



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, February 13, 2018 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*
Barbara Henningsen, *Secretary*
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 February 13, 2018 Regular Board meeting to order at 4:58 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the February 13, 2018 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the January 9, 2018 Regular Board Meeting: Barbara Henningsen made a motion to approve the January 9, 2018 Regular Board Meeting Minutes. Carl Spahr seconded the motion. Motion was approved.

Financial Statements for January 2018: Barbara Henningsen made a motion to approve the January 2018 Financial Statements. Don Wilcks seconded the motion. Motion was approved.

Public Comment: There was no public comment

Agenda Item 1A: Annexation Request by Corley Ranches of the Farmstead at Corley Ranch

Mark Gonzales reviewed the request for the annexation request by Corley Ranches of The Farmstead at Corley Ranch.

The Gardnerville Water Company has received a request from the Corley Ranches for annexation of approximately 130.55 acres of property located south of Pinenut Road. (See attached Exhibit and Vicinity Maps. EXHIBITS A & B)

Annexation Application Requirements

The applicant has satisfied the initial requirements of service area expansion as defined in the GWC Rules and Regulations.

Expansion of Service Area Annexation Agreement

The application is presented to the GWC Board for approval or denial of the application. If the application is approved by the Board the applicant is required to enter into an annexation agreement with GWC that includes required fees and costs for completing an application for service area expansion to the Nevada Public Utilities Commission (PUC) for approval.

The annexation agreement also will include a requirement to provide a cash advance deposit to GWC to cover anticipated costs for the preparation of an annexation agreement by the GWC attorney, PUC report preparation by GWC staff, a water model analysis by the GWC engineering consultant, PUC application fees, newspaper legal ad cost, completion of adjusted service area boundary description by GWC engineering consultant, completion of adjusted Service Area Boundary Map, report drafting, and any other costs necessary to obtain PUC approval. The annexation agreement includes annexation fees required at \$500.00 per acre annexed and a prescribed time period for payment of the \$65,275.00 annexation fee. Water Rights fees options are also defined in the annexation agreement giving the applicant the option to pay for water rights for the development at the time of annexation or at the time of connection.

Annexation Information

The applicants' consultant has provided the following information as part of the annexation application:

- Total Area Annexed – 130.55 acres
- Development Plan – See attached Color Exhibit C
- Uses Plan – See attached Color Exhibit D
- Estimate of Water Usage – See attached Exhibit E

Recommendation

Staff recommended Board approval of the annexation request for the Corley Ranches Farmstead at Corley Ranch APN 1220-14-000-007, 130.55± acres subject to the following conditions:

1. GWC staff shall prepare an estimate of the costs for the preparation of the PUC and BSDW applications including legal, engineering, mapping, and report preparation and submit the estimate to the Applicant. The Applicant shall submit a cash deposit to GWC in the amount of the estimated costs described above. **The cash deposit shall be made prior to any staff, legal counsel, or engineering consultant completing any work on the annexation project.**
2. The applicant enter into an annexation agreement with the Gardnerville Water Company (GWC). The annexation agreement shall include requirements for the applicant to provide a cash advance to GWC to cover the GWC estimate of costs for legal, engineering and other essential services incurred by GWC to obtain the required PUC and Nevada Bureau of Safe Drinking Water (BSDW) approvals for annexation of the Applicants Development.
3. The Applicant and Parcel are subject to all current GWC domestic and fire impact fees.

4. The Applicant is responsible for any onsite or off site water improvements that may be necessary to accommodate domestic and fire flow for any proposed development project on the parcel.
5. The Applicant shall agree to comply with all provisions of the GWC and PUC tariffs along with conditions included in the GWC Rules and Regulations.
6. That resale of water supplied by GWC to the Applicant is forbidden.
7. That water only be used within the confines of the area annexed.
8. That GWC retain the right to inspect all areas of the facilities for compliance with GWC Rules and Regulations.
9. That all monies owed to GWC be deposited in advance.

Mark Neuffer and Nina Porcelli Fenn with Alta Consulting gave a presentation on behalf of the Corley Ranch reviewing the master plan for a Farm to Table Community concept and shared Exhibit D, Proposed Uses Plan for the 130.5 acres to be annexed. The community would be a 55+ community, which would could include a working ranch and farm that provides produce for a farmers market, a possible restaurant/café, local gardens and greenhouses, a community garden, and a central point with a barn, orchard, where the community can gather and be centered around healthy living. It is a mix of agricultural landscape and residential landscape.

Mark Gonzales reviewed how much water GWC has available. Virginia Ranch, north of Toler Lane and Corely Ranch are all in the process of developing. The water would go to the first to begin, and there will be an analysis to determine when another well would be needed.

Barbara Henningsen made a motion to adopt the GWC staff's recommendation to approve the annexation request for Corley Ranches of The Farmstead at Corley Ranch which include the above 9 conditions. Mark Hussman seconded the motion. Motion was approved.

Agenda Item 1B: Discussion and Possible Action Regarding Award of Water Tank Site Location and Waterline Survey

Mark Gonzales reviewed the history of the Water Tank Site Location and the Waterline Survey:

The Gardnerville Water Company budgeted \$50,000 for the BLM High Pressure Survey. This project was set up with the understanding that a BLM permit for a tank site was in the near future.

Due to an uncertain time frame for BLM processing the GWC tank site application, an alternative location for a tank site east of Gardnerville was determined as a more viable solution. The location and tank alternative east of Gardnerville on an industrial zoned parcel requires survey and mapping of the proposed tank site along with an access route, waterline routes to and from the proposed tank site and a parcel map to create the tank site parcel.

Survey Bid Proposals

Gardnerville Water Company requested cost proposals for completion of the attached Listing of Deliverables. RFPs were sent to Resource Concepts Inc. and RO Anderson Engineering. Also See Attached Exhibit "A".

Bid Proposals Results

The following bid proposals were received by GWC for the GWC Water Tank Site Location Survey:

1. Resource Concepts Inc. - \$36,700.00
2. RO Anderson Engineering - \$47,745.00

Recommendation

Staff recommended award of the GWC Tank Site and Waterline Survey to Resource Concepts, Inc. in the amount of \$36,700.00.

Carl Spahr made a motion to adopt the GWC staff's recommendation to award of the GWC Tank Site and Waterline Survey to Resource Concepts, Inc. in the amount of \$36,700.00. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 2: Old Business

1. Centerville Lane Waterline Replacement Project

The Nevada Department of Transportation (NDOT) Right-of-Way Division has contacted Mark Gonzales with questions regarding the GWC waterline project that was completed. NDOT has not been able to give Mark a time frame for their Cottonwood Slough Bridge widening project, but are now in the process of finalizing construction plans for their project.

2. Tank Diving & Inspection Project

Potable Divers from Eagle Mountain, Utah was to start the Diving and Inspection project on Tuesday February 13th at 7:30 am. Due to another project falling behind, the project is scheduled to start Wednesday February 14th.

Agenda Item 3A: Attorney Report: Discussion and Possible Action Regarding Spinnato Easement on Centerville Lane.

Chuck Zumpft has been working with Justin Clouser to obtain a Water Easement in recorded form from the Spinnatos. The Spinnatos have not yet signed the paperwork. Chuck reviewed the different options to consider in order to obtain the Water Easement.

Attached for reference are the following:

- Spinnato Water Easement
- Correspondence to Justin Clouser from Chuck Zumpft
- Email from Chuck Zumpft to Justin Clouser

The consensus of the board is that Chuck follow up with Justin Clouser and work out how to go about getting the Water Easement paperwork signed.

Agenda Item 4: Manager/Engineer's Report

The following is a recap of work completed by GWC staff in the month of January 2018 along with other items of interest and projects occurring in early February 2018.

1. Meters, Plan Reviews & Impact fees
 - A. There were 24 meters replaced in January 2018.
 - B. There was one (1) plan review completed in January 2018. GWC staff reviewed the pre-application submittal for Olde Town Village which is located at 1206 Gillman Avenue. This project is the combination of three existing parcels located between Pebble Creek Apartment complex on the west, Spinnato parcel on the South and Mark Hussman on the North. The developer is exploring the possibility of building a 16 unit apartment complex in this site.
 - C. There were \$0 in impact fees collected in January 2018.

2. Service Orders

There were 97 service orders completed by GWC staff in January 2018.

3. Locates

There were 10 locates completed by GWC staff in January 2018.

4. Monthly Staff Projects
 - A. Monthly Bacteria Sampling
 - B. Well Maintenance
 - C. Flushing system, hydrant flushing

5. Distribution Operator 3 Test

Jonas Austin will be taking the Nevada Distribution Operator 3 test in September of this year. Jonas has been attending review classes at the Town of Minden that started on February 6, 2018. The review classes are free and put on by the Nevada Rural Water Association.

6. Manager Replacement Board Meeting

The Board made plans to have a lunch meeting on February 21, 2018, in order to review the requirements for the Manager / Engineer position that will need to be filled and determine the direction in which to go to fill the position in the near future.

Agenda Item 5: Board Comments

There were no Board Comments.

Agenda Item 6: Adjournment:

Mark Hussman made a motion to adjourn the Board meeting. Carl Spahr seconded the motion. Motion was approved. The meeting was adjourned at 6:22 p.m.