



NOTICE OF REGULAR MEETING
TUESDAY, MARCH 3, 2026 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. 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)

4. 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.

5. Claims Review and Approval – For Possible Action

- Review and Approval of Bills Paid and Claims Received for January 2026.

6. Minutes Approval – For Possible Action

- Approval of Minutes from the February 3, 2026 Regular Board Meeting.

7. Continued Item - Designation of Auditor – For Possible Action

- Designation of Auditor for FY ending June 30, 2026

8. MGSD FY 26-27 Tentative Budget Meeting and Public Hearing Dates – For Possible Action

Schedule meeting dates for the following

- **Tentative Budget Meeting;** available dates are April 1st through April 10th
- **Public Hearing for FY 26-27 Budget;** available dates are May 18th through May 29th

9. MGSD Compensation Survey – For Possible Action

- Discussion and possible action regarding the Compensation Survey findings and proposed salary structure adjustments.

10. District Manager Annual Review – For Possible Action

- Annual performance review for District Manager Peter Baratti as outlined in the terms of the Employment Contract between Minden-Gardnerville Sanitation District and Peter V. Baratti. Action items may also include compensation and benefits.

11. 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

12. 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.

13. Administrative Report by Staff – For Possible Action

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

14. 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)

15. 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.

16. 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: 3/07/2026

Agenda Item 4

District Manager's Report

Items in this Section Include:

- ✓ *March 2026 District Manager's Report*



**Minden Gardnerville Sanitation District
District Manager's Report
March 3, 2026**

CAPACITY ALLOCATIONS/PURCHASES:

- None

WILL SERVES LETTERS ISSUED:

- None

MEETINGS ATTENDED AND SCHEDULED:

- 2/4 Meeting with Haley to review GRGID Fixed Billing
- 2/9 PVEHOA Rates and Services Agreement review
- 2/11 Meeting with Sultzer Pumps engineer.
- 2/11 Meeting with engineering team for Buckeye Farms Development
- 2/19 Monthly Pineview project meeting
- 2/24 Meeting with Pierre Hippolyte to discuss amendment to Pineview Contract
- 2/25 Meeting with HDR for Concrete Rehab project update.

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Constructing a bypass for Digester #2 to be dewatered directly during Digester #1 cleaning.
- Digester #2 plumbing for bypass is complete
- Main communication Remote Terminal Unit 1 communication gateway has failed, and the newly purchased gateway is malfunctioning. Resolving the programming currently
- Heat loop leak was diagnosed and isolated. Temporary heat is in place, and we will craft a more permanent solution soon.
- During excavation of the heat loop piping, the piping for primary clarifier #1 collapsed, and we have identified a larger infrastructure degradation issue. This issue was discussed with HDR at the 2/25 meeting and there are next steps on how to address this issue.

ENGINEERING/LEGAL

- USDA is asking for an amendment to the current Pineview Estates Contract regarding payment for MGSD services. We are working with Bill on this.

OTHER:

- We are waiting for another claims adjustor to decide if they are going to insure the roof replacement on the RAS/WAS building.

Respectfully Submitted,

Peter V. Baratti, District Manager

VENDORS AND CONTRACTS:

- None

STAFF/OFFICE ITEMS:

- Andy Wagner passed his Grade III exam.
- Lochan KC will be leaving us in August. We wish him well in his future endeavors.

ONGOING PROJECTS IN THE DISTRICT:

- Monte Vista Town Homes (now Rye Creek LLC) still has work that needs to be done and needs a final survey before approval consideration.
- Pineview Estates' transmission lines are currently under construction.



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Seven Months Ending Saturday, January 31, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
CAPITAL EXPENSES					
Collection System Rehab	\$74,962.50	\$2,500,000.00	\$2,425,037.50	3.00%	97.00%
Semi Truck	\$6,428.00		(\$6,428.00)	0.00%	0.00%
Two New Work Trucks	\$117,728.81	\$120,000.00	\$2,271.19	98.11%	1.89%
Rehab Concrete in Primary Clarifier	\$26,209.00	\$1,700,000.00	\$1,673,791.00	1.54%	98.46%
Trickling Filter Pump Replacement	\$46,995.97		(\$46,995.97)	0.00%	0.00%
Plant PLC & Infrastucture Replacement	\$0.00	\$300,000.00	\$300,000.00	0.00%	100.00%
Office Addition Design	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%
New ERP Software SAAS/Implementation	\$35,997.60	\$225,000.00	\$189,002.40	16.00%	84.00%
Breaker Emergency Repair Reclass 25/26 FY	\$47,923.00		(\$47,923.00)	0.00%	0.00%
ARRA Reimbursement	\$77,166.63	\$77,167.00	\$0.37	100.00%	0.00%
TOTAL	\$433,411.51	\$5,022,167.00	\$4,588,755.49	8.63%	91.37%



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	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
1 PAYROLL					
2 Salaries	\$837,773.89	\$1,392,502.00	\$554,728.11	60.16%	39.84%
3 Payroll Taxes & Employee Benefits	\$504,905.80	\$951,598.00	\$446,692.20	53.06%	46.94%
4 TOTAL PAYROLL	\$1,342,679.69	\$2,344,100.00	\$1,001,420.31	57.28%	42.72%



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5 OPERATIONAL EXPENSES					
6 PLANT EXPENSES					
7 Safety	\$13,895.92	\$16,500.00	\$2,604.08	84.22%	15.78%
8 Plant Supplies (Processing Chemicals)	\$99,821.11	\$162,750.00	\$62,928.89	61.33%	38.67%
9 Utilities	\$90,227.42	\$195,750.00	\$105,522.58	46.09%	53.91%
10 Repairs & Maintenance	\$223,531.59	\$300,000.00	\$76,468.41	74.51%	25.49%
11 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
12 Other Plant Expense	\$4,003.04	\$6,500.00	\$2,496.96	61.59%	38.41%
13 Sludge Removal	\$11,126.02	\$18,000.00	\$6,873.98	61.81%	38.19%
14 Education	\$3,207.13	\$15,000.00	\$11,792.87	21.38%	78.62%
15 TOTAL O & P EXPENSES	\$445,812.23	\$719,500.00	\$273,687.77	61.96%	38.04%



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	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
16 COLLECTION EXPENSES					
17 Collection System - Supplies	\$213.34	\$8,000.00	\$7,786.66	2.67%	97.33%
18 Collection System - Cleaning/ TV / Repair & Maintenance	\$3,780.31	\$10,000.00	\$6,219.69	37.80%	62.20%
19 Truck & Auto Expense (Fuels)	\$6,936.00	\$15,000.00	\$8,064.00	46.24%	53.76%
20 Other Collection System Expense	\$2,342.46	\$2,000.00	(\$342.46)	117.12%	(17.12%)
21 TOTAL COLLECTION EXPENSES	\$13,272.11	\$35,000.00	\$21,727.89	37.92%	62.08%



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	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
22 LAB EXPENSES					
23 Lab Supplies	\$6,513.36	\$9,000.00	\$2,486.64	72.37%	27.63%
24 Lab Testing	\$10,888.00	\$22,000.00	\$11,112.00	49.49%	50.51%
25 Lab Permitting	\$1,519.06	\$3,000.00	\$1,480.94	50.64%	49.36%
26 Lab Repairs & Maintenance	\$649.99	\$13,500.00	\$12,850.01	4.81%	95.19%
27 Other Lab Expenses		\$1,500.00	\$1,500.00	0.00%	100.00%
28 Pretreatment Testing		\$8,000.00	\$8,000.00	0.00%	100.00%
29 TOTAL LAB EXPENSES	\$19,570.41	\$57,000.00	\$37,429.59	34.33%	65.67%



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30 RESERVOIR/EFFLUENT EXPENSES					
31 Effluent Management - Repairs & Maintenance	\$5,033.70	\$18,000.00	\$12,966.30	27.97%	72.04%
32 Effluent Management - Utilities	\$20,184.74	\$50,000.00	\$29,815.26	40.37%	59.63%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	\$25,218.44	\$68,000.00	\$42,781.56	37.09%	62.91%



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34 GENERAL & ADMINISTRATIVE EXPENSES

35 Office Supplies & Expense	\$1,491.22	\$9,000.00	\$7,508.78	16.57%	83.43%
36 Training/Education Expense	\$1,521.72	\$6,000.00	\$4,478.28	25.36%	74.64%
37 Cleaning & Kitchen Supplies	\$6,822.07	\$11,000.00	\$4,177.93	62.02%	37.98%
38 Statement Billing Supplies	\$5,236.03	\$8,000.00	\$2,763.97	65.45%	34.55%
39 Bank Charges	\$29,683.50	\$25,000.00	(\$4,683.50)	118.73%	(18.73%)
40 Telephone & Internet	\$16,402.81	\$25,000.00	\$8,597.19	65.61%	34.39%
41 Postage	\$7,362.33	\$6,000.00	(\$1,362.33)	122.71%	(22.71%)
42 Advertising & Publication	\$4,709.72	\$4,000.00	(\$709.72)	117.74%	(17.74%)
43 Software Services	\$64,475.84	\$80,000.00	\$15,524.16	80.59%	19.41%
44 Travel & Per Diem	\$3,446.41	\$10,000.00	\$6,553.59	34.46%	65.54%



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	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
45 Bad Debts		\$1,000.00	\$1,000.00	0.00%	100.00%
46 A/R Collection Expense	\$2,147.01	\$2,000.00	(\$147.01)	107.35%	(7.35%)
47 Insurance & Bonding	\$76,903.68	\$154,318.00	\$77,414.32	49.83%	50.17%
48 Other Administration Expense	\$3,932.57	\$4,000.00	\$67.43	98.31%	1.69%
49 Filing Fees & Permits	\$8,395.51	\$12,000.00	\$3,604.49	69.96%	30.04%
50 Office Equipment (Hardware)	\$3,771.43	\$11,000.00	\$7,228.57	34.29%	65.71%
51 TOTAL G&A	\$236,301.85	\$368,318.00	\$132,016.15	64.16%	35.84%



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 Expenses versus Annual Budget
 For the Seven Months Ending Saturday, January 31, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
52 PROFESSIONAL FEES					
53 Legal	\$18,860.20	\$60,000.00	\$41,139.80	31.43%	68.57%
54 Engineering	\$37,631.25	\$75,000.00	\$37,368.75	50.18%	49.83%
55 IT/Tech Professional Services	\$21,526.22	\$30,000.00	\$8,473.78	71.75%	28.25%
56 Accounting & Audit	\$6,400.00	\$31,500.00	\$25,100.00	20.32%	79.68%
57 TOTAL PROFESSIONAL FEES	\$84,417.67	\$196,500.00	\$112,082.33	42.96%	57.04%
58 TOTAL ALL OPERATIONS EXPENSES	\$824,592.71	\$1,444,318.00	\$619,725.29	57.09%	42.91%

CHECK REGISTER - GENERAL

1/1/26 - 1/31/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	1/2/2026	Chevron and Texaco Business Card Services	ACH-1/02/26-01	109384082	51500-010	Truck & Auto Expense	Fuels	\$ 60.61
2	1/2/2026	Flyers Energy, LLC	ACH-1/02/26-02	CFS-4469294	51500-010	Truck & Auto Expense	Fuels	\$ 355.33
3	1/2/2026	GRAINGER	ACH-1/02/26-03	9745473349	50300-010	Safety Equipment & Supplies	Safety Equipment	\$ 33.44
4	1/2/2026	GRAINGER	ACH-1/02/26-03	9451198160	50300-010	Safety Equipment & Supplies	Safety Equipment	\$ 66.88
5	1/2/2026	Hajoca Corporation	ACH-1/02/26-04	S014811075	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 26.30
6	1/2/2026	PACIFIC SHREDDING	ACH-1/02/26-05	5284887	64310-010	Statement Billing Supplies	Shredding Services	\$ 62.06
7	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337275	52400-010	Lab Testing	Lab Analysis	\$ 43.00
8	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337347	52400-010	Lab Testing	Lab Analysis	\$ 72.00
9	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337348	52400-010	Lab Testing	Lab Analysis	\$ 72.00
10	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337061	52400-010	Lab Testing	Lab Analysis	\$ 43.00
11	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337171	52400-010	Lab Testing	Lab Analysis	\$ 72.00
12	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337170	52400-010	Lab Testing	Lab Analysis	\$ 72.00
13	1/2/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/02/26-08	RN337446	52400-010	Lab Testing	Lab Analysis	\$ 43.00
14	1/2/2026	Thatcher Company of Nevada, Inc.	ACH-1/02/26-06	2025400106019	50400-010	Processing Chemicals	Chemicals	\$ 8,799.88
15	1/2/2026	Warren Averett Technology Group, LLC	ACH-1/02/26-07	83086	65310-010	Software Services	Azure/Firewall	\$ 1,521.65
16	1/5/2026	CINTAS	ACH-1/05/26-01	5306196001	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 10.96
17	1/5/2026	Flyers Energy, LLC	ACH-1/05/26-02	CFS-4481331	51500-010	Truck & Auto Expense	Fuels	\$ 263.74
18	1/5/2026	Industrial Software Solutions	ACH-1/05/26-03	SIN013072	65310-010	Software Services	AVEVA Credits	\$ 7,140.00
19	1/5/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/05/26-04	RN337514	52400-010	Lab Testing	Lab Analysis	\$ 72.00
20	1/5/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/05/26-04	RN337515	52400-010	Lab Testing	Lab Analysis	\$ 72.00
21	1/5/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/05/26-04	RN337577	52400-010	Lab Testing	Lab Analysis	\$ 72.00
22	1/5/2026	Thatcher Company of Nevada, Inc.	ACH-1/05/26-05	2025400106105	50400-010	Processing Chemicals	Chemicals	\$ 2,546.25
23	1/7/2026	BENTLY RANCH	6151	213951	50800-010	Sludge Removal	Biosolids	\$ 617.54
24	1/7/2026	DTS	6152	26229	64400-010	Telephone	Fiber & VOIP	\$ 147.81
25	1/7/2026	Peter Baratti	ACH-1/07/26-02	10726	50700-010	Other Plant Expense	Grade III Renewal	\$ 110.00
26	1/7/2026	Frontier	ACH-1/07/26-03	260107	64400-010	Telephone	Cogen Monitoring Line	\$ 108.82
27	1/7/2026	HANSFORD ECONOMIC CONSULTING LLC	ACH-1/07/26-01	910	71100-010	Legal	IGA Review Contract	\$ 2,270.20
28	1/7/2026	JOANA PEREZ	6153	957028	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 520.00
29	1/7/2026	NEVADA NEWS GROUP	6147	56410	64600-010	Advertising & Publication	Faught Annexation Notice	\$ 1,469.25
30	1/7/2026	THE PARTS HOUSE	6148	221692	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 57.98
31	1/7/2026	R F MACDONALD CO.	6149	382196	50600-010	Repairs & Maintenance	Boiler Maintenance	\$ 1,510.00
32	1/7/2026	Technology Unlimited	6150	392790	65310-010	Software Services	Annual Software License	\$ 4,740.00

CHECK REGISTER - GENERAL

1/1/26 - 1/31/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
33	1/7/2026	Technology Unlimited	6150	392791	65310-010	Software Services	Annual Software License	\$ 395.00
34	1/7/2026	TOWN OF MINDEN	6154	10126	50500-010	Utilities	Water & Trash Service	\$ 716.43
35	1/14/2026	GRAINGER	ACH-1/14/26-01	9766160254	50300-010	Safety Equipment & Supplies	Safety Equipment	\$ 387.66
36	1/14/2026	GRAINGER	ACH-1/14/26-01	9765921581	50300-010	Safety Equipment & Supplies	Safety Equipment	\$ 74.58
37	1/14/2026	LEAF	ACH-1/14/26-02	19598719	65300-010	Office Equipment/Hardware	Copier Lease	\$ 407.28
38	1/14/2026	NV Energy	ACH-1/14/26-03	011426-2	55300-010	Reservoir & Pump Utilities	Irrigation Service	\$ 19,616.11
39	1/14/2026	NV Energy	ACH-1/14/26-04	011426-1	50500-010	Utilities	Plant Service	\$ 12,990.21
40	1/14/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-1/14/26-05	1755	50600-010	Repairs & Maintenance	Repair & Maintenance	\$ 6,135.00
41	1/14/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-1/14/26-05	1756	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure	\$ 4,244.00
42	1/14/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-1/14/26-05	1757	50600-010	Repairs & Maintenance	Mass Flow Meter FCI	\$ 7,504.00
43	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337614	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
44	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337589	52400-010	Lab Testing	Laboratory Analysis	\$ 66.00
45	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337845	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
46	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337843	52400-010	Lab Testing	Laboratory Analysis	\$ 72.00
47	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337842	52400-010	Lab Testing	Laboratory Analysis	\$ 72.00
48	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337864	52400-010	Lab Testing	Laboratory Analysis	\$ 72.00
49	1/14/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-1/14/26-06	RN337588	52400-010	Lab Testing	Laboratory Analysis	\$ 100.00
50	1/14/2026	SNELL & WILMER, LLP	ACH-1/14/26-07	3045014	71100-010	Legal	Legal Services	\$ 6,930.00
51	1/14/2026	Spectrum Business	ACH-1/14/26-08	057628122725	64400-010	Telephone	Internet Service	\$ 194.99
52	1/14/2026	SOUTHWEST GAS CORP	ACH-1/14/26-09	011426	50500-010	Utilities	Natural Gas Service	\$ 1,383.22
53	1/20/2026	Nevada State Bank	ACH-1/20/26-01	AM121225	50700-010	Other Plant Expense	iPhone Storage	\$ 2.99
54	1/20/2026	Nevada State Bank	ACH-1/20/26-01	AM123125	65200-010	Filing Fees & Permits	Lien Filing	\$ 42.00
55	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CS120825	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 30.26
56	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CS121225	50600-010	Repairs & Maintenance	Gas Regulator	\$ 1,636.93
57	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CS121625	50900-010	Operators Education/Training	RCAC Conference Registration	\$ 824.14
58	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CS121925	50600-010	Repairs & Maintenance	Sludge Sampler	\$ 779.30
59	1/20/2026	Nevada State Bank	ACH-1/20/26-01	AW121625	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 23.92
60	1/20/2026	Nevada State Bank	ACH-1/20/26-01	JW120425	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 127.76
61	1/20/2026	Nevada State Bank	ACH-1/20/26-01	JW120925	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 143.04
62	1/20/2026	Nevada State Bank	ACH-1/20/26-01	JW123125	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 54.80
63	1/20/2026	Nevada State Bank	ACH-1/20/26-01	EB121725	50900-010	Operators Education/Training	WEF Classes	\$ 482.00
64	1/20/2026	Nevada State Bank	ACH-1/20/26-01	EB121925	52300-010	Lab Supplies	Lab Supplies	\$ 316.02

CHECK REGISTER - GENERAL

1/1/26 - 1/31/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
65	1/20/2026	Nevada State Bank	ACH-1/20/26-01	LG120225	64500-010	Postage	Postage	\$ 155.94
66	1/20/2026	Nevada State Bank	ACH-1/20/26-01	LG120825	65400-010	Training/Education Admin	Aurora Training	\$ 399.00
67	1/20/2026	Nevada State Bank	ACH-1/20/26-01	LG120925	65400-010	Training/Education Admin	GFOA Membership	\$ 410.00
68	1/20/2026	Nevada State Bank	ACH-1/20/26-01	NQ121025	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 646.25
69	1/20/2026	Nevada State Bank	ACH-1/20/26-01	NQ123025	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 80.77
70	1/20/2026	Nevada State Bank	ACH-1/20/26-01	HM120525	64300-010	Office Supplies & Expense	Office Supplies	\$ 100.60
71	1/20/2026	Nevada State Bank	ACH-1/20/26-01	HM121125	65100-010	Other Administration Expense	RCI & Legal Meeting Lunch	\$ 167.33
72	1/20/2026	Nevada State Bank	ACH-1/20/26-01	HM122425	65310-010	Software Services	Adobe	\$ 34.99
73	1/20/2026	Nevada State Bank	ACH-1/20/26-01	JK120525	65100-010	Other Administration Expense	Fettic Floral Arrangement	\$ 173.67
74	1/20/2026	Nevada State Bank	ACH-1/20/26-01	JK120725	64300-010	Office Supplies & Expense	Office Supplies	\$ 78.63
75	1/20/2026	Nevada State Bank	ACH-1/20/26-01	DK120925	50600-010	Repairs & Maintenance	Polaris Service	\$ 2,600.33
76	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CC120525	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 53.52
77	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CC120825	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 153.75
78	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CC121025	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 104.14
79	1/20/2026	Nevada State Bank	ACH-1/20/26-01	CC122925	51500-010	Truck & Auto Expense	Fuels	\$ 181.58
80	1/28/2026	ABC Heating & Sheet Metal	6155	11912	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 1,163.00
81	1/28/2026	BENTLY RANCH	6156	#213976	50800-010	Sludge Removal	Biosolids Disposal	\$ 443.66
82	1/28/2026	BENTLY RANCH	6156	#213992	50800-010	Sludge Removal	Biosolids Disposal	\$ 332.64
83	1/28/2026	BENTLY RANCH	6156	#214007	50800-010	Sludge Removal	Biosolids Disposal	\$ 377.72
84	1/28/2026	Blue-White	ACH-01/27/26-01	774804	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 176.16
85	1/28/2026	Charter Communications	6157	218924901010126	64400-010	Telephone	Fiber COAX Line	\$ 699.00
86	1/28/2026	Chevron and Texaco Business Card Services	ACH-01/27/26-02	110041891	51500-010	Truck & Auto Expense	Fuels	\$ 112.12
87	1/28/2026	Codale Electric Supply	6158	S009398599.002	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 265.39
88	1/28/2026	DOUGLAS COUNTY CLERK-TREASURER	6159	#26MGSD	65200-010	Filing Fees & Permits	Voter Registration Maintenance	\$ 1,111.05
89	1/28/2026	DOUGLAS COUNTY VEHICLE MAINT	6160	11226	50600-010	Repairs & Maintenance	Vehicle Maintenance	\$ 598.34
90	1/28/2026	DTS	6161	DTS-17312	65310-010	Software Services	Microsoft Power Apps Annual	\$ 213.72
91	1/28/2026	Environmental Express	6162	1000856408	52300-010	Lab Supplies	Lab Supplies	\$ 181.27
92	1/28/2026	AT&T MOBILITY	ACH-01/27/26-03	287293924134X01192026	64400-010	Telephone	Employee Cell Phones Oct-Jan	\$ 2,841.99
93	1/28/2026	Flyers Energy, LLC	ACH-01/27/26-04	CFS-4499200	51500-010	Truck & Auto Expense	Fuels	\$ 405.39
94	1/28/2026	Les Schwab	6163	71700553811	50600-010	Repairs & Maintenance	Dump Truck New Tires	\$ 4,495.88
95	1/28/2026	Mesa Energy Systems	6164	974014336	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 1,320.00
96	1/28/2026	Norfield	ACH-01/27/26-05	3250	51700-010	Other Collection System Expense	Line Locator	\$ 666.79

CHECK REGISTER - GENERAL
1/1/26 - 1/31/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
97	1/28/2026	PACIFIC SHREDDING	ACH-01/27/26-06	5297084	64310-010	Statement Billing Supplies	Shredding Services	\$ 65.27
98	1/28/2026	THE PARTS HOUSE	6165	226468	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 45.92
99	1/28/2026	THE PARTS HOUSE	6165	226478	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 42.99
100	1/28/2026	THE PARTS HOUSE	6165	226043	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 31.99
101	1/28/2026	Polydyne	ACH-01/27/26-07	1969412	50400-010	Processing Chemicals	Polymer	\$ 8,694.00
102	1/28/2026	RED WING BUSINESS ADVANTAGE ACCT	6166	20260110036260	50300-010	Safety Equipment & Supplies	Safety Boots (PB)	\$ 267.74
103	1/28/2026	RESOURCE CONCEPTS, INC.	ACH-01/27/26-08	26-0118	71200-010	Engineering	PR Villagio	\$ 575.00
104	1/28/2026	RESOURCE CONCEPTS, INC.	ACH-01/27/26-08	26-0119	71200-010	Engineering	District Business	\$ 437.50
105	1/28/2026	RESOURCE CONCEPTS, INC.	ACH-01/27/26-08	26-0120	55100-010	Reservoir Repairs & Maintenance	Effluent	\$ 155.20
106	1/28/2026	RESOURCE CONCEPTS, INC.	ACH-01/27/26-08	26-0121	71200-010	Engineering	CMAR Contract	\$ 4,260.00
107	1/28/2026	RESOURCE CONCEPTS, INC.	ACH-01/27/26-08	26-0122	71200-010	Engineering	PR High Sierra Storage	\$ 693.75
108	1/28/2026	RESOURCE CONCEPTS, INC.	ACH-01/27/26-08	26-0123	71200-010	Engineering	Bently Muller Zone Change	\$ 360.00
109	1/28/2026	COGEN SERVICE	6167	6837	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 2,500.00
110	1/28/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-01/27/26-09	RN338079	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
111	1/28/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-01/27/26-09	RN338037	52400-010	Lab Testing	Laboratory Analysis	\$ 100.00
112	1/28/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-01/27/26-09	RN338036	52400-010	Lab Testing	Laboratory Analysis	\$ 66.00
113	1/28/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-01/27/26-09	RN338406	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
114	1/28/2026	Sunbelt Rentals	6168	179187141-0001	50600-010	Repairs & Maintenance	Forklift Rental	\$ 1,091.73
115	1/28/2026	Thatcher Company of Nevada, Inc.	ACH-01/27/26-10	2026400100232	50400-010	Processing Chemicals	Chemicals	\$ 10,146.33
116	1/28/2026	Ubeo Business Services	ACH-01/27/26-11	5144512	64500-010	Postage	Billing Mail Supplies	\$ 1,806.36
117	1/28/2026	Ubeo Business Services	ACH-01/27/26-11	5144512	64310-010	Statement Billing Supplies	Billing Mail Supplies	\$ 1,297.83
Total Amount of Checks/ACH (59 Checks/ACH)								\$ 152,449.57

Legend: Breaker Failure Costs

CHECK REGISTER - PAYROLL

1/1/26 - 1/31/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	1/2/2026	State Coll & Disb Unit - SCADU	ACH-1/2/26-01	36-010526	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
2	1/2/2026	Voya Financial	ACH-1/2/26-02	01022026	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 3,098.00
3	1/2/2026	Wells Fargo 941	ACH-010226-941	PIP157	20300-010	Accrued Payroll Taxes	FED 941 1/2/2026 STAFF	\$ 7,437.42
4	1/2/2026	WF Used for Direct Deposit	ACH-010226-DD	PIP154	10000-116	Cash - Payroll Checking - Wells Fargo	DD 1/2/2026 STAFF	\$ 40,566.89
5	1/15/2026	JD	ACH-1/15/26-01	011526	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 380.89
6	1/15/2026	JH	ACH-1/15/26-02	011526	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
7	1/15/2026	FJ	ACH-1/15/26-03	011626	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - FJ	\$ 386.99
8	1/15/2026	TS	ACH-1/15/26-04	011526	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 364.48
9	1/15/2026	SK	ACH-1/15/26-05	011526	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 76.68
10	1/16/2026	State Coll & Disb Unit - SCADU	ACH-011626-01	36-011626	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
11	1/16/2026	Voya Financial	ACH-011626-02	01162026	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 3,148.00
12	1/16/2026	Wells Fargo 941	ACH-011626-941	PIP158	20300-010	Accrued Payroll Taxes	FED 941 1/16/2026 STAFF	\$ 7,581.03
13	1/16/2026	WF Used for Direct Deposit	ACH-011626-DD	PIP155	10000-116	Cash - Payroll Checking - Wells Fargo	DD 1/16/2026 STAFF	\$ 40,984.29
14	1/22/2026	Public Agency Compensation Trust	ACH-1/22/26-01	012226	50200-010	Payroll Taxes & Employee Benefits	2nd Qtr 25-26 FY W/C	\$ 8,462.25
15	1/30/2026	HealthEquity - ACH	ACH-1/30/26-01	HSA01302026	50200-010	Payroll Taxes & Employee Benefits	Jan HSA Contributions	\$ 2,216.64
16	1/30/2026	HOMETOWN HEALTH	ACH-1/30/26-02	77101-058	80900-010	Retiree Health Insurance Premiums	Jan 2026 Health Insurance	\$ 1,414.84
17	1/30/2026	HOMETOWN HEALTH	ACH-1/30/26-02	77101-058	50200-020	Medical Benefits	Jan 2026 Health Insurance	\$ 19,206.54
18	1/30/2026	METLIFE - GROUP BENEFITS	ACH-1/30/26-03	TS05138807 0016	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
19	1/30/2026	METLIFE - GROUP BENEFITS	ACH-1/30/26-03	TS05138807 0016	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,164.40
20	1/30/2026	Nevada State Treasurer's Office	ACH-1/30/26-04	36-0126	50200-010	Payroll Taxes & Employee Benefits	CS Handling Fee - Monthly	\$ 4.00
21	1/30/2026	Public Employees Retirement System	ACH-1/30/26-05	P0126	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Jan 2026	\$ 54,277.96
22	1/30/2026	VSP VISION CARE, INC (AT)	ACH-1/30/26-06	824435682	80900-010	Retiree Health Insurance Premiums	Vision Insurance -Jan 2026	\$ 91.44
23	1/30/2026	VSP VISION CARE, INC (AT)	ACH-1/30/26-06	824435682	50200-020	Medical Benefits	Vision Insurance -Jan 2026	\$ 136.52
24	1/30/2026	Wells Fargo 941	ACH-013026-DD	PIP159	20300-010	Accrued Payroll Taxes	FED 941 1/30/2026 STAFF	\$ 6,961.12
25	1/30/2026	WF Used for Direct Deposit	ACH-013026-DD	PIP156	10000-116	Cash - Payroll Checking - Wells Fargo	DD 1/30/2026 STAFF	\$ 40,689.59
26	1/31/2026	Wells Fargo 941	ACH-013126-BRD	PIP160	20300-010	Accrued Payroll Taxes	FED 941 1/31/2026 BRD	\$ 234.50
27	1/31/2026	WF Used for Direct Deposit	ACH-013126-BRD	PIP157	10000-116	Cash - Payroll Checking - Wells Fargo	DD 1/31/2026 BOARD	\$ 2,332.75
Total Amount of ACH (24 ACH)								\$ 242,015.90

MINDEN-GARDNERVILLE
ACCOUNT SUMMARY STATEMENT
For the Seven Months Ending, January 31, 2026

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Line # General Account													
1 Balance 1st day of Month	\$ 34,125.79	\$ (3,624.51)	\$ (15,550.11)	\$ (36,256.54)	\$ (10,561.37)	\$ 1,210.91	\$ (42,961.47)		\$ -	\$ -	\$ -	\$ -	
2 Cash Receipts													
3 User Fees	\$ 336,951.05	\$ 347,908.86	\$ 32,247.45	\$ 514,074.80	\$ 333,752.19	\$ 184,371.63	\$ 510,024.33						\$ 2,259,330.31
4 Connection Fees													\$ -
5 Capacity Fees	\$ 2,288.00	\$ 29,655.85	\$ 9,451.75	\$ 237,348.75	\$ 1,316.00	\$ 35,312.00	\$ 23,720.00						\$ 339,092.35
6 Permit Fee Income													\$ -
7 Acreage Fees/Annexation Fee													\$ -
8 Consolidated Tax (SCCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 22,443.24	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62						\$ 89,772.96
9 Ad Volorem	\$ 464.52	\$ 29,120.36		\$ 220,066.43	\$ 106,730.16	\$ 10,119.23	\$ 35,553.88						\$ 402,054.58
10 Pass-Through Reimbursement	\$ 8,848.75			\$ 3,986.25									\$ 12,835.00
11 Pineview Pass-Through				\$ 698,528.40		\$ 815,298.31							
12 GRGID	\$ -	\$ 160,414.97	\$ 117,468.00			\$ 125,475.60	\$ 16,063.80						\$ 419,422.37
13 Health Ins Reimbursement	\$ 83.47	\$ 83.47	\$ 83.47		\$ 166.94	\$ 83.47	\$ 83.47						\$ 584.29
14 Finance Charge Increase/(Decrease) Accrued													\$ -
15 Wells Fargo Investment Interest	\$ 16,883.84	\$ 17,007.90	\$ 17,671.24	\$ 17,393.65	\$ 18,225.82	\$ 18,172.80	\$ 18,996.64						\$ 124,351.89
17 Total Cash Receipts	\$ 376,741.25	\$ 595,413.03	\$ 408,734.61	\$ 1,713,841.52	\$ 635,968.19	\$ 1,200,054.66	\$ 615,663.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,546,417.00
18													
19 Cash Paid Out													
20 Capital Expenses	\$ 6,600.00	\$ 4,000.00	\$ 48,796.50	\$ 11,027.00	\$ 179,572.78	\$ 39,798.00	\$ 80,483.20						\$ 370,277.48
21 Plant Expenses	\$ 69,222.32	\$ 56,681.78	\$ 36,226.17	\$ 77,510.23	\$ 74,549.29	\$ 41,861.54	\$ 89,760.90						\$ 445,812.23
22 Collections Expenses	\$ 2,217.88	\$ 3,976.60	\$ 1,263.15	\$ 1,045.00	\$ 1,694.86	\$ 1,194.21	\$ 1,880.41						\$ 13,272.11
23 Lab Expenses	\$ 4,311.08	\$ 1,472.50	\$ 1,972.00	\$ 1,748.18	\$ 1,801.11	\$ 4,915.07	\$ 3,350.47						\$ 19,570.41
24 Reservoir/Effluent Expenses	\$ 86.56	\$ 711.69	\$ 1,567.81	\$ 1,134.93	\$ 1,790.77	\$ 155.37	\$ 19,771.31						\$ 25,218.44
25 General & Administrative	\$ 30,267.41	\$ 33,342.81	\$ 23,039.66	\$ 28,823.63	\$ 47,078.85	\$ 37,635.42	\$ 36,227.49						\$ 236,415.27
26 Payroll-Related Expenses				\$ 20,621.38									\$ 20,621.38
27 Pineview Pass-Through				\$ 698,528.40		\$ 815,298.31							\$ 1,513,826.71
28 Professional Fees	\$ 1,786.30	\$ 7,153.25	\$ 16,575.75	\$ 9,577.00	\$ 17,708.25	\$ 3,369.12	\$ 28,248.00						\$ 84,417.67
29 Total Expenses	\$ 114,491.55	\$ 107,338.63	\$ 129,441.04	\$ 850,015.75	\$ 324,195.91	\$ 944,227.04	\$ 259,721.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,729,431.70
30													
31 Prepaid Claims Increase/(Decrease)													\$ -
32 Accrued Expenses	\$ -												\$ -
33													
34 Transfer to Other Accounts (Decrease)	\$ (150,000.00)	\$ (250,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (300,000.00)						\$ (1,300,000.00)
35 Wells Fargo Investment Sweep	\$ 5,016,756.35	\$ 5,239,030.81	\$ 5,186,645.06	\$ 5,876,192.08	\$ 5,836,980.12	\$ 6,005,286.02	\$ 6,098,719.67						
37 Per G/L 10000-111	\$ (3,624.51)	\$ (15,550.11)	\$ (36,256.54)	\$ (10,561.37)	\$ 1,210.91	\$ (42,961.47)	\$ 14,870.39						

MINDEN-GARDNERVILLE
ACCOUNT SUMMARY STATEMENT
For the Seven Months Ending, January 31, 2026

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
39 Payroll Account													
40 Balance 1st of Month	\$ 54,990.52	\$ 33,621.07	\$ 55,383.01	\$ 41,797.45	\$ 19,077.98	\$ 39,112.32	\$ (13,051.07)		\$ -	\$ -	\$ -	\$ -	
41 Transfer from Checking	\$ 150,000.00	\$ 250,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00						\$ 1,300,000.00
42 Interest	\$ 74.12	\$ 112.15	\$ 64.50	\$ 55.08	\$ 48.28	\$ 40.77	\$ 35.71						\$ 430.61
43	\$ -												\$ -
44 Payroll Expenses	\$ (171,443.57)	\$ (228,350.21)	\$ (163,650.06)	\$ (172,774.55)	\$ (130,013.94)	\$ (202,204.16)	\$ (242,015.90)						\$ (1,310,452.39)
45 Balance Last day of Month	\$ 33,621.07	\$ 55,383.01	\$ 41,797.45	\$ 19,077.98	\$ 39,112.32	\$ (13,051.07)	\$ 44,968.74	\$ -	\$ -	\$ -	\$ -	\$ -	
48 LGIP POOL Account													
49 Balance 1st of Month	\$ 1,266,139.62	\$ 1,232,113.01	\$ 1,236,645.39	\$ 1,236,645.39	\$ 1,245,594.14	\$ 1,249,994.51	\$ 1,254,189.01		\$ -	\$ -	\$ -	\$ -	
50 Transfer from Checking			Interest Not Available										
51 Interest Earned	\$ 4,556.71	\$ 4,532.38	\$ -	\$ 8,948.75	\$ 4,400.37	\$ 4,194.50	\$ 4,175.28						\$ 30,807.99
52 ARRA Payment	\$ (38,583.32)												\$ (38,583.32)
53 Transfer to Other Accounts													
54 Balance Last day of Month	\$ 1,232,113.01	\$ 1,236,645.39	\$ 1,236,645.39	\$ 1,245,594.14	\$ 1,249,994.51	\$ 1,254,189.01	\$ 1,258,364.29	\$ -	\$ -	\$ -	\$ -	\$ -	
56 ARRA Bond Restricted													
57 Balance 1st of Month	\$ 94,454.92	\$ 94,795.00	\$ 95,143.85	\$ 95,143.85	\$ 95,832.63	\$ 96,171.32	\$ 96,494.17		\$ -	\$ -	\$ -	\$ -	
58 Transfer from Other Accounts			Interest Not Available										\$ -
59 Interest Earned	\$ 340.08	\$ 348.85	\$ -	\$ 688.78	\$ 338.69	\$ 322.85	\$ 321.37						\$ 2,360.62
60 Transfer to Other Accounts													
61 Balance Last day of Month	\$ 94,795.00	\$ 95,143.85	\$ 95,143.85	\$ 95,832.63	\$ 96,171.32	\$ 96,494.17	\$ 96,815.54	\$ -	\$ -	\$ -	\$ -	\$ -	
64 MEEDER Investments													
65 Balance 1st of Month	\$ 5,647,337.54	\$ 5,667,661.93	\$ 5,687,969.33	\$ 5,707,894.51	\$ 5,728,225.71	\$ 5,748,007.23	\$ 5,768,362.64		\$ -	\$ -	\$ -	\$ -	
66 Earned on Investments	\$ 21,191.98	\$ 21,174.84	\$ 20,792.84	\$ 21,164.53	\$ 20,684.13	\$ 21,223.53	\$ 21,088.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,320.00
67 Net Realized Gain/Loss													
68 Investment Fund Fees	\$ (867.59)	\$ (867.44)	\$ (867.66)	\$ (833.33)	\$ (902.61)	\$ (868.12)	\$ (867.14)						\$ (6,073.89)
69 Transfer to Other Accounts													
70 Balance Last day of Month	\$ 5,667,661.93	\$ 5,687,969.33	\$ 5,707,894.51	\$ 5,728,225.71	\$ 5,748,007.23	\$ 5,768,362.64	\$ 5,788,583.65	\$ -	\$ -	\$ -	\$ -	\$ -	
72 Petty Cash													
73 Balance 1st of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ -	\$ -	\$ -	\$ -	
74 Expenses													\$ -
75 Reimbursements													\$ -
76 Balance Last day of Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	
77													
78 TOTAL CASH ALL ACCOUNTS	\$ 12,041,822.85	\$ 12,299,122.28	\$ 12,232,369.72	\$ 12,954,861.17	\$ 12,971,976.41	\$ 13,068,819.30	\$ 13,302,822.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Interest All Accounts	\$ 43,048.73	\$ 43,176.12	\$ 38,528.58	\$ 48,250.79	\$ 43,897.29	\$ 43,954.45	\$ 44,617.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,271.11

Agenda Item 6

February 3rd 2026 Regular Meeting Minutes

Items in this Section Include:

- ✓ *February 3rd, 2026 Regular Meeting Minutes*



**Board of Trustees
Minutes of Regular Meeting
Tuesday, January 6, 2026**

5:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Ted Thran
Daniel Griffith
Chris Shorten
Michele Wagner
Sondra Condron

Board Members Absent:

Staff Members Present:

Peter Baratti
Bill Peterson
Cliff Simpson
LaVonne Ghanavati
Haley Freeman
Jessica Kneefel
Erik Novak

Staff Members Absent:

Bruce Scott

Others Present: Greg Reed

1. Meeting called to order at 5:00 p.m. by Ted Thran.

2. Public Comment: There was no public comment.

3. Chairman's Comment: There was no chairman's comment.

4. District Manager's Report: Peter discussed the purchase of the new trickling filter pump. There were no further comments or discussion regarding the District Manager's report.

5. Claims Review and Approval: Trustee Condron expressed concern regarding the credit card fees. Staff informed the Board that utilities are not permitted to pass along credit card processing fees. LaVonne reported that she has been in discussions with Wells Fargo about reclassifying the District from a commercial business to a utility, which may help reduce the District's processing fees.

Motion: To approve the claims received in December 2025 in the amount of \$207,264.84 and the payroll-related expenses paid during November 2025 in the amount of \$202,262.32

Made by: Chris Shorten

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condron

Nays: None

Abstain: None

Absent: None



6. Minutes of January 6, 2026 Regular Board Meeting: There were no comments or discussion regarding the minutes.

Motion: To approve the minutes of the January 6th, 2026 Regular Board Meeting.

Made by: Dan Griffith

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Thran, Shorten, Wagner, Griffith

Nays: None

Abstain: Condron

Absent: None

7. Designation of Auditor: This item was continued to the March 3, 2026 Regular Board Meeting.

Motion: Motion to continue item #7 to the March 3, 2026 Regular Board Meeting

Made by: Chris Shorten

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condron

Nays: None

Abstain: None

Absent: None

8. Digester #1 Cleaning: Peter discussed the project details with the Board. Trustee Condron inquired about the need for a resolution. Peter explained that the resolution was necessary to amend the budget, as the District has only \$100,000 remaining in the Repairs and Maintenance budget, and to ensure compliance with proper procedures for the auditors. Staff further clarified that by adopting the resolution, the Board would be authorizing the project to proceed.

Motion: Motion to augment the budget by \$99,000 for the purpose of funding Digester #1 cleaning services.

Made by: Sondra Condron

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condron

Nays: None

Abstain: None

Absent: None

9. Attorney-Client Conference: Bill Peterson reported that the draft easement for the multimodal trail has been completed; however, the engineers have not yet reached agreement on the legal description. He also stated that the amendment to the Bently agreement has been finalized and forwarded to Bently. Bill confirmed that the District will release the requested property to Bently and, in return, has requested a contribution toward the electric pumping costs associated with delivering water to the reservoir.



Lastly, he provided an update on the insurance claim related to the breaker failure. Bill indicated that he will not become involved at this time but will step in if the company denies the claim.

10. Engineer's Report: Erik Novak provided an update for the interceptor rehab lining project. There were no further comments or discussion on the Engineer's Report.

11. Administrative Report by Staff: There were no comments or discussion regarding the Administrative Report.

12. Board Comment: There was no Board comment.

13. Public Comment: There was no public comment.

14. Meeting adjourned 5:33 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Haley Freeman, District Secretary

Agenda Item 7

Designation of Auditor

Items in this Section Include:

- ✓ *Engagement Letter from Sorren CPA's Inc*

February 25, 2026

To the Board of Trustees and Management
Minden-Gardnerville Sanitation District
1790 US-395
Minden, NV 89423

We are pleased to confirm our understanding of the services we are to provide the Minden-Gardnerville Sanitation District (the "District") for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the business-type activities, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Required Supplementary Pension Schedules
- 3) Required OPEB Schedules
- 4) Statement of Revenues, Expenses and Changes in Net Position – Budget to Actual
- 5) Statement of Cash Flows – Budget to Actual

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Operating Expenses and Non-Operating Revenues

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Planning for the audit has not concluded and additional risks may be identified in addition to the above.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect

on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Time Frames

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we should not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Fund of its obligations.

Our audit planning is intended to begin in September 2026 with the audit fieldwork beginning in September 2026. The audit is expected to conclude with the issuance of our report no later than December 1, 2026.

Fees

We estimate that our fees for the services previously outlined will be as follows:

Base audit procedures and financial statement preparation: \$25,000

Our fees are based upon the complexity of the work to be performed, timing of the engagement, experience level of the personnel required, and estimates of the professional time to complete the required services.

Additionally, our fees are dependent on the availability, quality, and completeness of the Fund's records and, where applicable, upon the Fund's personnel providing the level of assistance identified in the "prepared by client" request list distributed at the end of our planning work (e.g., Fund employees preparing confirmations and schedules we request, locating documents selected by us for testing, etc.). Should our assumptions with respect to these matters be incorrect, or should the condition of the records, degree of cooperation, or other matters beyond our reasonable control cause delay or require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates, and "Auditor" shall not be responsible for any consequences. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate as soon as reasonably practicable.

If there is a significant transaction or new accounting issue that requires us to spend a substantial amount of time that was not anticipated in our fees, there may be additional billings. For instance, the above estimate does not include any fees for professional time that may be required to assist in the adoption of new accounting standards. Fees for any additional services will be established separately.

If our Agreement requires a retainer upon execution, you agree that the retainer will be earned as our professional time to complete the engagement is incurred. The retainer will be applied to the final billing, and any unused balance will be refunded at the end of the engagement.

We will bill you for our professional fees and out-of-pocket costs. Payment is due upon receipt. For administrative convenience, payment for our invoices may be made to Sorren CPAs, P.C. or a related Sorren entity as indicated on our invoices. If payment is not received within thirty (30) days, you will be assessed interest charges of 1.5% per month on the unpaid balance. You have thirty (30) days from the invoice date to review the invoice and to communicate to us, in writing, any disagreement with the charges, after which you waive the right to contest the invoice.

All outstanding invoices must be paid prior to the release of work-products specified in the Agreement.

We reserve the right to suspend or terminate our work for non-payment of fees. In the event that work is discontinued, either temporarily or permanently, as a result of delinquent or non-payment, we shall not be liable for any loss you may incur as a result of the work stoppage, including penalties and interest. In such cases, you assume all risk associated with your failure to meet any governmental or other deadlines.

Reporting

We will issue a written report upon completion of our audit of the Fund's financial statements. Our report will be addressed to management of the Fund. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

Use and Distribution of Our Report

The audit of the financial statements, supplementary information and the issuance of our audit opinion are solely for the use of the Fund and those to whom our report is specifically addressed to by us.

We make no representations of any kind to any third-party in respect of these financial statements and supplementary information and we accept no responsibility for their use by any third-party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

Reproduction of Auditors' Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire finalized document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, supplementary information, auditors' report and other related information contained in an annual report or other public documents (electronic or paper-based). This includes any incorporation by reference to either the full or summarized financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

Practice Structure

"Sorren" is the brand name under which Sorren CPAs, P.C. and Sorren, Inc. and its subsidiary entities provide professional services. Sorren CPAs, P.C. and Sorren, Inc. (and its subsidiary entities) practice as an alternative practice structure in accordance with the American Institute of Certificate Public Accountants (AICPA) Code of Professional Conduct and applicable laws, regulations and professional standards.

Sorren CPAs, P.C. is a licensed independent CPA firm that provides attest services to its clients, and Sorren, Inc. and its subsidiary entities provide tax and business consulting services to their clients. Sorren, Inc. and its subsidiary entities are not licensed CPA firms. Our use of the terms "our firm" and "we" and "us" and terms of similar import, denote the alternative practice structure conducted by Sorren CPAs, P.C. and Sorren, Inc.

Sorren, Inc. has a contractual arrangement with Sorren CPAs, P.C. whereby Sorren, Inc. provides Sorren CPAs, P.C. with professional and support personnel and other support services to allow Sorren CPAs, P.C. to perform its professional services. From time to time, Sorren, Inc. may consult with Sorren CPAs, P.C. in the provision of services pursuant to this engagement. Client hereby consents to Sorren CPAs, P.C. sharing its client information with Sorren, Inc. in support of the services to be provided by Sorren, Inc. for the purpose of performing the Services for which Sorren, Inc. is engaged. Unless you indicate otherwise, your acceptance of the terms of this engagement shall be understood by us as your consent to make disclosures to Sorren, Inc. and its employees of confidential information that we may obtain in the course of our engagement.

As part of the alternative practice structure, Sorren CPAs, P.C. and Sorren, Inc. agree to comply with the AICPA Code of Professional Conduct, as applied to an alternative practice structure and applicable federal, state and local rules with respect to the confidentiality of client information. Accordingly, Sorren CPAs, P.C. and Sorren, Inc. will not disclose confidential client information without your consent, except that Sorren CPAs, P.C. and Sorren, Inc. shall be permitted to disclose confidential client information: (i) to any government agency or regulatory body to the extent and in the form or manner necessary or required to comply with any rule, regulation or order of such government agency or regulatory order, or (ii) pursuant to subpoena or other legal process.

Sorren CPAs, P.C. and Sorren, Inc. utilize appropriate safeguards, policies and procedures to maintain the confidentiality of confidential client information.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, "hard copy" format or other medium.

The Fund agrees that we may provide Sorren, Inc. with access to the Fund's accounting, financial, and other records in our possession so that Sorren, Inc. can provide the Fund with any services it has engaged them to perform.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

Governing Legislation

This engagement letter is subject to and governed by the laws of Nevada and will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any issue arising from it. Each

party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Termination and Withdrawal

Either party may terminate this Agreement at any time and for any reason. If this Agreement is terminated before services are completed, you agree to pay all fees and expenses we incur through the effective date of termination.

Conflicts of Interest

If we, in our sole discretion, believe a conflict of interest has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to terminate our services without issuing our work-product.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and / or testimony relative to information we obtained and / or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred.

Other Services

In addition to the audit services referred to above, we will, as allowed by the AICPA Code of Professional Conduct, perform non-attest services as required. Our non-attest services will encompass the following activities:

We will also prepare or assist in preparing the financial statements of the Fund in accordance with U.S GAAP based on information provided by you;

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements and supplementary information. We will notify you, in writing, of any matters of which we believe you should be aware and will meet with you upon request.

You agree to provide the information necessary to complete these non-attest services on a timely basis and assume all management responsibilities relating to the non-attest services we provide. You will be required to acknowledge in the management representation letter the non-attest services we provided and that you have accepted responsibility for them. Further, you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. You also agree to continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you and to establish and maintain internal controls, including monitoring ongoing activities related to the non-attest function.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and

We will hold all personal information in compliance with our Privacy Statement.

Third-Party Service Providers or Subcontractors

Sorren CPAs, P.C. may from time to time, and depending on the circumstances, use third-party service providers to assist with the services identified in this letter. We may share some or all of your information with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

In order to comply with 26 U.S.C. § 7216, 26 C.F.R. § 301.7216-3, and all other applicable laws and regulations for disclosing confidential financial information to a third-party, you are consenting to allow us to disclose all documents and information needed for the performance of our scope of services identified in the engagement letter, including confidential information, to our third-party providers, both inside and outside the United States for the purpose of providing assistance within the scope of our services.

If we disclose tax return information or other related financial information to a service provider located outside of the United States, we will use adequate data protection safeguards. The items may not be disclosed or used for any other purpose, except that may continue to disclose or use the items to the extent we have been retained to do so, or as otherwise required by law.

Your signature at the bottom of this engagement letter serves as your consent to Sorren CPAs, P.C.'s use and disclosure of your information as provided herein.

Records Management

Record Retention and Ownership

We will return any original records and documents you provide to us. Our copies of your records and documents are solely for our documentation purposes and are not a substitute for your own record-keeping obligations under any applicable laws or regulations.

Workpapers and other items created by us to support the delivery of our services are our property and will remain in our control. We will consider requests for copies of workpapers and other items created by us in accordance with the AICPA Code of Professional Conduct. Our workpapers will be maintained by us in accordance with our firm's record retention policy and any applicable legal and regulatory requirements. Our firm destroys workpaper files after a period of seven (7) years. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable before the expiration of the retention period, as stated in our record retention policy.

Working Paper Access Requests by Regulators and Others

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will only be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies. If we receive such a request, we agree to inform you of it as soon as practicable unless we are prohibited from doing so by applicable laws or regulations. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a confidential basis. If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery.

If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Confidentiality

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e. information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We will maintain all client information, including PII, on a confidential basis and have a duty to do so based on the standards promulgated by the AICPA as well as applicable laws and regulations. You assume the risk of loss if you provide us with information, including PII, which differs from the information we request in order to provide services to you in accordance with the Agreement.

Referrals

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. As a courtesy, we may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or suitability of any product we refer to you or that you separately retain.

Non-Solicitation of Personnel

Professional standards require that a firm and its covered members maintain independence throughout the professional engagement period. In order to preserve our independence, you agree not to solicit for employment, directly or indirectly, any employee of Sorren CPAs, P.C. or Sorren, Inc. who is involved in performing services under this engagement for a period of two (2) years following the completion of such services. You shall inform the engagement partner before entering into any substantive employment discussions with any Sorren CPAs, P.C. or Sorren, Inc. personnel. Employment offers to any staff member working on your engagement without our prior knowledge may require substantial additional procedures to ensure our independence on this engagement. Any additional costs incurred due to these procedures will be fully billable in addition to our fee.

In the event you hire or engage any such employee during the term of this engagement or within two (2) years thereafter, you agree to pay Sorren, Inc. a placement fee equal to 50% of the employee's total annual compensation, including bonuses, at the time of departure from the Firm. This fee represents a reasonable estimate of the costs associated with recruiting, hiring and training a replacement. This provision does not restrict the employee's right to seek employment but is intended to protect Sorren, Inc. from the loss of personnel in whom the Firm has invested time and resources.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information through email. Any advice or information delivered orally or in an email (rather than through a memorandum delivered as an email attachment) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility for any liability, including but not limited to additional tax, penalties or interest resulting from your decision: (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Brokerage, Investment Advisory or Digital Asset Statements

If you provide our Firm with copies of brokerage, investment advisor, or digital asset statements, we will use the information solely for the purpose described in the Engagement Objective and Scope section of this Agreement. We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute investment advice unless specifically engaged in the Engagement Objective and Scope section of this Agreement. Our services under this Agreement do not constitute legal advice.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Marketing and Educational Communications

If we send you newsletters, updates, explanations of technical developments or similar communications, it is strictly for marketing or general educational purposes and should not be construed as professional advice on which you may rely. These communications, by themselves, do not create a contractual relationship between us and you, a binding obligation for us to provide services to you, nor a requirement on our part to monitor issues for you.

Mediation

If a timely dispute arises out of or relates to this Agreement, including the scope of services contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association (the AAA) under the AAA Accounting and Related Services Arbitration Rules and Mediation Procedures before resorting to arbitration, litigation, or any other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in Nevada.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute.

No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute of fees owed, billed or due.

Limitation of Liability

Sorren CPAs, P.C.'s owners, officers, director, employees, agents or assigns (collectively, Sorren's Stakeholders) liability for all claims, damages, and costs arising from negligent acts, errors, or omissions committed by us in the performance of this engagement is limited to one times the total amount of fees paid by you to Sorren CPA, P.C. for the service giving rise to this liability.

Limitation of Damages

Notwithstanding anything to the contrary in this Agreement, Sorren CPAs, P.C. and Sorren's Stakeholders shall not be liable for any lost profits, indirect, special, incidental, punitive, consequential, or similar damages, to the extent such damages may be lawfully limited or excluded, of any nature even if we have been advised by you of the possibility of such damages.

Indemnification of Sorren CPAs, P.C.

You agree to indemnify, defend, and hold harmless Sorren CPAs, P.C. and its stakeholders with respect to any and all claims made by third parties arising from this engagement, resulting from knowing misrepresentations by management to Sorren CPAs, P.C.

Independent Contractor

When providing services to your Fund, we will function as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this Agreement are solely obligations of Sorren CPAs, P.C., and no Sorren Stakeholder shall be subjected to any personal liability whatsoever to you or any person or entity.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Survivability

The following sections shall survive termination of the Agreement: Limitation of Liability, Limitation of Damages, Indemnification, and Mediation.

Assignment, No Third-Party Beneficiaries

All parties acknowledge and agree that the obligations and responsibilities of this Agreement cannot be assigned to any third-party except as agreed to in writing. This Agreement has been entered into solely between you and Sorren, Inc., and no third-party beneficiaries are created hereby.

Force Majeure

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse you of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature intended to replicate a written signature, shall be presumed valid, and we may reasonably rely upon it. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Entire Agreement

This Agreement represents the entire agreement of the parties and supersedes all previous oral, written or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing and signed by both parties.

Other

Suzanne Olsen is the "engagement partner" for the audit services specified in this letter. The engagement partner's responsibilities include supervising Sorren's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Professional standards prohibit us from being the sole host and / or the sole storage of your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Conclusion

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Fund.

Yours truly,

Sorren CPAs P.C.

Sorren CPAs, PC

RESPONSE:

Acknowledged and agreed on behalf of Minden-Garnerville Sanitation District by:

Peter Baratti, District Manager

Date

Agenda Item 9

Compensation Survey

Items in this Section Include:

- ✓ *MGSD Compensation Survey*



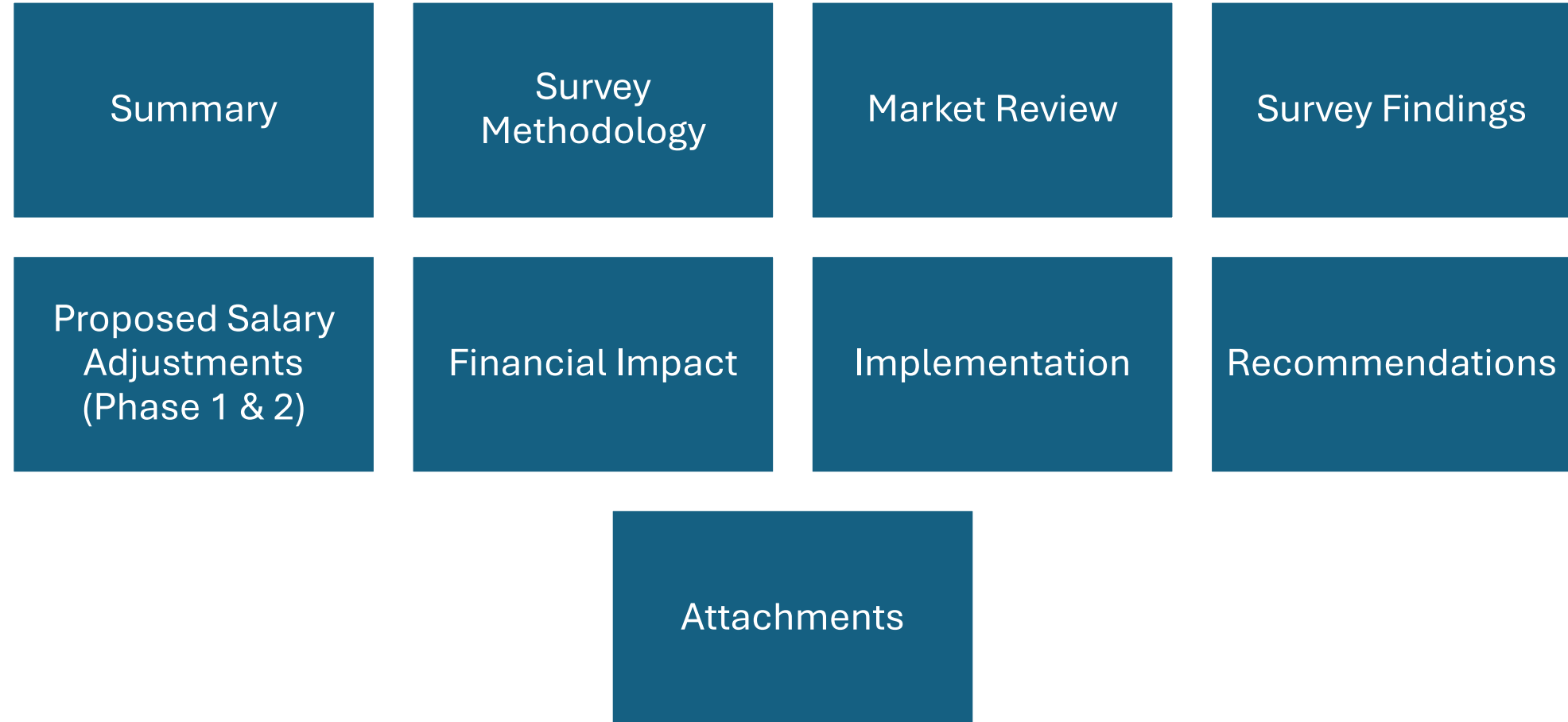
MINDEN GARDNERVILLE SANITATION DISTRICT

Compensation Survey

March 2026

Prepared By:
Haley Freeman
Administrator

Presentation Overview



Summary

Purpose

This study was conducted to establish a formal, market-based compensation framework consistent with governmental best practices. The goal is to provide the Board with objective market data to support informed decisions regarding salary structure, recruitment competitiveness, retention, and long-term fiscal planning.

Current Practice

Minden-Gardnerville Sanitation District has not conducted a formal compensation survey to evaluate its salary structure against the labor market. Historically, salary adjustments have been made incrementally through Cost-of-Living Adjustments (COLA) rather than through labor market analysis. These increases intended to preserve purchasing power but were not designed to align salaries with the current labor market. As the District has grown and additional positions were created, the underlying salary structure has remained unchanged, resulting in the absence of a standardized market benchmark as well as positional compression.

The District currently employs 13 full-time equivalent (FTE) employees, including one exempt position under contract, as District Manager. The organization is structured into two departments — Operations and Administration — and does not utilize a formal salary grade system.

Cost Savings

Given the District's size, staff determined that the study could be completed in-house using publicly available compensation data rather than incur the cost of an external consultant. The methodology used for this survey mirrors standard public-sector practices.

Comparable consultant-led studies typically range from 15,000 to 40,000 for agencies of similar size and scope. By utilizing internal staff resources and publicly available data, the District was able to complete this analysis without incurring consulting costs.

Survey Methodology

The survey analyzed all 12 benchmark positions across 12 participating agencies, resulting in evaluation of over 144 compensation data points.

To ensure accurate comparisons, job descriptions were reviewed for alignment in duties, certification requirements, supervisory responsibilities, and overall scope of work. Where direct title matches were not available, positions with substantially similar responsibilities and qualifications were selected for benchmarking.

Market Value

The market value was determined by taking the average of the midpoints from each participating agency, which is concurrent with best practices. To ensure accurate statistics, a minimum of five comparable matches were required for each position-all positions met or exceeded this threshold.

-The detailed market results report can be found at the end of the presentation-



WorldatWork[®]
Total Rewards Association



*POOL/PACT – Compensation Survey's
WorldatWork – Compensation Programs and Practices Survey
WorldatWork – Compensation Benchmarking Best Practices
SHRM – Building a Market-Based Pay Structure
SHRM – Compensation Surveys Offer a Strategic Edge*

Market Review

The District operates as a sewer-only utility, which limited the availability of identical comparable peer agencies. Most organizations within the region provide broader municipal services such as cities, counties, or general improvement districts.

However, each agency included in the survey provides sewer services and competes within the same regional labor market for certified operators and administrative personnel. Although some agencies may offer additional services, the compensation data reflects the same labor market conditions under which the District must recruit and retain qualified employees.

Fifteen peer agencies were invited to participate in the survey; twelve agencies provided compensation data (or data was available publicly) and were included in the analysis.

Comparable agencies within 60 miles of the District that were included in the survey are as follows:

1. Douglas County Public Works
2. Indian Hills GID
3. Carson City Public Works
4. [Douglas County South Lake Tahoe Sewer Authority](#)
5. South Tahoe Public Utility District
6. Lyon County Utilities Fund
7. Incline Village GID
8. North Tahoe Public Utility District
9. Truckee Meadows Water Reclamation Facility
10. [Tahoe Truckee Sanitation Agency](#)
11. [Truckee Sanitary District](#)
12. City of Fernley Utilities Fund

Peer Organizations



1 miles

Sewer, Parks,
Streets, Trash



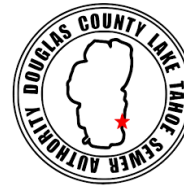
9 miles

Water, Sewer,
Parks, Streets



16 miles

Water, Sewer,
Streets,
Stormwater



18 miles

Sewer



21 miles

Water, Sewer



27 miles

Water, Sewer



33 miles

Water, Sewer,
Trash, Parks



40 miles

Water, Sewer,
Recreation



47 miles

Sewer



52 miles

Sewer



55 miles

Sewer



64 miles

Water, Sewer

Market Adjustments

Due to the District's location and proximity to the California-Nevada border, California agencies represent a meaningful part of the regional labor market from which the District recruits and retains employees.

To ensure fair comparisons, compensation data from California agencies was adjusted to reflect regional cost-of-living differences between California and Nevada. This adjustment prevents potentially high California wage levels from overinflating market comparisons while preserving equivalent purchasing power across state lines. The adjustments were made using **Regional Price Parities (RPPs) published by the Bureau of Economic Analysis.**

What are RPPs?

RPPs measure differences in price levels across states and metro areas relative to the national average (national average = 100). RPPs capture housing costs, goods, and services. RPP data is published annually by the US Bureau of Economic Analysis (BEA), and the most recent data was used for this survey.

Why not just use the Consumer Price Index (CPI)?

The CPI measures changes in prices over time, specifically for inflation. It **does not** measure differences in prices of goods/services between states or regions.

The Nevada Regional Price Parity (RPP) index is **97.342**.
The California Regional Price Parity (RPP) index is **112.780**.

$$97.342 \div 112.780 = 0.863$$

This means California salaries have about 86.3% of their value in Nevada purchasing power terms. Accordingly, California salaries were scaled down 13.7% to reflect Nevada Equivalent Dollars.

Example:

$$\$100,000 \text{ California salary} \times (97.342 \div 112.78) = \$86,300 \text{ Nevada equivalent salary}$$

Survey Findings: Market vs District Medians

The market median is the standard benchmark for the market value within a given classification. The table below compares the District's current salary midpoints to the calculated market average midpoints for each benchmark position.

The analysis shows that several classifications fall below market median, with more significant gaps appearing in positions requiring higher levels of certification and/or responsibility.

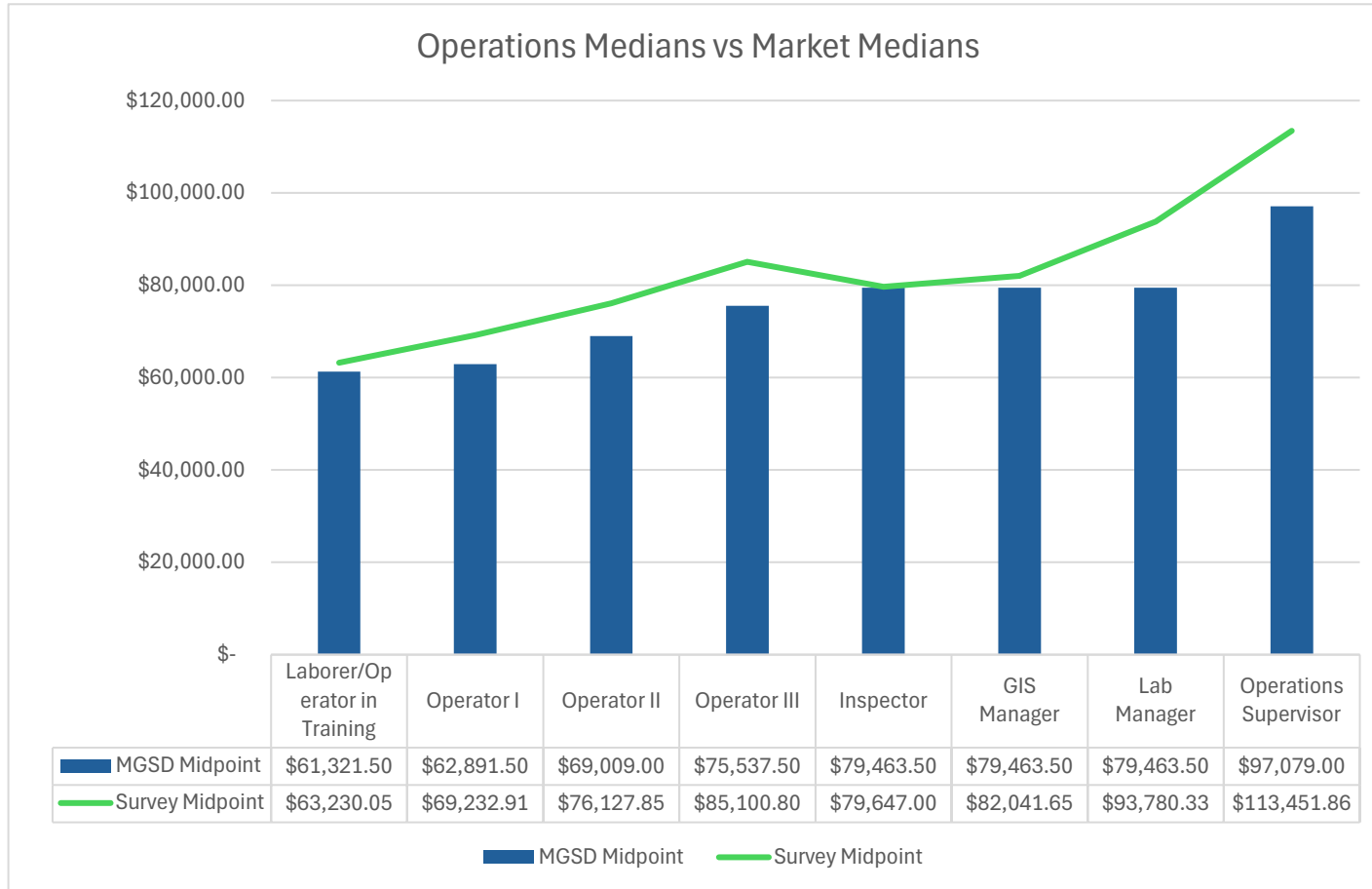
MGSD Scale FY 25-26

Department	Position	Scale Median	% +/- Market Median
Operations	Laborer/Operator in Training	\$61,321.50	-3.11%
Operations	Operator I	\$62,891.50	-10.08%
Operations	Operator II	\$69,009.00	-10.32%
Operations	Operator III	\$75,537.50	-12.66%
Operations	Inspector	\$79,463.50	-0.23%
Operations	GIS Manager	\$79,463.50	-3.24%
Operations	Lab Manager	\$79,463.50	-18.02%
Operations	Operations Supervisor	\$97,079.00	-16.87%
Administration	Administrative Assistant	\$70,534.50	9.02%
Administration	Administrator	\$75,681.00	-25.40%
Administration	Engineer Intern	\$75,681.00	-10.02%
Administration	Controller	\$95,251.50	-26.03%
Contract	District Manager		

Market Results FY 25-26

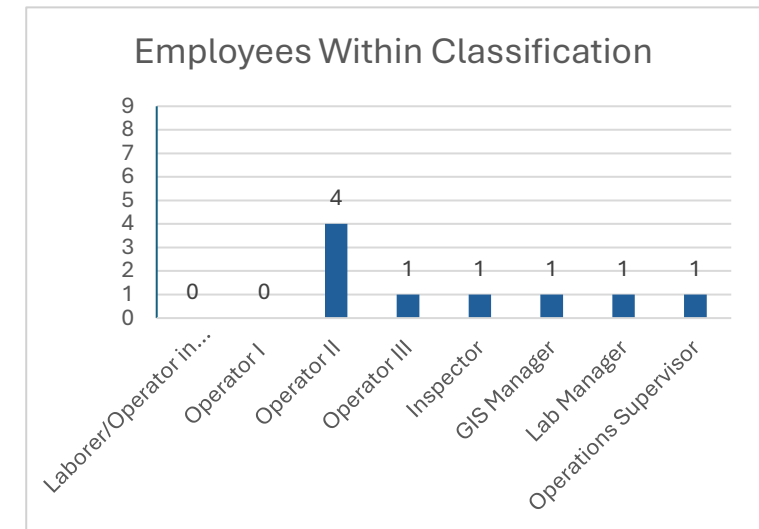
Department	Position	Average Median
Operations	Laborer/Operator in Training	\$63,230.05
Operations	Operator I	\$69,232.91
Operations	Operator II	\$76,127.85
Operations	Operator III	\$85,100.80
Operations	Inspector	\$79,647.00
Operations	GIS Manager	\$82,041.65
Operations	Lab Manager	\$93,780.33
Operations	Operations Supervisor	\$113,451.86
Administration	Administrative Assistant	\$64,169.20
Administration	Administrator	\$94,902.87
Administration	Engineer Intern	\$83,262.78
Administration	Controller	\$120,041.18
Contract	District Manager	

Survey Findings: Operations



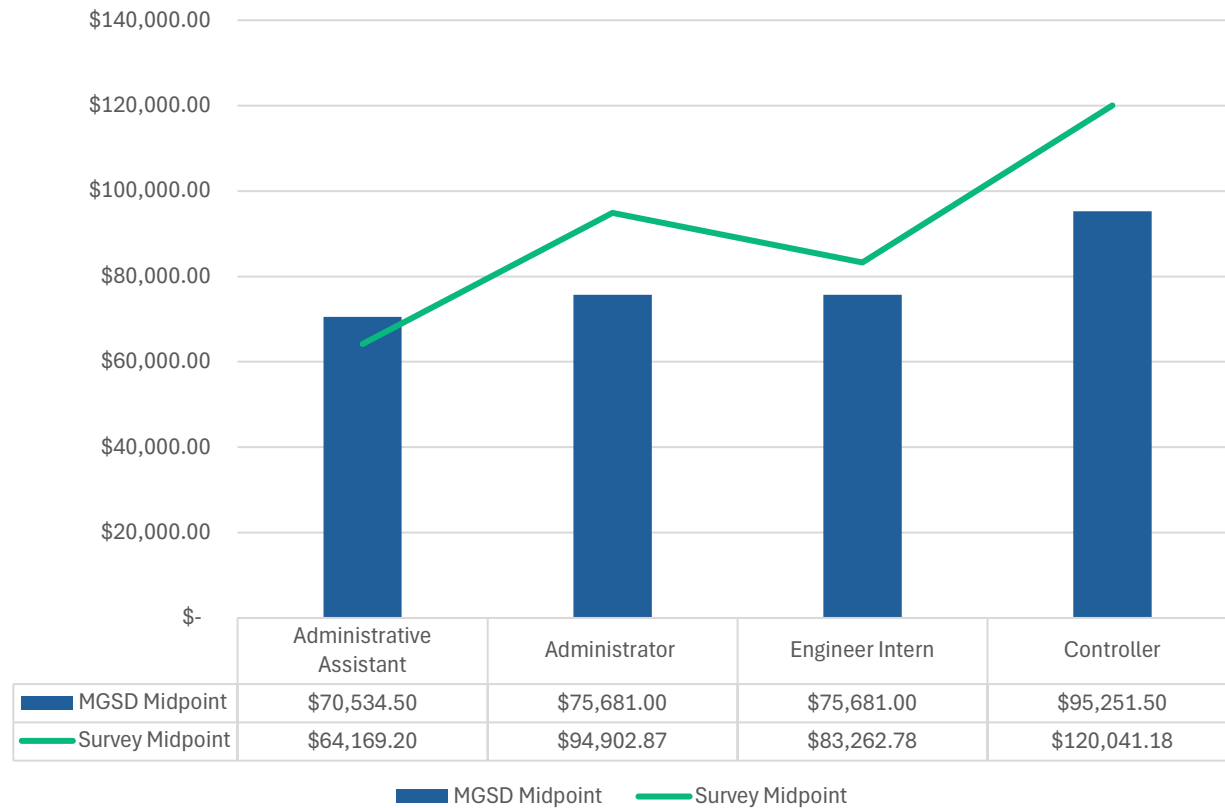
All Operations positions are below the market midpoint.

Gaps increase with certification level and supervisory responsibility, with the largest gap being the Lab Manager position, followed by the Operations Supervisor, Operator III and Operator II positions.



Survey Findings: Administration

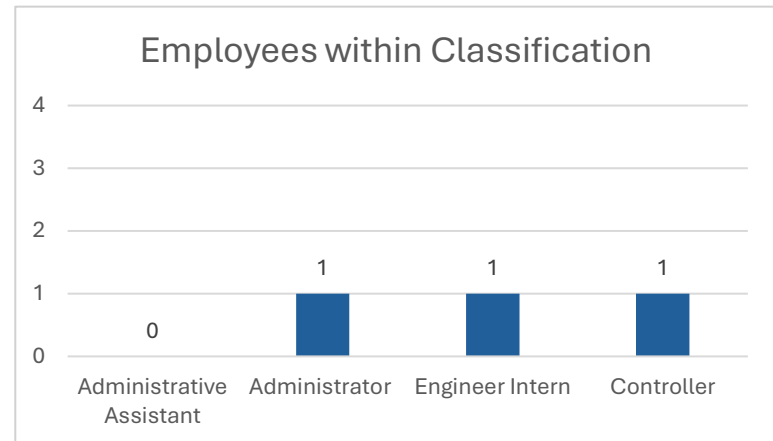
Administration Medians vs Market Medians



The Administrative Assistant midpoint slightly exceeds market. This variance is likely influenced by the District’s prior organizational structure, before separate administration classifications were established. The position is currently vacant and not budgeted for recruitment, resulting in no immediate fiscal impact.

The largest administration gap appears in the Controller and Administrator positions.

Employees within Classification



Proposed Target Market Positions

The target market position defines where the District chooses to align its salary structure in relation to the labor market.

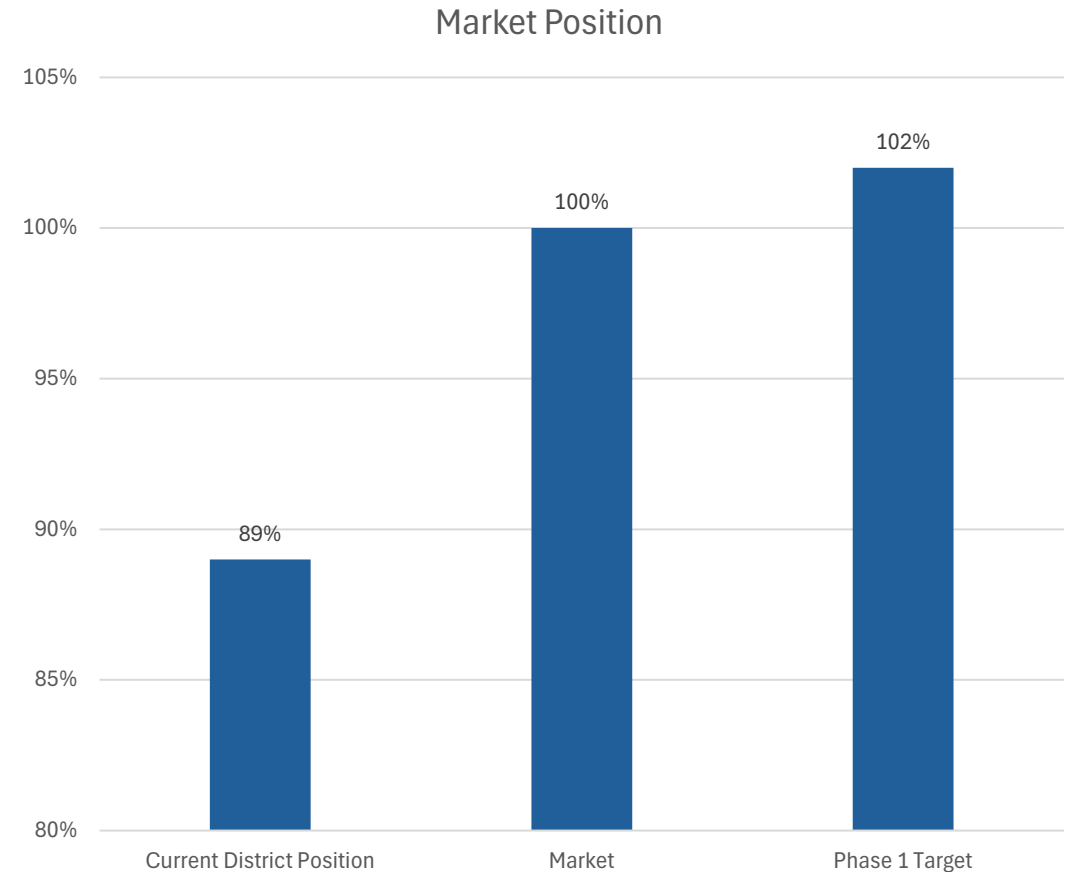
- 100% of market midpoint represents alignment with prevailing market wages
- Above 100% reflects a market lead
- Below 100% reflects a market lag

Best practices emphasize selecting a target position that balances competitiveness with fiscal responsibility.

To achieve this position, Staff proposes a two-phase approach:

Phase 1 would increase the District's market position from approximately 89% to 102% of market midpoint, establishing a modest market lead. This positioning strengthens the salary structure and reduces the likelihood of recurring structural corrections in future years.

Phase 2 completes the market alignment by addressing only those positions that remain below midpoint after Phase 1 has been implemented.



Compensation Structure Adjustment: Phased Implementation

➤ Phase 1: Shift Salary Scale

Phase 1 would eliminate the non-competitive Steps 1, 2 & 3, and establish Step 4 as the new entry point.

This preserves internal progression by expanding Steps 8, 9 & 10 by adding the values of Steps 1, 2 & 3 to the end of the salary scale.

This phase improves hiring competitiveness, retainage, and market alignment while maintaining the existing salary structure overall.

Employees will be transitioned to the revised salary scale at the nearest equivalent step that is not less than their current base salary, preserving current earnings while aligning with the updated structure.

➤ Phase 2: Optional Market Alignment

Phase 2 would address individual classifications that remain below market midpoint, even after Phase 1 has been implemented.

Employees that are currently below market midpoint would move directly to the midpoint.

This phase is recommended to be implemented on July 1, 2026 to account for FY 26-27 budgeting.

**MGSD SALARY SCALE
2025-2026**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10									
Laborer/OIT	47914	49111	50339	51600	52890	54212	55567	56955	58379	59840	61336	62868	64440	66050	67700	69393	71127	72908	74729
Operator I	49142	50369	51629	52920	54242	55599	56990	58414	59874	61371	62905	64478	66089	67742	69436	71171	72950	74773	76641
Operator II	53920	55269	56650	58065	59519	61007	62531	64095	65698	67340	69022	70748	72517	74331	76189	78092	80045	82046	84098
Operator III	59022	60497	62010	63560	65149	66777	68447	70158	71912	73710	75553	77441	79377	81362	83397	85481	87618	89807	92053
Inspector	62089	63642	65233	66863	68535	70248	72005	73805	75650	77541	79480	81466	83503	85591	87731	89924	92172	94475	96838
GIS Manager	62089	63642	65233	66863	68535	70248	72005	73805	75650	77541	79480	81466	83503	85591	87731	89924	92172	94475	96838
Lab Manager	62089	63642	65233	66863	68535	70248	72005	73805	75650	77541	79480	81466	83503	85591	87731	89924	92172	94475	96838
Operations Supervisor	75853	77748	79692	81683	83728	85821	87967	90166	92419	94728	97099	99527	102013	104564	107178	109857	112604	115418	118305
Administrative Assistant	55111	56489	57901	59348	60832	62352	63911	65510	67148	68826	70546	72311	74118	75971	77875	79822	81818	83862	85958
Administrator	59133	60612	62127	63680	65272	66904	68576	70291	72048	73849	75696	77588	79529	81516	83555	85643	87784	89977	92229
Engineer Intern	59133	60612	62127	63680	65272	66904	68576	70291	72048	73849	75696	77588	79529	81516	83555	85643	87784	89977	92229
Controller	74425	76286	78193	80148	82152	84205	86310	88468	90680	92947	95271	97652	100094	102596	105161	107790	110485	113247	116078

**MGSD SALARY SCALE
2025-2026**

PROPOSED PHASE 1

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10									
Laborer/OIT	55567	56956	58380	59842	61338	62871	64443	66053	67704	69398	71133	72910	74733	76600	78514	80477	82489	84553	86666
Operator I	56990	58414	59875	61372	62905	64479	66092	67743	69437	71173	72952	74776	76644	78561	80525	82537	84601	86715	88882
Operator II	62531	64095	65697	67338	69024	70749	72517	74331	76189	78094	80045	82046	84097	86201	88356	90563	92828	95148	97528
Operator III	68447	70158	71912	73710	75553	77441	79378	81362	83396	85481	87618	89808	92054	94355	96715	99132	101610	104149	106754
Inspector	72005	73805	75650	77542	79480	81467	83504	85591	87731	89924	92172	94476	96839	99260	101741	104285	106892	109563	112303
GIS Manager	72005	73805	75650	77542	79480	81467	83504	85591	87731	89924	92172	94476	96839	99260	101741	104285	106892	109563	112303
Lab Manager	72005	73805	75650	77542	79480	81467	83504	85591	87731	89924	92172	94476	96839	99260	101741	104285	106892	109563	112303
Operations Supervisor	87967	90165	92419	94729	97099	99526	102016	104566	107178	109857	112606	115421	118305	121263	124295	127401	130587	133851	137198
Administrative Assistant	63911	65509	67146	68824	70546	72308	74116	75970	77869	79816	81810	83857	85953	88102	90308	92567	94881	97252	99683
Administrator	68576	70290	72048	73849	75695	77587	79527	81515	83553	85642	87783	89978	92228	94533	96897	99319	101802	104346	106956
Engineer Intern	68576	70290	72048	73849	75695	77587	79527	81515	83553	85642	87783	89978	92228	94533	96897	99319	101802	104346	106956
Controller	86310	88468	90679	92946	95270	97652	100093	102595	105160	107789	110484	113246	116077	118979	121954	125003	128128	131331	134614

Financial Impact: Phase 1

➤ FY 2025-2026

There is no financial impact for the remainder of FY 25–26.

No employees are currently assigned to Steps 1, 2 & 3 of the existing salary scale.

As a result, the structural adjustment does not trigger any movement during the current fiscal year if the Board chooses to adopt the new scale.

The difference here reflects the increase in the OIT/Laborer position projected at Step 1, which is currently vacant.

FY 25-26 PHASE 1 - Restructure Salary Scale					
	# of Employees	Current Salaries	Proposed Salaries	Difference	% Increase
Totals	12	\$1,102,504	\$1,106,438	\$3,934	0.36%
Employees Below Midpoint	8.00	\$719,724	\$723,657	\$3,933	0.55%
Employees Within Midpoint	4.00	\$382,781	\$382,781	\$0	0.00%

➤ FY 2026-2027

The salary budget projected for FY 26–27 with the 2.9% COLA applied is \$1,147,485. This represents the baseline salary cost for FY 26-27 if the District were to proceed with only the standard COLA.

The estimated additional cost for FY 26-27 to implement Phase 1 is approximately \$19,623 annually, or 1.71% above the baseline

FY 26-27 PHASE 1 - Restructure Salary Scale					
	# of Employees	FY 26-27 Projected Salaries	Phase 1 Projected Salaries	Difference	% Increase
Totals	12	\$1,147,485	\$1,167,108	\$19,623	1.71%
Employees Below Midpoint	8.00	\$738,847	\$744,896	\$6,049	0.82%
Employees Within Midpoint	4.00	\$408,638	\$422,212	\$13,574	3.32%

Financial Impact: Phase 2 (optional)

After Phase 1 is implemented, the District reduces the number of employees below midpoint from eight to five.

Phase 2 would focus on the remaining six positions that are still below midpoint and bring them into alignment with the established market benchmark, ensuring consistency among all positions under the same market standard.

The cost of Phase 2 is approximately \$24,722 annually, or about 2.14%.

Employees who are already aligned with market midpoints experience minimal impact from Phase 2. Their primary adjustment occurs under Phase 1, which strengthened the upper end of the salary scale (Steps 8–10) to preserve progression and market competitiveness.

Phase 2 would not be implemented until FY 2026–2027, allowing the District to incorporate the adjustment into the budget planning process.

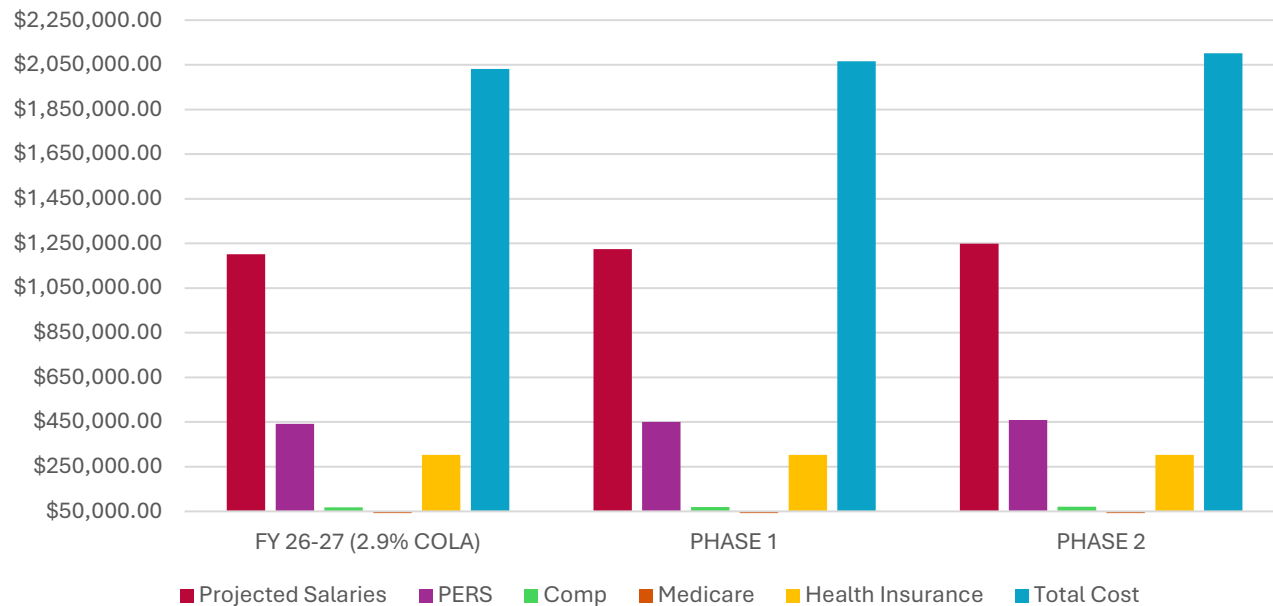
The cost for Phase 1 and Phase 2 together would be approximately \$44,641 annually, or 3.89%

FY 26-27 PHASE 2 - Move to Midpoint, if Still Below					
	# of Employees	Phase 1 Projected Salaries	Phase 2 Projected Salaries	Difference	% Increase
Totals	12	\$1,167,108	\$1,192,126	\$25,018	2.14%
Employees Below Midpoint	5.00	\$458,882	\$489,949	\$31,067	6.77%
Employees Within Midpoint	7.00	\$688,603	\$702,177	\$13,574	1.97%

FY 26-27 Cost for Phase 1 & Phase 2					
	# of Employees	FY 26-27 Projected Salaries	Ph. 1 & Ph. 2 Projected Salaries	Difference	% Increase
Totals	12	\$1,147,485	\$1,192,126	\$44,641	3.89%
Employees At Midpoint	12.00	\$1,147,485	\$1,192,126	\$44,641	3.89%

Financial Impact: Total Compensation Cost

FY 26-27 Total Payroll & Benefits Cost



Phase 1 impact total cost with benefits after COLA is 1.65%.
Phase 1 and Phase 2 impact together after COLA is 3.42%.

	FY 26-27 (2.9% COLA)
Projected Salaries	\$1,201,027.00
PERS	\$441,377.00
Comp	\$68,579.00
Medicare	\$17,415.00
Health Insurance	\$303,199.00
Total Cost	\$2,031,597.00

	PHASE 1
Projected Salaries	\$1,224,285.00
PERS	\$449,925.00
Comp	\$69,907.00
Medicare	\$17,752.00
Health Insurance	\$303,199.00
Total Cost	\$2,065,068.00

	PHASE 2
Projected Salaries	\$1,249,303.00
PERS	\$459,119.00
Comp	\$71,335.00
Medicare	\$18,115.00
Health Insurance	\$303,199.00
Total Cost	\$2,101,071.00

Implementation Timeline

➤ **March 3, 2026 Regular Board Meeting**

Board consideration and adoption of:

- Phase 1: Structural Salary Realignment (effective July 1, 2026)
- Phase 2: Individual Market Alignment (optional, effective July 1, 2026)

➤ **Spring 2026 (TBD Special Meeting)**

- Board consideration and adoption of the FY 2026–2027 salary schedule, including COLA

➤ **July 1, 2026**

FY 2026–2027 salary schedule becomes effective, including:

- COLA
- Phase 1 implementation
- Phase 2 implemented (if approved)

Recommendations

Minden-Gardnerville Sanitation District operates as a self-funded utility supported entirely by user fees. The District's ability to deliver reliable and uninterrupted wastewater services to the community depends on maintaining a qualified and stable workforce. A competitive and structured compensation program is essential to recruit, retain, and sustain skilled employees required to provide these services.

This study utilized publicly available market data from comparable agencies within the regional labor market. The data was analyzed using standard public-sector compensation practices to establish a fair, consistent, and defensible salary structure aligned with market conditions.

Based on the findings of this study, the recommendations are as follows:

- Adopt Phase 1 Structural Salary Scale Realignment, Effective July 1, 2026
- Consider implementation of Phase 2 Market Alignment to Midpoint during FY 2026-2027 budget development
- Establish a formal practice of conducting compensation reviews every 3-5 years consistent with governmental best practices to ensure ongoing market alignment, internal equity, and fiscal sustainability.

Appendices

Classification Details			Salary Details										
MGSD Position Title	Comparable Agency Job Title	Comparable Agency	Base Annual Salary			CA - NV Equivalent Salary			MGSD Salary			Variance Based on Midpoint Average	
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	\$	%
Wastewater OIT/Laborer			\$54,049.79	\$63,230.05	\$72,410.32				\$47,914.00	\$61,321.50	\$74,729.00	-\$1,908.55	-3.11%
	Utility Systems Technician	Douglas County	\$49,483.20	\$56,919.20	\$64,355.20								
	Wastewater OIT	Indian Hills GID	\$42,889.60	\$52,176.80	\$61,464.00								
	Sewer Technician 1	Carson City Public Works	\$47,216.52	\$56,659.98	\$66,103.44								
	Maintenance Mechanic	Douglas County Lake Tahoe Sewer Authority	\$68,003.00	\$85,004.00	\$102,005.00								
		Lyon County Utilities											
	Water/Wastewater Operator in Training	Incline Village GID	\$58,862.00	\$70,639.00	\$82,416.00								
	Utilities Maintenance Worker	Truckee Meadows Water Reclamation Facility	\$52,332.80	\$59,477.60	\$66,622.40								
		City of Fernley Utilities											
	Maintenance Worker	North Tahoe PUD	\$61,817.60	\$70,314.40	\$78,811.20	\$53,348.59	\$60,681.33	\$68,014.07					
	Utility Person	South Tahoe PUD	\$57,647.65	\$65,611.14	\$73,574.63	\$49,749.92	\$56,622.41	\$63,494.91					
	Operator in Training	Tahoe Truckee Sanitation Agency	\$69,898.81	\$79,554.69	\$89,210.57	\$60,322.67	\$68,655.70	\$76,988.72					
	Collection Systems Maint Laborer	Truckee Sanitary District	\$67,542.96	\$75,856.92	\$84,170.88	\$58,289.57	\$65,464.52	\$72,639.47					
						Market Average for Wastewater OIT/Laborer:			\$63,230.05				
Wastewater Operator I			\$58,711.11	\$69,232.91	\$79,754.71				\$49,142.00	\$62,891.50	\$76,641.00	-\$6,341.41	-10.08%
	Utility Systems Technician I	Douglas County	\$56,596.80	\$67,922.40	\$79,248.00								
	Wastewater Operations I	Indian Hills GID	\$47,070.00	\$57,251.80	\$67,433.60								
	Wastewater Operator 1	Carson City Public Works	\$51,016.16	\$61,219.21	\$71,422.26								
	Maintenance Mechanic /Operator Grade 1	Douglas County Lake Tahoe Sewer Authority	\$71,403.00	\$89,254.00	\$107,105.00								
	Wastewater Systems Technician I	Lyon County Utilities	\$46,059.31	\$57,574.19	\$69,089.07								
	Wastewater Operator 1	Incline Village GID	\$71,617.00	\$85,944.50	\$100,272.00								
	Utilities Maintenance Worker 1	Truckee Meadows Water Reclamation Facility	\$55,931.20	\$63,564.80	\$71,198.40								
	Utility Operator	City of Fernley Utilities	\$50,260.70	\$59,341.15	\$68,421.60								
	Maintenance Worker I	North Tahoe PUD	\$67,121.60	\$76,367.20	\$85,612.80	\$57,925.94	\$65,904.89	\$73,883.85					
	Operator I	South Tahoe PUD	\$71,825.63	\$81,747.68	\$91,669.73	\$61,985.52	\$70,548.25	\$79,110.98					
	Operator I	Tahoe Truckee Sanitation Agency	\$78,968.24	\$89,877.01	\$100,785.77	\$68,149.59	\$77,563.86	\$86,978.12					
	Collection Systems Maint Worker 1	Truckee Sanitary District	\$77,077.80	\$86,565.36	\$96,052.91	\$66,518.14	\$74,705.90	\$82,893.66					
						Market Average for Wastewater Operator I:			\$69,232.91				
Wastewater Operator II			\$64,310.24	\$76,127.85	\$87,945.45				\$53,920.00	\$69,009.00	\$84,098.00	-\$7,118.85	-10.32%
	Utility Systems Technician II	Douglas County	\$67,558.40	\$81,068.00	\$94,577.60								
	Wastewater Operations II	Indian Hills GID	\$49,524.80	\$60,247.20	\$70,969.60								
	Wastewater Plant Operator 2	Carson City Public Works	\$56,117.88	\$67,341.56	\$78,565.24								
	Maintenance Mechanic /Operator Grade 2	Douglas County Lake Tahoe Sewer Authority	\$74,974.00	\$93,717.00	\$112,460.00								
	Wastewater Systems Technician II	Lyon County Utilities	\$50,351.18	\$62,957.34	\$75,563.49								
	Wastewater Plant Operator 2	Incline Village GID	\$78,143.00	\$93,767.50	\$109,392.00								
	Utilities Maintenance Worker 2	Truckee Meadows Water Reclamation Facility	\$59,862.40	\$68,057.60	\$76,252.80								
	Shift Operator	City of Fernley Utilities	\$52,148.93	\$65,398.32	\$78,647.71								
	Maintenance Worker II	North Tahoe PUD	\$71,011.20	\$80,797.60	\$90,584.00	\$61,282.67	\$69,728.33	\$78,173.99					
	Utility Person II	South Tahoe PUD	\$81,801.33	\$93,101.43	\$104,401.53	\$70,594.55	\$80,346.53	\$90,098.52					
	Operator II	Tahoe Truckee Sanitation Agency	\$87,203.79	\$99,250.22	\$111,296.64	\$75,256.87	\$85,652.94	\$96,049.00					
	Collection Systems Maint Worker 2	Truckee Sanitary District	\$87,958.56	\$98,785.44	\$109,612.32	\$75,908.24	\$85,251.83	\$94,595.43					
						Market Average for Wastewater Operator II:			\$76,127.85				

Classification Details			Salary Details										
MGSD Position Title	Comparable Agency Job Title	Comparable Agency	Base Annual Salary			CA - NV Equivalent Salary			MGSD Salary			Variance Based on Midpoint Average	
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	\$	%
Wastewater Operator III			\$72,140.22	\$85,100.80	\$98,061.38				\$59,022.00	\$75,537.50	\$92,053.00	-\$9,563.30	-12.66%
	Utility Systems Technician III	Douglas County	\$73,798.40	\$88,556.00	\$103,313.60								
	Wastewater Operations III	Indian Hills GID	\$52,208.00	\$63,460.80	\$74,713.60								
	Wastewater Plant Operator 3	Carson City Public Works	\$61,729.46	\$74,075.43	\$86,421.40								
	Maintenance Mechanic /Operator Grade 3	Douglas County Lake Tahoe Sewer Authority	\$95,687.00	\$119,609.00	\$143,531.00								
	Wastewater Systems Technician III	Lyon County Utilities	\$55,697.82	\$69,628.31	\$83,558.80								
	Wastewater Plant Operator 3	Incline Village GID	\$84,499.00	\$101,399.00	\$118,299.00								
	Utilities Maintenance Worker Lead	Truckee Meadows Water Reclamation Facility	\$69,888.00	\$79,424.80	\$88,961.60								
	Shift Operator, Lead	City of Fernley Utilities	\$57,120.00	\$67,809.60	\$78,499.20								
	Equipment Operator 2	North Tahoe PUD	\$76,336.00	\$86,850.40	\$97,364.80	\$65,877.97	\$74,951.90	\$84,025.82					
	Operator III	South Tahoe PUD	\$90,783.03	\$103,323.87	\$115,864.71	\$78,345.75	\$89,168.50	\$99,991.24					
	Operator III	Tahoe Truckee Sanitation Agency	\$97,575.08	\$111,054.21	\$124,533.34	\$84,207.29	\$95,839.78	\$107,472.27					
	Collection Systems Maint Worker 3	Truckee Sanitary District	\$100,375.32	\$112,730.58	\$125,085.84	\$86,623.90	\$97,286.49	\$107,949.08					
						Market Average for Wastewater Operator III:		\$85,100.80					
Inspector			\$67,648.67	\$79,647.61	\$91,646.55				\$62,089.00	\$79,463.50	\$96,838.00	-\$184.11	-0.23%
	Construction Inspector	Douglas County	\$61,817.60	\$74,193.60	\$86,569.60								
	Field Operations Supervisor	Indian Hills GID	\$52,665.60	\$64,064.00	\$75,462.40								
	Construction Inspector	Carson City Public Works	\$56,117.88	\$67,341.56	\$78,565.24								
		Douglas County Lake Tahoe Sewer Authority											
	Code Enforcement Officer	Lyon County Utilities	\$58,469.22	\$80,897.76	\$103,326.29								
	Senior Inspector	Incline Village GID	\$84,499.00	\$101,399.00	\$118,299.00								
	Code Enforcement Officer	Truckee Meadows Water Reclamation Facility	\$64,729.60	\$73,559.20	\$82,388.80								
	Code Enforcement Officer	City of Fernley Utilities	\$58,718.40	\$69,139.20	\$79,560.00								
	Utility Operations Compliance Inspector	North Tahoe PUD	\$76,336.00	\$86,850.40	\$97,364.80	\$65,877.97	\$74,951.90	\$84,025.82					
	Inspector 2	South Tahoe PUD	\$82,939.72	\$94,397.08	\$105,854.44	\$71,576.98	\$81,464.68	\$91,352.38					
	Inspector for Pipeline Construction	Tahoe Truckee Sanitation Agency	\$108,638.40	\$120,348.80	\$132,059.20	\$93,754.94	\$103,861.01	\$113,967.09					
	Field Inspector 1	Truckee Sanitary District	\$87,958.56	\$98,785.44	\$109,612.32	\$75,908.24	\$85,251.83	\$94,595.43					
						Market Average for Inspector:		\$79,647.61					
Operations Supervisor			\$94,003.76	\$113,451.86	\$132,899.95				\$75,853.00	\$97,079.00	\$118,305.00	-\$16,372.86	-16.87%
	Wastewater Operations Manager	Douglas County	\$96,886.40	\$116,261.60	\$135,636.80								
	Wastewater Operations Supervisor	Indian Hills GID	\$56,742.40	\$68,993.60	\$81,244.80								
	Wastewater Operations Supervisor	Carson City Public Works	\$76,002.06	\$98,802.69	\$121,603.31								
	Maintenance & Operations Superintendent	Douglas County Lake Tahoe Sewer Authority	\$122,124.00	\$152,655.00	\$183,186.00								
	Wastewater Superintendent	Lyon County Utilities	\$76,101.58	\$109,756.61	\$143,411.63								
	Water/Wastewater Supervisor	Incline Village GID	\$90,891.00	\$109,069.00	\$127,247.00								
	Treatment Plant Maintenance Manager	Truckee Meadows Water Reclamation Facility	\$92,830.40	\$116,043.20	\$139,256.00								
	Water Treatment Plant Supervisor	City of Fernley Utilities	\$63,621.00	\$76,650.52	\$89,680.03								
	Utility Operations Superintendent	North Tahoe PUD	\$120,744.00	\$137,384.00	\$154,024.00	\$104,202.07	\$118,562.39	\$132,922.71					
	Operations Supervisor	South Tahoe PUD	\$105,085.12	\$119,601.66	\$134,118.20	\$90,688.46	\$103,216.23	\$115,744.01					
	Operations Supervisor	Tahoe Truckee Sanitation Agency	\$131,215.76	\$149,341.40	\$167,467.04	\$113,239.20	\$128,881.63	\$144,524.06					
	Operations and Maintenance Superintendent	Truckee Sanitary District	\$167,690.04	\$188,331.18	\$208,972.32	\$144,716.50	\$162,529.81	\$180,343.11					
						Market Average for Operations Supervisor:		\$113,451.86					

Classification Details			Salary Details										
MGSD Position Title	Comparable Agency Job Title	Comparable Agency	Base Annual Salary			CA - NV Equivalent Salary			MGSD Salary			Variance Based on Midpoint Average	
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	\$	%
GIS Manager			\$71,196.84	\$82,041.65	\$92,886.47				\$62,089.00	\$79,463.50	\$96,838.00	-\$2,578.15	-3.24%
	GIS Analyst	Douglas County Indian Hills GID	\$65,956.80	\$79,133.60	\$92,310.40								
	GIS Analyst	Carson City Public Works Douglas County Lake Tahoe Sewer Authority Lyon County Utilities Incline Village GID	\$69,931.68	\$83,917.99	\$97,904.30								
	GIS Tech 2	Truckee Meadows Water Reclamation Facility	\$76,128.00	\$86,517.60	\$96,907.20								
	GIS Tech 2	City of Fernley Utilities North Tahoe PUD	\$55,267.68	\$65,249.81	\$75,231.94								
	GIS Analyst 2	South Tahoe PUD	\$94,296.38	\$107,322.56	\$120,348.73	\$81,377.78	\$92,619.36	\$103,860.95					
	GIS Technician	Tahoe Truckee Sanitation Agency	\$97,574.88	\$108,089.07	\$118,603.26	\$84,207.12	\$93,280.87	\$102,354.61					
	GIS Specialist	Truckee Sanitary District	\$75,908.24	\$85,251.84	\$94,595.43	\$65,508.81	\$73,572.33	\$81,635.86					
						Market Average for GIS Manager:			\$82,041.65				
Lab Manager			\$77,561.69	\$93,780.28	\$109,998.88				\$62,089.00	\$79,463.50	\$96,838.00	-\$14,316.78	-18.02%
	Lab Supervisor	Douglas County Indian Hills GID Carson City Public Works Douglas County Lake Tahoe Sewer Authority Lyon County Utilities Incline Village GID	\$76,002.00	\$98,802.66	\$121,603.31								
	Lab Analyst	Truckee Meadows Water Reclamation Facility	\$78,143.00	\$93,767.50	\$109,392.00								
	Laboratory Manager	City of Fernley Utilities North Tahoe PUD	\$92,830.00	\$116,043.00	\$139,256.00								
	Lab Technician	South Tahoe PUD	\$99,892.43	\$113,691.65	\$127,490.87	\$86,207.17	\$98,115.89	\$110,024.62					
	Lab Technician	Tahoe Truckee Sanitation Agency Truckee Sanitary District	\$63,298.14	\$72,042.15	\$80,786.16	\$54,626.29	\$62,172.38	\$69,718.46					
						Market Average for Lab Manager:			\$93,780.28				
Administrative Assistant			\$54,766.04	\$64,169.20	\$73,572.36				\$55,111.00	\$70,534.50	\$85,958.00	\$6,365.30	9.02%
	Administrative Assistant	Douglas County Indian Hills GID	\$56,596.80	\$67,922.40	\$79,248.00								
	Administrative Assistant	Carson City Public Works Douglas County Lake Tahoe Sewer Authority	\$51,717.90	\$62,061.61	\$72,405.32								
	Administrative Assistant	Lyon County Utilities	\$47,769.49	\$62,108.39	\$76,447.28								
	Customer Service Rep 1/2	Incline Village GID	\$46,661.00	\$55,993.50	\$65,326.00								
	Administrative Assistant	Truckee Meadows Water Reclamation Facility	\$59,862.40	\$68,057.60	\$76,252.80								
	Administrative Specialist 3	City of Fernley Utilities	\$48,966.53	\$57,803.00	\$66,639.46								
	Administrative Assistant	North Tahoe PUD	\$60,798.40	\$69,180.80	\$77,563.20	\$52,469.02	\$59,703.03	\$66,937.04					
	Administrative Assistant	South Tahoe PUD	\$70,506.31	\$80,246.11	\$89,985.91	\$60,846.95	\$69,252.39	\$77,657.84					
	Administrative Assistant	Tahoe Truckee Sanitation Agency	\$69,898.81	\$79,554.69	\$89,210.57	\$60,322.67	\$68,655.70	\$76,988.72					
	Administrative Assistant 2	Truckee Sanitary District	\$72,361.08	\$81,268.08	\$90,175.08	\$62,447.61	\$70,134.35	\$77,821.09					
						Market Average for Administrative Assistant:			\$64,169.20				

Classification Details			Salary Details										
MGSD Position Title	Comparable Agency Job Title	Comparable Agency	Base Annual Salary			CA - NV Equivalent Salary			MGSD Salary			Variance Based on Midpoint Average	
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	\$	%
Administrator			\$80,515.58	\$98,295.30	\$116,075.01				\$59,133.00	\$75,681.00	\$92,229.00	-\$19,221.87	-25.40%
	Administrative Services Manager	Douglas County	\$76,918.40	\$92,300.00	\$107,681.60								
	Administrative Services Supervisor/HR	Indian Hills GID	\$58,874.40	\$78,192.40	\$97,510.40								
	Administrative Officer	Carson City Public Works	\$71,006.52	\$92,308.48	\$113,610.43								
	Accountant/Controller	Douglas County Lake Tahoe Sewer Authority	\$68,003.00	\$85,004.00	\$102,005.00								
	Administrative Services Manager	Lyon County Utilities	\$71,258.72	\$103,862.72	\$136,466.72								
	District Clerk	Incline Village GID	\$100,204.00	\$120,245.00	\$140,286.00								
	Administrative Division Manager	Truckee Meadows Water Reclamation Facility	\$111,820.80	\$139,776.00	\$167,731.20								
	Executive Administrative Assistant	City of Fernley Utilities	\$62,858.76	\$76,280.01	\$89,701.25								
	Customer Account Manager	North Tahoe PUD	\$100,906.00	\$114,818.60	\$128,731.20	\$87,081.88	\$99,088.45	\$111,095.03					
	Administrative Assistant/Clerk of the Board	South Tahoe PUD	\$95,518.99	\$108,714.06	\$121,909.13	\$82,432.89	\$93,820.23	\$105,207.58					
	Executive Assistant/Board Clerk	Tahoe Truckee Sanitation Agency	\$100,719.42	\$114,632.96	\$128,546.49	\$86,920.86	\$98,928.24	\$110,935.62					
	Executive Assistant/Board Clerk	Truckee Sanitary District	\$102,904.68	\$115,571.28	\$128,237.88	\$88,806.74	\$99,738.01	\$110,669.29					
						Market Average for Administrator:			\$94,902.87				
Engineer Intern			\$71,584.89	\$83,286.41	\$94,987.93				\$59,133.00	\$75,681.00	\$92,229.00	-\$7,605.41	-10.05%
	Engineering Technician	Douglas County	\$56,596.80	\$67,922.40	\$79,248.00								
		Indian Hills GID											
	Engineering Technician	Carson City Public Works	\$51,016.16	\$61,219.21	\$71,422.26								
		Douglas County Lake Tahoe Sewer Authority											
	Utilities Engineer	Lyon County Utilities	\$88,395.56	\$110,291.85	\$132,188.13								
		Incline Village GID											
		Truckee Meadows Water Reclamation Facility											
	Associate Engineer	City of Fernley Utilities	\$63,329.76	\$71,763.12	\$80,196.48								
	Engineering Technician	North Tahoe PUD	\$63,003.20	\$71,687.20	\$80,371.20	\$54,371.76	\$61,866.05	\$69,360.35					
	Staff Engineer 1	South Tahoe PUD	\$89,717.94	\$102,111.65	\$114,505.35	\$77,426.58	\$88,122.35	\$98,818.12					
	Engineering Technician	Tahoe Truckee Sanitation Agency	\$93,746.22	\$106,696.41	\$119,646.59	\$119,646.59	\$80,902.99	\$92,079.00	\$103,255.01				
	Assistant Engineer	Truckee Sanitary District	\$116,615.88	\$130,970.22	\$145,324.56	\$100,639.50	\$113,027.30	\$125,415.10					
						Market Average for Engineer Intern:			\$83,286.41				
Controller			\$97,540.42	\$120,041.18	\$142,541.93				\$74,425.00	\$95,251.50	\$116,078.00	-\$24,789.68	-26.03%
	Finance Manager	Douglas County	\$104,624.00	\$125,559.20	\$146,494.40								
	District Accountant	Indian Hills GID	\$64,896.00	\$90,376.00	\$115,856.00								
	Accounting Manager	Carson City Public Works	\$78,107.19	\$101,539.35	\$124,971.50								
	Authority Controller	Douglas County Lake Tahoe Sewer Authority	\$141,374.00	\$176,717.50	\$212,061.00								
	Comptroller	Lyon County Utilities	\$117,113.50	\$163,689.86	\$210,266.22								
	Controller	Incline Village GID	\$100,204.00	\$120,245.00	\$140,286.00								
	Accounting Manager	Truckee Meadows Water Reclamation Facility	\$111,820.80	\$139,776.00	\$167,731.20								
	Accounting Manager	City of Fernley Utilities	\$63,032.74	\$81,076.95	\$99,121.15								
	Controller	North Tahoe PUD	\$132,100.80	\$150,321.60	\$168,542.40	\$114,002.99	\$129,727.54	\$145,452.09					
	Accounting Supervisor	South Tahoe PUD	\$101,729.59	\$115,782.60	\$129,835.60	\$129,835.60	\$87,792.64	\$99,920.38	\$112,048.12				
	Accounting Supervisor	Tahoe Truckee Sanitation Agency	\$97,574.88	\$111,054.11	\$124,533.34	\$84,207.12	\$95,839.70	\$107,472.27					
	Senior Accountant	Truckee Sanitary District	\$119,710.44	\$134,445.72	\$149,181.00	\$103,310.11	\$116,026.66	\$128,743.20					
						Market Average for Controller:			\$120,041.18				

Agenda Item 10

District Manager Annual Review

Items in this Section Include:

Items in this Section Include:

- ✓ *Notice of Meeting to Peter Baratti*
- ✓ *Proof of Service of Notice of Meeting to Peter Baratti*
- ✓ *Memorandum from Jessica Kneefel, dated February 6, 2026*
- ✓ *Total Value Compensation Statement FY 25-26*
- ✓ *Last Year's Performance Evaluation, 4/1/2024 to 3/1/2025*
- ✓ *Current Employment Contract 7/1/2025 to 6/30/26, automatically renewed to 6/30/27 per Paragraph 2.a on Page 1*
- ✓ *District Manager Job Description*
- ✓ *This Year's Performance Evaluation, 3/1/2025 to 4/1/2026*



Minden-Gardnerville Sanitation District

1790 Hwy 395 N
Minden NV 89423
(775) 782-3546
www.MGSDistrict.org

"Wastewater Treatment for a Healthy Community and Environment"

February 6, 2026

Mr. Peter V. Baratti
1745 Oakwood
Minden, NV 89423

SUBJECT: Notice of Meeting of the MGSD Board of Trustees for Annual Performance Evaluation and Possibility to Consider Your Character, Alleged Misconduct, or Health

Dear Mr. Baratti:

This letter will serve to notify you of your annual performance review by the MGSD Board of Trustees at its regular meeting on March 3, 2026. The meeting will begin at 5:00 p.m. at the MGSD Administrative Office, 1790 Hwy. 395, Minden, Nevada. This meeting will be an open meeting, in accordance with NRS 233.031.1(b).

The Board may consider the following topics during the performance review: your performance as District Manager, your job description, your job duties and matters properly related thereto, as well as your character, alleged misconduct, competence, and physical or mental health.

You are invited to attend the meeting, and you may have an attorney or other representative of your choosing present at the meeting. You may also present written evidence, provide testimony, and present witnesses. Please be aware that under NRS 233.031.1(b), the Board may not adjourn to a closed session to consider these items, and all testimony will be given during an open meeting.

If the Board determines it necessary after considering your performance, your character, alleged misconduct, professional competence, or physical or mental health, it may also take administrative action against you at this meeting.

This informational statement is in lieu of any notice that may be required pursuant to NRS Chapter 241.

Sincerely,

Jessica J. Kneefel

Human Resources Representative



Minden-Gardnerville Sanitation District

1790 Hwy 395 N
Minden NV 89423
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PROOF OF SERVICE

I, Jessica J. Kneefel, hereby state that I served the foregoing Notice of Meeting of the Board to consider character, alleged misconduct, competence, or health

X

By personally serving it to Peter Baratti at 1790 Hwy 395, Minden, NV
on February 6, 2026

By depositing it in the United States Mail, postage prepaid,

Certified Mail No. _____ on this _____ day of
_____, 20__.



Jessica J. Kneefel

2/6/26

Date



Minden-Gardnerville Sanitation District

1790 Hwy 395 N
Minden NV 89423
(775) 782-3546
www.MGSDistrict.org

"Wastewater Treatment for a Healthy Community and Environment"

MEMORANDUM

DATE: February 6, 2026
TO: MGSD Board of Trustees
FROM: Jessica Kneefel
SUBJECT: Annual Review for the District Manager

Information for District Manager Annual Review:

Current Salary for District Manager: \$178,350

Last Salary Increase: March 2025 Merit Increase - \$174,000
July 2025 COLA 2.5% Increase - \$178,350

Current Benefits for District Manager:

Health Insurance (all employee, portion family)
PERS
Medicare Vacation Leave Sick Leave
Family Sick Leave

Leave Taken during FY 25-26 (thru 2/06/26):

Vacation Leave: 200.00 hours
Vacation Leave Remaining: 198.42 hours
Regular Sick Leave: 8.00 hours
Doctor Sick Leave: 0.00 hours
Family Sick Leave: 0.00 hours
Sick Leave Remaining: 720 hours (capped)
**Total Sick Leave Accrued: 909.17 hours*

Other Benefits:

Workers' Compensation 457 Plan
Employee Assistant Program 12 Paid Holidays
Shirts, Jackets, Boots



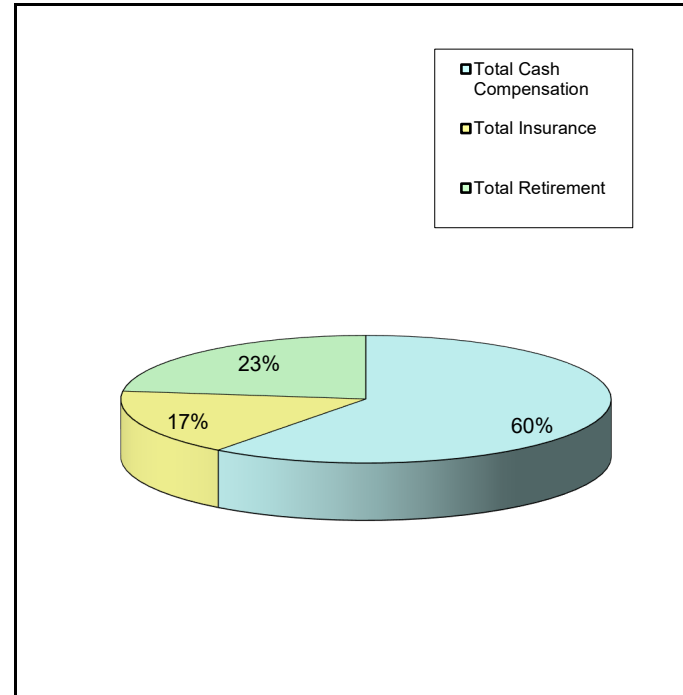
TOTAL VALUE COMPENSATION STATEMENT FY 2025-2026

Employee: **Peter Baratti**

Title: **District Manager**

Summarized below is your **projected** Total Compensation Statement for the fiscal year. While cash compensation is the largest portion of your total compensation, a significant portion is provided through indirect pay for health insurance, retirement, and other benefits.

	Your Contribution	MGSD Contribution
Cash Compensation		
Salary:		\$178,350.00
Bonus:		\$0.00
Total Cash Compensation		\$178,350.00
Insurance:		
Medical PPO Gold Emp+Spouse+2 Children	\$0.00	\$38,978.16
Medical - HSA N/A	\$0.00	\$0.00
Dental Emp+Spouse+2 Children	\$0.00	\$1,440.00
Vision Emp+Spouse+2 Children	\$0.00	\$314.16
Life / AD&D Employee+Child+Spouse	\$0.00	\$253.68
<i>Subtotal - Insurance**</i>	<i>\$0.00</i>	<i>\$40,986.00</i>
Workers' Comp	\$0.00	\$8,489.46
Total Insurance	\$0.00	\$49,475.46
Retirement		
PERS		\$65,543.63
Medicare	\$2,586.08	\$2,586.08
Total Retirement	\$2,586.08	\$68,129.70
TOTAL COMPENSATION		\$295,955.16



In addition to the compensation and benefits mentioned in the chart, you also are provided:

Employee Assistance Program
 Uniform Shirts, Jackets
 Safety & Personal Protective Equipment

15 days Vacation Leave
 10 days Sick Leave
 5 days Family Sick Leave

12 Paid Holidays
 Paid Jury Duty Leave



Scored

DISTRICT MANAGER PERFORMANCE EVALUATION

Manager Name: Peter V. Baratti

Rating Period: From: 4/1/2024 To: 3/1/2025

Rating Scale Definitions:

1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations / Outstanding
<p>Inadequate performance that is consistently below job requirements and problematic. Shows little or no initiative or urgency to improve performance.</p>	<p>Performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position.</p>	<p>Capable, satisfactory performance that consistently meets and occasionally exceeds expectations. Errors are generally minimal and self-corrected. Demonstrates effective leadership skills.</p>	<p>Strong performance that frequently exceeds expectations. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.</p>	<p>Superior performance that consistently exceeds job requirements. Continually demonstrates willingness to assume additional responsibilities, and makes significant contributions beyond normal expectations.</p>

I. PERFORMANCE EVALUATION

EVALUATION AREA	NOTES	RATING
1. Relationship with Board of Trustees		
Example behaviors that Meet Expectations:		
<ul style="list-style-type: none"> Effectively implements policies and programs approved by the Board of Trustees 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4.1 Wagner: 4	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4.3 Wagner: 4
<ul style="list-style-type: none"> Reporting to the Board of Trustees is timely, clear, concise, and thorough 	Shorten: 4 (Peter is incredibly thorough in clarifying any questions the board presents to him.) Thran: 4 Griffith: 4 Condron: 4.3 Wagner: 4	
<ul style="list-style-type: none"> Accepts direction and instructions in a positive manner; listens to and considers ideas from the Board 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4.3 Wagner: 4	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of current plans and activities of MGSD 	Shorten: 4 Thran: 4 Griffith: 4.5 Condron: 4.3 Wagner: 4	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of new developments in legislation, governmental practices and regulations 	Shorten: 3 (I do not recall any discussion of these topics in the review period.) Thran: 4 Griffith: 3 Condron: 4.2 Wagner: 4	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of activities of County development-related activities 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4.5 Wagner: 4	
<ul style="list-style-type: none"> Provides the Board of Trustees with clear report of anticipated issues that could come before the Board 	Shorten: 5 Thran: 4 Griffith: 4 Condron: 4.5 Wagner: 4	

EVALUATION AREA	NOTES	RATING
2. Public Relations		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Projects a positive public image; is courteous to the public 	Shorten: 4 Thran: 3 Griffith: 4 Condron: 4 (Extremely professional.) Wagner: 4	Shorten: 4 Thran: 3 Griffith: 3.5 Condron: 4.5 Wagner: 4
<ul style="list-style-type: none"> Maintains relationships with representatives from other government agencies 	Shorten: 4 (I think Peter networks well with other local government agencies.) Thran: 3 Griffith: 4 Condron: 4.5 Wagner: 4	
<ul style="list-style-type: none"> Ensures MGSD's website is updated with current administrative and Board-related information 	Shorten: 4 Thran: 3 Griffith: 3 Condron: 4.5 Wagner: 4	
<ul style="list-style-type: none"> Provides communication to the public on matters affecting the District 	Shorten: 4 (Rate change information was properly communicated.) Thran: 3 Griffith: 3 Condron: 4.3 Wagner: 4	

EVALUATION AREA	NOTES	RATING
3. Effective Leadership		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> ● Appears to delegate appropriately 	Shorten: 4 Thran: 4 Griffith: 4.5 Condron: 4.1 Wagner: 3.5	Shorten: 4.4 Thran: 4 Griffith: 4.4 Condron: 4.3 Wagner: 3.5
<ul style="list-style-type: none"> ● Provides effective and appropriate training for staff 	Shorten: 5 (Peter works to provide training in a way to prevent single points of failure.) Thran: 4 Griffith: 4.5 Condron: 4.5 (Preparing district for the future.) Wagner: 3.5	
<ul style="list-style-type: none"> ● Identifies plant and collection system needs and problems; identifies root causes; addresses problems in ways that lead to innovative and long-term solutions 	Shorten: 5 Thran: 4 Griffith: 5 (Recognized need for the purchase of survey gear & equipment to put our own system in place.) Condron: 4.5 Wagner: 3.5	
<ul style="list-style-type: none"> ● Consistently makes informed decisions and provides recommendations based on available and hard-to-find information; utilizes information that is relevant, current, and clear 	Shorten: 4 (I think Peter does a great job of educating himself on current and future solutions for the plant's needs.) Thran: 4 Griffith: 4 Condron: 4.5 Wagner: 3.5	
<ul style="list-style-type: none"> ● Follows up on pending issues and instructions to ensure resolution 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4.1 Wagner: 3.5	

EVALUATION AREA	NOTES	RATING
4. Fiscal Management		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Utilizes resources, including expertise of staff/Board members, to prepare a realistic annual budget 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4 Wagner: 4.5	Shorten: 4 Thran: 4 Griffith: 4.1 Condron: 4.5 Wagner: 4.5
<ul style="list-style-type: none"> Controls expenditures in accordance with approved budget 	Shorten: 4 Thran: 4 Griffith: 4.5 Condron: 5 (in house pre-treatment testing process.) Wagner: 4.5	
<ul style="list-style-type: none"> Works with staff and outside contractors to ensure audit findings are addressed and resolved in a timely manner 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 4.1 Wagner: 4.5	
<ul style="list-style-type: none"> Provides accurate reports and information in a timely manner 	Shorten: 4 Thran: 4 Griffith: 4 Condron: 5 (Excellent detailed reports.) Wagner: 4.5	

EVALUATION AREA	NOTES	RATING
5. Intergovernmental Affairs		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> ● Maintains effective communication with local, regional, state, and federal government agencies 	Shorten: 4 Thran: 3 Griffith: 4 Condron: 4.1 Wagner: 4.5	Shorten: 3.8 Thran: 3 Griffith: 3.5 Condron: 4.1 Wagner: 4.5
<ul style="list-style-type: none"> ● Contributes to good government through regular participation in local, regional, state agency, and business-related organization meetings and relationships 	Shorten: 4 Thran: 3 Griffith: 3 Condron: 4.1 Wagner: 4.5	
<ul style="list-style-type: none"> ● Lobbies effectively with legislators and other agencies regarding the interests and needs of MGSD, where needed 	Shorten: 3 (:pbbying with legislators was not reported during this review period.) Thran: 3 Griffith: 3 Condron: 4.1 Wagner: 4.5	
<ul style="list-style-type: none"> ● Ensures MGSD's interests and standards are communicated to and recognized by local, state, and federal government agencies 	Shorten: 4 Thran: 3 Griffith: 4 Condron: 4.2 Wagner: 4.5	

EVALUATION AREA	NOTES	RATING
6. Professional Job-Related Competencies		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> ● Maintains current technical knowledge and ability to sufficiently manage tasks and projects 	Shorten: 5 Thran: 3 Griffith: 5 (Stated more safety equipment will be needed in the future.) Condron: 5 (Stays on top of every issue.) Wagner: 5	Shorten: 4.5 Thran: 3 Griffith: 4.8 Condron: 4.6 Wagner: 5
<ul style="list-style-type: none"> ● Pursues expanded mastery of knowledge and abilities of leadership position and skills 	Shorten: 4 Thran: 3 Griffith: 4 Condron: 4.1 Wagner: 5	
<ul style="list-style-type: none"> ● Maintains State and Federal mandated certification 	Shorten: 4 Thran: 3 Griffith: 5 Condron: 5 Wagner: 5	
<ul style="list-style-type: none"> ● Combines technical knowledge with creativity to produce value-added results 	Shorten: 5 (Peter excels in using creativity and thinking outside of the box to bring about valuable results.) Thran: 3 Griffith: 5 (Good knowledge of hardware.) Condron: 4.1 Wagner: 5	

II. ACHIEVEMENTS OF NOTE FOR THIS EVALUATION PERIOD:

Shorten: Positive staff morale, smoth transision of staff following April's retirement, ongoing infrastructure repair, and maintenance to future-proof for increased capacity. Thank you for your ongoing dedication to the District and our community. Your expertise and leadership ensure MGSD continues to be a model operation.

Dan: Knowledge regarding EPA standards for industrial permitting; staff management skills displayed as he has had staff successfully achieve Grade 1 maintenance operator. Has the foresight to anticipate District needs.

Condron: Doing own pre-treatment testing in house. He works with employees in establishing talent to carry the District into the future.

Wagner: Looking forward to what he will accomplish is this coming year.

III. ITEMS FOR IMPROVEMENT FOR THIS EVALUATION PERIOD:

Dan: show a steady, positive growth of the unrestricted funds.

Condron: Doing a fantastic job, keep up the great work!

Wagner: I would like to see continued growth and to see individuals in the county participate in becoming more knowledgeable in what MGSD does and what MGSD is capable of doing.

IV. SUMMARY RATING

1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations / Outstanding
			4.1	

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

Shorten: Keep up the great work!

Dan: GIS system and train staff to utilize it.

Condron: Would like to have a tour of the plant for all the trustees.

Next Evaluation Date: _____

GOVERNING BOARD

Chairman - Treasurer

Paul W.
[Signature]

Concurrence

Yes No

Vice Chairman

Yes No

Secretary-Treasurer Trustee

[Signature] *[Signature]*

Yes No

Yes No

Trustee

Sondra Condon

Yes No

Trustee

DISTRICT MANAGER COMMENTS & SIGNATURE

[Signature]

District Manager Signature

3.5.25

Date

EMPLOYMENT CONTRACT
BETWEEN
MINDEN-GARDNERVILLE SANITATION DISTRICT
AND
PETER V. BARATTI

WHEREAS, Minden-Gardnerville Sanitation District (hereinafter “MGSD” or “DISTRICT”) is a governmental body formed under the laws of the State of Nevada and a political subdivision of the State of Nevada; and

WHEREAS, Peter V. Baratti (hereinafter “EMPLOYEE”) represents that he maintains the education, training, experience, ethics, and desire to act as the District Manager for MGSD; and

WHEREAS, based on said representations, it is the desire of MGSD to retain the services of EMPLOYEE as District Manager.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. POSITION TITLE AND RESPONSIBILITIES

EMPLOYEE shall be given the job title of DISTRICT MANAGER and shall perform the functions and duties of the District Manager of MGSD as set forth by law and policy and as specified in the Job Description and Duties (see attached Exhibit “A”) for District Manager, and to perform other legally permissible and proper duties and functions as the MGSD Board of Trustees shall assign from time to time.

2. TERM OF CONTRACT

- a. This contract will become effective on July 1, 2026 and will expire on June 30, 2027. This contract will automatically renew for successive one-year periods unless either party provides notice to the other party that the contract will not be extended. Said notice shall be given in any form of writing, including email, not less than ninety (90) days prior to the expiration date, but this section shall not prevent or preclude either party from terminating the contract under any other provision of the contract.
- b. EMPLOYEE will be designated an “Appointed Official” as defined under NRS 281A.160. As such, EMPLOYEE’s position will be categorized as “Exempt” under the Fair Labor Standards Act (FLSA). EMPLOYEE will serve at the pleasure and under the supervision of MGSD’s Board of Trustees.

3. CONDITIONS OF EMPLOYMENT

- a. During the term of the Contract, EMPLOYEE agrees to live and maintain his primary and legal residence, as defined by NRS 10.155, within 30 driving minutes of the MGSD Plant facility (while obeying all motor vehicle laws).

- b. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of MGSD to terminate the services of EMPLOYEE at any time for any reason deemed sufficient or convenient by the MGSD Board of Trustees.
- c. Nothing in this contract shall prevent, limit, or otherwise interfere with the right of the EMPLOYEE to resign at any time from his position with MGSD.
- d. MGSD may suspend EMPLOYEE with or without full pay and benefits at any time during the term of this Contract pending any investigation or other disciplinary hearing.
- e. During the term of this Contract, EMPLOYEE agrees to file, in a timely manner, all reports regarding his personal finances and other information as required by Nevada law, including but not limited to the annual financial disclosure to the Nevada Secretary of State's Office.

4. SALARY and BENEFITS

- a. MGSD agrees to pay EMPLOYEE an annual base salary of \$ [REDACTED] for his services rendered to MGSD. The annual base salary may be adjusted by the Board of Trustees from time to time in its sole and absolute discretion. The annual base salary is payable in installments in the same manner as all other employees of MGSD are paid.
- b. MGSD shall pay contributions to the Nevada Public Employees Retirement System (PERS) on behalf of EMPLOYEE during his employment with MGSD consistent with the contributions made on behalf of other employees of MGSD and as permitted by and in strict accordance with Nevada law.
- c. MGSD shall provide EMPLOYEE health, vision, dental, and life insurance consistent with what other MGSD employees qualify to receive, which the Board of Trustees may alter, amend, or terminate at any time in its sole discretion consistent with applicable law and procedure.
- d. MGSD shall provide EMPLOYEE all equipment (i.e., computer, software, cell phone, etc.) necessary to perform the essential functions of the position, including a smart phone to conduct MGSD business.
- e. During the term of this Contract, EMPLOYEE shall be eligible to participate in benefits established by MGSD that are consistent with benefits to all employees of MGSD (see attached Exhibit "B"), which benefits the Board of Trustees may adjust, amend, or terminate in its sole discretion from time to time consistent with Nevada law and procedure.
- f. MGSD shall reimburse EMPLOYEE for any District-related expenses that are incurred during the course of performance of his duties as District Manager provided that EMPLOYEE follows all protocols and procedures that MGSD may establish or require from time to time, for entitlement or reimbursement. These expenses may include travel, lodging, food, and any other costs incurred, as set forth in Section 8.b. below.

5. LEAVE AND HOLIDAYS

- a. EMPLOYEE shall be credited with the vacation leave hours currently earned in prior employment positions with MGSD. EMPLOYEE shall accrue vacation leave at the same rate as other MGSD employees qualify to earn.
- b. EMPLOYEE shall be credited with the sick leave hours currently earned in prior employment positions with MGSD. EMPLOYEE shall accrue sick leave at the same rate as other MGSD employees qualify to earn.
- c. EMPLOYEE shall be entitled to 11 State and Federal holidays per year as designated in Attached Exhibit "B". Paid holidays are determined by MGSD and may change from time to time at the discretion of the Board of Trustees.
- d. EMPLOYEE shall be permitted to utilize administrative leave time as outlined in Section 4.6 of the MGSD Personnel Policies and Procedures manual.

6. ATTENDANCE AND LEAVE REPORTING

- a. EMPLOYEE shall submit to MGSD's administrative staff a written record of all leave taken in eight-hour increments within 7 days of any leave taken.
- b. Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.
 - i. DISTRICT may make deductions from pay in full day increments when EMPLOYEE does not qualify to use leave, does not have accrued leave, or chooses not to use paid leave and is absent from work for one or more full days. Deductions from sick or annual leave balances may be made in full day increments.
 - ii. Deductions will also be made to offset amounts EMPLOYEE receives as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. MGSD will prorate EMPLOYEE's salary based upon the days worked during the initial and terminal pay period of employment.
 - iii. EMPLOYEE is generally expected to be available to perform his job duties during normal business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, as well as scheduled Board meetings and during emergency situations. It is expected that in order for EMPLOYEE to complete his assigned work from time to time, it will be necessary that he work beyond the normal work days and business hours of MGSD.

7. PERFORMANCE EVALUATION

- a. MGSD Board of Trustees, with input from EMPLOYEE, shall use best efforts to establish priorities, goals, and expectations for EMPLOYEE in each year of this Contract in accordance with Section 9 of this contract. MGSD shall use best efforts to establish priorities, goals, and expectations for the EMPLOYEE that coincide with EMPLOYEE's annual evaluation as provided in Paragraph 7.b. The priorities, goals, and expectations that are established may be modified,

added, or deleted as MGSD Board of Trustees deem appropriate, in consultation with EMPLOYEE.

- b. Each year prior to, or as near as possible to, MGSD's tentative budget hearing in April of each year, MGSD Board of Trustees will use best efforts to review and evaluate EMPLOYEE's performance in accordance with the Open Meeting Law provisions of Chapter 241 of Nevada Revised Statutes (NRS). EMPLOYEE's evaluation shall be based on the priorities, goals, and expectations developed in Paragraph 7.a., as well as EMPLOYEE's performance of the responsibilities and duties of the position as outlined in attached Exhibit "A". The evaluation process and evaluation rests within the exclusive discretion of the Board of Trustees and is solely for the convenience of the Board of Trustees and EMPLOYEE.

8. PROFESSIONAL DEVELOPMENT

- a. MGSD Board of Trustees shall budget and pay for all necessary travel and subsistence expenses incurred by EMPLOYEE to travel to meetings and conferences, that will assist EMPLOYEE to continue his professional development, and to adequately pursue other required functions as the District Manager, including, but not limited to, any national, regional, state and local government groups and committees that EMPLOYEE serves as a member, not to exceed the amount budgeted by the Board each year for such purposes or such other amount as the Board of Trustees may establish or determine from time to time in its sole discretion.
- b. MGSD Board of Trustees agrees to budget and pay for the travel and subsistence expenses of EMPLOYEE for short courses, institutes and seminars that are necessary for his professional development and for the good of MGSD in such amount as the Board of Trustees may determine from time to time in its sole discretion. The Chairman of the Board of Trustees must approve any course or seminar that is longer than five working days or whose total costs exceed Two Thousand Five Hundred Dollars (\$2,500.00).
- c. EMPLOYEE agrees to maintain in good standing at all times during his employment a Grade III Wastewater Operations Certificate, issued by the State of Nevada, or as required by the State of Nevada if higher than a Grade III.

9. STRATEGIC PLANNING

- a. EMPLOYEE agrees that, at least annually, he will schedule and participate in the following:
 - i. A goals setting session to review and develop strategic objectives for MGSD; and
 - ii. A workshop to develop specific criteria for the priorities and expectations to serve as the basis for EMPLOYEE's annual evaluation as set forth in Section 7 of this Contract. This session must be held within two (2) months of the date of the EMPLOYEE's annual evaluation.
- b. EMPLOYEE agrees that he will schedule and/or coordinate training regarding Open Meeting Law and Ethics Law for newly elected members of the Board of Trustees within three (3) months of newly elected officials taking an oath of office.

- c. EMPLOYEE agrees that he will ensure updates occur to MGSD's official website on a monthly basis, or more frequently as needed; that the website contains information that is informative to the public regarding MGSD's services, fees, policies, and board meeting information; and that the website meets State and Federal requirements.

10. EMPLOYEE'S ROLE

- a. EMPLOYEE shall have the authority on behalf of MGSD to enter into written and verbal agreements with any customer, client, vendor, or third party in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), and for time-sensitive expenditures not to exceed Fifty Thousand Dollars (\$50,000.00) provided such expenditures are approved by the Chairman or Vice Chairman of the Board of Trustees, which authority may be revoked or adjusted from time to time as determined by the Board of Trustees in its sole discretion.
- b. EMPLOYEE shall have the authority to take employment actions including, but not limited to, hiring and discipline as outlined in the current MGSD Policies and Procedures Manual as may be amended from time to time by the Board of Trustees in its sole discretion.

11. DISABILITY OR INABILITY TO PERFORM ESSENTIAL FUNCTIONS Without limiting any other right, power, or authority of the Board of Trustees set forth elsewhere in this Contract or as may be exercised consistent with applicable law, if EMPLOYEE is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health, as determined by a qualified health care professional as reasonably determined by the Board of Trustees, for a period of four (4) successive weeks beyond any accrued sick leave, or for twenty working days over a thirty working day period, MGSD shall have the option to terminate this Contract, subject to Severance Pay requirements in Section 12. EMPLOYEE shall also be compensated for any accrued sick leave, vacation, and other accrued benefits in accordance with the then current MGSD policy for what other MGSD employees would receive under similar circumstances.

12. TERMINATION/SEPARATION/RETIREMENT

- a. At any time during the term of this Contract, MGSD may terminate the Contract without cause by providing at least thirty (30) days' advance written notice to the EMPLOYEE. Notice shall be in accordance with Section 17 below. In lieu of providing thirty (30) days' notice, MGSD reserves the right to terminate the Contract without such notice provided that it pays EMPLOYEE thirty (30) days' pay in addition to any other severance or termination pay provided for herein.
- b. At any time during the term of this Contract, EMPLOYEE may terminate this contract by providing at least sixty (60) days' advance written notice to MGSD. Notice shall be in accordance with Section 17 below.
- c. Unless terminated for cause as described in Paragraph 12.e., or terminated by EMPLOYEE for any reason whatsoever, if EMPLOYEE is terminated by MGSD without cause, after MGSD has given notice in accord with Paragraph A above, and during such time EMPLOYEE is willing and able to perform his duties under

this Contract, MGSD agrees to pay EMPLOYEE a lump sum cash severance payment equal to two (2) months' aggregate salary of EMPLOYEE's then current annual base salary ("Severance Pay"), payable within seven (7) days of termination.

- d. Severance Pay shall be in addition to any other payment due to EMPLOYEE for unused annual leave or other benefits that may be payable to other MGSD employees with service credit equal to that of EMPLOYEE. EMPLOYEE and any of his legal dependents will also remain in the group health plan of MGSD and will continue to receive life insurance benefits, if any, provided to EMPLOYEE prior to the last day EMPLOYEE provides services to MGSD pursuant to the terms of this Contract. MGSD employs fewer than 20; therefore, EMPLOYEE is not eligible for benefits under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").
- e. For purposes of this Contract, termination for cause is defined as conduct that constitutes a crime involving fraud, dishonest, or moral turpitude (except for misdemeanor traffic citations), failure to maintain required licenses or certifications, any material breach of this Contract, fraud or other dishonest activity, neglect or failure to discharge duties or to follow directives from the Board of Trustees, violation of any harassment or discrimination policy of the Board or any conduct the Board reasonably determines to adversely and materially reflect upon the business, affairs or reputation of MGSD, or conduct that constitutes a knowing and willful violation of a law or MGSD policy governing the conduct of public officers or employees. In such event, MGSD shall give written notice of its desire to terminate EMPLOYEE for cause and the effective date of the termination shall be twenty-one (21) days after notice is given in accordance with Section 17 below, but EMPLOYEE may be suspended from Employment during such time. If EMPLOYEE is terminated for cause, EMPLOYEE shall not be entitled to receive Severance Pay.

13. RETURN OF PROPERTY

Upon separation under Section 12 of this Contract, EMPLOYEE agrees to return any and all property of MGSD. This includes, but is not limited to, equipment, computers, electronics, cell phones, keys, access information (including, but not limited to, user names, passwords, and security questions/answers), notes, data, tests, vehicles, reports, or any property that is requested by MGSD.

14. COMPLIANCE AND ADHERENCE TO DISTRICT POLICIES

EMPLOYEE agrees that he will act in accordance with this Agreement and with the best interests of MGSD and to perform all the duties required of the position. In carrying out the duties and responsibilities of his position, EMPLOYEE agrees to adhere to any and all policies, procedures, rules, regulations, as administered by MGSD. In addition, EMPLOYEE agrees to abide by all local, county, State, and Federal laws while employed by MGSD.

15. GOVERNING LAW AND DISPUTES

- a. This Employment Contract shall be construed and interpreted according to the laws of the State of Nevada.

- b. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter selected from a list maintained by the Nevada Supreme Court of senior District Court judges, with both parties to pay their own attorney's fees and to share equally in the cost of arbitration. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.
- c. MGSD shall select the senior District Court judge if both parties cannot mutually agree to one.

16. SEVERABILITY

If any term, section, or provision, or any portion thereof, contained in this Contract is held unenforceable, unconstitutional, or invalid, all remaining sections and provisions shall be deemed severable and remain legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

17. NOTICES

- a. Unless otherwise provided for herein, all notices that are to be sent under this Agreement shall be done in writing and are to be delivered via Certified Mail (return receipt) and, if applicable, under the terms of NRS 281, to the following mailing addresses:
 - i. DISTRICT: Minden-Gardnerville Sanitation District
1790 US. Hwy. 395 N.
Minden, NV 89423
 - ii. EMPLOYEE: Peter V. Baratti
1745 Oakwood Dr.
Minden, NV 89423
- b. The aforementioned addresses may be changed with the act of either party providing written notice.

18. AMENDMENTS

This Contract constitutes the entire agreement between the parties and may only be modified by a written amendment signed by both parties. This Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which, when taken together, will constitute one agreement. Any counterpart may be delivered by any party by transmission of the signature page to the other party and shall be complete upon the completion of such transmission; however, manually signed copies of the signature page shall nonetheless be delivered promptly after any such facsimile delivery. Any changes in EMPLOYEE's base salary as provided herein shall not require a written amendment to this Contract.

19. ENTIRE AGREEMENT

This Contract, together with any attachments, exhibits, or addendums, or documents incorporated herein by reference, represents the entire agreement between MGSD and EMPLOYEE. Therefore, this Contract supersedes any prior contracts, agreements, promises, conditions, or understandings between MGSD and EMPLOYEE.

IN WITNESS WHEREOF, the Minden-Gardnerville Sanitation District Board of Trustees has caused this Employment Contract for Peter V. Baratti to be signed and executed this ____ day of _____, 2026.

EMPLOYEE:

DISTRICT:

Peter V. Baratti

Ted Thran, Chairman
Board of Trustees
Minden-Gardnerville Sanitation District

ATTEST:

By: _____
Chris Shorten, Vice-Chairman



DISTRICT MANAGER

JOB DESCRIPTION

CREATED: January 2010
LAST REVISED: April 2019
(reviewed March 2026)

FLSA STATUS: Exempt

POSITION SUMMARY:

Plans, directs, manages, and oversees the activities and operations of the District. Coordinates District activities with direction provided by the District Board of Trustees. Communicates with the public on matters affecting the District through public affairs initiatives, press conferences, conducting and attending public meetings and hearings, and doing public appearances. Provides information to residents, businesses, and visitors through proactive communication methods that promote the District in a positive and community-oriented manner. Engages in intergovernmental activities that promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements. Performs high-level administrative, technical, and professional work in directing and supervising the administration of the District. Receives broad policy guidance from the Board of Trustees.

DISTINGUISHING CHARACTERISTICS:

The position is responsible for the overall management and implementation of the administration, operation, resources, and maintenance functions for the District, and acts as the District's representative with respect to all services provided, consistent with the administrative and policy direction of the Board of Trustees, with the authority to transmit instructions, receive information, and interpret the District's policies and decisions. The District Manager is appointed by and reports to the District Board of Trustees, and is unclassified and "at-will", serving at the pleasure of the Board of Trustees.

ESSENTIAL FUNCTIONS:

Duties include and are not limited to the following:

- Develops, evaluates, and implements administrative policies and procedures to meet Board goals and objectives; assists the Board in the development of overall goals of the District; follows suggested and recommended alternatives from the Board of Trustees; provides

District Manager

leadership and direction in the development of short- and long-range plans for achieving overall goals.

- Selects, directs, develops, evaluates, and manages personnel and personnel policies; determines staffing needs; instructs and trains staff and provides training programs to enhance the capabilities of staff; conducts performance evaluations; listens, responds to, and resolves employee, problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
- Supervises and manages the operation of all wastewater treatment facilities and processes, including collection and treatment systems, effluent disposal systems, biosolids disposal, and grease digestion program.
- Represents the District as Public Information Officer (PIO) and serves as the spokesperson and primary resource for District information; represents the District in appearances with various federal, state, county, and local groups and through various media; makes presentations to business, community, and other groups to present information and answer questions; represents the District with other government agencies and with the public.
- Oversees development of reports, financial statements, and budget forecasts for the amount of funds needed for operations, materials, supplies, equipment, and staffing; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
- Develops, maintain, and monitors District website and social media strategy and content.
- Analyzes proposals regarding policies, programs, and services, and develops recommendations to the Board of Trustees; analyzes information pertaining to District services and operations, including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence on behalf of the District to various government agencies and members of the community.
- Oversees the preparation of Board of Trustees meeting agendas; attends Board meetings; makes oral and written presentations to the Board and to other public and private groups; provides information to news media and the public regarding District operations.
- Analyzes proposed legislation and administrative regulations for their impact on District operations; reviews and makes recommendations to the Board of Trustees regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
- Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in facility operations.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding District development and improvement policies and standards; oversees the processing of development, construction, and annexation petitions and applications; assists customers with enquiries regarding the District's review and permitting process; assesses permit and MGSD fees; represents the District's interest in community development and public works projects to other government agencies through various means, including meeting attendance and/or written correspondence.

- Determines the need for repair and maintenance of existing treatment and collection facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with the District Engineer and resources as required.
- Evaluates laboratory results and processes control tests to assure adequate treatment process and compliance with regulatory standards.
- Maintains data on the wastewater treatment, effluent, biosolids disposal, and grease digestion programs; prepares required reports and summary sheets that are sent to regulatory agencies regarding the operation of the facilities.
- Responsible for developing and implementing safety standards for the operation of District equipment and facilities; ensures all District staff are trained and adhere to safety standards.
- Insures that the facilities are in compliance with established guidelines and regulations.
- Represents the District with dignity, integrity, and cooperatively in all relationships with staff and the public.
- Performs related duties as required by the Board of Trustees.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Principles and practices of organizational leadership, management, and supervision;
- Principles of human resource development and utilization, including federal and state employment regulations and practices;
- Modern methods of procurement, contract negotiation, and administration;
- Principles of public budget preparation and administration;
- Modern methods of secondary wastewater treatment, chlorine formulas and testing techniques;
- Pumping equipment and proper pump operation;
- Corrective maintenance on facility equipment;
- Mechanical, biological, chemical, and physical characteristics of wastewater treatment and disposal systems;
- Laboratory techniques and procedures as related to sewage treatment analysis;
- Occupational hazards and safety precautions of the work;
- Mathematical calculations at a level necessary to perform the essential functions;
- PC computers and Microsoft software programs, including a functional knowledge of Word and Excel; and
- Laws and regulations which pertain to District operations, services, and programs.

Skill to:

- Plan, organize, and manage business operations;
- Negotiate appropriate solutions and contracts; and
- Manage administrative processes including budgeting, internal controls, policy development, planning, and problem solving.

Ability to:

- Develop policies and goals consistent with directives from the Board of Trustees;
- Effectively administer projects and operations consistent with District policies and goals;
- Plan, direct, and evaluate the work of staff;
- Develop, motivate, and supervise operations and administrative staff;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with District staff, elective bodies, and members of the general public;
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- Monitor and control wastewater treatment plant functions through the use of SCADA and complex computer control systems;
- Gain cooperation through discussion and communication;
- Answer all types of emergency calls during hours not normally worked that deal with operational problems to assure continual wastewater facilities operations;
- Analyze, read, record, and interpret policies, regulations, meters, charts, graphs, drawings, plans, laboratory reports, operation and maintenance manuals;
- Recommend alternatives to Board of Trustees and staff;
- Project the consequences of proposed actions;
- Implement administrative policies and work programs consistent with regulations and with District policies and goals;
- Interpret and apply federal and state policies, procedures, laws, and regulations to assure compliance with requirements and limit liability for the District;
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner;
- Communicate effectively orally and in writing on matters related to District policy, funding, and operations;
- Prepare and administer budgets;
- Prepare forms and reports as required by federal and state requirements;
- Conduct research and prepare clear and concise reports;
- Deal courteously and tactfully with the public;
- Drive a vehicle;
- Work in confined spaces wearing a breathing apparatus;
- Speak, read, and write the English language at a level necessary to perform essential functions; and
- Promote a positive image of the District.

REQUIRED CERTIFICATIONS AND LICENSES:

- Grade III (Non-Restricted) State of Nevada, Wastewater Treatment Plant Operator Certification
- Certification of completion of OSHA 30-hour training and safety course

District Manager

EXPERIENCE AND TRAINING:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High School diploma or equivalency; and
- Four years of increasingly-responsible experience in the field of wastewater operations, sewage treatment plant works, and sewage collection.

MENTAL/INTELLECTUAL AND PHYSICAL REQUIREMENTS:

The physical and mental/intellectual requirements described here are representative and of those that must be met by an employee to successfully perform the essential functions of the job.

- Sufficient mobility to work in a typical field setting and use related equipment necessary for the job or tasks as necessary.
- Ability to frequently climb stairs and ladders.
- Senses of sight, hearing, smell, taste and touch.
- Ability to effectively interpret reports, financial data, construction, architectural, and engineering plans, and maps.
- Ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.
- Strength and stamina to drive long distances;
- Must have manual dexterity and cognitive ability to operate a personal computer using word processing, spreadsheet, and database programs.
- The ability to communicate via telephone.
- Ability to appropriately handle stress and interact with others, including coworkers, clients, and customers.
- Sufficient hand and body coordination to perform maintenance tasks and to check gauges and valves.
- Frequently lifting and carrying 1-25 pounds from floor to waist level and infrequently lifting up to 50 pounds.
- Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the Board of Trustees.

WORKING CONDITIONS:

Work is performed under the following conditions:

- Position functions at a wastewater treatment facility and may occasionally take place at construction sites, as well as in confined spaces.
- Working above and below ground; heights, in excess of 20 feet, depths below ground in excess of 20 feet.
- Exposure to extreme weather conditions including freezing temperatures, snow, ice.
- Exposure to dust, odors, methane gas, chemicals which may include but not limited to acids, polymers, chlorine, sodium hydroxide, lime and fumes.
- Exposure to waste, hazardous and infectious waste, noise electrical hazards, moving objects, vehicles, sharp objects, pinch points, gases, dust, and slippery surfaces.
- Safety equipment utilized may include hearing and eye protection, safety shoes, gloves, masks, respirators, and a safety vest.
- Indoors in an office type environment where work is performed at a desk.
- Periodic contact with angry and upset individuals
- Frequent work interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

SPECIAL CONDITIONS:

- Must file financial disclosure form on annual basis with Nevada Secretary of State.
- Must be bondable.

EMPLOYEE'S ACKNOWLEDGEMENT:

I have read and understand this explanation and job description.

Signature

Date

Print Name



DISTRICT MANAGER PERFORMANCE EVALUATION

Manager Name: Peter V. Baratti
Rating Period: From: 4/1/2025 To: 3/1/2026

Rating Scale Definitions:

1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations / Outstanding
Inadequate performance that is consistently below job requirements and problematic. Shows little or no initiative or urgency to improve performance.	Performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position.	Capable, satisfactory performance that consistently meets and occasionally exceeds expectations. Errors are generally minimal and self-corrected. Demonstrates effective leadership skills.	Strong performance that frequently exceeds expectations. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.	Superior performance that consistently exceeds job requirements. Continually demonstrates willingness to assume additional responsibilities, and makes significant contributions beyond normal expectations.

I. PERFORMANCE EVALUATION

EVALUATION AREA	NOTES	RATING
1. Relationship with Board of Trustees		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Effectively implements policies and programs approved by the Board of Trustees 	Thran: 4 Shorten: 4 Condrón: 4.2 Wagner: 4 Griffith: 4 (anticipates future needs pretty well)	Thran: 4 Shorten: 3.86 Condrón: 4.26 Wagner: 4 Griffith: 4
<ul style="list-style-type: none"> Reporting to the Board of Trustees is timely, clear, concise, and thorough 	Thran: 4 Shorten: 4 Condrón: 4.3 (Excellent presentations) Wagner: 4 (Pete is excellent in keeping the board in the loop) Griffith: 4 (Very thorough and gives us less educated a good insight).	
<ul style="list-style-type: none"> Accepts direction and instructions in a positive manner; listens to and considers ideas from the Board 	Thran: 4 Shorten: 4 Condrón: 4.3 Wagner: 4 (Has been very receptive to trustees and open to discussions) Griffith: 4 (Yes and explains why!)	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of current plans and activities of MGSD 	Thran: 4 Shorten: 4 Condrón: 4.3 (Detailed reporting) Wagner: 4 Griffith: 4 (Always)	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of new developments in legislation, governmental practices and regulations 	Thran: 4 Shorten: 3 Condrón: 4.1 Wagner: 4 (It has not come up) Griffith: 3 (With good staff input)	
<ul style="list-style-type: none"> Keeps the Board of Trustees informed of activities of County development-related activities 	Thran: 4 Shorten: 4 Condrón: 4.1 Wagner: 4 Griffith: 5 (Yes, big time)	
<ul style="list-style-type: none"> Provides the Board of Trustees with clear report of anticipated issues that could come before the Board 	Thran: 4 Shorten: 4 Condrón: 4.5 (Informative) Wagner: 4 Griffith: 4 (That is his best trait!)	

EVALUATION AREA	NOTES	RATING
2. Public Relations		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Projects a positive public image; is courteous to the public 	Thran: 3 Shorten: 4 Condrón: 4.5 (Extremely professional) Wagner: 4 Griffith: 4 (Professional and good reputation)	Thran: 3 Shorten: 3.25 Condrón: 4.13 Wagner: 4 Griffith: 3.5
<ul style="list-style-type: none"> Maintains relationships with representatives from other government agencies 	Thran: 3 Shorten: 3 Condrón: 4 Wagner: 4 Griffith: 4 (Only when needed)	
<ul style="list-style-type: none"> Ensures MGSD's website is updated with current administrative and Board-related information 	Thran: 3 Shorten: 3 Condrón: 4 Wagner: 4 Griffith: 3	
<ul style="list-style-type: none"> Provides communication to the public on matters affecting the District 	Thran: 3 (Maybe it's time to start being in public more so the community is aware of what is going on at MGSD.) Shorten: 3 Condrón: 4 Wagner: 4 (I have not heard of any complaints) Griffith: 3	

EVALUATION AREA	NOTES	RATING
3. Effective Leadership		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> • Appears to delegate appropriately 	Thran: 4 Shorten: 4 Condrón: 4 Wagner: 4 Griffith: 4	Thran: 4 Shorten: 4.2 Condrón: 4.42 Wagner: 4.6 Griffith: 4.4
<ul style="list-style-type: none"> • Provides effective and appropriate training for staff 	Thran: 4 Shorten: 4 Condrón: 4.5 (Continues to cross train staff to keep projects in house) Wagner: 5 (Encourages growth and training) Griffith: 5	
<ul style="list-style-type: none"> • Identifies plant and collection system needs and problems; identifies root causes; addresses problems in ways that lead to innovative and long-term solutions 	Thran: 4 Shorten: 5 Condrón: 5 (Conducted clarifier repair in house to keep costs down) Wagner: 5 Griffith: 5	
<ul style="list-style-type: none"> • Consistently makes informed decisions and provides recommendations based on available and hard-to-find information; utilizes information that is relevant, current, and clear 	Thran: 4 Shorten: 4 Condrón: 4.5 Wagner: 4.5 Griffith: 4 (Explains operations well)	
<ul style="list-style-type: none"> • Follows up on pending issues and instructions to ensure resolution 	Thran: 4 Shorten: 4 Condrón: 4.1 Wagner: 4.5 Griffith: 4	

EVALUATION AREA	NOTES	RATING
4. Fiscal Management		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Utilizes resources, including expertise of staff/Board members, to prepare a realistic annual budget 	Thran: 3 Shorten: 4 Condron: 4.1 Wagner: 4 Griffith: 4	Thran: 3 Shorten: 4 Condron: 4.4 Wagner: 4.25 Griffith: 4
<ul style="list-style-type: none"> Controls expenditures in accordance with approved budget 	Thran: 3 Shorten: 4 Condron: 4.5 Wagner: 4 Griffith: 4 (Saves the district money with in house solutions)	
<ul style="list-style-type: none"> Works with staff and outside contractors to ensure audit findings are addressed and resolved in a timely manner 	Thran: 3 Shorten: 4 Condron: 4.5 (Strong leadership skills) Wagner: 4.5 Griffith: 4	
<ul style="list-style-type: none"> Provides accurate reports and information in a timely manner 	Thran: 3 Shorten: 4 Condron: 4.6 (Excellent) Wagner: 4.5 Griffith: 4 (Well prepared)	

EVALUATION AREA	NOTES	RATING
5. Intergovernmental Affairs		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Maintains effective communication with local, regional, state, and federal government agencies 	Thran: 3 Shorten: 3 Condron: 4.1 Wagner: 4 Griffith: 3	Thran: 3 Shorten: 3.25 Condron: 4.15 Wagner: 3.75 Griffith: 3
<ul style="list-style-type: none"> Contributes to good government through regular participation in local, regional, state agency, and business-related organization meetings and relationships 	Thran: 3 Shorten: 3 Condron: 4.1 Wagner: 3.5 Griffith: 3	
<ul style="list-style-type: none"> Lobbies effectively with legislators and other agencies regarding the interests and needs of MGSD, where needed 	Thran: 3 Shorten: 3 Condron: 4.1 Wagner: 3.5 (I'm not aware of any) Griffith: 3	
<ul style="list-style-type: none"> Ensures MGSD's interests and standards are communicated to and recognized by local, state, and federal government agencies 	Thran: 3 Shorten: 4 Condron: 4.3 Wagner: 4 Griffith: 3	

EVALUATION AREA	NOTES	RATING
6. Professional Job-Related Competencies		
<i>Example behaviors that Meet Expectations:</i>		
<ul style="list-style-type: none"> Maintains current technical knowledge and ability to sufficiently manage tasks and projects 	Thran: 4 Shorten: 5 Condron: 4.5 (forward thinking for long term) Wagner: 4.5 (Doesn't wait for a disaster to occur. He is prepared and aware!) Griffith: 5	Thran: 4 Shorten: 4 Condron: 4.65 Wagner: 4.63 Griffith: 4.75
<ul style="list-style-type: none"> Pursues expanded mastery of knowledge and abilities of leadership position and skills 	Thran: 4 Shorten: 3 Condron: 4.1 Wagner: 4.5 (Never stops learning from life and people. He is very proactive and prepared) Griffith: 5	
<ul style="list-style-type: none"> Maintains State and Federal mandated certification 	Thran: 4 Shorten: 3 Condron: 5 Wagner: 4.5 Griffith: 4	
<ul style="list-style-type: none"> Combines technical knowledge with creativity to produce value-added results 	Thran: 4 Shorten: 5 Condron: 5 (Aware of equipment usage time for future planning of district) Wagner: 5 Griffith: 5	

II. ACHIEVEMENTS OF NOTE FOR THIS EVALUATION PERIOD:

Shorten: Identifying necessity of concrete rehab and the exigency to complete it in a timely manner. Utilizing staff skill sets to save the district expenditures on outside contract work. Addressing items deemed needing correction by OSHA inspection in a timely manner. Realizing the the importance of maintaining redundant equipment and infrastructure to prevent single points of failure within the district.

Condron: The breaker repair including taking apart the equipment in house allowed the repair to be much cheaper than if we had to have outside help.

Wagner: Encourges employee growth and skills. Pete sees and plans ahead. Keep up the good work Pete!

Griffith: Got solid financial increase in last evaluation, and Peter did not slack off after that!!!

III. ITEMS FOR IMPROVEMENT FOR THIS EVALUATION PERIOD:

Shorten: Continue to ensure there are no single points of failure in staff by continuing to cross-train so the person below any employee could step in and cover their job.

Wagner: Pete has shared that the year ahead will be continued growth and challenges as the older parts for the plant will need to be replaced, new equipment, etc. He is an excellent leader, loves new ideas, and guides with positive attitude. Can't wait to see what this year holds.

Griffith: Some of smaller violations/fines maybe could have been prevented?

IV. SUMMARY RATING

1 - Unsatisfactory	2 - Needs Improvement	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations / Outstanding
			4.0	

V. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

Shorten: Continue to take that vacation and sick leave to take care of the mental and physical tolls of your stressful job!

Condron: Keep looking forward, carrying MGSD into the future.

Wagner: GIS System. Digester repair to be completed and working.

Griffith: Bring in more talent

Next Evaluation Date: _____

GOVERNING BOARD

Concurrence

Chairman Signature

Yes No

Vice Chairman Signature

Yes No

Treasurer Signature

Yes No

Trustee Signature

Yes No

Trustee Signature

Yes No

DISTRICT MANAGER COMMENTS & SIGNATURE

District Manager Signature: _____

Date: _____

Agenda Item 13

Administrative Report

Items in this Section Include:

- ✓ *Administrative Report for March 2026*



**Minden Gardnerville Sanitation District
Administrative Report
March 3, 2026**

STAFF ITEMS:

- Andy passed his Grade III Exam
- Dave will be attending classes to obtain his CDL
- Lochan's wife has been appointed State Forester and Director of the Oregon Department of Forestry. As a result, Lochan will be relocating to Oregon this summer and we will begin the process of hiring a new Operator to fill the upcoming vacancy.

THINGS KEEPING US BUSY RIGHT NOW:

- Haley has completed a tax assessment adjustment for the GRGID billing in accordance with the GRGID contract. Effective July 1, 2026, the adjusted rate will increase from \$6.36 to \$10.70. This adjustment is based on the total number of improved parcels within GRGID's tax district and reflects the tax revenue owed to MGSD for providing sewer services.
- We are preparing the Tentative Budget.

FOR YOUR INFORMATION:

- Douglas County approved the sale of properties with delinquent taxes for auction between May 26-28, 2026.
- Trustees whose terms expire this year and who intend to run for re-election must file for candidacy between March 2 - March 13.

UPCOMING ITEMS:

- Special Meeting to Approve Tentative Budget (Date TBD, potential dates are April 1- April 10)
- Staff deadline to file Tentative Budget (April 15, 2026)