



Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, June 09, 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*
Jon Summers, *GWC Operations Supervisor*

Doug Sonnemann called the June 09, 2026, Regular Board Meeting to order at 4:04p.m.

Public Present:

Approval of Agenda: Ken Deering made a motion to approve the Agenda for the June 09, 2026, Board Meeting. Carl Spahr seconded the motion. Motion was approved.

Minutes of the May 12, 2026, Regular Board Meeting: Barbara Henningsen made a motion to approve the May 12, 2026, Regular Board Meeting Minutes with a correction of spelling the second page. Ken Deering seconded the motion. Motion was approved.

Financial Statements for May 2026: Dave Ellison made a motion to approve the May 2026 Financial Statement as presented. Barbara Henningsen seconded the motion. Motion was approved.

Kristien notified the Board Members that the current third-party bill pay site Xpress Bill Pay and the computer software Caselle are parting ways which will result in a lot more work for the staff. Caselle has now created a Citizen Portal which would allow for the continuance of real-time payment and a lot more time saving and communication abilities. For customers they can sign up for service, sign up for autopay, review past history such as usage and payment, and can soon request service orders rather than having to call in. For staff it allows for things to be transferred after being entered by a customer in the click of a button, leak notices can be sent out, notifications for important information can be sent to select customers, and in the future all the plan reviews can be turned in and directed towards David. This all comes with savings of about \$2,500 per year, as we are currently paying for merchant services and Caselle is waving the implementation costs.

Water Operations Supervisor Quarterly Update:

Jon Summers let the Board Members know that the operations staff have been busy. There was a leak taken care of at Gardnerville Station, a hydrant repaired by Big O Tires, booster pump replaced, 45 hydrants flushed, dead ends flushed, sanitary survey completed, El Dorado irrigation valves replaced, valve on Church street replaced due to being broken by an outside party, 2 well house floors painted, PFAS sampling

done, Well 10 sampling done, Jon and Eamon did night work in which they replaced 20 meter heads, and in March basically all irrigations were turned on. In the upcoming months the staff will continue fire flows, training, landscape/ maintenance, and meter/ mxu replacements.

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). April 24, 2026 received a letter from State requesting documentation support that we locate and notify any domestic wells within 2,500 feet. On May 27, RCI sent out certified letters to six property owners and notified the State.

This is now back in the hands of the State, so we wait to see the rest of the process. David is unsure why the letters were not initially sent out, but they are now so on top of the 2 protesting parties an additional 4 letters were sent out. The protest period is currently closed so no further protests will take place and the focus will remain on the current process.

B. Minden Well 12 Project

The bid was awarded to Stonehouse Drilling in the amount of \$378,525 for a test well. Agreement with driller is complete and the Town is waiting on a NDEP discharge permit. As per the proposed schedule, the notice to proceed could be issued within the next few weeks and substantial completion is expected near the end of August.

C. High Sierra Storage

No new update since last month. GWC completed plan review and is waiting on NDEP and Fire Department approval before issuing approval to construct. 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. The new system is operational and now validation testing will follow. Over the next week, staff will get preliminary access to review and compare to existing system. The systems will run in parallel to validate the new system is working correctly.

E. 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;

- Tariff mapping update for PUCN
- Douglas County delegation of authority discussion & review

2. GWC System Mapping Analysis;

- 2026 mapping update. Now Jon and I will start working on adding infrastructure on those projects that were not added into our system.

3. Water Modeling Analysis;

- Model analysis report for review of attributes and confirmation.

The date install and pump information for each pump and well need to be validated.

4. Construction Standards & Standard Details Updates;

5. Minden Well 12 Assistance

6. GWC Well 2 Assistance.

7. Project Specific Activity:

- Well 11 stub out. Two reviews, water model analysis and water model report.

F. Cottonwood Village Easement Obstruction

To avoid an uneven fence line, the HOA is planning on replacing the exterior fence and moving it outside of the utility easement. They are opening bids next week. Once the paperwork is complete and the contract is signed, the fence companies are about 2 months out to complete the work. The bush that is obstructing access to one meter pit on Cottonwood will be trimmed back or removed by mid-June.

David notified the Board Members that there was a meeting being held 06/09 where the plan was to open sealed bids as they will be replacing the exterior fence, so by fall the access should be resolved.

G. ARC Flash Analysis

Kick off meeting on March 25. Notice to Proceed issued and project expected to be completed by June 25. The project manager from JUB Engineering, Ray, has been out on medical leave but is now back in the office. Ray is working to find time with Bryant Electric's schedule to get the work complete.

H. Damaged Fire Hydrant on 395

David is pursuing restitution through DA's office. Criminal charges have been filed by Douglas County DA's office. The hearing has been rescheduled for July 15.

I. PFAS well sampling and testing

David created a monitoring and sampling plan but recommends delaying board approval until we can better understand some of the potential changes to the regulations and to see what additional test may be paid for through grants at NDEP. NDEP agreed to pay for an additional testing at Well 1, 2, 3 and 6. Broadbent will coordinate with their laboratory and have sample containers sent to us. David is setting up an account with Chemtech Ford, Sandy UT, a NV certified laboratory for duplicate testing. GWC will be responsible for the duplicate testing.

Two of the 23 of the water systems in the surrounding area have samples that came back positive. This includes GWC and Topaz. The league of cities detection level is equivalent to a drop of water in 5 Olympic pools. Depending on the future testing if there is a positive result then it may be discussed where the tests are conducted upstream and downstream as well to narrow down the point of origin and see if it is possible just the testing site itself.

J. PFAS settlement agreement through Napoli Shkolnik

No update since last month. Submitted paperwork in May for Action Fund Claim package that is due before July 1.

Agenda Item 2A: Discussion and Possible Action Regarding Adopting Emergency Response Plan

Background:

Under the America's Water Infrastructure Act (AWIA), community water systems serving more than 3,300 people are required to develop and maintain an Emergency Response Plan (ERP) that is based on the Risk and Resilience Assessment (RRA). The Board approved the RRA in January 2026. The ERP must describe how the utility will prepare for, detect, respond to, and recover from emergencies that could impact water quality, public health, infrastructure, or continuity of service, including natural hazards, malevolent acts, infrastructure failures, and cybersecurity incidents. The plan must address key elements such as mitigation measures, detection and response procedures, communication and notification protocols, availability of

resources, and strategies for maintaining or restoring operations. Once the Plan is adopted by the Board, Utilities must certify completion of the ERP to the EPA, keep the plan up to date, and review and revise it at least every five years or following significant system changes or emergency events.

Recommendation:

Staff recommends the Board of Directors adopt the Emergency Response Plan.

Some minor changes have been applied since the previous review at the May 12th meeting. The next step is to submit to NDEP. Dave Ellison asked about the Utility Resilience Index being 56%, so David made him aware that this was due to a software program in which the rating was lowered because some questions were not applicable to GWC.

Ken Deering asked if the GWC staff have undergone tabletop training to know what to do in an emergency in the middle of the night. David let him know that this has not taken place, but it is mentioned in this plan so Jon and himself will conduct these.

Ken Deering made a motion to adopt the Emergency Response plan. Dave Ellison seconded the motion. Motion was approved.

Agenda Item 2B: Discussion and Possible Action Regarding Awarding of 2026-2027 Liability Insurance Policy

Requests for liability insurance proposals were sent to the following insurance companies:

- American Family Insurance
- Allied World Insurance
- A to H Insurance
- Warren Reed Insurance

The following proposals for liability insurance were received:

Agency	Carrier	Premium
Warren Reed Insurance	Glatfelter Insurance	\$35,275
A to H Insurance	CNA Insurance	Unable to provide coverage
A to H Insurance	Travelers Insurance	Unable to provide coverage
A to H Insurance	Western National Insurance	Unable to provide coverage
American Family Insurance	American Family Insurance	Unable to provide coverage
Allied World Insurance	Allied World Insurance	Unable to provide coverage

Alternative Insurance Proposals

GWC's brokers approached several well-established insurance carriers in the marketplace to explore alternative coverage options. However, multiple carriers declined to participate, citing either a lack of appetite for this type of risk or insufficient expertise to adequately underwrite such a specialized exposure.

Additionally, the limited number of non-municipal water companies presents a challenge, as it does not provide a sufficient pool of similar risks for carriers to develop and sustain a dedicated insurance program tailored to this sector.

Current Coverage and Renewal

GWC has maintained a long-standing relationship with Warren Reed Insurance, with Todd Wilcks serving as the agent. Coverage is currently placed with Glatfelter Insurance.

- **2025–2026 Premium:** \$33,236
- **2026–2027 Premium:** \$35,275
- **Increase:** \$2,039 (5.8%)

Summary

Warren Reed Insurance, through Glatfelter Insurance, remains the most competitive and viable option. The renewal reflects a moderate increase of 5.8%, which is significantly lower than alternative quotes received.

Recommendation

Staff recommends award of 2026-2027 Liability Insurance to Warren Reed Insurance's proposal from Glatfelter Insurance in the amount of \$35,275.

Kristien let the Board Members know that she likes to go out every 3 years to view the market and see if GWC can get better rates. Due to GWC being a unique customer by being a non-profit water company not many people want to take the risk of insuring the company. This year's premium is increased by just over \$2,000.

Barbara Henningsen made a motion to award the 2026-2027 Liability insurance to Warren Reed Insurance's proposal from Glatfelter Insurance in the amount of \$35,275. Carl Spahr seconded the motion. Motion was approved.

Agenda Item 2C: Discussion and Possible Action Regarding Meter Size Change Policy

The Meter Size Change Policy outlines the requirements and procedures for a property owner to request a change to the size of an existing water meter. It follows the guidance of the Gardnerville Water Company Water Standards, Article 4, section 4.05 Meter Size Changes.

Recommendation

Staff recommends adopting the Meter Size Change Policy.

David explained changing of the meter size upon request of customer is very rare, but it is important to back the safety of doing so with this policy. In each development an engineer stamps the plans and agrees that the meter size can fully care for the property and that it meets the current standards. If this is wanting to be changed for any reason then it only makes sense to have an engineer verify that this can safely be done and it will not go violate any current codes set in place.

Dave Ellison made a motion to adopt the Meter Size Change Policy. Ken Deering 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 41 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 14 locates completed by GWC staff
 - B. There were 135 service orders completed by GWC staff

C. There were 61 leak notices completed by GWC staff

3. Monthly Water Operations Update

- A. Sanitary Survey – JS/EW/BA
- B. Booster Station pump & valve replacement – JS/EW/BA
- C. Well 9 pipe gasket – JS
- D. Draw downs – JS
- E. CVMS Career day – EW
- F. Midnight work to replace register heads – JS/EW
- G. Fire flows – EW/BA
- H. Pump out intertie vaults – BA
- I. Spray weeds – BA
- J. Fill station troubleshooting - BA

4. New Manager Activities

- Scheduling the Well 4 Boundary Survey with Lumos & Associates.
There is no access points surrounding the well, so having it surveyed will allow for better understanding of property lines and ensure GWC is not encroaching on any of the other property owners.
- Restitution for damaged fire hydrant, hearing delayed until July 15.
- Threats to well. Charges dropped. Case closed and temporary protection order expired.
- Validating water model inputs.
- PFAS results for Douglas County (23 systems). GWC and Topaz Lake Water Company results above MCL.
- Well 11 water rights protest. Missing noticing requirements. RCI mailed out six notifications.
- PFAS testing at well 1, 2, 3 and 6 through Broadbent under NDEP contract and duplicate testing through Chemtech Ford laboratory.
- Cottonwood HOA opening bids to replace exterior fence. Once contract signed, fence companies are about 2 months out to complete work.
- Witherell Auctions (1394 Hwy 395). Property owner is proposing construction of office and auction storage buildings. May need to consider Well 1 access agreement.

A pre application meeting was held where it was mentioned that 2 additional buildings was proposed to the property. In 2024 an access agreement was granted to the owners so they can access their property through the GWC parcel. There is a water line that may need to be moved as it was crossed through a property line which is bad practice as it can lead to further issues. David has been looking into recordings for the property but has found it to be somewhat difficult.

5. 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.
- 3/2 - Lumos completed water model.
- 3/30 – Waiting for PUCN approval, Bureau of Safe Drinking Water approval, and payment of fees. Once these items are complete, GWC will issue an approval letter for construction of civil improvements.
- 5/4 - Waiting for PUCN approval, Bureau of Safe Drinking Water approval, and payment of fees. Once these items are complete, GWC will issue an approval letter for construction of civil improvements.

6/2 update: Waiting for PUCN approval, Bureau of Safe Drinking Water approval, and payment of fees. Once these items are complete, GWC will issue an approval letter for construction of civil improvements.

- Future Well 11 stub-out on Industrial.
 - 3/13 – Received application for plan review
 - 3/25 – Plan review letter to Atwood with 15 comments for needed corrections.
 - 4/3 – Received second submittal. Internal review of submittal shows Atwood address GWC concerns. Waiting for Lumos to provide their review. If all concerns are addressed, we will need NDEP approval, and all plan review paid before we issue an approval to construct letter.
 - 5/4 - Waiting on Fire Department approval so NDEP can start their review. Once NDEP approves, applicant will need to pay all plan review fees before GWC will issue an approval letter for construction of civil improvements.

6/2 update: Waiting on Fire Department approval so NDEP can start their review. Once NDEP approves, applicant will need to pay all plan review fees before GWC will issue an approval letter for construction of civil improvements. Town awarded contract to Qualcon Contractors. The preconstruction meeting is scheduled for June 4 and the Notice to Proceed likely in July.

6. Current Annexations

- 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.
 - 4/9 – PUCN issued the order to cancel existing Certificate of Public Convenience and Necessity (CPC) 926 sub 16 and issue CPC 926 sub 17.
 - 4/10 – Submitted required compliance items to PUCN.
 - 5/4 – Waiting on PUCN to review compliance items and issue final approval.

6/2 update: Waiting on PUCN to review compliance items and issue final approval.

7. 2026 Board of Directors Elections

Important Dates:

Election Notification (Record Courier/GWC Website/GWC Facebook): Wednesday, June 3, 2026

Candidate Applications Accepted: Friday, June 26, 2026 – Friday, August 14, 2026

Ballot Mailing: Wednesday, September 30, 2026

Vote Counting: Tuesday, November 3, 2026 at 2:00PM

Agenda Item 5: Board Comments

No comments.

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 5:26p.m.