

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
UTILITY FINANCE OVERSIGHT COMMITTEE**

**Day:** Monday  
**Date:** January 30, 2017  
**Time:** Beginning at 1:00 p.m.  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

**1. Call to Order**

**2. Roll Call**

**3. Public Comment:**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body. In order for members of the public to participate in the Committee's consideration of an agenda item, the Committee strongly encourages members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

**4. For Possible Action:** Approval of meeting minutes.

**4.A For Possible Action:** To approve the October 19, 2016 draft meeting minutes.

Staff Summary: Committee members will be provided the draft meeting minutes from the October 19, 2016 meeting and asked to review and approve.

**5. Agenda Items:**

**5.A For Possible Action:** To elect a Committee Chairperson and Vice-Chairperson for the Utility Finance Oversight Committee.

Staff Summary: Committee members will be asked to nominate and elect a Chairperson and Vice-Chairperson to serve for this year.

**5.B For Information Only:** Non-substantive update regarding Resolution No 2016-R-27, A Resolution Amending "Resolution No 2013-R-45A - Formally Establishing the Carson City Utility Finance Oversight Committee" that was approved by the Board of Supervisors with no changes from the Committee's recommendations.

Staff Summary: Committee members will be provided with a copy of Resolution No 2016-R-27 that was approved by the Board of Supervisors on November 17, 2016.

**5.C For Information Only:** Non-substantive update regarding the 2017 Flood.

Staff Summary: Committee members will be provided an update on the January 2017 storm events and their impact to the utility systems.

**5.D For Information Only:** Non-substantive update regarding status of the Water Resource Recovery Facility Phase 1A project and discussion on Capital Improvement Project FY18.

Staff Summary: Committee members will be provided an update on the status of the WRRF Phase 1A Project and a briefing on the proposed next phase of the project referred to as the WRRF Capital Improvements FY18.

**5.E For Information Only:** Presentation and discussion on draft 5-year Capital Improvement Plans.

Staff Summary: Committee members will be provided draft 5-year Capital Improvement Plans for water, sewer and stormwater funds and will be reviewed for compliance with adopted financial policies.

**5.F For Possible Action:** To recommend the following the dates, times and location for reoccurring Committee meetings for CY17: \_\_\_\_\_.

Staff Summary: Discussion and possible action to set dates, times and locations for future meetings. The resolution (2016-R-27) states that the Committee may hold quarterly meetings in each calendar year or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee, including, without limitation, one or more meeting for the purpose of reviewing proposed budgets concerning Carson City utilities. Before the adoption of annual Carson City budgets by the Board, the Utility Committee shall submit to the Board a report concerning the results of any budget review.

**6. Future Agenda Items – Discussion Only**

Activities here will be limited to placing new matters on future agendas only.

**7. Public Comment:**

**8. For Possible Action:** To Adjourn

It is Carson City's aspirational goal to provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the Chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair also retains discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the Chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute of the Carson City Municipal Code.

### **Agenda Management Notice**

Agenda Management Notice – Items on the agenda may be taken out of order; the Chair may combine two or more agenda items for consideration; and the Chair may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

### **Notice to Persons with Disabilities**

Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the District Attorney's Office in writing at 885 E. Musser Street, Suite 2030, Carson City NV 89701, or by calling (775) 887-2070 at least 24 hours in advance.

### **To request a copy of the supporting material for this meeting:**

Contact Karen Leet at [Kleet@carson.org](mailto:Kleet@carson.org) or call (775) 887-2355.

### **This agenda and backup information are available at:**

The City's website at <http://carson.org/government/meeting-information/agendas> and at the Carson City Public Works Office, 3505 Butti Way, Carson City, Nevada (775) 887-2355.

### **This notice has been posted at the following locations:**

Community Center, 851 East William Street  
Public Safety Complex, 885 East Musser Street  
City Hall, 201 North Carson Street  
Carson City Library, 900 North Roop Street  
Business Resource & Innovation Center (BRIC), 108 East Proctor Street



# STAFF REPORT

**Item No.** 4A

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Possible Action: To approve the October 19, 2016 draft meeting minutes.

**Staff Summary:** Committee members will be provided the draft meeting minutes from the October 19, 2016 meeting and asked to review and approve.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 5 minutes

## **Proposed Motion**

Move to approve the October 19, 2016 draft meeting minutes.

## **Board's Strategic Goal**

N/A

## **Previous Action**

N/A

## **Background/Issues & Analysis**

N/a

## **Applicable Statute, Code, Policy, Rule or Regulation**

N/a

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

## **Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

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\_\_\_\_\_  
(Vote Recorded By)

# CARSON CITY UTILITY FINANCIAL OVERSIGHT COMMITTEE

## Minutes of the October 19, 2016 Meeting

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DRAFT

A regular meeting of the Carson City Utility Financial Oversight Committee was scheduled for 1:00 p.m. on Wednesday, October 19, 2016 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Andrea Engleman  
Vice Chairperson Michael Bennett  
Member Randy Bowling  
Member Bruce Scott  
Member Michael Spell

**STAFF:** Darren Schulz, Public Works Department Director  
David Bruketta, Utility Manager  
Sheri Russell, Deputy Chief Financial Officer  
Pamala Ganger, Accounting Manager  
J. Daniel Yu, Deputy District Attorney  
Kathleen King, Chief Deputy Clerk

**NOTE:** A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**1 - 2. CALL TO ORDER AND ROLL CALL (1:03:08)** - Chairperson Engleman called the meeting to order at 1:03 p.m. Ms. King called the roll; a quorum was present. At Chairperson Engleman's request, City staff introduced themselves for the record.

**3. PUBLIC COMMENT (1:03:54)** - Chairperson Engleman entertained public comment; however, none was forthcoming.

**4. POSSIBLE ACTION ON APPROVAL OF MINUTES - September 26, 2016 (1:03:56)** - Chairperson Engleman introduced this item, and entertained suggested revisions. When no suggested revisions were forthcoming, she entertained a motion to approve the minutes. **Member Scott so moved. Member Spell seconded the motion. Motion carried 5-0.**

**5. AGENDA ITEMS:**

**5(A) POSSIBLE ACTION TO APPROVE AND RECOMMEND TO THE BOARD OF SUPERVISORS THE ADOPTION OF A RESOLUTION TO AMEND RESOLUTION 2013-R-45A, FORMALLY ESTABLISHING THE CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE (1:04:32)** - Chairperson Engleman introduced this item. Mr. Yu provided a detailed review of the proposed resolution which was included in the agenda materials. Chairperson Engleman entertained questions or comments, and extensive discussion took place, between the committee members and City staff, with regard to the proposed language of the resolution.

In response to a question, Mr. Schulz advised that Mr. Yu worked closely with Public Works Department staff to develop the proposed language, and "we're agreeable to it." Additional discussion took place to clarify the language of paragraph 3(a). Chairperson Engleman entertained additional questions or comments of the committee members and, when none were forthcoming, public comments and comments of the Finance Department staff. When no additional comments were forthcoming, Chairperson Engleman entertained a motion. **Vice Chairperson Bennett moved to approve and recommend to the Board of**

**CARSON CITY UTILITY FINANCIAL OVERSIGHT COMMITTEE**

**Minutes of the October 19, 2016 Meeting**

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**DRAFT**

**Supervisors the adoption of a resolution to amend Resolution 2013-R-45A, formally establishing the Carson City Utility Finance Oversight Committee, including modifications suggested by counsel. Member Scott seconded the motion.** Chairperson Engleman entertained discussion on the motion and, when none was forthcoming, called for a vote. **Motion carried 5-0.**

**5(B) POSSIBLE ACTION TO REVIEW THE DOMESTIC WATER SUPPLEMENTATION OF THE RECLAIMED WATER SUPPLY AT THE STEWART POND RESERVOIR AND THE TRANSFER OF FUNDS FROM THE SEWER FUND TO THE WATER FUND, FOR THE COST OF SUPPLEMENTATION FOR CALENDAR YEAR 2016, WITH POSSIBLE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS (1:45:34)** - Chairperson Engleman introduced and provided background information on this item. Member Scott suggested “the question for discussion is at what rate should the sewer fund be charged for the potable water that's being provided to make up the increment of reclaimed water needed that isn't generated by the sewer treatment facility. So, it's just a basic question. Is ... the rate that Carson City pays for Town of Minden water the proper rate for that or should it be at a different rate in terms of the inter-enterprise fund charges?” Vice Chairperson Bennett inquired as to whether “the water that comes from Minden that we pay for at that Minden rate is what's being used to supplement the sewer fund. Probably not. It gets mixed when it hits the system. But ... absolutely the water fund should not go into deficit because of having to provide water to the sewer fund.”

Mr. Schulz explained, “When we started the supplementation, we looked at ways to make our effluent system work with the minimal impact to everything. The conclusion we came to was to supplement down at Stewart Ponds, which all of that water goes to the prison farm. And, by doing that, it required very little work on our part to put in the infrastructure needed to take water from our potable system and put it into an effluent system. So, we've done that. Once we did that, then we had to have the conversation ... as to how much do we charge for that water. And, up to this date, we have just charged the wholesale rate that we pay Douglas County for water coming out of Douglas County. So, it comes out of Douglas County, crosses our county line in a 24-inch main, proceeds half a mile, and then there's a pipeline off of it that goes to Stewart Ponds. So it comes into our City for a very short time before it's ... deposited to Stewart Ponds. So the discussion is that wholesale rate, currently \$0.77 per thousand, ... the appropriate amount of money to be charging for that water. And should there be some other charges put on top of \$0.77 that relate to Carson City managing the water system and, if so, what should those charges be? ... that's what's been talked about to us that should be considered and we're happy to consider it. We have not done so up to this time in terms of bringing a suggestion back to this committee as to what that might be or what would be fair and equitable.”

In response to a question, Mr. Schulz advised of “an increment of time that we spend, as a utility ... fund in terms of water on top of that \$0.77. David [Bruketta] and I don't think it's a lot but there is a number there and ... we just haven't developed that number. But, if that's something that ... is a recommendation and you think you would like us to do that, we can do that and then bring it back to you as to what that number might be and how we came up with it.”

Chairperson Engleman entertained questions or comments of the committee members. Vice Chairperson Bennett requested the Public Works Department staff's confident assurance “that the water fund is not going into deficit by providing that transfer to the sewer fund. ... we're talking about a very small amount of money relative to the size of the enterprise fund. ... I mean, it's \$44,000, is that right?” In reference to the October 5, 2016 memo included in the agenda materials, Mr. Bruketta explained “we started the supplementation in June. We ... just ended it in October and the cumulative amount was \$44,134 total. So

**CARSON CITY UTILITY FINANCIAL OVERSIGHT COMMITTEE**

**Minutes of the October 19, 2016 Meeting**

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**DRAFT**

that amount would be transferred from the sewer fund to cover the cost to the water fund.” Vice Chairperson Bennett stated, “as long as we can say that we've made a good effort in making sure that the water fund doesn't go into deficit, I'm satisfied. I don't think it's worth chasing the pennies around.” Chairperson Engleman acknowledged this year's relatively insignificant amount, but suggested “if we can come up with something that adds a little bit to it ..., that just is good for the water fund ... Any amount we can get into the water fund ... is good for the overall program.” Vice Chairperson Bennett agreed, but cautioned against the sewer fund subsidizing the water fund. “They need to be able to stand on their own.” Chairperson Engleman agreed, and clarified she was “only looking at where the sewer fund was using water.” In response to a question referencing a recent newspaper article, Mr. Bruketta advised of no surplus in the sewer fund.

In reference to the October 5, 2016 memo, Member Scott pointed out that the domestic water supplementation at Stewart Ponds is decreasing. He noted the increase in the cost per thousand gallons. “... clearly, the quantity that we're talking about here, at least at this point, is a declining number.” Member Scott suggested that the question may be “worth exploring but ... it's easiest to pick ... the wholesale number. If we want to try to analyze and develop an overhead increment to add to that, I think you simply open the door to all kinds of discussion and it puts us in the position, potentially, of more micromanaging than overlooking.” Member Scott suggested “the wholesale rate is probably as good as any. The sewer fund owes the water fund a favor when the time comes and we can talk about that ... at that point in time.” Chairperson Engleman and Member Bowling agreed. Member Bowling suggested “we're facing a situation where we're going to spend a dollar to save a dime,” and expressed the opinion that it's not worth it.

In reference to Member Scott's comments, Mr. Schulz advised that the decreasing supplementation has everything to do with the re-users and Mr. Bruketta's work with them. Chairperson Engleman entertained additional questions or comments; however, none were forthcoming.

**6. FUTURE AGENDA ITEMS (1:59:44)** - Chairperson Engleman advised of the anticipation that the resolution which was the subject of item 5(A) will be submitted to the Board of Supervisors in November or December.

**7. PUBLIC COMMENT (1:59:38)** - Chairperson Engleman entertained public comment; however, none was forthcoming. (2:01:22) Mr. Bruketta provided a report on the effects of the storm event which occurred over the past weekend. A brief discussion ensued and, in response to a question, Mr. Bruketta advised that Public Works Department staff is in the process of review following the storm event. (2:07:53) Chairperson Engleman called again for public comment; however, none was forthcoming.

**8. ACTION TO ADJOURN (2:08:12)** - Chairperson Engleman entertained a motion to adjourn. **Vice Chairperson Bennett so moved. Member Scott seconded the motion. Motion carried 5-0.**

The Minutes of the October 19, 2016 Carson City Utility Financial Oversight Committee are so approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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ANDREA ENGLEMAN, Chair



# STAFF REPORT

**Item No.** 5A

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Possible Action: To elect a Committee Chairperson and Vice-Chairperson for the Utility Finance Oversight Committee.

**Staff Summary:** Committee members will be asked to nominate and elect a Chairperson and Vice-Chairperson to serve for this year.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 5 minutes

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## **Proposed Motion**

Move elect a Committee Chairperson and Vice-Chairperson for the Utility Finance Oversight Committee.

## **Board's Strategic Goal**

N/A

## **Previous Action**

N/A

## **Background/Issues & Analysis**

In accordance with the Boards, Committees and Commissions Policies and Procedures, unless otherwise provided by law, ordinance or resolution, at the first meeting of each calendar year, the board, committee, or commission shall pursuant to a noticed agenda item elect a chairperson who shall preside at meetings. The board, committee, or commission shall then choose a vice-chairperson. Additionally, it is the goal of the Board of Supervisors that leadership will regularly rotate among the members of the boards, committees and commissions. As such, a member should only serve as chairperson for two consecutive years and should be nominated for chairperson only when two or more years have passed since the member last served as chairperson. A board, committee or commission may deviate from this aspirational goal if it determines that compliance would be detrimental to its purpose or function.

## **Applicable Statute, Code, Policy, Rule or Regulation**

Carson City, Nevada  
Boards, Committees, and Commissions  
Policies and Procedures  
Approved September 5, 2012  
Amended February 4, 2016

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)



# STAFF REPORT

**Item No. 5B**

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Information Only: Non-substantive update regarding Resolution No 2016-R-27, A Resolution Amending "Resolution No 2013-R-45A - Formally Establishing the Carson City Utility Finance Oversight Committee" that was approved by the Board of Supervisors with no changes from the Committee's recommendations.

**Staff Summary:** Committee members will be provided with a copy of Resolution No 2016-R-27 that was approved by the Board of Supervisors on November 17, 2016.

**Agenda Action:** Other/Presentation

**Time Requested:** 5 minutes

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## **Proposed Motion**

Information Only

## **Board's Strategic Goal**

N/A

## **Previous Action**

N/A

## **Background/Issues & Analysis**

N/A

## **Applicable Statute, Code, Policy, Rule or Regulation**

N/A

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

## **Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)



# STAFF REPORT

11 (A)

2016-R-27

**Report To:** Board of Supervisors

**Meeting Date:** November 17, 2016

**Staff Contact:** Darren Schulz, Public Works Director

**Agenda Title:** For Possible Action: To accept the report from the Utility Finance Oversight Committee Chair and adopt Resolution No. 2016-R-XX, which amends Resolution 2013-45A, formally establishing the Carson City Utility Finance Oversight Committee. (David Bruketta, dbruketta@carson.org)

**Staff Summary:** On March 17, 2016, the Carson City Board of Supervisors directed the Utility Finance Oversight Committee (Committee) to examine Resolution 2013-R-45A, which formally established the Committee, and make recommendations for possible modification or amendment. On September 26 and October 19, 2016, the Committee reviewed the resolution with Legal Counsel and staff and recommended changes resulting in draft resolution No. 2016-R-XX, a resolution amending 2013-R-45A.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 minutes

**Proposed Motion**

Move to accept the report from the Utility Finance Oversight Committee Chair and adopt Resolution No. 2016-R-XX, which amends Resolution 2013-45A, formally establishing the Carson City Utility Finance Oversight Committee.

**Board's Strategic Goal**

Efficient Government

**Previous Action**

NA

**Background/Issues & Analysis**

NA

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

Do not accept the recommended changes and provide further direction to staff.

**Board Action Taken:**

Motion: APP

- 1) BB
- 2) KA

Aye/Nay

5/0

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SM

(Vote Recorded By)

**RESOLUTION NO. 2016-R-27**

**A RESOLUTION AMENDING "RESOLUTION NO. 2013-R-45A - FORMALLY ESTABLISHING THE CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE"**

WHEREAS, on December 5, 2013, pursuant to authority set forth in Section 2.320 of the Carson City Charter, the Carson City Board of Supervisors ("Board") adopted Resolution No. 2013-R-45A to create the Carson City Utility Finance Oversight Committee ("Utility Committee") for the purpose of providing the Board with recommendations regarding continuing compliance with Board adopted utility financial policies in preparation of annual budgets; and

WHEREAS, on March 17, 2016, the Board directed the Utility Committee to examine the existing provisions set forth in Resolution No. 2013-R-45A and to provide to the Board recommendations, if any, to amend any provision thereto; and

WHEREAS, on October 19, 2016, the Utility Committee examined the existing provisions set forth in Resolution No. 2013-R-45A and determined that certain of those provisions should be amended, and further determined to recommend to the Board the adoption of those proposed amendments as agreed upon by the Committee;

NOW, THEREFORE, the Board hereby resolves:

1. The existing provisions of Resolution No. 2013-R-45A are amended as shown in Attachment "A" to this Resolution, and those amendments are effective immediately upon passage and adoption of this Resolution.


Upon motion by Supervisor Brad Bonkowski, seconded by Supervisor Karen Abowd, the foregoing Resolution was passed and adopted this 17<sup>th</sup> day of November, 2016, by the following vote:

AYES: Supervisor Brad Bonkowski  
Supervisor Karen Abowd  
Supervisor Lori Bagwell  
Supervisor Jim Shirk  
Mayor Robert Crowell

NAYS: None

ABSENT: None

ABSTAIN: None.

  
\_\_\_\_\_  
ROBERT L. CROWELL, Mayor  
Carson City, Nevada

ATTEST:

  
\_\_\_\_\_  
SUSAN MERRIWETHER, Clerk-Recorder  
Carson City, Nevada

## ATTACHMENT A

(***bold, underlined and italicized*** text is added, [~~stricken~~] text is deleted)

## RESOLUTION NO. 2013-R-45A

### A RESOLUTION FORMALLY ESTABLISHING THE CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE

WHEREAS, Section 2.320 of the Carson City Charter authorizes the Board of Supervisors (Board) to create advisory boards to advise the Board in specific areas of local government, including, without limitation, public safety, public employees, finance, human resources, public property and facilities; and

WHEREAS, the Board, at its meeting of August 15, 2013 with the introduction of new water, sewer, and stormwater utility rates requested that an oversight committee be formed to monitor compliance with utility financial policies; **that are relevant to Carson City utilities;** and

WHEREAS, the Board desires impartial review and recommendations from qualified persons regarding compliance with Carson City utility financial policies; **that are relevant to Carson City utilities;** and

WHEREAS, the Board desires to set forth guidelines regarding membership of the committee, purpose of the committee, length of term of the members of the committee, frequency of meetings, and other matters properly relating to thereto.

NOW, THEREFORE, the Board hereby resolves:

1. The Carson City Utility Finance Oversight Committee (Utility Committee) is hereby formally established ~~existing~~ **and shall continue thereafter in existence until such time the Board takes action to terminate the Utility Committee. The Utility Committee shall consist** of five (5) members, ~~with one committee member appointed by each.~~ **Each** Board member ~~shall appoint one person to serve as a Utility Committee member.~~
2. The Utility Committee shall be composed of people **persons** with knowledge and expertise relevant to finance, accounting, or related fields. **and beneficial for membership on the Utility Committee in furthering the purpose of the Utility Committee, as determined by the Board member appointing the Utility Committee member.**
3. The purpose of the Utility Committee shall be to provide :
  - (a) **Provide** the Board with recommendations regarding ~~continuing~~ **to ensure** compliance with Board-adopted utility financial policies **that are relevant to Carson City utilities for the purpose of assisting the Board** in *its* preparation of annual budgets, **and in such a manner that is consistent with the utility financial policies provided by the FCS Group as set forth in the report entitled "Final Report for Water & Sewer Rate Study," dated October, 2013 ("FCS Report"), and any subsequent policies that are approved or adopted by the Board which supersede or otherwise alter the financial policies provided by the FCS Report. The recommendations of the Utility Committee must be based on a determination that the overall aggregate of**

**activities and proposals of Carson City utilities do or do not substantially meet the financial policies described herein.**

**(b) Consider any other matter or perform any other function as directed by the Board and which relates to the purpose of the Utility Committee.**

4. Each member of the Utility Committee shall serve concurrent **concurrently** with the term of the Board member who made his or her appointment. Any vacancies shall **A vacancy must** be filled by the Board **member who appointed the Utility Committee member whose departure created the vacancy,** and once **after the vacancy is** filled, the **newly appointed** Utility Committee member shall serve two years, **concurrently with the term of the appointing Board member.** All members **Each Utility Committee member** shall serve without compensation. The Utility Committee shall terminate June 30, 2018, unless extended by Board action.
5. The meetings of the Utility Committee shall be held in February and March of **may hold quarterly meetings in** each calendar year to review draft utility budgets or at the call of the chair. A report from the Utility Committee to the Board will be provided by April each year, prior to Board adoption **or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee, including, without limitation, one or more meetings for the purpose of reviewing proposed budgets concerning Carson City utilities. Before the adoption** of annual city **Carson City** budgets, **by the Board, the Utility Committee shall submit to the Board a report concerning the results of any budget review.** The Public Works and Finance Departments **of Carson City** shall be **serve as** staff liaison and shall provide **professional and administrative** support to the Utility Committee.
6. The **Except as otherwise provided in this Resolution, the** Utility Committee shall operate in accordance **with** and be subject to the Policies and Procedures for Boards, Committees, and Commissions, **as adopted by the Board.**
7. **The Utility Committee may, from time to time and as it deems necessary, consider any provision of this Resolution at a meeting of the Utility Committee and provide to the Board a recommendation to amend, supplement or otherwise modify this Resolution.**

Upon motion by Supervisor Brad Bonkowski, seconded by Supervisor John McKenna, the foregoing Resolution was passed and adopted this 5<sup>th</sup> day of December, 2013:

AYES:           Supervisor Brad Bonkowski  
                  Supervisor John McKenna  
                  Supervisor Karen Abowd  
                  Mayor Robert Crowell

NAYS:           Supervisor Jim Shirk

ABSENT:       None.

ABSTAIN:      None.

ROBERT L. CROWELL, Mayor  
Carson City, Nevada

ATTEST:

ALAN GLOVER, Clerk-Recorder  
Carson City, Nevada



# STAFF REPORT

**Item No.** 5C

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Information Only: Non-substantive update regarding the 2017 Flood.

**Staff Summary:** Committee members will be provided an update on the January 2017 storm events and their impact to the utility systems.

**Agenda Action:** Other/Presentation

**Time Requested:** 15 minutes

**Proposed Motion**

Information Only

**Board's Strategic Goal**

N/A

**Previous Action**

N/A

**Background/Issues & Analysis**

N/A

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)



# STAFF REPORT

**Item No.** 5D

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Information Only: Non-substantive update regarding Capital Projects at the Water Resource Recovery Facility.

**Staff Summary:** Committee members will be provided an update on the status of the WRRF Phase 1A Project and a briefing on the proposed next phase of the project referred to as the WRRF Capital Improvements FY18.

**Agenda Action:** Other/Presentation

**Time Requested:** 15 minutes

**Proposed Motion**

Information Only

**Board's Strategic Goal**

N/A

**Previous Action**

N/A

**Background/Issues & Analysis**

N/A

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

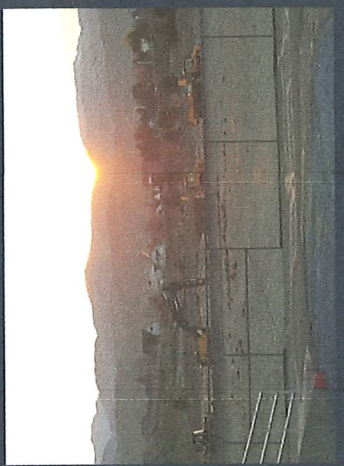
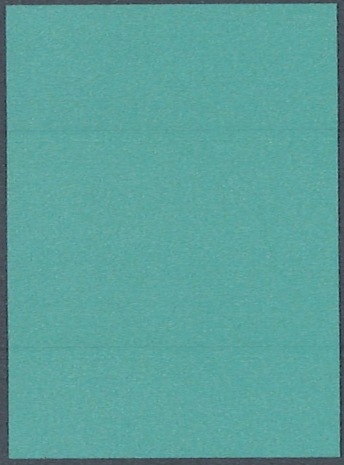
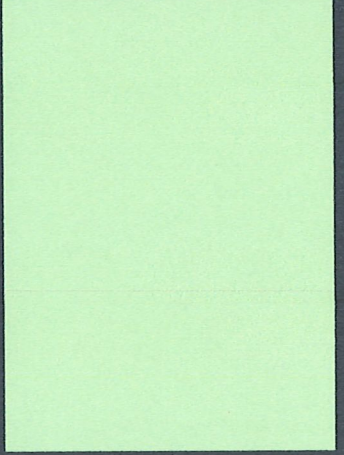
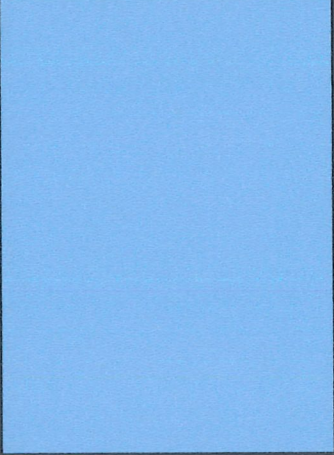
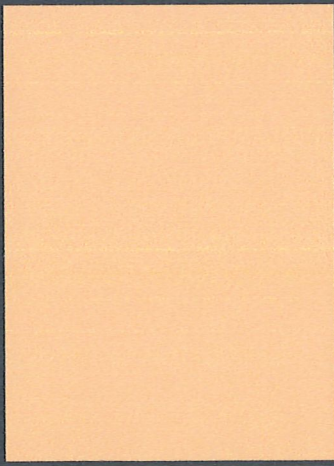
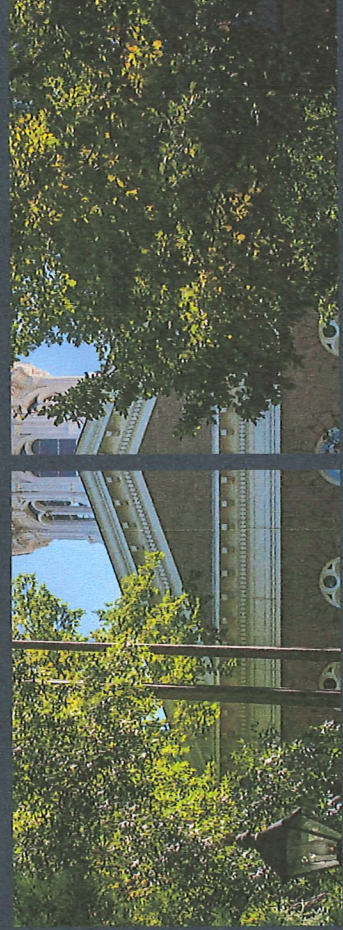
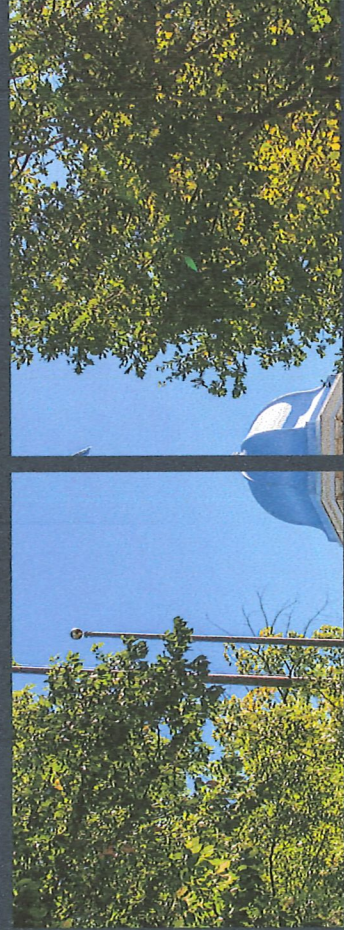
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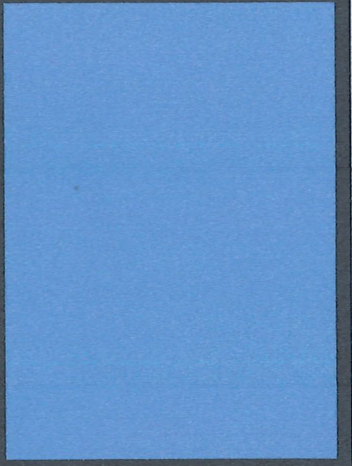
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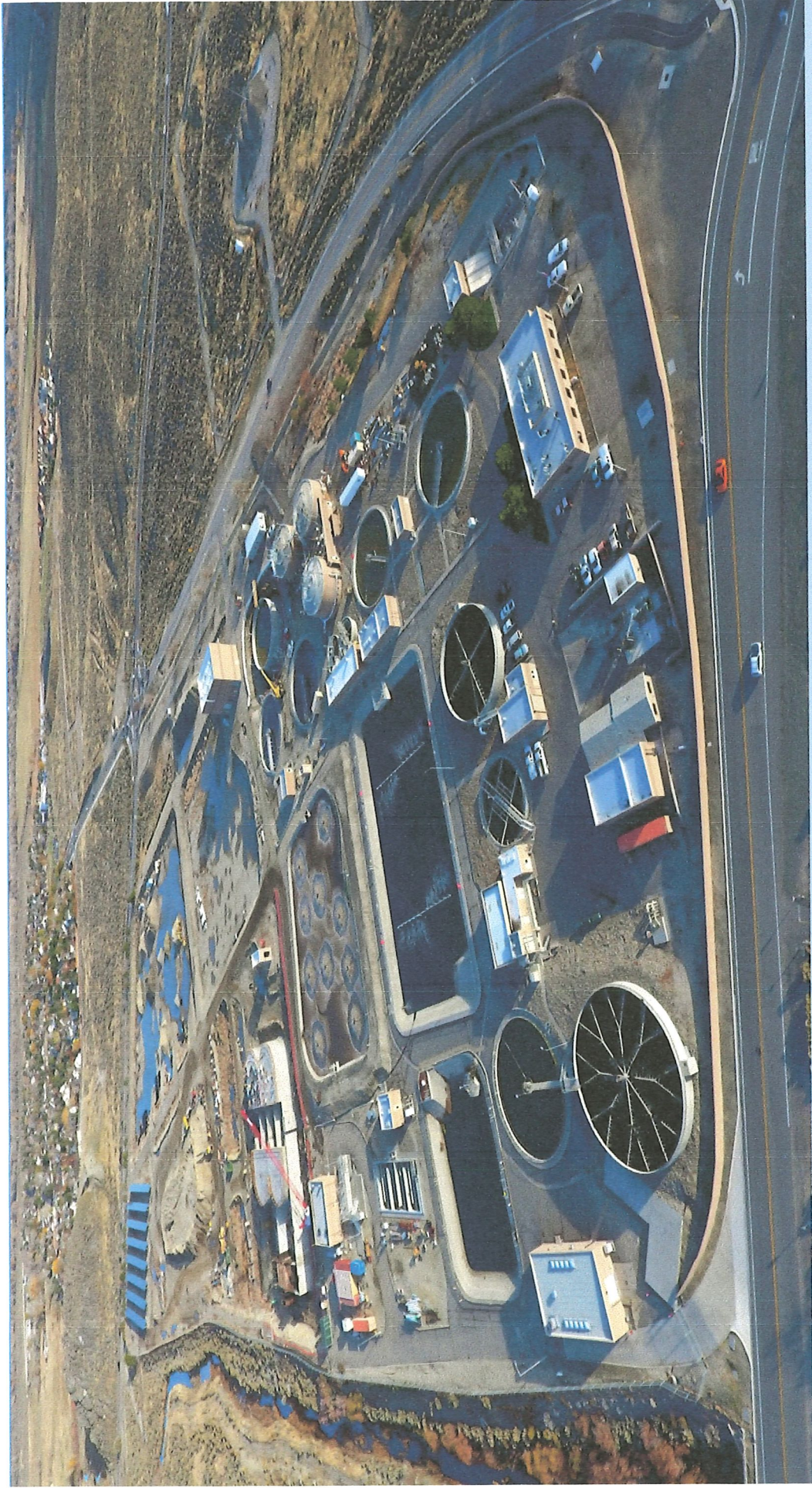
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(Vote Recorded By)



# Water Resource Recovery Facility Capital Improvements Update

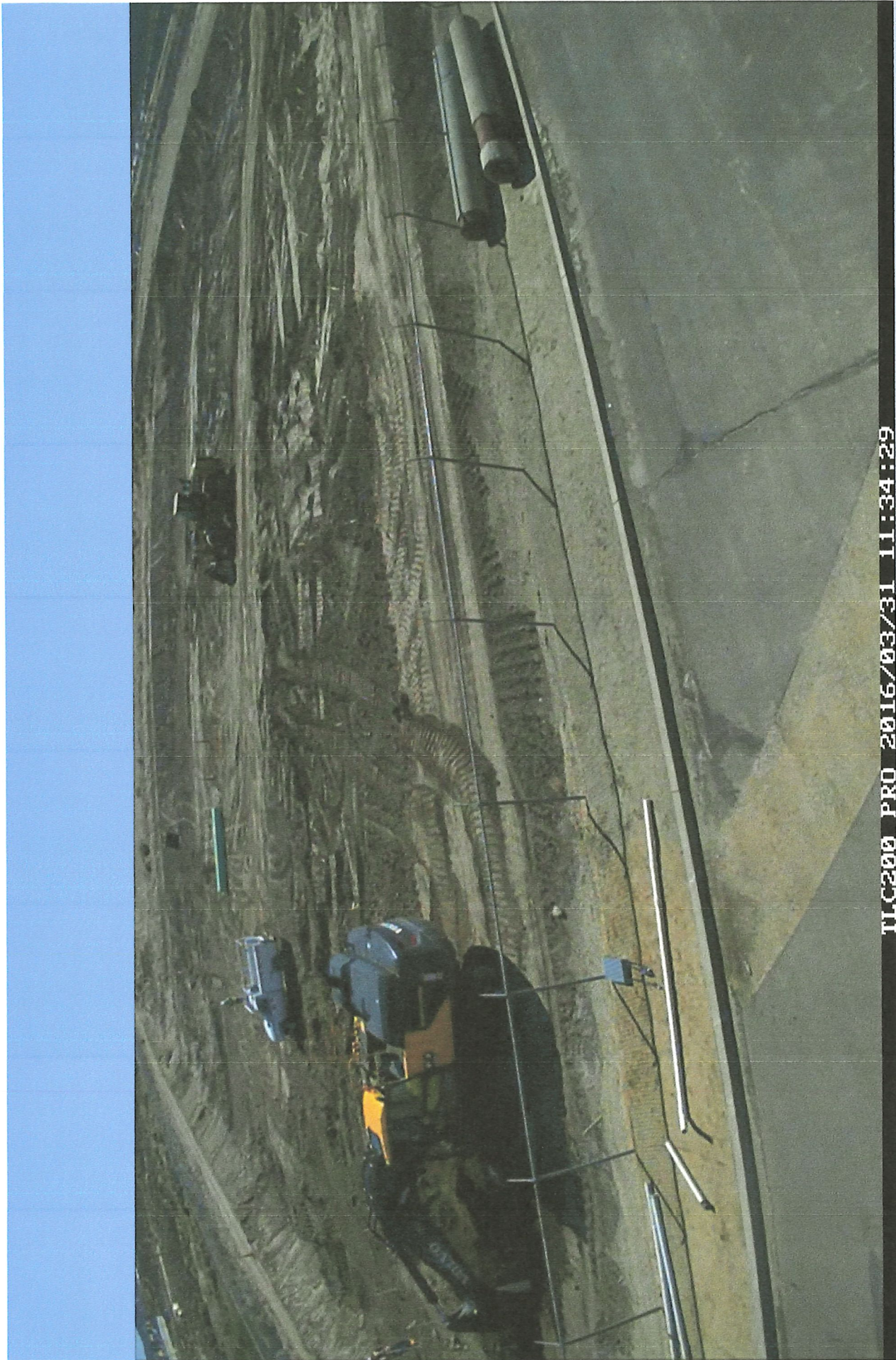
February 2, 2017



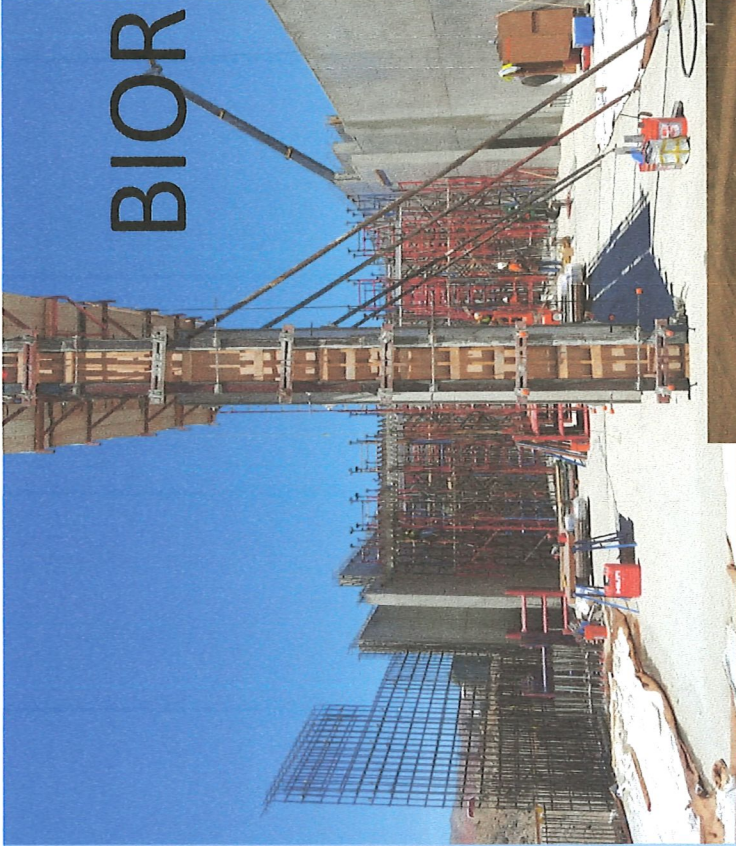


# Phase 1A Upgrades

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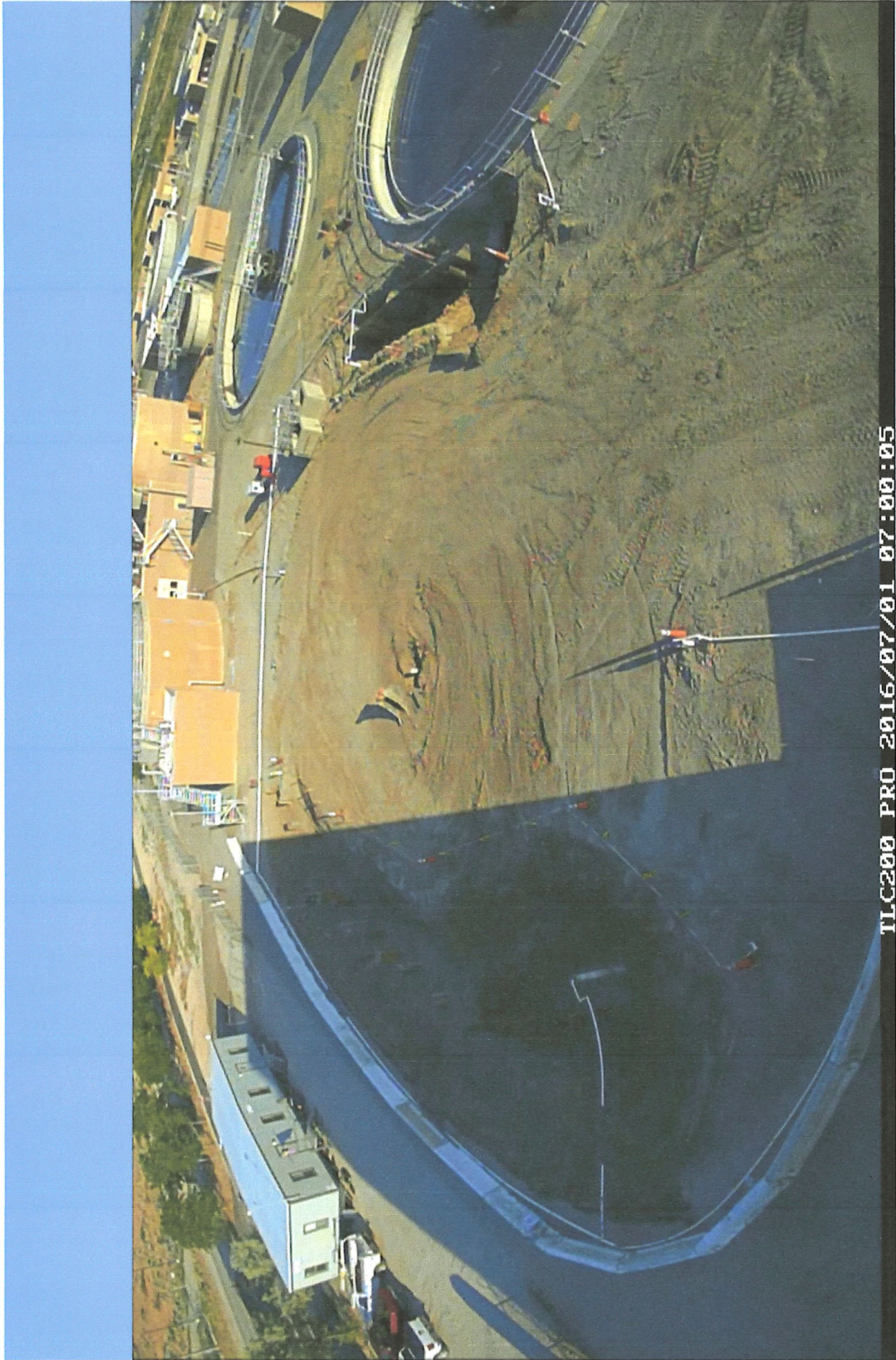


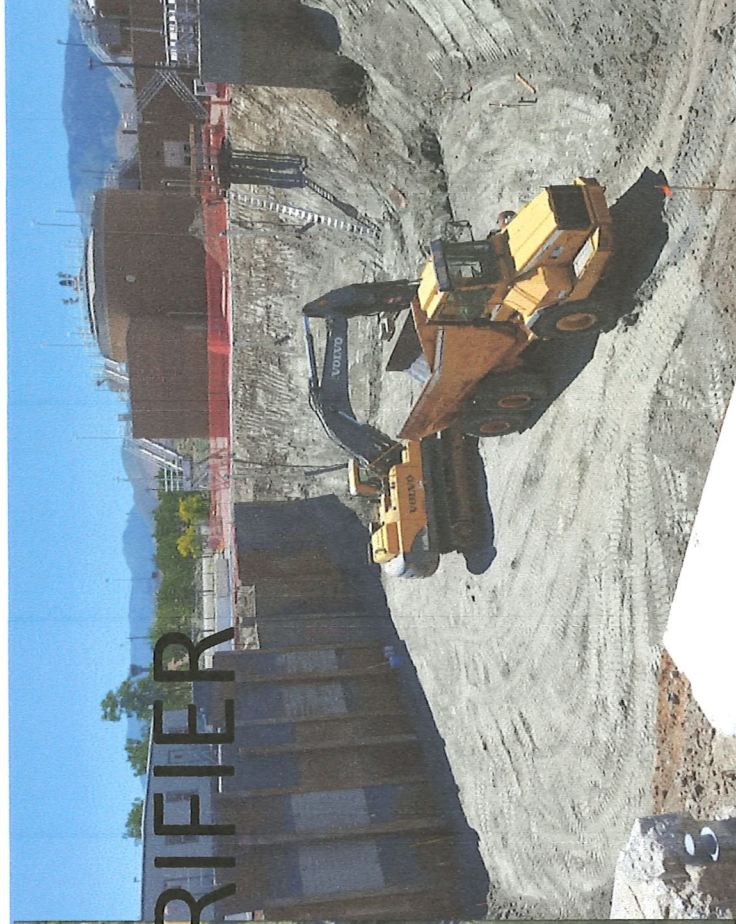
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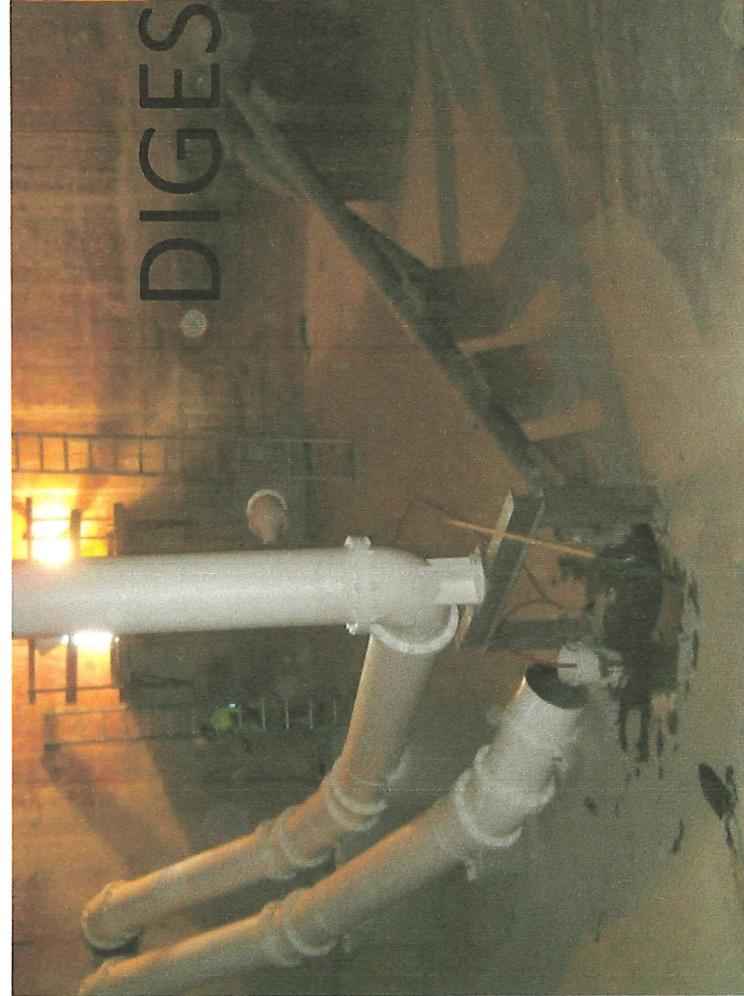
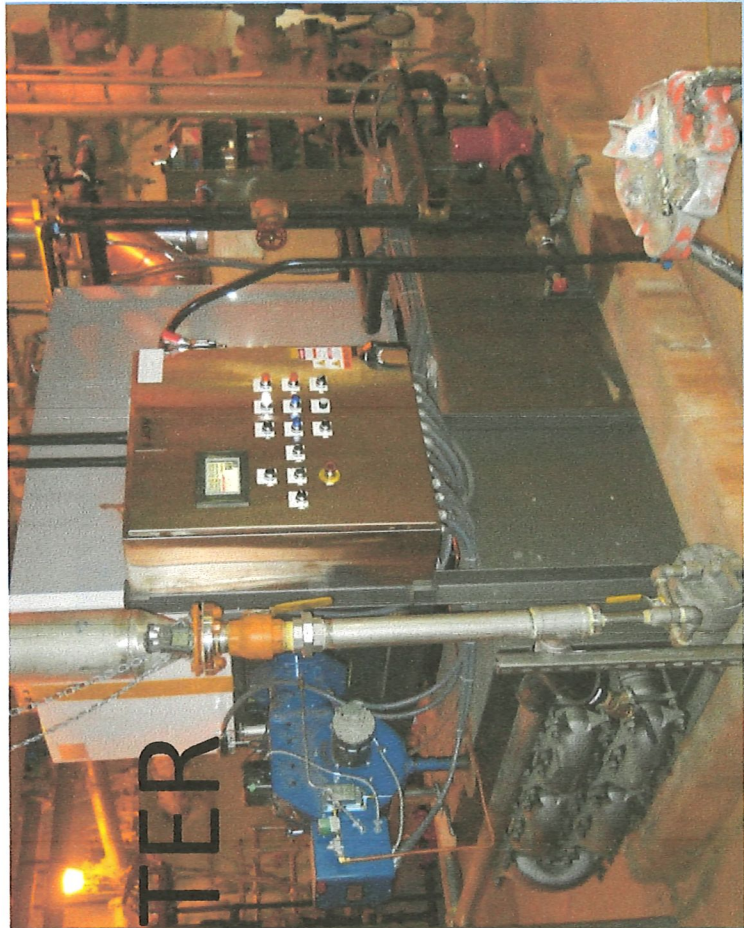




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# Phase 1A Upgrades Milestones

Planned

March 2016

- AWARD: 3/3/2016
- NTP: 3/21/2016

Summer 2017

- Digester completion

Spring 2018

- Bioreactor completion
- Clarifier completion

September 2018

- Substantial Completion

Revised

85%  
completion

February 2017

100%  
completion

December 2017

Actual



# WRRF Capital Improvements FY18

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**WRRF Capital Improvements FY18**

Projects	Improvements	Estimated Cost
1	Headworks Air Scrubber Addition	\$ 1,080,000
2	Emergency Overflow Pond Lining	\$ 480,000
3	Secondary Clarifier 2&3 sweeps, launders and coating	\$ 1,080,000
4	Dewatering Building conveyor system access platform	\$ 600,000
5	Electrical Equipment upgrade at Headworks Building	\$ 720,000
6	Primary Clarifier & Sludge Pumps rehab	\$ 600,000
7	Primary Equalization Pond conversion	\$ 360,000
8	Effluent Pump Station surge tank replacement	\$ 600,000
9	Warehouse	\$ 720,000
10	Replace Main Road and major East/West Road	\$ 600,000
11	Repair / Replace Parshall Flume at Headworks	\$ 420,000
12	Old Facility Demobilization	\$ 150,000
13	Miscellaneous Electrical upgrade at Effluent PS	\$ 690,000
14	Intermediate Pump Station parallel 16 inch B.I. line	\$ 600,000
15	Sampling Station Shelters	\$ 120,000
16	Plastic Ball Covers for EQ Basin	\$ 60,000
17	Demo Trickling Filter No. 1	\$ 120,000
18	Primary Clarifier Overflow effluent trough covers	\$ 720,000
		<b>\$ 9,720,000</b>

# WRRF Capital Improvements FY18 Milestones

Proposed

**February 2017**

- RFP – Design Services
- RFP – CMAR
- Construction Support

**April 2017**

- Short List Interviews
- Contract Negotiations

**May 2017**

- BOS contract award

**December 2017**

- BOS contract award

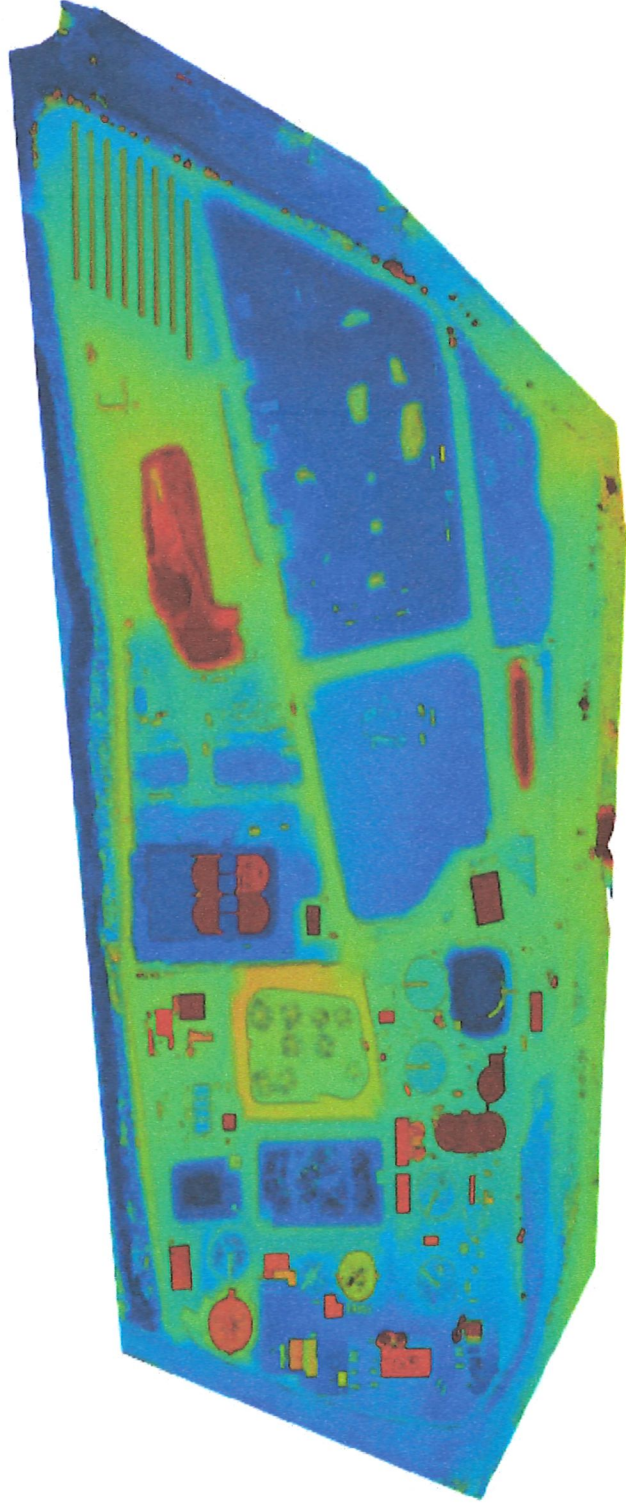
**March 2018**

- Begin Construction

**March 2019**

- Substantial Completion

Questions?





# STAFF REPORT

**Item No.** 5E

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Information Only: Presentation and discussion on draft 5-year Capital Improvement Plans.

**Staff Summary:** Committee members will be provided draft 5-year Capital Improvement Plans for water, sewer and stormwater funds and will be reviewed for compliance with adopted financial policies.

**Agenda Action:** Other/Presentation

**Time Requested:** 30 minutes

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## **Proposed Motion**

For Information Only.

## **Board's Strategic Goal**

Sustainable Infrastructure

## **Previous Action**

N/A

## **Background/Issues & Analysis**

N/A

## **Applicable Statute, Code, Policy, Rule or Regulation**

N/A

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

## **Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

1/30/2017 Draft Sewer 5-Year CIP

Department	Description	FISCAL YEAR					5 Yr Total
		FY2018	FY2019	FY2020	FY2021	FY2022	
Sewer	Collection - Lift Station Reconstruction	-	-	-	200,000	2,000,000	2,200,000
	Collection - Sewer Line Replacement/Rehabilitation	2,000,000	2,000,000	3,050,000	2,050,000	50,000	9,150,000
	Communications-Fiber-SCADA	40,000	40,000	40,000	40,000	40,000	200,000
	Equipment Replacement - Wastewater	200,000	200,000	200,000	200,000	200,000	1,000,000
	Equipment Replacement-Sewer Maintenance	200,000	100,000	100,000	-	300,000	700,000
	Facility Upgrade-Sewer Maintenance	75,000	75,000	75,000	75,000	75,000	375,000
	Facility Upgrade-Wastewater	150,000	150,000	150,000	100,000	100,000	650,000
	Fuel Facility-Sewer Maintenance	-	-	-	-	-	-
	Groundwater Protection-Sewer Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
	Reuse - Brunswick Canyon Reservoir Inlet/Outlet Rehabilitation	-	-	450,000	-	-	450,000
	Reuse - Brunswick Canyon Reservoir System Improvements	-	250,000	-	-	-	250,000
	Reuse - EVGC Rehabilitation	435,000	-	1,500,000	1,500,000	930,000	4,365,000
	Reuse - Pipe Corrosion Protection	-	-	-	700,000	1,000,000	1,700,000
	Reuse - Pipe Joint Coupling Rehabilitation	-	-	50,000	50,000	50,000	150,000
	Reuse - System Pipeline Air Release Rehabilitation	-	-	50,000	100,000	100,000	250,000
	Treatment - WRRF Capital Improvements FY18	6,480,000	3,240,000	-	-	-	9,720,000
	Treatment - WRRF Phase 1a	2,667,548	-	-	-	-	2,667,548
	Vehicle Replacement-Sewer Maintenance	-	202,500	350,000	205,000	-	757,500
	Vehicle Replacement-Wastewater	83,000	55,000	-	55,000	-	193,000
	<b>Sewer Total</b>	<b>12,380,548</b>	<b>6,362,500</b>	<b>6,065,000</b>	<b>5,325,000</b>	<b>4,895,000</b>	<b>35,028,048</b>

1/30/2017 Draft Water 5-Year CIP

Department	Description	FISCAL YEAR					5 Yr Total
		FY2018	FY2019	FY2020	FY2021	FY2022	
Water	Communications-Fiber-SCADA	30,000	30,000	30,000	30,000	-	120,000
	E/W Transmission Main	-	-	-	-	-	-
	Emergency Generator Program	50,000	150,000	-	-	200,000	400,000
	Equipment Replacement	-	150,000	390,000	180,000	-	720,000
	Facility/Building Rehabilitation	100,000	50,000	100,000	100,000	-	350,000
	Prison Hill Booster	453,000	-	-	-	-	453,000
	Fuel Facility	-	-	-	-	-	-
	Quill Treatment Plant Rehabilitation	-	100,000	-	220,000	-	320,000
	Replace Pumps/Motors Program	100,000	-	150,000	150,000	-	400,000
	Tank Maintenance Program	100,000	-	-	-	450,000	550,000
	Vehicle Replacement	158,000	417,500	375,000	285,000	60,000	1,295,500
	Water Line Replacement/Rehabilitation Program	300,000	150,000	300,000	300,000	-	1,050,000
	Well Redrilling	-	750,000	-	-	-	750,000
	Well Rehabilitation Program	-	50,000	100,000	100,000	-	250,000
	<b>Water Total</b>	<b>1,291,000</b>	<b>1,847,500</b>	<b>1,445,000</b>	<b>1,365,000</b>	<b>710,000</b>	<b>6,658,500</b>






1/30/2017 Draft Stormwater 5-Year CIP

Department	Description	FISCAL YEAR					5 Yr Total
		FY2018	FY2019	FY2020	FY2021	FY2022	
Stormwater	Vehicle Replacement	-	-	450,000	140,000	-	590,000
	<b>Stormwater Total</b>	-	-	<b>450,000</b>	<b>140,000</b>	-	<b>590,000</b>

# Utility Financial Oversight Committee

## Fiscal Policies FY18

### Sewer Fund

Description	Goal	Actual	
Operating Reserve	45 days of O&M expense	\$ 619,110	619,110 
Capital Contingency Reserve	Minimum balance equal to 2% of system fixed assets	\$ 2,472,572	6,074,906 
System Reinvestment Funding	Annually funded from rates an amount equal to annual depreciation expense	\$ 3,311,678	4,290,912 
Debt Management	Maintain debt to equity ratio of about 50:50	50:50	30:70 
Debt Service Coverage	Maintain net revenues to be at least 1.0 times total debt service	1.0	3.15 



# STAFF REPORT

**Item No.** 5F

**Report To:** Utility Finance Oversight Committee

**Meeting Date:** 01/30/2017

**Staff Contact:** Darren Schulz, Director of Public Works

**Agenda Title:** For Possible Action: To recommend the following the dates, times and locations for reoccurring Committee meetings for CY17: \_\_\_\_\_.

**Staff Summary:** Discussion and possible action to set dates, times and locations for future meetings. The resolution (2016-R-27) states that the Committee may hold quarterly meetings in each calendar year or at any other time and as often as is deemed necessary and appropriate by the Chairperson of the Utility Committee, including, without limitation, one or more meeting for the purpose of reviewing proposed budgets concerning Carson City utilities. Before the adoption of annual Carson City budgets by the Board, the Utility Committee shall submit to the Board a report concerning the results of any budget review.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

Move to recommend the following the dates, times and location for reoccurring Committee meetings for CY17: \_\_\_\_\_.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

N/A

## **Background/Issues & Analysis**

N/A

## **Applicable Statute, Code, Policy, Rule or Regulation**

N/A

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

## **Alternatives**

**Committee Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)