



Board of Trustees
Minutes of Regular Meeting
Tuesday, March 6, 2018
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Raymond Wilson
Barbara Smallwood
Michael King
Robert Allgeier

Staff Members Present:

Frank Johnson
April Burchett
Bruce Scott
Peter Baratti
Bill Peterson

Others Present:

None

Board Members Absent:

Mark Dudley

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

Public Comment: There was no public comment.

Chairman's Comment: Ray reported that he and Bob took a tour of the belt press and gravity belt systems with Bruce and Frank.

Claims Review and Approval: Barbara asked about the credit card bill, and April explained that it included the postage stamp purchase. Bob asked about the Sampler/Grinder pump on the Ferguson-Wolseley invoice, and Frank explained it was for the influent sampling. **Motion by Bob Allgeier to approve the claims received for February, 2018 in the amount of \$232,204.48 plus miscellaneous expenses in the amount of \$1,146.21, and to approve the payroll-related expenses paid during February, 2018 in the amount of \$85,807.15.** Seconded by Mike King. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (Dudley)].



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Minutes of February 6, 2018 Regular Board Meeting: Barbara asked for clarification of the GRGID pond repair billing on page 3 and 4. Frank explained that after Richard does his audit, Frank calculates the fixed cost, so those numbers will be available after the 2018 audit. Bob asked that the words “site” be replaced with “sight” in both locations on page 2. **Motion by Barbara Smallwood to approve the minutes of the February 6, 2018 Regular Board Meeting with the noted corrections.** Seconded by Bob Allgeier. Motion carried [4 ayes, 0 nays, 0 abstain, 1 absent (Dudley)].

MGSD Restricted Funds Allocation for Collection System Rehabilitation Projects – Bob explained that he is asking the Board to amend the action that the Board took at the last meeting. He does not disagree with the allocation for funds collected within the District boundary, but GRGID is not within the District boundary. GRGID maintains everything in their district, except the interceptor line. He asked if MGSD maintains the interceptor line, and Frank said yes. Frank explained that there are a couple of other lines MGSD maintains in the GRGID area, and Bruce pointed out MGSD’s lines on the system map. Bob asked when the interceptor line was installed, and Bruce thought it was in the mid-1970’s. Bruce discussed the history of GRGID’s sewer service with MGSD and the construction of the interceptor and explained any future development that ties into that line would be paying fees to MGSD for maintenance. He also explained that GRGID paid for the construction of the line. Discussion followed regarding TV inspection and maintenance of the interceptor line. Bob thought that the line would last about 80 years, and Bruce agreed, as long as we continued to practice our current maintenance program. Bruce read the applicable language from the 1974 agreement with GRGID regarding construction and maintenance of the line. Ray asked about the line material, and Bruce said it is asbestos cement. Bruce noted that we need to TV the line, but it has been maintenance free over time. There may be some isolated repairs needed, but he thought that Bob was correct and the line would last another 30 to 40 years. Ray was concerned that something catastrophic would happen to the line, and Bruce explained that in the past the Board was concerned about flooding from the Carson River, and plug valves were installed so the line can be shut down in case of a problem. Bob referred to the 1990 Supplement to the 1974 Agreement, page 4 regarding the fees paid by GRGID. He pointed out that GRGID pays an ad valorem tax component, but MGSD doesn’t put those fees into miscellaneous revenues, it gets put into operational funds. Discussion followed regarding budgeting of ad valorem revenue. He pointed out that GRGID pays 65% of the current connection fee, so they are paying us money for rehab and maintenance of the line. Bob discussed the annexation fee, and asked Bill if MGSD can collect any annexation fee for property annexed to GRGID under the Special Assessment on page 8. Bill thought not, since it is not a special assessment. Bob discussed capacity projections for residential and commercial growth. He felt we should increase capacity and connection fees, and have one set of fees for MGSD and one set for GRGID. He suggested increasing the connection fee in MGSD District Boundary to \$1,000 for residential and \$1,050 for commercial and have 90% of those fees allocated to the rehabilitation restricted account. Mike felt that what Bob brought up was complex and a lot to consider tonight, and he felt there would be a negative public reaction to a 300%-400% increase to the connection fee. He would like to think about it further. Barbara pointed out that the fee schedule is not on the agenda, but she sees what Bob is trying to do about



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funding the rehabilitation projects. With respect to amending the motion, she questioned the impact to staff, and whether it can be done per the terms of the agreement. Bill said we can allocate it internally as we choose, as it meets the terms of the agreement. Mike clarified that the GRGID allocation will go back to the prior connection and capacity allocation. Bob asked that it be placed on next month's agenda.

MGSD Salary Scale for FY 2018-2019 – Frank passed out the proposed salary scale, with a 2.1% cost of living increase. He noted that for budgeting purposes his proposed salary for 2018-2019 also includes the 2.1% increase. **Motion by Bob Allgeier to approve the Salary Scale for FY 2018-2019 with a Cost of Living Increase of 2.1%.** Seconded by Barbara Smallwood. Motion carried [3 ayes, 0 nays, 1 abstain (King), 1 absent (Dudley)].

Attorney-Client Conference – Bill Peterson reported on the following:

He is having trouble finding anyone interested in doing foreclosures for MGSD. He will get with April to see if we can find anyone local.

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

Rehabilitation Projects: The rehab work has been delayed for various reasons. RCI is working on getting the field data they need, but they have run into traffic issues regarding TV inspection. He is working with Pete regarding televising on Eddy St., and noted that televising the 10th St./Post Office Alley line has to be timed for when that area is not too busy. They are looking at the projects that were discussed at last month's meeting, and Bruce felt the budget approved last month will work. He reported that the Spruce St. work can be done internally. He also discussed easement issues with Oxoby Mobile Home Park, but reported that the Sierra Motel is proposing an addition over our line. We will need to work with them to relocate the line, and this could also impact Oxoby.

Projects in the District: Bruce reported that more projects are showing up at the County at the preliminary staff level. Frank typically attends those meetings, and Bruce attends if Frank can't. He noted that there is a multi-family infill project along Buckeye Rd. by the Minden Elementary School.

Mike asked whether creating 2 additional operations positions with high construction qualifications would allow MGSD to get some of the rehabilitation projects done in-house, which could save on rehabilitation costs. Ray expressed concern about personnel costs and the comparison of going to an outside contractor. Bob was willing to consider it at a future meeting. Frank saw it as a crew dedicated to the collection system, and he preferred an operations staff that would be able to perform work where needed, whether at the plant or on the collection system. Pete said that we have acquired equipment to do



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some of the work in-house and noted that we can do an in-house project for 1/3 the cost of an outside contractor, although there are other factors to consider. He stated that we haven't added a position in about 10 years, but it would be an avenue worth looking at. Barbara preferred that staff be able to multi-task in the group, and felt the plant is the priority.

Barbara asked about CLOMR's and LOMR's in Heybourne Meadows. Bruce explained that the developer will have demonstrated that the displacement of flood waters will not impact other areas.

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

EDU Allocations: 10.8 Edu's were sold last month to the Bently Heritage project.

Digester 3: Frank reported that it is taking time to get it healthier. The co-gen needs 60% methane to run and we're at about 50%. Alan Reed sent him an email and reported that the claim is under review, and agreed that it is taken much too long. Frank will call him once a week for an update.

Belt Press/Gravity Belt: Frank and Bruce took Ray and Bob on a tour last week, and Frank and Bruce spoke to Craig Olson and Rob Williams at HDR Engineering for solids handling upgrades. He expects Craig Olson to get back to them this week. It may not be a construction item for the upcoming fiscal year. Bruce said they felt that it made most sense to use the same kind of equipment that we are currently using. Bruce outlined the steps needed for design and cost estimates.

Projects within District: Frank has a couple of meetings at the County tomorrow. The Bently project on Dresslerville has been postponed. He reported on the multi-family project by Minden Elementary, and the Sierra Motel. He also reported that there is a proposed project on Centerville to divide the property into 3 parcels with upper end homes.

Personnel: One of our latest hires has decided to pursue work in law enforcement. We have a position open, and we are close enough to the last opening and interviews that we can contact those candidates that we like.

Muller Lane Fence: Two weeks ago a hit-and-run driver damaged the fence on Muller Ln. We have received 2 bids for the repair, for \$1900 and \$2400. Frank felt that we can repair it ourselves. It's muddy out there now, so we will repair when it dries up.

Tentative Budget Hearing: Frank requested a short agenda for the April meeting, so we can have the tentative budget meeting. Discussion followed regarding amount of Edu's to estimate for the next budget. Bob has instructed Frank to budget for 150 Edu's.



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Barbara asked about the car wash in Minden Gateway. Frank has seen the sign but has not heard anything else about it.

Barbara asked about doing a public BBQ and tour. The Board thought it was a good idea.

Administrative Report by Staff – April had nothing to report.

Board Comment – Barbara discussed the training at the legislature regarding the Open Meeting Law and Public Records Act. She learned about how different types of boards act. The Public Records laws were discussed, and she and April had met regarding making sure we are meeting the law.

Barbara reported that 7 parcels went up for sale at the Bently Science Park, and noted that they will be served by contract of service.

Public Comment – There was no public comment.

Meeting adjourned 8:00 p.m.

Approved by the Board of Trustees as presented on:

Date By _____
Barbara S. Smallwood, District Secretary

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