



Board of Trustees
Minutes of Regular Meeting
Tuesday, December 3, 2024
6:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Sondra Condrón
Chris Shorten
Ray Wilson
Ted Thran

Board Members Absent:

None

Staff Members Present:

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

Staff Members Absent:

Jessica Kneefel

Others Present: Michele Wagner, Nicola Neilon, Greg Reed, Frank Johnson

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

2. Public Comment: Chairman Smallwood thanked Trustee Wilson for his service time here and at Minden Town Board. She commented that Trustee Wilson has served 34 years of public service in the community, and we are honored to have him serve his final term at MGSD.

3. District Manager's Report: Trustee Wilson asked what was being built on Hwy 88 and Hwy 395 and Peter said Big Chicken and Chipotle.

Chairman Smallwood asked about the progress at Park Ranch, and Peter said they are harvesting a few cattle per week and are working on adding a sampling station and flow meter.

Greg Reed commented that SRF funds are the cheapest funds on offer and would benefit the District's current customers in the long run.

Discussion followed regarding lift stations.

4. Chairman's Comment: The chairman had no comment.

5. Claims Review and Approval: Trustee Wilson asked about the CoGen. Peter replied we received the breaker and will be designing a box to house it.

Motion: To approve the claims received for September, 2024 in the amount of \$114,392.20 and the payroll-related expenses paid during September, 2024 in the amount of \$157,580.31.

Made by: Chris Shorten

Seconded by: Sondra Condrón

Vote: Motion carried.

Ayes: Smallwood, Condrón, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None



Motion: To approve the claims received for October, 2024 in the amount of \$325,214.39 and the payroll-related expenses paid during October, 2024 in the amount of \$164,848.19.

Made by: Chris Shorten

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Thran, Wilson

Nays: None

Abstain: None

Absent: None

6. Minutes of October 1st, 2024 Regular Board Meeting: There were no comments or discussions regarding the October 1st regular Board Meeting.

Motion: To approve the minutes of the October 1st Regular Board Meeting.

Made by: Sondra Condron

Seconded by: Ray Wilson

Vote: Motion carried.

Ayes: Smallwood, Condron, Shorten, Wilson, Thran

Nays: None

Abstain: None

Absent: None

7. Casey Neilon: Niki Neilon presented the audited Financial Statement for FY 23-24 to the Board.

Discussion followed regarding the increase in OPEB liability and the District's restricted funds.

Chairman Smallwood said the OPEB increase was for staff loyalty and longevity to the District. Haley Mosegard clarified that the liability increase was due to adding current employees hired after 2012 to the retirement benefits, as well as the motion by the board in July, which increased the Medicare reimbursement for current retirees from \$250 to \$300.

Niki emphasized the liability is relevant when retirees draw on their benefits and therefore is not considered a cash purchase but is still required to be reported in the financial statement.

Niki commented how thrilled she was with the progress and effort the staff has made to rectify any weaknesses discovered during past and present audits during her contract as auditor.

Motion: To accept the Financial Statement dated June 30th, 2024 prepared by Casey Neilon, Inc and to direct the Controller to continue discussions with the Auditor to ensure procedures are in place to reconcile the accounts.

Made by: Ted Thran

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Wilson, Thran, Shorten

Nays: None

Abstain: None

Absent: None



8. District Manager Claim Approval: Peter Baratti explained to the Board that the District is frequently seeing more claims that are above his current signatory authority of \$10,000. In order to efficiently process payments, the District is requesting an increase up to \$20,000.

Trustee Shorten asked if the claims would still appear on the check register and Peter said yes.

Motion: To approve the District Manager's signatory authority for non-utility claims from \$10,000 to \$20,000.

Made by: Ray Wilson

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Smallwood, Condron, Wilson, Thran, Shorten

Nays: None

Abstain: None

Absent: None

9. Attorney-Client Conference: Bill Peterson had nothing new to report at this time.

10. Engineer's Report: Bruce Scott reported on the lining project on Hwy 395.

12. Administrative Report by Staff: Haley reported to the Trustees that the new tablets were for increased cyber security. Each trustee now has their own official MGSD email address as well.

13. Board Comment: Trustee Wilson complimented Chairman Smallwood on her work as Chairman.

14. Public Comment: Bill Peterson asked Trustee Thran about the operating losses from the audit. LaVonne Ghanavati said the District will have another rate increase of 25% in July. Peter Baratti said the District has a 6-year progressive increase per the rate increase implemented last year.

15. Meeting adjourned 7:48 p.m.

Approved by the Board of Trustees as presented on:

Date

By _____
Ted Thran, District Secretary