



Board of Trustees
Minutes of Special Meeting
Wednesday, April 17, 2019
10:00 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 10:00 a .m. by Barbara Smallwood, Chairman.

Public Comment: There was no public comment.

MGSD District Manager Position: Mike stated that this is the most comprehensive packet he has received, and it sums up everything that would come up in the course of duties. There shouldn't be any misunderstanding about what the job entails.

a. Job Description and List of Duties:

- Barbara asked about adding the lab and SCADA system on Page 2 under the first bullet point. Frank felt that the "all processes" included the lab and SCADA. Barbara noted that it is included in the List of Duties. The Board felt it was understood to include those.
- Barbara asked what "impact fees" were under the third bullet from the bottom of page 2. April explained it was MGSD's fees, and Barbara asked that the wording be changed to "MGSD fees". The Board concurred.
- Barbara asked about the applicant meeting the requirements of NRS regarding filing financial disclosure forms. April said she thought it was in there, and in the contract.
- Mike asked the difference between the Job Description and the List of Duties, and April explained that the Job Description was more general, while the List of Duties was more specific.
- Bob wanted to make sure the website was updated regularly. Bob and Barbara asked that the List of Duties be amended to state, "Website design, management, and updates". The Board



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concurrred. April also noted that she would add website updates to the contract under strategic planning.

- Bob felt there should be a 6-month review of the District Manager after the first day of serving at the position. April stated that will be referenced in the employment contract.
- Bob asked that on page 3 under the “Qualifications of Employment, Knowledge of” portion, change “basic knowledge of Word and Excel” to “functional knowledge of Word and Excel”
- Bob asked that “Select alternatives” on page 4 be changed to “Suggested and recommended alternatives” since these suggestions and recommendations come from the Board. April felt that if the suggestions and recommendations come from the board, then it wouldn’t be part of the job description, but if the Board wants the District Manager to follow suggestions and recommendations she can add wording to the essential functions on page 2. The Board concurrred.
- Bob asked what “conduct research” meant. April stated it was a broad term that meant gathering information.
- Bob suggested that the wording “Prepare/manage/submit annual budget” should be changed to “Prepare/submit/manage annual budget”. The Board concurrred.

Mike wondered if Bill Peterson felt we were getting too specific in the job description and list of duties. Bill felt that the more specific the better, so that the Board can identify issues with better specificity and there is no vagueness in the expectations. Bob stated that job descriptions for corporate board members have become much more comprehensive due to ambiguity in the expectations outlined. Bill also stated that the District Manager serves at the pleasure of the Board, at-will, and can be discharged at any time for any reason.

b. Appointment of Peter Baratti to Position of Assistant District Manager:

Barbara felt that from the discussion of the last few board meetings, Peter would be appointed to initially serve concurrently with Frank. Bob felt that an Assistant District Manager position was not needed. If we come to an agreement with Peter, there are things to be discussed and agreed to. He suggested that Peter be appointed District Manager with an effective date of July 1, 2019. Barbara asked Frank if this would meet his approval, and Frank stated that would work for him. Mike expressed concern that there would be two managers between July 1 and August 30, which might create a conflict. Frank will be legally responsible until August 30. We should only have one manager. April stated that a title will need to be determined, as well as when Peter becomes an appointed official as opposed to a regular employee.

Discussion followed regarding agenda items for approval. After discussion, it was determined that today the job description would be finalized, and the starting salary would be determined, but the appointment would take place at the time the employment contract was approved.



c. Starting Salary:

April stated that Frank currently earns an annual salary of \$105,000. Peter is currently earns \$83,000 but in February he will earn over \$89,000. In addition, he earns about \$15,000 in on call and overtime, so as of February Peter will earn as much as Frank's current salary. Bob felt that the plant is good for about 30 years, so there will be no need for additional staff and the duties will not expand from the current position. He proposed a starting salary of \$95,000 with a potential salary adjustment at the six-month review. Peter has not been performing the duties for the length of time Frank has. He did not recommend approval of a starting salary today. Ted felt that if an employee was being promoted and expected to perform the duties of a higher position, he should expect a starting salary at about 10% higher than the current salary, so Ted suggested a starting salary of \$100,000. Barbara noted that at a starting salary of \$95,000 would result in a reduction in pay for Peter, if you include the overtime and on call time. There would be no incentive for Peter to accept the position. Bob noted that the District Manager is an exempt position, and would be able to leave for the day if the work is completed, while getting the full salary, and would not be spending the extra time for on call and overtime. Bob asked Bill Peterson if the starting salary needed to be included in the contract, and Bill stated that it would need to be included. Mike stated that the District Manager position is a huge job with a high level of responsibility. There are digester issues, training for new employees, and new accounting processes with computer upgrades. He suggested that the salary start at \$105,000, the same as the current District Manager, since Peter would be expected to perform the same, as well as additional duties. Barbara asked the Board if they preferred to set the salary today or at the time of the contract. April stated that the salary can be offered with the contract, and the contract with the salary can be discussed at a later date. Bob preferred setting the salary at the time the contract is presented. Bruce suggested discussing the contract now, so that Peter has a feel for the Board's position on the contract elements, and then come to a salary consideration at this time. By holding off on the salary, it leaves things in the air. Ted, Mike, and Mary agreed to discuss the contract at this time. *(discussion continues on page 4)*

d. Employment Contract

Barbara reviewed the amended outline of the contract elements.

- Barbara clarified that the effective date of the contract is July 1, 2019
- Term of contract: Ted and Bob felt it should be an annual contract.
- Conditions of Employment: Barbara noted that the position is "at will".
- Benefits: Barbara asked April if this position has the same benefits as all other MGSD employees, and April stated they are the same benefits.
- Vehicle Use: April explained that the District Manager does not currently have a vehicle to take home, but it is a common benefit for positions of this nature. It would not be for personal use, but for use for going to and from work, and for response to emergencies. Mike felt that there are complications with vehicle use, and the public perception of a district vehicle sitting in someone's driveway is not a good one. The plant is the duty station, and any employee needs to report to the duty station prior to responding to a call. He preferred



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- not to include a vehicle. Bob also mentioned a liability issue with private passengers. The Board agreed not to include vehicle use in the contract.
- April asked if the Board wanted to set a maximum dollar amount for the District Manager's approval of attending training seminars. It was decided that that the Board will review it when the contract is available in draft form.
 - Timekeeping: April noted that we have never required the District Manager to submit leave hours in written form. Bob asked what was meant by timekeeping, since the position is exempt. Bill explained it is a written record of the time the manager is absent. Bob asked that the name be changed. Bill said we can give it a different name.
 - Barbara felt that the six-month review should be included in the contract, and the Board concurred.
 - Professional Development: April stated that this included training and reimbursement of expenses for training
 - Strategic Planning: The manager would set a goal-setting session each year, a workshop to set the criteria and evaluation form of the District Manager's annual review, as well as scheduling Open Meeting Law and Ethics Law training for any new trustee.
 - Severance Pay: The Board agreed to discuss this when the draft contract is presented for review.
 - Return of Property: Barbara asked if this includes passwords and access codes, and April said it does.
 - April asked if there was anything else the Board wanted to include, and the Board directed her to coordinate with Bill Peterson regarding a draft contract.

c. Salary (continued from page 3)

Motion by Ted Thran to include \$105,000 as starting salary for the position of District Manager. Seconded by Mary Schilling. Bob suggested starting the salary at \$100,000 then increasing it to \$105,000 after the six-month review. There was no further discussion on the motion. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

Peter passed out salary information for FY 16-17, FY 17-18, and FY 18-19 including his salary and overtime and on call earnings for the past 3 years. Peter pointed out that the overtime and on call earnings exceed \$10,000 each year. He noted that the District is gaining his institutional knowledge and his contacts in the industry. Peter discussed his qualifications. He stated that right now MGSD is in a good spot for future planning with growth increasing in the District. He asked the Board to keep evaluating the salary offered for the position. He takes the District's role in the community very seriously and he wants to make sure the community remains safe and give our customers the best service we can. Barbara asked about the dates on the certificates included in the resume package. Peter explained that the certifications are the initial acceptance dates, but the current certificates are on the wall in the break room. Mike asked Peter if \$105,000 was an acceptable salary. Peter stated he would take the job at \$105,000. Bruce observed that the salary for the District Manager is lower



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than the industry standard, and he recommended the Board look at the salary and benefits package for the District Manager. Bob felt we were in line with the salary as compared with the managers of the other area GID's. April stated that a clause can be placed in the employment contract regarding an increase in salary at the six-month review.

Mike left at 11:40 a.m.

Salary Scale: Bob noted that the salary scale has been adjusted by 1.9% COLA. **Motion by Bob Allgeier to approve the salary scale for FY 2019-2020 with a 1.9% COLA.** Seconded by Ted Thran. No further discussion. Motion carried [4 ayes (Allgeier, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 1 absent (King)].

Staff Report: Frank asked Bob if the GRGID reimbursement can be handled as part of the agreement terms for fixed and variable costs. Bob stated it's a different situation. He thought that since we have the insurance money, we should pay them the amount owed to them within this fiscal year.

Bruce reported that RCI is working on a contract with Olcese for the digester cleaning project.

Bruce reported that Dr. Pipeline is getting started on the contract for the GRGID interceptor cleaning and televising.

Bruce anticipated that he would have a recommendation for the reconstructed Esplanade line at the June meeting.

Board Comment: Barbara asked what the next step was for the proposed employment contract and wondered if we should schedule a special meeting. April stated she would have a draft to Bill Peterson this afternoon, so as soon as it is ready it can be scheduled for a regular meeting.

Bob reported that he had a conversation with Gerry Bing, who said developers haven't been able to raise money for approved projects, so projects are being delayed.

Bill stated he and Frank are meeting next week with the State regarding the audit. He recommended that Pete attend that meeting as well.

Public Comment: There was no public comment.



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Meeting adjourned 11:55 a.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Ted Thran, District Secretary

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