



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, May 10, 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*

Public Present:

Bob McCulley

Mark Hussman called the May 10, 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 May 10, 2016 Board meeting. Barbara Henningsen seconded the motion. Motion was approved.**

**Minutes of the April 12, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the April 12, 2016 Regular Board Meeting Minutes. Jason Spotts seconded the motion. Motion was approved.**

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

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

**Agenda Item 1: Old Business:**

**1. Fire Booster Pump Station**

- A. Invitations for bid were sent out to Q&D Construction, KG Walters Construction, and Farr Construction, DBA Resource Development Corporation on 4-29-16 for the Fire Booster Pump Station.
- B. Access to Electronic Contract Documents and Plans will be available on 5-3-16. Hard copies of the plans and specifications will be made available on 5-9-16.
- C. A pre-bid conference (mandatory) will be held on 5-19-16 at the GWC office.
- D. The bid opening for this project is scheduled for 6-2-16 with the formal award at the June 14th Board meeting.
- E. Construction on the project will begin in July with completion scheduled for December 31<sup>st</sup>.

2. Well Number 2 Damage Repair

The Well Number 2 building, located within the Oxoby Mobile Home Park, was damaged 4/16/16. A tenant living at the mobile home park had a medical seizure while driving into the park near the Sierra Motel. His vehicle crashed into a parked vehicle pushing that vehicle into the side of the Well 2 building. The impact of the accident caused damage to the south wall of the well house.

Mark Gonzales contacted the insurance company for the responsible driver, Dairyland Auto, and obtained a claim number that allows GWC to complete all necessary repairs to the building and seek reimbursement.

Gary Thurm, from Three Castles Engineering, has prepared a repair detail and specifications for me and has also contacted the Douglas County Building Department regarding an emergency “no cost” permit to allow completion for the repair.

Mark completed a spreadsheet of itemized repair costs that will be sent to the insurance company to allow them to summarize the claim damage. Mark intends to obtain bids from several local building contractors for the structural repair. In addition, there will also be work completed by Bryant Electric and Sierra Controls to remove and relocate the electrical and telemetry from the damaged wall. Mark will poll each Board member with the bids received from local building contractors to obtain approval for that portion of the work.

3. Washoe Tribe Creek Casino

Mark received an email on 5-3-16 from Gilbane Construction regarding final work and inspections for the new Creek Casino. Gilbane has requested a final walk through for the week of 5-16-16. They have scheduled May 23<sup>rd</sup> for the opening of the Casino.

4. Hydrant Repair 1374 Highway 395

GWC Staff completed repair of the damaged hydrant located at 1374 Highway 395 the week of 4-25-16. The hydrant located in front of the Lynn Cauley Realty office was damaged by a vehicle rollover that occurred on April 5, 2016 at 11:19 PM. Kristien sent a repair cost invoice of \$1,156.23 to Allstate Insurance for the repair of the hydrant.

**Agenda Item 2: GWC Fire Booster Station 500 KW Generator & Transfer Switch Award:**

The new GWC Fire Booster Station will require backup power generation from a diesel generator that will need to be located next to the new booster station building. This piece of equipment will need to be ordered several months ahead of construction of the building to allow for manufacturing time and testing time for the supplier. Current lead time is at 12 weeks.

The GWC electrician and project electrical contractor, Bryant Electric, has specified a 500 kw (Kilowatt) diesel generator for the project and has obtained the following bid proposals for the equipment.

<u>Supplier</u>	<u>Bid Proposal</u>
Cummins Rocky Mountain	\$115,258.44
Mission Critical Facilities	\$114,275.00
Cashman Power Solutions	\$ 90,118.00

Recommendation

GWC staff recommends award of a 500 kw diesel generator and transfer switch to Cashman Power Solutions in the amount of \$90,118.00. GWC staff also recommends the inclusion of \$1,566.00 for a 5 year zero deductible parts and labor warranty on the generator. Total recommended award equates to \$91,684.00.

**Jason Spotts made a motion to approve the purchase of the 500 KW Diesel Generator from Cashman Power Solutions for \$90,118.00 and the warranty on the generator for \$1,566.00 for a total award of \$91,684.00. Don Wilcks 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 April 2016 along with other projects and events occurring in early May 2016.

1. Meters, Plan Reviews & Impact fees
  - A. There was 4 meters set in May 2016.
  - B. There were no new plan reviews completed by GWC staff in April 2016.
  - C. There was \$0 in Impact fees collected in April 2016
2. Service Orders

There were 71 service orders completed by GWC staff in April 2016.
3. Locates

There were 6 locates completed by GWC staff in April 2016.
4. Monthly Staff Projects
  - A. Monthly Bacteria Sampling
  - B. Well 6 Meter Retro
  - C. Meter Reads & Bill Processing
  - D. Tree Transplant
  - E. Well 2 Damage Assessment
  - F. Weed Spraying & Landscape Maintenance
5. Board Replacement Applications

As of 5-3-16, GWC has received 3 applications from residents living within District 5. Applications will be accepted up to May 13, 2016.
6. Area Managers Meeting

Mark attended the area manager's meeting on 5-10-16 at the Town of Genoa.

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 5:45 p.m.**