



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, March 14, 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:

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

Jason Spotts called the March 14, 2017 Regular Board meeting to order at 4:55 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the March 14, 2017 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the February 14, 2017 Regular Board Meeting: Mark Hussman made a motion to approve the February 14, 2017 Regular Board Meeting Minutes. Carl Spahr seconded the motion. Motion was approved.

Financial Statements for January and February 2017: Mark Hussman made a motion to approve the Financial Statements for January 2017 and February 2017. Don Wilcks seconded the motion. Motion was approved.

Kristien Bennett shared a Power Point Presentation detailing the Financial Plan for 2017. Income has been on budget. Interest Income will continue to decrease as well as expenses increase with increased wages, benefits, power and maintenance costs. Maintenance project costs has increased to an average of \$430,000 per year. Kristien will be recommending a 13% water rate increase beginning January 2018. She will bring this information to the April Board Meeting for a first reading and review. The last water rates increase was in 2014.

Public Comment: There was no public comment

Agenda Item 1: Old Business:

1. Fire Booster Pump Station

Mark Gonzales review the following construction activity that has been completed on the Fire Booster Station Project in February and early March:

- Roof ladder installation
- Roof access hatch skylights installed

- Roll-up doors and man doors installed
- Ceiling and insulation installed
- HVAC hardware (interior) installed
- Electrical and HVAC concrete pads installed (exterior)
- North & South concrete driveways poured
- Work began on interior electrical wiring
- Interior and exterior electrical panels installed
- Backfill of exterior building pad & concrete pads completed
- 500 KW Generator installed

The following construction activity is scheduled for March (weather dependent):

- Three Phase power hook-up
- Complete interior electrical
- Complete HVAC interior
- Install HVAC exterior hardware
- Install roof railing for tie-off

2. Virginia Ranch Road

The right-of-way deeds are scheduled for approval at the April 6th Board of County Commissioner meeting. The right-of-way deeds is scheduled to be approved by the Town of Gardnerville.

3. Centerville Lane Project

Mark received the latest NDOT design drawings and made some adjustments to the Cottonwood Slough pipe crossing design. The pipe crossing had to be moved further upstream to avoid contact with the proposed bridge expansion footings.

Mark took the initial waterline design to RCI on 3/3/17 to allow their drafting tech to complete plan and profile drawings. As soon as the plan and profile drawings have been completed, Mark will set up a meeting with NDOT to go over the design with NDOT's design team.

4. Well Number 7 Rehabilitation

The following work has been completed by Carson Pump on this project:

- Initial move-in-February 21st
- Completion of pre-project video of well casing interior
- Brushing and swabbing of the casing and perforations
- Addition of cotey chemicals, liquid acid descaler
- Second brushing of casing and removal of descaler liquid
- Second video
- Bowls and check valves arrived.

The well will be pumped in order to clean it out and 2 successive days of bacteria testing will be completed and then Well Number 7 will be returned to service.

5. Muller Parkway to Carson Valley Medical Water Line

The field survey work for this project is still on hold due to the recent snow storm. The area at the project site will need to dry out to allow for pothole work to be completed at the two waterline dead ends and also for the survey crews to be able to locate the marked out utility lines.

Agenda Item 2: Discussion and Possible Action Regarding Landscape Maintenance

The GWC requested landscape maintenance quotes from several local landscaping companies. GWC requested lawn maintenance for the GWC office and 1394 Hwy 395 rental location. The following lawn care companies were contacted: Celtic Lawn Care, Cassinelli Landscaping, Big Fish Landscaping, Velasquez Landscaping, Hearts Desire Landscaping, and Total Lawn and Landscape.

Received landscaping quotes were as follows:

	Weekly Mowing	Fertilization	Aerating	Spring Cleanup	Fall Cleanup	Irrigation Turn On	Irrigation Turn Off	Annual Cost
Hearts Desire	\$57.50	\$165	\$125	\$540	\$540	\$55	\$55	\$3,263
Total Lawn	\$67.00	\$150	\$150	\$650	\$650	\$100	\$100	\$3,877
Cassinelli	All included as one cost							\$5,490
Big Fish	\$105.00	\$375	\$609	\$1,560	\$1,680	\$175	\$100	\$8,069

Hearts Desire Landscaping LLC provides private and commercial landscaping maintenance, landscape installation, and snow removal. Aaron and Sarah Riley are the owners and have been in business since 2013. All reviews via Google, Yelp, and BBB are good.

The GWC Staff recommends awarding the GWC landscaping maintenance agreement to Hearts Desire Landscaping.

Carl Spahr made a motion to award Hearts Desire Landscaping the landscaping maintenance agreement. Don Wilcks seconded the motion. Motion was approved.

Agenda Item 3: Attorney Report

No Attorney Report

Agenda Item 4: Manager/Engineer's Report

Mark reviewed the work completed by GWC staff in the month of February 2017 along with other items of interest and projects occurring in early March 2017.

1. Meters, Plan Reviews & Impact fees
 - A. There were 3 meters replaced in February 2017.
 - B. There were no plan reviews completed by GWC staff in February 2017.

- C. There was \$0 in impact fees collected in February 2016.
2. Service Orders
There were 37 service orders completed by GWC staff in February 2016.
3. Locates
There were 8 locates completed by GWC staff in February 2016.
4. Monthly Staff Projects
A. Monthly bacteria sampling
B. Fire Booster Station Inspection & Support
C. Well Maintenance
D. Bill processing and mail out
E. Snow & ice control
5. Operator I/II Job Announcement
The Operator I/II Job Announcement was placed in the Record Courier, Appeal, Nevada Rural Water Association Website, and the Gardnerville Water Company Website. Several applications have been received for the position which closes on March 31st.

Agenda Item 5: Board Comments

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 5:50 p.m.