



Board of Trustees
Minutes of Regular Meeting
Tuesday, May 3, 2011
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

O.P. Brown, Jr.
Ronald Wilcks
Mark Dudley
Michael Henningsen
Raymond Wilson

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott
Sarah King
Mike Rogers

Others Present:

None

Board Members Absent:

None

Meeting called to order at 6:05 p.m.

Claims Review and Approval -- The claims were reviewed by the Board and questions were answered by Frank Johnson and Bruce Scott. **Motion by Michael Henningsen to approve the claims for April, 2011 in the amount of \$121,019.88, and to approve the claims paid during April, 2011 in the amount of \$77,561.57.** Seconded by Ronald Wilcks. Motion carried unanimously.

Minutes of April 5, 2011 – The minutes of April 5, 2011 were reviewed by the Board. **Motion by Raymond Wilson to accept the minutes of April 5, 2011.** Motion seconded by Mark Dudley. Motion carried unanimously.

Public Comment – Mr. Wilson expressed his appreciation to the Board for their cooperation with the board photos. All the pictures were taken and they are on their way to the framer. The final photo should be ready by next month's meeting.

MGSD Grease Digestion and Power Cogeneration Project – Frank stated that the punchlist items are almost completed. Frank is keeping an eye on the natural gas bill, since the amount has not been reduced accordingly with the amount of natural gas that has been used in the boilers. He may ask Southwest Gas to do an audit for the plant. The power bill has shown a reduction. Mr. Brown asked about the cost of the maintenance. Frank reported that the initial studies included the maintenance cost in the overall cost, and he explained the services SDP provides. Frank stated they requested permission for 24-hour access, and



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Mr. Henningsen asked about their insurance. MGSD should not be liable for any work injury incurred by their employees. Frank will look into this.

Engineer's Report – Bruce has been working with MGSD Legal Counsel regarding the issues with Douglas County. Bill Peterson will do a follow-up letter to the District Attorney's office to get their opinion on our questions and concerns. Bruce sent a letter to the County Engineer regarding the inadequacies of the sewer at the new jail facility, and that the sewer does not meet MGSD's standards. The county did not respond to his letter, and Bruce subsequently notified the County Engineer that the line is private, but there are still some issues with respect to cleaning, installation of the grade rings on the manholes, no steps in the manholes, etc. Bruce also pointed out that the sewer does not meet county standards. There has been new debris showing up in the 8th street line, so we should check the jail line again. If there is debris in the jail line, then we need to require the county to clean it, or we will clean it and charge them.

District Manager's Report – Frank reported that no capacity was sold in April.

Frank reported on the following projects:

- Walmart: We have received plans for the proposed Walmart, but they are incomplete. Frank is working with the engineers to obtain complete information, so the capacity needs can be calculated.
- Open house for grease project: Frank suggested mid-June for an open house. The date will be determined at the June meeting.
- Monterra Subdivision Phase 1: We have received as-builts for Monterra Subdivision Phase 1. MGSD staff televised the lines and found a lot of debris. After cleaning the lines and review of the as-builts, the lines can be accepted.
- MGSD Asphalt sealing: Frank reported that the past couple of winters have taken their toll on the asphalt around the plant and that the asphalt is in need of crack repair and sealing.. We can coordinate with the Town to have it done with their next sealing project. Bruce has spoken with Town board members, and they have no problem with that. The Board directed Frank to coordinate with Greg Hill at the Town of Minden.



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- Landscaping at Ironwood entrance: Frank requested that the landscaping at the Ironwood entrance be completed prior to the open house. Board directed Frank to coordinate with Dink Getty at Genoa Trees to complete the landscaping.

Human Resources – Annual Performance Evaluation for the District Manager (continued from April 5, 2011 meeting) – The Board discussed their assessment of Frank Johnson’s performance. Mr. Dudley felt that overall he is happy with the overall running of the plant. Mr. Henningsen felt Frank has done a great job of keeping things under control. Mr. Wilson was impressed with the immaculate cleanliness of the plant and the staff, as well as Frank’s responsiveness to last-minute request. Mr. Wilson agreed with Mr. Dudley’s assessment, and was especially happy with the cleanliness of the plant. Mr. Brown felt that the plant is very well run and congratulated Frank and the staff on their performance. Frank expressed his confidence in the staff as well. Mike Henningsen reminded staff that the Board is open to any concerns the staff has about the District Manager or other issues. Mr. Wilson stated that the staff is always polite and pleasant.

Meeting adjourned at 7:00 pm.

Approved _____
Date

By _____.