



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, February 9, 2016 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

Mark Hussman, *Chairman*
Jason Spotts, *Vice Chairman*
Don Wilcks, *Treasurer*
Elizabeth Cassinos, *Secretary*
Barbara Henningsen, *Member-at-Large*

Staff Members Present:

Mark Gonzales, *GWC Manager/Engineer*
Kristien Bennett, *GWC Financial Officer*
April Wilson, *GWC Secretary*
Chuck Zumpft, *Attorney*

Public Present

Craig Burnside, Carson Valley Conservancy District

Mark Hussman called the February 9, 2016 Regular Board meeting to order at 5:04 p.m.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the February 9, 2016 Board meeting. Don Wilcks seconded the motion. Motion was approved.

Election of Board Officers

Barbara Henningsen made a motion to retain the current officers for a second one year term. Jason Spotts seconded the motion. Motion was approved.

Minutes of the January 12, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the January 12, 2016 Regular Board Meeting Minutes. Elizabeth Cassinos seconded the motion. Motion was approved.

Financial Statements for January 2016: Jason Spotts made a motion to approve the Financial Statements for January 2016. Elizabeth Cassinos seconded the motion. Motion was approved.

Public Comment: There was no public comment

Agenda Item 1: Old Business:

1. Virginia Ranch Road Phase 2

- A. Anderson Engineering is currently updating the legal descriptions that will be used to construct grant deeds allowing for dedication of land necessary for the Virginia Ranch Road right-of-way. Dedication of property from Gardnerville Water Company, And Away They Go LLC & PEG Land, and possibly Curtis and Sons to Douglas County will be necessary to establish the 60-foot road right-of-way. And Away They Go, LLC & PEG Land purchased the property of the Virginia Ranch Development from Sierra Nevada SW Enterprises, LTD in December, 2015. (Approximately 211 Acres)

Mark will need to contact the new owner of the Virginia Ranch Development to complete the grant deed from the new owner of that property to Douglas County. Mark submitted copies of the Virginia Ranch Road Phases I and II Record Drawings along with field testing results to Tom Dallaire, Town of Gardnerville Manager on January 26th. Tom indicated to Mark that the Town of Gardnerville Board would act on acceptance of the road for maintenance when grant deeds to Douglas County and the Record of Survey showing the new right-of-way have been recorded.

2. Fire Booster Pump Station

The Nevada Bureau of Safe Drinking Water approved the plans for the new fire booster station on January 19th. This approval from the State allows GWC to proceed with final plans for submittal to Douglas County for a building permit and site improvement permit. Mark sat down with Michelle Gamble from Resource Concepts and we came up with the following bidding and construction schedule for the project:

- February 8th Submit SIP/Building Permit application to County
- February 16th Pre-qualification notice to contractors
- March 15th Pre-qualification notices due back from contractors
- March 21st Approval notices out to pre-qualified bidders
- March 28th Notice of bid sent to pre-qualified bidders
- April 14th Mandatory Pre-bid meeting
- April 26th Bid Opening
- May 10th Formal Award at GWC Board meeting
- May-December Construction
- December 31st Substantial Completion

3. Washoe Tribe & Richard Clark Annexation

A. Mark Gonzales spoke with Adam Roney from the NPUC on 2-2-16 regarding the status of the Nevada PUC agenda for the Washoe Tribe/Clark Annexation. Adam informed me that the annexation request is scheduled for February 12, 2016 NPUC Board hearing.

B. A&A Construction completed all testing required by the Nevada Bureau of Safe Drinking Water the week of 1-18-16 and the two day series bacteria tests came back negative (clean) for all the on-site and off-site water infrastructure. The tests results were sent to NBSD on 1-22-16 and later that day Mark received approval to place the onsite and offsite water infrastructure in service. A water meter was installed at the new Travel Center for the Washoe Tribe on 1-25-16.

C. ARMAC Construction completed work on the CV Med to Muller Parkway waterline project on 1-26-2016. A final report was sent to the Nevada Division of Environmental Protection on 1-26-16 to close out the temporary Permit issued by NDEP for the crossing of the Virginia Canal. A post card close out notice was sent to the Nevada Department of Transportation on 1-26-16 to notify NDOT that Encroachment permit was complete. Washoe Tribe was billed for half of the labor & equipment and material costs, \$63,788 for this project.

Agenda Item 2A: Staff Vacation Leave Accrual

History

The topic of adjustment of the Gardnerville Water Company Staff vacation leave accrual was presented to the Gardnerville Water Company Board at the December 8th Board meeting. The Board tabled the request and asked GWC staff to bring back the item to the next Board meeting with vacation accrual survey from both private and public operations. The item was also rescheduled from the January 12th Board meeting.

Subject Information

The Board was given a copy of the Employee Handbook Vacation Leave earned rate. The information showed the current vacation rate that GWC employees earn with years of employment.

Kristien Bennett also presented the Board an extensive amount of research into private, state and federal agency vacation accrual survey.

Recommendation

Staff recommends the Board consider adopting Suggestion #1 or Suggestion #2 on the Vacation Accrual Survey.

Barbara Henningsen made a motion to approve Suggestion #1 of the Vacation Accrual Survey and changing it to 15 + years: 0 to 5 years -80 hours, 5 to 10 years – 120 hours, 10 to 15 years – 144 hours, and 15 + years – 144 hours, and 15 + years – 160 hours. Don Wilcks seconded the motion. Motion approved.

Agenda Item 2B: Discussion and Possible Action Regarding Construction Water Rate Increase:

History

The construction water rate has been the same rate for over 15 years. The past five years of usage and income is as follows:

Year	Usage	Income
2011	800,180	\$2,400.54
2012	11,073,977	\$33,221.93
2013	6,503,036	\$19,509.11
2014	2,089,110	\$6,267.33
2015	4,484,590	\$13,453.77
5 Year Average	4,990,179	\$14,970.54

Subject Information

Kristen Bennett completed a survey of other water utilities construction water rates.

Water Utility	Rate (per 1,000)	Monthly Fee
Douglas County	\$4.00	\$125.00
Town of Minden	\$1.85	\$50.00
Carson City	\$3.82	\$27.30
Washoe County	\$2.00	\$50.00
Truckee Meadows	\$3.37	\$33.09
Sun Valley	\$2.34	\$0.00
Churchill County	\$2.60	\$150.00

The nearest 24/7 fill station is behind the Walmart on Topsy Lane. Potential increase of income of 5 year average is \$4,990.18. A \$10.00 account reset fee would be charged for any account that deactivates their account due to entering 3 bad pin numbers. GWC could consider a monthly fee in the future to offset expenses for a card system update and adding required equipment to allow one-time and infrequent users to pay for the construction water via credit card.

Recommendation

Staff recommends that the Board increase the construction water rate to \$4.00 per thousand gallons and add a \$10.00 account reset fee beginning March 1, 2016.

Jason Spotts made a motion to approve the increase of construction water to \$4.00 per thousand gallons. Elizabeth Cassinos seconded the motion. Motion was approved.

Agenda Item 2C: Request from Carson Valley Conservation District Emergency Funding Contribution:

Craig Burnside with the Carson Valley Conservation District was present and made a presentation to the Board members:

The Carson Valley Conservation District one of 28 conservation districts in the State of Nevada. The local conservation district provides the following services within the Carson Valley & Douglas County:

- Carson River stream bank stabilization and restoration projects
- Clearing, snagging and channel maintenance along the Carson River and some tributaries
- Cooperative Weed Management/Invasive Weed Treatment
- Conservation Education
- Nevada Youth Range Camp
- Invasive Weed Treatment and Mapping

The 1997 Flood Event and several other more recent high flow events have reduced the capacity of several sections of the East Fork of the Carson River. Large sand bars have been created and debris has been deposited along river sections that have reduced the carrying capacity (cross sectional area reduction) of the channel.

The Carson Valley Conservation District submitted with the help of Tod Carlini, Douglas County Emergency Management Director/East Fork Fire Chief, has been approaching several area land owners, businesses, and entities for monetary help to fund emergency repairs to a section of the East Fork of the Carson River.

The Carson Valley Conservation District submitted a letter funding contribution to help fund clearing 2800 lineal feet of river bed above the Rocky Slough & Virginia Ditch Diversion Dam. Mark included a copy of an aerial map showing the reach of river that was in need of repair and a letter of support from the Washoe Tribe for the project.

- Barton Hospital was asked to contribute \$10,000, they contributed \$3,000
- Carson Valley Golf Course is paying for permit fees.
- Douglas County is providing \$25,000 administratively once they have found a place to draw funds
- The Carson River Sub conservancy District is providing funds (Unknown amount at this time)
- GRGID is contributing \$15,000

Staff Analysis

The Gardnerville Water Company property behind the office and water storage tanks borders the Virginia Canal with approximately 525 feet along the east side of the GWC property and 700 feet along the North side of the GWC property. There could be some flooding issues from the Carson River that might affect the GWC property through the Virginia Canal if channel improvements are not completed. Just how much flooding would occur is hard to predict without a full scale flood study. Mark indicated to the Board that he does believe that some immediate river channel work would definitely benefit all area properties that are close to the river and irrigation ditches.

Mark also pointed out the one thing that all affected property owners, including GWC, need to realize is that this work proposed for maintenance of the river channel will only fix the situation for a short term. The Carson River needs channel work periodically to ensure there is sufficient capacity for both normal spring run-off and flood flows.

Jason Spotts made a motion to approve a contribution of \$5,000 to the Carson Valley Conservation District, contingent on the work being done before the spring run-off, and funds to come from Emergency account. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 2D: Small Booster Station Meter Replacement:

The 2016 Capital Improvement Plan presented to the GWC Board on January 12th included a line item for the replacement of the Small Booster Station outflow meter along with meter replacements at Well Numbers 3, 6 and 9. The cost for all 4 meter replacements was estimated at \$50,000.

The cost for the new 8-Inch Micro meter along with necessary hardware to install the new meter supplied by Western Nevada Supply will be \$6,439.42.

Recommendation

GWC staff recommended approval of the cost proposal from Western Nevada Supply in the amount of \$6,439.42 for the supply of a new 8-Inch micro meter and installation hardware.

Jason Spotts made a motion to approve the purchase of a new 8-Inch micro meter from Western Nevada Supply in the amount of \$6,439.42. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 2E: Small Booster Station Rehabilitation Hardware:

History

The 2016 Capital Improvement Plan presented to the GWC Board on January 12th included a line item for the Rehabilitation of the Small Booster Station. The operation of the small booster station, water storage tanks and well numbers 6 and 9 depend on a “Clay-Val, mag meter, and standard valve to properly function and serve the upper pressure zone. All these components of the upper pressure zone need to work in tandem and precision. The current Clay Val (Solenoid Valve) and mag meter are not functioning properly and need to be replaced. These pieces of hardware were installed in 1996 when the booster station was built and in time begin to wear out through continued use.

The 2016 Capital Plan estimate for the above hardware replacement and rehabilitation was \$20,000. This estimate included supply of all hardware and possible calibration of the Clay Val Solenoid Valve by Mike Landon from Clay Val Manufacturing.

Western Nevada Supply gave a cost proposal in the amount of \$14,370.82 for supply of a new 8-Inch Clay Val Solenoid valve, new 8-Inch Mag meter, new 8-inch bi-directional gate valve, and hardware. GWC staff are capable of completing installation of the new solenoid, mag meter and hardware if the cost proposal is acceptable.

Recommendation

GWC staff recommended approval of the cost proposal from Western Nevada Supply in the amount of \$14,370.82 for the supply of a new Clay Val solenoid, 8-Inch Mag meter, 8-Inch bi-directional gate valve, and installation hardware.

Barbara Henningsen made a motion to approve the purchase of a new 8-Inch Clay Val Solenoid valve, 8-Inch mag meter, 8-Inch bi-directional gate valve, and installation hardware from Western Nevada Supply in the amount of \$14,370.82. Elizabeth Cassinos seconded the motion. Motion was approved

Agenda Item 3: Attorney Report:

Chuck Zumpft gave a report on his meeting with the Nevada Public Utility Staff regarding water service to a parcel outside of the approved Gardnerville Water Company Service Area Boundary prior to annexation of that parcel. Chuck indicated that the NPUC attorneys were not receptive to allowing GWC to complete a temporary service prior to full annexation approval by the NPUC Board. The NPUC attorneys were in agreement for allowing GWC to wholesale water to an entity outside of the approved GWC Service Area Boundary. Chuck went on to say that service to the Washoe Tribe Travel Center will not be an issue since the NPUC Board will act on the GWC Service Area Boundary expansion on February 12th and the Travel Center is due to open on February 17th.

Chuck also reported that he and Mark Gonzales were currently reviewing the proposed waterline easement for water infrastructure located on the Washoe Tribe parcel.

Agenda Item 4: Manager/Engineer Report:

The following is a recap of work completed by GWC staff in the month of January 2016 along with other projects and events occurring in early February 2016.

1. Meters, Plan Reviews & Impact fees
 - A. There was 4 meters set in January 2016.
 - B. There was one new plan reviews completed in January 2016. An improvement plan review was completed for the Richard Clark Parcel Map waterline improvement plans completed by Lumos & Associates. The waterline improvements for this parcel map involve a waterline loop, fire hydrants and service connections necessary for the 4 parcels that will be created on the 3.27 parcel that is currently the Carson Valley Nursery(located across US 395 from the Carson Valley Medical Center).
 - C. There was \$91,370.00 in impact fees billed in January 2016.
 - D. There was \$28,900 in annexation fees collected in January 2016.
2. Service Orders

There were 56 service orders completed by GWC staff in January 2016.
3. Locates

There were 5 locates completed by GWC staff in January 2016.
4. Monthly Staff Projects
 - A. Monthly Bacteria Sampling
 - B. Well Maintenance
 - C. Construction Inspection Phase 2 Off site Water Washoe Travel Center
 - D. Construction Inspection CV Med to Muller Parkway Water line

Agenda Item 5: Board Comments:

No Board Comments

Agenda Item 6: Adjournment:

Barbara Henningsen made a motion to adjourn the Board meeting. Don Wilcks seconded the motion. Motion was approved. The meeting was adjourned at 7:10 p.m.