Board of Trustees

Minutes of Regular Meeting

Tuesday, August 4, 2020

6:00 P.M.

Board Room

Minden-Gardnerville Sanitation District

1790 Hwy. 395

Minden, Nevada

*Board Members Present*: *Staff Members Present: Others Present:*

Barbara Smallwood Peter Baratti Randy Williams

Michael King April Burchett *(via telephone)*

Ted Thran Bill Peterson

Mary Schilling Cliff Simpson

Robert Allgeier Bruce Scott

*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 comment.

***Claims Review and Approval:*** **Motion by Ted Thran to approve the claims received for July, 2020 in the amount of $213,434.67 plus miscellaneous expenses in the amount of $332.19, and to approve the payroll-related expenses paid during July, 2020 in the amount of $101,589.01.** Seconded by Bob Allgeier. There was no discussion on the motion. Motion carried [5 ayes (Allgeier, King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent].

***Minutes of July 7, 2020 Regular Board Meeting:*** Mike pointed out on Page 7 under the Administrative Report by Staff that the word “not” needs to be added to the first sentence, so the sentence reads, “…and April said that we have not seen any issues yet.” Barbara noted on Page 4 the last sentence of the last paragraph for the Rate Study, an “a” needed to be added so the sentence reads, “…will do as good a job.” Barbara also noted on Page 6 in the second paragraph that she meant to state controversial instead of convoluted and asked the Board if they would agree to change the word convoluted to controversial. The Board concurred. Bob stated that in the first line of page 7 the word “project” should be added so the sentence reads, “The total cost of the project to date is $22,000 including manhours.” **Motion by Bob Allgeier to approve the minutes of the July 7, 2020 Regular Board Meeting with the noted corrections.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [5 ayes (Allgeier, King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent].

***Gardnerville Ranchos GID*** -- Peter noted there is quite a bit of development proposed and occurring within the GRGID boundaries, and they have requested additional capacity. **Motion by Mike King to approve the purchase of 20 edu's of capacity under the terms of the 1990 Supplement to the 1974 Contract between MGSD and Gardnerville Ranchos GID to be used within the Gardnerville Ranchos General Improvement District Boundary.** Seconded by Ted Thran. There was no further discussion on the motion. Motion carried [5 ayes (Allgeier, King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent].

***Public Access to MGSD Plant Site*** -- Peter explained that staff has experienced incidents where people are walking through the plant unrelated to MGSD’s business, and he has a concern about the District’s liability. We are the only sewer facility that is open to the public to his knowledge, and at other plants a guard checks visitors in. He proposed controlled access to the plant with automated gates and call boxes so staff can let visitors in remotely. He explained that the Ironwood gate would need to be relocated farther away from the street so that a vehicle can safely turn around and exit back onto Ironwood Dr. if nobody is available to open the gate. Gardnerville Water is also pursuing limited access to the public at their facility, and Peter will coordinate with Mark Lovelady to see what they have planned and the associated costs. Ted stated that many utilities are going to that type of access. Bob asked how we would regulate the gate. Peter explained that we already have the system in place at the front door, and it would be a telephone intercom. With our existing infrastructure it wouldn't be too much extra work to accommodate the new equipment. We would need to get someone in to do the additional work on the brick wall at the Ironwood gate and to install the electronic equipment. Peter requested Board approval to look into alternatives and costs. Peter stated that the Hwy. 395 gate would require coordination with NDOT for a longer turn lane. He also noted that vendors have had access to the rear gate which has worked out well, and the new access would be similar, but the office staff would also have visual contact with the new gate. Mike stated that he thought it was a good idea, and he noted that the airport has had to do that. Mike suggested looking into getting grant money from homeland security to help fund the costs. He expressed concern about safety at the Hwy. 395 entrance due to the gate’s proximity to the highway and the lack of a turn lane at that location. He ~~also~~ thought that just the Ironwood gate would be adequate, and it was not worth doing the Hwy. 395 gate. Ted asked about access by the Town’s trash trucks, and Peter said they would continue to use the rear gate as needed. Peter pointed out we have open equipment and it would be in MGSD’s best interest to keep the public away from that equipment as much as possible. Discussion followed regarding modifying the Ironwood gate or both gates. Peter stated that the rear gate cost about $14,000. **Motion by Mike King to authorize the District Manager to solicit design and pricing proposals for controlled public access to MGSD plant site, including alternatives to allow for some limited access.** Seconded by Mary Schilling. There was no further discussion on the motion. Motion carried [5 ayes (Allgeier, King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent].

***Meeting adjourned for closed session at 6:25 pm to discuss cybersecurity issues. Item was for discussion only, and no motion was proposed during the closed session.***

***Open Meeting called to order at 6:50 p.m. by Barbara Smallwood, Chairman***

***Attorney-Client Conference –***  Bill Peterson had nothing to report.

***Engineer’s Report –*** Bruce reported on the following:

Townes at Monterra: Bruce reported that the main that did not meet MGSD’s standards has been reconstructed as noted in the District Manager's report.

He also reported that the Digester work is moving forward.

Marvin Tebeau of RCI and Peter are working with Bently to assess their use for calculating their fees for pretreatment.

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

In August 4.4 edu’s were sold, and 2 will serve letters were issued.

Discussion followed regarding the Ashland Park proposed subdivision on Toler. Peter stated a realignment of the District’s boundary will be required to accommodate the project, and he supported Eric Nielsen’s preference of spreading the lots out a bit. He also noted that the developer will have to address the floodplain issue.

In August there were several meetings with KG Walters and some discussions with POOL/PACT and DETR. In addition, staff is working with Casey Neilon regarding the audit items. With SDBX Studio, our website host, we have secured our payment portal but we will be having some additional conversations about upgrading to a company that can give us a government-grade website. One of our biggest weaknesses on our cyber security assessment was the website. Upgraded computers have also been received.

Heybourne Meadows: Regarding Phases 5-7, Mountain West has relocated the sewer interceptor main and they did a great job on that. Staff has done preliminary testing. Regarding Phases 3A, 3B, and 3C, Mountain West is communicating well with MGSD and RCI. There are some tricky items involved in these projects and it could easily go wrong, so Bruce has given them additional conditions.

Monterra: Knox Construction redid some of the laterals. The main that had a shallow slope was actually located very deep, so how the slope issue occurred is unknown. He has asked Cliff to put together a small booklet of details and slope parameters for use by contractors in the field. The engineers know the material but the contractor isn’t necessarily in the loop. Barbara stated that this has been the situation for years, so she asked Peter to watch the cost of preparing these materials and felt the ratepayers shouldn't be responsible for paying for someone who didn't read the instructions.

Tires Plus is the only project that will be ready for a final walkthrough this month. COVID-19 seems to be holding up other projects.

Peter noted that Cliff has done an excellent job at the ponds, and he is now working on the roadways. The Pista grit material is onsite and staff is starting that project.

KG Walters is getting to the coating phase of the Digester project, and they have indicated an early delivery date on the lid.

He noted that Barbara signed the belt press project agreement with HDR, and HDR will be moving forward with the design.

Bob asked about the projected completion date for the digester. Peter stated the lid isn’t expected until October. He anticipated several weeks for the assembly of the lid, so he thought January or February would be the target for putting liquid in it. After that, the goal is to immediately use the digester for gas storage.

Barbara asked about the Phases in Heybourne Meadows and wondered if the County worked on their process, so that the phases move forward according to numerical order. Peter thought development has occurred according to the existing infrastructure. Bruce explained that the project has been piecemealed, with the result of a changed layout and infrastructure needing to be relocated at the developer's expense. Mike asked if the old lines should be completely removed. Bruce explained that there isn't a large number that won't be used and that some will be taken out and some will be filled with concrete. Our sewer interceptor line was already in place because of the Chichester development. We have special conditions on this project so we ensure our integrity is maintained.

Mike asked about the contract with Catherine Hansford, and April stated she is coordinating with Bill to get a contract to her next week.

***Administrative Report by Staff –***

April stated that Cliff Simpson received his Grade III Certificate.

April reported that 12 accounts are past due, 2 commercial and 10 residential, for a total of $11,963.23

***Board Comment –***

Bob asked if we have seen problems with people paying bills due to COVID, and April said they have not been contacted by anyone yet. Ted also said that other businesses have not seen any problems either.

***Public Comment –***  There was no public comment.

***Meeting adjourned 7:20 p.m.***

Approved by the Board of Trustees as presented on:

 By .

Date Ted Thran, District Secretary

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