



Board of Trustees
Minutes of Regular Meeting
Tuesday, November 5, 2019
6:00 P.M.
Board Room
Minden-Gardnerville Sanitation District
1790 Hwy. 395
Minden, Nevada

Board Members Present:

Barbara Smallwood
Michael King
Robert Allgeier
Mary Schilling
Ted Thran

Staff Members Present:

Peter Baratti
Cliff Simpson
April Burchett
Anthony LaRocca
Bill Peterson
Bruce Scott

Others Present:

Tim Missamore

Board Members Absent:

None

Meeting called to order at 6:00 p.m. by Barbara Smallwood, Chairman.

Public Comment: There was no public comment.

Chairman's Comment: The Chairman referred to a handout regarding the Park agreement with the County and stated that Peter will discuss this under his report. She had reviewed the Master Plan page on the County's website. She and Peter had attended a meeting where Tom Dallaire had accurately reflected MGSD's position. However, the FAQ page did not address this. After discussions with MGSD and County staff, the language was corrected. Barbara questioned whether it had been corrected in the County's packet for the Commissioner's meeting.

Claims Review and Approval: Motion by Ted Thran to approve the claims received for October, 2019 in the amount of \$53,924.66 plus miscellaneous expenses in the amount of \$4,670.22, and to approve the payroll-related expenses paid during October, 2019 in the amount of \$102,843.07. Seconded by Mary Schilling. Bob asked what Item 11 for Cutting Image actually covers. April explained that they provide printing services. Cliff's business cards had to be reprinted due to an MGSD error. He also asked about Item 14 for First Choice Services. April explained it was the setup fee for a new water cooler as well as two months of charges for coffee service. She anticipated the monthly cost would be between \$60 to \$100. Motion carried [5 ayes (Allgeier, King, Schilling, Smallwood, Thran), 0 nays, 0 abstain, 0 absent].



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Minutes of October 1, 2019 Regular Board Meeting: Motion by Bob Allgeier to approve the minutes of the October 1, 2019 Regular Board Meeting. Seconded by Mike King. There was no discussion on the motion. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

Cogen Services LLC: Represented by Tim Missamore. Peter announced he met with Tim Missamore who came up with an agreement to keep the cogen in working order while keeping our costs down during the digester repair process. He and Tim discussed recoating the windings on the generator. If we accepted the contract today, and then decided to proceed with the work, we would have to cover the recoating cost. He was wondering if Tim would be willing to hold off on the contract approval until after these items are completed. Tim Missamore agreed that the down time would be a good time to take care of the equipment maintenance. The generator has been performing well, it has a small knock but it is performing well. Usually a generator just stops working, and then they need to replace it. If we can maintain and rebuild it now, we would be good for about 40,000 to 50,000 hours, or about 10 years. Pete asked about delaying the contract modification, and Tim said that MGSD would not be billed for the regular maintenance while the unit was out for reconditioning. Peter said we have many pumps that have been sent out for rebuild and it is substantially less costly than buying a new one. Tim noted that the last time the cogen was down, MGSD spent \$35,000 just to get it restarted. It would be better to maintain it now. We can restart it once a week during the down time to make sure it's running properly. And the costs in the modified agreement reflect that service. If we pull out the generator for rebuild, he will not bill for maintenance while the generator is offsite. He believes in the project, and this is the cleanest and best run plant that he has seen. Bruce clarified that there are two items to be considered at this time, the modified maintenance agreement and the generator rebuild. Peter asked if the agreement is temporary, and Tim said it is.

Barbara clarified that we are temporarily modifying the current agreement and deciding whether to pull it out for rebuild. Bob asked how many hours are on the unit now, and Peter said about 40,000. Bob asked how many hours would we expect the system to operate with the current generator. Tim said that there isn't a lot of testing that can be done to see when a generator is going to fail. He said it depends on the environment. Discussion followed regarding MGSD's experience with rebuilding equipment. Peter said the rebuild can sometimes find some additional things wrong with the equipment. Barbara clarified that the knock did not appear to be a problem, and Tim agreed. Bob asked about a backup generator, and Pete said we didn't have one. Bob asked what happens if it fails, and Tim said it would have to be replaced. The cost to replace one is about twice as much as a rebuild, and we are trying to prevent it from failing. Peter emphasized that the equipment is owned by MGSD, and he feels it is our responsibility to maintain it to the best of our ability.

Peter noted that the modified contract amount is about 50% of the regular monthly maintenance amount. Bob asked if the generator is removed and taken to the rebuilder or will the repair occur at the plant, and



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Tim said it will need to be shipped to them. Bob asked how long it would take, and Tim said he will need to get with the repair company and let them know what we need in order to get a time frame. Tim said by being proactive, we are avoiding the down time during a period when the unit could be working, which would cost the District the lost time. Ted stated that he would rather be proactive, and it would cost us much less to rebuild it than to replace it. Mike said he agreed with being proactive, and was curious about whether the repair cost would be on a time and materials basis as opposed to a lump sum basis. Tim said he can get a cost estimate from them. Mike was concerned that if we told the repair service that it would take the digester 9 months to be repaired, the generator recoating would not occur on a timely basis. Tim said he will tell them we need it right away. Mike appreciated Tim working with us, he noted the modified monthly agreement amount of \$2,500 per month under Exhibit D, and compared it to Item 32 on the cost sheet of \$4,118.88, and Tim confirmed the temporary fee will be \$2,500 per month while the digester is down. **Motion by Bob Allgeier to approve the Agreement between Minden-Gardnerville Sanitation District and Cogen Service LLC to modify the cogen maintenance contract #712013, dated May 1, 2013 with SDP Energy.** Seconded by Ted Thran. There was no further discussion. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent]. The Board directed Peter to work with Mr. Missamore to come up with a time frame and cost for rebuilding the generator and present the information to the board at a future meeting.

MGSD Lien Finance Charge: April explained that she and Bill Peterson discussed whether this increase would need a business impact statement, and they concluded that it did not, since it is a pass-through cost for a fee implemented by the County. **Motion by Mike King to increase the finance charge for lien filings against delinquent accounts from \$100.00 to \$106.00 effective January 1, 2020, to reflect the increase to the document recording fee of \$3.00 per document implemented by the Douglas County Recorder.** Seconded by Ted Thran. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

MGSD Petty Cash Fund: April stated that the Board recommended this increase last month, and she needed a motion to formalize this. **Motion by Ted Thran to increase the funds available in the office petty cash fund from \$300.00 to \$500.00.** Seconded by Mary Schilling. Motion carried [5 ayes (Allgeier, King, Smallwood, Schilling, Thran), 0 nays, 0 abstain, 0 absent].

Attorney-Client Conference: Bill had nothing to report.

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



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NDOT Hwy. 395 project: Bruce had a meeting with NDOT today regarding their project from First St. to Waterloo. NDOT may be putting in some significant drainage improvements within the right-of-way, and they asked us for information on the sewer mains in the right-of-way. Presley Cochran from RCI is putting together a map showing the potential manholes and he will coordinate with Cliff and Peter to get manhole depths. He also let them know we'll be doing work in a portion of that area as well. Bill asked if they are going to request that we move the lines, and Bruce said we can't disrupt those lines. Peter noted that MGSD staff has also been working with their staff on mapping in that area. Peter has the same concern about the lines and manholes in that area, and we need to be closely involved in this project. It will also be a good time for us to perform some repair items. Bruce noted his meeting today was with the hydraulics group, while Peter and April have been dealing with right-of-way staff. We will be dealing with drainage throughout this project as well. It will take some additional liaison with their staff to make sure everyone is in the loop.

Sawmill Rd. Project: Bruce had an inquiry regarding a property off of Pinenut Rd. that is adjacent to the Service Area Boundary and to the Corley Ranch. We have sewer in the vicinity. He wanted to informally ask the Board their thoughts on a service area boundary change. Bob asked how many edu's are being considered, and Bruce said it is zoned Limited Industrial, and he estimated 50 to 100 units. He noted that there are other industrial facilities in the vicinity. Most of them are on septic, while Aervoe Pacific has a small package plant to serve their area. He didn't think the County would be willing to expand their service area to include that location. Bruce felt personally that it would be better for MGSD to serve it since it would be gravity fed. He noted that there is no problem going under the Allerman Canal. Barbara asked if the applicant would pay the charges to come into the District, and Bruce said they would be charged all those costs. Barbara also clarified that the applicant is requesting this, rather than a County requirement, and Bruce confirmed this was the case. Bruce asked Bill his thoughts, and discussion followed regarding past service boundary changes. Bill did not see a problem with it. Bill cautioned that whenever we do something like that, it opens the door for others to request the same thing. Bruce stated that the other developed properties in the area preclude it. Discussion followed regarding the difference between this request and the County's request in the area of Muller Parkway in Minden. Bruce noted that years ago the sewer wasn't near to the Sawmill area. Barbara agreed that this is a different situation from the County's request, since it is already zoned, and it would be gravity flow. The Board agreed to have the developer make an application to MGSD for consideration. Peter felt that we have the elevation to serve it by gravity. He and the developer discussed the manhole depths in the area. Peter felt it would be good for MGSD to serve it.

Hwy. 395 Line Cleaning and Televising: Bruce stated that the Hwy. 395 work is ongoing for the televising and cleaning of the 15" line.

GRGID Interceptor: Bruce stated that RCI has been trying to get information regarding a thorough review of the corrosion of the siphon under the Carson River, but the cost of determining the extent of the corrosion may be expensive. He recommended bypassing the evaluation and just go straight to lining it.



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The Board directed Bruce to directly move forward with the lining. It's an older line, so we know it will need to be repaired. Bruce said he will try to have additional information by next meeting.

Bob asked about the cones on the east side of Hwy 395. Bruce said it is for our cleaning and televising project.

Mike asked about the status of a letter to R.O. Anderson Engineering regarding the problem with the Monte Vista project on Ironwood Dr. Bruce said he was waiting until they finished. He will write a letter to them and include it in the engineer's report in the packet.

Mike asked about the getting the rehab items done. Bruce said they are working on it, focusing on two crossings in Hwy. 395 near the Haas Center and at the Oxoby mobile home park. He anticipated that they would go to bid for rehab next summer. We have been focusing on the televising and cleaning, and we may run into some manhole repair.

District Manager's Report: Peter Baratti reported on the following items:

Projects from October meeting:

- Green Meadows Mobile Home Park Pre-Application: the owner reviewed the proposed changes with Peter, and it doesn't appear to be a viable project.
- Jessica Lane HOA: we haven't heard anything further.
- Hussman Duplex: the change from a duplex to a single family residence is underway. Peter stated that the building is currently served by a single lateral, so he didn't anticipate any changes needed to the lateral. In addition, we found an as-built for the property which also shows one lateral.
- He is updating the sewer fees memo. He has left a message with Shele Pandl but has not had a return call. He hoped to have something ready for Board review at next month's meeting.

Training: The Training dates noted in the District Manager's report are actually November 13th and 14th.

Compliance: The five-year discharge permit has been submitted to the State and has been accepted. The quarterly reports (DMR's) have also been submitted. The NDEP staff will be back to help with fourth quarter DMR's. NDEP has a new e-filing system, so it's been a learning curve for their staff as well. The priority pollutants and biosolids reports will be next. He is in contact with the appropriate state staff in order to get that information together for submittal.

Staff Items: We are doing some cross-training with Anthony LaRocca so he can learn some of the tasks in the front office. His gift for meticulousness works well with the administrative tasks that need to be performed. This is being done to help out during sick and vacation periods in the front office.



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Audit Status: Peter reported that we have had a rough time getting communication from the auditor. The State notified Peter that we have an upcoming deadline; otherwise, an extension will need to be filed. He expressed the urgency to the auditors. They will have someone here next week to work on the current audit. Ted also sent out an email to them which helped with the contact with Casey Neilon. It appears they will meet the deadline. The past 3 years appear to be completed and are awaiting to be stamped.

Projects in the District:

- An initial map for the Downs at Monte Vista has been submitted in the Lucerne St. area.

Peter stated he did a tour today with staff from Baker Hughes. They were impressed with our facility.

Plant Maintenance/Repair: The staff has been performing regular fall plant maintenance items. They are realigning the rock at ponds to finish the road on top of the dike. Weed abatement will proceed after this is complete. The pond area is looking very clean right now, and we will attempt to keep them that way.

GRGID: Peter met with Greg Reed, and he referred to the letter from GRGID included in the packet. Peter noted an error on the letter, and stated the reference is from the 1974 agreement. Peter asked how the Board preferred to handle a response. Greg's assertion was that the line to the River would be theirs to maintain, but is questioning line from River to the plant. Peter stated he purchased one more Smartcover manhole to measure the flow from GRGID at the plant to compare the numbers with the existing manhole that measures GRGID's flow. Bob said we need to enforce the contracts and he feels that GRGID is fairly treated. The Board directed Peter, Bill, and Bruce to coordinate a response. Bill and Bruce felt that a simple response from Peter would be appropriate.

Barbara asked about what defines a public records request by MGSD's standards. Discussion followed regarding what constitutes a public request. April stated that so few requests are made by the public, that she considers any request made by a member of the public to be a public records request and is treated as such.

Discussion followed regarding April's email response to the County for Thursday's Commissioner's meeting. April and Peter stated that we preferred having representation at these types of meetings, but there was no staff available. April sent an email to County staff to outline MGSD's position.

Mike asked about the item on the District Manager's report regarding looking at the fees, and Pete stated that staff is spending a large amount of time on line and manhole inspection. Our fee is only \$50, and that fee has not been revisited in over 15 years. He would like to open a conversation regarding some of the fees we're charging. The Board directed staff to coordinate with Bill Peterson to come up with the correct method to adjust this fee.



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District Manager continued below after Board Comment.

Administrative Report by Staff: April reported on liens filed. Out of the 30 potential liens to be filed shown on the October report, only 4 of them actually had liens placed. The other past-due accounts had been paid. In addition, an additional lien was filed because we received notice that the owner was filing bankruptcy and there was a past due amount shown on their account.

Board Comment: Bob discussed the history of the Digester 3 lid repair, resulting from a situation where there was freezing in the line feeding the digester. He wanted to make certain that the plant’s staff members are aware of the importance of looking at the equipment properly during the cold weather. He also wanted to ensure there are written instructions for the equipment that are vulnerable to cold weather. He will talk more next month about the Digester 3 repair. Peter said we implemented insulation and heat tape on the pipes. We also require that the equipment be cleaned daily.

District Manager Report (continued): Peter met with Smith and Loveless regarding the equipment for the grit removal channel. They believe they can provide us with the equipment and gear for the MGSD staff to install it. He would like to move forward with that to have the staff perform it in the spring. The cost will be about \$100,000 and it has been budgeted for \$200,000 under the capital budget. He asked for the Board’s thoughts on moving forward on this. This is another process that doesn’t have a redundancy, so he would like to keep it in good working order. The Board directed Peter to bring forward the actual costs at next month’s meeting.

Peter also noted that we have been spending quite a bit of money on the belt press recently.

Public Comment: There was no public comment.

Meeting adjourned 7:55 p.m.

Approved by the Board of Trustees as presented on:

12/3/2019 _____ By Ted Thran _____
Date Ted Thran, District Secretary

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