



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, November 13, 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 November 13, 2018 Regular Board meeting to order at 5:03 p.m.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the November 13, 2018 Board meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the October 9, 2018 Regular Board Meeting: Barbara Henningsen made a motion to approve the October 11, 2018 Regular Board Meeting Minutes. Carl Spahr seconded the motion. Motion was approved.

Minutes of the October 19, 2018 Special Board Meeting: Carl Spahr made a motion to approve the October 19, 2018 Special Board Meeting Minutes. Mark Hussman seconded the motion. Motion was approved.

Financial Statements for October 2018: Barbara Henningsen made a motion to approve the October 2018 Financial Statements. Carl Spahr seconded the motion. Motion was approved.

AGENDA ITEM 1: DISCUSSION AND POSSIBLE ACTION REGARDING STATUS OF ESCROW ACCOUNT APN 1220-03-301-001

The following is the status report for the escrow account for the proposed Well Number 10 site at 1297 US Highway 395 Gardnerville

A. Soil Investigation

Gardnerville Water Company outside operations staff completed test pits at 7 locations within the 2.77 acre site located at 1297 US Highway 395, Gardnerville. Soil samples were taken at 4 foot and 8 foot depths at each of the 7 sites as shown on the attached map, including one by the existing heating oil tank. The samples were visually inspected for oil, gasoline, and any other equipment fluid residuals. The samples were then taken to WetLab, located in Sparks, for further evaluation for hydrocarbon residuals. GWC staff

will have several soil samples at the board meeting to show the board and discuss the visual inspections completed at each of the 7 test pits (14 samples).

B. Water Samples

GWC staff took water samples from the existing 6-inch diameter well located near the milking barn. The objective of the tests was to determine any contamination of the existing groundwater due to barnyard animals (particularly cattle). The initial samples taken were negative for E-Coli which is feces caused by animals. The water samples were also tested for Nitrites and Nitrates. The samples test results were 2.9 ppm Nitrite and N/D (Non-Detect for Nitrates).

C. Access to Lot

Chuck Zumpft expressed concerns regarding language with one of the existing access easements. In particular Document Number 0575748, Easement granted by Annelise Herbig in April 2003, has a clause that states “The easement shall not be paved, lighted or otherwise improved, except as permitted specifically by written agreement by the Grantor.” A meeting is planned for the week of November 5th with Western Title to discuss the previous access easement language. A meeting is also scheduled with Heritage Bank, the owner of APN: 1220-04-002-020 on 11-14-18 regarding obtaining a new 40 ft. access easement.

D. Phase 1 Environmental Site Assessment Report

Converse Consultants finished the Phase 1 Environmental Assessment Report October 19, 2018.

The above referenced report was completed at the request of GWC to identify Recognized Environmental Conditions (RECs) on the property site. Two RECs were identified by Converse Consultants including an existing underground oil storage tank and a previous septic tank with a drain coming from inside the old milking barn. The oil tank was tested and GWC staff determined that the septic tank and leach field has been removed.

AGENDA ITEM 2A: DISCUSSION AND POSSIBLE ACTION REGARDING AWARD OF SURVEY CONTRACT FOR PROPOSED APN 1220-03-301-001 WELL 10 SITE

Mark Gonzales completed writing this report with the assumption that escrow on the purchase of the above listed property will close by November 21, 2018

The Gardnerville Water Company has received 2 proposals from local surveying firms that are summarized on the attached spreadsheet. Each proposal includes completion of a topographic survey, completion of a tentative parcel map, completion of a Final Parcel Map and completion of a Boundary Line Adjustment.

Recommendation

Staff recommended award of the survey contract for completion of a topographic map, tentative parcel map, final parcel map, and boundary map for APN 1220-03-301-001 contingent on close of escrow, to R.O. Anderson Engineering in the amount of \$15,300.00.

Mark Hussman made a motion to approve the survey contract to R.O. Anderson Engineering in the amount of \$15,300.00 per staff recommendation. Carl Spahr seconded the motion. Motion was approved.

AGENDA ITEM 2B: DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASE OF COMPUTER WORKSTATION

Mark Lovelady, GWC's Manager-in-Training, needs a computer workstation. The manager's computer replacement is in the 2019 capital project budget with estimated cost of \$2,000.

The new workstation computer will include the following:

Workstation Description

Inspiron Desktop 3670
Intel Core i5-8400 Processor, 4.0GHz
1TB Hard Drive
8GB RAM Memory
Windows 10
Microsoft Office
1 Year Warranty

Workstation costs:

Description	Price	Discount	Total Price
Inspiration Desktop	\$649.99	\$110.00	\$539.99
Dell 24" Monitor	\$169.99	\$44.00	\$125.99
Dell Wireless Keyboard & Mouse	\$49.99	\$14.00	\$35.99
<u>Logitech Speakers</u>	<u>\$17.99</u>	<u>\$0.00</u>	<u>\$17.99</u>
Total Costs	\$887.96	\$168.00	\$719.96

Dell's cost is \$719.96 for the computer workstation and components and IT support is estimated at \$270.00 for a total cost of \$989.96.

Recommendation

Staff recommends purchasing the computer workstation and components from Dell at a cost of \$719.96 and contracting E Squared C for IT support estimated at \$270.00, for a total estimated cost of \$989.96.

Carl Spahr made a motion to approve purchasing the computer workstation and components from Dell at a cost of \$719.96 and contracting E Squared C for IT support estimated at \$270.00, for a total estimated cost of \$989.96 per staff recommendation. Mark Hussman seconded the motion. Motion was approved.

AGENDA ITEM 3A DISCUSSION AND POSSIBLE ACTION REGARDING 2019 AGREEMENT FOR LEGAL SERVICES

Each year at this time the Gardnerville Water Company reviews the Agreement for Legal Services between GWC and Minden Lawyers.

The present agreement is an \$800 monthly retainer, which allows for 5 hours of service before the contract goes hourly. The new 2019 agreement will continue the monthly retainer at \$800 but reduce the number of hours available to 4 hours.

Legal services history breakdown:

Year	Avg Hours	Budget	Actual
2015	3.54	\$10,000	\$10,073
2016	4.45	\$12,000	\$11,536
2017	2.56	\$12,000	\$9,600
2018	2.96	\$12,000	\$9,730 (estimated)

Recommendation

GWC Staff recommends approval of the proposed 2019 Agreement for Legal Services.

Barbara Henningsen made a motion to approve the proposed 2019 Agreement for Legal Services per staff recommendation. Mark Hussman seconded the motion. Motion was approved.

AGENDA ITEM 4: Manager/Engineer’s Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 2 meters replaced in October 2018.
 - B. There were two plan reviews completed in early October 2018. Plan review 1 included a proposed Maverick Gas Station and Convenience Store planned at the intersection of Stodick Parkway and US 395. Mark Lovelady attended the Pre-Application meeting held at Douglas County Community Development on October 17th. Plan review two includes a proposed tire sales and automotive service shop on the parcel south of Heritage Bank. Mark Lovelady and Mark Gonzales attended a pre-application meeting at Douglas County Community Development on November 7th for this project.
 - C. There were \$0 in impact fees collected in October 2018.

2. Service Orders

There were 90 service orders completed by GWC staff in October 2018.

3. Locates

There were 12 locates completed by GWC staff in October 2018.

4. Leak Notices

There were 81 leak notices completed by GWC staff in October 2018.

5. Monthly Staff Projects

- A. Monthly Bacteria & Turbidity Sampling & Testing
- B. Well 10 Site Cleanup
- C. Well 10 Soil Sample Test Pits and Soil Samples
- D. Well 10 Well Water Sample
- E. Well 6 Building roof repair
- F. Bill processing and mail out

6. Manager Meeting

Mark Lovelady and Mark Gonzales attended the bi-monthly managers meeting at the Gardnerville Ranchos General Improvement District on November 7th.

7. Christmas Kickoff Event

The annual Christmas Kickoff Event will be held on Thursday, November 29th at Heritage Park. GWC staff and I will set up the popcorn machines in the early afternoon. Mark Gonzales will start up the popcorn machines between 4:30 and 5:00pm. All help would be greatly appreciated.

Agenda Item 5: Board Comments

None

Agenda Item 6: Adjournment:

Mark Hussman made a motion to adjourn the Board meeting. Carl Spahr seconded the motion. Motion was approved. The meeting was adjourned at 6:08 p.m.

Agenda Item 7: Closed Personnel Session:

The Board reconvened for a closed personnel session.