



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, June 14, 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*
Elizabeth Cassinos, *Secretary*
Barbara Henningsen, *Member-at-Large*
Carl Spahr, *Member-at-Large*

Staff Members Present:

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

Mark Hussman called the June 14, 2016 Regular Board meeting to order at 5:00 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the June 14, 2016 Board meeting. Barbara Henningsen seconded the motion. Motion was approved.

Minutes of the May 10, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the May 10, 2016 Regular Board Meeting Minutes. Jason Spotts seconded the motion. Motion was approved.

Financial Statements for May 2016: Jason Spotts made a motion to approve the Financial Statements for May 2016. Elizabeth Cassinos seconded the motion. Motion was approved.

Public Comment: There was no public comment

Agenda Item 1: 2015 Audit Presentation- Mark Chase, CPA

Mark Chase made a presentation to the Board members for the 2015 Financial Statement. Mark explained depreciation to the Board members. Also highlighted on Investment Income and possible rate increases.

Agenda Item 2: Old Business:

1. Fire Booster Pump Station

The bid award will be made at the June 14th Board meeting. Agenda Item 3B.

2. Well Number 2 Damage Repair

Sierra Controls and Bryant Electric completed work on the telemetry and electrical equipment move at Well Number 2 Well Site. Mark Gonzales is still waiting for a price quote from Central Sierra Construction for the building repair. Central Sierra is still waiting for a price from their masonry contractor.

3. Well 5 Improvements

GWC Staff has completed rock and fabric installation at Well Number 5 site located at the east end of Hussman Avenue. Staff are now waiting to hear back from the Town of Gardnerville on the scheduling of Town sidewalk construction project to have sidewalk work at Well 5 included in the Town contract to obtain a better unit cost.

4. Hydrant Repair 1374 Highway 395

Allstate Insurance Company reimbursed GWC for expenses incurred to repair the fire hydrant in front of Lynne Cauley Realty Office in the amount of \$1,156.23.

Agenda Item 3A: Discussion and Possible Action regarding Appointment of Director to fill Board Vacancy:

Pursuant to the resignation of Elizabeth Cassinos, Board Member representing District 5, and in accordance with the Restated Bylaws of the Gardnerville Water Company, dated February 2014, Article V, subsection 4, a vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the board of directors for the unexpired portion of the term. The board interviewed five prospective candidates on May 19, 2016. The Board of directors voted on May 19, 2016 to nominate Carl Spahr to fill the board vacancy. Carl Spahr would serve as a Director until December 2016. Carl Spahr shall assume office upon an approved motion.

Furthermore, Carl Spahr shall be added as a signer on all Gardnerville Water Company's banking or investment institution accounts. Elizabeth Cassinos shall be removed as a signer on all Gardnerville Water Company's banking or investment institution accounts.

Recommendation

Staff recommends the Board of Directors appoint Carl Spahr to Board of Director representing District 5 and add him as a signer on all Gardnerville Water Company's banking or investment institution accounts.

Barbara Henningsen made a motion to approve Carl Spahr as Board member representing District 5 until December 2016. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 3B: GWC Booster Pump Station Project Bid Award:

The following bids were received by the Gardnerville Water Company for the Gardnerville Water Company Booster Pump Station Project on June 2, 2016:

<u>Bidder</u>	<u>Bid Amount</u>
KG Walters Construction	\$587,000.00
Farr Construction DBA Resource Development Co.	\$555,900.00

Three construction companies were pre-qualified to bid the Booster Pump Station Project including the following:

- KG Walters Construction
- Q & D Construction
- Farr Construction DBA Resource Development Company

Each of the pre-qualified companies listed above has completed water booster pump facilities and large scale water improvement projects within Northern Nevada.

Bid Information

The bid for the Booster Pump Station Project includes labor and equipment, overhead, and profit for the construction of the facility. Each bidder was given information prior to the bid that included the following:

- The Gardnerville Water Company has obtained all permits necessary for construction including East Fork Fire District, Douglas County Community Development Site Improvement Permit, Douglas County Building Permit, and Nevada Bureau of Safe Drinking Water.
- GWC will be purchasing all materials for the project due to sales tax exemption, and the bidders were instructed not to include materials within their bids.
- GWC will be taking care of the project management and arrange for all surveying, testing, and quality control.

Bid Analysis

The apparent low bidder, Farr Construction, has listed the following as subcontractors for the project:

Building & Mechanical	Resource Development Co., Sparks, NV
Underground & Site work	A & A Construction, Minden, NV
HVAC	Fleet Heating & Air, Sparks, NV
Masonry	New River Masonry, Fallon, NV

Recommendation

Staff recommends award of the Gardnerville Water Company Booster Pump Station Project to Farr Construction, DBA Resource Development Company in the amount of \$555,900. Staff also asks that the Board authorize GWC manager to approve change orders up to 15% over the base bid for change orders needed for unforeseen changes and items not included in the initial bid. All change orders and costs would be reviewed and approved by the GWC manager/project manager and information e-mailed to the Board as the project progresses.

Jason Spotts made a motion to approve the bid award to Farr Construction dba Resource Development Company in the amount of \$555,900 for the GWC Booster Pump Station Project which also includes authorization to the manager to approve change orders up to 15% over the base bid for change orders needed for unforeseen changes and items not included in the initial bid. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 3C: Discussion and Possible Action Regarding Kristien Bennett attending the Sensus Utility Conference:

Kristien Bennett would like the opportunity to attend the Sensus Reach16 Conference for professional education and to network with industry peers.

She is seeking approval for the registration fee and travel expenses to attend Sensus Reach16, which takes place November 6-9 at JW Marriott Desert Springs Resort & Spa, Palm Desert CA. This conference brings together other visionary leaders for a 3-day collaborative and technical conference where she 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 Data Analytics software
- Secure your communications network
- Connect, configure and program Iperl water meters and endpoints

By attending the Sensus Reach16, she will:

- Expand her knowledge of our 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.

Here is the breakdown of the conference costs:

- Conference Registration: \$700
- Airfare: \$343
- Rental Car: \$182
- Lodging – Residence Inn: \$456
- Total Costs: \$1,681

Recommendation

Staff recommends the Board of Directors allow Kristien Bennett to attend the Sensus User Conference in Palm Desert, November 6-9, 2016 with an estimated cost of \$1,681.00.

Jason Spotts made a motion to approve Kristien Bennett to attend the Sensus Reach16 Conference in Palm Desert, California on November 6- 9th 2016, not to exceed a budget of \$2,000. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 4: Attorney Report:

Nothing to Report

Agenda Item 5: Manager/Engineers Report:

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

1. Meters, Plan Reviews & Impact fees
 - A. There was 84 meters set in May 2016.
 - B. There were no new plan reviews completed by GWC staff in May 2016.
 - C. There were no impact fees collected in May 2016.
2. Service Orders

There were 153 service orders completed by GWC staff in May 2016.
3. Locates

There were 4 locates completed by GWC staff in May 2016.
4. Monthly Staff Projects
 - A. Monthly bacteria sampling
 - B. Well 2 damage Repair
 - C. Fire hydrant flow testing
 - D. Weed spraying & landscape maintenance
 - E. Well 5 landscape improvements
5. Consumer Confidence Report - 2015

The 2015 Gardnerville Water Company Consumer Confidence Report has been Constructed and reviewed by the Nevada Bureau of Safe Drinking Water. The Report will be placed in the Record Courier legal section this month.
6. Manager Annual Leave

Mark will be taking annual leave beginning on July 5th and ending July 11th.

Agenda Item 6: Board Comments:

All the Board members thanked Elizabeth Cassinos for her service as a GWC Board member. Mark Gonzales presented a service plaque and going away card to Elizabeth.

Agenda Item 7: Adjournment:

Jason Spotts made a motion to adjourn the Board meeting. Elizabeth Cassinos seconded the motion. Motion was approved. The meeting was adjourned at 6:18 p.m.