



Board of Trustees
Minutes of Regular Meeting
Tuesday, February 7, 2012
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

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

Staff Members Present:

Frank Johnson
April Burchett
Sarah King
Bruce Scott

Others Present:

Nick Koropchak

Board Members Absent:

None

Meeting called to order at 6:00 p.m.

Claims Review and Approval -- The claims were reviewed by the Board and questions were answered by Frank Johnson. **Motion by Mike Henningsen to approve the claims for January, 2012 in the amount of \$69,532.77, and to approve the claims paid during January, 2012 in the amount of \$87,749.01.** Seconded by Ray Wilson. Motion carried unanimously.

Minutes of January 3, 2012 – The minutes of January 3, 2012 were reviewed by the Board. **Motion by Ron Wilcks to accept the minutes of January 3, 2012.** Motion seconded by Mark Dudley. Motion carried unanimously.

Public Comment – Nick Koropchak from Carson Valley Reforestation Foundation was present to give a status update of the tree planting along Hwy. 395. The trees are being planted, and it is anticipated that the planting will be completed by February 15. He has received questions about planting trees along Hwy. 395 from Muller to Ironwood. Bruce explained that NDOT owns the right-of-way east of the fence, and MGSD owns the property west of the fence. Discussion followed regarding concerns with the floodplain and the poor soils in the area along Hwy. 395. Mark Dudley is coordinating with Genoa Trees regarding the scheduling of the tap-in for the water. Discussion followed regarding getting permission from Park Cattle Co. to cross the ditch along Hwy. 395. Bruce stated that MGSD has an easement there, so it's a question of letting Park Cattle Co. know that MGSD is putting the water line there.



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MGSD Fees – Frank presented the Board an outline showing the decrease in revenues and increase in expenses over the past 5 years. Douglas County is anticipating another drop in property taxes, so he is planning on a continuing drop in ad valorem taxes. Frank mentioned that some of the equipment is aging, and it would be prudent to anticipate repair and replacement of equipment. Frank also presented a list of past construction projects and their costs. Discussion followed regarding the amount GRGID pays MGSD and whether or not the amount GRGID bills their customers will change with MGSD's user fee increase. The Board would like an answer about this from MGSD legal counsel before they make a decision to raise the fees. Discussion followed regarding an increase in capital improvement funds and Frank pointed out the memo from Bill Peterson in the packet that allows MGSD to move the odor control money to capital improvement funds, but it is not recommended to move it into operations funds. Mark, Ron and Mike felt a rate increase was justified. Ray promised constituents that he would not raise rates, and he can see the justification of raising the rates, but he can't vote for the increase at this time. Discussion followed regarding raising the rate a certain amount over a period 3 years. Ray suggested notifying each customer of the justification and plan of increase. Ron agreed.

April Burchett explained that the new billing program will not allow a flat monthly rate billing. It will automatically adjust the billing amount to reflect the number of days in the quarter. She spoke with Bill Peterson who stated that the motion will need to state a daily rate rather than a monthly rate. After looking at the daily rate, it appears that \$0.46 per day would be about \$14.00 per month. The billing for a 31 day month would be \$14.26 and a 30-day month would be \$13.80. Because there are not 90 days in each quarter would have a different billing amount ranging from \$41.40 to \$42.32 per quarter, with a total annual cost of \$167.90. Ray asked if it would be prudent to invest in a program that would do a flat monthly rate, but April explained that the only programs she could find that for sewer utility billing would have to be custom-built. **Motion by Mike Henningsen to approve a resolution to increase the method of billing user fees from a monthly rate to a daily rate, to increase the user fees from \$12.00 per month to \$0.46 per day, to notice the rate increase for public hearing at the March 6, 2012 meeting, and to increase user fees by \$2.00 per month in 2014.** Seconded by Mark Dudley. Vote: 3 ayes (Dudley, Henningsen, Wilcks); 1 nay (Wilson). Motion carried.

Motion by Ray Wilson to adopt the plan review fees as presented at the January 3, 2012 meeting, effective immediately. Seconded by Ron Wilcks. Motion carried unanimously.

Engineer's Report – Bruce reported on the following items:

Pond Repair: A repair plan has been submitted to the Division of Water Resources and he is waiting for their approval to proceed. Construction should be underway by the next meeting. He anticipates the amount to be in \$50,000 to \$75,000 range, but he is waiting for actual numbers from A & A Construction.



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Douglas County Jail: Bruce discussed the problems at the Douglas County Jail, and the close proximity of the other utilities to the sewer line. MGSD sent a letter to the County that we would not be responsible for the line maintenance. Bruce stated that the Town of Minden had the same concerns, and the County has expressed an interest in a solution to perhaps pay extra fees to cover the cost of maintaining the line. Bruce will know more in the future and will bring additional information to the board.

Allie and Friends Day Care Center: Allie and Friends Day Care Center is proposing a modular unit behind the main building. Bruce advised them that plans need to be submitted to MGSD.

Hellwinkel Property Annexation to Town of Gardnerville: There is a parcel adjacent to Gardnerville Elementary School that is being proposed for annexation by the Town of Gardnerville into the Town. The parcel will be used for irrigation only, not for development. Bruce suggested an administrative annexation on MGSD's next boundary map. The Board concurred.

Board Member Term Limits: Bruce reminded the Board that Bud and Ron will be termed out at the end of the year, and remarked that he hopes to get good people to run for the board.

Bruce will be absent at the March meeting.

District Manager's Report – Frank reported on the following items:

EDU Allocations: 68.73 EDU's were allocated during the month of January for Walmart. Smith's is doing a remodel, and they will need to purchase additional units. Frank requested that the Board authorize Frank to grant the additional units. The Board agreed.

Heat Loop Project: Frank pointed out the memo from Bill Peterson that appears to allow MGSD to break the project into parts. Frank will coordinate with Paul and Bruce on moving forward with project design.

McDonald's Grease Interceptor: The design for the grease interceptor is being prepared by Lumos and Associates. Frank has authorized an extension of time to May due to the fact that asphalt cannot be properly installed due to the low temperatures this time of the year. The Board was glad to hear that McDonald's is moving forward.

Personnel: Frank reported that a large number of applications were received for the lead operator position, including some who have Grade III certification. Frank felt that Brian Buffo did a good job while he was on vacation, and he feels Brian is capable of performing the lead operator job. Frank would like to forego the interview process and promote Brian to the lead operator position and he has received verification from MGSD's legal counsel that we do not have to conduct interviews for this position. Frank stated we need to replace Brian and look at training someone to replace Russ. Frank noted that



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there a couple of other applicants that would be qualified for those positions. He will advertise for those 2 positions, if the Board is amenable. The Board authorized Frank to notice the operator position, and to promote Brian Buffo to lead operator. . The Board agreed to compensate Brian Buffo retroactively to the day he took over the position. Frank also noted that Andrew Marshall passed the Grade III exam

Odor Control: The reallocation of the odor control funds will occur at the budget hearing in May.

2012-2013 Tax Rates: Frank has received a notice from the Nevada Department of Taxation requesting MGSD's plans regarding any changes to the tax rate. It has been the same rate since the early 1990's. Frank is recommending that the tax rate stay at .1224. Ray suggested we add this to the letter to the customers justifying the rate increase. The Board agreed to current tax rate of .1224.

Secretary's Report – April Burchett will be contacting the Country Club Restaurant to set up lunch for the staff and asked the Board if there were any dates in the next two weeks that needed to be eliminated. Frank Johnson was not available on February 15. The Board directed April to call them with a lunch date.

Public Comment – There was no public comment.

Board Comment – The Board asked Frank about his vacation. He stated that he had a good time, and he thanked the Board for authorizing the extended vacation time.

Meeting adjourned at 7:40 pm.

Approved _____ By _____
Date