

Best Water! Best Service!



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, September 10, 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, *Treasurer*
Doug Sonnemann, *Member-at-Large*

Staff Members Present:

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

Public Present:

N/A

Carl Spahr called the September 10, 2019 Regular Board meeting to order at 5:03 p.m.

Approval of Agenda: Dave Ellison made a motion to approve the Agenda for the September 10, 2019 Board meeting. Doug Sonnemann seconded the motion. Motion was approved.

Minutes of the August 13, 2019 Regular Board Meeting: Doug Sonnemann made a motion to approve the August 13, 2019 Regular Board Meeting Minutes. Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for August 2019: Doug Sonnemann made a motion to approve the August 2019 Financial Statements. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 1: OLD BUSINESS

A. Parceling of Well 10 Site

Town of Gardnerville Board of directors will review on September 3. Douglas County Hearing Panel will review the project on Thursday, September 12, 2019. After Douglas county approval new deeds will need to be created by First American Title Company. Full completion should be end of September to mid-October.

B. House Parcel

GWC staff is removing fencing from around the house and cleaning up the lot. The underground oil tank has been removed and soil remediated.

C. Water Rights Review

Bruce Scott from RCI presented underground water rights finding. GWC owns 6,147.33 acre-feet of certificated water rights. In 2018, GWC used 1,271.35 acre-feet of water.

All rights are in the name of Gardnerville Town Water Company. Bruce proposed to utilize legal counsel to update the ownership records.

Water rights sold to Big George Ventures in 2006 have not been moved from Well 6. Bruce suggests writing Big George Ventures requesting that move occur within the next 24 months.

Bruce also suggests, he work with staff to match water rights with well capacities and move rights to well 10.

D. Well 10 Development (CMAR)

Bruce discussed the determinations found. The hydrologist has completed research based on his analysis, believes that a well can be drilled without the need for a separate test well first. This is a significant cost savings. The Board could move forward with development of plans, specifications, bid documents and initiate the bidding process. It is feasible to drill fall/winter 2019. Cost will be \$425,000 - \$500,000.

Barbara Henningsen made a motion to to:

Have the water rights corrected from Gardnerville Town Water Company to Gardnerville Water Company utilizing Chuck Zumpft.

Approved a meeting with Big George regarding unused water rights under the umbrella of Gardnerville Water Company.

Approved the use of RCI to balance the water rights between the wells.

Doug Sonnemann seconded the motion. Motion was approved.

Barbara Henningsen made a separate motion to: Update our Water Rights Master Plan utilizing the services of RCI. Doug Sonnemann seconded the motion. Motion was approved.

Dave Ellison made a motion to: Get a formal bid package together for Well 10 drilling utilizing the services of RCI. Doug Sonnemann seconded the motion. Motion was approved.

AGENDA ITEM 2A: Discussion and Possible Action Regarding Employee Handbook Revision

Minor section changes: organizational chart, fair employment practices, employment vacancies, employee leaves of absence, use of GWC assets, employee standards of conduct, employee relations, and employee separation.

Major section changes: employee compensation - salary on promotion, merit pay, and cola, and employee benefits - health, dental and vision insurance.

Recommendation

GWC Manager and staff recommends setting a final review date or adopting the Employee Handbook as presented.

A tentative date was set for September 16th with an alternative date of September 18th for a closed personnel session to review the employee handbook.

AGENDA ITEM 2B: Discussion and Possible Action Regarding Trebeca Itzen

Attending the Sensus Conference

Every year, the Sensus Reach Conference offers training and networking opportunities for customers, distributors and partners. It is a worthwhile event that would allow her to bring back new skills, ideas, and insights into the utility industry. With Trebeca's new job functions it is imperative that she be trained in meter functions, alarms, billing, reports, and more.

During the four-day event, she can attend a mix of sessions from the categories below, all designed to bring benefits to the Gardnerville Water Company

- **General Conference sessions and keynote:** Sensus experts cover topics ranging from product portfolio roadmaps to optimizing utility systems with the latest products and services. She can

customize her schedule by choosing the sessions that bring most value, such as Sensus Analytics for water utilities.

- **Learning Labs:** These unique hands-on training sessions are in a smaller, classroom-style setting. At the Learning Labs, she will learn how to perform specific tasks with Sensus solutions and get real world experience while receiving tips and assistance from an expert instructor.
- **Customer-led sessions:** The most popular sessions at Sensus Reach are the ones presented by customers. Industry peers share business case studies, best practices and insights from their own successful technology deployments.

Conference cost breakdown:

- Conference Registration: \$1,000
- Airfare: \$299
- Transportation: \$100
- Lodging: \$209 per night = \$836
- Per Diem: \$136
- Total Costs: \$2,271

Recommendation

Manager and staff recommend the Board of Directors allow Trebeca Itzen to attend the Sensus Reach 19 Conference in Anaheim, CA, November 3 - 6, 2019 with an estimated cost of \$2,271.

Doug Sonnemann made a motion to approve Trebeca Itzen to attend the Sensus Reach 19 Conference in Anaheim, CA, November 3 - 6, 2019 with an estimated cost of \$2,271. Dave Ellison seconded the motion. Motion was approved.

AGENDA ITEM 2C: Discussion and Possible Action Regarding Reception Area Remodel

The board members came to a consensus to approve the hiring of an Administrative Assistant on 8/21/19 during a closed personnel session.

With the addition of office staffing, additional workspace is required. GWC has a couple of options:

- Buy a pre-made reception desk - costs \$1,500 - \$3,000 - samples are attached.
- Build a reception desk similar to current desk area - costs unknown - A plan by staff has been suggested and drawn up to add a “L” shape reception desk to the front, moving the swinging gate and move the entrance to Kristien’s office, see attached plan.

Recommendation

Manager and staff seeking the Board of Directors direction on remodel.

Doug Sonnemann made a motion to approve contacting builders and obtain quotes for building a reception desk and remodeling of front reception area. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 2D: Discussion and Possible Action Regarding Replacing Security Cameras

The security camera system was installed when the office was built about 10 years ago. NuSystems was contacted to do some maintenance on the cameras however with the age, clarity, and current quality they are unable to repair them. Outdoor security cameras have a life span of 5 to 10 years.

NuSystems has proposed the need to replace 6 outdoor dome cameras located at the front entrance, back entrance, back parking lot, fill station, front driveway and north side. They will add 2 outdoor bullet

cameras located at back solar panels & the gate to water tanks and repurpose the existing ubiquiti point to point for network to the fill station & add a 4 port PoE switch for these cameras. They will also replace the 8 channel NVR and run cat5 to all camera locations.

Recommendation

GWC Manager and staff recommends awarding NuSystems installing replacement outdoor security cameras in the amount of \$3,686.29.

Doug Sonnemann made a motion to approve awarding NuSystems installing replacement outdoor security cameras in the amount of \$3,686.29. Barbara Henningsen seconded the motion. Motion was approved.

AGENDA ITEM 3: Attorney's Report

All GWC well property deeds are finalized. Staff was given copies to review before submitting to Douglas County.

AGENDA ITEM 4: Manager's Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 3 meters replaced in August 2019
 - B. There were 4 plan reviews in August 2019
 - C. There were \$60,000 in impact fees invoiced in August 2019
2. Service Orders

There were 58 service orders completed by GWC staff in August 2019
3. Locates

There were 18 locates completed by GWC staff in August 2019
4. Leak Notices

There were 54 leak notices completed by GWC staff in August 2019
5. Monthly Staff Projects

Monthly Bacteria and Turbidity Sampling and Testing
Lead and Copper Sampling and Testing
6. Current Projects in Correspondence
 - A. Firestone - Tires Plus
 - B. Thoroughbred Crossing Apartments - plans approved
 - C. JT Parking Lot
 - D. Doty's Tavern/Manhard Consulting - plans approved
7. Current Projects Under Construction
 - A. Firestone - Tires Plus - grading permit only
 - B. High Sierra Fellowship
8. Other Manager Notes
 - A. Christmas Kickoff 12/5, Christmas Parade 12/7 and Christmas dinner party potential dates

AGENDA ITEM 6: Board Comments

Barbara reported that she will not be at the October Board Meeting as she will be out of town.

AGENDA ITEM 7: Adjournment

Dave Ellison made a motion to adjourn the Board meeting. Barbara Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 7:16 p.m.