



**Board of Trustees
Minutes of Regular Meeting
Tuesday, September 2, 2025**

5:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Ted Thran
Sondra Condron
Chris Shorten
Michele Wagner
Daniel Griffith

Board Members Absent:

None

Staff Members Present:

Peter Baratti
Bill Peterson
Cliff Simpson
LaVonne Ghanavati
Haley Freeman
Jessica Kneefel
Bruce Scott
Erik Novak

Staff Members Absent:

None

Others Present: Rob Anderson, Scott Mccullough

1. Meeting called to order at 5:00 p.m. by Ted Thran.

2. Public Comment: There was no public comment.

3. District Manager's Report: Trustee Condron asked for a status report on Pineview. Peter reported that it is progressing and discussed the billing details so far. Erik Novak provided further details regarding the schedule. Bruce Scott said the force main would not be part of MGSD's infrastructure. The replacement of the mains within the subdivision is up to MGSD's standards but they will not be owned by the District. The Board is not obligated to obtain ownership of that portion.

Peter updated the Board on the clarifier repairs as well as the 10th Street sewer repairs.

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

5. Claims Review and Approval: Trustee Shorten asked about item 16 and item 42 for the Mekorma software. LaVonne reported that it was for the artificial intelligence software for the District's accounting software.

Motion: To approve the claims received in July 2025 in the amount of \$242,509.40 and the payroll-related expenses paid during July 2025 in the amount of \$171,443.57

Made by: Chris Shorten

Seconded by: Sondra Condron

Vote: Motion carried.

Ayes: Thran, Condron, Wagner, Shorten, Griffith

Nays: None

Abstain: None

Absent: None



6. Minutes of August 5th, 2025 Regular Board Meeting: There were no comments or discussion regarding the minutes.

Motion: To approve the minutes of the August 5th 2025 Regular Board Meeting.

Made by: Sondra Condrón

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Condrón, Shorten, Wagner, Griffith

Nays: None

Abstain: None

Absent: None

7. Muller Lane Multimodal Trail: Peter reported that the County's attorney has not had a chance to review the updated verbiage from the District's attorney.

Motion: Motion to continue the item to a future board meeting.

Made by: Dan Griffith

Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Thran, Condrón, Wagner, Shorten, Griffith

Nays: None

Abstain: None

Absent: None

8. Douglas County Justice Center Annexation: Rob Anderson and Scott McCullough were present to formally request the annexation of the parcel. Bruce Scott reported that the property is not contiguous to MGSD's active service boundary so it will need to be advertised as a contract of service.

Motion: Motion to accept the petition for annexation from Douglas County for the annexation of 57 acres located on Buckeye Road in Minden, APN 1320-28-000-045 with the public hearing date for October 7, 2025 and to direct staff to publish the notice of public hearing. All rules, regulations and requirements of MGSD are to be met and all fees paid.

Made by: Sondra Condrón

Seconded by: Michele Wagner

Vote: Motion carried.

Ayes: Thran, Condrón, Wagner, Shorten, Griffith

Nays: None

Abstain: None

Absent: None



9. MGSD Personnel Manual: Jessica Kneefel and Haley Freeman presented the Board with potential options for a paid parental leave policy. Trustee Condrón asked what the State and County offer for paid parental leave, which staff replied they use FMLA. The District does not have enough employees for the employees to utilize FMLA. Chairman Thran said he sees the policy as a recruitment tool and is competitive enough to retain employees. Vice Chair Shorten proposed 100% paid policy and the board agreed.

Motion: Motion to approve the revisions to the MGSD Personnel Manual, with an effective date of September 2, 2025.

Made by: Michele Wagner
Seconded by: Chris Shorten

Vote: Motion carried.

Ayes: Thran, Condrón, Wagner, Shorten, Griffith
Nays: None
Abstain: None
Absent: None

10. Attorney-Client Conference: Bill Peterson did not have anything new to report.

11. Engineer's Report: Bruce Scott reported that he will not be at the next meeting. Erik reported that they did a plan review of Valagio Apartments and issued a revision request letter. They also received plans for Martin Creek Townhomes.

12. Administrative Report by Staff: The trustees scheduled a tour of the plant. Peter stated he will be taking a vacation.

13. Board Comment: There was no board comment.

14. Public Comment: There was no public comment.

15. Meeting adjourned 6:55 p.m.

Approved by the Board of Trustees as presented on:

10/7/2025

Date

By Haley Freeman
Haley Freeman, District Secretary