



Board of Trustees
Minutes of Regular Meeting
Tuesday, July 3, 2012
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Ronald Wilcks
Mark Dudley
Raymond Wilson

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott
Andrew Marshall

Others Present:

Barbara Smallwood
Bob Allgeier

Board Members Absent:

O.P. Brown, Jr.
Michael Henningsen

Meeting called to order at 6:00 p.m. by Mark Dudley as acting Chairman.

Claims Review and Approval -- The claims were reviewed by the Board and questions were answered by Frank Johnson. **Motion by Ray Wilson to approve the claims for June, 2012 in the amount of \$27,776.13, and to approve the claims paid during June, 2012 in the amount of \$81,017.29.** Seconded by Ron Wilcks. Motion carried unanimously.

Minutes of June 5, 2012 Regular Board Meeting – The minutes of June 5, 2012 were reviewed by the Board. **Motion by Ray Wilson to accept the minutes of June 5, 2012.** Motion seconded by Ron Wilcks. Motion carried unanimously.

Public Comment – There was no public comment

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

Southwest Gas: Bruce and Frank attended a meeting at the County with Southwest Gas (SWG) representatives. SWG representatives stated Southwest Gas would move their line at no charge in the future if there is a problem or if MGSD wants to upsize the main. We are waiting for that agreement in writing, as well as the as-built drawings to make sure that we don't have any other concerns, for example with the need for additional easements. Bruce will coordinate with MGSD Legal Counsel Bill Peterson to send a letter to SWG counsel. To ensure that it doesn't get forgotten in the future, MGSD will record the



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document at the County Recorder's Office, and note the issue on the system mapping. Discussion followed regarding the history of the project.

NDOT Overlay Project: The project is moving forward. NDOT will raise the manholes to grade at the completion of the project sometime later in the summer. Frank noted that it is a night project, so we will have a staff member onsite during the raising of the manholes to make sure that it is done properly and that debris isn't put into the manholes. Mark asked about televising the lines upon completion. Frank said it would not be safe for MGSD personnel to televise the lines along Hwy 395, but we can note any problems while the manholes are being raised. If we note debris in the manholes, we can then demand that NDOT televise and clean the lines.

Maverik: MGSD has received building plans and they are being reviewed, so the project is moving forward.

Monterra Subdivision: Bruce heard that the subdivision has been sold, so he anticipates that we will be getting inquiries about what needs to happen to bring the lines up to our standards.

MGSD Master Plan: The plant portion of the master plan is completed, but the master plan for the collection system needs to be revised to allow for future growth. He will have more specifics at the August meeting. He would like to do more rehab work and set up a schedule for rehab. He noted a line on County Road that needs to be rebuilt.

Pond Improvements: A&A Construction is getting an experienced crew together to proceed with the remainder of the work. Frank stated that the pond is being dewatered. Bruce anticipates construction will proceed before the August meeting.

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

EDU Allocations: 5.2 EDU's were purchased during the month of June.

MGSD has received plans for the Maverik station and updated plans for the COD Garage casino.

MGSD Master Plan: We have received the master plan from HDR Engineering. The Board directed Frank to distribute a copy to each member and to the District Engineer, with the copies returned to the office after review.

Heat Loop Project: Frank will meet with HDR staff next week to finalize the electrical drawings. He anticipates that the project will be ready for bid by the August meeting. Discussion followed regarding the cost of the design.



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Capacity Refund Request: The capacity refund request by John Scott has been postponed until the August meeting.

Robbie Oxoby: Robbie Oxoby has requested a discontinuation of billing for vacant trailer parcels. Our policy states that if the water is shut off to a parcel, then we suspend billing. This parcel has one main water shut-off valve for the entire parcel, so MGSD has no way to keep track of whether or not the water is on to each individual space. Frank recommends following the MGSD Code and let Robbie know that unless there is a meter on each lot, then we cannot suspend billing. The Board concurred.

Discussion followed regarding charging a reconnection fee. Frank will look into reconnection fees charged by other entities.

Manhole Rehab: Bruce and Frank reported that a manhole at Pinenut and Hwy. 395 needs immediate repair. There is significant deterioration due to hydrogen sulfide gasses in the manhole. There is money budgeted for Rehab, so Frank proposed proceeding with the repair. Bruce explained the plan to repair the manhole. Bruce does not anticipate that it would cost very much, since the road is torn up anyway. The Board agreed to repair the manhole.

Secretary's Report – April Burchett reported that Dave Buffo passed away, and asked if the Board would like a sympathy card sent to his widow. The Board directed April to send a sympathy card. Frank and Bruce reported that Dave did a lot of electrical work around the plant, and he will be missed.

Public Comment – There was no public comment.

Board Comment – There was no Board comment.

Meeting adjourned at 6:45 pm.

Approved _____ By _____
Date