

# HYBRID MEETING NOTICE

## Joint Coordinating Committee

### For The Truckee Meadows Water Reclamation Facility

DATE: November 2, 2022  
TIME: 10:00 a.m.  
PLACE: Truckee Meadows Water Reclamation Facility – Training Center  
8500 Clean Water Way, Reno, NV 89502

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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/tZYrdO2prTgtGNVQjFR3\\_yk2qJGgtdL6G4vs#/registration](https://us06web.zoom.us/meeting/register/tZYrdO2prTgtGNVQjFR3_yk2qJGgtdL6G4vs#/registration)

In Person: Truckee Meadows Water Reclamation Facility – Training Center  
8500 Clean Water Way, Reno NV 89502

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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 – November 2, 2022. (For Possible Action)
5. Approval of Minutes for August 3, 2022 JCC Meeting (For Possible Action)
6. Informational Management Reports from TMWRF Management Team (For Information Only):
  - a. Safety Update – Plant Manager
  - b. Staffing Update – Plant Manager
  - c. FY 23 Budget-to-Actual as of September 30, 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. (For Information Only)
8. Update and discussion on the TMWRF Capital Improvement Program (CIP) progress by the City of Reno TMWRF CIP Program Manager. (For Information Only)
9. Review and approval of the draft 1-Year Capital Improvement Program reallocation for Fiscal Year 2023 or direction thereon. (For Possible Action)
10. Identification of future agenda items. (For Information Only)
11. Discussion and Direction regarding setting the next meeting date as February 1, 2023. (For Possible Action)
12. 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.
13. Adjournment. (For Possible Action)

## MINUTES

### **JOINT COORDINATING COMMITTEE (JCC) FOR THE TRUCKEE MEADOWS WATER RECLAMATION FACILITY (TMWRF) Wednesday, August 3, 2022**

The Joint Coordinating Committee (JCC) meeting was hybrid using Zoom and meeting in person at Truckee Meadows Water Reclamation Facility - Training Center at 8500 Clean Water Way, Reno NV and conducted the following business:

#### **1. Call Meeting to Order**

The meeting was called to order by Member Ornelas at 10:00 a.m.

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

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

|   |   |
|---|---|
| Donald Abbott                           | Council Member, City of Sparks              |
| Wayne Webber ( <i>proxy for Cronk</i> ) | Budget Manager, City of Sparks              |
| Trina Magoon                            | Director of Utility Services, City of Reno  |
| John Martini                            | Assistant City Manager, City of Sparks      |
| Chris Melton                            | General Manager, SVGID                      |
| Armando Ornelas                         | Community Services Director, City of Sparks |
| Vicki Van Buren                         | Interim Finance Director, City of Reno      |
| Bonnie Weber                            | Council Member, City of Reno                |

##### **Members Absent**

|                                     |   |
|-------------------------------------|---|
| Jeff Cronk ( <i>proxy present</i> ) | Finance Director, City of Sparks              |
| John Flansberg                      | Public Works Director, City of Reno           |
| David Solaro                        | Director of Community Services, Washoe County |
| Doug Thornley                       | 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       |
| Jerry Kingery      | TMWRF Maintenance Manager, City of Sparks |
| Casey Mentzer      | TMWRF Process Engineer                    |

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

None

#### **4. Approval of Agenda - August 3, 2022 (For Possible Action)**

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

#### **5. Approval of Minutes for June 1, 2022 JCC Meeting (For Possible Action)**

IT WAS MOVED BY MEMBER MAGOON, SECONDED BY MEMBER MELTON, TO APPROVE THE AGENDA. THE MOTION CARRIED WITH MEMBER WEBER ABSTAINING.

#### **6. Nomination and Election of Chair for the Fiscal Year 23/24 (For Possible Action)**

IT WAS MOVED BY MEMBER MARTINI, SECONDED BY MEMBER MELTON, TO APPOINT MEMBER ORNELAS AS CHAIR. THE MOTION CARRIED UNANIMOUSLY.

## **7. Informational Management Reports from TMWRF Management Team:**

### **a. Safety Update – Plant Manager**

Michael Drinkwater, TMWRF Plant Manager, reported that there have been no reportable or lost time incidents since the last JCC meeting. The annual hearing tests for employees recently took place and no employees have suffered any significant hearing loss. The Human Resources Department asked about monkey pox in the wastewater and we will be having a conversation with health officers to get information on that.

### **b. Staffing Update – Plant Manager**

Mr. Drinkwater reported that crew supervisor, Tom Barnes, has returned to work with no restrictions.

Two Operators have been promoted to Operator 3, which is a position that is qualified as a relief supervisor.

Two electricians have been hired. One of them was a mechanic that transferred to the position of electrician.

We have interviewed and made tentative offers to six people for operator positions and we hope to onboard them later this month. With those positions filled, Operations will be fully staffed.

One mechanic will be retiring this week. One operator has announced his retirement nine months from now.

Electrical and Mechanical Crew Supervisor positions remain vacant after internal promotions were made.

A tentative offer was made and declined to fill the Control Systems Programmer position. We are continuing recruiting efforts for that position.

### **c. FY 22 Unaudited End of Year Budget as of June 30, 2022 – Plant Manager**

Mr. Drinkwater reviewed the summary sheet included in the meeting packet.

Casey Mentzer, TMWRF Process Engineer, reported on a new chemical excise tax that our chemical manufacturers informed us about. That tax will be 30 to 40 thousand dollars, which is about a .4% increase over our existing chemical budget.

### **d. The Influent Flow Split – Plant Manager**

Mr. Drinkwater reviewed information regarding the flows.

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

Mr. Drinkwater reported that the Operations Crew Supervisors recently wrote an operations orientation guidebook to help with training new employees.

### **f. Ongoing process and chemical optimization – Plant Process Engineer**

Casey Mentzer, TMWRF Process Engineer, reported on chemical optimization efforts.

### **g. Ongoing Maintenance activities – Maintenance Manager**

Jerry Kingery, TMWRF Maintenance Manager, reported that Mechanical Work Orders and PMs have remained steady on average since the last JCC meeting. The Electrical Work Orders and PMs have declined significantly since the last JCC meeting.

**8. 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. (For Information Only)**

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.

A top priority is to finalize a plan to address Tower 2 in case it has issues this winter similar to what happened last winter. Progress on that plan will be reported to NDEP.

**9. Update and discussion on the TMWRF Capital Improvement Program (CIP) progress - City of Reno TMWRF CIP Program Manager. (For Information Only)**

Matt Smith, TMWRF CIP Program Manager, reviewed the current status of the TMWRF CIP. All approved projects are progressing on time and within budget. Construction continues despite material shortages and supply chain issues. There are nine engineering projects, pilots, and evaluations and two CIP construction projects currently underway. One construction project and four piloting projects have been completed since the last JCC meeting. The status of capital project funding was also included in the report.

**10. Discussion on the DRAFT TMWRF Discharge Permit issued by the NDEP. (For Information Only)**

Mr. Drinkwater reported on the status of the draft permit. NDEP is struggling with staffing and the current permit expired several years ago. The draft permit we received in June is very different from our existing permit and we reached out to NDEP several weeks ago with questions about what is driving this very different permit. NDEP said they would review the draft permit internally and get back to us. We have not received a response yet and will continue to operate under the old permit until the new one is issued.

**11. Identification of future agenda items. (For Possible Action)**

Member Martini requested that Mr. Smith include results of pilot tests in the reports for the JCC.

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

The next TMWRF JCC meeting is scheduled for November 2, 2022.

**13. Public Comment**

None

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

The meeting was adjourned at 10:40 a.m.

Respectfully submitted by,  
Christine Birmingham, Recording Secretary