

Best Water! Best Service!



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, March 10, 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 March 10, 2026, Regular Board Meeting to order at 3:57p.m.

Public Present: None Present.

Approval of Agenda: Ken Deering made a motion to approve the Agenda for the March 10, 2026, Board Meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the February 10, 2026, Regular Board Meeting: Dave Ellison made a motion to approve the February 10, 2026, Regular Board Meeting Minutes. Barbara Henningsen seconded the motion. Motion was approved.

Financial Statements for February 2026: Dave Ellison made a motion to approve the February 2026 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). No new update.

B. Minden Well 12 Project

David is working on setting up a February meeting with JD to get an update on their Well 12 activities. An update will be provided at the board meeting.

David Bruketta made the Board Members aware that the Town of Minden has been busy but hopes to have bids out by the end of April 2026 and have a test well drilled by the end of summer.

C. High Sierra Storage

GWC completed plan review and is waiting on NDEP approval and plan review fees to be paid before issuing approval to construct. The applicant is hoping to start construction in the Spring. The applicant owes impact fees and a recorded easement before GWC will accept infrastructure.

D. SCADA Ignition Project

In January, the Board approved a contract with Sierra Controls to replace the SCADA system. On the hardware side, the design and procurement of the equipment is complete. The RTU panel is fully wired and, in the QC / QA process. On the software side, the Ignition team is starting development of the software.

E. Emergency Response Plan

GWC has until July 14 to complete the Emergency Response Plan and certify completion with the EPA. David spent a couple of hours working on the plan but with other pressing activity, little progress was made in February.

F. Contract with Lumos & Associates for On Call Engineering and Support Services

In January, the Board approved a contract with Lumos & Associates for six tasks:

1. General Engineering Assistance;
2. GWC System Mapping Analysis;
 - Staff reviewed current run book for updates and corrections needed. Team met with Presley on February 27 to review comments. Lumos will update AutoCAD mapping. GWC has multiple projects that are not in the mapping and will continue to work with Lumos to get these locations updated. GWC had multiple projects where infrastructure is identified as private because GWC standards were not met however there is little support documentation.
3. Water Modeling Analysis;
4. Construction Standards & Standard Details Updates;
5. Minden Well 12 Assistance
6. GWC Well 2 Assistance.

G. Fill Station Fuel Master Upgrade

LA Perks received the Fuel Master materials on 2/27/26. Installation should occur within the next 2 weeks and should take no longer than 1-2 days for installation.

Kristien Bennett made the Board Members aware that this is scheduled for 03/23/2026 & 03/24/2026. There will be a hydrant set up for customers to still be able to get water.

H. Consumer Confidence Report

The 2026 Report is complete and available in the Board packet and on the GWC website. GWC had one violation (administrative – failure to self-certify the previous year’s report within required time frame). EPA requires public water system to make a good faith effort to reach all available consumers of our water system, including individuals who do not receive a water bill directly. GWC posted the report on the GWC website. GWC sent the report for posting in public places (GWC, Town of Gardnerville, MGSD, Douglas County), delivered to a Community Organization (Carson Valley Chamber of Commerce), delivered to property management companies that represent HOA’s and multi-unit properties (Beverly Realty, Chance International Property Management, M Scott Properties), put notice with a direct link in the GWC Spring newsletter, on social media (Facebook and Instagram), and in the January/February Billing and March/April Billing.

I. Cottonwood Village Easement Obstruction

On January 26, a certified letter was sent to the Homeowner Association notifying them of the obstructed access to water meters and asked them to contact David and ensure all obstructions are removed or relocated and trimmed no later than March 1. David has not heard from the HOA and no actions have been taken onsite to remove obstructions.

J. ARC Flash Analysis

The Board approved the contract with JUB Engineers at the February meeting. The contract has been executed, and David is coordinating a meeting to kick off the project.

Agenda Item 2A: Discussion and Possible Action Regarding Updating Purchasing and Contracts Policy

Staff recommends that the Board of Directors approve updates to the Purchasing and Contracts Policy. The policy was last revised on February 11, 2020, and the purchasing limits have not been adjusted since the policy was originally adopted in 2019.

The proposed revisions focus on two primary changes:

- Establishing a requirement that all assets with a value exceeding \$5,000 be capitalized and depreciated.
- Increasing purchasing authorization limits as follows:
 - General Manager: \$10,000
 - Financial Officer: \$5,000
 - Staff: \$1,000

These updates are intended to reflect current operational needs, improve financial tracking of assets, and provide appropriate purchasing authority levels for efficient day-to-day operations.

Recommendation

Staff recommend the Board of Directors update the Purchasing and Contracts Policy as presented.

Carl Spahr made a motion to approve updating the Purchasing and Contracts Policy with the caveat that the Chairman continues to review the purchases as well as the treasurer. Dave Ellison seconded the motion. Motion was approved on a 4/4 vote with Barbara Henningsen abstaining from voting.

Agenda Item 3: Attorney Report – Chuck Zumpft

No report.

Agenda Item 4: Manager’s Report

1. Meters, Plan Reviews & Impact fees
 - A. There were 6 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 7 locates completed by GWC staff
 - B. There were 106 service orders completed by GWC staff
 - C. There were 27 leak notices completed by GWC staff

3. Monthly Water Operations Update
 - A. Mill Creek service line leak – JS/EW
 - B. Shut off's – JS
 - C. Generator maintenance – JS
 - D. Transport booster pump for repairs – EW
 - E. W1 generator hose replacement – EW
 - F. Snow removal - EW
 - G. W10 samples – BA
 - H. Reinstall hydrant that was hit – BA
 - I. Replaced lights at W10 - BA

4. Water Consumption Report

2026 CONSUMPTION	
January - February Total Consumption	29,298,549
March - April Total Consumption	0
May - June Total Consumption	0
July - August Total Consumption	0
September - October Total Consumption	0
November - December Total Consumption	0
GWC Authorized Usage	99,600
2026 TOTAL Consumption	29,398,149

Water Loss (Gallons)	-1,188,749
Water Loss (%)	-4.21%

David and Kristien made the Board Members aware that they did narrow down that there was an error in the way that the reads from Oxoby meter was reading in 1 gallon per hour but was reporting at 10 gallons per hour. This helped with the most recent difference between pumped vs sold.

5. New Manager Activities

- A. Booster Station 1 motor / pump rebuild update.

- Sparks Electric estimated rebuild cost at \$3684 + shipping. David approved due to lack of redundancy and equipment was disassembled for cost evaluation.

- B. Surface Water Rights.

- David provided update on existing inventory of surface water rights. A significant amount of work will be needed if GWC wants to complete the title transaction with the Nevada Division of Water Resources.

David made the Board Members aware that surface water rights are a property right. These water rights can be transferred and/or given to GWC which in the future could be a large benefit if needing to mitigate when moving water rights closer to the river. These have been deeded to us in the past, but they have never been done correctly so they are ultimately unusable. The deeds have a cloud due to the recorder's office having it listed that GWC owns these, but it was never filed with the Nevada Division of Water Resources, so it has the property owner listed as the owner of the rights. David proposed that himself and Mikayla Webb will be working with each other along with outside people such as the Recorder's office, the Nevada Division of Water Resources, RCI, and the Assessor's Office to get these

titles cleared to allow for GWC to use the rights we own and pay for yearly. Once our current water rights are usable David believes that accepting future water rights would be beneficial.

C. Damaged Fire Hydrant on Hwy 395.

- Defendant did not accept delivery of certified demand letter. David is pursuing restitution through DA's office.

6. Current Projects Under Review or Construction

- 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.
 - 1/6 – Received 3rd submittal from Wilson Engineers.
 - 1/12 – Lumos review letter to Wilson Engineers.
 - 1/14 – Received 4th submittal from Wilson Engineers.
 - 1/15 – Comments have been addressed. Before issuance of approval to construct, need Lumos to run model. Wilson will then submit application and plans to NDEP for approval. Once GWC receives approval from NDEP, all fees have been paid, PUCN approves annexation and GWC is provided with an update printed plan set, GWC can issue approval to construct letter.

Update: 3/2 - Lumos is running the water model and preparing the report so that the applicant can submit to NDEP.

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.

- 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.
- 1/13 – Board discussion about breach of contract and getting Chuck involved.
- 1/14 – David followed up with email to Rob and client. Need to resolve matter or it will be turned over to attorney.
- 2/2. Letter from Chuck declaring breach of contract and they have 10 days to contact David to resolve or further legal action may happen.

Update: 2/16 – Received phone call from Kim. He will provide the water rights and instructed Rob Anderson to move this forward. I sent an email to Rob and followed up with a phone call asking him for the permit number of the water right and permission to start the due diligence review process. Have not heard back from Rob. 3/2 – Sent a follow up email to Rob Anderson. Rob responded that he is working with Big George to secure the 2.0AF.

- 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.
 - 1/29 – Received data request from PUCN. 2/3 – Responded to data request.

Update: 3/2 -There has been no updated activity PUCN activity on their website for this docket number since the media posting on November 11.

Agenda Item 5: Board Comments

Barbara Henningsen stated she is appreciative of all the staff and how they are keeping things going for the company. The remainder of the Board Members agreed.

Agenda Item 6: Closed Session

No report.

Agenda Item 7: Adjournment

Barbara Henningsen made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Doug Sonnemann adjourned the meeting at 5:51p.m.