



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, October 11, 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*
Kristien Bennett, *GWC Financial Officer*
Chuck Zumpft, *Attorney*
Tonya Church, *Office Assistant*

After a visit to the GWC Booster Station project site, Mark Hussman called the October 11, 2016 Regular Board meeting to order at 5:22 p.m.

Approval of Agenda: Don Wilcks made a motion to approve the Agenda for the October 11, 2016 Board meeting. Jason Spotts seconded the motion. Motion was approved.

Minutes of the September 12, 2016 Regular Board Meeting: Barbara Henningsen made a motion to approve the September 12, 2016 Regular Board Meeting Minutes. Don Wilcks seconded the motion. Motion was approved.

Financial Statements for September 12, 2016: Jason Spotts made a motion to approve the Financial Statements for September 2016. Carl Spahr seconded the motion. Motion was approved.

Public Comment: There was no public comment

Agenda Item 1: Old Business:

1. Fire Booster Pump Station

A tour was given prior to the Board Meeting being called to order, where Mark Gonzales reviewed the following progress made thus far on the Fire Booster Pump Station:

- Discharge meter vault was installed
- Discharge "C" Line (16-inch) water line was installed
- Suction "A" Line from 1.5 MG Tank was installed
- Suction "B" Line from 2.6 MG Tank was installed
- Suction 24-inch manifold was installed
- 18-inch Butterfly Valves were installed on the suction lines
- 18-inch suction lines were pressure tested and passed
- Stem wall formed on east side of building

Mark also reviewed the construction activity scheduled for September and early October:

- Concrete slurry bedding of 18-inch suction lines
- Forming of stem walls west side of building
- Rough electrical & communication west side of building
- Concrete pour of building stem walls
- Forming and pouring of building slab
- Above ground interior piping
- Block wall construction
- 1.5 MG tank penetration

Mark explained what is meant by the 1.5 MG tank penetration. The booster station will connect to the 1.5 MG tank. The tank will be drained and opened, do the penetration and welded in with the drain line and sampling port. It will be closed, resealed, chlorinated and put back into service.

2. Virginia Ranch Road Phase 2

Mark Gonzales completed the three draft grant deeds for dedication of properties from GWC, Curtis and Sons, and Virginia Ranch Development to Douglas County. Mark has asked RO Anderson to finalize the legal descriptions to allow the grant deeds to be signed and recorded.

The following work has been completed on Virginia Ranch Road Phase 2:

- Recordation of Grant R-O-W Deed from Curtis and Sons to Douglas County
- Recordation of Grant R-O-W Deed from GWC to Douglas County

The following are tasks to be completed:

- Signing, notarization, and recordation of Grant Deed from And Away They Go, PEG Land, LLC. to Douglas County
- Record of Survey map completion and recordation showing 60-foot road right-of-way acceptance
- Application and appearance at Board of County Commission meeting for right-of-way acceptance
- Application and appearance at Town of Gardnerville Board meeting for R-O-W acceptance for maintenance

This is a good investment for GWC as payments will be received from various groups. GWC will trade costs with Curtis and Sons and obtain monies from the new land owner.

3. Centerville Lane and Carson Valley Medical Center Loop

Mark Gonzales sent out requests for cost proposals to RO Anderson Engineering and Resource Concepts Inc. for surveying and drafting support that will allow Mark to design waterline improvements on Centerville Lane and also the area near the Carson Valley Medical Center.

The Centerville Lane project involves elimination of a dead end waterline near the Charter Cable office by extending the existing 8-inch main to the Waterloo Lane/Centerville Lane intersection. This project will also involve lowering of the existing 8-inch water main at the Cottonwood Slough (next to Scottsdale Plumbing) to allow the Nevada Department of Transportation to widen the existing bridge at that location.

The Carson Valley Medical Center Loop project involves the completion of an 8-inch loop behind Brookside Living to the Carson Valley Medical Center.

Mark will be presenting the Survey/Drafting proposals to the Board at the November Board meeting for consideration of award.

Agenda Item 2A: Discussion and Possible Action Regarding Rules and Regulations

Revisions

Kristien Bennett, Mark Gonzales and Chuck Zumpft went over and revised the GWC rules and regulations. The following changes have been made:

- The requirement to have a signed application by a customer, for new service was removed. By removing the requirement it enables the GWC to take the information over the phone. The application will also remain on gardnervillewater.org for the customer to fill out and submit.
Carl Spahr asked if the verbal over the phone application would be binding. It should not be an issue since the customer would pay in order to continue having service.
- The Landlord Tenant Billing Authorization Form was added. This form allows the Tenant to put the account in their name but ensures the Landlord is aware that they are ultimately responsible for the account.
- GWC's responsibility of meter testing was defined. 2-inch meters and smaller will be tested by an operator. Larger meters must be sent out for testing.
- The requirements for new connection and application for service were separated. A new connection is defined as a new home owner setting up service. A new connection is defined as a new home built.
- Fixture credits for commercial properties. A credit will remain with the property address and there will not be refunds issued to the resident.
- Quasi-residential (Quasi is defined as dual) service definition. The resident would conduct business out of their residence. Once the business takes over 50% of the residence, then it would become a commercial property.

Jason Spotts made a motion to adopt the Rules and Regulations Revisions. Don Wilcks seconded the motion. The motion was passed.

Agenda Item 2B: Discussion and Possible Action Regarding Award of Bid for Well Number 5

Well Number 5, located at 1460 Hussman Ave, is in the process of being cleaned up and this will include a sidewalk corresponding to the width that Douglas County requires. This will also include a sidewalk that leads to the door of Well Number 5. GWC Staff will place and compact type 2 base and will supply the concrete. The bid from ARMAC Construction is to supply the equipment and lay the concrete. Mark Gonzales indicated this is a very reasonable bid and is confident in ARMAC Construction's work and would like to award the bid to ARMAC Construction in the amount of \$2424.00.

Barbara Henningsen made a motion to award the bid in the amount of \$2424.00 to ARMAC Construction. Carl Spahr seconded the motion. The motion was passed.

Agenda Item 3: Attorney Report:

A1 Steel has requested that Gardnerville Water Company pay sales tax. A1 Steel has been supplying the rebar for the Booster Station and they maintain that Sales Tax has to be paid even though GWC is tax exempt. It had been agreed upon with the contractor that GWC would not pay sales tax, however A1 Steel is a sub-contractor and is basing their request off a new ruling in the State Legislature that requires Political Subdivisions to pay sales tax. GWC does not fall in that category. The staff as well as Chuck Zumpft feel that it would be best to pay the sales tax and not push the Tax Exempt issue at this time.

Agenda Item 4: Manager/Engineers Report:

The following is a recap of work completed by GWC staff in the month of September 2016 along with other items of interest and projects occurring in early October 2016.

1. Meters, Plan Reviews & Impact fees
 - A. There were 3 meters set in September 2016.
 - B. There were no plan reviews completed by GWC staff in September 2016.
 - C. There was 0 in impact fees collected in September 2016.
2. Service Orders

There were 42 service orders completed by GWC staff in September 2016.
3. Locates

There were 13 locates completed by GWC staff in September 2016.
4. Monthly Staff Projects
 - A. Monthly bacteria sampling
 - B. Lead & Copper sample collection & transport
 - C. Fire Hydrant maintenance and painting
 - D. Well Number 2 interior painting
 - E. Fire Booster Station Inspection & Support

5. Park Ranch Holdings, LLC Master Plan Application Withdrawal

A copy of a letter from RO Anderson to Mimi Moss regarding withdrawal of the Master Plan application for the Park Ranch Holdings, LLC was included in the board meeting packet.

6. Move November 8, 2016 Board Meeting to November 7, 2016

The Board agreed to move the November 8, 2016 meeting to November 7, 2016 due to the 8th being Election night.

Agenda Item 5: Board Comments:

No Board Comments

Agenda Item 6: Adjournment:

Jason Spotts made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 6:06 p.m.