



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

Board Members Present:
Present:

Barbara Smallwood
Michael King
Raymond Wilson
Mary Schilling

Staff Members Present:

Peter Baratti
April Burchett
Bruce Scott
William Peterson
Cliff Simpson

Others

Sondra Condron
Greg Reed
Craig Olson

Board Members Absent:
Ted Thran

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

Public Comment: Sondra Condron introduced herself. She lives on Shamrock Circle adjacent to the plant, and she was interested to see how things worked at MGSD. Barbara thanked her for attending.

Chairman's Comment: The Chairman noted that Ted Thran was unable to attend the meeting.

Claims Review and Approval: Ray asked about how much Catherine Hansford has remaining in her contract, and April stated she would get that information to the board. Ray asked about the Tesco billing, and Peter explained that the mechanical valves that were in place for about 10 years were never utilized in a programmable mode. In order to more efficiently feed the digesters, he felt it was best to call Tesco to program the valves instead of continuing to have the operators manually operate them. **Motion by Ray to approve the claims received for June, 2021 in the amount of \$370,053.88 plus miscellaneous expenses in the amount of \$1,853.01, and to approve the payroll-related expenses paid during June, 2021 in the amount of \$99,688.12.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 0 absent (Thran)].



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Minutes of June 1, 2021 Regular Board Meeting: Mike had a question regarding clarification of the meaning for a portion of the wording from Catherine Hansford's presentation as shown in the minutes, and he requested that the approval of the minutes be rescheduled to the August 3rd regular board meeting in order to have Catherine review the minutes. Bill Peterson concurred that this was acceptable. **Motion by Mike King to reschedule the review and approval of the June 1st minutes to the August 3rd regular board meeting to give Catherine Hansford the opportunity to review her portion of the minutes to confirm the accuracy, taking in consideration that she be given the opportunity to agree that the minutes accurately reflect what she stated in her presentation.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 0 absent (Thran)].

MGSD Master Plan Update by HDR Engineering: Craig Olson reported that based on Catherine Hansford's presentation last month, it became apparent that the master plan for the plant needs to be updated in order to account for deteriorating equipment. He proposed to update the document over a 10-year span to update the components and make projections for the maintenance of the equipment. Peter stated he contacted other sewage treatment plants in the area to use them as a sounding board to figure out their master planning process. Carson City does their master planning in a 4-year span, and their current plan shows a total projected expenditure of \$44 million. They noted that their issues included general degradation, regulatory compliance, and funding loss due to expense planning that had been put in place 10 years before to pay for improvements which been diverted to other departments and projects. Truckee Meadows Water Reclamation Facility (TMWRF) also agreed with the degradation issue. Peter noted that we are now also seeing general degradation in our equipment. He has discussed this with Craig, and that is why the new coating was done on the digester. He also noted that repair and maintenance needs to happen in order to keep us from total replacement when necessary, and Peter felt that HDR's proposal was within reason. Ray stated that the fee seemed high to him, and he noted that it was \$99,000 in 2012. Craig stated he was worried about the increase in the estimate as well. But the same data from 10 years ago still has to be examined, and there is now a new element of doing a walk-through and trying to quantify the maintenance portion that wasn't done before. He felt it was a fair price. Peter noted that there is going to be a lot more time with HDR staff onsite at MGSD in order to identify the issues, whereas before a lot of it could be done offsite. Barbara asked about the service area noted in the agreement, and Craig stated it's to accommodate the growth in the area but he will clarify the service area with Bruce



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Scott. Barbara clarified the “Owner” shown on Page 8. Discussion followed regarding construction cost vs. design/engineering cost. Barbara asked for clarification of definition of “projects” in Item 8.1 on page 12. Barbara also asked for clarification of the terms on Page 13 regarding reuse of documents and whether it states that they can use our documents but we can’t use theirs, and if this was normal practice. Bill explained that it means we don’t use the documents unless they’re involved, as some of their documents or modelling programs may be patented. Bruce explained it is standard in RCI’s contracts as well, and noted that MGSD has no intention of using these plans for anyone other than ourselves. **Motion by Mike King to approve the agreement from HDR Engineering to update MGSD’s Master Plan document for plant improvements in an amount of \$149,942.00.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 0 absent (Thran)].

Pine View Estates: Bill Peterson stated that this item needs to be continued. Pine View’s attorney wants to have a meeting with both parties’ attorneys, engineers, and the Tribe to work out the easement. He recommended that it be placed on the August agenda. Ray believes that this project has changed. We have made them aware that we don’t accept lift stations and all of a sudden they want us to maintain 2 of them. He felt that we might want to reconsider accepting their project. He felt that we should do have a special meeting to discuss the issues. Bill said they’ll try to flush that out at the meeting with attorneys and engineers, but he also thought a special meeting would be in order. Mike agreed with Ray. He felt it started off as doing a good service for people that are in need, and he entered into it with the understanding that the financial burden that MGSD incurred would be reimbursed by Pine View, but now it’s getting complicated and confusing, and it isn’t what we agreed to do. He suggested they review what was agreed to. Barbara agreed that the project has morphed, and she is concerned about the increasing attorney costs. She emphasized that this project is not going to be at the expense of MGSD’s rate payers. April explained that attorney costs are being calculated so MGSD can be reimbursed for those costs when grant comes from NDEP. Mike suggested they come back when they are better organized. Bruce pointed out that MGSD is being accommodating. Ray expressed concern about continuity with their new board. What was conveyed from the old president is different than it is now. Bill thought it would come to a head at the meeting with the attorneys and engineers. This item was continued to August 3rd meeting.

MGSD-GRGID Interceptor Project Construction Manager at Risk (CMAR) Approval:

Barbara pointed out that Greg Reed is in attendance. Bruce apologized for the lateness of the memo regarding the selection, and that RCI staff is very comfortable with the recommendation.



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There were 3 very good responses, and interviews were conducted with each one. Keith and Dave from RCI, Peter Baratti, and Greg Reed were on the interview panel. Bruce recommended entering into a contract with Q&D Construction as their cost is less than the other two. Once approval is made to enter into an agreement, they can begin to move forward. He thought that moving forward with a CMAR can reduce the overall cost. Peter said all three applicants were qualified but Q&D was slightly better. Greg Reed stated that they were all neck and neck, so any of these firms could have done the job very well. He was looking forward to getting this project underway as soon as possible. He also noted that it may be less expensive to replace manholes rather than repair them. Discussion followed regarding bypassing the line during the project. Ray asked if there was a report of what condition the pipe is in. Bruce said we did a TV inspection two years ago, and it's time to get it lined. Ray asked how long it will take under the river itself. Bruce said that will probably be segmented out, especially since we're getting the river at a good time with no water in it. **Motion by Ray Wilson to award Construction Manager at Risk for the MGSD-GRGID Interceptor project to Q&D Construction.** Seconded by Mary Schilling. There was no discussion on the motion. Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 0 absent (Thran)].

Plant Site Tree Maintenance and Treatment: Peter explained this estimate was presented to the Board for approval about two months ago, and the Board asked him to get additional estimates. He has since contacted three other companies, and only one showed up but has not provided an estimate nor would they do the treatment or some of the removal. He has also contacted the arborist recommended by the Chairman but has not heard back from them after completing and submitting their online forms. Joe Benigno's Tree Service would do all the needed servicing, including removals and treatment. We had some treatment a few years ago, and it cost around \$10,000 and they recommended at that time that it be done every other year, so we're behind in our maintenance schedule. Peter would like to get it approved to get on Joe Benigno's schedule. We have worked with them before. Barbara questioned replacing some of the removed trees with smaller trees. Peter noted that some trees were able to be saved before with treatment, and replacement has been discussed. We will try to keep as many trees as we can. Mike stated that he is familiar with this company as they have done a lot of work in the area. He stated that they are a quality company and do a fine job. Ray agreed with Mike and felt this was a good price. Ray asked for clarification of which trees are being covered, and Peter explained it's all the trees along the perimeter. **Motion by Mary Schilling to approve the estimate from Joe Benigno's Tree Service for maintenance, removals, and treatment of trees on the plant site in an amount of \$18,975.00.** Seconded by Mike King. There was no discussion on the motion.



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Motion carried [4 ayes (King, Schilling, Smallwood, Wilson), 0 nays, 0 abstain, 0 absent (Thran)].

Attorney-Client Conference – Bill had nothing further to report.

Engineer's Report – Bruce reported that the new McDonald's is open, but there are no new submittals at this time.

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

The new flare has been a great success, but once again the flame can be seen along the Hwy 395 and Muller Ln, resulting in additional calls to the Fire District. He has spoken with Kurt Hildebrant with the Record Courier to put an article in the newspaper to explain what the flare is for. We may have to re-deploy the old shield and improve that to achieve a greater height to shield the flame. The height is 7 feet, in accordance with ANSI standards

The Boiler project needs a part specially built, and they are waiting on that.

He anticipated the co-gen startup to be around mid-July.

The infrastructure is installed for the Gate project, and replacement is scheduled to start in 2 weeks.

Peter discussed the bar screen repair and reported that it is now fully functioning thanks to efforts of staff.

Ray asked how many staff people MGSD will have after hiring the additional employees, and Peter stated we will have 14 people, including 2 new operators and a controller. We received 8 applications for the operator position and selected 6 for interviews. We received applications from some very good candidates. Ray asked about the timing for hiring, and Peter said around the beginning of August. Barbara asked if 14 employees were planned for in the budget, and Peter stated they were.



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Peter pointed out that the final budget numbers for FY 20-21 look good. He stated he was proud of the amount spent on capital projects, which will help with our high depreciation amount. We reinvested over \$1 million back into the plant.

Barbara asked about the East Fork Investment project noted on the District Manager's report, and April explained for a multi-family project on County Rd.

Barbara asked if we know what is going into the old McDonald's. Peter was told by the contractor that they are going to sell it, but we don't really know.

Barbara asked if there is only 1 RV dump in the District, and Peter said he believed that to be the case. Peter said he was approached by the Tribe to put one in at the casino at the south end of Gardnerville. MGSD policy allows them, but it's costly to meet the environmental requirements. He has heard nothing further.

Barbara expressed concern about the Hathoot project, as it is now not going to annex to the Town of Gardnerville. Bruce explained that the project would be served by contract and not be annexed. The project will be annexed to Gardnerville Water Co. There is a dispute with the Town regarding trash containers. April explained that we would bill them for ad valorem fees in the event it is not annexed to the Town.

Administrative Report by Staff: April reported that 7 liens are on file, 1 of which made a partial payment, 1 is in escrow, 1 in foreclosure. Total outstanding amount is \$4,740.41.

Ray asked about the controller interviews, and discussion followed regarding the selection of LaVonne Ghanavati. April reported that the panel felt LaVonne was the best candidate for MGSD's needs at this time, and Bill Peterson will be reaching out to LaVonne's current employer regarding the terms of the hiring fee.

Board Comment – Ray appreciated the members of interview panel for the Controller position.

Public Comment – There was no public comment.



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Meeting adjourned 7:45 p.m.

Approved by the Board of Trustees as presented on:

8/3/2021 _____ By Ted Thran _____.
Date Ted Thran, District Secretary

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