



TAHOE-TRUCKEE SANITATION AGENCY
REGULAR BOARD MEETING
JANUARY 17, 2024



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
(530) 587-2525 • FAX (530) 587-5840
www.ttsa.ca.gov

Directors

Blake Tresan: President
Scott Wilson: Vice President
Dale Cox
Dan Wilkins
David Smelser
General Manager
Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: January 17, 2024

Time: 9:00 AM

Place: Board Room, Tahoe-Truckee Sanitation Agency, 13720 Butterfield Drive, Truckee, California

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code section 54953(b). The following are the teleconferencing location(s): (1) 647 Broadway, Dunedin, FL. 34698; (2) #2 Back-A-Back Street, San Pedro Town, Belize. The locations are accessible to the public, and members of the public may listen to the meeting and address the Board of Directors from the teleconference location.

To participate via videoconference, join the meeting with the following link:

<https://us02web.zoom.us/j/86259045980>. To participate via audio teleconference, join the meeting with the following call-in information: Toll-Free Phone No. (888) 475-4499, Access Code: 8625 9045 980 #.

Public comments will be accepted by the Board and should be submitted to Roshelle Chavez, Board Clerk, at rchavez@ttsa.ca.gov, by mail at 13720 Butterfield Drive, Truckee, CA 96161 (the final mail collection before the meeting will be the Tuesday before the meeting at 3:00 p.m.), and via teleconference on any item on the agenda until the close of public comment on the item.

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

I. Call to Order, Roll Call, and Pledge of Allegiance

II. **Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.

III. **Professional Achievements, Awards, and Anniversaries** acknowledgement of staff for professional achievements and other awards.

IV. **Consent Agenda** Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.

1. Approval of the minutes of the Special Board meeting on December 5, 2023.
2. Ratify payment of General Fund Warrants.
3. Ratify approval of Financial Statements.

V. Regular Agenda

1. Discussion and Update on the Classification and Compensation Study.
2. Presentation on Suitability of Standard EDU Assumptions.
3. Presentation and Discussion of Agency Sewer Connection Fee Study by HDR Engineering, Inc.
4. Presentation and Discussion on Request to Update Waste Discharge Requirements (WDR).

VI. Management Team Reports

1. Department Reports.
2. General Manager Report.

VII. Board of Director Comment Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

VIII. Adjournment

Posted and Mailed, 01/11/2024.



Roshelle Chavez
Executive Assistant/Board Clerk

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Roshelle Chavez at 530-587-2525, 530-587-5840 (fax), or email rchavez@ttsa.ca.gov. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

Documents and material relating to an open session agenda item that are provided to the T-TSA Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the Agency's office located at 13720 Butterfield Drive, Truckee, CA.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

Call to Order, Roll Call, and Pledge of Allegiance.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: II
Subject: Public Comment

Background

Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. There is a five (5) minute limit per person.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards and Anniversaries

Background

Acknowledgement of staff for professional achievements, awards and anniversaries received the previous calendar month or quarter.

Achievements and Promotions

- Jessie Denham – Received Wastewater Treatment Plant Operator III certification and promoted to Operator III
- Luke Swann – Promoted to Information Technology Supervisor
- Jason Hays – Promoted to Technical Services Department Manager
- Bradley Beattie – Received Wastewater Treatment Plant Operator III certification and promoted to Operator III

1-Year, 5-Year, 10-Year, 15-Year, 20-Year, Etc. Anniversaries

5 Years

- Jaime Garcia – January

Awards

Fourth Quarter Safety Suggestion Awards

Zeb Snyder

- Order heavy duty truck bed mats to prevent slipping when standing in the bed when it is wet.
- Remove trees that block your view to safely turn onto Joerger from Butterfield in the Mack Truck to prevent a collision.
- To prevent collisions in carts and other vehicles at the blind corner by the 10,000-gallon diesel tank/Digester Building, training on all blind corners will be provided and the asphalt in that area will be striped annually to keep staff from cutting the corner.
- Fill in the channels and resurface the concrete floor in vehicle maintenance to prevent wheels of equipment jacks and other equipment from getting snagged and potentially causing heavy equipment to tip over, which may result in a crushing injury.

Dean Haines

- Create or purchase pulling hooks for sliding on and off the corridor pipe gallery access plates to eliminate pinch and fall hazards.

Bradley Beattie

- Install hinges or some other mechanism to assist in removing the Digester hatch doors that get removed for cleaning to mitigate the risk of ergonomic injuries.

Scott Wilcox

- Install some retractable extension cords that can mount to the ceiling for temporary use when performing the hypo feed to RAS operation.

Fiscal Impact

Recipients of a Safety Suggestion Award receive 2 hours of administrative leave for each safety suggestion approved by the safety committee. Recipients of promotions receive salary increases.

Attachments

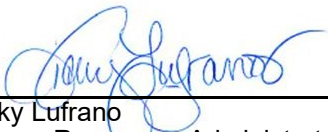
None.

Recommendation

No action required.

Review Tracking

Submitted By:



Vicky Lufrano
Human Resources Administrator

Approved By:



Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: IV-1
Subject: Approval of the minutes of the Special Board meeting on December 5, 2023

Background

Draft minutes from previous meeting(s) held are presented to the Board of Directors for review and approval.

Fiscal Impact

None.

Attachments


Minutes of the Special Board meeting on December 5, 2023.

Recommendation

Management and staff recommend approval of the minutes of the Special Board meeting on December 5, 2023.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
Richard Pallante
General Manager



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General Manager

Richard Pallante

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

December 5, 2023

I. Call to Order

President Tresan called the special meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 1:00 P.M. Roll call and Pledge of Allegiance followed.

Directors Present: Blake Tresan, TSD
Scott Wilson, NTPUD
Dan Wilkins, TCPUD
Dale Cox, OVPSD (via teleconference)
David Smelser, ASCWD

Staff Present: Richard Pallante, General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Michael Peak, Operations Manager
Paul Shouse, Maintenance Manager
Crystal Sublet, Finance & Administrative Manager
Andrew Ramos, Agency Counsel
Aaron Carlsson, Senior Engineer
Greg O'Hair, Chief Plant Operator
Luke Swann, IT Supervisor

II. Public Comment

There was no public comment. No action was taken by the Board.

III. Professional Achievements, Awards, and Anniversaries

Ms. Lufrano acknowledged Agency staff, Chad Bentley, who was celebrating his twenty (20) year employment anniversary. The Board acknowledged and congratulated staff for his achievement.

IV. Consent Agenda

1. Approval of the minutes of the Regular Board meeting on October 18, 2023 and Special Board meeting on October 31, 2023.
2. Approval of General Fund Warrants
3. Approval of Financial Statements

MOTION by Director Wilkins **SECOND** by Director Wilson to approve the Consent Agenda; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

V. Regular Agenda

1. Report from October 31, 2023 Closed Session Report.

Nothing to report from the October 31, 2023 Closed Session.

2. Approval to Declare the 1995 Cat 950F Loader as Surplus Equipment for Auction.

MOTION by Director Smelser **SECOND** by Cox for approval to declare the 1995 Cat 950F Loader as Surplus Equipment for Auction; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

3. Approval to Award the Procurement of Wheel and Skid Steer Loaders.

MOTION by Director Smelser **SECOND** by Director Wilkins for approval to award the procurement of Wheel and Skid Steer Loader from Empire Caterpillar in the amount of 412,680.49 with an additional \$10,000 contingency; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

4. Approval to Award the Emergency Launder Repair Project.

MOTION by Director Wilkins **SECOND** by Director Smelser to award the ratification of the Emergency Launder Repair Project to Q&D Construction in the amount of \$19,500; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

5. Approval of Resolution No. 16-2023 Updating the Signatory Authorization for Agency Depository Accounts, Checks and General Fund Warrants.

MOTION by Director Wilkins **SECOND** by Director Smelser to approve Resolution No. 16-2023 Updating the Signatory Authorization for Agency Depository Accounts, Checks and General Fund Warrants; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

6. Approval of Bartkiewicz, Kronick, and Shanahan (BKS) Legal Services Rate Increase.

MOTION by Director Wilkins **SECOND** by Director Wilson to approve the Bartkiewicz, Kronick, and Shanahan (BKS) Legal Services Rate Increase; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

7. Consideration for Approval of Board Attendance at the 2024 CASA Winter Conference.

MOTION by Director Tresan **SECOND** by Director Wilkins for approval of Board attendance at the 2024 CASA Winter Conference; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilson, Cox, Wilkins, Smelser, and President Tresan.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Motion approved.

VI. Management Team Reports

1. Department Reports

Mr. Peak provided an update on the operations department.

Mr. Shouse provided an update on the maintenance department.

Mr. Carlsson provided an update on the engineering department.

Ms. Sublet provided an update on the administration department.

No action was taken by the Board.

2. General Manager Report

Mr. Pallante provided an update on the status of various ongoing projects, none of which required additional action by the Board.

VII. Board of Directors Comment

No comments from the Board of Directors.

The Board took a five minute recess and went into closed session at 2:22 P.M.

VIII. Closed Session

1. Closed session for public employee discipline/dismissal/release (Gov. Code §54957).
2. Closed session for public employee performance evaluation of the General Manager (Gov. Code §54957).

IX. Adjournment

There being no further business, the meeting was adjourned at 4:00 P.M.

By:

Richard Pallante, General Manager

Date:

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: IV-2
Subject: Approval of General Fund Warrants

Background

The report of General Fund Warrants is attached as prepared by Agency accounting software. It should be noted, payroll summaries are excluded from the General Fund Warrants and are incorporated into the Financial Statements.

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of General Fund Warrants.

Recommendation

Management and staff recommend the Board Directors approve the payment of the General Fund Warrants.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: Richard Pallante
Richard Pallante
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
AIRGAS USA LLC				
	90616	12/28/2023	CYLINDER RENTALS	119.44
	90616	12/28/2023	CYLINDER RENTALS	144.48
Total AIRGAS USA LLC:				263.92
ALESHIRE & WYNDER LLP				
	90079	12/12/2023	JULY 2023 FEES	13,351.50- V
	90555	12/14/2023	JULY 2023 FEES	13,351.50
	90555	12/14/2023	11/1/23-11/16/23 FEES	11,349.50
Total ALESHIRE & WYNDER LLP:				11,349.50
ALPEN TREE EXPERTS				
	90556	12/14/2023	CONTRACT MODINIFICATION #2	1,250.00
	90556	12/14/2023	TREE REMOVAL	3,520.00
	90556	12/14/2023	TRUCKING / HAULING CHARGE	110.00
	90556	12/14/2023	HAULING PER YARD DISPOSAL FEE	230.00
	90556	12/14/2023	STUMP GRINDING	350.00
	90556	12/14/2023	CONTRACT MODIFICATION #1	1,220.00
Total ALPEN TREE EXPERTS:				6,680.00
ALPHA ANALYTICAL INC				
	90557	12/14/2023	LAB TESTING	2,090.00
	90557	12/14/2023	LAB TESTING	305.00
	90557	12/14/2023	LAB TESTING	665.00
Total ALPHA ANALYTICAL INC:				3,060.00
ANNIE'S CLEANING SERVICE				
	90558	12/14/2023	NOVEMBER 2023 JANITORIAL SVC	4,766.67
Total ANNIE'S CLEANING SERVICE:				4,766.67
AT&T 831-000-9983 804				
	90617	12/28/2023	TELEPHONE BILL 10%	132.71
	90617	12/28/2023	TELEPHONE BILL 90%	1,194.43
Total AT&T 831-000-9983 804:				1,327.14
AUTOGLASS EXPRESS TRUCKEE				
	90559	12/14/2023	WINDSHIELD FOR SILVERADO	384.39
Total AUTOGLASS EXPRESS TRUCKEE:				384.39
AUTOSCRIBE INFOMATICS				
	90560	12/14/2023	SOFTWARE SUPPORT AGREEMENT	5,325.10
Total AUTOSCRIBE INFOMATICS:				5,325.10
BILL PINDAR				
	90618	12/28/2023	RX SAFETY GLASSES REIMB.	204.10
Total BILL PINDAR:				204.10

Payee	Check Number	Check Issue Date	Description	Amount
BOOT BARN INC				
	90619	12/28/2023	EMPLOYEE SUMMER BOOTS	250.00
Total BOOT BARN INC:				250.00
BOUCHER LAW, PC				
	90561	12/14/2023	SEPTEMBER 2023 FEES	13,733.04
	90620	12/28/2023	OCTOBER 2023 FEES	2,531.00
	90620	12/28/2023	NOVEMBER 2023 FEES	2,684.50
Total BOUCHER LAW, PC:				18,948.54
BRADLEY BEATTIE				
	90562	12/14/2023	REIMBURSEMENT	295.00
Total BRADLEY BEATTIE:				295.00
CAROLLO				
	90563	12/14/2023	LAND USE RISK ANALYSIS STUDY PROPOSAL	396.50
Total CAROLLO:				396.50
CASELLE				
	90564	12/14/2023	SUPPORT & MAINT FOR JANUARY 2024	3,631.00
	90621	12/28/2023	SUPPORT AND MAINT JULY 2023	3,631.00
Total CASELLE:				7,262.00
CASHMAN EQUIPMENT CO.				
	90565	12/14/2023	HOSE, COUPLINGS, GUARDS	129.33
Total CASHMAN EQUIPMENT CO.:				129.33
CHARD SNYDER & ASSOCIATES				
	90566	12/14/2023	COBRA FEE	17.44
	90566	12/14/2023	COBRA FEE	8.72
	90566	12/14/2023	COBRA FEE	2.18
	90566	12/14/2023	COBRA FEE	33.52
	90566	12/14/2023	COBRA FEE	8.72
	90566	12/14/2023	COBRA FEE	17.16
	90566	12/14/2023	COBRA FEE	8.72
	90566	12/14/2023	COBRA FEE	4.36
	90566	12/14/2023	COBRA FEE	2.18
	90566	12/14/2023	ADMIN FEE	41.55
	90566	12/14/2023	ADMIN FEE	15.80
	90566	12/14/2023	ADMIN FEE	6.00
	90566	12/14/2023	ADMIN FEE	77.55
	90566	12/14/2023	ADMIN FEE	26.55
	90566	12/14/2023	ADMIN FEE	59.55
	90566	12/14/2023	ADMIN FEE	15.00
	90566	12/14/2023	ADMIN FEE	9.00
	90566	12/14/2023	ADMIN FEE	3.00
	90622	12/28/2023	COBRA FEE	17.44
	90622	12/28/2023	COBRA FEE	8.72
	90622	12/28/2023	COBRA FEE	2.18
	90622	12/28/2023	COBRA FEE	33.52
	90622	12/28/2023	COBRA FEE	8.72

Payee	Check Number	Check Issue Date	Description	Amount
	90622	12/28/2023	COBRA FEE	17.16
	90622	12/28/2023	COBRA FEE	8.72
	90622	12/28/2023	COBRA FEE	4.36
	90622	12/28/2023	COBRA FEE	2.18
	90622	12/28/2023	ADMIN FEE	41.55
	90622	12/28/2023	ADMIN FEE	15.80
	90622	12/28/2023	ADMIN FEE	6.00
	90622	12/28/2023	ADMIN FEE	77.55
	90622	12/28/2023	ADMIN FEE	26.55
	90622	12/28/2023	ADMIN FEE	59.55
	90622	12/28/2023	ADMIN FEE	15.00
	90622	12/28/2023	ADMIN FEE	9.00
	90622	12/28/2023	ADMIN FEE	3.00
	12272301	12/27/2023	HRA2	35.00
	12272301	12/27/2023	HRA	857.40
	12272301	12/27/2023	HRA2	10.00
	12272301	12/27/2023	HRA	15.00
	12272301	12/27/2023	HRA	885.17
	12272301	12/27/2023	HRA2	25.00
	12272301	12/27/2023	HRA	35.00
	12272301	12/27/2023	HRA	257.12
	12272301	12/27/2023	HRA	2.11
	12272301	12/27/2023	HRA	35.00
	12272301	12/27/2023	HRA	19.70
	12272301	12/27/2023	HRA	1,539.27
	12272301	12/27/2023	HRA	435.00
	12272301	12/27/2023	HRA	10.00
	12272301	12/27/2023	HRA	20.00
	12272301	12/27/2023	HRA2	15.00
	12272301	12/27/2023	HRA	10.00
	12272301	12/27/2023	HRA2	630.83
	12272301	12/27/2023	HRA	17.63
	12272301	12/27/2023	HRA	123.20
	12272301	12/27/2023	HRA	87.06
	12272301	12/27/2023	HRA	45.00
	12272301	12/27/2023	HRA	365.69
	12272301	12/27/2023	HRA	4.62
	12272301	12/27/2023	HRA2	159.80
	12272301	12/27/2023	HRA	135.18
	12272301	12/27/2023	HRA	31.00
	12272301	12/27/2023	HRA	1,918.34
	12272301	12/27/2023	HRA	224.99
	12272301	12/27/2023	HRA	387.51
	12272301	12/27/2023	HRA	162.39
	12272301	12/27/2023	HRA	35.00
	12272301	12/27/2023	HRA	399.20
	12272301	12/27/2023	HRA	131.43
	12272301	12/27/2023	HRA	156.91
	12272301	12/27/2023	HRA2	94.19
	12272301	12/27/2023	HRA	10.00
	12272301	12/27/2023	HRA	15.00
	12272301	12/27/2023	HRA	11.63
	12272301	12/27/2023	HRA	9.02
	12272301	12/27/2023	HRA	35.00
	12272301	12/27/2023	HRA3 VISION	373.20
	12272301	12/27/2023	HRA	332.59
	12272301	12/27/2023	HRA	93.24

Payee	Check Number	Check Issue Date	Description	Amount
	12272301	12/27/2023	HRA	702.73
	12272301	12/27/2023	DCA	879.44
	12272301	12/27/2023	HRA	174.27
	12272301	12/27/2023	HRA	1,223.70
	12272301	12/27/2023	HRA	7.80
	12272301	12/27/2023	DCA	27.56
	12272301	12/27/2023	HRA3 VISION	410.70
	12272301	12/27/2023	HRA3 VISION	800.00
	12272301	12/27/2023	HRA	224.99
	12272301	12/27/2023	HRA	42.33
	12272301	12/27/2023	HRA	25.83
	12272301	12/27/2023	HRA	5.00
	12272301	12/27/2023	HRA	392.80
	12272301	12/27/2023	HRA	393.64
	12272301	12/27/2023	HRA	166.00
	12272301	12/27/2023	HRA3 VISION	390.34
	12272301	12/27/2023	HRA2	407.61
	12272301	12/27/2023	HRA	81.63
	12272301	12/27/2023	HRA	10.00
Total CHARD SNYDER & ASSOCIATES:				17,275.79
CLARK PEST CONTROL				
	90567	12/14/2023	PEST AWAY SERVICE	320.00
Total CLARK PEST CONTROL:				320.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	90623	12/28/2023	MONTHLY BILLING FOR NOV 2023	521.67
Total CORELOGIC INFORMATION SOLUTIONS, IN:				521.67
CSRMA % ALLIANT INSURANCE SERVICES				
	90568	12/14/2023	POLLUTION LIABILITY	9,411.05
Total CSRMA % ALLIANT INSURANCE SERVICES:				9,411.05
CWEA				
	90569	12/14/2023	MEMBERSHIP	221.00
	90569	12/14/2023	CERTIFICATION	113.00
	90569	12/14/2023	CERTIFICATION	108.00
	90569	12/14/2023	CERTIFICATION	98.00
Total CWEA:				540.00
DIGI-KEY				
	90624	12/28/2023	TERM BLOCK PLUG	9.44
Total DIGI-KEY:				9.44
DLT SOLUTIONS LLC				
	90570	12/14/2023	CIVIL 3D 2024	2,657.12
Total DLT SOLUTIONS LLC:				2,657.12
EASTERN REGIONAL LANDFILL				
	90571	12/14/2023	INERT/YARD TRUCKEE	24.00

Payee	Check Number	Check Issue Date	Description	Amount
Total EASTERN REGIONAL LANDFILL:				24.00
EUROFINS CALSCIENCE INC				
	90572	12/14/2023	LAB TESTING SOIL	302.00
Total EUROFINS CALSCIENCE INC:				302.00
FERGUSON ENTERPRISES LLC #3325				
	90573	12/14/2023	4" TNP431 EPOXY LINED PIPE	3,409.88
	90573	12/14/2023	DOM 5X4 FLG EPOX LINED CONC RED	1,020.62
	90573	12/14/2023	GASKETS	2,004.10
Total FERGUSON ENTERPRISES LLC #3325:				6,434.60
FISHER SCIENTIFIC COMPANY				
	90574	12/14/2023	WP RESIDUE WHOLE VOLUME	497.89
Total FISHER SCIENTIFIC COMPANY:				497.89
GENESIS ENVIRONMENT SOLUTIONS INC				
	90575	12/14/2023	TANK INTEGRITY TESTING	4,534.00
Total GENESIS ENVIRONMENT SOLUTIONS INC:				4,534.00
GRAINGER INC., W.W.				
	90576	12/14/2023	DESICCANT BOX	1,936.92
	90576	12/14/2023	WIEDMANN ENCLOSURE	1,073.69
	90625	12/28/2023	SLEEVE COUPLING INSERT	597.14
	90625	12/28/2023	COMPRESSED AIR LUBRICATOR	61.81
	90625	12/28/2023	BODY WASH/SHAMPOO COMBO	95.40
	90625	12/28/2023	PAPER TOWEL	107.87
	90625	12/28/2023	FACIAL TISSUE	57.86
	90625	12/28/2023	PAPER TOWEL	68.74
	90625	12/28/2023	DISPOSABLE HOT CUP	507.32
	90625	12/28/2023	EAR PLUGS	78.17
	90625	12/28/2023	STAINLESS STEEL PIPE	117.36
	90625	12/28/2023	STAINLESS STEEL PIPE	79.61
Total GRAINGER INC., W.W.:				4,781.89
HDR ENGINEERING INC				
	90626	12/28/2023	SEWER CONNECTION FEE STUDY	714.55
	90626	12/28/2023	AMMENDED SEWER CONNECTION FEE STUDY	2,755.43
Total HDR ENGINEERING INC:				3,469.98
HOME DEPOT CREDIT SERVICES				
	90577	12/14/2023	15 AMP OUTLET	166.49
Total HOME DEPOT CREDIT SERVICES:				166.49
J.W. WELDING SUPPLY				
	90578	12/14/2023	CYLINDER RENTALS	57.75
	90578	12/14/2023	CYLINDER RENTALS	103.28
	90578	12/14/2023	CYLINDER RENTALS	29.85
	90627	12/28/2023	CYLINDER RENTALS	348.90

Payee	Check Number	Check Issue Date	Description	Amount
	90627	12/28/2023	CYLINDER RENTALS	39.24
Total J.W. WELDING SUPPLY:				579.02
JESSIE DENHAM				
	90628	12/28/2023	REIMBURSMENT	225.00
Total JESSIE DENHAM:				225.00
K.G. WALTERS CONSTRUCTION., INC.				
	90579	12/14/2023	PPE #6 CHLORINE SCRUBBER	48,838.50
	90579	12/14/2023	RETENTION	2,441.92-
	90579	12/14/2023	RETENTION #1-#6 2021 CHLORINE SCRUBBER IMPROVEMENT PROJECT	57,190.84
Total K.G. WALTERS CONSTRUCTION., INC.:				103,587.42
KAYLE OHLE				
	90580	12/14/2023	TUITION REIMBURSEMENT	1,507.52
Total KAYLE OHLE:				1,507.52
LHOIST NORTH AMERICA				
	90581	12/14/2023	24.54 TONS HYDRATED LIME DEL 12/1/23	9,615.51
	90581	12/14/2023	25.05 TONS HYDRATED LIME DEL 11/15/23	9,815.35
Total LHOIST NORTH AMERICA:				19,430.86
LIBERTY UTILITIES				
	90629	12/28/2023	ELECTRIC	37.07
	90629	12/28/2023	ELECTRIC	44.68
	90629	12/28/2023	ELECTRIC	67.86
	90629	12/28/2023	ELECTRIC	38.57
Total LIBERTY UTILITIES:				188.18
LINDE GAS AND EQUIP INC				
	90582	12/14/2023	CYLINDER RENTAL	106.22
Total LINDE GAS AND EQUIP INC:				106.22
LOGICALLY				
	90630	12/28/2023	MONTHLY BILL FOR DECEMBER	3,268.24
Total LOGICALLY:				3,268.24
MCMASTER-CARR				
	90583	12/14/2023	ALUMINUM SLIP ON FITTING OVAL FLANGE RAIL	521.36
	90583	12/14/2023	ALUMINUM SLIP ON FITTING 3 WAY	392.24
	90583	12/14/2023	ALUMINUM SLIP ON FITTING TEE CONNECTOR	184.05
	90583	12/14/2023	ALUMINUM SLIP ON FITTING CROSS THROUGH HOLE CONNECTOR	81.21
	90583	12/14/2023	ALUMINUM SLIP ON FITTING 90 DEGREE ELBOW	295.58
	90583	12/14/2023	CLOGF AND WATER RESISTANT SANDING ROLL	68.92
Total MCMASTER-CARR:				1,543.36
MOTION INDUSTRIES				
	90584	12/14/2023	OIL SEALS & BEARING CUPS	1,007.14

Payee	Check Number	Check Issue Date	Description	Amount
Total MOTION INDUSTRIES:				1,007.14
MSC INDUSTRIAL SUPPLY				
	90585	12/14/2023	SYNCHRONS BELT	286.62
	90585	12/14/2023	RETURNED SAW	123.22-
Total MSC INDUSTRIAL SUPPLY:				163.40
NAPA- SIERRA				
	90586	12/14/2023	WIPER BLADES FOR FLEET	441.67
Total NAPA- SIERRA:				441.67
NEVADA POWER PRODUCTS				
	90587	12/14/2023	HONDA SNOWBLOWER	4,570.95
Total NEVADA POWER PRODUCTS:				4,570.95
NV5 INC				
	90588	12/14/2023	MATERIALS TESTING FOR SODIUM HYPOCHLORITE	2,310.45
Total NV5 INC:				2,310.45
OFFICE DEPOT				
	90631	12/28/2023	3-MONTH CALENDAR	19.91
	90631	12/28/2023	3- MONTH WALL CALENDAR, 15.5"X22.75"	198.14
	90631	12/28/2023	BLUE PENS, 1.0 MM, 12 PACK	15.07
	90631	12/28/2023	BLUE PENS, 0.5 MM, 12 PACK	21.22
	90631	12/28/2023	MECHANICAL PENCILS, 24 PACK	4.94
	90631	12/28/2023	1099-MISC FORMS, PACK 100	23.80
	90631	12/28/2023	1099-NEC TAX FORMS, PACK 50	10.71
	90631	12/28/2023	W-2 TAX FORMS, 100 PACK	77.39
	90631	12/28/2023	BLACK BIC PENS, PACK OF 60	4.88
	90631	12/28/2023	BLUE BIC PENS, PACK OF 60	4.88
	90631	12/28/2023	POP-UP POST ITS, PACK OF 18	22.72
	90631	12/28/2023	CLIP BOARDS	6.30
	90631	12/28/2023	3X5 POST-IT, PACK OF 5	24.33
	90631	12/28/2023	FINE POINT DRY ERASE MARKERS, PACK OF 36	27.07
	90631	12/28/2023	WIREBOUND NOTEBOOKS, PACK OF 6	11.47
	90631	12/28/2023	YELLOW JR LEGAL PADS, PACK OF 12	19.47
	90631	12/28/2023	WHITE OUT CORRECTION FLUID, PACK OF 12	16.50
	90631	12/28/2023	BLACK ULTRA FINE SHARPIE	10.36
	90631	12/28/2023	RED ULTRA FINE SHARPIE, PACK OF 12	10.36
	90631	12/28/2023	TWO TONE FILE FOLDERS, BOX OF 100	19.57
	90631	12/28/2023	WALL CALENDAR	58.44
	90631	12/28/2023	WALL CALENDAR	19.47
	90631	12/28/2023	PENS	5.36
	90631	12/28/2023	3M PRECISE MOUSE PAD W/WRIST REST	20.23
	90631	12/28/2023	BUSINESS CARD CASE	5.40
	90631	12/28/2023	LARGE BINDER CLIPS	9.99
Total OFFICE DEPOT:				667.98
O'REILLY AUTO PARTS				
	90589	12/14/2023	BATTERY	148.20

Payee	Check Number	Check Issue Date	Description	Amount
Total O'REILLY AUTO PARTS:				148.20
OTIS ELEVATOR CO.				
	90590	12/14/2023	MAINTENANCE SERVICE 12/1/2023 - 11/30/2024	5,361.84
Total OTIS ELEVATOR CO.:				5,361.84
PACIFIC OFFICE AUTOMATION				
	90591	12/14/2023	11/285/23-12/28/23 MONTHLY BILL	61.43
	90632	12/28/2023	12/3/23-1/3/23 MONTHLY BILL	181.31
Total PACIFIC OFFICE AUTOMATION:				242.74
PETTY CASH				
	90615	12/20/2023	STAFF MEETING	68.96
	90615	12/20/2023	BOARD SNACKS	48.18
	90615	12/20/2023	STAFF MEETING	70.99
	90615	12/20/2023	INTERVIEW SNACKS	61.96
	90615	12/20/2023	COOLER	31.38
Total PETTY CASH:				281.47
PINNACLE TOWERS INC.				
	90592	12/14/2023	MONTHLY RADIO TOWER RENTAL	852.75
Total PINNACLE TOWERS INC.:				852.75
PLATT ELECTRIC COMPANY				
	90593	12/14/2023	STEEL	107.85
	90593	12/14/2023	STEEL	106.06
	90593	12/14/2023	COIL	278.88
	90593	12/14/2023	IRON	164.55
	90633	12/28/2023	1-1/4", GROUNDING BUSHING	70.65
	90633	12/28/2023	LIQUIDTIGHT COIL 2"	123.56
	90633	12/28/2023	1-1/4" 90° ELBOW	76.80
	90633	12/28/2023	1 1/4", UNION	378.36
	90633	12/28/2023	STRAIGHT CONNECTOR 2"	120.38
	90633	12/28/2023	GROUNDING BUSHING	40.77
Total PLATT ELECTRIC COMPANY:				1,467.86
R.F. MACDONALD COMPANY				
	90634	12/28/2023	QUARTERLY MAINT AUG 2023	3,800.00
	90634	12/28/2023	MONTHLY BILLING SEPTEMBER	3,800.00
Total R.F. MACDONALD COMPANY:				7,600.00
RED WING BUSINESS ADVANTAGE ACCOUNT				
	90594	12/14/2023	EMPLOYEE SUMMER BOOT EXCHANGE	9.20
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				9.20
RENO BUSINESS INTERIORS				
	90595	12/14/2023	ERGONOMICS DESKS FOR MAINTENANCE	9,577.13

Payee	Check Number	Check Issue Date	Description	Amount
Total RENO BUSINESS INTERIORS:				9,577.13
REXEL				
	90596	12/14/2023	PFLEX NEMATYPE	426.69
	90596	12/14/2023	EXTRA TOUGH AC DRIVE	16,925.82
Total REXEL:				17,352.51
ROCKWELL SOLUTIONS				
	90597	12/14/2023	NOZZLE, 2.00", SCOTCH COATED	8,433.70
	90597	12/14/2023	CRATE,PARTS,DOMESTIC,OPEN,48"X30"	466.50
Total ROCKWELL SOLUTIONS:				8,900.20
ROY SMITH COMPANY				
	90598	12/14/2023	3597 GAL LIQUID OXYGEN DEL 11/9/23	6,834.30
	90635	12/28/2023	4909 GAL LIQUID OXYGEN DEL 12/8/23	9,327.10
	90635	12/28/2023	5116 GAL LIQUID OXYGEN DEL 12/19/23	9,720.40
	90635	12/28/2023	3097 GAL LIQUID OXYGEN DEL 11/16/23	5,884.30
Total ROY SMITH COMPANY:				31,766.10
RUPPERT INC				
	90599	12/14/2023	PPE#1 SODIUM HYPOCHLORITE FOUNDATION PROJECT	127,771.00
	90599	12/14/2023	RETENTION#1 SODIUM HYPRCHLORITE FOUNDATION PROJECT	6,388.55-
Total RUPPERT INC:				121,382.45
SIERRA ELECTRONICS				
	90636	12/28/2023	RADIO REPEATER- MONTHLY FEE	160.00
	90636	12/28/2023	RADIO REPEATER- MONTHLY FEE	160.00
Total SIERRA ELECTRONICS:				320.00
SOUTHWEST GAS CORP.				
	90600	12/14/2023	10/28/23-12/01/23 MAIN 10%	565.55
	90600	12/14/2023	10/28/23-12/01/23 MAIN 90%	5,090.00
	90600	12/14/2023	10/28/23-12/01/23 PLANT 10%	1,012.68
	90600	12/14/2023	10/28/23-12/01/23 MAIN 90%	9,114.09
Total SOUTHWEST GAS CORP.:				15,782.32
SOUTHWEST VALVE LLC				
	90601	12/14/2023	PLUG VALVE	4,939.90
Total SOUTHWEST VALVE LLC:				4,939.90
ST OF CA; DEPT OF INDUSTRIAL RELATI				
	90637	12/28/2023	ANNUAL INVOICE CONVEYANCE	225.00
Total ST OF CA; DEPT OF INDUSTRIAL RELATI:				225.00
STATE WATER RESOURCES CONTROL BOARD				
	90638	12/28/2023	ANNUAL PERMIT FEE	195,732.00
	90638	12/28/2023	WASTE DISCHARGE ANNUAL FEE	3,746.00

Payee	Check Number	Check Issue Date	Description	Amount
Total STATE WATER RESOURCES CONTROL BOARD:				199,478.00
STONE'S COUNTRY TIRE				
	90602	12/14/2023	LUGNUTS	64.95
Total STONE'S COUNTRY TIRE:				64.95
SWRCB-ELAP FEES				
	90603	12/14/2023	ANNUAL ELAP RENEWAL FEES	5,525.00
Total SWRCB-ELAP FEES:				5,525.00
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	90639	12/28/2023	ANNUAL SCREENINGS	250.00
	90639	12/28/2023	ANNUAL FLU SHOTS	550.00
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				800.00
TAHOE SUPPLY COMPANY LLC				
	90640	12/28/2023	TRASH LINERS	35.43
	90640	12/28/2023	DETERGENT	190.30
Total TAHOE SUPPLY COMPANY LLC:				225.73
TAHOE TRUCKEE DISPOSAL				
	90604	12/14/2023	CENTRIFUGE	13,329.89
	90604	12/14/2023	SLUDGE NOV 2023	2,761.84
Total TAHOE TRUCKEE DISPOSAL:				16,091.73
TESCO CONTROLS INC				
	90605	12/14/2023	BNR SWITCHGEAR PLC REPLACEMENT	25,700.00
Total TESCO CONTROLS INC:				25,700.00
TEXAS REFINERY CORP.				
	90606	12/14/2023	GEAR OIL	3,445.59
Total TEXAS REFINERY CORP.:				3,445.59
THATCHER COMPANY OF CA INC				
	90607	12/14/2023	6910.741 GL METHANOL DEL 11/20/23	14,150.09
	90641	12/28/2023	4515 GAL SODIUM HYPOCHLORITE DEL 11/01/23	12,099.76
Total THATCHER COMPANY OF CA INC:				26,249.85
TRACE ANALYTICS INC				
	90608	12/14/2023	SCBA AIR ANALYSIS	417.68
Total TRACE ANALYTICS INC:				417.68
U.S. BANK CM-9690				
	12272301	12/27/2023	2020 WASTEWATER REVENUE REFUNDING BONDS INTEREST PAYMENT	200,105.70
	12272301	12/27/2023	2020 WASTEWATER REVENUE REFUNDING BOND INTEREST PAYMENT	73,262.73

Payee	Check Number	Check Issue Date	Description	Amount
Total U.S. BANK CM-9690:				273,368.43
U.S. BANK CARD DIVISION				
	12272302	12/27/2023	BOARD SNACKS	131.35
	12272302	12/27/2023	ZOOM VIDEO	1,109.60
	12272302	12/27/2023	PURCHASING AGENT INTERVIEWS	104.98
	12272302	12/27/2023	JOB POSTINGS	885.00
	12272302	12/27/2023	TECH SERVICE MANAGER INTERVIEWS	84.52
	12272302	12/27/2023	JOB ADVERTISING	550.00
	12272302	12/27/2023	BREAKROOM SUPPLIES	454.58
	12272302	12/27/2023	HOLIDAY COFFEE	209.51
	12272302	12/27/2023	OFFICE SUPPLIES	152.38
	12272302	12/27/2023	VERIZON BILL	127.99
	12272302	12/27/2023	NFPA70E	1,510.00
	12272302	12/27/2023	REGISTRATION RENEWAL	1,512.63
	12272302	12/27/2023	COAT RACK	82.63
	12272302	12/27/2023	VISITOR BADGE BOOK	87.99
	12272302	12/27/2023	SWEATSHIRT REPLACEMENT	66.39
	12272302	12/27/2023	VERIZON BILL	361.79
	12272302	12/27/2023	FLANGE	166.41
	12272302	12/27/2023	ALUMINUM PIPE	2,996.77
	12272302	12/27/2023	FILTER ELEMENT	183.58
	12272302	12/27/2023	PURGE REPLACEMENT	1,760.63
	12272302	12/27/2023	VERIZON BILL	116.88
	12272302	12/27/2023	AUTO LIMIT SWITCH	191.57
	12272302	12/27/2023	WEATHER STATION	1,275.17
	12272302	12/27/2023	SWEATSHIRT REPLACEMENT	71.40
	12272302	12/27/2023	PRESSURE SENSING PLATFORM	577.00
	12272302	12/27/2023	VERIZON BILL	38.96
	12272302	12/27/2023	VERIZON BILL	38.96
	12272302	12/27/2023	AMAZON WEB MONTHLY BILL	6.59
	12272302	12/27/2023	GOOGLE CHROME DEVICE MANAGEMENT	1,206.00
	12272302	12/27/2023	NETWORK DOMAIN TTSA.NET (3 YEARS)	131.97
	12272302	12/27/2023	MONTHLY CHARGE	17.99
	12272302	12/27/2023	CONTACTOR	29.29
	12272302	12/27/2023	AIR FILTERS	811.77
Total U.S. BANK CARD DIVISION:				17,052.28
UNIFIRST CORPORATION				
	90609	12/14/2023	UNIFORMS	39.83
	90609	12/14/2023	UNIFORMS	24.60
	90609	12/14/2023	UNIFORMS	118.16
	90609	12/14/2023	UNIFORMS	282.02
	90609	12/14/2023	UNIFORMS	53.24
	90609	12/14/2023	UNIFORMS	118.16
	90609	12/14/2023	UNIFORMS	24.60
	90609	12/14/2023	UNIFORMS	192.57
	90609	12/14/2023	UNIFORMS	53.24
	90609	12/14/2023	UNIFORMS	39.83
	90609	12/14/2023	TOWELS	13.06
Total UNIFIRST CORPORATION:				959.31
UNITED RENTALS				
	90642	12/28/2023	GBL SERVICE SN171769	100.23

Payee	Check Number	Check Issue Date	Description	Amount
	90642	12/28/2023	600S GBL PTS SN 1717	100.23
	90642	12/28/2023	CARTRIDGE VALVE 450A	224.68
	90642	12/28/2023	SEAL KIT	17.48
	90642	12/28/2023	COIL	138.30
	90642	12/28/2023	FREIGHT ON PARTS	44.63
	90642	12/28/2023	ENVIRONMENTAL SERVIC	12.22
	90642	12/28/2023	SEAL KIT	17.05
	90642	12/28/2023	ENVIRONMENTAL SERVIC	.35
Total UNITED RENTALS:				655.17
VWR SCIENTIFIC INC				
	90610	12/14/2023	COPPER SULFATE 500GM	107.13
Total VWR SCIENTIFIC INC:				107.13
WASTEWATER TECH TRAINERS				
	90611	12/14/2023	EMPLOYEE TRAINING	550.00
Total WASTEWATER TECH TRAINERS:				550.00
WESTERN ENV. TESTING LAB.				
	90612	12/14/2023	BIOSOLIDS	79.00
Total WESTERN ENV. TESTING LAB.:				79.00
WESTERN NEVADA SUPPLY				
	90613	12/14/2023	PIPE	664.02
Total WESTERN NEVADA SUPPLY:				664.02
Willdan Financial Services				
	90643	12/28/2023	FY23 SB 1029 CDIAC REPORT PREPARATION AND FILING	250.00
Total Willdan Financial Services:				250.00
XYLEM WATER SOLUTIONS USA INC				
	90614	12/14/2023	SPARE PARTS FOR RAZ PUMP	5,209.14
Total XYLEM WATER SOLUTIONS USA INC:				5,209.14
ZANO'S FAMILY ITALIAN & PIZZARIA				
	90554	12/13/2023	12/13/23 STAFF HOLIDAY LUNCHEON	1,345.61
	90554	12/13/2023	GRATUITY	200.00
Total ZANO'S FAMILY ITALIAN & PIZZARIA:				1,545.61
Grand Totals:				1,055,833.81



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: IV-3
Subject: Approval of Financial Statements

Background

Attached are the Financial Statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, (3) Local Agency Investment Fund (LAIF) statement, (4) California Class (CalCLASS) statement, (5) Zion's Custody Account and Investments statement, (6) Time Value Investments (TVI) statement, and (7) California Employers' Retiree Benefit Trust (CERBT) Fund statement.

Summaries of the expenditure and revenue activity are provided for Fund 10: General Fund; Fund 02: Wastewater Capital Reserve Fund; and Fund 06: Replacement, Rehabilitation and Upgrade Fund.

The end of month Combined Cash Investment table provides the end of month balances for all Agency cash accounts, which reconciles with Agency end of month fund balances.

Fiscal Impact

None.

Attachments

Report of Financial Statements.

Recommendation

Management and staff recommend the Board Directors approve the Financial Statements.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: Richard Pallante
Richard Pallante
General Manager



Tahoe-Truckee Sanitation Agency
Fund 10: General Fund
Fiscal Year 2023 - 2024
Period Ending December 31, 2023

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	17,026,000.00	1,407,673.55	8.3	8,329,380.25	48.9	1,2,3
Tax Revenue - Ad Valorem	5,078,000.00	0.00	0.0	179,071.66	3.5	2
Fund Interest	254,000.00	24,002.03	9.4	233,870.78	92.1	4
Other Revenue	73,000.00	1,843.40	2.5	10,345.67	14.2	5
Temporary Discharge	25,000.00	50.00	0.2	12,577.83	50.3	
TOTAL REVENUE	22,456,000.00	1,433,568.98	6.4	8,765,246.19	39.0	
EXPENDITURE						
Salaries & Wages	6,567,000.00	459,693.71	7.0	2,968,547.05	45.2	
Employee Benefits	3,602,500.00	259,848.11	7.2	1,784,215.81	49.5	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	0.00	0.0	3,800.00	40.0	
Vehicle	83,000.00	1,823.71	2.2	38,380.47	46.2	
CSRMA Insurance	415,000.00	35,622.05	8.6	394,434.45	95.0	7
Professional Memberships	53,500.00	1,060.00	2.0	35,390.00	66.1	
Agency Permits & Licenses	225,000.00	205,003.00	91.1	211,576.07	94.0	
Office Expense	336,500.00	25,914.54	7.7	93,321.91	27.7	
Contractual Services	2,740,500.00	134,363.61	4.9	944,407.66	34.5	
Professional Services	689,000.00	41,676.52	6.0	198,679.30	28.8	
Conferences & Training	214,000.00	3,567.52	1.7	25,999.56	12.1	
Utilities	1,413,000.00	17,982.22	1.3	477,743.69	33.8	
Supplies, Repairs & Maintenance	1,234,500.00	76,413.04	6.2	483,917.31	39.2	
TOTAL EXPENDITURE	17,583,000.00	1,262,968.03	7.2	7,210,413.28	41.0	
NET INCOME (LOSS)	4,873,000.00	170,600.95		1,554,832.91		
Unfunded Accrued Liability	1,144,000.00	0.00		1,106,589.00	96.7	

50% of the fiscal year has elapsed.
This is an unaudited status report.

Notes:

- 1 - TTSA collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 - Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2024, 40% 5/2024 and 5% 7/2024.
- 3 - The majority of Sewer Service Charges are collected on the County tax roll and recorded on a monthly basis according to the accrual-based accounting method. Sewer Service Charges not on the County tax roll are recorded when received.
- 4 - Interest income for various investments to include LAIF, CalCLASS, US Securities, FDIC Certificates of Deposit, Money Market Account and Bank Accounts.
- 5 - Other Revenue includes rebates, billings and surplus items sold.
- 6 - OPEB Reimbursement received from CalPERS for FY22 retiree health insurance premiums.
- 7 - Property and Pooled liability insurance.



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2023 - 2024
 Period Ending December 31, 2023

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	1,071,000.00	31,334.00	2.9	784,701.88	73.3	
Fund Interest	440,000.00	71,651.01	16.3	441,864.23	100.4	7
TOTAL REVENUE	1,511,000.00	102,985.01	6.8	1,226,566.11	81.2	
EXPENDITURE						
FY24 Disinfection Process Modernization	500,000.00	131,549.31	26.3	152,932.17	30.6	1
FY24 Improve Physical Security	167,000.00	1,073.69	0.6	5,280.40	3.2	1
FY24 Digestion Improvements Project	81,000.00	0.00	0.0	0.00	0.0	2
FY24 Lime Systems Improvements	56,500.00	0.00	0.0	0.00	0.0	2
FY24 River Crossing, Gravity Main	31,500.00	0.00	0.0	0.00	0.0	2
FY24 Plant Wide Electrical Improvements	12,500.00	0.00	0.0	0.00	0.0	3
FY24 TWAS Pump Replacement Project	7,000.00	0.00	0.0	0.00	0.0	2
FY23 Maintenance Carts	0.00	0.00	0.0	29,289.76	0.0	1
FY23 Flowmeter Improvements	0.00	0.00	0.0	10,349.78	0.0	1
FY23 Scada/IT Develop Standards	237,000.00	0.00	0.0	105,654.96	44.6	1
SUBTOTAL EXPENDITURES	1,092,500.00	132,623.00	12.1	303,507.07	27.8	
Allocation of 73.2% of Bond Payment	2,206,000.00	200,105.70	9.1	200,105.70	9.1	8
TOTAL EXPENDITURE	3,298,500.00	332,728.70	10.1	503,612.77	15.3	
NET INCOME (LOSS)	(1,787,500.00)	(229,743.69)		722,953.34		

50% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY24
- (6) Project cancelled
- (7) Interest income from various investments to include LAIF, CalCLASS, US Securities, FDIC Certificates of Deposit, Money Market Account and Bank Accounts.
- (8) Bond Payments are paid twice per year, December interest only and June principal and interest



Tahoe-Truckee Sanitation Agency
Fund 06: Replacement, Rehabilitation and Upgrade
Fiscal Year 2023 - 2024
Period Ending December 31, 2023

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Fund Interest	100,000.00	7,983.09	8.0	57,053.22	57.1	7
TOTAL REVENUE	100,000.00	7,983.09	8.0	57,053.22	57.1	
EXPENDITURE						
FY24 Building Roof Replacements	1,268,000.00	0.00	0.0	865,833.28	68.3	1
FY24 Front Entry Landscape Improvements	1,260,000.00	0.00	0	2,475.00	0.2	1
FY24 Lime Systems Improvements	414,000.00	0.00	0	0.00	0	2
FY24 LEL Equipment Replacement	364,000.00	0.00	0	0.00	0	3
FY24 Cashman CAT 938M Wheel Loader	297,000.00	0.00	0	0.00	0	2
FY24 Upgrade Networks	188,000.00	0.00	0	0.00	0	2
FY24 Harmonic Filter Replacement	148,000.00	0.00	0	0.00	0	3
FY24 Plant Wide NFPA 820 Compliance	126,000.00	0.00	0	0.00	0	3
FY24 Visable Reinforcement Study	105,000.00	0.00	0	0.00	0	3
FY24 Light Vehicle Replacement	104,000.00	0.00	0	0.00	0	3
FY24 Filter Press Feed Pump	103,000.00	0.00	0	0.00	0	2
FY24 Plant Wide Electrical	92,000.00	0.00	0	0.00	0	3
FY24 2-Water Valve Replacement	86,000.00	0.00	0	0.00	0	2
FY24 Odorous Air VFD	80,000.00	0.00	0	0.00	0	2
FY24 Cashman CAT Skid Steer	78,000.00	0.00	0	0.00	0	2
FY24 BIPS Strainer Basket Refurbishment	75,000.00	0.00	0	0.00	0	2
FY24 Condition Assessment	74,000.00	0.00	0	0.00	0	2
FY24 Maintenance Carts	63,000.00	0.00	0	0.00	0	2
FY24 Replacement Primary Sludge Pumps	63,000.00	0.00	0	48,372.83	76.8	1
FY24 TWAS Pump Replacement Project	50,000.00	0.00	0	17,906.77	35.8	1
FY24 Misc Plant Rehab Project	50,000.00	0.00	0	0.00	0	3
FY24 Breaker Replacement	49,000.00	0.00	0	0.00	0	3
FY24 WAS Thickening	46,000.00	0.00	0	0.00	0	3
FY24 Cake Discharge VFD	41,000.00	0.00	0	0.00	0	2
FY24 Operation Forklift	40,000.00	0.00	0	0.00	0	3
FY24 2-Water System	40,000.00	0.00	0	0.00	0	3
FY24 Replacement Valves	35,000.00	0.00	0	0.00	0	3
FY24 VFD Replacements	34,000.00	0.00	0	20,833.96	61.3	1
FY24 BNR Blower Replacement	29,000.00	0.00	0	0.00	0	3
FY24 Filter Press Hydraulic	26,000.00	0.00	0	0.00	0	2
FY24 Phosphorus Stripper Flow	17,000.00	0.00	0	0.00	0	3
FY23 Digestion Improvements Project	501,000.00	0.00	0	13,500.00	2.7	1
FY23 Scada/IT Replace Servers	285,000.00	0.00	0	0.00	0	2
FY23 River Crossing, Gravity Main	255,000.00	0.00	0	0.00	0	2
FY23 Lab Equipment Replacements	73,000.00	0.00	0	0.00	0	3
FY23 Chlorine Scrubber IMP	0.00	0.00	0	20,039.60	0	1
FY23 Odorous Air VFD	0.00	0.00	0	599.21	0	1
FY23 Cake Discharge VFD	0.00	17,352.51	0	17,935.71	0	1
FY23 Plant Coating Improvement	0.00	48,838.50	0	48,838.50	0	1
SUBTOTAL EXPENDITURES	6,559,000.00	66,191.01	1.0	1,056,334.86	16.1	
Allocation of 26.8% of Bond Payment	808,000.00	73,262.73	9.1	73,262.73	9.1	8
TOTAL EXPENDITURES	7,367,000.00	139,453.74	1.9	1,129,597.59	15.3	
NET INCOME (LOSS)	(7,267,000.00)	(131,470.65)		(1,072,544.37)		

50% of the fiscal year has elapsed.
This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled
- (7) Interest income from LAIF and CalCLASS
- (8) Bond Payments are paid twice per year, December interest only and June principal and interest

Tahoe-Truckee Sanitation Agency
 Combined Cash Statement
 December 31, 2023

<u>COMBINED CASH ACCOUNTS</u>	
CASH - US BANK CHECKING	197,276.31
CASH - USB SERVICE CHARGE	25,598.75
CASH - US BANK TAX REV	9,964.60
CASH - US BANK WWCRF	89,747.88
CASH - WELLS FARGO PAYROLL	279,202.06
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	3,717.94
MONEY MARKET INV - PERSHING	227,985.92
MONEY MARKET INV - ZIONS	71,139.72
CALIFORNIA CLASS	21,543,335.39
FDIC INSURED CERTIFICATES OF DEPOSIT - RESTRICTED FUNDS @ COST	4,900,032.76
US TREASURY SECURITIES - UNRESTRICTED FUNDS @ COST	4,990,848.05
CASH CLEARING - UTILITIES	0.00
TOTAL COMBINED CASH	<u>32,339,449.38</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(32,339,449.38)</u>
TOTAL UNALLOCATED CASH	0.00

FUND	CASH ALLOCATION RECONCILIATION	December 31, 2023	November 30, 2023	Amount of Change	% of Change	December 31, 2022	Amount of Change	% of Change
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	19,250,090.31	19,478,334.00	(228,243.69)	(1.17)	23,126,192.86	(3,876,102.55)	(16.76)
06	ALLOCATION TO R.R. & UPGRADE FUND	2,467,311.15	2,598,781.80	(131,470.65)	(5.06)	5,712,137.40	(3,244,826.25)	(56.81)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,158,513.26	4,145,778.02	12,735.24	0.31	4,000,000.00	158,513.26	3.96
10	ALLOCATION TO GENERAL FUND	6,463,534.66	7,718,407.18	(1,254,872.52)	(16.26)	700,677.96	5,762,856.70	822.47
	TOTAL ALLOCATION TO OTHER FUNDS	<u>32,339,449.38</u>	<u>33,941,301.00</u>	<u>(1,601,851.62)</u>	<u>(4.72)</u>	<u>33,539,008.22</u>	<u>(1,199,558.84)</u>	<u>(3.58)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(32,339,449.38)</u>	<u>(33,941,301.00)</u>			<u>(33,539,008.22)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00			0.00		



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-1
Subject: Discussion and Update on the Classification and Compensation Study

Background

At the August 16, 2023 Board meeting, the Request for Proposal (RFP) process was approved by the Board of Directors. At the September 2023 Board meeting, Koff & Associates was chosen to perform the classification and compensation study.

Gallagher, formerly known as Koff & Associates, has been working with staff to begin the study.

Fiscal Impact

Update only.

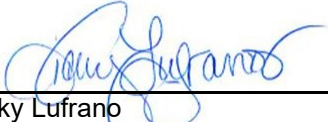
Attachments

None.

Recommendation

Update only.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Jason Hays, Technical Services Manager
Item: V-2
Subject: Presentation on Suitability of Standard EDU Assumptions

Background

Historically, TTSA has used a value of 200 gal/day to estimate the hydraulic impact of each equivalent dwelling unit (EDU) to the facility. Empirical data has indicated that the facility rarely reaches this level of hydraulic loading from committed EDUs.

Staff were tasked with assessing the hydraulic and nutrient load impacts of each EDU on the facility to determine the suitability of using the 200 gal/day value for purposes of billing, planning, and emergency preparedness. Data dating from the mid 1980s was assessed to correlate flows and individual nutrient constituents and compare them to plant design criteria.

Fiscal Impact

None.

Attachments

None.

Recommendation

None, informational only.

Review Tracking

Submitted By: Jason Hays
Jason Hays
Technical Services Manager

Approved By: Richard Pallante
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: V-3
Subject: Presentation and Discussion of Agency Sewer Connection Fee Study by HDR Engineering, Inc.

Background

In March of 2022 the Board of Directors authorized staff to solicit a proposal from HDR Engineering, Inc. (HDR) to perform a Sewer Connection Fee Study. The intent of the study was to determine if the current connection fees were equitable and provided financial stability to the Agency. In April of 2022 the Board of Directors approved the proposal and the Agency executed a contract with HDR to conduct the Sewer Connection Fee Study.

With the collective involvement of the Board of Directors, the Finance Committee, HDR's staff, and T-TSA's staff the study is now ready for presentation to the Board of Directors for discussion, feedback, and questions.

Fiscal Impact

None.

Attachments

None.

Recommendation

None, discussion only.

Review Tracking

Submitted By: 

Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Greg O'Hair
Item: V-4
Subject: Presentation and Discussion on Request to Update Waste Discharge Requirements (WDR)

Background

At the October Board of Directors meeting staff brought forth discussion regarding our current Waste Discharge Requirements (WDR). As the current WDR is over 20 years old and the Agency is embarking on implementation of its Master Plan, staff felt it prudent to begin the process of getting an updated WDR. With Board support given at the October meeting staff has begun that process.

At the December Board of Directors meeting, it was requested that staff provide an update on some of the specific parameters we are requesting to update. This presentation will cover the process and the sections and parameters of the permit that the Agency is requesting to be updated.

Fiscal Impact

None.

Attachments

None.

Recommendation

None.

Review Tracking

Submitted By: 
Greg O'Hair
Chief Plant Operator

Approved By: 
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.


Attachments

1. Operations Department Report.
2. Maintenance Department Report.
3. Technical Services Department Report.
4. Administrative Department Report.

Recommendation

No action required.

Review Tracking

Submitted By: 
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: January 17, 2024
To: Board of Directors
From: Greg O’Hair, Chief Plant Operator
Subject: Operations Department Report

◆ **Compliance:**

- All plant waste discharge requirements were met for the months of November and December.

◆ **Operations:**

- The plant performed well throughout the months.
- Drained and cleaned chem and recarb clarifiers (side one) to facilitate clarifier launder repairs.
- Continue to monitor and evaluate Sodium Hypochlorite pilot project for effluent disinfection.
- Digester cleaning project complete.
- Utilizing portable sodium hypochlorite dosing system for filament control of RAS.
- Testing new VeloBlend Liquid Polymer Activation System for thickening sludge.

◆ **Operations Work Orders:**

- Completed this month: 1
- Pending: 5

◆ **Plant Data:**

November 2023

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.55
Monthly maximum instantaneous ⁽¹⁾	4.27
Maximum 7- day average	2.97

December 2023

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.23
Monthly maximum instantaneous ⁽¹⁾	6.93
Maximum 7- day average	4.38

November 2023

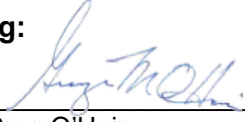
<i>Effluent Limitation Description</i> ⁽²⁾	<i>WDR Monthly Average</i>		<i>WDR Daily Maximum</i>	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
<i>Suspended Solids (mg/l)</i>	1.3	10.0	1.3	20.0
<i>Turbidity (NTU)</i>	NA	NA	2.3	10.0
<i>Total Phosphorus (mg/l)</i>	0.36	0.80	0.62	1.50
<i>Chemical Oxygen Demand (mg/l)</i>	32	45	40	60


December 2023

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	Recorded	Limit	Recorded	Limit
<i>Suspended Solids (mg/l)</i>	1.3	10.0	1.3	20.0
<i>Turbidity (NTU)</i>	NA	NA	3.1	10.0
<i>Total Phosphorus (mg/l)</i>	0.36	0.80	0.54	1.50
<i>Chemical Oxygen Demand (mg/l)</i>	31	45	41	60

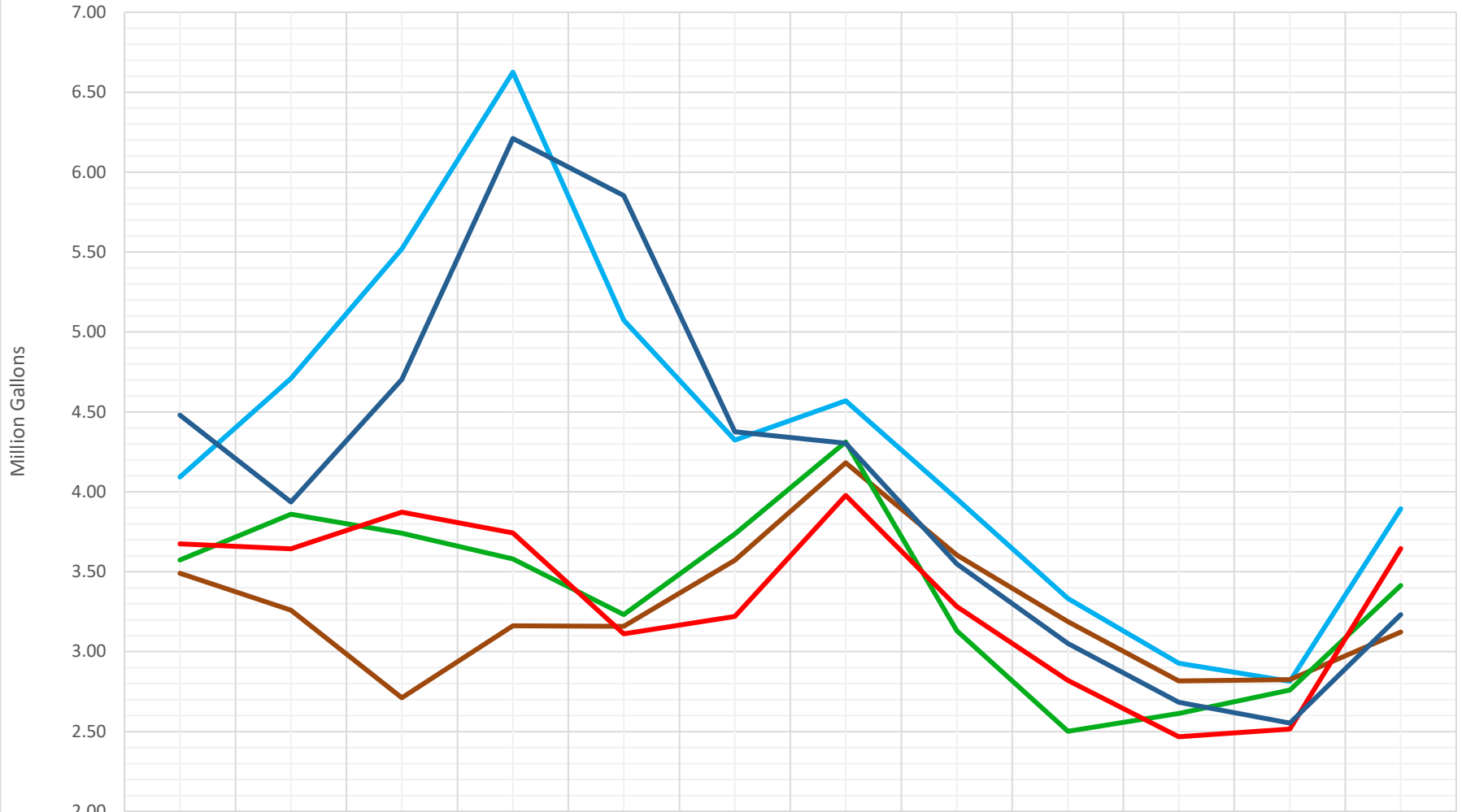
Notes: 1. Flows are depicted in the attached graph.
2. Effluent table data per WDR reportable frequency. The attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
Greg O'Hair
Chief Plant Operator

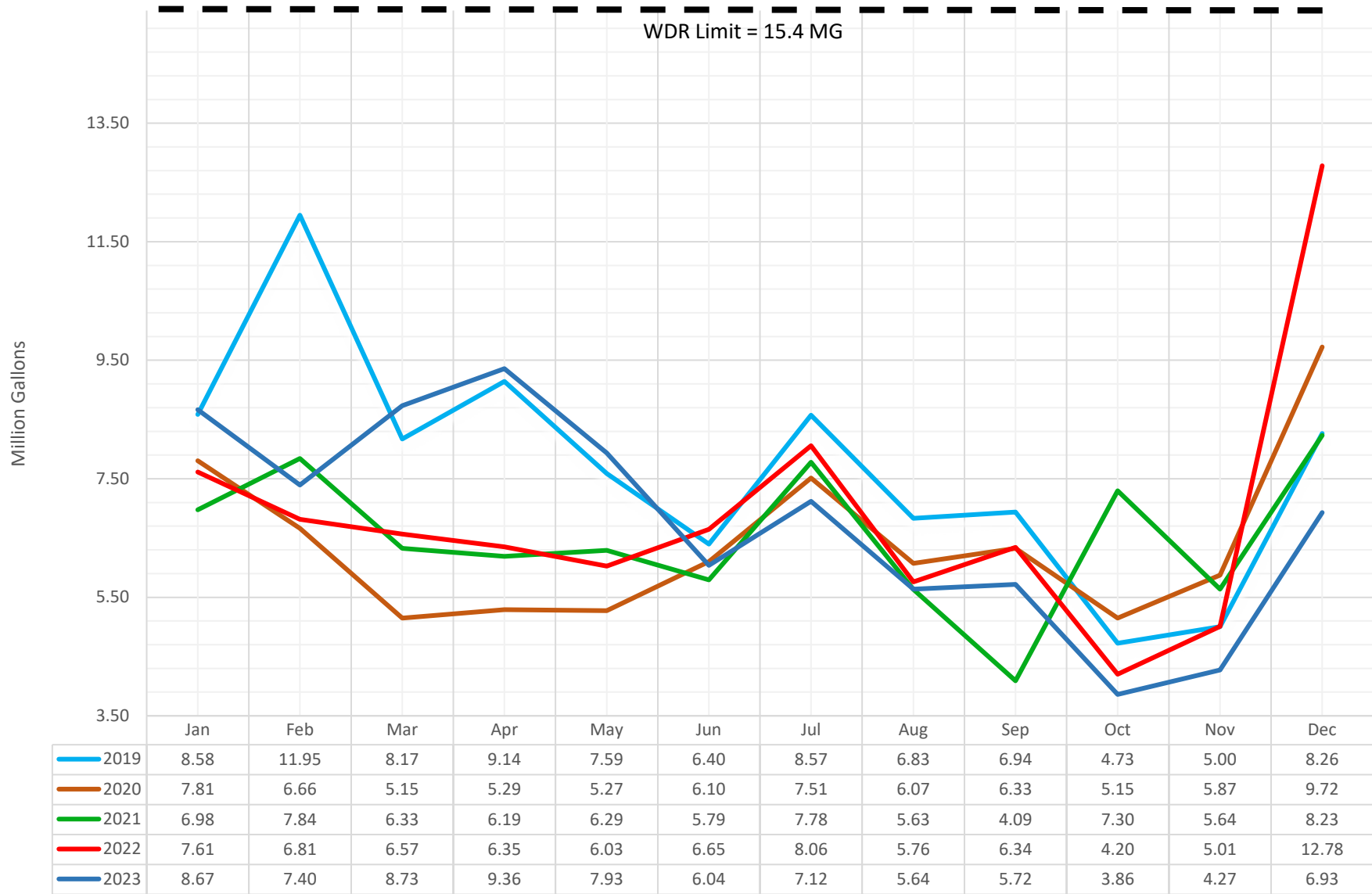
Approved By: 
Richard Pallante
General Manager

Monthly Average Daily Flow (Influent)

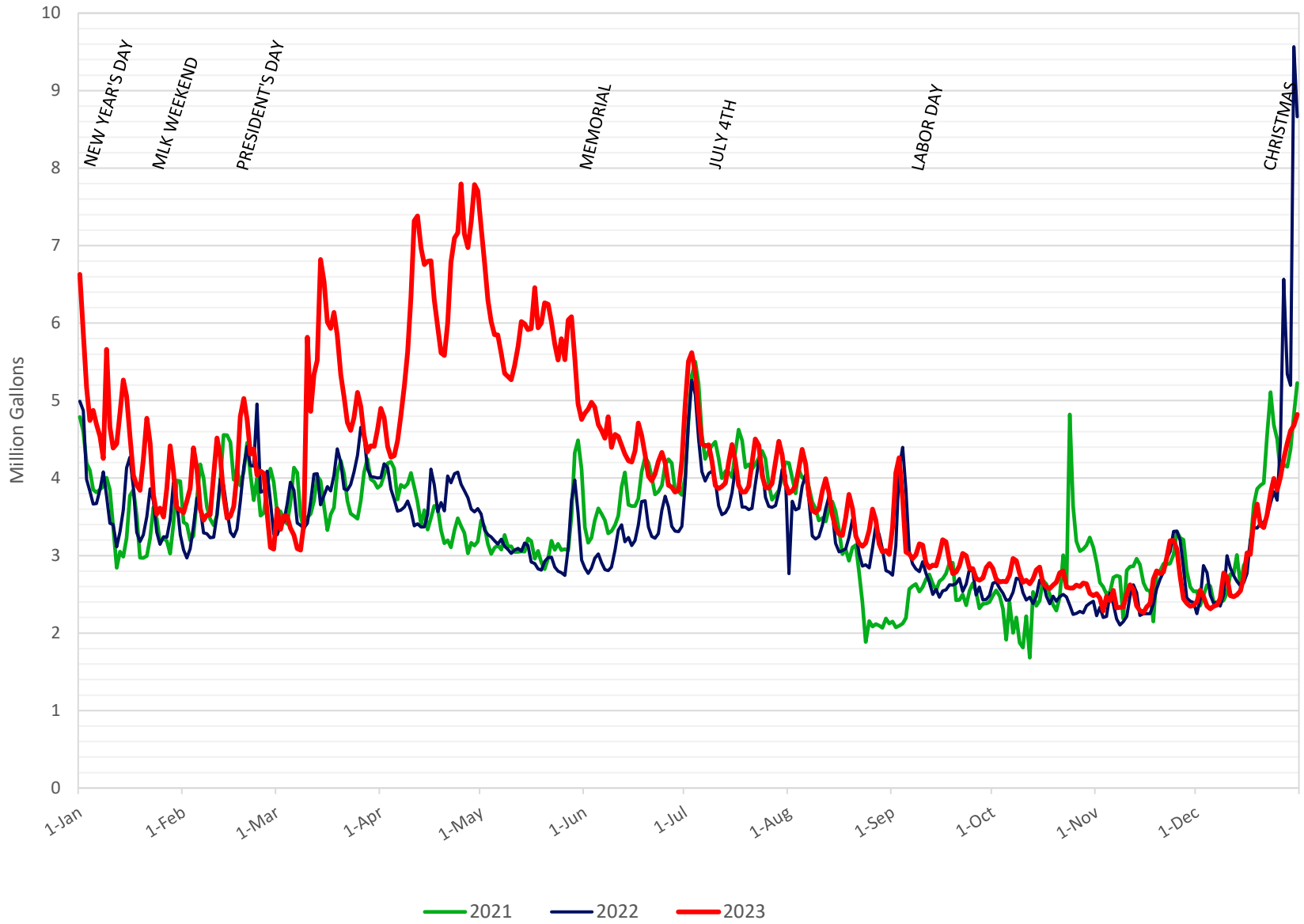


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12
2021	3.57	3.86	3.74	3.58	3.23	3.74	4.31	3.13	2.50	2.61	2.76	3.41
2022	3.68	3.64	3.87	3.74	3.11	3.22	3.98	3.28	2.82	2.47	2.52	3.65
2023	4.48	3.94	4.70	6.21	5.85	4.38	4.30	3.55	3.05	2.68	2.55	3.23

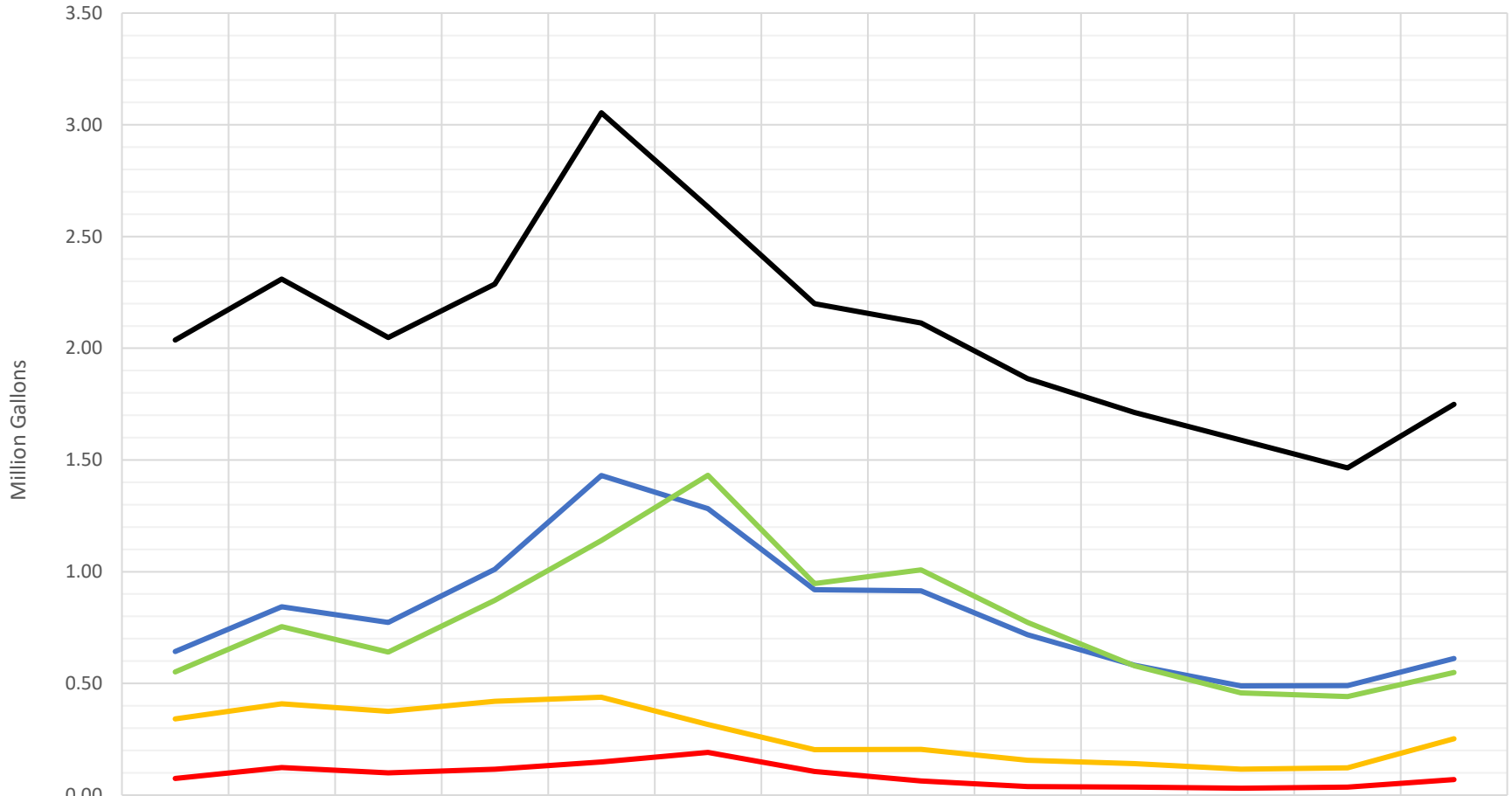
Monthly Maximum Instantaneous Flow (Influent)



T-TSA Daily Influent Flow

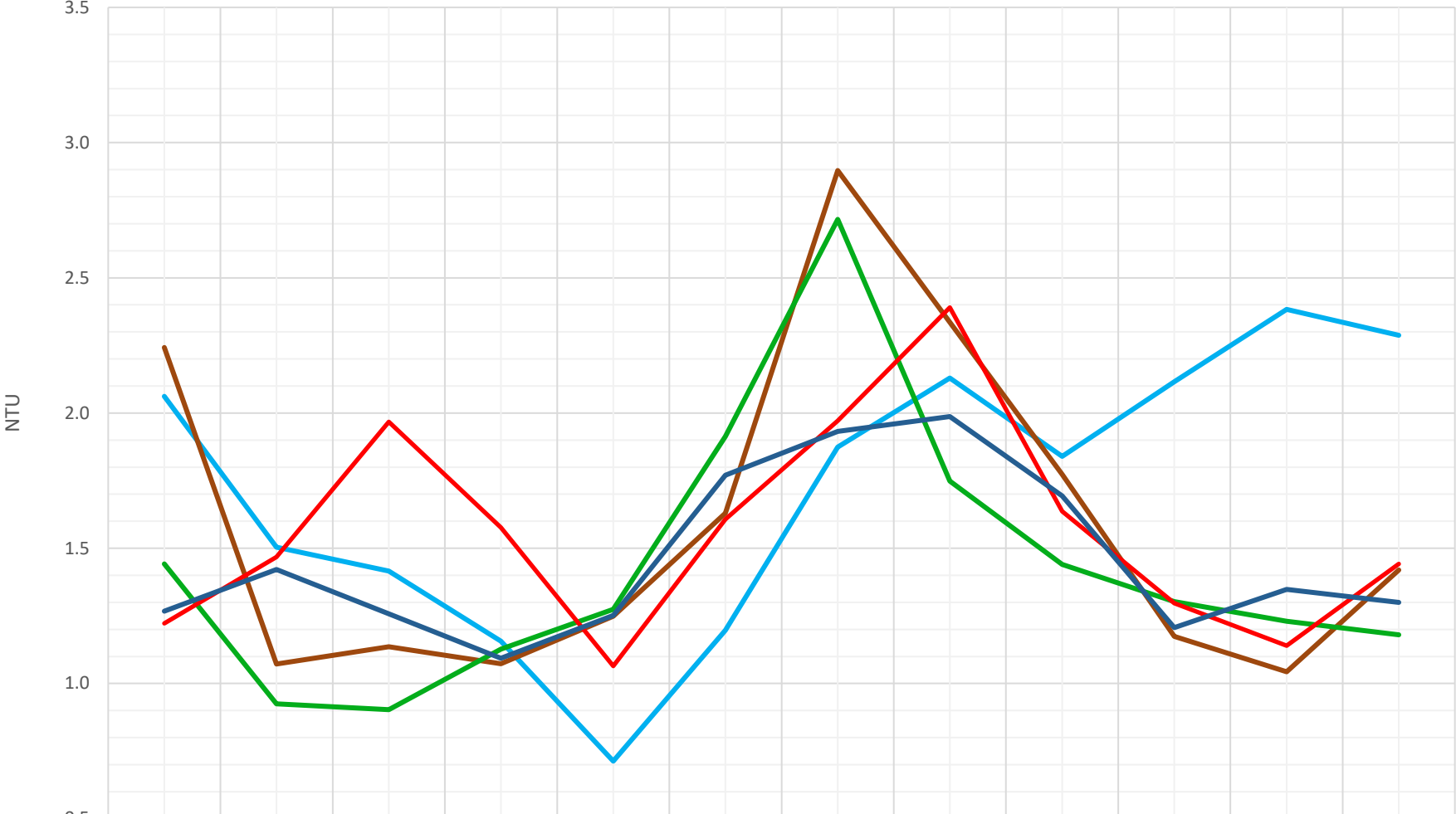


Monthly Average Daily Flow (Districts)



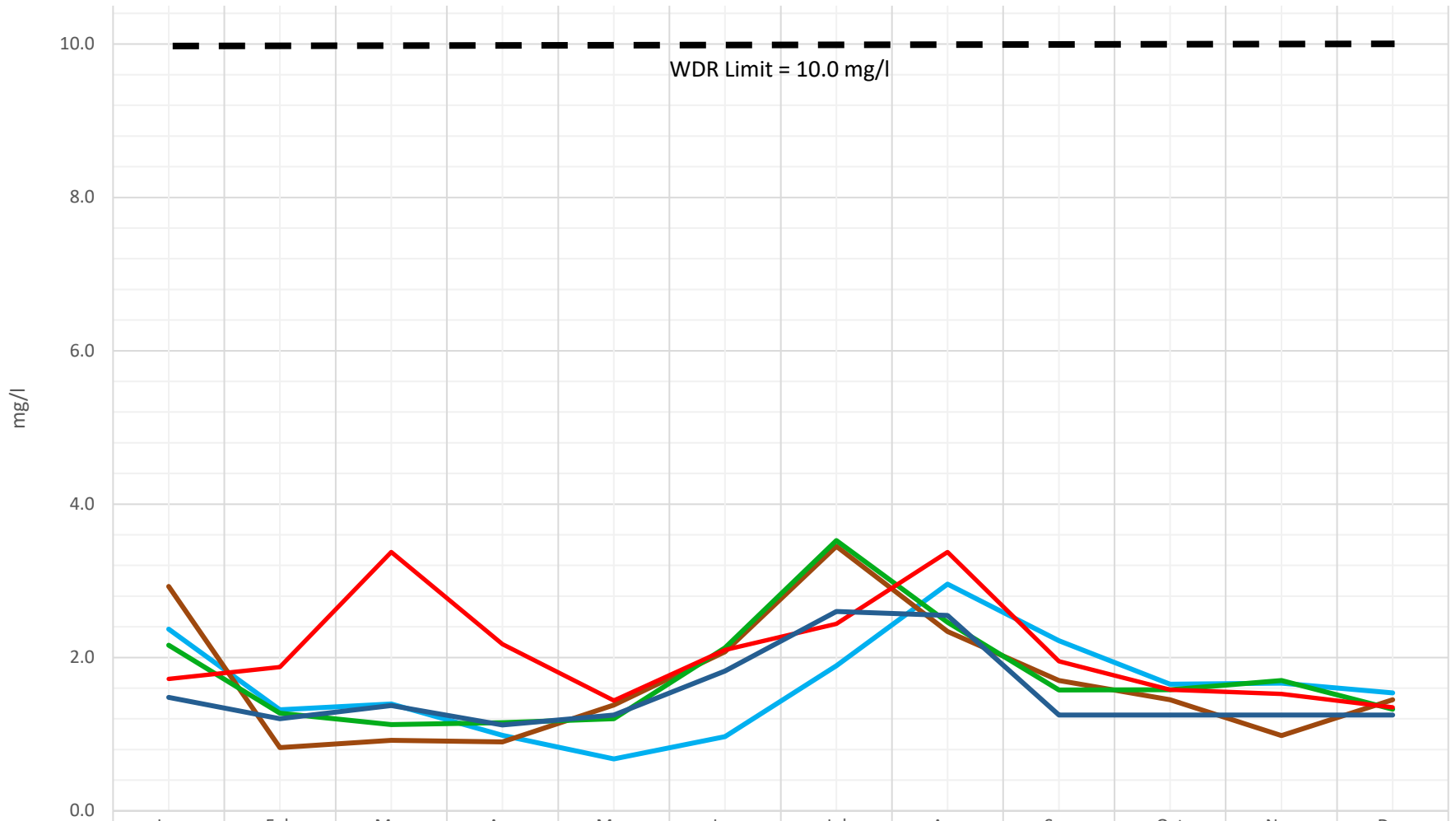
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
NTPUD	0.64	0.84	0.77	1.01	1.43	1.28	0.92	0.91	0.72	0.58	0.49	0.49	0.61
TCPUD	0.55	0.75	0.64	0.87	1.14	1.43	0.95	1.01	0.77	0.58	0.46	0.44	0.55
ASCWD	0.07	0.12	0.10	0.12	0.15	0.19	0.11	0.06	0.04	0.04	0.03	0.04	0.07
OVPSD	0.34	0.41	0.37	0.42	0.44	0.32	0.20	0.21	0.16	0.14	0.12	0.12	0.25
TSD	2.04	2.31	2.05	2.29	3.05	2.63	2.20	2.11	1.86	1.71	1.59	1.46	1.75

Monthly Average Daily Turbidity (Effluent)



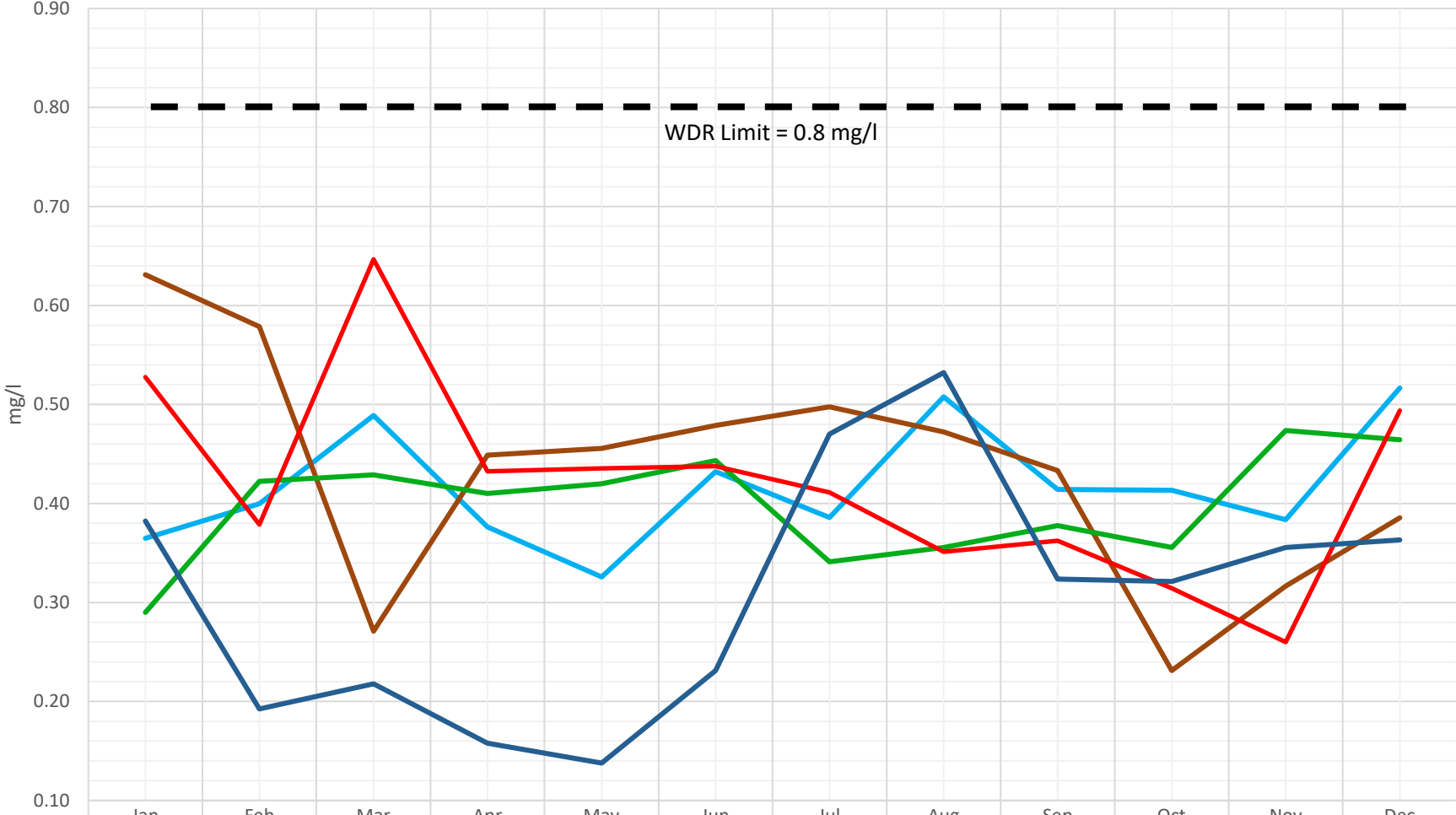
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4	1.3	1.2	1.2
2022	1.2	1.5	2.0	1.6	1.1	1.6	2.0	2.4	1.6	1.3	1.1	1.4
2023	1.3	1.4	1.3	1.1	1.3	1.8	1.9	2.0	1.7	1.2	1.3	1.3

Monthly Average Daily Suspended Solids (Effluent)



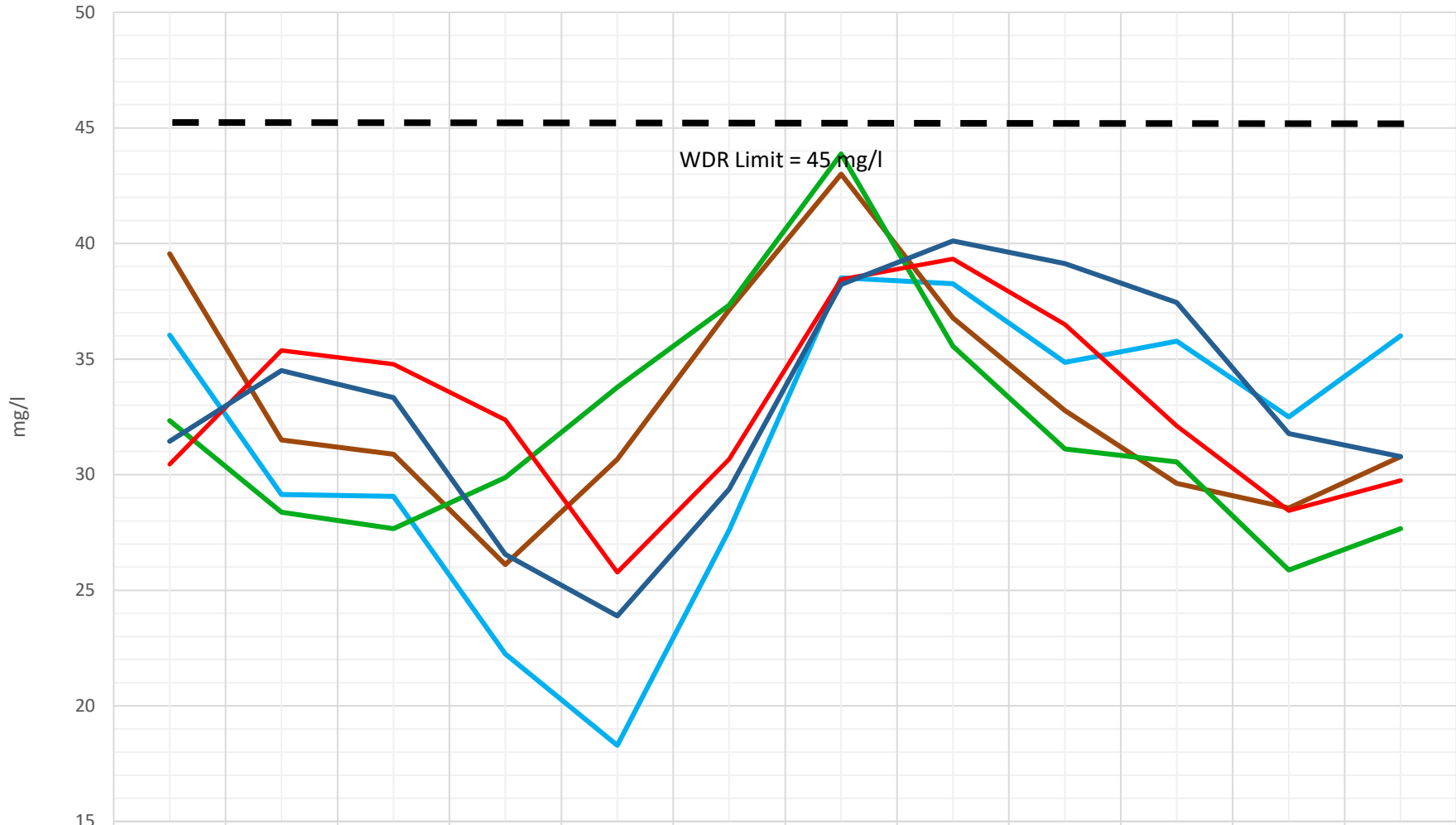
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6	1.6	1.7	1.3
2022	1.7	1.9	3.4	2.2	1.4	2.1	2.4	3.4	2.0	1.6	1.5	1.4
2023	1.5	1.2	1.4	1.1	1.3	1.8	2.6	2.6	1.3	1.3	1.3	1.3

Monthly Average Daily Total Phosphorus (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32	0.39
2021	0.29	0.42	0.43	0.41	0.42	0.44	0.34	0.36	0.38	0.36	0.47	0.46
2022	0.53	0.38	0.65	0.43	0.44	0.44	0.41	0.35	0.36	0.31	0.26	0.49
2023	0.38	0.19	0.22	0.16	0.14	0.23	0.47	0.53	0.32	0.32	0.36	0.36

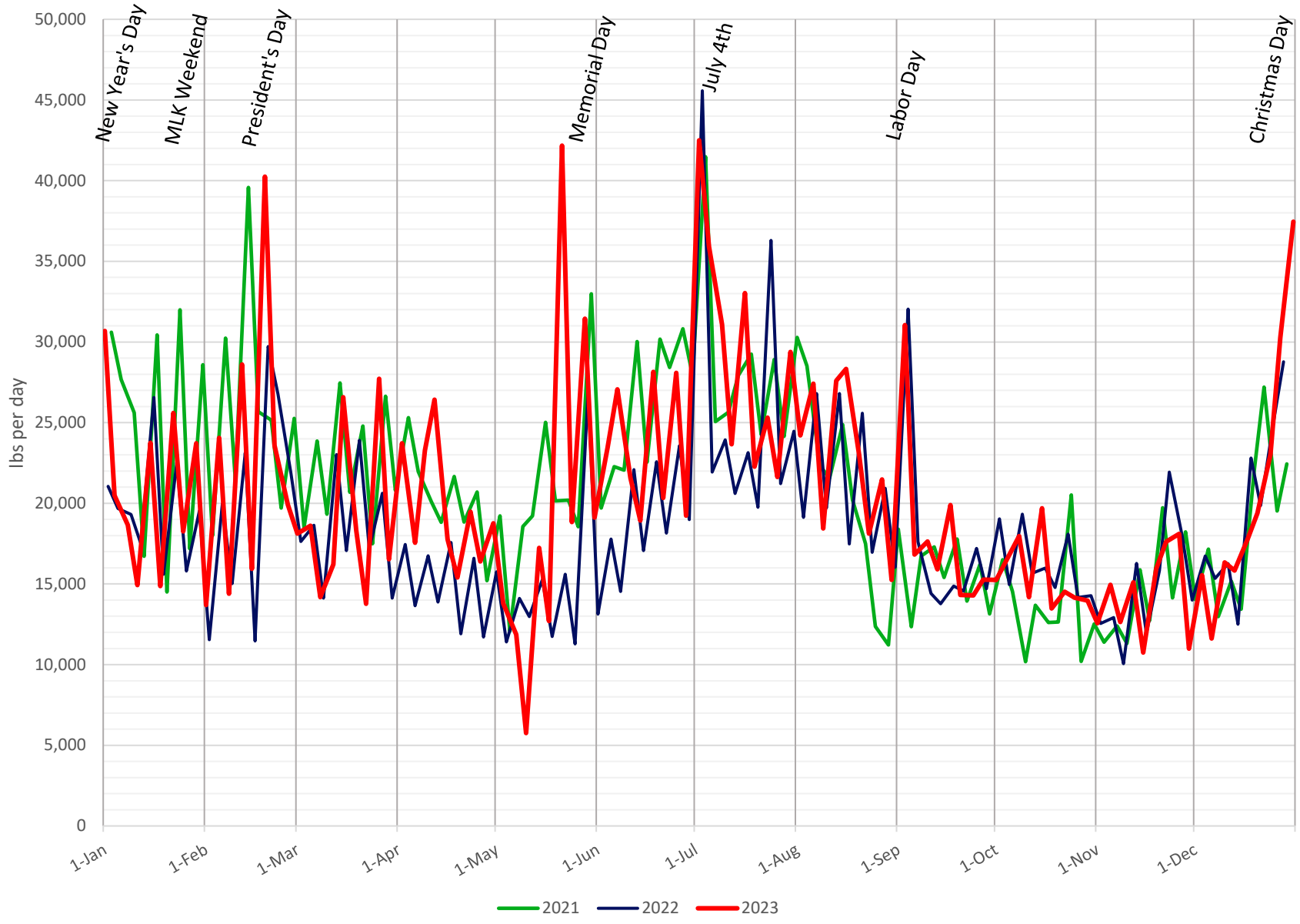
Monthly Average Daily Chemical Oxygen Demand (Effluent)



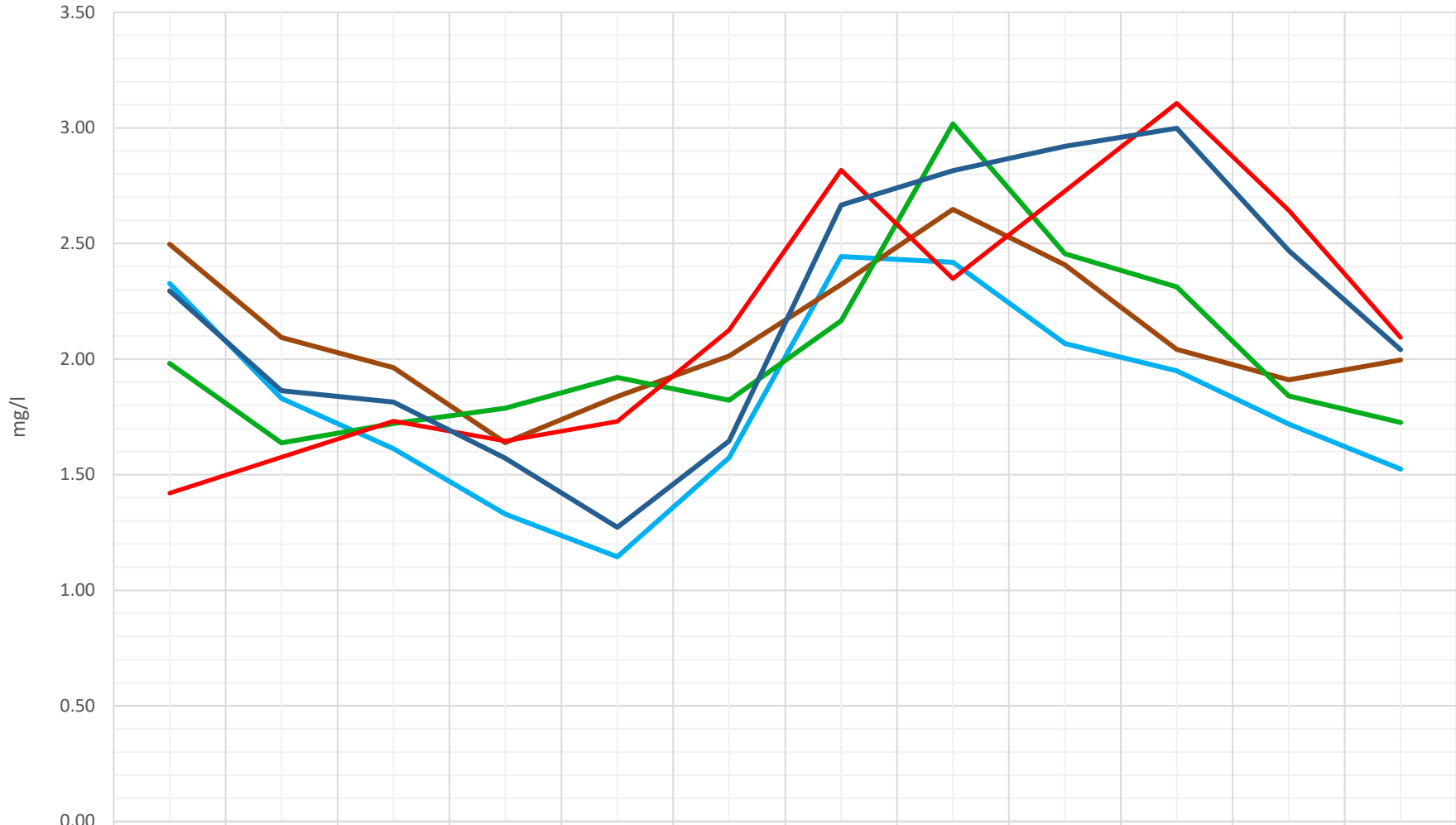
WDR Limit = 45 mg/l

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37	44	36	31	31	26	28
2022	30	35	35	32	26	31	38	39	37	32	28	30
2023	31	35	33	27	24	29	38	40	39	37	32	31

COD Influent Loading

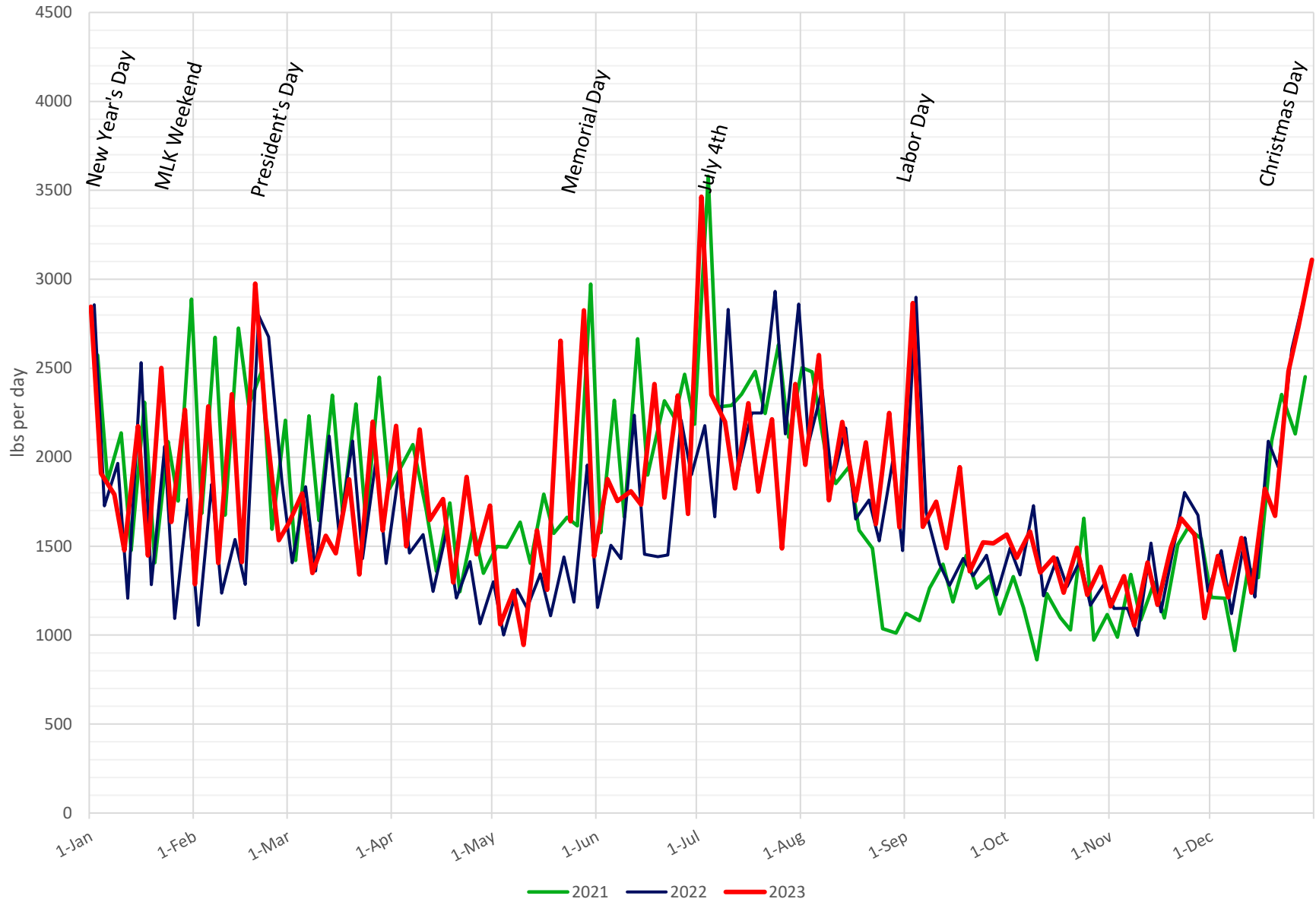


Monthly Average Daily Total Nitrogen (Effluent)

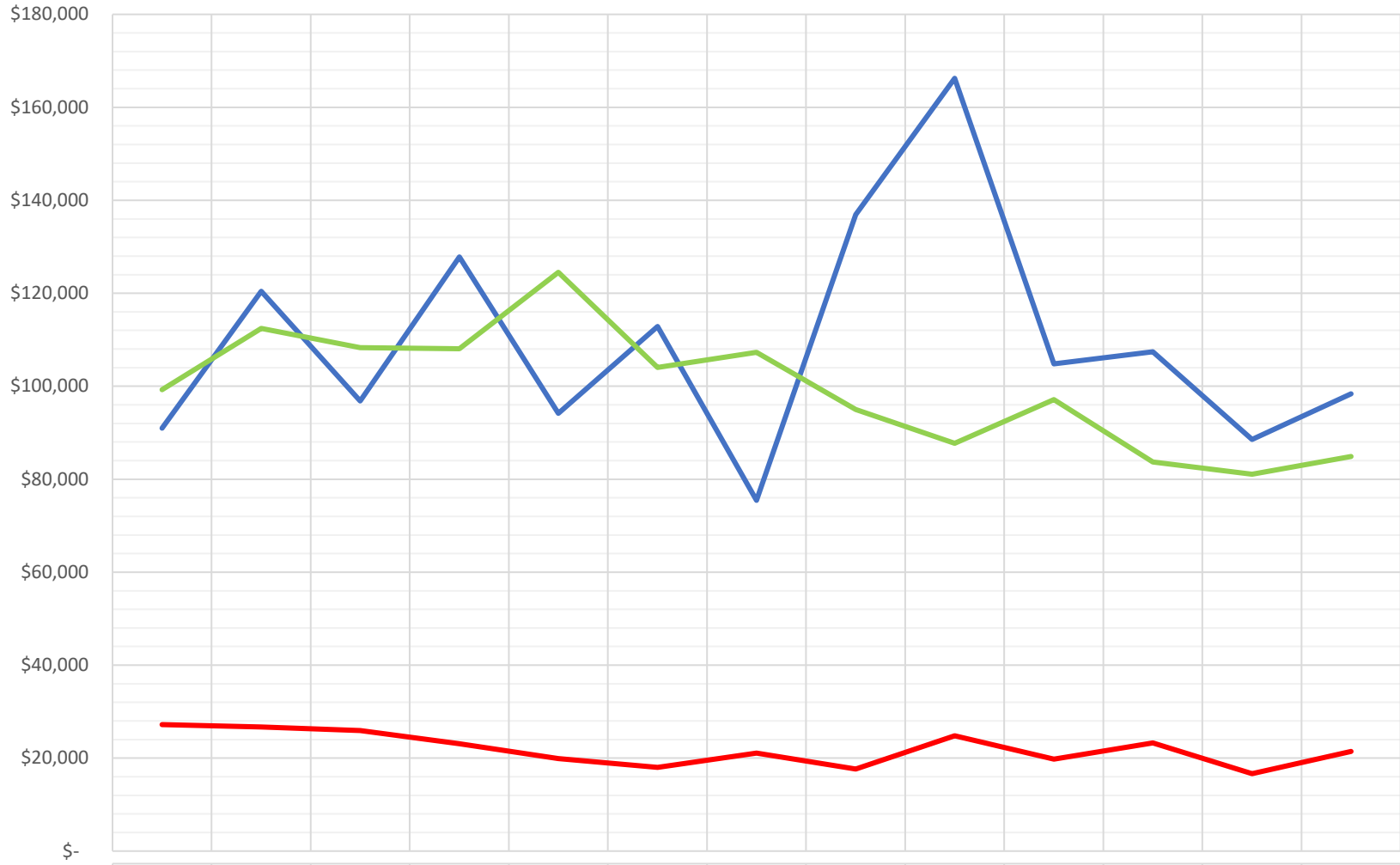


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.41	2.04	1.91	2.00
2021	1.98	1.64	1.72	1.79	1.92	1.82	2.17	3.02	2.46	2.31	1.84	1.73
2022	1.42	1.58	1.73	1.65	1.73	2.13	2.82	2.35	2.73	3.11	2.64	2.09
2023	2.30	1.86	1.81	1.57	1.27	1.65	2.67	2.82	2.92	3.00	2.47	2.04

TKN Influent Loading



Chemical, Power and Sludge Disposal Costs



	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
— Chemicals	\$91,000	\$120,444	\$96,819	\$127,789	\$94,188	\$112,871	\$75,453	\$136,937	\$166,243	\$104,787	\$107,401	\$88,547	\$98,377
— Power	\$99,246	\$112,421	\$108,330	\$108,071	\$124,505	\$104,022	\$107,321	\$94,973	\$87,706	\$97,138	\$83,675	\$81,072	\$84,894
— Sludge Disposal	\$27,209	\$26,725	\$25,917	\$23,068	\$19,905	\$18,018	\$21,060	\$17,679	\$24,789	\$19,774	\$23,281	\$16,654	\$21,460



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

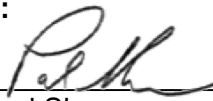
Date: January 17, 2024
To: Board of Directors
From: Paul Shouse, Maintenance Manager
Subject: Maintenance Report


- ◆ **Project support:** During the month of December, Maintenance staff provided support for the following projects:
 - Sodium Hypochlorite Project.
 - SCADA/IT Master Plan implementation.
 - Landscape Project.
 - Warehouse Inventory Project.

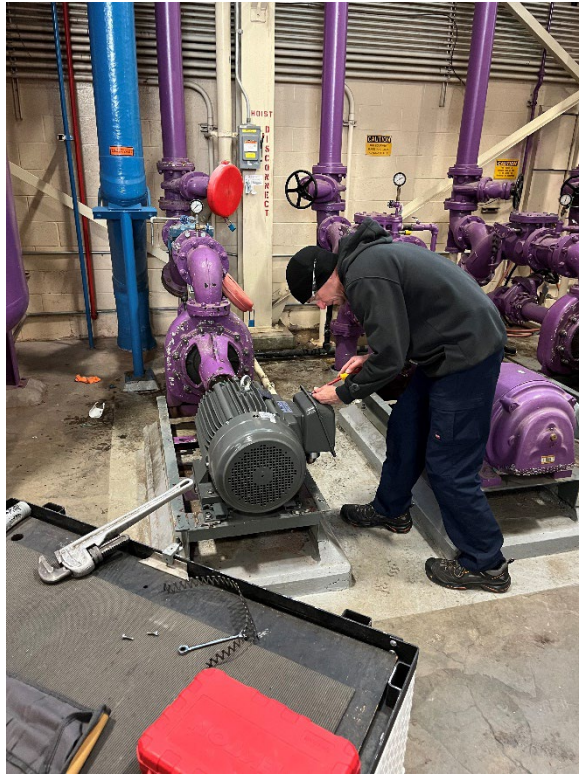
- ◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:
 - Firewall redundancy update and testing.
 - Completed installation of property signs.
 - Sealed roof above AWT control room.
 - Began installation of new final effluent flow meter.
 - Began installation of TWAS pump.
 - Installed turnout boulders along Joerger Drive.
 - Replaced BNR blower #5.
 - Replaced #2 water pump.
 - Safety inspection work orders.
 - Replaced boiler flow meter sensor.
 - Installed eyewash stations for new sodium hypochlorite facilities.

- ◆ **Work Orders**
 - Completed: Mechanical-29, Fleet-3, Electrical & Instrumentation-16, IT-11.
 - Pending: Mechanical-133, Fleet-47, Electrical & Instrumentation-37, IT-90.

Review Tracking:

Submitted By: 
Paul Shouse
Maintenance Manager

Approved By: 
Richard Pallante
General Manager



2 Water Pump Installation



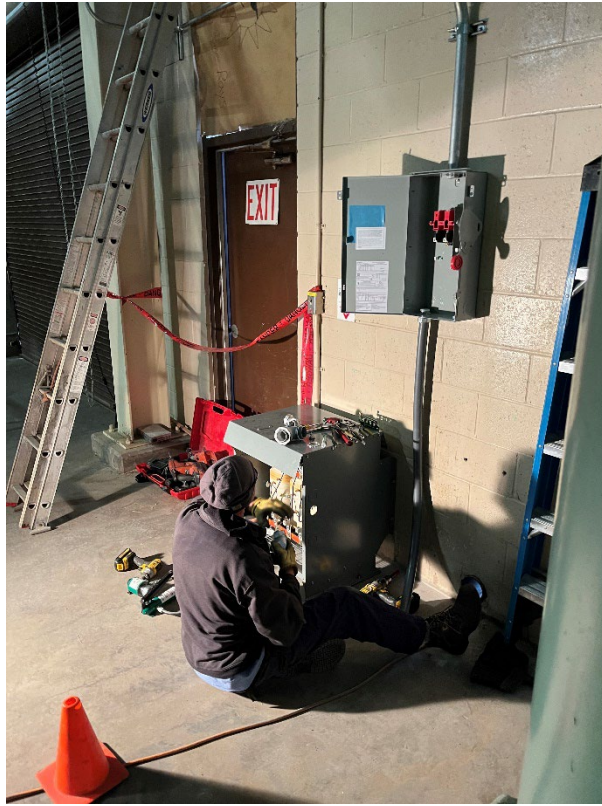
Final Effluent Flow Meter Installation



Final Effluent Flow Meter Installation



Property Sign



Sodium Hypochlorite Transformer Installation



TWAS Pump Installation



TAHOE-TRUCKEE SANITATION AGENCY TECHNICAL SERVICES DEPARTMENT REPORT

Date: January 17, 2024
To: Board of Directors
From: Jason Hays
Subject: Technical Services Department Report

Engineering

- ◆ **Projects:** In the month of December, Engineering staff continued working on the following projects:
 - Sodium Hypochlorite Foundation Project
 - Emergency Launder Repair Project
 - Digestion Improvements Project
 - TRI Alpine Meadows to Olympic Valley Rehabilitation Project
 - Front Parking & Landscaping Improvements Project
- ◆ **Work Orders:**
 - Completed this month: 0
 - Pending: 0

Laboratory

- ◆ **Laboratory Activities:**
 - Application submitted to CA ELAP for biennial laboratory certification renewal
 - Current certificate to expire 3/31/24
 - Renewal application deadline 90 days prior to expiration (12/31/23)
 - Met with Nevada County and CA CDPH staff to initiate wastewater surveillance program
 - Monitoring wastewater for several disease indicators
 - SAR-CoV-2
 - Norovirus
 - Mpox
 - RSV
 - Influenza
 - Interim Laboratory Director has been assigned to fill the role during the recruitment
- ◆ **Laboratory Corrective Actions:**
 - Completed this month: 0
 - Pending: 0

Review Tracking:

Submitted By: Jason Hays
Jason Hays
Technical Services Manager

Approved By: Richard Pallante
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: January 17, 2024
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Subject: Administrative Report

◆ Finance

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliation.
- Participated in Finance Committee Meeting and Special Finance Committee meeting.
- Review of Central Square Software.
- Demo with US Bank regarding their P-card Demo.
- Demo with Wells Fargo regarding their P-Card Demo.
- Prepare for Final Audit.

◆ Billing/Customer Service.

- General assistance with customer accounts, utility demands, adjustments, and plan review.
- Activated new account permits and prepared letters, reports and invoices.
- Continued work on Connection Fee Study.
- Work on creating T-TSA Code Book.

◆ Purchasing/Administration

- General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
- General responsibilities to customer service, front gate and front desk.

◆ General Administration

- Performed various administrative duties to assist Interim General Manager and Board of Directors.
- Participated in Special Finance Committee Meeting.
- Worked with Kenneth Dieker, Del Rio Advisors, LLC on Plan of Finance.
- Final audit planning and preparation.
- Support in working on T-TSA Code Book.
- Quarterly CIP review and discussion.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: Richard Pallante
Richard Pallante
General Manager

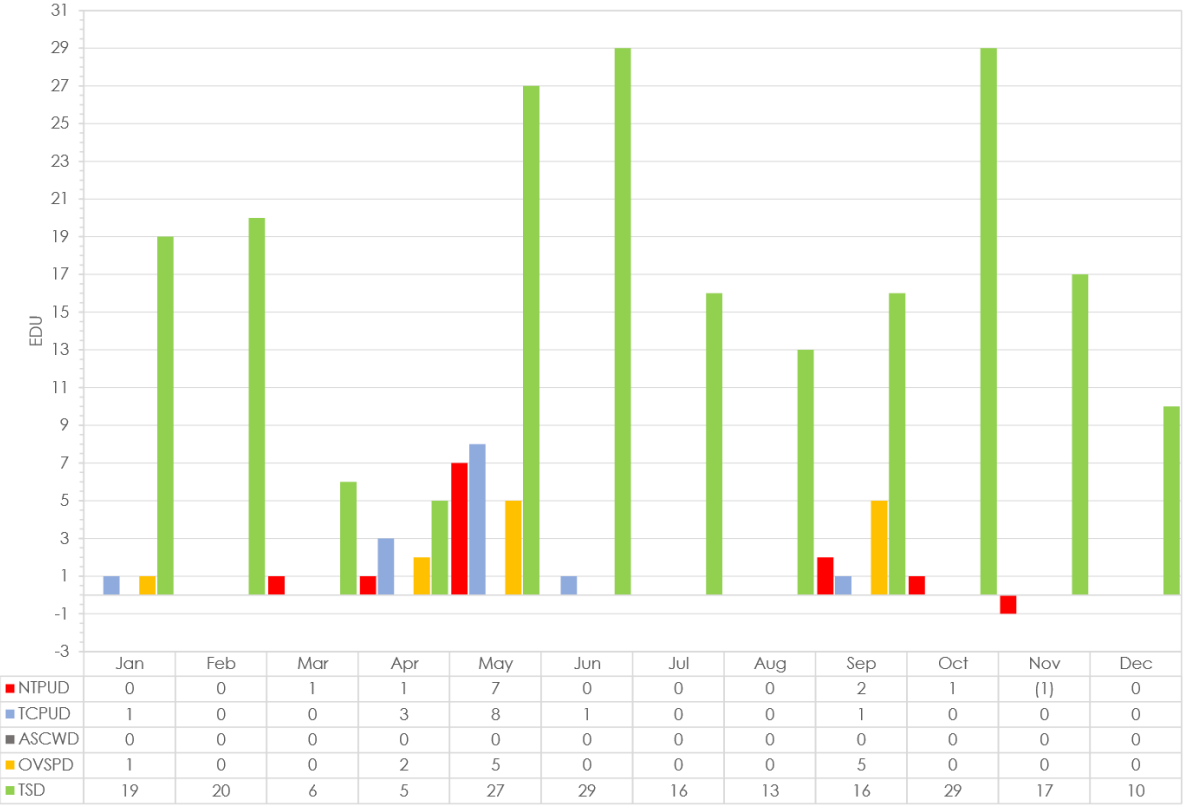
CONNECTION FEES - DECEMBER 2023

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	2	11,288	\$ 22,754.00	168	498,138	\$ 1,104,584.13
Residential Ft ² Additions	2	5,760	\$ 10,080.00	38	77,222	\$ 135,137.63
Residential Ft ² Additions - Exempt	0	0	N/A	1	378	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	13	9,558	\$ 36,226.50
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	3	1,315	N/A
Commercial	0	N/A	\$ -	7	N/A	\$ 207,650.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	4	17,048	\$ 32,834.00	230	586,610	\$ 1,483,598.25

INSPECTIONS - DECEMBER 2023

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	2	2	12	12
Residential (Drive-by of Suspended Accounts)	0		0	

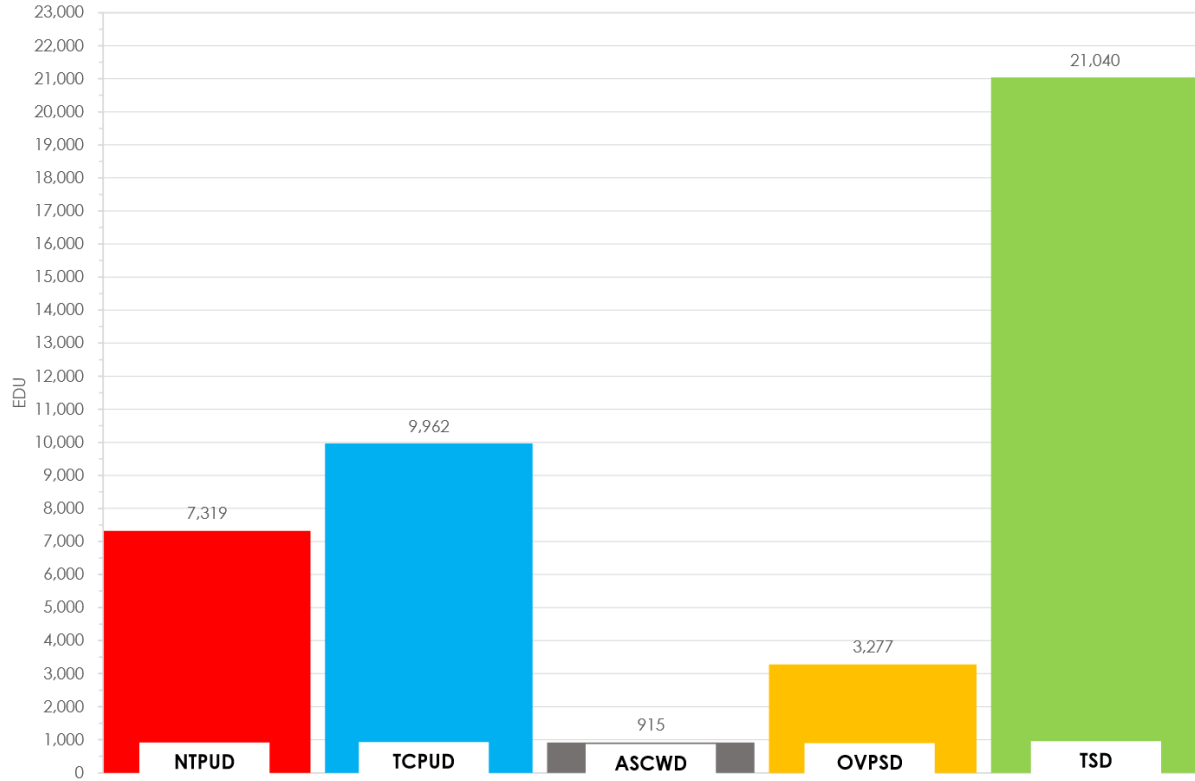
Residential EDU Summary



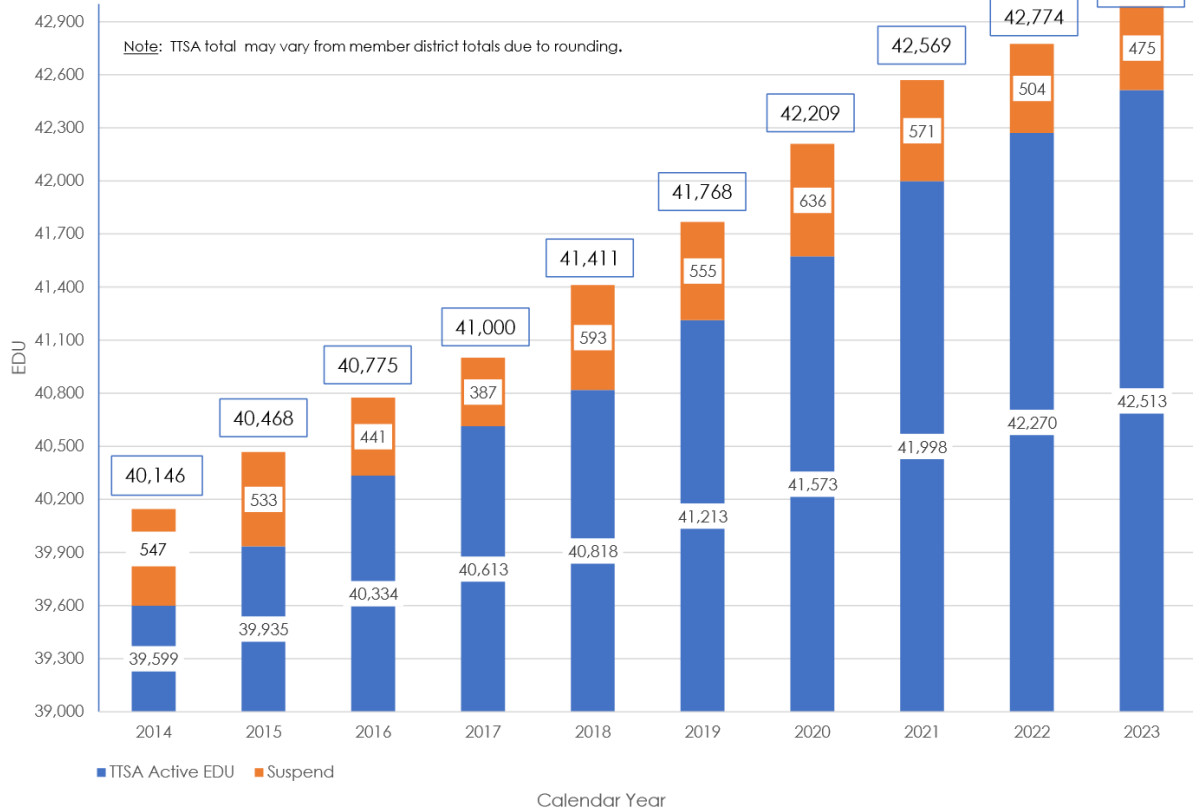
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

GENERAL MANAGER REPORT

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: VI-2
Subject: General Manager Report.

◆ Highlights From Previous Month

- HR Consultant continued working with select staff on leadership skill building and overall work group team building, now transitioning to leadership development.
- Received and reviewed proposal from consultant for recruitment of new Finance and Administration Manager.
- Continue to monitor disinfection process.
- Management and staff continued work with consultant to finalize Connection Fee Study.
- Staff continues to discuss Master Plan projects and direction of implementation.
- Continued Land exchange with Tahoe Truckee Airport District.
- HR scheduled and held Interviews for Purchasing, E&I Technician, IT Supervisor, and Technical Services Department Manager.
- Management held the Agency Annual Holiday Party and Staff Appreciation Luncheon catered by Zano's Family Italian Eatery on Wednesday, December 13th, 2023.
 - The staff band Hed Werkz (Justin Parrish & Mark Messerschmidt) and Grit Chamber (Mike Smith) performed for all staff.
 - Staff were split up into teams and created their best versions of a Gingerbread Wastewater Treatment Plant.
- Sierra Community House Virtual Food Drives – Over the holidays staff contributed to two separate virtual donations for Thanksgiving and Christmas Holiday. For Thanksgiving staff raised \$1,605 and Christmas staff raised \$1,420 for a combined total of \$3,025.
- Tahoe Community Cares Coat Drive – Staff collected 62 coats for children and adults.
- Toys For Tots Toy Drive – Staff collected 2 large boxes full of toys.
- Truckee Senior Apartments – One staff member donated 92 pairs of socks to the Truckee Senior Apartments who used the socks for their senior living gift baskets provided by donations.

◆ Upcoming Items Of Interest

- Second Strategic Planning Session end of January.
- In depth discussions on Master Plan and direction of implementation.

Review Tracking

Submitted By: 

Richard Pallante
General Manager























TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: VII
Subject: Board of Director Comment

Background

Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.



TAHOE-TRUCKEE SANITATION AGENCY
MEMORANDUM

Date: January 17, 2024
To: Board of Directors
From: Richard Pallante, General Manager
Item: VIII
Subject: Adjournment
