

HYBRID MEETING NOTICE

Joint Coordinating Committee

For The Truckee Meadows Water Reclamation Facility

DATE: February 1, 2023
TIME: 10:00 a.m.
PLACE: Truckee Meadows Water Reclamation Facility – Training Center
8500 Clean Water Way, Reno NV 89502

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, 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.

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/tZYscuurqjgtHdxg26BOWi7fpb7s9jOwl-EM>

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

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.

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 chewh@reno.gov, by leaving a voicemail at 775-531-7222 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.

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 – February 1, 2023. (For Possible Action)
5. Approval of Minutes for November 2, 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 December 31, 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
 - h. Lab Manager Update
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 review of the FY23 budget and possible action to authorize the City of Sparks to fill one or more of the following positions approved in the FY 23 Budget: Wastewater Plant Operator I/II; Assistant Plant Manager; and/or Network and Infrastructure Administrator (reclassified to “Network Specialist”). (For Possible Action)
9. Update and discussion on the TMWRF Capital Improvement Program (CIP) progress by the City of Reno TMWRF CIP Program Manager. (For Information Only)
10. Presentation and possible approval of the draft FY24 Operational Budget by the TMWRF Plant Manager or direction thereon. (For Possible Action)
11. Presentation and possible approval of the draft 5-year Capital Improvement Program (CIP) for fiscal year 2024 or direction thereon. (For Possible Action)
12. Nomination and election of Chairperson for Fiscal Year 23/24. (For Possible Action)
13. Identification of future agenda items. (For Information Only)
14. Discussion and Direction regarding setting the next meeting date as March 1, 2023. (For Possible Action)
15. 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.
16. Adjournment. (For Possible Action)

MINUTES

JOINT COORDINATING COMMITTEE (JCC) FOR THE TRUCKEE MEADOWS WATER RECLAMATION FACILITY (TMWRF) Wednesday, November 2, 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 Chair Ornelas at 10:00 a.m.

2. Roll Call - A quorum was present.

Committee Members Present

Donald Abbott	Council Member, City of Sparks
Jeff Cronk	Finance Director, City of Sparks
John Flansberg	Regional Infrastructure Administrator, City of Reno
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	Finance Director, City of Reno
Bonnie Weber (<i>present at 10:20 a.m.</i>)	Council Member, City of Reno

Members Absent

David Solaro	Assistant County Manager, Washoe County
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Staff Present

Susan Ball Rothe	Deputy City Attorney, City of Reno
Jon Simpson	Engineering Manager, 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
Jerry Kingery	TMWRF Maintenance Manager, City of Sparks
Casey Mentzer	TMWRF Process Engineer

3. Public Comment

None

4. Approval of Agenda - November 2, 2022 (For Possible Action)

IT WAS MOVED BY MEMBER MARTINI, SECONDED BY MEMBER FLANSBERG, TO APPROVE THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

5. Approval of Minutes for August 3, 2022 JCC Meeting (For Possible Action)

IT WAS MOVED BY MEMBER ABBOTT, SECONDED BY MEMBER MARTINI, TO APPROVE THE AGENDA. THE MOTION CARRIED UNANIMOUSLY.

6. Informational Management Reports from TMWRF Management Team (For Information Only):

a. Safety Update – Plant Manager

Michael Drinkwater, TMWRF Plant Manager, stated there have been no reportable incidents and seven minor incidents since the last JCC meeting. The minor incidents were discussed at a safety meeting with a focus on paying more attention to avoid minor incidents becoming more serious reportable incidents.

b. Staffing Update – Plant Manager

Mr. Drinkwater reported four new operators have been hired. Offers were made to six people for operator positions and two declined. That leaves seven staff vacancies for three operators, two mechanics, and two maintenance crew supervisors.

Matt Smith, TMWRF CIP Program Manager, announced that Sean Combs with the City of Reno is the Project Coordinator for TMWRF.

c. FY 23 Budget-to-Actual as of September 30, 2022 – Plant Manager

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

Member Flansberg asked if the supply chain issues are getting better.

Mr. Drinkwater confirmed they are getting a little bit better but there are still some items with long lead items.

Chair Ornelas asked about the increase for biosolids hauling.

Mr. Drinkwater explained the price went up about 50% with the new contract. We were probably getting a bargain and now we are paying a reasonable rate. The budget was set under the previous contract amount.

d. The Influent Flow Split – Plant Manager

Mr. Drinkwater presented information regarding the flow split.

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

Rick Breese, TMWRF Operations Manager, presented information regarding Operations processes.

f. Ongoing process and chemical optimization – Plant Process Engineer

Casey Mentzer, TMWRF Process Engineer, reported on the chemical optimization and budget to actuals to date.

g. Ongoing Maintenance activities – Maintenance Manager

Jerry Kingery, TMWRF Maintenance Manager, reported that Electrical Work Orders and PMs have increased on average since the last JCC meeting primarily due to infrared scanning of electrical equipment. Mechanical Work Orders and PMs have declined slightly on average since the last JCC meeting. He reported that he asked the mechanical staff to review the open Work Orders and make sure all completed work was signed off as complete and as a result the open Work Orders were reduced.

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. (For Information Only)

Mr. Drinkwater presented 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.

(Member Weber present at 10:20 a.m.)

8. 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. There are ten engineering projects, pilots, and evaluations and two CIP construction projects currently underway. There is one CIP pilot project underway. The status of capital project funding was also included in the report.

9. Review and approval of the draft 1-Year Capital Improvement Program reallocation for Fiscal Year 2023 or direction thereon. (For Possible Action)

Mr. Smith reported that recent construction projects and plant inspections have identified failing piping and obsolete equipment. Additionally, consultant and construction costs have been higher than previously budgeted. Mr. Smith answered questions and explained the proposed reallocation of funds.

Mr. Mentzer answered questions regarding global organic biofilm.

Member Martini stated the proposed changes make sense and he likes the flexibility shown.

Member Flansberg expressed appreciation for the innovation and collaborative nature that allows us to come up with things that have shown us savings year over year.

IT WAS MOVED BY MEMBER FLANSBERG, SECONDED BY MEMBER MARTINI, TO APPROVE. THE MOTION CARRIED UNANIMOUSLY

10. Identification of future agenda items. (For Information Only)

Member Flansberg requested a future discussion item to go over the highlights of the independent pilot report on the Aerobic Granular Sludge Pilot Project.

11. Discussion and direction regarding setting the next meeting date as February 1, 2023. (For Possible Action)

The next TMWRF JCC meeting is scheduled for February 1, 2023.

12. Public Comment

None

13. Adjournment (For Possible Action)

The meeting was adjourned at 10:44 a.m.

Respectfully submitted by,
Christine Birmingham, Recording Secretary