



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, December 11, 2018 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:
Jason Spotts, *Chairman*
Carl Spahr, *Vice Chairman*
Barbara Henningsen, *Secretary*
Mark Hussman, *Member-at-Large*

Staff Members Present:
Mark Gonzales, *GWC Manager/Engineer*
Mark Lovelady, *GWC Manager in Training*
Kristien Bennett, *GWC Financial Officer*
Trebeca Itzen, *GWC Administrative Assistant*
Chuck Zumpft, *Attorney*

Jason Spotts called the December 11, 2018 Regular Board meeting to order at 5:00 p.m.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the December 11, 2018 Board meeting. Mark Hussman seconded the motion. Motion was approved.

Minutes of the November 13, 2018 Regular Board Meeting: Barbara Henningsen made a motion to approve the November 13, 2018 Regular Board Meeting Minutes. Carl Spahr seconded the motion. Motion was approved.

Financial Statements for November 2018: Mark Hussman made a motion to approve the November 2018 Financial Statements. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 1: OLD BUSINESS

A. **CV Med to Muller Waterline Improvements**

A letter was sent to the new owners of Brookdale Assisted Living, Welltower Pegasus (DBA: The Chateau at Gardnerville), along with construction plans and proposed easement. The package was sent in November to the new owners describing the proposed project and asking for permission for construction and asking for a permanent easement.

B. **Well 10 Site**

A meeting was held on November 14th at Heritage Bank to discuss a proposed access easement. The meeting was attended by Mark Hussman, Mark Lovelady, Mark Gonzales, Brent Holderman Vice President of Heritage Bank and Scott Smith Realtor from Re/Max Realty. At this meeting Scott Smith indicated that he would approach the bank to see if they would cooperate with GWC and grant an easement to GWC. Chuck Zumpft prepared a draft agreement between the parties and RO Anderson prepared a 40-foot easement document that extended from the Heritage Bank parcel to US 395.

The draft agreement and easement document were presented to the Bank and Bank Realtor for review. The bank asked to have the easement reduced from 40 to 35 feet in width. RO Anderson made this adjustment and the adjusted easement seems to be acceptable to all parties.

The Bank Attorney has proposed new language for the agreement (see attached copy of e-mail from Scott Smith. Mark Gonzales discussed the proposed language with Chuck Zumpft and Chuck and Mark G. both agree that the words construction and constructed should be removed. Chuck made the requested changes, and the revised agreement and Grant of Easement were presented to Heritage Bank. A signed and notarized copy of each document was picked up at First American Title and brought to the Board Meeting to obtain signatures and notary. These documents will be delivered to the title company on 12/12/18.

AGENDA ITEM 2A: DISCUSSION AND POSSIBLE ACTION REGARDING UPDATING THE EMPLOYEE HANDBOOK

The current employee pay periods begin on Sunday and end on Saturday, work hours are projected through the end of the pay period, and payday is every other Thursday. Staff requests the ending of projected pay periods and allowing more time to process payroll. All staff reviewed the updated GWC Employee Handbook and all find the changes to be acceptable.

Current Employee Handbook:

The GWC work week shall commence on Sunday and end on Saturday. Pay periods encompass two work week periods. Regular employees shall submit time cards to the Manager no later than 9:00am on the last Wednesday of the pay period. Work hours shall be projected through the end of the pay period. Paydays are every other Thursday. If a payday falls on a holiday, employees will receive their payroll check on the business day prior to the holiday.

Updated Employee Handbook:

Pay periods covers a two-week period beginning on a Monday and ending on Sunday. Employees shall submit time cards to the Manager no later than 5:00pm the next business day after the pay period ends. Paydays are the Friday following the end of the pay period. If a payday falls on a holiday, employees will receive their payroll check on the business day prior to the holiday.

Recommendation

Staff recommends updating the GWC Employee Handbook to reflect the change the pay period covers a two-week period beginning on a Monday and ending on Sunday; and paydays are the Friday following the end of the pay period.

Barbara Henningsen made a motion to approve the updates to the Employee Handbook per staff recommendation. Carl Spahr seconded the motion. Motion was approved.

AGENDA ITEM 3: Manager/Engineer's Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 4 meters replaced in November 2018.
 - B. There was one plan review in November 2018. Gardnerville Water Company staff reviewed an x-ray room upgrade from Carson Valley Medical Center. GWC staff also met with RO Anderson Engineering and the administrator for the High Sierra Fellowship regarding their new church proposed on the parcel north of Heritage Park.

- C. There were \$1,500 in impact fees collected in November 2018.
2. Service Orders
There were 91 service orders completed by GWC staff in November 2018.
3. Locates
There were 17 locates completed by GWC staff in November 2018.
4. Leak Notices
There were 74 leak notices completed by GWC staff in November 2018.
5. Monthly Staff Projects
A. Monthly Bacteria & Turbidity Sampling & Testing
B. Well 10 easement meetings & coordination
C. Management Training Classes
D. Nevada Rural Water Classes
E. Christmas Decorations
6. Christmas Kickoff Help
Hats off and special thanks to the Board for help at the Gardnerville Town Christmas Kickoff this year. A very special thanks to Mark Lovelady who went above and beyond in his setup work, popcorn work, and cleanup at the event.
7. Christmas Eve
Christmas Eve is on Monday, December 24th. Mark Gonzales is asking on behalf of the GWC staff and families for the Board to grant this day as a paid holiday. The office will be very quiet as all billing operations will be completed long before Christmas Eve.

Consensus of the Board was for Christmas Eve to be a paid holiday as requested by Mark Gonzales.

8. Backflow Revisions
Trebeca has been working on updating our backflow policies which were found to be very out-of-date. She presented an educational tri-fold piece, as well as an updated notification schedule, reducing the current four (4) mailed notices to two (2) mailed pieces following up with a seven (7) day shut off notice thirty (30) days after their testing month. The updated Backflow Policy is currently being reviewed by Mark Lovelady and will then be reviewed by GWC Attorney.

Agenda Item 4: Board Comments

Don Wilcks, who was unable to attend the meeting, requested that Kristien announce he may be resigning at the first of the year due to his health. Jason Spotts requested an extension for his position on the board. The board granted this extension request for further review when Don Wilcks seat is filled.

Agenda Item 5: Adjournment:

Mark Hussman made a motion to adjourn the Board meeting. Carl Spahr seconded the motion. Motion was approved. The meeting was adjourned at 5:38 p.m.