



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, September 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*
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*

Jason Spotts called the September 11, 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 September 11, 2018 Board meeting. Carl Spahr seconded the motion. Motion was approved.

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

Minutes of the August 14, 2018 Regular Board Meeting: Barbara Henningsen made a motion to approve the August 14, 2018 Regular Board Meeting Minutes. Mark Hussman seconded the motion. Motion was approved.

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

Also discussed and approved 50/50 use of repair maintenance funds/growth funds for the development of Well 10. Also approved the renewal Dr. Black's lease of the former GWC building for the same amount, \$750 – month to month upon completion of the 1 year lease 11/1/18.

AGENDA ITEM 1: OLD BUSINESS

A. CV Med to Muller Waterline Improvements

- Mark Gonzales received two small correction requests for the improvement plans from Nevada Bureau of Safe Drinking Water. Mark made the requested corrections and delivered 2 sets of updated plans to the State on 9/5/18.
- Mark received a signed and notarized waterline easement from Carson Valley Medical Center and recorded the approved easement on 8/30/18.
- Mark is having problems obtaining an easement from Brookdale Assisted Living and has asked for help on this challenge from Chuck Zumpft.
- Mark is still hopeful to open bids this month for the project and complete construction in October of this year.

B. Well 6 Rehab

Carson Pump completed final equipment installation at this site on 8/31/18. We are waiting for delivery of a check valve that will allow for placement of this well on line. GWC Staff will be completing two successive bacteria tests the week of 9/10/18 and this well will be back in action. As soon as well 6 is put back on line GWC will eliminate emergency water restrictions within the system.

C. Well 10 Site Development

GWC is currently in escrow on the 2.77 acre parcel that is proposed as the site for GWC Well Number 10.

Mark included a copy of the Purchase Agreement attached to this report, Items 2B & 2C regarding an Environmental Assessment and Appraisal of the property are covered under New Business.

Mark received a phone call from the project manager of the proposed 80 unit apartment complex located on the property on the east side of the well 10 Parcel. Alan Sap, manager for the apartment complex development, asked if GWC would be interested in selling a portion of the property to the apartment complex development. Mark told him GWC would keep that proposal in mind, as GWC was still taking care of the initial negotiations with the current owners.

AGENDA ITEM 2A

Discussion and possible action, award of Phase 1 Environmental Assessment.

APN 1220-03-301-001

Gardnerville Water Company recently requested cost proposals for the completion of a Phase 1 Environmental Assessment of the 2.77 acre parcel (proposed site for Well Number 10). An Environmental Assessment of the property includes a desktop review of Federal environmental databases for the property and nearby surrounding areas on historical uses. The desktop review includes information on sites of known contamination and/or environmental activities which have been reported to State and Federal agencies. The Phase 1 Environmental Site Assessment also identifies potential of existing environmental contamination liabilities. The analysis addresses both the underlying land as well as physical improvements to the property. Scrutiny of the land includes examination of potential soil contamination, ground water quality, and surface water quality. The examination of the site may include definition of residues within the structures onsite and inventory of hazardous substances stored and used on the site.

The following Engineering firms were contacted and submitted cost proposals:

Converse Consultants – Reno, NV	\$1,750.00
Summit Engineering – Reno, NV	\$2,932.50
Resource Concepts – Carson City, NV	\$3,200.00

Staff recommended award of Phase 1 Environmental Assessment of APN 1220-03-301-001 to Converse Consultants in the amount of \$1,750.00.

Carl Spahr made a motion to accept the bid from Convers Consultants, in the amount of \$1,750.00. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 2B

Discussion and possible action, award of Appraisal for APN 1220-03-301-001

Gardnerville Water Company requested and received cost proposals from the following Commercial Land Appraisers:

Sam Ward	\$3,000
Lee Smith	\$3,500

Staff recommended award of the Appraisal of APN 1220-03-301-001 to Sam Ward in the amount of \$3,000.

Mark Hussman made a motion to accept the bid from Sam Ward, in the amount of \$3,000.00. Don Wilcks seconded the motion. Motion was approved.

AGENDA ITEM 4: Attorney's Report

Discussed the possibility of obtaining the easement from Brookdale (currently in escrow) through means of Condemnation-and all that is entailed in that process.

AGENDA ITEM 5: Manager/Engineer's Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 34 meters replaced in August 2018.
 - B. There were no plan reviews completed in early August 2018.
 - C. There were \$0 in impact fees collected in August 2018.
2. Service Orders

There were 118 service orders completed by GWC staff in August 2018.
3. Locates

There were 18 locates completed by GWC staff in August 2018.
4. Leak Notices

There were 59 leak notices completed by GWC staff in August 2018.
5. Monthly Staff Projects
 - A. Monthly Bacteria & Turbidity Sampling & Testing
 - B. Well 6 Rehab monitoring
 - C. Well 9 monitoring
 - D. Bill processing and mail-out (9/4/18)
 - E. Well 10 Site development management
 - F. Food Closet Inspection
 - G. Water Restriction Monitoring

Also discussed the Impact Fees and New Construction of Thoroughbred Crossing. Recognized great employees of GWC: Kristien Bennett, all the hard work that has been done in the recruitment process for the new Manager of GWC. Trebeca Itzen, interest in backflow compliance-attendance of Cross Connection class in Carson City. Jon Summers, stepping up during the multiple Well crisis' and handling the issues as they arose. Jonas Austin and Mark Lovelady for immediately locating the cause of low water pressure at the home of Don Wilcks who expressed his gratitude.

Agenda Item 5: Board Comments

Barbara Henningsen recognized Mark Gonzales for staying at the Commissioners meeting until 8pm and requested to grant he and Connie a dinner on the board, the board agreed.

Don Wilcks thanked Mark Lovelady and Jonas Austin for going under his home to help determine his leak which caused lack of water to his home. They went above and beyond their job duties.

Agenda Item 6: Adjournment:

Don Wilcks made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 6:05 p.m.

Agenda Item 7: Closed Personnel Session:

The Board reconvened for a closed personnel session.