

Best Water! Best Service!



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, May 11, 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*  
Chuck Zumpft, *GWC Attorney*  
Bruce Scott, *GWC Engineer*  
Keith Shaffer, *GWC Engineer*

Public Present:

None.

Ken Deering called the May 11, 2021 Regular Board meeting to order at 5:00 p.m.

**Approval of Agenda:** Barbara Henningsen made a motion to approve the Agenda for the May 11, 2021 Board meeting. Carl Spahr seconded the motion. Motion was approved.

**Minutes of the April 13, 2021 Regular Board Meeting:** Barbara Henningsen made a motion to approve the April 13, 2021 Regular Board Meeting Minutes. Carl Spahr seconded the motion. Motion was approved.

**Financial Statements for April 2021:** Dave Ellison made a motion to approve the April 2021 Financial Statements. Doug Sonnemann seconded the motion. Motion was approved.

*Dave asked what the "Other" category includes, Kristien explained that they include Annexation Fees, Impact Fees, etc. Dave asked about Staff Wages and Kristien explained that her budget is not calculating properly.*

*Barbara asked about our policy for charging service call fees, Kristien explained that irrigation accounts are charged for turning off and on, and residential customer's get two free service calls per year.*

**Engineer Report:**

Keith Shaffer reported that preliminary plans for the Well 10 and CMAR project are about 90% completed and hopes to have them by June 1<sup>st</sup>, 2021 after fine tuning some details with NV Energy. Keith also reported that because of shortages in materials in the industry, prices may vary. Brandon from RDC will collect bids on equipment and have a better estimate by the June 2021 board meeting.

*Ken asked if there are any hold ups from Douglas County, Keith said no, but that NDEP could take longer.*

*Dave asked for an estimated time for completion, Keith said that it is on track to be completed around January of 2022, but that depends on purchasing of materials.*

*It was also reported that an administrative hearing will be held June 10<sup>th</sup>, 2021 regarding the parceling of 1394 US Highway 395. Douglas County does not like the plan for 2 driveways. Keith said that the county will give their conditions of approval, and if necessary, GWC can counter their conditions.*

### **Agenda Item 1: Old Business**

#### **A. House and Lot Sale**

The lot closed escrow on April 16th.

The house has been shown numerous times and no offer. The current asking price is \$375,000. Is the board interested in lowering the price to \$359,000?

*Mark reported that an offer was made on the house for \$365,000.*

*Ken asked if there were any stipulations on the offer, Mark said no.*

*Carl asked if there will be any issues with access to the well site if the house sells. Mark said no.*

*Barbara Henningsen mentioned wanting the buyer to know of the water protection around the house. Mark explained that the contract states all the information the buyer should know including lead, mold etc. The buyer will have 20 days to complete their inspection. It would close no later than June 30<sup>th</sup>, 2021. The buyer requested an answer by May 12<sup>th</sup>, 2021 by 1PM.*

**Carl Spahr made a motion to approve the offer made on the house in the amount of \$365,000. Doug Sonnemann seconded the motion. The motion was approved.**

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

- Permitting –
  - Douglas County Design Review – Complete and received letter of Conditions of Approval 4/9/21.
  - Incorporating Conditions into Project Design.
- Design and Construction Documents – Ongoing - Anticipated Completion May 2021
  - 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
- CMAR – Schedule and Not to Exceed (GMP) Cost Analysis – Ongoing – Will have updates end of May - on track.
  - Updated GMP and Schedule is expected by May Meeting, - Working with CMAR Project Manager – Brandon Beckman to introduce to Board – will update on GMP and Schedule.

- NV Energy Electrical Supply – request for service has been requested. Awaiting proposal and agreement. - No update (but will have one by meeting). Coordinating with Jensen Engineering (Electrical Engineer).
- NDEP Permitting – Expect to make initial submittal by end of April - Some delays on pump manufacture sizing, electrical supply details and generator manufacturer which impact the design and submittal information. Still working on process piping and expect to submit by May 21, 2021.
- County Building Permitting – Submittal Pending above items – Estimated Permit submittal – May 2021 - On track.

C. Highway 395 Waterline Improvement Project

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

D. SCADA Server

The SCADA server and workstation are scheduled for installation the mid-May.

E. Well 1 & 3 Complete Rehab

Carson Pump had equipment breakdowns and difficulty obtaining well parts which has delayed rehab of Well #1 and #3. We are expecting mobilization by mid-May.

F. 1.5 MG Tank Interior Painting and Rehabilitation Project

RDC made access into the tank. The sandblasting is to be completed by mid-May and painting will then begin. The project will take 4 to 6 weeks to complete.

G. 1394 Hwy 395 Parceling Project

- Tentative Parcel Map application – Submitted on April 22, 2021. Complete and accepted by County
- County review and Administrative Hearing panel scheduled for June 10, 2021. When we will receive conditions of approval and requests for required improvements by both or either of the County and Town of Gardnerville.
- Anticipate County to request a reconfiguration of the driveway approach(es) – Possible need to eliminate one of them, but currently working with County Engineer.

H. GWC Masterplan

Mark meet with Bruce Scott regarding the GWC Masterplan that was to be updated. Bruce has been working with Mark and Chuck regarding water rights and those dedicated to the annexation projects.

**Agenda Item 2A: Discussion and Possible Action Regarding Conservation Plan 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 adopt the GWC Conservation Plan as presented.

**Doug Sonnemann made a motion to adopt the GWC Conservation Plan as presented. Barbara Henningsen seconded the motion. The Motion was approved**

**Agenda Item 2B: Discussion and Possible Action Regarding GWC Rules and Regulations Revision**

The last time GWC’s Rules and Regulations were updated was February 2020. Staff believed there was some rules that need to be updated.

Page	Changes
4	Twenty-four (24) - Thirty-Two (32) fixture units - Standard homes are 2 bath, kitchen, washer, and 2 hose bibs
10	Bank Service Charges - Returned Payment Charges - Returned payment charges also come from Xpress Bill Pay that the customer should be charged for
11	Bank service charges - returned payment charges - to agree with Item F
19-20	Major changes to applicants submitting an Application for Water Plan Review with required documents
21	Establishing a one-year time frame for the Application for Water Plan Review completion
21	Additional service - water plan review - to agree with Section XVI
22	Establishing a policy for demolished or removed service line and equivalent fixture unit credit
30	Rules and Regulations adopted date change

After a survey from local water utilities, they all charge an impact fee for a standard home with no limit to equivalent fixture units. Under GWC’s current policy we charge an impact fee and allow 24 fixture units. Under the 24 fixture units policy it provides for 1 bathroom to be included in the home, additional bathrooms were charged extra. This policy has been in place for many decades and has not been modified to meet current standard home building practices. Current homes are now built with a minimum of 2 baths. By updating GWC’s policy to include 32 fixture units, GWC’s impact fees will be closer to that of the local water utilities, fair to home builders, and updated to current building standards.

Recommendation

Manager and staff recommend the Board of Directors adopt the GWC Rules and Regulations as presented.

**Dave Ellison made a motion to approve the GWC Rules & Regulations Revisions with the correction suggested by Doug Sonnemann. Carl Spahr seconded the motion. The motion was approved.**

**Agenda Item 3: Attorney Report – Chuck Zumpft**

Chuck reported that he is still working on the annexation agreements.

**Agenda Item 4: Manager’s Report**

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

- 1. Meters, Plan Reviews & Impact fees
  - A. There were 1 meters replaced in April 2021
  - B. There were 0 plan reviews in April 2021
  - C. There were \$19,763 in impact fees invoiced in April 2021
  
- 2. Service Orders

There were 87 service orders completed by GWC staff in April 2021
  
- 3. Locates

There were 29 locates completed by GWC staff in April 2021
  
- 4. Leak Notices

There were 86 leak notices completed by GWC staff in April 2021
  
- 5. Monthly Water Operations Supervisor Update
  - A. Monthly bacteria and turbidity sampling and testing results are good everything passed
  - B. 1409 Interest Ln (House) remains clean, fixed water psi problem
  - C. Turned on all irrigation accounts
  - D. 1.5 MG tank crew will be done with roof by the beginning of May
  - E. Eamon did not pass D1 test
  - F. Jonas completed OSHA 30
  
- 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 - 130 acres
  - D. Ashland Park - 23.64 acres

Current status from RCI:

Binder Body	In progress.
Publication Affidavits	Will add once annexations are publicized.
Annexation Applications	Completed.
Proposed Areas of Expansion	Completed.

Proposed Service Area Boundary Description	Mapping done; descriptions being completed by our Surveying Department.
Map & Legal Description	Mapping done; descriptions being completed by our Surveying Department.
Yearly Cost Calculations for Areas of Expansion	In progress
Yearly Revenue Calculations for Areas of Expansion	In Progress
GWC Financial Statements	Completed
GWC Current Rates & Charges	Completed
Tabulation of Ground Water Rights & Pumpage	Bruce has in Progress
Water Rights Summary	Bruce has in progress
GWC Well Logs	Completed
GWC Pump Tests	Completed
GWC Distribution System Upper & Lower Pressure Zones	Completed
Infrastructure Improvements	Will include from design engineers
Demonstration of Sufficient Well Capacity	This is the water modeling which will be completed last once everything else is completed.
Annexation Agreements	Will need from GWC when available.
GWC Board Meeting Minutes	Completed

9. Current and Upcoming Vacations

Kristien - May 10 - May 21

Mark - June 28 - July 9 and July 26 - July 30

10. Upcoming Board Meetings

Discussion on Boards desire to return to in-person meetings.

*Ken expressed concerns of GWC Staff contracting Covid-19. Mark explained that we can do a hybrid meeting via Zoom and in person for those who are concerned.*

**Agenda Item 6: Board Comments**

None.

**Agenda Item 7: Adjournment**

**Doug Sonnemann made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Ken Deering adjourned the meeting at 7:07 PM.**