Supervisor
- on behalf of, Peter V. Baratti, District Manager

Agenda Item 7

December 3rd Regular Meeting Minutes

Items in this Section Include:

- ✓ *Memo to the Board*
- ✓ *December 3rd, 2024 Regular Meeting Minutes*



MEMORANDUM

DATE: December 4th, 2024

TO: MGSD Board of Trustees

FROM: Haley Freeman

SUBJECT: Malfunction of Recording Software during the December 3rd, 2024 Regular Board Meeting

On December 3rd, 2024 during the Regular Board Meeting, a malfunction occurred with our audio recording software and only 15 seconds of the meeting were recorded. After contacting our IT service for troubleshooting, it was concluded that nothing could be done to retrieve the rest of the audio. As a result, everything included in the minutes is from notes that were taken; the rest is from memory. Therefore, please thoroughly review the minutes and let us know at the January 7, 2025 Regular Board Meeting if you have any additions or changes.

Thank you,

Haley Freeman
Administrative Assistant



Board of Trustees
Minutes of Regular Meeting
Tuesday, December 3, 2024
6:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condrón
Chris Shorten
Ray Wilson
Ted Thran

Board Members Absent:

None

Staff Members Present:

Peter Baratti
Cliff Simpson
Bill Peterson
LaVonne Ghanavati
Haley Mosegard
Bruce Scott

Staff Members Absent:

Jessica Kneefel

Others Present: Michele Wagner, Nicola Neilon, Greg Reed, Frank Johnson

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

2. Public Comment: Chairman Smallwood thanked Trustee Wilson for his service time here and at Minden Town Board. She commented that Trustee Wilson has served 34 years of public service in the community, and we are honored to have him serve his final term at MGSD.

3. District Manager's Report: Trustee Wilson asked what was being built on Hwy 88 and Hwy 395 and Peter said Big Chicken and Chipotle.

Chairman Smallwood asked about the progress at Park Ranch, and Peter said they are harvesting a few cattle per week and are working on adding a sampling station and flow meter.

Greg Reed commented that SRF funds are the cheapest funds on offer and would benefit the District's current customers in the long run.

Discussion followed regarding lift stations.

4. Chairman's Comment: The chairman had no comment.

5. Claims Review and Approval: Trustee Wilson asked about the CoGen. Peter replied we received the breaker and will be designing a box to house it.

Motion: To approve the claims received for September, 2024 in the amount of \$114,392.20 and the payroll-related expenses paid during September, 2024 in the amount of \$157,580.31.

Made by: Chris Shorten

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None



Motion: To approve the claims received for October, 2024 in the amount of \$325,214.39 and the payroll-related expenses paid during October, 2024 in the amount of \$164,848.19.

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 October 1st, 2024 Regular Board Meeting: There were no comments or discussions regarding the October 1st regular Board Meeting.

Motion: To approve the minutes of the October 1st Regular Board Meeting.

Made by: Sondra Condron

Seconded by: Ray Wilson

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson, Thran

Nays: None

Abstain: None

Absent: None

7. Casey Neilon: Niki Neilon presented the audited Financial Statement for FY 23-24 to the Board.

Discussion followed regarding the increase in OPEB liability and the District's restricted funds.

Chairman Smallwood said the OPEB increase was for staff loyalty and longevity to the District. Haley Mosegard clarified that the liability increase was due to adding current employees hired after 2012 to the retirement benefits, as well as the motion by the board in July, which increased the Medicare reimbursement for current retirees from \$250 to \$300.

Niki emphasized the liability is relevant when retirees draw on their benefits and therefore is not considered a cash purchase but is still required to be reported in the financial statement.

Niki commented how thrilled she was with the progress and effort the staff has made to rectify any weaknesses discovered during past and present audits during her contract as auditor.

Motion: To accept the Financial Statement dated June 30th, 2024 prepared by Casey Neilon, Inc and to direct the Controller to continue discussions with the Auditor to ensure procedures are in place to reconcile the accounts.

Made by: Ted Thran

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Wilson, Thran, Shorten

Nays: None

Abstain: None

Absent: None



8. District Manager Claim Approval: Peter Baratti explained to the Board that the District is frequently seeing more claims that are above his current signatory authority of \$10,000. In order to efficiently process payments, the District is requesting an increase up to \$20,000.

Trustee Shorten asked if the claims would still appear on the check register and Peter said yes.

Motion: To approve the District Manager's signatory authority for non-utility claims from \$10,000 to \$20,000.

Made by: Ray Wilson

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Wilson, Thran, Shorten

Nays: None

Abstain: None

Absent: None

9. Attorney-Client Conference: Bill Peterson had nothing new to report at this time.

10. Engineer's Report: Bruce Scott reported on the lining project on Hwy 395.

12. Administrative Report by Staff: Haley reported to the Trustees that the new tablets were for increased cyber security. Each trustee now has their own official MGSD email address as well.

13. Board Comment: Trustee Wilson complimented Chairman Smallwood on her work as Chairman.

14. Public Comment: Bill Peterson asked Trustee Thran about the operating losses from the audit. LaVonne Ghanavati said the District will have another rate increase of 25% in July. Peter Baratti said the District has a 6-year progressive increase per the rate increase implemented last year.

15. Meeting adjourned 7:48 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Ted Thran, District Secretary

Agenda Item 10

Administrative Report by Staff

Items in this Section Include:

- ✓ *Administrative Staff Report for January 2025*



Minden Gardnerville Sanitation District
Administrative Report
January 7, 2025

STAFF ITEMS:

- Jessica and Haley will be attending the Pool Pact HR program in February
- Our office hours will be changing to Monday-Friday, 8AM-4PM.
- Staff is considering adding Boxing Day as a designated holiday per the District's Personnel Policy and Procedures Manual.

FOR POSSIBLE ACTION:

- Staff would like to request a special meeting to discuss Medicare Reimbursements and reclassification of Restricted Funds
(possible dates are 1/15/25 -1/24/25)

FOR YOUR INFORMATION:

- Board Members must file their Financial Disclosure Statements to the NV Secretary of State (Aurora) by 1/15/25.

UPCOMING ITEMS:

- Finance Committee Meeting Luncheon (2/4/25) Ted, Peter, LaVonne, and Meeder Public Funds
- Designation of Auditor (February 4th Regular Board Meeting)
- District Manager Annual Review (February 4th Regular Board Meeting)

THINGS KEEPING US BUSY RIGHT NOW:

- We are preparing for the Q1 January billing