



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, June 2, 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

Staff Members Present:

Frank Johnson  
Sarah King  
April Burchett  
Bruce Scott

Others Present:

Alan Reed  
Brian Buffo

Board Members Absent:

O.P. Brown, Jr.

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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 and Bruce Scott. **Motion by Michael Henningsen to approve the claims for May, 2009 in the amount of \$286,381.28, and to approve the claims paid during May, 2009 in the amount of \$67,321.00.** Seconded by Mark Dudley. Motion carried unanimously.

**Minutes of May 5, 2009 and May 21, 2009** -- The minutes of May 5, 2009 and May 21, 2009 were reviewed by the Board. **Motion by Ronald Wilcks to accept the minutes of May 5, 2009 and May 21, 2009.** Seconded by Michael Henningsen. Motion carried unanimously.

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

**Alan Reed, Warren Reed Insurance -- MGSD Property Insurance Policy** -- Represented by Alan Reed. Alan presented a renewal package from the Nevada Public Insurance Agency Pool, which includes coverage for MGSD's property, buildings, and vehicles. He stated that the annual premium for FY 2009-2010 is 10% more than the premium for FY 2008-2009, with a deductible of \$5000.00. Discussion followed regarding cost components and credits, plan coverages, the Pool's claims history, and concerns and challenges for the Pool. Alan also discussed the advantages of MGSD insuring through the Pool as opposed other insurance companies, including the difficulties of insuring public buildings and the extent of the property and equipment value. **Motion by Michael Henningsen to accept the Insurance**



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**Summary for MGSD FY 2009-2010 as presented by Warren Reed Insurance.** Seconded by Ronald Wilcks. Motion carried unanimously.

**MGSD Employee Policies and Procedures Manual – Revisions to Compensatory Time Policy** – Frank Johnson reported that MGSD's Legal Counsel has reviewed and approved the proposed changes to the compensatory time policy. Discussion followed regarding the amount of compensatory hours that may be accumulated in a year. Brian Buffo expressed concern regarding the smaller number of hours that an employee may accumulate. Discussion followed regarding a future rotating weekend work schedule. Bruce Scott pointed out that with increased equipment and the new sewer lateral location law, additional staff may be needed in the future. **Motion by Ronald Wilcks to approve the revisions to MGSD's Compensatory Time Policy effective July 1, 2009, and to amend the MGSD Employee Policies and Procedures Manual to reflect the revisions to the Compensatory Time Policy.** Seconded by Mark Dudley. Motion carried unanimously.

**Engineer's Report** – Bruce Scott reported that he is coordinating with MGSD's legal counsel to discuss ordinance changes regarding parceling of existing buildings.

**Grease Digestion and Power Cogeneration Process:** Bruce reported that coordination has continued with NDEP on the grease digestion and power cogeneration project. Paul Cockrell is also working with RCI to develop a facility plan, which is the first step for the bonding process. Bruce also reported that details still need to be worked out by the State regarding the procedure. Discussion followed regarding current and potential equipment maintenance.

**Bently Biosolids Permit:** Bruce stated that NDEP staff has indicated that a revised biosolids permit from Bently is currently under review by NDEP. After Bently's permit is approved, then MGSD's biosolids disposal permit can be reviewed.

**Edgewood Company Master Plan Request:** Bruce reported that Edgewood Companies has pulled their request for a master plan amendment, so a special meeting is no longer needed.

**District Manager's Report (see attached report)** – Frank Johnson reported that 1 unit of capacity was sold during May.

**Effluent Discharge:** Frank reported that the effluent ponds should be full the first week in July, and discharge will occur to Park Cattle Co. and/or Galeppi Ranch as needed at that time. It is not beneficial to pump to Bently during July and August because of the higher power rates. Discussion followed regarding inspection and maintenance operations. Frank reported that the severe rainstorms this week has caused runoff in a small portion of the reservoir, but it is scheduled for repair.



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Digester Expansion Project: Frank reported that Digester 1 has been cleaned and the cover has been removed, but the coating has eroded and will need to be replaced. He will be coordinating with Craig Olson to determine the best alternative to repair the problem. Frank reported that the floating lid on Digester # 2 is not lowering as it should and further evaluation will be necessary. Frank will give an update at the next meeting. The Board directed Frank to authorize needed costs for the above issues.

Secretary's Report – April Burchett reported that AB80 was signed by the Governor and is effective October 1, 2009 requiring sewer utilities to locate sewer laterals. Discussion followed regarding changes to new construction to implement measures to better locate laterals.

April also reported that MGSD's legal counsel has provided an opinion memo regarding PERS contributions from Board members. The memo has been provided for review.

*Meeting adjourned at 8:30 p.m.*

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