

Best Water! Best Service!



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, September 21, 2021 5:00p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

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

Staff Members Present:

Mark Lovelady, *GWC Manager*
Kristien Bennet, *GWC Financial Officer*

The September 14, 2021, GWC Regular Board Meeting was rescheduled to September 21, 2021. Ken Deering called the September 21, 2021, Regular Board Meeting to order at 5:08 p.m.

Approval of Agenda: Doug Sonnemann made a motion to approve the Agenda for the September 21, 2021, Board meeting. Dave Ellison seconded the motion. Motion was approved.

Minutes of the August 10, 2021, Regular Board Meeting: Doug Sonnemann and Dave Ellison made recommended modifications to the minutes. Carl Spahr made a motion to approve the August 10, 2021, Regular Board Meeting Minutes with those recommended modifications. Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for August 2021: Barbara Henningsen made a motion to approve the August 2021 Financial Statements. Carl Spahr seconded the motion. Motion was approved.

Agenda Item 1: Old Business

A. Well 10 CMAR Project

Plans and design were submitted for permit review to the following agencies: NDEP Bureau of Safe Drinking Water and Douglas County Building.

Ken and Dave told Mark they were both not available to attend the scheduled CMAR meeting on 9/23/21. Mark suggested we have Keith, RCI, and Brandon, RDC, attend the October board meeting to update the board on their progress.

B. Highway 395 Waterline Improvement Project

NDOT has requested As-builts from GWC. RCI is scanning and copying them to submit to NDOT. NDOT's plans are at 60% completion. We will be working with RCI to review those plans and to submit them to NDEP.

C. 1394 Hwy 395 Parceling Project

We have received the final comments from Douglas County Planning on Conditions of Approval for the parcel map. Next steps – Prepare improvement plans and construct sidewalk and other

items in accordance with Conditions. RCI will be preparing improvement plans for construction and then possible contractor selection by end of September.

D. GWC Masterplan

- Most of the text of the body is complete.
- One of GIS technicians is completing a map detailing the GWC boundary, future expansion areas, new subdivisions, and land annexed.
- Working on updating the Subdivisions & Commercial Property table.
- The Vacant Parcels table has been completed.
- The Areas Outside the Service Boundary table has been updated.

Once the final table has been updated, RCI will finish updating the text of the body. They will need to add the map, format the document, and run it through review.

Mark indicated that most of the Masterplan update is done. He is working with RCI on water rights, subdivisions, and vacant parcels.

E. Cybersecurity Road Map

Mark and Kristien meet with Seth Griffin from E Squared C to discuss GWC Cybersecurity Road Map. Kristien has created a roadmap to establish what is implemented, what determinations need to occur and determine a timeline for each item.

- Determine Recovery Point (RPO) - how much data loss is acceptable?
- Determine Recovery Time (RTO) - how long to restore data is acceptable?
- Policies
 - Passwords - length, characters, expiration
 - Data Retention - how long to keep data
 - New devices/software - purchase with IT's assistance
 - Roles of employees - access to what
 - Redundancies - backups, server, workstation, phone/internet
 - Contingency/disaster recovery plan - who/what/where/when
 - Securing remote devices - required virtual Private Network (VPN)
 - Cybersecurity training - annual training

The cybersecurity roadmap was acceptable to the board. Kristien discussed that GWC has taken care of the important items including a new firewall. Other items including policies will be done by GWC staff.

After discussion it was determined that RPO is 24 hours and RTO goal is 24 hours, but 72 hours is acceptable. Staff would seek out information on what other utilities are doing for cybersecurity and which IT company they use. A possible RFP could be done to compare pricing. It was also discussed of how the board needs to increase IT and cybersecurity knowledge.

Agenda Item 2A: Discussion and Possible Action Regarding Feasibility Study Regarding GWC Acquiring Douglas County's South Water System

GWC and Bruce Scott, RCI, has been approached by Douglas County Utility Director Phil Ritiger regarding Douglas County's South Water System. The system consists of the fairgrounds and Sunrise Estates area along Pinenut Road and East Valley Road.

The estimated cost for the feasibility study is \$3,000 to \$5,000. This will allow RCI and GWC to meet with county representatives, analyze the infrastructure requirements required, and investigate with other entities requirements (legal, NDEP, and PUC).

Town of Minden has expressed their ability to serve this area. This acquisition would secure the future of GWC and keep us from being surrounded by Douglas County and the Town of Minden. With the acquisition of the south water system, all future service territory would be expanded southward to include Ruenstroth and Pineview Estates.

Recommendation

Manager and staff recommend the Board of Directors permit a feasibility study regarding acquiring Douglas County's South Water System not to exceed \$5,000.

Mark explained to the board that Douglas County doesn't have the personnel or infrastructure to continue taking care of the South Water System. The Town of Minden has indicated they would serve the area. There is a lot to learn about the system including water rights, well logs, water quality, infrastructure and more.

Carl asked Mark how long this would take - Mark indicated several months

Dave asked Mark how many hookups there were, number of water rights, condition of the system - Mark indicated that is all the unknowns that GWC would learn from the study.

Ken asked Mark how many where metered services - Mark indicated he did not know

Barbara indicated that GWC was approached to wholesale water in the past to that area. Her concern was water rights, if GWC did accept the system, Douglas County would have to provide water rights - Mark agreed.

Carl Spahr made a motion to permit a feasibility study regarding acquiring Douglas County's South Water System not to exceed \$5,000. Doug Sonnemann seconded the motion. The motion was approved.

Agenda Item 3: Attorney Report – Chuck Zumpft

No report

Agenda Item 4: Manager's Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 3 meters installed or replaced in August 2021
 - B. There were 0 plan reviews in August 2021
 - C. There were \$55,582 in impact fees invoiced in August 2021

2. Service Orders
There were 38 service orders completed by GWC staff in August 2021
3. Locates
There were 24 locates completed by GWC staff in August 2021
4. Leak Notices
There were 100 leak notices completed by GWC staff in August 2021
5. Monthly Water Operations Supervisor Update
 - A. The 1.5 MG tank is back online
 - B. Eamon and Amber are signed up for the D1 test September 23rd
 - C. Jonas is signed up for the D3 test September 23rd
 - D. Flow testing in Chichester is complete
 - E. Motor in booster 1 has been changed out
 - F. Residence 1861 mains are complete, and 2 meters have been installed so far
 - G. Thoroughbred crossing water mains have passed psi test and are waiting for lab results
6. Current Projects in Review
 - A. Maverik Gas Station
 - B. Ashland Park
 - C. Village at Martins Trail
 - D. Stor-All Expansion
7. Current Projects Under Construction
 - A. Great Life Church
 - B. Residence 1861 Apartments
 - C. Thoroughbred Crossing Apartments
8. Current Properties in Annexation
 - A. Town of Gardnerville - Hellwinkle Ranch - 19.61 acres - Submitted to PUC 8/19/21
 - B. Stoneridge Villas - 29 acres - Submitted to PUC 8/19/21
 - C. Corley Ranches LLC - The Farmstead at Corley Ranch - 130 acres
 - D. Ashland Park - 23.64 acres
9. Closed Personnel Session
Board discussion on having meeting in October or November, directly after board meeting, or separate meeting?

A closed personnel session will be held October 18, 2021, at 5pm at the GWC office.

Agenda Item 6: Board Comments

None.

Agenda Item 7: Adjournment

Carl Spahr made a motion to adjourn the meeting. Barbara Henningsen seconded the motion. Motion was approved. Ken Deering adjourned the meeting at 6:33 PM.