



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, October 6, 2009  
7:00 P.M.  
Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Jerome Etchegoyhen  
Michael Henningsen  
Ronald Wilcks  
Mark Dudley  
O.P. Brown, Jr.

Staff Members Present:

Frank Johnson  
Sarah King  
April Burchett  
Bruce Scott

Others Present:

Kendra Follett

Board Members Absent:

None

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*Meeting called to order at 7:00 p.m.*

**Claims Review and Approval** -- The claims were reviewed by the Board and questions were answered by Frank Johnson, April Burchett, and Bruce Scott. **Motion by Michael Henningsen to approve the claims for September, 2009 in the amount of \$118,067.63, and to approve the claims paid during September, 2009 in the amount of \$64,572.20.** Seconded by Ronald Wilcks. Motion carried unanimously.

**Minutes of September 1, 2009** – The minutes of September 1, 2009 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of September 1, 2009.** Motion seconded by Mark Dudley. Motion carried unanimously.

**Public Comment**— There was no public comment

**MGSD Grease Digestion and Power Cogeneration Project – Resolution 09-01** -- Represented by Kendra Follett. Bruce Scott explained that there is a process that MGSD is required to comply with in order for the bonding. The Chairman requested clarification that the loan is at 0% interest. Kendra Follett verified that the loan is at 0%, that the payments will be due semi-annually, on January 1 and July 1 over a period of 20 years, and each payment amount will be approximately \$30,000. Discussion followed regarding the terms for getting into arrears on the payments. There is also no pre-payment penalty. Kendra explained that MGSD will also need to comply with the Davis-Bacon Act regarding the



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Prevailing Wage Rates, and that US made steel will be required if needed in the project. She also stated that the closing is set for October 27<sup>th</sup>, and all the loans must all be booked by February 17, 2010. Discussion followed regarding the process for submitting invoices for payment. **Motion by Michael Henningsen to approve Resolution 09-01, A Resolution of the Board of Trustees of the Minden Gardnerville Sanitation District, Nevada providing for the issuance of its sewer revenue bond, series 2009, in the maximum principle amount of \$1,250,000; providing the form, terms, and conditions of the bond; and providing matters relating thereto.** Seconded by O.P. Brown, Jr. Motion passed unanimously.

**Carson Valley Inn – Capacity Adjustment** – Frank Johnson explained that he has conducted a walk-through of the Carson Valley Inn and there are some discrepancies between what is currently being billed versus actual usage. Frank presented a letter from Bill Peterson regarding his recommendation on charging Carson Valley Inn for the full 222.9 units of capacity on the quarterly billing only, rather than pursuing collecting the additional capacity and connection fees. **Motion by Mark Dudley that based on Frank’s walk-through, Carson Valley Inn has 222.95 EDU’s and that the quarterly billing reflect the total EDU’s, effective October 1, 2009, which includes the proposed expansion.** Seconded by O.P. Brown, Jr. Motion carried unanimously.

**Engineer’s Report – EDU Calculations**– Bruce Scott explained that the current MGSD capacity and connection charge for triple sinks can be very difficult for developers. Bruce felt that the Board should authorize the District Manager to examine the current MGSD code to re-evaluate how some of the capacity is calculated, especially for triple sinks. Discussion followed regarding alternatives for calculating sewer use. Bruce suggested getting the total water usage from the two water companies and compare it to the amount of EDU’s MGSD is billing. The Board directed Frank to research how various entities calculate capacity and connection.

**Grease Digestion Project** – Bruce presented a cost summary for Paul Cockrell’s studies and design. The total design fees are \$128,073.00. Discussion followed regarding qualifications for bidders. Frank pointed out that the design was a line item in the budget, and MGSD will be receiving reimbursement for portions of it.

**Garage Buildings** – Bruce explained that the interpretation of the floodplain development regulations has changed at the County, and now MGSD is being required to comply. The building is high enough to meet the floodplain requirements, but the doors are the problem.

**District Manager's Report (see attached report)** – **Digester Expansion** – Frank reported that the sandblasting of the exterior portion of the digester lid is complete and the contractor is beginning the inside portion. The project should be completed by the end of next week.



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Effluent - Frank reported that MGSD can start billing Park and Byington for effluent per the agreements. He will work with the admin staff to determine the best method for this.

On-Call/Standby Pay – Frank explained proposed rates for on-call pay. Standby time would be from 5:01 p.m. Friday to 6:59 a.m. the following Friday, totaling 114 hours for standby time. Frank reported that based on the proposed scale, it will cost MGSD approximately \$18,000 per year to implement. Mr. Henningsen requested the total overtime hours for the past year. **Motion by O.P. Brown, Jr. to direct MGSD’s Legal Counsel to review the proposed standby pay policy and to implement the policy if approved.** Seconded by Ronald Wilcks. Motion carried unanimously.

Secretary’s Report – Pay Day Schedule – April Burchett and Sarah King presented a memo outlining a proposal to change the pay dates for non-exempt employees from semi-monthly to bi-weekly. April explained that it would be easier to calculate overtime pay as well as pay increases for non-exempt employees. The Board authorized changing pay days for non-exempt employees effective January 1, 2010, subject to approval by MGSD’s legal counsel.

*Meeting adjourned at 8:40 p.m.*

APPROVED

Approved \_\_\_\_\_ By \_\_\_\_\_  
Date