



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, July 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, *Secretary*
Carl Spahr, *Member-at-Large*

Staff Members Present:

Mark Gonzales, *GWC Manager/Engineer*
Kristien Bennett, *GWC Financial Officer*
Chuck Zumpft, *Attorney*

Mark Hussman called the July 12, 2016 Regular Board meeting to order at 4:56 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the July 12, 2016 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the June 14, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the June 14, 2016 Regular Board Meeting Minutes. Don Wilcks seconded the motion. Motion was approved.

Financial Statements for June 2016: Jason Spotts made a motion to approve the Financial Statements for June 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 explained the history of the development of the Fire Booster Station. About 6 or 7 years ago, GWC was approached by a developer for Walmart obtaining what was needed for connection. A water model analysis was done and was discovered GWC was 1,000 gallons under its fire flow requirement. Walmart built their own booster station, which later failed in 2015 which resulted in the East Fork Fire Department requiring Walmart to connect to GWC for fire protection. In 2011 the GWC board decided that there was a need for a Fire Booster Station to meet the future needs for fire flow requirements. The Fire Booster Station was designed for current and future needs. The Board also adopted an impact fee for all buildings requiring fire sprinklers to help cover the cost of the booster station. The Fire Booster Station has a budget of 1.3 million dollars and will be online at the end of 2016 or early 2017.

A pre-construction meeting was held on June 23rd at the GWC office. The following people were in attendance:

- Mark Gonzales - GWC
- Mark Lovelady - GWC
- Jon Summers - GWC
- Todd Connelly - Resource Concepts
- Brandon Beckman - Farr Construction
- Alton Anker - A & A Construction
- John Carlson - A & A Construction
- Gary Thurm - Three Castles Engineering
- Gary Moore - Douglas County Community Development

The meeting was held to discuss the following:

1. Permits for the project
2. Site Improvement Permit – Douglas County Inspection
3. Required Insurance & Tax Forms
4. Purchase Order Reference
5. Work Schedule
6. Survey Staking & Testing
7. Comments & Concerns

The volume of flow within the Virginia Ditch was discussed along with de-watering concerns. The contractor & subcontractor will begin sending product submittals to GWC for review by staff prior to placement of materials orders.

GWC staff has been working on preparing the main point for construction equipment access at the Southeast corner of the GWC property along Muller Parkway. A 6 to 8 inch thick gravel driveway is being constructed to allow mud and debris to be cleaned off of vehicles and equipment traveling in and out of the construction site to prevent tracking onto Muller Parkway.

Mark received the schedule from Farr Construction. Staking was finished and they will start de-watering next week with the water going into the irrigation canal for the ranchers.

2. Well Number 2 Damage Repair

Central Sierra Construction is trying to finish off several other jobs in order to begin the damage repair for the GWC at Well Number 2. Mark received word that Central Sierra Construction will begin work on Thursday, July 14, 2016. Also the brick for the building will be purchased from Basalite as GWC has not heard back from their original source of bricks.

Agenda Item 2A: Discussion and Possible Action Regarding Election of Board Secretary and Such Other Officers

The Gardnerville Water Company Bylaws under Article 5 establish officers of the corporation including president, one or more vice-presidents, a secretary, a treasurer, and such other officers as may be elected in accordance with the provisions of this article. According to Article 5 of the bylaws, any two or more offices may be held by the same persons, except the offices of president and secretary.

Elizabeth Cassinos was elected to the Board officer position of Secretary at the Annual Meeting of the Members on January 12, 2015. The Board Secretary office is now vacant with the resignation of Elizabeth.

Recommendation

Staff recommends the Board of Directors elect a Board Member to the office of Board Secretary and other officers as may be elected in accordance with Article 5 of the Restated Bylaws of the Gardnerville Water Company, Inc.

Carl Spahr made a motion to nominate Barbara Henningsen as Board Secretary. Jason Spotts seconded the motion. Motion was approved.

Agenda Item 3: Attorney Report:

Nothing to Report

Agenda Item 4: Manager/Engineers Report:

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

1. Meters, Plan Reviews & Impact fees
 - A. There was 121 meters set in June 2016.
 - B. There was one initial plan review completed by GWC staff in June 2016. Douglas County Planning sent over a development application for Martin Stahl for 1378 Highway 395 to change the existing 1.66 acre parcel from Commercial to Multi-Family Residential. The plan calls for the creation of 21 two story residential units at this site which is presently the Sierra Gourmet Grill and Wine Bar. Mark sent over his initial comments to Douglas County that require a detail water model analysis of the project and also raises awareness that impact fees, water rights, and more improvements will be necessary for the project. Attached was a map of the project.
 - C. There were no impact fees collected in June 2016.
2. Service Orders

There were 174 service orders completed by GWC staff in June 2016.
3. Locates

There were 18 locates completed by GWC staff in June 2016.
4. Monthly Staff Projects
 - A. Monthly bacteria sampling
 - B. Fire Hydrant Maintenance
 - C. Meter Replacements
 - D. Well House & Old Office Security Lighting
 - E. Weed Spraying & Landscape
 - F. Booster Pump Station Pre-Construction

5. Area Managers Meeting

Minden Gardnerville Sanitation District will be hosting the next managers meeting on July 12th.

6. Park Ranch Masterplan Amendment and Zone Changes

Douglas County received tow (2) applications from Park Ranch Holdings including a Masterplan Amendment and a Zone Change for the Park Ranch as shown on the attached Figures D-2 and D-4. Douglas County has declared the applications as deficient until the Park Ranch Holdings can provide written commitment from water and sewer utilities including MGSD, Town of Minden, and GWC. The area were shown on attached maps that would be within Gardnerville would have the potential of about 800 single family residential units. Mark explained to the board that the project would have to go to the planning commission and to the commissioners for approval.

Agenda Item 5: Board Comments:

Carl Spahr – Said a co-worker had previously worked for Douglas County and Town of Minden and said GWC is the only local water company that know what they are doing.

Carl was asked why our rates are different than that of Town of Minden’s rates. Mark Hussman and Mark Gonzales explained that we are two separate entities with different infrastructure, different populations, and different requirements. GWC review rates with a 5 year analysis looking at the income and expense requirements, capital projects, expected growth, etc. GWC puts money into infrastructure before there are problems unlike other companies that have to raise rates to cover infrastructure problems. Past GWC board members invested in infrastructure such as replacing old water lines and installing meters.

Barbara Henningsen – asked what the status of the new Office Assistant is. Mark explained that Tonya Church will begin July 21, 2016 and April Wilson will stay on with GWC to assist with training Tonya.

Don Wilcks – asked Mark why Tammy Stewart is not rotating for the “on-call” with Mark and Jon. Mark Gonzales explained that she has in the past and that she will in the future as well. She is working on her water distribution grade 2 to advance in her responsibilities.

Agenda Item 6: Adjournment:

Jason Spotts made a motion to adjourn the Board meeting. Don Wilcks seconded the motion. Motion was approved. The meeting was adjourned at 5:50 p.m.