



NOTICE OF REGULAR MEETING
TUESDAY, May 7th, 2024, 6:00 P.M.,
BOARD ROOM, MGSD TREATMENT PLANT,
1790 HWY. 395, MINDEN NV

AGENDA

1. CALL TO ORDER

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

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

3. District Manager's Report – For Possible Action

- Discussion includes monthly report of activities, personnel matters, and progress of various projects.
- Action Items may include matters needing immediate attention or resolution related to plant repairs, sewer line repairs, and any other matter of impact to public health and safety.

4. Chairman's Comment – Discussion Only, Not For Possible Action

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

5. Claims Review and Approval – For Possible Action

Review and Approval of Bills Paid and Claims Received for March 2024

6. Minutes Approval – For Possible Action

Approval of Minutes from the April 2nd, 2024 Regular Board Meeting and April 10th, 2024 Special Board Meeting

7. Board Policy Manual – For Possible Action

Final Approval and Adoption of the Board of Trustees Policies and Procedures Manual

8. April Burchett Retirement – For Possible Action

Discussion includes luncheon planning for April Burchett's retirement to celebrate her 19 years of service.

9. 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.

10. 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.

11. Controller's Report – For Possible Action

- Action Items may include financial items that arose after agenda posting and requiring immediate action or response by the Board.

12. Administrative Report by Staff – For Possible Action

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

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

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

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

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

15. ADJOURNMENT

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

PLEASE DO NOT REMOVE UNTIL: 5/8/24



MINDEN-GARDNERVILLE

ACCOUNT SUMMARY STATEMENT

For the Nine Months Ending March 31, 2024

Line #	General Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1	Balance 1st day of Month	\$ 2,957,389.96	\$ 2,999,308.87	\$ 2,999,442.84	\$ 8,025,474.91	\$ 2,935,642.81	\$ 2,817,362.21	\$ 3,282,424.47	\$ 3,510,885.39	\$ 2,963,806.93				\$ 2,957,389.96
2	Cash Receipts													
3	User Fees	\$ 251,024.33	\$ 134,408.86	\$ 41,323.51	\$ 157,993.53	\$ 114,575.02	\$ 95,475.01	\$ 70,209.43	\$ 113,454.34	\$ 20,545.17				\$ 999,009.20
4	Connection Fees	\$ 2,200.00	\$ 8,940.00	\$ 5,500.00	\$ 1,925.00	\$ 4,400.00	\$ 4,715.00	\$ 4,400.00	\$ 360.00	\$ 2,195.00				\$ 30,510.00
5	Capex/Fees	\$ 30,400.00	\$ 117,040.00	\$ 102,600.00	\$ 26,600.00	\$ 3,800.00	\$ 60,990.00	\$ 102,600.00	\$ 5,420.00	\$ 63,790.00				\$ 513,240.00
6	Accrue Fees/Amortization Fees	\$ 1,000.00	\$ -	\$ 2,916.00	\$ -	\$ -	\$ -	\$ 4,524.00	\$ -	\$ -				\$ 8,440.00
7	Consolidated Tax (SCRT)	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62	\$ 11,221.62				\$ 100,994.58
8	Ad Volorem	\$ 1,215.77	\$ 26,353.87	\$ 178,427.31	\$ 32,101.11	\$ 78,516.53	\$ 9,135.46	\$ 46,064.83	\$ 77,823.87	\$ 69,845.45				\$ 14,481.25
9	Pass-Through Reimbursement	\$ 3,431.25	\$ -	\$ 889,960.28	\$ -	\$ 1,540.00	\$ 247,719.10	\$ 209.89	\$ 83.47	\$ -				\$ 1,137,679.38
10	GRGD	\$ -	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 209.69	\$ 83.47				\$ 1,654.77
11	Health Ins Reimbursement	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 1,680.00
12	Finance Charge Increase/(Decrease) Accrued	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
13	Misc Income Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
14	Total Cash Receipts	\$ 302,382.68	\$ 208,174.04	\$ 1,232,183.41	\$ 230,050.95	\$ 208,097.06	\$ 431,365.68	\$ 248,730.57	\$ 208,183.30	\$ 168,295.71	\$ -	\$ -	\$ -	\$ 3,327,915.38
15	Cash Paid Out													
16	Capital Expenses	\$ 563,969.75	\$ 3,145.00	\$ 561,184.20	\$ 33,730.20	\$ 95,464.91	\$ 6,152.50	\$ 3,152.50	\$ 786,242.25	\$ 484,619.19				\$ 2,537,660.50
17	Plant Expenses	\$ 47,950.44	\$ 67,178.90	\$ 54,912.64	\$ 58,020.05	\$ 50,581.26	\$ 69,995.02	\$ 76,123.43	\$ 66,319.84	\$ 37,059.59				\$ 528,141.17
18	Collection Expenses	\$ 2,936.48	\$ 1,553.07	\$ 1,392.80	\$ 1,308.74	\$ 2,081.11	\$ 927.92	\$ 1,234.93	\$ 917.20	\$ 2,419.68				\$ 14,770.03
19	Lab Expenses	\$ 1774.88	\$ 242.00	\$ 763.35	\$ 1,506.21	\$ 1,917.75	\$ 1,149.90	\$ 3,191.14	\$ 794.86	\$ 7,696.49				\$ 19,031.58
20	Reservoir/Eminent Expenses	\$ 973.71	\$ 1,023.07	\$ 1,614.37	\$ 1,507.89	\$ 197.03	\$ 541.49	\$ 8,007.45	\$ 16,697.38	\$ 4,817.56				\$ 35,379.55
21	General & Administrative	\$ 25,668.53	\$ 35,481.03	\$ 19,956.95	\$ 28,356.79	\$ 21,182.97	\$ 27,036.79	\$ 38,819.95	\$ 23,624.53	\$ 23,485.14				\$ 241,612.68
22	Payroll/Related Expenses	\$ 8,855.00	\$ 36,417.00	\$ 15,301.93	\$ 7,856.25	\$ 5,455.43	\$ 10,490.00	\$ 21,128.41	\$ 10,345.70	\$ 13,132.51				\$ 135,336.83
23	Professional Fees	\$ 652,124.79	\$ 148,040.07	\$ 685,128.34	\$ 169,853.05	\$ 178,578.46	\$ 116,293.62	\$ 177,128.62	\$ 904,941.76	\$ 673,230.16	\$ -	\$ -	\$ -	\$ 3,670,891.07
24	Total Expenses	\$ 1,233,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ 1,333,333.96	\$ -	\$ -	\$ -	\$ 11,666,666.67
25	Prepaid Claims Increase/(Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
26	Accrued Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
27	Transfers from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
28	Transfer to Other Accounts (Decrease)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
29	Total Balance last day of Month	\$ 2,957,389.96	\$ 2,999,308.87	\$ 2,999,442.84	\$ 8,025,474.91	\$ 2,935,642.81	\$ 2,817,362.21	\$ 3,282,424.47	\$ 3,510,885.39	\$ 2,963,806.93	\$ -	\$ -	\$ -	\$ 2,957,389.96

MINDEN-GARDNERVILLE

ACCOUNT SUMMARY STATEMENT

For the Nine Months Ending March 31, 2024

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
36 Payroll Account													
36 Balance 1st of Month	\$ 188,919.52	\$ 47,168.72	\$ 53,238.75	\$ 65,837.09	\$ 70,537.41	\$ 69,631.06	\$ 39,023.57	\$ 49,594.62	\$ 50,027.81	\$ 50,027.81			\$ 1,300,000.00
37 Transfer from Checking	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 250,000.00	\$ 250,000.00			\$ 1,091,446
38 Interest	\$ 122.70	\$ 99.18	\$ 92.59	\$ 87.78	\$ 124.86	\$ 122.59	\$ 104.81	\$ 105.72	\$ 201.22	\$ 201.22			\$ -
39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
40 Payroll Expenses	\$ (514,873.50)	\$ (1,144,039.15)	\$ (1,137,494.25)	\$ (1,145,387.46)	\$ (1,151,031.21)	\$ (1,180,730.08)	\$ (1,236,176.14)	\$ (1,149,672.43)	\$ (1,169,251.77)	\$ (1,169,251.77)			\$ (1,345,645.99)
41 Balance Last day of Month	\$ 47,168.72	\$ 83,298.78	\$ 60,587.09	\$ 70,837.41	\$ 69,051.06	\$ 86,023.57	\$ 62,902.24	\$ 60,027.81	\$ 130,877.56	\$ -	\$ -	\$ -	\$ -
44 LGIP POOL Account													
45 Balance 1st of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
46 Transfer from Checking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
47 Interest Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
48 ARRA Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
49 Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
50 Balance Last day of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
62 ARRA Bond Restricted													
63 Balance 1st of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
64 Transfer from Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
65 Interest Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
66 Transfer to Other Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
67 Balance Last day of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
66 JEFF Investment													
68 Balance 1st of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
69 Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
70 Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
71 Balance Last day of Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
72 TOTAL CASH ALL ACCOUNTS	\$ 8,957,417.27	\$ 8,970,899.08	\$ 9,435,899.87	\$ 9,357,714.88	\$ 9,204,927.50	\$ 9,755,088.28	\$ 9,990,198.29	\$ 9,454,782.18	\$ 9,417,410.59	\$ -	\$ -	\$ -	\$ -

CHECK REGISTER - GENERAL ACCOUNT

3/1/24 - 3/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	3/6/2024	BENTLY RANCH	5607	211303	50800-010	Sludge Removal	Biosolids	\$ 244.72
2	3/6/2024	CINTAS	5608	5195686420	50300-010	Safety Equipment & Supplies	First Aid Supplies	\$ 63.49
3	3/6/2024	DC Frost Associates	5609	43966	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 1,272.00
4	3/6/2024	E2C E Squared C Inc	5610	51364	71500-010	IT/Tech Professional Services	IT Services	\$ 306.90
5	3/6/2024	E2C E Squared C Inc	5610	51365	71500-010	IT/Tech Professional Services	IT Services	\$ 173.98
6	3/6/2024	Flyers Energy, LLC	EFT-03/06/24-001	CFS-3760571	51500-010	Truck & Auto Expense	Fuels	\$ 479.86
7	3/6/2024	SILVER STATE ANALYTICAL LABS, INC.	5611	RN311646	52400-010	Lab Testing	Lab Analysis	\$ 42.00
8	3/6/2024	SILVER STATE ANALYTICAL LABS, INC.	5611	RN311675	52400-010	Lab Testing	Lab Analysis	\$ 42.00
9	3/6/2024	SILVER STATE ANALYTICAL LABS, INC.	5611	RN311271	52400-010	Lab Testing	Lab Analysis	\$ 42.00
10	3/6/2024	SNELL & WILMER, LLP	EFT-03/06/24-002	2845948	71100-010	Legal	Legal Services	\$ 2,626.26
11	3/6/2024	Sonsray Machinery LLC	5612	PSO111406	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 33.95
12	3/6/2024	Sonsray Machinery LLC	5612	PSO116242-1	50600-010	Repairs & Maintenance	Repairs and MAintenance	\$ 231.37
13	3/6/2024	Spectrum Business	EFT-03/06/24-003	0157628022724	64400-010	Telephone	Internet	\$ 184.98
14	3/6/2024	Technology Unlimited	5613	375322	12800-010	Prepaid Expenses	Software License	\$ 4,740.00
15	3/6/2024	Technology Unlimited	5613	375322	65310-010	Software Services	Scanner Software Implementation	\$ 2,500.00
16	3/6/2024	Tractor Supply Credit Plan	EFT-03/06/24-004	100755450	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 50.22
17	3/6/2024	Tractor Supply Credit Plan	EFT-03/06/24-004	200317675	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 79.98
18	3/6/2024	Tractor Supply Credit Plan	EFT-03/06/24-004	200320747	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 339.98
19	3/6/2024	Warren Averett Technology Group, LLC	EFT-03/06/24-005	73777	65310-010	Software Services	Office 365	\$ 509.20
20	3/6/2024	Warren Averett Technology Group, LLC	EFT-03/06/24-005	73881	71500-010	IT/Tech Professional Services	Out of Scope Service	\$ 46.25
21	3/6/2024	WESTERN INDUSTRIAL PARTS, INC.	5614	2402-084253	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 208.05
22	3/6/2024	WESTERN INDUSTRIAL PARTS, INC.	5614	2402-084252	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 427.07
23	3/6/2024	WESTERN INDUSTRIAL PARTS, INC.	5614	2402-082483	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 903.43
24	3/16/2024	Nevada State Bank	EFT-3/16/24-001	TS020624	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 228.70
25	3/16/2024	Nevada State Bank	EFT-3/16/24-001	TS022124	50900-010	Operators Education/Training	NWFA Conference Education Cred	\$ 2,620.00
26	3/16/2024	Nevada State Bank	EFT-3/16/24-001	AM021224	50700-010	Other Plant Expense	Phone Storage	\$ 2.99
27	3/16/2024	Nevada State Bank	EFT-3/16/24-001	PB022824	65200-010	Filing Fees & Permits	Hazardous Material Permit	\$ 320.08
28	3/16/2024	Nevada State Bank	EFT-3/16/24-001	JW020724	16800-040	Clarifier 1&2 Concrete Rehab	Clarifier Valve	\$ 433.40
29	3/16/2024	Nevada State Bank	EFT-3/16/24-001	EB021524	52300-010	Lab Supplies	Lab Sampling	\$ 9.95
30	3/16/2024	Nevada State Bank	EFT-3/16/24-001	EB021524	52300-010	Lab Supplies	Lab Supplies	\$ 14.91
31	3/16/2024	Nevada State Bank	EFT-3/16/24-001	LG020924	65310-010	Software Services	Best Buy Membership	\$ 179.99

CHECK REGISTER - GENERAL ACCOUNT

3/1/24 - 3/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
32	3/16/2024	Nevada State Bank	EFT-3/16/24-001	LG022824	64500-010	Postage	Postage	\$ 29.99
33	3/16/2024	Nevada State Bank	EFT-3/16/24-001	NQ020624	50600-010	Repairs & Maintenance	Digester Pump Rebuild Parts	\$ 479.50
34	3/16/2024	Nevada State Bank	EFT-3/16/24-001	NQ022924	50900-010	Operators Education/Training	UEI Water Program - Education	\$ 65.00
35	3/16/2024	Nevada State Bank	EFT-3/16/24-001	HM020924	64300-010	Office Supplies & Expense	Office Supplies	\$ 570.84
36	3/16/2024	Nevada State Bank	EFT-3/16/24-001	HM022124	65310-010	Software Services	Adobe	\$ 19.99
37	3/16/2024	Nevada State Bank	EFT-3/16/24-001	JK022024	65310-010	Software Services	Adobe	\$ 19.99
38	3/16/2024	Nevada State Bank	EFT-3/16/24-001	JK022324	65100-010	Other Administration Expense	Other Admin Expense	\$ 332.35
39	3/16/2024	Nevada State Bank	EFT-3/16/24-001	DK021324	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 24.39
40	3/16/2024	Nevada State Bank	EFT-3/16/24-001	DK022824	64330-010	Cleaning & Kitchen Supplies	Cleaning Supplies	\$ 94.43
41	3/16/2024	Nevada State Bank	EFT-3/16/24-001	CC020824	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 122.62
42	3/16/2024	Nevada State Bank	EFT-3/16/24-001	CC021224	51500-010	Truck & Auto Expense	Fuel	\$ 49.27
43	3/16/2024	Nevada State Bank	EFT-3/16/24-001	CC021324	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 3.59
44	3/16/2024	Nevada State Bank	EFT-3/16/24-001	CC022124	51500-010	Truck & Auto Expense	Fuels	\$ 51.66
45	3/19/2024	Watson Marlow Inc.	EFT-03/19/24-001	S1253912	50600-010	Repairs & Maintenance	Pump Heads	\$ 314.04
46	3/19/2024	Watson Marlow Inc.	EFT-03/19/24-001	S1247026	50600-010	Repairs & Maintenance	Hypo Pump Heads	\$ 307.23
47	3/20/2024	BENTLY RANCH	5615	211315	50800-010	Sludge Removal	Biosolids	\$ 244.72
48	3/20/2024	BENTLY RANCH	5615	211324	50800-010	Sludge Removal	Biosolids	\$ 232.40
49	3/20/2024	Charter Communications	5616	218924901030124	64400-010	Telephone	Fiber Coax	\$ 699.00
50	3/20/2024	Codale Electric Supply	5617	S008400241.002	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 173.81
51	3/20/2024	E2C E Squared C Inc	5618	51396	71500-010	IT/Tech Professional Services	IT Services	\$ 1,120.00
52	3/20/2024	FIRST CHOICE COFFEE SERVICES	EFT-03/20/24-001	699531	64330-010	Cleaning & Kitchen Supplies	Kitchen Supplies	\$ 44.00
53	3/20/2024	AT&T MOBILITY	EFT-03/20/24-002	03192024	64400-010	Telephone	Cell Phones	\$ 977.58
54	3/20/2024	Frontier	EFT-03/20/24-003	30124	64400-010	Telephone	Cell Phones	\$ 216.46
55	3/20/2024	LEAF	EFT-03/20/24-004	16168640	65300-010	Office Equipment/Hardware	Copier Lease	\$ 376.66
56	3/20/2024	NV Energy	EFT-03/20/24-005	1790240312	50500-010	Utilities	Main Plant Energy	\$ 15,101.40
57	3/20/2024	NV Energy	EFT-03/20/24-006	800240312	55300-010	Reservoir & Pump Utilities	Pump Station Energy	\$ 4,325.06
58	3/20/2024	RED WING BUSINESS ADVANTAGE ACCT	EFT-03/20/24-007	20240310036260	50300-010	Safety Equipment & Supplies	Boots	\$ 212.49
59	3/20/2024	SDBX STUDIO	5619	14101	71500-010	IT/Tech Professional Services	Website Maintenance	\$ 475.00
60	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312069	52400-010	Lab Testing	Lab Analysis	\$ 42.00
61	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312418	52400-010	Lab Testing	Lab Analysis	\$ 945.00
62	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312363	52400-010	Lab Testing	Lab Analysis	\$ 42.00

CHECK REGISTER - GENERAL ACCOUNT

3/1/24 - 3/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
63	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312296	52400-010	Lab Testing	Lab Analysis	\$ 95.00
64	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312297	52400-010	Lab Testing	Lab Analysis	\$ 63.00
65	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312288	52800-010	Pretreatment Testing	Sampling	\$ 2,275.00
66	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312281	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
67	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312286	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
68	3/20/2024	SILVER STATE ANALYTICAL LABS, INC.	5620	RN312278	52800-010	Pretreatment Testing	Sampling	\$ 1,300.00
69	3/20/2024	SNELL & WILMER, LLP	EFT-03/20/24-008	2851532	71100-010	Legal	Legal Services	\$ 2,450.00
70	3/20/2024	SOUTHWEST GAS CORP	EFT-03/20/24-009	240314	50500-010	Utilities	Southwest Gas	\$ 2,252.47
71	3/20/2024	TOWN OF MINDEN	5621	240301	50500-010	Utilities	Water and Trash	\$ 444.20
72	3/27/2024	JOANA PEREZ	5623	562692	64330-010	Cleaning & Kitchen Supplies	Cleaning Services	\$ 360.00
73	3/27/2024	COGEN SERVICE	5624	6767	50600-010	Repairs & Maintenance	CoGen	\$ 2,500.00
74	3/27/2024	SILVER STATE ANALYTICAL LABS, INC.	5625	RN312566	52400-010	Lab Testing	Lab Analysis	\$ 42.00
75	3/27/2024	TOWN OF MINDEN	5626	3950	65200-010	Filing Fees & Permits	Water Rights Lease	\$ 200.00
76	3/28/2024	Flyers Energy, LLC	EFT-03/28/24-001	CFS_3779007	51500-010	Truck & Auto Expense	Fuels	\$ 360.53
77	3/28/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-03/28/24-002	1519	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Rental	\$ 1,600.00
78	3/28/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-03/28/24-002	1520	50600-010	Repairs & Maintenance	Repairs and Maintenance	\$ 2,500.00
79	3/28/2024	POWER & CONTROL SOLUTIONS, INC.	EFT-03/28/24-002	1521	50600-020	R&M Main Breaker Failure Repair Costs	Breaker Failure Repair & Maint	\$ 2,707.50
80	3/28/2024	RESOURCE CONCEPTS, INC.	EFT-03/28/24-003	24-0239	16400-010	Collection System Rehab	GRGID Interceptor Maint	\$ 4,951.25
81	3/28/2024	RESOURCE CONCEPTS, INC.	EFT-03/28/24-003	24-0244	71200-010	Engineering	Muller Pkwy Plan Review	\$ 1,612.50
82	3/28/2024	RESOURCE CONCEPTS, INC.	EFT-03/28/24-003	24-0245	71200-010	Engineering	District Business	\$ 930.00
83	3/28/2024	RESOURCE CONCEPTS, INC.	EFT-03/28/24-003	24-0246	55100-010	Reservoir Repairs & Maintenance	Effluent	\$ 1,515.00
84	3/28/2024	RESOURCE CONCEPTS, INC.	EFT-03/28/24-003	24-0247	51400-010	Repairs & Maintenance	System Mapping	\$ 87.50
85	3/28/2024	RESOURCE CONCEPTS, INC.	EFT-03/28/24-003	24-0248	71200-010	Engineering	Virginia Ranch Plan Review	\$ 1,288.75
86	3/28/2024	Ring Central Inc	EFT-03/28/24-004	CD_000778301	64400-010	Telephone	January-February VOIP	\$ 329.12
87	3/28/2024	Thatcher Company of Nevada, Inc.	EFT-03/28/24-005	2024400101210	50400-010	Processing Chemicals	Chemicals	\$ 6,656.75
88	3/28/2024	Warren Averett Technology Group, LLC	EFT-03/28/24-006	74015	65310-010	Software Services	Azure Usage	\$ 1,322.18
Total Amount of Checks (41 Checks)								\$ 87,512.93

Legend:

Capital Expenses
Breaker Failure Costs
Co-Gen Expenses

CHECK REGISTER - PAYROLL ACCOUNT
3/1/24 - 3/31/24

Line #	Payment Date	Vendor Check Name	ACH/Check #	Invoice Number	GL Account Number	GL Account Name	Transaction Description	Check Amount
1	3/1/2024	State Coll & Disb Unit - SCADU	EFT-3/1/24-001	36-030124	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
2	3/1/2024	Voya Financial	EFT-3/1/24-002	030124	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,785.00
3	3/1/2024	Wells Fargo 941	ACH030124-941	PR-941 3/1/24	20300-010	Accrued Payroll Taxes	STAFF FED 941 3/1/2024	\$ 6,359.34
4	3/1/2024	WF Used for Direct Deposit	ACH030124-DD	PR-DD 3/1/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 3/1/2024 STAFF	\$ 38,853.53
5	3/15/2024	State Coll & Disb Unit - SCADU	EFT-3/15/24-001	36-030124	20300-010	Accrued Payroll Taxes	Child Support - Bi-Weekly	\$ 163.38
6	3/15/2024	Voya Financial	EFT-3/15/24-002	030124	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,785.00
7	3/15/2024	Wells Fargo 941	ACH031524-941	941-PR 3/15/24	20300-010	Accrued Payroll Taxes	STAFF FED 941 3/15/2024	\$ 6,312.72
8	3/15/2024	WF Used for Direct Deposit	ACH031524-DD	PR-DD 3/15/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 3/15/2024 STAFF	\$ 38,724.47
9	3/26/2024	METLIFE - GROUP BENEFITS	3482	031424	80900-010	Retiree Health Insurance Premiums	Dental & Life Insurance	\$ 385.76
10	3/26/2024	METLIFE - GROUP BENEFITS	3482	031424	50200-020	Medical Benefits	Dental & Life Insurance	\$ 1,417.26
11	3/26/2024	VSP VISION CARE, INC (AT)	3483	819423347	80900-010	Retiree Health Insurance Premiums	Vision Insurance - Apr 2024	\$ 91.44
12	3/26/2024	VSP VISION CARE, INC (AT)	3483	819423347	50200-020	Medical Benefits	Vision Insurance - Apr 2024	\$ 170.66
13	3/27/2024	BenefitWallet SEC	EFT-3/27/24-001	HSA032924	50200-020	Medical Benefits	HSA - Contributions	\$ 2,724.96
14	3/27/2024	Colonial Life	EFT-3/27/24-002	50963180301419	20300-010	Accrued Payroll Taxes	Voluntary Insurance	\$ 57.66
15	3/27/2024	HOMETOWN HEALTH	EFT-3/27/24-003	77101-033	80900-010	Retiree Health Insurance Premiums	April 2024 Health Insurance	\$ 1,274.51
16	3/27/2024	HOMETOWN HEALTH	EFT-3/27/24-003	77101-033	50200-020	Medical Benefits	April 2024 Health Insurance	\$ 18,559.67
17	3/27/2024	Nevada State Treasurer's Office	EFT-3/27/24-004	36-0329	50200-010	Payroll Taxes & Employee Benefits	CS Handling Fee - Monthly	\$ 6.00
18	3/27/2024	JD	EFT-3/27/24-005	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JD	\$ 343.27
19	3/27/2024	BF	EFT-3/27/24-006	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - BF	\$ 427.43
20	3/27/2024	JH	EFT-3/27/24-007	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - JH	\$ 86.16
21	3/27/2024	TS	EFT-3/27/24-008	111523	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - TS	\$ 279.48
22	3/27/2024	SK	EFT-3/27/24-009	031524	80900-010	Retiree Health Insurance Premiums	Medicare Reimbursement - SK	\$ 48.48
23	3/27/2024	Voya Financial	EFT-3/27/24-010	032924	20300-010	Accrued Payroll Taxes	457 Mutual Fund	\$ 1,785.00
24	3/29/2024	Wells Fargo 941	ACH032924-941	941-PR 3/29/24	20300-010	Accrued Payroll Taxes	STAFF FED 941 3/29/2024	\$ 6,292.21
25	3/29/2024	Wells Fargo 941	ACH032924-941	941-PR 3/29/24 BRD	20300-010	Accrued Payroll Taxes	FED 941 3/29/2024 BOARD	\$ 344.50
26	3/29/2024	WF Used for Direct Deposit	ACH032924-DD	PR-DD 3/29/24 STAFF	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 3/29/2024 STAFF	\$ 38,587.75
27	3/29/2024	WF Used for Direct Deposit	ACH032924-BRD	PR-DD 3/29/2024 BRD	10000-116	Cash - Payroll Checking - Wells Fargo	PR-DD 3/29/2024 BOARD	\$ 1,730.00
28	3/29/2024	BARBARA S. SMALLWOOD	3484	PR 3/29/2024 BOARD	10000-116	Cash - Payroll Checking - Wells Fargo	PR 3/29/2024 BOARD CHECK	\$ 492.75
Total Amount of Checks (25 Checks)								\$ 169,251.77



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
CAPITAL EXPENSES					
Belt Press Addition	\$3,605.00		(\$3,605.00)	0.00%	0.00%
Collection System Rehab	\$764,449.90	\$3,700,000.00	\$2,935,550.10	20.66%	79.34%
Camera Truck	\$0.00	\$23,000.00	\$23,000.00	0.00%	100.00%
Boiler Replacement	\$91,667.41	\$220,000.00	\$128,332.59	41.67%	58.33%
Clarifier 1 & 2 Concrete Rehab	\$42,197.59	\$120,000.00	\$77,802.41	35.16%	64.84%
Digester 1 Concrete Inspect/Repair	\$0.00	\$240,000.00	\$240,000.00	0.00%	100.00%
Pista Grit #1 Retrofit/Replace	\$15,326.75	\$375,000.00	\$359,673.25	4.09%	95.91%
Breaker Emergency Repair Reclass	\$30,987.50		(\$30,987.50)	0.00%	0.00%
Office/Computer Equipment	\$11,430.95		(\$11,430.95)	0.00%	0.00%
ARRA Reimbursement	\$77,166.63	\$77,167.00	\$0.37	100.00%	0.00%
TOTAL	\$1,036,831.73	\$4,755,167.00	\$3,718,335.27	21.80%	78.20%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
1 PAYROLL					
2 Salaries	\$948,757.40	\$1,238,019.00	\$289,261.60	76.64%	23.36%
3 Payroll Taxes & Employee Benefits	\$510,504.63	\$773,439.00	\$262,934.37	66.00%	34.00%
4 TOTAL PAYROLL	\$1,459,262.03	\$2,011,458.00	\$552,195.97	72.55%	27.45%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
5 OPERATIONAL EXPENSES					
6 PLANT EXPENSES					
7 Safety	\$3,228.86	\$15,000.00	\$11,771.14	21.53%	78.47%
8 Plant Supplies (Processing Chemicals)	\$136,935.13	\$155,000.00	\$18,064.87	88.35%	11.65%
9 Utilities	\$161,678.99	\$195,750.00	\$34,071.01	82.59%	17.41%
10 Repairs & Maintenance	\$192,921.42	\$320,000.00	\$127,078.58	60.29%	39.71%
11 Mosquito Abatement		\$5,000.00	\$5,000.00	0.00%	100.00%
12 Other Plant Expense	\$9,401.23	\$6,500.00	(\$2,901.23)	144.63%	(44.63%)
13 Sludge Removal	\$12,731.88	\$18,000.00	\$5,268.12	70.73%	29.27%
14 Education	\$11,243.66	\$10,000.00	(\$1,243.66)	112.44%	(12.44%)
15 TOTAL O & P EXPENSES	\$528,141.17	\$725,250.00	\$197,108.83	72.82%	27.18%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
16 COLLECTION EXPENSES					
17 Collection System - Supplies	\$468.22	\$4,000.00	\$3,531.78	11.71%	88.29%
18 Collection System - Cleaning/ TV / Repair & Maintenance	\$1,596.24	\$7,000.00	\$5,403.76	22.80%	77.20%
19 Truck & Auto Expense (Fuels)	\$11,058.90	\$11,000.00	(\$58.90)	100.54%	(0.54%)
20 Other Collection System Expense	\$1,646.67	\$1,000.00	(\$646.67)	164.67%	(64.67%)
21 TOTAL COLLECTION EXPENSES	\$14,770.03	\$23,000.00	\$8,229.97	64.22%	35.78%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
22 LAB EXPENSES					
23 Lab Supplies	\$2,267.78	\$7,000.00	\$4,732.22	32.40%	67.60%
24 Lab Testing	\$10,588.80	\$12,000.00	\$1,411.20	88.24%	11.76%
25 Lab Permitting		\$1,800.00	\$1,800.00	0.00%	100.00%
26 Lab Repairs & Maintenance		\$5,000.00	\$5,000.00	0.00%	100.00%
27 Other Lab Expenses		\$500.00	\$500.00	0.00%	100.00%
28 Pretreatment Testing	\$6,175.00	\$3,000.00	(\$3,175.00)	205.83%	(105.83%)
29 TOTAL LAB EXPENSES	\$19,031.58	\$29,300.00	\$10,268.42	64.95%	35.05%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
30 RESERVOIR/EFFLUENT EXPENSES					
31 Effluent Management - Repairs & Maintenance	\$7,652.25	\$15,000.00	\$7,347.75	51.02%	48.99%
32 Effluent Management - Utilities	\$27,727.70	\$42,000.00	\$14,272.30	66.02%	33.98%
33 TOTAL RESERVOIR/EFFLUENT EXPENSES	\$35,379.95	\$57,000.00	\$21,620.05	62.07%	37.93%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
34 GENERAL & ADMINISTRATIVE EXPENSES					
35 Office Supplies & Expense	\$9,433.15	\$10,500.00	\$1,066.85	89.84%	10.16%
36 Training/Education Expense	\$1,479.50	\$4,000.00	\$2,520.50	36.99%	63.01%
37 Cleaning &Kitchen Supplies	\$6,629.68	\$8,000.00	\$1,370.32	82.87%	17.13%
38 Statement Billing Supplies	\$4,558.77	\$3,000.00	(\$1,558.77)	151.96%	(51.96%)
39 Bank Charges	\$19,018.67	\$12,000.00	(\$7,018.67)	158.49%	(58.49%)
40 Telephone & Internet	\$20,344.90	\$15,000.00	(\$5,344.90)	135.63%	(35.63%)
41 Postage	\$7,052.77	\$10,000.00	\$2,947.23	70.53%	29.47%
42 Advertising & Publication	\$3,085.14	\$5,000.00	\$1,914.86	61.70%	38.30%
43 Software Services	\$40,567.70	\$50,000.00	\$9,432.30	81.14%	18.86%
44 Travel & Per Diem	\$9,869.96	\$8,000.00	(\$1,869.96)	123.37%	(23.37%)



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
45 Bad Debts		\$400.00	\$400.00	0.00%	100.00%
46 A/R Collection Expense	\$110.00	\$1,700.00	\$1,590.00	6.47%	93.53%
47 Insurance & Bonding	\$96,165.81	\$145,583.00	\$49,417.19	66.06%	33.94%
48 Other Administration Expense	\$3,149.69	\$4,000.00	\$850.31	78.74%	21.26%
49 Filing Fees & Permits	\$6,848.61	\$12,000.00	\$5,151.39	57.07%	42.93%
50 Office Equipment (Hardware)	\$13,298.33	\$15,000.00	\$1,701.67	88.66%	11.34%
51 TOTAL G&A	\$241,612.68	\$304,183.00	\$62,570.32	79.43%	20.57%



MINDEN-GARDNERVILLE SANITATION DISTRICT
 Expenses versus Annual Budget
 For the Nine Months Ending Sunday, March 31, 2024

	YTD Actual Fiscal 2024	Budget 2024	Remianing Budget \$ Variance	Budget Spent % Fiscal 2024	Remaining Budget % Fiscal 2024
52 PROFESSIONAL FEES					
53 Legal	\$16,298.52	\$40,000.00	\$23,701.48	40.75%	59.25%
54 Engineering	\$70,160.75	\$110,000.00	\$39,839.25	63.78%	36.22%
55 IT/Tech Professional Services	\$23,213.20	\$30,000.00	\$6,786.80	77.38%	22.62%
56 Accounting & Audit	\$25,654.36	\$30,000.00	\$4,345.64	85.51%	14.49%
57 TOTAL PROFESSIONAL FEES	\$135,326.83	\$210,000.00	\$74,673.17	64.44%	35.56%
58 TOTAL ALL OPERATIONS EXPENSES	\$974,262.24	\$1,348,733.00	\$374,470.76	72.24%	27.76%

Agenda Item 3

District Manager's Report

Items in this Section Include:

- ✓ *May 2024 District Manager's Report*



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

CAPACITY ALLOCATIONS/PURCHASES:

- 0 EDU's sold

VENDORS AND CONTRACTS:

- None

WILL SERVES LETTERS ISSUED:

- Chipotle (Vacant Lot southeast of 1665 Hwy 88) issued on 4/3/24.
- 1701 Buckeye Rd issued on 4/26/24.

STAFF/OFFICE ITEMS:

- Jason has passed his Grade II Exam.

MEETINGS ATTENDED AND SCHEDULED:

5/2 Meeting with Presley from RCI

PROJECTS IN THE DISTRICT:

- Village at Martin's Meadows continue to be built.
- Junction Center continues to be built.
- Kingsbury Estates continues to be built.
- The Downs & The Towns of Monte Vista continue to be built.
- Heybourne Meadows (Phase VI) is currently under construction.

LINE REHABILITATION AND PLANT IMPROVEMENT PROJECTS:

- Asphalt patching maintenance starts on 5/2/24.
- Boiler #1 yearly maintenance & cleaning from 4/30/24 – 5/2/24.
- Tea cup valve replacement completed.
- West bar screen repair completed.
- Grease tanks take down & cleaning completed.
- Grease tank feed pump repair completed.
- Mixed Liquor basins take down (removing snails) complete.
- Line cleaning and camera; begins in Aspen Park this year.
- DMR's successfully submitted.

OTHER:

- None

Respectfully submitted,

Peter V. Baratti, District Manager

Agenda Item 6

Meeting Minutes

Items in this Section Include:

- ✓ *April 2nd, 2024 Regular Meeting Minutes*
- ✓ *April 10th, 2024 Special Meeting Minutes*



Board of Trustees
Minutes of Regular Meeting
Tuesday, April 2, 2024
6:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condron
Chris Shorten
Ray Wilson

Board Members Absent:

Ted Thran

Staff Members Present:

Peter Baratti
Bruce Scott
LaVonne Ghanavati
April Burchett
Bill Peterson
Haley Mosegard
Bruce Scott

Staff Members Absent:

Presley Cochran
Clifford Simpson

Others Present: Frank Flaherty

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

2. Public Comment: April Burchett announced that this would be her final Regular Board Meeting. She will be attending Special Board Meetings in the future.

3. District Manager's Report: Peter Baratti reported that the District is using the same asphalt contractor for repairs as last year.

4. Chairman's Comment: Barbara Smallwood reminded the Board that the Tentative Budget Hearing is on April 12th. She mentioned she may not be able to attend. Discussion followed regarding rescheduling.

5. Claims Review and Approval: Trustee Wilson asked if the Casey Neilon payment was for the year, and Peter confirmed it was. Trustee Wilson asked about the NV Energy charge for the ponds. Peter explained that the plant had a high precipitation year which meant the energy cost for pumping was higher. Trustee Wilson asked for clarification regarding the payment to HDR. Peter responded that the cost was for the Clarifier Concrete Assessment. Trustee Condron commented that the bank charges are over budget, and LaVonne Ghanavati explained that when customers pay for their bill via credit card, the District is charged a fee by the credit card processing company. Barbara Smallwood commented on the voter registration maintenance fee.

Motion: Motion to approve the claims received for February, 2024 in the amount of \$948,150.79 and to approve the payroll-related expenses paid during February, 2024 in the amount of \$149, 672.43.

Made by: Chris Shorten

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson

Nays: None

Abstain: None

Absent: Thran



6. Minutes of March 5, 2024 Regular Board Meeting: There was no discussion regarding the minutes.

Motion: To approve the minutes of the March 5, 2024 Regular Board Meeting as presented.

Made by: Sondra Condron

Seconded by: Ray Wilson

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson

Nays: None

Abstain: None

Absent: Thran

7. District Manager Annual Review: Barbara Smallwood thanked Peter for his dedication to the District and commended him for everything he's brought forward to the Board. Peter said he appreciated everything the Board has done to work with him and that the District has been fortunate to have been able to move so many things forward.

Trustee Condron appreciates Peter for saving the District money by completing projects in-house. Trustee Shorten commended the way that Peter invests time and resources into his employees for cross training, which has saved the District money. He observed that Peter has created an atmosphere where there has been no turnover since he started his term on the Board. Peter commented that part of his obligation to the Board and to the community is to build a platform to carry the District into the future. Bruce Scott commented that he doesn't know another district manager in the area that has the skills that Peter and his staff have for completing in-house repairs.

April Burchett commented that historically, MGSD has been under the market for the District Manager's salary. She reported that the national salary average is \$172,048. Her concern from a Human Resources perspective is that when Peter retires, the District may have trouble filling his replacement if MGSD remains below national average. She recommends a 5% pay increase as well as COLA and would like to see his salary reach \$175,000 within the next few years. Discussion followed regarding Employer/Employee based PERS.

Motion: To approve the renewal of the contract with Peter V Baratti as district manager for one year and to grant a salary increase of 5% in addition to a cost-of-living increase of 3.2%

Made by: Ray Wilson

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson

Nays: None

Abstain: None

Absent: Thran



8. Pine View Estates Contract of Service: Frank Flaherty reported that the amendment was to change the point of connection since Pine View HOA was no longer negotiating with the tribe and had reached an easement agreement with Corley Ranch. USDOA is warning that they are running out of time, so the engineer is preparing bid documents in the hopes that the project will be completed this summer.

Motion: Motion to approve the second amendment to contract for providing sewer service between Pine View HOA and MGSD, incorporating amendments requested by the Pine View HOA.

Made by: Chris Shorten
Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Shorten, Wilson
Nays: None
Abstain: None
Absent: Thran

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

10. Engineer's Report: Bruce Scott reported that he and Bill worked on the CMAR contract extension potential for the 15-inch interceptor. Bill said the District would be on uncomfortable ground if it was to renew the already amended contract with Q&D so they will select qualified contractors for the job and hope to have a recommendation for a new CMAR contract next month.

11. Controller's Report: LaVonne reported that the District is preparing for the April billing. Discussion followed regarding total customer count.

12. Administrative Report by Staff: April discussed with the Board regarding the policy manual. The Board was mostly in agreement with the presented manual and had minor changes that will be made and redistributed to the Board once complete. Trustee Condrón and Trustee Shorten mentioned how helpful the policy manual has been and commended April for her hard work. April also discussed with the Board the necessity to raise the standby pay for the Operators in order to remain in federal compliance.

13. Board Comment: Discussion followed to reschedule the tentative budget meeting to April 10th at 12:00PM.

14. Public Comment: There was no public comment.

15. Meeting adjourned 7:41 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary



Board of Trustees
Minutes of Special Meeting
Wednesday, April 10, 2024
12:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condrón
Ray Wilson

Board Members Absent:

Ted Thran
Chris Shorten

Staff Members Present:

Peter Baratti
Jessica Kneefel
LaVonne Ghanavati
April Burchett
Haley Mosegard

Staff Members Absent:

Presley Cochran
Clifford Simpson
Bill Peterson
Bruce Scott

Others Present: Michele Wagner

1. Meeting called to order at 12:00 p.m. by Barbara Smallwood, Chairman.

2. Public Comment: Barbara Smallwood welcomed Michele Wagner.

3. MGSD Salary Scale for FY 2024-2025: Peter Baratti reported that the salary scale includes a 3.2% COLA which was adopted by the Consumer Price Index reported by the Bureau of Labor Statistics. Discussion followed regarding various employee benefits.

Motion: Motion to approve the proposed MGSD Salary Scale for FY 24-25 with a COLA adjustment of 3.2%.

Made by: Sondra Condrón

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Wilson

Nays: None

Abstain: None

Absent: Thran, Shorten

4. Tentative Budget for FY 2024-2025: Peter Baratti prepared a presentation for the tentative budget (see attached). Some projects that will be budgeted for the fiscal year include boiler replacements, various repairs and rehabilitations, a building addition, and a new semi-truck. Peter pointed out that MGSD's Net Cash flow has improved to negative \$211,351. Last year MGSD's Net Cash flow was negative \$1,355,000.

Motion: Motion to approve the tentative budget for FY 24-25 with a tax rate of 0.01224%.

Made by: Ray Wilson

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Wilson

Nays: None

Abstain: None

Absent: Thran, Shorten



5. MGSD Camera Trailer and Equipment: Indian Hills GID contacted Peter Baratti regarding the possibility of selling MGSD's old Camera Trailer. Barbara Smallwood suggested the District consult with Bill Peterson regarding the sale. The Board and staff agreed.

6. Administrative Staff Comment: Staff had no comment.

7. Board Comment: Ray Wilson recommended new board members to review the CoGen in the future.

8. Public Comment: There was no public comment.

9. Meeting adjourned 1:19 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary

Agenda Item 7

Board Policy Manual

Items in this Section Include:

- ✓ *Memo noting the changes included in the Board Policy Manual*



MEMORANDUM

DATE: May 1, 2024
TO: MGSD Board of Trustees
FROM: April Burchett
SUBJECT: Minor Changes to Board of Trustees Policies and Procedures

We will pass out the final Board Policies and Procedures Manual at the meeting on May 7th. There were only a few minor changes, so I thought I'd summarize them below:

- Section 2.5 Collection System and Treatment – changed the first paragraph to clarify MGSD customers and GRGID customers.
 - Old Sentence: MGSD provides service to 3,400 residential, commercial, industrial and institutional customers
 - New Sentence: MGSD provides service to 3,400 residential, commercial, industrial, and institutional customers within its District boundary. GRGID's customers double that number.
- Section 2.10 Adoption and Amendment of Trustees Policies and Procedures – changed the second paragraph and graphic to clarify that an affirmative vote includes a majority of both attending and absent board members.
 - Removed wording after the i.e.
 - Added a graphic regarding a majority
- Section 3.2 Ethics Law – removed the reference to the manual being included in the Appendix, since the Ethics Manual is provided at onboarding
- Section 7.2 Agenda – changed “Old Courthouse” to “Historic Courthouse”
- Section 7.5 Actions and Decisions – in the last bullet point, removed the word “to” as it was a typo
- Section 9.3 Review of Improvement Plans – in the first paragraph, changed the word “scheduled” to “agendized”.
- Added Appendices
 - Appendix A – List of Abbreviations
 - Appendix B – Past Board Members
 - Appendix C – Employees and Retirees
 - Appendix D – Other Area Sewer Providers

If you would like to see the final document prior to the meeting, I will be happy to email it to you.

Agenda Item 12

Administrative Report by Staff

Items in this Section Include:

- ✓ *Administrative Staff Report for May, 2024*



Minden Gardnerville Sanitation District
Administrative Staff Report
May 7, 2024

Report by: April Burchett, Jessica Kneefel, and Haley Mosegard

STAFF ITEMS:

- Andrew will be going to C.C Menckley Elementary School on May 31st to do a presentation on wastewater for the 5th graders.
- Haley and Jessica are wrapping up on training with April.

OFFICIAL ITEMS:

- Craig Olson from HDR will tentatively be joining us for the **June** Board Meeting to discuss the design of the concrete and ferrous metals rehabilitation project. We will verify with him this month and put him on the June agenda.

HR TRENDING ISSUES:

- **Pet Insurance:** The U.S has seen a 20% increase each year, for the past 5 years, in pet insurance being offered. Pet insurance is usually offered by employers through a third-party insurance company such as Colonial Life or Aflac. MGSD offers a voluntary insurance in which the employees may opt for pet insurance through a payroll deduction plan.

INTERESTING TIDBITS:

- April is working on digitizing historic documents into our system. She has discovered some interesting Minden and Gardnerville history.

UPCOMING ITEMS:

- The Final Budget Hearing is on May 29th at 12:00 pm and lunch will be offered at 11:30 am.

THINGS KEEPING US BUSY RIGHT NOW:

- We are processing payments for the 2nd quarter. Many customers are set up through autopay, so our call volume has reduced since last quarter.