



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, July 11, 2017 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*  
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 July 11, 2017 Regular Board meeting to order at 4:57 p.m.

**Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the July 11, 2017 Board meeting. Carl Spahr seconded the motion. Motion was approved.**

**Minutes of the June 13, 2017 Regular Board Meeting: Carl Spahr made a motion to approve the June 13, 2017 Regular Board Meeting Minutes. Don Wilcks seconded the motion. Motion was approved.**

**Financial Statements for June 2017: Don Wilcks made a motion to approve the Financial Statements for June 2017. Mark Hussman seconded the motion. Motion was approved.**

Due to conservation efforts and noticing customer of leaks, user fees are down year to date.

Health and dental insurance plans were changed since Prominence had dropped GWC's existing plan. Health care was changed to Hometown Health, dental to Best Life, and life insurance to Standard Life Insurance. GWC was able to get very good rates for all coverages.

**Public Comment:** There was no public comment

**Agenda Item 1: Old Business:**

**1. Fire Booster Pump Station**

Mark Gonzales reviewed the following work completed in June on the Fire Booster Pump Station:

- A. HVAC was corrected
- B. Weir Floway Pump Engineer completed pump startup on June 29<sup>th</sup>
- C. Bacteria testing on supply and discharge flow was completed
- D. Roll-up doors warranty work was completed.

The following work is schedule for June:

- A. Electrical and Telemetry will need to coordinate on system logic
- B. Roll-up doors warranty work need to be completed by contractor
- C. Record Drawings and Bacteria Samples results will need to be sent to Nevada Bureau of Safe Drinking Water.

## 2. Centerville Lane Project

The following work has been completed on the project:

- NDOT informed Mark at the end of June that the request to abandon the old waterline pipe in place and pump with concrete was denied by the District Engineer. Mark will now need to change the plans to include removal of the pipe and resubmit the plans to the state. GWC will be responsible for replacing the approaches to the highway and this will increase the cost and the removal of the old waterline will increase the risk as the waterline pipe is very close to a gas line.

## 3. Carson Valley Middle School Meter Vaults

- GWC field staff have been working with the School District contractor to install new meter vaults at the Carson Valley Middle School. The US 395 meter vault has been replaced. The High School Street vault has been replaced and took some work as there is asbestos cement pipe involved.

**Mark Gonzales told the board that Barbara Henningsen would not be attending the meeting but he had her proxy vote for all items on the agenda.**

## **Agenda Item 2A: Discussion and Possible Action Regarding Water Cost of Service Rate Study**

### Analysis

Several objectives should be considered in the development of a financial plan and in the design of rates. The major objectives of the study were:

- Ensure Revenue Sufficiency to meet the operation and maintenance (O&M) and capital needs of the GWC water utility
- Plan for Revenue Stability to provide for adequate operating and capital reserves and the overall financial health of the water utility
- Provide for Fairness and Equitability in the development of a system of user charges

### Revenue Requirement

In order to meet projected revenue requirements and to maintain desired operating and reserve fund balances, the following revenue adjustment are recommended:

<u>Effective Date</u>	<u>Increases</u>
January 1, 2018	13 percent

Study Recommendations

1. Private Fire Fee rate adjustment

<b>PF Meter Size</b>	<b>2017 Existing</b>	<b>2018 Proposed</b>
3/4"	\$4.44	\$5.28
1"	\$5.92	\$7.05
1 1/2"	\$8.89	\$10.57
2"	\$11.85	\$14.09
2 1/2"	\$14.81	\$17.61
3"	\$17.77	\$21.14
4"	\$23.70	\$28.18
6"	\$35.55	\$42.27
8"	\$47.40	\$56.36
Private Hydrant	\$35.55	\$42.27

2. Service Charge and Commodity Rate adjustment

<b>Meter Size</b>	<b>Service Charges</b>	
	<b>2017 Existing</b>	<b>2018 Proposed</b>
3/4"	\$29	\$33
1"	\$38	\$46
1 1/2"	\$53	\$92
2"	\$68	\$119
3"	\$293	\$353
4"	\$343	\$446
6"	\$393	\$495
8"	\$443	\$545
	<b>Commodity Rate*</b>	
Residential Usage Rate		
- 0 to 8k gallons	Included	Included
- above 8k gallons	\$1.33	\$1.35
Commercial Usage Rate		
- 0 to 20k gallons	\$1.23	\$1.37
- above 20k gallons	\$1.76	\$1.96
Irrigation Usage Rate		
- 0 to 300k gallons	\$1.33	\$1.47
- above 300k gallons	\$1.77	\$1.96

\*All Rates are per 1,000 gallons

There has been no public comment regarding the service rate increase.

Recommendation

Staff recommends that the Board of Directors adopt the Water Cost of Service Rate Study

**Mark Hussman made a motion to adopt the Water Cost of Service Rate Study as written, and the change in rates to take effect January 1, 2018. Carl Spahr seconded the motion. Motion was approved.**

**Agenda Item 2B: Discussion and Possible Action Regarding Rental Flooring Replacement**

The Gardnerville Water Company requested flooring bid from area flooring companies for the replacement of carpet and vinyl at the rental at 1394 Highway 395 N. The carpet is commercial grade, “better” quality, and tight loop.

Bids were requested by the following companies:

Company	City	Estimate
Ricks Flooring	Carson City	\$4,814.31
Atkins House of Carpet	Carson City	\$5,187.88
Fields of Flooring	Gardnerville	\$4,458.68

The lowest bid was received from Fields of Flooring in the amount of \$4,458.68.

Recommendation

Staff recommends that the GWC Board of Directors award the Flooring replacement to Fields of Flooring in the amount of \$\$4,458.68 to be replaced once the current tenant has vacated on August 10, 2017.

**Consensus of the board: Mark Hussman requested to obtain one more bid from JS Flooring before awarding the flooring replacement. Once the additional bid comes in, the board will be polled.**

**Agenda Item 2C: Discussion and Possible Action Regarding Kristien Bennett Attending the Sensus Conference**

Kristien Bennett would like the opportunity to attend the Sensus Reach17 Conference for professional education and to network with industry peers.

Kristien is seeking approval for the registration fee and travel expenses to attend Sensus Reach17, which takes place October 22 – 25, 2017 at Hilton Anatole in Dallas, Texas. This conference brings together other visionary leaders for a 3-day collaborative and technical conference where Kristien can walk away with practical plans of action and learn ways to impact strategy and add tangible value to our organization.

Agenda topics include:

- How to analyze data to optimize electric, water and gas utility systems
- New product launches and software releases
- Customer presentations and panels for sharing experiences and best practices
- How to keep your network secure
- The wide range of Sensus Services offerings to support your operations

Hands-on workshops on Wednesday demonstrating how to:

- Utilize and program our Flexnet tools
- Process data, schedule reports and more using Sensus software
- Secure your communications network
- Connect, configure and program Iperl water meters and endpoints

By attending the Sensus Reach17, Kristien will:

- Expand Kristien's knowledge of the product, solution and services portfolios and learn best practices from experts and peers.
- Learn how to leverage the value of our investment in Sensus products and solutions with training from subject matter experts.
- Network and learn from other industry professionals.
- Tap into the knowledge of experts who are speaking and presenting.
- Discover how our peers are adapting to changes and discover the latest benchmarks.

The breakdown of the conference costs:

- Conference Registration: \$700
- Airfare: \$420
- Shuttle Service: \$40
- Lodging: \$85 per night = \$425 Fairfield Inn & Suites (Hilton Anatole \$239 per night = \$1,195)
- Total Costs: \$1,585.00

#### Recommendation

Staff recommends the Board of Directors allow Kristien Bennett to attend the Sensus Reach 17 Conference in Dallas, TX, October 22-25, 2017 with an estimated cost of \$1,585.00.

**Carl Spahr made a motion to approve the attendance of Kristien Bennett at the Sensus Conference in Dallas, TX, October 22-25, 2017 at the cost of \$1,585.00. Mark Hussman seconded the motion. Motion was approved.**

#### Agenda Item 2D: Discussion and Possible Action Regarding Parking Lot Seal Project Bid History

The 2017 Gardnerville Water Company Capital Improvement Program includes a budget of \$10,000 for asphalt sealing and crack sealing.

Bid

The bid includes work at 1579 Virginia Ranch Road office parking lot and fill station turnaround, the 1394 Highway 395 office parking lot, and the Well 3 asphalt area located at 1338 Highway 395.

Bid Interest

Mark Gonzales contacted Cruz Construction and Kustom Koatings regarding the project and Cruz Construction is not interested in bidding. Kustom Koatings submitted a bid for \$9,670.00.

This includes:

- Pre-cleaning all sites, including 1579 Virginia Ranch Road, 1394 Highway 395, and 1373 Highway 395.
- Crack sealing for 1394 Highway 395 and 1373 Highway 395.
- Pre-seal at 1579 Virginia Ranch Road.
- Sealing of asphalt at 1579 Virginia Ranch Road, 1394 Highway 395, and 1373 Highway 395.
- Restriping parking stalls, repainting arrows and handicap logos as they are now at 1579 Virginia Ranch Road and 1394 Highway 395.

**Mark Hussman made a motion to accept the proposal from Kustom Koatings, Inc. for \$9,670.00 to do work as laid out in the proposal received. Don Wilcks seconded the motion. Motion was approved.**

**Agenda Item 3: Attorney Report**

No Attorney Report.

**Agenda Item 4: Manager/Engineer's Report**

Mark Gonzales reviewed the work completed by the GWC staff in the month of June 2017 along with other items of interest and projects occurring in early July 2017.

1. Meters, Plan Reviews & Impact fees
  - A. There were 46 meters replaced in June 2017.
  - B. There was one plan review completed by GWC staff in June 2017. Stafford Automotive plan review was completed. They will be located at 1232 Pep Circle.
  - C. There was \$5160 in impact fees collected in June 2017.
2. Service Orders

There were 121 service orders completed by GWC staff in June 2017.
3. Locates

There were 16 locates completed by GWC staff in June 2017.

4. Monthly Staff Projects
  - A. Monthly Bacteria Sampling
  - B. Well Maintenance
  - C. Bill Processing and Mail Out
  - D. Fire Booster Station Inspection
  
5. Area Manager Meeting

Mark Gonzales attended an area managers meeting at KGID on Tuesday, July 11<sup>th</sup>. The main topic discussed was the Sunset Laws on GID's. Each GID will be reviewed.

**Agenda Item 5: Board Comments**

No Board Comments

**Agenda Item 6: Adjournment:**

**Carl Spahr made a motion to adjourn the Board meeting. Don Wilcks seconded the motion. Motion was approved. The meeting was adjourned at 5:42 p.m.**