

Best Water! Best Service!



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, December 10, 2019 5:00 p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

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

Staff Members Present:

Mark Lovelady, *GWC Manager*
Kristien Bennett, *GWC Financial Officer*
Brooke Stevens, *GWC Administrative Assistant*
Chuck Zumpft, *GWC Attorney*

Public Present:

N/A

Carl Spahr called the December 10, 2019 Regular Board meeting to order at 5:00 p.m.

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

Minutes of the November 12, 2019 Regular Board Meeting: Doug Sonnemann made a motion to approve the November 12, 2019 Regular Board Meeting Minutes. Ken Deering seconded the motion. Motion was approved.

Financial Statements for November 2019: Barbra Henningsen made a motion to approve the November 2019 Financial Statements. Dave Ellison seconded the motion. Motion was approved.

AGENDA ITEM 1:OLD BUSINESS

A. Fill Station

LA Perks has not scheduled installing the new components until after the first of the year.

B. Parceling of Well 10 Site

- The Douglas County Hearing Panel approved the parceling with the following conditions:
- Submit civil improvement plans in conformance for water, sewer, power, cable, and gas to serve each newly created parcel
- Provide a paved pullout for a new cluster mailbox
- On-site and off-site improvements must be constructed or secured must provide evidence that NDOT has reviewed and approved development
- Provide documentation that all required improvements, including utilities are installed, constructed or secured
- Pay their portion for traffic improvements to Stodick Parkway and US 395 intersection
- Comply with the requirements of Douglas County Code, Title 20, Chapter 20.50 Floodplain Management

The above conditions will require additional engineering, review fees and construction costs.

C. Reception Remodel

Silver State Industries will be installing the new reception desk on December 12th.

D. Well 10 Development

Resource concepts has received the signed agreement, certificate of insurance, payment and performance bonds.

- The proposed project schedule is as follows:
- Mobilization of Conductor Rig - 12/17/19 - 12/19/19
- Drill, set and cement conductor - 12/19/19 - 12/21/19
- Mobilization of Drill Rig - 1/10/20 - 1/12/20
- Setup drill rig over well - 1/12/20 - 1/14/20
- Drill 26" Hole to 320' - 1/14/20 - 1/15/20
- Geophysical logging - 1/15/20 - 1/16/20
- Casing & screen installation - 1/16/20 - 1/18/20
- F&I annulus material - 1/18/20 - 1/19/20
- Well completion & development - 1/19/20 - 1/21/20
- Tear down and demo drill rig - 1/21/20 - 1/24/20
- Well testing
- Install test pump - 1/27/20 - 1/28/20
- Pump Development/ Recovery - 1/28/20 - 1/29/20
- Step test and recovery - 1/29/20 - 1/30/20
- Constant rate pump test - 1/30/20 - 2/2/20
- Remove test pump - 2/2/20 - 2/3/20
- Demobilize pump equipment - 2/3/20 - 2/4/20
- Final clean up and demobilization - 2/4/20 - 2/5/20

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

The Employee Handbook have section changes including:

- | | |
|------------------------------|--|
| • ORGANIZATIONAL CHART | • EMPLOYEE SERVICE AWARDS |
| • EMPLOYEE HANDBOOK | • SOCIAL SECURITY AND MEDICARE BENEFITS |
| • CHANGES IN POLICY | • UNEMPLOYMENT INSURANCE |
| • OPEN DOOR POLICY | • CONTINUING EDUCATION |
| • MISSION STATEMENT | • AUTHORIZED USE OF SICK LEAVE |
| • FAIR EMPLOYMENT PRACTICES | • PREGNANCY ACCOMMODATION |
| • EMPLOYMENT DISABILITIES | • LEAVE FOR CHILDREN'S SCHOOL ACTIVITIES |
| • PERSONNEL FILES | • DOMESTIC VIOLENCE LEAVE |
| • JOB ANNOUNCEMENTS | • VOTING POLICY |
| • SOURCE OF CANDIDATES | • INCLEMENT WEATHER |
| • PROCESSING OF APPLICATIONS | • COMPANY VEHICLE POLICY |
| • ELIGIBILITY OF APPLICANTS | • SOCIAL MEDIA POLICY |
| • INTERVIEWING APPLICANTS | • USE OF GWC COMPUTERS AND OTHER COMMUNICATION SYSTEMS |
| • SELECTING APPLICANTS | • WORKPLACE SEARCHES |
| • PRIOR EMPLOYMENT REFERENCE | • POLITICAL NEUTRALITY |
| • EMPLOYMENT OF MINORS | • REPORTING CONVICTIONS AND CHANGES OF LICENSE |
| • WAGE GARNISHMENT | • SEXUAL HARASSMENT POLICY |
| • DIRECT DEPOSIT | • HARASSMENT COMPLAINT PROCEDURE |
| • OVERTIME | • VIOLENT WORKPLACE POLICY |
| • EMPLOYEE CLASSIFICATION | • WORKPLACE BULLYING POLICY |
| • RATES OF PAY | • LAYOFFS |
| • HIRING RATE OF PAY | |
| • SALARY ON PROMOTION | |
| • MERIT PAY ADJUSTMENTS | |
| • COLA PAY ADJUSTMENTS | |

All revisions have been reviewed by the Board of Directors on October 23, 2019 and have made subsequent modifications for final revision. The revision to the Overtime Policy would start January 1, 2020 as any revision to Employee Compensation should be noticed to each employee 30 days advance.

There was a bill signed stating that all Independent contractors must have a business license. This was added to the employee classification.

Recommendation

GWC Manager and staff recommends adopting the Employee Handbook as presented and the Overtime Policy revision starting January 1, 2020.

Doug Sonnemann made a motion to approve the Employee Handbook Revisions. Ken Deering seconded the motion. Motion was approved.

AGENDA ITEM 2B: Discussion only Regarding Annexation Rule Revision

GWC needs to revise our annexation rules to make it easier for applicants to submit application for annexations. Current rules are attached for review.

Possible revisions -

- Remove submittal deadlines
- Provide alternative to paying annexation fees upon execution of annexation agreement
- Providing applicant schedule of required deposit for costs (legal, engineering, etc)
 - ❖ 0 - 10 acers \$10,000
 - ❖ 11- 50 acers \$20,000
 - ❖ 51 - 100 acers \$25,000
 - ❖ 101 - 200 acers \$50,000
 - ❖ 201 + acers \$100,000

Recommendation

Provide direction for Manager, Staff and Attorney to revise the current GWC Rules and Regulations regarding annexations.

Consensus of the board to remove submittal deadlines and work with RCI to set a deposit scale for annexation deposit. Once rule revision is completed it will go to Chuck Zumpft for review before being presented to the board for approval.

AGENDA ITEM 3: Attorney's Report

Nothing to report.

AGENDA ITEM 4: Manager's Report

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

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

There were 92 service orders completed by GWC staff in November 2019

3. Locates
There were 13 locates completed by GWC staff in November 2019
4. Leak Notices
There were 70 leak notices completed by GWC staff in November 2019
5. Monthly Staff Projects
 - A. Monthly Bacteria and Turbidity Sampling and Testing
 - B. Well 10 lot clean-up
 - C. Winter preparations
 - D. Generator maintenance
 - E. Snow removal
6. Current Projects in Review
 - A. Firestone - Tires Plus
 - B. Thoroughbred Crossing Apartments - plans approved
 - C. Residence 1861 - Plan Revisions
7. Current Projects Under Construction
 - A. High Sierra Fellowship
 - B. JT Parking Lot
8. Save The Date
 - A. GWC Christmas Dinner Party - Genoa Station Bar & Grille - December 14

AGENDA ITEM 5: Board Comments

None

AGENDA ITEM 6: Adjournment

Dave Ellison made a motion to adjourn the Board meeting. Barbra Henningsen seconded the motion. Motion was approved. The meeting was adjourned at 6:29 p.m.