

Best Water! Best Service!



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, April 13, 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*  
Chuck Zumpft, *GWC Attorney*

Public Present:

None

Ken Deering called the April 13, 2021 Regular Board meeting to order at 5:03 p.m.

**Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the March 9, 2021 Board meeting. Carl Spahr seconded the motion. Motion was approved.**

**Minutes of the March 9, 2021 Regular Board Meeting: Doug Sonnemann made a motion to approve the March 9, 2021 Regular Board Meeting Minutes with the changes recommended by Dave Ellison seconded the motion. Motion was approved.**

**Financial Statements for March 2021: Doug Sonnemann made a motion to approve the March 2021 Financial Statements. Barbara Henningsen seconded the motion. Motion was approved.**

**Water Operations Supervisor Quarterly Update:**

Jonas Austin reported that monthly water sample tests have been good and the 1.5MG tank being down for rehabilitation is helping with that. The floor at Well 9 has been painted. Eamon Webb is still working on passing his Distributor 1 test as well as his CDL test.

**Agenda Item 1: Old Business**

A. House and Lot Sale

The buyer for the lot has expressed concern about the cost of the access to the lot. He has received two quotes for \$18,000. According to him, it may be a deal breaker. Mark is trying to assist him. More info to follow.

The house has been shown numerous times and no offer. Dick McCole is going to go back to the first offer and see if they are still interested. He also suggested the possibility of lowering the price to \$375,000. When staff turned on the water to the house and landscaping, they found that there is very low water pressure throughout the house. This may mean the original water lines have deteriorated and needs to be replumbed.

*Ken asked about the previous early offer on the lot, Mark explained there has been no further follow up.*

*Barbara asked about the low water pressure, Mark explained the house is going to be sold as is. Carl asked if demolition the building would be beneficial, Mark explained that the costs would not be worth it.*

**Consensus of the board to drop the selling price to \$375,000.**

**B. Well 10 CMAR Project**

- Permitting –
  - Douglas County Design Review – Awaiting DC Approval with Conditions – Expect April 14
  - Town of Gardnerville Review – Approved by Town Board at April 6 meeting.
    - Building design and other elements look good
    - Fencing will consist of concrete masonry block wall as originally designed, and a black iron security fence on sides and front per attached pics.
- Design and Construction Documents – Ongoing
  - All elements of the project are under Design Development phase with design team. This includes pump sizing, electrical design, structural design, security design including fencing considerations.
  - Coordination with RDC (CMAR) for:
    - Pump manufacture and layout -Preliminary Sizing complete and reviewed with Electric Engineer
    - Generator sizing and supplier – Ongoing Electrical Engineering is in process
    - Building Subcontractor determination and bids – Ongoing – Will be able to update with DC Design Review mostly complete
- CMAR – Schedule and Not to Exceed (GMP) Cost Analysis – Ongoing – Will have updates end of month (April)
  - Updated GMP and Schedule is expected by May Meeting, - Just completed Town review – now awaiting County Design Review before the GMP can be updated. Working on fencing and wall costs together with complete building costs and schedule now that Town and County review are complete.
  - NV Energy Electrical Supply – request for service has been requested. Awaiting proposal and agreement.
  - NDEP Permitting – Expect to make initial submittal by end of April (4/28/21)
  - County Building Permitting – Submittal Pending above items – Estimated Permit submittal – May 21, 2021

*Ken asked if we will receive a “Not to Exceed” price, Mark is working waiting on the Douglas County conditions so that RDC can finalize the not to exceed price.*

**C. Highway 395 Waterline Improvement Project**

GWC and RCI has received plans from NDOT. RCI & RDC with Bruce Scott and Chuck Zumpft regarding the legality of GWC paying for NDOT’s requests.

**D. SCADA Server & Radios**

The new SCADA radios were installed late March 2021. The SCADA server has not been scheduled for installation yet.

E. Well 1 & 3 Complete Rehab

Carson Pump has scheduled mobilization for rehab of Well #1 on Monday, April 12, 2021. Well #3 will be scheduled as soon as Carson Pump's smaller rig is available as GWC's access is limited at Well #3.

F. 1.5 MG Tank Interior Painting and Rehabilitation Project

A pre-construction meeting was held on 4/6/21. RDC will be making access into the tank and begin testing the tank for thickness and to determine any other issues. They will begin mobilization of equipment within the next week and plan on beginning the project the first week of May. The project will take 4 to 6 weeks to complete.

G. 1394 Hwy 395 Parceling Project

A preliminary tentative parcel map has been completed by RCI (see attached). All easements as required have been created. It will be submitted to Douglas County and Town of Gardnerville for review.

H. GWC Masterplan

Mark meet with Bruce Scott regarding the GWC Masterplan that was to be updated. Bruce apologized for its delay. RCI is extremely busy but Bruce said he is working on the Masterplan and should have something for the board shortly.

*Carl asked if we will have any new information sooner. Mark will send it as it becomes available.*

**Agenda Item 2A: Discussion and Possible Action Regarding Banking Institution Changes**

Currently, GWC has its banking business with Wells Fargo. After 11 years with Wells Fargo, GWC has seen its bank fees dramatically increase yet additional products and services have not. Kristien Bennett sent out Request for Proposals to Chase Bank, Greater Nevada Credit Union, Heritage Bank of Nevada, and Nevada State Bank.

Heritage Bank of Nevada and Nevada State Bank submitted proposals. After reviewing fees for both it was determined that by moving banking accounts to Heritage Bank would reduce bank fees by \$268 a month or 61%.

	Wells Fargo	Heritage Bank	Nevada State
Checking Account Fees	\$252.61	\$208.50	\$508.64
Savings Account Fees	\$85.76	\$10.00	\$49.45
Monthly Service Charge	\$338.37	\$218.50	\$558.09
Earnings Credit @ 0.10%	\$0.00	\$42.43	\$42.43
Monthly Service Charge	\$338.37	\$176.07	\$515.66
Increase/Decrease in Fees - \$		-\$162.30	\$177.29
Increase/Decrease in Fees - %		-48%	52%

Other important features would remain the same:

- Online Banking

- Remote Desktop Deposit
- Positive Pay
- ACH Services
- Business Credit Card

By moving GWC’s banking relationship, bank fees will reduce, important features would remain the same, and would also add features such as online bill pay.

Recommendation

Manager and staff recommend the Board of Directors approve the opening of a Checking Account and Savings (Emergency) Account with Heritage Bank of Nevada and begin process of closing Checking and Savings accounts with Wells Fargo.

**Carl made a motion to take the Manager and staff recommendation and approve the opening of a checking account and savings account at Heritage Bank and begin closing the checking and savings accounts at Wells Fargo. Barbara Henningsen seconded the motion. The motion was approved.**

**Agenda Item 2B: Discussion Only Regarding Conservation Policy Update:**

The last time GWC’s Conservation Plan was updated was May 2015. This document is located in your binder under “Water Conservation”.

Many advances in water conservation have occurred, warranting an update of the strategies and available resources. Websites have become a vital source of information and means of information distribution that was unavailable at the time the previous guide was written.

The goal of a water conservation guide is to provide basic guidelines a water conservation plan that will comply with industry standards and meet NRS 540 requiring utilities to have a water conservation plan. An effective Water Conservation Plan is a functional and dynamic tool for implementing water conservation measures specific to a water delivery system that will help ensure a reasonable supply of water specific.

The updated GWC Conservation Plan meets the requirements for NRS 540.121 through 540.151.

Recommendation

Manager and staff recommend the Board of Directors review the attached updated conservation plan and make recommendations and modifications.

*Dave asked who decides the levels of the stages, Kristien explained that the Manager is first to decide, and then the Board of Directors to make final determinations.*

*Ken asked if we must coordinate with other managers and purveyors, Mark said no, however he hoped there would be a meeting or some sort of communication with surrounding managers.*

*Barbara expressed that she prefers the old plan we had in place as well as concerns with not allowing EFFPD to test during Stage 1. Mark expressed that due to new EFFPD regulations, it is not a big concern as hoses are updated regularly. Carl suggested asking EFFPD. Kristien suggested changing the wording to “limit”.*

### **Agenda Item 3: Attorney Report**

Chuck reported that the annexation applicants did not provide necessary information for Chuck to approve them. There are also questions regarding how much water Corley Ranch will need. Chuck is also working on the fixture count agreement with Carter Hills Homes. Chuck and Mark will be in communication.

### **Agenda Item 4: Manager's Report**

The following is a recap of work completed by GWC staff in the month of March 2021.

1. Meters, Plan Reviews & Impact fees
  - A. There were 1 meters replaced in March 2021
  - B. There were 0 plan reviews in March 2021
  - C. There were \$0 in impact fees invoiced in March 2021
  
2. Service Orders

There were 64 service orders completed by GWC staff in March 2021
  
3. Locates

There were 21 locates completed by GWC staff in March 2021
  
4. Leak Notices

There were 32 leak notices completed by GWC staff in March 2021
  
5. Monthly Water Operations Projects
  - A. Monthly bacteria and turbidity sampling and testing
  - B. Well 10 site clean-up
  - C. 1.5 MG tank project contractor visits
  - D. Meter pit repair project
  - E. Eamon - CDL test prep & took D1 test 3/25/21 (awaiting results)
  
6. Current Projects in Review
  - A. Maverik Gas Station
  - B. Thoroughbred Crossing
  - C. Ashland Park
  - D. Carter Hills
  
7. Current Projects Under Construction
  - A. Great Life Church
  - B. Residence 1861
  
8. Current Properties in Annexation
  - A. Town of Gardnerville - Hellwinkle Ranch - 19.61 acres
  - B. Stoneridge Villas Manufactured Home Community - 29 acres
  - C. Corley Ranches LLC - The Farmstead at Corley Ranch - 230 acres
  - D. Ashland Park - 23.64 acres

**Agenda Item 6: Board Comments**

Dave asked for the Boards thoughts on acquiring any funds from government appropriated infrastructure project money. Kristien explained that State of Nevada is offering low interest loans on projects that have gone through permitting and are ready to go. No grants have been issued but there will be in the future. When they become available, Kristien and Mark will continue to investigate that. Ken suggested using that for solar panels at Well 10. Kristien suggested using funds to work on the BLM storage tank project and pushing Douglas County School District to update any older lead pipes to get rid of lead in the drinking fountains.

Dave asked if there are any issues coming from the legislation session. Chuck responded that he has not heard of anything directly related to water.

**Agenda Item 7: Adjournment**

**Barbara Henningsen made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Ken Deering adjourned the meeting at 7:03 PM.**