

CARSON CITY STORM DRAINAGE ADVISORY COMMITTEE

Minutes of the January 10, 2000 Meeting

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A regular meeting of the Carson City Storm Drainage Advisory Committee was held at 5:30 p.m. on Monday, January 10, 2000 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Jay Aldean
Vice Chairperson Howard Anderson
James Bawden
Susan Oakwood
Delacy Perry
Russell Plume

STAFF: Mahmood Azad, Development Services Manager
Randy Bowling, Consultant
Kathleen King, Recording Secretary
(SDAC 01/10/00; Tape 1-0035)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Aldean. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

A. CALL TO ORDER, ROLL CALL AND DETERMINATION OF A QUORUM (1-0036) - Chairperson Aldean called the meeting to order at 5:30 p.m. Roll call was taken; a quorum was present.

B. APPROVAL OF MINUTES (1-0040) - Vice Chairperson Anderson moved to approve the minutes of the November 4, 1999 meeting and the December 13, 1999 meeting. Member Plume seconded the motion. Motion carried 6-0.

C. MODIFICATION OF AGENDA (1-0045) - None.

D. PUBLIC COMMENT (1-0047) - None.

E. DISCLOSURES (1-0050) - None.

F. PUBLIC MEETING ITEM

F-1. DISCUSSION REGARDING MEETINGS WITH CITY'S DRAINAGE CONSULTANTS, THE CITY'S FINANCE DEPARTMENT, AND THE CITY MANAGER'S OFFICE REGARDING THE STORM DRAINAGE MASTER PLAN AND THE STORM WATER UTILITY STUDY CONCEPTS (1-0051) - Mr. Azad advised of recent meetings with Financial Consulting Services Group ("FCSG") of Seattle, Washington, and with Hector Cyre, of Bellevue, Washington. Chairperson Aldean provided information on Mr. Cyre's experience. Mr. Azad advised that Mr. Cyre has set up approximately 120 storm water utilities and FCSG has set up 12-14. Both consultants have presented good information on what should be done, how to do it, reasons utilities have failed, and ways to prevent failure. Mr. Azad is researching failed utilities to determine what not to do for Carson City. Public education will be critical. The neighborhood meetings have been a good start, but more time spent in public education and dissemination of information is needed. City Manager Berkich has recommended hiring a professional advertising/marketing firm to handle the public relations, together with City staff and the Storm Drainage Advisory Committee. Mr. Azad has been contacting PR firms and will be relaying information to Mr. Berkich. The consultants also recommended producing a video showing storm water problems in the City. Mr. Azad has contacted David Morgan, of Nevada Video Productions, who has "miles of tape" on the 1986 and 1997 floods which can be used to show the damage sustained by the City.

Mr. Azad discussed preliminary work which will have to be done before the program can be developed into an actual utility. This includes statutory research, development of a City policy, and rate structure studies.

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Mr. Cyre suggested consideration of a "gravity flow utility" for wastewater and storm water, i.e., not in the same pipe, but the same operational utility. Mr. Azad advised that Finance Department staff has been present at all the meetings and will assist with the financial structuring of the utility. Once the field has been narrowed to two or three consultants, Mr. Azad will arrange to have them make presentations to the Committee. In response to a question, Mr. Azad advised that Mr. Cyre has not suggested a specific public relations firm; however, he emphasized the need for one. He was very impressed that the Committee had conducted the neighborhood meetings. In response to a question, Mr. Azad explained that the determination of a utility fee would not be submitted to the election process for approval by the general public. Since the funding mechanism will be set up as a utility, the Board of Supervisors will approve the final rate. Mr. Azad emphasized the importance of not referring to the fee as a "tax" or an "impact fee" as this exempts State and federal offices. Discussion ensued with regard to several utility fees being included on the same bill, and the funding source for the consultants' fees. Mr. Azad explained that City staff requested \$300,000 to develop the concept master plan and the base study required to develop the storm water utility. \$90,000 has been set aside, and the CIP Committee has recommended an additional \$90,000 be allocated from the general fund. The money would be available July 1, 2000. Both consultants are aware that preliminary work will be required before one of them is hired. Chairperson Aldean expressed confidence in Mr. Cyre's ability, and requested that he be scheduled to make a presentation to the Committee. Mr. Azad advised that Paul Lumos arranged for Mr. Cyre to meet with City staff last Friday, January 7, 2000. Chairperson Aldean discussed Mr. Cyre's qualifications and accomplishments, and the need to identify a plan prior to hiring a public relations consultant.

(1-0263) Paul Lumos discussed a project on which his firm worked with Mr. Cyre. A public relations consultant was made a part of the team and assigned the task of interviewing agencies, entities, groups, individuals, etc. while the base work was concurrently being done for the utility. The consultant then designed a public relations program based upon his interview findings. Mr. Lumos pointed out that, historically, the City has not hired public relations firms. He suggested that if the public relations consultant was made a part of the consultant team, he could work together with the design consultant. Mr. Lumos further pointed out that this particular public relations consultant was not part of a large firm and that this was more economical. Chairperson Aldean clarified that his suggestion was to identify a plan prior to hiring a team of consultants. He suggested bringing together local professionals, such as Mr. Lumos and Mr. Bowling, and conducting a workshop with Mr. Cyre to determine the types of consultants needed.

Member Oakwood commented on the progress made in her absence and inquired as to whether the Board of Supervisors had approved the Committee's plan. Mr. Azad referred to the interim report and executive summary which was presented to the Board of Supervisors several months ago. At that time, the Board directed staff to proceed with developing a storm water utility. Mr. Azad referred to the December 13, 1999 meeting minutes regarding the memorandum from Deputy City Manager St. John to City Manager Berkich confirming that a storm water utility is the funding mechanism of choice for Carson City. Chairperson Aldean explained that WRC Nevada is developing a report which will identify the problems and the amount of revenue needed to fund the solutions. Part of the funding requested by City staff will be used to pay for WRC's final report. Another consultant will be needed to develop a plan; an accounting study will be needed and should be done by an independent firm; and a team of individuals will be needed as an "extension" of Mr. Azad's function. In response to a question, Chairperson Aldean explained the reason that professional services contracts are not required to be submitted to the bid process, and the process by which consultants can be hired. If the Committee can develop a plan by the time funding is available in July, a contract can be signed at that time rather than waiting any longer. A workshop would cover ensuring that the WRC contract is negotiated; and identification of the types of consultants needed - public relations, accounting, and lead consultant.

Discussion ensued with regard to the allocation of tax revenues if Costco locates in Carson City. Chairperson Aldean discussed general tax revenues, gas tax revenues, utility fees, and the basis for determining waste water fees and storm water fees. Discussion regarding the availability of federal funding/grants followed. (1-0659) Tom Young, of Lumos & Associates, discussed the Ash/Kings Canyon detention basin projects being done by the City, Lumos & Associates, and WRC and funded indirectly by

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federal monies through the Carson Water Subconservancy District. The Phase II Storm Water Discharge Permitting project has the potential of being funded by federal grants. Chairperson Aldean clarified that federal grants will not be a major source of funding. Storm water conveyance/treatment is termed an "unfunded mandate". This is where effective public relations is critical - to identify the problems and inform people of what they are contributing to. Discussion followed with regard to scheduling a workshop to develop a plan, and Committee consensus was to direct staff to do so.

Mr. Azad advised that in the next three months, a \$6 million contract will be released for the storm drainage facilities associated with the freeway. While they are under construction is a good time to educate the public by pointing out the facilities that the utility fee will purchase. Chairperson Aldean expressed a concern that residents of the Combs Canyon/University Heights areas will take the position that they don't need a utility once the storm drainage facilities are constructed. Member Oakwood expressed the opinion that residents of the east and south sides of town will be difficult to convince of the benefit of the freeway storm drainage facilities. Mr. Bowling recommended that these issues be presented early on, and that careful, deliberate thought be given to the appropriate responses. Discussion ensued with regard to the benefit to the entire City of facility construction/improvements, the difference between fee rates for storm drainage utilities and water/sewer utilities, and the importance of public relations and education. No formal action was required or taken.

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-0994) - Mr. Azad distributed and reviewed a January 4, 2000 memorandum regarding the Carson River Integrated Watershed Planning Process. He will schedule a presentation by the Carson Water Subconservancy District ("CWSD") for the next meeting. Discussion ensued with regard to the letter requesting a replacement for Robert Hildebrand, and the need to continue monthly meetings. Chairperson Aldean thanked Lumos & Associates for facilitating the meeting between City staff and Hector Cyre. Discussion followed with regard to having a Committee representative attend the CWSD meetings, and Mr. Azad advised that a member of his staff attends the meetings and keeps him informed of important issues. Chairperson Aldean requested that CWSD meeting minutes be circulated to the Committee members for review.

G-1. FUTURE AGENDA ITEMS (1-1094) - Discussion ensued with regard to scheduling the CWSD presentation, and agendizing discussion and possible action on the workshop plan.

H. ADJOURNMENT (1-1145) - Vice Chairperson Anderson moved to adjourn the meeting at 6:45 p.m. Members Oakwood and Perry seconded the motion. Motion carried 6-0.

The Minutes of the January 10, 2000 meeting of the Carson City Storm Drainage Advisory Committee are so approved this 8th day of May, 2000.

JAY ALDEAN, Chairperson