



Board of Trustees  
Minutes of Regular Meeting  
Tuesday, April 6, 2010  
7:00 P.M.  
Board Room  
Minden-Gardnerville Sanitation District  
1790 Hwy. 395  
Minden, Nevada

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Board Members Present:

Jerome Etchegoyhen  
Michael Henningsen  
Ronald Wilcks  
Mark Dudley  
O.P. Brown, Jr.

Staff Members Present:

Frank Johnson  
Sarah King  
April Burchett  
Bruce Scott  
Mike Rogers

Others Present:

Bob Allgeier  
Ray Wilson

Board Members Absent:

None

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*Meeting called to order at 7:00 p.m.*

**Claims Review and Approval** -- The claims were reviewed by the Board and questions were answered by Frank Johnson and Bruce Scott. **Motion by Michael Henningsen to approve the claims for March, 2010 in the amount of \$48,651.71, and to approve the claims paid during March, 2010 in the amount of \$70,904.87.** Seconded by O.P. Brown, Jr. Motion carried unanimously.

**Minutes of March 2, 2010** – The minutes of March 2, 2010 were reviewed by the Board. **Motion by O.P. Brown, Jr. to accept the minutes of March 2, 2010.** Motion seconded by Ronald Wilcks. Motion carried unanimously.

**Public Comment**— Mr. Wilson and Mr. Allgeier clarified their intentions for running for the Board of Trustees. They wanted the Board to realize that they have the highest respect for the current Board members. They were also impressed that the District does not have any debt. The Board expressed their appreciation of Mr. Wilson and Mr. Allgeier comments.

**MGSD Code of Ordinances** – Frank Johnson read the proposed ordinance regarding the partitioned drains and related floor sinks. Discussion followed regarding crediting a business or reduction in the quarterly fee. Bruce Scott stated that the ordinance is clear that the credit is not retroactive. Frank also noted that if an inspection reveals and lower EDU count, then the quarterly user fee will be lower. Frank stated that this ordinance makes MGSD comparable to other sewer entities with regard to double and triple sinks. **Motion by Ronald Wilcks to approve Ordinance No. 178 adding a provision to MGSD**



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**Code § 6.030(2) delineating the EDU's for partitioned sinks and related floor drains.** Seconded by Mark Dudley. Motion carried unanimously.

**Minden-Gardnerville Sanitation District – Tentative Budget for 2010-2011** – Frank Johnson presented the tentative budget for fiscal year 2010-2011 to the Board and reported that he met with Richard Peters regarding the tentative budget. Frank stated that the proposed operating budget is \$1,743,380.00, a decrease from FY2009-2010, and that the proposed capital budget is increased from FY2009-2010, due to the grease digestion project. Regarding staff salaries, Frank did not include a COLA for the next fiscal year, but did include step increases. Frank pointed out that the salary budget is increasing mostly due to the on-call pay. Frank proposed hiring seasonal help to do grounds and building maintenance for the Board's consideration. The Board requested a list of projects for seasonal employees, and Frank stated that a list would be available at the May regular board meeting. Discussion followed regarding the amount of employee benefits, the non-capital cash flows, and the capital cash flows. Bruce pointed out that the staff will be manning the camera to identify rehabilitation areas, so there are no funds budgeted for rehabilitation for the upcoming fiscal year. Frank stated that it is anticipated that MGSD will still be taking in more cash than spending by the end of FY2010-2011. Bruce emphasized that the Board still does not need to discuss a rate increase, and that the Board is planning ahead for future needs. The proposed capital budget items include the approved grease digestion facility, float switches, coating for primary clarifier #3, the approved accounting program upgrade, a trailer for weed spraying, LEL meters, and line cleaning equipment to clear out tree roots in the sewer mains. **Motion by O.P. Brown, Jr. to approve the tentative budget for fiscal year 2010-2011.** Seconded by Mark Dudley. Motion carried.

**Engineer's Report – NDOT Overlay Project:** Bruce Scott reported that RCI received a letter from NDOT regarding the proposed overlay project on Hwy. 395 from Minden north to Carson City. NDOT will be increasing the capacity from the Martin Slough under the highway to the Klauber Pond. Bruce felt that MGSD should request that NDOT inspect the Klauber Pond dam to make sure it can handle the increased capacity. It isn't MGSD's dam, but it is on MGSD property. MGSD has a 15" line in the area of the highway to be overlaid. Coordination with NDOT will need to occur regarding the line and manhole locations, with the insistence that MGSD is part of the preconstruction meeting and involved in the ongoing inspections. The Board directed that before-and-after photos be taken of the manholes and lines to make sure that no debris ends up in the line during construction. Bruce suggested that MGSD pay for the preconstruction televising, but that the contractor pay for the post construction televising. Discussion followed regarding hiring Hydrotech to perform the televising due to the high volume of traffic on Hwy. 395.

**Oxoby Annexation:** Bruce reported that Robbie Oxoby has applied for annexation for a parcel on Circle Dr. RCI will hold on the completion of the updated district boundary map until the Oxoby annexation is completed in order to include both annexations on the new map.



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Grease Digestion Project: Bruce and Frank met with Bently Agrowdynamics and Summit Plumbing regarding their concerns about a monopoly with respect to grease pumping. Frank and Bruce assured them that the Board did not want to create a monopoly. MGSD legal counsel will be working on agreement language to protect the interests of Bently and other grease pumping firms.

Biosolids Disposal: Bruce reported that RCI staff will be working on the final contract with Bently Agrodynamics for biosolids disposal.

District Manager's Report (see attached report) – Request from Historian Inn: Frank reported that he received a letter from the Historian Inn requesting a partial inactivation of the sewer billing. The property owner would like to close the upstairs rooms. Typically if the water is shut off to the entire property, then the sewer billing is inactivated. For liability reasons, the Gardnerville Water Company won't let the water be shut off to the upstairs rooms for fire suppression reasons. The business is current on their quarterly bill. They are aware that as soon as the rooms are rented, then the quarterly billing will resume. The Board directed Frank to coordinate with Gardnerville Water Company to keep an eye on the water usage, and to suspend the portion of the quarterly user fees applicable to the unused rooms.

Secretary's Report: April Burchett reported that the District Manager's annual review would normally be scheduled for the May meeting. But since the District Manager will be on vacation in May, April recommended that the Board have the public hearing at the June meeting. The Board concurred.

*Meeting adjourned at 8:35 p.m.*

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

By \_\_\_\_\_.