



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, November 8, 2022 5:00p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

Ken Deering, *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, *GWC Administrative Assistant*
Chuck Zumpft, *GWC Attorney*

Ken Deering called the November 8, 2022, Regular Board Meeting to order at 5:00 p.m.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the November 8, 2022, Board Meeting with the change to eliminate “Closed Personnel Section”. Carl Spahr seconded the motion. Motion was approved.

Minutes of the October 11, 2022, Regular Board Meeting: Doug Sonnemann made a motion to approve the October 11, 2022, Regular Board Meeting Minutes, with the change on page 1, item B, 3rd line to add “not”. Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for October 2022: Carl Spahr made a motion to approve the October 2022 Financial Statement as presented. Doug Sonnemann seconded the motion. Motion was approved.

Ken Deering has requested that a separate tab be put in the binders with a schedule so the Board can see when work with Well 10 has been completed and updates of the work.

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

Obtained site permit from Douglas County and is with RDC. Mark Lovelady, RCI, and RDC had a meeting to go over the next steps. RDC is currently working on updating their timeline for the project. RCI submitted minor changes to the building and minor changes to the value engineering to Douglas County.

B. 1394 Hwy 395 Parceling Project

Douglas County has issued new APN’s to the new parcels, but waiting for official addresses. Barbara Henningsen brought up the idea with the board regarding seller financing. Staff has prepared a pro vs con for board review (see attached). Chuck Zumpft has estimated legal fees of \$1,500 – \$2,500. Need board decision regarding option, after Dave Ellison informed.

Consensus of the Board is to have Mark discuss this option with the potential buyer.

C. Highway 395 Waterline Improvement Project

GWC and RCI are reviewing tentative plans with NDOT before submitting them to the Bureau of Safe Drinking Water.

Agenda Item 2A: Discussion and Possible Regarding Certification of 2022 Board of Directors' Election Results

On November 1, 2022 at 2:00pm the ballots for the 2022 Board of Directors election for the Gardnerville Water Company were removed from the official ballot box and counted by David Ellison, Doug Sonnemann, and Carl Spahr.

The results are as follows:

Total Ballots Received	780
Rejected Votes	27
Total Eligible Ballots	753
George Deeble	21
Ken Deering	204
Daniel Hamer	105
Barbara Henningsen	293
Jason Johnston	17
Kenneth Miller	113

The winners are declared as Ken Deering and Barbara Henningsen.

Recommendation

Manager and staff recommend the Board of Directors certify the 2022 Board of Directors' Election Results with the winners declared as Ken Deering and Barbara Henningsen.

Carl Spahr made a motion to approve the Board of Directors' Election Results with the winner declared as Ken Deering and Barbara Henningsen. Doug Sonnemann seconded the motion. Motion was approved.

Agenda Item 2B: Discussion and Possible Action Regarding GWC Employee Handbook Update

GWC has been providing the water operators with a specialized uniform shirt and pants with the full cost paid by GWC. [NRS 608.165 Special uniforms and cleaning to be furnished without cost to employee. All uniforms distinctive as to style, color or material shall be furnished, without cost, to employees by their employer. If a uniform requires a special cleaning process, and cannot be easily laundered by an employee, such employee's employer shall clean such uniform without cost to such employee.] Staff is recommending a modification of the uniform by eliminating the specialized uniform shirt and pants and providing a GWC logoed short/long sleeve t-shirt or polo shirt and requiring the employee to provide their own pants. Annual fiscal savings is \$1,500.

Per OSHA requirement, GWC provides safety footwear to the operators. However, this is not in the GWC Employee Handbook and needs to be a documented policy. Currently there are no guidance about how much or

how often the operators can obtain boots. Annual safety footwear allowance provided by other utilities ranges from \$200 to \$400.

Staff is suggesting the following updates to the GWC Employee Handbook:

1. Uniforms/I.D. Badges –
 - A. Removing the wording regarding GWC paid uniforms
 - B. Adding GWC provided shirts with the GWC logo, must be kept in good repair, cleaned at the employee’s expense, worn only for work, replacements provided at no cost, and returned to GWC upon discontinuance of employment.
 - C. Providing one set of cold weather gear, worn only for work, replacements provided at no cost, and returned to GWC upon discontinuance of employment
 - D. ID badges must be worn while interacting with customers, vendors, contractors, federal, or state officials
 - E. Operators required to wear safety footwear. Beginning January 2023, GWC will provide a footwear allowance of three hundred dollars, \$300.00, per year paid each January. A new hire employee shall receive the footwear allowance with their first paycheck, second year footwear allowance shall be prorated based on hiring date.
2. Dress Code Policy –
 - A. Operators must wear pants or jeans (must be clean and free of rips, tears, and fraying)
 - B. Removing the GWC provided uniform

Recommendation

Manager and staff recommend the Board of Directors approve the GWC Employee Handbook as presented.

Doug Sonnemann made a motion to approve the GWC Employee Handbook with the change to item E from “allowance” to “reimbursement”. Barbara Henningsen seconded the motion. Motion was approved.

Agenda Item 2C: Discussion and Possible Action Regarding Updating GWC Rules and Regulations

Staff requests minor changes to wording to clarify the rules and regulations regarding the annexation process. All changes were reviewed and generally approved by the board, except for the payment of water rights.

Kristien Bennett contacted Truckee Meadows Water Authority, Silver Springs Mutual Water Company, and Las Vegas Valley Water District regarding their annexation process and when fees are paid. All have an annexation process similar to that of GWC. The applicant applies, the utility reviews the application, and submits to the NV PUC. After the PUC grants the annexation, the utilities contacted then invoices the applicant for the water rights needed for the project. All finalization of plans is finished (if not all-ready done) and approved by the Bureau of Safe Drinking Water. If any changes to the plans change the amount of water rights needed, the utilities invoice or credit the applicant. All Impact Fees are then invoiced when the applicant is ready for connection to the system.

TMWA expressed that they have very little applicants that do not start construction quickly. They said that they will not even accept the annexation application unless the applicant is very far in their planning and development progression. Silver Springs expressed similar concerns of requiring full payment of water rights upfront or at connection. They also are encouraging growth of the utility, streamlining connections, easier tracking, and receiving current water rights values.

Staff has prepared two options:

- First option is to have water rights paid at the time of connection

- Second option is to have water rights paid at the PUC grants annexation

Attached is the redline version of both options for review.

Recommendation

Manager and staff recommend the Board of Directors approve the updates to the GWC Rules and Regulations and opting to have water rights paid at the time of connection as presented.

Consensus of the Board to table until December 13, 2022 Board Meeting to allow Chuck Zumpft to review materials.

Agenda Item 3: Attorney Report – Chuck Zumpft

No Report.

Agenda Item 4: Manager’s Report

1. Meters, Plan Reviews & Impact fees
 - A. There were 13 meter(s) installed or replaced in October 2022
 - B. There were 0 plan reviews in October 2022
 - C. There were \$0 in impact fees invoiced in October 2022
2. Service Orders, Locates & Leak Notices
 - A. There were 20 locates completed by GWC staff in October 2022
 - B. There were 85 service orders completed by GWC staff in October 2022
 - C. There were 51 leak notices completed by GWC staff in October 2022
3. Water Consumption & Pumpage

Total Water Pumped	421,175,800
Total Acre Feet Used	1292.17
Total Water Outflow	0

2022 CONSUMPTION	
January - February Total Consumption	27,169,902
March - April Total Consumption	51,586,910
May - June Total Consumption	111,901,608
July - August Total Consumption	128,424,214
September - October Total Consumption	94,227,373
November - December Total Consumption	
GWC Authorized Usage	1,020,975
2022 TOTAL Consumption	414,330,982

Water Loss (Gallons)	6,844,818
Water Loss (%)	1.63%

2022	Pumped	Sold	Difference	Percentage
January - February	31,986,300	27,169,902	4,816,398	15%
March - April	57,994,400	51,586,910	6,407,490	11%
May - June	108,070,600	111,901,608	-3,831,008	-4%
July - August	129,163,400	128,424,214	739,186	0%
September - October	93,961,100	94,227,373	-266,273	0%
November - December	0	0	0	0%
GWC Authorized Usage	0	1,020,975	-1,020,975	0%
2022 TOTALS	421,175,800	414,330,982	6,844,818	23%

4. Monthly Water Operations Supervisor Update
 - A. Hwy 395 water leak
 - B. Aspen Park irrigation meter valve break
 - C. 20 Large meter register arrived and currently replacing
 - D. Shut off irrigation accounts
 - E. Eamon signing up for CDL course via WNC
 - F. Jonas signing up for D3 test retry

5. Staff Safety Courses Taken
 - A. The Angry Caller: What's Your Plan? /Are You Listening to Your Customers? /Listening to Improve Conversation – October
 - B. Active Shooter - November

6. Current Projects in Review
 - A. Gardnerville Station Outlet – waiting for NDOT review

7. Current Projects Under Construction
 - A. Carson Valley Medical Hospital
 - B. Residence 1861 Apartments
 - C. Thoroughbred Crossing Apartments
 - B. Stor-All Expansion
 - C. Village at Martins Trail
 - D. Carson Valley Veterinary

8. Current Properties in Annexation
 - A. Corley Ranches LLC - The Farmstead at Corley Ranch - 130.55 acres – waiting for signed agreement – Corley’s has informed GWC their intention to sign 11/9/22
 - B. Ashland Park - 13.72 acres – Signed agreement June 10, 2022

9. Save The Dates

Thursday December 1, 2022 - Christmas Kickoff - Heritage Park 5pm
Saturday, December 10, 2022 - GWC Christmas Dinner – CV Country Club 5pm

Agenda Item 6: Board Comments

No Comments.

Agenda Item 7: Adjournment

Doug Sonnemann made a motion to adjourn the meeting. Barbara Henningsen seconded the motion. Motion was approved. Ken Deering adjourned the meeting at 7:32 PM.