



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, March 8, 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*

Staff Members Present:

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

Mark Hussman called the March 8, 2016 Regular Board meeting to order at 5:03 p.m.

**Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the March 8, 2016 Board meeting. Jason Spotts seconded the motion. Motion was approved.**

**Minutes of the February 9, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the February 9, 2016 Regular Board Meeting Minutes. Elizabeth Cassinos seconded the motion. Motion was approved.**

**Financial Statements for February 2016: Barbara Henningsen made a motion to approve the Financial Statements for February 2016. Don Wilcks seconded the motion. Motion was approved.**

**Kristien made a Power Point Presentation on the 2016 Financial Plan.**

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

**Agenda Item 1: Old Business:**

**1. Virginia Ranch Road Phase 2**

Anderson Engineering has provided Mark Gonzales with legal descriptions necessary to construct grant deeds necessary for the Virginia Ranch Road right-of-way dedication to Douglas County. Mark is in the process of completing the draft deeds for this project including deeds from the Gardnerville Water Company, And Away They Go, LLC, &PEG Land, and Curtis and Sons.

**2. Fire Booster Pump Station**

A. Two submittals have been made to Douglas County including the Site Improvement Permit application and Minor Design Review application. GWC and RCI are currently working on items that Douglas County has asked for as a result of the site improvements permit review.

- B. Requests for qualifications were sent to potential area contractors for the construction of the Booster pump station building. Requests were sent out to KW Walters Construction, Q&D Construction, Resource Development Corporation, SNC Construction, and Gilbane Construction. Resource Development Corporation (RDC) has expressed interest in the construction. RDC constructed the GWC 1.5 million gallon water tank in 1996.
- C. Mark set a target date for March 28<sup>th</sup> to send out bid invitations on the booster station project.

### 3. Washoe Tribe & Richard Clark Annexation

A. The Nevada Public Utility Commission approved the GWC request for expansion of service territory for the Washoe Tribe of Nevada and California and Richard Clark Annexation at the NPUC Board meeting on February 12<sup>th</sup>. The NPUC issued a docket order on February 26<sup>th</sup> that requires GWC to file with the Commission updated maps and legal descriptions reflecting the expanded service territory within 30 days of February 26<sup>th</sup>.

B. RO Anderson Engineering has filed the Record Drawings with the Nevada Bureau of Safe Drinking Water for the CV Med to Muller Parkway Waterline Project and will be doing the same with the Nevada Department of Transportation. Mark requested a CD of this project from Anderson Engineering to allow RCI to update the GWC service maps to include the new 12-Inch waterline, Fire hydrants, and the new water sample station.

C. Mark has requested Record Drawings from RO Anderson for the off- site and on-site waterlines, fire hydrants, and sample stations associated with the Washoe Tribe Annexation and Travel Center. Mark informed Anderson Engineering and the contractor that GWC will not accept the new infrastructure for maintenance until the Record Drawings have been completed and delivered to GWC.

### 4. Well 2 Generator

GWC staff are busy forming the pad for the new generator for well number 2. A concrete pad will be poured and allowed to cure for at least a week prior to installing the new 50 kw generator at the well 2 site.

### 5. New Telemetry Computer

Sierra Controls has scheduled March 9<sup>th</sup> to install the new GWC Telemetry computer at our office.

### **Agenda Item 2A: Discussion and Possible Action Regarding Replacement of Computer:**

April Wilson's computer was purchased in February 2012, at a cost of \$1,741.45, and it is recommended by E Squared C, GWC's IT Service Company, to replace the workstations every 3 to 5 years. This computer was originally scheduled for replacement in 2017 however she experiencing problems utilizing Wells Fargo's Desktop Deposit application which is not allowing her to process deposits on her computer.

The new workstation computer will include the following:

Workstation Description

OptiPlex 9020  
Intel Core i7-4790 Processor, 3.60GHz  
1TB Hard Drive  
8GB RAM Memory  
3 Year Warranty

Dell's normal cost is \$1,049.00 for the computer however with the State of Nevada's purchasing agreement GWC's cost would be \$819.00, which is a savings of \$230.00. IT support from E Squared C is estimated at \$380.00 for a total cost of \$1,199.00. The 2016 capital plan estimate was \$2,000.00 for the new computer.

Recommendation

Staff recommended purchasing the OptiPlex 9020 computer from Dell for \$819.00 and contracting E Squared C to transfer data and software programs estimated at \$380.00; for a total cost of \$1,199.00.

**Jason Spotts made a motion to approve the purchase of a new computer workstation OptiPlex 9020 with Intel Core i7-4790 Processor, 3.60GHz, 1TB Hard Drive, 8GB RAM Memory, 3 Year Warranty from Dell for \$819.00 and contracting E Squared C to transfer data and software programs estimated at \$380.00; for a total cost of \$1,199.00. Elizabeth Cassinos seconded the motion. Motion was approved.**

**Agenda Item 2B: Well Numbers 2 & 6 Meter Replacement:**

History

The 2016 Capital Improvement Plan presented to the GWC Board on January 12<sup>th</sup> included a line item for the replacement of the small booster station meter along with meter replacements at Well Numbers 2, 6, and 9. The estimated cost for all 4 meters equals \$50,000. The Board approved the purchase of the meter and hardware for the small booster station at the February 9<sup>th</sup> meeting for the amount of \$6,439.42.

Cost proposals from Western Nevada Supply were attached to this agenda item for meter and hardware replacement for Well Number 2 and Well Number 6. The Well Number 2 proposal (option 2) amounted to \$4,579.81 and included a 6-Inch Mag meter and hardware. The Well number 6 proposal amounted to \$5,774.35 and included a 10-Inch Mag meter and hardware. GWC staff will install the meters and hardware at both well sites.

Recommendation

GWC Staff recommended approval of the following:

- A. Cost proposal from Western Nevada Supply in the amount of \$4,579.81 for the supply of a new 6-Inch Mag Meter and hardware for Well Number 2
- B. Cost proposal from Western Nevada Supply in the amount of \$5,774.35 for the supply of a new 10-Inch Mag meter and hardware for Well Number 6.
- C. Cost proposal from Western Nevada Supply for Cla-Val for Well 2 in the amount of \$1295.20

**Barbara Henningsen made a motion to approve the purchase of the 6-Inch Mag Meter and hardware from Western Nevada Supply in the amount of \$4,579.81 for Well Number 2, and the purchase of the 10-Inch Mag Meter and hardware from Western Nevada Supply in the amount of \$5,774.35 for Well Number 6, and the Cla-Val for Well Number 2 from Western Nevada Supply for \$1,295.20 for a total cost of \$11,649.36. Jason Spotts seconded the motion. Motion was approved.**

**Agenda Item 3: Attorney Report:**

Nothing to Report

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

The following is a recap of work completed by GWC staff in the month of February 2016 along with other projects and events occurring in early March 2016.

1. Meters, Plan Reviews & Impact fees
  - A. There was 29 meters set in February 2016.
  - B. There were no new plan reviews completed by GWC staff in February 2016.
  - C. There was \$0 in Impact fees collected in February 2016
2. Service Orders

There were 87 service orders completed by GWC staff in February 2016.
3. Locates

There were 5 locates completed by GWC staff in February 2016.
4. Monthly Staff Projects
  - A. Monthly Bacteria Sampling
  - B. Well Maintenance
  - C. Final Clean-up CV Med to Muller Parkway Waterline
  - D. Meter Reads and Bill Processing
  - E. Weed Spraying
5. Area Managers Meeting

Mark Gonzales attended the area manager's bi-monthly meeting on 3-8 at the Gardnerville Ranchos.
6. Nevada Rural Water Conference

Jon Summers, Mark Lovelady and Mark Gonzales will be attending the Nevada Rural Water Association Conference in Reno on March 15<sup>th</sup> to 17<sup>th</sup>. Jon and Mark L. will be attending the 15<sup>th</sup> & 16<sup>th</sup> and Mark Gonzales will attend the 17<sup>th</sup>. The conference provides training classes, with continuing education units, new water products at the vendors display, and also allows GWC staff up with new regulations from the State and Federal regulatory agencies.

**Agenda Item 5: Board Comments:**

No Board Comments

**Agenda Item 6: Adjournment:**

**Don Wilcks made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 6:00 p.m.**