

Best Water! Best Service!



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, January 11, 2022 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 Bennett, *GWC Financial Officer*
Lisa Taylor, *Administrative Assistant*
Chuck Zumpft, *GWC Attorney*

Ken Deering called the January 11, 2022, Regular Board Meeting to order at 5:47 p.m.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the January 11, 2022, Board Meeting. Dave Ellison seconded the motion. Motion was approved.

Minutes of the December 14, 2021, Regular Board Meeting: Doug Sonnemann made a motion to approve the December 14, 2021, Regular Board Meeting Minutes with correction on page 3. Dave Ellison seconded the motion. Motion was approved.

Financial Statements for December 2021: Dave Ellison made a motion to approve the December 2021 Financial Statement as presented. Carl Spahr seconded the motion. Motion was approved.

*Kristien Bennett discussed GWC investment accounts., Wells Fargo investment account has 2 CDs that will mature this month, they have indicated if we do not re-purchase CDs with them and just move the money out, they will request we close our accounts with Wells Fargo. Kristien Bennett is suggesting that GWC close the Wells Fargo Investment account and transfer the funds to Charles Schwab. **Consensus of the Board agreed to Kristien's recommendation.***

Public Comment: (No Action) – This portion of the meeting is open to the public to speak on any topic not on tonight's agenda, limited to three minutes.

Agenda Item 1: Old Business

A. Well 10 CMAR Project

Plans and design are 95%+ complete – we received preliminary comments from Douglas County requiring a Landscape Plan which is in the works and should be complete this week. Not much has changed from last month – we are nearing the end of the review period and have reached out to NDEP and Douglas County for status. Those approvals and final permits will be coming soon. We have received some correspondence from NV Energy and NDEP and have responded to them to keep review moving forward. We have submitted (or plan to submit) plans to the following entities with expected returns together with project benchmarks:

Submittal Date - Agency or Entity - Expected Initial Review Period

10/7/2021 - NV Energy – power supply design and contract - in process, NV Energy is in design for power supply

11/4/2021 - NDEP Bureau of Safe Drinking Water - in process, providing additional items as requested i.e., flow analysis.

11/10/2021 - Douglas County Building - in process, addressing minor requests and landscape plan is close to completion and will be submitted with permit next week.

11/10/2021 - East Fork Fire Department - in process, no comments yet

Project Milestones to Start Construction

01/15/2021 - Final permit documents and bid documents - on-track for complete plans

01/20/2022 – 04/08/2022 - CMAR final bidding and GMP development - 60 days for bidding and GMP development and final GMP (including value engineering and contract execution)

04/10/2022 - construction Starts - on track

B. Highway 395 Waterline Improvement Project

RCI is still in process of the review of the plans. NDOT has verbally agreed to the location of the waterline.

C. 1394 Hwy 395 Parceling Project

Douglas County has approved plans and permitting. Engineers estimate for costs is \$12,829.30. Next step will be to hire a contractor to complete the work. Hoping to put the property on the market this year.

D. GWC Masterplan

Mark has received the rough draft of the masterplan. He is marking any errors, comments, and other changes. Those changes will be made by RCI with the goal of the boards review in February 2022.

Agenda Item 2A: Discussion and Possible Action Regarding Update to GWC Rules and Regulations

GWC council has recommended modification to GWC’s rules regarding restoration of service. Currently the rules state that the customer or its agent must be present when service is restored if the service has been disconnected for over thirty (30) days. To reduce risks of leaks and damage claims, staff recommends reducing that time to anytime service is restored.

When staff completes the service order, staff will obtain the current water meter read and the customers full name for tracking. Also available will be a form “Authorization for Unaccompanied Restoration of Service” for those who do not wish to be onsite for water restoration. This form will allow for restoration of service when someone is not available or for irrigation account turn-ons.

Current Rule:

5. The Customer or its agent shall be present when service is restored if the service has been disconnected for over thirty (30) days. If the Customer or its agent cannot be present at the location when service is restored, a completed Hold Harmless Form must be submitted.

Recommended Rule(s):

5. Except as provided elsewhere herein, in all instances the Owner or the Owner’s authorized representative must be present at the property when water service is to be restored. This

requirement is for the protection of the property from damage due to internal leaks, faucets, or appliances in the “on” or “run” position, or similar circumstances. If a customer makes an appointment for service restoration and no one is present to accompany Utility personnel, service will not be restored, and another appointment must be made. A “no-show” fee of \$25.00 will be charged if utility personnel are required to subsequently return to the property more than once.

6. In those instances where it is known that no Owner or authorized person can be present, the Owner or its authorized person must execute and deliver to the Utility GWC Form 3, “Authorization for Unaccompanied Restoration of Service.” In this event the owner or authorized representative must agree to indemnify, defend, and hold the Utility harmless from and against all damages caused by water following unaccompanied restoration of service. Water service will not be restored unless and until the Owner has complied with all provisions of this section. The Form 3 authorization is effective one time only for residential and commercial accounts; and valid for three years for irrigation accounts.

Recommendation

Manager, staff, and attorney recommend the Board of Directors update the GWC Rules and Regulations Section VII – Disconnection and Restoration of Service – H. Restoration of Service as presented.

Dave Ellison made a motion to approve the update the GWC Rules and Regulations Section VII – Disconnection and Restoration of Service – H. Restoration of Service as presented with possible minor changes to forms. Carl Spahr seconded the motion. Motion was approved.

Agenda Item 3: Attorney Report – Chuck Zumpft

No update.

Agenda Item 4: Manager’s Report

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

1. Meters, Plan Reviews & Impact fees
 - A. There were 5 meter(s) installed or replaced in December 2021
 - B. No new plans in December 2021
 - C. There were no impact fees invoiced in December 2021
2. Service Orders

There were 39 service orders completed by GWC staff in December 2021
3. Locates

There were 12 locates completed by GWC staff in December 2021
4. Leak Notices

There were 58 leak notices completed by GWC staff in December 2021
5. Monthly Water Operations Supervisor Update
 - A. Both tanks have passed and are now supplying water into the system
 - B. Eamon continues to audit meters and mxu’s and doing monthly water samples
 - C. All town, county and school irrigation meters are shut off for the winter
 - D. Jon is back and doing well

6. Current Projects in Review
 - A. Maverik Gas Station
 - B. Ashland Park Subdivision
 - C. Ashland Park - Muller Pkwy
 - D. Village at Martins Trail
 - E. Pinenut Road Self Storage
 - F. Carson Valley Veterinary
 - G. Carson Valley Medical Center
 - H. Gardnerville Station Outlet

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 - PUC approved 12/07/21
 - B. Stoneridge Villas - 29 acres - PUC approved 12/07/21
 - C. Corley Ranches LLC - The Farmstead at Corley Ranch - 130 acres
 - D. Ashland Park - 23.64 acres

Agenda Item 6: Board Comments

Ken Deering appreciates the goals of the staff in an email to the Board.

Barbara Henningsen asking when binders will be picked up, Kristien Bennett says Thursday, January 13th around 8:00am.

Carl Spahr asks when a memorial will be held for John Henningsen (Barbara's Father-in-Law). No date at this time.

Dave Ellison asking about a possible New Mission Statement with input from the entire Board. Will be discussed in the next few months.

Agenda Item 7: Adjournment

Carl Spahr made a motion to adjourn the meeting. Doug Sonnemann seconded the motion. Motion was approved. Ken Deering adjourned the meeting at 7:02 PM.