

# **STAGECOACH GENERAL IMPROVEMENT DISTRICT**

**SGID Office, 5000 Navajo Trail, Stagecoach NV 89429**

Providing sufficient quantity and protecting the quality of water for Stagecoach Valley residents

## **REGULAR MEETING**

**Thursday, March 9, 2023, 3:30 P.M.**

### **AGENDA:**

(also available on SGID's website [www.stagecoachgid.com](http://www.stagecoachgid.com) under the News and Information tab)

1. **Pledge of Allegiance**
2. **Roll Call - \_\_ V. Aveiro \_\_ G. Ray \_\_ J. Moore \_\_ M. Gartenberg \_\_ J. Catanzarite**

3. **Public Participation – No action will be taken on a matter raised under this Item**

*Public Participation Advisory Statement -*

*Members of the Public who wish to address the SGID Board may speak on matters related to the SGID, but not on items appearing on the Agenda. Speakers are asked to state their name for the record and sign and print their name on the form presented. Comments are limited to three (3) minutes per person or topic. The Board reserves the right to reduce this three (3) minute time limit, as well as limit the total time for public comment. Profanity and/or willfully disruptive speech will not be tolerated. If your item requires extended discussion, please request any Member of the Board to calendar the matter for a future SGID meeting. Comments based upon viewpoint will not be restricted during Public Participation or Public Testimony.*

4. **Approval of Agenda – For Possible Action**
5. **Approve “Posting of Meeting” Document(s) – Regular Meeting Agenda – For Possible Action**
6. **Approve Block Items – 02/09/2023 Regular Meeting Minutes and Treasurer’s Report – For Possible Action**
7. **Designate Auditor for FY 2022/2023 Audit – For Possible Action**
8. **Discussion and Decision regarding Lobby Enclosure Grant Application – For Possible Action**
9. **Discussion and Decision regarding Transferring funds from the Operating Account into a New CD at Washington Federal – to take advantage of current interest rates – For Possible Action**
10. **Appoint Delegate and Alternate for NvRWA Conference Annual Business Meeting – For Possible Action**

11. **Review of 3/4/23 Open Meeting Law Class – Discussion Only, No Action Necessary on this Item**
12. **Revision to Board Policy – In light of information found out at Open Meeting Law Class, revision may need to be made regarding Chairman voting only in case of a tie - For Possible Action**
13. **Review and Possible Revision of Long Range Plan – For Possible Action**
14. **Discussion for possible Wants/Needs for upcoming FY 2023/2024 Budget – Discussion Only, No Action Necessary on this Item**
15. **Review and Discussion regarding 2023 Rate Study – For Possible Action**
16. **Information from Utility Supervisor – Information Only**  
System Update – the Utility Supervisor will give the Board an update on how the Water System is running.
17. **Information from Manager – Information Only**  
Admin. Update:
  - a. Upcoming Nevada Rural Water Assn. Conference
  - b. Insurance Claim filed on Road Boring Tool
  - c. Training Classes attended by Staff  
Review of Meetings attended either in person or via Zoom:
  - a. 2/14/23 Planning Commission Meeting
  - b. 2/16/23 BOCC Meeting
  - c. 2/22/23 Flood Meeting at Stagecoach Community Ctr
  - d. 3/1/23 Stagecoach Advisory Board
  - e. 3/2/23 BOCC Meeting
18. **Pay Bills Over \$5,000.00 - Manager is authorized to pay all others without approval – For Possible Action**
19. **Director's Suggestions for future Agenda Items – No Action Necessary**
20. **Public Participation – No action will be taken on a matter raised under this Item; see Public Participation Advisory Statement above**
21. **Adjournment – Action Required**

**NOTE: SOME AGENDA ITEMS MAY BE TAKEN OUT OF ORDER. THE PUBLIC BODY MAY COMBINE TWO OR MORE AGENDA ITEMS FOR CONSIDERATION AND MAY REMOVE AN ITEM FROM THE AGENDA AT ANY TIME.**

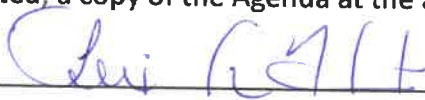
**NOTE: SUPPORTING MATERIAL FOR THE MEETING IS KEPT AT THE DISTRICT OFFICE AT 5000 NAVAJO TRAIL, STAGECOACH NEVADA AND MAY BE OBTAINED BY CONTACTING MANAGER MICHAEL BONEY AT (775) 629-0849 or via email at [michael@stagecoachgid.com](mailto:michael@stagecoachgid.com).**

**POSTED:** SGID Office, 5000 Navajo Trl., Stagecoach  
Stagecoach Community Center, 8204 Hwy 50 W, Stagecoach  
Stagecoach Market / Gas Station, 8970 US50, Stagecoach  
Stagecoach Junction, 5905 Apache Dr, Stagecoach  
Stagecoach Website: [www.stagecoachgid.com](http://www.stagecoachgid.com)

**E-MAILED:** John Welsh, Nichols Consulting Engineers  
Dustin Thelen, Nichols Consulting Engineers  
Christopher Rusby, Esq., District General Counsel  
Steve Rye, Lyon County District Attorney  
Erin Lopez, Lyon County Manager's Office -Office Manager  
Betty Retzer  
James Ratzell  
David Bruketta, Lyon County Utilities

**CERTIFICATE OF POSTING**

I, Teri A. Hurt, Manager of Stagecoach General Improvement District, do hereby certify that I posted, or caused to be posted, a copy of the Agenda at the above locations on or before March 3, 2023

  
Teri A. Hurt, Manager

**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 SGID Office Staff in writing to 5000 Navajo Tr., Stagecoach, NV 89429, or by calling (775) 629-0849 at least 48 hours in advance.**

**Request for Agenda Delivery must be re-submitted every 6 months in writing to SGID Manager, 5000 Navajo Tr., Stagecoach, NV 89429 or via email to [michael@stagecoachgid.com](mailto:michael@stagecoachgid.com)**

**Stagecoach General Improvement District Board of Trustees:**

***James Moore – Chairman***

***Victoria L. Aveiro – Secretary***

***Gene Ray – Treasurer***

***Marjorie Gartenberg – Member at Large***

***Joe Catanzarite – Member at Large***

**AGENDA ITEM                      1**

Pledge of Allegiance

**AGENDA ITEM                      2**

Roll Call

**AGENDA ITEM                      3**

Public Participation

Put on Agenda by Manager, Teri A. Hurt, as per OML Policy

If discussion is requested it must be Agendized for a future Meeting

**NO Action can be taken on these Items**

**AGENDA ITEM****4**

Approval of Agenda

Put on Agenda by Manager, Teri A. Hurt, as per District Policy

**Staff Recommends -** Approval as presented

**AGENDA ITEM                      5**

Approve "Posting of Meeting" Document

Put on Agenda by Manager, Teri A. Hurt, as per OML Policy

**Staff Recommends -** Approval as presented

**AGENDA ITEM****6****Approve Block Items**

Block Item           a. 2/9/2023 Meeting Minutes  
                          b. Treasurer's Report

Put on Agenda by Manager, Michael Boney, as per District Policy

Summary:           Block items are available for review at SGID Office

**Staff Recommends - Approval as presented**

**STAGECOACH GENERAL IMPROVEMENT DISTRICT**  
**SGID Shop, 5000 Navajo Trail, Stagecoach NV 89429**

**REGULAR MEETING**

**Thursday, February 9, 2023, 3:30 P.M.**

**MINUTES:**

1. **Pledge of Allegiance** – James led the Pledge of Allegiance
2. **Roll Call** - \_\_ V. Aveiro \_\_ G. Ray \_\_ J. Moore \_\_ M. Gartenberg \_\_ J. Catanzarite  
All Board Members were present
3. **Public Participation** – There was none
4. **Approval of Agenda** – Gene made a motion to approve the Agenda. Marjorie seconded. None opposed. Motion passed.
5. **Approve “Posting of Meeting” Document(s)** – Marjorie made a motion to approve the Posting of the Meeting Document as presented (see Att. A). Joe C. seconded. None opposed. Motion passed.
6. **Approve Block Items** – Gene made a motion to approve the Block Items as presented. Marjorie seconded. None opposed. Motion passed.
7. **Presentation of the Proposed SH Estates Subdivision Development** – Jason Gilles, TEC Engineering representing SH Estates presented a map (See Att. B) showing preliminary plans for the proposed SH Estates subdivision located East of the Churchill Ranchos subdivision and throughout the existing sod farm property. The project will be 186 lots, minimum 2 acres in size which would connect to the GID potable water system. The owner has 135 Privilege to Connect permits which they will exercise in a rolling fashion and the possibility of 35 more which are tied to that property. They are working on getting Tentative Map approval from Lyon County and their next step will be at the Planning Commission meeting on February 14. Michael Boney, SGID Manager in Training, addressed the Board and Audience. Mike said “As per a previous agreement with our GID, Schaller Development has secured the right to service for up to 200 lots within our Service Area and has already petitioned, and been accepted, into our District Boundaries on their corresponding parcels. The GID acknowledges that Schaller Development has 135 Privilege to Connect permits securing sufficient water to service the development of 135 lots within our Service Area. Any additional lots beyond the 135 will require water rights dedication to our GID. The current dedication requirement is 0.67 acre feet per lot. Other than the ability to provide the Water and the Developer’s adherence to the requirement of Denitrification Septic Systems throughout the development, the District essentially remains neutral on the approval of any Subdivision Map. We currently lease 80 AFA of water rights to the Turf Farm. 2022 pumping numbers show the Turf Farm withdrew 145.67 AFA. SGID will not



renew the lease with the Turf Farm. These 80 AFA will be diverted back into SGID wells allowing the GID to pump the 80 AFA instead of them being pumped by the Turf Farm. Historic Static Water Levels (SWL) shows the aquifer to be stable. Current Static Water Levels were compared with static water levels at the time the wells were drilled and the results were Central Well – drilled in 1991 – SWL 106' – 1/4/23 SWL 94.4'. Churchill Downs Well – drilled in 1971 – SWL 78' – 1/4/23 SWL 87.9'. These levels show there has not been a significant drop in the static water levels over several decades and the pumping of water to approximately 600 lots. Staff recommends the Board allow SH Estates to move forward with presenting Engineering plans to the SGID Engineer for review with the understanding costs are at the expense of SH Estates and issuance of an Intent to Serve Letter for the SH Estates project." There were some questions from the Board and Staff to SH Estates representatives, asking about looping water lines and would infrastructure be completed by Schaller Development or as the lots are being sold. It was stated that the lots may be sold individually or as a group or phase but the infrastructure would be done by them. The developer was asked what their plan was for the domestic and commercial wells that currently exist on the property. The answer was they would be happy to discuss that with us. It was made clear that the GID does not issue the permits for the septic tanks, the GID just requires that State Approved Denitrification Septic Systems be installed. Teri also pointed out that she believed the other Privilege to Connect permits associated with that property totaled 30, not 35 as previously stated by the developer. SGID Chair then opened up the floor for public comment. Betty Retzer asked what would happen to the water rights that other individuals lease to the turf farm. Don Smit, representing SH Estates said he wasn't aware the GID would not be renewing their lease but he wasn't sure what would happen with others rights and leases. He thought that would probably be between them and Cary (Yamamoto) from the turf farm. Amanda Brinnand questioned the reduction in water rights dedication to .67 ac ft. per lot. It seemed to her that it would further open up this area for more development but it would not restrict water users from using more than .67 ac ft, it would just require them to pay more to the GID if they did. She also questioned whether a ground water study had been done. Teri explained the GID had to present the State with 5 years worth of data on every single lot within our District Boundaries. It took the State over a year and a half before they agreed to allow the reduction from 1.12 to .67 ac ft per lot. Teri said "No" a groundwater study had not been done. Gene made a motion to allow SH Estates to move forward with presenting engineering plans to the SGID Engineer, at their expense, and to issue an Intent to Serve Letter for the SH Estates project. Marjorie seconded. None opposed. Motion passed.

**The SGID Chair, James Moore, called for a 5-minute recess at 4:01PM. Meeting reconvened at 4:06PM.**

8. **Discussion regarding the possibility of a Utility Trailer with a Generator on it that could be pulled with the Stagecoach GID work truck when needed –** Mike addressed the Board. We are aware that we require a second backup Generator in order to run our system in times of power outage. There was some discussion about the last outage which lasted approximately 4 days. We had contacted our Electrician and he got us a quote on some generators that would be able to run the booster pump stations (see Att. C) this quote was for a 182 KW generator. Mike had also looked up

some generators which were not as powerful and those were also included for the Board to look at (see Att. D). We then realized we did not require that much power and gave the Electrician different parameters to look into. We had just heard back from him this afternoon and he will get us new info on Generator costs and availability. But new information indicates that we will only require 57 KW to run the Booster Pump Stations. We also talked about the possibility of upgrading the suspension on our Trucks to safely tow our existing generator and any new generator we may purchase. Teri told the Board this will all come out with the Budget. **No Action was necessary on this item. This was discussion only.**

9. **Discussion and Decision regarding Designation of Check Signers on Stagecoach GID Bank Accounts** – With Teri's retirement coming up, Staff thought now would be the time to designate new check signers. James thought we were being premature. He felt it would be better left closer to Teri's retirement and then we could also remove her at the same time rather than having to go through the process again. Others on the Board thought this was reasonable. This item was tabled and will be brought back at the June 2023 Meeting. **No Action was taken on this item.**
10. **Discussion and Decision regarding Previous Board Action requiring Two Board Members to attend outside meetings with Staff** – Staff went over the previous meetings Decision and Action requiring 2 Board Members attendance with Staff at outside meetings. In Item 5 of the 2/8/18 Minutes of the Stagecoach GID (see Att. E) it was noted that per an OML class attended by Tina, James and Gene "Any meeting regarding District Business of two (2) or more is considered a Sub-Group. A Sub-Group Meeting must be agendized as an open meeting; you must also record and take minutes". Staff stated it would be better to just have 1 Board Member in attendance. Staff also asked how flexible the Board was on this condition. At times "meetings" happen un-planned. For example someone is driving through and stops by for a conversation. Is the Board insistent that a Board Member be present? How would they like us to handle this? It was discussed that the Board is really referring to any planned meetings. Marjorie made a motion rescinding the action taken on her motion from the Jan. 12 2023 meeting on Item 9 requiring two Board Members be involved in every meeting with Lyon County Utilities, Carson Water Subconservancy District and any other organization. Joe C. seconded. None opposed. Motion passed. The Board then directed Staff to inform the Board of any future scheduled meetings and seek participation from 1 Board Member. It was also noted that in review of the Minutes from the 2/8/18 Meeting (Att. E) it was stated "If you choose to abstain, you must disclose the reason. Any No vote must give the reason" Vicki would like clarification on the No vote as she believed a "reason" was only required on abstention. Staff will look into it and get back to the Board.
11. **Six Month Job Performance/Appraisal of GID Manager-in-Training Michael Boney** – As requested at the GID's January Meeting, Teri provided the Board with a synopsis on Mike Boney, Manager in Training's progress (See Att. F). Teri explained to the Board that they had 4 different options for review. They could use Teri's synopsis as the review for his personnel file. They could Use a Blank form and fill out as they see fit. Or they can fill out the standard Employee Performance review. All of these options would give Mike the 15% raise offered to Mike at time of Hire. The last option would

be to extend his introductory period this would not allow for the 15% raise at this time. Gene said he felt 6 months was not enough time to get a handle on things and would like to see the introductory period extended. James agreed with Gene. Marjorie thought another 6 months would be prudent. The Board asked if he would come up for review again in 6 months. The answer was yes. Joe C. stated that at the time the offer was made to Mike it was brought up that the 15% would be given at 6 months and the Board agreed to that. Therefore he felt it should be given. Joe C. made a motion to give Mike the 15% increase today at his 6 month anniversary. Vicki seconded. James called for a vote. Joe and Vicki voted in favor. Marjorie, Gene and James opposed. Motion did not pass. Gene then made a motion to extend Michael Boney's introductory period for another 6 months. Marjorie seconded. James called for a vote. Marjorie, Gene and James voted in favor. Joe C. and Vicki opposed. Motion passed.

12. **Annual Job Performance/Appraisal of GID Manager, Teri A. Hurt** – The Board went over and filled out the items on the Employee Performance Review form (see Att. G). Gene made a motion to accept the evaluation as written and approve a 2.5% Merit Increase effective 2/23/23. Joe C. seconded. None opposed. Motion passed.
13. **Information from Utility Supervisor – Information Only**
  - a. **System Update** – Joe S. said that with the weather we have been having we have been lucky to not have any leaks. Tony and Joe have been exercising valves in the system. The system has been running good but we have been having a problem with the Central Well electrical panel tripping. We are working with our Electrician and hope to have some answers, and solutions, soon.
14. **Information from Manager – Information Only**
  - a. **Admin Update** – Mike gave information on the following:
    1. We started our Random quarterly Drug and Alcohol Testing. Teri was the first name drawn.
    2. Our most recent Arsenic level at the Central Well came back at 8 ppb.
    3. We had a meeting, which James also attended, with the County regarding zoning for Public Facilities. We have some further research to do and will be re-addressing this again in the future.
    4. Significant progress has been made on the Office Lobby upgrade, there is still some work to do. We are waiting on the Window Speaker and Paint.
    5. There will be an Open Meeting Law Class in Silver Springs on 3/4/23 at 8:30am. It will also be available via Zoom. If anyone is interested, Mike can give them the information.
    6. We will be shopping our Health Insurance, if anyone is interested in participating in that discussion with our Insurance Broker let Mike know. Both Gene and Marjorie said they could be available.
    7. Our request to the State to lower our Water Rights dedication from 1.12 ac ft. to .67 ac ft. per lot was finally approved on 02/08/23.

b. Review of Meetings attended via Zoom – Mike gave highlights from the following meetings:

1. 1/19/23 BOCC – the BOCC forwarded 3 recommendations to the Governor for appointment to the empty seat on their Board. Tami Hendrix, Phillip Wooley and Arthur Schell. Andrew Haskin received a 3-year employment agreement to serve as County Manager and Lyon County Utilities has gone out to bid on a new water tank to be built on 10-mile Hill. It is expected to cost 7 million dollars.
2. 2/1/23 SCAB – SH Estates presented their project. Public concerns were Traffic, Water, Nitrates, and Mercury, to name a few. That Board voted to recommend Denial of the project.
3. 2/2/23 BOCC – No appointment by the Governor for the empty seat on their Board. Legislative session to start next week. Sheriff will be increasing patrols and the Silver Springs substation is re-opening. There was an issue with an Open Meeting Law violation in regards to Meeting Agendas not being clearly marked and understandable. The bid was awarded for the 10-mile hill water tank project. It came in at \$4,144,000.00 and is expected to be completed in November 2023.

15. **Pay Bills Over \$5,000.00** – There was none.


16. **Director's Suggestions for future Agenda Items** – There was none.

17. **Public Participation** – Mr. Walsh asked how he could get something on our Agenda for discussion. He was told he could contact the Manager and they would make sure his item was included on the Agenda for the next upcoming meeting.

18. **Adjournment** – Gene made a motion to Adjourn. Marjorie seconded. None opposed. Motion passed.

**Meeting Adjourned at 5:45PM**

Minutes documented by Teri A. Hurt:



Respectfully Submitted:



Victoria L. Aveiro, Secretary

(Attachments are with the original Minutes located at the SGID Office)

**Stagecoach General Improvement District Board of Trustees:**

**James Moore – Chairman**

**Victoria L. Aveiro – Secretary**

**Gene Ray – Treasurer**

**Marjorie Gartenberg – Member at Large**

**Joe Catanzarite – Member at Large**

**AGENDA ITEM                      7**

Designate Auditor for FY 2022/2023 Audit

Put on Agenda by Manager, Teri A. Hurt as per Dept. of Taxation requirement

**Summary:** Auditor Designation must be made to the Dept. of Taxation no later than March 30th.

**Staff Recommends -** Designate Sciarani and Company as Auditors for the fiscal year 2022/2023 Audit



February 28, 2023

Stagecoach General Improvement District  
5000 Navajo Trail  
Stagecoach, NV 89429

We are pleased to submit this letter outlining our proposal to provide auditing services for the Stagecoach General Improvement District for fiscal year 2022/2023.

Sciarani & Co. recognizes our most important product is prompt and effective service of the highest quality. We have dedicated a substantial amount of time and resources to achieve this goal and to meet this high standard of quality required by our clients and our profession. We are also proud of the firm's dedication to continuing education in the governmental auditing field. In fact, Mr. Sciarani has passed the Advanced Single Audit Certificate Exam.

We are proposing to perform this year's audit engagement for fiscal year 2021/2022 at a bid price of \$9,500. This quoted price reflects no increase in fee price from last year. Governmental Accounting Standards Board has several new reporting standards and requirements that will require some additional time to be incur on your audit. In the event your District receives over \$750,000 in federal financial assistance during the current year, the performance of a Single Audit would be required and additional fees would be negotiated. However, we are not aware of any major federal grants being received by your District and do not anticipate the need to adjust this bid price.

If you have any questions or desire a comprehensive outline of our firm's experience, qualifications, and audit approach, please do not hesitate to respond. Thank you for the opportunity to present this proposal.

Sincerely,

A handwritten signature in dark ink that reads "Sciarani &amp; Co." in a cursive style.

Jim A. Sciarani  
Audit Partner

## **AGENDA ITEM                      8**

Discussion and Decision regarding Lobby Enclosure Grant Application

Put on Agenda at the request of Asst. Manager, Tina Schmidt

**Summary:**

The Grant Application will require a Board Member's signature for submittal

**Staff Recommends -** Authorize Board Chair or Board Treasurer to sign  
the Grant Application

**AGENDA ITEM****9**

Discussion and Decision regarding Transferring funds from the Operating Account into a New CD at Washington Federal

Put on Agenda by Asst. Manager, Tina Schmidt

**Summary:**

Washington Federal is currently offering 4.06% Interest on a 13-month CD.

They also offer a 7-month CD at 3.82%.

Staff believes it would be beneficial to our GID to take advantage of these higher interest rates.

**Staff Recommends -** Pull \$300,000.00 from the Operating account and move it into a 13-month CD at Washington Federal, authorize the GID Asst. Manager, Tina Schmidt or Board Treasurer, Gene Ray to execute transaction.





## Business Deposit Rates

All Regions

### 13 Month CD Special:

\$1,000 minimum to open.

Product effective 7/1/2021 and subject to change.

\$1,000 - \$500,000  
With Eligible<sup>†</sup> Checking: Interest Rate/APY% 4.16/4.25

Without Eligible<sup>†</sup> Checking: Interest Rate/APY% 4.06/4.15

<sup>†</sup> Eligible checking accounts include Simple Business or Business Interest Checking

### 7 Month CD Special:

\$1,000 minimum to open.

Product effective 5/25/2022 and subject to change.

\$1,000 - \$500,000  
With Eligible<sup>†</sup> Checking: Interest Rate/APY% 3.92/4.00

Without Eligible<sup>†</sup> Checking: Interest Rate/APY% 3.82/3.90

<sup>†</sup> Eligible checking accounts include Simple Business or Business Interest Checking

### Fixed Rate Certificates of Deposit:

\$1,000 minimum to open. A penalty may be assessed for early withdrawal.

Choice of Terms	\$1,000 + Rate/APY %	\$90,000 + Rate/APY %	Renewal Term
14 Days - 2 Months	N/A	0.10/0.10	14 Days - 2 Months
3 Months	0.05/0.05	0.10/0.10	3 Months
4 - 5 Months	0.10/0.10	0.15/0.15	4 - 5 Months
6 - 11 Months	0.15/0.15	0.20/0.20	6 - 11 Months
12 - 17 Months	0.20/0.20	0.25/0.25	12 - 17 Months
18 - 23 Months	0.20/0.20	0.25/0.25	18 - 23 Months
24 - 35 Months	0.20/0.20	0.25/0.25	24 - 35 Months
36 - 47 Months	0.20/0.20	0.25/0.25	36 - 47 Months
48 - 59 Months	0.25/0.25	0.30/0.30	48 - 59 Months
60 Months	0.30/0.30	0.35/0.35	60 Months

### Business Savings:

\$25 minimum to open. \$200 minimum to earn interest and avoid \$5 monthly service charge.

Interest Rate/APY% .40/0.40

### Business Interest Checking:

\$100 minimum to open. \$1,000 minimum to earn interest. \$2,000 minimum to avoid \$15 service charge.

\$1,000 - \$9,999 Interest Rate/APY% .15/0.15

\$10,000 + Interest Rate/APY% .25/0.25

### Business Money Market:

\$100 minimum to open. \$1,000 minimum to earn interest and avoid \$12 monthly service charge.

\$1,000 - \$89,999 Interest Rate/APY% .80/0.80

\$90,000 + Interest Rate/APY% .90/0.90

### Business Premium Money Market:

\$100 minimum to open. \$1,000 minimum to earn interest and avoid \$12 monthly service charge. Maximum \$100,000 deposit per client.

\$1,000 - \$14,999 Interest Rate/APY% .80/0.80

\$15,000 + Interest Rate/APY% .99/1.00

Effective 3/1/2023 and subject to change. Interest rates and Annual Percentage Yields (APYs) for accounts over \$1 million are subject to approval. Service Charges or withdrawals will reduce earnings. Please ask us for details.

# Calculate Your Savings at Maturity

## Savings Information

⊕ Deposit amount

\$ 300,000

⊕ CD term (months)

13

⊕ Interest rate

4.06 %

⊕ Compounding Frequency

Quarterly ▼

## Your Savings at Maturity

Value at Maturity	Interest Earned	Average Monthly Interest	Annual Percentage Yield (APY)
\$ 313,419.98	\$ 13,419.98	\$ 1,032.31	4.122 %

# Calculate Your Savings at Maturity

## Savings Information

⊕ Deposit amount

\$ 300,000

⊕ CD term (months)

7

⊕ Interest rate

3.82 %

⊕ Compounding Frequency

Quarterly ▼

## Your Savings at Maturity

Value at Maturity	Interest Earned	Average Monthly Interest	Annual Percentage Yield (APY)
\$ 306,727.61	\$ 6,727.61	\$ 961.09	3.875 %

## **AGENDA ITEM            10**

**Appoint Delegate and Alternate for NvRWA Conference Annual Business Meeting**

Put on the Agenda by Manager, Teri A. Hurt

### **Summary:**

During the Annual NvRWA Membership meeting at the 2023 Annual Training and Technical Conference, each eligible member system is authorized to have one voting delegate and one alternative voting delegate. These delegates will be addressing and voting on all issues to come before the Association during the annual meeting. There will be 3 regular seats on the NvRWA board up for election in March.

**Staff Recommends -** Designate Michael Boney as the SGID voting Delegate and Joe Seng as the alternate for the 2023 Annual Nevada Rural Water Association Conference Membership Meeting.

# SYSTEM DELEGATE FORM

Members of the Nevada Rural Water Association will be holding their Annual Membership meeting at \_\_\_\_\_ 1:30 \_\_\_\_\_ p.m. on Thursday, March 16<sup>th</sup>, 2023 at the Nugget Casino & Resort in Sparks, Nevada.

During the Annual Membership meeting at the 2023 Annual Training and Technical Conference, each eligible member system is authorized to have one voting delegate and one alternative voting delegate. These positions are important as these delegates will be addressing and voting on all issues to come before the association during the annual meeting. There will be 3 regular seats up for election in March.

## PLEASE PRINT

Name of Delegate: \_\_\_\_\_

Name of Alternative Delegate: \_\_\_\_\_

System Name: \_\_\_\_\_

Address: \_\_\_\_\_

## SIGNATURES

Designated Voting Delegate: \_\_\_\_\_

Designated Alternative Delegate: \_\_\_\_\_

***\*\*Signatures are required for both delegates\*\****

## PLEASE SUBMIT FORM TO:

Nevada Rural Water Association

363 Fairview Drive

Carson City, NV 89701

Fax (775) 841-4243

Email: [tabathag@nvrwa.org](mailto:tabathag@nvrwa.org)

### For Association use only

I attest that the above listed system is a member in good standing of the Nevada Rural Water Association and the delegate and alternative delegate are employed by said system and are thereby authorized to carry out the duties and responsibilities assigned to them as a delegate and alternative delegate during the 2022 Annual Membership meeting of the Nevada Rural Water Association.

\_\_\_\_\_  
Kevin Baughman, Executive Director

## **AGENDA ITEM            11**

Review of 3/4/23 Open Meeting Law Class

Put on the Agenda at the request of Board member Vicki Aveiro

### **Summary:**

A member of Staff has attended an Open Meeting Law Class on 3/4/23. There was some question as to whether a No Vote required an explanation when cast. Also, is it permissible for the Chair to only vote when it is necessary to break a tie. Staff will report on answers to these questions and any other information received at the class.

**This item is information/discussion only. No action is necessary on this item**

**AGENDA ITEM****12**

Revision to Board Policy

Put on the Agenda by Manager, Teri A. Hurt

**Summary:**

After speaking with Vicki Aveiro it was noted that on a previous meetings minutes it stated the Chair must vote per open meeting law. In Feb 2021 our Board agreed that our Chair only vote in the event of a tie.

If after the open meeting law class it is found that the Chair must vote, it is believed that this should be clarified in our Board Policy, which would require adding that language. Either way there is no wording regarding voting in our Board Policy and it should be discussed if this revision should be done either way. Staff provides wording for the Boards review and possible decision to add to the Board Policy.

**Staff Recommends -** Revise Board Policy to include the following statement:

Read aloud the statement you believe applies the best

STAGECOACH GENERAL IMPROVEMENT DISTRICT  
REGULAR MEETING - Minutes  
February 8, 2018

James called the meeting to order at 3:30 pm.

Board members present were Vicki Aveiro, Marjorie Gartenberg, Pat McIntyre, James Moore and Gene Ray.

Employees present were Teri Hurt, Tina Schmidt, Joe Seng and James Woodward.

Members of the audience: None

James led the pledge of allegiance.

**1. Approval of Agenda** – Gene Ray made a motion to approve the Agenda as presented. Pat seconded. None opposed. Motion passed.

**2. Approve "Posting of Meeting" Document** – Vicki made a motion to approve the Posting of Meeting Document as presented (See attachment A). Marjorie seconded. None opposed. Motion passed.

**3. Public Participation** – None.

**Marjorie requested that item #5 be heard before item #4.**  
**As requested #4 was skipped and returned to.**

**4. Approve Block Items** – Minutes of 01/11/18 Regular Meeting and Treasurer's Report – Gene Ray made a motion to approve the Minutes of 01/11/18 Regular Meeting and Treasurer's Report. Pat seconded. None opposed. Motion passed.

**5. Report from Staff and Board regarding attendance of Open Meeting Law Class and inform Board of Agenda Revisions as a result of information received at that Class** – Class was held on January 23, 2018 – OML Class was attended by Tina, James and Gene Ray. Tina gave an overview of the changes necessary to the Districts Agenda to comply with the OML.

Previously we had a few items that were vague like Manager Report, Supervisor Report and Director's Report. In the class it was stated that each item needs to state specific topics. Any person including Board Members that would like to have an item put on the Agenda must have the information to Teri by the Wednesday before the meeting.

Any meeting regarding District Business of two (2) or more is considered a Sub-Group. A Sub-Group Meeting must be Agenized as an open meeting; you must also record it and take minutes. Example is a rate review committee.

We also need to change the wording in our Public Participation Advisory Statement. Being a Public Office, we cannot halt comment upon belief defamation is occurring or it is critical of public official. The Advisory Statement does not need to be orally presented.

**Every Board Member including the Chair must vote on each item.** If you choose to abstain, you must disclose the reason. Any no vote must give the reason. The vote should always be in the best interest of the people. The public can give a brief written outline of the topic they spoke on in public participation. We are not required to record said statement with the meeting minutes.

Motions must be correct in wording or they can cause the motion to be nullified and re-agenized in the future. If for any reason we have more people than we can accommodate, it would be best to cancel the meeting and reschedule. It is worse to proceed with a meeting that does not accommodate, as that would be a violation of OML.



# STAGECOACH GENERAL IMPROVEMENT DISTRICT

SGID Office, 5000 Navajo Trail, Stagecoach NV 89429

Providing sufficient quantity and protecting the quality of water for Stagecoach Valley residents

## REGULAR MEETING

Thursday, February 11, 2021, 3:30 P.M.

### MINUTES:

Board Members in attendance: Marjorie Gartenberg, Joe Catanzarite, James Moore, Victoria Aveiro and Gene Ray

Staff in attendance: Teri Hurt, Joe Seng and Tina Schmidt

1. **Public Participation** – There was none
2. **Approval of Agenda** – Gene made a motion to approve the Agenda as presented. Marjorie seconded. None opposed. Motion passed unanimously.
3. **Approve “Posting of Meeting” Document(s)** – Joe C. made a motion to approve the Posting of the Meeting document as presented (see Att. A). Vicki seconded. None opposed. Motion passed unanimously.
4. **Approve Block Items** – Joe C. made a motion to approve the Block Items as presented. Marjorie seconded. None opposed. Motion passed unanimously.
5. **Discussion and Decision on need for Sergeant at Arms** – James opened the floor to Marjorie as she was the one who requested this Agenda Item. Marjorie stated that after consideration, she believed it was acceptable to have “no motion”. She would be happy with clarification that the Chair does have the ability to “stop” and/or “suspend” a meeting if it is being disrupted in any manner. Gene also stated that “if a person is asked to leave and refuses, the police have a right to remove them under trespass law”. It was agreed that if things were to get out of hand at a meeting a phone call would be made to the Sheriff’s dispatch. – No action was taken on this item.
6. **Discussion and Decision regarding SGID adherence to Robert’s Rules of Order** – James opened the floor to Marjorie. Marjorie stated she saw no reason at this time to do the formalization of it. She believes we already adhere to Open Meeting Law and go above and beyond what other Boards do. She would like to see the Chair only vote when breaking a tie. The rest of the Board agreed that would be acceptable. – No action was taken on this item.
7. **Annual Job Performance/Appraisal of GID Manager, Teri A. Hurt** – There was some discussion regarding the type of form used for Teri’s appraisal, it was decided that if a change needed to be made to the form that could be considered when the Personnel Policies were being updated. Teri indicated that the appraisal would need to be completed for her personnel file. It was decided that Teri does meet all the appraisal performance items on the Appraisal and the Chair filled out the form. Joe C. read aloud

**STAGECOACH GENERAL IMPROVEMENT DISTRICT**  
**BOARD POLICY**

Adopted by Board of Trustees May 16, 1996  
Revised by SGID Board of Trustees December 8, 2022

1. The Board will consist of 5 Members: Chairman, Secretary, Treasurer and 2 additional Members.
2. Board Members will be elected to 4-year terms.
3. To be eligible, each Board Member must reside within the District and be a registered voter.
4. Meetings will be held monthly unless otherwise noted – more often if circumstances deem it necessary. Board Members are expected to attend every meeting.
5. Positions within the Board are nominated and voted on at the beginning of each year by the Board Members.
6. A Board Member's resignation should be presented in writing to the Board.
7. A vacancy on the Board must be filled by a qualified elector of the District chosen and appointed by remaining Members of the Board after interviews and discussion.
8. An appointed Board Member assumes the same obligations and responsibilities as an elected Board Member until a successor in office is elected in the next biennial election.
9. See NRS 318.080 concerning dismissal.

Chain of command for Board and SGID Positions is as follows:

5 Board Members

Manager

Utility Supervisor

Assistant Manager

Water System Operations Specialist II

Administrative Assistant

Water System Operations Specialist I

Clerk / Typist

## BOARD MEMBER FIDUCIARY RESPONSIBILITIES

1. To exercise rights and powers for, and on behalf of, others with diligence and care.
  - A. Must understand rights and powers (authority) of a Board Member.
  - B. Should bring Customer concerns back to meetings.
2. To ensure that the water system receives, records and spends funds in accordance with modern accounting, purchasing and record-keeping standards.
  - A. Computer system should be kept up-to-date.
  - B. Must have yearly audit.
  - C. Board Treasurer must review and reconcile all SGID bank accounts monthly
  - D. Board must approve capital expenditures over \$5000.00. \*\*
3. To assure that water system revenues cover Operations plus Debt Service plus Reserves.
  - A. Should also include adequate contingency funds for emergencies.
  - B. Reserves should include Capital Improvement & Depreciation Funds.
4. To see that all records, minutes and notices are created, maintained and made available according to Federal and State laws.
  - A. Must have knowledgeable and effective Office Manager and employees. The Board is responsible for hiring, evaluating, and, if needed, firing the District Manager. The District Manager is responsible for all other employee hiring, evaluations, and, if needed, firing of the employee.
  - B. Board Members shall not make any promises as to raises, promotions or positions to any employee or prospective employee.
    1. Any member that does so shall be subject to censorship and removal from the Board by the Board of Lyon County Commissioners consistent with the procedure described in NRS 318.080(6).

\*\*Changed from \$500.00 May 20, 1999 by Board decision

## BOARD MEMBER LEGAL RESPONSIBILITIES

1. Board members must follow open meeting law provisions while in or out of the meeting. The provisions are found in NRS Chapter 241.
2. To carry out rules and regulations.
3. To ensure compliance with all applicable Federal, State and Local laws and ordinances.
4. To conduct business as a Board. Individual Members cannot contract, set policy or make decisions that are delegated to the Board by the governance documents.
  - A. Should keep rules and regulations, operations and emergency plans up-to-date.
  - B. Should have and maintain a Long Range Plan.
  - C. Must follow the Safe Drinking Water Act.
  - D. Should support lobbying for more realistic regulations.
  - E. Should encourage job-related training.
5. A quorum must be present to constitute a Meeting and to deliberate by vote. All Board Members vote on items agendized for Action.

Or

A quorum must be present to constitute a Meeting and to deliberate by vote. All Board Members vote on items agendized for Action with the exception of the Chair who only votes in the event of a tie.

(Some items may be duplicated in NRS 318)

## BOARD DUTIES IN ABSENCE OF BOARD OFFICERS

In cases of absence of Board Officers the following should apply:

Chair Absent	-	Secretary fills in
Secretary Absent	-	Treasurer fills in
Treasurer Absent	-	Member at Large fills in



## **AGENDA ITEM            13**

Review and possible revision of Long Range Plan

Put on the Agenda by Manager, Teri A. Hurt as per GID policy

### **Summary:**

The Long Range Plan is reviewed every 2 years

**Staff Recommends -** Staff will give recommendations at the meeting

# **Stagecoach General Improvement District**

## **LONG RANGE PLAN**

Adopted by the Board of Trustees on 03/12/1998

Revised and Approved on 04/11/2019

**Mission Statement:** *To Provide sufficient quantity and protect the quality of water for Stagecoach Valley residents.*

### **Goals:**

#### **1. Expand the existing Customer Base**

- a. Include new sub-divisions and parcels into the District
- b. Encourage existing well owners to hook onto the District

#### **2. Protect existing water sources by regulations imposed through the Wellhead Protection Program**

#### **3. Explore different possibilities / opportunities of other sources of water for the District**

- a. Work with other Public Agencies whose service may be required to facilitate the production, transfer and delivery of potable water through an intertie pipeline.
- b. Encourage use of Stagecoach sub-basin for use as underground storage
- c. Utilization of treated wastewater recharge
- d. Gray water irrigation possibilities

#### **4. Wastewater Management Plan**

- a. Enforce and maintain Denitrification Septic system Wastewater Management Program
- b. Work with other Public Agencies whose service may be required to facilitate and maintain the transfer and treatment of wastewater.
- c. Work with developers to build infrastructure at locations designated by the GID and to the specifications of the District

#### **5. Infrastructure Upgrades**

- a. Drill and Equip new Well
- b. Construct an additional 500,000 gallon Storage Tank
- c. Complete Looping within the water distribution system
- d. Upgrade Telemetry making best use of developing technology
- e. System-wide installation of Radio-read Meters

#### **6. Financial Viability**

- a. Maintain reasonable rates, while maintaining capacity
- b. Continue to fund Depreciation
- c. Continue to pursue high-yield investment options

#### **7. Continuous Yearly Review**

- a. Ordinances
- b. Policies
- c. Programs



### **1 to 5 Year Plan:**

1. Project Growth in numbers and areas based on the number of existing water rights and how that will increase the number of parcels.
2. Work with Developers (and individuals) in extension of main water lines.
3. Continue working relationship with other Public Agencies.
4. Attend various County meetings (BOCC, Planning, Advisory Board) to stay informed on community sustainability and economic development within our District and surrounding areas. Identify areas of concern.
5. Work with District Engineer evaluating "alternatives" for additional water production options.
6. Begin discussion and examine possibility/feasibility of future wastewater facilities within the District.
7. Examine necessity of future water services / treatment plants etc. to meet future unfunded EPA mandates.
8. Continue Radio-read Meter program.

### **10 Year Plan:**

1. Drill and Equip new Production Well.
2. Construction of additional 500,000 gallon Storage Tank.
3. Complete Looping within the System.
4. Expand service to include new development south of the highway.
5. Expansion of Office / Boardroom facilities.

*Note: Items are not listed in order of priority*

*This Long Range Plan should be re-examined every 2 years*

## **AGENDA ITEM            14**

Discussion for possible Wants/Needs for upcoming FY2023/2024 Budget

Put on the Agenda by Manager, Teri A. Hurt

### **Summary:**

This is an opportunity for the Board to discuss with Staff any ideas they have for the upcoming budget

**This item is information/discussion only. No action is necessary on this item**

## **AGENDA ITEM            15**

Review and Discussion regarding 2023 Rate Study

Put on the Agenda by Manager, Teri A. Hurt at the request of Board Member, Marjorie Gartenberg

### **Summary:**

Mike Boney has prepared a Rate Study (attached). At this time this is just information presented to the Board with possible scenarios for future rate increase. In the rate study it is noted that the Budget used was FY 21/22 as it better reflected a typical year for the GID. Mike suggests we use the FY 23/24 tentative budget numbers for a more accurate look at future rate needs. The only action that could be taken at this time would be if the Board wanted to direct Staff to schedule a public hearing and post the appropriate public hearing notice in the newspaper.

**Staff Recommends -** No action taken at this time. Allow staff to complete the Tentative Budget and then factor in those numbers for a more accurate look at what our current needs are. This could be revisited at the April 2023 meeting.

# Stagecoach GID

## Rate Study

On February 22, 2023, a rate study was completed for the Stagecoach General Improvement District, (SGID). Items of interest for the rate study included: customer water usage, meter fee, water allotment included in the meter fee, water production, current meter fee, current water usage overage charge, and the FY 2021-2022 Budget.

The items above are pertinent in the formulation to determine a more accurate base fee and allotment for the meters and water usage overage charge. An average of customer water usage was used over the last five years. A five-year average was also used to determine an average water production.

The current fee structure is not recovering enough base fee revenue to cover depreciation costs for infrastructure replacement. The study also shows that the current cost per 1,000-gallon is low and should be increased.

### Customer Water Usage

Customer water usage is used to help determine the water usage overage charge.

The more water that is used for any purpose, mostly irrigation or swimming pools or customer leaks, increases the use of mechanical equipment causing higher electrical usage, unforeseen high bill costs causing more phone calls to/from the office. This cost, therefore, must be recovered from the water user. The more water allowed to flow through any meter, places wear and tear on the meter. The longer the meter is used, the less efficient the meter becomes in reading an accurate usage.

### Meter Fee

A meter fee is the amount of cost per connection used to cover the fixed costs in the yearly budget. Each residential customer pays an equal share to the yearly budget. The commercial meter fees are based on the number of equivalent residential meter outlets that can fit into a commercial meter outlet. This equivalent is usually multiplied by the residential meter fee to give the commercial meter fee.

The meter fees are determined as a result of the equal number of equivalents in the cross-sectional area compared to a meter with a  $\frac{3}{4}$ " diameter. For example, when comparing the cross-sectional area of a  $\frac{3}{4}$ " diameter meter to a  $1\frac{1}{2}$ " diameter meter, the following comparison is seen using substitution of  $x = \frac{3}{4}$ ", and the equation water operators use for Area:

*Standard Equation for Cross – Sectional Area:  $A = 0.785(D)^2$*

$$A_x = 0.785(x \text{ inches})^2 = 0.785x^2 - \text{square inches}$$

$$A_{2x} = 0.785(2x \text{ inches})^2 = 0.785(4x^2) - \text{square inches}$$

When comparing the cross-sectional areas between  $A_x$  and  $A_{2x}$ ,  $A_{2x}$  is 4 times larger in area than the  $A_x$ . *i.e. This means that over the same flow time through the meters, the 1 1/2" meter allows 4 times the volume to flow through it than the 3/4" meter.*

The larger the meter, the more demand placed on the water system.

## **Water Allotment Included in the Meter Fee**

The water allotment included in each meter fee helps customers out on the monthly cost of their water bill. However, the mechanical work and electrical cost to produce the allotment is not cost effective to the utility. For example, a utility with 1,000 water connections, a water allotment included in the meter fee of 10,000 gallons, and an overage of use charge of \$2.00/1,000 gallons of usage over the allotment, loses at least \$20 per connection per month if each connection exceeded the allotment.

Water allotments always work in favor of the customer and not the utility. The extra revenue on an allotment equal to zero (0), recovers the cost for the equipment. The cost for each amount of water passing through the meter can be recovered.

## **Water Production**

Water production is considered in the rate study to help determine the amount of water loss. When the ratio of customer usage and water production are considered, a water loss of less than 10% is preferred. This shows effective equipment on the system, low system leaks, and the utility is gathering the appropriate revenue.

## **Current Meter Fee**

The current meter fee is used to compare it with the calculated meter fee. The calculated meter fee is determined through the recovery of fixed costs.

The fixed costs are determined by the equipment/labor required to set up the system before a single drop of water is produced. Items that are included as a fixed cost are not limited to as follows: System insurance costs, telephones, publications & dues, credit card processing fees, professional services, contracts, operating supplies, travel and training, postage, street repairs, capital improvements, depreciation, and loans.

## **Current Water Usage Overage Charge**

The water usage overage charge on water is used to collect costs used to produce the water. The costs are called variable costs.

Variable costs are determined by the people/utilities/chemicals required to produce the first drop of water. Items that are included as a variable cost are but not limited to as follows: Salaries, retirement, overtime, chemicals, utilities, vehicle repair, and equipment repair.

## **FY 2021/2022 Budget**

The budget is used to determine how the fixed and variable costs are line itemed in the budget. The FY 2021/2022 Budget was used as a more appropriate year-to-year evaluation of the revenue and expenses for the water system.

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### **Depreciation**

Depreciation is used to fill in the costs between the revenue generated and the predicted expenses of the water system. Depreciation is usually looked at as a fake expense.

However, depreciation is the value of an asset that decreases over a fixed time frame until the asset is in need of replacement. This is a real expense. When the asset fails, the water system will look into the cost of replacement, whether new or remanufactured. This cost comes from the system account(s). In order to replace the costs, the water system recovers them through meter fees.

The yearly depreciation expense is calculated as a straight-line figure. In other words, the costs of the asset at purchase time divided by the number of years expected until replacement.

Using straight-line depreciation, the system is expected to collect the cost of the asset at purchase time.

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### **Method 1**

The goal for the rate study is to find a reasonable meter fee with an affordable allotment and overage charge.

Reasonable meter fees can be achieved through the equal pay of each connection. When service is ran to each lot in the service area, whether occupied or vacant, the owner of the lot is responsible for the equal pay of service. The collection of fees for all connections on the system strengthens a more stable budget.

The cost associated with each connection is based on the meter size for the lot. Each meter, of equal size, applies the same demand on the system over the same period. The larger the meter, the more demand is placed on the system over the same period compared to the smaller meter. This requires a higher meter fee for these larger meters to help balance the budget.

The following worksheet is taken from the rate study workbook. In order to recover the fixed costs of \$501,105, the meter fee for the 596 residential meters and 3 2-inch meters must reflect a fee that is equitable and based on how much demand the meter places on the system.

\$ 67.00 base for 3/4 meter					
Number of meters this size →	Meter Size	Area, in <sup>2</sup>	Equivalent 3/4 inch meters	Equivalent Number of 3/4 inch meters in system	Base Rate For Meter Size
596	0.75	0.44	1.00	596	\$ 67.00
0	1.00	0.79	1.78	0	\$ 100.50
0	1.50	1.77	4.00	0	\$ 134.00
3	2.00	3.14	7.11	21	\$ 167.50

The residential meter fee given above in conjunction with a \$3.10/1,000-gallon water usage overage charge will assist in balancing the budget on the residential users given an 18,000-gallon allotment. Commercial tiered fee users will have an increase in the Tier 1, Tier 2, and Tier 3 levels of usage. In order to balance the budget, the water usage overage charge would change to \$4.00/1,000-gallons for the first 25,000-gallons above the allotment, \$4.50/1,000-gallons for the next 50,000-gallons, and \$5.00/1,000-gallons above 100,000-gallons of total usage.

There is a possibility that this could cause users to decrease the amount of water used. This in turn will lower the amount of revenue coming in.

## Method 2

\$ 65.00 base for 3/4 meter					
Number of meters this size →	Meter Size	Area, in <sup>2</sup>	Equivalent 3/4 inch meters	Equivalent Number of 3/4 inch meters in system	Base Rate For Meter Size
596	0.75	0.44	1.00	596	\$ 65.00
0	1.00	0.79	1.78	0	\$ 97.50
0	1.50	1.77	4.00	0	\$ 130.00
3	2.00	3.14	7.11	21	\$ 162.50

The residential meter fee given above in conjunction with a \$3.30/1,000-gallon water usage overage charge will assist in balancing the budget on the residential users given a 18,000-gallon allotment. Commercial tiered fee users will have an increase in the Tier 1, Tier 2, and Tier 3 levels of usage. In order to balance the budget, the water usage overage charge would change to \$4.00/1,000-gallons for the first 25,000-gallons above the allotment, \$4.50/1,000-gallons for the next 50,000-gallons, and \$5.00/1,000-gallons above 100,000-gallons of total usage.

If the base fee is left at the current value and the allotment was lowered to 18,000-gallons, the result would be closely related to Method 1.

## Conclusion

Whichever method of fee change is used it is recommended that the change take place as a one-time change. The sooner the change is made, the sooner the system will be stable.

The depreciation line item in the budget is to show how much value the assets are losing each year. This total includes the Capital assets and the short-lived assets, assets with less than 15-years of life expectancy on them. The recovery of this value is important to the replacement costs of each asset.

Neither one of the examples above recover depreciation at 100%. For 100% recovery of depreciation, the base fee should be \$67.64. If the base fee is \$67.00, then about 99% of the depreciation is recovered. If the base fee is \$65.00, then about 94.5% for the depreciation is recovered.

In order to have an idea of a reasonable base fee, FY 2021/2022 was used to examine more reasonable budget numbers versus the FY 2022/2023 budget.

For a more reasonable number to be given on the meter fee, I would recommend that we use the FY 2023/2024 tentative budget numbers to calculate a more exact number for the next FY.



## Put Simply

### Fixed Costs Include:

- |                                    |                         |
|------------------------------------|-------------------------|
| 1. Health Insurance                | 11. Postage             |
| 2. Telephone                       | 12. Street Repair       |
| 3. Publications & Dues             | 13. Samples             |
| 4. System Insurance                | 14. License and Permits |
| 5. Credit Card Processing Fees     | 15. Equipment           |
| 6. Outside Services                | 16. Equipment Rental    |
| 7. Legal and Accounting            | 17. Operating Supplies  |
| 8. Repairs and Maintenance         | 18. Capital Improvement |
| 9. Departmental Operating Supplies | 19. Depreciation        |
| 10. Travel and Training            | 20. Plant Salaries      |

### Variable Costs Include:

- |                          |                                           |
|--------------------------|-------------------------------------------|
| 1. Office Salaries       | 7. Fuel (Purchased on a Day-to-Day basis) |
| 2. Retirement            | 8. Chemical Supply                        |
| 3. Worker's Compensation | 9. Utilities                              |
| 4. Clothing              | 10. Vehicle Repair                        |
| 5. Medicare              |                                           |
| 6. Overtime Pay          |                                           |

Meter fees that are calculated and charged to the customer should cover the fixed costs.

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**Current Meter Fee** (Which includes 25,000-gallons) = \$65.00

Overage charges should cover the variable costs.

#### **Current Residential Water Usage Overage Charge:**

= \$3.00/1,000-gallons after 25,000-gallons

#### **Current Commercial Water Usage Overage Charge:**

= \$3.50/1,000-gallons for 26,000 to and including 50,000-gallons

= \$4.00/1,000-gallons for 51,000 to and including 100,000-gallons

= \$5.00/1,000-gallons for 101,000-gallons and above

Using current revenues calculated against FY 2021/2022 budgeted expenses; the deficit is equal to \$23,000.

---

**Method 1:**

**Calculated Meter Fee** (Which includes 18,000-gallons) = \$67.00

Overage charges should cover the variable costs.

**Residential Water Usage Overage Charge:**

= \$3.10/1,000-gallons after 18,000-gallons

**Commercial Water Usage Overage Charge:**

= \$4.00/1,000-gallons for 19,000 to and including 43,000-gallons

= \$4.50/1,000-gallons for 44,000 to and including 93,000-gallons

= \$5.00/1,000-gallons for 94,000-gallons and above

Using current revenues calculated against FY 2021/2022 budgeted expenses; the deficit is equal to \$266.

---

**Method 2:**

**Calculated Meter Fee** (Which includes 18,000-gallons) = \$65.00

Overage charges should cover the variable costs.

**Residential Water Usage Overage Charge:**

= \$3.30/1,000-gallons after 18,000-gallons

**Commercial Water Usage Overage Charge:**

= \$4.00/1,000-gallons for 19,000 to and including 43,000-gallons

= \$4.50/1,000-gallons for 44,000 to and including 93,000-gallons

= \$5.00/1,000-gallons for 94,000-gallons and above

Using current revenues calculated against FY 2021/2022 budgeted expenses; the surplus is equal to \$354.

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**\*\*These are options to meet a sustainable budget\*\***

## **AGENDA ITEM            16**

Information from Utility Supervisor

Put on Agenda by Utility Supervisor, Joe Seng

### **Summary:**

a. System Update - the Utility Supervisor will give the Board an update on how the Water System is running

**This item is information/discussion only. No action is necessary on this item**

## **AGENDA ITEM            17**

Information from Manager

Put on the Agenda by Manager, Teri A. Hurt

### **Summary:**

Admin. Update

- a. Upcoming Nevada Rural Water Assn. Conference
- b. Insurance Claim filed on Road Boring Tool
- c. Training Classes attended by Staff

Review of Meetings attended either in person or via Zoom:

- a. 2/14/23 Planning Commission Meeting
- b. 2/16/23 BOCC Meeting
- c. 2/22/23 Flood Meeting at Stagecoach Community Ctr
- d. 3/1/23 Stagecoach Advisory Board Meeting
- e. 3/2/23 BOCC Meeting

**This item is information/discussion only. No action is necessary on this item**

**AGENDA ITEM****18**

Pay Bills over \$5,000.00

Put on Agenda by Manager, Teri A. Hurt, as per District Policy

**Summary:**

There are no bills over \$5,000.00 at this time

**AGENDA ITEM            19**

Director's Suggestions for future Agenda Items

Put on the Agenda by Manager, Teri A. Hurt

**Summary:**

Board can make requests for future Agenda items at this time

**This item is information/discussion only. No action is necessary on this item**

**AGENDA ITEM****20****Public Participation**

Put on Agenda by Manager, Teri A. Hurt, as per OML Policy

**Summary:**

If discussion is requested it must be Agendized for a future Meeting

**NO Action can be taken on this Item**

**AGENDA ITEM****21****Adjournment**

Put on Agenda by Manager, Teri A. Hurt, as per OML policy

**Summary:**

When all business is concluded a Board Member may call to Adjourn

**Staff Recommends -** Call for meeting to Adjourn

State time of adjournment for Minutes