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Gardnerville Water Company  
Regular Board Meeting Minutes  
Tuesday, October 10, 2023, 5:00p.m.  
Board Room  
1579 Virginia Ranch Rd  
Gardnerville, NV 89410

Board Members Present:

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

Staff Members Present

Kristien Bennett, *GWC Financial Officer*  
Chuck Zumpft, *GWC Attorney*

Public Present:

Keith Scott

Well 10 Tour 4:30pm

Dave Ellison called the October 10, 2023, Regular Board Meeting to order at 5:10 p.m.

**Approval of Agenda: Ken Deering made a motion to approve the Agenda for the October 10, 2023, Board Meeting. Carl Spahr seconded the motion. Motion was approved.**

**Minutes of the September 12, 2023, Regular Board Meeting: Doug Sonnemann made a motion to approve the September 12, 2023 Regular Board Meeting Minutes with corrections to public comment by Keith Scott regarding the sewer line at 1409 Interest Lane and Old Business. Carl Spahr seconded the motion. Motion was approved.**

**Financial Statements for September 2023: Ken Deering made a motion to approve the September 2023 Financial Statement as presented. Doug Sonnemann seconded the motion. Motion was approved.**

**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.**

*Keith Scott 1409 Interest Lane – wanted to provide an update on the sewer issues with his property. He has been in contact with MGSD attorney, Bill Peterson. Mr. Peterson believes he can facilitate an easement for the sewer line that runs through GWC and Joe Benigno’s properties. He is requesting Mark Lovelady and Chuck Zumpft to attend this meeting. He attempted to contact Joe Benigno only to speak to Susan Olsen, Benigno’s fiancé, who does not appear to be helpful. She is pursuing a commercial venture at 1401 Interest Lane. Through a pre-application meeting with Douglas County, she has learned that the building will need to be located in front area of the property where the location of the sewer line is believed to be. Both*

*Douglas County and MGSD said that a building cannot be built over the sewer line. Ms. Olsen said that Mr. Benigno said this issue is the Gardnerville Water Company's problem as they sold the property to both Mr. Scott and to Mr. Benigno. Mr. Benigno has referred him to his attorney, Justin Clouser. Mr. Clouser indicated he would attend the potential meeting with MGSD but would refer to his client for final decisions.*

*Mr. Scott would like to add a sewer cleanout on GWC property between the detention pond and the fence. This would provide him with a location for sewer cleanout and for obtaining the sewer line coordinates. The board was not inclined to decide at that time until they discussed this with Mark. Mr. Scott has considered a second option, running a new sewer line running in front of the old milk barn and tying into the sewer on Interest Lane (Mr. Scott provided the board with a diagram of the potential sewer line). Mr. Scott said he would have to maintain a lift station for this option. Mr. Scott said he will purchase all the materials if GWC pays for the engineering and labor. The board declined to decide until a meeting with MGSD occurred, and more information could be provided.*

*The board approved Mark and Chuck to attend the upcoming meeting and to bring this matter back to the board in November.*

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

#### **A. Well 10 CMAR Project**

Douglas County inspection scheduled for 09/28/23. Once that's completed, they will send a letter of authorization to NV Energy, so they can set the pole. The door was fixed as well as the skylight. Pump scheduled for delivery in beginning of November.

Well 10 storage building roof is scheduled for mid-October.

*A new schedule was provided by RDC. The pump is delayed to November with completion now in January. RDC is still awaiting the pump, VFD, and NV Energy.*

#### **B. Highway 395 @ Raley's Waterline Improvement Project**

Mark has been working with RCI to begin the process for construction project bidding and waterline materials.

#### **C. NDOT Highway 395 Project**

Waterline lowering in 5 areas is scheduled for the week of October 9<sup>th</sup>. GWC is working with SNC to ensure this is done accurately and quickly as when this occurs, several locations will lose water including businesses, a restaurant, a coffee shop, and several bars.

*Mark sent requests for quotes for material to Western Nevada Supply and Ferguson. Ferguson declined to quote. Mark will complete the bid documents to be sent to potential contractors for bidding after returning from vacation.*

#### **D. Well 9 Rehab**

Scheduling for rehab will occur mid-November.

E. Well Meters

GWC installed the meters in July. Well 2 meter was the wrong meter and will need to be replaced. Well 1 will need to be replumbed to allow the meter to work correctly. Staff are working on costs. The current estimate is \$25,000 and will be on the 2024 CIP.

F. BLM Tank Site

No further information received.

G. Sale of 1394 Douglas Ave

A for sale sign and flyers were installed. A listing was placed on forsalebyowner.com. Several people have contacted GWC for more information.

*Kristien said she showed the property to an insurance agent looking at a Gardnerville office. Other contacts have shown interest in the property.*

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

Staff requests minor changes to wording to clarify the rules and regulations regarding Section XVI - New Installation of Service Laterals, Meter Installations and Meters Section C Number 8. This will help clarify the process to applicants the process, time delays and costs associated with changes to the plans previously submitted to GWC.

8. after receiving full approval of the Application for Water Plan Review, GWC will order all water meters and/or other materials for the project consistent with the content of the approved application. Plan changes, including changing of water meter sizes, requires resubmittal of Application for Water Plan Review, plans prepared, signed, and stamped by a Registered Professional Civil Engineer or Architect actively licensed in Nevada, and payment of Application for Water Plan Review fees. All changes must be reviewed and approved by the Nevada Division of Water Resources, Bureau of Safe Drinking Water, Douglas County, East Fork Fire District, and GWC. Plan changes may result in shipping and restocking fees for the originally ordered meters and/or other materials and may result in extraordinary delay due to backordering of meters and/or other materials and supply-chain issues.

Attached is the redline version for review.

Recommendation

Manager and staff recommend the Board of Directors approve the updates to the GWC Rules and Regulations Section XVI - New Installation of Service Laterals, Meter Installations and Meters as presented.

**Ken Deering made a motion to approve the updates to the GWC Rules and Regulations Section XVI - New Installation of Service Laterals, Meter Installations and Meters as presented. Doug Sonnemann seconded the motion. Motion approved.**

**Agenda Item 3: Attorney Report – Chuck Zumpft**  
No Report.

**Agenda Item 4: Manager’s Report**

1. Meters, Plan Reviews & Impact fees
  - A. There were 5 meter(s) installed or replaced
  - B. There were 0 plan reviews
  - C. There were \$6,376 in impact fees invoiced
  
2. Service Orders, Locates & Leak Notices
  - A. There were 35 locates completed by GWC staff
  - B. There were 53 service orders completed by GWC staff
  - C. There were 34 leak notices completed by GWC staff
  
3. Monthly Water Operations Update
  - A. Jon Summers promoted to Water Operations Supervisor
  - B. New operator training - JS
  - C. CV Veterinary inspection– JS
  - D. NDOT meeting & planning– JS
  - E. Located and exercised valves on Hwy 395 – JS, EW, BA
  - F. Meter audits– EW
  - G. Office lights replacement – EW
  - H. GWC Operator training - BA
  - I. Watched waterline installation at CV Vet – BA
  - J. Well meter readings - BA
  
4. Staff HR/Safety Courses Taken
  - A. Barriers to effective communication - September
  - B. Creating the Right Atmosphere for Difficult Conversations - October
  
5. Current Projects in Review
  - A. Martin Stahl Apartments
  - B. Stoneridge
  - C. Virginia Ranch - Muller Parkway
  - D. Virginia Ranch – Collector Road
  
6. Current Projects Under Construction
  - A. Carson Valley Medical Hospital
  - B. Thoroughbred Crossing Apartments
  - E. Village at Martins Trail
  - F. Carson Valley Veterinary
  
7. Current Properties in Annexation
  - A. Bing Trust 2000 – 2.72 acres: Annexation letter of acceptance sent 8/9/23, deposit received 8/30/23, annexation agreement sent to Bing Trust 09/06/2023

*Kristien contacted Kate at RO Andersons office on 09/19/23 for an update but has not heard back. She will contact her again for an update.*

8. Schedule Closed Personnel Session

A Closed Personnel session needs to be scheduled for November. Please review your availability. We could cancel the regular board meeting and schedule the closed personnel session in its place.

*The board decided to have the closed personnel session on the same night of the November board meeting. The board requested to keep new business agenda items to a minimum for the November board meeting.*

9. Save The Date

Christmas Kickoff Thursday, November 30, 2023 5:30pm – 7:00pm

GWC Christmas Dinner Party Saturday, December 9, 2023 at Woodetts at 5:00pm

10. Employee Benefits Survey and Recommendations

The board requested a survey of employee benefits provided by other nearby utilities. Attached is a listing of nearby utilities, benefits available, and what portion the utility pays. Also attached is a recommendation for additional or changes to available benefits and potential costs associated with those recommendations.

Recommended changes:

\*Longevity Pay – change benefit to every 5 years

\*Roth IRA – add benefit to 3% employer match - note: benefit could be implemented at a 1% employer match, with higher matches planned for future years.

\*Health Care Reimbursement Account (HCRA) – increase benefit to \$150 or \$200 per month

\*Insurance – family coverage – increase benefit to 60% or 70% coverage

*Kristien discussed each benefit option with the board and after board discussion they agreed to having Kristien bring back as an agenized item and GWC Employee Handbook updates for benefit changes: Longevity Pay – change benefit to every 5 years; Roth IRA – add benefit of 1% employer match with additional matches planned for future years; and Health Care Reimbursement Account (HCRA) – increase benefit to \$150 per month.*

**Agenda Item 6: Board Comments**

Ken Deering commented that he is disappointed in the long wait for big ticket items for well 10 and that GWC needs to create a punch list and stay on RDC for full completion per plans. He also wants an update on the Stoneridge project from Mark.

Carl Spahr said he was disappointed Mark did not respond to his email. Ken agreed, said Mark did not respond to several of his emails.

**Agenda Item 7: Adjournment**

**Carl Spahr made a motion to adjourn the meeting. Barbara Henningsen seconded the motion. Motion was approved. Dave Ellison adjourned the meeting at 7:35 PM.**