



NOTICE OF REGULAR MEETING
TUESDAY, APRIL 7, 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 February 2026.

6. Minutes Approval – For Possible Action

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

7. Q & D Construction CMAR Contract – For Possible Action

- Approval of the construction costs of the CMAR contract for Q&D construction.

8. Monte Vista Townhomes (Rye Creek) – For Possible Action

- Approval of record drawings and line acceptance for Monte Vista Townhomes.

9. MGSD Compensation Survey – For Possible Action

- Discussion and possible action regarding additional compensation options related to the Compensation Survey.

10. Attorney-Client Conference – For Possible Action

- Status Report of Ongoing Matters and Requests from MGSD Staff and Board of Trustees

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

11. Engineer's Report – For Possible Action

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

12. Administrative Report by Staff – For Possible Action

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

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

- Discussion may include comments and/or status of projects not covered under an agenda item.

(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an action item)

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

Public Comment is limited to three minutes per speaker unless the Board Chairman allows additional time.

Per NRS 241.020, no action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

15. ADJOURNMENT

The MGSD Board reserves the right to hear any agenda item out of order, to combine two or more agenda items for consideration, and remove an item from the agenda or delay a discussion relating to any item on the agenda. Copies of supporting material are available online at www.mgsdistrict.org or can be requested from the Minden-Gardnerville Sanitation District Office located at 1790 Hwy. 395, Minden, NV 89423, by calling Haley Freeman or Jessica Kneefel at (775) 782-3546, or by email at Staff@mgsdistrict.org or at haley@mgsdistrict.org or at jessica@mgsdistrict.org. Any agenda item represented by an attorney must give written notice to the Minden-Gardnerville Sanitation District at least fifteen days prior to the meeting. **All persons attending the meeting are required to sign the guest register.** All meetings are recorded pursuant to NRS 241.035. NOTICE TO PERSONS WITH DISABILITIES: Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the MGSD office at (775) 782-3546 in advance of the meeting, so that arrangements may be conveniently made. This meeting notice is posted at the following locations: the Minden-Gardnerville Sanitation District; Douglas County Historic Courthouse Building; Gardnerville Post Office; Minden Post Office; and at <https://notice.nv.gov>

PLEASE DO NOT REMOVE UNTIL: 4/08/2026

CHECK REGISTER - GENERAL

2/1/26 - 2/28/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	2/4/2026	Blue-White	ACH-2/4/26-01	774804-A	50600-010	Repairs & Maintenance	Freight Only	\$ 22.26
2	2/4/2026	David Kowalski	ACH-2/4/26-02	20426	50700-010	Other Plant Expense	Grade II Exam & Application	\$ 209.00
3	2/4/2026	HOME DEPOT CREDIT SERVICES	ACH-2/4/26-03	6143144	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 54.95
4	2/4/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-2/4/26-04	1758	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 5,570.00
5	2/4/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-2/4/26-04	1759	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 4,560.00
6	2/4/2026	Accredited Labs	6169	INV12226148	52500-010	Lab Permitting	Lab Calibration	\$ 1,099.06
7	2/4/2026	Accredited Labs	6169	INV12224569	52500-010	Lab Permitting	Lab Calibration	\$ 420.00
8	2/4/2026	TESCO CONTROLS, INC.	ACH-2/4/26-05	0087515-IN	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 1,200.00
9	2/4/2026	Warren Averett Technology Group, LLC	ACH-2/4/26-06	83577	65310-010	Software Services	Azure Usage/Firewall	\$ 1,559.74
10	2/4/2026	Warren Averett Technology Group, LLC	ACH-2/4/26-06	83013-PP	71500-010	IT/Tech Professional Services	Annual GP Maintenance Contracts	\$ 11,266.98
11	2/4/2026	Warren Averett Technology Group, LLC	ACH-2/4/26-06	83384	71500-010	IT/Tech Professional Services	Out of Scope Services	\$ 231.25
12	2/4/2026	Warren Averett Technology Group, LLC	ACH-2/4/26-06	84070	71500-010	IT/Tech Professional Services	Out of scope work	\$ 82.50
13	2/4/2026	Warren Averett Technology Group, LLC	ACH-2/4/26-06	83262	65310-010	Software Services	O365 Monthly Billing	\$ 150.00
14	2/10/2026	Empey & Co. LLC	6170	RFND00032	20200-010	Customers With Credit Balances	RM REFUND: DEBIT000110	\$ 671.60
15	2/11/2026	DTS	6171	DTS-17328	64400-010	Telephone	IT Services Fiber & VOIP	\$ 952.00
16	2/11/2026	DTS	6171	DTS-28153	64400-010	Telephone	Fiber	\$ 83.73
17	2/11/2026	FISHER SCIENTIFIC	6172	5029207	52300-010	Lab Supplies	Lab Supplies	\$ 100.11
18	2/11/2026	FISHER SCIENTIFIC	6172	5186449	52300-010	Lab Supplies	Lab Supplies	\$ 175.54
19	2/11/2026	JOANA PEREZ	6173	957029	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 520.00
20	2/11/2026	THE PARTS HOUSE	6174	228100	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 14.98
21	2/11/2026	WESTERN NEVADA SUPPLY	6175	12103643	50600-010	Repairs & Maintenance	Plug Valves	\$ 4,534.06
22	2/11/2026	WESTERN NEVADA SUPPLY	6175	12108409	50600-010	Repairs & Maintenance	Plug Valves	\$ 214.27
23	2/18/2026	CINTAS	ACH-2/18/26-01	5315413603	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 29.24
24	2/18/2026	Andrew Wagner	ACH-2/18/26-02	410	50700-010	Other Plant Expense	Grade III Exam	\$ 140.00
25	2/18/2026	AT&T MOBILITY	ACH-2/18/26-03	287293924134X02192026	64400-010	Telephone	Employee Cell Phones	\$ 952.01
26	2/18/2026	LEAF	ACH-2/18/26-04	19754708	65300-010	Office Equipment/Hardware	Copier Lease	\$ 407.28
27	2/18/2026	NV Energy	ACH-2/18/26-05	1790260211	50500-010	Utilities	Treatment Plant	\$ 13,138.45
28	2/18/2026	NV Energy	ACH-2/18/26-06	800260211	55300-010	Reservoir & Pump Utilities	Pump Station	\$ 5,901.61
29	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1726	71200-010	Engineering	District Business	\$ 1,071.25
30	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1727	55100-010	Reservoir Repairs & Maintenance	Effluent	\$ 2,276.25
31	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1728	71200-010	Engineering	CMAR Contract	\$ 978.75
32	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1729	71200-010	Engineering	Bently Muller Zone Change	\$ 360.00
33	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1725	71200-010	Engineering	PR Villagio	\$ 2,757.50

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34	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1730	71200-010	Engineering	PR Minden & Boat & RV	\$ 1,223.75
35	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1731	71200-010	Engineering	PR Martin Creek	\$ 660.00
36	2/18/2026	RESOURCE CONCEPTS, INC.	ACH-2/18/26-07	25-1732	71200-010	Engineering	PR Faught Annexation	\$ 1,495.00
37	2/18/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-2/18/26-08	RN338858	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
38	2/18/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-2/18/26-08	RN339065	52400-010	Lab Testing	Laboratory Analysis	\$ 66.00
39	2/18/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-2/18/26-08	RN339116	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
40	2/18/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-2/18/26-08	RN338659	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
41	2/18/2026	SNELL & WILMER, LLP	ACH-2/18/26-09	3055857	71100-010	Legal	Legal Services	\$ 1,820.00
42	2/18/2026	Spectrum Business	ACH-2/18/26-10	0157628012726	64400-010	Telephone	Internet Service	\$ 194.99
43	2/18/2026	SOUTHWEST GAS CORP	ACH-2/18/26-11	260218	50500-010	Utilities	Natural Gas Service	\$ 1,447.57
44	2/18/2026	Thatcher Company of Nevada, Inc.	ACH-2/18/26-12	2026400100451	50400-010	Processing Chemicals	Chemicals	\$ 10,176.40
45	2/18/2026	Thatcher Company of Nevada, Inc.	ACH-2/18/26-12	2026400100498	50400-010	Processing Chemicals	Processing Chemicals	\$ 2,666.50
46	2/19/2026	Frontier	ACH-2/19/26-01	020126	64400-010	Telephone	Scada Telephone Line	\$ 108.26
47	2/19/2026	Nevada State Bank	ACH-2/19/26-02	AM010826	50700-010	Other Plant Expense	iPhone Storage	\$ 2.99
48	2/19/2026	Nevada State Bank	ACH-2/19/26-02	AM011226	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 41.47
49	2/19/2026	Nevada State Bank	ACH-2/19/26-02	PB020226	50600-010	Repairs & Maintenance	NV Fire Marshall	\$ 320.08
50	2/19/2026	Nevada State Bank	ACH-2/19/26-02	AW010726	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 16.81
51	2/19/2026	Nevada State Bank	ACH-2/19/26-02	LK011626	50900-010	Operators Education/Training	Operator III Manual	\$ 100.00
52	2/19/2026	Nevada State Bank	ACH-2/19/26-02	JW012926	50900-010	Operators Education/Training	Operator III Manual + Book	\$ 299.99
53	2/19/2026	Nevada State Bank	ACH-2/19/26-02	EB011026	52300-010	Lab Supplies	Lab Supplies	\$ 183.77
54	2/19/2026	Nevada State Bank	ACH-2/19/26-02	EB012726	52300-010	Lab Supplies	Lab Supplies	\$ 181.27
55	2/19/2026	Nevada State Bank	ACH-2/19/26-02	EB012926	52300-010	Lab Supplies	Lab Supplies	\$ 45.84
56	2/19/2026	Nevada State Bank	ACH-2/19/26-02	LG011526	65310-010	Software Services	Aatrix	\$ 92.21
57	2/19/2026	Nevada State Bank	ACH-2/19/26-02	LG012626	64300-010	Office Supplies & Expense	Office Supplies	\$ 179.99
58	2/19/2026	Nevada State Bank	ACH-2/19/26-02	LG012826	64500-010	Postage	Postage	\$ 20.99
59	2/19/2026	Nevada State Bank	ACH-2/19/26-02	LG020126	65310-010	Software Services	Aatrix	\$ 2,830.00
60	2/19/2026	Nevada State Bank	ACH-2/19/26-02	HM011026	64300-010	Office Supplies & Expense	Office Supplies	\$ 254.06
61	2/19/2026	Nevada State Bank	ACH-2/19/26-02	HM011526	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 15.64
62	2/19/2026	Nevada State Bank	ACH-2/19/26-02	HM012426	65310-010	Software Services	Adobe	\$ 69.99
63	2/19/2026	Nevada State Bank	ACH-2/19/26-02	JK010626	65400-010	Training/Education Admin	Engineer Books	\$ 186.53
64	2/19/2026	Nevada State Bank	ACH-2/19/26-02	JK010726	65400-010	Training/Education Admin	Engineer Books	\$ 523.77
65	2/24/2026	BENTLY RANCH	6176	#213701	50800-010	Sludge Removal	Biosolid Disposal	\$ 166.74
66	2/24/2026	BENTLY RANCH	6176	#213463	50800-010	Sludge Removal	Biosolid Disposal	\$ 598.36

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2/1/26 - 2/28/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
67	2/24/2026	BENTLY RANCH	6176	#214122	50800-010	Sludge Removal	Biosolids Disposal	\$ 333.20
68	2/24/2026	BENTLY RANCH	6176	#214084	50800-010	Sludge Removal	Biosolids Disposal	\$ 419.58
69	2/24/2026	BENTLY RANCH	6176	#214130	50800-010	Sludge Removal	Biosolids Disposal	\$ 330.54
70	2/24/2026	Cole-Parmer Instrument Co.	6177	4183884	52300-010	Lab Supplies	Lab Supplies	\$ 369.36
71	2/24/2026	E2C E Squared C Inc	6178	B51658	71500-010	IT/Tech Professional Services	IT Services(Jul 2025 Invoice)	\$ 1,140.82
72	2/24/2026	HAVE LIGHTS WILL TRAVEL	6179	i29130	50300-010	Safety Equipment & Supplies	Repairs & Maintenance	\$ 1,664.01
73	2/24/2026	THE PARTS HOUSE	6180	230094	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 21.48
74	2/24/2026	R F MACDONALD CO.	6181	384229	50600-010	Repairs & Maintenance	Boiler R&M Serv Call	\$ 1,017.50
75	2/24/2026	TOWN OF MINDEN	6182	020126	50500-010	Utilities	Water & Trash	\$ 615.86
76	2/24/2026	WESTERN NEVADA SUPPLY	6183	12103640	50600-010	Repairs & Maintenance	Plug Valves	\$ 2,071.97
77	2/25/2026	Certified Laboratories	ACH-2/25/26-01	9502507	50400-010	Processing Chemicals	Repairs & Maintenance	\$ 1,347.63
78	2/25/2026	Chevron and Texaco Business Card Services	ACH-2/25/26-02	110679689	51500-010	Truck & Auto Expense	Fuels	\$ 40.24
79	2/25/2026	DOUGLAS COUNTY VEHICLE MAINT	6184	No.021126	50600-010	Repairs & Maintenance	Vehicle Maintenance	\$ 707.62
80	2/25/2026	Flyers Energy, LLC	ACH-2/25/26-03	CFS-4516113	51500-010	Truck & Auto Expense	Fuels	\$ 410.87
81	2/25/2026	Flyers Energy, LLC	ACH-2/25/26-03	CFS-4526939	51500-010	Truck & Auto Expense	Fuels	\$ 355.60
82	2/25/2026	HDR, INC.	6185	1200803215	16800-070	Rehab Concrete in Primary Clarifier 1 & 2	Concrete Rehab	\$ 13,300.00
83	2/25/2026	LOU'S GLOVES, INC.	6186	060910	50300-010	Safety Equipment & Supplies	Nitrile Gloves	\$ 477.00
84	2/25/2026	Micronics Engineered Filtration	6187	2026/F000004785	50600-010	Repairs & Maintenance	Belts for Belt Press	\$ 1,075.05
85	2/25/2026	NDEP	6188	22526	50700-010	Other Plant Expense	NV Wastewater Cert-J Williams	\$ 110.00
86	2/25/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-2/25/26-04	1760	15600-030	Plant PLC & Infrastructure Replacement	SCADA	\$ 5,340.00
87	2/25/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-2/25/26-04	1762	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure	\$ 3,083.00
88	2/25/2026	POWER & CONTROL SOLUTIONS, INC.	ACH-2/25/26-04	1761	50600-010	Repairs & Maintenance	Repairs & Maintenance	\$ 5,395.00
89	2/25/2026	SILVER STATE ANALYTICAL LABS, INC.	ACH-2/25/26-05	RN339300	52400-010	Lab Testing	Laboratory Analysis	\$ 43.00
90	2/25/2026	TESCO CONTROLS, INC.	ACH-2/25/26-06	0087603-IN	50600-010	Repairs & Maintenance	Boiler Parts	\$ 450.00
91	2/25/2026	Velosio	ACH-2/25/26-07	IN100-00166111	15600-040	New ERP Software SAAS/Implementation	Saas BC Implementation kickoff	\$ 1,168.75
92	2/25/2026	Velosio	ACH-2/25/26-07	IN100-00166793	15600-040	New ERP Software SAAS/Implementation	BC Implementation Weekly Meetin	\$ 481.25
93	2/25/2026	Warren Averett Technology Group, LLC	ACH-2/25/26-08	84195	65310-010	Software Services	Azure Maintenance Contracts	\$ 1,543.86
94	2/25/2026	WESTERN NEVADA SUPPLY	6189	12103639	50600-010	Repairs & Maintenance	Digester #1 Parts	\$ 3,590.28
95	2/25/2026	WESTERN NEVADA SUPPLY	6189	12103640-1	50600-010	Repairs & Maintenance	Digester #1 Parts	\$ 253.96
Total Amount of ACH/Checks (49 Checks/ACH)								\$ 134,979.77

Legend:

Capital
Breaker Failure



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
5 OPERATIONAL EXPENSES					
6 PLANT EXPENSES					
7 Safety	\$14,812.95	\$16,500.00	\$1,687.05	89.78%	10.22%
8 Plant Supplies (Processing Chemicals)	\$114,011.64	\$162,750.00	\$48,738.36	70.05%	29.95%
9 Utilities	\$104,813.44	\$195,750.00	\$90,936.56	53.54%	46.46%
10 Repairs & Maintenance	\$246,098.81	\$300,000.00	\$53,901.19	82.03%	17.97%
11 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
12 Other Plant Expense	\$4,256.03	\$6,500.00	\$2,243.97	65.48%	34.52%
13 Sludge Removal	\$12,209.34	\$18,000.00	\$5,790.66	67.83%	32.17%
14 Education	\$4,311.11	\$15,000.00	\$10,688.89	28.74%	71.26%
15 TOTAL O & P EXPENSES	\$500,513.32	\$719,500.00	\$218,986.68	69.56%	30.44%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	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	\$4,294.84	\$10,000.00	\$5,705.16	42.95%	57.05%
19 Truck & Auto Expense (Fuels)	\$8,214.12	\$15,000.00	\$6,785.88	54.76%	45.24%
20 Other Collection System Expense	\$2,342.46	\$2,000.00	(\$342.46)	117.12%	(17.12%)
21 TOTAL COLLECTION EXPENSES	\$15,064.76	\$35,000.00	\$19,935.24	43.04%	56.96%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
22 LAB EXPENSES					
23 Lab Supplies	\$7,371.32	\$9,000.00	\$1,628.68	81.90%	18.10%
24 Lab Testing	\$11,292.00	\$22,000.00	\$10,708.00	51.33%	48.67%
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	\$20,832.37	\$57,000.00	\$36,167.63	36.55%	63.45%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
30 RESERVOIR/EFFLUENT EXPENSES					
31 Effluent Management - Repairs & Maintenance	\$7,309.95	\$18,000.00	\$10,690.05	40.61%	59.39%
32 Effluent Management - Utilities	\$26,086.35	\$50,000.00	\$23,913.65	52.17%	47.83%
33 TOTAL RERVOIR/EFFLUENT EXPENSES	\$33,396.30	\$68,000.00	\$34,603.70	49.11%	50.89%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
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34 GENERAL & ADMINISTRATIVE EXPENSES

35 Office Supplies & Expense	\$1,540.63	\$9,000.00	\$7,459.37	17.12%	82.88%
36 Training/Education Expense	\$1,820.72	\$6,000.00	\$4,179.28	30.35%	69.65%
37 Cleaning & Kitchen Supplies	\$7,061.46	\$11,000.00	\$3,938.54	64.20%	35.80%
38 Statement Billing Supplies	\$5,236.03	\$8,000.00	\$2,763.97	65.45%	34.55%
39 Bank Charges	\$42,053.14	\$25,000.00	(\$17,053.14)	168.21%	(68.21%)
40 Telephone & Internet	\$17,982.82	\$25,000.00	\$7,017.18	71.93%	28.07%
41 Postage	\$7,399.46	\$6,000.00	(\$1,399.46)	123.32%	(23.32%)
42 Advertising & Publication	\$4,709.72	\$4,000.00	(\$709.72)	117.74%	(17.74%)
43 Software Services	\$61,273.44	\$80,000.00	\$18,726.56	76.59%	23.41%
44 Travel & Per Diem	\$3,446.41	\$10,000.00	\$6,553.59	34.46%	65.54%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	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	\$87,889.92	\$154,318.00	\$66,428.08	56.95%	43.05%
48 Other Administration Expense	\$3,932.57	\$4,000.00	\$67.43	98.31%	1.69%
49 Filing Fees & Permits	\$9,699.71	\$12,000.00	\$2,300.29	80.83%	19.17%
50 Office Equipment (Hardware)	\$4,178.71	\$11,000.00	\$6,821.29	37.99%	62.01%
51 TOTAL G&A	\$260,371.75	\$368,318.00	\$107,946.25	70.69%	29.31%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
52 PROFESSIONAL FEES					
53 Legal	\$20,680.20	\$60,000.00	\$39,319.80	34.47%	65.53%
54 Engineering	\$46,177.50	\$75,000.00	\$28,822.50	61.57%	38.43%
55 IT/Tech Professional Services	\$11,198.16	\$30,000.00	\$18,801.84	37.33%	62.67%
56 Accounting & Audit	\$6,400.00	\$31,500.00	\$25,100.00	20.32%	79.68%
57 TOTAL PROFESSIONAL FEES	\$84,455.86	\$196,500.00	\$112,044.14	42.98%	57.02%
58 TOTAL ALL OPERATIONS EXPENSES	\$914,634.36	\$1,444,318.00	\$529,683.64	63.33%	36.67%



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 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	\$39,509.00	\$1,700,000.00	\$1,660,491.00	2.32%	97.68%
Trickling Filter Pump Replacement	\$46,995.97		(\$46,995.97)	0.00%	0.00%
Plant PLC & Infrastucture Replacement	\$5,340.00	\$300,000.00	\$294,660.00	1.78%	98.22%
Office Addition Design	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%
New ERP Software SAAS/Implementation	\$37,647.60	\$225,000.00	\$187,352.40	16.73%	83.27%
Breaker Emergency Repair Reclass 25/26 FY	\$51,006.00		(\$51,006.00)	0.00%	0.00%
ARRA Reimbursement	\$77,166.63	\$77,167.00	\$0.37	100.00%	0.00%
TOTAL	\$456,784.51	\$5,022,167.00	\$4,565,382.49	9.10%	90.90%

CHECK REGISTER - PAYROLL

2/1/26 - 2/28/26

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	2/2/2026	Voya Financial	ACH-2/1/26-01	013026	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 3,148.00
2	2/13/2026	JD	ACH-2/13/26-01	021326	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 445.53
3	2/13/2026	JH	ACH-2/13/26-02	021326	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
4	2/13/2026	FJ	ACH-2/13/26-03	021326	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - FJ	\$ 386.99
5	2/13/2026	TS	ACH-2/13/26-04	021326	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 364.48
6	2/13/2026	SK	ACH-2/13/26-05	021326	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 76.68
7	2/13/2026	Voya Financial	ACH-2/13/26-01	02132026	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 3,148.00
8	2/13/2026	Wells Fargo 941	ACH-021326-941	PIP161	20300-010	Accrued Payroll Taxes	FED 941 2/13/2026 STAFF	\$ 6,891.77
9	2/13/2026	WF Used for Direct Deposit	ACH-021326-DD	PIP158	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/13/2026 STAFF	\$ 40,977.07
10	2/26/2026	HealthEquity - ACH	ACH-2/26/26-01	HSA02272026	50200-010	Payroll Taxes & Employee Benefits	Feb HSA Contributions	\$ 1,916.64
11	2/27/2026	HOMETOWN HEALTH	ACH-2/27/26-01	77101-059	80900-010	Retiree Health Insurance Premiums	Feb 2026 Health Insurance	\$ 1,414.84
12	2/27/2026	HOMETOWN HEALTH	ACH-2/27/26-01	77101-059	50200-020	Medical Benefits	Feb 2026 Health Insurance	\$ 19,206.54
13	2/27/2026	METLIFE - GROUP BENEFITS	ACH-2/27/26-02	TS051388070016	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
14	2/27/2026	METLIFE - GROUP BENEFITS	ACH-2/27/26-02	TS051388070016	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,272.46
15	2/27/2026	Public Employees Retirement System	ACH-2/27/26-04	P0226	50200-010	Payroll Taxes & Employee Benefits	Monthly NV PERS - Feb 2026	\$ 36,180.77
16	2/27/2026	VSP VISION CARE, INC (AT)	ACH-2/27/26-03	824637701	80900-010	Retiree Health Insurance Premiums	Vision Insurance -Jan 2026	\$ 91.44
17	2/27/2026	VSP VISION CARE, INC (AT)	ACH-2/27/26-03	824637701	50200-020	Medical Benefits	Vision Insurance -Jan 2026	\$ 136.52
18	2/27/2026	Voya Financial	ACH-2/26/26-02	02272026	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 3,148.00
19	2/27/2026	Wells Fargo 941	ACH-022726-941	PIP162	20300-010	Accrued Payroll Taxes	FED 941 2/27/2026 STAFF	\$ 7,145.34
20	2/27/2026	WF Used for Direct Deposit	ACH-022726-DD	PIP159	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/27/2026 STAFF	\$ 41,578.08
21	2/28/2026	Wells Fargo 941	ACH-022826-941	PIP163	20300-010	Accrued Payroll Taxes	FED 941 2/28/2026 BOARD	\$ 234.50
22	2/28/2026	WF Used for Direct Deposit	ACH-022826-BRD	PIP160	10000-116	Cash - Payroll Checking - Wells Fargo	DD 2/28/2026 BOARD	\$ 2,332.75
Total Amount of ACH (19 ACH's)								\$ 170,568.32



MINDEN-GARDNERVILLE SANITATION DISTRICT
Expenses versus Annual Budget
 For the Eight Months Ending Saturday, February 28, 2026

	YTD Actual Fiscal 2026	Budget 2026	Remianing Budget \$ Variance	Budget Spent % Fiscal 2026	Remaining Budget % Fiscal 2026
1 PAYROLL					
2 Salaries	\$945,414.20	\$1,392,502.00	\$447,087.80	67.89%	32.11%
3 Payroll Taxes & Employee Benefits	\$568,412.30	\$951,598.00	\$383,185.70	59.73%	40.27%
4 TOTAL PAYROLL	\$1,513,826.50	\$2,344,100.00	\$830,273.50	64.58%	35.42%

Agenda Item 4

District Manager's Report

Items in this Section Include:

- ✓ *April 2026 District Manager's Report*



Minden Gardnerville Sanitation District
District Manager's Report
April 7, 2026

CAPACITY ALLOCATIONS/PURCHASES:

- Minden RV & Boat – 7.5 EDUs
- Dutch Bros – 0.40 EDUs
- Monte Vista Townhomes – 10 EDUs

WILL SERVES LETTERS ISSUED:

- 3/5 – Purple Hearts LLC
- 3/13 – Buckeye Farms

MEETINGS ATTENDED AND SCHEDULED:

- 3/3 Sight with Breanna (HDR) on upcoming Concrete Rehab Project
- 3/9 Internal budget discussions with Cliff
- 3/10 RCAC Training (3/10-12).
- 3/13 Upcoming capitol improvement projects with Jessica, Cliff, and Andrew
- 3/13 Internal Budget meeting with Haley
- 3/17 Meeting with Breanna (HDR) on plant diagram
- 3/23 Meeting with Jill (RCI) about Park and Galeppi permits
- 4/3 Meeting with Craig (HDR) on methane train modifications

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Working on finding a suitable replacement pump for Grav Belt. Jason is working with the vendors.
- Working on GIS Equipment (Claude and Jessica).
- Preparing for basin take down and cleaning.
- Rebuilding old Belt Press pump for spare.
- Service on all portable pumps for dewatering.
- GapVax pump rebuild (from County Yard). Has been somewhat successful.
- Digester #1 cleaning by Senesac starts in middle of May.

ENGINEERING/LEGAL

- The 4th amendments to the Pineview contract was signed by Pineview HOA. It will need signature from MGSD and then it will need to be recorded.
- The paperwork for the Multi Modal Trail was submitted to the County.

OTHER:

- We anticipate an answer from insurance by end of next week regarding the breaker failure payout.

Respectfully Submitted,

Peter V. Baratti, District Manager

VENDORS AND CONTRACTS:

- None

STAFF/OFFICE ITEMS:

- Andy Wagner passed his Maintenance Certification
- Claude Church passed his Grade III wastewater certification.

ONGOING PROJECTS IN THE DISTRICT:

- Monte Vista Townhomes
- Pineview Estates

Agenda Item 6

March 3rd 2026 Regular Meeting Minutes

Items in this Section Include:

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



**Board of Trustees
Minutes of Regular Meeting
Tuesday, March 3, 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 Condrón

Board Members Absent:

None

Staff Members Present:

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

Staff Members Absent:

None

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 reported that the District will begin the hiring process for two operator positions. Chairman Thran asked about the Pineview amendment. Peter explained that the USDA requested the amendment to address compensation for MGSD's reimbursable hours on the project, noting that both Bill and Bruce are involved in the discussions. Bill added that he has followed up with Frank Flaherty, Pineview's attorney, who indicated the amendment language is acceptable and that requirements have been satisfied.

Trustee Condrón expressed concern about the potential for additional infrastructure repairs. Peter acknowledged this is likely, given that the pipes are over 60 years old and have been degraded by hydrogen sulfide gas. He explained that these repairs could be incorporated into the ongoing concrete rehabilitation project, including piping to a new wet well and bypassing the existing one, allowing for a retrofit during construction.

5. Claims Review and Approval: Vice Chair Shorten questioned the NV Energy bill. Staff explained that the District receives two separate bills: one for the pump station that lifts from the District's ponds to Bently's pond, and another for the treatment plant. Bruce Scott added that during recent discussions with Bently regarding their amendment, the District requested that Bently share in the pump station energy costs.

Motion: To approve the claims received in January 2026 in the amount of \$152,449.57 and the payroll-related expenses paid during January 2026 in the amount of \$242,015.90

Made by: Chris Shorten

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condrón

Nays: None

Abstain: None

Absent: None



6. Minutes of February 3, 2026 Regular Board Meeting: There were no comments or discussion regarding the minutes.

Motion: To approve the minutes of the February 3rd, 2026 Regular Board Meeting.

Made by: Michele Wagner

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Thran, Shorten, Wagner, Griffith, Condrón

Nays: None

Abstain: None

Absent: None

7. Designation of Auditor: Haley reported that Casey Neilon had an ownership change and is now known by Sorren CPA's. The Board was given the engagement letter to review.

Motion: Motion to designate Sorren CPA's, formerly Casey Neilon Inc, as auditor for the FY ending June 30, 2026.

Made by: Chris Shorten

Seconded by: Dan Griffith

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condrón

Nays: None

Abstain: None

Absent: None

8. MGSD Tentative Budget Hearing: The board discussed dates and times for the tentative budget meeting and the final budget hearing.

Motion: Motion to schedule the meeting date for the Tentative Budget Meeting for April 10, 2026 at 12:00pm and to schedule the Final Budget Hearing for May 18, 2026 at 5:00pm.

Made by: Sondra Condrón

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condrón

Nays: None

Abstain: None

Absent: None



9. MGSD Compensation Survey: Haley Freeman presented the results of the Compensation Survey to the Board. Vice Chair Shorten raised concerns that benefits were not included in the comparison with other agencies. Haley acknowledged the importance of benefits but noted that survey data indicates that take home salary is the primary factor for job seekers. She added that if the Board adopts regular compensation surveys, future analyses could include both salary and benefits. Trustee Condrón agreed that while salary attracts employees, benefits are key to retention. Discussion followed.

The survey found the District's compensation to be approximately 11% below market. Staff proposed a two-phase approach to address this. Phase 1 would adjust the salary scale by removing the first three steps, which are no longer competitive, and setting Step 4 as the new entry point. Phase 2 would address employees whose salaries fall below the market midpoint; staff noted this phase is optional.

Vice Chair Shorten asked whether employees would retain their current step following Phase 1. Haley clarified that employees would instead move to a lower step to maintain their current salary. He also requested clarification on the financial impact of Phase 1. Haley explained that the financial impact primarily encompassed the employees at Step 10, as they would move to Step 7 under the new scale and become eligible for both a 5% merit increase (with a favorable review) and a 2.9% COLA, rather than only the COLA. Additional discussion addressed the use of half steps, which are primarily tied to operator certifications.

Vice Chair Shorten expressed concern about employee morale under Phase 2, noting that only employees below the midpoint would receive raises. Haley responded that employees above the midpoint would still benefit from the Phase 1 scale adjustment at the time of their performance reviews, rather than immediate salary increases. The Board discussed morale concerns more broadly and ultimately directed staff to develop alternative options that would provide some level of adjustment for all employees.

Greg Reed noted that Gardnerville Ranchos has adopted a compensation structure using minimum, midpoint, and maximum ranges instead of steps which allows greater flexibility.

The Board and Peter thanked Haley Freeman for her presentation.

Motion: Motion to adopt the salary scale adjustments as presented in Phase 1 and to direct the Administrator to prepare additional compensation options to be reviewed at the April 6, 2026 Regular Board Meeting.

Made by: Sondra Condrón

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condrón

Nays: None

Abstain: None

Absent: None

10. District Manager Review: Trustee Griffith commented that Peter's compensation package is strong and appropriate for an executive-level position, but felt that a COLA alone would not adequately reflect his performance. He noted that executives at similar levels often receive incentives or bonuses during annual reviews and proposed an \$8,500 increase. Peter acknowledged that he is well compensated and said he would like to see employees compensated comparably.



Trustee Condron proposed a 5% increase, including COLA, and indicated openness to a higher adjustment. Vice Chair Shorten observed that with only COLA increases, Peter’s salary would exceed \$200,000 within a few years. While he supported recognizing Peter’s performance with a merit increase, he emphasized the importance of also considering employee compensation and maintaining morale, noting the potential for a widening pay gap. Discussion followed.

Motion: Motion to approve the renewal of the employment contract for Peter V. Baratti as District Manager for one calendar year, and to grant a salary increase of 6% in addition to a cost-of-living increase of 2.9%.

Made by: Ted Thran

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Thran, Wagner, Shorten, Griffith, Condron

Nays: None

Abstain: None

Absent: None

11. Attorney-Client Conference: Bill Peterson provided brief updates on the Pineview contract revision, the Bently Agreement amendment, and the Multimodal Trail easement. Discussion followed regarding the District boundary and service area.

Bill stated that the Compensation Survey was extremely well done, and recommended that the Board work with Haley to establish a policy for conducting market evaluations every one to three years to ensure the District remains competitive.

12. Engineer’s Report: Bruce reported that the Q&D CMAR contract will be presented at the April meeting. He stated that the Highway 395 Interceptor rehabilitation is estimated to cost \$2.2 million, and the Highway 88 GRGID Interceptor will be \$1.75 million. He noted that a portion of the GRGID interceptor project will be funded by the Gardnerville Ranchos GID. Discussion followed regarding the project details.

13. Administrative Report by Staff: Haley Freeman reported that she finalized the tax assessment for the GRGID billings and that notice would be going out to Greg Reed later in the week. The monthly tax rate for GRGID will be increasing to \$10.70 per EDU on July 1st.

14. Board Comment: There was no Board comment.

15. Public Comment: There was no public comment.

16. Meeting adjourned 7:28 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Haley Freeman, District Secretary

Agenda Item 7

Q&D Construction CMAR

Items in this Section Include:

- ✓ *CMAR Contract from Q&D Construction*

**OWNER-CMAR CONSTRUCTION CONTRACT AND EXHIBITS
INCLUDING GENERAL CONDITIONS AND COMPENSATION CONDITIONS**

**CONSTRUCTION MANAGER AT RISK
CONTRACT FOR CONSTRUCTION OWNERS CONTRACT NO. MGSD 24-002.3**

**PWP NO. DO-2025-128
MINDEN GARDNERVILLE SANITATION DISTRICT
Minden Gardnerville Sanitation District Sewer Rehab Phase II**

DOCUMENT INDEX

VOLUME ONE

CONTRACT FOR CONSTRUCTION

By reference, not attached:

EXHIBIT "A" - GENERAL CONDITIONS

EXHIBIT "B" - COMPENSATION CONDITIONS

EXHIBIT "C" - ADDENDA

EXHIBIT "D" - GUARANTEED MAXIMUM PRICE as approved by the MGSD Board

EXHIBIT "E" - TECHNICAL SPECIFICATIONS

EXHIBIT "F" - LIST OF DRAWINGS

MINDEN GARDNERVILLE SANITATION DISTRICT, DOUGLAS COUNTY, NEVADA

CONSTRUCTION MANAGER AT RISK

CONTRACT FOR CONSTRUCTION

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PERFORMANCE BOND	10
LABOR AND MATERIAL PAYMENT BOND	13
FORM OF GUARANTEE	14
CMAR SURETY COMPANY CONTACTS	15

CONTRACT

This OWNER-CMAR Construction Agreement by and between MINDEN GARDNERVILLE SANITATION DISTRICT, 1790 US Hwy. 395 North, Minden, NV, hereinafter referred to as "OWNER," and the Construction Manager at Risk named below, hereinafter referred to as "CMAR," is made and entered into as follows:

Execution Date: _____

Project Identification

RCI Project No.: **MGSD 24-002.3**
Project Name: **MGSD - Sewer Rehabilitation Phase II**
Project Location: **1790 US Hwy. 395 North, Minden, NV**
PWP Project No.: **DO-2025-128**

OWNER:

Minden Gardnerville Sanitation District
1790 US Hwy. 395 North
Minden, NV 89423
(775) 782-3546

CMAR:

Q & D Construction, LLC
1050 S. 21st Street
Sparks, NV 89431
(775) 786-2677

Engineer:

Resource Concepts, Inc.
Bruce Scott, PE, PLS, WRS
Erik Novak, PE
340 N. Minnesota Street, Carson City, NV 89703
(775) 883-1600

ARTICLE 1: GUARANTEED MAXIMUM PRICE

For furnishing of all materials and all labor, tools, and appliances and all expense, direct or indirect, including all profits, connected with the proper execution of the Work and of maintaining the same until it is accepted by OWNER, the OWNER will pay and CMAR shall accept as full compensation therefore, a total sum not to exceed:

\$4,080,977.00

Written **Four-million, eighty thousand, nine hundred, and seventy-seven Dollars, and no/100s**

the Guaranteed Maximum Price ("GMP"). This GMP is for the performance of the Work in accordance with the Contract Documents (as defined in Article 7 hereof).

The GMP is for the total amount and is not to be construed as a “line item” guarantee. If one category exceeds the budget amount, or if another is less than the budgeted amount, neither shall result in an adjustment to the GMP except as specifically set forth herein.

ARTICLE 2: ALLOWANCES

CMAR has included in the GMP for the Cost of the Work “Allowances” for items for which final costs have not yet been determined. Allowances include the cost to CMAR (less any applicable trade discounts) of materials and equipment required by the allowances to be delivered at the project location, and all applicable taxes. CMAR’s costs for unloading and handling on the project location, labor, installation costs, bond and insurances costs, overhead, profit, and other expenses contemplated for the allowances have already been included in the GMP. No demand for additional payment on account of any of the foregoing will be valid.

Whenever during the course of the construction, costs are less than the allowances, the OWNER may at its option allocate the savings to the OWNER’s Contingency, reallocate the funds to another item, or take a deductive change order.

In no event shall there be an increase in the GMP or a material change in the Scope of the Work without OWNER’s prior written consent through a Contract Change Order. However, if the final price of an allowance exceeds the GMP amount as a result of an OWNER-approved Change Order, CMAR may be allowed bond and insurances costs, overhead and profit on the difference between the GMP allowance amount and the final price.

ARTICLE 3: CONTINGENCY FUNDS

The GMP shall include a Construction Contingency that is for CMAR’s exclusive use and may be used by CMAR at its sole discretion.

Any funds remaining in the CMAR’s Contingency shall be split between CMAR and OWNER with OWNER receiving fifty-one (51) percent, and CMAR receiving forty-nine (49) percent and credited as indicated in Exhibit “B” – Compensation Conditions, Article 6.0 FINAL PAYMENT.

The OWNER’s Contingency shall not be included in the GMP and is for OWNER’s exclusive use and may be used by OWNER at its sole discretion.

ARTICLE 4: COST SAVINGS

CMAR shall work cooperatively, in good faith, with subcontractors, Engineer, and OWNER to identify appropriate opportunities to reduce the Project costs and promote cost savings without sacrificing quality. Any identified cost savings from the GMP shall be released by CMAR as soon as practical to OWNER with intent to fund additional program elements.

Any funds remaining as a result of cost savings shall be split between CMAR and OWNER with OWNER receiving fifty-one (51) percent, and CMAR receiving forty-nine (49) percent and credited as indicated in Exhibit “B” – Compensation Conditions, Article 6.0 FINAL PAYMENT.

ARTICLE 5: TIME OF THE ESSENCE

Time is of the essence, and CMAR acknowledges that the time for completion of the Work is sufficient for it to perform all the Work. In case of failure on the part of CMAR to complete the Work within the time(s) specified in the Contract Documents or within such additional time(s) as may be granted by formal action of MGSD. CMAR and Owner recognize that time is of the essence and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified herein, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and CMAR agree that as liquidated damages for delay (but not as a penalty) CMAR will pay to Owner the sum(s) indicated in Exhibit "B" – Compensation Conditions, Article 7.0 LIQUIDATED DAMAGES.

Contract Time: 185 days for substantial and 212 days for final completion.

ARTICLE 6: WORK REQUIRED

The term "Work" includes all labor, materials, services, equipment, tools, transportation, power, water, permanent and temporary utilities, connections, provisions for safety, and all incidental and other things necessary to produce the finished construction of the Project as described by the Contract Documents. CMAR agrees to provide all labor, materials, equipment, tools and services necessary, and to do everything required by the Contract Documents as necessary to complete all Work required for the Project within the time specified for Substantial Completion and Final Completion of the Work.

ARTICLE 7: INCORPORATED DOCUMENTS

OWNER and CMAR mutually agree that the following documents are incorporated into and made a part of this Contract by reference (the "Contract Documents"):

- Exhibit A: General Conditions of the Contract.
- Exhibit B: Compensation Conditions.
- Exhibit C: Addenda.
- Exhibit D: Guaranteed Maximum Price as approved by the Minden Gardnerville Sanitation District (MGSD).
- Exhibit E: Technical Specifications.
- Exhibit F: List of Drawings.

In addition, the following items, which are not exhibits to this Contract, shall constitute part of the Contract Documents:

- Contract Drawings.
- Construction Schedule submitted pursuant to Exhibit "A" – General Conditions, Article 11.0 CONSTRUCTION SCHEDULE AND DATA, and any amendments approved by the OWNER.
- Current Prevailing Wage Rates, Douglas County, Nevada.
- CMAR Contract for Preconstruction Services.
- CMAR Fee Proposal submitted with Request for Proposal.

ARTICLE 8: GOVERNING ORDER OF CONTRACT DOCUMENTS

The Bidding and Contract Documents include various divisions, sections, and conditions, which are essential parts for the Work to be provided by the successful Bidder. A requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete Work. In case of discrepancy, the following precedence will govern:

- Contract
- Exhibit "A" – General Conditions.
- Exhibit "B" – Compensation Conditions.
- Exhibit "C" – Addenda.
- Exhibit "D" – Guaranteed Maximum Price as approved by MGSD.
- Exhibit "E" – Technical Specifications.
- Exhibit "F" – List of Drawings.
- Contract Drawings.
- Construction Schedule submitted pursuant to Exhibit "A" – General Conditions, Article 11.0 CONSTRUCTION SCHEDULE AND DATA, and any amendments approved by the OWNER.
- Current Prevailing Wage Rates, Douglas County, Nevada.
- CMAR Contract for Preconstruction Services, by reference, dated April 3, 2025.
- CMAR Fee Proposal – Guaranteed Maximum Price (GMP), dated March 9, 2026.

Addenda, Change Orders and Supplemental Agreements will take precedence over any of the above. Detailed plans shall have precedence over general plans.

CMAR shall take no advantage of any apparent error or omission in the Bidding Documents. In the event CMAR discover such an error or omission, CMAR shall immediately notify OWNER. OWNER will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the Bidding Documents.

ARTICLE 9: CONTRACT TIME

CMAR shall commence the Work to be performed under this Contract on the date set by OWNER in the written Notice to Proceed, continuing the Work with diligence and shall complete the entire Work in accordance with Exhibit "A" – General Conditions, Article 11.0 CONSTRUCTION SCHEDULE AND DATA. Further, in the event interim milestone completion dates are established in Exhibit "A" – General Conditions, Article 11.0 CONSTRUCTION SCHEDULE AND DATA for separable portions of the Work, CMAR agrees to complete said separable portions of the Work in accordance with said milestone dates. CMAR is aware of regulatory and other restrictions on the timelines for work

performed in the area of the Project and understands that there will be no allowance for additional Contract Time as a result of any such restrictions.

ARTICLE 10: AGREEMENT MODIFICATIONS

This Contract embodies the entire agreement between OWNER and CMAR and supersedes all other writings, oral agreements, or representations. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments or modifications of any of the terms or conditions of the Contract shall be valid unless reduced to writing and signed by both parties.

ARTICLE 11: ASSIGNMENT RIGHTS

OWNER and CMAR each bind themselves, their partners, successors, assignees, and legal representatives to the other party hereto and to the partners, successors, assignees, and legal representatives of such other party in respect to all covenants, agreements and obligations contained in the Contract.

No party shall assign, transfer, or delegate any rights, obligations or duties under this Contract without the prior written consent of the other parties for which approval may be withheld for any reason or for no reason whatsoever. CMAR shall not assign, transfer, convey or otherwise dispose of the Contract or its right, title or interest in or to the same or any part thereof, without prior consent of OWNER and concurred to by the sureties.

ARTICLE 12: INDEMNIFICATION

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

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

CMAR's obligations of this Article shall not extend to the liability of the Engineer or its employees arising out of (a) the preparation or approval of maps, sketches, opinions, reports, surveys, CCOs, designs, or specifications, or (b) the giving of or the failure to give directions or instructions by the

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

ARTICLE 13: PATENT INDEMNITY

CMAR hereby indemnifies and shall defend and hold harmless OWNER and its agents, employees, and members of the Board of Trustees respectively from and against all claims, losses, costs, damages, and expenses, including attorney's fees, incurred by OWNER and its agents, employees, and members of the Board of Trustees respectively, as a result of or in connection with any claims or actions based upon infringement or alleged infringement of any patent and arising out of the use of the equipment or materials furnished under the Contract by CMAR, or out of the processes or actions employed by, or on behalf of CMAR in connection with the performance of the Contract. CMAR shall, at its sole expense, promptly defend against any such claim or action unless directed otherwise by OWNER or its representatives provided that OWNER or its representatives shall have notified CMAR upon becoming aware of such claims or actions and provided further that CMAR's aforementioned obligations shall not apply to equipment, materials, or processes furnished or specified by OWNER or and its agents, employees, and members of the Board of Trustees.

CMAR shall have the right, in order to avoid such claims or actions, to substitute at its expense non-infringing equipment, materials, or processes, or to modify such infringing equipment, materials and processes so they become non-infringing, or obtain the necessary licenses to use the infringing equipment, material or processes, provided that such substituted and modified equipment, materials and processes shall meet all the requirements and be subject to all the provisions of this Contract.

ARTICLE 14: INDEPENDENT CONTRACTOR

The parties agree that CMAR is an independent contractor and that this contract is entered into in accordance with Nevada law that CMAR is not an employee of OWNER, and that there shall be no:

1. Withholding of income taxes by OWNER;
2. Industrial insurance coverage provided by OWNER;
3. Participation in group insurance plans which may be available to employees of OWNER;
4. Participation or contribution by either the independent contractor or OWNER to the Public Employees Retirement System;
5. Accumulation of vacation leave or sick leave;
6. Unemployment compensation coverage provided by OWNER.

CMAR represents that it is fully experienced and properly qualified to perform the class of work provided for herein, and that it is properly licensed, equipped, organized, and financed to perform such work. CMAR shall act as an independent contractor and not as the agent of OWNER in performing the Contract and is responsible for maintaining complete control over its employees and all of its suppliers and Subcontractors.

Nothing contained in this Contract, or any Subcontract awarded by CMAR shall create any contractual relationship between any such supplier or Subcontractor and OWNER. However, each subcontract and supplier agreement entered into by CMAR, relative to the Contract, shall bind such Subcontractor or supplier to the same terms and conditions as appear in the Contract. CMAR shall perform all work in accordance with its own methods subject to strict compliance with the Contract.

ARTICLE 15: RIGHTS AND REMEDIES

The duties and obligations imposed by the Contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

ARTICLE 16: SEVERABILITY

The Contract and the various provisions thereof are severable. Should any part, clause, provisions, or terms be declared invalid, ineffective, or unenforceable, the remaining provisions of the Contract shall remain in full legal force and effect.

ARTICLE 17: FINAL PAYMENT

As provided in Exhibit "A" – General Conditions, when the Work and all requirements of the Contract Documents are fully and satisfactorily completed, OWNER will pay to CMAR a final payment consisting of the remaining unpaid balance of the Contract Sum due CMAR after accounting for OWNER's share of funds remaining in CMAR's Construction Contingency Fund and OWNER's share of funds remaining as a result of Cost Savings. The acceptance of the final payment by CMAR shall constitute a full and final release and waiver of all CMAR claims and rights of claim against the OWNER relating or pertaining to the Work.

Acceptance of the final payment by CMAR shall terminate OWNER-CMAR Construction Agreement after which time the applicable terms and conditions for Warranties and Insurance shall continue to apply.

ARTICLE 18: FAIR EMPLOYMENT PRACTICES

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

ARTICLE 19: INSURANCE REQUIREMENTS

A certificate of insurance evidencing the required coverage, as stipulated in the General Conditions of the Contract, shall be filed with OWNER prior to CMAR mobilizing onto the Project site and prior to commencement of any work on the Project.

ARTICLE 20: BONDS AND GUARANTY

CMAR shall furnish a performance bond, payment bond and guarantee bond in the form attached hereto and in accordance with the requirements set forth in Exhibit "A" – General Conditions, Article 4.4 Bond Requirements.

ARTICLE 21: STATUTORY REQUIREMENTS

CMAR agrees to all terms and conditions of the Nevada Revised Statutes (NRS), the Nevada Administrative Code (NAC) and local law as may apply to this Contract and to the work performed under this Contract and agrees to comply with all such applicable laws and regulations.

ARTICLE 22: INFORMATION ACCESS

The books, records, documents, and accounting procedures and practices of the CMAR relevant to this Contract shall be subject to inspection, examination and audit by OWNER, its agents and representatives, and the State of Nevada during the course of this project and for 3 years after its completion.

ARTICLE 23: EXAMINATION OF DOCUMENTS

Execution of this Contract by each party shall constitute the representation by each such party that it has examined the contents of all the Contract Documents, including, but not limited to, CMAR General Conditions of the Contract, that it has read and understands the same, and specifically agrees to be bound thereby.

SIGNATURE PAGE FOLLOWS

REST OF PAGE LEFT BLANK

IN WITNESS WHEREOF, the Minden Gardnerville Sanitation District has authorized its Chairman to execute this Contract on behalf of the said OWNER, and CMAR has hereunto set its hand and seal the day and year above written.

MINDEN GARDNERVILLE SANITATION DISTRICT
MINDEN, DOUGLAS COUNTY, NEVADA

BY: _____
BOARD OF MINDEN GARDNERVILLE SANITATION DISTRICT

CMAR:

Q & D CONSTRUCTION, LLC

By: _____

Printed Name: _____

Title: _____

Date: This _____ day of _____, 2026.

STATE OF NEVADA)
) ss:
COUNTY OF)

On the ____ day of _____, 2026, _____ personally appeared before me, a notary public, and was personally known or proved to me to be the person whose name is subscribed on the foregoing instrument and who acknowledged to me that she/he executed the foregoing Contract with full authority on behalf of _____

_____.

Notary's Signature

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS,

THAT **Q & D Construction, LLC**, as CMAR, and _____, as Surety, are held and firmly bound unto **Minden Gardnerville Sanitation District (MGSD)**, hereinafter called OWNER, in the sum of _____ dollars (\$ _____), for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said CMAR has been awarded and is about to enter into the annexed Contract with said OWNER to perform all Work required under the GMP Schedule(s) of _____ OWNER's _____ specifications _____ entitled _____.

NOW, THEREFORE, if CMAR shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of the Contract and any extensions thereof that may be granted by OWNER required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all modifications, additions, or alterations of the Contract that may hereafter be made, and shall also fully indemnify and hold harmless OWNER from all cost and damage which it may suffer by failure of reason to do so and shall fully reimburse and pay OWNER all outlay and expense which OWNER may incur in making good any such default, then this obligation shall be void; otherwise, to remain in full force and effect.

The Surety further agrees that whenever CMAR shall be, and is declared by OWNER to be, in default under the Contract (and said default shall be construed to be any breach of any of the provisions of the Contract on the part of CMAR) the Surety shall promptly remedy the default, or will complete the Contract in accordance with its terms and conditions and shall fully indemnify and hold harmless OWNER from all costs, damages and expenses which may arise thereafter (including reasonable attorney's fees) and which OWNER may suffer by reason of Surety's failure to do so.

PERFORMANCE BOND - CONTINUED

The Surety and CMAR further agree that any modifications, additions or alterations which may be made in the terms of the Contract or in the Work to be done thereunder, or any extensions of the Contract, or other forbearance on the part of either OWNER or CMAR to the other, shall not in any way release CMAR and the Surety, or either of them, their heirs, assigns, executors, administrators and successors, from their liability hereunder, notice to Surety of any such modifications, additions, extensions or forbearance being hereby expressly waived.

The sum of this Performance Bond is in addition to the sum of the Payment Bond being executed concurrently herewith.

SIGNED AND SEALED, this _____ day of _____, 20____ .

(SEALED AND NOTARIAL ACKNOWLEDGMENT OF SURETY)

_____(Seal)
Q & D Construction, LLC (CMAR)

BY: _____

(Q & D Construction, LLC (CMAR) Signature) Print Name

_____(Seal)
Surety

BY: _____

(Surety Signature) Print Name

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS THAT **Q & D Construction, LLC** as CMAR, and _____, as Surety, are held and firmly bound unto Minden Gardnerville Sanitation District (MGSD) hereinafter called OWNER, in the sum of dollars (\$_____), for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said CMAR has been awarded and is about to enter into the annexed Contract, with said OWNER, to perform all Work required under the GMP Schedule(s) _____

_____ of OWNER's specifications entitled _____

_____.
NOW, THEREFORE, if said CMAR, or subcontractors, fail to pay for any materials, equipment, or other supplies, or for rental of same, used in connection with the performance of work contracted to be done, or for amounts due under applicable state law for any work or labor thereon, said Surety will pay for the same in an amount not exceeding the sum specified above, and, in the event suit is brought upon this bond, a reasonable attorney's fee to be fixed by the court. This bond shall insure to the benefits of any persons, companies, or corporations entitled to file claims under applicable state law.

LABOR AND MATERIAL PAYMENT BOND - CONTINUED

PROVIDED, that any alterations in the Work to be done or the materials to be furnished, which may be made pursuant to the terms of said Contract, shall not in any way release either said CMAR or said Surety thereunder, nor shall any extensions of the time granted under the provisions of said Contract release either said CMAR or said Surety, and notice of such alterations or extension of the Contract is hereby waived by said Surety. The sum of this Payment Bond is in addition to the sum of the Performance Bond being executed concurrently herewith.

SIGNED AND SEALED, THIS ____ day of _____, 20__.

(SEALED AND NOTARIAL ACKNOWLEDGMENT OF SURETY)

Q & D Construction, LLC (CMAR) (Seal)

BY: _____
(Q & D Construction, LLC (CMAR) Signature) Print Name

Surety (Seal)

BY: _____

(Surety Signature) Print Name

FORM OF GUARANTEE

GUARANTEE FOR Q & D Construction, LLC (CMAR), 1050 S. 21st Street, Sparks, NV 89431

(Name and address of CMAR)

We hereby guarantee that the

(Description of the work)

which we have constructed, has been done in accordance with the plans and specifications; that the Work constructed will fulfill the requirements of the guaranties included in the Contract Documents. We agree to repair or replace any or all of our work, together with any other adjacent work which may be damaged in so doing, that may prove to be defective in the workmanship or materials within a period of one year from the date of filing of Notice of Final Completion of the above-named Work, without any expense whatsoever to said DISTRICT, ordinary wear and tear and unusual abuse or neglect excepted.

In the event of our failure to comply with the above-mentioned conditions within five (5) calendar days after being notified in writing by Minden Gardnerville Sanitation District, Minden, Nevada, we, collectively or separately, do hereby authorize Minden Gardnerville Sanitation District to proceed to have said defects repaired and made good at our expense and we will honor and pay the costs and charges therefore upon demand. When correction work is started, it shall be carried through to completion.

DATED: _____

(Notice of completion filing date)

(SEAL AND NOTARIAL ACKNOWLEDGMENT OF SURETY)

Q & D Construction, LLC (CMAR) (Seal)

BY: _____
(Q & D Construction, LLC (CMAR) Signature) Print Name

Surety (Seal)

BY: _____

(Surety Signature)

Print Name

CMAR SURETY COMPANY CONTACTS

PERFORMANCE BOND NO.

Surety Name: _____

Address: _____

Phone No: _____

Fax No: _____

Contact: _____

LABOR AND MATERIAL PAYMENT BOND NO.

Surety Name: _____

Address: _____

Phone No: _____

Fax No: _____

Contact: _____

GUARANTY BOND NO.

Surety Name: _____

Address: _____

Phone No: _____

Fax No: _____

Contact: _____



March 9, 2026

Minden Gardnerville Sanitation District
1790 US-395
Minden, NV 89423

Attn: Bruce Scott, P.E.

Re: Minden Gardnerville Sanitation District Sewer Rehab Phase II
Subj: Guaranteed Maximum Price

Dear Mr. Scott,

I am pleased to provide you with Q&D Construction's (Q&D) guaranteed maximum price proposal for the Minden Gardnerville Sanitation District (MGSD) Sewer Rehab Phase II. This proposal encompasses all scopes of work determined by the MGSD project team during pre-construction services.

Q&D is setup to provide the district with a best-value approach while self-performing all the tasks involved in this project.

Thank you for the opportunity to provide you with a guaranteed maximum price for this project

Sincerely,

Q&D CONSTRUCTION

A handwritten signature in blue ink, appearing to read 'K. Kuckenmeister', is written over the printed name.

Kevin Kuckenmeister
Construction Project Manager

SERVICE. INTEGRITY. QUALITY.

P.O. Box 10865, Reno, Nevada 89510 | Main Office: 775.786.2677 | Fax: 775.786.5136
www.qdconstruction.com | NCL: 8197 A & B

BID PROPOSAL

Biditem	Description	Quantity	Units	Unit Price	Bid Total
10	Mobilization	1.000	LS	119,956.00	119,956.00
20	Traffic Control	1.000	LS	219,811.00	219,811.00
105	395 Heavy Cleaning	2,628.000	LF	25.00	65,700.00
130	395 12 Inch CIPP	463.000	LF	138.50	64,125.50
140	395 15 Inch CIPP	4,067.000	LF	167.50	681,222.50
145	395 Active Lateral Reinstatement	11.000	EA	2,230.00	24,530.00
150	395 Coat Manhole - Structure Guard	8.000	EA	16,300.00	130,400.00
160	395 Coat Manhole - Geocrete	15.000	EA	18,500.00	277,500.00
170	395 Bypass Pumping	1.000	LS	248,985.00	248,985.00
175	395 CCTV Inspection Pre and Post Construction	1.000	LS	44,230.00	44,230.00
180	395 Replace 6 Inch Sewer Line	1,290.000	LF	229.25	295,732.50
185	Interior Discharge Fitting M1-28	1.000	EA	8,790.00	8,790.00
190	395 Raise and Collar Manhole	1.000	EA	4,141.00	4,141.00
	HWY 395 Sewer Rehab				\$2,185,123.50
200	Mobilization	1.000	LS	79,970.00	79,970.00
201	Traffic Control	1.000	LS	179,619.50	179,619.50
205	88 Heavy Cleaning	3,326.000	LF	25.00	83,150.00
210	88 8 Inch CIPP	185.000	LF	146.00	27,010.00
220	88 21 Inch CIPP	1,085.000	LF	180.50	195,842.50
230	88 24 Inch CIPP	2,887.000	LF	184.50	532,651.50
235	88 Active Lateral Reinstatement	2.000	EA	2,230.00	4,460.00
240	88 Coat Manhole - Structure Guard	7.000	EA	16,300.00	114,100.00
250	88 Coat Manhole - Geocrete	7.000	EA	18,500.00	129,500.00
260	88 Bypass Pumping	1.000	LS	249,350.00	249,350.00
265	88 CCTV Inspection Pre and Post Construction	1.000	LS	29,730.00	29,730.00
270	Contingent* 24 Inch Infiltration Repair	2.000	EA	16,735.00	33,470.00
275	Contingent* M11 Cone Replacement	1.000	LS	12,000.00	12,000.00
	HWY 88 Sewer Rehab				\$1,670,853.50
500	Contingency	1.000	FA	225,000.00	225,000.00
	Contingency				\$225,000.00
	Bid Total				\$4,080,977.00

Agenda Item 8

Monte Vista Townhomes

Items in this Section Include:

- ✓ *Letter from RCI approving sewer improvements for Monte Vista Townhomes*



March 24, 2026

Via Email: peter@mgdistrict.org

Mr. Ted Thran, Chairman
and Members of the Board of Trustees
Minden Gardnerville Sanitation District
1790 U.S. HWY 395 N.
Minden, NV 89423

***Subject: Approval of sewer improvements for Monte Vista
(RCI Job # 24-002.2)***

Dear Chairman Thran and Members of the Board:

Resource Concepts, Inc. (RCI) received Record Information from Wilson Engineers, dated **February 9, 2026** for the Monte Vista sewer improvements constructed in Turin Alley.

The plans reflect completed construction generally meeting District standards and are in general conformance with the improvement plans that have been previously approved. RCI has field verified the flow lines and manhole locations for the improvements. MGSD staff has completed the required testing, televising, and visual inspection of the improvements.

At this time, RCI would recommend that the MGSD Board approve the improvements as constructed for Monte Vista and accept the sewer improvements subject to the following conditions:

1. All pipes and manholes within this development are subject to a final cleaning by the Contractor once all construction in the area is completed. Cleaning is to be completed to MGSD's satisfaction.
2. Submittal of the Record Drawings in an acceptable electronic format, together with one full print set of the Record Drawings.
3. Payment of all fees and charges of MGSD for capacity, connection, review, inspection, etc. must be made prior to final acceptance of the sewer facilities.

Mr. Ted Thran, Chairman
and Members of the Board of Trustees

March 24, 2026

Page 2

Please feel free to contact RCI at (775) 883-1600, should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Erik Novak', written in a cursive style.

Erik Novak, P.E. for Bruce R. Scott, P.E.
District Engineer

EN/ca

cc: Peter Baratti – MGSD
Town of Minden, JD Frisby
Douglas County, Jeremy Hutchings
Wilson Engineers, Robert Anderson

Agenda Item 9

Compensation Survey

Items in this Section Include:

- ✓ *Memo from Haley Freeman regarding additional compensation options*
- ✓ *Personnel Manual revision to section 4.7 regarding salary surveys (4.7.2)*



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: April 7, 2026
TO: MGSD Board of Trustees
FROM: Haley Freeman, Administrator
SUBJECT: Compensation Survey - Consideration of Additional Compensation Options

BACKGROUND

At the March 3, 2026 Regular Board Meeting, MGSD's Board of Trustees reviewed the results of the Compensation Survey with staff. During the discussion, the Board expressed concerns regarding employee morale, noting that under the proposed adjustments only employees below the market midpoint would receive a salary adjustment while those at or above the midpoint would not. As a result, the Board directed staff to develop additional options that would provide some level of adjustment for all employees. I am referring to this as "Phase 3" of the Compensation Survey and have prepared the following options below for the Board's consideration.

OPTION A – Cash Bonus

The estimated financial impact of Phases 1 and 2 represents an approximate 3.89% increase above the baseline salary budget for FY 2026–2027.

To bring the total adjustment to 10%, I have calculated the difference between the 3.89% increase and the 10% target, resulting in an additional \$70,108. I am proposing to distribute this amount evenly among the 12 employees within the salary scale, which would equate to a one-time bonus of approximately \$5,842 per employee, less applicable payroll taxes and withholdings.

Because this adjustment would be issued as a single payment rather than a permanent salary increase, benefit costs would not be affected, which results in a lower long-term financial impact for the District.

	Total Salary Budget	Annual Cost	% Increase
<i>FY 26-27 Baseline Salary Budget (COLA only)</i>	\$1,147,485	-	-
<i>Phase 1 & 2 Implementation</i>	\$1,192,126	\$44,641	3.89%
<i>Phase 3 Cash Bonus Implementation</i>	\$1,262,234	\$70,108	6.11%
<i>All Phase Implementation</i>	\$1,262,234	\$114,749	10.00%



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OPTION B – Half-Step Scale Increase

Option B would give all 12 employees a half-step increase from their current position on the salary scale. The cost for this option would be approximately \$145,788 annually or a 12.71% increase from the baseline salary budget for FY 2026-2027.

	Total Salary Budget	Annual Cost	% Increase
<i>FY 26-27 Baseline Salary Budget (COLA only)</i>	\$1,147,485	-	-
<i>Phase 1 & 2 Implementation</i>	\$1,192,126	\$44,641	3.89%
<i>Phase 3 Half-Step Implementation</i>	\$1,248,632	\$101,147	8.81%
<i>All Phase Implementation</i>	\$1,293,273	\$145,788	12.71%

OPTION C – Full-Step Scale Increase

Option C would give all 12 employees a full-step increase from their current position on the salary scale. The cost for this option would be approximately \$176,688 annually or a 15.40% increase from the baseline salary budget for FY 2026-2027.

	Total Salary Budget	Annual Cost	% Increase
<i>FY 26-27 Baseline Salary Budget (COLA only)</i>	\$1,147,485	-	-
<i>Phase 1 & 2 Implementation</i>	\$1,192,126	\$44,641	3.89%
<i>Phase 3 Full Step Implementation</i>	\$1,279,532	\$132,047	11.51%
<i>All Phase Implementation</i>	\$1,324,173	\$176,688	15.40%



Minden-Gardnerville Sanitation District

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FULL FINANCIAL IMPACT

Below is the total cost **including benefits** for each option excluding the cash bonus. You may notice differences in the projected salary lines for each option due to the vacant operator position, which we have begun advertising to fill.

Additionally, these figures do not include the District Manager's salary or the Trustees' salaries, as those positions are budgeted separately from the positions within the salary scale.

TOTAL COST + BENEFITS					
	FY 25-26	NO CHANGE COLA ONLY FY 26-27	PHASE 1 & 2	PHASE 3 HALF STEP	PHASE 3 FULL STEP
<i>Projected Salaries</i>	\$1,088,680	\$1,201,027	\$1,249,303	\$1,293,273	\$1,324,173
<i>PERS</i>	\$400,090	\$441,377	\$459,119	\$475,278	\$486,634
<i>Comp</i>	\$62,164	\$68,579	\$71,335	\$73,846	\$75,610
<i>Medicare</i>	\$15,786	\$17,415	\$18,115	\$18,752	\$19,201
<i>Health Insurance</i>	\$293,430	\$303,199	\$303,199	\$303,199	\$303,199
	\$1,860,150	\$2,031,597	\$2,101,071	\$2,164,348	\$2,208,817
<i>% increase from FY 25-26</i>	-	9.22%	12.95%	16.35%	18.74%
<i>Difference from FY 25-26</i>	-	\$171,447	\$240,921	\$304,198	\$348,667
<i>% increase from FY 26-27</i>	-	-	3.42%	6.53%	8.72%
<i>Difference from FY 26-27</i>	-	-	\$69,474	\$132,751	\$177,220

SUMMARY

As you consider these options, please keep in mind that we must have a final decision at the April 7, 2026 Regular Board Meeting. Your final choice will be incorporated into the tentative budget which must be submitted to the Department of Taxation by April 15th. Please contact me if you have questions or require additional information as you consider these options – we look forward to the Board's feedback and direction on how you would like to proceed.

4.7 Salaries and Wages

The District's salary scale and cost-of-living adjustments (COLA) must be approved annually by the Board of Trustees based on recommendations from the District Manager and Human Resources personnel.

4.7.1 Salary Scale Administration

Placement within the salary scale shall be determined by the District Manager based on the candidate's qualifications, experience, and the duties and responsibilities associated with the position. In making this determination, the District Manager may consider the following factors:

1. Compensation paid by the District for comparable work;
2. Internal relationships among job classifications in the same or similar occupations;
3. Compensation paid by other entities for comparable work, as indicated through labor market data or salary surveys;
4. The District's financial obligations; and
5. Funds available for employee compensation.

The District Manager shall periodically review the rates within each salary range in connection with salary surveys or when changes in these factors occur.

4.7.2 Salary Surveys

At the direction of the District Manager or the Board of Trustees, salary surveys may be conducted periodically, typically every one to three years or as otherwise deemed necessary, to obtain current labor market compensation data. Survey results may be used to adjust position pay rates and/or to maintain internal equity. Any adjustments are subject to budgetary and other considerations and require final approval by the Board of Trustees.

Agenda Item 13

Administrative Report

Items in this Section Include:

- ✓ *Administrative Report for April 2026*



**Minden Gardnerville Sanitation District
Administrative Report
April 7, 2026**

STAFF ITEMS:

- Joe passed his Grade III Exam
- Andy passed his Maintenance Certification
- We have begun advertising for 2 Operators

THINGS KEEPING US BUSY RIGHT NOW:

- Quarter 2 started on April 1st
- Staff has been discussing a potential review of the District's Code in order to establish ADU verbiage as well as clarify and modernize existing verbiage throughout the Code
- Haley and Jessica will be conducting the annual review of the personnel manual which will be available for review at the June 2nd Regular Board Meeting

FOR YOUR INFORMATION:

- Customers received a mailed notice regarding the upcoming rate increase effective July 1st 2026 - Board members may want to consider the possibility of another rate study in accordance with the end of our current rate structure in July of 2029
- Catherine has reported she may have an update available for the GRGID Agreement at the May 5th Regular Board Meeting – Haley will be confirming that date with her at the end of this month

UPCOMING ITEMS:

- Tentative Budget Meeting (April 10, 2026 @ 12:00pm)
- Review and approval of the 4th amendment to the Pineview Contract (April 10, 2026)
- Final Budget Hearing (May 18, 2026 @ 5:00pm)