



Board of Trustees
Minutes of Regular Meeting
Tuesday, February 2, 2021
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Michael King
Raymond Wilson
Mary Schilling
Ted Thran

Staff Members Present:

Peter Baratti
April Burchett
Anthony LaRocca
Bruce Scott

Others Present:

Board Members Absent:

None

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

Public Comment: There was no public comment.

Affirmation of Election of Board Officers for 2021:

Barbara acknowledged that the election of officers from the January 5, 2021 meeting was not executed properly, therefore an affirmation was in order.

- Barbara Smallwood's nomination for chairman carried with 5 Ayes, 0 nays.
- Mike King's nomination as Vice-Chairman carried with 4 ayes, 1 nay from Ray Wilson. Ray explained that he voted nay because of advice he received from a friend at the Attorney General's office pertaining to Mike King's wife, Sarah King, still being employed by MGSD.
- Ted Thran's nomination for secretary/Treasurer carried [5 ayes (Smallwood, Schilling, Thran, King, Wilson) 0 nays.

Chairman's Comment: The Chairman had no comment.

Claims Review and Approval: Mike pointed out the Warren Averett Technology Group charge for \$8,375.00, noting that this would come up again for discussion later on in item number 9, pertaining to the contract for possible action with the Warren Averett Technology Group. **Motion by Ted Thran to approve the claims for January 2021 in the amount of \$246,515.03 plus miscellaneous expenses in**



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the amount of \$41,081.50 and to approve payroll-related expenses paid during January 2021 in the amount of \$121,454.61. Seconded by Ray Wilson. Motion carried [5 ayes (King, Schilling, Smallwood, Thran, Wilson), 0 nays].

Minutes of January 5, 2021 Board Regular Meeting: Barbara pointed out a handout with corrections made to the January 5th minutes. Ray pointed out that also missing from the minutes was Bill Peterson's statement that he would review the GRGID contracts with Pete. Bill agreed and said he briefly reviewed the contracts again, but still needed to review them further, and put his findings in writing. Barbara clarified that we would go back and include Bill's statement in the minutes. **Motion by Mike King to approve the minutes of the January 5, 2021 Regular Board Meeting.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [5 ayes (Smallwood, Schilling, Thran, Wilson, King), 0 nays].

Barbara asked that items 7 and 8 be heard later in the meeting in case Niki Neilon were to appear to discuss these items, and the board concurred.

Warren Averett Technology Group: Mike, going back to the claim summary, pointed out the \$8,375.00 charge from Warren Averett for the month of January and asked if that amount would be deducted from the proposed contract amount of \$20,000.00. Peter clarified that the \$20,000.00 would be a purchase of a block of 100 hours and that the \$8,375.00 January charges were separate from that. Peter explained that LaVonne is our Great Plains (GP) consultant that MGSD has been using for many years. Peter also noted that LaVonne has been working closely with the office staff as of late to help MGSD meet the accounting standards recommended by Casey Neilon. Peter also noted that buying this block of hours at a discounted rate will help MGSD because these are hours that LaVonne is going to be here anyway. Even if we hire someone else LaVonne would still have to come in and train that person. Pete also expressed the possibility of hiring LaVonne onto the office staff once her contract with Warren Averett expires. Barbara circled back and confirmed that the January charges would not be deducted from the 100-hour proposed contract to which April confirmed. The contract would only take effect once approved and signed by the board. Mike also pointed out item number 4 "Terms of Engagement" on page 4 and took exception to fees for travel time being charged separately. Mike suggested LaVonne remote in to avoid paying for travel to which April explained that we would like to eventually do that, but as of right now there are cybersecurity concerns with the technology MGSD is currently utilizing. Ray agreed that paying for traveling time is not ideal. Barbara recommended that we would tentatively agree to the contract if travel expenses were not included. Bill agreed that coming and going to work typically does not constitute travel time as apposed to running a work errand during work hours. Ted concluded that he used similar wording in his past experiences, but never billed for coming and going. **Motion by Mike King to approve the Proposal to Serve from Warren Averett Technology Group dated December 8, 2020 to purchase a block of**



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100 support hours for LaVonne Ghanavati for accounting services in an amount of \$20,000.00, a discount of \$7,500 from the standard billing rate with the provision that travel time would be excluded. Seconded by Ted Thran. Motion carried [5 ayes (Smallwood, Schilling, Thran, King, Wilson) 0 nays.

Attorney client Conference: Bill reiterated that he is still studying the GRGID contracts and intends on putting his findings in writing and should be available by the March board meeting.

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

Bruce touched on the current projects happening in the District. Thoroughbred Crossing, Maverik, and McDonald's are all moving along accordingly. RCI is working with NDOT on future projects as well as continuing to work with GRGID regarding the interceptor rehabilitation project. This project is getting closer to the bidding process. Bill mentioned he will be monitoring the GRGID interceptor project too as there is a separate contract for that.

District Manager's Report: Peter started by mentioning the EDU's sold to and the progress being made on the Great Life Church project. Peter then addressed the Will Serve requested for the Klauber Ranch and Barbara asked if that would require a lift station. Peter confirmed that he believed that this would most likely require a lift station but that of course would be the responsibility of the homeowners or the County.

Peter reported on the Digester Lid project stating that due to winter weather conditions, the completion of that is being pushed back until further notice.

Peter discussed the issues that we are currently having with our website and the hosting company SDBX. The website is not ADA compliant and is antiquated in terms of what the website should be able to do. April confirmed that all government websites need to be ADA compliant and SDBX is unable to do that. We did receive a quote from Wyred Insights and will be looking to get quotes from other agencies as well. April did clarify due to the nature of this work, it is not subject to the bidding process, but that she would like to get multiple quotes including from Wells Fargo who also may offer website management. Mike then asked for clarification as to what entails a website being ADA compliant. April explained that the website should have audible directions for the visually impaired. Barbara asked if POOL/PACT helped in any way with this. April said they do not. Barbara also expressed her concerns about the cost of website maintenance but agreed that making it compliant is paramount.



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Peter then discussed the equipment repairs being made around the plant as well as progress being made with HDR and the belt press project. That project should be ready to go out to bid in the next few weeks. Peter then confirmed that the new Pista Grit equipment installed by the MGSD staff is up and operating perfectly. This will now allow us to service and inspect the old grit channel which is about 8 years past its recommended life span.

Peter did have a meeting with Greg Reed regarding the digester project and made him aware that Bill is looking into the contracts regarding capacity stipulations. They also discussed the interceptor rehab project which GRGID is ready for whenever it does start.

Peter noted that the fourth quarter DMR's were completed and accepted. He's now working on the EPA report for the biosolids and should be submitted in the next week or two.

Peter also updated the board that the MGSD staff are in line for the COVID vaccine shots and are a couple weeks out.

Ray asked about the pre app meeting with Chuck Hathoot about the manufactured home project off Muller Lane and Pinenut. Peter stated that the infrastructure is in place, but it appears as though this project is in its very early stages and is still a far from starting.

Ray then asked about the yearly report that Peter intends on presenting and asked that any pertinent employee information as far as promotions, etc.. be included.

Mike expressed his concerns about the potential cost that it may take to hire LaVonne in Sarah's old position. He also pointed out the stipulation in the Warren Averett contract about the financial penalties in hiring an employee away from Warren Averett. He recommended we have a back up plan. Peter agreed and he is aware of the potential costs and is aware that it may be financially prohibitive. Peter also went back to the recommendation from Casey Neilon that we attempt to hire a CPA to the office staff. Peter also confirmed that he and April are currently working on the job description that would satisfy the accounting recommendations. Barbara also pointed out the benefit of having someone on staff that could help us use The Great Plains software to it fullest extent. Ted also pointed out the benefit of having someone on staff that had financial experience to the extent that they could be an asset for Peter when it comes time to putting budgets together. Barbara recommended POOL/PACT as a resource for putting the job description together.

Barbara then asked about the public records request, Smart Procure, and the time the staff must take to gather information for them. April pointed out there was nothing we can do as the information they are requesting is public knowledge.



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Barbara then asked whether we had done any public education recently or do we have any public education practices. April then pointed out that we did at one point, but it was not received well by the public as they viewed it as a waste of money.

Casey Neilon: April deferred to Ted regarding the three-year contract to which Ted confirmed that he recommended that contract for cost savings purposes. April stated that we have been very satisfied with the job they have done and recommended that we retain them. Ted pointed out that Casey Neilon is only one of a few firms that are qualified and certified to perform government accounting. Mike then asked Ted as the treasurer if he recommended Casey Neilon, to which Ted confirmed yes. Ray then asked if the rates seemed appropriate and Ted confirmed that they are in line with current rate for government auditing. **Motion by Ted Thran to approve the three-year engagement letter from Casey Neilon for auditing services in the amount of \$16,250.00 for year end June 2021, \$16,750.00 for year end June 2022, and \$17,200.00 for year end June 2023, for a total of \$50,200 over three years.** Seconded by Mike King. Motion carried [5 ayes (Smallwood, Schilling, Thran, King, Wilson) 0 nays.

Designation of Auditor: Mike asked for clarification between the difference between item number 7 and item number 8. Barbara confirmed that it's a statutory requirement to designate an auditor every year even with a contract in place. **Motion by Mary Schilling to designate Casey Neilon as auditor for the MGSD audit ending June 30, 2021.** Seconded by Ted Thran. Motion carried [5 ayes (Smallwood, Schilling, Thran, King, Wilson) 0 nays.

Administrative Report by Staff: April asked that the board members take a moment after the board meeting to sign the documents to add Ray Wilson and remove Bob Allgeier from the checking account. April confirmed that LaVonne has been billing for travel time and stated that she would address this and ask that we no longer be billed for travel. April is still trying to set up training for open meeting law to no avail and asked Bill if he would be willing to assist us in our own training. Mike stated his preference to do remote training. He asked if attending training is mandatory by law and April pointed out that it is not mandatory but the State requires a signature stating the information has been reviewed. She said she would provide the documents and training manuals. April noted that the staff is scheduled for ethics training. April also said she would have the documents ready by the next meeting for the District manager's review on April 6th. Barbara informed Ray of this process of reviewing and filling out the district manager's review form leading up to the actual agenda item. Barbara then asked about the process of assigning customer account numbers and April stated that she assigns the account numbers numerically as capacity is sold.

Board Comment: Discussion regarding the COVID-19 vaccination.



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Public Comment: There was no public comment.

Meeting adjourned 7:30 p.m.

Approved by the Board of Trustees with the noted corrections on:

3/2/2021 _____ By Ted Thran _____
Date Ted Thran, District Secretary

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