Gardnerville Water Company
Regular Board Meeting Minutes
Tuesday, September 08, 2026 4:00p.m.
Board Room
1579 Virginia Ranch Rd
Gardnerville, NV 89410

Board Members Present:
Doug Sonnemann, *Chairman*
Barbara Henningsen, *Vice Chairman (Zoom)*
Ken Deering, *Treasurer*
Carl Spahr, *Secretary*
Dave Ellison, *Member-at-Large*

Staff Members Present:
David Bruketta, *GWC Manager*
Kristien Bennett, *GWC Financial Officer*
Chuck Zumpft, *GWC Attorney*

Doug Sonnemann called the September 08, 2026, Regular Board Meeting to order at 4:00 p.m.

Public Present: David Eisner.

Approval of Agenda: Barbara Henningsen made a motion to approve the Agenda for the September 08, 2026, Board Meeting with the addition of Water Operations Supervisor Quarterly Report. Dave Ellison seconded the motion. Motion was approved.

Minutes of the August 11, 2026, Regular Board Meeting: Barbara Henningsen made a motion to approve the August 11, 2026, Regular Board Meeting Minutes. Dave Ellison seconded the motion. Motion was approved.

Financial Statements for August 2026: Ken Deering made a motion to approve the August 2026 Financial Statement as presented. Carl Spahr seconded the motion. Motion was approved.

Kristien mentioned she will be attending a meeting with Waterworth on 09/09/2026 to get training on a cost-of-service analysis. She wants to verify her numbers are accurate before presenting them to the Board Members.

Water Operations Supervisor Quarterly Update
Staff addressed several operational issues, including a failed meter at Well 10, a new air-relief valve at Well 10 and how a bolt got into Booster 1's pressure reducing valve which cause the valve to remain open. These incidents provided an opportunity for operator training. Staff also fabricated gaskets to improve MXU readings, completed Well 10 volatile organic compound sampling and testing, PFAS sampling and testing, landscaping improvements, yard-hydrant replacement, and reported that the Town of Minden started mobilization for drilling their new Well 12.

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
No further correspondence or action has been received from the State Engineer's Office. The application remains pending review.

The board had questions about Don Smit and his future plans with the well. David had not talked with Mr. Smit for a couple of months and will follow up with him.

B. Minden Well 12 Project
RCI was onsite on 8/31 doing survey work. The contractor's intention is to start mobilization after Labor Day. Minden anticipates the work to be completed around the middle of October. David updated Lumos & Associates so that they can help guide us through this technical process.

As the well is drilled Geotech data will be collected and passed on to Lumos & Associates to help understand the potential impacts to Well 2.

C. 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;
    - Well 4 boundary survey
    - Well 4 easement
    - Aspen Park
    - Eldorado Village Condo Complex
2. GWC System Mapping Analysis;
3. Water Modeling Analysis;
    - Started discussion about model validation
4. Construction Standards & Standard Details Updates;
5. Minden Well 12 Assistance
6. GWC Well 2 Assistance.
7. Project Specific Activity.

D. Cottonwood Village Easement Obstruction
The start date for installation of the new fence was delayed from mid-August to September 1. As of September 2, the fencing company was starting to remove the fencing.

About 1/3 of the fencing was removed and replaced with new. The fencing installed so far has been around the meter pits and left room to access and open the meter pits. Operators are completing daily checking in on this.

E. ARC Flash Analysis
Communication with Ray, the Project Manager from JUB Engineering has been delayed and challenging. An invoice was received on August 31 without any justification or description of work performed. David is holding the invoice until more information is provided.

F. Damaged Fire Hydrant on 395
Mr. Hay pleaded guilty to DUI and sentencing is scheduled for September 23. The District Attorney's office requested restitution. Consistent with the discussion at the last board meeting, David followed up with DA's office regarding Mr. Hay's insurance coverage. Although Mr. Hay was not charged with

driving without insurance, the DA's office does not have any information regarding whether insurance coverage was in place at the time of the incident.

David will attend the sentencing and will find out if judge will award the restitution. Douglas County does not have any records of insurance from Mr. Hay.

G. Well 4 Boundary Survey and Easement

Lumos & Associates completed installation of the survey monuments at the property boundary corners. The record of survey (ROS) map has been prepared but is pending recording until the easement documents are finalized and recorded so they can be referenced on the ROS. The property owner to the south (1360 Elges), is continuing to review the draft easement deed. The property owner to the north and west (1364 Elges) has indicated a preference not to grant an easement. Instead, the owner expressed interest in selling the affected portion of the property to facilitate the access and maintenance area.

The southern property owner has not finalized the easement due to a family illness, and David noted continued hesitation. The property owner to the north and west does not want to provide an easement and instead would like us to consider purchasing the property. This would be a boundary line adjustment involving approximately 375 square feet. Based on prior boundary line adjust data from the county recorder's office, costs range from $0.01 per square foot to $2.00 per square foot. Chuck and David will discuss the matter further and prepare next steps.

H. Aspen Park water line ownership

Developing a recordable exhibit with the appropriate resolution proved challenging due to document recording restrictions. However, a suitable exhibit has been created. The revised exhibit and declaration document have been forwarded to legal for final review and comment. Easements are less than ideal due to accessing someone's property. Buying property would be a lot cleaner of a solution.

There were challenges in preparing the defined ownership exhibit because of recording limitation including scanning quality, paper size and color restrictions. Chuck completed the final review.

I. Caselle Citizen Portal

The Caselle Citizen Portal went live on August 14, 2026. A welcome migration email was sent on August 24, 2026, to all active email customers on Xpress Bill Pay, making it a "one-click" process to set up their account on the Caselle Portal. The water bills mailed on September 1, 2026, also included a flyer reminding customers about the new portal. GWC will continue an active email campaign to encourage customers to migrate to Caselle. Within the first 10 days, 143 autopay customers have migrated.

About 8% of total customers are set up on the new portal. New email will go out on 09/15/2026, 10/02/2026, and every two weeks following until remainder of auto pay customers get switched over. Staff are diligently assisting customers as they call in. Weekly meetings are done to check in and correct any problems that arise.

J. Eldorado Village Condo Complex water line ownership.

Lumos & Associates is preparing an exhibit depicting water infrastructure ownership within the Eldorado Village Condo Complex. David met with HOA President, Linda, to talk about the homeowner's association responsibilities for private water lines. To help clarify ownership and maintenance obligations, David drafted a Declaration of Water Utility Infrastructure Ownership and Responsibility Agreement.

Could be completed faster than the Aspen Park issue.

Agenda Item 2A: Discussion and Possible Action to Adopt Performance Review and Merit Increases Policy

This proposed policy establishes a clear and consistent process for employee performance reviews and merit increases. Regular full-time and part-time employees who have completed their probationary period are eligible for merit consideration. Performance is evaluated based on the most important factors that support GWC's operations, including accountability, quality of work, safety and regulatory compliance, professional growth, teamwork, and completion of supervisor-established goals.

Key takeaways for the Board include:

- Merit reviews are generally conducted annually with performance evaluations, with mid-year reviews allowed for exceptional performance, promotions, or significant role changes.
- Merit increases are tied to performance ratings and available budget, with a range up to 3% for exceeds expectations, up to 2% for meets expectations, and 0% for needs improvement.
- Supervisors submit recommendations to the General Manager, who reviews and forwards final recommendations to the Board for approval before any merit increases are implemented.

Policy to provide a fair, transparent, and budget-conscious framework for recognizing employee performance while maintaining Board oversight of all merit increase decisions.

A new employee performance evaluation form has also been drafted to coordinate with each section of the performance evaluation criteria, creating a consistent tool for supervisors to document employee performance and support merit increase recommendations.

Recommendation

The Manager and staff recommend that the Board approve the proposed Performance Review and Merit Increase Policy to provide a fair, transparent, and budget-conscious framework for recognizing employee performance while maintaining Board oversight of all merit increase decisions.

David reviewed the proposed evaluation form and explained how the evaluation will be converted to a numerical score that correlates to a rating of exceed expectation, meets expectations or need improvement. David reviewed the merit policy elements and confirmed that merit pay increases will be dictated by the budget that the board approves. David verified that he would complete the supervisor's evaluations and review the evaluations of the remaining employees before they are presented to them.

Ken Deering made a motion to approve the adoption of the Performance Review and Merit Increases Policy. Dave Ellison seconded the motion. Motion was approved.

Agenda Item 3: Attorney Report – Chuck Zumpft

No real concerns just will have to wait and see what the response will be from Aspen Park on what their thoughts are.

Agenda Item 4: Manager's Report

1. Meters, Plan Reviews & Impact fees
    A. There were 8 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
    - There were 24 locates completed by GWC staff
    - There were 106 service orders completed by GWC staff
    - There were 30 leak notices completed by GWC staff

3. Monthly Water Operations Update
    - Booster Station Cla-valve pressure reducer – JS
    - Well 10 flow meter – JS
    - Shut-off day for non-payment - JS
    - Pryor Excel class – EW
    - Researched what could block meter reads – EW
    - Installed new G5 at Meeks– EW
    - Register head at CVMS – BA
    - Power wash office & booster station – BA
    - Cut out dead bushes at office - BA

4. Water Consumption

Water Loss (Gallons)	**20,635,138**
Water Loss (%)	**6.19%**

2026	Pumped	Sold	Difference	Percentage
January - February	28,209,400	27,762,027	447,373	1.59%
March - April	67,532,300	61,371,551	6,160,749	9.12%
May - June	108,927,600	102,934,212	5,993,388	5.50%
July - August	128,853,100	120,361,972	8,491,128	6.59%
September - October	0	0	0	#DIV/0!
November - December	0	0	0	#DIV/0!
GWC Authorized Usage	0	457,500		
2026 TOTALS	**333,522,400**	**312,887,262**	**21,092,638**	**6.32%**

Historically, in the first couple of months of the year, the Sold volume has been greater than the Pumped volume. Staff changed many of the larger meter heads in the field this year, which seems to have corrected this discrepancy. Keeping the water loss under 10% is the goal.

5. New Manager Activities
    - Flow meter at Well 10: *The defective flow meter has been removed and replaced with a spool. A new flowmeter has been ordered.*
    - Water Model Validation: Validating the output of the water model is a work in progress with Lumos & Associates. *The well and booster station inputs have been reviewed and will be updated. The booster 2 pump station is missing from the model.*
    - High Sierra Church on Gillman: *The church is considering an expansion. Initial plans show a connection to a water line that GWC considers private because of changes made during construction. David will work with property owner and engineer to clarify and ensure the engineering documents show what was installed in the field.*

- GIS 3-year implementation plan: *1st year is getting set up with software, 2nd year validation of information, and 3rd year is looking at the model component.*
- Pressure reducing valve at Booster 1: *The pressure reducing valve was damaged and rebuilt by Cla-Val due to a bolt that entered the lower valve chamber and caused damage.*
- Merit Pay & Compensation Study: *Proposed tabling the conversation about quartile pay and focus on the Review and Merit Pay Policy.*

6. Civil Improvement Projects

6.1 Upcoming Projects:

- VA Clinic – Have no submitted application to GWC.
- Walmart Fuel Station: 6/15-Issued an Intent to Serve letter that let them know they need to submit a will serve request that the board will need to approve. Once approved, the applicant will need to submit an application for plan review along with a complete set of plans.

6.2 Belly Acres – Site Improvement Permit Review:

- 7/17 - Received PUCN staff approval of tariff sheets. GWC issued approval of construction letter. Review is now complete.
- 8/31 update – Doulas County has not issued the Site Improvement Permit to start construction, pending another fire department review. The applicant has been notified that if the FD recommends changes to the water infrastructure, it will require another review by GWC and possibly the Bureau of Safe Drinking Water.

6.3 High Sierra Development

- 1608 Pinenut Court (RV parking and self-storage facility)
- 5/8/2023 – GWC Intent to Serve
- 5/8/2024 – GWC application for water plan review
- 7/18/2024 – RCI, on behalf of GWC, issued approval letter (No NDEP approval)
- 9/5/2024 – Douglas County approved civil plans
- 12/18/2025 – Douglas County issued SIP.
- 12/19/2025 – GWC research – missing EFFD approval, NDEP approval, impact fees for irrigation and fire line, and easement deed.
- 2/5/2026 – Lumos & Associates completed hydraulic model
- 2/23/2026 – Sign application to NDEP application for approval of water project.
- 7/2/2026 - Waiting for EFFD approval and NDEP approval. Prior to accepting infrastructure, applicant will provide payment for impact fee for irrigation and fire line and easement deed.
- 8/31/2026 update – The developer is in the final stage of securing funding. Waiting of EFFD and NDEP approval. Prior to accepting infrastructure, applicant will provide payment for impact fee for irrigation and fire line and easement deed.

7. 2026 Board of Directors Elections

Important Dates:

- Ballot Mailing: Wednesday, September 30, 2026
- Ballot Submission Deadline: Tuesday, November 3, 2026
- Vote Counting: Tuesday, November 3, 2026 at 2:00PM

8. Save The Date
    - Annual Parade of Lights - Saturday December 5, 2026 @ 5:00pm

- Christmas Dinner Party – Saturday December 12, 2026 @ 5:30pm - The Club House 1029 Riverview Dr, Gardnerville, NV 89460

Agenda Item 5: Board Comments

Ken ran into Keith Scott who states everything is working and he is happy.

Barbara was interested in the date for passing out popcorn at the Christmas Kickoff. Kristien will get this date and update the Board.

Agenda Item 6: Closed Session

No report.

Agenda Item 7: Adjournment

Ken Deering made a motion to adjourn the meeting. Carl Spahr seconded the motion. Motion was approved. Doug Sonnemann adjourned the meeting at 5:15 p.m.