



Board of Trustees
Minutes of Regular Meeting
Tuesday, October 1, 2019
6:00 P.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:

Peter Baratti
Cliff Simpson
April Burchett
Bruce Scott
Bill Peterson

Others Present:

Craig Olson

Board Members Absent:

None

Meeting called to order at 6:00 p.m. by Barbara Smallwood, Chairman.

Public Comment: There was no public comment.

Chairman's Comment: The Chairman had no comments at this time.

Claims Review and Approval: Mike asked about Item 19 for M&B Enterprises regarding the Fuel Pump Replacement for the Chevy pickup. Barbara noted that the description for Item 19 is for the 2000 ½ Ton Chevy pickup, not the 2015 pickup. Mike called the auto store and the fuel pump itself is around \$230. He's felt that the \$462 for the cost of the labor was high. He was disappointed that we spent \$730 on a vehicle we're going to get rid of. Peter explained you have to drop the fuel tank to get to the fuel pump, so it's more involved than the older models. Peter said his goal is to have that truck sold at auction the next time the County has an auction, and he hopes to be able to recoup some of that cost in the auction. Mike asked about Item 32 for SDBX Studio, and asked if we were hacked. April explained that it looked like someone was attempting to hack and we asked SDBX to look into it. Peter explained that it's been difficult to update the technology from Frank's computer and email, and he is attempting to change everything to one machine with one email. **Motion by Mike King to approve the claims received for September, 2019 in the amount of \$73,104.22 plus miscellaneous expenses in the amount of \$1,381.83, and to approve the payroll-related expenses paid during September, 2019 in the amount of \$97,199.34.** Seconded by Ted Thran. There was no discussion on the motion. Motion carried [5 ayes (Allgeier, King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent].



Minutes

October 1, 2019

Page 2

Minutes of September 3, 2019 Regular Board Meeting: Mike King stated that person making the motion on Page 4 under the truck purchase approval needed to be added. He also noted that on Page 6 “show” needed to be removed in the second paragraph, so the sentence reads, “...and bad debts is where it is shown in order for reconciliation with the bank statements.” **Motion by Ted Thran to approve the minutes of the September 3, 2019 Regular Board Meeting with the noted corrections.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

MGSD Digester 2 Lid Repair: Craig Olson reminded the Board that at the last meeting a few options were discussed, and the Board selected Option 1 for a new lid with additional skirt height. At that time the Board also asked Craig to put together a scope and fee, and to provide an agreement to Bill Peterson for approval. Bill provided some comments to add into the draft agreement, which were incorporated into the agreement, and the project was defined in detail. The fee is a \$75,000 lump sum amount, which is in line with what was discussed at last month’s meeting. Bill said the agreement looks good, and his comments and changes were incorporated into the final document. Bob asked if Section 1.2.4 includes the bidding services and construction administration, and if those are hourly charges. Craig said no those costs are not included, and they will be defined when they get through the design. He noted that usually RCI handles the contract administration. Bob clarified that HDR does not take part in the bid review and recommendation, and Craig said that was correct and if the Board asks for HDR’s participation, then that will be a separate charge. Mike preferred that HDR be included in the bidding, and Bob disagreed. Bob felt that the bids are collected at MGSD and the recommendation is made by MGSD staff and RCI. Bill explained that one of the changes made to the agreement from the last construction project was that additional services are not included and will be done upon request under a separate contract. Bob noted that Section 3.1 designated the owner’s representative, and he would like an item on the next agenda to designate Peter Baratti as the Owner’s representative. Bruce concurred. Bob explained that in regards to Section 4.4 regarding the written authorization to proceed within a reasonable period of time, he was concerned about such a short period of time and he would like it changed to 14 days. Bill said this is standard boiler plate, and since there is only one phase it didn’t really apply. Bill said the Board can name Peter Baratti as the representative tonight as part of their motion. Discussion followed regarding when the 7 days take effect, and Bob asked who determines a reasonable amount of time. Bruce said we have a long history of working together, and we haven’t had any problems in the past, so he didn’t see any risk to MGSD. Bob clarified that HDR is not in any way involved in the analysis of the bids, nor do they supply us with a list of contractors. Craig said in the past they have supplied us with a list of names for us to contact about the bid, and that is included in the scope. Bruce said that if he and Pete have a problem with reviewing bids, they will let the Board know. Bob clarified that HDR will not be a part of the construction management. Craig said that RCI runs the construction phase, but HDR will review submittals from the contractor regarding equipment to make sure they meet HDR’s specifications. Those charges are not included in the scope of the agreement. Craig said at that point they will estimate how



Minutes

October 1, 2019

Page 3

many documents will be reviewed, and the cost for that will be given to the Board at that time. Bruce suggested that once the bids are ready to be received, the Board ask HDR for a proposal for additional services, since RCI doesn't have the expertise that HDR has. RCI can run the job for payroll and timeframe monitoring, but they aren't qualified to review the technical aspects of the project bid. He said there would be continuity to have HDR handle that portion of the project but recommended that before they do anything they should provide a cost estimate. Craig estimated that cost would be approximately \$10,000-\$15,000. Bruce will be doing the work on the ground, so it wouldn't be that much. Mike asked about Section 3 regarding the Owner's Representative, he would like to propose to the Board a modification to the final motion, in lieu of waiting until next month, to designate Peter Baratti as the Owner's Representative. Bill said it is within the scope of the agenda item, since the agenda states we are approving the agreement and that would include any additional requirements under the agreement. Bob asked how long until we see the drawings, and Craig said soon since we want to start construction in the summer. **Motion by Michael King to approve the Agreement between Minden-Gardnerville Sanitation District and HDR Engineering Inc. for Professional Engineering Services for Digester No. 2 Roof Replacement in an amount not to exceed \$75,000, to authorize the Chairman to sign the agreement, and to designate Peter Baratti to act as the Owner's representative under the terms of the Agreement.** Seconded by Bob Allgeier. There was no additional discussion. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

MGSD Pump Station No. 2 – Peter reported that he was asked by the Board to bring additional information from the contractor to explain in more detail what needs to be done at Pump Station #2. This would give us a redundancy which we currently do not have. We keep most of our old systems in good working order so if we have to rely on them in an emergency, we can. He would like to get this particular item back in good working condition. **Motion by Bob Allgeier to approve the estimate from Power and Control Solutions for the purchase and installation of a Siemens Hydro Ranger with Ultrasonic open vessel level transducer and appurtenant switches, wiring cables, etc. for Pump Station No. 2 in an amount not to exceed \$6,000.00.** Seconded by Ted Thran. Ted asked if this interfaces with the SCADA system, and Pete said from the research they have done, it looks like it will. At this point, it appears to need some additional modules in order to do that, since it is too old to interface directly. If the alarm goes off, it will include this item anyway. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

Attorney-Client Conference: Bill had nothing to report.



Minutes
October 1, 2019
Page 4

Engineer's Report: Bruce Scott reported on the following:

Village at Monte Vista: The contractor has run into some difficulties but they are getting back on track. They have been shut down and they are currently shut down. The contractor has ordered 2 manhole bases to replace some manholes that were not constructed to MGSD's approval, and the plans that we reviewed and approved were not the plans the contractor was working from. Staff has done a great job keeping an eye on the construction. A revised set of plans was approved today. Barbara asked who the engineer was, and Bruce said R.O. Anderson Engineering. There were apologies from them for the first problem, and a misunderstanding that caused the second problem. He has written a letter to Rob Anderson in the past regarding these types of issues. Bruce said he is considering doing another letter, and the Board recommended he send a letter as they were frustrated with the unprofessional conduct. Barbara mentioned the cost for MGSD to review the plans, and Bruce said it is reflected in the pass-through charges. Bruce stated the initial recommendation was to pothole the line to make sure it was at the elevation we thought it was. They didn't do that. They started at the second manhole, and when they got to the first manhole, it wasn't at the right height or in the right direction. He won't accuse the engineer of anything in the letter, but he will use strong language. Peter said we were getting the changes with no time to review them prior to construction, and we had to have someone on site at all times. He thought we need to add some additional language in our verbiage to make sure they get off on the right foot. We typically recommend that a contractor pothole and televise the existing line prior to construction, but we haven't required it. Now we are going to require it and ask for that to be scheduled at the pre-con meeting. Barbara said we need accountability since things are picking up, and we need to have review time. We need to protect the ratepayers. Bob thought that once we take action on this, word will get out and it will be a long time before it happens again. Bruce said the contractor has been extremely professional and reasonable to deal with on this.

Bently: RCI is continuing to monitor the results of the testing at Bently to zero in on their discharge permits.

MGSD Five-Year Discharge Permit: RCI is helping Peter on the 5-year discharge permit required by the State. The State has a new computer system, and it is a costly permit. Peter said he sat down this morning to get the online account set up, and he is reviewing the e-users guide. We currently have most of the documentation they are asking for.

GRGID Interceptor: Peter and Bruce are meeting with Greg Reed next week to review the televising of the GRGID interceptor. They will then come up with a scope of work.

Barbara asked how GRGID handles pretreatment. Bruce explained that there are certain types of uses that prompt pretreatment. Barbara said that the County did away with Home Occupation Permits, and she is concerned that we don't have any idea what is going into the lines. Peter said we received a call from



Minutes
October 1, 2019
Page 5

City of Reno about a food processing facility in the Ranchos, and he has a call into Greg on this. We haven't seen any problems in the influent but we do have questions. Bruce said if there is a major development, we'll catch it in the system. If it's a small in-home business, it will get diluted.

District Manager's Report: Peter Baratti reported on the following items:

Peter pointed out there is a new format for the District Manager's Report.

In September, 13.8 edu's were sold to Schat's Bakery, 1 will serve letter was issued for the multi-family development at Monte Vista, and 1 public records request was received from Douglas County. Peter attended the Douglas County Commissioner's meeting on September 5th. He has a walk-through scheduled with the JT Restaurant to make sure they get all their credits for the proposed building demolition. There is a pre-application meeting tomorrow at the County for Green Acres Mobile Home Park on Hwy. 395. The maintenance agreement with Cashman was renewed, with no changes to the agreement.

GovSpend Contract: At the September meeting, the Board asked Bill Peterson to review the GovSpend contract. The contract was forwarded to Bill who found that Peter is reading it correctly, and we're in it for 2 more years. Peter said we will try to get our money's worth from this, but we will not be renewing it.

Co-Gen: Peter met with Tim Missamore from SDP this morning. Pete asked him to bring in some costs for light maintenance service since we can't fully run the co-gen. Peter also mentioned that the digester repair will provide steadier gas source. Tim reminded Peter that the equipment is MGSD's and the generator is old, and they do go bad. If it's going to be down for some time, Tim recommended that we pull it out and get the windings coated and rebaked. Peter felt that it is better to maintain what we have than rehabbing or replacing it. He asked that an item be put on next month's agenda to present the board with some revised numbers. The agreement will need to be amended to more accurately convey what is covered. Tim wants to work with us and bring us something we can both agree on. Unfortunately, MGSD needs them or someone similar to them to keep the equipment working properly.

Staff Items: Peter reported that a new computer has been purchased since Frank's computer was very old. He will wait until he is through the NDEP permit before he switches computers. We are also upgrading the employees' cell phones to a first responders system, called FirstNet, to give us priority in calls. We had to get new phones anyway, and this program will eliminate the problem of using personal phones for MGSD business.

Projects in District: Sonic is proposing additional lots, and that area already has sewer improvements for additional lots. The Human Bean is completed. On Heybourne Meadows the contractor did a



Minutes

October 1, 2019

Page 6

phenomenal job, and everything was spot on. They are getting ready to pave. Testing went smoothly and everything looked great, except for minor work on one manhole. Barbara asked if it was the same engineer as the Monte Vista project, and Peter said yes. Peter said this is a more experienced construction crew.

Belt Press: Peter reported that the belt press feed pump was replaced. It is an old pump and it was costly. The supplier had to reproduce the part since they couldn't find it anywhere else. Mike stated that we have had a conversation in the past about putting in a second belt press. He is concerned about the age of this, and he would like to start working on a second belt press. Peter wants to look at it for the next fiscal year. Mike didn't want to wait that long. Bob felt that since we just repaired it, we should be okay. Peter said it's about a two-year fix. Mike asked if there was something we could do as a compromise in the meantime. Peter thought there might be, such as putting in some basic infrastructure for a new belt press, some conduit and other things like that. He said staff can handle some of that. We are going to order a new blade since we have been doing things for years to keep the current one working. Mike emphasized that the belt press is critical for the processing. Discussion followed regarding the cost of a new belt press which was estimated to be about \$1.7 million.

Parking Lot Sealing: The sealing on the parking lot was completed. The parking lot was restriped, but not to handicap standard. Peter suggested that when we redo the parking lot next year, to demolish the curb to make the handicap space wide enough. He felt that Nevada Paving did a nice job.

Hwy. 395 Line Cleaning: NDOT approval was received for the proposed Hwy. 395 line cleaning. The pre-construction meeting has not yet been set.

Jessica Lane HOA: We have been contacted by a representative of the Jessica Lane HOA off of Hussman in Gardnerville. They would like to dissolve the HOA, which encompasses one 4-plex. April explained that there is only one lateral to serve the building, but they need to have some mechanism in place to pay for improvements and so we can have someone responsible for the lateral. Our response to them was to contact an attorney to see if there was some other entity or association that could be created for building, grounds, and sewer lateral maintenance purposes.

GRGID Interceptor Cleaning: GRGID was billed for their portion of the televising. Peter will meet with Greg Reed to discuss areas of concern, and they need to seriously look at the river crossing.

1463 Hussman Duplex: The owner would like to convert the duplex to a single-family residence. Peter reviewed the tapes, and there appears to be only one lateral serving the building. He needs to verify the situation on the ground. There is also some concern about major plumbing renovations.

Mike gave compliments to Pete and April regarding the new format and the information included.



Minutes
October 1, 2019
Page 7

Barbara reported that Coldwell Banker staff met with the County Manager and the Community Development Director regarding the master plan update. At that meeting concern was expressed about MGSD's "exorbitant" fees. Barbara asked Peter to review the information that Bruce, Frank and April put together a few years ago regarding fees and contact Shele Pandl at Coldwell Banker to do a presentation. She asked if we should have another community meeting. Bruce said we should make the summary current, and present it to Coldwell Banker. Mike pointed out that at the last meeting people who would have benefitted from attending did not attend. Discussion followed regarding doing a presentation at a future Chamber of Commerce meeting. Bob thought the first step would be to update the summary and put it on our website.

Administrative Report by Staff: April reported that the number of potential liens is down to 15.

April stated that in the Chamber of Commerce newsletter, it mentions that open enrollment is coming up. She received confirmation from our agent that our health insurance is locked in to June 30.

Frank left instructions regarding the website. She asked the Board to get with her regarding any website additions and changes.

Lien Fee Increase: The County Recorder is planning on approving an increase in recording fees by \$3.00. She asked the Board if they wanted to change MGSD's fees in response. The Board said we should remain consistent with the County's fees. Bill Peterson will check the statute to see if this will require a business impact statement.

Increase Petty Cash: In addition to a lien fee increase, office staff would like to increase the petty cash by \$100 to cover the additional costs of releasing a lien. Barbara stated it should be increased to \$500 so money is available. Ted asked if the petty cash box also was the source for making change, and April said it is. The Board concurred to raise it to \$500.

Board Comment: Barbara stated that Trent Tholen at the County just received the Mackland 4 map that we've been dealing with for a year. The Assessor's Office has been very busy.

Public Comment: There was no public comment.

Meeting adjourned 7:50 p.m.



Minutes
October 1, 2019
Page 8

Approved by the Board of Trustees as presented on:

11/5/2019 By *Ted Thran*.
Date Ted Thran, District Secretary
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