



*June 1, 2011  
Public Works Report*

***PROJECT UPDATES***

*East Valley Water Project—The only thing left pending is the painting of the water tank. I spoke to Chris Brown, NATGUN's project manager, and he said that they have scheduled to return in June and paint the tank.*

*Buckeye Pipeline—Project is complete pending final inspection of the punch list items and sampling of the section between the Town's existing Booster Station and Heybourne Road.*

*Well #3 Upgrade—Transformer pad has been relocated, new electrical panels have been installed, and we are in the reconstruction phase of the project.*

*Buckeye Maintenance Facility—the majority of the site work is complete. Q & D has moved in a job site trailer and things are really starting to happen. The metal buildings will be going up soon, as well as the perimeter fencing.*



**Hours worked by the Public Works Department 4-25-2011 through 5-22-2011**  
**2032.5 hrs**

DEPARTMENT	MARCH 2011		APRIL 2011		MAY 2011	
TRASH	410	20%	248	20%	427.5	21%
WATER – Retail	237	12%	24	2%	148	7%
WATER – Pumping	105	5%	18.5	1%	72	4%
WATER – Wholesale	24.5	1%	138.5	11%	49.5	2%
BUILDINGS	79	4%	26	2%	19	<1%
GROUNDS	98.5	5%	268	22%	487	24%
CVIC	186	9%	50.5	4%	30	1%
STREETS	118	6%	90.5	7%	40	2%
VEHICLE MAINT.	122.5	6%	122.5	6%	70.5	3%
OTHER / PROJECTS	NR*	NR*	128	10%	182	9%
EVENTS	3	<1%	5	<1%		
ADMIN	238.5	12%	124.5	10%	254	12%
TIME OFF	330	16%	80.5	6%	182	9%
OVERTIME	18		14		5	SEE NOTE
COMP TIME EARNED	11.5		4		8	SEE NOTE
COMP TIME USED**	56.5					

\*NR – Not Reported. Starting in March 2011, there has been additional classifications added to the reporting format.  
 \*\*Included in time off figure.

**2010 COMPARISON**

DEPARTMENT	MARCH 2010		APRIL 2010		MAY 2010	
TRASH	408.5	20%	328.5	19%	334	17%
WATER	386	19%	189.5	11%	301.5	15%
PARKS	247	12%	305	18%	555	28%
CVIC	127.5	6%	85.5	5%	63	3%
STREETS	241.5	12%	171	10%	220.5	11%
VEHICLE MAINT.	102	5%	159.5	10%	84	4%
OTHER	362	17%	299.5	18%	239.5	12%
TIME OFF	192	9%	159.5	10%	147	8%
OVERTIME	48.5		14		7	
COMP TIME EARNED	20.5		4		25.5	
COMP TIME USED	8		47		3	

**NOTES ON OVERTIME / COMP TIME EARNED FOR MONTH OF MAY 2011:**

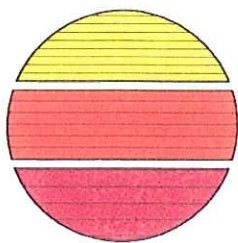
- o 16 hours of routine overtime for checking the wells on the weekend, 4 hours of call-back overtime for responding to customer issues.
- o 4 hours of routine comp earned for checking wells on the weekend, 1 hour of call-back comp earned for a customer call.



## 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	\$ 1,211.15	\$ 280.28	\$ 1,200.04	\$ 2,691.47	\$ 4,297.75	\$ (2,923.58)
Feb	\$ 993.12	\$ 1,095.94	\$ 1,015.00	\$ 3,104.06	\$ 2,781.50	\$ (3,246.14)
March	\$ 925.16	\$ 874.11	\$ 1,316.94	\$ 3,116.21	\$ 5,443.50	\$ (918.85)
April	\$ 803.46	\$ 490.20	\$ 1,791.76	\$ 3,085.42	\$ 1,132.50	\$ (2,871.77)
May	\$ 624.66	\$ 628.21	\$ 1,323.78	\$ 2,576.65	\$ 4,120.50	\$ (1,327.91)
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	5/11/11				
	NVE THRU	4/14/11				
	RENT THRU	5/26/11				
* December's Revenue includes \$1,250 donation from RCI towards Carson Valley Pops Concerts						
* Report indicates only custodian wages; administrative and other maintenance staff time is not reflected.						





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**RESOURCE CONCEPTS, INC.**

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May 25, 2011

Mr. John Stephans, Chairman,  
and Members of the Minden Town Board  
Town of Minden  
1604 Esmeralda Avenue; Suite 101  
Minden, Nevada 89423

**Subject:**     *Activities During the Month of May 2011*  
                  *RCI Project No. 11-003.1*

Dear Chairman Stephans and Members of the Town Board:

We have been continuing efforts over the last month on a number of fronts, primarily related to water system improvements. We have essentially completed three of our major projects, including the pipeline to the water tank, the water tank itself (with the exception of the exterior painting), and the pipeline running from Heybourne Road to the Booster Pump Station and the Booster Pump Station to Orchard Road.

The building permit has been issued for the Maintenance Facility after our CLOMR from FEMA was finally received. Q&D Construction is continuing to move forward with the project. I think Greg will give you an update on this in his report.

We have reviewed and revised the draft agreement with Mr. Bently for the purchase of the Booster Pump Station on Pole Line Ditch. I expect that will be executed by the Town Board meeting. The Carson Valley Inn modifications and improvements are well under way. As you look, you can get a good feel for how the new entrance will appear. With the landscaping and the heavy timber architecture, I think the new improvements will be very attractive.

For the first time in many months, we have two requests for water purchases on the Town Board agenda. These are small, but it is really nice to see some activity in this area!

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2011-5-25 ltr STEPHANS ltr TOM 11-003-1 BRScb 4-17.doc

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Mr. John Stephans, Chairman,  
May 25, 2011  
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On the legal front, things have been fairly quiet. A response is being finalized for joint filing by Minden, the State Engineer, and Douglas County to oppose the reopening of Judge Gibbons decision, which upheld the State Engineer and the Town. George may have some other updates at the meeting.

Other matters during the month are either on the agenda or will be covered by Greg or Roger. If you have questions or would like additional background, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce R. Scott".

Bruce R. Scott, P. E.  
Town Engineer

BRS:cb

cc: *George Keele, Esq.*





May 25, 2011

TO: Minden Town Board  
FROM: Roger P. Van Alyne, P.E.  
Town Manager  
SUBJECT: Manager's Report, June 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.

1. Long term projects/tasks:

- a. Business Climate Survey. I've noted a couple business closures and some changes in some businesses direction.
- b. Economic Development. I am in contact with the leasing agent for the Gateway Center. I met with Rob Hooper from Northern Nevada Development Authority and learned about the NNDA and their coming organization of a local government committee.
- c. New Board member workshops. None scheduled.
- d. Organizational Profile. I am revising the real property portion based on completion of the water tank and other projects.
- e. North Valleys Waterline. Carson City is on target for June 2013 water delivery. Douglas County and Indian Hills GID should be ready in the fall. We continue to monitor progress of their projects and coordinate the design of booster facilities for all entities.
- f. Martin Slough Ditch Trail project. The project team met with Mike Pegram from the Carson Valley Inn to discuss the overall trail concept and that portion of the trail adjacent to the CVI. Douglas County continues their effort to purchase a portion of the Seeman Ranch.
- g. Banner poles: Staff continues to review possible locations for the banner poles and will make a presentation to the Board at a future Board meeting.

2. Short term projects/tasks:

- a. Christmas Event Planning: No new progress to report.
- b. NDOT paving project on US 395: NDOT held a project information meeting in the CVIC Hall on Tuesday, May 24, 2011.
- c. Minden Film Festival: The team is meeting on Friday, May 27, 2011. We have a list of movies filmed in the local area, provided by the Nevada Film Office.
- e. CVIC Centennial: We are generating lots of ideas for the monthly activities.

3. Items of interest to the Board:

- a. Cruise nights: nothing new to report.
- b. Vacant positions: we are interviewing for the Maintenance Specialist III position on June 15.
- c. AMGEN Bike Tour: I supported the Carson Valley Chamber of Commerce booth for the AMGEN Bike Tour on a cold Sunday morning in May.