

MINUTES

JOINT COORDINATING COMMITTEE (JCC) FOR THE TRUCKEE MEADOWS WATER RECLAMATION FACILITY (TMWRF) Wednesday, February 2, 2022

The Joint Coordinating Committee (JCC) meeting was held virtually using Zoom and conducted the following business:

1. Call Meeting to Order

The meeting was called to order by Chair Flansberg at 10:00 a.m.

2. Roll Call - A quorum was present.

Committee Members Present

Donald Abbott	Council Member, City of Sparks
Jon Combs	General Manager, SVGID
Jeff Cronk	Finance Director, City of Sparks
John Flansberg	Public Works Director, City of Reno
John Flansberg (<i>proxy for Thornley</i>)	Public Works Director, City of Reno
Deborah Lauchner	Finance Director, City of Reno
John Martini	Assistant City Manager, City of Sparks
Armando Ornelas	Community Services Director, City of Sparks
Dwayne Smith (<i>proxy for Solaro</i>)	Director of Engineering, Washoe County
Bonnie Weber	Council Member, City of Reno

Members Absent

Doug Thornley (<i>proxy present</i>)	City Manager, City of Reno
David Solaro (<i>proxy present</i>)	Director of Community Services, Washoe County

Staff Present

Susan Ball Rothe	Deputy City Attorney, City of Reno
Kerri Lanza	Engineering Manager, City of Reno
Matt Smith	Associate Civil Engineer, City of Reno
Jackie Bryant	Assistant City Manager, City of Reno
Trina Magoon	Director of Utility Services, City of Reno
Dustin Waters	Assistant Director of Utility Services, City of Reno
Emily Kidd	Internal Auditor, City of Reno
Michael Drinkwater	TMWRF Plant Manager, City of Sparks
Rick Breese	TMWRF Operations Manager, City of Sparks
Kim Laber	TMWRF Maintenance Manager, City of Sparks
Casey Mentzer	TMWRF Plant Process Engineer, City of Sparks

3. Public Comment

None

4. Approval of Agenda (For Possible Action)

IT WAS MOVED BY MEMBER WEBER, SECONDED BY MEMBER LAUCHNER, TO APPROVE THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

5. Approval of Minutes for November 3, 2021 (For Possible Action)

A correction was made to the minutes under Item 6.F changing chloroform violation to coliform violation.

IT WAS MOVED BY MEMBER WEBER, SECONDED BY MEMBER COMBS, TO APPROVE THE MINUTES AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

6. Informational Management Reports from TMWRF Management Team:

a. Safety Update – Plant Manager

Paul Shapiro, TMWRF Safety Coordinator, reported there were 24 reported incidents in the 2021 calendar year. Four of those were recordable incidents requiring something other than first aid. Mr. Shapiro also reported a serious near miss incident involving a maintenance mechanic who stepped into the open hole of a 24 inch pipe. This was in an area covered with murky water. Additional precautions have been taken to mark areas where there could be holes like this.

b. Staffing Update – Plant Manager

Michael Drinkwater, TMWRF Plant Manager, reported they have not added any new employees since the last JCC meeting. There are still six vacant TMWRF staff positions. There are four pending retirements in the next couple of months.

Chair Flansberg asked when the three vacant Operator positions will be filled.

Member Ornelas reported there is a backlog of vacant positions at the City of Sparks and they are working as quickly as possible to fill them.

c. FY 22 Budget-to-Actual as of December 31, 2021 – Plant Manager

Mr. Drinkwater reviewed the summary sheet included in the meeting packet and answered questions regarding specific line items.

d. The Influent Flow Split – Plant Manager

Mr. Drinkwater reviewed information regarding the flows. December 2021 was the wettest December on record and that is reflected in the flow to the plant.

e. Ongoing Operations activities including status of processes – Operations Manager

Rick Breese, TMWRF Operations Manager, reported on the Operations Process Performance Metrics for 2021.

Chair Flansberg referred to the gas conditioning and asked how the cogeneration process is working.

Mr. Breese stated the cogeneration has been unaffected by these numbers because these numbers are at the flare.

Chair Flansberg asked what is causing the reported numbers to be worse than what we are actually experiencing at the plant.

Mr. Breese explained they have changed some valves and are trying to get the numbers to match what is actually coming out. When we flare gas a portion of it is treated gas. If we have no flow at the flare, which is where we are pulling these numbers from for monitoring, it skews it high. There may be some residual in the pipes that is off gassing and causing these bad numbers.

f. Ongoing process and chemical optimization – Plant Process Engineer

Casey Mentzer, TMWRF Process Engineer, reported on the upcoming budget for chemicals and compared it to previous years. Mr. Mentzer discussed a new technique they are working on to lower bleach consumption balancing out overdosing or under dosing throughout the course of the day. He also discussed chemical prices that are going up and will end up being over the cost that was budgeted. We are only 3% over budget at this point in the fiscal year.

Mr. Mentzer answered questions from Member Martini and explained the method he used to normalize the unit costs year over year.

Member Martini asked Mr. Drinkwater if he anticipates having to dip into the contingency funds this fiscal year.

Mr. Drinkwater stated it will be close. We are expecting chemical unit cost increases on our high volume chemicals. We will have more information on that in a month.

Member Martini asked Mr. Drinkwater to let them know as soon as possible if it is starting to look like the contingency funds will be needed so they can take the proper actions.

g. Ongoing Maintenance activities – Maintenance Manager

Kim Laber, TMWRF Maintenance Manager, reported they are having high spikes in both mechanical and electrical work orders and PMs. The staffing issues have been challenging but the big impact has been COVID. He has been short a couple of mechanics and electricians every week for the last several months. With the improvements in COVID numbers in the region he is hoping to see those numbers go down. All of the safety PMs and major equipment PMs are being handled so that we don't have any major failures.

Mr. Laber also discussed the status of asset management procurement. He will be going to Sparks City Council on February 28 to purchase \$206,000 worth of computers and software for our aeration blowers. He reported that a plant air compressor that was ordered a year ago was delivered last month and has been installed and is functioning well.

7. Update and discussion regarding compliance with the allowable Total Nitrogen (TN), Total Phosphate (TP) and Total Dissolved Solids (TDS) discharges in accordance with the National Pollutant Discharge Elimination System permit issued by Nevada Division of Environmental Protection (NDEP) - Plant Manager.

Mr. Drinkwater reviewed information included in the report regarding compliance with the allowable Total Nitrogen (TN), Total Phosphate (TP) and Total Dissolved Solids (TDS) discharges in accordance with the National Pollutant Discharge Elimination System permit.

8. Update and discussion on the TMWRF Capital Improvement Program (CIP) progress - City of Reno TMWRF CIP Program Manager.

Matt Smith, TMWRF CIP Program Manager, reviewed the current status of the TMWRF CIP. All projects are progressing on time and within budget. There are eight engineering projects and evaluations and two CIP construction projects currently underway. Two construction projects and four engineering projects have been completed since the last JCC meeting. The status of capital project funding was also included in the report.

9. Presentation and possible approval of the draft FY23 Operational Budget by the TMWRF Plant Manager or direction thereon. (For Possible Action)

Mr. Drinkwater reviewed information included in the staff report for the draft FY23 Operation Budget. He also discussed the need for four additional staff members in the next fiscal year that are not included in this draft budget.

Mr. Drinkwater answered questions from Member Ornelas regarding operations comp time and the impact that has on staffing issues. Being able to fill vacant positions will help to mitigate the amount of comp time being accumulated.

Member Lauchner asked what the proposed added positions will do to the rates the public pays.

Mr. Drinkwater stated the positions would add about \$400,000 to the budget but he does not know how that would impact the sewer rates.

Chair Flansberg stated he will need to circle back and look to see what impact this might have in regards to our operational budget on the City of Reno side for collection system operations to see what that does to the user rates.

Chair Flansberg stated he will need some time to think about the request for additional positions.

Member Lauchner stated she wants to understand what the impact on the public is going to be for rates before she can approve a budget. She asked to get some of that information in advance of the next JCC meeting if that needs to be approved at the next meeting.

Chair Flansberg stated he will be running some analyses for the City of Reno and suspect Sparks will do the same.

Member Ornelas asked Mr. Drinkwater for an order of priority for the requested positions.

Mr. Drinkwater asked for an opportunity to meet with his management team before providing that information. He summarized direction to staff to have clearly delineated costs for each of the requests as well as prioritization of the requested positions when this comes back next month.

Chair Flansberg asked Mr. Drinkwater if he has sufficient direction or if he needs a motion.

Mr. Drinkwater stated he understands the direction.

No action was taken.

10. Review and possible approval of the draft 5-year Capital Improvement Program (CIP) for fiscal year 2023 or direction thereon. (For Possible Action)

Mr. Smith presented the Five-Year CIP Program Summary report.

No action was taken.

11. Identification of future agenda items.

The March JCC meeting agenda will include the budget for approval to go to our various Councils. Mr. Drinkwater was asked to also include a report on the budget to actual discussion including chemical usage.

12. Discussion and direction regarding setting the next meeting date as March 2, 2022. (For Possible Action)

IT WAS MOVED BY MEMBER WEBER, SECONDED BY MEMBER ORNELAS, TO SET THE NEXT MEETING DATE FOR MARCH 2, 2022. THE MOTION CARRIED UNANIMOUSLY.

13. Public Comment

Mr. Drinkwater reported they received the audited financials for TMWRF. There were no findings by the auditors. The PDF document is available on the City of Sparks website.

14. Adjournment (For Possible Action)

The meeting was adjourned at 11:23 a.m.

Respectfully submitted by,

Christine Birmingham, Recording Secretary