

Best Water! Best Service!



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, October 8, 2019 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

Carl Spahr, *Chairman*
Ken Deering, *Vice Chairman*
Dave Ellison, *Treasurer*
Doug Sonnemann, *Member-at-Large*

Staff Members Present:

Mark Lovelady, *GWC Manager*
Kristien Bennett, *GWC Financial Officer & HR*
Trebeca Itzen, *GWC Sr. Administrative Assistant*
Brooke Stevens, *GWC Administrative Assistant*
Chuck Zumpft, *GWC Attorney*

Public Present:

N/A

Carl Spahr called the October 8, 2019 Regular Board meeting to order at 5:04 p.m.

Approval of Agenda: Doug Sonnemann made a motion to approve the Agenda for the October 8, 2019 Board meeting. Dave Ellison seconded the motion. Motion was approved.

Minutes of the September 10, 2019 Regular Board Meeting: Dave Ellison made a motion to approve the September 10, 2019 Regular Board Meeting Minutes. Doug Sonnemann seconded the motion. Motion was approved.

Financial Statements for September 2019: Tabled to the November 12, 2019 Board Meeting.

AGENDA ITEM 1: OLD BUSINESS

A. Fill Station

LA Perks will be installing the new components mid-October

B. Parceling of Well 10 Site

The parceling of the well site has hit a snag with Douglas County. They say that the ditch in front of the property is an irrigation ditch and must follow different processes. However, the ditch is a storm water ditch. RO Anderson is working with Douglas County to get the issues worked out. After that GWC will go before the Douglas County Hearing Panel who will review the project. After Douglas county approval new deeds will need to be created by First American Title Company.

C. Water Rights Review

RCI is continuing to review surface water rights and updating the ownership name of GWC's water rights.

D. Well 10 Development (CMAR)

Mark Lovelady provided the board with a rough draft of the well 10 bid package for their review. Mark will work with Bruce Scott and Chuck Zumpft on the final revision of the bid. It is expected to award the well 10 construction at the November 12, 2019 board meeting.

There was question and confirmation that GWC is not obligated to accept a bid for well 10 and is also able to select the lowest qualified bidder. Information located on page 4 #10 of the draft for well 10 construction.

After well 10 completion estimated to be done by February, the next step will be the construction of the building, pump, bowls with electrical, etc.

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.

There was discussion as to the importance of having an Employment Attorney review the document. Chuck Zumpft stated that he would advise that and had a few Employment Attorney's that he could recommend.

A tentative date was set for October 23rd for a closed personnel session to review the employee handbook.

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

With the addition of office staffing, additional workspace is required. GWC has obtained quotes for building a reception desk, relocating the swinging gate, moving bookcase and entrance to Kristien's office.

- Silver State Industries
 - Reception desk \$2,627
 - Move bookcase and entrance to Kristien's office by Leonard Pitts \$3,000
 - Total Cost \$5,627
- D&B Cabinets
 - Reception desk, bookcases and entrance \$9,744
- Sierra Wood Products
 - Reception desk, bookcases and entrance \$10,230
 - Countertop by Stiltz Tile \$4,455
 - Total Cost \$14,685

Recommendation

Manager and staff recommend the Board of Directors award the reception desk construction to Silver State Industries in the amount of \$2,627 and move bookcase and entrance to Kristien's office by Leonard Pitts in the amount of \$3,000 with a total cost of \$5,627.

Ken Deering made a motion to approve Silver State Industries in the amount of \$2,627 and move bookcase and entrance to Kristien's office by Leonard Pitts (with a determination of hourly vs. contract pay) in the amount of \$3,000 with a total cost of \$5,627. Doug Sonnemann seconded the motion. Motion was approved.

AGENDA ITEM 2C: Discussion and Possible Action Regarding IT Updating

The current 24-port gigabit PoE Switch is too small and needs to be replaced with a Cisco 48 Port Switch. Today the current switch has 23 ports utilized. The cost for the switch, installation, and setup by E Squared C is \$3,048.24.

The server room needs cleanup. E Squared C has quoted to do the following: move existing switch/install new switch if procured, replace patch cables with shorter cables, install vertical cable mgmt., re-run power/network cables into vertical cable mgmt., install wall shelf, and place NAS on shelf, secure with L-brackets, wall-mount new UPS and move existing surge protector, move server to the right, but keep on floor, bundle cables along floor with velcro to keep them from coming into foot space. The cost for the cleanup by E Squared C is \$929.23.

To safeguard GWC, 3 data backups need to occur. We can accomplish this by storing one copy of the data on a server, another on an on-site NAS, and a third in the cloud backup service. Currently we are only doing one copy on a server. The cost for an ioSafe NAS with 2 hard drives and cloud backup service by E Squared C is \$1,749.57 and \$100 per month for the cloud backup service.

Also recommended is updating the operator's laptops adding a docking station and monitor. The operators would have access to the SCADA system, Caselle (utility customer information software), Sensus metering data, company network files, e-mail, and printing functions. They would be able to utilize the laptop at home when they are on-call or out in the field. With Leonard Pitts starting on-call rotation January 2020 he will also need a laptop. The cost for laptops, docking station, monitor, and setup by E Squared C is \$4,468.23.

Recommendation

Staff recommends awarding E Squared C Cisco 48-port gigabit switch, server room cleanup, ioSafe NAS with 2 hard drives and cloud backup service, and 3 laptops, docking station, monitors and setup with the cost of \$10,195.27 and \$100 per month for the cloud backup service.

Ken Deering made a motion to awarding E Squared C Cisco 48-port gigabit switch, server room cleanup, and 3 laptops, docking station, monitors and setup with the cost of \$8,445.70. Dave Ellison seconded the motion. Motion was approved.

AGENDA ITEM 2D: Discussion and Possible Action Regarding Surge Protection Project

GWC's infrastructure requires updating of its surge suppression. This project was reviewed by Bryant Electric, GWC's Electrician, to review all sites electrical status and what areas are identified as requiring re-wiring or upgrading.

The quote includes labor and materials. The breakdown of the cost per location is the following:

- Office \$2,421.08
- Fire Booster Station \$1,730.44

- Booster Pump Station \$1,413.00
- Shop \$641.20
- Well #9 \$1,295.00
- Well #6 \$2,193.65
- Well # 4 \$5,596.32
- Well # 7 \$1,937.64
- Well #3 \$723.00
- Well #2 \$1,542.80
- Well #1 \$19,776.00
- Site Report \$675.00
- Total Cost \$39,945.25**

Recommendation

Staff recommends awarding the GWC infrastructure surge suppression project to Bryant Electric in the amount of \$39,945.25.

Ken Deering made a motion to award the GWC infrastructure surge suppression project to Bryant Electric for items 1-11, on a time and material price and the parts purchased by GWC. Doug Sonnemann seconded the motion. Motion was approved.

AGENDA ITEM 2D: Discussion and Possible Action Regarding Caselle Human Resources Module

Caselle Human Resources helps you keep vital information on your most valuable assets – your employees. From recruitment to retirement this application is designed to keep track of sensitive information and keep you in compliance with federal information reporting.

Regardless of the size of your organization take the Human Resource function to the next level. Reduce the cost of your hiring, generate on-demand reports. Increase your organizations level of productivity as you track benefits, disciplinary action, grievance, endorsements, incidents, pay and position history. Stay in compliance with necessary federal requirement Including EEO and ACA reporting.

Benefits

- Employer benefits management
- Easy position control
- Fair Labor Standards Act (FMLA) tracking
- Action Control (Grievance, Disciplinary, Incidents, Endorsements)
- Applicant tracking
- Job postings
- Performance evaluation tracking

Efficient

- Easily manage open positions
- Track applicants through the recruitment process
- Consistently manage employee grievance, incident, and performance evaluation

Flexible

- Information flows through each stage of the employment process
- Special tests and deadline tracking
- Add user-defined fields as needed

- Easily create custom reports and forms
- Customizable tracking checklists

Recommendation

Staff recommends purchasing the Caselle Human Resources Module in the amount of \$3,975.

Doug Sonnemann made a motion to approve purchasing the Caselle Human Resources Module in the amount of \$3,975. Ken Deering seconded the motion. Motion was approved.

AGENDA ITEM 3: Attorney's Report

GWC well property deeds have been signed and recorded with Douglas County.

AGENDA ITEM 4: Manager's Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 4 meters replaced in September 2019
 - B. There were 3 plan reviews in September 2019
 - C. There were \$0 in impact fees invoiced in September 2019
2. Service Orders
There were 47 service orders completed by GWC staff in September 2019
3. Locates
There were 20 locates completed by GWC staff in September 2019
4. Leak Notices
There were 34 leak notices completed by GWC staff in September 2019
5. Monthly Staff Projects
 - A. Monthly Bacteria and Turbidity Sampling and Testing
 - B. Lead and Copper Sampling and Testing
6. Current Projects in Correspondence
 - A. Firestone - Tires Plus
 - B. Thoroughbred Crossing Apartments - plans approved
7. Current Projects Under Construction
 - A. High Sierra Fellowship
8. Save The Date
 - A. Christmas Kickoff - Heritage Park - December 5
 - B. GWC Christmas Dinner Party - Genoa Station Bar & Grille - December 14

AGENDA ITEM 6: Board Comments

N/A

AGENDA ITEM 7: Adjournment

Dave Ellison made a motion to adjourn the Board meeting. Ken Deering seconded the motion. Motion was approved. The meeting was adjourned at 7:00 p.m.