



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, July 2, 2013  
6:00 P.M.  
Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Robert Allgeier  
Michael Henningsen  
Barbara Smallwood  
Raymond Wilson  
Mark Dudley

Staff Members Present:

Frank Johnson  
April Burchett  
Sarah King  
Brian Buffo

Others Present:

Tim Missamore  
Tim Smith

Board Members Absent:

None

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*Meeting called to order at 6:00 p.m. by Michael Henningsen, Chairman*

Public Comment – No public comment.

Claims Review and Approval – The claims were reviewed by the board and answered by Frank Johnson. **Motion by Ray Wilson to approve the claims received for June, 2013 in the amount of \$82,427.79, and to approve the claims paid during June, 2013 in the amount of \$86,835.91.** Seconded by Bob Allgeier. Motion carried unanimously.

Minutes of June 4, 2013 Regular Board Meeting – The minutes of June 4, 2013 were reviewed by the Board. The board commented that the minutes were very thorough. **Motion by Barbara Smallwood to approve the minutes of the June 4, 2013 Regular Board Meeting.** Seconded by Mark Dudley. Motion carried unanimously.

Stephens Lateral Inspection Cost Reimbursement – Represented by Tim Smith, Margie Stephens' tenant. Mr. Smith explained the history of the lateral problems at the home at 1281 Kingslane. He had a plumber look at the lateral, and the plumber thought the problem was in the main. He contacted MGSD on March 11<sup>th</sup> and Frank stated that he immediately went out to check the issue before MGSD's line crew went out. While there was some debris within the manhole, the main was flowing around the debris with no backup within the manhole. He had the crew flush the main. The lateral line was snaked on the 13<sup>th</sup> since it was still backed up. The main was flushed again on the 12<sup>th</sup>, and the crew went out again on the



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15<sup>th</sup>. Frank stated that if the main had been completely blocked, then there would have been flow out of the manhole. He and Brian reported that there were still problems with the lateral after the crew flushed the main. Bob asked that if the main had been clogged, wouldn't other properties have been affected. Frank stated probably, but Mr. Smith stated that others would have had problems if he hadn't called. Frank noted that the debris consisted of rags and towels. Bob asked about the relation of the manhole and debris to the property, and Frank noted the debris was downstream from the property. Further discussion occurred regarding the work done by the plumber. Mr. Smith said the plumber had to get additional line to snake the lateral for 120', which put the snake into the main. Barbara noted conflicting dates on the invoice from Scottsdale Plumbing. Ray asked what was used to clear the clog, and Mr. Smith did not know. Barbara asked how long the Smith's had lived in the home, and Mr. Smith stated 4 years without any plumbing problems. Ray asked about the line sizes in the main and the lateral, and Frank stated it is a 6" main and a 4" lateral. Mr. Smith stated that his drains were flowing, but slowly. Mr. Smith noted that there are no cleanouts in the Kingslane homes. Ray noted that the MGSD Code states that MGSD does not cover lateral repair, and since the main was flowing the problem does not appear to be the main. Mr. Smith questioned how Frank knew that the flow that day was typical. Frank replied that he has checked the line on a regular basis over the years during his employment at MGSD. Brian stated that the line was jet cleaned on the 11<sup>th</sup>, flushed on the 12<sup>th</sup>, and flushed a second time on the 15<sup>th</sup>. Frank stated that if the main clearly had a complete blockage, then he would recommend that MGSD reimburse the cost, but he cannot state that the problem occurred in the main. Barbara noted that if the problem was in the main, then the flow would be coming out of the manhole. Mike noted that Mr. Smith had done his due diligence as the tenant, and he asked Frank and Brian if there was anything that could have caused the system to fail. Frank explained that some of the lines in the Kingslane area were not built to MGSD's standards, and some of the lines are still private. The ones that MGSD did accept are pretty flat, and so MGSD has been active in ensuring that the lines in Kingslane are kept cleaned. **Motion by Bob Allgeier to deny the request from Margie Stephens to reimburse the cost of the TV inspection of the lateral located at 1281 Kingslane.** Seconded by Ray Wilson. Motion carried unanimously. The board thanked Mr. Smith for presenting the issue to the board.

**MGSD Co-Gen Equipment Agreement with SDP Energy** – Represented by Tim Missamore. Bob asked for clarification from Tim regarding the relationship between Co-Gen Service and SDP Energy. Tim stated that Co-Gen Service is the service division for SDP Energy, and he manages the service division. Co-Gen Service is independent of SDP, but they are a division of the parent company. Discussion followed regarding SDP's history and assets, and the number of cogeneration systems located in the area. Mike asked what the limitations of the agreement are. Tim explained that if a piece of equipment is damaged due to MGSD's error, then MGSD is responsible for the cost of the equipment replacement. If the equipment wears out or breaks down due to SDP's error, then SDP is responsible for the replacement and costs. Bob noted that the agreement did not appear to include replacement costs, just routine maintenance and asked about the hourly rate contained in the agreement. Tim explained that there are some exclusions listed in the contract, so the hourly rate is in the contract to give MGSD a price for



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performing a service that is not included in the agreement. Tim noted that with regular maintenance the equipment will last indefinitely. The contract language is a standard format that they use for their customers, but customized for each customer's specific equipment. The agreement also includes the instrumentation. Tim explained the process of repair, which included a spare piece of equipment being provided to MGSD, and the repair of the equipment by SDP at a lower cost. SDP stands by the reliability of their equipment, to ensure that the repair costs are low. Bob asked about time-and-a-half charges, and Tim stated that overtime costs to MGSD only apply if something happens outside the scope of the agreement, and that it is in SDP's best interest to make sure that the equipment is monitored and maintained properly. Mark asked about equipment monitoring by MGSD staff, and Frank and Brian stated that the equipment is checked daily by staff. Tim noted that MGSD's operations procedures and staff are impressive. **Motion by Ray Wilson to authorize the District Manager to sign the Co-Gen Service Maintenance Fixed Fee Agreement with SDP Energy.** Seconded by Mark Dudley. Motion carried unanimously. The Board thanked Tim for coming in to answer their questions.

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

EDU Allocations: 32.5 units of capacity were sold during the month of June to COD Casino. Discussion followed regarding the project components and timeframe.

Personnel: Over 100 applications were received for the OIT/Laborer position, and 6 applicants have been selected for interview. A couple of the applicants have prior treatment or collection system experience.

Kingslane: Mark asked if we have had any further trouble at Kingslane. Brian noted that the mains in Kingslane were just cleaned as a part of the regular cleaning rotation.

Douglas County Community Center: Frank noted that Douglas County has not paid the capacity for the Community Center, so MGSD will not allow them to connect the lateral into the system until the fees are paid.

Line Televising Camera: Frank has received a couple of estimates for the camera, and they are within the budgeted amount. He will order the camera. He also noted that it would have been useful in the Kingslane issue.

Security Camera: Ray asked if Frank will follow up with Alan Reed regarding a grant for security cameras, which was briefly mentioned at the June 4<sup>th</sup> regular board meeting.

CVI Events Area: Barbara asked about restrooms in the events area. Frank stated he will double check the plans. The capacity was based on square footage, so the number of restrooms has not been noted.



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Co-Gen Agreement with SDP: Bob requested that a recording of this meeting be kept permanently for future reference regarding statements made by Tim Missamore. April stated a copy would be kept on the network server and she would also transfer a copy onto CD for a backup.

Tractor Supply: Barbara asked about the status of the letter from Maverik to Tractor Supply regarding the use of the excess capacity, and Frank stated MGSD has not received a letter yet. Frank stated he went to Carson City officials to get comparable capacity numbers for Tractor Supply, but Carson City bases their sewage use on water use, and on comparable businesses, so the capacity requirements are quite different.

Secretary's Report – April presented a summary of the bills that were tracked during the recent legislative session. She noted that some changes were made to the agenda regarding contact information for supporting documents, and noted that agendas will need to be posted on a state website. She also noted some changes to campaign reporting forms and the ethics law.

April passed out the Evaluation Form that was created for the District Manager's annual review. She asked that the Board review it and make any changes they felt were needed.

Sarah stated that the past due balance from the Quality Inn (formerly Best Western) on Ironwood has been paid.

Public Comment –There was no public comment.

Board Comment – Ray reported that he spoke to Greg Hill at the Town of Minden about the dead tree on Ironwood, and Greg will make sure it gets taken down.

Ray received his sewer bill today for the quarter, and he noted that the amount he pays to MGSD for a quarter is less than what he pays monthly for sewer to property in other areas. He felt that the cost is kept low at MGSD because of the quality of the current staff and action taken by previous boards.

**Meeting adjourned at 7:30 pm**

Approved \_\_\_\_\_ By \_\_\_\_\_  
Date District Secretary

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