



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, January 9, 2019 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:
Jason Spotts, *Chairman*
Barbara Henningsen, *Secretary*
Mark Hussman, *Member-at-Large*

Staff Members Present:
Mark Lovelady, *GWC Manager*
Kristien Bennett, *GWC Financial Officer*
Trebeca Itzen, *GWC Administrative*
Chuck Zumpft, *Attorney*

Public Present:
Doug Sonneman
Connie Wenner

Jason Spotts called the January 9, 2019 Regular Board meeting to order at 5:51 p.m.

Approval of Agenda: Mark Hussman made a motion to approve the Agenda for the January 9, 2019 Board meeting. Barbara Henningsen seconded the motion. Motion was approved.

Minutes of the December 11, 2018 Regular Board Meeting: Mark Hussman made a motion to approve the December 11, 2018 Regular Board Meeting Minutes. Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for December 2018: Mark Hussman made a motion to approve the December 2018 Financial Statements. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 1: Old Business

AGENDA ITEM 2A: Discussion and possible action regarding HSF fire impact fees payment arrangement

High Sierra Fellowship (HSF) has requested GWC to allow their \$50,000 - 4" Fire Connection Impact Fees be paid over a five (5) year period. They are willing to sign an agreement to that effect. HSF will be building a new facility at 1250 Gilman Ave in Gardnerville. The new facility will provide to the Carson Valley community: spiritual guidance, bereavement assistance, food and rent assistance, facility usage, and more.

On April 10, 2018 GWC allowed Carson Valley Community Food Closet the ability to pay the published Fire Impact Fee over time. \$10,000 to be required as a down payment and \$10,000 per year until paid in full. Chuck Zumpft created an agreement to the affect and was signed by GWC and the Food Closet.

Recommendation

Staff recommends allowing HSF to make five (5) payments of \$10,000 each for their Fire Impact Fees and for Chuck Zumpft to draft an agreement to the affect.

Mark Hussman made a motion to approve the HSF Fire Impact Fees Payment Arrangement per staff recommendation, with the expectation of HSF to pay the fees to draft the agreement. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 3: Attorney's Report

No report

AGENDA ITEM 4: Manager's Report

The following is a recap of work completed by GWC staff in the month of December 2018 along with other items of interest and projects occurring in early January 2019.

1. Meters, Plan Reviews & Impact fees
 - A. There were 0 meters replaced in December 2018.
 - B. There was 0 plan review in December 2018.
 - C. There were \$0 in impact fees collected in December 2018.
2. Service Orders

There were 62 service orders completed by GWC staff in December 2018.
3. Locates

There were 17 locates completed by GWC staff in December 2018.
4. Leak Notices

There were 39 leak notices completed by GWC staff in December 2018.
5. Monthly Staff Projects
 - A. Monthly Bacteria & Turbidity Sampling & Testing
 - B. Letters were sent for the Board Position.
 - C. Operator Position Closed as of December 28th.
 1. Four applicants were chosen for interviews.
 2. Interviews starting January 7, 2019.
 - D. Well 10, Close of Escrow with necessary Easement.
 1. Outside crew started on tree removal that is at their capability.
 2. Secured the old barn.
 - E. Well 7 pump bowls where exchange out for the correct ones and samples are now being taken.
 - F. Well 9 motor also was exchanged for our own rewind motor and now our electrical is being repair and or replaced as necessary by Bryant Electric to complete this project. Carson pump removed the temporary wiring upon changing out the motor.
 - G. GWC Approved Backflow Testers List Updated
 - H. Backflow Policy, ready for final review.
 - a. Updated Notice Schedule.
 - b. Complete and Comprehensive Policy Includes Definitions.
 - c. Tri-Fold Brochure also Created for Backflow Education
 - I. Christmas Decorations all put away.

6. Current Projects in Correspondence
 - A. 1861 Apartments
 - B. High Sierra Fellowship
 - C. Thoroughbred Crossing
 - D. No updates of CV Med waterline improvement

7. Backflow Revisions

Trebeca Itzen has been working on updating our backflow policies which were found to be very out-of-date. She presented an educational tri-fold piece, as well as an updated notification schedule, reducing the current four (4) mailed notices to two (2) mailed pieces following up with a seven (7) day shut off notice thirty (30) days after their testing month. The updated Backflow Policy is currently being reviewed by Mark Lovelady and will then be reviewed by GWC Attorney.

AGENDA ITEM 5: Board Comments

Barbara Henningsen questioned the invite list for Gonzales' retirement party, it was determined that Barbara Smallwood was sent an invitation via mail but unfortunately did not receive it.

Mark Hussman would like to be involved in the interviews for our Operator Position and also recommended that the power company be contacted about the trees on the Well 10 property.

AGENDA ITEM 6: Adjournment

Mark Hussman made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 6:39 p.m.