

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

Day: Tuesday
Date: November 27, 2018
Time: Beginning at 1:00 pm
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

Call to Order.

Roll Call and Determination of a Quorum.

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 the Utility Finance Oversight Committee, including any matter that is not specifically included on the agenda as an action item. 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.

1. For Possible Action - Approval of meeting minutes.

1.A For possible Action: To approve the August 21, 2018 draft meeting minutes. (Darren Schulz, dschulz@carson.org)

Staff Summary: Committee members will be provided the draft meeting minutes from the August 21, 2018 meeting and asked to review and approve.

[SR-Approval of Minutes.docx](#)

[08-21-18 minutes.pdf](#)

2. Meeting Items:

2.A For Possible Action: Presentation, discussion and possible recommendation to the Board of Supervisors of updated financial policies for Enterprise Funds. (Sheri Russell, SRussell@carson.org)

Staff Summary: The City is updating our Citywide Financial Policies and asking the Utilities Finance Oversight Committee to review those policies to ensure they are in-line with those of the Stormwater, Sewer and Water systems.

[SR-Review of Financial Policies.docx](#)

[Financial Budget Policies Revised 11-7-18.docx](#)

2.B For Information Only: Presentation of FY18 financial review, regarding updates on revenues and expenditures for the sewer (wastewater), water and stormwater drainage funds. (Pam Ganger, Pganger@carson.org)

Staff Summary: This is an informational only update on the FY18 revenues and expenditures for sewer (wastewater), water, and stormwater drainage funds.

[SR-FY 18 Financial Review.docx](#)

[A-Sewer \(Wastewater\) Water Stormwater FY 2018 Financial Presentation.pdf](#)

[B-Sewer \(Wastewater\) financial update.pdf](#)

[C-Water financial update.pdf](#)

[D-Stormwater Drainage financial update.pdf](#)

2.C For Information Only: Update on water, wastewater, and stormwater rate refresh.

Staff Summary: The City undertook a comprehensive rate study in 2012/13 for the water and sewer utilities. The study included a series of newly adopted financial policies which served to guide the resulting rate evaluation and development of complex rate models for the water and sewer utilities using the entire user database for each utility. The study resulted in a significant change in the rate structure reflecting distribution of costs to the users based on cost of service to the user. This resulted in shifting costs between commercial, industrial, state, and residential users based on actual costs of operating the water or sewer system. In addition, the rates included capitalization costs for new infrastructure improvements and adding depreciation costs for replacement of the current facilities. The costs were phased in over a five-year period. The last of the five years of rate increases went into effect in July 2017. The stormwater utility was not considered in this rate review.

Staff is now currently in the process of hiring a consultant to perform a rate refresh of the water and wastewater utilities to review assumptions and projections from the 2012/2013 rate study and compare them to actuals. Further, at the request of the Board of Supervisors, staff will have the rate consultant review the stormwater rate methodology/rate model and make recommendations for improvements and/or refinements.

[SR-Rate Refresh.docx](#)

[Attachment A Final RFP.docx](#)

2.D For Information Only: Manager's report on personnel, projects and planning. (Darren Schulz, Dschulz@carson.org)

Staff Summary: Manager's report on personnel changes, projects and planning.

[SR-Managers Report.docx](#)

2.E For Discussion Only: Discussion on the Utility Finance Oversight Committee's activities and roles currently and into the future. (Ande Engleman, andelee@sbcglobal.net)

Staff Summary: A request was brought forth by the Chair for an opportunity for the Committee to perform a self-review of their current role.

[SR- UFOC self review.docx](#)

2.F For Discussion Only: Discussion regarding possible dates, times and locations for reoccurring Committee meetings for CY19.

Staff Summary: Discussion regarding possible 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.

[SR-Meeting Dates.docx](#)

3. For Information Only: Future Agenda Items

Discussion under this item is limited to the possible placement of new matters on future agendas only. The next meeting is tentatively scheduled for:

4. Public Comment**

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5. For Possible Action: To Adjourn.

****Public Comment**

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 or the Carson City Municipal Code.

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

The Utility Finance Oversight Committee is pleased to make reasonable accommodations for members of the public who wish to attend the meeting and need assistance. If arrangements for special assistance or reasonable accommodations at the meeting are needed, please notify the Public Works Department in writing at 3505 Butti Way, Carson City, NV 89701, or by calling (775) 887-2355 as soon as possible, but not less than 24 hours in advance of the meeting.

For Further Information

If you would like more information about an agenda item listed above or to request a copy of the supporting material for this meeting, please contact Karen Leet at Kleet@carson.org or call (775) 887-2355. A copy of this agenda and supporting materials for the meeting are also available at the Public Works Department located at 3505 Butti Way, Carson City, NV 89701, or at the City's website at <http://carson.org/government/meeting-information/agendas>.

This notice and agenda 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

The Carson City website at <http://carson.org/government/meeting-information/agendas>