



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, January 10, 2017 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

Jason Spotts, *Chairman*
Carl Sphear, *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*
Chuck Zumpft, *Attorney*
Tonya Church, *Office Assistant*

Jason Spotts called the January 10, 2017 Regular Board meeting to order at 5:44 p.m.

Approval of Agenda: Mark Hussman made a motion to approve the Agenda for the January 10, 2017 Board meeting. Don Wilcks seconded the motion. Motion was approved.

Minutes of the December 13, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the December 13, 2016 Regular Board Meeting Minutes. Mark Hussman seconded the motion. Motion was approved.

Financial Statements for December 2016: Don Wilcks made a motion to approve the Financial Statements for December 2016. Barbara Henningsen seconded the motion. Motion was approved.

Public Comment: There was no public comment

Agenda Item 1: Old Business:

1. Fire Booster Pump Station

Mark Gonzales reviewed the following construction activity that has been completed on the Fire Booster Station Project in December and early January:

- Sill Plate installation
- Truss installation
- Roof Board
- Facia
- Roof Hatches Framing
- 1.5 Million Gallon Tank cleaning by GWC staff

Mark reviewed the construction activity scheduled for January:

- Roof installation

- Door installation
- 3-Phase Power Exterior Panel & Connection
- 500kw Generator installation
- Interior electrical

2. Virginia Ranch Road Phase 2

Mark explained that Douglas County rejected the grant deeds that were completed and asked that new deeds be constructed to their approved format. New deeds were constructed and approved for format by the County Engineer. Once the new deeds are signed and notarized, the Douglas County Engineer will take the documents to the Board of County Commissioners for approval in early February.

3. Centerville Lane & Muller to Carson Valley Medical Projects

A. Centerville Lane Project

Resource Concepts has completed field topo work on Centerville Lane and is now working on the completion of topographic base sheets. Mark will use the base sheets to complete preliminary design of the water improvements

B. Muller Parkway to Carson Valley Medical Project

The Carson Valley Medical Center approved allowing access onto their property for surveying and field investigation on December 16, 2016. GWC staff has called in utility locates and these were completed. Once the weather conditions improve, the GWC staff will pothole the two waterline dead ends. When this is possible, RCI will then complete their field topo surveying.

Agenda Item 2A: Discussion and Possible Action Regarding Replacement of Server

The GWC server was purchased in February 2011 and is recommended by E Squared C, GWC's IT Service Company, to replace the server every five years and workstations every three years. The current server is running at 87% capacity and has crashed 3 times in 2016. The current server is also running SQL Server 2003 and needs to be updated to SQL Server 2016 to allow for software upgrades.

The new Server would include the following:

Server Description

PowerEdge T330 Server
600GB Hard Drive
16GB RAM Memory
3 Year Warranty
Windows SQL 2016 Server License
Window Office 365 Business Premium

The quote from E Squared C, in the amount of \$11,805.72, is for the Server, labor to migrate all software and GWC documents to the new server and Windows Office 365 for all emails and computers.

This is the only IT Company in the area with the expertise to do this upgrade, are very familiar with Caselle, and have done work for GWC in the past.

Recommendation

Staff recommends awarding the GWC server replacement to E Squared C, with the cost not to exceed \$11,805.72.

Carl Spahr made a motion to approve the purchase of the new server from E Squared C in the amount of \$11,805.72. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 2B: Discussion and Possible Action Regarding Upgrading of Caselle Software

In 2007 GWC switched their utility software. At that time GWC received the latest software package that Caselle had. Now 10 years later, GWC needs to update to the new Caselle Software Assurance. With Software Assurance that means consistent enhancements, updates, upgrades and new features in Caselle software. It's a technology community that's always progressing.

Each time a new version of the licensed Caselle modules is released, GWC gets the update or upgrade immediately, without paying for full-price versions. Included is unlimited updates and upgrades for the life of the support agreement. As a Software Assurance client, GWC will have unlimited access to telephone and email support. Caselle will no longer support payroll tax formulas and forms as of December 31, 2017.

Also Requested is the purchase of 2 new modules: Asset Management and Project Accounting.

Asset Management - With this software, the capitalization or depreciation of the assets owned by GWC can be tracked in an effective way that makes the year-end financial report simple and stress-free. Being able to track assets by department and classification, and easily update information to General Ledger for seamless reporting are other benefits.

Project Accounting - This application is a comprehensive solution for tracking all aspects of a job, from start to finish. Seamless integration with other Caselle applications allows for accumulating all project costs. With this software, being able to track where all money is going is possible, and then being able to use that information to create a realistic budget and estimate the total cost of the project at hand. Project Accounting also allows for projects to cross fiscal years, keeping it easy to manage year-end information even with ongoing projects.

Purchase of both the Asset Management and Project Accounting modules will save Kristien a lot of time because currently everything is entered twice: once into Caselle and once into Excel.

Costs – the Software Assurance is a monthly fee of \$1,100 with a 5% discount if paid annually. The Asset Management and Project Accounting modules is \$9,225, this includes a 25% discount.

Recommendation

Staff recommends upgrading the Caselle software to the Software Assurance at a monthly fee of \$1,100 and purchase the Asset Management and Project Accounting modules for \$9,225.

Barbara Henningsen made a motion to upgrade the Caselle software to the Software Assurance at a montly fee of \$1,100 with a 5% discount when paid annually and purchase the Asset Management and Project Accounting modules for \$9,225. Carl Sphar seconded the motion. Motion was approved.

Agenda Item 2C: Discussion and Possible Action Regarding In House Webinar Cost for Mark Gonzales, Drinking Water Treatment Technology

Mark Gonzales would like the opportunity to register and attend an In House Webinar series on Drinking Water Technology put on by the American Society of Civil Engineers (ASCE).

Mark is seeking approval for the registration fee that covers the weekly webinar series between Monday January 23, 2017 and Friday April 14, 2017. The 12 week course will involve 2.5 hours per week of sit down time at GWC that includes video lectures, interactive exercises, case studies and weekly board topics to help master the course material.

Course Benefits & Learning Outcomes

- Find out what new technologies can be applied to disinfect water to the same degree as we can detect contaminants.
- Identify various chemicals used in groundwater treatment and how they are used.
- Understand the more common technologies deployed for the removal of contaminates found in groundwater.
- Distinguish the technologies available for the removal of naturally occurring compounds from the technologies available for the removal of “man-made” contaminants such as Volatile Organic Compounds (VOCs), nitrates and arsenic including new technologies.
- Groundwater Contaminant Removal including Iron and Manganese removal, Nitrate removal, Arsenic removal, and Organics removal.
- Aquifer Storage and Recovery
- Corrosion control
- Prevention of Nitrification
- Contaminant Prevention
- Monitoring Technologies
- Cleaning and Flushing Technologies
- Developing Marginal Water Supplies
- Groundwater Treatment
- Chemical Feed Systems
- Filtration
- Clarification
- Surface Water Treatment Overview
- Residuals Handling from Water Treatment

Professional Development Hours

Completion of the coursework allows for acquiring 20 Professional Development Hours. These hours can then be used for Renewal of Professional Engineers Registration and possibly Nevada Bureau of Safe Drinking Water Distribution 3 renewal.

Cost of Webinar Series

The cost to engage in the 12 week webinar series is \$1695.00 as a member of ASCE. Non-members pay \$1995.00.

Mark will also make the webinar available to any GWC staff that is able to attend.

Recommendation

Staff recommends the Board allow Mark Gonzales to register and take the 12 week webinar course from ASCE titled Drinking Water Treatment Technology.

Barbara Henningsen made a motion that Mark Gonzales register and attend an In House Webinar series on Drinking Water Technology at the cost of \$1695.00. Carl Sphar seconded the motion. Motion was approved.

Agenda Item 2D: Discussion and Possible Action Regarding Award of Contract to Carson Pump for Rehabilitation of GWC Well Number 7

Rehabilitation of the Gardnerville Water Company Well Number 7 is included within the 2017 Capital Plan as presented in the Annual Meeting of the Members at an estimated cost of \$30,000.

Well Number 7 is located at 1355 Wilson Circle, which is west of Lampe Park in the Sunset Park Subdivision. Well Number 7 was placed into service in 1985 as a part of the Sunset Park Subdivision. The well is 300 feet deep and is equipped with a 125 horse power submersible pump capable of pumping up to 1400 gallons per minute. Well Number 7 is one of the main wells supplying water to the lower pressure zone within the GWC service area.

The attached proposal from Carson Pump would include completion of the following:

1. Completion of a video of the well casing interior to determine the condition of the well perforations and well casing prior to cleaning.
2. Brushing and swabbing of the casing and perforations to remove incrustations that form around the sides of the casing and perforated screens.
3. Addition of Muriatic Acid to help break loose any remaining incrustations from the casing and screens.
4. Second swabbing of casing and screens.
5. Cleaning remaining debris from well.
6. Complete new video of cleaned well and disinfect well.

In addition to cleaning the well casing and screens, Carson Pump will inspect the existing pump impellor, wiring, and column pipe (water supply pipe) to determine if any repair or replacement is necessary to these parts of the operation while they have the equipment out of the well.

The motor for the submersible pump would be removed and taken to a machine testing firm to determine if any repairs are necessary.

Attached was a copy of the cost proposal from Carson Pump to complete the project.

Concern was expressed over the cost of a new pump should one be needed. Mark explained that it is very rare to replace a pump completely, but instead have the pump refurbished.

Recommendation

Staff recommends award of a contract to Carson Pump, LLC for the rehabilitation of Well Number 7 as included in the 1/5/17 cost estimate from Carson Pump in the amount of \$28,606.00.

Staff also recommends that the Board authorize the Manager to obtain any possible equipment repair and replacement costs from Carson Pump or others and poll the Board for approval of any additional repair or replacement costs when obtained.

Carl Sphar made a motion that the award of a contract go to Carson Pump, LLC for the rehabilitation of Well Number 7 as included in the 1/5/17 cost estimate from Carson Pump in the amount of \$28,606.00 and authorize the Manager to obtain any possible equipment repair and replacement costs from Carson Pump or others and poll the Board for approval of any additional repair or replacement costs when obtained. Mark Hussman seconded the motion. Motion was approved.

Agenda Item 2: Attorney Report:

No Attorney Report.

Agenda Item 3: Manager/Engineer's Report

The following is a recap of work completed by GWC staff in the month of December 2016 along with other items of interest and projects occurring in early January 2017.

1. Meters, Plan Reviews & Impact fees

A. There were 7 meters set in December 2016.

B. There were two preliminary reviews completed by GWC staff in December 2016 including the following:

- Carson Valley Food Closet located between the current CV Food Closet and Eastern Sierra Feed Store on Waterloo Lane. A 10,000 square foot building is planned at this site.
- Stafford Automotive located at 1232 Pep Circle. This business will be an auto repair shop with a 2,600 square foot building.

Both of the above listed projects were presented at the Douglas County Community Development Pre-Application meeting held on December 19, 2016. GWC comments along with the Town of Gardnerville and East Fork Fire were presented at the meeting.

C. There was \$630.00 in impact fees collected in December 2016.

2. Service Orders

There were 70 service orders completed by GWC staff in November 2016.

3. Locates

There were 13 locates completed by GWC staff in December 2016.

4. Monthly Staff Projects

- A. Monthly bacteria sampling
- B. Fire Booster Station Inspection & Support
- C. Well Maintenance

5. Carson Valley Middle School Meter Replacement Coordination

GWC staff met with Douglas County School District staff on December 29, 2016 to go over the school district plans for improvements at the Carson Valley Middle School in summer 2017. The school district is planning to change the geometrix of the US 395 access and the High School Street access. GWC will need to change the water meters at these locations along with the meter vaults. The coordination meeting allowed both parties to discuss the projects and plan out schedules for the improvements.

6. Area Managers Meeting

Mark will be attending the bi-monthly area managers meeting was moved from January 10th to January 17th. Mark will provide the Board with any new items of interest.

Agenda Item 4: Board Comments:

No Board Comments

Agenda Item 5: Adjournment:

Carl Sphar made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 6:47 p.m.