



Gardnerville Water Company
Regular Board Meeting Minutes
Monday, November 7, 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*
Barbara Henningsen, *Secretary*
Carl Spahr, *Member-at-Large*

Staff Members Present:

Mark Gonzales, *GWC Manager/Engineer*
Chuck Zumpft, *Attorney*
Tonya Church, *Office Assistant*

Mark Hussman called the November 7, 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 November 7, 2016 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the October 11, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the October 11, 2016 Regular Board Meeting Minutes. Don Wilcks seconded the motion. Motion was approved.

Financial Statements for October November 2016: There were no Financial Statements for the November 7, 2016 Board Meeting.

Public Comment: There was no public comment

Agenda Item 1: Old Business:

1. Fire Booster Pump Station

Mark Gonzales reviewed the following construction activity that has occurred on the Fire Booster Station Project in October and early November:

- Pressure testing of 18-inch suction lines
- "A" & "B" supply water mains installed
- Slurry backfill for 18-inch suction lines completed
- Backfill of (3) 18-inch suction lines
- Bryant Electric completed building conduit runs for electrical and communication
- Building footing formed & inspected by Douglas County
- Concrete pour for building footing completed
- Detention Basin completed

- All weather road & building access completed
- Backfill completed on interior of building
- Stem wall completed & reinforcing steel installed
- Grout installed within stem wall
- 3-Phase power conduit installation is in progress

The following construction activity is scheduled for November and early December:

- Concrete pour of building slab floor was completed the November 1, 2016
- Above ground interior piping
- Block wall construction has begun and the first course has been run
- 1.5 MG tank penetration is in progress
- Roof trusses
- Roof
- Pump inspection needs to be done in order to have the warrantee extended. Pumps will be pulled and inspected.
- Door installation

Mark presented a copy of the last pay estimate to GWC from Resource Development Company. Included is an overview of what has been completed and what is remaining on the project. This also lists the change orders that have come through for the Fire Booster Pump Station. This includes:

- Extra valves, including an exterior discharge line that allows the line to be flushed and interior lines
- Extension of an all-weather road from the gate near Muller Parkway up to Muller Parkway.
- Dewatering Well was added
- Over excavation – more base was added and compacted than what may be considered as normal

There is still room in the budget for any other necessary changes that may or may not come up.

2. Virginia Ranch Road Phase 2

Mark Gonzales delivered the 3 recorded grant deeds for road right-of-way to Matt Bernard at RO Anderson Engineering. Matt will now construct a Record of Survey Map that Mark will record & then present to Douglas County along with the 3 recorded grant deeds.

Mark confirmed the sidewalk for Well Number 5 on Hussman Ave. has been completed.

Agenda Item 2A: Discussion and Action Regarding Award of Surveying Contract for Project

Mark Gonzales reviewed the Gardnerville Water Company Capital Improvement Plan and displayed on screen the areas in which the following waterline improvement projects will be completed:

- Centerville Lane Waterline Improvement
- Barton to Muller Loop

A. Centerville Lane Waterline Improvement

The Centerville Lane project initially included the extension of an 8-inch waterline along the west side of Centerville Lane between the Charter Cable Company and the intersection of Centerville Lane and Waterloo Lane. This extension of waterline will eliminate two dead-end sections of GWC distribution main.

In November, 2015, Mark was contacted by Nevada Department of Transportation regarding NDOT's plans to widen the bridge over the Cottonwood Slough near Scottsdale Plumbing. NDOT indicated that the existing GWC waterline at that location will be in conflict with the proposed bridge widening and will need to be relocated or lowered. As a result, the requested waterline adjustment requested by NDOT will be included into the original planned improvement project for Centerville Lane.

B. Barton to Muller Loop

The Barton to Muller Loop project includes obtaining 20 foot wide waterline easements from the Carson Valley Medical Center (Barton Hospital) and Brookdale Assisted Living. The project also includes the extension of an 8-inch water main from the existing water main dead-end behind the Gardnerville Rehabilitation Center to the Carson Valley Medical Center existing 8-inch main. This will provide a loop around the existing facilities for better water quality, fire flow, and also logistics.

RO Anderson Engineering and Resource Concepts, Inc. were contacted and asked to submit proposals that included providing the following services to GWC:

- Topographic and Boundary Survey for Barton to Muller Loop
- Legal descriptions of waterline easements proposed from Barton Hospital and Brookdale Assisted Living
- Drafting of improvement drawings for 8-inch water main from the Gardnerville Rehabilitation Center to the Carson Valley Medical Center. Design by GWC
- Topographic Mapping for Centerville Lane Waterline improvements near Waterloo Lane and also at the Cottonwood Slough
- Cross Section of existing Cottonwood Slough crossing
- Drafting of improvement drawings for 8-inch water main extension and adjustment of water main at the Cottonwood Slough. Design by GWC

The drafting required for the Centerville Lane improvements requires a specialized color coding of existing and proposed improvements as required by NDOT. The Barton to Muller Loop does not require the special drafting necessary within NDOT right-of-way.

The following proposals were received by GWC for the two projects:

- Resource Concepts Inc. \$22,000.00
- RO Anderson Engineering \$29,000.00

Staff recommends award of a survey contract for the completion of field surveying, legal descriptions, and drafting assistance for the Centerville Lane Project and Carson Valley Medical/Muller Parkway Project to Resource Concepts Inc. in the amount not to exceed \$22,000.00.

Jason Spotts made a motion to award the bid to Resource Concepts Inc. for the Survey Contract and Drafting Technical Support, not to exceed \$22,000. Carl Sphar seconded the motion. Motion was approved.

Agenda Item 2B: Discussion and Action Regarding Agreement for Legal Services 2017

Chuck Zumpft has been providing legal services to the Gardnerville Water Company since the early 1990's. Chuck first provided services as a part of Brooke-Shaw-Zumpft and now he is providing services as Minden Lawyers. Chuck has extensive knowledge of GWC, GWC Rules and Regulations, Nevada PUC, and works well with GWC staff on all issues large and small. Each year at this time the agreement for legal services is reviewed and presented to the Board for review and action

A copy of attorney fee comparisons for other local Towns, General Improvement Districts along with existing and proposed fees and agreement from Minden Lawyers to the Gardnerville Water Company for 2017 legal services and a copy of the proposed contract between the Gardnerville Water Company and Minden Lawyers, LLC were both attached for review.

The following are changes from the 2016 to the 2017 proposed contract:

A. 2016 Contract

1. \$800.00 standard monthly rate
2. Monthly rate included up to 3 hrs. Maximum for Board meetings and 2 hours per month general consultation.
3. Unused time designated for Board meeting could not be used for general consultation.
4. Excess consultation time needed over and above the hour limits in No. 2 above would be billed at \$260.00 per hour.
5. Services which are incidental for the benefit of customer or potential customer (pass through cost) would be billed at Firm's standard hourly rate of \$325.00 per hour.
6. Mileage rate at \$0.57 per mile
7. Copies (black & white) at \$0.25/copy and color at \$0.50/copy
8. Fax at \$0.15 per page

B. 2017 Contract Proposed

1. \$800.00 standard monthly rate
2. Monthly rate for Board meetings and general consultation at 5 hours max. (Average at \$160.00 per hour)
3. Excess consultation time needed over the 5 hours listed in No. 2 above billed at \$260.00 per hour.
4. Services which are incidental for the benefit of customer or potential customer (pass through cost) would be billed at Firm's standard hourly rate of \$325.00 per hour.
5. Mileage rate at \$0.57 per mile – *Chuck asked that this item be removed as he has never charged for milage.*
6. Copies (black and white) at \$0.25/copy and color at \$0.50/copy
7. Fax at \$0.15 per page

Carl Spahr made a motion the agreement between Gardnerville Water Company and Minden Lawyers, LLC for the calendar year 2017 be accepted as presented. Barbara Henningsen seconded the motion.

Agenda Item 3: Attorney Report:

Nothing to report.

Agenda Item 4: Manager/Engineers Report:

Mark Gonzales gave a recap of work completed by GWC staff in the month of October 2016 along with other items of interest and projects occurring in early November 2016.

1. Meters, Plan Reviews & Impact fees
 - A. There were 8 meters set in October 2016.
 - B. There was one plan review completed by GWC staff in October 2016. Martin Stahl resubmitted an application to Douglas County for Masterplan and Zoning Map Amendment for the commercial property located at 1378 Highway 395 (old car lot & barbeque restaurant location). Originally the developer was asking for 20 to 22 multifamily residential units. The developer is now asking for mixed use commercial with 3 multi-family residential units (21 units) in the rear of the parcel (each 1300 square feet) and a commercial structure in the front. Mark sent an email back to Douglas County indicating that Mark's previous review comments remain the same. Mark's concern centers around infrastructure needs at the site and connection and water rights fees needed.
 - C. There was 0 in impact fees collected in October 2016.
2. Service Orders

There were 94 service orders completed by GWC staff in October 2016.
3. Locates

There were 13 locates completed by GWC staff in October 2016.

4. Monthly Staff Projects
 - A. Monthly bacteria sampling
 - B. Fire Booster Station Inspection & Support
 - C. 3-Phase power conduit installation
 - D. Well 5 concrete sidewalk site preparation

5. Area Manager's Meeting

Mark Gonzales will be attending the area manager's meeting on November 15th. Larry Werner, Douglas County Manager, will be hosting the meeting at the Douglas County Senior Center.

6. Town of Gardnerville Christmas Kickoff

The GWC Board will be serving popcorn at the Town of Gardnerville Christmas Kickoff at Heritage Park. The popping operation will begin around 4:30 p.m.

Agenda Item 5: Board Comments:

No Board Comments

Agenda Item 6: Adjournment:

Jason Spotts made a motion to adjourn the Board meeting. Don Wilcks seconded the motion. Motion was approved. The meeting was adjourned at 6:05 p.m.