



NOTICE OF REGULAR MEETING

TUESDAY, February 4, 2025 5:00 PM.

**BOARD ROOM, MGSD TREATMENT PLANT,
1790 HWY. 395, MINDEN, NV 89423**

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 December 2024.

6. Minutes Approval – For Possible Action

- Approval of Minutes from the January 7th, 2025 Regular Board Meeting and the January 24th, 2025 Special Board Meeting

7. Designation of Auditor – For Possible Action

- Designation of Auditor for FY ending June 30, 2025.

8. Kingslane Homeowners Association – For Possible Action

- Presentation by Lumos & Associates regarding the sewer line rehabilitation for Kingslane Homeowners Association

9. Continued Item – Restricted Funds – For Possible Action

- Discussion may include negotiations to unrestrict the District’s Restricted Funds

10. 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.

11. 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.

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.

15. 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>
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PLEASE DO NOT REMOVE UNTIL: 2/05/2025

	MINDEN-GARDNERVILLE													
	ACCOUNT SUMMARY STATEMENT													
	For the six Months Ending December 31, 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	\$ 3,918,249.00		\$ -	\$ -	\$ -	\$ -	\$ -	
2	Cash Receipts													
3	User Fees	\$ 198,110.75	\$ 190,380.45	\$ 15,526.55	\$ 186,700.17	\$ 37,227.20	\$ 35,186.77							\$ 663,131.89
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	\$ 11,221.62							\$ 67,329.72
9	Ad Volorem	\$ 194.96	\$ 59,981.04	\$ 167,832.33	\$ 25,742.88	\$ 96,340.86	\$ 4,465.87							\$ 354,557.94
10	Pass-Through Reimbursement	\$ 1,938.75	\$ 4,041.25											\$ 5,980.00
11	GRGID	\$ 198,649.58		\$ 466,924.12	\$ 110,316.00		\$ 198,698.57							\$ 974,588.27
12	Health Ins Reimbursement	\$ 83.47		\$ 83.47	\$ 83.47	\$ 83.47	\$ 83.47							\$ 417.35
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	\$ 249,656.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,592,164.67
16														
17	Cash Paid Out													
18	Capital Expenses	\$ (189,872.94)	\$ 3,777.50	\$ 220,995.29	\$ 20,218.96	\$ (67,733.03)	\$ (128,907.42)							\$ (141,521.64)
19	Plant Expenses	\$ 141,874.00	\$ 65,822.20	\$ 38,948.32	\$ 53,731.01	\$ 50,820.05	\$ 41,215.73							\$ 392,411.31
20	Collections Expenses	\$ 8,474.02	\$ 3,359.32	\$ 2,700.39	\$ 1,131.45	\$ 1,432.63	\$ 1,061.20							\$ 18,159.01
21	Lab Expenses	\$ 16,735.05	\$ 5,332.11	\$ 4,778.15	\$ 5,508.00	\$ 10,130.39	\$ 6,932.69							\$ 49,416.39
22	Reservoir/Effluent Expenses	\$ 392.50	\$ 315.00	\$ 1,689.75	\$ 156.20	\$ 676.33	\$ 735.67							\$ 3,965.45
23	General & Administrative	\$ 38,869.93	\$ 27,510.24	\$ 22,048.01	\$ 25,280.05	\$ 27,009.34	\$ 34,568.06							\$ 175,285.63
24	Payroll-Related Expenses													\$ -
25	Professional Fees	\$ 6,027.50	\$ 4,790.00	\$ 14,692.50	\$ 5,589.23	\$ 6,364.30	\$ 8,367.50							\$ 45,831.03
26	Total Expenses	\$ 22,500.06	\$ 110,906.37	\$ 305,852.41	\$ 111,614.90	\$ 28,700.01	\$ (36,026.57)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543,547.18
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)	\$ (300,000.00)							\$ (1,150,000.00)
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	\$ 3,903,931.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

	MINDEN-GARDNERVILLE													
	ACCOUNT SUMMARY STATEMENT													
	For the six Months Ending December 31, 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	\$ (12,553.84)		\$ -	\$ -	\$ -	\$ -		
38	Transfer from Checking	\$ 150,000.00	\$ 250,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00							\$ 1,150,000.00
39	Interest	\$ 126.86	\$ 179.01	\$ 99.84	\$ 63.17	\$ 57.18	\$ 50.10							\$ 576.16
40		\$ -												\$ -
41	Payroll Expenses	\$ (166,451.87)	\$ (234,959.24)	\$ (158,073.06)	\$ (164,848.19)	\$ (197,946.24)	\$ (119,903.06)							\$ (1,042,181.66)
42	Balance Last day of Month	\$ 42,873.69	\$ 58,093.46	\$ 50,120.24	\$ 35,335.22	\$ (12,553.84)	\$ 167,593.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ 1,271,979.26							
47	Transfer from Checking													
48	Interest Earned	\$ 5,661.43	\$ 5,660.11	\$ 5,707.40	\$ 5,369.21	\$ 5,228.42	\$ 4,949.52							\$ 32,576.09
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	\$ 1,276,928.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53	ARRA Bond Restricted													
54	Balance 1st of Month	\$ 90,046.30	\$ 90,443.84	\$ 90,853.55	\$ 91,266.69	\$ 91,655.35	\$ 92,033.82							
55	Transfer from Other Accounts													\$ -
56	Interest Earned	\$ 397.54	\$ 409.71	\$ 413.14	\$ 388.66	\$ 378.47	\$ 358.28							\$ 2,345.80
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	\$ 92,392.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ 5,286,004.28							
63	Earned on Investments	\$ 21,481.07	\$ 21,066.62	\$ 20,869.49	\$ 21,828.97	\$ 20,810.43	\$ 21,187.85							\$ 127,244.43
64	Net Realized Gain/Loss		\$ 352.06											
65	Investment Fund Fees	\$ (865.60)	\$ (865.78)	\$ (866.24)	\$ (866.56)	\$ (866.46)	\$ (866.31)							
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	\$ 5,306,325.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
69	Petty Cash													
70	Balance 1st of Month	\$ 500.00	\$ 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	\$ 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	\$ 10,747,671.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CHECK REGISTER - GENERAL

12/1/24 - 12/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	12/4/2024	BENTLY RANCH	5825	212508	50800-010	Sludge Removal	Biosolids	\$ 354.34
2	12/4/2024	Empire CAT	EFT-12/4/24-01	EMPS6627039	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 153.24
3	12/4/2024	Flyers Energy, LLC	EFT-12/4/24-02	CFS-4071368	51500-010	Truck & Auto Expense	Fuels	\$ 664.19
4	12/4/2024	INSTRUMENT SERVICE, INC.	5826	8260	50300-010	Safety Equipment & Supplies	Gas Sensor Maintenance	\$ 585.00
5	12/4/2024	NUSYSTEMS, INC.	5829	16078	50500-010	Utilities	Annual Alarm Maintenance	\$ 482.52
6	12/4/2024	PACIFIC SHREDDING	EFT-12/4/24-03	5236392	64310-010	Statement Billing Supplies	Shredding Service	\$ 56.71
7	12/4/2024	THE PARTS HOUSE	5827	172694	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 271.98
8	12/4/2024	THE PARTS HOUSE	5827	173789	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 611.48
9	12/4/2024	Polydyne	EFT-12/4/24-04	1883915	50400-010	Processing Chemicals	Polymer Sample	\$ 4,347.00
10	12/4/2024	RESOURCE CONCEPTS, INC.	EFT-12/4/24-05	24-1539	71200-010	Engineering	District Business	\$ 708.05
11	12/4/2024	RESOURCE CONCEPTS, INC.	EFT-12/4/24-05	24-1540	55100-010	Reservoir Repairs & Maintenance	Effluent	\$ 546.25
12	12/4/2024	RESOURCE CONCEPTS, INC.	EFT-12/4/24-05	24-1541	71200-010	Engineering	CMAR Contract	\$ 880.00
13	12/4/2024	RESOURCE CONCEPTS, INC.	EFT-12/4/24-05	24-1535	71200-010	Engineering	Plan Review Maverik Gville	\$ 480.00
14	12/4/2024	RESOURCE CONCEPTS, INC.	EFT-12/4/24-05	24-1542	71200-010	Engineering	Plan Review Chipotle	\$ 1,401.25
15	12/4/2024	Ring Central Inc	EFT-12/4/24-06	CD_000964487	64400-010	Telephone	October-November VOIP	\$ 325.11
16	12/4/2024	COGEN SERVICE	5831	6795	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,500.00
17	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322534	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
18	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322823	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
19	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322693	52400-010	Lab Testing	Lab Analysis	\$ 72.00
20	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322692	52400-010	Lab Testing	Lab Analysis	\$ 72.00
21	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322542	52400-010	Lab Testing	Lab Analysis	\$ 72.00
22	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322605	52400-010	Lab Testing	Lab Analysis	\$ 43.00
23	12/4/2024	SILVER STATE ANALYTICAL LABS, INC.	5830	RN322543	52400-010	Lab Testing	Lab Analysis	\$ 72.00
24	12/4/2024	SNELL & WILMER, LLP	EFT-12/4/24-07	2921606	71100-010	Legal	Legal Services	\$ 1,225.00
25	12/4/2024	SOLENIIS LLC	EFT-12/4/24-08	133431930	50400-010	Processing Chemicals	Polymer	\$ 17,523.12
26	12/4/2024	Thatcher Company of Nevada, Inc.	EFT-12/4/24-09	2024400106599	50400-010	Processing Chemicals	Chemicals	\$ 4,413.34
27	12/4/2024	Warren Averett Technology Group, LLC	EFT-12/4/24-10	77772	71500-010	IT/Tech Professional Services	Out of Scope	\$ 550.00
28	12/4/2024	Warren Averett Technology Group, LLC	EFT-12/4/24-10	77669	65310-010	Software Services	Office 365	\$ 637.20
29	12/4/2024	WESTERN NEVADA SUPPLY	5828	41522877	50600-010	Repairs & Maintenance	Repairs and MAintenance	\$ 257.40
30	12/4/2024	WESTERN NEVADA SUPPLY	5828	11525578	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 480.75

CHECK REGISTER - GENERAL

12/1/24 - 12/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
31	12/4/2024	WESTERN NEVADA SUPPLY	5828	41535395	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 58.68
32	12/5/2024	Warren Averett Technology Group, LLC	EFT-12/5/24-01	76953-PP 2	65310-010	Software Services	Annual Azure Maintenance	\$ 3,600.00
33	12/11/2024	ASCO Power Services	5832	1755812	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure - Annunciator	\$ 1,213.00
34	12/11/2024	BENTLY RANCH	5833	212528	50800-010	Sludge Removal	Biosolids	\$ 123.62
35	12/11/2024	Charter Communications	5834	218924901120124	64400-010	Telephone	Fiber COAX Line	\$ 699.00
36	12/11/2024	CINTAS	EFT-12/11/24-01	5238212215	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 31.02
37	12/11/2024	E2C E Squared C Inc	5835	B51536	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
38	12/11/2024	FIRST CHOICE COFFEE SERVICES	EFT-12/11/24-02	722782	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
39	12/11/2024	FIRST CHOICE COFFEE SERVICES	EFT-12/11/24-02	75937	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
40	12/11/2024	FIRST CHOICE COFFEE SERVICES	EFT-12/11/24-02	27151	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies - WaterFilter	\$ 69.95
41	12/11/2024	FIRST CHOICE COFFEE SERVICES	EFT-12/11/24-02	33514	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies- Water Maint	\$ 44.00
42	12/11/2024	FIRST CHOICE COFFEE SERVICES	EFT-12/11/24-02	27152	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 69.95
43	12/11/2024	Flyers Energy, LLC	EFT-12/11/24-03	CFS-4083834	51500-010	Truck & Auto Expense	Fuels	\$ 99.68
44	12/11/2024	Frontier	EFT-12/11/24-04	241201	64400-010	Telephone	CoGen	\$ 107.10
45	12/11/2024	Gardnerville Water Company	EFT-12/11/24-05	3916	51400-010	Repairs & Maintenance	Construction Water	\$ 5.60
46	12/11/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-12/11/24-01	1551	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,157.00
47	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323281	52400-010	Lab Testing	Lab Analysis	\$ 72.00
48	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323282	52400-010	Lab Testing	Lab Analysis	\$ 72.00
49	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323148	52400-010	Lab Testing	Lab Analysis	\$ 72.00
50	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323147	52400-010	Lab Testing	Lab Analysis	\$ 72.00
51	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323099	52400-010	Lab Testing	Lab Analysis	\$ 78.00
52	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323098	52400-010	Lab Testing	Lab Analysis	\$ 44.00
53	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323016	52800-010	Pretreatment Testing	Lab Sampling	\$ 2,275.00
54	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN323013	52800-010	Pretreatment Testing	Lab Sampling	\$ 1,300.00
55	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN322984	52800-010	Pretreatment Testing	Lab Sampling	\$ 1,300.00
56	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN322934	52400-010	Lab Testing	Lab Analysis	\$ 22.00
57	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN322933	52400-010	Lab Testing	Lab Analysis	\$ 22.00
58	12/11/2024	SILVER STATE ANALYTICAL LABS, INC.	5836	RN322928	52400-010	Lab Testing	Lab Analysis	\$ 43.00
59	12/11/2024	Spectrum Business	EFT-12/11/24-07	0157628112724	64400-010	Telephone	Internet Service	\$ 184.98
60	12/11/2024	TOWN OF MINDEN	5837	120124	50500-010	Utilities	Water and Trash Service	\$ 722.21

CHECK REGISTER - GENERAL

12/1/24 - 12/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
61	12/11/2024	Tractor Supply Credit Plan	EFT-12/11/24-08	200361002	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 9.99
62	12/11/2024	Warren Averett Technology Group, LLC	EFT-12/11/24-09	77851-PP	12800-010	Prepaid Expenses	Aatrix Software	\$ 799.00
63	12/11/2024	Warren Averett Technology Group, LLC	EFT-12/11/24-09	77831-PP	12800-010	Prepaid Expenses	GP Enhancements/Annual Maint	\$ 8,368.00
64	12/11/2024	WESTERN NEVADA SUPPLY	5838	41516789	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 1,973.06
65	12/12/2024	Nevada State Bank	EFT-12/12/24-01	TS110624	65100-010	Other Administration Expense	Christmas Caterer	\$ 940.00
66	12/12/2024	Nevada State Bank	EFT-12/12/24-01	AM111224	50700-010	Other Plant Expense	iPhone Storage	\$ 2.99
67	12/12/2024	Nevada State Bank	EFT-12/12/24-01	AM120224	64330-010	Cleaning & Kitchen Supplies	Cleaning Supplies	\$ 168.58
68	12/12/2024	Nevada State Bank	EFT-12/12/24-01	PB120224	50900-010	Operators Education/Training	Zarathom Training	\$ 9.95
69	12/12/2024	Nevada State Bank	EFT-12/12/24-01	LG112024	65400-010	Training/Education Admin	GFOA Training	\$ 180.00
70	12/12/2024	Nevada State Bank	EFT-12/12/24-01	LG112524	65400-010	Training/Education Admin	Aurora Training	\$ 399.00
71	12/12/2024	Nevada State Bank	EFT-12/12/24-01	LG112824	64500-010	Postage	Postage	\$ 29.99
72	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM110524	65100-010	Other Administration Expense	Trustee Name Plates/Frames	\$ 118.32
73	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM110824	65300-010	Office Equipment/Hardware	Wireless Mouse Replacement	\$ 42.83
74	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM110824-2	65100-010	Other Administration Expense	Birthday Supplies/Lunch x3	\$ 252.51
75	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM111524	50700-010	Other Plant Expense	Dump Run	\$ 19.90
76	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM112324	52600-010	Lab Repairs & Maintenance	Lab Supplies/Maintenance	\$ 269.99
77	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM112424	65310-010	Software Services	Adobe	\$ 19.99
78	12/12/2024	Nevada State Bank	EFT-12/12/24-01	HM120124	52600-010	Lab Repairs & Maintenance	Lab Supplies/Maintenance	\$ 20.08
79	12/12/2024	Nevada State Bank	EFT-12/12/24-01	JK111424	52600-010	Lab Repairs & Maintenance	Lab Supplies/Maintenance	\$ 357.27
80	12/12/2024	Nevada State Bank	EFT-12/12/24-01	JK111424-2	52600-010	Lab Repairs & Maintenance	Lab Supplies/Maintenance	\$ 251.05
81	12/12/2024	Nevada State Bank	EFT-12/12/24-01	JK112224	65300-010	Office Equipment/Hardware	Keurig Replacement	\$ 99.00
82	12/12/2024	Nevada State Bank	EFT-12/12/24-01	CC111224	51500-010	Truck & Auto Expense	Fuels	\$ 45.76
83	12/12/2024	Nevada State Bank	EFT-12/12/24-01	CC111424	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 119.32
84	12/12/2024	Nevada State Bank	EFT-12/12/24-01	CC111524	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 59.66
85	12/12/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-12/12/24-02	1553	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair & Maint	\$ 1,600.00
86	12/12/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-12/12/24-02	1555	15600-030	Plant PLC & Infrastructure Replacement	SCADA PLC	\$ 545.00
87	12/12/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-12/12/24-02	1556	16800-030	Boiler #2 Replacement	Boiler	\$ 977.50
88	12/12/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-12/12/24-02	1557	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,357.00
89	12/18/2024	BENTLY RANCH	5839	212583	50800-010	Sludge Removal	Biosolids	\$ 237.58
90	12/18/2024	Hajoca Corporation	EFT-12/18/24-01	S014072035.001	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 203.30

CHECK REGISTER - GENERAL

12/1/24 - 12/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
91	12/18/2024	JOANA PEREZ	5840	957014	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
92	12/18/2024	LEAF	EFT-12/18/24-02	17561916	65300-010	Office Equipment/Hardware	Copier Lease	\$ 403.66
93	12/18/2024	NV Energy	EFT-12/18/24-03	1790241211	50500-010	Utilities	Plant Energy	\$ 14,168.76
94	12/18/2024	NV Energy	EFT-12/18/24-04	800241211	55300-010	Reservoir & Pump Utilities	Pump Station Energy	\$ 278.17
95	12/18/2024	PAC Machine Co., Inc.	5841	96333	50600-010	Repairs & Maintenance	RAS Pump Rebuild	\$ 1,097.96
96	12/18/2024	SILVER STATE ANALYTICAL LABS, INC.	5842	RN323612	52400-010	Lab Testing	Lab Analysis	\$ 72.00
97	12/18/2024	SILVER STATE ANALYTICAL LABS, INC.	5842	RN323465	52400-010	Lab Testing	Lab Analysis	\$ 43.00
98	12/18/2024	SILVER STATE ANALYTICAL LABS, INC.	5842	RN323443	52400-010	Lab Testing	Lab Analysis	\$ 43.00
99	12/18/2024	SILVER STATE ANALYTICAL LABS, INC.	5842	RN323611	52400-010	Lab Testing	Lab Analysis	\$ 72.00
100	12/18/2024	SILVER STATE ANALYTICAL LABS, INC.	5842	RN323524	52400-010	Lab Testing	Lab Analysis	\$ 993.00
101	12/18/2024	SOUTHWEST GAS CORP	EFT-12/18/24-05	241230	50500-010	Utilities	Natural Gas	\$ 1,832.45
Total Amount of Checks (45 Checks)								\$ 97,991.34

Legend

Capital

Breaker Failure Costs

Co-Gen Expenses

CHECK REGISTER - PAYROLL

12/1/24 - 12/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	12/6/2024	State Coll & Disb Unit - SCADU	EFT-12/06/24-01	36-120624	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
2	12/6/2024	Voya Financial	EFT-12/06/24-02	12062024	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 2,585.00
3	12/6/2024	Wells Fargo 941	DD02697	STAFF FED 12/6/24	20300-010	Accrued Payroll Taxes	FED 941 12/6/2024 STAFF	\$ 7,047.00
4	12/6/2024	WF Used for Direct Deposit	ACH120624-DD	STAFF PR 12/6/24	10000-116	Cash - Payroll Checking - Wells Fargo	DD 12/6/2024 STAFF	\$ 40,755.77
5	12/16/2024	JD	EFT-12/16/24-01	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 343.27
6	12/16/2024	BF	EFT-12/16/24-02	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - BF	\$ 477.43
7	12/16/2024	JH	EFT-12/16/24-03	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
8	12/16/2024	FJ	EFT-12/16/24-04	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - FJ	\$ 366.21
9	12/16/2024	TS	EFT-12/16/24-05	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 279.48
10	12/16/2024	SK	EFT-12/16/24-06	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 48.48
11	12/20/2024	State Coll & Disb Unit - SCADU	EFT-12/20/24-01	36-122024	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
12	12/20/2024	VSP VISION CARE, INC (AT)	EFT-12/20/24-02	821656643	80900-010	Retiree Health Insurance Premiums	Vision Insurance - Nov 2024	\$ 91.44
13	12/20/2024	VSP VISION CARE, INC (AT)	EFT-12/20/24-02	821656643	50200-020	Medical Benefits	Vision Insurance - Nov 2024	\$ 156.40
14	12/20/2024	Voya Financial	EFT-12/20/24-03	12202024	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 2,585.00
15	12/20/2024	Wells Fargo 941	ACH122024-941	STAFF FED 12/20/24	20300-010	Accrued Payroll Taxes	FED 941 12/20/2024 STAFF	\$ 7,081.53
16	12/20/2024	WF Used for Direct Deposit	ACH122024-DD	PR-DD 12/20/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 12/20/24 STAFF	\$ 39,606.41
17	12/30/2024	HealthEquity - ACH	EFT-12/30/24-01	HSA12-2024	50200-010	Payroll Taxes & Employee Benefits	Dec HSA Contributions	\$ 2,574.96
18	12/30/2024	HOMETOWN HEALTH	EFT-12/30/24-02	77101-043	80900-010	Retiree Health Insurance Premiums	Dec 2024 Health Insurance	\$ 1,256.52
19	12/30/2024	HOMETOWN HEALTH	EFT-12/30/24-02	77101-043	50200-020	Medical Benefits	Dec 2024 Health Insurance	\$ 17,948.29
20	12/30/2024	METLIFE - GROUP BENEFITS	EFT-12/30/24-03	12152024	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
21	12/30/2024	METLIFE - GROUP BENEFITS	EFT-12/30/24-03	12152024	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,400.02
22	12/30/2024	Nevada State Treasurer's Office	EFT-12/30/24-04	36-1224	50200-010	Payroll Taxes & Employee Benefits	CS Handling Fee - Monthly	\$ 4.00
23	12/30/2024	Public Employees Retirement System	EFT-12/30/24-06	P1224	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Nov-2024	\$ 32,437.85
24	12/30/2024	VSP VISION CARE, INC (AT)	EFT-12/30/24-05	821860326	80900-010	Retiree Health Insurance Premiums	Vision Insurance - Dec 2024	\$ 91.44
25	12/30/2024	VSP VISION CARE, INC (AT)	EFT-12/30/24-05	821860326	50200-020	Medical Benefits	Vision Insurance - Dec 2024	\$ 156.40
26	12/31/2024	Wells Fargo 941	ACH123124-941	941 12/31/24 BOARD	20300-010	Accrued Payroll Taxes	FED 12/31/2024	\$ 344.50
27	12/31/2024	WF Used for Direct Deposit	ACH123124-BRD	DD 12/31/24 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	DD 11/29/2024 BOARD	\$ 1,730.00
28	12/31/2024	Barbara Smallwood	3494	PR 12/31/24 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	11/29/2024 BOARD CHECK	\$ 492.75
Total Amount of Checks (24 Checks)								\$ 160,658.83



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Six Months Ending Tuesday, December 31, 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	\$14,096.00	\$97,000.00	\$82,904.00	14.53%	85.47%
Clean & Inspect Digester	\$0.00	\$280,000.00	\$280,000.00	0.00%	100.00%
Rehab Concrete in Primary Clarifier	\$48,242.33	\$1,200,000.00	\$1,151,757.67	4.02%	95.98%
Plant PLC & Infrastucture Replacement	\$3,280.00	\$300,000.00	\$296,720.00	1.09%	98.91%
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	\$85,402.43	\$4,254,167.00	\$4,168,764.57	2.01%	97.99%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Six Months Ending Tuesday, December 31, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
1 PAYROLL					
2 Salaries	\$680,774.35	\$1,294,988.00	\$614,213.65	52.57%	47.43%
3 Payroll Taxes & Employee Benefits	\$387,023.56	\$822,858.00	\$435,834.44	47.03%	52.97%
4 TOTAL PAYROLL	\$1,067,797.91	\$2,117,846.00	\$1,050,048.09	50.42%	49.58%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Six Months Ending Tuesday, December 31, 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	\$10,583.20	\$12,000.00	\$1,416.80	88.19%	11.81%
8 Plant Supplies (Processing Chemicals)	\$86,139.26	\$162,750.00	\$76,610.74	52.93%	47.07%
9 Utilities	\$88,793.32	\$195,750.00	\$106,956.68	45.36%	54.64%
10 Repairs & Maintenance	\$194,811.26	\$325,000.00	\$130,188.74	59.94%	40.06%
11 Mosquito Abatement		\$10,000.00	\$10,000.00	0.00%	100.00%
12 Other Plant Expense	\$3,946.40	\$6,500.00	\$2,553.60	60.71%	39.29%
13 Sludge Removal	\$7,289.24	\$18,000.00	\$10,710.76	40.50%	59.50%
14 Education	\$2,320.10	\$13,000.00	\$10,679.90	17.85%	82.15%
15 TOTAL O & P EXPENSES	\$393,882.78	\$743,000.00	\$349,117.22	53.01%	46.99%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Six Months Ending Tuesday, December 31, 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	\$9,608.25	\$7,000.00	(\$2,608.25)	137.26%	(37.26%)
19 Truck & Auto Expense (Fuels)	\$6,483.46	\$15,000.00	\$8,516.54	43.22%	56.78%
20 Other Collection System Expense	\$2,067.30	\$1,000.00	(\$1,067.30)	206.73%	(106.73%)
21 TOTAL COLLECTION EXPENSES	\$18,159.01	\$27,000.00	\$8,840.99	67.26%	32.74%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Six Months Ending Tuesday, December 31, 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	\$15,003.00	\$18,000.00	\$2,997.00	83.35%	16.65%
25 Lab Permitting	\$2,641.05	\$1,800.00	(\$841.05)	146.73%	(46.73%)
26 Lab Repairs & Maintenance	\$5,492.08	\$15,000.00	\$9,507.92	36.61%	63.39%
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	\$49,588.40	\$92,800.00	\$43,211.60	53.44%	46.56%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Six Months Ending Tuesday, December 31, 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	\$3,546.00	\$20,000.00	\$16,454.00	17.73%	82.27%
32 Effluent Management - Utilities	\$419.45	\$50,000.00	\$49,580.55	0.84%	99.16%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	\$3,965.45	\$70,000.00	\$66,034.55	5.66%	94.34%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Six Months Ending Tuesday, December 31, 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>
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34 GENERAL & ADMINISTRATIVE EXPENSES

35 Office Supplies & Expense	\$4,709.06	\$11,000.00	\$6,290.94	42.81%	57.19%
36 Training/Education Expense	\$579.00	\$5,000.00	\$4,421.00	11.58%	88.42%
37 Cleaning & Kitchen Supplies	\$4,302.20	\$11,000.00	\$6,697.80	39.11%	60.89%
38 Statement Billing Supplies	\$3,281.96	\$6,000.00	\$2,718.04	54.70%	45.30%
39 Bank Charges	\$16,963.89	\$17,000.00	\$36.11	99.79%	0.21%
40 Telephone & Internet	\$13,650.37	\$20,000.00	\$6,349.63	68.25%	31.75%
41 Postage	\$3,296.11	\$10,500.00	\$7,203.89	31.39%	68.61%
42 Advertising & Publication	\$197.25	\$5,000.00	\$4,802.75	3.95%	96.06%
43 Software Services	\$43,749.90	\$52,500.00	\$8,750.10	83.33%	16.67%
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 Six Months Ending Tuesday, December 31, 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	(\$578.00)	\$1,700.00	\$2,278.00	(34.00%)	134.00%
47 Insurance & Bonding	\$67,464.84	\$154,318.00	\$86,853.16	43.72%	56.28%
48 Other Administration Expense	\$4,908.98	\$4,000.00	(\$908.98)	122.72%	(22.72%)
49 Filing Fees & Permits	\$5,356.89	\$12,000.00	\$6,643.11	44.64%	55.36%
50 Office Equipment (Hardware)	\$5,753.32	\$12,000.00	\$6,246.68	47.94%	52.06%
51 TOTAL G&A	\$178,587.57	\$331,018.00	\$152,430.43	53.95%	46.05%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Six Months Ending Tuesday, December 31, 2024

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
52 PROFESSIONAL FEES					
53 Legal	\$9,437.00	\$50,000.00	\$40,563.00	18.87%	81.13%
54 Engineering	\$21,983.05	\$120,000.00	\$98,016.95	18.32%	81.68%
55 IT/Tech Professional Services	\$8,410.98	\$30,000.00	\$21,589.02	28.04%	71.96%
56 Accounting & Audit	\$6,000.00	\$31,500.00	\$25,500.00	19.05%	80.95%
57 TOTAL PROFESSIONAL FEES	\$45,831.03	\$231,500.00	\$185,668.97	19.80%	80.20%
58 TOTAL ALL OPERATIONS EXPENSES	\$690,014.24	\$1,495,318.00	\$805,303.76	46.14%	53.86%

Agenda Item 3

District Manager's Report

Items in this Section Include:

- ✓ *February 2025 District Manager's Report*
- ✓ *Capacity Report for January 2025*



**Minden Gardnerville Sanitation District
District Manager's Report
February 4, 2025**

CAPACITY ALLOCATIONS/PURCHASES:

- 10 EDUs sold to Lennar

VENDORS AND CONTRACTS:

- None

WILL SERVES LETTERS ISSUED:

- No will-serves issued this month

STAFF/OFFICE ITEMS:

- None

MEETINGS ATTENDED AND SCHEDULED:

- 01/07 Meeting with Bently regarding Reuse Agreement and potential land development
- 01/14 Completion of POOL/PACT Application sent over to Warren Reed Insurance for submittal.
- 01/15 Meeting with Minden Mill Distillery about parking lot work for Orbit Way
- 01/16 On site coordination meeting with HDR for the clarifier concrete rehab
Meeting with the owner, contractors, and
- 01/22 RCI for 1404 Hwy 395 sewer repair
- 01/24 MGSD Special Board Meeting

PROJECTS IN THE DISTRICT:

- Heybourne Meadows Final Survey is due for project completion
- Chipotle's lateral has been tied in
- DC Justice Center is on hold due to an elevation conflict

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Started Digester #3 mixing pump rebuild; pump #2
- Rehab on Belt Press #1 underway (pillow block bearing replacement)
- New polymer run is to begin in February. (polymer and belt evaluation)
- Working toward completion for Boiler #2
- ASCO has sent the switch gear; we are beginning site prep for the new breaker and switchgear installation.

OTHER:

- We have received a letter from Greg Reed regarding renegotiating the GRGID Agreement
- I would like to have a short discussion about potentially updating MGSD Standards such as:
 - Accessory Dwelling Units (ADUs) such as when and how they apply
 - Vacuum testing on manholes
 - Grease Interceptor standards

Respectfully submitted,
Peter V. Baratti, District Manager



**MONTHLY REPORT OF
CAPACITY SOLD
For the month of January 2025**

Date	Project Name	Developer	Address	EDU's Sold	Existing EDU's	Amount Collected		Approved By	Comments
						Capacity	Total		
1/8/2025	Heybourne Meadows	Lennar	Multiple	10.00	0.00	\$ 57,200.00	\$ 57,200.00		
					0.00	\$ -	\$ -		
					0.00	\$ -	\$ -		
					0.00	\$ -	\$ -		
						\$ -	\$ -		
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						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
TOTAL EDU's SOLD				10.000		\$ 57,200.00	\$ 57,200.00		

Agenda Item 6

January 7th 2025 Regular Meeting Minutes and January 24th 2025 Special Meeting Minutes

Items in this Section Include:

- ✓ *January 7th 2025 Regular Meeting Minutes*
- ✓ *January 24th 2025 Special Meeting Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, January 7, 2025
6:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Ted Thran
Sondra Condon
Chris Shorten
Michele Wagner
Dan Griffith

Board Members Absent:

None

Staff Members Present:

Peter Baratti
Cliff Simpson
Jessica Kneefel
LaVonne Ghanavati
Haley Mosegard
Bruce Scott

Staff Members Absent:

Bill Peterson

Others Present: Greg Reed

1. Meeting called to order at 6:00 p.m. by Ted Thran.

2. Public Comment:

3. Election of Board Officers: Trustee Condon nominated Ted Thran for Chairman for 2025 which was unanimously approved. Trustee Condon nominated Chris Shorten for Vice Chairman for 2025 which was unanimously approved. Chris Shorten nominated Haley Freeman for Secretary, which was unanimously approved. Dan Griffith nominated Ted Thran for Treasurer which was unanimously approved.

4. Schedule of Regular Board Meetings: The Board discussed changing the time of the Regular Board meetings.

Motion: To change the time of future Regular Board meetings from 6:00pm to 5:00pm.

Made by: Dan Griffith

Seconded by: Sondra Condon

Vote: Motion carried.

Ayes: Thran, Condon, Wagner, Shorten, Griffith

Nays: None

Abstain: None

Absent: None

5. District Manager's Report: Cliff Simpson reported that Lochan KC passed his Maintenance Level I exam, and Joe Church has completed his GIS course at UNR. He also reported Chipotle is getting ready to tie in. Peter Baratti reported that the Douglas County Judicial Building is getting ready to tie in as well after RO Anderson sends over the plans.

Vice Chairman Shorten commented that he was glad to see the District exploring alternative polymer vendors since the cost has continued to increase.



6. Claims Review and Approval: Trustee Condrón asked what the sniffer was, and Cliff replied it was for the District's confined space entry, and is an atmospheric tester for gas which the District sends down into any space that the operators may need to enter.

Trustee Condrón asked what the E2C line was for and Haley Freeman replied it was for the new SCADA system, and clarified it was a capital expense. Peter Baratti added that the District is trying to create a new SCADA system that can be maintained and managed by the District's own IT professionals rather than spending the exponential amount that Tesco quoted the District.

Motion: To approve the claims received for November, 2024 in the amount of \$127,474.76 and the payroll-related expenses paid during November, 2024 in the amount of \$157,190.47

Made by: Chris Shorten

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Thran, Condrón, Wagner, Shorten, Griffith

Nays: None

Abstain: None

Absent: None

7. Minutes of December 3rd, 2024 Regular Board Meeting: There were no comments or discussion regarding the December 3rd regular Board Meeting.

Motion: To approve the minutes of the December 3rd Regular Board Meeting.

Made by: Sondra Condrón

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Thran, Condrón, Shorten

Nays: None

Abstain: Wagner, Griffith

Absent: None

8. Attorney-Client Conference: Bill Peterson was not present at the meeting. Peter Baratti reported that Bill had reached out to the District to coordinate his contract documents per the request from NIFS for the Pineview project. Peter also reported that only one contractor put in a bid for the project for 15 million dollars, which was 3 million dollars over the proposed project cost.

Trustee Condrón asked if the Pineview residents would be billed by MGSD when the project was completed, and Bruce Scott and Staff confirmed they would be billed likely under their HOA which would then be billed by MGSD.



9. Engineer's Report: Bruce Scott reported that they were working on a CMAR for work on one of the interceptor lines. He said that he would have a progress report for the Board at the February meeting, and would also ask if there were any members of the Board that would like to review the responses of the CMAR contract at the March meeting.

Bruce also reported that Bently is proposing a master plan amendment and zone change for a housing/commercial development along Muller Lane. He is expecting the District to see further information on that project soon.

Discussion followed regarding lift stations.

Greg Reeg commented that GRGID has 4 lift stations and that they have an additional charge to the residents that are served by their wet well.

10. Administrative Report by Staff: Haley Freeman reported that the District auditors asked Staff to get clarification on some items from the Financial Statements. The Board scheduled a special meeting for 1/24/25 to discuss those items.

Trustee Shorten asked about the Designation of Auditor and Haley stated they were required to designate an auditor every year which gets reported back to the Department of Taxation.

Trustee Condrón asked about Boxing Day. Discussion followed regarding whether or not the District should adopt Boxing Day as a holiday. The Board agreed that the District be allowed to take off Boxing Day for 2025 only.

Trustee Condrón asked why the District Manager's review was scheduled for February instead of the usual date of March or April. Haley Freeman stated that a February review worked well for the Staff schedule since March and April are typically full for working on the District's upcoming budget deadline in May. The Board agreed to have the District Manager's annual review in March.

11. Board Comment: Vice Chairman Shorten welcomed the new Board members.

12. Public Comment: Bruce Scott commented he is available to the new Trustees for assistance should they need it.

13. Meeting adjourned 7:20 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Haley Freeman, District Secretary



Board of Trustees
Minutes of Regular Meeting
Friday, January 24, 2025
12:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Ted Thran
Sondra Condrón
Chris Shorten
Michele Wagner
Dan Griffith

Board Members Absent:

None

Staff Members Present:

Peter Baratti
Cliff Simpson
Jessica Kneefel
Bill Peterson
Haley Freeman
Bruce Scott
LaVonne Ghanavati

Staff Members Absent:

None

Others Present: None

1. Meeting called to order at 6:00 p.m. by Ted Thran.

2. Public Comment:

3. Retiree Benefits: Jessica Kneefel explained to the Board that there is a single MGSD Retiree that is being reimbursed over the \$300 Medicare Part B Supplemental that was passed by the Board in July. The auditors would like the Board to approve or deny any reimbursement amount over \$300. Bill Peterson asked if the District was insured against catastrophic losses. Discussion followed.

Motion: To approve the reimbursement amount for Medicare Part B Supplemental as \$300.00 for retirees, with the exception of the current Retiree who is over \$300.00.

Made by: Chris Shorten

Seconded by: Dan Griffith

Vote: Motion carried.

Ayes: Thran, Condrón, Shorten, Griffith, Wagner

Nays: None

Abstain: None

Absent: None



4. Restricted Funds: Peter Baratti explained that during the audit, the District was informed that the Restricted Funds carry balances that do not allow sufficient unrestricted funds to cover operation costs. Staff asked the Board if they would like to unrestrict some funds, withdraw from certain restricted funds, or reallocate funds.

Bill Peterson stated the District is an enterprise fund which means all money is available for all uses.

Discussion followed.

Motion: To continue this item until the February 4, 2025 Regular Board Meeting.

Made by: Sondra Condrón

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Condrón, Wagner, Shorten, Griffith

Nays: None

Abstain: None

Absent: None

5. Board Comment: Trustee Condrón mentioned she would like to participate in another Plant Tour with the new Trustees.

6. Public Comment: Haley Freeman mentioned to the Board that there has been an increase in public interest regarding the anticipated rate increase in July 2025.

7. Meeting adjourned 12:45p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Haley Freeman, District Secretary

Agenda Item 8

Kingslane Homeowners Association

Items in this Section Include:

- ✓ *Lumos & Associates Sewer Line Rehabilitation Presentation*



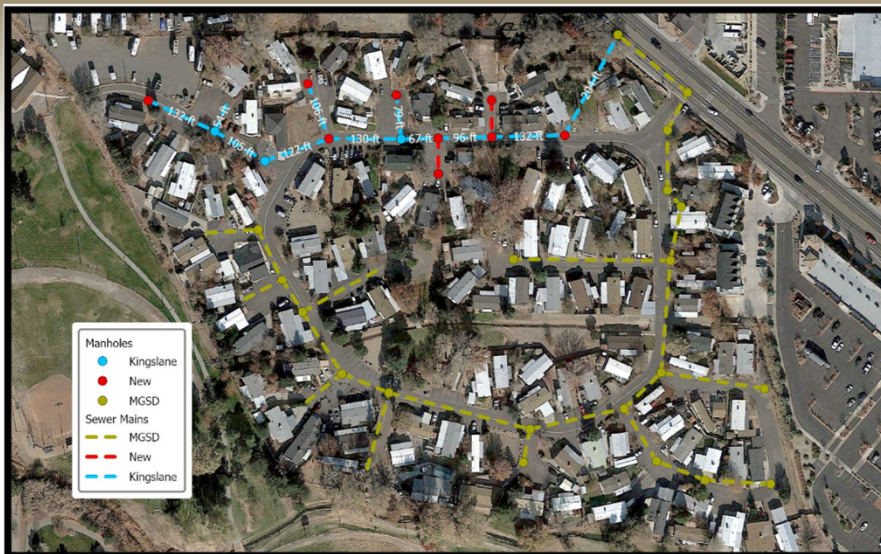
LUMOS & ASSOCIATES

Kingslane HOA SRF Funding Partnership

Chelsea Cluff, P.E.
Lumos & Associates

February 4, 2025

Kingslane HOA Sewer Collection System



Current System

- MGSD owns majority of system
- Approximately 1,100 feet of 8" PVC with four (4) manholes still owned by HOA
- Depth of sewer main varies from 2.3 ft to 12.7 ft
- Maintenance is a burden on the HOA and residents complain of operational issues

System Deficiencies

- Does not meet MGSD minimum depth of pipeline which requires 42 inches of cover
- Does not meet MGSD manhole location requirements. MGSD requires that manholes be placed at intersection of all sewer lines, and at the terminal end of all collector lines

February 4, 2025 MGSD Boarding Meeting – Kingslane HOA Sewer Collection System

Clean Water State Revolving Loan Fund (SRF)

Loan vs. Principal Forgiveness (Grant)

- Kingslane HOA is pursuing the grant option
 - Largest grant = \$2.5 million
- Grant eligibility depends on the residents/demographics of the area

Systems NOT Eligible for SRF Funding

- Privately Owned System
- Federally Owned System

Correspondence with NDEP indicates that Kingslane HOA does appear to qualify for disadvantaged status, and by partnering with MGSD it would not classify the entity as privately owned. It could therefore meet the qualifications for a Clean Water Principal Forgiveness Loan

Fundable Systems

- Municipalities
 - City, town, county, district, association or other **public** body created by or pursuant to the law of this State and having jurisdiction over disposal of sewage, industrial wastes or other wastes; or an Indian tribe or an authorized Indian tribal organization (NRS 445A.375)
- Interstate Agencies
 - Agreement or compact approved by the Congress of the United States; or having substantial powers or duties pertaining to the control of pollution of waters (NRS 445A.370)

February 4, 2025 MGSD Boarding Meeting – Kingslane HOA Sewer Collection System



3

Clean Water State Revolving Fund – Partnering with MGSD

- Phase 1: Pre-Application
 - In order to be placed on Priority List
 - Submitted by MGSD, assisted by Kingslane HOA's engineer
 - Next deadline for the pre-application to get on Priority List is **April 4th**
- Phase 2: Application
 - Application submitted by MGSD, with preparation and coordination by HOA's engineer
 - Requires Preliminary Engineering Report (PER) creation
 - PER can utilize grant funding (80% grant, 20% match) regardless of disadvantaged status

First 2 phases can be completed to determine whether project is eligible for grant funding without requiring large financial commitments by the HOA or MGSD

February 4, 2025 MGSD Boarding Meeting – Kingslane HOA Sewer Collection System



4

Conclusion

- Kingslane HOA wishes to dedicate their remaining sewer system to MGSD
- Sewer system must be rehabilitated to meet MGSD standards
- Kingslane HOA requests a partnership with MGSD to obtain SRF grant funding
- No substantial financial burden placed on MGSD

February 4, 2025 MGSD Boarding Meeting – Kingslane HOA Sewer Collection System



5



Add me
to your
contacts



Thank you!

Chelsea Cluff, P.E.
Project Manager
ccluff@LumosInc.com
775.827.6111



February 4, 2025 MGSD Boarding Meeting – Kingslane HOA Sewer Collection System



6

Agenda Item 12

Administrative Report by Staff

Items in this Section Include:

- ✓ *Administrative Staff Report for February 2025*



Minden Gardnerville Sanitation District
Administrative Report
February 4, 2025

STAFF ITEMS:

- Two of our operators will be attempting their Grade II and Grade III soon

FOR YOUR INFORMATION:

- Mark Lovelady is no longer with Gardnerville Water Company

UPCOMING ITEMS:

- Schedule Tentative Budget Meeting & Public Hearing dates (March 4th Regular Board Meeting)
- District Manager Annual Review (March 4th Regular Board Meeting)

THINGS KEEPING US BUSY RIGHT NOW:

- We are beginning to work on the FY 25-26 Budget