

Application Form

Notice of Public Record

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

Profile

Sara _____ A _____ Meilandt _____
First Name Middle Initial Last Name

sarameilandt@gmail.com _____
Email Address

3970 Jasper Lane _____ Suite or Apt _____
Home Address

Reno _____ NV _____ 89509 _____
City State Postal Code

What ward do you live in? *

Ward 2

Mobile: (775) 225-3285 _____ Alternate Phone _____
Primary Phone

How long have you been a resident of the City of Reno?

Since birth, I left for 10 years and I have been back since 2016

Are you over 18 years of age?

Yes No

Are you currently registered to vote in the City of Reno? *

Yes

NDOT _____ Environmental Engineering _____
Employer Job Title
Manager

Which Boards would you like to apply for?

Recreation and Parks Commission: Submitted

Reno City Planning Commission: Submitted

Ward 1 Neighborhood Advisory Board: Submitted

Ward 2 Neighborhood Advisory Board: Submitted

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes No

If yes, please list conviction dates and nature:

Interests & Experiences

Education or training relevant to the board or commission to which you are applying:

I have been educated in engineering and received my degree from the University of Nevada, Reno. I have since graduating worked in public service for the last 13 plus years. My work experience has been in the transportation service industry as a construction manager and environmental engineering manager. I believe both of these fields, construction and environmental have given me good experience in assisting in the planning, costs, mitigation, and construction of bettering the infrastructure for all to share and benefit from.

Explain briefly why you would like to be appointed to this board or commission.

It has been my career goal to providing the best service possible to the public in all that I do in the engineering and transportation public service world. I would like to expand that goal into my community, it has become of the utmost importance as I have settled here and watch my boys grow up in my hometown. I would like to set an example and show my children that you can help shape and serve the community you live in by doing more than just your job, but by also taking an active role in the community.

[Sara Meilandt CV 012021.pdf](#)

Upload a Resume

Demographics

This section is optional and your responses will not be utilized for appointment. The following information helps track our recruitment and diversity efforts.

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

04/11/1984

Date of Birth

Open Meeting Law Waiver

WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

I Agree

Acknowledgement

Please Agree with the Following Statement

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.

I Agree

SARA MEILANDT

SUMMARY

A multifaceted individual, educated in civil engineering with proficiency in supervision and management of in-house and consulting technical and non-technical staff, in the implementation and administration of private and public projects and programs. Extensive experience and thorough knowledge of the principals and practices of project design, implementation, management, construction, audits, grant funding, data analysis, and reporting of projects associated with civil and environmental infrastructures, including transportation, facilities, and other infrastructure improvements. Successful project and program management, knowledge and ability to supervise subordinates planning, auditing, constructability, budget and payment monitoring, inspection of electrical, drainage, urban forestry, pavements, public outreach and other disciplines, including highly complex, technically challenging civil and environmental improvement projects. Established capacity to actively and effectively manage the technical development of director's initiatives/department goals, contracts, and contract documents for multiple programs and projects together with the ability to successfully monitor schedule progress to meet deadlines and budget objectives. Highly effective communication and coordination skills. Proven track record of success with over 11 years, in implementing the principles, practices and procedures of capital projects including the methods, materials, equipment and techniques used in project, program management, and supervision.

EDUCATION

Bachelor of Science/Civil Engineering

Aug 2003 – May 2008

University of Nevada, Reno

- ASCE active member in Concrete Canoe, charity events, and volunteer work
- Engineers Without Borders (EWB) club officer, Habitat for Humanity

Government and Corporate Training

- Trained and experienced in successfully dealing with a diverse, multi-cultural customer base
- Race and Social Justice Training
- Conflict and Change Management Training
- SDOT and NDOT Manager/Supervisor Training
- NDOT Resident Engineer Training
- WSDOT Construction Inspection and Utility Inspection Training

COMPUTER SKILLS/TECHNICAL SKILLS

- Skilled in the use of Stormshed, and WaterCAD
- Versed in AutoCAD, JDD, Civil 3D, and ArcGIS
- Proficient in Microsoft Project (scheduling), Access (database), Excel, Outlook, and Word applications
- Competent in Oracle Primavera Contract Management
- Experienced in Sharepoint and Citrix Document Management
- Knowledgeable in GeoSystems
- IRWIN, NDOT permit submission and review program

WORK EXPERIENCE

Environmental Engineering Manager (Supervisor III, Associate Engineer)

February 2019 – Present

Nevada Department of Transportation

- Composed policy and inter-agency agreements for the Environmental Section, Division, and Department.
- Oversaw and administered projects and permits with knowledge and use of Federal and State laws and regulations on air quality, traffic noise, storm water, water quality, hazardous materials and Naturally Occurring Asbestos and erionite (NOA/e), for changes affecting NDOT projects, operations, and properties.
- Successfully reviewed and approved environmental documentation and plans, recommending changes as needed.
- Prepared construction specifications and contract documents.
- Coordinated and oversaw project reviews with storm water, biology, NOA/e, hazmat, cultural resources, traffic noise and air quality in order to complete the preparation and issuance of Categorical Exclusions required by NEPA.
- Ensured NEPA compliance through certification allowing funding.
- Completed the divisional review and approval of occupancy and encroachment permits.
- Effectively coordinated divisional review and NEPA compliance for right-of-way disposals.
- Lead member on Greenhouse Gas Emissions and Sustainability initiative workgroups for the State of Nevada.
- Managed five subordinates within the division, consulting staff, and consulting contracts.

Environmental Planning & Construction Specialist

April 2018 – February 2019

Dyer Engineering Consultants, Inc.

- Successfully completed SWRP document research and submission for local RCD.
- Assisted in and developed environmental project proposals including conservation, rehabilitation and improvement projects.
- Completed Federal and State Environmental documents including CEQA and NEPA documents.
- Constructability reviews for public and private construction on Airports, boat ramps, ditch flood management and water transmission projects.
- Monitored budget, approved invoices and wrote progress reports for contracts.
- Drafted and submitted Water Pollution Control Permits.
- Managed ditch encroachment application program for multiple local ditches.
- Assisted in the monitoring of water quality projects.
- Designed and implemented Critical Path Schedules for Mining projects.
- Finalized Plan of Operations documents for Mining projects.
- GIS map creation.

Project Manager & Construction Administration

December 2016 – December 2017

Construction Materials Engineers, Inc.

- Successfully developed and won work within new market.
- Assisted in monitoring time and budget on projects.
- Completed onsite Concrete inspections.
- Contract document drafting and submissions.
- Completed GeoSystems contract documentation.

Assistant RE/Quality Assurance Inspector (Senior Construction Inspector)

June 2015 – Sept 2016

Los Angeles County Metropolitan Transportation Authority

- Supervised and performed the most complex and difficult technical civil engineering, facilities engineering and construction related activities.
- Successfully monitoring design and inspecting construction projects, materials, multiple trades, schedule of values and schedule.
- Reviewed constructability, contract specification compliance.
- Assisted in forecasting cost estimates.
- Enforced ordinances controlling public property and facilities.
- Confirmed environmental compliance according to funding source and governing jurisdiction.
- Maintained records on J.ACMTA facilities and projects.
- Proficient coordination and communication with multiple jurisdictions and track allocation.
- Project example includes: (Others given upon request)

Pershing Square Escalator Replacement – Los Angeles, CA

The Pershing Square Escalator Replacement is a design build project that includes the demolition, removal, and replacement of the existing escalators, placement of new canopy over the south tunnel portal, and tying into existing utilities with minimal to no disruption of existing systems.

As the assistant Resident Engineer on this project, Sara was responsible for pro-active team coordination during design, observation and monitoring the potential risks and constructability. Areas of focus included design coordination, submittal approval and tracking, change notice and RFP execution.

Metro Blue Line Pedestrian Swing Gates Installation – Los Angeles, CA

The Metro Blue Line Pedestrian Swing Gates Installation project includes the installation of 27 swing gates along the Metro Blue Line from downtown Los Angeles to Long Beach. The Blue Line corridor runs through multiple jurisdictions including City of LA, LA County, City of Compton, City of Long Beach, and abuts or runs adjacent to Union Pacific Rail Road ROW.

As the assistant Resident Engineer on this project, Sara was responsible for pro-active team and jurisdiction coordination, observation and monitoring the status of the projects' scope, schedule and budget. Areas of focus included safety during

construction, coordination with 5 different jurisdictions, track allocation coordination, public addressing system, change notice and RFP execution.

North Hollywood West Entrance – Los Angeles, CA

The North Hollywood West Entrance Project was needed due to the increase in ridership for both the existing bus and subway systems. This underground passage connecting the subway station to the bus station will improve the existing crosswalk crossing and improve safety. The underpass will tie into the existing subway station through the knock-out panel, located on the west side of the existing mezzanine level at the southwest corner of the congested intersection. As the Senior Construction Inspector/Quality Assurance representative on this project, Sara was responsible for proactive field supervision of project development, observation and monitoring the status of the projects' scope, schedule, and budget. Areas of focus included existing removals, installation and extensions of existing utilities, reinforced concrete placement, submittal review and approval, daily document reporting, internal, and external coordination. Sara was the lead contact for coordination of technical issues with the contractor Quality Control.

Office Engineering Supervisor (Civil Engineering Specialist, Supervisor)

July 2014 – May 2015

Seattle Department of Transportation

- Served as project manager for CIP work with varying contract types, ensuring adherence to project scope, schedule and budget, and appropriates funds in accordance with particular requirements of various funds.
- Supervised the performance of contract administration activities including, reviewing monthly progress reports, processing monthly and final payments to contractors, verifying final quantities and costs, compiling requisite documentation, reviewing change orders, and auditing as-built records.
- Checked accuracy of work and computations performed by subordinates.
- As Office Engineering Supervisor at the City of Seattle, I ensured all projects completed the appropriate environmental reviews and met the applicable standards during construction according to funding sources.
- Acted as a liaison among consultants, public, contractors, manufacturers, fabricators or suppliers and City.
- Negotiates problems of changes, errors or deficiencies and ensures compliance with project specifications and requirements.
- Developed and improved reporting for assigned project work and contracts and prepared monthly status reports, as well as other special reports
- Supervised subordinates processing, maintenance, and updating of engineering records used for a variety of engineering and construction activities as well as for drafting and revising maps and drawings.
- Coordinated and cooperates with other agencies, departments, divisions and private utilities involved in or affected by project(s).
- Coordinated design work and related matters with project engineers/coordinators or managers.
- Acted as interdivisional liaison for construction coordinating the various phases of designing, planning and preparation of project details.
- Served on internal and external committees concerned with standardization and improvement of specifications, materials, methods and procedures. Representing SDOT at the City of Seattle Standard Specification Division 1 meetings.
- Reviewed agreements with consultants and other cooperating agencies.
- Wrote RFP and RFQ's, reviewed responses, evaluated and made recommendations for award.
- Participated in the selection, hiring, and performance appraisal of consultants and subordinated, performing other personnel/administrative tasks.
- Led efforts in updating and automating construction management service processes within an online dashboard.
- Involving an intuitive streamline of process and procedures for easy and accurate online access for internal and external clients.
- Led efforts in software implementation for project document review and processing.
- Active committee member with the American Public Works Association (APWA).

Resident Engineer (Senior Civil Engineering Specialist)

Sept 2012 – July 2014

Seattle Department of Transportation

- Completed and/or supervised the review of plans and development proposals for impacts related to utilities, traffic, transportation, and street improvements. Recommended revisions and permit requirements to mitigate negative impacts of development and assure plans conform to City policies.
- Effective track record in responding to inquiries from the public and other departments about the process, requirements, and procedures of the development process. Successfully investigated and resolved complaints from the public.
- Supervised and performed contract administration activities including, reviewing monthly progress reports, processing monthly and final payments to contractors, verifying final quantities and costs, compiling requisite documentation, writing/reviewing change orders, and forecasting budget and schedule.
- Negotiated changes, errors or deficiencies and ensured compliance with project specifications and requirements.
- Conducted successful pre-construction conferences to determine project schedules and activities.
- Served as Project Manager for CIP work ensuring adherence to project scope, schedule and budget.
- Administered appropriate funds in accordance with particular requirement of various funds.
- Supervised maintained and updated engineering and permit data and records used for a variety of engineering and construction activities as well as for drafting and revising maps and drawings. Ensured and enforced compliance with terms of permits, authorizing construction projects and controlling use of public properties and facilities.
- Upheld city, state, and federal environmental compliance; including but not limited to SWPPP, BMP's and EPA requirements.
- Successfully completed SWPPP reviews per the environmental department requests.
- Prepared and supervised plans and designs for traffic related improvements including signing, channelization, detours, traffic controls and traffic survey and analysis.
- Assisted in the development of requests for qualifications and reviews of agreements with consultants and other cooperating agencies.
- Served on internal and external committees concerned with standardization and improvement of specifications, materials, methods and procedures.
- Acted as liaison with project engineers or supervisors coordinating the various phases of design work, planning and preparation of project details.
- Acted as liaison among/between consultants, contractors, subcontractors, manufacturers, fabricators or suppliers and City.
- Coordinated and cooperates with other agencies, departments, divisions and private utilities involved in or affected by projects.
- Supervised and performed complex, detailed computer-aided and ink drafting of drawings and maps including, base maps, quarter section maps, cross sections, topographical maps, contract plans, as-built drawings, sketches, details and graphs. Completed right-of-way and alignment calculations. Updated existing maps and drawings.
- Successful in the supervision, preparation, and interpretation of inspectors' notes, field checks, diaries, records, progress estimates, surveys and existing records to assure that maps and drawings are accurate and reflect improvements.
- Supervised field and laboratory sampling and testing of construction materials and site conditions to ensure compliance with plans and material specifications.
- Oversaw and performed field work to inspect, monitor, survey, or verify information for construction and engineering related projects and facilities. Coordinated with utility owner for the preparation of work orders to start repairs and assisted in the design work.
- Participated in the selection, hiring, and performance appraisals of subordinates.
- Active committee member with the American Public Works Association (APWA).
- Project example includes: (Others given upon request)

2013 Sidewalk Development Program – Seattle, Washington

The 2013 Sidewalk Development Program consisted of eight city wide project locations and one addendum location consisting of new sidewalk construction and pedestrian improvements. The projects involved students 'safe routes to school', neighborhood funded projects, utility improvement projects, and general upgrades.

As the Resident Engineer, Sara was responsible for the preconstruction constructability reviews, confirming scope, funding, schedule, bid analysis and internal project cost analysis. The supervision and administration of all pre, post,

and construction related activities including pavement removals and restoration, clearing and grubbing, new sidewalk upgrades including curb ramp upgrades and new curb ramps, drainage infrastructure, electrical infrastructure, landscaping, channelization, and other miscellaneous work.

**Senior Construction Inspector
(Civil Engineering II)**

Sept 2010 – Aug 2012

Pertect, Inc.

- Successfully involved in marketing efforts to secure future client base.
- Assisted in the administration of interns and coworkers. Worked with the Senior Construction Manager, as Construction Engineer II in performing additional miscellaneous duties.
- Created submittals, design changes, change orders, daily construction reports, and field records.
- Upheld city, state, and federal environmental compliance; including but not limited to SWPPP, BMP's and EPA requirements.
- Designed utility design-build improvement projects.
- Tracked materials and additional work efforts.
- Observed and inspected multiple AAC projects and surface water treatment facility projects.
- Coordinated with clients, utility personnel, contractors, and sub-contractors.
- Project examples include: (Others given upon request)

2011 AAC – 15th Avenue NE Street & Utility Improvement – Seattle, Washington

The 15th Avenue NE is a major arterial in the busy University District of North Seattle. It carries approximately 16,000 vehicles daily and provides access to adjacent major institutions including the University of Washington and University of Washington Medical Center. It is also parallel and adjacent to University Way NE, or “The Ave”, one of Seattle’s major neighborhood market centers.

As the construction engineer on this project, Sara was responsible for the status of the project’s scope, schedule and budget, including change orders, was constantly assessed to anticipate possible issues and changes required to keep the project on track and on budget. Pro-active field supervision, coordination and monitoring work by inspectors and office engineers. Areas of focus included existing removals, installation, and adjustments of underground utilities, cement concrete placement, asphalt placement, submittal coordination, daily report documenting, field construction record keeping, internal, and external coordination. The logistics of the project location added to the complexities of her job requirements, particularly in areas including scheduling, safety and community outreach. Sara was the major contact for coordination of technical issues with other City departments, i.e., utilities, as well as with the client and contractor. Project was completed on time and under budget. Responsible for ensuring client objectives were met and that the contractor was compliant with plans and specifications. Proactively mentored staff and peers to optimize efficiencies and achieve project milestones.

2010 AAC – Arterial Spot Rehabilitation – Seattle, Washington

This multi-phase roadway rehabilitation project included improvements through downtown Seattle’s busiest neighborhoods for both vehicular and pedestrian traffic. In addition to the roadway reconstruction, as part of the City’s Arterial Asphalt and Concrete (AAC) program, construction improvements included many complete streets elements; sidewalk repair, intersection improvements, tree pit expansion, transit lanes, and bike facility upgrades.

As the construction engineer on this project, Sara was responsible for pro-active field supervision, observation and monitoring the status of the projects’ scope, schedule and budget. Areas of focus included existing removals, installation and adjustments of underground utilities, cement concrete placement, asphalt placement, submittal coordination, daily report documenting, field construction record keeping, internal, and external coordination. Sara was a contact for coordination of technical issues with other City departments, i.e., utilities, as well as with the client and contractor. Project was completed on time and under budget. Proactively mentored staff and peers to optimize efficiencies and achieve project milestones.

**Inspector/Designer
(Civil Engineer I)**

Jul 2008 - Sept 2010

Pertect, Inc.

- Assisted in the design of details, plans 30/60/90 percent, project corridor profiles, surfaces, and walls.
- Completed downstream analysis and water quality modeling.
- Performed traffic count studies.
- Observed and inspected surface water and transportation (AAC) construction projects.
- Project examples include: (Others given upon request)

2010 AAC Program 2nd Avenue and 4th Avenue (North and South) – Seattle, Washington

This multi-phase roadway rehabilitation project included improvements through downtown Seattle's busiest neighborhoods for both vehicular and pedestrian traffic. The project also included many complete streets elements including sidewalk repair, intersection improvements, tree pit expansion, transit lanes, and bike facility upgrades. Sara was responsible for field observation including existing removals, installation and adjustments of underground utilities, cement concrete placement, asphalt placement, submittal coordination, daily report documenting, field construction record keeping, internal, and external coordination. Project was completed on time and under budget.

Engineering Technician II

May 2007 – May 2008

TRC Environmental Corp.

- Drafted and assisted in the designing of storm drain improvements.
- Designed multiple pipeline expansions for city wide water model updates, and reuse pipelines.
- Completed drafting plans on large CIP project for roadway widening and expansions.
- Concluded project research for permits, product search, parcel ownership, etc. on an array of pipeline and roadway expansion and well and tank improvement projects.
- Accomplished preliminary cost estimates for large multiple roadways (CIP) project, pipeline expansions, well improvements, and non-potable water tank installation.
- Coordinated and helped administer interns and intern work for up to 5 interns at a time. Working with the in-house CAD Manager, as Head Intern.

Engineering Technician I

Oct 2006 - May 2007

TRC Environmental Corp. (Formerly Vpoint)

- Drafted from basic details, plan redlines, to plan profiles and surfaces.

References and sample work products available upon request.