

TRI GENERAL IMPROVEMENT DISTRICT
DRAFT MINUTES OF THE APRIL 7, 2022 PUBLIC MEETING
OF THE BOARD OF TRUSTEES

Place of Meeting

The meeting was held at 1705 Peru Drive, McCarran, NV and via Zoom Video conference with members of the public able to join a Zoom Meeting at <https://zoom.us/j/7097790662> or by calling the following number:

Phone: +1 669 900 6833 US Meeting ID: 709 779 0662.

Date of Meeting: April 7, 2022, 2:00 p.m.

AGENDA : Introductory Items

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments
4. (For Possible Action) Adopt the Agenda as submitted

The meeting was called to order at 2:00 p.m. by President Jay Carmona. GM Shari Whalen took roll call. Present were President Jay Carmona, Trustee Clay Mitchell and Trustee Lance Gilman. Other attendees were Tracy Black, Secretary Treasurer, and Debbie Leonard, Legal Counsel for the GID.

No public comments. Trustee Mitchell moved and Trustee Gilman seconded the motion to adopt the agenda of April 7, 2022. The motion carried unanimously.

AGENDA ITEM 5: Consent Agenda for Possible Action

- I. Approval of Minutes of March 4, 2022 Meeting
- II. Approval of Voucher Report for the Period of February 2022
- III. Approval of \$15,000 Change Order Request for the Farr West Engineering Construction Management contract for Back Up Auxiliary Power Project, due to project rollover between FY21 and FY22.
- IV. Approval to increase the 5500 Regular Cab Service Body Truck upfit allowance from \$20,625 to \$41,250 due to material and labor price escalation
- V. Approval of \$20,248, including a \$2,000 freight allowance and 25 percent contingency, to purchase replacement Flygt pump at Wild Horse Lift Station

- VI. Approval of \$49,503, including a \$4,000 freight allowance and 25 percent contingency, to purchase two replacement wastewater grinders for TRIGID Wastewater Treatment Plant Headworks.

No questions and no public comments. Trustee Mitchell moved to approve, and Trustee Gilman seconded the motion. Motion carried unanimously.

AGENDA ITEM 6: General Manager's Report (Information Only)

Shari Whalen, General Manager, reported there was an issue at the WWTP and is skipping over the standard updates. GM Whalen could email the report if requested. In response to the request from Trustee Gilman at the last board meeting, a tracking spreadsheet of all development in the area was sent out to the board prior to the board meeting. GM Whalen offered to answer any questions.

No questions were presented.

AGENDA ITEM 7: Discussion/Possible Action:

Discussion and Possible Action to Approve TRIGID Corrective Action Plan for Fiscal Year 2021 for submittal to Nevada Department of Taxation

GM Shari Whalen reported, as a house keeping item, the District must respond to the Department of Taxation on the Audit Finding regarding the District not preparing its own financial statements, which is generally the case for small government entities. The District must submit a Corrective Action Plan to DOT, which contains a training plan and explains the coordination with DiPietro and Thornton for the next five years to gain the experience for the GID to create the its own financial statements.

DOT requested that the District submit a letter, signed by all trustees, in lieu of submitting the monthly meeting minutes. If the letter is approved today, a DocuSign will be sent to all trustees for signatures and submitted to the Department of Taxation.

No questions and no public comments. Trustee Mitchell moved to approve the TRIGID Corrective Action Plan for Fiscal Year 2021 for submittal to Nevada Department of Taxation, and Trustee Gilman seconded the motion. Motion carried unanimously.

AGENDA ITEM 8: Discussion and Possible Action

Presentation, Discussion and Possible Action to Approve the TRIGID Adjusted Employee Salary Schedule for FY23

Shari Whalen, General Manager, explained that staff tried to contract with a third-party source for a Salary Schedule evaluation but was not successful. The analysis was completed in house looking at eight different entities, both urban and rural. It was found that the GID's salary schedule aligned most closely with entities in rural areas; however, because of the GID's location, it faces recruitment competition with the entities from the urban areas. Staff averaged all eight salary schedules into a regional average. This would not result in an increase for all employees but would result in an increase for two positions that are significantly underpaid.

Along with the salary increase to those positions, staff recommended that a seven percent cost of living increase for FY23 be adopted to keep in line with inflation.

No public comment.

Trustee Mitchell had concerns about the seven percent cost of living increase and the potential for this to be a benchmark to raise the average in the area. GM Whalen clarified that the recommendation was to adopt the new salary schedule and approve seven percent pay raise for FY23. The language could be modified to say that the cost of living adjustment would be equivalent to the Consumer Price Index.

Trustee Mitchell moved to approve the TRIGID Adjusted Employee Salary Schedule to reflect the regional average option and direct staff to budget a cost-of-living adjustment that reflects the Consumer Price Index (CPI) rate for FY23. Trustee Gilman seconded the motion. Motion carried unanimously.

AGENDA ITEM 9: Discussion and Possible Action

Discussion and Possible Action to Approve Resolution 2022-001 to establish the Process Water Service Fund

GM Whalen explained the need to establish the Process Water Service Fund in anticipation of the process water system coming online in order track revenues and expenses specifically for process water customers.

Trustee Mitchell expressed some concerns about one of the funds potentially coming up short and the GID not being able to temporarily subsidize from one fund to the other. GM Shari Whalen explained that there are rules in place that allow the option to temporarily subsize with an interest free loan. The start of the Process Water Service Fund would initially be an interest free loan from the water and sewer funds that would be paid back in five years. A rate study is being conducted by Farr West Engineering currently to help ensure the solvency of all three funds.

No more questions and no public comments. Trustee Mitchell moved to approve Resolution 2022-001 to establish the Process Water Service Fund and Trustee Gilman seconded the motion. Motion carried unanimously.

AGENDA ITEM 10:

Presentation, Discussion and Possible Action to Approve the FY2023 Tentative Budget and Five-Year Capital Improvement Plan

GM Whalen apologized for not having a power point for today's presentation and offered to brief each trustee individually to ensure any concerns are addressed prior to submitting final budget to the board of trustees in mid-May. GM Whalen went over each item.

Staff presented budget documents for Water, Sewer, and Process Water funds, position control, and capital improvement plan. Budget updates will be presented after Farr West Engineering completes its analysis, which should be this month.

Projected revenues for the Water Enterprise Fund are about \$2 million, operating expense minus depreciation is about \$1.2 million and \$780,000 would be added to the net budget figures that are proposed. In addition, there is a Capital Outlay in the Water Fund for FY23 of about \$125,000.

The Sewer Fund revenue projected is \$1.37 million, and total operating expense of about \$1.4 million is projected. This will result in a projected drop in the sewer fund balance of around \$43,000 in FY23. Capital Outlay in the sewer fund is significantly higher, about \$570,000 because of continued projects at the sewer plant to operate in the most efficient way possible.

The process water system will likely come on line in Spring 2023. Process Water Fund revenues are projected to be about \$350,000 based on the current rate structure. Expenses will be about \$600,000. The current Rate Study conducted by Farr West Engineering is integral in shoring up the shortfalls in the fund. A resolution and solid recommendation will be presented to the board during the next board meeting.

GM Whalen briefly discussed the capital projects, which include an outdoor water sampling station and the Arsenic Treatment Study to insure compliancy with the Arsenic Treatment rules. Significant improvements are budgeted for the lift stations, \$25,000 each, for repairing or purchasing pumps. Capital expenses for the sewer system are budgeted for \$250,000 for the screw press, \$120,000 to upgrade the headworks and install grinders and \$125,000 for general improvements, which could include a study of the lining and emergency storage issues at the site and part of a preliminary engineering report for the State Revolving Loan Fund in order to qualify for projects with principal forgiveness loans.

Additional equipment includes radio repeaters on the tanks, an ATV to get around the ring road at the reservoir, boat for the reservoir, and truck purchase for an additional staff member next year.

Trustee Mitchell had questions about the time frame and meeting for final budget in May. GM Whalen stated that we would be canceling the first Thursday of the month meeting and rescheduling for only one meeting on the third Thursday in May for Final Budget approval.

No more questions and no public comments. Trustee Mitchell moved to approve the FY2023 Tentative Budget and Five-Year Capital Improvement Plan and instruct staff to submit to the Department of Taxation. Trustee Gilman seconded the motion. Motion carried unanimously.

AGENDA ITEM 11: PUBLIC COMMENT. There were no public comments.

AGENDA ITEM 12: ADJOURNMENT. With no further business to come before the Trustees, the meeting was adjourned at approximately 2:27 pm.