



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, August 14, 2018 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*

Mark Hussman, *Member-at-Large*

Barbara Henningsen, *Member-at-Large*

**Staff Members Present:**

Mark Gonzales, *GWC Manager/Engineer*

Kristien Bennett, *GWC Financial Officer*

Trebeca Itzen, *Administrative Assistant*

Chuck Zumpft, *Attorney*

Mark Lovelady, *Senior Water Operator*

Jason Spotts called the August 14, 2018 Regular Board meeting to order at 5:00 p.m.

**Approval of Agenda:** Don Wilcks made a motion to approve the Agenda for the August 14, 2018 Board meeting. Carl Spahr seconded the motion. Motion was approved.

**Minutes of the July 10, 2018 Regular Board Meeting:** Barbara Henningsen made a motion to approve the July 10, 2018 Regular Board Meeting Minutes. Mark Hussman seconded the motion. Motion was approved.

**Financial Statements for July 2018:** Barbara Henningsen made a motion to approve the July 2018 Financial Statements. Don Wilcks seconded the motion. Motion was approved.

**Agenda Item 1: Old Business**

**CV Med to Muller Waterline Improvements**

- Mark Gonzales completed an application for project review to the Nevada Bureau of Safe Drinking Water. Mark is waiting for an approval letter from the East Fork Fire District to include in the submittal package to the State.
- Mark is waiting for waterline improvement easements from Brookdale Assisted Living and the Carson Valley Medical Center.
- Mark received the water model analysis from RCI that he will be submitting to the State.

Mark is scheduling a bid opening for this project in September with formal award at the October Board Meeting.

**Tank and Waterline Survey**

Mark received aerial mapping sheets of the proposed new tank site along with proposed waterline routes and have begun to assess the information and mapping submitted.

### Well 6 Rehab

Carson Pump has begun the rehab work on Well Number 6 and we are hopeful to have this well back in service within two to three weeks.

### Well 2 Rehab

Carson Pump is due to complete the Rehab of Well 2 after completion of the Well 6 Rehab.

### Well 10 Development

The following work and progress has occurred on this project:

A pre-application and package was submitted to the Douglas County Community Development on July 30<sup>th</sup>. A meeting at Douglas County on the pre-application will be held at 9:00am on Wednesday, August 15<sup>th</sup>. Mark will be attending this meeting along with Dick McCole from ReMax Realty and Mark Lovelady. (See attached copy of pre-application and package).

A letter of Intent to Purchase Real Property from the Gardnerville Water Company to the owner of the property, Mr. & Mrs. Kriss, was submitted to the seller's Real Estate Agent Dennis McDuffy at Intero Realty, on August 1, 2018. (See attached copy of letter of Intent to Purchase Real Property).

**Well 9 –Overheating Issues, Carson Pump Proposal: Carl Spahr made a motion to approve the proposal in the amount of \$5,100 from Carson Pump for heavier motor windings. Barbara Henningsen seconded the motion. Motion was approved.**

### **Agenda Item 2A: New Business regarding hiring of GWC manager**

Mark Gonzales, Manager/Engineer for the Gardnerville Water Company, will be retiring December 2018. In March the Board of Directors decided to begin advertisement of a replacement Manager or Manager/Engineer. To date, GWC has received 5 applications for the Manager position, with the 5th application from Mark Lovelady, Senior Operator with GWC for 32 years. Mark Lovelady well qualified applicant for the position. Both Mark Gonzales and Kristien Bennett recommend Mark Lovelady for the Manager position (see attached letters of recommendations).

Mark has 32 years of experience in water distribution, water law, water management, construction, and supervisory experience. Also, there are training courses locally and AWWA Utility Management Conference that would further his management skills and knowledge.

Mark Lovelady and Kristien Bennett will co-manage GWC together. Mark has the outside operations and Kristien has the inside operations skill and knowledge and together can continue the strong customer service, high quality water, and well ran system. Attached is an outline of expectation from the board of directors, duties of manager and assistant manager, training events, promotion plan and financial savings report with pay scales (+\$16,000 annual savings).

Staff recommends the following:

Promote Mark Lovelady to Assistant Manager

Negotiate pay increase effective immediately

Requesting Mark Gonzales train Mark Lovelady of all aspects of the Manager position

Promote Mark Lovelady, the position of Manager effective January 1, 2019

Negotiate salary effective January 1, 2019

Negotiate a General Manager employment contract between GWC and Mark Lovelady

Conducting a performance evaluation, no later than 6 months from start date and annual performance evaluations after that

Per Mark Lovelady's Recommendation, promote Kristien Bennett to Assistant Manager

Negotiate pay increase effective January 1, 2019

#### Recommendation

Staff recommends the Board of Directors promote Mark Lovelady to the position of Assistant Manager effectively immediately, promote Mark Lovelady to the position of Manager effective January 1, 2019 and promote Kristien Bennett to the position of Assistant Manager effective January 1, 2019.

**Consensus of Board to hold closed personnel session after regular meeting.**

#### **Agenda Item 4: Attorney**

No report.

#### **Agenda Item 5: Manager/Engineer's Report**

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

1. Meters, Plan Reviews & Impact fees
  - A. There were 10 meters replaced in July 2018.
  - B. There was one (1) pre-application review completed in early July 2018.
    - a. A plan review for 1522 Charlotte Way, the Tavern Project, was completed in July. This project is located on a parcel southwest of the Walmart store at the corner of Charlotte and Larson Way. The project involves construction of a 4,200 square ft. shell building for a future tavern and Dotty's Casino.
  - C. There were \$0 in impact fees collected in July 2018.
2. Service Orders

There were 63 service orders completed by GWC staff in July 2018.
3. Locates

There were 13 locates completed by GWC staff in July 2018.
4. Leak Notices

There were 56 leak notices completed by GWC staff in July 2018.
5. Monthly Staff Projects
  - A. Monthly Bacteria & Turbidity Sampling & Testing
  - B. Monthly Fire Booster Station Startup and Flush

- C. Well 6 Rehab monitoring
- D. Well 9 motor wiring upgrade
- E. Well 2 Rehab monitoring
- F. Weed Spraying
- G. Billing processing and mail-out

**Agenda Item 5: Board Comments**

Barbara Henningsen had a discussion with Barbara Smallwood concerning the County Commissioners meeting that will be held on Thursday, August 16th at 1:30pm regarding Agenda Item #9 and the master plans' proposed mapping of the water utilities. Recommended that GWC manager be present to represent Gardnerville Water Company and correct any inaccuracies in the current/proposed boundaries.

**Agenda Item 6: Adjournment:**

**Jason Spotts made a motion to adjourn the Board meeting. Mark Hussman seconded the motion. Motion was approved. The meeting was adjourned at 6:25 p.m.**

**Agenda Item 7: Closed Personnel Session:**

**The Board reconvened for a closed personnel session.**