



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, March 13, 2018 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

Jason Spotts, *Chairman*
Carl Spahr, *Vice Chairman*
Barbara Henningsen, *Secretary*
Mark Hussman, *Member-at-Large*

Staff Members Present:

Mark Gonzales, *GWC Manager/Engineer*
Kristien Bennett, *GWC Financial Officer*
Tonya Church, *Office Assistant*
Chuck Zumpft, *Attorney*

Jason Spotts called the March 13, 2018 Regular Board meeting to order at 5:00 p.m.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the March 13, 2018 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the February 13, 2018 Regular Board Meeting: Barbara Henningsen made a motion to approve the February 13, 2018 Regular Board Meeting Minutes. Carl Spahr seconded the motion. Motion was approved.

Financial Statements for February 2018: Carl Spahr made a motion to approve the February 2018 Financial Statements. Mark Hussman seconded the motion. Motion was approved.

Kristien Bennett reviewed the unexpected expense of the repairs for the Duramax Truck. The truck was due to be replaced in 2019. With the cost of the repairs, replacement of the truck may not be necessary until a later year.

Public Comment: There was no public comment

Agenda Item 1: Old Business

1. Fire Booster Station

The Fire Booster Station is now fully operational and “on-line” with the GWC distribution system. Sierra Control completed the final logic adjustments to the computers and telemetry allowing for the station to be fully functional and ready for any large scale fire and coverage of any new large “Box Store” fire demands.

Cashman Equipment has completed warrantee work on the 500 KW generator this past week.

2. Corley Ranch Annexation

Mark Gonzales has been collecting cost estimates for completion of different parts of the annexation application for expansion of service territory with the Nevada Public Utilities Commission. Mark has received estimates for the following tasks:

- Legal Annexation Agreement
- Surveying Legal and Map Preparation
- Drafting and Exhibit Preparation

Mark is still waiting for a cost estimate for completion of water model analysis from Resource Concepts to allow Mark to complete and send out a deposit request to Corley Ranch to allow for startup of the report tasks.

Agenda Item 2: New Business

There was no new business.

Agenda Item 3: Attorney Report: Discussion and Possible Action Regarding Spinnato Easement on Centerville Lane.

Chuck Zumpft has been working with Justin Clouser to obtain a Water Easement in recorded form from the Spinnatos. The Spinnatos have not yet signed the paperwork. Chuck has been working to talk to Justin Clouser in order to have the Water Easement recorded. Chuck reviewed the different options to consider in order to obtain the Water Easement.

The consensus of the board is that Chuck continue to follow up with Justin Clouser and work out how to go about getting the Water Easement paperwork signed.

Agenda Item 4: Manager/Engineer's Report

The following is a recap of work completed by GWC staff in the month of February 2018 along with other items of interest and projects occurring in early March 2018.

1. Meters, Plan Reviews & Impact fees
 - A. There were 21 meters replaced in February 2018.
 - B. There was one (1) pre-application review completed in early March. GWC staff reviewed and gave input to Douglas County for the proposed Sierra Motel expansion. This project involves the addition of up to 12 new units behind the present motel complex adjacent to the GWC Well Number 2 and Oxoby Mobile Home Park. Mark will be attending the pre-application hearing for this project on 3/7/2018.
 - C. There were \$0 in impact fees collected in February 2018.
2. Service Orders

There were 126 service orders completed by GWC staff in February 2018.
3. Locates

There were 10 locates completed by GWC staff in February 2018.
4. Monthly Staff Projects
 - A. Monthly Sample Station & Hydrant Flushing

- B. Monthly Bacteria & Turbidity Sampling & Testing
- C. Remaining logic coordination with Sierra Controls for Fire Booster Station

5. Manager and Manager/Engineering Job Descriptions

The job descriptions that Kristien Bennett constructed for the Manager and Manager/Engineer positions were reviewed with minor revisions and attached to this report for Board review and consideration.

A schedule for advertisement and interviews was discussed for advertising the positions.

Mark Lovelady is interested in the Manager position. Mark is very knowledgeable about the Gardnerville Water Company and has all current certifications.

Mark Gonzales is willing to complete contract engineering services for GWC as needed.

The consensus of the board is to advertise for the Manager/Manager Engineering job position within 2 to 3 weeks.

6. Secretary Position

GWC will be losing Tonya Church at the beginning of June. June 8th will be Tonya's last day with GWC. GWC has been very fortunate to have a very hardworking and talented person with Tonya and wish Tonya all the best. Tonya will be moving to Pennsylvania as soon as school is out.

Kristien Bennett and Mark Gonzales see a need to change the current position description from a part time 30 hours per week to 40 hours per week 8 to 5 position. Kristien has several tasks and duties that would be passed onto this position, such as checking leak alarms daily and notifying customers, maintaining Backflow Compliance, and more coverage of the office.

Staff is asking the Board for permission to make this change to allow for advertisement and interviews for the position.

The consensus of the board is to advertise for the Secretary position as a 40 hour position within 2 to 3 weeks so that the new hire has at least a 2 week training period.

Agenda Item 5: Board Comments

There were no Board Comments.

Agenda Item 6: Adjournment:

Carl Spahr made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 5:57 p.m.