



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, October 14, 2025 4:00p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

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

Staff Members Present:

David Bruketta, *GWC Manager*
Kristien Bennett, *GWC Financial Officer & HR*
Mikayla Webb, *GWC Administrative Assistant*
Chuck Zumpft, *GWC Attorney*

Doug Sonnemann called the October 14, 2025, Regular Board Meeting to order at 4:05 p.m.

Public Present: None Present.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the October 14, 2025, Board Meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the September 9, 2025, Regular Board Meeting: Dave Ellison made a motion to approve the September 9, 2025, Regular Board Meeting Minutes with a correction of the spelling of Barbara's name in the motion approving the previous board meeting minutes, rewording of the first sentence in the water operations supervisor quarterly report, and fixing the 3rd page second paragraph to reflect "within the Town of Gardnerville" rather than "within the Town of Minden". Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for September 2025: Dave Ellison made a motion to approve the Financial Statements for September 2025. Ken Deering 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.

Doug Sonnemann read aloud a note from a customer of GWC recognizing employee Lisa Taylor for being cheerful, patient, and kind while assisting with her water bill in which became delinquent due and issue with her payment method. The customer stated her assistance was very much appreciated.

Agenda Item 1: Old business

A. Well 11 Water Right Protest

Settlement agreement offer withdrawn. David met with Don Smit of September 12. Don understood GWC position and said he would reach out to Bruce Scott and the property owners to find ways to resolve issue. Followed up with Don on September 26. No response from Don. On 10/1, received a call

from Tammy with Taggart & Taggart who represents the protestants. She wants to see if we can come to an agreement outside of a decision by the State. I would like clear direction from the board of what GWC is willing to offer.

David gave some summary to the Board Members reminding them that at the last meeting on September 09, 2025, it was the consensus of the Board that GWC would retract any offer previously communicated as we have given adequate time for response, and it seems as though neither party can meet on a common ground with us. He would like to have some guidance from the Board Members to see if and what he can offer or if he just stands his ground as is and let it go to the state. GWC has put their best foot forward and it is hard to think of what else could be offered to best suit all parties. It is David's belief that if it is to go to the state, we would have good standing as we gave a great offer, and it was never accepted by the protestors.

Consensus of the Board Members is to have David Bruketta, Chuck Zumpft, Tammy with Taggart and Taggart, the protesting parties, and Don Smit to meet. A proposal from the protesting parties is to be acquired prior to the meeting. Once this is acquired it can be determined if offering the lowering of the pump on each of the permitted wells once or connecting the parties to the GWC system splitting all costs 50/50, and all bi-monthly water usage fees being paid by property owners.

B. Minden Well 12 Project

Talked with JD on phone 9/26. He expressed concerns with putting in monitoring wells. Met with JD on 10/1. His engineer has concerns about the value of monitoring wells with the limited pumping capacity of Well 2. He said he needed to talk with his board. JD stated that moving his well to another location is not a consideration.

C. Well 1 Solar

The first week of September the solar system tripped again. This time, replacing the fuse did not resolve the issue, and the system remains down. Bryant Electric recommended replacing the inverter and installing surge protection. The inverter currently in use is the original unit installed in 2012. With a typical lifespan of approximately 12 years, the unit is now at the end of its expected service life.

Bryant Electric provided an estimate for the purchase and installation of a new Fronius 12 kW solar inverter and surge arrestor in the amount of \$6,727.35 (Estimate #1151). Staff consulted with Ken to review the estimate and recommendations. He concurred with the replacement of the inverter. The board was polled on 09/16/2025 for approval of the quote. All board members voted to approve the quote. Bryant Electric ordered the inverter and is awaiting delivery and will then schedule installation.

D. Risk and Resiliency Plan / Emergency Response Plan

Meeting with National Rural Water Association was scheduled for 9/26 to review the draft plan but they cancelled and will set up a meeting in October.

E. GWC water standards and standard detail

WIP – Anticipate internal review to be completed by the end of the year. Once completed, Lumos & Associates will review, comment, and update the standard details CAD files. A final draft will be brought back to the board for approval.

David stated GWC does have some good standards, but with the Maverick project there are many things especially into reference of water easements that could be specified to ensure things are effectively communicated. Lumos will help assist in revising and reviewing these plans.

F. GIS

Jon, Kristien and David met with Sunrise Engineering to hear about their services and experience implementing GIS. We plan on meeting with other providers and will develop an estimated cost and scope of service for possible implementation in 2027.

David stated that he recommends we move towards the GIS system. Although Jon Summers has a lot of knowledge he won't always be here and this allows everyone to get this information rather than relying on the one individual person. He stated that there are higher priorities and thought his is important he things that we should eventually get here. This system helps build a more proactive stance rather than waiting for as built. GIS will allow for more accuracy and identifying the asset management plan. Dave Ellison stated he appreciated all the technology stuff, but there usually needs to be an administrative person for this and with such a small company he questions who will be manning this. David stated that he thinks within using people's strengths it can allow for multiple people to have their own little bits that they could each man and that way it is not just relying on one person. Policies and procedures can be set in place to ultimately lower risks.

Agenda Item 2A: Discussion and Possible Action to approve and Electrical Safety Plan

Electrical safety is a critical component of workplace safety programs, especially in environments where employees are exposed to energized equipment. The National Fire Protection Association (NFPA) developed NFPA 70E, *Standard for Electrical Safety in the Workplace*, to help organizations reduce the risk of electrical injuries and fatalities. This standard provides guidelines for identifying hazards, assessing risks, and implementing protective measures to ensure safe work practices around electrical systems.

Developing an electrical safety plan based on NFPA 70E involves establishing procedures that address both routine and non-routine tasks involving electrical equipment. A well-structured plan outlines responsibilities, defines safe work practices, and includes training requirements for employees. It also incorporates risk assessment, and control strategies to minimize exposure to electrical dangers such as arc flash, shock, and electrocution.

An effective electrical safety plan is a living document that evolves with the workplace. It should be reviewed regularly, updated to reflect changes in equipment or procedures, and communicated clearly to all personnel. By aligning with NFPA 70E principles, the Gardnerville Water Company fosters a culture of safety, ensures regulatory compliance, and protects our workforce from preventable electrical incidents.

The purpose of this Electrical Safety Plan (ESP) is to establish a comprehensive framework for identifying, managing, and mitigating electrical hazards in the workplace. It is designed to protect employees, contractors, and visitors from injuries related to electrical shock, arc flash, arc blast, and other electrical incidents. By implementing structured procedures and controls, this plan supports a proactive approach to safety, ensuring that all electrical work is performed in a manner that prioritizes human health and operational integrity.

This plan serves as a foundational document that aligns with the NFPA 70E 2024 standard and best practices in electrical safety. It outlines the responsibilities of personnel, defines safe work practices, and provides guidance on hazard identification, risk assessment, and the use of protective equipment. The ESP also supports the development of safety by promoting awareness and accountability in electrical safety performance.

Ultimately, the ESP is intended to reduce the likelihood of electrical incidents, ensure regulatory compliance, and foster a safe working environment. It is a living document that must be reviewed and updated regularly to reflect changes in equipment, procedures, personnel, and applicable standards.

This ESP applies to all individuals who may encounter electrical hazards in the course of their work, including employees, contractors, subcontractors, and temporary personnel. It covers all work activities involving the maintenance, inspection, testing, troubleshooting, and repair of electrical equipment and systems, whether energized or de-energized. The plan is applicable across all well sites, job sites, and operational areas where electrical work is performed.

The scope includes electrical systems operating at 50 volts or more, as well as associated components such as switchgear, motor control centers, panelboards, variable frequency drives, transformers, generators, and transfer switches. It also encompasses portable electrical tools, temporary wiring setups, and any equipment that presents a risk of electrical shock, arc flash, or arc blast. The standard applies inspection, installation, operation, maintenance, and demolition work of electrical equipment.

This plan is intended to be scalable and adaptable to different work environments. It supports compliance with applicable safety regulations and standards, including NFPA 70E, OSHA 29 CFR 1910, and other relevant codes. By clearly defining the boundaries of electrical safety responsibilities and procedures, the plan ensures consistent application of safety practices.

Recommendation:

Staff recommends approval of the Electrical Safety Plan

David stated he has been working with Ken Deering on this. When he first came onto the staff this was one big thing that was brought up. It was brought to the Board for approval, not for them to approve what is stated within the policy, but to approve establishing this plan. This is ultimately to become compliant with the NFAP standards. Ken stated that this is all around trying to prevent electrocution and arc flash burns. If an instance happens OSHA's first question will be how this was prevented by GWC. Multiple sections have been pieced together to create this safety plan. Follow up will come with this such as a meeting with a specialist will have an arc flash study done. Barbara Henningsen questioned how long it will take for GWC to become compliant. David stated he may know more after a meeting on 10/15/2025, or even longer as the study can give the most information. Ken Deering stated that he believes it may take up to 3 months or longer if a contract is cut next week. Barbara questioned once compliant is their training that is needed. Each employee who regularly comes in contact with Electrical devices, will need to have training. This has not been a common practice, but more and more utilities are getting into this.

Barbara Henningsen made a motion to approve the Electrical Safety Plan. Ken Deering seconded the motion. Motion was approved.

Agenda Item 2B: Discussion and Possible Action to approve a Contract with Empire Power Systems for Generator Maintenance

Staff has been working with Empire Power Systems, the Caterpillar service representative for the area, to develop a three-year comprehensive generator service program. The service includes a Full Oil Service, Full Coolant System Service, a 4-hour load Bank Test, and a Transfer Switch Energized Inspection for the generators that serve the wells, booster stations and the office on the following service schedule.

Item ID	Reference ID	In Service Year	ESL	Original Replacement Year	Historic Cost	Recommended Renewal Year	Estimated Replacement Value	Notes	Maintenance Year	Maintenance Cost
1005	Well 1	2005	30	2035	\$16,408	2035	\$187,980		2027	\$4,375
2005	Well 2	2016	30	2046	\$24,466	2046	\$289,386		2027	\$4,350
3005	Well 3	2013	30	2043	\$18,160	2046	\$289,386		2028	\$4,670
4005	Well 4	2005	30	2035	\$19,147	2035	\$187,980		2027	\$4,530
6006	Well 6	1995	30	2025	\$25,000	2028	\$187,980		2026	\$5,086
7005	Well 7	2004	30	2034	\$20,000	2035	\$187,980	Rebuilt	2028	\$5,437
9007	Well 9	1995	30	2025	\$38,767	2035	\$187,980		2026	\$5,441
10006	Well 10	2023	30	2053	\$110,958	2053	\$380,812		2028	\$5,259
20005	BP	1996	30	2026	\$25,000	2035	\$187,980		2026	\$5,558
21004	FB	2017	30	2047	\$14,696	2046	\$289,386		2028	\$6,568
25007	Office	2005	30	2035	\$25,000	2035	\$187,980		2027	\$4,792

Over a 3-year period, the total service cost would be \$56,061.50, which equals about 2% of the total replacement cost. The proposed service plan would be as follows:

- 2026: Boster 1, Well 6 and Well 9 at a cost of \$16,084
- 2027: Well 1, 2, 4 and Office at a cost of \$18,046
- 2028: Well 3, 7, 10 and Booster 2 at a cost of \$21,933

Recommendation:

Staff recommend approval of a contract with Empire Power Systems for \$56,061.50 for generator maintenance.

David prefaced that this maintenance contract is what was suggested by CAT in which they think would best fit our company. Ken Deering noticed that offered in the packet under the “Energized Preventative Maintenance” section there is “Perform Thermal- imaging” and “Check Millivolt drop across contacts”. He believes that adding these two items will truly benefit our system as thermal imaging can show any problem as problem areas often put off a lot of heat, and though it will raise the cost it truly should not raise it too much.

Chuck Zumpft asked if included in this contract the emergency shut off sensors will be tested as that is what caused the most recent issue with generator at well 7 as there was a hose that broke causing the coolant to leak out and the generator ran until it burnt out as it did not automatically shut off after not alerting the low coolant. David stated that it does not have this include but at the time of the issue there actually was not an emergency shut off sensor as most older generators do not have these. Chuck also brought up that this does not demonstrate that air filters, fuel filters, and fuel testing.

David brought awareness that this is included in the operators generator maintenance plans. As part of the operator’s workflow there are monthly and yearly well checks in which they do what they can to do the best upkeep, but this contract allows for the professionals to do a full workup and repair things if needed. These costs are contracted on the 3-year term meaning they will not change within the contracted time, the only additional costs will be for repairs that need made, and the cost is not all up front but at the time of each service.

Consensus of the Board Members is to have David request the addition of “Perform Thermal- imaging, Check Millivolt drop across contacts, and emergency sensor testing.” Once a new quote is received it can be brought upon the Board for approval.

Agenda Item 3: Attorney Report- Chuck Zumpft

No Report.

Agenda Item 4: Manager's Report

1. Meters, Plan Reviews & Impact fees
 - A. There were 7 meter(s) installed or replaced
 - B. There were 1 plan reviews
 - C. There were \$41,095 in impact fees invoiced
2. Service Orders, Locates & Leak Notices
 - A. There were 25 locates completed by GWC staff
 - B. There were 96 service orders completed by GWC staff
 - C. There were 28 leak notices completed by GWC staff
3. Monthly Water Operations Update
 - A. Maverik waterline inspections, flushing & sampling – JS/EW/BA
 - B. Tenant Improvement plan review – JS
 - C. Service orders - JS
 - D. Move shed from well 10 – JS/EW/BA
 - E. Generator & camera checks– EW
 - F. Set Cla-val at Maverik – EW
 - G. Remodeling shed – BA
 - H. Cleaned shop – BA
 - I. Flushing waterlines - BA
4. New Manager Activities
 - A. Easement template deed completed and reviewed for form by legal. – *Allows for more specificity and for encroachment.*
 - B. Douglas County Preapplication meeting - Wal-Mart Gas Station – *Mini mart and gas pumps to be installed in the current parking lot at the Gardnerville and Topsy Walmart.*
 - C. Update on SB442 (PUCN Docket No. 25-07007) – *More of a regulatory process and shut offs for nonpayment to be reported.*
 - D. Summary of GRGID study completed by DRI – *The most important thing to take from this is that it lays out how the aquifers will drop in the years to come.*
 - E. Proposal from Sierra Controls for well level monitoring in Well 1, 3, 4, 6, 7 and 9. – *This was brought to the board not for a recommendation but to bring awareness of what to look for in the future.*
5. Current Projects Under Review or Construction
 - A. Maverik Gas Station Improvements – Sign and footing in easement resolved. New on-site project manager. Working with leadership to address impact fees for irrigation service that were not paid for and impact fees for upsizing the fire line during construction. Project anticipated to be complete by end of October.

David Bruketta made the Board Members aware that there has been a change in leadership at the project which has caused a slight hardship in the forward progress in which may delay the completion day up until mid-November or later, but things are being worked on by multiple trades that will soon all come together. Staff are keeping a close eye on things to ensure the completion does not cause any issues. The installation of the streetlight at Stodick Pkwy and HWY 395 is the current worry as it is close to the water main in which David discovered the plans were done between NDOT and Maverick directly and the water line was not demonstrated on the plans. There is a deceleration lane in progress.

- B. Juice It Up TI – no activity
- C. Belly Acres – Site Improvement Permit Review: Received application 8/25. Submitted internal comments to Lumos 8/28. Had mtg with Lumos to review our comments and their comments 9/2. Lumos review letter to Wilson Engineers 9/4.
- D. Golf Simulator TI (1503 Hwy 395N) – Completed plan review. Will issue approval letter once \$750 fixture unit count invoice paid.

6. Current Annexations

- A. Custom Craft – 1300 Centerville Ln – Submitted to the PUC 03/04. Published in Record Courier on 3/19. Site visit occurred 06/24. PUCN approved request 7/29. Received updated service area map and legal description from RCI 8/28. Delay to file with PUCN due to cybersecurity shutdown of the State’s system. Filed updated service boundary with PUCN 9/9. They still need to sign Agreement for Water Service Conditions and provide 2 AF of Water Rights. According to Wilson Engineers, the applicant may not want to continue with process.

David made the Board Members aware that he did reach out to Wilson Engineering letting them know that although the applicant may not want to continue this has already been filed with the PUC and they will need to get the agreement signed and the water rights need to be provided.

- B. Belly Acres LLC – Draft application completed inhouse and sent to Lumos & Associates for review, modeling, and map creation - 8/27.

7. Save the Date

Gardnerville Christmas Kickoff – Thursday December 4, 2025
 Carson Valley Parade of Lights - Saturday December 6, 2025
 GWC Christmas Dinner Party - Saturday December 13, 2025 – Cook’d 5:30pm

8. Schedule Closed Personnel Session

A closed personnel session needs to be scheduled for October or November. Please review your availability.

David requested a bit of guidance from the Board Members on what they are looking for from him so he can better prepare for the meeting. He was unsure of how the process works as he is new to the position. He understood that each supervisor has had a review with each employee and has provided him with the summarization of these. On the summaries it demonstrates a rating scale from “needs improvement, meets objectives, and exceeds objectives.” David questioned if it would be best to have each supervisor at the meeting to better discuss everyone in depth. He explained that although he oversees and is here, he just came onto the role a few months ago so he does not have the full information of the year on each individual and the supervisors are the ones who work closely with each employee. He stated that the supervisors are the best people to also suggest of how much merit increase is deserved as they see the work completion.

Davud also wondered if there is a certain rate suggested based on each of the rating scales. The Board Members made him aware that there is no policy or percentage based on each of the rating scales. He suggested that Kristien also be at the meeting to better support any of the financial questions as wages have a significant impact on the budget and financials for the company. He also brought up how Kristien is the Human Resources individual, so she is involved in each scenario of things needing to be addressed within the improvement of employees. Dave Ellison suggested that maybe within the next year a policy can be created to best fit the review process for the Board and the staff.

Consensus of the Board is to have both David and Kristien at the closed personnel meeting. Kristien will be able to provide any answers financially needed and give insight into the time prior to David's arrival. Within this meeting both David and Kristien can see how the process is done as they have both never been present. A policy can be worked towards as well to maybe be established at next years review time. The meeting is scheduled for October 29, 2025 at 4pm with dinner provided.

Agenda Item 5: Board Comments

No Comment.

Agenda Item 6: Adjournment

Dave Ellison made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Doug Sonnemann adjourned the meeting at 7:09PM.