



Board of Trustees
Minutes of Special Meeting
Friday, January 25, 2013
12:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Robert Allgeier
Mark Dudley
Michael Henningsen
Barbara Smallwood
Raymond Wilson

Staff Members Present:

Frank Johnson
April Burchett
Brian Buffo
Bruce Scott

Others Present:

Jeremy Hutchings
Troy Jorgensen

Board Members Absent:

None

Meeting called to order at 12:00 p.m. by Michael Henningsen, Chairman

Public Comment – There was no public comment.

Maverik Inc.– Represented by Jeremy Hutchings with RO Anderson Engineering and Troy Jorgensen with Cameron Construction. Jeremy thanked the Board for having a special meeting to accept a portion of the sewer main and noted that there are portions of the sewer in the overall project area that are not ready for acceptance at this time. Jeremy noted that in response to the conditions provided by Resource Concepts, the laterals are abandoned and capped. There is also a stub to serve a future development within the development. Jeremy provided revised as-builts which showed the existing stubs, and provided a digital copy as well. He noted that running water shown in the lateral during the inspection was due to some testing within the store at the time, so there is no leak or break. Barbara Smallwood asked about a formal response to RCI's letter, and Jeremy presented a formal response letter which he will leave with MGSD. Bruce Scott explained MGSD's procedure for as-built approval and line acceptance, which included field survey and inspection, RCI's letter with conditions, and acceptance by the Board. Bruce stated that the mains within the old Gateway project have been in the ground for quite some time, but have never been accepted by the Board. Bruce explained MGSD's policy for acceptance of partial mains, which has happened with other projects in the District. Bruce will review Jeremy's response letter to make sure that the conditions are complete. Bob Allgeier requested a final approval letter from RCI. Mark Dudley asked whether MGSD staff did the video or the contractor. Frank responded that MGSD did the video. Frank and Bruce noted that the camera equipment has been very useful in reviewing the proposed connections. Ray Wilson asked about the size of the line, and Jeremy responded that it is an 8" main with smaller laterals. **Motion by Ray Wilson to approve the as-built drawings for Maverik Inc., prepared by R.O. Anderson Engineering, Inc., and to**



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accept the sewer main subject to 5 conditions in the letter from Resource Concepts, Inc., dated January 23, 2013. Seconded by Mark Dudley. Motion carried unanimously.

Discussion followed regarding Maverik's businesses practices and the final items needed to be completed for a final Certificate of Occupancy.

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

MGSD has received a letter from New Beginnings appealing the Board decision regarding the capacity for their project. The item will be scheduled for the February regular board meeting, and he noted that their legal counsel will be present, and MGSD's legal counsel is also planning to attend the meeting.

Discussion followed regarding outstanding items for final acceptance of the Walmart project.

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

Personnel: Frank reported that he met with Mike Henningsen, Bob Allgeier, and Brian Buffo to resolve the misunderstanding of the salary increase/bonus motion from the December meeting. Frank asked for a new motion from the Board clarifying the intent of the December motion. Discussion followed whether or not this item can be acted on since it wasn't a separate agenda item. It was noted that the original motion was made under the District Manager's report at the December meeting. Mike Henningsen stated that his intent was to award a 2½% one-time salary bonus to show the Board's appreciation to the staff for a job well done. It was not to be spread out over the year and it was not an adjustment to the salary scale. Mike clarified that the motion from the December meeting was a 2½% bonus effective January 1, 2013, based on each employee's annual salary and a 5% increase to the salary scale effective July 1, 2013. Frank asked for whether the step increases would also be implemented in the 2013-2014 fiscal year. Mike and Bob agreed their understanding was that the salary scale would be increased 5% on July 1, and the usual step increases would be effective on each employee's anniversary date. Discussion followed regarding granting a bonus for additional certifications as well as adding a 10th step to the salary scale, and Mike stated that he preferred to agendaize those items. Discussion followed regarding increases for topped-out employees, and Frank clarified that topped-out employees will also get a 5% salary increase in July. Bob also stated that Frank was to be included in the 2½% bonus.

Heat Loop project: Frank reported that West Coast Contractors anticipate mobilization in the next two weeks, depending on the weather and that they estimate an 8 week completion time. West Coast Contractors offered a credit of \$1500.00 for not installing the door. Discussion followed regarding the engineer's estimate for the door as opposed to the contractor's price. The Board directed that the installation of the door proceed as planned.



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Public Comment – Ray Wilson welcomed Bob Allgeier and Barbara Smallwood to the Board.

Board Comment – No Board comment.

Meeting adjourned at 12:40 pm

Approved _____ By _____
Date District Secretary

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