



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, June 11, 2019 5:00 p.m.  
Board Room  
1579 Virginia Ranch Rd  
Gardnerville, NV 89410

Board Members Present:

Carl Spahr, *Chairman*  
Barbara Henningsen, *Secretary*  
Dave Ellison, *Member-at-Large*  
Ken Deering, *Member-at-Large*

Staff Members Present:

Mark Lovelady, *GWC Manager*  
Kristien Bennett, *GWC Financial Officer*  
Trebeca Itzen, *GWC Administrative*  
Chuck Zumpft, *Attorney*

Public Present:

N/A

Carl Spahr called the June 11, 2019 Regular Board meeting to order at 4:55 p.m.

**Approval of Agenda: Dave Ellison made a motion to approve the Agenda for the June 11, 2019 Board meeting. Barbara Henningsen seconded the motion. Motion was approved.**

**Minutes of the May 14, 2019 Regular Board Meeting: Barbara Henningsen made a motion to approve the May 14, 2019 Regular Board Meeting Minutes. Ken Deering seconded the motion. Motion was approved.**

**Financial Statements for May 2019: Barbara Henningsen made a motion to approve the May 2019 Financial Statements. Dave Ellison seconded the motion. Motion was approved.**

**AGENDA ITEM 1: OLD BUSINESS**

A. Parceling of Well 10 Site

RO Anderson working on parceling to create 3 parcels. The parceling should be done within 60 days.

B. House Parcel

Tenants are to be out of the house on June 30<sup>th</sup>. Request 2 board members accompany Mark Lovelady to view the condition of the house and land on July 1 or 2. The 3 will make recommendations of improvements needed and possible costs to the board.

***Two or more board members will attend the walk thru of the house to see and approve the necessary repairs.***

C. Land Parcel

Firestone Tires is interested in the parcel. Seeking Board direction.

***Approved to disclose that we will be selling two parcels and showing Firestone the preliminary map – Mark Lovelady to work with Chuck Zumpft on this.***

D. House and Land Parcel Listing Agent

Seeking Board direction.

*Tabled action for July meeting, or when the parceling is complete.*

E. Well 10 Development

I met with Bruce Scott from RCI. He suggested GWC do a design build for well 10. RCI can develop the standards based on the current GWC system, water rights, growth, etc. and can develop a design build proposal for bids. RCI will not bid on the project. Proposals will include all costs of engineering, building, drilling, sampling, and other costs.

Mark Lovelady suggests GWC meet with Bruce Scott to review the design build process.

***Board agreed to hold a special meeting for the informational presentation.***

F. Water Rights Review

Continuing to review current water rights. Meet with RCI to assist verifying committed and planned use of rights.

***Board agreed to spend the \$3,500-\$5,000 and have RCI do a thorough and accurate assessment of our water rights.***

G. Williams Ridge Technology Park

Mr. Williams has sent some information to GWC, see attached information. I have sent RO Anderson a copy of the Application for Annexation and a copy of the information sent by Mr. Williams. They will need to complete engineering work to determine what is required for water service.

***Board requests a letter be drafted to detail the annexation process and have Chuck Zumpft review it.***

**AGENDA ITEM 2A: Discussion and Possible Action Discussion Fill Station Fuel Master Unit Installation Award**

L.A. Perks Plumbing and Heating Inc. installed the Petro Vend Card Lock system for GWC at the office site on Virginia Ranch Road in March 2009 for \$13,500. The Petro Vend system provides bulk water users availability of obtaining water 24 hours a day 7 days a week. The system requires the user to complete an Application for Bulk Water, Kristien processes the account, prints a Bulk Water User Card that has a pin and vehicle number. The user then must punch those numbers into the system to receive water. If a user is a one-time user, they still must use the same process.

The Petro Vend system is an old DOS based internal computer that links to a Phoenix software, installed on the server, that Kristien can access to obtain usage data to bill from. The current system is available only to Kristien because it is located on the server and all staff does not have access to the server. The current Petro Vend system is now no longer supported and replacement parts are unavailable. So, if the system fails due to a part malfunction, GWC would no longer have a bulk water station.

GWC has the only fill station in the area unless the contractor is allowed fire hydrant metering by the Town of Minden or Douglas County. Future Gardnerville growth will increase the traffic to the fill station. The bulk water system, since installation in 2009, has provided GWC with \$101,542 in income. 2019 budget estimate is \$7,000.

The new Fuel Master system will control both the overhead and 2 ½" connection. It will provide greater flexibility by allowing users to obtain water via a prokee or a credit card. It will allow one-time use customers or small users to pay via a credit card and not have to have an account established with GWC. The new system will also allow additional users so all office staff can access the system.

Four vendors, servicing Northern Nevada, were requested to provide a quote for the following: Remove existing Petro Vend System; Provide and install Fuel Master Unit with Prokee and Credit Card Readers; Run necessary Cat 5 Cables; Install Sequel Software on site server and convert existing database; Provide minimal conduit and electrical to hook up Fuel Master Unit; Get Fuel Master programmed and communicating with water dispensing unit; Verify Fuel Master and water dispensing units are getting correct readings; Get Fuel Master online with credit card network; Provide chip key encoder and 200 keys to make keys for use with Fuel Master unit; Train staff on use of Fuel Master unit and making keys for use with Fuel Master unit; and Commission Fuel Master for warranty and help desk support.

The following quotes were received: LA Perks \$19,600 and Shields, Harper, & Co. \$24,460.

#### Recommendation

Staff recommends awarding the Fuel Master unit installation to LA Perks in the amount of \$19,600.

**Dave Ellison made a motion to award the Fuel Master unit installation to LA Perks in the amount of \$19,600. Ken Deering seconded the motion. Motion was approved.**

#### **AGENDA ITEM 2B: Discussion and Possible Action Regarding Dodge Ram Tire Purchase Award**

The GWC 2013 Dodge Ram Truck needs new tires. The current set of tires on the Dodge Ram is original tires. The truck now has 15,500 miles.

The following bid proposals were obtained for comparable tires:

- Les Schwab Gardnerville - \$2,787
- 1 Way Auto Care - \$2,890
- Les Schwab Carson City - \$2,987

#### Recommendation

Staff recommends awarding the Dodge Ram tire purchase to Les Schwab Gardnerville in the amount of \$2,787.

**Barbara Henningsen made a motion to award the tires purchase to 1 Way Auto Care in the amount of \$2,890. Ken Deering seconded the motion. Motion was approved.**

#### **AGENDA ITEM 4: Manager's Report**

The following is a recap of work completed by GWC staff in the month of May 2019.

1. Meters, Plan Reviews & Impact fees
  - A. There were 3 meters replaced in May 2019
  - B. There were 2 plan reviews in May 2019
  - C. There were \$0 in impact fees invoiced in May 2019
2. Service Orders

There were 77 service orders completed by GWC staff in May 2019
3. Locates

There were 19 locates completed by GWC staff in May 2019
4. Leak Notices

There were 83 leak notices completed by GWC staff in May 2019
5. Monthly Staff Projects

Monthly Bacteria and Turbidity Sampling and Testing  
Trebeca working on GIS Mapping utilizing Google Earth (75% complete)

6. Current Projects in Correspondence

- A. Dotty's Tavern/Manhard Consulting
- B. Firestone Tires

7. Human Resource Management

Contacted the Nevada Public Agency Insurance Pool (POOL) regarding determination if GWC is eligible to join POOL. Waiting on their determination.

8. July 9, 2019 Regular Board Meeting

Ken Deering will be on vacation July 2 - July 14<sup>th</sup>

Mark Lovelady will be on vacation June 27 – July 7<sup>th</sup> returning Monday July 9<sup>th</sup>

**AGENDA ITEM 6: Board Comments**

Ken Deering presented information on ransomware, wanted to know more about our protection. We have contracted E2C to manage our IT needs, this question would need to be directed to them.

**AGENDA ITEM 7: Adjournment**

**Barbara Henningsen made a motion to adjourn the Board meeting. Ken Deering seconded the motion. Motion was approved. The meeting was adjourned at 7:12 p.m.**