

CARSON CITY UTILITY FINANCE OVERSIGHT COMMITTEE

Minutes of the April 4, 2022 Meeting

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A regular meeting of the Carson City Utility Finance Oversight Committee was scheduled for 9:00 a.m. on Monday, April 4, 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

PRESENT: Vice Chair Randy Bowling
Member Cynthia Turiczek
Member Jim Bathgate

STAFF: Darren Schulz, Public Works Department Director
Andy Hummel, Wastewater Utility Manager
Eddy Quaglieri, Water Utility Manager
Pamala Ganger, Deputy Chief Financial Officer
Jamie Stevenson, Accounting Manager
Adam Tully, Deputy District Attorney
Danielle Howard, Public Meetings Clerk

NOTE: A recording of these proceedings, the commission’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours. An audio recording of this meeting is available on www.Carson.org/minutes.

1. CALL TO ORDER AND – UTILITY FINANCE OVERSIGHT COMMITTEE

(9:00:29) – Vice Chairperson Bowling called the meeting to order at 9:00 a.m.

2. ROLL CALL AND DETERMINATION OF A QUORUM.

(9:00:42) – Roll was called, and a quorum was present. Chairperson Johnston and Member Knecht were absent during the meeting.

3. PUBLIC COMMENT

(9:00:57) – Vice Chairperson Bowling entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION – APPROVAL OF MINUTES – JANUARY 24, 2022

(9:01:15) – Vice Chairperson Bowling introduced the item and entertained questions, changes, and a motion.

(9:01:36) – **MOTION:** Member Bathgate moved to approve the January 24, 2022 meeting minutes as presented. Member Turiczek seconded the motion. The motion carried 3-0-0.

5. PUBLIC MEETING ITEMS:

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5.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING ELECTING A CHAIRPERSON AND VICE-CHAIRPERSON FOR THE UTILITY FINANCE OVERSIGHT COMMITTEE.

(9:02:22) – Vice Chairperson Bowling introduced the item, and Mr. Hummel referenced the Staff Report, which is incorporated into the record. Vice Chairperson Bowling entertained nominations.

(9:03:23) – MOTION: Member Turiczek moved to nominate Randy Bowling to the position of UFOC Chair. Member Bathgate seconded the motion. The motion carried 3-0-0.

(9:04:43) – MOTION: Member Bathgate moved to nominate Bob Johnston to the position of UFOC Vice Chair. Member Turiczek seconded the motion. The motion carried 3-0-0.

5.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE TENTATIVE FISCAL YEAR (“FY”) 2023 WASTEWATER FUND BUDGET, ITS COMPLIANCE WITH ADOPTED FINANCIAL POLICIES, AND A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE TENTATIVE WASTEWATER FUND BUDGET FOR FY 2023.

(9:05:19) – Vice Chairperson Bowling introduced the item. Ms. Stevenson acknowledged Carson City Public Works Department Fiscal Analyst Courttney Nicholas for having contributed “a lot of the hard work on these budgets.” Ms. Stevenson referenced the Slideshow regarding the tentative fiscal year (FY) 2023 Wastewater Fund Budget, which is incorporated into the record, and Mr. Hummel responded to clarifying questions. When no further questions were forthcoming, Vice Chairperson Bowling entertained a motion.

(9:11:19) – MOTION: Member Turiczek moved to acknowledge that the tentative Wastewater Fund Budget for FY 2023 is in compliance with the adopted financial policies and to recommend that the Board of Supervisors approve the tentative Wastewater Fund Budget for FY 2023. Member Bathgate seconded the motion. Vice Chairperson Bowling entertained Member comments and commented that, having been a Member of the Committee for many years, it was “nice to see” that there are financial policy standards [and] goals and that those standards and goals are being met. He also complimented Staff before calling for a vote. **The motion carried 3-0-0.**

5.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE TENTATIVE FISCAL YEAR (“FY”) 2023 WATER FUND BUDGET, ITS COMPLIANCE WITH ADOPTED FINANCIAL POLICIES, AND A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE TENTATIVE WATER FUND BUDGET FOR FY 2023.

(9:13:30) – Vice Chairperson Bowling introduced the item. Ms. Stevenson referenced the Slideshow regarding the tentative FY 2023 Water Fund Budget, which is incorporated into the record, and she

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indicated that the Personnel Detail Worksheet for FY 2021-2022 was not updated to include the promotions; however, the total numbers in the Budget are correct. She, Ms. Ganger, and Mr. Quaglieri also responded to clarifying questions. When no further questions were forthcoming, Vice Chairperson Bowling entertained a motion.

(9:20:33) – Member Turiczek moved to acknowledge that the tentative Water Fund Budget for FY 2023 is in compliance with the adopted financial policies and to recommend that the Board of Supervisors approve the tentative Water Fund Budget for FY 2023. Member Bathgate seconded the motion. The motion carried 3-0-0.

5.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE TENTATIVE FISCAL YEAR (“FY”) 2023 STORMWATER UTILITY FUND BUDGET, ITS COMPLIANCE WITH ADOPTED FINANCIAL POLICIES, AND A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE TENTATIVE STORMWATER UTILITY FUND BUDGET FOR FY 2023.

(9:21:35) – Vice Chairperson Bowling introduced the item. Ms. Stevenson referenced the Slideshow regarding the tentative FY 2023 Stormwater Utility Fund Budget, which is incorporated into the record, and Ms. Ganger and Mr. Hummel responded to clarifying questions.

(9:25:41) – In regards to the new rate structure and transferring to the new system, Vice Chairperson Bowling remarked about “the torturous analysis that Staff and their consultant did” and commented that he was “thrilled with the end result.”

(9:27:21) – Vice Chairperson Bowling entertained a motion.

(9:27:26) – MOTION: Member Turiczek moved to acknowledge that the tentative Stormwater Utility Fund Budget for FY 2023 is in compliance with the adopted financial policies and to recommend that the Board of Supervisors approve the tentative Stormwater Utility Fund Budget for FY 2023. Member Bathgate seconded the motion. The motion carried 3-0-0.

6. NON-ACTION ITEMS:

- FUTURE AGENDA ITEMS

(9:52:31) – Vice Chairperson Bowling introduced the item and entertained requests for future agenda items; however, none were forthcoming.

- STATUS REPORTS AND COMMENTS FROM STAFF OR MEMBERS OF THE COMMITTEE

(9:52:40) – Vice Chairperson Bowling asked Staff if there was anything the Members could do to support

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Staff's efforts in increasing efficiency, and Mr. Hummel believed that the Members' support through the process, visiting the facilities, and staying informed on what Staff were doing was "very helpful."

6.A FOR INFORMATION ONLY: PRESENTATION AND DISCUSSION OF MANAGER'S REPORT ON PERSONNEL, PROJECTS, AND PLANNING.

(9:28:30) – Vice Chairperson Bowling introduced the item. Mr. Quaglieri highlighted the following during his report regarding the Water Division of the Carson City Public Works Department:

- Due to the weather, demands were "picking up"; however, the City appeared to be "going back into freezing territory" during the following week, which would help the Water Division staff.
- The snowpack was "a little below average" this year, as there had not been a lot of snow after December 2021. Mr. Quaglieri noted seeing flows in the Carson River and that the snow from December 2021 had been staying cold longer.
- Permanent generators were installed at Well 55, Well 24, Well 41, and Well 3, which were all on-line and working. New motor control centers and soft starters were installed at Well 24 and Well 41.
- The rehabilitation for Well 44 was complete, and Mr. Quaglieri hoped to get the well back on-line within the next couple of weeks after the well had been off-line for five years.
- The waterline replacement for the Highway 50 bike path was in the process of being finished within the next couple of weeks.
- Water Division staff were in the middle of rehabilitating the Goni Canyon water tank, and Mr. Quaglieri noted that the project was "going really well" and was projected to be finished by the end of April 2022. Additionally, it would take approximately a month until the water tank would be on-line.
- The Quill Water Treatment Plant's new design contract would "take [Quill Water Treatment Plant] from 15 percent to 100 [percent]" through bidding, and the design contract as well as the cost, currently being worked out with the consultants, would be presented to the Carson City Board of Supervisors (BOS) on April 21, 2022.
- A couple water studies had been completed that Mr. Quaglieri had presented on in the past. Regarding the Lake View Timberline Pump Station Study, Mr. Quaglieri indicated that "we've thoroughly vetted that system and look to see in the future what we need there, and it's quite a bit of work, but we have a few projects coming out of it that we can tackle right up front." There were a couple projects to improve the issue coming out of the Iron and Manganese Treatment Study, which involves assessing the iron and manganese content mostly affected on the east side of the City.
- There had been some rehabilitation programs for tracking the Water Division's rehabilitations of the City's wells and tanks, and there was a rehabilitation program started for the pressure reducing valves.

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- The Water Division had finished with the Well Rehabilitation Program, and those wells were all on schedule to be rehabilitated.
- Water Division staff were currently in the middle of the Tank Rehabilitation Program, and staff had “a pretty good idea of what’s coming up for those so we can stay on track of our [capital improvement plan] (CIP).”
- The revised Lead and Copper Rule would be published within the next couple of months for roughly every utility drinking water in the country, though the utility service line and the customer service line needed to be mapped out, and the absence of lead in those service lines needed to be proven. Mr. Quaglieri added that the meters had been “GPSed,” Water Division staff were building off their database, and staff were on their way to meeting the 2024 deadline.
- One of the employed Operators with the Water Division had left, so the Water Production Operator position was backfilled with an internal employee, Joe Gobert, from California with a lot of production experience, and Mr. Quaglieri commented that “it’s kind of a seamless transition for him, and we’re happy to have him.” Brandon Mathiesen, who has been the Division’s Water Production Foreman for the last 20 to 25 years, would be retiring at the end of November 2022, so his replacement was intended to be hired preemptively in April 2022, which would likely be an internal hire, and that new employee would shadow Mr. Mathiesen throughout the summer.

Mr. Quaglieri also responded to clarifying questions.

(9:41:57) – Mr. Hummel highlighted the following during his report regarding the Wastewater Division of the Public Works Department:

- Demands on “the irrigation side” were starting to “pick up” for the season.
- The reservoir that the water is stored in throughout the winter for use during the spring and summer was starting at the same level as it was for the previous year, and Mr. Hummel commented, “with the drought that we’re in, we’re holding steady there.”
- In terms of Wastewater Capital Projects, the Long Street pipeline replacement portion of the project was completed, and it would be paved once Wastewater Division staff had entered “good weather” during the “paving season.” The pipeline replacement for the Robinson Street area of the City was still ongoing, which involved replacing the old main in the street and tying laterals that were being placed that would be tied over to the new main for the residences in that area. The Water Resource Recovery Facility (WRRF) electrical upgrades would be a long-term project due to working through “all the submittals” and acquiring the parts for the project, and a summer start was anticipated for the project. Additionally, parts had been selected and ordered, and the manufacturing and procurement process for the electrical aspect was “taking some time.” Pipeline installation would begin on the Center Drive area around April 2022, which was a roadway project that included some sewer pipeline, and the area is a septic conversion area. There was a generator at the site of Well 24 in the Riverview area for the lift station, so the older

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generator in the street was removed.

- Regarding the wastewater studies, the Division staff were within weeks of the Quick Assessment Program's completion, and some areas were found that were not "on the radar" of mains that needed to be cleaned. The dewatering separation pilot testing at the Truckee Meadows Water Reclamation Facility (TMWRF) was being monitored, as the intent was for the nutrients to stay with the waste bugs as the two sources of solids get dewatered so they are not released back into the water for further treatment and lower the nutrient loading, and the Wastewater Division staff were watching this process to assess if it could work for the City.
- A new Wastewater Operator, Corey Walls, was hired recently and started the morning of April 4, 2022, and Mr. Hummel commented that the number of good applicants the Wastewater Division has received had "picked back up."

Mr. Hummel also responded to clarifying questions.

7. PUBLIC COMMENTS

(9:53:19) – Vice Chairperson Bowling entertained public comments; however, none were forthcoming. Member Bathgate appreciated Staff's efforts and indicated that he "love[d]" how clearly presented the agenda materials were. He also complimented the detail and presentation of the materials. Vice Chairperson Bowling expressed that the economical use of terms and information was appreciated.

8. FOR POSSIBLE ACTION: TO ADJOURN

(9:54:18) – Vice Chairperson Bowling adjourned the meeting at 9:54 a.m.

The Minutes of the April 4, 2022 Carson City Utility Finance Oversight Committee meeting are so approved this 21st day of March 2023.