

*January 5, 2011
Public Works
Superintendents Report*

I would like to welcome our new town board members. I look forward to working with all of you as we meet the challenges of the New Year. Feel free to call me with any questions or concerns you may have. I am always available even after hours.

Andy Concannon will be filling in for me this month as I am on the road with my son heading to Miami Florida where he will be attending graduate school. I will be back to work January 12th, 2011

We have a lot on our plate this year with the construction of our new maintenance yard and all of the water system improvements that are required to meet our obligations to deliver water to Douglas County, Indian Hills and Carson City. I am looking forward to brining online all of the system improvements and helping work out all of the bugs to make our system operate and function properly with the new demands that we have accepted. These are exciting challenges for all of us, especially the men who operate the town's water system and we are looking forward to meeting those challenges head on.

Some changes will be required as we move forward and I will be discussing those changes with you at a future board meeting. So enjoy your term on the Minden Town Board. As I said at our last meeting, you have some big shoes to fill, but I am confident that all of you are up the challenge and you will provide the town with excellent leadership.

Activities for the month of December 2010

Trash

- Curbside Containers Residential: 10 delivered 8 picked up
Green Waste: 4 delivered 1 picked up
- Residential Dumpsters 8 out for 23 dumps
- Commercial Dumpster 5 Routine exchanges
- New Accounts 1 2yd Mahogany Apartments
- Special Events 1 2yd Minden Inn Special Clean Up
1 2yd CVI Food Drive

Water

- Routine water meter reads
- Routine water samples
- Routine valve maintenance & hydrant maintenance
- Well # 3: prepared for the pump replacement project by cleaning out the back yard
- Well # 2: installed a drain line off of the pump head, eliminating water running several feet across the floor
- Well #2: Repair VFD Drive
- Well #4: Annual service perform on generator
- Well # 8: rebuilt air compressor for well level indicator
- Inspected Hydro static pressure test of new 30" water main and tested chlorine residual
- Inspected and serviced all town air release valves
- Flushed dead end on Zerolene Rd. to alleviate stagnant water from main
- Cleaned all pump houses
- Install Water Meters:
 - 1040 Aspen Grove
 - 1638 County Rd.
 - 1777 Birch Ct.
 - 1567 Deseret
 - 1560 Hwy 395 – water turn on
 - 1071 Cedarwood – water turn off (snowbird)
 - 1545 Hwy 395 – replace water meter register
 - Ironwood Center unit C - turn off water (vacated suite)
 - 1625 Hwy 395 – final read building sold (Itildo)

CVIC

- Routine maintenance and repairs
- Repair drywall damaged by water leak in upstairs hallway
- Ran several EFFD personal through the CVIC hall and town office to familiarize them with the fire & burglar alarm systems
- Perform miscellaneous repairs and painting in CVIC Hall

Parks

- Routine Maintenance
- Routine fertilizer applications
- Routine pruning
- Statue Park – repair flag pole
- Winterized Gazebo Restrooms
- Install Holiday Decorations

Streets

- Routine Sweeping
- Routine herbicide applications various locations

- Routine monthly inspection of all town owned street lights
- Inspect and clean all storm drain inlets
- Provide street closure for the parade of lights
- Install Holiday Decorations
- Routine sign maintenance
- Esmeralda Street lights – replaced 4 bulbs

Vehicle Maint.

- 2002 Chevy Pickup – tune up, routine service, rotate tires
- 2005 Chevy 1 ton dump – install new tires
- 1994 Chevy Pickup – service battery
- 2006 Peterbuilt – repair cart dumper, replace broken tail light lenses
- 2008 Ford ¾ ton Pickup – routine service
- 2009 International – routine service, lube chassis
- Small power equipment – routine service

Hours worked by the Public Works Department 11-22-2010 through 12-24-2010 - 852 Hours

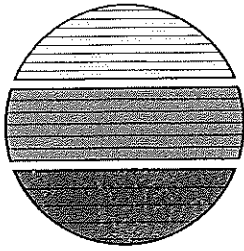
DEPARTMENT	NOVEMBER 2010		DECEMBER 2010		JANUARY 2011	
	TRASH	379	19%	361	20%	423
WATER	334.5	17%	256.5	14%	249	11%
PARKS	360	18%	244.5	13%	155	7%
CVIC	154.5	8%	91.5	5%	232	10%
STREETS	37	4%	146	8%	190.5	9%
VEHICLE MAINT.	65	3%	81.5	4%	168	8%
OTHER	170	9%	340	18%	408.5	18%
TIME OFF	402	21%	331	18%	384	17%
OVERTIME	10		32		72	
COMP TIME EARNED	8		12		34	
COMP TIME USED	21		8		0	

2009/2010 COMPARISON

DEPARTMENT	NOVEMBER 2009		DECEMBER 2009		JANUARY 2010	
	TRASH	374	19%	431.5	20%	331
WATER	102	5%	193.5	9%	263	16%
PARKS	550	28%	128	6%	38	2%
CVIC	105	5%	263.5	12%	253.5	15%
STREETS	259.5	13%	367.5	17%	135	8%
VEHICLE MAINT.	95	5%	183.5	8%	191.5	12%
OTHER	224	11%	269	12%	169	10%
TIME OFF	283.5	14%	336	15%	263	16%
OVERTIME	18.5		40.5		8	
COMP TIME EARNED	16		56.5		34	
COMP TIME USED	52.5		75		30	

CVIC REPORT 2010-2011

MONTH	UTILITIES	MAINT.	CUSTODIAN SALARIES	TOTAL EXPENSES	REVENUE	BALANCE
Jul	\$ 740.86	\$ 971.82	\$ 1,294.36	\$ 3,007.04	\$ 2,380.00	\$ (627.04)
Aug	\$ 778.21	\$ 1,052.76	\$ 1,287.83	\$ 3,118.80	\$ 3,117.50	\$ (628.34)
Sept	\$ 957.05	\$ 1,001.04	\$ 1,218.16	\$ 3,176.25	\$ 2,682.00	\$ (1,122.59)
Oct	\$ 745.99	\$ 292.94	\$ 1,472.06	\$ 2,510.99	\$ 1,150.00	\$ (2,483.58)
Nov	\$ 778.51	\$ 781.87	\$ 1,565.18	\$ 3,125.56	\$ 2,325.50	\$ (3,283.64)
Dec	\$ 940.77	\$ 1,156.71	\$ 1,558.74	\$ 3,656.22	\$ 2,410.00 *	\$ (4,529.86)
Jan	\$ -	\$ -				
Feb	\$ -	\$ -				
March	\$ -	\$ -				
April	\$ -	\$ -				
May	\$ -	\$ -				
June	\$ -	\$ -				
NOTE: Utilities reflect costs for main hall use, Town office, and offices leased.						
NOTE: Revenue reflects income from both main hall use and offices leased.						
	SWG THRU	12/6/10				
	NVE THRU	11/15/10				
	RENT THRU	12/28/10				
* December's Revenue includes \$1,250 donation from RCI towards Carson Valley Pops Concerts						



ENGINEERING • SURVEYING • RESOURCES & ENVIRONMENTAL SERVICES

RESOURCE CONCEPTS, INC.

December 29, 2010

Mr. John Stephans, Chairman
and Members of the Minden Town Board
Town of Minden
1604 Esmeralda Avenue
Minden, Nevada 89423

**Subject: *Activities During the Month of December 2010
RCI Project No. 10-004.1***

Dear Chairman Stephans and Members of the Town Board:

The month of December has been one of transition with respect to the Town Board and our new Town Board members. Although the field portion of the program was postponed, the December 18th workshop with new and old Town Board members helped everyone with background and presentations by other members of the staff and Board. It was also helpful to review ongoing activities, policies, procedures and Town history. The field portion (hopefully with better weather conditions) should be a good compliment to the history and background from the December workshop.

We are moving forward with water system construction as well as completion of design work on portions of the pipeline which are yet to bid. The water tank itself is essentially complete except for painting and minor dress up work. Pipeline construction and improvements of the tank are being completed by V&C Construction. The portion of the waterline serving the tank from Orbit Way to the tank site is nearing completion. We are about to issue a notice to proceed for the pipeline from Heybourne Road to the booster pump station. Portions of the pipe and other materials are stockpiled in preparation for the initiation of construction.

During the month we have continued to work with staff and legal counsel regarding the Pyramid Lake Paiute Tribe's appeal to the State Supreme Court of the District Judge's decision on our water rights issues in Carson Valley. There were a number of filings during the month. George Keele can probably provide more comprehensive background if there are questions.

2010-12-29 ltr Stephans TQM 10-004-1 BRS-im 12-45.doc

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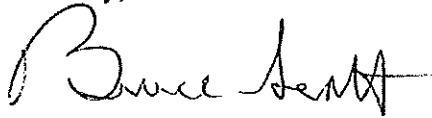
Mr. John Stephans, Chairman
December 29, 2010
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During the month of December we met with representatives of the Ranch at Gardnerville. There is an agenda item requesting the Town Board's consideration of proposed changes in some of the improvements. It is encouraging that they are seriously looking to move forward with a small phase of development, given the current economic situation.

During December we also had some important progress regarding the booster pump station on the north side of Minden. A meeting was held with Don Bently regarding the possible purchase of property north of Pole Line Ditch. As a result of that meeting, an appraiser has been retained by Mr. Bently to establish a value for the proposed booster pump station site. It is anticipated that the preliminary results of the appraisal may be available by the end of January for further Board discussion and consideration at that time. We are anxious to get the site tied down so that the design can be completed. We can deliver water to Indian Hills without this booster pump station but it is essential for deliveries to commence to the Carson City and upper north valley areas.

If there are questions or additional information which might be helpful, particularly for the new Town Board members, we would be pleased to respond to your requests, answer questions or participate in discussions regarding background history and support of the Town and its staff. Tim Russell and I will both be pleased to assist in any way that we can.

Sincerely,



Bruce R. Scott, P. E.
Town Engineer

BRS;jm

*cc: George Keele, Esq.
Tim Russell, P.E.*



December 27, 2010

TO: Minden Town Board

FROM: Roger P. Van Alyne, P.E.
Town Manager

SUBJECT: Manager's Report, January 2011

The Manager's Report includes a report on the Manager's activities, progress on or status of projects or tasks assigned to the Manager, and general information of interest to the Board. The Manager's Report will not address items that are on the agenda. In this month's report, I'm including a brief explanation of the special projects that have been assigned to me.

1. Long term projects/tasks:

a. Business Climate Survey. The intent of this task is for the Manager to routinely interface with the business community. I accomplish this by participating in the Carson Valley Chamber of Commerce, personal contact with businesses, and presentations to professional groups and service organizations.

Syncon Homes sold several new homes in December. This is a positive sign.

b. Economic Development. The intent of this task is to improve economic conditions within the Town of Minden and Douglas County.

The Minden Momentum project in the Douglas County Economic Vitality Plan has stalled. At least one local businessman is interested in re-invigorating the effort.

We have received approval for a small portion of the economic development grant money offered by Douglas County. We are looking for ideas to use this grant funding.

c. New Board member workshops. The intent of this task is to prepare and present information to the Board members.

The first workshop was held on December 18, 2010. We need to schedule the tour and future workshops.

d. Organizational Profile. This project is a part of #3. The organizational profile format is based on the Malcolm Baldrige Quality Award criteria, and is designed to help organizations determine who they are, what they do, and how they do it. The Minden Organizational Profile is a living document that will provide a snapshot of the Town.

This is an ongoing effort and I will share the document as information is added. As presented in the Workshop, the Board needs to set the Purpose/Vision/Mission/Values and Core Competencies.

e. Existing Maintenance Yard. The intent of this task is to determine the best use for the existing maintenance yard on Water Street when the Public Works Department moves to the new Maintenance Yard next fall.

Nothing new to report.

f. North Valleys Waterline. The intent of this task is to ensure the Board is informed about the progress of our partner's projects and the development of procedures for working together to serve our respective customers.

With the holidays, there is nothing new to report on the operations manual. Indian Hills GID has advertised their water line project. Douglas County will begin construction on their new tank and water line on Johnson Lane in the new year. Carson City's projects are moving forward as well.

Working with RCI, we submitted an application for Army Corps of Engineers' funding for the Heybourne Booster Station. The program we applied to has not been funded in the continuing resolution process.

g. Martin Slough Ditch Trail project. For this project, I am working with Tom Dallaire, Gardnerville's Town Manager, to design the horizontal and vertical alignments for the Martin Slough Ditch Trail project. We are coordinating this work with the Douglas County Manager's Office.

Nothing new to report this month.

2. Short term projects/tasks:

a. Christmas Event Planning: complete.

b. NDOT paving project on US 395: we are monitoring the advertisement of this project.

c. Minden Gateway Park: we have submitted a grant application to NDOT for funding on this project. We are waiting for final approval of our application.

3. Items of interest to the Board:

a. Joint meeting on January 14: I am attending a meeting on January 4 to set the agenda for this meeting. The location for the meeting is EFPD Station 12 on Sunridge Road, and the meeting will last from 8 a.m. to 2 p.m. Douglas County is providing a moderator for the meeting.

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
DECEMBER 18, 2010

TOWN OF MINDEN
ORGANIZATIONAL PROFILE

The Organizational Profile sets the context for the way the organization operates. The environment, key working relationship, and strategic challenges and advantages serve as an overarching guide for the organizational performance management systems.

I. Organizational Description

A. Organizational Environment - Unincorporated towns are established by Nevada Revised Statutes (NRS) Chapter 269. Unincorporated towns in Douglas County are established in Douglas County Code (DCC) Title 18.

1. Main Products and Services – The services which may be offered by an unincorporated Town are defined in NRS 269.575 Town services, which states in part:

NRS 269.575 Town services.

1. Town services, any one of which or any combination of which may be supplied to the residents of a particular unincorporated town include, but need not be limited to:

- (a) Cemetery;
- (b) Dump stations and sites;
- (c) Fire protection;
- (d) Flood control and drainage;
- (e) Garbage collection;
- (f) Police;
- (g) Parks;
- (h) Recreation;
- (i) Sewage collection;
- (j) Streets;
- (k) Street lights;
- (l) Swimming pools;
- (m) Television translator;
- (n) Water distribution; and
- (o) Acquisition, maintenance and improvement of town property.

2. Each unincorporated town is limited to that service or those services whose supply provided the basis for the formation of the town, as adjusted from time to time pursuant to [NRS 269.570](#).

(Added to NRS by 1975, 1347; A 1977, 1003; 1985, 2254)

a. Products/Services – The Town of Minden provides the following services allowed by NRS 269.575 and established by DCC Title 18.04:

- (1) Volunteer fire and police protection systems in conjunction with county, state and/or volunteer fire and police protection systems;
- (2) Drainage;
- (3) Solid waste disposal;
- (4) Parks;
- (5) Recreation;
- (6) Streets, alleys, sidewalks;
- (7) Street lights;
- (8) Water distribution;

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
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(9) Acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property provided the town advisory board presents any proposed acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property to the board of county commissioners for review and approval.

b. Delivery mechanisms

(1) Fire and police protection are provided by East Fork Fire Protection District and the Douglas County Sheriff's Office.

(2) Within the Town's boundaries, drainage systems are maintained by the Town's Public Works Department (PWD). PWD coordinates with Douglas County and the Town of Gardnerville for drainage outside the Town's boundaries.

(3) Garbage collection service is delivered through contracts with individual property owners and businesses. The Town provides receptacles to customers and collects the waste as scheduled. Requirements for this service are established in Douglas County Code Title 18.04.080, Trash and garbage collection.

(4) The Town maintains three major parks: Minden Park, Westwood Park, and La Costa Park; and multiple smaller parks (see para. 4.b below). The Town also maintains Jake's Wetlands.

(5) Recreation takes many forms. The Town does not provide recreation programs in the traditional sense; rather, the Town operates and maintains the CVIC Hall, which is a highly sought venue for weddings, concerts, theatrical productions, meetings, dinners, receptions, and a multitude of other social activities. When paired with Minden Park, the combination is unbeatable. CVIC Hall is booked approximately 90% of weekends throughout the year, and 50% overall.

(6) Streets, alleys, sidewalks: The Town maintains approximately 20 miles of streets, primarily in residential areas, and alleys, primarily in the older areas of the Town. Requirements for sidewalks are defined in DCC Title 18.04.160 – 18.04.169. These chapters define property owner's responsibilities, sidewalk standards, prohibited uses, permit requirements, blocking or parking on, maintenance, adjacent irrigation and landscaping, prohibited trees, and financial assistance from the Town for repairs.

(7) The Town operates and maintains streetlights within the Town boundaries as part of the street maintenance program.

(8) The Town operates a water utility, providing both: 1) residential and commercial domestic water service; and 2) wholesale water service. The Town has provided residential and commercial domestic water service since its inception, and serves approximately 1,250 residential water customers and 263 commercial customers. The Town operates and maintains 8 wells. Wholesale water service began in 2009 with the sale of water to Douglas County in the East Valley service area, and was expanded in January 2010, when a series of agreements between Minden, Douglas County, Carson City, and the Indian Hills General Improvement District were approved. The Town is in negotiations with Douglas County for additional wholesale water sales. Water requirements are defined in DCC Title 18.04.060 and 18.04.120. Other water system requirements are defined in DCC Title 18.04.140 and 18.04.150.

(9) The Town owns and maintains the CVIC Hall and the Annex on Esmeralda Avenue, and a small Maintenance Complex on Water Street. The Town is designing and will

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
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construct a new Maintenance Facility on Buckeye Road in FY 2010-2011. DCC Title 18.04.110 defines the Town's role in the annexation process. The Town's responsibilities for new development are defined in DCC Title 18.04.130.

2. Culture

- a. Purpose**
- b. Vision**
- c. Mission**
- d. Values Core competencies**

3. Workforce Profile

- a. Number/Types of employees (see attached organization chart)

- (1) Administration (4):

- (a) Town Manager (1)
 - (b) Senior Secretary (1)
 - (c) Accounting Assistant (1)
 - (d) On Call Office Assistant (1)

- (2) Operations (14):

- (a) Public Works Superintendent (1)
 - (b) Maintenance Supervisor (2)
 - (c) Maintenance Specialist 3 (1)
 - (d) Maintenance Specialist 2 (1)
 - (e) Maintenance Technician 2 (3)
 - (f) Maintenance Technician 1 (2)
 - (g) Maintenance Assistant 1 (2)
 - (h) Maintenance Assistant 1 (Seasonal/Parks) (2)

- b. Education levels (all positions require high school diploma or GED, unless noted otherwise) and professional certification requirements:

- (1) Administration:

- (a) Town Manager:
 - Position requires Bachelor's degree (Master's preferred), Driver's License (DL).
 - Incumbent holds Bachelor's degree in Architectural Engineering, licensed Professional Engineer.
 - (b) Senior Secretary:
 - Position requires: 3 years progressively responsible office and/or secretarial experience; typing certificate at 50 words per minute.
 - (c) Accounting Assistant:
 - Position requires: 2 years experience in clerical, accounting, and/or bookkeeping work.
 - (d) On Call Office Assistant: no special requirements.

- (2) Operations:

- (a) Public Works Superintendent:

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
DECEMBER 18, 2010

- Position requires Class A Commercial Driver’s License (CDL), Class 2 Water Distribution License (WDL) (Class 3 WDL preferred).
- Incumbent holds Class 3 WDL, Specialist in Cross-Connection Control, Certified Arborist, Class A CDL.
- (b) Maintenance Supervisor:
 - Position requires Class B CDL, Class 2 or higher WDL (if working with the water system), Backflow Tester Certificate (if working with the water system), NDOT Flagger Permit.
 - Incumbents hold:
 - i. Water: Class 3 WDL (completing coursework and testing for Class 4 WDL), Certified Backflow Tester, Class B CDL.
 - ii. Facilities: Class A CDL.
- (c) Maintenance Specialist 3:
 - Position requires Class A or B CDL, Grade 2 WDL (if working with water system), Backflow Tester Certificate (if working with water system).
 - Incumbent holds Class 2 WDL (completing coursework and testing for Class 3 WDL), Certified Backflow Tester, Class B CDL.
- (d) Maintenance Specialist 2:
 - Position requires Class A or B CDL.
 - Incumbent holds Class A CDL.
- (e) Maintenance Technician 2:
 - Position requires Class A or B CDL, Grade 1 WDL (if working with water system).
 - Incumbents hold:
 - i. Class 1 WDL, Certified Backflow Tester, Class B CDL.
 - ii. Class 1 WDL, Class B CDL.
 - iii. Class B CDL.
- (f) Maintenance Technician 1:
 - Position requires CDL, Grade 1 WDL.
 - Incumbents hold:
 - i. Class B CDL (completing coursework for Class 1 WDL).
 - ii. Class B CDL.
- (g) Maintenance Assistant 1:
 - Position requires DL.
- (h) Maintenance Assistant 1 (Seasonal/Parks):
 - Position requires DL.

c. Bargaining units: none.

d. Key benefits: Retirement (PERS, deferred compensation plans) and insurance (medical, dental, vision, life, accidental death and dismemberment, etc.).

e. Health/safety requirements: The Town of Minden complies with federal, state, and local health and safety requirements. The Town has an aggressive safety program and conducts safety briefings on a monthly basis. Supervisors are directed to monitor activities with regard to safety at all times, and to correct unsafe actions or processes on the spot, with

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
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follow up to review the overall process and develop long term solutions. Supervisors and staff are empowered to stop any unsafe activity at any time.

4. Major Technologies, Facilities and Equipment:

a. Technologies: none.

b. Facilities:

Facility Number	Description	Address	Square footage
1	CVIC Hall	1602 Esmeralda Avenue	6202
2	Well #2	1573 County Road	1000
3	Pump House (at Well #1)	1613 Water Street	100
4	Storage Building #1	1613 Water Street	600
5	Well # 3	1650 County Road	370
6	CVIC Hall Annex	1604 Esmeralda Avenue	4000
7	Minden Park Gazebo	Minden Park	693
8	Well #4	Westwood Park (Ironwood at Tamarack)	800
9	Shop Building	1613 Water Street	2727
10	Well #5	1751 Bougainvillea	547
11	Minden Park	5 th /6 th Streets/ Mono/Esmeralda Avenue	n/a
12	Clock Park	Esmeralda Avenue at U/S. 395	n/a
13	Buckeye Booster Station #1	1360 Buckeye Road	1904
14	Street Lights	Esmeralda Avenue	n/a
15	Parking Lot Lights	5 th Street/ Esmeralda Ave.	n/a
16	Storage Yard	1617 Esmeralda Avenue	n/a
17	Sunset Park	U.S. 395 at Church Street	n/a
18	Well #8	1745 Buckeye Road	760
19	La Costa Park	Torina Way/Bella Monte	n/a
20	Maintenance of unimproved areas	Martin Slough (at Dreyer's Ranch, by Hearthstone)	n/a
21	Median landscaping	Buckeye Road, Lucerne Street, Ironwood Drive, Bougainvillea Drive, County Road (between 7 th /8 th Streets), 1 st Street, Roundabout at County Road/SR 88.	n/a
22	Jake's Wetlands	Lucerne/north of Ironwood	n/a
23	Water Tank	East of Amber Way	n/a
24 (f)	Buckeye Booster Station #2	Buckeye Road	Tbd
25 (f)	Heybourne Booster Station	Tbd	Tbd

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
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26 (f)	Maintenance Facility	Buckeye Road	Tbd
27 (f)	Storage Facility #2	Buckeye Road	Tbd
28 (f)	Storage Facility #3	Buckeye Road	Tbd

c. Vehicles and Equipment:

Vehicle number	Year	Description	Major activity
01	1937	American LaFrance Fire Truck	Town
02	1966	Chevrolet Panel Truck	Town
03	2007	Trailer-mounted Calliope	Town
20	1990	Stone Mixer	Streets
23	1997	Walker Mower	Parks
24	1998	Volvo Trash Truck	Trash
25	1999	John Deere Backhoe	Water
26	2001	Peterbilt Trash Truck	Trash
27	2001	Air Compressor	Water
28	2002	Chevrolet ½ Ton Pickup	Public Works
29	2002	GMC C6500	Public Works
30	2003	Tymco Sweeper	Trash
31	2003	Walker Mower	Parks
32	2004	Ford F-550	Water
34	3004	Kubota RTV 900	Parks
35	2005	Ford F-250	Parks
36	2005	Ford F-450	Parks
37	2005	Ditch Witch Vacuum Excavator	Water
38	2006	Peterbilt Trash Truck	Trash
39	2006	Ford F-350	Water
40	2007	Ford F-450 Dump Truck	Parks
41	2007	Walker Mower	Parks
42	2008	Ford F-250	Water
43	2008	Ingersoll-Rand Roller	Streets
44	2008	Toyota Fork Lift	Public Works
45	2009	International Rearloader	Trash
46	1993	Crafco EZ Pour 200 (crack sealer)	Streets
47	2008	Two Master Flatbed Trailer	Streets

Note: Vehicles and equipment are shared between the major activities, as needed.

5. Regulatory Environment: The Town is subordinate to NRS and DCC. The water utility is generally subordinate to NRS and Nevada Department of Conservation and Natural Resources, Division of Environmental Protection (NDEP), regulations, as well as federal code and established industry practices and certification programs.

B. Organizational Relationships

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
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1. Organization Structure/Governance System: The Town of Minden employs a ‘council-manager’ organization. The 5 member Town Board is elected by popular vote in the County’s General Election, and members serve 4 year terms. NRS limits Board members to 12 years service. The Town Board selects and appoints the Town Manager.

2. Key Segments, Groups, Requirements & Expectations

- a. Key Market segments/Requirements & expectations**
- b. Key customer groups/Requirements & expectations**
- c. Key stakeholder groups/Requirements & expectations**
- d. Key customer requirements/Requirements & expectations**

3. Suppliers

- a. Most important types of suppliers/partners & collaborators**
- b. Communication channels used with suppliers/partners & collaborators**
- c. Key supply chain requirements**

II. Organizational Situation

A. Competitive Environment. Located 45 miles south of Reno, the Town of Minden is one of three unincorporated towns in Douglas County. The other towns are Gardnerville and Genoa. Gardnerville and Minden share a common town limit (roughly along Church Street). Minden is the County Seat for Douglas County.

1. Competitive Position

- a. Size: the unincorporated Town limits encompass a roughly 2 square mile area. The Town has a population of approximately 3,229 people, total population in Douglas County of 51,390, Gardnerville 5,250, and Genoa 256 (source: Nevada State Demographer).
- b. Growth: Minden’s population decreased between 2008 and 2009 by approximately 1% (32 people) (source: Nevada State Demographer)
- c. Number of competitors: Two (2).
- d. Types of competitors: Within Douglas County, Minden is one of three unincorporated Towns - Gardnerville and Genoa being the others.

2. Principle success factors that determine organizational success

- a. Principle success factors: Minden has had unparalleled consistency in government, with the longest continuously serving Town Board in the history of the Unites States; Minden’s Board adopted a ‘pay as you go’ policy for projects and acquisitions, and does not have debt; Minden’s Board made water service a high priority and the Town possesses water rights sufficient for future growth and fiscal stability of the Town; Minden’s Board negotiated and approved agreements to sell wholesale water outside Town limits,

TOWN OF MINDEN – ORGANIZATIONAL PROFILE
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preserving the Town's water rights and contributing to fiscal stability; Minden's Board made preservation of the sense of community a high priority.

b. Changes that affect competitive position: NRS mandated term limits are affecting the consistency in government; ...

3. Comparative/Competitive Data

- a. Sources of comparative/competitive data within industry**
- b. Sources of comparative/competitive data outside industry**
- c. Limitations in obtaining comparative data**

B. Strategic Context

1. Strategic Challenges and Advantages in the following:

- a. Business**
- b. Operational**
- c. Human Resources**
- d. Sustainability**

III. Organizational Challenges

A. Performance Improvement System

1. Key elements of Performance Improvement System including evaluation, learning & innovation

IV. Budget

A. Governmental funds:

1. General Fund (630):

a. Revenues (000):

- (1) Ad valorem taxes
- (2) Consolidated tax distribution
- (3) Gaming license revenue
- (4) Rent from town-owned facilities
- (5) Interest on investments
- (6) Reimbursements and donations

b. Expenses:

- (1) General administration (911):
 - (a) Salaries and benefits
 - (b) Insurance
 - (c) Training and education
 - (d) Auditing and other professional services, including engineering services

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- (e) General office/administrative support
- (f) Special events
- (2) Highways and Streets (915):
 - (a) Salaries and benefits
 - (b) Vehicles and maintenance
 - (c) Pavement maintenance
 - (d) Street lights operation and maintenance
 - (e) Street sign maintenance and upgrades
 - (f) Drainage system maintenance
 - (g) Training and education
- (3) Culture and Recreation (916):
 - (a) Salaries and benefits
 - (b) Utilities - CVIC Hall and major parks
 - (c) General maintenance and capital projects - CVIC Hall and major parks
- (4) Other Public Works (917): (for all Public Works activities not covered in other funds and accounts)
 - (a) Salaries and benefits
 - (b) Drug/alcohol testing
 - (c) Vehicles and maintenance.

2. Ad Valorem Capital Projects Fund (631):

- a. Revenues (000):
 - (1) Ad valorem taxes
 - (2) Interest on investments
- b. Expenses (738)
 - (1) Capital asset purchases
 - (2) Major improvements
 - (3) Major items of equipment.
- c. Authorized by NRS 354

3. Capital Equipment/Construction Fund (636):

- a. Revenues (000):
 - (1) Grants
 - (2) Interest on investments
 - (3) Developer contributions or donations
 - (4) Transfers in from other funds
- b. Expenses (918):
 - (1) Acquisition or construction of major facilities (streets, parks, drainage systems, CVIC Hall, etc.).

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c. This fund is not used for capital improvement projects primarily financed by proprietary funds.

B. Proprietary Funds (Enterprise Funds)

1. Trash service (635):

a. Revenues (000):

- (1) User charges
- (2) Interest on investments

b. Expenses (912):

- (1) Salaries and benefits
- (2) Administration
- (3) Vehicles and equipment
- (4) Landfill expenses
- (5) Training
- (6) Drug/alcohol testing
- (7) Fuel
- (8) Dumpsters - acquisition and maintenance
- (9) Street maintenance
- (10) Depreciation expenses

2. Water service (640):

a. Revenues (000):

- (1) User charges
- (2) Interest on investments
- (3) Reimbursements
- (4) Sale of water rights
- (5) Developer fees and contributions

b. Expenses (913):

- (1) Salaries and benefits
- (2) Administration
- (3) Vehicles and equipment
- (4) Special testing (as required by regulators)
- (5) Professional memberships
- (6) Training and education
- (7) Engineering
- (8) Infrastructure maintenance
- (9) Depreciation expenses

c. Historically, the Town of Minden provided retail water service for residential and commercial customers within the Town's limits. In 2009, the Town Board approved agreements for wholesale water sales to Douglas County in the East Valley service area. In

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2010, the Town Board approved agreements with Douglas County, Carson City, and the Indian Hills General Improvement District (IHGID) for expanded wholesale water sales.

d. Staff is working with the Douglas County Comptroller's Office to expand the Town Budget to include a separate fund to account for wholesale water service. The wholesale water fund will include all production and transmission facilities (wells and pipes 16" and larger), and the 2.5 million gallon water tank in the East Valley area.

e. Staff will bring forward to the Board in January or February a request for approval of the new fund structure, to include the transfer of applicable assets from the retail water fund to the wholesale water fund.