

Monthly Activities for the Month of September 2011

Trash

- Curbside Containers Residential: 3 delivered, 2 picked up
Green Waste: 0 delivered 0 picked up
- Residential Dumpsters 23 out for 81 dumps
- Commercial Dumpster 2 Routine Dumpster Repairs
- Special Events 5- 2 yd + 8 Containers for Street Fair
2- 2 yd for Carson Valley Swim Center Meet
1- 2 yd for Farmer's Market

Water

- Routine water meter reads
- Routine water samples
- Routine valve and hydrant maintenance
- Install Water Meters:
 - 1771 Shamrock
 - 1049 Aspen Grove
 - 1592 Eighth Street
 - 1546 Deseret
 - 1853 Bougainvillea
- Repair MXUs:
 - Ironwood Center unit (L)
 - Ironwood Center unit (K)
 - 978 Bella Rosa
- Deseret & Spruce replace fire hydrant

CVIC Routine maintenance and repairs

Parks

- Routine Maintenance
- Routine fertilizer applications
- Routine pruning
- Routine herbicide applications
- Routine irrigation repairs
- Provide support and assistance for the various events that occurred this month.

Streets

- Routine Sweeping
- Routine monthly inspection of all town owned street lights

Vehicle Maintenance

- 2498 Volvo: Repair Hyd. Hose Leak
- 2601 Peterbuilt: Replace Rear Sway Arms
- 3806 Auto Peterbuilt: Replace Blown Turbo
- 4509 International: Routine Service

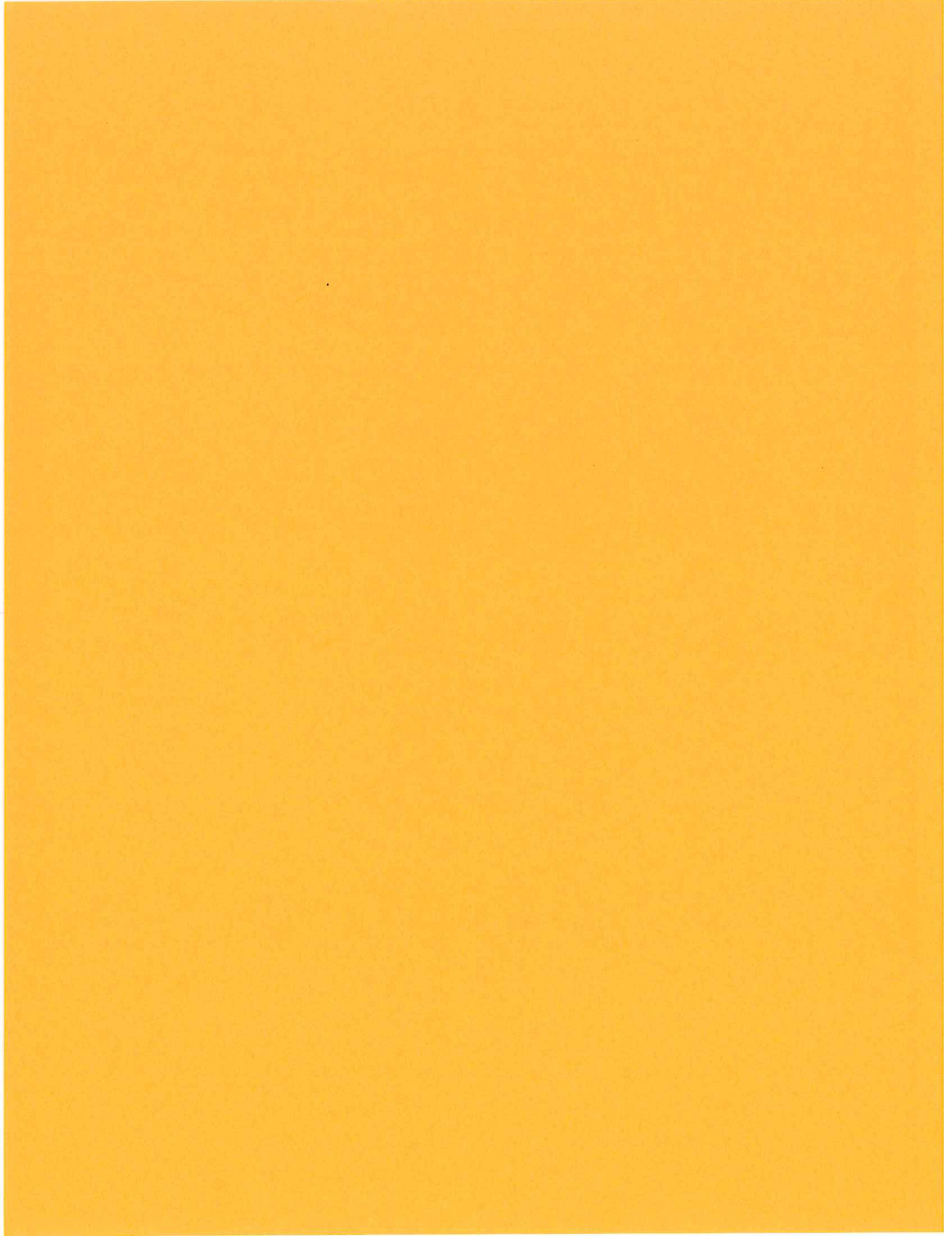
**Hours worked by the Public Works Department 8-29-2011 through 9-18-2011
 1396.5 hrs**

DEPARTMENT	JULY 2011		AUGUST 2011		SEPTEMBER 2011	
TRASH	363	21%	434	21%	255	18%
WATER – Retail	46.5	3%	103	5%	68	5%
WATER – Pumping	75.5	4%	94.5	4%	50.5	4%
WATER – Wholesale	30	2%	17	<1%	11.5	<1%
BUILDINGS	50	3%	57.5	3%	11.5	<1%
GROUNDS	392.5	22%	544.5	26%	348	25%
CVIC	46.5	3%	58	3%	34	2%
STREETS	106	6%	225	11%	102.5	7%
VEHICLE MAINT.	83	5%	85	4%	94.5	7%
OTHER / PROJECTS	130	7%	22	1%	32	2%
EVENTS	21.5	1%	46	2%	22.5	2%
ADMIN	120	7%	338.75	16%	171	12%
TIME OFF	304.5	17%	81	4%	195	14%
OVERTIME	22		25.5		22	
COMP TIME EARNED	6		8		6	
COMP TIME USED**	0		19		0	

**Included in time off figure.

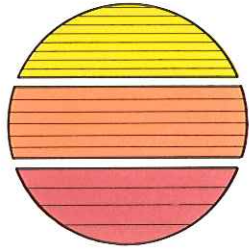
2010 COMPARISON

DEPARTMENT	JULY 2010		AUGUST 2010		SEPTEMBER 2010	
TRASH	340.5	17%	349	18%	475.5	19%
WATER	424.5	22%	340.75	18%	313	13%
PARKS	520.5	27%	437.5	23%	509	21%
CVIC	55.5	3%	82.5	4%	100	4%
STREETS	154.5	8%	127.5	7%	241.5	10%
VEHICLE MAINT.	114	6%	128.5	7%	85.5	4%
OTHER	192.75	10%	149	8%	185	8%
TIME OFF	161	8%	340	17%	526	22%
OVERTIME	28		10		29.5	
COMP TIME EARNED	16		10		14	
COMP TIME USED	2		11		18.5	



CVIC REPORT 2011-2012

MONTH	UTILITIES	MAINT.	CUSTODIAN SALARIES	TOTAL EXPENSES	REVENUE	BALANCE
						\$ (811.93)
Jul	\$ 621.47	\$ 1,394.43	\$ 1,573.12	\$ 3,589.02	\$ 4,976.00	\$ 575.05
Aug	\$ 716.12	\$ 851.01	\$ 821.67	\$ 2,388.80	\$ 2,995.50	\$ 1,181.75
Sept	\$ 666.43	\$ 916.18	\$ 837.46	\$ 2,420.07	\$ 1,165.00	\$ (73.32)
Oct	\$ -	\$ -				
Nov	\$ -	\$ -				
Dec	\$ -	\$ -				*
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	9/9/11				
	NVE THRU	8/16/11				
	RENT THRU	9/27/11				
* Report indicates only custodian wages; administrative and other maintenance staff time is not reflected.						



ENGINEERING • SURVEYING • RESOURCES & ENVIRONMENTAL SERVICES

RESOURCE CONCEPTS, INC.

September 27, 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 September 2011*
 RCI Project No. 11-003.1

Dear Chairman Stephans and Members of the Board:

September activities have been focused around completion of design for the Booster Pump Station, ongoing work for the design of the Heybourne Booster Pump Station, completion of the maintenance facility and finalizing the bidding, contract documents, and materials agreements for the Lucerne waterline.

We have been working with staff, as well as the County regarding water budgets and expenditures. This has culminated in the completion and submittal of pass-through billings covering the period since January 2010 for work on the Heybourne Booster Pump Station, as well as the Douglas County water rights pass-through time. The Booster Pump Station work included site issues going back to the initial site efforts on the Winhaven Gardens Homeowner's Association property, as well as surveying, preliminary design work, and the lot line adjustment preparation to create the parcel being purchased from Mr. Bently. These billings will initiate the pass-through process, which should allow reimbursement for the monies advanced by Minden much more quickly and efficiently.

We met with Douglas County Accounting and Public Works staff who indicated that they would like to see the Town bill directly Indian Hills and Carson City for their portions of the pass-through costs related to the Heybourne Booster Pump Station.

During the month, there have been a number of discussions and meetings regarding coordination and communication with the County and among the County and other District's and Towns. I am hopeful that the dialogue that has been initiated will continue so that we can establish clear guidelines and cooperative procedures for street cuts,

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Mr. John Stephans, Chairman
September 27, 2011
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activities within the Town of Minden such as waterline maintenance, street maintenance, sidewalks, curb and gutter, and other related work. At the present time, these matters are not always handled in the same way for different entities and projects.

The water rights applications, which we filed in August, are in their publication process. We will be monitoring to keep track of their status. The Douglas County Commissioners will be having a public hearing to make a recommendation for the approval of these applications to the State Engineer. Similar hearings will be held in Carson City.

During the month, we have also continued to work with our legal counsel on recent filings in responses related to the Pyramid Lake Paiute Tribe's legal assault.

Please let me know if you have questions or would like to discuss any matters prior to the meeting.

Sincerely,



Bruce R. Scott, P. E.
Town Engineer

BRS:cb

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

Minden Water System											
Construction in Progress at FYE 9/26/11											
Capital Project Name	Proj #	Actual Project Costs									Total thru 9/26/11
		FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	Total thru 6/30/11	FY thru 9/26/11	Outstanding PO's at 9/26/11		
Minden Water Tank Installation	07W09	9,209.00	2,420.00	6,794.58	100,502.62	2,183,439.87	2,302,366.07	10,594.03	-	2,312,960.10	
Buckeye and East Valley Waterline	10W05				88,272.95	2,076,952.17	2,165,225.12	7,463.90	-	2,172,689.02	
Lucerne Waterline	10W07				34,716.40	78,371.72	113,088.12	26,012.67	2,111,323.70	2,250,424.49	
Heybourne/Buckeye Waterline	10W08				23,238.80	1,648,120.72	1,671,359.52	8,020.34	-	1,679,379.86	
Booster Station Upgrades	10W09				30,497.85	175,800.40	206,298.25	15,751.52	1,613,335.95	1,835,385.72	
Heybourne Booster Station	10W10				17,840.00	58,879.10	76,719.10	6,470.00	200,000.00	283,189.10	
Buckeye to Orchard Waterline	10W11				6,239.80	258,347.19	264,586.99	7,845.00	-	272,431.99	
Well #3 Equipment Upgrade	11W03				-	147,585.32	147,585.32	19,525.88	-	167,111.20	
		9,209.00	2,420.00	6,794.58	301,308.42	6,627,496.49	6,947,228.49	101,683.34	3,924,659.65	10,973,571.48	
Purchase Order Detail:											
<i>Encumbered in Accounting System:</i>											
Western NV Supply	10W07								980,256.00		
KG Walters Construction	10W09								1,258,200.00		
									2,238,456.00		
<i>To Be Encumbered:</i>											
Burdick Excavating	10W07								1,131,067.70		
Bently Land Purchase	10W10								200,000.00		
Weir Floway	10W09								355,135.95		
									1,686,203.65		
									3,924,659.65		

Minden Water Capital Projects and Funding Sources						
	County Project #	Project Costs Incurred through 9/26/2011	Outstanding Purchase Orders at 9/26/11	Additional Costs to Completion	Total	
					Project	Costs
Project Costs:						
Minden Water Tank Installation	07W09	2,312,960.10	-		2,312,960.10	
Buckeye and East Valley Waterline	10W05	2,172,689.02	-		2,172,689.02	
Lucerne Waterline	10W07	139,100.79	2,111,323.70		2,250,424.49	
Heybourne/Buckeye Waterline	10W08	1,679,379.86	-		1,679,379.86	
Booster Station Upgrades	10W09	222,049.77	1,613,335.95		1,835,385.72	
Heybourne Booster Station	10W10	83,189.10	200,000.00		283,189.10	
Buckeye to Orchard Waterline	10W11	272,431.99	-		272,431.99	
Well #3 Equipment Upgrade	11W03	167,111.20	-		167,111.20	
		7,048,911.83	3,924,659.65	-	10,973,571.48	
Funding Sources:						
Sale of Water Rights to Carson City					10,000,000.00	
Carson Water Subconservancy District					100,000.00	
Heybourne Waterline Reimbursement					1,550,156.58	
					11,650,156.58	
Note: Additional Costs to Completion Column is incomplete.						