TRUCKEE MEADOWS WATER AUTHORITY BOARD OF DIRECTORS
MEETING MINUTES
AUGUST 19, 2026

The Board of Directors met on Wednesday, August 19, 2026, at Sparks City Council Chambers. Vice Chair Martinez called the meeting to order at 10:03 a.m.

1. ROLL CALL

Directors Present:
Miguel Martinez (Vice Chair)
Naomi Duerr
Dian VanderWell
Kathleen Taylor

Directors Absent:
Paul Anderson (Chair)
Clara Andriola
Alexis Hill

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Human Resources Director, Jessica Atkinson.

3. PUBLIC COMMENT

Ray Towne, an alternate member on TMWA's Standing Advisory Committee (SAC), speaking in his individual capacity and not on behalf of the SAC, raised concerns about the City of Sparks' proposed amendment to the Miramonte Development Handbook, specifically the elimination of a water storage tank included in the original 2005 plan.

He noted he submitted a memo to GM John Zimmerman the prior day and asked that it be entered into the public record. He commended staff's work on the 2020–2040 Facilities Plan and EUM self-assessment, and suggested the upcoming 142-unit subdivision, though exempted from the new criteria, should still be included in the Facilities Plan.

With no further public comment, Vice Chair Martinez closed the public comment period.

4. POSSIBLE BOARD COMMENTS OR ACKNOWLEDGEMENTS

There were no Board comments.

5. APPROVAL OF THE AUGUST 19, 2026 AGENDA

MOTION: Director Taylor moved to approve the August 19, 2026 Truckee Meadows Water Authority Board of Directors agenda as written, Director Duerr seconded the motion.

VOTE: Passed unanimously, 4 to 0, with Directors Anderson, Andriola, and Hill absent.

6. APPROVAL OF THE JUNE 17, 2025 MEETING MINUTES

MOTION: Director Taylor moved to approve the June 17, 2026 Truckee Meadows Water Authority Board of Directors meeting minutes as written, Director Duerr seconded the motion.

VOTE: Passed unanimously, 4 to 0, with Directors Anderson, Andriola, and Hill absent.

7. DISCUSSION REGARDING STRATEGIC PLANNING AND SELF-ASSESSMENT RESULTS UNDER THE EFFECTIVE UTILITY MANAGEMENT (EUM) FRAMEWORK – JESSICA ATKINSON AND CAMMY ELQUIST LORÉ

Jessica Atkinson, Director of Human Resources; and Cammy Elquist Loré, Good Standing Outreach Consultant, provided an informational only presentation on TMWA's strategic planning efforts under the Effective Utility Management (EUM) framework. The PowerPoint presentation reviewed slides on the following topics: What Is Effective Utility Management, TMWA's EUM Roadmap, The Assessment: A Four-Step Process, Self-Assessment: Response and Structure, Rating – EUM Effectiveness, Ranking – Priority of Importance, Identifying Focus Areas, Scoring Matrix – Relative View, Top Focus Attributes, Practice Roadmap – Assessing 121 Focus Area Practices, Workshop Action: Assessing Best Practices for TMWA Adoption, February Offsite Outcome: EUM Practices for FY2027 Plan, and the Path to FY2027 Integration.

Jessica ended the presentation with a note on informal leadership training focused on vision and mission and explained that departments are developing supporting goals to be formalized during October's strategic planning session. She emphasized that prioritizing three attributes helped focus the organization's efforts, though work continues and that this is an ongoing, multi-year process rather than a one-time exercise. Jessica reminded the Board that the item was informational only, with no Board action requested.

Director Duerr commented that the presentation was very comprehensive, noting that after 12 years of reviewing these director evaluations, this was the first time she'd seen this particular framework. She asked for clarification on its source, which Jessica confirmed is a joint effort between the EPA, AWWA, and the public water sector. Director Duerr expressed appreciation that TMWA adopted the framework, noting it's well-suited to the organization and involves the whole agency, not just top-tier management.

With no further Board comments or questions, Vice Chair Martinez closed the item.

8. PRESENTATION OF GENERAL MANAGER'S GOAL RESULTS FOR CONTRACT YEAR 2025-2026 – JOHN ZIMMERMAN

General Manager John Zimmerman asked if there were any questions regarding the goal results the Directors had received. Director Duerr asked whether anything had risen to the top that informed a growth process for John or the agency, and whether there were any key takeaways for the Board.

John responded that at October's meeting, staff would go into further detail on finances and the funding plan, following Moody's downgrade of TMWA's outlook from stable to negative, citing weakening liquidity due to capital expenditures and increasing O&M and inflation costs. He noted this would be examined in greater detail during the October strategic planning meeting with Chief Financial Officer Matt Bowman.

With no further Board comments or questions, Vice Chair Martinez closed the item.

9. DISCUSSION AND POSSIBLE DIRECTION FROM BOARD REGARDING THE EVALUATION PROCESS FOR CONDUCTING THE GENERAL MANAGER'S PERFORMANCE EVALUATION – JESSICA ATKINSON AND JUSTINA CAVIGLIA

Jessica Atkinson presented to the Board the annual performance appraisal process, required under John Zimmerman's contract, with the Board. The GM Performance Feedback survey retains the same 7 rating categories and rating scale as prior years (exceeds, meets, areas for growth, unacceptable, or unable to rate).

Two changes were noted for this year's process: Board Counsel Justina Caviglia will handle collection of responses and reporting of results, maintaining independence and avoiding any impression that feedback is reviewed by a direct report of the General Manager. Additionally, the

survey will include links to the GM Goal Results and the EUM Self-Assessment survey results, both previously reviewed by the Board, to help guide the evaluation.

The survey will be distributed by Justina Caviglia starting the following day, with a 16-day response window closing September 4th. Any follow-up reminders will come from Justina rather than Jessica this year.

The Board was asked to approve moving forward with the survey instrument and process.

Director Duerr asked whether the survey would include a place to propose goals for the next year. Jessica Atkinson responded that in addition to the rating questions, there is an open-text field, and at the end of the survey, following the general performance questions, there is a designated area to identify proposed goals.

General Manager John Zimmerman added that in September, he will present his proposed goals for the next fiscal year, at which point the Board can provide direction on additional goals.

MOTION: Director Duerr moved to approve the FY2026 General Manager (GM) performance feedback survey (attached) and proposed evaluation process and timeline. Director Taylor seconded the motion.

VOTE: Passed unanimously, 4 to 0, with Directors Anderson, Andriola, and Hill absent.

10. DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISIONS TO TMWA'S ADMINISTRATIVE INSTRUCTIONS – JESSICA ATKINSON AND DAN NUBEL

Dan Nubel, Staff Attorney, presented proposed redline revisions to Administrative Instruction A-11 (Leave Policy) and the establishment of a new A-50, a unified Ethics Policy consolidating TMWA's ethics-related rules currently spread across multiple instructions (rescinding A-15, A-16, and the 2018 Procurement/Direct Procurement Policy) into a single reference document. A-50 adds clarity to existing rules and new sections on acceptable use of TMWA property, procurement ethics, and financial integrity. The A-11 changes largely reflect current practice and provide clearer guidance on implementing leave.

Dan thanked Laura Rader (Purchasing and Contracts Manager) and Jordan Grow (HR Analyst) for their work on the revisions and offered to answer Board questions.

MOTION: Director Duerr moved to approve the revisions to Administrative Instruction A-11 and to establish Administrative Instruction A-50, as presented in the Staff Report, with A-50 superseding A-15, A-16, and TMWA's Procurement Conflict of Interest and Disclosure Policy. Director Taylor seconded the motion.

VOTE: Passed unanimously, 4 to 0, with Directors Anderson, Andriola, and Hill absent.

11. GENERAL MANAGER'S REPORT

John Zimmerman thanked the hydro generation and natural resources teams for setting a new generation and revenue record this past fiscal year. He announced that Raul Aviles Jr. has accepted the position of Engineering Director, bringing over 35 years of engineering experience; Raul joined TMWA in August of last year.

John also thanked Danny Rotter for serving as Acting Director of both Engineering and Natural Resources over the past year and a half to two years, noting Danny can now focus exclusively on Natural Resources.

He recognized Kelly Burgess, who is retiring at the end of the month after over 30 years of service, crediting her as a key contributor to TMWA's standard of excellence, and wished her well in retirement.

Lastly, John invited everyone to the American Flat APWF groundbreaking ceremony at the Reno Stead Water Reclamation Facility on Monday, August 31st, from 1:00–2:00 PM.

With no further Board comments or questions, Vice Chair Martinez closed the item.

12. PUBLIC COMMENT

Ray Towne added to his earlier comments, tying it to the EUM presentation's ranking of infrastructure as the number two goal. He stated the Discovery Memorandum appears to be a preliminary planning and cost-estimating document, not proof that the no-tank option is the lowest-cost, most reliable, or best long-term infrastructure choice. He requested that before the no-tank option is added to the Miramonte Development Handbook, an updated, apples-to-apples comparison of the tank and no-tank alternatives be completed, covering operating costs, maintenance, replacement, fire flow reliability, emergency storage, backup power, and failure consequences. He noted he had asked the Planning Commission to require this analysis or continue the item.

Mr. Towne added that given the 2022 approval, the 2024 Facilities Plan, and the EUM's recognition of infrastructure's importance, this issue extends beyond Sparks and benefits Washoe County and the City of Reno as well.

With no further public comment, Vice Chair Martinez closed the public comment period.

13. BOARD COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

With no further Board comments or acknowledgements, Vice Chair Martinez closed the item.

14. ADJOURNMENT

With no further discussion, Vice Chair Martinez adjourned the meeting at 10:45 a.m.

Approved by the Truckee Meadows Water Authority Board of Directors in session on

September 16

_____, 2026

Submitted by, Adriana Albarran

Adriana Albarran, Board Clerk.