



Board of Trustees  
Minutes of Special Meeting  
Thursday, April 14, 2016  
12:00 P.M.  
Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Raymond Wilson  
Robert Allgeier  
Barbara Smallwood  
Mark Dudley

Staff Members Present:

Frank Johnson  
April Burchett  
Brian Buffo

Others Present:

Craig Wilcox

Board Members Absent:

Michael King

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*Special meeting called to order at 12:00 p.m. by Raymond Wilson, Chairman.*

Public Comment – There was no public comment.

**MGSD Budget-Review and Approval of Tentative Budget for FY 2016-2017** – Frank reviewed the tentative budget. Services and supplies decreased by \$27,500, notably under the items for fuels, collection cleaning/TV/repair, and effluent utilities, while salaries and benefits increased. Frank also presented a list of capital expenses, which mostly contained replacing outdated and non-functioning equipment. The current treatment cost was \$2.91 per gallon, lower than other plants in the area. Ray asked why the treatment cost was higher than 2 years ago, and Frank explained that the flow has decreased due to conservation practices and other factors. Frank noted that the current cash balance \$6.2 million. The salaries do not include the salary increase approved for the District Manager, but it will be changed for the May final budget hearing. Bob asked what items were in the Proceeds from Contributed Capital. Frank explained that it was from capacity and connection fees for 50 edu's. Ray asked April about the amount MGSD covers for insurance for each employee. April explained that the insurance is expected to go up this year from 15-20%, and L/P Insurance is shopping around to find a lower cost option. She stated that the premiums haven't been presented yet, but depending on what they look like, she may ask the board for an increase to the amount MGSD covers. Discussion followed regarding the insurance claim for the digester repair and including a portion of the cleaning cost on the insurance claim. Discussion followed regarding including an amount for the digester repair and the pros and cons of leaving an amount off the budget and then augment the budget later.



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Frank discussed each capital item:

Flow Meter: 1 new flow meter which would be used as a backup as well as moved from manhole to manhole as needed.

Mower: an attachment to the Bobcat to be used for weed control in the fields.

Primary Sludge Pumps: 3 pumps to replace pumps that were installed in the mid-1980's.

RAS Pump: 2 pumps on the old digester systems. One of the current pumps no longer works, and it would be best to replace both of the larger pumps at the same time.

Effluent Pump Station Check Valve/Piping: An emergency repair was needed last month on Pump Station 4. Since the equipment is over 10 years old, the replacement parts have taken several weeks to be received, so it would be prudent to replace it with newer equipment.

Digester Cleaning: Frank anticipated that the proposed cost would include the transport of the sludge to Bently.

Air Handling: The original heating and cooling equipment is still being used in the old Admin building, but the lab needs to be maintained at a steady temperature. Depending on the cost to upgrade, one possibility may be just to upgrade the system only for the lab.

Welder: Some of the operators are able to perform welding services, and there are welding projects currently needed at the plant.

Collection System Rehab: Frank obtained this estimate from Bruce Scott to perform some repairs that are currently needed in the mains.

Water Purification System: This is to deionize the water for the lab. The current purifier is 20 years old and needs to be replaced.

Security Camera System: MGSD now receives grease at night and Frank reported that footprints had been spotted leading in and out of the plant. In addition, it would be prudent to have a camera installed at the front desk in case of a problem.

Mosquito Abatement: Frank stated that Krista Jenkins doesn't know how many applications she'll need to do this year, so the figure presented is for 5 treatments. Discussion followed regarding asking the ranchers who use the ditches to contribute.

ARRA Reimbursement: included under capital expenses at the direction of the Department of Taxation.



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Discussion followed regarding the MGSD tax rate which has been in place since 1991. **Motion by Barbara Smallwood to approve the MGSD tentative budget for Fiscal Year 2016-2017 with a tax rate of 0.1224%.** Seconded by Bob Allgeier. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (King)].

Discussion followed regarding scheduling the final budget hearing. The final budget hearing is tentatively scheduled for Tuesday, May 24, 2016 at noon.

**Board Comment** – Barbara thanked Frank for a well-prepared budget package.

**Public Comment** – There was no public comment.

***Meeting adjourned at 1:08 p.m.***

Approved \_\_\_\_\_  
Date

By \_\_\_\_\_  
District Secretary

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