



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, January 13, 2026 4:00p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:

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

Staff Members Present:

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

Doug Sonnemann called the January 13, 2026, Regular Board Meeting to order at 4:34 p.m.

Approval of Agenda: Ken Deering made a motion to approve the Agenda for the January 13, 2026, Board Meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the December 09, 2025, Regular Board Meeting: Dave Ellison made a motion to approve the December 09, 2025, Regular Board Meeting Minutes. Ken Deering seconded the motion. Motion was approved.

Minutes of the December 09, 2025 Closed Board Meeting: Ken Deering made a motion to approve the December 09, 2025, Closed Board Meeting Minutes. Dave Ellison seconded the motion. Motion was approved.

Financial Statements for December 2025: Ken Deering made a motion to approve the December 2025 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.

Agenda Item 1: Old Business

A. Well 11 Water Right Protest

On December 24, 2025, RCI delivered a letter to State Engineer requesting that the Nevada Division of Water Resources proceed with its review of protested application (no. 93802).

There was no letter sent to the protesting parties attorney as it is up to the state to notify them. There is currently a transition as the previous state engineer was let go and so there is suspected delays.

B. Minden Well 12 Project

David has meeting scheduled with JD on 1/9 to get an update on their Well 12 activities.

There will be an 8 or 10-inch test well drilled, and when the time comes of them needing Well 2's level monitoring data this will be provided. The bids are suspected to be put out 01/2026 or 02/2026.

C. Risk and Resiliency Analysis / Emergency Response Plan

The Risk and Resiliency Analysis was reviewed for approval by the Board today. Once approved, David will certify the Risk and Resiliency Analysis with the EPA. Following the certification, GWC has six months to complete and certify the Emergency Response Plan.

D. ARC Flash Study

Electrical Reliability Services provided a proposal on 11/21 (\$47,350). JUB Engineering provided a proposal on December 23 (\$28,953). Still waiting on a proposal from AtkinsRealis and IAS Engineering. On 12/17, Ken visited each site to create single line diagrams and provided them to IAS Engineering in order to receive a proposal from them.

There may be delays due to the holiday season as GWC is still waiting for response from two companies. David Bruketta made the Board Members aware that JUB Engineering would be subcontracting with Bryant Electric so if GWC chose this path there would be someone knowing of the GWC system taking care of the study.

Agenda Item 2A: Discussion and Possible Action to Approve a Contract with Lumos & Associates

The Agreement with Lumos & Associates is to provide engineering assistance for the follow six areas: 1. General Engineering Assistance, 2. System Mapping Update, 3. Water Modeling Analysis, 4. Construction Standards & Standard Detail Updates, 5. Minden Well 12 Assistance, and 6. Well 2 Assistance.

Fees are on a time and material basis with the following estimate:

Task	Description	Estimate
1	General Engineering Assistance	\$10,250
2	GWC System Mapping Analysis	\$10,250
3	GWC Water Modeling Analysis	\$23,780
4	Construction Standards & Standard Detail Updates	\$13,120
5	Minden Well 12 Assistance	\$5,125
6	GWC Well 2 Assistance	\$9,225
T&M Not to Exceed Total		\$71,750

Recommendation:

Approve a contract with Lumos & Associates for an amount not to exceed \$71,750 for 2026 On Call Engineering and Support Services.

This contract is important as there are many things that need to be stamped by a Project Engineer. Auto CAD mapping is needing to be brought up to speed and David Bruketta mentioned a possible program Auto CAD LT that would allow for most of the work to be brought internally as Jon Summers has a lot of knowledge of the GWC system which is beneficial to things being correctly documented. E²C will coming to office to install a demo program on David's computer so he can see how things work. Barbara Henningsen questioned if there would be a way to hire a sub person who knows Auto CAD and have them do this for us as well. David stated we could see if there is someone willing to do the work, although in his experience there was a slim amount of people who are private.

Ken Deering made a motion to approve the contract with Lumos & Associates for an amount not to exceed \$71,750 for 2026 On Call Engineering and Supports Services. Barbara Henningsen seconded the motion. Motion was approved.

Agenda Item 2B: Discussion and Possible Action to Approve a Contract with Sierra Controls for the Cloud SCADA HMI Migration Project

The current SCADA platform, GeoSCADA, no longer meets the cybersecurity guidelines set forth by the Cybersecurity and Infrastructure Security Agency (CISA). The Ignition SCADA platform by Inductive Automation meets CISA’s guidelines and is recommended by Sierra Controls.

To implement, program and migrate the existing GeoSCADA data to the Ignition platform using Sierra Controls has a total cost of \$71,695 and is comprised the following operational and capital expenses:

Capital Expense:

Item 1	Edge Panel Hardware	\$11,975.00
Item 2	Initial Software Licenses Fee	\$ 6,120.00
Item 3	Professional Services	\$32,040.00
Item 4	Installation Services	\$ 8,000.00
Total:		\$58,135.00

Operating Expense:

Item 5	Cloud SCADA Hosted Subscription Fee	\$13,560.00
Total:		\$13,560.00

Recommendation:

Approve of a contract with Sierra Controls for \$75,180 for the Cloud SCADA HMI Migration Project.

This is projected to be done with the next 4 ½- 6 months. Many surrounding water companies are transitioning to this new SCADA program. The current program uses Log Me In which is a 3rd party software and with the new Ignition program it avoids the 3rd party software as it is a web based and hosted program.

Ken Deering asked if there would be an upgrade to security or if there would be a way to upgrade security. David made him aware that he is unsure the security of this program, but with avoiding the 3rd party software that helps with some security measures, and if they did offer more security measures it could be a raise in the cost. Dave Ellison asked if the cost expenses were annually or just a one-time fee. David made the Board Members aware that the capital expense is initial startup fees, and the operating expense are annual fees.

Ken Deering made a motion to approve the contract with Sierra Control for \$75,180 for the Cloud SCADA HIM Migration Project. Dave Ellison seconded the motion. Motion was approved.

Agenda Item 2C: Discussion and Possible Action Regarding Fill Station Fuel Master Unit Upgrade

L.A. Perks installed the Construction water system for GWC in March 2009 for \$13,000. In 2019 GWC upgraded to the Fuel Master Unit which also allowed credit card transactions for \$19,000.

The Fuel Master system provides water users availability of obtaining water 24 hours a day 7 days a week. The construction water system, since installation in 2009, has generated over \$230,000 in income.

The Fuel Master system has outdated, resulting in issues with the credit card customers having issues utilizing their credit cards. Also, the current software system is PCI compliant but not EMV compliant. EMV compliance comes with the FMLive cloud software. EMV compliant means a business uses payment hardware/software supporting chip-enabled credit/debit cards to reduce fraud by encrypting data and generating unique transaction codes. EMV standards shift liability for fraudulent transactions to the least compliant party. This is why Syntech, owner of the Fuel Master system, is phasing out the current system and will no longer support the system after 12/31/2026.

FMLive is a web-hosted application-developed with industry-standard architecture and protocols to ensure stability and performance. Developed with state-of-the-art technology, FMLive is a secure platform, intuitive user experience, with maximal opportunities for fleet, fuel inventory, and asset management integration. All FMLive customers will receive free and continuous system monitoring, software, and firmware updates.

The software services package includes:

- Continuous Monitoring – real-time notifications are sent to our Operations Team allowing diagnosis and resolution of events before they become a problem for your end users
- Continuity of Operations – Redundant database servers with hot replication ensure your data is always available.
- Disaster Recovery – Scheduled database and transaction log backups, offloaded to geographically separated locations.
- Risk Management – Hardened Server images, combined with vulnerability scanning and remediation. Standard firewall configurations and configuration management, access control, encryption key management. All ensuring data confidentiality, integrity, and availability.
- Semi-annual application updates

LA Perks has provided GWC with a quote to upgrade to the FMLive, remove existing Fuel Master card reader, anchor new card reader terminal, install new Fuel Master 5745 FMLive Cellular Enabled, Prokee compatible, w/ EMV Payment Bridge card reader terminal, work with GWC IT to schedule FMLive setup, activation, and data base conversion with Fuel Master/Syntech. ensure the system can be remotely accessed, assure system functionality. The new system has an expected life of 15 years.

Recommendation

Staff recommends awarding the Fuel Master unit upgrade to LA Perks in the amount of \$25,290.00.

Kristien Bennett made the Board Members aware that this system has not been upgraded since 2019 so we are on an older system and the card reader often does not work, so with this upgrade it should help with the card errors currently going on, but it will also up the fraud protection as our current system does not protect against that. If there is an instance that someone has fraud charges due to our current system, we are ultimately responsible for it not Fuel Master themselves. Once approved an estimate of about 3 months was given since parts must be ordered then the actual work will be scheduled. Once scheduled the system will be shut down and out of service for a single day. Kristien is in hopes that we can get this done prior to spring where construction picks up.

Barbara Henningsen made a motion to approve the Fuel Master unit upgrade to LA Perks in the amount of \$25,290. Carl Spahr seconded the motion. Motion was approved.

Agenda Item 2D: Discussion and Possible Action Regarding to Approve the Risk and Resiliency

Analysis

The America's Water Infrastructure Act (AWIA) of 2018 requires community water systems serving more than 3,300 people to conduct a Risk and Resiliency Assessment (RRA) and develop an Emergency Response Plan (ERP). These assessments are critical for identifying vulnerabilities to physical and cyber threats, natural hazards, and other risks to ensure the continued delivery of safe drinking water. Under AWIA, the EPA requires that the RRA be completed and certified every five years, and the ERP must be developed and certified within six months after completing the RRA.

To comply with AWIA requirements, Gardnerville Water Company utilized the EPA's Vulnerability Self-Assessment Tool (VSAT), a secure, web-based application designed to guide utilities through a comprehensive risk and resiliency analysis. EPA VSAT provided a standardized, federally recognized methodology for assessing physical security risks, cybersecurity vulnerabilities, natural hazard impacts, and operational resiliency. The tool generates a report that meets AWIA certification requirements and supports the development of an Emergency Response Plan. Completing the RRA using VSAT ensures compliance with federal law and strengthens the utility's ability to respond to emergencies.

Recommendation:

Approve the Risk and Resiliency Analysis and authorize the General Manager to submit certification to the EPA.

The RRA has a current due date of 06/30/2026 so GWC is ahead of schedule. 6 months from the time of self-certifying this plan the ERP will be due. David made the Board Members aware that the initial score was in the 40% range, and we are currently at 56% and although he knows that is in the middle he prefaced by saying 12 different elements are taken into consideration to gather that score unfortunately apply more towards governmental companies and with us being private things do not apply to us. This plan is just set to follow EPA guidelines, and this is to be updated every 5 years or as more rules and regulations are set in place. More of the tabletop trainings are what will benefit the staff and company most.

Ken Deering made a motion to approve the Risk and Resiliency Analysis and authorize the General Manager to submit certifications to the EPA. Carl Spahr seconded the motion. Motion was 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 2 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 16 locates completed by GWC staff
 - B. There were 115 service orders completed by GWC staff
 - C. There were 18 leak notices completed by GWC staff
3. Monthly Water Operations Update
 - A. Well 10 VOC, SOC, RAD samples – JS
 - B. Pryor Course – JS

- C. SCADA upgrade – JS
- D. Parade of lights – EW
- E. Popcorn setup/cleanup – EW
- F. Electrical audit of all sites with Ken & David - EW
- G. Maverik flushing – BA
- H. Replaced heater thermostat at well 3 – BA
- I. Well maintenance - BA

4. Water Consumption Report

2025 CONSUMPTION	
January - February Total Consumption	29,099,762
March - April Total Consumption	49,100,591
May - June Total Consumption	109,086,541
July - August Total Consumption	136,481,640
September - October Total Consumption	92,273,212
November - December Total Consumption	35,612,673
GWC Authorized Usage	2,191,200
2025 TOTAL Consumption	453,845,619
Water Loss (Gallons)	9,039,881
Water Loss (%)	1.95%

2025	Pumped	Sold	Difference	Percentage
January - February	26,454,700	29,099,762	-2,645,062	-10.00%
March - April	55,525,100	49,100,591	6,424,509	11.57%
May - June	118,796,500	109,086,541	9,709,959	8.17%
July - August	143,985,700	136,481,640	7,504,060	5.21%
September - October	88,226,900	92,273,212	-4,046,312	-4.59%
November - December	29,896,600	35,612,673	-5,716,073	-19.12%
GWC Authorized Usage	0	2,191,200		
2025 TOTALS	462,885,500	453,845,619	11,231,081	2.43%

David made the Board members aware that Kristien Bennett, Jon Summers, and himself are trying to get down to the bottom of why there are differences in the pumped vs. sold in the winter months. There have been some discrepancies spotted between the current SCADA program and Caselle such as some water being pumped but the meter not turning on within SCADA and in Caselle different reports ran show different values.

5. New Manager Activities

- A. Christmas Kickoff event at Heritage Park big success. -David enjoyed his time attending his first Kick off as a GWC employee.
- B. Met with Amy Ray, Deputy Chief East Fork Fire Department to talk about plan review, fire flows and Belly Acres Townhomes project. - David is meeting with outside companies to keep good communication within the developmental community.
- C. State Engineer, Adam Sullivan terminated. Acting State Engineer is Chris Thorson.
- D. High Sierra Storage. Douglas County issued site improvement permit. Working with applicant to address NDEP approval, different plan set approvals, owed impact fees, easements and updated plan

set to GWC. – *David had a meeting with the High Sierra Storage developers and their engineer he made them aware that there was no original charge for the impact fees of their fire line so that will need to be invoiced. This project is now on the right track.*

- E. Carson Water Subconservancy District issued final 30-year regional water report. Ed James will make presentation to GWC Board at February meeting.
- F. Updated Fire Impact Fee Schedule to make correction to 3” and above meters. – *Within the review of High Sierra Storage, it was recognized that there was a slight error in the impact fees. This is not a new fee system just correcting what we currently have.*
- G. Water leak in front of Overland on 395. – *This leak was due to galvanized piping failing. There are multiple other lines that will need to be repaired so the GWC staff are looking at how and when they can go about taking care of this proactively rather than as the problems arise.*

6. Current Projects Under Review or Construction

- Maverik Gas Station Improvements
 - Issued certificate of completion. Incorporating \$511,200 in contributed assets into depreciation funding and asset inventory.
- Juice It Up Tenant Improvement
 - Douglas County issued a certificate of occupancy on 12/17 even though GWC has a note in their Acella software that states a permit cannot be issued until approval is received from GWC.
- Belly Acres – Site Improvement Permit Review:
 - 8/25 - Received application.
 - 8/28 - Submitted internal comments to Lumos.
 - 9/2 - Mtg with Lumos to review our comments and their comments.
 - 9/4 - Lumos review letter to Wilson Engineers.
 - 11/12 – Received second submittal from Wilson Engineers.
 - 11/25 – Second plan review response emailed to Wilson Engineers.

Update: 1/7 – Waiting for Wilson Engineers to provide the 3rd submittal.

The GWC standards have not yet been met and it is now onto the 4th submittal of things needing to be revised. They are minor things, but they have not been corrected within each previous submittal.

7. Current Annexations

- Custom Craft – 1300 Centerville Ln –
 - 3/04 - Submitted to the PUCN.
 - 3/19 - Published in Record Courier.
 - 6/24 - Site visit by PUCN staff.
 - 7/29 - PUCN approved request.
 - 8/28 - Received updated service area map and legal description from RCI. Delay to file map with PUCN due to cybersecurity shutdown of the State’s system.
 - 9/5 – email to Rob Anderson requesting Agreement for Water Service Conditions and provide 2 AF of Water Rights.
 - 9/9 - Filed updated service boundary with PUCN.
 - 10/2 – PUCN approved annexation request
 - 10/6 - email to Rob Anderson requesting Agreement for Water Service Conditions and provide 2 AF of Water Rights.

- 11/10 – email and phone call to Rob Anderson requesting Agreement for Water Service Conditions and provide 2 AF of Water Rights. Client wants to sell property and have new owner provide water right.
- 11/21 – met with Rob Anderson to discuss Annexation Agreement. Parties need to sign Agreement for Water Services Conditions and record against property or provide 2 AF of water rights. Rob will discuss with client.

Update: 12/30 – follow up email to Rob and client. Parties need to sign Agreement for Water Services Conditions and record against property or provide 2 AF of water rights.

David believes it is in the best interest of GWC to now have Chuck Zumpft draft a letter to Rob Anderson and the property owners making them aware they are now in breach of the agreement, and they must comply to one of the 2 given options. Chuck then questioned the process of a de-annexation. David was unsure what this process is, but he will investigate it as an option as well.

- Belly Acres LLC –
 - 8/27 - Draft application completed in-house and sent to Lumos & Associates for review, modeling, and map creation.
 - 10/23 - Submitted application to PUCN.
 - 10/27 – PUCN issued Notice of Application and assigned docket no 25-10018. Noticed in RGJ. Parties can comment, protest or petition before 11/19.

Update: 1/7 - No action by PUCN since last update.

Agenda Item 5: Board Comments

Barbara Henningsen just wanted to show appreciation of David for all the great work he has done along with his knowledge he brings to the company. She stated she is impressed how much he has done while being onboard the GWC staff. All Board Members agreed and were appreciative.

Agenda Item 6: Closed Session

No Report.

Agenda Item 7: Adjournment

Dave Ellison made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Doug Sonnemann adjourned the meeting at 6:51 p.m.