



Board of Trustees
Minutes of Regular Meeting
Tuesday, May 1, 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
Brian Buffo
Bruce Scott

Others Present:

Barbara Smallwood
Bob Allgeier
Jerry Smith
Beverly Giannopulos

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 April, 2012 in the amount of \$66,021.43, and to approve the claims paid during April, 2012 in the amount of \$73,468.54.** Seconded by Ray Wilson. Motion carried unanimously.

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

Public Comment – There was no public comment.



Minutes
May 1, 2012
Page 2

MGSD Plan Fees - Frank stated that the Plan Fees had been noticed and no response had been received from the local businesses. Ray Wilson spoke about how the fee proposal had been covered extensively in the past meetings. **Motion by Ray Wilson to enact Ordinance 12-002 adding a new provision to MGSD Code Chapter 6.100 establishing charges for plan reviews as follows:**

Up to 1 EDU	\$100.00
1.1 – 2.5 EDU's	\$125.00
2.6 – 5.0 EDU's	\$150.00
5.1 – 7.5 EDU's	\$175.00
7.6 – 10.0 EDU's	\$200.00
10.1 – 15.0 EDU's	\$225.00
15.1 – 20.00EDU's	\$250.00
20.1 – and up	\$500.00.

Motion seconded by Ron Wilcks. Motion carried unanimously. Bruce explained to the public that these fees are to cover “in house” costs for review of plans; inspections, issuance of permits and filing, and these fees are separate from the engineering costs which are billed as Pass Thru's.

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

Wal-Mart Pass Thru: MGSD is working with Wal-Mart and an easement is needed before the final approval. Brian Buffo and Frank Johnson have met with the contractor for Wal-Mart at a preconstruction conference and the project has begun.

Maverik station: This project is moving along and they have been in contact with Frank, who is expecting to receive plans for the project soon.

Southwest Gas: Bill Peterson, MGSD's legal counsel, had written a letter to the general counsel of Southwest Gas. A response was received saying that Southwest Gas was not aware of any problem as they had met with the County and MGSD had been present. Bruce felt the need to follow up as this was not the sequence of events, and he needed to see their as-built drawings and would need to do a little fact finding as they are in MGSD's easement. Mike Henningsen wanted to know what recourse MGSD would have if there was no response and was informed that they would have to be put on legal notice to remedy the situation. Discussion followed.

Bruce reminded the Board about the discussion with the County a few years ago about the jail extension where sewer, gas and water were in a very narrow space and would be very expensive to dig up in the future if there was any problem. He informed the Board that easements were recently granted to MGSD and Town of Minden and stated that the County has agreed to reimburse both parties for costs in the



Minutes
May 1, 2012
Page 3

future in the event that there had to be any digging done. Mark wondered if there was a way to flag this for future Boards. Bruce suggested flagging MGSD's plans to show where the easements are.

Reservoir Repair: The weather is warming up and the dyke has been monitored. Work will probably be started in a few weeks when it is dry.

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

EDU Allocations: 3.4 EDU's were allocated during the month of April.

Maverik: A full set of plans have not yet been received from Maverik. Tentative plans show approximately 10.5 EDU's will be required. While the capacity has been paid, the connections fees will still be due before the issuance of permits.

Final Budget Hearing: The hearing is on May 18, 2012 at 12:00 noon. This will be a lunch meeting and Frank asked the public to let April know if they would be present.

MGSD Legal Counsel: MGSD legal counsel Bill Peterson has changed law firms. Based on the copy of the new service agreement there does not appear to have any significant changes from the current procedures. Frank requested verbal approval from the Board, which was granted, to sign the agreement.

Heat Loop Project: The numbers received from El Dorado Engineering to do this project are not favorable and Frank informed the Board that he was still working on finalizing the agreements and would hopefully have something by the Budget hearing. Mark had questions about why the cost was so high and was informed that originally the project was to have been done in house but as the plans were getting more complex it would have to be bid out which would increase the costs dramatically. Discussion followed about other options like space heaters and the payback time. Currently there is a lot of gas from the Co-Gen Project that is being wasted as there is no way to use it.

Personnel: MGSD has been unsuccessful in finding experienced operators. However a couple of candidates would be good for entry level positions which is what MGSD has typically done in the past and this has always worked well. Bud Brown suggested setting up interviews. Discussion followed about education and pay scale.

Frank informed the Board that he had attended the County standard detail meeting and mentioned that it went smoothly and everyone was amenable to working cordially.



Minutes
May 1, 2012
Page 4

The final draft of the master plan has been received and Frank has looked through it. Todd from RCI is checking it through and after a meeting with Craig Olson from HDR it would be presented for final approval to the Board. Mike Henningsen wondered if before approval of the Master Plan, an explanation would be given about the contents. Bruce suggested that Craig could come and give a presentation when the Master plan was finally approved. Frank also spoke about the O & M Manual which is also nearly done.

Secretary's Report – No Secretary's Report.

Public Comment – Bob Allgeier had a question about how long the Master Plan would be good for, it's cost and who had prepared it. He was informed that the last Master Plan was done in 1995 by HDR Engineering. Bruce stated that unlike the County Master Plan it was just for this campus and it tries to cover the unknown and it is tried to be made timeless and cover standard growth. The cost was about \$90,000.00. Bob also wanted to know if there were going to be any intermediate updates. The plan is to continue to be forward thinking as has been the past of this Board.

Beverly Giannapolus brought up the recently approved sewer fee increase which had been passed without a unanimous vote. She felt that the Board had had a great reputation in the past and that this increase would not be favorable to their future standing. She stated that there had not been enough information to the general populace and that they should have been more educated about the increase and the reason for it. She was not pleased with the post in the Record Courier which was not informative enough and without enough notice. She felt that the raise should not take place for another year to give the people in the district a chance to adjust. Frank informed her about the MGSD website and stated that he has considered putting flyers in the quarterly statements to refer people to the website. Ray brought up the Town of Minden newsletter and doing something similar but was not sure if he could come up with anything to write about. Mike spoke about what a great job Frank had done in his presentation and felt that maybe the public should have been given more of that information. Beverly stated that she did not need a newsletter but maybe more information about MGSD.

Barbara Smallwood brought up the cost of newsletters and did not think it viable and suggested coming up with other means to inform the public.

April supported Barbara's comment with information about the past when people complained about money being wasted when flyers were sent out at the request by NDEP. She also spoke about customers who complain about return envelopes being sent out, excess postage etc. and this was the reason that



Minutes
May 1, 2012
Page 5

MGSD settled on as small a notice as possible with as much information as possible about the sewer fee increase.

Mike asked if the website had any information of the increase in sewer rates and Frank informed him that it has been on there for quite some time.

Jerry Smith had a question about the capacity being run through the plant. He was informed that currently the plant was running at 1.7 MGD and is permitted for 2.8 MGD. Jerry wanted to know if we were running at 100% all the time and Frank stated the plant equipment is equipped with variable frequency drives which are modulated by flow. Other equipment is automated, which allows us to currently operate with only one shift.

Board Comment – Ray Wilson brought up the GRGID contract and wanted to know how many gallons were coming from GRGID and to see what their percentage of the flow is compared to the total percentage. Frank explained that it is a very complex formula which was based on estimated future growth. GRGID maintains their own lines and they also TV them. Four to five years ago a flow meter was put in the main line and it was estimated that 800,000 gallons a day were coming through. Frank thought that maybe it would be a good idea to do it again. Ray was concerned about leakage from GRGID that could also be coming to MGSD and he was also concerned about leakage in our lines. Frank stated that televising and inspection of the lines is scheduled to start as soon as the next day. The water table is currently low due to a dry winter and there is probably not too much leakage. Ray stated that Jerome Etchegoyhen, the previous Chairman, had not been too happy with the GRGID contract and currently he also felt that GRGID was getting too good of a deal and maybe the contract should be revisited.

Meeting adjourned at 7:15 pm.

Approved _____ Date _____ By _____.