



TAHOE-TRUCKEE SANITATION AGENCY
REGULAR BOARD MEETING
JANUARY 18, 2023



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
(530) 587-2525 • FAX (530) 587-5840

Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: January 18, 2023

Time: 9:00 AM

This meeting will be accessible via teleconference (video and audio) only and the board room will not be accessible to the public. To participate via videoconference, join the meeting with the following link: <https://us02web.zoom.us/j/84182799475>. To participate via audio teleconference, join the meeting with the following call-in information: Toll-Free phone no. (888) 475-4499, access code: 841 8279 9475 #.

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.

If you wish to make a comment during the teleconference on an item, please use the Zoom meeting controls to “Raise Your Hand” if attending via video teleconference or dial *9 if attending via audio teleconference. All requests to make a comment will be called upon in the order received.

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. AB 361 Action Consider finding by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

III. 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.

IV. Professional Achievements, Awards and Anniversaries Acknowledgement of staff for professional achievement and other awards.

V. 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. Ratify payment of general fund warrants.
2. Ratify approval of financial statements.

VI. Regular Agenda

1. Approval of the minutes of the regular Board meeting on November 30, 2022.
2. Discussion and approval of the updated Maintenance Manager job description.
3. Discussion and approval of the Military Leave Policy.
4. Presentation and discussion of the Sewer Service Charge Rate Study Draft.
5. Presentation and discussion of the Connection Fee Rate Study Draft.
6. Approval of Agency Debt Management Policy.
7. Discussion and approval of Agency Investments.
8. Approval of Agency purchases in excess of General Manager authority.
9. Approval of contract for legal services with Bartkewicz, Kronick & Shanahan.
10. Presentation of the Laboratory Information Management Software (LIMS) Program.
11. Review and discussion of Agency owned property for current and future use.
12. Discussion of in-person Board of Directors meeting for February.

VII. Management Team Report

1. Department Reports.
2. General Manager Report.

VIII. 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.

IX. Closed Session

1. Conference with General Manager concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.

X. Adjournment

Posted and Mailed, 01/12/2023



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 or 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 18, 2023
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 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: II
Subject: AB 361 Action.

Background

In light of Governor Newsom's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Board of Directors should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.

Although effective vaccines and boosters have been approved by the U.S. Food and Drug Administration for use, the vaccination and booster rates are slow and have not yet reached a point to significantly control community transmission. Those who become infected with COVID-19 are at risk of serious illness and death.

Conducting Board meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and Agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Fiscal Impact

None.


Attachments

None.

Recommendation

Management recommends the Board of Directors find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

Review Tracking

Submitted By: 
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: III
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 18, 2023
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV
Subject: Professional Achievements, Awards & Anniversaries.

Background

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

New Employee

- Bradley Beattie – Operator in Training (OIT)

Awards

Jessie Denham

- Relocate the reset on the newer oxygen tank so operators don't have to crawl under piping to reset.

Soraya Morz

- Purchase a trickle charger(s) for portable generators to ensure they remain charged during emergencies.

Joel Oberly

- Install rack and/or rail system on operators cart to prevent oxygen tanks from rolling off the cart in transit to and from the chlorine building.
- Provide safety wrap or cushioning on digester gas pipes on top of Digester 29 to avoid head injuries. Audit the plant for similar hazards.

Anthony Salinas

- Replace older power cord angle grinders with newer models that have the "dead man" switch. Audit the plant for similar hazards.

Trevor Shamblin

- Install land-line phone or radio and a phone list in satellite shelter-in-place location (i.e., vehicle maintenance) to provide for better communications and coordination during a shelter-in-place emergency.

Ryan Shultz

- Purchase collapsible illuminated traffic cones to keep in all Agency vehicles.
- Replace existing rigid clamp meters with newer style with flexible clamps to minimize hazards of using existing style.

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.

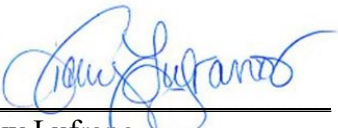
Attachments

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 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-1
Subject: Ratify payment of General Fund Warrants for November and December.

Background

The Agency implemented the Caselle software program, and 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.

The Finance Committee reviewed and approved payment of the general fund warrants at its recent meeting.

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Management and staff recommend the Board Directors ratify payment of the general fund warrants.

Review Tracking

Submitted By: *Crystal A Sublet*
Crystal Sublet
Finance and Administrative Manager

Approved By: *Richard Pallante*
Richard Pallante
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
ADLER TANK RENTALS				
	89134	11/17/2022	DEWATERING TANK RENTAL FOR DIGESTER CLEANING	4,453.64
	89205	11/30/2022	Dewatering and Mobilization/Demobilization	4,588.32
Total ADLER TANK RENTALS:				9,041.96
AIRGAS USA LLC				
	89095	11/03/2022	CYLINDER RENTALS	93.40
	89095	11/03/2022	CYLINDER RENTALS	64.60
	89095	11/03/2022	CYLINDER RENTALS	35.80
	89135	11/17/2022	CYLINDER RENTALS	96.28
	89135	11/17/2022	CYLINDER RENTALS	66.52
	89135	11/17/2022	CYLINDER RENTALS	36.76
Total AIRGAS USA LLC:				393.36
ALESHIRE & WYNDER LLP				
	89136	11/17/2022	OCT 2022 FEES	696.00
Total ALESHIRE & WYNDER LLP:				696.00
ALPHA ANALYTICAL INC				
	89096	11/03/2022	DIRECT ANALYSIS ICPMS METALS	175.00
	89096	11/03/2022	TEICHERT SOIL SEPT 2022	1,640.00
Total ALPHA ANALYTICAL INC:				1,815.00
ARAMARK WORK APPAREL				
	89137	11/17/2022	MATS	185.79
	89137	11/17/2022	TOWELS	13.13
	89137	11/17/2022	SVC CHARGE	21.00
	89179	11/23/2022	MATS	185.79
	89179	11/23/2022	TOWELS	13.13
	89179	11/23/2022	SVC CHARGE	21.00
Total ARAMARK WORK APPAREL:				439.84
AT&T 530 582-0827 966 5				
	89097	11/03/2022	TELEPHONE BILL 966 10%	211.75
	89097	11/03/2022	TELEPHONE BILL 966 90%	1,905.82
Total AT&T 530 582-0827 966 5:				2,117.57
AT&T 831-000-9983 804				
	89098	11/03/2022	TELEPHONE BILL 804 10%	154.94
	89098	11/03/2022	TELEPHONE BILL 804 90%	1,394.55
	89206	11/30/2022	TELEPHONE BILL 10%	154.94
	89206	11/30/2022	TELEPHONE BILL 90%	1,394.55
Total AT&T 831-000-9983 804:				3,098.98
BARTKIEWICZ, KRONICK & SHANAHAN				
	89138	11/17/2022	OCT 2022 FEES	3,554.38
Total BARTKIEWICZ, KRONICK & SHANAHAN:				3,554.38

Payee	Check Number	Check Issue Date	Description	Amount
BRADY WORLDWIDE INC				
	89180	11/23/2022	LABEL MAKER FOR E&I SHOP	75.98
	89180	11/23/2022	PERMASLEEVE HEAT SHRINK WIRE & CABLE FOR LABEL MAKER	113.28
Total BRADY WORLDWIDE INC:				189.26
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION				
	89139	11/17/2022	RM REGULAR MEMBER	8,810.00
Total CALIFORNIA SPECIAL DISTRICTS ASSOCIATION:				8,810.00
CASA				
	89181	11/23/2022	2022/2023 AGENCY ANNUAL DUES	18,000.00
Total CASA:				18,000.00
CASELLE				
	89140	11/17/2022	DEC 2022 MONTHLY SUPPORT & MAINT	3,631.00
Total CASELLE:				3,631.00
CDW-G				
	89207	11/30/2022	HP 507A Cyan Toner Cartridge	272.80
	89207	11/30/2022	DISPLAY ADAPTER FOR CONTROL ROOM	224.20
Total CDW-G:				497.00
CENTIMARK CORPORATION				
	89099	11/03/2022	PPE#2 EPDM ROOF REPLACEMENT	86,040.58
	89099	11/03/2022	RETENTION#2 EPDM ROOF REPLACEMENT	4,302.03
Total CENTIMARK CORPORATION:				81,738.55
CENTRISYS CENTRIFUGE SYSTEMS				
	89100	11/03/2022	Lincoln lubricator item	2,493.42
	89100	11/03/2022	Refurbished Lincoln Lubricator item	1,368.93
Total CENTRISYS CENTRIFUGE SYSTEMS:				3,862.35
CHARD SNYDER & ASSOCIATES				
	89141	11/17/2022	COBRA FEE	17.44
	89141	11/17/2022	COBRA FEE	8.72
	89141	11/17/2022	COBRA FEE	2.18
	89141	11/17/2022	COBRA FEE	33.52
	89141	11/17/2022	COBRA FEE	8.72
	89141	11/17/2022	COBRA FEE	17.16
	89141	11/17/2022	ADMIN FEE	74.55
	89141	11/17/2022	ADMIN FEE	26.55
	89141	11/17/2022	ADMIN FEE	59.55
	89141	11/17/2022	ADMIN FEE	15.00
	89141	11/17/2022	ADMIN FEE	9.00
	89141	11/17/2022	ADMIN FEE	3.00
	89141	11/17/2022	COBRA FEE	8.72
	89141	11/17/2022	COBRA FEE	4.36
	89141	11/17/2022	COBRA FEE	2.18
	89141	11/17/2022	ADMIN FEE	41.55
	89141	11/17/2022	ADMIN FEE	15.80

Payee	Check Number	Check Issue Date	Description	Amount
	89141	11/17/2022	ADMIN FEE	3.00
	11302202	11/30/2022	HRA	5.00
	11302202	11/30/2022	HRA	158.15
	11302202	11/30/2022	HRA	42.00
	11302202	11/30/2022	HRA	99.00
	11302202	11/30/2022	HRA	300.00
	11302202	11/30/2022	HRA	2.38
	11302202	11/30/2022	HRA	250.00
	11302202	11/30/2022	HRA	51.94
	11302202	11/30/2022	HRA	134.00
	11302202	11/30/2022	HRA	1,639.00
	11302202	11/30/2022	HRA	159.44
	11302202	11/30/2022	HRA	122.00
	11302202	11/30/2022	HRA	15.00
	11302202	11/30/2022	HRA	48.38
	11302202	11/30/2022	HRA	188.58
	11302202	11/30/2022	HRA	28.03
	11302202	11/30/2022	HRA	150.19
	11302202	11/30/2022	HRA	63.00
	11302202	11/30/2022	HRA	341.74
	11302202	11/30/2022	HRA	50.00
	11302202	11/30/2022	HRA	1.18
	11302202	11/30/2022	HRA	48.29
	11302202	11/30/2022	HRA	15.00
	11302202	11/30/2022	HRA	551.53
	11302202	11/30/2022	HRA	35.00
	11302202	11/30/2022	HRA	15.00
	11302202	11/30/2022	HRA	6.45
	11302202	11/30/2022	HRA	82.26
	11302202	11/30/2022	HRA	15.00
	11302202	11/30/2022	HRA	10.00
	11302202	11/30/2022	HRA	35.00
	11302202	11/30/2022	HRA	250.58
	11302202	11/30/2022	HRA	36.81
	11302202	11/30/2022	HRA	62.53
	11302202	11/30/2022	HRA	47.40
	11302202	11/30/2022	HRA	3,175.00
	11302202	11/30/2022	HRA	89.85
	11302202	11/30/2022	HRA	139.99
	11302202	11/30/2022	HRA	36.24
	11302202	11/30/2022	HRA	40.03
	11302202	11/30/2022	HRA	25.00
	11302202	11/30/2022	HRA	1,958.46
	11302202	11/30/2022	HRA	317.00
	11302202	11/30/2022	HRA	524.31
	11302202	11/30/2022	HRA	191.00
	11302202	11/30/2022	HRA	285.00
	11302202	11/30/2022	HRA	25.00
	11302202	11/30/2022	HRA	56.81
	11302202	11/30/2022	HRA	128.97
	11302202	11/30/2022	HRA	20.24
	11302202	11/30/2022	HRA	83.61
	11302202	11/30/2022	HRA	5.00
	11302202	11/30/2022	HRA	35.00
	11302202	11/30/2022	FSA	.01
	11302202	11/30/2022	HRA	4.77
	11302202	11/30/2022	HRA	19.89

Payee	Check Number	Check Issue Date	Description	Amount
	11302202	11/30/2022	HRA	4,605.71
	11302202	11/30/2022	HRA	8.40
	11302202	11/30/2022	HRA	22.71
	11302202	11/30/2022	HRA	10.00
	11302202	11/30/2022	FSA	34.99
	11302202	11/30/2022	HRA	5.22
	11302202	11/30/2022	HRA	35.90
	11302202	11/30/2022	HRA	145.53
	11302202	11/30/2022	HRA	184.55
Total CHARD SNYDER & ASSOCIATES:				17,625.05
CLARK PEST CONTROL				
	89101	11/03/2022	PEST AWAY 10/24/22 SVC	296.00
	89208	11/30/2022	PEST AWAY 11/21/22 SVC	296.00
Total CLARK PEST CONTROL:				592.00
CNW CONSTRUCTION INC.				
	89102	11/03/2022	PPE#1 CONTROL ROOM UPGRADES 02 & 13	41,412.90
	89102	11/03/2022	RETENTION#1 CONTROL ROOM UPGRADES 02 & 13	2,070.65
Total CNW CONSTRUCTION INC.:				39,342.25
CORELOGIC INFORMATION SOLUTIONS, IN				
	89142	11/17/2022	OCT 2022 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
CORWIN FORD				
	89143	11/17/2022	PARTS FOR REPAIRS & SVC ON VHCL #20	1,425.24
	89209	11/30/2022	MATERIALS FOR VHCL #30	1,425.24
Total CORWIN FORD:				2,850.48
CWEA				
	89144	11/17/2022	MEMBERSHIP RENEWAL	202.00
	89144	11/17/2022	CERTIFICATION RENEWAL	110.00
	89144	11/17/2022	CERTIFICATION RENEWAL	100.00
	89144	11/17/2022	CERTIFICATION RENEWAL	110.00
	89144	11/17/2022	Annual CWEA local and WEF membership	342.00
	89182	11/23/2022	MEMBERSHIP RENEWAL	202.00
Total CWEA:				1,066.00
DELL COMPUTER CORP. C/O DELL USA L.				
	89103	11/03/2022	VIDEO CARD FOR WALL MONITOR	216.90
	89145	11/17/2022	PC'S FOR SCADA HMI MONITORING	4,455.16
Total DELL COMPUTER CORP. C/O DELL USA L.:				4,672.06
DIGI-KEY				
	89104	11/03/2022	STOCK THERMOSTATS FOR TRUCKEE RIVER INTERCEPTOR	230.31
Total DIGI-KEY:				230.31

Payee	Check Number	Check Issue Date	Description	Amount
DLT SOLUTIONS LLC				
	89210	11/30/2022	ANNUAL AUTOCAD RENEWAL	3,281.91
Total DLT SOLUTIONS LLC:				3,281.91
ENVIRONMENTAL WATER SOLUTIONS, INC.				
	89146	11/17/2022	BNR BLOWER OIL	2,450.47
	89183	11/23/2022	TUTHILL BLOWER FOR BLOWER RETROFIT END CAPS	117.49
Total ENVIRONMENTAL WATER SOLUTIONS, INC.:				2,567.96
ERA; ENVIRONMENTAL RESOURCE ASSOCIA				
	89105	11/03/2022	PT SAMPLES FOR LAB	553.84
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				553.84
EUROFINS CALSCIENCE INC				
	89211	11/30/2022	OCTOBER TEICHERT SOIL	652.00
Total EUROFINS CALSCIENCE INC:				652.00
FASTENAL				
	89106	11/03/2022	REAM & NUTS FOR PLOW ON VHCL #7	208.76
Total FASTENAL:				208.76
FD THOMAS				
	89147	11/17/2022	PPE#4 PLANT COATING IMPROVEMENTS	37,901.67
	89147	11/17/2022	RETENTION #4 PLANT COATING IMPROVEMENTS	1,895.08-
Total FD THOMAS:				36,006.59
FEDERAL EXPRESS CORP.				
	89107	11/03/2022	ADMIN SHIPPING CHARGES	41.26
	89148	11/17/2022	OCT 2022 SHIPPING	10.88
	89148	11/17/2022	OCT 2022 SHIPPING	70.28
	89148	11/17/2022	OCT 2022 SHIPPING	54.87
	89148	11/17/2022	OCT 2022 SHIPPING	10.88- V
	89148	11/17/2022	OCT 2022 SHIPPING	70.28- V
	89148	11/17/2022	OCT 2022 SHIPPING	54.87- V
	89184	11/23/2022	ADMIN SHIPPING CHARGES	24.04
	89212	11/30/2022	ADMIN SHIPPING CHARGE	50.45
Total FEDERAL EXPRESS CORP.:				115.75
FERGUSON ENTERPRISES,INC. #1423				
	89108	11/03/2022	STOCK BALL VALVES, SOCKETS	117.83
	89108	11/03/2022	STOCK BALL VALVES	1,408.12
	89108	11/03/2022	CREDIT- RETURN BALL VALVES INV 0195269	1,408.12-
	89149	11/17/2022	STOCK BUTTERFLY VALVES FOR IRON SPONGE	1,299.00
Total FERGUSON ENTERPRISES,INC. #1423:				1,416.83
FISHER SCIENTIFIC COMPANY				
	89109	11/03/2022	TOC SUPPLIES FOR LAB	732.18

Payee	Check Number	Check Issue Date	Description	Amount
Total FISHER SCIENTIFIC COMPANY:				732.18
GFS CHEMICALS INC				
	89185	11/23/2022	SODIUM PHOSPHATE, DIBASIC, ANHYDROUS, ACS REAGENT FOR LAB	67.29
	89185	11/23/2022	Shipping	27.06
Total GFS CHEMICALS INC:				94.35
GRAINGER INC., W.W.				
	89110	11/03/2022	VHCL #22 INSPECTION REPORT	14.57
	89110	11/03/2022	CABLE WITH ELECTRODE FOR NEW WELDER	417.86
	89110	11/03/2022	LIQUID LEAK DETECTOR	190.43
	89150	11/17/2022	STOCK SCRUBBER SPONGE	33.10
	89150	11/17/2022	STOCK SOAP DISPENSER	352.38
	89150	11/17/2022	STOCK PAPER TOWELS	296.28
	89150	11/17/2022	CIRCUIT BREAKER LOCKOUT	101.12
	89150	11/17/2022	KNEE PADS NON SKID FOR PPE	30.41
	89186	11/23/2022	STOCK PAPER TOWEL ROLLS	63.81
	89186	11/23/2022	STOCK BLEACH, CLOROX	48.11
	89186	11/23/2022	STOCK PAPER TOWEL SHEETS	255.99
	89186	11/23/2022	CAGED JAW PULLER REPLACEMENT	323.50
	89186	11/23/2022	INSULATED PIPE JACKET ALUM 25FT FOR FILTER #1 AIR BREAK LINE	188.45
	89186	11/23/2022	INSULATED PIPE JACKET ALUM 10FT FOR FILTER #1 AIR BREAK LINE	91.87
Total GRAINGER INC., W.W.:				2,407.88
HACH CHEMICAL COMPANY				
	89111	11/03/2022	ELECTROYTE FOR THE CHLORINE SENSOR	290.54
	89151	11/17/2022	10MG/L SOLUTION FOR AMMONIA ANALYZERS	518.91
	89151	11/17/2022	REAGAENT AMTAX FOR AMMONIA ANALYZERS	307.94
	89151	11/17/2022	FREIGHT	138.60
	89151	11/17/2022	REAGENT AMTAX FOR AMMONIA ANALYZERS	307.94
	89151	11/17/2022	PH SENSOR FOR FINAL EFFLUENT	1,075.39
	89151	11/17/2022	Hach WIMS software Training and setup services	5,520.00
	89151	11/17/2022	LBOD PROBE W/1M CABLE FOR LAB	1,538.53
Total HACH CHEMICAL COMPANY:				9,697.85
HDR ENGINEERING INC				
	89152	11/17/2022	Sewer Connection Fee Study	2,867.50
	89152	11/17/2022	Comprehensive Sewer Service Charge Study	4,498.75
	89213	11/30/2022	Sewer Connection Fee Study	2,152.50
Total HDR ENGINEERING INC:				9,518.75
HOME DEPOT CREDIT SERVICES				
	89214	11/30/2022	O-Cedar Microfiber Wet Cloth Mop	12.96
	89214	11/30/2022	Pocket Flood Light For VHCL Maintenance	102.81
	89214	11/30/2022	O-Cedar Quick Wring Bucket - 2.5 gallon	11.88
Total HOME DEPOT CREDIT SERVICES:				127.65
HUNT & SONS INC.				
	89153	11/17/2022	OIL FOR BNR INFLUENT PUMP STATION	1,330.82
	89215	11/30/2022	340 GAL UNLEADED GASOLINE	1,845.58
	89215	11/30/2022	160 GAL DIESEL FUEL	1,106.69

Payee	Check Number	Check Issue Date	Description	Amount
Total HUNT & SONS INC.:				4,283.09
IDEXX LABORATORIES INC.				
	89187	11/23/2022	QUANTI CULT QC KIT FOR LAB	356.73
	89187	11/23/2022	SIMPLATE FOR HPC UNIT DOES KIT FOR LAB	170.72
Total IDEXX LABORATORIES INC.:				527.45
J.W. WELDING SUPPLY				
	89154	11/17/2022	CYLINDER RENTALS	15.90
	89154	11/17/2022	CYLINDER RENTALS	81.95
	89154	11/17/2022	CYLINDER RENTALS	57.75
Total J.W. WELDING SUPPLY:				155.60
K.G. WALTERS CONSTRUCTION., INC.				
	89112	11/03/2022	PPE#1 CHLORINE SCRUBBER REPLACEMENT	107,631.75
	89112	11/03/2022	RETENTION#1 CHLORINE SCRUBBER REPLACEMENT	5,381.59-
	89155	11/17/2022	PPE#2 CHLORINE SCRUBBER IMPROVEMENTS	98,845.00
	89155	11/17/2022	RETENTION#2 CHLORINE SCRUBBER IMPROVEMENTS	4,942.25-
Total K.G. WALTERS CONSTRUCTION., INC.:				196,152.91
KEMIRA WATER SOLUTIONS				
	89156	11/17/2022	23.57 TON FERRIC CHLORIDE DLVD 10/26/22	16,492.16
Total KEMIRA WATER SOLUTIONS:				16,492.16
LHOIST NORTH AMERICA				
	89157	11/17/2022	25.05 TON HYDRATED LIME DLVD 10/21/22	9,788.79
	89188	11/23/2022	25.04 TON HYDRATED LIME DLVD 11/9/22	9,784.92
Total LHOIST NORTH AMERICA:				19,573.71
LIBERTY PROCESS EQUIPMENT INC				
	89189	11/23/2022	PARTS FOR REBUILDING TWAS PUMP	8,245.46
	89189	11/23/2022	STOCK STATOR, ROTOR, GEAR JOINT FOR CHEM SLUDGE PUMP	5,369.60
Total LIBERTY PROCESS EQUIPMENT INC:				13,615.06
LINDE GAS AND EQUIP INC				
	89158	11/17/2022	CYLINDER RENTALS	90.04
Total LINDE GAS AND EQUIP INC:				90.04
MCMASTER-CARR				
	89113	11/03/2022	DUCT TUBE HOSE & CLAMPS FOR SEC 1	767.19
	89113	11/03/2022	ANGLE BRACKETS FOR E & I SHOP MINI SPLIT COVER	46.05
	89159	11/17/2022	HOSE FITTING FOR O2 BASIN, 2 WATER SPRAYERS	71.44
	89190	11/23/2022	STOCK GASKETS FOR DIGERS BLDG FOAM SEPERATOR	272.10
	89190	11/23/2022	FIBERGLASS INSULATION FOR FILTER 1 AIR BREAK LINE	321.99
Total MCMASTER-CARR:				1,478.77
MOUNTAIN HARDWARE				
	89191	11/23/2022	MINI HOOS FOR AWT, HANDLE THRD FOR DIGESTER	57.32

Payee	Check Number	Check Issue Date	Description	Amount
Total MOUNTAIN HARDWARE:				57.32
MUNI QUIP INC				
	89114	11/03/2022	REPLACEMENT PUMP FOR CENTRATE TRANSFER PUMP	13,605.59
Total MUNI QUIP INC:				13,605.59
NALCO COMPANY				
	89160	11/17/2022	QTRLY SURCHARGE FOR BOILER CHEMICALS	726.66
Total NALCO COMPANY:				726.66
NAPA- SIERRA				
	89161	11/17/2022	12 & 20 TON JACK	404.86
	89161	11/17/2022	WIPER BLADES	20.34
	89161	11/17/2022	CAPSULE FOR VHCL #9	15.14
	89161	11/17/2022	BATTERY FOR VHEQ #24	151.37
	89161	11/17/2022	LIGHT BULB FOR VHCL #7	12.56
	89161	11/17/2022	FUSES FOR VHCL #7	114.76
	89161	11/17/2022	SNOW PLOW LAMP FOR VHCL #7	115.61
	89161	11/17/2022	CREDIT FOR INV 601703	4.22
	89161	11/17/2022	NAPA GOLD FILTERS	28.01
Total NAPA- SIERRA:				858.43
NEW PIG CORPORATION				
	89162	11/17/2022	MODULAR SECONDARY CONTAINMENT PALLETS FOR LUBRICATION RM	3,645.60
Total NEW PIG CORPORATION:				3,645.60
OFFICE DEPOT				
	89192	11/23/2022	Wirebound Memo Books	13.64
	89216	11/30/2022	STOCK OFFICE SUPPLIES	313.12
	89216	11/30/2022	WEBCAM	52.92
Total OFFICE DEPOT:				379.68
OTIS ELEVATOR CO.				
	89217	11/30/2022	Logistics and fuel impact fee	125.00
Total OTIS ELEVATOR CO.:				125.00
PAC MACHINE CO.				
	89115	11/03/2022	HOSES FOR CLEANING DIGESTER	5,532.16
Total PAC MACHINE CO.:				5,532.16
PACIFIC OFFICE AUTOMATION				
	89116	11/03/2022	9/28/22-10/28/22 MONTHLY BILL	55.85
	89116	11/03/2022	10/3/22-11/3/22 MONTHLY BILL	164.82
	89218	11/30/2022	11/3/22-12/3/22 MONTHLY BILL	164.82
	89218	11/30/2022	10/28/22-11/28/22 MONTHLY BILL	55.85
Total PACIFIC OFFICE AUTOMATION:				441.34

Payee	Check Number	Check Issue Date	Description	Amount
PAYMENTUS GROUP INC				
	89193	11/23/2022	OCT 2022 TRANSACTION FEES	5.00
Total PAYMENTUS GROUP INC:				5.00
PETERBILT EQUIPMENT TRUCK PARTS & E				
	89219	11/30/2022	Perform DOT Inspection on Gapvax	159.99
Total PETERBILT EQUIPMENT TRUCK PARTS & E:				159.99
PINNACLE TOWERS INC.				
	89194	11/23/2022	RADIO TOWER RENTAL PLUTO MTN	819.55
Total PINNACLE TOWERS INC.:				819.55
PLATT ELECTRIC COMPANY				
	89195	11/23/2022	RIGID COMPRESSION CONNECTORS FOR GENERAL USE	107.99
	89195	11/23/2022	STOCK GFCI FOR OVERLOAD PROTECTION COMPRESSION	130.73
Total PLATT ELECTRIC COMPANY:				238.72
PRO-PIPE, INC				
	89117	11/03/2022	PPE#1 2022 DIGITAL SCANNING OF SEWER LINES	37,100.00
	89117	11/03/2022	RETENTION#1 2022 DIGITAL SCANNING OF SEWER LINES	1,855.00-
Total PRO-PIPE, INC:				35,245.00
QUARTZY				
	89163	11/17/2022	Narrow Mouth Erlenmeyer Flasks For Lab	56.29
	89163	11/17/2022	Pipet Tips, for TenSette Pipet For Lab	107.60
	89163	11/17/2022	KWIK-STIK Klebsiella pneumoniae subsp for lab	51.59
	89163	11/17/2022	Alkalinity Standard Solution For Lab	98.68
	89163	11/17/2022	Conductivity Standard with Calibration For Lab	31.64
Total QUARTZY:				345.80
R.F. MACDONALD COMPANY				
	89118	11/03/2022	REPAIRS TO SMOKE BOX ON HURST BOILER	3,094.35
Total R.F. MACDONALD COMPANY:				3,094.35
ROY SMITH COMPANY				
	89119	11/03/2022	3,165 GAL LIQUID OXYGEN DLVD 10/17/22	4,272.37
	89119	11/03/2022	2,776 GAL LIQUID OXYGEN DLVD 10/18/22	3,747.26
	89196	11/23/2022	2,429 GAL LIQUID OXYGEN DLVD 11/10/22	3,278.85
Total ROY SMITH COMPANY:				11,298.48
SAFETY-KLEEN CORP.				
	89164	11/17/2022	Annual service and rental for parts washers per agreement	592.22
Total SAFETY-KLEEN CORP.:				592.22
SAFEMART INC.				
	89165	11/17/2022	OCT 2022 BOARD MEETING SUPPLIES	138.41

Payee	Check Number	Check Issue Date	Description	Amount
Total SAFEWAY INC.:				138.41
SEAM GROUP LLC				
	89166	11/17/2022	Arc Flash Study	11,925.00
Total SEAM GROUP LLC:				11,925.00
SHERWIN-WILLIAMS				
	89197	11/23/2022	PAINT FOR SHOP HALLWAY	401.82
Total SHERWIN-WILLIAMS:				401.82
SHRED-IT USA				
	89120	11/03/2022	10/5/22 & 10/19/22 SVC	159.64
	89220	11/30/2022	11/2/22-11/16/22 SVC	159.64
Total SHRED-IT USA:				319.28
SIERRA ELECTRONICS				
	89167	11/17/2022	4 Watt UHF Radio Qty 2	1,881.39
	89167	11/17/2022	Impres LV HiCap Li-Ion Battery Qty 4	506.61
Total SIERRA ELECTRONICS:				2,388.00
SKYLINE SCAFFOLD INC				
	89198	11/23/2022	SCAFFOLDING INSPECTION WORK	1,800.00
Total SKYLINE SCAFFOLD INC:				1,800.00
SOLENIS				
	89121	11/03/2022	2 TOTES OF POYLMER	9,370.34
	89121	11/03/2022	3 TOTES OF POLYMER	16,583.98
Total SOLENIS:				25,954.32
SOUTHWEST GAS CORP.				
	89168	11/17/2022	9/30/22-10/27/22 MAIN BILL 10%	101.19
	89168	11/17/2022	9/30/22-10/27/22 MAIN BILL 90%	910.77
	89168	11/17/2022	9/30/22-10/27/22 PLANT BILL 10%	107.36
	89168	11/17/2022	9/30/22-10/27/22 PLANT BILL 90%	966.24
Total SOUTHWEST GAS CORP.:				2,085.56
STONE'S COUNTRY TIRE				
	89169	11/17/2022	WINTER TIRES FOR VHCL #9	1,013.77
	89169	11/17/2022	WINTER TIRES FOR VHCL #6	819.10
Total STONE'S COUNTRY TIRE:				1,832.87
TAHOE CANVAS CO.				
	89122	11/03/2022	PROTECTIVE COVER FOR THE HOSE REEL TRAILER	3,281.85
Total TAHOE CANVAS CO.:				3,281.85
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	89123	11/03/2022	EMPLOYEE SCREENING	125.00

Payee	Check Number	Check Issue Date	Description	Amount
	89123	11/03/2022	EMPLOYEE SCREENING	253.50
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				378.50
TAHOE SUPPLY COMPANY LLC				
	89170	11/17/2022	STOCK DETERGENT FOR UNIFORMS	202.88
Total TAHOE SUPPLY COMPANY LLC:				202.88
TAHOE TRUCKEE DISPOSAL				
	89171	11/17/2022	CHEM SLUDGE & HEADWORKS SCREENING	9,723.46
	89171	11/17/2022	BIOSOLIDS	10,602.90
Total TAHOE TRUCKEE DISPOSAL:				20,326.36
TEICHERT MATERIALS				
	89199	11/23/2022	SS-1H (5 Gal. Bucket of Tack)	46.01
	89199	11/23/2022	1/2" 64-28 HMA RAP ASPHALT & TACK FOR MANHOLE 72 PROJECT	233.97
	89199	11/23/2022	Environmental fee	9.20
	89199	11/23/2022	1/2" 64-28 HMA RAP ASPHALT & TACK FOR MANHOLE 72 PROJECT	663.65
	89199	11/23/2022	Environmental fee	9.20
	89199	11/23/2022	1/2" 64-16 ASPHALT & TACK FOR MANOLE 72 PROJECT	277.56
	89199	11/23/2022	Environmental fee	9.20
Total TEICHERT MATERIALS:				1,248.79
TERRYBERRY COMPANY				
	89200	11/23/2022	EMPLOYEE LONGEVITY AWARDS	449.48
	89200	11/23/2022	EMPLOYEE LONGEVITY AWARDS	400.97
	89200	11/23/2022	EMPLOYEE LONGEVITY AWARDS	272.96
	89200	11/23/2022	EMPLOYEE LONGEVITY AWARDS	579.97
Total TERRYBERRY COMPANY:				1,703.38
THATCHER COMPANY OF CA INC				
	89201	11/23/2022	4 TON CHLORINE DLVD 9/6/22	11,360.00
	89201	11/23/2022	4 TON CHLORINE DLVD 10/4/22	11,360.00
	89201	11/23/2022	4 TON CHLORINE DLVD 11/8/22	11,360.00
	89201	11/23/2022	CHLORINE EMPTIES 9/6/22	4,000.00-
	89201	11/23/2022	CHLORINE EMPTIES 11/8/22	4,000.00-
	89201	11/23/2022	CHLORINE EMPTIES 10/4/22	4,000.00-
Total THATCHER COMPANY OF CA INC:				22,080.00
TITAN WIRE & CABLE				
	89172	11/17/2022	WIRES FOR VARIOUS APPLICATIONS AROUND PLANT	848.58
	89172	11/17/2022	STOCK WIRES FOR VARIOUS APPLICATIONS AROUND PLANT	2,184.85
Total TITAN WIRE & CABLE:				3,033.43
TRACE ANALYTICS INC				
	89124	11/03/2022	Sample kits for the scba air compressor	201.54
Total TRACE ANALYTICS INC:				201.54
TRANE COMPANY				
	89125	11/03/2022	FY-23 annual T&M repair services	560.00

Payee	Check Number	Check Issue Date	Description	Amount
	89125	11/03/2022	FY-23 annual T&M repair services per executed agreement	280.00
	89125	11/03/2022	FY-23 annual T&M repair services per executed agreement	280.00
	89125	11/03/2022	FY-23 annual T&M repair services per executed agreement	280.00
	89173	11/17/2022	FY-23 annual T&M repair services per executed agreement	1,997.23
	89173	11/17/2022	FY-23 ANNUAL T&M REPAIR SVC	1,085.50
	89173	11/17/2022	FY-23 annual T&M repair services per executed agreement	2,405.53
	89173	11/17/2022	FY-23 annual T&M repair services per executed agreement	1,002.00
Total TRANE COMPANY:				7,890.26
TRUCKEE DONNER PUD				
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 90%	63,521.86
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 10%	7,057.98
	89126	11/03/2022	9/20/22-10/18/22 WATER 90%	124.58
	89126	11/03/2022	9/20/22-10/18/22 WATER 10%	13.84
	89126	11/03/2022	9/20/22-10/18/22 ELECTIC 10%	4.87
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 90%	43.86
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 90%	51.55
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 10%	5.72
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 10%	3.00
	89126	11/03/2022	9/20/22-10/18/22 ELECTRIC 90%	27.05
	89221	11/30/2022	10/18/22-11/16/22 ELECTRIC 10%	7,882.20
	89221	11/30/2022	10/18/22-11/16/22 ELECTRIC 90%	70,939.88
	89221	11/30/2022	10/18/22-11/16/22 WATER 10%	13.84
	89221	11/30/2022	10/18/22-11/16/22 WATER 90%	124.58
	89221	11/30/2022	10/18/22-11/16/22 ELECTRIC	65.27
	89221	11/30/2022	10/18/22-11/16/22 ELECTRIC	54.24
	89221	11/30/2022	10/18/22-11/16/22 ELECTRIC	30.05
Total TRUCKEE DONNER PUD:				149,964.37
T-TIME ENTERPRISES				
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	303.81
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	39.30
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	13.10
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	254.41
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	52.40
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	147.22
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	52.40
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	33.13
	89174	11/17/2022	BREAST CANCER AWARENESS T-SHIRTS	13.10
Total T-TIME ENTERPRISES:				908.87
U.S. BANK CARD DIVISION				
	11302201	11/30/2022	STOCK PRIME SHINE CAR WASH	62.98
	11302201	11/30/2022	FUJITSU SCANSNAP	487.11
	11302201	11/30/2022	STOCK COFFEE, CREAMER	257.92
	11302201	11/30/2022	OFFICE MAX 1099 FORMS	41.58
	11302201	11/30/2022	STUDY MATERIAL FOR CERT EXAMS	535.18
	11302201	11/30/2022	STOCK BALL VALVE FOR VARIOUS PROCESSES	28.74
	11302201	11/30/2022	VERIZON BILL	40.27
	11302201	11/30/2022	VERIZON BILL	40.27
	11302201	11/30/2022	VERIZON BILL	358.49
	11302201	11/30/2022	VERIZON BILL	60.51
	11302201	11/30/2022	VERIZON BILL	40.27
	11302201	11/30/2022	VERIZON BILL	107.14

Payee	Check Number	Check Issue Date	Description	Amount
	11302201	11/30/2022	ADOBE ACROBAT	17.99
	11302201	11/30/2022	MICROSOFT ONLINE SERVICES	360.00
	11302201	11/30/2022	GOOGLE CHROME DEVICE MANAGEMENT	905.10
	11302201	11/30/2022	AMAZON WEB MONTHLY BILL	6.59
	11302201	11/30/2022	NETWORK SWITCH FOR DESKTOP & CAMERA	524.51
	11302201	11/30/2022	LOG ME IN MONTHLY BILL	84.00
	11302201	11/30/2022	TV & MOUNTS FOR AWT CONTROL RM	2,274.98
	11302201	11/30/2022	TELEVISIONS FOR AWT CONTROL ROOM	1,516.65
	11302201	11/30/2022	DOUBLE JACKET FIRE HOSES	1,845.45
	11302201	11/30/2022	DJ FUN CHRISTMAS PARTY DEPOSIT	250.00
	11302201	11/30/2022	EXHAUST FAN FOR MAINT RESTROOM	280.37
	11302201	11/30/2022	NAME PLATE	43.12
	11302201	11/30/2022	SHRM 1099 REPORTING ONLINE COURSE	169.00
	11302201	11/30/2022	SCANAIDE FOR MAINTENANCE SCANNER	109.37
	11302201	11/30/2022	GFOA MEMBER RENEWAL	150.00
	11302201	11/30/2022	32 OZ REFILLS GERMSTAR	511.58
	11302201	11/30/2022	TAILSTOCK ALIGNMENT BAR FOR LATHE	208.01
	11302201	11/30/2022	ZOOM AUDIO CONFERENCE	110.00
	11302201	11/30/2022	FILTERS FOR BNR	348.13
	11302201	11/30/2022	HDMI CABLE, PHONE CHARGERS	227.27
	11302201	11/30/2022	STOCK CLAMP, BEAM FOR RIGGING APPLICATIONS	260.05
	11302201	11/30/2022	STOCK CIRCUIT BREAKERS	56.98
	11302201	11/30/2022	STOCK OVERLOAD RELAYS	335.88
	11302201	11/30/2022	STOCK GAS FOR CALIBRATION	562.90
	11302201	11/30/2022	STOCK LIFEGUARD HATS	63.30
	11302201	11/30/2022	FULL BODY HARNESS QTY 11	6,150.92
	11302201	11/30/2022	GUARDRAILS & BASES FOR BNR INFLUENT PUMP STATION	3,737.67
	11302201	11/30/2022	FREIGHT FOR SOLENOIT KIT FOR LIME SYSTEM	48.84
	11302201	11/30/2022	STOCK TACK FLOW SWITCHES FOR LEL'S	249.47
	11302201	11/30/2022	AIR QUALITY MONITOR	338.67
Total U.S. BANK CARD DIVISION:				23,807.26
ULINE				
	89127	11/03/2022	STOCK SPONGES FOR JANITORIAL	171.14
	89127	11/03/2022	STOCK SAFETY GLASS WIPES	21.67
Total ULINE:				192.81
UNIFIRST CORPORATION				
	89128	11/03/2022	UNIFORMS	151.87
	89128	11/03/2022	UNIFORMS	21.62
	89128	11/03/2022	UNIFORMS	106.26
	89128	11/03/2022	UNIFORMS	81.56
	89128	11/03/2022	UNIFORMS	34.98
	89128	11/03/2022	UNIFORMS	151.87
	89128	11/03/2022	UNIFORMS	21.62
	89128	11/03/2022	UNIFORMS	106.26
	89128	11/03/2022	UNIFORMS	81.56
	89128	11/03/2022	UNIFORMS	34.98
	89175	11/17/2022	UNIFORMS	153.74
	89175	11/17/2022	UNIFORMS	21.62
	89175	11/17/2022	UNIFORMS	107.15
	89175	11/17/2022	UNIFORMS	84.35
	89175	11/17/2022	UNIFORMS	35.44
	89175	11/17/2022	UNIFORMS	151.87
	89175	11/17/2022	UNIFORMS	21.62

Payee	Check Number	Check Issue Date	Description	Amount
	89175	11/17/2022	UNIFORMS	106.26
	89175	11/17/2022	UNIFORMS	81.56
	89175	11/17/2022	UNIFORMS	34.98
	89175	11/17/2022	UNIFORMS	151.87
	89175	11/17/2022	UNIFORMS	21.62
	89175	11/17/2022	UNIFORMS	106.26
	89175	11/17/2022	UNIFORMS	81.56
	89175	11/17/2022	UNIFORMS	34.98
	89222	11/30/2022	UNIFORMS	151.87
	89222	11/30/2022	UNIFORMS	21.62
	89222	11/30/2022	UNIFORMS	106.26
	89222	11/30/2022	UNIFORMS	81.56
	89222	11/30/2022	UNIFORMS	34.98
Total UNIFIRST CORPORATION:				2,383.75
UNITED PARCEL SERVICE, UPS				
	89202	11/23/2022	OCT 2022 SHIPPING CHARGES	10.88
	89202	11/23/2022	OCT 2022 SHIPPING CHARGES	70.28
	89202	11/23/2022	OCT 2022 SHIPPING CHARGES	54.87
Total UNITED PARCEL SERVICE, UPS:				136.03
UNITED RENTALS				
	89129	11/03/2022	SCISSOR LIFT RENTAL FOR SHOP OVERHEAD CONDUIT	1,180.00
Total UNITED RENTALS:				1,180.00
UNIVAR USA INC.				
	89176	11/17/2022	7,001 GAL METHANOL DLVD 10/24/22	14,357.89
	89203	11/23/2022	23.75 TON CAUSTIC SODA DLVD 11/10/22	11,411.37
	89203	11/23/2022	7,002 GAL METHANOL DLVD 11/11/22	14,358.92
Total UNIVAR USA INC.:				40,128.18
USA BLUE BOOK				
	89130	11/03/2022	DISCHARGE HOSE FOR DIGESTER CLEANING	1,229.53
Total USA BLUE BOOK:				1,229.53
UTILITY SYSTEMS SCIENCE AND SOFTWARE				
	89131	11/03/2022	On-site calibration/validation of open channel flow meters and mag meter	4,995.00
	89131	11/03/2022	Calibration reports for all site with PE stamp	1,500.00
Total UTILITY SYSTEMS SCIENCE AND SOFTWARE:				6,495.00
VICKY LUFRANO				
	89177	11/17/2022	REIMBURSEMENT	800.74
Total VICKY LUFRANO:				800.74
VWR SCIENTIFIC INC				
	89132	11/03/2022	Unitary Wash Bottles, 1L, Case of 12 For Lab	228.84
	89132	11/03/2022	Organic Carbon Standard, 1 ml For Lab	97.72
Total VWR SCIENTIFIC INC:				326.56

Payee	Check Number	Check Issue Date	Description	Amount
WASTEWATER TECH TRAINERS				
	89133	11/03/2022	CA Grades IV & V Wastewater Operator Certification & Math Review	550.00
	89133	11/03/2022	CA Grade III Wastewater Operator Certification & Math Review	550.00
Total WASTEWATER TECH TRAINERS:				1,100.00
ZORO				
	89178	11/17/2022	INSULATED SPRAY NOZZLES FOR GENERAL CLEANING	72.04
	89178	11/17/2022	STOCK CUTTING WHEELS FOR ALUM, STAINLESS, & STEEL	184.58
	89204	11/23/2022	FITTINGS FOR COPPER PIPING IN ADMIN	368.84
Total ZORO:				625.46
Grand Totals:				938,162.67

Payee	Check Number	Check Issue Date	Description	Amount
AIRGAS USA LLC				
	89284	12/22/2022	CYLINDER RENTALS	93.40
	89284	12/22/2022	CYLINDER RENTALS	64.60
	89284	12/22/2022	CYLINDER RENTALS	35.80
Total AIRGAS USA LLC:				193.80
ALLIANT INSURANCE SERVICES INC				
	89224	12/08/2022	POLLUTION LIABILITY RENEWAL 12/2/22-12/2/23	8,971.39
	89285	12/22/2022	Wilkins Public Official Bond 2023	250.00
	89285	12/22/2022	Smelser Public Official Bond 2023	250.00
	89285	12/22/2022	Tresan Public Official Bond 2023	250.00
	89285	12/22/2022	Cox Public Official Bond 2023	250.00
	89285	12/22/2022	Wilson Public Official Bond 2023	250.00
Total ALLIANT INSURANCE SERVICES INC:				10,221.39
ALPHA ANALYTICAL INC				
	89225	12/08/2022	RIVERS & WELLS 4Q2022	360.00
	89255	12/15/2022	4Q 2022 THM	418.75
	89286	12/22/2022	4Q 2022 EFFLUENT QUARTERLY	295.00
	89286	12/22/2022	4Q 2022 BIOSOLIDS	275.00
	89286	12/22/2022	4Q 2022 PRETREATMENT	2,090.00
	89286	12/22/2022	4Q 2022 THM	400.00
	89286	12/22/2022	TEICHERT SOIL OCT 2022	1,640.00
Total ALPHA ANALYTICAL INC:				5,478.75
ANNIE'S CLEANING SERVICE				
	89226	12/08/2022	OCT 2022 JANITORIAL SVC	3,813.33
	89226	12/08/2022	NOV 2022 JANITORIAL SVC	3,816.66
Total ANNIE'S CLEANING SERVICE:				7,629.99
ARAMARK WORK APPAREL				
	89227	12/08/2022	MATS	185.79
	89227	12/08/2022	TOWELS	13.13
	89227	12/08/2022	SVC CHARGE	21.00
	89287	12/22/2022	MATS	185.79
	89287	12/22/2022	TOWELS	13.13
	89287	12/22/2022	SVC CHARGE	21.00
Total ARAMARK WORK APPAREL:				439.84
AT&T 530 582-0827 966 5				
	89283	12/22/2022	TELEPHONE BILL 10%	214.62 M
	89283	12/22/2022	TELEPHONE BILL 90%	1,931.59 M
Total AT&T 530 582-0827 966 5:				2,146.21
AUTOSCRIBE INFOMATICS				
	89288	12/22/2022	ANNUAL LIMS SUPPORT	5,170.00
Total AUTOSCRIBE INFOMATICS:				5,170.00
BARTKIEWICZ, KRONICK & SHANAHAN				
	89256	12/15/2022	NOV 2022 FEES	5,532.83

Payee	Check Number	Check Issue Date	Description	Amount
Total BARTKIEWICZ, KRONICK & SHANAHAN:				5,532.83
CASELLE				
	89289	12/22/2022	JAN 2023 MONTHLY SUPPORT & MAINT	3,631.00
Total CASELLE:				3,631.00
CASHMAN EQUIPMENT CO.				
	89228	12/08/2022	CREDIT FOR INV INPS3631770	632.18-
	89228	12/08/2022	BOLTS, SCREWS FOR BACKHOE REPAIR	451.02
	89228	12/08/2022	REPLACEMENT BELLOW FOR GENERATOR	2,916.58
	89228	12/08/2022	PARTS FOR BAOE REPAIR	4,341.01
	89228	12/08/2022	SCREWS FOR BACKHOE REPAIR	1.41
Total CASHMAN EQUIPMENT CO.:				7,077.84
CDW-G				
	89290	12/22/2022	IPADS FOR MOBILE CMMS SYSTEM	1,966.95
	89290	12/22/2022	IPADS FOR MOBILE CMMS SYSTEM	3,418.14
Total CDW-G:				5,385.09
CentriTek Industrial Centrifuge Speciali				
	89229	12/08/2022	Rebuild of Centrisys Centrifuge	35,000.00
	89229	12/08/2022	Cake Discharge Nozzle Replacement (6 Nozzles)	1,800.00
	89229	12/08/2022	Feed Chamber Epoxy Wear Liner	800.00
	89229	12/08/2022	Replace Damaged Tiles (26 Tiles)	1,000.00
	89229	12/08/2022	Additional Labor for Machine Cleaning Outside Bid Scope	4,500.00
Total CentriTek Industrial Centrifuge Speciali:				43,100.00
CHARD SNYDER & ASSOCIATES				
	89230	12/08/2022	COBRA FEE	17.44
	89230	12/08/2022	COBRA FEE	8.72
	89230	12/08/2022	COBRA FEE	2.18
	89230	12/08/2022	COBRA FEE	33.52
	89230	12/08/2022	COBRA FEE	8.72
	89230	12/08/2022	COBRA FEE	17.16
	89230	12/08/2022	COBRA FEE	8.72
	89230	12/08/2022	COBRA FEE	4.36
	89230	12/08/2022	COBRA FEE	2.18
	89230	12/08/2022	ADMIN FEE	41.55
	89230	12/08/2022	ADMIN FEE	15.80
	89230	12/08/2022	ADMIN FEE	3.00
	89230	12/08/2022	ADMIN FEE	74.55
	89230	12/08/2022	ADMIN FEE	26.55
	89230	12/08/2022	ADMIN FEE	59.55
	89230	12/08/2022	ADMIN FEE	15.00
	89230	12/08/2022	ADMIN FEE	9.00
	89230	12/08/2022	ADMIN FEE	3.00
	89291	12/22/2022	COBRA	20.44
	89291	12/22/2022	COBRA	8.72
	89291	12/22/2022	COBRA	2.18
	89291	12/22/2022	COBRA	33.52
	89291	12/22/2022	COBRA	8.72
	89291	12/22/2022	COBRA	14.16

Payee	Check Number	Check Issue Date	Description	Amount
	89291	12/22/2022	COBRA	8.72
	89291	12/22/2022	COBRA	4.36
	89291	12/22/2022	COBRA	2.18
	89291	12/22/2022	ADMIN FEE	41.55
	89291	12/22/2022	ADMIN FEE	15.80
	89291	12/22/2022	ADMIN FEE	3.00
	89291	12/22/2022	HRA	77.55
	89291	12/22/2022	ADMIN FEE	26.55
	89291	12/22/2022	ADMIN FEE	59.55
	89291	12/22/2022	ADMIN FEE	15.00
	89291	12/22/2022	ADMIN FEE	9.00
	89291	12/22/2022	ADMIN FEE	3.00
	12222203	12/22/2022	HRA REPAYMENT	99.00-
	12222203	12/22/2022	HRA	10.00
	12222203	12/22/2022	HRA	123.00
	12222203	12/22/2022	HRA	162.32
	12222203	12/22/2022	HRA	327.99
	12222203	12/22/2022	HRA	10.00
	12222203	12/22/2022	HRA	15.00
	12222203	12/22/2022	HRA	15.00
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	6.41
	12222203	12/22/2022	HRA	15.00
	12222203	12/22/2022	HRA	300.00
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	45.00
	12222203	12/22/2022	HRA	15.00
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	73.04
	12222203	12/22/2022	HRA	20.00
	12222203	12/22/2022	HRA	10.00
	12222203	12/22/2022	HRA	292.91
	12222203	12/22/2022	HRA	499.32
	12222203	12/22/2022	HRA	24.92
	12222203	12/22/2022	HRA	31.43
	12222203	12/22/2022	HRA	281.47
	12222203	12/22/2022	HRA	130.90
	12222203	12/22/2022	HRA	377.66
	12222203	12/22/2022	HRA	3.65
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	208.00
	12222203	12/22/2022	HRA	5.00
	12222203	12/22/2022	HRA	28.61
	12222203	12/22/2022	HRA	15.00
	12222203	12/22/2022	HRA	10.00
	12222203	12/22/2022	HRA	24.44
	12222203	12/22/2022	HRA	74.84
	12222203	12/22/2022	HRA	341.34
	12222203	12/22/2022	HRA	40.00
	12222203	12/22/2022	HRA	70.00
	12222203	12/22/2022	HRA	809.05
	12222203	12/22/2022	HRA	280.00
	12222203	12/22/2022	HRA	120.26
	12222203	12/22/2022	HRA	375.00
	12222203	12/22/2022	HRA	2.63
	12222203	12/22/2022	HRA	187.21

Payee	Check Number	Check Issue Date	Description	Amount
	12222203	12/22/2022	HRA	32.33
	12222203	12/22/2022	HRA	40.00
	12222203	12/22/2022	HRA	796.20
	12222203	12/22/2022	HRA	75.00
	12222203	12/22/2022	HRA	503.25
	12222203	12/22/2022	HRA	52.50
	12222203	12/22/2022	HRA	12.44
	12222203	12/22/2022	HRA	353.20
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	70.00
	12222203	12/22/2022	HRA	346.00
	12222203	12/22/2022	HRA	651.42
	12222203	12/22/2022	HRA	75.00
	12222203	12/22/2022	HRA	404.20
	12222203	12/22/2022	HRA	545.40
	12222203	12/22/2022	HRA	15.00
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	446.14
	12222203	12/22/2022	HRA	70.00
	12222203	12/22/2022	HRA	22.92
	12222203	12/22/2022	HRA	35.00
	12222203	12/22/2022	HRA	41.01
	12222203	12/22/2022	HRA	393.00
	12222203	12/22/2022	HRA	10.00
	12222203	12/22/2022	HRA	48.76
	12222203	12/22/2022	HRA	453.50
	12222203	12/22/2022	HRA	75.00
	12222203	12/22/2022	HRA	112.00
	12222203	12/22/2022	HRA	526.10
	12222203	12/22/2022	HRA	28.50
	12222203	12/22/2022	HRA	99.00
	12222203	12/22/2022	HRA	810.04
	12222203	12/22/2022	HRA	182.97
	12222203	12/22/2022	HRA	384.30
	12222203	12/22/2022	HRA	119.23
Total CHARD SNYDER & ASSOCIATES:				14,096.81
CLARK PEST CONTROL				
	89292	12/22/2022	PEST AWAY 12/13/22 SVC	296.00
Total CLARK PEST CONTROL:				296.00
CNW CONSTRUCTION INC.				
	89257	12/15/2022	PPE#2 CONTROL ROOM UPGRADES	135,417.00
	89257	12/15/2022	RETENTION#2 CONTROL ROOM UPGRADES	6,770.85-
Total CNW CONSTRUCTION INC.:				128,646.15
CORELOGIC INFORMATION SOLUTIONS, IN				
	89258	12/15/2022	NOV 2022 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
CORWIN FORD				
	89209	12/20/2022	MATERIALS FOR VHCL #30	1,425.24- V

Payee	Check Number	Check Issue Date	Description	Amount
Total CORWIN FORD:				1,425.24-
CRYSTAL SUBLET				
	89231	12/08/2022	REIMBURSEMENT	988.09
Total CRYSTAL SUBLET:				988.09
CUTTING IMAGE LLC				
	89293	12/22/2022	LASER CHECKS FOR ACCOUNT PAYABLE	452.15
Total CUTTING IMAGE LLC:				452.15
CWEA				
	89294	12/22/2022	MEMBERSHIP RENEWAL	202.00
	89294	12/22/2022	CERTIFICATION RENEWAL	110.00
Total CWEA:				312.00
DELL COMPUTER CORP. C/O DELL USA L.				
	89295	12/22/2022	REPLACEMENT E&I LAPTOP	1,842.51
Total DELL COMPUTER CORP. C/O DELL USA L.:				1,842.51
FASTENAL				
	89296	12/22/2022	Miscellaneous nuts and bolts per quote 97813	703.89
	89296	12/22/2022	Miscellaneous nuts and bolts per quote 97813	482.07
	89296	12/22/2022	Miscellaneous nuts and bolts per quote 97813	21.33
	89296	12/22/2022	Miscellaneous nuts and bolts per quote 97813	10.87
	89296	12/22/2022	Miscellaneous nuts and bolts per quote 97813	1,137.69
	89296	12/22/2022	Miscellaneous nuts and bolts per quote 97813	1,129.02
	89296	12/22/2022	FLUKE MAX THERMOTER FOR MAINT USE	134.25
Total FASTENAL:				3,619.12
FEDERAL EXPRESS CORP.				
	89259	12/15/2022	NOV 2022 SHIPPING	37.11
	89297	12/22/2022	NOV 2022 SHIPPING	14.48
	89297	12/22/2022	NOV 2022 SHIPPING	14.48- V
Total FEDERAL EXPRESS CORP.:				37.11
GOBLE SAMPSON ASSOCIATES				
	89298	12/22/2022	ENDLESS SCREENING BAG FOR HUBER PRESS	400.00
	89298	12/22/2022	ENDLESS SCREENING BAG FOR HUBER PRESS	400.00- V
Total GOBLE SAMPSON ASSOCIATES:				.00
GRAINGER INC., W.W.				
	89232	12/08/2022	RUBBER GROMMET FOR CRANE PENDANT	11.66
	89232	12/08/2022	Stock Toilet Paper Roll	202.94
	89232	12/08/2022	Stock Shampoo and Body Wash	109.79
	89232	12/08/2022	Stock Paper Towel Sheets	29.10
	89232	12/08/2022	Stock Y Strainer For 2 Water	94.20
	89232	12/08/2022	CALIBRATION GAS FOR AIR MONITORS	235.65
	89260	12/15/2022	STOCK NONSKID KNEE PADS	23.21
	89260	12/15/2022	STOCK FACIAL TISSUE 100 SHEETS, 2 PLY	90.22

Payee	Check Number	Check Issue Date	Description	Amount
	89260	12/15/2022	STOCK SHAFT REPAIR SLEEVE FOR BNR BLOWERS	302.74
	89260	12/15/2022	STOCK SHAFT SEAL FOR BNR BLOWERS	62.85
	89299	12/22/2022	STOCK TOILET PAPER, PAPER TOWELS	482.03
	89299	12/22/2022	DRAIN CLEANING CABLE FOR CENTRIFUGE CENTRATE LINE	539.29
	89299	12/22/2022	STOCK BATTERIES	622.08
Total GRAINGER INC., W.W.:				2,805.76
HACH CHEMICAL COMPANY				
	89233	12/08/2022	PH PROBE PREVENTATIVE ANNUAL MAINTENANCE SUPPLIES	2,032.30
	89233	12/08/2022	NO PIPETTE SINGLE DOSE BOD STANDARD FOR LAB	144.95
	89233	12/08/2022	SENSOR FOR FINAL EFFLUENT	2,415.06
	89261	12/15/2022	1 mg/l standard solution for BNR & final effluent amtax units	138.56
	89261	12/15/2022	Cleaning solution amtax for BNR & effluent	1,784.00
	89261	12/15/2022	10mg/l standard solution amtax for BNR & effluent	277.12
	89261	12/15/2022	1 mg/l standard solution for BNR & effluent	138.56
	89300	12/22/2022	50mg/l Standard Solution for BNR & Effluent Amtax Units	396.21
Total HACH CHEMICAL COMPANY:				7,326.76
HDR ENGINEERING INC				
	89234	12/08/2022	Comprehensive Sewer Service Charge Study	1,857.99
	89234	12/08/2022	Sewer Connection Fee Study	2,155.00
Total HDR ENGINEERING INC:				4,012.99
HOME DEPOT CREDIT SERVICES				
	89235	12/08/2022	SHOP TOOL 1/2" HAMMER DRILL	107.17
	89235	12/08/2022	STOCK BEANIES FOR WINTER WEATHER	173.03
	89262	12/15/2022	METAL PEGBOARD DRIP RACK FOR OIL STORAGE	147.95
Total HOME DEPOT CREDIT SERVICES:				428.15
HUNT & SONS INC.				
	89263	12/15/2022	2,000 GAL HEATING FUEL 10%	1,009.65
	89263	12/15/2022	2,000 GAL HEATING FUEL 90%	9,086.94
Total HUNT & SONS INC.:				10,096.59
J.W. WELDING SUPPLY				
	89236	12/08/2022	CYLINDER RENTALS	15.90
	89236	12/08/2022	CYLINDER RENTALS	81.95
	89236	12/08/2022	CYLINDER RENTALS	57.75
	89301	12/22/2022	DELIVERY OUR TRUCK	46.55
	89301	12/22/2022	NITROGEN COMPRESSED 2.2 UN1066	51.47
	89301	12/22/2022	FUEL SURCHARGE ON HP GAS CYL	1.80
	89301	12/22/2022	U.H.P. GR.5 HELIUM, COMPRESSED	272.66
	89301	12/22/2022	FUEL SURCHARGE RARE & SPEC	1.35
Total J.W. WELDING SUPPLY:				529.43
JEFF NAVARRETE				
	89264	12/15/2022	REIMBURSEMENT CDL EXP	117.50
Total JEFF NAVARRETE:				117.50

Payee	Check Number	Check Issue Date	Description	Amount
LHOIST NORTH AMERICA				
	89265	12/15/2022	22.91 TON HYDRATED LIME DLVD 11/30/22	8,952.54
Total LHOIST NORTH AMERICA:				8,952.54
LIBERTY UTILITIES				
	89302	12/22/2022	ELECTRIC BILL	20.16
	89302	12/22/2022	ELECTRIC BILL	25.03
	89302	12/22/2022	ELECTRIC BILL	20.16
	89302	12/22/2022	ELECTRIC BILL	18.61
	89302	12/22/2022	ELECTRIC BILL	36.93
Total LIBERTY UTILITIES:				120.89
LINDE GAS AND EQUIP INC				
	89303	12/22/2022	CYLINDER RENTALS	92.66
Total LINDE GAS AND EQUIP INC:				92.66
LOGICALLY				
	89266	12/15/2022	LogicCare SecureCare, and Data Protection	4,523.32
	89266	12/15/2022	Sonicwall Firewall Device and Installation	4,460.59
	89266	12/15/2022	Sonicwall Firewall Device and Installation	4,443.45
	89266	12/15/2022	LogiCare, Secure Care and Data Protection	4,489.51
	89266	12/15/2022	Logicare, SecureCare and Data Protection	4,276.94
	89266	12/15/2022	LogiCare, Secure Care and Data Protection	4,444.40
	89266	12/15/2022	Sonicwall Firewall Device and Installation	10,633.50
	89266	12/15/2022	Sonicwall Firewall Device and Installation	1,082.50
	89266	12/15/2022	Sonicwall Firewall Device and Installation	760.00
	89266	12/15/2022	Sonicwall Firewall Device and Installation	1,044.00
	89266	12/15/2022	Sonicwall Firewall Device and Installation	1,980.00
	89266	12/15/2022	Sonicwall Firewall Device and Installation	1,755.00
	89266	12/15/2022	Sonicwall Firewall Device and Installation	154.50
	89266	12/15/2022	Sonicwall Firewall Device and Installation	5,183.80
	89266	12/15/2022	Sonicwall Firewall Device and Installation	270.00
	89266	12/15/2022	Annual PO for Logically monthly services Aug 2022	4,695.63
	89266	12/15/2022	Annual PO for Logically monthly services Sept 2022	4,667.58
	89266	12/15/2022	Annual PO for Logically monthly services Oct 2022	4,695.63
	89266	12/15/2022	Annual PO for Logically monthly services Nov 2022	4,723.69
Total LOGICALLY:				68,284.04
LUKE SWANN				
	89237	12/08/2022	REIMBURSEMENT	25.97
Total LUKE SWANN:				25.97
MAGID GLOVE & SAFETY CO LLC				
	89238	12/08/2022	Electrical Glove Testing (11 Pairs) https://www.magidglove.com	155.61
Total MAGID GLOVE & SAFETY CO LLC:				155.61
MCMMASTER-CARR				
	89239	12/08/2022	CORROSION PROTECTION TAPE FOR FACILITY	301.86
	89239	12/08/2022	PIPING & FITTINGS FOR BNR BLOWER	638.60
	89239	12/08/2022	GORE GASKET TAPE FOR CENTRIFUGE	193.62
	89267	12/15/2022	HOSE COUPLINGS FOR SOLIDS HANDLING BUILDING	140.98

Payee	Check Number	Check Issue Date	Description	Amount
	89304	12/22/2022	RUBBER GASKETS FOR BOILER SIGHT GLASSES	54.05
Total MCMASTER-CARR:				1,329.11
MOTION & FLOW CONTROL PRODUCTS, INC.				
	89268	12/15/2022	FITTINGS FOR FILTER PRESS	300.92
Total MOTION & FLOW CONTROL PRODUCTS, INC.:				300.92
MOTION INDUSTRIES				
	89269	12/15/2022	NEED SCALER & PACKAGE FOR SURFACE PREP	336.17
Total MOTION INDUSTRIES:				336.17
NAPA- SIERRA				
	89305	12/22/2022	AIR FILTER FOR VHCL #21	5.38
Total NAPA- SIERRA:				5.38
OFFICE DEPOT				
	89306	12/22/2022	Office Depot® Brand Monthly Desk Pad Calendar, 21-3/4" x 17", White, January T	36.75
	89306	12/22/2022	AT-A-GLANCE Three Month 2023 RY Wall Calendar, Large, 15 1/2" x 22 3/4"	49.17
	89306	12/22/2022	Scotch Tape Refills- 10 pk	21.39
	89306	12/22/2022	Spiral Notebooks, Pack of 6	10.00
	89306	12/22/2022	King Size Sharpie, Pack of 12	17.98
	89306	12/22/2022	Pop Up Post It- Pack of 18	21.87
	89306	12/22/2022	CREDIT FOR WALL CALENDAR	34.62
	89306	12/22/2022	3 month wall calendar	34.62
	89306	12/22/2022	DayMinder 2023 RY Monthly Planner	18.18
	89306	12/22/2022	Hard Floor Chair Mat, Rectangular	84.13
	89306	12/22/2022	STOCK PRINTING PAPER FOR PLANT	963.53
Total OFFICE DEPOT:				1,223.00
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT				
	89240	12/08/2022	DEPOSIT REFUND	1,000.00
Total OLYMPIC VALLEY PUBLIC SERVICE DISTRICT:				1,000.00
PACIFIC OFFICE AUTOMATION				
	89307	12/22/2022	9/28/22-10/28/22 OVERAGE	57.28
	89307	12/22/2022	12/3/22-1/3/23 MONTHLY BILL	164.82
Total PACIFIC OFFICE AUTOMATION:				222.10
PAYMENTUS GROUP INC				
	89308	12/22/2022	NOV 2022 TRANSACTION FEES	12.50
Total PAYMENTUS GROUP INC:				12.50
PETTY CASH				
	89241	12/08/2022	PELICAN PAIL & LINER	16.51
	89241	12/08/2022	GUIDE TO LOCAL GOV FINANCE IN CA	97.44
	89241	12/08/2022	STAMPS	120.00
	89241	12/08/2022	STAFF MEETING SNACKS	111.67
	89241	12/08/2022	BOARD SNACKS	46.28
	89241	12/08/2022	BOARD SNACKS	41.54

Payee	Check Number	Check Issue Date	Description	Amount
	89241	12/08/2022	SINGLE BRUSH PLATE	12.50
Total PETTY CASH:				445.94
PINNACLE TOWERS INC.				
	89309	12/22/2022	RADIO TOWER RENTAL PLUTO MTN	819.95
Total PINNACLE TOWERS INC.:				819.95
PLATT ELECTRIC COMPANY				
	89310	12/22/2022	STOCK WIRING DUCT COVERS	104.19
Total PLATT ELECTRIC COMPANY:				104.19
PLAZA TIRE AND AUTO SERVICE				
	89270	12/15/2022	TIRES FOR 1998 CAT 416C BACKHOE	1,690.21
Total PLAZA TIRE AND AUTO SERVICE:				1,690.21
QUARTZY				
	89242	12/08/2022	Nessler Color Comparison Tubes For Lab	167.74
	89271	12/15/2022	Volumetric Pipets For Lab	430.05
	89271	12/15/2022	Nutrient Agar, Hardy Diagnostics, Agar Packaging Tube for Lab	26.17
	89271	12/15/2022	Traceable Compact Two-Channel Digital Timer with Calibration For Lab	227.95
	89271	12/15/2022	PH Mettler Toledo For Lab	254.11
	89271	12/15/2022	Label Tape For Lab	44.01
	89271	12/15/2022	Disposable Culture Tubes For Lab	206.66
Total QUARTZY:				1,356.69
RADWELL INTERNATIONAL				
	89243	12/08/2022	THREAD SEALANT FOR FACILITY USE	255.55
Total RADWELL INTERNATIONAL:				255.55
RED WING BUSINESS ADVANTAGE ACCOUNT				
	89272	12/15/2022	EMPLOYEE WINTER BOOTS	207.05
	89272	12/15/2022	EMPLOYEE SUMMER BOOTS	230.05
	89272	12/15/2022	EMPLOYEE SUMMER BOOTS	220.85
	89272	12/15/2022	EMPLOYEE WINTER BOOTS	220.85
	89272	12/15/2022	EMPLOYEE WINTER BOOTS	151.02
	89272	12/15/2022	EMPLOYEE WINTER BOOTS	239.26
	89272	12/15/2022	EMPLOYEE SUMMER BOOTS	220.85
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				1,489.93
REXEL				
	89244	12/08/2022	STOCK WIRE-MTW-12-BLU-STR-2/64-500 SPOOL	573.77
	89244	12/08/2022	STOCK WIRE-MTW-12-PUR-STR-2/64-500SPOOL	612.13
	89244	12/08/2022	STOCK COUPLING 3/4-CONDUIT-SCHEDULE-40	22.22
Total REXEL:				1,208.12
ROCKWELL SOLUTIONS				
	89311	12/22/2022	Key 3/16 Round For Digester Mixing Pump	112.61
	89311	12/22/2022	Sleeve Packing Seal For Digester Mixing Pump	2,811.69

Payee	Check Number	Check Issue Date	Description	Amount
Total ROCKWELL SOLUTIONS:				2,924.30
ROY SMITH COMPANY				
	89273	12/15/2022	4,829 GAL LIQUID OXYGEN DLVD 11/21/22	6,518.56
Total ROY SMITH COMPANY:				6,518.56
SIERRA ELECTRONICS				
	89245	12/08/2022	LEATHER HANDHELD RADIO CASES	729.45
	89274	12/15/2022	7/1/21-6/30/22 ANNUAL SVC FOR MOBILE & SCADA RADIO SYSTEM	5,870.00
	89274	12/15/2022	7/1/22-6/30/23 ANNUAL SVC FOR MOBILE & SCADA RADIO SYSTEM	5,870.00
Total SIERRA ELECTRONICS:				12,469.45
SIERRA FILTRATION PRODUCTS INC				
	89246	12/08/2022	STOCK FILTERS FOR AIR HANDLING UNIT	1,054.00
Total SIERRA FILTRATION PRODUCTS INC:				1,054.00
SMOKEY'S KITCHEN INC				
	89254	12/13/2022	DECEMBER 2022 HOLIDAY LUNCHEON	1,677.88 M
Total SMOKEY'S KITCHEN INC:				1,677.88
SNAP-ON INDUSTRIAL				
	89247	12/08/2022	MISC TOOLS FOR NEW MECHANICS	5,148.12
	89275	12/15/2022	12PC TORX TOOL SET, 3 PC SCRA SET FOR MECHANICS	325.78
	89275	12/15/2022	3/8 STD TORX SET, DEAD/BLW FOR MECHANICS	388.96
	89275	12/15/2022	3PC STR SCRA SET FOR MECHANICS	82.83
	89275	12/15/2022	8 PC COMBO S/GR RED SET FOR MECHANICS	223.95
	89275	12/15/2022	14 PC 12PT COMWRESET FOR MECHANICS	1,125.39
Total SNAP-ON INDUSTRIAL:				7,295.03
SOLENIS				
	89248	12/08/2022	3 totes of K290FLX polymer	16,583.98
Total SOLENIS:				16,583.98
SOUTHWEST GAS CORP.				
	89312	12/22/2022	10/28/22-12/1/22 PLANT BILL 10%	294.58
	89312	12/22/2022	10/28/22-12/1/22 PLANT BILL 90%	2,651.27
	89312	12/22/2022	10/28/22-12/1/22 MAIN BILL 10%	192.79
	89312	12/22/2022	10/28/22-12/1/22 MAIN BILL 90%	1,735.12
Total SOUTHWEST GAS CORP.:				4,873.76
TAHOE TRUCKEE DISPOSAL				
	89249	12/08/2022	CHEM SLUDGE & HEADWORKS SCREENING	3,160.38
	89249	12/08/2022	BIOSOLIDS	15,647.47
Total TAHOE TRUCKEE DISPOSAL:				18,807.85
TERRYBERRY COMPANY				
	89250	12/08/2022	EMPLOYEE LONGEVITY AWARDS	1,603.80

Payee	Check Number	Check Issue Date	Description	Amount
Total TERRYBERRY COMPANY:				1,603.80
TESCO CONTROLS INC				
	89276	12/15/2022	BUILDING 81 SWITCHGEAR PLC PROGRAMMING	5,942.50
Total TESCO CONTROLS INC:				5,942.50
THATCHER COMPANY OF CA INC				
	89277	12/15/2022	4 TON CHLORINE DLVD 11/30/22	11,360.00
	89277	12/15/2022	CHLORINE EMPTIES 11/30/22	4,000.00-
Total THATCHER COMPANY OF CA INC:				7,360.00
TRUCKEE OVERHEAD DOOR				
	89278	12/15/2022	overhead door maintenance & repair services on 10/10/22	325.00
Total TRUCKEE OVERHEAD DOOR:				325.00
T-TIME ENTERPRISES				
	89279	12/15/2022	3420 Jacket Med-Carbon w/ Black Fleece	61.73
	89279	12/15/2022	3420 Jacket Large-Carbon w/ Black Fleece	61.70
	89279	12/15/2022	3420 Jacket Extra Large-Carbon w/ Black Fleece	61.70
	89279	12/15/2022	3420 Jacket XX-Large-Carbon w/ Black Fleece	65.49
	89279	12/15/2022	3420 Jacket XXX-Large-Carbon w/ Black Fleece	68.74
	89279	12/15/2022	3420 Jacket Large Tall- Navy	65.49
	89279	12/15/2022	3420 Jacket X-Large Tall- Navy	65.49
	89279	12/15/2022	3420 Jacket XX Large Tall- Navy	68.74
	89279	12/15/2022	3420 Jacket 3X Large Tall- Navy	70.90
	89279	12/15/2022	3420 Jacket 4X Large Tall- Black	70.90
	89279	12/15/2022	3420 Jacket 5X Large Tall- Black	73.07
	89279	12/15/2022	3420 Jacket 6X Large Tall- Black	73.07
	89279	12/15/2022	6420 Jacket Small- Carbon w/ Black Fleece	61.70
	89279	12/15/2022	6420 Jacket Medium- Carbon w/ Black Fleece	61.70
	89279	12/15/2022	6420 Jacket Large- Navy	61.70
	89279	12/15/2022	6420 Jacket X-Large- Navy	61.70
	89279	12/15/2022	6420 Jacket 2X Large- Black	65.49
	89279	12/15/2022	SHIPPING	34.35
	89313	12/22/2022	EMPLOYEE WINTER JACKET	136.12
Total T-TIME ENTERPRISES:				1,289.78
U.S. BANK CM-9690				
	1222201	12/22/2022	2020 WASTEWATER REVENUE REFUNDING BONDS INTEREST PAYMENT	245,627.65
	1222201	12/22/2022	2020 WASTEWATER REVENUE REFUNDING BONDS INTEREST PAYMENT	89,929.25
Total U.S. BANK CM-9690:				335,556.90
U.S. BANK CARD DIVISION				
	1222202	12/22/2022	VERIZON BILL	82.88
	1222202	12/22/2022	ZOOM AUDIO CONFERENCE MONTHLY & ANNUAL	1,109.60
	1222202	12/22/2022	LAWYER RECOGNITION & NAME PLATE	123.21
	1222202	12/22/2022	GFOA GAAP TRAINING	135.00
	1222202	12/22/2022	STOCK HOT COCOA, COFFEE, CREAMER	448.96
	1222202	12/22/2022	DJ FUN SERVICE DEPOSIT	750.00
	1222202	12/22/2022	RENO ACES MAY & AUG GAME DEPOSIT	300.00
	1222202	12/22/2022	EMPLOYEE THANKSGIVING APPRECIATION	227.33

Payee	Check Number	Check Issue Date	Description	Amount
	12222202	12/22/2022	RALEYS THANKSGIVING APPRECIATION SUPPLIES	217.40
	12222202	12/22/2022	SAFEWAY EMPLOYEE THANKSGIVING APPRECIATION SUPPLIES	70.68
	12222202	12/22/2022	VERIZON BILL	39.03
	12222202	12/22/2022	EMPLOYEE WINTER BOOTS	248.98
	12222202	12/22/2022	VENTIS MX4 SENSORS FOR AIR MONITOR QTY 12	3,570.77
	12222202	12/22/2022	SUNLINE SUPPLY COVID TESTS	462.91
	12222202	12/22/2022	ASP ANNUAL RENEWAL	170.00
	12222202	12/22/2022	VERIZON BILL	335.27
	12222202	12/22/2022	STATE COURSE 8TH EDITION	189.53
	12222202	12/22/2022	COUNTER CHAIR FOR CCT	327.01
	12222202	12/22/2022	VERIZON BILL	128.20
	12222202	12/22/2022	GUARDRAILS & BASES FOR BNR	3,737.67-
	12222202	12/22/2022	BATTERY FOR HONDA GENERATOR	173.19
	12222202	12/22/2022	BLINDS FOR C&CT ROOM	317.23
	12222202	12/22/2022	SAFETY STICKERS FOR GAPVAX	49.45
	12222202	12/22/2022	EMPLOYEE WELING HELMET	332.73
	12222202	12/22/2022	WALL MOUNT FOR MAINT HALLWAY	74.67
	12222202	12/22/2022	EXHAUST FAN FOR VHCL MAINTENANCE	119.06
	12222202	12/22/2022	FLOOR MATS FOR VHCL #13	98.49
	12222202	12/22/2022	CREDIT FOR RETURNED EXHAUST FAN	280.37-
	12222202	12/22/2022	TIRE FOR CART #14	116.42
	12222202	12/22/2022	MOUSE TRAPS	45.60
	12222202	12/22/2022	HONDA BEARING	34.52
	12222202	12/22/2022	81 EXHAUST FAN	72.03
	12222202	12/22/2022	SIDE MIRRORS FOR POLARIS RANGER	971.21
	12222202	12/22/2022	BATTERIES FOR METHANE FLOW METER FOR HURST BOILER	163.58
	12222202	12/22/2022	FIREPROOF BATTERY SAFE BAG	44.19
	12222202	12/22/2022	WALL MOUNT RETURN CREDIT	24.89-
	12222202	12/22/2022	TRANSMISSION MOUNT FOR VHCL #21	86.61
	12222202	12/22/2022	HURST BOILER MATERIALS	7,198.86
	12222202	12/22/2022	HEATER FOR FLODAR PANE	89.54
	12222202	12/22/2022	SHOP TOOLS FOR E&I	334.47
	12222202	12/22/2022	BATTERY FOR FLOW ANALYZER	190.52
	12222202	12/22/2022	FLOW SWITCH FOR METHANOL FEED PUMP	555.02
	12222202	12/22/2022	VERIZON BILL	39.03
	12222202	12/22/2022	MICROSOFT ONLINE SERVICES	360.00
	12222202	12/22/2022	AMAZON WEB MONTHLY BILL	6.59
	12222202	12/22/2022	GOOGLE CHROME DEVICE MANAGEMENT	912.07
	12222202	12/22/2022	LOG ME IN MONTHLY BILL	84.00
	12222202	12/22/2022	MONTHLY ADOBE ACROBAT	17.99
	12222202	12/22/2022	BOARD MEETINGS WEB CAM	259.41
	12222202	12/22/2022	PRIME CAR WASH, KNEE PADS	139.84
	12222202	12/22/2022	STOCK HINGES FOR CL2 BUILDING	393.77
	12222202	12/22/2022	STOCK COGGED BELT FOR FLOC MIXER	295.22
	12222202	12/22/2022	STOCK EMPLOYEE SUNBLOCK	77.80
	12222202	12/22/2022	STOCK MAGLITES, ENGINE AIR FILTER	188.76
	12222202	12/22/2022	STOCK FOR STEAM HEATERS	1,120.41
	12222202	12/22/2022	STOCK FITTINGS FOR PROCESS APPLICATIONS	564.61
	12222202	12/22/2022	STOCK UNION & COUPLINGS FOR PLANT USE	176.31
				<hr/>
			Total U.S. BANK CARD DIVISION:	20,597.03
				<hr/>
			UNIFIRST CORPORATION	
	89251	12/08/2022	UNIFORMS	151.87
	89251	12/08/2022	UNIFORMS	21.62
	89251	12/08/2022	UNIFORMS	106.26
	89251	12/08/2022	UNIFORMS	81.56

Payee	Check Number	Check Issue Date	Description	Amount
	89251	12/08/2022	UNIFORMS	34.98
Total UNIFIRST CORPORATION:				396.29
UNIVAR USA INC.				
	89280	12/15/2022	7,002 GAL METHANOL DLVD 12/1/22	14,358.92
Total UNIVAR USA INC.:				14,358.92
VWR SCIENTIFIC INC				
	89252	12/08/2022	Chloride Single-Element Ion Anion Standard For Lab	153.36
	89314	12/22/2022	Glass VOA Vials with 0.125 For Lab	282.38
	89314	12/22/2022	Glass funnel, 300 mL For Lab	589.47
Total VWR SCIENTIFIC INC:				1,025.21
WESTERN ENV. TESTING LAB.				
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/16/22	79.00
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/15/22	79.00
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/09/22	79.00
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/14/22	79.00
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/07/22	79.00
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/08/22	79.00
	89281	12/15/2022	BIOSOLIDS RECEIVED 11/10/22	79.00
Total WESTERN ENV. TESTING LAB.:				553.00
Willdan Financial Services				
	89282	12/15/2022	FY 2021/22 SB 1029 CDIAC REPORT PREPARATION AND FILING	250.00
Total Willdan Financial Services:				250.00
ZORO				
	89253	12/08/2022	STOCK HYDRAULIC FILTERS FOR AIR COMPRESSORS	667.20
	89253	12/08/2022	STOCK ADA DOOR REMOTE	111.46
	89315	12/22/2022	Diagonal Cutting Pliers For E & I Shop	14.72
	89315	12/22/2022	Multi-Bit Screwdriver / Nut Driver For E & I Shop	56.64
	89315	12/22/2022	Anchors for Plant Use	23.05
Total ZORO:				873.07
Grand Totals:				822,462.88



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-2
Subject: Ratify approval of Financial Statements for November and December.

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, and (4) 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.

The LAIF and CERBT statements provide a summary within the account.

The Finance Committee reviewed and approved the financial statements at its recent meeting.

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend the Board Directors ratify approval of the financial statements.

Review Tracking

Submitted By: *Crystal A Sublet*
Crystal Sublet
Finance and Administrative Manager

Approved By: *Richard Pallante*
Richard Pallante
General Manager



Tahoe-Truckee Sanitation Agency
 Fund 10: General Fund
 Fiscal Year 2022 - 2023
 Period Ending November 30, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,171,000.00	868,811.55	6.6	4,570,796.53	34.7	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	0.00	0.0	49,211.11	1.1	2,3
Fund Interest	45,000.00	11,263.98	25.0	28,643.70	63.7	3,4
Other Revenue	65,000.00	2,857.71	4.4	43,759.54	67.3	3,5
Temporary Discharge	25,000.00	760.00	3.0	1,092.00	4.4	3
TOTAL REVENUE	17,751,000.00	883,693.24	5.0	4,693,502.88	26.4	
EXPENDITURE						
Salaries & Wages	6,194,000.00	458,877.69	7.4	2,251,078.15	36.3	
Employee Benefits	3,625,000.00	249,043.14	6.9	1,394,220.85	38.5	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	600.00	6.3	2,400.00	25.3	
Vehicle	90,000.00	11,726.35	13.0	22,036.43	24.5	
CSRMA Insurance	336,000.00	0.00	0.0	291,060.72	86.6	7
Professional Memberships	53,500.00	28,026.00	52.4	30,757.00	57.5	8
Agency Permits & Licenses	203,000.00	0.00	0.0	3,945.20	1.9	
Office Expense	327,000.00	15,483.33	4.7	66,539.04	20.3	
Contractual Services	2,610,000.00	196,535.06	7.5	846,599.03	32.4	
Professional Services	756,000.00	(95,458.61)	(12.6)	310,163.50	41.0	
Conferences & Training	126,000.00	2,069.74	1.6	16,201.40	12.9	
Utilities	1,308,000.00	157,852.92	12.1	407,807.85	31.2	
Supplies, Repairs & Maintenance	1,143,000.00	100,739.03	8.8	346,690.42	30.3	
TOTAL EXPENDITURE	16,781,000.00	1,125,494.65	6.7	5,539,499.59	33.0	
NET INCOME (LOSS)	970,000.00	(241,801.41)		(845,996.71)		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

42% 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% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 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 on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 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.
- 8 - Majority is Agency Memberships for CSDA and CASA in the amount of \$26,810



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2022 - 2023
 Period Ending November 30, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	2,129,000.00	22,047.50	1.0	731,291.75	34.3	
Fund Interest	191,000.00	1,080.19	0.6	57,830.02	30.3	
TOTAL REVENUE	2,320,000.00	23,127.69	1.0	789,121.77	34.0	
EXPENDITURE						
FY23 Scada/IT Develop Standards	241,000.00	0.00	0.0	0.00	0.0	1
FY23 Scada/IT Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	3
FY23 Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	2
FY23 Manlift	60,000.00	0.00	0.0	54,142.57	90.2	4
FY23 Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	2
SUBTOTAL EXPENDITURES	548,000.00	0.00	0.0	54,142.57	9.9	
Allocation of 73.2% of Bond Payment	2,266,638.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURE	2,814,638.00	0.00	0.0	54,142.57	1.9	
NET INCOME (LOSS)	(494,638.00)	23,127.69		734,979.20		

42% of the fiscal year has elapsed.

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



Tahoe-Truckee Sanitation Agency
Fund 06: Replacement, Rehabilitation and Upgrade
Fiscal Year 2022 - 2023
Period Ending November 30, 2022

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	207,541.75	18.0	210,892.67	18.3	1
FY23 Plant Coating Improvements	480,000.00	39,701.67	8.3	273,733.88	57.0	1
FY23 Digestion Improvements Project	387,000.00	0.00	0.0	0.00	0.0	2
FY23 LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
FY23 River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	2
FY23 Scada/IT Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
FY23 Control Room Upgrades	185,000.00	41,412.90	22.4	41,412.90	22.4	2
FY23 Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
FY23 Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	3
FY23 Visable Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	3
FY23 Lab Equipment Replacement	80,000.00	0.00	0.0	0.00	0.0	3
FY23 Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	2
FY23 SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
FY23 Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	2
FY23 Telephone System Upgrade	40,000.00	0.00	0.0	0.00	0.0	2
FY23 Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
FY23 ARC Flash Study/Breaker Replacement	20,000.00	0.00	0.0	0.00	0.0	2
FY22 EPDM Roof Replacement	0.00	86,040.58	0.0	424,129.09	0.0	1
FY22 ARC Flash Study/Breaker Replacement	0.00	0.00	0.0	20,143.14	0.0	1
FY22 TRI Improvements	0.00	0.00	0.0	20.02	0.0	1
FY22 Chlorine Scrubber Replacement	0.00	(1,065.00)	0.0	(1,065.00)	0.0	1
FY22 MPPS VFD	0.00	0.00	0.0	27,334.11	0.0	1
SUBTOTAL EXPENDITURES	3,756,000.00	373,631.90	9.9	996,600.81	26.5	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURES	4,585,862.00	373,631.90	8.1	996,600.81	21.7	

42% 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

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH STATEMENT
 NOVEMBER 30, 2022

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	91,213.96
CASH - USB SERVICE CHARGE	17,255.94
CASH - US BANK TAX REV	61,335.17
CASH - US BANK WWCRF	99,706.85
CASH - WELLS FARGO PAYROLL	453,536.53
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	34,267,157.17
TOTAL COMBINED CASH	<u>34,990,805.62</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(34,990,805.62)</u>
TOTAL UNALLOCATED CASH	0.00

FUND	CASH ALLOCATION RECONCILIATION	November 30, 2022	October 31, 2022	Amount of Change	% of Change	November 30, 2021	Amount of Change	% of Change
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	17,727,333.51	17,704,205.82	\$ 23,127.69	0.13	19,035,014.95	(1,307,681.44)	(6.87)
06	ALLOCATION TO R.R. & UPGRADE FUND	7,076,096.16	7,453,068.35	\$ (376,972.19)	(5.06)	8,291,456.77	(1,215,360.61)	(14.66)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,013,242.17	4,022,245.46	\$ (9,003.29)	(0.22)	7,275,085.21	(3,261,843.04)	(44.84)
10	ALLOCATION TO GENERAL FUND	6,174,133.88	7,254,610.19	\$ (1,080,476.31)	(14.89)	2,312,819.86	3,861,314.02	166.95
	TOTAL ALLOCATION TO OTHER FUNDS	<u>34,990,805.72</u>	<u>36,434,129.82</u>	<u>\$ (1,443,324.10)</u>	<u>(3.96)</u>	<u>36,914,376.79</u>	<u>(1,923,571.07)</u>	<u>(5.21)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(34,990,805.62)</u>	<u>(36,434,129.82)</u>			<u>(36,914,376.79)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.10	0.00			0.00		

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Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	19.780964	640,551.683	\$12,670,730.08
Total			\$12,670,730.08

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Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

December 05, 2022

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TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

November 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/7/2022	11/7/2022	RW	1717720	1678056	MICHELLE MACKEY	-500,000.00
11/7/2022	11/7/2022	RW	1717721	1678057	MICHELLE MACKEY	-600,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	35,367,157.27
Total Withdrawal:	-1,100,000.00	Ending Balance:	34,267,157.27



Tahoe-Truckee Sanitation Agency
Fund 10: General Fund
Fiscal Year 2022 - 2023
Period Ending December 31, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,171,000.00	873,642.03	6.6	5,444,438.56	41.3	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	0.00	0.0	49,211.11	1.1	2,3
Fund Interest	45,000.00	13,247.37	29.4	41,891.07	93.1	3,4
Other Revenue	65,000.00	3,438.07	5.3	47,197.61	72.6	3,5
Temporary Discharge	25,000.00	(330.00)	(1.3)	762.00	3.0	3
TOTAL REVENUE	17,751,000.00	889,997.47	5.0	5,583,500.35	31.5	
EXPENDITURE						
Salaries & Wages	6,194,000.00	719,496.90	11.6	2,970,575.05	48.0	
Employee Benefits	3,625,000.00	380,514.61	10.5	1,774,735.46	49.0	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	600.00	6.3	3,000.00	31.6	
Vehicle	90,000.00	5,800.95	6.4	27,837.38	30.9	
CSRMA Insurance	336,000.00	10,221.39	3.0	301,282.11	89.7	7
Professional Memberships	53,500.00	599.50	1.1	31,356.50	58.6	8
Agency Permits & Licenses	203,000.00	0.00	0.0	3,945.20	1.9	
Office Expense	327,000.00	48,593.28	14.9	115,132.32	35.2	
Contractual Services	2,610,000.00	152,618.26	5.8	999,217.29	38.3	
Professional Services	756,000.00	13,426.82	1.8	323,590.32	42.8	
Conferences & Training	126,000.00	1,312.62	1.0	17,514.02	13.9	
Utilities	1,308,000.00	17,861.86	1.4	425,669.71	32.5	
Supplies, Repairs & Maintenance	1,143,000.00	48,503.35	4.2	395,193.77	34.6	
TOTAL EXPENDITURE	16,781,000.00	1,399,549.54	8.3	6,939,049.13	41.4	
NET INCOME (LOSS)	970,000.00	(509,552.07)		(1,355,548.78)		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

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% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 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 on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 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.
- 8 - Majority is Agency Memberships for CSDA and CASA in the amount of \$26,810



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2022 - 2023
 Period Ending December 31, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	2,129,000.00	63,531.75	3.0	794,823.50	37.3	
Fund Interest	191,000.00	9.56	0.0	57,839.58	30.3	
TOTAL REVENUE	2,320,000.00	63,541.31	2.7	852,663.08	36.8	
EXPENDITURE						
FY23 Scada/IT Develop Standards	241,000.00	0.00	0.0	0.00	0.0	1
FY23 Scada/IT Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	3
FY23 Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	2
FY23 Manlift	60,000.00	0.00	0.0	54,142.57	90.2	4
FY23 Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	2
SUBTOTAL EXPENDITURES	548,000.00	0.00	0.0	54,142.57	9.9	
Allocation of 73.2% of Bond Payment	2,266,638.00	245,627.65	10.8	245,627.65	10.8	
TOTAL EXPENDITURE	2,814,638.00	245,627.65	8.7	299,770.22	10.7	
NET INCOME (LOSS)	(494,638.00)	(182,086.34)		552,892.86		

50% of the fiscal year has elapsed.

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



Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2022 - 2023
 Period Ending December 31, 2022

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	0.00	0.0	210,892.67	18.3	1
FY23 Plant Coating Improvements	480,000.00	0.00	0.0	273,733.88	57.0	1
FY23 Digestion Improvements Project	387,000.00	0.00	0.0	0.00	0.0	1
FY23 LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
FY23 River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	2
FY23 Scada/IT Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
FY23 Control Room Upgrades	185,000.00	135,417.00	73.2	176,829.90	95.6	1
FY23 Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
FY23 Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	3
FY23 Visable Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	3
FY23 Lab Equipment Replacement	80,000.00	0.00	0.0	0.00	0.0	3
FY23 Centrifuge Rebuild	50,000.00	43,100.00	86.2	43,100.00	86.2	4
FY23 SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
FY23 Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	2
FY23 Telephone System Upgrade	40,000.00	0.00	0.0	0.00	0.0	4
FY23 Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
FY23 ARC Flash Study/Breaker Replacement	20,000.00	0.00	0.0	0.00	0.0	1
FY22 EPDM Roof Replacement	0.00	0.00	0.0	424,129.09	0.0	4
FY22 ARC Flash Study/Breaker Replacement	0.00	0.00	0.0	20,143.14	0.0	1
FY22 TRI Improvements	0.00	0.00	0.0	20.02	0.0	1
FY22 Chlorine Scrubber Replacement	0.00	0.00	0.0	(1,065.00)	0.0	1
FY22 MPPS VFD	0.00	0.00	0.0	27,334.11	0.0	1
SUBTOTAL EXPENDITURES	3,756,000.00	178,517.00	4.8	1,175,117.81	31.3	
Allocation of 26.8% of Bond Payment	829,862.00	89,929.25	10.8	89,929.25	10.8	
TOTAL EXPENDITURES	4,585,862.00	268,446.25	5.9	1,265,047.06	27.6	

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

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH STATEMENT
 DECEMBER 31, 2022

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	232,000.74
CASH - USB SERVICE CHARGE	20,582.42
CASH - US BANK TAX REV	61,340.37
CASH - US BANK WWCRF	143,648.16
CASH - WELLS FARGO PAYROLL	113,679.26
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	32,967,157.27
 TOTAL COMBINED CASH	 33,539,008.22
CASH ALLOCATED TO OTHER FUNDS	<u>(33,539,008.22)</u>
 TOTAL UNALLOCATED CASH	 0.00

FUND	CASH ALLOCATION RECONCILIATION	December 31, 2022	November 30, 2022	Amount of Change	% of Change	December 31, 2021	Amount of Change	% of Change
02	ALLOCATION TO WASTWATER CAPITAL RESERVE FUND	23,126,192.86	17,727,333.51	\$ 5,398,859.35	30.45	18,572,906.29	4,553,286.57	24.52
06	ALLOCATION TO R.R. & UPGRADE FUND	5,712,137.40	7,076,096.16	\$ (1,363,958.76)	(19.28)	7,978,819.31	(2,266,681.91)	(28.41)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,000,000.00	4,013,242.17	\$ (13,242.17)	(0.33)	7,275,085.21	(3,275,085.21)	(45.02)
10	ALLOCATION TO GENERAL FUND	700,677.96	6,174,133.88	\$ (5,473,455.92)	(88.65)	1,000,827.82	(300,149.86)	(29.99)
	 TOTAL ALLOCATION TO OTHER FUNDS	 33,539,008.22	 34,990,805.72	 \$ (1,451,797.50)	 (4.15)	 34,827,638.63	 (1,288,630.41)	 (3.70)
	ALLOCATIONS FROM COMBINED CASH	<u>(33,539,008.22)</u>	<u>(34,990,805.72)</u>			<u>(34,827,638.63)</u>		
	 ZERO PROOF IF ALLOCATIONS BALANCE	 0.00	 0.00			 0.00		

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

January 03, 2023

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TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

December 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/1/2022	11/30/2022	RW	1718654	1678973	MICHELLE MACKKEY	-500,000.00
12/13/2022	12/13/2022	RW	1719088	1679411	MICHELLE MACKKEY	-500,000.00
12/15/2022	12/15/2022	RW	1719177	1679498	MICHELLE MACKKEY	-300,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	34,267,157.27
Total Withdrawal:	-1,300,000.00	Ending Balance:	32,967,157.27

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[My Account Profile](#)

[Documentation/Forms](#)

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	19.089675	640,551.683	\$12,227,923.75
Total			\$12,227,923.75

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TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: VI-1
Subject: Approval of the minutes of the regular Board meeting on November 30, 2022.

Background

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

Fiscal Impact

None.

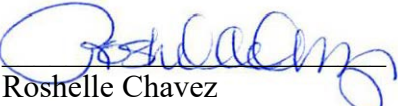
Attachments


1. Minutes of the regular Board meeting on November 30, 2022.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on November 30, 2022.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
Richard Pallante
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

November 30, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

Directors Present: Dan Wilkins, TCPUD
Blake Tresan, TSD
David Smelser, ASCWD
Scott Wilson, NTPUD

Staff Present: Richard Pallante, Interim General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Crystal Sublet, Finance & Administrative Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard P. Shanahan, Agency Counsel
Brandon Dimond, Operations Department
Dan Underwood, Operations Department
Michael Ramos, Operations Department
Paul Shouse, Maintenance Department
Michelle Mackey, Administrative Department
Celeste Graves, Administrative Department
Dawn Davis, Administrative Department
Angelina Henson, Administrative Department

Public: Dale Cox, OVPSD
Kevin McKechnie, Truckee Fire Protection District
Matt Parkhurst, Truckee Fire Protection District
Eric Jitloff, Truckee Fire Protection District

II. Public Comment.

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

III. Professional Achievements, Awards and Anniversaries.

Ms. Vicky Lufrano welcomed new staff Michael Ramos (Operator in Training I) to the Agency and Board of Directors. She also acknowledged Agency staff Dan Underwood who obtained his Grade II Operator Certifications and promoted to Operator II. Ms. Lufrano also commended Dawn Davis for her fifteen year employment anniversary. The Board welcomed Mr. Ramos and congratulated staff on their achievements.

A majority of Agency staff left the meeting following this Agenda item.

IV. Regular Agenda

1. Presentation for Regional Training Facility Partnership by Truckee Fire District.

Fire Chief, Kevin McKechnie and Division Chief Operations, Matt Parkhurst of the Truckee Fire Protection District reviewed a PowerPoint presentation to the Board of Directors regarding their interest in T-TSA land for a regional training facility. There was extensive discussion, questions, and answers. The Board requested an item be placed on the January Agenda for review of Agency owned property and discussion about current and future use.

Public comment was provided by Dale Cox.

The Board went into Closed Session at 11:11 AM.

V. Closed Session

1. Closed session for public employee performance evaluation of the Interim General Manager. (Government Code, §54957).
2. Closed session regarding public employee appointment of the General Manager. (Government Code, §54957).
3. Closed session for conference with Agency labor negotiators. Agency designated representatives: Dan Wilkins and Blake Tresan. Unrepresented employee: General Manager. (Government Code, §54957.6).

There was no action to report from Closed Session. The Board returned to Open Session at 11:42 AM.

VI. Consider approval of General Manager employment agreement and appointment of Richard Pallante as General Manager.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the General Manager employment agreement and appointment of Richard Pallante as General Manager; unanimously approved.

The Board approved the motion by the following roll call vote:

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

Motion passed.

VII. Consent Agenda.

1. Ratify approval of payment of general fund warrants.

Pulled for discussion.

2. Ratify approval of financial statements.

MOTION by Director Smelser **SECOND** by Director Wilson to approve consent agenda item 2, to Ratify approval of financial statements; unanimously approved.

The Board approved the motion by the following roll call vote:

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

Motion passed.

VIII. Regular Agenda

2. Ratify payment of general fund warrants.

MOTION by Director Tresan **SECOND** by Director Smelser to approve to ratify payment of general fund warrants; unanimously approved.

The Board approved the motion by the following roll call vote:

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

Motion passed.

3. Approval of the minutes of the regular Board meeting on October 19, 2022.

MOTION by Director Wilson **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on October 19, 2022; unanimously approved.

The Board approved the motion by the following roll call vote:

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

Motion passed.

4. Discussion and status update of the Sewer Charge & Connection Fee Rate Studies.

Ms. Sublet provided a PowerPoint presentation to the Board of Directors to review the status of the Sewer Service Charge & Connection Fee Rate Studies and timelines. Direction was given to add a discussion and draft of the Sewer Service Charge and Connection Fee Rate studies to the January Agenda for further review.

5. Approval of Consultant Service to Develop SCADA Standards.

Public comment was provided by Dale Cox.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the Consultant Service to Develop SCADA Standards with Jacobs Engineering; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Request for Increase of Project Contingency for the 2021 Chlorine Scrubber Improvements Project.

Mr. Jay Parker provided a project update on the 2021 Chlorine Scrubber Improvements Project and the need to increase Project Contingency. There was extensive discussion and questions for clarification.

Public comment was provided by Dale Cox.

MOTION by Director Tresan **SECOND** by Director Smelser to authorize the increase of project contingency for the 2021 Chlorine Scrubber Improvements Project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Commendation of Agency Counsel, Mr. Richard Shanahan.

The Board of Directors and Agency staff thanked Mr. Shanahan for his many years of service.

MOTION by Director Wilson **SECOND** by Director Smelser to approve commendation of Agency Counsel, Mr. Richard Shanahan; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

8. Discussion of in-person Board of Directors meeting.

The Board of Directors agreed that the December 21, 2022 regular Board of Directors meeting would be cancelled, and the January 18, 2023 regular Board of Directors meeting would be held in person.

IX. Management Team Reports.

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department.

Mr. Pallante provided an update on current and past projects for the maintenance department.

Mr. Parker provided an update on current and past projects for the engineering department.

Ms. Sublet provided an update on current and past projects for 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 action by the Board.

X. Board of Directors Comment.

Director Tresan congratulated Mr. Pallante for his appointment to General Manager. He thanked Mr. Pallante and Agency staff for their support to TSD staff for their Grit Removal Pilot project. Director Tresan also commended Lab Director, Jason Hays, for joining the local Sierra Section CWEA representing T-TSA.

Director Wilson stated he was contacted by Truckee Trails regarding use of T-TSA property to extend their trails in Phase II of their project. Direction was given to staff to follow up on the inquiry.

Public comment was provided by Dale Cox. There was no action taken by the Board.

The Board went into Closed Session at 1:42 PM

XI. Closed Session

1. Closed session for performance evaluation concerning Agency legal counsel. (Government Code, §54957.)

XII. Adjournment.

There being no further business, the meeting was adjourned at 2:00 PM.

Richard Pallante
General Manager

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: VI-2
Subject: Discussion and approval of the updated Maintenance Manager job description.

New classification descriptions, which accurately reflect duties of staff, became effective January 1, 2020. As a continuous effort to maintain the accuracy of the classification descriptions, there are amendments to the description for Maintenance Department Manager as follows:

Maintenance Department Manager – Removes requirement for a Commercial Driver's License (CDL)

Fiscal Impact

None.

Attachments

Maintenance Department Manager classification description

Recommendation

Management and staff recommend approval of the updated Maintenance Department Manager classification description.

Review Tracking

Submitted By: _____


Vicky Lufrano
Human Resources Administrator

Approved By: _____


Richard Pallante
General Manager

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Maintenance Department Manager

Department: Maintenance

FLSA Status: EXEMPT

Revised as of: ~~12/2021~~01/2023

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Maintenance Department including facilities, electrical, instrumentation, process control and mechanical installation, maintenance and repair; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Maintenance Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Maintenance Department, as well as functional authority/responsibility for overseeing numerous tasks associated with the maintenance, repair and rehabilitation of the Agency's wastewater treatment plant.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad management authority over professional and technical positions in the Maintenance Department.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Maintenance Department budget; directs the forecast of additional funds needed for staffing,

JOB TITLE: Maintenance Department Manager

equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Plans and ensures the implementation of preventive and predictive maintenance programs for supporting continuous operations of plant equipment and processes and for facilities and grounds maintenance activities in accordance with industry standards; recommends, develops, and implements improvements in plant and facility maintenance procedures and work processes to increase effectiveness of maintenance programs in accordance with industry standards.
- Interprets mechanical, electrical or instrumentation drawings, diagrams and specifications to subordinates; inspects work in progress; ensures that work complies with appropriate repair methods and techniques; adjusts existing allocation of staff, materials, and budgetary resources within the department to meet maintenance service agreements and plant operational requirements.
- Considers department input and recommendations regarding maintenance issues; proactively coordinates with other departments regarding current and proposed capital programs and their impact on quality and level of maintenance support.
- Secures and manages the services of contractors and consultants in the performance of maintenance studies and projects; prepares and administers maintenance contracts and purchase agreements.
- Coordinates with other department managers regarding the effective planning and implementation of upgrades, improvements and modifications to the treatment plant in accordance with industry standards and ensures minimal disruption to operations.
- Coordinates and operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart; coordinates and performs snow removal and equipment transports.
- Performs confined space entries as needed.
- Assists in the implementation of the Agency surplus property program.
- Directs and oversees the Agency asset management program.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Maintenance Department Manager

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical, instrumentation, process control and mechanical installation, maintenance and repair common to industry standards for an advanced wastewater treatment plant.
- Principles and practices associated with developing, implementing and managing a comprehensive predictive and preventive maintenance program.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Methods of asset and work order management.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Maintenance Department.
- On a continuous basis know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

JOB TITLE: Maintenance Department Manager

- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Troubleshoot mechanical and electrical issues.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved the development and implementation of a comprehensive predictive and preventive maintenance plan within an industrial, manufacturing, utility and/or large commercial setting; including two years in a management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, or a related field. Additional experience may substitute for the required education. Equivalence would be two years of additional experience for one year of the required education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

JOB TITLE: Maintenance Department Manager

~~Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within 3 months of appointment.~~

~~Possession of a valid California or Nevada Class B Driver License with tanker endorsement is required within 18 months of appointment.~~

Possession of a CWEA Plant Maintenance Technologist Grade IV certification (preferred) or CWEA Electrical Instrumentation Technology Grade IV certification within four qualifying test cycles (approximately 12 months) upon meeting testing eligibility requirements.

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS

On a continuous basis, work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of regular business hours, as well as occasional weekend work and the ability to travel.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: VI-3
Subject: Discussion and approval of the Military Leave Policy.

Background

In its Employee Handbook, which was amended in September 2022, there is a section entitled "Military Leave." The section indicates that military leave will be provided by applicable State and Federal law.

TTSA currently has an employee that will be subject to the usage of Military Leave. In an effort to proactively address forthcoming concerns, this policy is being brought forth.

Fiscal Impact

Salary cost for eligible employees.

Attachments

Military Leave Policy

Recommendation

Management and staff recommend the approval of the Military Leave Policy.

Review Tracking

Submitted By:



Vicky Lufrano

Human Resources Administrator

Approved By:



Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
13720 Butterfield Drive
Truckee, CA 96161
(530) 587-2525
FAX (530) 587-5840

POLICIES AND PROCEDURES

POLICY NUMBER: TBD
ORIGINAL and REVISION DATES: January 18, 2023
SUBJECT: MILITARY LEAVE POLICY

I. **PURPOSE**

To provide military leave of absence to employees in accordance with applicable law.

II. **POLICY**

The Agency will comply with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and California Military and Veterans Code Section 395 et seq., as well as any other applicable laws, as it relates to employees that qualify for such leave.

III. **PROCEDURE**

Employees who have been in public agency service for a period of not less than one year (including military time) immediately prior to the day on which the leave begins, shall be eligible to receive up to thirty (30) days, or two hundred and forty (240) hours, of pay during their approved military leave of absence within each fiscal year.

This entitlement of up to thirty days of pay shall apply to temporary military leaves of absence while engaged in military duty ordered for purposes of, e.g., active military training, inactive duty training, encampment, naval cruises, special exercise, or like activity.

Upon return from military leave of absence, the employee is entitled to be restored to the same or similar position and status in accordance with law.

Any military pay received, may be retained by the employee.

An employee must notify their manager/supervisor of upcoming military duty as soon as they become aware of the need for leave, by providing a copy of the military orders.

IV. **RESPONSIBILITY FOR REVIEW**

Human Resources shall review this policy as needed.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-4
Subject: Presentation and discussion of Sewer Service Charge Rate Study Draft by HDR Engineering.

Background

At the March 16, 2022, Board of Directors meeting, there was direction provided by the board to solicit a proposal from HDR Engineering, Inc. (HDR) to perform a Sewer Service Charge Study for review and consideration.

At the April 20, 2022, Board of Directors meeting, HDR's proposal was presented and approved by the Board to enlist HDR to perform T-TSA's Sewer Service Charge Rate Study in the amount of \$38,500 (\$34,905 plus 10% contingency)

HDR has the technical and professional expertise to successfully conduct a Sewer Service Charge Study. They are staffed with well qualified and nationally recognized utility rate and fee experts, as well as engineering experts to assist in developing the study. They have performed similar studies for other local districts to include the Tahoe City PUD, North Tahoe PUD, Truckee Sanitary District, Olympic Valley PSD and Alpine Springs County Water District.

With the collective involvement and support of HDR's staff, T-TSA's staff and the Finance Committee, a draft presentation will be presented for the first time to the Board of Directors for discussion, feedback, and questions. Please note that the attached is a draft presentation and there may be further updates to the presentation for the Board meeting.

Fiscal Impact

None.

Attachments

HDR's Presentation for the Sewer Service Charge Rate Study.

Recommendation

None, for discussion purposes only.

Review Tracking

Submitted By: *Crystal A Sublet*
Crystal Sublet
Finance and Administrative Manager

Approved By: *Richard Pallante*
Richard Pallante
General Manager

Tahoe Truckee Sanitation Agency Sewer Rate Study

January 18, 2023





Purpose of the Presentation



Overview of the Rate Study



Summary Results of the Rate Study

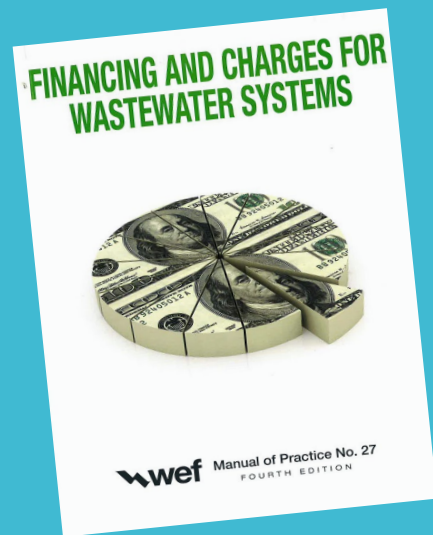


Questions / Discussion

Purpose of the Presentation

- Provide an overview of the Sewer Rate Charge update
- Gain input and feedback from the Board
 - Overall approach and methodology
 - Level of the updated sewer service charge and proposed level
- Next steps
 - Set public hearing
 - Notify interested parties
 - Hold public hearing
 - Adopt sewer service charge at Board desired level

Overview of the Rate Study



Purpose of the Rate Study

- Provide sufficient revenue to operate and maintain the Agency's sewer infrastructure
- Develop proposed sewer rates that are proportional and cost-based
 - Meet the intent of Proposition 218
- Reflect prudent financial planning criteria
 - Maintain target debt service coverage (DSC) ratio
 - Prudent level of rate funding for capital projects
 - Meet Agency minimum reserve balances
- Develop the study using generally accepted methodologies tailored to TTSA's system and customer characteristics

Establishing Cost-Based Rates

Revenue Requirement

Compares the revenue of the utility to the expenses to evaluate the level of overall rates



Cost of Service

Allocate and distribute the revenue requirement to develop the average unit cost per equivalent unit



Rate Design

Design rates to meet the revenue needs and cost allocation to reflect the Agency's rate design goals and objectives

Study Key Issues

- Adequately fund annual O&M expenses
 - Last rate change was for FY 2011
 - Costs have continued to increase
- Study targets Agency reserve minimum balances
 - Restricted and un-restricted
 - Proposed rates do not fully meet target balances
- Providing sufficient capital funding
 - Growth and expansion (fund 2 – restricted)
 - Annual renewal and replacement (fund 6 – unrestricted)
- Cost-based and proportional rates
 - Reflect customer flows and loads on a per EDU basis

Preliminary Results

Overview of the Revenue Requirement

Compares utility revenues
Uses prudent

- Determines the level of revenue (rate) adjustment necessary
- Maintaining sufficient ending

financial planning

- reserve balances
- Attaining target debt service coverage (DSC) ratio

Reviews a specific time
Utility is

- Five-year rate schedule; ten-year plan; 25-year model

analyzed on a “stand-alone

- Rates need to support operations and capital

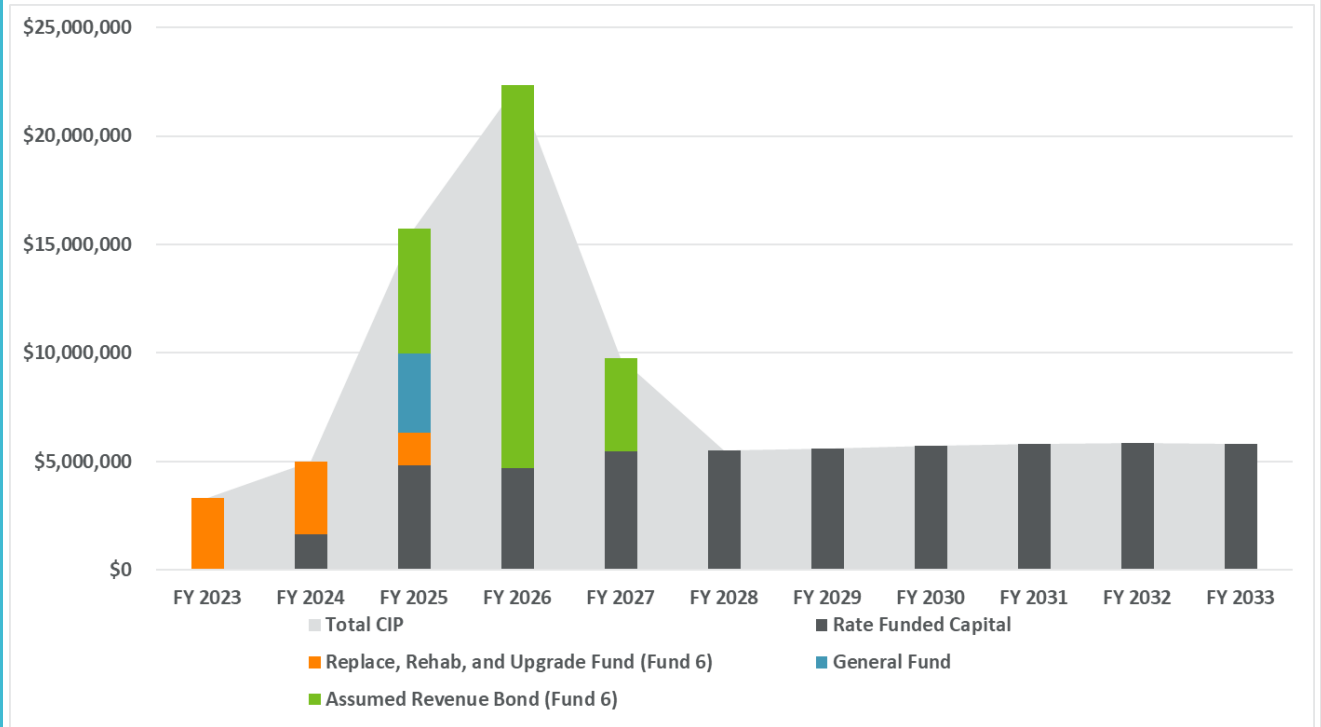
Utilizes the “cash basis” methodology

- Generally accepted method for municipal utilities

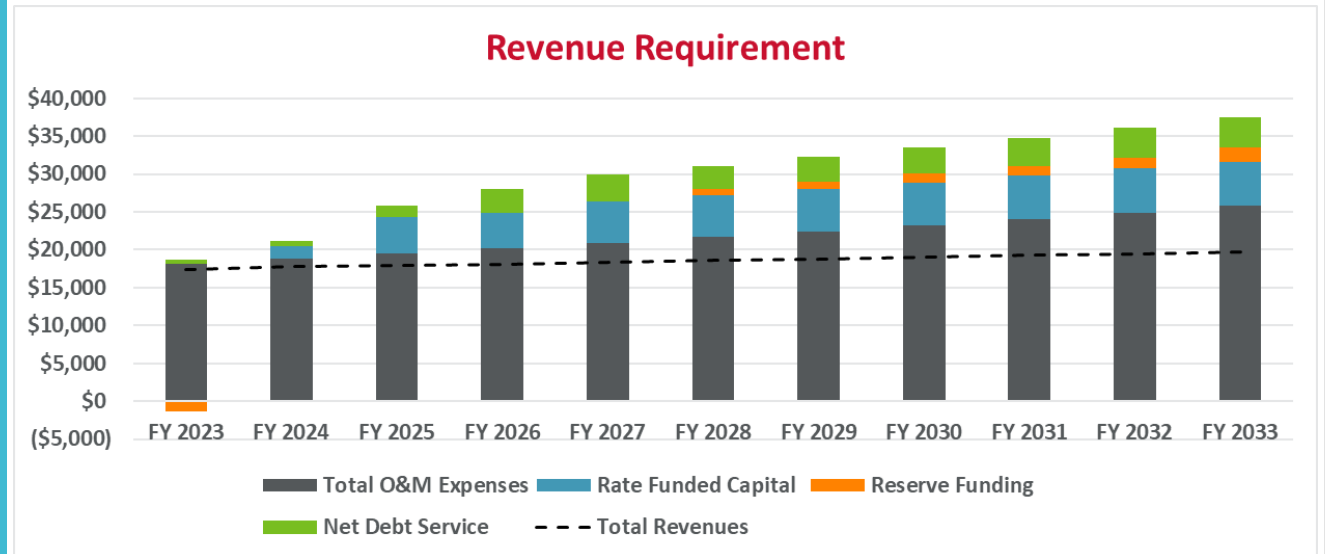
Revenue Requirement Key Assumptions

- Rate revenues based on current rates and equivalent units
- O&M based on FY 2023 budget expenses
 - Projected through FY 2032 based on estimated inflationary factors (~3.6% annually)
 - Includes annual UAL funding
- Includes existing long-term debt issuance
 - Retired in FY 2027
- Capital funding analysis based on recent planning documents
 - Refined timing based on staff input and funding approach
 - FY 2024 and FY 2025 capital projects adjusted to reflect recent inflationary impacts
 - Fund 2 (restricted) calculated separately
- Capital funded through annual rate revenues, unrestricted reserves, and additional long-term debt issuance
 - New debt is needed starting in FY 2025 for capital and renewal and replacement projects

Wastewater Capital Improvement Plan (Fund 6)



Revenue Requirement Summary (\$000s)



Reflects un-restricted funding needs (Sewer Service Charge)

Revenue Requirement Summary

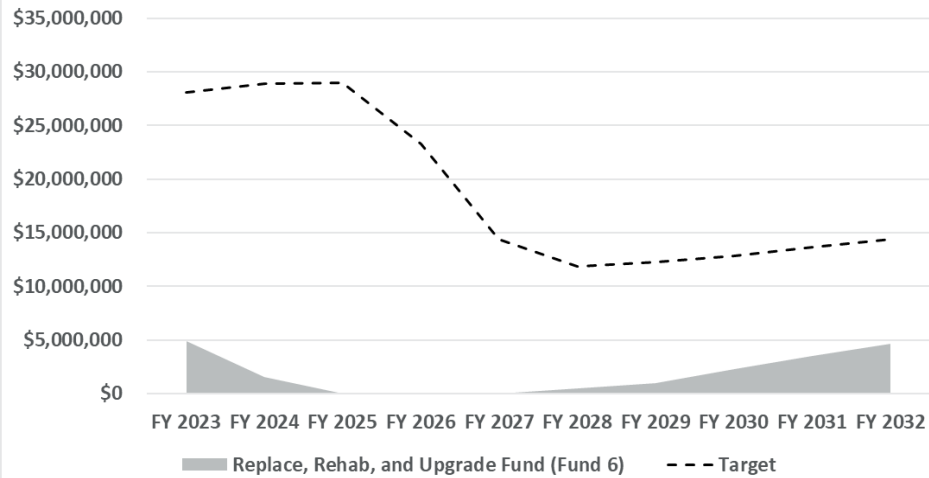
- Rate adjustments are necessary to meet projected O&M expenses
 - Funding capital with long-term debt
 - ~\$28.0M (FY 2025 – FY 2028); 20 years @ 4.5%
 - Targeting reserve funds at Board Policy levels
 - Investing in the sewer system renewal and replacement on an annual basis
 - Developed two transition plans
 - Smooth adjustment to cost-based levels
 - One-time adjustment
- Both approaches are followed by annual inflationary adjustments

Revenue Requirement Summary – Avg. Bill Comparison

Alternative 1	Present	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Change		\$81.09	\$102.58	\$46.52	40.21	\$20.17
Annual Customer Bill (1 EDU)	\$306.00	\$387.09	\$489.67	\$536.19	\$576.40	\$596.58
% Change		26.5%	26.5%	9.5%	7.5%	3.5%
Monthly Customer Bill (1 EDU)	\$25.50	\$32.26	\$40.81	\$44.68	\$48.03	\$49.71
Monthly Change		\$6.76	\$8.55	\$3.88	\$3.35	\$1.68

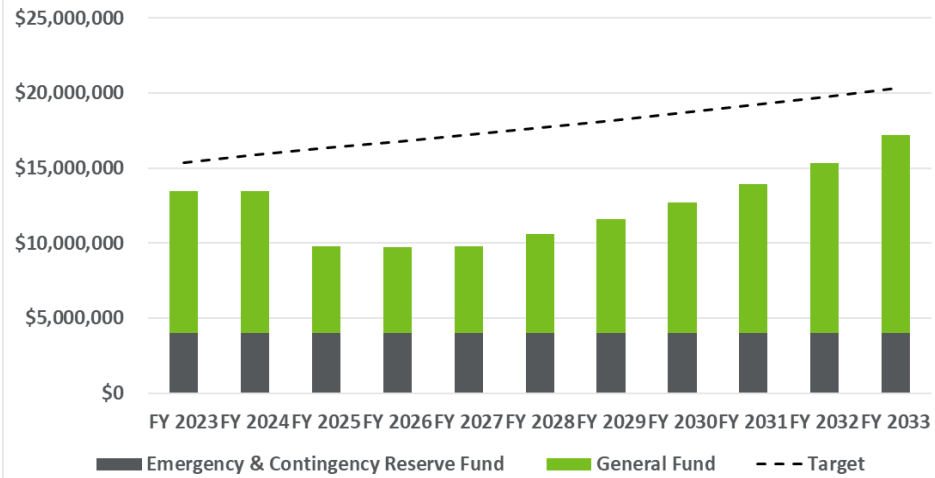
Alternative 2	Present	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Change		\$214.20	\$18.21	\$18.84	\$19.50	\$20.19
Annual Customer Bill (1 EDU)	\$306.00	\$520.20	\$538.41	\$557.25	\$576.76	\$596.94
% Change		70.0%	3.5%	3.5%	3.5%	3.5%
Monthly Customer Bill (1 EDU)	\$25.50	\$43.35	\$44.87	\$46.44	\$48.06	\$49.75
Monthly Change		\$17.85	\$1.52	\$1.57	\$1.63	\$1.68

Unrestricted RRU Reserve (Fund 6)



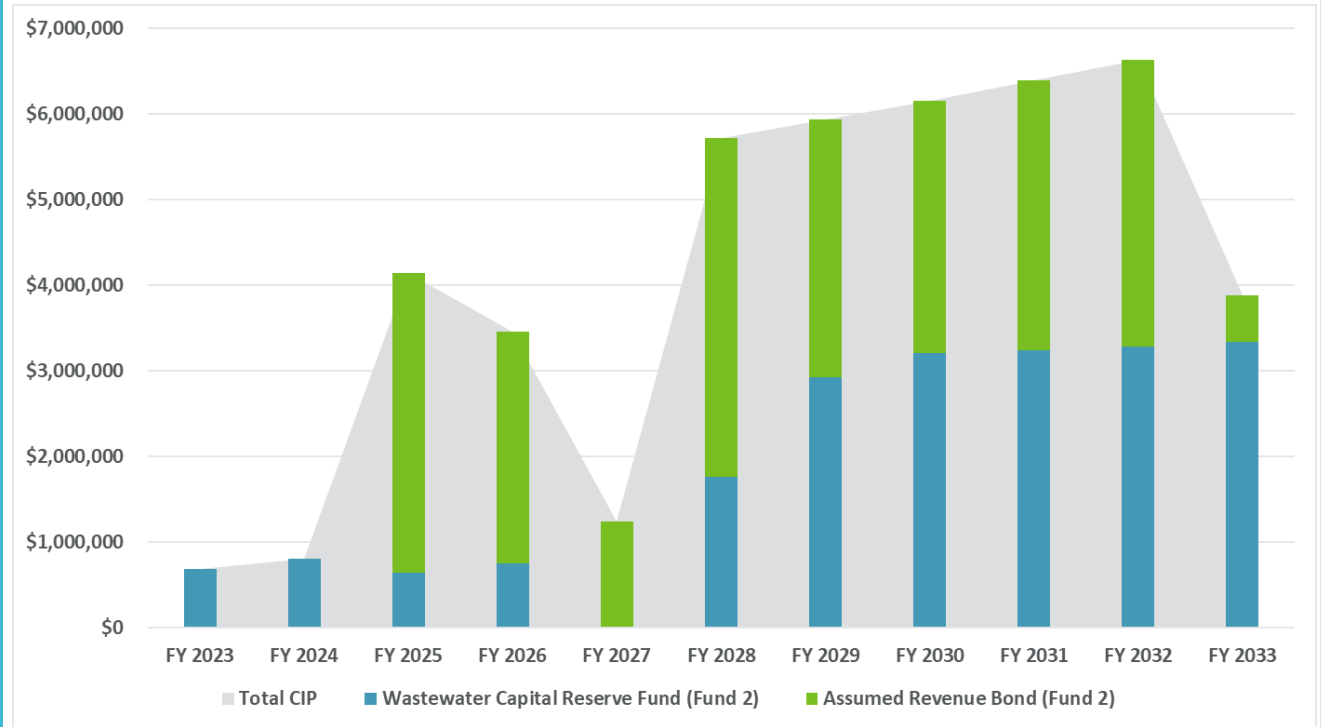
Target based on 50% of five-year capital program

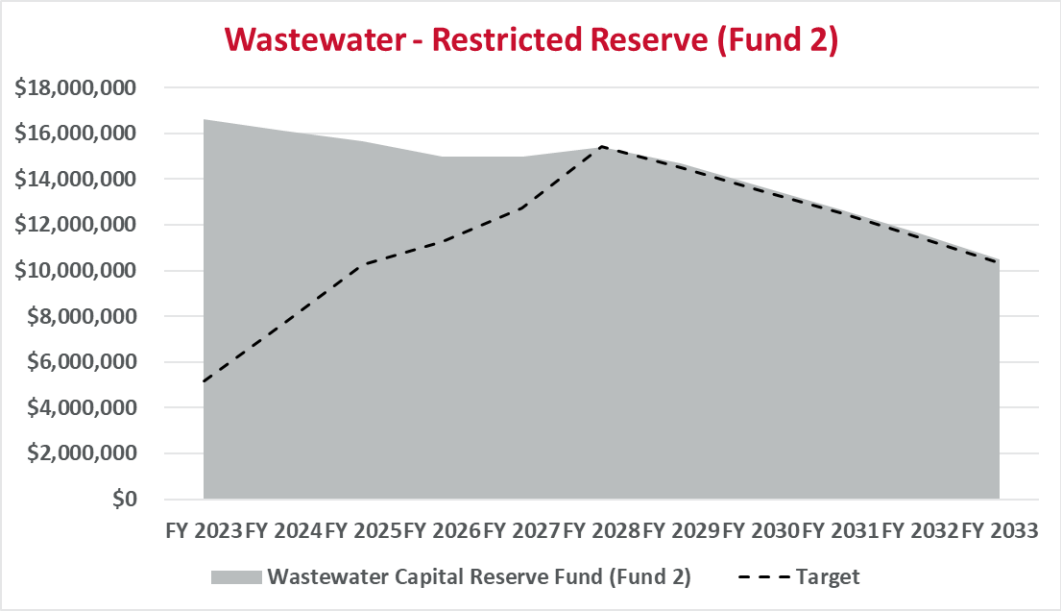
Unrestricted Reserve Funds (Fund 7 and 10)



Target based on 60% of O&M + UAL + \$4 mil Emergency

Wastewater Capital Improvement Plan (Fund 2)





*Reflects Current Connection Fee Levels
 Target based on 50% of five-year capital program*

Overview of the Cost of Service

What is cost of service?

- Analysis to allocate the revenue requirement

Why cost of service

- Generally accepted as “fair and equitable”
- Avoids subsidies
- Revenues reflect costs
- Meets the proportionality requirements of Proposition 218

Objectives of Cost of Service

- Determine if subsidies exist
- Develop average unit costs

Summary of the Cost of Service

- Agency establishes the rate on a per EDU on an annual basis
- Study reviewed the assumptions for an EDU
 - Flow and strength
- HDR recommends maintaining the current EDU approach
- Cost of service reflects the cost on a per EDU basis
 - EDU is calculated for various customer types to reflect the estimated flows and strength levels
- Cost of service provides the basis for the proposed annual rate

Overview of the Rate Designs

Based on the results of the revenue requirement and cost of service analyses

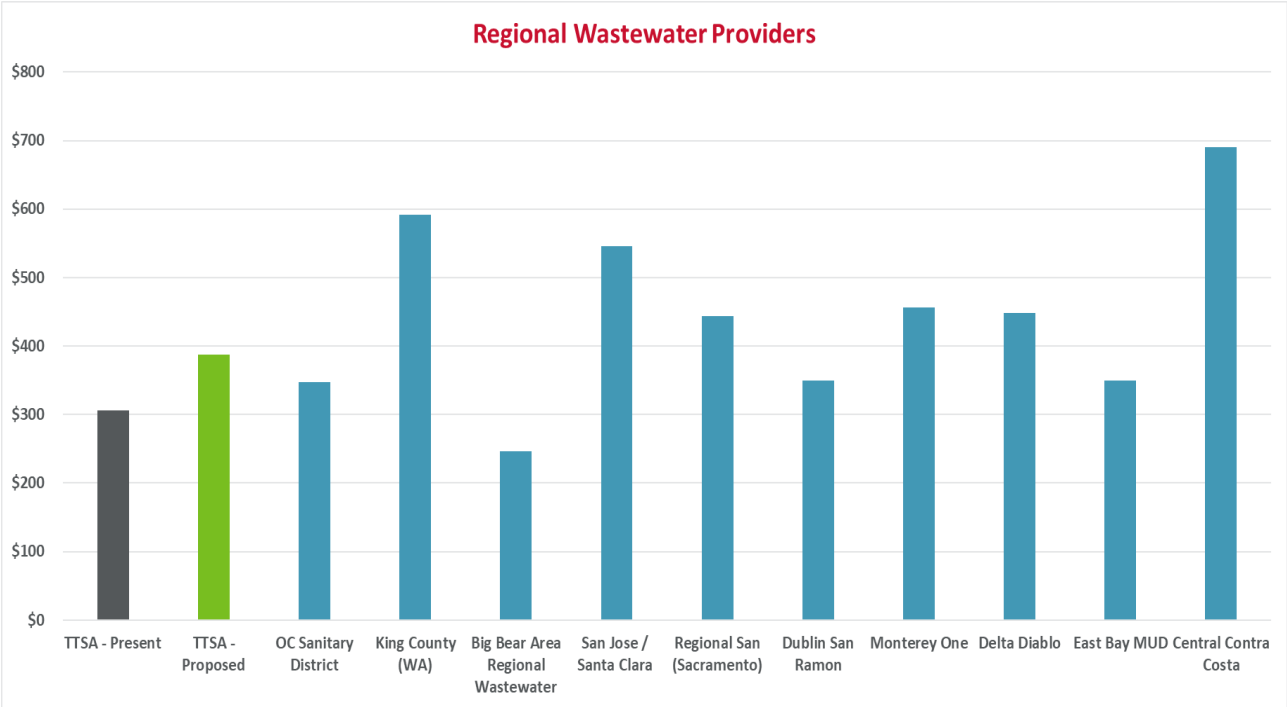
Meet the rate design goals and objectives of the Agency

Produce sufficient revenues to meet the target revenues

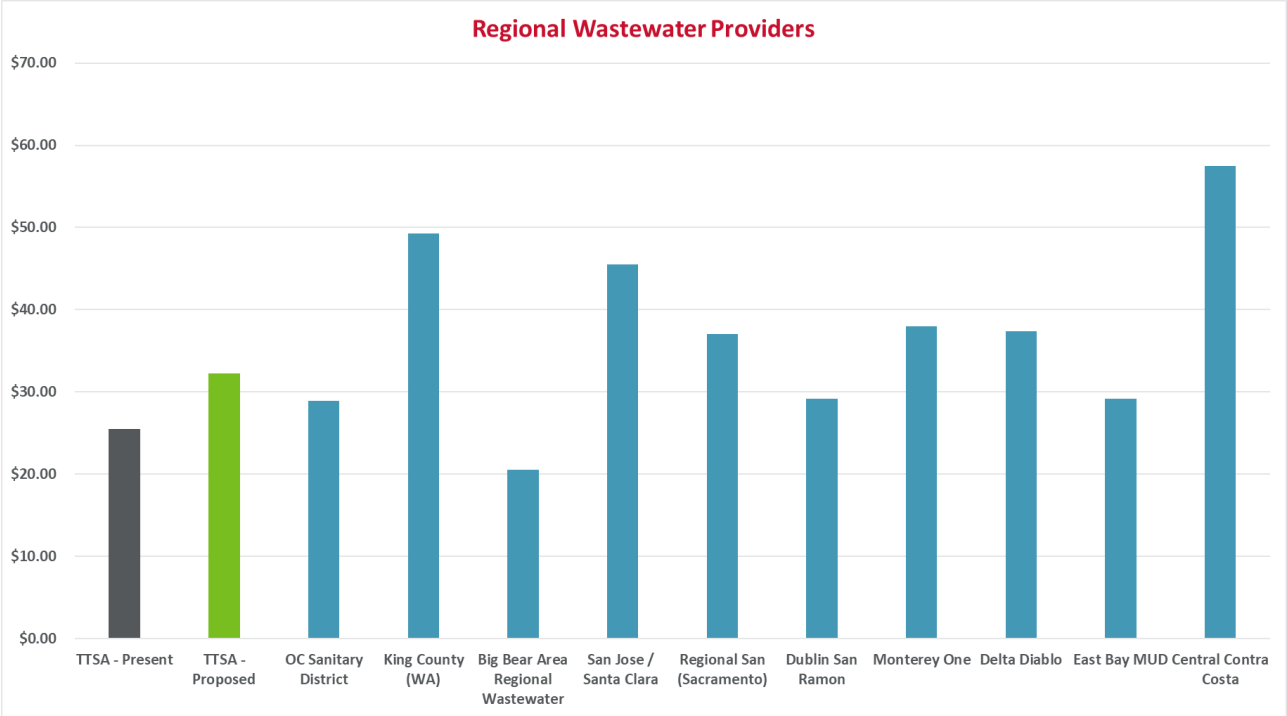
Are cost-based and proportional

Sewer Service	TTSA Code	Units	Existing Per Unit Charge (\$)	Proposed FY 2024 Per Unit Charge (\$)	Proposed FY 2025 Per Unit Charge (\$)	Proposed FY 2026 Per Unit Charge (\$)	Proposed FY 2027 Per Unit Charge (\$)	Proposed FY 2028 Per Unit Charge (\$)
Beauty/Barber Shop	A	# of service chairs	138.36	174.98	221.56	242.81	260.89	269.94
Commercial Establishments (1) (unless otherwise noted)	B	# of fixture units	39.24	49.63	62.84	68.86	73.99	76.56
Dump Station	D	# of stations	306.00	387.00	490.00	537.00	577.00	597.00
Restaurant or Bar	F	# of seats inside	30.00	37.94	48.04	52.65	56.57	58.53
	Z	# of seats outside	10.80	13.66	17.29	18.95	20.36	21.07
	Z	# of seats banquet	10.80	13.66	17.29	18.95	20.36	21.07
Grocery	G	# of fixture units	60.60	76.64	97.04	106.35	114.27	118.23
Industrial User	I	as calculated pursuant to Table A-2	306.00	387.00	490.00	537.00	577.00	597.00
Car Washes	J	# of bays, Automatic	459.00	580.50	735.00	805.50	865.50	895.50
		# of bays, Automatic - Recycled	367.20	464.40	588.00	644.40	692.40	716.40
		# of bays, Self-Serve	306.00	387.00	490.00	537.00	577.00	597.00
		# of bays, Self-Serve - Recycled	244.80	309.60	392.00	429.60	461.60	477.60
Campsite with Sewer Connection	K	# of sites	164.16	207.61	262.87	288.08	309.54	320.27
Laundromat	L	# of washing machines	163.32	206.55	261.53	286.61	307.96	318.63
Motel or Hotel Unit	M	# of units	153.00	193.50	245.00	268.50	288.50	298.50
Motel or Hotel Unit with Kitchen	N	# of units	201.96	255.42	323.40	354.42	380.82	394.02
Swimming Pool or Spa	P	# of P units, see table A-1	5.64	7.13	9.03	9.90	10.63	11.00
Campsite without Sewer Connection	Q	# of sites	138.84	175.59	222.33	243.65	261.80	270.87
Residential Unit	R	# of dwelling units	306.00	387.00	490.00	537.00	577.00	597.00
Other	S	As Determined by General Manager	5.64	7.13	9.03	9.90	10.63	11.00
Assembly Hall	T	# of seats	2.28	2.88	3.65	4.00	4.30	4.45
Public Schools	---	Per 1,000 gallons						

Annual Residential Treatment Customer Bill Comparison



Monthly Residential Treatment Customer Bill Comparison



Next Steps

- Gain feedback and input on the study
 - Rate transition plan, and alternative
 - Proposed rates
- Finalize technical analyses
- Develop written report
- Present findings and recommendations to the Board
- Rate Study:
 - Board accepts the rate study
 - Board sets public hearing for the rate study
 - At public hearing, if no majority protest (i.e., 50% + 1), Board may adopt rates

Thank You
and Discussion





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-5
Subject: Presentation and discussion of Connection Fee Rate Study Draft by HDR Engineering.

Background

At the March 16, 2022, Board of Directors meeting, there was direction provided by the board to solicit a proposal from HDR Engineering, Inc. (HDR) to perform a Sewer Connection Fee Study for review and consideration.

At the April 20, 2022, Board of Directors meeting, HDR's proposal was presented and approved by the Board to enlist HDR to perform T-TSA's Sewer Connection Fee Rate Study in the amount of \$23,000 (\$30,240 plus 10% contingency)

HDR has the technical and professional expertise to successfully conduct a Sewer Connection Fee Study. They are staffed with well qualified and nationally recognized utility rate and fee experts, as well as engineering experts to assist in developing the study. They have performed similar studies for other local districts to include the Tahoe City PUD, North Tahoe PUD, Truckee Sanitary District, Olympic Valley PSD and Alpine Springs County Water District.

With the collective involvement and support of HDR's staff, T-TSA's staff and the Finance Committee, a draft presentation will be presented for the first time to the Board of Directors for discussion, feedback, and questions. Please note that the attached is a draft presentation and there may be further updates to the presentation for the Board meeting.

Fiscal Impact

None.

Attachments

HDR's Presentation for the Sewer Connection Fee Rate Study.

Recommendation

None, discussion only

Review Tracking

Submitted By: *Crystal A. Sublet*
Crystal Sublet
Finance and Administrative Manager

Approved By: *Richard Pallante*
Richard Pallante
General Manager

Tahoe Truckee Sanitation Agency Connection Fee Study

January 18, 2023





Purpose of the Presentation



Overview of the Connection Fee



Summary of the Connection Fee Study



Questions / Discussion

Purpose of the Presentation

- Provide an overview of the Connection Fee update
- Gain input and feedback from the Board
 - Overall approach and methodology
 - Level of the updated connection fee and proposed level
- Next steps
 - Set public hearing
 - Notify interested parties
 - Hold public hearing
 - Adopt connection fee at Board desired level

Sewer Connection Fees

Overview

▪ Definition

- A one-time charge required of all new customers or existing customers requesting an increased level of service
- Charge based on the value of the existing level of service plus any new infrastructure needed to serve them

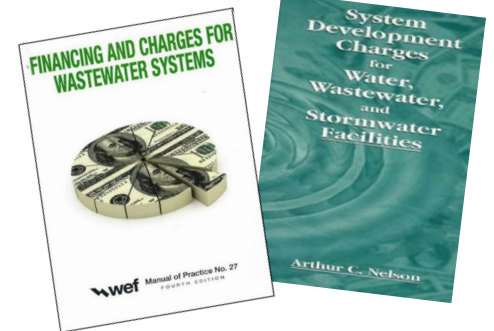
▪ Purpose

- To charge new customers a proportional share of the cost of infrastructure to serve their needs
 - Existing customers have funded current infrastructure

▪ Legal Requirements (California Code (66013, 66016, 66022))

- Requires a reasonable relationship between fee charged and cost associated with providing capacity to the customer

▪ Generally accepted methodologies



Sewer Connection Fees

Formula

$$\frac{\text{Existing Investment (\$)} - \text{Existing and Future EDUs}}{\text{Existing and Future EDUs}} + \frac{\text{Future CIP (\$)}}{\text{Future EDUs}} = \text{Connection Fee \$ per EDU}$$

Value of Existing System:

- Replacement cost new (RCN)
- Less:
 - Developer/grant contributed
 - Assets < \$5,000
 - Outstanding debt principal
- Plus: Reserves and Work in Progress

Future CIP:

- Current capital improvement plan
- Proportion to serve growth
- **EDUs based on system capacity**
 - Sewer average day demand, per EDU of 200 gpd
 - Total permit capacity of 9.60 MGD

Sewer Connection Fees

System Planning Data

Sewer Connection Fee – EDUs			
Description	Capacity in MGD	Average Daily Flow per EDU	Total EDUs
Existing Flow	6.13	200	30,650
Future Flow	<u>3.47</u>	200	<u>17,350</u>
Permit Total Flow	9.60		48,000

- Based on 200 gpd/EDU and 9.6 MGD permit capacity

Sewer Connection Fee Calculation

- **Assets as of June 2021**
 - 20-City ENR-CCI for August 2022
- **CIP Plan**
 - Future (TRI and WRP oversizing)
 - WRP new facilities (all benefit)
- **Current Fee is \$5,000**
2019 study calculated fee was \$6,222 per EDU

	Total
Total Existing Plant	\$346,570,456
Total Existing and Future EDUs	48,000
Existing Sewer Connection Fee per EDU	\$7,220
Future Plant	
TRI	\$6,919,200
WRP	11,098,400
Total Future Plant (TRI and WRP)	\$18,017,600
Future EDUs	17,350
Future Sewer Connection Fee per EDU	\$1,038
WRP	\$43,750,000
Total Existing and Future EDUs	48,000
New Facility Sewer Connection Fee per EDU	\$911
Future Sewer Connection Fee per EDU	\$1,949
Maximum Allowable Sewer Connection Fee per EDU	\$9,169



Sewer Connection Fees

Implementation - Residential

Present and Calculated Residential Connection Fee			
Type of Connection	Units	Present Connection Fee	Calculated Connection Fee
Residential			
Minimum	Per living unit	\$1,500	\$2,750
Plus: Square footage	Per square footage	\$1.75/sq. ft.	\$3.21/sq. ft.
Additions (Not an ADU)			
Greater than 500 square feet	Per square footage	\$1.75/sq. ft.	\$3.21/sq. ft.
500 square feet or less		Exempt	Exempt
Accessory Dwelling Unit			
Minimum	Per living unit	\$1,500	\$2,750
Plus: Square footage	Per square footage	\$1.75/sq. ft.	\$3.21/sq. ft.
500 square feet or less		Exempt	Exempt

[1] \$5,000 per unit ($\$1,500 + (\$1.75 \times 2,000 \text{ sq. ft.}) = \$5,000$; Ordinance 1-2019

[1] \$9,169 per unit ($\$2,750 + (\$3.21 \times 2,000 \text{ sq. ft.}) = \$9,169$

Sewer Connection Fees

Exhibit A

Connection Type	TTSA Code	Units	Equivalent EDU Ratio	Existing Per Unit Charge (\$)	Calculated Per Unit Charge (\$)
Beauty/Barber Shop	A	# of service chairs	0.50	2,500.00	4,585.00
Commercial Establishments (1) (unless otherwise noted)	B	# of fixture units	0.10	500.00	917.00
Dump Station	D	# of stations	1.00	5,000.00	9,169.00
Restaurant or Bar	F	# of seats inside	0.10	500.00	917.00
	Z	# of seats outside	0.04	175.00	321.00
	Z	# of seats banquet	0.04	175.00	321.00
Grocery	G	# of fixture units	0.15	750.00	1,375.00
Industrial User	I	as calculated pursuant to Table A-2		5,000.00	9,169.00
Car Washes	J	# of bays, Automatic	1.50	7,500.00	13,754.00
		# of bays, Automatic - Recycled	1.20	6,000.00	11,003.00
		# of bays, Self-Serve	1.00	5,000.00	9,169.00
		# of bays, Self-Serve - Recycled	0.80	4,000.00	7,336.00
Campsite with Sewer Connection	K	# of sites	0.50	2,500.00	4,585.00
Laundromat	L	# of washing machines	1.00	5,000.00	9,169.00
Motel or Hotel Unit	M	# of units	0.50	2,500.00	4,585.00
Motel or Hotel Unit with Kitchen	N	# of units	0.66	3,300.00	6,052.00
Swimming Pool or Spa	P	# of P units, see table A-1		100.00	183.00
Campsite without Sewer Connection	Q	# of sites	0.38	1,875.00	3,439.00
Residential Unit (2)	R	# of units		1,500.00	2,750.00
		plus # square feet of living area		1.75	3.21
Other	S	As Determined by General Manager			
Assembly Hall	T	# of seats	0.01	50.00	92.00

(1) Refer to Appendix A-1

(2) Connection Fees for Residential living space additions greater than 500 sq. ft. where sewer connection is already established will be charged \$1.75/sq. ft.

Sewer Connection Fees

Exhibit A - 1 Plumbing Fixture Units

Description	Fixture Units Public
Bath tub or combination bath/shower	2
Clothes washer, domestic	3
Dental unit, cuspidor	1
Dishwasher, domestic, independent drain	2
Drinking fountain (each head)	0.5
Food waste disposer, commercial	3
Floor drains, emergency	0
Floor drains (each)	2
Shower, single-head trap	2
Multi-head, each additional	1
Lavatory	1
Lavatory in sets	2
Sink (bar)	2
Sink (commercial with food waste)	3
Sink (exam room)	1
Sink (domestic, with or w/out food waste disposer, dishwasher, or both)	2
Sink (laundry)	2
Sink (service or mop basin)	3
Sink (washup, flushing rim)	6
Sink (washup, each set faucets)	2
Urinal	2
Toilet (1.6 gpf, any type)	4
Toilet (>1.6 gpf, any type)	6
Swimming Pool "P" Units	
0 - 25,000 gallons	23
25,001 - 50,000 gallons	46
50,001 - 75,000 gallons	69
75,000 - 100,000 gallons	92
100,000 gallons and over	115
Spa "P" Units	
0 - 1,000 gallons	16
1,001 - 2,500 gallons	39
2,501 - 5,000 gallons	78
5,001 gallons and over	116

Multiple Use Credit	
(Applies to Multiple Use Fixtures Only)	
# of Restaurant Seats	# Fixture Unit Credits
0-50	12*
51-100	15
101-200	21
201-300	27
301-400	33
401-500	39
501-600	45
601-700	51
701-800	57
801-900	63
901-1000	69
1001-1100	75
1101-1200	81
Over 1201	Individually Reviewed and Rated

*The above listed table represents the minimum business fixture units for each incremental seat count.

Exhibit A - 2 Industrial Charge

Flow:	<u>Maximum Daily Flow (gallons per day)</u>	=	EDU _{Flow}	
	200 gallons per day			
COD:	<u>Composite Sample COD Concentration (milligrams per liter)</u>	X	EDU _{Flow}	= EDU _{COD}
	805 milligrams per liter			
TSS:	<u>Composite Sample TSS Concentration (milligrams per liter)</u>	X	EDU _{Flow}	= EDU _{TSS}
	362 milligrams per liter			
TDS:	<u>Composite Sample TDS Concentration (milligrams per liter)</u>	X	EDU _{Flow}	= EDU _{TDS}
	428 milligrams per liter			
TN:	<u>Composite Sample TN Concentration (milligrams per liter)</u>	X	EDU _{Flow}	= EDU _{TN}
	78 milligrams per liter			
TP:	<u>Composite Sample TP Concentration (milligrams per liter)</u>	X	EDU _{Flow}	= EDU _{TP}
	8.4 milligrams per liter			

Next Steps

- Gain feedback and input on the Connection Fee
 - Overall approach
 - Calculated level and proposed fee level
- Finalize technical analyses
- Develop written report
- Present findings and recommendations to the Board
 - Board accepts the connection fee study
 - Sets public hearing date
 - Hold public hearing and adopt connection fee if desired

Thank You
and Discussion





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-6
Subject: Approval of Agency Debt Management Policy.

Background

The Agency Debt Management Policy documents TTSA's goals for the approval and issuance of bonds, certificates of participation, notes and other debt instruments and sets forth guidelines for the use of debt issued by the Agency to finance capital projects.

In accordance with Government Code section 8855(i)(1), the Agency is required, at least 30 days prior to issuing any refunding bonds or other debt, to adopt local debt policies concerning the use of debt.

A local debt policy must include (1) the purposes for which the debt proceeds may be used, (2) the types of debt that may be issued, (3) the relationship of the debt to, and integration with, the issuer's capital improvement program or budget, (4) policy goals related to the issuer's planning goals and objectives, and (5) the internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The Agency's Debt Management Policy is up for annual review. Staff and legal have reviewed and are making the recommended changes. Additionally, the review is to align ourselves with potential debt for the PERS Unfunded Accrued Liability and the Master Sewer Plan.

Fiscal Impact

None.

Attachments

Agency Debt Management Policy.

Recommendation

Management recommends approval of the Agency Debt Management Policy update.

Review Tracking

Submitted By: *Crystal A Sublet*
Crystal Sublet
Finance and Administrative Manager

Approved By: *Richard Pallante*
Richard Pallante
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



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Directors

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Blake Tresan: Vice President
S. Lane Lewis
Dale Cox
David Smelser
General Manager
LaRue Griffin

TAHOE-TRUCKEE SANITATION AGENCY DEBT MANAGEMENT POLICY

I. Introduction

Tahoe-Truckee Sanitation Agency (“TTSA” or “Agency”) owns and operates a system for the collection, treatment and disposal of wastewater within the service area of the Agency.

This Debt Management Policy documents TTSA’s goals for the approval, issuance, and administration of bonds, certificates of participation, notes and other debt instruments and sets forth guidelines for the use of debt issued by the Agency to finance capital projects. This policy is adopted pursuant to California Government Code section 8855. TTSA’s overriding goal in issuing debt is to respond to, and provide for, the infrastructure, capital project, and other financing needs of the Agency, while ensuring that debt is issued and managed prudently to maintain a sound fiscal position and protect credit quality.

This policy shall be reviewed periodically by the Agency Board and updated as needed.

I. Purpose of Policy

The purpose of this policy is to establish guidelines for the issuance and management of the Agency’s debt. The Policy confirms the commitment of the Board and management staff to adhere to sound financial management practices, including full and timely repayment of borrowing, and achieving the lowest possible cost of capital within prudent risk parameters. This policy confirms and memorializes (1) the purposes for which the debt proceeds may be used, (2) the types of debt that may be issued, (3) the relationship of the debt to, and integration with, the Agency capital improvement program or budget, (4) policy goals related to the Agency’s planning goals and objectives, and (5) the internal control procedures that the Agency has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

II. General Provisions

The Agency will adhere to the following legal requirements for the issuance of public debt:

- The state law authorizing the issuance of the debt;
- The federal and state laws governing the eligibility of the debt for tax-exempt status;
- The federal and state laws governing the issuance of taxable debt; and
- The federal and state laws, governing the disclosure, sale, and trading of the debt.

TTSA periodically will review its financial performance and its performance relative to this policy.

This policy will be integrated into the decision-making framework utilized in the budgeting and capital improvement planning process. Necessary appropriations for annual debt service requirements will be included in TTSA's annual budget.

TTSA will issue debt only in the case where there is an identified and secure source of repayment. Debt will be issued to the extent that (i) projected existing revenues are sufficient to pay for the proposed debt service together with all existing debt service covered by the same revenue, or (ii) additional projected revenues have been identified as a secure source of repayment in an amount sufficient to pay for the proposed debt. Debt issuance for a capital project will not be considered unless the project has been incorporated into an Agency capital plan or has otherwise been approved by the Board.

III. Conditions for Debt Issuance

The following guidelines establish parameters for evaluating, issuing, and managing TTSA's debt. These guidelines are not intended to serve as a list of rules to be applied to TTSA's debt issuance process, but rather to serve as a set of practices to promote sound financial management. In issuing debt, TTSA's objectives and priorities will be to:

- Achieve the lowest cost of capital
- Maintain a prudent level of financial risk and maintain the Agency's sound financial position
- Preserve future financial flexibility
- Ensure that all debt is structured to maximize the benefit to both current and future Agency taxpayers, ratepayers, and constituents
- Maintain full and complete financial disclosure and reporting
- Obtain and maintain the highest practical credit ratings
- Maintain good investor relations with all investors in Agency debt
- Ensure compliance with applicable federal and state laws and regulations
- Ensure that the Agency's debt is consistent with the Agency's budget, planning goals and objectives, and capital improvement program

Standards for Use of Debt Financing

When appropriate, TTSA may use long-term debt financing to finance the design, acquisition, construction, rehabilitation, replacement, expansion, or repair of public facilities, buildings, equipment, and other improvements, including land and right-of-way acquisition, environmental review and mitigation, and permitting. In any debt financing, the Agency will strive to achieve an equitable allocation of capital costs/charges between current and future users of the facilities being financed, provide more manageable charges to ratepayers, and minimize rate volatility. TTSA may issue any type of debt legally available to the Agency.

TTSA shall not finance construction of a facility if it is unable to adequately provide for the subsequent annual operation, maintenance, and repair costs of the facility throughout its expected life.

Capital projects financed through debt issuance generally will not be financed for a term longer than the expected useful life of the project.

The Agency will not issue debt to cover operating costs, unless specifically approved by the Board for good cause.

Financing Criteria

Each debt issuance should be evaluated on an individual basis considering the overall financing objectives and current market conditions and in an effort to determine the most cost-efficient financing under prevailing market conditions.

Credit Enhancement – TTSA will consider the use of credit enhancement (e.g., bond insurance) on a case-by-case basis. Only when clearly demonstrable savings can be realized shall credit enhancement be utilized.

Cash-Funded Reserve vs. Surety – If the issuance of debt requires a cash-funded debt service reserve fund, then TTSA may purchase a surety policy or replace an existing cash-funded debt service reserve fund when deemed prudent and advantageous. The Agency may permit the use of guaranteed investment agreements for the investment of reserve funds pledged to the repayment of any of TTSA’s debt when it is approved by the Board.

Call Provisions – In general, TTSA’s debt instruments should include optional call provisions. TTSA will avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.

Additional Bonds Test/Rate Covenants – The amount and timing of debt will be planned to comply with the additional bonds/debt tests and rate covenants outlined in the appropriate legal and financing documents.

Short-Term Debt – TTSA may utilize short-term borrowing to serve as a bridge for anticipated revenues, construction financing, or future bonding capacity.

Use of Variable Rate Debt – TTSA will not issue variable interest rate debt without the specific approval of the Board.

Investment of Debt Proceeds – Bond or other debt proceeds will be invested in accordance with the legally permitted investment requirements and limitations and as set forth in the governing documents for each transaction, unless further restricted or limited by the Agency investment policy. TTSA will seek to maximize investment earnings within the investment parameters set forth in the respective debt financing documentation. The reinvestment of debt proceeds will be incorporated into the evaluation of each financing decision, specifically addressing arbitrage/rebate position, and evaluating alternative debt structures and refunding savings on a “net” debt service basis, where appropriate.

Credit Rating – Prior to issuance of new debt, TTSA shall consider and review the latest credit rating agency reports and guidelines to ensure the Agency’s credit ratings and financial flexibility remain at levels consistent with the most highly rated comparable public agencies.

Refinancing Outstanding Debt

The General Manager, in consultation with a municipal advisor and bond counsel, shall have the responsibility to periodically evaluate potential debt refunding opportunities. TTSA will consider the following issues when analyzing potential refinancing opportunities:

Debt Service Savings – Refunding may be considered when there is a net economic benefit from the refunding of at least three percent on a net present value basis. This figure will serve only as a guideline and TTSA may determine that a different savings target is appropriate. The Agency shall evaluate each refunding opportunity on a case-by-case basis. TTSA shall take into consideration both the financial impact on a net present value basis as well as the rating/credit impact. In addition to the savings guideline, the following shall be taken into consideration:

- Remaining time to maturity;
- Size of the issue;
- Current interest rate environment;
- Annual cash flow savings; and
- The value of the call option.

Restructuring – TTSA may seek to refinance a debt issue on a non-economic basis, in order to restructure debt, mitigate irregular debt service payments, accommodate revenue shortfalls, release reserve funds, or comply with or eliminate rate/debt covenants.

Term/Final Maturity – TTSA may consider the extension of the final maturity of the refunding in order to achieve a necessary outcome, provided that such extension is legal. The term of the debts should not extend beyond the reasonably expected useful life of the asset being financed. TTSA may also consider shortening the final maturity of the bonds. The remaining useful life of the assets and the concept of inter-generational equity will guide these decisions.

Method of Issuance

TTSA will determine, on a case-by-case basis and in consultation with a municipal advisor, whether to sell its debt competitively or through negotiation. No debt shall be issued without the approval of the Board of Directors.

Competitive Sale – In a competitive sale, TTSA’s debt generally will be awarded to the bidder providing the lowest all-in true interest cost (“TIC”), as long as the bid adheres to the requirements set forth in the notice of sale.

Negotiated Sale – TTSA recognizes that some debt issues are best sold through negotiation with a selected underwriter. TTSA has identified the following circumstances below in which this would likely be the case:

- Complex structures or credit considerations (such as non-rated bonds), which require a strong pre-marketing effort; significant par value, which may limit the number of potential bidders; unique/proprietary financing mechanism (such as a financing pool); or specialized knowledge of financing mechanism or process;
- Market volatility, such that TTSA would be better served by flexibility in the timing of its sale, such as in the case of a refunding issue wherein the savings target is sensitive to interest rate fluctuations, or in a changing interest rate environment;

- When an underwriter has identified new financing opportunities or presented alternative structures that financially benefit TTSA; and
- As a result of an underwriter’s familiarity with the project/financing, that enables TTSA to take advantage of efficiency and timing considerations.

Private Placement – From time to time TTSA may elect to issue debt on a private placement basis. This method shall be considered if it is demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance, or if it is determined that access to the public market is unavailable and timing considerations require that a private placement financing be utilized.

Debt Administration and Reporting Requirements

Observance of Debt Covenants and Use of Debt Proceeds – The General Manager will periodically ensure that TTSA is in compliance with all legal covenants for each debt issue. The General Manager shall approve all expenditures of debt proceeds and periodically review expenditures to ensure debt proceeds are only expended on authorized improvements and costs.

Continuing Disclosure – The General Manager will periodically confirm that the Agency is in compliance with all applicable continuing disclosure requirements as set forth in any debt-related continuing disclosure agreement or similar covenant.

Record Keeping – A copy of all debt-related records shall be retained at TTSA’s offices or in an approved storage facility. At minimum, these records shall include all official statements, bid documents, transaction documents/transcripts, resolutions, trustee statements, and leases.

Arbitrage Rebate – The use of bond or debt proceeds and their investments must be monitored to ensure compliance with all Internal Revenue Code arbitrage rebate requirements. The General Manager shall ensure that all proceeds and investments are tracked in a manner that facilitates accurate calculation and that, if a rebate payment is due, such payment is made in a timely manner.

Adopted by the TTSA Board of Directors this 11th day of January 2023. This policy supersedes the Debt Management Policy adopted on January 19th, 2022

Richard Pallante
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-7
Subject: Discussion and approval of Agency Investments.

Background

In Resolution 12-2006, the Board of Directors approved the deposit and withdrawal of Agency funds for the purpose of investment into the Local Agency Investment Fund (LAIF).

Since that time, the majority of the Agency's funds have been invested in LAIF. Due to the current short-term interest rates for U.S. Treasury Securities and FDIC insured Certificate of Deposits, a request is being made to withdraw funds from LAIF and invest those funds as recommended below.

Fiscal Impact

Investment total of \$8 million unrestricted funds into U.S. Treasury Securities and of \$10 million of restricted funds into FDIC insured Certificate of Deposits. Additional fiscal impact is for the fees related to these investments with an estimated total of \$28,750.

Attachments

None

Recommendation

Management recommends that the Board approves short-term investments funds as follows:

- 1) Investing \$8 million of unrestricted funds into a 12-month short-term laddered portfolio with Municipal Advisor, Steven Gortler.
- 2) Investing \$10 million of restricted funds into 2 -year FDIC insured Certificates of Deposit with Aaron Bonck, Vice-President of Time Value Investments.
- 3) Additionally, authorizing the expense of \$28,750 for fees.

Review Tracking

Submitted By: *Crystal A Sublet*
Crystal Sublet
Finance and Administrative Manager

Approved By: *Richard Pallante*
Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: VI-8
Subject: Approval of Agency purchases in excess of General Manager authority.

Background

To minimize risk and facilitate timely project work staff worked to develop a temporary chemical storage and dosing system. To facilitate the system within the timeframe available staff needed to secure and procure items to construct the dosing system, three of these items exceeded the purchasing authority of the General Manager. Per the Agency purchasing policy the General Manager contacted the Board of Directors informing of the intent to purchase the required items. The General Manager received approval and staff proceeded with purchasing the items listed below. To meet the requirements of the Agency's purchasing policy staff is bringing the procurements to the Board of Directors for formal board action.

The following are the purchases exceeding General Manager purchasing authority:

- Two rental tanks for chemical storage (Cashman Equipment)- \$18,432.73
- Two chemical feed Pumps (Blue-White Pumps)- \$17,362.23
- 8800 gallons bulk chemical (Thatcher)- \$22,000.00

Fiscal Impact

The total cost of these procurements is \$57,794.96.

Attachments

None.

Recommendation

Management and staff recommend approval.

Review Tracking

Submitted By: 

Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: VI-9
Subject: Approval of contract for legal services with Bartkiewicz, Kronick & Shanahan.

Background

The Agency utilizes outside legal services for Board of Director and Agency legal matters. The Agency entered into agreement in 1989 with Bartkiewicz, Kronick and Shanahan for these services. With the retirement of Richard Shanahan, the Agency assigned attorney, staff requested an amendment to the existing agreement to retain Andrew J. Ramos as the principal attorney representing the Agency. Additionally, the amendment sets current rates of service and requires future rate changes be approved by the Board of Directors.

Fiscal Impact

Fiscal year 2023 budget for legal services \$100,000.


Attachments

Amendment No. 1 To Agreement for Legal Services with Tahoe Truckee Sanitation Agency

Recommendation

Management and staff recommend approval.

Review Tracking

Submitted By: 
Richard Pallante
General Manager

BARTKIEWICZ, KRONICK & SHANAHAN

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AMENDMENT NO. 1 TO AGREEMENT FOR LEGAL SERVICES WITH TAHOE-TRUCKEE SANITATION AGENCY

This Amendment No. 1 to the Agreement for Legal Services ("Agreement") is made by and between Bartkiewicz, Kronick & Shanahan, a professional corporation ("Attorney") and Tahoe-Truckee Sanitation Agency ("Client"), effective on February 1, 2023, who agree as follows:

1. Scope and Duties. Client retains Attorney to provide general counsel legal services to Client. Attorney may provide additional legal services as requested by Client and agreed in writing by Attorney. Andrew J. Ramos will be the principal attorney representing Client under this Agreement. Joshua M. Horowitz will serve as the designated backup attorney during any times that Mr. Ramos is unavailable.

Client acknowledges that it is not retaining Attorney for any other matter at this time and that Attorney is not receiving any information from Client concerning any other matter. Attorney will provide those legal services reasonably required to represent Client in this matter and will take reasonable steps to keep Client informed of progress and significant developments, and to respond to Client's inquiries. Client will be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments and changed circumstances, abide by this Agreement and pay Attorney's bills in a timely manner.

2. Billing Rates. Client agrees to pay for Attorney's legal services at the 2023 Principal 2 rate of \$315 per hour for Mr. Ramos. He will be assisted as needed by other attorneys in the firm whose rates are \$345 (Principal 1, including Mr. Horowitz), \$265 (Of Counsel and Associate 1), \$230 (Associate 2), and \$120 (Paralegal 1). Attorney's rates are subject to adjustment annually (generally effective January 1) subject to approval of the adjustment by Client's Board of Directors. Attorney charges in minimum one-quarter hour units.

Attorney shall bill travel time to attend Client meetings in Truckee at a reduced hourly rate equal to 85% of the applicable Attorney legal services rate rounded down to the nearest \$5 increment. For example, Mr. Ramos's rate for such travel would be \$265 per hour ($\$315 \times .85$, resulting in \$267.75, which is finally rounded down to \$265).

3. Costs and Expenses. Client will reimburse Attorney for all necessary and actual costs and expenses incurred by Attorney, including, but not limited to, the following: messenger and other delivery fees; postage; photocopying (at \$.20/page black and white and \$.30 for color); parking; mileage (at the then-current IRS rate); computer-assisted research charges, travel costs and other out-of-pocket expenses incurred by Attorney. Attorney will itemize all costs incurred on each monthly statement. Attorney will obtain Client's written prior approval for any travel expenses.

4. Statements. Attorney will send Client a statement for fees and costs incurred every month, except that when the fees and costs for a particular month are minimal, they may be carried over to the next month's statement. Upon Client's request, Attorney will provide a statement within 10 days. Client will pay Attorney's statements within 30 days after each statement's date. Attorney's statements will clearly state the basis of the charges, including the amount, rate and basis for calculation of Attorney's fees. If Client does not pay the statement in full within 30 days from the date of the statement, then Client will be charged interest on the balance due at the rate of 10% per year.

5. Retainer Deposit. Attorney does not request a retainer deposit.

6. Disclaimer of Guarantee. Attorney has made no promises or guarantees to Client about the outcome of Client's matter, and nothing in this Agreement will be construed as such a promise or guarantee. Attorney's comments about the outcome of Client's matter are expressions of opinion only.

7. Termination. Client may discharge Attorney at any time by giving notice of termination to Attorney. Attorney may withdraw with Client's consent or for good cause. Good cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorney or to follow Attorney's advice on a material matter, or any other fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will become immediately due and payable. When Attorney's services conclude, Attorney may terminate this Agreement upon notice to Client and will, upon Client's request, deliver Client's files to Client, along with any Client funds or property in Attorney's possession. Attorney and Client each agree to sign any documents reasonably necessary to complete Attorney's discharge or withdrawal.

8. Insurance. Attorney at its sole cost and expense will procure and maintain for the duration of this Agreement the following types and limits of insurance: commercial general liability, \$1,000,000 per occurrence; professional liability, \$4,000,000 per claim; and, workers' compensation, statutory limits. Upon request, Attorney will provide to Client a certificate or certificates of insurance evidencing this insurance coverage.

9. Disclosure of Other Clients.

Attorney and Client are not aware of a conflict of interest in Attorney's representation of Client and the other clients of Attorney. In the event that a conflict is identified or arises in the future, if such a conflict is identified or arises in the future, Attorney would notify Client of the potential conflict, and discuss with the Client an appropriate way to address the situation.

10. Notices. Each party may notify the other at the following contacts:

CLIENT

President, Board of Directors
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

BARTKIEWICZ, KRONICK &
SHANAHAN

Andrew J. Ramos, at the address,
telephone, and e-mail written above

If sent by U.S. mail, postage prepaid, notices will be deemed delivered five business days after their deposit with the U.S. Postal Service.

11. No Third-Party Beneficiaries. No third-party beneficiaries are intended or created by this Agreement.

12. Entire Agreement. This document constitutes the entire agreement between the parties. The parties acknowledge and agree that there are no understandings, agreements, terms or conditions with respect to the subject matter of this Agreement except for those contained in this writing. This Agreement supersedes all prior legal services agreement between Attorney and Client, including the legal services agreement dated February 8, 1989.

12. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

The foregoing is agreed to by the parties as of the date first written above.

BARTKIEWICZ, KRONICK & SHANAHAN
A Professional Corporation

TAHOE-TRUCKEE SANITATION
AGENCY

By: _____
Andrew J. Ramos

By: _____
President, Board of Directors



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Jason Hays, Laboratory Director
Item: VI-10
Subject: Presentation of the Laboratory Information Management Software (LIMS) Program.

Background

In 2021, the California Environmental Laboratory Accreditation Program (ELAP) adopted new, more stringent requirements for accredited environmental laboratories in the state. These new standards are derived from the 2016 version of the TNI Standard which is based on an ISO quality management system (ISO 17025). Labs in the state are required to be in full compliance with the new standards beginning January 1, 2024.

The additional quality control, management system conformances, and document control requirements present a significant increase in work associated with maintaining accreditation. The added complexity of the new standard also increases the likelihood of clerical mistakes that can make reconstruction of data generation challenging. The TTSA Laboratory has chosen to implement a Laboratory Information Management System (LIMS) to both mitigate the additional workload and to provide the most dependable and defensible data possible.

Fiscal Impact

None

Attachments

Presentation

Recommendation

None, discussion only

Review Tracking

Submitted By: _____


Jason Hays
Laboratory Director

Approved By: _____


Richard Pallante
General Manager

Laboratory Information Management
System (LIMS)

TTSA Laboratory



Why did
TTSA Need a
LIMS?

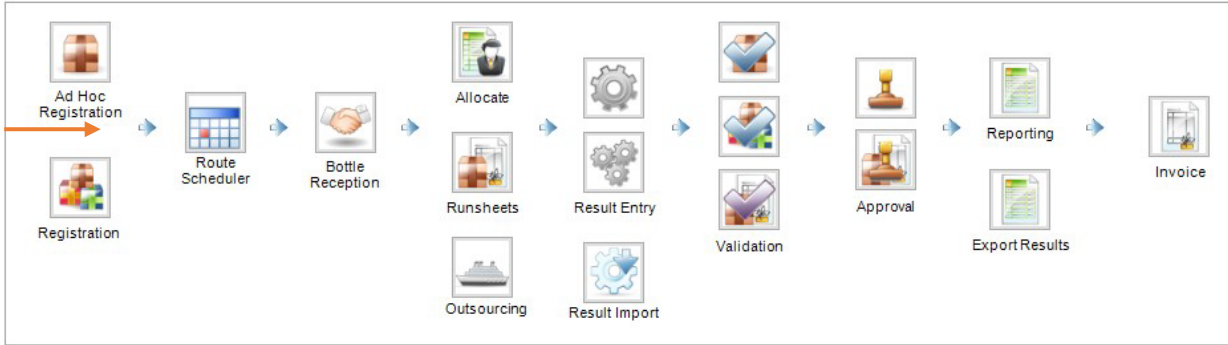


- Non-Profit organization with a mission dedicated to establishing a national standard for environmental laboratories. (TNI Standard)
- Standard adapted from ISO 17025. (Generally applicable to all testing, sampling and calibration labs)
- TNI is not an accrediting body. CA ELAP will remain our accrediting body.
- CA ELAP adopted the 2016 revision of the TNI standard in 2021 with 2 exceptions.
 - Modifications to the technical manager qualifications
 - Less frequent proficiency testing requirements
- All labs are required to be compliant by January 1, 2024
- The TTSA Lab is scheduled to be assessed against the TNI Standard in approximately May 2023

How does a LIMS
help the lab
address these
needs?

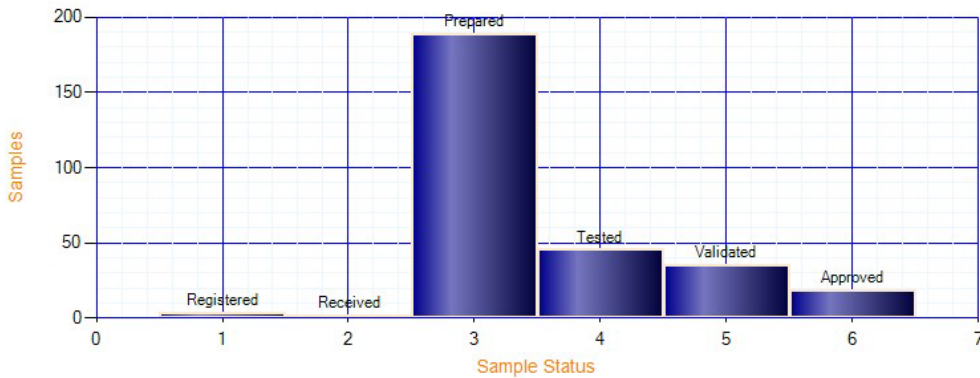


Laboratory Process Flow



Laboratory Management

Ad-Hoc Query	Manage Samples
General Chart	Manage Runsheets
Management Reports	MIDAS Status
	Manage Projects / Samplers Runs




ICMS	System Configuration
Inventory Manager	Maintenance
Sample Storage	Change Password
Additional Modules	Logout

Sampling Management


- Precisely scheduled and configured sampling and analysis plans
- Easily modified to reflect changes in compliance or process control sampling


Route Management

 **Route Management**


Unapproved Templates








Name ▼▲	Creation Date ▼▲	Created By ▼▲	Description ▼▲
Weekly Well 31	8/12/2022	tsaljhays	Weekly Monitoring at Well 31
Sunday Daily	8/12/2022	tsaljhays	Daily Samples on Sunday
Solids Handling	8/12/2022	tsaljhays	Weekly Solids Handling Lab Work
Saturday Daily	8/12/2022	tsaljhays	Daily Samples on Saturday
Quarterly Rivers	8/12/2022	tsaljhays	Quarterly River Monitoring
Monthly Wells	8/12/2022	tsaljhays	Monthly Well Monitoring
Monthly Rivers Second Sample	8/12/2022	tsaljhays	Monthly River Monitoring, Second Sample for the Month
Monday Daily	8/12/2022	tsaljhays	Daily samples on Monday
Friday Daily	8/12/2022	tsaljhays	Daily Samples on Friday
Monthly Rivers First Sample	8/12/2022	tsaljhays	Monthly River Monitoring, First Sample for the Month
Tuesday Daily	8/12/2022	tsaljhays	Daily Samples on Tuesday
Wednesday Daily	8/12/2022	tsaljhays	Daily Samples on Wednesday
Thursday Daily	8/12/2022	tsaljhays	Daily Samples on Thursday

Register Ad Hoc Samples 

Register Template 

Routes for Scheduling

Exit 

Create Template  Edit Template  Approve Template  Delete Template  Restore Template  Remove Template  History 

Sample Bottle Management

Bottle Reception

Matrix Bottle Reception GEMINI LIMS

Expected Bottles

Sample Date From:

11/16/2022

Sample Date To:

11/25/2022

Sample Time:

3:00 PM

Bottle # ▼▲	Bottle Code ▼▲	Sample # ▼▲	Sample Status ▼▲	Bottle Status ▼▲	Sample Point ▼▲	Sampler ▼▲	Extra Bottle ▼▲	Testcode ▼▲	Compon
221118-006-1	1Lbottle	221118-006	Registered	Unreceived	Final Effluent				
221118-006-2	250 mL w/ H2SO4	221118-006	Registered	Unreceived	Final Effluent				
221118-007-1	250 mL w/ H2SO4	221118-007	Registered	Unreceived	Denitrification Effluent				
221118-008-1	250 mL w/ H2SO4	221118-008	Registered	Unreceived	Filter Influent				
221118-009-1	250 mL w/ H2SO4	221118-009	Registered	Unreceived	Headworks				
221118-010-1	250 mL w/ H2SO4	221118-010	Registered	Unreceived	Nitrification Influent				
221118-011-1	250 mL w/ H2SO4	221118-011	Registered	Unreceived	Primary Effluent				
221118-012-1	250 mL w/ H2SO4	221118-012	Registered	Unreceived	Primary 1 and 2 Effluent				
221118-013-1	250 mL w/ H2SO4	221118-013	Registered	Unreceived	Primary 2 and 4 Effluent				
221118-014-1	1Lbottle	221118-014	Registered	Unreceived	Raw Inluent				
221118-014-2	250 mL w/ H2SO4	221118-014	Registered	Unreceived	Raw Inluent				
221118-015-1	250 mL w/ H2SO4	221118-015	Registered	Unreceived	Recarb Clarifier Effluent				
221118-016-1	250 mL w/ H2SO4	221118-016	Registered	Unreceived	Secondary Effluent				
221118-017-1	250 mL w/ H2SO4	221118-017	Registered	Unreceived	Secondary 2 Effluent				
221118-018-1	250 mL w/ H2SO4	221118-018	Registered	Unreceived	Secondary 3 Effluent				
221118-019-1	250 mL w/ H2SO4	221118-019	Registered	Unreceived	Stripper Overflow				
221118-020-1	1Lbottle	221118-020	Registered	Unreceived	Truckee River 1				
221118-020-2	NONE	221118-020	Registered	Unreceived	Truckee River 1				



- Traceable, unique sample and bottle IDs
- Preconfigured bottle and preservative types
- Numerous reports to leverage
- Automatic label generation

Fully integrated quality control

- Automatically assigned QC samples
- QC assessed against established limits
- Associated supplies, standards and instruments linked to all analysis
- Linked analyst competency

Enter Results By Run

Runsheet Results

Run Code: Run2211-0006
Runsheet Type: 2
Analyst: Jason Hays
Test Code: AMMONIA
The Instrument: Seal Discrete Analyzer

Competency	Not Required
Inst Validation	Not Required
Instrument Status	In Service
Inventory	Not Required

Sample Code	Test Code	Run Code	Substance	Allocated To	Test Status	Sample Status	Runsheet
Run2211-0006-CRM	AMMONIA_CAL	Run2211-0006			Not Started	Prepared	1
Run2211-0006-CCV	AMMONIA_ICV	Run2211-0006			Not Started	Prepared	2
Run2211-0006-BLK	AMMONIA_MB	Run2211-0006			Not Started	Prepared	3
22118-004	AMMONIA	Run2211-0006	Final Effluent		Not Started	Registered	4
22118-004-DUP-Run2211-0006	AMMONIA_DUP	Run2211-0006			Not Started	Prepared	5
22118-004-SPK-Run2211-0006	AMMONIA_MS	Run2211-0006			Not Started	Prepared	6
Run2211-0006-LCS	AMMONIA_LCSM	Run2211-0006			Not Started	Prepared	7
22118-005	AMMONIA	Run2211-0006	Final Effluent		Not Started	Registered	8
22118-006	AMMONIA	Run2211-0006	Final Effluent		Not Started	Registered	9
22118-007	AMMONIA	Run2211-0006	Denitrification Effluent		Not Started	Registered	10
22118-010	AMMONIA	Run2211-0006	Nitrification Influent		Not Started	Registered	11
Run2211-0006-CCV2	AMMONIA_CCV	Run2211-0006			Not Started	Prepared	12
Run2211-0006-BLQ	AMMONIA_MB	Run2211-0006			Not Started	Prepared	13

Total Sample Tests: 13 Sample Code: Run2211-0006-CRM

Enter Results
Multi Results Entry
Extended Result Entry
Allocate Instrument
Assign Inventory
Confirm Inventory
Print Run
Refresh Samples
QC Checks
Exit

Multiple levels of validation and approval

- QC Validation
- Sample validation
- Runsheet validation
- Final approval

QC Validation by Run

QC Validation

Sample	Description	QC	Status
Run2211-0006-CRM	Ammonia (as N) Calibration		Tested
Run2211-0006-CGV	Ammonia (as N) ICV		Tested
Run2211-0006-BLK	Ammonia (as N) MB		Tested
221118-004-DUP-Run2211-0006	Ammonia (as N) DUP		Tested
221118-004-SPK-Run2211-0006	Ammonia (as N) MS		Tested
Run2211-0006-LCS	Ammonia (as N) LCSM		Tested
Run2211-0006-CCV2	Ammonia (as N) CCV		Tested
Run2211-0006-BU2	Ammonia (as N) MB		Tested

Analysis ID	Dilution	Ammonia	Percent Re	
1	11/19/2022	1	3.11	103.7

Email Analyst:
To:
E-Mail Message:

Send Email

Notes Limits Calc History

Accept Reject Accept Remaining Reject Remaining Trend QC

Exit

Full Instrument Tracking

- Preventative maintenance and repair records
- Calibration history and schedule
- Instrument component tracking

Instrument Calibration & Maintenance

Matrix GEMINI LIMS Instrument Calibration and Maintenance

Out of Service
Overdue
In Service
Deleted
Due Soon

FILTER
 Department: * Instrument type: * Search:

Instrument Code ...	Description ▼▲	Department ▼▲	Instrument Type...	Service S...	Maintain...	Calibrated ...	Removed ...	Num Comp...	Components Out of Ser...
AUTOCLAVE_01	Autoclave 01	Laboratory	AUTOCLAVE	In Service	Yes	Yes	0	0	
BALANCE_01	Analytical Balance 01	Laboratory	BALANCE	Usable	No	Yes	0	0	
BALANCE_02	Toploading Balance 02	Laboratory	BALANCE	Usable	No	Yes	0	0	
BALANCE_03	Analytical Balance 03	Laboratory	BALANCE	In Service	Yes	Yes	0	0	
BALANCE_04	Moisture Balance 04	Laboratory	BALANCE	In Service	Yes	Yes	0	0	
CAL_THERM_1700...	Digital Calibration The...	Laboratory	THERM	In Service	Yes	Yes	0	0	
CAL_THERM_5431	Primary Calibration T...	Laboratory	THERM	In Service	Yes	Yes	0	0	
CENTRIFUGE_01	Centrifuge 01	Laboratory	CENTRIFUGE	In Service	Yes	Yes	0	0	
COD_BLOCK	DRB200	Laboratory	HEAT_BLOCK	In Service	Yes	Yes	0	0	
COD_HOOD	Ductless COD Hood	Laboratory	FUME_HOOD	In Service	Yes	Yes	1	0	
DO_METER_01	DO Meter 01	Laboratory	DO_METER	In Service	Yes	Yes	0	0	
FRIDGE_01	Refrigerator 01	Laboratory	FRIDGE	Usable	Yes	Yes	1	1	
FURNACE_01	Muffle Furnace 01	Laboratory	OVEN	In Service	Yes	Yes	0	0	

Maintenance Actions Show Deleted Actions

Code ▼▲	Action Typ...	Description...	Last Action...	Next Actio...	Status ▼▲	Open
< _____ >						

Calibration Actions Show Deleted Actions

Code ▼▲	Last Action...	Next Actio...	Status ▼▲	Open Even...	Open Even...
< _____ >					

Add

Edit

View

Delete

Restore

File Attachments

Comms Settings

Instrument Mapping

Event History

Instrument Components

Reports

Exit



Circulated Document Review

Past Due Date

Search	Document ID ▼▲	Title ▼▲	Version ▼...	Description ▼▲	Category ▼▲	Reference ▼▲	File Name ▼▲	
	Doc22-08-00006	2022 WS-311	1	2022 WS-311	PT Report	PT	FinalReport56026 (002).pdf	R
Filename	Doc22-08-00003	Hach Chlorine Residual LR	1	Hach Chlorine Residual LR	Source Method	Chlorine Residual	DOC316.53.01450_5ed.pdf	C
<input type="text" value="*"/>	Doc22-04-00019	TSS SOP	1	TSS SOP	SOP		TSS SOP 2-8-2021.pdf	C
	Doc22-04-00018	TOC SOP	1	TOC SOP	SOP		TOC SOP 1-25-2021.pdf	C
Title	Doc22-04-00017	Temp SOP	1	Temp SOP	SOP		Temp SOP 2-8-2021.pdf	C
<input type="text" value="*"/>	Doc22-04-00016	TDS SOP	1	TDS SOP	SOP		TDS SOP 1-25-21.pdf	C
	Doc22-04-00015	Turbidity SOP	1	Turbidity SOP	SOP		SOPTURBv1.00.pdf	C
Category	Doc22-04-00014	TP/OP SOP	1	TP/OP SOP	SOP		SOPTOPv1.1.pdf	C
<input type="text" value="*"/>	Doc22-04-00013	Colilert SOP	1	Colilert SOP	SOP		SOPPAv1.1.pdf	C
	Doc22-04-00012	MTF SOP	1	MTF SOP	SOP		SOPMTFv1.1.pdf	C
Description	Doc22-04-00011	Iron SOP	1	Iron SOP	SOP		SOPIRONv1.1.pdf	C
<input type="text" value="*"/>	Doc22-04-00010	IC SOP	1	IC SOP	SOP		SOPICv1.1.pdf	C
	Doc22-04-00009	BOD SOP	1	BOD SOP	SOP		SOPBODv1.0.pdf	C
Reference	Doc22-04-00008	Ammonia SOP	1	Ammonia SOP	SOP		SOPAMMv1.1.pdf	C
<input type="text" value="*"/>	Doc22-04-00007	pH SOP	1	pH SOP	SOP		pH SOP 2-23-21.pdf	C
	Doc22-04-00006	Periphyton SOP	1	Periphyton SOP	SOP		Periphyton SOP 11-1-19.pdf	C
	Doc22-04-00005	HPC SOP	1	HPC SOP	SOP		HPC SOP 5-1-17.pdf	C
	Doc22-04-00004	DO SOP	1	Dissolved Oxygen SOP	SOP		DO SOP 2-23-21.pdf	C

Export



Launch



Sign Document



TNI Compliant Document Control

- Most significant increase in the TNI standard
- Full document versioning with access to past versions and when they were in use
- Ability to circulate documents
- Ensure staff are using the correct versions
- Reminders and schedules for document review/revision

General Inventory Management

Search

Material Type: *

Supplier: *

Material Code: *

Inventory Code: *

Sample Code: *

Location: Tahoe-Truckee Sanitation Agency

Inventory Code ▼▲	Status ▼▲	Material Type ▼▲	Material ▼▲	Supplier ▼▲	Creation Date ▼▲
INV220513-0000002	Received	Check Standard	Saturated DI	In-House	5/13/2022
INV220517-0000001	Received	Purchased Reagent	1 N Sulfuric Acid	Ricca	5/17/2022
INV220517-0000003	Received	Purchased Reagent	BOD Nutrient Buffer	Hach	5/17/2022
INV220517-0000004	Received	Purchased Reagent	Potassium Iodide, 10% w/v	LabChem	5/17/2022
INV220517-0000005	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000006	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000007	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000008	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000009	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000010	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000011	Received	Solid Chemical	Potassium Hydroxide	BDH	5/17/2022
INV220517-0000012	Received	Solid Chemical	KHP	GFS	5/17/2022
INV220517-0000013	Received	Solid Chemical	KHP	Hach	5/17/2022
INV220517-0000014	Received	Solid Chemical	Potassium Iodide	BDH	5/17/2022
INV220517-0000015	Received	Solid Chemical	Potassium Chloride	VWR	5/17/2022
INV220517-0000016	Received	Solid Chemical	Phenolphthalein, salt	GFS	5/17/2022
INV220517-0000017	Received	Solid Chemical	KHP	JTBaker	5/17/2022
INV220517-0000018	Received	Purchased Reagent	Buffer Solution Hardness 1	Hach	5/17/2022
INV220517-0000021	Received	Solid Chemical	D-Glucose	GFS	5/17/2022

Add Item

Create from Recipe

Edit Item

View Item

Print labels

Transaction History

Reports

Inventory Management

- Unique ID system
- Manufacturer certifications
- Approved suppliers
- Preconfigured expiration schedules
- Ability to create new items using existing items as ingredients
- Parent/daughter traceability

Competency (training) Management

- Demonstrations of capability
- Method training
- Ethics and date integrity training

The screenshot displays the 'User Competency' management interface. At the top, there are three buttons for assigning competencies: 'Assign Competencies by User', 'Assign Competencies by Single User', and 'Assign Multiple Competencies'. Below these are search filters and a table of user competencies.

Search Filters:

- Show Only Expired:
- Show Pending Retrain:
- Competency Type: [Dropdown]
- Job Role: [Dropdown]
- Department: [Dropdown]
- Location: [Dropdown] (Selected: Tahoe-Truckee Sanitation Agency)
- User: [Dropdown] (Selected: Demonstration)
- Show users without location:

Competency Table:

Name	Competency Type	Level Code	Valid?	Last Train.	Expiry Date	Reminder Date
Jason Hays	Iron DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	OP DOC	Test	Competent	Valid	11/17/2022	2/9/2023
Jason Hays	TP DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	pH DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	TDS DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	TKN DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	TOC DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	TSS DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	Turbidity DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Jason Hays	PA DOC	Test	Competent	Valid	11/17/2022	11/17/2023
Kristin Davis	COD DOC	Test	Competent	Valid	11/17/2022	4/30/2023

Competency Events Table:

Competency Le...	Event Type	Event Status	Event Notes	Completed Date	Completed Date
------------------	------------	--------------	-------------	----------------	----------------

Navigation and Tools:

- Reset: [Icon]
- Search: [Icon]
- Complete Training: [Icon]
- Certify Training: [Icon]
- View Event: [Icon]
- Attached Files: [Icon]

Right Sidebar:

- Expired: [Red Bar]
- Reminder: [Blue Bar]
- Edit: [Pencil Icon]
- View: [Magnifying Glass Icon]
- Delete: [Trash Icon]
- Restore: [Refresh Icon]
- Add Training: [Green Plus Icon]
- History: [Calendar Icon]
- Attached Files: [Folder Icon]
- Competency Files: [Folder Icon]
- Reports: [Report Icon]
- Exit: [Door Icon]

Matrix GEMINI LIMS Corrective and Preventative Actions

Search

From :

To :

Status :

Severity :

Category :

Reference :

Responsible :

Raised By :

Keywords :

Issue ▼▲	Status ▼▲	Severity ▼▲	Category ▼▲	Reference ▼...	Responsible ▼▲	Open
I202211-00002	Open	Routine	Internal Assessments		JHAYS	11/1
I202211-00001	Open	Major	Complaint		JHAYS	11/1
I202209-00001	Open	Minor	Observation		JHAYS	9/16
I202207-00002	Open	Major	Non-Conformance		KDAVIS	7/8
I202207-00001	Open	Major	Non-Conformance		JHAYS	7/16
I202204-00001	Open	Minor	Observation		JHAYS	4/22

Actions

# ▼▲	Status ▼▲	Assigned ...	Target ▼▲	Added ▼▲	Completed ▼▲
1	Actioned	JHAYS	5/8/2022	4/22/2022	4/22/2022
2	Actioned	KDAVIS	9/23/2022	9/1/2022	9/1/2022

Reset

Search

Add Action
 Edit Action
 Delete Action
 View Action
 Send Email
 Complete Action

Key

Due in over a month	Due in next week
Due in next month	Overdue
Due in next 2 weeks	Completed / Deleted

Add
 Edit
 View
 Report
 Audit Trail
 Close Issue
 Attach Document
 Exit

- Most important aspect of the LIMS
- All transactions are tracked in an audit history
- Nothing is ever truly deleted
- User and date/time stamped

Audit List

Audit History

Version	Status	ModifiedDate	Modified Time	Modified By	ModifyReason	Approval Date	Approval Time	Approval User
1	Historic (Approv...					4/20/2022	11:03 AM	tsa@hays
2	Historic (Approv...	5/20/2022	2:24 PM	tsa@hays		5/20/2022	2:25 PM	tsa@hays
3	Historic (Approv...	6/16/2022	2:36 PM	tsa@hays		6/16/2022	2:36 PM	tsa@hays
4	Historic (Approv...	6/21/2022	8:23 AM	tsa@hays		6/21/2022	8:23 AM	tsa@hays
5	Historic (Approv...	6/22/2022	10:55 AM	tsa@hays		6/22/2022	10:55 AM	tsa@hays
6	Historic (Approv...	6/22/2022	10:58 AM	tsa@hays		6/22/2022	10:58 AM	tsa@hays
7	Historic (Approv...	6/22/2022	11:00 AM	tsa@hays		6/22/2022	11:00 AM	tsa@hays
8	Historic (Approv...	6/9/2022	9:32 AM	tsa@hays		6/9/2022	9:32 AM	tsa@hays
9	Historic (Approv...	8/17/2022	6:52 AM	tsa@hays		8/17/2022	6:59 AM	tsa@hays
10	Historic (Approv...	6/24/2022	3:48 PM	tsa@hays		6/24/2022	3:50 PM	tsa@hays
11	Historic (Approv...	11/2/2022	7:36 AM	tsa@hays		11/2/2022	7:36 AM	tsa@hays
12	Approved	11/2/2022	7:41 AM	tsa@hays		11/2/2022	7:41 AM	tsa@hays

Select
 Details
 Exit

Questions?



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VI-11
Subject: Review and discussion of Agency owned property for current and future use.

Background

The Agency owns approximately 937 acres in Martis Valley. The attached presentation will be given at the Board of Directors meeting describing current and future uses of this property. The information has been organized into a series of map overlays to provide better clarity as to the large number of current, planned and potential uses of the land.

Fiscal Impact

None.


Attachments


Presentation of Agency property maps with overlays.

Recommendation

None.







Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
Richard Pallante
General Manager

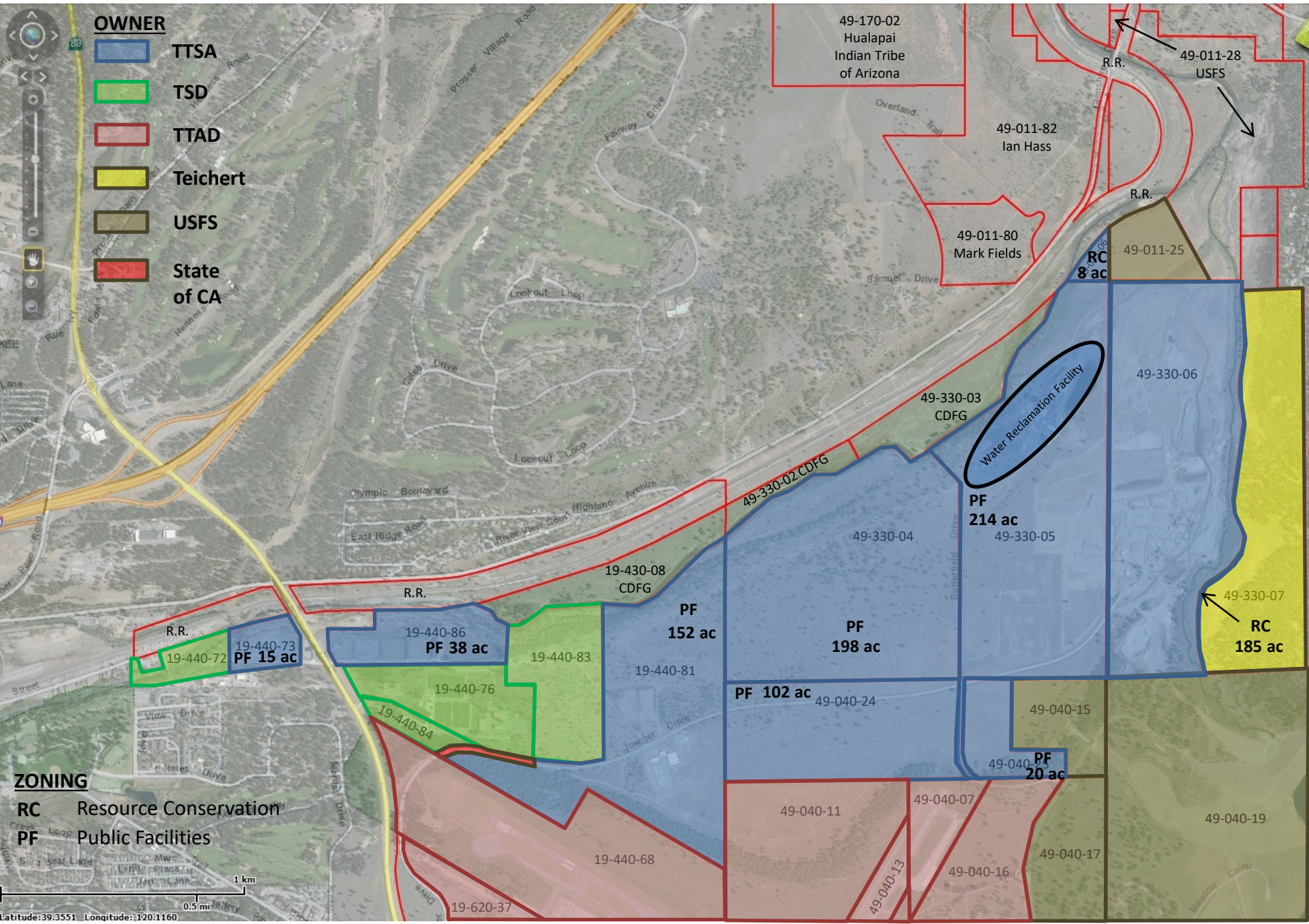
LAND OWNERSHIP

OWNER

-  TTSA
-  TSD
-  TTAD
-  Teichert
-  USFS
-  State of CA

ZONING

- RC** Resource Conservation
- PF** Public Facilities



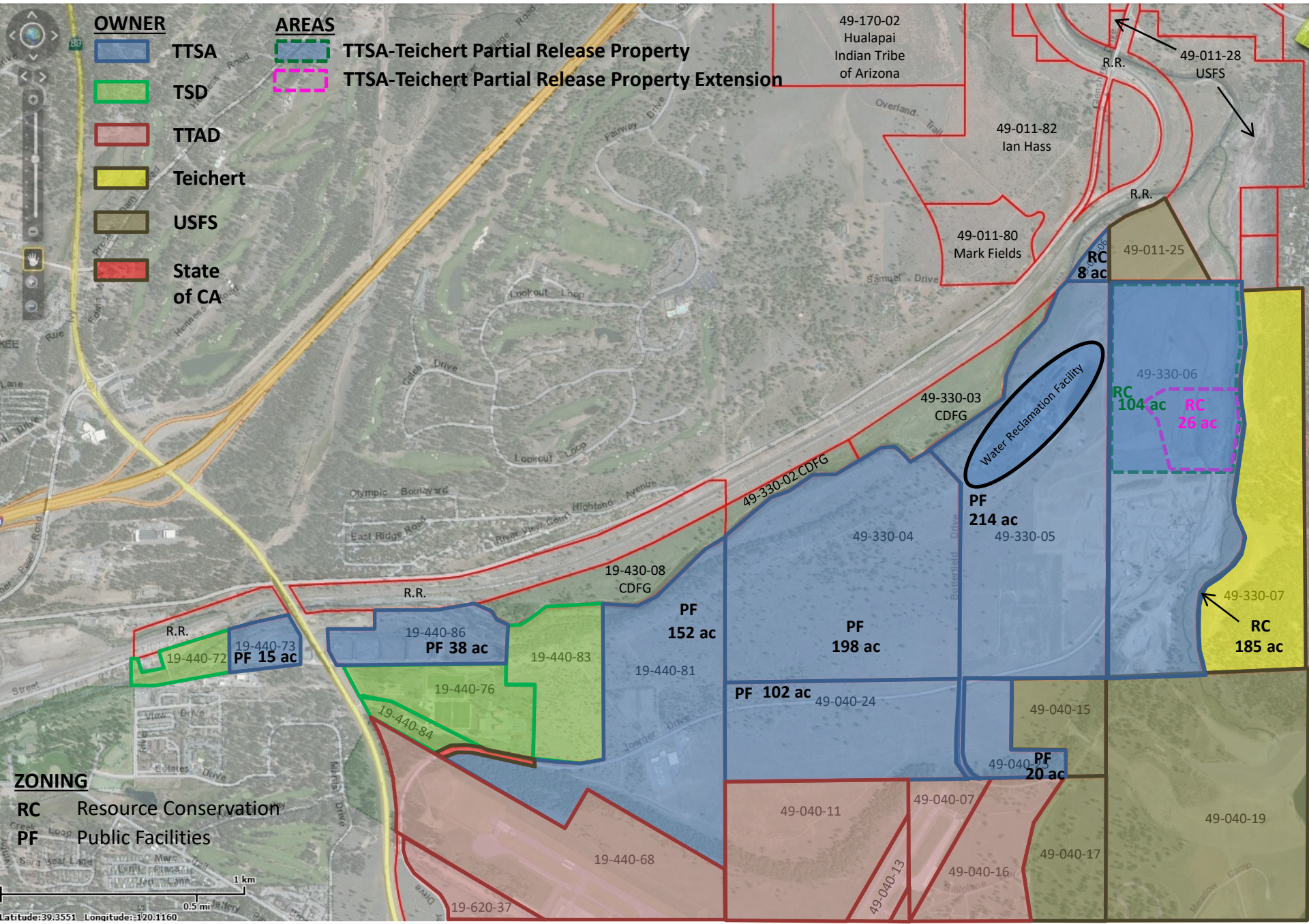
RECLAIMED PROPERTY

OWNER

- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

AREAS

- TTSA-Teichert Partial Release Property
- TTSA-Teichert Partial Release Property Extension



ZONING

- RC** Resource Conservation
- PF** Public Facilities

1 km

0.5 mi

Latitude: 39.3551 Longitude: 120.1160

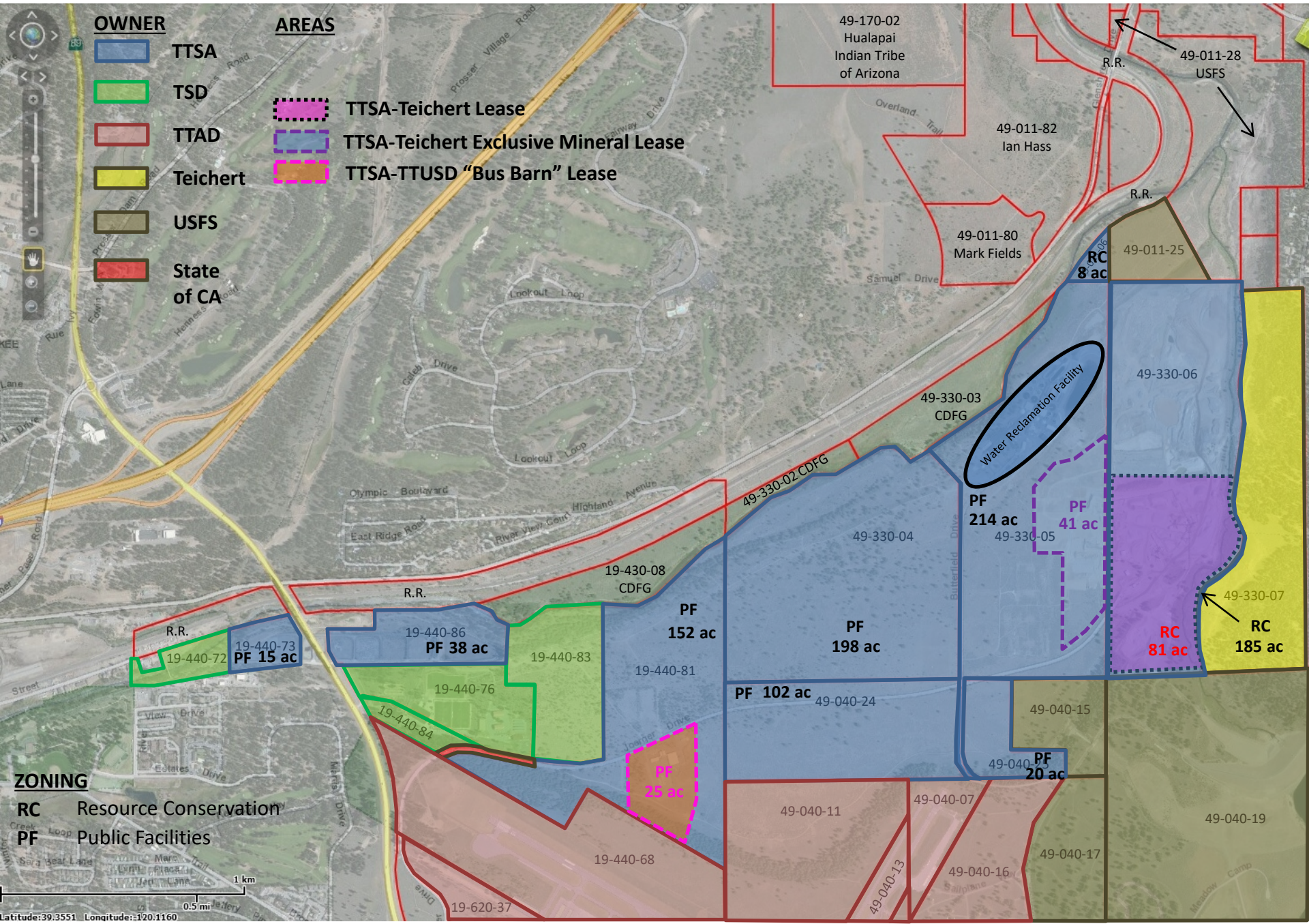
LEASES

OWNER

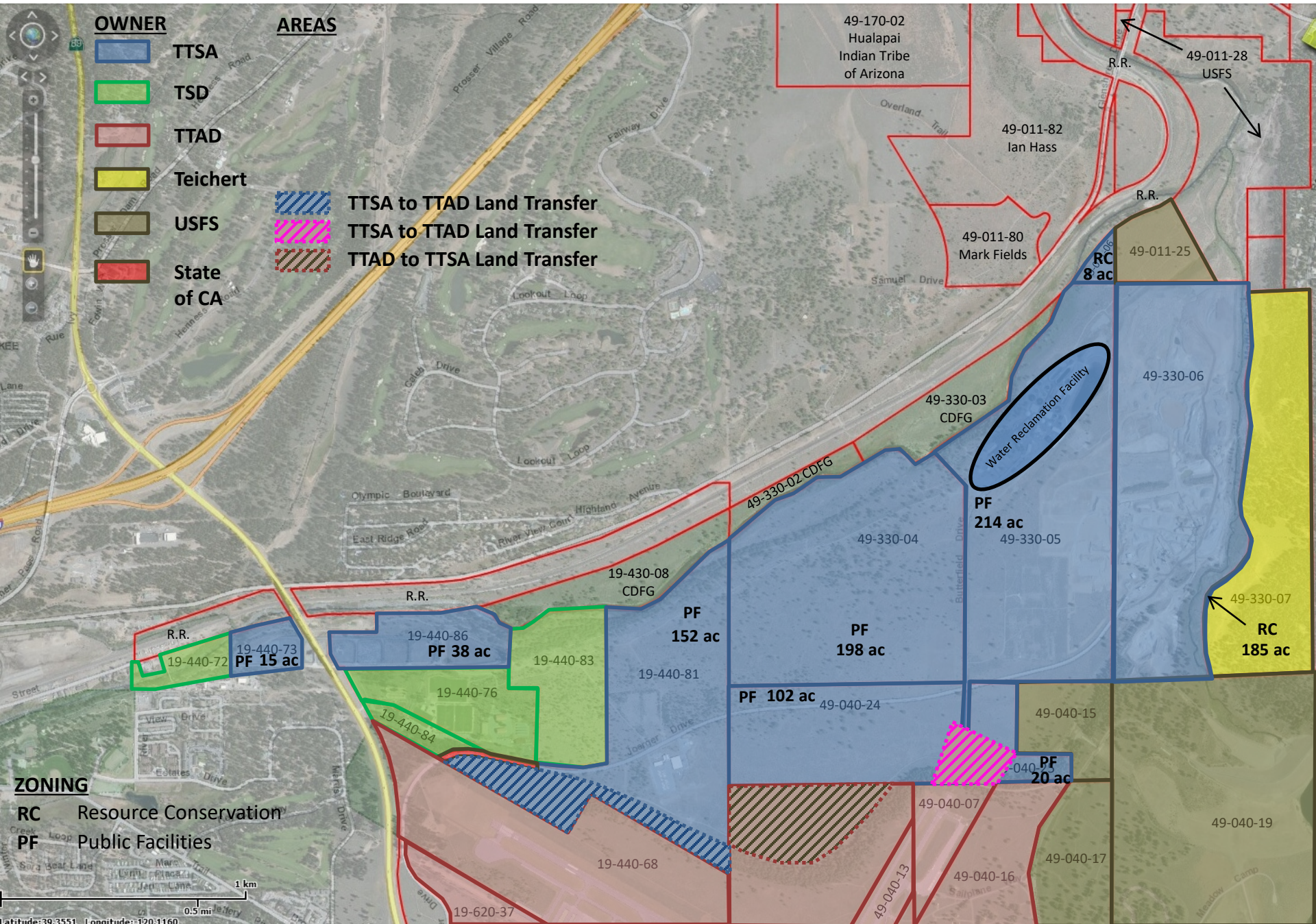
- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

AREAS

- TTSA-Teichert Lease
- TTSA-Teichert Exclusive Mineral Lease
- TTSA-TTUSD "Bus Barn" Lease



AIRPORT LAND TRANSFERS



OWNER

- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

AREAS

- TTSA to TTAD Land Transfer
- TTSA to TTAD Land Transfer
- TTAD to TTSA Land Transfer

ZONING

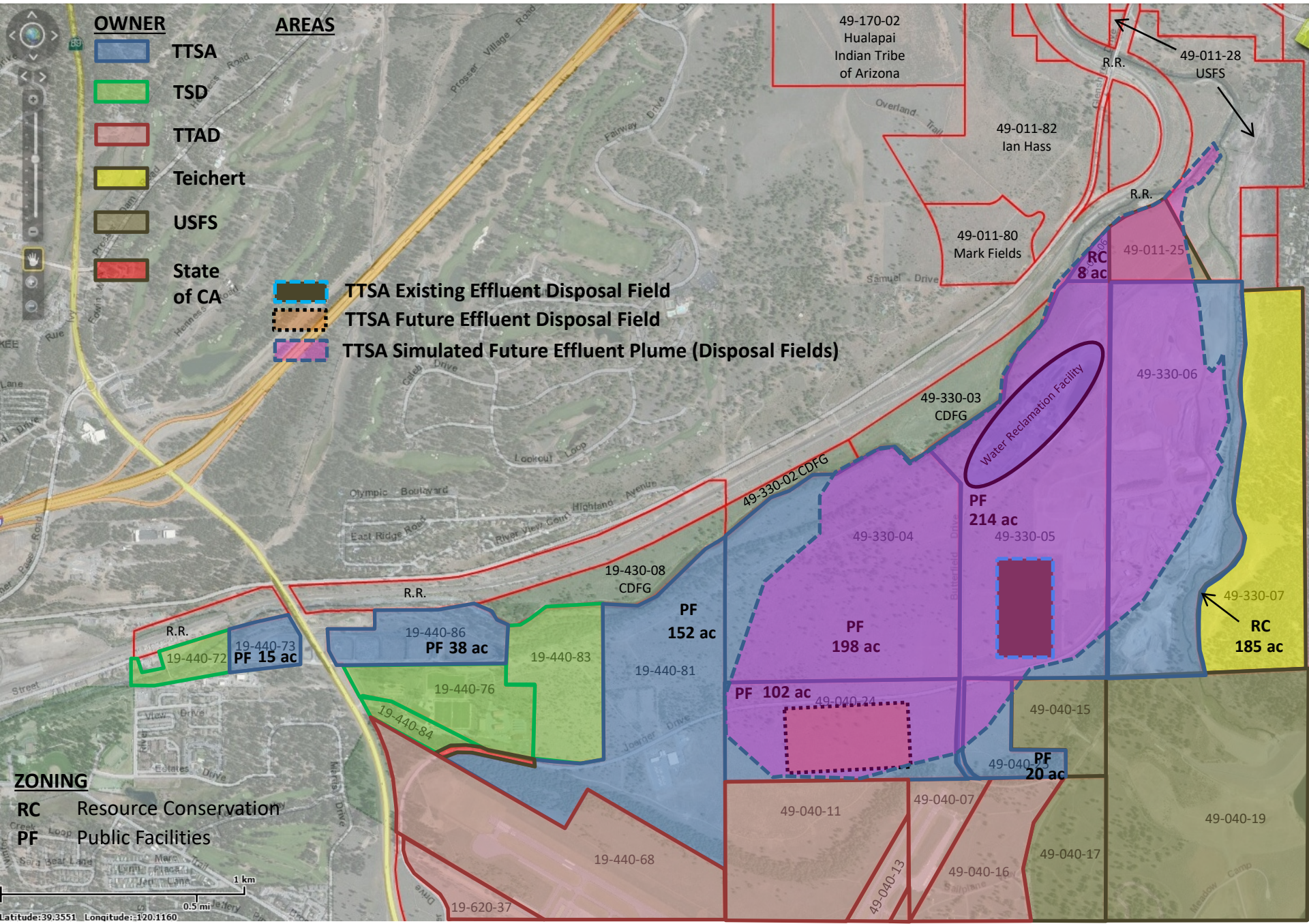
- RC** Resource Conservation
- PF** Public Facilities

1 km

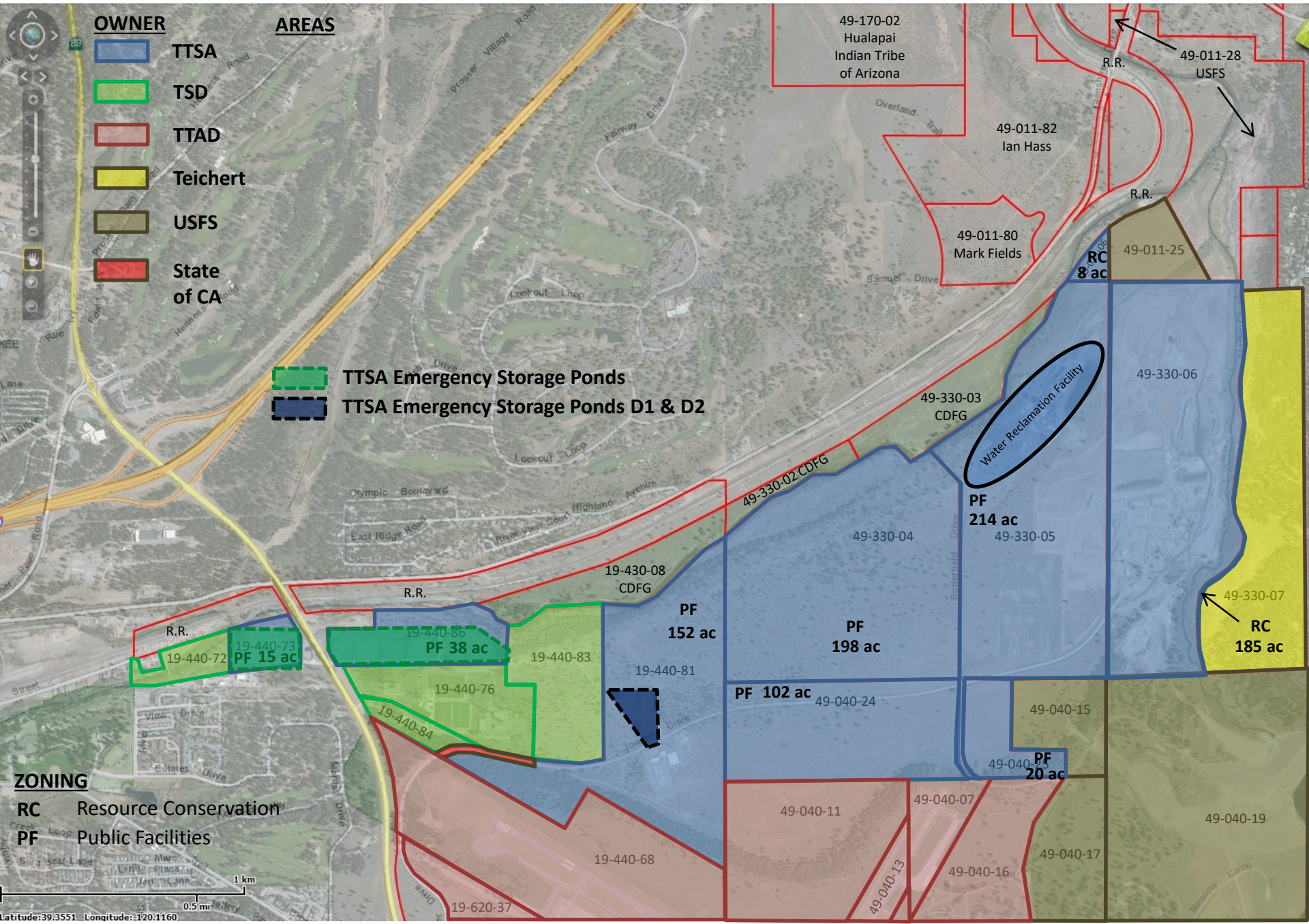
0.5 mi

Latitude: 39.3551 Longitude: 120.1160

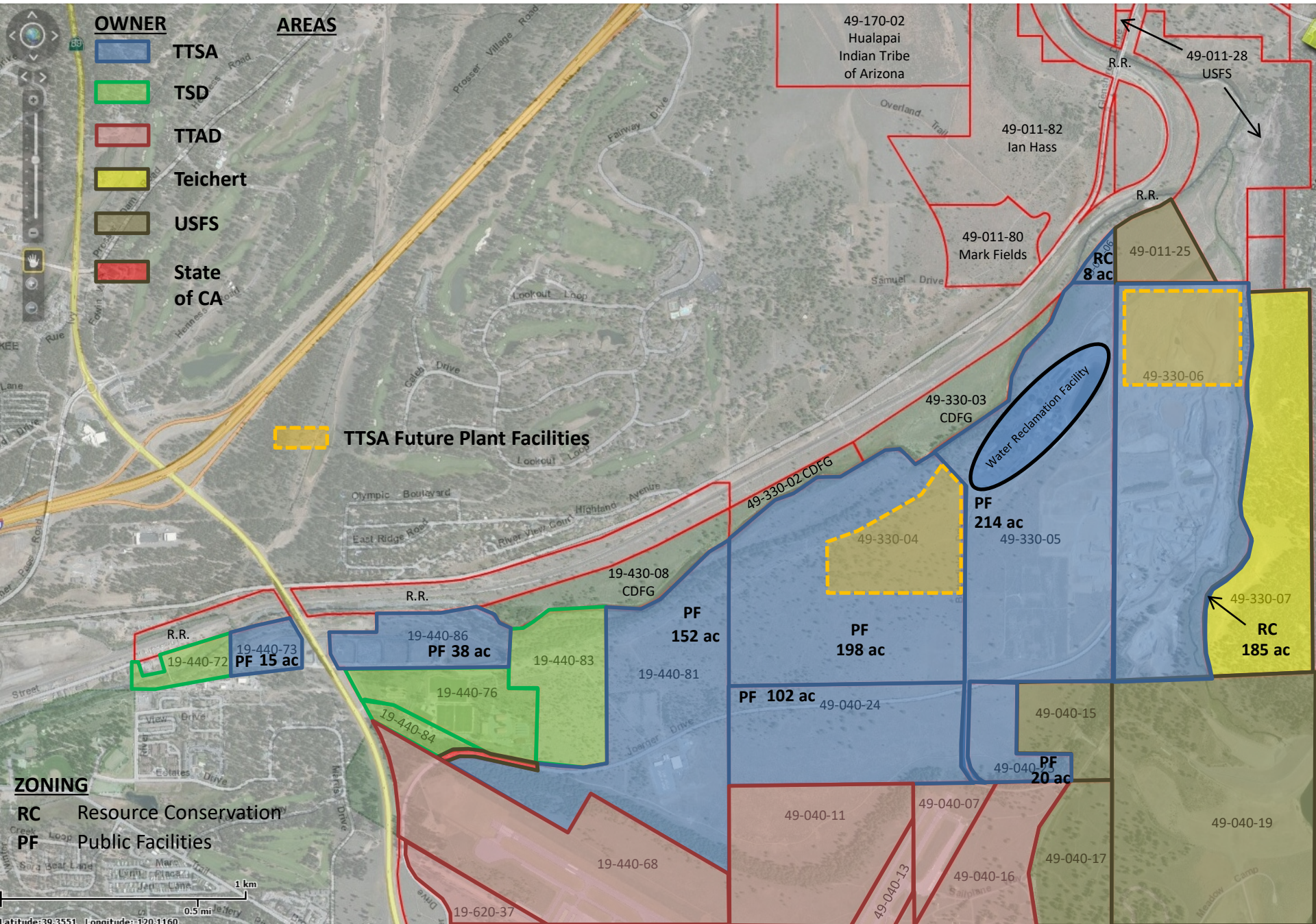
EFFLUENT DISPOSAL



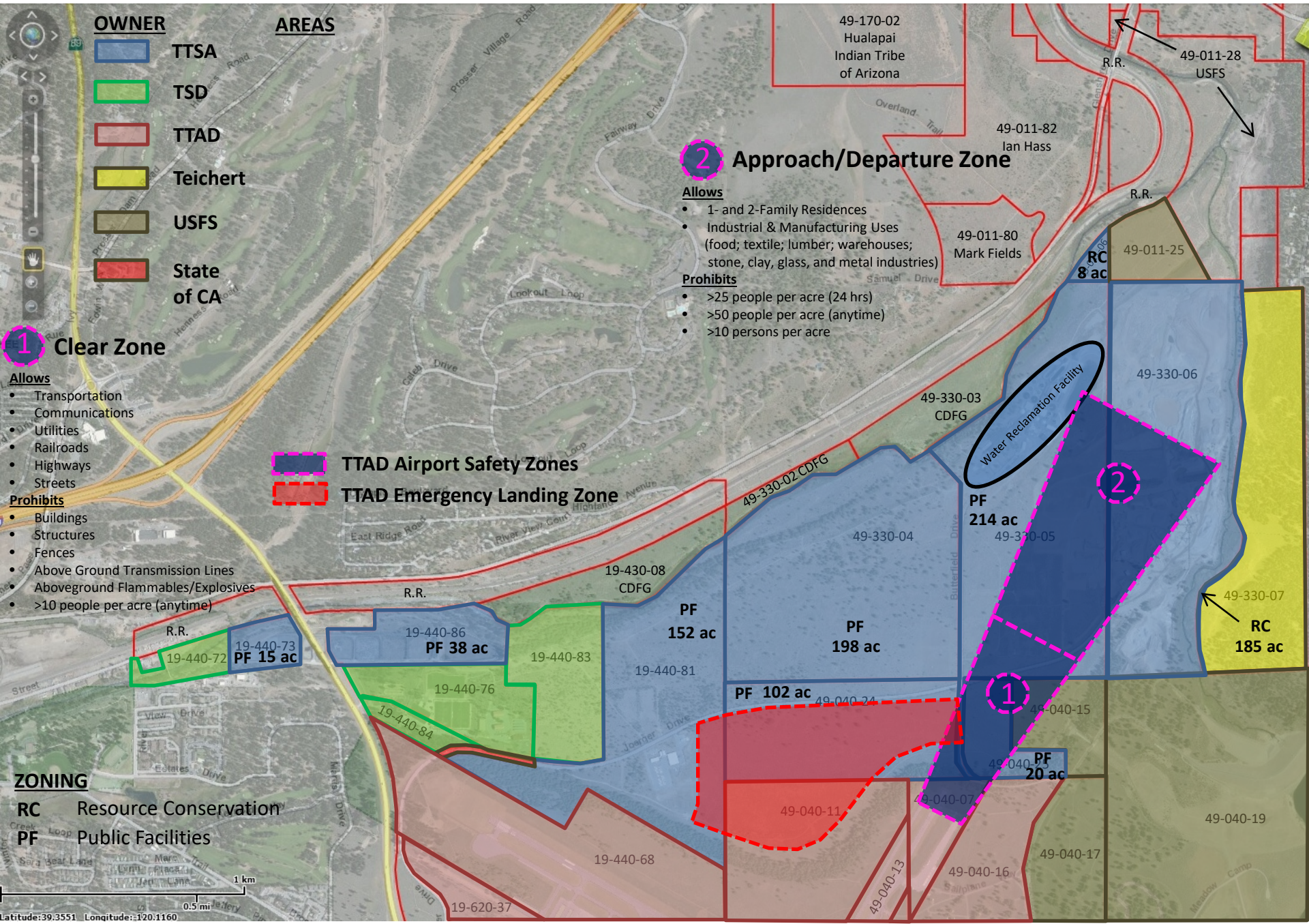
EMERGENCY STORAGE



FUTURE PLANT FACILITIES



AIRPORT SAFETY



OWNER

- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

AREAS

1 Clear Zone

Allows

- Transportation
- Communications
- Utilities
- Railroads
- Highways
- Streets

Prohibits

- Buildings
- Structures
- Fences
- Above Ground Transmission Lines
- Aboveground Flammables/Explosives
- >10 people per acre (anytime)

2 Approach/Departure Zone

Allows

- 1- and 2-Family Residences
- Industrial & Manufacturing Uses (food; textile; lumber; warehouses; stone, clay, glass, and metal industries)

Prohibits

- >25 people per acre (24 hrs)
- >50 people per acre (anytime)
- >10 persons per acre

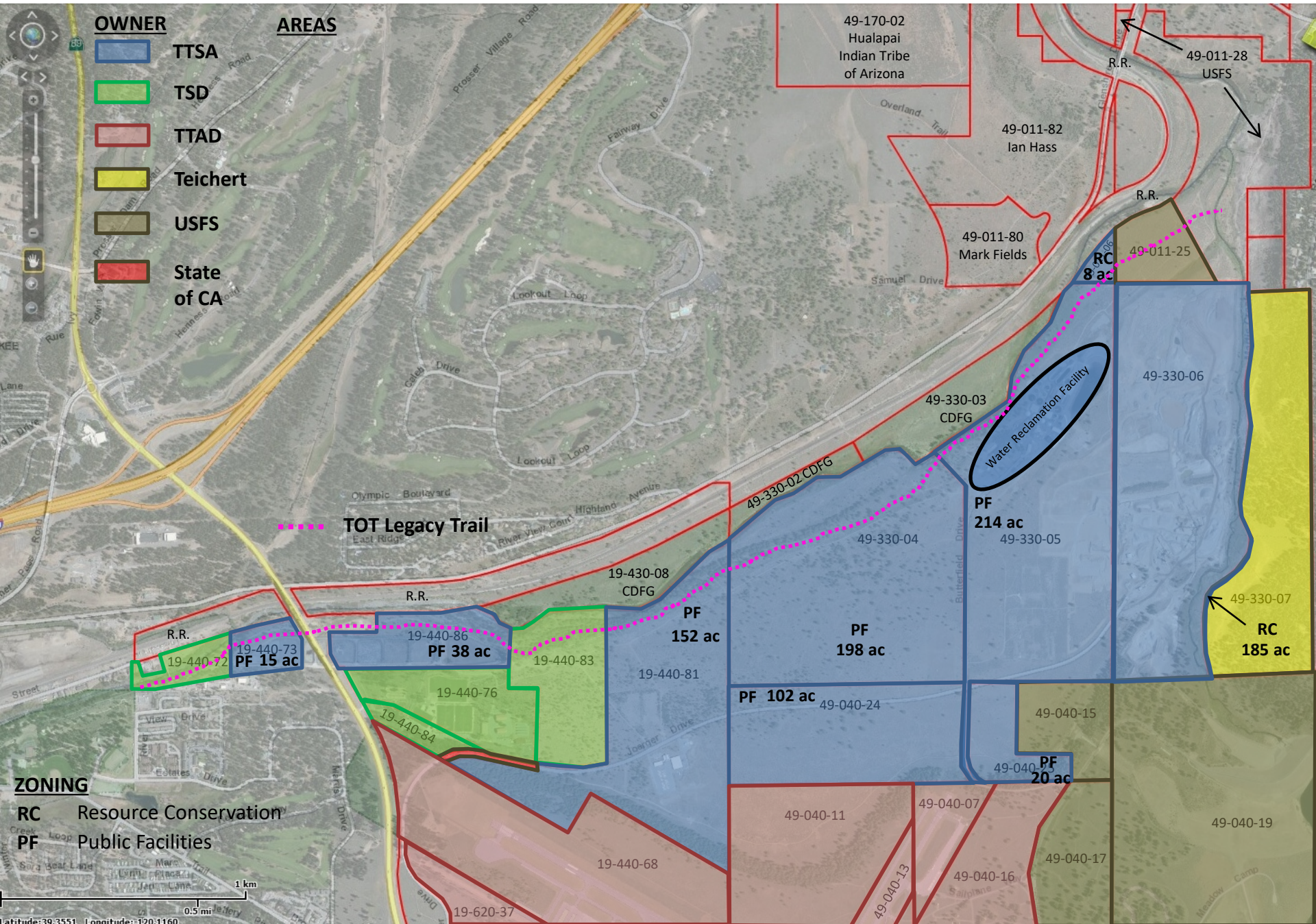
 TTAD Airport Safety Zones

 TTAD Emergency Landing Zone

ZONING

- RC Resource Conservation
- PF Public Facilities

LEGACY TRAIL



OWNER

- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

AREAS

⋯ TOT Legacy Trail

Water Reclamation Facility

ZONING

- RC** Resource Conservation
- PF** Public Facilities

1 km

0.5 mi

Latitude: 39.3551 Longitude: 120.1160

49-170-02
Hualapai
Indian Tribe
of Arizona

49-011-28
USFS

49-011-82
Ian Hass

49-011-80
Mark Fields

49-011-25

49-330-06

49-330-03
CDFG

PF
214 ac

49-330-05

49-330-07
RC
185 ac

19-430-08
CDFG

PF
152 ac

PF
198 ac

19-440-72
PF
15 ac

19-440-73
PF
15 ac

19-440-86
PF
38 ac

19-440-83

19-440-81

PF
102 ac

49-040-24

49-040-15
PF
20 ac

49-040-11

49-040-07

49-040-19

19-440-68

49-040-17

19-620-37

49-040-13

49-040-16

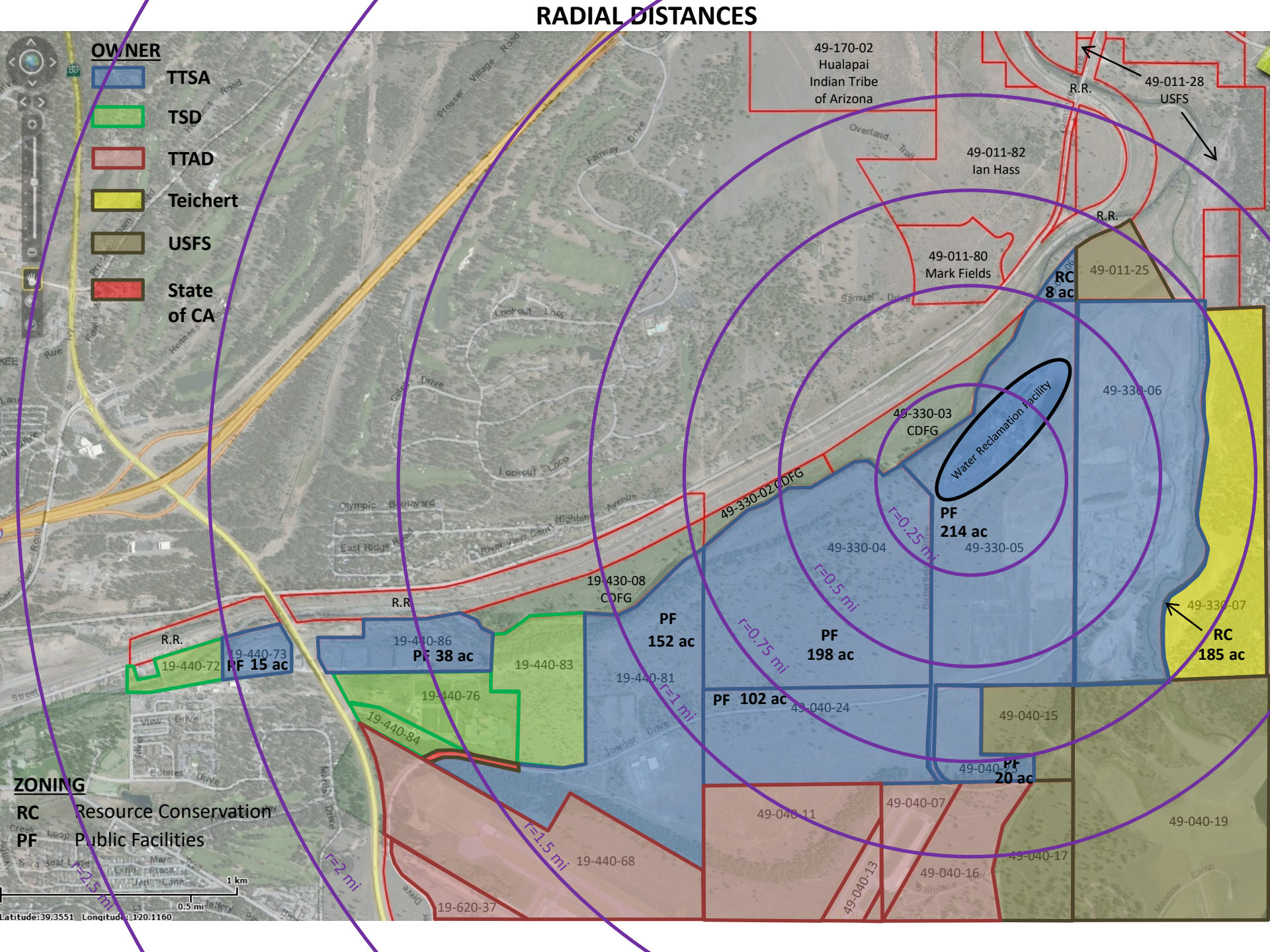
RADIAL DISTANCES

OWNER

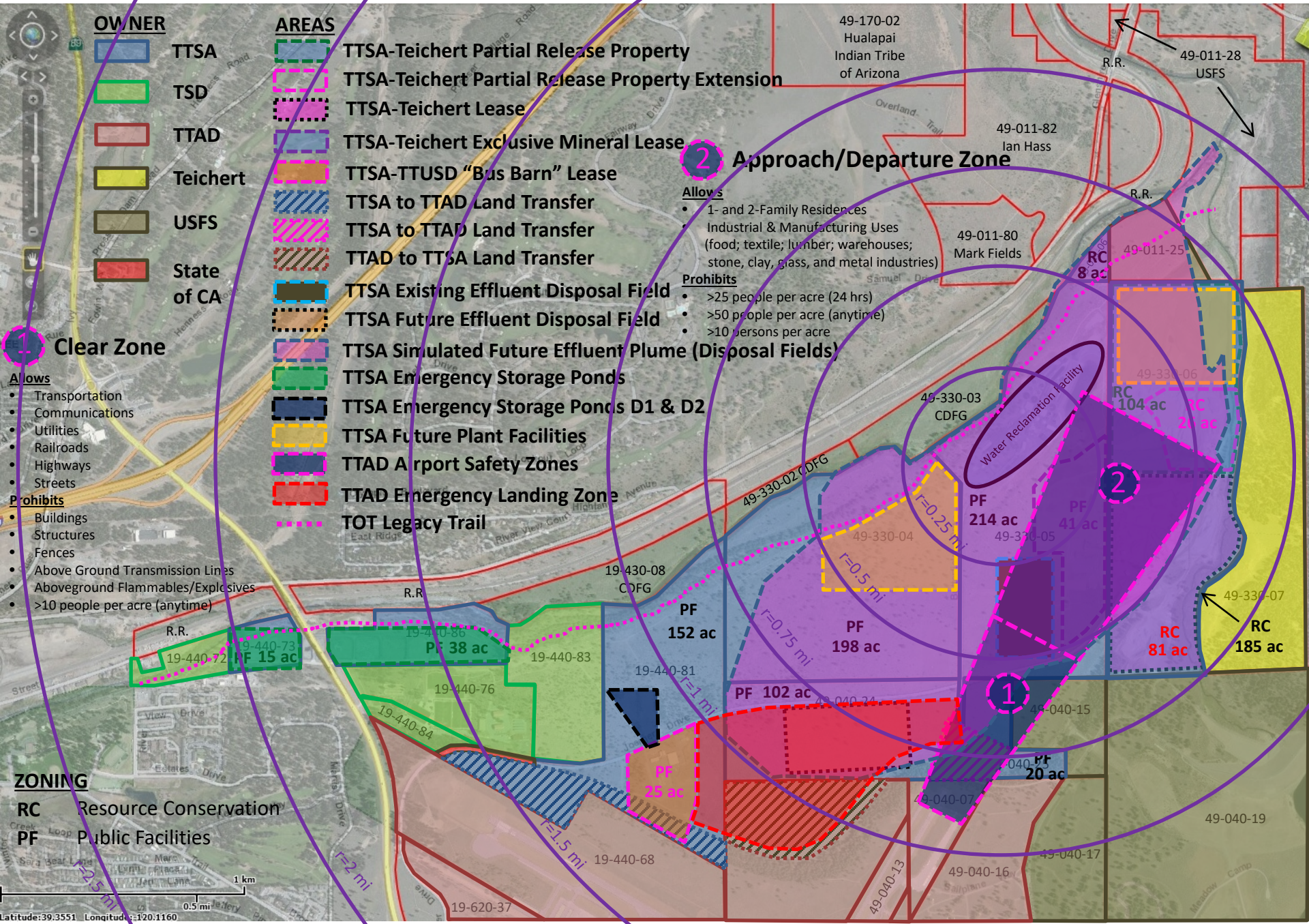
- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

ZONING

- RC** Resource Conservation
- PF** Public Facilities



PUTTING IT ALL TOGETHER



OWNER

- TTSA
- TSD
- TTAD
- Teichert
- USFS
- State of CA

AREAS

- TTSA-Teichert Partial Release Property
- TTSA-Teichert Partial Release Property Extension
- TTSA-Teichert Lease
- TTSA-Teichert Exclusive Mineral Lease
- TTSA-TTUSD "Bus Barn" Lease
- TTSA to TTAD Land Transfer
- TTSA to TTAD Land Transfer
- TTAD to TTSA Land Transfer
- TTSA Existing Effluent Disposal Field
- TTSA Future Effluent Disposal Field
- TTSA Simulated Future Effluent Plume (Disposal Fields)
- TTSA Emergency Storage Ponds
- TTSA Emergency Storage Ponds D1 & D2
- TTSA Future Plant Facilities
- TTAD Airport Safety Zones
- TTAD Emergency Landing Zone
- TOT Legacy Trail

Clear Zone

- Allows**
- Transportation
 - Communications
 - Utilities
 - Railroads
 - Highways
 - Streets
- Prohibits**
- Buildings
 - Structures
 - Fences
 - Above Ground Transmission Lines
 - Aboveground Flammables/Explosives
 - >10 people per acre (anytime)

Approach/Departure Zone

- Allows**
- 1- and 2-Family Residences
 - Industrial & Manufacturing Uses (food; textile; lumber; warehouses; stone, clay, glass, and metal industries)
- Prohibits**
- >25 people per acre (24 hrs)
 - >50 people per acre (anytime)
 - >10 persons per acre

ZONING

- RC Resource Conservation
- PF Public Facilities



Truckee-Tahoe Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

Mr. Pallante & Board of Directors,

Good afternoon! It has recently come to our attention at the Truckee-Donner Recreation & Park District (TDRPD) that the T-TSA Board has directed staff to inventory the Agency's properties and evaluate various needs for properties throughout the Truckee-North Tahoe region that could help with the area's growth issues. It is easy to conceive that you and your staff have heard of needs for housing, commercial development, roads and a host of other good ideas. I would like to extend the idea that the region is also in need of additional public recreation or park space, a use that can be low impact in its development and high impact in the quality of living here. My letter is simply to invite you to further discussion with us about how we might further partner in a manner that meets your goals.

As the population in our District has grown, we have fallen below our level of service standard of 5 developed park acres per capita. A November 2022 study reports that our existing level of service has fallen to 4.5 acres per capita, needing an additional 45.5 acres of new parks to accommodate the projected resident growth by 2040. This of course can rarely be done in one action and ideally should be spread throughout the geography, but it is a fact that also can't be ignored because catching up can be nearly impossible once one falls behind.

An example of an excellent partnership that might cast a vision is possible in partnership together is Riverview Sports Park on Joerger Drive. This 32-acre park was developed by TDRPD on land leased from the Truckee Sanitary District, and a small part of the bike park is on Truckee Tahoe Airport District property. Riverview provides four multi-purpose athletic fields, a baseball field, bocce courts, a picnic area and playground, and parking for thousands of users a year with relatively little physical structures being built. Weekly there are people from the entire Truckee-North Tahoe Region – from Kings Beach to Homewood and north probably to Sierraville – that use the park for sport or leisure. The park also serves as a trailhead to the Legacy Trail / Tahoe Pyramid Bikeway for many.

As you and staff explore your goals, please keep TDRPD in mind. I would love an opportunity to visit with you to further describe the needs or vision of what we could accomplish together. Feel free to contact me anytime.

Be well, Treat others well, Live well,

A handwritten signature in black ink, appearing to read "Sven Leff".

Sven Leff, CPRE
General Manager
sven@tdrpd.org
Office: (530) 550-4444



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: VI-12
Subject: Discussion of in-person Board of Directors meeting for February.

Background

This agenda item is created to have a discussion to determine if the Board would like to hold an in-person meeting with each Director having the option to participate via teleconference, under the current Brown Act regulations or hold a teleconference meeting in accordance with AB 361 at the next upcoming Board meeting.

Fiscal Impact

None.


Attachments

None.

Recommendation

Management recommends the next Board of Directors meeting be held via teleconference meeting in accordance with AB 361 as there appears to be a rise in COVID-19 cases attributed to the new subvariants of Omicron.

Review Tracking

Submitted By: 
Richard Pallante
General Manager



**TAHOE-TRUCKEE SANITATION AGENCY
MEMORANDUM**

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: VII-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. Engineering 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 18, 2023
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

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

Operations:

- Plant performed well through the months.
- High flows were observed at the end of December due to a rain on snow event.
- Sodium Hydroxide was added to the final effluent to maintain a neutral pH.
- Water Information Management Solution (WIMS) implementation is ongoing. Training is scheduled for the end of January.
- Due to weather and mechanical difficulties the completion of the digester cleaning project was delayed. Digester #29 anticipated to be back in-service in January.
- Bi-annual centrifuge feed and centrate tanks cleaning and inspection completed.

Operations Work Orders:

- Completed this month: 0
- Pending: 0

Laboratory:

- Staff performed necessary laboratory testing.
- The Laboratory Information Management System (LIMS) board presentation by staff.
- Lab staff in the process of implementing quality systems improvements.

Laboratory Corrective Actions:

- Completed this month: 1
- Pending: 0


Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.65
Monthly maximum instantaneous ⁽¹⁾	12.78
Maximum 7- day average	6.22

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.4	10.0	1.7	20.0
Turbidity (NTU)	NA	NA	2.5	10.0
Total Phosphorus (mg/l)	0.49	0.80	0.90	1.50
Chemical Oxygen Demand (mg/l)	30	45	36	60

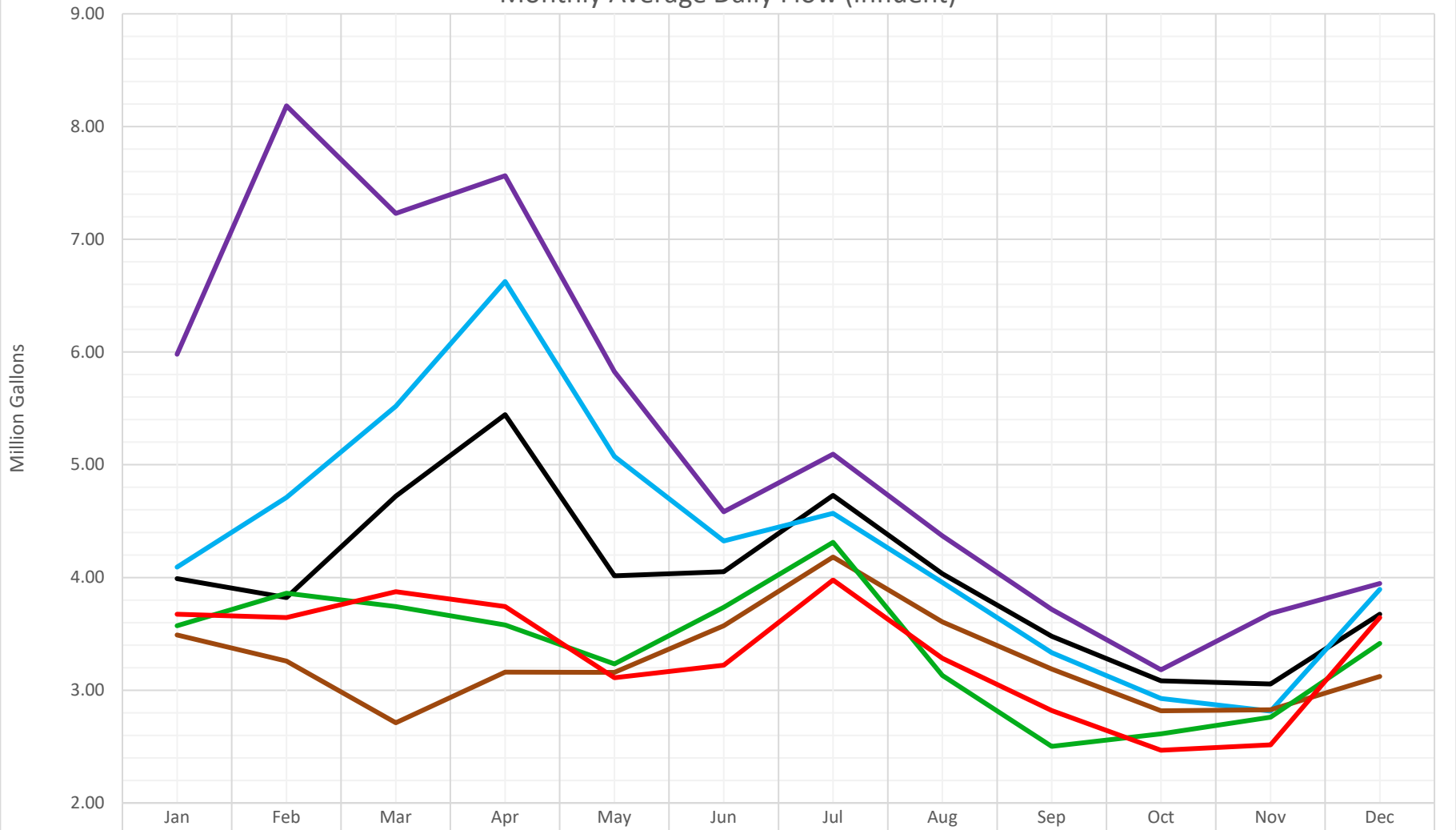
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
Michael Peak
Operations Manager

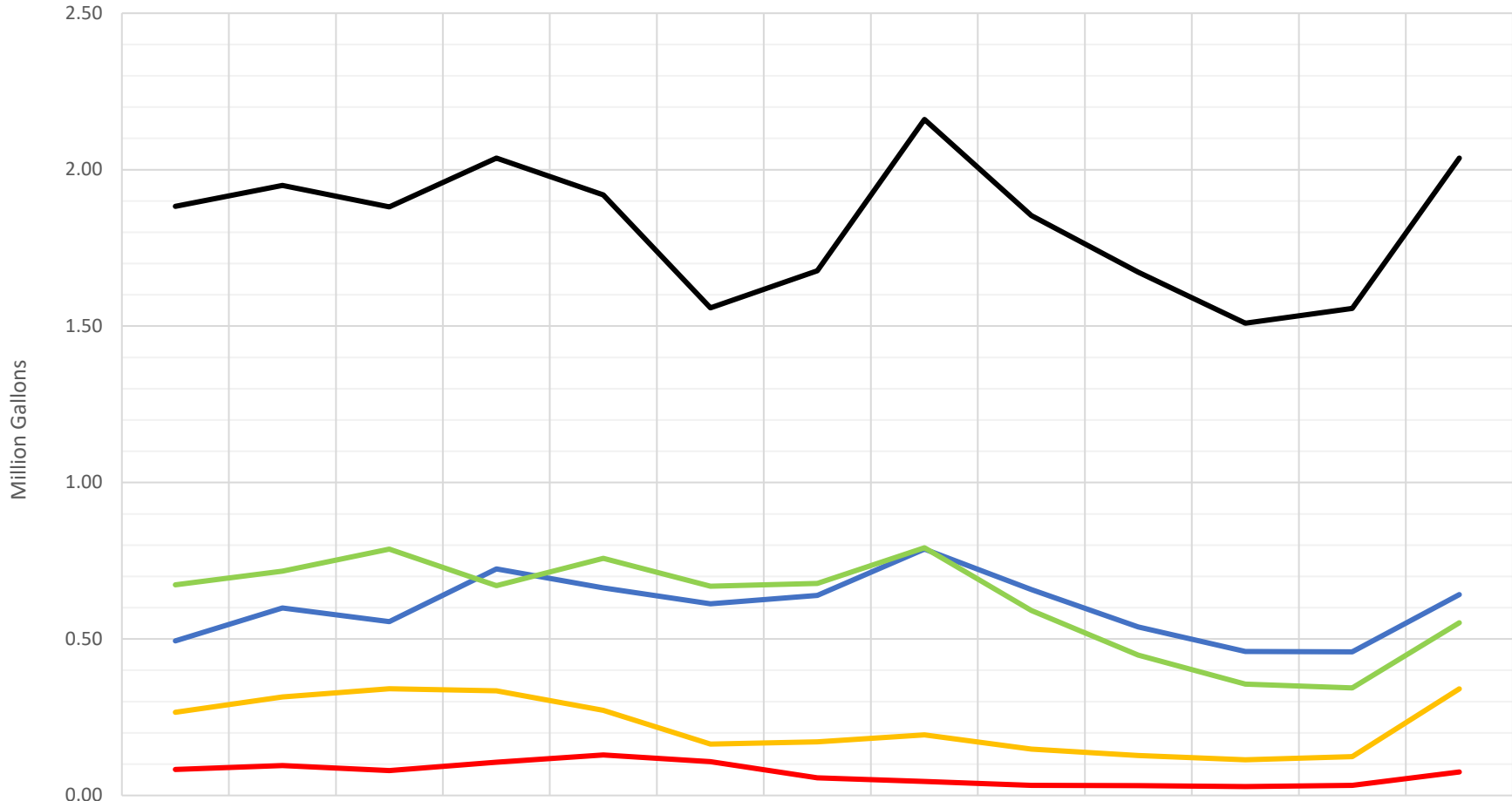
Approved By: _____
Richard Pallante
Interim General Manager

Monthly Average Daily Flow (Influent)



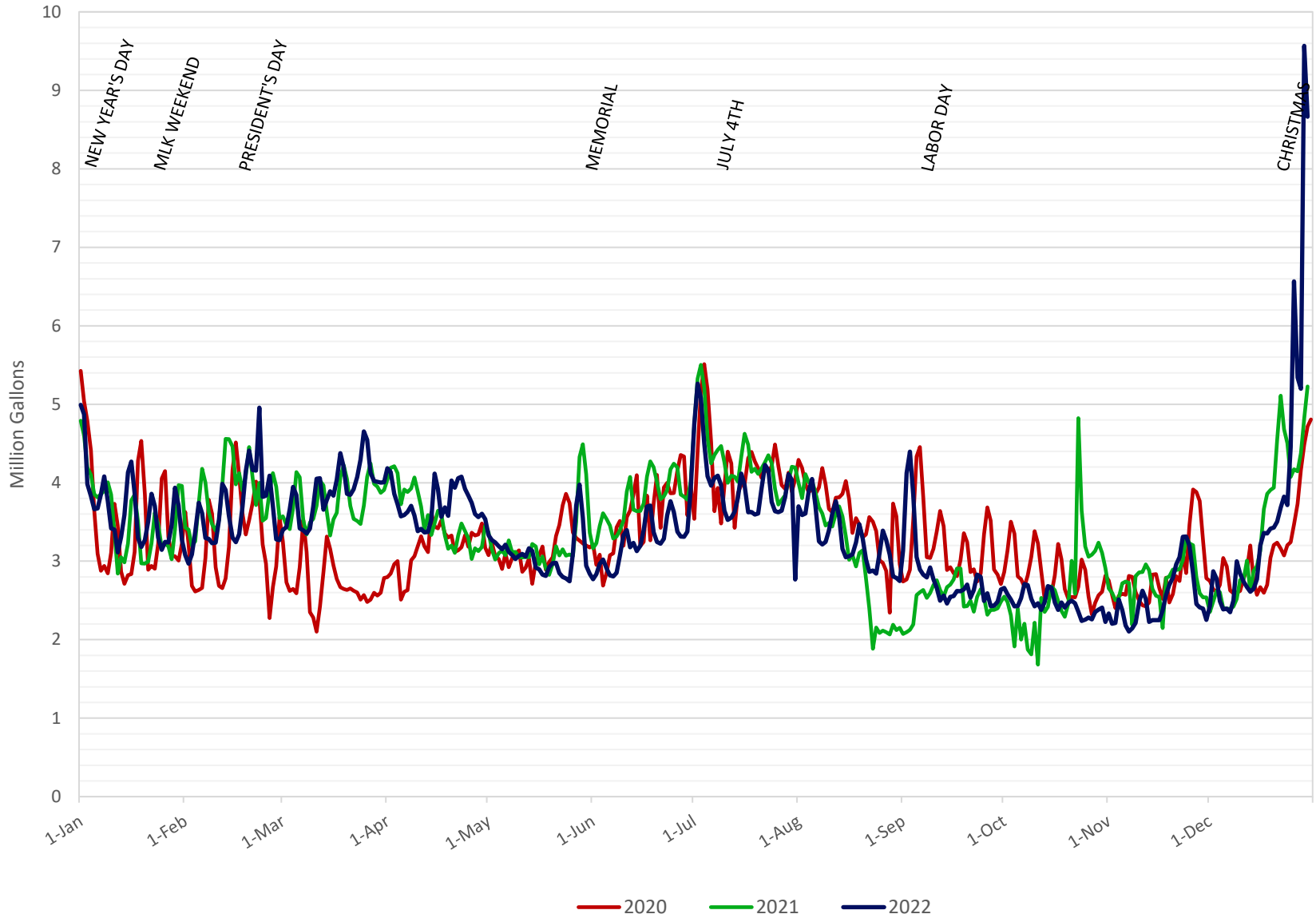
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	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

Monthly Average Daily Flow (Districts)

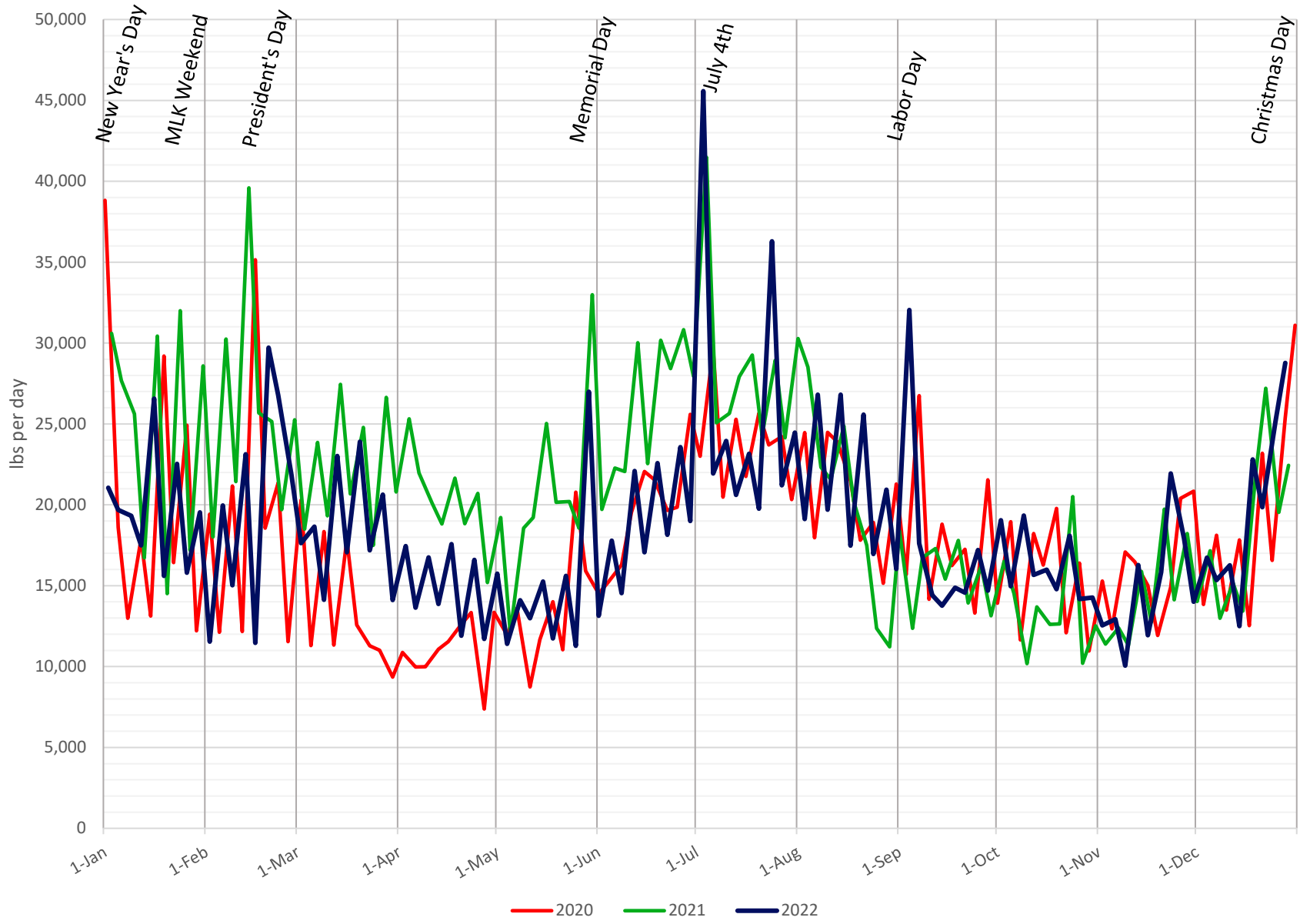


	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
NTPUD	0.49	0.60	0.56	0.72	0.66	0.61	0.64	0.79	0.66	0.54	0.46	0.46	0.64
TCPUD	0.67	0.72	0.79	0.67	0.76	0.67	0.68	0.79	0.59	0.45	0.36	0.34	0.55
ASCWD	0.08	0.10	0.08	0.11	0.13	0.11	0.06	0.04	0.03	0.03	0.03	0.03	0.07
OVPSD	0.27	0.31	0.34	0.33	0.27	0.16	0.17	0.19	0.15	0.13	0.11	0.12	0.34
TSD	1.88	1.95	1.88	2.04	1.92	1.56	1.68	2.16	1.85	1.67	1.51	1.56	2.04

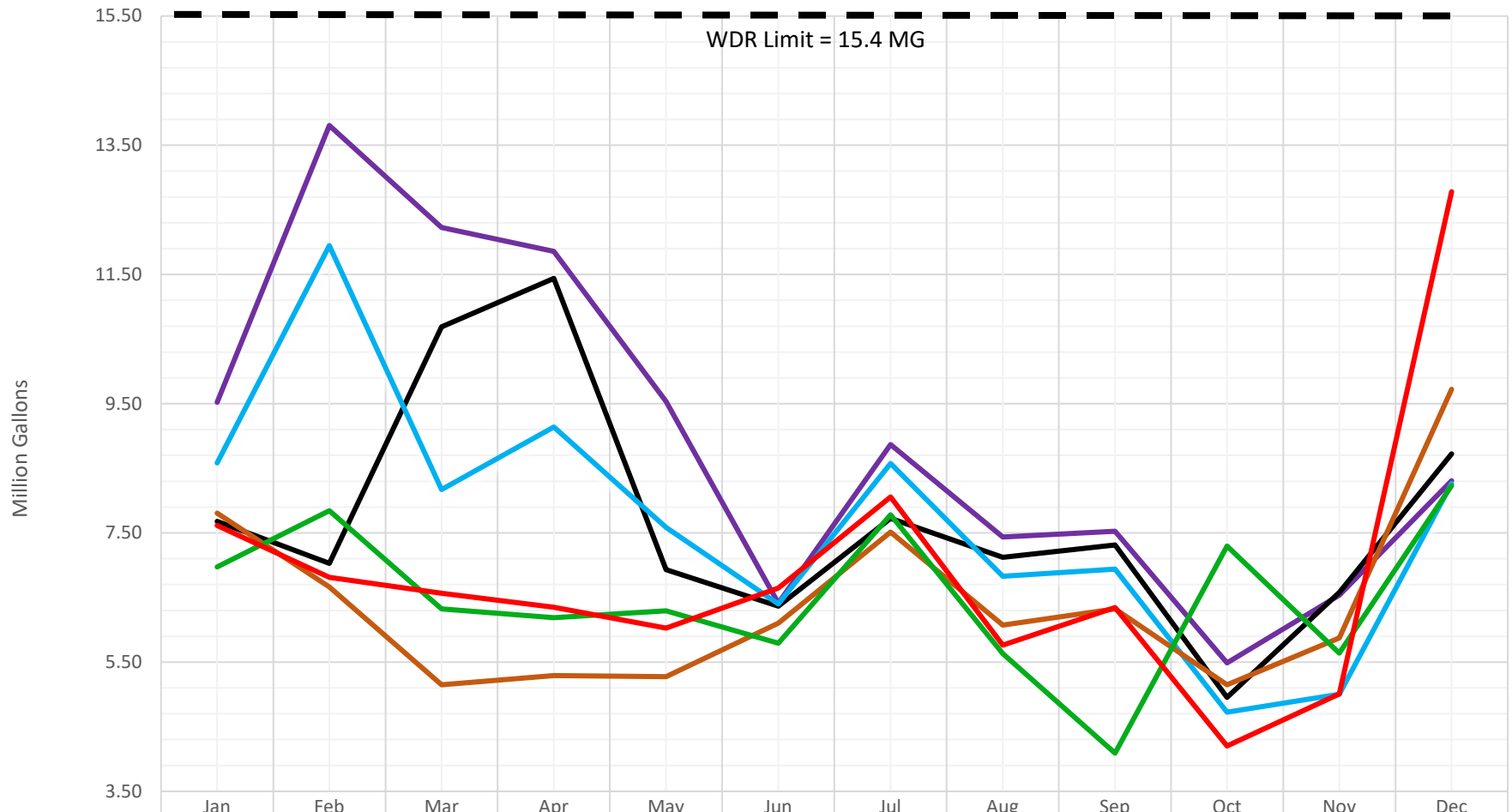
T-TSA Daily Influent Flow



COD Influent Loading

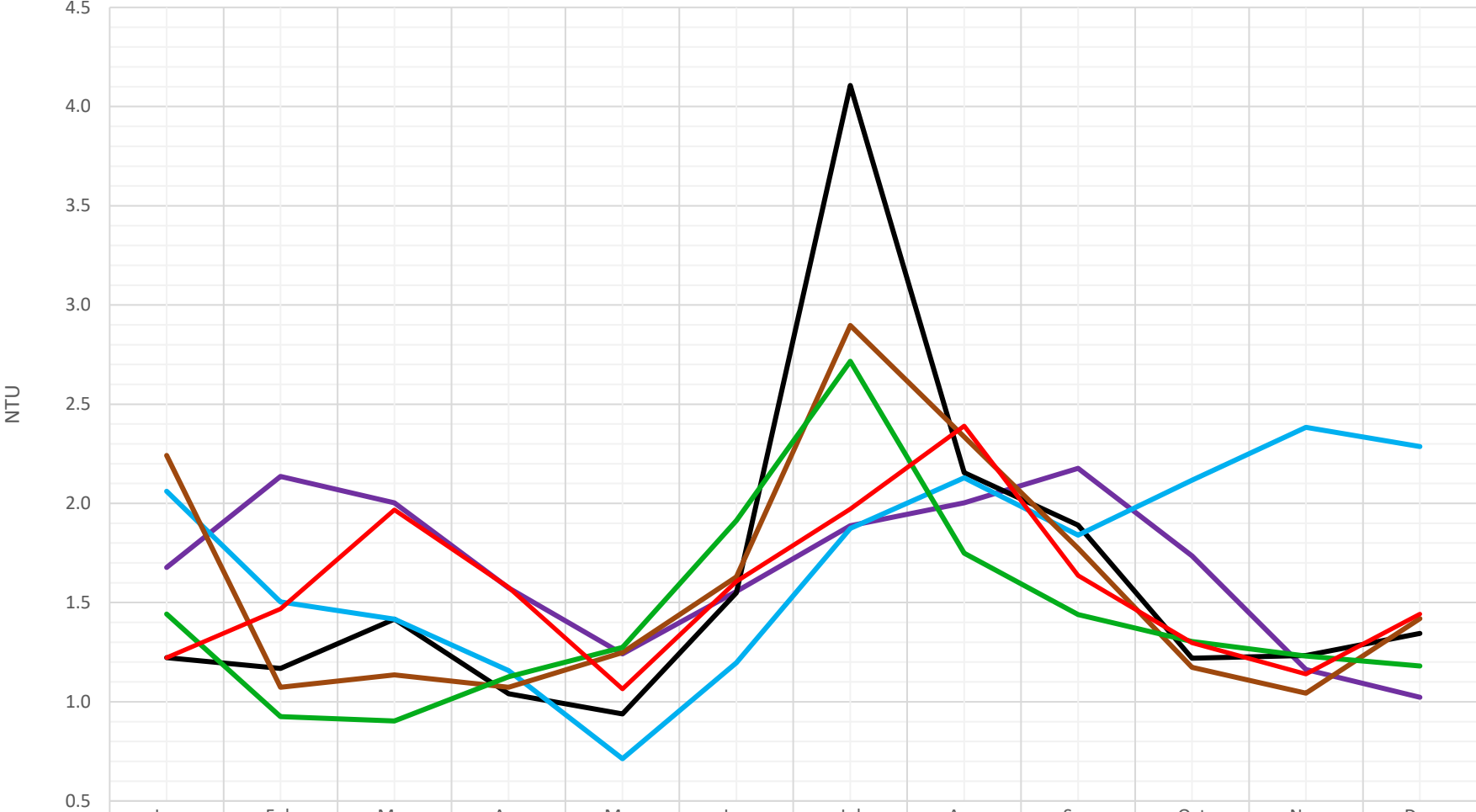


Monthly Maximum Instantaneous Flow (Influent)



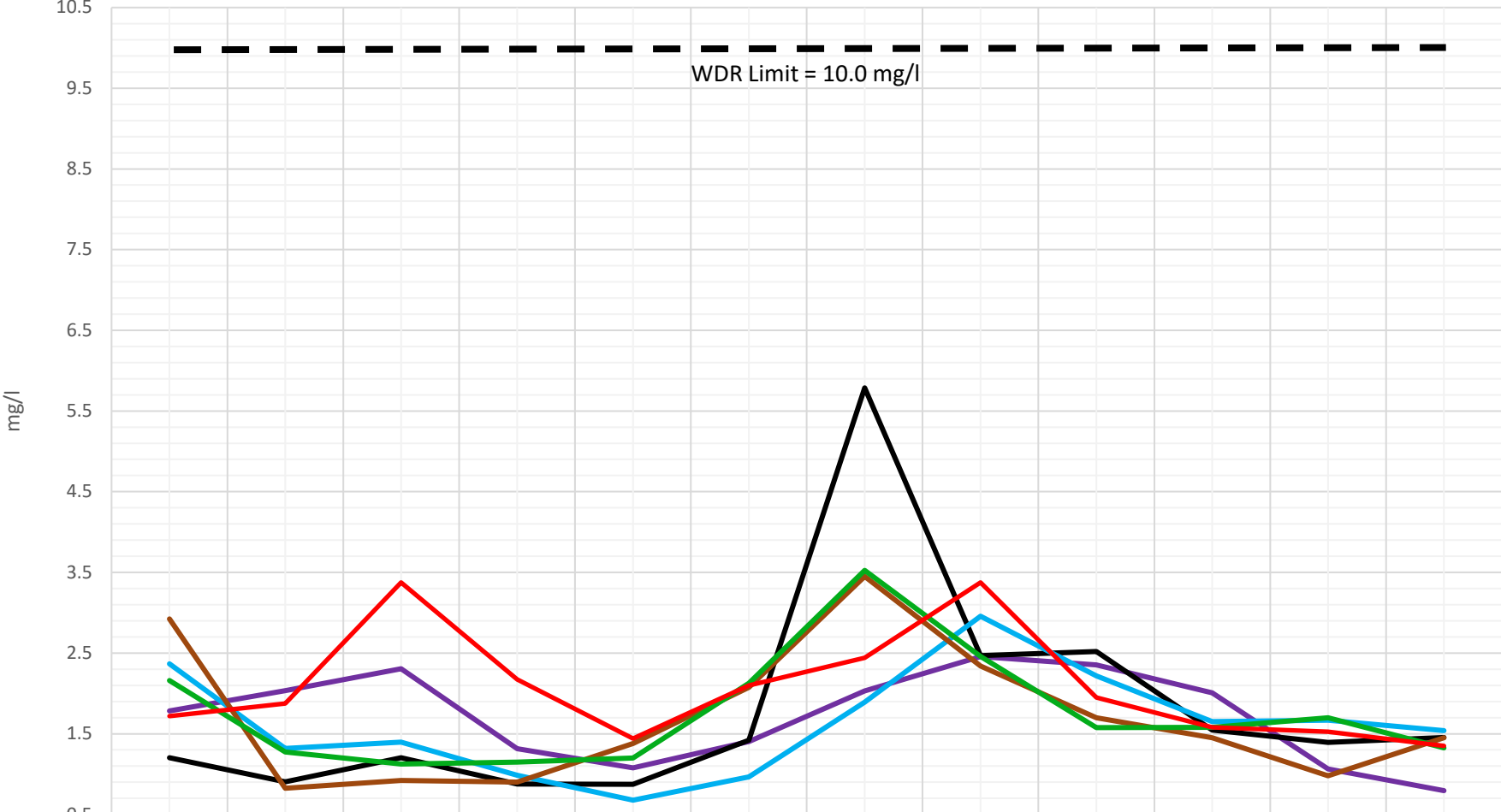
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	5.00	8.26
2020	7.81	6.66	5.15	5.29	5.27	6.10	7.51	6.07	6.33	5.15	5.87	9.72
2021	6.98	7.84	6.33	6.19	6.29	5.79	7.78	5.63	4.09	7.30	5.64	8.23
2022	7.61	6.81	6.57	6.35	6.03	6.65	8.06	5.76	6.34	4.20	5.01	12.78

Monthly Average Daily Turbidity (Effluent)



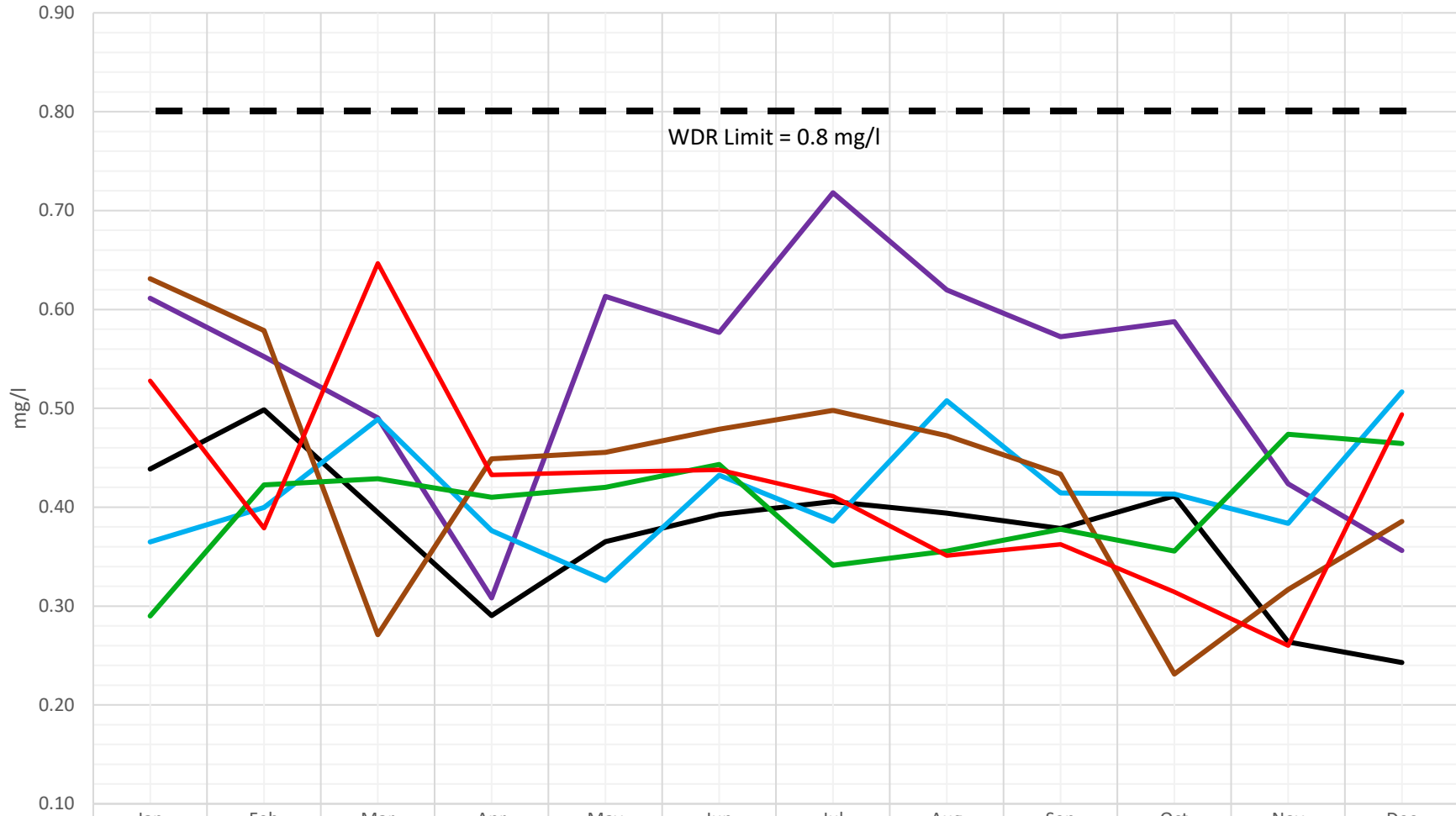
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4	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

Monthly Average Daily Suspended Solids (Effluent)



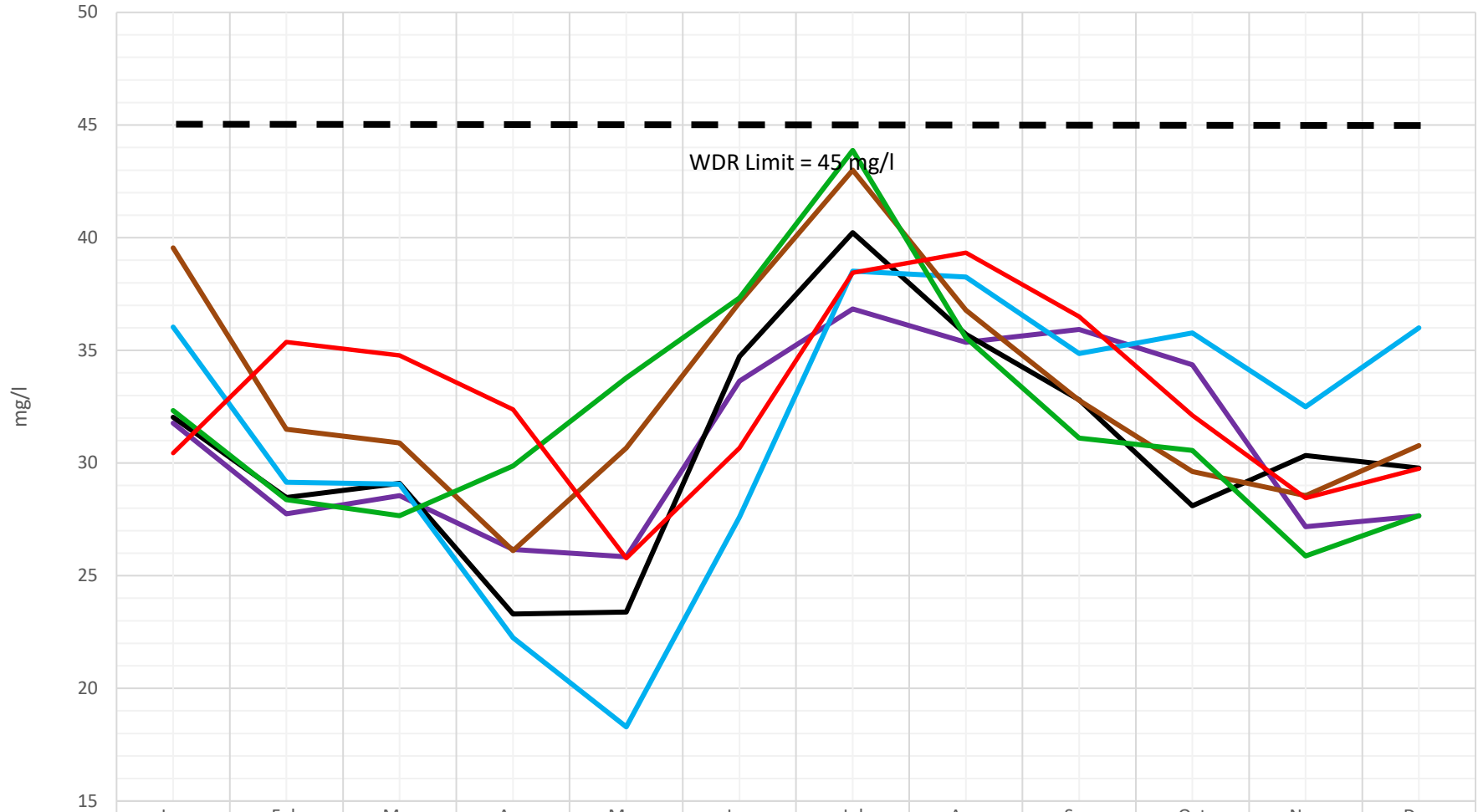
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6	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

Monthly Average Daily Total Phosphorus (Effluent)



2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
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

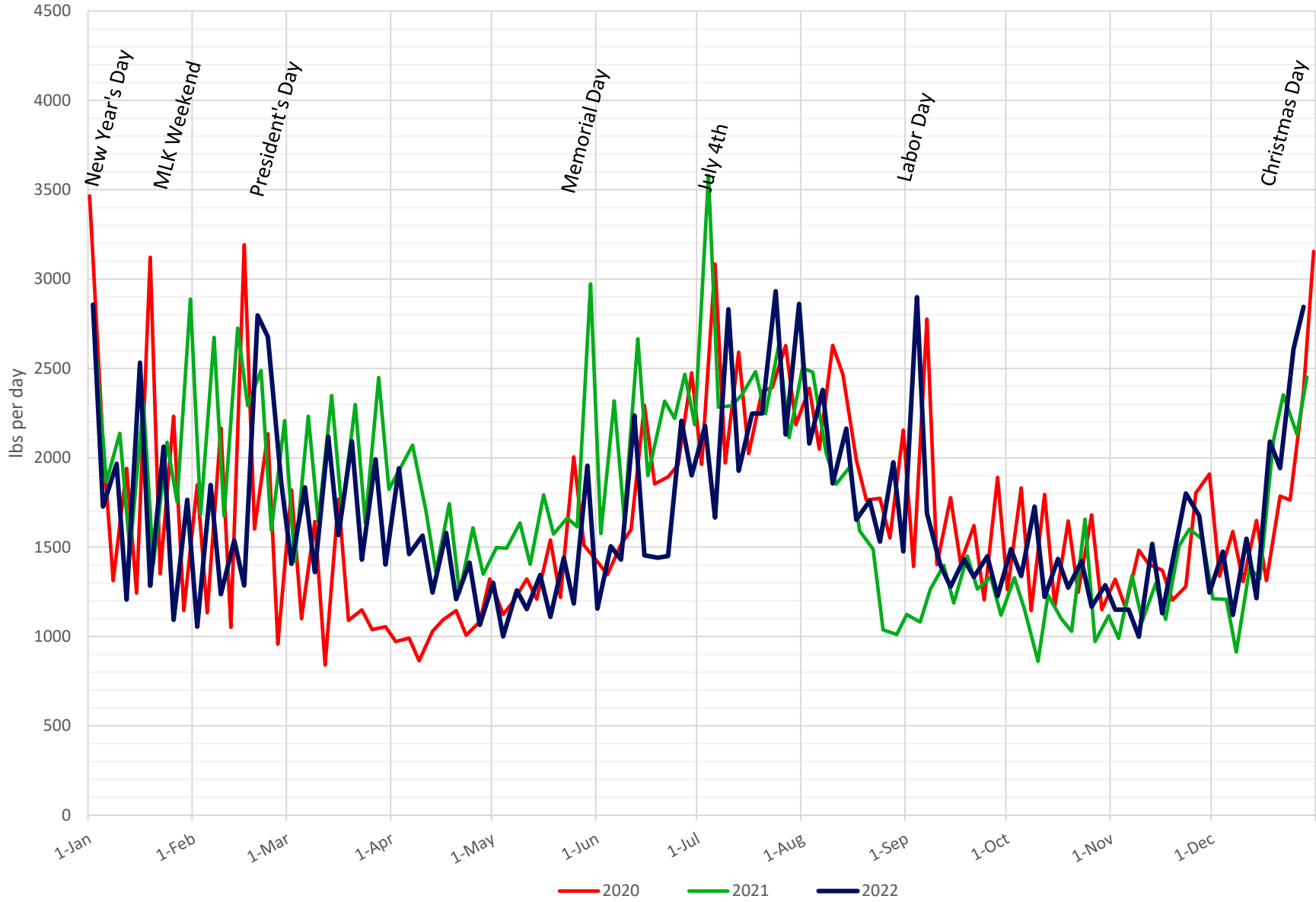
Monthly Average Daily Chemical Oxygen Demand (Effluent)



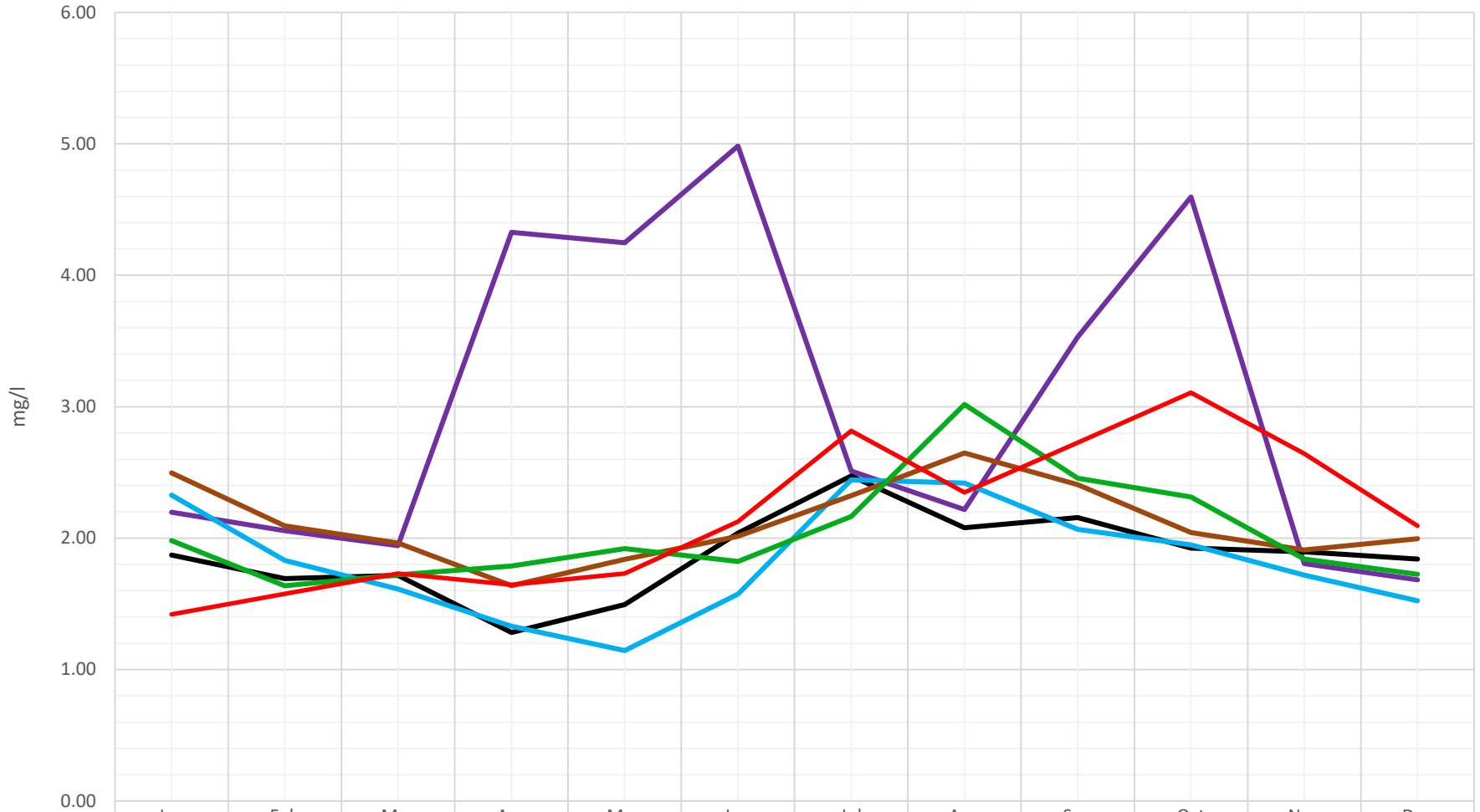
WDR Limit = 45 mg/l

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
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

TKN Influent Loading

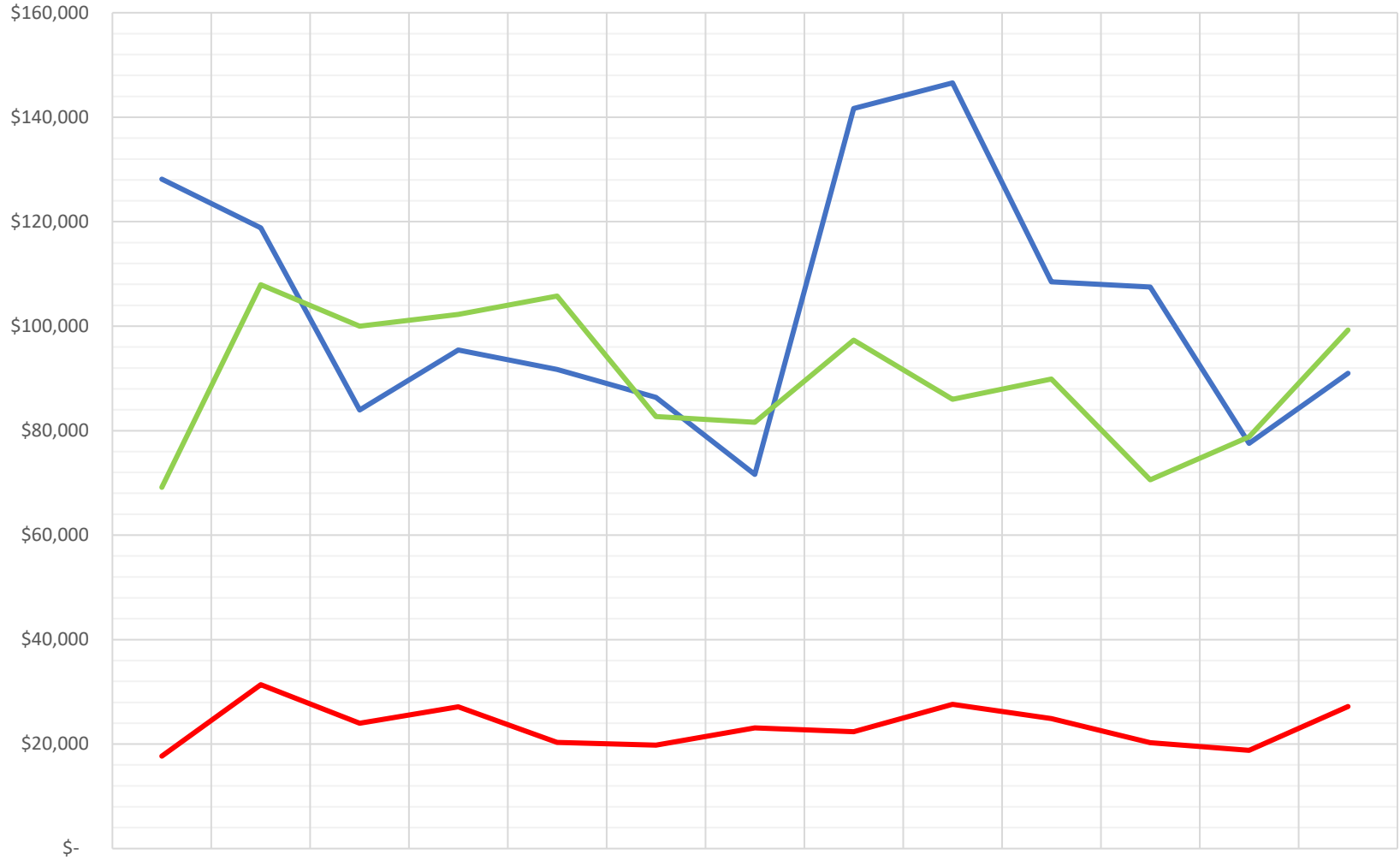


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
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

Chemical, Power and Sludge Disposal Costs



	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
— Chemical	\$128,152	\$118,832	\$83,965	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666	\$146,572	\$108,468	\$107,489	\$77,582	\$91,000
— Power	\$69,150	\$107,937	\$100,001	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324	\$86,012	\$89,878	\$70,580	\$78,822	\$99,246
— Sludge Disposal	\$17,692	\$31,373	\$23,978	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347	\$27,626	\$24,891	\$20,280	\$18,808	\$27,209



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: January 18, 2023
To: Board of Directors
From: Paul Shouse, Interim Maintenance Manager
Subject: Maintenance Report

◆ **Project support:** In the months of November/December, Maintenance staff provided support for the following projects:

- Firewall configuration and install.
- New Web Site.
- SCADA/IT Master Plan implementation.
- Lucity CMMS Project.
- LIMS Project Support.
- WIMS Project Support.
- Chlorine Scrubber Project.


◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:


- Received rebuilt centrifuge and installed.
- Scrap recycling and clean up.
- BNR influent pump station windsock.
- Consolidated PLC signals at AWT.
- Modified BNR blower #8 with water cooling system.
- Storm related snow removal.
- Completed parallel influent Flodar panel and wiring.
- Front gate control SCADA integration.
- Replaced fire system flow meter.

◆ **Work Orders**

- Completed: Mechanical-59, Fleet-18, Electrical & Instrumentation-33, IT-26.
- Pending: Mechanical-97, Fleet-74, Electrical & Instrumentation-17, IT-9.

Review Tracking:

Submitted By: 
Paul Shouse
Interim Maintenance Manager

Approved By: 
Richard Pallante
General Manager



BNR Influent Pump Station Windsock



Centrifuge Rebuild



Parallel Line Influent Flodar Panel



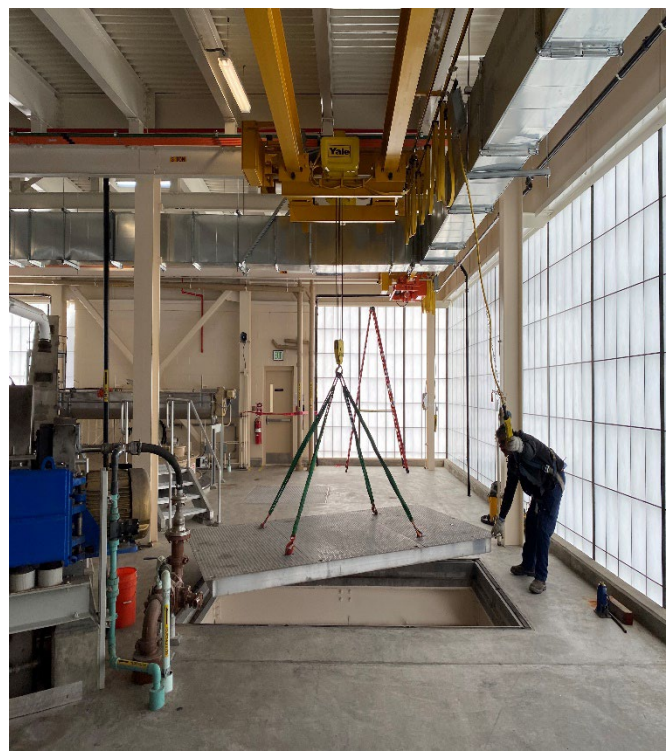
Fire Sprinkler Flow Meter



Snow Removal on Joerger Dr.



AWT Scrap Cleanup



Centrifuge Rebuild




TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT


Date: January 18, 2023
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the months of November and December, Engineering staff continued working on the following projects:
 - Digestion Improvements Study
 - Additional Boiler Heating Redundancy Design Project
 - 2021 Chlorine Scrubber Improvements Project
 - 2022 Control Room Upgrades Project
 - 2022 Filter Influent Condition Assessment Project
 - 2022 Plant Coating Project
 - 2022 Roof Repair Project

- ◆ **Work Orders:**
 - Engineering:
 - Completed this month: 0
 - Pending: 0
 - Safety:
 - Completed this month: 0
 - Pending: 0

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
Richard Pallante
General Manager





TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: January 18, 2023
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued FY22 year-end closing procedures and preparing for final Audit.
 - Attended CalPERS Annual Conference in Anaheim, Ca.
 - Attended Quarterly Safety Committee meeting.
 - Completed Safety Trainings on Winter Driving and Fire Prevention.
 - Meeting with Caselle regarding Document Manager.
 - GFOA Lease Contracts Webinar
 - Continued working on set-up of Positive Pay
 - Caselle Training regarding 1099's, w2's, and year end procedures.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Worked on Connection Fee and Service Charge Rate Study.
 - Performed 3 commercial inspections.
- Purchasing/Administration
 - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
 - General responsibilities to customer service, front gate and front desk.
 - Assisted Billing/Customer Service in the month of November.
 - Ordered and received T-TSA light jacket samples for staff to try on prior to ordering.
 - Organized the holiday food drive for Sierra Community House which raised a total of 265 pounds of food for local families.
- General Administration
 - Performed various administrative duties to assist Interim General Manager and Board of Directors.
 - Attended Finance Committee Meeting November 9, 2022.
 - Continued discussions and research on investment and funding opportunities, including grants.
 - Continued discussions and analysis for the rate studies with HDR, Department Managers and the Finance Committee.

Review Tracking

Submitted By: 
Crystal Sublet
Finance and Administrative Manager

Approved By: 
Richard Pallante
Interim General Manager

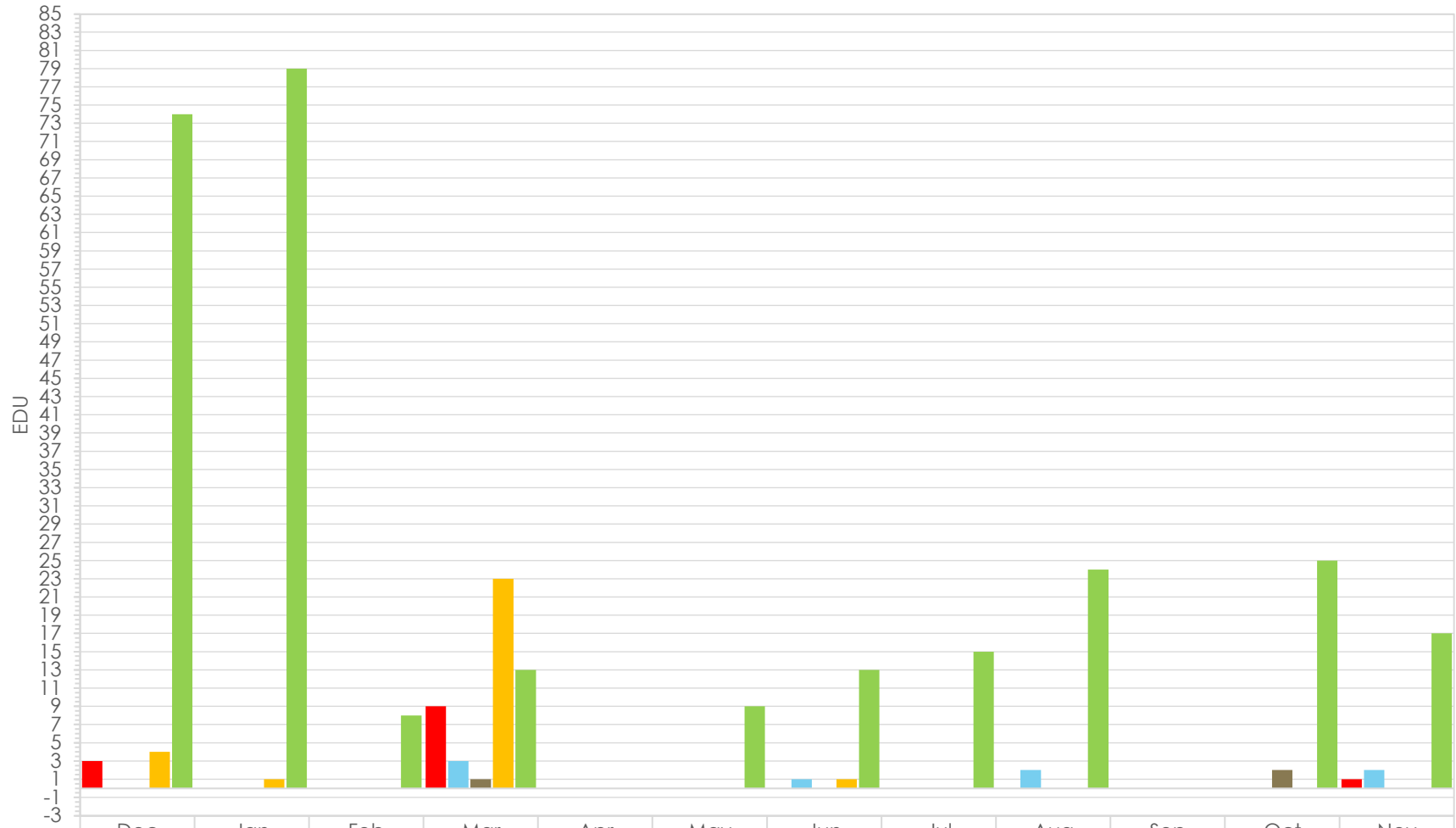
CONNECTION FEES - NOVEMBER 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	3	8,422	\$ 19,238.50	83	283,134	\$ 599,552.00
Residential Ft ² Additions	0	0	\$ -	14	15,293	\$ 43,688.00
Residential Ft ² Additions - Exempt	0	0	N/A	1	53	N/A
Accessory Dwelling Unit (ADU)	1	748	\$ 2,809.00	7	8,760	\$ 24,330.00
Accessory Dwelling Unit (ADU) - Exempt	2	601	N/A	3	1,099	N/A
Commercial	0	N/A	\$ -	6	N/A	\$ 92,625.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	6	9,771	\$ 22,047.50	114	308,339	\$ 760,195.00

INSPECTIONS - NOVEMBER 2022

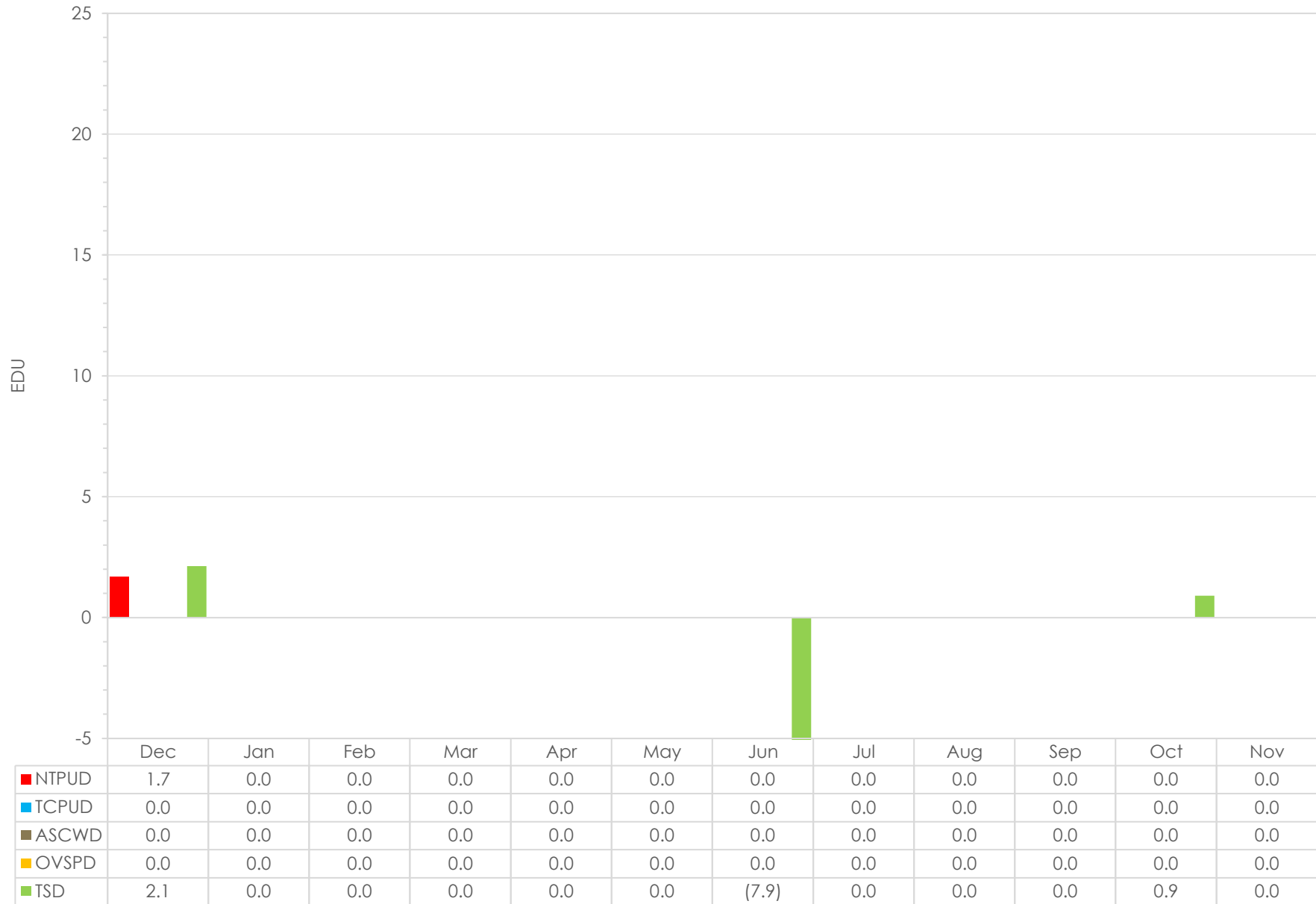
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	0	0	4	4
Residential (Drive-by of Suspended Accounts)	0		0	

Residential EDU Summary

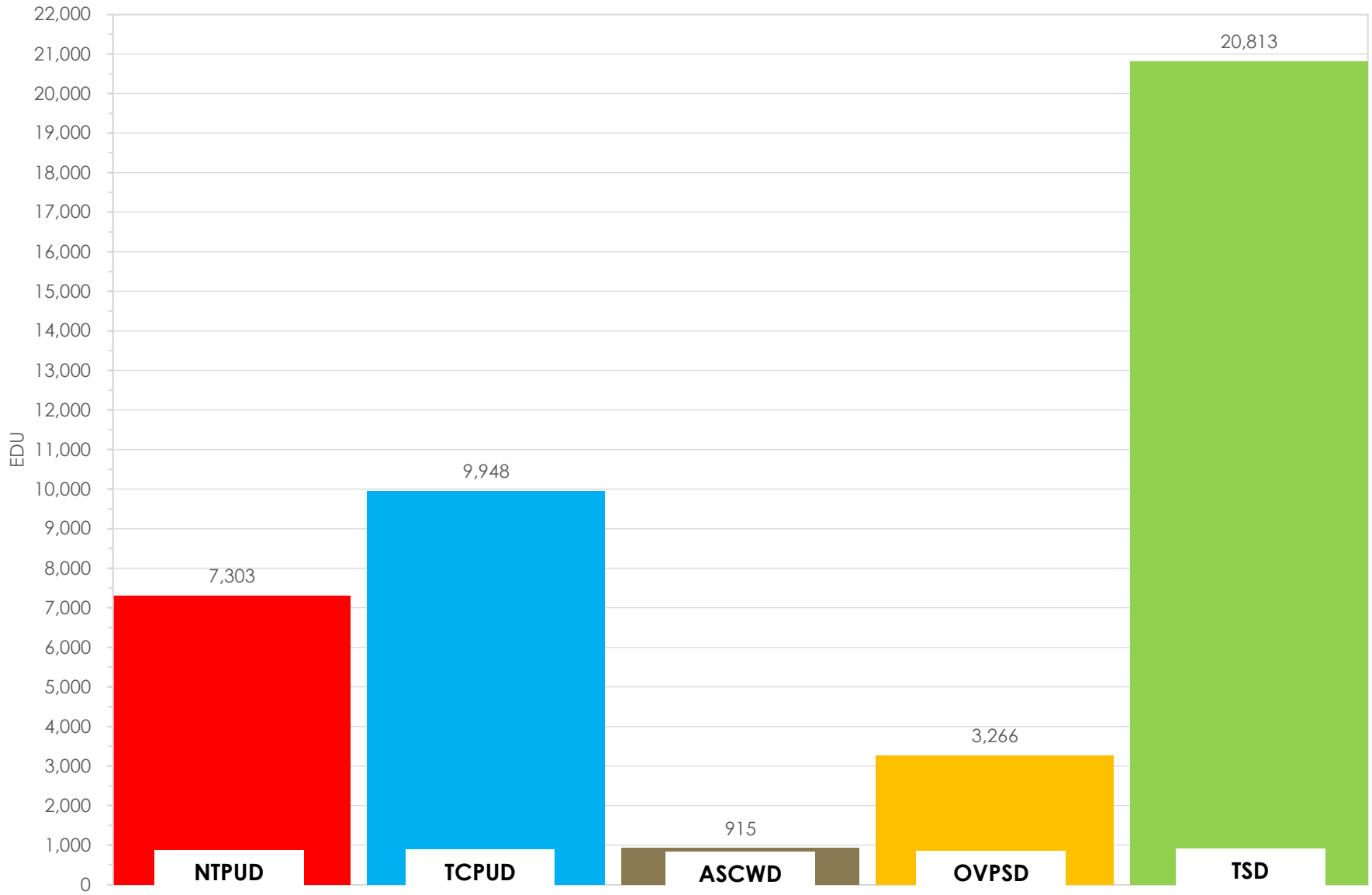


	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
■ NTPUD	3	0	0	9	0	0	0	0	0	0	0	1
■ TCPUD	0	0	0	3	0	0	1	0	2	0	0	2
■ ASCWD	0	0	0	1	0	0	0	0	0	0	2	0
■ OVSPD	4	1	0	23	0	0	1	0	0	0	0	0
■ TSD	74	79	8	13	0	9	13	15	24	0	25	17

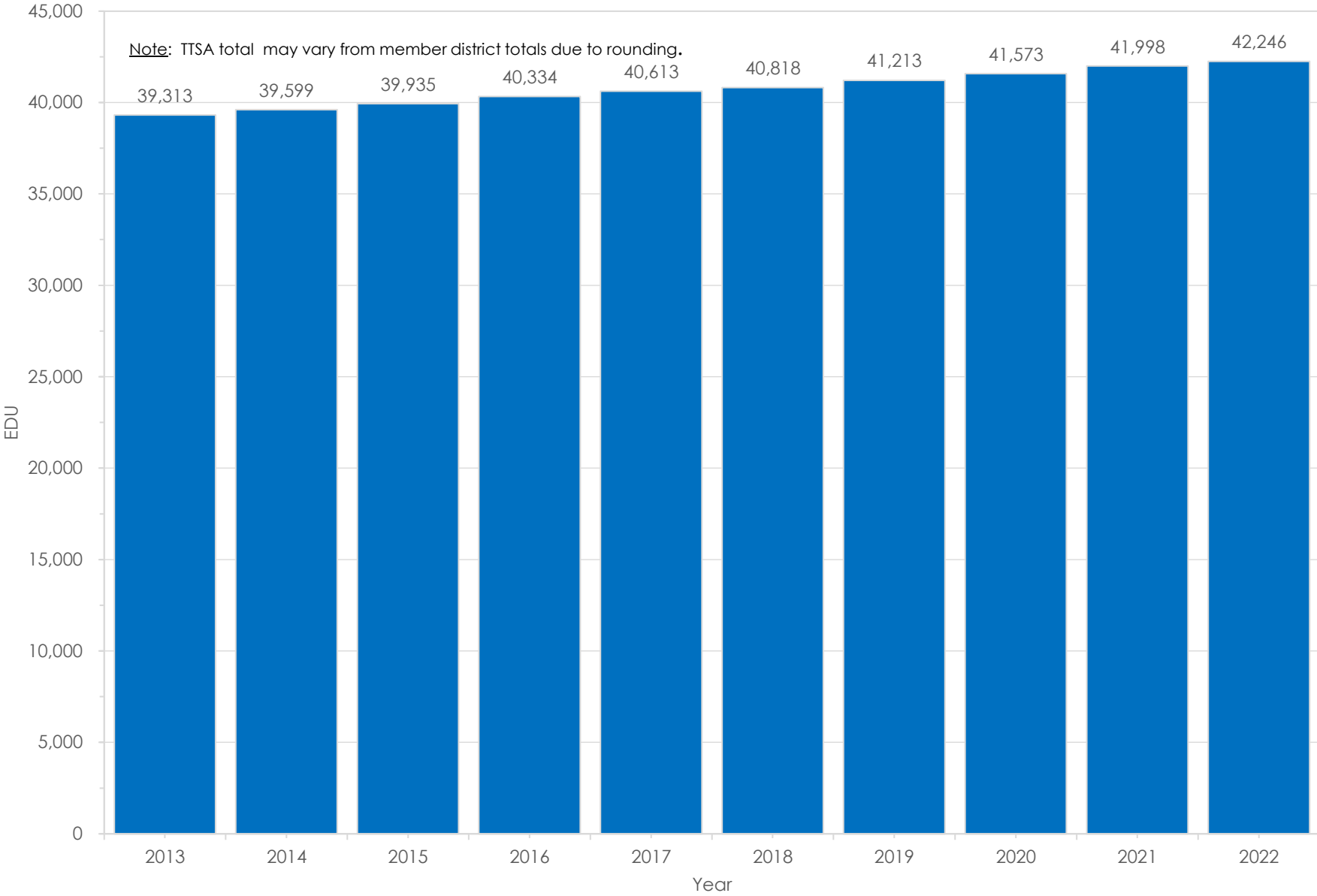
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary



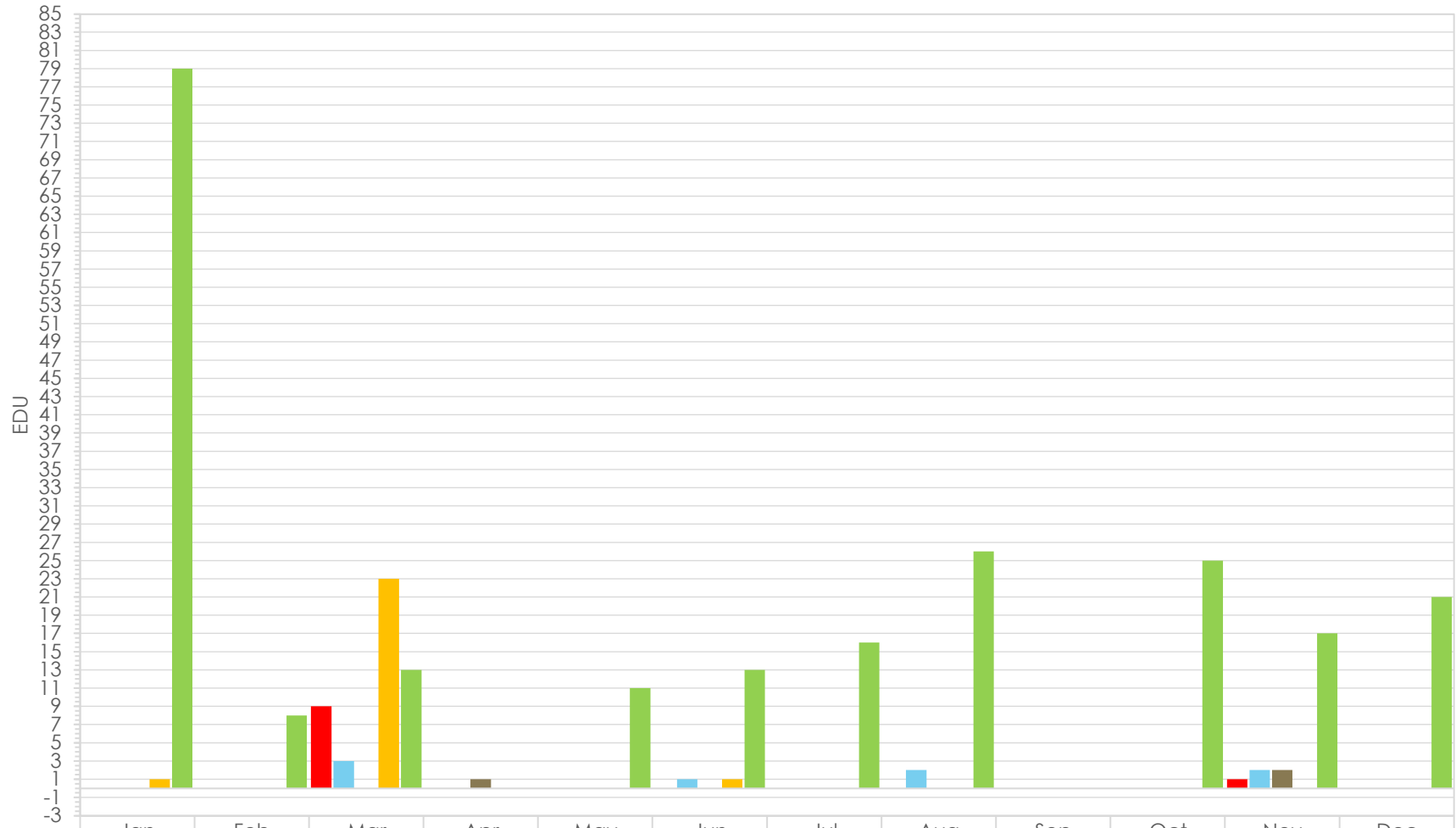
CONNECTION FEES - DECEMBER 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	5	14,554	\$ 32,969.50	85	289,266	\$ 613,283.00
Residential Ft ² Additions	3	4,207	\$ 7,362.25	17	19,500	\$ 51,050.25
Residential Ft ² Additions - Exempt	0	0	N/A	1	53	N/A
Accessory Dwelling Unit (ADU)	1	1,200	\$ 3,600.00	7	9,212	\$ 25,121.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	1	498	N/A
Commercial	0	N/A	\$ -	6	N/A	\$ 92,625.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	9	19,961	\$ 43,931.75	117	318,529	\$ 782,079.25

INSPECTIONS - DECEMBER 2022

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	3	3	7	7
Residential (Drive-by of Suspended Accounts)	0		0	

Residential EDU Summary

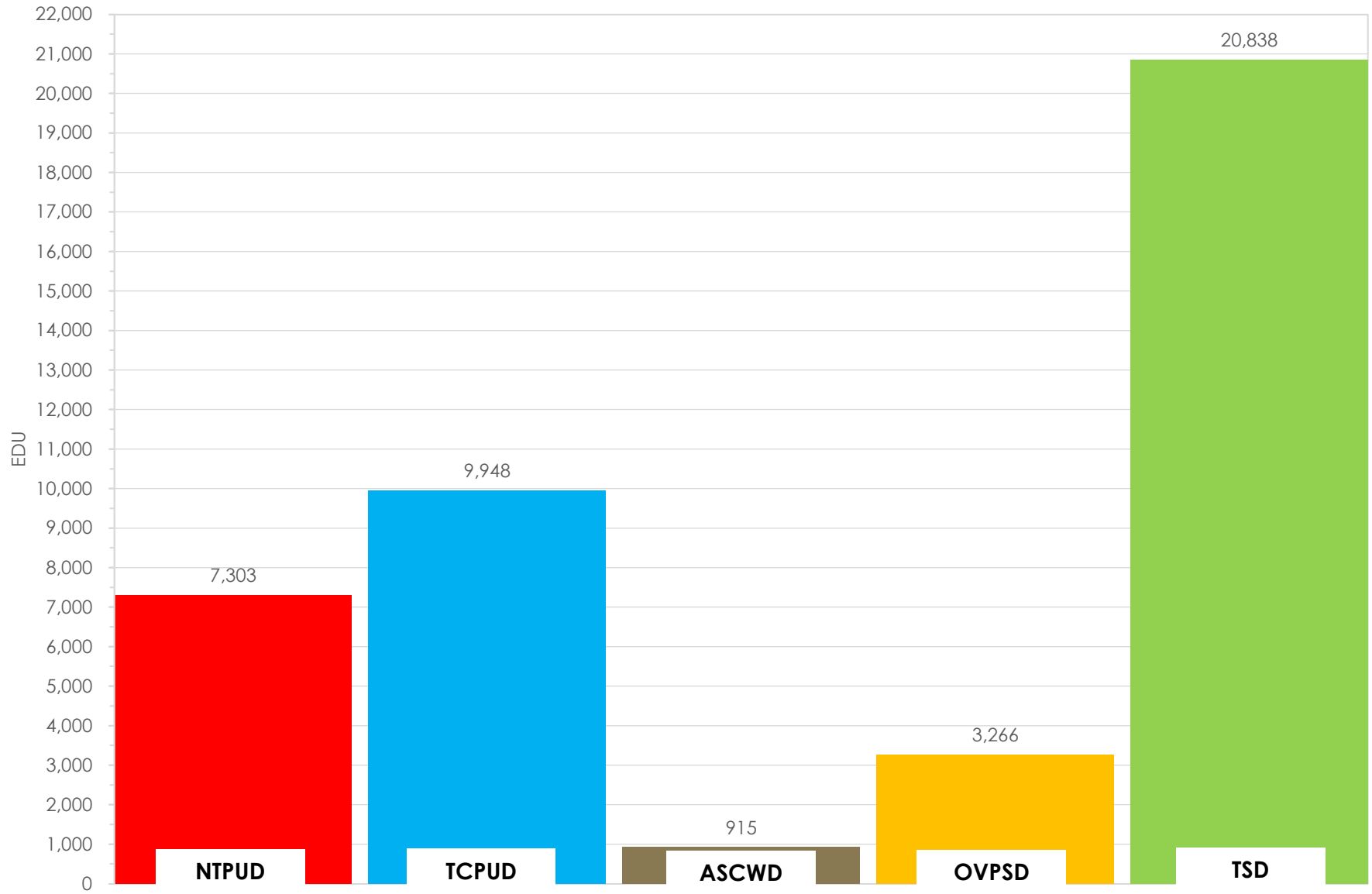


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
■ NTPUD	0	0	9	0	0	0	0	0	0	0	1	0
■ TCPUD	0	0	3	0	0	1	0	2	0	0	2	0
■ ASCWD	0	0	0	1	0	0	0	0	0	0	2	0
■ OVSPD	1	0	23	0	0	1	0	0	0	0	0	0
■ TSD	79	8	13	0	11	13	16	26	0	25	17	21

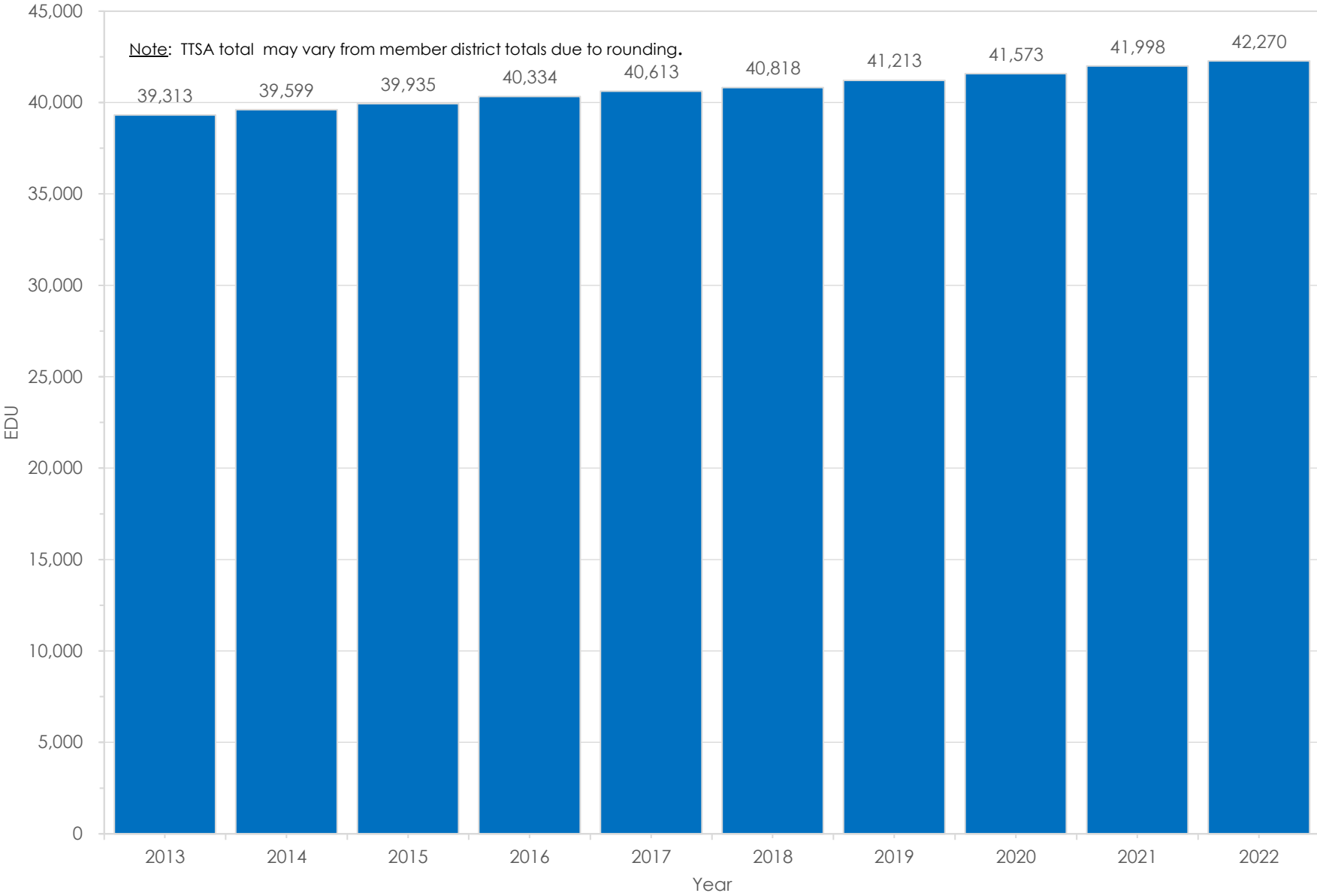
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: VII-2
Subject: General Manager Report.

Continuing Projects/Work

- Management and staff continued to work with consultant on Connection fee/Rate Study.
- Management and staff continued implementation of the new software programs.
- Management and staff continued progress on CIP projects.
- Management and staff continued to work on a proposal with a training consultant on leadership team training.

Past Month Projects/Work

- Continue to conduct one on one meetings with Agency staff.
- Coordination with staff on temporary chemical storage and dosing station.
- Thanksgiving staff luncheon.
- Holiday appreciation dinner.
- New Year's staff breakfast hosted by Agency Managers.
- Meet with various financial advisors and investment firms.
- Attended local agency General Managers meeting.

Review Tracking

Submitted By: _____

Richard Pallante
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: VIII
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 18, 2023
To: Board of Directors
From: Richard Pallante, General Manager
Item: IX
Subject: Closed Session.

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.

LETTER OF AGREEMENT
TRUCKEE TAHOE AIRPORT DISTRICT
AND
TAHOE TRUCKEE SANITATION AGENCY

This Letter of Agreement will confirm the agreement by Truckee Tahoe Airport District ("TTAD") and Tahoe-Truckee Sanitation Agency ("TTSA"), regarding a potential land exchange and certain other easements. It consists of two parts:

- 1) A legally binding agreement to continue investigating a potential land swap, including easements, and
- 2) A statement of intention to continue to pursue investigating the merit and propriety of a land swap and easement; this part is not legally binding but only an indication of intent by both entities.

1) LEGALLY BINDING COMMITMENT:

A. TTAD and TTSA agree to equally share the cost of having land appraisers Johnson Perkins Griffin update its prior appraisal, dated March 20, 2017. The purpose of the update is to obtain current land values and also to identify areas that would constitute an exchange of real properties of roughly equal value. The parties will coordinate and agree upon the update instructions to be provided to the appraiser.

B. TTAD and TTSA will also equally share the cost of surveying and staking the parcels that will delineate the actual land areas that would constitute equal values of the land areas to be exchanged upon agreement of the terms of the land exchange. TTAD will arrange for that surveyor/engineer and give notice to TTSA of the selected surveyor/engineer and when that surveying and staking will take place.

2) NON-BINDING INDICATION OF INTENT

This section is not legally binding but simply an indication of the goals of each entity and how those goals could be achieved, once the appropriate land areas are identified and agreed upon.

A. TTAD and TTSA will continue discussions and negotiations in good faith about the merit and propriety of exchanging various land parcels and a related easement transaction.

B. If the parties agree to proceed with the land exchange, TTAD and TTSA would equally share the cost of any subdivisions, lot line adjustments or other actions or approvals needed from the Town of Truckee or Nevada County to achieve the land swap.

C. Each entity would be responsible for its own required compliance with Government Code section 54222, to the extent applicable.

D. TTSA intends to grant an easement on TTSA property to TTAD for TTAD to use for the installation, operation, and maintenance of a solar photovoltaic power station, subject to the following: the easement area will be at a location on the TTSA property to be determined by the TTSA Board in its sole discretion; the easement area shall not exceed 20 acres; the easement shall be in reasonable proximity to transmission lines; the power station shall not exceed 5 megawatts without approval of both parties; the detailed easement terms are subject


to the future negotiation and approval by each party; and, TTAD shall pay all easement and solar project related costs and expenses.

E. If the parties agree to proceed with the land exchange, TTSA will provide an easement to TTAD on the area marked as Parcel 1 and also highlighted in yellow on the attached Exhibit A so that no structure will be constructed in violation of the Federal Aviation Administration (FAA) regulations at Code of Federal Regulations Title 14, Part 77 and TTAD is granted permission to remove any trees that intrude into the airspace without notice to or prior consent of TTSA.

F. TTAD will be responsible for obtaining FAA approval for the intended land swap.

G. TTSA will be responsible for obtaining the consent of the Tahoe Truckee Unified School District, which holds a lease to a portion of the proposed land exchange area.

Approved by TTAD Board of Directors on Oct. 24, 2018.

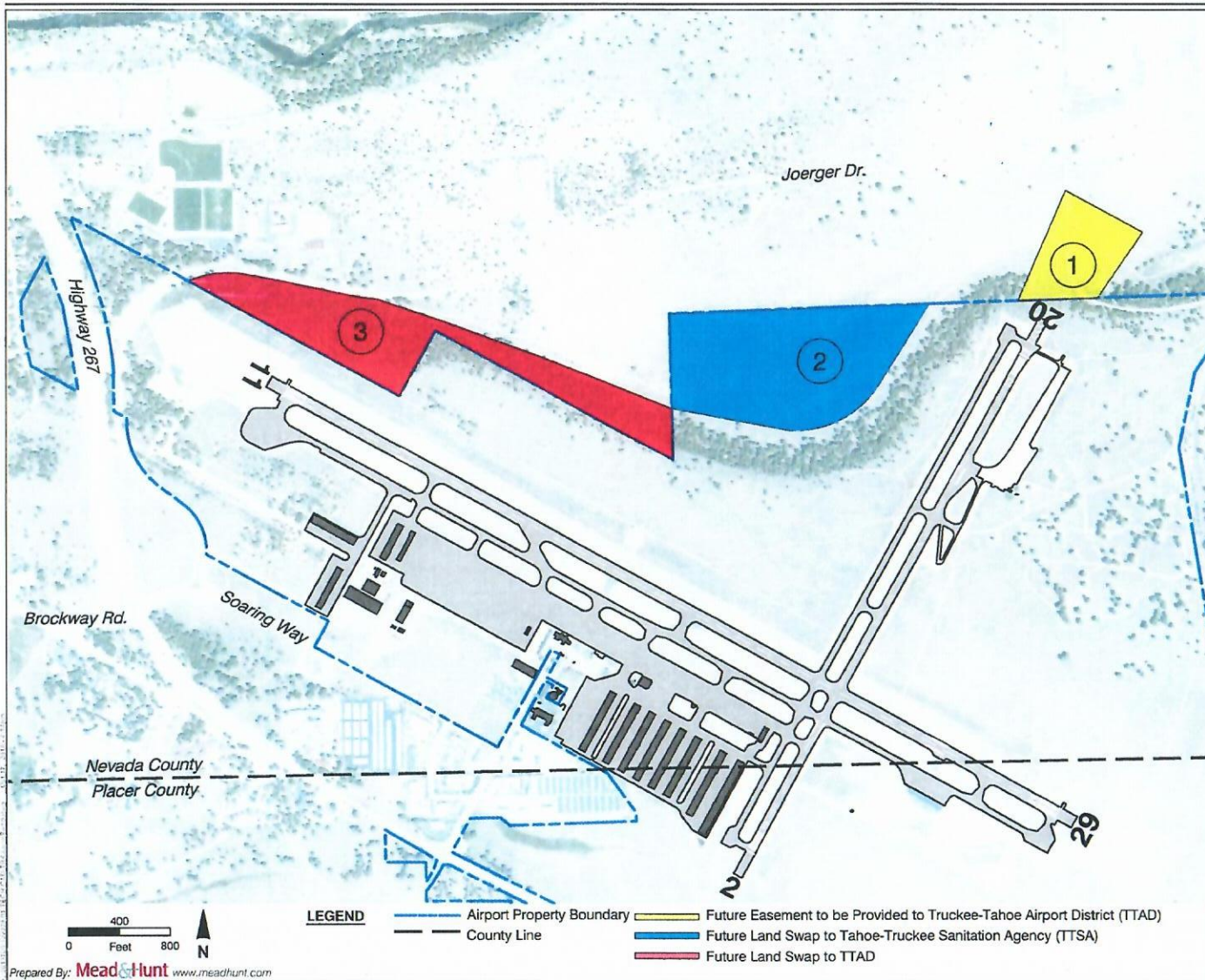


Rick Stephens, Board President

Approved by TTSA Board of Directors on 11/14/18.



S. Lane Lewis, Board President



1. TTSA Parcel:
Easement to be provided to TTAD.
 2. TTAD Parcel:
To be provided in whole or part to TTSA
 3. TTSA Parcel:
To be provided in whole to TTAD
- TTAD: Truckee-Tahoe Airport District
 TTSA: Tahoe-Truckee Sanitation Agency

Exhibit A

FOR DISCUSSION PURPOSES ONLY

Proposed Land Swap
Truckee-Tahoe Airport

TTSA/TTAD REAL PROPERTY EXCHANGE AGREEMENT

THIS AGREEMENT is made this 22 day of May, 2019 by and between Tahoe-Truckee Sanitation Agency, a local government agency (“**Agency**”), and Tahoe-Truckee Airport District, a local government agency (“**District**”). This Agreement will become effective on the date that it is signed by the last party to sign as indicated by the date associated with that party’s signature on the signature page below. The parties agree as follows:

1. RECITALS. This Agreement is made with reference to the following recitals:

1.1. Agency is presently the owner in fee simple of that certain unimproved real property located in the County of Nevada, State of California, as shown on the attached Exhibit A as “**Area A**” (approximately 53 acres) and “**Area C**” (approximately 14 acres). Area A is located within the Town of Truckee and Area C is located partially in the Town of Truckee and partially in the unincorporated area of the County of Nevada.

1.2. District is presently the owner in fee simple of that certain unimproved real property located in the unincorporated area of the County of Nevada, State of California, as shown on the attached Exhibit A as “**Area B**” (approximately 68 acres).

1.3. Agency desires to acquire Area B for certain Agency purposes. District desires to acquire Area A for certain District purposes and it desires to acquire a surface and overhead avigation easement (i.e., an easement allowing overflight in the airspace above property and restricting the construction of buildings or structures or planting of trees on the property) over Area C. The parties therefore desire to exchange real property interests with (a) Agency conveying to District fee simple title to Area A and a surface and overhead avigation easement on and over Area C, and (b) District conveying to Agency fee simple title to Area B, on and subject to the terms and conditions of this Agreement.

1.4. In planning for and negotiating this real property exchange, the parties cooperated on the preparation of an appraisal of the three property interests (Area A fee, Area B fee, and Area C easement). An appraisal firm, Johnson Perkins Griffin, prepared and provided to each party two appraisal reports (one for the Agency property (Area A fee and Area C easement) and one for the District property (Area B fee)) each dated January 30, 2019 (the reports are on file with each party). The appraisal reports concluded that the combined value of the Agency property is \$2,585,000 and that the value of the District Property is \$3,100,000.

2. EXCHANGE AND TRANSFER OF PROPERTY AND EASEMENTS

2.1. Exchange of Property. Agency agrees to sell, grant, and convey to District, and District agrees to purchase, acquire, and accept from Agency, fee title to Area A and a surface and overhead avigation easement on and over Area C, on and subject to the terms and conditions of this Agreement (including the modification of the Area A boundaries as provided in section 3.1). District agrees to sell, grant, and convey to Agency, and Agency agrees to purchase, acquire, and accept from District, fee title to Area B, on and subject to the terms and conditions of this Agreement (including the modification of the Area B boundaries as provided in section 3.1).

2.2. Consideration. The parties intend to exchange real property interests of roughly the same approximate value. Prior to the Close of Escrow (as defined at section 5.1) and as provided in section 3.1, the parties shall prepare and agree upon an increased Area A boundary and a decreased Area B boundary such that the approximate values of the Area A fee and Area C avigation easement interests will roughly equal the approximate value of the Area B fee interest. Consequently, at the Close of Escrow neither party will pay any purchase price to the other party.

3. PRE-CLOSING ACTIONS

3.1. Prepare Lot and Easement Plats. Upon approval of this Agreement, the parties shall agree upon jointly retaining an engineer or surveyor to prepare lot and easement plats pursuant to this section and to assist with processing the lot line adjustments pursuant to section 3.3. The parties shall split the fees and costs of the engineer or surveyor. The engineer or surveyor, in coordination with the parties, shall prepare recordable plats showing (a) the Area A lot with the increased boundary (as generally shown in the hatched area on Exhibit A), (b) the Area B lot with the decreased boundary (as generally shown in the hatched area on Exhibit A), and (c) the Area C easement area. The engineer or surveyor shall collaborate with the parties to ensure that the final lot sizes are such that the approximate values of the Area A lot and Area C easement are roughly the same as the approximate value of the Area B lot. The final plats as prepared by the engineer or surveyor and approved by the parties shall be referred to as the “Area A Lot,” “Area B Lot” and “Area C Easement Drawing.”

3.2. Prepare Easement. Upon approval of this Agreement, the parties shall cooperate and coordinate on the preparation of a recordable surface and overhead avigation easement on mutually satisfactory terms that will accompany the Area C Easement Drawing to be prepared under section 3.1. The final easement together with the Area C Easement Drawing as approved by the parties shall be referred to as the “Area C Easement.”

3.3. Apply for Lot Line Adjustments. At the Close of Escrow, the real property lots to be conveyed to each party must comply with the California Subdivision Map Act (Government Code section 66410, et seq.) and applicable Town of Truckee and County of Nevada subdivision ordinances. Upon completed preparation of the Area A Lot, Area B Lot, and Area C Easement Drawing, the parties shall cooperate and coordinate on the preparation and filing of parcel map applications with the Town of Truckee and the County of Nevada to create the new Area A Lot and Area B Lot described above and as finally determined pursuant to section 3.1. Since Area A is located within the Town of Truckee, it shall be created and conveyed as a new separate parcel, rather than being merged with and added to the District parcel to the south that is located in the unincorporated area. Since Area B is located within the unincorporated area, it shall be created and conveyed as a new separate parcel, rather than being merged with and added to the Agency parcel to the north that is located within the Town of Truckee. The parties shall split the costs (e.g., Town and County fees and costs, title company fees and costs, engineering or surveyor fees) incurred in preparing, filing, and processing the parcel map applications.

3.4. Request 65402(c) Review. Upon completed preparation of the Area A Lot, Area B Lot, and Area C Easement Drawing, and concurrent with the parcel map applications, the parties jointly shall request the Town of Truckee Community Development Department

and Nevada County Planning Department to review this proposed real property exchange transaction and report on it as to conformity with the Truckee General Plan (for the Town with respect to the subject real property located within the Town of Truckee) and the Nevada County General Plan (for the County with respect to the subject real property located within the unincorporated area) pursuant to California Government Code section 65402(c).

3.5. Request FAA Approval. Upon completed preparation of the Area A Lot, Area B Lot, and Area C Easement Drawing, District shall apply to the Federal Aviation Administration (“FAA”) for approval of the real property exchange transactions under this Agreement. District shall bear all costs and expenses associated with applying for and obtaining FAA approval.

3.6. Request TTUSD Consent. A portion of Area A is subject to a Lease Agreement dated December 12, 2001 between Agency and the Tahoe Truckee Unified School District (“School District”) and located within lease area. As such, prior to transferring the Area A Lot to District, Agency must obtain the written consent of the School District. (See Lease Agreement section 37.) The portion of Area A within the leased area is not used by the School District. Upon completed preparation of the Area A Lot, Area B Lot, and Area C Easement Drawing, Agency shall request School District consent pursuant to section 37. Agency shall bear all costs and expenses associated with requesting and obtaining School District consent.

4. TITLE REVIEW; CONDITION OF PROPERTY

4.1. Title Review Period. No later than 45 days prior to the expected date for the closing, each party shall obtain from the Title Company (as defined at section 5.1) a current preliminary report (the “Title Report”) for a California Land Title Association (CLTA) or American Land Title Association (ALTA) title insurance policy (at the party’s choice) for the real property to be acquired by the party and showing the status of title to the property and all recorded liens, encumbrances, and other exceptions to the title. Each party shall have 20 days following its receipt of the Title Report to object to other party in writing regarding those title matters that are unacceptable to the party. If a party fails to object in writing to the other party within the 20-day period, then the party shall be deemed to have waived any right to object to the title. If a party timely objects, then the grantor party shall use commercially reasonable efforts to remove or otherwise cure the objection(s) prior to the closing. If the grantor party is unable or unwilling to cure such objection(s), and if the Title Company does not agree to insure over any such objection(s), then the objecting party may elect by written notice to the other party to either accept title subject to the objection(s) or terminate this Agreement.

4.2. Title Insurance. At the Close of Escrow, the Title Company shall issue to each grantee party a CLTA or ALTA title insurance policy (at the party’s choice) in an amount determined by the party (the “Title Policy”), subject only to (a) the lien of real property taxes, bonds, and assessments not then due, and (b) those exceptions (if any) shown by the Title Report that are accepted by party pursuant to section 4.1 (collectively the “Approved Real Property Exceptions”).

4.3. As-Is Condition. Each party has been advised to investigate the condition and suitability of all aspects of the property it will acquire under this Agreement and all matters affecting the value, desirability, or usability of the property, including potential environmental hazards arising from the presence in, on, under, around or about the property of toxic materials or hazardous substances. Except as otherwise expressly in section 7, neither party, nor its officers, directors, employees, or agents, makes or has made any representations or warranties of any kind, express or implied, written or oral, as to the physical condition of its property; condition of the property soils or groundwater; permissible uses of the property or limitations on use (including matters pertaining to zoning, environmental, or other laws, regulations or governmental requirements); utilities on or near the property; costs of operating or managing the property; presence or absence of toxic materials or hazardous substances in, on, under, around or about the property; condition of title to the property; or any other matter bearing on the use, value, or condition of the property.

5. ESCROW AND CLOSING

5.1. Escrow. Upon completed preparation of the Area A Lot, Area B Lot, and Area C Easement Drawing pursuant to section 3.1, a fully executed copy of this Agreement shall be deposited with _____ Title Company, at Truckee, California (the “**Title Company**”), and such delivery shall constitute the opening of an escrow (the “**Escrow**”) for consummating the exchange and transfer of the real property interests under this Agreement. The Escrow shall be subject to the standard conditions for acceptance of escrow and standard escrow instructions, but only to the extent that the standard conditions and instructions impose no additional obligations or liabilities on the parties, and further subject to the terms and conditions of this Agreement. In the case of any conflict between this Agreement and any standard escrow conditions or instructions, this Agreement shall govern. The close of Escrow shall take place at the offices of the Title Company as soon as convenient after satisfaction or waiver of the conditions precedent set forth in section 6, unless extended by mutual agreement of the parties (the “**Close of Escrow**”).

5.2. Agency Documents. At least one business day prior to the Close of Escrow, Agency shall deposit with the Title Company the following documents:

(a) Grant deed in recordable form and duly approved, executed, and notarized by Agency conveying good, marketable, and insurable fee simple title to the Area A Lot to District;

(b) Area C Easement in recordable form and duly approved, executed, and notarized by Agency conveying the easement to District;

(c) Resolution or certificate of acceptance accepting and authorizing the recording of the Area B Lot grant deed;

(d) Agency’s share of the fees and costs described in section 5.5; and,

(e) Such other instruments or documents as are reasonably required by the terms of this Agreement or by the Title Company in order to consummate the closing.

5.3. District Documents. At least one business day prior to the Close of Escrow, District shall deposit with the Title Company the following documents:

(a) Grant deed in recordable form and duly approved, executed, and notarized by District conveying good, marketable, and insurable fee simple title to the Area B Lot to Agency;

(b) Resolution or certificate of acceptance accepting and authorizing the recording of the Area A Lot grant deed and the Area C Easement;

(c) District's share of the fees and costs described in section 5.5; and,

(d) Such other instruments or documents as are reasonably required by the terms of this Agreement or by the Title Company in order to consummate the closing.

5.4. Close of Escrow. After all the requirements of section 3 have been satisfied and all conditions precedent set forth in section 6 have been satisfied or waived, the parties shall instruct the Title Company to close Escrow by taking the following actions:

(a) Good, marketable and insurable fee simple title to the Area A Lot shall be transferred and conveyed to District by recording with the county recorder the grant deed (marked to return to District);

(b) The Area C Easement shall be transferred and conveyed to District by recording the easement with the county recorder (marked to return to District);

(c) Good, marketable and insurable fee simple title to the Area B Lot shall be transferred and conveyed to Agency by recording with the county recorder the grant deed (marked to return to Agency);

(d) Each Title Policy, subject only to the Approved Real Property Exceptions, shall be delivered to the appropriate party; and,

(e) Expenses of Escrow, prorated items and other adjustments provided for in this Agreement shall be charged or credited, as the case may be, to Agency and District as provided in sections 3 and 5.5.

Following Close of Escrow, possession of the Area A Lot shall be delivered to District, free and clear of all occupancies and uses, and possession of the Area B Lot shall be delivered to Agency, free and clear of all occupancies and uses.

5.5. Prorations and Expenses. Non-delinquent real property taxes and assessments (if any; Area A, Area B, and Area C currently are tax-exempt) shall be prorated on the basis of actual days elapsed and a 365-day year, between Agency and District as of the Close of Escrow. Any delinquent real property taxes, assessments and other charges collected on the tax roll shall be brought current by grantor party prior to Close of Escrow. The parties shall split 50%/50% the closing and related costs, including real estate transfer taxes, recording fees, and Escrow fees. Each party shall pay the title insurance fees and costs for its Title Policy. Following Close of Escrow, each grantee party shall be responsible for any real

property taxes, assessments, or other charges levied against the real property it acquires under this Agreement.

5.6. Agreement and Escrow Termination. Should this Agreement be terminated according to its terms or by mutual consent of the parties prior to Close of Escrow, then all documents in Escrow shall be returned by the Title Company to the party having deposited the same and each party shall be released from all further obligations and liabilities under this Agreement (except that a party shall retain its breach of contract rights and remedies in the event of an Agreement default by the other party). If the Title Company charges any cancellation fees or charges or other customary escrow or title fees or charges, such fees and charges shall be borne equally between the parties.

6. CONDITIONS PRECEDENT TO CLOSING; FAILURE OF CONDITIONS

6.1. Mutual Conditions Precedent. Each party's obligations under this Agreement are subject to the satisfaction (or waiver by both parties) prior to Close of Escrow of the following mutual conditions precedent:

(a) The parties shall have approved the final Area A Lot, Area B Lot, Area C Easement Drawing, and Area C Easement pursuant to sections 3.1 and 3.2.

(b) The Town of Truckee and County of Nevada shall have approved the parcel map applications pursuant to section 3.3 and the parcel maps shall have been recorded in the Nevada County Recorder's Office.

(c) The Town of Truckee Community Development Department and Nevada County Planning Department have approved the proposed real property exchange transaction pursuant to California Government Code section 65402(c) or Town or County disapproval have been overruled by Agency and District.

(d) The FAA shall have approved the real property exchange transactions pursuant to section 3.5.

6.2. District Conditions Precedent. District's obligations under this Agreement are subject to satisfaction (or waiver by District in its sole discretion) prior to Close of Escrow of the following conditions precedent:

(a) District shall have approved the status of the title to the Area A Lot and Area C Easement area pursuant to section 3.1, and the Title Company is prepared to issue the Title Policy to District.

(b) Agency shall have delivered to the Title Company the documents and other deliverables listed in section 5.2.

(c) There shall have been no material damage to the Area A Lot or Area C Easement area, nor any proceeding in eminent domain threatened or commenced in respect of such property or any part of it.

(d) All representations and warranties of Agency under this Agreement shall be true and correct in all material respects as of the Close of Escrow.

(e) Agency shall have performed or complied in all material respects with all covenants, agreements, and conditions set forth in this Agreement on its part to be performed or complied with at or prior to Close of Escrow.

6.3. Agency Conditions Precedent. Agency's obligations under this Agreement are subject to satisfaction (or waiver by Agency in its sole discretion) prior to Close of Escrow of the following conditions precedent:

(a) School District has given its written consent pursuant to section 3.6.

(b) Agency shall have approved the status of the title to the Area B Lot pursuant to section 3.1, and the Title Company is prepared to issue the Title Policy to Agency.

(c) District shall have delivered to the Title Company the documents and other deliverables listed in section 5.3.

(d) There shall have been no material damage to the Area B Lot, nor any proceeding in eminent domain threatened or commenced in respect of such property or any part of it.

(e) All representations and warranties of District under this Agreement shall be true and correct in all material respects as of the Close of Escrow.

(f) District shall have performed or complied in all material respects with all covenants, agreements, and conditions set forth in this Agreement on its part to be performed or complied with at or prior to Close of Escrow.

6.4. Failure of Conditions. Should any of the conditions set forth in sections 6.1 to 6.3 not be satisfied or waived prior to the Close of Escrow, then the party entitled to the benefit of the condition shall have the option to either waive the condition and close Escrow or terminate this Agreement. Nothing in this section shall be construed to limit a party's breach of contract rights and remedies in the event of an Agreement default by the other party.

7. REPRESENTATIONS AND WARRANTIES; INDEMNIFICATION

7.1. District Representations. In consideration of Agency entering into this Agreement and as an inducement to Agency to sell and convey property to District, District represents and warrants to Agency that as of the date of this Agreement and the Close of Escrow:

(a) District is duly organized, validly existing, and in good standing under the laws of California and the person(s) executing this Agreement on behalf of District have the full right and authority to execute this Agreement on behalf of District and to bind District to the obligations in this Agreement (subject to the conditions precedent in section 6).

(b) This Agreement and all documents to be executed by District and delivered to Agency upon Close of Escrow are, or at the time of the Close of Escrow will be (i) duly authorized, properly executed, and delivered by District, and (ii) legal, valid, and binding obligations of District enforceable in accordance with their terms.

(c) The execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement will not conflict with or constitute a default under any of the terms, conditions, or provisions of any other agreement or judicial order to which District is a party or by which District is bound.

(d) District is or will be as of the Close of Escrow vested with fee simple title to the Area B Lot, subject only to the Approved Real Property Exceptions.

(e) Except as disclosed in the Title Policy, there are no leases, rental agreements, licenses, or other agreements or occupancies allowing any third-party rights to use all or any portion of the Area B Lot.

(f) Except for the representations and warranties of Agency contained in Section 7.2, District acknowledges that it will be acquiring the Area A Lot and Area C Easement as is, where is, and with all faults, and without any representation or warranty of Agency as to the nature or condition of title to the property, the physical condition of the property, the uses of the property, or any use limitations.

(g) District has no knowledge of any pending or threatened litigation, administrative proceeding or other legal or governmental action affecting the Area B Lot or against District and related to or arising from District's interest in the Area B Lot.

(h) District has not used or stored Hazardous Materials on the Area B Lot in any manner that violates federal, state or local laws, ordinances, rules or regulations governing the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials. To the best of District's knowledge, no prior owner, tenant, subtenant, or occupant has used or stored Hazardous Materials on the Area B Lot in any manner that violates federal, state or local laws, ordinances, rules or regulations governing the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials. District has not received any notice concerning any violation or alleged violation of federal, state or local laws, ordinances, rules or regulations governing the use, storage, treatment, transportation, manufacture, handling, production or disposal of Hazardous Materials on the Area B Lot. For purposes of this Agreement, "**Hazardous Materials**" means any hazardous or toxic substances or related materials defined as such in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. section 9601 et seq.), the Hazardous Materials Transportation Act, as amended (49 U.S.C. section 1801 et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. section 9601 et seq.), and in the regulations promulgated pursuant to those acts, or any other federal or state statute or regulation.

7.2. Agency Representations. In consideration of District entering into this Agreement and as an inducement to District to sell and convey property to Agency, Agency represents and warrants to District that as of the date of this Agreement and the Close of Escrow:

(a) Agency is duly organized, validly existing, and in good standing under the laws of California and the person(s) executing this Agreement on behalf of Agency have the full

right and authority to execute this Agreement on behalf of Agency and to bind Agency to the obligations in this Agreement (subject to the conditions precedent in section 6).

(b) This Agreement and all documents to be executed by Agency and delivered to Agency upon Close of Escrow are, or at the time of the Close of Escrow will be (i) duly authorized, properly executed, and delivered by Agency, and (ii) legal, valid, and binding obligations of Agency enforceable in accordance with their terms.

(c) The execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement will not conflict with or constitute a default under any of the terms, conditions, or provisions of any other agreement or judicial order to which Agency is a party or by which Agency is bound.

(d) Agency is or will be as of the Close of Escrow vested with fee simple title to the Area A Lot and Area C Easement area, subject only to the Approved Real Property Exceptions.

(e) Except for the School District lease referred to in section 3.6 and as otherwise disclosed in the Title Policy, there are no leases, rental agreements, licenses, or other agreements or occupancies allowing any third-party rights to use all or any portion of the Area A Lot or Area C Easement area.

(f) Except for the representations and warranties of District contained in Section 7.1, Agency acknowledges that it will be acquiring the Area B Lot as is, where is, and with all faults, and without any representation or warranty of Agency as to the nature or condition of title to the property, the physical condition of the property, the uses of the property, or any use limitations.

(g) Agency has no knowledge of any pending or threatened litigation, administrative proceeding or other legal or governmental action affecting the Area A Lot or Area C Easement area against Agency and related to or arising from Agency's interest in the Area A Lot or Area C Easement area.

(h) Agency has not used or stored Hazardous Materials on the Area A Lot or Area C Easement area in any manner that violates federal, state or local laws, ordinances, rules or regulations governing the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials. To the best of Agency's knowledge, no prior owner, tenant, subtenant, or occupant has used or stored Hazardous Materials on the Area A Lot or Area C Easement area in any manner that violates federal, state or local laws, ordinances, rules or regulations governing the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials. Agency has not received any notice concerning any violation or alleged violation of federal, state or local laws, ordinances, rules or regulations governing the use, storage, treatment, transportation, manufacture, handling, production or disposal of Hazardous Materials on the Area A Lot or Area C Easement area.

7.3. Agency Indemnification. Agency shall indemnify, defend, and hold harmless District from all loss, cost, liability, expense, damage, or other injury, including without limitation, attorney fees and expenses, incurred by reason of or in any manner resulting

from the breach of a warranty or representation in this section 7 or any third-party claim or lawsuit relating to the Area B Lot and arising out of or related to an occurrence or incident that occurred prior to the Close of Escrow.

7.4. District Indemnification. District shall indemnify, defend, and hold harmless Agency from all loss, cost, liability, expense, damage, or other injury, including without limitation, attorney fees and expenses, incurred by reason of or in any manner resulting from the breach of a warranty or representation in this section 7 or any third-party claim or lawsuit relating to the Area A Lot or Area C Easement area and arising out of or related to an occurrence or incident that occurred prior to the Close of Escrow.

8. RISK OF LOSS. Each party shall bear the risk of loss of or damage to its real property from fire or other casualty until Close of Escrow. In the event of any material damage to or destruction of the Area A, Area B or Area C property by fire or other casualty, whether or not insured, or the taking of all or part of such property by power of eminent domain, prior to Close of Escrow, a grantee party may, at its option, at any time prior to the Close of Escrow, either:

8.1. Terminate this Agreement; or

8.2. Elect to proceed with the Close of Escrow, in which event the grantor party shall do the following: deliver to the grantee party at Close of Escrow (a) any insurance proceeds received by the grantor party and related to the damage to or destruction of the property (but excluding monies that have been spent or incurred by the grantor party in the repair of the property), (b) any eminent domain proceeds, and (c) a written assignment of all rights and claims of the grantor party under any applicable insurance policy; and, fully cooperate with and assist the grantee party in adjusting any loss and perfecting and pursuing any claim under any applicable insurance policy. In the event of any non-material damage or destruction, the parties shall proceed under this section 8.2.

9. GENERAL PROVISIONS

9.1. Brokers. In the event any broker, salesperson or other person perfects a claim for a real estate commission or other similar fee based upon the sale and transfer to District of the Property, the party through whom the broker, salesperson or other person makes its claim shall be solely responsible for the commission or other fee and shall indemnify and hold harmless the other party from the claim and all liabilities, costs and expenses related to such claim.

9.2. Survival. The parties' representations and warranties contained in this Agreement shall survive the Close of Escrow and continue for a period of one year thereafter and shall thereupon expire and be of no further force and effect; except that parties' representation and warranties set forth in sections 7.1(f) and 7.2(f) shall survive the Close of Escrow indefinitely. Any claim for breach of any such representation and warranty must be made in writing within 30 days from the date of the breach or shall be waived. However, if any such claim is timely initiated within the one-year and 30 days period, it may be pursued to completion by the claiming party. The waivers of claims or rights, the releases, and the indemnification obligations of the parties shall survive the Close of Escrow or the earlier termination of this Agreement.

9.3. Entire Agreement. The parties intend this document to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their Agreement concerning the subject matter of this document. This Agreement supersedes all prior oral or written negotiations, representations, contracts, or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

9.4. Construction and Interpretation. The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this Agreement.

9.5. Waiver. The waiver at any time by any party of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or matter.

9.6. Remedies Not Exclusive. The remedies provided in this Agreement are cumulative and not exclusive, and are in addition to any other remedies that may be provided by law or equity. The exercise by either party of any remedy under this Agreement shall be without prejudice to the enforcement of any other remedy.

9.7. Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, so long as the rights and obligations of the parties are not materially and adversely affected.

9.8. Successors and Assigns. This Agreement shall bind and inure to the benefit of the respective successors and assigns of the parties.

9.9. Amendment. This Agreement may be modified or amended only by a subsequent written agreement approved and executed by both parties. Amendment by Agency requires approval by its Board of Directors.

9.10. Further Assurances and Cooperation. In order to carry out and give full effect to this Agreement, each party will use all reasonable efforts to provide such information, sign and deliver such further instruments and documents, and take such actions as may be reasonably requested by the other party, so long as not inconsistent with the provisions of this Agreement and not involving the assumption of obligations or liabilities different from, in excess of, or in addition to those expressly provided for in this Agreement. The parties will reasonably cooperate with each other to carry out the purpose and intent of this Agreement, including providing assistance in obtaining approvals and permits from regulatory agencies required to perform the obligations under this Agreement.

9.11. Headings. Headings are inserted for convenience of reference only and shall not be utilized to construe, limit, or otherwise interpret this Agreement.

9.12. Notices. Any notice, consent, approval, or other communication (collectively "Notice") required or permitted to be given under this Agreement shall be in writing and

delivered or sent either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with a confirmed receipt. Any Notice so delivered or sent will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the receipt of the emailed Notice. Notices required or permitted to be given under this Agreement shall be addressed as follows:

Agency: General Manager Tahoe-Truckee Sanitation Agency 13720 Butterfield Drive Truckee, CA 96161 lgriffin@ttsa.net	District: General Manager Tahoe-Truckee Airport District 10356 Truckee Airport Road Truckee, CA 96161 kevin.smith@truckeetahoeairport.com
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Any party may change its contact information by notifying the other party in writing of the change of address.

TAHOE-TRUCKEE SANITATION AGENCY

TAHOE-TRUCKEE AIRPORT DISTRICT

Dated: MAY 15, 2019

Dated: May 22, 2019

By: 

LaRue Griffin, General Manager

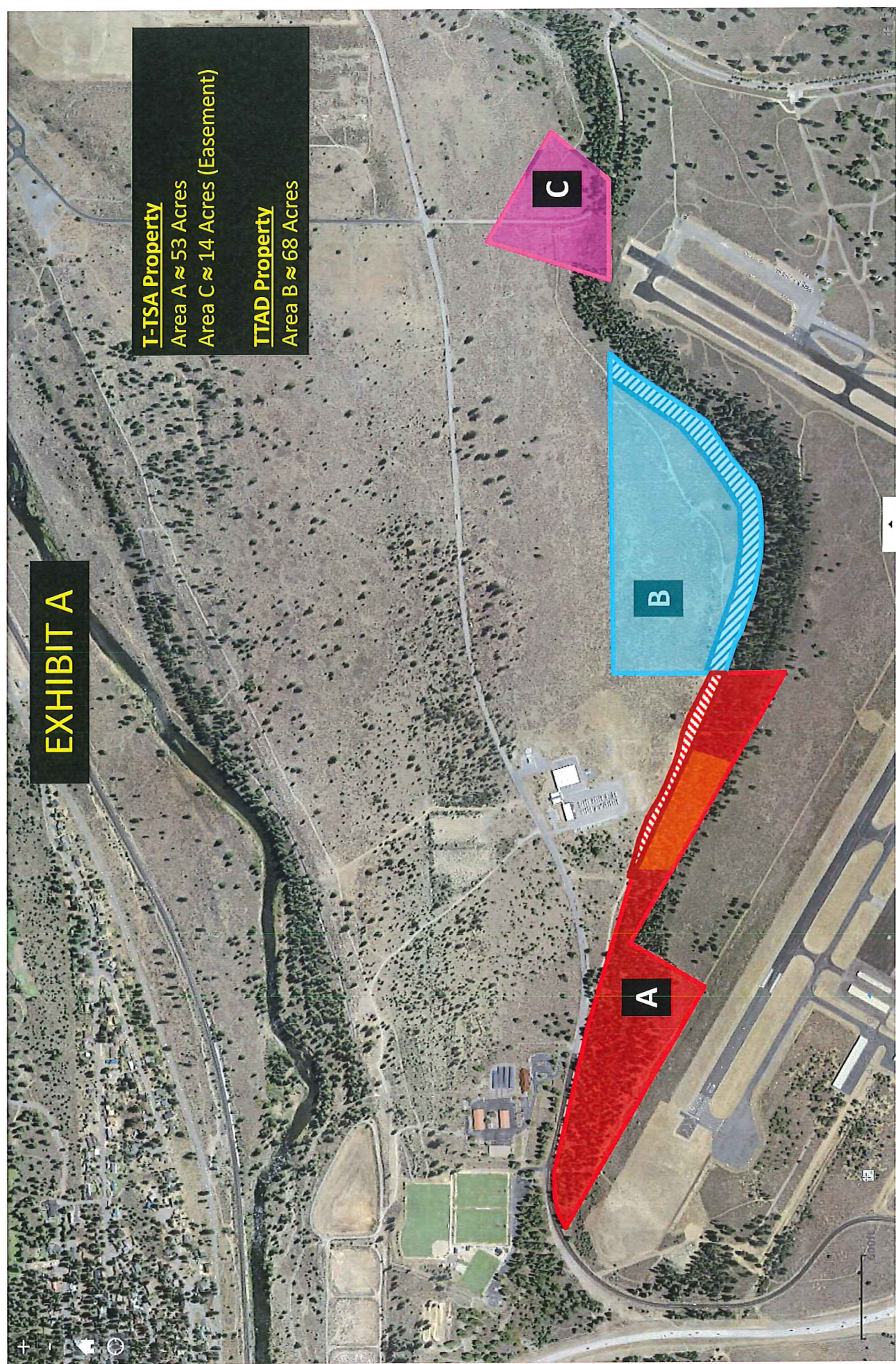
By: 

Kevin Smith, General Manager

EXHIBIT A

T-TSA Property
Area A ≈ 53 Acres
Area C ≈ 14 Acres (Easement)

TTAD Property
Area B ≈ 68 Acres



A

B

C