

ENGINEERING • SURVEYING • RESOURCES & ENVIRONMENTAL SERVICES

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# RESOURCE CONCEPTS, INC.

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June 28, 2011

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

**Subject:**      *Activities During the Month of June 2011*

Dear Chairman Stephans and Members of the Town Board:

The level of activity in Minden with regard to various Town system improvements is continuing as we complete June and look ahead to July. The maintenance facility is moving ahead quickly. We are nearing design completion and getting ready for bidding on the Modified Booster Pump Station at the Buckeye Facility, and we are finally into escrow with Mr. Bently on the land for the Heybourne Booster Pump Station. By our meeting, the water tank should be painted and most of our approved water system contracts essentially completed. Still outstanding are completion of the Lucerne Street line and the Buckeye Booster Pump Station. As we have done on other projects, we will be working with the Board on the bidding of pipeline materials for the Lucerne Street waterline separately from its installation.

We are planning to move forward with bids on the Buckeye Booster Pump Station in July for your consideration at the August Town Board Meeting. For the Lucerne Street Water main we plan to have materials only bids for consideration and acceptance in August as well. The construction contract for the Lucerne line is planned for the September agenda. This should allow the repaving to be completed before winter weather.

A number of potential development projects are active at some level in the Town. This includes the C.O.D. Casino, and the Ranch at Gardnerville. Both projects have had recent expressions of interest from developers and hopefully may result in some economic activity for the Minden / Gardnerville area. Other development activity has been very quiet with no major projects that we are aware of currently active.

There has been a significant ruling on our water rights legal matters. The Reno Federal District Court has dismissed the Tribe's appeal for the second time. It had previously gone up to the 9<sup>th</sup> Circuit and been remanded back to the Reno Judge for consideration in light of the potential impact on the Orr Ditch Decree. This Federal Court decision has been recently submitted for information to Judge Gamble, who is reviewing another appeal at the State District Court level

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Mr. John Stephans, Chairman  
June 28, 2011  
Page 2

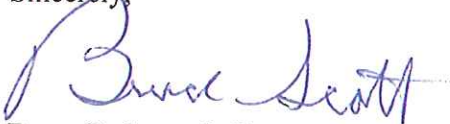
from the Tribe. We are hopeful that Judge Gamble will concur that Judge Gibbon's decision was not flawed and dismiss the Tribe's appeal at the State Court level as well.

The ruling of the Federal District Court in Reno is an important step in ultimately concluding the litigation. I am sure it will be appealed to the 9<sup>th</sup> Circuit Court of Appeals in San Francisco, but my opinion is that it will be much more difficult for them to overrule or remand back to the Reno Court than it was the first time they heard it.

There has been significant change within the Douglas County governmental structure with the departure of Douglas County Manager Michael Brown for a job in Oregon, and Mahmood Azad, the County Engineer. The new replacements for these positions will be important as part of Minden's interface with Douglas County government. Hopefully, it will not take too long for replacements to be named so that we can move forward with the new County staff. With budget issues, retirements and other changes, there have been a number of County personnel turnovers and it can be challenging because of the loss of institutional knowledge and memory.

If you have questions or would like to discuss any matters further, please let me know.

Sincerely,



Bruce R. Scott, P. E.  
Town Engineer

BRS:td

cc: George Keele, Esq.



*July 6, 2011  
Public Works Report*

***PROJECT UPDATES***

*East Valley Water Tank – NATGUN’s Crew arrived last Wednesday to paint the water tank; they estimate that the job will be completed Saturday, July 2<sup>nd</sup>, 2011.*

*Buckeye Pipeline – The last sample results were absent for Bacteria. We are going to flush the main and make sure there is no chlorine residual left in the line. Upon verification, I will submit a request to the Nevada Department of Safe Drinking Water for approval and authorization to place the line in service.*

*Well #3 Upgrade – I have really good news: NV Energy set the transformer Friday the 23<sup>rd</sup> and we have power. The new generator was test run on Monday the 27<sup>th</sup> and we did an initial pump start last Wednesday so we could flush the well and take a water sample. I have scheduled a start up for July 7<sup>th</sup>. Next month I will present a report on the project cost.*

*Buckeye Maintenance Facility – The project is moving forward and I believe they are a couple of days ahead of schedule. I have a slide presentation that I will be running prior to the start of the meeting.*

*We completed installation of a new 8” pressure relief valve on the Buckeye water main that provides protection from over pressurizing that main, as happened a couple of months ago. You probably remember that I had to leave the board meeting to deal with this problem. This new valve will provide much needed protection to our system.*

*Two of our employees tested this month to upgrade their Water Distribution Licenses and another is trying to obtain his license. Good luck to those employees, the results should be out by the middle of July.*

## Monthly Activities for the Month of June 2011

### Trash

- Curbside Containers Residential: 1 delivered, 1 picked up
- Green Waste 2 delivered, 0 picked up
- Residential Dumpsters 23 out for 77 dumps
- Commercial Dumpster 4 Routine exchanges
- Special Events 8 2yd for Street Fair  
4 2yd for Concert in the park  
4 2yd for Farmers' Market

### Water

- Routine water meter reads
- Routine water samples
- Routine valve maint. & hydrant maintenance.
- Tested all 3" and larger water meters, repaired several problems.
- 1638 County Rd – check for possible leak, found no leak.
- Carson Valley Inn – check flow at new meter in parking lot, found landscaping company had tried to connect to the meter check valve and put the parts in backwards restricting the flow. Repaired.
- 1073 Cedar Crest – turn off request, customer will return next winter.
- 1637 Esmeralda – meter register malfunction, replace water meter.
- 1693 Lantana – install water meter.
- 1769 Evergreen – citizen complaint, lid off water meter box, repaired.
- 980 Bella Rosa – turn on water for construction.
- 1639 Lantana – install water meter.
- 1041 Wisteria – check to see if water is on, it was.
- 1104 Wisteria – Check for possible water leak, found water in box from irrigation.
- 991 Aspen Grove – replace broken valve at meter box.
- Well # 8 – Buffo Electric replaced internal VFD fan.
- Well # 3 Project – completed piping, generator installation, electrical panels installed and NV Energy set transformer

**CVIC** Routine maintenance and repairs

### Parks

- Routine Maintenance
- Routine fertilizer applications
- Routine pruning
- Routine herbicide applications
- Routine irrigation repairs
- Tested all town backflows

### Streets

Routine Sweeping

Routine monthly inspection of all town owned street lights

### Vehicle Maintenance

- 2002 Chevy ½ ton pickup – routine service
- 2003 Tymco sweeper – routine service
- 2005 Ditch Witch vacuum excavator – routine service

**Hours worked by the Public Works Department 5-23-2011 through 6-26-2011  
 2323.5 hrs**

DEPARTMENT	APRIL 2011		MAY 2011		JUNE 2011	
TRASH	248	20%	427.5	21%	509.5	22%
WATER – Retail	24	2%	148	7%	127.5	5%
WATER – Pumping	18.5	1%	72	4%	54	2%
WATER – Wholesale	138.5	11%	49.5	2%	17	<1%
BUILDINGS	26	2%	19	<1%	17.5	<1%
GROUNDS	268	22%	487	24%	551.5	24%
CVIC	50.5	4%	30	1%	70.5	3%
STREETS	90.5	7%	40	2%	123.5	5%
VEHICLE MAINT.	122.5	6%	70.5	3%	68.5	3%
OTHER / PROJECTS	128	10%	182	9%	341	15%
EVENTS	5	<1%			48	2%
ADMIN	124.5	10%	254	12%	178.5	7%
TIME OFF	80.5	6%	182	9%	170.5	7%
OVERTIME	14		5		46	SEE NOTE
COMP TIME EARNED	4		8		5	SEE NOTE
COMP TIME USED**					4.5	

\*\*Included in time off figure.

**2010 COMPARISON**

DEPARTMENT	APRIL 2010		MAY 2010		JUNE 2010	
TRASH	328.5	19%	334	17%	434	18%
WATER	189.5	11%	301.5	15%	270.5	11%
PARKS	305	18%	555	28%	696.5	28%
CVIC	85.5	5%	63	3%	86	4%
STREETS	171	10%	220.5	11%	195.5	8%
VEHICLE MAINT.	159.5	10%	84	4%	104.5	4%
OTHER	299.5	18%	239.5	12%	204	8%
TIME OFF	159.5	10%	147	8%	655.5	19%
OVERTIME	14		7		42.5	
COMP TIME EARNED	4		25.5		4	
COMP TIME USED	47		3		67	

**NOTE:** Overtime and Comp earned related to routine checking of the wells on the weekend, Carson Valley Parade, two concerts in the park and Memorial Day Holiday.



# 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	\$ 631.20	\$ 1,018.94	\$ 1,748.88	\$ 3,399.02	\$ 3,915.00	\$ (811.93)

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	6/10/11
NVE THRU	5/13/11
RENT THRU	6/24/11

\* 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.**





June 29, 2011

TO: Minden Town Board  
FROM: Roger P. Van Alyne, P.E.  
Town Manager  
SUBJECT: Manager's Report, July 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: nothing new to report.

b. Economic Development. I received an inquiry from an appraiser looking for information regarding water service and development approvals for the Gateway Center.

c. Organizational Profile: nothing new to report.

d. North Valleys Waterline. Carson City is on target for Spring 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.

e. Martin Slough Ditch Trail project. Douglas County continues their effort to purchase a portion of the Seeman Ranch. I met with the Carson Valley Inn's engineer to discuss the design of the trail section adjacent to the Carson Valley Inn. The estimate of cost for the design of this section is around \$8,000.

f. Banner poles: Staff continues to review possible locations for the banner poles and will make a presentation to the Board at the August Board meeting.

2. Short term projects/tasks:

a. Christmas Event Planning: nothing new to report.

b. Minden Film Festival: The team is meeting on Thursday, July 14, 2011. We have selected Charlie Varrick for the Friday evening movie, and An American Tail for the Saturday kid's movie. I am contacting local businesses to enlist their support and participation.

c. CVIC Centennial: nothing new to report.

3. Items of interest to the Board:

a. Cruise nights: nothing new to report.

b. Vacant positions: we have selected a new Maintenance Specialist III, who will begin work on July 25, 2011. We are continuing the search for a Maintenance Technician II. We have interviewed candidates for the part-time Office Assistant position, have made a tentative selection, and are completing the background check process.

c. NDOT paving project on US 395: NDOT held a pre-construction conference on June 15, 2011. The contractor is scheduled to begin work on July 11, 2011. The contract requires the contractor to begin paving work on the north end of the project, between Spooner Junction and Jack's Valley Road. The contractor may perform electrical work in Gardnerville and ADA ramp work in Minden this summer.