



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, August 8, 2017 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

Jason Spotts, *Chairman*
Carl Spahr, *Vice Chairman*
Don Wilcks, *Treasurer*
Mark Hussman, *Member-at-Large*

Staff Members Present:

Mark Gonzales, *GWC Manager/Engineer*
Kristien Bennett, *GWC Financial Officer*
Tonya Church, *Office Assistant*
Chuck Zumpft, *Attorney*

Jason Spotts called the August 8, 2017 Regular Board meeting to order at 5:03 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the August 8, 2017 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the July 11, 2017 Regular Board Meeting: Mark Hussman made a motion to approve the July 11, 2017 Regular Board Meeting Minutes. Don Wilcks seconded the motion. Motion was approved.

Financial Statements for July 2017: Mark Hussman made a motion to approve the Financial Statements for July 2017. Carl Spahr seconded the motion. Motion was approved.

The Legal Advertisements expense in the amount of \$1719.00 was for the Consumer Confidence Report. The expense was double from the year before. The idea of sending out a Consumer Confidence report to each customer was addressed as it would be less of an expense.

Kristien Bennett reviewed the Health Care Survey which detailed the health, dental and life insurance plans that entities similar to Gardnerville Water Company carry for the employees. Kristien also reviewed GWC's health and dental plan and the costs involved.

Public Comment: There was no public comment

Agenda Item 1: 2016 Audit Presentation by Mark Chase:

Mark Chase reviewed how the Audit process is changing. The Audit is now becoming very focused on fraud and risk.

Mark also complimented the Board on the fact that the Board is very engaged in safeguarding the assets of Gardnerville Water Company and the Audit went smoothly and there were no major concerns.

Agenda Item 2: Old Business

1. Fire Booster Pump Station

Mark Gonzales reviewed the following work completed and remaining on this project:

The warrantee work on north large roll-up door has been completed

The following work needs to be completed:

- A. Warrantee work on HVAC
- B. Telemetry set points for operation
- C. Record drawings and bacteria results to state
- D. Extension on Site Improvement Permit
- E. Retention basin upgrades by GWC staff – deepening the pond and changing the rock.

2. Centerville Lane Project

- A. Plans were submitted to NDOT District 2 Office in Sparks for the encroachment permit. They will not allow the pipe to be abandoned.
- B. A site improvement permit application has been submitted to Douglas County Community Development.
- C. The construction project will be out to bid by the middle to the end of August. Bids will be due at GWC on September 7, 2017. Construction is to be completed by November 15, 2017.

3. Large Meter Replacement

Large meter replacement is going well. Thus far, the following large meters (4” – 6”) have been replaced late night to early morning by GWC staff:

- Carson Valley Medical Center (2)
- Carson Valley Middle School (2)
- Gardnerville Rehabilitation Center (1)
- Brookside Senior Living (1)
- Oxoby Mobile Home Park (1)
- Stodick Park (1)

The following large meters remain to be replaced this year:

- Gardnerville Elementary (1)
- Raley’s (1)
- Haas Center (1)

Agenda Item 3A: Discussion and Possible Action Regarding Interior Painting at 1394 Highway 395

The Gardnerville Water Company requested interior painting bids from area painting companies for the interior painting at 1394 Highway 395 N and exterior trim painting at 1579 Virginia Ranch Rd.

Bids were requested by the following companies:

Company
High Rollers Painting
Silver Elite Painting
Joe's Painting
Top of the Ladder Painting
Tru Coverage Painting
Tom Moore Painting
Greenwood Enterprises
LAPCO
Mountain View Painting
Powers Painting
Graham Painting
Sclafani Painting
Pat Hickey Painting
Stephen Reinhart Painting

Several companies contact GWC to decline the bid as they were too busy. Pat Hickey Painting submitted an estimate for \$1,275.00 for the interior painting of 1394 Hwy 395 with completion in November 2017. Tonya Church as also submitted an estimate \$900.00 for the interior painting of 1394 Hwy 395 with completion in September.

Tonya Church was able to explain qualifications and time line for completing the interior painting job at 1394 Hwy 395.

Recommendation

Staff recommends that the GWC Board of Directors award the interior painting of 1394 Hwy 395 to Tonya Church in the amount of \$900.00.

Carl Spahr made a motion to approve the award for the interior painting at 1394 Hwy 395 to Tonya Church in the amount of \$900.00. Mark Hussman seconded the motion. Motion as approved.

Agenda Item 4: Attorney Report

No Attorney Report.

Agenda Item 5: Manager/Engineer's Report

The following is a recap of work completed by GWC staff in the month of July 2017 along with other items of interest and projects occurring in early August 2017.

1. Meters, Plan Reviews & Impact fees
 - A. There were 65 meters replaced in July 2017.
 - B. There were no plan reviews completed by GWC staff in July 2017.
 - C. There was \$0 in impact fees collected in July 2017.

2. Service Orders

There were 118 service orders completed by GWC staff in July 2017.

3. Locates

There were 25 locates completed by GWC staff in July 2017.

4. Monthly Staff Projects
 - A. Monthly Bacteria Sampling
 - B. Well Maintenance
 - C. Meter Replacement (Large)
 - D. Weed Control

Mark Gonzales met with Washoe Tribe August 8, 2017 to discuss what would be needed in order for the Washoe Tribe to build a RV Park at the Travel Center. Mark will be researching the cost and fixture count for the project.

Agenda Item 5: Board Comments

Mark Hussman commented that it would be economical to use the folding machine to send out the Consumer Confidence Report to each of our customers. Mark also commented that the investment put into the Booster Station will be very helpful to the company in the end and there will be results seen with any growth in the town.

Jason Spotts inquired as to the safety and security of the wells and tanks due to concern regarding political issues being covered in the world news. Mark reviewed the policies that are in place to protect and secure the wells and tanks which went into effect after 9/11.

Agenda Item 6: Adjournment:

Don Wilcks made a motion to adjourn the Board meeting. Carl Spahr seconded the motion. Motion was approved. The meeting was adjourned at 6:13 p.m.