

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
Douglas County Library
January 6, 1972 --- 8:00 p.m.

AGENDA

- ✓ 8:00 Call to Order
- ✓ 8:05 Minutes, Regular Meeting of December 2, 1971
- ✓ 8:15 Minutes, Special Meeting of December 7, 1971
- ✓ 8:20 Selby Calkins, Kingslane Unit 2
- ✓ 8:50 Glenn Logan - Quarterly Report
- ✓ 9:15 Operators Report
- 9:30 Engineers Report
 - ~~Operator Training Course.~~
 - ✓ a. Interest rates on time certificates
 - ✓ b. Sewer easements
 - ✓ c. Manhole rehabilitation program
 - ✓ d. Bond for Carson Valley Estates Unit 2
 - ✓ e. Billing to Town of Minden for sewer repair inspections
- ✓ 9:50 Claims
- 10:00 Adjourn

cc; Daniel Hellwinkel
John Hintze
Louis Neddenriep
James Miller
Victor Pedrojetti
Harlan Anderson
Selby Calkins
Glenn Logan
James Lee

MINDEN-GARDNERVILLE SANITATION DISTRICT

Minutes, Regular Board Meeting
Douglas County Library
January 6, 1972 - 8:00 p.m.

Present: Dan Hellwinkel
John Hintze
Louis Neddenriep
James Miller
Victor Pedrojetti

Others: Harlan Anderson
Selby Calkins
Jim Lee
Don Tibbals
Chris Altemueller

The meeting was called to order at 8:10 p.m. by Chairman Hellwinkel.

Minutes of the regular meeting of December 2, 1971 were read. Motion was made by J. Miller and seconded by L. Neddenriep to approve minutes as read, which passed by unanimous vote.

Minutes of the special meeting of December 7, 1971 were read. Motion was made by J. Hintze and seconded by L. Neddenriep to approve minutes as read, which passed by unanimous vote.

Agreement between Kingslane and the District, dated April 15, 1969, and accompanying letter by Walter Reed were read. There was a discussion on the agreement and on the present request by Kingslane for approval of Unit 2. A motion was made by J. Miller to arrange for a meeting with the Public Service Commission for the purpose of discussing the question of existing substandard sewers and connection of proposed Unit 2 to these sewers, and to invite Mr. Calkins to participate in this conference and to set up a special meeting immediately following that conference in an attempt to resolve this matter. The motion was seconded by J. Hintze and was adopted by unanimous vote.

Chris Altemueller reported that he had received a call from Mr. Chrislaw advising that additional information from Valley Ready Mix's bonding company has been obtained and that he is now satisfied with the Bond. Chris Altemueller was instructed to obtain written confirmation to this effect from Mr. Chrislaw.

Glenn Logan presented the quarterly budget report to the Board. He stated that the cost for the preparation for this report and the updating of the journal was estimated at approximately \$135.00, and that if this work was done quarterly by his firm, the total annual cost for this work is estimated between \$500. and \$600. However, because the budget and ledgers are kept current through the year, the cost for the annual audit would be reduced by approximately the same amount. A motion was made by J. Hintze and seconded by L. Neddenriep to instruct Glenn Logan to prepare the quarterly budget reports and journal entries from now on until instructed otherwise by the Board. The motion was passed by unanimous vote.

Delinquent accounts were discussed with Glenn Logan. Motion was made by J. Hintze and seconded by V. Pedrojetti to request that Glenn Logan follow up on all delinquent accounts in small claims Court, which passed by unanimous vote. Glenn Logan was also requested to assist in the collection of the two stale checks.

OPERATOR'S REPORT:

- a. H. Anderson reports that the power transfer from the stand-by generator is still not functioning properly and asked J. Hintze to check this out.
- b. The new sludge return pump requires repacking of the seal. He would like to be instructed on how to repack this seal.
- c. The bottom of the pump pit does not properly drain and seal water leakage is causing ponding of water on the floor.
- d. Snow and ice is hampering maintenance operations in the plant.

At this point, the Board advised H. Anderson that they would like to see a better organized operating and maintenance routine established at the plant. To that end, H. Anderson was instructed to do the following:

1. Keep a daily log on his activities in the plant and collection system.
2. Fill out a daily time card and post in in the plant.
3. Routinely perform his tests and make tests reports twice monthly.
4. Working hours will be from 8:00 a.m. to 4:30 p.m., with lunch from 12:00 to 1:00. Routine report at the District Engineer's office should be made at 1:00 p.m. daily. A visual inspection of the plant should be made on Saturday and Sunday, for which 2½ hrs. will be allowed, thus making up a 40 hour week.
5. The operator's time report and daily log on activities should be turned in to the District Engineer before the monthly Board meeting at the beginning of each month.
6. Appropriate training courses and Water Pollution Control Association meetings are to be attended if instructed by the Board.
7. Any questions pertaining to operation and maintenance of the facilities that may come up should be discussed with the District Engineer.
8. Any overtime worked should be identified on the time cards, so that it can be put on the claim forms prior to the Board meetings for payment.
9. Any vacation should be requested two weeks in advance, so that arrangements can be made for operation and maintenance of the plant during that period.

Chris Altemueller was instructed to prepare and furnish daily log sheets and time cards for use by H. Anderson.

ENGINEER'S REPORT:

- a. C. Altemueller reported on interest quotations received, a copy of which is attached to these minutes. Motion was made by J. Miller to invest the two \$5,000 expired certificates at the First National Bank plus \$25,000 on deposit in the First National Bank at $5\frac{1}{2}\%$ for 12 months in \$5,000 time saving certificates with Nevada National Bank. The motions was seconded by L. Neddenriep and adopted by unanimous vote.
- b. C. Altemueller reported that Mr. Zubillaga, the new owner of the Sierra Motel, had complained about discovering a sewer main on his property that was not reported to him when he bought it. Also, First American Title Company had come to the office to request a copy of the District's sewer map. The District feels that since the sewer has been constructed many years ago and since no regular easements exists for most of the old sewer lines that are on private right-of-ways, that they are on safe ground and do not have to take any steps to acquire easements at this time.
- c. C. Altemueller stated that, due to the present severe snow and ice situation, it is not possible to inspect any manholes for the purpose of making a rehabilitation program and that this work will be deferred until the weather permits.
- d. The Highway Department rejected the billing for sewer inspection services performed by H. Anderson in connection with the recent drainage project.

Claims in the total amount of \$3,761.98 were approved. Motion was made by J. Miller and seconded by J. Hintze to transfer \$4,000. from the First National Bank account to the County General Fund.

C. Altemueller was instructed to itemize reimbursements received on the monthly summary and to send a copy of the previous month's summary to each Board member together with the minutes.

The meeting was adjourned at 11:15 p.m.

APPROVED: _____, 1972.

BY: _____

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
8:00 p.m. - February 3, 1972
Douglas County Library

✓ 8:00 Call to Order

✓ 8:05 Minutes, Regular Meeting of January 6, 1972

✓ 8:15 Operators Report

✓ 8:30 Engineers Report

✓ a. Delinquent Accounts

✓ b. Valley Ready Mix Bond

✓ c. Variable Speed Drive - Treatment Plant

✓ d. Time Savings Certificates

✓ e. 1972-73 Budget

9:00 New Business

9:15 Old Business

9:30 Claims

9:45 Adjourn

cc: D. Hellwinkel
J. Hintze
L. Neddenriep
J. Miller
V. Pedrojetti
H. Anderson

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting

February 3, 1972--Douglas County Library

PRESENT: Dan Hellwinkel
John Hintze
Louis Neddenriep
Vic Pedrojetti

ABSENT: Jim Miller

OTHERS: Harlan Anderson
Chris Altemueller

The meeting was called to order at 8:05 p.m. A motion was made by Louis Neddenriep and seconded by Vic Pedrojetti to approve the minutes of the regular meeting of January 6, 1972, as previously mailed to all Board members.

OPERATOR'S REPORT:

1. Baker Electric Company installed a new breaker switch
2. Hintze Electric Company is to repair a short-circuit in the electrical system
3. Operator's school attendance is progressing satisfactorily
4. Superintendent of Carson plant advised that he could carry out BOD and suspended solids testing on a temporary basis only. Motion was made by John Hintze to purchase the required equipment for BOD and SS testing. There was no second to the motion.
5. Harlan Anderson offered the District a used refrigerator for sale for use at the plant, price to be \$60.00 with one-year warranty. Motion was made by John Hintze to purchase the refrigerator and seconded by Vic Pedrojetti, which was adopted by unanimous vote. *Money back as repair option by Harlan Anderson.*
6. The pickup requires repair. It has a problem with the clutch and also with the water pump.
7. Two more sewer rods were broken due to poor manholes.
8. Reported sewer overflow was investigated and nothing was found. It is suspected that the odor complaint was due to slaughter house operations.

John Hintze reports that the transfer switch relay of the standby power generator is burned out. Until a new relay is installed, only manual power transfer is possible. A new relay, together with small fuses to protect the relay, have been ordered.

ENGINEER'S REPORT:

1. A list of delinquent accounts was shown to the Board, and it was reported that Glenn Logan is following up on collection of these delinquent accounts.
2. No confirming letter on the bond by Valley Ready Mix for Carson Valley Estates Unit 2 sewers has been received from John Chrislaw to date.
3. The excessive noise and vibration problem of the variable speed drive is being pursued with Healy Tibbitts Construction Company, the contractor who installed the drive.
4. It was reported that time saving certificates had been invested at 5% with Nevada National Bank. Between the time that the 5½% interest quote was given and the District's decision to make the investment, the interest rate dropped by ½%.
5. The Board was advised that preparation of the 1972-73 budget was due. Chris Altemueller was instructed to get together with Glenn Logan for the preparation of the tentative budget and then to set up a special meeting for the review of the tentative budget by the Board.

NEW BUSINESS:

Dan Hellwinkel advised the Board that a new chairman should be appointed among the Board members. The Board felt that no such change would be necessary, but requested Chris Altemueller to check with the County Clerk on election procedures for Board members.

There was a discussion on possible future annexations to the District; possible methods to determine annexation fees were discussed in preliminary form only. No further action was taken on this matter.

Chris Altemueller was requested to work out a simple but reliable flow measuring device for the treatment plant and to report at the next meeting.

Total claims in the amount of \$1,871.42 were approved by the Board. Motion was made by Louis Neddenriep and seconded by John Hintze to transfer \$2,500 from the F.N.B. account to the County General Fund.

The meeting was adjourned at 10:15 p.m.

Approved: March 2, 1972.

BY: Dan Hellwinkel

MINDEN-GARDNERVILLE SANITATION DISTRICT

Special Board Meeting
February 16, 1972 - Glenn Logan's Office

PRESENT: Dan Hellwinkel
John Hintze
Louis Neddenriep
Jim Miller
Vic Pedrojetti

ABSENT:

OTHERS: Glenn Logan
Chris Altemueller

Meeting was called to order at 8:00 p.m. The draft of a tentative budget previously prepared for the fiscal year 1972-73 by Glenn Logan and Chris Altemueller was reviewed by the Board. Upon discussion and consideration of the details, a motion was made by Louis Neddenriep and seconded by John Hintze to approve the tentative budget as presented. Upon voice call, all members voted in favor of the motion, except for Jim Miller, who cast a negative vote.

Glenn Logan was instructed to advertise a public hearing to be held in conjunction with the regular Board Meeting on Thursday, March 2, 1972.

The recent conference with the Public Service Commission regarding Kingslane resulted in a decision that a special meeting should be held on the application by Kingslane for additional construction.

The meeting was adjourned at 9:30 p.m.

Approved: March 2, 1972.

BY: Dan Hellwinkel

MINDEN-GARDNERVILLE SANITATION DISTRICT

Special Meeting - 8:00 P.M.
Chris Altemueller's Office
February 22, 1972

Present: Dan Hellwinkel
John Hintze
Louis Neddenriep
Jim Miller
Vic Pedrojetti

Others: John Chrislaw
Selby Calkins
Chris Altemueller

The meeting was called to order at 8:10 p.m. Chris Altemueller briefly reviewed the conference with the Public Service Commission on February 10, 1972. Mr. Calkins substantially agreed to the points presented and emphasized the Public Service Commission's position that all lines in public streets and easements should be the District's responsibility for operation and maintenance.

Mr. Calkins repeated a request to approve the sewer design for Unit 2, so that construction may get underway. He further stated that Investment Associates would be prepared to pay for the operation and maintenance of the pump station or to assume the responsibility for such operation and maintenance, whichever way the District preferred.

The Board members expressed concern over the mistake made in Unit 1 by allowing a collection system to be constructed at less than minimum slopes. The Board further felt that the question of operation and maintenance and ownership of the lines within Unit 1 should first be resolved before anything further is done in Kingslane. In this connection, there was a lengthy discussion regarding the validity of the 1969 agreement between the District and Investment Associates. Mr. Chrislaw recited for review pertinent excerpts of the 1969 minutes dealing with discussions prior to the drafting of the agreement, which clearly indicated that the District was aware of the substandard sewer grades and took the position that it should not be responsible for any operational problems that might arise because of this condition.

The possibility to accept Unit 1 as is and to have posted a bond to cover possible future operating problems was discussed. To apply this method to the 8" line crossing the highway only and not to accept the remainder of the sewers in Unit 1 was also discussed.

A further discussion centered around additional costs in connection with operating and maintaining the pump station, including depreciation in the event that the District takes over it's operation. Chris Altemueller stated that such costs could be readily estimated with reasonable accuracy, but unless such an estimate could be made, it would be hazardous to simply render an outside guess as to how much these costs would be.

John Chrislaw summed up the discussion with a statement that in 1969 the District took the basic position that it should never inherit potential problems created through substandard sewer construction by developers, and that this position was as valid today as it was in 1969.

A motion was made by James Miller stating:

- "a. The District recognizes that the sewers in Unit 1 were constructed at substandard slopes, but that it will accept these sewers as they are, except that no additional sewage flows should be allowed into any part of it.
- b. If Units 2 and 3 are to be accepted by the District, then a separate discharge line into the District's system should be provided by the developers."

The motion was seconded by Vic Pedrojetti. The following points were then raised during the discussion on the motion:

- a. There is no requirement indicating that a separate discharge line from Units 2 and 3 could not reasonably be required by the District.
- b. There is no obligation to accept a pump station without the right to make additional charges.
- c. It was concluded that should the motion be accepted, the 1969 agreement would be voided.
- d. The District has the right to amend or rescind this motion during it's next regular meeting.

On voice call, the motion was adopted by unanimous vote.

A second motion was made by James Miller to have the pump station and all other facilities designed and constructed to meet Minden-Gardnerville Sanitation District standards. There was no second because remaining Board members felt that this requirement automatically applies under all circumstances.

The meeting was adjourned at 9:45 p.m.

Approved: March 2, 1972.

BY: David P. Delaney

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
March 2, 1972 -- 8:00 p.m.
Douglas County Library

AGENDA

- ~~8:00~~ Call To Order
- ~~8:05~~ Minutes, Regular Meeting of February 3, 1972
- ~~8:15~~ Minutes, Special Budget Meeting of February 16, 1972
- ~~8:20~~ Minutes, Special Meeting of February 22, 1972
- ~~8:30~~ Public Hearing -- Tentative Budget — *Postponed.*
- ~~9:00~~ Operator's Report
- ~~9:15~~ Engineer's Report
- ~~1.~~ Carson Valley Estates Improvement Plans
 - ~~2.~~ Time Saving Certificates
 - ~~3.~~ Public Service Commission Annual Report
 - ~~4.~~ Flow Measuring Device for Treatment Plant
 - ~~5.~~ Billing Postcards
 - ~~6.~~ District Elections
- 9:45 Selby Calkins, Investment Associates - Resubmittal of Kingslane Unit 2 *No Show*
- 10:15 New Business
- 10:30 Old Business
- 10:45 Claims
- 11:00 Adjourn

cc: Dan Hellwinkel ✓
John Hintze ✓
Louis Neddenriep ✓
James Miller ✓
Vic Pedrojetti ✓
Harlan Anderson ✓
Selby Calkins
Glenn Logan
Jim Lee

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
March 2, 1972 - 8:00 P.M.
Douglas County Library

Present: Dan Hellwinkel
John Hintze
Vic Pedrojetti

Absent: Louis Neddenriep
Jim Miller

Others: Harlan Anderson
Jim Lee
Bob Downer
Chris Altemueller

The meeting was called to order at 8:00 p.m.

The minutes of the regular meeting of February 3, 1972 were read and approved as read, with one minor correction as marked on the minutes.

The minutes of the special meeting of February 16, 1972 were read and approved as read.

The minutes of the special meeting of February 22, 1972 were read and approved as read. A motion was made by J. Hintze and seconded by Vic Pedrojetti to send a copy of the approved minutes of the February 22nd meeting to Selby Calkins, which passed by unanimous vote.

The Public Hearing on the budget was postponed until March 23, 1972, which was the date specified by the Nevada Tax Commission. Glenn Logan is to readvertise the meeting accordingly.

OPERATOR'S REPORT:

1. The generator repairs have been completed.
2. S.V.I. is increasing and sludge hauling will be necessary. This can not be done until the tank truck repairs will be complete.
3. H. Anderson got a tetanus shot and will also obtain inoculation against typhoid and infectious hepatitis. The Board advised that he could either have his Doctor send the statement for these services directly to the District or pay for them and get reimbursed.
4. The average plant flow during February was 508,000 G.P.D., based on the meter readings, which may not be reliable.
5. The air flow was increased in an effort to improve treatment efficiency. This will cause an increase in the power costs.
6. Operator's school has been completed.

ENGINEER'S REPORT:

1. Improvement plans for sewers in Carson Valley Estates Unit 4 were reported to be satisfactory, and a letter recommending approval was read by the District Engineer.
2. \$5,000 Time Saving Certificate will expire and require renewal. C. Altemueller was instructed to get written quotation for reinvestment to be firm until March 25, 1972 for the \$5,000 certificate for one year from the three local banks.
3. C. Altemueller advised that the Public Service Commission requests filing of an annual report. The report format was shown the Board, and the Board was advised that this had been discussed with Glenn Logan, who feels that this is a costly and time consuming undertaking. A motion was made by V. Pedrojetti and seconded by J. Hintze to advise the Public Service Commission that such a report has never been required in the past, and that it may not be applicable to the District. There are no funds provided in the District's budget for the preparation of such a report. The motion passed by unanimous vote.
4. C. Altemueller gave a brief report on his investigations regarding an inexpensive but reliable flow measuring device. He recommended a clock-driven water level recorder in conjunction with a measuring flume, to be installed either at the head or at the effluent side of the plant. Such installation costs would be approximately \$1400 and engineering costs were estimated at \$100. After discussion, a motion was made by J. Hintze and seconded by V. Pedrojetti authorizing C. Altemueller to proceed with the design of such installation at the effluent side of the plant, which passed by unanimous vote. C. Altemueller was instructed to draw a conceptual sketch only for the next regular meeting and to hold back all equipment orders until the sketch was reviewed by the Board.
5. The next billing may go out late, because all billing postcards were returned to the manufacturer due to faulty assembly of the pegboard stacks.
6. C. Altemueller reported on his discussion with Mr. Thran regarding District elections. Candidates for directors have to file with the District secretary 60 days in advance of election and filings must be reported to the County Clerk 30 days prior to election. There is no filing fee, but the District must operate it's own polls, which may be held in conjunction with County General Election in November. Directors whose term expires will be up for re-election. If nobody files, remaining directors appoint new directors. Appointed members terms expire at the next general election. Based on this information, it was concluded that all directors' terms expire in November, since none of them were elected previously. C. Altemueller was instructed to get the election laws in writing.

Jim Lee requested approval of the Carson Valley Estates Unit 4 plans. A motion was made by J. Hintze and seconded by V. Pedrojetti to approve the plans as per the District Engineer's recommendations. Lee was advised that he has to notify the District prior to construction, and that there will be a District inspector, the cost of which will be his responsibility. Lee stated that this would be satisfactory.

A motion was made by J. Hintze and seconded by V. Pedrojetti instructing C. Altemueller to update the District's sewer map, employing either photographic or manual scale reduction, whichever is the least expensive. The motion passed by unanimous vote.

Jim Lee inquired about the status of Unit 2 acceptance now that the bond was approved by Mr. Chrislaw. C. Altemueller was instructed to furnish Mr. Lee a copy of Chrislaw's letter and a copy of the minutes indicating the approval, subject to Mr. Chrislaw's requirements.

Mr. Downer showed the District the preliminary plans for an apartment project in the vicinity of Eagle Thrifty and asked if proposed parking could encroach upon the 10-inch sewer main easement to within five feet of the main. He was advised that in the event of repairs, whatever facilities are placed inside the 20-foot easement would be subject to removal. He was further advised of the District's policy that all new lines have to be installed in public streets.

Total claims in the amount of \$2,189.83 were approved. A claim from Miller's Market in the amount of \$8.87 was disapproved due to the service charge appearing thereon.

A motion was made by V. Pedrojetti and seconded by J. Hintze to transfer \$1,500 from the F.N.B. account to the County General Fund, which passed by unanimous vote.

The meeting was adjourned at 11:45 p.m.

Approved: April 6, 1972.

BY: Laurel Hedden

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
April 6, 1972 -- 8:00 p.m.
Douglas County Library

AGENDA

- 8:00 Call to Order
- 8:05 Minutes, Regular Meeting of March 3, 1972
- 8:10 Special Budget Meeting Report, March 23, 1972
- 8:15 Operator's Report
- 8:30 Engineer's Report
 - a) Future Plant Expansion Grant Information
 - b) W.P.C.A. Convention
 - c) Measuring Device Sketch
 - d) Healy-Tibbitts
- 9:00 Old Business
- 9:15 New Business
- 9:30 Claims
- 9:45 Adjourn

cc: Dan Hellwinkel
John Hintze
Louis Neddenriep
James Miller
Vic Pedrojetti
Harlan Anderson

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
April 6, 1972 - 8:00 P.M.
Douglas County Library

Present: Louis Neddenriep
Vic Pedrojetti
Jim Miller
John Hintze

Absent: Dan Hellwinkel

Others: Harlan Anderson
Chris Altemueller

Meeting was called to order by Acting Chairman Neddenriep at 8:00 P.M.

Minutes of the March 2, 1972 meeting were read and approved as read.

Motion was made by Miller, seconded by Pedrojetti to adopt the tentative budget as the final budget.

Operator's Report

1. Chlorine is now being used at the plant.
2. Telephone Company broke into a sewer line on 10th Street.
3. Some manholes were covered on County Road during recent construction. Motion made by Hintze, seconded by Miller to write a letter to the Telephone Company requesting them to clean the manholes, passed by unanimous vote.
4. Sewer hook-ups in Carson Valley Estates inspected.
5. Sludge hauling to dump continues, plant effluent much improved.
6. BOD and SS equipment required. These tests can not be made at the plant. Pedrojetti agreed to contact Mrs. Baroney regarding taking of these tests.
7. Some form of weed control will be necessary at the plant. Anderson was advised to use a torch rather than herbicides to control weeds, or to rent a tractor and cultivate the weeds.
8. Locations in sewers having root problems should be rodded again. Anderson was authorized to hire temporary help at \$3 per hour.

Engineer's Report

1. Letter from Health Department regarding future plant expansion was read. Altemueller was instructed to estimate tripling the plant capacity plus additional outfall lines for the purpose of determining the need and future Government grant monies.

2. The joint California-Nevada Water Pollution Control Convention was discussed. Motion was adopted authorizing the Operator and the District Chairman or his representative to participate at district expense.
3. Sketch for a measuring device was reviewed. It was determined that the entire facility should be installed on district property, directly over the effluent line.

Old Business

C. Altemueller reported that the district map still needs to be updated, and that this work will be done during the month of April.

Interest bids on Time Savings Certificates were received as follows:

Nevada National	- 5.3%
First National	- 5.0%
Security	- 4.75%

Motion by Miller, seconded by Hintze to invest \$5,000 at Nevada National Bank was adopted by unanimous vote.

Total claims in the amount of \$3006.35 approved, as per attached summary.

Motion by Miller, seconded by Hintze to transfer \$3,000 from FNB account to County General fund adopted by unanimous vote.

Meeting adjourned 9:30 P.M.

Approved: 5/4, 1972

By: 

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
May 4, 1972 - 8:00 P.M.
Douglas County Public Library
Minden, Nevada

AGENDA

- ~~8:00~~ Call to Order
- ~~8:05~~ Minutes, April 6, 1972 Meeting
- ~~8:15~~ Milton Manoukian - Kingslane
- ~~8:30~~ Duane Mack - Annexation
- ~~8:45~~ Robert Downer, Representing Mr. Utley - Annexation
- 9:00 Operator's Report
- 9:15 Engineer's Report
 - ~~1.~~ Measuring Flume
 - ~~2.~~ District Map
 - ~~3.~~ Healy-Tibbitts
 - ~~4.~~ Treatment Plant Expansion
 - ~~5.~~ Bond Payment
 - ~~6.~~ Wildrose No. 3, Unit 2
- ~~9:45~~ Old Business
- 9:55 New Business
- 10:05 Claims
- 10:15 Adjourn

cc: Dan Hellwinkel
John Hintze
Louis Neddenriep
James Miller
Vic Pedrojetti
Harlan Anderson
Milton Manoukian
Duane Mack
Robert Downer

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
May 4, 1972 - 8:00 P.M.
Douglas County Library

Present: Dan Hellwinkel
John Hintze
Louis Neddenriep
Jim Miller
Vic Pedrojetti
Harlan Anderson

Others: Woodrow Utley
Katherine Utley
Norman Smoak
Louise Smoak
Bob Downer
Milton Manoukian
Mrs. Frank Springs

Meeting was called to order at 8:10 P.M. Minutes of April 6, 1972 meeting were read and approved as read.

Milton Manoukian representing Investment Associates, Inc., made presentation regarding Kingslane. It is understood that sewers in Unit 1 do not meet District requirements. The grade change of the 8" line connecting Kingslane with the District 12" trunk to 0.3% was authorized by Knox Johnson and Herb Dressler. C. Altemueller stated that the 0.3% was reported to him as the actual grade the line was laid on and he assumed this was correct but he had never verified this in the field. Mr. Manoukian stated that the needed pump station would meet all District requirements and that it would definitely be the dry pit type. He further stated that a new highway crossing for the force main would not be possible because it would render the entire project financially infeasible. He suggested, however, that the pump station could be relocated to serve all of Kingslane, including Unit 1, and that the existing 8" line crossing U.S. 395 could be utilized as a conduit through which a new 4" force main could be installed. The Board indicated that the matter would be further reviewed and that the District Engineer would be instructed to inform him of the Board's position.

Bob Downer, representing the Utley family, stated that they had purchased 11 acres north of Minden and requested information with respect to annexation of this area to the District and to charges for sewer service. He represented that 44 lots were contemplated for development in this area. The Board advised that the matter would be reviewed and that the District Engineer would be instructed to develop preliminary cost figures for annexations.

Operator's Report

1. Harlan Anderson is attending the current Nevada-California Water Pollution Control Association Convention at the Sahara-Tahoe Hotel.

MINDEN-GARDNERVILLE SANITATION DISTRICT
Regular Board Meeting - May 4, 1972

2. An additional oil spill was observed at the plant. Motion by Miller, seconded by Neddenriep to report the oil spill to State Health approved by unanimous vote.
3. No line cleaning done as yet.

C. Altemueller was instructed to send a bill to Investment Associates for the \$50 statement presented by Mr. Crislaw for attending a lunch conference in connection with Kingslane.

Engineer's Report

1. Construction sketch for the measuring flume was presented.
2. The District Map has been updated to show all new sewer construction except within Kingslane. Instruction was given to hold back on showing Kingslane sewers on the map until present questions regarding Kingslane are resolved.
3. The variable speed drive at the plant will be repaired on site by the contractor during the month of May.
4. Treatment plant expansion must be considered within the foreseeable future, since plant is now overloaded in excess of 30% and the situation is worsening. Motion was made by Hintze, seconded by Neddenriep authorizing the District Engineer to conduct a preliminary investigation on the treatment plant expansion including outfall sewers to serve additional areas, to prepare a cost estimate for the project, and to develop a formula for annexation fees of new areas to be annexed and served by the district facilities. On discussion, C. Altemueller made a fee estimate of approximately \$1000 for this service but stated that the work would be done on a per diem basis and that this was an estimate only. Motion passed by unanimous vote. Bond interest payment in the amount of \$4,680.00 was due May 1, 1972.
5. C. Altemueller reported that he had been retained by Mr. Mack to prepare final map and improvement plans for Wildrose 3, Unit 2, and that as a part of this work a sewer extension line approximately one block in length would be designed by him. The Board ruled that as long as the design was reviewed by the County Engineer or another licensed engineer, there would be no conflict of interest.

There was a discussion regarding new construction without additional sewer permits being paid (Lee office building addition, Miller's Market addition). C. Altemueller stated that he had advised both parties no additional hook up fees were due based on his understanding of the fixture unit determination to be used for computation of charges. The subject was tabled until the following meeting at which time a clarifying rule is to be adopted.

MINDEN-GARDNERVILLE SANITATION DISTRICT
Regular Board Meeting - May 4, 1972

Total claims in the amount of \$2276.53 were approved as per the attached summary. Motion by Miller, seconded by Pedrojetti to transfer \$2500 from the FNB account to the County General fund passed by unanimous vote.

Pedrojetti reported that Mrs. Barone had concluded the testing at the treatment plant would not be of interest to her.

Meeting was adjourned at 10:30 P.M.

Approved: _____, 1972

By: _____

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
June 1, 1972 - 8:00 P.M.
Douglas County Public Library
Minden, Nevada

AGENDA

- ✓ 8:00 Call to Order
- ✓ 8:05 Minutes, May 4, 1972 Meeting
- ✓ 8:15 Operators Report
- 8:30 Engineers Report
 - ✓ A. Plant Expansion Report (held over to July Meeting)
 - ✓ B. Carson Valley Estates Unit 4 Sewer Construction
 - ✓ C. Kingslane
 - ✓ D. Healy Tibbetts
 - ✓ E. Fixture Unit Sewer Rates
 - ✓ F. Retainer Agreement Review
- ✓ 8:45 Old Business
- ✓ 9:00 New Business
 - A. Sewer Hookup for Lee Office Building
 - B. Sewer Hookup for Millers Market
- ✓ 9:15 Claims
- 9:20 Adjourn

cc: Dan Hellwinkel
John Hintze
Louis Neddenriep
Jim Miller
Vic Pedrojetti
Harlan Anderson

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
June 1, 1972 - 8:00 P.M.
Douglas County Library

Members: Dan Hellwinkel
John Hintze
Louis Neddenriep

Others: Harlan Anderson
Chris Altemueller
Mrs. Springs

Meeting was called to order at 8:00 P.M. Minutes May 4 meeting read. Board takes exception to the statement in the Manoukian letter on Kingslane. It is the Board's position that the grades were designed by Kingslane engineers, and apparently existing sewer elevations had not been verified for proper design. Further, Knox Johnson was not on the Sewer Board at the time Kingslane Unit 1 was constructed. Otherwise, minutes were approved as read.

OPERATOR's REPORT

1. Bulking sludge problem is improving, heavy oil scum almost gone now because of the many loads that were hauled out to the dump.
2. The tank truck manhole cover has now been fixed to prevent sludge spillage.
3. The new well pump is installed and operates properly.
4. The variable speed drive of the sludge return pump has been repaired and operates properly.
5. With water available again at the plant, the lawn is beginning to look good.
6. Plant flows peak as high as 800,000 gallons per day. May average was estimated at 700,000 gallons per day.
7. More line cleaning was done. Many roots were removed from the County Road sewer.

ENGINEER's REPORT

1. Report on district expansion not yet completed, will be presented at July meeting.
2. Carson Valley Estates, Unit 4 sewer construction. All underground work completed. No major construction problems encountered. Final backfill and setting of manholes not yet completed.
3. Review conference with Bill Pillsbury, engineer for Kingslane was held, during which design criteria for the pump station were agreed upon.

4. Variable speed drive was repaired by Healy Tibbits. Inspected and found o.k. as per Operator's Report.
5. Fixture unit sewer rates were discussed. Following formula was agreed upon to be used for all customers on fixture unit basis.

Service Charges:

Every 5 outlets represent 1 sewer unit.

1 sewer unit = \$4.50 per month.

Minimum charge to be \$4.50 per month regardless of sewer units.

Hook-Up Fees:

a. New Buildings

Hook-up fees to be computed from district regulation based on the sewer units as computed above. Minimum charge \$250.00.

b. Building Additions

Hook-up fees to be computed based on total sewer units (existing plus new additions) and full credit allowed for all existing sewer units. No minimum charge.

See special sheet attached.

6. Annual review of Altemueller retainer agreement was discussed. C. Altemueller presented cost summary of his actual month-by-month cost for services rendered which indicated that the current \$600 fee is not adequate. However, if sewer billing can be done bimonthly instead of monthly, then no increase in the retainer fee will be necessary, and also the District can save on billing stationery expenses. It was decided that Board meetings are to be held in Altemueller's office except when large general public attendance is expected. Altemueller agreed to fully inform the Board in advance regarding any work inside the district involving sewer design for other clients, in keeping with his past practice to fully disclose such information to the Board. Bimonthly billing is to be put into effect for a 6-month trial period starting July, 1972. Based on the above, motion was made by Hintze, seconded by Neddenriep to renew the retainer agreement for the next year without change in compensation.

Altemueller was instructed to send a bill to Jim Lee and Jim Miller for additional hook-up fees for their recent building additions, such billing to be based on the formula adopted. Total claims in the amount of \$3,107.53 were approved as per the attached summary.

Motion by Neddenriep, seconded by Hintze to transfer \$3,500 from the FNB account to the County General fund, approved by unanimous vote.

Meeting adjourned 9:45 P.M.

Approved _____, 1972

By _____

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
July 6, 1972 - 8:00 P.M.
C. J. Altemueller's Office
215 First National Bank Bldg.
Minden, Nevada

AGENDA

- 8:00 Call to Order ✓
- 8:05 Minutes regular meeting, June 1 ✓
- 8:10 Kingslane, Unit 2 Final Plans ✓
- 8:30 Carson Valley Estates, Unit 5 Final Plans ✓
- 8:40 Operator's Report ✓
- 8:55 Engineer's Report ✓
- a. District Expansion Report ✓
- b. Public Service Commission Annual Report ✓
- c. Final Inspection, Ledyard Trunk Sewer ✓
- d. Final Inspection, Carson Valley Estates, Unit 4 ✓
- 9:25 Old Business
- 9:40 New Business
- 9:55 Claims
- 10:05 Adjourn

cc: Dan Hellwinkel
John Hintze
Louis Neddenriep
Jim Miller
Vic Pedrajiotti

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Meeting - July 6, 1972

8:00 P.M. - District Engineer's Office

Present: Dan Hellwinkel
Victor Pedrojetti
James Miller

Others: Harlan Anderson
Chris Altemueller
Jim Lee
Bob Downer

Meeting called to order at 8:50 P.M. Minutes of June 1 meeting approved as previously submitted.

Kingslane, Unit 2 plans were reviewed. C. Altemueller made recommendation to approve. Motion made by Miller, seconded by Pedrojetti to approve plans and permit construction to begin as soon as an appropriate agreement has been signed with Kingslane. Motion adopted by unanimous vote.

Carson Valley Estates, Unit 5 was reviewed. Recommendation by C. Altemueller to approve plans as submitted, motion made by Miller seconded by Pedrojetti to approve plans passed by unanimous vote.

Final inspection Carson Valley Estates, Unit 3 was reported on by C. Altemueller. Motion made by Miller seconded by Pedrojetti to accept Unit 3 after flushing of the sewers has been accomplished passed by unanimous vote.

OPERATOR's REPORT

1. Average flows for June 712,000 gallons per day.
2. Lawn improving.
3. Skimmings are being taken to the dump.
4. More lines were cleaned for five days during June with Harold Anderson as assistant.
5. Particularly bad lines exist behind Max Jones' residence. There is no easement and a garage is located above the line.

ENGINEER's REPORT

1. Correspondence received from Public Service Commission by registered mail relative to filing of annual report, and legal opinions and assessment demand discussed. This information referred to Glenn Logan and John Chrislaw.

ENGINEER's REPORT (Continued)

2. District expansion report preliminary draft submitted to all Board Members and recommendation to defer discussion to a special meeting.
3. Final inspection of Ledyard sewer report. Motion by Miller, seconded by Pedrojetti to accept sewer as soon as the three reported manhole leaks have been sealed.

Total claims in the amount of \$3,534.16 approved as per attached list. Motion by Miller seconded by Pedrojetti to transfer \$3,000.00 from FNB account to County General Fund passed by unanimous vote.

Meeting adjourned 10:30 P.M.

APPROVED: _____



_____, 1972

MINDEN-GARDNERVILLE SANITATION DISTRICT

Special Meeting - July 25, 1972

7:00 A.M. - Sharkey's Nugget

Present: Dan Hellwinkel
John Hintze
Louis Neddenriep
James Miller
Victor Pedrojetti
Harlan Anderson

Others: Jim Lee
Chris Altemueller

Meeting was called to order by Chairman Hellwinkel for the purpose of considering Jim Lee's application to connect to the District sewer an 18 unit apartment and development adjacent to Matley's Motel.

Mr. Lee explained how the hook-up was to be accomplished and displayed plans for his project. C. Altemueller stated that the connection would be made into the existing 10" trunkline constructed recently by Ledyard which in turn discharges into the 12" trunk sewer, and that there would be no overloads on the sewage collection system. Overloads already existing at the treatment plant would obviously be worsened, however, the project lies within the District and it is the District's obligation to furnish sewer service. Motion was made by Jim Miller, seconded by Louis Neddenriep to approve Mr. Lee's application for 18 apartment units, which was approved by unanimous vote.

C. Altemueller was requested to invite Jim Rankin to the next Sewer Board Meeting.

Meeting adjourned 7:30 A.M.

APPROVED: 

_____, 1972

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Board Meeting
August 3, 1972 - 8:00 P.M.
C. J. Altemueller's Office
215 First National Bank Bldg.
Minden, Nevada

AGENDA

✓ 8:00	Call to Order
✓ 8:05	Minutes regular meeting, July 6
✓ 8:10	Minutes special meeting, July 25
✓ 8:15	Milton E. Bacon - Waiver of Sewer Charges
✓ 8:20	Investment Assoc., Inc. - Kingslane Agreement
✓ 8:35	Jim Rankin - District Policies and Business Permits
✓ 8:50	Operator's Report
✓ 9:00	Engineer's Report
	(a) District Expense Report
	(b) Time Saving Certificates
	(c) Bi-Monthly Billing
	(d) Delinquent Accounts
9:20	Old Business
9:30	New Business
9:40	Claims
10:00	Adjourn

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Meeting - August 3, 1972
8:00 P.M. - District Engineer's Office

Present: Dan Hellwinkel
Louis Neddenriep
Victor Pedrojetti
John Hintze

Others: Harlan Anderson
Mr. & Mrs. Calkins
Jim Rankin
John Chrislaw
Chris Altemueller
Ray Smith (part)

Meeting called to order 8:16 p.m.

Minutes read and approved as read July 6 meeting.

Minutes July 25 meeting read and approved as read.

Kingslane agreement read and discussed. Upon suggestion by Mr. Chrislaw, two changes were made as follows:

- (1) Page 2, line 4 "and replace as necessary" added.
- (2) Page 4, line 12 "Grantee" added.

Motion by Neddenriep, seconded by Hintze to approve agreement subject to above two changes & Ray Smith approval of these additions signified by initialing them --- passed by unanimous vote.

Motion by Neddenriep, seconded by Pedrojetti instructing Altemueller to record the agreement without delay --- adopted by unanimous vote.

Issuance of building permits inside district discussed with Jim Rankin. It was agreed that before issuing any permits, Building Department would refer applicants to the District. If no hook-up fee is involved, District Engineer will issue a sewer permit with a "no charge" notation.

Letter by Bacon was read regarding request for discontinuance of sewer charges. Altemueller was instructed to advise Mr. Bacon that the premises should be inspected by Harlan Anderson and if in deed no drain is connected to the sewer, then the charges would be dropped.

OPERATOR's REPORT

600 000

1. Plant flows are decreasing, but still well above ~~6,000~~ GPD.
2. Effluent quality much improved. Dangberg uses effluent for irrigation during July.

3. Chlorinator does not work due to lack of water. Insufficient supply in well suspected. Altemueller advised that chlorinator could be changed to use effluent water. Also, recommended well test. Board approved well test. Neddenriep to assist in setting up discharge piping.
4. There was an odor at the plant for two days and complaint was recieved from the Dryer Ranch.
5. Generator does not start on automatic. Hintze and Hellwinkel agreed to check it.
6. There are now 450 feet of sewer rod on hand. Purchase of 50 additional rods plus some tools recommended. Board approved acquisition of what is necessary.
7. Skimmings are being hauled to dump.

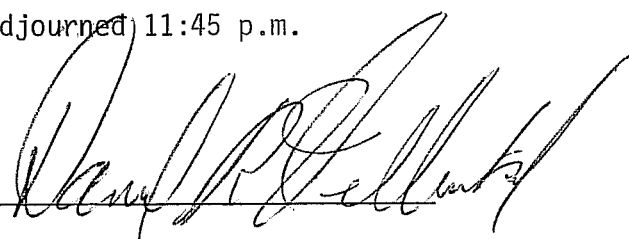
ENGINEER's REPORT

1. Draft of financial section, District Expansion Report handed to board. Special meeting to review report set for 8 p.m. August 10.
2. Expiring Time Saving Certificates discussed (two \$5,000) board ruled to obtain quotation for investment of \$30,000 from three local banks. Authorized Altemueller to proceed with investment of funds to highest bidder.
4. Favorable response to bimonthly billing reported to Board. No complaints received.
5. List of delinquent accounts presented. Altemueller instructed to inquire if Chrislaw wants to handle collections. Ohterwise, turn over list to McKibben for further action.

Total claims in the amount of \$3,534.16 approved as per attached list.

Motion by Hintze seconded by Pedrojetti to transfer \$3500 from FNB account to County General Fund --- approved by unanimous vote.

Meeting adjourned 11:45 p.m.

Approved: 

_____, 1972

MINDEN-GARDNERVILLE SANITATION DISTRICT

Special Meeting - August 10, 1972
8:30 P.M. - District Engineer's Office

Present: Dan Hellwinkel
James Miller
John Hintze
Victor Pedrojetti
Louis Neddenriep

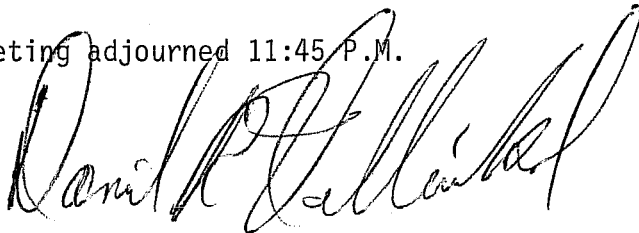
Others: Glenn Logan
Chris Altemueller

Meeting called to order 8:45 P.M. by Chairman Hellwinkel.

Sewer permit request by T & T Engineering for service station hookup at Eagle Thrifty discussed. Motion by Miller, seconded by Hintze authorizing Altemueller to issue permit --- adopted by unanimous vote.

Altemueller made presentation of the report draft for expansion of the District, as previously submitted to all Board Members and as kept on file in the District's records. Various discussions took place dealing with finance of plant and outfall additions, Federal Grant participation, and the various fees recommended in the report for annexation areas. At the end of the meeting, Altemueller was instructed to finalize the report in line with the preliminary draft presented, and to contact Mr. Freidlander of the Council of Governments with the request to pursue application for grant assistance in the proposed project.

Meeting adjourned 11:45 P.M.

A large, stylized handwritten signature in dark ink, appearing to read "Dan Hellwinkel", is written over the text "Meeting adjourned 11:45 P.M.".

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Meeting - September 7, 1972
8:00 P.M. - District Engineer's Office

Present: Dan Hellwinkel
Louis Neddenriep

Others: Harlan Anderson
Art Houston
Joy Houston

NO QUORUM - NO MINUTES - Informal meeting notes only.

Harlan ordered 100 reconditioned rods for \$275.00 rather than 50 rods for \$220.00.

Does the Gardnerville Fire Department have a sewer hoop-up permit for their wash rack.

Has the rent been paid on the Plant - due in July.

Make out a claim for \$203.80 that John Chrislaw paid to State Public Service Commission.

Ted Bacon has paint room with drain in floor. During the winter months, he lets the water run.

Harlan's overtime claim - look into, and have information for next meeting.

Is the car wash being charged for their last two stalls.

Minden-Gardnerville Sanitation District

Regular Meeting - October 5, 1972
District Engineer's Office - 8:00 P.M.

✓ 8:00	Call to Order
✓ 8:05	Meeting notes September 7, 1972
✓ 8:15	Sewer Permit, Highway Department Rest Area
✓ 8:45	John Chrislaw, Delinquent Accounts Collected
✓ 9:00	Operator's Report
✓ 9:15	Engineer's Report
	✓ a. Manhole rehabilitation survey
	✓ b. District Expansion Report
✓ 9:30	Old Business
9:40	New Business
✓ 9:50	Claims
10:00	Adjourn

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Meeting - October 5, 1972
8:00 P.M. - District Engineer's Office

Present: John Hintze
Dan Hellwinkel
Victor Pedrojetti
James Miller (part)

Others: Jim Rankin
Harlan Anderson
John Chrislaw
Chris Altemueller

Meeting called to order 8:20 P.M.

Minutes regular meeting 8/3/72 approved as read.

Minutes special meeting 8/10/72 approved as read.

Meeting notes 9/7/72 read. No action taken.

Court House problems regarding fund discrepancies with District records discussed. Motion by Hintze, seconded by Pedrojetti to invite Glenn Logan to next meeting to discuss disbursement of District funds by District rather than through Court House. Adopted by unanimous vote.

Board instructed Altemueller to write Mr. Bacon that sewer charges would stop three months after water turned off, as per District rules and regulations.

Altemueller instructed to inspect Anchor Car Wash and to check on rates for sewer service.

John Hintze stated that he favors an official District Board election rather than automatic reappointment of members. Chrislaw advised that no election will be required unless someone files to run for Director.

Sewer hook-up application for trailer at Rest Area discussed. Rankin stated that no building permit was issued because the State can build on State property without building permits. County will pay for all hook-up fees and service charges. Motion made by Hintze to accept the trailer subject to County paying hook-up and service charges and further subject to a future re-evaluation of the dump charge. Motion died for lack of second.

Motion made by Miller to reject application until a communication from the Attorney General's office is received indicating the District's obligation to furnish sewer service to the trailer at which time it will be reviewed again. Motion seconded by Pedrojetti. On discussion, Mr. Rankin inquired if the Board expected the Attorney General's office to say that the State has the right to connect to District facilities over the Board's objection. Motion approved:

Ayes - Hellwinkel
 Miller
 Pedrojetti
Nays - Hintze

Chrislaw advised of judgment awarded District from Alton Martin as follows:

Total amount due	\$ 678.60
Interest	283.55
Attorney Fees	250.00
Court Costs	<u>37.00</u>
Total Judgment	<u>\$1,249.15</u>

First collection through Sheriff's office, \$732.65. Board agreed that Chrislaw should be paid prorated share of his collection fee.

Altemueller instructed to call Brown and Milberry in Reno regarding their work on the variable speed drive.

Hintze reports plant auxiliary generator can not carry starting load of lift pumps and sludge pumps. He has ordered necessary timers to delay starting load. Motion by Miller, seconded by Hintze instructing Altemueller to check on availability of surplus generator and requirements for acquisition. Approved by unanimous vote.

OPERATOR's REPORT

1. Line cleaning is continuing.
2. Sand gets into lines from Anchor Car Wash.
3. Eight old cars are on top of manhole behind Valley Garage, thereby preventing access to manhole. Motion by Miller, seconded by Pedrojetti to send a letter to Bob Beck requesting his cooperation in keeping manhole access clear for emergencies and to contact Harlan Anderson for further particulars. Adopted by unanimous vote.

ENGINEER'S REPORT

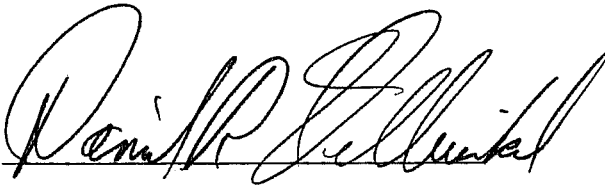
1. Manhole rehabilitation program, most urgent work consisting of raising nine manholes and constructing three new manholes. Motion by Miller, seconded by Pedrojetti instructing Altemueller to prepare simple bidding documents for this work, engineering not to exceed \$250. Adopted by unanimous vote.

Total claims in the amount of \$2,018.48 approved as per attached list. Brown and Milberry in the amount of \$290.25 rejected pending clarification of warranty obligations.

Motion made and seconded to transfer \$3,500.00 from FNB account to County General Fund approved by unanimous vote.

Meeting adjourned 11:00 P.M.

APPROVED: _____



_____, 1972

Minden-Gardnerville Sanitation District

Regular Meeting - November 5, 1972
District Engineer's Office - 8:00 P.M.

- ~~8:00~~ Call to Order
- ~~8:05~~ Minutes October 5, 1972 Meeting
- ~~8:15~~ Glenn Logan - Fund Disbursement by District
- ~~8:35~~ ENGINEER's REPORT
- ~~(1)~~ Billing for customers not previously billed
(Administrative and Legal Aspects)
 - ~~(2)~~ New Billing Cards and Petty Cash Requirements
 - ~~(3)~~ Manhole Rehabilitation Project
 - ~~(4)~~ Variable Speed Drive Problem
 - ~~(5)~~ Planning Commission Hearing October 24
 - ~~(6)~~ Treatment Plant Expansion Report, Grant Application

9:35 OPERATOR's REPORT

9:45 Old Business

~~9:55~~ New Business **BOND PAYM'T**

~~10:05~~ Claims

~~10:15~~ Adjourn

LATE ITEMS:

- ~~(1)~~ C.O.G. Information Request
- ~~(2)~~ Doug Miller - Highway Department
- ~~(3)~~ Director's Bonds - Hintze, Pedrojetti, Neddenriep,
and Hellwinkel
- ~~(4)~~ SCS Engineers - EPA Survey
- ~~(5)~~ Local Government Census Information Request
- ~~(6)~~ Time Saving Certificate

cc: Glenn Logan
John Chrislaw

MINDEN-GARDNERVILLE SANITATION DISTRICT

Regular Meeting - November 2, 1972
8:00 P.M. - District Engineer's Office

Present: Daniel Hellwinkel
Victor Pedrojetti
John Hintze

Others: Harlan Anderson
Doug Miller
Chuck
Chris Altemueller

Meeting called to order at 8:15 P.M.

Minutes of October 5 meeting read and approved as read.

Harlan Anderson's overtime claim that had not been paid by the Court HOuse when authorized by the Board during the May meeting discussed. Motion by Hintze, seconded by Pedrojetti to instruct the County Auditor-Recorder to pay the overtime claim.

Doug Miller submitted a letter from Highway Department requesting permission to hook up the trailer at the rest stop. On discussion, Mr. Miller advised that there is no intent to overrule the District jurisdiction, and that the Highway Department would rather pull out the trailer than cause problems with the District. Unauthorized use of the sanitary dump would also be curtailed. Motion by Hintze, seconded by Pedrojetti to approve the sewer hook up, adopted. Altemueller instructed to call Mr. Colletti and advise him of District action. Pursuant to previous representations made, the County will pay hook up fee, and service charges will be increased by \$9 per month.

ENGINEER'S REPORT

1. New billing post cards requiring cash payment for postal permit usage at each mailing explained. Request for increase of the Petty Cash fund from \$50 to \$80 was made. Motion by Pedrojetti seconded by Hintze to increase petty cash fund to \$80 approved.
2. Updating of District accounting system was explained. Numerous users were found that had not been billed previously. Board instructed Altemueller to issue back-billing from the date service started to all such users.

3. Variable Speed Drive problem at the plant discussed, and progress on corrective matters reported. Altemueller instructed to advise Healy Tibbitts' bonding company of the circumstances.
4. Requirement to submit application for 75% Federal Grant participation on the anticipated treatment plant expansion and outfall sewer project before November 15 deadline discussed. Motion by Hintze seconded by Pedrojetti instructing Altemueller to submit application for a total project cost of \$1.5 million prior to November 15 and authorizing chairman to sign approved (2 ayes and one no vote).
5. Renewal of Director's Bonds discussed. Motion by Pedrojetti, seconded by Hintze, instructing Altemueller to renew the bonds adopted.
6. Letter requesting supplementary information from C.O.G. read. Altemueller instructed to answer the letter in so far as the requested answers are available.
7. Hintze reported that the timers shipped for the control of the generator were too elaborate and therefore returned. He will attempt to obtain simpler equipment during the coming month.

OPERATOR'S REPORT

1. Effluent of the plant remained good throughout the month of October and is clear.
2. Average flow during the month of October 745,000 G.P.D.
3. Weeds at the plant were burned, and a burner was rented for this purpose.

Total claims in the amount of \$1,887.45 were authorized as per the attached summary. Motion by Pedrojetti, seconded by Hintze to transfer \$1500 from FNB to County General Fund approved.

Meeting adjourned 11:30 P.M.

Approved: _____

_____, 1972

MINDEN-GARDNERVILLE SANITATION DISTRICT

Special Meeting - November 21, 1972
8:00 P.M. - District Engineer's Office

Present: Stan Franklin, President - Sierra Charter Corp.
Charles Shaller - McIntyre & Quiros
Daniel Hellwinkel
James Miller
Louis Neddenriep
Victor Pedrojetti
John Hintze
Chris Altemueller

Meeting was called to order at 8:15 P.M.

Altemueller reported of disagreement between fund balances in Court House General Fund and district records, which was checked-out by Glenn Logan and the discrepancies were accounted for. However, the Court House fund is short by nearly \$800 and a fund transfer would be required so that all current claims can be paid. Glenn Logan will explain the matter in detail at the next regular meeting. Motion by Neddenriep, seconded by Pedrojetti to transfer \$1500 from FNB bank account to County General Fund adopted by unanimous vote.

Altemueller advised the Board of special meeting to be held between the County Commissioners, the Planning Commission, and the District Board on November 27, at 4 P.M. in the County Commissioners Room.

Mr. Shaller made a presentation on a regional sewer plan. Such a plan would serve the entire present and immediately adjacent service area of the District, as well as all the holdings of Sierra Charter Corporation south of the Ranchos, which will be developed into a residential area encompassing up to 9000 lots. Sierra Charter Corporation also has purchased the Dangberg Option, and intends to develop further lands along the eastern shelf of the Carson Valley. All sewage to be treated by one central plant at or near the site of the present plant, which can remain and continue to be utilized to the extent of its capability. Treated effluent water could be combined with that from Lake Tahoe (Round Hill and Incline Village plants) and piped to a new reservoir in the Pine Nuts where it would receive further purification, and could then be blended with irrigation water for agricultural reuse in the Valley.

Sierra Charter Corporation is seeking the cooperation of the District through negotiation of an agreement by which the District would accept responsibility for the treatment of sewage from their developments in exchange for appropriate payments to defray the cost of plant expansion, operation and maintenance. This matter will be the subject of the special joint meeting on November 27.

VARious methods of securing the financing for this project were discussed which included prepayment of assessments in the amount of \$150 per lot to be put aside at the time of recordation of the lots as well as customary connection fees in the amount of \$250 per lot which would become payable at the time building permit is taken out. Federal financing will obviously play a key role in the overall financial picture of this project.

Meeting adjourned at 10:30 P.M.

Approved: _____

_____, 1972

Minden-Gardnerville Sanitation District

Regular Meeting--December 7, 1972
District Engineer's Office - 8:00 P. M.

AGENDA

- ✓ 8:00 Call to Order
- ✓ 8:00 Minutes Regular Meeting November 2, 1972
- ✓ 8:10 Minutes Special Meeting November 21, 1972
- ✓ 8:20 Report Joint Meeting with Planning Commission, County Commissioners, State Health Department, and Council of Governments
- ✓ 8:30 Receipt of Bids, Contract 72-1
- ✓ 8:40 Wendell McCurry - Bureau of Environmental Health
- ✓ 9:10 Glenn Logan - Fund Disbursement by District and Report on Court House check of General Fund Records
- 9:30 ENGINEER'S REPORT
- ✓ 1. Hook-Up Reimbursement Request, Wayne Matley
2. Report on Updated Billing System
- ✓ 9:45 Operator's Report
- ✓ 9:55 New Business
- 10:05 Old Business
- 10:15 Claims
- 10:25 Adjourn
- Standard Oil Bulk Plant
Sewer Service*

cc: Board Members
Harlan Anderson
Wendell McCurry
Glenn Logan

Minden-Gardnerville Sanitation District

Regular Meeting - December 7, 1972
8:00 P.M. - District Engineer's Office

Present: Dan Hellwinkel
Louis Neddenriep
James Miller
John Hintze

Others: Harlan Anderson
Glenn Logan
Wendell McCurry
Chris Altemueller

Meeting called to order 8:15 P.M.

Minutes of November 2 meeting read and approved as read.

Minutes of Special Meeting November 21 read and approved as read.

OPERATOR's REPORT

1. Average plant flow during November 600,000 gallons per day.
2. Line cleaning was continued during the month of November.
3. Plant performance is good and effluent is clear.

Bids for Contract 72-1 for collection system rehabilitation work were opened. Six bids were received, complete tabulation of bids is in December correspondence file. Low bid submitted by Carson Ready Mix in amount of \$2,375.10. Motion by Hintze, seconded by Miller to award low bid to Carson Ready Mix subject to District Engineer's checking of the bid.

Letter from State Health Department to District read (see correspondence file, November 21, 1972). Wendell McCurry explained the reason behind the letter is the present overload condition at the treatment plant and the prospect of worsening of conditions in the foreseeable future. He advised that the State Health Department will use the next three months to evaluate the problem and if found of serious enough proportions, a building moratorium within the District may have to be imposed. If this is the case, it will not apply to previously approved subdivisions that have an approved tentative map. He stated that the District has a good chance to obtain the Federal funds applied for to assist in the plant expansion program because the application was submitted before the deadline. He anticipates that the State will certify the Grant Application for approval before the end of 1972. Chances for obtaining the Grant are further enhanced because the Carson Valley is included in a Federally

approved interim plan and the "regional concept" can be demonstrated for the project. Also, the District's project has high priority among current projects within the State. McCurry advised that the following timetable would be acceptable to his agency. Allow for a three month period during which a large regional plant concept to serve Sierra Charter Corporation's project south of the present Ranchos could be developed and an appropriate interdistrict agreement prepared. After this three month period, the design contract for an expanded plant is to be entered into to provide for either the design of a large regional plant or a plant to serve the present District plus additional adjoining areas only. Project should be ready for construction bids by the end of 1973 and the expanded plant should be operational in July, 1975. The Board agreed to adopt the proposed time schedule.

Glenn Logan reported on the fund balance in the Court House and explained discrepancies between the Court House balance and the District Office records due to salary deductions for NIC and other benefits. He further stated that it would be in the best interest of the District to retain the present method of funds disbursal through the Court House because if his office would assume this responsibility, additional charges would have to be made. Also, the computer at the Court House can now supply monthly print-out information on all fund disbursements. He further stated that the long outstanding overtime claim for Harlan Anderson had been lost at the Court House but the Court House agreed to pay it upon receipt of a replacement claim.

Total claims in the amount of \$2,473.47 approved as per the attached summary.

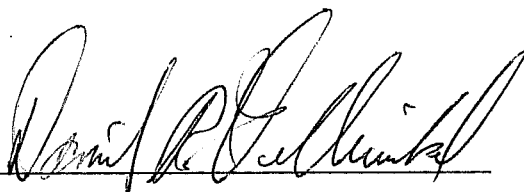
A motion to transfer \$3,000 from the FNB account to the Court House general fund approved by unanimous vote.

Standard Oil bulk plant request for sewer connection was discussed. The plant is located outside of the District boundary. Hook-up to District sewer was approved. Hook-up fee to be \$250, monthly charges to be \$9.

Request for refund of 80% of connection fee of Gulf Oil Station at Eagle Thrifty lot by Wayne Matley considered. Request is in accordance with Matley's agreement and was approved. Matley to receive 80% of \$250 = \$200.

Meeting was adjourned at 11:15 P.M.

Approved: _____



_____, 1972