



Board of Trustees
Minutes of Regular Meeting
Tuesday, December 1, 2009
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

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:

Bob Wartgow

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, and Bruce Scott. **Motion by Michael Henningsen to approve the claims for November, 2009 in the amount of \$84,726.82, and to approve the claims paid during November, 2009 in the amount of \$73,179.10.** Seconded by Ronald Wilcks. Motion carried unanimously.

Minutes of November 3, 2009 -- The minutes of November 3, 2009 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of November 3, 2009.** Motion seconded by Mark Dudley. Motion carried unanimously.

Public Comment— Bob Wartgow was present and he introduced himself.

MGSD Personnel Policy and Procedures Manual -- April Burchett reported that MGSD's Legal Counsel has reviewed the proposed change to the MGSD Policy and Procedures Manual for the change in pay dates for non-exempt personnel. This language was also included in the Board's packet. April stated that a motion was needed by the Board to implement the change. **Motion by Mark Dudley to approve the change to the MGSD Policy and Procedures Manual to change the pay dates for non-exempt employees from semi-monthly to biweekly effective January 1, 2010.** Seconded by Ronald Wilcks. Motion carried unanimously.



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Engineer's Report – Bruce Scott stated that he had a couple to items to cover. The first was that the Minden Medical Center long term care facility came before the Town of Minden Board about a month ago. It would be a two storey building with apartments varying in the level of care. He wanted the Board to know that we should have plans for this facility in about a month. His other item dealt with the Peri's master plan amendment for the bottom area of their property on the east side of the Barton property to be used in the future for offices. They are in the service area and could be served in the future. Bruce also mentioned that he had sent another letter to Douglas County regarding the utility corridor on the side of the jail. This utility corridor would have sewer, storm and water line in a small area adjacent to the jail on the Carson Valley Inn side. He wanted the County to be aware that there could be concerns in the future if any of the lines needed to be dug up. Discussion followed about how this could be enforced in the future should this be an issue.

District Manager's Report (see attached report) – Frank Johnson informed the Board that 2 EDU's had been sold last month. He also informed the Board that the jail would be purchasing 12 ½ EDU's by the end of the week. They had been allocated 40 EDU's but the project had been scaled down.

Frank stated that Paul Cockrell had finalized the plans for the Grease Receiving/Co-Generation Project and that it would be ready for the pre bid meeting scheduled for on or about December 23, 2009. It was expected to be bid out about the second week of January 2010 and should be presented to the Board for the February meeting. It was estimated to be about a year for the construction. Since MGSD was the only Green Project the State was anxious for the project to start and had already allocated \$62,500.00 in funding.

Frank informed the Board that the televising camera had been ordered. The trailer was purchased and there would be a few more accessories that needed to be purchased including a generator to run the camera. The logo would be imprinted on the sides of the trailer.

Secretary's Report – April discussed the lunch for the operators and suggested an in house catered lunch to accommodate the conflicting schedules. She also mentioned that Richard Peters had finished the audit and wanted to meet with the Board to present the findings and a special meeting could be had at the same time. The Board agreed to have the special meeting to cover the audit but still suggested a lunch for the employees at the Country Club. It was agreed to work out the best schedule for both events.

Annual Performance Evaluation for District Manager -- Frank left the room and Bruce also decided to leave unless the Board required him to stay. April informed the Board that she had learned about the Annual Performance Evaluation for the District Manager from her HR classes and from NRS's. She



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stated that Frank was an appointed official and should have an annual review and by State law it was required to be a public hearing. She also stated that currently there was no evaluation form and no job description on file and she suggested that having both would protect both the Board and the District Manager in the future if there was an issue. Discussion followed how this information should be arrived at and what would be required for the evaluations. April suggested doing the annual performance review for this year based on previous reviews but set up a more standardized review for the future. The Board agreed to that suggestion. Michael Henningsen suggested in the future having the evaluation at the same time as the salary review. He suggested having the District Manager set up goals which could be evaluated on their successful completion. The last salary review for the District Manger had been done June 2008. The Board wondered how a pay raise would affect the budget and April mentioned that the Health insurance premiums would be going down as of January and also payroll had gone down due to retirements and so a pay increase would not affect the budget. There was a discussion whether the evaluation should be done by calendar year or by fiscal year. Michael Henningsen suggested doing a review by fiscal year but having an evaluation done today and giving a bonus if the review justified it. Mark Dudley talked about the huge project that was just completed and the Board agreed that a great job was done by the District Manager. The amount for the bonus was discussed and an amount of \$1000.00 was suggested to be given right now with a raise for the next fiscal year. Mark questioned if this would be setting a precedent for the future and was told this was done in the past and would not be establishing an expectation. Frank was invited back in and the Board explained that he would be getting a \$1000.00 bonus for this one year for a job well done and he would be on a fiscal year review and evaluation for the future. Frank mentioned his main goal was that the integrity of this district stay intact but he would write up some goals for the future. He also mentioned that he would rather be proactive rather than reactive when handling District matters.

Meeting adjourned at 8.40 p.m.



Approved _____ By _____
Date