



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

Board Members Present:

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

Staff Members Present:

Frank Johnson
Sarah King
April Burchett
Bruce Scott

Others Present:

Mark Gonzales

Board Members Absent: None

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, Sarah King and Bruce Scott. **Motion by Michael Henningsen to approve the claims for March, 2009 in the amount of \$168,394.10, and to approve the claims paid during March, 2009 in the amount of \$78,292.99.** Seconded by Mark Dudley. Motion carried unanimously.

Minutes of March 3, 2009 – The minutes of March 3, 2009 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of March 3, 2009.** Seconded by Ronald Wilcks. Motion carried unanimously.

Public Comment— There was no public comment.

Gardnerville Town Water Company - Plan Review for Office Building located at 1579 Virginia Ranch Road and Sewer Main Extension -- Represented by Mark Gonzales. Bruce Scott stated that Gardnerville Town Water Co. was building an office at 1579 Virginia Ranch Rd. and presented a letter outlining 5 conditions of approval. Mark Gonzales stated that the Gardnerville Town Water Company would like to build the road right-of-way and proposed a design for a public sewer with the idea of future growth but with no connection right now. He stated Curtis & Sons wanted to construct the sewer. There would be an easement with Curtis & Sons, Sierra NV Southwest and Gardnerville Water Company and he stated that they would all share the cost. Mark also stated they would like to do this construction in two phases with the first phase of construction to be done to the second manhole to enable Curtis & Sons truck



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access. The second phase would construct an additional two hundred feet of roadway. Bruce Scott stated that easements needed to be put in before the lines could be installed and he also suggested a reimbursement arrangement for future usage.

Motion by O.P. Brown Jr. to approve the plans for the sewer main extension project proposed by the Gardnerville Town Water Company subject to 5 conditions outlined in the letter from Resource Concepts, Inc., dated March 27, 2009. All rules, regulations, and requirements of MGSD are to be met and all fees paid. Seconded by Michael Henningsen. Motion passed unanimously.

Tesco Controls - Upgrades to Security System at MGSD Plant -- This item was removed from the agenda at the request of Tesco Controls. General discussion followed regarding the justification for a camera security system.

Gardnerville Ranchos General Improvement District -Request to Purchase 20.0 Units of Capacity - Frank Johnson reported that Gardnerville Ranchos General Improvement District is requesting the purchase of 20 units of capacity, and a check for \$79,575.00 had been received for the capacity fees. **Motion by O.P. Brown Jr. to sell 20.0 units of capacity to the Gardnerville Ranchos General Improvement District under the terms of the Supplement to the 1974 Agreement between GRGID and MGSD and are to be used within the Gardnerville Ranchos General Improvement District Boundary.** Seconded by Michael Henningsen. Motion carried unanimously.

Engineer's Report – Bruce Scott mentioned that RCI is monitoring the jail expansion project and the remodel of the DMV building as well as a possible new building by the Verizon Office.

District Manager's Report (see attached report) – Frank Johnson stated that 42.7 EDU's were allocated in March of which 40 were for the jail expansion and 2.7 units to Gardnerville Town Water Company. He also stated that the digester project is progressing with no issues and that digested sludge is now being transferred to the new digester. MGSD personnel have begun spraying the weeds around the premises as the weed spraying equipment has arrived. Frank mentioned that he was going down to Watsonville on Thursday April 9th to look at their Grease Digestion unit. He stated that he would try to stop at the Millbrae plant and the Oakland plant. Discussion followed about the grease digestion unit and where the drop offs would come from.

Frank talked about compensation for overtime and the necessity of personnel coming in on Saturday and Sunday to monitor the plant. Currently MGSD has set no limits on the amount of compensatory time that can be accumulated. Frank suggested that a policy be written up regarding overtime and comp time. Discussion followed regarding different options. It was decided to have a maximum of 40 hrs of comp



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time accumulated to be paid out at the end of the year. It was decided to have it as an item on the agenda on the next Board meeting with a motion to be made to change the Personnel Policies.

General discussion followed regarding the ditches at the Muller lane fields.

Secretary's Report -

John Harris Retirement – April Burchett stated that she had got an eagle plaque for John Harris for a retirement gift. April also mentioned that she had looked in the online NASCAR store for a gift card and would like the Board's approval for an amount for a gift card that could only be used to purchase merchandise. The Board directed April to purchase a card in the amount of \$300.00.

April reported that Security scan for credit card usage was passed and online payments can now be made.

Employment Status of Board of Trustees - April stated that MGSD had received a notice from POOL/PACT that some of their members had been notified by the IRS that the elected officials are considered employees. This required federal withholding from the paychecks which is currently being done by MGSD. However this impacts PERS. A set salary means a person has to participate in PERS and this would also affect workman's comp. This would increase the payroll budget by \$14,000.00 a year. April suggested a per meeting fee and this would bypass the PERS regulations. April also stated that she was waiting to hear from Legal counsel on how to proceed. There was a question regarding how the pay for special meetings would work. April stated she would have more detailed information for the next Board meeting.

April also stated that section 1 of the I9 forms included in the Board package needed to be filled as a requirement for Homeland Security Department.

Meeting adjourned at 8:43 p.m.

Approved _____ By _____
Date