



Board of Trustees
Minutes of Regular Meeting
Tuesday, February 1, 2022
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Ted Thran
Mike King
Ray Wilson

Staff Members Present:

Peter Baratti
Cliff Simpson
Bill Peterson
April Burchett
Craig Olson

Others Present:

Sondra Condron
Sharla Hales

Board Members Absent:

Mary Schilling

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

Public Comment: There was no public comment.

Election of Officers: Ray Wilson nominated Barbara Smallwood as Chairman for 2022. Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Ray Wilson nominated Mike King as Vice-Chairman for 2022. Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Ray Wilson nominated Ted Thran as Secretary for 2022. Seconded by Mike King. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Mike King nominated Ted Thran as Treasurer for 2022. Seconded by Ray Wilson. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Chairman's Comment: The Chairman reported that former Trustee Bob Allgeier has had some health issues forcing him to be in and out of the hospital. He is home now on hospice care. Discussion followed regarding sending flowers or fruit, and the Board directed staff to provide a basket with fruit and snacks to Mr. and Mrs. Allgeier.



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Claims Review and Approval: Ray clarified that Items 4 and 65 for Co-Gen Service was not a double charge, one payment was for one month and the second payment for another month. He felt that the costs of the co-gen will need to be looked at. Peter stated he will keep track of those costs to see if there are alternatives. Barbara stated that this can be placed on an agenda when Peter has some options to present to the Board.

Mike asked about Items 13 and 14 for Warren Averett Technology. Peter explained that Item 13 was for the annual fee for the Great Plains software and Item 14 is our monthly usage fee for Office 365. Mike thought that once LaVonne Ghanavati was hired, Warren Averett's costs would go down. Peter explained that all of our office programs are now under Warren Averett Technology, whereas before now they were managed with different companies which resulted in difficulties in getting various programs to work together. We now only have one contact to make, and this also offers us better security. Mike questioned the annual payment for Great Plains, and April explained that we have been paying this annual fee for several years.

Motion by Ray Wilson to approve the claims received for December, 2021 in the amount of \$84,692.41, and to approve the payroll-related expenses paid during December, 2021 in the amount of \$104,355.09. Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Minutes of January 4, 2022 Regular Board Meeting: **Motion by Mike King to approve the minutes of the January 4, 2022 Regular Board Meeting.** Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

MGSD Master Plan Status Update by HDR Engineering: Craig Olson reported that they are close to submitting a draft master plan update for plant improvements. They are waiting for a couple of more pieces of information. HDR and Peter had a call with NDEP regarding potential future permitting issues. This would give us some idea of what they are thinking might be coming up, such as regulating nitrates and nitrogen in the groundwater. We have to update the District's permit every 5 years, so we will have notice of any substantial changes to the regulatory requirements. The plant is currently operating on a 7 year old permit. Although MGSD renewed its permit, NDEP is behind, and MGSD is operating under the requirements of the old permit. There is no indication from NDEP when the updated permit will be issued. The flows into the plant haven't been changed much since the last master plan update, but the strength



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has increased, resulting in more solids going to Bently. Additional loading will impact some things at the back end of the processing, but not by much. So the focus is on maintenance of the equipment. It doesn't appear that we will need to increase capacity, but aging is of concern, so they are working on figuring out what will need to be replaced and the time frame for the replacement. He anticipated having a draft master plant to Peter in a few weeks for review, prior to presenting a draft to the Board.

Peter clarified that the permit renewal was submitted with the fee, but NDEP has a large backlog and they are reporting that they are about 3 years behind in getting the permits issued. He stressed that the District is in compliance with permitting. Peter also reported that he there was one effluent reading that was slightly out of compliance that he noted in his reports to NDEP. This reading was due to an infrastructure failure, and was immediately corrected. He did anticipate a letter from NDEP on this matter.

Mike stated that it sounds like the Board can be relieved that there aren't any large surprises and thought it sounds like we're in good shape. Craig agreed. The non-compliant reading Peter reported on was due to old insulation, and Craig stated that these are the types of things they are now looking at. This will be more of the challenge moving forward, rather than building new equipment. The only big thing the Board would need to be aware of are any new regulatory requirements placed on the permits. Barbara asked if the District will need more land for increased biosolids application, and Craig stated that with more biosolids going to Bently the effluent flows to the ranches will not change much. Craig noted that if additional regulations are placed on nitrates, it would require additional mechanical items at the back of the plant processing to treat those nitrates.

The Board thanked Craig for his presentation.

MGSD Belt Filter Press Addition Project: Peter explained that the motion made back in May did not specify if any restricted account money was to be earmarked for this project. Mike asked Ted for his opinion as Treasurer, and Ted felt that the project should be fully funded from the plant expansion restricted account. Barbara questioned the names and purposes of each restricted account. Her concern was that we would pull funds from the correct account and have the proper impact to GRGID. Bill Peterson explained that the restricted funds were set up in such a way so the Board can move funds in and out of them at their discretion. These funds were allocated to certain types of projects, but the Board can change their minds about this at any time. Discussion followed whether the project was a repair item or a new item, and Peter clarified that this was a new piece of equipment. Mike King asked if this type of project would



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require GRGID to participate in the cost. Discussion followed whether this project would increase capacity, and it was determined that this project does not increase capacity. Barbara stated that since GRGID would be partially responsible for the cost, she prefer that staff research the purpose of each restricted account and then the Board can properly identify the appropriated restricted account. **Motion by Ray Wilson to continue this item for up to 4 months in order for staff to research the purpose of the restricted accounts.** Seconded by Ted Thran. Motion carried [4 ayes (King, Smallwood, Thran, Wilson), 0 nays, 0 abstain, 1 absent (Schilling)].

Attorney-Client Conference – Bill Peterson reported that he was contacted by a Tribe representative to set up a meeting regarding the pending easement. Mike asked if we were billing Pine View for Bill Peterson’s services. April explained that the charges from Bill Peterson’s office were being tracked for billing to Pine View when the contracts are completed.

Engineer’s Report – Bruce Scott was not present at the meeting. Ray Wilson reported that Bruce had received the Andy Aldax award which Bruce deserved.

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

No capacity was sold in January. Two will serve letters were issued, one for a mixed use residential and commercial project at the old nursery on Hwy 395 at the south end of Gardnerville, and one for a high-end hotel next to the ReMax building new the Herbig Ranch. Also during the month, he had meetings with RCI, HDR, and Simerson. The belt press project will be delayed another month due to supply change problems.

Peter reported that he attended the ABC conference in New Mexico. ABC has changed their name to Water Professionals International, and they mandate the testing requirements for the operators. They are trying to standardize testing criteria, and the test questions need to be legally defensible. The conference also covered issues with cybersecurity. Barbara stated that she appreciated Peter attending this conference, and that people don’t realize how important the operators’ work is. Peter also said he was able to see a new plant that utilizes microfiltration which resulted in crystal clear effluent.

Tesco conducted their annual check on the SCADA system, and it went well.

Staffing Items: Lochan KC passed his Grade II operator certificate, and Jason Williams obtained his CDL. Our new employees, Joe Church and Nick Quilici are progressing in their studies and



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should be obtaining Operator-In-Training status soon. Chris Baracosa studying for the Lab Technician certificate.

Boiler 1 is up and running. We still need the State and our insurance company to complete their inspections.

The grant documents were submitted to POOL/PACT for the gate project. We are still waiting for the intercom equipment.

Barbara asked about the numerous calls regarding the flare. Peter stated that Douglas Dispatch had notified him about the increased calls. Staff is beginning work to retrofit the shield we had used before to attach to the new flare stack. Hopefully, that will reduce the calls.

Controller's Report: April reported that LaVonne was not able to attend tonight's meeting, but 9 liens were filed during January and 1 lien was released. Nobody has paid on the 9 that were filed. There are 3 more accounts that have been identified for lien filing, but in the processing of the liens it was determined that the customers each had new mailing addresses. Billings will be sent to the new mailing addresses to give those customers a chance to avoid a lien. Two of those accounts are also in foreclosure. Ray asked if we only had to file a lien once, and April stated that our liens are perpetual, so we don't need to re-file them. Ray asked if these are new liens, and April stated that they are. We now have a total of 20 accounts with liens on them.

Administrative Report by Staff: Discussion followed regarding COVID issues with Trustee Schilling and staff. Mike asked about Mary Schilling, and April stated that she did not speak with Mary, but Mary did call in and speak with Anthony. Mike asked about a leave policy for staff, and April and Peter explained that there is a federal leave policy in place related to COVID. Peter stated that it appears that most of the staff is well again and back at work. In addition there was a terrible cold season, and we have had a lot of staff out of the office.

April asked Bill to discuss the RCI rate change that Bruce Scott brought up last month. Bill stated that this is the type of item that would fall under the jurisdiction of the District Manager, unlike hiring a new engineer for example. So this would not require board action or approval. Barbara clarified that the rates are lower than what they charge other clients, and that the Board is not approving a new contract. Mike asked what the increase amount is, and April stated he did not mention the amount of the increase. The Board directed that staff obtain the new rate schedule from RCI.



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Board Comment – The Board wished everyone well in their health concerns.

Public Comment – Sharla Hales mentioned that she is running for County Commissioner, and thanked the Board for their excellent work. She lives in Westwood, and the District is not on the radar because things are run so well. Sondra Condrón reported that she is strongly considering running for the MGSD Board.

Meeting adjourned 7:30 p.m.

Approved by the Board of Trustees as presented on:

3/1/2022 _____ By Ted Thran _____
Date Ted Thran, District Secretary

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