



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, March 4, 2014  
6:00 P.M.  
Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Raymond Wilson  
Robert Allgeier  
Michael Henningsen  
Mark Dudley

Staff Members Present:

Frank Johnson  
April Burchett  
Sarah King  
Bruce Scott  
Brian Buffo

Others Present:

Jeremy Hutchings  
Mike King  
Chad Walling

Board Members Absent:

Barbara Smallwood

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*Meeting called to order at 6:00 p.m. by Raymond Wilson, Chairman*

Public Comment: - There was no public comment.

Claims Review and Approval – The claims were reviewed by the Board and questions were answered by Frank Johnson. Ray noticed that the gas bill was down. Frank pointed out that the power bill was up due to the Co-gen system being down for a few days due to maintenance. Discussion followed regarding the maintenance on the Co-gen system. Frank explained that the gas repair was due more to an internal boiler problem, which then impacted the valve. Frank mentioned that mechanisms are being put into place to prevent this from happening in the future. **Motion by Mike Henningsen to approve the claims received for February, 2014 in the amount of \$49,885.79 and to approve the claims paid during February, 2014 in the amount of \$88,582.29.** Seconded by Mark Dudley. Motion carried.

Minutes of February 4, 2014 Regular Board Meeting – The minutes of February 4, 2014 were reviewed by the Board. Ray appreciated the thoroughness of the minutes. He also thanked Bruce for providing a report prior to the meeting. **Motion by Bob Allgeier to approve the minutes of the February 4, 2014 Regular Board Meeting.** Seconded by Mike Henningsen. Motion carried.

Golden Gate Petroleum.—As-Built Approval and Line Acceptance -- Represented by Jeremy Hutchings and Chad Walling. Bruce Scott reported that the Golden Gate Petroleum improvements have been

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completed and recommended the improvements be accepted for maintenance by the District, subject to the conditions outlined in the letter provided to the Board. Bruce also noted that line televising is also being done on these projects to improve the information available on the collections system. Jeremy stated that he had reviewed RCI's letter and had no issues or questions on the conditions of approval. **Motion by Mike Henningsen to accept the sewer lines constructed for the Golden Gate Petroleum building located at 1485 Grant and the as-built drawings as submitted, subject to 3 conditions outlined in the letter from Resource Concepts, Inc., dated February 26, 2014.** Seconded by Mark Dudley. Motion carried.

**Engineer's Report** – Bruce reported that the County will be looking for a new County Manager since Steve Mokrohisky is leaving. Bruce was disappointed because he felt Steve was easy to talk to about the ongoing jurisdiction problems MGSD and other districts had been experiencing with the County.

**Tractor Supply:** Bruce reviewed the need for a new sewer easement and abandonment of the existing easement at the Tractor Supply store on Hwy. 88. He reported that the new easement was recorded today, and he needed Board action to abandon the existing easement. Frank mentioned that he spoke with Robb Hellwinkel, and Robb was concerned about making sure the easement that he needs is in place. Bruce stated that the easement covers the area Robb requested. Robb agreed that the main did not need to be constructed, but asked that the easement be put in place for future sewer line construction. **Motion by Bob Allgeier to authorize the Chairman to sign the Relinquishment Document related to APN's 1320-30-802-028 and 1320-30-802-029 the portions of the easement granted by Document No. 814755 across Adjusted Parcel C and Adjusted Parcel D as shown on the Record of Survey in Support of Boundary Line Adjustment for Maverik, Inc. recorded as Document No. 829576.** Seconded by Mark Dudley. Motion carried. The Chairman signed the relinquishment easement.

**Pre-Treatment Ordinance:** Bruce is continuing to work with Bill Peterson regarding the pre-treatment ordinance.

**County Road Sewer Rehab:** Bruce reported that the bid documents will be issued later this week, and it is anticipated that construction will begin sometime in May, with the first billing in June. It will be a low bill, so there shouldn't be an impact to the current fiscal year's budget. The County has approved the project, and Bruce and Frank will be coordinating with the residents in the project area. Most of the residents have old laterals, and Bruce felt it would save residents money if they have their laterals replaced while they are exposed. RCI will notify the owners to coordinate with some local companies for the repair. He will not recommend any company specifically, but will provide the names of 2 or 3 companies who would be able to replace any laterals. The only other concern Bruce has is the potential for flooding from the ditch if it rains, and Bruce will coordinate with the contractor on that. Ray asked about how we tell residents not to use their sinks and toilets. Frank and Bruce are working on a plan to keep the impact to the residents at a minimum.



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Pineview Estates: Mike Henningsen asked about the status of the Pineview Estates sewer problem. Bruce said that RCI was selected to perform the engineering study, but the homeowners association is working on getting the BIA to release the property to the HOA and individual property owners. They are also pursuing getting financial assistance from other federal sources.

**District Manager's Report** – Frank Johnson reported on the following items:

EDU Allocations: 4.0 EDU's of capacity were sold during February.

Grease Receiving: Bruce and Frank are meeting with Reno Rendering on Friday to discuss the tipping fees. Frank has also spoken with Carlo at Bently Bio-Fuels about possibly utilizing some of their by-product from their bio-fuel process. Bob asked how much grease is currently received each week. Frank stated we currently receive 15,000 to 20,000 gallons per week. Discussion followed regarding presenting a proposed 4-5 cent tipping fee to Reno Rendering. Bob noted that the deficit on the grease receiving/Cogen project is currently \$30,000-40,000 a year, so the proposed tipping fee would allow the project to break even. Bob suggested that we let them know we're just covering our costs, and we're not trying to make a profit from them. Mark asked if there was anyone at the State that could help us with this. Bruce stated that the State staff is reluctant to get involved in it. Bruce felt that it would be worthwhile to see what Bently needs done, since it would reduce MGSD's needs from Reno Rendering. Frank stated that there is also food waste available, and there may be other providers for that market. Frank stated that he drops hints at NDEP to have them stop allowing grease dumping at landfills. Frank has also been talking to other rendering companies looking to expand into our area.

FY 2014-2015 Budget: Frank reported that he has been working on the budget for the next fiscal year, but he is waiting for the final numbers on the County Road project among others. Bob expressed concern about having the tentative budget hearing during a regular meeting. Bob suggested a special meeting for the tentative budget hearing. The date for the tentative budget hearing will be determined at the April 1<sup>st</sup> board meeting.

Personnel Manual and Employee Benefit Package: Bob reported that the current benefits package costs MGSD about \$300,000. Bob requested Frank make a presentation to the Board regarding the employee's manual and the benefits. Discussion followed regarding any revisions since 2005.

District Manager Review Evaluation Form: Bob reported that one of the duties of the Board is to conduct an annual review the District Manager. Discussion followed regarding the evaluation form provided in the meeting packet. Ray asked that instead of letter ratings, using a number rating of 1, 2, 3, 4, with 1 being low and 4 being high. Bob requested that the district manager's annual review occur at the April 1<sup>st</sup> meeting. Discussion followed regarding performing the review under a closed session. April pointed out



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that state law requires annual reviews of appointed officials be conducted in open meetings. Bruce suggested having Bill Peterson provide annual training on the Open Meeting Law. The Board requested that Bill come to the April 1<sup>st</sup> meeting to provide Open Meeting Law training.

**Secretary's Report** – There was no Secretary's Report.

**Public Comment** – Mike King reported that he has filed for candidacy for the Board and stated that he looked forward to working with the current Board. He also hoped that Mark and Ray are re-elected. He felt the current Board provides a good environment, and that he has something to contribute. Mike gave his background as a helicopter pilot in the military and with the State of Nevada, as well as his background with budgeting and mechanics. He has lived in Minden for over 20 years, and he thought that Frank and the staff do a good job, and keep costs down. He did not feel that being married to Sarah is a conflict. He stated that Sarah's one boss is Frank, and he did not want to interfere with that. The Board thanked Mike for his interest, and wished him well. Mike Henningsen was happy to see someone who has lived here awhile run for the Board, since a more recent resident would not have an appreciation for how the past boards have done business.

**Board Comment** – Ray presented a newspaper article from the Wall Street Journal regarding an anticipated virus from the West Indies, which is spread by infected mosquitos. Ray wanted to bring it to everyone's attention due to the mosquito problem at the plant. Ray requested money be provided in the budget to do some spraying in case the Mosquito Abatement District doesn't get to it. Frank noted that MGSD is considered one of the hotspots for the Abatement District, and they focus on this area for spraying. Mike suggested having Bill Peterson look at the newspaper article to see if MGSD has any liability in case of infection. Bruce noted that it might trigger additional funding to the Abatement District.

Ray mentioned that there is a State of the County hearing on March 10<sup>th</sup>. Ray was hoping that someone from MGSD can go. Frank is unable to, but Bruce will attend on behalf of MGSD.

Ray reiterated what he stated last month regarding the financial balances. He does not believe the balance will be higher than \$5 million again. He hopes he is wrong, but he wants the Board to keep that in mind. Mark also noted that no big projects are planned in the future, so now is a good time to focus on the maintenance issues. Bruce felt that now is a good time to focus on some small projects, such as manhole rehabilitation and sewer main rehab work.

**Meeting adjourned at 7:25 pm.**



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

By \_\_\_\_\_  
District Secretary

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