

**TRI GENERAL IMPROVEMENT DISTRICT**  
**DRAFT MINUTES OF THE DECEMBER 2, 2021 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: December 2, 2021 2:00 p.m.

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**AGENDAN ITEM 1: Introductory Items**

- 1.1. Call to Order and Roll Call
- 1.2. Pledge of Allegiance
- 1.3. Public Comments
- 1.4. (For Possible Action) Adopt the Agenda as submitted

The meeting was called to order at 2:01 p.m. by President Jay Carmona. GM Shari Whalen presented roll call. Present were President Jay Carmona, and Trustee Lance Gilman, Trustee Clay Mitchell joined after the Pledge of Allegiance. Other attendees were Tracy Black, Secretary Treasurer, Oswald Henke, Technical Services Manager and Debbie Leonard, Legal Counsel for the GID.

No public comments. GM Whalen requested to pull Agenda Item 4 from the current agenda and move it to the January 6<sup>th</sup> agenda. Trustee Mitchell moved and Trustee Gilman seconded the motion to adopt the agenda of December 2, 2021 with the change requested by staff. The motion carried unanimously.

**AGENDA ITEM 2: Consent Agenda** (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually.)

- 2.1 (For Possible Action) Approval of Minutes of November 4, 2021 Meeting
- 2.2 (For Possible Action) Approval of Voucher Report for the Period of October 2021

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

### **AGENDA ITEM 3: General Manager's Report** (Information Only)

Shari Whalen, General Manager reported on the following items:

#### **Budget Update**

During the November Board of Trustees Meeting, Trustee Mitchell asked a question about why the GID's Group Insurance Line Item (Account No. 510-50-51400) was so high so early in the year. After further investigation, GM Whalen discovered that the Group Insurance costs were charged to the Water Fund, instead of splitting the costs between the Water Fund and the newly created Sewer Fund. Once staff fixed this oversight, the Budget Report indicates that the GID is at 27 percent of budget at the end of Q1 (for both the Water Fund and the Sewer Fund). In addition, staff discovered that \$440,000 was reported as revenue in September as a glitch in the accounting system treating a production well as a customer. Staff is in the process of correcting that. The correct water revenue is 45 percent of revenue was collected during first quarter for a total revenue of \$1,041,285.

The GID's annual audit is substantially complete. Dipietro and Thornton is completing its internal quality control review, and staff expects to present the audit at the January 6th Board of Trustees meeting. Staff will notify the Department of Taxation that the GID will submit the annual audit report in January.

#### **Staffing**

The GID still has an open position for maintenance worker, and staff has had no luck filling the position to date.

#### **Project Updates:**

Well 7, Well 8, and the Arsenic Treatment Plant

Staff is working with Farr West on flushing and testing at Well 7 after which the GID will be able to accept dedication of all three projects.

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

Pipe installation continues and is ahead of schedule. A total of 8.4 miles has been placed to date. Progress with the Rainbow Bend Homeowners Association is slow, but there may be an alternate path forward. Tahoe-Reno Industrial Center, LLC has been working closely with the RBHOA. If an alternate path forward is accepted by Rainbow Bend, staff will be bringing an agenda item to the Board for consideration in January.

Trustee Gilman asked if a 2/3 vote of the neighborhood will be required? GM Whalen responded that Debbie Leonard, attorney for the GID, is in contact with the Homeowners association and does not believe that canvassing of homeowners would be required with the alternate plan.

#### TMWRF Pump Station

Contractor is mobilized to the site and work is ongoing. There are some challenges with supply chain, but staff anticipates the surge tank will be installed this week. Project should still be completed in January 2023.

#### TRIGID Effluent Reservoir (2000 AF)

Fencing is under construction and should be completed this week. New monitoring wells will be drilled this month. Final installation of two remaining valves can't be completed until late January due to supply chain issues.

#### Reservoir Pump Station and Pipeline

This is the final phase of the process water project to go to construction and includes two pump stations at the reservoir complex, as well as a 30-inch pipeline up to the existing 3-million-gallon reclaimed water tank at the south end of Peru. WW Clyde is the contractor on the project and is currently working on procurement. Staff expects them to start work in January 2022 and to complete the project in January 2023.

#### Auxiliary Power and Fencing Projects

Regarding Well 5 at Sydney, Storey County does not want to grant a temporary easement due to the permanent nature of the well house and appurtenant infrastructure, which is located in the proposed Sydney Cul-de-Sac. Staff has reached out to TRI for assistance with this easement issue. Staff still expects construction to start in January for both the generators and fencing.

#### **Water Rights:**

Staff currently has four water agreements in the works with potential customers for non-potable and potable water.

#### **Other Updates:**

The GID is in the process of permit renewal for industrial dischargers for 2022. Staff has sent letters and surveys to existing dischargers, as well as customers who may require an industrial discharge permit but do not currently have one. Staff is meeting regularly with all dischargers and has discovered at least one previously unpermitted discharger. This is proving to be a very informative and productive process, and staff expects that better data will be available this year for wastewater quality analysis and projections.

There were no questions from any of the Trustees regarding the GM's Report.

**AGENDA ITEM 4: Presentation and Possible Action related to the FY21 Annual Financial Report and Audit**

Per action on Agenda Item 1, Agenda Item 4 will be heard at the January Board Meeting.

**AGENDA ITEM 5: Discussion and Possible Action regarding the Purchase of a Ram 5500 Regular Cab Service Body Truck from Carson Dodge via Nevada State Purchasing in the amount not to exceed \$76,224.25, and approval of upfitting allowance of up to \$20,625.00 for crane, generator, air compressor and other necessary maintenance equipment and tools, for a total authorized expenditure not to exceed \$96,849.25**

GM Whalen explained that after the truck was approved in the budget, Carson Dodge was having supply chain issues and could take a minimum of 18 months to take delivery. After further discussion, as an alternate plan, Carson Dodge has a service body truck that did not have the upfitting that the GID would need but could allow the GID to purchase the at State Purchasing prices, and the GID would work with other vendors to do the upfit.

Trustee Gilman asked if the GID had the operator for this quality of truck. GM Whalen stated that the Technical Services Manager, Oz Henke, was qualified, and he would be implementing a training program to train additional staff on safe operation of both the crane truck and backhoe that was previously purchased.

No other questions and no public comments. Trustee Mitchell moved to approve the purchase of a Ram 5500 Regular Cab Service Body Truck from Carson Dodge via Nevada State Purchasing in the amount not to exceed \$76,224.25, and approval of upfitting allowance of up to \$20,625.00 for crane, generator, air compressor and other necessary maintenance equipment and tools, for a total authorized expenditure not to exceed \$96,849.25. Trustee Gilman seconded the motion. Motion carried unanimously.

**AGENDA ITEM 6: Discussion and Possible Action related to a Contract Amendment for Farr West Engineering in the amount not to exceed \$50,000 for engineering and construction management assistance for Effluent Pond Sedimentation and High Flow Mitigation Measures at the TRIGID Wastewater Treatment Plant**

GM Whalen explained that during the summer months of 2021, the TRIGID Wastewater Treatment Plant (WWTP) experienced flows ranging from 1.0 to up to 1.6 million gallons per day (MGD). The WWTP is permitted for a daily maximum flow of 3.0 MGD, with a 30-day average of 1.2 MGD. However, a portion of the plant has been off-line for several years, significantly reducing the functional capacity of the plant. Based on analysis completed by Farr West in 2020, the portion of the plant currently on-line has a capacity of approximately 0.837 MGD. This reduced operating capacity, combined with sedimentation of the existing effluent pond, and extremely high industrial wastewater flows, caused two scheduled discharges of treated effluent into an unlined basin at the WWTP. The GID was required to report these scheduled discharges to NDEP, and NDEP completed a subsequent site visit and investigation.

A significant portion of the industrial discharges into the WWTP last summer were temporary in nature, and TRIGID anticipated these temporary industrial wastewater flows would be terminated by the middle of 2022, allowing flows to be accommodated in the existing plant. However, based on updated information from key customers and stakeholders, this may not be an accurate assumption at this time. This new information necessitates mitigation measures to be implemented prior to warmer weather in 2022 in order to avoid additional plant overruns. This is a very short time frame to address this challenge, so staff is asking for discretion and flexibility in directing Farr West Engineering to support the District's goal to develop and implement mitigating strategies at the WWTP in time for the increase in flows expected in Spring 2022. Staff recommended a not-to-exceed amount for these services of \$50,000. Work completed by Farr West could include developing potential mitigation measures to address plant capacity, development of cost estimates, drafting scope(s) of work and/or bid documents, construction assistance, or other related support services. The best course of action has not yet been determined, but due to the time constraints for implementation, staff is requesting this level of flexibility in the contract amendment

GM Whalen noted that Mr. Johnson from Farr West was participating by phone and could answer any questions.

No questions and no public comments. Trustee Mitchell moved to approve a contract amendment for Farr West Engineering in the amount not to exceed \$50,000 for engineering and construction management assistance for effluent pond sedimentation and high flow mitigation measures at the TRIGID Wastewater Treatment Plant. Trustee Gilman seconded the motion. Motion carried unanimously.

**AGENDA ITEM 7: Discussion and Possible Action related to modification of the FY22 Position Control and FY22 Salaries and Benefits Budget Line Items to expand the Operations Administrative Assistant Position from a half-time to a three-quarters time position effective January 1, 2022**

GM Whalen explained the challenges the GID is having filling open positions. The District has completed numerous unsuccessful recruitments and currently has one position posted as open until filled with no current applications submitted. This staffing shortage has created difficulty for staff in completing routine administrative and operations activities during this fiscal year. The Administrative Assistant Position is currently funded as a half time, 20 hour per week position. Staff would like to expand the hours and benefits of the position to mitigate the existing staff shortage. If this position is approved to be changed from 0.5 Full Time Equivalent (FTEs) to 0.75 FTEs, the position would be eligible for health benefits under District Policy. Staff estimates this additional cost to be less than \$4,000. The additional ten hours per week plus these additional benefits would create a budget impact of approximately \$6,556.

No questions and no public comments. President Carmona thanked staff for their hard work. Trustee Mitchell moved to approve modification of the FY22 Position Control and FY22 Salaries and Benefits Budget Line Items to expand the Operations Administrative Assistant Position from a half-time to a three-quarters time position effective January 1, 2022. Trustee Gilman seconded the motion. Motion carried unanimously.

**AGENDA ITEM 8: NEW BUSINESS.** There was no new business.

**AGENDA ITEM 9: PUBLIC COMMENT.** There were no public comments.

**AGENDA ITEM 10: ADJOURNMENT.** With no further business to come before the Trustees, the meeting was adjourned at approximately 2:27pm.