



Board of Trustees
Minutes of Regular Meeting
Tuesday, March 5, 2024
6:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condron
Chris Shorten
Ray Wilson
Ted Thran

Board Members Absent:

None

Staff Members Present:

Peter Baratti
Cliff Simpson
LaVonne Ghanavati
April Burchett
Bill Peterson
Haley Mosegard
Bruce Scott

Staff Members Absent:

Presley Cochran

Others Present: Greg Reed, Craig Olson

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

2. Public Comment: Barbara Smallwood commented that she submitted her candidacy for the Gardnerville Town Advisory Board. She started her public service there in 1989 and served until 1992 and hopes the town of Gardnerville will honor her by allowing her to end her public service there.

3. District Manager's Report: Peter Baratti reported that April Burchett submitted her letter of resignation for retirement. Peter also reported that the Pista Grit has been rebuilt and has been in service for several weeks with no issues. It cost \$20,000 to rebuild, and saved the District hundreds of thousands of dollars by refurbishing it instead of purchasing a new pump.

Discussion followed regarding the construction of the Virginia Ranch Estates.

4. Chairman's Comment: There was no chairman's comment.

5. Claims Review and Approval: Sondra Condron asked why the statement billing supplies line item is over budget. LaVonne Ghanavati commented that the recent expense was for the rate increase notification letter that was sent to customers as a courtesy to prepare for the rate increase in January 2024. Peter Baratti also mentioned that eventually the new automated billing service will pay for itself, being that it has replaced the time and cost to mail the bills out individually by hand.

Motion: To approve the claims received for January 2024 in the amount of \$114,699.62 and the payroll-related expenses paid during January 2024 in the amount of \$160,663.17.

Made by: Ted Thran

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None



6. Minutes of February 6, 2024 Regular Board Meeting: There was no discussion regarding the minutes.

Motion: To approve the minutes of the February 6, 2024 Regular Board Meeting as presented.

Made by: Ray Wilson

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

7. HDR Assessment of Clarifiers: Craig Olson presented a report regarding the condition of the clarifiers at the plant. There are several areas affected by corrosion as well as concrete that needs to be repaired. Trustee Condrón asked how soon the repairs would need to be completed and Peter said it would be added to the budget for the next fiscal year.

8. FY 23-24 Designation of Auditor: April Burchett said there is one more year on Casey Neilon's contract. The motion is a formality to approve the designation of the auditor.

Motion: To approve Casey Neilon Inc as auditor for FY 23-24.

Made by: Ted Thran

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

9. MGSD FY 24-25 Tentative Budget Meeting and Public Hearing Dates: The Tentative Budget Meeting was scheduled for Friday, April 12, 2024, at 12:00PM. The Public Hearing for the Final Budget was scheduled for May 29, 2024, at 12:00PM.

10. Logo Approval: There were no comments or discussion regarding the new logo.

Motion: To approve MGSD's new logo as presented.

Made by: Chris Shorten

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None



11. Attorney-Client Conference: Bill Peterson reported that he received a letter from Frank Flaherty stating he formally disengaged from the Tribe. Pine View HOA feels they may have an alternative arrangement with Corley Ranch but will need an amendment to their contract with MGSD to accommodate that. Bruce Scott commented that an easement from Corley ranch to Pine View was recorded last Friday, in which the easement has been identified but hasn't been formalized with a legal description.

12. Engineer's Report: Bruce Scott reported that they are doing plan reviews for Virginia Ranch. Additionally, the Ironwood work is starting next week. Bruce reported that Presley is submitting a draft update of MGSD's emergency action plan to the state engineer's office regarding a dam safety issue. Bruce also reported that he received verbal approval from David Park to grant an easement for the sewer extension outside the right-of-way, which the District will need to install a future sewer crossing.

13. Controller's Report: LaVonne Ghanavati reported that she added a new scanner to process paper checks.

14. Administrative Report by Staff: April Burchett gave the trustees a draft policy manual to review.

15. Board Comment: Barbara Smallwood thanked April for her service to the District.

16. Public Comment: There was no public comment.

17. Meeting adjourned 7:19 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Ted Thran, District Secretary