**TRI General Improvement District Board of Trustees Meeting**

**DRAFT**

**MINUTES OF THE September 1, 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: 1 669 900 6833 US Meeting ID: 709 779 0662.

Date of the Meeting: September 1, 2022, 2:00 p.m.

**AGENDA: Introductory Items**

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment (No Action)**
4. **Discussion/Possible Action:**

The meeting was called to order at 2:01 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 Shannon McKnight, Clerk/Treasurer, Debbie Leonard, Legal Counsel, Oz Henke, Technical Services Manager and Courtney Dunn, Civil Engineer along with two members of the public.

There were no public comments.

Trustee Mitchell moved to approve the agenda of September 1, 2022. Trustee Gilman seconded. Motion passed unanimously.

1. **Consent Agenda for Possible Action:**
2. Approval of Minutes of July 7, 2022, Meeting
3. Approval of Voucher Report for the Period of June 2022
4. Approval of Voucher Report for the Period of July 2022
5. Approval of SCADA Risk Mitigation and SCADA Technical Support Contract to Sierra Controls in the amount not to exceed $110,000
6. Approval of purchase of Ram 1500 Quad Cab 4x4 Short Bed in the amount not to exceed $37,091.25 in accordance with the approved FY23 Capital Improvement Budget
7. Approval of purchase of ABBA after-market replacement for 12-inch Fairbanks Morse SBR Pump in the amount not to exceed $31,986 in order to provide redundancy at the TRIGID Wastewater Treatment Plant.

No questions or public comments. Trustee Mitchell made a motion to approve the consent agenda as presented and Trustee Gilman seconded. Motion passed unanimously.

1. **Discussion Only (No Action):**

General Manager’s Report

**Budget Update**

The board will be discussing the preliminary budget update as an agenda item today. Staff is currently working on closing out year end and will be starting the audit with DiPietro and Thornton this month.

**Project Updates:**

TMWRF Pipeline (16-mile 24-inch diameter pipeline from TMWRF to TRI Center)

Pipe installation continues. Nearly 15 miles have been placed to date. The RBHOA easement issue has been resolved and work has commenced in Lockwood from the RV Storage Yard to Fulcrum. Staff received a complaint regarding trash in and around the Lockwood area. Q&D was mobilized to make sure the site is clean. There is also a gas line project in the area being constructed concurrently with TRIGID’s. This is an NV Energy project and Precision West is their contractor. Staff reached out to contacts at NV Energy and asked that they clean up their job site and make sure their contractor is not leaving trash behind as well.

TMWRF Pump Station

This project is substantially complete. SNC will remobilize in December for commissioning of system.

Reservoir Pump Stations and On-Site Pipeline

30-inch effluent main up to Denmark and near Walmart is underway. Pressure testing on an existing segment of pipe recently failed, and WW Clyde is mobilizing a leak detection company to troubleshoot. The SCADA Tower Access Road is under construction. Both Booster Pump Stations and the Blend tank are also under construction. The potable waterline is installed and being backfilled.

WWTP Pond Intake and SBR Project

The main portion of this project has been complete for some time; however, the new wet well configuration created challenges with screw press operation. The screw press feed modification is substantially complete, and staff expects the entire system to be fully operational by the end of September. Staff got two SBRs back online.

**Water Rights:**

Staff recently executed a process water assignment for Redwood Materials. Staff is currently working on additional potable water assignments for TBar Services, DVHL1, SJS Commercial and Tahoe-Reno Industrial Center LLC.

**Easements:**

TRIGID recently discovered that legal descriptions and draft easements to correct outstanding easement issues along the old Electric Avenue alignment between Eagle Valley and Comstock Valley were never submitted to the underlying landowner for review and approval. Staff will be working with the landowner over the coming weeks to get these easement documents executed to clean up an outstanding item with existing TRIGID infrastructure in this area. **New Development Projects:**

* Updates provided on Redwood Comstock TRIC Water and Sewer extension, 75 Pittsburgh (Tolls Development), 1525 Venice (Buzz Oats), 1025 Waltham (Devcon), 1500 Waltham (Mohr Reno LLC), 1655 Milan (Stericycle), 2455 Peru (Cass), 2625 USA Parkway (Conco D), 1900 Peru Dr (BGO TI), 635 Denmark (T-Bar), and 655/675 Waltham (Brasa A&B)

The following projects are currently in plan review:

* TRIC 688 Buildings 2&3
* 360 E Sydney
* 2170 USA Parkway
* 450 Pittsburgh

**Other Updates:**

Staff has made offers to two prospective employees. If those employees accept the offers, TRIGID will be fully staffed for the first time.

Staff was notified that POOL Pact will be issuing a partial claim payment for the April emergency at the Wastewater Treatment Plant. The amount submitted to date is $791,851.99. There is an additional $122,000 that will be reimbursed to the GID once staff submits proof of payment to the POOL. There are still about three outstanding invoices, so the final claim will be slightly higher. At the next Board of Trustees meeting, staff will be bringing back a final report on this matter.

Lastly, Staff has been working cooperatively with Storey County, NHP, and State Health in order to better utilize the space at the Storey County Government Center. As a result of this process, TRIGID administrative offices will likely be relocating into a portion of the area previously occupied by Switch. Staff anticipates this relocation could occur within the next month. Staff will bring back a plan for Tenant Improvements in this area and modifications to the existing lease, if necessary, at a subsequent Board of Trustees meeting.

Trustee Gilman stated it was one of the most exciting reports and everything is coming together, and there is much to be celebrated right now. President Carmona agreed with Trustee Gilman.

1. **Discussion/Possible Action:**

Presentation and Possible Action related to TRIGID FY22 Preliminary Year End Financial Report

GM Whalen stated she included a summary for both Water Enterprise and Sewer Enterprise Funds in the staff report.

Water Enterprise revenue budget was projected at $2.45 million. Actual is just over $3 million. Revenue exceeded projection.

Water Enterprise expenses budget was projected at $1.1 million. Actual (minus depreciation, capital outlay and transfers) and was $946,000. At the end of year, we were at 85% of the budget.

Sewer Enterprise revenue budget was projected at $1.3 million. – actual revenue was $1.675 million. Revenue exceeded projection.

Sewer Enterprise expenses were overbudget with expenses related to the WWTP emergency. Expenses were projected at $1.2 million – actual expenses were $998,000 (excluding the WWTP emergency).

Staff is confident the GID will finish the year under budget. Staff reached out to Board of Taxation to determine how to present the emergency expenses through the audit process.

Audit findings should be presented to the board in December.

No questions.

Trustee Gilman thanked staff and noted that the budget looked good in every category, thank you. Trustee Mitchell asked why there would only be a partial reimbursement from the insurance for the WWTP emergency. GM Whalen explained there would be additional funds that would be reimbursed with additional invoices. The only invoices not covered with be the flange that failed, which is about a $626 part, and the $1000 deductible. The GID’s obligation will be less than $2,000.

No public comment

Trustee Mitchell made a motion to approve the preliminary year-end financial report as

presented and Trustee Gilman seconded. Motion passed unanimously.

1. **Discussion/Possible Action:**

Discussion and Possible Direction to Staff regarding complaints received on the 2022 Water and Sewer Rate increase.

GM Whalen summarized the Farr West process of rate analysis and the Board’s adoption of the Resolution 2022-002 approved by the Board on July 7, 2022 and informed the Board of five complaints subsequently received regarding rate increases. GM Whalen updated the Board on steps that she and Farr West have taken to investigate possible alternative rates for small water users and the resulting budget impacts. Staff recommended that because the rates were set to cover the cost of utility service and were established based on accepted practices, no change to the rate structure be made at this time.

Trustee Gilman asked if the GID has looked at surrounding areas and compared their rates to those of the GID. GM Whalen stated Farr West looked at rates of other utilities in the area but cautioned about using comparables to other systems that are not as large or as robust as the GID. Trustee Gilman stated he was glad that staff looked at other rates because the GID will be compared to others.

Trustee Mitchell stated he appreciated staff's efforts to look at the rates and the rate study to determine if there were ways to reduce rates for small water users. He feels comfortable keeping the rate structure as it is.

No public comment.

No questions.

No action taken.

1. **Discussion/Possible Action:**

Discussion and Possible Action regarding Clean Water State Revolving Fund Letter of Intent for TRIGID Wastewater Treatment Plant Preliminary Engineering Report

Under SRF rules the GID is required to have a public meeting when it pursues SRF funding. SRF funding requires only a 15% match by the GID.

The funding would be used for the WWTP preliminary engineering report.

The report will study if the GID should improve the current plant and or build a new plant and what technology would be best.

Staff estimates a $100,000 cost for report, which is in the budget. SRF staff stated it preferred the GID pursue funding for both the preliminary engineering report and design and construction so it would be involved with the entire process.

Trustee Gilman stated it would be prudent to pursue the funds.

No public comment.

Trustee Mitchell moved to direct staff to submit a Clean Water State Revolving Fund

Letter of Intent for TRI-GID Wastewater Treatment Plant preliminary engineering report.

Trustee Gilman seconded. Motion passed unanimously.

1. **Discussion/Possible Action:**

Discussion and Possible Action regarding Drinking Water State Revolving Fund Letter of Intent for TRIGID Arsenic Treatment and Blending Preliminary Engineering Report

This item seeks SRF funding for a drinking water project, specifically an arsenic treatment plant. TRIC built and dedicated an arsenic treatment plant at Well 2. As more water is pumped from Well 3, arsenic levels are increasing. Staff wants to be proactive to explore whether it should continue to build package plants as demand increases. The funding is sought for a preliminary engineering report.

No questions.

No public comment.

Trustee Mitchell moved to direct staff to submit a Drinking Water State Revolving Fund

Letter of Intent for TRI-GID Arsenic Treatment and Blending preliminary engineering

report. Trustee Gilman seconded. Motion passed unanimously.

1. **Public Comment (No Action)**

Kris Thompson, project manager for TRIC, expressed a huge thank you to the Trustees and to Shari Whalen regarding the amount of growth in TRIC. He noted that the GID staff is doing an amazing job.

President Carmona agreed with the comments.

1. **Adjournment**

Meeting adjourned by President Carmona at 2:34pm.