



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, December 12, 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:

Mark Lovelady, *GWC Manager*
Kristien Bennett, *GWC Financial Officer*
Lisa Taylor, *GWC Administrative Assistant*
Jon Summers, *GWC Operations Supervisor*
Chuck Zumpft, *GWC Attorney*

Public Present:

Keith Scott

Dave Ellison called the December 12, 2023, Regular Board Meeting to order at 5:00 p.m.

Approval of Agenda: Ken Deering made a motion to approve the Agenda for the December 12, 2023, Board Meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the November 14, 2023, Regular Board Meeting: Doug Sonnemann made a motion to approve the November 14, 2023 Regular Board Meeting Minutes. Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for November 2023: Ken Deering made a motion to approve the November 2023 Financial Statement as presented. Carl Spahr 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 – has returned to address elevation for the sewer line to his property. RCI has done the elevation, but they have questions. Mr. Scott asked if the hole had been covered, Mark Lovelady was told it had been. Mr. Scott wants Mr. Benigno to agree to an easement before any work begins on his property. Mr. Scott found an easement from 2019 and has made a few changes to the verbiage to accommodate all parties involved. A copy was given to Chuck Zumpft and a copy will be emailed to Mark Lovelady for review. Mr. Scott is concerned about the weather when construction begins. Mr. Scott also wants to start on Mr. Benigno’s property but is very concerned about the fiber optic cables that may be in the way of the work, he wants to make sure that the contractor is bonded.

Dave Ellison feels this project is something GWC is being brought into this easement issue and asked Chuck Zumpft what, if any liability is the responsibility of GWC to resolve. Chuck Zumpft

stated he has not been asked to analyze whether GWC has any responsibility, he has not had a chance to review the packet to see what MGSD's conclusions were. The board asked Chuck Zumpft to review GWC's legal responsibility.

Agenda Item 1: Old Business

A. Well 10 CMAR Project

RDC is waiting to receive the 120V power for block heater and battery charger. That panel is due to ship 12/19, then San Joaquin can get that connected. After that's complete, they can schedule the Generator/ATS start-up. VFD arrived 12/6/23.

Well 10 storage building roof was finished on November 17, 2023.

B. 1409 Interest Lane Sewer Line Issue

GWC exposed the sewer line on 12/6. RCI surveyors to be onsite 12/7.

C. Highway 395 @ Raley's Waterline Improvement Project

The construction project bids went out to select contractors on 11/27/23. Bids are due on 12/20/23 and the board of directors will approve the bid on 01/09/24.

D. Well 9 Rehab

Carson Pump is scheduled for the week of December 11th.

E. Well Meters

Staff are reading water meters every Friday in December and comparing it to the well pumpage. Staff are trying to determine if the errors are with the well meter or with the customer meter.

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 or showings.

Kristien showed the office to a chiropractic/massage business. Due to high interest rates, they were wondering if the board would be interested in leasing or lease with option. The consensus of the board is to discuss again in March. They really want to sell the property.

Agenda Item 2A: Discussion and Possible Action Regarding Approval of Materials Quote for US HWY 395 at Raley's Waterline Replacement Project

GWC is preparing for the US Highway 395 @ Raleys waterline replacement project. The project consists of replacement of 850 LF of 8" ductile iron water main with new 8" C900 PVC water main. Removal of existing water main within NDOT right of way after new main is operational.

GWC received 1 quote for the materials for the project, from Western Nevada Supply in the amount of \$52,659.57. Ferguson rejected the opportunity to bid on the project.

Recommendation

GWC Manager and staff recommends approval of the quote from Western Nevada Supply in the amount of \$52,659.57.

Barbara Henningsen made a motion to approve the quote from Western Nevada Supply in the amount of \$52,659.57. Ken Deering seconded the motion. Motion approved.

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

GWC has several updates to the GWC Employee Handbook. The Handbook was last updated November 2022.

The changes are as follows:

Page 7-8	Employment Disabilities	Reason: Removed to be updated with Americans With Disabilities Accommodation.
Page 8-9	Americans with Disabilities Accommodations	Reason: Federal law updates. Updates GWC policies, defines disability, interactive process, and possible accommodations.
Page 9-10	Pregnancy Accommodation	Reason: Federal law updates. Updates GWC policy, defines disability, and defines accommodations.
Page 10	Accommodation for Lactating Employees	Reason: New Federal law. Creates GWC policy, defines accommodations.
Page 18	Longevity Pay	Reason: Changes policy to recognize longevity pay award every five years.
Page 19	Health Care Reimbursement Account (HCRA)	Reason: Changes monthly GWC contribution from \$100 to \$150 per month to each eligible employee.
Page 20	Retirement Plan	Reason: Creates a new retirement plan benefit of Roth Retirement plan. Provides total of 4% contribution match.
Page 24	Pregnancy Accommodation	Reason: Moved and updated policy to page 9-10.
Page 24	Leave For Children's School Activities	Reason: Updates state statutes regarding leave for school conferences and emergencies.
Page 24	Domestic Violence Leave	Reason: Updates state statutes regarding domestic violence and sexual assault.
Page 25	Military Leave of Absence	Reason: Updates federal and state laws/statutes regarding military leave.
Page 25	Volunteer Emergency Services Leave of Absence	Reason: Updates federal and state laws/statutes regarding volunteer emergency services workers leave.
Page 25	Holidays	Reason: Updates GWC holidays to include Juneteenth which is now a federal and state holiday.

Page 28	Company Credit Card Policy	Reason: Creates Company credit card policy including spending limits, receipts, unauthorized purchases, and lost or stolen credit cards.
Page 28-29	Company Cell Phone Policy	Reason: Creates Company Cell Phone policy including work vs personal usage, additional costs, passwords, and return of equipment.
Page 29	Company Vehicle Policy – Usage	Reason: Updates policy regarding non-employees are prohibited in Company vehicles.
Page 29-30	Company Vehicle Policy – Take Home Use of Vehicle	Reason: Creates policy to allow on-call operators to take a Company Vehicle home while on-call. Includes when and where the vehicle can be used.
Page 30	Company Vehicle Policy – Illegal Offences	Reason: creates policy regarding employees not using a Company vehicle while impaired.
Page 31	Telecommuting Policy	Reason: Creates policy permitting full or partial workday from home or another location. Includes positions eligible, requirement to sign a Telecommuting Agreement defining overtime, safety and use of Company equipment, and reasonable accommodation.

Recommendation

GWC Manager and staff recommends approval of the GWC Employee Handbook as presented.

Doug Sonnemann made a motion to approve changes to the GWC Employee Handbook with the following changes: removal of Juneteenth as a GWC Holiday on page 25, Company Vehicle Policy – Take Home Use of Vehicle, change to weekends and holidays on page 29-30 and removal of Telecommuting Policy on page 31. Carl Spahr seconded the motion. Motion approved. Barbara Henningsen disagreed with the take home use of vehicle policy.

Agenda Item 3: Attorney Report – Chuck Zumpft

No Report.

Agenda Item 4: Manager’s Report

1. Meters, Plan Reviews & Impact fees
 - A. There were 4 meter(s) installed or replaced
 - B. There were 0 plan reviews
 - C. There were \$20,463 in impact fees invoiced

2. Service Orders, Locates & Leak Notices
 - A. There were 40 locates completed by GWC staff
 - B. There were 57 service orders completed by GWC staff
 - C. There were 32 leak notices completed by GWC staff

3. Monthly Water Operations Update
 - A. CVMC fire line inspection– JS
 - B. Vault vac outs – JS

- C. Final inspection at Thoroughbred Crossing - JS
 - D. Generator checks – EW
 - E. Meter replacements and audits - EW
 - F. Hwy 395 project supervising – EW
 - G. Cleaned well houses – BA
 - H. State upgrades per inspection – BA
 - I. Flushed wells and booster station – BA
4. Staff HR/Safety Courses Taken
- A. Prioritizing and Taking Action – December
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

RO Anderson has indicated the applicant now wants to bring in water rights, however the board approved water rights purchased through GWC. Staff has indicated to RO Anderson that they will need to resubmit the application and be on the agenda for the board's decision.

Agenda Item 6: Board Comments

No comments

Agenda Item 7: Adjournment

Carl Spahr made a motion to adjourn the meeting. Ken Deering seconded the motion. Motion was approved. Dave Ellison adjourned the meeting at 7:42 PM.