



**TRUCKEE MEADOWS WATER AUTHORITY**  
**Board of Directors**  
**AGENDA**

**Wednesday, February 21, 2024 at 10:00 a.m.**  
**Sparks Council Chambers, 745 4<sup>th</sup> Street, Sparks, NV**  
**MEETING VIA TELECONFERENCE & IN-PERSON**

MEMBERS OF THE PUBLIC MAY ATTEND VIA THE WEB LINK, OR  
TELEPHONICALLY BY CALLING THE NUMBER, LISTED BELOW.

**(be sure to keep your phones or microphones on mute, and do not place the call on hold)**

**Please click the link below to join the webinar:**

<https://tmwa.zoom.us/j/86133342598?pwd=7cQlZv0RVXbAQHB5uFWgdIpbIbeyI.1>

**Passcode: 657950**

**Or call:**

**Phone: (888) 788-0099**

**Webinar ID: 861 3334 2598**

**Board Members**

Chair Kristopher Dahir – City of Sparks	Vice Chair Naomi Duerr – City of Reno
Paul Anderson – City of Sparks	Alexis Hill – Washoe County
Jenny Brekhus – City of Reno	Clara Andriola – Washoe County
Devon Reese – City of Reno	

**NOTES:**

1. The announcement of this meeting has been posted at the following locations: Truckee Meadows Water Authority (1355 Capital Blvd., Reno), at <http://www.tmwa.com>, and State of Nevada Public Notice Website, <https://notice.nv.gov/>.
2. TMWA meetings are streamed online at <https://www.youtube.com/@tmwaboardmeetings6598>.
3. In accordance with NRS 241.020, this agenda closes three working days prior to the meeting. We are pleased to make reasonable accommodations for persons who are disabled and wish to attend meetings. If you require special arrangements for the meeting, please call (775) 834-8002 at least 24 hours before the meeting date.
4. Staff reports and supporting material for the meeting are available at TMWA and on the TMWA website at <http://www.tmwa.com/meeting/>. Supporting material is made available to the general public in accordance with NRS 241.020(6).
5. The Board may elect to combine agenda items, consider agenda items out of order, remove agenda items, or delay discussion on agenda items. Arrive at the meeting at the posted time to hear item(s) of interest.
6. Asterisks (\*) denote non-action items.
7. Public comment during the meeting is limited to three minutes and is allowed during the two public comment periods rather than each action item. The public may sign-up to speak during the public comment period or on a specific agenda item by completing a "Request to Speak" card and submitting it to the clerk. In addition to the public comment periods, the Chair has the discretion to allow public comment on any individual agenda item, including any item on which action is to be taken.
8. Written public comment may be provided by submitting written comments online on TMWA's Public Comment Form ([tmwa.com/PublicComment](http://tmwa.com/PublicComment)) or by email sent to [boardclerk@tmwa.com](mailto:boardclerk@tmwa.com) prior to the Board opening the public comment period during the meeting. In addition, public comments may be provided by leaving a voicemail at (775)834-0255 prior to 4:00 p.m. the day before the scheduled meeting. Voicemail messages received will be noted during the meeting and summarized for entry into the record.
9. In the event the Chair and Vice-Chair are absent, the remaining Board members may elect a temporary presiding officer to preside over the meeting until the Chair or Vice-Chair are present (**Standing Item of Possible Action**).
10. Notice of possible quorum of Western Regional Water Commission: Because several members of the Truckee Meadows Water Authority Board of Directors are also Trustees of the Western Regional Water Commission, it is possible that a quorum of the Western Regional Water Commission may be present, however, such members will not deliberate or take action at this meeting in their capacity as Trustees of the Western Regional Water Commission.
11. The Board may attend and participate in the meeting by means of remote technology system. Members of the public wishing to attend and/or participate by providing public comment may do so either in person at the physical location of the meeting listed above or virtually. To attend this meeting virtually, please log into the meeting using the link and/or phone number noted above.

<sup>1</sup> The Board may adjourn from the public meeting at any time during the agenda to receive information and conduct labor-oriented discussions in accordance with NRS 288.220 or receive information from legal counsel regarding potential or existing litigation and to deliberate toward a decision on such matters related to litigation or potential litigation.

1. Roll call\*
2. Pledge of allegiance\*
3. Public comment — limited to no more than three minutes per speaker\*
4. Possible Board comments or acknowledgements\*
5. Approval of the agenda (**For Possible Action**)
6. Approval of the minutes of the January 18, 2024 meeting of the TMWA Board of Directors (**For Possible Action**)
7. Water Supply Update — Bill Hauck\*
8. Presentation of Truckee River Fund Activities for Calendar Year 2023 — Sonia Folsom and Kara Steeland\*
9. Presentation of Fiscal Year 2024 Q2 year to date financial results — Matt Bowman\*
10. PUBLIC HEARING ON RATE AND RULE AMENDMENTS
  - a. Rate Amendment, Second Hearing, Public Hearing: Discussion and possible action on Resolution No. 323: A resolution to adopt potential water rate adjustments, including possible multi-year adjustments, with proposed initial implementation for the first billing cycle in June 2024 — Matt Bowman (**For Possible Action**)
  - b. Public Comment — limited to no more than three minutes per speaker\*

CLOSE PUBLIC HEARING

11. Request for Board adoption of updated Administrative Instructions A-11 Leave Policy and A-12 Family and Medical Leave Policy — Jessica Atkinson (**For Possible Action**)
12. Overview of TMWA’s Standing Advisory Committee — Andy Gebhardt\*
13. Discussion and action confirming General Manager’s Appointment of Kelly McGlynn as a trustee to fill the remaining term of Juan Esparza to the §501-c-9 Post-Retirement Medical Plan & Trust ending on December 31, 2024 — Jessica Atkinson (**For Possible Action**)
14. General Manager’s Report\*
15. Public comment — limited to no more than three minutes per speaker\*
16. Board comments and requests for future agenda items\*
17. Adjournment (**For Possible Action**)

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TRUCKEE MEADOWS WATER AUTHORITY  
**DRAFT** MINUTES OF THE JANUARY 18, 2024  
MEETING OF THE BOARD OF DIRECTORS

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The Board of Directors met on Thursday, January 18, 2024 at Washoe County Commission Chambers. Chair Dahir called the meeting to order at 10:08 a.m.

\*Chair Dahir noted, for the purposes of Open Meeting Law, that staff tried to connect to Zoom, but due to technical difficulties were unable to; the meeting is still broadcast via YouTube.

**1. ROLL CALL**

**Directors Present:** Paul Anderson, Clara Andriola, Jenny Brekhus, Kristopher Dahir, Naomi Duerr, Alexis Hill, and Devon Reese.

A quorum was present.

**2. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Director Brekhus.

**3. PUBLIC COMMENT**

There was no public comment.

**4. POSSIBLE BOARD COMMENTS OR ACKNOWLEDGEMENTS**

Director Hill expressed her sympathies for the passing of Jason Geddes, Washoe County School District Energy Conservation & Sustainability Program Manager, who passed away recently. She thanked him for his service, sent her condolences to his family, and paid tribute to him and his dedication to the environment and TMWA.

Chair Dahir stated that he has asked John Zimmerman, TMWA's General Manager, to bring forth a Chair Award and to provide him with employees for recognition at the Board meetings. This month, Chair Dahir commended Juan Esparza, Principal Engineer, since joining TMWA in July 2001 and his work on various capital improvement projects from transmission pipelines, booster pumping and pressure regulator stations, and well improvements; including the Donner Lake Dam structure. Mr. Esparza thanked TMWA, stating he enjoyed his time, and will retire soon. Director Hill thanked him for his service, expressed her appreciation, and knows the community does as well for all his hard work behind the scenes.

Chair Dahir commended Steve Volk, Principal Engineer, who started at Sierra Pacific Power Company (SPPCO) and came over to TMWA at its creation. Mr. Volk managed TMWA's street and highway program, working closely with partner agencies such as RTC, Washoe County, Sparks, Reno and NDOT,

among other utilities, replacing aging water mains all over town ahead of roadway projects. Staff tried to tally up how many miles of water mains he has replaced, but got tired and started planning his retirement party instead. He has left an impression and will be missed; especially his karaoke at the holiday party. Mr. Volk thanked the Board for their recognition and said he started at SPPCO and then came over on June 11, 2001 they took over the old PSA call center on Capital Blvd, and they just had rows of tables with computers, which is how they started TMWA. Director Hill thanked him for his service and carrying TMWA from the beginning to where we are today; many of our community members cannot believe TMWA has been around for 20 years.

Chair Dahir said that Mr. Esparza and Mr. Volk will get lunches with their team on behalf of TMWA.

## 5. APPROVAL OF THE AGENDA

**Upon motion by Director Andriola, second by Director Duerr, which motion duly carried by unanimous consent of the Directors present, the Board approved the agenda.**

## 6. APPROVAL OF THE MINUTES OF THE DECEMBER 14, 2023 MEETING

**Upon motion by Director Reese, second by Director Hill, which motion duly carried by unanimous consent of the Directors present, the Board approved the December 14, 2023 minutes.**

## 7. WATER SUPPLY UPDATE

Bill Hauck, TMWA Water Supply Supervisor, reported that last year was a record snowpack year in the Tahoe Basin (which ended the three-year drought), ending with a 250% of normal on April 1<sup>st</sup>; all reservoirs in the Truckee River system filled and spilled (Lake Tahoe filled about 90% capacity); a significant amount of reservoir storage carried over into this winter, setting up the region for the next couple of years or so; most of Nevada is not in drought conditions; the region is off to a slow start, at 62% of median (above 2015 median), but only about a third of the way in the snowpack season; the recent storms have added about 3" of water; projected normal river flows through the end of this year and into 2025; and the region is still well positioned from a water supply perspective.

## 8. REPORT AND DISCUSSION ON THE RESULTS OF TMWA'S 2023-2024 CASH OPTIMIZATION REFINANCING

Matt Bowman, TMWA Chief Financial Officer, referred to the August/September Board meetings last year where he laid out a plan to refund about \$75m in outstanding senior lien debt. They closed on that transaction today. Mr. Bowman explained the process of refunding the debt (in December) and issuing new debt (early January); along with PFM, financial advisors, and Wells Fargo, underwriters, they continued to monitor rates and timed it as such that resulted in a net present value of \$12m (17%) in savings, which will be realized over time in reductions in interest payments and principal. Mr. Bowman

added that this was a new process and the fact that the Board extended trust, and flexibility to TMWA to execute this new type of transaction and execute it at the most optimal time was instrumental. Even though the refinancing was successful, staff is not recommending any changes to the proposed rate increases especially since water sales are \$4.5m lower than budget so far this fiscal year and TMWA's debt service coverage ratio (DSCR) is lower than 1.5x Board policy, but this gives staff flexibility while developing the FY25 budget and considering aging infrastructure for the Capital Improvement Plan.

Chair Dahir informed the Board that staff had been in constant communication with him regarding this process and if there were any issues that arose, he would have informed the Board, but it went well.

Director Brekhus appreciated Mr. Bowman updating the Board on how it went since they would have to answer for it if it went poorly, confirmed the debt was not pushed out, and inquired how he managed the process. Mr. Bowman replied no, the debt was not pushed out and when they defeased the debt, they were committed to issuing new debt to cover it by working with PFM to monitor interest rates and that the Board directed staff to not move forward unless they had 5% return. Finally, it would not have been possible had TMWA not had unrestricted cash reserves in the bank to carry them through the process.

Mr. Zimmerman mentioned that Mr. Bowman was key to seeing this process through and put together a great team.

Mr. Bowman thanked Sandra Tozi, Senior Financial Analyst, who worked on the mechanics, paperwork and analysis behind the scenes.

## 9. PUBLIC HEARING ON RATE AND RULE AMENDMENTS

### OPEN PUBLIC HEARING

Chair Dahir opened the public hearing.

### A. PRESENTATION ON RESULTS OF TMWA OPEN HOUSES (AND CUSTOMER COMMENTS) REGARDING THE PROPOSED RATE ADJUSTMENTS

Robert Charpentier, TMWA Communications Specialist, provided an overview on the public process, which included four public meetings, mailings, and press releases, to inform the community of the upcoming proposed rate adjustments. Staff did not receive a lot of public comments, those they did receive are in the staff report.

Director Hill requested staff respond to public comments submitted so the customers know they were received. Mr. Charpentier replied that when they submitted their comments, they automatically received a reply. Mr. Bowman added they did not respond to those individual comments, but can do so. Director Hill agreed that especially for the comments that include a bit of misinformation.

Director Anderson agreed and those who attended the public open houses had their questions and concerns answered about how the rate increase would impact them. No one wants a rate increase, but

those customers understand the how and why and would like staff to respond to the e-newsletter responses, explaining that the reason for the increase is inflation.

Vice Chair Duerr said, at Western Regional Water Commission, they conducted a series of workshops that included both in-person and Zoom. The Zoom workshops had well over 100 attendees and the acceptance of virtual technology has been accepted and TMWA should add at least one or more and at different times moving forward.

Director Brekhus said she would err on the side of staying in-person as much as possible, these are important conversations to have that affect people's budget and they want to have the discussions face-to-face; one Zoom workshop would be okay. She asked if people were 'hotter' than the last time we had a rate increase. Mr. Bowman replied that he was not part of the last rate increase, but yes, could say they appeared less so this time, but they explained the reason for it and there was less contention this time.

**B. RATE AMENDMENT, INTRODUCTION: INTRODUCTION AND FIRST READING OF A POTENTIAL WATER RATE ADJUSTMENT, INCLUDING POSSIBLE MULTI-YEAR ADJUSTMENTS, WITH PROPOSED INITIAL IMPLEMENTATION FOR THE FIRST BILLING CYCLE IN JUNE 2024**

Mr. Bowman presented the proposed rate adjustments, of 4.5%, 4% and 3.5% over the next three years, followed by annual increases, maximum of 4% and minimum of 1%, tied to the Consumer Price Index for All Urban Consumers (CPI-U) for the western region, and recommended the Board refer to a second reading in February. Mr. Bowman explained tying future CPI increases is not a "set it and forget it" policy, rather staff will bring the five-year funding plan to the Board and Standing Advisory Committee (SAC) every fall to review, and the Board can modify, defer or skip a rate increase. The main driver for the proposed rate increases is due to inflation issues, CPI has gone up over 20% over the last year and TMWA had increased rates by only 7.5% in that same time period. Prudent fiscal management, including rate increases, is important for financial stability as well as with rating agencies. He touched upon rate affordability and the proposed rate increases achieved that; TMWA's DSCR is right at 1.5x using the rate stabilization fund.

Director Hill appreciated Mr. Bowman working with the Board since they challenged staff to return with different scenarios and it shows the Board is considering all options, and the consequences of delaying or implementing different percentages of increases. She asked if there could be another workshop scheduled via Zoom, but not if it is too late. Chair Dahir said they could do so, but expressed his concern that it could delay it another month.

Director Brekhus said she was absent at the September meeting and clarified the three-year increment and confirmed it would be a policy to annually increase between 4.5% (maximum) and 1% (minimum) based on CPI-U. Mr. Bowman replied that is correct. Director Brekhus replied she would not support that type of policy.

Chair Dahir confirmed it is not a 'set-it and forget' policy, it will be brought back to the Board for review prior to implementation; it is just direction to include it in the budget.

**Upon motion by Director Reese, second by Director Hill, which motion duly carried six to one with Director Brekhus dissenting, the Board approved referring the proposed water rate adjustment, including possible multi-year adjustments, with proposed initial implementation for the first billing cycle in June 2024.**

**C. PUBLIC COMMENT — LIMITED TO NO MORE THAN THREE MINUTES PER SPEAKER**

There was no public comment.

**CLOSE PUBLIC HEARING**

Chair Dahir closed the public hearing.

**10. GENERAL MANAGER'S REPORT**

Mr. Zimmerman introduced Nate Allen, TMWA's incoming director of natural resources and noted that John Enloe will continue as outgoing director of natural resources for three months and then remain with TMWA to continue working on projects such as the Advanced Purified Water Facility. Mr. Allen provided a brief introduction of his past experiences, especially at WaterStart.

Mr. Zimmerman also updated the Board on TMWA's hydro team, which had another production record second quarter and reported on a customer's positive experience with Justin Greenland, TMWA Inspector, and TMWA's call center.

Mr. Zimmerman informed the Board of the passing of Chuck Swegles, Water Conservation Coordinator II, who came to TMWA as his second career, and meant a great deal to many of us at TMWA. He will be deeply missed.

**11. PUBLIC COMMENT**

There was no public comment.

**12. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

The Board held a moment of silence for Jason Geddes and Chuck Swegles.

**13. ADJOURNMENT**

With no further discussion, Chair Dahir adjourned the meeting at 10:56 a.m.

Approved by the TMWA Board of Directors in session on \_\_\_\_\_.

Sonia Folsom, Board Clerk.



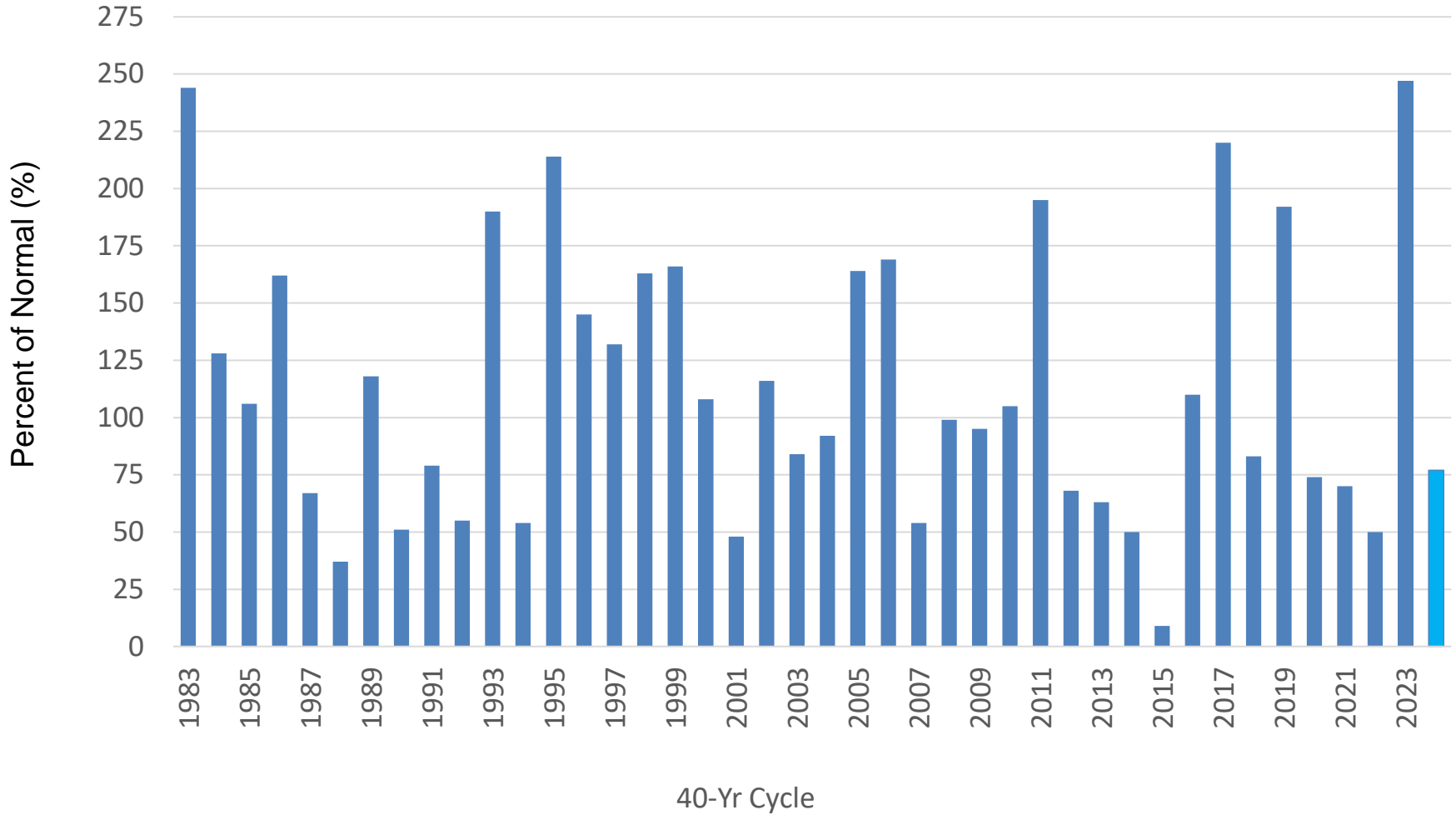
# Water Supply Update

Board of Directors Meeting

February 21, 2024



# April 1 Lake Tahoe Basin Snowpack (last 40 years)



# Truckee River System



# U.S. Drought Monitor








West

[Home](#) / [West](#)

Map released: Thurs. February 15, 2024

Data valid: February 13, 2024 at 7 a.m. EST

## Intensity

-  None
-  D0 (Abnormally Dry)
-  D1 (Moderate Drought)
-  D2 (Severe Drought)
-  D3 (Extreme Drought)
-  D4 (Exceptional Drought)
-  No Data

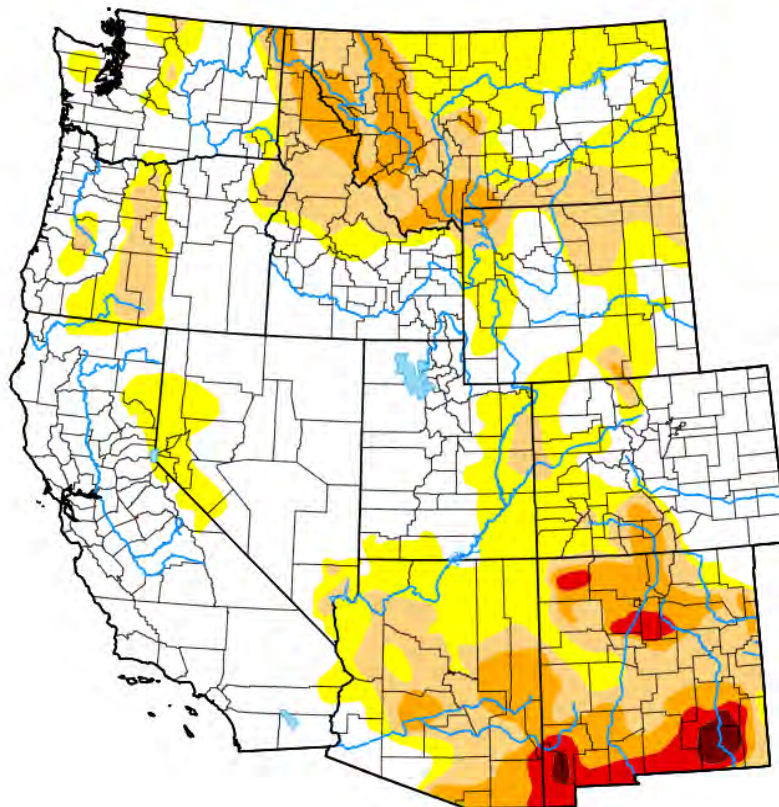
## Authors

United States and Puerto Rico Author(s):

[Deborah Bathke](#), National Drought Mitigation Center

Pacific Islands and Virgin Islands Author(s):

[Richard Tinker](#), NOAA/NWS/NCEP/CPC





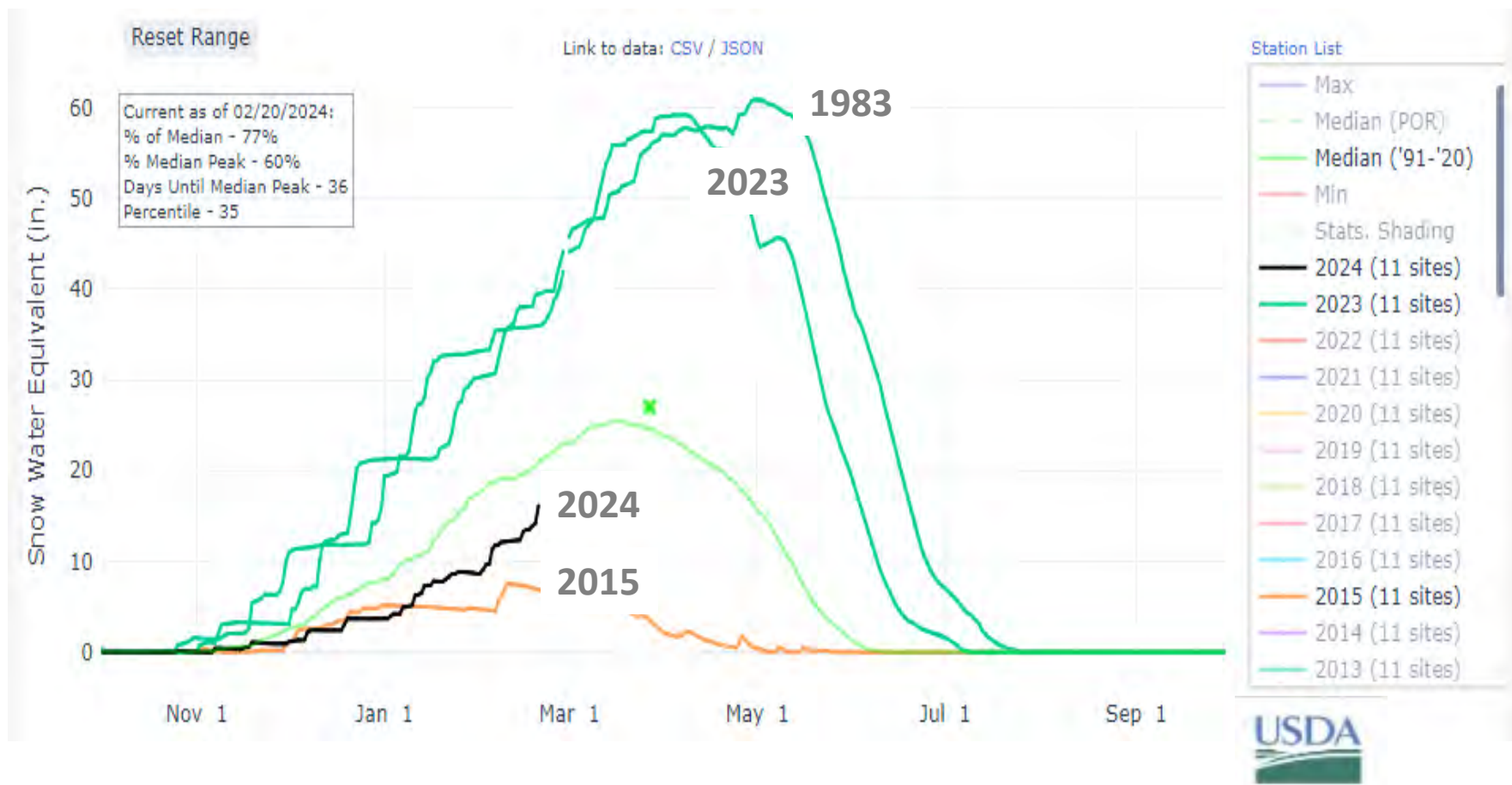
**DANGER**  
DROWNING HAZARD  
UNDESIRABLE STANDING WATER  
NO SWIMMING OR BOATING  
BOATING REGULATIONS

anner Lake PTZ

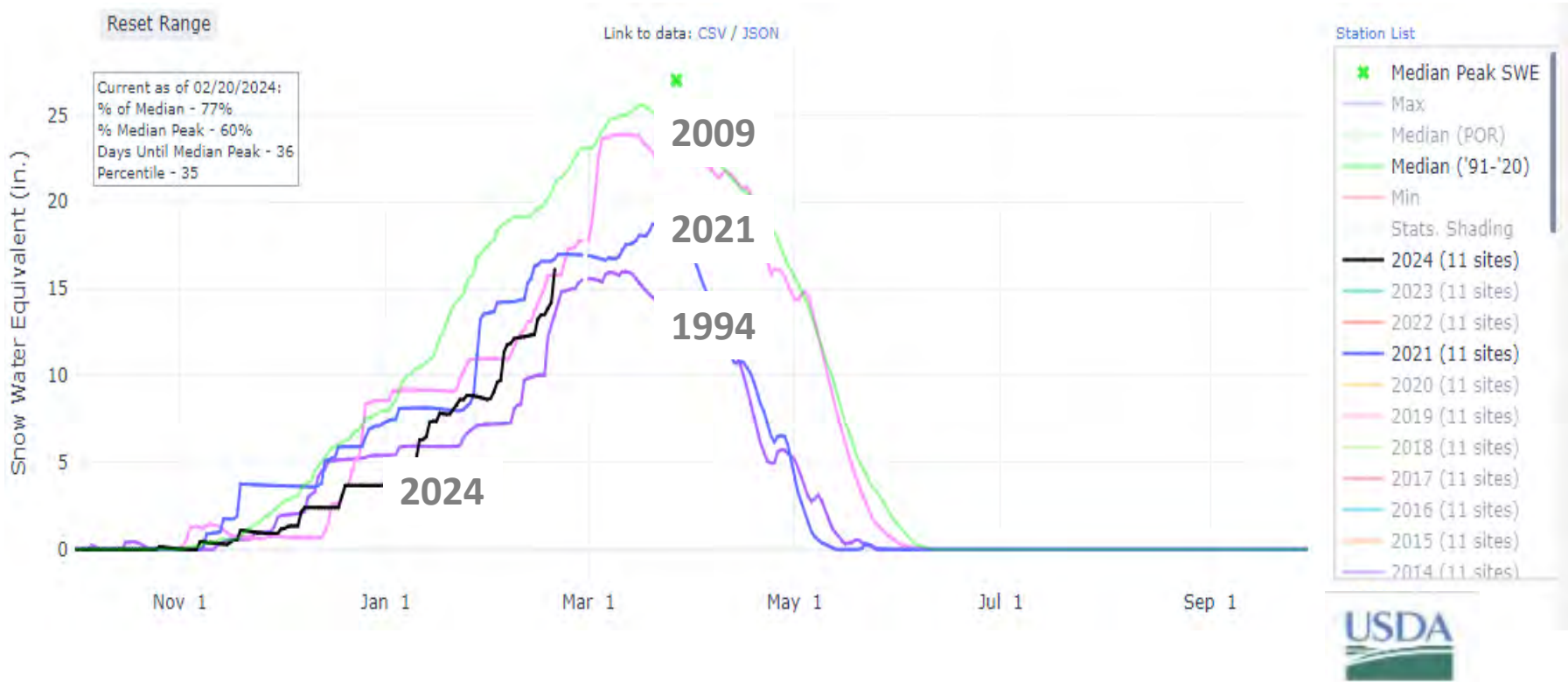
# Lake Tahoe Basin Snow Water Equivalent Report (NRCS)

California/Nevada SNOTEL Snow/Precipitation Update Report							
Based on Mountain Data from NRCS SNOTEL Sites							
**Provisional data, subject to revision**							
Data based on the first reading of the day (typically 00:00) for Tuesday, February 20, 2024							
Basin Site Name	Elev (ft)	Snow Water Equivalent			Water Year-to-Date Precipitation		
		Current (in)	Median (in)	Pct of Median	Current (in)	Median (in)	Pct of Median
<b>LAKE TAHOE</b>							
Mt Rose Ski Area	8801	21.8	29.7	73	26.5	32.7	81
Heavenly Valley	8534	13.3	18.2	73	15.9	18.2	87
Carson Pass	8355	18.0	22.8 <sub>(16)</sub>	79	19.7	24.4 <sub>(16)</sub>	81
Palisades Tahoe	8013	23.6	36.8	64	28.0	39.1	72
Marlette Lake	7884	12.1	16.6	73	14.3	18.4	78
Hagans Meadow	7742	12.0	13.5	89	14.9	17.9	83
Echo Peak	7653	26.3	33.6	78	27.1	34.2	79
Rubicon #2	7619	14.0	18.4	76	20.0	23.2	86
Tahoe City Cross	6797	10.1	10.6	95	19.9	21.6	92
Ward Creek #3	6745	20.9	25.2	83	35.4	42.4	83
Fallen Leaf	6242	5.1	5.8	88	14.9	20.2	74
<b>Basin Index (%)</b>		<b>77</b>			<b>81</b>		

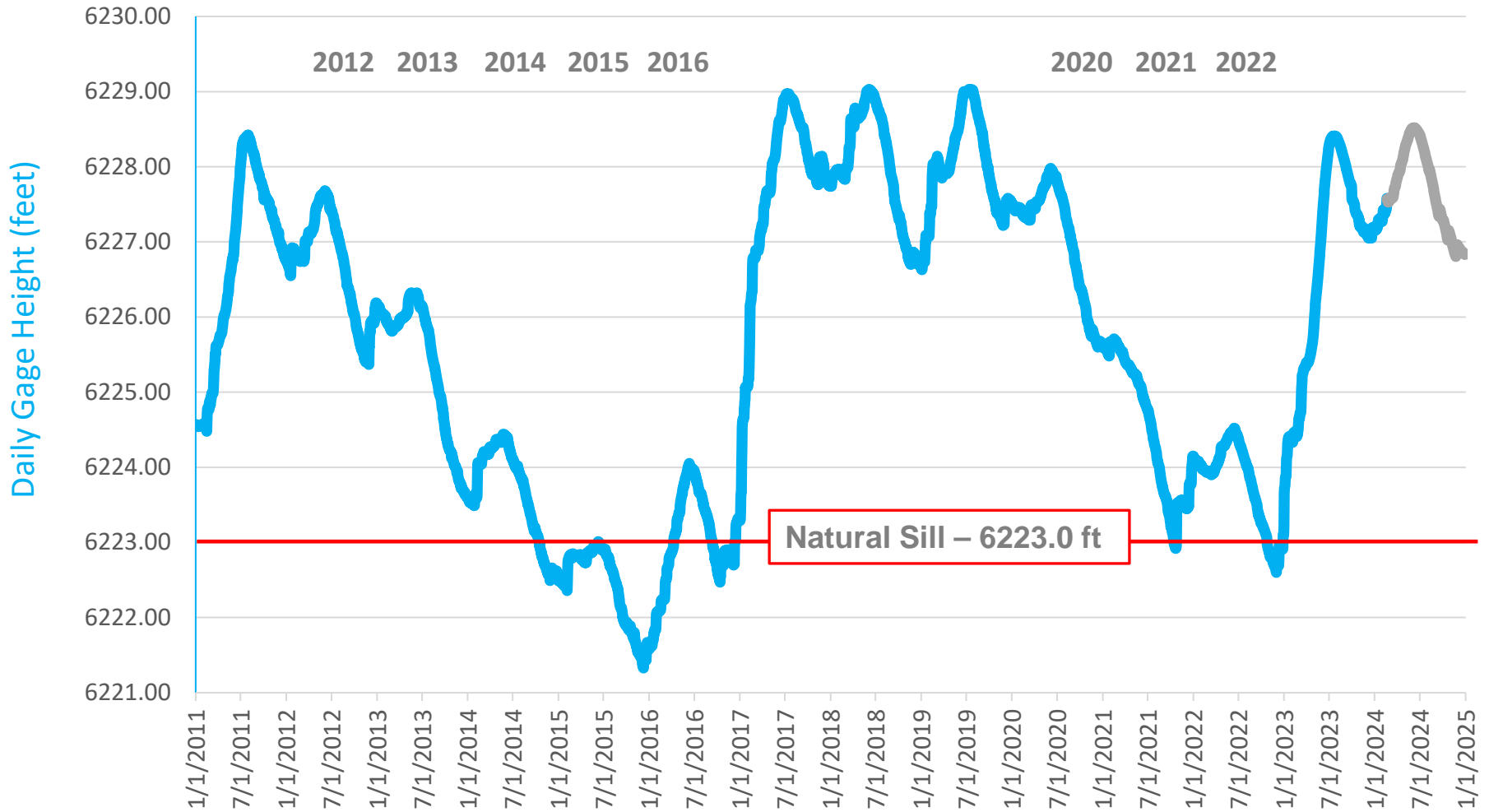
# Lake Tahoe Basin Snowpack Comparison (NRCS)



# Will 2024 go down in the books as a below normal snowpack year?

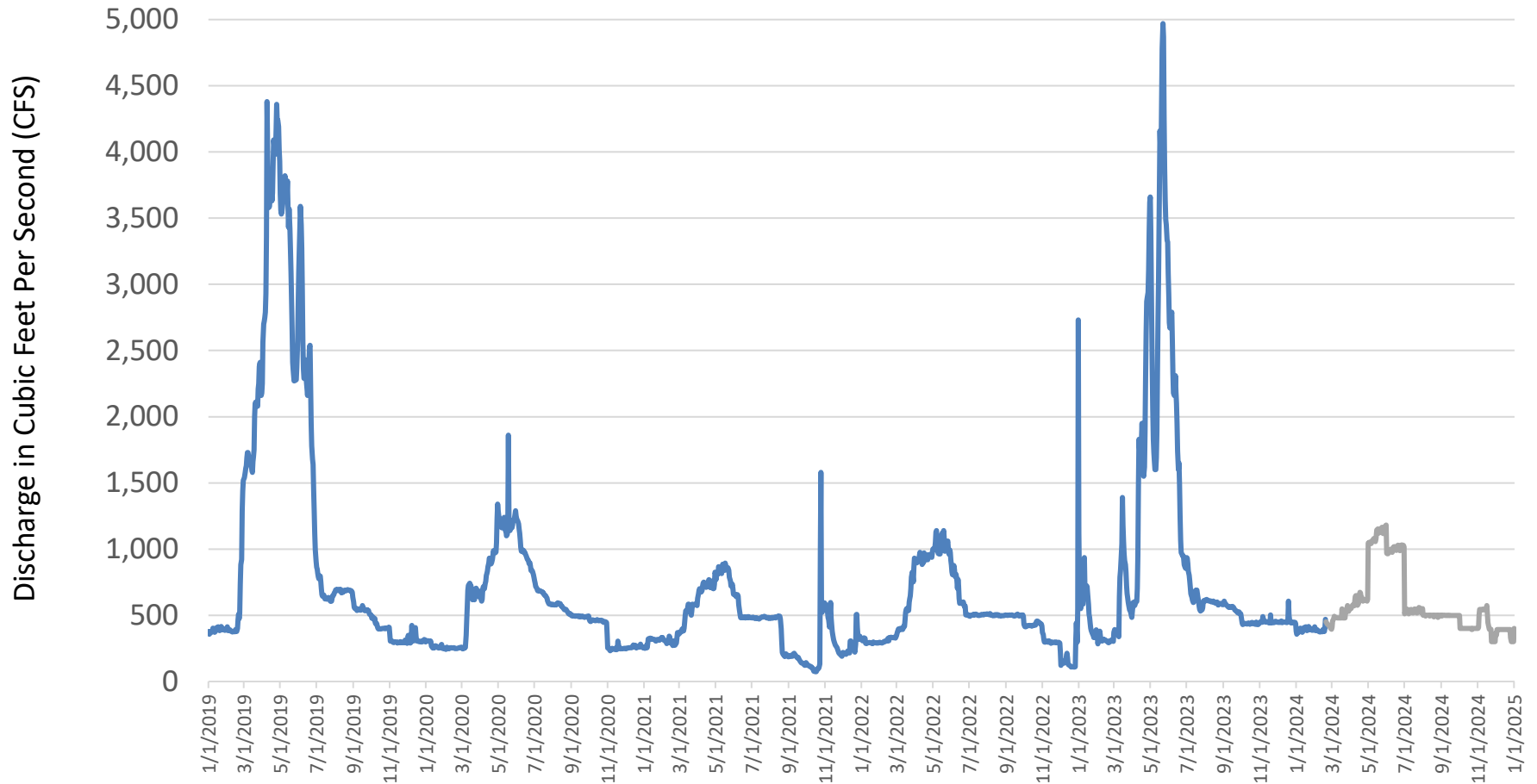


# Lake Tahoe Elevation Actual and Projected (2011-2024)





# Actual and Projected Truckee River Flow through 2024 @ CA/NV State Line





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[View Location Examples](#)

Your local forecast office is **Reno, NV**

### Heavy Precipitation for the West; Fire Weather Concerns for the Southwest High Plains

A Moderate Risk of Excessive Rainfall remains in effect along portions of coastal southern California today. Heavy rain, gusty winds and heavy mountain snow in California are expected to become less intense by Wednesday. Meanwhile, a warming trend is expected to expand from the Great Plains into the Midwest through midweek. Fire weather concerns increase Wednesday for the Southwest High Plains. [Read More >](#)

### Hazardous Weather Conditions

- [Winter Weather Advisory until February 21, 10:00 AM PST](#)

[En Español](#)

Current conditions at

### Truckee-Tahoe (KTRK)

Lat: 39.31667°N Lon: 120.13333°W Elev: 5899.0ft.



Mostly Cloudy  
**37°F**  
3°C

Humidity 60%  
 Wind Speed ESE 10 MPH  
 Barometer 30.05 in (1017.61 mb)  
 Dewpoint 25°F (-4°C)  
 Visibility 10.00 mi  
 Wind Chill 30°F (-1°C)  
 Last update 20 Feb 08:49 AM PST

More Information:

- [Local Forecast Office](#)
- [More Local Wx](#)
- [3 Day History](#)
- [Mobile Weather](#)
- [Hourly Weather Forecast](#)

### Extended Forecast for Truckee CA

**i** [Click here for hazard details and duration](#)

**NOW until 10:00am Wed**

30%

Winter Weather Advisory

**Winter Weather Advisory**

<b>Today</b>	<b>Tonight</b>	<b>Wednesday</b>
30%	70%	40%
Sunny then Chance Snow	Snow Likely	Chance Snow
High: 40 °F	Low: 24 °F	High: 39 °F

**Wednesday Night**

Partly Cloudy

Low: 14 °F

**Thursday**

Sunny

High: 43 °F

**Thursday Night**

Mostly Clear

Low: 18 °F

**Friday**

Partly Sunny

High: 44 °F

**Friday Night**

Partly Cloudy

Low: 20 °F

# Key Points

- The record snowpack in 2023 ended the 3-year drought on the Truckee System
- All reservoirs on the Truckee River system filled and spilled in response (Lake Tahoe filled ~90% capacity)
- A significant amount of this reservoir storage was carried-over into the winter of 2023-2024, setting this region up for the next 2-3 years
- An average winter this year means that Lake Tahoe will fill again this summer (latest projections show it within ½ foot from full by July)
- The snowpack building season started out slowly this winter, but in recent weeks conditions have improved noticeably and the runoff forecast is also much improved
- Normal Truckee River flows are projected through the end of this year (2024) and well into 2025, *regardless* of what happens this winter
- The region is *well positioned* from a water supply perspective in 2024, and it will be normal operations for TMWA once again this year

# Thank you!

Questions?

Bill Hauck, Water Supply Supervisor  
Email: [bhauck@tmwa.com](mailto:bhauck@tmwa.com)  
O: (775) 834-8111 M: (775) 250-1333



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Sonia Folsom, Executive Assistant  
Kara Steeland, Senior Hydrologist & Watershed Coordinator  
**DATE:** February 12, 2024  
**SUBJECT:** **Presentation of Truckee River Fund Activities for Calendar Year 2023**

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### Summary

- Since the inception of the Truckee River Fund in 2004, 212 Projects Approved by TMWA Board for Funding (By Resolution) – Total Resolution Amount to Date: \$16.1 million
- Total Match from Grantees: \$26.1 million
- 2023 fund expenses (\$4,318.60), administration fees (\$21,076.72) – Total expenses \$25,395.32
- Funding available for the Spring 2024 request for proposals is approximately \$663,667.68
- Project Status and Tracking: *See attached TRF Project Spreadsheet – Attachment 3*

### Purpose

This report provides the TMWA Board of Directors a summary of Truckee River Fund program (the Fund) activities since its 2004 inception, including a detailed summary of 2023 activities. This report will also be helpful to new Board members in gaining familiarity about the purpose and workings of the Fund.

TMWA and the Board should be proud of the outstanding contributions the Fund has made to the community, region, and the Truckee River watershed. Over the years, the Truckee River Fund Advisory Committee has developed a prudent and rigorous approach to the evaluation of proposals, to ensure that those recommended for approval by the TMWA Board have tangible and measurable outcomes and meet the objectives of the Fund.

Through the assistance of the Community Foundation of Northern Nevada (CFNN), which manages the program on behalf of TMWA for a nominal fee, all project proponents are required to account for funds dispersed and to provide reports on project status, success metrics and completion. For CFNN fee information, please see the attached memo and fee schedule & fund policy (*Attachments 1 and 2*).

The Fund Advisory Board Committee represents the Cities of Reno and Sparks and Washoe County, where each entity appoints three representatives. The current members are:

<b>Entity</b>	<b>Member</b>	<b>Appointed</b>
City of Reno	Bill Bradley	2005
	Peter Gower	2023
	Neoma Jardon	2023
City of Sparks	David Stanley	2022
	Mike Brisbin	2006
	Jim Smitherman (Vice Chair)	2021
Washoe County	Brian Bonnenfant (Chair)	2017
	Don Mahin	2016
	Terri Svetich	2020

### **Program Background**

The Fund was conceived and established in 2004 with the intent of supporting water quality and watershed protection projects that TMWA could not pursue on its own. Since inception, the Fund has evolved into an important component of TMWA's overall source water protection program, funding projects which have directly and indirectly improved water quality within the Truckee River watershed.

Financially, the Fund provides significant financial leverage for watershed and source water protection projects. To date, the Fund has collaborated with non-profit groups and governmental agencies to support 212 projects, with a \$16.1 million contribution from the Fund (via TMWA) being matched by \$26.1 million from its partners.

The Fund supports important water quality and watershed improvement projects in the following areas:

- i. **Aquatic Invasive Species (AIS):** Projects/Programs that support the prevention or control of aquatic invasive species in the mainstem Truckee River, Lake Tahoe, other tributaries and water bodies in the Truckee River system.
- ii. **Watershed Improvements:** Projects that reduce erosion or sediment, suspended solids, or total dissolve solids (TDS) discharges, nutrients, industrial contaminants, or bacterial pollutants to the River. Projects or programs that are located within 303d (impaired waters) and total maximum daily load (TMDL) sections of the River should be considered, both in California and Nevada. Innovative techniques should be encouraged. The following link identifies impaired sections of the river and its tributaries: <https://mywaterway.epa.gov/>.
- iii. **Local Stormwater Improvements:** Projects that demonstrably mitigate storm

water run-off due to urbanization of the local watershed. Priority should be given to those improvement projects in close proximity to TMWA's water supply intakes and canals and which will improve the reliability and protect the quality of the community's municipal water supply.

- IV. **Re-Forestation and Re-Vegetation Projects:** Projects to restore forest and upland areas damaged by fire and historical logging operations, and to improve watershed resiliency in drought situations. Projects/programs in this category should be given a high priority due to urbanization of the watershed and increased susceptibility of the urban and suburban watershed to wildfire.
- V. **Support to Rehabilitation of Local Tributary Creeks and Drainage Courses:** Projects to support water quality improvement in creeks and tributaries to the Truckee River.
- VI. **Stewardship and Environmental Awareness:** Support to clean-up programs and the development and implementation of educational programs relative to water, water quality and watershed protection that do not fall clearly into the one of the above-mentioned categories.

As requested by the TMWA Board, in an effort to create a more defensible and transparent process for grant awardee selection, TMWA staff worked with the TRF Advisory Board Committee to add evaluation criteria to the Request for Proposals (RFP). The evaluation criteria more clearly defines what project and organizational components of applications are considered during the awardee selection process. These criteria were added to the January 2024 RFP and will be used moving forward. The Advisory Board Committee members have been provided with an optional scoring rubric that will allow them to rank projects to help guide their individual decisions related to project selection. The inclusion of the new evaluation criteria is an evolving process that TMWA staff will continue to work with Committee members on to ensure that it is useful for both decision making and for transparency for grant applicants.

### 2023 Grants

In 2023 the Fund, with Board approval, provided grants to 10 projects or programs:

Project	Grantee	Applicants Description	Grant Amount	Monetary Match	In-Kind Match
270	Great Basin Outdoor School	<p><b>Youth Watershed Education &amp; Protection Projects:</b> Co-host citizen science water sampling activities with a Reno-area school during Snapshot Day at Whites Creek in May and participate in planning and preparations for sampling at other sites. Spring and summer Adventure Day Camps at the River School Farm on the Truckee River in Reno for six to twelve-year-olds includes water studies by the river, ecology, litter collection, art and crafts with recycled materials, and frequent guest presenters on science topics. Activities incorporating watershed education will supplement instructional content delivered by naturalist educators and study aboard a Tahoe research boat. Students build watershed models of the Lake Tahoe Basin and Tahoe-Truckee watershed to visualize the movement and direction of water from freshwater to endorheic basin. Bioassessment of aquatic macroinvertebrates is a favorite activity both at day camp and science camps for schools. Projects such as revegetating with native plants and mulching to reduce erosion promote lifelong stewardship values and environmental awareness of the Tahoe-Truckee watershed.</p>	\$10,411	\$9,800	\$ —
271	Sierra Nevada Journeys	<p><b>Watershed Education Initiative (WEI):</b> SNJ's WEI is a dynamic education program intentionally designed to build understanding of student's local watershed, including human impacts on the watershed, water quality, and issues surrounding watershed protection. Conducted over a four-week period, The program begins with an orientation for new participating teachers to give an overview of the content and format of the program. After the teacher orientation, SNJ educators go into classrooms and teach two lessons. Each lesson fosters students' interest in science by using hands-on activities like creating a watershed model.</p> <p>The program culminates with a 3-hour field study at a local nature site to apply what they've learned in a real-world context. For the Watershed Education Initiative, field sites include Oxbow Nature Study Area, Galena Creek Regional Park or the Nature Conservancy's McCarran Ranch Preserve. Students explore, assess, and collect data about the health of the Truckee River Watershed by observing the river, collecting macroinvertebrate species for study, and discussing how data can be used to make a determination of health. The program also embeds opportunities to build critical thinking skills and social emotional learning.</p>	\$32,891	\$10,964	\$ —



Project	Grantee	Applicants Description	Grant Amount	Monetary Match	In-Kind Match
272	Truckee River Watershed Council (TRWC)	<p><b>Coldstream Canyon – Cold Creek Streambank Stabilization:</b> The Coldstream Canyon Restoration Project is a partnership between TRWC and California Department of Parks &amp; Recreation. The Coldstream drainage encompasses multiple tributaries to form the main stem of Cold Creek, which flows into Donner Creek and eventually into the Truckee River, which is listed as impaired for sediment (LRWQCB, 2008). Similar to the entire Truckee River Watershed, Coldstream Canyon has a long history of human disturbance including logging, railroad construction, gravel mining, stream realignment, and urbanization.</p> <p>The watershed is still impacted by the past disturbances and has been identified as a significant source of sediment loading to the Truckee River by the TMDL Report (LRWQCB 2008). Coldstream Canyon is a major contributor of suspended sediment load in the Truckee River watershed, ranging from 380 to 2,253 tons annually depending on water year and flow events.</p> <p>As documented in the Truckee River TMDL (LRWQCB 2008), the Truckee River is at or above its limit to assimilate sediment and still protect aquatic life and water supply beneficial uses. Excess sediment is the primary water quality problem in the Middle Truckee watershed. Factors contributing to excessive sediment delivery to the Truckee River include heavy streambank erosion, legacy land-use impacts and urban development.</p>	\$119,400	\$31,500	\$ —
275	Indigenous Peoples Council on Biocolonialism for Healing Waters Institute	<p><b>River Justice:</b> Healing Waters Institute (HWI) is submitting this grant in pursuit of River Justice. Indigenous Peoples of the Pyramid Lake Paiute Tribe (PLPT) are leading river protection efforts, because the river cannot speak for itself. Massive amounts of litter, other solid waste, and chemical nonpoint pollution enter the Truckee River from Reno, Sparks, other upstream communities, Interstate 80, and other uses. This pollution can impact the health and survival of the endemic and federally endangered cui-ui (<i>Chasmistes cujus</i>), as well as the federally threatened Lahontan cutthroat trout (<i>Oncorhynchus clarkia henshawi</i>). This pollution is also an environmental justice issue, because it impacts the cultural and human rights of downstream Indigenous Peoples. Every day, Native people connect with water and continue to protect water. Their everyday struggle to maintain traditional, cultural, and spiritual connections to land, air, and water is being threatened. This grant will support the six clean up projects from Wadsworth to Pyramid Lake on the PLPT Reservation to help achieve the long-term health of the waters, wildlife, and communities of the lower Truckee River.</p>	\$95,717	\$ —	\$39,276

Project	Grantee	Applicants Description	Grant Amount	Monetary Match	In-Kind Match
276	Friends of Nevada Wilderness (FNW)	<p><b>Mount Rose Noxious Weed Monitoring, Treatment, and Re- seeding 2023:</b> The project will remove noxious weeds from the Hunter Creek watershed and reseed treated areas with native seeds to protect the water quality of the Truckee River and its watershed. With the help of volunteers, we will battle the spread of the noxious weed musk thistle (<i>Carduus nutans</i>), an invasive plant which once established can spread rapidly, quickly changing the composition of a meadow to a monoculture of musk thistle, due to high seed production (as much as 120,000 seed per plant). FNW have been working with local volunteers for 10 years in the Hunter Creek watershed and have seen the significant benefit these projects offer to the wilderness and watershed. The projects began as a few small events each year, but with support from the Fund, it has grown into a well-established program, that is both accessible and popular with volunteers, while accomplishing a significant amount of weed control.</p> <p>FNW staff monitored known weed sites during April and May, tracking spread of plants and efficacy of the previous year’s treatment and reseeded. Targeting musk thistle for removal, will also look for weeds including perennial pepperweed, and medusahead in order to provide additional information for the Forest Service.</p> <p>During May and June, staff will lead volunteers to noxious weeds sites and remove them with shovels and by hand. In the fall, staff will lead volunteers to sites treated in the spring to disperse native seeds by hand.</p>	\$26,343	\$5,072	\$6,720
279	U.S. Fish & Wildlife (USFW) Service-Lahontan National Fish Hatchery Complex	<p><b>Truckee River Water Temperature Monitoring:</b> The temperature characteristics of a river play an important role in the overall health of the system. Anthropogenic effects can modify the thermal regime of rivers and, can affect fisheries and aquatic resources. Many biological factors and conditions, as well as stream productivity, are strongly linked to stream water temperature.</p> <p>Water temperature variability can occur naturally or as a result of anthropogenic perturbations, such as thermal pollution, deforestation, flow modification and climate change. The thermal regime of rivers is highly influenced by meteorological and river conditions as well as by their geographical setting. River temperature is arguably one of the most important parameters which determines many aquatic habitat attributes and the general health of river ecosystems. Both the study of natural stream water variability and changes due to anthropogenic perturbations are also important for environmental assessment as well as assessing future climate scenarios on fish habitat.</p> <p>USFW has twenty-six water temperature monitoring sites that have been collecting data since 2008. This project will replace aging temperature monitors and add four more monitors in the lower river between Reno and Pyramid Lake. Labor will involve downloading the monitors quarterly for two years.</p>	\$14,315	\$2,273	\$2,500

Project	Grantee	Applicants Description	Grant Amount	Monetary Match	In-Kind Match
280	Sierra Nevada Journeys (SNJ)	<p><b>Watershed Education Initiative (WEI) :</b> While in-class and field-based lessons reach students, WEI’s additional outreach components serve to support teachers, engage families and reach community volunteers. Classroom teachers receive additional materials covering watershed exploration and our instructors work one-on-one with classroom teachers during orientation to identify strategies that deepen student learning. Families are engaged through a follow-up email that includes questions for guardians to discuss with their students, a link to photos from their field day, and information about the field site so they can visit together. Parents chaperone field trips to support student learning and bolster family engagement.</p> <p>SNJ believes that science and nature are for everyone and prioritize partnerships with schools that primarily serve youth who have historically been denied access to high-quality science education and outdoor learning experiences. With this funding, Sierra Nevada Journeys will serve 700 students in approximately 26 classrooms in the Truckee River Watershed. Students served with this grant will be those who have the highest financial and learning needs, ensuring we address the science and outdoor equity gap.</p>	\$35,933	\$11,978	\$—
281	City of Reno	<p><b>Lake Park Watershed Project (Floating Wetlands and Pollinator Revegetation Project):</b> The City of Reno (City) proposes a collaborative Lake Park Watershed Project (Project) with One Truckee River (OTR), Friends of Lake Park, and Truckee Meadows Park Foundation. A natural resource initiative, this Project would use advanced wetland solutions and science, technology, engineering, and math (STEM)-based education to support a healthy watershed at Lake Park’s central pond, which flows intermittently into the Truckee River. Specifically, Project objectives are to: 1) place three 10’x12’ floating vegetated wetland islands within the pond; 2) plant around the entire pond shoreline (wetland and natives) and in barren park areas; and 3) design and install two STEM-based signs. The Project will combine with OTR’s River-Friendly demonstration garden (funded by a 319(h) Grant) and complement Friends of Lake Park’s public art project; both funded and planned for installation in Fall 2023.</p> <p>Lake Park has undiversified landscaping, consisting primarily of grass lawn, a few common tree species, invasive weeds surrounding the pond, and a few individual riparian plants. Patches of invasive weeds include bindweed, thistle, pigweed, and horseweed, and the pond edge is usually overgrown with a monoculture of Curlytop Knotweed, with a few milkweed plants interspersed. The pond receives inflow from the Highland Canal during the spring and summer months, and while it has a recirculation and aeration system, the pond is otherwise stagnant and has ongoing water quality issues related to water clarity, odor, and nutrient/bacteria concentrations, primarily due to the high population of ducks (summer) and geese (winter) that utilize the pond. Pond water routinely overflows into storm drains, causing the impaired water travels to the Truckee River.</p>	\$30,832	\$—	\$16,916

Project	Grantee	Applicants Description	Grant Amount	Monetary Match	In-Kind Match
282	Keep Truckee Meadows Beautiful (KTMB)	<p><b>2024 Great Community Clean-Up, Truckee River Clean-Up, Truckee River Clean-Up, Adopt-A-River Program, and Community Education Program:</b></p> <p>KTMB’s Annual Great Community Clean-Up and Truckee River Clean-Up will:</p> <ul style="list-style-type: none"> <li>• Work with partners like OTR and WSCD to monitor river hotspots for invasive weeds;</li> <li>• Engage volunteers to remove nonpoint source pollution and invasive and noxious weeds at several hotspots along the Truckee River and its tributaries, as identified by KTMB’s Litter Index Survey, WSCD weed experts, and municipal partners;</li> <li>• Provide educational outreach and public service announcements in the community about environmental threats to the Truckee River and responsible river recreation and usage, and enhance marketing to increase volunteer participation.</li> <li>• Survey event participants and compile analyzed results to determine the success and impact of the event.</li> </ul> <p>KTMB’s Adopt-A-River program will:</p> <ul style="list-style-type: none"> <li>• Recruit new volunteers and manage existing volunteers to conduct clean-ups along the Truckee River;</li> <li>• Continue to conduct an annual Litter Index Survey to evaluate current river corridor cleanliness;</li> </ul> <p>KTMB’s Community Education program will:</p> <ul style="list-style-type: none"> <li>• Continue community outreach through traditional and social media outlets with messaging about the health of the river and individual stewardship opportunities to improve water quality.</li> </ul>	\$91,360	\$111,920	\$137,274
283	One Truckee River (OTR)	<p><b>Watershed Coalition Building:</b> OTR will lead, coordinate, and fundraise for the OTR partnership by engaging the OTR Partnership Council, Oversight Committee and Goal Groups as well as other partners and the public, and increase the public’s understanding of the Truckee River, OTR River-Friendly Living practices, and efforts underway to protect the Truckee River led by OTR and its partners. Some current OTR projects developed, funded, and underway due to our Watershed Coalition efforts include OTR’s River-Friendly Living demonstration garden at Lake Park in Reno, OTR’s Water Trail work to install a third Portland Loo at Reno’s City Plaza in spring of 2024, and OTR’s Urban Restoration effort leading – in collaboration with Nevada Land Trust – a Technical Working Group focused on regional coordinated vegetation management and future restoration projects along the Truckee River in the Reno/Sparks urban core.</p>	\$135,138	\$45,052	\$—
<b>TOTAL AMOUNT</b>			<b>\$592,340</b>	<b>\$431,245</b>	



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

MEMORANDUM

To: Sonia Folsom, Truckee Meadows Water Authority

From: Lauren Renda, Philanthropic Advisor, CFNN

Subject: Administrative Fees for Truckee River Fund

Date: January 30, 2024

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This is to confirm that per CFNN's Fee Schedule and Fund Policy, the Truckee River Fund is charged an annual 1.5% Administrative Fee, which is assessed quarterly and is shown on each quarterly fund statement. Below is the language in the signed fund agreement for the Truckee River Fund.

**D. Administrative Fees. The Fund is to pay quarterly administrative fees to the Community Foundation for the administration, distribution, and investment management of the Fund. The quarterly administrative fee for the Fund is to be established by the Foundation with the consent of the TMWA Board. The administrative fee for each calendar quarter is to be paid in the first month of the next calendar quarter by automatic deduction from the assets of the Fund. The Foundation Board may in its discretion periodically review and revise the amount of administrative fees to be charged to the Fund to ensure that the administrative fees are at all times reasonable and proper. However, the administrative fees charged to the Fund must not be greater than the amount of fees charged to other component funds of the Community Foundation that are of comparable size. The Community Foundation must notify TMWA and the Advisory Committee of any changes to the administrative fees that are approved by the Foundation Board.**

A copy of CFNN's Fee Schedule and Fund Policy is enclosed.

Kindly,

A handwritten signature in blue ink that reads "Lauren Renda".

Lauren M. Renda, CAP®

Philanthropic Advisor



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

**COMMUNITY FOUNDATION OF NORTHERN NEVADA  
FEE SCHEDULE AND FUND POLICY**

**I. Purpose**

The purpose of this Fee Schedule and Fund Policy Statement is to establish a schedule of fees for donor-advised funds, endowment funds, one-time gifts of real and personal property, and other services of the Community Foundation of Northern Nevada (“Community Foundation”). The policy also establishes minimum gift amounts and the criteria for each type of fund.

This policy statement shall be supplementary to any other specific agreements or policies which may be negotiated with donors in respect to particular gifts and programs.

Administrative fees help support the work of the Foundation. Fees shall be charged for all funds and services. The Board of Trustees and President shall have the authority to waive or modify fees. Fees shall vary based upon the services performed and the specific fund structure. A higher fee would normally be negotiated for gifts requiring increased administrative time, out of the ordinary costs and/or unusual grant requests.

For the purpose of internal documents and the Fund Accounting System, all Fund Names shall be limited to a maximum of 46 characters, including spaces. Fund Names in marketing pieces may be longer, but statements, etc., shall reflect the limited shorter fund name restriction.

**II. Donor-advised Funds**

- a. The minimum gift to establish a donor-advised fund is \$25,000. Funds are charged a fee based upon the following table, with a minimum of a \$400 annual fee:

Note: This is a bracketed fee schedule:

For the first \$1 million	1.5%
\$1.0 million to \$2.5 million	1.0%
\$2.5 million and over	0.75%

*For example, for a fund of \$5.0 million, the fee would be 1.5% of the first million (\$15,000), plus 1% of the next \$1.5 million (\$15,000), plus .75% of the additional \$2.5 million (\$18,750) for a total annual fee of \$48,750.*

- b. Donor-Advised Funds are required to maintain a minimum balance sufficient to cover administrative fees. The minimum balance shall be 3% of the balance of the fund or \$800, whichever is more.

This minimum balance will cover two years of administrative costs and reduce the future possibility of asking donors to make additional gifts to their funds to cover administrative fees should the investment of the monies fail to yield sufficient returns. Additionally, in the case of funds where multiple advisors are authorized to grant a predetermined portion of the fund balance, maintaining this minimum balance will ensure that each advisor has the opportunity to grant the full predetermined amount. Should donor advisors wish to terminate their fund the minimum balance may be granted as well, less fees earned at the time of termination.

### III. Field of Interest & Designated Funds

Field of Interest Funds are restricted funds that are designated to benefit a specific sector of need and/or a specific organization. Due to these designations, they are not considered Donor-Advised Funds. Field of Interest Funds that are established to benefit a specific charitable organization are required to make all grant distributions as payable to that organization. The minimum gift to establish a Field of Interest fund is \$25,000. Funds are charged a fee based upon the following table, with a minimum of a \$400 annual fee:

For the first \$1 million	1.5%
\$1.0 million to \$2.5 million	1.0%
\$2.5 million and over	0.75%

### IV. Donor-Advised Endowed Funds

The minimum gift to establish an endowed fund is \$50,000; however, a donor may have a period of time, not to exceed five years, to reach this amount. During the time the fund balance is less than \$50,000, no grant making will be made from the fund. Funds are charged a fee based upon the following table.

For the first \$1 million	1.5%
\$1.0 million to \$2.5 million	1.0%
\$2.5 million and over	0.75%

### V. Designated Endowed Funds

Designated Funds are restricted funds that are designated to benefit specific organizations. Due to these designations, they are not considered Donor-Advised Funds. Designated Funds that are established to benefit a specific charitable organization are required to make all grant distributions as payable to that organization. The minimum gift to establish a Designated Endowed fund is \$50,000.

For the first \$2.5 million	1.0%
\$2.5 million and over	0.75%

### VI. Endowed Scholarship Funds

The minimum gift to establish an endowed scholarship fund is \$50,000; however a donor may have a period of time, not to exceed five years, to reach this amount. During the time the fund balance is less than \$50,000, no grant making will be made from the fund. Funds are charged an administrative fee based upon the following schedule, with a minimum fee of \$400 annually. In addition, the fund may reimburse the Foundation for administrative and out-of-pocket expenses associated with the specific fund.

For the first \$1 million	1.5%
\$1.0 million to \$2.5 million	1.0%
\$2.5 million and over	0.75%

## **VII. Pass-through Grants**

### **Scholarships**

Scholarship funds require significant staff time by Donor Relations, Marketing & Communications, and Accounting staff. Because of the work involved in administering a scholarship fund, the Community Foundation has adopted a fee schedule that considers this time commitment.

For funds established with a minimum gift of \$25,000, a fee of 5% of the gift amount shall be taken upon the deposit of any gift made to the fund.  
Minimum scholarship award amount of \$1,000

For funds established with a minimum gift of \$100,000, a fee of 2.5% of the gift amount shall be taken upon the deposit of the of any gift made to the fund.  
Minimum scholarship award amount of \$5,000

### **Designated Gifts**

Designated gifts may come to the Community Foundation for a variety of reasons that may include: a donor wishing to use the Community Foundation for due diligence or to remain anonymous; gifts are given for a single agency or organization and/or for a specific purpose; gifts are given with the intention of being distributed within the year the gift was given; gifts are given without association to a specific fund already held at the Foundation.

For such designated gifts, a fee of 2% or \$400, whichever is more, will be deducted from the first gift and 2% from any gifts thereafter.

## **VIII. Supporting Organization**

The minimum gift to establish a supporting organization is \$1 million. The fee for each supporting organization shall be determined by the Board of Trustees of the Community Foundation in negotiations with the donor, but shall be set between 50 basis points and 1.5%, depending on the administrative services and management services the Board anticipates will be provided by the Community Foundation to the supporting organization.

## **IX. Gifts of Real and Personal Property**

The Community Foundation shall charge a one-time fee for the receipt of certain gifts of real property and personal property. The fee shall be determined by the Board of Trustees, in negotiations with the donor but shall not exceed the fee calculated under the following schedule:

Real Estate – 1% of the sale price of the first \$500,000, plus 0.5% of any sale price exceeding \$500,000. In addition, all transactional costs reimbursement for transactional work and expenses shall be paid from the proceeds of the sale, and shall be charged in addition to the administrative fee.

Personal Property – A minimum fee of \$500 shall apply as an administrative fee, with a maximum of \$5,000, depending on the complexity of the disposition of the gift. All transactional costs shall be paid from the proceeds of the sale, and shall be charged in addition to the administrative fee.



**X. Charitable Remainder (Uni- or Annuity) Trust, and Charitable Lead Trust**

The minimum gift to establish a charitable trust is \$100,000. No set-up fee shall be charged, and the Board of Trustees in negotiations with the donor shall determine the administrative fee to be paid annually to the Community Foundation, with such fee depending on the designation of charitable beneficiary, trustee, investment manager, and other considerations. The management fee shall range from a minimum of zero to a maximum of 1.5%

**XI. Gift Annuity**

The minimum gift to establish an annuity is \$25,000 and the maximum is \$100,000, although the Board of Trustees may provide for exceptions. Gift annuities must be designated by the donor so the residuum will become part of a permanent endowment at the Community Foundation. The administrative fee shall not exceed a maximum of 1.5%, with a \$250 annual minimum.

**XII. Donor-Advised Funds (Endowed and Non-Endowed) and Field of Interest Funds that Establish New Investment Relationships**

The Community Foundation may establish a new investment relationship with a new fund established with a gift of \$500,000 or more. When such a fund is established, the investment management fees charged by the investment manager shall be in addition to the administrative fees charged by the Foundation. The following fee schedule will apply for Community Foundation administrative fees, with a minimum of \$400 annually:

For the first \$1 million	1.0%
\$1.0 million to \$2.5 million	0.8%
\$2.5 million and over	0.6%

**XIII. Giving Circle Funds**

The administrative fee for such funds shall be \$400 or 1.5% annually, whichever is more. The \$400 annual minimum fee is charged at the time the fund is established and annually thereafter if the fund is ongoing. The minimum individual contribution is \$500, and minimum fund size is \$25,000. At the discretion of the President, the Community Foundation may provide facilitation or meeting hosting services at additional cost.

**XIV. Insurance Policies**

The fee shall be waived for a gift of life insurance to the Community Foundation, or if the Community Foundation buys a life insurance policy, whereby the donor advises the foundation that the policy and any benefit of the policy is to be held by the Community Foundation in an endowed fund. The fee for a policy whereby the donor advises the foundation that any of the benefit of the policy shall be distributed to a qualified charitable organization other than the foundation, shall be 2% of the cash value at the time the policy is established, and 2% of any future gifts received to help maintain the policy.

**XV. Small balance Fund closure and write-off Policy**

A Small Balance Fund is a fund with a balance of \$1,000.00 or less remaining after the fund holder has been allowed an opportunity to review at least one preceding quarter's fund statement.

- a. **PURPOSE:** To ensure that the cost of resources in both time and money do not exceed the beneficial value of the amount that would have been realized had the account been distributed in full, the Community Foundation of Northern Nevada shall write off fund accounts balances of \$1,000.00 or less. Such funds shall then be deemed closed. The written off fund balance and any accrued earnings shall be credited to administrative fee income in the operating fund.
- b. **PROCEDURE:** Account balances of \$1,000.00 or less will be identified at the end of each quarter. Fund advisors to the identified fund shall be notified and given the opportunity to 1) recommend distribution to a charity or transfer to another fund, or 2) make an additional gift to the fund to bring the fund back up to the required minimum per the Fee and Fund Policy. If the Community Foundation does not receive a recommendation on a transfer of the fund assets or an additional gift to the fund, the write off of the balance will take place during the subsequent quarter.

Project #	Proposal Date	Grantee	Grant Description	Funded	Resolution Amount	Match - Monetary	Match - In Kind	Match total
<b>*Projects in Progress</b>								
<b>* Projects not funded</b>								
195	Feb-18	Sierra Nevada Journeys	Watershed Education Initiative	148	\$46,376.00	\$12,707.00	\$15,385.00	\$28,092.00
196	Feb-18	Friends of Nevada Wilderness	Mount Rose Noxious Weed Monitoring & Treatment #6	149	\$23,500.00	\$6,761.00	\$8,400.00	\$15,161.00
197	Feb-18	Truckee Meadows Park Foundation	Doggie Ambassador Program	no				
198	Feb-18	Desert Research Institute	Determining the role of signal crayfish in the Truckee River foodweb	no				
199	Feb-18	Truckee Donner Land Trust	Cold Stream Meadow Road Decommissioning & Restoration Project	150	\$65,000.00	\$17,800.00	\$2,200.00	\$20,000.00
200	Feb-18	Truckee River Watershed Council	Truckee Meadows Restoration Project- Phase 2 Construction	151	\$30,000.00	\$47,750.00	-	\$47,750.00
201	Feb-18	National Forest Foundation	Perazzo Meadows Watershed Restoration & Erosion Control Project	152	\$148,000.00	-	\$51,526.55	\$51,526.55
202	Feb-18	Mountain Area Preservation Foundation	Trout Creek Pocket Park Stewardship & Service Learning Program	no				
203	Feb-18	Nevada Land Trust	One Truckee River: Watershed Management & Source Protection Plan & OTR Partnership Support	153	\$173,580.00	\$99,780.00	\$144,000.00	\$243,780.00
204	Aug-18	Keep Truckee Meadows Beautiful	2019 Spring Invasive Weed Pull & Fall Truckee River Cleanup	154	\$31,640.00	\$14,500.00	\$83,272.00	\$97,772.00
205	Aug-18	Sierra Nevada Journeys	Watershed Education Initiative	155	\$36,207.00	\$2,917.00	\$12,238.00	\$15,155.00
206	Aug-18	Truckee Meadows Parks Foundation	Truckee Meadows Nature Study Area Project: Planning Phase	156	\$38,400.00	\$74,968.00	-	\$74,968.00
207	Aug-18	City of Reno	2nd Truckee River Cleanup Crew	Withdrawn				
208	Aug-18	The Nature Conservancy of Nevada	Truckee River Watershed Forest Restoration	157	\$57,826.00	\$57,152.28	-	\$57,152.28
209	Aug-18	Truckee River Watershed Council	Restoration Projects: Donner Creek & Dry Creek Meadow	158	\$92,000.00	\$192,000.00	-	\$192,000.00
210	Aug-18	Truckee River Watershed Council	Truckee River Water Quality Monitoring Program	159	\$25,000.00	-	\$32,675.00	\$32,675.00
211	Sep-18	Tahoe Resource Conservation District	Truckee River Watershed AIS Survey and Control, and Trash Removal	no				
212	Sep-18	Nevada Tahoe Conservation District	Burnt Cedar Beach Water Quality Improvement Project	no				
213	Sep-18	City of Reno	Chalk Creek Restoration Project, Sapphire Ridge and Royal Vista Way	no				
214	Feb-19	Sierra Nevada Journeys	Watershed Education Initiative	160	\$36,207.00	\$2,917.00	\$12,238.00	\$15,155.00
215	Feb-19	Truckee Meadows Parks Foundation	Truckee Meadows Nature Study Area: First Year Operational Phase	161	\$61,400.00	\$18,744.00	-	\$18,744.00
216	Feb-19	Truckee River Watershed Council	Mclver Dairy Meadow Restoration Project	162	\$161,000.00	\$119,300.00	-	\$119,300.00
217	Feb-19	Keep Truckee Meadows Beautiful	2019 Fall Truckee River Cleanup, Adopt-A-River, and Adult Outreach & Education	163	\$53,000.00	\$103,800.00	\$57,407.00	\$161,207.00
218	Feb-19	National Judicial College	Dividing the Waters Conference: "Sustainable Water Rights Management in Times of Shortage" at Stanford Law School	no				
219	Feb-19	Friends of Nevada Wilderness	Mount Rose Noxious Weed Monitoring and Treatment #7	164	\$24,094.00	\$2,446.00	\$10,080.00	\$12,526.00

Project #	Proposal Date	Grantee	Grant Description	Funded	Resolution Amount	Match - Monetary	Match - In Kind	Match total
<b>*Projects in Progress</b>								
220	Feb-19	Washoe County Parks and Open Space	Weed Treatment and Revegetation Project Along Truckee River	165	\$45,000.00	\$16,200.00	\$1,600.00	\$17,800.00
221	Feb-19	Nevada Land Trust for One Truckee River	River Restroom Project lead by One Truckee River	166	\$124,976.00	\$31,224.00	-	\$31,224.00
222	Feb-19	Great Basin Institute	Galena Creek Ecological Restoration & Demonstration Project	167	\$35,054.00	\$141,196.94	-	\$141,196.94
223	Aug-19	Sierra Nevada Journeys	Watershed Education Initiative	168	\$37,200.00	\$2,667.00	\$12,058.00	\$14,725.00
224	Aug-19	Keep Truckee Meadows Beautiful	2020 Spring Great Community Cleanup, 2020 Fall Truckee River Cleanup, Adopt-A-River & Adult Outreach and Educatio	169	\$79,245.00	\$152,805.00	\$154,514.00	\$307,319.00
225	Aug-19	Truckee River Watershed Council	Truckee River Invasive Species Control Project	170	\$19,250.00	\$16,000.00	-	\$16,000.00
226	Aug-19	Truckee Meadows Parks Foundation	Truckee Meadows Nature Study Area: First Year Operational	171	\$101,526.00	\$35,000.00	-	\$35,000.00
227	Aug-19	The Nature Conservancy of Nevada	Truckee River Watershed Forest Restoration and Community Outreach-Phase 2	172	\$265,600.00	\$264,600.49	-	\$264,600.49
228	Aug-19	Great Basin Institute	Galena Creek Ecological Restoration & Demonstration Project, Phase II	173	\$34,778.00	\$46,240.05	\$2,097.00	\$48,337.05
229	Feb-20	Tahoe Rim Trail Association	Enhancing Water Quality Along the Tahoe Rim Trail in Tahoe City	no				
230	Feb-20	Sierra Nevada Journeys	Watershed Education Initiative for the Urban Truckee River Corridor	174	\$30,912.00	\$ 6,251.00	\$ 1,917.00	\$8,168.00
231	Feb-20	Truckee River Watershed Council	Coldstream Canyon Sediment Reduction Project	no				
232	Feb-20	Truckee Donner Land Trust	Truckee Springs Open Space Trail Planning	no				
233	Feb-20	Sierra Watershed Education Partnerships (SWEP)	Water Quality and Watershed Education Projects	no				
234	Feb-20	Friends of Nevada Wilderness	Mount Rose Noxious Weed Monitoring, Treatment, and Re-Seeding #8	175	\$ 28,549.00	\$ 4,000.00	\$ 10,080.00	\$14,080.00
235	Feb-20	Nevada Land Trust for One Truckee River	One Truckee River Overall Support	176	\$ 74,293.00	\$ 18,575.00	-	\$18,575.00
236	Aug-20	Sierra Nevada Journeys	Watershed Education Initiative for the Urban Truckee River Corridor	177	\$ 32,041.00	\$ 7,959.00	-	\$7,959.00
237	Aug-20	The Nature Conservancy	Developing Forest Resilience to Fire – Independence Lake	no				
238	Aug-20	Truckee Meadows Parks Foundation	Doggie Ambassador Program	no				
239	Aug-20	Keep Truckee Meadows Beautiful	2021 Spring Great Community Cleanup, 2021 Fall Truckee River Cleanup, Adopt-A-River & Adult Outreach and Education	178	\$74,245.00	\$144,805.00	\$154,514.00	\$299,319.00
240	Aug-20	Washoe County Regional Parks and Open Space	Truckee River Parks and Open Space Weed Management and Revegetation	179	\$45,000.00	\$8,000.00	\$7,000.00	\$15,000.00
241	Aug-20	Truckee River Watershed Council	Restoration: Coldstream Canyon and Bear Creek	180	\$86,500.00	\$34,125.00	-	\$34,125.00
242	Aug-20	Truckee Donner Land Trust	Truckee Springs	no				
243	Aug-20	Desert Research Institute	Occurrence, Fate and Risk of PFAS in the Truckee River	no				
244	Aug-20	Washoe County	Encampment Clean-up and Unsheltered Individual Data Collection	181	\$179,932.00	\$ 77,650.00	-	\$77,650.00

Project #	Proposal Date	Grantee	Grant Description	Funded	Resolution Amount	Match - Monetary	Match - In Kind	Match total
<b>*Projects in Progress</b>								
245	Feb-21	Sierra Nevada Journeys	Watershed Education Initiative (WEI) for the Urban Truckee River Corridor	182	\$31,035.00	\$ 7,765.00	-	\$7,765.00
246	Feb-21	Truckee River Watershed Council	Bear Creek Lower Meadow Restoration Project – Phase 2 Construction	183	\$51,250.00	\$ 12,812.50	\$ 1,357,606.00	\$1,370,418.50
247	Feb-21	Truckee River Foundation for One Truckee River	One Truckee River (OTR) Partnership, River-Friendly Landscape pilot, & engagement with the public	184	\$259,090.00	\$ 91,425.00	-	\$91,425.00
248	Feb-21	Friends of Nevada Wilderness	Mt. Rose Noxious Weed Monitoring, Treatment, & Re-Seeding #9	185	\$16,445.00	\$5,000.00	\$5,040.00	\$10,040.00
249	Feb-21	Great Basin Outdoor School	Lower Truckee Snapshot Day, Spring & Summer Day Camp WEI	186	\$15,925.00	\$ 15,003.20	-	\$15,003.20
250	Feb-21	Truckee Meadows Parks Foundation	Doggie Ambassador Project Awareness Campaign	no				
251	Aug-21	Sierra Nevada Journeys	Watershed Education Initiative (WEI) for the Urban Truckee River Corridor	187	\$30,055.00	\$ 7,513.00	-	\$7,513.00
252	Aug-21	Truckee Meadows Parks Foundation	Doggie Waste Awareness Campaign	188	\$60,775.00	\$ 14,950.00	\$ 26,500.00	\$41,450.00
253	Aug-21	One Truckee River (OTR)	OTR River-Friendly Landscaping Program Expansion	189	\$48,000.00	\$ 10,000.00	\$ 5,055.00	\$15,005.00
254	Aug-21	One Truckee River (OTR)	OTR Broadhead Park Restoration Project: Phase 1	190	\$69,724.00	\$17,431.00	\$7,710.00	\$25,141.00
255	Aug-21	Keep Truckee Meadows Beautiful (KTMB)	2022 Great Community Cleanup, Truckee River Cleanup, Adopt-A-River Program, & Adult & Community Education Program	191	\$82,880.00	\$ 136,353.00	\$ 144,766.00	\$281,119.00
256	Aug-21	Washoe County	River Stewards Project	192	\$219,164.00	-	\$77,874.26	\$77,874.26
257	Aug-21	Truckee River Watershed Council	Prosser Basin Sediment Reduction Plan	193	\$44,000.00	-	\$11,400.00	\$11,400.00
258	Feb-22	Sierra Nevada Journeys	Watershed Education Initiative for the Urban Truckee River Corridor	194	\$30,055.00	\$7,513.00	-	\$7,513.00
259	Feb-22	Truckee River Watershed Council	Donner Creek Confluence and Boca Unit Restoration	195	\$55,700.00	\$13,925.00	-	\$13,925.00
260	Feb-22	National Forest Foundation	Carson District Forest Ambassador Project	Withdrawn				
261	Feb-22	Friends of Nevada Wilderness	Mount Rose Noxious Weed Monitoring, Treatment, and Re-Seeding #10	196	\$23,250.00	\$5,000.00	\$5,760.00	\$10,760.00
262	Feb-22	Truckee Donner Land Trust	Caltrout Truckee River Access Improvement and Bank Stabilization	197	\$26,500.00	\$58,000.00	\$1,500.00	\$59,500.00
263	Jul-22	The Nature Conservancy of Nevada	Developing Forest Resilience to Fire – Independence Lake	198	\$100,450.00	\$54,666.00	-	\$54,666.00
264	Aug-22	Truckee River Watershed Council	Lower Hoke Meadow and State of Donner Lake	199	\$206,000.00	\$118,000.00	-	\$118,000.00
265	Aug-22	Keep Truckee Meadows Beautiful	2023 Great Community Cleanup, Truckee River Cleanup, Adopt-A-River Program, & Adult and Community Education Program	200	\$81,460.00	\$98,794.00	\$124,720.00	\$223,514.00
266	Aug-22	Sierra Loma Homeowners Association	Peavine Ravine Cleanup and Restoration Project	Withdrawn				
267	Aug-22	Sierra Nevada Journeys	Watershed Education Initiative	201	\$30,542.00	\$10,181.00	-	\$10,181.00
268	Aug-22	One Truckee River	OTR Broadhead Park Restoration Project: Phase II	202	\$79,791.33	\$20,000.00	\$2,571.74	\$22,571.74
269	Aug-22	Truckee Meadows Parks Foundation	Rosewood Nature Study Area: Interpretive Signage Project	no				

Project #	Proposal Date	Grantee	Grant Description	Funded	Resolution Amount	Match - Monetary	Match - In Kind	Match total
<b>*Projects in Progress</b>								
270	Feb-23	Great Basin Outdoor School	Youth Watershed Education and Protection Projects	203	\$10,411.00	\$9,800.00	-	\$9,800.00
271	Feb-23	Sierra Nevada Journeys	Watershed Education Initiatives	204	\$32,891.00	\$10,964.00	-	\$10,964.00
272	Feb-23	Truckee River Watershed Council	Coldstream Canyon – Cold Creek Streambank Stabilization	205	\$119,400.00	\$31,500.00	-	\$31,500.00
273	Feb-23	U.S. Fish and Wildlife Service- Lahontan National Fish Hatchery Complex	Lower Truckee River Carp Management	no				
274	Feb-23	Nevada Tahoe Conservation District	Lower Rosewood Creek Aquatic Organism Passage	no				
275	Feb-23	Indigenous Peoples Council On Biocolonialism for Healing Waters Institute	River Justice	206	\$95,717.00	-	\$39,276.00	\$39,276.00
276	Feb-23	Friends of Nevada Wilderness	Mount Rose Noxious Weed Monitoring, Treatment, and Re-seeding 2023	207	\$26,343.00	\$5,072.00	\$6,720.00	\$11,792.00
277	Feb-23	Truckee Meadows Parks Foundation	Confluence: Stream Science, Handwriting and Urban Curbs	no				
278	Feb-23	Invasive Species Foundation	Truckee River Asian Clam, New Zealand Mud Snail, Zebra and Quagga Mussel Eradication Project	no				
279	Feb-23	U.S. Fish and Wildlife Service- Lahontan National Fish Hatchery Complex	Truckee River Water Temperature Monitoring	208	\$14,315.00	\$2,273.00	\$2,500.00	\$4,773.00
280	Jul-23	Sierra Nevada Journeys	Watershed Education Initiative	209	\$35,933.00	\$11,978.00	-	\$11,978.00
281	Jul-23	City of Reno	Lake Park Watershed Project (Floating Wetlands and Pollinator Revegetation Project)	210	\$30,832.00	-	\$16,916.00	\$16,916.00
282	Jul-23	Keep Truckee Meadows Beautiful	2024 Great Community Clean-Up, Truckee River Clean-Up, Truckee River Clean-Up, Adopt-A-River Program, and Community Education Program	211	\$91,360.00	\$111,920.00	\$137,274.00	\$249,194.00
283	Jul-23	One Truckee River	Watershed Coalition Building	212	\$135,138.00	\$45,052.00	-	\$45,052.00
			<b>TOTAL FUNDING AMOUNT:</b>		<b>\$16,067,875.61</b>			<b>\$26,082,115.50</b>



**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Matt Bowman, Chief Financial Officer  
**DATE:** February 12, 2024  
**SUBJECT:** Presentation of Fiscal Year 2024 Q2 Year-to-Date Financial Results

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### Summary

Please refer to Attachments A-1 and A-2 for full Statements of Revenues, Expenses and Changes in Net Position for both actual to budget and year-over-year comparisons as discussed in the report below.

### Budget to Actual

	Actual YTD 2024	Budget YTD 2024	Variance \$	Variance %
<b>CHANGE IN NET POSITION</b>	<b>\$ 37,082,463</b>	<b>\$ 32,576,203</b>	<b>\$ 4,506,260</b>	<b>14 %</b>

Change in net position was \$4.5m or 14% higher than budget through the first half of fiscal year 2024. This was driven by higher operating income due to lower operating expenses, higher unrealized investment earnings and grant revenue received in Q2 2023.

### Year over Year

	Actual YTD 2024	Actual YTD 2023	Variance \$	Variance %
<b>CHANGE IN NET POSITION</b>	<b>\$ 37,082,463</b>	<b>\$ 36,328,976</b>	<b>\$ 753,487</b>	<b>2 %</b>

Change in net position was \$0.8m or 2% higher than the prior year. This was due to higher investment earnings offset by lower operating income and capital contributions.

## Revenue

### Budget to Actual

	Actual YTD 2024	Budget YTD 2024	Variance \$	Variance %
<b>OPERATING REVENUES</b>				
Charges for Water Sales	65,942,274	70,549,197	(4,606,923)	(7)%
Hydroelectric Sales	2,105,271	1,683,554	421,717	25 %
Other Operating Sales	2,623,421	1,661,013	962,408	58 %
Total Operating Revenues	70,670,966	73,893,764	(3,222,798)	(4)%

Operating revenue was \$3.2m or 4% lower than budget through Q2 2024. This was mostly driven by lower water sales. Water consumption was significantly lower than budget due to high precipitation through the summer and into fall with lower temperatures. Although the variance in water sales remains significant, there was a slight improvement from Q1, which was 8% lower than budget. TMWA's hydroelectric sales remain strong with the Hydro teams achieving record revenue in the first half of the fiscal year.

### Year over Year

	Actual YTD 2024	Actual YTD 2023	Variance \$	Variance %
<b>OPERATING REVENUES</b>				
Charges for Water Sales	65,942,274	66,864,446	(922,172)	(1)%
Hydroelectric Sales	2,105,271	1,363,273	741,998	54 %
Other Operating Sales	2,623,421	1,782,890	840,531	47 %
Total Operating Revenues	70,670,966	70,010,609	660,357	1 %

Total operating revenues were higher than prior year by \$0.7m or 1% due to slightly lower water sales offset by higher hydroelectric sales and other operating sales.



## Operating Expenses

### Budget to Actual

	Actual YTD 2024	Budget YTD 2024	Variance \$	Variance %
<b>OPERATING EXPENSES</b>				
Salaries and Wages	15,140,153	16,421,964	(1,281,811)	(8)%
Employee Benefits	6,575,265	7,398,829	(823,564)	(11)%
Services and Supplies	20,980,150	23,321,245	(2,341,095)	(10)%
Total Operating Expenses Before Depreciation	42,695,568	47,142,038	(4,446,470)	(9)%
Depreciation	17,757,478	17,730,304	27,174	— %
Total Operating Expenses	60,453,046	64,872,342	(4,419,296)	(7)%

Total operating expenses were \$4.4m or 7% lower than budget through Q2 2024. Salaries and wages and employee benefits are both lower due primarily to position vacancies. Services and supplies were \$2.3m or 10% lower than budget. This was mostly due to lower chemical costs of approximately \$0.7m due to lower pricing, less turbidity events and improved operating efficiency. There are various other categories of services and supplies expenses which are lower than budget. These are offset by an increase of \$0.6m in electric power costs.

### Year over Year

	Actual YTD 2024	Actual YTD 2023	Variance \$	Variance %
<b>OPERATING EXPENSES</b>				
Salaries and Wages	15,140,153	14,001,994	1,138,159	8 %
Employee Benefits	6,575,265	5,861,127	714,138	12 %
Services and Supplies	20,980,150	20,146,435	833,715	4 %
Total Operating Expenses Before Depreciation	42,695,568	40,009,556	2,686,012	7 %
Depreciation	17,757,478	17,210,268	547,210	3 %
Total Operating Expenses	60,453,046	57,219,824	3,233,222	6 %

Year over year operating expenses were \$3.2m or 6% higher compared to the prior year. Salaries and wages and benefits are higher than prior year to due to Labor Market Index (LMI) increases, step increases, and additions to staff during FY 2024. Services and supplies expenses are higher due to increase in costs primarily in chemicals and electric power costs.

Non-Operating ExpensesBudget to Actual

	Actual YTD 2024	Budget YTD 2024	Variance \$	Variance %
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Investment Earnings	(1,417,432)	2,226,961	(3,644,393)	(164)%
Net Increase (Decrease) in FV of Investments	6,713,533	—	6,713,533	— %
Gain (Loss) on Disposal of Assets	(38,154)	(821,500)	783,346	(95)%
Amortization of Bond/note Issuance Costs	(72,000)	—	(72,000)	— %
Interest Expense	(5,548,208)	(5,514,360)	(33,848)	1 %
Total Nonoperating Revenues (Expenses)	(362,261)	(4,108,899)	3,746,638	(91)%

Nonoperating expenses were \$3.7m or 91% lower than budgeted than in 2024. As part of the cash optimization financing which was finalized in January 2024, TMWA liquidated investments resulting in a realized loss of approximately \$3.2m. However, the reinvested proceeds from the 2024 Series bonds are expected to earn approximately \$3.7m over two years. The unrealized gain was recognized as market rates dropped sharply in November and December 2023.

Year over Year

	Actual YTD 2024	Actual YTD 2023	Variance \$	Variance %
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Investment Earnings	(1,417,432)	1,488,405	(2,905,837)	(195)%
Net Increase (Decrease) in FV of Investments	6,713,533	(2,973,676)	9,687,209	(326)%
Gain (Loss) on Disposal of Assets	(38,154)	3,802	(41,956)	(1,104)%
Amortization of Bond/note Issuance Costs	(72,000)	—	(72,000)	— %
Interest Expense	(5,548,208)	(5,760,507)	212,299	(4)%
Total Nonoperating Revenues (Expenses)	(362,261)	(7,241,976)	6,879,715	(95)%

Nonoperating expenses were lower than prior year by \$6.9m or 95%, primarily due a net increase in fair value of investments compared to a net loss in the prior year. In the fourth quarter, interest rates dropped sharply leading to unrealized gains in TMWA's investment portfolio.

## Capital Contributions

### Budget to Actual

	Actual YTD 2024	Budget YTD 2024	Variance \$	Variance %
<b>CAPITAL CONTRIBUTIONS</b>				
Grants	7,043,551	1,343,850	5,699,701	424 %
Water Resource Sustainability Program	486,816	564,164	(77,348)	(14)%
Developer Infrastructure Contributions	5,389,519	7,672,396	(2,282,877)	(30)%
Developer Will-serve Contributions (Net of Refunds)	2,626,671	2,607,000	19,671	1 %
Developer Capital Contributions - Other	3,404,611	—	3,404,611	— %
Developer Facility Charges (Net of Refunds)	6,452,103	8,426,270	(1,974,167)	(23)%
Contributions from Others	—	—	—	— %
Contributions from Other Governments	1,823,533	7,050,000	(5,226,467)	(74)%
Net Capital Contributions	27,226,804	27,663,680	(436,876)	(2)%

Capital contributions were \$0.4m or 2% lower than budget. During the quarter, TMWA recognized \$7.0m in grant revenue related to the Advanced Meter Infrastructure project. The total grant awarded TMWA through the Nevada Water Conservation Infrastructure Initiative was \$9.5m. TMWA expects to spend the remaining funds in the next year.

### Year over Year

	Actual YTD 2024	Actual YTD 2023	Variance \$	Variance %
<b>CAPITAL CONTRIBUTIONS</b>				
Grants	7,043,551	—	7,043,551	— %
Water Resource Sustainability Program	486,816	631,684	(144,868)	(23)%
Developer Infrastructure Contributions	5,389,519	15,758,860	(10,369,341)	(66)%
Developer Will-serve Contributions (Net of Refunds)	2,626,671	2,911,172	(284,501)	(10)%
Developer Capital Contributions - Other	3,404,611	6,431,179	(3,026,568)	(47)%
Developer Facility Charges (Net of Refunds)	6,452,103	4,543,022	1,909,081	42 %
Contributions from Others	—	—	—	— %
Contributions from Other Governments	1,823,533	504,250	1,319,283	262 %
Net Capital Contributions	27,226,804	30,780,167	(3,553,363)	(12)%

Year over year, capital contributions are \$3.6m or 12% lower than the prior year primarily due to lower developer infrastructure contributions discussed above, developer capital contributions paid to TMWA in advance for construction offset by an increase in grants as mentioned above.

**Capital Spending**

Cash spent on capital outlays and construction projects through Q2 2024 was approximately \$27.5m. Total budgeted capital spend for fiscal year 2024 is \$103.7m, which includes \$20.0m and \$19.8m for the American Flat APW facility and Orr Ditch pump station and hydro facility, respectively. Spending on the top three projects is listed below:

American Flat APW facility	\$1.8m
Orr Ditch pump station and hydro facility	\$1.5m
Spring Creek South Zone Conversion	\$1.1m

**Cash Position**

At December 31, 2023 total cash and investments was \$129.1m or \$78.2m lower than at the beginning of the fiscal year, primarily due to the timing of the cash optimization financing. TMWA issued the 2024 Series bonds in January 2024 which replenished TMWA's cash reserves. Of the total cash and investments, \$72.1m was unrestricted to be used to meet upcoming and future operating and maintenance expenses, principal and interest payments and construction project payments. The remaining \$57.1m was restricted to pay for scheduled bond principal and interest payments as well as maintaining required reserves as stipulated in our bond covenants.

# Truckee Meadows Water Authority

Comparative Statements of Revenues, Expenses and Changes in Net Position

For the second quarter ended December 31, 2023

	Actual YTD 2024	Budget YTD 2024	Variance \$	Variance %
<b>OPERATING REVENUES</b>				
Charges for Water Sales	\$ 65,942,274	\$ 70,549,197	\$ (4,606,923)	(7)%
Hydroelectric Sales	2,105,271	1,683,554	421,717	25 %
Other Operating Sales	2,623,421	1,661,013	962,408	58 %
Total Operating Revenues	70,670,966	73,893,764	(3,222,798)	(4)%
<b>OPERATING EXPENSES</b>				
Salaries and Wages	15,140,153	16,421,964	(1,281,811)	(8)%
Employee Benefits	6,575,265	7,398,829	(823,564)	(11)%
Services and Supplies	20,980,150	23,321,245	(2,341,095)	(10)%
Total Operating Expenses Before Depreciation	42,695,568	47,142,038	(4,446,470)	(9)%
Depreciation	17,757,478	17,730,304	27,174	— %
Total Operating Expenses	60,453,046	64,872,342	(4,419,296)	(7)%
<b>OPERATING INCOME</b>	<b>10,217,920</b>	<b>9,021,422</b>	<b>1,196,498</b>	<b>13 %</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Investment Earnings	(1,417,432)	2,226,961	(3,644,393)	(164)%
Net Increase (Decrease) in FV of Investments	6,713,533	—	6,713,533	— %
Gain (Loss) on Disposal of Assets	(38,154)	(821,500)	783,346	(95)%
Amortization of Bond/note Issuance Costs	(72,000)	—	(72,000)	— %
Interest Expense	(5,548,208)	(5,514,360)	(33,848)	1 %
Total Nonoperating Revenues (Expenses)	(362,261)	(4,108,899)	3,746,638	(91)%
Gain (Loss) Before Capital Contributions	9,855,659	4,912,523	4,943,136	101 %
<b>CAPITAL CONTRIBUTIONS</b>				
Grants	7,043,551	1,343,850	5,699,701	424 %
Water Resource Sustainability Program	486,816	564,164	(77,348)	(14)%
Developer Infrastructure Contributions	5,389,519	7,672,396	(2,282,877)	(30)%
Developer Will-serve Contributions (Net of Refunds)	2,626,671	2,607,000	19,671	1 %
Developer Capital Contributions - Other	3,404,611	—	3,404,611	— %
Developer Facility Charges (Net of Refunds)	6,452,103	8,426,270	(1,974,167)	(23)%
Contributions from Others	—	—	—	— %
Contributions from Other Governments	1,823,533	7,050,000	(5,226,467)	(74)%
Net Capital Contributions	27,226,804	27,663,680	(436,876)	(2)%
<b>CHANGE IN NET POSITION</b>	<b>\$ 37,082,463</b>	<b>\$ 32,576,203</b>	<b>\$ 4,506,260</b>	<b>14 %</b>

# Truckee Meadows Water Authority

Comparative Statements of Revenues, Expenses and Changes in Net Position

For the second quarter ended December 31, 2023

	Actual YTD 2024	Actual YTD 2023	Variance \$	Variance %
<b>OPERATING REVENUES</b>				
Charges for Water Sales	\$ 65,942,274	\$ 66,864,446	\$ (922,172)	(1)%
Hydroelectric Sales	2,105,271	1,363,273	741,998	54 %
Other Operating Sales	2,623,421	1,782,890	840,531	47 %
Total Operating Revenues	70,670,966	70,010,609	660,357	1 %
<b>OPERATING EXPENSES</b>				
Salaries and Wages	15,140,153	14,001,994	1,138,159	8 %
Employee Benefits	6,575,265	5,861,127	714,138	12 %
Services and Supplies	20,980,150	20,146,435	833,715	4 %
Total Operating Expenses Before Depreciation	42,695,568	40,009,556	2,686,012	7 %
Depreciation	17,757,478	17,210,268	547,210	3 %
Total Operating Expenses	60,453,046	57,219,824	3,233,222	6 %
<b>OPERATING INCOME</b>	<b>10,217,920</b>	<b>12,790,785</b>	<b>(2,572,865)</b>	<b>(20)%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Investment Earnings	(1,417,432)	1,488,405	(2,905,837)	(195)%
Net Increase (Decrease) in FV of Investments	6,713,533	(2,973,676)	9,687,209	(326)%
Gain (Loss) on Disposal of Assets	(38,154)	3,802	(41,956)	(1,104)%
Amortization of Bond/note Issuance Costs	(72,000)	—	(72,000)	— %
Interest Expense	(5,548,208)	(5,760,507)	212,299	(4)%
Total Nonoperating Revenues (Expenses)	(362,261)	(7,241,976)	6,879,715	(95)%
Gain (Loss) Before Capital Contributions	9,855,659	5,548,809	4,306,850	78 %
<b>CAPITAL CONTRIBUTIONS</b>				
Grants	7,043,551	—	7,043,551	— %
Water Resource Sustainability Program	486,816	631,684	(144,868)	(23)%
Developer Infrastructure Contributions	5,389,519	15,758,860	(10,369,341)	(66)%
Developer Will-serve Contributions (Net of Refunds)	2,626,671	2,911,172	(284,501)	(10)%
Developer Capital Contributions - Other	3,404,611	6,431,179	(3,026,568)	(47)%
Developer Facility Charges (Net of Refunds)	6,452,103	4,543,022	1,909,081	42 %
Contributions from Others	—	—	—	— %
Contributions from Other Governments	1,823,533	504,250	1,319,283	262 %
Net Capital Contributions	27,226,804	30,780,167	(3,553,363)	(12)%
<b>CHANGE IN NET POSITION</b>	<b>\$ 37,082,463</b>	<b>\$ 36,328,976</b>	<b>\$ 753,487</b>	<b>2 %</b>



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Matt Bowman, Chief Financial Officer  
**DATE:** February 12, 2024  
**SUBJECT:** **Rate Amendment, Second Hearing, Public Hearing: Discussion and possible action on Resolution No. 323: A resolution to adopt potential water rate adjustments, including possible multi-year adjustments, with proposed initial implementation for the first billing cycle in June 2024**

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### Recommendation

Staff recommends the Board approve a series of rate adjustments to be phased in over three years, as shown in Exhibit A, then correlated to CPI thereafter. The rate adjustment proposed includes increases of 4.5%, 4.0%, and 3.5% in June of 2024, 2025 and 2026, with annual reviews as per TMWA's standard process and a policy of annually reviewing the need for rate increases thereafter based on CPI-U<sup>1</sup> with a maximum of 4.5% and a minimum of 1.0%. These increases will apply to all customer classes including both the customer charge and the commodity charge for all tiers. Staff recommends the Board review underlying assumptions and re-evaluate the increases each year prior to implementation to track whether assumptions remain consistent with justifications and the Board reserve the ability to defer or modify the increase prior to the implementation date if deemed appropriate by the Board.

### Discussion

At the Board's August and September 2023 meetings, Staff presented its analysis of TMWA's funding plan which shows a shortfall in recurring revenues, making them insufficient to cover costs of service. The period covered by the funding plan was FY 2024 through FY 2033. This was the basis for recommending rate adjustments.

Working with TMWA's financial advisors, PFM, the funding plan was developed using the most recent and relevant information available. The funding plan included projections for customer water use, TMWA operating expenses, capital expenditures and connection fees. The funding plan indicated the need for future rate adjustments. We believe these adjustments, along with some use of the Rate Stabilization Fund, are prudent and necessary to maintain TMWA's financial goals and excellent credit ratings and are balanced against the relative affordability of TMWA's existing water rates.

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<sup>1</sup> TMWA will use the Consumer Price Index for All Urban Consumers (CPI-U) for the Western Region as reported by the U.S. Bureau of Labor Statistics. This methodology was recommended by TMWA's financial advisors and is a common benchmark for annual utility rate adjustments.

First, TMWA's Board established financial guidelines of maintaining a minimum of 1.50x debt service coverage on TMWA's senior lien debt. This target provides adequate resources to fund a portion of capital projects from current year revenues and helps mitigate financial risk. Second, TMWA's Board established an unrestricted cash minimum to further mitigate significant and unexpected financial burdens, whether from a loss of revenue or increase of unavoidable expenses. The proposed rate adjustments are required for TMWA to meet both criteria. Lastly, TMWA is evaluated annually by three credit rating agencies who consider the financial health of the organization and determine a rating. Both of the guidelines established by the TMWA Board and noted above are in line with the criteria considered by the credit rating agencies. These ratings are important for TMWA to maintain as it offers another risk mitigation in the way of access to capital markets and more attractive interest rates. TMWA's excellent financial ratings are also important to the public and rate payers as an independent validation of TMWA's financial health and management.

### ***Proposed Rates***

Since its inception, the Board has embraced the philosophy that every customer, whether new or existing, should pay their reasonable share for the service they use. Furthermore, TMWA sets its pricing to recover its costs of providing service while encouraging efficient use of resources. These increases will apply to all customer classes including both the customer charge and the commodity charge for all tiers. While Staff is recommending the Board take final action on implementation of the proposed increases, Staff also recommends the Board reserve the ability to review the adjustments each year, prior to implementation, in the event the Board should believe the circumstances in existence at those times warrant deferring or discontinuing the implementation of the upcoming, planned rate increase.

Exhibit A contains the proposed changes to the rate schedules. The first three years of the proposed rate increases as applied to TMWA's median customer result in the increases shown in the table below.

	FY 2024		FY 2025		FY 2026		Total	
<b>Rate Increase</b>	4.50%		4.00%		3.50%			
Season	Winter	Summer	Winter	Summer	Winter	Summer	Winter	Summer
Residential	\$1.24	\$2.56	\$1.16	\$2.38	\$1.05	\$2.17	\$3.45	\$7.11
Multi-Family	\$2.09	\$2.80	\$1.94	\$2.60	\$1.77	\$2.36	\$5.80	\$7.76
Commercial	\$1.49	\$2.46	\$1.38	\$2.28	\$1.26	\$2.08	\$4.13	\$6.81

Below is a list of Board of Directors and Standing Advisory Committee meeting dates in the last year which included staff reports and discussions pertaining to the proposed rate adjustments.

Standing Advisory Committee - August 1, 2023  
 Board of Directors - August 16, 2023  
 Board of Directors - September 20, 2023  
 Standing Advisory Committee - January 9, 2024  
 Board of Directors - January 18, 2024



**Recommended Motion**

Move to adopt Resolution No. 323 to implement a series of rate increases including 4.5%, 4.0%, and 3.5% in June of 2024, 2025 and 2026, with annual reviews as per TMWA's standard process and a policy of annually reviewing the need for rate increases thereafter based on CPI-U with a maximum of 4.5% and a minimum of 1.0%.

**TRUCKEE MEADOWS WATER AUTHORITY**

**RESOLUTION NO. 323**

**A RESOLUTION ADOPTING REVISIONS TO RATE SCHEDULES, RATES, AND CHARGES WITH RESPECT TO THE SERVICES, AND COMMODITIES PROVIDED BY THE TRUCKEE MEADOWS WATER AUTHORITY**

**WHEREAS**, the Truckee Meadows Water Authority (the “Authority”) prepared a funding plan to determine if recurring revenue covers the costs of service currently and in the next ten years projections;

**WHEREAS**, the Authority has estimated that the total cost of service in Fiscal Year 2024-2028 will be greater than recurring revenues by up to \$33.7 million annually, and therefore will be insufficient to meet anticipated costs of service;

**WHEREAS**, the Authority has implemented concerted efforts to reduce operating costs, and debt service payments, but such expense reductions alone are not sufficient to address the revenue shortfall, requiring water rates to be adjusted to recover the costs of service;

**WHEREAS**, after conducting appropriate investigations, studies and public hearings, the Authority has concluded that an adjustment of water rates for all customer classes, including both customer charges and commodity charges, is necessary to recover the costs of service;

**WHEREAS**, the Authority has determined that the rates and charges for water service set forth in Exhibit 1 attached hereto and incorporated are appropriate and justified.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Truckee Meadows Water Authority that:

Incremental increases for such rate classes and service charges shown in Exhibit A, under columns titled 2024, 2025 and 2026 attached hereto and incorporated herein by reference, are hereby approved and adopted, such rates to be effective and implemented as follows: i) 2024 - commencing for the first billing cycle for June 2024; ii) 2025 – commencing for the first billing cycle for June 2025; iii) 2026 – commencing for the first billing cycle for June 2026.

Beginning fiscal year 2027, the Board shall adopt annual rate increases no higher than 4.5% and no less than 1.0% based on the annual change as measured on January 1st in the Consumer Price Index for All Urban Customers (CPI-U) for the Western Region as reported by the Bureau of Labor Statistics. Such adoption shall be based on an annual review of the Authority’s funding plan.

Truckee Meadows Water Authority  
Resolution No. 323 (continued)

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was passed and adopted this 21st day of February, 2024, by the following vote of the Board:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

Approved this 21st day of February, 2024

\_\_\_\_\_  
Chairman

STATE OF NEVADA,        )  
                                          : ss.  
COUNTY OF WASHOE.    )

On this 21st day of February, 2024 Kristopher Dahir, Chairman of the Board of Truckee Meadows Water Authority, personally appeared before me, a Notary Public in and for said County and State, and acknowledged that he executed the above instrument freely and voluntarily and for the purposes therein mentioned.

\_\_\_\_\_  
Notary Public

**TMWA Rate Tables**

	Meter Size	Current Rates	New Rates		
			4.50% 2024	4.00% 2025	3.50% 2026
<b>RESIDENTIAL SCHEDULES/CHARGES</b>					
METERED RESIDENTIAL - Schedule RMWS	¾"	\$ 21.18	\$ 22.13	\$ 23.02	\$ 23.82
Customer Charge per meter, per Billing Period	1"	\$ 23.30	\$ 24.35	\$ 25.32	\$ 26.21
	1-½"	\$ 26.51	\$ 27.70	\$ 28.81	\$ 29.82
	2"	\$ 30.73	\$ 32.11	\$ 33.40	\$ 34.57
	3"	\$ 34.95	\$ 36.52	\$ 37.98	\$ 39.31
	4"	\$ 40.21	\$ 42.02	\$ 43.70	\$ 45.23
	6"	\$ 46.61	\$ 48.71	\$ 50.66	\$ 52.43
Commodity Charge per 1,000 gallons					
Usage <= 6 mgal		\$ 1.97	\$ 2.06	\$ 2.14	\$ 2.22
Usage > 6 & <= 25 mgal		\$ 3.18	\$ 3.32	\$ 3.46	\$ 3.58
Usage > 25 mgal		\$ 3.72	\$ 3.89	\$ 4.04	\$ 4.18
Backflow Charge (where TMWA maintains backflow prevention device at service property)		\$ 5.14	\$ 5.37	\$ 5.59	\$ 5.78
<b>METERED RESIDENTIAL - Schedule RMWD</b>					
METERED RESIDENTIAL - Schedule RMWD	¾"	\$ 19.91	\$ 20.81	\$ 21.64	\$ 22.40
Customer Charge per meter, per Billing Period	1"	\$ 25.61	\$ 26.76	\$ 27.83	\$ 28.81
	1-½"	\$ 36.63	\$ 38.28	\$ 39.81	\$ 41.20
	2"	\$ 48.84	\$ 51.04	\$ 53.08	\$ 54.94
	3"	\$ 78.66	\$ 82.20	\$ 85.49	\$ 88.48
	4"	\$ 115.20	\$ 120.38	\$ 125.20	\$ 129.58
	6"	\$ 210.05	\$ 219.50	\$ 228.28	\$ 236.27
Commodity Charge per 1,000 gallons- meters less than 1 1/2"					
Usage < 7 mgal		\$ 2.99	\$ 3.12	\$ 3.25	\$ 3.36
Usage >= 7 & < 21 mgal		\$ 3.74	\$ 3.91	\$ 4.06	\$ 4.21
Usage >= 21 & < 41 mgal		\$ 4.49	\$ 4.69	\$ 4.88	\$ 5.05
Usage >= 41 mgal		\$ 6.00	\$ 6.27	\$ 6.52	\$ 6.75
Commodity Charge per 1000 gallons - 1 1/2" and larger meters					
Usage < 29 mgal		\$ 2.99	\$ 3.12	\$ 3.25	\$ 3.36
Usage >= 29 & < 151 mgal		\$ 3.74	\$ 3.91	\$ 4.06	\$ 4.21
Usage >= 151 & < 601 mgal		\$ 4.49	\$ 4.69	\$ 4.88	\$ 5.05
Usage > 601 mgal		\$ 6.00	\$ 6.27	\$ 6.52	\$ 6.75
Backflow Charge (where TMWA maintains backflow prevention device at service property)		\$ 5.14	\$ 5.37	\$ 5.59	\$ 5.78
<b>METERED RESIDENTIAL - Schedule RMWG</b>					
METERED RESIDENTIAL - Schedule RMWG	¾"	\$ 10.84	\$ 11.33	\$ 11.78	\$ 12.19
Customer Charge per meter, per Billing Period	1"	\$ 13.27	\$ 13.87	\$ 14.42	\$ 14.93
	1-½"	\$ 18.82	\$ 19.67	\$ 20.45	\$ 21.17
Commodity Charge per 1,000 gallons					
Usage <= 6 mgal		\$ 1.56	\$ 1.63	\$ 1.70	\$ 1.75
Usage > 6 & <= 20 mgal		\$ 2.06	\$ 2.15	\$ 2.24	\$ 2.32
Usage > 20 & <= 40 mgal		\$ 2.52	\$ 2.63	\$ 2.74	\$ 2.83
Usage > 40 & <= 65 mgal		\$ 2.95	\$ 3.08	\$ 3.21	\$ 3.32
Usage > 65 mgal		\$ 3.12	\$ 3.26	\$ 3.39	\$ 3.51
FLAT-RATE SMALL RESIDENTIAL - Sched. SUFR (lot size < 3000 sq ft)	¾"	\$ 44.69	\$ 46.70	\$ 48.57	\$ 50.27
RESIDENTIAL UNMETERED - Sched. RFWG (lot size < 3000 sq ft)		\$ 51.31	\$ 53.62	\$ 55.76	\$ 57.72
<b>MULTI TENANT SCHEDULES/CHARGES</b>					
METERED MULTI TENANT - Schedule MMWS	¾"	\$ 21.18	\$ 22.13	\$ 23.02	\$ 23.82
Customer Charge per meter, per Billing Period	1"	\$ 23.30	\$ 24.35	\$ 25.32	\$ 26.21
	1-½"	\$ 26.51	\$ 27.70	\$ 28.81	\$ 29.82
	2"	\$ 30.73	\$ 32.11	\$ 33.40	\$ 34.57
	3"	\$ 34.95	\$ 36.52	\$ 37.98	\$ 39.31
	4"	\$ 40.21	\$ 42.02	\$ 43.70	\$ 45.23
	6"	\$ 46.61	\$ 48.71	\$ 50.66	\$ 52.43
	8"	\$ 54.04	\$ 56.47	\$ 58.73	\$ 60.79
	10"	\$ 63.52	\$ 66.38	\$ 69.03	\$ 71.45
Commodity Charge per 1,000 gallons					
Usage <=4 mgal per unit		\$ 1.97	\$ 2.06	\$ 2.14	\$ 2.22
Usage >4 mgal per unit		\$ 3.18	\$ 3.32	\$ 3.46	\$ 3.58

**TMWA Rate Tables**

	Meter Size	Current Rates	New Rates		
			4.50% 2024	4.00% 2025	3.50% 2026
<b>METERED MULTI TENANT - Schedule MMWD</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 19.91	\$ 20.81	\$ 21.64	\$ 22.40
	1"	\$ 25.61	\$ 26.76	\$ 27.83	\$ 28.81
	1-½"	\$ 36.63	\$ 38.28	\$ 39.81	\$ 41.20
	2"	\$ 48.84	\$ 51.04	\$ 53.08	\$ 54.94
	3"	\$ 78.66	\$ 82.20	\$ 85.49	\$ 88.48
	4"	\$ 115.20	\$ 120.38	\$ 125.20	\$ 129.58
	6"	\$ 210.05	\$ 219.50	\$ 228.28	\$ 236.27
Commodity Charge per 1,000 gallons					
Usage < 29 mgal		\$ 2.99	\$ 3.12	\$ 3.25	\$ 3.36
Usage >= 29 mgal & < 151 mgal		\$ 3.74	\$ 3.91	\$ 4.06	\$ 4.21
Usage >= 151 mgal & < 601 mgal		\$ 4.49	\$ 4.69	\$ 4.88	\$ 5.05
Usage >= 601 mgal per unit		\$ 6.00	\$ 6.27	\$ 6.52	\$ 6.75
<b>FLAT-RATE MULTI-TENANT - Schedule MRFS</b>					
Customer Charge per service connection, per Billing Period	¾"	\$ 19.42	\$ 20.29	\$ 21.11	\$ 21.84
(without irrigation)	1"	\$ 21.37	\$ 22.33	\$ 23.22	\$ 24.04
	1-½"	\$ 24.34	\$ 25.44	\$ 26.45	\$ 27.38
	2"	\$ 28.22	\$ 29.49	\$ 30.67	\$ 31.74
	3"	\$ 32.10	\$ 33.54	\$ 34.89	\$ 36.11
	4"	\$ 36.91	\$ 38.57	\$ 40.11	\$ 41.52
	6"	\$ 42.73	\$ 44.65	\$ 46.44	\$ 48.06
Unit Rate per Billing Period (per dwelling unit)		\$ 12.45	\$ 13.01	\$ 13.53	\$ 14.00
<b>FLAT RATE MULTI-TENANT - Schedule MRIS</b>					
Customer Charge per service connection, per Billing Period	¾"	\$ 39.07	\$ 40.83	\$ 42.46	\$ 43.95
(with irrigation)	1"	\$ 57.46	\$ 60.05	\$ 62.45	\$ 64.63
	1-½"	\$ 90.72	\$ 94.80	\$ 98.59	\$ 102.05
	2"	\$ 143.15	\$ 149.59	\$ 155.58	\$ 161.02
	3"	\$ 240.27	\$ 251.08	\$ 261.13	\$ 270.26
	4"	\$ 490.46	\$ 512.53	\$ 533.03	\$ 551.69
	6"	\$ 791.84	\$ 827.47	\$ 860.57	\$ 890.69
	8"	\$ 1,011.54	\$ 1,057.06	\$ 1,099.34	\$ 1,137.82
	10"	\$ 1,439.97	\$ 1,504.77	\$ 1,564.96	\$ 1,619.73
Unit Rate per Billing Period (per dwelling unit)		\$ 13.14	\$ 13.73	\$ 14.28	\$ 14.78
<b>COMMERCIAL SCHEDULES/CHARGES</b>					
<b>METERED COMMERCIAL - Schedule GMWS</b>					
Customer Charge per service connection, per Billing Period					
Tier 1 mgals	Tier 2 mgals	Tier 3 mgals			
0 to 7	>7 and <=30	>30	¾"	\$ 21.18	\$ 22.13 \$ 23.02 \$ 23.82
0 to 14	>14 and <=65	>65	1"	\$ 23.30	\$ 24.35 \$ 25.32 \$ 26.21
0 to 28	>28 and <=120	>120	1-½"	\$ 26.51	\$ 27.70 \$ 28.81 \$ 29.82
0 to 50	>50 and <=210	>210	2"	\$ 30.73	\$ 32.11 \$ 33.40 \$ 34.57
0 to 165	>165 and <=640	>640	3"	\$ 34.95	\$ 36.52 \$ 37.98 \$ 39.31
0 to 300	>300 and <=1,300	>1,300	4"	\$ 40.21	\$ 42.02 \$ 43.70 \$ 45.23
0 to 1,000	>1,000 and <=2,600	>2,600	6"	\$ 46.61	\$ 48.71 \$ 50.66 \$ 52.43
0 to 1,475	>1,475 and <=6,000	>6,000	8"	\$ 54.04	\$ 56.47 \$ 58.73 \$ 60.79
0 to 9,500	>9,500 and <=15,000	>15,000	10"	\$ 63.52	\$ 66.38 \$ 69.03 \$ 71.45
Commodity Charge per 1,000 gallons					
Usage first tier - mgal		\$ 1.97	\$ 2.06	\$ 2.14	\$ 2.22
Usage second tier - mgal		\$ 3.18	\$ 3.32	\$ 3.46	\$ 3.58
Usage third tier - mgal		\$ 3.72	\$ 3.89	\$ 4.04	\$ 4.18
<b>METERED COMMERCIAL - Schedule GMWD</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 19.91	\$ 20.81	\$ 21.64	\$ 22.40
	1"	\$ 25.61	\$ 26.76	\$ 27.83	\$ 28.81
	1-½"	\$ 36.63	\$ 38.28	\$ 39.81	\$ 41.20
	2"	\$ 48.84	\$ 51.04	\$ 53.08	\$ 54.94
	3"	\$ 78.66	\$ 82.20	\$ 85.49	\$ 88.48
	4"	\$ 115.20	\$ 120.38	\$ 125.20	\$ 129.58
	6"	\$ 210.05	\$ 219.50	\$ 228.28	\$ 236.27
	8"	\$ 315.79	\$ 330.00	\$ 343.20	\$ 355.21
Commodity Charge per 1,000 gallons					
On Peak (6/1-9/30)		\$ 3.36	\$ 3.51	\$ 3.65	\$ 3.78
Off Peak (10/1-5/31)		\$ 2.88	\$ 3.01	\$ 3.13	\$ 3.24

**TMWA Rate Tables**

	Meter Size	Current Rates	New Rates		
			4.50%	4.00%	3.50%
			2024	2025	2026
<b>COMMERCIAL AND INDUSTRIAL METERED (COM)</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 10.84	\$ 11.33	\$ 11.78	\$ 12.19
	1"	\$ 13.27	\$ 13.87	\$ 14.42	\$ 14.93
	1-½"	\$ 18.82	\$ 19.67	\$ 20.45	\$ 21.17
	2"	\$ 25.39	\$ 26.53	\$ 27.59	\$ 28.56
	3"	\$ 45.00	\$ 47.03	\$ 48.91	\$ 50.62
	4"	\$ 65.78	\$ 68.74	\$ 71.49	\$ 73.99
	6"	\$ 123.67	\$ 129.24	\$ 134.40	\$ 139.11
	8"	\$ 207.22	\$ 216.54	\$ 225.21	\$ 233.09
	10"	\$ 313.58	\$ 327.69	\$ 340.80	\$ 352.73
Commodity Charge per 1,000 gallons- meters less than 2"					
Usage <= 20 mgal		\$ 1.62	\$ 1.69	\$ 1.76	\$ 1.82
Usage > 20 & <= 40 mgal		\$ 1.79	\$ 1.87	\$ 1.95	\$ 2.01
Usage > 40 mgal		\$ 2.02	\$ 2.11	\$ 2.20	\$ 2.27
Commodity Charge per 1000 gallons - meters 2" & larger					
Usage <= 70 mgal		\$ 1.56	\$ 1.63	\$ 1.70	\$ 1.75
Usage > 70 & <= 275 mgal		\$ 1.82	\$ 1.90	\$ 1.98	\$ 2.05
Usage > 275 mgal		\$ 3.65	\$ 3.81	\$ 3.97	\$ 4.11
<b>GOVERNMENT METERED - Schedule GOV</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 10.84	\$ 11.33	\$ 11.78	\$ 12.19
	1"	\$ 13.27	\$ 13.87	\$ 14.42	\$ 14.93
	1-½"	\$ 18.82	\$ 19.67	\$ 20.45	\$ 21.17
	2"	\$ 25.39	\$ 26.53	\$ 27.59	\$ 28.56
	3"	\$ 45.00	\$ 47.03	\$ 48.91	\$ 50.62
	4"	\$ 65.78	\$ 68.74	\$ 71.49	\$ 73.99
	6"	\$ 123.67	\$ 129.24	\$ 134.40	\$ 139.11
	8"	\$ 207.22	\$ 216.54	\$ 225.21	\$ 233.09
	10"	\$ 313.58	\$ 327.69	\$ 340.80	\$ 352.73
Commodity Charge per 1,000 gallons- meters less than 2"					
Usage <= 30 mgal		\$ 1.68	\$ 1.76	\$ 1.83	\$ 1.89
Usage > 30 & <= 50 mgal		\$ 2.08	\$ 2.17	\$ 2.26	\$ 2.34
Usage > 50 mgal		\$ 2.99	\$ 3.12	\$ 3.25	\$ 3.36
Commodity Charge per 1000 gallons - meters 2" & larger					
Usage <= 200 mgal		\$ 1.69	\$ 1.77	\$ 1.84	\$ 1.90
Usage > 200 & <= 700 mgal		\$ 2.40	\$ 2.51	\$ 2.61	\$ 2.70
Usage > 700 mgal		\$ 3.40	\$ 3.55	\$ 3.70	\$ 3.82
<b>IRRIGATION SCHEDULES/CHARGES</b>					
<b>METERED IRRIGATION - Schedule MIS</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 21.18	\$ 22.13	\$ 23.02	\$ 23.82
	1"	\$ 23.30	\$ 24.35	\$ 25.32	\$ 26.21
	1-½"	\$ 26.51	\$ 27.70	\$ 28.81	\$ 29.82
	2"	\$ 30.73	\$ 32.11	\$ 33.40	\$ 34.57
	3"	\$ 34.95	\$ 36.52	\$ 37.98	\$ 39.31
	4"	\$ 40.21	\$ 42.02	\$ 43.70	\$ 45.23
	6"	\$ 46.61	\$ 48.71	\$ 50.66	\$ 52.43
	8"	\$ 54.04	\$ 56.47	\$ 58.73	\$ 60.79
	10"	\$ 63.52	\$ 66.38	\$ 69.03	\$ 71.45
Commodity Charge per 1,000 gallons					
On Peak (6/1-9/30)		\$ 3.85	\$ 4.02	\$ 4.18	\$ 4.33
Off Peak (10/1-5/31)		\$ 3.18	\$ 3.32	\$ 3.46	\$ 3.58
<b>METERED IRRIGATION - Schedule MISD</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 19.91	\$ 20.81	\$ 21.64	\$ 22.40
	1"	\$ 25.61	\$ 26.76	\$ 27.83	\$ 28.81
	1-½"	\$ 36.63	\$ 38.28	\$ 39.81	\$ 41.20
	2"	\$ 48.84	\$ 51.04	\$ 53.08	\$ 54.94
	3"	\$ 78.66	\$ 82.20	\$ 85.49	\$ 88.48
	4"	\$ 115.20	\$ 120.38	\$ 125.20	\$ 129.58
Commodity Charge per 1,000 gallons		\$ 4.97	\$ 5.19	\$ 5.40	\$ 5.59
<b>COMMERCIAL/GOVERNMENT METERED IRRIGATION - Schedule MISG</b>					
Customer Charge per meter, per Billing Period	¾"	\$ 9.95	\$ 10.40	\$ 10.81	\$ 11.19
	1"	\$ 12.37	\$ 12.93	\$ 13.44	\$ 13.91
	1-½"	\$ 17.94	\$ 18.75	\$ 19.50	\$ 20.18
	2"	\$ 24.51	\$ 25.61	\$ 26.64	\$ 27.57
	3"	\$ 44.11	\$ 46.09	\$ 47.94	\$ 49.62
	4"	\$ 64.88	\$ 67.80	\$ 70.51	\$ 72.98
	6"	\$ 122.77	\$ 128.29	\$ 133.43	\$ 138.10
	8"	\$ 206.33	\$ 215.61	\$ 224.24	\$ 232.09
	10"	\$ 312.69	\$ 326.76	\$ 339.83	\$ 351.73
Commodity Charge per 1,000 gallons		\$ 2.27	\$ 2.37	\$ 2.47	\$ 2.55

**TMWA Rate Tables**

	Meter Size	Current Rates	New Rates		
			4.50%	4.00%	3.50%
			2024	2025	2026
<b>OTHER SCHEDULES/CHARGES</b>					
PRIVATE FIRE - Schedule FPS (charge per inch diameter of service pipe, per Billing Period)		\$ 5.79	\$ 6.05	\$ 6.29	\$ 6.51
FIRE PROTECTION SERVICE	3"	\$ 28.73	\$ 30.02	\$ 31.22	\$ 32.32
Customer Charge per meter size, per Billing Period	4"	\$ 45.13	\$ 47.16	\$ 49.05	\$ 50.76
	6"	\$ 83.32	\$ 87.07	\$ 90.55	\$ 93.72
	8"	\$ 135.97	\$ 142.09	\$ 147.77	\$ 152.94
	10"	\$ 199.96	\$ 208.96	\$ 217.32	\$ 224.92
	12"	\$ 289.22	\$ 302.23	\$ 314.32	\$ 325.33
FIRE PROTECTION SERVICE	¾"	\$ 0.42	\$ 0.44	\$ 0.46	\$ 0.47
Customer Charge per meter size, per Billing Period	2"	\$ 4.96	\$ 5.18	\$ 5.39	\$ 5.58
	3"	\$ 14.40	\$ 15.05	\$ 15.65	\$ 16.20
	4"	\$ 30.69	\$ 32.07	\$ 33.35	\$ 34.52
	6"	\$ 89.15	\$ 93.16	\$ 96.89	\$ 100.28
	8"	\$ 189.99	\$ 198.54	\$ 206.48	\$ 213.71
	10"	\$ 341.67	\$ 357.05	\$ 371.33	\$ 384.32
LARGE VOLUME RESALE SERVICE - Schedule LVS					
Customer Charge per meter, per Billing Period		\$ 144.53	\$ 151.03	\$ 157.08	\$ 162.57
Commodity Charge per 1,000 gallons					
Usage <=34 Mgal		\$ 1.69	\$ 1.77	\$ 1.84	\$ 1.90
Usage >34 Mgal		\$ 2.81	\$ 2.94	\$ 3.05	\$ 3.16
FIRM STANDBY & PARTIAL REQUIREMENTS - Schedule FSPR					
Customer Charge per meter, per Billing Period		\$ 144.53	\$ 151.03	\$ 157.08	\$ 162.57
Commodity Charge per mgal		\$ 1.13	\$ 1.18	\$ 1.23	\$ 1.27
Demand charge per mgal (On-Peak Period)					
per 1,000 of contract demand		\$ 16.16	\$ 16.89	\$ 17.56	\$ 18.18
per 1,000 over contract demand to allowable variance		\$ 97.00	\$ 101.37	\$ 105.42	\$ 109.11
per 1,000 over contract demand and over allowable variance		\$ 193.99	\$ 202.72	\$ 210.83	\$ 218.21
Demand charge per mgal (Off-Peak Period)					
per 1,000 of contract demand		\$ 16.16	\$ 16.89	\$ 17.56	\$ 18.18
NON-POTABLE WATER - Schedule NPS					
Customer Charge per delivery point, per Billing Period		\$ 37.81	\$ 39.51	\$ 41.09	\$ 42.53
Treated water rate per mgal		\$ 3.85	\$ 4.02	\$ 4.18	\$ 4.33
Untreated water rate per mgal		\$ 1.13	\$ 1.18	\$ 1.23	\$ 1.27
DITCH IRRIGATION SERVICE - Schedule DIS (per acre foot)		\$ 21.65	\$ 22.62	\$ 23.53	\$ 24.35
INTERRUPTIBLE WATER - Schedule IWS					
Customer Charge per meter, per Billing Period		\$ 37.81	\$ 39.51	\$ 41.09	\$ 42.53
Commodity Charge per mgal		\$ 1.13	\$ 1.18	\$ 1.23	\$ 1.27
INTERRUPTIBLE LARGE VOLUME NONPOTABLE SERVICE - Schedule ILVNPS					
Customer Charge per meter, per Billing Period		\$ 37.81	\$ 39.51	\$ 41.09	\$ 42.53
Commodity Charge per acre-foot per year		\$ 50.61	\$ 52.89	\$ 55.00	\$ 56.93



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Jessica Atkinson, Human Resources Director  
**DATE:** February 21, 2024  
**SUBJECT:** **Request for Board adoption of updated Administrative Instructions A-11 Leave Policy and A-12 Family and Medical Leave Policy**

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### Recommendation

Staff recommends the Board adopt the updated Administrative Policy A-11 Leave and Administrative Policy A-12 Family and Medical Leave effective 04/01/2024. Additionally, staff recommends the Board approve adoption of conforming changes throughout TMWA's Administrative Policies.

### Discussion

During the December 2023 Board meeting, the Board adopted Resolution No. 322, which provides for the addition of sick leave for TMWA's Management, Professional, Administrative and Technical (MPAT) employees and the replacement of TMWA's current self-funded short-term disability plan with a fully-insured voluntary plan that will be offered to all employees.

Following the Board's adoption of this resolution, staff drafted updates to TMWA's Administrative Instructions A-11 Leave Policy and A-12 Family and Medical Leave Policy. Significant changes to these policies include renaming Paid Time Off ("PTO") to Vacation Leave and limiting the accrual rate so that vacation leave will be capped at 25 years of service which equates to 244 hours per year and adding a provision for Sick Leave.

Sick leave highlights:

- Upon implementation, MPAT employees will receive a credit of 120 hours (15 days) of sick leave.
- Employees will then begin to accrue additional sick leave at a rate of 4.6154 hours each bi-weekly pay period, up to a maximum 120 hours per year.
- There is no limit on the number of sick leave hours that can be carried over year to year.
- Employees with ten or more years of service will be able to, when they leave TMWA employment, cash out 50% of any accrued and unused sick leave hours over 450 hours, up to \$25,000 total.
- Sick leave can be used when an employee is unable to be present or perform job duties because of a personal or immediate family illness or injury, when quarantined, due to



personal or immediate family medical, dental, vision, preventative screenings, or mental health/counseling appointments, for maternity or paternity leave, or for any other FMLA covered absence.

- To demonstrate TMWA's commitment to work life balance and to add more flexibility in use of the newly added sick leave, the definition of immediate family under both the sick and bereavement leave provisions of the policy, has been expanded. Immediate family under these provisions includes any relative within the third degree of consanguinity or affinity, which is similar to other local government policies.

In addition, to the changes related to the adoption of Resolution No. 322, staff addressed other language clean up items and added a section to A-11 Leave policy for Domestic Violence Leave. This addition came from Nevada Legislature's passage of Assembly Bill 163 (AB163).

### **Attachments**

1. TMWA Revised Administrative Instruction A-11 Leave Policy Effective 04/01/2024
2. TMWA Revised Administrative Instruction A-12 Family and Medical Leave Policy Effective 04/01/2024

### **Recommended Motion**

Move to adopt the updated leave policies as described in the staff report and authorize staff to make conforming changes throughout TMWA's Administrative Policies

	<p><b>Administrative Instruction Manual</b> Administrative Policy</p>
<p><b>Number:</b> A-11</p>	<p><b>Effective:</b> 04/01/2024</p>
<p><b>Title:</b> A-11 Leave Policy</p>	
<p><i>Printed copies are for reference only. Please refer to the electronic copy for the latest version.</i></p>	

**Purpose**

To outline procedures for various types of leaves that are provided to TMWA employees. The types of leave covered under this policy are holidays, vacation leave, sick leave, bereavement leave, unpaid leave of absence, jury duty and witness appearance, worker’s compensation leave, and miscellaneous other leaves in accordance with applicable state law. Collective bargaining unit employees should refer to the CBA for the types of leave applicable to them.

**Policy**

It is the policy of TMWA to provide various types of leave to employees. Although the list below is not intended to cover every conceivable circumstance in which an employee may be entitled to leave, some of the most commonly encountered leave requests are outlined below. If an employee believes that he or she may be entitled to leave which is not listed below, the employee should contact Human Resources.

**I. Holidays**

A. All regular full-time employees shall be entitled to the following paid holidays and any legal holiday, as set out within NRS 236.015, which has been declared by the Governor, or the United States Congress (excluding holidays declared by the President through an executive order).

New Year’s Day	January 1
Martin Luther King Jr.’s Birthday	Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Nevada Admission Day	As recognized by the State of Nevada
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Day after Thanksgiving Day
Christmas Day	December 25

B. Regular part-time employees shall receive holiday pay pro-rated based upon their part-time status (i.e., half-time, three-quarter time).

C. To be eligible for holiday pay, an employee must be on the active payroll of TMWA and must have worked the full regularly scheduled workday before and after the observed holiday, unless approved by the Immediate Supervisor.

D. The above holidays, if scheduled for Saturday, will be honored on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.

- E. Employees working other than the standard Monday through Friday workweek and who are in positions that provide work coverage during observed holidays are entitled to the same number of paid holidays as employees working a standard Monday through Friday work week.

A holiday under this section begins at 12:00 am and ends at 11:59 pm on the legally-observed holiday except New Year's Day (January 1), Juneteenth (June 19), Independence Day (July 4), Veterans Day (November 11) and Christmas Day (December 25) will be observed on the actual day of the holiday.

1. Holiday Pay: For purposes of section E of this Administrative Policy, "holiday pay" will be paid at the employee's regular, straight time hourly pay rate for the actual number of hours worked during the observed holiday with a minimum of eight (8) hours of "holiday pay" and a maximum number of "holiday pay" hours not to exceed the number of hours the employee is regularly scheduled to work. (Overtime is addressed below.)
2. Holiday Off: If an employee does not work at all during the hours of the observed holiday as defined in this Administrative Policy, then the employee shall receive eight (8) hours of holiday pay, taken as cash only, at the regular, straight time hourly pay rate. These holiday pay hours do not count as hours worked towards the forty (40) hour workweek for overtime purposes.
3. Holiday Worked (Non-Overtime Hours): If an employee works on a holiday, as defined by this Administrative Policy, the employee shall be compensated for working non-overtime hours on the holiday by receiving 1.5 times the regular, hourly pay rate for each hour worked on that holiday up to the amount of hours the employee is regularly scheduled to work, in addition to receiving holiday pay, as described in 1 above.
4. Holiday Overtime: If a full-time employee works over the maximum of the regularly scheduled shift on a holiday as defined under this Administrative Policy, the employee shall be compensated by receiving 2.5 times the employee's regular, straight time hourly pay rate for each overtime hour worked. If the employee works only a partial shift, and that partial shift constitutes overtime, the employee will be paid 2.5 times the employee's regular, straight time hourly pay rate for the actual overtime hours worked. For the remainder of the day, the employee will be paid the regular, straight time hourly pay for up to eight (8) total hours for that day. (Example: An employee who works a 4/10 Monday through Thursday schedule is called to work on Friday during an observed holiday and works four (4) hours. The employee will receive 2.5 times the employee's regular, straight time hourly pay rate for the four (4) hours of overtime actually worked on Friday, and the regular, straight time hourly pay rate for the remaining four (4) hours of the day, even though the employee did not work the rest of the day.) The decision as to whether compensation for "holiday overtime" hours shall be in cash and/or compensatory time shall be made at the time it is worked and shall be solely the decision of the employee.
5. Holiday During Leave: If a holiday, as defined by this Administrative Policy, occurs during an employee's scheduled vacation, sick, compensatory, personal, or other paid leave, that holiday shall be charged as "holiday pay" and not be charged against paid leave banks.

## II. Vacation Leave

### A. Accrual of Vacation Leave

The earned vacation leave for all regular full-time non-represented employees shall be based upon years of service as a regular full-time employee with TMWA and shall be as follows:

1. 128 hours plus  $.58 \times \text{years of service} \times 8$ , based on years of service completed during the plan year:  $(128 + ((.58 \times \text{yos}) \times 8))$ .
2. Vacation credits can be carried over annually at the beginning of each calendar year, at the employee's election, in incremental amounts of 80 hours up to 320 hours for full-time employees and in incremental amounts of 40 hours up to 160 hours for part-time employees.
3. Vacation accrual is capped at 244 hours per year, the equivalent of 25 years of service. Employees earning more than 244 hours per year on 04/01/2024, will be capped at their accrual rate as of 04/01/2024.
4. TMWA believes that employees should have opportunities to enjoy time away from work to help balance their lives and recognizes that employees have diverse needs for time off from work. Although TMWA encourages employees to take time off away from work in order to have a more balanced lifestyle, TMWA does offer a vacation cash out option for eligible employees. This option is intended to provide more flexibility in utilizing time-off benefits. For more information, please refer to the Vacation Cash Out Option Standard Operating Procedure. Regular part-time employees shall receive pro-rated vacation leave based upon their part-time status:  $(\text{annual part-time hours} / 2,080) * (128 + ((.58 * \text{yos}) * 8))$ .
5. Employees rehired with less than a three (3) year break in service who had at least three (3) continuous years of service with TMWA shall have all years of TMWA service counted for the purpose of vacation accruals.

### B. Scheduling Vacation Leave

1. Prior notice and authorization is required before vacation can be taken. Vacation leave must be requested by following the prescribed process, which may include electronic submission. Such request shall be given to the employee's Immediate Supervisor for approval. For circumstances out of the ordinary, the employee may receive verbal authorization until such time that documented approval can be secured. The decision whether to grant vacation leave is dictated by TMWA's business needs and is within the Supervisor's discretion.
2. Employees who have exhausted their vacation leave but nevertheless choose to take unpaid leave without prior approval, depending on the circumstances, may be subject to disciplinary action, up to and including termination.
3. Employees must use available vacation leave, unless they have obtained advanced approval for unpaid leave. Depending upon the circumstances, the employee may be subject to disciplinary action, up to and including termination, for excessive absences and performance deficiencies.
4. Exempt employees will not be required to record or charge partial day absences of four (4) hours or less which occur on a sporadic basis. All absences of greater than four (4) hours will be recorded and charged against the appropriate accumulated leave bank, except as otherwise authorized by the General Manager, Director or Manager based upon the employee's extraordinary commitment to a project(s) or emergency response(s) above and beyond the employee's normal job duties.

**III. Sick Leave**

**A. Accrual of Sick Leave**

Sick leave for all regular full-time non-represented employees shall be accrued at 4.62 hours of sick leave per pay period up to a maximum of 120 hours of sick leave per year.

Regular part-time non-represented employees shall accrue pro-rated sick leave based on their regular schedule.

For accrual purposes, exempt employees will be assumed to work 40 hours per week, unless they are normally scheduled to work fewer than 40 hours, in which case, sick leave accrues based on their regular schedule.

Seasonal and temporary non-represented employees are not eligible for sick leave.

1. Sick leave accrued pursuant to this section is cumulative from year to year and will be carried over annually.
2. An employee shall accrue sick leave while in a paid status or for up to six (6) months while on approved leave for Family and Medical Leave (FMLA), short-term disability, workers' compensation, or military leave.
3. If the employee is on an approved personal leave without pay, there shall be no accrual of sick leave during the time the employee is on such leave.

**B. Sick Leave Accrual and Payment on Separation**

1. An employee separated from service accrues sick leave only through the last pay period that he or she is entitled to pay.
2. Upon separation of employment, after 10 years of full-time employment (or its equivalent if the employee has not served as a full-time employee) a non-represented employee shall be compensated for fifty (50) percent of accrued, unused sick leave hours in excess of 450 hours at the employee's then-current pay rate. The maximum payout for accrued, unused sick leave shall not exceed \$25,000. No payout shall be made for accrued, unused sick leave of 450 hours or less.

**C. Use of Sick Leave**

1. Sick leave may be taken for absences due to the following reasons:
  - i. The inability to be present or perform job duties because of a personal or immediate family illness or injury
  - ii. When quarantined
  - iii. To attend personal or immediate family medical, dental, vision, preventative screenings, or mental health/counseling appointments
  - iv. Maternity or paternity leave
  - v. Any other FMLA covered absence
2. Immediate family for the purpose of sick leave includes any relative within the third degree of consanguinity or affinity ("consanguinity" is defined as kinship to include blood relationships; whereas, "affinity" is the connection existing in consequence of marriage) as listed in Appendix A.

**D. Sick Leave in Connection with a Workplace Injury, Workplace Illness, Short-Term, or Long-Term Disability**

1. An employee may use sick leave while on an approved workers' compensation leave or while receiving short- or long-term disability.
2. The amount of sick leave paid to an employee shall not exceed the difference between the employee's normal earnings and the amount of any disability benefits paid for lost time.

3. After six (6) months off, an employee shall no longer continue to accrue sick leave.

E. Transfer of Employees between IBEW and MPAT Classifications

If an employee transfers between IBEW and MPAT classifications, any sick leave accrued will continue to be available to the employee and will be managed as follows:

1. Sick leave amounts accrued will be maintained in separate sick leave banks and will not be combined. There will be a bank for hours accrued as a bargaining unit employee and a bank for hours accrued as an MPAT employee.
2. When an employee has both a bargaining unit and an MPAT sick bank, first priority of use will be from the sick leave bank associated with the employee's current classification (bargaining unit or MPAT). Once the sick leave bank from the employee's current classification is exhausted, the employee may begin using sick leave hours from the other bank.
3. Unused sick leave at termination will be managed in accordance with the applicable provisions of the CBA for the bargaining unit sick leave bank and under the provisions of the leave policy for the MPAT sick leave bank.

F. All employees, including represented employees, who are absent due to illness or injury may be required to provide a physician's verification at the request of the employee's Immediate Supervisor. After an absence of more than three (3) days due to illness or injury, an employee's leave may be designated as leave under the Family and Medical Leave Act (FMLA). TMWA will supply the employee with the requisite FMLA paperwork, and where an employee qualifies for FMLA, TMWA may require medical certification from the employee's health care provider pursuant to the FMLA. When an employee who has been absent for more than three (3) days wishes to return to work, TMWA may require the employee to supply a release to return to work (with or without restrictions) from the employee's health care provider.

**IV. On-Call Rotation**

A. MPAT employees in an on-call rotation group will receive additional Vacation Leave annually based on the size of the on-call group:

1 - 2	Employees	15 Days
3 - 5	Employees	10 Days
6	Employees	9 Days
7	Employees	8 Days
8	Employees	7 Days
9	Employees	6 Days
10	Employees	5 Days
11	Employees	4 Days
12	Employees	3 Days
13	Employees	2 Days
14	Employees	1 Day

Each day is equivalent to eight (8) Vacation hours

- B. Directors and managers should establish reasonable maximum response times for their departments for both responding to the call and for showing up at a reporting location. Time spent in an on-call status is not considered time worked.
- C. When a non-exempt employee is called back to work outside of the employee's normal work schedule, the employee will be paid for the time worked (plus forty-five (45) minutes of travel time). Time worked while on-call will be calculated at the employee's regular rate of pay. Overtime compensation is applicable only when the total hours worked exceed forty (40) hours in the workweek.

**V. Bereavement Leave**

- A. In the event of a death in the immediate family, a regular full-time employee will be granted Bereavement Leave to attend the funeral service and handle matters related to the death of the employee's family member. Bereavement Leave is paid leave that is not deducted from an employee's vacation or accrued sick leave bank. Immediate family for the purpose of Bereavement Leave includes any relative within the third degree of consanguinity or affinity ("consanguinity" is defined as kinship to include blood relationships; whereas, "affinity" is the connection existing in consequence of marriage) as listed in Appendix A.
- B. If attending services for immediate family within a one hundred (100) mile radius of Reno, Nevada, an employee may take up to three (3) days of Bereavement Leave. If attending services for immediate family outside the Reno Metro Area (outside the one hundred (100) mile radius), an employee will receive three (3) work days of Bereavement Leave, and will also be pre-authorized to take an additional two (2) days of leave, charged at the employee's direction to his or her vacation or accrued sick leave bank.
- C. In the event of a death for other than immediate family, Bereavement Leave for regular full-time employees will be limited to twenty-four (24) working hours annually and may be taken in increments of not more than eight (8) hours per occurrence.
- D. Regular part-time employees working a regular work schedule of at least twenty (20) hours per week shall be granted Bereavement Leave in accordance with the rates established above for full-time employees to be prorated based on the relationship between the employee's regular approved work schedule and the standard work schedule for full-time employees.

**VI. Unpaid Leave of Absence**

- A. Employees may request an unpaid leave of absence by contacting Human Resources.
- B. Employees requesting unpaid leaves of absence must submit a written request for leave to Human Resources. Written requests must be submitted as far in advance of the requested leave as possible. However, where the need for leave is related to injury, illness, or unforeseen emergency, requests must be submitted as soon as practicable after the employee discovers the need for the leave of absence. If the leave of absence is not approved, the employee may appeal to the General Manager, whose decision is final.
- C. Leaves of absence that are covered under TMWA's FMLA Policy or TMWA's Accommodation Policy should be submitted pursuant to the Administrative Instructions containing those policies. Unpaid leaves of absence that are not otherwise covered by other Administrative Instructions may be granted depending upon TMWA's business needs and based on a case-by-case review of the situation presented by the employee. TMWA may request documentation confirming the need for leave.
- D. Except as otherwise required by law, TMWA does not in any way guarantee that the employee will be returned to the same position at the same rate of pay following an unpaid leave of absence. However, any conditions of such leave will be determined before leave is taken.

**VII. Unapproved Leave**

Except in extraordinary circumstances beyond the employee's control, unauthorized or unapproved absences of two (2) or more consecutive working days, will be considered job abandonment and a voluntarily resignation from TMWA employment. Unauthorized or unapproved absences of less than two (2) days may be subject to disciplinary action, up to and including termination.

## VIII. Voting Leave

If it is impractical for an employee to vote before or after working hours in statewide public elections, then employees may take time off, as provided herein, to go to the polls. Such time off is paid. However, TMWA may require employees to show proof establishing the location of their polling site and proof that they voted. Leave will be provided as follows:

- A. If an employee's polling place is:
  - 1. Within two (2) miles of TMWA, TMWA will provide one (1) hour of paid leave during an employee's regularly scheduled workday to provide the employee an opportunity to vote.
  - 2. More than two (2) miles, but less than ten (10) miles, from TMWA, TMWA will provide up to two (2) hours of paid leave during an employee's regularly scheduled workday to provide the employee an opportunity to vote.
  - 3. Ten (10) or more miles from TMWA, TMWA will provide up to three (3) hours of paid leave during an employee's regularly scheduled workday to provide the employee an opportunity to vote.
  - 4. Employees must give reasonable notice of the need to have time off to vote, giving at least three (3) days' notice when three (3) days' notice is possible.

## IX. Jury Duty and Witness Appearance

- A. Any employee required by legal process to serve on jury duty or to appear for jury selection during an employee's regular work hours will be allowed time off for such attendance. Employees serving on a jury or appearing for jury selection will receive their regular wages, up to a maximum of twenty (20) working days per calendar year. Employees are required to submit compensation received for serving on a jury to TMWA as TMWA is paying their regular wages for the duration of their jury duty. Time spent on jury-related leave will not be considered time worked for the purpose of overtime calculations.
  - 1. Any employee appearing for jury service shall have the jury service time counted as time worked on that workday; however, employee will not be paid overtime if the jury service exceeds eight (8) hours per day.
  - 2. Employees receiving a summons for jury service must immediately notify their Immediate Supervisor, but in no event shall notice be less than three (3) days, to allow sufficient time for necessary scheduling changes. Employees will be required to provide written verification from the court clerk of having served or appeared.
  - 3. Employees will not be required to work eight (8) hours before they have to appear for jury duty.
  - 4. If the employee is released from jury service and four (4) or more hours are remaining on the employee's regular work schedule, the employee shall report back to resume work for the remainder of the regular work schedule, although the employee may request that time off as vacation leave. However, if the employee's jury duty service has lasted at least four (4) hours (including the time going to and returning from the place where the court is located), the employee will not be required to report back to work between 5:00 p.m. on the day of their appearance for jury duty and 3:00 a.m. the following day.
- B. An employee ordered by legal process to appear as a witness in court, or before another judicial or administrative tribunal, shall be subject to the following procedures:
  - 1. If called as a witness for any proceeding which arises out of the employee's work duties performed on behalf of TMWA or to testify on behalf of TMWA, the employee shall



receive his or her regular wages for all hours involved in preparing for and being available for the witness service, and for all time spent in actual testimony.

2. If called as a witness in any other proceedings not related to TMWA's business, or for the individual benefit of the employee, the employee may utilize vacation or unpaid leave subject to the terms of this policy.

- C. With respect to both Jury Duty and Witness Appearances, the Immediate Supervisor and the employee will cooperate to utilize flexible hours, temporary shift changes and other techniques to facilitate the employee's appearance and minimize the employee's inconvenience.

#### **X. Worker's Compensation Leave**

Whenever an MPAT employee suffers an injury while on duty with TMWA that is determined by TMWA's worker's compensation carrier to be compensable and the injury prevents the employee from working, TMWA shall pay the employee's salary during the approved worker's compensation leave up to eighty-five (85) percent of the employee's basic daily wages less the sum of any payments which may be received by the worker's compensation carrier.

- A. During this leave, the employee shall not forfeit any accrued vacation or sick leave.
- B. To be entitled to the benefits of this policy, the employee shall return to TMWA all disability payments made by TMWA's worker's compensation carrier covering the applicable period(s) of the compensable injury as provided above. When receiving disability benefits from TMWA's worker's compensation carrier, after six (6) months off on total temporary disability, an employee shall no longer continue to accrue vacation or sick leave.
- C. Whenever medically and administratively feasible, TMWA will provide light duty work.

TMWA may send, at TMWA's expense, an injured worker to a physician of TMWA's choice to determine the employee's physical limitations to enable TMWA to assign light duty work.

The employee has the right to seek, at the employee's expense, a second opinion if the employee disagrees with the findings of TMWA's selected physician.

#### **XI. Leave of Absence for Emergency Management**

NRS 281.147 and 281.149 provide that employees who are classified as a "disaster technician" or an "emergency communications technician" may be given up to fifteen (15) working days of paid leave in a calendar year for the purpose of assisting with emergency or disaster management. TMWA intends to fully comply with the requirements of NRS 281.147 and 281.149. Accordingly, if an employee falls within the classifications identified in these statutes and requires leave, the employee should notify Human Resources.

#### **XII. School Activities Leave**

An employee who is the parent, guardian, or custodian of a child may take up to four (4) hours of leave per school year, and per child, to attend parent-teacher conferences, attend school-related activities during regular school hours, volunteer or otherwise be involved at school, and attend other school-related events. This leave must be taken in increments of one (1) hour or more and must be requested at least five (5) school days prior to the date of the event by contacting Human Resources. Employees may be required to provide information confirming their attendance at the school-related activity. Leave will be arranged at a time mutually agreed upon by TMWA and the employee. When taking School Activities Leave, the employee will be required to use available vacation leave before going into an unpaid status.

Employees will not be discharged or discriminated against for attending or participating in school activities covered by this policy.

**XIII. Domestic Violence Leave**

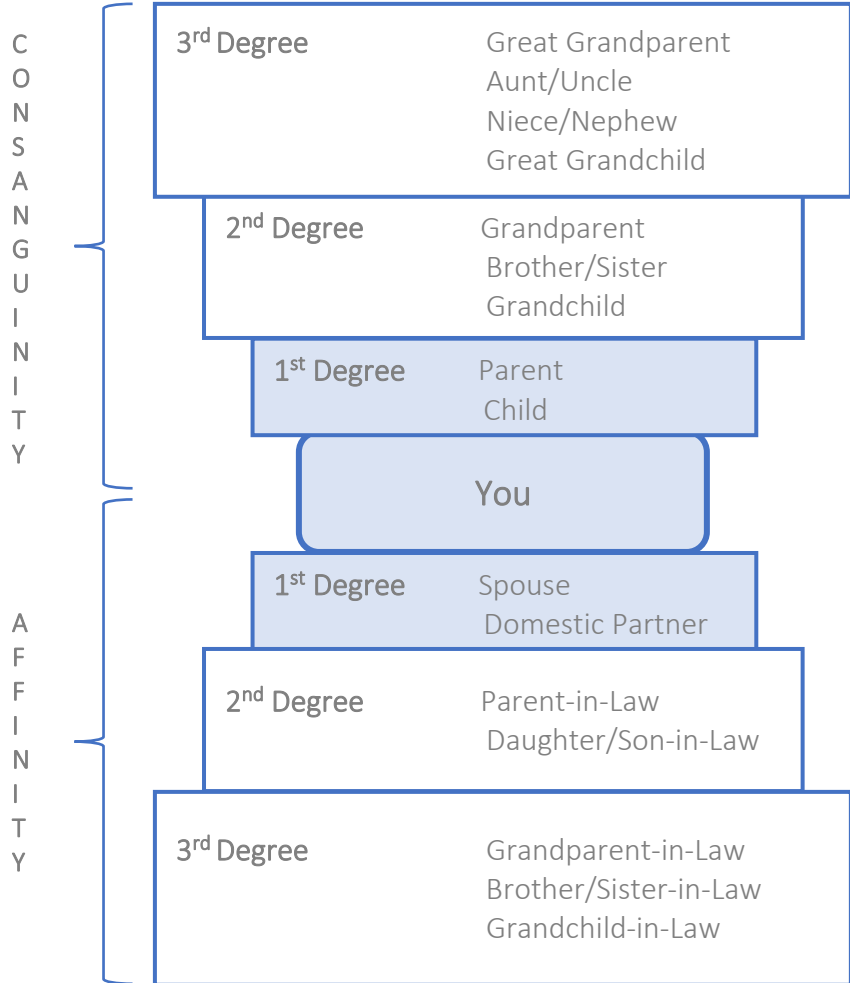
In accordance with applicable law, TMWA grants eligible employees who are the victims, or whose family or household member is a victim, of domestic violence a reasonable, intermittent, or reduced schedule or unpaid leave of absence to obtain medical treatment, counseling, or assistance related to a domestic violence act, to participate in court proceedings related to a domestic violence act, or to establish a safety plan. Leave is not available to the alleged perpetrator of the domestic violence. An eligible employee is entitled to 160 hours of leave in one 12-month period. If the absence from work meets the requirements for eligibility under the Family and Medical Leave Act, any amount of time that the employee is absent during that period will be designated as leave pursuant to the Family and Medical Leave Act. When taking Domestic Violence Leave, the employee will be required to use available sick leave or vacation leave before going into an unpaid status. After taking any hours of leave upon the occurrence of a domestic violence action, the employee must give a minimum of forty-eight (48) hours advance notice of the need to use additional hours. Employees must provide notice and certification of their need to take leave. Certification may be provided by any of the following:

- Police report;
- Application for or court order for protection;
- Documentation from a medical professional; or
- Affidavit from an organization that provides services to victims of domestic violence


All documentation submitted by an employee in support of a leave request shall be held and maintained in a confidential manner by TMWA.

**Appendix A**

Immediate Family Members



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships

	<p><b>Administrative Instruction Manual</b> Administrative Policy</p>
<p><b>Number:</b> A-11</p>	<p><b>Effective:</b> 02/01/202304/01/2024</p>
<p><b>Title:</b> A-11 Leave Policy</p>	
<p><i>Printed copies are for reference only. Please refer to the electronic copy for the latest version.</i></p>	

**Purpose**

To outline procedures for various types of leaves that are provided to TMWA employees. The types of leave covered under this policy are holidays, vacation leave, sick leave, paid time off (“PTO”), bereavement leave, unpaid leave of absence, jury duty and witness appearance, and worker’s compensation leave, and miscellaneous other leaves in accordance with applicable state law. Collective bargaining unit employees should refer to the CBA for the types of leave applicable to them.

**Policy**

It is the policy of TMWA to provide various types of leaves to employees. Although the list below is not intended to cover every conceivable circumstance in which an employee may be entitled to leave, some of the most commonly encountered leave requests are outlined below. If an employee believes that they-he or she may be entitled to leave which is not listed below, the employee should contact Human Resources.

**I. Holidays**

A. All regular full-time employees shall be entitled to the following paid holidays and any legal holiday, as set out within NRS 236.015, which has been declared by the Governor, or the United States Congress (excluding holidays declared by the President through an executive order).

New Year’s Day	January 1
Martin Luther King <u>Jr.</u> ’s Birthday	_____Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Nevada Admission Day	As recognized by the State of Nevada
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Day after Thanksgiving Day
Christmas Day	December 25

B. Regular part-time employees shall receive holiday pay pro-rated based upon their part-time status (i.e., half-time, three-quarter time).

C. To be eligible for holiday pay, an employee must be on the active payroll of TMWA and must have worked the ~~the~~ full regularly scheduled workday before and after the observed holiday, unless approved by the ~~the~~ Immediate Supervisor.

D. The above holidays, if scheduled for Saturday, will be honored on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.

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- E. Employees working other than the standard Monday through Friday workweek and who are in positions that provide work coverage during observed holidays are entitled to the same number of paid holidays as employees working a standard Monday through Friday work week.

A holiday under this section begins at 12:00 am and ends at 11:59 pm ~~of on~~ the legally-observed holiday except New Year's Day (January 1), Juneteenth (June 19), Independence Day (July 4), Veteran's Day (November 11) and Christmas Day (December 25) will be observed on the actual day of the holiday.

1. Holiday Pay: For purposes of section E of this Administrative Instruction Policy, "holiday pay" will be paid at the employee's regular, straight time hourly pay rate for the actual number of hours worked during the observed holiday with a minimum of eight (8) hours of "holiday pay" and a maximum number of "holiday pay" hours not to exceed the number of hours the employee is regularly scheduled to work. (Overtime is addressed below.)
2. Holiday Off: If an employee does not work at all during the hours of the observed holiday as defined in this Administrative Instruction Policy, then the employee shall receive eight (8) hours of holiday pay, taken as cash only, at their regular, straight time hourly pay rate. These holiday pay hours do not count as hours worked towards the forty (40) hour workweek for overtime purposes.
3. Holiday Worked (Non-Overtime Hours): If an employee works on a holiday, as defined by this Administrative Instruction Policy, the employee shall be compensated for working non-overtime hours on the holiday by receiving 1.5 times their regular, hourly pay rate for each hour worked on that holiday up to the amount of hours the employee is regularly scheduled to work, in addition to receiving holiday pay, as described in 1 above.
4. Holiday Overtime: If a full-time employee works over the maximum of their regularly scheduled shift on a holiday as defined under this Administrative Instruction Policy, the employee shall be compensated by receiving 2.5 times the employee's regular, straight time hourly pay\_rate for each overtime hour worked. If the employee works only a partial shift, and that partial shift constitutes overtime, the employee will be paid 2.5 times the employee's regular, straight time hourly pay\_rate for the actual overtime hours worked. For the remainder of the day, the employee will be paid their regular, straight time hourly pay for up to eight (8) total hours for that day. (Example: An employee who works a 4/10 Monday through Thursday schedule is called to work on Friday during an observed holiday and works four (4) hours. The employee will receive 2.5 times the employee's regular, straight time hourly pay\_rate for the four (4) hours of overtime actually worked on Friday, and their regular, straight time hourly pay\_rate for the remaining four (4) hours of the day, even though the employee did not work the rest of the day.) The decision as to whether compensation for "holiday overtime" hours shall be in cash and/or compensatory time shall be made at the time it is worked and shall be solely the decision of the employee.
5. Holiday During Leave: If a holiday, as defined by this Administrative Instruction Policy, occurs during an employee's scheduled ~~paid time off~~; vacation (PTO), sick, compensatory, personal, or other paid leave, that holiday shall be charged as "holiday pay" and not be charged against paid leave banks.

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II. Vacation~~PTO~~ Leave

A. Accrual of Vacation~~PTO~~ Leave

The earned ~~PTO~~ vacation leave for all regular full-time non-represented employees shall be based upon years of service as a regular full-time employee with TMWA and shall be as follows:

1. 128 hours plus .58 x years of service x 8, based on years of service completed during the plan year:  $(128 + ((.58 \times \text{yos}) \times 8))$ .

2. ~~Vacation~~PTO credits can be carried over annually at the beginning of each calendar year, at the employee's election, in incremental amounts of 80 hours up to 320 hours for ~~full~~ full-time employees and in incremental amounts of 40 hours up to 160 hours for part-time employees.

~~2.3. Vacation accrual is capped at 244 hours per year, the equivalent of 25 years of service. Employees earning more than 24420 hours per year on 04/01/2024, will be capped at their accrual rate as of 04/01/2024.~~

~~3.~~ TMWA believes that employees should have opportunities to enjoy time away from work to help balance their lives and recognizes that employees have diverse needs for time off from work. Although TMWA encourages employees to take time off away from work in order to have a more balanced lifestyle, TMWA does offer a vacation~~PTO~~ cash out option for eligible employees. This option is intended to provide more flexibility in utilizing time-off benefits. For more information, please refer to the Vacation~~Paid Time Off~~ Cash Out Option Standard Operating Procedure.

4. Regular part-time employees shall receive pro-rated ~~vacation leave on a~~ PTO ~~pro-rated~~ based upon their part-time status:  $(\text{annual part-time hours} / 2,080) * (128 + ((.58 * \text{yos}) * 8))$ .

4.5. Employees rehired with less than a three (3) year break in service who had at least three (3) continuous years of service with TMWA shall have all years of TMWA service counted for the purpose of vacation accruals.

~~B. Banked vacation will be treated as VacationPTO, except it may only be cashed out at the time of termination of employment.~~

B. Scheduling Vacation~~PTO~~ Leave

1. Prior notice and authorization is required before vacation~~PTO~~ can be taken. Vacation ~~leave~~ PTO must be requested by following the prescribed process, which may include electronic submission. Such request shall be given to the employee's Immediate Supervisor for approval. For circumstances out of the ordinary, the employee may receive verbal authorization until such time that documented approval can be secured. The decision whether to grant vacation leave~~PTO~~ is dictated by TMWA's business needs and is within the Supervisor's discretion.

~~1—If unforeseen circumstances, such as illness or injury, prevent requesting PTO in advance, the employee will notify their Immediate Supervisor or Acting Supervisor as soon as possible, before the start of the employee's normal work hours, in a manner consistent with their department's notification requirements.~~

2. Employees who have exhausted their vacation leave ~~PTO~~ but nevertheless choose to take unpaid leave without prior approval, depending on the circumstances, may be subject to disciplinary action, up to and including termination.

3. Employees must use available vacation leave ~~PTO~~, unless they have obtained advanced approval for unpaid leave. Depending upon the circumstances, the

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employee may be subject to disciplinary action, up to and including termination, for excessive absences and performance deficiencies.

4. Exempt employees will not be required to record or charge partial day absences of four (4) hours or less which occur on a sporadic basis. All absences of greater than four (4) hours will be recorded and charged against the appropriate accumulated leave bank, except as otherwise authorized by the General Manager, Director or Manager based upon the employee's extraordinary commitment to a project(s) or emergency response(s) above and beyond the employee's normal job duties.

III. **Sick Leave Absences Due to Illness**

**A. A- Accrual of Sick Leave**

Sick leave for all regular full-time non-represented employees shall be accrued at 4.62 hours of sick leave per pay period up to a maximum of 120 hours of sick leave per year.

Regular part-time non-represented employees shall accrue pro-rated sick leave based on their regular schedule.

For accrual purposes, exempt employees will be assumed to work 40 hours per week, unless they are normally scheduled to work fewer than 40 hours, in which case, sick leave accrues based on their regular schedule.

Seasonal and temporary non-represented employees are not eligible for sick leave.

1. Sick leave accrued pursuant to this section is cumulative from year to year and **will be carried over annually.**
2. An employee shall accrue sick leave while in a paid status or for up to six (6) months while on approved leave for Family and Medical Leave (FMLA), short-term disability, workers' compensation, or military leave.
3. If the employee is on an approved personal leave without pay, there shall be no accrual of sick leave during the time the employee is on such leave.

**B. Sick Leave Accrual and Payment on Separation**

1. An employee separated from service accrues sick leave only through the last pay period that he or she is entitled to pay.
2. Upon separation of **employment**, after 10 years of full-time employment (or its equivalent if the employee has not served as a full-time employee) a non-represented employee shall be compensated for fifty (50) percent of accrued, unused sick leave hours in excess of 450 hours at the employee's then-current pay rate. The maximum payout for accrued, unused sick leave shall not exceed \$25,000. No payout shall be made for accrued, unused sick leave of 450 hours or less.

**C. Use of Sick Leave**

1. Sick leave may be taken for absences due to the following reasons:
  - i. The inability to be present or perform job duties because of a personal or immediate family illness or injury
  - ii. When quarantined
  - iii. To attend personal or immediate family medical, dental, vision, preventative screenings, or mental health/counseling appointments
  - iv. Maternity or paternity leave
  - v. Any other FMLA covered absence
2. Immediate family for the -purpose of sick leave includes any relative within the third degree of consanguinity or affinity ("consanguinity" is defined as kinship to include

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blood relationships; whereas, "affinity" is the connection existing in consequence of marriage) as listed in Appendix A.

D. Sick Leave in Connection with a Workplace Injury, Workplace Illness, Short-Term, or Long-Term Disability

- 1. An employee may use sick leave while on an approved workers' compensation leave or while receiving short- or long-term disability.
- 2. The amount of sick leave paid to an employee shall not exceed the difference between the employee's normal earnings and the amount of any disability benefits paid for lost time.
- 3. After six (6) months off, an employee shall no longer continue to accrue sick leave.

E. Transfer of Employees between IBEW and MPAT Classifications

If an employee transfers between IBEW and MPAT classifications, any sick leave accrued will continue to be available to the employee and will be managed as follows:

- 1. Sick leave amounts accrued will be maintained in separate sick leave banks and will not be combined. There will be a bank for hours accrued as a bargaining unit employee and a bank for hours accrued as an MPAT employee.
- 2. When an employee has both a bargaining unit and an MPAT sick bank, first priority of use will be from the sick leave bank associated with the employee's current classification (bargaining unit or MPAT). Once the sick leave bank from the employee's current classification is exhausted, the employee may begin using sick leave hours from the other bank.
- 3. Unused sick leave at termination will be managed in accordance with the applicable provisions of the CBA for the bargaining unit sick leave bank and under the provisions of the leave policy for the MPAT sick leave bank.

B.F. All employees, including represented employees, who are absent due to illness or injury may be required to provide a physician's verification at the request of the employee's Immediate Supervisor. After an absence of more than three (3) days due to illness or injury, an employee's leave may be designated as leave under the Family and Medical Leave Act (FMLA). TMWA will supply the employee with the requisite FMLA paperwork, and where an employee qualifies for FMLA, TMWA may require medical certification from the employee's medical health care provider pursuant to the FMLA. When an employee who has been absent for more than three (3) days wishes to return to work, TMWA may require the employee to supply a medical release to return to work (with or without restrictions) from the employee's medical health care provider.

**IV. V. On-call Call Rotation**

A. MPAT employees in an on-call rotation group will receive additional PTO-Vacation Leave annually based on the size of the on-call group:

1 - 2	Employees	15 Days
3 - 5	Employees	10 Days
6	Employees	9 Days
7	Employees	8 Days
8	Employees	7 Days
9	Employees	6 Days
10	Employees	5 Days
11	Employees	4 Days
12	Employees	3 Days
13	Employees	2 Days
14	Employees	1 Day

Each day is equivalent to eight (8) VacationPTO hours



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- B. Directors and managers should establish reasonable maximum response times for their departments for both responding to the call and for showing up at a reporting location. Time spent in an on-call status is not considered time worked.
- C. When a non-exempt employee is called back to work outside of the employee's normal work schedule, the employee will be paid for the time worked (plus forty-five (45) minutes of travel time). Time worked while on-call will be calculated at the employee's regular rate of pay. Overtime compensation is applicable only when the total hours worked exceed forty (40) hours in the workweek.

V. **Bereavement Leave**

- A. In the event of a death in the immediate family, a regular full-time employee will be granted Bereavement Leave to attend the funeral service and handle matters related to the death of the employee's family member. Bereavement Leave is paid leave that is not deducted from an employee's ~~Vacation~~ PTO or accrued sick leave bank. Immediate family ~~includes spouse or registered domestic partner, children (including foster and/or step), parents, parents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, grandparents, and grandchildren.~~ for the purpose of Bereavement Leave includes any relative within the third degree of consanguinity or affinity ("consanguinity" is defined as kinship to include blood relationships; whereas, "affinity" is the connection existing in consequence of marriage) as listed in Appendix A.
- B. If attending services for immediate family within a one hundred (100) mile radius of Reno, Nevada, an employee may take up to three (3) days of Bereavement Leave. If attending services for immediate family outside the Reno Metro Area (outside the one hundred (100) mile radius), an employee will receive three (3) work days of Bereavement Leave, and will also be pre-authorized to take an additional two (2) days of leave, charged at the employee's direction to ~~their~~ his or her ~~Vacation~~ PTO or accrued sick leave bank.
- C. In the event of a death for other than immediate family, Bereavement Leave for regular full-time employees will be limited to twenty-four (24) working hours annually and may be taken in increments of not more than eight (8) hours per occurrence.
- D. Regular part-time employees working a regular work schedule of at least twenty (20) hours per week shall be granted ~~bereavement~~ Bereavement leave ~~Leave~~ in accordance with the rates established above for full-time employees to be prorated based on the relationship between the employee's regular approved work schedule and the standard work schedule for full-time employees.

VI. **Unpaid Leave of Absence**

- A. Employees may request an unpaid leave of absence by contacting Human Resources.
- B. Employees requesting unpaid leaves of absence must submit a written request for leave to Human Resources. Written requests must be submitted as far in advance of the requested leave as possible. However, where the need for leave is related to injury, illness, or unforeseen emergency, requests must be submitted as soon as practicable after the employee discovers the need for the leave of absence. If the leave of absence is not approved, the employee may appeal to the General Manager, whose decision is final.
- C. Leaves of absence that are covered under TMWA's FMLA Policy or TMWA's Accommodation Policy should be submitted pursuant to the Administrative Instructions containing those policies. Unpaid leaves of absence that are not otherwise covered by other Administrative Instructions may be granted depending upon TMWA's business needs and based on a case-by-case review of the situation presented by the employee. TMWA may request documentation confirming the need for leave.

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- D. Except as otherwise required by law, TMWA does not in any way guarantee that the employee will be returned to the same position at the same rate of pay following an unpaid leave of absence. However, any conditions of such leave will be determined before leave is taken.

**VII. Unapproved Leave**

Except in extraordinary circumstances beyond the employee's control, in instances of unauthorized or unapproved absences of two (2) or more consecutive working days, ~~the employee~~ will be considered ~~to have abandoned their position~~ job abandonment and a voluntarily ~~resigned~~ resignation from TMWA employment. Unauthorized or unapproved absences of less than two (2) days may be subject to disciplinary action, up to and including termination.

**VIII. Voting Leave**

If it is impractical for an employee to vote before or after working hours in statewide public elections, then employees may take time off, as provided herein, to go to the polls. Such time off is paid. However, TMWA may require ~~the employees~~ to show proof establishing the location of their polling site and proof that they voted. Leave will be provided as follows:

- A. If an employee's polling place is:
1. Within two (2) miles of TMWA, TMWA will provide one (1) hour of paid leave during an employee's regularly scheduled workday to provide the employee an opportunity to vote.
  2. More than two (2) miles, but less than ten (10) miles, from TMWA, TMWA will provide up to two (2) hours of paid leave during an employee's regularly scheduled workday to provide the employee an opportunity to vote.
  3. Ten (10) or more miles from TMWA, TMWA will provide up to three (3) hours of paid leave during an employee's regularly scheduled workday to provide the employee an opportunity to vote.
  4. Employees must give reasonable notice of the need to have time off to vote, giving at least three (3) days' notice when three (3) days' notice is possible.

**IX. Jury Duty and Witness Appearance**

- A. Any employee required by legal process to serve on ~~any jury~~ duty or to appear for jury selection during an employee's regular work hours, will be allowed time off ~~for such to attend~~ ance jury selection or to serve on a jury. Employee's serving on a jury or appearing for jury selection will receive their regular wages, ~~for~~ up to a maximum of twenty (20) working days per calendar year. Employees are required to submit compensation received for serving on a jury to TMWA as TMWA is paying their regular wages for the duration of their jury duty. Time spent on ~~jury jury~~ related leave will not be considered time worked for the purpose of overtime calculations.
1. Any employee appearing for jury service shall have the jury service time counted as time worked on that workday; however, employee will not be paid overtime if the jury service exceeds eight (8) hours per day.
  2. Employees receiving a summons for jury service must immediately notify their Immediate Supervisor, but in no event shall notice be less than three (3) days, to allow sufficient time for ~~the~~ necessary scheduling changes. Employees will be required to provide written verification from the court clerk of having served or appeared.

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3. Employees will not be required to work eight (8) hours before they have to appear for jury duty.
  4. If the employee is released from jury service and four (4) or more hours are remaining on the employee's regular work schedule, ~~they~~ the employee shall report back ~~to their department~~ to resume work for the remainder of ~~their~~ regular work schedule, although the employee may request that time off as ~~PTO or~~ vacation leave. However, if the employee's jury duty service has lasted at least four (4) hours (including the time going to and returning from the place where the court is held/located), the employee will not be required to report back to work between 5:00 p.m. on the day of their appearance for jury duty and 3:00 a.m. the following day.
- B. ~~Witness Appearance~~. An employee ordered by legal process to appear as a witness in court, or at before another judicial or administrative tribunal, shall be subject to the following procedures:
1. If called as a witness for any proceeding which arises out of the employee's work duties performed on behalf of TMWA or to testify on behalf of TMWA, the employee shall receive their his or her regular wages for all hours involved in responding/preparing for ~~to~~ and being available for the witness service, and for all time spent in actual testimony.
  2. If called as a witness in any other proceedings not related to TMWA's business, or for the individual benefit of the employee, the employee may utilize ~~PTO,~~ vacation or unpaid leave subject to the terms of this policy.
- C. With respect to both Jury Duty and Witness Appearances, the Immediate Supervisor and the employee will cooperate to utilize flexible hours, temporary shift changes and other techniques to facilitate the employee's appearance and minimize the employee's inconvenience.

**X. Worker's Compensation Leave**

Whenever an MPAT employee suffers an injury while on duty with TMWA that is determined by TMWA's worker's compensation carrier to be compensable and the injury prevents the employee from working, TMWA shall pay the employee's salary during the approved worker's compensation leave up to eighty-five (85) percent of the employee's basic daily wages less the sum of any payments ~~to~~ which they may be received by the worker's compensation carrier.

- A. During this leave, the employee shall not forfeit any accrued vacation or sick leave~~PTO~~.
- B. To be entitled to the benefits of this policy, the employee shall return to TMWA all disability payments made by TMWA's worker's compensation carrier covering the applicable period(s) of ~~the~~ compensable injury as provided above. When receiving disability benefits from TMWA's worker's compensation carrier, after six (6) months off on total temporary disability, an employee shall no longer continue to accrue vacation or sick leave~~PTO~~.
- C. Whenever medically and administratively feasible, TMWA will provide light duty work.

TMWA may send, at TMWA's expense, an injured worker to a physician of TMWA's choice to determine the employee's physical limitations to enable TMWA to assign light duty work.

The employee has the right to seek, at the employee's expense, a second opinion if the employee disagrees with the findings of TMWA's selected physician.

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**XI. Leave of Absence for Emergency Management**

NRS 281.147 and 281.149 provide that employees who are classified as a “disaster technician” or an “emergency communications technician” may be given up to fifteen (15) working days of paid leave in a calendar year for the purpose of assisting with emergency or disaster management. TMWA intends to fully comply with the requirements of NRS 281.147 and 281.149. Accordingly, if an employee falls within the classifications identified in these statutes and requires leave, the employee should notify Human Resources.

**XII. School Activities Leave**

An employee who is the parent, guardian, or custodian of a child may take up to four (4) hours of leave per school year, and per child, to attend parent-teacher conferences, attend school-related activities during regular school hours, volunteering or otherwise be involvement at school, and attendance at other school-school-related events. This leave must be taken in increments of one (1) hour or more and must be requested at least five (5) school days prior to the date of the event by contacting Human Resources. Employees may be required to provide information confirming their attendance at the school-related activity. Leave will be arranged at a time mutually agreed upon by TMWA and the employee. The leave is unpaid, but the employee may use paid time off concurrently with such leave. When taking School Activities Leave, the employee will be required to use available vacation leave before going into an unpaid status.

Employees will not be discharged or discriminated against for attending or participating in school activities covered by this policy.

**XIII. Domestic Violence Leave**

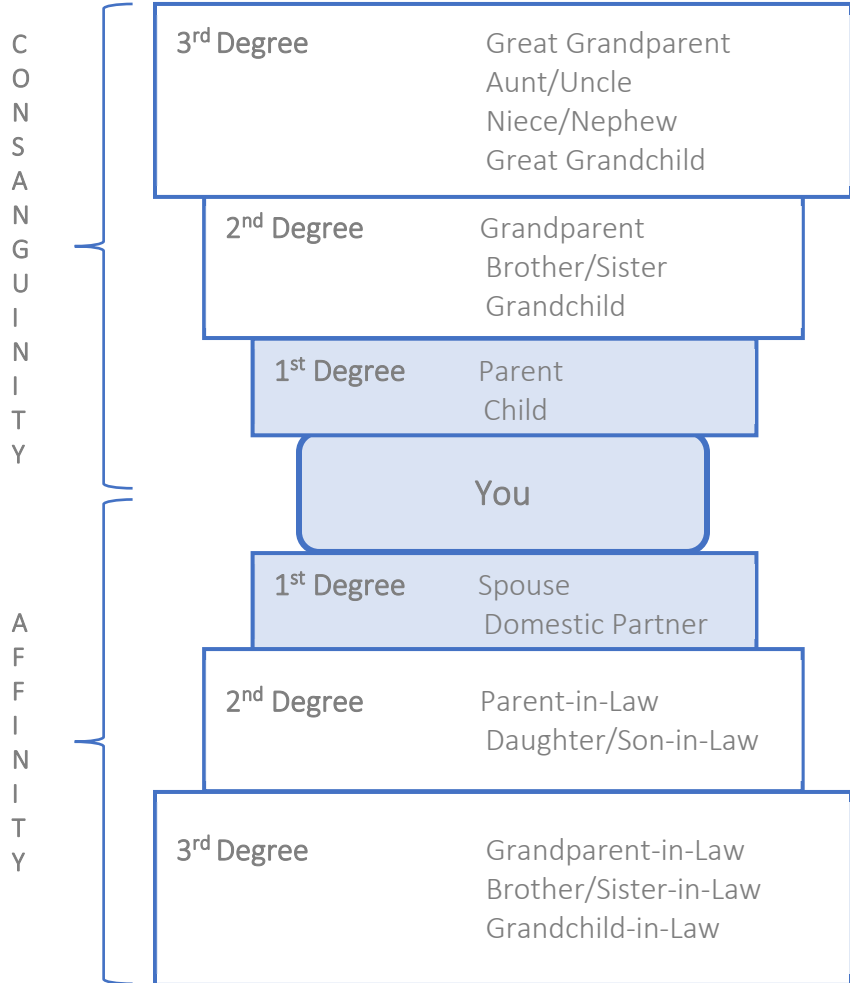
In accordance with applicable law, TMWA grants eligible employees who are the victims, or whose family or household member is a victim, of domestic violence a reasonable, intermittent, or reduced schedule or unpaid leave of absence to obtain medical treatment, counseling, or assistance related to a domestic violence act, to participate in court proceedings related to a domestic violence act, or to establish a safety plan. Leave is not available to the alleged perpetrator of the domestic violence. An eligible employee is entitled to 160 hours of leave in one 12-month period. If the absence from work meets the requirements for eligibility under the Family and Medical Leave Act, any amount to time that the employee is absent during that period will be designated as leave pursuant to the Family and Medical Leave Act. When taking Domestic Violence Leave, the employee will be required to use available sick leave or vacation leave before going into an unpaid status. After taking any hours of leave upon the occurrence of a domestic violence action, the employee must give a minimum of forty-eight (48) hours advance notice of the need to use additional hours. Employees must provide notice and certification of their need to take leave. Certification may be provided by any of the following:

- Police report;
- Application for or court order for protection;
- Documentation from a medical professional; or
- Affidavit from an organization that provides services to victims of domestic violence


All documentation submitted by an employee in support of a leave request shall be held and maintained in a confidential manner by TMWA.

**Appendix A**

Immediate Family Members



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships

 <p>TRUCKEE MEADOWS WATER A U T H O R I T Y <i>Quality. Delivered.</i></p>	<p><b>Administrative Instruction Manual</b> Administrative Policy</p>
<p><b>Number:</b> A-12</p>	<p><b>Effective:</b> 04/01/2024</p>
<p><b>Title:</b> A-12 Family and Medical Leave Policy</p>	
<p><i>Printed copies are for reference only. Please refer to the electronic copy for the latest version.</i></p>	

**Purpose**

To outline procedures for use of leave under the Family and Medical Leave Act (“FMLA”) for birth or care of a newborn, adoption or foster care placement of a child or care for a child after adoption, care of a family member with a serious health condition, care of the employee’s own serious health condition, qualifying exigencies related to a family member being called to active military service, or care of a family member injured during active military duty.

**Policy**

TMWA will grant unpaid FMLA in accordance with the requirements of applicable state, federal and local law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in any applicable state, federal or local laws. In certain situations, the federal law requires that provisions of state law apply. In such a case, employees will be eligible for the most generous benefits available under either law.

**Procedures**

Eligible employees may request FMLA leave for certain qualifying events, which are more fully identified under the Leave Entitlement section below.

I. Employee Eligibility

To be eligible, employees must have worked with TMWA a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the beginning of the leave. These hours do not include vacation, sick leave or any other paid time off.

II. Request for Leave, Application and Approval

A. Application/Request

Employees must complete a Leave of Absence Request and return the completed application to Human Resources. Employees should provide thirty (30) day advance notice when the need for the leave is foreseeable. If thirty (30) days notice is not both possible and practical under the circumstances, notice must be given as soon as practical. In most cases, it should be both possible and practical for an employee to provide notice either the same or the next business day after they learn about the need for FMLA leave, absent extenuating circumstances. When planning medical treatment, you must consult with TMWA and make a reasonable effort to schedule the treatment so as not to unduly disrupt TMWA’s operations. For example, when leave is needed to care for an immediate family member or an employee’s own serious health condition, and is for a planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt TMWA’s operations and must provide TMWA thirty (30) days notice of the need to take leave because the employee knows about the need in advance.

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If the need for leave is unforeseeable (such as emergencies), notice must be given as soon as possible.

B. Approval

All FMLA leaves must be approved by Human Resources. TMWA retains at all times the final authority to designate any leave that qualifies as a FMLA leave regardless of whether the employee has elected to designate it as FMLA leave.

III. Types of Leave Entitlement

Eligible employees may take up to a total of twelve (12) weeks of leave during any 12-month period for any one or more of the following qualifying events: (1) to care for a child upon birth or upon placement for adoption or foster care, within the twelve (12) months following birth or placement; (2) to care for a family member with a serious health condition; (3) when the employee is unable to work because of the employee's own serious health condition; or (4) because of a qualifying exigency arising out of the fact that a qualifying family member has been or is on active military duty. The twelve (12) month period is a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave.

In addition, eligible employees are entitled to up to twenty-six (26)-weeks of leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Family members consist of the employee's spouse, parent (the employee's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee), and child (including biological, step, foster or adopted child, a legal ward, or a child of a person standing in loco parentis who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability).

A. Medical Leave Due to a Serious Health Condition

Under the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (1) in-patient care (i.e., an overnight stay), including any period of incapacity or any subsequent treatment in connection with the in-patient care; or (2) "continuing treatment" by a health care provider. A serious health condition involving "continuing treatment" by a health care provider includes any one or more of the following: (a) a period of incapacity of more than three (3) consecutive calendar days and related treatment as outlined in the FMLA regulations; (b) any period of incapacity due to pregnancy or prenatal care; (c) any period of incapacity or treatment for such incapacity due to a chronic serious health condition (i.e., asthma, diabetes or epilepsy); (d) a period of incapacity which is permanent or long-term due to the condition for which treatment may not be effective (i.e., Alzheimer's or a severe stroke); or (e) any period of absence to receive multiple treatments either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of a medical treatment (i.e., physical therapy, chemotherapy or dialysis).

B. Birth/Placement Leave

FMLA leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

C. Active Duty Leave

Eligible employees who are the spouse, son, daughter or parent of a servicemember who has been notified of an impending call or order to active military duty, or who is already on active military duty, are entitled to FMLA leave for any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on

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active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

D. Military Caregiver Leave

Eligible employees who are the spouse, son, daughter, parent, or next-of-kin of a servicemember who is seriously injured or ill, or who is recovering from a serious injury or illness, suffered while on active military duty may take up to twenty-six (26) weeks of leave in a single twelve (12) month period.

IV. Limitations on Leave

The twelve (12) month periods described above for all FMLA-qualifying leaves, except for military caregiver leave, are rolling periods measured backward from the date an employee uses any FMLA leave. If the employee is requesting leave in advance of an anticipated absence, the amount of leave available at the time for the expected leave is determined by subtracting the amount of leave taken during the twelve (12) months prior to the date the leave is scheduled to commence. For example, if an employee begins their leave in November and takes a full twelve (12) weeks, or twenty-six (26) week leave, they will not qualify for another twelve (12) week leave until November of the following year.

The twelve (12) month period during which an employee may take up to twenty-six (26) workweeks of FMLA leave to care for a covered servicemember with a serious injury or illness begins on the first day the eligible employee takes FMLA leave and ends twelve (12) months after that date.

The total FMLA leave available to employees within a twelve (12) month period through any combination of STD, sick leave, vacation and unpaid leave is twelve (12) weeks, or twenty-six (26) weeks in the case of military caregiver leave.

A married couple who are both employed by TMWA are limited to a combined total leave of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition; and (2) twenty-six (26) weeks of military caregiver leave.

V. Intermittent/Reduced Leave

Eligible employees may take FMLA leave intermittently or on a reduced work schedule unless the reason for the leave is to care for a child after birth or placement for adoption or foster care. If an employee's request for leave is due to the medical condition of the employee or the employee's family member, leave may only be taken on an intermittent or reduced leave schedule when medically necessary and the employee must give TMWA reasonable notice and make a reasonable effort to schedule the leave so as to not unduly disrupt TMWA's operations.

Intermittent or reduced schedule leave may be granted at TMWA's discretion if the reason for the leave is to care for a healthy child after birth or placement for adoption or foster care.

VI. Recording of Leave Time

FMLA leave, paid or unpaid, must be properly documented on employees' time allocation records. Employees granted FMLA leave must contact Human Resources for instruction on the proper procedure for documenting the leave.

VII. Certification

Employees who are requesting leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the serious health condition. Employees should contact Human Resources to obtain the applicable medical certification forms. If the medical certification is not provided to TMWA within sixteen (16) calendar days from the time TMWA provided the certification forms to the employee who



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requested the certification, leave may be delayed until appropriate certification is provided. TMWA may also deny leave if an employee fails to provide the requested medical certification within the time line allowed by TMWA, which will be at least sixteen (16) calendar days.

If TMWA has a reason to doubt the validity of a medical certification, TMWA may require the employee to obtain the opinion of a second health care provider designated and paid for by TMWA. In the event of a conflict between the first and second medical opinions, TMWA may, at its own expense, obtain a third opinion from a health care provider approved jointly by the employee and TMWA. The third opinion will be binding. TMWA may also require periodic recertification of the serious health condition and, when leave is a result of the employee's own serious health condition, a return to work release (with or without restrictions).

TMWA reserves the right to request medical certification from a health care provider in connection with any request for leave related to the care of a family member or next-of-kin injured during active military duty.

## VIII. Compensation During Leave

FMLA leave is unpaid. Unless otherwise provided by applicable law, eligible employees must first use sick leave as permitted by law to cover some or all of FMLA leave taken as a result of the employee's own serious health condition or the serious health condition of a family member. After sick leave has been exhausted, employees may elect to use vacation leave to cover their absence(s). Employees must use sick or vacation leave to cover leave for the other FMLA qualifying events. The employee will be required to use all but 80 hours of vacation leave. Paid leave will run concurrently with FMLA leave. No two paid leaves will run concurrently, but the employee and TMWA may agree to supplement the employee's pay during leave to one hundred (100) percent where appropriate. The use of paid time off will not extend the length of FMLA leave (including leave due to active duty and to care for a servicemember)

## IX. Retention of Accrued Benefits

Employees retain their accrued benefits while on unpaid FMLA leave; however, they are not entitled to accrue service time or any other employment benefits during any period of unpaid leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

## X. Continuation of Insurance Coverage

Employees' health insurance benefits will continue as if the employee was working during the period of the FMLA leave as long as the employee returns to work at the expiration of the approved leave. If the employee fails to return to work after the unpaid FMLA leave, TMWA may bill the employee for the cost of health insurance premiums during the period of unpaid leave, unless the reason for the employee's failure to return to work is related to circumstances beyond the employee's control or certain other qualifying reasons.

Moreover, to continue insurance coverage while on an FMLA leave, employees must pay directly to Human Resources their share of the insurance premiums that would have otherwise been deducted from their paycheck. For employees who are receiving compensation via sick time or vacation, these deductions will be taken out of the employee's paycheck in accordance with TMWA's normal payroll procedures. Such premiums must be paid according to the same schedule current premiums are deducted from their paycheck (bi-weekly) or no later than thirty (30) days from the last premium deducted from their paycheck. If payment is not made within thirty (30) days, coverage may be cancelled. This thirty (30) day schedule of payments must be maintained during the FMLA leave. Employees whose coverage is discontinued for failure to pay premiums will get their coverage reinstated upon their return from FMLA leave. These premium payment requirements apply to both health and supplemental insurance.

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XI. Return to Work

A. Request for Additional Leave

An employee on an FMLA leave is expected to return at the end of the approved leave. To obtain additional leave, the employee must notify Human Resources at least two (2) days before the approved FMLA leave expires.

B. Medical Clearance

An employee on a medical leave for their own serious health condition must secure medical clearance before resuming their job by presenting to their supervisor a release for duty (with or without restrictions), signed by the health care provider.

C. Failure to Return

An employee who fails to return to work at the expiration of the approved FMLA leave or to request an extension of the FMLA leave by contacting Human Resources will be deemed to have voluntarily quit, absent extenuating circumstances.

D. Return from FMLA Leave

Employees returning from an FMLA leave have the right to be returned to the position held when they went on leave or may be placed in an equivalent position with equivalent pay, benefits and other employment terms and conditions. However, an employee on an FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

XII. Key Employees


Certain key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to TMWA’s operations. A “key” employee is a salaried FMLA-eligible employee who is among the highest paid ten (10) percent of all employees employed by TMWA within seventy-five (75) miles of the employee’s worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

XIII. FMLA and Worker’s Compensation Leave

For those employees who are absent as a result of a work-related injury that is covered under TMWA’s worker’s compensation insurance, TMWA will designate such absence as FMLA leave. Employees may elect to use their available accrued leave time in conjunction with what they receive in worker’s compensation benefits up to one hundred (100) percent of their normal base pay when on Total Temporary Disability (TTD).

XIV. Performance Evaluations

Employees who are on FMLA leave will receive their performance appraisal upon their return from leave. However, any applicable pay increases will be processed as scheduled without delay.

	<p><b>Administrative Instruction Manual</b> Administrative Policy</p>
<p><b>Number:</b> A-12</p>	<p><b>Effective:</b> <del>02/01/2023</del>04/01/2024</p>
<p><b>Title:</b> A-12 Family and Medical Leave Policy</p>	
<p><i>Printed copies are for reference only. Please refer to the electronic copy for the latest version.</i></p>	

**Purpose**

To outline procedures for use of leave under the Family and Medical Leave Act (“FMLA”) for birth or care of a newborn, adoption or foster care placement of a child or care for a child after adoption, care of a family member with a serious health condition, care of the employee’s own serious health condition, qualifying exigencies related to a family member being called to active military service, or care of a family member injured during active military duty.

**Policy**

TMWA will grant unpaid FMLA in accordance with the requirements of applicable state, federal and local law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in any applicable state, federal or local laws. In certain situations, the federal law requires that provisions of state law apply. In such a case, employees will be eligible for the most generous benefits available under either law.

**Procedures**

Eligible employees may request FMLA leave for certain qualifying events, which are more fully identified under the Leave Entitlement section below.

I. Employee Eligibility

To be eligible, employees must have worked with TMWA a total of at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the beginning of the leave. These hours do not include ~~PTO~~, vacation, sick leave or any other paid time off.

II. Request for Leave, Application and Approval

A. Application/Request

Employees must complete a Leave of Absence Request and return the completed application to Human Resources. Employees should provide thirty (30) day advance notice when the need for the leave is foreseeable. If thirty (30) days notice is not both possible and practical under the circumstances, notice must be given as soon as practical. In most cases, it should be both possible and practical for an employee to provide notice either the same or the next business day after they learn about the need for FMLA leave. absent extenuating circumstances. When planning medical treatment, you must consult with TMWA and make a reasonable effort to schedule the treatment so as not to unduly disrupt TMWA’s operations. For example, when leave is needed to care for an immediate family member or an employee’s own serious health condition, and is for a planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt TMWA’s operations and must provide TMWA thirty (30) days notice of the need to take leave because the employee knows about the need in advance.

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If the need for leave is unforeseeable (such as emergencies), notice must be given as soon as possible.

B. Approval

All FMLA leaves must be approved by Human Resources. TMWA retains at all times the final authority to designate any leave that qualifies as a FMLA leave regardless of whether the employee has elected to designate it as FMLA leave.

III. Types of Leave Entitlement

Eligible employees may take up to a total of twelve (12) weeks of leave during any 12-month period for any one or more of the following qualifying events: (1) to care for a child upon birth or upon placement for adoption or foster care, within the twelve (12) months following birth or placement; (2) to care for a family member with a serious health condition; (3) when the employee is unable to work because of the employee's own serious health condition; or (4) because of a qualifying exigency arising out of the fact that a qualifying family member has been or is on active military duty. The twelve (12) month period is a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave.

In addition, eligible employees are entitled to up to twenty-six (26)-weeks of leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Family members consist of the employee's spouse, parent (the employee's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee), and child (including biological, step, foster or adopted child, a legal ward, or a child of a person standing in loco parentis who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability).

A. Medical Leave Due to a Serious Health Condition

Under the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (1) in-patient care (i.e., an overnight stay), including any period of incapacity or any subsequent treatment in connection with the in-patient care; or (2) "continuing treatment" by a health care provider. A serious health condition involving "continuing treatment" by a health care provider includes any one or more of the following: (a) a period of incapacity of more than three (3) consecutive calendar days and related treatment as outlined in the FMLA regulations; (b) any period of incapacity due to pregnancy or prenatal care; (c) any period of incapacity or treatment for such incapacity due to a chronic serious health condition (i.e., asthma, diabetes or epilepsy); (d) a period of incapacity which is permanent or long-term due to the condition for which treatment may not be effective (i.e., Alzheimer's or a severe stroke); or (e) any period of absence to receive multiple treatments either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of a medical treatment (i.e., physical therapy, chemotherapy or dialysis).

B. Birth/Placement Leave

FMLA leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

C. Active Duty Leave

Eligible employees who are the spouse, son, daughter or parent of a servicemember who has been notified of an impending call or order to active military duty, or who is already on active military duty, are entitled to FMLA leave for any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on

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active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

## D. Military Caregiver Leave

Eligible employees who are the spouse, son, daughter, parent, or next-of-kin of a servicemember who is seriously injured or ill, or who is recovering from a serious injury or illness, suffered while on active military duty may take up to twenty-six (26) weeks of leave in a single twelve (12) month period.

## IV. Limitations on Leave

The twelve (12) month periods described above for all FMLA-qualifying leaves, except for military caregiver leave, are rolling periods measured backward from the date an employee uses any FMLA leave. If the employee is requesting leave in advance of an anticipated absence, the amount of leave available at the time for the expected leave is determined by subtracting the amount of leave taken during the twelve (12) months prior to the date the leave is scheduled to commence. For example, if an employee begins their leave in November and takes a full twelve (12) weeks, or twenty-six (26) week leave, they will not qualify for another twelve (12) week leave until November of the following year.

The twelve (12) month period during which an employee may take up to twenty-six (26) workweeks of FMLA leave to care for a covered servicemember with a serious injury or illness begins on the first day the eligible employee takes FMLA leave and ends twelve (12) months after that date.

The total FMLA leave available to employees within a twelve (12) month period through any combination of STD, ~~PTO, family sick leave,~~ sick leave, vacation and unpaid leave is twelve (12) weeks, or twenty-six (26) weeks in the case of military caregiver leave.

A married couple who are both employed by TMWA are limited to a combined total leave of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition; and (2) twenty-six (26) weeks of military caregiver leave.

## V. Intermittent/Reduced Leave

Eligible employees may take FMLA leave intermittently or on a reduced ~~a regular~~ work schedule unless the reason for the leave is to care for a child after birth or placement for adoption or foster care. If an employee's request for leave is due to the medical condition of the employee or the employee's family member, leave may only be taken on an intermittent or reduced leave schedule when medically necessary and the employee must give TMWA reasonable notice and make a reasonable effort to schedule the leave so as to not unduly disrupt TMWA's operations.

Intermittent or reduced ~~regular work~~-schedule leave may be granted at TMWA's discretion if the reason for the leave is to care for a healthy child after birth or placement for adoption or foster care.

## VI. Recording of Leave Time

FMLA leave, paid or unpaid, must be properly documented on employees' time allocation records. Employees granted FMLA leave must contact Human Resources for instruction on the proper procedure for documenting the leave.

## VII. Certification

Employees who are requesting leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the serious health condition. Employees should contact Human Resources to obtain the applicable medical certification forms. If the medical certification is not provided to TMWA within sixteen (16)

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calendar days from the time TMWA provided the certification forms to the employee who requested the certification, leave may be delayed until appropriate certification is provided. TMWA may also deny leave if an employee fails to provide the requested medical certification within the time line allowed by TMWA, which will be at least sixteen (16) calendar days.

If TMWA has a reason to doubt the validity of a medical certification, TMWA may require the employee to obtain the opinion of a second health care provider designated and paid for by TMWA. In the event of a conflict between the first and second medical opinions, TMWA may, at its own expense, obtain a third opinion from a health care provider approved jointly by the employee and TMWA. The third opinion will be binding. TMWA may also require periodic recertification of the serious health condition and, when leave is a result of the employee's own serious health condition, a return to work release (with or without restrictions).

TMWA reserves the right to request medical certification from a health care provider in connection with any request for leave related to the care of a family member or next-of-kin injured during active military duty.

## VIII. Compensation During Leave

FMLA leave is unpaid. Unless otherwise provided by applicable law, eligible employees must first use ~~family sick leave, sick leave, vacation, PTO or Short Term Disability ("STD")~~ as permitted by law to cover some or all of FMLA leave taken as a result of the employee's own serious health condition or the serious health condition of a family member. After sick leave has been exhausted, employees may elect to use vacation leave to cover their absence(s). Employees must ~~first use PTO, sick~~ or vacation leave to cover leave for the other FMLA qualifying events. The employee will be required to use all but 80 hours of vacation leave. Paid leave will run concurrently with FMLA leave. No two paid leaves will run concurrently, but the employee and TMWA may agree to supplement the employee's pay during leave to one hundred (100) percent where appropriate. The use of paid time off will not extend the length of FMLA leave (including leave due to active duty and to care for a servicemember)

## IX. Retention of Accrued Benefits

Employees retain their accrued benefits while on unpaid FMLA leave; however, they are not entitled to accrue service time or any other employment benefits during any period of unpaid leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

## X. Continuation of Insurance Coverage

Employees' health insurance benefits will continue as if the employee was working during the period of the FMLA leave as long as the employee returns to work at the expiration of the approved leave. If the employee fails to return to work after the unpaid FMLA leave, TMWA may bill the employee for the cost of health insurance premiums during the period of unpaid leave, unless the reason for the employee's failure to return to work is related to circumstances beyond the employee's control or certain other qualifying reasons.

Moreover, to continue insurance coverage while on an FMLA leave, employees must pay directly to Human Resources their share of the insurance premiums that would have otherwise been deducted from their paycheck. For employees who are receiving compensation via sick time, ~~or vacation or PTO~~, these deductions will be taken out of the employee's paycheck in accordance with TMWA's normal payroll procedures. Such premiums must be paid according to the same schedule current premiums are deducted from their paycheck (bi-weekly) or no later than thirty (30) days from the last premium deducted from their paycheck. If payment is not made within thirty (30) days, coverage may be cancelled. This thirty (30) day schedule of payments must be maintained during the FMLA leave. Employees whose coverage is discontinued for failure to pay premiums will get their coverage reinstated upon their return from FMLA leave. These premium payment requirements apply to both health and supplemental insurance.

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XI. Return to Work

A. Request for Additional Leave

An employee on an FMLA leave is expected to return at the end of the approved leave. To obtain additional leave, the employee must notify Human Resources at least two (2) days before the approved FMLA leave expires.

B. Medical Clearance

An employee on a medical leave for their own serious health condition must secure medical clearance before resuming their job by presenting to their supervisor a release for duty (with or without restrictions), signed by their ~~health care~~ medical provider.

C. Failure to Return

An employee who fails to return to work at the expiration of the approved FMLA leave or to request an extension of the FMLA leave by contacting Human Resources will be deemed to have voluntarily quit, absent extenuating circumstances.

D. Return from FMLA Leave

Employees returning from an FMLA leave have the right to be returned to the position held when they went on leave or may be placed in an equivalent position with equivalent pay, benefits and other employment terms and conditions. However, an employee on an FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

XII. Key Employees

Certain key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to TMWA’s operations. A “key” employee is a salaried FMLA-eligible employee who is among the highest paid ten (10) percent of all employees employed by TMWA within seventy-five (75) miles of the employee’s worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

XIII. FMLA and Worker’s Compensation Leave

For those employees who are absent as a result of a work-related injury that is covered under TMWA’s worker’s compensation insurance, TMWA will designate such absence as FMLA leave. Employees may elect to use their available accrued leave time in conjunction with what they receive in worker’s compensation benefits up to one hundred (100) percent of their normal base pay when on Total Temporary Disability (TTD).

XIV. Performance Evaluations

Employees who are on FMLA leave will receive their performance appraisal upon their return from leave. However, any applicable pay increases will be processed as scheduled without delay.



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Andy Gebhardt, Director of Distribution  
**DATE:** February 21, 2024  
**SUBJECT:** Overview of TMWA's Standing Advisory Committee

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### Background

At the December Board meeting a few Board members requested a summary of the Standing Advisory Committee (SAC). The following is a brief overview of the SAC's origin and role.

### Summary

In 2003 the Board formed a Rate Making Review Committee to review rate increases proposed at that time. That Committee had seventeen volunteer members representing different rate classes of TMWA customers. At the conclusion of their review, the Committee recommended the Board form an advisory committee made up of customers, professionals, development community representatives, and citizens to advise staff and the Board on rate-making and rate design issues as those issues arise. The Board approved formation of the SAC in March 2005 and directed Staff to establish the SAC, consisting of eleven members: one from each of the following customer types – commercial; irrigation; multi-family; senior citizen; wholesale; and three residential customers all appointed by the Board. The Builders Association of Northern Nevada, Reno-Sparks Chamber of Commerce, and Northern Nevada Water Planning Commission were to appoint one member each. In 2016, the Board eliminated the Water Planning Commission as a member and created two at-large customer positions.

Duties of the SAC include budget and rate increase review and recommendations. The SAC's objective is to ensure that rates are designed and set in a manner that is reasonable and equitable among customer classes, but with the additional viewpoint of stakeholders, and to ensure the long-term financial stability of TMWA and reliability of the water system through review of budgets, expenditures, reserve account levels, and facility plans. The SAC meets four times per year, however, additional meetings may be scheduled if additional financial matters arise, such as new rate proposals.



**TMWA Standing Advisory Committee**  
Term Appointments  
2024-2025 Membership List

<b>Customer Class</b>	<b>Primary Representative</b>	<b>Member Since</b>	<b>Term Ends</b>	<b>Alternate Representative</b>	<b>Member Since</b>	<b>Term Ends</b>
<b>Wholesale (Sun Valley)</b>	Chris Melton	2020	12/31/2025	<i>Vacant</i>		
<b>Irrigation</b>	Neil McGuire	2005	12/31/2024	<i>Vacant</i>		
<b>Multi-family Residential</b>	<i>Vacant</i>			Jonnie Pullman	2012	12/31/2025
<b>Commercial</b>	John Krmptotic	2020	12/31/2025	<i>Vacant</i>		
<b>Senior Citizen</b>	Robert Chambers	2005	12/31/2024	Alex Talmant	2021	12/31/2025
<b>At-Large 1</b>	Ken McNeil	2013	12/31/2024	<i>Vacant</i>		
<b>At-Large 2</b>	Jordan Hastings	2017	12/31/2024	Ken Becker	2017	12/31/2024
<b>Residential:</b>						
<b>Representative 1</b>	Dale Sanderson	2017	12/31/2024	<i>Vacant</i>		
<b>Representative 2</b>	Fred Arndt	2017	12/31/2024	<i>Vacant</i>		
<b>Representative 3</b>	Jerry Wager	2014	12/31/2024	Kevin Ryan	2021	12/31/2025
<b>Appointments:</b>						
<b>BANN</b>	Colin Hayes	2010	12/31/2025	Justin McDougal	2024	12/31/2025
<b>Reno-Sparks Chamber</b>	Brian Bosma	2024	12/31/2025	Conner Naisbitt	2024	12/31/2025

**TRUCKEE MEADOWS WATER AUTHORITY  
STANDING ADVISORY COMMITTEE  
GOVERNING RULES**

1. **Members:** Membership in the Standing Advisory Committee (“Committee”) is governed by the Truckee Meadows Water Authority’s Board of Directors (“Board”). Each Member is appointed for a two-year term. Members serve and may be reappointed at the Board’s pleasure. As requested by the Board, the Committee shall take action to make recommendations to the Board regarding membership in the Committee.
2. **Alternates:** In its discretion, the Board may appoint a Member to serve in either a primary (“Primary”) or alternate (“Alternate”) position. When making a recommendation to the Board to fill a Primary position vacancy, the Committee shall give preference to the existing Alternate(s).
3. **Participation:** Each Member is expected to attend all Committee meetings and review the agenda and all supporting materials prior to arrival. Failure by a Member to attend more than two meetings in a year may result in the Committee making a recommendation to the Board that the Member be replaced.
4. **Compliance with NRS Chapter 241:** Meetings shall be conducted in compliance with NRS Chapter 241, the Nevada “Open Meeting Law.”
5. **Quorum:** A quorum shall consist of a simple majority of the Primary Members. Members may participate telephonically in meetings, but telephonic participation shall not be considered in establishing a quorum. In the absence of a Primary Member, the Alternate Member for that customer class who is physically present at the meeting may be considered in establishing a quorum.
6. **Action:** For items other than those that constitute recommendations to the Board, an action may be taken by affirmative vote of the majority of Members physically present. For items that constitute recommendations to the Board, an action shall be taken only by an affirmative vote of the majority of the Membership. Each member shall have one vote. Members participating telephonically may not vote on action items. An Alternate sitting in for an absent Member has all of the voting rights of the absent Member. Otherwise, an Alternate has no voting rights.
7. **Agenda Items:** The Committee may, by action at a prior meeting, make suggestions to staff as to items to be placed on a future agenda. Except as otherwise directed by the Board, Staff shall have discretion as to the items that will be placed on the Committee’s agendas.
8. **Officers:** There shall be a Chair and a Vice Chair, elected by the Members. The Chair will conduct the meetings. The Vice Chair or such other Member as the Chair or Vice Chair may designate will conduct the meeting in the absence of the Chair. Or, in the absence of the Chair and Vice Chair, a majority of the Members present may designate an Alternate to conduct the meeting. The Chair and Vice Chair each shall serve for a one-year term, with their terms expiring at the first meeting scheduled following the beginning of the calendar year following their election. The Vice Chair shall automatically succeed to the position of Chair for the subsequent term, unless an alternate action is made by the Members. Officers

- may be reelected. The Chair or the Chair's designee is the only Member who may speak on behalf of the Committee to the Board, to any member of the Board, or to the public.
- 9. Conflicts of Interest:** Members shall disclose conflicts of interest regarding any decisions of the Committee and shall disclose any financial interest in Committee decisions and in organizations affected by Committee action, other than the financial interest that derives from being a TMWA customer. Members who will receive a direct financial benefit from any action taken by the Committee, other than a financial interest that derives from being a TMWA customer, shall abstain from voting on such action. In the event that a Member presents an idea to the Committee for consideration on behalf of another individual or entity, said Member shall disclose to the Committee the identity of said individual or entity.
  - 10. Uses of staff:** Staff will provide reasonable assistance to facilitate meetings and provide readily available information to the Committee to carry out its functions. The Committee shall reasonably limit its demands on staff time, and any demands made in excess of what staff deems reasonable shall require Board approval. No Member may request the use of staff time without approval of the Committee.
  - 11. Amendment of Rules:** Any amendments to these Rules shall require an affirmative vote of the majority of the members.

As amended, February 7, 2017



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Jessica Atkinson, Human Resources Manager  
**DATE:** February 12, 2024  
**SUBJECT:** **Discussion and action confirming General Manager’s Appointment of Kelly McGlynn as a trustee to fill the remaining term of Juan Esparza to the §501-c-9 Post-Retirement Medical Plan & Trust ending on December 31, 2024**

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### Recommendation

Staff recommends that the Board of Directors confirm the appointments of Principal Engineer, Kelly McGlynn as a trustee to the §501-c-9 TMWA Post-Retirement Medical Plan and Trust through December 31, 2024.

### Summary

- One of the two trustees appointed by TMWA is retiring.
- The General Manager has appointed Principal Engineer, Kelly McGlynn as a trustee to the §501-c-9 TMWA Post-Retirement Medical Plan and Trust through December 31, 2024.
- Trust provisions require a final confirmation of trustee appointments by the Board.

### Discussion

The §501-c-9 Trust document approved by the Board of Directors requires the Employer to appoint four individuals to serve as Trustees (two from the MPAT classification and two from IBEW). The two Trustees who are appointed from TMWA management are to be appointed by the Employer at the direction of the General Manager and the two Trustees who are appointed from IBEW are to be appointed by the Employer at the direction of IBEW Local 1245.

A vacancy exists due to the retirement of trustee Juan Esparza. Kelly McGlynn was appointed as his replacement through the remainder of Mr. Esparza’s two-year term ending on December 31, 2024. Mr. McGlynn’s appointment has been made by the General Manager in accord with provisions of the trust pending final confirmation by the Board.

### Recommended Motion

Move to confirm the General Manager’s appointment as described in the staff report.



## STAFF REPORT

**TO:** Board of Directors  
**FROM:** John R. Zimmerman, General Manager  
**DATE:** February 12, 2024  
**SUBJECT:** **General Manager's Report**

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Attached please find the written reports from the Management team including the Operations Report (*Attachment A*), the Water Resource and the Annexation Activity Report (*Attachment B*), and the Customer Services Report (*Attachment C*).

Also, listed below are news clippings from January 11, 2024 through February 12, 2024:

- 01/15/24 [Nevada Snowpack Off to Slow Start](#) Nevada Current
- 01/17/24 [Rosen Introduces Washoe County Lands Bill](#) ThisisReno
- 01/22/24 [Who's Protecting Tahoe? TRPA Enamored with Development](#) ThisisReno
- 01/20/24 [Is tap water safe to drink? Here's what you really need to know](#) National Geographic
- 01/22/24 [Senators Request Continued Low Income Water Assistance for 2024](#) AMWA
- 01/25/24 [Study Shows More Hot Droughts for the Western U.S.](#) Phys.org
- 01/25/24 [California to Uncloak Water Rights as It Moves Records Online](#) Water education Found
- 01/25/24 [Nevada Supreme Court Affirms Protecting Water for Wildlife](#) Center of Biological Diversity
- 01/26/24 [Nevada Supreme Court Issues Major Ruling on Groundwater Management](#) Nevada Independent
- 01/26/24 [Rising Wildfire Risks Prompt States to Look for New Approaches to Resilience](#) Pew
- 01/27/24 [Alameda Takes First Step to Use Millions of Gallons of Recycled Wastewater](#) KQED
- 01/30/24 [TMWA Proposes Rate Hike, Releases Spending Data](#) KTVN
- 01/30/24 [Reno seeing record-high temps this winter, DRI says new Climate Consortium could help](#) KRNV
- 01/31/24 [Nevada Supreme Court Ruling Seen as Bringing State's Water Management 'Into the 21st Century'](#) Inside Climate News
- 02/01/24 [Most of Nevada Started 2024 with Abysmally Low Snowpack](#) Nevada Independent
- 02/01/24 [State of Nevada to Provide Oversight on TRPA, Marlette Lake](#) SLT Daily Tribune
- 02/02/24 [Nevada Supreme Ruling May Spell Changes in Water Management](#) KUNR
- 02/12/24 [This Month's Atmospheric River Doesn't Compensate for Dry January](#) Nevada Current
- 02/10/24 [Current Snow Drought Conditions in the West](#) Drought.com



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Bill Hauck, Water Supply Supervisor  
**DATE:** February 12, 2024  
**SUBJECT:** February 2024 Water Operations Report

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### SUMMARY

- Lake Tahoe Basin snowpack is about 64% of normal for this time of the year.
- Some big winter storms will be needed to between now and April to finish the snowpack-building season on a positive note.
- Lake Tahoe is currently about 72% full.
- Total combined Truckee River reservoir storage is 71% of capacity.
- Normal Truckee River flows are projected through 2024 due to the significant amount of upstream reservoir storage currently in place regardless of the status of the snowpack.
- This means normal water supply operations once again this summer for TMWA.
- Customer demand is still at wintertime lows and averaged about 37 MGD last week.
- Hydroelectric generation for January 2023 was \$314,778 (@ 4,232 MWh)

### (A) Water Supply

- **River Flows** - Truckee River discharge at the CA/NV state line was about 380 cubic feet per second (CFS) this morning. This is typical for this time of year as the 115-year median daily discharge for this day at Farad is 406 CFS.
- **Reservoir Storage** - Overall Truckee River reservoir storage is ~71% of capacity. The elevation of Lake Tahoe is 6227.39 feet (~1.71' from full). Storage values for each reservoir as of February 12<sup>th</sup> are as follows:

Reservoir	Current Storage (Acre-Feet)	% Capacity (Percent)
Tahoe	534,600	72%
Boca	5,761	14%
Stampede	197,776	87%
Prosser	6,788	23%
Donner	3,585	38%
Independence	14,177	81%

In addition to the 17,762 acre-feet of storage between Donner and Independence reservoirs, TMWA also has about 11,338 acre-feet of water stored between Stampede and Boca reservoirs under the terms of TROA. TMWA’s total combined upstream reservoir storage as of this writing is approximately 29,100 acre-feet.

- **Outlook** - The water supply outlook for our region is still extremely good due to the significant amount of storage on the Truckee system that was carried-over into 2024. At this point in the season, mountain snowpack is not quite where it should be at only 64% of normal. But winter is not over yet, and storms have been occurring regularly over the last several weeks with more on the way. But as we get farther and farther into the season, the chances of ending up with a normal or better snowpack by the first of April continues to decrease. Regardless of the current state of the Sierra snowpack, the projections for runoff in the Lake Tahoe and Truckee River basins this spring are still good, and normal river flows are projected for rest of this year and well into 2025.

**(B) Water Production**

- **Demand** - TMWA customer demand has been at wintertime lows since mid-November. Consumption has been averaging about thirty-eight (38) million gallons per day (MGD). Surface water made up 94% of the supply, and groundwater pumping the other 6% last week. About 3.8 MGD is being recharged back into the aquifer.

**(C) Hydro Production**

**Generation** - The average flow in the Truckee River at Farad (CA/NV state line) during the month of January was 381 CFS. All three of TMWA’s hydroelectric plants were on-line all month and 100% available.

Statistics and estimated generation for the month are as follows:

<b>Plant</b>	<b>Generation Days</b>	<b>% Availability</b>	<b>Generation (Megawatt Hours)</b>	<b>Revenue (Dollars)</b>	<b>Revenue (Dollars/Day)</b>
Fleish	31	100%	1,833	\$131,054	\$4,228
Verdi	31	100%	1,432	\$109,194	\$3,522
Washoe	31	100%	967	\$74,530	\$2,404
<b>Totals</b>	<b>93</b>	<b>-</b>	<b>4,232</b>	<b>\$314,778</b>	<b>\$10,154</b>



## STAFF REPORT

**TO:** Chairman and Board Members  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Eddy Quaglieri, Water Rights Manager  
**DATE:** February 7, 2024  
**SUBJECT:** **Water Resources and Annexation Activity Report**

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### RULE 7

Rule 7 water resource purchases and will-serve commitment sales against purchased water resources through this reporting period:

Beginning Balance		3,206.59AF
Purchases of water rights	52.66 AF	
Refunds	0.00 AF	
Sales	-48.58 AF	
Adjustments	0.00 AF	
Ending Balance		3,210.67 AF

Price per acre foot at report date: \$8,000

### FISH SPRINGS RANCH, LLC GROUNDWATER RESOURCES

Through the merger of Washoe County's water utility, TMWA assumed a Water Banking and Trust Agreement with Fish Springs Ranch, LLC, a subsidiary of Vidler. Under the Agreement, TMWA holds record title to the groundwater rights for the benefit of Fish Springs. Fish Springs may sell and assign its interest in these groundwater rights to third parties for dedication to TMWA for a will-serve commitment in Areas where TMWA can deliver groundwater from the Fish Springs groundwater basin. Currently, TMWA can deliver Fish Springs groundwater to Area 10 only (Stead-Silver Lake-Lemmon Valley). The following is a summary of Fish Springs' resources.

Beginning Balance		7,354.34 AF
Committed water rights	- AF	
Ending Balance		7,354.34 AF

Price per acre foot at report date: \$45,753.75 (SFR and MFR); \$39,690 (for all other services)<sup>1</sup>

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<sup>1</sup> Price reflects avoided cost of Truckee River water right related fees and TMWA Supply & Treatment WSF charge.



**WATER SERVICE AREA ANNEXATIONS**

Since the date of the last report, there have been 0 acres annexed into TMWA's service area.

**INTERRUPTIBLE LARGE VOLUME NON-POTABLE SERVICE**

No new ILVNPS customers have been added during this reporting period.



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** John R. Zimmerman, General Manager  
**FROM:** Marci Westlake, Manager Customer Service  
**DATE:** February 21, 2024  
**SUBJECT:** **January Customer Service Report**

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The following is a summary of Customer Service activity for January 2024

### **Ombudsman Report -Kim Mazeres**

- Customer wondered about the legitimacy of the service line warranty letters he has been receiving, as well as how it works for a condo. I informed customer that letters and service are legitimate, and to contact the line insurance company and/or his HOA about his condo question.
- Customer wanted to report potential issues about service line insurance company. Customer service manager called customer back and answered the questions customer had.
- Customer called about service line letter, which Customer claimed contained incorrect information. When he spoke to a Call Center Representative about, Customer claims she was very rude. Reported incident to Customer service manager.
- No message left. Called anyway. They had been cut-out-for-nonpayment and were wondering when the water would be on. Water was back on when I returned the call.

### **Communications- Public Outreach – January**

- Lydia Teel had a presentation at NWRA in Las Vegas for Reuse, American Flat and 100 people attended.

### **Conservation (2024 Calendar year)**

- 40 Water Usage Reviews
- 6 Water Watcher Contacts

**Customer Calls – January**

- 6,550 phone calls handled.
- Average handling time 4 minutes 47 seconds per call.
- Average speed of answer :19 seconds per call.

**Billing – January**

- 137,288 bills issued.
- 56,050 customers (41%) have signed up for paperless billing to date, which equates to an annual savings of \$ 403,560.00.

**Remittance – January**

- 16,848 Mailed-in payments.
- 23,218 Electronic payments
- 55,473 Payments via AutoPay (EFT)
- 16,374 One-time bank account payments
- 114 Store payments
- 729 Pay by Text
- 4,389 IVR Payments
- 856 Reno office Payments
- 9 Kiosk Payments

**Collections – January**

- 17,318 accounts received a late charge.
- 3,047 Mailed delinquent notices, 0.02% of accounts.
- 607 accounts eligible for disconnect.
- 364 accounts were disconnected. (Including accounts that had been disconnected-for-non-payment that presented NSF checks for their reconnection)
- 0.38% write-off to revenue.

**Meter Statistics – Fiscal Year to Date**

- 3,743 Meter exchanges completed.
- 1,003 New business meter sets completed.