Board of Trustees
Minutes of Regular Meeting
Tuesday, May 5, 2026
5:00 P.M. | Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:	*Board Members Absent:*	*Staff Members Present:*	*Staff Members Absent:*
Ted Thran	None	Peter Baratti	Bruce Scott
Daniel Griffith		Erik Novak	Cliff Simpson
Chris Shorten		Jessica Kneefel	Bill Peterson
Michele Wagner		LaVonne Ghanavati	
Sondra Condron		Haley Freeman	

Others Present: None

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

2. Public Comment: There was no public comment.

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

4. District Manager's Report: Peter Baratti presented his report to the Board. Discussion followed.

5. Claims Review and Approval: Vice Chair Shorten asked for clarification regarding Velosio, and LaVonne explained that it is the District's new ERP software and serves as the District's internal accounting system.

Motion: To approve the claims received in March 2026 in the amount of $149,396.72 and the payroll-related expenses paid during March 2026 in the amount of $167,901.47

Made by: Dan Griffith
Seconded by: Sondra Condron
Vote: Motion carried.
Ayes: Thran, Wagner, Shorten, Griffith, Condron
Nays: None
Abstain: None
Absent: None

6. Minutes of April 7, 2026 Regular Board Meeting & April 10, 2026 Special Board Meeting: Vice Chair Shorten requested clarification regarding Trustee Condron's vote at the April 7th meeting. Staff will update the meeting minutes to reflect the correct vote as well as provide a comment explaining that the vote was misinterpreted.

Motion: To approve the minutes of the April 7th, 2026 Regular Board Meeting with the noted corrections.

Made by: Michele Wagner
Seconded by: Sondra Condron
Vote: Motion carried.
Ayes: Thran, Shorten, Wagner, Griffith, Condron
Nays: None
Abstain: None
Absent: None

There were no comments or discussion regarding the April 10th special board meeting.

Motion: To approve the minutes of the April 10th, 2026 Regular Board Meeting.

Made by: Sondra Condron
Seconded by: Chris Shorten
Vote: Motion carried.
Ayes: Shorten, Wagner, Condron
Nays: None
Abstain: Griffith, Thran
Absent: None

7. Buckeye Farms Annexation: Erik Novak informed the Board that the action before them was to approve the annexation in concept only, allowing staff to issue the notice for the public hearing. He stated that the application and supporting materials would need to be revised to include an additional parcel in order to make the property contiguous and recommended approval subject to that condition.

Motion: Motion to approve the concept petition for annexation for Buckeye Farms for 149.69 acres located on Buckeye Road APN 1320-258-000-051 & -052 & -053 with the condition that parcel APN 1320-28-000-054 be included in the annexation. All rules, regulations and requirements of MGSD are to be met and all fees paid.

Made by: Chris Shorten
Seconded by: Sondra Condron
Vote: Motion carried.
Ayes: Thran, Wagner, Shorten, Griffith, Condron
Nays: None
Abstain: None
Absent: None

8. Investment Approval: LaVonne Ghanavati reported that Meeder advised it would be beneficial for the District to invest an additional $2 million into its investment portfolio. Discussion followed.

Motion: Motion authorize the investment amount of $2,000,000 from the Wells Fargo general fund to the investment profile, to be managed by Meeder Public Funds.

Made by: Michele Wagner
Seconded by: Chris Shorten
Vote: Motion carried.
Ayes: Thran, Wagner, Shorten, Griffith, Condron
Nays: None
Abstain: None
Absent: None

9. MGSD Compensation Survey: Trustee Condron expressed concerns that at the April 7, 2026 meeting, the Administrative staff were excluded from the step increase approved by the Board for employees below midpoint. Trustee Condron proposed a one-time $5,000 cash bonus for the Administrative staff members, effective July 1, 2026, stating that the employees should be recognized for their work and noting that the bonus would not affect PERS or other benefits.

Vice Chair Shorten expressed concern that the Board should not be directly supervising employees or determining individual bonuses, stating that those responsibilities should remain with the District Manager. He commented that the Board does not have the same level of day-to-day insight into employee performance necessary to make those determinations and stated that the District could consider implementing a future incentive program similar to programs used by the State of Nevada, where employees could be rewarded for initiatives or projects that result in significant savings to the District. Chairman Thran expressed support for exploring a program of that nature as well.

Trustee Condron agreed with Vice Chair Shorten's comments regarding an incentive program and Board oversight of employees, but reiterated that she would like the Administrative staff to receive the proposed bonus.

Staff explained that the District does not currently have a bonus policy in the Personnel Manual and that, for this reason, the Board is presently the deciding authority regarding bonuses.

The Board requested that a policy draft regarding cash bonuses and incentive programs be presented during the upcoming updates to the Personnel Manual.

Motion: Motion to include $15,000 in the final budget to be distributed to the Administrative staff for a one-time bonus on July 1, 2026.

Made by: Sondra Condron
Seconded by: Dan Griffith
Vote: Motion carried.
Ayes: Thran, Wagner, Shorten, Griffith, Condron
Nays: None
Abstain: None
Absent: None

10. Attorney-Client Conference: Bill Peterson was not present at the meeting.

11. Engineer's Report: Erik Novak reported that the Q&D CMAR contract documents, including the general conditions, specifications, and final drawings, are currently being drafted. He stated that he has not yet received an update regarding their completion.

12. Administrative Report by Staff: Haley Freeman reported that she has been in contact with Catherine Hansford regarding the draft agreement for GRGID and stated that materials are expected to be presented to the Board at the June meeting. Catherine requested a meeting with District staff, legal counsel, and engineering staff prior to the June meeting to review the materials.

Haley further reported that the Board of County Commissioners approved the easement for the Multimodal Trail. Peter commented that he had been having discussions with Bruce Scott regarding a conservation easement around the District's ponds.

13. Board Comment: There was no Board comment.

14. Public Comment: There was no public comment.

15. Meeting adjourned 6:18 p.m.

Approved by the Board of Trustees as presented on:

6/2/26 By Haley Freeman.

Date Haley Freeman, District Secretary