



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
January 20, 2021



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: January 20, 2021

Time: 9:00 AM

This meeting will be conducted entirely by teleconferencing in accordance with Governor Newsom's Executive Order (#N-29-20) and the Board Room will not be accessible to the public. The following are the video conferencing: <https://us02web.zoom.us/j/89272900917> and audio teleconferencing call-in information: Toll-Free phone no. (888) 475-4499, access code: 892-729-00917#. If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please contact Mrs. Roshelle Chavez at (530) 587-2525 or rchavez@ttsa.net.

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item via email. For more information on the process to participate in the meeting via computer, tablet or phone, see the accompanying [Guidelines for Using Zoom for T-TSA January 20 Board of Directors Meeting](#). To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

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

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

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

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

1. Approval of the minutes of the regular Board meeting on December 16, 2020.
2. Approval of general fund warrants.

3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 4 for the 2020 Administration Building Remodel project.

V. Regular Agenda

1. Report from December 16, 2020 closed session meeting.
2. Presentation from California Special Districts Association (CSDA).
3. Presentation from Wilderness Forestry, Inc.
4. Approval of updated Annual Performance Evaluation template.
5. Approval of the Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy.
6. Approval of Resolution No. 1-2021 amending Resolution No. 12-2020 concerning employee benefit changes.
7. Approval to solicit bids for the 2021 Plant Painting project.
8. Approval to solicit bids for the 2021 Chiller Replacement project.
9. Approval of Engagement Letter Addendum from Damore, Hamric & Schneider, Inc.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Adjournment

Posted and Mailed, 01/14/21



LaRue Griffin
Secretary to the Board

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.

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S. Lane Lewis

General Manager

LaRue Griffin

Guidelines for Using Zoom Meeting for T-TSA January 20 Board of Directors Meeting

Before the Meeting:

- Zoom can be used in a web only application, on mobile devices, or as a desktop version. The desktop version is recommended as it has the most functionality. Please use the following link to download the APP:

https://us02web.zoom.us/webinar/register/WN_UwXfHZr8S52TUv0CZGf_IQ

To Join the Meeting:

- Video teleconference: You can join the meeting via computer, tablet, or phone which will allow greater functionality such as having a name associated with your caller-ID.
 - Join using this link: <https://us02web.zoom.us/j/89272900917> If you do not have a microphone with your video conference, please call in via audio teleconference to as described below.
- Audio Teleconference: You may also join the meeting via phone only.
 - Join by calling the following Toll-Free phone number: (888) 475-4499
 - You will then be asked for the Meeting ID: 892-729-00917#

Controls:

- If you are attending the meeting via video teleconference, please utilize the settings tab at the bottom of the screen to control your video. You are encouraged to share your video stream when speaking.
- Mute/Unmute – Please keep your audio/telephone on mute, regardless of teleconference method. If needed, the meeting host will also mute/unmute you to keep order for the meeting. You can do this using your phone's controls or using the controls on Zoom.

Board Discussion:

- Board President Cox will chair the meeting. After staff introduces an agenda item, Directors will be given the opportunity to provide comment one-by-one as called on by President Cox.

Public Comment Option(s):

- After the Directors have discussed an agenda item, President Cox will move to receive public comment from the audience on the item. There are three (3) options in which to request to speak during public comment of an Agenda item. Mrs. Chavez will call on individual attendees in order of request to sequence comment.
 - **Option #1: Request to speak during public comment prior to the start of the meeting.** If you are attending the meeting via video or audio teleconference and would like to submit a public comment or comment on a specific Agenda item, please email Mrs. Roshelle Chavez, Executive Assistant/Board Clerk at rchavez@ttsa.net. Identify your email subject title comment as “Public Comment”. In the body of the email please state if you wish to make a public comment or a comment on a specific Agenda item.
 - **Option #2: Call our office at (530) 587-2525 x 112** and ask for Mrs. Roshelle Chavez. If she is not available, please leave her a voicemail to let her know you wish to comment at the meeting.
 - **Option #3: Use the Zoom meeting controls to “Raise Your Hand.”** Once you are logged into the meeting, there is an option at the bottom of your screen to “Raise Your Hand.” You may do so when President Cox moves to receive public comment from the audience.
- All requests to make a comment will be called in the order received.

Motions:

- All motions will be taken by roll call vote.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
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 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
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

- Angelina Henson – Reclassified to Accounting Technician II.
- Roshelle Chavez – Transferred to Executive Assistant/Board Clerk.

Awards

- *Safety Suggestion Awards (4th Quarter 2020)*

Scott Wilcox:

1. Install secondary containment pipe on the caustic line to final effluent to prevent an exposure if a release occurs.

Jaime Garcia:

1. Ensure delivery drivers are using a system (chocks) for securing trucks from driving off from the loading dock during loading and unloading operations.

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

15 Years

- Brandon Dimond – January.
- Dusty Gilmore – January.

Fiscal Impact


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

Attachments

None.

Recommendation
No action required.

Review Tracking

Submitted By:  _____
Vicky Lufrano
Human Resources Administrator

Approved By:  _____
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: IV-1
Subject: Approval of the minutes of the regular Board meeting on December 16, 2020

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 16, 2020.

Recommendation

Management recommends approval of the minutes of the regular Board meeting on December 16, 2020.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

December 16, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the December 16, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA December 16, 2020 Board of Directors Meeting. President Cox 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: Dale Cox, OVPSD (via teleconference)
Dan Wilkins, TCPUD (via teleconference)
S. Lane Lewis, NTPUD (via teleconference)
David Smelser, ASCWD (via teleconference)
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Administrative Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information Technology Manager (via teleconference)
Vicky Lufrano, Human Resources Administrator (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Aaron Carlsson, Engineering Department (via teleconference)
Scott Fleming, Engineering Department (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Angelina Henson, Administrative Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Kristin Davis, Laboratory Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)
Ryan Schultz, Maintenance Department (via teleconference)

Public Present: Autumn Garrido, Public
Sarah Coolidge, Public
Pippin Mader, Public
Jane Davis, Public

Craig Wright, Public
Frank Smith, Public
Mike Geary, Public
Jerry Gilmore, Public
Luke Swann, Public
Patrick Baird, Public
Robin Redmond, Public
Karen, Public
Lauren, Public
Tracy, Public
Seamus, Public

II. Public Comment.

Ms. Autumn Garrido, Mr. Frank Smith, Ms. Tracy (last name unknown), and Ms. Lauren (last name unknown) provided public comment regarding the proposed recommendations concerning the Laboratory as related to the Carollo Organizational Assessment.

Mrs. Kristin Davis extended her appreciation to the Laboratory staff for their efforts in the last year and for keeping up with permit testing even while moving out of the lab due to the remodel.

Mr. Seamus (last name unknown) provided public comment related to contracted engineering services.

Mr. Phippen Mader provided public comment regarding the PERB hearing findings, ELAP investigation findings, Carollo Organizational Assessment, and Laboratory compliance.

Mr. Aaron Carlsson provided public comment regarding the Agency morale and successful completion of the Administration Building Remodel project.

Mrs. Robin Redmond provided public comment regarding Agency employee morale and an Agency personnel issue related directly to her spouse, Mr. Jim Redmond.

No further action was taken by the Board.

III. Consent Agenda

1. Approval of the minutes of the regular Board meeting on November 18, 2020.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on November 18, 2020; motion approved.

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

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

Motion passed.

2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 3 for the 2020 Administration Building Remodel project.

MOTION by Director Tresan **SECOND** by Director Wilkins to approve the Consent Agenda items 2-4; motion approved.

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

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

Motion passed.

IV. Regular Agenda

1. Report from November 18, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the November 18, 2020 closed session meeting.

No action was taken by the Board.

2. Discussion of staff recommendations on the Organizational Assessment recommendations.

Mr. Griffin provided a review of the recommendations from the Organizational Assessment as provided by Carollo Engineering, Inc. and provided the Agency staff recommendation for each Carollo Engineering, Inc. recommendation. After discussion, staff was given direction to recruit a Laboratory Director to determine and recommend a FTE count for the laboratory.

Public comment was received from Jane Davis, Pippin Mader, Patrick Baird, Tracy, Lauren, Seamus, and Karen.

3. Approval of the classification descriptions.

MOTION by Director Lewis **SECOND** by Director Wilkins to the classification descriptions with an amendment to retile the Administrative Manager classification to Finance & Administration Manager and to have an effective date of January 1, 2021; unanimously approved.

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

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

Motion passed.

4. Approval of the Salary Schedule

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the Salary Schedule with an effective date of January 1, 2021; unanimously approved.

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

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

Motion passed.

5. Approval of the Organizational Chart

MOTION by Director Tresan **SECOND** by Director Lewis to approve the Organizational Chart with an amendment to the reflect reporting duties and to have an effective date of January 1, 2021; unanimously approved.

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

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

Motion passed.

6. Approval of updated FMLA/CFRA, PDL, PFL, California Parental Leave and Medical Leave of Absence policies

MOTION by Director Lewis **SECOND** by Director Smelser to approve the updated FMLA/CFRA, PDL, PFL, California Parental Leave and Medical Leave of Absence policies; unanimously approved.

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

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

Motion passed.

7. Approval of the General Engineering Services Agreement with Carollo Engineers, Inc.

MOTION by Director Wilkins **SECOND** by Director Smelser to approve the General Engineering Service Agreement with Carollo Engineers, Inc. up to the amount of \$50,000.00; unanimously approved.

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

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

Motion passed.

V. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that all waste discharge requirements were met for the month.

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.

Mr. Gray provided an update on current and past projects for the information and technology department.

Mrs. Chavez 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.

Public comment was received by Mr. Pippin Mader regarding department reports.

No action was taken by the Board.

VI. Board of Director Comment

Director Smelser stated that John Collins would be retiring from Alpine Spring County Water District effective January 1st, 2021 and Mr. Joe Mueller would be the new General Manager.

Director Lewis stated he would like the Board to discuss a retiree health benefit tiered system for employees when staff returns with more employee benefit information.

Director Tresan wished staff Happy Holidays and hoped that everyone enjoys the food truck luncheon.

VII. Adjournment

There being no further business, the open session meeting was adjourned at 11:33 AM.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the adjournment of the Regular Board of Directors Meeting; unanimously approved.

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

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

Motion passed.

The Board then continued the teleconference to conduct a closed session to consider the following item:

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

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: IV-2
Subject: Approval 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 now excluded from the general fund warrants and are incorporated into the financial statements.

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Management recommends approval of the general fund warrants paid and payable.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: LaRue Griffin
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
ACCU-SLUDGE				
	86361	12/16/2020	"CLASSIC" SLUDGE JUDGE	1,773.63
Total ACCU-SLUDGE:				1,773.63
AIRGAS USA LLC				
	86417	12/16/2020	NOVEMBER CYLINDER RENTALS	113.79 M
	86417	12/16/2020	NOVEMBER CYLINDER RENTALS	44.93 M
	86417	12/16/2020	NOVEMBER CYLINDER RENTALS	107.93 M
	86417	12/16/2020	NITROGEN NI300 CYLINDER	73.38 M
	86417	12/16/2020	DELIVERY FEE	62.08 M
	86417	12/16/2020	FUEL SURCHARGE	7.90 M
	86417	12/16/2020	HAZMAT	13.59 M
Total AIRGAS USA LLC:				423.60
ALLIANT INSURANCE SERVICES INC				
	86418	12/16/2020	POLLUTION LIABILITY	7,707.61 M
	86418	12/16/2020	NOTORY BOND	78.00 M
Total ALLIANT INSURANCE SERVICES INC:				7,785.61
ALLIED ELECTRONICS				
	86362	12/16/2020	MARATHON SPECIAL PRODUCTS 70338016	284.16
	86362	12/16/2020	MARATHON SPECIAL PRODUCTS 70193384	167.42
	86362	12/16/2020	PANDUIT LCA3/0-38-X 71528137 (SOLD IN UNITS OF 10)	113.34
	86362	12/16/2020	MARATHON SPECIAL PRODUCTS 70338016	142.08
	86362	12/16/2020	PANDUIT LCA3/0-38-X 71528137 (SOLD IN UNITS OF 10)	226.68
Total ALLIED ELECTRONICS:				933.68
ALPHA ANALYTICAL INC				
	86363	12/16/2020	SINGLE STLL ANALYSIS	55.00
	86363	12/16/2020	4Q WELL BARIUMS	210.00
	86363	12/16/2020	OCTOBER BARIUMS	385.00
	86431	12/16/2020	4Q 2020 WELL THMS	337.50 M
	86431	12/16/2020	EPA METHOD 624	125.00 M
	86431	12/16/2020	DIRECT ANALYSIS ICPMS	160.00 M
	86431	12/16/2020	METALS ICPMS	75.00 M
	86431	12/16/2020	4Q PRETREATMENT	1,450.00 M
	86431	12/16/2020	4Q2020 SLUDGE METALS/NITROGEN	375.00 M
	86431	12/16/2020	4Q FINAL EFFLUENT PRETREATMENT	680.00 M
Total ALPHA ANALYTICAL INC:				3,852.50
ANTHONY SALINAS				
	76444	12/16/2020	REIMBURSEMENT	130.00 M
	76444	12/16/2020	REIMBURSEMENT	71.85 M
Total ANTHONY SALINAS:				201.85
ARAMARK WORK APPAREL				
	86364	12/16/2020	MATS	166.79
	86364	12/16/2020	TOWELS	19.71
	86364	12/16/2020	SVC CHARGE	10.50

Payee	Check Number	Check Issue Date	Description	Amount
Total ARAMARK WORK APPAREL:				197.00
AT&T 530 582-0827 966 5				
	86251	12/31/2020	OCTOBER INVOICE 10%	139.08- V
	86251	12/31/2020	OCTOBER INVOICE 90%	1,251.72- V
Total AT&T 530 582-0827 966 5:				1,390.80-
AT&T ACCT #171-800-7674 001				
	86421	12/16/2020	10% NOVEMBER INVOICE	97.29 M
	86421	12/16/2020	90% NOVEMBER INVOICE	875.64 M
Total AT&T ACCT #171-800-7674 001:				972.93
AVAYA INC				
	86365	12/16/2020	QUARTERLY BILL	906.57
Total AVAYA INC:				906.57
BARTKIEWICZ, KRONICK & SHANAHAN				
	86443	12/16/2020	NOVEMBER LEGAL FEES	5,508.00 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				5,508.00
CALCHAMBER; MEMBERSHIP				
	86366	12/16/2020	2021 Membership	849.00
Total CALCHAMBER; MEMBERSHIP:				849.00
CAROLLO				
	86367	12/16/2020	MASTER SEWER PLAN OCT INVOICE	8,922.00
Total CAROLLO:				8,922.00
Cascade Fire Equipment Co.				
	86368	12/16/2020	SCOTT 60 MIN CYLINDER CARBON 4500.CGA347 VALVE SC804723-01	1,385.59
Total Cascade Fire Equipment Co.:				1,385.59
CASELLE				
	86434	12/16/2020	PAYMENT IMPORT MODULE ADDITION	1,000.00 M
	86434	12/16/2020	JANUARY SERVICE FEES	2,694.00 M
Total CASELLE:				3,694.00
CELESTE GRAVES				
	86446	12/16/2020	REIMBURSEMENT	112.00 M
	86446	12/16/2020	REIMBURSEMENT	232.75 M
Total CELESTE GRAVES:				344.75
CENTIMARK CORPORATION				
	86452	12/16/2020	RETENTION #1 FOR 2019 ROOF REPAIR PROJECT	6,618.02 M
	86452	12/16/2020	RETENTION #2 FOR 2019 ROOF REPAIR PROJECT	8,384.32 M
	86452	12/16/2020	RETENTION #3 FOR 2019 ROOF REPAIR PROJECT	9,172.87 M
	86452	12/16/2020	RETENTION #4 FOR 2019 ROOF REPAIR PROJECT	21,040.85 M

Payee	Check Number	Check Issue Date	Description	Amount
	86452	12/16/2020	RETENTION #5 FOR 2019 ROOF REPAIR PROJECT	924.82 M
Total CENTIMARK CORPORATION:				46,140.88
CH2M HILL				
	86420	12/16/2020	TASK ORDER #32 2020 HEADWORKS IMPROVEMENTS PROJ	6,094.36 M
	86420	12/16/2020	TASK ORDER #34 CHLORINE SYSTEM PROCESS HAZARD ANALYSIS REVALI	16,276.43 M
	86420	12/16/2020	TASK ORDER #35 2020 DIGESTION IMPROVEMENTS STUDY	3,710.43 M
	86420	12/16/2020	TASK ORDER #36 2021 CHLORINE SCRUBBER IMPROVEMENT PROJ	47,926.58 M
Total CH2M HILL:				74,007.80
CLARK PEST CONTROL				
	86369	12/16/2020	NOVEMBER INVOICE	275.00
Total CLARK PEST CONTROL:				275.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	86425	12/16/2020	NOVEMBER INVOICE	477.41 M
Total CORELOGIC INFORMATION SOLUTIONS, IN:				477.41
CUTTING IMAGE LLC				
	86370	12/16/2020	A/P LASER CHECKS US BANK ACCT # 153401397630 STARTING # 86500 NO	231.14
Total CUTTING IMAGE LLC:				231.14
CWEA				
	86371	12/16/2020	BILL PINDAR ENVIRONMENTAL COMPLIANCE INSPECTOR GRD 1	91.00
	86371	12/16/2020	MEMBERSHIP RENEWAL- A SALINAS	192.00
	86371	12/16/2020	KRISTIN SCHRANDT LAB ANALYST GRADE 3	101.00
Total CWEA:				384.00
DAMORE, HAMRIC & SCHNEIDER				
	86372	12/16/2020	2019-2020 AUDIT FEES FOR OCT	15,955.00
Total DAMORE, HAMRIC & SCHNEIDER:				15,955.00
DIAMOND G CONSTRUCTION INC				
	86442	12/16/2020	2020 ADMIN BUILDING REMODEL PPE #3	142,061.80 M
	86442	12/16/2020	2020 ADMIN BUILDING REMODEL RETENTION #3	7,103.09- M
Total DIAMOND G CONSTRUCTION INC:				134,958.71
E&M ELECTRIC				
	86436	12/16/2020	SIEMENS MM440 PROFIBUS MODULE	314.34 M
	86436	12/16/2020	SIEMENS MM440 PROFIBUS MODULE	314.34 M
Total E&M ELECTRIC:				628.68
ERA; ENVIRONMENTAL RESOURCE ASSOCIA				
	86373	12/16/2020	POTABLEWATR COLIFORM WS-292 080B	310.68
	86373	12/16/2020	POTABLEWATR COLIFORM QC 694	163.46
	86373	12/16/2020	WASTEWATER COLIFORM WP-310 576A	150.47
	86373	12/16/2020	WASTEWATER COLIFORM QC 083A	231.82

Payee	Check Number	Check Issue Date	Description	Amount
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				856.43
EUROFINS CALSCIENCE INC				
	86374	12/16/2020	TEICHERT SOIL OCT 2020	615.00
Total EUROFINS CALSCIENCE INC:				615.00
FD THOMAS				
	86453	12/22/2020	RETENTION #1 FOR 2020 PLANT PAINTING PROJ	3,985.50 M
	86453	12/22/2020	RETENTION #2 FOR 2020 PLANT PAINTING PROJ	6,845.00 M
	86453	12/22/2020	RETENTION #3 FOR 2020 PLANT PAINTING PROJ	4,345.45 M
	86453	12/22/2020	RETENTION #4 FOR 2020 PLANT PAINTING PROJ	5,353.15 M
	86453	12/22/2020	RETENTION #5 FOR 2020 PLANT PAINTING PROJ	4,024.17 M
	86453	12/22/2020	RETENTION #6 FOR 2020 PLANT PAINTING PROJ	1,542.76 M
Total FD THOMAS:				26,096.03
FEDERAL EXPRESS CORP.				
	86375	12/16/2020	ADMIN SHIPPING CHARGES	141.05
Total FEDERAL EXPRESS CORP.:				141.05
FISHER SCIENTIFIC COMPANY				
	86376	12/16/2020	CASE (10PK) EXPANSION GLASS SHELL VIALS 03-339-30B	403.43
	86376	12/16/2020	100 ML BEAKERS 02-546A	114.96
	86376	12/16/2020	300 ML BEAKERS 02-546C	135.64
	86376	12/16/2020	125ML ERLLENMEYER FLASK FB500125	78.75
	86376	12/16/2020	EXPANSION GLASS SHELL VIALS 1 PK	51.15
	86376	12/16/2020	COLIFORM WATER BATH PRECISION COL 19 TSCOL19	3,111.65
	86376	12/16/2020	AG9-HC IC GUARD COLUMN 05179	580.88
	86376	12/16/2020	AS9-HC IC SEPERATOR COLUMN 051786	1,629.19
	86376	12/16/2020	TRYPTIC SOY BROTH 18ML R08948	605.21
	86376	12/16/2020	NUTRIENT AGAR SLANT	361.56
	86376	12/16/2020	TRYPTIC SOY BROTH 2ML R064890	694.99
Total FISHER SCIENTIFIC COMPANY:				7,767.41
GRAINGER INC., W.W.				
	86377	12/16/2020	KNEE PADS 12F685	18.35
	86377	12/16/2020	MAGLITE HANDHELD FLASHLIGHT M2A756K	44.95
	86377	12/16/2020	DURACELL PROCELL D BATTERY PK 12 PC13700	21.79
	86377	12/16/2020	TAPE MEASURE 25FT 33-2789	14.92
	86377	12/16/2020	COGGED V BELT 90" 2L399	85.15
	86377	12/16/2020	LIQUID SHAMPOO 800ML CARTRIDGE PK 12 9152-12	118.54
	86377	12/16/2020	BATTERY 2032 3 VDC 4LW11	2.83
	86377	12/16/2020	V-BELT COGGED 90 INCHES 2L440	308.25
	86377	12/16/2020	FABULOSO FLOW CLEANER 1 GAL 4 PACKS	71.55
	86377	12/16/2020	FAN COOLING SQUARE HF0516414	230.77
	86377	12/16/2020	1" SELF DRILLING TAPPING SCREW 31JJ54	7.12
	86377	12/16/2020	1-1/2" 31JJ65	21.50
	86377	12/16/2020	2" 31JJ66	26.73
	86377	12/16/2020	2-1/2" 31JJ67	26.98
	86377	12/16/2020	MILWAUKEE SAWZALL BLADE 6MPJ5	113.08
	86377	12/16/2020	SAFETY SIGN CONFINED SPACE ENTRY BY PERMIT ONLY 465K40	43.95

Payee	Check Number	Check Issue Date	Description	Amount
Total GRAINGER INC., W.W.:				1,156.46
HACH CHEMICAL COMPANY				
	86378	12/16/2020	TL2300 TUBIDIMETER 0-4000 NTU LPV444.99.00210	3,061.35
	86378	12/16/2020	AUX HALF CABLE 7 PIN 9 FEET PORT 8528500	228.65
	86378	12/16/2020	50MG/L NH4-N STANDARD SOL (2000ML) 2825854	315.46
	86378	12/16/2020	10MG/L NH4-N STANDARDS SOL (2000ML) 2894354	409.57
	86378	12/16/2020	CLEANING SOLUTION AMTX (250ML) 2894246)	606.20
Total HACH CHEMICAL COMPANY:				4,621.23
HUNT & SONS INC.				
	86379	12/16/2020	HEATING FUEL 90/10	5,063.60
	86379	12/16/2020	HEATING FUEL 90/10	562.62
Total HUNT & SONS INC.:				5,626.22
ILEANA VASSILIOU				
	86432	12/16/2020	TRAINING	2,100.00 M
	86432	12/16/2020	TRAINING	400.00 M
	86432	12/16/2020	TRAINING	400.00 M
Total ILEANA VASSILIOU:				2,900.00
JAIME GARCIA				
	86380	12/16/2020	REIMBURSEMENT	400.00
Total JAIME GARCIA:				400.00
JAMES REDMOND				
	86428	12/16/2020	REIMBURSEMENT	400.00 M
Total JAMES REDMOND:				400.00
KEN GRADY CO. INC				
	86381	12/16/2020	METHANE (2.5%) IN NITROGEN BALANCE GAS CYLINDER 105L-135A, 2.5	177.31
	86381	12/16/2020	58L CL2 50PPM IN NITROGEN	720.15
	86381	12/16/2020	CHLORINE 2PPM IN NITROGEN BALANCE 58L-252-2	394.40
Total KEN GRADY CO. INC:				1,291.86
KONICA MINOLTA BUSINESS SOLUTIONS U				
	86440	12/16/2020	DECEMBER INVOICE	142.95 M
Total KONICA MINOLTA BUSINESS SOLUTIONS U:				142.95
LHOIST NORTH AMERICA				
	86382	12/16/2020	HYDRATED LIME	18,045.65
	86427	12/16/2020	HYDRATED LIME	9,051.87 M
	86427	12/16/2020	HYDRATED LIME	8,990.18 M
Total LHOIST NORTH AMERICA:				36,087.70
LIBERTY UTILITIES				
	86414	12/15/2020	NOVEMBER ELECTRIC	44.66 M
	86414	12/15/2020	NOVEMBER ELECTRIC	44.66- V

Payee	Check Number	Check Issue Date	Description	Amount
	86414	12/15/2020	NOVEMBER ELECTRIC	46.51- V
	86414	12/15/2020	NOVEMBER ELECTRIC	46.51 M
	86414	12/15/2020	NOVEMBER ELECTRIC	42.37- V
	86414	12/15/2020	NOVEMBER ELECTRIC	42.37 M
	86414	12/15/2020	NOVEMBER ELECTRIC	61.43 M
	86414	12/15/2020	NOVEMBER ELECTRIC	61.43- V
	86449	12/16/2020	NOVEMBER ELECTRIC	44.66 M
	86449	12/16/2020	NOVEMBER ELECTRIC	46.51 M
	86449	12/16/2020	NOVEMBER ELECTRIC	42.37 M
	86449	12/16/2020	NOVEMBER ELECTRIC	61.43 M
Total LIBERTY UTILITIES:				194.97
MCMASTER-CARR				
	86383	12/16/2020	1/2" ID MEDIUM PRESSURE SAE-RATED SYNTHETIC RUBBER HYDRAULIC H	613.31
	86383	12/16/2020	GASKET 3" DIAMETER, 1/8" THICKNESS 8516T238	50.26
Total MCMASTER-CARR:				663.57
MCQUEEN LABORATORY SUPPLY				
	86384	12/16/2020	THERMO SCIENTIFIC CONTROL HYDRAULIC RPO	379.00
Total MCQUEEN LABORATORY SUPPLY:				379.00
MICHAEL J SMITH				
	86412	12/14/2020	REIMBURSEMENT	243.82 M
	86412	12/14/2020	REIMBURSEMENT	225.68 M
	86412	12/14/2020	REIMBURSEMENT	89.00 M
	86429	12/16/2020	REIMBURSEMENT	336.60 M
Total MICHAEL J SMITH:				895.10
MICHAEL SMITH				
	86273	12/14/2020	REIMBURSEMENT	243.82- V
	86273	12/14/2020	REIMBURSEMENT	225.68- V
	86273	12/14/2020	REIMBURSEMENT	89.00- V
Total MICHAEL SMITH:				558.50-
MICHELLE MACKEY				
	86445	12/16/2020	REIMBURSEMENT	129.00 M
Total MICHELLE MACKEY:				129.00
MICROBIOLOGICS				
	86385	12/16/2020	PSEUDOMONAS AERUGINOSA PELLETS 0353E6	393.61
Total MICROBIOLOGICS:				393.61
MOUNTAIN HARDWARE				
	86386	12/16/2020	PARTS FOR FOUNTAIN INSTALL	42.76
	86386	12/16/2020	PARTS FOR FOUNTAIN INSTALL	12.97
	86386	12/16/2020	NUTS, BOLTS,SCREW, WASHERS FOR LAB AUTOCLAVE	6.41
	86386	12/16/2020	POLY SCOOP SHOVELS	224.00
Total MOUNTAIN HARDWARE:				286.14

Payee	Check Number	Check Issue Date	Description	Amount
NAPA- SIERRA				
	86387	12/16/2020	BATTERY & AIR FILTER	150.07
	86439	12/16/2020	PARTS FOR VHCL #1	63.69 M
Total NAPA- SIERRA:				213.76
NAVIA BENEFIT SOLUTIONS				
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	10.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	5.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	1.25
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	25.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	5.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	13.75
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	90.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	18.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	54.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	22.50
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	9.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	4.50
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	6.25
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	2.50
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	1.25
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	36.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	18.00
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	4.50
	12232001	12/23/2020	HRA DISBURSEMENTS	803.69
	12232001	12/23/2020	HRA DISBURSEMENTS	110.51
	12232001	12/23/2020	HRA DISBURSEMENTS	328.14
	12232001	12/23/2020	HRA DISBURSEMENTS	40.48
	12232001	12/23/2020	HRA DISBURSEMENTS	20.00
	12232001	12/23/2020	HRA DISBURSEMENTS	122.00
	12232001	12/23/2020	HRA DISBURSEMENTS	94.41
	12232001	12/23/2020	HRA DISBURSEMENTS	302.00
	12232001	12/23/2020	HRA DISBURSEMENTS	44.00
	12232001	12/23/2020	HRA DISBURSEMENTS	20.00
	12232001	12/23/2020	HRA DISBURSEMENTS	6.83
	12232001	12/23/2020	HRA DISBURSEMENTS	35.00
	12232001	12/23/2020	HRA DISBURSEMENTS	20.00
Total NAVIA BENEFIT SOLUTIONS:				2,273.56
OFFICE DEPOT				
	86437	12/16/2020	Donut Shop Decaf	13.29 M
	86437	12/16/2020	Avery Legal Tabs 1-10	97.21 M
	86437	12/16/2020	Avery Legal Tabs - Title 5 Pak of 25	11.89 M
	86437	12/16/2020	Avery Legal Tabs - Title 4 Pak of 25	11.89 M
	86437	12/16/2020	Avery Legal Tabs - Title 6 Pak of 25	11.89 M
	86437	12/16/2020	Avery Legal Tabs - Title 3 Pak of 25	11.89 M
	86437	12/16/2020	Avery Legal Tabs - Title 2 Pak of 25	12.54 M
	86437	12/16/2020	Avery Legal Tabs - Title 2 Pak of 25	11.89 M
	86437	12/16/2020	Avery Legal Tabs - Title 1 Pak of 25	11.89 M
	86437	12/16/2020	Wastebaskets 6.5 Gallon- Black Pack of 3	35.14 M
	86437	12/16/2020	Pilot B2P Bottle to Pen Med Ball Point Pens Blue	17.19 M
	86437	12/16/2020	Blue Sky Jumbo Calendar 48x32 Jan-Dec 2021	25.97 M
	86437	12/16/2020	AT-A-Glance 3 Month Wall Calendar 15-1/2x22-3/4 Jan-Dec 2021	62.32 M
	86437	12/16/2020	AT-A-Glance Desk Pad Calendar 21-3/4x17 Jan-Dec 2021	519.38 M
	86437	12/16/2020	PURELL HAND SANITIZER PUMP - 8oz	176.99 M

Payee	Check Number	Check Issue Date	Description	Amount
Total OFFICE DEPOT:				1,031.37
OG TAHOE LLC				
	86447	12/16/2020	SERVICE CHARGE REFUND	51.00 M
Total OG TAHOE LLC:				51.00
PDM STEEL SVC CNTRS INC-SPARKS NV				
	86388	12/16/2020	304 STAINLESS STEEL FLAT STOCK 12' LENGTHS X2' WIDE 1/8" THICK (BUIL	231.68
	86388	12/16/2020	304 STAINLESS STEEL FLAT STOCK 12' LENGTHS X2' WIDE 1/8" THICK (BUIL	447.12
Total PDM STEEL SVC CNTRS INC-SPARKS NV:				678.80
PETTY CASH				
	86454	12/23/2020	CAR WASH	10.00 M
	86454	12/23/2020	INK	21.64 M
	86454	12/23/2020	DEADBOLTS	75.73 M
	86454	12/23/2020	INK	64.92 M
	86454	12/23/2020	INK	82.56 M
	86454	12/23/2020	NOTARY BOND FILING	45.00 M
	86454	12/23/2020	FOOD FOR TRAININGG	84.65 M
	86454	12/23/2020	INK	113.67 M
	86454	12/23/2020	MANAGERS LUNCH	45.93 M
Total PETTY CASH:				544.10
PINNACLE TOWERS INC.				
	86389	12/16/2020	DECEMBER TOWER RENTAL	758.09
Total PINNACLE TOWERS INC.:				758.09
PLACER COUNTY LAFCO				
	86390	12/16/2020	2021 ANNUALI LAFCO FEES	9,195.10
Total PLACER COUNTY LAFCO:				9,195.10
PLATT ELECTRIC COMPANY				
	86438	12/16/2020	LEVITON QUICKPORT	158.51 M
	86438	12/16/2020	BLANK WHITE WALL PLATE	14.44 M
	86438	12/16/2020	WALL PLATE 1 PORT	25.34 M
	86438	12/16/2020	QUICKPORT RJ11	2.81 M
	86438	12/16/2020	2PORT FACEPLATE	16.89 M
	86438	12/16/2020	3PORT FACEPLATE	5.07 M
	86438	12/16/2020	4 PORT WHT FACEPLATE	3.38 M
	86438	12/16/2020	6 PORT WHT FACEPLATE	3.38 M
Total PLATT ELECTRIC COMPANY:				229.82
PRAXAIR DISTRIBUTION INC				
	86433	12/16/2020	NOVEMBER INVOICE	72.28 M
Total PRAXAIR DISTRIBUTION INC:				72.28
RENO BUSINESS INTERIORS				
	86391	12/16/2020	HIGS6 IGNITION GUEST/ MULTI PURPOSE CHAIR, FOUR-LEG, STACKING, BL	1,884.59

Payee	Check Number	Check Issue Date	Description	Amount
Total RENO BUSINESS INTERIORS:				1,884.59
RENO FORKLIFT STORAGE SYSTEMS				
	86392	12/16/2020	HORN 12V TA73-004-20	44.85
	86392	12/16/2020	HORN BUTTON 71-122-00	73.00
	86392	12/16/2020	HORN BUTTON TA71-501-00	21.72
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.80
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.81
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.80
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.80
Total RENO FORKLIFT STORAGE SYSTEMS:				438.78
ROSHELLE CHAVEZ				
	86416	12/16/2020	DECEMBER CELL PHONE	42.80 M
Total ROSHELLE CHAVEZ:				42.80
ROY SMITH COMPANY				
	86393	12/16/2020	LIQUID OXYGEN	2,434.93
	86423	12/16/2020	LIQUID OXYGEN	3,416.48 M
	86423	12/16/2020	LIQUID OXYGEN	858.74 M
Total ROY SMITH COMPANY:				6,710.15
RYAN SCHULTZ				
	86457	12/29/2020	REIMBURSEMENT	189.00 M
	86457	12/29/2020	REIMBURSEMENT	211.00 M
Total RYAN SCHULTZ:				400.00
SHRED-IT USA				
	86394	12/16/2020	NOVEMBER INVOICE	148.00
Total SHRED-IT USA:				148.00
SIEMENS INDUSTRY				
	86395	12/16/2020	SIEMENS HAND PROGRAMMER A5E36563512	80.11
Total SIEMENS INDUSTRY:				80.11
SIERRA FILTRATION PRODUCTS INC				
	86396	12/16/2020	AIR FILTER 16X20X2	288.02
	86396	12/16/2020	AIR FILTER 16X25X2	85.48
	86396	12/16/2020	AIR FILTER 20X20X2	29.18
	86396	12/16/2020	AIR FILTER 20X25X2	149.66
	86396	12/16/2020	AIR FILTER 18X25X1	36.37
	86396	12/16/2020	AIR FILTER 14X25X1	44.73
	86396	12/16/2020	AIR FILTER 24X48X1 WITH AEGIS	288.10
Total SIERRA FILTRATION PRODUCTS INC:				921.54
SOLENIS				
	86397	12/16/2020	K290FLX 3 TOTES	11,968.75

Payee	Check Number	Check Issue Date	Description	Amount
Total SOLENIS:				11,968.75
SOUTHWEST GAS CORP.				
	86430	12/16/2020	10% NOVEMBER NATURAL GAS	267.09 M
	86430	12/16/2020	90% NOVEMBER NATURAL GAS	2,403.79 M
	86430	12/16/2020	10 % NOVEMBER NATURAL GAS	336.99 M
	86430	12/16/2020	90% NOVEMBER NATURAL GAS	3,032.87 M
Total SOUTHWEST GAS CORP.:				6,040.74
Starkey's - Tahoe, LLC				
	86456	12/29/2020	EMPLOYEE LUNCHEON	1,812.00 M
Total Starkey's - Tahoe, LLC:				1,812.00
STATE WATER RESOURCES CONTROL BOARD				
	86450	12/16/2020	ANNUAL ELAP ACCREDIITATION LAB FEES	6,352.00 M
Total STATE WATER RESOURCES CONTROL BOARD:				6,352.00
SWRCB ACCOUNTING OFFICE				
	86448	12/16/2020	ANNUAL PERMIT FEE FACILITY 6A290011000	148,796.00 M
	86448	12/16/2020	ANNUAL PERMIT FEE FACILITY 6SS011119	2,848.00 M
Total SWRCB ACCOUNTING OFFICE:				151,644.00
SWRCB WW Operator Certification Program				
	86398	12/16/2020	DENHAM - GR1 OPERATOR RENEWAL	150.00
Total SWRCB WW Operator Certification Program:				150.00
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	86190	12/14/2020	EMPLOYEE SCREENING	314.00- V
	86413	12/14/2020	EMPLOYEE SCREENING	314.00 M
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				.00
TAHOE TRUCKEE DISPOSAL				
	86399	12/16/2020	NOVEMBER SLUDGE	7,677.94
	86399	12/16/2020	NOVEMBER CENTRIFUGE	15,661.10
Total TAHOE TRUCKEE DISPOSAL:				23,339.04
TEICHERT MATERIALS				
	86400	12/16/2020	4 TONS OF HOT PATCH ASPHALT & ENVIRONMENTAL FEE	316.01
	86400	12/16/2020	5 GALLONS OF TACK	43.30
Total TEICHERT MATERIALS:				359.31
THATCHER COMPANY OF CA INC				
	86401	12/16/2020	CHLORINE	7,920.00
	86401	12/16/2020	CHLORINE EMPTIES	4,000.00-
Total THATCHER COMPANY OF CA INC:				3,920.00

Payee	Check Number	Check Issue Date	Description	Amount
THOMSON WEST				
	86441	12/16/2020	NOVEMBER INVOICE	347.75 M
Total THOMSON WEST:				347.75
TRITECH SOFTWARE SYSTEMS				
	86455	12/29/2020	ANNUAL SUBSCRIPTION FEE	10,000.00 M
Total TRITECH SOFTWARE SYSTEMS:				10,000.00
TRUCKEE DONNER PUD				
	86360	12/02/2020	TEMP DISCHARGE REFUND PERMIT #353	100.00 M
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	5.22
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	46.91
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	6.10
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	54.90
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	2.74
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	24.58
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	6,726.14
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	60,535.21
	86402	12/16/2020	NOVEMBER WATER 10%	11.68
	86402	12/16/2020	NOVEMBER WATER 90%	105.12
Total TRUCKEE DONNER PUD:				67,618.60
TRUCKEE FIRE PROTECT DIST				
	86403	12/16/2020	FIRE SUPPRESION & PROTECTION SVC FOR 07/01/2020-06/30/2021	238.94
Total TRUCKEE FIRE PROTECT DIST:				238.94
U.S. BANK CARD DIVISION				
	12312001	12/31/2020	PLATES, BOWLS, FORKS, KNIVES AND SPOONS	83.07 M
	12312001	12/31/2020	BINDERS AND DIVIDERS FOR BOARD MEETING	60.56 M
	12312001	12/31/2020	LEVITON WALL PLATE, TOGGLE, OUTLET	459.01 M
	12312001	12/31/2020	ANNUAL FEE	12.00 M
	12312001	12/31/2020	USB-C DIGITAL AV ADAPTOR	70.31 M
	12312001	12/31/2020	BOARD SURFACE PROTECTOR	109.27 M
	12312001	12/31/2020	DISPOSABLE FACE MASKS	232.52 M
	12312001	12/31/2020	PRIVACY WINDOW FILM	51.92 M
	12312001	12/31/2020	ADOBE-IT	17.99 M
	12312001	12/31/2020	ADOBE-ACCOUNTING	49.98 M
	12312001	12/31/2020	IT SOFTWARE	309.50 M
	12312001	12/31/2020	GOOGLE G-SUITE TTSA.NET	900.00 M
	12312001	12/31/2020	WEB SERVICES	7.31 M
	12312001	12/31/2020	GO TO MEETING	84.00 M
	12312001	12/31/2020	IPAD CASE	32.46 M
	12312001	12/31/2020	PLAQUE FOR JON NORTHROP	82.85 M
	12312001	12/31/2020	FUEL FOR VEHICLE #25	40.00 M
	12312001	12/31/2020	REFUND	19.77- M
	12312001	12/31/2020	OVER CHARGE APPLE.COM	8.00 M
	12312001	12/31/2020	IPAD FOR LANE LEWIS	442.39 M
	12312001	12/31/2020	USB-C PRO ADAPTOR	74.69 M
	12312001	12/31/2020	THUNDERBOLT GIGIBIT ETHERNET ADAPTOR	31.39 M
	12312001	12/31/2020	BELKIN USB-C TO ETHERNET ADAPTOR	32.42 M
	12312001	12/31/2020	FREE STANDING GAUGE	389.92 M
	12312001	12/31/2020	STANDARD METHODS SMALL LAB LICENSE	945.00 M
	12312001	12/31/2020	YSI 695 CALIBRATION CUP	59.85 M

Payee	Check Number	Check Issue Date	Description	Amount
	12312001	12/31/2020	ASP & CSP EXAM CORE CONNECT TRAINING	1,899.00 M
	12312001	12/31/2020	HONDA HHT 25 CC 4-CYCLE STRING TRIMMER	388.62 M
	12312001	12/31/2020	HONDA HHT 25 CC 4-CYCLE STRING TRIMMER	388.62 M
	12312001	12/31/2020	DOWNFROST 50% BLEND 55 GALLON DRUM	755.31 M
	12312001	12/31/2020	CARLISLE LAP SEALANT	397.62 M
	12312001	12/31/2020	BLACK EPDM RUBBER ROOFING MEMBRANE	79.95 M
	12312001	12/31/2020	3M 142-FT-30 QUALITATIVE FIT TEST APPARATUS	292.24 M
	12312001	12/31/2020	MAGBENCH STANDARD NEW MODEL MBS	152.55 M
	12312001	12/31/2020	8' SOLID PLASTIC SPEEN BUMP	2,326.75 M
	12312001	12/31/2020	GARDNER-DENVER AIR AND OIL FILTERS	479.55 M
	12312001	12/31/2020	ZOOM FOR BOARD MEETINGS	259.90 M
	12312001	12/31/2020	RENEWAL DOMAIN TTSA.NET	119.97 M
	12312001	12/31/2020	GENERAL MANAGER ASSESSMENT	420.00 M
Total U.S. BANK CARD DIVISION:				12,526.72
U.S. BANK ST. PAUL CM-9705				
	12292001	12/29/2020	INTEREST ON 2020 REFUNDING BONDS	431,814.92
Total U.S. BANK ST. PAUL CM-9705:				431,814.92
ULINE				
	86404	12/16/2020	ABSORBENT PADS S-17294	137.78
	86422	12/16/2020	H-5923 9 COMPARTMENT CONDIMENT ORGANIZER	305.27 M
	86422	12/16/2020	3 TIER CUP & LID RACK H-4761 5 X 12 X 15	230.57 M
	86422	12/16/2020	H-3622 STAINLESS STEEL TRASH BIN 16 GAL IN (DARK BRONZE) 16" DIA X 3	671.15 M
	86422	12/16/2020	FITTED TABLE COVERS BLACK S-21991	388.30 M
Total ULINE:				1,733.07
UNIFIRST CORPORATION				
	86405	12/16/2020	UNIFORMS	127.88
	86405	12/16/2020	UNIFORMS	13.08
	86405	12/16/2020	UNIFORMS	13.62
	86405	12/16/2020	UNIFORMS	95.73
	86405	12/16/2020	UNIFORMS	75.35
	86405	12/16/2020	UNIFORMS	12.67
	86405	12/16/2020	UNIFORMS	9.36
	86405	12/16/2020	UNIFORMS	127.38
	86405	12/16/2020	UNIFORMS	13.08
	86405	12/16/2020	UNIFORMS	13.62
	86405	12/16/2020	UNIFORMS	74.49
	86405	12/16/2020	UNIFORMS	75.35
	86405	12/16/2020	UNIFORMS	12.67
	86405	12/16/2020	UNIFORMS	9.36
	86426	12/16/2020	UNIFORMS	129.81 M
	86426	12/16/2020	UNIFORMS	13.08 M
	86426	12/16/2020	UNIFORMS	13.62 M
	86426	12/16/2020	UNIFORMS	95.92 M
	86426	12/16/2020	UNIFORMS	75.35 M
	86426	12/16/2020	UNIFORMS	12.67 M
	86426	12/16/2020	UNIFORMS	9.36 M
Total UNIFIRST CORPORATION:				1,023.45
UNIVAR USA INC.				
	86406	12/16/2020	METHANOL	11,025.26

Payee	Check Number	Check Issue Date	Description	Amount
	86406	12/16/2020	METHANOL	11,517.93
	86424	12/16/2020	METHANOL	11,516.28 M
Total UNIVAR USA INC.:				34,059.47
UNIVERSAL BLOWER PAC INC				
	86407	12/16/2020	AIR FILTER ROUND PAPER 81-0475	458.39
Total UNIVERSAL BLOWER PAC INC:				458.39
USDA FOREST SERVICE				
	86451	12/16/2020	2720 SPECIAL USE PERMIT TKD102501A	10,957.50 M
	86451	12/16/2020	2720 SPECIAL USE PERMIT TKD102502	65.94 M
Total USDA FOREST SERVICE:				11,023.44
VARIED PRODUCTS				
	86408	12/16/2020	PRO TOWELS MDI 88107	339.66
	86408	12/16/2020	PRO TOWELS	459.89
Total VARIED PRODUCTS:				799.55
VERIZON WIRELESS				
	86179	12/31/2020	MONTHLY BILL	127.44- V
	86179	12/31/2020	MONTHLY BILL	47.84- V
	86179	12/31/2020	MONTHLY BILL	253.30- V
	86179	12/31/2020	MONTHLY BILL	1,196.61- V
	86179	12/31/2020	MONTHLY BILL	27.68- V
	86419	12/16/2020	NOVEMBER INVOICE	74.01 M
	86419	12/16/2020	NOVEMBER INVOICE	17.95 M
	86419	12/16/2020	NOVEMBER INVOICE	485.52 M
	86419	12/16/2020	NOVEMBER INVOICE	74.01 M
	86419	12/16/2020	NOVEMBER INVOICE	38.11 M
Total VERIZON WIRELESS:				963.27-
VICKY LUFRANO				
	86409	12/16/2020	REIMBURSEMENT	361.20
	86409	12/16/2020	REIMBURSEMENT	384.00
	86409	12/16/2020	REIMBURSEMENT	38.80
	86415	12/16/2020	DECEMBER CELL PHONE	42.80 M
Total VICKY LUFRANO:				826.80
WESTERN ENV. TESTING LAB.				
	86410	12/16/2020	LAB MOVE OUT	253.42
	86410	12/16/2020	OCTOBER QUANITRAY	59.61
	86410	12/16/2020	OCTOBER QUANTITRAY	59.61
	86410	12/16/2020	LAB MOVE OUT	101.14
Total WESTERN ENV. TESTING LAB.:				473.78
ZORO				
	86411	12/16/2020	ONE HOLE COMPRESSION LUG 3/0 G4660162	128.48
	86411	12/16/2020	LOUVER PLATE KIT 7.88 X 7.5 G7630454	43.40
	86411	12/16/2020	ASCO 1/2" NPT 2-WAY SOLENOID VALVE G0446747	303.07
	86411	12/16/2020	ASCO SOLENOID VALVE REBUILD KIT 302373	140.71

Payee	Check Number	Check Issue Date	Description	Amount
	86435	12/16/2020	REDUCING WYE 4X2 HUB G939235	10.81 M
	86435	12/16/2020	P-TRAP W/SOLVENT WELD JOINT 3 HUB G2533422	54.30 M
	86435	12/16/2020	45 ELBOW 2 HUB G0583527	4.72 M
	86435	12/16/2020	45 STREET ELBOW 2 HUB X SPIGOT G1550297	4.72 M
	86435	12/16/2020	90 LONG SWEEP ELBOW 2 HUB G3354285	10.23 M
	86435	12/16/2020	RED WYE W/ 45 BEND 3 X2 HUB G1911122	14.48 M
	86435	12/16/2020	90 LONG SWEEP ELBOW 3 HUB G2679241	16.19 M
	86435	12/16/2020	RED SAN TEE 3 X 2 HUB G0886295	19.45 M
	86435	12/16/2020	RED WYE W/45 BEND 4 X 3 HUB G3160245	38.06 M
	86435	12/16/2020	CLEANOUT ADAPTER W/ PLUG 4 FNPT X SPIGOT G0712232	14.35 M
	86435	12/16/2020	P-TRAP W/SOLVENT WELD JOINT 3 HUB G2533422	.04 M
Total ZORO:				803.01
Grand Totals:				1,203,948.07



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: IV-3
Subject: Approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, and (3) L.A.I.F. statements.

Summaries of the expenditure and revenue activity are provided for Fund 10: General Fund; Fund 02: Wastewater Capital Reserve Fund; Fund 06: Replacement, Rehabilitation and Upgrade; and Fund 07: Emergency and Contingency Reserve 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 L.A.I.F. statement provides detail on activity within the account.

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management recommends approval of the financial statements.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: LaRue Griffin
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
 Fund 10: General Fund
 Fiscal Year 2020 - 2021
 Period Ending December 31, 2020

	Budget \$	Month \$	Month %	YTD \$	YTD ⁽¹⁾ %
REVENUE					
Income from Service Charge	12,823,000.00	4,989.90	0.0	2,224,959.23	17.4
Tax Revenue - Ad Valorem	3,900,000.00	0.00	0.0	47,903.53	1.2
Fund Interest	18,000.00	0.31	0.0	16,896.71	93.9
Other Revenue	7,500.00	1,368.68	18.2	10,507.40	140.1
Temporary Discharge	1,500.00	0.00	0.0	13,834.46	922.3
TOTAL REVENUE	16,750,000.00	6,358.89	0.0	2,314,101.33	13.8
EXPENDITURE					
Salaries & Wages	5,658,400.00	408,798.96	7.2	2,445,134.87	43.2
Employee Benefits	3,469,100.00	243,213.31	7.0	1,627,125.19	46.9
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	4,838.73	9.7	28,507.84	57.4
CSRMA Insurance	210,000.00	84,427.61	40.2	249,222.79	118.7
Professional Memberships	47,500.00	288.00	0.6	30,916.50	65.1
Agency Permits & Licenses	178,000.00	169,019.44	0.0	181,058.14	0.0
Office Expense	271,400.00	22,415.16	8.3	70,847.71	26.1
Contractual Services	1,896,900.00	112,741.48	5.9	866,742.82	45.7
Professional Services	805,000.00	59,673.18	7.4	226,286.01	28.1
Conferences & Training	107,500.00	9,295.40	8.6	20,885.58	19.4
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	79,210.59	7.9	449,433.69	44.9
Supplies, Repairs & Maintenance	789,300.00	21,319.52	2.7	295,688.80	37.5
TOTAL EXPENDITURE	14,492,400.00	1,215,241.38	8.4	6,491,849.94	44.8
NET INCOME	2,257,600.00			(4,177,748.61)	
Unfunded Accrued Liability ⁽²⁾	3,616,977.00			2,310,389.00	63.9

Note:

(1) 50% of the fiscal year has elapsed.

(2) Unfunded Accrued Liability payment is not in the above budget total expenditures, however is expensed through cash and net pension liability account.



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2020 - 2021
 Period Ending December 31, 2020

DESCRIPTION	Budget	Month	Month	YTD	YTD ¹
	\$	\$	%	\$	%
Barscreens, Washers, Compactors	225,000.00	6,094.36	2.7	60,737.73	27.0
Digester & Plant Heating Improvements	-	3,710.43	-	3,710.43	-
Portable Emergency Pump System	-	-	-	19,132.80	-
Plant Air Compressor	-	-	-	24,519.22	-
Security Improvements	100,000.00	-	-	-	-
Hydraulic Pump and Power Pack	60,000.00	-	-	-	-
SUB TOTAL	385,000.00	9,804.79	2.5	108,100.18	28.1
Allocation of 73.2% of Bond Payment	2,222,378.00	328,118.57	14.8	2,222,378.00	100.0
TOTAL	2,607,378.00	337,923.36	13.0	2,330,478.18	89.4

Note:

(1) 50% of the fiscal year has elapsed



Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2020 - 2021
 Period Ending December 31, 2020

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD ¹ %
Plant Coating Improvements	550,000.00	-	-	220,819.78	40.1
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	142,520.81	40.7	256,656.13	73.3
EDPM Roof Replacement	800,000.00	-	-	439,330.09	54.9
VFD Replacements	-	-	-	89,636.98	-
TRI Improvemens	100,000.00	-	-	-	-
Centrifuge Rebuild	-	-	-	55,100.00	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	-	-	-	-
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
Lime System Improvements	-	-	-	37.67	-
Chlorine Scrubber Replacement	-	47,926.58	-	47,926.58	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	32,734.90	93.5
Chiller Replacement	150,000.00	-	-	-	-
SCBA Tank Replacement	35,000.00	-	-	3,718.49	10.6
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
SUB TOTAL	2,385,000.00	190,447.39	8.0	1,145,960.62	48.0
Allocation of 26.8% of Bond Payment	813,658.00	120,131.43	14.8	813,658.10	100.0
TOTAL	3,198,658.00	310,578.82	9.7	1,959,618.72	61.3

Note:

(1) 50% of the fiscal year has elapsed

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2020

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	384,212.65
99-00-0101-000	CASH - USB SERVICE CHARGE	68,312.44
99-00-0102-000	CASH - US BANK TAX REV	73,967.93
99-00-0103-000	CASH - US BANK WWCRF	405,282.61
99-00-0104-000	CASH - WELLS FARGO PAYROLL	6,102.38
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	581,117.35
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	37,514,089.87
99-00-0109-000	CASH - 2020 WRRB REFUNDING ACC	159,081.95
		<hr/>
	TOTAL COMBINED CASH	39,192,767.18
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(39,192,767.18)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	17,768,467.94
6	ALLOCATION TO R. R. & UPGRADE FUND	8,351,922.82
7	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,245,798.81
10	ALLOCATION TO GENERAL FUND	5,826,577.61
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	39,192,767.18
	ALLOCATION FROM COMBINED CASH FUND - 99	(39,192,767.18)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

California State Treasurer
Fiona Ma, CPA



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

January 06, 2021

[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 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/11/2020	12/10/2020	RW	1661544	1621669	MICHELLE MACKEY	-600,000.00
12/17/2020	12/17/2020	RW	1661937	1622060	MICHELLE MACKEY	-700,000.00
12/31/2020	12/31/2020	RW	1662822	1622971	MICHELLE MACKEY	-300,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	39,114,089.87
Total Withdrawal:	-1,600,000.00	Ending Balance:	37,514,089.87



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 4 for the 2020 Administration Building Remodel project

Background

The 2020 Administration Building Remodel project involves a partial remodel to the administration building including new carpeting, tiling, baseboards, and paint in some of the spaces. A new layout of a “rotated” board room will also be provided with new furniture, blinds, and other miscellaneous items. During this pay period, the contractor completed most of the work as detailed on Progress Pay Estimate No. 4. Only a few minor items remain to be completed.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 4 would yield a payment to the contractor of \$14,180.70.


Attachments

Progress Pay Estimate No. 4.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 4 for the 2020 Administration Building Remodel project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2020 Administration Building Remodel

Progress Pay Estimate No. 4

November 29th, 2020 to December 28th, 2020

OWNER:

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

CONTRACTOR:

Diamond G Construction, Inc. (GL Code 06-09-15003)
 975 Terminal Way
 Reno, NV 89502

ITEM NO.	BID ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL	PERCENTAGE *	TOTAL EARNED
1	Mobilization	1	LUMP SUM	N/A	\$ 2,838.00	100%	\$2,838.00
2	Demobilization	1	LUMP SUM	N/A	\$ 2,838.00	0%	\$0.00
3	Demolish and Dispose of Existing Carpet	6000	SQUARE FEET	\$ 2.32	\$ 13,920.00	100%	\$13,920.00
4	Demolish and Dispose of Existing Ceramic Tile	500	SQUARE FEET	\$ 11.50	\$ 5,750.00	100%	\$5,750.00
5	Demolish and Dispose of Existing Resilient Base	1150	LINEAR FEET	\$ 0.783	\$ 900.45	100%	\$900.45
6	Asbestos Abatement	4000	SQUARE FEET	\$ 8.44	\$ 33,760.00	100%	\$33,760.00
7	Demolish and Dispose of Existing Hydronic Heating System	1	LUMP SUM	N/A	\$ 10,150.00	100%	\$10,150.00
8	Concrete Foundation Work	1	LUMP SUM	N/A	\$ 10,817.00	100%	\$10,817.00
9	Electrical Work	1	LUMP SUM	N/A	\$ 15,140.00	100%	\$15,140.00
10	Gypsum Board Wall Repair	1	LUMP SUM	N/A	\$ 5,945.00	100%	\$5,945.00
11	Painting Work	14500	SQUARE FEET	\$ 1.92	\$ 27,840.00	100%	\$27,840.00
12	Installation of Tile Carpeting	4200	SQUARE FEET	\$ 10.73	\$ 45,066.00	100%	\$45,066.00
13	Installation of Resilient Flooring	2300	SQUARE FEET	\$ 14.50	\$ 33,350.00	100%	\$33,350.00
14	Install of Vinyl Mat	1	LUMP SUM	N/A	\$ 2,900.00	100%	\$2,900.00
15	Installation of Resilient Base	1150	LINEAR FEET	\$ 4.35	\$ 5,002.50	100%	\$5,002.50
16	Installation of Window Treatments	1	LUMP SUM	N/A	\$ 2,900.00	0%	\$0.00
17	Delivery, Setup, Breakdown, and Removal of Temporary Construction Trailers	1	LUMP SUM	N/A	\$ 17,400.00	100%	\$17,400.00
18	Additional 10% Tile Carpeting Materials	1	LUMP SUM	N/A	\$ 2,900.00	100%	\$2,900.00
19	Additional 10% Resilient Flooring	1	LUMP SUM	N/A	\$ 2,030.00	100%	\$2,030.00
20	Additional 10% Vinyl Matting	1	LUMP SUM	N/A	\$ 290.00	100%	\$290.00
21	Additional 10% Paint Materials	1	LUMP SUM	N/A	\$ 1,305.00	100%	\$1,305.00
22	Construction Waste Reduction, Disposal, and Recycling	1	LUMP SUM	N/A	\$ 2,175.00	100%	\$2,175.00
CM No.1	Contract Modification No. 1	1	LUMP SUM	N/A	\$ 9,478.53	100%	\$9,478.53
CM No.2	Contract Modification No. 2	1	LUMP SUM	N/A	\$ 13,019.41	45.9%	\$5,976.16
CM No.3	Contract Modification No. 3	1	LUMP SUM	N/A	\$ 3,671.48	100.0%	\$3,671.48
TOTAL					\$ 271,386.37		\$258,605.12

*Some percentages may be truncated.

TOTAL EARNED TO DATE:	\$258,605.12
5% TOTAL RETENTION TO DATE:	\$12,930.26
TOTAL AMOUNT PREVIOUSLY PAID:	\$231,494.16
TOTAL AMOUNT DUE CONTRACTOR:	\$14,180.70

ACCEPTED BY:

Diamond G Construction, Inc.

BY: Michael Grashuis
 DATE: January 11, 2021
 Michael Grashuis, President

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY: _____
 DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Report from December 16, 2020 closed session meeting

Background

At the conclusion of the closed session discussion at the December 16, 2020 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 16, 2020 closed session meeting.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-2
Subject: Presentation from California Special Districts Association (CSDA)

Background

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

Since 1969, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. They are the only statewide association representing all types of independent special districts including irrigation, water, wastewater, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts.

The Agency is a member of CSDA. Mr. Dane Wadlé, CSDA Senior Public Affairs Field Coordinator of the Sierra Network, has requested to address the Board of Directors and provide an update of their "Take Action Brief".

Fiscal Impact

None.

Attachments

CSDA January Take Action Brief.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAKE ACTION BRIEF

January 2021

It's a new year, a new legislative session, and the same COVID-19 with many of the top issues of 2020 back on the agenda, including wildfires, climate, housing, and homelessness just to name a few. In anticipation of the work ahead, legislative leaders established several new committees, including the Joint Legislative Committee on Climate Change Policies and Joint Legislative Committee on Emergency Management.

On January 8, Governor Gavin Newsom will unveil his 2021-22 State Budget Proposal outlining his funding priorities for the year and setting in motion the Legislature's budget process. In the meantime, legislators will continue introducing new legislation through the bill introduction deadline of February 19. CSDA will update members via Advocacy News as details emerge and as the association continues to represent special districts and the communities they serve.

Inside this edition of the Take Action Brief:

Prepare Your District for Potential COVID-19 Relief Funding.....2

Final Guidelines for the Surplus Land Act (SLA) – Progress Update.....3

Interest in Amending Mitigation Fee Act Persists4

Updating the Brown Act to Meet the Next Emergency.....5

Implementing Cal/OSHA COVID-19 Emergency Standards6

Contact a local CSDA representative near you!

Chris Norden	Northern Network	chrisn@csda.net
Dane Wadlé	Sierra Network	danew@csda.net
Colleen Haley	Bay Area Network	colleenh@csda.net
Cole Karr	Central Network	colek@csda.net
Charlotte Holifield	Coastal Network	charlotteh@csda.net
Chris Palmer	Southern Network	chrisp@csda.net



➤ COVID-19 RELIEF FUNDING

CSDA's Advocacy action priority is to work with the Administration, various state agencies, and the federal government to ensure special districts receive equitable access to COVID-19 relief funding should it become available.

Prepare Your District for Potential COVID-19 Relief Funding

As part of ongoing efforts to secure special district access to COVID-19 relief funding, CSDA will host a live discussion on Tuesday, January 19, at 10:00 a.m. The webinar will cover:

- How to prepare for accessing future COVID-19 relief monies
- Guidelines for existing relief programs
- Best practices in securing funding

Following the webinar, CSDA will open a member-wide survey necessary to update statistics on special districts' pandemic impacts. Responses to the 2021 COVID-19 survey will be due Friday, February 5. The survey data is critical to CSDA's ongoing efforts to achieve relief funding for special districts and the communities they serve.

Take Action

Help Special Districts Secure COVID-19 Relief Funding:

1. Participate in Webinar on January 19

COVID-19 Funding Relief: How Your District Should Prepare for Accessing Future Dollars

Date: Tuesday, January 19, 2021

Time: 10:00a.m. – 11:00a.m.

Registration: [csda.net](https://www.csdanet.org)

2. Complete Survey by February 5

Survey link will be emailed to members following January 19 webinar

During the January 19 webinar, CSDA staff will offer insights on current COVID-19 advocacy efforts, an overview of the Coronavirus Relief Fund program and information to be used for potential future relief funding applications, and a question and answer period.

Jim Friedl, Conejo Recreation and Park Districts General Manager will share best practices for preparing documents to demonstrate need. James Zervis, Kern County Chief Operations Officer, will also join to offer their perspective on the county's administrative procedure of its \$2 million relief program for Kern County's special districts. A questions and answer period will follow the program.



➤ REVENUE, FINANCES, AND TAXATION

CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

Final Guidelines for the Surplus Land Act (SLA) – Progress Update

The final guidelines for the Surplus Land Act (SLA) anticipated for a January 1, 2021 release by the California Department of Housing and Community Development (HCD) have not yet been posted but should be forthcoming. Once the final guidelines are published to hcd.ca.gov, CSDA will update members via the [Advocacy News blog](#).

Background

In 2019, Governor Gavin Newsom signed [AB 1486 \(Ting, 2019\)](#), which made several changes to the requirements in the Surplus Land Act (SLA). In response to AB 1486, on November 13, 2020 HCD released [Surplus Land Act \(SLA\) draft guidelines](#) with the associated comment period concluding December 7, 2020.

CSDA took lead in organizing and drafting a local government coalition comment letter and encouraged special districts who lease land or may otherwise be impacted by the guidelines to also submit comments. More than two dozen special districts alerted CSDA to their comment submissions. However, it remains to be seen if this substantive feedback persuaded HCD to reconsider some of the more problematic sections of the draft guidelines, including:

1. **Exclusion of Special District “Exemption”** – During the legislative process, CSDA secured an important exemption for special district lands into AB 1486, and this provision is errantly missing from the list of “exempt surplus land” types. The absence of this on the list of exemptions could confuse the public and needs to be added into the guidelines prior to its final form.
2. **Notice of Exemption Determination** – HCD states local agencies must notify the state every time a district declares land to be exempt surplus land and provide written findings, which is not specified in statute and has no basis under the SLA.
3. **Misstates Current Law to Include Leases in the Definition of Disposal** – Per the drafted guidelines, “disposition of surplus land” means the sale or lease of local agency-owned land formally declared surplus, despite the Legislature explicitly amending the term “lease” out of the definition within AB 1486 due to local government concerns. The new interpretation by HCD has no basis under current law.

Looking Ahead

Assemblymember Phil Ting, the legislator who authored AB 1486, has indicated plans to author an AB 1486 technical clean-up bill this session. Such legislation would likely be introduced in the form of a “spot bill” as a placeholder for any substantive amendments that may later be deemed appropriate. A bill of this nature has not yet “crossed the desk” for formal introduction. However, the deadline for doing so is not until February 19. While the stated intent of any such bill is to provide clarifying language, CSDA advocacy staff will closely monitor all developments should a bill materialize and amendments become substantive in nature. Notably, Assemblymember Ting has maintained interest in further addressing the law surrounding leases within the SLA.

If you would like to provide input on developments and strategy related to this issue sign up for CSDA's Public Works Expert Feedback Team at csda.net/get-involved. If you have additional questions, please contact Alyssa Silhi, CSDA's Legislative Representative leading this issue area, at alyssas@csda.net.



Interest in Amending Mitigation Fee Act Persists

As the State Legislature continues to grapple with the issues of the day, including housing and homelessness, some interests would like to revisit the issue of developer fees as a means of promoting new housing. Local agencies depend on these fees to mitigate the impact of new development on parks, fire protection, flood control, and other essential services. Developer fees are those fees and charges found in the Mitigation Fee Act (MFA) that include both impact fees and connection and capacity charges.

Over the past few years, CSDA has been responsive to, and largely successful in defeating, legislative calls to cap, waive, or otherwise alter the MFA in such a way that harms essential services.

Prior to the COVID-19-related changes to the Legislature's priorities in 2020, legislators submitted a robust package of housing and MFA related measures. These included changes to nexus methodologies, fee protests, fee deferrals, and caps on the totality of fees per project. The same week, the State Senate and Assembly Committees for housing and local government held a joint informational hearing on the issue titled "The Price of Civilization" ([Full Video Here](#)) which was a robust discussion about the role that fees play, or don't play, in the production of housing stock and livable communities.

CSDA members Irvine Ranch Water District and North of the River Recreation and Park District spoke on a panel and discussed capacity and connection charges and impact fees respectively. A clip of North of the River Recreation and Park District's moving testimony can be viewed on [CSDA's youtube channel](#).

Legislative measures introduced in 2020 were unsuccessful, largely given the altered legislative cycle and re-prioritization of legislation due to the pandemic. However, the idea to further legislate developer fees has persisted. In the fall of 2020, the University of California's Turner Center for Housing Innovation [released a new study](#) with recommendations regarding the effect of developer fees on housing. The report highlighted nexus studies and suggested the Legislature look at the methodologies, levels of expected service, and feasibility studies related to developer fees. This was a follow up to a previous study [released in 2019](#).

The release of the new developer fee study coincided with a small stakeholder working group hosted by Assemblymember Tim Grayson (D-Concord) to explore the suggestions of the Turner Center and other proposals, such as those found in last year's legislative package. CSDA is representing special districts.

Take Action

CSDA has been asked to provide feedback on the following questions, please share your responses with CSDA Legislative Representative Anthony Tannehill at anthonyt@csd.net

- 1. What general policies could be implemented to make the imposition of fees and exactions more clear, consistent, and accountable?*
 - 2. What steps can be taken to make it easier for local jurisdictions to comply with transparency and reporting requirements?*
 - 3. How can local jurisdictions provide cost certainty to developers, at least in terms of fees and exactions? When in the process is it reasonable to expect an accurate accounting of the total cost burden?*
 - 4. What are some concrete examples of how these fees are used?*
-



➤ GOVERNANCE AND ACCOUNTABILITY

CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community

Updating the Brown Act to Meet the Next Emergency

CSDA is looking to update the Brown Act to allow for remote meetings during emergency declarations so that public agencies will not have to wait for an Executive Order from the Governor to hold such meetings.

On March 19, 2020 California Governor Gavin Newsom issued a stay-at-home order to protect public health and establish consistency in health orders across the state in order to slow the spread of COVID-19. In light of the statewide stay-at-home order and the need to keep individuals physically distanced from one another, Governor Newsom issued a number of subsequent executive orders ([N-25-20](#), [N-29-20](#), [N-35-20](#)) modifying the requirements of the Brown Act so that local agencies may meet remotely.

CSDA intends to sponsor legislation to update this area of the Brown Act and is seeking feedback from members regarding their experiences meeting remotely during the pandemic. In particular:

1. What has been your agency's experience with remote meetings? Have they been successful?
2. What favorable outcomes, if any, have occurred as a result of the transition to holding meetings remotely?
3. Have there been any problems with your district switching to remote meetings? Has your district had to contend with any issues that may be raised by using technology that may not be accessible to members of your community?
4. The executive orders retain [the agenda/meeting notice posting requirements specified within the Brown Act](#). Has your district had difficulty in observing the notice requirements? If so, do you have any suggestions on how the notice requirements could be improved or updated?
5. Current law requires at least 24-hour notice prior to a public agency holding an emergency meeting. What, if any modifications would you propose to [the 24-hour notice requirements currently included within the Brown Act](#) in order to better facilitate that 24-hour notice?
6. Would your district benefit from being able to meet remotely during emergencies generally (as opposed to on a more limited scale specific to a public health pandemic like COVID-19)? If so, on what emergency occasions would your district have benefitted from being able to meet remotely *in the past* (e.g., evacuations for fire, flood, etc.)?
7. Are there any other thoughts regarding remote meeting requirements you would like to share with CSDA?

Take Action

Email your feedback to CSDA Legislative Analyst Marcus Detwiler at marcusd@cdda.net



➤ HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Implementing Cal/OSHA COVID-19 Emergency Standards

The California Occupational Safety and Health Standards Board (Cal/OSHA) passed emergency temporary standards on COVID-19 prevention in the workplace that took effect immediately on November 30, 2020. The new emergency standards, which are binding and enforceable against nearly all California employers, require that employers must prepare, implement, and maintain a written COVID-19 Prevention Program (CPP). In an effort to simplify the program requirements, the standards state that the CPP may be integrated as part of an employer's Injury and Illness Prevention Plan (IIPP) or maintained in a separate, standalone document.

Resources on the new Cal/OSHA COVID-19 Emergency Standards can be found at csda.net, including a template, webinars, and a detailed article written by Darrell Uran, Director of Marketing at Atkinson, Andelson, Loya, Ruud & Romo.

Take Action

CSDA needs to hear from you about any challenges your district has been facing in implementing the new Cal/OSHA requirements. CSDA will continue working to provide feedback to the Standards Board to be considered in future updates and amendments to the standards.

Please email feedback regarding the new Cal/OSHA COVID-19 Emergency Standards and any challenges your district has experienced to CSDA Senior Legislative Representative Dillon Gibbons at dillong@csda.net.

CSDA will keep your name and the name of your district's name confidential, absent your consent, when sharing responses with the Standards Board.



➤ OTHER WAYS TO TAKE ACTION

Learn More

Our Spring SDLA Conference has been moved to Virtual!

[Register now](#) for our SDLA Module Virtual Workshops:

SDLA Module 1: Governance Foundations
March 24 and 25, 2021
1:00 – 4:00 p.m. each day

SDLA Module 2: Setting Direction
April 12 and 13, 2021
9:00 a.m. – 12:00 p.m. each day

SDLA Module 3: Board's Role in Finance
May 12 and 13, 2021
9:00 a.m. – 12:00 p.m. each day

SDLA Module 4: Board's Role in HR
May 26 and 27, 2021
9:00 a.m. – 12:00 p.m. each day

**If you need assistance paying for any CSDA Education,
the Special District Leadership Foundation is here to help.**

Apply for the [2021 Dr. James Kohnen Scholarship](#) today to attend the SDLA Virtual Modules.

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email romanw@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email updates@csda.net for help accessing these additional member resources.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-3
Subject: Presentation from Wilderness Forestry, Inc.

Background

Mr. Wesley Hansen of Wilderness Forestry, Inc. contacted management to determine if the Agency would be interested in leasing Agency property for development of a green waste facility. The desired location for the facility along Joerger Drive and is approximately 20 acres

Attached is Figure 1 identifying the potential areas for lease along Joerger Drive. Based on preliminary review, it appears the Agency could lease an area for development. Depending on specific area location, there may be some required amendments to the current agreement with Teichert & Son, Inc. to address current reclamation requirements. There may also be the following potential issues with development:

- The potential area is over the soil aquifer treatment field.
- There are potential reclamation obligations to the California State Mining and Geology Board and Town of Truckee that may be impacted.
- There could be environmental impacts (e.g., noise, aesthetics, air quality, water quality) associated with the proposed use of the potential area.
- The development of the area would be subject to the Town of Truckee zoning, planning, and permitting requirements.
- There may be required amendments to easements or agreements to allow for the additional road use.

Mr. Wesley Hansen has prepared and will provide a presentation to the Board of Director defining the use of the proposed area. The presentation is attached.

Management would like to determine if the Board of Directors is interested in leasing the property to Wilderness Forestry, Inc.

Fiscal Impact

None.

Attachments

1. Green Waste Facility Proposal presentation.
2. Figure 1 identifying potential development areas.

Recommendation

No action required.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

WILDERNESS FORESTRY INC.

WESLEY HANSEN

PRESIDENT/OWNER



Green Waste
Facility
Proposal

Truckee, CA

WILDERNESS FORESTRY OVERVIEW

- Wilderness Forestry (WF) specializes in mastication services in the Reno/Sparks and Truckee area which then morphed into a small scale land management company
- WF specializes in 1-40 acre parcels in which we: fell cut, thin, chip, masticate, and remove overgrowth to protect property from wildfires
- WF operates Caterpillar skid steers, excavators with mastication heads, track chippers, Stihl saws and large brush trimmers
- WF fills a need in Truckee for a larger scale forestry company that provides services that local arborist companies cannot



GREEN WASTE DISPOSAL

“California generates about 23 million tons of organic waste every year¹”. The amount of green waste being dumped into California landfills will surge with Governor Newsom’s budget increases to prevent wildfires through proactive thinning and defensible space projects.

Fuels reduction projects have increased exponentially in the Tahoe-Truckee region for this exact reason. Contractors and tree services have been in high demand due to the number of trees and amount of brush that needs to be removed from private property, commercial property, and government lands. The question of what to do with the organic waste has been a problem for homeowners and contractors alike.

We at Wilderness Forestry want to provide an economical alternative for local residents, contractors, municipalities, and tree services to dispose of their biomass in an eco-friendly way. The key to reducing GHG emissions is to recycle this green waste as biomass for cogeneration facilities or repurposing mulch as landscaping material rather than dumping organics in our landfills. “Every year, millions of tons of green waste is disposed of in landfills instead of being recycled as [mulch](#) or [compost](#). Landfilling green waste shortens the life of landfills and contributes to Green House Gas (GHG) emissions²”.

By not only opening a green waste facility, but by offering storage to local tree service companies, we can significantly cut down on GHG emissions by eliminating trips to the dump. Local tree services and arborists would be able to dump their green waste at our facility and store their equipment at the same location eliminating unnecessary driving. By also offering equipment maintenance and a service center on location we would be eliminating the need for local tree service companies to haul their equipment to Sacramento to be serviced, further reducing GHG emissions and working days lost due to transport to and from Sacramento.

We at Wilderness Forestry know that these business ventures will benefit local citizens, local municipalities, construction companies, tree services, and HOAs. As more people begin to work remotely due to COVID-19 we will only see Truckee grow, and the need for a green waste facility will grow along with it. We are excited for the opportunity and look forward to speaking with you regarding the Joerger Drive property

- 1. <https://www.calrecycle.ca.gov/blogs/in-the-loop/in-the-loop/2019/02/11/california-ramps-up-green-waste-recycling>
- 2. [https://www.petersoncorp.com/applications/green-waste-recycling/#:~:text=Every%20year%2C%20millions%20of%20tons,House%20Gas%20\(GHG\)%20emissions](https://www.petersoncorp.com/applications/green-waste-recycling/#:~:text=Every%20year%2C%20millions%20of%20tons,House%20Gas%20(GHG)%20emissions)
- 3. <https://www.latimes.com/california/story/2020-01-09/gavin-newsom-proposes-more-spending-on-california-wildfire-efforts>



GREEN WASTE DISPOSAL CONTINUED

- Wilderness Forestry Inc. plans to use the 20 acre parcel on Joerger Dr. in Truckee California for the following business ventures:
 - Commercial and residential green waste facility
 - Process green waste eg: logs, root balls, brushy material, limbs, trees, wood construction waste, using a horizontal grinder for sale to cogeneration facilities as well as generating mulch for sale to materials suppliers.
 - Storage location for local Tahoe tree services and arborists
 - Equipment service center
- With Sacramento being the closest location for tree service companies working in the Tahoe area there is a need for a service center capable of repairing large equipment in the region.
- Future plans for the site:
 - Small Scale lumber mill
 - Community or HOA green waste pickup
 - Firewood lot
 - Wood shop
 - Process asphalt shingles to recycle for Teichert's hot plant
- The ideal timeframe to open the facility is Spring (April target)



COSTS AND FIGURES

Horizontal Grinder

- \$350-600,000 used
- 500 gallons fuel a day plus high maintenance costs
- Grinds 360 yards or 95 tons of waste an hour
- 1000 tons or 3600 yards a day
- Roughly 28 chip truck loads a day and that is if the chips are dry and not full of water

Trucking

- Infancy stages, facility will sub contract the hauling of chips
- \$1200.00 a day in trucking
- Chip van holds 35 dry tons of chips
- One trip a day to Honey Lake Power in Susanville, CA



COSTS AND FIGURES CONTINUED

Honey Lake Power

- Purchases 3 inch minus chips at \$65.00 a dry ton
- Chip van holds roughly 135 dry yards at 550 lbs a yard
- 75,000 lbs of chips at \$65.00 a dry ton equates to \$2,275 a truck load minus \$1,200. \$1,075 profit

Tipping Fees

- \$7.00 a yard for un-processed green waste eg. Limbs, cut brush, chips, logs etc.
- If debris is severely contaminated, a surcharge will be added eg. Rocks, dirt etc
- Pine needles will either be burned under Truckee Fires supervision or taken to the Lockwood Landfill in Nevada



MECHANIC SHOP ON SITE

- Imperative in order to keep machinery and green waste facility running at maximum efficiency
- Limits downtime during peak season
- Creates more Jobs in the Truckee area
- Assists other tree services, trucking companies, and contractors that need help with equipment
- Less downtime means more productivity and more productivity equates to keeping Truckee safe from the dangers of wildfire



WOOD SHOP ON SITE

- Sierra Pacific Industries will not be taking any saw logs for the next 1-2 years due to the sudden influx of burned logs from the recent wildfires in California
- Build a small scale wood mill to utilize the saw logs brought in by contractors to build furniture
- The saw dust created will be turned into presto logs
- Wood that is not suitable for milling will be split and sold as firewood
- Create more jobs in the Truckee Area



GREEN WASTE PICKUP

- The Tahoe Donner green waste program that began years ago, has not only gotten out of hand due to the abuse of some contractors, but it has also become a fire hazard.
 - Tahoe Donner Forestry does not have the man power or resources to pick up the green waste lying on the road before an early winter.
- Wilderness Forestry will pick up the green waste for Tahoe Donner (or any other community) with a self loading debris truck and process the waste back at the green waste facility.
- The current process used by Tahoe Donner is extremely expensive and time consuming.
 - The customer or contractor leaves windrows of waste on the side of the road, Tahoe Donner Forestry sends out a hand chipping crew to chip the waste, once the chip van is full, it is taken back to Tahoe Donner Forestry where it is piled and processed once again by a horizontal grinder in order to achieve the correct chip size. It is then loaded into chip vans and hauled to Honey Lake.
- Wilderness Forestry can cut costs, the amount of fuel burned, and time spent making the process much more efficient and eco-friendly.

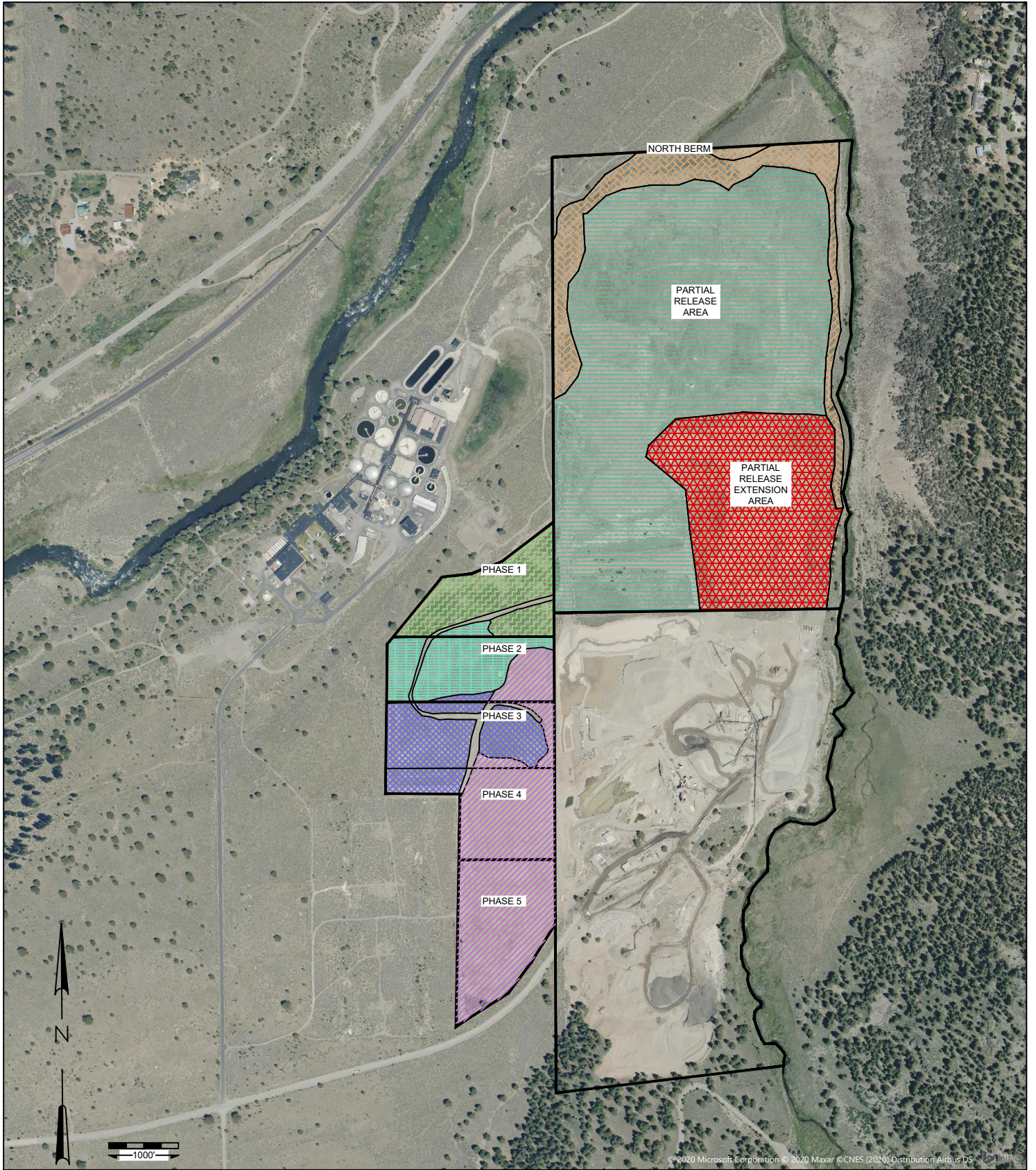


BIOMASS FOR ENERGY

- Burning wood derived biomass enables us to harness the energy rather than leaving the tree to decay naturally, which still releases carbon dioxide and methane into the Earth's atmosphere
 - As a tree grows, it captures carbon dioxide from the air, water moves up the trunk. Water and carbon dioxide combine in the presence of sunlight, and in the leaves, the process of photosynthesis takes place. As part of photosynthesis, trees take in carbon dioxide, release oxygen and produce sugars. Those sugars move down the trunk of the tree. Those sugars are converted to wood.
 - Water is used by decay fungi, and as the fungi works on the wood, the wood is then converted back to carbon dioxide. Burning that wood for heat speeds up the process, he said, but it's carbon neutral, as long as it's managed in a way that allows for new growth and new opportunities for carbon absorption. Wood is a renewable resource, assuming that the forests that the wood is taken from are managed sustainably.
- Burning wood chips for energy is an environmentally friendly way to dispose of wood waste

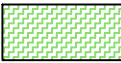


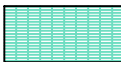
FIGURE 1




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 REVEGETATED IN 2008, MONITORING COMPLETE IN 2013, 7.5± ACRES


 REVEGETATED IN 2009, MONITORING COMPLETE IN 2015, 6.0 ± ACRES

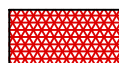
 REVEGETATED IN 2010, MONITORING COMPLETE IN 2015, 8.3± ACRES

 REVEGETATED IN 2017, 19.0± ACRES, **RECLAMATION INCOMPLETE**

 T-TSA MINING PHASES

 NORTH BERM, (RECLAIMED IN 2002-2005) 8.5± ACRES

 PARTIAL RELEASE AREA, (RECLAIMED IN 2011-2013) 62.8± ACRES

 PARTIAL RELEASE EXTENSION AREA, (RECLAIMED IN 2014) 26.0± ACRES **RECLAMATION INCOMPLETE**



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-4
Subject: Approval of updated Annual Performance Evaluation template

Background

In October 2020, the Board approved the Agency's new Annual Performance Evaluation template, which is to be incorporated into Trakstar, along with the criteria upon which the evaluation template was built. The criteria are comprised of Agency Core Values and Functional Competencies (CV/FC). Each position has been carefully evaluated and weighted appropriately in relation to functional competencies, which will comprise 50% of the evaluation. Core Values will make up the additional 50% of the evaluation weighting. All Agency positions will be subject to the same evaluating criteria.

With the update of some job classification titles, as well as the creation of new job classifications, per the Organizational Assessment study and as approved at the December 2020 Board meeting, there was a need to update the Annual Performance Evaluation template.

Fiscal Impact

None.


Attachments

Annual Performance Evaluation template.

Recommendation

Management and staff recommend approval of the updated Annual Performance Evaluation template.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

	Core Values (50% of total)					Non-Exempt Functional Competencies							Exempt Functional Competencies							TOTAL	
	Service	Professionalism	Teamwork	Initiative	Communication	Job Knowledge	Leadership	Compliance & Enforcement	Planning & Organization	Problem Solving	Quality of Work	Safety	Fiscal Responsibility	Job Knowledge	Judgment	Managerial Leadership	Managing Projects or Programs	Planning & Organization	Quality of Work		Supervisory/Professional Leadership
NON-EXEMPT																					
ACCOUNTING SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	7%	7%	8%	10%										100%
ACCOUNTING TECHNICIAN I/II	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
ASSISTANT ENGINEER	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
ASSOCIATE ENGINEER	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
CHEMIST I/II/III	10%	10%	10%	10%	10%	8%	5%	7%	7%	6%	10%	7%									100%
CMMS/GIS TECHNICIAN	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
CUSTOMER SERVICE SPECIALIST I/II	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
EXECUTIVE ASSISTANT/BOARD CLERK	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
E&I SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
E&I TECHNICIAN I/II/III	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
INVENTORY CONTROL SPECIALIST	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
IT SPECIALIST	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
MAINTENANCE MECHANIC I/II/III	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
MAINTENANCE SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
OPERATIONS SHIFT SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
OPERATIONS SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
OPERATOR I/II/III	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
PURCHASING AGENT I/II	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
SAFETY OFFICER	10%	10%	10%	10%	10%	8%	5%	7%	10%	8%	5%	7%									100%
EXEMPT																					
FINANCE & ADMINISTRATIVE DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
CHIEF PLANT OPERATOR	10%	10%	10%	10%	10%								8%	7%	7%		8%	7%	5%	8%	100%
ENGINEERING DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
GENERAL MANAGER	10%	10%	10%	10%	10%								10%	5%	10%	13%	5%	7%			100%
HUMAN RESOURCES ADMINISTRATOR	10%	10%	10%	10%	10%									8%	10%	10%	10%	7%	5%		100%
INFORMATION TECHNOLOGY DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
LABORATORY DIRECTOR	10%	10%	10%	10%	10%								8%	7%	7%		8%	7%	5%	8%	100%
MAINTENANCE DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
OPERATIONS DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
SENIOR ENGINEER	10%	10%	10%	10%	10%								8%	7%	7%		8%	7%	5%	8%	100%



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-5
Subject: Approval of the Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy

Background

The Tahoe-Truckee Sanitation Agency Employee Handbook became effective in April 2020. In April 2020, as mandated by the Department of Labor, TTSA enacted on an emergency, temporary basis, the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus). This emergency and temporary policy was effective from April 1, 2020 until December 31, 2020. This law has now expired.

As COVID-19 continues to cause a nationwide disturbance, the Agency nonetheless continues to desire to provide certain benefits to employees who are impacted by the COVID-19 pandemic. The attached document will provide Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) benefits to employees from January 1, 2021 until June 30, 2021. Because the federally mandated law has expired, the Agency desires to extend the benefit of EFMLA and EPSL, while not extending the federal mandate of the policy. Employees will be offered a time extension to the EFMLA and EPSL benefits.

Fiscal Impact

Salary cost for eligible employees.


Attachments

Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy.

Recommendation

Management and staff recommend approval of the Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy, with an effective date of January 1, 2021.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
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

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

Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy

Purpose

The federal law requiring employers to provide Emergency Family Medical Leave (“EFMLA”) and Emergency Paid Sick Leave (“EPSL”) expired as of December 31, 2020. The Agency nonetheless continues to desire to provide certain benefits to employees who are impacted by the COVID-19 pandemic. Towards that end, the Agency will provide the following benefits to eligible employees who: 1) have been employed with TTSa for at least 30 days, and 2) did not exhaust their EFMLA and/or EPSL entitlements under the expired federal law. Any unused portion of the original EFMLA and/or EPSL entitlement will remain available for eligible employees to utilize through June 30, 2021. This new policy is in effect January 1, 2021 through June 30, 2021.

For eligible employees, they may request to use any balance of EFMLA and/or EPSL for the following reasons:

Emergency Family and Medical Leave Act (EFMLA)

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy

Duration of Leave

Employees will have up to 12 weeks of leave to use from January 1, 2021, through June 30, 2021, for the purposes stated above. This time is included in, and not in addition to, the total FMLA/CFRA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 8 weeks of EFMLA/FMLA/CFRA leave, that employee would be eligible for another 4 weeks of EFMLA/FMLA/CFRA leave under this policy.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick, personal, administrative leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over beyond the date of this policy.

Employee Status and Benefits During Leave

While an employee is on leave, the Agency will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium (if any). During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

Procedure for Requesting Leave

All employees requesting EFMLA leave must provide written notice of the need for leave to HR as soon as practicable.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration, which may not extend beyond the date of this policy.

On a basis that does not discriminate against employees on EFMLA leave, the Agency may require an employee on EFMLEA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes EFMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

Please contact the HR department with any questions.

**Emergency Family and Medical Leave Act (EFMLA) and
Emergency Paid Sick Leave (EPSL) Policy**

Emergency Paid Sick Leave (EPSL)

Eligibility

All full-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Individual” is generally a person within the employee’s immediate family, someone who resides regularly within the employee’s household, or a person with whom the employee has a relationship that would create an expectation that the employee would care for them. Additionally, the individual must depend upon the employee for such care.

Amount of Paid Sick Leave

All eligible full-time employees will have any unused and remaining balance, up to 80 hours of EPSL, available to use for the qualifying reasons above. This unused and remaining balance is carried-over from the previous benefit entitlement of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), which expired on December 31, 2020.

Rate of Pay

EPSL will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use EPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on EFMLA leave under this policy may use EPSL during the first 10 days of normally unpaid EFMLA leave.

**Emergency Family and Medical Leave Act (EFMLA) and
Emergency Paid Sick Leave (EPSL) Policy**

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their department manager or HR of the need and specific reason for leave under this policy.

Once EPSL has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive emergency paid sick time.

Carryover

EPSL under this policy will not be provided beyond June 30, 2021. Any unused EPSL will not carry over beyond the date of this policy.

Please contact the HR department with any questions.



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

Request for Emergency Paid Sick Leave (EPSL)

To request EPSL, please complete the following request form and submit to your department manager or Human Resources as soon as possible before leave commences.

Employee Name (print clearly): _____

Department/Job Title: _____

Requested Leave Start Date: _____ Estimated End Date: _____

The amount of emergency paid sick leave being requested is _____ hours.

The reason for this emergency paid sick leave request is (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) I am caring for an individual who is subject to either number 1 or 2 above.
- 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.
- 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

Employee Signature _____ Date _____



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David Smelser
Blake Tresan
S. Lane Lewis
General Manager
LaRue Griffin

Request for Expanded Family Medical Leave Act (EFMLA)

To request Expanded Family Medical Leave Expansion Act (EFMLA), please complete the following request form and submit to your department manager or Human Resources as soon as possible before leave commences.

Employee Name: _____ Date of Request: _____

Department: _____ Position/Title: _____

I request to utilize EFMLA due to a need to care for my child because the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19. **Please attach proof of the school/place of care closure due to COVID-19.**

Method of Leave Requested

_____ A. Consecutive Leave

_____ B. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

Election of Emergency Paid Sick Leave (EPSL)

_____ A. I elect to use EPSL during my leave, as follows:

_____ B. I elect to use accrued time, other than EPSL, as follows:

Date leave is to begin: _____ Expected duration of leave: _____

Employee Signature _____ Date _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-6
Subject: Approval of Resolution No. 1-2021 amending Resolution No. 12-2020 concerning employee benefit changes

Background

In September 2020, the Board adopted Resolution No. 12-2020, which approved certain employee benefit changes. The changes included modifications to the Agency vision benefit reimbursement program. Resolution No. 12-2020 provides for the vision reimbursement program to be operated on a July 1 to June 30 fiscal year basis.

Since the adoption of Resolution No. 12-2020, the Agency has determined that it would be more appropriate to administer the vision reimbursement program on a calendar year basis. This is necessitated by the new HRA administrator and will make all employee benefits operated on a calendar basis.

Fiscal Impact

The Agency provides a reimbursement of \$400 per employee and dependent. The financial impact would be minimal and only be applicable to those that had been previously reimbursed from July 1, 2020 to December 31, 2020.


Attachments

Resolution No. 1-2021.

Recommendation

Management and staff recommend approval of Resolution No. 1-2021 amending the employee vision benefit cycle from fiscal year to calendar year.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

RESOLUTION NO. 1 - 2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TAHOE-TRUCKEE SANITATION AGENCY
AMENDING RESOLUTION NO. 12-2020 CONCERNING
EMPLOYEE BENEFIT CHANGES**

BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency as follows:

1. Recitals. This resolution is adopted with reference to the following background recitals:

a. In September 2020, the Board adopted Resolution No. 12-2020, which approved certain employee benefit changes. The changes included modifications to the Agency vision benefit reimbursement program. Resolution No. 12-2020 provides for the vision reimbursement program to be operated on a July 1 to June 30 fiscal year basis.

b. Since the adoption of Resolution No. 12-2020, the Agency has determined that it would be more appropriate to administer the vision reimbursement program on a calendar year basis. The Board therefore desires to adopt this resolution to make that modification.

2. Amendment of Vision Benefit. The Board amends Resolution No. 12-2020 to provide that the vision benefit reimbursement program shall be administered on a calendar year basis instead of a fiscal year basis.

3. Effective Date. This resolution shall take effect retroactive to January 1, 2021.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 20th day of January 2021, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dale Cox, President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-7
Subject: Approval to solicit bids for the 2021 Plant Painting project

Background

The 2021 Plant Painting project builds on the recent painting projects of 2016, 2018, and 2020. 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 Secondary Clarifier No. 2 and Stripper Basin No. 58.

The construction work contemplated would be performed by a general contractor with field work slated to occur between May 17, 2021 and August 6, 2021.

Fiscal Impact

The engineer's estimate for this project is \$350,000, which is less than the original budgeted amount of \$500,000. This decrease is due to the need to defer work on coating Stripper Basin No. 57 to a future year due to constructability constraints.


Attachments

2021 Plant Painting project contract drawings.

Recommendation

Management and staff recommend approval to solicit bids for the 2021 Plant Painting project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



REGIONAL WATER RECLAMATION PLANT

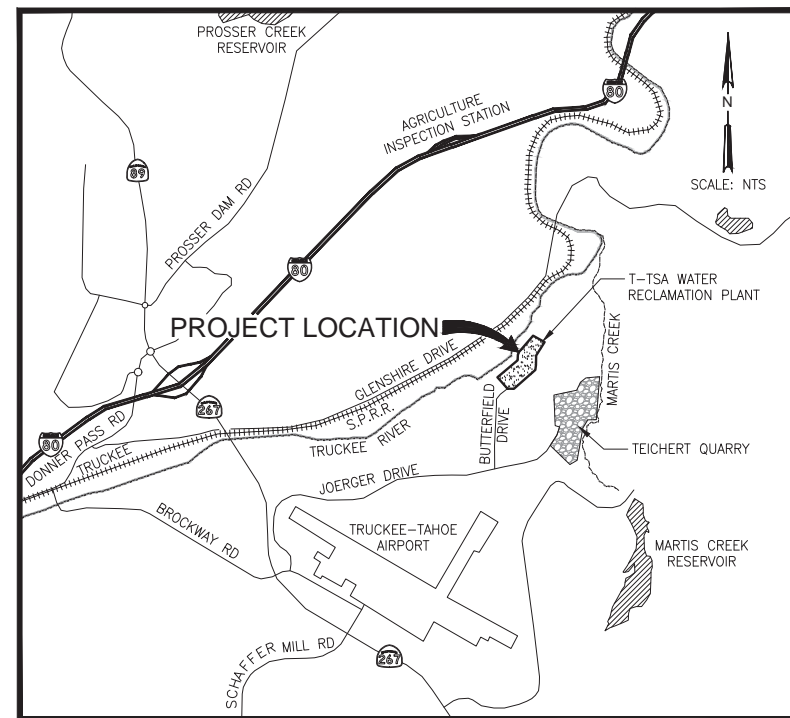
2021 PLANT PAINTING PROJECT

JANUARY 2021

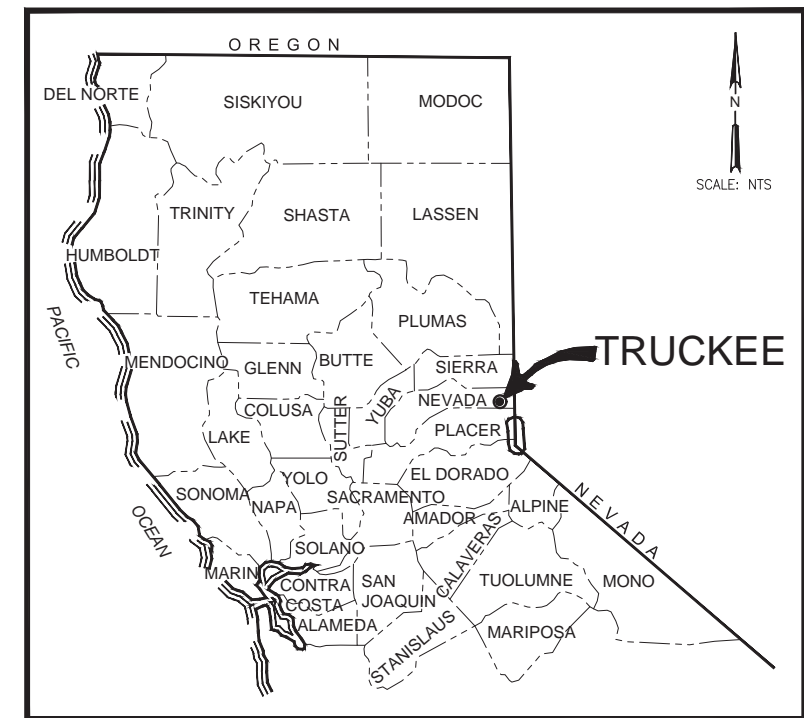
BOARD OF DIRECTORS

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

APPROVED: _____
GENERAL MANAGER
LARUE GRIFFIN



LOCATION MAP



VICINITY MAP



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



1/11/2021

2021 PLANT PAINTING PROJECT

TITLE SHEET

VERIFY SCALE

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

Designed By: AC

Drawn By: AC

Checked By: JP

Approved By: LG

SYM	REVISIONS	DATE	BY

SHEET 1 OF 6


DWG NO. G-1

DATE JAN 2021



LEGEND

CONTRACTOR STAGING AREAS 

FACILITIES TO BE WORKED ON 

SITE 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 PRIMARY 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. NFPA CLASSIFIED AREAS: PORTIONS OF THE WORK WILL BE PERFORMED IN OR ADJACENT TO AREAS CLASSIFIED BY NFPA 820 AS CLASS 1, DIVISION 1 AND/OR 2. AS SUCH, WORK METHODS, TOOLS, AND EQUIPMENT SHALL BE CONSISTENT WITH STANDARDS AND RESTRICTIONS GOVERNED BY NFPA IF PERFORMED IN THE CLASSIFIED AREAS.



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



1/11/2021

2021 PLANT PAINTING PROJECT

SITE MAP

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING

0  1"

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

Designed By: AC




Drawn By: AC

Checked By: JP/AC

Approved By: LG

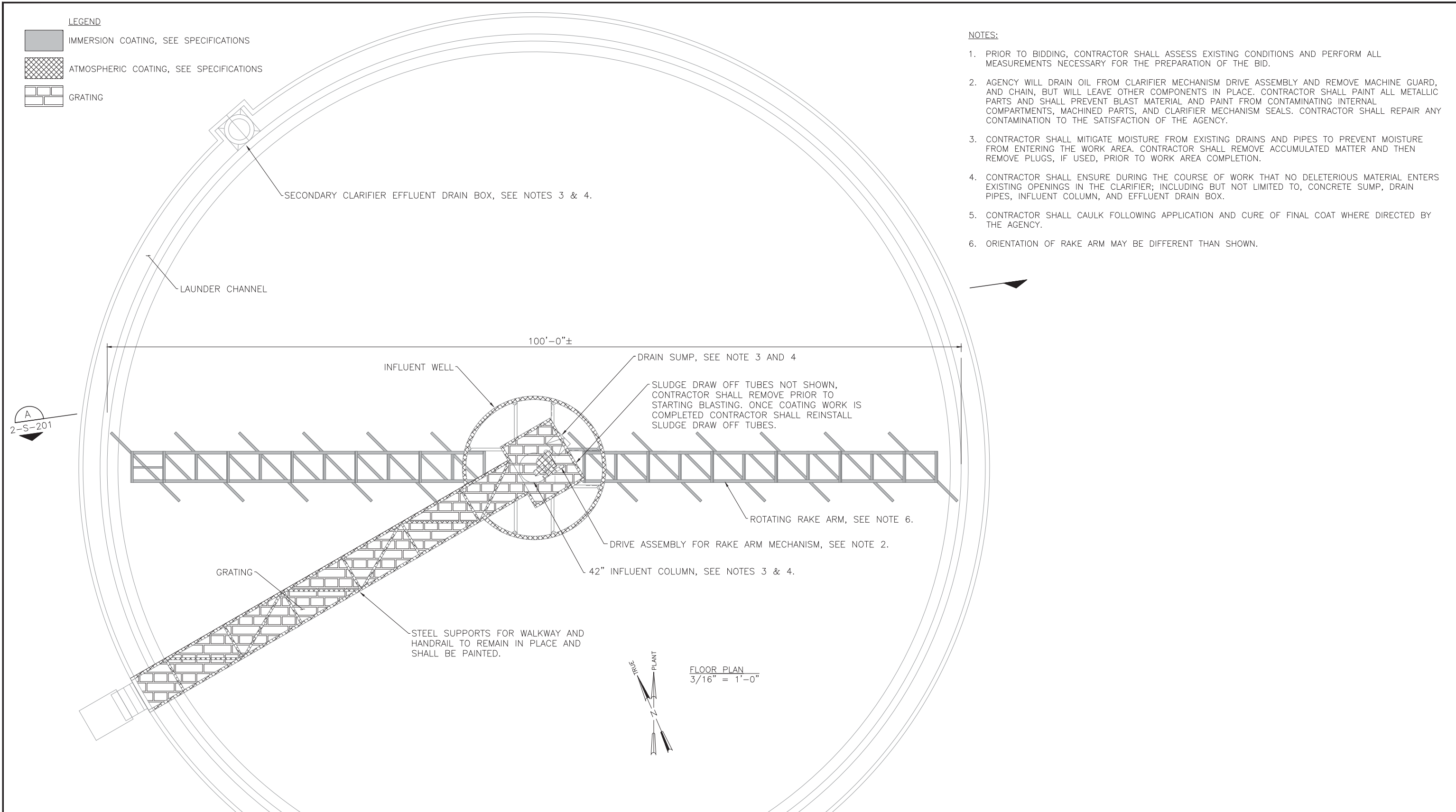
				SHEET	2 OF 6
				DWG NO.	G-2
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		

LEGEND

-  IMMERSION COATING, SEE SPECIFICATIONS
-  ATMOSPHERIC COATING, SEE SPECIFICATIONS
-  GRATING

NOTES:

1. PRIOR TO BIDDING, CONTRACTOR SHALL ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY FOR THE PREPARATION OF THE BID.
2. AGENCY WILL DRAIN OIL FROM CLARIFIER MECHANISM DRIVE ASSEMBLY AND REMOVE MACHINE GUARD, AND CHAIN, BUT WILL LEAVE OTHER COMPONENTS IN PLACE. CONTRACTOR SHALL PAINT ALL METALLIC PARTS AND SHALL PREVENT BLAST MATERIAL AND PAINT FROM CONTAMINATING INTERNAL COMPARTMENTS, MACHINED PARTS, AND CLARIFIER MECHANISM SEALS. CONTRACTOR SHALL REPAIR ANY CONTAMINATION TO THE SATISFACTION OF THE AGENCY.
3. CONTRACTOR SHALL MITIGATE MOISTURE FROM EXISTING DRAINS AND PIPES TO PREVENT MOISTURE FROM ENTERING THE WORK AREA. CONTRACTOR SHALL REMOVE ACCUMULATED MATTER AND THEN REMOVE PLUGS, IF USED, PRIOR TO WORK AREA COMPLETION.
4. CONTRACTOR SHALL ENSURE DURING THE COURSE OF WORK THAT NO DELETERIOUS MATERIAL ENTERS EXISTING OPENINGS IN THE CLARIFIER; INCLUDING BUT NOT LIMITED TO, CONCRETE SUMP, DRAIN PIPES, INFLUENT COLUMN, AND EFFLUENT DRAIN BOX.
5. CONTRACTOR SHALL CAULK FOLLOWING APPLICATION AND CURE OF FINAL COAT WHERE DIRECTED BY THE AGENCY.
6. ORIENTATION OF RAKE ARM MAY BE DIFFERENT THAN SHOWN.



A
2-S-201

FLOOR PLAN
3/16" = 1'-0"



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



1/11/2021

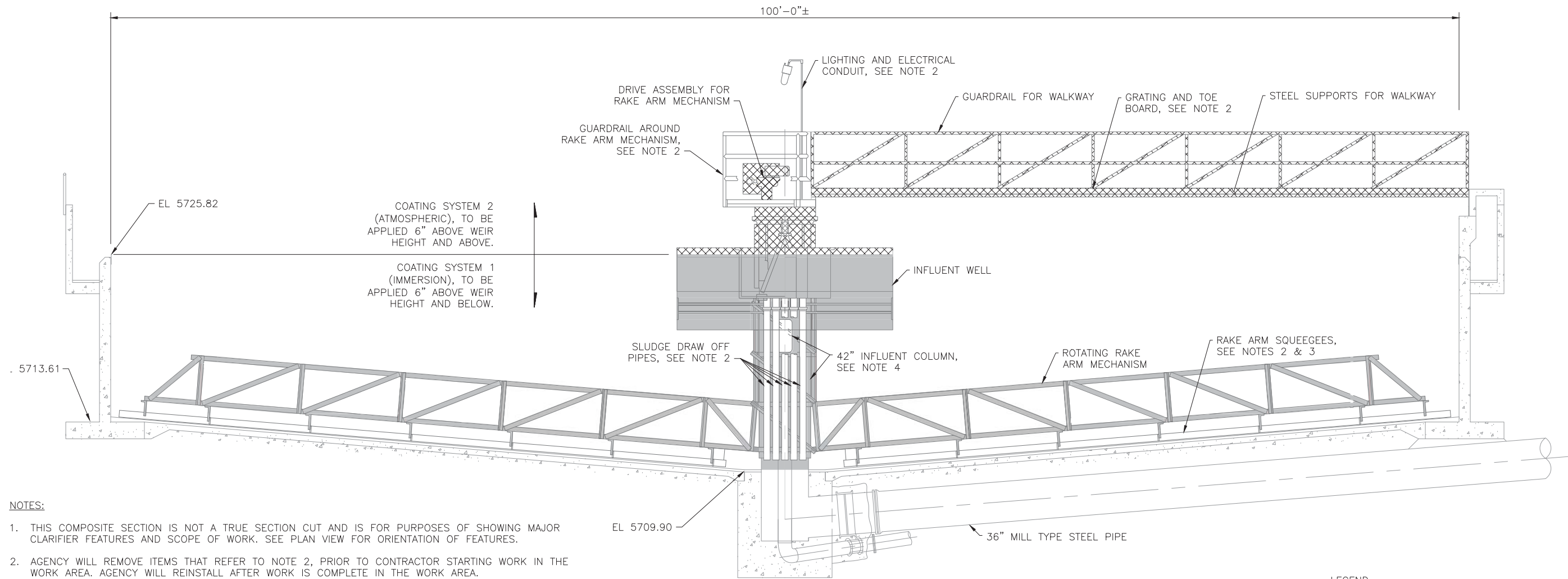
2021 PLANT PAINTING PROJECT
SECONDARY CLARIFIER STRUCTURE NO. 2 - PLAN

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

Designed By: AC
Drawn By: AC
Checked By: JP/AC
Approved By: LG

SYM	REVISIONS	DATE	BY

SHEET 3 OF 6
DWG NO. 2-S-141
DATE JAN 2021



- 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. AGENCY WILL REMOVE ITEMS THAT REFER TO NOTE 2, PRIOR TO CONTRACTOR STARTING WORK IN THE WORK AREA. AGENCY WILL REINSTALL AFTER WORK IS COMPLETE IN THE WORK AREA.
 3. THE NON-METALLIC PARTS OF THE SCUM SKIMMING ASSEMBLY, THE RAKE ARM SQUEEGEES, AND THEIR RELATED FASTENERS AND APPURTENANCES WILL BE REMOVED BY THE AGENCY PRIOR TO CONTRACTOR STARTING WORK IN THE WORK AREA. AGENCY WILL REINSTALL SAID ITEMS AFTER WORK IN THE WORK AREA IS COMPLETE. CONTRACTOR SHALL ENSURE PLACEMENT OF COATINGS AT AND NEAR FASTENER OPENINGS DOES NOT INTERFERE WITH THE OWNER'S REPLACEMENT OF FASTENERS OR CAUSE DAMAGE TO THE COATINGS DURING FASTENER REPLACEMENT.
 4. 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 UP FROM TOP OF PIPING. CONTRACTOR SHALL ENSURE NO DELETERIOUS MATERIAL ENTERS THE INFLUENT COLUMN.

SECTION
1/4" = 1'-0" 2-S-141

LEGEND

	IMMERSION COATING, SEE SPECIFICATIONS
	ATMOSPHERIC COATING, SEE SPECIFICATIONS
	EXISTING CONCRETE, NOT TO COATED



1/11/2021




2021 PLANT PAINTING PROJECT
SECONDARY CLARIFIER STRUCTURE NO. 2 - SECTION

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

Designed By: AC
Drawn By: AC
Checked By: JP/AC
Approved By: LG

				SHEET	4 OF 6
				DWG NO.	2-S-201
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		

LEGEND

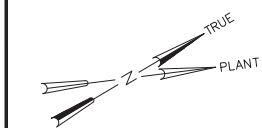
-  IMMERSION COATING, SEE SPECIFICATIONS
-  ATMOSPHERIC COATING, SEE SPECIFICATIONS
-  GRATING

NOTES:

1. PRIOR TO BIDDING, CONTRACTOR SHALL ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY FOR THE PREPARATION OF THE BID.
2. AGENCY WILL DRAIN OIL FROM RAKE ARM MECHANISM DRIVE ASSEMBLY AND REMOVE MACHINE GUARD, AND CHAIN, BUT WILL LEAVE OTHER COMPONENTS IN PLACE. CONTRACTOR SHALL PAINT ALL METALLIC PARTS AND SHALL PREVENT BLAST MATERIAL AND PAINT FROM CONTAMINATING INTERNAL COMPARTMENTS, MACHINED PARTS, AND CLARIFIER MECHANISM SEALS. CONTRACTOR SHALL REPAIR ANY CONTAMINATION TO THE SATISFACTION OF THE AGENCY.
3. CONTRACTOR SHALL MITIGATE MOISTURE FROM EXISTING DRAINS AND PIPES TO PREVENT MOISTURE FROM ENTERING THE WORK AREA. CONTRACTOR SHALL REMOVE ACCUMULATED MATTER AND THEN REMOVE PLUGS, IF USED, PRIOR TO WORK AREA COMPLETION.
4. CONTRACTOR SHALL ENSURE DURING THE COURSE OF WORK THAT NO DELETERIOUS MATERIAL ENTERS EXISTING OPENINGS IN THE BASIN; INCLUDING BUT NOT LIMITED TO, CONCRETE SUMP, DRAIN PIPES, INFLUENT COLUMN, AND EFFLUENT DRAIN BOX.
5. CONTRACTOR SHALL CAULK FOLLOWING APPLICATION AND CURE OF FINAL COAT WHERE DIRECTED BY THE AGENCY.
6. ORIENTATION OF RAKE ARM MAY BE DIFFERENT THAN SHOWN.

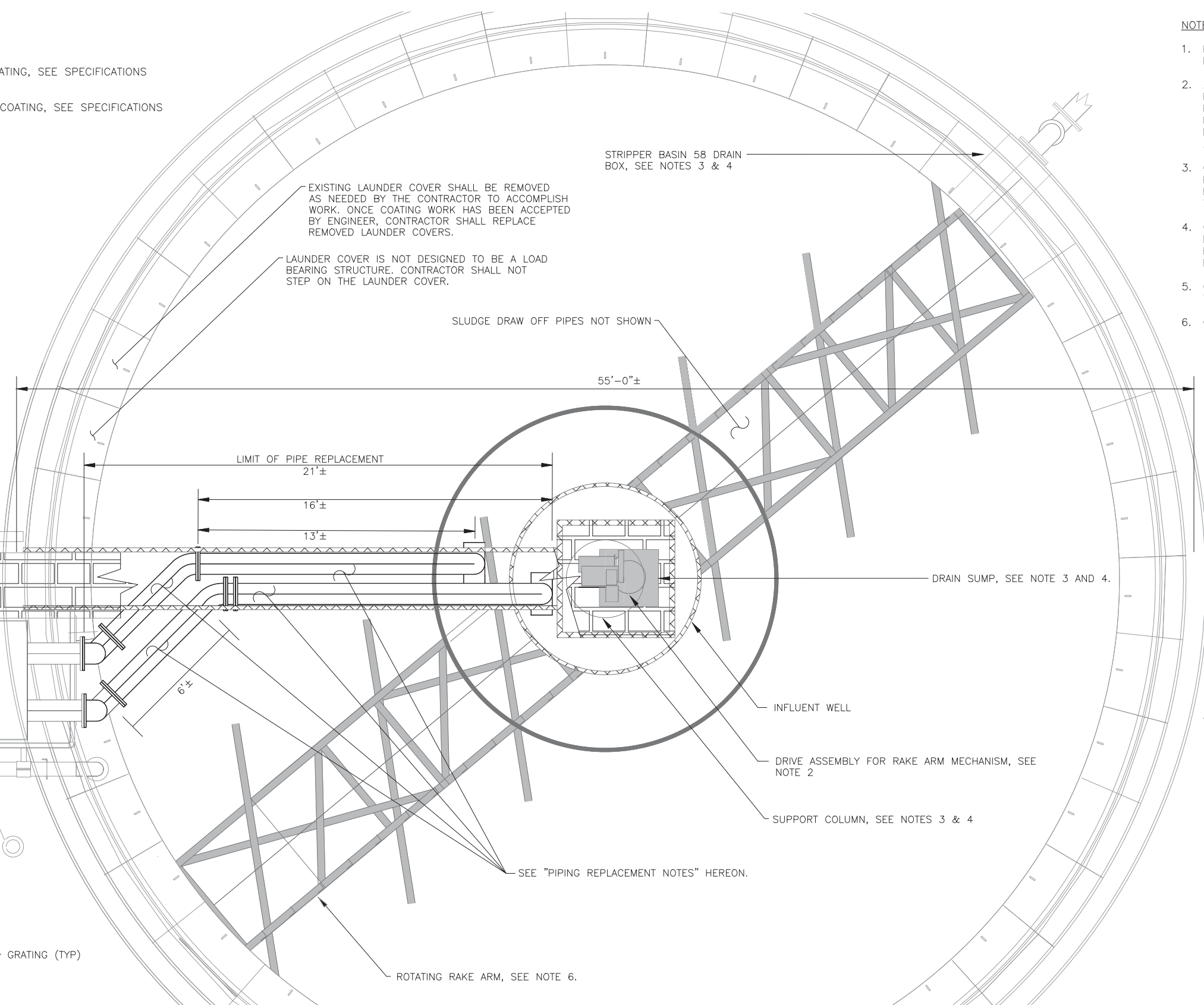
A
58-S-201

58-S-201



PLAN
3/8"=1'-0"

GRATING (TYP)



STRIPPER BASIN 58 DRAIN BOX, SEE NOTES 3 & 4

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

LAUNDRER COVER IS NOT DESIGNED TO BE A LOAD BEARING STRUCTURE. CONTRACTOR SHALL NOT STEP ON THE LAUNDRER COVER.

SLUDGE DRAW OFF PIPES NOT SHOWN

55'-0"±

LIMIT OF PIPE REPLACEMENT
21'±

16'±

13'±

DRAIN SUMP, SEE NOTE 3 AND 4.

INFLUENT WELL

DRIVE ASSEMBLY FOR RAKE ARM MECHANISM, SEE NOTE 2

SUPPORT COLUMN, SEE NOTES 3 & 4

SEE "PIPING REPLACEMENT NOTES" HEREON.

ROTATING RAKE ARM, SEE NOTE 6.

PIPING REPLACEMENT NOTES:

1. EXISTING 12" STEEL PIPE, A TOTAL OF TWO (2) INDEPENDENT RUNS, SHALL BE REMOVED, CLEANED, AND DISPOSED OF IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS.
2. REMOVED STEEL PIPE AND FITTINGS SHALL BE REPLACED WITH 12" SCHEDULE 80 CPVC PIPE AND FITTINGS. SCHEDULE 80 CPVC SHALL MEET OR EXCEED ASTM F441. SCHEDULE 80 CPVC FITTINGS SHALL MEET OR EXCEED ASTM F43.
3. CPVC PIPE AND FITTINGS SHALL BE DESIGNED FOR OUTDOOR USE AND ABLE TO WITHSTAND UV EXPOSURE.
4. ALL SOCKET JOINTS SHALL BE ASSEMBLED WITH SOLVENT CEMENT THAT MEETS OR EXCEEDS ASTM F493.
5. CPVC PIPE AND FITTINGS SHALL BE PAINTED WITH AN APPROVED PAINT SYSTEM. THE COLOR OF SAID PAINT SHALL MATCH THE FINAL COAT OF COATING SYSTEM 2.
6. 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.



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



1/11/2021

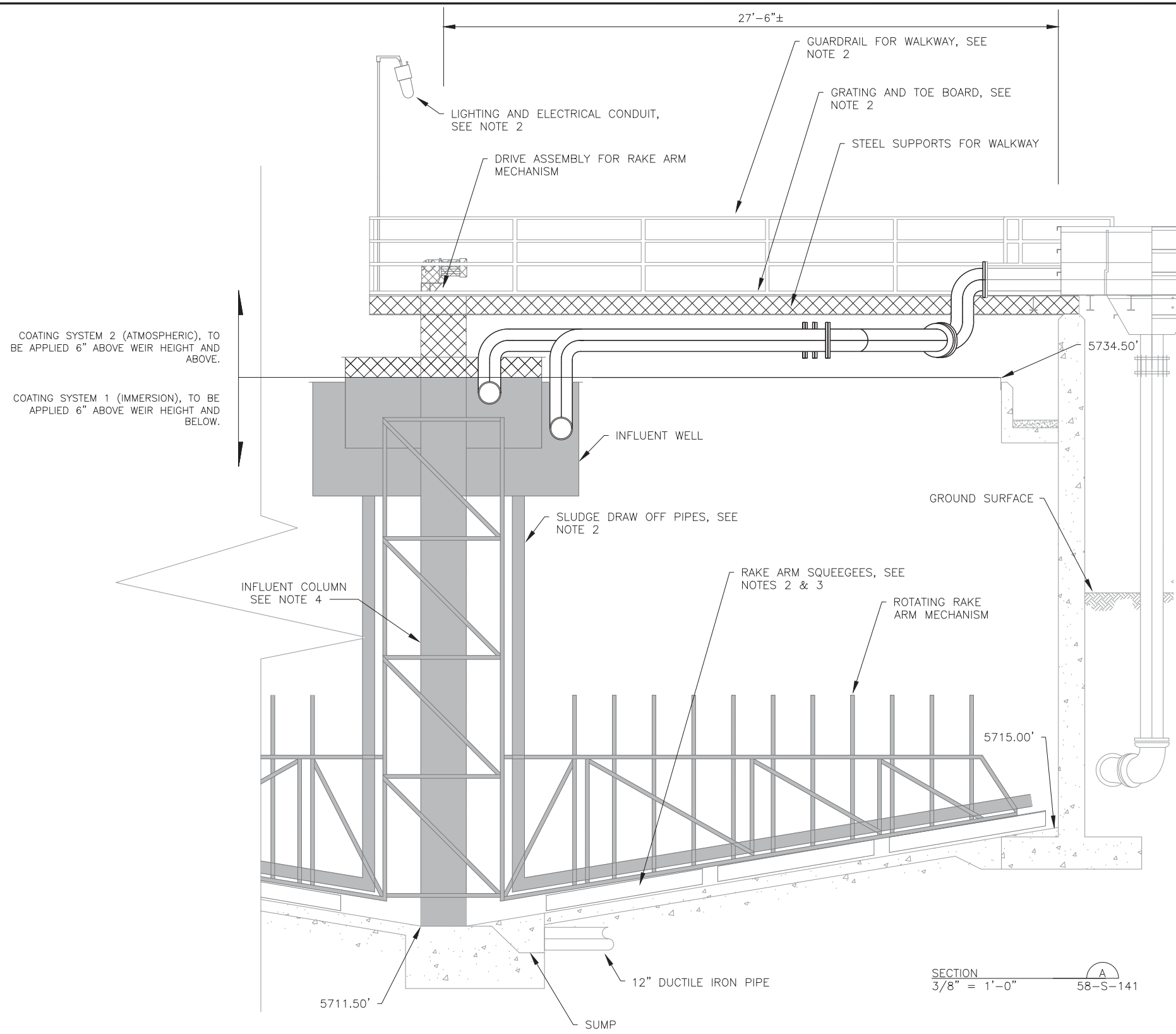
2021 PLANT PAINTING PROJECT

STRIPPER BASIN NO. 58 - PLAN

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

Designed By: AC
Drawn By: AC
Checked By: JP/AC
Approved By: LG

				SHEET	5 OF 6
				DWG NO.	58-S-141
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		



LEGEND

	IMMERSION COATING, SEE SPECIFICATIONS
	ATMOSPHERIC COATING, SEE SPECIFICATIONS
	EXISTING CONCRETE, NOT TO COATED

- NOTES:**
1. THIS COMPOSITE SECTION IS NOT A TRUE SECTION CUT AND IS FOR PURPOSES OF SHOWING MAJOR BASIN FEATURES AND SCOPE OF WORK. SEE PLAN VIEW FOR ORIENTATION OF FEATURES.
 2. AGENCY WILL REMOVE ITEMS THAT REFER TO NOTE 2, PRIOR TO CONTRACTOR STARTING WORK IN THE WORK AREA. AGENCY WILL REINSTALL AFTER WORK IS COMPLETE IN THE WORK AREA.
 3. THE NON-METALLIC PARTS OF THE SCUM SKIMMING ASSEMBLY, THE RAKE ARM SQUEEGEES, AND THEIR RELATED FASTENERS AND APPURTENANCES WILL BE REMOVED BY THE AGENCY PRIOR TO CONTRACTOR STARTING WORK IN THE WORK AREA. AGENCY WILL REINSTALL SAID ITEMS AFTER WORK IN THE WORK AREA IS COMPLETE. CONTRACTOR SHALL ENSURE PLACEMENT OF COATINGS AT AND NEAR FASTENER OPENINGS DOES NOT INTERFERE WITH THE OWNER'S REPLACEMENT OF FASTENERS OR CAUSE DAMAGE TO THE COATINGS DURING FASTENER REPLACEMENT.
 4. THE CONTRACTOR IS NOT RESPONSIBLE FOR COATING THE INTERIOR OF THE SUPPORT COLUMN. CONTRACTOR SHALL COAT PIPE EXTERIOR NOT EMBEDDED IN CONCRETE AND COLUMN SUPPORT FEATURES THAT EXTEND UP FROM TOP OF PIPING. CONTRACTOR SHALL ENSURE NO DELETERIOUS MATERIAL ENTERS THE INFLUENT COLUMN.

SECTION A
3/8" = 1'-0" 58-S-141



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



1/11/2021

2021 PLANT PAINTING PROJECT
STRIPPER BASIN NO. 58 - SECTION

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

Designed By: AC
Drawn By: AC
Checked By: JP/AC
Approved By: LG

SYM	REVISIONS	DATE	BY

SHEET 6 OF 6
DWG NO. 58-S-201
DATE JAN 2021



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-8
Subject: Approval to solicit bids for the 2021 Chiller Replacement project

Background

The 2021 Chiller Replacement project consists of installing a new chiller to serve the Administration Building. The existing unit has reached the end of its useful life. The accompanying plans outline the required work.

The installation work contemplated would be performed by a general contractor with field work slated to occur between June 1, 2021 and June 7, 2021.

Fiscal Impact

The engineer's estimate for this project is \$80,000, which is less than the original budgeted amount of \$150,000 due to further refinement of the scope of work through final design activities.


Attachments

2021 Chiller Replacement project contract drawings.

Recommendation

Management and staff recommend approval to solicit bids for the 2021 Chiller Replacement project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



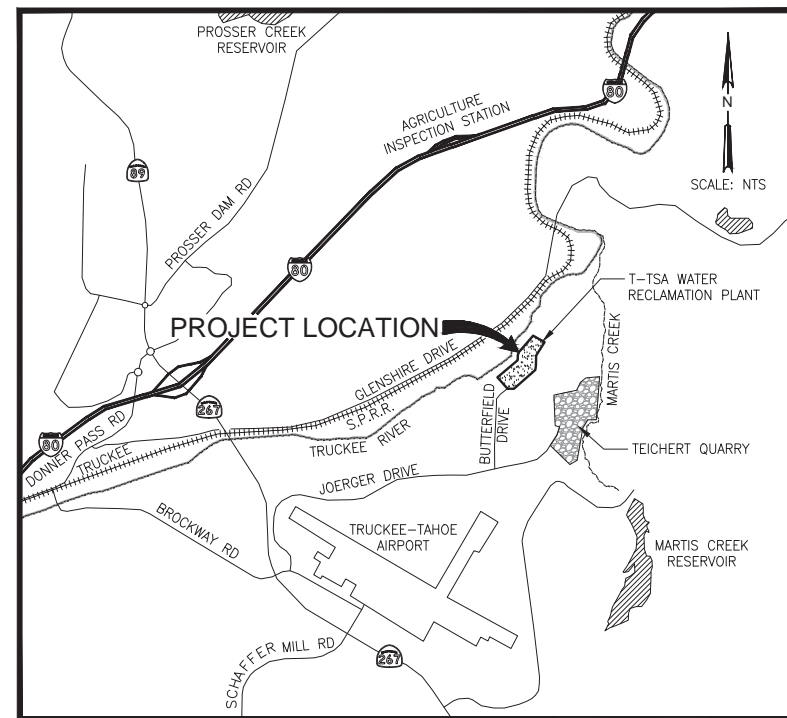
REGIONAL WATER RECLAMATION PLANT 2021 CHILLER REPLACEMENT PROJECT

JANUARY 2021

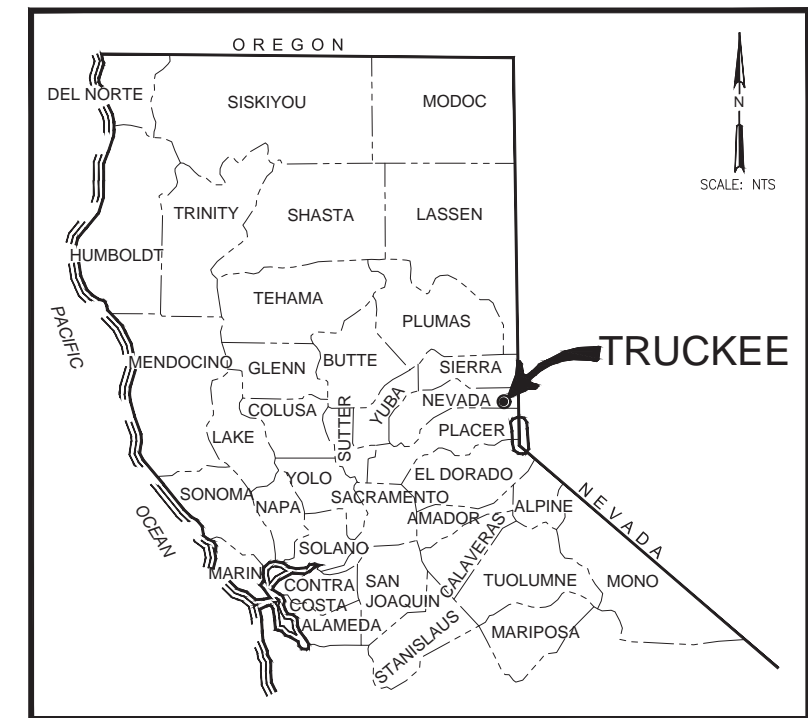
BOARD OF DIRECTORS

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

APPROVED: _____
GENERAL MANAGER
LARUE GRIFFIN



LOCATION MAP



VICINITY MAP



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



1/11/2021

2021 CHILLER REPLACEMENT PROJECT

TITLE SHEET

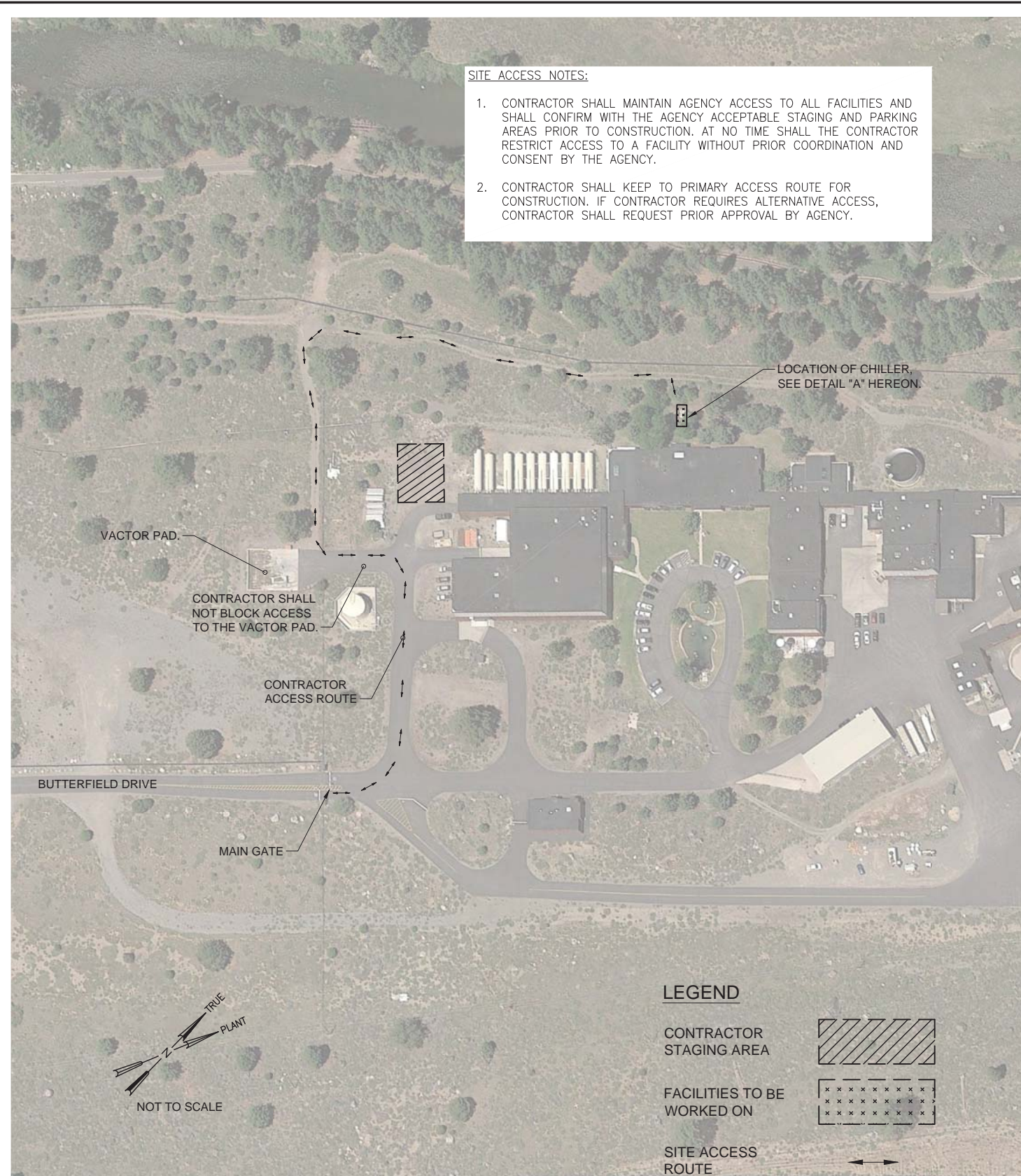
VERIFY SCALE

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0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

Designed By: APC
Drawn By: APC
Checked By: JP
Approved By: LG

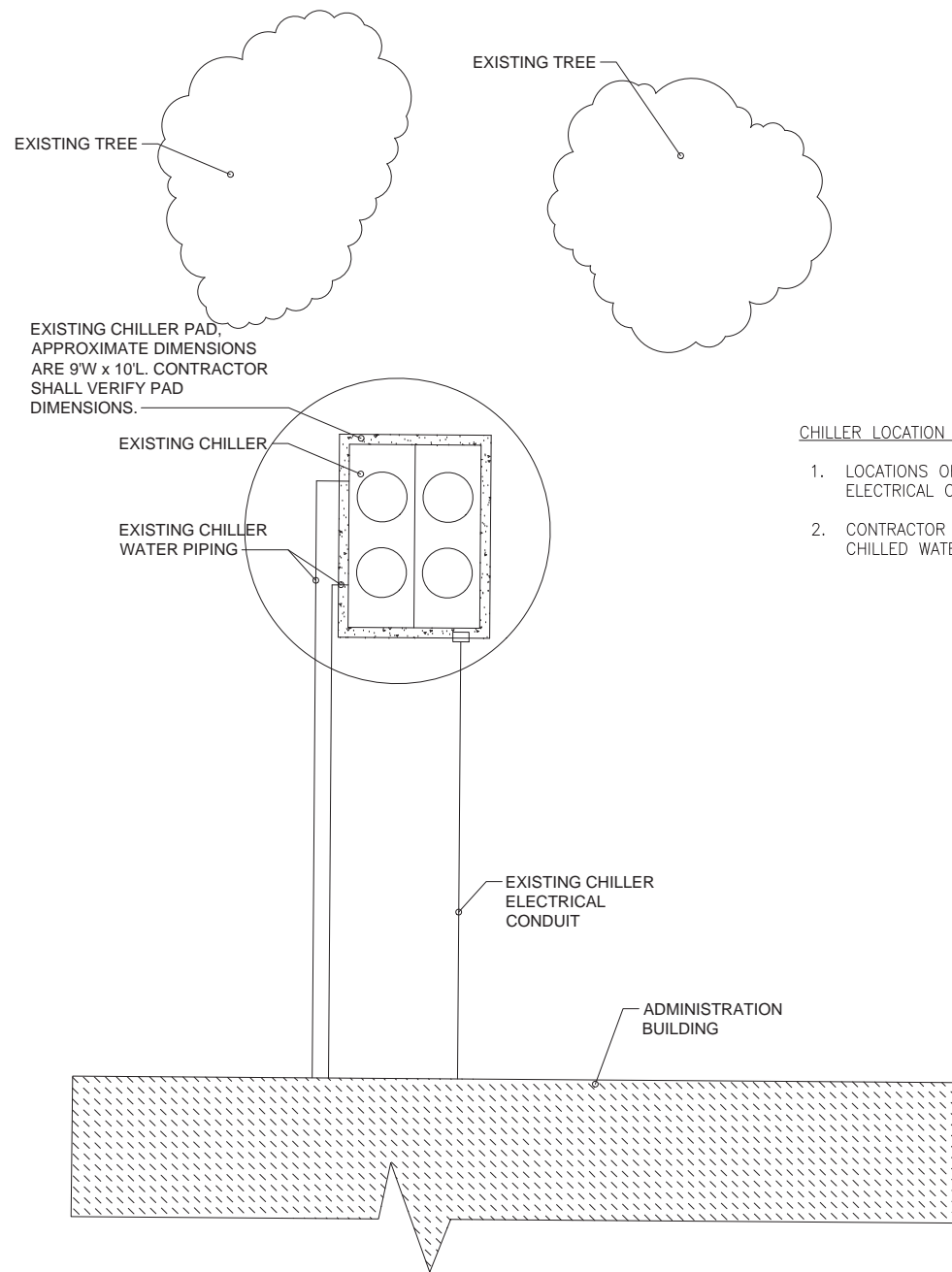
SYM	REVISIONS	DATE	BY

SHEET 1 OF 2
DWG NO. G-1
DATE JAN 2021



SITE ACCESS 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 PRIMARY ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.



CHILLER LOCATION NOTES:

1. LOCATIONS OF EXISTING CHILLER, CHILLED WATER PIPING, AND ELECTRICAL CONDUIT ARE APPROXIMATE.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF EXISTING CHILLER, CHILLED WATER PIPING, AND ELECTRICAL CONDUIT.

DETAIL "A" - PLAN VIEW
NOT TO SCALE

				SHEET	2 OF 2
				DWG NO.	G-2
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-9
Subject: Approval of Engagement Letter Addendum from Damore, Hamric & Schneider, Inc.

Background

Damore, Hamric & Schneider, Inc. was approved to perform the Agency 2019-2020 annual financial audit for \$32,000 (based on an hourly rate plus cost).

Damore, Hamric & Schneider, Inc. has requested an addendum to the original audit engagement letter as additional time will be needed to complete the following remaining work:

1. Additional audit work related to the creation of new general ledger accounts/software conversion.
2. Service charge revenues – New billing process and related audit challenges
3. Bond issuance and related accounting, audit, and reporting requirements.
4. Requirement of 2nd audit fieldwork.

Fiscal Impact

Up to \$10,000.

Attachments

Engagement Letter Addendum.

Recommendation

Management and staff recommend approval of the Engagement Letter Addendum from Damore, Hamric & Schneider, Inc.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



Engagement Letter Addendum

January 5, 2021

LaRue Griffin, General Manager
and the Board of Directors of
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

Dear Mr. Griffin:

This letter constitutes an addendum to our original audit engagement letter dated May 7, 2020. The purpose of this letter is to inform you of the remaining time it will require to complete the June 30, 2020 audit.

The remaining work relates to the additional audit hours incurred due to the followings:

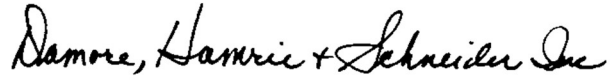
1. Additional audit work related to the creation of new general ledger accounts/software conversion - 10 hours
2. Service charge revenues – New billing process and related audit challenges - 10 hours
3. Bond issuance and related accounting, audit, and reporting requirements - 10 hours
4. Requirement of 2nd audit fieldwork - 20 hours

We estimate our fee for the remaining work to be \$10,000. We will work with management of Tahoe-Truckee Sanitation Agency to minimize our hours and related costs.

All the terms of our original engagement letter will apply to this addendum. This addendum will become effective as soon as you sign and date this letter and return the signed copy to us.

1515 River Park Drive, Suite 150
Sacramento, CA 95815-4606
Tel (916) 481-2856
Fax (916) 488-4428
<http://www.dhscpa.com>

Sincerely,



DAMORE, HAMRIC & SCHNEIDER, INC.

Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Tahoe-Truckee Sanitation Agency.

Management Signature:

Title: General Manager

Date: _____

Governance Signature:

Title: _____

Date: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

1. Operations Department Report.
2. Maintenance Department Report.
3. Engineering Department Report.
4. Information Technology (IT) Department Report.
5. Administrative Department Report.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: January 20, 2021
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance Report:

- All plant waste discharge requirements were met for the month.
- Staff attended the Lahontan Regional Water Quality Control Board (LRWQCB) meeting via teleconference.
 - *January 13:* There was a 3rd quarter violation report which mentioned TTSA, and there were no comments or questions from the LRWQCB Board of Directors.
 - *January 14:* Mr. Pippin Mader and Ms. Penny Denenberg addressed the LRWQCB Board of Directors.

Operations Report:

- Overall, the plant performed well through the month.
- Well #31 pH has been between 6.5 - 6.6. Operations continues to add caustic to the final effluent.
- Operators continue to train with the lab personnel for weekend laboratory testing.

Laboratory Report:

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month.
- Staff continue to train operators for MPN and weekend testing.
- Recruitment for the Laboratory Director has commenced and closes 01/24/21.
- Laboratory staff and operational management worked together and have responded to the Notice of Violation and Order to Correct as submitted by ELAP.
 - Notice of Violation and Order to Correct (attached) summary:
 - **Violations:**
 - (1) Failure to include the conditions for notification to ELAP of Laboratory Director changes into the laboratory's quality assurance manual.
 - (2) Failure to document a training program into the laboratory's quality assurance program.
 - (3) Failure to maintain Demonstration of Capability records of implementation into the laboratory's quality assurance program.
 - (4) Failure to review standard operating procedures (SOPs) for Standard Method 9221 and US EPA Method 300.0 into the laboratory's quality assurance program.

- **Method Deviation Violations:**
 - (1) Failure to implement the quality control criteria in the US EPA Method 300.0.
 - (2) Failure to implement the quality assurance criteria in Standard Method 9221.

- **Corrective Action Response:**
 - (1) The Agency provided the required corrective action report on January 13, 2021.
 - (2) Discussion with the ELAP representative confirmed the provision to create “A policy to ensure that laboratory management and all personnel who work in the laboratory are free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work. This policy must be included in the laboratory’s QAM.” is not a violation or an implication of inappropriate management performance. It is a requirement for QAMs in accordance with the 2016 TNI regulations.
 - (3) Lab staff continue to review and update all Standard Operating Procedures, perform the required Demonstration of Capabilities and other required tasks to maintain ELAP compliance.

Work Orders:

- Completed this month: 4
- Pending: 5


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.12
Monthly maximum instantaneous ⁽¹⁾	7.82
Maximum 7- day average	4.09

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)	1.5	10.0	2.4	20.0
Turbidity (NTU)	NA	NA	2.7	10.0
Total Phosphorus (mg/l)	0.39	0.80	0.67	1.50
Chemical Oxygen Demand (mg/l)	31	45	36	60

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

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

Approved By: 
 LaRue Griffin
 General Manager

State Water Resources Control Board

NOTICE OF VIOLATION AND ORDER TO CORRECT

December 14, 2020

Mr. Bill Pindar
13720 Butterfield Drive
Truckee, CA 96161

Certificate No. 1144

Dear Mr. Pindar,

The State Water Resources Control Board's (State Water Board) Environmental Laboratory Accreditation Program (ELAP) conducted an on-site investigation of Tahoe Truckee Sanitation Agency Laboratory (TTSA) on September 30, 2020 and determined the following violations occurred.

Violations:

1. TTSA's organization chart approved and adopted by the Board of Directors on December 11, 2019 lists the laboratory director position as "vacant", however, the subsequent organization chart approved and adopted by the Board of Directors on June 17, 2020 identifies the position is filled, but does not list the person occupying the position. These organizational charts conflict with the timeframe of the previous laboratory director's absence from April 2020 to June 2020, and subsequent departure in June of 2020.
 - a. ELAP received notice of the previous laboratory director departures in April and June of 2020 in accordance with the California Code of Regulations (CCR), title 22, § 64817(e), however, the conditions for notification to ELAP are not specified in the laboratory's quality assurance manual (QAM). The organization charts conflict with notice provided to ELAP, as ELAP did not receive notice that the laboratory director position was vacant in 2019.
 - b. Notification to ELAP on July 1, 2020 indicated that Mr. Mike Peak, the Operations Manager, appointed Ms. Davis the "Temporary Laboratory Director." While onsite, verbal statements from the laboratory staff and operations management indicated that Ms. Davis had been designated the permanent laboratory director; however, laboratory staff and operational management provided differing opinions of whether this designation

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

included supervisory authority. The laboratory director ensures that the laboratory's quality assurance program is upheld by all staff who work in the laboratory, and the ambiguity of TTSA's defined role must be corrected. See the Required Corrective Action 1 specified in this Order.

2. The laboratory does not have a documented training program. Wastewater operators are receiving training to run test methods on wastewater samples, however, have not yet completed initial demonstrations of capability (DOC). The laboratory documents what days training occurs, however, does not identify specifics and only one record for one wastewater operator exists demonstrating that the operator read and understood the Standard Operating Procedures (SOP). Adequate documentation of the training program and initial and ongoing DOCs are method requirements and must be a documented part of the laboratory's quality assurance program. Failure to document the laboratory's quality assurance program is a violation of CCR § 64815(d).
3. Laboratory staff DOCs are not documented or reviewed annually. The full time laboratory staff complete procedures that verify the accuracy and precision of the methods they test, such as routine completion of proficiency testing samples, however, the laboratory does not document the assessment of the initial or ongoing DOC requirements of the methods the laboratory performs. The wastewater operators in training to work in the laboratory do not have documented records of completion of an initial DOC prior to analysis of samples. Failure to maintain records of implementation of the quality assurance program is a violation of CCR § 64815(d).
4. The laboratory SOPs for SM 9221 and EPA 300.0 have not been reviewed or updated since 2017. SOPs are part of the laboratory's quality assurance program and must be reviewed annually. Failure to review the quality assurance program is a violation of CCR § 64815(c).

Method Deviations

1. For US EPA Method 300.0, the laboratory filters all samples prior to analysis, however, does not filter the laboratory reagent blank. The laboratory reagent blank analyzed with each batch of samples must go through the entire process the samples do. See sections 3.7 and 9.3.1 in EPA 300.0. Failure to implement the quality control criteria in the methods is a violation of CCR § 64815(b).
2. For SM 9221, the laboratory's SOP does not reference or contain the most probable number chart or formula specified in the reference method, nor does it specify which version of Standard Methods of Water and Wastewater is used. Failure to implement the quality assurance criteria in the methods is a violation of CCR § 64815(b).

Required Corrective Actions:

TTSA is hereby ordered, pursuant to ELAA section 100875, to correct the above violations and complete the required corrective actions listed in this Order. By **January 18, 2021**, TTSA must provide evidence of correction of the violations and required corrective actions below. Demonstration should be submitted electronically to Christopher Hand at christopher.hand@waterboards.ca.gov.

1. TTSA's laboratory director and operations management must identify that the appointed laboratory director maintains the authority to implement and be responsible for all items listed in CCR § 64817(d). Documentation must include, at a minimum:
 - a. A timeline of any laboratory director absence from January 1, 2019 to present, affirmed to be true and correct by operations management.
 - b. An attestation from operational management that the laboratory director has the authority to uphold all items listed in CCR § 64817(d), including:
 - (1) all analytical and operational activities of the laboratory, including those of any auxiliary or mobile laboratory facilities; and
 - (2) supervision of all personnel employed by the laboratory, including those assigned to work in any auxiliary or mobile laboratory facilities, and those persons designated as Principle Analysts; and
 - (3) the accuracy and quality of all data reported by the laboratory, including any auxiliary or mobile laboratory facilities.
 - c. A policy to ensure that laboratory management and all personnel who work in the laboratory are free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work. This policy must be included in the laboratory's QAM.
 - d. Signatures with dates affirming that the materials provided in response to this required corrective action are true and correct, from the laboratory director and operational management.
2. TTSA must submit a corrective action report which contains, at a minimum, the following:
 - a. An update to the Quality Assurance Manual and applicable Standard Operating Procedures containing corrections necessitated by this Order.
 - b. Records demonstrating the staff who work in the laboratory have reviewed and been trained to the updated QAM and any SOPs.
 - c. Documentation specified in item 1, above.

Failure to comply with the requirements of this Order may result in further enforcement action including civil penalties, suspension, or revocation of your ELAP accreditation.

Pursuant to ELAA section 100875, should you disagree with any action required in this Order, you may petition for reconsideration under the California Health and Safety Code section 116701 within 30 days of receipt of this Order.

Should you have any questions or require further assistance, please contact Christopher Hand at christopher.hand@waterboards.ca.gov.

Sincerely,



Christine Sotelo, Chief
Environmental Laboratory Accreditation Program

cc: Nickolaus Knight nickolaus.knight@waterboards.ca.gov
Attorney IV, Office of Enforcement

Scott Ferguson scott.ferguson@waterboards.ca.gov
Supervising Water Resources Control
Engineer, Lahontan Regional Water
Quality Control Board

Darrin Polhemus darrin.polhemus@waterboards.ca.gov
Deputy Director, Division of Drinking
Water

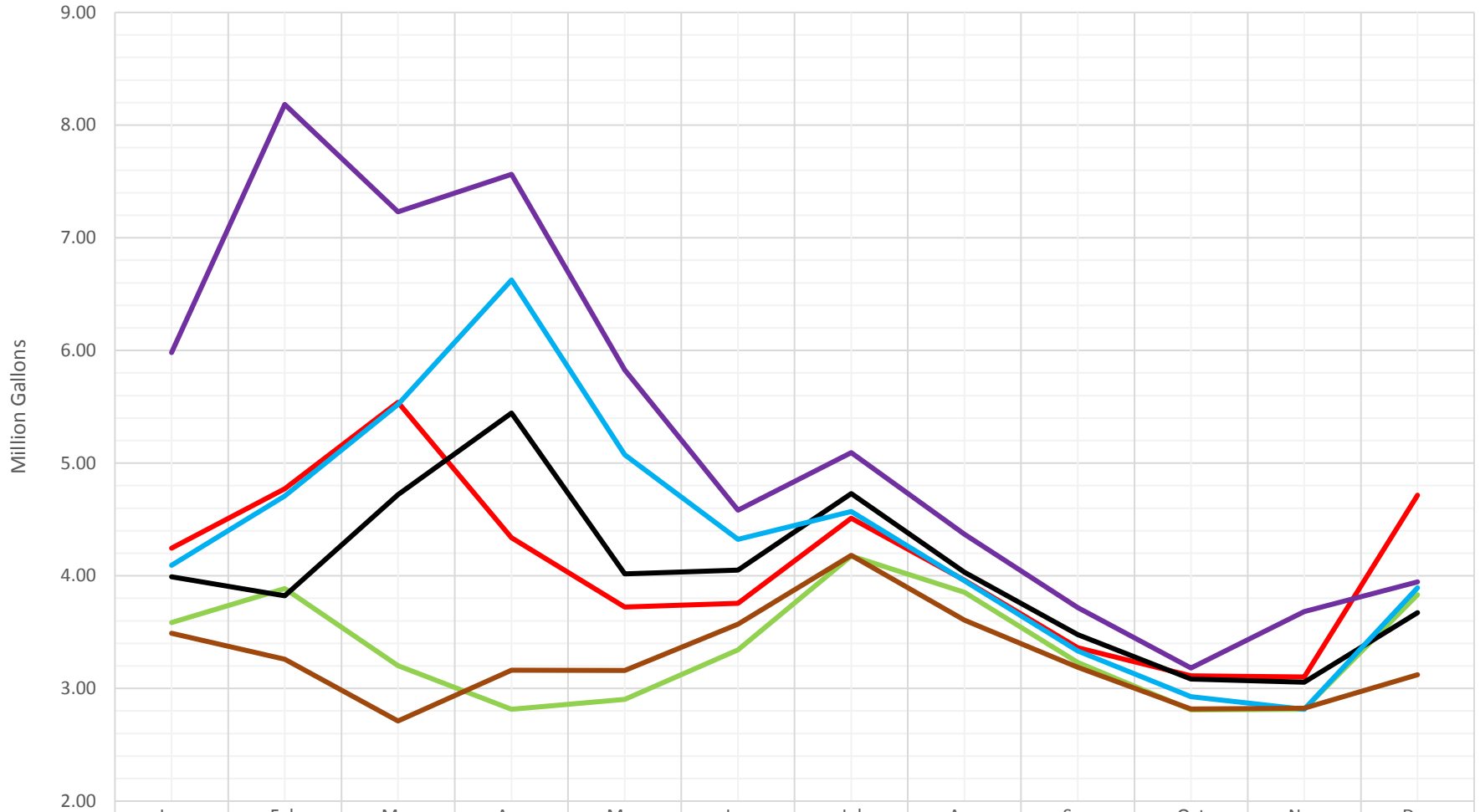
Robert Brownwood robert.brownwood@waterboards.ca.gov
Principal Engineer, Division of Drinking
Water

Mike Peak mpeak@ttsa.net
Operations Manager, TTSA

LaRue Griffin, lgriffin@ttsa.net
General Manager, TTSA

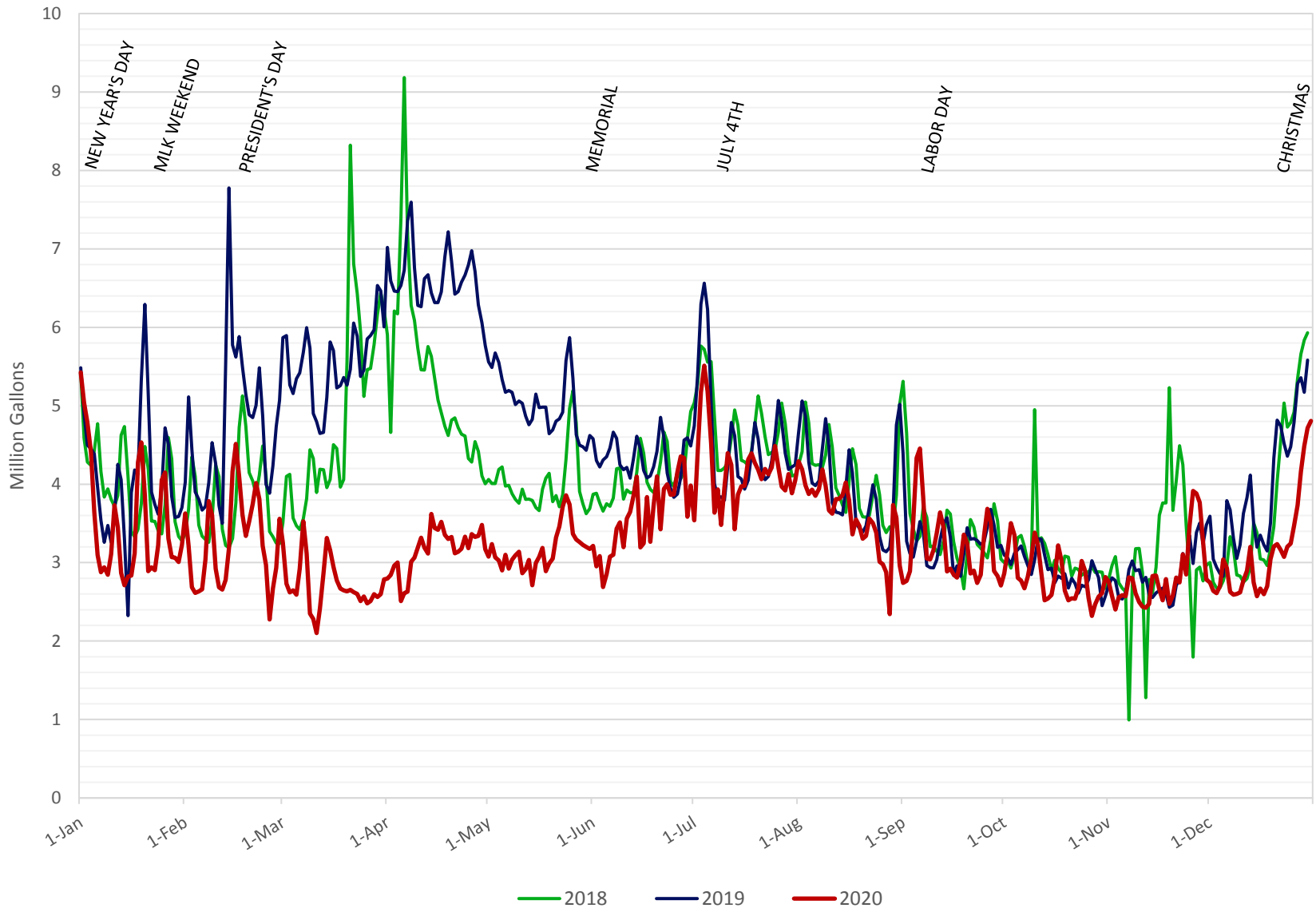
Elizabeth Berg berg.elizabeth@epa.gov
Assistant Director, Enforcement and
Compliance Assurance Division
US EPA

Monthly Average Daily Flow (Influent)

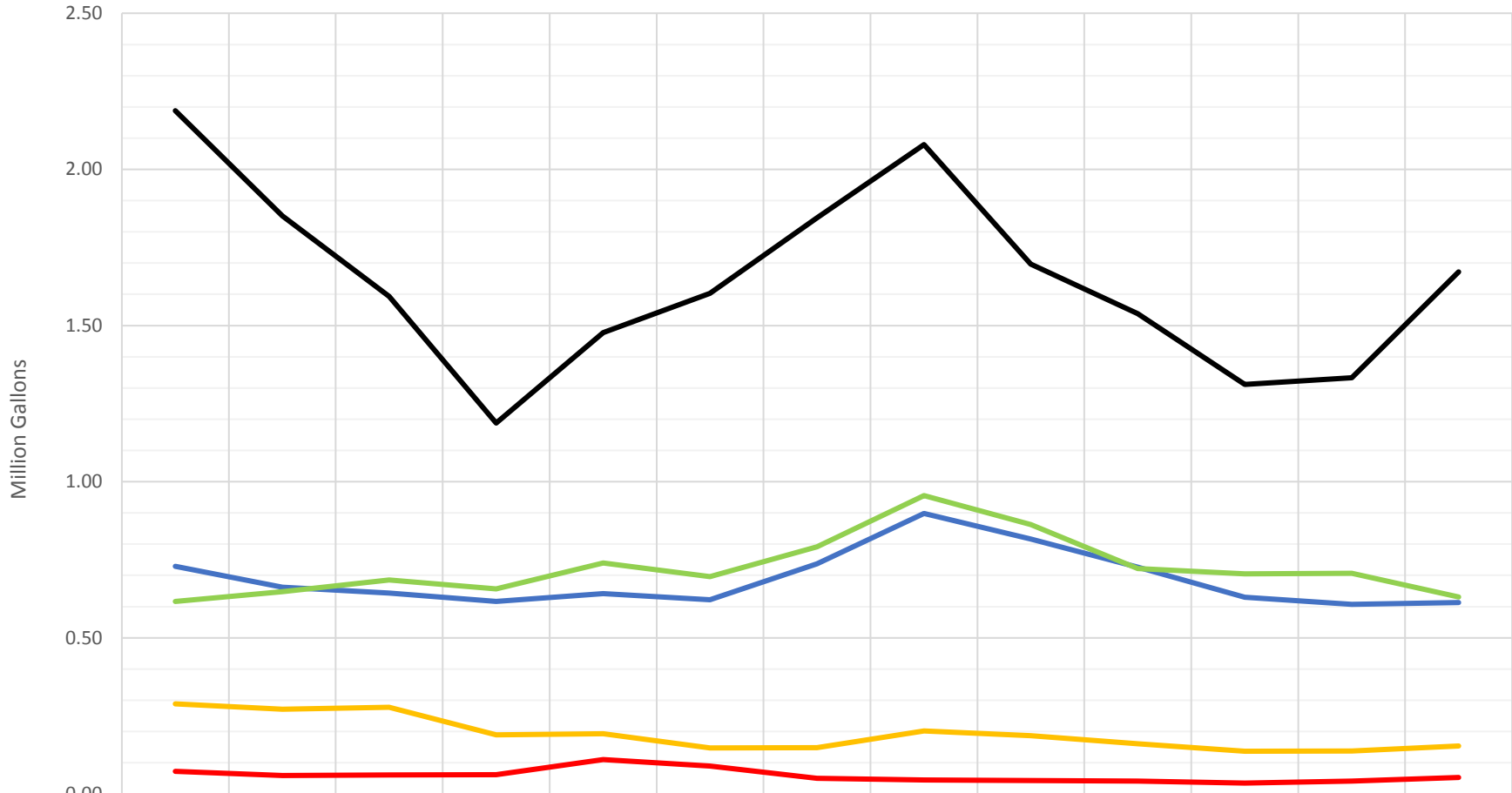


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	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

T-TSA Daily Influent Flow

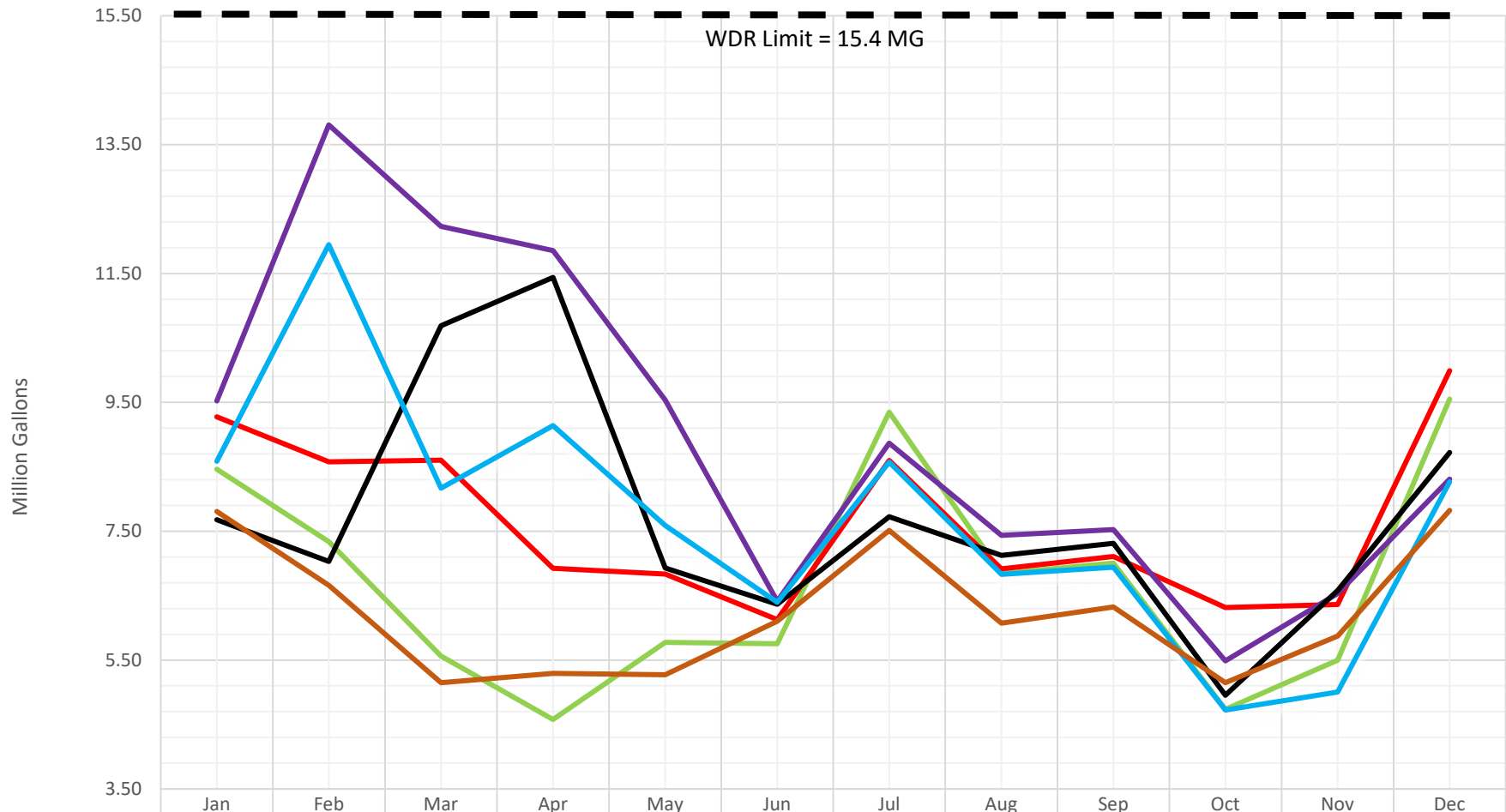


Monthly Average Daily Flow (Districts)



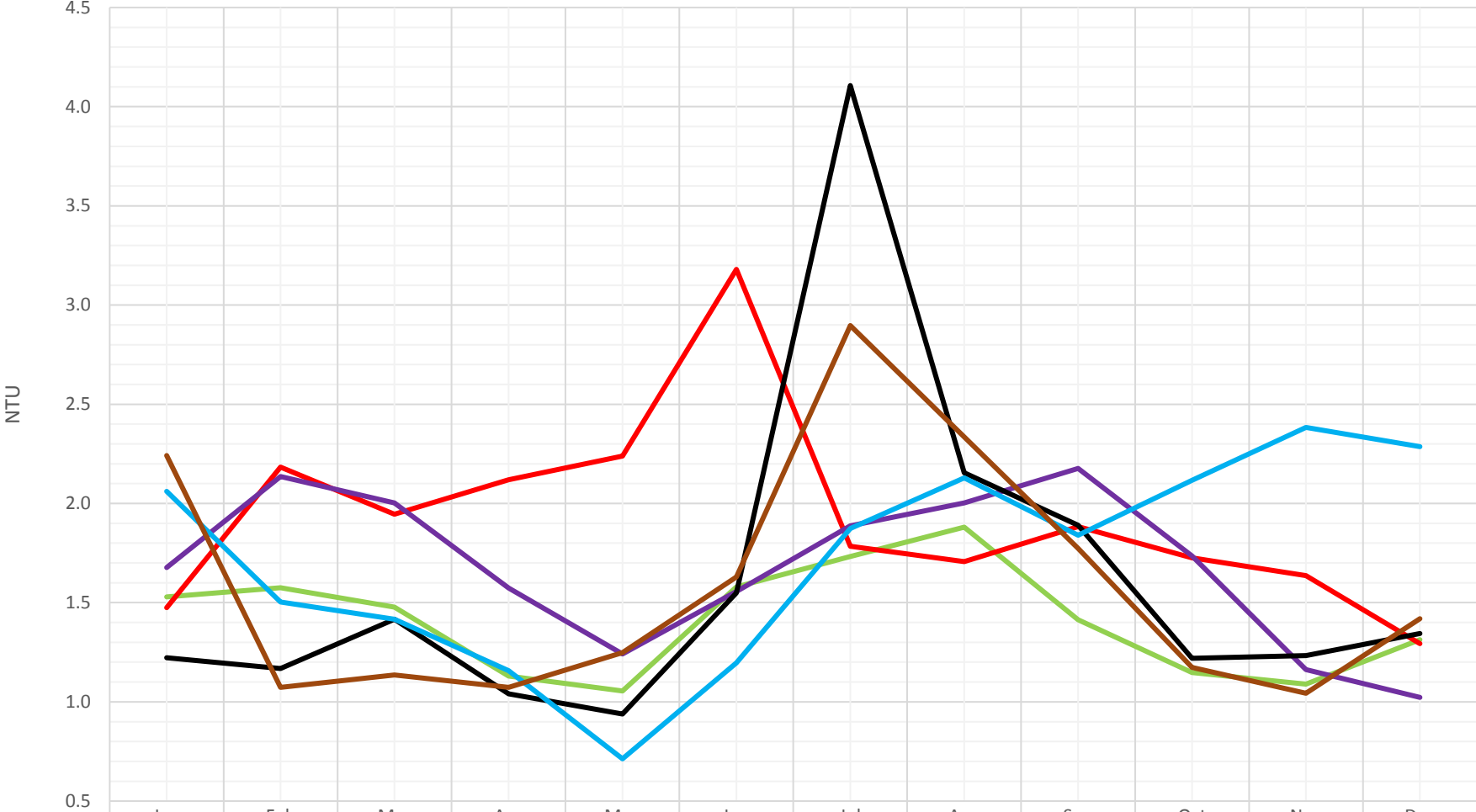
	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
NTPUD	0.73	0.66	0.64	0.62	0.64	0.62	0.74	0.90	0.82	0.73	0.63	0.61	0.61
TCPUD	0.62	0.65	0.68	0.66	0.74	0.70	0.79	0.96	0.86	0.72	0.70	0.71	0.63
ASCWD	0.07	0.06	0.06	0.06	0.11	0.09	0.05	0.05	0.04	0.04	0.03	0.04	0.05
OVPSD	0.29	0.27	0.28	0.19	0.19	0.15	0.15	0.20	0.19	0.16	0.14	0.14	0.15
TSD	2.19	1.85	1.59	1.19	1.48	1.60	1.85	2.08	1.70	1.54	1.31	1.33	1.67

Monthly Maximum Instantaneous Flow (Influent)



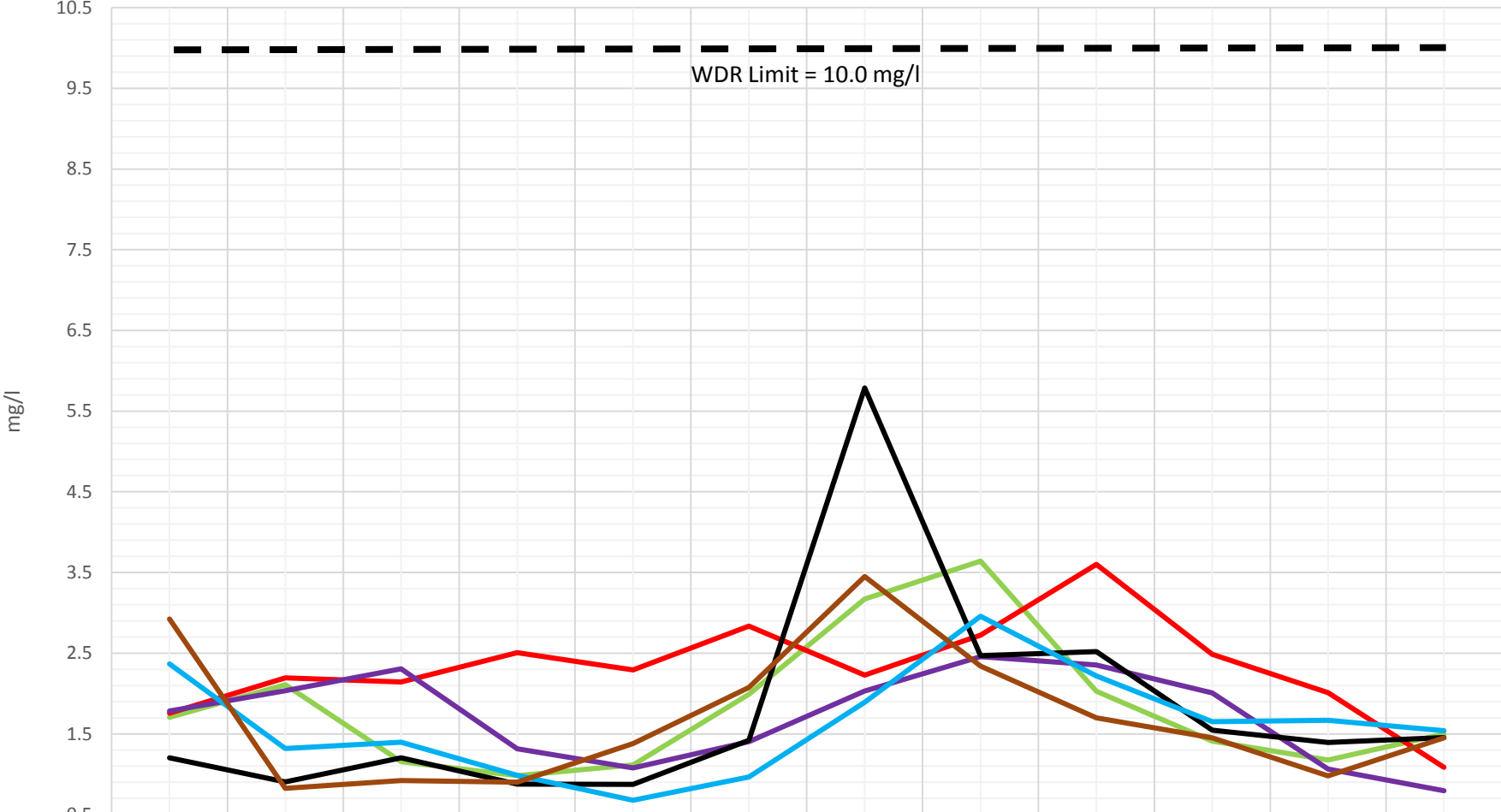
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	8.46	7.34	5.56	4.58	5.77	5.76	9.35	6.84	7.00	4.74	5.50	9.55
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	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	7.82

Monthly Average Daily Turbidity (Effluent)



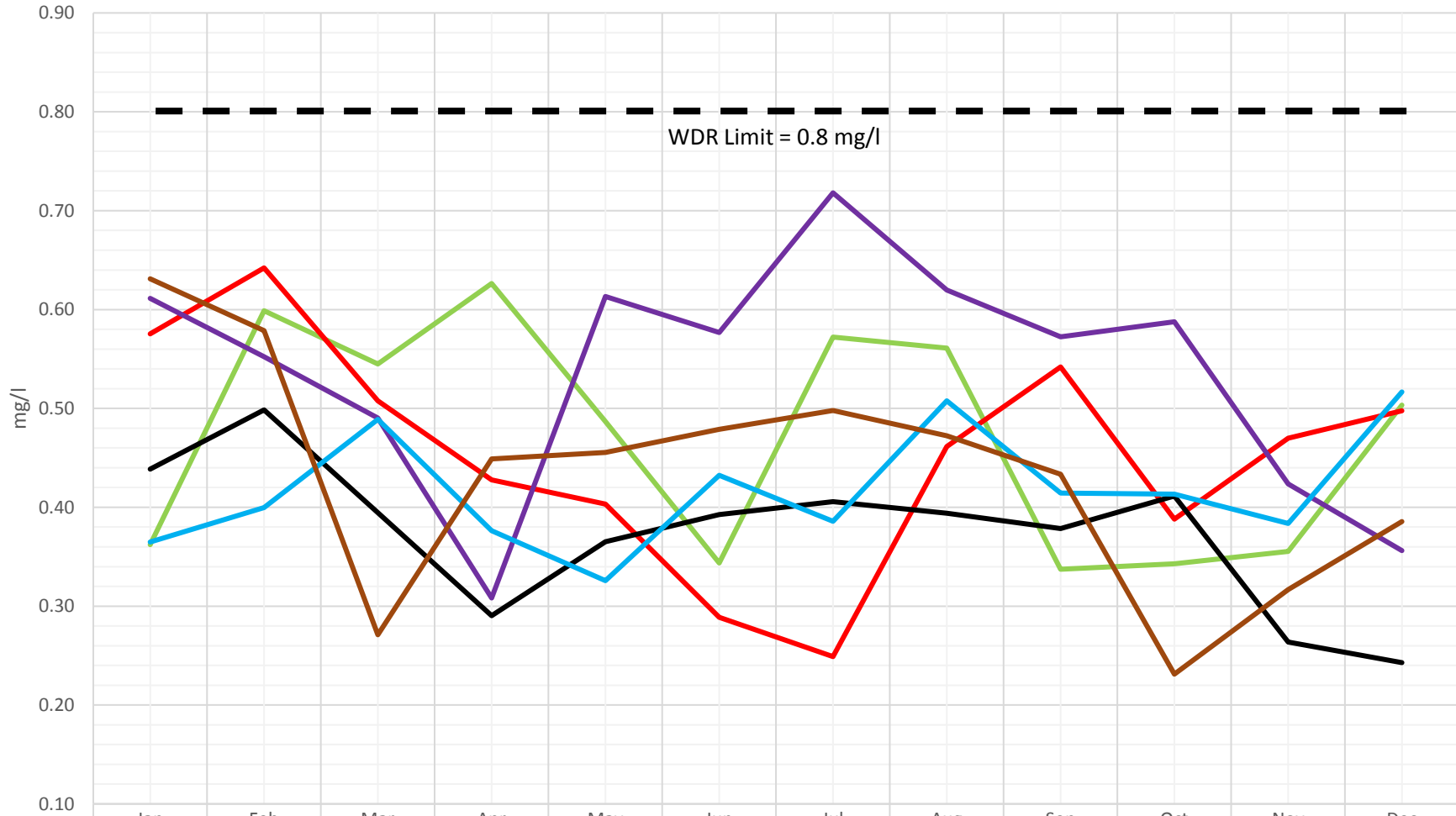
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	1.5	1.6	1.5	1.1	1.1	1.6	1.7	1.9	1.4	1.1	1.1	1.3
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	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

Monthly Average Daily Suspended Solids (Effluent)



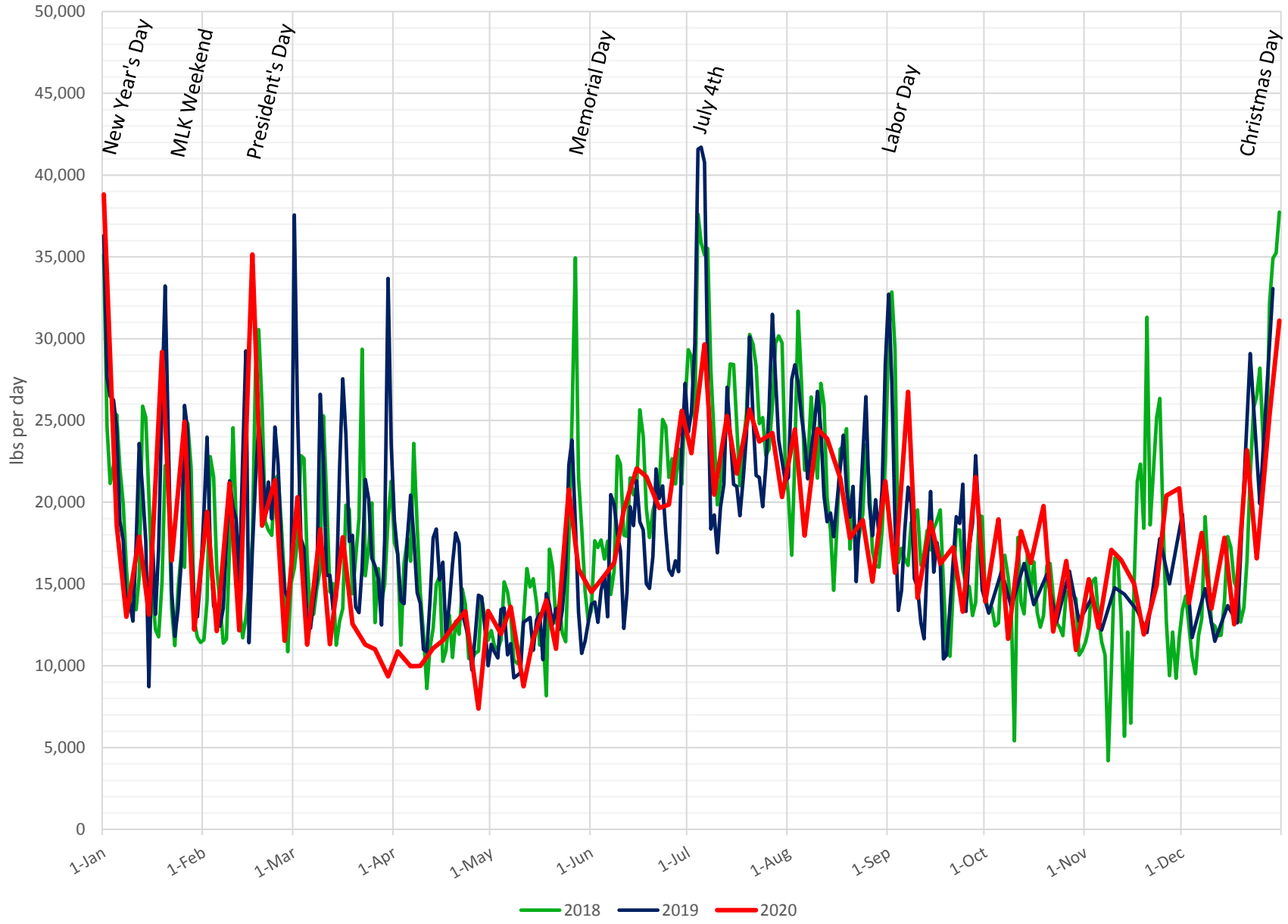
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	1.7	2.1	1.2	1.0	1.1	2.0	3.2	3.6	2.0	1.4	1.2	1.5
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	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

Monthly Average Daily Total Phosphorus (Effluent)

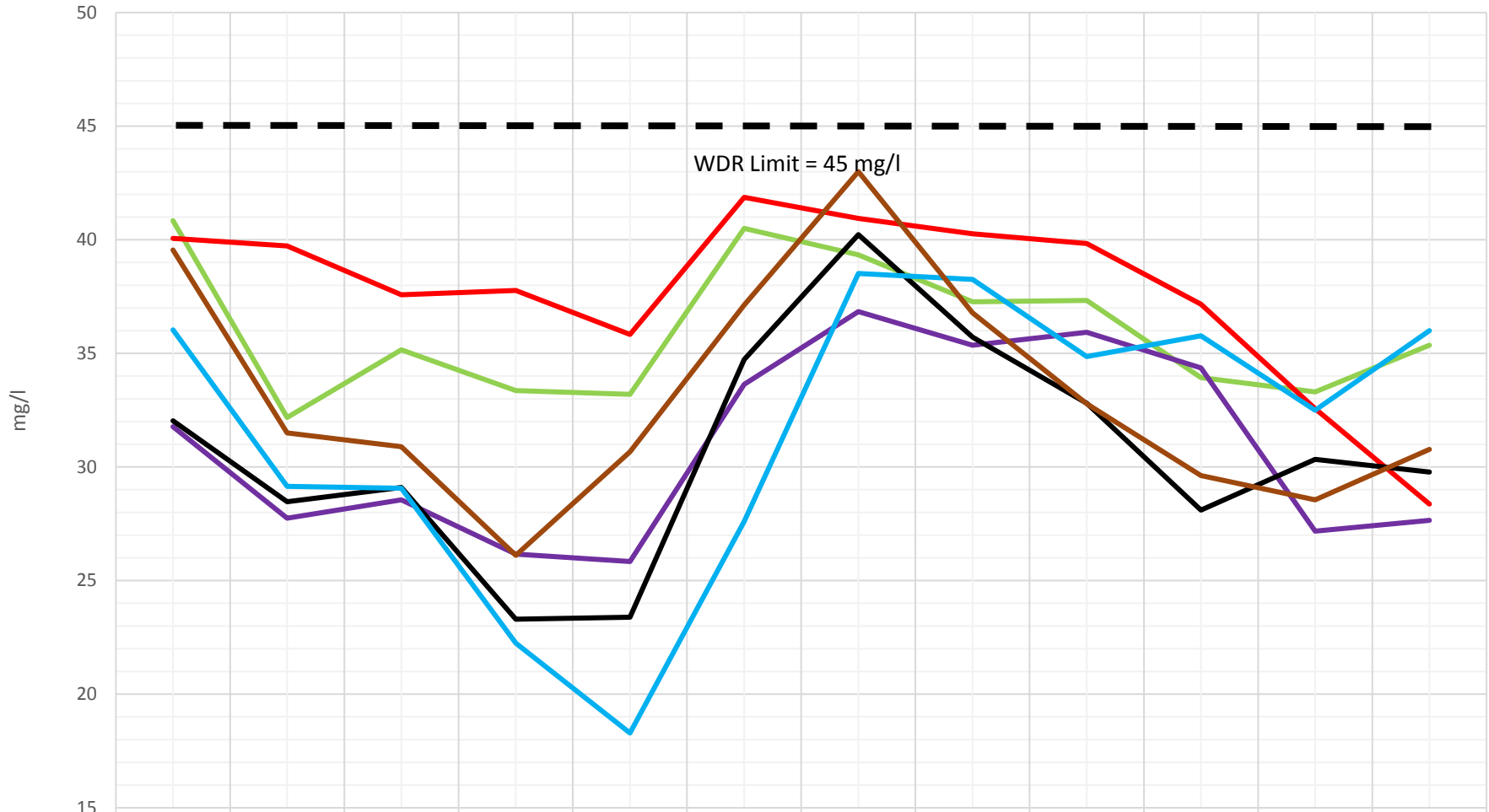


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	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

COD Influent Loading



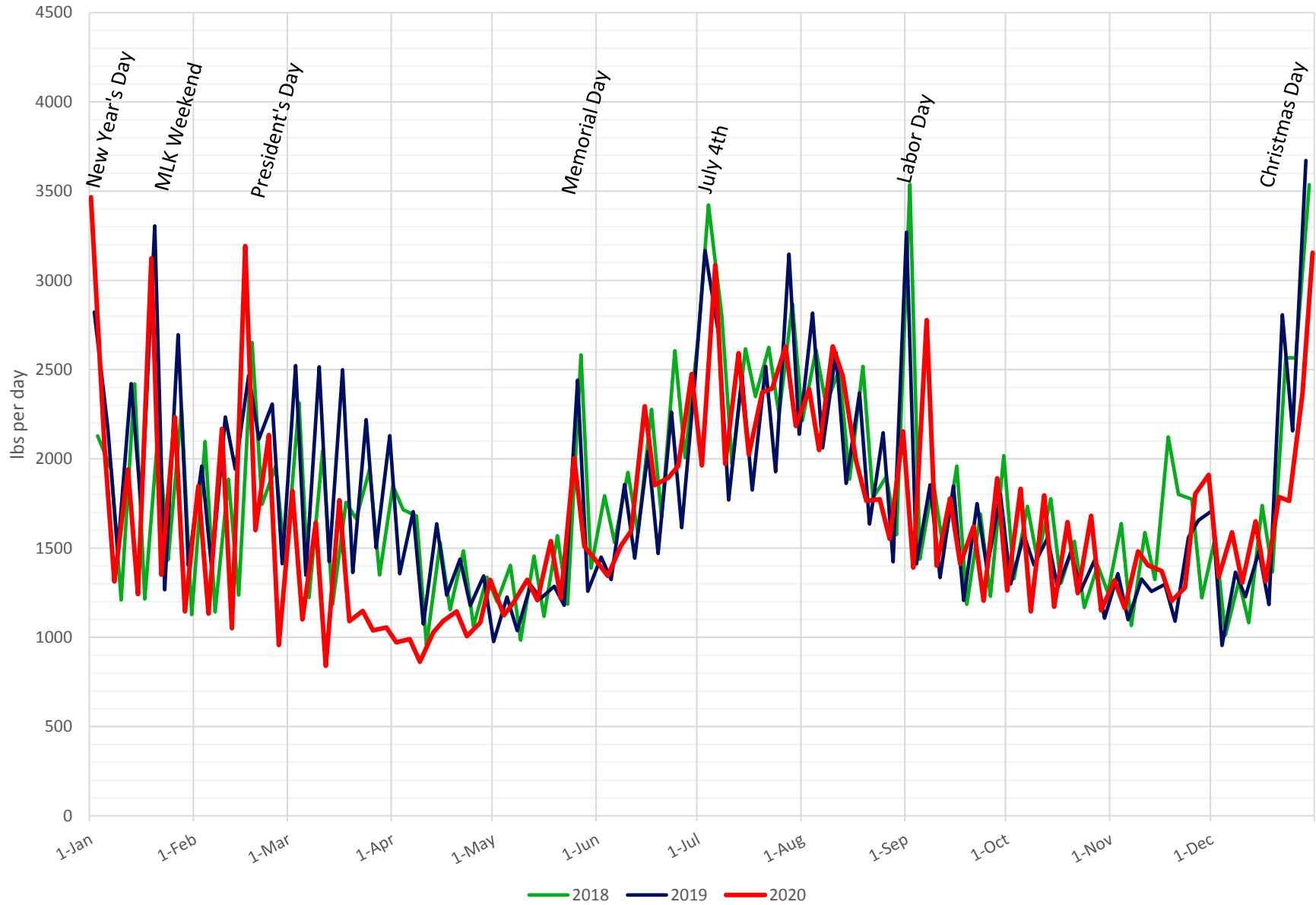
Monthly Average Daily Chemical Oxygen Demand (Effluent)



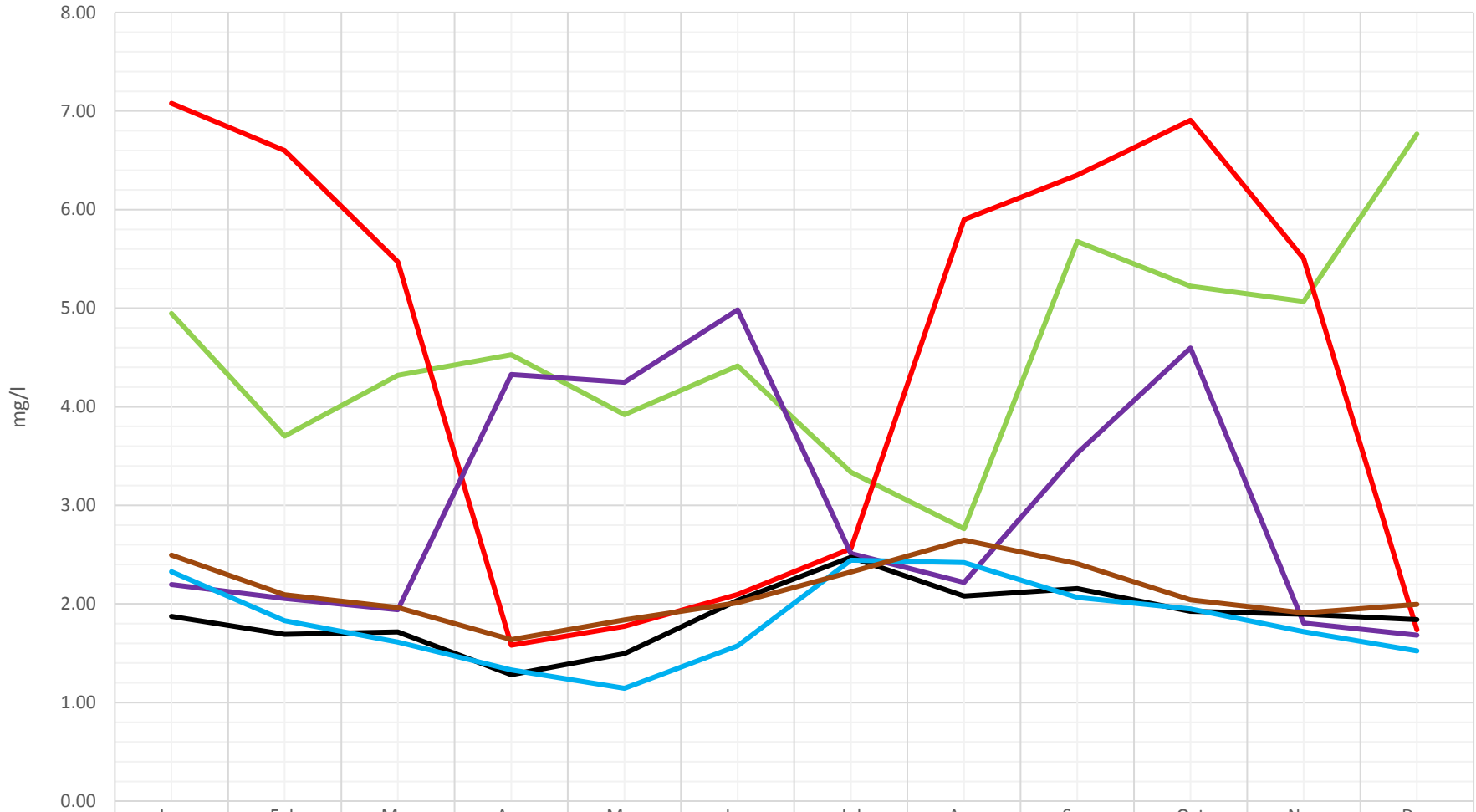
WDR Limit = 45 mg/l

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	41	32	35	33	33	41	39	37	37	34	33	35
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

TKN Influent Loading

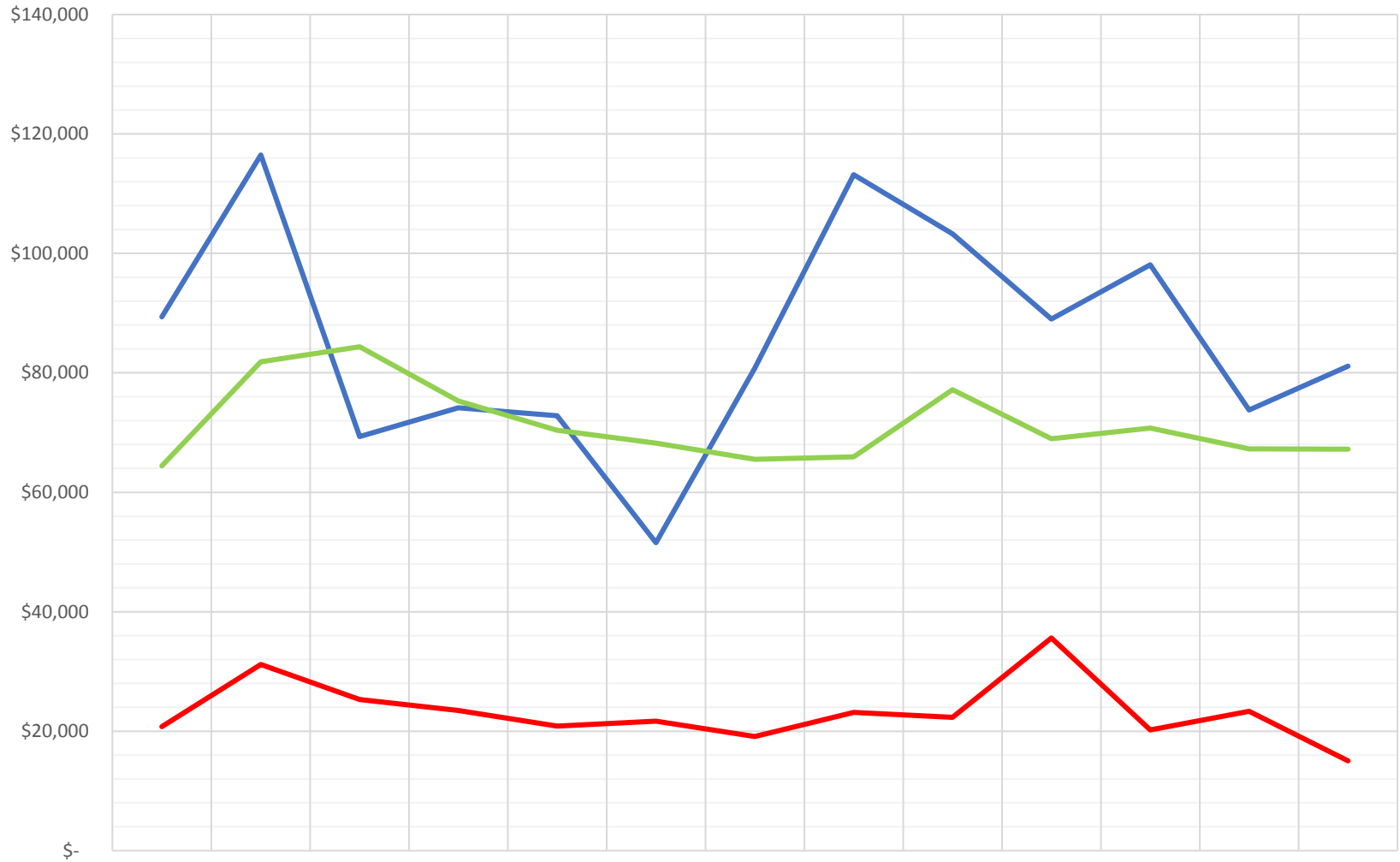


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
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

Chemical, Power and Sludge Disposal Costs



	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
— Chemical	\$89,384	\$116,483	\$69,350	\$74,168	\$72,801	\$51,561	\$80,784	\$113,171	\$103,254	\$89,024	\$98,091	\$73,798	\$81,138
— Power	\$64,431	\$81,851	\$84,369	\$75,309	\$70,394	\$68,257	\$65,547	\$65,959	\$77,175	\$68,963	\$70,762	\$67,261	\$67,247
— Sludge Disposal	\$20,741	\$31,185	\$25,291	\$23,459	\$20,855	\$21,699	\$19,116	\$23,148	\$22,342	\$35,610	\$20,211	\$23,339	\$15,036



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: January 20, 2021
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:
 - Administration Building Remodel.
 - Chlorine Scrubber Replacement.

- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
 - Administration Building remodel, remove and replace all outlets and switches.
 - BNR influent pump VFD #3 complete, this completes the project.
 - Replaced centrifuge #1 VFD.
 - Multiple pump rebuilds.
 - Removed air cylinder for sludge loadout hopper and sent for rebuild.
 - Install of stainless-steel chute for dewatering Centrifuge.
 - Painted parking lot signs.
 - Various safety audit work orders.

- ◆ **Work Orders**
 - Completed this month: Mechanical-109, Fleet-6, Electrical & Instrumentation-44.
 - Pending: Mechanical-117, Fleet-20, Electrical & Instrumentation-43.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



BNR Influent Pump VFD #3



Parking Lot Signs



Sludge Recirculation Pump Rebuild



Sludge Load Out Air Cylinder



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: January 20, 2021
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
- Process Hazard Analysis Revalidation Project
- 2020 Administration Building Remodel Project
- 2020 Digestion Improvements Study
- 2020 Digital Scanning of Sewer Lines Project
- 2020 Air Purifying Respirator and Self-Contained Breathing Apparatus Equipment Project
- 2020 Headworks Improvements Project
- 2020 Chiller Replacement Project
- 2021 2-Water System Improvements Project
- 2021 Asphalt Sealing Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Furnishing Submersible Pump and Power Pack Project
- 2021 Lime System Improvements Project
- 2021 Plant Painting Project
- 2021 Wasting Pumps Upgrade Project

◆ **Work Orders**

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

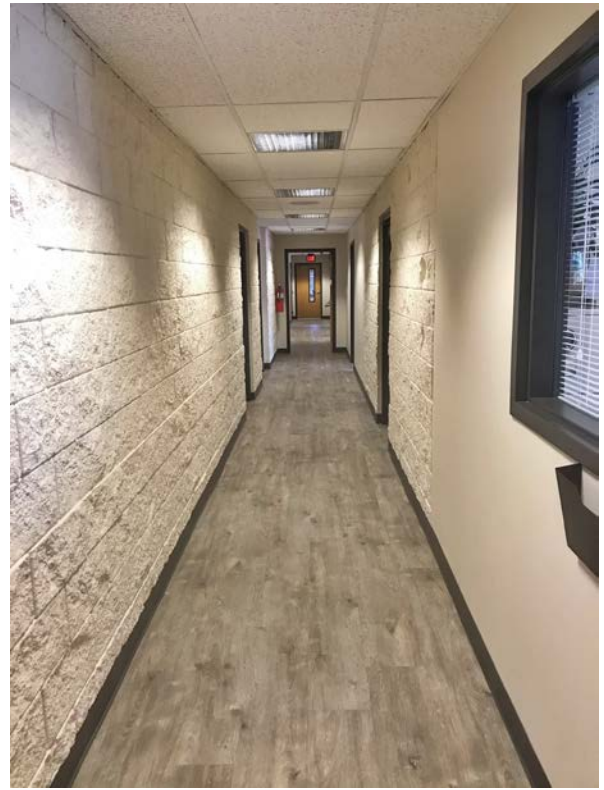
Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



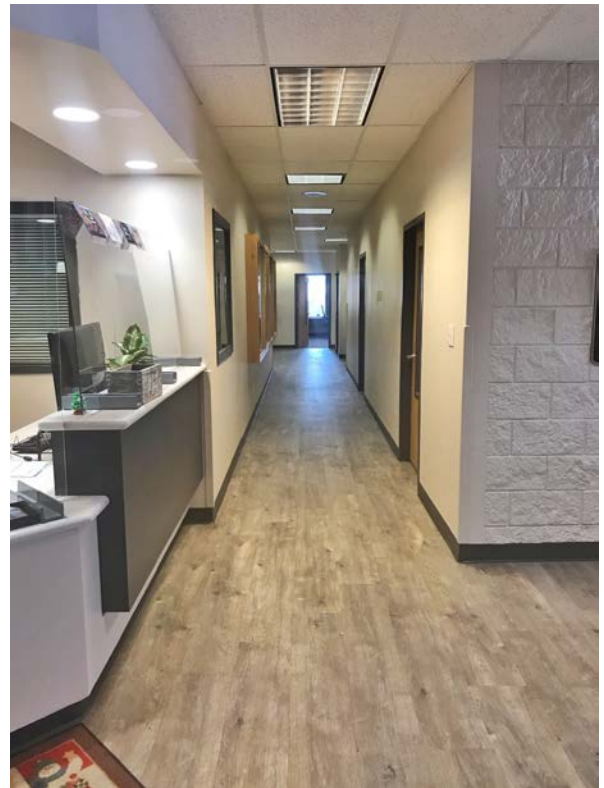
2020 Admin. Building Remodel Project - Before



2020 Admin. Building Remodel Project - After



2020 Admin. Building Remodel Project - Before



2020 Admin. Building Remodel Project - After



2020 Admin. Building Remodel Project - Before



2020 Admin. Building Remodel Project - After



2020 Admin. Building Remodel Project - Before




2020 Admin. Building Remodel Project - After



TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: Jan. 20, 2021
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Migration of Operation Logbook Entries to PIS
 - Continuing with upgrades
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Current tag name server application loaded and running-active implementation
 - Virtual Machine (SCADAMAIN11B)
 - Wonderware software ready for Application Server development
- SCADA Developments
 - Upgrade on telemetry site computer systems
 - New computers being programmed
 - Building test bench
 - Programming complete for O2 Basin automated bypass and in service for 2 weeks
 - Working with Engineering Department on specifications for Lime Feed Conveyance
- IT Server Infrastructure
 - Server on order for VMHOST upgrade for PIS, SIS, DOCS servers
- Installation 3of 3 BNR influent pump VFDs
 - Integrated VFD80003 into our SCADA system and has been in operation for 2 weeks
- Hiring New IT Specialist
 - Offer accepted by candidate and will be starting at the end of January.
- Work Orders
 - Completed in Nov.-Dec.: 37
 - Outstanding: 123

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Subject: Administrative Report

- Accounting
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued Audit of fiscal year 2019-2020 with Auditors of Damore, Hamric & Schneider.
 - Staff prepared for employee benefit changes that become effective January 2021.
 - Staff worked with several departments preparing Caselle Connect Online timesheet processing.
 - Continued coordination with Caselle software for ongoing training and troubleshooting of all modules.

- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated 39 new account permits and prepared associated letters, reports and invoices.
 - Performed account audits in preparation of January 2021 customer direct billing.
 - Continued coordination with Caselle software for ongoing training and troubleshooting.

- General Administration
 - Coordinated purchase of plant O&M supplies.
 - Coordinated with all departments regarding Agency contracts and bids.
 - Finalized Board Room furniture delivery/installation for Administrative Building Remodel project.
 - Completed department staff annual evaluations.
 - Performed various administrative duties to assist GM and Board of Directors.
 - Performed numerous miscellaneous public records requests.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager

Administration Office Remodel Project

Board Room Complete





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-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

- Management continued implementation of the COVID-19 plan:
 - Agency remains closed to the public.
 - All staff are either telecommuting or working onsite with staggered shifts with increased staff isolation/separation.
- Staff have moved back into the administrative building.
- Agency held an employee appreciation lunch via food truck in lieu of holding the annual employee appreciation dinner.
- Agency has begun recruitment of various classifications.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: January 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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