

**MINUTES  
CITY OF NORTH LAS VEGAS  
UTILITY ADVISORY BOARD**

November 16, 2021

Website - <http://www.cityofnorthlasvegas.com>

**CALL TO ORDER**

6:12 PM, City Hall, Council Chambers, 2250 Las Vegas Boulevard North,  
North Las Vegas, Nevada 89030

**ROLL CALL**

**BOARD MEMBERS PRESENT**

Chairman Collins  
Member Arbuckle  
Member Lattimore  
Member Dias  
Member Torres  
Member Davis

**BOARD MEMBERS ABSENT**

Member Salazar

**STAFF PRESENT**

Utilities Director Brady  
City Clerk Rodgers  
Deputy Director of Utilities Llamado  
Deputy City Attorney Craft  
Special Assistant to the Utilities Director Dillard  
Utilities Finance Manager Riggs  
Deputy City Clerk/Recording Secretary Ramey

**PLEDGE OF ALLEGIANCE - BY INVITATION**

**PUBLIC FORUM**

There was no public participation.

### **AGENDA**

**1. APPROVE UTILITY ADVISORY BOARD REGULAR MEETING AGENDA OF APRIL 26, 2022. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Member Dias

AYES: Chairman Collins, Members Arbuckle, Torres, Lattimore, and Davis

NAYS: None

ABSTAIN: None

ABSENT: Member Salazar

### **CONSENT AGENDA**

**2. APPROVE UTILITY ADVISORY BOARD SPECIAL MEETING MINUTES OF NOVEMBER 16, 2021. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Member Dias

AYES: Chairman Collins, Members Arbuckle, Torres, Lattimore, and Davis

NAYS: None

ABSTAIN: None

ABSENT: Member Salazar

### **BUSINESS**

**3. PRESENTATION ON THE UTILITIES DEPARTMENT CONSERVATION PROGRAM. (FOR DISCUSSION ONLY)**

Utilities Director Tom Brady stated that all water agencies in the region and valley have been making strides to get on the same page. He said that water conservation has been a priority for the city for a long time. The Utility Department has been responding to complaints received via the call center regarding water waste. He stated that the department sends a field technician to provide oversight for any leaks detected. Special Assistant Dillard stated that for Lake Mead levels we are at 35% capacity of Lake Mead as a whole. She said that we have dropped a significant amount over the past 10-15 years and that is why there is a need for conservation in the valley. She further stated that the water service area has a total 98,938 open accounts and 66,347 active smart meters.

Sensus Analytics is one type of meter where you can see the consumption and usage on specific dates. She said that you can provide alarm settings. You can narrow down from daily to hourly usage which enables us to more readily identify issues or violations.

Special Assistant Dillard said that Metron Analytics has different capabilities. It can pinpoint exactly where or when someone is watering even down to fixtures in the home. She said that it is a great tool for users to see how they use water.

Special Assistant Dillard said that for complaints regarding water waste, customers can call or email and attach photos. She said that they can call the customer service number, the Utilities Department phone number, email through CityTrack, or go to the link on the City's web page.

The City's investigation process for water waste reports includes:

- Verify the complaint is a violation;
- Research the correct account;
- Log the complaint on the correct account;
- Use online data to verify the complaint, when applicable;
- Site visit investigation;
- Create customer correspondence;
- Schedule follow-up review;
- Assess administrative fine, if applicable;
- Continue with proper follow-up;
- Community patrol (7-days coverage).

Chairman Collins asked how this applies to Sunrise Manor. Director Brady responded that we have authority to enforce through our Municipal Code because it states that it is unlawful for a water customer to permit the excess use, loss or escape of water through breaks, leaks or malfunction in the water customer's plumbing when it should have been reasonably discovered and corrected.

Director Brady further stated that the Utilities Department Staffing Plan consists of:

- 5 CNLV FTE;
- 2 SNWA FTE;
- 7-Day Patrol;
- 4-Day Administrative Support.

ACTION: DISCUSSED

**4. DISCUSS AND APPROVE MODIFICATIONS TO THE NORTH LAS VEGAS MUNICIPAL CODE CHAPTER 13.08 WATER CONSERVATION INCLUDING AN INCREASE TO THE ADMINISTRATIVE FINES RELATED TO WATER CONSERVATION ENFORCEMENT AND THE PROCESS FOR RECONSIDERATION AND APPEALS. (FOR POSSIBLE ACTION)**

Special Assistant Dillard stated that we are proposing to change our administrative fee structure. We have an appeal process that if someone wants to contest a violation or notice, they currently get a response from the Director or designee. If they do not receive a response they may complain to the City Manager's Office. We would like to bring this on par with other departments.

Other CNLV Departments Business License, Code Enforcement and Parking Services provide the following:

1<sup>st</sup> Level: Warning / 1<sup>st</sup> Violation- Appeal shall be decided by the division / department;

2<sup>nd</sup> Level: (2<sup>nd</sup> Violation and beyond) – Appeal shall be decided by the Hearing Officer. (third party).

For the Proposed Appeal and Reconsideration Process for the Conservation Division:

1<sup>st</sup> Level: (Warning / 1<sup>st</sup> Violation) – Appeal shall be decided by the Conservation Division / Utilities Department;

2<sup>nd</sup> Level: (2<sup>nd</sup> Violation and beyond) – Appeal shall be decided by the Hearing Officer (third party).

ACTION: APPROVED

MOTION: Member Dias

AYES: Chairman Collins, Members Arbuckle, Torres, Lattimore, and Davis

NAYS: None

ABSTAIN: None

ABSENT: Member Salazar

**5. DISCUSS AND APPROVE RESIDENTIAL SEWER RATES OPTIONS. (FOR POSSIBLE ACTION)**

Utilities Director Brady stated that there had been much discussion regarding the North Las Vegas sewer rates. He said that a challenge from the past has been the construction of our water reclamation facility. Director Brady provided a 6-tier comparison of the sewer rates inclusive of other agencies. He further explained that the objective is to reduce sewer rates in a way to maximize parity and provide relief for our residential customers. He explained the approach is to:

- Review reserve policy framework
  - Maintain expense coverage for 12 months of operations
  - Analysis over the next 10 years
- Validate revenue projections moving forward
- Determine how much revenue could be allotted to a rate reduction without compromising the 12- month reserve
- Develop options that provide greater parity and do not negatively impact long-term stability of the Utility Fund.

Utilities Director Brady explained the three options for the Board's consideration, as follows:

1. **Maximize Parity** – with other Las Vegas Valley agencies while ensuring every customer receives a reduction. Only minor reductions are seen in Tiers 1 and 2; however, significant reductions can be made in the tiers that have the greatest disparity.
2. **Two-Tier Flat Rate** – A single flat rate (similar to other agencies) would require a rate hike for a large percentage of customers and would not yield enough of a savings to the tiers that see the greatest disparity. A two-tier flat rate yields a significant reduction, closes the gap, is most comparable with local agencies, and provides the largest savings to the most customers.
3. **22% Reduction** – An across the board rate reduction with the same percentage reduction applied to all customers. By reducing Tiers 1 and 2 at the same percentage, the resulting rates will be well below the local average and does not allow for as significant a reduction for the tiers most in disparity.

Utilities Director Brady stated that staff's recommendation is for approval for Option No. 2.

ACTION: APPROVED

MOTION: Member Dias

AYES: Members Arbuckle, Torres, Lattimore and Davis

NAYS: None

ABSTAIN: Chairman Collins

ABSENT: Member Salazar

**6. DISCUSS AND APPROVE SEPTIC SYSTEM CONVERSION PILOT PROGRAM.**

Utilities Director Brady explained the Septic System Conversion Pilot Program, as follows:

- Multi-agency pilot program led by SNWA
- 14,000 septic systems in Clark County
- Potential health risks to groundwater aquifers
- Cost to convert to municipal sewer

Goal: Removing septic systems and connecting to municipal sewer

- Reduce risk of groundwater contamination
- Increase Lake Mead return flow credits
- Financial assistance to convert

Utilities Director Brady explained the criteria as:

- 85% of offsite improvements
- \$1,000 toward onsite/abandonment

ACTION: APPROVED

MOTION: Member Dias

AYES: Chairman Collins, Members Arbuckle, Torres, Lattimore, and Davis

NAYES: None

ABSTAIN: None

ABSENT: Salazar

### **STAFF ITEMS**

7. **DIRECTOR'S REPORT PROVIDED BY UTILITIES DIRECTOR TOM BRADY,  
P.E. LEED AP.**

Utilities Director Brady provided reporting on the following:

- FY 2022-2026 Capital Improvement Projects
- Automated Metering Infrastructure (AMI) Project Updates
- Apex Infrastructure Update

Utilities Director Brady thanked staff for their hard work.

### **BOARD ITEMS**

Chairman Collins welcomed the board members during a previous portion of the meeting.

### **PUBLIC FORUM**

There was no public participation.

### **ADJOURNMENT**

The meeting adjourned at 7:50 p.m.

**APPROVED:**

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Russell Collins,  
Chairman

**ATTEST:**

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Jackie Rodgers,  
City Clerk