



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, January 12, 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*
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*

Board Members Absent:

Elizabeth Cassinos, *Secretary*

Mark Hussman called the January 12, 2016 Regular Board meeting to order at 6:18 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the January 12, 2016 Board meeting. Jason Spotts seconded the motion. Motion was approved.

Minutes of the December 8, 2015 Regular Board Meeting: Barbara Henningsen made a motion to approve the December 8, 2015 Regular Board Meeting Minutes. Don Wilcks seconded the motion. Motion was approved.

Financial Statements for December 2015: Jason Spotts made a motion to approve the Financial Statements for December 2015. Barbara Henningsen seconded the motion. Motion was approved.

Public Comment: There was no public comment

Agenda Item 1: Old Business:

1. Booster Station

Resource Concepts took final plan revisions to the Nevada Bureau of Safe Drinking Water in late December 2015. RCI is confident that Bureau of Safe Drinking Water will approve the revisions allowing us to proceed to final design of the project. GWC should be able to start putting a package together to submit to Douglas County for a site improvement and building permit. Mark Gonzales will be working on prequalification of building contractors similar to the method used for screening building contractors for bidding of the GWC office building.

2. Virginia Ranch Road Phase 2

Mark Gonzales met with Matt Bernard from RO Anderson Engineering to go over existing legal descriptions for grant deeds that will be necessary from Gardnerville Water Company to Douglas County. Matt will be writing me a cost proposal to make sure

the legal descriptions written in in 2008 are still valid and also to complete a record of survey that covers deed grants for chain of title. The legal documents described above are the last remaining items to be completed on this project that will allow for acceptance by the Town of Gardnerville and for billing our road construction partners for expenses that GWC has incurred.

3. Washoe Tribe & Richard Clark Annexation

A. Public Utilities Commission Application

The annexation application to the Nevada PUC was officially logged in on December 28, 2015. I am waiting to hear from PUC engineering staff on any engineering technical issues or questions on the application. Mark Gonzales has a phone call in to the case manager assigned to the GWC application regarding an estimated hearing date. Mark is estimating that the application will be heard sometime in February.

B. Offsite Water Infrastructure

A&A Construction & Knox Excavating have completed 95% of the offsite water improvements necessary for the Washoe Tribe Travel Center and Creek Casino. Final acceptance of the infrastructure by GWC will take place when the following items have been completed.

- Loading & De-chlorination of Water Lines
- Flushing of water lines
- 3 Sets of 2 Day bacteria test (Negative Results)
- “As Built” Drawings of infrastructure
- Approval of Nevada Bureau of Safe Drinking Water
- Approved Waterline Easements Recorded

C. CV Medical to Muller Project

The waterline improvement project between the Carson Valley Medical Center and Muller Parkway is 99% complete. ARMAC Construction will need to complete general clean up, repair or construct fencing, raise fire hydrants to grade, and replace concrete sidewalk removed during construction. GWC staff obtained marked up construction drawings from the contractor and will be working with RO Anderson, the Engineer of record, to complete the Record Drawings “As Built” drawings. Mark Gonzales will then submit the Record Drawings and bacteria testing results to Nevada Bureau of Safe Drinking Water to obtain their approval. Kristien will work on final to Washoe Tribe once the final work is completed on the project. The final bill will be ½ of the costs for labor & equipment, parts, review fees and testing fees

Agenda Item 2A: Staff Vacation Leave Accrual

Mark Hussman made a motion to table Agenda Item 2A until the February 2016 meeting when all Board members will be present. All Board members that were present agreed.

Agenda Item 2B: Request for Award for supply and Installation of new SCADA HMI Workstation and Web Card:

History

The current Gardnerville Water Company SCADA Telemetry work station is over 7 years old and is in need of replacement. The current GWC work station failed in mid-2015 and Sierra Controls was able to repair the computer console with available parts that they had in their shop to allow the current unit to function until a new unit can be installed.

Mark Gonzales included the new Scada computer work station in the 2016 Capital Budget with an initial estimate of \$20,000. Sierra Controls has provided the price proposal that includes the following:

Item 1 – New HMI Computer Work Station including new hardware 1.os, Software migration, and new software. Price @ \$13,595.00

Item 2 – Liebert Industrial UPS w/ web card Price @ \$1,595.00

Total Cost - \$ 15,190.00

Recommendation

Staff recommends approval of the overall cost of \$15,190.00 to Sierra Controls, LLC for the supply of the Computer Work Station and Industrial UPS w/ web card as described in the Quotation Number 9151 Rev 1 from Sierra Controls attached.

Jason Spotts made a motion to approve the purchase of the new Scada HMI Workstation and Web card from Sierra Controls for the amount of \$15,190.00. Don Wilcks seconded the motion. Motion approved.

Item not on Agenda

Mark Gonzales also brought to the Board, approval of purchase of used water barriers from Guided Truck & Equipment. 9 water barriers are available for a price of \$225.00 a piece and 4 small water barriers for \$50.00 each totaling \$2225.00. Staff would like to purchase these water barriers for future projects and not have to rent them like has been done in the past.

Barbara Henningsen made a motion to approve the purchase of 9 Large Water Barriers at \$225.00 each and 4 small water barriers for \$50.00 each from Guided Truck & Equipment. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 3: Attorney Report:

Chuck Zumpft talked about the possibility of creating a “Member of the Second Class” or Temporary Member within the Gardnerville Water Company Articles of Incorporation and also the GWC Rules & Regulations. Creation of the Temporary Member while an annexation (Service Area Expansion application is being processed and approved by the Nevada Public Utility Commission (NPUC).

Members of the Second Class would need to meet all of the following conditions:

1. Made application to GWC for annexation of the property where water service is requested.
2. Have the annexation application approved by the GWC Board.
3. Enter into an annexation agreement with GWC.
4. Pay all fees including annexations fees and impact fees.
5. Complete an application for Membership of the Second Class with GWC. The application would include a statement of understanding by the applicant that annexation approval by the NPUC is necessary. If approval was not granted by the PUC, water service to the applicant would be terminated.
6. Will enter into any other agreements that GWC deems necessary.
7. Members of the Second Class connections would only be temporary until approval by the NPUC. At that time the applicant becomes a Member of the First Class with a permanent connection.

Chuck indicated that he could complete a draft Amendment to the Articles of Incorporation and have it ready for Board review by January 18th. The Board members agreed that there would be no need for a Special Board meeting to vote on the amendment to the Articles of Incorporation. Mark Gonzales was instructed to send the proposed amendment to the Board and poll the Board members individually on the proposed change.

Agenda Item 4: Manager/Engineer Report:

The following is a recap of work completed by GWC staff in the month of December 2015 along with other projects and events occurring in early January.

1. Meters, Plan Reviews & Impact fees
 - A. There was 1 meter replaced in December 2015.
 - B. There were two new plan reviews completed in December 2015. An initial plan review was completed on the Creek Casino planned for construction on the Washoe Tribe property next to the Travel Center. GWC staff is waiting for information from the design engineer on the Creek Casino relating to domestic water line size in order to finalize the plan review that will include impact fees due to GWC. A plan review was completed on the Saku Sushi and Grill by GWC staff. The new restaurant is being built at the Waterloo Center Building A, 1352 Highway 395, Suite 112-113. Building A, Waterloo Center is located just west of Walgreen's.
 - C. There was \$5,166.00 in impact fees billed in December 2015.
2. Service Orders

There were 65 service orders completed by GWC staff in December 2015.

3. Locates

There were 15 locates completed by GWC staff in December 2015.

4. Monthly Staff Projects

- A. Monthly Bacteria Sampling
- B. Well Maintenance, water levels, and pumping report
- C. Construction Inspection Phase 2 Off site Water Washoe Travel Center
- D. Construction Inspection CV Med to Muller Parkway Water line
- E. Construction Inspection Wal Mart Fire Retro Water line

5. SR-756 Waterline Improvements & Barton to Muller Loop

Mark Gonzales included two new capital projects for the 2016 budget year including water line improvements for SR-756 (Centerville Lane) and waterline improvements between Muller Parkway and Carson Valley Medical (behind the Gardnerville Rehabilitation Center and Brookdale Senior Living Solutions).

The Barton Muller Loop project was included in the GWC capital plan for several years. The SR-756 Water line Improvements (Centerville Lane) project was added to the 2016 capital projects list to facilitate improvements to SR-756 planned by the Nevada Department of Transportation.

NDOT is planning to widen SR-756 between Waterloo Lane and just north of the Cottonwood Slough to accommodate bike lanes. NDOT sent a request to GWC in November, 2015 to begin planning and designing waterline improvements at the bridge crossing over the Cottonwood Slough as the existing 10-Inch Waterline at the location is in conflict with the proposed bridge widening planned by NDOT. NDOT requested that GWC either deepen the existing waterline or relocated the line. Mark Gonzales has looked at both alternatives and has determined that the existing line will need to be relocated downstream of the bridge widening.

NDOT has requested that all utility relocates or improvements on SR-756 between Waterloo Lane and Cottonwood Slough be completed by December 2017. Mark Gonzales therefore proposes to request cost proposals from several local survey drafting companies for survey, mapping, and drafting to allow Mark to design the necessary improvements for the following:

- Muller to Carson Valley Medical survey, plan & profile, design drafting, and easement legal description.
- SR-756 (Centerville Road) Survey, plan & profile, standard drafting, NDOT specified plan drafting, and possible legal description for easements

The survey and drafting proposals would then be evaluated & a recommendation for award would be brought to the Board for approval.

Mark Gonzales anticipates the above listed survey, design and construction for the Muller to Carson Valley Medical and the SR-756 waterline improvements could be completed by late 2016 or early 2017.

Agenda Item 5: Board Comments:

No Board Comments

Agenda Item 6: Adjournment:

Jason Spotts made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 7:34 p.m.