



Board of Trustees
Minutes of Special Meeting
Friday, May 17, 2013
12:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Robert Allgeier
Mark Dudley
Barbara Smallwood
Raymond Wilson
Michael Henningsen (portion)

Staff Members Present:

Frank Johnson
April Burchett
Brian Buffo
Sarah King

Others Present:

Richard Peters
Perry Harris
Anne Harris

Board Members Absent:

None

Meeting called to order at 12:00 p.m. by Vice Chairman Wilson.

Public Comment – There was no public comment.

Public Hearing for Tentative Budget Fiscal Year 2013-2014 – Frank Johnson and Richard Peters presented the final budget for fiscal year 2013-2014. Frank reported that the final budget reflects the changes in the Operations budget as requested at the April 9, 2013 meeting, including deductions to the utilities, legal, and reservoir utilities amounts, with a new total of \$3,305,125.00. There was no change to the Capital budget, which includes the ARRA Repayment for the Co-gen project, the collection system master plan, the line rehabilitation, and the smaller line televising camera. Bob asked if the tentative budget was approved by the State, and Frank replied that it was. **Motion by Bob Allgeier to adopt the final budget for the fiscal year 2013-2014 with a tax rate of 0.1224.** Seconded by Barbara Smallwood. Motion carried. Michael Henningsen absent for vote.

MGSD Policy regarding Salary Increases and Bonuses for Wastewater-Related Certifications - Frank Johnson presented an outline of proposed recommendations and incentives to be added to the Employee Policies and Procedures Manual. (Michael Henningsen arrived during the discussion) Frank has consulted with Jennifer McMartin of NDEP, who manages the wastewater certification program, in developing the recommendations. Frank reviewed the list (see attached). Frank noted that the State regulations require a percentage of work time to include the duties in the area of the extra certification in order for an employee to qualify for the test. Bob asked about the cost of the certification, and Frank and



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Brian related that the cost is \$75 for the test and \$70 every other year for renewal for a wastewater certificate. Frank stated that the cost is the about the same for the additional tests. Frank and Brian noted that only a couple of employees are eligible for additional certification at this time. **Motion by Ray Wilson to authorize the District Manager to coordinate with MGSD Legal Counsel to draft changes to Section 11 Certification Policy of the MGSD Policies and Procedures Manual to include the recommendations and incentives contained in the Certification Program handout dated May 17, 2013.** Seconded by Mark Dudley. Motion carried unanimously. Discussion followed regarding additional training and certification for office staff.

Bob Allgeier reported he met with Frank and Richard Peters. Richard did not oppose MGSD's legal counsel's recommendation to augment the budget. Additional paperwork will need to be submitted to the Department of Taxation. The capital expense budget must be augmented by the Board to redirect money from the restricted account. The augmentation of around \$40,000 will need to occur at the June meeting.

Public Comment – There was no public comment.

Meeting adjourned at 12:25 p.m. A tour of the MGSD plant was conducted following the meeting.

Approved _____ Date _____ By _____.