



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, October 4, 2022  
6:00 P.M.  
Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Barbara Smallwood  
Ted Thran  
Ray Wilson

Staff Members Present:

Peter Baratti  
April Burchett  
LaVonne Ghanavati  
Cliff Simpson  
Bill Peterson  
Bruce Scott  
Haley Mosegard  
Jessica Kneefel (portion)

Others Present:

Sondra Condron  
Chris Shorten

Board Members Absent:

Mike King  
Mary Schilling

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

**2. Public Comment:** April Burchett introduced Jessica Kneefel and Haley Mosegard who have joined MGSD's Administrative staff.

**3. Chairman's Comment:** The Chairman noted that Trustees King and Schilling are absent, but a quorum is present.

**4. Claims Review and Approval:** There was no discussion or questions regarding the claims received for August, 2022 and the payroll-related expenses paid during August, 2022.



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**Motion: To approve the claims received for August, 2022 in the amount of \$159,344.82, and the payroll-related expenses paid during August, 2022 in the amount of \$122,668.78.**

Made by: Ray Wilson  
Seconded by: Ted Thran

**Vote: Motion carried.**

Ayes: Smallwood, Thran, Wilson  
Nays: None  
Abstain: None  
Absent: King, Schilling

***5. Minutes of September 6, 2022 Regular Board Meeting:*** Trustee Wilson asked Peter Baratti about the sludge thickener on page 4 of the September 6, 2022 meeting minutes. He was concerned that it had been running for 30 years and asked how MGSD would manage operations if it broke down. Peter Baratti mentioned it was on a higher importance scale for the HDR Capital Improvement planning that the plant just recently reviewed with Craig Olson. We would like to have anywhere from 2 to 4 sludge thickeners, but they need a building which is why the cost is high. Our current sludge thickener runs several hours a day, so we're not taxed on time with it and in the event of a major failure, we have a larger time frame to repair it.

Peter Baratti commented that we do still have a redundancy problem, but we have more leeway because of the frequency that we run it. Trustee Wilson asked if the building had to be built around the machine and Peter Baratti said it did not and explained that it requires a similar footprint to the existing belt press, minus a few infrastructure requirements, since we currently have transfer pumps that feed it from the aeration basins to the machine and we only run one at a time. Peter Baratti said he was not sure how much additional infrastructure that a new machine would need, but it does need a structure and we will need square footage for that expansion.

Trustee Wilson thanked Peter Baratti for the clarification.



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**Motion: To approve the minutes of the September 6, 2022 Regular Board Meeting.**

Made by: Ted Thran  
Seconded by: Ray Wilson

**Vote: Motion carried.**

Ayes: Smallwood, Thran, Wilson  
Nays: None  
Abstain: None  
Absent: King, Schilling

**6. Attorney-Client Conference:** Bill Peterson reported that plans for Pineview Estates have taken a step backwards due to the Tribal Attorney quitting suddenly without notice. The Tribe does not have a new attorney yet, so we expect plans to be delayed for longer than anticipated. April Burchett mentioned that we need to sign the Contract of Service agreement for Pineview Estates to get the easements started. She mentioned that they have not paid us the acreage fee yet and typically we do not sign until we receive that. Bill Peterson mentioned that he would like to adhere to our policy to not sign until acreage fees are received, but if MGSD wanted to make an exception, we can amend the agreement to say the acreage fees must be paid within seven days of contract. Trustee Wilson made a comment that he is not in favor of MGSD providing the agreement without the acreage fees. Bruce Scott mentioned that he will be seeing Jason Cooper of NDEP tomorrow, who administers the funds, and he will try to get clarification from Jason regarding payment.

***Meeting adjourned at 6:12 pm for a closed session for a conference with MGSD legal counsel regarding an item of potential litigation.***

***Open Meeting called to order at 6:33 pm.***

**7. Engineer's Report:** Bruce Scott reported that Q&D are progressing, and they are getting ready to clean lines. It has taken time to get all the materials and permits but now that those are in, the project should be moving quickly.

Bruce Scott reported that Simerson Construction has nearly completed the belt press project.



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Bruce Scott reported that there is some plan review work with the Park Harvest project regarding their small slaughterhouse. The plans have been approved from MGSD's perspective for construction and we will be monitoring their quantity as well as the quality of their effluent. We have set them up with a rate for starting purposes, but their operations are going to dictate what their BOD discharges are. After we get what we think is a working level of activity on their part and they get their systems stabilized then we can set them up with a more accurate rate. We will likely have some adjustments in their connection fee based on what they come up with.

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

Peter Baratti reported that our EDU sales have slowed down this month. We have not done any will serve letters and have not done any additional EDU's other than the four that we started in August.

We have started the GRGID Interceptor project and the lining has been started with the addition of one manhole that will be lined around the corner from Dressler Flats.

MGSD has a new belt press that is functioning and producing a pressed product that exceeds anything we have seen in years, as far as percent solids go. We normally see anywhere from 16%-19% solids but we are hitting 20%-23%. This reduces the amount and weight that we're hauling to Bently. However, we did not receive several parts from the manufacturer and one of them is critical for the motor to change our current belt press from a DC motor to an AC motor.

MGSD will be looking at a potential change to the location of its variable frequency drive (VFD) in the next fiscal cycle due to the distance between the VFD and the pump. The variable frequency drive should be within twenty to thirty feet of the pump, but ours is seven hundred feet away which causes overheating. We have tried to program as much of it out as we can, but we have had a problem with it for years. Now that we have the new belt press in place, we would like the VFD to be one of the next things we address in order to mitigate further problems.

The new polymer mixer is working very well. It has reduced the amount of polymer consumption that we use, which was a huge chemical cost to us. We're finally seeing this project come to fruition and it's exceeding our expectations.



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MGSD will be getting a new boiler. Right now, it's going through the state inspection process with R. F. MacDonald and we will be going through the final steps of getting that certified through the State. Peter has signed a contract with Cashman Equipment which renews every year for the maintenance on MGSD's generator, and he has also signed a contract with R F MacDonald for external and safety checks on the boiler, as well as a complete internal inspection for the State to certify the boiler. MGSD is also looking into adding a yearly service contract to service the boiler. The other boiler project listed on our capital improvement list for this year's budget has not been seen yet, but we expect to have a complete template for that once we receive the new boiler.

Peter Baratti reported that we have two people training in the lab as backup for Chris Baracosa who took over for Tim Sheets when he retired.

Chairman Smallwood had a question regarding the status of the Gilman curve properties. Peter Baratti reported on a meeting he had with Bill Peterson and the owner/developer of Carter Hill Homes regarding the easement issue with Pebble Creek. Pebble Creek was not interested in granting an easement for two of their lots in order for Carter Hill to get sewer service to the properties on Gilman. Bill Peterson commented that he spoke to Pebble Creek's lawyer on Friday, and the lawyer will be writing a letter to the owner regarding access for the easement.

Chairman Smallwood asked about the work with Douglas County. Peter Baratti said they have a new inspector and we're attempting to sign off on some of the old jobs that got left behind and give the County boilerplate letter that says the project has met our requirements and inspection standards.

Chairman Smallwood asked if we were still having meetings with the other GID's. Peter Baratti said yes, we just restarted that this month.

**9. Controller's Report:** LaVonne Ghanavati reported on the following:

MGSD would like to open a money market account with Nevada State Bank. We currently have several credit cards with Citi National Bank, and now that Nevada State Bank has taken over City National bank, we would like to keep our accounts with them. April Burchett commented that Wells Fargo would not work with us regarding credit card account minimums. They also do not allow online access to accounts, which would be difficult for MGSD when making payments



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and deposits. Trustee Thran spoke favorably of the money market account and commented that the interest from the account could offset some of the credit card fees. Opening the Money Market account will be discussed again at the next board meeting.

**10. Administrative Report by Staff:** Ms. Burchett reported on the following:

April Burchett reported on the letters from Casey Neilon that required signatures from the trustees regarding the recent audit.

April Burchett commented on the onboarding process for the new employees Jessica Kneefel and Haley Mosegard and noted that MGSD would be hiring for a new operator position to replace Chris Baracosa who moved into the Lab Technician position.

Trustee Wilson asked if Jessica was working 20 hours a week and April Burchett confirmed that she was.

**11. Board Comment:** Trustee Wilson expressed concern that Trustee Schilling was not present at the meeting.

**12. Public Comment:** There was no public comment.

**13. Meeting adjourned 7:05 p.m.**

Approved by the Board of Trustees as presented on:

12/6/2022  
Date

By Ted Thran  
Ted Thran, District Secretary