



Board of Trustees
Minutes of Regular Meeting
Tuesday, November 6, 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
Raymond Wilson

Staff Members Present:

Frank Johnson
April Burchett
Brian Buffo
Bruce Scott

Others Present:

Bob Allgeier
Barbara Smallwood
Jerry Smith
Peter Knight
Jeremy Hutchings
Linda Biaggi

Board Members Absent:

Mark Dudley

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, April Burchett, and Bruce Scott. **Motion by Raymond Wilson to approve the claims received for October, 2012 in the amount of \$94,633.55, and to approve the claims paid during October, 2012 in the amount of \$85,855.12.** Seconded by Ronald Wilcks. Motion carried unanimously.

Minutes of October 2, 2012 Regular Board Meeting – The minutes of October 2, 2012 were reviewed by the Board. **Motion by Michael Henningsen to accept the minutes of October 2, 2012.** Motion seconded by Raymond Wilson. Motion carried unanimously.

Public Comment – No public comment.

MGSD Heat Loop Project – Frank Johnson reported that the bids came in higher than anticipated, and the project is going out for rebid. There is a walk-through meeting on Wednesday afternoon, and the bid opening is November 21st. Frank obtained an estimate of \$88,000 to replace the existing units and to put in new units in the back buildings. In addition to the estimate, there will also be design costs. Bruce felt that it would be best to get a not-to-exceed bid amount on the design work. Frank will call another vendor for another estimate.



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Douglas County Parks and Recreation – Annexation Request for 21.20 acres located at 1326, 1336, and 1346 Stodick Pkwy., and 1325 Waterloo – Represented by Jeremy Hutchings, Linda Biaggi, and Peter Knight. Frank Johnson reported that an application, annexation fee, a notarized authority to represent form, legal description, and preliminary title report have been received from Douglas County Parks and Recreation for the annexation of 21.20 acres located at 1326, 1336, and 1346 Stodick Pkwy., and 1325 Waterloo. Bruce Scott reported that this is the County’s proposed community center project. He recommended approval of the annexation. The County will have to come back with any development plans and to request capacity. Linda reported that the reversion to acreage is complete and they are in the process of completing the boundary line adjustment. **Motion by Raymond Wilson to accept the annexation application from Douglas County Parks and Recreation for 21.20 acres located at 1326, 1336, and 1346 Stodick Pkwy., and 1325 Waterloo (APN’s 1220-04-601-019, -020-, -021, and -026) subject to the conditions outlined in the letter from Resource Concepts, Inc., dated November 1, 2012, to schedule the public hearing for annexation at the December 4, 2012 regular board meeting, and to direct staff to publish the notice for public hearing in the Record Courier. All rules, regulations and requirements of MGSD are to be met and all fees paid.** Seconded by Ronald Wilcks. Motion approved unanimously.

MGSD Board of Trustees – Request for Increase of Trustees’ Compensation – Raymond Wilson requested an increase to the compensation of the trustees by \$50 per month, while leaving the chair’s pay at its current amount. All Board members would be subject to re-election prior to the effective date. Mike questioned the reasoning behind the increase. Ray surveyed other boards in the area, and he is trying to keep MGSD compensation in line with the other boards, and he felt that the Chair’s pay is out of line with the trustee’s pay. Bud stated that the chair has always received \$100 more than the trustees. Ray was not aware of that. Bud felt that to raise the rates, people would only run for the pay rather than the honor of serving. Ray felt that compensation is necessary for the service they provide. Mike pointed out that Leonard Anker always tried to make sure MGSD stayed in line with other boards, but Mike also personally felt that the Board is currently being fairly compensated for the level of service they provide. Mike felt that now was not the time to approve an increase in compensation. Ron also felt that the Board is adequately compensated, since there have been few development projects in the district in the past few years.

Engineer’s Report –Bruce Scott reported on the following:

Walmart: The Walmart construction is ongoing and Martin Harris, the construction managers, have been cooperative. RCI has an inspector onsite to monitor the construction to make sure that the work is completed to MGSD’s standards. Frank noted that the costs for the inspector will be passed through to Walmart. TV inspections by MGSD have been very helpful in construction monitoring.



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Reservoir Repair: The construction is just about complete. It has come in under budget, and Bruce is pleased with the quality of work. Discussion followed regarding the ditch, pump, and pond system. Frank reported that he has a call in to Alan Reed to see if this repair qualifies for an insurance claim, since it was an emergency repair.

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

EDU Allocations: 4.5 units of capacity were allocated during the month of October.

Maverik: Construction has begun on the Maverik project. The lines that were constructed about 5 years ago were never tested and approved by MGSD, so the developer was required to retest the lines. One area failed, and they replaced the line. Discussion followed regarding the method and process of line testing.

Odor Control Media: The media for the odor control bed was replaced.

Operations Personnel: We have been called a “model plant” by engineers and other plant managers in the area, due to the diligence and hard-working nature of our operations staff. In the past few years, we have lost personnel to other plants due to monetary issues. A neighboring plant is currently recruiting our personnel to leave MGSD, and Frank recommended that measures be implemented to keep the current staff in place. Frank explained that other plants have separate departments, which limits the staff workloads. MGSD staff does everything, and we would like to keep it that way. Some staff members are pursuing additional certification, and perhaps we should look at compensating them for that. Frank recommended doing a wage study to see where we are in regard to salaries in relation to other area plants. Bruce noted that changing personnel is costly to the plant, and there is a value to the continuity. He suggested Frank look into some specific alternatives to acknowledge the work the current staff performs. Ron suggested adjusting the salary scale. Frank explained that it is difficult to compare with other plants, since our staff does everything rather than specialize in one or two areas. The Board requested that Frank have some alternatives available for discussion at the December board meeting.

Welder : Bud will donate the welder to MGSD upon retirement. Frank and Brian thanked him, since it does get used.

Secretary's Report – April Burchett noted that Frank Johnson has created an atmosphere of success among the staff and she wanted the Board to take note of the change from the prior administration.



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April discussed scheduling the retirement lunch for Bud and Ron and proposed December 6 or 13th. Ray was unable to attend the 13th. April will try to schedule the party for December 6th. Will call the board with the actual date.

Brian Buffo expressed his appreciation to the Board for their willingness to look into the staffing needs.

Public Comment – There was no public comment.

Board Comment – There was no board comment.

Meeting adjourned at 6:45 pm.

Approved _____ By _____
Date