



Board of Trustees
Minutes of Regular Meeting
Tuesday, October 3, 2017
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Raymond Wilson
Barbara Smallwood
Michael King
Mark Dudley

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott
Peter Baratti

Others Present:

None

Board Members Absent:

Robert Allgeier

Meeting called to order at 6:00 p.m. by Raymond Wilson, Chairman.

Public Comment: There was no public comment.

Chairman's Comment: Ray felt that a good point was brought up at the September meeting about the annexation and acreage fees. Ray requested April do an annexation rate comparison. Barbara noted that the landscaping is beautiful with the change of the season.

Claims Review and Approval: Ray asked if the curb and gutter at the back of the administration building was poured by KG Walters, and Frank said it was. Mark asked if the asphalt in the drive areas were going to be part of the digester project and Frank explained it is a part of the gas line project. Pete is obtaining quotes for that. Frank reported that the gas line is anticipated to be tied in on Saturday. Barbara asked if the security cameras are working, and Frank said they are, but we are waiting for the panic button installation. Frank reported on a road rage incident at the Ironwood gate which our cameras should have caught, but our hard drive was full, so we have since obtained a terabyte hard drive. **Motion by Mark Dudley to approve the claims received for September, 2017 in the amount of \$93,673.89 plus miscellaneous expenses in the amount of \$3,136.77, and to approve the payroll-related expenses paid during September, 2017 in the amount of \$83,962.40.** Seconded by Michael King. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (Allgeier)].



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Minutes of September 5, 2017 Regular Board Meeting: Mike asked if Bill had done the letter to the County regarding inspections mentioned on page 5 in the second paragraph of the Attorney-Client Conference. Frank said he hasn't seen it yet, but last week Bill said it was on the top of his pile. Ray asked Frank to remind Bill to complete the letter. **Motion by Barbara Smallwood to approve the minutes of the September 5, 2017 Regular Board Meeting.** Seconded by Mike King. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (Allgeier)].

Esplanade at The Ranch As-Built Approval and Line Acceptance: Bruce said the improvements were completed at the Esplanade project. He recommended approval subject to completion of the field survey, verification of the flow lines and manhole distances, as well to the conditions outlined in his letter included in the board packet. He noted that although the project does not have full width streets, operations staff have reported that we have good access to the manholes. Discussion followed regarding purchase of the development by KDH Builders. **Motion by Mike King to approve the as-builts and accept the sewer mains for The Esplanade at the Ranch prepared by R.O. Anderson Engineering, Inc., subject to the 4 conditions in the letter from Resource Concepts, Inc. dated September 26, 2017. All rules, regulations, and requirements from MGSD are to be met and all fees paid.** Seconded by Mark Dudley. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (Allgeier)].

NDOT Martin Slough Project Easement: Discussion followed regarding the gas bore project currently occurring at the Martin Slough. Bruce explained that this is a utility relocation for the proposed NDOT project. Bruce reported that NDOT has made a small offer to MGSD for a small fee acquisition parcel, as well as some temporary easements. Bruce recommended that we accept the offer. But in order to offset the small offer, he wants to work with their engineer and contractor to get better access along the slough in order to maintain it, and to get them to maintain a portion of it along the outlet of their pipe. Bruce felt the amount offered was reasonable. **Motion by Barbara Smallwood to accept NDOT's offer based on the appraisal and to work with the contractor and the resident engineer to ensure MGSD has good access for future maintenance along the slough.** Seconded by Mark Dudley. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (Allgeier)].

MGSD Effluent Pond Repair: Bruce stated that the pond repair project is going very well, and he is pleased with Armac's bid price and performance. He reported that the base bid of the project, which is partially reimbursable by FEMA, covers rebuilding the access road, which includes regrading, putting in riprap and gravel, as well as track walking on the west and south slopes of the pond. These are the areas that were actually damaged by the winter storms. But there has been rilling on the other slopes as well. Bruce would like to extend Armac's work to cover more of the remaining slopes with the rock and then track walk it. The dam inspection has been done by the State, and they are happy that we are doing the work but they would like to see additional stabilization. Ideally, the project would be expanded to go all



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the way around the pond, but Bruce didn't think that would be necessary, just the remaining portions of the south and north sides. The east side is well protected and is less vulnerable. Bruce discussed options, including track walking without the rock which just pats down the soil, but it doesn't solve the long-term problem of rilling as a result of rain storms. With gravel, District staff would be able to maintain it. So he is recommending putting gravel all along the south slope and a portion of the north slope. It would have to be at MGSD's expense, rather than the portion that FEMA will cover. MGSD's portion of the base project is approximately \$41,000, and Bruce requested an additional \$70,000 to \$80,000 to cover the remaining slopes, which would raise MGSD's costs from \$41,000 to \$111,000, noting that it is less expensive to have Armac repair it while they're out there. He felt it was a very good price for the work. FEMA is covering the existing damage, while MGSD needs to prevent future damage. Mark asked what was causing the deterioration, and Bruce said the roadways on top of the pond are sloped so they drain down the outside slope and not into the pond. The soils are terrible up there, so there isn't anything to hold the soil in place. He would also like Armac to bring in extra gravel and stockpile it so MGSD staff can perform maintenance in the future. It can be handled within the current agreement with Armac. Our staff can do it but we don't have a track Bobcat. Ray asked Bruce to ask Armac about the cost of the extra rock. Frank would like them to track walk all the slopes now, so the rock can be added later by staff on the areas not covered under the scope of this project. **Motion by Barbara Smallwood to approve an additional \$84,000 of MGSD money, not to exceed \$235,000, to support the ongoing repair project while the contractor is onsite.** Seconded by Mike King. Motion carried. [4 ayes, 0 nays, 0 abstain, 1 absent (Allgeier)]. Mike felt this was an item that pertains to long-term planning.

MGSD Personnel Policies and Procedures Manual: Ray reported that this item is tabled until next month since Bill Peterson is not here.

Attorney-Client Conference – Bill Peterson was absent.

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

Bently Heritage Project: Marvin Tebeau of RCI and Frank are working with Bently regarding information on the proposed discharge. A company in England is designing the process, and Bently seems to be sharing information as rapidly as they get it. Ray asked if there will be treatment of the waste prior to its entering the sewer collection system. Bruce explained that they have a tank design to prevent harmful chemicals from getting into the sewer system. There will be monitoring of the pH and BOD levels. They are also designing it so they can't dump too much into the system too fast. Discussion followed regarding the difficulties in calculating the EDU's since the plans keep changing. Frank will do a fixture count after the project is completed. Frank has met with Bently staff to let them know that



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MGSD's fees may be higher than a typical commercial project, and that he will do the walk-through after completion. Bruce noted that they are not trying to cut corners so it will be a good project.

Pine View Estates: Ray asked about Pine View. Neither Bruce nor Frank has heard anything new. Bruce spoke with one of the women who attended the August meeting, and she expressed her gratitude to the Board for their willingness to hear and consider the request for the principle forgiveness funds.

Barbara noted the pretreatment ordinance also works for long-term planning. Bruce explained that the pretreatment ordinance will be put in place to protect MGSD, and that MGSD will work directly with the EPA on this. The State is not involved in pretreatment.

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

Capacity: No EDU's were sold last month.

Digester 3: KG Walters is doing the water test and it seems to be holding. There is an emergency flapper valve that has been delayed. It won't delay the contractor, but the system will not be back online until the valve is installed. The hand rails are expected in a couple of weeks. Staff is installing the underground portion of the overflow line. Frank spoke with Bill and Richard regarding how to bill GRGID for the digester project. They are looking into it.

OIT Open Position: We interviewed 7 candidates, and selected a very good candidate. The candidates with experience didn't pan out. The candidate selected answered the questions thoroughly and seems to be a good fit with MGSD. He will start on October 20th.

Potential Projects in the District: Chase Bank is looking to build a new building at the location of the Westerner Hotel on Lampe Dr. and Hwy 395.

Ford Taurus: The Taurus is not repairable, since Ford no longer makes the replacement parts. We need to get a vehicle to replace it. Frank will look around and see what's available and bring it to the board next month. Frank noted that we can work through the State's Purchasing Division. Ray suggested Internet Auto Sales in Reno, since they have used cars with good mileage. Mike felt that Ray's suggestion is a good one. MGSD won't put that many miles on it, and when you consider the depreciation on a new vehicle, a new vehicle would not be cost-effective.

Computer Server: The main computer server went down last week, but we were able to get it back online. We were planning on replacing it next year, but we need to replace it now. He ordered a new one, at a cost of \$5400.



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Maintenance Program: Frank reported that he has had several training sessions, and they will be here next week for 3 days for the onsite training. Frank said he will use this time to check the equipment and get the information together for the long-term planning. Discussion followed regarding a database for plans and the storage of plans.

Gas Line Project: The gas line repair should be wrapped up this weekend. Discussion followed regarding the type of line that has been installed.

Gray Water Disposal: Barbara reported that she sent the email to NDEP to see if there is an NRS statute that requires MGSD to take gray water in an emergency situation. She has not yet seen a response.

Administrative Report by Staff – April Burchett reported on the following:

April reported on the past due report, and noted that 2 accounts had small claims hearings this morning. She and Sarah plan to talk to Bill Peterson about small claims issues, since Sarah King is having some problems with obtaining small claims judgements, and the implementation of a foreclosure policy. Ray asked April to keep reminding Bill about the foreclosure policy. Discussion followed regarding the problems with small claims judgements. Sarah doesn't seem to be able to get the paperwork and numbers together to satisfy the judge. April said she wanted to talk to Bill about the value of taking an account to small claims court, since we don't actually get any money from the judgement. Any past due money we collect comes from the lien that is on file at the Recorder's Office. The judgment also expires, while the lien does not. Any fees we charge are the court fees only, and staff time is not reimbursed. Barbara suggested we just file the lien and not do small claims court. Mark and Ray agreed. Barbara recommended reviewing our policy with Bill Peterson and the board recommended that April and Sarah and Frank discuss this with Bill Peterson.

Board Comment – Ray asked if the Board's invitations to the Chamber of Commerce event came to MGSD's address. April said yes, and Ray asked that when his and Mike's show up, to call Ray. He will get Mike's invitation to him. Ray requested name badges be made for the board and for Frank.

Mark spoke about a property on Douglas Ave. and Meadow Ln. where a tree has caused problems with a neighboring lateral. He was wondering if that line was scheduled for rehab. The line connects to the main on another owner's property. Barbara asked how many more of these are in the District, and Bruce said there are probably several others but given the age we don't know. Frank reported that we televised that line for the property owner. Bruce said typically this would be a private issue, but given the age and expense we could consider cost sharing. If it turns out that there is a problem with the main, then we would be liable. Barbara thought we should develop a policy for this type of situation in case it comes up again. Bruce said we could also replace the manhole and set it up so that their laterals would get new



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connections in a location that would not be on another owner's property. Ray expressed concern that we denied a prior owner's request in Kingslane. Bruce and Frank explained that the main in that part of Kingslane is not maintained by MGSD. Mike asked how time-sensitive this is. Bruce said we can let them know that they will have to replace the lateral, but if the problem turns out to be our main, then Frank can make a spot decision to replace the manhole. Pete Baratti asked if MGSD should do the work and bill the owner for their portion of the cost, then we would have a line done the way we want it done. The TV shows the lateral is blocked with debris. Frank also pointed out the expense to MGSD if we have to tear the road up again after the owner completes repairs. Bruce said it sounds like our section of the line may need to be replaced anyway, and we should make it clear that we will take care of our part, providing them with a good connection point, but they will need to pay for the lateral. The owner has also talked to the Town of Gardnerville, who is also considering in sharing in the cost. The Board directed Frank to meet with the property owner

Public Comment – There was no public comment.

Meeting adjourned 7:45 p.m.

Approved by the Board of Trustees as presented on:

_____ By _____
Date Barbara S. Smallwood, District Secretary

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