



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

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Board Members Present:

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

Staff Members Present:

Frank Johnson  
April Burchett  
Sarah King  
Brian Buffo

Others Present:

Barbara Smallwood  
Bob Allgeier

Board Members Absent:

None

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*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 February, 2012 in the amount of \$19,325.49, and to approve the claims paid during February, 2012 in the amount of \$74,607.36.** Seconded by Ray Wilson. Motion carried unanimously.

**Minutes of February 7, 2012** – The minutes of February 7, 2012 were reviewed by the Board. **Motion by Ron Wilcks to accept the minutes of February 7, 2012.** Motion seconded by Mark Dudley. Motion carried unanimously.

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

**Engineer's Report** – Bruce Scott was absent, so there was no Engineer Report.

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

A proposal has been received from A & A Construction for the pond repair and was \$36,000, which was less than anticipated. Frank informed the Board that he was not sure about the start date but that he was working with Todd from RCI on the project. Discussion followed about the work involved. Mark wanted to make sure that additional areas of the reservoirs would be checked into.



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EDU Allocations: 5.6 EDU's were allocated during the month of February for the Smith's Remodel.

User/Plan Review Fees: Letters were sent to several local businesses outlining the proposed user rate increase/plan review fees with no response as of yet from anyone. Frank presented the Board with a power point presentation on the fee structure. Discussion followed about presenting the power point presentation to the public. April informed the Board that there would be one more publication in the newspaper. Ray had questions about the GRGID billing and Frank informed the Board that he had spoken to Bob Spellburg from GRGID and he had no anticipated problems with the rate raise.

Heat Loop Project: Frank stated that he is working with El Dorado Engineering and with Todd from RCI on the best course of action to be taken.

MGSD Master Plan: Frank informed the Board that he met with Bruce and Craig Olson of HDR regarding the Master Plan that is being prepared. He also stated that he has been reviewing the O & M Manual that was being worked on by Paul Cockrell. He showed the Board the yellow pages which show the changes and stated that he had to go through each page to make sure it is all okay before the O & M manual is finalized. Ray asked how many manuals would be finally available and was told that typically there would be five, of which one would go to the State.

Annexations: The Town of Gardnerville is requesting annexation of one of the Hellwinkel parcels located near Gardnerville Elementary School for use as a park. Since there will be no development on the parcel, it would be prudent to include the parcel in the District boundary under an administrative annexation. In addition, the 7-11 and Ashurst parcels currently under contract of service located at the south end of Gardnerville are now contiguous to the District Boundary and are also eligible for administrative annexation. **Motion by Ray Wilson to approve the administrative annexation of the following properties: vacant parcel owned by the Town of Gardnerville located at 1381 Hwy. 395 in Gardnerville (APN 1320-33-402-080 ), 2 residences owned by the P & D Family Trust Agreement located at 1052 and 1054 Hwy. 395 in Gardnerville (APN's 1220-10-701-006 and -007), and the 7-11 property owned by Michael K. Swift Living Trust located at 1060 Hwy 395 in Gardnerville (APN 1220-10-701-005).** Seconded by Mike Henningsen. Motion carried unanimously.

Southwest Gas: Southwest Gas began installation of a gas line at Pine Nut and 395 on the Perry Property without informing MGSD. They have used our easement and crossed over our line numerous times. Frank informed the Board that he and Bruce were working with legal counsel, Bill Petersen, on the course of action. He stated that MGSD had now received plans but no as-built plans. Mike wondered if nothing could be done about this and what could be done to prevent this from happening in the future. Frank stated that we were waiting on legal counsel for a course of action. Brian Buffo explained to the Board that MGSD became aware of this problem during a line locate.



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Frank informed the Board that Brian Buffo would like to address the Board. He explained to the Board that Brian had exceeded his expectations in the job that he is currently doing as Lead Operator and the morale of the employees has improved. He explained that Brian had been put into the natural progression of the salary scale which put him at the bottom of the scale which was a 5% raise. Brian thanked Frank and the Board for hiring him to the position of Lead Operator. He explained that he had worked hard in the last seven years to make it to this position and felt that for the job and the responsibility that it entailed that he felt a 10% raise versus 5% was more justified. He also explained that with the new operators being hired he would have the additional responsibility of training them. Ron was of the opinion that this might set a precedent with the other employees. However Ray felt that since Brian had been promoted and was doing a great job and also improving the morale of the employees that the raise was justified as long as Brian did not foresee any problems from the other employees about this and Brian explained that he did not see this happening. Mike said he had no problem following the salary plan and did not feel that 10% was unreasonable. Mark stated that if Frank felt that Brian deserved the raise then as long as it did not set a precedent then he felt the raise was justified. Frank recommended further discussion at the next Board Meeting. Bud informed Frank that he would like Brian working closer with Frank in the office so that he would learn more of the administrative business. He also thanked Brian for the good job being done. Brian thanked the Board for their confidence in him and also thanked the Board from all the crew for the staff appreciation lunch.

**Secretary's Report** – April informed the Board about the two invitations from City National Bank for the Chamber of Commerce mix it up hosted by them and the Economic Forecast and Update also hosted by them.

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

**Board Comment** – Bud Brown thanked the administrative staff for the staff lunch at the Country Club on February 23, 2012 and stated that he would like it made into a yearly affair.

***Meeting adjourned at 7:00 pm.***

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