Board of Trustees

Minutes of Special Meeting

Tuesday, May 19, 2020

10:00 A.M.

Board Room

Minden-Gardnerville Sanitation District

1790 Hwy. 395

Minden, Nevada

*Board Members Present*: *Staff Members Present: Others Present:*

Barbara Smallwood Peter Baratti None

Robert Allgeier April Burchett

Ted Thran Bruce Scott

Michael King Bill Peterson

Mary Schilling

*Board Members Absent*:

None

***Meeting called to order at 10:00 a.m. by Barbara Smallwood, Chairman.***

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

***Re-Approval of Minutes from March 3, 2020 Regular Board Meeting*** – Bruce stated that he was unable to note the correction at the April 7th meeting. **Motion by Bob Allgeier to revoke the motion for the approval of the minutes of the March 3, 2020 Regular Board Meeting that was approved at the April 7, 2020 Regular Board Meeting, and to approve the minutes of the March 3, 2020 Regular Board Meeting with a change to the wording on Page 4 under the GRGID Interceptor portion of the Engineer’s Report to delete the words “to Hwy. 88” and replace them with “upstream to Centerville Lane” so the sentence reads, “The overall cost would be $600,000 -$800,000 from the siphon upstream to Centerville Lane.”** Seconded by Ted Thran. Motion carried [Vote: 5 ayes (Smallwood, Allgeier, King, Thran, Schilling); 0 nay; 0 abstain; 0 absent].

***Heybourne Meadows Portions Ph. IVA, IVB, and V As-Built Approval and Line Acceptance*** – Barbara referenced Bruce's letter included in the packet. Bruce recommended them for approval. Developed paved area immediately south of Buckeye Rd. There will be screwed up phasing references for the remainder of the development. Barbara asked about the item in Bruce's letter regarding the marginal line. There is one stretch that is marginal from the ordinance but it is not marginal from the perspective of functionability issues. **Motion by Mike King to accept the sewer mains for Heybourne Meadows portions of Phases IVA, IVB, and V as shown on the plans from R.O. Anderson Engineering, Inc. stamped March 5, 2020, and to approve the as-built drawings subject to the letter from Resource Concepts, Inc., dated March 10, 2020. All rules, requirements, and regulations of MGSD are to be met and all fees paid.** Seconded by Mary Schilling. Motion carried [Vote: 5 ayes (Smallwood, Allgeier, King, Thran, Schilling); 0 nay; 0 abstain; 0 absent].

***Request for Proposals for Sewer Rate Study*** – April stated that the applicants have both indicated that the week of June 1st works for them, except for June 2nd. Barbara asked for the Board's input. Mike felt that we should be doing electronic meetings and he asked if we really needed to conduct formal presentations for this. One of them was more detailed and took more time to pull out the specifics of MGSD. He felt that one proposal was better than the other, and he doesn't have any questions of either of them. He is prepared to go ahead and select a vendor. Mike asked Bill if we have to conduct interviews, and Bill said it was not required for this type of project. Ted agreed that we don't interview other types of contractors, so it would not be unprecedented to not interview these candidates. Barbara clarified that we can schedule a decision for the June regular Board meeting. **Motion by Mike King to schedule the contract award for the Sewer Rate Study RFP for June 2, 2020 at 6:00 p.m., as outlined in the written proposals but to include the opportunity for the vendors to submit additional information that may be up for consideration.** Seconded by Ted Thran. Barbara felt that we asked for proposals so we should let them say what they want to say, and it sends a bad message. Discussion followed regarding scheduling online meetings. Bruce felt that one possibility is to let the applicants know that the Board will set a meeting to consider the proposals without further input from the applicants. Peter asked if they could supplement their information in a digital format to be included in the packet. Ted suggested having a meeting on June 1st. **Motion withdrawn by King/Thran**. Barbara suggested postponing the June 2nd meeting and rescheduling the regular Board meeting. Discussion followed regarding rescheduling the regular meeting to the second week in June. Bill felt that the June meeting wouldn't be necessary and can be rescheduled to the July meeting, when things may be better. Bill felt that the rate study is going to take a while anyway. Ted felt that we can wait until the July meeting. **Motion by Mike King to conduct the rate study interviews at the July 7 regular meeting, subject to availability and feedback from the applicants and to allow the candidates to refresh their proposals in light of the emergency conditions, and to clarify that this is not a reopening of the proposal process.** Seconded by Ted Thran. Motion carried [Vote: 5 ayes (Smallwood, Allgeier, King, Thran, Schilling); 0 nay; 0 abstain; 0 absent].

***MGSD Equipment Repair and Replacement*** – Peter referred to the list of items included in the packet. Barbara stated that some are capital, some are repair and maintenance, some have higher priorities than others. Ted felt that it was a great list, but he would like to see a prioritization list and a proposed timeline. Peter stated that they are in priority order. The first page lists the more immediate needs.

Belt Press: Bob stated that the current belt press is operating with routine maintenance, and it's only being used 50% to 60% of the time. Putting in an additional belt press would result in exceeding our current processing requirements. Peter stated that the current belt press was put in place 28 years ago, and the idea for an additional belt press was for redundancy rather than flow. It's important because the current belt press is old and the associated equipment, which includes pumps, piping, and the truck, to it are also experiencing degradation. In addition, we’re seeing damage to the building it's housed in due to the hostile environment in the building. We are spending more money on the maintenance and repair of the belt press each year. It was due to be replaced in the 13-14 fiscal year. Bob stated that MGSD has a limit on capital resources. He felt that the repair of Digester 1 was more critical. That particular budget item is beyond what we're capable of funding. At Barbara's request, Peter outlined the reason for the increase in the solids, including the additional low-flow fixtures in new and old houses, resulting in the same flow with less water coming down with the solids. We are now starting to see a slow increase in flows, but we yield more biosolids. Mike stated that in the past we have discussed that if this belt press went down for a significant amount of time, then it would cause problems in the plant and that the possibility of a rental unit was also explored. Mike felt that the flow utilization, corrosion, and degradation are the issues and what would happen if it goes down. He felt we shouldn't keep kicking this project down the road. Mike asked Peter what happens if it breaks, and Peter stated that we would have no ability to process solids, keeping us out of regulatory compliance. Peter addressed the problems with renting a unit, including the problem with availability, lead time to get it on site, technical difficulties with integrating it in MGSD's system, and not being able to run it in the winter since it isn't insulated and we have a long period of freezing conditions. In FY 13-14 it was $1.1 million, and a few years ago it came in at $1.7. We want to keep ourselves from having a several million dollar emergency repair. We also have to look at compliance, and we will be required to conduct an emergency repair by NDEP if it breaks down.

Bob felt that the Digester 1 Cleaning and Concrete Rehab was a critical item and should be put into next year's budget. He also felt that the Boiler Replacement was critical as are the ponds and road maintenance. He asked about whether the labor costs are included in the trickling filter pump item, and Peter said it does include staff labor costs. Peter stated that the Dosing Station Trickling Filter Pump project is not an immediate need, but it will be as we approach 2 million gallons of flow. Barbara asked if GRGID will have to participate in these projects, and Peter said yes. Barbara felt that we need to do a 5 year plan, so we can advise GRGID what will they will need to budget for going forward, and so we can advise our rate payers. She felt the Board needs to discuss these needs between the Board members. We have done an admirable effort in getting to this point in our debates. Bob discussed the Digester 3 cogen system being down during the repair of Digester 2. Mike asked Ted whether there would be a penalty if the Board were approved the money for the projects but didn’t spend it all. Ted said this list is not included in the budget. It's a prioritization list. Peter stated that he would like to add the infrastructure in the hypochlorite building to the list, which would be performed almost entirely by MGSD staff. The Board thanked Peter for his presentation.

***Public Hearing for Tentative Budget for Fiscal Year 2020-2021*** – Peter gave a PowerPoint presentation of the proposed budget. In the Operations budget, Service and Supplies is $1,022,200, an increase of 23.6%, while salaries decreased slightly. In the Capital budget projects include collection system rehab, digester repair, miscellaneous equipment, mosquito abatement, a 3/4 ton pickup purchase, and a new belt press.

Mike asked Bruce about the collection system rehab amount of $350,000. Bruce stated that some of the projects have been reprioritized, and GRGID will also be contributing to the GRGID line, and work in Tenth St. has been performed this year. He would like to spend more, but if we can get the interceptor line funding in place, this amount would be sufficient. Bruce stated that some of the plant improvements are more critical at this time, but we should get going on the GRGID line.

Mike was concerned that some of the things on the equipment list aren't being addressed on the FY 20-21 budget.

Bob asked about the Digester 2 repair of $700,000 as opposed to the contractor’s bid of $800,000. Peter stated that we would spend a portion of the funding in the current fiscal year, and we can move funds from miscellaneous equipment to the digester project next year if needed. Bob was also concerned that the costs don't include engineering or other fees. Peter explained that the money in this year's budget would cover the current engineering billings. Bob stated that projects always cost more than we think. Bob suggested an increase to the amount budgeted for the digester repair. Peter also stated that we increased the miscellaneous equipment budget to allow for any overages on some of the other projects. Discussion followed regarding the budget submittal deadline and augmenting the budget in the future if necessary. **Motion by Mike King to adopt the Final Budget for the FY 2020-2021 with a tax rate of 0.1224**. Seconded by Ted Thran. Motion carried [Vote: 4 ayes (Smallwood, King, Thran, Schilling); 1 nay (Allgeier); 0 abstain; 0 absent].

***Staff Report***: There was no staff report.

***Board Comment***: Bill clarified with Peter that there is no present imminent threat to the public safety with respect to the boilers. Peter stated that both boilers have currently passed inspection, but our maintenance vendor has noted that they will need to be replaced and he agreed that there is not a present threat to the public safety.

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

***Meeting adjourned 12:30 p.m.***

Approved by the Board of Trustees as presented on:

June 2, 2020 By Ted Thran .

Date Ted Thran, District Secretary

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