



NOTICE OF REGULAR MEETING

TUESDAY, April 1, 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 may include comments and/or status of projects not covered under an 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 action item)

5. Claims Review and Approval – For Possible Action

- Review and Approval of Bills Paid and Claims Received for February 2025.

6. Minutes Approval – For Possible Action

- Approval of Minutes from the March 4th, 2025 Regular Board Meeting.

8. Semi-Truck Purchase– For Possible Action

- Discussion and possible action regarding the purchase of a new Semi Truck.

9. Gardnerville Ranchos GID Agreement – Discussion Only, Not For Possible Action

- Discussion regarding a letter received from Greg Reed, District Manager at GRGID regarding revisions to the 1974 Agreement between Gardnerville Ranchos GID and Minden Gardnerville Sanitation District.
(No action may be taken under this item of the agenda until the matter itself has been specifically designated on the agenda as an action item)

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/or status of projects not covered under an 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 action item)

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

-
- 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 Freeman 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: 4/02/2025

	MINDEN-GARDNERVILLE													
	ACCOUNT SUMMARY STATEMENT													
	For the Eight Months Ending, Friday, February 28, 2025													
		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	\$ 3,903,931.87	\$ 4,071,239.30		\$ -	\$ -	\$ -	
2	Cash Receipts													
3	User Fees	\$ 198,110.75	\$ 190,380.45	\$ 15,526.55	\$ 186,700.17	\$ 37,227.20	\$ 213,942.49	\$ 343,711.80	\$ 202,634.73					\$ 1,388,234.14
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		\$ 57,200.00	\$ 193,440.00					\$ 773,448.00
6	Permit Fee Income			\$ 200.00										\$ 200.00
7	Acreage Fees/Annexation Fee								\$ 4,454.50					
8	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					\$ 89,772.96
9	Ad Volorem	\$ 194.96	\$ 59,981.04	\$ 167,832.33	\$ 25,742.88	\$ 96,340.86	\$ 4,465.87	\$ 29,112.81	\$ 91,716.50					\$ 475,387.25
10	Pass-Through Reimbursement	\$ 1,938.75	\$ 4,041.25						\$ 8,352.50					\$ 14,332.50
11	GRGID	\$ 198,649.58		\$ 466,924.12	\$ 110,316.00		\$ 198,698.57		\$ 156,510.12					\$ 1,131,098.39
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	\$ 428,328.55	\$ 441,246.23	\$ 668,329.97	\$ -	\$ -	\$ -	\$ -	\$ 3,880,413.12
16														
17	Cash Paid Out													
18	Capital Expenses	\$ (189,872.94)	\$ 3,777.50	\$ 220,995.29	\$ 20,218.96	\$ (67,733.03)	\$ 49,764.83	\$ 3,071.48	\$ 40,828.00					\$ 81,050.09
19	Plant Expenses	\$ 141,874.00	\$ 65,822.20	\$ 38,948.32	\$ 53,731.01	\$ 50,820.05	\$ 41,215.73	\$ 83,933.59	\$ 7,599.21					\$ 483,944.11
20	Collections Expenses	\$ 8,474.02	\$ 3,359.32	\$ 2,700.39	\$ 1,131.45	\$ 1,432.63	\$ 1,061.20	\$ 888.02	\$ 1,151.42					\$ 20,198.45
21	Lab Expenses	\$ 16,735.05	\$ 5,332.11	\$ 4,778.15	\$ 5,508.00	\$ 10,130.39	\$ 6,932.69	\$ 2,170.00	\$ 971.00					\$ 52,557.39
22	Reservoir/Effluent Expenses	\$ 392.50	\$ 315.00	\$ 1,689.75	\$ 156.20	\$ 676.33	\$ 735.67	\$ 3,385.47	\$ 15,174.32					\$ 22,525.24
23	General & Administrative	\$ 38,869.93	\$ 27,510.24	\$ 22,048.01	\$ 25,280.05	\$ 27,009.34	\$ 34,568.06	\$ 18,720.49	\$ 27,662.58					\$ 221,668.70
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	\$ 11,769.75	\$ 9,221.25					\$ 66,822.03
26	Total Expenses	\$ 22,500.06	\$ 110,906.37	\$ 305,852.41	\$ 111,614.90	\$ 28,700.01	\$ 142,645.68	\$ 123,938.80	\$ 102,607.78	\$ -	\$ -	\$ -	\$ -	\$ 948,766.01
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)	\$ (150,000.00)	\$ (150,000.00)					\$ (1,450,000.00)
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	\$ 4,071,239.30	\$ 4,486,961.49	\$ -	\$ -	\$ -	\$ -	

	MINDEN-GARDNERVILLE													
	ACCOUNT SUMMARY STATEMENT													
	For the Eight Months Ending, Friday, February 28, 2025													
		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)	\$ 167,593.20	\$ 121,248.72		\$ -	\$ -		
38	Transfer from Checking	\$ 150,000.00	\$ 250,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 150,000.00	\$ 150,000.00					\$ 1,450,000.00
39	Interest	\$ 126.86	\$ 179.01	\$ 99.84	\$ 63.17	\$ 57.18	\$ 50.10	\$ 41.60	\$ 30.77					\$ 648.53
40		\$ -												\$ -
41	Payroll Expenses	\$ (166,451.87)	\$ (234,959.24)	\$ (158,073.06)	\$ (164,848.19)	\$ (197,946.24)	\$ (119,903.06)	\$ (196,386.08)	\$ (162,191.15)					\$ (1,400,758.89)
42	Balance Last day of Month	\$ 42,873.69	\$ 58,093.46	\$ 50,120.24	\$ 35,335.22	\$ (12,553.84)	\$ 167,593.20	\$ 121,248.72	\$ 109,088.34	\$ -	\$ -	\$ -	\$ -	
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	\$ 1,276,928.78	\$ 1,243,321.88					
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	\$ 4,976.41	\$ 4,657.55					\$ 42,210.05
49	ARRA Payment	\$ (38,583.32)						\$ (38,583.31)						\$ (77,166.63)
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	\$ 1,243,321.88	\$ 1,247,979.43	\$ -	\$ -	\$ -	\$ -	
52	Per G/L													
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	\$ 92,392.10	\$ 92,752.32					
55	Transfer from Other Accounts													\$ -
56	Interest Earned	\$ 397.54	\$ 409.71	\$ 413.14	\$ 388.66	\$ 378.47	\$ 358.28	\$ 360.22	\$ 347.26					\$ 3,053.28
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	\$ 92,752.32	\$ 93,099.58	\$ -	\$ -	\$ -	\$ -	
61	MEEDER 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	\$ 5,306,325.82	\$ 5,326,690.09					
63	Earned on Investments	\$ 21,481.07	\$ 21,066.62	\$ 20,869.49	\$ 21,828.97	\$ 20,810.43	\$ 21,187.85	\$ 21,230.73	\$ 20,023.66					\$ 168,498.82
64	Net Realized Gain/Loss		\$ 352.06											
65	Investment Fund Fees	\$ (865.60)	\$ (865.78)	\$ (866.24)	\$ (866.56)	\$ (866.46)	\$ (866.31)	\$ (866.46)	\$ (866.49)					
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	\$ 5,326,690.09	\$ 5,345,847.26	\$ -	\$ -	\$ -	\$ -	
69	Petty Cash													
70	Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 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	\$ 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	\$ 10,855,752.31	\$ 11,283,476.10	\$ -	\$ -	\$ -	\$ -	

CHECK REGISTER - GENERAL

2/1/25 - 2/28/25

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	2/10/2025	ASCO Power Services	EFT-2/10/25-01	1804524	50600-020	R&M Main Breaker Failure Repair Costs	Switchgear	\$ 29,660.00
2	2/10/2025	CINTAS	EFT-2/11/25-01	5242506816	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 44.55
3	2/10/2025	CINTAS	EFT-2/11/25-01	5246680707	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 19.61
4	2/10/2025	CINTAS	EFT-2/11/25-01	5251046115	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 88.68
5	2/10/2025	FIRST CHOICE COFFEE SERVICES	EFT-2/10/25-02	RE-174233	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
6	2/10/2025	Flyers Energy, LLC	EFT-2/11/25-02	CFS-4143649	51500-010	Truck & Auto Expense	Fuels	\$ 502.27
7	2/10/2025	Frontier	EFT-2/10/25-03	250201	64400-010	Telephone	CoGen Monitoring Line	\$ 107.86
8	2/10/2025	POWER & CONTROL SOLUTIONS, INC.	EFT-2/11/25-03	1609	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair & Maint	\$ 1,600.00
9	2/10/2025	Thatcher Company of Nevada, Inc.	EFT-2/10/25-04	2025400100502	50400-010	Processing Chemicals	Chemicals	\$ 6,075.40
10	2/10/2025	Warren Averett Technology Group, LLC	EFT-2/11/25-04	78573	65310-010	Software Services	Office 365	\$ 662.20
11	2/10/2025	Warren Averett Technology Group, LLC	EFT-2/11/25-05	78696	71500-010	IT/Tech Professional Services	Out of Scope	\$ 185.00
12	2/12/2025	BENTLY RANCH	5869	212783	50800-010	Sludge Removal	Biosolids	\$ 460.46
13	2/12/2025	E2C E Squared C Inc	5870	B51590	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
14	2/12/2025	E2C E Squared C Inc	5870	B51590	65310-010	Software Services	IT Services	\$ 20.82
15	2/12/2025	Andrew Wagner	5871	21025	50700-010	Other Plant Expense	Grade II Renewal	\$ 130.00
16	2/12/2025	Hydraulic Industrial Services	5872	65175	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 157.49
17	2/12/2025	JOANA PEREZ	5873	957016	64330-010	Cleaning & Kitchen Supplies	Cleaning Service	\$ 360.00
18	2/12/2025	THE PARTS HOUSE	5874	182206	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 44.98
19	2/12/2025	SILVER STATE ANALYTICAL LABS, INC.	5875	RN325386	52400-010	Lab Testing	Lab Analysis	\$ 72.00
20	2/12/2025	SILVER STATE ANALYTICAL LABS, INC.	5875	RN325387	52400-010	Lab Testing	Lab Analysis	\$ 72.00
21	2/12/2025	SILVER STATE ANALYTICAL LABS, INC.	5875	RN325496	52400-010	Lab Testing	Lab Analysis	\$ 43.00
22	2/12/2025	Spinnin Tires	5876	21789	50600-010	Repairs & Maintenance	Polaris Tires	\$ 136.00
23	2/12/2025	TOWN OF MINDEN	5877	20125	50500-010	Utilities	Water & Trash	\$ 822.29
24	2/25/2025	AT&T MOBILITY	EFT-2/25/25-01	X02192025	64400-010	Telephone	Cell Phones	\$ 983.76
25	2/25/2025	Flyers Energy, LLC	EFT-2/25/25-02	CFS-4162384	51500-010	Truck & Auto Expense	Fuels	\$ 398.41
26	2/25/2025	LEAF	EFT-2/25/25-03	17872431	65300-010	Office Equipment/Hardware	Copier Lease	\$ 401.96
27	2/25/2025	WESTERN BUYERS LLC	EFT-2/25/25-04	15036259-049	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 33.35
28	2/25/2025	Nevada State Bank	EFT-2/25/25-01	AM011225	50700-010	Other Plant Expense	iPhone Storage	\$ 2.99
29	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CS012725	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 441.77
30	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CS012825	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 145.19
31	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CS013125	50900-010	Operators Education/Training	NWEA Conference	\$ 1,300.00
32	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CS01312025	50900-010	Operators Education/Training	NRWA Conference	\$ 900.00
33	2/25/2025	Nevada State Bank	EFT-2/25/25-01	EB013025	65300-010	Office Equipment/Hardware	Laboratory Laptop	\$ 470.95

CHECK REGISTER - GENERAL

2/1/25 - 2/28/25

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
34	2/25/2025	Nevada State Bank	EFT-2/25/25-01	LG011225	64300-010	Office Supplies & Expense	Office Supplies	\$ 52.73
35	2/25/2025	Nevada State Bank	EFT-2/25/25-01	LG012625	65300-010	Office Equipment/Hardware	Office Equipment Hardware	\$ 179.99
36	2/25/2025	Nevada State Bank	EFT-2/25/25-01	LG012825	64500-010	Postage	Postage	\$ 29.99
37	2/25/2025	Nevada State Bank	EFT-2/25/25-01	LG020125	12800-010	Prepaid Expenses	Annual HR/Payroll Software	\$ 3,000.00
38	2/25/2025	Nevada State Bank	EFT-2/25/25-01	NQ011525	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 89.05
39	2/25/2025	Nevada State Bank	EFT-2/25/25-01	NQ011625	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 300.46
40	2/25/2025	Nevada State Bank	EFT-2/25/25-01	NQ013125	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 295.30
41	2/25/2025	Nevada State Bank	EFT-2/25/25-01	NQ020325	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 124.08
42	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM010825	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 11.12
43	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM010825-2	64300-010	Office Supplies & Expense	Office Supplies	\$ 31.99
44	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM010925	64300-010	Office Supplies & Expense	Office Supplies	\$ 20.96
45	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM011725	51500-010	Truck & Auto Expense	Fuels	\$ 15.19
46	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM012125	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 47.98
47	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM012425	65100-010	Other Administration Expense	Special Meeting Lunch	\$ 254.50
48	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM012425-2	65310-010	Software Services	Adobe	\$ 34.99
49	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM012725	50600-010	Repairs & Maintenance	ATV Tires	\$ 342.96
50	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM012725-2	64300-010	Office Supplies & Expense	Office Supplies	\$ 21.96
51	2/25/2025	Nevada State Bank	EFT-2/25/25-01	HM013025	64300-010	Office Supplies & Expense	Office Supplies	\$ 59.86
52	2/25/2025	Nevada State Bank	EFT-2/25/25-01	JK011625	64600-010	Advertising & Publication	Lab Tech Advertisement	\$ 930.00
53	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CC012125	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 144.26
54	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CC012325	64330-010	Cleaning & Kitchen Supplies	Cleaning Supplies	\$ 219.65
55	2/25/2025	Nevada State Bank	EFT-2/25/25-01	CC013025	64300-010	Office Supplies & Expense	Office Supplies	\$ 67.46
56	2/25/2025	Nevada State Bank	EFT-2/25/25-01	NQ012225	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 71.81
57	2/25/2025	NV Energy	EFT-2/25/25-05	1790250212	50500-010	Utilities	Plant Energy	\$ 16,021.41
58	2/25/2025	NV Energy	EFT-2/25/25-06	800250212	55300-010	Reservoir & Pump Utilities	Pump Station Energy	\$ 13,509.32
59	2/25/2025	POWER & CONTROL SOLUTIONS, INC.	EFT-2/25/25-07	1610	50600-010	Repairs & Maintenance	Power & Control Solutions	\$ 2,702.50
60	2/25/2025	POWER & CONTROL SOLUTIONS, INC.	EFT-2/25/25-07	1610	15600-030	Plant PLC & Infrastructure Replacement	Power & Control Solutions	\$ 805.00
61	2/25/2025	POWER & CONTROL SOLUTIONS, INC.	EFT-2/25/25-07	1611	16800-030	Boiler #2 Replacement	Boiler Project	\$ 1,398.50
62	2/25/2025	POWER & CONTROL SOLUTIONS, INC.	EFT-2/25/25-07	1612	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair & Maint	\$ 1,150.00
63	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0126	71200-010	Engineering	District Business	\$ 1,620.00
64	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0127	55100-010	Reservoir Repairs & Maintenance	Effluent	\$ 1,665.00
65	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0128	71200-010	Engineering	CMAR Contract	\$ 2,340.00
66	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0130	71200-010	Engineering	Bently Muller Ln	\$ 360.00

CHECK REGISTER - GENERAL

2/1/25 - 2/28/25

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
67	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0125	71200-010	Engineering	PR Heybourne Meadows	\$ 200.00
68	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0131	71200-010	Engineering	PR Vector Dr	\$ 922.50
69	2/25/2025	RESOURCE CONCEPTS, INC.	EFT-2/25/25-08	25-0129	71200-010	Engineering	PR Justice Center	\$ 120.00
70	2/25/2025	Ring Central Inc	EFT-2/25/25-09	CD_001040150	64400-010	Telephone	December-January VOIP	\$ 325.65
71	2/25/2025	SNELL & WILMER, LLP	EFT-2/25/25-10	2945121	71100-010	Legal	Legal Services	\$ 1,295.00
72	2/25/2025	SOUTHWEST GAS CORP	EFT-2/25/25-11	250210	50500-010	Utilities	Natural Gas	\$ 2,545.92
73	2/25/2025	Tractor Supply Credit Plan	EFT-2/25/25-12	100839328	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 60.95
74	2/25/2025	Ubeo Business Services	EFT-2/25/25-13	4791600	64500-010	Postage	Billing Statement Mailings	\$ 109.11
75	2/25/2025	Ubeo Business Services	EFT-2/25/25-13	4791600	64310-010	Statement Billing Supplies	Billing Statement Mailings	\$ 104.77
76	2/26/2025	Batteries Plus	5878	P77294258	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 62.35
77	2/26/2025	Charter Communications	5879	218924901020125	64400-010	Telephone	Fiber COAX Line	\$ 699.00
78	2/26/2025	Codale Electric Supply	5880	S008997779.001	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 1,128.17
79	2/26/2025	DOUGLAS COUNTY VEHICLE MAINT	5881	111224	50600-010	Repairs & Maintenance	Vehicle Maintenance	\$ 1,949.81
80	2/26/2025	Micronics Engineered Filtration	5882	F000014816	50600-010	Repairs & Maintenance	Upper & Lower Belt	\$ 1,790.15
81	2/26/2025	Misco Water	5883	43540B31370	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 929.62
82	2/26/2025	Rockwell Engineering & Equipment Co.	5884	3496	50600-010	Repairs & Maintenance	Impeller	\$ 1,765.00
83	2/26/2025	COGEN SERVICE	5885	6803	50600-010	Repairs & Maintenance	CoGen	\$ 2,500.00
84	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN325708	52400-010	Lab Testing	Lab Analysis	\$ 100.00
85	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN325707	52400-010	Lab Testing	Lab Analysis	\$ 66.00
86	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN325658	52400-010	Lab Testing	Lab Analysis	\$ 72.00
87	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN325657	52400-010	Lab Testing	Lab Analysis	\$ 72.00
88	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN325922	52400-010	Lab Testing	Lab Analysis	\$ 43.00
89	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN326109	52400-010	Lab Testing	Lab Analysis	\$ 72.00
90	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN326108	52400-010	Lab Testing	Lab Analysis	\$ 72.00
91	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN326107	52400-010	Lab Testing	Lab Analysis	\$ 43.00
92	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN326079	52400-010	Lab Testing	Lab Analysis	\$ 72.00
93	2/26/2025	SILVER STATE ANALYTICAL LABS, INC.	5886	RN326077	52400-010	Lab Testing	Lab Analysis	\$ 72.00
94	2/26/2025	WESTERN NEVADA SUPPLY	5887	11618193	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 84.88
Total Check Amount (41 Checks)								\$ 112,701.89

Legend

Capital

Breaker Failure Costs

Co-Gen Expenses

CHECK REGISTER - PAYROLL

2/1/25 - 2/28/25

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	2/4/2025	Public Employees Retirement System	EFT-2/4/25-01	P0125	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Jan-2025	\$ 45,861.82
2	2/14/2025	State Coll & Disb Unit - SCADU	EFT-2/14/25-1	36-021425	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
3	2/14/2025	Wells Fargo 941	ACH-021425-941	FED 941 2/14/2025 STAFF	20300-010	Accrued Payroll Taxes	FED 941 2/14/2025 STAFF	\$ 6,284.34
4	2/14/2025	WF Used for Direct Deposit	ACH-021425-DD	DD 2/14/2025 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/14/2025 STAFF	\$ 36,887.84
5	2/15/2025	JD	ACH-RET-021525-01	011525	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 380.89
6	2/15/2025	BF	ACH-RET-021525-02	011525	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - BF	\$ 477.43
7	2/15/2025	JH	ACH-RET-021525-03	121624	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
8	2/15/2025	FJ	ACH-RET-021525-04	011525	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - FJ	\$ 366.21
9	2/15/2025	TS	ACH-RET-021525-05	011525	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 364.48
10	2/15/2025	SK	ACH-RET-021525-06	011525	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 58.78
11	2/28/2025	HealthEquity - ACH	EFT-2/28/25-01	HSA02282025	50200-010	Payroll Taxes & Employee Benefits	Feb HSA Contributions	\$ 2,245.80
12	2/28/2025	HOMETOWN HEALTH	EFT-2/28/25-02	77101-045	80900-010	Retiree Health Insurance Premiums	Feb 2025 Health Insurance	\$ 1,256.52
13	2/28/2025	HOMETOWN HEALTH	EFT-2/28/25-02	77101-045	50200-020	Medical Benefits	Feb 2025 Health Insurance	\$ 16,834.69
14	2/28/2025	METLIFE - GROUP BENEFITS	EFT-2/28/25-03	02282025	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
15	2/28/2025	METLIFE - GROUP BENEFITS	EFT-2/28/25-03	02282025	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,326.49
16	2/28/2025	Nevada State Treasurer's Office	EFT-2/28/25-04	36-0225	50200-010	Payroll Taxes & Employee Benefits	CS Handling Fee - Monthly	\$ 4.00
17	2/28/2025	State Coll & Disb Unit - SCADU	EFT-2/28/25-05	36-022825	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
18	2/28/2025	VSP VISION CARE, INC (AT)	EFT-2/28/25-06	822272173	80900-010	Retiree Health Insurance Premiums	Vision Insurance - Feb 2025	\$ 91.44
19	2/28/2025	VSP VISION CARE, INC (AT)	EFT-2/28/25-06	822272173	50200-020	Medical Benefits	Vision Insurance - Feb 2025	\$ 146.46
20	2/28/2025	Voya Financial	EFT-2/28/25-07	02282025	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 2,385.00
21	2/28/2025	Wells Fargo 941	ACH-022825-941	FED 941 2/28/2025 STAFF	20300-010	Accrued Payroll Taxes	FED 941 2/28/2025 STAFF	\$ 6,330.92
22	2/28/2025	Wells Fargo 941	ACH-022825-CS941	FED 941 2/28/2025 CS	20300-010	Accrued Payroll Taxes	FED 941 2/28/2025 CS	\$ 18.81
23	2/28/2025	Wells Fargo 941	ACH-022825-941 BRD	FED 941 2/28/2025 BOARD	20300-010	Accrued Payroll Taxes	FED 941 2/28/2025 BOARD	\$ 234.50
24	2/28/2025	WF Used for Direct Deposit	ACH-022825-DD	DD 2/28/2025 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/28/2025 STAFF	\$ 36,890.66
25	2/28/2025	WF Used for Direct Deposit	ACH-022825-CS	DD 2/28/2025 CS	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/28/2025 CS	\$ 570.64
26	2/28/2025	WF Used for Direct Deposit	ACH-022825-BRD	DD 2/28/2025 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/28/2025 BOARD	\$ 2,332.75
Total Amount of Checks (23 Checks)								\$ 162,149.15



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
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	(\$106,114.46)		\$106,114.46	0.00%	0.00%
Semi Truck	\$0.00	\$250,000.00	\$250,000.00	0.00%	100.00%
Boiler Replacement #2	\$16,069.50	\$97,000.00	\$80,930.50	16.57%	83.43%
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	\$67,756.17	\$300,000.00	\$232,243.83	22.59%	77.41%
Breaker Emergency Repair Reclass 24/25 FY	\$60,706.96		(\$60,706.96)	0.00%	0.00%
Office Addition Design	\$4,175.00	\$100,000.00	\$95,825.00	4.18%	95.83%
Office/Computer Equipment	\$1,566.59		(\$1,566.59)	0.00%	0.00%
ARRA Reimbursement	\$77,166.63	\$77,167.00	\$0.37	100.00%	0.00%
TOTAL	\$169,568.72	\$4,254,167.00	\$4,084,598.28	3.99%	96.01%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
1 PAYROLL					
2 Salaries	\$944,988.38	\$1,294,988.00	\$349,999.62	72.97%	27.03%
3 Payroll Taxes & Employee Benefits	\$491,225.15	\$822,858.00	\$331,632.85	59.70%	40.30%
4 TOTAL PAYROLL	\$1,436,213.53	\$2,117,846.00	\$681,632.47	67.81%	32.19%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

	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	\$9,809.04	\$12,000.00	\$2,190.96	81.74%	18.26%
8 Plant Supplies (Processing Chemicals)	\$98,376.43	\$162,750.00	\$64,373.57	60.45%	39.55%
9 Utilities	\$115,207.66	\$195,750.00	\$80,542.34	58.85%	41.15%
10 Repairs & Maintenance	\$133,911.72	\$325,000.00	\$191,088.28	41.20%	58.80%
11 Mosquito Abatement		\$10,000.00	\$10,000.00	0.00%	100.00%
12 Other Plant Expense	\$4,339.39	\$6,500.00	\$2,160.61	66.76%	33.24%
13 Sludge Removal	\$9,270.24	\$18,000.00	\$8,729.76	51.50%	48.50%
14 Education	\$4,520.10	\$13,000.00	\$8,479.90	34.77%	65.23%
15 TOTAL O & P EXPENSES	\$375,434.58	\$743,000.00	\$367,565.42	50.53%	49.47%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

	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	\$4,023.25	\$7,000.00	\$2,976.75	57.48%	42.53%
19 Truck & Auto Expense (Fuels)	\$8,522.90	\$15,000.00	\$6,477.10	56.82%	43.18%
20 Other Collection System Expense	\$2,067.30	\$1,000.00	(\$1,067.30)	206.73%	(106.73%)
21 TOTAL COLLECTION EXPENSES	\$14,613.45	\$27,000.00	\$12,386.55	54.12%	45.88%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

	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	\$18,144.00	\$18,000.00	(\$144.00)	100.80%	(0.80%)
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	\$52,729.40	\$92,800.00	\$40,070.60	56.82%	43.18%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Eight Months Ending Friday, February 28, 2025

	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	\$5,618.00	\$20,000.00	\$14,382.00	28.09%	71.91%
32 Effluent Management - Utilities	\$17,219.24	\$50,000.00	\$32,780.76	34.44%	65.56%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	\$22,837.24	\$70,000.00	\$47,162.76	32.62%	67.38%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
---------------------------------------	------------------------	---	---	---

34 GENERAL & ADMINISTRATIVE EXPENSES

35 Office Supplies & Expense	\$4,964.02	\$11,000.00	\$6,035.98	45.13%	54.87%
36 Training/Education Expense	\$579.00	\$5,000.00	\$4,421.00	11.58%	88.42%
37 Cleaning & Kitchen Supplies	\$5,467.83	\$11,000.00	\$5,532.17	49.71%	50.29%
38 Statement Billing Supplies	\$5,407.06	\$6,000.00	\$592.94	90.12%	9.88%
39 Bank Charges	\$23,239.86	\$17,000.00	(\$6,239.86)	136.71%	(36.71%)
40 Telephone & Internet	\$16,899.15	\$20,000.00	\$3,100.85	84.50%	15.50%
41 Postage	\$4,963.64	\$10,500.00	\$5,536.36	47.27%	52.73%
42 Advertising & Publication	\$1,127.25	\$5,000.00	\$3,872.75	22.55%	77.46%
43 Software Services	\$46,923.80	\$52,500.00	\$5,576.20	89.38%	10.62%
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 Eight Months Ending Friday, February 28, 2025

	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	\$89,953.12	\$154,318.00	\$64,364.88	58.29%	41.71%
48 Other Administration Expense	\$5,568.87	\$4,000.00	(\$1,568.87)	139.22%	(39.22%)
49 Filing Fees & Permits	\$8,047.07	\$12,000.00	\$3,952.93	67.06%	32.94%
50 Office Equipment (Hardware)	\$7,324.17	\$12,000.00	\$4,675.83	61.03%	38.97%
51 TOTAL G&A	\$224,838.64	\$331,018.00	\$106,179.36	67.92%	32.08%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
For the Eight Months Ending Friday, February 28, 2025

	YTD Actual Fiscal 2025	Budget 2025	Remianing Budget \$ Variance	Budget Spent % Fiscal 2025	Remaining Budget % Fiscal 2025
52 PROFESSIONAL FEES					
53 Legal	\$11,724.50	\$50,000.00	\$38,275.50	23.45%	76.55%
54 Engineering	\$32,977.80	\$120,000.00	\$87,022.20	27.48%	72.52%
55 IT/Tech Professional Services	\$12,079.73	\$30,000.00	\$17,920.27	40.27%	59.73%
56 Accounting & Audit	\$6,000.00	\$31,500.00	\$25,500.00	19.05%	80.95%
57 TOTAL PROFESSIONAL FEES	\$62,782.03	\$231,500.00	\$168,717.97	27.12%	72.88%
58 TOTAL ALL OPERATIONS EXPENSES	\$753,235.34	\$1,495,318.00	\$742,082.66	50.37%	49.63%

Agenda Item 3

District Manager's Report

Items in this Section Include:

- ✓ *April 2025 District Manager's Report*
- ✓ *Capacity Report for March 2025*



Minden Gardnerville Sanitation District
District Manager's Report
April 1, 2025

CAPACITY ALLOCATIONS/PURCHASES:

- 13 EDUs sold

VENDORS AND CONTRACTS:

- None

WILL SERVES LETTERS ISSUED:

- No will-serves issued this month

STAFF/OFFICE ITEMS:

- Peter, Lochan, Andy and Andrew attended Water & Wastewater Operator Training at the Nugget, presented by the Rural Community Assistance Cooperation (RCAC)

MEETINGS ATTENDED AND SCHEDULED:

- 03/03 Budget Collaboration meeting with Haley and LaVonne
- 03/06 Meeting with NIFS rep for Pineview project payment processing
- 3/11 Pineview SRF Loan clarification with Bruce
- 3/17 Pineview Project meeting with Bruce, Jessica and Haley
- 4/1 Meeting with Bruce and Bill on Pineview budget, as well as MGSD's easement along Muller for multi-modal trail

PROJECTS IN THE DISTRICT:

- Heybourne Meadows continues to build
- Village at Monte Vista continues to build

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Breaker repair moving forward, concrete pad has been poured and we will be coring the wall for lines into the building
- Basin cleaning has begun, trickling filter basin completed
- State inspection on all boilers was completed 3/28, and boiler #2 is almost complete
- Digester #3 mixing pump and #2 repairs are in progress
- Irrigation ditch clean up on Muller
- Redundant hypo pumps installed; controls still need to be completed but they can be manually operated.
- We purchased a new effluent sampler and are awaiting installation to be scheduled
- Working on the new semi-truck purchase

OTHER:

- Belt press process control changes are moving in the right direction
- First tote of new polymer was put online on January 27th. We have about 25% left as of 3/26 so operationally, we are back to one tote every two months.

Respectfully submitted,
Peter V. Baratti, District Manager



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

Date	Project Name	Developer	Address	EDU's Sold	Existing EDU's	Amount Collected		Approved By	Comments
						Capacity	Total		
3/3/2025	Village at Martin's Meadows	Carter Hill	Multiple	2.00	0.00	\$ 11,440.00	\$ 11,440.00		
3/11/2025	La Costa	Custom Craft	Multiple	2.00	0.00	\$ 11,550.00	\$ 11,550.00		
3/12/2025	Heybourne Meadows	Lennar	Multiple	9.00	0.00	\$ 51,975.00	\$ 51,975.00		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
						\$ -	\$ -		
TOTAL EDU's SOLD				13.000		\$ 74,965.00	\$ 74,965.00		

Agenda Item 6

March 4th 2025 Regular Meeting Minutes

Items in this Section Include:

✓ *March 4th 2025 Regular Meeting Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, March 4, 2025
5:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Ted Thran
Dan Griffith
Chris Shorten
Sondra Condrón

Board Members Absent:

Michele Wagner

Staff Members Present:

Peter Baratti
Jessica Kneefel
LaVonne Ghanavati
Bruce Scott

Staff Members Absent:

Haley Freeman
Cliff Simpson
William Peterson

Others Present: Greg Reed

1. Meeting called to order at 5:03 p.m. by Chris Shorten.

2. Public Comment: There was no public comment.

3. District Manager's Report: Peter expanded on how the concrete rehabilitation is going out to bid this week and what it will take to get the project to kick off. He also explained what will be done in house before the contractors come in to do the rehabilitation work. Trustee Condrón asked what service we paid HDR for in the amount of \$48,242.33. Peter explained the services HDR provides and that the amount was for their work toward the concrete rehab project. Peter talked about the Galeppi Land Application Permit that was renewed with us, and how Jill Sutherland from RCI was instrumental in tightening up the language and expectations within the permit.

4. Chairman's Comment: Chairman Thran apologized for being late. He had no further comment.

5. Claims Review and Approval: Trustee Condrón asked about the progress of the Co-gen. Peter said that MGSD is prepping the area for the new breaker and switchgear so the Co-gen will be back online in the next couple of months. Trustee Shorten had a couple of questions regarding purchases from AVEVA, Hajoca, and Battleborn Autobody. Peter explained that the AVEVA purchase was for the SCADA software, and the purchases from Hajoca were specialty tools used for a recent project. The service from Battleborn Autobody was for the Jeep as it had received damage from a car accident. The Board asked if the employee involved was ok, and Peter said the employee was doing well. The board asked if MGSD would be reimbursed for the costs of car repair. Peter and LaVonne said that the District would be reimbursed, but said they would check with the insurance company to reaffirm that.

Motion: To approve the claims received for January, 2025 in the amount of \$177,802.26 and the payroll-related expenses paid during February, 2025 in the amount of \$183,328.31.

Made by: Chris Shorten

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Shorten, Condrón, Griffith, Thran

Nays: none

Abstain: none

Absent: Wagner



6. Minutes of February 4th, 2025 Regular Board Meeting:

Motion: To approve the minutes of the February 4, 2025 Regular Board Meeting [with the noted corrections.]

Made by: Chris Shorten

Seconded by: Dan Griffith

Vote: Motion carried.

Ayes: Shorten, Condrón, Griffith, Thran

Nays: none

Abstain: none

Absent: Wagner

7. Designation of Auditor: The board asked what is necessary to for this item. Peter and LaVonne said we were hoping to receive a letter from Nikki about being our auditor. There was discussion on whether we needed a contract with an auditor to submit to the Department of Taxation. Chairman Thran suggested that a contract was not necessary and that MGSD only needed written proof from the auditor saying that they would be MGSD's auditor for the next fiscal year. The board came to a consensus that Casey Neilon would be our auditor for this next fiscal year.

Motion: To designate Casey Neilon as auditor for the FY ending June 30, 2025.

Made by: Sondra Condrón

Seconded by: Dan Griffith

Vote: Motion carried.

Ayes: Condrón, Griffith, Shorten, Thran

Nays: none

Abstain: none

Absent: Wagner

8. CMAR Contract Award: Bruce Scott explained how the interviews went for the CMAR and recommended to award Q&D Construction the CMAR Contract. He then went on to explain the process of engaging with Q&D in developing the contract (if board approved at this meeting) and why a CMAR is necessary for this project. Peter added on his impressions of Q&D Construction and their thoroughness of their research for this project.

Motion: To award the Hwy 395/SR88 line rehabilitation CMAR Contract to Q&D Construction, and to cooperatively develop a construction contract to determine the cost.

Made by: Dan Griffith

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Griffith, Shorten, Condrón, Thran

Nays: none

Abstain: none

Absent: Wagner



9. MGSD FY 25-26 Tentative Budget Meeting and Public Hearing Dates:

Motion: A. Motion to schedule the meeting date for the Tentative Budget Meeting for April 8, 2025 at 12:00 pm.
B. Motion to schedule the hearing date for FY 25-26 Budget Hearing for May 20, 2025 at 12:00 pm.

Made by: Sondra Condrón

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Condrón, Shorten, Griffith, Thran

Nays: None

Abstain: None

Absent: Wagner

10. District Manager Review: Trustee Griffith mentioned that Peter overall scored an 'Exceed Expectations' and that it can cause a hardship on MGSD if Peter were to be replaced. He suggested to give Peter a 10% raise. Trustee Shorten commented that Peter was doing a great job and agreed with Trustee Griffith and he thanked Haley for making the compensation comparison survey. Trustee Condrón appreciates all the hard work Peter puts in and appreciates how he trains his employees to eventually take over the district. She then asked how much the 10% increase would be. Trustee Shorten calculated the amount and further calculated what a 20% increase would be. Trustee Thran commented that other GIDs and entities were struggling to retain employees and how expensive it would be to replace Peter since he has a great amount of knowledge. Peter explained (based on the comparison) on what the responsibilities of each GID has. He then went on to explain the potential growth of each GID and how it compares to MGSD. Peter commented that he greatly enjoys working for the district and he is thankful for the board for giving their trust to him to ensure that the District is running smoothly. The board approved a 20% increase as well as a 2.5% COLA.

Motion: To approve the renewal of the employment contract for Peter V Baratti as District Manager for one calendar year, and to grant a salary increase of 20% in addition to a cost-of-living increase of 2.5% (optional)

Made by: Sondra Condrón

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Condrón, Shorten, Griffith, Thran

Nays: none

Abstain: none

Absent: Wagner

11. Attorney-Client Conference: Bill Peterson was not present.

12. Engineer's Report: Bruce Scott commented that the board should be proud of Peter and the culture he brings to the District.

13. Administrative Report by Staff: Jessica asked if the board could sign the evaluation form for the District Manager Review. Trustee Griffith asked when he and Trustee Wagner could have their photos taken for the Trustee wall. It was agreed to schedule it for the spring and that further details will be discussed with admin staff.



14. Board Comment: Trustee Griffith wanted to know when a good time would be to do a plant tour and possibly a district tour. The board agreed and it was decided to discuss the dates at a future meeting.

15. Public Comment: No public comment.

16. Meeting adjourned 6:33 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____.
Date Haley Freeman, District Secretary

Agenda Item 8

Semi-Truck Purchase

Items in this Section Include:

- ✓ *Peterbilt purchase agreement*
- ✓ *Vehicle summary and description*

Purchase Agreement



PETERBILT OF UTAH, INC.
1910 S 5500 W
SALT LAKE CITY UT 84104
Phone: (801) 486-8781

Contract Date: 03/26/2025
Invoice #: DE-02887
Customer #: PROS-001782
Salesperson: Cody Jensen

Bill To: PROS-001782
MINDEN GARDNERVILLE SANITATION DISTRICT
1790 US HIGHWAY 395 N
MINDEN NV 89423-4700
P:() -

Ship To:
MINDEN GARDNERVILLE SANITATION DISTRICT
1790 US HIGHWAY 395 N
MINDEN, NV 89423-4700

Stock#: 567 3-AX Dump **IN: QUO-1171336-Z7B4P** **Unit Number:** **Price: \$231,664.00**
New 2026 PETERBILT 567

Tire Fee \$10.00

Total Price \$231,674.00
Documentation Fee \$295.00
Total \$231,969.00

Includes 16' Dump Bed
Max height to be under 119"

Send Payment To: 1910 S 5500 W SALT LAKE CITY UT 84104

Purchaser agrees that this agreement (the "Agreement"), together with the reverse side hereof, is entered into between it and PETERBILT OF UTAH, INC. ("DEALER"), that this Agreement cancels and supersedes any prior agreement between the forgoing parties, that as of the date hereof, comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS AGREEMENT SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR DEALER'S AUTHORIZED REPRESENTATIVE. Purchaser by execution of this agreement, acknowledges that Purchaser has received copy of the agreement, has read and understands the terms and conditions hereof, and has voluntarily entered into the same.


Purchaser's Signature **03/26/2025**
Date

03/26/2025
Dealer Authorized Signature Date

Notary Seal

-General Terms and Conditions-

The Purchaser and Dealer further understand and agree that, coupled with terms and conditions provided on page 1, the following terms and conditions govern the subject matter of this Vehicle Buyer's Order and Purchase Agreement (hereinafter "Agreement"):

1. Purchaser agrees to purchase the vehicle(s) listed on the front page of this Agreement within five (5) days of signing this Agreement or in the case of special ordered vehicle(s) (defined in paragraph 2), within five (5) days of receipt of said vehicle(s) by Dealer. This Agreement is non-cancellable for any reason.
2. Any vehicle(s) not in the Dealer's inventory as of the date of this Agreement are defined herein as special ordered vehicles and are referred to herein as SOV(s). SOV(s) are non-cancellable for any reason.
3. Purchaser shall deliver the original bill of sale and the title to any used vehicle traded herein along with the delivery of such vehicle in the same condition containing the same equipment as when appraised, reasonable wear and tear excepted, and the Purchaser warrants such vehicle to be its property free and clear of lien and encumbrances except as otherwise disclosed to Dealer on the front page hereof. If no trade is listed on the front page of this Agreement, then no trade will be accepted by Dealer.
4. The failure or refusal of the Purchaser to complete the purchase contemplated herein shall be a material breach of this Agreement and Dealer shall be entitled to all rights and remedies under the law, including, but not limited to, lost profits, damages, specific performance and its attorney's fees and court costs. The Purchaser agrees, that in addition to any other legal remedy available to Dealer, any deposit provided to Dealer shall be retained and forfeited to Dealer, and/or in the event a used vehicle has been taken in on trade, the Dealer may sell said used vehicle, and the Dealer shall be entitled to reimburse itself out of the proceeds of such sale, to cover its expense and losses incurred or suffered as the result of Purchaser's failure to complete said purchase.
5. The manufacturer has the right to make changes in the model or design of any accessories and part of any new motor vehicle at any time without creating an obligation on the part of either the Dealer or the manufacturer to make corresponding changes in the vehicle covered by this Agreement either before or after the delivery of such vehicle to the Purchaser. Purchaser agrees to accept the vehicle as manufactured and delivered, even if specific parts or components are not installed or not available at delivery.
6. In no event shall Dealer be liable for delays or failure to deliver the vehicle on a specified day, including delays caused by the manufacturer, accidents, sureties, fires or other causes or acts beyond the control of the Dealer. Any delays caused by pandemics, war, shortages, civil unrest or similar circumstance are at Purchaser's risk.
7. From time-to-time manufacturer surcharges are added to the vehicle(s) listed on the front page of this Agreement. Purchaser agrees to be responsible for any such surcharges at the time of delivery. Surcharge amounts will be added to the final invoice and documentation supporting surcharges will be provided to the Purchaser.
8. NO WARRANTIES EXPRESSED OR IMPLIED, ARE MADE OR WILL BE DEEMED TO HAVE BEEN MADE BY THE DEALER. ANY WARRANTY BY THE MANUFACTURER WILL BE PROVIDED IN WRITING AT THE TIME OF DELIVERY. DEALER MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND THE REMEDIES SET FORTH IN THE MANUFACTURER'S WARRANTY, IF ANY, WILL BE THE ONLY REMEDIES AVAILABLE TO PURCHASER. NO WARRANTIES, EXPRESS OR IMPLIED, ARE MADE BY THE DEALER WITH RESPECT TO USED MOTOR VEHICLES. THIRD PARTY WARRANTY MAY BE AVAILABLE FOR PURCHASE AND ARE SOLELY ADMINISTERED BY SAID THIRD PARTY.
9. In case the vehicle covered by this agreement is a used or demonstrator vehicle, no warranty or representation is made as to how such vehicle has been used, regardless of the mileage shown on the speedometer of said used vehicle.
10. In the event that it becomes necessary for the Dealer to enforce any of the terms and conditions of the agreement, Purchaser agrees to pay reasonable attorney's fees and court costs, including collections costs.
11. All past due amounts and payments due to Dealer hereunder shall bear interest at the rate of eighteen (18%) percent per annum.
12. This agreement is non-transferable by the Purchaser nor may any of Purchaser's rights or obligations hereunder be assigned. Dealer may assign all of its rights and obligations hereunder, including to its Affiliates, upon reasonable notice to Purchaser.
13. PURCHASER REPRESENTS that he/she is 18 years of age or older at the time of the consummation of the purchase hereunder.
14. Title/MSO to the vehicle shall remain with the Dealer until purchase price is paid in full; and, until such payment is paid in full, Purchaser hereby grants to Dealer a security interest in the subject vehicle for the purpose of securing payment therefore.
15. No agreement, verbal or otherwise, not contained in this agreement will be recognized.
16. In case of the vehicle covered by this agreement is a used vehicle, the information you see on the window form (Buyer's Guide) for this vehicle shall be made part of this Agreement. Provided, any terms or conditions on such window form which conflict with the terms and conditions of this Agreement, shall govern.
17. The parties agree the term "DEPOSIT" (as used herein) means any deposit paid by the Purchaser to secure, order, or hold Vehicle(s) from Dealer., or its Affiliates. Deposit made by Purchaser is non-refundable.
18. Federal Excise Tax will be remitted on the vehicle(s) listed on the front page of this agreement. Purchaser agrees any additions added to the vehicle(s) and not listed on the front page of this agreement which are subject to said tax will be reported to and paid directly by the Purchaser to the Internal Revenue Service.
19. Purchaser is solely responsible to conduct its own due diligence when determining engine size, torque ratings, tires and wheel size, and all other specifications necessary for the proper use of any motor vehicle. Purchaser is solely responsible to ensure any changes made by the manufacturer to the vehicle in the build process conforms to its uses, needs, and requirements. Dealer is not responsible for any changes between orders submitted to the manufacturer and vehicles delivered by the manufacturer. Purchaser is solely responsible for understanding emission requirements and the states' laws where it intends to operate any Vehicle(s) purchased from Dealer. Purchaser is not relying on any recommendations by Dealer as to the legality of operating any Vehicle(s) in any country, state, city or location.
20. Purchaser acknowledges, understands, and agrees that Dealer may commingle the deposit with Dealer's other funds, and that neither Dealer nor its Affiliates shall be required to place the deposit in a trust account or to pay Purchaser interest thereon.
21. For the purposes of this Agreement and all attendant documents, "Affiliates" shall mean any individual, joint venture, partnership, corporation, business entity, member or stockholder which controls, is controlled by, or is under common control with, or the management and operations of which are substantially influenced by, Dealer.
22. This Agreement is the exclusive agreement between the parties with respect to its subject matter and as of its reference date supersedes all prior agreements, negotiations, representations, and proposals, written or oral, related to its subject matter. Its terms cannot be modified, supplemented or rescinded except by an agreement in writing signed by an authorized representative of all parties. There are no conditions precedent to the effectiveness of this Agreement other than those expressly stated in this Agreement. In entering into this Agreement, neither party has relied upon any statement, representation, warranty or agreement of the other party except for those expressly contained in this Agreement.
23. In the event that any portion of this Agreement shall be held to be unenforceable, the remaining portions of this Agreement shall remain in full force and effect.
24. Except as otherwise provided in this document, this Agreement may be modified, superseded, or voided only upon the written and signed agreement of the parties.
25. This Agreement and any disputes arising out of or in connection with this Agreement shall be governed by and construed in accordance with the laws of the State of Utah except for that portion relating to conflicts of laws. Any matter involving interpretation or enforcement of this Agreement shall be brought in the state or federal courts in Salt Lake County, Utah. The parties hereby accept the jurisdiction of those courts.
26. The Dealer does not have control of additional surcharges added by the manufacturer after the order date. Any such surcharges will be passed on to the Purchaser, and documentation supporting those surcharges will be provided to the Purchaser.

Make Checks Payable to: PETERBILT OF UTAH, INC.

MINDEN GARDNERVILLE SANITATION DISTRICT

Customer Company Name


Signature

03/26/2025

Date

JACKSON GROUP PETERBILT

Dealer


Dealer Signature

Date



Peterbilt Of Utah (P250)
1910 S. 5500 West
Salt Lake City, Utah 84104

MGSD
1790 U.S. HWY 395 N
MINDEN, Nevada 89423
United States of America

Cody Jensen
Cell Phone:
Office Phone:
Email: cjensen@jgpete.com

JOE CHURCH

Vehicle Summary

Unit		Chassis	
Model:	Model 567	Fr Axle Load (lbs):	14320
Type:	Full Truck	Rr Axle Load (lbs):	46000
Description 1:		G.C.W. (lbs):	60320
Description 2:			
Application		Road Conditions:	
Intended Serv.:	Construction Dump - On/Off Highway	Class A (Highway)	50
Commodity:	Construction Materials	Class B (Hwy/Mtn)	50
		Class C (Off-Hwy)	0
		Class D (Off-Road)	0
Body		Maximum Grade:	6
Type:	End Dump	Wheelbase (in):	218
Length (ft):	16	Overhang (in):	55
Height (ft):	8	Fr Axle to BOC (in):	74.1
Max Laden Weight (lbs):	5000		
Trailer		Cab to Axle (in):	143.9
No. of Trailer Axles:	0	Cab to EOF (in):	198.9
Type:		Overall Comb. Length (in):	320.23
Length (ft):	0	Special Req.	
Height (ft):	0		
Kingpin Inset (in):	0		
Corner Radius (in):	0		
Restrictions			
Length (ft):	40		
Width (in):	102		
Height (ft):	13.5		

Approved by: _____

Date: _____

Note: All sales are F.O.B. designated plant of manufacture.

Price Level: January 1, 2025

100% Complete

Date: March 26, 2025

Deal:

Quote Number: QUO-1171336-Z7B4P5

Printed On: 3/26/2025 4:22:09 PM



Std/ Opt	Description	Weight
Base Model		
S	Model 567 The Model 567 is available in both a set-forward and set-back front axle configuration to provide customers with maximum versatility for their application requirements. For weight-sensitive applications, the set-forward front axle provides optimized weight distribution and compliance with bridge laws. The Model 567 has steer axle ratings up to 22,000 lbs. The 567 also offers single, tandem or tridem drive axles and a variety of lift axles for added versatility. Available with a 115" or 121" BBC and as a day cab or with a selection of detachable sleeper configurations, the 567 is as versatile as it is reliable.	14,800
O	Construction Materials	0
O	Construction Dump - On/Off Highway Truck or tractor without liftable trailing axle which carries bulk materials (excavated earth, sand/gravel, asphalt, demolition debris, etc.) and unloads by dumping out the back, over the side of the body, or out the bottom of the trailer.	0
O	End Dump	0
S	United States Registry Canadian Registry Package Requires Air Conditioning Excise Tax Canada, Speedometer to be KPH ipo MPH, Daytime Running Lights and Rubber Battery Pad in Bottom of Battery Box.	0
Configuration		
S	Not Applicable Secondary Manufacturer	0
Frame & Equipment		
O	10-5/8" Steel Rails 286-325" 10.625 x 3.45 x .313 Dimension, 1,776,000 RBM; Yield Strength: 120,000 psi. Section Modulus: 14.8 cubic inches. Weight: 1.44 lbs/inch pair	124
O	Heavy-Duty Iron Front Spring Brackets With Front Air Leaf the front spring bracket is iron but not the shackle bracket	35
O	Zinc Coated Anti Corrosion Treated Frame Rails Requires Frame Rail Code. Zinc Phosphate coating will replace the standard frame rail primer and provide added corrosion prevention for your customer's operating in severe conditions or in climates where vehicle rust is common.	4
S	Aluminum Frame Rail Crossmembers Excludes suspension	0
O	EOF Square without Crossmember End-of-frame square without crossmember. For use with body builder installed crossmember.	-64
S	Peterbilt Rear Mudflaps and Straight Hangers	0

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
	Mudflaps aid in protecting the frame and undercarriage from road salt, grime and debris that can cause rust and corrosion. Mud flaps also shield other vehicles from gravel, rocks and road spray.	

Front Axle & Equipment

O	Meritor MFS+14F 14,600 Lb, 3.5" Drop	39
O	Taper Leaf Springs, Shocks 14,600 lb Hendrickson Taper Leaf Springs, shocks 14,6000 lb.	57
O	Power Steering TRW TAS85 TRW TA85 Power Steering for use with 14,600 lb. axle ratings. Glidekote splines on steering shaft extend service life of components.	27
O	Power Steering Reservoir Frame Mounted w/Cooler A power steering cooler helps reduce the heat of the power steering fluid. This is commonly used with systems that may experience more stress from towing or off-road driving.	2
S	PHP10 Aluminum PreSet PLUS Hubs Air Disc PHP10 aluminum PreSet PLUS hubs air disc have a fully integrated spindle nut design, an optimized wheel spacer, magnetic fill plug, with a seal and bearings. Use with Front Axle.	0
O	Greasable Front Spring Pins	0
O	Bendix Air Disc Front Brakes Bendix air disc front brakes use a floating caliper design to provide foundation braking on all axles and complies with reduced stopping distance regulations.	0
S	Tenneco Shocks For Steer Axle Integrated front suspension to suit heavy duty truck market, combining the air spring and the damper into one module.	0
O	Meritor Wide Track IPO Standard, Front Axle Meritor wide track front axle offers greater turning radius and ease of service. MFS+ 3.5" Drop / MFS 3.74" Drop. 71in KPI IPO 69in with MFS and MFS+ axles.	15

Rear Axle & Equipment

O	Meritor RT46-160 46,000 lb Interaxle diff lock air rocker occupies space of one gauge. Laser factory axle alignment to improve handling & reduce tire wear. Magnetic rear axle oil drain plug captures & holds any metal fragments in drive axle lube to extend service life. Parking brakes on all drive axles for optimal performance. Cognis EMGARD FE 75W-90 synthetic axle lube provides over 1% fuel economy improvement. Reduces wear & extends maintenance intervals, resulting in increased uptime. Provides improved fluid flow to protect components in extreme cold conditions & withstand the stress from high temperatures, extending component life. If code 1526120 (RT46-160) is ordered with 1680460 (Heavy Wall), you will get the 16 mm wall, but not the improved carrier that is in 1526130 code (RT46-160E) that also has a 16 mm wall. This could affect Heavy Haul service warranty length in Canada per Meritor.	634
O	PHP10 Aluminum Preset PLUS Hubs - Air Disc	0

Price Level: January 1, 2025

100% Complete

Date: March 26, 2025

Deal:

Quote Number: QUO-1171336-Z7B4P5

Printed On: 3/26/2025 4:22:09 PM



Std/ Opt	Description	Weight
O	Separate Dash Controls, Cont Trac Full Lock Dana Spicer or Meritor - Tandem or Tri-Drive Axles	2
O	Lube Pump, Drive Axle(s) Used to circulate oil within the axle housing. Recommended for use on 46,000 or greater axles used in refuse or severe service applications.	36
O	SBM Valve Full trucks require a spring brake modulation (SBM) system for emergency braking application. This system requires an SBM valve and a relay valve with spring brakes on the rear axles. The SBM valve allows the foot valve to operate the rear axle spring brakes if a failure exists in the rear air system.	0
O	Stability System Not Selected Or Not Available	0
S	Anti-Lock Braking System (ABS) 6S6M ABS-6. Includes air braking system.	0
S	Tire Pressure Monitoring System	0
S	Synthetic Axle Lubricant All Axles Peterbilt heavy duty models include Fuel Efficient Cognis EMGARD FE75W-90 which provides customers performance advantages over current synthetic lubricants with reduced gear wear and extended maintenance intervals, resulting in increased uptime. In addition, the lubricant provides improved fluid flow to protect gears in extreme cold conditions and withstand the stress from high temperatures, extending component life.	0
O	Air Disc Rear Brakes, Tandem Drive Axle Includes Automatic Slack Adjusters.	0
O	Diff Lock Tandem Axles With Speed Interlock. Automatically Disengages Wheel Diff Lock at Speeds Above 25 mph.	60
O	Ratio 4.30 Rear Axle	0
O	Peterbilt Air Trac 46,000 lbs, 52in Axle Spacing Light Weight	291
O	Steel Suspension Insert Up To 77" Overhang	239
O	Air Springs, Internal Bumpers Air Trac / Air Leaf suspensions	0
O	Dash Mtd Dump Switch with Indicator Light Dash mounted dump switch with indicator light for suspension.	2
Engine & Equipment		
O	X15 500V@1900 GOV@2000 1850@950 Productivity Series (2024 Emissions) N21350 C121 68....Maximum Accelerator Vehicle N21370 C128 68....Maximum Cruise Control Speed N21460 C132 1400..PTO Maximum Engine Speed	428

Price Level: January 1, 2025

100% Complete

Date: March 26, 2025

Deal:

Quote Number: QUO-1171336-Z7B4P5

Printed On: 3/26/2025 4:22:09 PM



Std/ Opt	Description	Weight
	N21520 C133 5.....Idle Shutdown Timer	
	N21610 C188 39....Idle Shutdown Cold Ambient A	
	N21620 C189 60....Idle Shutdown Intermediate A	
	N21630 C190 80....Idle Shutdown Hot Ambient Ai	
	N21550 C206 35....Idle Shutdown Percent Engine	
	N21340 C209 100...Maximum Vehicle Speed	
	N21510 C225 YES...Idle Shutdown with Parking B	
	N21450 C231 NO....Gear Down Protection	
	N21570 C233 NO....Idle Shutdown Manual Overrid	
	N21440 C234 NO....Engine Protection Shutdown	
	N21480 C238 NO....Cruise Control and Engine Br	
	N21470 C239 NO....Cruise Control Auto-Resume	
	N21430 C333 0.....Driver Initiated OverrideMax	
	N21410 C334 0.....Driver Initiated Override Ma	
	N21590 C382 YES...Idle Shutdown Hot Ambient Au	
	N21500 C395 0.....Green House Gas Automatic En	
	N21530 C396 YES...Idle Shutdown Warning Period	
	N21540 C397 60....Idle Shutdown Warning Period	
	N21320 C399 100...Green House Gas Vehicle Spee	
	N21400 C400 252...Driver Initiated Override Re	
	N21420 C401 10....Green House Gas Vehicle Spee	
	N21330 C402 0.....Green House Gas Vehicle Spee	
S	EMUX Electronics Architecture	0
S	Engine Idle Shutdown Timer Enabled	0
O	Enable EIST Ambient Temp Overrule	0
	Eff EIST NA Expiration Miles	0
	Effective VSL Setting NA	0
O	Typical Operating Speed 68 MPH	0
O	Powertrain Optimized for Performance Best analysis for vehicles used in vocational applications or with heavy GCWRs.	0
O	Cummins TRV For DAVCO Only For Fuel Filter, X15	0
O	CARB Engine Idling Compliance PACCAR PX-7, PX-9 and MX, Cummins X15 and ISX diesel engines will include the required factory installed serialized sticker on the drivers door to identify them as meeting the NOx idling standard.	0
S	Engine Brake Controls Located on RH Column	0
O	Remote PTO/Throttle, 12-Pin Eng Bay Remote Control Provision	0
O	CARB Emission Warranty	0

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
S	EPA Engine Idling Compliance	0
S	PACCAR 160 Amp Alternator, Brushed PACCAR 160 AMP alternator, brushed producing 160 Amps at road speed and 100 Amps at idle.	0
S	Immersion Type Block Heater 110-120V Standard location is left-hand under cab, Model 520 is in bumper, and for Model 220 it is at the driver step. Plug includes a weather-proof cover that protects the receptacle. This pre-heater keeps the coolant in the engine block from freezing when the engine is not running.	0
O	PACCAR 12V Starter, N/A PACCAR MX Engines PACCAR 12-volt electrical system. With centralized power distribution incorporating plug-in style relays. Circuit protection for serviceability, 12-volt light system w/circuit protection circuits number & color coded.	0
O	3 PACCAR AGM 12V Batteries 2775 CCA	0
O	(1) Cab/Sleeper Power Disconnect Switch Mounted In Cab LH Side of Drivers Seat (Kissling DISC SW 300A)	0
O	Battery Jumper Terminal Mounted Under Hood LH Frame Rail. Not available with PX-7 engines.	4
S	Low Voltage Disconnect System	0
O	2-Speed Fan Clutch For Frequent Start/Stops A 2-speed fan clutch is ideal for vocational applications where the fan clutch engagement time exceeds 10% of the engine run time. When the fan clutch is disengaged, the fan still rotates at 15-25% of the engine RPM. This fan rotation provides crucial airflow to the engine and draws virtually no horsepower.	0
O	18.7 CFM Naturally Aspirated Air Compressor X15 Only	0
O	Intebrate (Furnished on Engine) Features a dedicated cam lobe design for optimum power and three-stage engine brake operation.	0
O	DAVCO 382 Fuel/Water Separator The Fuel Pro 382 is a combination of diesel fuel filtration and water separator that is recommended for heavy-duty diesel engines with flow rates up to 180 gallon/hour.	0
O	12V Heat for Fuel Filter Fuel filter heaters help ensure a seamless flow of diesel from the tank to the combustion chamber. Eliminating any possibility of moisture freezing within the fuel filter while simultaneously increasing the fuel temperature for atomization within the engine.	0
S	High Efficiency Cooling System Cooling module is a combination of steel and aluminum components, with aluminum connections to maximize performance and cooling capability. Silicone radiator & heater hoses enhance value, durability, & reliability. Constant tension band clamps reduce leaks. Chevron Delo Extended Life Coolant (NOAT) extends maintenance intervals reducing maintenance costs. Anti-freeze effective to -30 degrees F helps protect the engine. Low coolant level sensor warns of low coolant condition to	0

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
	prevent engine damage. Radiator Size by Model: 520 1202 sq in, 579 1456.9 sq in, 535/536/537/548 949.3 sq in, 537/548 VOC 1000.3 sq in, 567 1379 sq in.	
O	Dual Pre-Cleaners, Under Hood Mounted, Self Cleaning	0
S	(1) Air Cleaner Firewall Mounted Molded rubber air intake connections with lined stainless steel clamps seal to prevent contaminants in air intake.	0
O	Exhaust Single RH Horizontal DPF/SCR RH Under Cab, Single Module	-40

Transmission & Equipment

O	Allison 4500 RDS-P Transmission, Gen 6 Rugged Duty Series	528
O	RPL20 Driveline Interaxle Requires RPL20 Driveline interaxle (option 4210870) for tandem rear axles. RPL20 series drivelines are built for heavy-duty commercial vehicles and are permanently lubricated and sealed for life with triple lip seals to protect against contaminants. All Meritor drivelines will be primed before painted, improving paint adhesion for longer lasting quality in the field.	0
O	RPL25 SD Driveline, 1 Midship Bearing All Meritor drivelines will be primed before painted, improving paint adhesion for longer lasting quality in the field.	120
O	(1) Dash Mounted Single Acting EOH PTO Control Electric-over-hydraulic, spec'ing PTO switch does not ensure the PTO will fit. Sends signal to Allison to engage PTO.	0
O	Transmission Preselect 6 To 6 IPO 6 To 4	0
O	Allison FuelSense Not Desired Dynamic Shift Sensing	0
O	Allison Neutral At Stop Neutral at Stop features and benefits: Reduces or eliminates the load on the engine when vehicle is stopped, can help lower fuel consumption and CO2 emissions, and is included in FuelSense 2.0 Plus and Max packages only.	0
O	Allison 6-Speed Configuration, Wide Ratio Gears Allison 4500 transmission only	0
O	Dash Mounted Push Button Shifter Available with Allison transmissions	0

Air & Trailer Equipment

O	Bendix AD-HF EP Air Dryer, Heater Coalescing filter, extended purge. Bendix AD-HF air filters protects the life of your engine system and components. Proven PuraGuard oil coalescing technology in the the air dryer cartridge. This oil coalescing filter ensures the removal of oil and oil aerosols before they can contaminate the moisture removing desiccant.	6
O	Pull Cords All Air Tanks	1

Price Level: January 1, 2025

100% Complete

Date: March 26, 2025

Deal:

Quote Number: QUO-1171336-Z7B4P5

Printed On: 3/26/2025 4:22:09 PM



Std/ Opt	Description	Weight
S	Nylon Chassis Hose	0
O	Polished Aluminum Air Tanks Outside Frame Rails Exposed air tanks outside the frame rails will be polished aluminum. Air tanks mounted inside the frame rails or covered by other components will be either painted aluminum (4543340) or painted steel (4543320) air tanks depending on air tank option selected.	0
O	Aluminum Painted Air Tanks All air tanks are aluminum with painted finish except when Code 4543330 Polish Aluminum Air Tanks is also selected (then exposed air tanks outside the frame rails will be polished aluminum). Peterbilt will determine the optimal size and location of required air tanks. Narratives requesting a specific air tank size or location will not be accepted for factory installation. See ECAT to determine number or location of air tanks installed.	-45
O	Clear Inside Frame of All Air System Components Left hand back-of-cab.	0
S	Self-Returning Brake Hand Valve Dash mounted controls	0
O	Body Connections 5' BOC Junction box contains light and power circuits for body connections located 5' from back-of-cab	6
O	AE Connection EOF, 7-Way Socket, Connection EOF Strapped to the rail	15
Tires & Wheels		
O	FF: CN 16ply 11R24.5 HSC3 Includes TPMS sensor.	56
O	RR: CN 16Ply 11R24.5 Conti HDR2+	168
S	Code-rear Tire Qty 08	0
O	FF: Alcoa 985657 24.5X8.25 High Polish Aluminum, severe service.	-10
O	RR: Alcoa 985657 24.5X8.25 High Polish Aluminum, severe service.	-40
S	Code-rear Rim Qty 08	0
Fuel Tanks		
O	26" Aluminum 100 Gallon Fuel Tank LH U/C Includes steps for cab access. Paddle handle filler cap with threadless filler neck. Top draw fuel plumbing reduces chance of introducing air into the fuel system during low fuel level conditions due to the central placement of fuel pickup tube. Wire braid fuel lines increase durability & reduce potential for leaks.	22
O	Location LH U/C 100 Gallon	0



Std/ Opt	Description	Weight
O	Fuel Cooler Required with single fuel tank	15
O	Additional Thread Boss Lower Hydraulic Tank	2
O	Heavy-Duty Fuel Tank Step Reinforcements	5
O	S Brace Fuel Tank Step Support	0
S	DEF Tank Mounted LH BOC Models 220 and 520 mounted left hand back-of-cab.	0
O	DEF To Fuel Ratio 2:1 Or Greater	0
O	Polished Stainless Steel Cover For DEF Tank	0
S	DEF Tank Small, HD 14 Gal 2.1M MD 5.5 Gal	0
O	RH Tank None Furnished	-86
O	26" Alum 60 Gal Hydraulic Tank RH BOC Additional	90
Battery Box & Bumper		
O	Omit Standard Battery Box Use with passenger seat/in-cab battery box codes only	-45
S	Aftertreatment Aluminum Non-Slip Cab Entry Aftertreatment right-hand under cab step. DPF/SCR for diesel engines, catalyst for natural gas engines. On Models 579 specifying chassis fairings, the box is aerodynamic.	0
S	Aluminum Bumper Swept Back Polished Without FEPTO SBFA, two tow pins and step plates on top of bumper	0
O	Heavy Duty External Tow Eye IPO Standard, N/A With FETPO	42
O	Front Bumper Step	0
Cab & Equipment		
O	Vocational 121" BBC Alum Cab and Metton Hood SBFA Stainless crown and grille with tilt assist.	30
O	Thermal Insulation Package in Cab The thermal insulation package is designed to make the cab thermally efficient in extreme temperatures. The model 520 adds insulation surrounding the doghouse to reduce engine heat transmitted to the cab.	2
S	No Sleeper Selected	0
O	Fender Lips 2.25" Wide	6
O	Sears Atlas 80 Driver Seat Sears Atlas 80 driver seat top with contoured backframe structure with contoured seat pans, 3 seat extension positions, 3 seat tilt positions, quad-chamber air lumbar - height adjustable, high-back, ergonomic 22"	15

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
	wide "luxury style" seat, full recliner backrest, stabilizer double locking slides/isolator package with 9" slide travel and 2" isolation, Atlas togglelink suspension with flat floor riser and vinyl suspension skirt. Available in mordura cloth or Ultraleather upholstery, optional driver or passenger swivel and your choice of armrest kits.	
S	Peterbilt ST Non-Adjustable Passenger Seat Standard vinyl, no suspension cover, no seat back recline.	0
O	Drivers Armrest - RH Only	2
O	Black Seat Color IPO Standard Color	0
O	Battery Box Under Passenger Seat Only available with non-adjustable seat or no furnished passenger seat. Includes disconnect switch.	40
S	Air Ride Driver	0
S	High Back Driver	0
S	Non-Air Ride Passenger	0
S	High Back Passenger	0
S	Vinyl Passenger	0
O	UltraLeather Driver (Atlas Only)	0
S	Steering Wheel With Multi-Function Includes Peterbilt logo on horn button , audio volume, seek, mute and mode button on LH pod with cruise control on/off/cancel, set/resume and accelerate/coast on the right pod.	0
O	High-Visibility Interior Grabhandles, Painted Bright yellow interior grabhandle for vocational vehicles.	0
S	Adjustable Steering Column - Tilt/Telescope	0
O	Vanity Mirror on Inside Sunvisors For use with ProBilt 1.9, Prestige (1.9 & 2.1) or Premier (2.1) interiors.	0
S	Prestige Interior - Sterling Gray Features single tone dash with tough, scratch resistant materials including soft touch points on top of dash. Top of dash, door panel uppers, and kick panel are charcoal to conceal dirt and mitigate wear. Includes unique technical grained A,B, C & D instrument panels with contoured doorpads, padded fabric headliner and vinyl wall panels. Superior ergonomics are achieved while maximizing productivity featuring: multiple power ports, (2) coat hooks, header-mounted domelight, power lift driver and passenger windows, LH and RH door mounted map pockets with built-in courtesy lights, driver and passenger dome/reading lights and footwell lighting. Comfort features include automatic temperature HVAC controls, 18 inch 4-spoke soft-touch steering wheel, soft-touch steering column cover, rubber flooring, (3)	0

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
	inside sunvisors, integrated "dead pedal, cup holder and map bin in dash.	
O	Exterior Cab Entry Grabhandle Textured; NFPA compliant. Available on Day Cab specifications only.	6
S	Day Cab Rear Window Day cab rear window flush to back of cab.	0
S	1-Piece Glass Rear Cab Window Fixed	0
S	1-Piece Curved Windshield	0
S	Power Door Locks and Power Window Lifts Standard	0
S	Combo Fresh Air Heater/Air Conditioner With radiator mounted condenser, dedicated side window defrosters, Bi-Level Heater/Defroster Controls, 54,500 BTU/HR, and silicone heater hoses.	0
O	Additional Fine Particulate Filter For HVAC Syst 3 micron filtration. For use in extreme high dust applications. Not available with Ember filter 7330890.	1
O	Outside Sunvisor - Stainless Steel Not available with 2.1M high roof sleeper.	8
O	Aero Rear View Mirror Housing, Bright Finish	3
O	Peterbilt Aero Rear View Mirror, Motorized Includes top mirror with motorized, adjustable dual axis heated glass. Bottom mirror is an integrated convex surface. Includes black textured arms with breakaway feature.	3
S	Look Down Mirror Over Passenger Door with Black Housing	0
S	Air Horn Mounted Under Cab	0
O	Satellite Radio Requires USB port and bluetooth for phone and audio.	0
O	ConcertClass, AM/FM, Weatherband, 3.5 Aux	10
O	Midlevel Speaker Package For Cab (4) Speakers	6
O	Radio Mute When In Reverse For automatic or automated transmission	0
O	Bluetooth Phone and Audio Requires USB Port	0
O	USB Port	0
O	Cobra 29 CB Radio Mounted Center Of Header With weatherband. Mounted in center of header, sound tracker & illuminated panel. Includes wiring, microphone clip, & speaker. Must select antenna(s) option.	11
O	(1) Antenna for Factory Installed or F/O CB	1

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
	Mounted LH cowl, low mount only, with antenna cable. Provides clear top of cab.	
S	Global Telematics Hardware	0
O	Rear Wall Deep Record/Map Pocket	2
O	Removable Bugscreen Behind Grille	2
S	Peterbilt Electric Windshield Wipers With Intermittent Feature.	0
O	Cab Air Suspension	15
O	Auto Reset Circuit Protection Daycab and Sleeper	0
O	Fire Extinguisher, Ship Loose Hazmat approved UL listed/rated ABC.	7
O	Triangle Reflector Kit, Ship Loose Florescent triangle emergency road flares are designed to meet and exceed all DOT standards.	13
O	Backup Alarm (107 DB)	3
O	Drive Axle #1 Front Oil Temperature Gauge 52mm round, backlit. Physical gauges must be ordered in pairs and are limited to a total of 6. If this option is selected on a truck with VMUX electrical architecture, the gauge will be included in the digital display.	0
O	Drive Axle #2 Rear Oil Temperature Gauge 52mm round, backlit. Physical gauges must be ordered in pairs and are limited to a total of 6. If this option is selected on a truck with VMUX electrical architecture, the gauge will be included in the digital display.	0
O	Engine Oil Temperature Gauge 52mm round, backlit. These physical gauges must be ordered in pairs and are limited to a total of 6. If this option is selected on a truck with VMUX electrical architecture, the gauge will be included in the digital display.	0
O	Transmission Oil Temperature (Main) Located in Digital Cluster Display.	0
O	Guard(s) For Rear Axle Heat Gauge	2
O	Air Suspension Pressure 1 Gauge 52mm round, backlit. Physical gauges must be ordered in pairs and are limited to a total of 6.	0
S	Air Filter Restriction Pressure Gauge Located in Digital Cluster Display	0
S	Brake Application Air Pressure (Tractor) Located in Digital Cluster Display.	0
O	Increased Air Filter Full Indication For air filter restriction gauge	0
O	Trailer Reservoir Air Pressure Located in Digital Cluster Display	0

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
O	Fuel Filter Restriction Gauge 52mm Round, backlit. Physical gauges must be ordered in pairs and are limited to a total of 6. If this option is selected on a truck with VMUX electrical architecture, the gauge will be included in the digital display.	0
O	Disable Brake Light With Engine Brake	0
O	(3) Additional Dash Switches with Wiring Located on dash panel C. Availability subject to dash space. Includes 4" 14 gauge wire with butt splice at rear of each additional switch.	1
O	(1) Spare 3-Way Momentary Switch, F/O Wiring For electric tarp	0
O	Engine Hourmeter Gauge Located in Digital Cluster Display	0
O	Engine PTO Hourmeter Gauge Located In Digital Cluster Display	0
S	Engine Percent Torque Located in Digital Cluster Display	0
O	Main Instrumentation Panel Digital Cluster 15" Display includes: Speedometer, Tachometer, Primary Air Pressure, Secondary Air Pressure, Fuel Level, DEF Level, DPF Filter Status, Fuel Economy, Oil Pressure, Coolant Temp, and Voltmeter.	0
O	ABS Off-Road Switch Bendix ATC is required on the specification. Off-Road switch allows some wheel slippage prior to ATC activation. Off-Road switch will cause the ATC light to flash, reminding the driver of a condition. Switch should only be used in extreme conditions such as snow, ice or mud.	0
O	Manifold Pressure Gauge 52mm Round, backlit. Physical gauges must be ordered in pairs and are limited to a total of 6. If this option is selected on a truck with VMUX electrical architecture, the gauge will be included in the digital display.	2
S	Headlights Projector Module Pod Fender mounted turn signals, projector module low beam, complex reflector high beam, pod mounted	0
S	(5) Marker Lights, Aero LED On roof, visor, or fairing	0
O	Switch & Wiring for F/O Beacon/Strobe Switch and wiring for furnished by owner beacon / strobe, 10' coiled wire back-of-cab / back-of-sleeper, at rear sill.	2
S	Daytime Running Lights The brake interlock turns the daytime running lights off when the parking brakes are engaged. This is required on all Canadian vehicles.	0
O	LED Stop/Turn/Tail/Backup Bracket mounted left-hand / right-hand end of frame	20
O	Moveable EOF Crossmember For Mounting Tail Lights Square end of frame with or without end of frame crossmember	2
O	(1) F/O Load Light, Switch, (2) 10' Wire Coils (1) furnished by owner load light, switch, (2) 10" wire coils, under cab/sleeper.	3

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Std/ Opt	Description	Weight
Paint		
S	Standard Paint Color Selection	0
S	(1) Color Axalta Two Stage - Cab/Hood Base Coat/Clear Coat N85020 A - L0006EY WHITE N85500 CAB ROOF L0006EY WHITE N85300 FENDER L0006EY WHITE N85200 FRAME L0001EA BLACK N85400 HOOD TOP L0006EY WHITE	0
Shipping Destination		
Options Not Subject To Discount		
S	Peterbilt Class 8 Standard Coverage 1 year/100,000 Miles (160,000 km)	0
O	Fuel Price Index Factor \$0 NET	0
O	Allison Surcharge 4000 Series Transmission	0
O	SmartLINQ RD - 5YR Sub Cummins Engines	0
O	Base Warr: Emissions (CARB Operation) 5Yr/350K MI - X15 EFF/PRO Engine	0
Miscellaneous		
S	Day Cab / Prestige Interior (DM)	0
O	State Of Registry: Utah	0
O	Model Year 2025 Engine	0
O	Peterbilt Motors Company	0
O	2024 Series Emissions Engine	0
Promotions		



<i>Std/ Opt</i>	<i>Description</i>	<i>Weight</i>
---------------------	--------------------	---------------

Special Requirements

Special Requirement 1 0098170
Special Requirement 2
Special Requirement 3
Special Requirement 4

Order Comments



Total Weight (lbs)

17,763

Any price increase as the result of force majeure, rising costs of components (including but not limited to material shortages) or government tariffs are not included in the quoted price and will be the financial responsibility of the customer.

Prices and Specifications Subject to Change Without Notice.

Unpublished options may require review/approval.

Dimensional and performance data for unpublished options may vary from that displayed in CRM.

PRICING DISCLAIMER

While we make every effort to maintain the web site to preserve pricing accuracy, prices are subject to change without notice. Although the information in this price list is presented in good faith and believed to be correct at the time of printing, we make no representations or warranties as to the completeness or accuracy of this information. We reserve the right to change, delete or otherwise modify the pricing information which is represented herein without any prior notice. We carefully check pricing specifications, but occasionally errors can occur, therefore we reserve the right to change such prices without notice. We disclaim all liability for any errors or omissions in the materials. In no event will we be responsible for any damages of any nature whatsoever from the reliance upon information from these materials. Please check your order prebills to confirm your pricing information

Price Level: January 1, 2025

Deal:

Printed On: 3/26/2025 4:22:09 PM

100% Complete

Page 16 of 17

Date: March 26, 2025

Quote Number: QUO-1171336-Z7B4P5



Shipping Destinations

Intermediate Destination: NONE

Final Destinations	Quantity
--------------------	----------

Agenda Item 9

Gardnerville Ranchos GID Agreement

Items in this Section Include:

- ✓ *Letter from Greg Reed proposing GRGID Agreement Revisions*



Gardnerville Ranchos General Improvement District

January 21, 2025

Peter Baratti
District Manager
Minden Gardnerville Sanitation District
1790 U.S. HWY 395 N.
Minden, NV 89423

Dear Peter:

The Gardnerville Ranchos General Improvement District (GRGID) and the Minden Gardnerville Sanitation District (MGSD) have been partners for more than 50 years. During that time, we have seen many changes and we have made many mutually beneficial enhancements to the system. The existing contract between our two agencies was originally signed in 1974 (50+ years ago) and amended in 1990 (35 years ago). A lot has changed in the past 35 and 50 years.

GRGID would like MGSD to consider creating a committee to look at the potential to revamp the existing contract to a simpler version. GRGID believes the current contract is overly complicated and we believe that simplifying the contract will be beneficial to both our customers and yours.

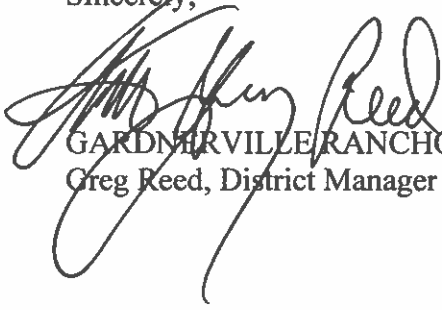
Ultimately, GRGID believes the existing contract is overly cumbersome and we are prepared to work with you to simplify the contract in a way that works for both of us. We would recommend a committee from each agency comprised of a Trustee or two, District Counsel and the District Managers. Such a committee would represent the best interests of each party and be able to determine if there is an equitable way to update what is certainly an archaic document.

GRGID understands our financial responsibilities with respect to MGSD. Our customers are your customers. We do not intend to shirk those financial responsibilities in attempting to rework the existing contract. Our only desire is to revamp the convoluted and outdated billing process associated with the current contract.

Peter, I believe that the current Management structure at the two utilities, and the current Board members understand that the original 1974 contract is out of date and may warrant an upgrade. I believe that now is the best time to facilitate discussions between our two agencies. We have had disagreements in the past, but if we are ever going to be able to work together as two agencies with a common goal for all our customers, I believe now is the time.

Therefore, I am formally requesting that you create an agenda item for your Board to consider creating a committee that will meet with a similar committee from GRGID to discuss potential changes to the contract between the two agencies.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Reed", is written over the printed name and title.

GARDNERVILLE RANCHOS GENERAL IMPROVEMENT DISTRICT
Greg Reed, District Manager

Agenda Item 10

Engineer's Report

Items in this Section Include:

- ✓ *Pre-construction contract with Q&D Construction for CMAR*

OWNER CMAR PRE-CONSTRUCTION SERVICES AGREEMENT

This AGREEMENT is made this 4th day of April, 2025 by and between the Minden Gardnerville Sanitation District (hereinafter referred to as the "Owner" or "MGSD"): MINDEN-GARDNERVILLE SANITATION DISTRICT, 1790 US HWY 395, MINDEN, NEVADA 89423 (775) and the Construction Manager at Risk, (hereinafter referred to as "CMAR"): Q&D Construction, LLC, 1050 S. 21st Street, Sparks, Nevada, 89431, (775)786-2677

ARTICLE 1

In consideration of the mutual covenants and conditions provided herein, the Owner does hereby employ the CMAR to perform Pre-Construction Services, and the CMAR agrees to perform such services for the referenced project:

Project Identification

Project Name: MGSD 2025 LINING PROJECT
1790 HIGHWAY US-395
MINDEN, NV 89423

CONTRACT NUMBER MGSD 24-002.3 PWP NUMBER DO-2025-128

ARTICLE 2

For furnishing all labor, materials, equipment, tools, and services, and for doing everything required by this Agreement including, but not limited to, providing the required Guaranteed Maximum Price Proposal, the Owner will pay, and the CMAR shall receive as full compensation therefore, a total sum not to exceed, and as nominal consideration:

CMAR Pre-Construction Services Fee Amount: One Hundred Thirty-Nine Thousand, Nine Hundred Dollars **(\$139,900.00)**

ARTICLE 3

Time is of the essence in the performance of this Agreement and the CMAR agrees to complete all Pre-Construction services and work within the time schedule established in the incorporated documents.

ARTICLE 4

The CMAR is not the Engineer of Record. As such, the scope of the CMAR's Pre-Construction Services includes, but is not limited to the following:

1. Participation in regularly scheduled design progress review meetings with the Project Engineer of Record and the Owner. The CMAR shall provide ongoing input with respect to constructability, construction cost, construction duration, sequence of construction, and construction means and methods.
2. Development of review comments, suggestions, and cost estimates at each of the stipulated phases of design, as proposed in the Process Schedule Document.
3. Assistance with identifying and reconciling differences between the Engineer's Scope of Construction and the CMAR's cost estimates.

4. Development of constructability and value engineering suggestions at each phase of design.
5. Development of potential bidders lists and coordination of input from subcontractors with regard to each of the items previously described in this section.
6. Distribution of pre-bid conferences and bid openings, and assistance with selection of the best bids in each of the documents to potential bidders, coordination category.
7. Development of a GMP Proposal based on bids obtained from all necessary subcontractors after reviewing and coordinating the bid results with the Owner.
8. Development of final CMAR constructability and value engineering suggestions.
9. Development of CMAR Pre-construction binder(s).
10. CMAR shall be aware of the expectation that the CMAR will be responsible to secure and pay for all construction permits and licenses and will pay for all governmental fee charges and inspection fees necessary to obtain required Building, Excavation, and Site Improvement permits necessary for the Construction Services portion to begin upon approval of the CMAR's GMP. Contractor will also pay all utility charges required for the project to move into the construction process. These costs are reimbursable to the contractor as a pass-through cost and should be invoiced to the Owner with receipt of payment. No markups of these permits, licenses, or fees are allowed.

ARTICLE 5

The Owner and the CMAR mutually agree that the following Contract Documents are incorporated into and made a part of this Agreement by reference:

1. CMAR Request for Proposal with General Conditions and Fee Worksheet
2. Owner CMAR General Conditions of the Contract
3. Owner CMAR Compensation Conditions of the Contract
4. MGSD Standard Details and Material Standards (Latest Version)
5. Process Schedule Document

ARTICLE 6

The CMAR agrees to all terms and conditions of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC) as may apply to this Agreement and to the work performed under this Agreement and agrees to comply with all such applicable portions of the NRS and the NAC. Contractor specifically acknowledges that this contract is subject to the provisions of NRS 338.1693 through NRS 338.16995.

ARTICLE 7

The Owner and the CMAR mutually agree that the fee described herein is for Pre-Construction Services only, and in no manner obligates the Owner to enter into a construction contract with the CMAR.

Payment for pre-construction services will be made in accordance with the following schedule:

<u>Phase of Work</u>	<u>Payment</u>
Design Development Phase	20% of Total
50% Construction Documents	20% of Total
100% Construction Documents	30% of Total
Issuance of GMP Proposal	20% of Total
Issuance of Final CMAR Review Comments	10% of Total

ARTICLE 8

Execution of this Agreement by each party shall constitute the representation by each party that she/he has examined the contents of all the referenced documents listed above, including the Owner CMAR General Conditions of the Contract that she/he has read and understands the same, and specifically agrees to be bound thereby.

ARTICLE 9

This Agreement shall be construed and interpreted according to the laws of the State of Nevada. Any action brought by either party arising out of or related to the Agreement shall be brought in a court located in Douglas County, Minden, Nevada.

ARTICLE 10

Any and all disputes of any kind that may arise between the Owner and the CMAR under the Contract or the Contract Documents that cannot initially be resolved to the satisfaction of both parties shall be submitted first to mediation to be conducted in a location that is agreeable to both parties utilizing the services of a mediator who is acceptable to both parties. All fees of the mediator and related costs associated with mediation shall be split and paid equally by the parties.

In the event that mediation is unsuccessful, then all disputes between them of any kind or nature arising out of or under the terms of the Contract, or the Contract Documents, or the performance of the Contract, and which arose prior to the termination of the guarantee period specified in the Contract, shall be litigated in the Ninth Judicial District Court in Douglas County, Nevada.

ARTICLE 11

To the fullest extent permitted by law, the CMAR shall defend, indemnify, and hold harmless the Owner, and its agents, employees, and members of the Board of Minden Gardnerville Sanitation District from and against all claims, damages, losses, and expenses, including, but not limited to attorneys' fees arising out of or resulting from performance of this Agreement, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property caused by the negligent acts or omissions of the CMAR, a Subcontractor, anyone directly or indirectly employed by them for whose acts they may be liable, regardless of whether such claim, damage, loss, or expense is caused in part by the Owner indemnified hereunder. However, in no event shall CMAR be required to indemnify Owner for claims, damages, loss or expenses arising out of the Owner's sole negligence. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

In any and all claims against the Owner, its agents, employees, or any of the members of the Board of Minden Gardnerville Sanitation District by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under the first paragraph of this section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

The obligations of the contractor under Paragraph a of this section shall not extend to the liability of the Engineer of Record or its employees arising out of (a) the preparation or approval of maps, sketches, opinions, reports, surveys, change order, designs, or specifications, or (b) the giving of or the failure to give

directions or instructions by the Engineer of Record or its employees provided such giving or failure to give is the primary cause of injury or damage.

ARTICLE 12

Gregory S Stedfield, P.E. shall be the designated Owner's Representative during the pre-construction services period. The duties and responsibilities and the limitations of authority of Gregory S Stedfield as the Owner's Representative during pre-construction are set forth in the General Conditions document and specifically Article 1.46 and shall not be exceeded without written consent of the Owner.

ARTICLE 13

1. During the term of this Contract, CMAR shall provide insurance as follows:

a. **WORKERS' COMPENSATION**

- i. CMAR shall maintain workers' compensation and employer's liability insurance for all its employees who will be engaged in the performance of the contract, including special coverage extensions where applicable.
- ii. CMAR shall maintain statutory limits of state industrial and occupational disease insurance for employees engaged on or at the site of the project in accordance with Chapters 616A to 616D, inclusive, and 617 of Nevada Revised Statutes.
- iii. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
- iv. CMAR waives all rights against Owner and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by CMAR pursuant to Section 2.c of this agreement.

The policy shall include an endorsement waiving the insurance company's rights of subrogation against the Owner. This endorsement shall be at least as broad as National Council on Compensation Insurance (NCCI) Waiver of Our Right to Recover from Others Endorsement form WC 00 03 13.

b. **AUTOMOBILE LIABILITY**

- i. CMAR shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 combined single limit of liability for bodily injury and property damage each accident.
- ii. Such insurance shall cover liability arising out of any auto (including owned, hired, and non- owned autos).
- iii. Business auto coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.

- iv. CMAR waives all rights against Owner and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by CMAR pursuant to this Agreement.
- c. COMMERCIAL GENERAL LIABILITY
 - i. CMAR shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with total limits of not less than \$7,000,000 each occurrence and \$9,000,000 general aggregate.
 - ii. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project.
 - iii. GL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors and subcontractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
 - iv. Additional Insured:
 - 1. Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 11/85 or a substitute providing equivalent coverage, and under the commercial umbrella, if any; OR
 - 2. Owner shall be included as an insured under the CGL, using ISO additional insured endorsements CG 20 10 and CG 20 37 or their equivalent, including coverage for Owner with respect to liability arising out of the completed operations of CMAR.
 - v. Completed operations coverage shall be maintained in effect for the benefit of Owner for a period of two (2) years following the completion of the work specified in Section 1.62 of the CMAR construction contract.
 - vi. This insurance shall apply as primary insurance with respect to any other insurance or self- insurance programs afforded to Owner.
 - vii. The status of Owner as an insured under a CGL obtained in compliance with Section 1.c.iv of this agreement shall not restrict coverage under such CGL with respect to the escape or release of pollutants at or from a site owned or occupied by or rented or loaned to Owner.
 - viii. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, employment-related practices, or damage to the named insured's work.
 - ix. Electronic Data Liability:

1. CMAR shall maintain electronic data liability insurance applicable to the Project and insuring against liability arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate electronic data. This coverage shall be maintained with a limit of liability of not less than \$1,000,000.
- d. PROFESSIONAL LIABILITY / ERRORS & OMISSIONS
- i. CMAR shall obtain Professional Liability Insurance when MGSD is the beneficiary of the CMAR's service or advice. This coverage focuses on alleged failure to perform on the part of, financial loss caused by, and error or omission in the service or product sold by the CMAR. These are potential causes for legal action that would not be covered by a more general liability insurance policy which addresses more direct forms of harm.
 - ii. CMAR shall maintain professional liability (errors & omissions) insurance with total limits of not less than \$3,000,000 each claim or wrongful act.
 - iii. Professional liability insurance shall cover liability arising out of wrongful acts, including any actual or alleged breach of duty, neglect, error, misstatement, misleading statement or omission committed solely in connection with the CMAR's professional services.
 - iv. If professional liability insurance is written on a claims-made or claims-made and reported coverage form, any Retroactive or Pending & Prior Exclusion Dates shall be prior to the effective date of any services provided under this Agreement.
 - v. CMAR will maintain professional liability insurance during the term of this Agreement and for a period of three (3) years from the date of completion of the construction of the project unless waived by the Owner.
 - vi. In the event that the CMAR goes out of business during the term of this Agreement, or the three (3) year period described above, CMAR shall purchase at the request and expense of the Owner, if available, Extended Reporting Coverage for claims arising out of the CMAR'S negligent acts, errors and omissions committed during the term of the Professional Liability Policy.
2. GENERAL REQUIREMENTS:
- a. Evidence of Insurance: Prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage, CMAR shall furnish Owner with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
 - b. Subcontractors' Insurance: CMAR shall cause each subcontractor employed by CMAR to purchase and maintain insurance of the type specified above. When requested by Owner. CMAR shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

- c. OWNER and CMAR waive all rights against each other and any of their subcontractors, agents, employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance, except such rights as they have the proceeds of such insurance held by OWNER as fiduciary. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.
- d. All insurance shall be on an occurrence basis and not a claims-made basis, except for professional liability/errors & omissions.
- e. All required insurance coverage as stated herein will be evidenced by a current ACORD Form 25 Certificate(s) of Insurance; such Certificates will include, but will not be limited to, the following:
 - i. All Certificates for each insurance policy are to be signed by a person authorized by that insurer.
 - ii. Each insurance company's rating as shown in the latest Best's Key Rating Guide will be fully disclosed and entered on the required Certificates of Insurance. The insurance companies must have a Best's Rating of at least A- VII or better in the latest edition of Best's Insurance Reports. The adequacy of the insurance supplied by CMAR (or its Subcontractors) including the rating and financial health of each insurance company providing coverage, is subject to the approval of OWNER, approval of which shall not be unreasonably withheld.
 - iii. Said policies, except Worker's Compensation and Professional Liability, shall name OWNER, its agents, employees, and members of the Board of Trustees as additional insureds. The policies will be primary, and any other insurance carried by OWNER and/or CONTRACTOR shall be excess and not contributing therewith.
 - iv. Each insurance policy supplied by CMAR (or its Subcontractors) must be endorsed to provide that the coverage will not be canceled or materially changed without prior written notice to OWNER. CMAR shall provide written notice by mail of any material change, suspension, voiding or reduction in coverage or in limits, of any insurance policy, which provides coverage required by this Contract. Said notice must be provided per policy provisions. This notice requirement does not waive the insurance requirements contained herein.
 - v. CMAR (or its Subcontractors) will furnish renewal certificates for the required insurance during the period of coverage required by this Contract.

Failure of Owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of CMAR's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting CONTRACTOR or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

- vi. CMAR (or its Subcontractors) will furnish renewal certificates for the same minimum coverages as required by this Contract. The notice for renewal will be submitted forty-five (45) days in advance of the expiration date shown on the Certificate of Insurance. A second request will be mailed if the Certificate is not received within ten (10) days. If, within twenty (20) days from the date of notice of renewal, the Certificate has still not been provided, OWNER may declare CMAR (or its subcontractors) in default of its obligations under this Article.
- vii. All deductibles and self-insured retentions will be fully disclosed in the Certificates of Insurance. CMAR (or its Subcontractors) is responsible for any deductible or self-insured retention contained within the insurance program.

3. ABSENCE OF INSURANCE:

In the event CMAR fails to provide OWNER with the insurance described in Articles 8.1 and 8.2, no work shall commence. If the coverage required by CMAR is canceled, all Work shall stop immediately, until the problem is resolved.

4. MAINTENANCE OF DEDUCTIBLE:

- a. If the loss is caused by CMAR (or its Subcontractors), CMAR will be responsible for maintenance of the deductible per each occurrence of a loss if arising out of property damage liability, including loss of use thereof, the first \$5,000.
- b. All deductibles under the first \$5,000 shall be paid by CMAR, directly to OWNER.

5. CLAIM REPORTING:

CMAR shall immediately report any incident or claim, no later than twenty-four (24) hours after occurrence, to OWNER.

6. FAMILIARITY WITH COVERAGE:

It is CMAR's responsibility to familiarize itself with the coverage described in this section.

ARTICLE 14

The Owner will be responsible for purchasing and maintaining their own liability insurance and, at their option, may purchase and maintain such insurance as will protect the Owner against claims that may arise from operations under the contract documents.

ARTICLE 15

The CMAR shall not assign, transfer, or delegate any rights, obligations, monies, or duties under this Agreement without the prior written consent of the Owner.

ARTICLE 16

This Agreement constitutes the entire agreement between the parties and may be modified only by a written endorsement executed by the parties.

ARTICLE 17

This Agreement may be amended or terminated by mutual written consent of the parties hereto. The Owner, however, specifically reserves the right at any time to terminate this Agreement without cause upon seven (7) calendar days' written notice of termination. Upon termination, for other than a breach of this Agreement by the CMAR, the Owner shall make payments to the CMAR as a ratable percentage of the amount of work effort that the CMAR has expended in Current Task (refer to Article 7) versus the total amount of work effort reasonably anticipate as required to obtain task completion for Current Task as of the time of the notice of termination. The making of such payments by the Owner shall constitute a complete release of all the responsibilities of the Owner under the terms of this Agreement. The CMAR waives any and all claims for overhead and profit on the services or work remaining at the time of termination. Otherwise, payment is due and payable at completion of Current Task per Article 7.

ARTICLE 18

Any sketches, reports, studies, photographs, negatives, or other documents prepared by the CMAR in the performance of his/her obligations under this Agreement shall be the exclusive property of the Owner and all such materials shall be remitted to the Owner by the CMAR upon completion, termination, or cancellation of this Agreement. The CMAR shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of the CMAR's obligations under this Agreement, without the prior written consent of the Owner. Such instruments and copies shall not be used on any other project, and, with the exception of those sets that have been signed in connection with the execution of the agreement, shall be returned to the Owner on request upon completion of the project.

ARTICLE 19

In connection with the performance of work under this Agreement, the CMAR agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or age. Such agreement shall include, but not be limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CMAR further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials. Any violation of such provision by the CMAR shall constitute a material breach of this Agreement.

ARTICLE 20

The parties agree that the CMAR is an independent contractor, and that this Agreement is entered into in accordance with Nevada Revised Statutes 284.173, which statute in pertinent part provides that the CMAR is not a Douglas County employee and that the CMAR will not be entitled to any Douglas County employee insurance or benefits.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

In witness whereof, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby.

Owner, MINDEN GARDNERVILLE SANITATION DISTRICT

MGSD

Title

Name: Please Print)

Date

Construction Manager at Risk (CMAR) Q&D Construction

CMAR

Title

Name (Please Print)

Date

Agenda Item 12

Administrative Report by Staff

Items in this Section Include:

- ✓ *Administrative Staff Report for April 2025*



Minden Gardnerville Sanitation District
Administrative Report
April 1, 2025

STAFF ITEMS:

- Jessica and Haley will be attending the Advanced HR Representative Training with Pool Pact this month.
- Peter is finally taking a vacation. He will be out of office 4/16 – 4/23.

FOR POSSIBLE ACTION:

- Please schedule a day you would like to tour the plant!
(Possible dates are 4/28 – 5/16)

FOR YOUR INFORMATION:

- NDOT's most recent audit included 10 findings, with over \$25 million in discrepancies. NDOT is required to submit a six-month report in order to demonstrate their progress in tracking tax dollars more effectively.

UPCOMING ITEMS:

- Tentative Budget Meeting (4/8/25 at 12:00pm)
- Final Budget Hearing (5/20/25 at 12:00pm)

THINGS KEEPING US BUSY RIGHT NOW:

- We are preparing for the Q2 April billings