

Best Water! Best Service!



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, January 12, 2021 5:00p.m.  
Board Room  
1579 Virginia Ranch Rd  
Gardnerville, NV 89410

Board Members Present:

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

Staff Members Present:

Mark Lovelady, *GWC Manager*  
Kristien Bennett, *GWC Financial Officer*  
Amber Ambrose, *GWC Administrative Assistant*  
Jonas Austin, *GWC Water Operations Supervisor*

Public Present:

None.

Ken Deering called the January 12, 2021 Regular Board meeting to order at 6:12 p.m.

**Approval of Agenda: Doug Sonnemann made a motion to approve the Agenda for the January 12, 2021 Board meeting Agenda. Dave Ellison seconded the motion. Motion was approved.**

**Minutes of the December 8, 2020 Regular Board Meeting: Carl Spahr made a motion to approve the December 8, 2020 Regular Board Meeting Minutes. Dave Ellison seconded the motion. Motion was approved.**

**Financial Statements for December 2020: Barbara Henningsen made a motion to approve the December 2020 Financial Statements. Carl Spahr seconded the motion. Motion was approved.**

*Ken Deering mentioned that interest on Bonds is starting to come up. Kristien explained that CD interest rates have not gone up more than the saving's account. Barbara Henningsen inquired about when new funds will become available for investing. Kristien said regularly for the next few months. Barbara mentioned doing more research for other financial opportunities such as Money Markets.*

**Water Operation Supervisor Update**

Jonas Austin reported on the clean-up and preparation near and at the property at Well 10 as well as circulating water through the well. Jonas went over the 1.5 mg tank being drained and cleaned. Jonas reported that Eamon Webb has received his CDL permit and is moving forward with obtaining his license. Eamon is also working on obtaining his D1 License.

*Dave Ellison inquired about the bad samples due to rust. Jonas explained that samples look better now that the tank has been taken offline and the rust repairs will be addressed. The system has been holding steady because of Well 9 and samples have improved since addressing the tank. Ken Deering asked what safety precautions are being taken regarding COVID-19. Jonas explained that the Operators are wearing masks when dealing with public as well as practicing social distancing. In the event the Operators need to ride in the same vehicle, masks are being worn.*

*Barbara Henningsen asked about what tier GWC staff falls under regarding COVID-19 vaccinations. Mark Lovelady explained that we are in the tier 2 program and in line for vaccinations and just waiting to hear from the state.*

### **AGENDA ITEM 1: Old Business**

#### **A. Parceling of Well 10 Site**

GWC has received a “Notice of Completion” for the site improvements (water and sewer) required by Douglas County. The next step is completing the parceling of the property in to three parcels, obtaining new APN’s, and addresses. Once this done, we will obtain new deeds and then put the house and lot up for sale.

Dick McCole was contacted to prepare an estimate of the house and property. He is still waiting for the final parceling to be completed. The Board should have an estimate for the February 2021 board meeting to set the sale price.

#### **B. Well 10 CMAR Project**

Here is an update from Keith Shaffer:

- Pump sizing and piping works design is begun and ongoing.
- Collaboration with RDC to assist with pump manufacture and layout - will have design and scope meetings this week.
- Pump controls, drives and electrical demands will be provided by Jensen Engineering (awaiting a fee proposal from Jensen)
- Pump House Building design is ongoing – final floor plan depends upon items above, but general size layout and location on site have been solidified.
- Geotechnical Report is finished, and foundation design can begin for building
- Structural Design – not started until floor plan is finalized
- Electrical design – by Jensen Engineering – meetings this week to verify scope and fee
- HVAC design (by others TBD) – not started pending electrical switch gear sizing and final pump layout
- Site Design Ongoing - will be revised and refined based on geotechnical report
- Permitting – design review submittal to Douglas County by Jan 28, 2021 deadline

#### **C. 1394 Hwy 395 Parceling**

Mark, Keith Shaffer, RCI, attended a pre-application meeting with Douglas County on 12/16/20. The determinations were the following:

- Water Conveyance Advisory Committee - There is an existing ditch running along the west property line unclear if it is actually on the parcel
- Gardnerville Town Board design review
- Adding a sidewalk, curb, and gutter along the property frontage
- Provide a private shared access easement from the existing easterly driveway for the fire station and GWC office
- Well area screening - the chain link fence is allowed under Public Facility zoning, adding slats to the chain link fencing was discussed

Keith is preparing a cost estimate for the engineering, county fees, and improvement requirements for the board. It is anticipated to review these costs at the February board meeting.

#### **D. Highway 395 Waterline Improvement Project**

NDOT will be working on Highway 395 reconstructing part from First Street to Waterloo Lane. This project is including reconstructing the storm drain system. NDOT informed GWC that there are conflicts with our infrastructure that will need to be relocated. The cost could be on the GWC depending on the type of easements that are in place for our infrastructure. The letter that was submitted also gave the GWC permission to incur costs and be reimbursed depending on if the easements are revocable or non-revocable. After a phone conference with Chuck Zumpft and Bruce Scott, it was determined to request NDOT to prove if the easements are revocable or non-revocable. The records, if they exist, are in NDOT possession. GWC needs to review the plans on the storm drain to know what is going to be relocated and where. The costs will be in the thousands per crossing relocation plus engineering fees and a review from the NDEP-BSDW. GWC is waiting for mapping on the storm drain to know more information.

*Mark Lovelady reported that he just received a map from RCI and has not had time to review it yet.*

### **Agenda Item 2A: Discussion and Possible Action Regarding Rehabilitation of Well 1 and 3**

The 2021 Capital Improvement included rehabilitation of well numbers 1 and 3. All wells are on a 10-year rehab cycle. The rehab includes a video before cleaning, removing pump, determining if new pump or maintenance of pump is needed, brushing the casing, line swabbing, utilization of descale acid, video after cleaning, and reinstall pump. The described rehabilitation is the common method to open up the perforations of groundwater into the well (Increase of well yield). It will be determined during the rehab process if a replacement pump will be needed.

#### Well Number 1 Rehabilitation

Carson Pump was requested to provide an estimate to rehabilitate GWC Well Number 1, which is located behind the old GWC office at 1394 Hwy 395. The last rehab was done by Carson Pump in 2011. GWC budgeted: rehab \$24,000 and replacement pump (if needed) \$13,000.

Estimate for Rehabilitation of Well 1 - \$20,730

#### Well Number 3 Rehabilitation

Carson Pump was requested to provide an estimate to rehabilitate GWC Well Number 3, which is located next to Krage Auto and the Town of Gardnerville Maintenance Yard on Hwy 395. The last rehab was done by Carson Pump in 2011. GWC budgeted: rehab \$34,000 and replacement pump (if needed) \$13,000.

Estimate for Rehabilitation of Well 3 - \$29,140

#### Recommendation

Manager and staff recommend the Board of Directors award Rehabilitation of Well 1 and 3 to Carson Pump in the amount of \$49,870.

*Carl Spahr asked for clarification regarding the replacement pump for Well 1. Mark Lovelady clarified that if the pump needs to be replaced, the estimated cost is \$13,000. Mark also explained that this is preventative maintenance. Ken Deering asked what kind of schedule the rehabilitations would be on. Mark explained that they are rehabbed every 10 years, Ken commented that because Well 3 is already down, it would make sense to take care of it first. Mark explained they can choose which Well to rehab first. Barbara Henningsen mentioned she did not see a quote for pump if needed, Mark explained that if it is not needed, they will not send a quote for it. Barbara commented that the rehabs keep the Wells working properly is a significant priority. Mark explained that it is a priority as well. Ken commented that it makes sense to do maintenance.*

**Carl Spahr made a motion to award the Rehabilitation of Well 1 and 3 to Carson Pump in the amount of \$49,870. Doug Sonnemann seconded the motion. Motion was approved.**

**Agenda Item 2B: Discussion and Possible Action Regarding SCADA Server**

GWC engaged Sierra Controls to do a Master Plan of the GWC SCADA system. Sierra Controls identified four items to be addressed:

1. Well 1 RTU - Completed
2. Booster Station 1 RTU - Completed
3. Radio network - Approved but not completed
4. HMI Server and workstation

The current HMI Server and workstation was installed in 2016. Since the HMI Server is such a vital part of modern SCADA, Sierra Controls recommends replacing the SCADA Server every 5 years. It is recommended that the Workstation be replaced as well. Due to the increasing obsolescence of Win911, an upgrade to a new alarming software will be recommended at this time. The quote from Sierra Controls is \$27,495.

**Recommendation**

Manager and staff recommend the Board of Directors award the SCADA upgrades to Sierra Controls in the amount of \$27,495.

*Carl Spahr asked when it was last updated. Mark Lovelady said about 5 years ago. Dave Ellison asked Doug Sonnemann what the replacement period is for equipment in Douglas County, Doug said 4 years. Dave agreed that 5 years seems standard. Mark explained that E Squared C, GWC's IT company as well as Sierra Controls agree that 4-5 years is the standard.*

**Barbara Henningsen made a motion to award the SCADA Server upgrades to Sierra Controls in the amount of \$27,495. Dave Ellison seconded the motion. Motion was approved.**

**AGENDA ITEM 3: Attorney Report – Chuck Zumpft**

Nothing to report

**AGENDA ITEM 4: MANAGER'S REPORT**

The following is a recap of work completed by GWC staff in the month of December 2020.

1. Meters, Plan Reviews & Impact fees
  - A. There were 4 meters replaced in December 2020
  - B. There were 0 plan reviews in December 2020
  - C. There were \$0 in impact fees invoiced in December 2020
2. Service Orders

There were 53 service orders completed by GWC staff in December 2020
3. Locates

There were 24 locates completed by GWC staff in December 2020
4. Leak Notices

There were 45 leak notices completed by GWC staff in December 2020

5. Monthly Staff Projects
  - A. Monthly bacteria and turbidity sampling and testing
  - B. 1.5MG Tank draining
  - C. Well 10 site clean-up
  - D. Well 10 site soils testing
  - E. Jonas OSHA training
  
6. Current Projects in Review
  - A. Great Life Church
  - B. Maverik Gas Station
  - C. BDR Construction Project
  - D. Town of Gardnerville's Hellwinkle Ranch
  - E. Thoroughbred Crossing
  
7. Current Projects Under Construction
  - A. High Sierra Fellowship
  - B. Dotty's Casino

*Mark Lovelady reported a Groundwater Study just recently came up for Douglas County and all its water purveyors including USGS. This is the first leg in a five-year study, that will also be implemented into the Water Master Plan Study. Mark also discussed possible progress moving forward on Ashland Park, as well as the annexation for Corley Ranch in March. Mark also mentioned he would like to combine the annexations for Corley Ranch, Virginia Ranch, and Ashland park in March.*

#### **AGENDA ITEM 5: Board Comments**

Dave Ellison commented that The Record Courier reported that Douglas County issued \$16.5 million in General Obligation Water Bonds regarding improvements on the Cave Rock Water System. He also asked about the earliest time Tank 1 will be painted, Mark explained it depends on the contractors and their schedule, but the sooner it can be done, the better before contractors get booked out.

Ken Deering asked the Board Members if there were any items, they would like to have on the Agenda for the February 9<sup>th</sup>, 2021 meeting.

Doug Sonnemann said there is nothing specific he would like to see unless the GWC Staff has anything new to report, particularly regarding any new development updates.

Ken mentioned discussion of pricing of the old house and property updates from Dick McCole. He also asked about getting a price estimate for Well 10. Mark explained that GWC will be submitting plans to Douglas County January 28<sup>th</sup>, 2021 and they then will start the process after that.

Ken mentioned that he saw that the Virginia Ranch area sold to a California man. He also inquired about the Douglas County Commission pulling back around 1,700 unused building permits at this point. Mark said he has heard that, but he has not gotten confirmation. Mark also reported that the County Commissioners do not want to see progress on Virginia Ranch, however, there it is pre-approved and does not count toward the building cap. Ken also asked if they have development rights, or if they still

need to acquire them. Mark explained that according to the specs in his annexation book, they have the rights.

**AGENDA ITEM 6: Adjournment**

**Carl Spahr made a motion to adjourn the meeting. Dave Ellison seconded the motion. Motion was approved. Ken Deering adjourned the meeting at 7:20 PM.**