

Best Water! Best Service!



Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, June 13, 2023, 5:00p.m.  
Board Room  
1579 Virginia Ranch Rd  
Gardnerville, NV 89410

**Board Members Present:**

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

**Staff Members Present:**

Mark Lovelady, *GWC Manager*  
Kristien Bennett, *GWC Financial Officer*  
Lisa Taylor, *GWC Administrative Assistant*  
Neal Falk, *GWC Attorney*

**Public Present:**

Keith Shaffer, Engineer – RCI  
Garrett Queen – RDC  
Vanessa Vazquez – RDC  
Keith Scott

Dave Ellison called the June 13, 2023, Regular Board Meeting to order at 5:00 p.m.

**Approval of Agenda:** Doug Sonnemann made a motion to approve the Agenda for the June 13, 2023, Board Meeting. Barbara Henningsen seconded the motion. Motion was approved.

**Minutes of the May 9, 2023, Regular Board Meeting:** Ken Deering made a motion to approve the May 9, 2023, Regular Board Meeting Minutes with the addition of the concerns regarding the electrical scheduling, supplies and permits. Also, concerned about scheduling NV Energy installation scheduling. Doug Sonnemann seconded the motion. Motion was approved.

**Financial Statements for May 2023:** Ken Deering made a motion to approve the May 2023 Financial Statement as presented. Barbara Henningsen seconded the motion. Motion was approved.

**Public Comment:**

*Keith Scott 1405 Interest Ln – He wants to know if any progress has been made as far as easements. Still a question, who is responsible for what, exactly. Keith asked about the timeline, but Keith Shaffer does not have an answer but will have more information at the July meeting.*

**Agenda Item 1: Old Business**

**A. Well 10 CMAR Project**

The generator was set last week. Paving is scheduled for June 9<sup>th</sup>. On May 16, 2023, a letter addressing the concerns of GWC board and staff was sent to RDC. Jeff Farr, RDC Owner, has assured us that these issues will be addressed. Justin Williams, RDC project manager, is no longer with RDC. Borjana Savic

has been named new project manager. Received fourth project billing in the amount of \$351,657.52 on 6/1/23. Attached is an update on project progress and updated schedule.

***Well 10 Update:*** *GWC Board is still very concerned about electrical schedule, NV Energy installation and the date of the switchgear installation February 2024. The board would like an update from San Joaquin Electric as to the delay. The board questioned; can the generator be used in case of emergency without a Certificate of Occupancy? Keith Shaffer will get that answer. The board was very disappointed in the lack of scheduling and ordering of materials by RDC.*

*Keith Scott attended to follow up to see if any resolution regarding the sewer line that crosses his property, GWC property and Joe Beningo's property. Mark Lovelady stated that an easement will need to be added to GWC property. The engineer is trying to determine the best solution for re-routing the sewer line for Keith Scott. RCI has taken a survey of flowline. There is a manhole in the parking lot of Heritage Bank parking lot adjacent to Keith Scott's home, not sure it can be accessed. Chuck Zumpft is looking into who is financially responsible for the re-routing and connection.*

B. Highway 395 @ Raley's Waterline Improvement Project

GWC has resubmitted to Bureau of Safe Drinking Water with corrections. Received NDOT approval and permit on June 6, 2023.

C. NDOT Highway 395 Project

Sierra Nevada Construction was the low bidder. Project should start in the fall of 2023.

D. Well 9 Rehab

Scheduling for rehab has not been scheduled yet.

E. Well Meters

Operators are scheduling installation.

F. BLM Tank Site

Mark has instructed RCI to contact BLM in regard to the property. RCI, GWC and BLM will be scheduling a meeting to discuss the property. Overall, it looks promising to the possibility to obtain the property.

G. Sale of 1394 Douglas Ave

Staff contacted the individual interested in 1394 Douglas Ave; however, they are not interested at this time. GWC's options:

- Continue leasing the building
- Sell with a realtor
- Seller financing

***Sale of 1394 Douglas Ave Update:*** *Asphalt needs TLC and touch paint on building. Mark and Kristien think maybe to hold on to it for now as we still have renters. Doug Sonnemann mentioned maybe listing the property with a realtor. Barbara Henningsen is not interested any longer in seller financing knowing the buyer has had a bankruptcy in the past. Carl Spahr thinks GWC should keep the property for now. Ken Deering asked about possibly doing For Sale By Owner. Barbara and Carl agreed.*

***Consensus of the Board is to put the property up for sale by owner***

## **Agenda Item 2A: Discussion Only Regarding Cybersecurity Plan**

March 2023 the EPA Office of Water issued a memorandum “*Addressing PWS Cybersecurity in Sanitary Surveys or an Alternate Process*” guidance to all public water systems in regard to cybersecurity. The steps described in the memo further EPA’s mission to work with states to protect clean and safe drinking water. The memo clarifies that states must evaluate the cybersecurity of operational technology used by a public water system (PWS) when conducting a PWS sanitary survey or through other state programs.

The goal of sanitary surveys is to ensure that states effectively identify significant deficiencies and that PWSs then correct those significant deficiencies—including cybersecurity-related significant deficiencies—that could impact safe drinking water.

While the EPA has issued its memo regarding cybersecurity, AWWA, NRWA, and various states have requested intervenor status to the rule. They are challenging the legality of the EPA’s rule. GWC will continue to review its processes, checklist, and ensure the security of the GWC’s assets.

Staff has reviewed the memo and created a checklist addressing all the standards against what GWC is currently performing. After creation of that checklist, staff presented that to E Squared C and Sierra Controls for review, modification, and recommendations. Sierra Controls is still reviewing the standards and will report back to GWC. E2C has reviewed the standards and will create a best practices review. They also have policy templates that they will provide to GWC and work with staff to create those required policies. Staff anticipates 60 to 90 days to produce draft policies and recommendations for additional security.

*Kristien reviewed the draft with the board. E2C will assist with the policies that need to be completed. Sierra Controls has yet to supply GWC with their data to be added to the checklist. Staff will bring this back to the board, possibly in August.*

## **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
  - B. There were 0 plan reviews
  - C. There were \$0 in impact fees invoiced
  
2. Service Orders, Locates & Leak Notices
  - A. There were 23 locates completed by GWC staff
  - B. There were 70 service orders completed by GWC staff
  - C. There were 95 leak notices completed by GWC staff
  
3. Monthly Water Operations Update
  - A. 1200 Gilman new service - JS
  - B. Lowering main on Mission St - JS
  - C. Hot tap on Mission St– JS
  - D. Removed broken fence at well 7– JT
  - E. Patch repair from leak on waterloo – JT
  - F. Spray weeds and drag property around office – JT
  - G. 4 am valve exercising with Jon on Centerville – EW
  - H. Hot tap and service line on Centerville with Jake, Jon, Eamon, and Mark – EW

- I. Meter audits and maintenance - EW
- 4. Staff HR/Safety Courses Taken
  - A. Cybersecurity – Browser Safety – May
  - B. Cybersecurity Awareness for Employees - June
- 5. Current Projects in Review
  - A. Martin Stahl Apartments
- 6. Current Projects Under Construction
  - A. Carson Valley Medical Hospital
  - B. Residence 1861 Apartments
  - C. Thoroughbred Crossing Apartments
  - D. Stor-All Expansion
  - E. Village at Martins Trail
  - F. Carson Valley Veterinary
  - G. Gardnerville Station Outlet at Mission Street
- 7. Current Properties in Annexation
  - A. Corley Ranches LLC - The Farmstead at Corley Ranch - 130.55 acres – submitted 2/15/23
  - B. Ashland Park - 13.72 acres – submitted 2/15/23

**Agenda Item 6: Board Comments**

Barbara Henningsen will not be attending the August Board Meeting.

**Agenda Item 7: Adjournment**

**Barbara Henningsen made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Dave Ellison adjourned the meeting at 7:33 PM.**