



Board of Trustees
Minutes of Regular Meeting
Tuesday, January 2, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
Bonnie Fettic
April Burchett
Bruce Scott

Others Present:

Rob Williams
Craig Olson
Tyler Thew
George Goodspeed

Board Members Absent:

None

Meeting called to order at 7:00 p.m.

Election of MGSD Officers for 2007 -- The chairman called for nominations for MGSD Board Officers for the 2007 year. **Motion by O.P. Brown, Jr. to retain Jerome Etchegoyhen as Chairman.** Seconded by Michael Henningson. Motion carried. **Motion by Ronald Wilcks to nominate O.P. Brown, Jr. as Vice Chairman.** Seconded by Michael Henningson. Motion carried. **Motion by O.P. Brown, Jr. to nominate Ronald Wilcks as Secretary-Treasurer.** Seconded by Mark Dudley. Motion carried.

Claims Review and Approval -- The claims were reviewed by the Board and questions were answered by Frank Johnson, Bruce Scott, and Bonnie Fettic. **Motion by Michael Henningsen to approve the claims for December, 2006 in the amount of \$227,238.58, and to approve the claims paid during December, 2006 in the amount of \$1175.00.** Seconded by O.P. Brown, Jr. Motion carried.

Minutes of December 5, 2006 and December 18, 2006 -- The minutes of December 5, 2006, and December 18, 2006 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of December 5, 2006 and December 18, 2006.** Seconded by Ronald Wilcks. Motion carried.



Minutes
January 2, 2006
Page 2

HDR Engineering -- Digester, Trickling Filter, Influent Pump and Gravity Belt Thickener Building Expansion Improvement Project -- Contract Approval -- represented by Craig Olson and Rob Williams. Craig presented an updated preliminary design report, and reviewed the options the Board had expressed interest in pursuing at the December 5, 2006 meeting, including a digester and digester control building, trickling filter pumping station, influent pump, and gravity belt thickener building. Craig reported that the cost of the proposed improvements would be approximately \$4.3 million. Discussion followed regarding the current limitations that the improvements will mitigate and how long until additional improvements will be necessary. Bruce Scott explained that the plant site is not a limiting factor, and that any limitations come from the current level of plant equipment and facilities. Discussion followed regarding service area buildout according to the Douglas County Master Plan, and potential for a service area expansion north of Muller Lane. The Board felt that HDR Engineering made an excellent presentation. Rob presented a contract for engineering services for the preparation of a design report. **Motion by O.P. Brown, Jr., to approve and to authorize the Chairman to sign the contract for professional services with HDR Engineering in the amount of \$358,500.00 for the design of plant improvements to include the Digester and Digester Control Building, Trickling Filter Pumping Station, Influent Pump Installation, and the Gravity Belt Thickener Building Expansion, plus \$6,000 for surveying and geotechnical investigation.** Seconded by Ronald Wilcks. Motion carried. Discussion followed regarding the timing of bid documents. Craig recommended having the design and contract documents ready for bid in October 2007. The Board agreed. Craig reported that he will return at the April 2007 meeting to give the Board a status update.

Bently Pressurized Bearing Company -- North Bently Parkway As-Built Approval and Line Acceptance-- Represented by George Goodspeed. Bruce Scott presented a letter from Resource Concepts, Inc. dated December 28, 2006 outlining 9 conditions for acceptance of the record drawings. Bruce said he has requested supplemental information from the design engineer regarding cleansing velocities for the EDU's projected prior to project buildout. Bruce explained that the slopes as shown on the record drawings are adequate upon completion of the proposed development, but he has concerns about the flow prior to project completion. Bruce also said that "S"'s on curbs are not necessary, since there are no curbs. **Motion by O.P. Brown, Jr. to approve the record drawings and to accept the sewer lines for North Bently Parkway prepared by Nichols Consulting Engineers upon completion of the 9 conditions outlined in Resource Concepts, Inc.'s letter dated December 28, 2006. All rules, regulations and requirements of MGSD are to be met and all fees paid.** Seconded by Michael Henningsen. Motion carried.



Minutes
January 2, 2006
Page 3

Syncon Homes -- Monterra Subdivision Phase 1 -- Approval of Bond for Sewer Line Improvements-- Represented by Tyler Thew. Bruce reported that at the December 5, 2006 meeting, the Board approved the as-built drawings for Monterra Subdivision Phase 1 subject to several conditions, including submittal of a bond for the remainder of the sewer improvements. Bruce reported that he and Tyler Thew are still working out the engineer's estimate, and that the amount of the bond will be 150% of the engineer's estimate. Bruce stated he is asking the Board for conceptual approval of the bond, subject to approval of the final amount by Bruce and Frank Johnson. Discussion followed regarding the completion of the sewer improvements, including bringing the manholes to grade. **Motion by Ronald Wilcks to approve a bond by Syncon Homes for completion of sewer improvements within Monterra Subdivision Phase 1, at 150% of the approved engineer's estimate.** Seconded by O.P. Brown, Jr. Motion carried.

Engineer's Report -- Bruce presented a memorandum dated January 2, 2007 regarding Project Bids and Award Recommendations for the 2007 Rehabilitation Project, and explained that the low bidder appears to be Peterson Construction who does not have a bidder's preference for in-state contractors. Bruce reported that with the 5% preference for local qualified contractors, V & C Construction is the preferred low bidder at an estimate of \$358,436.00, plus \$114,750 for Additive Alternate A, and \$26,000 for Additive Alternate B, for a total of \$499,186.00. Bruce and Frank Johnson recommended approval of the base project and Alternatives A and B. **Motion by Ronald Wilcks to accept the bid from V & C Construction in the amount of \$499,186.00 for the 2007 Rehabilitation Project, including Additive Alternatives A & B, reflecting a 5% preference for local qualified contractors pursuant to NRS 338.147.** Seconded by O.P. Brown, Jr. Motion carried.

Bruce reported that Frank Johnson is working with RCI staff regarding the feasibility of obtaining flow measuring devices. Frank Johnson felt that he will have additional information about measuring flow at the February 6, 2007 meeting.

District Manager's Report (see attached report) -- Frank Johnson reported that MGSD sold 0.8 units of capacity during December 2006.

Frank also reported that no discharging from the ponds occurred in December, but discharging will need to occur during January, which will impact the power bill.



Minutes
January 2, 2006
Page 4

Frank reported that at the December 18, 2006 Special Meeting, the Board discussed Phase II Admin Building improvements, including retaining and modifying an existing restroom and flooring options. Frank stated his letter to the architect dated December 19, 2006, and the architect's response dated December 20, 2006 were included in the Board's packet. The Board acknowledged that they had read the both Frank's letter and the architect's response. Terry Taylor from the East Fork Fire District visited the building today, and felt that the bathroom improvements to Phase II will not require extra fire proofing. Frank presented a letter from Terry Taylor from the East Fork District stating that the proposed bathroom improvements will not require extra fire improvements. Frank presented a preliminary bathroom design prepared by HDR Engineering. The Board directed Frank to contact MGM Construction to proceed with the bathroom improvements. Frank reported that he discussed the architect's contract with MGSD's legal counsel, who felt that the contract with the architect can be fulfilled prior to completion of the Phase II improvements. Discussion followed regarding the flooring options and the possibility of returning the tiles for a credit. The Board agreed to review flooring alternatives if the tiles can be returned for a credit.

Discussion followed regarding signage for the new administration building. Frank asked the Board if they felt painting the letters and logo on the front door would be adequate. The Board felt that a more prominent sign would be more appropriate. Discussion followed regarding alternative locations for a new dedication plaque and relocation of the existing plaques. The Board concurred to placing the plaques outside the building, and to refinish the existing plaques. The Board directed the Chairman and Mr. Wilcks to meet with the architect to develop a signage design.

Discussion followed regarding color alternatives for the window frames on the existing building. The Board directed the Chairman and Mr. Wilcks to coordinate with the architect regarding a color scheme for the window frames.

Meeting adjourned at 8:55 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Regular Meeting
Tuesday, February 6, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
Bonnie Feticc
April Burchett
Bruce Scott

Others Present:

Dennis Longhofer
Laura Lau
Dennis Smith
Robbie Oxoby

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, Bruce Scott, and Bonnie Feticc. Discussion followed regarding the status of the Dreyer biosolids permit. **Motion by Michael Henningsen to approve the claims for January, 2007 in the amount of \$142,978.21, and to approve the claims paid during January, 2007 in the amount of \$1,495.87.** Seconded by Ronald Wilcks. Motion carried.

Minutes of January 2, 2006 -- The minutes of January 2, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of January 2, 2007.** Seconded by Michael Henningsen. Motion carried.

Syncon Homes -- Capacity Request -- 67 EDU's for La Costa at Monte Vista Phase 2 -- Frank reported that 71 units were previously sold for La Costa at Monte Vista Phase 1, and the requested 67 units represents Phase 2, which is the remaining portion of the subdivision. **Motion by Ronald Wilcks to sell 67 units of capacity to Syncon Homes for La Costa at Monte Vista Phase 2.** Seconded by O.P. Brown, Jr. Motion carried.



Minutes
February 6, 2006
Page 2

Dr. Edward Gray -- Plan Review for Proposed Dental Office Building located at 1550 Virginia Ranch Road (APN 1220-10-610-004) -- Represented by Dennis Smith. Dennis Smith reviewed the site and utility plan for a proposed dental office for Dr. Gray located on Virginia Ranch Road, and Bruce Scott presented a letter from Resource Concepts, Inc. dated January 31, 2007 outlining 8 conditions of approval. **Motion by O.P. Brown, Jr. to authorize the District Manager to approve the plans for Dr. Edward Gray for the proposed dental office building located at 1550 Virginia Ranch Road (APN 1220-10-610-004) upon completion of the 8 conditions outlined in the letter from Resource Concepts, Inc. dated January 31, 2007.** Seconded by Michael Henningsen. Motion carried. Dennis requested a signature by the Board Chairman on the site improvement plan, and Bruce felt that signing the plan would be appropriate. The Chairman signed the site improvement plan.

Robbie Oxoby -- Administration Building Improvements -- The Chairman reported that he and Mr. Wilcks have continued the weekly meetings with Robbie and the contractor, and he and Mr. Wilcks approved a revised restroom plan presented by Robbie. Robbie reported on the changes to the restroom design, including the addition of a fire wall. Discussion followed regarding project status and change order amounts. Robbie discussed Change Order #4 which includes work authorized by the Board over the past several months, as well as a credit for \$7,500.00 for the marker board, signage, and projector screen. Robbie mentioned that the server room cooling fan and duct work may be included in the final change order. **Motion by O.P. Brown, Jr. to authorize Change Order #4 to the Administrative Building Project in the amount of \$26,117.10, to include the gate valve, FDC, new glass in the existing building, floor sealing, wall sealing, penthouse flashings, thermostats, toilet room, and a credit of \$7,500.00.** Seconded by Ronald Wilcks. Motion carried. Robbie reported that the contractor has not yet completed the punchlist for Phase 1. Discussion followed regarding the completion date for Phase 2. Frank Johnson voiced concerns about the short work hours put in by the subcontractors.

District Manager's Report: Frank Johnson introduced Dennis Longhofer, the District Manager of Indian Hills GID, and Laura Lau who is a member of the Indian Hills GID Board of Trustees. Frank explained that they are attending the Board Meeting as part of the Leadership Douglas County program. Discussion followed regarding facilities at IHGID, and the disposal of effluent and solids.

Engineer's Report -- Bruce stated that he will report further on the biosolids permit when NDEP has finalized the permit.



Minutes
February 6, 2006
Page 3

Bruce reported that Park Cattle Co.'s discharge permit was issued on July 17, 2006, but NDEP is requiring another monitoring well as a condition of the permit. Frank reported that MGSD monitors the wells at Park Cattle Co., with quarterly samples. Bruce felt that MGSD is also responsible for drilling the well, but he will verify this in the agreement with Park Cattle. Discussion followed regarding the terms of the agreements with Bently, Park, and Galeppi. Frank reported that an employee of the County Manager's office informed a resident that MGSD's effluent was the cause of the odors from Bently Agrowdynamics. Frank spoke to Jim Usher at Bently and with staff at the Douglas County Manager's office regarding the misinformation. Frank also reported that NDEP staff stopped at the plant last week to review the odor complaints, and they felt the odors did not originate from MGSD.

Bruce reported that he and Frank will meet with Douglas County staff to review coordination on permit issuance, tenant improvements, and odor complaints. Discussion followed with Laura Lau regarding how the building department handles plans and possible solutions to overlooking MGSD review and approval of the plans.

District Manager's Report (see attached report) -- Frank reported on Items 1, 2, 6, and 8 in his report that were not previously covered in the meeting. With regard to the trees on Ironwood Drive, the Town of Minden cut the trees back, and the fence is in need of repair. Frank mentioned that he obtained two estimates from Artistic Fence, one in the amount of \$2,290 to repair the fence, and one in the amount of \$6,488.00 to relocate the fence. The Board directed Frank to obtain a second bid and will decide their preference after a second bid is received.

Frank reported that he and Marvin Tebeau and Bruce Scott researched flow loggers for measuring the flow in the lines, and he has a quote from Isco for approximately \$6,000.00. Bruce reported that the device is portable and interfaces with computers. The Board authorized Frank to obtain the flow logger.

Frank reported that employee Jon Kephart has passed his Grade II certification test, and that he is eligible for a 5% increase in salary. The Board directed that Jon Kephart's salary be increased by 5% effective pending receipt of certificate.

Mr. Brown suggested a willow be taken down to open the building to the highway. Frank requested that Mr. Brown show him the subject tree during daylight hours.



Minutes
February 6, 2006
Page 4

Frank obtained a price of \$2,200 for blinds for the upper windows in the foyer and the main office, and the windows in the District Manager's office. Mr. Wilcks and Mr. Brown expressed concern about covering the windows, which they felt were the focal point of the main office. Mr. Henningsen and Mr. Dudley felt the blinds were necessary, since the sun was directly shining onto the Administrative Secretary's desk. The Chairman also felt the blinds were needed. Frank was authorized to obtain the blinds.

Frank reported that he found a combination map holder and table for plan storage and viewing. He has obtained a quote from the manufacturer for about \$6,000. The Board authorized Frank to obtain the map holders.

Frank reported the drain in the lab was found to be plugged, and the concrete floor was poured onto the mesh without blocking which had caused the cracking of the floor. Frank reported that the old lab counter has been set up in a new lab at the back of the plant for daily process control. He has obtained a quote for \$4,800 for a new lab counter, which does not include installation. MGSD staff can perform the installation. The Board authorized Frank to obtain the counter.

Frank stated that the Vactor Truck has needed several repairs in the past months, and that it is in for repair again for a new pump. He reported that the pump is obsolete, and parts cannot be obtained for it, and a pump retrofit is recommended at approximately \$26,000 for parts, and 40-50 hours of labor. Discussion followed regarding the cost of the recent repairs, approximately \$14,000.00, and the cost of a new truck, the possibility of MGSD staff performing line cleaning, and truck storage requirements. The Board directed Frank to gather more detail on the pump retrofit and on the price for a new truck.

Mr. Brown asked about the construction work across Highway 395. Bruce reported that it is a water main to serve the Monte Vista development.

Discussion followed regarding safety meetings for staff.

Meeting adjourned at 9:05 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Regular Meeting
Tuesday, March 6, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
Bonnie Feticc
April Burchett
Bruce Scott

Others Present:

Robbie Oxoby
Jeremy Hutchings
Jim Benesch

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, Bruce Scott, and Bonnie Feticc. Discussion followed regarding the emergency repair of the effluent line which was damaged during the power line relocation by Sierra Pacific Power Co., the responsibility for payment of the emergency repair, and the process with USA Digs. The Board directed Frank to contact the District's Legal Counsel to proceed with negotiations with the power company for payment of the invoice by A & A Construction. **Motion by Ronald Wilcks to approve the claims for February, 2007 in the amount of \$714,006.74, and to approve the claims paid during February, 2007 in the amount of \$7,600.00.** Seconded by O.P. Brown, Jr. Motion carried.

Minutes of February 6, 2007 -- The minutes of February 6, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of February 6, 2007.** Seconded by Michael Henningsen. Motion carried.

Minden-Gardnerville First Baptist Church -- Plan Approval for New Church Facility Located at 1311 Centerville (APN 1220-04-201-009) -- Represented by Jeremy Hutchings. Bruce Scott discussed the lateral connection to the Board, pointed out that the lateral is tying into the GRGID interceptor, and presented a letter from Resource Concepts, Inc. outlining 8 conditions of approval. Jeremy requested clarification on Condition 3. Bruce explained that a detail showing



Minutes
March 6, 2007
Page 2

the connection at the main is what is being required in that condition, and that line elevations shown on the plan would satisfy the condition for a plan and profile on the lateral. Discussion followed regarding the proximity to the emergency shutoff valve on Centerville. Jeremy asked for a copy of MGSD's system mapping on disk. Bruce stated that with the Board's approval and Frank's approval, he would be happy to provide one. The Board authorized Bruce to provide a copy of the system map in digital format to Jeremy Hutchings. **Motion by O.P. Brown, Jr. to approve the plans for the Minden-Gardnerville First Baptist Church located at 1311 Centerville subject to the 8 conditions outlined in the letter from Resource Concepts, Inc. dated February 23, 2007. All rules, regulations, and requirements of MGSD are to be met and all fees paid.** Seconded by Ronald Wilcks. Motion carried.

Microease -- Approval of Changes to Modify Accounting Software -- Represented by Jim Benesch. Jim explained that during the process of implementation of the accounting software, it was realized that additional items were needed. Additional services will be needed to streamline the information-gathering process, to set up a vendors import function in the accounts payable portion of the software, to create additional screens for Customer Payment Summary and Receivable Transaction Inquiry, to include additional fields in the AR Charge Code screen, to change the Finance Charge calculation, and other screen changes. The modifications amount to 78 hours or \$5,070.00. Jim reported that the charges incurred to date are \$845.00, so the balance would be \$5,915.00. Bonnie Feticc gave a status report regarding the implementation of the new software. Discussion followed regarding setting up an annual agreement not to exceed \$5,000.00 for accounting software services as requested by MGSD staff. **Motion by O.P. Brown, Jr. to approve changes to the accounting software requested by Microease in the amount of \$5,915.00, and to approve a budget item for on-call services with Microease in an amount not to exceed \$5,000.00.** Seconded by Michael Henningsen. Motion carried.

Robbie Oxoby -- Administration Building Improvements -- Robbie reported that the Phase II is nearing completion, and that the Board Chairman signed a change order in the amount of approximately \$2,000.00 for changes to mechanical services. Robbie believed the outside punch list should be completed in the next two weeks and asked that the retention not be released until all the punchlist items are done. Discussion followed regarding the remaining amount in MGM's contract and the remaining items, including server room changes, as-builts, O & M Manual, and punchlist items.



Minutes
March 6, 2007
Page 3

Engineer's Report -- Bruce reported that the interlocal agreement with Douglas County for information sharing has expired, and the County has requested Board approval of a new interlocal contract. **Motion by O.P. Brown, Jr. to approve the Interlocal Contract between Douglas County and Minden-Gardnerville Sanitation District for Data Exchange and to authorize the Chairman to sign the contract.** Seconded by Michael Henningsen. Motion carried.

Discussion followed regarding the design for the upgrade of Pump Station #2. Bruce presented a checkpoint proposal for 30% design. The projected total cost of the project would be \$1.4 million to \$1.5 million for construction and \$200,000 for design. Discussion followed regarding the design and construction constraints associated with the ditch and pump station location alternatives. Bruce anticipated that the project would go to bid in two years, but further coordination with HDR will be required, and is included in the 30% design proposal. Discussion also followed regarding the possibility of phasing the construction. Bruce stated that he will give a status report in 4 months. Frank requested that Bruce provide him with informal updates every few weeks. **Motion by Ronald Wilcks to approve the 30% Design proposal for the Pump Station #2 project from Resource Concepts, Inc. not to exceed an amount of \$35,000.00.** Seconded by O.P. Brown, Jr. Motion carried.

Bruce mentioned that the Town of Minden is proceeding with their street sealing program and with the Board's authorization, MGSD can piggyback on the project with any damage that has occurred at the plant. The Board authorized plant crack sealing be included in the Town's project.

Bruce also mentioned that Resource Concepts would like to provide a new clock for the Board Room, if the Board approves. The Board expressed gratitude to Bruce and Resource Concepts.

Bruce reported that the leaking influent line has been repaired, but the next joint in the line began to leak. Bruce mentioned that the pipe was laid at the same time, and the joints will break down the line as each repair is made, so he asked the contractor to provide an estimate to repair the remainder of the pipe to the next manhole. An estimate of \$41,000.00 was provided. **Motion by O.P. Brown, Jr. to authorize a change order to the rehabilitation project in the amount not to exceed \$42,000.00 to repair the influent pipe between Manhole # 1 and Manhole # 2.** Seconded by Ronald Wilcks. Motion carried.



Minutes
March 6, 2007
Page 4

District Manager's Report (see attached report) -- Discussion followed regarding EDU allocations for the month of February and the amount of effluent pumped during February and anticipated to be pumped in March.

Frank reported that the landscaper has requested an additional \$3,100.00 for the rock covering. Mark Dudley recused himself from the discussion regarding the landscaping. The Board authorized the expenditure. Discussion followed regarding additional rock on the north side of the Highway 395 driveway, which was estimated by the landscaper to cost approximately \$240.00 plus fabric. The Board authorized the additional rock.

Frank reported that he has obtained a second bid for the Ironwood Fence Repair. The lowest bid for the repair is \$2,120.00, and \$6,500.00 for the relocation. The Board agreed to review the situation further and make a decision at the April 3, 2007 regular board meeting.

Bruce reported that the Division of Water Resources sent a letter to Canyon Creek Construction regarding the failure by Canyon Creek to obtain permits for the dewatering wells for the Monte Vista project. Canyon Creek has responded that the wells are being abandoned.

Frank reported that he has verified with several sources that the pump on the Vactor Truck is obsolete. It is recommended that the pump be retrofitted. The cost for the new pump is \$20,000.00 plus approximately 6 hours of labor and shipping at 750 pounds. Frank recommended purchasing the new pump. **Motion by O.P. Brown, Jr. to approve a new pump for the Vactor Truck in the amount not to exceed \$30,000.00.** Seconded by Mark Dudley. Motion carried.

Bruce mentioned he looked into an extra discharge well for Park Cattle Co. Bruce is negotiating with Park Cattle Co. regarding who is responsible for drilling the well.

Discussion followed regarding the status of the Dreyer biosolids permit. Bruce reported that negotiations are occurring with Nevada Division of Environmental Protection regarding some the requirements.

Meeting adjourned at 9:25 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Regular Meeting
Tuesday, April 3, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
Bonnie Feticc
April Burchett
Bruce Scott

Others Present:

Robbie Oxoby
Craig Olson
Peter Beekhof

Board Members Absent:

None

Meeting called to order at 7:10 p.m.

Claims Review and Approval -- The claims were reviewed by the Board and questions were answered by Frank Johnson, Bruce Scott, and Bonnie Feticc. **Motion by Michael Henningsen to approve the claims for March, 2007 in the amount of \$146,132.37, and to approve the claims paid during March, 2007 in the amount of \$23,153.30.** Seconded by O.P. Brown, Jr. Vote: 3 ayes; 0 nays; 1 absent: Ronald Wilcks. Motion carried.

Minutes of March 6, 2007 -- Following the arrival of Mr. Wilcks, the minutes of March 6, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of March 6, 2007.** Seconded by Michael Henningsen. Motion carried unanimously.

HDR Engineering – Design for Plant Improvements – Status Report -- Represented by Craig Olson. Craig presented a set of progress plans for the proposed digester, trickling filter pumping station, influent pump, and gravity belt thickener building. Discussion followed regarding the anticipated cost of the proposed improvements, as well as the design and bidding schedule. Craig anticipated the project would be ready for bid in October 2007. Discussion followed regarding the status and priority of the effluent pumping station # 2 project. Frank felt that the effluent pumping station should have priority over the proposed digester project. Bruce Scott anticipated that preliminary design documents would be available at the May 1, 2007 meeting. He felt it would be optimal for construction to occur in the winter when the slough is frozen. The Chairman requested cost comparisons between the proposed ditch alignment and the repair of the existing ditch alignment. The Board requested that coordination occur between Resource Concepts and HDR Engineering in order to facilitate Board consideration of the bids for both projects



Minutes
April 6, 2007
Page 2

simultaneously. Both Craig and Bruce stated that coordination has occurred and will continue between the two firms. Craig anticipated he would be prepared for the next status update at the July 3, 2007 Board meeting. The Board thanked Craig for the update.

Stone Creek, LLC – Status Report for Project Located at 1331 Stodick Parkway -- Represented by Peter Beekhof. Peter reported that final approval for the Stone Creek project has been received from Douglas County, and he presented a set of preliminary street layout plans to facilitate the review of the tentative map. Peter also discussed various changes made to the project as required by the Town of Gardnerville and Douglas County. In addition, Peter reported the storm drain and sewer plan have yet to be designed, due to possible changes as a result of proposed flood studies. Peter anticipated that the improvement plans for sewer will be ready in 30 to 60 days. Discussion followed regarding whether another extension would be needed for the capacity, and the Board felt that an extension would not be necessary if construction proceeded prior to the capacity expiration date in October 2007.

Engineer's Report -- Bruce asked for the Board's preference regarding the style of clock they would like for the Board Room. The Board directed MGSD staff to gather clock catalogs for the Board to peruse at the May 1, 2007 Board meeting.

Bruce discussed the agreement between MGSD and Nevada Northwest, LLC regarding the easement on Muller Lane. Bruce reminded the Board that in exchange for the easement, Nevada Northwest agreed to provide and install large conduit for MGSD's use at Muller Lane. However, Bruce did not think that the proposed location of the conduit would not be in a beneficial location for the new ditch alignment proposed with the pump station project. Bruce suggested that Nevada Northwest be asked to contribute the equivalent amount for the conduit to the pump station project, and MGSD can then use that amount to offset the cost of construction. The Board took no action on this item.

Robbie Oxoby -- Administration Building Improvements – Robbie reported that Phase 2 of the Administration Building Improvements should be completed by April 13, 2007, and that the Certificate of Occupancy has been issued by Douglas County. The contractor will coordinate with Frank regarding additional fencing improvements. The Board directed Robbie to coordinate with MGSD Staff regarding the Notice of Completion and release of retention. Robbie summarized the costs of the project. The base bid was \$1,831,000.00, and the change orders amounted to \$66,322.00, of which \$48,000.00 were initiated by the Board. Therefore, the actual change order percentage was less than 1%. Robbie stated that he is very happy with the project outcome. Robbie presented a tabulation of the time spent by Oxoby Architecture on inspection services, pursuant to the Board's direction at the September 5, 2006 Board meeting, which amounted to \$16,150.00. Discussion followed regarding the feasibility of pursuing recovery of liquidated damages. Frank stated he previously discussed the issue with HDR Engineering and Resource Concepts, and it was felt that the amount in question would not be feasible. Mr. Dudley



Minutes
April 6, 2007
Page 3

expressed concern that if recovery of liquidated damages were not pursued, then the contractor would not be held accountable. Mr. Henningsen and Mr. Brown felt that cost overruns are common and a natural part of the construction business. Mr. Wilcks stated it was his understanding that the Board agreed to compensate Oxoby Architecture for the extra time spent for the inspection services, as long as the time spent by Oxoby Architecture was documented. **Motion by O.P. Brown, Jr. to approve the request from Oxoby Architecture for additional work on the administration building project in the amount of \$16,150.00.** Seconded by Michael Henningsen. Vote: 3 ayes, being O.P. Brown, Jr., Michael Henningsen, and Ronald Wilcks; 1 nay, being Mark Dudley. Motion carried. Robbie expressed his appreciation to the Board for allowing him to design the building and for the Board's patience during the construction process. The Board thanked Robbie for his time and effort.

Minden-Gardnerville Sanitation District – Tentative Budget for 2007-2008 – Frank reported that he met with Richard Peters regarding the tentative budget for fiscal year 2007-2008, and presented the tentative budget to the Board. Discussion followed regarding the proprietary fund items listed on Page 7 of the tentative budget and the status of the budget for 2006-2007, which is at approximately 50% of the total operating budget. Frank discussed proposed budget changes to the operation budget, including increases for collection system, repairs and maintenance, and utilities. Frank also mentioned a significant increase in the rehabilitation item on the capital expense budget to reflect the actual cost of the project during 2006-2007. Frank stated that the capital expense budget also included the pump station as well as the proposed digester, trickling filter and gravity belt improvement projects. Frank stated that the total budget for Fiscal Year 2007-2008 is \$5 million, an increase from \$4.5 million in Fiscal Year 2006-2007. Frank also mentioned that conservative estimates were used for the Non-Operating Revenues. **Motion by O.P. Brown, Jr. to accept the tentative budget for fiscal year 2007-2008.** Seconded by Ronald Wilcks. Motion carried unanimously.

Engineer's Report (continued) -- Bruce stated he will not be able to attend the June 5, 2007 regular Board meeting, but will be present at the May 1, 2007 meeting.

Further discussion followed regarding recovering liquidated damages from the contractor. Bruce stated he felt it would be worthwhile to look into the possibility further. Bruce felt that Robbie did a good job representing the Board to the contractor, and the result is a very nice building. The Board concurred. The Chairman thanked Ron for his time and effort on the meetings with the architect and contractor.

District Manager's Report (see attached report) – Frank reported on Items 1 and 2 of the attached District Manager's Report, which were not covered earlier in the meeting. Discussion followed regarding the amount of treated effluent pumped by Byington, Park, and Bently during 2006.



Minutes
April 6, 2007
Page 4

Frank reported that repairs to the Vactor Truck are proceeding, and he will ask that the obsolete pump on the Vactor Truck be returned. The Board agreed.

Discussion followed regarding the cost of the replacement hoses on the portable pump.

Frank reported that Douglas County was reluctant to issue a Certificate of Occupancy on the administration building, since the parking area had not been striped. Frank met with the County staff to explain future paving plans for the parking area, as well as MGSD's exemption from the County's building and planning standards. As reported earlier by Robbie Oxoby, the County issued the Certificate of Occupancy on March 29, 2007.

Frank reported that the District's legal counsel is meeting later this week with Sierra Pacific Power Co. representatives, regarding the repair bill for the damaged effluent line, and Frank will have a report on this item to the Board at the May 1, 2007 meeting.

Meeting adjourned at 9:00 p.m.

Approved _____
Date

By _____.



Board of Trustees
Minutes of Regular Meeting
Tuesday, May 1, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott

Others Present:

Michelle McKinney

Board Members Absent:

Michael Henningsen

Meeting called to order at 7:00 p.m.

Claims Review and Approval – The Chairman reported that there are no claims presented for approval as Bonnie Fetic has been ill. Discussion followed regarding handling the claims that were submitted during the month of April. The Board directed MGSD staff to prepare checks and obtain approval from 2 Board members for all claims submitted during the month of April 2007. Discussion followed regarding development of a backup plan in case of illness or extended leave by an administrative staff member.

Minutes of April 3, 2007 – The minutes of April 3, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of April 3, 2007.** Seconded by Ronald Wilcks. Motion carried (Vote: 3 ayes, 0 nays, 0 abstain, 1 absent).

Colonial Bank - Plan Review for New Bank Building Located at 1299 Hwy. 395-- Represented by Michelle McKinney. Frank presented plans from Colonial Bank for a new bank building located at the corner of Stodick Pkwy. and Hwy. 395. Bruce Scott presented a letter from Resource Concepts outlining 8 conditions of approval. He mentioned that the biggest issue is the architectural and engineering drawings show the lateral in different locations. Frank reported that there are 55 EDU's credited on the parcel, which were purchased in 1981. Michelle mentioned that the seller is to retain the EDU's not needed by Colonial Bank. **Motion by O.P. Brown, Jr. to approve the plans for Colonial Bank subject to 8 conditions outlined in the letter from Resource Concepts, Inc. dated April 17, 2007, and to approve capacity in the**



Minutes
May 1, 2007
Page 2

amount of at least 2 units to be determined by a letter from Colonial Bank. All rules, regulations, and requirements of MGSD are to be met and all fees paid. Seconded by Ronald Wilcks. Motion carried (Vote: 3 ayes, 0 nays, 0 abstain, 1 absent).

Discussion followed regarding excess capacity on a parcel and the options available to a property owner.

Engineer's Report – Bruce Scott reported that the Nevada Division of Environmental Protection has sent a letter to Park Cattle Co. requesting a copy of the effluent management plan and demanding another monitoring well be drilled. Bruce reviewed the agreement with Park Cattle, and the agreement states it is MGSD's responsibility to drill and monitor the well. Bruce stated that Resource Concepts will final the effluent management plan. He will coordinate with Park Cattle Co. to get a well drilled.

Mr. Brown asked about the status of the Rehabilitation project. Bruce stated it was just about finished, and Frank reported that a walk-through inspection is scheduled for Thursday, May 3, 2007.

District Manager's Report (see attached report) – Frank reported that the developers of the Bully's project have informally complained about the capacity calculations proposed for the building. Frank explained how the capacity is calculated. The Board felt a meeting with Bully's representatives would be in order to discuss their issues. Bruce explained that the ordinance was prepared prior to the metering of water. Bruce felt it would be prudent to re-examine the Ordinance again, to see if some revisions need to be made. Discussion followed regarding alternatives to determining usage of different drain types, especially using the Uniform Building Code. The Board felt the other item that needs to be looked at are the quarterly user fees. The Board directed Frank and Bruce to do a comparison study with other sewer providers in the area for capacity and user fees on projects such as Bully's.

Frank Johnson reported that a new boundary map for MGSD recorded, and that Ordinances 173, 174, and 175 need to be adopted to complete the three annexations shown on the new map.

Motion by O.P. Brown, Jr. to adopt Ordinance No. 173 for the annexation of 6.36 acres located on Mathias Parkway (APN 1220-10-501-003) owned by the Gardnerville Town Water Company. Seconded by Ronald Wilcks. Motion carried (Vote: 3 ayes, 0 nays, 0 abstain, 1 absent).



Minutes
May 1, 2007
Page 3

Mr. Dudley abstained from discussion and action on this item due to a possible conflict of interest. **Motion by Ronald Wilcks to adopt Ordinance No. 174 for the annexation of 200.28 acres located North of Chichester Estates, East of Minden and Gardnerville, and South of Buckeye Road (APN's 1320-33-001-001, 1320-29-000-008, and 1320-29-000-007) owned by The Ranch at Gardnerville, LLC.** Seconded by O.P. Brown, Jr. Vote: 2 ayes, 0 nays, 1 abstain, 1 absent; the Chairman voted aye. Motion carried.

Motion by Mark Dudley to adopt Ordinance No. 175 for the annexation of 2.37 acres located at 1349 Centerville Ln. (APN 1220-04-201-001) owned by Walton's Inc. Seconded by O.P. Brown, Jr.. Motion carried (Vote: 3 ayes, 0 nays, 0 abstain, 1 absent).

Frank reported that the landscape contractor has recommended the roof drain be extended along the front of the entire building. The Board directed Frank to obtain a cost estimate.

Frank stated that bird droppings and nests are being cleaned out from the outside trusses. He suggested obtaining spiked stripping to repel the birds. Mr. Dudley also suggested placing the strips in the corners of the flat roof area. The Board directed Frank to look into it further.

Frank mentioned that the old office furniture has been set aside for disposal. April Burchett reported that pursuant to Nevada Revised Statutes, personal property may be disposed of at MGSD's discretion. Discussion followed regarding donating usable items.

Frank again asked the Board to consider cross-training of the accounting activities. The Board directed Frank to coordinate a training schedule for April Burchett to learn the accounting software.

Meeting adjourned at 8:35 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Special Meeting
Thursday, May 17, 2007
12:30 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett

Others Present:

Richard Peters

Meeting called to order at 12:30 p.m.

Public Hearing for Tentative Budget Fiscal Year 2007-2008 -- Richard. Peters and Frank Johnson discussed the tentative budget for fiscal year 2007-2008. Frank remarked that no changes were made from the tentative budget approved at the April 3, 2007 meeting. Frank also reported that an approval letter for the tentative budget was received from the State Department of Taxation. Discussion followed regarding projected cash flow and income, as well as the proposed capital improvement projects scheduled for fiscal year 2007-2008. The Chairman asked if an increase in fees should be considered, and Richard felt that a fee increase is not necessary. **Motion by Michael Henningsen to adopt the final budget for the fiscal year 2007-2008 with a tax rate of .1224.** Seconded by O.P. Brown, Jr. The Chairman called for public comment. There was none. Motion carried unanimously.

Gardnerville Ranchos GID -- Capacity Request -- Frank Johnson reported that Gardnerville Ranchos GID is requesting the purchase of 20 units of capacity, and a check has 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 Ronald Wilcks. Motion carried unanimously.

District Manager's Report – Frank requested two Board Members meet with him to discuss personnel issues prior to the June 5th Board meeting. Michael Henningsen and Ronald Wilcks volunteered to meet with Frank.



Minutes
May 17, 2007
Page 2

Frank reported that Cornerstone Market Place properties may have been sold. Frank stated he is still compiling comparison numbers on calculating capacity. He has scheduled a meeting with a potential developer to discuss fees.

Frank reported that Bonnie Feticc is scheduled to be released from the hospital on May 22nd. Frank requested the Board consider future planning for administrative staffing. He felt it would be prudent to consider a backup staff member who was trained to in both administrative staff positions in case of illness or vacation. The Board felt that clarification from Bonnie regarding her plans for retirement would be the first step in future planning.

Discussion followed regarding the status of repairs on the Vactor truck. Frank reported that after he personally visited Western Power & Equipment, repairmen were onsite within the hour, and the repairs are complete.

Discussion followed regarding the status of the pump station project. Frank reported that he met with Todd Connelly on May 16th, and Resource Concepts' surveyors are scheduled to be onsite this week.

Meeting adjourned at 1:30 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Regular Meeting
Tuesday, June 5, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bill Peterson
Tim Russell

Others Present:

Dennis Smith
Gary Leiss
Rob Anderson
Jim Nickerson

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 and Tim Russell. **Motion by Michael Henningsen to approve the claims for June, 2007 in the amount of \$156,561.34, and to approve the claims paid during May, 2007 in the amount of \$31,709.53.** Seconded by O.P. Brown, Jr.. Motion carried unanimously.

Minutes of May 1, 2007 and May 17, 2007 -- The minutes of May 1, 2007 and May 17, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of May 1, 2007 and May 17, 2007.** Seconded by Ronald Wilcks. Motion carried unanimously.

Quail's Nest 1999 Trust -- Plan review for Waterloo Professional Center -- Represented by Dennis Smith. Frank Johnson presented plans for a proposed two-building professional complex located on Waterloo Lane adjacent to Dr. Dragon's office. Tim Russell presented a letter from Resource Concepts, Inc. dated May 22, 2007 outlining 9 conditions of approval. Discussion followed regarding lateral service to each building. The Board asked Dennis Smith if the owner is aware that each building cannot be sold separately, since the buildings are not shown with individual connections. Dennis said that the owner is aware. **Motion by Ronald Wilcks to approve the plans for Waterloo Professional Center located at 1244 and 1248 Waterloo (APN 1220-04-201-011) subject to 9 conditions outlined in the letter from Resource**



Minutes
June 5, 2007
Page 2

Concepts, Inc. dated May 22, 2007 and verification from Resource Concepts, Inc. that the revisions have satisfied the conditions. All rules, regulations, and requirements of MGSD are to be met and all fees paid. Seconded by O.P. Brown, Jr. Motion carried unanimously.

Copper Peak, LLC – Plan Review for Professional Office Complex-- Represented by Gary Leiss and Dennis Smith. Frank Johnson presented plans for a professional office complex located between Nevada State Bank and Bank of America on Highway 395. Dennis Smith explained the difficulties with getting a sewer laterals to each of the buildings within the complex, and requested approval of a 6" sewer main. Tim Russell felt that the revised plans would meet the minimum requirements of the Code. **Motion by Mark Dudley to approve the plans for the Copper Peak Professional Office Complex located at 1652 Hwy. 395 (APN 1320-30-802-021) subject to 9 conditions outlined in the letter from Resource Concepts, Inc. dated May 22, 2007. All rules, requirements and regulations of MGSD are to be met and all fees paid.** Seconded by O.P. Brown, Jr. Motion carried unanimously.

The Ranch at Gardnerville LLC -- Chichester Sewer Interceptor Realignment South Portion As-Built Approval and Line Acceptance – Represented by Rob Anderson. Mr. Dudley recused himself from any discussion and action on this item, due to a possible conflict of interest. Frank Johnson presented as-builts for the Chichester Sewer Interceptor Realignment South Portion. Discussion followed regarding service to Lot 46, as well as an extension of the sewer main on Gilman Ave. to service one 5-acre parcel. Mr. Anderson stated the Gilman Ave. extension will not be going forward at this time. Discussion followed regarding the conditions for the as-built drawings. **Motion by O.P. Brown, Jr. to approve the as-builts and accept the lines for the Chichester Sewer Interceptor Realignment South Portion upon completion of 7 conditions outlined in the letter from Resource Concepts, Inc. dated May 29, 2007. All rules, regulations and requirements of MGSD are to be met and all fees paid.** Seconded by Ronald Wilcks. Vote: 3 ayes, 0 nays, 1 abstain. Motion carried.

Sky West Real Estate Development - Proposed Minden Gateway Center Development - Discussion Only -- Represented by Jim Nickerson. Frank Johnson reported that he met with Jim Nickerson and developer Jeff Lowden regarding the proposed development at the corner of Hwy. 395 and Hwy. 88. Based on the preliminary drawings, Frank had verbally calculated a conceptual EDU count based on similar uses in the district. Discussion followed regarding the parcels contained within the development as well as the proposed uses, including office and retail spaces, a grocery store, restaurants, and a 3-story hotel. Mr. Nickerson has met with the



Minutes
June 5, 2007
Page 3

Town of Minden regarding their fees and requirements. The Board expressed appreciation to Mr. Nickerson for explaining the proposed project.

Discussion followed regarding Town of Minden fees being based on MGSD's EDU calculations and how MGSD calculates the EDU's.

Engineer's Report – Tim Russell reported that the price for the sealing of the plant's asphalt is just over \$10,000.00. He has given the estimate to Frank Johnson. Frank explained that due to the extreme cold of the past winter, some of the cracks are critically in need of repair. The contractor is Kustom Koatings, and the MGSD sealing was included in the bid for the Town of Minden's street sealing project. Frank also reported that Bruce Scott recommended authorizing the sealing be done, and that Bruce requested that the parking lot be striped for parking to satisfy MGSD's promise to the County. **Motion by O.P. Brown, Jr. to approve the plant asphalt sealing project in the amount of \$10,096.65 to be included as a portion of the Town of Minden's 2007 Street Sealing project, plus striping of the parking lot.** Seconded by Michael Henningsen. Motion carried unanimously.

Tim stated that the Rehabilitation project is complete, and the final payment request has been submitted. The retainage account is also ready to be released. **Motion by Mark Dudley to approve Payment Request No. 3 from V & C Construction in the amount of \$37,024.11 for the 2006 Sewer Rehabilitation Project, and to release the retainage account to V & C Construction in the amount of \$48,077.42 plus interest.** Seconded by Ronald Wilcks. Motion carried unanimously.

Tim reported that he, Todd Connelly, and Joanne Michael of Resource Concepts, Inc. were onsite last week to examine the proposed alignment locations for the pump station # 2 project. Ms. Michael's recommendation was that either alignment would be feasible, but that construction should occur during the time of the lowest groundwater conditions, since wetlands will be impacted. Tim and Mr. Connelly felt that since the permitting is the same for both alternatives, it would be more prudent to go straight across the wetlands. Frank felt this project should be a top priority of the proposed improvement projects, since the check valves are failing. The Board asked for more detail regarding costs be presented at the July 3, 2007 Board meeting.

Tim stated the Park Cattle Co. monitoring well should be drilled in the next two weeks, and the effluent management plan should be submitted to NDEP on June 25, 2007.



Minutes
June 5, 2007
Page 4

District Manager's Report (see attached report) – Frank discussed the capacity allocated for the month of May, and status of irrigation pumping to Bently. He anticipated that Park and Byington will be asking for water soon, due to the dry season. Hydrotech is in the process of cleaning in the Westwood area, and will start night work on State Route 756. A couple of staff members will be needed to make sure things don't back up while the valve is shut off. Frank has coordinated with Bob Spellberg of GRGID. Frank also reported that the new flow meter has been obtained and tested.

Frank reported that the old furniture is still in the garage. The Board directed Frank to dispose of it.

General Personnel Session – Frank reported that general personnel sessions are no longer permitted to be closed at the direction of the Attorney General's Office. Frank previously met with Ron Wilcks and Mike Henningsen to discuss evaluations and recommendations for employee compensation. Frank stated the COLA proposed is 2.5%, and the employee compensation scale that was prepared 3 years ago is comparable with similar entities for another year, but it will probably need to be re-examined next year. Frank presented a table showing each employee's current and proposed salaries with the 2.5% COLA increase. Frank recommended that each employee receive the COLA increase of 2.5% effective July 1, 2007, as well as, where applicable, the standard 5% step increase effective on the anniversary date of the employee's certification. The Board concurred. Discussion followed regarding Mike Rogers performing the Lead Operator's duties. Frank reported that Mike Rogers is scheduled to take the Grade II certification test next week and won't be eligible for the Grade III examination for another year. Frank requested approving additional compensation to Mike Rogers for performing the Lead Operator position, but delay compensation at the Lead Operator rate until he passes the Grade III examination. Concern was expressed by the Board regarding the requirements for a Lead Operator position, and they felt that a Lead Operator should have Grade III certification. Mr. Henningsen suggested a bonus to Mike Rogers to compensate him for performing the duties of the Lead Operator. Bill Peterson observed that once a pay increase is given, then it is set in stone, and perhaps a bonus would be more beneficial in this situation. Motion by O.P. Brown, Jr. to award Mike Rogers a 2.5% COLA and a bonus of \$3,500.00. He is still eligible for any pay increases as a result of certification. Seconded by Michael Henningsen. Motion carried unanimously. Frank reported that he surveyed area plant managers, and his salary is on average 42% below other managers in the area. He is requesting to be



Minutes
June 5, 2007
Page 5

compensated at the amount of the prior District Manager 3 years ago, which is an increase of 14.2%. Mr. Henningsen felt that the Board should perform the research and prepare a pay scale for the District Manager. Consultation followed with District's Legal Counsel. With respect to Frank Johnson, the Board agreed to grant a COLA increase of 2.5%, and requested that Mr. Henningsen and Mr. Peterson perform research of salaries of comparable positions for presentation at the July 3, 2007 meeting. With respect to Bonnie Feticc, the Board agreed to grant a COLA increase of 2.5%, and discuss her future plans after her return.

Meeting adjourned at 10:10 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Regular Meeting
Tuesday, July 3, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott

Others Present:

LaVonne Ghanavati
Ron Lynch
Craig Olson
Rob Williams
Tyler Thew
Alan Reed
Krista Jenkins
Bill Peterson
(telephone)

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 and Bruce Scott. Frank reported that he is in contact with Sierra Pacific Power Co. regarding verification of the meter readings. Frank reported that the estimated year-end expenses from the 06-07 FY budget is 80%. **Motion by Michael Henningsen to approve the claims for July, 2007 in the amount of \$226,598.74, and to approve the claims paid during June, 2007 in the amount of \$21,172.14.** Seconded by Ronald Wilcks. Motion carried unanimously.

Minutes of June 5, 2007 – The minutes of June 5, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of June 5, 2007.** Seconded by Michael Henningsen. Motion carried unanimously.

Public Comment-- Ron Lynch, Douglas County Mosquito Abatement, presented a letter to the Board regarding the difficulty of access to the wetlands area for mosquito abatement. In addition, he presented a sample of the mosquito pupa he collected from the ponds. Discussion followed regarding the process of spraying mosquitoes. Mr. Lynch requested that 3 roadways be cut through the willows in the Muller Lane field running in a north-south direction to allow for greater ease to spray the field. Discussion followed regarding permitting from the Army Corps of Engineers. Bruce Scott explained that a 404 Permit from the Corps for the Pump Station #2



Minutes
July 3, 2007
Page 2

project, and roadways can be included on that. In the meantime, Frank suggested using the quads to clear a path through the willows, which Bruce concurred with. Mr. Lynch also mentioned that the Galeppi-Park irrigation ditch needs to be cleaned out. The Board directed Frank to work with Mr. Lynch to resolve these issues.

LaVonne Ghanavati, Computer Aided Technology Services -- Accounting Software Upgrade -- Represented by LaVonne Ghanavati. LaVonne reported on her activities during Bonnie Fetic's absence, and complimented Frank Johnson and April Burchett on their efforts during this time. She explained that the new accounting system is running, the new billings have been printed, and the accounts payable system has been online since the month of April. Discussion followed regarding processing payroll and claim checks. LaVonne recommended processing payroll and accounts payable checks twice per month, and recommended that Frank be a signer on the account. **Motion by O.P. Brown, Jr. to authorize Frank Johnson sign all payroll checks and accounts payable checks up to \$1,000.00.** Mike Henningsen suggested the amount be \$1,500.00. **Motion revised by Mr. Brown to authorize Frank Johnson sign all accounts payable checks up to \$1,500.00 and all payroll and payroll-related checks in any amount.** Seconded by Mike Henningsen. Motion carried unanimously. Discussion followed regarding accepting credit cards and online payments from customers. **Motion by Mark Dudley to approve a lease from Wells Fargo Bank for a credit card payment terminal, and that MGSD accept credit card payments as well as to direct MGSD staff to investigate accepting online payments.** Seconded by O.P. Brown, Jr. Motion carried unanimously. The Board thanked LaVonne for her presentation and help.

HDR Engineering -- Design for Anaerobic Digester and Trickling Filter Facility Improvements -- Represented by Craig Olson and Rob Williams. Craig reported that the design for the anaerobic digester project is 50% completed. Craig and Rob presented a preliminary set of plans for Frank's review. Discussion followed regarding the various improvements encompassed within the design, and the prioritization of the improvements in relation to the Pump Station #2 project. Frank relayed to the Board that he felt that the Pump Station #2 project needed to be the highest priority; followed by the construction of a third anaerobic digester, the trickling filter and influent pump projects. Bruce felt that the pump station project would be ready to bid during October. The Digester project will be ready for bid in November or early December. Discussion followed regarding the proposed North Valley Treatment Plant improvements.



Minutes
July 3, 2007
Page 3

Ashland Park Planned Unit Development -- Plan Review and Capacity Request for Multi-Family Development located at 1424 Toler -- Represented by Tyler Thew. Tyler Thew and Bruce Scott presented plans prepared by R.O. Anderson Engineering, Inc. for a multi-family development located on Toler Lane, adjacent to Stodick Park. Bruce also presented a letter from RCI outlining 20 conditions of approval. Tyler stated that the conditions are acceptable. Discussion followed regarding the phasing of the development, which will occur in 5 phases. Tyler mentioned that the presented plans include improvements for Phases 1 and 2. At this time, he is also requesting capacity for Phase 1, containing 12 buildings with 6 units in each building for a total of 72 units. Tyler also explained that the project will be developed as condominiums, and separate laterals have been provided for each unit. Discussion followed regarding timing of construction. Tyler stated that floodplain issues have recently surfaced, which may delay the project. Discussion followed regarding the complexity of the sewer design due to the large number of laterals. Frank clarified that access to the sewer mains should not be a problem since they are located in roadway areas. **Motion by O.P. Brown, Jr. to sell 72.0 units of capacity to H&S Construction for Phase 1 the Ashland Park Planned Unit Development and to approve the plans for Ashland Park Planned Unit Development subject to 20 conditions outlined in the letter from Resource Concepts, Inc. dated June 20, 2007. All rules, regulations and requirements of MGSD are to be met and all fees paid.** Seconded by Michael Henningsen. Motion carried unanimously.

Alan Reed, Warren Reed Insurance -- MGSD Property Insurance Policy -- Represented by Alan Reed. Alan presented a renewal package from the Public Insurance Agency Pool, which includes property, buildings, and vehicles. Alan reported that the valuation is now \$20 million, as opposed to \$16 million last year, due to an increase in the appraisal by 21.5%. Alan stated that premium increase by 9%. Discussion followed regarding catastrophic pollution liability. Alan stated he perform further research and report his findings to Frank.

Engineer's Report – Pump Station #2 Project: Bruce presented an aerial survey of the Muller Lane field, and reported that Todd Connelly has been working with Frank to closely examine the alternatives to determine the most cost-effective location. The wetlands delineation and Army Corps of Engineers 404 Permit are in the process. Frank stated that it has been determined that the existing pump station should be kept in place as a backup, and that the initial cost estimate of \$1.2 million is still accurate. Frank suggested lining the pickup ditch to help prevent erosion.

Rehabilitation Project: Bruce reported that Hydrotech discovered a significant amount of asphalt debris in the GRGID interceptor at the roundabout on Highway 88, and approximately \$16,000



Minutes
July 3, 2007
Page 4

in additional line cleaning charges were incurred. Bruce recommended that MGSD's Legal Counsel contact the Nevada Department of Transportation to obtain reimbursement for the cleaning work. Frank reported that he has filed a formal complaint at the Sheriff's office due to severity of the blockage. Frank had requested that NDOT contact MGSD when the paving occurred, but MGSD was not contacted. **Motion by O.P. Brown, Jr. to direct MGSD legal counsel to direct a letter to NDOT regarding reimbursement in the amount of \$16,767.01 for costs incurred due to asphalt and debris left in the sewer main as a result of the roundabout construction on Highway 88.** Seconded Ronald Wilcks. Motion carried unanimously.

Discussion followed regarding Douglas County approval of projects without notification of MGSD. Bruce reported that he is setting up a meeting with Douglas County, Frank and himself to discuss this issue.

Bruce discussed that Southwest Gas had lobbied the Legislature to make utilities responsible for locating laterals, but he did not think the bill passed.

District Manager's Report (see attached report) – Frank reported that he spoke with Bonnie today, and she anticipates returning to the office part-time on July 16th. Frank reported that April Burchett has requested that Frank be authorized to sign improvement plans. The Board concurred. Frank mentioned that there is an error on the District Manager's report, and that the discharge occurred in June, instead of July, and that a couple of extra feet were left in the reservoir for Galeppi's use. Frank reported that there have been numerous problems with grease interceptors, and that he is giving business owners the option of upgrading to a larger interceptor, or pumping more frequently. The Board agreed.

Secretary's Report – April Burchett asked if the Board would like a thank you letter sent to Resource Concepts for the new clock in the Board Room. The Board directed April to prepare a thank you letter for Frank's signature.

April reported that a form had been received from the State Treasurer's Office naming authorized parties to perform transactions on the Government Pool account. In the past, Bonnie and Jerome were authorized, and given the recent circumstances with respect to Bonnie Feticc's illness, recommended additional authorized liaisons. The Board directed that Frank Johnson, Bonnie Feticc, O.P. Brown, Jr., and Jerome Etchegoyhen be authorized as liaisons for the Government Pool account.



Minutes
July 3, 2007
Page 5

District Manager Salary Scale and telephone conference with MGSD Legal Counsel – Bill Peterson, MGSD's Legal Counsel was contacted by telephone. Mike Henningsen and Bill Peterson presented research findings of a salary study for the District Manager position. Discussion followed regarding the wide range of salaries, liability and responsibilities, the type of treatment, the number of employees, and other factors which determine salaries. Mr. Henningsen suggested granting the District Manager a 7% increase and a bonus of \$3,000.00, and Bill Peterson recommended a bonus of \$5,000.00. Discussion followed regarding granting a higher pay increase with no bonus, as opposed to a lower salary increase with a bonus. The Board felt that the base salary should be reviewed every 3 years, to ensure the District Manager is compensated fairly.

Mr. Henningsen recommended to increase the District Manager's salary to \$75,000, including the 2.5% COLA approved at the June 5, 2007 meeting, and grant a bonus of \$5,000 due to his handling of the Administration Building project. In addition, perform a base salary review once every 3 years, with an annual COLA increase and consideration of a merit award in the form of a salary increase or a bonus. Motion by O.P. Brown, Jr. to increase the District Manager's salary to \$80,000.00. Seconded by Ronald Wilcks. Vote: 2 ayes, being Mr. Brown and Mr. Wilcks; 2 nays, being Mr. Henningsen and Mr. Dudley; 0 abstentions. The Chairman voted aye. Motion carried 3-2. The Board thanked Frank for his efforts.

Meeting adjourned at 10:35 p.m.

Approved _____ Date _____ By _____.



Board of Trustees
Minutes of Regular Meeting
Tuesday, August 7, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Tim Russell
Jill Sutherland

Others Present:

Henry Dreyer

Board Members Absent:

Michael Henningsen

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 Tim Russell. **Motion by Ronald Wilcks to approve the claims for August, 2007 in the amount of \$115,633.24, and to approve the claims paid during July, 2007 in the amount of \$69,654.39.** Seconded by O.P. Brown, Jr. Motion carried.

Minutes of July 3, 2007 – The minutes of July 3, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of July 3, 2007.** Seconded by Mark Dudley. Motion carried.

District Manager's Report – Frank Johnson reported that the Dreyers have been taking MGSD's biosolids for many years, but due to the requirements of NDEP, trucking costs, among other issues, it is no longer cost effective for the Dreyers to continue the arrangement. Henry Dreyer explained that even if MGSD pays the Dreyers, the state requirements are not conducive to their operations. The Board asked if the Dreyers can give MGSD some time to find another alternative. Frank and Jill Sutherland reported that a minimum of 45 to 60 days are needed to get a new agreement signed and a new permit granted. Frank estimated that approximately 10 yards of biosolids are produced per truckload and recommended that MGSD compensate the Dreyers at \$112.50 per load of biosolids. Henry and the Board concurred that this amount sounds reasonable. Henry agreed that he would be amenable to this price for up to 60 days. **Motion by**



Minutes
August 7, 2007
Page 2

O.P. Brown, Jr. to approve payment to the Dreyers at \$112.50 per MGSD's truckload for taking MGSD's biosolids until a new biosolids permit is granted, subject to Board review at each regular Board meeting. Seconded by Ronald Wilcks. Motion carried. Frank reported that he has been in contact with Bently Agrowdynamics. Discussion followed regarding Bently's composting operation. Jill stated that a 6-month temporary permit will need to be approved, and that the application was submitted to NDEP this afternoon. Jill explained that due to past odor complaints regarding Bently's composting operation, NDEP will require public noticing and is considering additional requirements. Discussion followed regarding various alternatives to Bently. The Board felt that Bently would be the best alternative, and Frank to work with Jill Sutherland.

Engineer's Report – Pump Station #2 Project: Tim Russell reported that Frank Johnson and Todd Connelly from Resource Concepts met yesterday to determine the preferred alignment for the effluent line. Frank reported that he and Todd decided that the most preferable alignment was the easternmost proposed location, which runs directly north to Muller Lane. Tim stated that it is anticipated to go to bid in September. Discussion followed regarding the benefits of preferred effluent line alignment.

Rehabilitation Project: Tim Russell stated that Resource Concepts is beginning to identify areas for the next rehabilitation project.

Line Cleaning Project: Frank reminded the Board that a decision needs to be made regarding the request for payment from Hydrotech for the extra work at the roundabout. **Motion by O.P. Brown, Jr. to approve the invoice from Hydrotech in the amount of \$16,767.01 for costs incurred due to asphalt and debris left in the sewer main as a result of the roundabout construction on Highway 88.** Seconded by Mark Dudley. Motion carried. The Board directed Frank to coordinate with MGSD Legal Counsel regarding the status of reimbursement from NDOT on these costs.

The Ranch at Gardnerville LLC: Tim reported that The Ranch at Gardnerville LLC has requested a special meeting to review improvement plans, and a sewer-only permit is being requested from the County. Tim has concerns about granting a sewer-only permit, since the water line will be installed after the sewer lines, among other concerns he expressed. Tim stated he has reviewed the plans and his comments can be ready for a special meeting. The Board directed that a special meeting be set up on August 15, 2007 at noon.



Minutes
August 7, 2007
Page 3

District Manager's Report (see attached report) – Frank reviewed the August 2007 District Manager's Report (copy attached).

Mosquito Abatement: Frank reported that due to the thickness of the willows, a path cannot be cut using the quads. Frank presented an estimate for renting a backhoe at a cost of \$260 per day for 11 days, after which there is no cost for the remainder of the month. The Board directed Frank to proceed with the project in a manner which he felt viable. Discussion followed regarding alternatives to control and kill off the willows.

Secretary's Report – April reported that the credit card terminal has been operational since July 18, and from that date until August 6, MGSD has received credit card payments totaling \$675.00 for sewer user fees.

Mr. Brown suggested the Board schedule a dedication ceremony for the new Administration Building. The Board directed MGSD staff to present various options at the September 4, 2007 Board Meeting.

Meeting adjourned at 8:55 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Special Meeting
Thursday, August 15, 2007
12:30 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott

Others Present:

Rob Anderson
Greg Painter
Alton Anker

Meeting called to order at 12:30 p.m.

The Ranch at Gardnerville, LLC -- Plan Approval for Phases I, II, III, and IX -- Represented by Rob Anderson, Greg Painter, and Alton Anker. Greg Painter thanked the Board for having a special meeting. Rob Anderson explained that the improvement plans were submitted and a special meeting was requested for the sewer construction due to the expiration date on the dewatering well permits. Bruce Scott presented a letter from Resource Concepts, Inc. outlining 29 conditions of approval. Discussion followed regarding different trenches for sewer and water lines, the more active role taken by state agencies in plan reviews and construction requirements, interceptor line sizing, and groundwater constraints. Rob felt that the conditions are for the most part achievable, but has concerns with Conditions 2, 4, 6, 7, 8, and 19. Rob explained that Condition 2, which requires concurrent construction of the water and sewer lines, would seriously impede the project, since the water and sewer cannot be constructed at the same time. Bruce stated that he does not have a problem with the water and sewer being constructed separately. Bruce explained that the intent of Condition 2 is to be a preference, not a condition for approval. With respect to Condition 4, requiring lateral elevations at top back of curb and at the property line, Rob felt that the two elevations are redundant. Bruce agreed that an elevation was acceptable at the top back of curb and was not needed at the property line. Discussion followed regarding Condition 6, requiring the elimination of flat wye angles on the lateral connections. Rob stated that flat wyes would be necessary due to the utility locations, and he is preparing calculations on the wyes in question. Bruce felt that it isn't always possible to maintain the fall on the wye, and he is willing to work with Anderson Engineering on this item. Mr. Wilcks expressed concern about the amount of coordination needed to ensure adequate separation between water, sewer, and storm drain. Greg Painter pointed out that flat wyes are sometimes necessary, and he understands the condition to minimize the number of flat wyes. Greg asked if the resolution can occur onsite. Discussion followed regarding flows and line



Minutes

August 15, 2007

Page 2

cleaning in this situation. Alton Anker explained that this type of situation had occurred regularly in the past, but that it was generally resolved in the field. Bruce explained that MGSD has a conservative ordinance, and that the wye angle is a preference and not a condition. Bruce suggested that more attention be paid in the field, and stated that he was more comfortable with the situation, since A & A Construction, who will be working on the project, has demonstrated their capabilities on previous projects within the District. Bruce recommended that the condition should be modified to minimize the flat wyes, and that the 44 wyes be looked at more closely. Rob stated that the 18" line mentioned in Conditions 7 and 8 will not be extended, since the current development plans show it to be the most optimum location. Park Cattle Co. does not know their future development plans yet. Bruce agreed to delete these conditions. Rob requested that Condition 19 be eliminated, since the sewer main configuration as presented in the improvement plan provides more flexibility, and since it is not known how that parcel will be developed. Bruce was agreeable to eliminating this condition. Bruce stated that with the complicity of the plans and location of the utilities, additional engineering review and inspection time by both Resource Concepts and MGSD staff will be required to ensure acceptable construction standards. **Motion by O.P. Brown, Jr. to approve the improvement plans for The Ranch at Gardnerville, LLC Phase I, II, III, IX, prepared by R.O. Anderson Engineering, Inc. and subject to the conditions outlined in the letter dated August 8, 2007 from Resource Concepts, Inc., with the exception of Conditions Nos. 2, 4, 7, 8, and 19, and that Condition No. 6 be modified that the 44 wyes with flat angles be more closely inspected to minimize this number. All rules, regulations, and requirements of MGSD are to be met and all fees paid.** Seconded by Michael Henningsen. Motion carried unanimously. Mr. Henningsen requested a progress report during the construction process. Alton Anker suggested an onsite visit by the Board. The Board and Bruce felt this was agreeable.

District Manager's Report/Engineer's Report – Bruce presented drawings prepared by Douglas County, which included an update of the service area boundaries in the Ruhestroth area. Bruce stated that this item was heard on the August 14, 2007 Douglas County Planning Commission agenda, and is concerned that coordination did not occur with MGSD. Bruce suggested that the Board take a look at the current service area boundary and make adjustments for possible future service areas. Discussion followed regarding the history of the Aervoe Pacific project, the constraints for serving outside the service area, and the potential for the County phasing out the General Improvement Districts and the Towns.



Minutes
August 15, 2007
Page 3

Bruce also reported that he will get the amounts for the extra cleaning of the lines that was required downstream of the roundabout to Legal Counsel for reimbursement from NDOT.

Meeting adjourned at 1:50 p.m.

Approved _____
Date

By _____.



Board of Trustees
Minutes of Regular Meeting
Tuesday, September 4, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bonnie Feticc
Bruce Scott

Others Present:

None

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 and Bruce Scott. Frank reported that a credit was received from Sierra Pacific Power Co. for the overcharge on the July bill. Bruce explained that RCI's bill was higher than usual due to the pump station #2 project and the biosolids permitting. **Motion by O.P. Brown, Jr. to approve the claims for August, 2007 in the amount of \$72,011.70, and to approve the claims paid during August, 2007 in the amount of \$38,141.64.** Seconded by Ronald Wilcks. Motion carried unanimously.

District Manager's Report – Bently Biosolids Permit. Discussion followed regarding the proposed improvements by Bently for odor control, as well as the long-term alternative of contributing money to Bently to build a digester as opposed to MGSD building a digester. Discussion also included the potential for tertiary treatment, and the limitations MGSD faces with tertiary treatment.

Minutes of August 7, 2007 and August 15, 2007 – The minutes of August 7, 2007 and August 15, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of August 7, 2007 and August 15, 2007.** Seconded by Michael Henningsen. Motion carried unanimously.



Minutes
September 4, 2007
Page 2

Public Comment— There was no public comment.

McDonald's Corp. 027/34 – Request for Variance from requirements set forth in MGSD Code Chapter 17.040.6 regarding Grease Interceptor Requirements for Existing Establishments on property located at 1666 Hwy. 395 – Frank Johnson reported that the representative for McDonald's was unable to attend the meeting due to a family emergency. Frank explained that pursuant to the MGSD Code, a 4000 gallon grease interceptor is required, but McDonald's is currently undersized. Frank stated that the MGSD Code requires a correctly-sized grease interceptor be pumped at least every 60 days, more often if the interceptor is undersized. With the size of McDonald's current system, MGSD would require the pumping nearly two times per day. Frank presented photos showing a recent overflow and grease poured down the dumpster pad drain at McDonald's. Frank mentioned that he also discussed the situation with Bob Stulac at State Health. Bruce Scott suggested an engineering review and compliance schedule. Frank requested Board authorization to coordinate with MGSD's Legal Counsel to inform McDonald's of the requirement to install a 4000-gallon grease interceptor. **Motion by O.P. Brown, Jr. to direct the District Manager to coordinate with MGSD Legal Counsel to send a letter to McDonald's Corp. 027/34, with a copy to McDonald's Corporate Offices, requiring installation of a 4000 gallon grease interceptor.** Seconded by Michael Henningsen. Motion carried unanimously. Discussion followed regarding grease interceptors at similar restaurants within the District. Frank discussed problems MGSD has had in the past with buildup in grease interceptors at various restaurants, and that the property owners of all restaurants in the District have been notified by mail of MGSD's grease interceptor ordinance. Frank stated he is planning on visiting each restaurant in the future to inspect the number of drains and the grease interceptor sizing.

Engineer's Report – Bruce Scott reported that MGSD received a letter from Park Cattle Co. announcing a meeting on September 12, 2007 to discuss future planning on Park lands. Bruce will be attending on behalf of Town of Minden and MGSD. Bruce did not feel there would be any impact to MGSD, since the meeting will discuss property outside of the district.

Bruce reported that the preliminary design has been completed on the Pump Station #2 project. He requested that the Board authorize a bid on the equipment prior to the completion of the final design, since it is anticipated that 12-20 weeks will be required for the delivery of the pumps and controllers. Bruce felt that the final design would be ready to go to bid in November, for opening in December and construction beginning in January. Bruce gave a cost estimate of



Minutes
September 4, 2007
Page 3

\$80,000.00 to \$120,000.00 for the pump and controllers. Discussion followed regarding the bidding process. Frank Johnson reported that he researched purchasing a compatible pump with the trickling filter pumps, but the two pumps are not compatible. Discussion followed regarding including the pipe in the bid. Bruce felt it would not be practical. **Motion by O.P. Brown, Jr. to authorize Resource Concepts, Inc. to proceed with the bid on the pump and controller equipment for the Pump Station No. 2 project, in an amount of \$80,000.00 to \$120,000.00.** Seconded by Ronald Wicks. Motion carried unanimously. Bruce reported that the wetlands permit has been approved, and he requested that the Board authorize the final engineering design, in an amount of \$50,000.00 to \$75,000.00. **Motion by O.P. Brown, Jr. to authorize Resource Concepts, Inc. to proceed with completion of the engineering services for the Pump Station #2 project through completion of construction and acceptance by the District.** Seconded by Michael Henningsen. Motion passed unanimously.

District Manager's Report (see attached report) – Frank reported that MGSD's Legal Counsel will contact Bruce Scott to get the specific dates of construction in order to file a claim with NDOT for reimbursement of line cleaning costs at the Highway 88 roundabout.

Biosolids Project – Bruce presented a rough draft of the public notice brochure for the Bently biosolids project and mentioned a notice will be published in the newspaper. The State may require a public hearing. Frank suggested that brochures be hand delivered in the Winhaven area, and mailing all property owners in the district with the October bills.

Bruce suggested the Board obtain name plates to help the public identify members of the Board. The Board directed Frank to obtain name plates for the Board, Frank, Bruce, and the Secretaries.

Willow Cutting – Frank reported that cutting of the willows in the Muller Lane field and a path through the area have been completed.

Personnel Matters - Frank reported that one employee is anticipating retirement in the next two years, and Frank requested that the Board consider hiring another plant operator. The Board agreed to discuss this item further at the October 2, 2007 meeting. Frank also reported that he will be out of the office for the next 2 to 3 weeks due to surgery. John Harris and Tim Sheets, who are Grade III Operators, will be available to handle technical matters. Frank will access voice mail and email while he is out.



Minutes
September 4, 2007
Page 4

Secretary's Report – April Burchett reported that the final pay request from MGM Construction has been submitted, a notice of completion was recorded at the Douglas County Recorder's Office, and the 30-day lien filing period is due to expire on September 10, 2007. She requested that the Board consider holding a special meeting to authorize the final payment, payment of any liens filed, and release of the retainage. The Board directed April to contact them after September 10, 2007 to schedule a special meeting.

April asked about more details from the Board regarding the Open House. The Board agreed to discuss this matter further at the Special Meeting to be held later in September.

Meeting adjourned at 9:00 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Regular Meeting
Tuesday, October 2, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bonnie Feticc
Bruce Scott

Others Present:

Jeremy Hutchings
John Pinjuv
Debbie Pinjuv
Chris Kassity
Kent Neddenriep
Peter Beekhof

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 and Bruce Scott. **Motion by Michael Henningsen to approve the claims for September, 2007 in the amount of \$129,955.34, and to approve the claims paid during September, 2007 in the amount of \$68,006.84.** Seconded by Ronald Wilcks. Motion carried unanimously.

MGSD Administration Building Project – Frank presented the final payment request from MGM Construction for the Administration Building Project. April Burchett and Bonnie Feticc reported that the Notice of Completion was filed at the Douglas County Recorder's Office in compliance with State law, the 30-day lien filing period has expired, and one claim was filed by Vortex Steel. In addition, MGM Construction owes MGSD a \$1,000.00 penalty for late submittal of Certified Payroll Reports last year. Discussion followed regarding various alternatives for payment to Vortex in order for the lien to be released. **Motion by O.P. Brown, Jr. to approve the Final Pay Request No. 18 by MGM Construction in the amount of \$84,920.37, to release \$83,000.00 from the retention account, to hold the Vortex Steel check in exchange for a Release of Lien, and to close CitiNational Account No. 366005994 after the Vortex Steel, MGM Construction, and MGSD checks clear, and release the balance to MGM Construction.** Seconded by Ronald Wilcks. Motion carried unanimously.



Minutes
October 2, 2007
Page 2

Minutes of September 4, 2007 – The minutes of September 4, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of September 4, 2007.** Seconded by Michael Henningsen. Motion carried unanimously.

Public Comment— There was no public comment.

Waterloo Center, LLC -- Annexation Application for 5.91 acre parcel located at 1362 Hwy. 395, Gardnerville (APN 1220-04-501-019) – Represented by John Pinjuv and Debbie Pinjuv. Frank Johnson reported that an application, annexation fee, legal description, and preliminary title report have been received from Waterloo Center, LLC for the annexation of 5.91 acres located at 1362 Hwy. 395 behind Walgreen's. Bruce Scott stated that corrections will need to be made to the legal description prior to publication. John Pinjuv stated he would coordinate with his engineer regarding the corrections, and get the revised legal description to MGSD by October 12, 2007. **Motion by O.P. Brown, Jr. to accept the annexation application from Waterloo Center, LLC for 5.91 acres located at 1362 Hwy. 395 (APN 1220-04-501-019), and to notice the public hearing for annexation for November 6, 2007. The rules, regulations, and requirements of MGSD are to be met and all fees paid.** Seconded by Mark Dudley. Motion carried unanimously.

Minden Gateway Center, LLC -- Annexation Application for 1.27 acre parcel and 3 acre parcel located at 1690 Hwy. 395 (APN's 1320-30-701-004 and 1320-30-802-001) -- Frank Johnson reported that an application, annexation fee, a notarized authority to represent form, legal description, and preliminary title report have been received from Minden Gateway Center, LLC for the annexation of 4.27 acres located at 1690 Hwy. 395 at the intersection of Hwy. 395 and Hwy. 88. Bruce Scott reported that the annexations have been submitted in order for the project planning and construction to proceed. **Motion by Ronald Wilcks to accept the annexation application from Minden Gateway Center, LLC for 4.27 acres located at 1690 Hwy. 395 (APN's 1320-30-701-004 and 1320-30-802-001), and to notice the public hearing for annexation for November 6, 2007. The rules, regulations, and requirements of MGSD are to be met and all fees paid.** Seconded by O.P. Brown, Jr. Motion carried unanimously.

District Manager's Report – **McDonald's:** Represented by Chris Kassity. Mr. Kassity discussed the history of grease interceptor issues at the McDonald's restaurant in Minden. Mr. Kassity



Minutes

October 2, 2007

Page 3

stated that there has been only one isolated incident of grease being poured down the dumpster pad drain. He also felt that the cost to replace the grease interceptor, which will cost approximately \$40,000.00, presents a hardship. He requested the Board consider altering the timeframe on the requirement for a grease interceptor upgrade, allowing compliance with the grease interceptor standards after 8 years from date of purchase, which would be March 2012, with the caveat that if there is another incident, the timeline be accelerated by the District Manager. Mr. Dudley felt that a grease interceptor upgrade is a cost of doing business. Mr. Kassity felt that the size is less important than the maintenance. Discussion followed regarding the source of MGSD's calculations. Mr. Brown felt that the Ordinance needs to be complied with. Mr. Henningsen felt that a 4000 gallon interceptor sounded oversized. Mr. Dudley felt that regardless of the sizing, the current equipment setup at McDonald's is inadequate, and a change is needed. Mr. Brown felt that the ordinance should be researched further, and in the meantime Mr. Kassity should establish a regular cleaning schedule. Mr. Henningsen suggested that a compromise be reached on the compliance timeframe, and that regular inspections occur by MGSD staff. Mr. Kassity stated that the grease trap is currently being pumped every 30 days because of the incident. Bruce Scott suggested a three-month period for the Board to re-examine the requirements of the Ordinance. Mr. Henningsen, Mr. Wilcks, and Mr. Dudley agreed. Frank will coordinate with MGSD's Legal Counsel regarding the Board's concerns with the Ordinance.

Stone Creek, LLC: Represented by Peter Beekhof and Kent Neddenriep. Frank Johnson reported that several extensions have been necessary and granted for the capacity on the project due to circumstances beyond the developer's control. Mr. Neddenriep explained that there have been several changes to the project, and each change must go before the County for approval. Mr. Beekhof requested review of the plans and a request for an extension of time for the capacity be placed on the agenda for the November 6, 2007 meeting. The Board agreed.

Engineer's Report – Pump Station #2: Bruce Scott reported that the pump provider cannot produce an efficient pump for the Pump Station 2 project improvements, so a second pump provider is needed. An estimate was received for the pump for pump station 2 in an amount of \$112,000.00, and Bruce anticipated exceeding the \$125,000.00 limit authorized by the Board at the September 4, 2007 meeting. Bruce requested an increase of the equipment bid to \$150,000.00. **Motion by O.P. Brown, Jr. to authorize an increase in the bid amount for the pump and controller equipment for the Pump Station 2 project to \$150,000.00.** Seconded by Ronald Wilcks. Motion carried unanimously.

Bruce reported that a proposal was received from the Town of Gardnerville to abandon a portion of Tognetti Alley adjacent to High School St. Bruce reviewed the abandonment and a letter was



Minutes
October 2, 2007
Page 4

submitted to the Town requesting a sewer easement and access to the sewer main.

District Manager's Report (see attached report) – NDOT Claim Reimbursement: Frank reported that he is meeting with an NDOT claims representative on October 3rd to review the situation pertaining to the debris in the Hwy 88/ County Rd roundabout manhole.

Biosolids Permit: Frank reported that he anticipates approval of the temporary biosolids permit from the State Division of Environmental Protection this week or next week. Mrs. Dreyer has informally requested compensation for the biosolids the Dreyers have received in the past. The Board felt that since there was no contract, they were under no obligation to compensate the Dreyers. Discussion followed regarding farming of the field behind the plant. Bruce suggested allowing the Dreyers to farm the field one more year and then place a bid for the farming.

Frank reported that a gate was installed on the access road at the Park Ranch, due to trespassers. Additional fencing will also need to be replaced along Hwy 395 due to damage by the willows. Frank felt it would be more prudent to have the fence professionally repaired, since MGSD staff does not have experience in this area. The Board directed Frank to get the fence repaired.

Secretary's Report – Open House: April Burchett requested a date be set for the Open House discussed at the September 4, 2007 meeting. The Board set October 19, 2007 for the Open House at 2:00 p.m.

Meeting adjourned at 8:45 p.m.

Approved _____ Date _____ By _____.



Board of Trustees
Minutes of Regular Meeting
Tuesday, November 6, 2007
7:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott

Others Present:

Jeremy Hutchings
Peter Beekhof
Rob Williams
George Goodspeed
Kent Neddenriep
Claire Provan
Robert Smith
Michael Bennett

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 October, 2007 in the amount of \$68,818.22, and to approve the claims paid during October, 2007 in the amount of \$72,653.69.** Seconded by Ronald Wilcks. Motion carried unanimously.

Minutes of October 2, 2007 – The minutes of October 2, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of October 2, 2007.** Seconded by Mark Dudley. Motion carried unanimously.

Public Comment— There was no public comment.

HDR Engineering -- Design for Anaerobic Digester and Trickling Filter Facility Improvements -- Represented by Rob Williams. Rob Williams presented a table outlining wastewater characteristics coming into the plant facilities from 1980 project through 2015, and stated it appeared the load is flattening out. As a result, he felt that projects related to the flow, including the Digester and Digester Control Building and the Trickling Filter Pump Station, were



Minutes
November 6, 2007
Page 2

of higher priority. Rob also presented an updated drawing of proposed improvement project prioritization, and suggested the Board consider postponing the Gravity Belt Thickener and Influent Pump Projects. Rob stated the design drawings for all the proposed projects are 90% complete, with an approximate construction cost of \$4.5 million. Discussion followed regarding the prioritization of the plant facility projects with the Pump Station 2 project, and the cost of each project. Mr. Henningsen suggested doing a cash flow analysis for the both the proposed plant improvement and pump station projects prior to awarding the bid for the Anaerobic Digester Facility project. **Motion by O.P. Brown, Jr. to authorize HDR Engineering to complete design drawings for the Anaerobic Digester Facility project.** Seconded by Ronald Wilcks. Motion carried unanimously.

Bently Biofuels Company -- Annexation Application for Approximately 3.00 acres located at 1350 Buckeye Road (APN 1320-28-000-012) -- Represented by George Goodspeed. Frank Johnson reported that an application, annexation fee, legal description, and preliminary title report have been received from Bently Biofuels for the annexation of approximately 3.0 acres located at 1350 Buckeye Road, on the Biofuels parcel adjacent to the Bently Science Park. Frank also stated that the parcel is not contiguous to the MGSD District Boundary, and does not meet the requirements for annexation, but the parcel is within MGSD's Service Area Boundary, and may be served under contract of service. **Motion by O.P. Brown, Jr. to deny the application for annexation from Bently Biofuels Company, to accept the application from Bently Biofuels Company for contract of service for approximately 3.00 acres located at 1350 Buckeye Road (APN 1320-28-000-012) and to direct MGSD staff to notice the public hearing for contract of service for the December 4, 2007 regular Board Meeting. All rules, regulations and requirements of MGSD are to be met and all fees paid.** Seconded by Michael Henningsen. Motion carried unanimously.

Minden Gateway Center, LLC -- Public Hearing for Annexation of 1.27 acre parcel and 3 acre parcel located at 1690 Hwy. 395 (APN's 1320-30-701-004 and 1320-30-802-001) -- Represented by Jeremy Hutchings. Frank Johnson informed the Board that the notice for public hearing was published in the Record Courier, and the public hearing for annexation could proceed. Bruce presented a letter from Resource Concepts, Inc. outlining 3 conditions of approval. **Motion by Mark Dudley to approve the annexation for Minden Gateway Center, LLC for 4.27 acres located at 1690 Hwy. 395 (APN's 1320-30-701-004 and 1320-30-802-001), subject to 3 conditions outlined in the letter from Resource Concepts, Inc. dated September 26, 2007. The rules, regulations, and requirements of MGSD are to be met and**



Minutes
November 6, 2007
Page 3

all fees paid. Seconded by O.P. Brown, Jr.. There was no public comment. Motion carried unanimously.

Waterloo Center, LLC -- Public Hearing for Annexation of 5.91 acre parcel located at 1362 Hwy. 395, Gardnerville (APN 1220-04-501-019) – Represented by Michael Bennett and Rob Smith. Frank Johnson informed the Board that the notice for public hearing was published in the Record Courier, and the public hearing for annexation could proceed. **Motion by Ronald Wilcks to approve the annexation for Waterloo Center, LLC for 5.91 acres located at 1362 Hwy. 395 (APN 1220-04-501-019), subject to 5 conditions outlined in the letter from Resource Concepts, Inc. dated September 25, 2007. The rules, regulations, and requirements of MGSD are to be met and all fees paid.** Seconded by Michael Henningsen. There was no public comment. Motion carried unanimously.

Waterloo Center, LLC -- Plan Review for Commercial Development located at 1362 Hwy. 395 (APN 1220-04-501-019) -- Represented by Michael Bennett and Rob Smith. Mr. Bennett stated the proposed project consists of three buildings, each with a lateral flowing to a main located on the property and connecting to the main at an existing manhole on Waterloo Lane. Mr. Bennett stated the design would also allow for future grease interceptor installation. Bruce Scott stated that because of the County's new floodplain requirements, constraints exist relating to building elevation and sewer cover and a lift station would be needed to meet MGSD's minimum standards. Bruce recommended that the Board approve the improvement plans subject to the onsite main remaining private. Bruce Scott presented a letter from Resource Concepts, Inc. outlining 7 conditions of approval. Mr. Henningsen had concerns with privately owned mains. Bruce explained that a document would be recorded stating the line is private and that sewer line maintenance is not provided by MGSD. The Board directed Bruce to coordinate with MGSD Legal Counsel regarding this document. **Motion by O.P. Brown, Jr. to approve the improvement plans for Waterloo Center, LLC for a commercial development located at 1362 Hwy. 395 (APN 1220-04-501-019) subject to the sewer lines within the development remaining privately maintained by the property owner, and subject to 7 conditions outlined in the letter from Resource Concepts, Inc. dated October 24, 2007. All rules, requirements, and regulations of MGSD are to be met and all fees paid.** Seconded by Mark Dudley. Motion carried unanimously.



Minutes
November 6, 2007
Page 4

Stone Creek, LLC -- Plan Review and Capacity Extension Request for project located at 1331 Stodick Pkwy. (APN 1220-03-202-001) -- Represented by Peter Beekhof, Claire Provan, and Kent Neddenriep. Bruce Scott presented a letter from Resource Concepts, Inc. outlining 17 conditions of approval. Kent stated that all the conditions are satisfactory, except Condition 14 regarding the proposed sewer on Dragonfly Way and Dragonfly Court. Kent explained that due to State Health and County requirements, the available area for storm drain and sewer lines at Dragonfly Way and Dragonfly Court is minimal. Kent and Claire proposed meeting with Bruce Scott to resolve the issue. Bruce Scott explained that the main would be difficult to maintain if it is constructed according to the proposed design and the manhole would be in the gutter. Bruce stated that he would be willing to work with the engineers to resolve the issue. Discussion followed regarding various possibilities to resolve the problem. **Motion by O.P. Brown, Jr. to allow an extension of time for 72 units of capacity to Stone Creek, LLC, to expire on May 6, 2007, to approve the improvement plans for Stone Creek, LLC for a residential development located at 1331 Stodick Parkway (APN 1220-03-202-001) subject to 17 conditions outlined in the letter from Resource Concepts, Inc. dated October 30, 2007, and to direct MGSD Engineer to coordinate with project engineers to resolve Condition 14. All rules, requirements, and regulations of MGSD are to be met and all fees paid.** Seconded by Ronald Wilcks. Motion carried unanimously.

District Manager's Report -- **Grease Interceptor Ordinance:** Frank Johnson conducted a PowerPoint presentation regarding grease interceptor operation, the need for grease interceptors and the effects of damaged grease interceptors. The presentation also outlined Carson City and Cities of Reno and Sparks grease interceptor policies and requirements. Discussion followed regarding the current MGSD grease interceptor ordinance, and how to require existing businesses to upgrade their interceptors. Suggestions included a grease interceptor capacity fee, educating property owners of the need for grease interceptors, and recording a covenant against each restaurant property.

Engineer's Report – Bruce presented a letter to the Division of Water Resources for the Chairman to sign regarding withdrawal of the previous effluent irrigation applications for Dangberg Ranch and MGSD. Bruce explained that the applications referred to in the letter have been superseded by more recent secondary effluent irrigation water right permits. The Chairman signed the letter.

Pump Station #2: Bruce reported that the bid for the submersible pump for the pump station #2 project is scheduled to close on November 14, 2007, and requested a short lunch or breakfast



Minutes
November 6, 2007
Page 5

meeting to award the bid. The Board directed a special meeting be held on November 16, 2007 at noon at the J.T. Restaurant.

Biosolids Permit: Bruce reported that the Nevada Division of Environmental Protection and Bently Agrowdynamics have not resolved their differences for issuance of the biosolids permit. Bruce felt the main concern was that the state did not want biosolids to be applied to crops that are to be grown for human consumption. Bruce felt that the temporary permit would most likely not be issued, but the problems could be resolved as part of the permanent permitting process, which he anticipated would be 6 months. In the meantime, Bruce thought it would be prudent for MGSD to make arrangements to truck the biosolids to Lockwood. Discussion followed regarding the status of the agreement with the Dreyers. Bruce suggested that in case any problems arise with the agreement with the Dreyers, it would be appropriate to have the ability to transport the biosolids to Lockwood as an alternative. Frank Johnson stated he has coordinated with both Douglas Disposal and the Lockwood facility regarding costs and credit applications. The Board concurred.

District Manager's Report (see attached report) – Frank Johnson reported on Items 1, 2, and 3 of the District Manager's Report which were not discussed earlier in the meeting.

Additional Personnel: Frank felt that it would be prudent to place a notice for an Operator I position, to begin the training process prior to the anticipated retirement of John Harris. Frank also discussed the possibility of asking other area managers to help with the interviewing process. The Board directed Frank to advertise for additional personnel.

Mr. Dudley asked if other Board members would be interested in holding an earlier meeting. The Board directed MGSD Staff to conduct research into the legal requirements for changing the time.

Meeting adjourned at 10:15 p.m.

Approved _____ By _____
Date



Board of Trustees
Minutes of Special Meeting
Friday, November 16, 2007
12:30 P.M.
J.T. Basque Restaurant
1426 Hwy. 395
Gardnerville, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott

Others Present:

None

Meeting called to order at 12:45 p.m.

MGSD Pump Station #2 Project -- Bid Award for "Minden-Gardnerville Sanitation District - 2007 Submersible Pumps " -- Bruce Scott reported that MGSD received a bid from KSB, Inc. in the amount of \$155,881.00 for the Submersible Pumps for the Pump Station #2 project. The bid includes a total of 3 pumps, 2 for installation in the pump station project plus a spare pump. Bruce recommended awarding the bid. Discussion followed regarding pump warranties, the life expectancy of the pumps and anticipated maintenance, as well as pump specifications. Bruce also reported that he anticipates the remainder of the Pump Station #2 project will be put to bid in December for awarding at the January 3, 2008 regular board meeting. **Motion by O.P. Brown, Jr. to accept the bid from KSB, Inc. in the amount of \$155,881.00 for the submersible pumps for the Pump Station #2 project.** Seconded by Michael Henningsen. The Chairman asked for public comment. There was none. Motion carried unanimously.

Meeting adjourned at 1:00 p.m.

Approved _____
Date

By _____.



Board of Trustees
Minutes of Regular Meeting
Tuesday, December 4, 2007
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
Mark Dudley

Staff Members Present:

Frank Johnson
Bonnie Feticc
April Burchett
Bruce Scott

Others Present:

George Goodspeed
Rob Anderson

Board Members Absent:

Ronald Wilcks

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 O.P. Brown, Jr. to approve the claims for November, 2007 in the amount of \$120,028.09, and to approve the claims paid during November, 2007 in the amount of \$66,497.14.** Seconded by Michael Henningsen. Vote: 3 ayes, 0 nays, 1 absent. Motion carried.

Minutes of November 6, 2007 and November 16, 2007 -- The minutes of November 6, 2007 and November 16, 2007 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of November 6, 2007 and November 16, 2007.** Seconded by Mark Dudley. Vote: 3 ayes, 0 nays, 1 absent. Motion carried.

Public Comment— There was no public comment.

Bently Biofuels Company -- Public Hearing for Contract of Service of 2.405 acres located at 1350 Buckeye Road (APN 1320-28-000-012) -- Represented by George Goodspeed. Frank Johnson informed the Board that the notice for public hearing was published in the Record Courier, and the public hearing for contract of service could proceed. **Motion by Michael Henningsen to approve the contract of service of 2.405 acres owned by Bently Biofuels**



Minutes
December 4, 2007
Page 2

Company located 1350 Buckeye Road (APN 1320-28-000-012) subject to 3 conditions outlined in the letter from Resource Concepts, Inc. dated October 30, 2007 and confirming approval of the design plans for the convenience store located at 1350 Buckeye Road subject to review and approval of revised plans. All rules, regulations and requirements of MGSD are to be met and all fees paid. Seconded by Mark Dudley. The Chairman asked for public comment. There was none. Vote: 3 ayes, 0 nays, 1 absent. Motion carried.

The Ranch at Gardnerville, LLC -- The Ranch at Gardnerville Phase I Capacity Request and Easement Abandonment -- Represented by Rob Anderson. Bruce Scott recommended that the capacity request be approved, but had concerns regarding the easement abandonment. He felt the legal description and the details of the easement abandonment needed further detail, and recommended conceptual approval of the easement abandonment. Discussion followed regarding timing of recordation of abandonment with the final map, review of the abandonment deed by MGSD's Legal Counsel, and the master planning of the sewer mains and interceptor lines. Rob Anderson expressed concern regarding review of the legal documents for the easement abandonment due to deadline concerns. Discussion followed regarding technical concerns regarding the legal description. **Motion by O.P. Brown, Jr. to grant 30 units of capacity to The Ranch at Gardnerville Phase I and to conceptually approve the easement abandonment of the relocated portion of the Chichester Interceptor subject to review and approval of the abandonment documents and legal description by the District Engineer and the District's Legal Counsel. All rules, regulations, and requirements of MGSD are to be met and all fees paid.** Seconded by Michael Henningsen. Vote: 3 ayes, 0 nays, 1 absent. Motion carried unanimously.

Engineer's Report – Pump Station #2: Bruce Scott reported that the bid for the Pump Station #2 project has been published, and the bid award is scheduled for the January 3, 2008 regular board meeting. He believed the project was still within the budget and expected a large number of bidders. He anticipated the bids to be approximately \$1,050,000.00. Discussion followed regarding the pipeline layout and other technical details of the project design.

Inquiry by Town of Minden regarding property for sale: The Chairman reported that he was approached by Dave Sheets of the Minden Town Board regarding any property MGSD would be willing to sell to the Town. Bruce Scott explained that the Town is looking for property for a corporate yard. The Board felt that MGSD did not have any viable property available, and the Chairman requested that MGSD staff draft a letter to the Minden Town Board for the Chairman's signature.



Minutes
December 4, 2007
Page 3

District Manager's Report (see attached report) – Frank Johnson discussed Items 1, 2, 3, 4, and 6 of his report, which were not covered previously during the meeting. Frank reported that the flow meter was placed at the manhole at SR 756 and Waterloo to begin recording the flow from Gardnerville Ranchos GID (GRGID).

Vector Truck: Frank reported that the tanks in the Vector truck are corroded and pinhole leaks have developed. Frank consulted with the manufacturer, and learned that retrofit tanks are not available. He will order the replacement tanks at a cost of approximately \$8,000.00 later this week.

Discussion followed regarding the maintenance of the tires on the quads and alternatives for small vehicles that are pavement compatible.

Discussion followed regarding the status of the Operating Budget for FY 2007-2008.

Secretary's Report - April Burchett requested a petty cash increase from \$200.00 to \$300.00. **Motion by Michael Henningsen to increase the petty cash limit from \$200.00 to \$300.00.** Seconded by O.P. Brown, Jr. Vote: 3 ayes, 0 nays, 1 absent. Motion carried.

April reminded the Board that the January meeting will be held Thursday, January 3, 2008.

Bonnie Fetic reported that Richard Peters is working on the FY2006-2007 audit and the cash flow analysis.

Meeting adjourned at 8:25 p.m.

Approved _____ By _____
Date