



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
January 19, 2022

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
S. Lane Lewis
Dale Cox
David Smelser
General Manager
LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: January 19, 2022

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/88694239670>. To participate via audio teleconference, join the meeting with the following call-in information: Toll-Free phone no. (888) 475-4499, access code: 886-9423-9670#.

Public comments will be accepted by the Board and should be submitted to Roshelle Chavez, Board Clerk, at rchavez@ttsa.net, 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.

- 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. Report from December 15, 2021 closed session meeting.
2. Approval of the minutes of the regular Board meeting on December 15, 2021.
3. Approval of Agency Organizational Chart.
4. Approval of Agency Debt Management Policy.
5. Approval to solicit bids for the 2022 Plant Coating project.
6. Discussion of in-person Board of Directors meeting.

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. Closed session for public employee performance evaluation of the General Manager position.

X. Adjournment

Posted and Mailed, 01/13/21



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.net. 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 19, 2022
To: Board of Directors
From: LaRue Griffin, 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 19, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: AB 361 Action

Background

In light of the 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. The Omicron Variant has emerged and now accounts for the majority of recent COVID-19 cases.

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: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: LaRue Griffin, 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 19, 2022
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.

Achievements and Promotions

California Water Environmental Association (CWEA) Sierra Section Awards

1. Mark Messerschmidt, Maintenance Mechanic III, has received the CWEA Sierra Section 2021 Mechanical Technician of the Year award.
2. Brandon Dimond, Operations Supervisor, has received the CWEA Sierra Section 2021 Plant Operator of the Year award.

Awards

Safety Suggestion Awards (4th Quarter 2021)

Ryan Schultz:

1. Relocate the 2-Water Pond vault controls (Hydro Ranger, Relays, UPS, etc.) to the outside area above the vault to eliminate most confined space entries for E&I staff.
2. Install fall protection guard railing for the unprotected edge at the outside area on the top floor of BNR.
3. Replace floor mats in vehicles with proper fitting floor mats (i.e., Weathertech) to prevent mats from getting caught on the accelerator while driving.
4. Retain the old LEL analyzer in headworks as it would provide better atmospheric monitoring.

Anthony Salinas:

1. Purchase high temperature gloves to use with bearing heater and make these gloves a regular stock item in the warehouse.
2. Purchase tool belts for maintenance staff for the safe use of ladders (maintaining 3 points of contact).
3. Create posters of B-Kit tool and device diagrams to affix to walls in the chlorine building as a visual reference to use during chlorine leak emergencies.

Vicky Lufrano:

1. Replace the broken valve box cover outside the administrative building office window near the HVAC back door. Audit entire plant for damaged valve box covers and replace them.

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

5 Years

- Jessie Denham – January 2022

Fiscal Impact

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


Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-1
Subject: Ratify payment of general fund warrants

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 January 10 meeting.

All warrants are paid for the previous calendar month(s).

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
1000 BULBS				
	87863	12/16/2021	6250 Lumens - 50 Watt	178.98
Total 1000 BULBS:				178.98
AIRGAS USA LLC				
	87864	12/16/2021	CYLINDER RENTALS	75.20
	87864	12/16/2021	CYLINDER RENTALS	51.80
	87864	12/16/2021	CYLINDER RENTALS	28.40
Total AIRGAS USA LLC:				155.40
ALESHIRE & WYNDER LLP				
	87828	12/09/2021	NOVEMBER FEES	7,408.00
Total ALESHIRE & WYNDER LLP:				7,408.00
ALLIANT INSURANCE SERVICES INC				
	87800	12/02/2021	POLLUTION LIABILITY RENEWAL 12/2/21-12/2/22	8,268.26
Total ALLIANT INSURANCE SERVICES INC:				8,268.26
ALPHA ANALYTICAL INC				
	87829	12/09/2021	TEICHERT SOIL SEPT 2021	4,250.00
	87829	12/09/2021	2021 ANNUAL CHEM SLUDGE 2	787.50
	87829	12/09/2021	2021 DEWATERED CLASS B SLUDGE 2	787.50
	87829	12/09/2021	SEPTEMBER 2021 BARIUMS	385.00
	87829	12/09/2021	TEICHERT SOIL	1,025.00
	87829	12/09/2021	OCTOBER 2021 TOC	462.50
	87829	12/09/2021	4Q 2021 THM	360.00
	87829	12/09/2021	OCTOBER 2021 BARIUMS	210.00
	87901	12/30/2021	4TH QTR 2021 THM	475.00
	87901	12/30/2021	4TH QTR 2021 BIOSOLIDS	375.00
	87901	12/30/2021	4TH QTR 2021 THM	362.50
	87901	12/30/2021	4TH QTR EFFLUENT QUARTERLY	295.00
	87901	12/30/2021	TEICHERT SOIL NOVEMBER	120.00
Total ALPHA ANALYTICAL INC:				9,895.00
ALPINE LOCK & KEY				
	87865	12/16/2021	LAB OFFICE DOOR RE-KEY	206.33
Total ALPINE LOCK & KEY:				206.33
ANNIE'S CLEANING SERVICE				
	87866	12/16/2021	NOVEMBER 2021 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
ARAMARK WORK APPAREL				
	87801	12/02/2021	MATS	168.90
	87801	12/02/2021	TOWELS	10.61
	87801	12/02/2021	SVC CHARGE	10.00
	87880	12/22/2021	MATS	168.90
	87880	12/22/2021	TOWELS	10.26
	87880	12/22/2021	SVC CHARGE	10.00

Payee	Check Number	Check Issue Date	Description	Amount
Total ARAMARK WORK APPAREL:				378.67
AT&T 530 582-0827 966 5				
	87802	12/02/2021	NOVEMBER INVOICE 10%	92.42
	87802	12/02/2021	NOVEMBER INVOICE 90%	831.82
	87902	12/30/2021	DECEMBER INVOICE	92.58
	87902	12/30/2021	DECEMBER INVOICE	833.25
Total AT&T 530 582-0827 966 5:				1,850.07
AT&T 831-000-9983 804				
	87903	12/30/2021	DECEMBER INVOICE	155.06
	87903	12/30/2021	DECEMBER INVOICE	1,395.61
Total AT&T 831-000-9983 804:				1,550.67
AVAYA INC				
	87803	12/02/2021	QUARTERLY BILL	906.57
Total AVAYA INC:				906.57
AWAXX SYSTEMS INC.				
	87830	12/09/2021	NEW EXIT GATE PER ESTIMATE #4004	24,689.50
Total AWAXX SYSTEMS INC.:				24,689.50
BARTKIEWICZ, KRONICK & SHANAHAN				
	87867	12/16/2021	NOVEMBER 2021 FEES	5,346.25
Total BARTKIEWICZ, KRONICK & SHANAHAN:				5,346.25
BASIC BENEFITS, LLC				
	87899	12/21/2021	DECEMBER COBRA	7.24 M
	87899	12/21/2021	DECEMBER COBRA	3.62 M
	87899	12/21/2021	DECEMBER COBRA	.90 M
	87899	12/21/2021	DECEMBER COBRA	11.76 M
	87899	12/21/2021	DECEMBER COBRA	3.62 M
	87899	12/21/2021	DECEMBER COBRA	7.24 M
	87899	12/21/2021	DECEMBER COBRA	3.62 M
	87899	12/21/2021	DECEMBER COBRA	1.80 M
	87899	12/21/2021	DECEMBER COBRA	.90 M
	12022101	12/02/2021	NOVEMBER COBRA	7.24 M
	12022101	12/02/2021	NOVEMBER COBRA	3.62 M
	12022101	12/02/2021	NOVEMBER COBRA	.90 M
	12022101	12/02/2021	NOVEMBER COBRA	11.75 M
	12022101	12/02/2021	NOVEMBER COBRA	3.62 M
	12022101	12/02/2021	NOVEMBER COBRA	7.24 M
	12022101	12/02/2021	NOVEMBER COBRA	3.62 M
	12022101	12/02/2021	NOVEMBER COBRA	1.81 M
	12022101	12/02/2021	NOVEMBER COBRA	.90 M
Total BASIC BENEFITS, LLC:				81.40
CASA				
	87868	12/16/2021	2021/2022 AGENCY ANNUAL DUES	17,100.00

Payee	Check Number	Check Issue Date	Description	Amount
Total CASA:				17,100.00
CDW-G				
	87804	12/02/2021	HP 414A BLACK ORIG TONER	80.97
Total CDW-G:				80.97
CH2M HILL				
	87869	12/16/2021	#37 SCADA & INFORMATION TECHNOLOGY MASTER PLANNING SERVICES	24,132.07
	87881	12/22/2021	#32 HEADWORKS IMPROVEMENTS PROJECT	45,945.70
	87881	12/22/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	12,077.42
	87904	12/30/2021	TASK ORDER #37 - SCADA INFORMATION TECHNOLOGY	22,608.94
Total CH2M HILL:				104,764.13
CHAMPION CHEVROLET - GEO				
	87805	12/02/2021	Headlamp	169.95
	87805	12/02/2021	Headlamp	169.78
	87805	12/02/2021	Headlamp	180.69
	87805	12/02/2021	Headlamp	180.69
	87805	12/02/2021	Headlamp	281.43
	87805	12/02/2021	Headlamp	281.43
Total CHAMPION CHEVROLET - GEO:				1,263.97
CHARD SNYDER & ASSOCIATES				
	87806	12/02/2021	OCTOBER ADMIN FEE	42.00
	87806	12/02/2021	OCTOBER ADMIN FEE	17.00
	87806	12/02/2021	OCTOBER ADMIN FEE	3.00
	87806	12/02/2021	OCTOBER ADMIN FEE	78.00
	87806	12/02/2021	OCTOBER ADMIN FEE	27.00
	87806	12/02/2021	OCTOBER ADMIN FEE	39.00
	87806	12/02/2021	OCTOBER ADMIN FEE	15.00
	87806	12/02/2021	OCTOBER ADMIN FEE	9.00
	87806	12/02/2021	OCTOBER ADMIN FEE	3.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	42.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	17.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	3.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	78.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	27.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	39.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	15.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	9.00
	87806	12/02/2021	NOVEMBER ADMIN FEE	3.00
	87900	12/21/2021	SEPTEMBER ADMIN FEE	42.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	17.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	3.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	78.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	27.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	39.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	15.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	9.00 M
	87900	12/21/2021	SEPTEMBER ADMIN FEE	3.00 M
	12162101	12/16/2021	HRA	357.38
	12162101	12/16/2021	HRA	43.06
	12162101	12/16/2021	HRA	13.58

Payee	Check Number	Check Issue Date	Description	Amount
	12212101	12/21/2021	HRA	51.23 M
	12212101	12/21/2021	HRA	323.77 M
	12212101	12/21/2021	HRA	349.00 M
	12212101	12/21/2021	HRA	11.97 M
	12212101	12/21/2021	HRA	1,256.75 M
	12212101	12/21/2021	HRA	364.80 M
	12212101	12/21/2021	HRA	220.82 M
	12212101	12/21/2021	FSA	8.03 M
	12212101	12/21/2021	HRA	425.00 M
	12212101	12/21/2021	DCA	192.31 M
	12212101	12/21/2021	HRA	13.98 M
	12212101	12/21/2021	HRA	548.80 M
	12212101	12/21/2021	HRA	2,538.56 M
	12212101	12/21/2021	HRA	92.92 M
	12212101	12/21/2021	HRA	67.45 M
	12212101	12/21/2021	HRA	219.00 M
	12212101	12/21/2021	HRA	10.00 M
	12212101	12/21/2021	HRA	37.71 M
	12212101	12/21/2021	FSA	11.89 M
	12212101	12/21/2021	HRA	35.00 M
	12212101	12/21/2021	HRA	96.29 M
	12212101	12/21/2021	HRA	23.11 M
	12212101	12/21/2021	FSA	41.96 M
	12212101	12/21/2021	HRA	95.17 M
	12212101	12/21/2021	HRA	120.04 M
	12212101	12/21/2021	HRA	34.00 M
	12212101	12/21/2021	HRA	14.10 M
	12212101	12/21/2021	HRA	11.91 M
	12212101	12/21/2021	HRA	15.00 M
	12212101	12/21/2021	HRA	5.00 M
	12212101	12/21/2021	HRA	5.00 M
	12212101	12/21/2021	HRA	60.82 M
	12212101	12/21/2021	FSA	1.40 M
	12212101	12/21/2021	HRA	880.00 M
	12212101	12/21/2021	HRA	235.50 M
	12212101	12/21/2021	HRA	20.00 M
	12212101	12/21/2021	HRA	35.00 M
	12212101	12/21/2021	HRA	50.00 M
	12212101	12/21/2021	HRA	85.00 M
	12212101	12/21/2021	FSA	265.00 M
	12212101	12/21/2021	HRA	120.00 M
	12212101	12/21/2021	HRA	15.69 M
	12212101	12/21/2021	HRA	607.80 M
	12212101	12/21/2021	HRA	68.20 M
	12212101	12/21/2021	HRA	17.52 M
	12212101	12/21/2021	HRA	20.00 M
	12212101	12/21/2021	HRA	800.02 M
	12212101	12/21/2021	HRA	530.82 M
	12212101	12/21/2021	HRA	70.00 M
	12212101	12/21/2021	HRA	47.16 M
	12272101	12/27/2021	HRA	15.00
	12272101	12/27/2021	HRA	35.00
	12272101	12/27/2021	HRA	70.00
	12272101	12/27/2021	HRA3 VISION	112.00
	12272101	12/27/2021	HRA	89.00
	12272101	12/27/2021	HRA3 VISION	400.00
	12272101	12/27/2021	HRA3 VISION	161.52

Payee	Check Number	Check Issue Date	Description	Amount
	12272101	12/27/2021	HRA	2.67
	12272101	12/27/2021	HRA	177.19
	12272101	12/27/2021	HRA	62.76
	12272101	12/27/2021	HRA3 VISION	241.30
	12272101	12/27/2021	HRA	37.99
	12272101	12/27/2021	DCA	192.25
	12272101	12/27/2021	FSA	345.06
	12272101	12/27/2021	HRA	198.99
	12272101	12/27/2021	HRA	70.00
	12272101	12/27/2021	HRA	425.25
	12272101	12/27/2021	HRA	70.00
	12272101	12/27/2021	HRA	35.00
	12272101	12/27/2021	HRA	197.70
	12272101	12/27/2021	HRA	2,095.42
Total CHARD SNYDER & ASSOCIATES:				17,317.62
CLARK PEST CONTROL				
	87807	12/02/2021	NOVEMBER INVOICE	281.00
	87882	12/22/2021	DECEMBER 2021 INVOICE	281.00
Total CLARK PEST CONTROL:				562.00
COMBINED FLUID PRODUCTS COMPANY				
	87831	12/09/2021	THOMAS DIAPHRAGM- BUNA N.	50.78
	87831	12/09/2021	THOMAS LINER - Ø3.141"	62.30
Total COMBINED FLUID PRODUCTS COMPANY:				113.08
CORELOGIC INFORMATION SOLUTIONS, IN				
	87832	12/09/2021	NOVEMBER 2021 INVOICE	491.73
Total CORELOGIC INFORMATION SOLUTIONS, IN:				491.73
CRYSTAL SUBLET				
	87883	12/22/2021	DEC 2021 PHONE	18.04
Total CRYSTAL SUBLET:				18.04
CWEA				
	87808	12/02/2021	MEMBERSHIP RENEWAL	192.00
	87833	12/09/2021	CERTIFICATION RENEWAL	91.00
	87833	12/09/2021	CERTIFICATION RENEWAL	106.00
	87870	12/16/2021	CERTIFICATION RENEWAL	106.00
	87884	12/22/2021	MEMBERSHIP RENEWAL	192.00
	87884	12/22/2021	MEMBERSHIP RENEWAL	192.00
	87884	12/22/2021	MEMBERSHIP RENEWAL	192.00
	87884	12/22/2021	MEMBERSHIP RENEWAL	192.00
	87884	12/22/2021	MEMBERSHIP RENEWAL	192.00
	87884	12/22/2021	MEMBERSHIP RENEWAL	192.00
	87884	12/22/2021	CERTIFICATION RENEWAL	101.00
Total CWEA:				1,556.00
DANIEL FRAMAN CONSTRUCTION				
	87860	12/15/2021	CONNECTION FEE REFUND	4,888.00

Payee	Check Number	Check Issue Date	Description	Amount
Total DANIEL FRAIMAN CONSTRUCTION:				4,888.00
DATCO SERVICES CORP.				
	87809	12/02/2021	BACKGROUND CHECK	135.00
Total DATCO SERVICES CORP.:				135.00
DELL COMPUTER CORP. C/O DELL USA L.				
	87905	12/30/2021	Dell OptiPlex 7090 Small Form Factor	1,141.64
Total DELL COMPUTER CORP. C/O DELL USA L.:				1,141.64
DIGI-KEY				
	87810	12/02/2021	777-P2 SYMCOM 3-Phase Overload Relay	604.68
Total DIGI-KEY:				604.68
EURO STYLE MANAGEMENT				
	87871	12/16/2021	RETENTION #1 PLANT COATING IMPROVEMENTS	2,390.97
	87871	12/16/2021	RETENTION #2 PLANT COATING IMPROVEMENTS	1,990.00
	87871	12/16/2021	RETENTION #3 PLANT COATING IMPROVEMENTS	3,950.50
	87871	12/16/2021	RETENTION #4 PLANT COATING IMPROVEMENTS	10,995.08
	87871	12/16/2021	RETENTION #5 PLANT COATING IMPROVEMENTS	4,867.84
	87871	12/16/2021	RETENTION #6 PLANT COATING IMPROVEMENTS	1,100.00
Total EURO STYLE MANAGEMENT:				25,294.39
FERGUSON ENTERPRISES, INC. #1423				
	87885	12/22/2021	3/4X20 PVC S40 PIPE	154.00
Total FERGUSON ENTERPRISES, INC. #1423:				154.00
FISHER SCIENTIFIC COMPANY				
	87886	12/22/2021	Sulfuric Acid, 1N, Ricca Chemical	78.12
	87886	12/22/2021	Fisherbrand™ Solid Neoprene Rubber Stoppers	199.30
	87886	12/22/2021	Thermo Scientific™ Tryptic Soy Broth	471.73
	87886	12/22/2021	Tri-Cornered Polypropylene Beakers	361.75
	87906	12/30/2021	Bel-Art™ SP Scienceware™ Broken Glass Disposal Boxes	152.31
	87906	12/30/2021	Cable Tie Assortment Kit	70.69
	87906	12/30/2021	SHIPPING	12.98
Total FISHER SCIENTIFIC COMPANY:				1,346.88
GFS CHEMICALS INC				
	87907	12/30/2021	AMMONIUM CHLORIDE, LOW NITRATE, ACS REAGENT, 500 g	56.95
	87907	12/30/2021	POTASSIUM ACID PHTHALATE, PRIMARY STANDARD (ACS), 500 g	82.93
	87907	12/30/2021	POTASSIUM PHOSPHATE, DIBASIC, ACS REAGENT	91.38
	87907	12/30/2021	PHENOLPHTHALEIN, ACS REAGENT, 100 g	43.79
	87907	12/30/2021	ISOPROPYL ALCOHOL, ACS REAGENT, 1L	35.12
	87907	12/30/2021	SODIUM CHLORIDE, ACS REAGENT, 500 g	36.71
	87907	12/30/2021	SODIUM BROMIDE, ACS REAGENT, 100 g	33.35
	87907	12/30/2021	SODIUM NITRITE, ACS REAGENT, 100 g	32.28
	87907	12/30/2021	SODIUM NITRATE, ACS REAGENT, 500 g	52.41
	87907	12/30/2021	POTASSIUM SULFATE, GRANULAR, ACS REAGENT, 500 g	52.13
	87907	12/30/2021	SHIPPING	43.26

Payee	Check Number	Check Issue Date	Description	Amount
Total GFS CHEMICALS INC:				560.31
GLOBAL INDUSTRIAL				
	87834	12/09/2021	BALDOR RELIANCE MOTOR VM3542	801.10
Total GLOBAL INDUSTRIAL:				801.10
GRAINGER INC., W.W.				
	87811	12/02/2021	HOLLAENDER STRUCTURAL PIPE FITTING ADJ CROSS TEE	221.00
	87811	12/02/2021	HOLLAENDER STRUCTURAL PIPE FITTING PLUG	25.59
	87811	12/02/2021	DAMASCUS	336.89
	87811	12/02/2021	EXHAUST FAN 16 IN 115V	247.79
	87835	12/09/2021	V-BELT 4L290	12.65
	87835	12/09/2021	BUTTON BATTERY, ALKALINE 1.5VDC	16.35
	87835	12/09/2021	PIPE CEMENT, CPVC, GRAY ,PINT	20.10
	87835	12/09/2021	SHARPS CONTAINER 1/4 GAL	11.58
Total GRAINGER INC., W.W.:				891.95
HACH CHEMICAL COMPANY				
	87836	12/09/2021	ASSY, PROBE, LDO MODEL 2	2,691.15
	87836	12/09/2021	Hach LDO sc Model 2 , DO Probe with Luminescent Dissolved Oxygen Technology	7,657.62
	87836	12/09/2021	SHIPPING	216.66
	87887	12/22/2021	CLEANING SOLN F/AMTAX ALNZER 250 ML	1,408.25
Total HACH CHEMICAL COMPANY:				11,973.68
IDEXX LABORATORIES INC.				
	87837	12/09/2021	COLILERT (200-test pack)	1,136.07
	87837	12/09/2021	120 ML SHRINK BANDED VESSELS WITH SODIUM THIOSULFATE (200 pack)	179.75
	87837	12/09/2021	SHIPPING	37.04
	87888	12/22/2021	SIMPLATE UNIT DOSE 1.5	145.32
Total IDEXX LABORATORIES INC.:				1,498.18
ILEANA VASSILIOU				
	87838	12/09/2021	NOVEMBER 2021 TRAINING	600.00
	87838	12/09/2021	NOVEMBER 2021 TRAINING	200.00
	87838	12/09/2021	NOVEMBER 2021 TRAINING	1,216.00
Total ILEANA VASSILIOU:				2,016.00
JEROEN PREISS, AIMS TEAM LLC				
	87812	12/02/2021	WEB HOSTING 1/1/2021-12/31/2021	4,800.00
	87812	12/02/2021	ON CALL AIMS & GIS Services	2,560.00
Total JEROEN PREISS, AIMS TEAM LLC:				7,360.00
JOHNSON CONTROLS INC				
	87861	12/15/2021	RETENTION #1 CHILLER REPLACEMENT	3,638.31
	87861	12/15/2021	RETENTION #2 CHILLER REPLACEMENT	191.49
Total JOHNSON CONTROLS INC:				3,829.80
JUSTIN PARRISH				
	87872	12/16/2021	DOT PHYSICAL REIMBURSEMENT	120.00

Payee	Check Number	Check Issue Date	Description	Amount
	87872	12/16/2021	CDL LICENSING REIMB	144.50
Total JUSTIN PARRISH:				264.50
K.G. WALTERS CONSTRUCTION., INC.				
	87873	12/16/2021	PPE #8 HEADWORKS IMPROVEMENTS PROJECT	362,638.80
	87873	12/16/2021	RETENTION #8 HEADWORKS IMPROVEMENTS PROJECT	18,131.94
Total K.G. WALTERS CONSTRUCTION., INC.:				344,506.86
LHOIST NORTH AMERICA				
	87839	12/09/2021	HYDRATED LIME	8,846.20
	87889	12/22/2021	HYDRATED LIME	8,623.37
Total LHOIST NORTH AMERICA:				17,469.57
LIBERTY PROCESS EQUIPMENT INC				
	87840	12/09/2021	PIN, COUPLING, ROD	110.00
	87840	12/09/2021	BAND, CLAMPING, 316 STAINLESS STEEL	196.00
	87840	12/09/2021	BUSHING, GUIDE	300.00
	87840	12/09/2021	COVE, SLEEVE	158.00
	87840	12/09/2021	HOUSING, BOXING, STUFFING	416.00
	87840	12/09/2021	SLEEVE, RETAINING	196.00
	87840	12/09/2021	ROTOR	2,659.00
	87840	12/09/2021	STATOR	2,673.00
	87840	12/09/2021	ROD, COUPLING, 316 STAINLESS STEEL	1,615.00
	87840	12/09/2021	PACKAGING FEE	523.18
Total LIBERTY PROCESS EQUIPMENT INC:				8,846.18
LIBERTY UTILITIES				
	87841	12/09/2021	NOVEMBER 2021 ELECTRIC	27.07
	87841	12/09/2021	NOVEMBER 2021 ELECTRIC	23.41
	87874	12/16/2021	NOVEMBER 2021 ELECTRIC	33.50
	87874	12/16/2021	NOVEMBER 2021 ELECTRIC	22.76
	87874	12/16/2021	NOVEMBER 2021 ELECTRIC	25.35
Total LIBERTY UTILITIES:				132.09
LINDE GAS AND EQUIP INC				
	87842	12/09/2021	NOVEMBER 2021 CYLINDER RENTALS	82.97
Total LINDE GAS AND EQUIP INC:				82.97
LOGICALLY				
	87908	12/30/2021	LogicCare SecureCare, and Data Protection-Blanket PO	1,623.75
	87908	12/30/2021	LogicCare SecureCare, and Data Protection-Blanket PO	3,332.70
	87908	12/30/2021	LogicCare SecureCare, and Data Protection-Blanket PO	193.05
	87908	12/30/2021	LogicCare SecureCare, and Data Protection-Blanket PO	803.56
	87908	12/30/2021	LogicCare SecureCare, and Data Protection-Blanket PO	1,430.00
	87908	12/30/2021	LogicCare SecureCare, and Data Protection-Blanket PO	3,331.30
Total LOGICALLY:				7,466.86
MAGID GLOVE & SAFETY CO LLC			Electrical Glove Testing	
	87813	12/02/2021	https://www.magidglove.com/electrical-glove-testing-egt	144.24

Payee	Check Number	Check Issue Date	Description	Amount
Total MAGID GLOVE & SAFETY CO LLC:				144.24
MCMASTER-CARR				
	87890	12/22/2021	Mounted ball bearing 1-7/16 shaft	154.02
	87890	12/22/2021	Size 14 Galvanized steel adjustable 90 degree elbow	98.41
	87890	12/22/2021	Size 14 galvanized steel open duct 2 ft	43.25
	87890	12/22/2021	SHIPPING	35.65
Total MCMASTER-CARR:				331.33
MICHAEL J SMITH				
	87909	12/30/2021	REIMBURSEMENT FOR BCSP RENEWAL	170.00
Total MICHAEL J SMITH:				170.00
MMS WEST				
	87814	12/02/2021	POSTAGE METER TAPES	87.20
Total MMS WEST:				87.20
MOUNTAIN HARDWARE				
	87843	12/09/2021	BOLT U 5/16 "X2"X4.69"	15.11
	87891	12/22/2021	ACID MURIATIC, AUGER SHEAR BOLT 6X18	43.16
	87910	12/30/2021	TOTE LATCHING 112QT CLR	87.65
	87910	12/30/2021	FLOODLIGHT LED BRNZ 30W	75.77
	87910	12/30/2021	BAG SAND AND UTILITY 15X27"	16.22
	87910	12/30/2021	FLOODLIGHT LED BRNZ 30W	75.77
Total MOUNTAIN HARDWARE:				313.68
MSC INDUSTRIAL SUPPLY				
	87844	12/09/2021	16X25X2" FNRGLS MEDIA PAD AIR FILTER	64.69
Total MSC INDUSTRIAL SUPPLY:				64.69
NATIONAL ANALYTICAL LABORATORIES				
	87815	12/02/2021	ROOF MATERIAL TESTING OVER BUILDING 2 & 3	1,551.50
Total NATIONAL ANALYTICAL LABORATORIES:				1,551.50
OFFICE DEPOT				
	87816	12/02/2021	SPIRAL NOTEBOOKS 8"x10"	7.66
	87845	12/09/2021	MINI MEMO PADS	44.14
	87845	12/09/2021	MINI NOTE PAD, PERFORATED	9.22
	87845	12/09/2021	POST IT FLAGS, 1" X 1" ASSORTED COLORS	22.28
	87845	12/09/2021	POST IT FLAGS, ASSORTED COLORS	19.00
	87845	12/09/2021	E-RING BINDERS, BLACK	18.38
	87845	12/09/2021	LOGITECH M325 WIRELESS MOUSE, PINK	14.60
	87845	12/09/2021	LOGITECH M325 WIRELESS MOUSE, BLUE	14.61
	87845	12/09/2021	LORELL 12" QUIET WALL CLOCK	20.56
	87845	12/09/2021	CREDIT POST IT FLAGS, ASSORTED COLORS	6.33
Total OFFICE DEPOT:				164.12
OTIS ELEVATOR CO.				
	87817	12/02/2021	MAINTENANCE SERVICE 12/1/2021 - 11/30/2022	5,066.64

Payee	Check Number	Check Issue Date	Description	Amount
Total OTIS ELEVATOR CO.:				5,066.64
PACIFIC OFFICE AUTOMATION				
	87818	12/02/2021	QUARTERLY INVOICE	390.94
	87846	12/09/2021	DECEMBER 2021 MONTHLY INVOICE	50.77
	87846	12/09/2021	OCT/NOV 2021 OVERAGE INVOICE	30.31
	87875	12/16/2021	DECEMBER INVOICE	164.82
Total PACIFIC OFFICE AUTOMATION:				636.84
PAYMENTUS GROUP INC				
	87892	12/22/2021	TRANS FEES FOR NOV 2021	16.50
Total PAYMENTUS GROUP INC:				16.50
PINNACLE TOWERS INC.				
	87847	12/09/2021	DECEMBER TOWER RENTAL	788.41
Total PINNACLE TOWERS INC.:				788.41
R.F. MACDONALD COMPANY				
	87911	12/30/2021	TROUBLESHOOT BOILER 3	730.00
Total R.F. MACDONALD COMPANY:				730.00
RED WING BUSINESS ADVANTAGE ACCOUNT				
	87893	12/22/2021	BOOTS	204.61
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				204.61
REXEL				
	87848	12/09/2021	BALDOR .75HP 1800 RPM	1,192.20
	87848	12/09/2021	BALDOR .75HP 1800 RPM	1,192.21
Total REXEL:				2,384.41
RICHARD PALLANTE				
	87876	12/16/2021	RE -SOLE OF BOOTS REIMBUREMENT	220.00
Total RICHARD PALLANTE:				220.00
ROY SMITH COMPANY				
	87877	12/16/2021	LIQUID OXYGEN	2,398.93
	87877	12/16/2021	LIQUID OXYGEN	2,215.88
	87877	12/16/2021	LIQUID OXYGEN	2,058.84
Total ROY SMITH COMPANY:				6,673.65
SHRED-IT USA				
	87912	12/30/2021	OCTOBER SERVICE FEE	198.63
	87912	12/30/2021	NOVEMBER SERVICE FEE	132.64
	87912	12/30/2021	JULY SERVICE FEE	67.15
Total SHRED-IT USA:				398.42

Payee	Check Number	Check Issue Date	Description	Amount
SMOKEY'S KITCHEN INC				
	87862	12/15/2021	CHRISTMAS LUNCHON FOR ALL STAFF	1,622.94
Total SMOKEY'S KITCHEN INC:				1,622.94
SNAP-ON INDUSTRIAL				
	87819	12/02/2021	48 OZ DEAD BLOW SOFT GRIP HAMMER	306.63
Total SNAP-ON INDUSTRIAL:				306.63
SOLENIS				
	87913	12/30/2021	3 totes of K290FLX	13,809.73
Total SOLENIS:				13,809.73
SOUTHWEST GAS CORP.				
	87849	12/09/2021	NATURAL GAS 10%	293.79
	87849	12/09/2021	NATURAL GAS 90%	2,644.11
	87849	12/09/2021	NATURAL GAS 10%	455.16
	87849	12/09/2021	NATURAL GAS 90%	4,096.49
Total SOUTHWEST GAS CORP.:				7,489.55
SQUAW VALLEY MUTUAL WATER CO.				
	87850	12/09/2021	REFUND DEPOSIT	719.00
Total SQUAW VALLEY MUTUAL WATER CO.:				719.00
STONE'S COUNTRY TIRE				
	87894	12/22/2021	DISMOUNTS, MOUNTS, TIRE DISPOSAL	148.00
Total STONE'S COUNTRY TIRE:				148.00
SUMMIT FIRE & SECURITY				
	87851	12/09/2021	FIRST AID KIT SERVICE	597.32
Total SUMMIT FIRE & SECURITY:				597.32
SWRCB ACCOUNTING OFFICE				
	87895	12/22/2021	ANNUAL PERMIT FEES INDEX NO 457673 INVOICE WD-0189621	173,794.00
	87895	12/22/2021	ANNUAL PERMIT FEES INDEX NO 461284 INVOICE WD-0193232	3,326.00
Total SWRCB ACCOUNTING OFFICE:				177,120.00
TAHOE SUPPLY COMPANY LLC				
	87820	12/02/2021	6% LIQUID BLEACH6/1GL	41.65
	87852	12/09/2021	Serenade Multifold Towel White 16/250	27.11
	87852	12/09/2021	Single Fold Towels White cs/4008	97.94
Total TAHOE SUPPLY COMPANY LLC:				166.70
TAHOE TRUCKEE DISPOSAL				
	87853	12/09/2021	NOVEMBER 2021 SLUDGE	6,463.77
	87853	12/09/2021	NOVEMBER 2021 CENTRIFUGE	8,442.84
Total TAHOE TRUCKEE DISPOSAL:				14,906.61

Payee	Check Number	Check Issue Date	Description	Amount
TERRYBERRY COMPANY				
	87821	12/02/2021	ANNIVERSARY AWARDS	2,426.83
	87914	12/30/2021	Employee Anniversary Awards	298.85
	87914	12/30/2021	Employee Anniversary Awards	297.52
	87914	12/30/2021	Employee Anniversary Awards	492.53
	87914	12/30/2021	Employee Anniversary Awards	444.18
Total TERRYBERRY COMPANY:				3,959.91
THATCHER COMPANY OF CA INC				
	87854	12/09/2021	HYDROCHLORIC ACID 5%	6,714.54
	87854	12/09/2021	FUEL SURCHARGE	130.26
Total THATCHER COMPANY OF CA INC:				6,844.80
THOMAS AND ASSOCIATES				
	87822	12/02/2021	OIL SEAL# S1262	123.73
	87822	12/02/2021	BALL BEARING# S1077	214.50
	87822	12/02/2021	SHIPPING	35.04
Total THOMAS AND ASSOCIATES:				373.27
TRUCKEE DONNER PUD				
	87823	12/02/2021	NOVEMBER ELECTRIC 10%	5.03
	87823	12/02/2021	NOVEMBER ELECTRIC 90%	45.28
	87823	12/02/2021	NOVEMEBR ELECTRIC 10%	5.67
	87823	12/02/2021	NOVEMBER ELECTRIC 90%	51.11
	87823	12/02/2021	NOVEMBER ELECTRIC 10%	2.73
	87823	12/02/2021	NOVEMBER ELECTRIC 90%	24.59
	87823	12/02/2021	NOVEMBER ELECTRIC 10%	6,539.32
	87823	12/02/2021	NOVEMBER ELECTRIC 90%	58,853.92
	87823	12/02/2021	NOVEMBER WATER 10%	12.69
	87823	12/02/2021	NOVEMBER WATER 90%	114.30
	87915	12/30/2021	DECEMBER ELECTRIC	5.30
	87915	12/30/2021	DECEMBER ELECTRIC	47.74
	87915	12/30/2021	DECEMER ELECTRIC	6.07
	87915	12/30/2021	DECEMBER ELECTRIC	54.63
	87915	12/30/2021	DECEMBER ELECTRIC	2.73
	87915	12/30/2021	DECEMBER ELECTRIC	24.59
	87915	12/30/2021	DECEMBER WATER	12.69
	87915	12/30/2021	DECEMBER WATER	114.30
	87915	12/30/2021	DECEMBER ELECTRIC	6,914.96
	87915	12/30/2021	DECEMBER ELECTRIC	62,234.70
Total TRUCKEE DONNER PUD:				135,072.35
TYLER PENN				
	87855	12/09/2021	OVER CERTIFICATION	250.00
Total TYLER PENN:				250.00
U.S. BANK CM-9690				
	12272102	12/27/2021	2020 WASTEWATER REVENUE REFUNDING BONDS INTEREST PAYMENT	105,423.57
	12272102	12/27/2021	2020 WASTEWATER REVENUE REFUNDING BONDS INTEREST PAYMENT	287,947.96
Total U.S. BANK CM-9690:				393,371.53

Payee	Check Number	Check Issue Date	Description	Amount
U.S. BANK CARD DIVISION				
	12212102	12/21/2021	VLAVES, CONTROLS	621.29 M
	12212102	12/21/2021	APPLETION 1/2" UNILET	128.46 M
	12212102	12/21/2021	CHORINE 2 PPM	305.63 M
	12212102	12/21/2021	RELAY, OVERLOAD	2,157.16 M
	12212102	12/21/2021	STEAM SAFETY VALVES	432.20 M
	12212102	12/21/2021	2 CELL FLASHLIGHT	77.72 M
	12212102	12/21/2021	DISKLESS 218 NAS	714.44 M
	12212102	12/21/2021	APC RACKS ATS	1,009.86 M
	12212102	12/21/2021	VERIZON MONTHLY BILL	36.87 M
	12212102	12/21/2021	LAPTOP BACKUP BATTERY	16.21 M
	12212102	12/21/2021	ADOBE MONTHLY BILL	17.99 M
	12212102	12/21/2021	MICROSOFT MONTHLY BILL	324.00 M
	12212102	12/21/2021	MICROSOFT MONTHLY BILL	37.50 M
	12212102	12/21/2021	AMAZON MONTHLY FEE	7.31 M
	12212102	12/21/2021	GOOGLE CHROME DEVICE MANAGEMENT	947.82 M
	12212102	12/21/2021	MICROSOFT ONLINE SERVICES	6.00 M
	12212102	12/21/2021	LOG ME IN MONTHLY BILL	84.00 M
	12212102	12/21/2021	LOG ME IN MONTHLY BILL	84.00 M
	12212102	12/21/2021	DOUBLE TOGGLE CABLE HANGER	114.00 M
	12212102	12/21/2021	12 V SLA REPLACEMENT FOR INTERSTATE	389.68 M
	12212102	12/21/2021	SPACE HEATER	86.59 M
	12212102	12/21/2021	FULL FLAKE GARAGE KIT	5,286.60 M
	12212102	12/21/2021	SCHONSTEDT MAGNETIC LOCATOR	1,054.87 M
	12212102	12/21/2021	CREDIT FOR TORK WRENCHES	2,110.88- M
	12212102	12/21/2021	VERIZON MONTHLY BILL	150.96 M
	12212102	12/21/2021	ALL PURPOSE CLEANER, SPRAY BOTTLE	123.06 M
	12212102	12/21/2021	TOOLS	1,340.75 M
	12212102	12/21/2021	QUARTZ WOOL	77.62 M
	12212102	12/21/2021	VERIZON MONTHLY BILL	335.12 M
	12212102	12/21/2021	BUCA GARDEN CONFERENCE EXP	25.00 M
	12212102	12/21/2021	CONFERENCE EXPENSE	225.00 M
	12212102	12/21/2021	SPLITSVILLE CONFERENCE EXP	36.00 M
	12212102	12/21/2021	MCDONALDS CONFERENCE EXP	12.70 M
	12212102	12/21/2021	UBER CONFERENCE EXP	53.45 M
	12212102	12/21/2021	HILTON HOTEL CONFENCE EXP	665.36 M
	12212102	12/21/2021	ZOOM ANNUAL AUDIO CONF	959.70 M
	12212102	12/21/2021	SPACE HEATER	87.96 M
	12212102	12/21/2021	SPACE HEATER	86.59 M
	12212102	12/21/2021	VERIZON MONTHLY BILL	73.74 M
	12212102	12/21/2021	CERAMIC HEATER	86.59 M
	12212102	12/21/2021	DIGITAL VOICE RECORDER	96.83 M
	12212102	12/21/2021	WASTEWATER UTILITY CHALLENGE	25.00 M
	12212102	12/21/2021	ADVANCE TREATMENT OPERATOR	50.00 M
	12212102	12/21/2021	PIPELINE REHABILITAION	50.00 M
	12212102	12/21/2021	VERIZON MONTHLY BILL	36.87 M
	12212102	12/21/2021	EYE WAS STATION	127.19 M
	12212102	12/21/2021	MIDWEST BOOTS	116.90 M
	12212102	12/21/2021	HARD HATS	4,057.20 M
	12212102	12/21/2021	CPR CLASS	50.00 M
	12212102	12/21/2021	PADLOCK KEYING	343.14 M
	12212102	12/21/2021	SHIP THUMB DRIVE CAL OSHA	52.38 M
Total U.S. BANK CARD DIVISION:				21,174.43
ULINE				
	87916	12/30/2021	Deluxe Mesh Work Stool	290.11

Payee	Check Number	Check Issue Date	Description	Amount
	87916	12/30/2021	Casters for Office Chairs and Work Stools	18.40
	87916	12/30/2021	SHIPPING	39.62
	87916	12/30/2021	Red and white reflective tape 2"x 10 yards. Item # S-6732	162.50
	87916	12/30/2021	SHIPPING/HANDLING	15.15
Total ULINE:				525.78
UNIFIRST CORPORATION				
	87856	12/09/2021	UNIFORMS	482.70
	87856	12/09/2021	UNIFORMS	97.35
	87856	12/09/2021	UNIFORMS	62.79
	87856	12/09/2021	UNIFORMS	70.69
	87856	12/09/2021	UNIFORMS	66.70
	87856	12/09/2021	UNIFORMS	24.31
	87856	12/09/2021	UNIFORMS	8.54
	87878	12/16/2021	UNIFORMS	14.28
	87878	12/16/2021	UNIFORMS	24.31
	87878	12/16/2021	UNIFORMS	67.83
	87878	12/16/2021	UNIFORMS	72.74
	87878	12/16/2021	UNIFORMS	13.08
	87878	12/16/2021	UNIFORMS	184.49
Total UNIFIRST CORPORATION:				1,189.81
UNITED PARCEL SERVICE, UPS				
	87857	12/09/2021	SHIPPING CHARGES FOR EUROFIN CALSCIENCE	170.38
	87857	12/09/2021	SHIPPING CHARGES FOR CAPITAL RUBBER	308.50
Total UNITED PARCEL SERVICE, UPS:				478.88
UNIVAR USA INC.				
	87824	12/02/2021	METHANOL	16,043.60
	87858	12/09/2021	CAUSTIC SODA 50%	6,289.68
Total UNIVAR USA INC.:				22,333.28
USA BLUE BOOK				
	87825	12/02/2021	VAL MATIC AWWA LEVER	3,423.44
Total USA BLUE BOOK:				3,423.44
USDA FOREST SERVICE				
	87896	12/22/2021	SPECIAL USE PERMIT- BILL # BF051757AC015 - PAYOR CODE #0003342953	4,523.98
Total USDA FOREST SERVICE:				4,523.98
VICKY LUFRANO				
	87897	12/22/2021	DEC 2021 PHONE	18.04
Total VICKY LUFRANO:				18.04
VICTOR OR JOAN WIGER				
	87879	12/16/2021	CONNECTION FEE REFUND	2.39
Total VICTOR OR JOAN WIGER:				2.39

Payee	Check Number	Check Issue Date	Description	Amount
VWR SCIENTIFIC INC				
	87826	12/02/2021	CHLORIDE IC STD 1000 PPM 500ML	83.22
	87917	12/30/2021	Traceable™ Conductivity Calibration Standards Certified Reference Material (CRM)	103.01
	87917	12/30/2021	Fisherbrand™ Traceable™ Conductivity Calibration Standards Certified Reference	123.64
	87917	12/30/2021	BD Difco™ Dehydrated Culture Media: Lauryl Tryptose Broth	342.16
	87917	12/30/2021	SHIPPING	16.33
	87917	12/30/2021	HAZARD	27.50
Total VWR SCIENTIFIC INC:				695.86
WESTERN ENV. TESTING LAB.				
	87918	12/30/2021	NOVEMBER BIO-SOLIDS	79.00
	87918	12/30/2021	NOVEMBER BIO-SOLIDS	79.00
	87918	12/30/2021	NOVEMBER BIO-SOLIDS	79.00
	87918	12/30/2021	DECEMBER BIO-SOLIDS	79.00
Total WESTERN ENV. TESTING LAB.:				316.00
WESTERN NEVADA SUPPLY				
	87859	12/09/2021	PIPE 3/4 I 40 ERW A53 TC BLK	44.56
Total WESTERN NEVADA SUPPLY:				44.56
WORK WORLD				
	87827	12/02/2021	BOOTS	189.45
	87827	12/02/2021	BOOTS	141.26
Total WORK WORLD:				330.71
ZORO				
	87898	12/22/2021	18-14 AWG Nylon Fork PK100	70.73
	87898	12/22/2021	18-14 AWG Vinyl Fork PK100	53.00
	87898	12/22/2021	12-10 AWG Vinyl Fork PK50	52.58
	87898	12/22/2021	12-10 AWG Vinyl Fork PK50	32.36
	87919	12/30/2021	Weathertech Front FloorLiner Vinyl/Blk,4413061V	138.51
	87919	12/30/2021	Weathertech Front and Rear Floorliners,441251-440023	225.04
	87919	12/30/2021	Weathertech All Vehicle Front/Rear OTH Mat Set,Black	75.71
	87919	12/30/2021	Weathertech Front and Rear Floorliners,44029-1-2	214.22
Total ZORO:				862.15
Grand Totals:				1,481,884.50



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-2
Subject: Ratify approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, (3) Local Agency Investment Fund (LAIF) statement, 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 January 10 meeting.

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend approval of the financial statements.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Fund 10: General Fund
Fiscal Year 2021 - 2022
Period Ending December 31, 2021

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,287,000.00	1,070.50	0.0	1,355,932.05	10.2	1,2,3
Tax Revenue - Ad Valorem	3,958,000.00	0.00	0.0	44,980.57	1.1	2,3
Fund Interest	40,000.00	0.24	0.0	2,652.50	6.6	3,4
Other Revenue	15,000.00	6,608.80	44.1	26,191.90	174.6	3,5
Temporary Discharge	25,000.00	0.00	0.0	766.00	3.1	3
TOTAL REVENUE	17,325,000.00	7,679.54	0.0	1,430,523.02	8.3	
EXPENDITURE						
Salaries & Wages	5,599,400.00	434,649.54	7.8	2,772,912.97	49.5	6
Employee Benefits	3,817,000.00	264,266.08	6.9	1,689,719.57	44.3	6
Director Fees	7,600.00	700.00	9.2	3,300.00	43.4	
Vehicle	51,900.00	2,198.17	4.2	14,324.89	27.6	
CSRMA Insurance	375,000.00	8,268.26	2.2	215,228.80	57.4	7
Professional Memberships	44,700.00	19,076.00	42.7	31,615.00	70.7	8
Agency Permits & Licenses	196,000.00	181,643.98	92.7	187,615.34	95.7	9
Office Expense	455,000.00	6,929.70	1.5	68,711.55	15.1	
Contractual Services	2,204,800.00	124,467.38	5.6	858,781.42	39.0	
Professional Services	990,000.00	59,495.26	6.0	216,836.32	21.9	
Conferences & Training	116,500.00	3,297.04	2.8	12,694.84	10.9	
Utilities	1,010,200.00	147,670.94	14.6	451,228.08	44.7	
Supplies, Repairs & Maintenance	1,091,500.00	46,795.12	4.3	285,434.53	26.2	
TOTAL EXPENDITURE	15,959,600.00	1,299,457.47	8.1	6,808,403.31	42.7	
NET INCOME (LOSS)	1,365,400.00			(5,377,880.29)		
Unfunded Accrued Liability	1,044,000.00			1,023,078.00	98.0	10

*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% - 1/2022, 40% 5/2022 and 5% 7/2022.
- 3 – All revenue is accrued at Fiscal Year-End according to accrual-based accounting method and cash basis throughout the year.
- 4 – Interest on LAIF balances is received and recorded quarterly (10/2021, 1/2022, 4/2022 and 7/2022).
- 5 – Other Revenue includes rebates, billings and surplus items sold.
- 6 – Timing difference: Payroll expense is recognized on pay date, except for Fiscal Year-End in which it is accrued according to the accrual-based accounting method. Payroll Fiscal YTD includes yearly vacation payouts.
- 7 – CSRMA insurance includes annual property insurance. Pooled liability insurance is expected later in the year.
- 8 – CSDA Membership in the amount of \$8,195 paid in October 2021, CASA Annual Membership in the amount of \$17,100 paid in December 2021.
- 9 – Includes State Water Resources Control Board Annual Permit fees \$177,120 in December 2021.
- 10 – CalPERS UAL payment of \$1,023,078 was paid in July 2021



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2021 - 2022
 Period Ending December 31, 2021

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	1,990,000.00	73,759.65	3.7	1,557,678.45	78.3	
Fund Interest	100,000.00	107.57	0.1	12,599.42	12.6	
TOTAL REVENUE	2,090,000.00	73,867.22	3.7	1,570,277.87	78.3	
EXPENDITURE						
Barscreens, Washers, Compactors	2,600,000.00	408,584.50	15.7	2,034,419.05	78.2	1
Digester & Plant Heating Improvements	250,000.00	12,077.42	4.8	72,386.18	29.0	1
Effluent Flow Meter Installation	100,000.00	0.00	0.0	0.00	0.0	2
Manlift	60,000.00	0.00	0.0	0.00	0.0	2
Influent Flow Meter Installation	50,000.00	0.00	0.0	0.00	0.0	2
Operations and Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	3
Maintenance/IT Shop Improvements	0.00	0.00	0.0	2,728.50	0.0	1
SUBTOTAL EXPENDITURES	3,085,000.00	420,661.92	13.6	2,109,533.73	68.4	
Allocation of 73.2% of Bond Payment	2,222,810.00	287,947.96	13.0	287,947.96	13.0	
TOTAL EXPENDITURE	5,307,810.00	708,609.88	13.4	2,397,481.69	45.2	
NET INCOME (LOSS)	(3,217,810.00)			(827,203.82)		

*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 FY22
- (6) Project cancelled



Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2021 - 2022
 Period Ending December 31, 2021

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Chlorine Scrubber Replacement	1,000,000.00	0.00	0.0	7,156.00	0.7	1
Plant Coating Improvements	500,000.00	0.00	0.0	410,685.46	82.1	1,4
Wasting Pumps Upgrade	350,000.00	0.00	0.0	0.00	0.0	6
Lime System Improvements	150,000.00	0.00	0.0	0.00	0.0	5
Facility Asphalt Sealing	100,000.00	0.00	0.0	97,435.26	97.4	4
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	3
SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	2
Telephone Upgrade	50,000.00	0.00	0.0	0.00	0.0	2
Arc Flash Study/Breaker Replacement	45,000.00	0.00	0.0	0.00	0.0	2
Filter Press Pump VFD Replacement	45,000.00	0.00	0.0	0.00	0.0	3
IT Server Replacement	40,000.00	0.00	0.0	0.00	0.0	2
Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Polyblend Thickener	35,000.00	0.00	0.0	0.00	0.0	3
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0	2
MPPS VFD	30,000.00	0.00	0.0	0.00	0.0	3
Lab Equipment Replacement	25,000.00	0.00	0.0	0.00	0.0	2
BNR Blower Replacement	25,000.00	0.00	0.0	34,512.03	138.0	4
Portable Welder Replacement	25,000.00	0.00	0.0	0.00	0.0	2
Vehicle Replacement*	0.00	0.00	0.0	9,938.93	0.0	4
Facilities Security System**	0.00	24,689.50	0.0	36,850.00	0.0	1
Accounting Software Upgrade***	0.00	0.00	0.0	4,680.00	0.0	1
SUBTOTAL EXPENDITURES	2,620,000.00	24,689.50	0.9	601,257.68	22.9	
Allocation of 26.8% of Bond Payment	813,816.00	105,423.57	13.0	105,423.57	13.0	
TOTAL EXPENDITURES	3,433,816.00	130,113.07	3.8	706,681.25	20.6	

*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 FY22
- (6) Project cancelled

*Vehicle Replacement - Unit was budgeted for and expected to be received in FY21; however, the unit was not physically delivered or invoiced until FY22.

**Facilities Security System - Project is in process, was originally budgeted for FY21.

***Accounting Software Upgrade - Addition of Document Management Module

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH STATEMENT
 DECEMBER 31, 2021

<u>COMBINED CASH ACCOUNTS</u>	
CASH - US BANK CHECKING	285,532.46
CASH - USB SERVICE CHARGE	33,365.79
CASH - US BANK TAX REV	57,118.20
CASH - US BANK WWCRF	188,850.07
CASH - WELLS FARGO PAYROLL	4,351.30
CASH - WELLS FARGO INVESTMENTS	821,283.18
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	<u>33,436,537.63</u>
TOTAL COMBINED CASH	<u>34,827,638.63</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(34,827,638.63)</u>
TOTAL UNALLOCATED CASH	0.00

<u>FUND</u>	<u>CASH ALLOCATION RECONCILIATION</u>	<u>December 31, 2021</u>	<u>December 31, 2020</u>
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	18,572,906.29	17,768,467.94
06	ALLOCATION TO R.R. & UPGRADE FUND	7,978,819.31	8,351,922.82
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,275,085.21	7,245,798.81
10	ALLOCATION TO GENERAL FUND	<u>1,000,827.82</u>	<u>5,826,577.61</u>
	TOTAL ALLOCATION TO OTHER FUNDS	<u>34,827,638.63</u>	<u>39,192,767.18</u>
	ALLOCATIONS FROM COMBINED CASH FUND - 99	<u>(34,827,638.63)</u>	<u>(39,192,767.18)</u>
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00



Investment Data

My Account Profile

Documentation/Forms

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	23.140350	662,665.614	\$15,334,314.75
Total			\$15,334,314.75

[Download to Excel](#)

California State Treasurer
Fiona Ma, CPA



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

January 03, 2022

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

December 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/2/2021	12/2/2021	RW	1691326	1651571	MICHELLE MACKEY	-150,000.00
12/6/2021	12/6/2021	RW	1691439	1651682	MICHELLE MACKEY	-500,000.00
12/10/2021	12/9/2021	RW	1691736	1651979	MICHELLE MACKEY	-600,000.00
12/16/2021	12/15/2021	RW	1692042	1652287	MICHELLE MACKEY	-800,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	35,786,537.63
Total Withdrawal:	-2,050,000.00	Ending Balance:	33,736,537.63



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Report from December 15, 2021 closed session meeting

Background

At the conclusion of the closed session discussion at the December 15, 2021 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

There was no action taken during closed session meeting.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the December 15, 2021 closed session meeting.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: VI-2
Subject: Approval of the minutes of the regular Board meeting on December 15, 2021

Background

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

Fiscal Impact

None.

Attachments

Minutes of the regular Board meeting on December 15, 2021.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on December 15, 2021.

Review Tracking

Submitted By: _____


Roshelle Chavez

Executive Assistant/Board Clerk

Approved By: _____


LaRue Griffin

General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

December 15, 2021

I. Call to Order:

Vice President Tresan 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 (arrived at 9:14 AM)
Blake Tresan, TSD
S. Lane Lewis, NTPUD
Dale Cox, OVPSD
David Smelser, ASCWD

Staff Present: LaRue Griffin, 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 Pallante, Maintenance Manager
Richard P. Shanahan, Agency Counsel (via teleconference)
Paul Shouse, Maintenance Department
Jason Hays, Operations Department
Dan Underwood, Operations Department

Public Present: Pippin Mader, Public

II. Public Comment.

Pippin Mader provided public comment regarding vaccinated T-TSA employees, in-person Board meetings, Master Sewer Plan, the TRI, and coliform testing.

No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged Agency staff who obtained professional achievements, awards, and anniversaries and introduced new hire Dan Underwood, OIT Operator, to the Board of Directors. The Board welcomed Dan Underwood to the Agency and congratulated staff for his accomplishment.

IV. Consent Agenda

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

MOTION by Director Lewis **SECOND** by Director Cox to approve the consent agenda; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Report from November 17, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the November 17, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on November 17, 2021.

Director Tresan proposed amendment to the minutes for November 17, 2021 to item IV Profession Achievements, Awards & Anniversaries to include the statement, "The Board congratulated staff on their accomplishments."

MOTION by Director Lewis **SECOND** by Director Smelser to approve the amended minutes of the regular Board meeting on November 17, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval of updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions.

MOTION by Director Lewis **SECOND** by Director Cox to approve the updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval to solicit bids for the 2022 Roof Repair project.

Mr. Pippin Mader provided public comment regarding the 2022 Roof Repair project.

MOTION by Director Smelser **SECOND** by Director Tresan to solicit bids for the 2022 Roof Repair project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval to solicit bids for the 2022 Control Room Upgrades project.

MOTION by Director Cox **SECOND** by Director Smelser to solicit bids for the 2022 Control Room Upgrades project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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

Mr. Pippin Mader provided public comment regarding in-person Board of Directors meeting.

The Board of Directors requested the January 2022 regular Board of Directors meeting be held via videoconference per AB 361.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department. Laboratory Director, Jason Hays, provided an overview of previous months' reporting events, International Accreditation Service assessment, and Agency responses to the assessment.

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.

Mrs. 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. Griffin provided an update on the status of various ongoing projects, none of which required action by the Board.

Mr. Pippin Mader provided public comment regarding the operations department report.

VII. Board of Directors Comment

Director Cox wished staff a Merry Christmas.

Director Tresan stated that TSD Director Ron Sweet, who was a Director since 1978, passed away a few weeks ago. They will be filling his seat at the District soon. Director Tresan also wished staff a Merry Christmas.

Director Lewis stated he hopes everyone has a Merry Christmas and Happy New Year. He thanked staff for doing a great job.

Director Wilkins thanked staff for their continued work.

The Board went into closed session with legal counsel and Mr. Griffin at 10:43 AM.

VIII. Closed Session

1. Closed session for public employee performance evaluation of the General Manager.

IX. Adjournment

There being no further business, the meeting was adjourned at 11:00 AM.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: VI-3
Subject: Approval of Agency Organizational Chart

Background

In order to accurately reflect and account for full-time equivalent (FTE) staffing, the organizational chart has been updated. FTE data has been changed to reflect the number of approved FTE positions.

The Maintenance Department is requesting one (1) additional full-time equivalent position within the Maintenance Mechanic I/II/III series. The increase in number of FTE's will help with an expected increase of in-house workload, succession planning, and a need for experienced and qualified staff.

Attached is an updated Organizational Chart for review, with an effective date of January 19, 2022.

Fiscal Impact

Salary and benefits costs for additional employee.

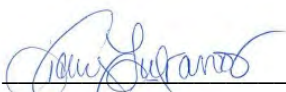
Attachments


Organizational Chart.

Recommendation

Management and staff recommend approval of the Organizational Chart to be effective January 19, 2022.

Review Tracking

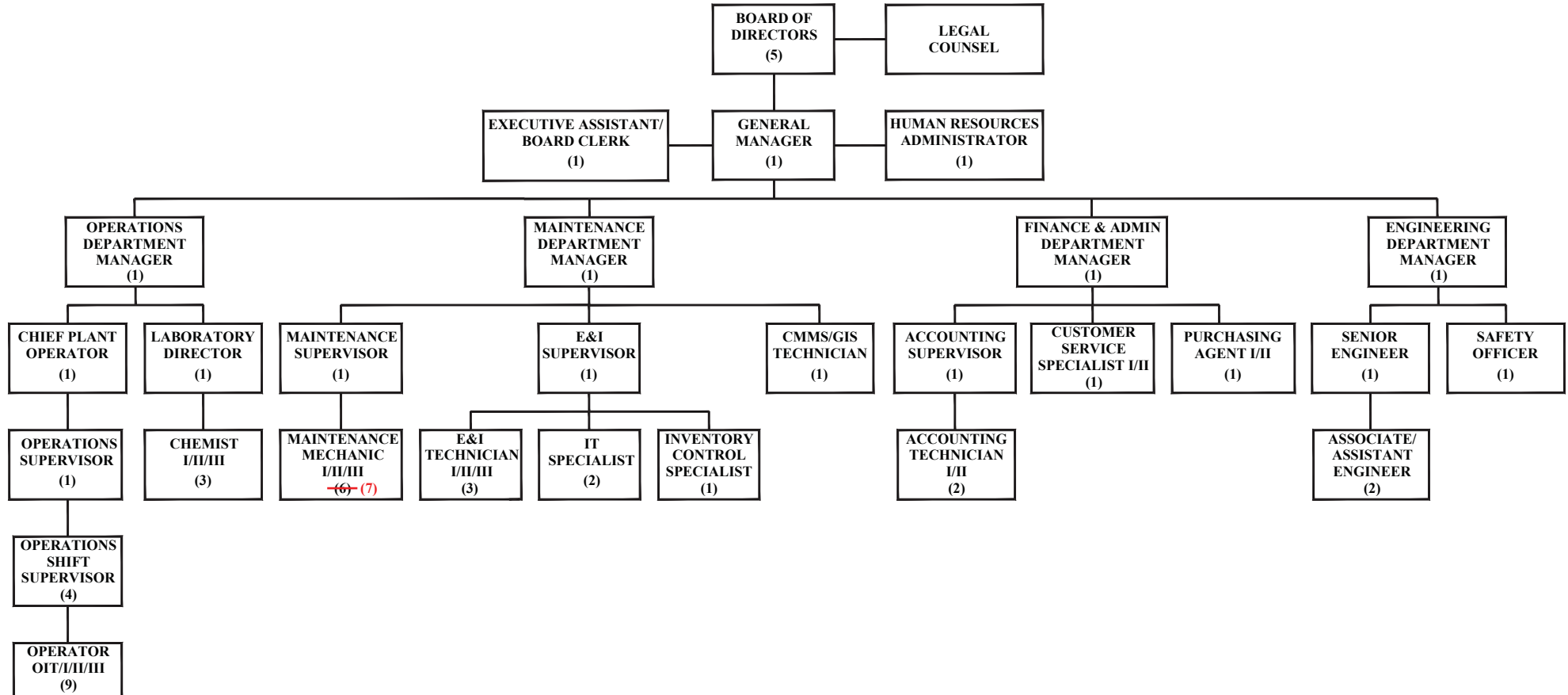
Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ORGANIZATIONAL CHART

Approved and Adopted by Board of Directors: _____



Note: (#) identifies quantity of Full-Time Equivalent (FTE) positions approved per classification

Effective Date: _____

Approval Signature: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-4
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 Debt Management Policy has been amended since its last approval in December 2020 and is up for annual review and approval. The policy was presented to the Finance Committee and the committee recommends approval of the policy.

Fiscal Impact

None.

Attachments

Agency Debt Management Policy.

Recommendation

Management and staff recommend approval of the Agency Debt Management Policy.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

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
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, ~~and~~ 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 taken into account during the capital planning and budgeting process.~~

~~Necessary appropriations for annual debt service requirements will be included in TTSA's annual budget.~~

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 Bond/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 bond 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 bond 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 bond-debt issue on a non-economic basis, in order to restructure debt, ~~to~~ mitigate irregular debt service payments, accommodate revenue shortfalls, release reserve funds, or comply with or eliminate rate/bond-debt covenants.

Term/Final Maturity – TTSA may consider the extension of the final maturity of the refunding bonds in order to achieve a necessary outcome, provided that such extension is legal. The term of the bonds-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, ~~bond-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 ~~bond~~ 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 ~~15th-19th~~ day of ~~December 2021~~January 2022.
This policy supersedes the Debt Management Policy adopted on December 11, 2019

LaRue Griffin
 Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VI-5
Subject: Approval to solicit bids for the 2022 Plant Coating project

Background

The 2022 Plant Coating project builds on the recent projects of 2016, 2018, 2020, and 2021. These projects entail repairing areas of the water reclamation plant that are corroding using a strategic phased approach to extend the expected service life of the various facilities involved. The focus of this phase, as shown in the accompanying plans, is to rehabilitate and recoat Stripper Basin No. 57 and Secondary Clarifier No. 14 (also known as Secondary Clarifier No. 1).

The construction work contemplated would be performed by a general contractor with field work slated to occur between May 23, 2022 and September 23, 2022.

Fiscal Impact

The engineer's estimate for this project is \$520,000, which is less than the original budgeted amount of \$550,000.


Attachments

2022 Plant Coating project contract drawings.

Recommendation

Management and staff recommend approval to solicit bids for the 2022 Plant Coating project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



REGIONAL WATER RECLAMATION PLANT

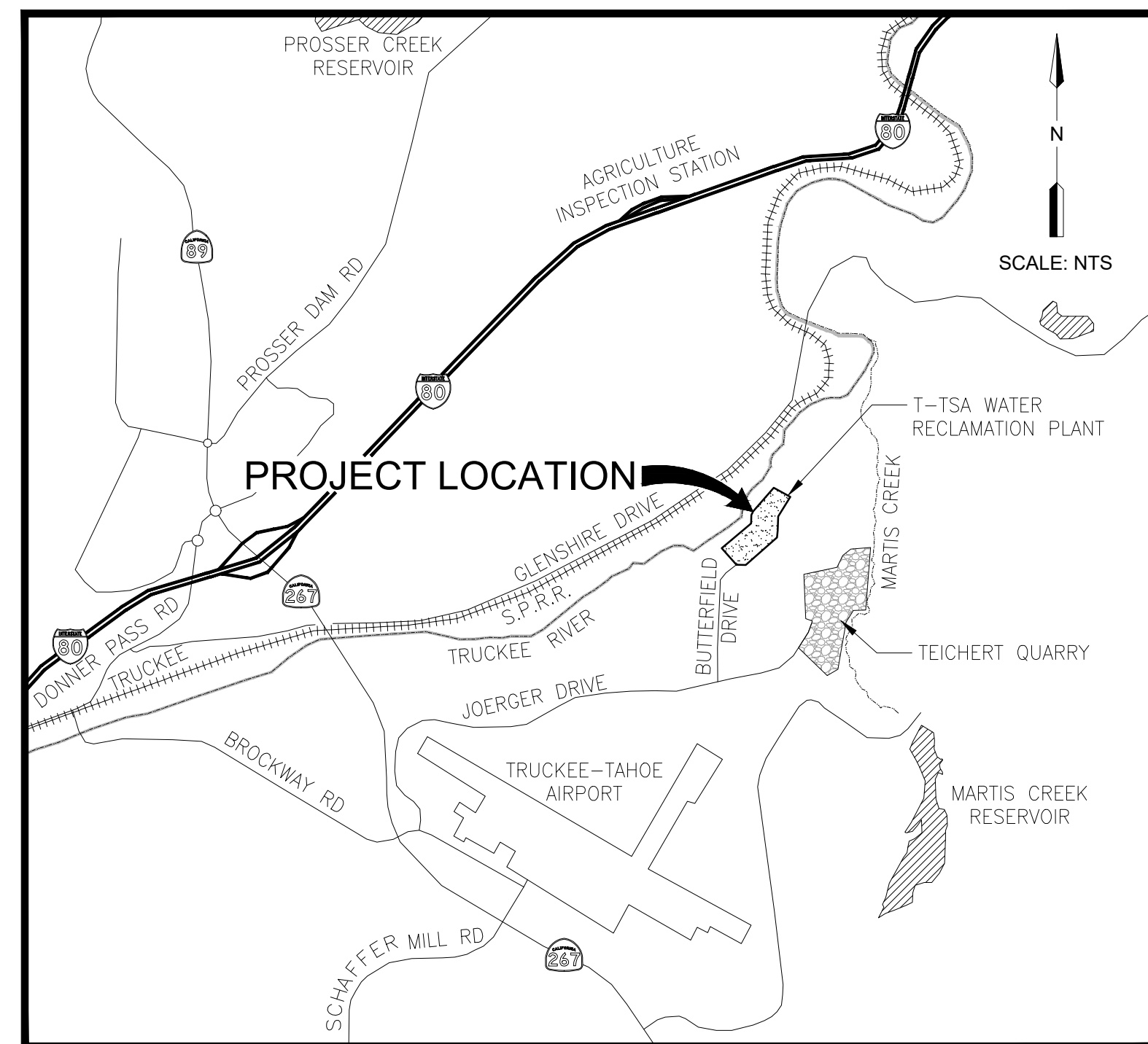
2022 PLANT COATING PROJECT

JANUARY 2022

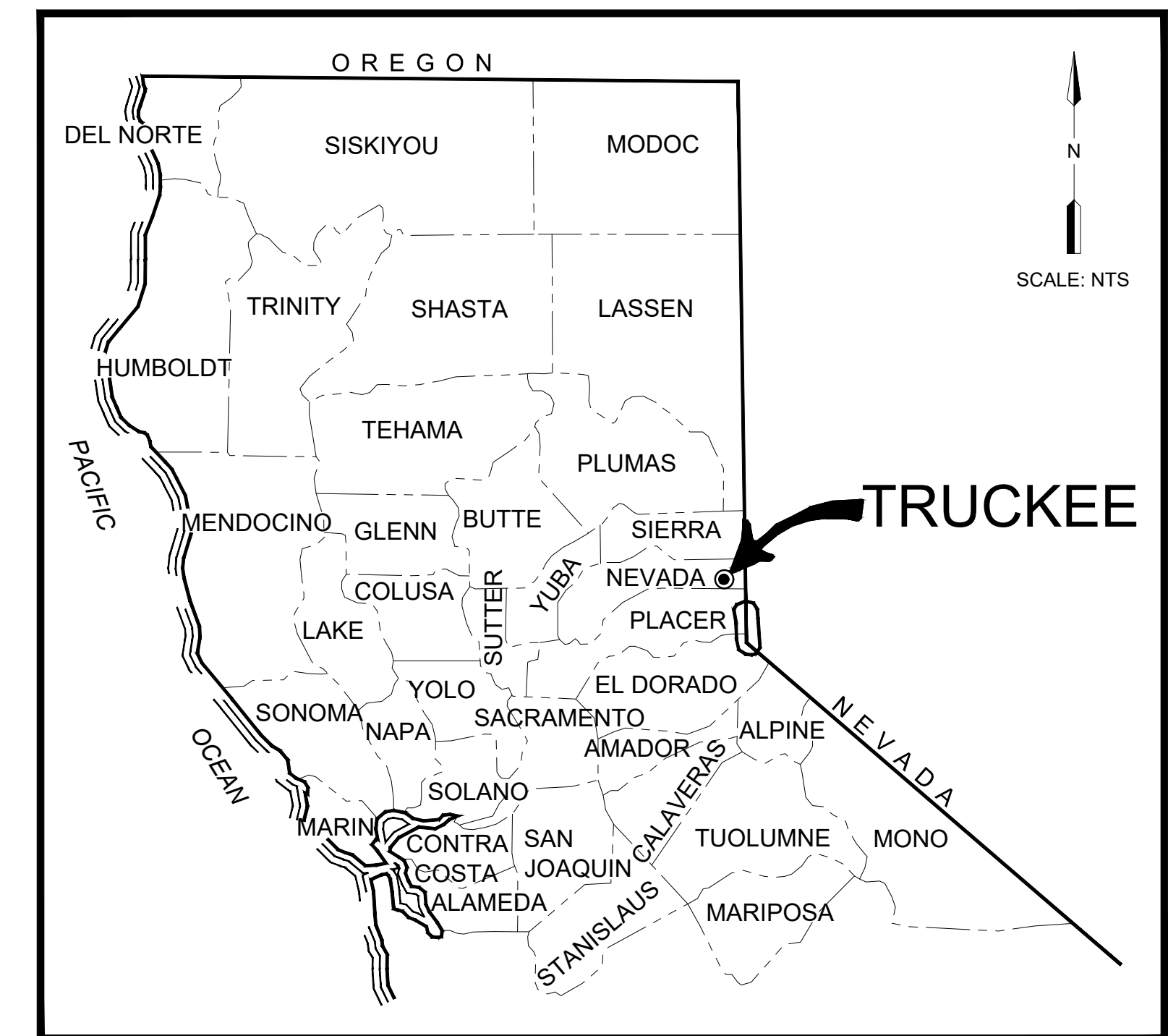
BOARD OF DIRECTORS

PRESIDENT	DAN WILKINS
VICE PRESIDENT	BLAKE TRESAN
DIRECTOR	S. LANE LEWIS
DIRECTOR	DALE COX
DIRECTOR	DAVID SMELSER

APPROVED: _____
 GENERAL MANAGER
 LARUE GRIFFIN



LOCATION MAP

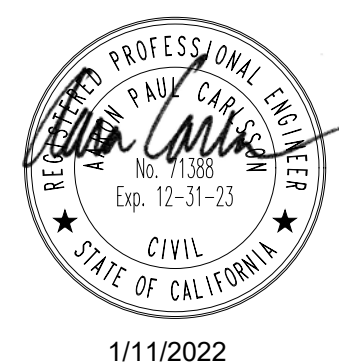


VICINITY MAP

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Tahoe-Truckee Sanitation Agency
 13720 Butterfield Drive
 Truckee, California 96161
 (530) 587-2525



1/11/2022

2022 PLANT COATING PROJECT
 GENERAL
**COVER SHEET,
 LOCATION MAP AND VICINITY MAP**

VERIFY SCALE

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 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET
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				DWG NO. G-001
				DATE JAN 2022
DESIGNED BY: TWS	DRAWN BY: TWS	CHECKED BY: APC/JAP	APPROVED BY: LG	

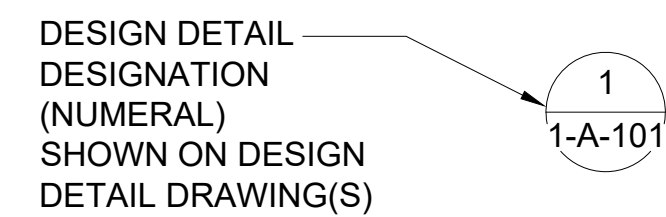
SHEET INDEX

SHEET	DRAWING NO.	TITLE
GENERAL		
1	G-001	COVER SHEET, LOCATION MAP AND VICINITY MAP
2	G-002	SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES
3	G-003	SITE MAP
MECHANICAL		
4	14-M-101	SECONDARY CLARIFIER NO. 14 PLAN
5	14-M-102	SECONDARY CLARIFIER NO. 14 SECTION
6	57-M-103	STRIPPER BASIN NO. 57 PLAN
7	57-M-104	STRIPPER BASIN NO. 57 SECTION
COATING		
8	14-C-201	SECONDARY CLARIFIER NO. 14 PLAN
9	14-C-202	SECONDARY CLARIFIER NO. 14 SECTION
10	57-C-203	STRIPPER BASIN NO. 57 PLAN
11	57-C-204	STRIPPER BASIN NO. 57 SECTION
DETAILS		
12	D-401	DETAILS
PHOTOS		
13	14-P-501	SECONDARY CLARIFIER NO. 14 PHOTOS
14	14-P-502	SECONDARY CLARIFIER NO. 14 PHOTOS
15	14-P-503	SECONDARY CLARIFIER NO. 14 PHOTOS
16	57-P-504	STRIPPER BASIN NO. 57 PHOTOS
17	57-P-505	STRIPPER BASIN NO. 57 PHOTOS
18	57-P-506	STRIPPER BASIN NO. 57 PHOTOS & PIPE REPLACEMENT NOTES

ABBREVIATIONS

APVD	APPROVED	HM	HOLLOW METAL
CHK	CHECKED	ID	INSIDE DIAMETER
CLR	CLEAR	MATL	MATERIAL
CMU	CONCRETE MASONRY UNIT	MO	MASONRY OPENING
CONC	CONCRETE	NO.	NUMBER
DR	DRAWN	NTS	NOT TO SCALE
DWG	DRAWING	OC	ON CENTER
EL	ELEVATION	PROJ	PROJECT
EQ	EQUAL	RO	ROUGH OPENING
EW	EACH WAY	STND	STANDARD
EXIST	EXISTING	THCK	THICK
FG	FINISHED GRADE	TYP	TYPICAL
GALV	GALVANIZED		
HGT	HEIGHT		

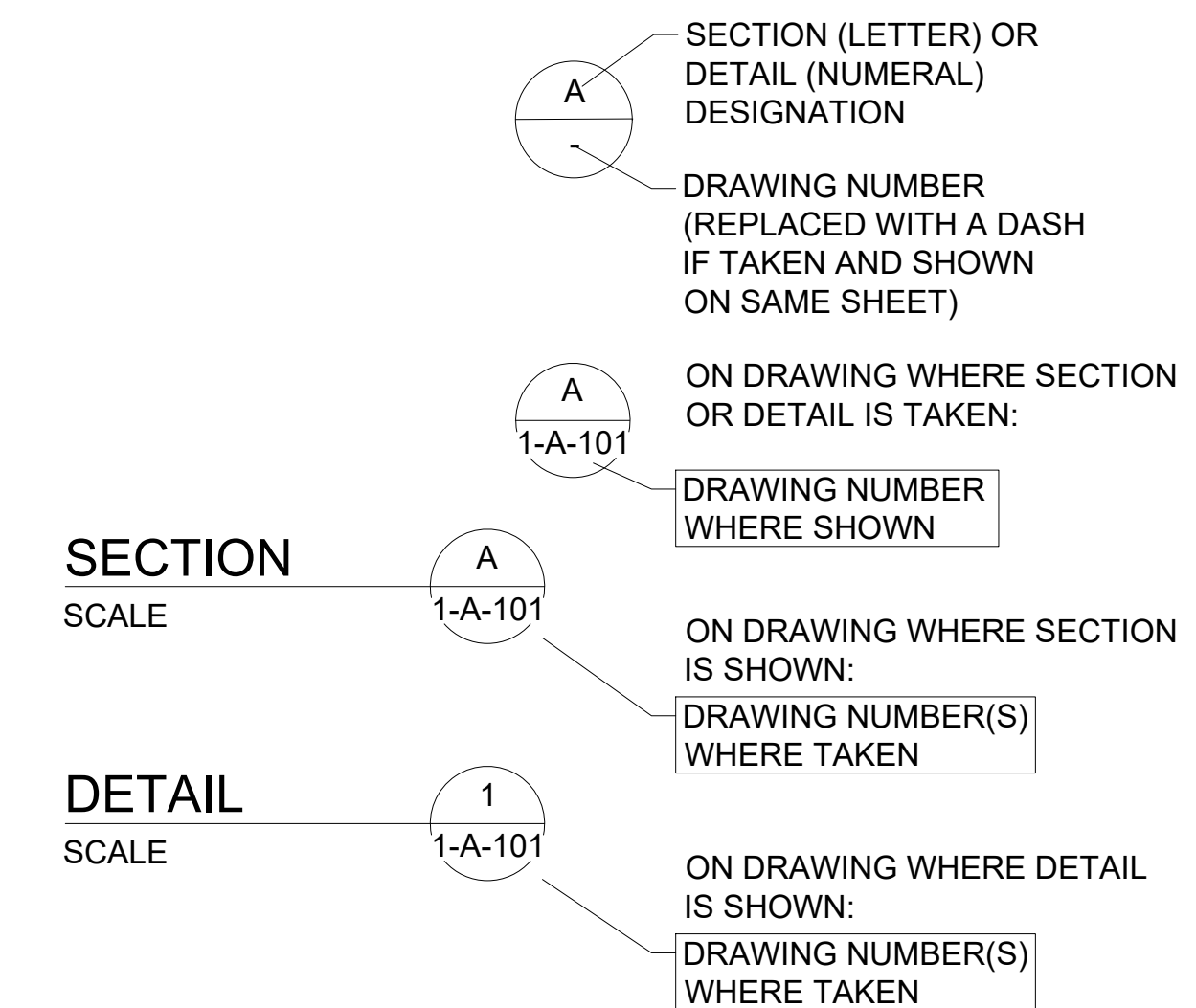
DESIGN / DETAIL DESIGNATION



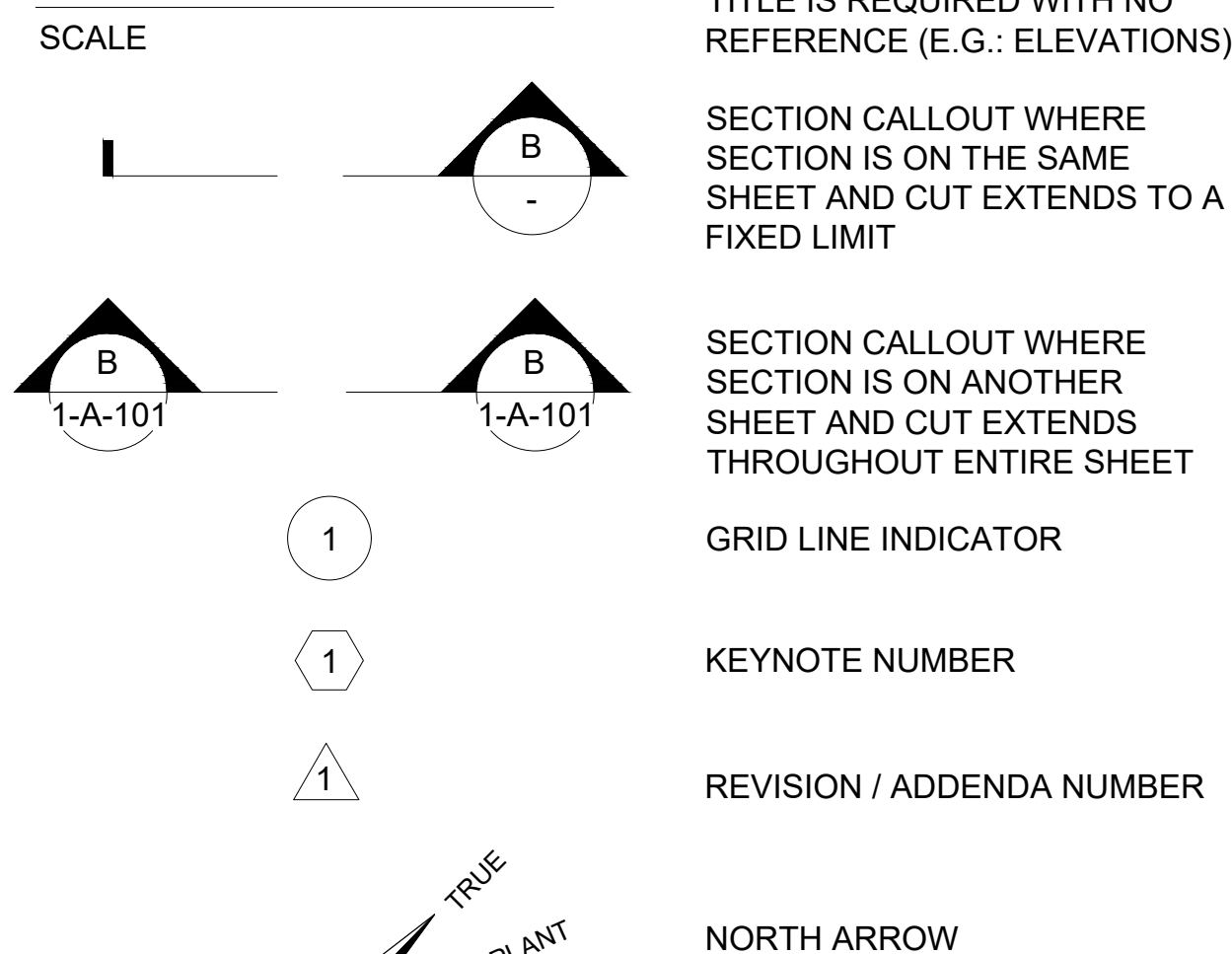
NOTES:

- ALL DESIGN DETAILS ARE TYPICAL AND MUST BE USED IF DESIGN DETAIL DESIGNATION IS NOT SHOWN.
- THE TERM STANDARD DETAIL, OR A FORM OF IT, IS SYNONYMOUS WITH DESIGN DETAIL. THE DESIGN DETAILS REPRESENT THE CHARACTER AND NATURE OF THE WORK REQUIRED THROUGHOUT THE PROJECT. ALL ASSOCIATED WORK SHALL BE IN ACCORDANCE WITH THE DESIGN DETAILS AND CONTRACT DOCUMENTS SHOWN WHETHER THE DETAILS ARE SPECIFICALLY REFERENCED OR NOT.

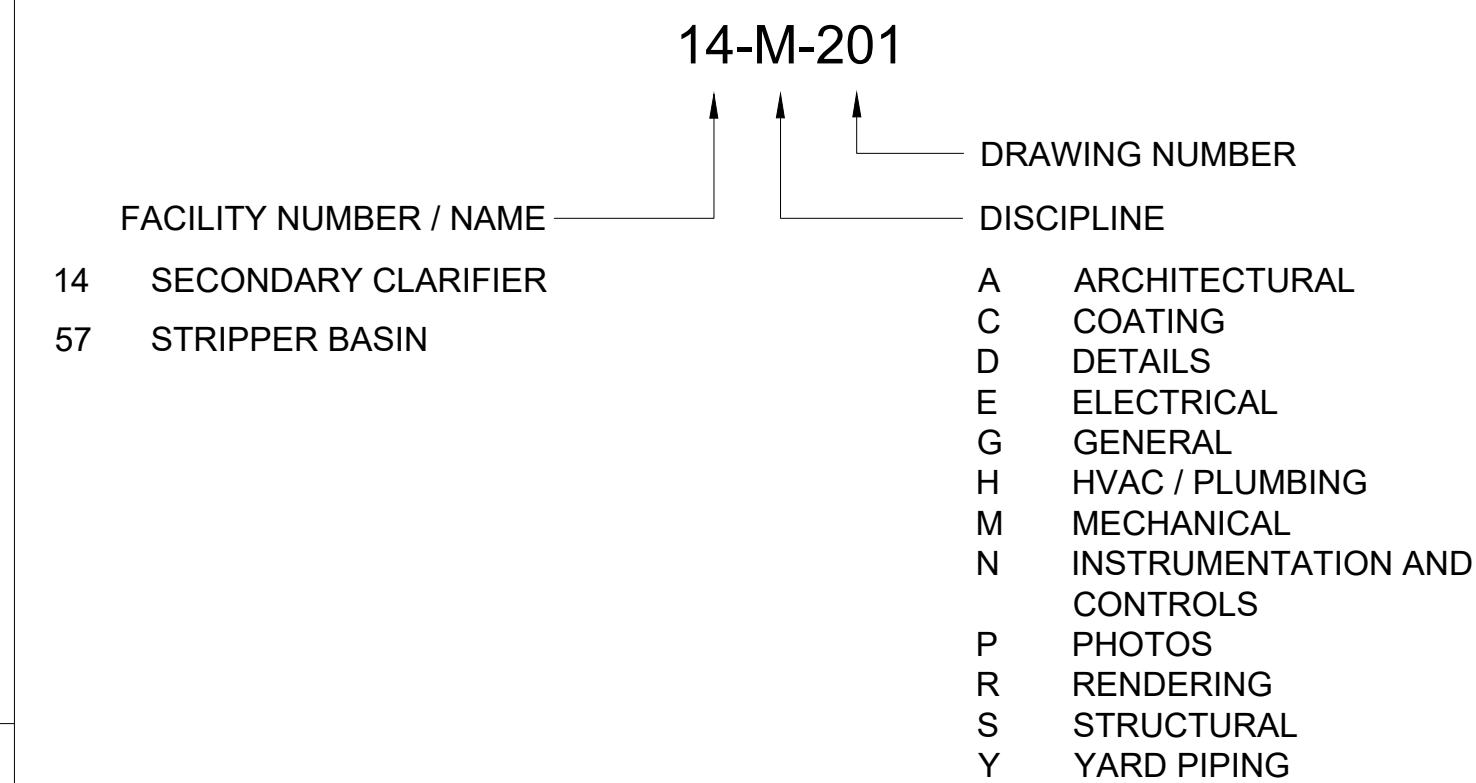
SECTION / DETAIL DESIGNATIONS



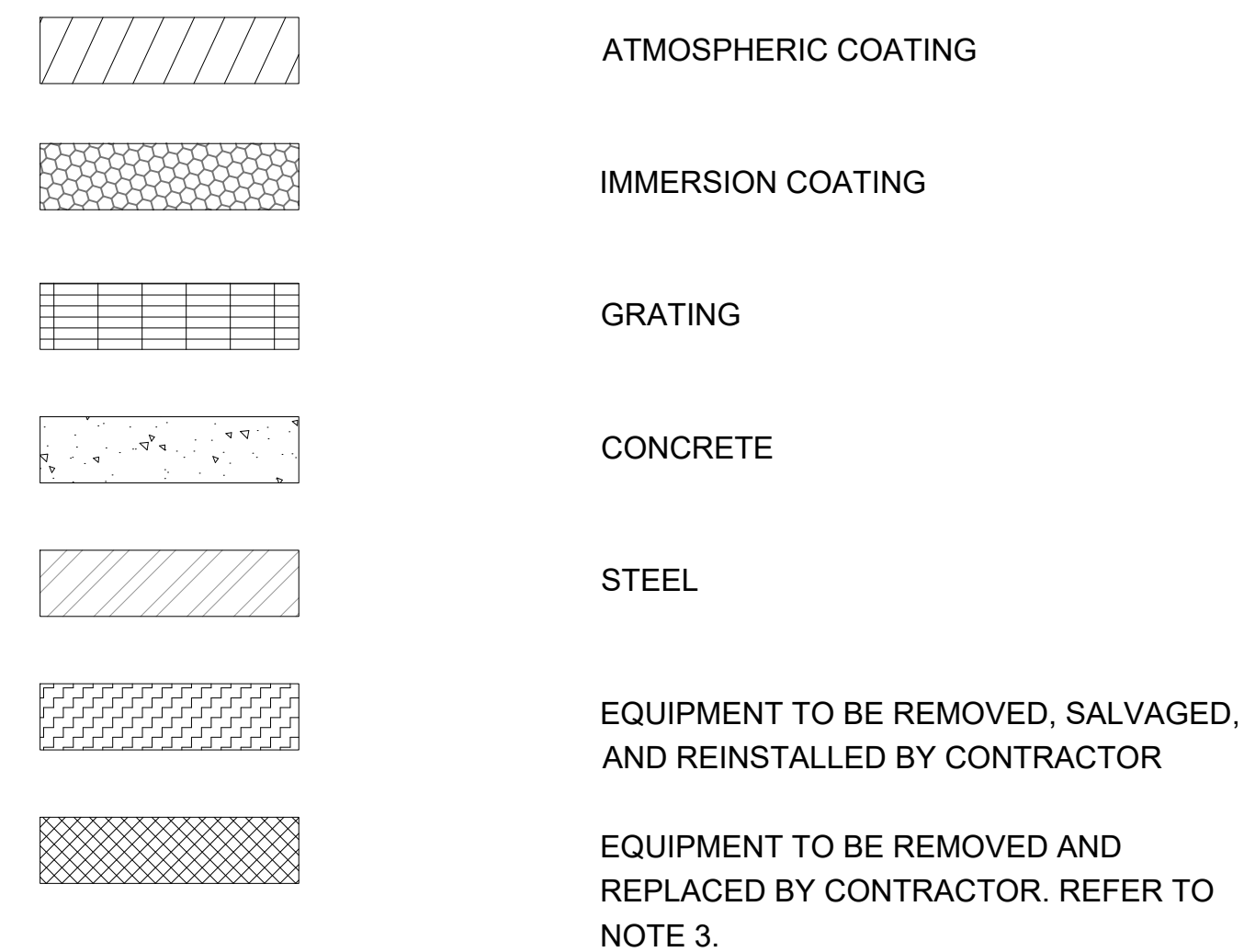
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DRAWING NUMBER DESIGNATION



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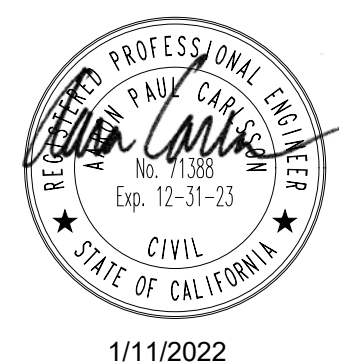


NOTES:

- EXISTING PIPING, EQUIPMENT, AND FACILITIES ARE SHOWN SCREENED AND/OR LIGHT LINED. NEW PIPING, EQUIPMENT, AND STRUCTURES ARE SHOWN HEAVY-LINED.
- THIS IS A STANDARD LEGEND SHEET AND SOME SYMBOLS MAY APPEAR ON THIS SHEET AND NOT BE USED ON THE PLANS.
- CONTRACTOR SHALL CONFIRM WITH THE AGENCY ALL ITEMS TO BE REMOVED AND DISPOSED OF PRIOR TO DEMOLITION.
- ALL FASTENERS, CLAMPS, AND RELATED APPURTENANCES SHALL BE REPLACED IN KIND BY PRODUCTS INTENDED FOR THE SAME USE AS EXISTING PRODUCTS AND SHALL BE 316 STAINLESS STEEL UNLESS OTHERWISE NOTED. SUBMITTALS SHALL BE PROVIDED TO THE AGENCY PRIOR TO THE ORDERING OF REPLACEMENT PRODUCTS.
- CONTRACTOR SHALL FIELD MEASURE AND VERIFY ALL HARDWARE CALLED OUT TO BE REPLACED PRIOR TO TRANSMITTING PRODUCT SUBMITTALS TO THE AGENCY.
- PRIOR TO BIDDING, CONTRACTOR SHALL ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY FOR PREPARATION OF THE BID.
- ITEMS CALLED OUT TO BE SALVAGED SHALL BE REINSTALLED AFTER COATING WORK HAS BEEN COMPLETED.



Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, California 96161
(530) 587-2525



1/11/2022

2022 PLANT COATING PROJECT

GENERAL

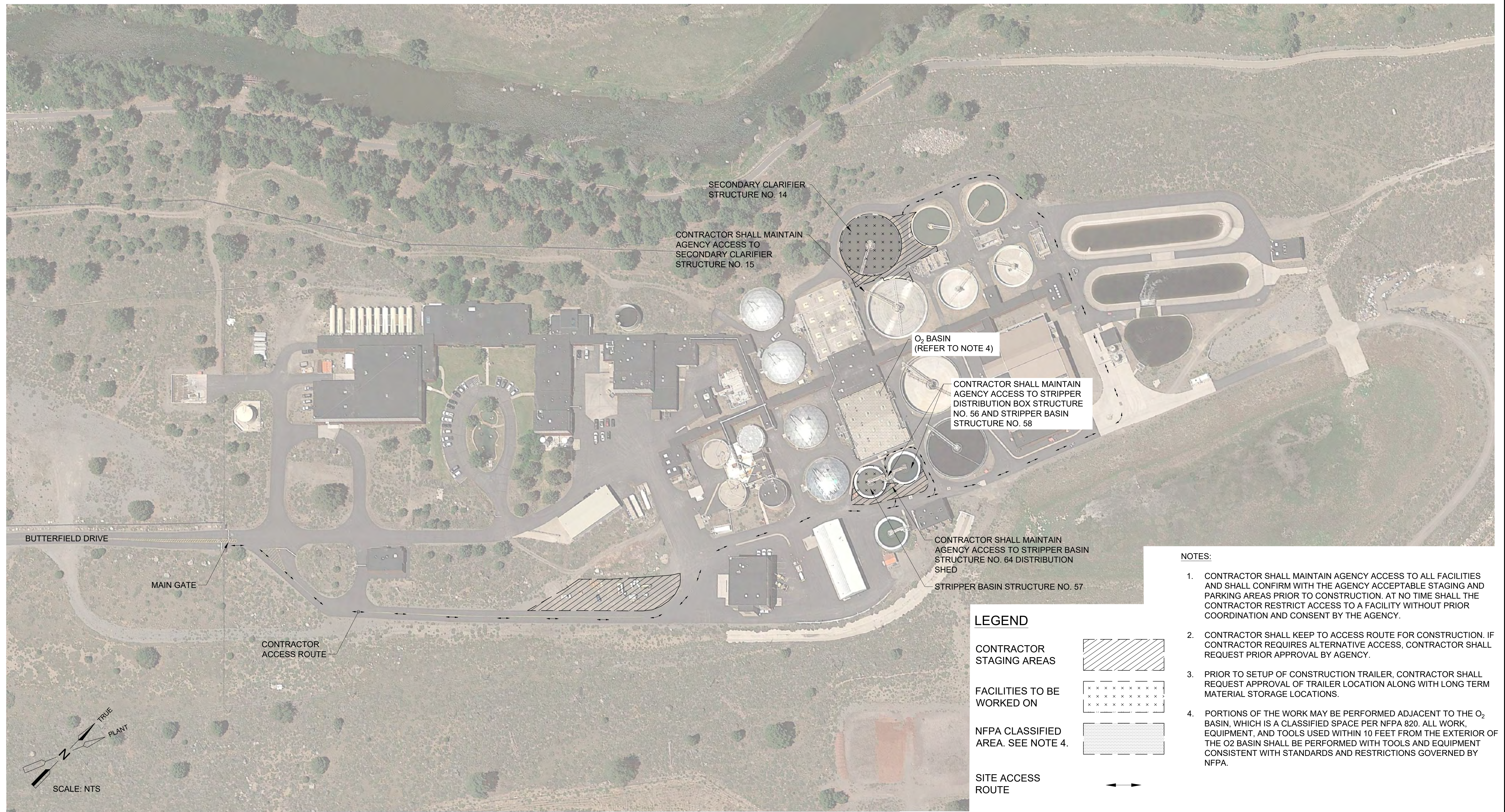
SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES

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				DWG NO.	G-002
				DATE	JAN 2022
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

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SECONDARY CLARIFIER
STRUCTURE NO. 14

CONTRACTOR SHALL MAINTAIN
AGENCY ACCESS TO
SECONDARY CLARIFIER
STRUCTURE NO. 15

O₂ BASIN
(REFER TO NOTE 4)

CONTRACTOR SHALL MAINTAIN
AGENCY ACCESS TO STRIPPER
DISTRIBUTION BOX STRUCTURE
NO. 56 AND STRIPPER BASIN
STRUCTURE NO. 58

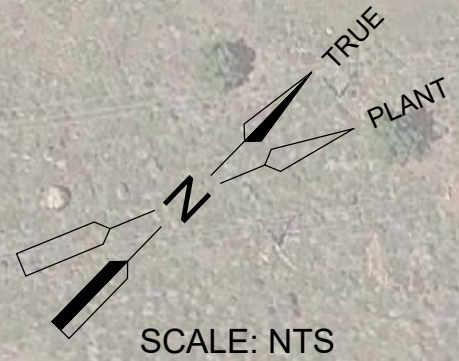
CONTRACTOR SHALL MAINTAIN
AGENCY ACCESS TO STRIPPER BASIN
STRUCTURE NO. 64 DISTRIBUTION
SHED

STRIPPER BASIN STRUCTURE NO. 57

MAIN GATE


BUTTERFIELD DRIVE

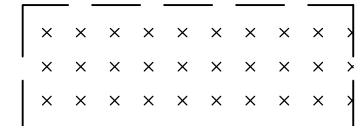
CONTRACTOR
ACCESS ROUTE

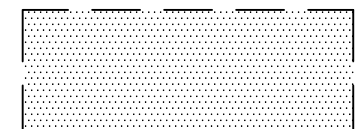


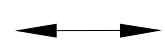
- NOTES:**
1. CONTRACTOR SHALL MAINTAIN AGENCY ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
 2. CONTRACTOR SHALL KEEP TO ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
 3. PRIOR TO SETUP OF CONSTRUCTION TRAILER, CONTRACTOR SHALL REQUEST APPROVAL OF TRAILER LOCATION ALONG WITH LONG TERM MATERIAL STORAGE LOCATIONS.
 4. PORTIONS OF THE WORK MAY BE PERFORMED ADJACENT TO THE O₂ BASIN, WHICH IS A CLASSIFIED SPACE PER NFPA 820. ALL WORK, EQUIPMENT, AND TOOLS USED WITHIN 10 FEET FROM THE EXTERIOR OF THE O₂ BASIN SHALL BE PERFORMED WITH TOOLS AND EQUIPMENT CONSISTENT WITH STANDARDS AND RESTRICTIONS GOVERNED BY NFPA.

LEGEND

CONTRACTOR STAGING AREAS 

FACILITIES TO BE WORKED ON 

NFPA CLASSIFIED AREA. SEE NOTE 4. 

SITE ACCESS ROUTE 



Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
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1/11/2022


2022 PLANT COATING PROJECT

GENERAL

SITE MAP

VERIFY SCALE

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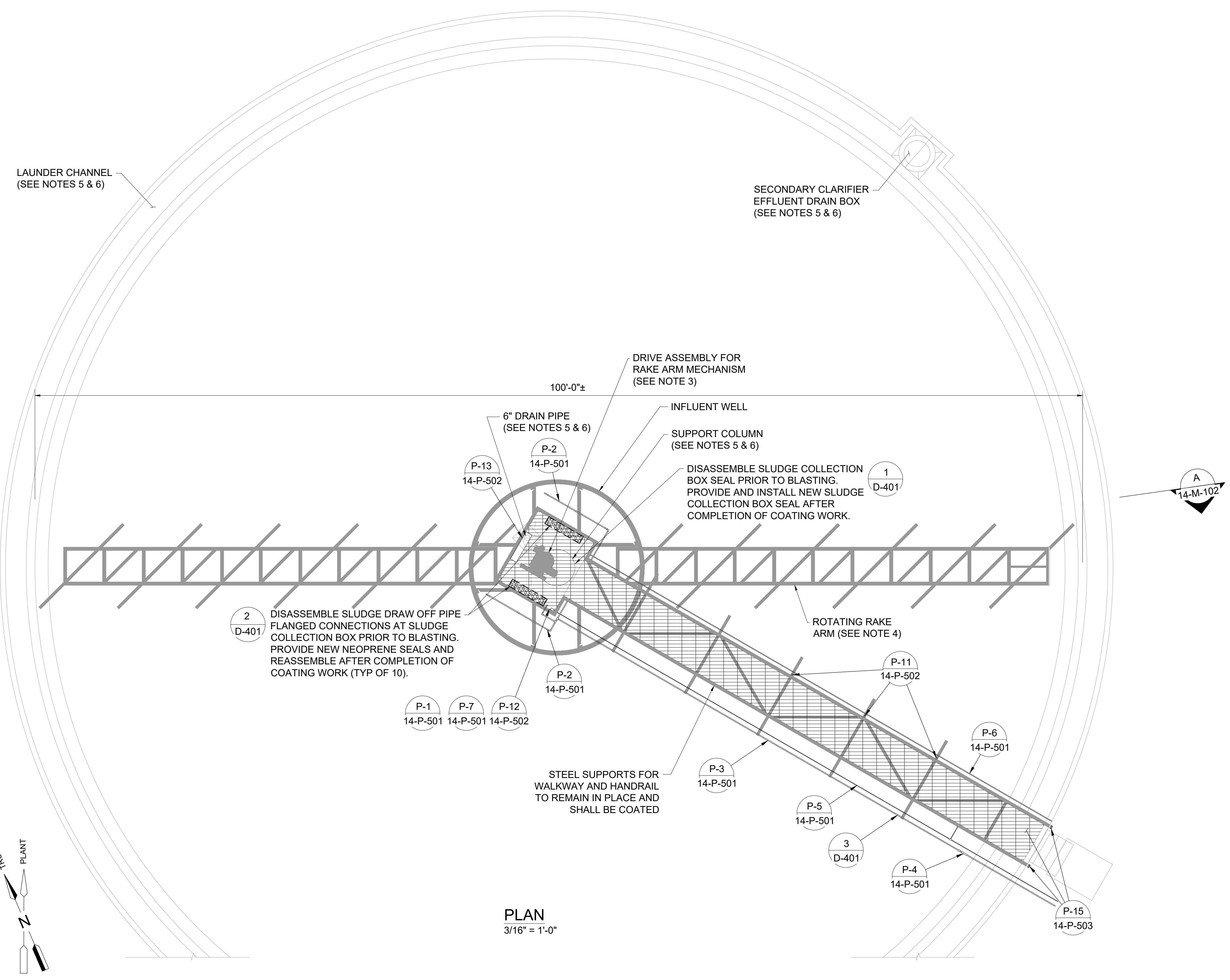
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				DATE	JAN 2022
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

NOTES:

1. THIS COMPOSITE PLAN VIEW IS NOT AN EXHAUSTIVE REPRESENTATION AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK.
2. PRIOR TO BIDDING, CONTRACTOR SHALL ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY FOR THE PREPARATION OF THE BID.
3. CONTRACTOR SHALL DRAIN OIL FROM RAKE ARM MECHANISM DRIVE ASSEMBLY AND REMOVE MACHINE GUARD AND CHAIN. AGENCY WILL DISPOSE OF USED OIL.
4. ORIENTATION OF RAKE ARM MAY BE DIFFERENT THAN SHOWN. IF THE CONTRACTOR HAS A PREFERRED ORIENTATION OF THE RAKE ARM, CONTRACTOR SHALL NOTIFY THE AGENCY AT LEAST 14 DAYS PRIOR TO BEGINNING OF WORK.
5. CONTRACTOR SHALL PREVENT MOISTURE FROM EXISTING DRAINS AND PIPES ENTERING THE WORK AREA. WHEN WORK IS COMPLETED, CONTRACTOR SHALL REMOVE ACCUMULATED MATERIAL DUE TO CONSTRUCTION ACTIVITIES AND DEVICES USED TO PREVENT MOISTURE FROM ENTERING THE WORK AREA.
6. CONTRACTOR SHALL ENSURE DURING THE COURSE OF WORK THAT NO DELETERIOUS MATERIAL ENTERS EXISTING OPENINGS IN THE DRIVE ASSEMBLY FOR RAKE ARM MECHANISMS, AND IN THE BASIN; INCLUDING BUT NOT LIMITED TO, CONCRETE SUMP, DRAIN PIPES, INFLUENT COLUMN, LAUNDER CHANNELS, AND EFFLUENT DRAIN BOX.
7. DEMOLITION PHOTO SHEETS SHOW ADDITIONAL ITEMS TO BE REMOVED THAT ARE NOT SHOWN ON PLAN AND SECTION SHEETS.

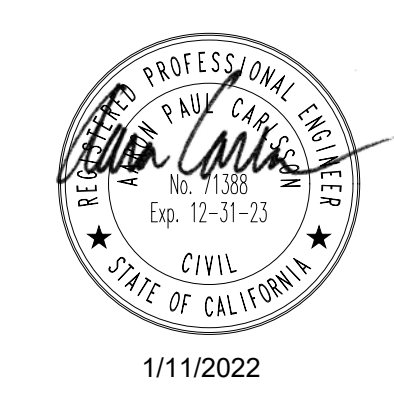


PLAN
3/16" = 1'-0"

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13720 Butterfield Drive
Truckee, California 96161
(530) 587-2525



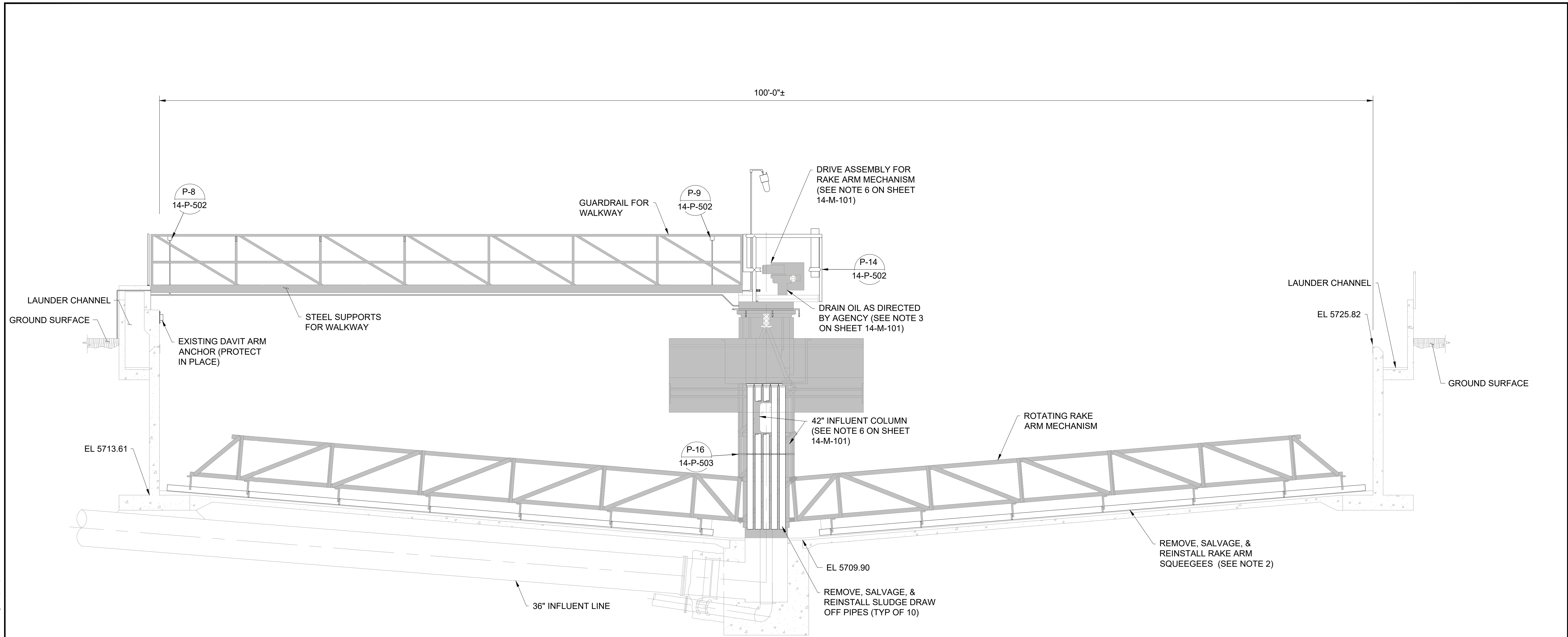
1/11/2022

2022 PLANT COATING PROJECT
MECHANICAL
SECONDARY CLARIFIER NO. 14 PLAN

VERIFY SCALE
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NO.	REVISIONS		APPROVED BY	DATE	SHEET	4 OF 18	
					DWG NO.	14-M-101	
					DATE	JAN 2022	
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SECTION A
1/4" = 1'-0" 14-M-101

NOTES:

1. THIS COMPOSITE SECTION IS NOT A TRUE SECTION CUT AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK. SEE PLAN VIEW FOR ORIENTATION OF FEATURES.
2. CONTRACTOR SHALL NOTE LOCATION OF EACH SQUEEGEE PRIOR TO REMOVAL AND INSTALL IN THE SAME LOCATION TO ENSURE FASTENERS LINE UP CORRECTLY.



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2022 PLANT COATING PROJECT
MECHANICAL
SECONDARY CLARIFIER NO. 14 SECTION

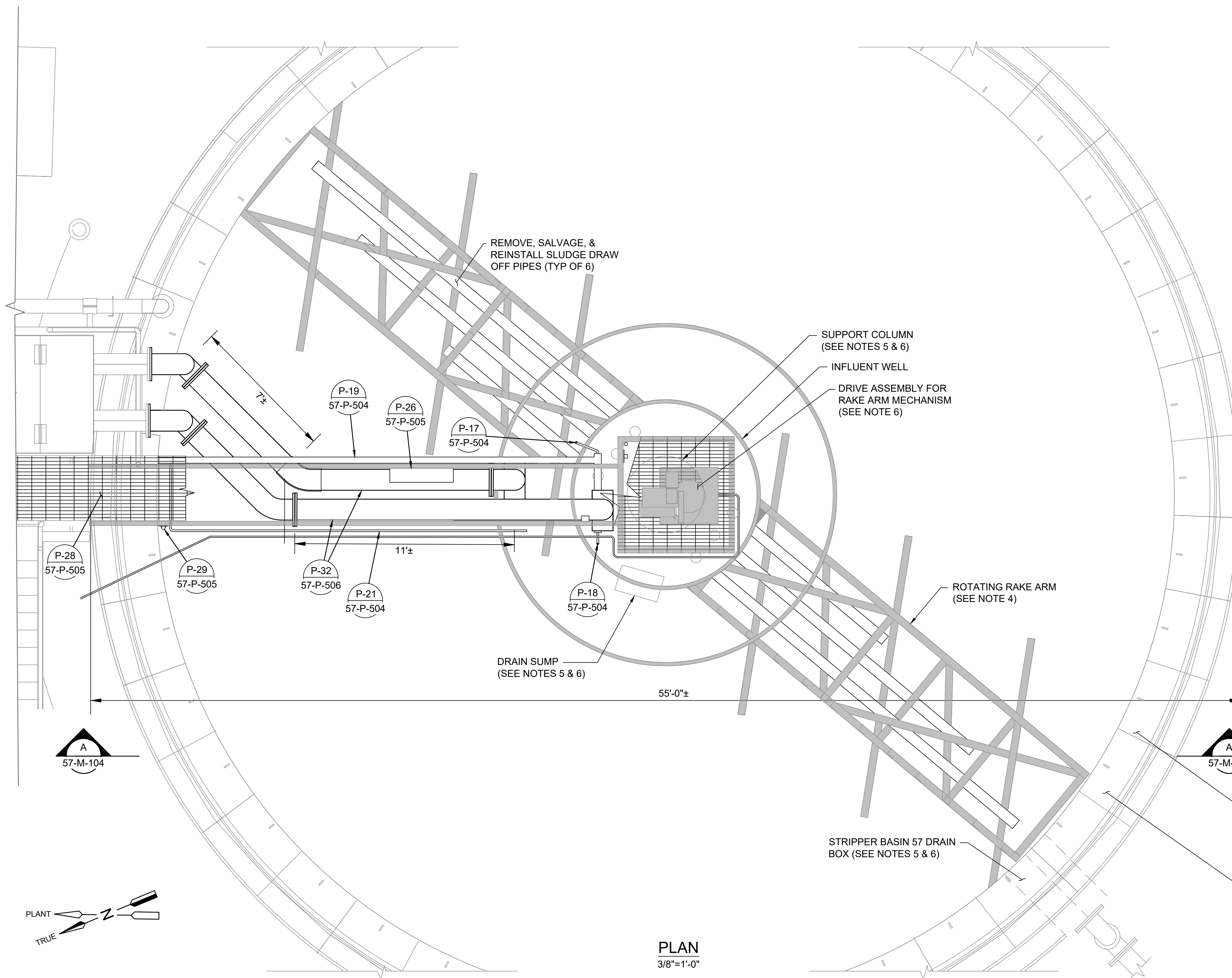
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NO.	REVISIONS	APPROVED BY	DATE	SHEET
				5 OF 18
				DWG NO. 14-M-102
				DATE JAN 2022
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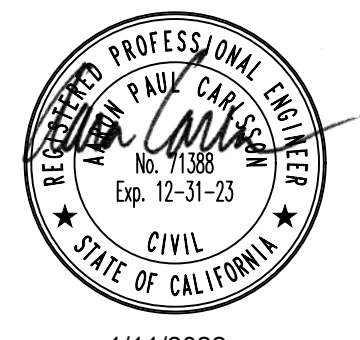
1. THIS COMPOSITE PLAN VIEW IS NOT AN EXHAUSTIVE REPRESENTATION AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK.
2. PRIOR TO BIDDING, CONTRACTOR SHALL ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY FOR THE PREPARATION OF THE BID.
3. CONTRACTOR SHALL DRAIN OIL FROM RAKE ARM MECHANISM DRIVE ASSEMBLY AND REMOVE MACHINE GUARD AND CHAIN. AGENCY WILL DISPOSE OF USED OIL.
4. ORIENTATION OF RAKE ARM MAY BE DIFFERENT THAN SHOWN. IF THE CONTRACTOR HAS A PREFERRED ORIENTATION OF THE RAKE ARM, CONTRACTOR SHALL NOTIFY THE AGENCY AT LEAST 14 DAYS PRIOR TO BEGINNING OF WORK.
5. CONTRACTOR SHALL PREVENT MOISTURE FROM EXISTING DRAINS AND PIPES ENTERING THE WORK AREA. WHEN WORK IS COMPLETED, CONTRACTOR SHALL REMOVE ACCUMULATED MATERIAL DUE TO CONSTRUCTION ACTIVITIES AND DEVICES USED TO PREVENT MOISTURE FROM ENTERING THE WORK AREA.
6. CONTRACTOR SHALL ENSURE DURING THE COURSE OF WORK THAT NO DELETERIOUS MATERIAL ENTERS EXISTING OPENINGS IN THE DRIVE ASSEMBLY FOR RAKE ARM MECHANISMS, AND IN THE BASIN; INCLUDING BUT NOT LIMITED TO, CONCRETE SUMP, DRAIN PIPES, INFLUENT COLUMN, LAUNDER CHANNELS, AND EFFLUENT DRAIN BOX.
7. DEMOLITION PHOTO SHEETS SHOW ADDITIONAL ITEMS TO BE REMOVED THAT ARE NOT SHOWN ON PLAN AND SECTION SHEETS.



PLAN
3/8"=1'-0"



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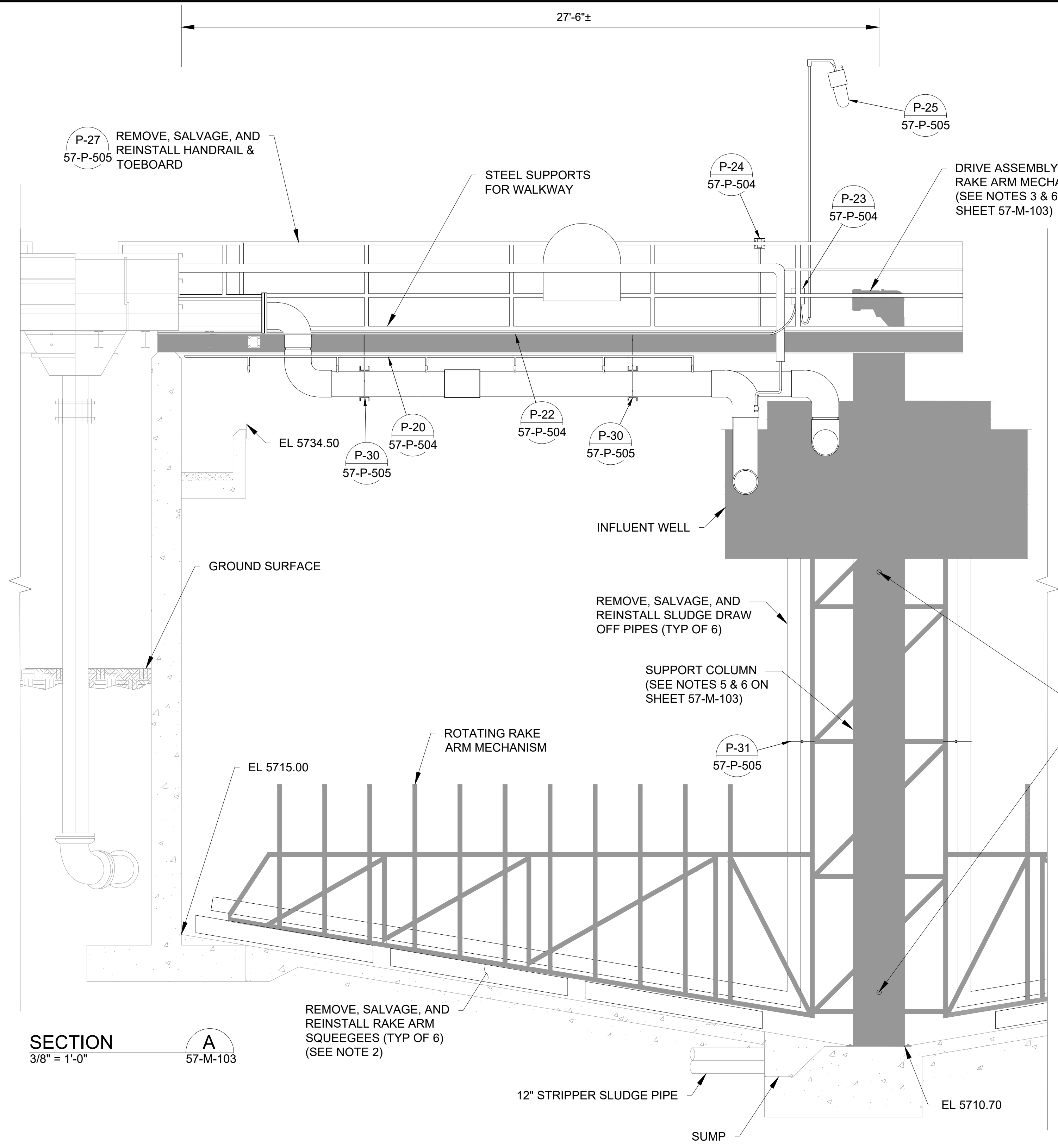


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2022 PLANT COATING PROJECT
MECHANICAL
STRIPPER BASIN NO. 57 PLAN

VERIFY SCALE
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				DWG NO. 57-M-103
				DATE JAN 2022
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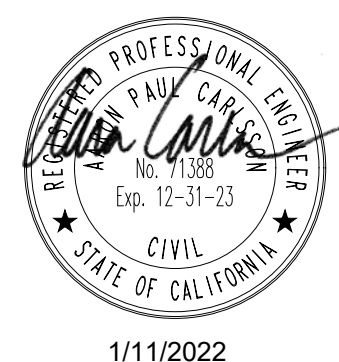
1. THIS COMPOSITE SECTION IS NOT A TRUE SECTION CUT AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK. SEE PLAN VIEW FOR ORIENTATION OF FEATURES.
2. CONTRACTOR SHALL NOTE LOCATION OF EACH SQUEEGEE PRIOR TO REMOVAL AND INSTALL IN THE SAME LOCATION TO ENSURE FASTENERS LINE UP CORRECTLY.
3. CONTRACTOR IS ADVISED THAT THE COLUMN IS FULL OF SLUDGE AND A POTENTIALLY EXPLOSIVE ATMOSPHERE. CONTRACTOR SHALL DRILL A 3/4" HOLE INTO COLUMN USING NON-SPARKING TOOLS AND DRAIN COLUMN PRIOR TO INSTALLATION OF THREADED COUPLING. CONTRACTOR SHALL CHECK ATMOSPHERE INSIDE THE COLUMN AND VENT COLUMN ACCORDINGLY TO PRIOR TO AND DURING WELDING.
4. COMPENSATION FOR WELDING AND MATERIALS SHALL BE COVERED BY RELATED WELDING BID ITEM.

SECTION A
3/8" = 1'-0"

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MECHANICAL
STRIPPER BASIN NO. 57 SECTION

VERIFY SCALE

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					DWG NO.	57-M-104	
					DATE	JAN 2022	
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NOTES:

1. THIS COMPOSITE PLAN VIEW IS NOT AN EXHAUSTIVE REPRESENTATION AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK.
2. PRIOR TO BIDDING, CONTRACTOR SHALL ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY FOR PREPARATION OF THE BID.
3. ORIENTATION OF RAKE ARM MAY BE DIFFERENT THAN SHOWN. IF THE CONTRACTOR HAS A PREFERRED ORIENTATION OF THE RAKE ARM, CONTRACTOR SHALL NOTIFY THE AGENCY AT LEAST 14 DAYS PRIOR TO BEGINNING OF WORK.
4. CONTRACTOR SHALL ENSURE PLACEMENT OF COATINGS AT AND NEAR FASTENER OPENINGS DOES NOT INTERFERE WITH REPLACEMENT OF FASTENERS OR CAUSE DAMAGE TO THE COATINGS DURING FASTENER REPLACEMENT.
5. CONTRACTOR SHALL PREVENT MOISTURE FROM EXISTING DRAINS AND PIPES ENTERING THE WORK AREA. WHEN WORK IS COMPLETED, CONTRACTOR SHALL REMOVE ACCUMULATED MATERIAL DUE TO CONSTRUCTION ACTIVITIES AND DEVICES USED TO PREVENT MOISTURE FROM ENTERING THE WORK AREA.
6. CONTRACTOR SHALL ENSURE DURING THE COURSE OF WORK THAT NO DELETERIOUS MATERIAL ENTERS EXISTING OPENINGS IN THE DRIVE ASSEMBLY FOR THE RAKE ARM MECHANISMS AND IN THE CLARIFIER; INCLUDING BUT NOT LIMITED TO, CONCRETE SUMP, DRAIN PIPES, INFLUENT COLUMN, LAUNDER CHANNELS, AND EFFLUENT DRAIN BOX.
7. CONTRACTOR SHALL APPLY CAULK IN AREAS AS DIRECTED BY AGENCY AFTER COATING IS CURED.

LAUNDER CHANNEL
(SEE NOTES 5 & 6)

SECONDARY CLARIFIER
EFFLUENT DRAIN BOX
(SEE NOTES 5 & 6)

6" DRAIN PIPE
(SEE NOTES 5 & 6)

100'-0"±

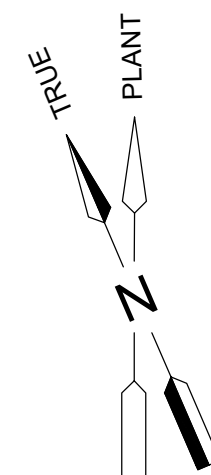
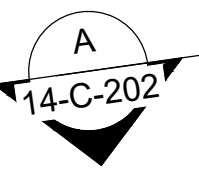
INFLUENT WELL
SUPPORT COLUMN
(SEE NOTES 5 & 6)

DRIVE ASSEMBLY FOR
RAKE ARM MECHANISM
(SEE NOTE 6)
42" EFFLUENT COLUMN
(SEE NOTES 5 & 6)


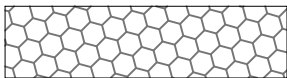
ROTATING RAKE
ARM (SEE NOTE 3)

STEEL SUPPORTS FOR
WALKWAY AND HANDRAIL
TO REMAIN IN PLACE AND
SHALL BE COATED

PLAN
3/16" = 1'-0"

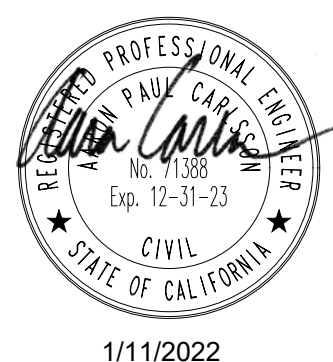


LEGEND

-  ATMOSPHERIC COATING
-  IMMERSION COATING



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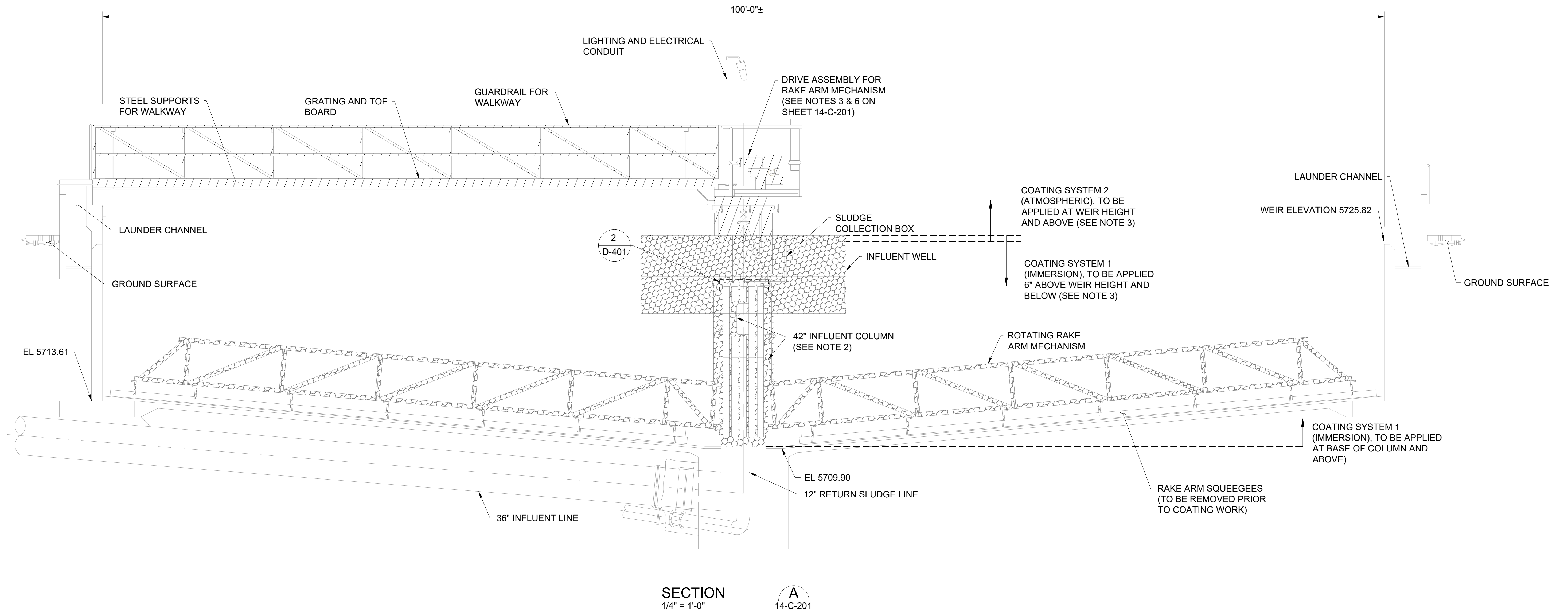
2022 PLANT COATING PROJECT
COATING
SECONDARY CLARIFIER NO. 14 PLAN

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					DWG NO.	14-C-201	
					DATE	JAN 2022	
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SECTION A
1/4" = 1'-0" 14-C-201

NOTES:

1. THIS COMPOSITE SECTION IS NOT A TRUE SECTION CUT AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK. SEE PLAN VIEW FOR ORIENTATION OF FEATURES.
2. THE CONTRACTOR IS NOT RESPONSIBLE FOR COATING THE INTERIOR OF THE 42" INFLUENT COLUMN. CONTRACTOR SHALL COAT PIPE EXTERIOR NOT EMBEDDED IN CONCRETE AND COLUMN SUPPORT FEATURES THAT EXTEND FROM BASE OF COLUMN PIPING TO TOP OF COLUMN PIPING. CONTRACTOR SHALL ENSURE NO DELETERIOUS MATERIAL ENTERS THE INFLUENT COLUMN.
3. IMMERSION COATING SHALL EXTEND 6 INCHES ABOVE WEIR ELEVATION. ATMOSPHERIC COATING SHALL OVERLAP IMMERSION COATING AND EXTEND TO WEIR ELEVATION.
4. CONTRACTOR SHALL ENSURE PLACEMENT OF COATINGS AT AND NEAR FASTENER OPENINGS DOES NOT INTERFERE WITH REPLACEMENT OF FASTENERS OR CAUSE DAMAGE TO THE COATINGS DURING FASTENER REPLACEMENT.

LEGEND

- ATMOSPHERIC COATING
- IMMERSION COATING



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2022 PLANT COATING PROJECT
COATING
SECONDARY CLARIFIER NO. 14 SECTION

VERIFY SCALE
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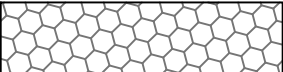
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				DWG NO.	14-C-202
				DATE	JAN 2022
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

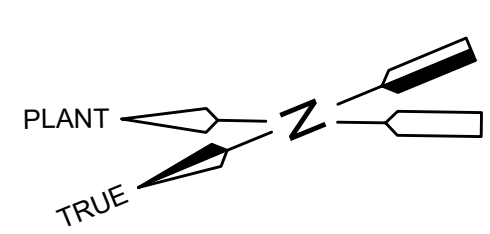
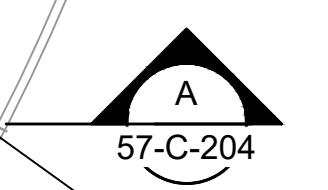
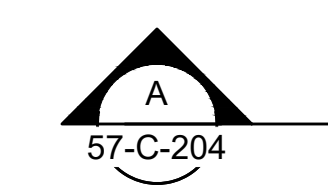
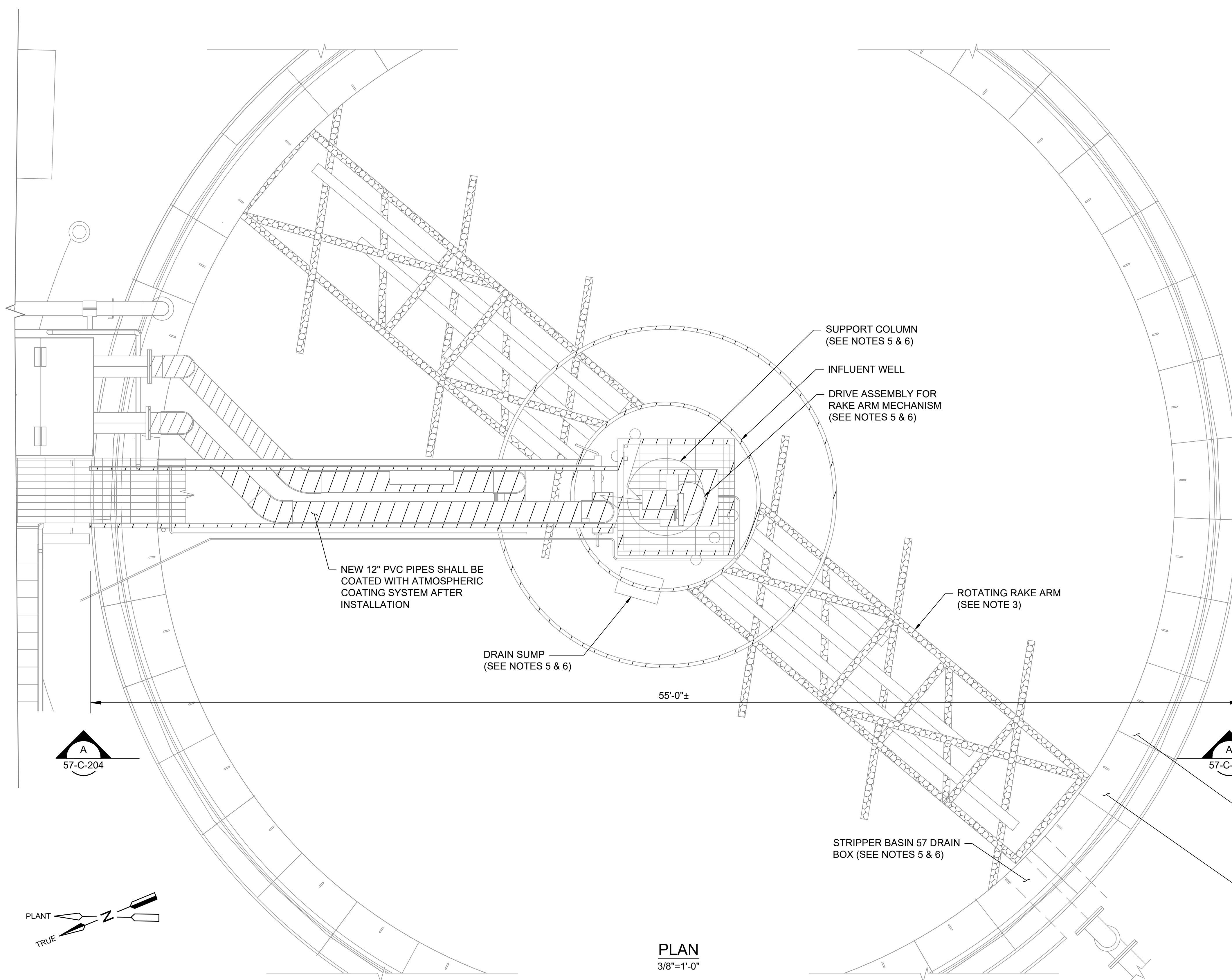
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NOTES:

1. THIS COMPOSITE PLAN VIEW IS NOT AN EXHAUSTIVE REPRESENTATION AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK.
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7. CONTRACTOR SHALL APPLY CAULK IN AREAS AS DIRECTED BY AGENCY AFTER COATING IS CURED.

LEGEND

-  ATMOSPHERIC COATING
-  IMMERSION COATING



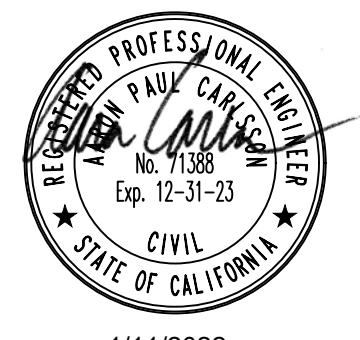
PLAN
3/8"=1'-0"

EXISTING LAUNDER COVER SHALL BE REMOVED AS NEEDED BY THE CONTRACTOR TO ACCOMPLISH WORK. ONCE COATING WORK HAS BEEN ACCEPTED BY THE ENGINEER, CONTRACTOR SHALL REPLACE REMOVED LAUNDER COVERS.

LAUNDER COVER IS NOT DESIGNED TO BE A LOAD BEARING STRUCTURE. CONTRACTOR SHALL NOT STEP ON THE LAUNDER COVERS (SEE NOTES 5 & 6).



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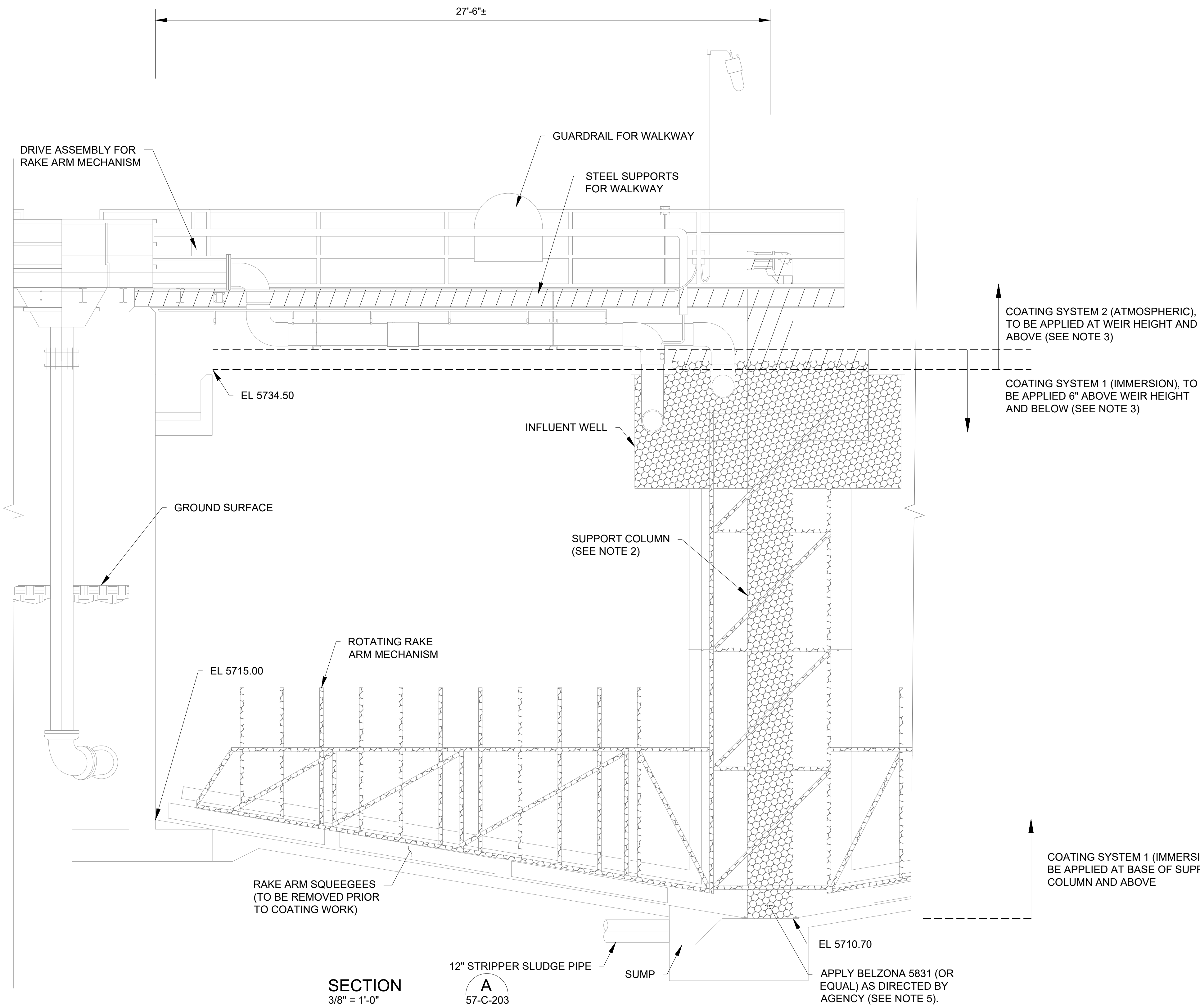


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2022 PLANT COATING PROJECT
COATING
STRIPPER BASIN NO. 57 PLAN

VERIFY SCALE
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					DWG NO.	57-C-203	
					DATE	JAN 2022	
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NOTES:

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2. THE CONTRACTOR IS NOT RESPONSIBLE FOR COATING THE INTERIOR OF THE 42" INFLUENT COLUMN. CONTRACTOR SHALL COAT PIPE EXTERIOR NOT EMBEDDED IN CONCRETE AND COLUMN SUPPORT FEATURES THAT EXTEND FROM BASE OF COLUMN PIPING TO TOP OF COLUMN PIPING. CONTRACTOR SHALL ENSURE NO DELETERIOUS MATERIAL ENTERS THE INFLUENT COLUMN.
3. IMMERSION COATING SHALL EXTEND 6 INCHES ABOVE WEIR ELEVATION. ATMOSPHERIC COATING SHALL OVERLAP IMMERSION COATING AND EXTEND TO WEIR ELEVATION.
4. CONTRACTOR SHALL ENSURE PLACEMENT OF COATINGS AT AND NEAR FASTENER OPENINGS DOES NOT INTERFERE WITH REPLACEMENT OF FASTENERS OR CAUSE DAMAGE TO THE COATINGS DURING FASTENER REPLACEMENT.
5. COATING SHALL BE INTENDED FOR APPLICATION ON WET STEEL. CONTRACTOR SHALL ADHERE TO MANUFACTURER'S SPECIFICATIONS INCLUDING BUT NOT LIMITED TO MINIMUM AND MAXIMUM RECOAT TIMES, MIL THICKNESS, AND NUMBER OF COATS.

COATING SYSTEM 2 (ATMOSPHERIC), TO BE APPLIED AT WEIR HEIGHT AND ABOVE (SEE NOTE 3)

COATING SYSTEM 1 (IMMERSION), TO BE APPLIED 6" ABOVE WEIR HEIGHT AND BELOW (SEE NOTE 3)

COATING SYSTEM 1 (IMMERSION), TO BE APPLIED AT BASE OF SUPPORT COLUMN AND ABOVE

SECTION
3/8" = 1'-0"

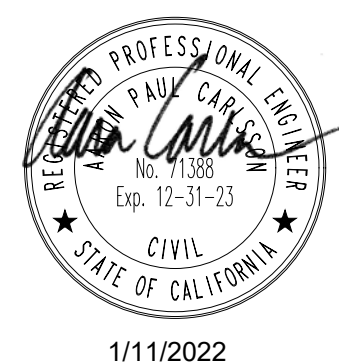
12" STRIPPER SLUDGE PIPE
SUMP
EL 5710.70
APPLY BELZONA 5831 (OR EQUAL) AS DIRECTED BY AGENCY (SEE NOTE 5).

LEGEND

- ATMOSPHERIC COATING
- IMMERSION COATING



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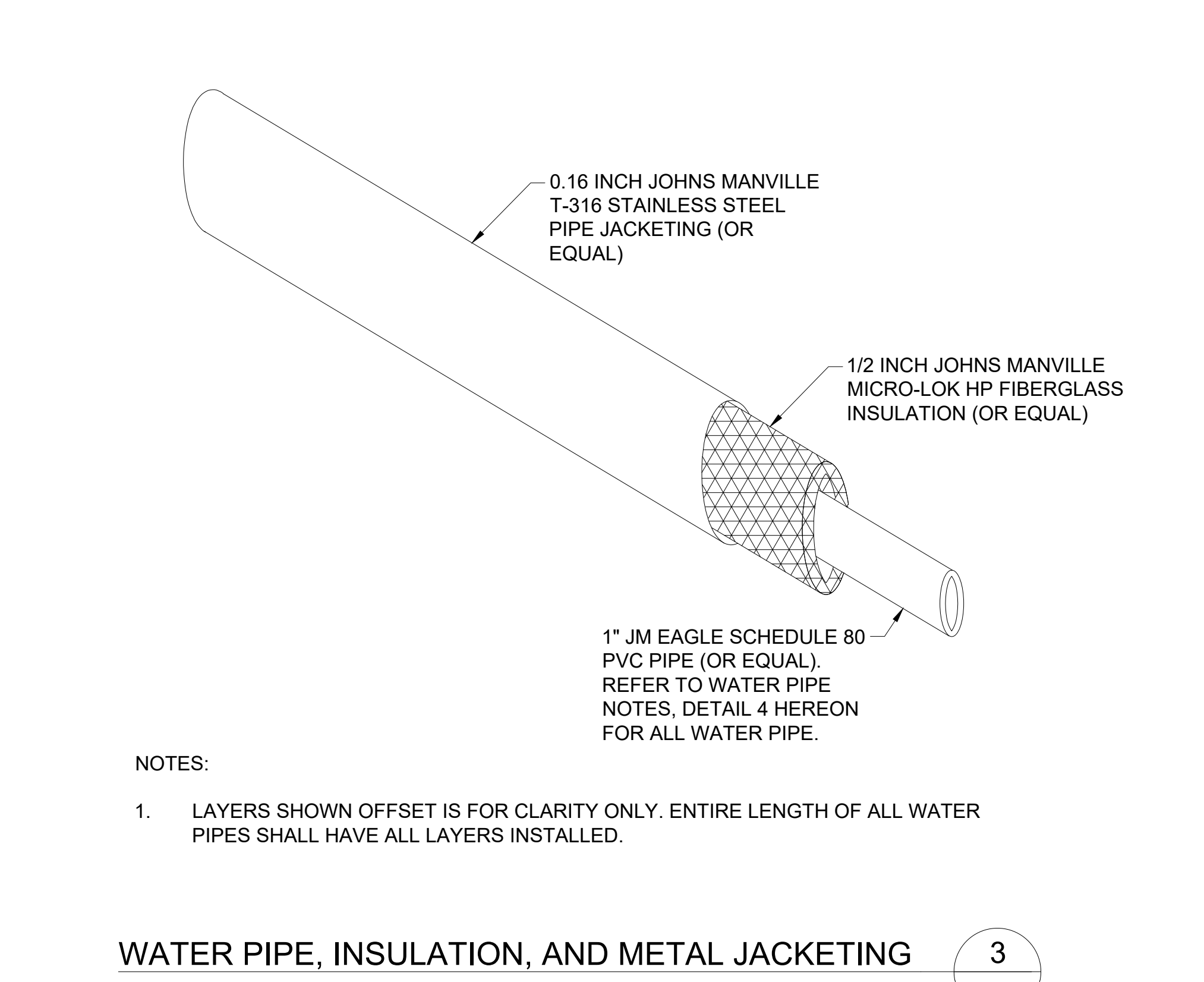
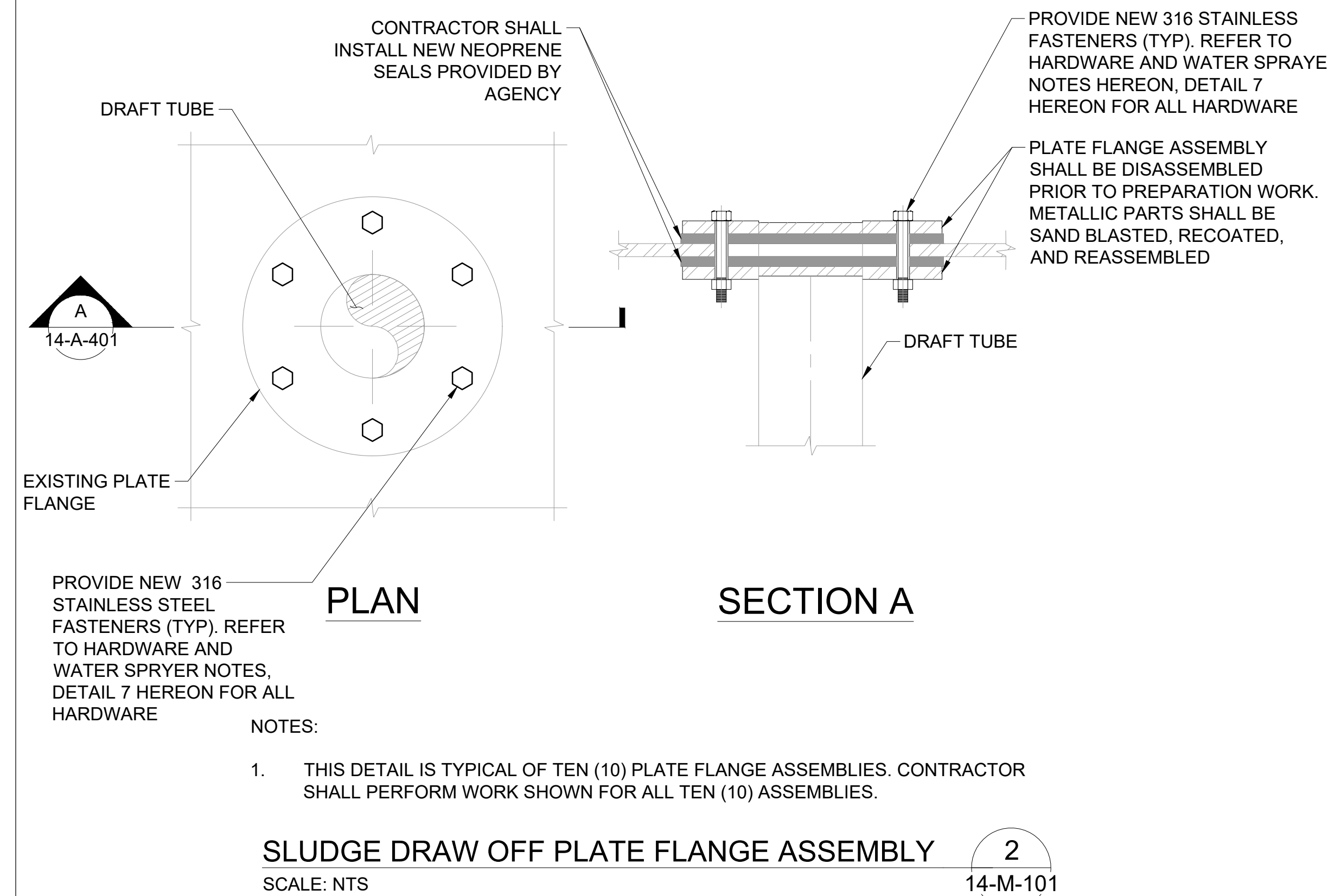
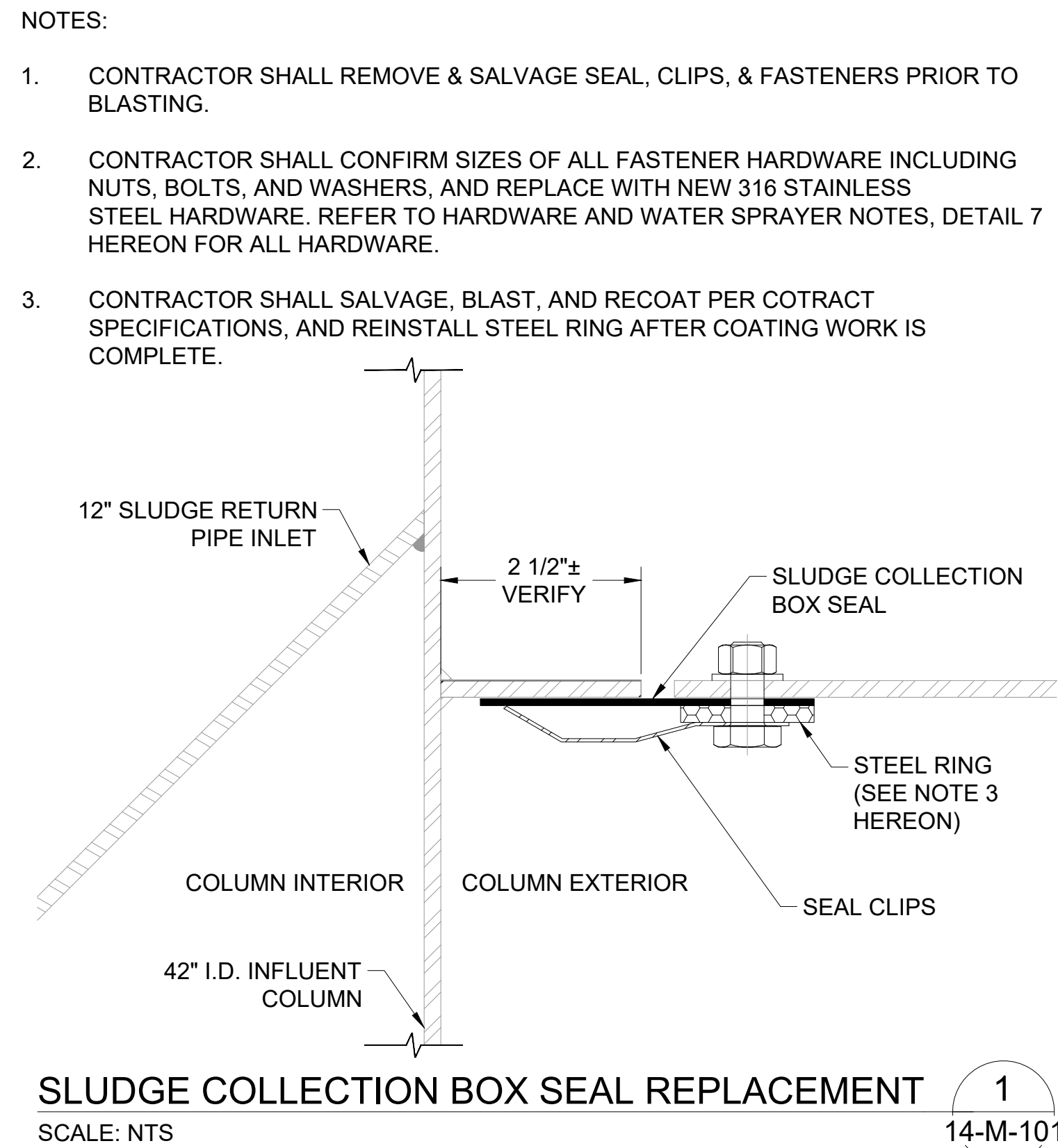
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2022 PLANT COATING PROJECT
COATING
STRIPPER BASIN NO. 57 SECTION

VERIFY SCALE

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						DWG NO.	57-C-204
						DATE	JAN 2022
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WATER PIPE NOTES:

- ALL PIPING SHALL BE SCHEDULE 80, UV-RESISTANT, AND DESIGNED FOR OUTDOOR USE.
- ALL PIPE SHALL CONFORM TO ASTM D 1785.
- PVC SCHEDULE 80 THREADED FITTINGS SHALL CONFORM TO ASTM D 2464.
- PIPE AND FITTINGS SHALL BE MANUFACTURED AS A SYSTEM AND BE THE PRODUCT OF ONE MANUFACTURER.
- THE SYSTEM SHALL BE PROTECTED FROM CHEMICAL AGENTS, FIRE-STOPPING MATERIALS, THREAD SEALANT, PLASTICIZED-VINYL PRODUCTS OR OTHER AGGRESSIVE CHEMICAL AGENTS NOT COMPATIBLE WITH PVC COMPOUNDS.
- THE SYSTEM SHALL BE HYDROSTATICALLY TESTED TO 20 PSI FOR TWO (2) HOURS AFTER INSTALLATION. DO NOT TEST WITH OR TRANSPORT/STORE COMPRESSED AIR OR GAS IN PVC PIPE OR FITTINGS.
- PIPE CEMENT: SOLVENT CEMENT JOINTS SHALL BE MADE IN A TWO-STEP PROCESS WITH A PRIMER MEETING ASTM F 656 AND A MEDIUM- OR HEAVY-BODIED SOLVENT CEMENT CONFORMING TO ASTM D 2564.
- ALL WATER PIPES SHALL BE INSULATED WITH 1/2" JOHNS MANVILLE MICRO-LOK HP FIBERGLASS INSULATION (OR EQUAL), AND JOHNS MANVILLE T-316 STAINLESS STEEL ROLL JACKETING (OR EQUAL). REFER TO WATER PIPE, INSULATION, AND METAL JACKETING, DETAIL 3 HEREON.

WATER PIPE NOTES 4
SCALE: NTS

ELECTRICAL CONDUIT NOTES:

- ALL RIGID CONDUIT SHALL BE 3/4" HOT-DIPPED GALVANIZED STEEL CONFORMING TO NEMA C80.1 AND UL 6.
- ALL FLEXIBLE CONDUITS SHALL CONFORM TO CSA 22.2 #227.2 & #227.3, AND NEMA 4 & NEMA TYPE 6 WATERTIGHTNESS REQUIREMENTS.

JUNCTION BOX NOTES:

- ALL JUNCTION BOXES SHALL BE HOT-DIPPED GALVANIZED WITH A CHROMATED PROTECTIVE LAYER.
- JUNCTION BOX - CONDUIT CONNECTIONS SHALL BE 3/4" UNLESS OTHERWISE NOTED.
- JUNCTION BOXES SHALL MATCH AND BE COMPATIBLE WITH BOTH PROPOSED AND EXISTING CONDUIT CONNECTIONS.

CONDUCTOR NOTES:

- ALL CONDUCTORS SHALL BE 12 AWG THHN STRANDED COPPER RATED FOR 600 VOLTS AND CONFORM TO NEMA WC 71, WC 72, AND WC 74.
- CONTRACTOR SHALL FIELD VERIFY THE QUANTITY OF CONDUCTORS IN EACH CONDUIT AND REPORT FINDINGS TO AGENCY REPRESENTATIVE PRIOR TO PULLING NEW CONDUCTORS THROUGH CONDUIT.
- CONTRACTOR SHALL ENSURE CONDUIT IS FREE OF ALL DELETERIOUS MATERIAL TO THE SATISFACTION OF AGENCY PRIOR TO PULLING WIRE.

CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES 5
SCALE: NTS

SWITCH BOXES:

- SWITCH BOXES SHALL BE CONSTRUCTED FROM 14-GAUGE 316 STAINLESS STEEL WITH CONTINUOUSLY WELDED SEAMS GROUND SMOOTH.
- SHALL CONTAIN STANDARD "4-WAY" PUSHBUTTON HOLES.
- SHALL BE DESIGNED TO ACCOMMODATE EITHER TWO (2) 30.5mm PUSHBUTTON ACTUATOR SWITCHES, TWO (2) TURN KNOB ACTUATOR SWITCHES, OR A COMBINATION OF PUSHBUTTON AND KNOB ACTUATOR SWITCHES.

PUSHBUTTON ACTUATOR SWITCHES:

- ALL PUSHBUTTON SWITCHES SHALL CONFORM TO NEMA 4.
- SHALL BE MANUFACTURED USING DIE CAST CONSTRUCTION.
- SHALL BE CORROSION RESISTANT HAVING PASSED 600-HOUR SALT SPRAY TEST.

KNOB ACTUATOR SWITCHES:

- ALL KNOB ACTUATOR SWITCHES SHALL CONFORM TO NEMA 4, BE UL 508 CERTIFIED, AND IEC 947-5-1 MTTA CERTIFIED.

ELECTRICAL SWITCHES AND BOX NOTES 6
SCALE: NTS

HARDWARE:

- ALL FASTENERS, CLAMPS, AND RELATED APPURTENANCES SHALL BE STAINLESS STEEL 316 UNLESS OTHERWISE NOTED.
- ALL REPLACEMENT HARDWARE SHALL HAVE THE SAME INTENDED USE AS THE EXISTING HARDWARE.

WATER SPRAYERS:

- WATER SPRAYERS SHALL BE HIGH-IMPACT DEFLECTED FLAT SPRAY NOZZLES CONSTRUCTED FROM BRASS WITH A MAXIMUM PRESSURE OF 500 PSI.
- WATER SPRAYERS SHALL BE OUTFITTED WITH PERMANENT TIPS AND A SPRAY ANGLE OF 50 DEGREES.

HARDWARE AND SPRAY NOZZLE NOTES 7
SCALE: NTS

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2022 PLANT COATING PROJECT

DETAILS

DETAILS

VERIFY SCALE

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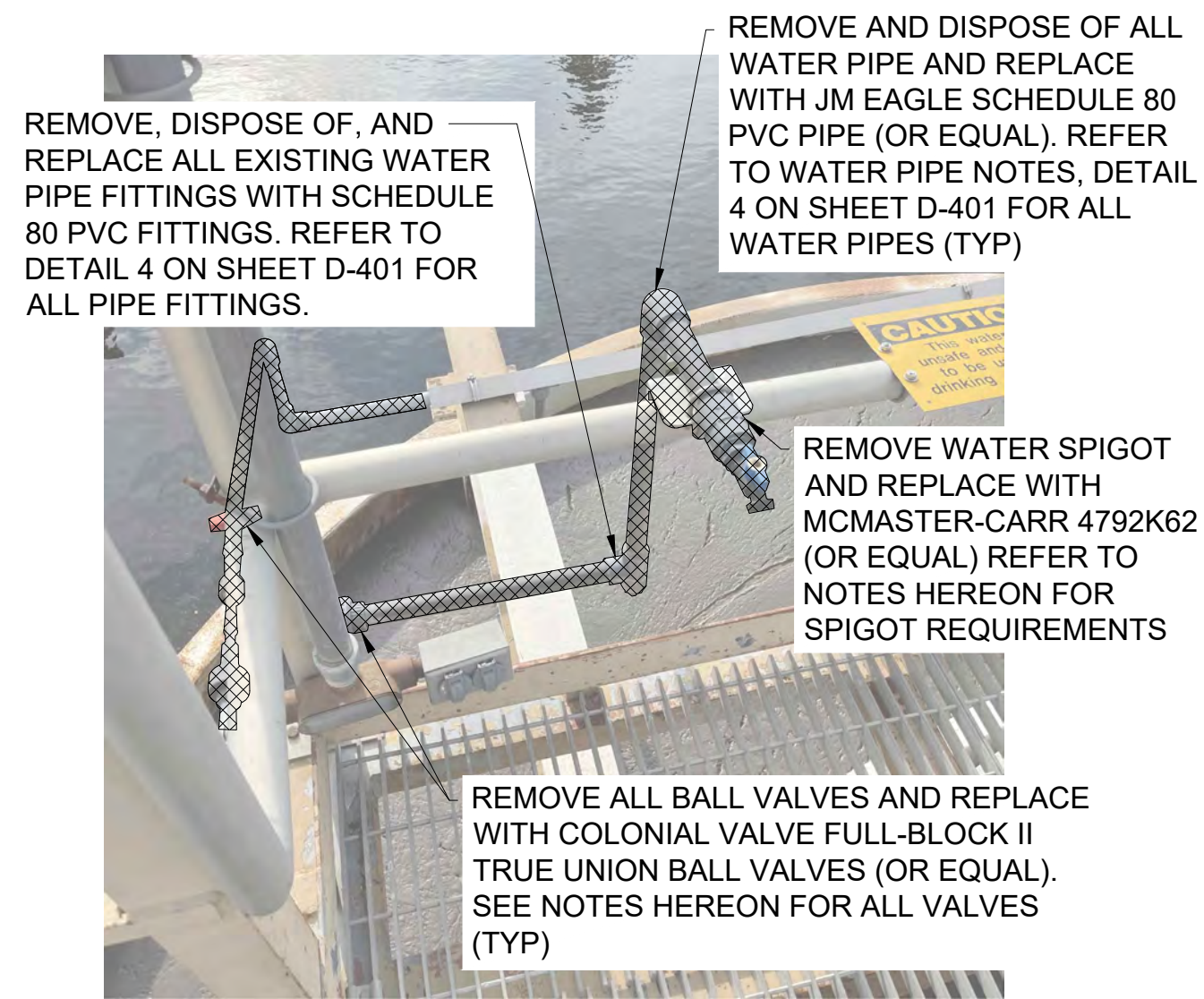
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SHEET	12 OF 18
DWG NO.	D-401
DATE	JAN 2022

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REMOVE, DISPOSE OF, AND REPLACE ALL EXISTING WATER PIPE FITTINGS WITH SCHEDULE 80 PVC FITTINGS. REFER TO DETAIL 4 ON SHEET D-401 FOR ALL PIPE FITTINGS.

REMOVE AND DISPOSE OF ALL WATER PIPE AND REPLACE WITH JM EAGLE SCHEDULE 80 PVC PIPE (OR EQUAL). REFER TO WATER PIPE NOTES, DETAIL 4 ON SHEET D-401 FOR ALL WATER PIPES (TYP)

REMOVE WATER SPIGOT AND REPLACE WITH MCMASTER-CARR 4792K62 (OR EQUAL) REFER TO NOTES HEREON FOR SPIGOT REQUIREMENTS

REMOVE ALL BALL VALVES AND REPLACE WITH COLONIAL VALVE FULL-BLOCK II TRUE UNION BALL VALVES (OR EQUAL). SEE NOTES HEREON FOR ALL VALVES (TYP)

NOTES:

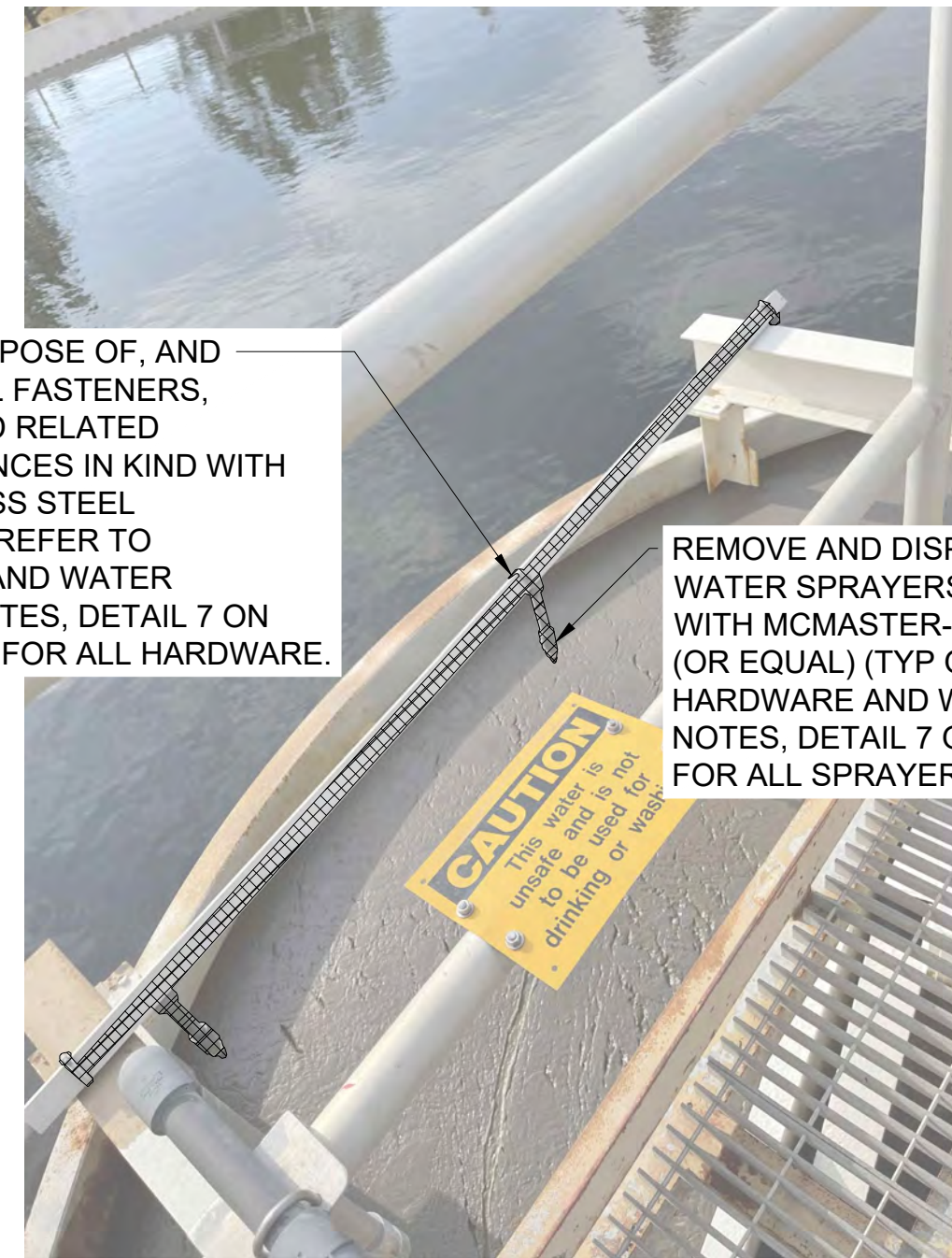
1. BALL VALVES SHALL BE TRUE UNION DESIGNED AND PRESSURE RATED UP TO 235 PSI.
2. WATER SPIGOT SHALL HAVE A 3/4" PIPE CONNECTION AND BE CONSTRUCTED OF BRASS.
3. CONTRACTOR SHALL PROVIDE NECESSARY SCHEDULE 80 REDUCTION FITTINGS TO INSTALL WATER SPIGOT ON 1" WATER PIPE.

BALL VALVES & WATER SPIGOT

SCALE: NTS

P-1

14-M-101



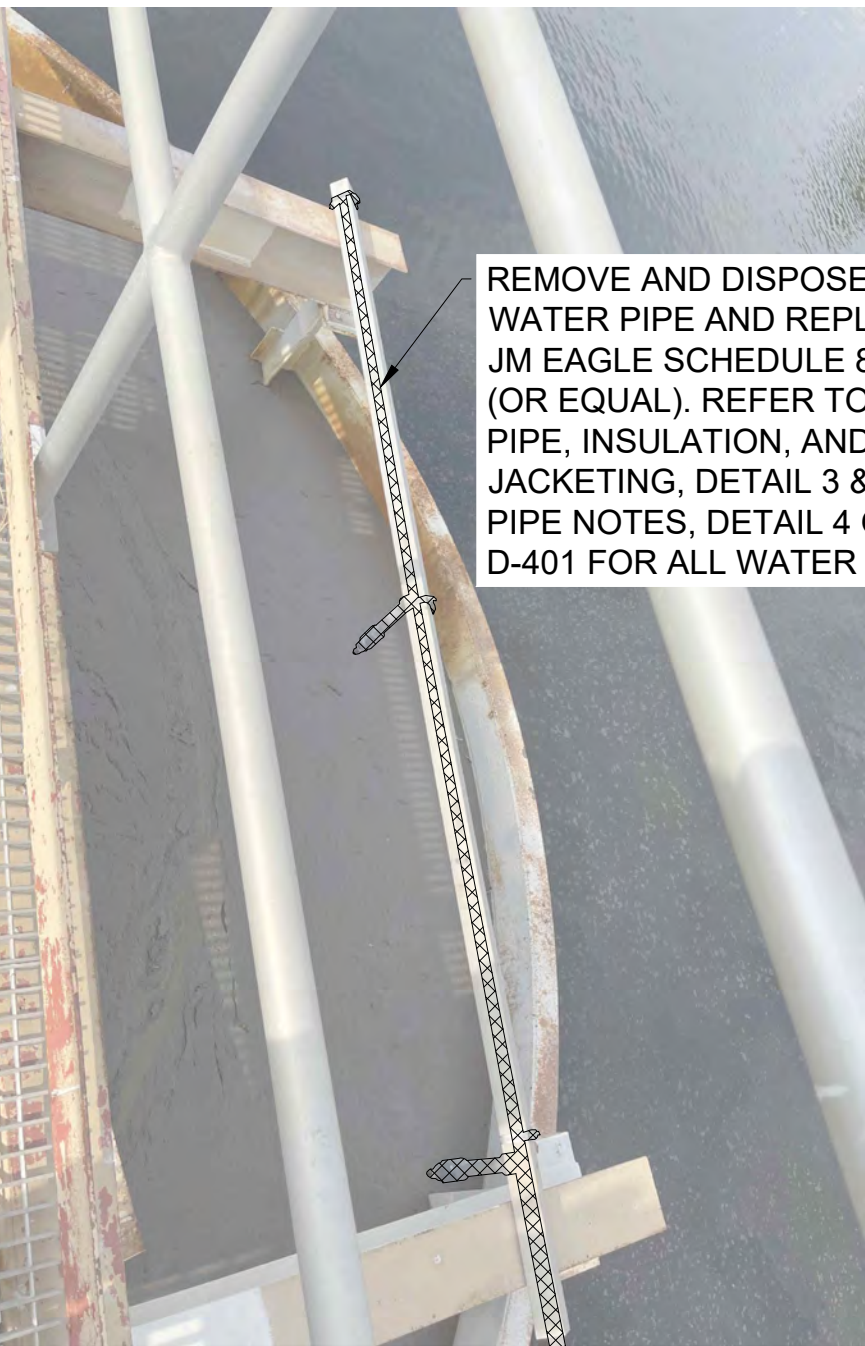
REMOVE, DISPOSE OF, AND REPLACE ALL FASTENERS, CLAMPS, AND RELATED APPURTENANCES IN KIND WITH 316 STAINLESS STEEL HARDWARE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

REMOVE AND DISPOSE OF ALL WATER SPRAYERS AND REPLACE WITH MCMASTER-CARR 21535K24 (OR EQUAL) (TYP OF 6) REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL SPRAYERS

SOUTH SIDE

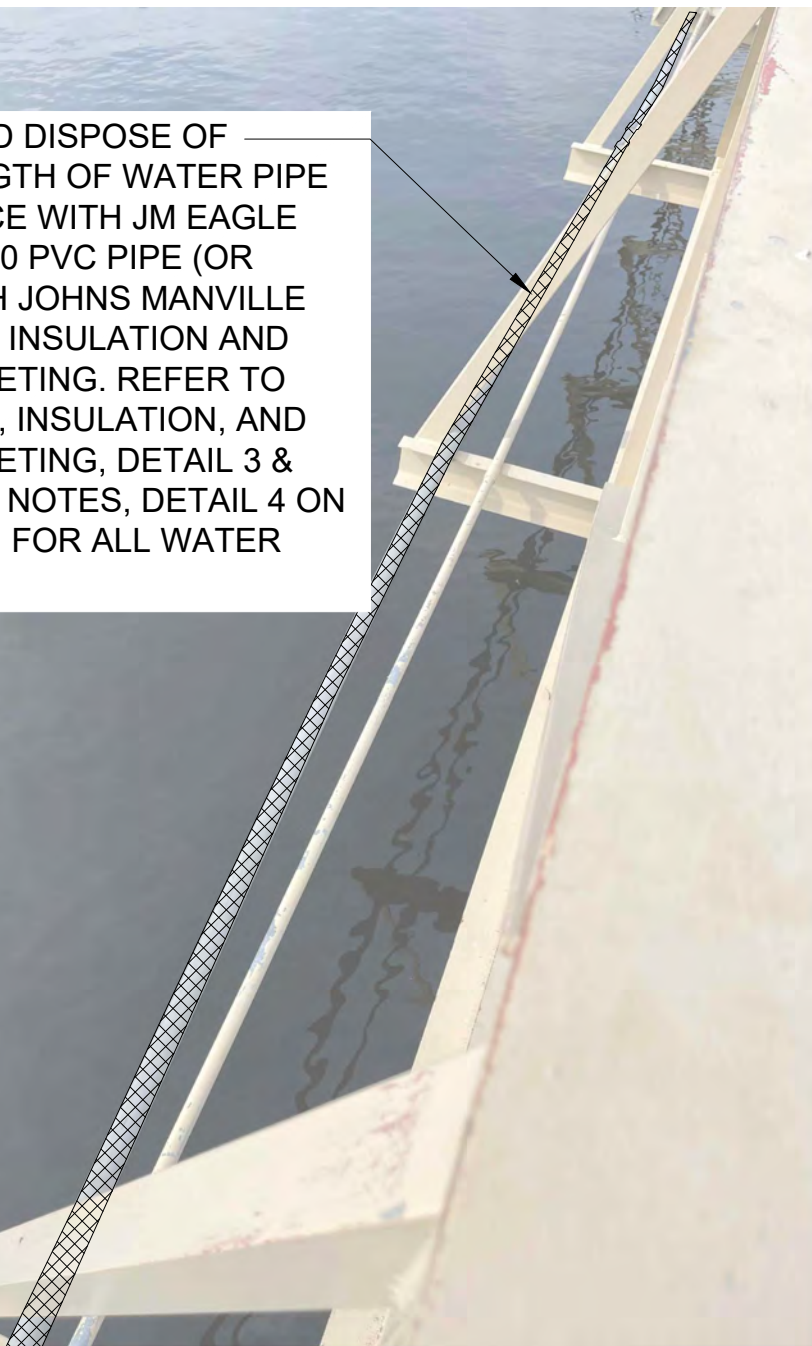
WATER SPRAYER, PIPE, AND HARDWARE

SCALE: NTS



REMOVE AND DISPOSE OF ALL WATER PIPE AND REPLACE WITH JM EAGLE SCHEDULE 80 PVC PIPE (OR EQUAL). REFER TO WATER PIPE, INSULATION, AND METAL JACKETING, DETAIL 3 & WATER PIPE NOTES, DETAIL 4 ON SHEET D-401 FOR ALL WATER PIPES.

NORTH SIDE



REMOVE AND DISPOSE OF ENTIRE LENGTH OF WATER PIPE AND REPLACE WITH JM EAGLE SCHEDULE 80 PVC PIPE (OR EQUAL) WITH JOHNS MANVILLE FIBERGLASS INSULATION AND METAL JACKETING. REFER TO WATER PIPE, INSULATION, AND METAL JACKETING, DETAIL 3 & WATER PIPE NOTES, DETAIL 4 ON SHEET D-401 FOR ALL WATER PIPES (TYP).

WATER PIPE

SCALE: NTS

P-3

14-M-101



REMOVE AND DISPOSE OF SEDIMENT STRAINER AND REPLACE WITH ASAHI AV 25mm - 1 INCH SEDIMENT STRAINER. REFER TO NOTES HEREON.

NOTES:

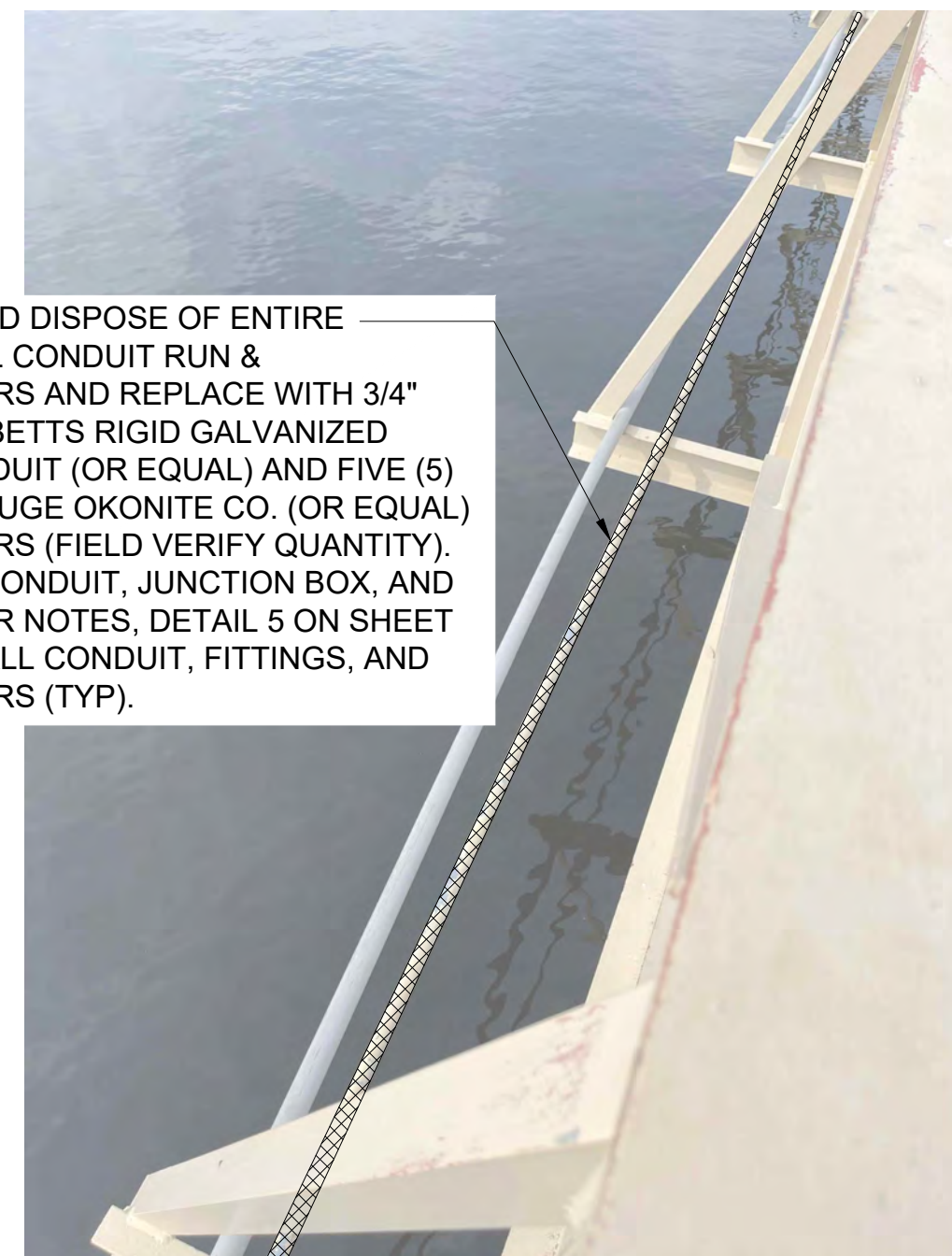
1. SEDIMENT STRAINERS SHALL BE TRUE UNION DESIGN FOR INSTALLATION AND REPAIR WITHOUT EXPANDING THE PIPELINE.
2. ALL O-RINGS SHALL BE MADE FROM FLUOROELASTOMER (FKM).
3. SCREENS SHALL BE 316 STAINLESS STEEL.
4. PVC STRAINER BODY SHALL CONFORM TO ASTM D1784 CELL CLASSIFICATION 12454-A.

SEDIMENT STRAINER

SCALE: NTS

P-4

14-M-101



REMOVE AND DISPOSE OF ENTIRE ELECTRICAL CONDUIT RUN & CONDUCTORS AND REPLACE WITH 3/4" THOMAS & BETTS RIGID GALVANIZED STEEL CONDUIT (OR EQUAL) AND FIVE (5) THHN 12 GAUGE OKONITE CO. (OR EQUAL) CONDUCTORS (FIELD VERIFY QUANTITY). REFER TO CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES, DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT, FITTINGS, AND CONDUCTORS (TYP).

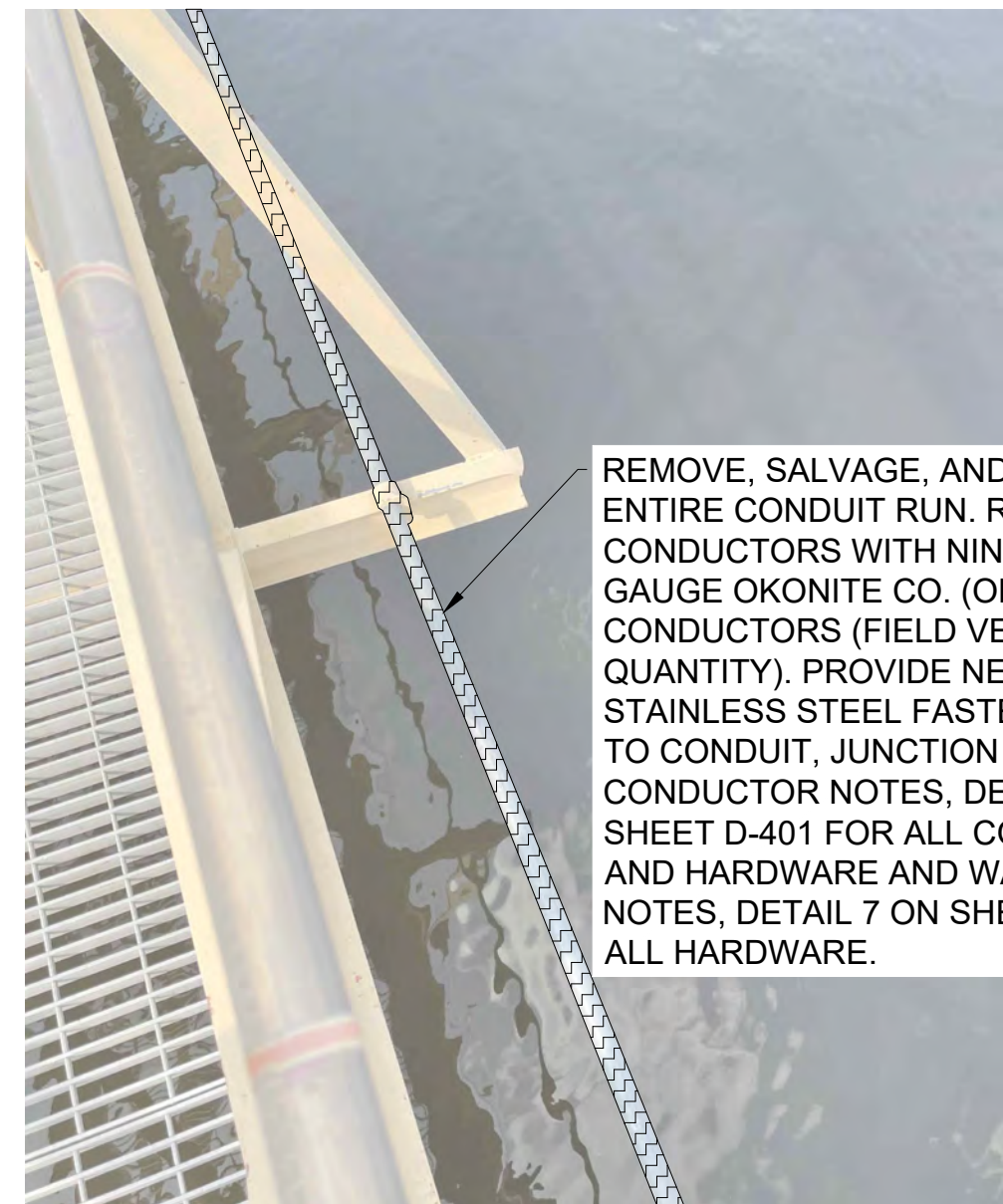
SOUTH SIDE OF CATWALK

ELECTRICAL CONDUIT, CLAMPS, WATER PIPE

SCALE: NTS

P-5

14-M-101



REMOVE, SALVAGE, AND REINSTALL ENTIRE CONDUIT RUN. REPLACE CONDUCTORS WITH NINE (9) THHN 12 GAUGE OKONITE CO. (OR EQUAL) CONDUCTORS (FIELD VERIFY QUANTITY). PROVIDE NEW 316 STAINLESS STEEL FASTENERS. REFER TO CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES, DETAIL 5 ON SHEET D-401 FOR ALL CONDUCTORS AND HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

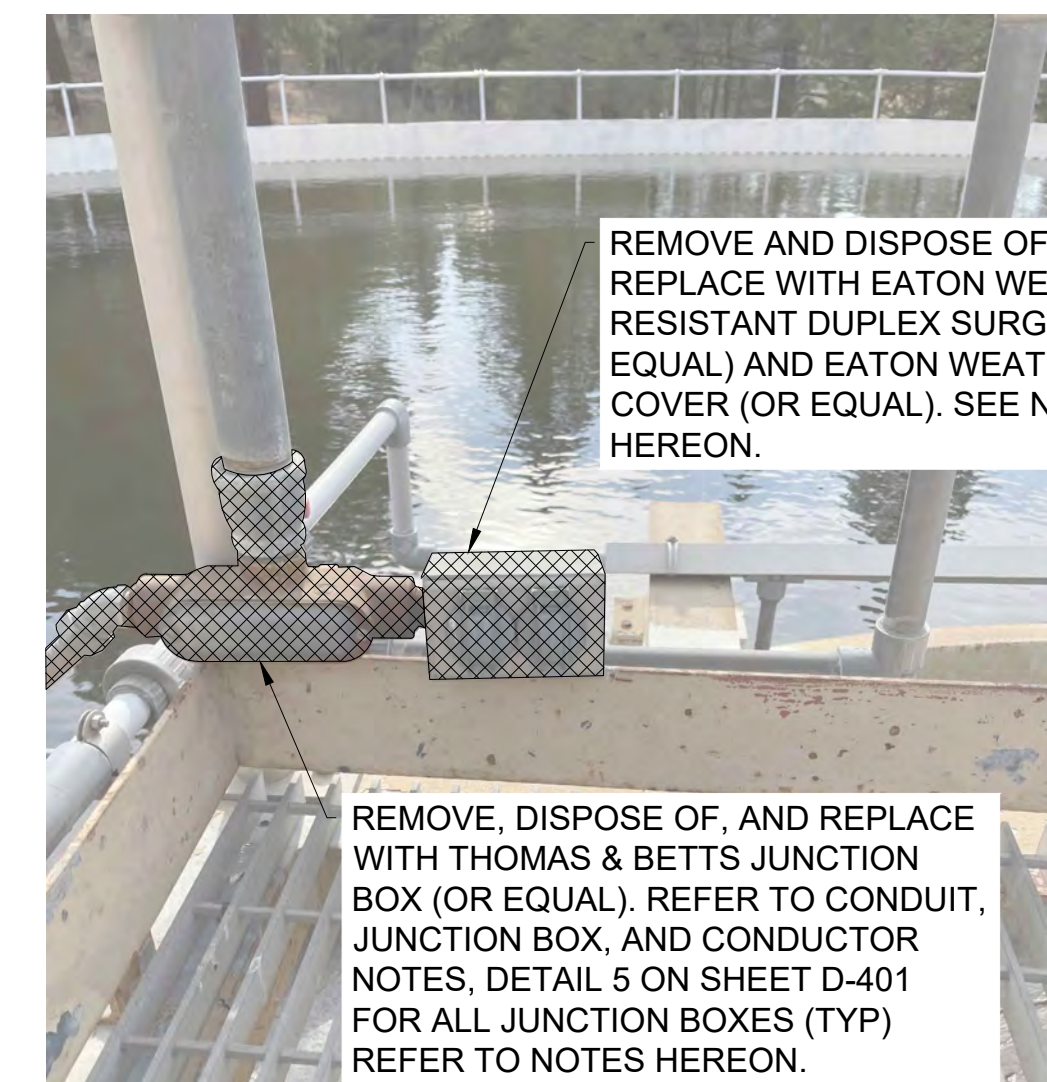
NORTH SIDE OF CATWALK

ELECTRICAL CONDUIT AND CLAMPS

SCALE: NTS

P-6

14-M-101



REMOVE AND DISPOSE OF OUTLET AND REPLACE WITH EATON WEATHER RESISTANT DUPLEX SURGE OUTLET (OR EQUAL) AND EATON WEATHERPROOF COVER (OR EQUAL). SEE NOTES HEREON.

REMOVE, DISPOSE OF, AND REPLACE WITH THOMAS & BETTS JUNCTION BOX (OR EQUAL). REFER TO CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES, DETAIL 5 ON SHEET D-401 FOR ALL JUNCTION BOXES (TYP) REFER TO NOTES HEREON.

NOTES:

1. OUTLET SHALL BE WEATHER RESISTANT, CONFORM TO 2017 NEC 406.9, NEC 406.9A AND 4.6.9B EXTRA DUTY RATED.
2. OUTLET COVER SHALL BE WEATHERPROOF AND BE NEMA 3R RATED.
3. OUTLET COVER SHALL BE CONSTRUCTED FROM DIE CAST ALUMINUM.
4. PROVIDE NEW 316 STAINLESS STEEL FASTENERS. REFER TO DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

ELECTRICAL OUTLET JUNCTION BOX

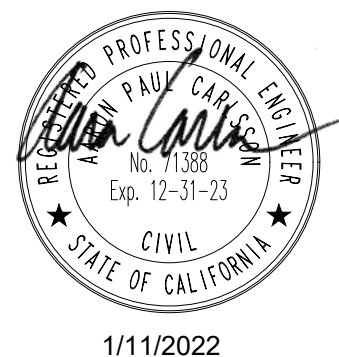
SCALE: NTS

P-7

14-M-101



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2022 PLANT COATING PROJECT

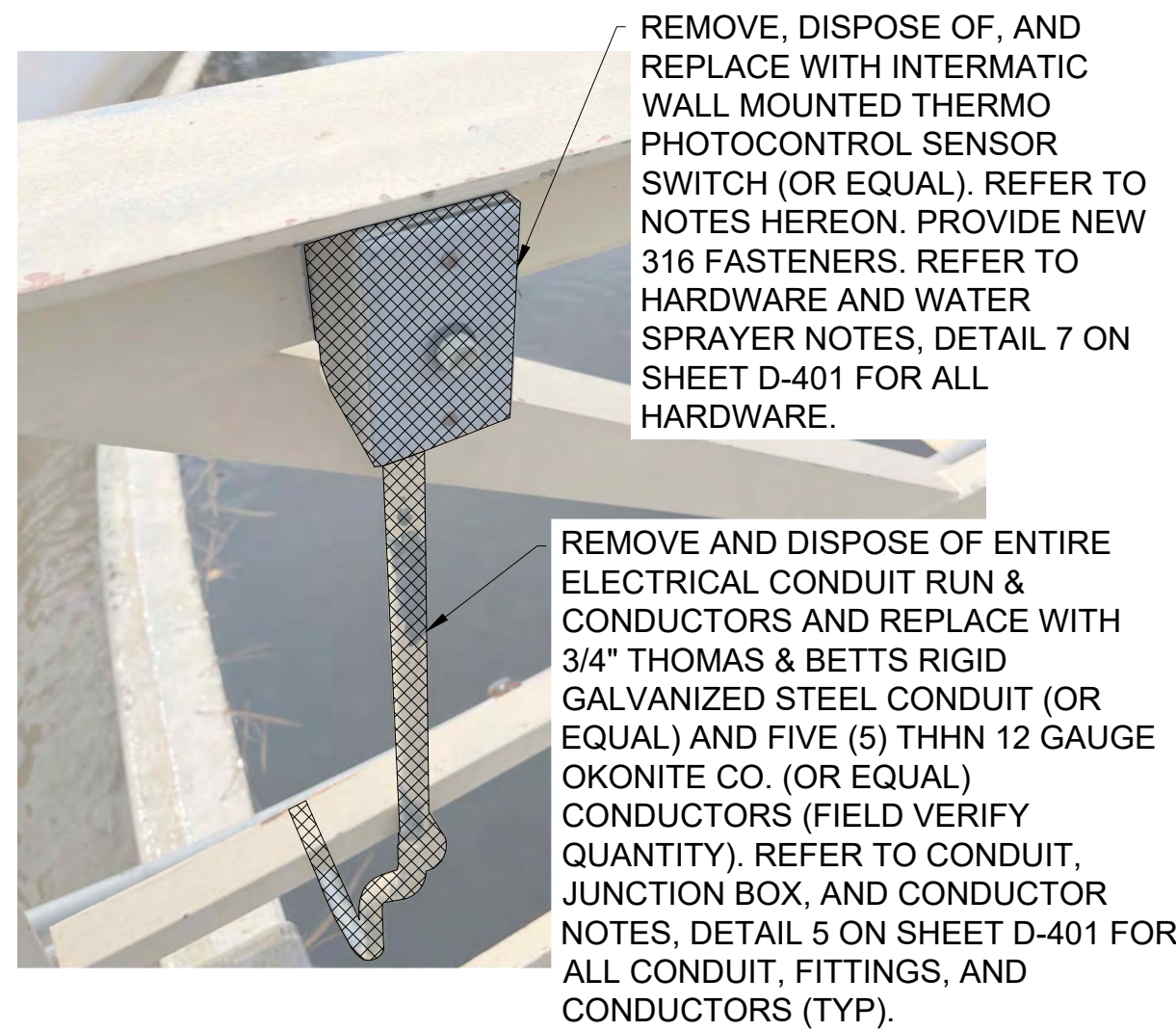
PHOTOS

SECONDARY CLARIFIER NO. 14 PHOTOS

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING
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NO.	REVISIONS	APPROVED BY	DATE	SHEET	13 OF 18
				DWG NO.	14-P-501
				DATE	JAN 2022
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			APPROVED BY:	LG	



NOTES:

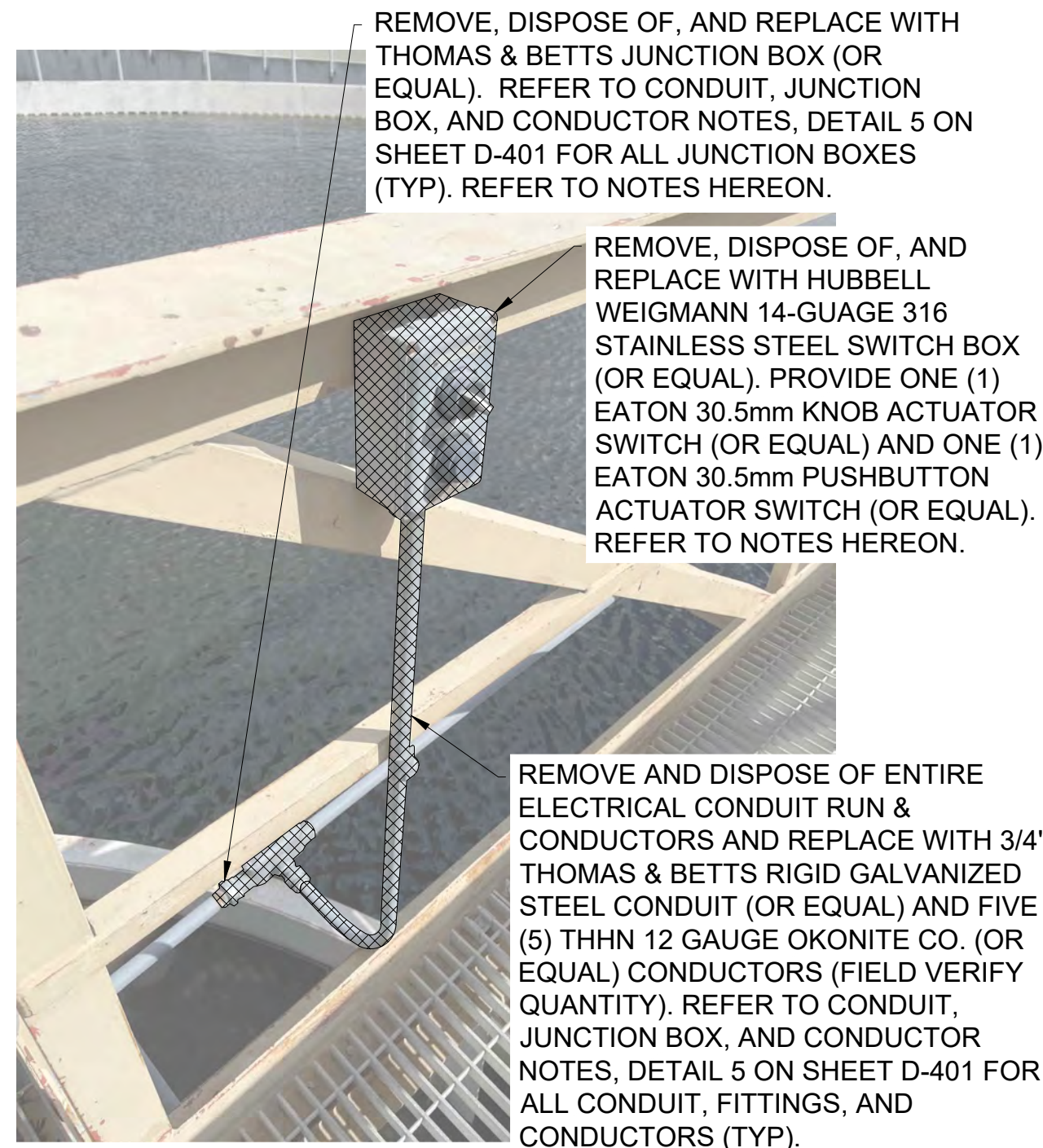
1. SENSOR PHOTOCCELL SHALL BE CADMIUM SULFIDE.
2. PHOTOCNTROL SWITCH TYPE SHALL BE MECHANICAL BIMETAL.
3. INPUT VOLTAGE RANGE SHALL BE 120 VAC, 50/60 HZ.
4. SENSOR SWITCH SHALL BE WEATHERPROOF.

ELECTRICAL SENSOR AND CONDUIT

SCALE: NTS

P-8

14-M-102



ELECTRICAL SWITCHES AND BOX

SCALE: NTS

P-9

14-M-102

SWITCH BOXES:

1. SWITCH BOXES SHALL BE CONSTRUCTED FROM 14-GAUGE 316 STAINLESS STEEL WITH CONTINUOUSLY WELDED SEAMS GROUND SMOOTH.
2. SHALL CONTAIN STANDARD "4-WAY" PUSHBUTTON HOLES.
3. SHALL BE DESIGNED TO ACCOMMODATE EITHER TWO (2) 30.5mm PUSHBUTTON ACTUATOR SWITCHES, TWO (2) TURN KNOB ACTUATOR SWITCHES, AND ONE OF EACH.

PUSHBUTTON ACTUATOR SWITCHES:

1. ALL PUSHBUTTON SWITCHES SHALL CONFORM TO NEMA 4.
2. SHALL BE MANUFACTURED USING DIE CAST CONSTRUCTION.
3. SHALL BE CORROSION RESISTANT HAVING PASSED 600-HOUR SALT SPRAY TEST.

KNOB ACTUATOR SWITCHES:

1. ALL KNOB ACTUATOR SWITCHES SHALL CONFORM TO NEMA 4, BE UL 508 CERTIFIED, AND IEC 947-5-1 MTTA CERTIFIED.

ELECTRICAL SWITCHES AND BOX NOTES

SCALE: NTS

P-10

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SLUDGE JUDGE HOOKS

SCALE: NTS

P-11

14-M-101

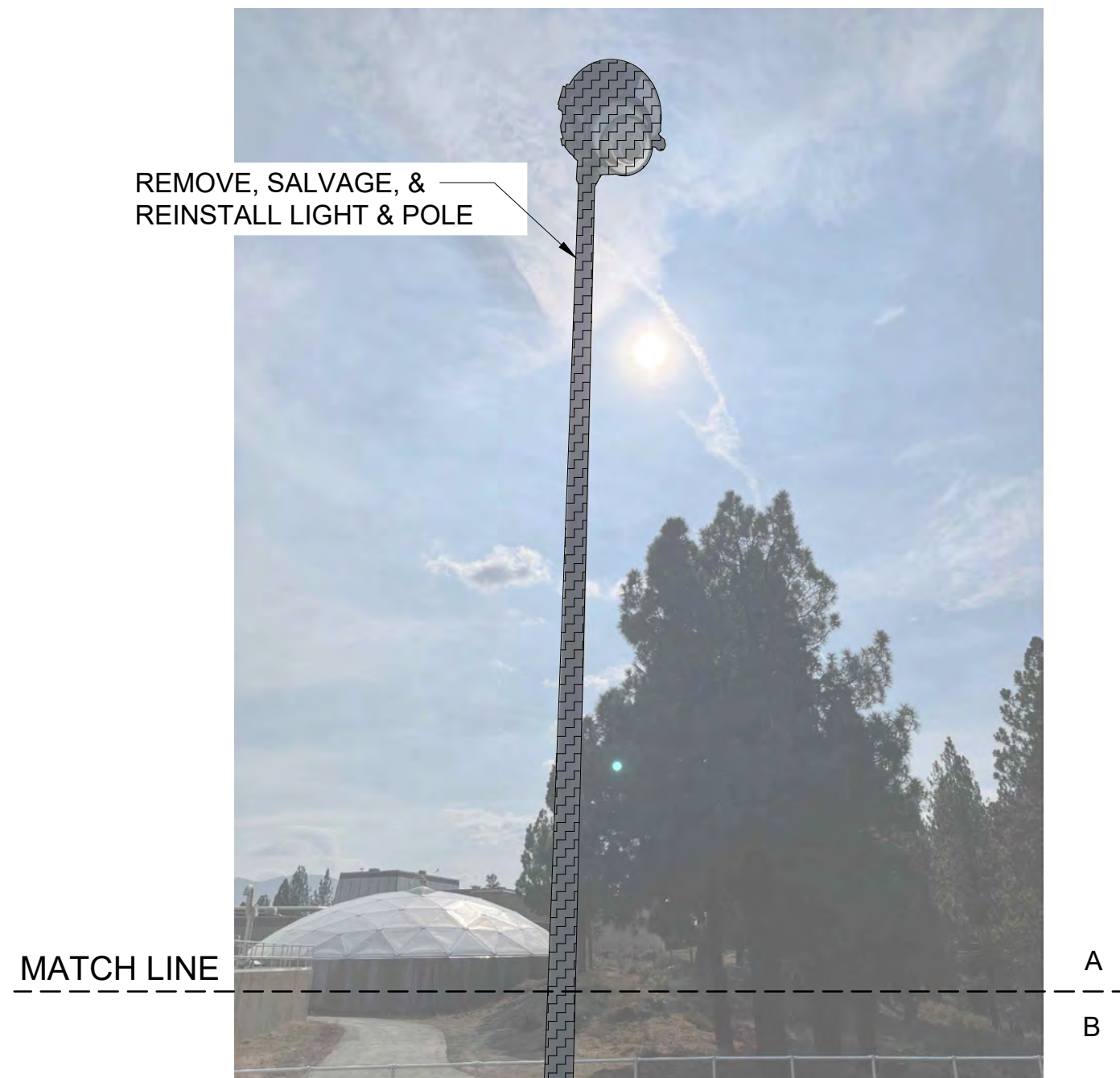


LIGHT AND POLE

SCALE: NTS

P-12

14-M-101

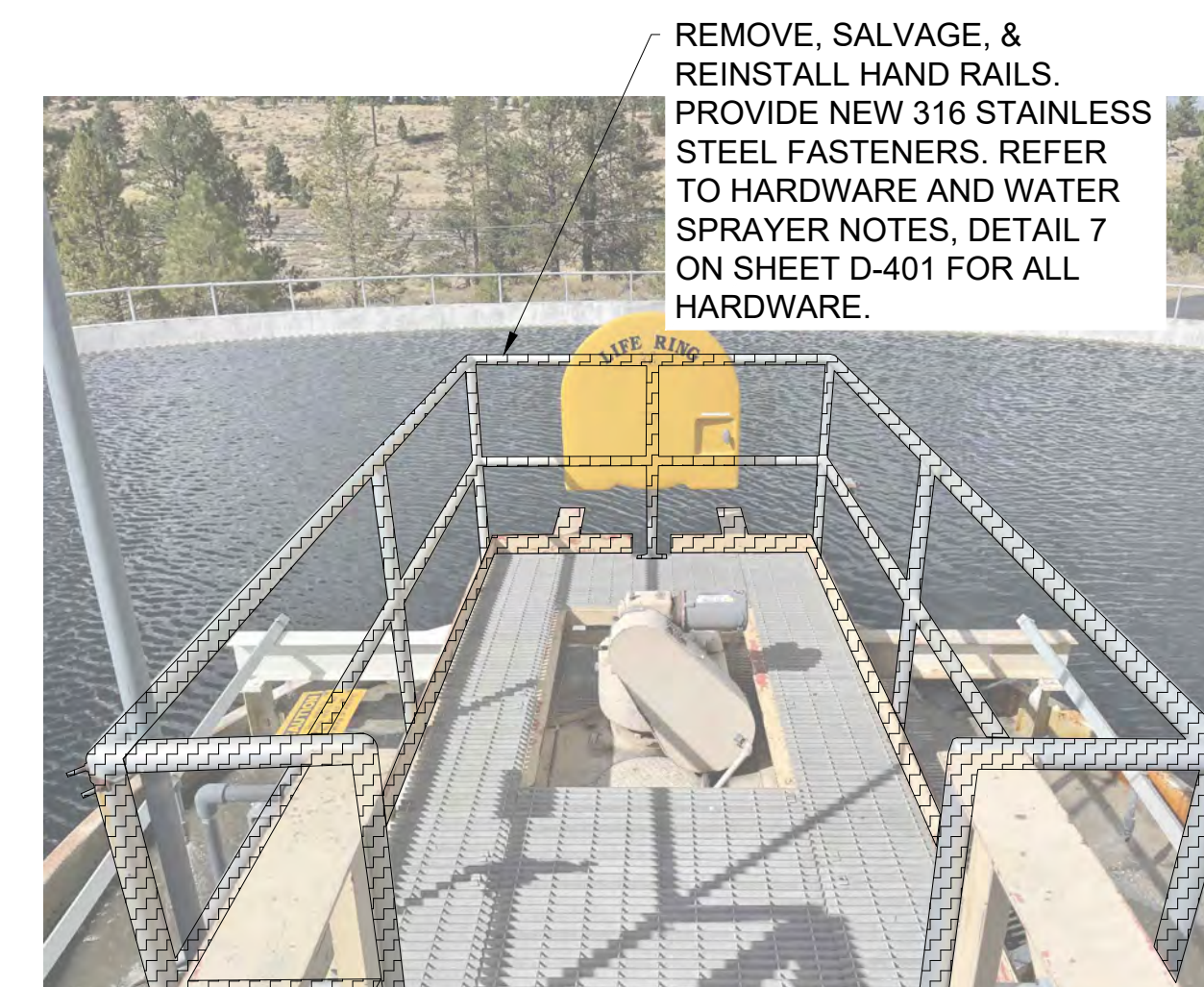


LIFE RING, POST, AND FASTENER HARDWARE

SCALE: NTS

P-13

14-M-101



HAND RAIL

SCALE: NTS

P-14

14-M-102

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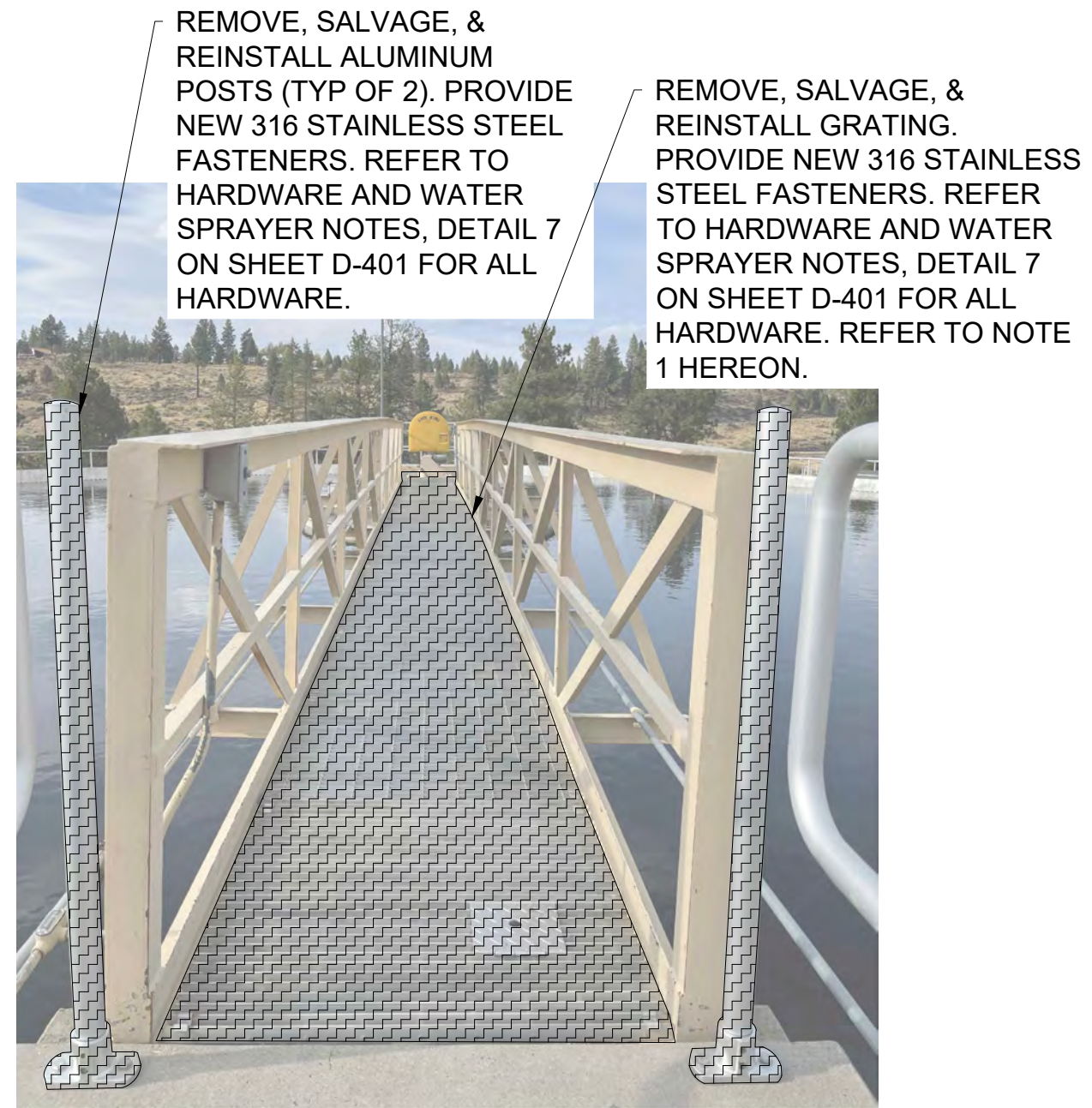
2022 PLANT COATING PROJECT

PHOTOS

SECONDARY CLARIFIER NO. 14 PHOTOS

VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY	NO.	REVISIONS	APPROVED BY	DATE	SHEET	14 OF 18
					DWG NO.	14-P-502
					DATE	JAN 2022
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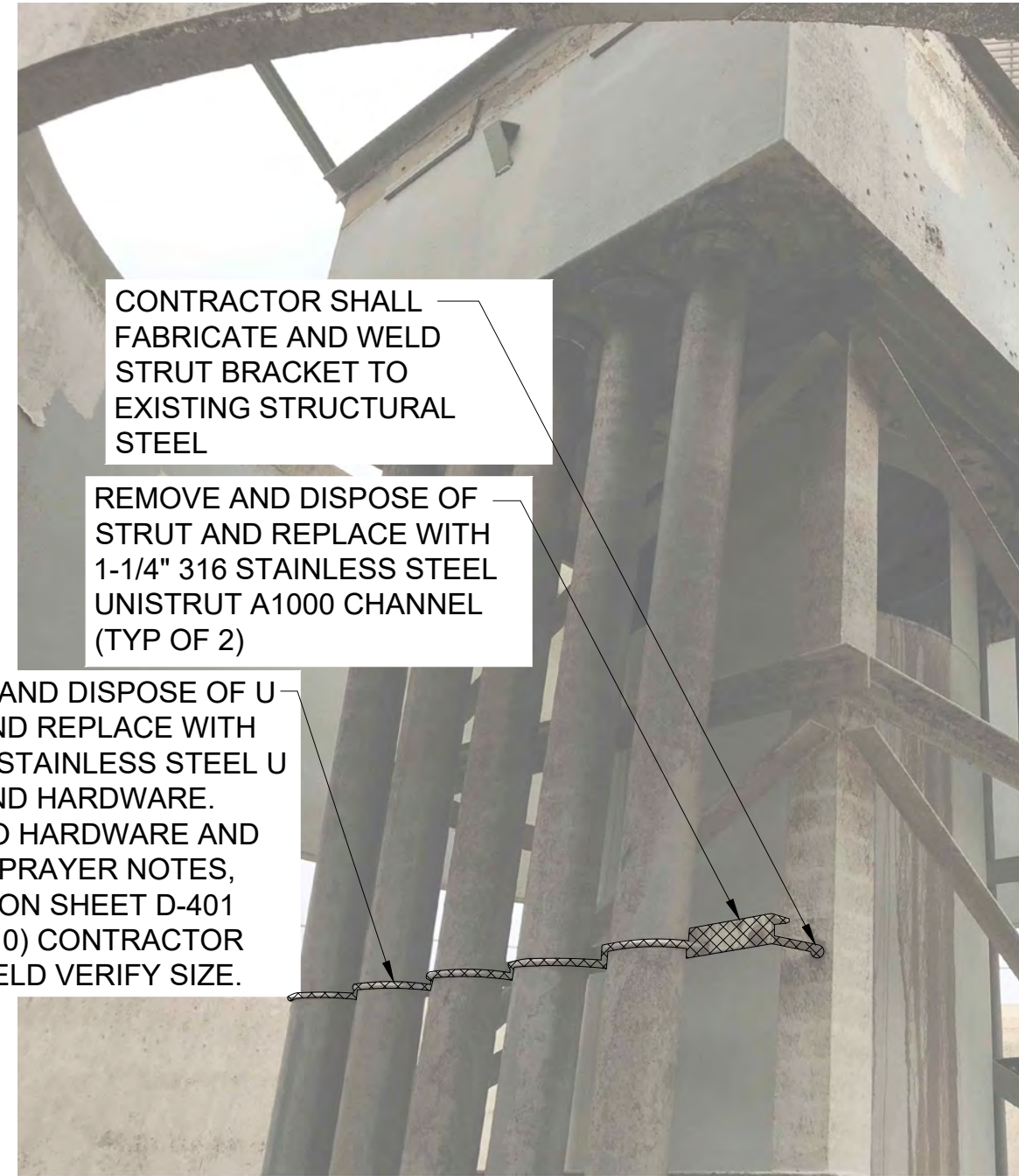
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NOTES:

1. CONTRACTOR SHALL NOTE LOCATION OF EACH GRATING PIECE PRIOR TO REMOVAL AND INSTALL IN THE SAME LOCATION TO ENSURE FASTENERS LINE UP CORRECTLY.

ALUMINUM POSTS & GRATING P-15
SCALE: NTS 14-M-101

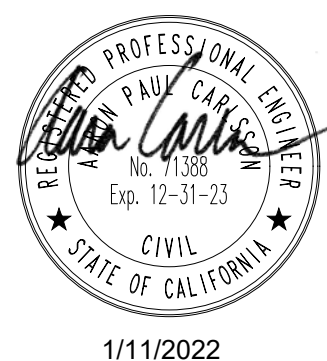


REMOVE AND DISPOSE OF U-BOLTS AND REPLACE WITH NEW 316 STAINLESS STEEL U-BOLTS AND HARDWARE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 (TYP OF 10) CONTRACTOR SHALL FIELD VERIFY SIZE.

SLUDGE DRAW OFF PIPE STRUTS P-16
SCALE: NTS 14-M-102



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2022 PLANT COATING PROJECT

PHOTOS

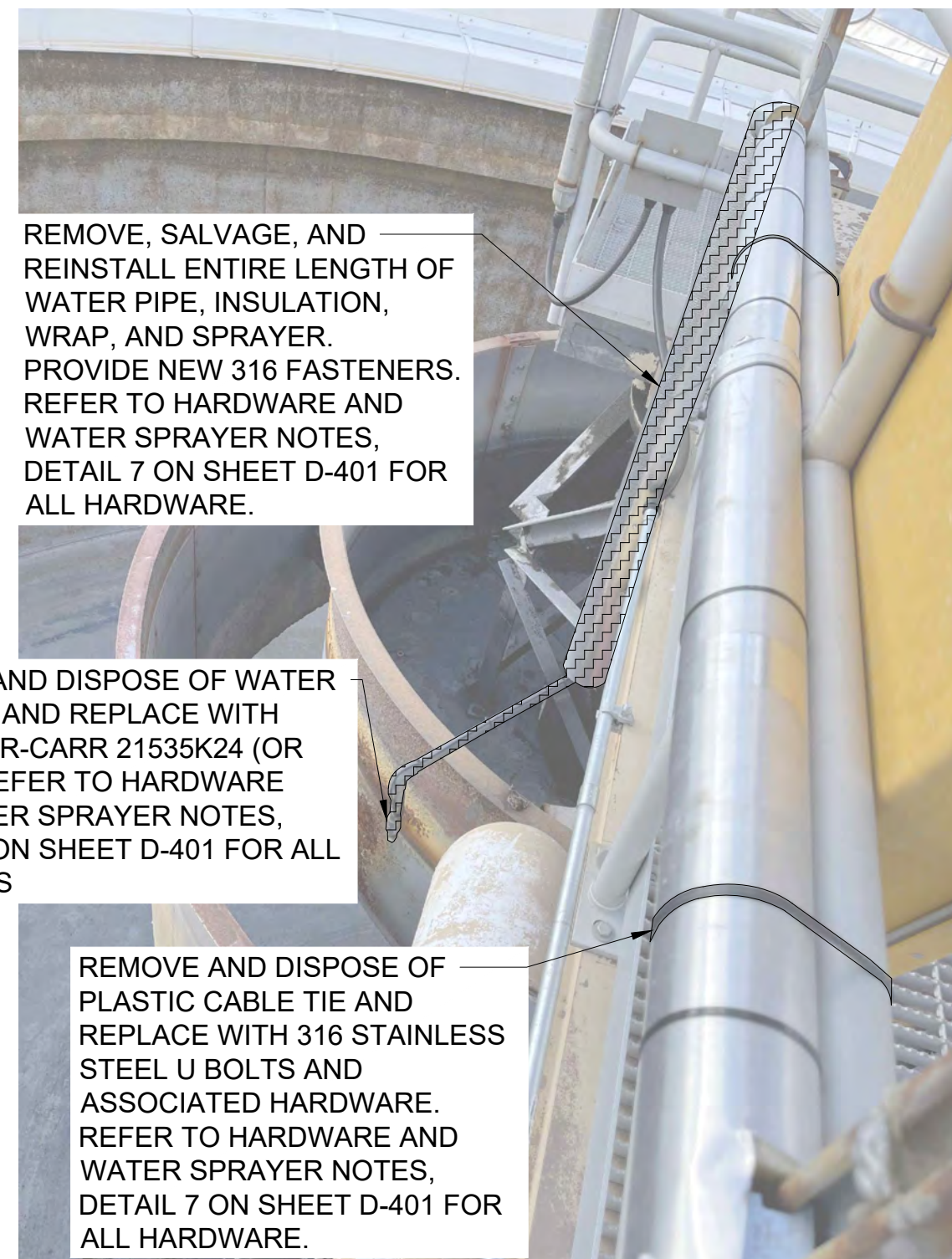
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PHOTOS**

VERIFY SCALE

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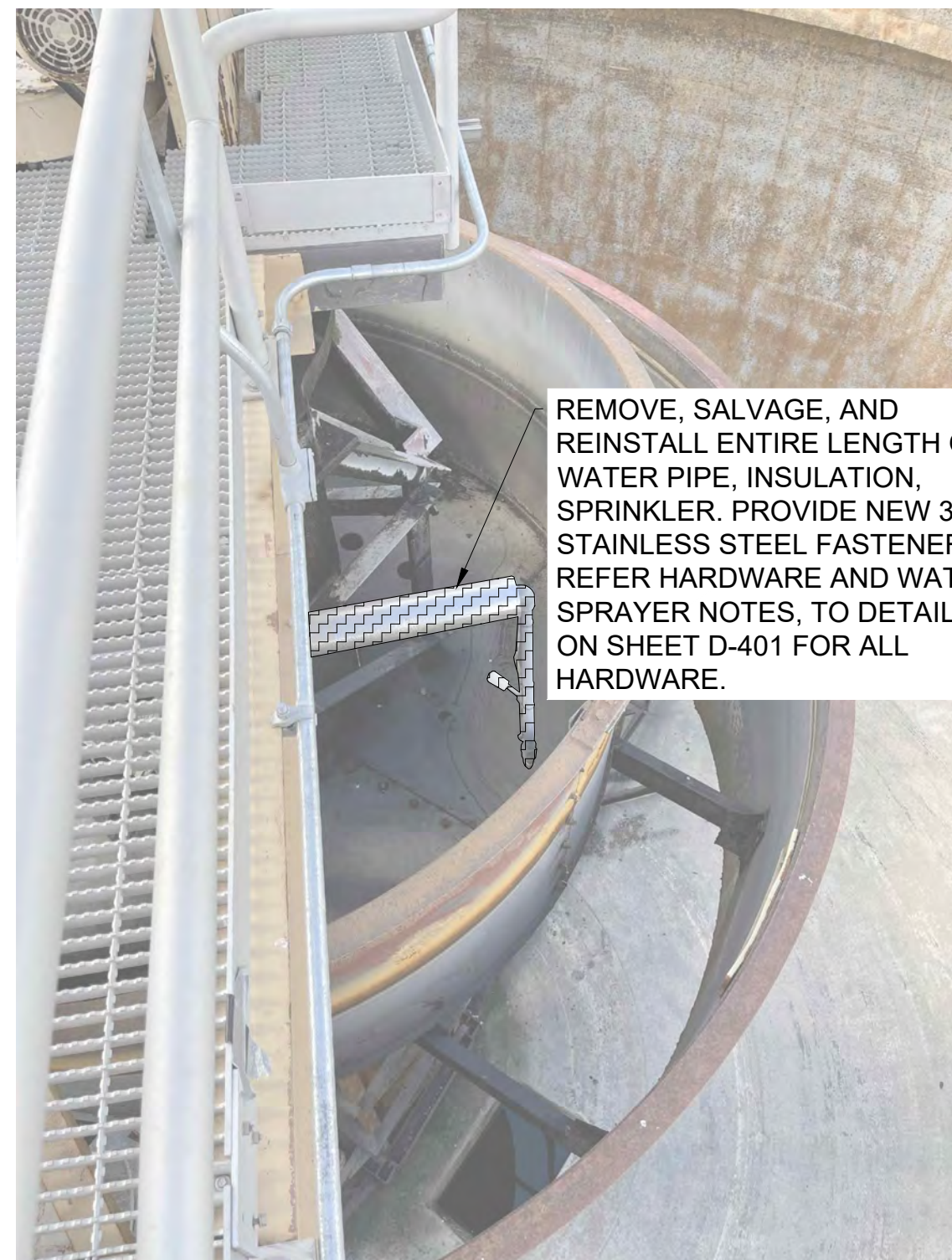


REMOVE, SALVAGE, AND REINSTALL ENTIRE LENGTH OF WATER PIPE, INSULATION, WRAP, AND SPRAYER. PROVIDE NEW 316 FASTENERS. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

REMOVE AND DISPOSE OF WATER SPRAYER AND REPLACE WITH MCMASTER-CARR 21535K24 (OR EQUAL) REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL SPRAYERS

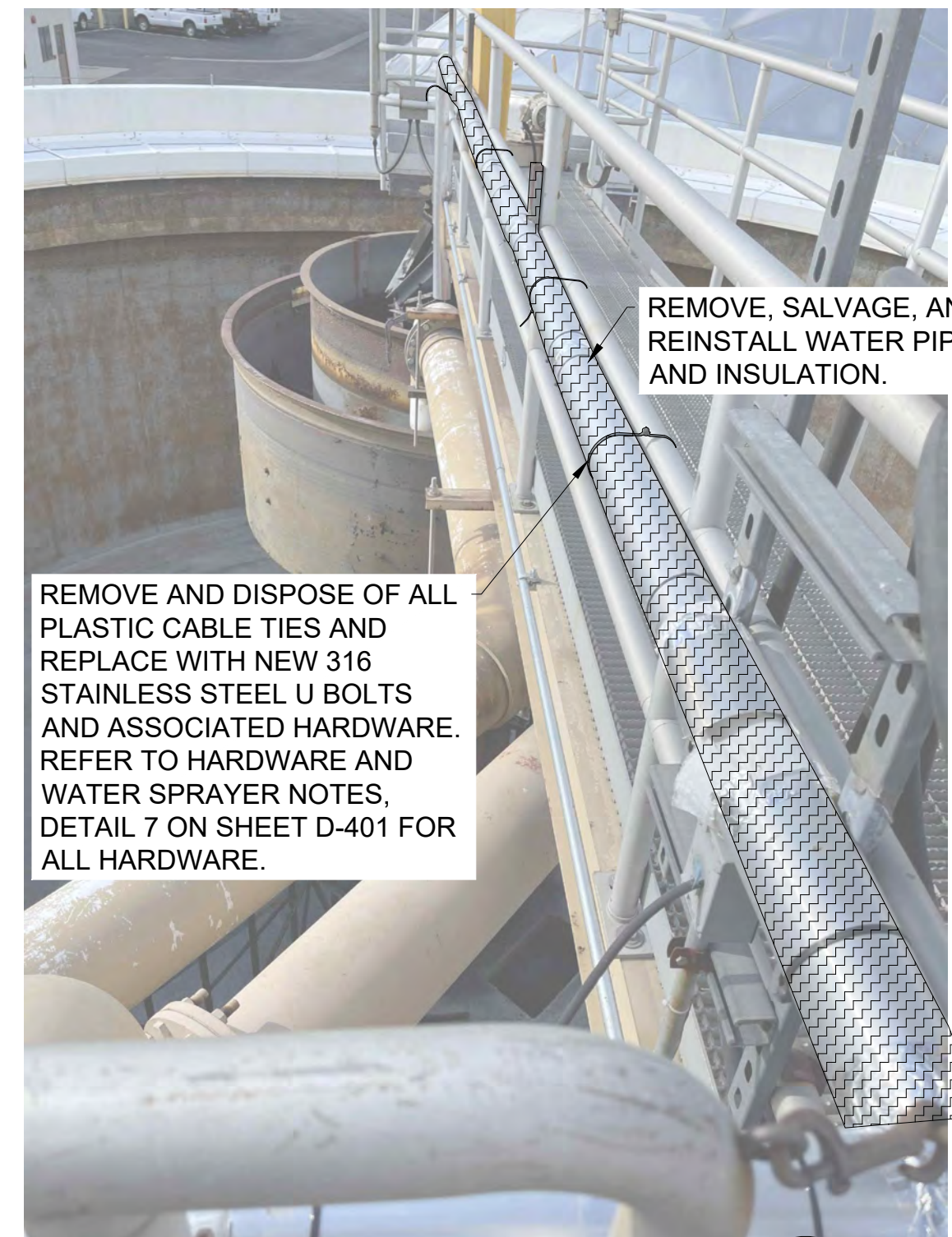
REMOVE AND DISPOSE OF PLASTIC CABLE TIE AND REPLACE WITH 316 STAINLESS STEEL U BOLTS AND ASSOCIATED HARDWARE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

WATER PIPE, INSULATION & WATER SPRAYER (EAST SIDE) P-17
SCALE: NTS 57-M-103



REMOVE, SALVAGE, AND REINSTALL ENTIRE LENGTH OF WATER PIPE, INSULATION, SPRINKLER. PROVIDE NEW 316 STAINLESS STEEL FASTENERS. REFER HARDWARE AND WATER SPRAYER NOTES, TO DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

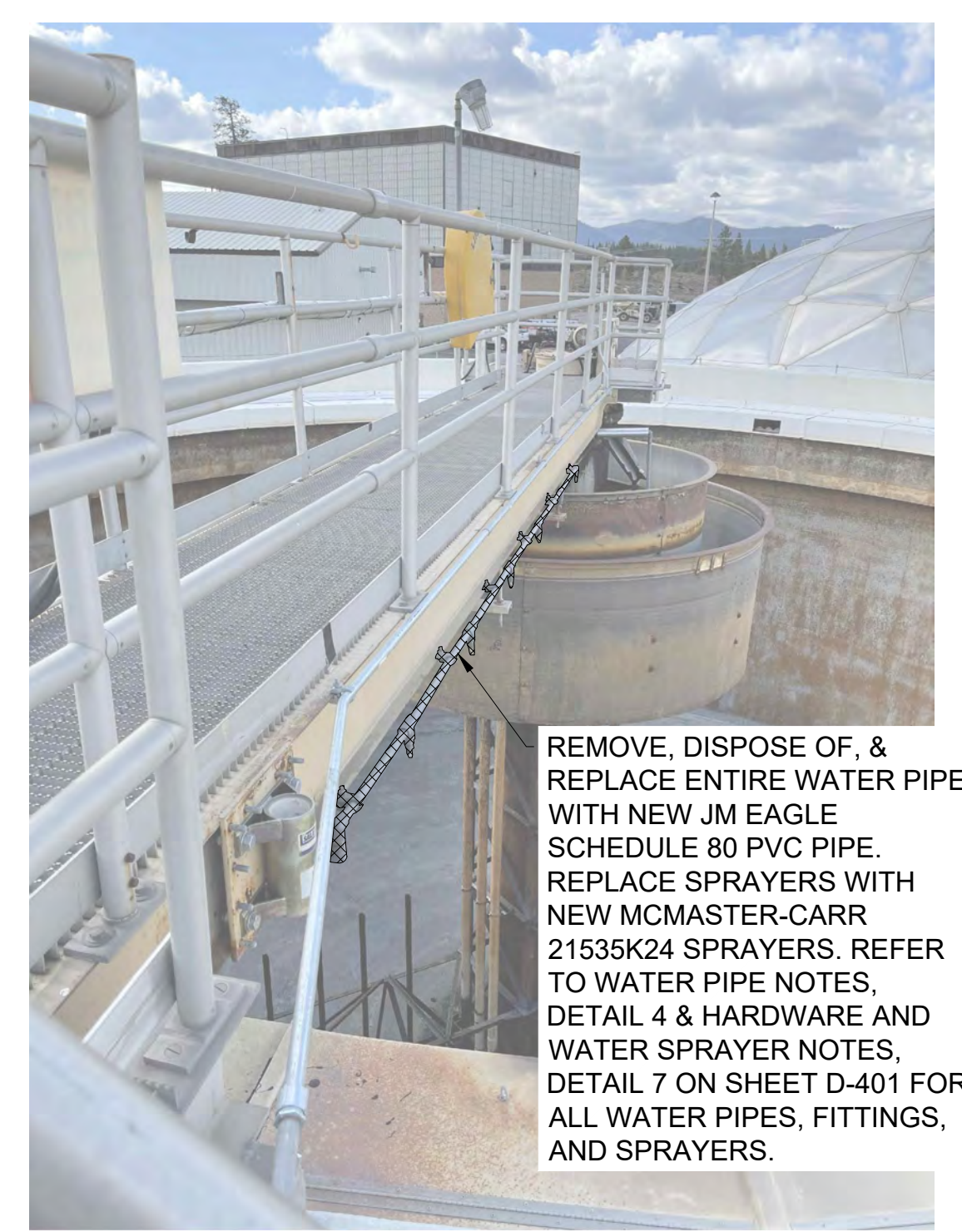
WATER PIPE, INSULATION & WATER SPRAYER (WEST SIDE) P-18
SCALE: NTS 57-M-103



REMOVE, SALVAGE, AND REINSTALL WATER PIPE AND INSULATION.

REMOVE AND DISPOSE OF ALL PLASTIC CABLE TIES AND REPLACE WITH NEW 316 STAINLESS STEEL U BOLTS AND ASSOCIATED HARDWARE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

WATER PIPE & INSULATION P-19
SCALE: NTS 57-M-103



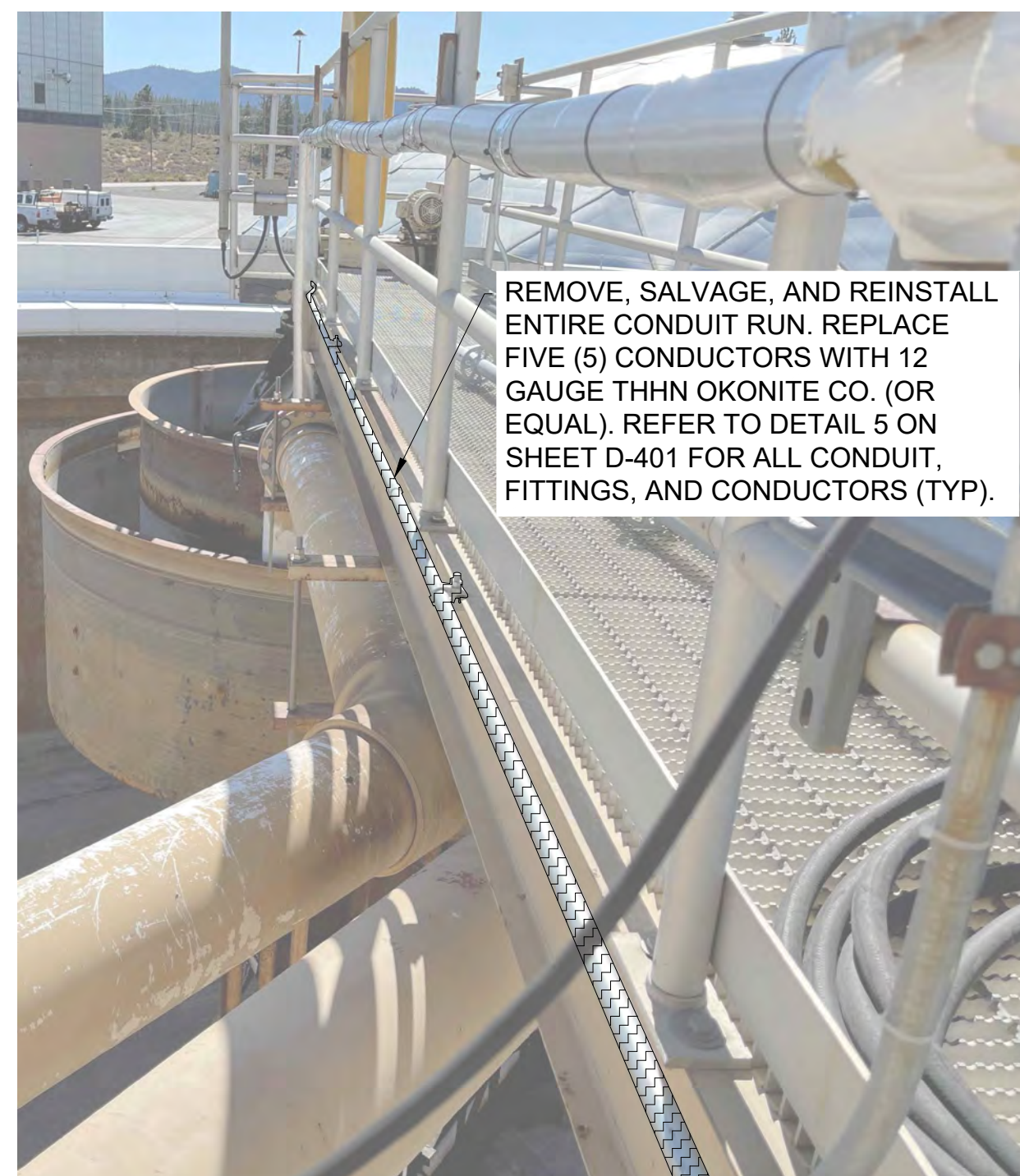
REMOVE, DISPOSE OF, & REPLACE ENTIRE WATER PIPE WITH NEW JM EAGLE SCHEDULE 80 PVC PIPE. REPLACE SPRAYERS WITH NEW MCMASTER-CARR 21535K24 SPRAYERS. REFER TO WATER PIPE NOTES, DETAIL 4 & HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL WATER PIPES, FITTINGS, AND SPRAYERS.

WATER PIPE & WATER SPRAYERS P-20
SCALE: NTS 57-M-104



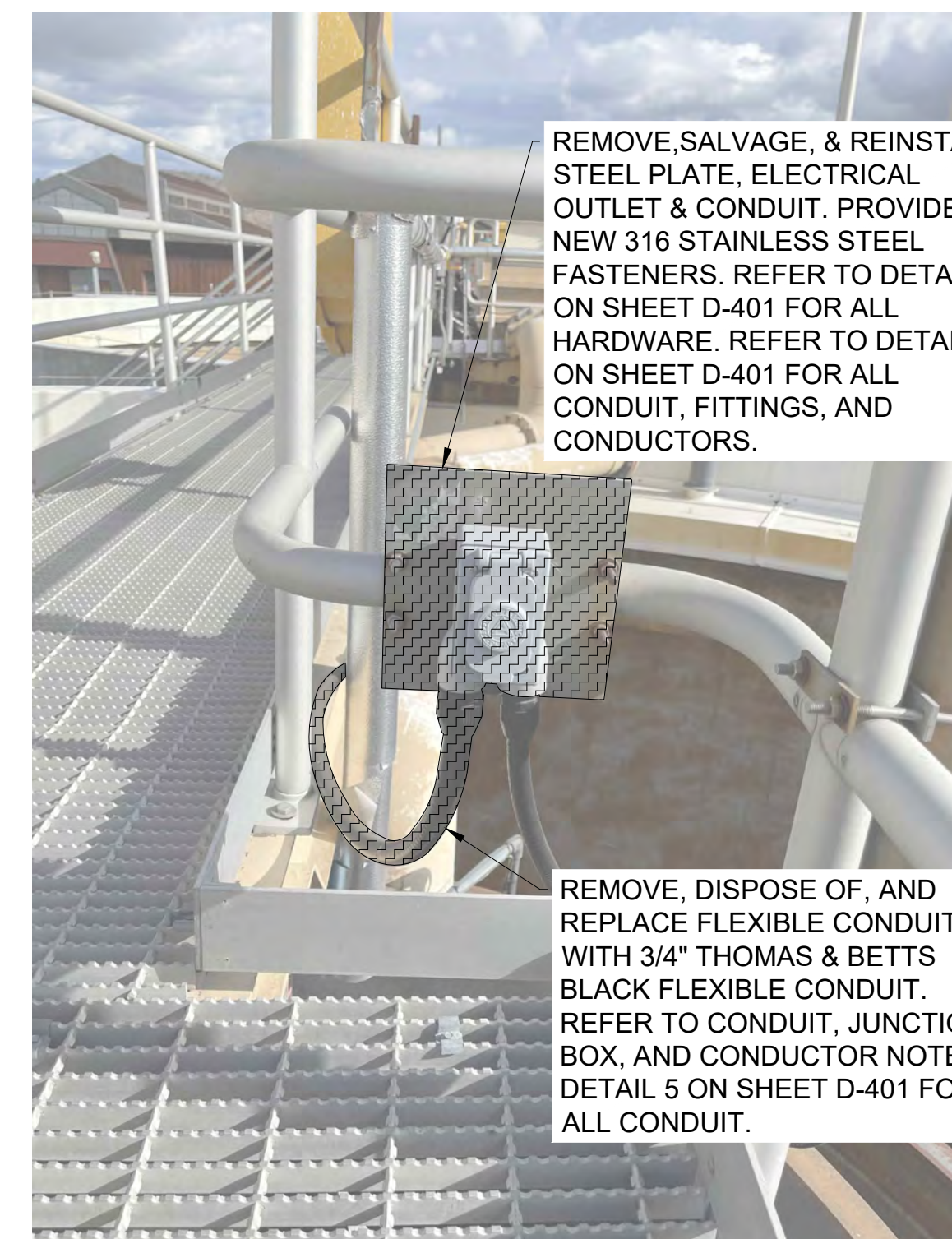
REMOVE, SALVAGE, AND REINSTALL ENTIRE CONDUIT RUN. REPLACE NINE (9) CONDUCTORS WITH 12 GAUGE THHN OKONITE CO. (OR EQUAL). REFER TO DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT, FITTINGS, AND CONDUCTORS (TYP).

ELECTRICAL CONDUIT P-21
SCALE: NTS 57-M-103



REMOVE, SALVAGE, AND REINSTALL ENTIRE CONDUIT RUN. REPLACE FIVE (5) CONDUCTORS WITH 12 GAUGE THHN OKONITE CO. (OR EQUAL). REFER TO DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT, FITTINGS, AND CONDUCTORS (TYP).

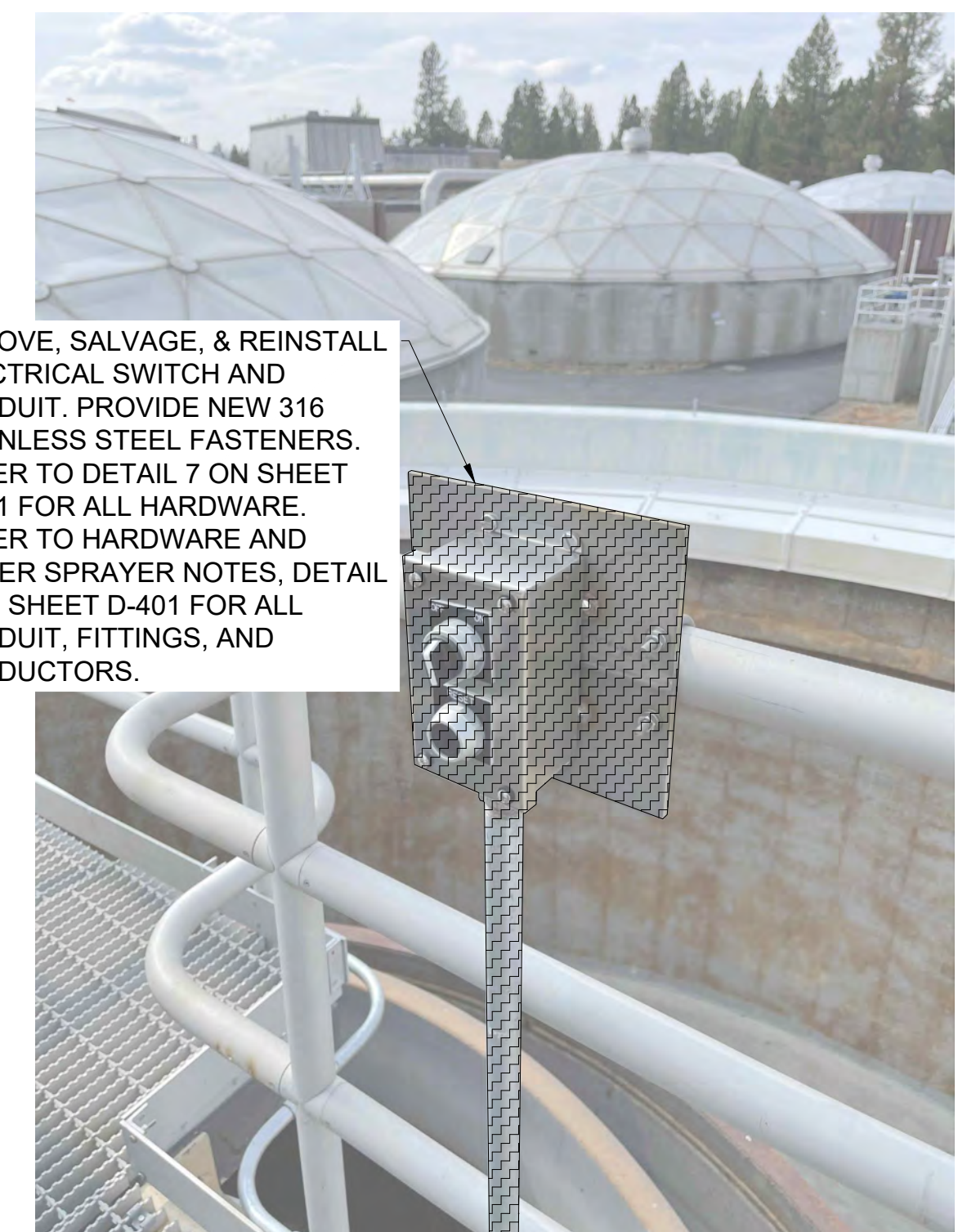
ELECTRICAL CONDUIT P-22
SCALE: NTS 57-M-104



REMOVE, SALVAGE, & REINSTALL STEEL PLATE, ELECTRICAL OUTLET & CONDUIT. PROVIDE NEW 316 STAINLESS STEEL FASTENERS. REFER TO DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE. REFER TO DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT, FITTINGS, AND CONDUCTORS.

REMOVE, DISPOSE OF, AND REPLACE FLEXIBLE CONDUIT WITH 3/4" THOMAS & BETTS BLACK FLEXIBLE CONDUIT. REFER TO CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES, DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT.

ELECTRIC OUTLET P-23
SCALE: NTS 57-M-104



REMOVE, SALVAGE, & REINSTALL ELECTRICAL SWITCH AND CONDUIT. PROVIDE NEW 316 STAINLESS STEEL FASTENERS. REFER TO DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL CONDUIT, FITTINGS, AND CONDUCTORS.

ELECTRICAL SWITCH & CONDUIT P-24
SCALE: NTS 57-M-104



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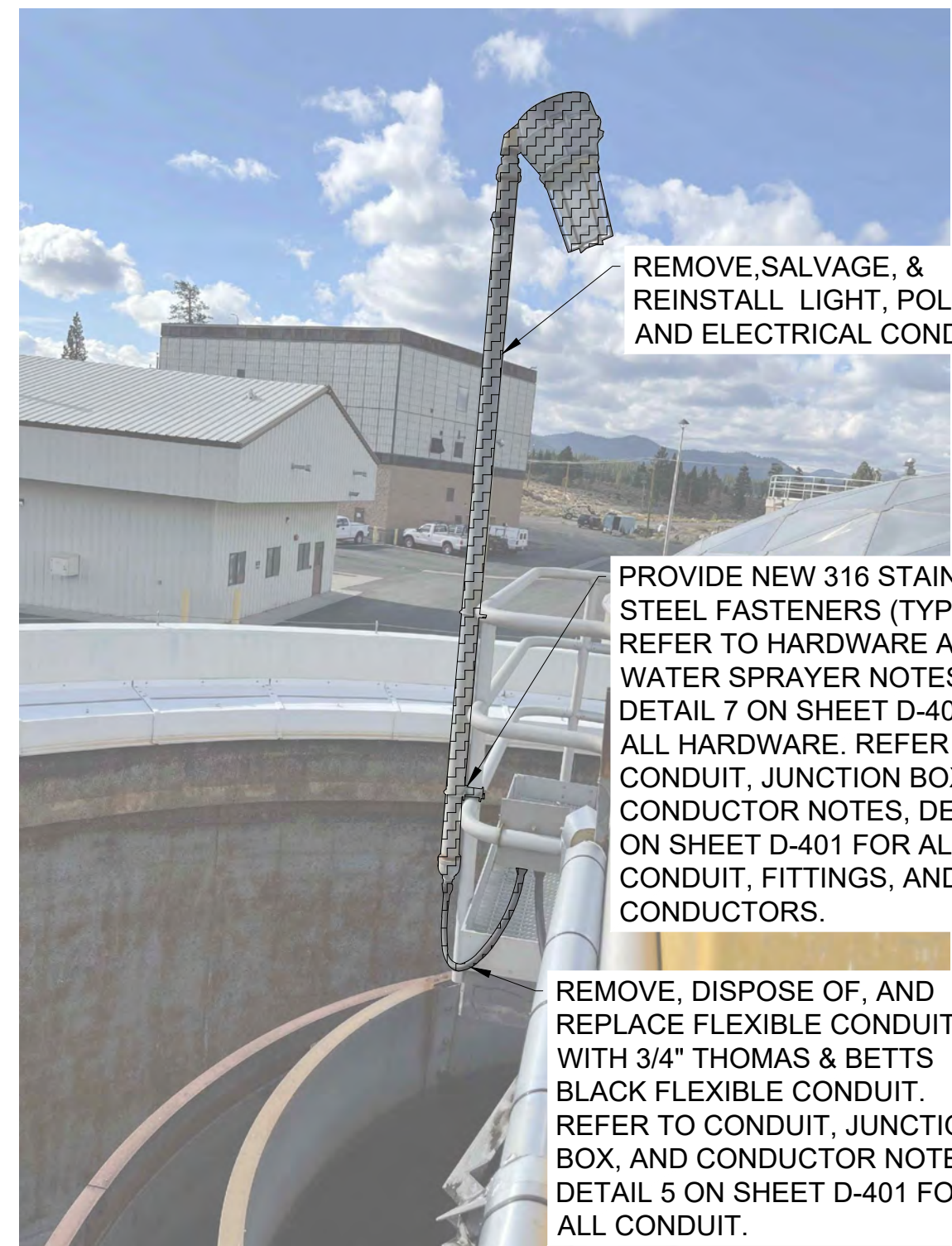


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2022 PLANT COATING PROJECT
PHOTOS
STRIPPER BASIN NO. 57 PHOTOS

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REMOVE, SALVAGE, & REINSTALL LIGHT, POLE, AND ELECTRICAL CONDUIT

PROVIDE NEW 316 STAINLESS STEEL FASTENERS (TYP). REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE. REFER TO CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES, DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT, FITTINGS, AND CONDUCTORS.

REMOVE, DISPOSE OF, AND REPLACE FLEXIBLE CONDUIT WITH 3/4" THOMAS & BETTS BLACK FLEXIBLE CONDUIT. REFER TO CONDUIT, JUNCTION BOX, AND CONDUCTOR NOTES, DETAIL 5 ON SHEET D-401 FOR ALL CONDUIT.

LIGHT POLE & CONDUIT

P-25
SCALE: NTS 57-M-104



REMOVE, SALVAGE, & REINSTALL LIFE RING. PROVIDE NEW CHEYENNE FIBERGLASS "TOUGH GUY" CABINET (OR EQUAL) WITH NEW 316 STAINLESS STEEL FASTENERS. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

LIFE RING & POLE

P-26
SCALE: NTS 57-M-103



REMOVE, SALVAGE, & REINSTALL HAND RAIL. PROVIDE NEW 316 STAINLESS STEEL HARDWARE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

HANDRAIL & TOE BOARD

P-27
SCALE: NTS 57-M-104



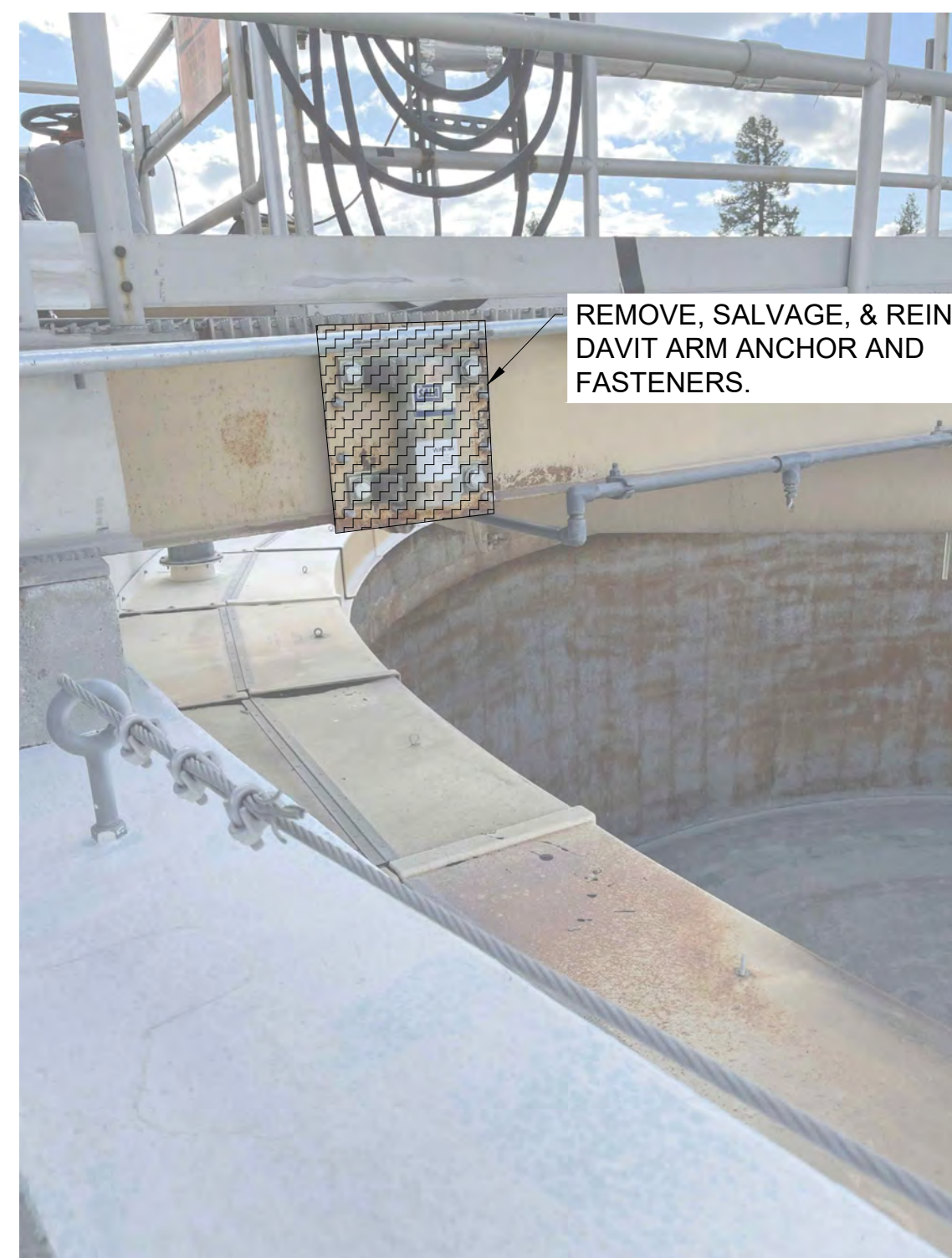
REMOVE, SALVAGE, & REINSTALL GRATING. PROVIDE NEW 316 STAINLESS STEEL FASTENERS. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE. REFER TO NOTE 1 HEREON.

GRATING

P-28
SCALE: NTS 57-M-103

NOTES:

1. CONTRACTOR SHALL NOTE LOCATION OF EACH GRATING PIECE PRIOR TO REMOVAL AND INSTALL IN THE SAME LOCATION TO FASTENERS LINE UP CORRECTLY.



REMOVE, SALVAGE, & REINSTALL DAVIT ARM ANCHOR AND FASTENERS.

DAVIT ARM ANCHOR

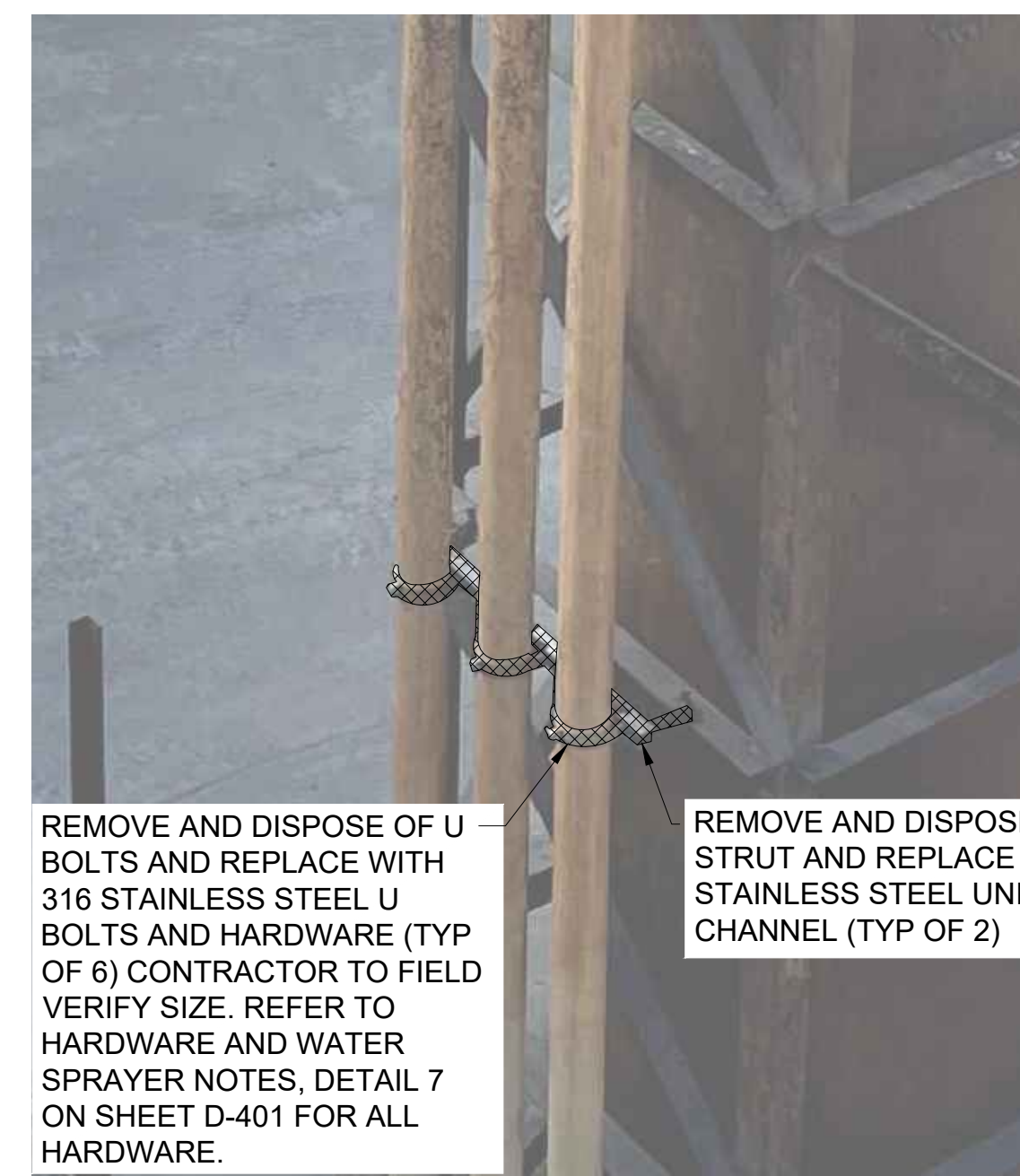
P-29
SCALE: NTS 57-M-103



REMOVE AND DISPOSE OF C CHANNELS AND FASTENERS AND REPLACE IN KIND WITH 316 STAINLESS STEEL. CONTRACTOR SHALL FIELD MEASURE AND REPLACE IN KIND WITH THE SAME SIZE.

PIPE SUPPORT

P-30
SCALE: NTS 57-M-104



REMOVE AND DISPOSE OF U BOLTS AND REPLACE WITH 316 STAINLESS STEEL U BOLTS AND HARDWARE (TYP OF 6) CONTRACTOR TO FIELD VERIFY SIZE. REFER TO HARDWARE AND WATER SPRAYER NOTES, DETAIL 7 ON SHEET D-401 FOR ALL HARDWARE.

REMOVE AND DISPOSE OF STRUT AND REPLACE WITH 316 STAINLESS STEEL UNISTRUT CHANNEL (TYP OF 2)

SLUDGE DRAW OFF PIPE STRUTS

P-31
SCALE: NTS 57-M-104



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REMOVE AND DISPOSE OF ONE (1) 12" PVC AND ONE (1) 12" DUCTILE IRON PIPE AND REPLACE WITH TWO (2) 12" PVC PIPES. REFER TO DETAIL P-33 HEREON.



PIPE REPLACEMENT P-32
SCALE: NTS 57-M-103

PIPING PLACEMENT NOTES:

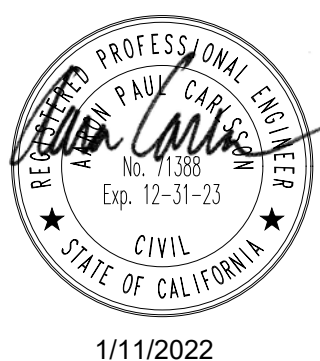
1. PIPE AND FITTINGS SHALL BE 12" SCHEDULE 80 PVC PIPE AND FITTINGS. SCHEDULE 80 PVC SHALL MEET OR EXCEED ASTM D 1785. SCHEDULE 80 PVC FITTINGS SHALL MEET OR EXCEED ASTM D 2467. CONTRACTOR SHALL PROVIDE ALL HARDWARE NECESSARY TO RECONSTRUCT PIPES AND FITTINGS PER THE MANUFACTURERS SPECIFICATIONS.
2. PVC PIPE AND FITTINGS SHALL BE DESIGNED FOR OUTDOOR USE AND ABLE TO WITHSTAND UV EXPOSURE.
3. ALL SOCKET JOINTS SHALL BE ASSEMBLED WITH SOLVENT CEMENT THAT MEETS OR EXCEEDS ASTM F493.
4. PVC PIPE AND FITTINGS SHALL BE SURFACE PREPARED & COATED WITH AN APPROVED COATING SYSTEM. THE COLOR OF COATING SHALL MATCH THE FINAL COLOR OF COATING SYSTEM 2.
5. AT MINIMUM THE FOLLOWING FITTINGS WILL BE REQUIRED: TWO (2) 12" 45° ELBOWS, SIX (6) 12" 90° ELBOWS, TWO (2) 12" TEES, AND TWO 12" (2) PUSH ON BY FLANGE ADAPTORS. CONTRACTOR SHALL DETERMINE REQUIRED PARTS PRIOR TO BIDDING.

PIPE REPLACEMENT NOTES P-33
SCALE: NTS -

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Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, California 96161
(530) 587-2525



1/11/2022

2022 PLANT COATING PROJECT
PHOTOS
STRIPPER BASIN NO. 57 PHOTOS & PIPE REPLACEMENT NOTES

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	18 OF 18
				DWG NO.	57-P-506
				DATE	JAN 2022
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-6
Subject: Discussion of in-person Board of Directors meeting

Background

This agenda item was 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 in accordance with AB 361 due to the increased infection rate of the Omicron variant of COVID-19.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: LaRue Griffin, 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: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: January 19, 2022
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

- All plant waste discharge requirements were met for the month with the following exception:
 - The single 12/9/21 final effluent composite sample to be tested for turbidity, nitrate, and TKN was not analyzed, as required by the Monitoring and Reporting Program (MRP), because the composite sampler did not collect the sample due to a malfunction.
 - The violation of the MRP was reported to Lahontan.
 - The Agency has taken the following corrective actions:
 - Amended the SOP for composite sampler operation.
 - Increased the monitoring frequency of the composite sampler.
 - To purchase an input/output module for the sampler which will provide sampler communication with SCADA to provide an alert when there is a malfunction.

Operations:

- Plant performed well through the month.
- Well #31 pH in compliance for the month.
- Caustic was added to the final effluent to maintain a 7.0 pH set point.
- Snow removal though out the plant.

Operations Work Orders:

- Completed this month: 2
- Pending:4

Laboratory:

- Staff performed necessary laboratory testing.
- Completed third party assessment and all corrective actions were accepted (see attached).
- Submitted application for ELAP renewal.
- Staff continue to train remaining operators for weekend testing and will be completing DOCs.
- The Laboratory Information Management System (LIMS) has been purchased and a startup meeting has been scheduled.

Laboratory Corrective Actions:

- Completed this month: 0
- Pending: 0

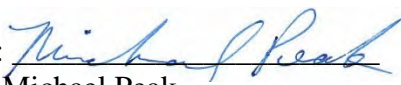
Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.41
Monthly maximum instantaneous ⁽¹⁾	8.23
Maximum 7- day average	4.47

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)	1.3	10.0	1.7	20.0
Turbidity (NTU)	NA	NA	3.0	10.0
Total Phosphorus (mg/l)	0.46	0.80	0.70	1.50
Chemical Oxygen Demand (mg/l)	28	45	30	60

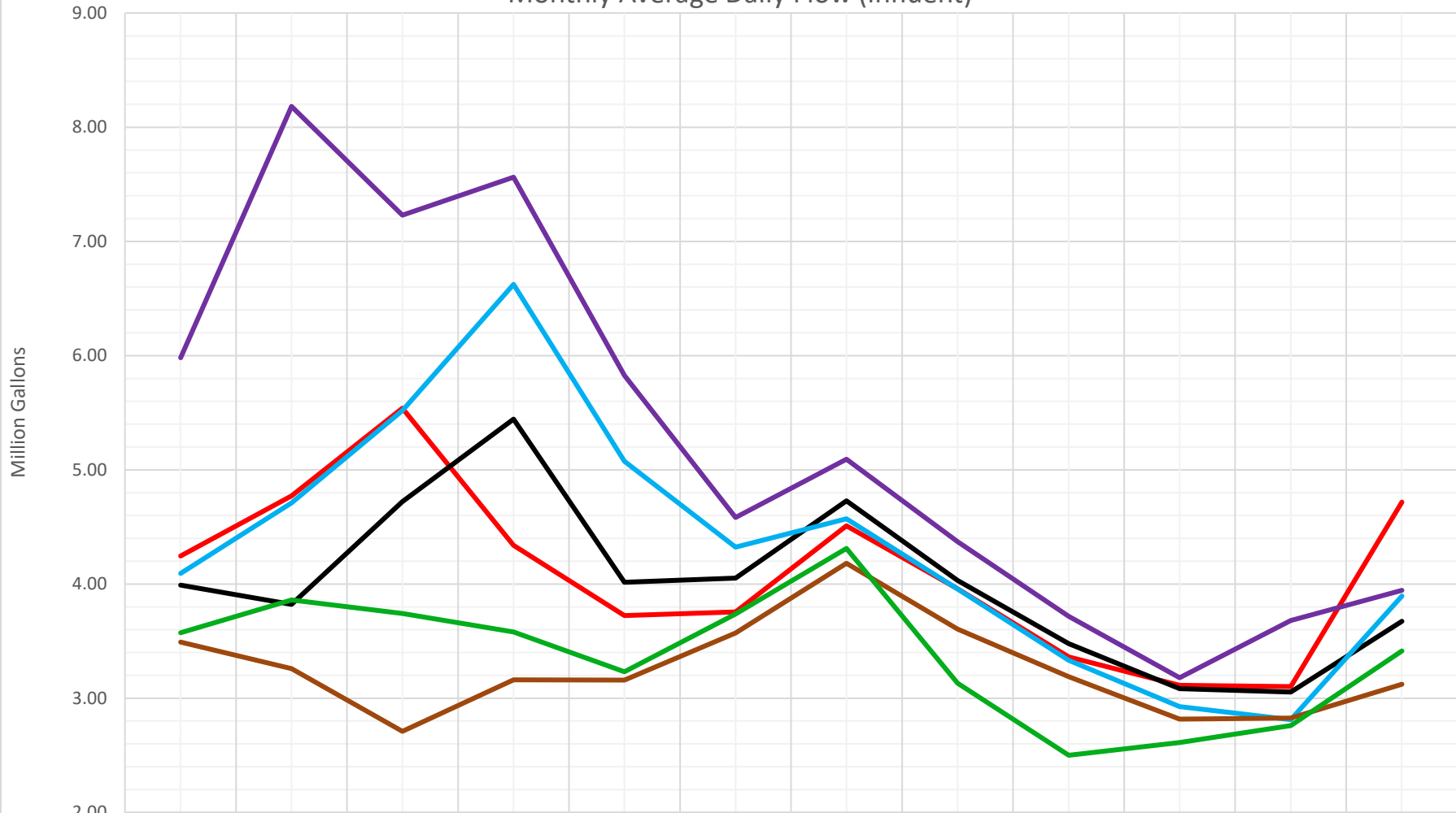
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
Michael Peak
Operations Manager

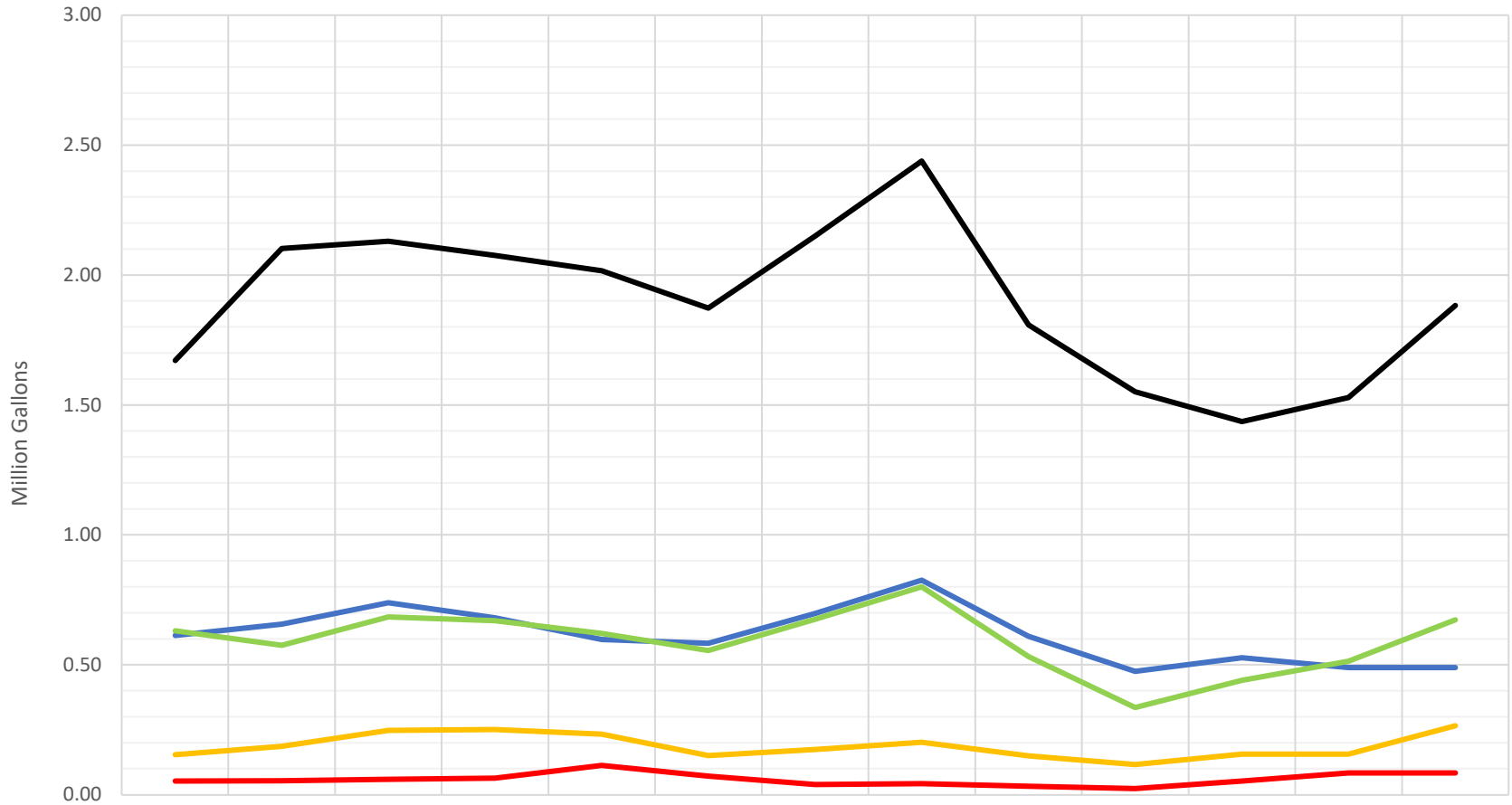
Approved By: 
LaRue Griffin
General Manager

Monthly Average Daily Flow (Influent)



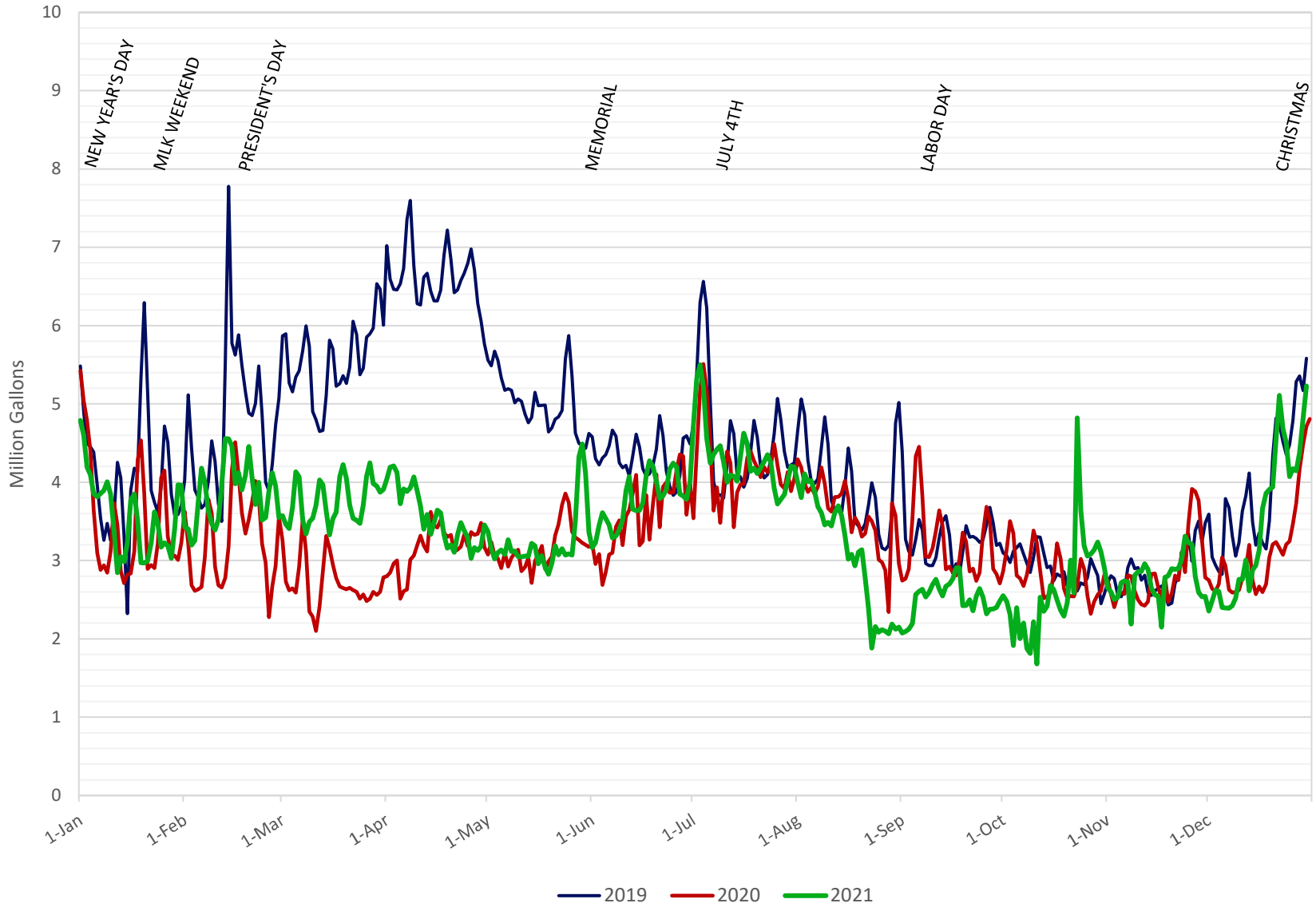
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	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

Monthly Average Daily Flow (Districts)

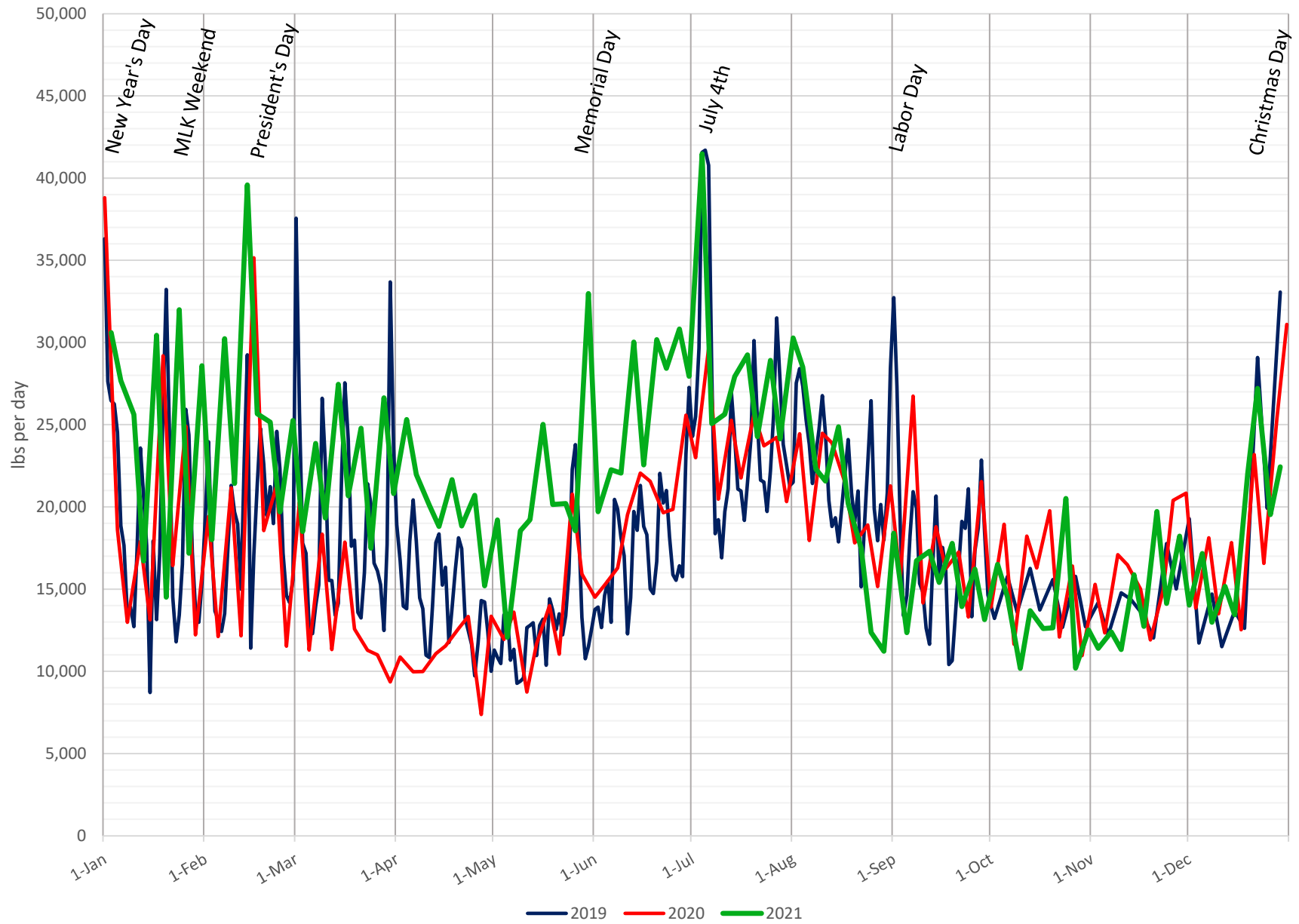


	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
— NTPUD	0.61	0.66	0.74	0.68	0.60	0.58	0.70	0.83	0.61	0.48	0.53	0.49	0.49
— TCPUD	0.63	0.57	0.68	0.67	0.62	0.55	0.68	0.80	0.53	0.34	0.44	0.51	0.67
— ASCWD	0.05	0.05	0.06	0.06	0.11	0.07	0.04	0.04	0.03	0.02	0.05	0.08	0.08
— OVPSD	0.15	0.19	0.25	0.25	0.23	0.15	0.17	0.20	0.15	0.12	0.16	0.16	0.27
— TSD	1.67	2.10	2.13	2.08	2.02	1.87	2.15	2.44	1.81	1.55	1.44	1.53	1.88

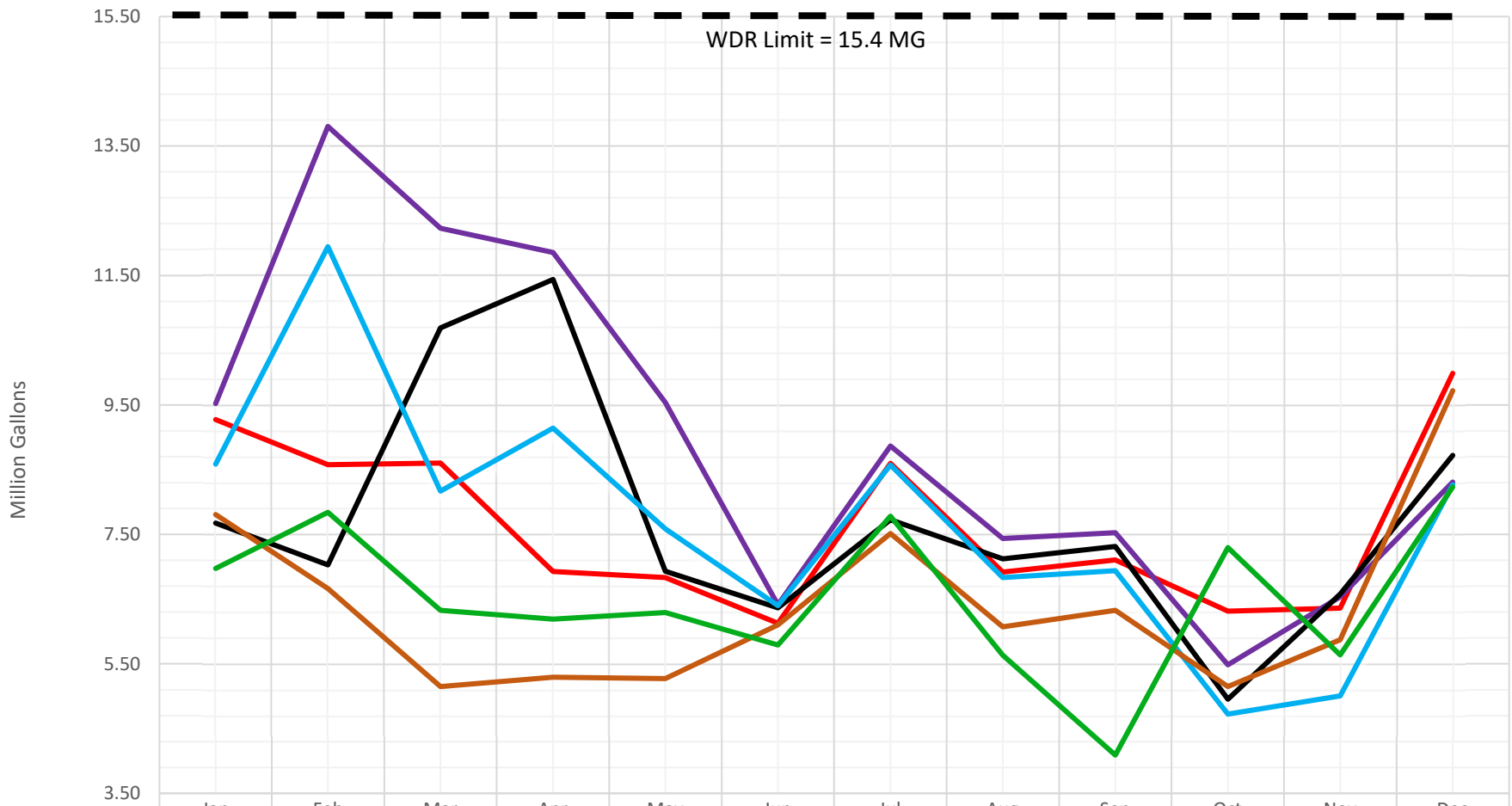
T-TSA Daily Influent Flow



COD Influent Loading

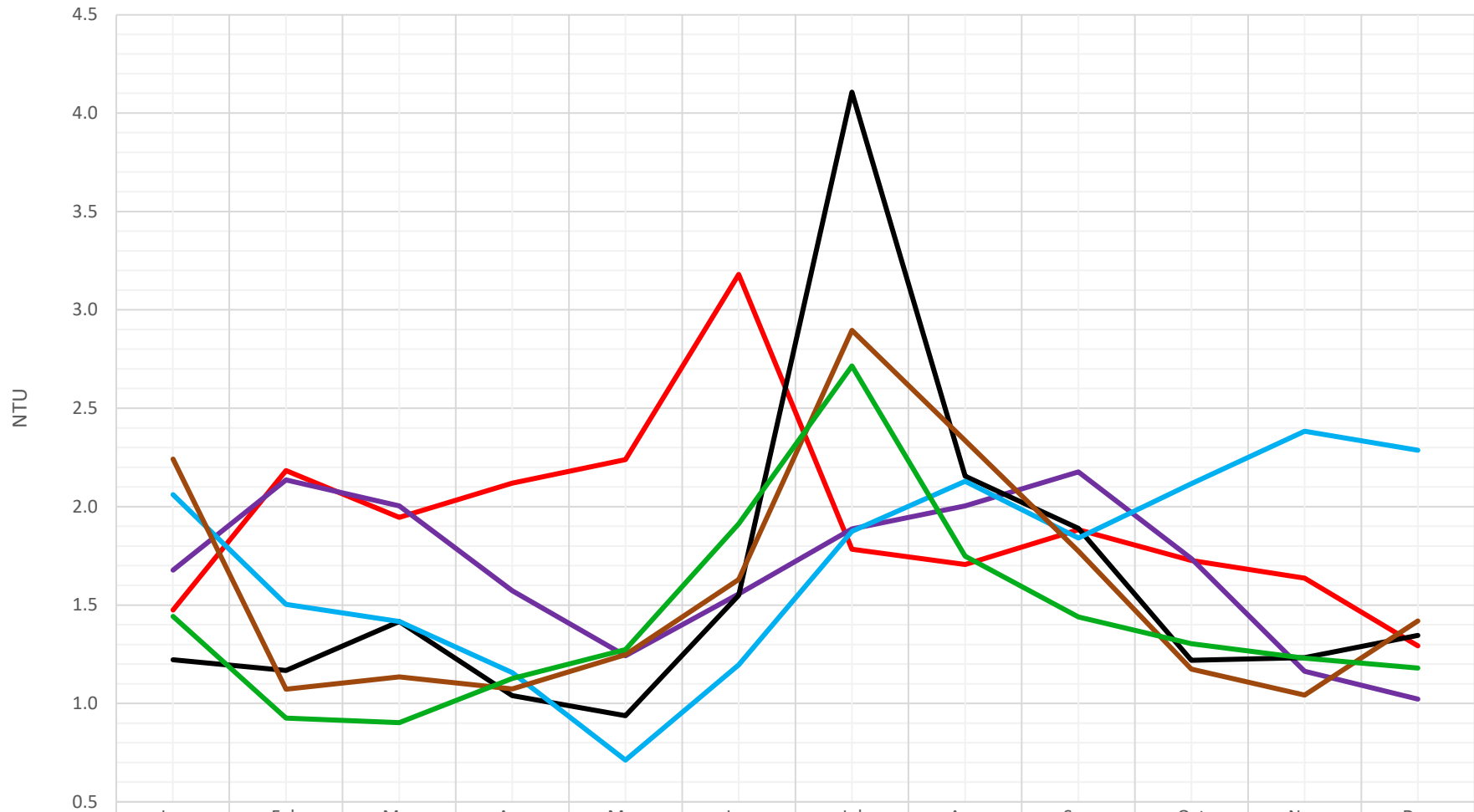


Monthly Maximum Instantaneous Flow (Influent)



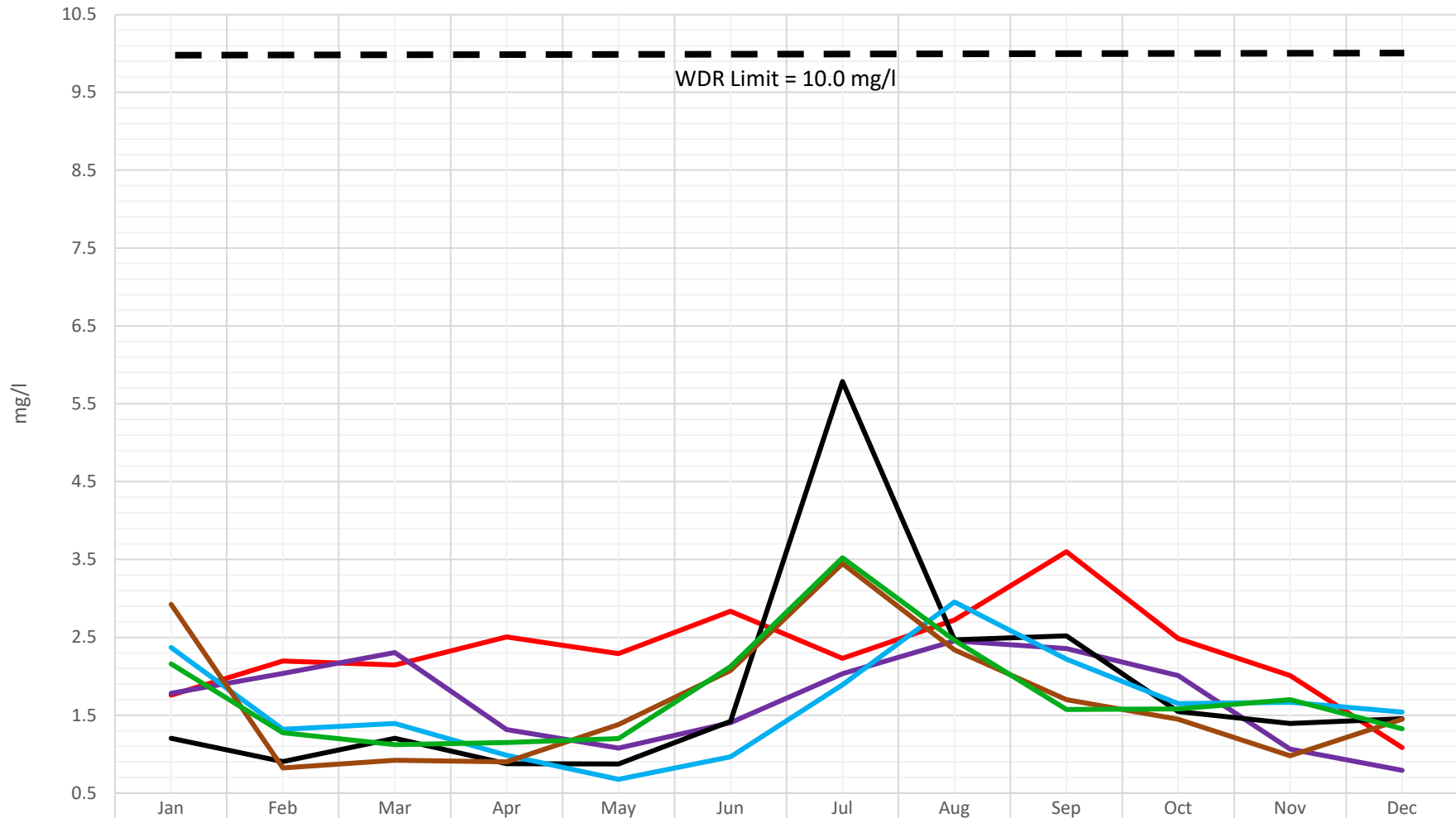
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	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

Monthly Average Daily Turbidity (Effluent)



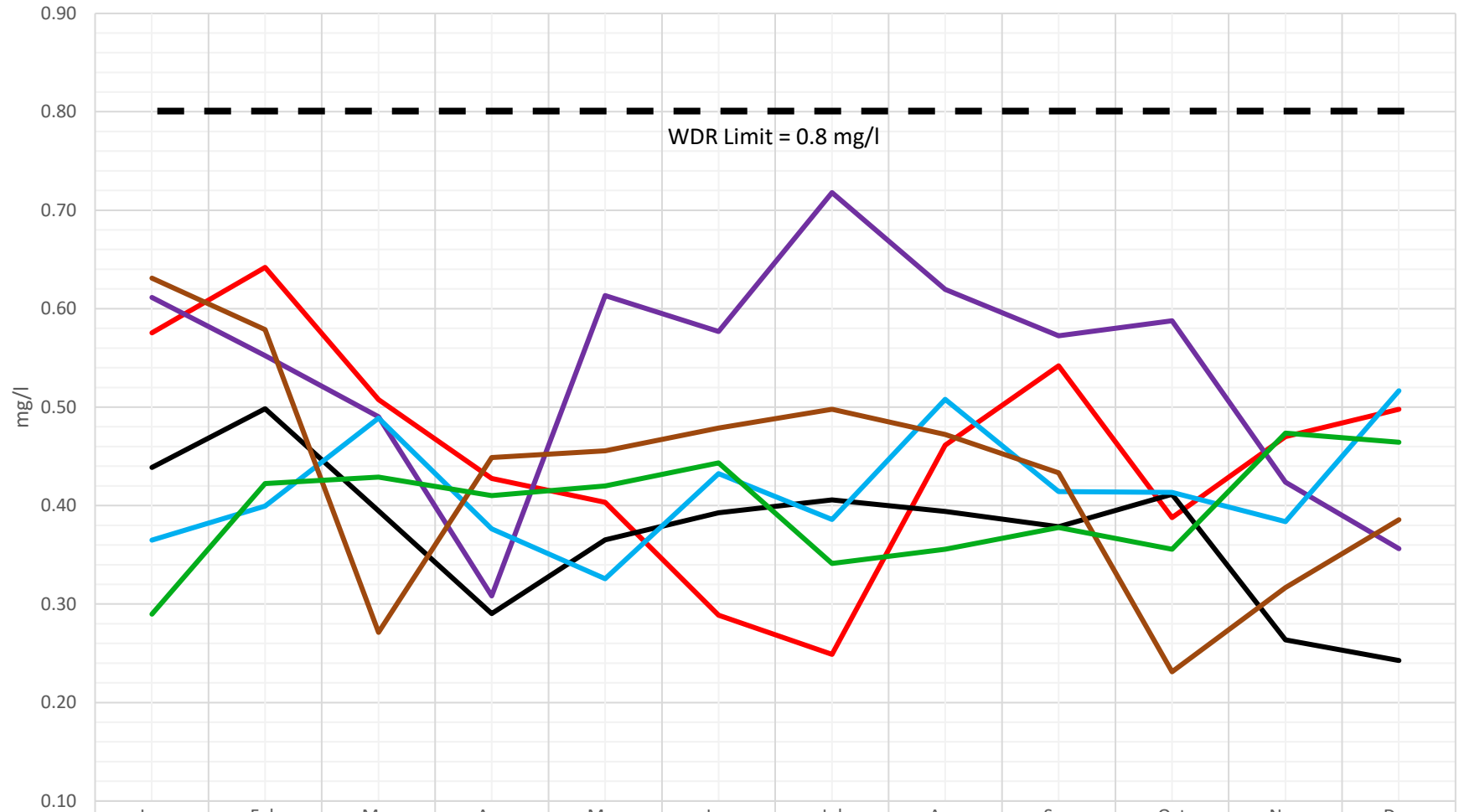
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	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

Monthly Average Daily Suspended Solids (Effluent)



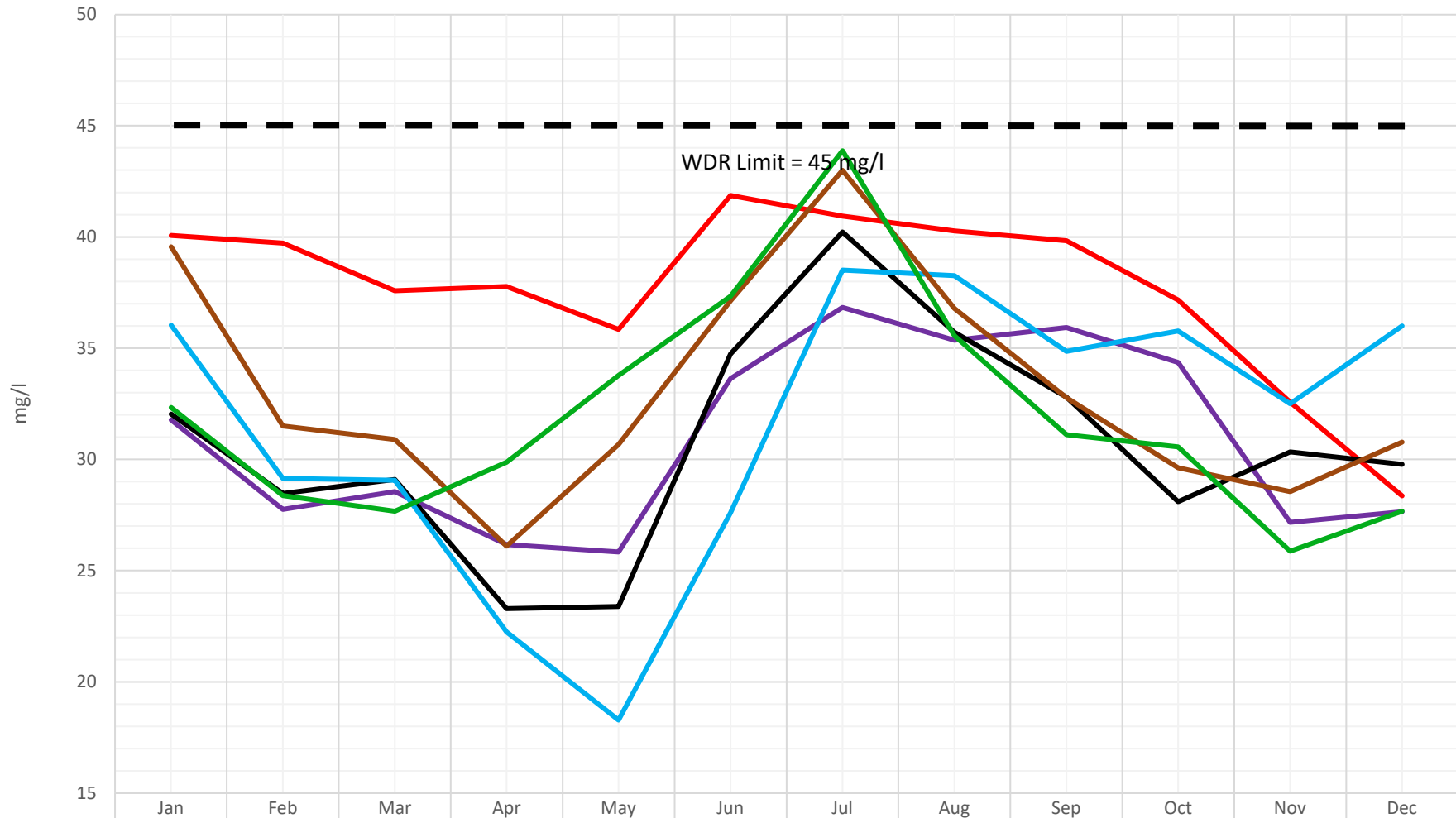
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6	1.6	1.7	1.3

Monthly Average Daily Total Phosphorus (Effluent)



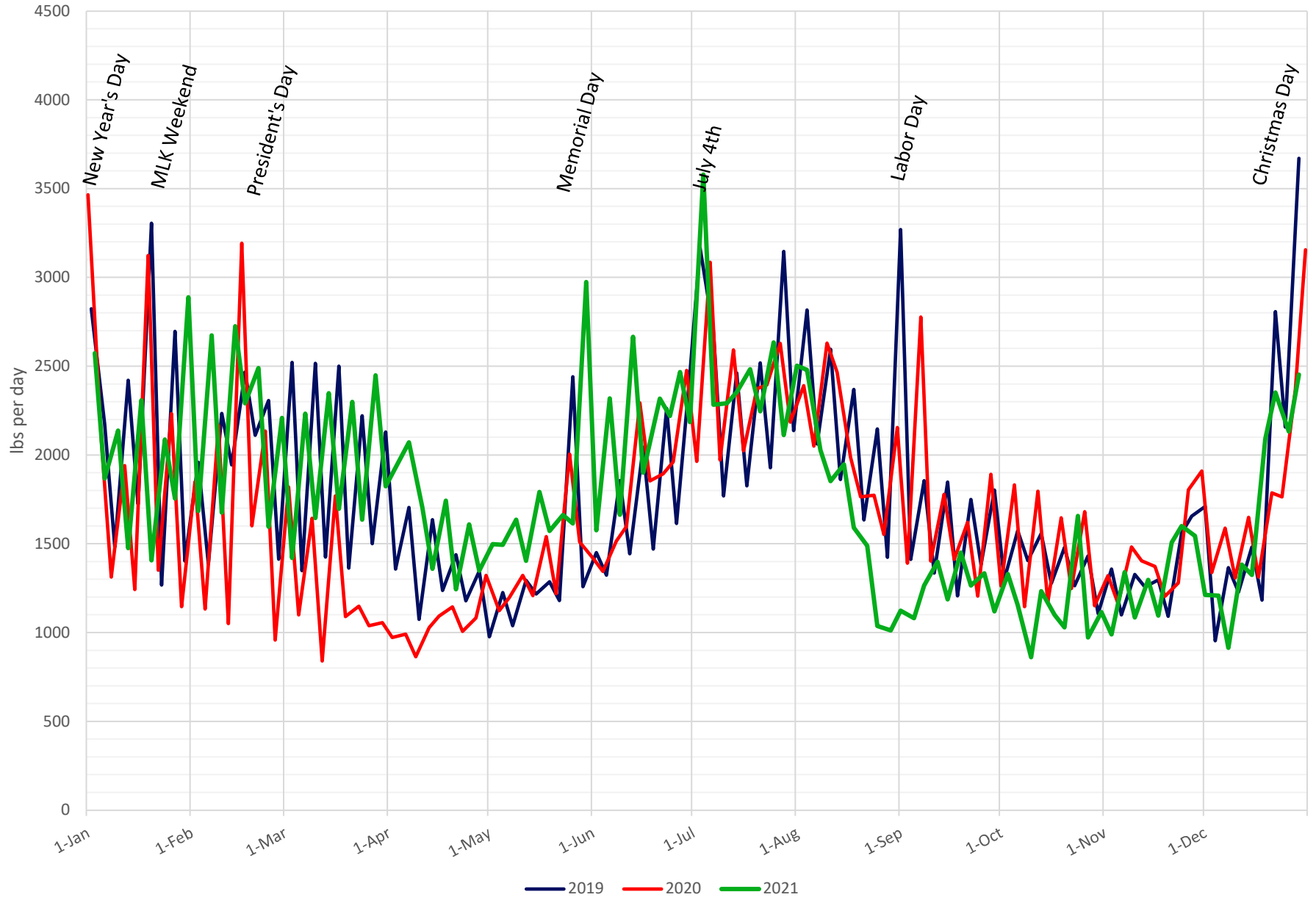
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	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

Monthly Average Daily Chemical Oxygen Demand (Effluent)

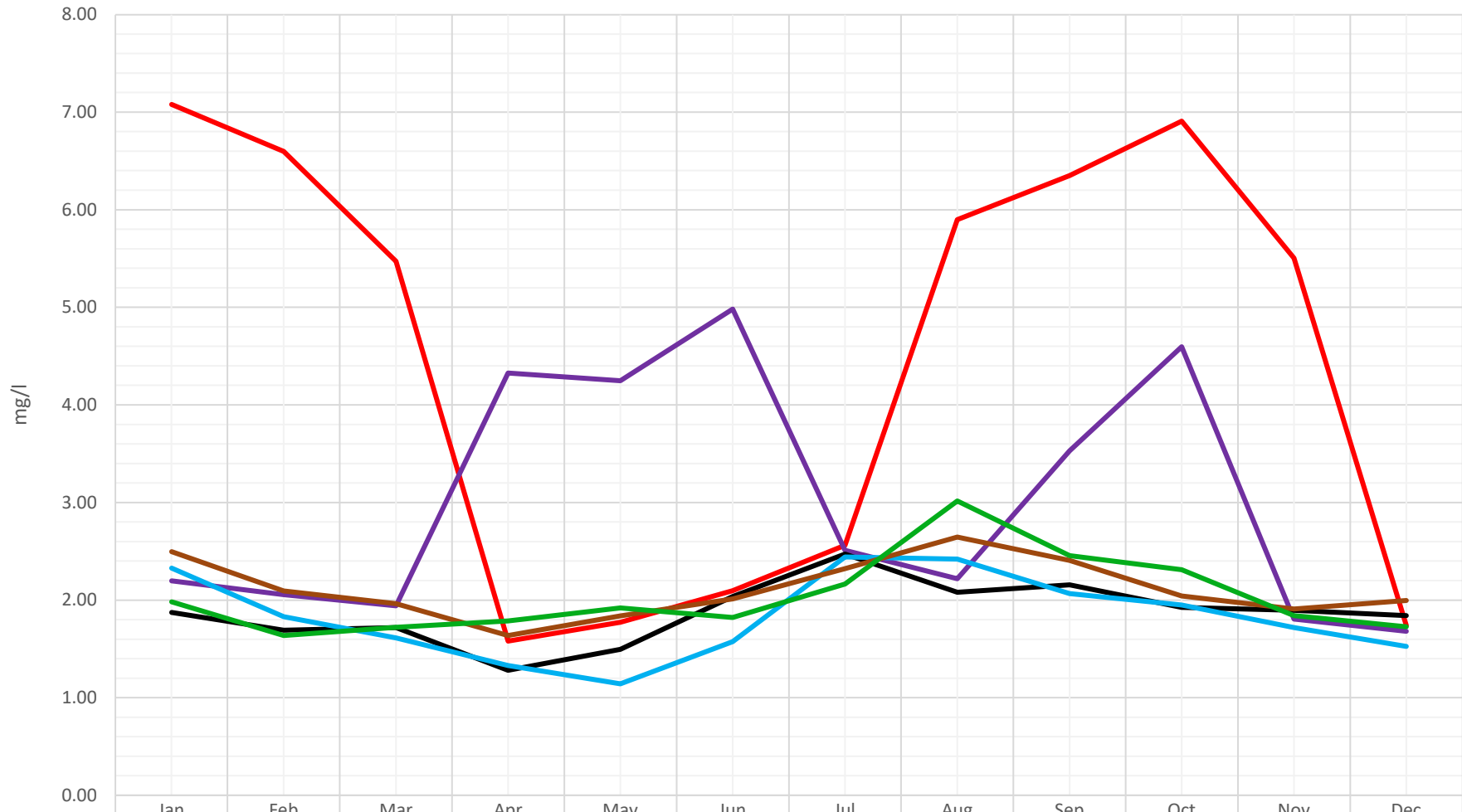


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	40	38	38	36	42	41	40	40	37	33	28
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37	44	36	31	31	26	28

TKN Influent Loading

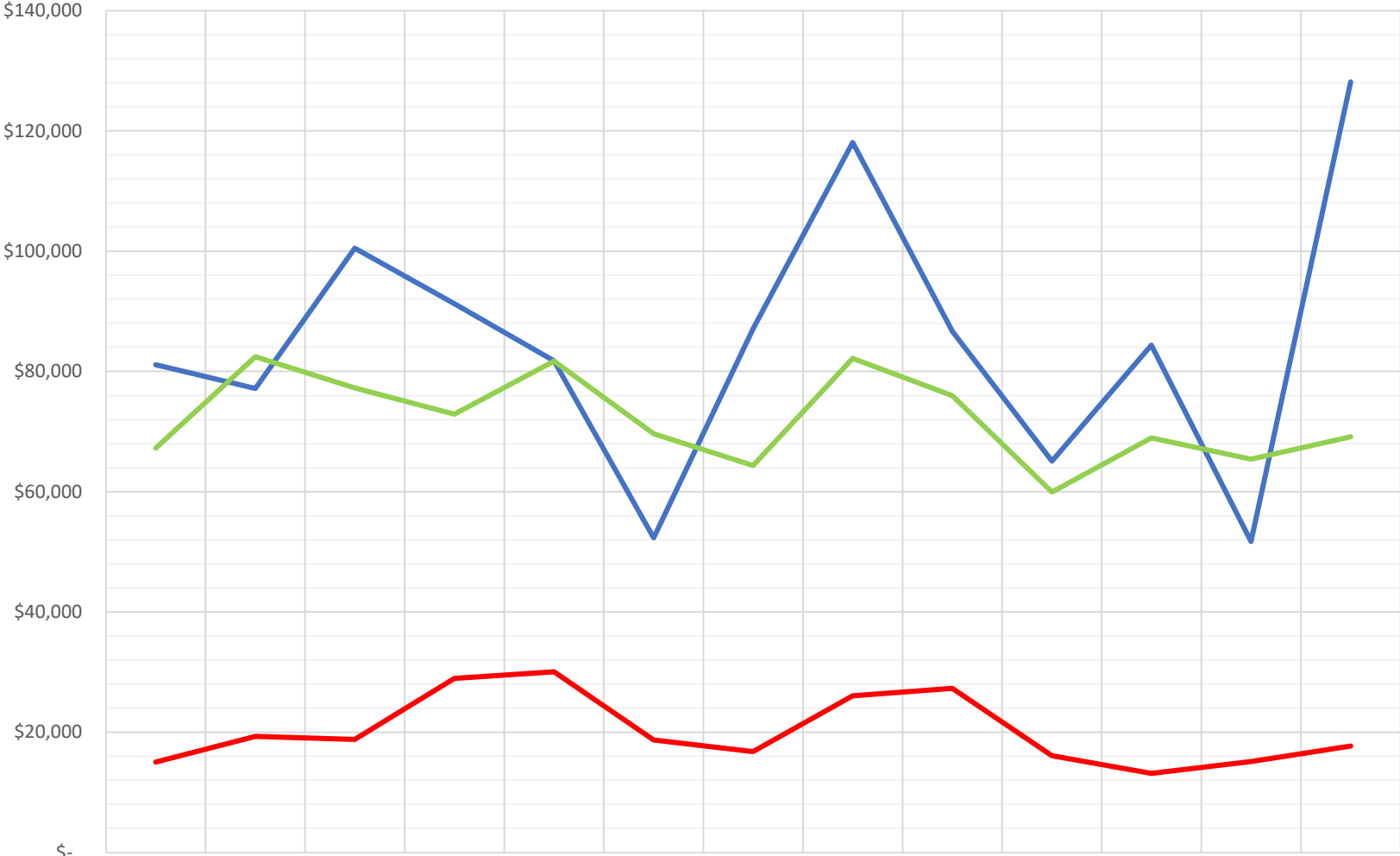


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
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

Chemical, Power and Sludge Disposal Costs



	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
— Chemical	\$81,138	\$77,169	\$100,486	\$91,278	\$81,758	\$52,348	\$87,109	\$118,100	\$86,660	\$65,076	\$84,387	\$51,738	\$128,152
— Power	\$67,247	\$82,480	\$77,270	\$72,881	\$81,705	\$69,645	\$64,361	\$82,199	\$75,956	\$59,970	\$68,936	\$65,393	\$69,150
— Sludge Disposal	\$15,036	\$19,302	\$18,781	\$28,938	\$30,061	\$18,691	\$16,768	\$26,075	\$27,293	\$16,092	\$13,197	\$15,117	\$17,692



International Accreditation Service, Inc.
3060 Saturn Street, Suite 100
Brea, CA 92821 USA
t: 562.364.8201
t: 866.427.4422
www.iasonline.org

December 12, 2021

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

ELP-133

Re: Closure of Laboratory Assessment for Amendment Application

Jason:

Attached is a copy of the IAS review of the Corrective Action Request (CAR) associated with the September 22 (remote) and October 1, 2021 (on-site) assessment for renewal accreditation. The original response to the CARs were received on November 18, 2021 from the laboratory with the final closure for these responses being the date of this letter.

Overall, this CAR response was found to directly address the deficiencies cited during the assessment. Where required, root cause analysis were also submitted for these deficiencies and found to be satisfactory.

IAS has appreciated working with you and your staff and wish you all the best in the future. Please do not hesitate to contact Dr. Tony Francis at (801) 999-8293 or tfrancis@iasonline.org if we can provide any additional information or assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony Francis', is written over a light blue horizontal line.

Tony Francis
IAS Contract Assessor

Enclosures

cc: Mr. Mohan Sabaratnam



Assessment Report

For

**Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161
CA ELAP Certificate #: 1144**

Designated Representative: Jason Hays

Performed:

Date

By Tony Francis PhD, IAS

On Behalf Of:

**California Environmental Protection Agency
State Water Resources Control Board
California Environmental Laboratory Accreditation Program
P. O. Box 100
Sacramento, CA 95812-0100**

Submitted by: Tony Francis
Reviewed by: Heather Tohinaka
Issued on: October 22, 2021

ASSESSMENT REPORT

Scope

Tahoe-Truckee Sanitation Agency has been granted accreditation by the California Environmental Laboratory Accreditation Program (ELAP) for laboratory analysis methods under the California Code of Regulations (CCR), Title 22, Division 4, Chapter 19, Certification of Environmental Laboratories.

The assessment was performed on-site September 22, 2021 and remotely October 1, 2021 by Tony Francis. The purpose was the renewal assessment for ELAP accreditation.

Materials Selected for Review

This report and the attached tables represent the conditions observed in the facility at the time of the assessment and during review of laboratory documents and records. Table 1 represents the Standard Operating Procedures (SOPs) that were reviewed as part of this assessment. Conditions identified in the course of the assessment that fail to satisfy the requirements of the CCR, Title 22, Division 4, Chapter 19 are described in the attached List of Findings. An electronic copy of the List of Findings, in MS Word format, is included, to be used by the laboratory to prepare their corrective action plan.

Data Package Review

A list of the data packages or other records that were reviewed during the assessment is shown in Table 2.

Observations

The Tahoe-Truckee Sanitation Agency laboratory is responsible for analyzing samples for process control and discharge compliance monitoring. The facility is the same location as the previous on-site assessment with ample space for all technical and administrative operations. Jason Hays is the Technical Manager and Quality Manager. Several chemists and operators contribute to the analysis of samples. The laboratory is currently transitioning to the requirements of 2016 TNI-2 Standard with a plan to be fully compliant by January 2024.

Table 1		
Materials Selected for Review		
Parameter	Reference Method	Standard Operating Procedure
Quality Management System	N/A	Tahoe-Truckee Sanitation Agency Laboratory Quality Manual, effective January 2021
Total coliforms and E. coli	SM 9223 B Colilert	Total coliforms and E. coli by Colilert 24, effective 1/29/2021
Total and Fecal coliforms	SM 9221 B, C, SM 9221 C, E	Total and Fecal coliforms by Multiple-Tube Fermentation, effective 3/23/2021
Anions	EPA 300.0	Ion Chromatography for Anions, effective 8/9/2021
Dissolved Oxygen	Hach Method 10360	Dissolved Oxygen, effective 2/23/2021
Chemical Oxygen Demand	Hach 8000	Chemical Oxygen Demand, effective 2/9/2021
Biochemical Oxygen Demand	SM 5210 B	Biochemical Oxygen Demand, effective 2/10/2021
Ammonia	SM 4500-NH3 G	Ammonia, effective 2/19/2021
Alkalinity	SM 2320 B	Alkalinity, effective 8/2020
Iron	SM 3500-Fe B	Total Iron, effective 2/11/2021
Turbidity	SM 2130 B	Turbidity, effective 1/29/2021
Total Suspended Solids	SM 2540 D	Total Suspended Solids, effective 2/11/2021
Phosphorus and orthophosphate	SM 4500-P E	Total Phosphorus and Ortho Phosphate, effective 2/11/2021
Total Organic Carbon	SM 5310 B	Total Organic Carbon, effective 2/11/2021
Total Kjeldahl Nitrogen	EPA 351.2	Total Kjeldahl Nitrogen, effective 2/25/2021

<p style="text-align: center;">Table 1</p> <p style="text-align: center;">Materials Selected for Review</p>		
Parameter	Reference Method	Standard Operating Procedure
Temperature	SM 2550 B	Temperature, effective 2/11/2021
Total Dissolved Solids	SM 2540 C	Total Dissolved Solids Dried at 180 C, effective 1/29/2021
pH	SM 4500-H+ B	pH Value, effective 2/23/2021

Table 2	
Review of Data Packages and Other Materials	
Parameter	Data Package Identifier (Sample #'s)
ThermCo certificates for NIST thermometers	#J4305
Thermometer Calibration Report	2020
Mettler Toledo certificates for Mettler Toledo balance	#NA1587-329-022521-CTR
Analytical Balance Quality Control	2021
Pipet Verification Log	2018 to 2020
Temperature and Correction Records	2021
Total Coliform and E. Coli by Colilert P/A	2020 to 2021
Microbiology Temperature Control Record	2021
Microbiology Controls	2021
Media Log and Autoclave Record	2021
HPC air checks	2020 to 2021
Total and Fecal Coliform MPN Worksheets	2020 to 2021
Total coliform and E. coli data	Batch #091621
Total and Fecal coliform data	Batch #090921
Ion Chromatograph Preparation Records	2020 and 2021
IC Control Prep Records	2021
Anion data	2021
Daily Ion Chromatography Worksheets	2021
TOC Reagent Log	2020 to 2021
Dionex IC-5000 Maintenance Log	2021
Lotix Maintenance Work	2021
Lotix Pre-Run Check	2021
TOC data	Batch #090821

Table 2	
Review of Data Packages and Other Materials	
Parameter	Data Package Identifier (Sample #'s)
BOD Worksheets	2021
BOD data	Batch #090521
COD Laboratory Worksheets	2021
COD data	Batch #091921
Turbidity Equipment Worksheets	2021
Turbidity Worksheets	2021
Turbidity Standard Worksheet	2021
Chlorine Residual Worksheets	2021
Dissolved Oxygen Worksheets	2021
Dissolved Oxygen data	Batch #091921
Chlorine, Residual data	Batch #081721
Ammonia data	Batch #092121
TKN data	Batch #091521
Data Summary sheet	2021
Ammonia-Nitrogen Reagents	2021
TP Worksheets	2021
Phosphorus data	Batch #091321
TP Reagent Records	2021
Iron Worksheet	2021
Iron Stock Solution Records of Use	2021
Total Dissolved Solids Worksheets	2021
TDS data	Batch #090721
TSS data	Batch #091921
pH/Alkalinity Worksheets	2021
pH data	Batch #092121
Alkalinity data	Batch #0913210
0.02 N H ₂ SO ₄ Reagent Worksheets	2017 to 2021
IDOC ODOC Table	2021

Table 2	
Review of Data Packages and Other Materials	
Parameter	Data Package Identifier (Sample #'s)
Job Descriptions	Chemist III/Lab Director
CAR Summary spreadsheet	2021
Laboratory Corrective Actions Reports	2021
ERA PT Studies	WP-311, WP-318

Attachments

The report contains electronic copies of the attachments listed below.

- Attachment 1. Scope (Including sign-off of Methods/Analytes/Matrices/Technologies Reviewed and any footnotes as required to identify changes and additions.)
- Attachment 2. Assessment Checklist(s)
- Attachment 3. Facility Organizational Chart
- Attachment 4. Attendance at Initial and Final Briefing
- Attachment 5. Assessment Interviewee Form

LIST OF FINDINGS

Included in this report is a list of the findings (deficiencies) that were identified during the assessment and the review of the laboratory's documents and records. Each numbered item identifies an individual finding and references the applicable Standard clause and/or section that establish the requirement that was not met.

The laboratory must submit a corrective action report (CAR) that addresses each of the cited findings. **The laboratory response must be concrete, detailed, and specific, and must describe how the corrective action will be implemented. Where changes to procedures are appropriate, the submitted CAR shall include the location and summary of the change and provisions for training and follow up to ensure effectiveness of the change. The response must include a proposed date of completion for each finding and the name of the person responsible for completing the corrective action.**

CORRECTIVE ACTION REQUESTS (CARs)

CAR 1	
ELAP Regulation/EPA/ Reference Method citation	§ 64802.15 (b)(3), (h), (j), (n)
Requirement	<p>(b)(3) When participating in a Proficiency Testing study, a laboratory shall not engage in the following activities:</p> <ul style="list-style-type: none"> (A) Send Proficiency Testing study samples, in which the laboratory is participating, to another laboratory for the analysis of a Field of Accreditation for which it seeks accreditation or is accredited; (B) Knowingly receive or analyze any Proficiency Testing samples from another laboratory for which the results are to be used for accreditation; (C) Communicate with any individual at another laboratory concerning the analysis of Proficiency Testing samples of an ongoing study; (D) Attempt to obtain the assigned value of any portion of a Proficiency Testing study from the Proficiency Testing provider; and (E) Request the Proficiency Testing provider to alter any portion of the laboratory's Proficiency Testing report after it was issued as final. <p>(h) If on the first attempt, a laboratory does not achieve an acceptable score for a Field of Accreditation, then within forty-five (45) days of</p>

	<p>receipt of the “Not Acceptable” score from the Proficiency Testing provider, the laboratory shall:</p> <ol style="list-style-type: none"> (1) Notify ELAP of the “Not Acceptable” score; (2) Document the root cause of the failure; (3) Take corrective action; (4) Achieve an acceptable score in a subsequent Proficiency Testing study for that Field of Accreditation (5) Notify ELAP of the “Acceptable” score; and (6) Upon request from ELAP, provide documentation of the root cause investigation and corrective action. <p>(j) If on the second attempt, a laboratory does not achieve an acceptable score for a Field of Accreditation a laboratory shall:</p> <ol style="list-style-type: none"> (1) Notify ELAP of the “Not Acceptable” result within three (3) days; (2) Be suspended for that Field of Accreditation; (3) Cease reporting of results for regulatory purposes for that corresponding Field of Accreditation; (4) Notify affected clients of second “Not Acceptable” Proficiency Testing result by registered mail, email with return receipt, or electronic signature document; (5) Within thirty (30) days: investigate and document the root cause of the failure and take corrective action; <p>(n) If a laboratory has a financial interest, familial relationship, or contractual agreement for consultation with the provider of a Proficiency Testing study, then the results from that study shall not be used to meet the Proficiency Testing study requirements for accreditation</p>
Finding	The laboratory’s quality manual did not contain or reference the requirements concerning Proficiency Testing as contained above.
Laboratory Response including Root cause analysis	The lab QAM has been modified to include requirements of § 64802.15 (b)(3), (h), (j), (n). Procedures are defined that direct staff regarding appropriate response to failed PT samples. Procedures also specify the prohibition on analyzing another lab’s PT samples or using subcontract labs to perform PT samples issued to the TTSA Lab. Staff have received training specifying the
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 2	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (f)(2)
Requirement	<p>When a laboratory subcontracts work, the subcontracting laboratory shall comply with the following requirements:</p> <p>(A) The subcontracting laboratory shall inform the customer(s) of arrangement with subcontractor(s);</p> <p>(B) The subcontracting laboratory shall maintain a register of all subcontractors that are used for analytical testing;</p> <p>(C) The subcontractor shall be accredited by ELAP in the Field(s) of Accreditation for analyses being performed for regulatory purposes;</p>
Finding	The laboratory's quality manual did not contain or reference the procedures related to subcontracting as outlined above. The laboratory did not establish a register of all subcontractors used for analytical testing.
Laboratory Response including Root cause analysis	The QAM has been modified to include a subsection on the subcontracting of analyses. Accepted subcontract labs are specified along with methods that are typically sent to that lab. The QAM also specifies that the operations department (our only client) is made aware of and approves the subcontracting of the work. The addition to the QAM also includes reference to all subcontracted lab ELAP certificate number. Staff have received training on all the modifications to the QAM.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 3	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (n)(2)
Requirement	A laboratory shall establish and maintain a system to control records. Records shall be retained for a minimum of five (5) years from generation of the last entry in the records.
Finding	The laboratory's quality manual did not contain or reference a system to control records for the minimum period of five years.
Laboratory Response including Root cause analysis	The lab QAM has been modified to include a subsection specifying a policy that maintains lab records in either paper or digital format for at least 5 years. Training has been provided to detail the changes to the QAM.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 4	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (n)(2)
Requirement	A laboratory shall establish and maintain a system to control records that allows the history of the sample and associated data to be readily understood through the documentation. This system shall produce unequivocal, accurate records that document all laboratory activities such as laboratory facilities, equipment, analytical methods, and related laboratory activities, such as sample receipt, sample preparation, or data verification, and inter-laboratory transfers of samples and or extracts.
Finding	Records containing traceability information had not been maintained including: <ol style="list-style-type: none"> 1. The identification of the weight set used to verify daily balance calibrations, 2. The identification of the thermometer used to measure temperatures of samples during sample receipt, 3. The identification of the lot number of Colilert and LTB media, incubator, or thermometer used for microbiological analyses, 4. Preparation of calibration and working standards for all analytical methods (e.g., anions, TOC, COD), and 5. The identification of pans used for TSS analysis.
Laboratory Response including Root cause analysis	Root cause analysis determined a general lack of policies and procedures dictating means and methods for documenting traceability related records. The QAM has been updated to include requirements to record traceability related standards and relevant equipment associated with analysis. Record sheets have been created that allow staff to record information regarding stock solutions and solutions requiring a parent/daughter relationship. Bench records have been modified for all analyses to include instrument, standard, check, and reagent lot information. Staff have been trained in all new procedures and record requirements.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 5	
ELAP Regulation/EPA/ Reference Method citation	EPA 300.0, Revision 2.1, 9.2.2
Requirement	The linear calibration range (LCR) must be determined initially and verified every six months or whenever a significant change in instrument response is observed or expected. The initial demonstration

	of linearity must use sufficient standards to ensure that the resulting curve is linear.
Finding	The laboratory had not determined the LCR. In addition, the laboratory had not established a linear calibration curve for use during analyses. The laboratory had utilized a point to point calibration.
Laboratory Response including Root cause analysis	Root cause analysis determined that the requirement to perform the LCR initially and every six months was not included in the lab SOP. Lab staff had determined that QC recoveries were better using the point-to-point calibration. Lab staff have completed an LCR using data from the most recent calibration and have determined that a quadratic fit works best on our instrument. Because this is a wastewater only method, the SOP has been modified to indicate the deviation from the source material in the calibration fit. Linearity will be checked with every calibration at 6-month intervals as required by the method. Staff are being trained as they rotate though the bench and are being shown how to perform LCR.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 6	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 3500-Fe B and laboratory SOP, "Total Iron"
Requirement	Section 9.4 of the associated laboratory SOP requires initial calibrations to be verified.
Finding	Total iron batch records indicated the initial calibration had not been verified.
Laboratory Response including Root cause analysis	Root cause analysis indicated that the bench record does not include a default field for calibration verification LOT#. The bench record has been modified to include a lot field to indicate a second source calibration verification completed after calibration and before any samples. Training has been scheduled to address the changes with staff.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 7	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 5310 B and Laboratory SOP, "Total Organic Carbon"

Requirement	Section 9.2 of the associated laboratory SOP requires initial calibrations to be verified with a second source stock standard.
Finding	TOC batch records indicated a second source had not been used to verify the initial calibration. Note: a second source standard had not been used to verify initial calibrations for ammonia testing as well.
Laboratory Response including Root cause analysis	Root cause analysis determined a general lack of specificity regarding the need to validate calibrations with a second source immediately after calibration and before sample analysis. The QAM has been updated to reflect the general need to validate any calibration using a second source before analysis of samples can begin. TOC and Ammonia SOPs have been modified to reflect the need to verify calibrations using a second source before analysis. Staff have received training regards the general requirement and have been made aware of effected methods.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

CAR 8	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 9020 B, 5.j.7
Requirement	Quality control of purchased-prepared media. Test each new lot for sterility.
Finding	Although the laboratory checks each new lot of purchased media with positive and negative control organisms, sterility checks with non-selective broth had not been conducted.
Laboratory Response including Root cause analysis	Root cause analysis indicated that lab staff misunderstood the need to use non-selective media to perform sterility checks. To this point, sterility had been checked using sterile water. The SOPs for MTF and P/A have been modified to include the use of 1x and 2x strength TSB media mixed with equal parts media as a sterility check of newly purchased and/or prepared media. Staff have received training regarding the new requirement and will demonstrate the procedure for a trained member of staff before completing the media QC.
IAS 1st Response	Laboratory response is likely to prevent recurrence.

*** END OF REPORT***

**CALIFORNIA STATE
ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM
Accredited Fields of Testing**

Tahoe-Truckee Sanitation Agency

13720 Butterfield Drive
Truckee, CA 96161
Phone: (530) 587-2525

Certificate No. 1144
Expiration Date 3/31/2022

***As of 3/26/2021, this list supersedes all previous lists for this certificate number.
Customers: Please verify the current accreditation standing with the State.**

Field of Testing: 101 – Microbiology of Drinking Water

Subgroup Code	Analyte Code	Analyte	Method
101.050	001	Total Coliform P/A	SM 9223 B Colilert
101.050	002	E. coli P/A	SM 9223 B Colilert

Field of Testing: 107 – Microbiological Methods for Non-Potable Water and Sewage Sludge

Subgroup Code	Analyte Code	Analyte	Method
107.001	001	Total Coliform (Enumeration)	SM 9221 B,C-2006
107.001	002	Fecal Coliform (Enumeration)	SM 9221 C,E-2006

Field of Testing: 108 – Inorganic Constituents in Non-Potable Water

Subgroup Code	Analyte Code	Analyte	Method
108.017	002	Chloride	EPA 300.0 (1993 Rev. 2.1)
108.017	004	Nitrate (as N)	EPA 300.0 (1993 Rev. 2.1)
108.017	005	Nitrate-Nitrite (as N)	EPA 300.0 (1993 Rev. 2.1)
108.017	006	Nitrite (as N)	EPA 300.0 (1993 Rev. 2.1)

Subgroup Code	Analyte Code	Analyte	Method
108.017	008	Sulfate (as SO ₄)	EPA 300.0 (1993 Rev. 2.1)
108.029	001	Kjeldahl Nitrogen, Total (as N)	EPA 351.2 (1993 Rev. 2.0)
108.059	001	Turbidity	SM 2130 B-2011
108.063	001	Alkalinity	SM 2320 B-2011
108.073	001	Residue, Filterable TDS	SM 2540 C-2011
108.075	001	Residue, Non-filterable TSS	SM 2540 D-2011
108.080	001	Temperature	SM 2550 B-2010
108.137	001	Hydrogen Ion (pH)	SM 4500-H+ B-2011
108.147	001	Ammonia (as N)	SM 4500-NH ₃ G-2011
108.173	001	Oxygen, Dissolved	SM 4500-O G-2011
108.175	001	Phosphate, Ortho (as P)	SM 4500-P E-2011
108.175	002	Phosphorus, Total	SM 4500-P E-2011
108.207	001	Biochemical Oxygen Demand	SM 5210 B-2011
108.215	001	Organic Carbon-Total (TOC)	SM 5310 B-2011
108.325	001	Chemical Oxygen Demand	Hach 8000

Field of Testing: 109 – Metals and Trace Elements in Non-Potable Water

Subgroup Code	Analyte Code	Analyte	Method
109.693	001	Iron	SM 3500-Fe B-2011

ALSO ASSESSED ON SITE: DO BY HACH 10360
 TRC BY SM 4500-C1 G



California Laboratory Assessment Checklist CA Specific Regulations

Laboratory Name: Tahoe-Truckee Sanitation Agency

Location: 13720 Butterfield Drive, Truckee, CA 96161

ELAP Certificate ID: 1144

Assessment Date(s): 9/22/2021 and 10/1/2021

Inspection Type: Renewal Amendment Initial Other

Assessor(s): Tony Francis

Assessment Agency: IAS

Acronyms Used

ACRONYM	FULL NAME
2016 TNI	The NELAC Institute's 2016 Standard, revision 2.1
CA-NV/AWWA	California-Nevada Section - American Water Works Association
CCR	California Code of Regulations
CWEA	California Water Environment Association
DDW	Division of Drinking Water
ELAP	Environmental Laboratory Accreditation Program
FOA	Field of Accreditation
MCL/MRDL	Maximum Contaminant Level/Maximum Residual Disinfectant Level
OSA	On-Site Assessment
PT	Proficiency Testing
QM	Quality Manual
SOP	Standard Operating Procedure
V_M_	Volume _, Module _ of the 2016 TNI standard, revision 2.1

DISCLAIMER

This is a guidance checklist and not a regulation. It does not change or substitute for any legal requirement. While ELAP has made every effort to ensure the accuracy of the items in the checklist, the obligations of the regulated community are determined by the relevant [statutes](#) and [regulations](#).

Laboratory Changes and Corrections

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
		Previous OSA Review				
§ 64802.20 (i)		Has the laboratory implemented corrective actions to all findings made during the previous OSAs?	X			
§ 64802.05 (b)(2)		Does the Technical Manager or designee review, and amend if necessary, the quality assurance program and Quality Manual at least annually?	X			
§ 64814.05		Has the ownership, technical manager, or quality manager changed since the last assessment?		X		
		If yes, has ELAP been notified of the change?			X	
		Does the laboratory utilize sophisticated technologies, defined in § 64801.00(v)?		X		
§ 64812.05 (e)		If yes, has the laboratory made a change to its Sophisticated Technology?			X	
		If yes, has the laboratory: [(1) – (4)]			X	
§ 64812.05 (e)(1)		Updated the Quality Manual necessitated by the change of sophisticated technology?			X	
§ 64812.05 (e)(2)		Updated or created SOP(s) necessitated by the change of sophisticated technology?			X	
§ 64812.05 (e)(3)		Submitted an amendment application package, if the sophisticated technology is a new technology to the laboratory?			X	
§ 64812.05 (e)(4)		Retained all records necessary to determine compliance?			X	

General Inspection, Equipment, and Personnel

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
General						
§ 64814.10 (a)		Has the laboratory identified information as a trade secret?		X		
§ 64810.00 (a)		Is the main laboratory a fixed, permanent facility or a fixed-in-place vehicle?	X			
		Does the laboratory operate a satellite or mobile laboratory?		X		
Multiple references		If yes, do laboratory reports identify which laboratory performed the analysis?			X	
Multiple references		Were the satellite or mobile laboratory(s) inspected during this inspection?			X	
§ 64802.20 (a)(2)		Does the inspection cover all analytical methods used for each FOA for which the laboratory seeks to obtain or maintain accreditation?	X			See initialed scope
§ 64802.20 (j)		Did the inspection occur within 6 months from the initially scheduled assessment date?	X			
§ 64802.20 (a)(4)		Has the laboratory violated any ELAP statute or regulation not listed in this checklist?		X		
§ 64812.05	Laboratory Facilities and Equipment					
§ 64802.20 (a)(3)		Does the laboratory's instrumentation and equipment meet the requirements of § 64812.05?	X			
§ 64812.05 (a)(1)	TNI option	Does the Laboratory Facility comply with 2016 TNI V1M2 §§ 5.3, 5.5, and 5.6			X	
§ 64812.05 (a)(2)(A)		Are the utilities maintained to the degree necessary to allow the laboratory equipment to function and produce analyses in each FOA(s) for which the laboratory is accredited?	X			
§ 64812.05 (a)(2)(B)		Are ventilation and environmental control maintained in the laboratory so that analytical results are not adversely affected beyond established quality control limits as specified in the approved test methods or in the laboratory's Quality Manual?	X			

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64812.05 (a)(2)(C)		Does the design, arrangement, housekeeping, and operation of the laboratory minimize the potential for sample contamination?	X			
§ 64812.05 (a)(2)(D)		Does each piece of laboratory equipment meet all operational, quality assurance, quality control, and design criteria established in the approved method(s) employed by the laboratory?	X			
§ 64812.05 (a)(2)(E)		Is each piece of laboratory equipment operated and maintained by the laboratory as specified in the Quality Manual and SOP(s)?	X			
§ 64812.05 (a)(2)(F)		Are records kept of all operational and maintenance activities associated with the operation of laboratory equipment?	X			
§ 64812.05 (c)	General review only	Does the laboratory store and handle hazardous materials in accordance with CCR, title 8, division 1, chapter 4, subchapter 7, General Industry Safety Orders?	X			
§ 64812.05 (d)	General review only	Does the laboratory dispose of chemical wastes and maintain records of disposal in accordance with Health and Safety Code § 25200.3.1, and CCR, title 22, division 4.5, chapter 12, Standards Applicable to Generators of Hazardous Waste?	X			
§ 64812.00		Laboratory Personnel				
	TNI option	Does the laboratory designate a Quality Manager?			X	
§ 64812.00 (g)		If yes, does the Quality Manager meet the requirements and responsibilities of 2016 TNI V1M2 §§ 4.1.5(i), 4.1.7.1, 4.2.6, 4.2.8.2 and 4.14.1?			X	
§ 64812.00 (a)		Does the laboratory designate a Technical Manager?	X			
§ 64812.00 (a)(1)		Does the Technical Manager possess at least baccalaureate degree in chemistry, biochemistry, biology, microbiology, natural or physical science, or environmental engineering, sanitary engineering or chemical engineering?	X			

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64812.00 (b)	EXCEPTION to (a)(1)	Does the Technical Manager hold a valid CWEA Laboratory Analyst certification or CA-NV/AWWA Water Quality Analyst certification in accordance with § 64812.00 (b) Table 3?	X			
§ 64812.00 (a)(2)		Does the Technical Manager have at least three (3) years' experience in the analysis of chemical, biological, or microbiological samples in an environmental laboratory, prior to being designated Technical Manager, subject to allowances in (a)(2)(A) or (B)?	X			
§ 64812.00 (c)(1)	EXCEPTION to (a)(1) and (a)(2)	Has the Technical Manager continuously held the position at an environmental testing laboratory since the laboratory was first accredited on or before December 31, 1994?			X	
§ 64812.00 (c)(2)	EXCEPTION to (a)(1) and (a)(2)	Is the Technical Manager a director of a public health laboratory, pursuant to Health and Safety Code §§ 101150 and 101160?			X	
§ 64812.00 (d)(1)	TNI option	Does the Technical Manager comply with 2016 TNI V1M2 § 4.1.7.2 (except [f])?			X	
§ 64812.00 (d)(2)(A)		Do the Technical Manager and/or their designee duties include responsibility of all analytical and operational activities of the laboratory, including activities of satellite or mobile laboratories under the same certificate of accreditation?	X			
§ 64812.00 (d)(2)(B)		Do the Technical Manager / designee's duties include supervision of all personnel employed by the laboratory, including personnel assigned to work in satellite or mobile laboratories under the same certificate of accreditation?	X			
§ 64812.00 (d)(2)(C)		Do the Technical Manager / designee's duties include responsibility of the accuracy and quality of all data reported by the laboratory, including data from satellite or mobile laboratories under the same certificate of accreditation?	X			

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
		Sophisticated Technologies				
		Does the laboratory utilize sophisticated technologies, defined in § 64801.00(v)?		X		
§ 64812.00 (j)		Is sophisticated technology in the laboratory operated by the Technical Manager, Principal Analyst, or other personnel designated by the Technical Manager?			X	
§ 64812.00 (h)		Does the laboratory designate users or supervisors of users of sophisticated technology as Principal Analysts?			X	
		If Yes, do the Principal Analyst(s): [(1) OR (2) & (3)]			X	
§ 64812.00 (h)(1)		Possess at least a baccalaureate degree in chemistry, biochemistry, biology, microbiology, natural or physical sciences, environmental engineering, sanitary engineering, or chemical engineering?			X	
§ 64812.00 (h)(2)		Possess a certification of participation in, and completion of, a course taught by the manufacturer of the sophisticated laboratory instrument which is being used or supervised by the Principal Analyst?			X	
§ 64812.00 (h)(3)		Have at least six months experience in the operation of a sophisticated laboratory instrument prior to obtaining the position of Principal Analyst?			X	

Quality Systems, Records, and Reports

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64802.20		Quality Systems				
§ 64802.20 (a)(1)		Does the laboratory's quality assurance and quality control procedures meet the requirements of § 64802.05?	X			
§ 64802.05 (a)(1)	TNI option	Does the Quality System employed by the laboratory comply with 2016 TNI V1M2 except § 4.1.7.2(f) and 5.2.6?			X	
§ 64802.05 (a)(2)	TNI option	Does the Quality System employed by the laboratory comply with 2016 TNI V1M3?			X	
§ 64802.05 (a)(2)	TNI option	Does the Quality System employed by the laboratory comply with 2016 TNI V1M4?			X	
§ 64802.05 (a)(2)	TNI option	Does the Quality System employed by the laboratory comply with 2016 TNI V1M5?			X	
§ 64802.05 (a)(2)	TNI option	Does the Quality System employed by the laboratory comply with 2016 TNI V1M6?			X	
§ 64802.05 (a)(2)	TNI option	Does the Quality System employed by the laboratory comply with 2016 TNI V1M7?			X	
§ 64802.05 (b)(1)(A)		Does the Quality Manual address the quality assurance and quality control practices to be employed by the laboratory?	X			
§ 64802.05 (b)(2)		Does the Technical Manager review, and amend if necessary, the quality assurance program and Quality Manual at least annually?	X			
§ 64802.00 (b)(2)		Does the Technical Manager review and amend the quality assurance program and Quality Manual when: (A) Changes to laboratory equipment or instrumentation; (B) Changes to laboratory structure or physical arrangements; or (C) Changes in the laboratory organization;	X			

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64802.05 (b)(3)		Does the laboratory perform annual quality assurance audits documenting compliance, including corrective actions for any noted findings?	X			
§ 64802.05 (b)(3)		Were the findings made during the quality assurance audit corrected?			X	Not performed yet
§ 64802.05 (b)(4)		Does the laboratory maintain records of the implementation of its quality assurance program?			X	Not performed yet
§ 64814.00 (n)(1)	TNI option	Is the laboratory's system of records control in accordance with 2016 TNI V1M2 § 4.13?			X	
§ 64814.00 (n)(2)		Are the records maintained for a minimum of 5 years?		X		QM does not contain or reference
§ 64814.00 (n)(2)		Does the laboratory's record system allow the history of the sample and associated data to be readily understood through the documentation?	X			
§ 64814.00 (n)(2)		Does the laboratory's record system produce unequivocal, accurate records that document all laboratory activities such as laboratory facilities, equipment, analytical methods, and related laboratory activities, such as sample receipt, sample preparation, or data verification, and inter-laboratory transfers of samples and or extracts?	X			
§ 64812.05 (f)		Does the Quality Manual, or referenced document, reference that if a Technical Manager is absent longer than: (1) Fifteen (15) consecutive days, a person meeting the qualifications of the Technical Manager shall be designated to serve as a temporary Technical Manager; or (2) Thirty-five (35) consecutive days, ELAP must be notified in writing.	X			
§ 64814.00 (f)(1)	TNI option	Does the Quality Manual, or referenced document, contain requirements for subcontractors, compliant with 2016 TNI V1M2 § 4.5?			X	

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64814.00 (f)(2)		Does the Quality Manual, or referenced document, contain requirements for selecting subcontracting laboratories?		X		Not contained or referenced
§ 64814.00 (f)(2)(A)		Does the laboratory inform the customer(s) when tests are subcontracted?		X		
§ 64814.00 (f)(2)(B)		Does the laboratory maintain a register of all subcontractors that are used for analytical testing?		X		No register of subcontractors
§ 64814.00 (f)(2)(C)		Does the laboratory require subcontractors to hold ELAP accreditation in the FOA(s) for analyses being performed for regulatory purposes?		X		Not contained, does keep on file
§ 64814.00 (f)(2)(D)		Does the laboratory include the original of any report(s) prepared by the subcontractor?	X			
§ 64802.05 (b)(1)(B)		Does the Quality Manual include or reference the following items?				
§ 64802.05 (b)(1)(B)(i)		Laboratory organization and job descriptions;	X			
§ 64802.05 (b)(1)(B)(ii)		Ethics and integrity clause;	X			
§ 64802.05 (b)(1)(B)(iii)		Quality assurance objectives for measurement data;	X			
§ 64802.05 (b)(1)(B)(iv)		Sampling procedures (when the laboratory performs the sampling);	X			
§ 64802.05 (b)(1)(B)(v)		Procedures for sample acceptance/rejection, custody, handling, and disposal of samples;	X			
§ 64802.05 (b)(1)(B)(vi)		Calibration procedures and frequency;	X			
§ 64802.05 (b)(1)(B)(vii)		Analytical procedures;	X			
§ 64802.05 (b)(1)(B)(viii)		Acquisition, reduction, validation and reporting of data;	X			
§ 64802.05 (b)(1)(B)(ix)		Internal quality control checks;	X			
§ 64802.05 (b)(1)(B)(x)		Performance and system audits;	X			

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64802.05 (b)(1)(B)(xi)		Preventive maintenance;	X			
§ 64802.05 (b)(1)(B)(xii)		Assessment of precision and accuracy;	X			
§ 64802.05 (b)(1)(B)(xiii)		Corrective action	X			
§ 64802.05 (b)(1)(B)(xiv)		Quality assurance reports;	X			
§ 64802.15		Proficiency Testing Requirements				
§ 64802.15 (n)		Does the Quality Manual, or referenced document, identify a prohibition on maintaining a financial interest, familial relationship, or contractual agreement for consultation with the provider of a PT study?		X		Not contained in QM
§ 64802.15 (h)		Does the Quality Manual, or referenced document, identify after receipt of a “not acceptable” score, within 45 days the laboratory must: (1) Notify ELAP of the “Not Acceptable” score; (2) Document the root cause of the failure; (3) Take corrective action; (4) Achieve an acceptable score in a subsequent PT; (5) Notify ELAP of the “Acceptable” score; NOTE: (6) not listed		X		Not contained in QM

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64802.15 (j)		Does the Quality Manual, or referenced document, identify the procedure upon receipt of a second, subsequent “not acceptable” score, including: (1) Notifying ELAP of the “Not Acceptable” result within three (3) days; (3) Cease reporting of results for regulatory purposes for that corresponding FOA; (4) Notify affected clients of second “Not Acceptable” PT result by registered mail, email with return receipt, or electronic signature document; (5) Within thirty (30) days: investigate and document the root cause of the failure and take corrective action; NOTE: (2) and (6) not listed		X		Not contained in QM
§ 64802.15 (b)(1)	TNI option	Does the laboratory comply with 2016 TNI V1M1 except §§ 5.0 and 8.0?			X	
§ 64802.15 (b)(2)(A)		Does the laboratory analyze PT samples in accordance with the laboratory’s routine SOP using the same quality control, acceptance criteria and staff as used for the analysis of routine environmental samples?	X			
§ 64802.15 (b)(2)(B)		Does the laboratory analyze PT samples of the same matrix as the FOA(s) for which the laboratory holds or seeks accreditation?	X			
§ 64802.15 (b)(2)(C)		Does the laboratory direct the PT provider to report the PT study results directly to ELAP on or before the closing date of the study?	X			
§ 64802.15 (b)(2)(D)		Does the laboratory report in such a way that results of the PT study corresponds to the FOA offered by ELAP?	X			
§ 64802.15 (b)(2)(E)		Does the laboratory retain all records necessary to facilitate reconstruction of the preparation, processing, and reporting of analytical results for PT samples for a minimum of five (5) years?	X			

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64802.15 (b)(3)(A)		Does the laboratory identify a prohibition of sending PT study samples, in which the laboratory is participating, to another laboratory for the analysis of a FOA for which it seeks accreditation or is accredited		X		Not contained in QM
§ 64802.15 (b)(3)(B)		Does the laboratory identify a prohibition of knowingly receiving or analyzing any PT samples from another laboratory for which the results are to be used for accreditation		X		Not contained in QM
§ 64802.15 (b)(3)(C)		Does the laboratory identify a prohibition of communicating with any individual at another laboratory concerning the analysis of PT samples of an ongoing study		X		Not contained in QM
§ 64802.15 (b)(3)(D)		Does the laboratory identify a prohibition of attempting to obtain the assigned value of any portion of a PT study from the PT provider		X		Not contained in QM
§ 64802.15 (b)(3)(E)		Does the laboratory identify a prohibition of requesting the PT provider to alter any portion of the laboratory's PT report after it was issued as final		X		Not contained in QM
§ 64814.00		Notification and Reporting				
§ 64814.00 (a)		Does the laboratory document any additional State Regulatory Agencies or federal agencies reporting requirements?		X		
§ 64814.00 (b)		Does the Quality Manual, or referenced document, identify that if an analytical result warrants a client notification, then the notification shall occur after the Technical Manager, or designee, has approved of the result?	X			
§ 64814.00 (h)(1)	TNI option	Does the laboratory report to its clients in accordance with 2016 TNI V1M2 § 5.10?			X	

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64814.00 (h)(2)		Does the laboratory report to its clients, in accordance with the request for analysis, the full and complete results of all requested contaminants and pollutants from the analyses of the sample or components thereof?	X			
§ 64814.00 (n)(1)	TNI option	Does the laboratory's record system comply with 2016 TNI V1M2 § 4.13			X	
§ 64814.00 (n)(2)		Does the laboratory's record system allow the history of the sample and associated data to be readily understood through the documentation?		X		Various equipment, media, standard preparation, etc
§ 64814.00 (n)(2)		Does the laboratory's record system produce unequivocal, accurate records that document all laboratory activities and related laboratory activities? Examples of records include:		X		
		laboratory facilities,	X			
		laboratory equipment,		X		Above
		analytical methods,		X		Above
		sample receipt,		X		Above
		sample preparation,	X			
		data verification,	X			
		inter-laboratory transfers of samples and/or extracts	X			
§ 64814.00 (n)(2)		Are the records maintained for a minimum of 5 years?	X			

Specific Requirements for Types of Testing

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
Drinking Water Specific Requirements						
§ 64814.00 (j)		For laboratories testing for bacteria in drinking water, does the laboratory report the results consistent with DDW requirements? [ref. 22 CCR § 64423.1(c)(2) & (c)(3)]	X			
§ 64814.00 (k)		For laboratories performing chemical, radiological and microbiological analyses on drinking water samples, does the laboratory report the results consistent with the DDW requirements? [ref. 22 CCR § 64814.00(k)(1) & (2)]	X			
§ 64814.00 (l)		Are drinking water results provided to the DDW before the 10 th of the month after completion of analysis?			X	Given to client
§ 64814.00 (c)		Does the Quality Manual, or referenced document, detail procedures when client notification is required?	X			
§ 64814.00 (c)(1)(A)		Are clients notified in 24 hours when the presence of total or fecal coliforms, or E. coli is confirmed?	X			
§ 64814.00 (c)(1)(B)		Are clients notified in 24 hours when a bacterial sample cannot be reported and must be invalidated due to interference ? [ref. 22 CCR § 64425(b)]	X			
§ 64814.00 (c)(1)(C)		Are clients notified in 24 hours when a nitrate sample exceeds the MCL?			X	
§ 64814.00 (c)(1)(D)		Are clients notified in 24 hours when a chlorite sample result collected at the entry point of a water distribution system exceeds the MCL?			X	
§ 64814.00 (c)(2)(A)		Are clients notified in 48 hours when a perchlorate sample result exceeds the MCL?			X	
§ 64814.00 (c)(2)(B)		Are clients notified in 48 hours when a chlorine dioxide sample result exceeds the MRDL?			X	
§ 64814.00 (c)(2)(C)		Are clients notified in 48 hours when a chlorite sample result exceeds the MCL?			X	

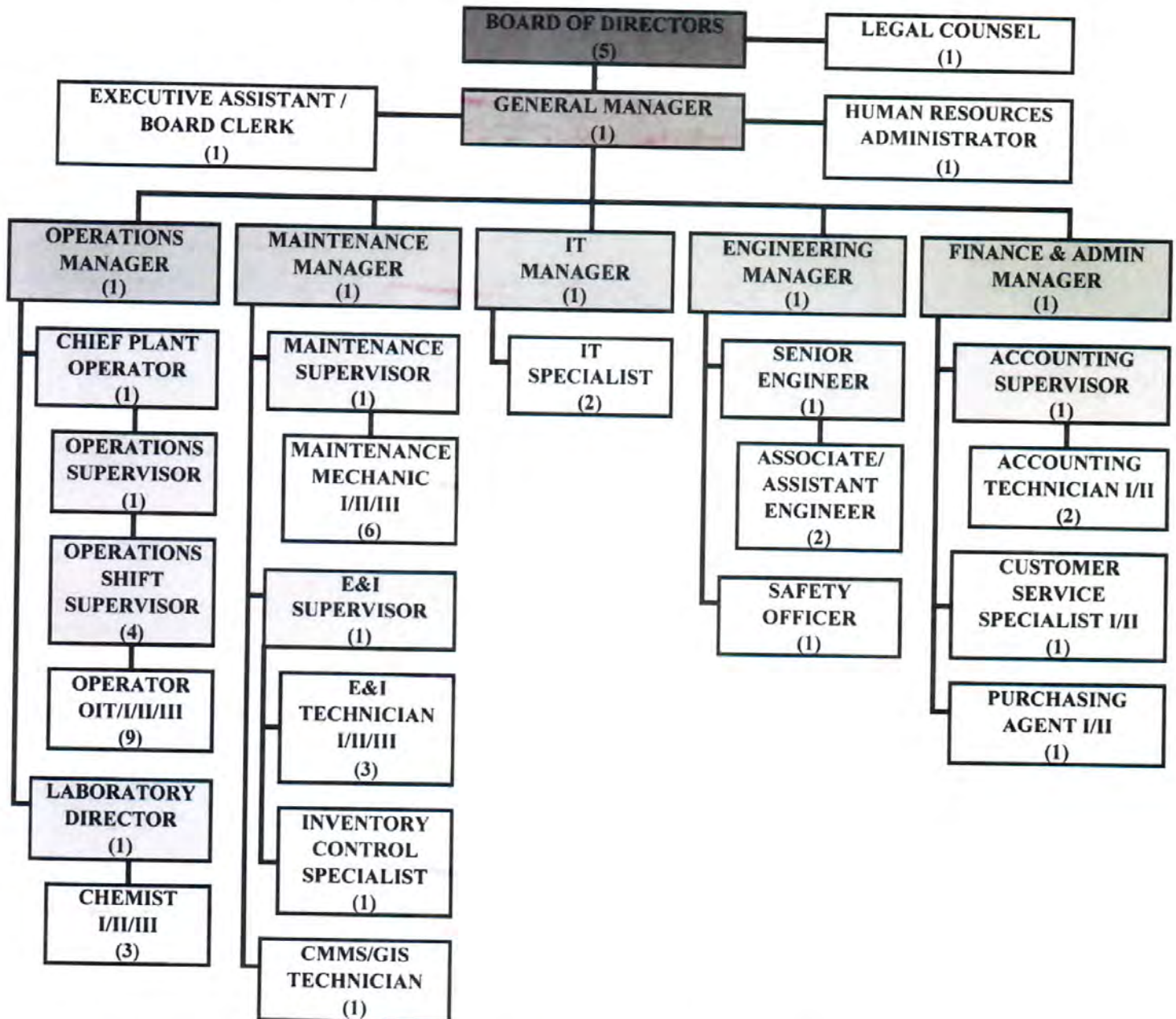
Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
§ 64814.00 (d)		Does the Quality Manual, or referenced document, detail procedures to contact the DDW when clients cannot be contacted directly within the required timeframes?	X			
§ 64814.00 (f)(2)(E)		When drinking water samples are subcontracted, does the laboratory provide the required notification for drinking water testing, unless there is an arrangement in writing that the subcontractor will provide the required notification?			X	
§ 64814.00 (e)		Does the Quality Manual, or referenced document, detail procedures when a water supplier requests invalidation of samples, after reporting the results to the DDW, due to laboratory accident or error , including: [(1) – (6)]	X			
§ 64814.00 (e)(1)		A letter from the Technical Manager to the water supplier confirming the laboratory accident or error and agreeing to the invalidation request		X		
§ 64814.00 (e)(2)		Complete sample identification, laboratory sample log number (if used), date and time of collection, date and time of receipt by the laboratory, date and time of analysis for the sample(s) in question		X		
§ 64814.00 (e)(3)		Complete description of the error alleged to have invalidated the result(s)		X		
§ 64814.00 (e)(4)		Copies of all analytical, operating, and quality assurance records pertaining to the incident in question		X		
§ 64814.00 (e)(5)		Any observations noted by laboratory personnel when receiving and analyzing the sample(s) in question		X		
§ 64814.00 (e)(6)		A corrective action plan that contains a root cause analysis of the laboratory accident or error, the corrective actions that will take place, and the date the finding(s) will be corrected.		X		

Reference	SOP or QM §	Does the laboratory comply with this section?	Yes	No	N/A	Observations
Bioassay Specific Requirements						
§ 64802.15 (I)(1)		Does the laboratory achieve acceptable scores in a PT study, where available, for each FOA for which the laboratory is requesting accreditation?			X	
§ 64802.15 (I)(2)		Does the laboratory Perform reference toxicant tests, at a minimum, annually for each method, organism, and endpoint?			X	
§ 64802.15 (I)(3)		Does the laboratory plot and maintain control charts of reference toxicant test results for each method, organism, and endpoint?			X	



TAHOE-TRUCKEE SANITATION AGENCY ORGANIZATIONAL CHART

Approved and Adopted by Board of Directors: December 16, 2020



Note: (#) identifies quantity of Full-Time Equivalent (FTE) positions approved per classification

Effective Date: January 1, 2021

Approval Signature: 



Assessment Opening and Exit Conference Checklist

Laboratory: Tahoe-Truckee Sanitation Agency

Date: 9/22/2021

Certification ID:1144

Lead Assessor: Tony Francis

Opening Conference Checklist

Time Opening Conference Began: 9:05 am

Ended: 9:25 a

Attendance at Opening Conference: Jason Hays Kristin Davis Greg O'Hair	
N	Identify assessment team members and present credentials.
N	State the purpose of the remote laboratory assessment <input type="checkbox"/> Initial Certification <input type="checkbox"/> Amendment Certification <input checked="" type="checkbox"/> Renewal Certification <input type="checkbox"/> Follow-up Inspection <input type="checkbox"/> Other inspection, (specify)
A	Review the tests and primary areas that will be examined during the assessment. Require an amendment application if tests and primary areas to be examined are different than the initial or renewal application.

R	Identify the pertinent records and operating procedures to be examined, plus the names of laboratory individuals responsible for providing the necessary documentation.
R	Identify roles and responsibilities of key managers and staff in the laboratory.
R	Inform laboratory officials of their right to claim any portion of information requested during the assessment as Trade Secret.
R	Establish a tentative time for the exit conference.
R	Discuss any questions the laboratory may have about the assessment.
R	Review previous Assessment Report and CAP, if applicable.

This is to confirm that the Opening Conference was conducted on this date.



 Signature of Laboratory Contact Person

9/22/21

 Date

Exit Conference Checklist

Time Opening Conference Began: 1:00 P

Ended: 1:35 P

Attendance at Closing Conference: JASON HAYS KRISTEN SCHROEDER KRISTEN JONES	
R	The laboratory is reminded that: 1) Any deficiencies discussed or listed in a draft report are preliminary and subject to addition, revision and/or deletion; 2) It should not prepare a formal response until receipt of the final report, but it may start planning its corrective action; 3) A final Assessment Report should be sent within 30 days
R	Positive aspects of the Assessment discussed?
R	Deficiencies itemized and discussed?
R	As applicable, inform laboratory of actions CA ELAP may make as a result of the assessment. These may include: 1) Requiring additional proficiency testing. 2) Requiring additional documentation to be sent.
R	If there is any disagreement with the findings, please indicated this here. Attachments may be utilized if necessary.
R	Notify laboratory of their opportunity to submit feedback comments regarding the ELAP's certification process to elapca_comments@waterboards.ca.gov Indicate in the subject line "Certification Process Feedback"

This is to confirm that an assessment was conducted on this date. Signature does not necessarily constitute agreement with the findings of the Assessor.



 Signature of Laboratory Contact Person

10/1/2021

 Date



Assessment Interviewee Form

Laboratory: Tahoe-Truckee Sanitation Agency

Date: 9/22/2021 and 10/1/2021

Certification ID: 1144

Lead Assessor: Tony Francis

The following personnel were interviewed for the purpose indicated during the 9/22/2021 and 10/1/2021 assessment.

Quality Management System	
Name:	Area of Interest:
Jason Hays	Quality Systems Sample receiving
Technical Methods	
Name:	Method:
Kristin Schrandt	Total coliforms and E. coli (Colilert) Anions TOC Iron TDS TSS
Kristin Davis	Total coliforms and E. coli (MTF) TOC BOD COD Ammonia TKN Phosphate, orthophosphate pH Alkalinity TDS TSS

Jason Hays

Chlorine, residual
DO (LDO)



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: January 19, 2022
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of December, Maintenance staff provided support for the following projects:
 - 2021 Plant Painting Project.
 - Plant Security Camera Project.
 - Lucity CMMS Project.

- ◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:
 - Snow removal.
 - Telemetry sites extended power outage response.
 - Logically implementation.
 - SCADA/IT Master Plan.
 - Modified BNR Nitrification blower #2 cabinet cooling fan.
 - 40 hours of PLC program training for Electrical/Instrumentation, and SCADA/IT Staff.
 - Chlorine building phone replacement, went from analog to voice over internet.
 - Email migration

- ◆ **Work Orders**
 - Completed this month: Mechanical-18, Fleet-6, Electrical & Instrumentation-19, IT-15.
 - Pending: Mechanical-163, Fleet-64, Electrical & Instrumentation-34, IT-24.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Snow Removal near Dewatering



Snow Removal near Stripper 57 and 58



PLC program training



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: January 19, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report


◆ **Projects:** In the month of December, Engineering staff continued working on the following projects:

- Master Sewer Plan
- Digestion Improvements Study
- 2020 Headworks Improvements Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2022 Digital Scanning of Sewer Lines Project
- 2022 Control Room Upgrades Project
- 2022 Final Effluent Meter Project
- 2022 Filter Influent Condition Assessment Project
- 2022 Plant Coating Project
- 2022 Roof Repair Project
- 2022 Sewer Manhole Adjustment Project

◆ **Work Orders:**

- Engineering:
 - Completed this month: 0
 - Pending: 0
- Safety:
 - Completed this month: 0
 - Pending: 7

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



2020 Headworks Improvements Project
Project Nearing Final Completion



2020 Headworks Improvements Project
Project Nearing Final Completion



2020 Headworks Improvements Project
Project Nearing Final Completion



2020 Headworks Improvements Project
Project Nearing Final Completion



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: January 19, 2022
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 support for ongoing requests from auditors for fiscal year 2020-2021 audit.
 - Participated in the financial committee meeting on January 10th, 2022.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Performed purchasing duties.
 - Prepared for January 2022 sewer service charge direct billing.
- General Administration
 - Performed various administrative duties to assist GM and Board of Directors.
 - Continued training and research on investment and funding opportunities.
 - Started recruitment process for Purchasing Agent I/II.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

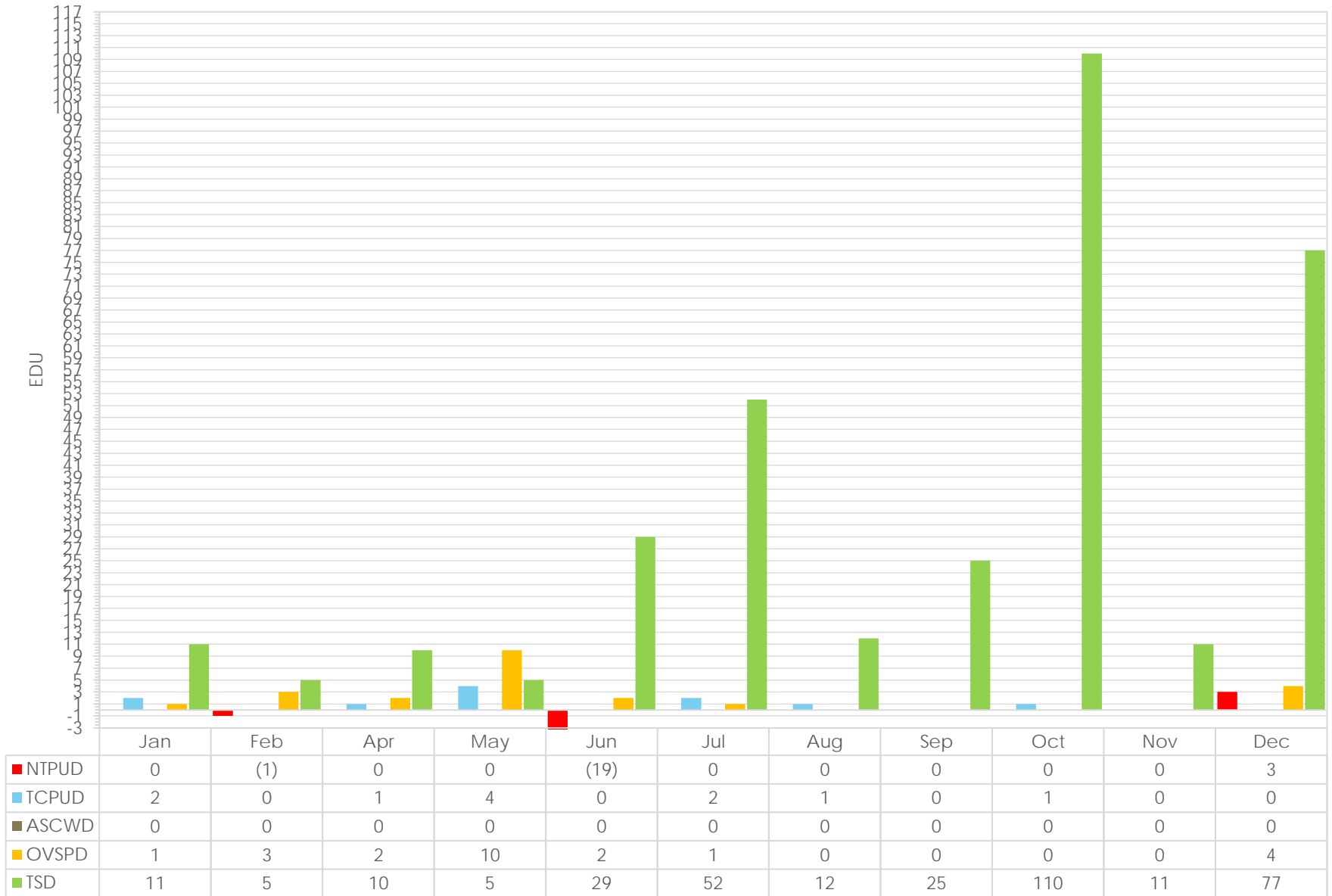
CONNECTION FEES - DECEMBER 2021

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	10	25,920	\$ 60,360.00	225	633,354	\$ 1,423,466.30
Residential Ft ² Additions	0	0	\$ -	15	22,956	\$ 40,173.00
Residential Ft ² Additions - Exempt	1	87	N/A	2	443	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	5	5,808	\$ 17,664.00
Accessory Dwelling Unit (ADU) - Exempt	1	118	N/A	1	118	N/A
Commercial	1	N/A	\$ 8,500.00	4	N/A	\$ 78,500.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	13	26,125	\$ 68,860.00	252	662,679	\$ 1,559,803.30

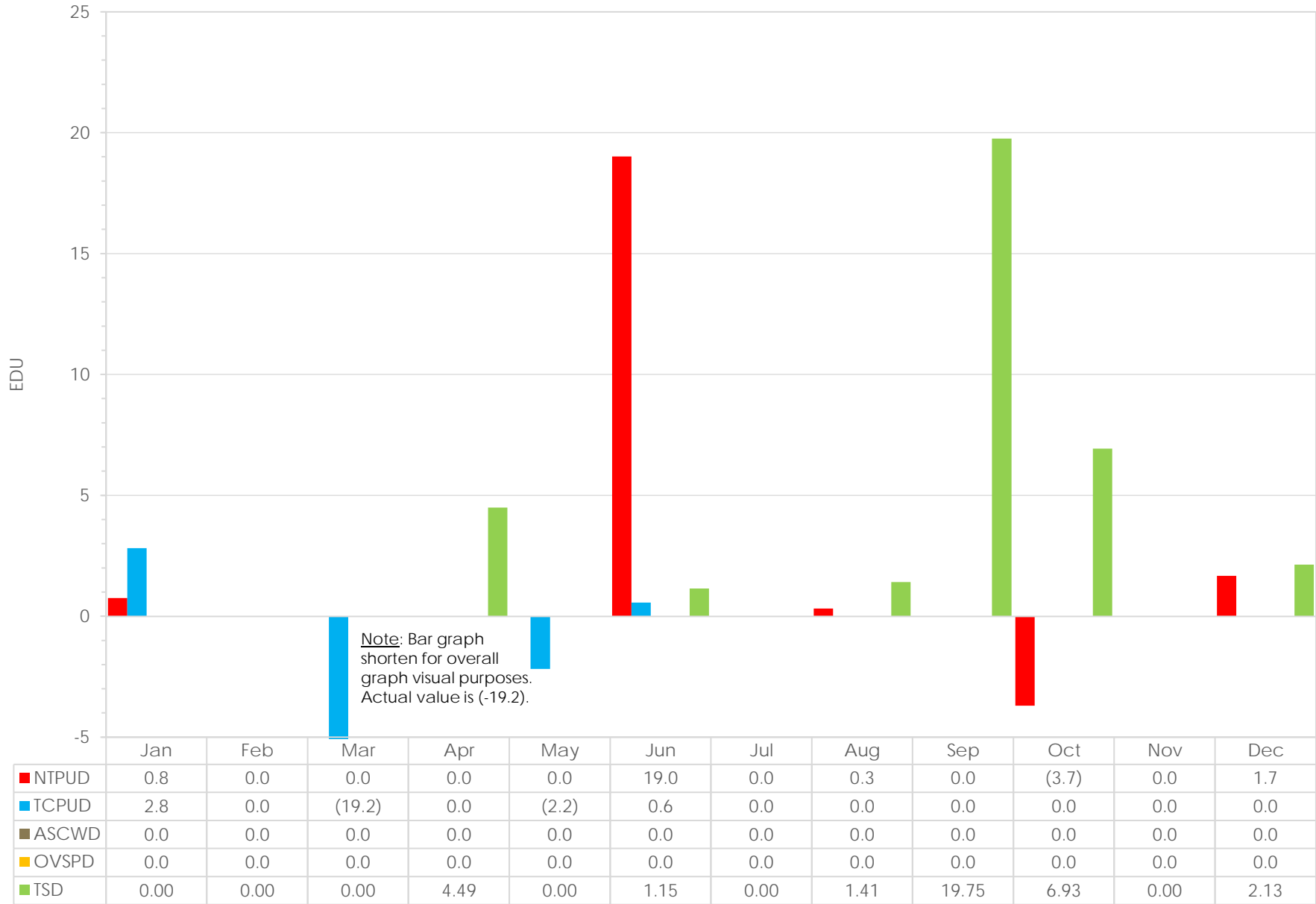
INSPECTIONS - DECEMBER 2021

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	0	0	7	8
Residential (Drive-by of Suspended Accounts)	0		1	

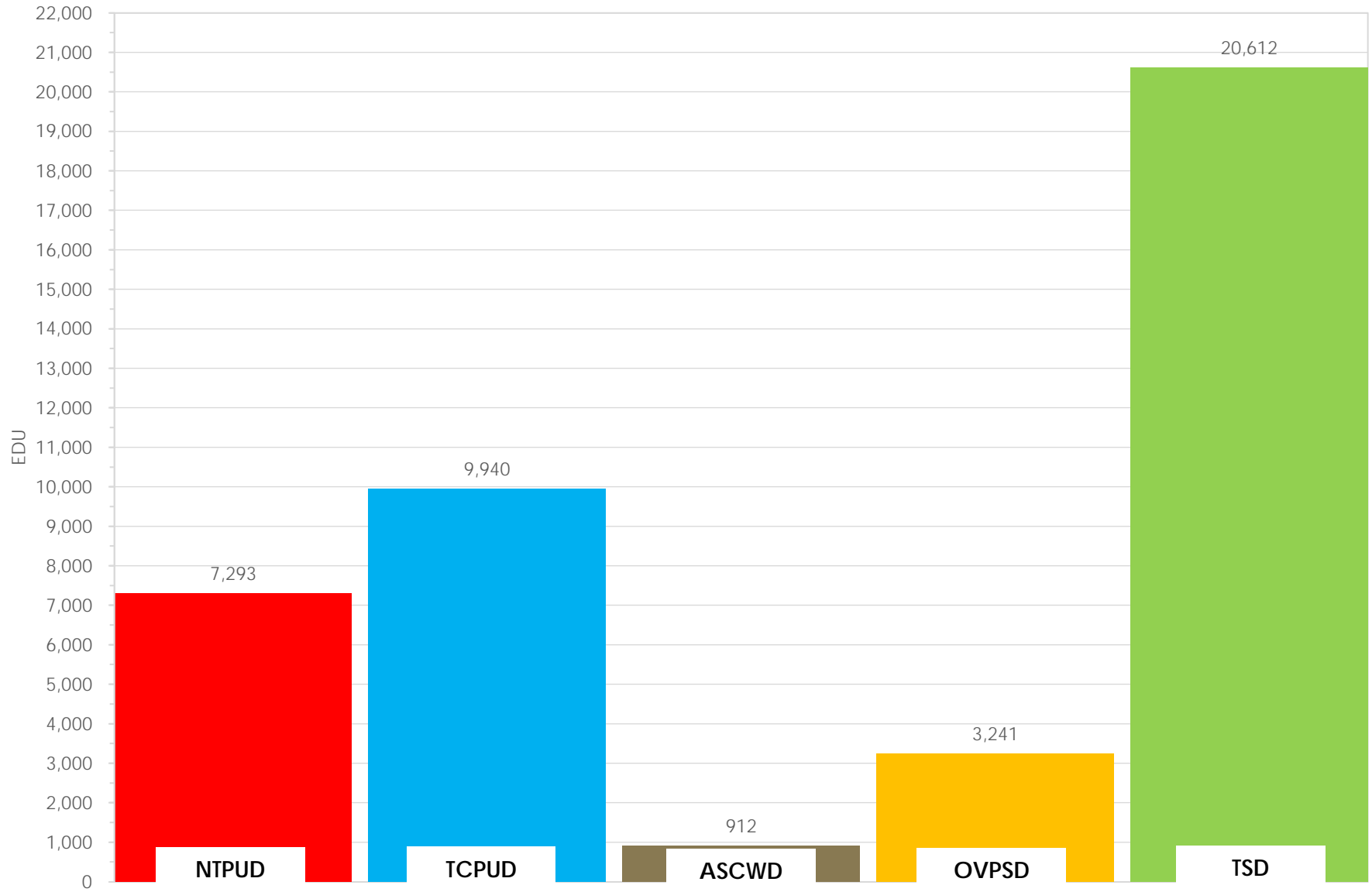
Residential EDU Summary



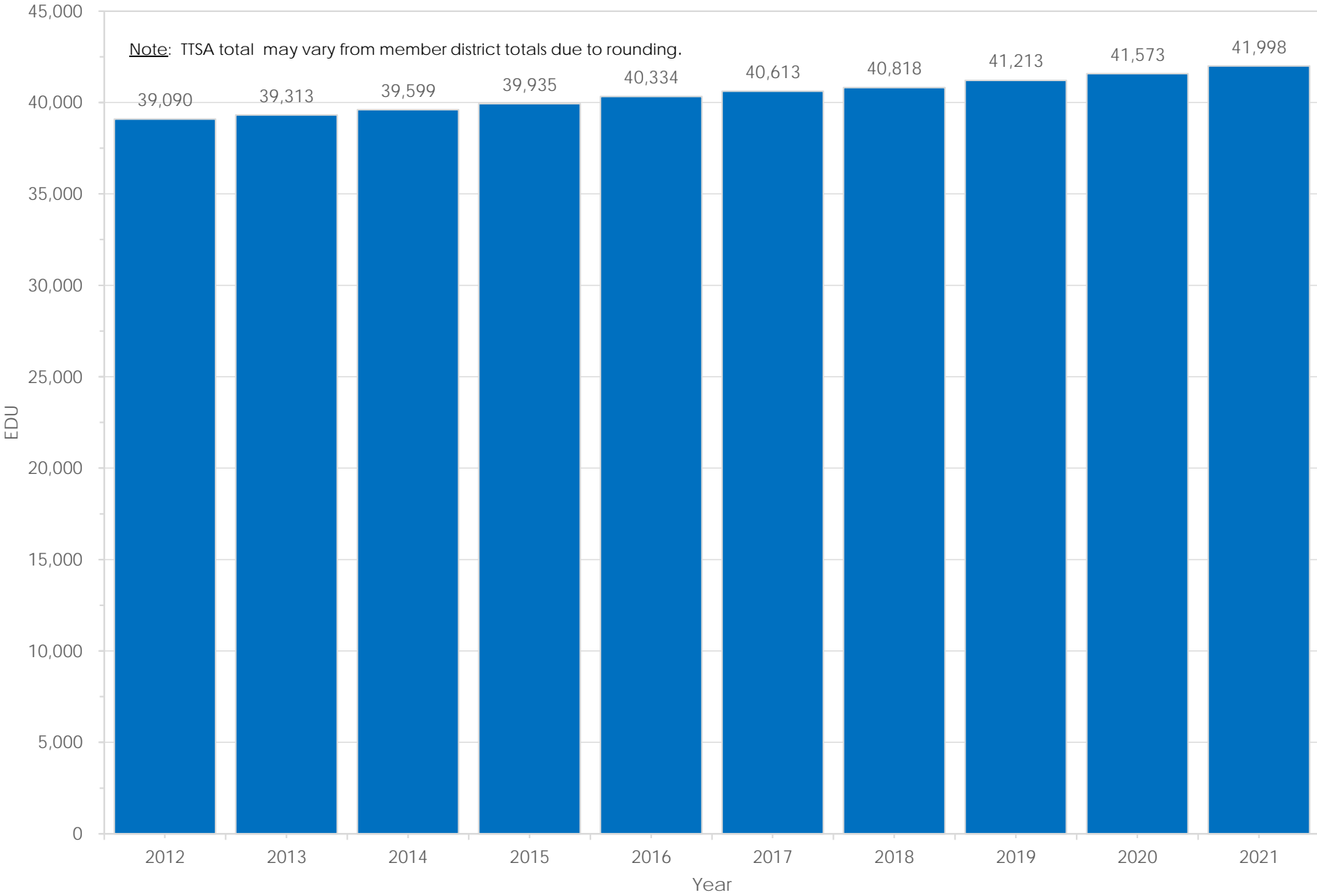
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-2
Subject: General Manager Report

Continuing Projects/Work

- Management and staff continued to investigate options to become more efficient.
- Management and staff continued implementation of the new software programs.
- Management and staff continued progress on CIP projects.
- Management and staff continued leadership training.

Past Month Projects/Work

- Agency recruitment status:
 - *Maintenance Mechanic I/II/III* – 1st and 2nd interviews are complete and the Agency is preparing to make an offer of employment to the preferred candidate.
 - *WWTP Operator OIT/I/II/III* – 1st and 2nd interviews are complete and the Agency is preparing to make an offer of employment to the preferred candidates.
 - *Purchasing Agent I/II* – 1st interview has been scheduled.
- Management participated in safety rounds on various tasks.
- Financial Committee meeting was held on January 10.
- Held holiday staff events (employee appreciation lunch and Christmas food drive).
- Staff email addresses have been updated to ttsa.ca.gov.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 19, 2022
To: Board of Directors
From: LaRue Griffin, 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 19, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX
Subject: Closed Session

1. Closed session for public employee performance evaluation of the General Manager position.