

# HYBRID MEETING NOTICE

## Joint Coordinating Committee

### For The Truckee Meadows Water Reclamation Facility

DATE: June 1, 2022  
TIME: 9:05 a.m.  
PLACE: Reno City Hall – 7<sup>th</sup> Floor Caucus Room  
1 E. First Street, Reno NV 89501

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**Posting:** This Agenda is posted at Reno City Hall, Sparks City Hall, and the Washoe County Administration Complex. Further, in compliance with NRS 241.020, this notice has been posted to the official website for the City of Reno at [www.reno.gov](http://www.reno.gov), the City of Sparks at <https://cityofsparks.us/>, and a link to this agenda has been posted to the State of Nevada website at <https://notice.nv.gov>. To obtain further documentation regarding posting, please contact Tara Aufiero, City Hall, 1 East 1st Street, 7th Floor, Reno, NV 89501; [aufierot@reno.gov](mailto:aufierot@reno.gov).

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Members of the Committee may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

Virtual link: <https://us06web.zoom.us/meeting/register/tZckc-usqTMvHNI-NyowO33oiLBh0oBH0tpp>

In Person: Reno City Hall – 7th Floor Caucus Room  
1 E. First Street, Reno NV 89505

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**Support Materials:** The designated contact to request support materials is Tara Aufiero, 1 East First Street, 7th Floor, 775-333-7751 Support materials are also available at the scheduled meeting.

**Order of Agenda:** Section titles on this agenda are for convenience and reference purposes and are not intended to define, govern, limit, modify or in any manner affect the titles of the items listed for consideration by the Committee. A time listed next to a specific agenda item indicates that the specific item will not be heard before that time – it does not indicate the time schedule of any other item. Items on the agenda may be removed, postponed, taken out of order and the Committee may combine two or more agenda items for consideration.

**Accommodations:** Committee and staff will make reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend the meeting. If you require special arrangements for this meeting, please call 334-2350 prior to the date of the meeting.

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#### Public Comment

##### In-Person

A person wishing to address the public body shall submit a “Request to Speak” form to the presiding officer. Public comment, whether on items listed on the agenda or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken.

##### Virtual

No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item.

Pursuant to NRS 241.023, those wishing to submit public comment may do so by sending an email to [smithm@reno.gov](mailto:smithm@reno.gov), by leaving a voicemail at 775-399-0149 or at the meeting during virtual public comment. Public comment is limited to three (3) minutes per person. Voicemail Comments received prior to 4:00 p.m. on the day preceding the meeting will be transcribed, provided to the Committee for review, and entered into the record. Comments received after 4:00 pm on the day preceding the meeting will be provided to the Committee for review prior to adjournment, and entered into the record. Email Comments will be provided to the Committee for review prior to adjournment, and entered into the record.

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## AGENDA

1. Call Meeting to Order.
2. Roll Call.
3. PUBLIC COMMENT – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.
4. Approval of Agenda – June 1, 2022. (For Possible Action)
5. Approval of Minutes for March 2, 2022 JCC Meeting and April 6, 2022 JCC Special Meeting (For Possible Action)
6. Informational Management Reports from TMWRF Management Team:
  - a. Safety Update – Plant Manager
  - b. Staffing Update – Plant Manager
  - c. FY 22 Budget-to-Actual as of May 25, 2022 – Plant Manager
  - d. The Influent flow split - Plant Manager
  - e. Ongoing Operations activities including status of processes - Operations Manager
  - f. Ongoing process and chemical optimization – Plant Process Engineer
  - g. Ongoing Maintenance activities - Maintenance Manager
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) by the Plant Manager.
8. Update and discussion on the TMWRF Capital Improvement Program (CIP) progress by the City of Reno TMWRF CIP Program Manager.
9. PUBLIC COMMENT – This is for general public comment limited to items that do not appear on the agenda and is limited to no more than **three (3) minutes** for each commentator. Pursuant to NRS 241.020, no action may be taken upon a matter raised under this item until the matter has been specifically included on an agenda.
10. Adjournment. (For Possible Action)

## MINUTES

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

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

THE RECORDING FUNCTION FOR THE ZOOM MEETING MALFUNCTIONED, AND THE MEETING WAS NOT RECORDED.

#### **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 ( <i>Arrived 10:09am</i> )	Assistant City Manager, City of Sparks
Armando Ornelas	Community Services Director, City of Sparks
Dwayne Smith ( <i>proxy for Solaro – Arrived 10:04</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
Matt Smith	Associate Civil Engineer, 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 ORNELAS, TO APPROVE THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

#### **5. Approval of Minutes for February 2, 2021 (For Possible Action)**

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

**6. FY 22 Budget-to-Actual as of December 31, 2021 – Plant Manager (For Information Only)**

Mr. Drinkwater reviewed the summary sheet included in the meeting packet and answered questions regarding specific line items. Drinkwater highlighted the unit cost increased for several of the bulk chemicals that were implemented by suppliers in February. Casey Mentzer, Plant Process engineer talked about chemical cost increases. Based on the new unit costs, Drinkwater stated that he expects to spend the entire chemical contingency for FY 22 and will likely need additional funds from either savings in other areas of the operational budget or from the \$1 Million plant contingency.

**7. 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.

Mr. Drinkwater answered questions from Chair Flansberg regarding the chemical budget and how it has increased.

Member Lauchner asked how many operators are currently unfilled and how long they have been unfilled.

Mr. Drinkwater stated that there are 4 operator positions currently unfilled and another operator is anticipated to leave within the next 4 months. The four vacancies range from approximately 9 months vacant to one that was vacated due to retirement the previous day. Member Lauchner asked if it made sense to fill the existing positions in lieu of adding new positions to the complement. Drinkwater discussed that these are two separate, but closely related issues: even when fully staffed it would be preferable to have more than the minimum to be able to cover shifts or vacancies without overtime.

Chair Flansberg stated he has done an analysis with the City of Reno side for collection system and user rates and noted that there is no significant increase in relation to rates.

Member Martini stated that Sparks will include the proposed positions into the rate study and will take the information into account with regard to sewer fees and the rate structuring.

Member Ornelas discussed including the positions in the budget with the understanding that not all of the positions will be filled in FY23.

Chair Flansberg asked for a motion on the current item.

IT WAS MOVED BY MEMBER ORNELAS, SECONDED BY MEMBER MARTINI TO APPROVE THE FY23 OPERATIONAL BUDGET AS PRESENTED INCLUDING ALL FOUR OF THE NEW POSITIONS WITH THE EXPECTATION THAT ONLY ONE OF THE TWO OPERATOR POSITIONS WOULD BE AVAILABLE TO BE FILLED NOW, AND THE OTHER POSITIONS WILL REQUIRE FUTURE JCC APPROVAL.

**8. Review and possible approval of the proposed final 5-year Capital Improvement Program (CIP) for fiscal year 2023. (For Possible Action)**

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

Chair Flansberg highlighted the high profile projects that were included in the FY23 CIP report with respect to the facility plan.

IT WAS MOVED BY MEMBER MARTINI, SECONDED BY MEMBER WEBER TO APPROVE THE FY23 5-YEAR CIP. THE MOTION CARRIED UNANIMOUSLY.

**9. Identification of future agenda items.**

None

**10. Discussion and direction regarding setting the next meeting date as May 4, 2022. (For Possible Action)**

IT WAS MOVED BY MEMBER WEBER, SECONDED BY MEMBER ORNELAS, TO SET THE NEXT MEETING DATE FOR MAY 4, 2022. THE MOTION CARRIED UNANIMOUSLY.

**11. Public Comment**

None

**12. Adjournment (For Possible Action)**

The meeting was adjourned at 10:45 a.m.

## MINUTES

### **JOINT COORDINATING COMMITTEE (JCC) FOR THE TRUCKEE MEADOWS WATER RECLAMATION FACILITY (TMWRF) Wednesday, April 6, 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 10:05 a.m.

#### **2. Roll Call - A quorum was present.**

##### **Committee Members Present**

Donald Abbott	Council Member, City of Sparks
Chris Melton ( <i>present at 10:08 a.m.</i> )	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
Armando Ornelas ( <i>proxy for Martini</i> )	Community Services Director, 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**

Deborah Lauchner	Finance Director, City of Reno
John Martini ( <i>proxy present</i> )	Assistant City Manager, City of Sparks
David Solaro ( <i>proxy present</i> )	Director of Community Services, Washoe County
Doug Thornley ( <i>proxy present</i> )	City Manager, City of Reno

##### **Staff Present**

Susan Ball Rothe	Deputy City Attorney, City of Reno
Matt Smith	Associate Civil Engineer, City of Reno
Michael Drinkwater	TMWRF Plant Manager, City of Sparks

#### **3. Public Comment**

None

#### **4. Approval of Agenda (For Possible Action)**

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

#### **5. Appointment of a Council Member as the TMWRF representative to serve on the Western Regional Water Commission (WRWC) for a two-year term. (For Possible Action)**

IT WAS MOVED BY MEMBER ORNELAS, SECONDED BY MEMBER WEBER, TO APPOINT MEMBER ABBOTT TO SERVE ON THE WESTERN REGIONAL WATER COMMISSION. THE MOTION CARRIED UNANIMOUSLY.

(*Member Melton present at 10:08 a.m.*)

#### **6. Public Comment**

None

**7. Adjournment** (For Possible Action)

The meeting was adjourned at 10:09 a.m.

Respectfully submitted by,  
Christine Birmingham, Recording Secretary

**Agenda Item #6**  
**June 1, 2022**

TO: Joint Coordinating Committee (JCC)

FROM: Michael Drinkwater, P.E., Treatment Plant Manager  
City of Sparks

DATE: June 1, 2022

RE: Manager's Informational Report

1. Informational Management Reports from TMWRF Management Team:
  - a. Safety Update – Plant Manager
  - b. Staffing Update – Plant Manager
  - c. FY 22 Budget-to-Actual as of May 25, 2022 – Plant Manager
  - d. The Influent flow split - Plant Manager
  - e. Ongoing Operations activities - Operations Manager
  - f. Ongoing process and chemical optimization – Plant Process Engineer
  - g. Ongoing Maintenance activities - Maintenance Manager



# TMWRF Operations Costs - FY22 Budget to Actual Unaudited

5/25/2022

	FY22 Budget	FY22 Actuals (thru 05/28/22)	Remaining Budget	% Used
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## **Salaries**

Base Salaries	4,492,791	3,467,672	1,025,119	77%
Longevity	90,378	90,289	89	100%
Overtime/Premium Pays*	697,658	600,877	96,781	86%
Leave Bank adjustments & cash outs	136,200	257,197	(120,997)	189%
Other Salaries	0	0	0	#DIV/0!
<b>Total Salaries</b>	<b>5,417,027</b>	<b>4,416,035</b>	<b>1,000,992</b>	<b>82%</b>

## **Benefits**

Retirement - PERS	1,363,207	1,123,255	239,952	82%
Health Insurance	1,083,809	839,356	244,454	77%
Cell Phone, D/C Match, Tuition, Uniform	49,149	95,081	(45,932)	193%
Non-contractual Benefits**	243,539	127,617	115,922	52%
<b>Total Benefits</b>	<b>2,739,705</b>	<b>2,185,309</b>	<b>554,396</b>	<b>80%</b>

## **Discretionary Services & Supplies**

Chemicals (Budget <i>excludes</i> \$300K Contingency)	4,351,100	4,218,618	132,482	97%
Maintenance and Repairs	2,003,597	1,057,852	945,745	53%
Operating Supplies	1,452,198	1,102,595	349,604	76%
Biosolds Hauling	1,367,549	1,348,386	19,163	99%
Professional Services (includes temp agency costs)	844,156	433,075	411,081	51%
Other Discretionary Services & Supplies	833,856	682,076	151,780	82%
<b>Total Discretionary Services &amp; Supplies</b>	<b>10,852,458</b>	<b>8,842,603</b>	<b>2,009,855</b>	<b>81%</b>

## **Non-Discretionary Services & Supplies**

Electricity	2,175,000	1,857,775	317,225	85%
Common Service Charge	677,995	508,496	169,499	75%
General Insurance Premium	418,715	517,008	(98,293)	123%
Other Non-discretionary Services & Supplies	222,664	154,632	68,032	69%
<b>Total Non-Discretionary Services &amp; Supplies</b>	<b>3,494,374</b>	<b>3,037,912</b>	<b>456,462</b>	<b>87%</b>

## **Capital Outlay (managed by TMWRF staff)**

Capital Outlay (Budget <i>excludes</i> \$1M Contingency)	1,139,589	417,444	722,145	37%
<b>Total Capital Outlay</b>	<b>1,139,589</b>	<b>417,444</b>	<b>722,145</b>	<b>37%</b>
<b>Total</b>	<b>23,643,153</b>	<b>18,899,302</b>	<b>4,743,850</b>	<b>80%</b>

\* Overtime/Premium Pays include Overtime Callback, Worked Holiday, Standby and Night Differential

\*\* Non-contractual Benefits includes Medicare, Workers Comp, Unemployment and OPEB

**Item 6d - TMWRF Influent Flow Splits January – April 2022**

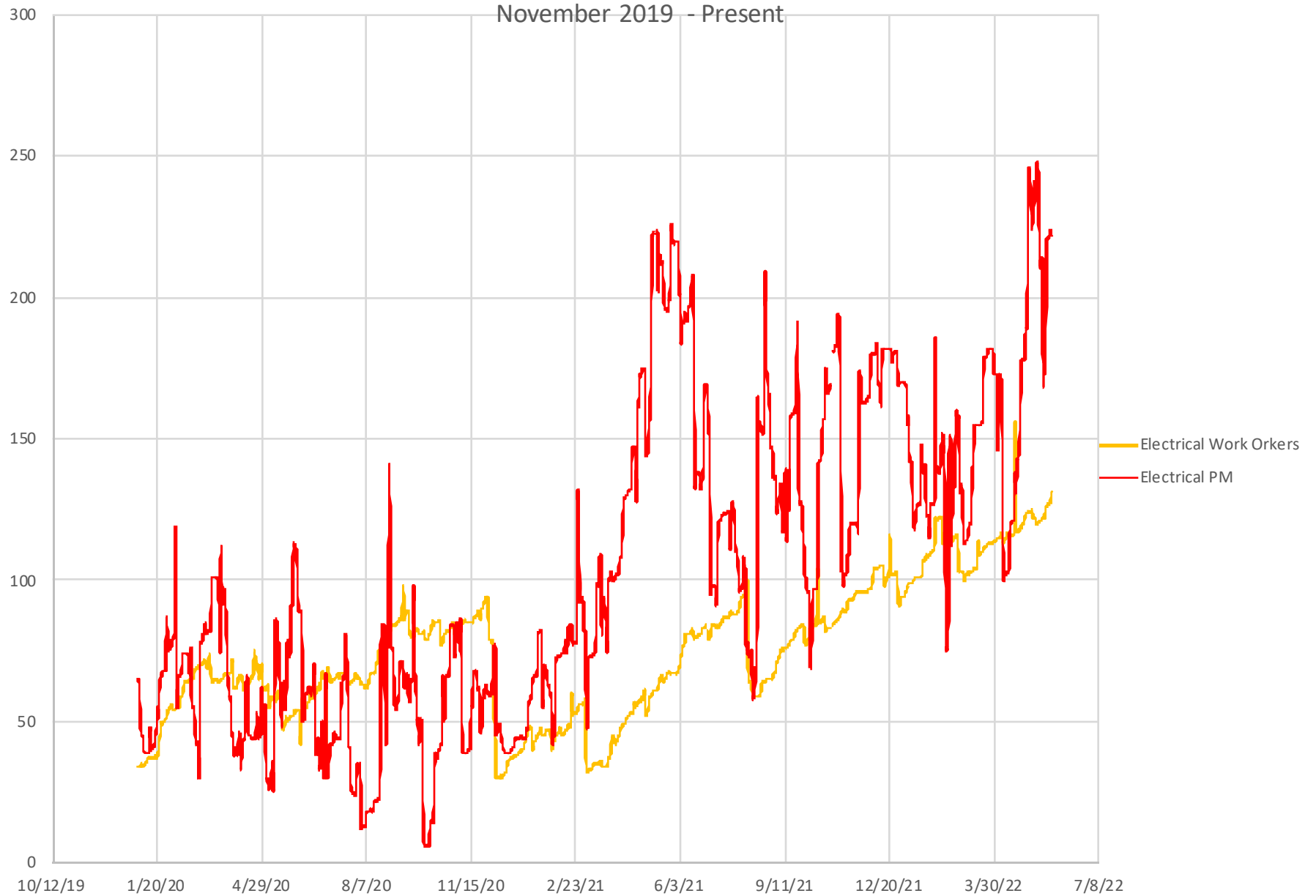
	<b>January Flow</b>	<b>January Percentage</b>	<b>February Flow</b>	<b>February Percentage</b>
<b>Reno</b>	<b>18.2</b>	<b>62.1%</b>	<b>18.2</b>	<b>63.2%</b>
<b>Sparks</b>	<b>11.1</b>	<b>37.9%</b>	<b>10.6</b>	<b>36.8%</b>
<b>Total</b>	<b>29.3</b>		<b>29.2</b>	

	<b>March Flow</b>	<b>March Percentage</b>	<b>April Flow</b>	<b>April Percentage</b>
<b>Reno</b>	<b>17.9</b>	<b>63.3%</b>	<b>17.7</b>	<b>62.5%</b>
<b>Sparks</b>	<b>10.4</b>	<b>36.7%</b>	<b>10.6</b>	<b>37.5%</b>
<b>Total</b>	<b>29.3</b>		<b>28.3</b>	

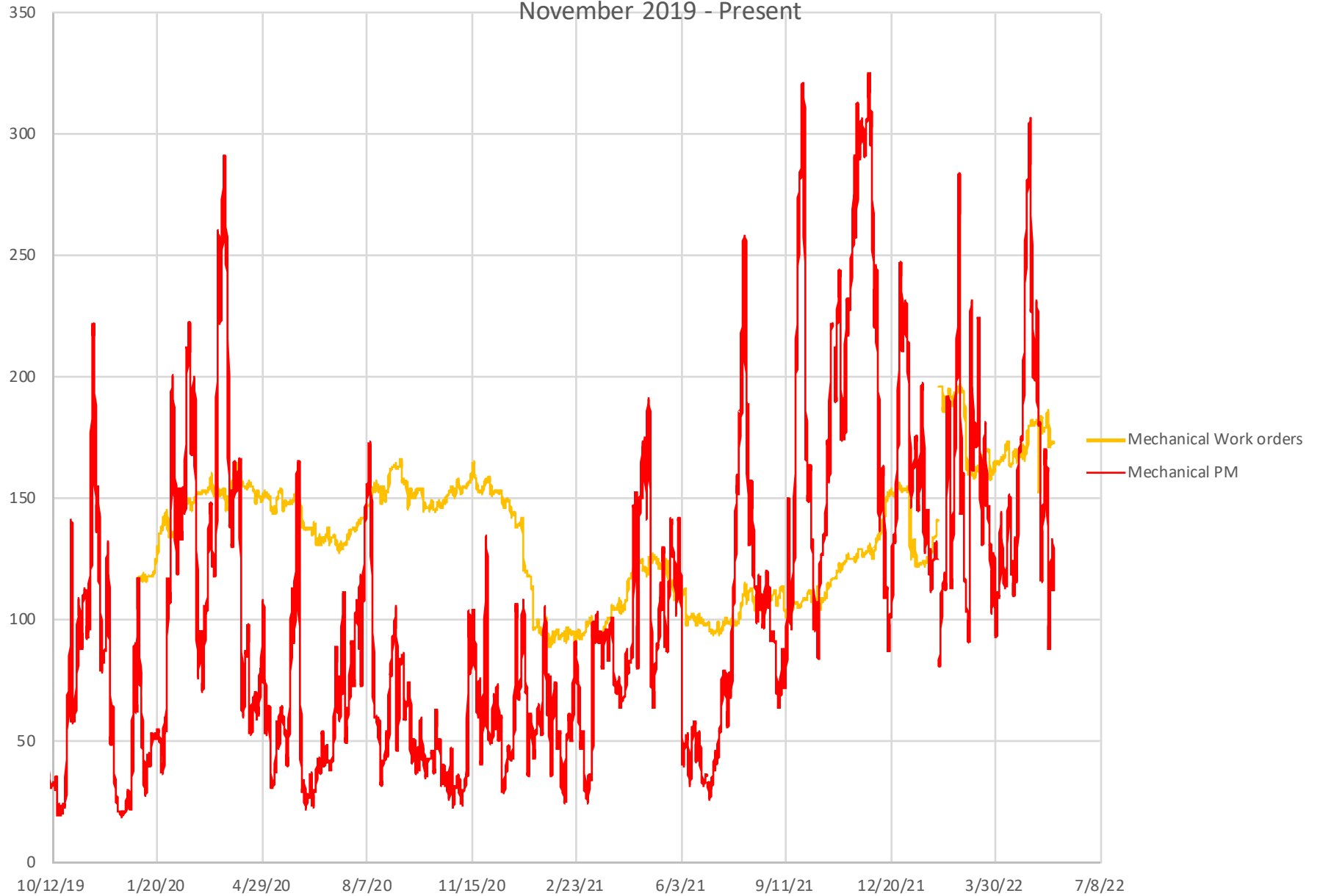
## Jan - April 2022 Operations Metrics

Process Area	Criteria	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Primary	> 55% Solids Removed	Green	Green	Green	Green	
Aeration	OP < 0.2 mg/L	Green	Green	Green	Green	
Secondary	TSS < 30 mg/L, OP < 0.4 mg/L	Green	Green	Green	Green	
Nitrification	NH3 < 0.5 mg/L	Red	Red	Red	Red	
Denitrification	NO2+NO3 < 0.2 mg/L	Green	Green	Green	Green	
Plant Effluent	< 90% of Permitted Value	Green	Red	Green	Green	
Reuse	< 90% of Permitted Value	Green	Green	Green	Green	
Primary Sludge Thickening	TS > 2.75%	Green	Green	Green	Green	
Secondary Sludge Thickening	TS > 4%	Green	Green	Green	Green	
Digestion	VS < 75%	Green	Green	Green	Green	
Dewatering	Biosoilds TS > 16%	Yellow	Green	Yellow	Green	
Gas Conditioning	H2S < 254 ppm	Red	Green	Green	Green	

TMWRF Past-Due Electrical Work Orders  
November 2019 - Present



TMWRF Past-Due Mechanical Work Orders  
November 2019 - Present



**Agenda Item #7**  
**June 1, 2022**

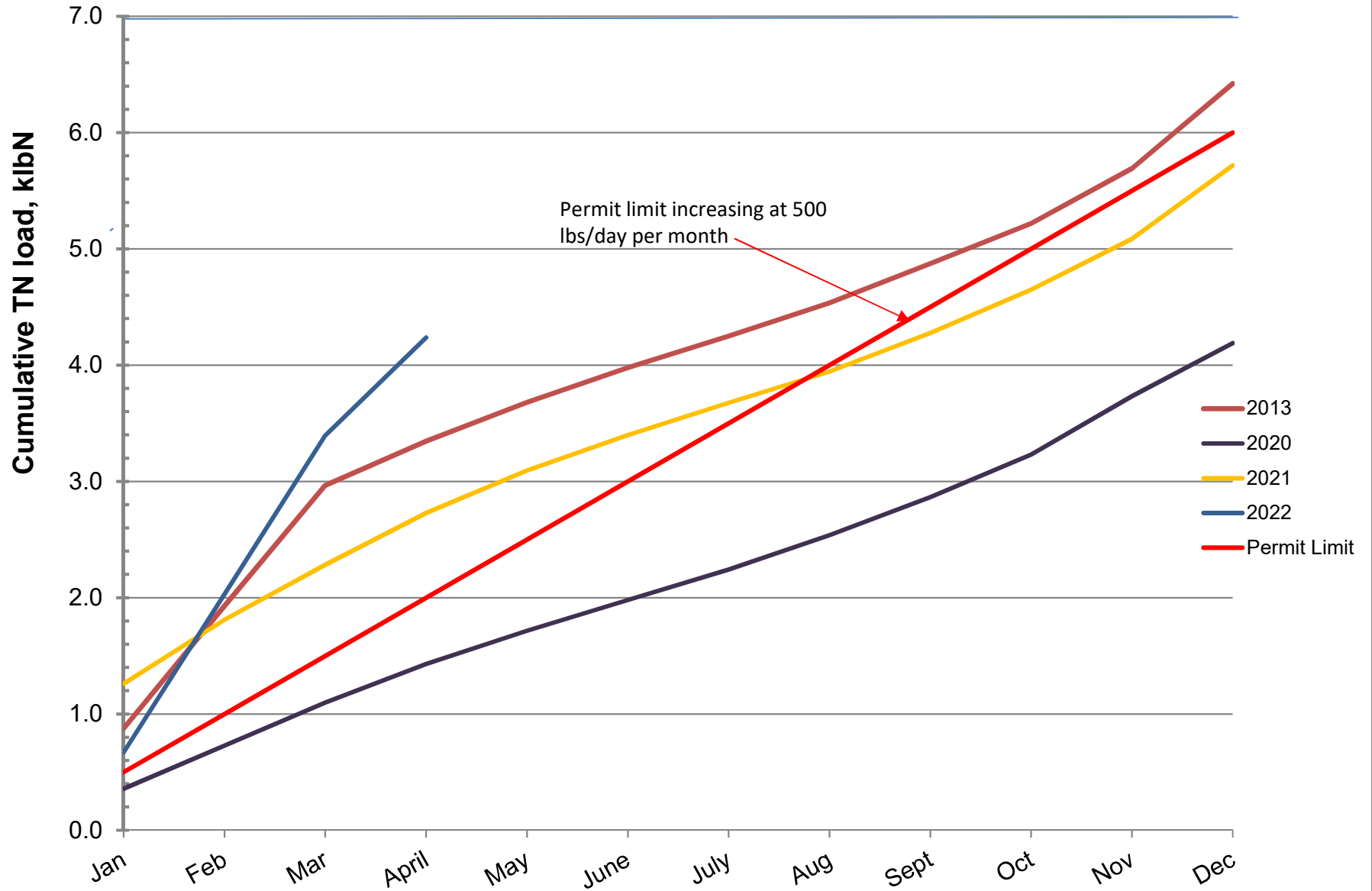
TO: Joint Coordinating Committee (JCC)

FROM: Michael Drinkwater, P.E., Treatment Plant Manager  
City of Sparks

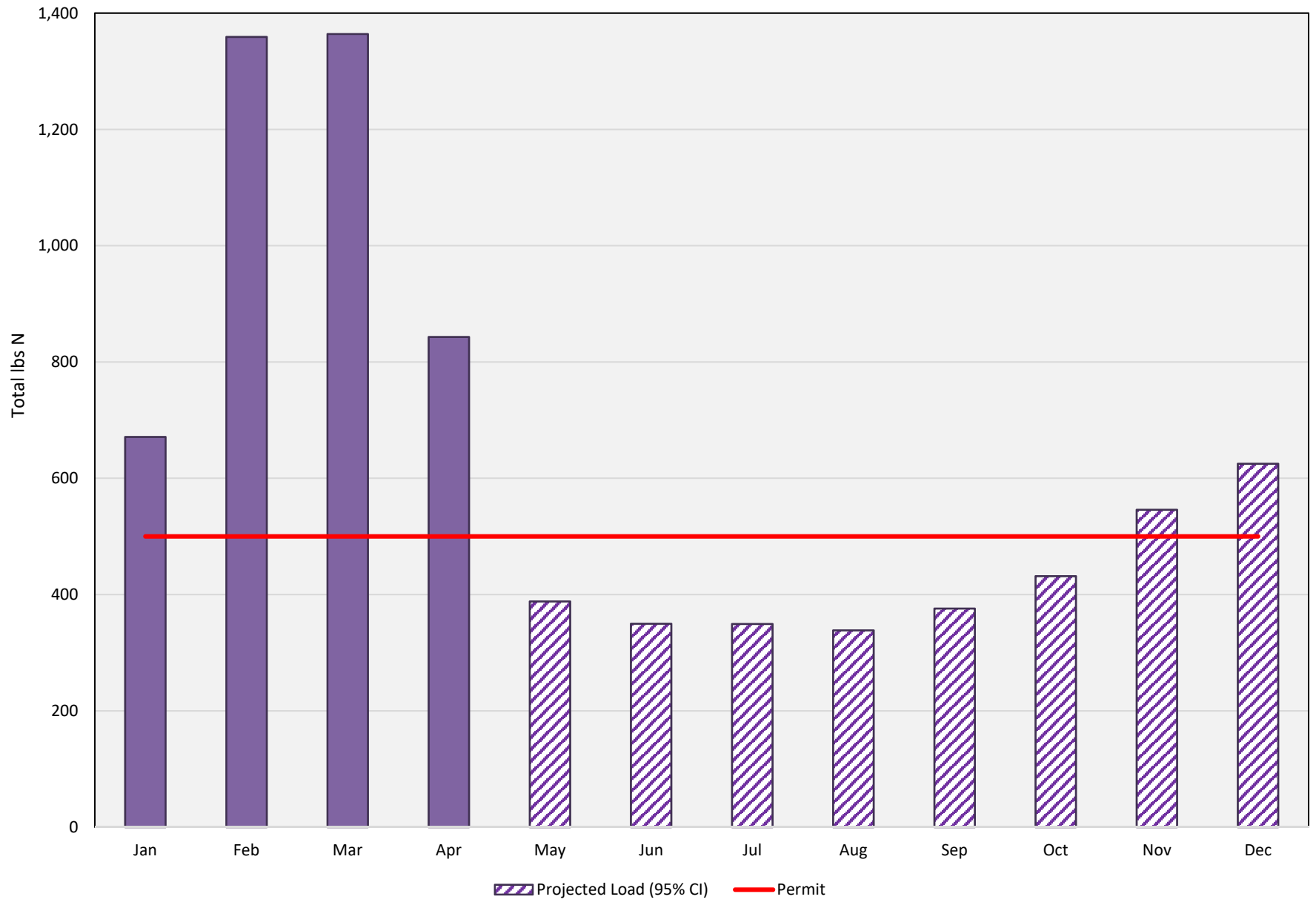
DATE: June 1, 2022

RE: 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) by the Plant Manager.

Figure 1 - TMWRF Cumulative Total Nitrogen Discharge for Selected Years



Monthly Average lbs of Nitrogen - 2022 Forecast





### 2022 Nitrogen Compliance Forecast

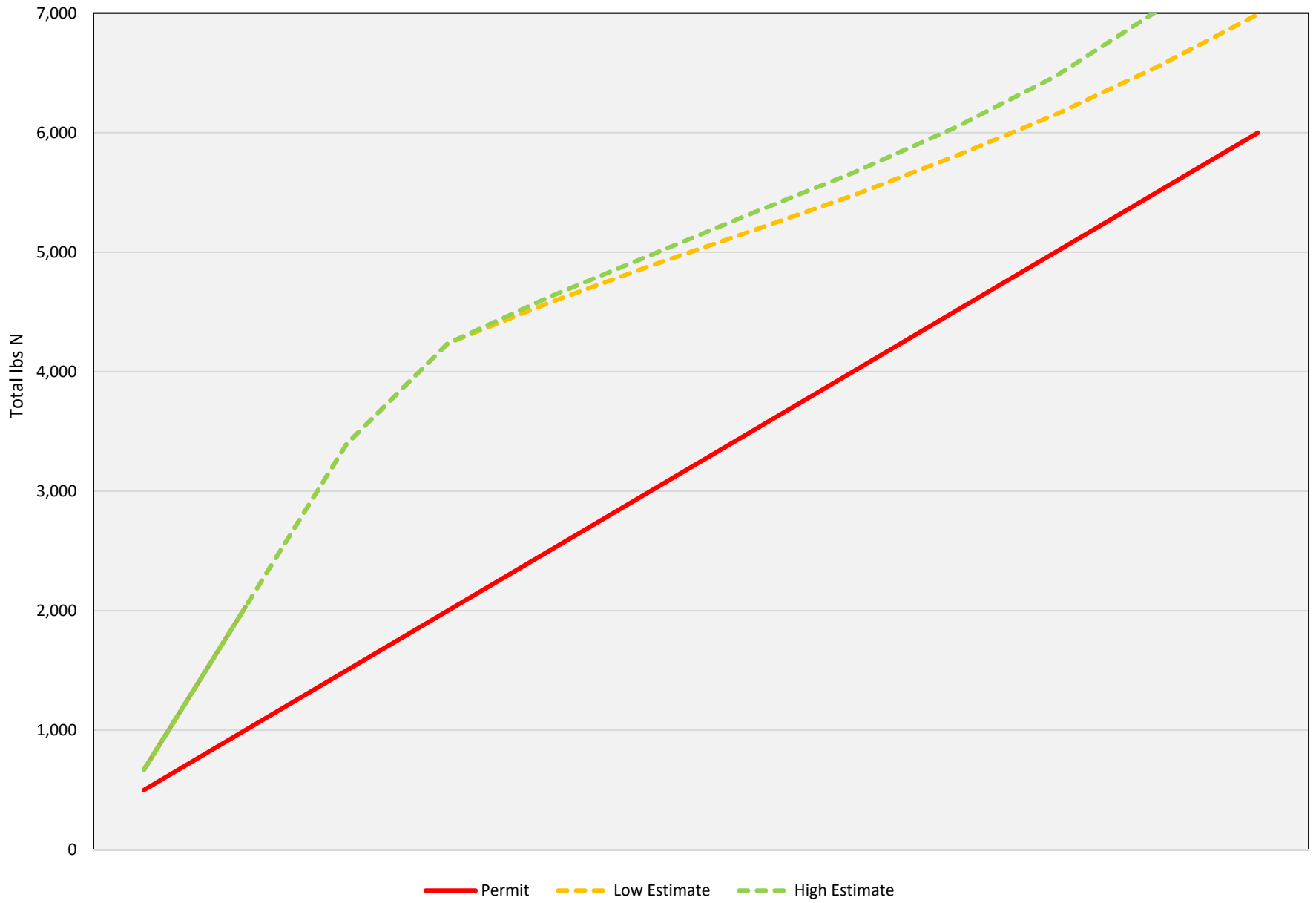


Figure 2 - TMWRF Cumulative Total Phosphorus Discharge 2019-2021

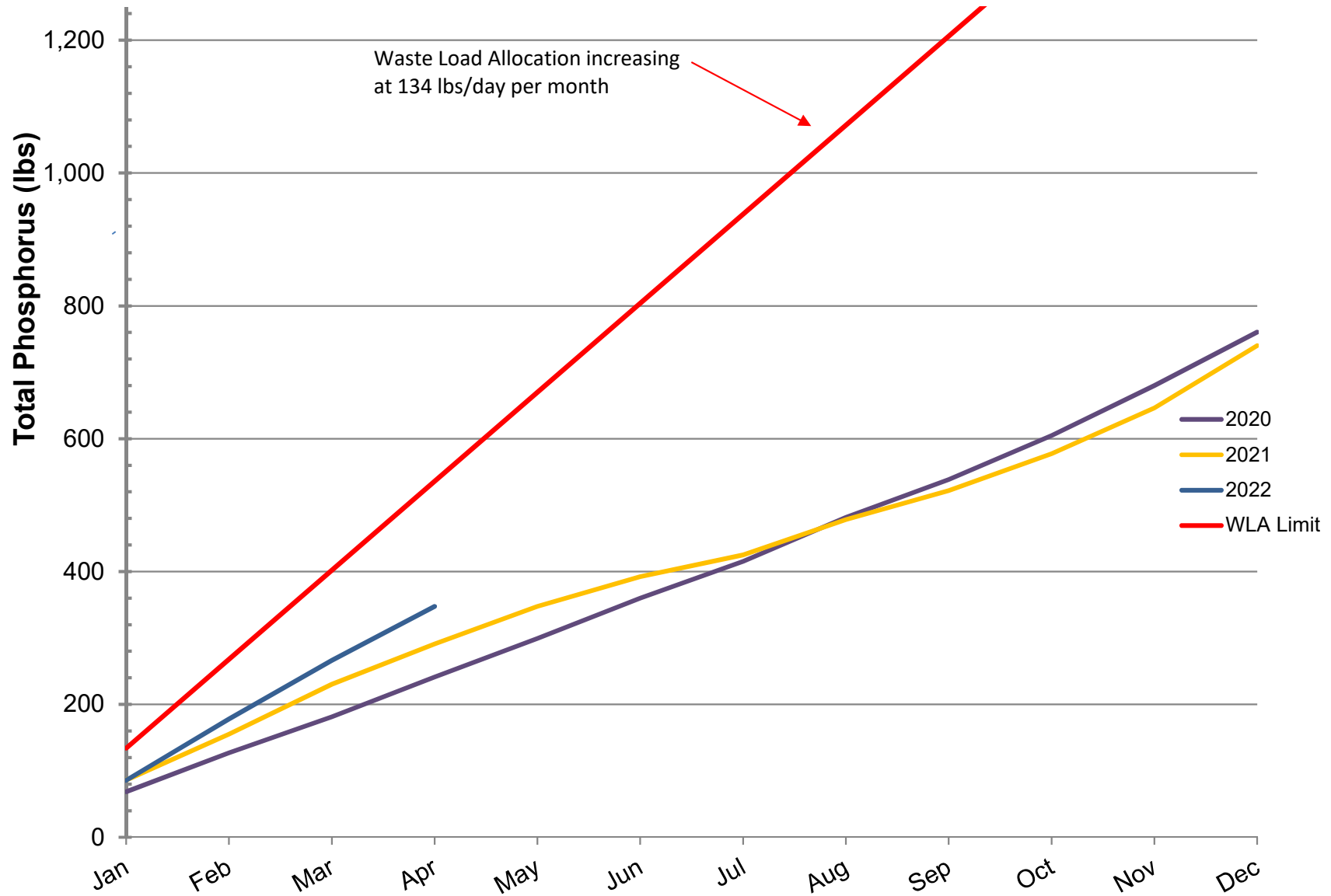




Figure 4 - TMWRF Cumulative Total Dissolved Solids Discharge 2019-2021

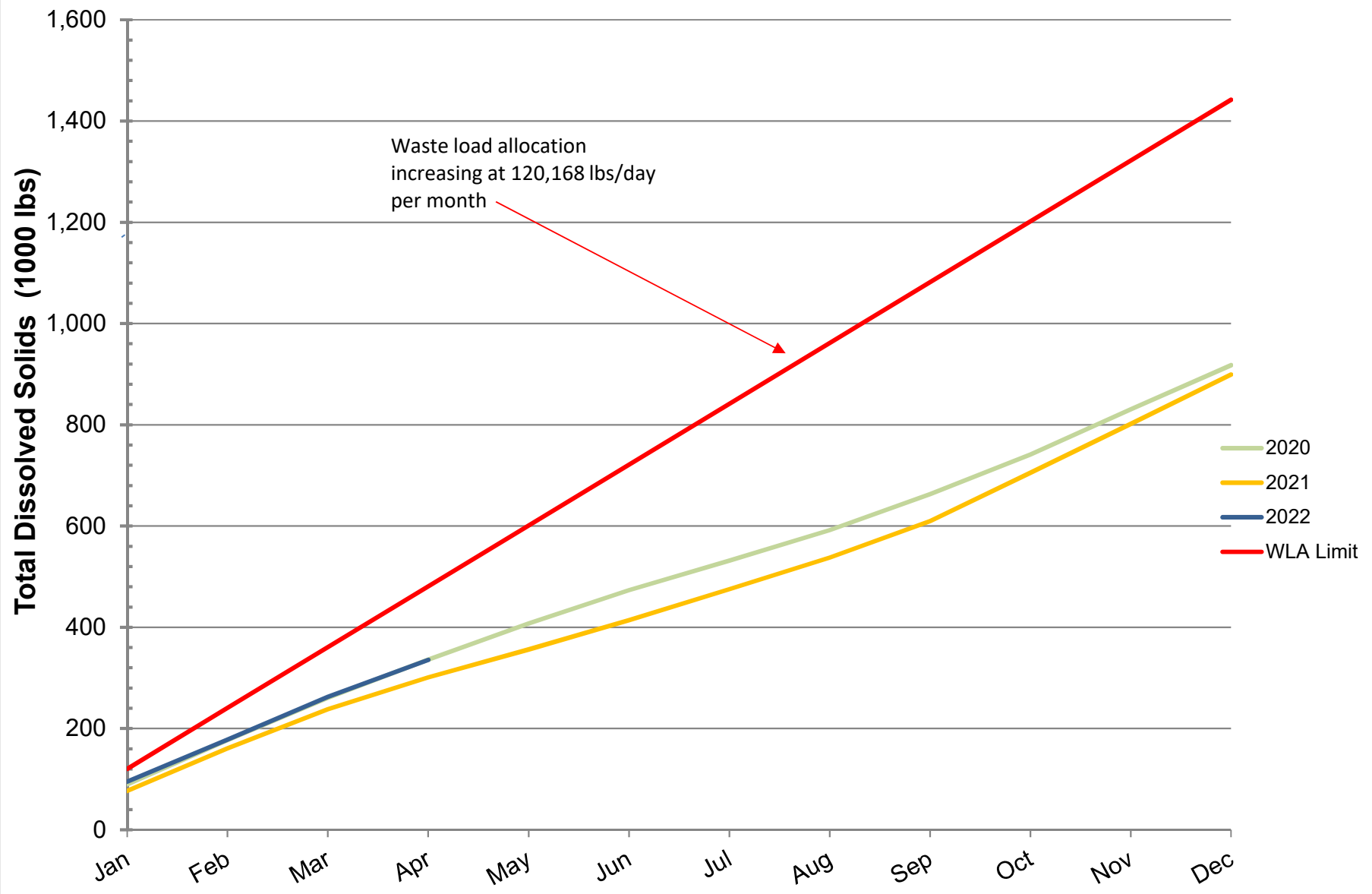
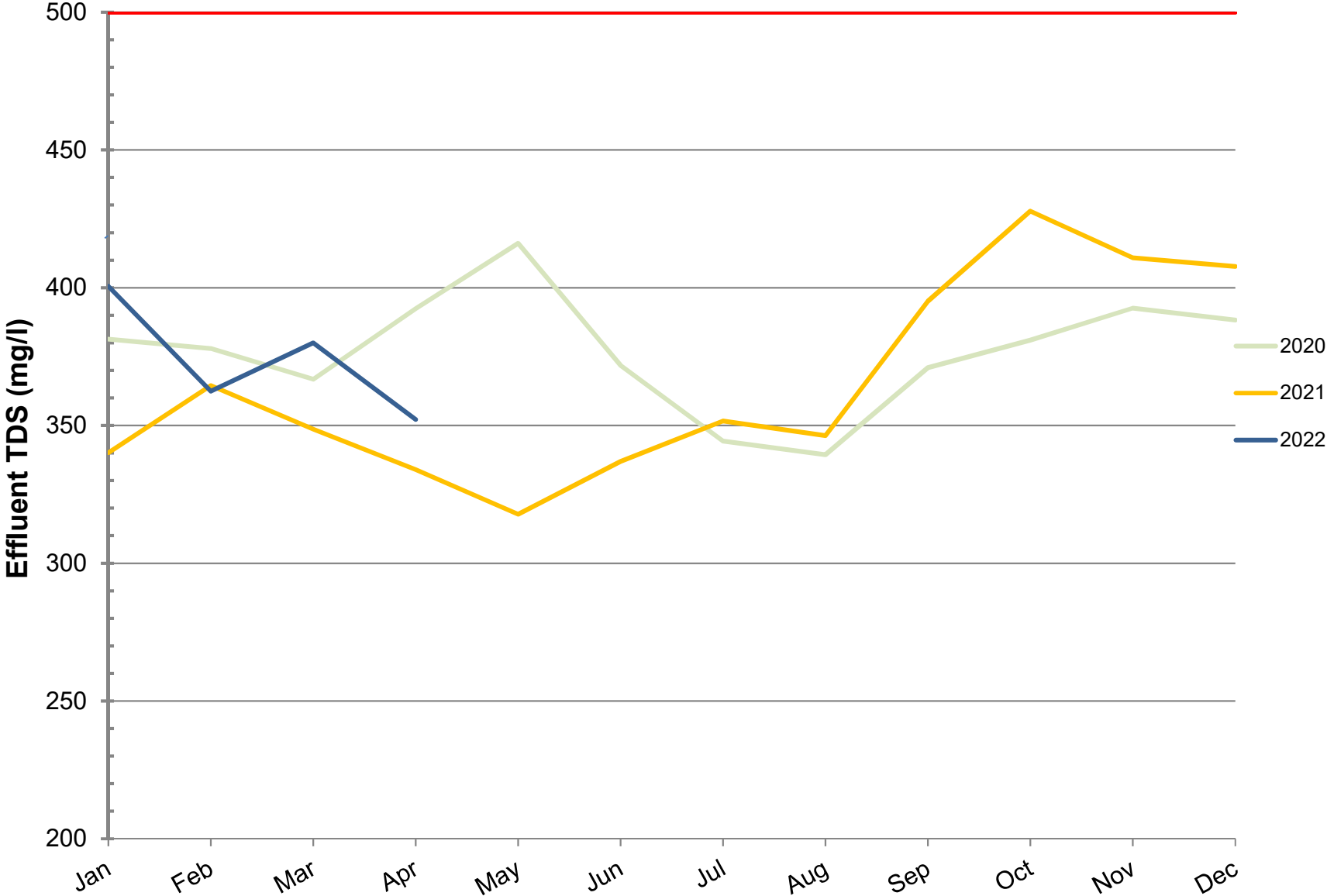


Figure 5 - TMWRF Effluent Total Dissolved Solids Concentration by Month 2019-2021



**Agenda Item #8**  
**June 1, 2022**

TO: Joint Coordinating Committee (JCC)

FROM: Matt Smith, P.E., Associate Civil Engineer--City of Reno Utility Services  
Department

DATE: June 1, 2022

RE: Update of the TMWRF Capital Improvement Program (CIP) projects

***TMWRF Capital Improvement Program Update Summary:***

All approved projects are progressing on-time and within budget. No additional engineering or construction projects will be encumbered before the end of the fiscal year.

***TMWRF Capital Improvement Program Project Updates:***

Ten engineering projects, pilots, and evaluations are underway:

- Aerobic Granular Sludge Pilot Project Assistance: HDR is busy reviewing Aqua Aerobics' Piloting report and completing an independent pilot report.
- Gas Conditioning System Improvements Pre-Design: The final technical memorandum has been completed and design should start early FY23.
- Secondary Clarifier 2A Improvements: The design phase of this project is on time and within budget. Construction is forecasted to occur next calendar year.
- TWAS Near-Term Improvements Project: The preliminary engineering for this project is progressing on-time and within budget. The preliminary engineering report has been finalized with 60% plans to come next.
- Nitrification Tower #1 Rehabilitation Project: The preliminary engineering report has been submitted and finalized. The 60% plans are in-progress.
- Aeration Tank Evaluation and Improvements: This evaluation project is progressing on time and within budget. The consultant has inspected three of the five aeration tanks. A preliminary improvements report is scheduled to be completed by the end of this calendar year.
- Electrical Systems and Expansion Study: The evaluation and pre-design phase of this project is progressing on-time and within budget. Staff is tasked with

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anticipating future plant site plans to determine appropriate location of the proposed substation.

- TMWRF Odor Control Pilot: BCR “CleanB” pilot has been on-site for the last three weeks treating the waste activated sludge prior to dewatering.
- TMWRF Odor Control Pilot Assistance: Keller has been conducting odor sampling and dewatering performance analysis on the sludge and dewatering process on the pilot unit.
- Centrifuge Pilot Testing and Bin Rental: The centrifuge and bin rental agreement has been executed and is set to arrive the week of June 5<sup>th</sup>.

Three CIP construction projects are underway:

- Raw Sewage Pump Switchgear and LVDC1-A Rehabilitation Project: Construction is nearing final completion. This project has had some equipment delays, but is still within budget.
- MCC 16 and 17 Replacement Project: The contractor is continuing to procure electrical equipment for the improvements. Construction is scheduled to start mid-summer.
- Effluent Reuse Pump Station Project: This project was awarded earlier this year, with completion to occur in August of 2023. The project is progressing on-time and within budget.

***TMWRF Capital Improvement Program Completed Projects Update:***

No construction projects have been completed since the last JCC meeting.

One engineering project has been completed since the last JCC meeting.

- Aqua Aerobics Pilot Project: The Aqua Nereda Granular Sludge Pilot Project has come to an end after a year of sampling and testing. TMWRF Staff and the laboratory has been instrumental in the success of this pilot. We are awaiting the pilot report for this project.

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***Status of Capital Project Funding:***

Total authorized funding for open projects:	\$16,301,109
Authorized funding encumbered (as of May 31, 2022)	\$12,237,870
% Total authorized funding encumbered:	75%
Encumbered funding expended (as of May 31, 2022):	\$5,326,225
% Total encumbered funding expended:	44%

Total authorized funding encumbered includes projects that were approved in previous fiscal years that are still open.

***Discussion:***

Staff is presenting this report to the Committee for information and discussion.