



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, June 13, 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*  
Barbara Henningsen, *Secretary*  
Mark Hussman, *Member-at-Large*

Staff Members Present:

Kristien Bennett, *GWC Financial Officer*  
Chuck Zumpft, *Attorney*

Jason Spotts called the June 13, 2017 Regular Board meeting to order at 5:00 p.m.

**Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the June 13, 2017 Board meeting. Don Wilcks seconded the motion. Motion was approved.**

**Minutes of the May 9, 2017 Regular Board Meeting: Barbara Henningsen made a motion to approve the May 9, 2017 Regular Board Meeting Minutes with a correction in the numbering of the agenda items. Mark Hussman seconded the motion. Motion was approved.**

**Financial Statements for May 2017: Mark Hussman made a motion to approve the Financial Statements for May 2017. Carl Spahr seconded the motion. Motion was approved.**

The Board reviewed the current comparables for offices for lease in the valley. They determined to set the lease rate at \$750.00 per month for the old office located at 1394 Hwy 395 N.

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

**Agenda Item 1: Old Business:**

**1. Fire Booster Pump Station**

The following work was completed this month on the Fire Booster Pump Station:

- A. HVAC was completed
- B. Coordination work with Electrical & Sierra Controls
- C. Supply Line flush line was completed & tested
- D. Sampling pit was completed on discharge line
- E. Rhino Welding completed the interior platform

The following work is schedule for June:

- A. Cleaning of building interior was completed by GWC Staff
- B. Installation of interior platform was completed by GWC Staff
- C. Startup of Pump Station on June 29<sup>th</sup>
- D. Flushing of discharge line by GWC staff
- E. Record Drawings by GWC staff
- F. Bacteria Testing by GWC staff

2. Centerville Lane Project

The following work has been completed on this project:

- RCI is completing a model run of the proposed improvements that was requested in the Nevada Bureau of Safe Drinking Water review of the project. I will be sending the model run report and certification of a sample station to NBSDW soon.
- The easement request to Douglas County for a 20-foot easement across the Douglas County Parks Department Centerville Lane parcel was heard at the June 1<sup>st</sup> Douglas County Board of County Commissioners meeting. I have an email request to Erik Nilssen on the status of approval and recordation.
- I submitted an application and plan sets for an NDOT encroachment permit on May 18<sup>th</sup>. I have been supplying more information to NDOT on the permit application.

**Agenda Item 2A: Discussion and Possible Action Regarding GWC Rate Increase**

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

PF Meter Size	2017 Existing	2018 Proposed
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

Meter Size	Service Charges	
	2017 Existing	2018 Proposed
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
	Commodity Rate*	
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

Recommendation

Staff recommends that the Board of Directors place Water Cost of Service Rate Study on the July 11, 2017 Regular Board Meeting Agenda for discussion and possible action.

**Agenda Item 3: Attorney Report**

No Attorney Report

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

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

1. Meters, Plan Reviews & Impact fees
  - A. There were 102 meters replaced in May 2017.
  - B. There were no plan reviews completed by GWC staff in May 2017.
  - C. There was \$0 in impact fees collected in May 2017.
2. Service Orders

There were 194 service orders completed by GWC staff in May 2017.
3. Locates

There were 24 locates completed by GWC staff in May 2017.
4. Consumer Confidence Report 2016

I just finished the Consumer Confidence Report 2016 and have sent it into the Bureau of Safe Drinking Water for review prior to publishing it in the Record Courier.
5. Lead and Copper Sample Testing at Gardnerville Elementary School

Jennifer Carr from the Nevada Division of Environmental Protection dropped off sample bottles and a contact person at GES to coordinate Lead and Copper testing in the kitchen and at a water fountain at GES.

Samples were taken by a Douglas County School District Employee on June 5<sup>th</sup>. Mark Lovelady picked up the samples on the 5<sup>th</sup> and transported them to Reno at the same time the GWC monthly bacteria samples and GWC complex testing samples were taken to our lab.

Barbara Henningsen asked if GWC would receive a copy of the results of the testing. Kristien Bennett said she would ask Mark Gonzales about it.

**Agenda Item 5: Board Comments**

Carl Spahr said he had a tour of the Fire Booster Station as we was not at the last board meeting. He said he was very impressed with the building and all the engineering and planning that went into the construction of the booster station.

Barbara Henningsen said she may not be able to attend the July 11<sup>th</sup> board meeting as she may be out of town. She will let staff know beforehand.

**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 5:34 p.m.**