



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, April 9, 2024 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*
Mikayla Webb, *GWC Administrative Assistant*
Chuck Zumpft, *GWC Attorney*

Dave Ellison called the April 9, 2024, Regular Board Meeting to order at 5:00 p.m.

Public Present: Robert Anderson, R.O. Anderson Engineering Inc.

Approval of Agenda: Ken Deering made a motion to approve the Agenda for the April 9, 2024, Board Meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the March 12, 2024, Regular Board Meeting: Doug Sonnemann made a motion to approve the March 12, 2024, Regular Board Meeting Minutes Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for March 2024: This section of the meeting was tabled until the May 14th, 2024 Board Meeting due to Kristien Bennett, Financial Officer being ill.

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 1A: Discussion and Possible Action Regarding Application for Annexation by Custom Craft Builders LLC

The GWC has received a request from Custom Craft Builders LLC for annexation of approximately 2.72 acres of property located on Centerville Lane. On August 8, 2023, the GWC Board of Directors approved this application for annexation. However, the applicant failed to diligently pursue the annexation process which has now expired.

Annexation Application Requirements

The applicant has satisfied the initial requirements of service area expansion as defined in the GWC Rules and Regulations.

Expansion of Service Area Annexation Agreement

The application is presented to the GWC Board for approval or denial of the application. If the application is approved by the Board the applicant is required to enter into an annexation agreement with GWC that includes required fees and costs for completing an application for service area expansion to the Nevada Public Utilities Commission (PUC) for approval.

The annexation agreement also will include a requirement to provide a cash advance deposit to GWC to cover anticipated costs for the preparation of an annexation agreement by the GWC attorney, PUC report preparation by GWC staff, a water model analysis by the GWC engineering consultant, PUC application fees, newspaper legal ad cost, completion of adjusted service area boundary description by GWC engineering consultant, completion of adjusted Service Area Boundary Map, report drafting, and any other costs necessary to obtain PUC approval. The annexation agreement includes annexation fees required at \$500.00 per acre annexed. Water Rights owned by the Custom Craft Builders LLC has been designated by the applicant to be transferred to GWC. The applicant provided an annexation deposit in August 2023 and has a balance of \$8,739.25.

Annexation Information

The applicants' consultant has provided the following information as part of the annexation application:

- Total Area Annexed – 2.72 acres
- Water Rights to be dedicated – 2-acre feet
- Development Plan – Residential, 1 unit, under 5,000 sq ft
- Estimate of Water Usage – 1500 gallon minimum

Recommendation

Staff recommends Board approval of the annexation request for the Custom Craft Builders LLC APN 1220-04-002-017, 2.72 acres subject to the following conditions:

The Applicant shall:

- A. execute a written agreement with the Utility, within thirty days, that shall cover the terms and conditions under which the Utility shall annex the Applicant's development, or the approval shall expire. The agreement shall provide, among other matters, that the Applicant agrees to diligently pursue the annexation process and will use best efforts to complete same within one year of Board approval;
- B. pay in full the current annexation fee as reflected on the Utility's Fee Schedule. The applicable fee shall be charged for each gross acre or portion thereof to be annexed.
- C. record, in the office of the Douglas County Recorder, following PUC annexation approval, a notice affecting all the property subject to annexation. The notice shall be approved by the Utility prior to recording and shall be designed to inform future owners of the annexed property of requisites to connection to the Utility and that obtaining service therefrom, requires payment of water rights fees, impact fees, and other applicable fees, and that connection to and service by the Utility shall not occur absent compliance with all of the Utility's Tariffs. A copy of this notice shall be delivered to the Utility upon recordation;
- D. provide to the Utility a new, complete service area map suitable for acceptance by the Commission and other affected entities, and "a place of use" map prior to the final acceptance of annexation. The Applicant shall provide such other information as the Utility may reasonably require; and
- E. apply and pay all fees associated to the State of Nevada Division of Water Resources to transfer 2-acre feet of water to the Utility.

- F. The board of directors authorizes the Manager to provide the applicant a Conditional Will Serve Letter with a 180-day expiration.

Ken Deering made the Board Members aware that the only difference in the previous annexation and the current one is that the water rights will be supplied and not purchasing those from GWC. Robert Anderson made the Board Members aware these water rights were acquired by Big George. The deed of the water rights will be given to Chuck Zumpft for review. Chuck Zumpft notified the Board Members that condition C is not applicable to this specific annexation. Mark verbalized that all major infrastructure is already in place and there will be no further work needed for this.

Ken Deering made a motion to approve the Application for Annexation by Custom Craft Builders LLC Barbara Henningsen seconded the motion with exception of condition C. Motion was approved.

Agenda Item 2: Old business

A. Well 10 CMAR Project

Update from Borjana on 03/28/24:

San Joaquin received the panel, and they are at the site currently. It will take them today and tomorrow to wire the HA panel and bring power to the building for lights, outlets and the RTU.

On our schedule for tomorrow is also, coring for the currently missing Fantech exhaust located in the future disinfection room (fan is at the site but needs to be installed), installation of the thermostat, contactor box and a switch that is provided and installed by ACCO, and San Joaquin will need to wire all of it.

Other items that are missing are listed below:

- Install the RTU and terminate all instrumentation wiring to the control panel.
- Calibrate the 4-20 mA signals for Analog Instrumentation.
- Pull the Flow Meter cable, terminate the power and signal wiring on the flow meter coil and remote head.
- HMI – ClearSCADA Development in the office.
- Radio Configuration, with mast and Antenna installation.
- Point to Point Testing
- Control System Training and Startup with the Client.

This will be completed by Sierra Controls the week of 4/15.

Also, Pre-lube solenoid is missing. Owner provided the pump, and the port came with it, but on the installation manual solenoid is shown as “by others”. We believe no one pick this up until the pump was installed. I’ve asked RCI and Mark to provide information, so we know what to order or install in case Mark wants to purchase it. RDC is not sure what needs to be provided since there is no information on the plans.

Besides missing components that are already scheduled, RDC would like to know how to proceed with the ATS enclosure provided. It’s obvious that is Type 1, which should not be installed on the outer wall. We have 2 options:

1. RDC to seal the enclosure around the door, install the drain fitting at the bottom and possibly install some sort of snow/rain guard above it.
2. Owner to order the new ATS with Type 3 enclosure with the work change directive for San Joaquin. RDC is not familiar with the lead time, but the existing one will have to be taken out and the new one installed if the Owner would like to take this route.

RDC is waiting on RFI #2 from San Joaquin sent on 2/21. Please provide the requested information.

RDC requested information from RCI regarding the Level monitor & Discharge pressure sensors attached. We need installation points since it was not provided on mechanical drawings.

Summary of the open items:

Open Item	Responsible contractor/Installer	Description	Targeted Completion Date
Item #1	San Joaquin (RDC)	HA panel	3/29/2024
Item #2	ACCO (RDC)	Exhaust	3/29/2024
Item #3	ACCO (RDC)	Thermostat	3/29/2024
Item #4	ACCO (RDC)	Contactora	3/29/2024
Item #5	ACCO (RDC)	Switch	3/29/2024
Item #6	Sierra Controls (RDC)	RTU	4/15-4/19
Item #7	Sierra Controls (RDC)	Flow Meter Cable	4/15-4/19
Item #8	Sierra Controls (RDC)	Radion configuration	4/15-4/19
Item #9	Sierra Controls (RDC)	Point to Point Testing	4/15-4/19
Item #10	RCI/GWC or RDC	Pre-lube	TBD (Information needed)
Item #11	RDC	Level Monitor	TBD (Information needed)
Item #12	RDC	Discharge Pressure Sensor	TBD (Information needed)

There will be a meeting held at the GWC office Thursday April 11th. 2024 at 1P.M. in the Board room. This meeting will be attended by Mark Lovelady, Borjana Savic, RCI, and possibly the Electricians. The Board Members were made aware and Doug Sonneman is the only Board Member available to attend. Following the meeting there will be a onsite inspection taking place to allow for problem solving to ensure the best/ most reasonable timeframe of getting Well 10 up and running. Mark Lovelady would like to see if a temporary set up would be possible.

Dave Ellison and the Board Members agreed that weekly updates every Friday until this project is done would be beneficial, but the Board Members would like Chuck Zumpft to be kept in the loop in case he needs to intervene in any way.

B. 1409 Interest Lane Sewer Line Issue

Mark met with Mr. Scott to present the options of his obtaining council and creating the agreement. He left with those in mind and later got back to me after he talked to his attorney. The decision was to have Chuck write up what he started and afterwards, he would have his attorney write up what he wants, and Chuck and Justin Clouser would review and make sure we all agree and or make changes and send back for Keith's approval.

C. Highway 395 @ Raley's Waterline Improvement Project

The project began on 03/25/24. Work on the highway has been going great and at a hasty speed. Mike and his crew are putting a lot of work into laying the new pipe and getting the valves and services installed. No major issues have come about except a culvert box that was not identified. The crew adapted and overcame this issue by running the new water main under the box culvert with 45-degree bends. On 4/2/24 they are installing valves and getting the Kingslane tie in. Brian and Eamon are learning a lot about the water main process as it is something we have not gotten to see much. Next week, crews and GWC operators are planning to finish the rest of the tie in's at Judys Blinds, Valero Gas Station, Lampe Dr, and Well 3. The final tie-in will be at Raley's, which will require night work.

D. Well Meters

Sierra Controls reprogrammed the well meters. Staff will be reviewing the pumpage reports against the customer usage.

E. BLM Tank Site

RCI is reviewing GWC's need for that potential tank site.

F. Sale of 1394 Douglas Ave

The counter offer: remove contingency of business license removed and the buyers broker lowered to 2.5% was accepted by the board via email poll on 3/22/24. Ticor Title opened an escrow account on 3/25/24. Ticor requested a consent to sign form allowing Mark to sign for GWC. Doug signed that form, Kristien notarized it and returned to Ticor. The buyers had a building inspection on 3/26/24 at 3pm. The only question regarding the inspection was to verify the date of the roof installation, which was 2000 with 40-year shingles. Kristien completed and returned the sellers real property disclosure form. Kristien provided the current lease, month to month extension, and the notice to vacate as required in the agreement. GWC notified Dr. Black on 3/22/24 and provided a notice to vacate the building by April 30th. Mark will continue to stay in contact with Mrs. Black on the move out.

G. Water Storage Tanks Cleaning and Inspection

1.5 MG Water Storage Tank

Conclusion: Based on the results of this underwater inspection and the cleaning which took place, it appears this tank is in full operational condition and should continue to provide a reliable water storage capacity for potable water use with proper maintenance.

Recommendations: PDI concurs with the recommendations of AWWA that all potable water reservoirs or storage tanks be cleaned and inspected at least every five years and, in some cases, depending upon source waters, type and quantities of sediment, and presence (or lack thereof) of cathodic protection systems, more frequently.

The following recommendations are made to provide continued, uninterrupted service of your water storage tank:

1. Your tank should be inspected and cleaned every five years, as suggested by the AWWA. Routine inspections and cleanings provide ample time to perform remedial repairs to abnormalities discovered before having a chance to become problematic.
2. The roof hatch needs to have a gasket put in place to create a good seal, keeping out bugs and insects. A gasket will also prevent metal on metal contact that can cause corrosion to form.

2.6 MG Water Storage Tank

Conclusion: Based on the results of this underwater inspection and the cleaning which took place, it appears this tank is in full operational condition and should continue to provide a reliable water storage capacity for potable water use with proper maintenance.

Recommendations: PDI concurs with the recommendations of AWWA that all potable water reservoirs or storage tanks be cleaned and inspected at least every five years and in some cases, depending upon source waters, type and quantities of sediment, and presence (or lack thereof) of cathodic protection systems, more frequently.

The following recommendations are made to provide continued, uninterrupted service of your water storage tank:

1. Your tank should be inspected and cleaned every five years, as suggested by the AWWA. Routine inspections and cleanings provide ample time to perform remedial repairs to abnormalities discovered before having a chance to become problematic.
2. The roof hatch needs to have a gasket put in place to create a good seal, keeping out bugs and insects and to prevent metal on metal contact that causes corrosion to form.
3. Exterior roof is peeling along the edges exposing the blue coating underneath. A couple areas of coating towards the center of the roof is cracking open and allowing corrosion to form. Recommend touching up the areas.
4. Interior roof towards the center 10 o'clock position has coating failure the trusses have coating delamination and corrosion forming compared to the last inspection it is slightly worse now. Recommend inspecting within the next 2-3 years and reevaluate the condition of the coating then.
5. Eventually the interior of the tank will need to be recoated recommend creating a budget for when that time comes.

Mark Lovelady made the Board Members aware he has decided that the corrosion is not all that bad and can be pushed out up to 4 years but will be revisited after the next scheduled Tank cleaning and inspection. This is done every other year as that is what proves to be most beneficial. Dave Ellison questioned if this is budgeted into Kristien Bennett's Asset plan budget in which Mark Lovelady made him aware it is.

H. Office Server Replacement

The server was ordered by E Squared C on March 13, 2024. The server was installed on Thursday, April 4th.

I. Construction Standards

Kristien has drafted construction standards for staff to review and edit. Currently this document is in review by the Water Operations Supervisor. Kristien has also begun reviewing the Rules and Regulations for possible updates. Chuck has reviewed and revised the Will Serve Letter. This document is currently being reviewed by staff. Mark is trying to arrange a meeting with Douglas County.

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 \$75,150 in impact fees invoiced

2. Service Orders, Locates & Leak Notices
 - A. There were 30 locates completed by GWC staff
 - B. There were 115 service orders completed by GWC staff
 - C. There were 41 leak notices completed by GWC staff

3. Monthly Water Operations Update
 - A. NRWA Conference– JS, BA, EW
 - B. Trench inspections – JS
 - C. Supervisor education – JS
 - D. Meter/MXU audits - EW
 - E. Replace sample station – BA, EW
 - F. Walmart fire hydrant repair – BA, EW
 - G. Raised fire hydrant – BA

4. Current Projects in Review
 - A. Stoneridge
 - B. Virginia Ranch - Muller Parkway
 - C. Virginia Ranch – Collector Road

5. Current Projects Under Construction
 - A. Carson Valley Medical Hospital
 - B. Thoroughbred Crossing Apartments
 - D. Village at Martins Trail
 - E. Carson Valley Veterinary

Agenda Item 5: Board Comments

No Comments.

Agenda Item 6: Adjournment

Doug Sonnemann made a motion to adjourn the meeting. Barabara Henningsen seconded the motion. Motion was approved. Dave Ellison adjourned the meeting at 6:27PM.