



Board of Trustees
Minutes of Special Meeting
Tuesday, March 12, 2019
9:30 a.m.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Michael King
Robert Allgeier
Mary Schilling
Ted Thran

Staff Members Present:

Frank Johnson
April Burchett
Peter Baratti
Bruce Scott
Bill Peterson

Others Present:

None

Board Members Absent:

None

Meeting called to order at 9:30 a.m. by Barbara Smallwood, Chairman.

Public Comment: There was no public comment.

Board Comment: Barbara reported on the following:

- A member of the public advised her that they had picked up a recording of a previous board meeting. She stressed the importance of identifying each speaker on the recording, so she asked that each Board or staff member who wishes to speak raise their hand so she can acknowledge them by name for the recording.
- The County Commissioners held a hearing for the Klauber Ranch project. The County Engineer referenced MGSD's will serve letter but reported that the County has a policy that all sewer lift stations must be publicly maintained. The project was denied, so this is not an issue at this time. But she wanted the Board to be aware that this may need to be addressed at a later time.

MGSD District Manager Position: Barbara noted that April has provided the Board with the job descriptions for the Operations Supervisor and the District Manager, area salaries as shown on Transparent Nevada, and the current salary schedule. A timeline and annual review form had been provided on January 31st. Frank Johnson stated that he did not feel that the position needed to be filled using a search process, which can be expensive. He stated that Peter Baratti knows the District, the plant, the staff, and the staff knows him, and he is qualified. Bob asked Frank if he would be willing to postpone retirement for another year, and Frank said he would not. Barbara noted that the plant has run seamlessly while Frank has been on vacation, but she had concerns about vacancies created when people are promoted in house. She asked for Frank's, Bruce's, and Bill's input about these vacancies during the process.



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Barbara noted that at this time the Board of Trustees is the newest in MGSD history, meaning there is a lack of institutional knowledge. She would like Frank and Peter to perform desk audits of their positions, which would outline the actual tasks they perform, to help with institutional knowledge in the future. Ted noted that this is not a major document and it can be updated as new tasks are added or deleted. Mike thought this was a logical step. April noted that the position does not have to be posted by any law, and there is a section in the personnel manual that MGSD can decide to stop a position search at any time if a suitable candidate has been found.

District Manager Job Description: Frank noted that he is one of the few managers who does the budgeting all by himself. He would recommend more input from a professional accountant for the budgeting process. Barbara said she thought something like this would come about in the desk audit. Bob felt that the job description will be reviewed and changed with the new manager, since someone's individual qualities will change the duties. He asked if Frank has been working with Peter and April on this year's budget. Bob preferred to promote existing qualified employees, and he thought this should be looked at first. Ted asked about the requirement for a Grade III certificate, and April stated that according to NRS the supervisor/manager in charge of the plant operations must have a Grade III certificate. Mike agreed with Bob about promoting from within the organization, as long as there is someone qualified, noting that MGSD has someone qualified, and it is good for staff morale. Mike felt that the manager should have more certifications than the staff. Barbara confirmed that Peter Baratti currently has a Grade III certificate. Barbara noted that if we promote Peter Baratti, then it leaves his current position open. Bob stated that we can bring in outside consultants to help with areas where staff lacks a thorough understanding of a duty. He recommended at least 2 staff members know how to do each task. Ted felt that we should leave the job description as is, and move on to the next step. Mike agreed with Ted regarding the job description and with Bob's comments on redundancy. Bill noted that the job description should have a statement about the duty and responsibility regarding public relations and to maintain the pulse of the community, since the District Manager is the face of the District. Barbara confirmed that the county and legislative processes are becoming more important to the District. Ted noted that the District Manager does not need to actually attend meetings, and can view videos and keep the Board apprised of legislative and county items. Mike noted that the board needs to be careful of micromanaging, and felt that staff is already performing the duties of legislative tracking. Barbara agreed but felt that the District Manager can delegate a duty to staff. Frank discussed certification, and felt that the certification only showed how well someone takes a test but not necessarily how well someone does the work, but Peter has multiple certifications and is well qualified for District Manager. Frank also noted that we have a Grade II operator who is ready to step into the Operations Supervisor position, and this employee is working on obtaining his Grade III certification, which is required. Bruce stated that at this time, MGSD is not looking to substantially expand or diversify, so there is no need to look for a District Manager with additional qualifications and experience than is currently required. MGSD currently has a good, cohesive staff and it would be good to promote someone who is part of that staff. With respect to institutional knowledge, the consultants have a long history of the District and can help fill in the blanks.



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He also confirmed that the District Manager will need the certification, since MGSD is too small to have someone fill in if that certification is not in place.

Peter Baratti Statement of Qualifications: Peter stated that he is interested in the position. He outlined his qualifications, including Grade II wastewater certification which was obtained within 2 years of employment of MGSD, since previous time in the water industry was credited toward his work requirements. In addition, he passed the Grade III test on the first attempt, which has a 3% pass ratio. He has worked in the construction industry, both in water and wastewater. He took biology and microbiology classes. In addition, he has a Grade 3 Collections certificate, which is not currently required but he anticipated it will be in the future, and a Grade 2 Plant Maintenance Technology certificate. He has had over 10 years' experience as a supervisor for a private construction company. He has a Class A CDL, and noted that a Class A certificate includes transport of hazardous materials. He holds a Water Distribution 2 certificate, as well as numerous other certifications. He came from the private industry which required no certification, so he wanted to obtain as many certifications as he could. He loves MGSD, as well as the staff at MGSD, and noted that working at MGSD has been the pinnacle of his career. Bob asked Peter whether he had been working with Frank on new projects and calculating units of capacity needed for each project, and Mike asked if there is anything in the minimum qualifications that would be of concern to Peter. Peter responded that he has worked with Frank on the plan reviews and calculating capacity, and he has past experience in working with construction plans and works with them on a daily basis in his current position. He has taken a class in Excel but it was many years ago so there is room for improvement, but he does use Microsoft programs at home and there is currently staff in place that are more knowledgeable. One of his strengths is organizational skills, so any project he is currently working on can be located easily and the status is readily available.

Mike stated he preferred to offer the position to Peter Baratti, but he emphasized that the position is unclassified/exempt so there is no overtime. The position answers to the Board of Trustees, who are 5 elected officials, and there are people in the community who will confront and criticize the District Manager. Peter stated that he is aware of this, but he has been paying attention to how Frank handles these types of situations. He felt he has the communication skills and temperament to deal with this.

Barbara noted that salary will be handled in a future meeting, since it has not been agendaized. Discussion followed regarding items to be included in the job description, including project review and legislative matters. Barbara stated that at the next Board meeting, we will do an in-house replacement, set salary schedule and an effective date of promotion. Frank stated that we will then need to replace the employee we are promoting to Operations Supervisor in addition to the laborer, so we will be replacing 2 full-time positions, and the Board concurred.

Bob asked about the lifting requirement as noted in the job description, and the Board asked that this item be removed. Peter stated that the District Manager needs to lift a manhole in an emergency situation. Ted felt it should be a minimum of 25 or 30 pounds. The Board agreed on 25 pounds.



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April stated that the District Manager position is an appointed position, and recommended an employment contract. We have not done this in the past, but it should be done. The Board agreed, and directed her to work with Bill Peterson to prepare a contract. Barbara stated that the District Manager is required to file an annual financial report with the Secretary of State.

Bob asked that the next meeting be a special meeting. Discussion followed regarding items to be included on the next agenda and noticing of Peter Baratti.

Staff Report: Bruce passed out a draft sewer main summary, noting the ages and diameters of the sewer mains. RCI put this together to give the Board an idea of the footage of pipe in terms of their age and size, since older and larger pipes will be more expensive to clean. Discussion followed regarding allowing 6" pipes in cul-de-sacs and in other isolated places where the slopes can meet the standard. The installation date will be added to the larger maps. Ted asked if the newer lines are asbestos, and Bruce said the older lines are asbestos but not the newer lines.

April reported that she and Sarah have met with Seth from Casey-Neilon to determine what reports are needed, and she has contacted the accounting software consultant to arrange a meeting between them and Casey Neilon to set up some reports in the software. Frank noted that there will be additional costs to the upgrades to the accounting software. It is unexpected, but necessary.

Board Comment: There was no Board comment.

Public Comment: There was no public comment.

Meeting adjourned 11:20 a.m.

Approved by the Board of Trustees as presented on:

Date By _____
Ted Thran, District Secretary

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