



Tahoe-Truckee Sanitation Agency  
Regular Board Meeting  
March 14, 2018

# TAHOE-TRUCKEE SANITATION AGENCY

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



## Directors

*S. Lane Lewis: President*  
*Dale Cox: Vice President*  
*Jon Northrop*  
*Dan Wilkins*  
*Blake Tresan*

## General Manager

*LaRue Griffin*

## BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

**Date:** March 14, 2018

**Time:** 9:00 AM

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

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

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

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

**III. 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 regularly scheduled Board meeting on February 14, 2018 and special Board meeting on February 28, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress payment estimate no. 2 for the purchase of ammonium analyzers and controllers.
5. Approval of change order no. 1 for the Digital Scanning of Sewer Lines project.
6. Approval of progress payment estimate no. 2 for the Digital Scanning of Sewer Lines project.
7. Approval of change order no. 3 for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements project.



**IV. Regular Agenda**

1. Discussion of the Avery Hotel development.
2. Approval of the Temporary Construction Easement Agreement with Mr. & Mrs. Heiser.

**V. Management Team Report**

1. Operations, Engineering, Maintenance and IT Manager Reports.
2. General Manager Report.

**VI. 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.

**VII. Closed Session**

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
3. Closed session for public employee performance evaluation of the General Manager.

**VIII. Adjournment**

Posted and Mailed, 03/08/18



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). 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.

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** I

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**Subject:** Call to Order, Roll Call, and Pledge of Allegiance.



**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** II

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**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.

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-1

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**Subject:** Approval of the minutes of the regularly scheduled Board meeting on February 14, 2018 and special Board meeting on February 28, 2018.

**Background:** Minutes from the regularly scheduled and special Board meetings.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** Approve the minutes of the regularly scheduled Board meeting on February 14, 2018 and special Board meeting on February 28, 2018.

**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**

February 14, 2018

I. CALL TO ORDER:

President Lewis 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: S. Lane Lewis, NTPUD  
Jon Northrop, ASCWD  
Blake Tresan, TSD  
Dan Wilkins, TCPUD

Staff Present: LaRue Griffin, General Manager  
Roshelle Chavez, Administrative Services Manager  
Michael Peak, Operations Manager  
Jason Parker, Engineering Manager  
Robert Gray, IT Manager  
Richard P. Shanahan, Agency Counsel  
Celeste Graves, Administration Department  
Michelle Mackey, Administration Department  
Claire Parker, Administration Department  
Mike Smith, Engineering Department  
Aaron Carlsson, Engineering Department  
Kevin Woods, IT Department  
Laura Mader, Laboratory Department  
Kristin Davis, Laboratory Department  
Robert Holmes, Maintenance Department  
Jim Redmond, Maintenance Department  
Philip Fay, Maintenance Department  
Justin Parrish, Maintenance Department  
Mark Heidelberger, Maintenance Department  
Jesus Zarate, Maintenance Department

Public Present: Ron Ley, Damore, Hamric & Schneider, Inc.  
Rick Thompson, IBEW 1245

II. Public Comment:

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



III. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on January 10, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress payment estimate no. 1 for the purchase of ammonium analyzers and controllers.
5. Approval of progress payment estimate no. 1 for Digital Scanning of Sewer Lines project.

**MOTION** by Director Wilkins, **SECOND** by Director Northrop to approve the Consent Agenda items; unanimously approved.

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

AYES:	Directors Wilkins, Northrop, Tresan and President Lewis
NOES:	None
ABSENT:	Director Cox
ABSTAIN:	None

Motion passed.

IV. Regular Agenda

1. Presentation of the annual financial audit for fiscal year 2016-2017.

Mr. Ron Ley of Damore, Hamric & Schneider, Inc. presented the financial audit for the fiscal year 2016-2017 and addressed questions from the Board.

No action was taken by the Board.

2. Approval to receive and file the annual financial audit for fiscal year 2016-2017.

**MOTION** by Director Northrop, **SECOND** by Director Tresan to receive and file the annual financial audit for fiscal year 2016-2017; unanimously approved.

The Board approved the motion by the following vote:

AYES:	Directors Wilkins, Northrop, Tresan and President Lewis
NOES:	None
ABSENT:	Director Cox
ABSTAIN:	None

Motion passed.

3. Approval to ratify the solicitation of bids for the Building 27 Main Service Upgrade project.

**MOTION** by Director Northrop, **SECOND** by Director Wilkins to ratify the solicitation of bids for the Building 27 Main Service Upgrade Project; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilkins, Northrop, Tresan and President Lewis  
NOES: None  
ABSENT: Director Cox  
ABSTAIN: None

Motion passed.

4. Approval of Ordinance No. 1-2018.

**MOTION** by Director Northrop, **SECOND** by Director Wilkins to approve the Ordinance No. 1-2018; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Wilkins, Northrop, Tresan and President Lewis  
NOES: None  
ABSENT: Director Cox  
ABSTAIN: None

Motion passed.

5. Discussion of employee handbook revision procedure.

Mr. Griffin discussed the staff report as prepared by Ms. Chavez regarding the revision of the employee handbook. The President appointed Director Cox and Direct Tresan to serve as the ad hoc committee to assist in the handbook update process. Mr. Griffin recommended the revision process commence upon hire of the human resources administrator.

No action was taken by the Board.

6. Review status of State Route 89/Fanny Bridge Community Revitalization project.

Mr. Griffin informed the Board that the amendment to the relocation agreement and the Caltrans indemnification agreement have been signed and executed; and the TRI line that was to be removed will be abandoned in place.

No action was taken by the Board.

7. Report concerning recent *Hawaii Wildlife Fund v. County of Maui* decision and NPDES permit requirement.

Mr. Shanahan informed the Board of the recent *Hawaii Wildlife Fund v. County of Maui* decision and how it may have a future impact on required permits for the Agency.

No action was taken by the Board.

V. Management Team Report

1. Operations, Maintenance, Engineering and IT Reports

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

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 IT department.

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided a brief update on the status of various ongoing projects. There was discussion about the Avery Hotel II project and the Agency shall enter into an agreement with the project developer as the project requires additional levels of customer service or consultant support.

No action was taken by the Board.

VI. Board of Director Comment

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

VII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:38 AM

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).



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

The meeting was reopened at 12:04 PM. Nothing to report from closed session.

VIII. ADJOURNMENT:

There being no further business, the meeting adjourned at 12:05 PM.

LaRue Griffin  
Secretary to the Board

Approved: \_\_\_\_\_

DRAFT

**BOARD OF DIRECTORS**  
**SPECIAL MEETING MINUTES**

February 28, 2018

I. CALL TO ORDER:

President Lewis called the special 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:     S. Lane Lewis, NTPUD  
                              Dale Cox, SVPSD  
                              Jon Northrop, ASCWD

Staff Present:         LaRue Griffin, General Manager  
                              Roshelle Chavez, Administrative Services Manager  
                              Jason Parker, Engineering Manager  
                              Aaron Carlsson, Engineering Department  
                              Jim Redmond, Maintenance Department  
                              Philip Fay, Maintenance Department

II. Public Comment:

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

III. Regular Agenda

1. Approval to award the 2018 Clarifier Painting Project.

**MOTION** by Director Cox, **SECOND** by Director Northrop to waive the bid irregularities, accept the proposed subcontractor substitution of Big Water Welding with Newman Welding, and award the bid to F.D. Thomas, Inc.

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

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

Motion passed.

IV. ADJOURNMENT:

There being no further business, the meeting adjourned at 9:15 AM.

LaRue Griffin  
Secretary to the Board

Approved: \_\_\_\_\_

DRAFT



**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-2

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**Subject:** Approval of general fund warrants.

**Background:** Warrants paid and payable for the previous calendar months.

**Fiscal Impact:** Decrease in Agency general fund per the warrant amounts.

**Previous Board Action:** None.

**Recommendation:** Approve general fund warrants paid and payable.

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
*CHECKS	1 -	73695	CHECK SEQUENCE BREAK			
73696	2/13/18	REG VOID	00969 MARK MESSERSCHMIDT		86.00-	CHECK WAS ISSUED ON 7/13/16
*CHECKS	73697 -	74917	CHECK SEQUENCE BREAK			
74918	2/13/18	REG VOID	00804 RICH ITALIANO		80.00-	CHECK WAS ISSUED ON 5/10/17
*CHECKS	74919 -	75239	CHECK SEQUENCE BREAK			
75240	2/12/18	MAN VOID	01905 JENNIFER KELLY		237.62-	CHECK WAS ISSUED ON 7/27/17
*CHECKS	75241 -	75861	CHECK SEQUENCE BREAK			
75862	2/01/18	REG VOID	00041 CALTROL, INC		4,350.23-	CHECK WAS ISSUED ON 1/10/18
*CHECKS	75863 -	75966	CHECK SEQUENCE BREAK			
75967	2/01/18	MAN PAID	00041 CALTROL, INC		4,350.23	
75968	2/01/18	MAN PAID	01901 ASBURY ENVIRONMENTAL SERVICES		214.80	
75969	2/01/18	MAN PAID	00840 APPLIED FLOW TECHNOLOGY		920.00	
75970	2/01/18	MAN PAID	01972 MARY THERESA ROEMER		10,809.94	
75971	2/01/18	MAN PAID	01958 FRANCHISE TAX BOARD		200.00	
75972	2/01/18	MAN PAID	00540 VARIED PRODUCT LINES		1,328.28	
75973	2/01/18	MAN PAID	01798 ROSHELLE CHAVEZ		42.80	
75974	2/01/18	MAN PAID	01966 TAHOE STAFF		980.00	
75975	2/01/18	MAN PAID	00954 MMS WEST		170.40	
75976	2/01/18	MAN PAID	01973 LAURA JANIK		620.73	
75977	2/01/18	MAN PAID	01974 KIMBERLY & ROBERT FELTON		1,836.00	
75978	2/01/18	MAN PAID	00146 CSRMA & ALLIANT INSURANCE SERVICES		6,553.00	
75979	2/06/18	MAN PAID	00786 STANDARD INSURANCE-DENTAL		7,072.08	
75980	2/06/18	MAN PAID	00681 STANDARD INSURANCE-LIFE		1,989.06	
75981	2/06/18	MAN PAID	00095 CASA		16,068.00	
75982	2/06/18	MAN PAID	00746 PETTY CASH		110.51	
75983	2/06/18	MAN PAID	00200 FEDERAL EXPRESS CORP.		172.86	
75984	2/14/18	REG PAID	00015 AIRGAS USA, LLC		447.87	
75985	2/14/18	REG PAID	00678 ALLIANT INSURANCE SERVICES		100.00	
75986	2/14/18	REG PAID	00019 ALPHA ANALYTICAL		210.00	
75987	2/14/18	REG PAID	01900 AMAZON CAPITAL SERVICES		541.99	
75988	2/14/18	REG PAID	00032 AMERIPRIIDE UNIFORM SERVICES		2,785.70	
75989	2/14/18	REG PAID	01843 ANTHONY SALINAS		13.25	
75990	2/14/18	REG PAID	01885 AT&T ACCT 831-000-6939 380		1,398.45	
75991	2/14/18	REG PAID	01886 AT&T ACCT #171-800-7674 001		1,002.22	
75992	2/14/18	REG PAID	00105 CALIFORNIA HYDRONICS CORP.		325.35	
75993	2/14/18	REG PAID	01897 AARON CARLSSON		375.00	
75994	2/14/18	REG PAID	00002 CH2M HILL		40,111.44	
75995	2/14/18	REG PAID	01290 CLARK PEST CONTROL		32,275.00	
75996	2/14/18	REG PAID	01151 CODALE ELECTRIC SUPPLY, INC.		32,860.25	
75997	2/14/18	REG PAID	00696 CORELOGIC INFORMATION SOLUTIONS, IN		566.50	
75998	2/14/18	REG PAID	00153 DAMORE, HAMRIC & SCHNEIDER		2,000.00	
75999	2/14/18	REG PAID	01847 DEAN HAINES		175.00	
76000	2/14/18	REG PAID	00825 BRANDON DIMOND		938.80	
76001	2/14/18	REG PAID	00179 E&M ELECTRIC		2,340.00	
76002	2/14/18	REG PAID	00191 ENVIRONMENTAL EXPRESS		3,088.01	
76003	2/14/18	REG PAID	00201 FERGUSON ENTERPRISES, INC. #1423		919.06	

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76004	2/14/18	REG PAID	01172	FILTER CONNECTION	943.91	
76005	2/14/18	REG PAID	02023	FISHER SCIENTIFIC COMPANY	6,173.18	
76006	2/14/18	REG PAID	00067	FLYERS ENERGY LLC	1,206.28	
76007	2/14/18	REG PAID	01578	GETGO, INC.	39.29	
76008	2/14/18	REG PAID	00225	GRAINGER INC., W.W.	5,009.76	
76009	2/14/18	REG PAID	01663	LARUE GRIFFIN	25.77	
76010	2/14/18	REG PAID	00232	HACH CHEMICAL COMPANY	1,662.64	
76011	2/14/18	REG PAID	00260	IDEXX LABORATORIES INC.	322.25	
76012	2/14/18	REG PAID	00538	IRON MOUNTAIN	242.94	
76013	2/14/18	REG PAID	00804	RICH ITALIANO	595.00	
76014	2/14/18	REG PAID	00275	J&L PRO KLEEN, INC.	2,300.00	
76015	2/14/18	REG PAID	00290	KAMAN INDUSTRIAL TECH.	30.24	
76016	2/14/18	REG PAID	00306	COPERION KTRON PITMAN, INC.	3,144.60	
76017	2/14/18	REG PAID	01259	LHOIST NORTH AMERICA	15,798.87	
76018	2/14/18	REG PAID	00614	LIBERTY UTILITIES	89.51	
76019	2/14/18	REG PAID	00346	MCMASTER-CARR	1,140.52	
76020	2/14/18	REG PAID	01669	MCVICARS CONSULTING	650.00	
76021	2/14/18	REG PAID	00374	MOTION INDUSTRIES	554.29	
76022	2/14/18	REG PAID	00376	MOUNTAIN HARDWARE	119.48	
76023	2/14/18	REG PAID	01962	MOUSER ELECTRONICS	1,629.40	
76024	2/14/18	REG PAID	00351	NALCO COMPANY	6,398.66	
76025	2/14/18	REG PAID	00353	NAPA-SIERRA	95.00	
76026	2/14/18	REG PAID	00893	NEOPOST	27.06	
76027	2/14/18	REG PAID	00383	NEVADA RUBBER STAMP CO.	118.80	
76028	2/14/18	REG PAID	00407	NORTHERN SAFETY CO., INC.	1,174.00	
76029	2/14/18	REG PAID	00959	OFFICE DEPOT	1,389.54	
76030	2/14/18	REG PAID	00780	JAY PARKER	317.32	
76031	2/14/18	REG PAID	00455	PINNACLE TOWERS INC.	654.87	
76032	2/14/18	REG PAID	00622	PRAXAIR DISTRIBUTION, INC.	123.30	
76033	2/14/18	REG PAID	01935	PRAXAIR INC.	9,805.86	
76034	2/14/18	REG PAID	00452	TRUCKEE DONNER PUD	81,333.78	
76035	2/14/18	REG PAID	00512	RENO GAZETTE & JOURNAL	504.99	
76036	2/14/18	REG PAID	01798	ROSHELLE CHAVEZ	254.71	
76037	2/14/18	REG PAID	01062	SAVE MART SUPERMARKETS	213.12	
76038	2/14/18	REG PAID	01035	SEAL ANALYTICAL, INC.	596.50	
76039	2/14/18	REG PAID	01744	SHRED-IT USA	200.00	
76040	2/14/18	REG PAID	00619	SIERRA SYSTEMS, INC.	600.00	
76041	2/14/18	REG PAID	01442	SIERRA OFFICE SOLUTIONS	214.52	
76042	2/14/18	REG PAID	00655	SOLENIS	6,441.17	
76043	2/14/18	REG PAID	00639	SOUTHWEST GAS CORP.	86.09	
76044	2/14/18	REG PAID	00117	SUDDENLINK PAYMENT CENTER	683.68	
76045	2/14/18	REG PAID	00895	TAHOE SUPPLY COMPANY, LLC	21,680.02	
76046	2/14/18	REG PAID	00671	TAHOE TRUCKEE DISPOSAL	24,675.67	
76047	2/14/18	REG PAID	01894	THATCHER COMPANY OF CA, INC.	302.56	
76048	2/14/18	REG PAID	00815	THOMSON WEST	120.00	
76049	2/14/18	REG PAID	00449	TRUCKEE BAGEL CO.	62.57	
76050	2/14/18	REG PAID	00464	TRUCKEE RENTS, INC.	681.11	
76051	2/14/18	REG PAID	00794	ULINE	334.55	
76052	2/14/18	REG PAID	00551	VERIZON WIRELESS	1,117.38	
76053	2/14/18	REG PAID	00560	VWR SCIENTIFIC, INC.	565.07	
76054	2/14/18	REG PAID	00578	WESTERN NEVADA SUPPLY	6,643.59	
76055	2/14/18	REG PAID	00603	WILEY, PRICE & RADULOVICH	32.48	
76056	2/14/18	REG PAID	00611	WORK WORLD	2,446.72	
76057	2/14/18	MAN PAID	01900	AMAZON CAPITAL SERVICES	683.00	
76058	2/14/18	MAN PAID	00021	ALPINE ROOFING CO, INC.	80.00	
76059	2/14/18	MAN PAID	00804	RICH ITALIANO		

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76060	2/14/18	MAN PAID	01966	TAHOE STAFF	1,911.00	
76061	2/14/18	MAN PAID	01738	ILEANA VASSILIOU	2,000.00	
76062	2/14/18	MAN PAID	00799	GARY ABRAHAMIAN	512.00	
76063	2/14/18	MAN PAID	01837	MICHAEL J SMITH	400.00	
76064	2/14/18	MAN PAID	01798	ROSHELLE CHAVEZ	178.50	
76065	2/14/18	MAN PAID	00603	WILEY, PRICE & RADULOVICH	18,554.00	
76066	2/14/18	MAN PAID	01146	KRISTIN DAVIS	150.00	
76067	2/14/18	MAN PAID	00804	RICH ITALIANO	215.00	
76068	2/14/18	MAN PAID	00232	HACH CHEMICAL COMPANY	90,854.17	
76069	2/14/18	MAN PAID	00524	UNITED PARCEL SERVICE, UPS	99.25	
76070	2/14/18	MAN PAID	00789	MARK HEIDELBERGER	400.00	
76071	2/14/18	MAN PAID	00578	WESTERN NEVADA SUPPLY	1,290.64	
76072	2/14/18	MAN PAID	00893	NEOPOST	173.66	
76073	2/14/18	MAN PAID	01916	AFASSCO	447.58	
76074	2/14/18	MAN PAID	01901	ASBURY ENVIRONMENTAL SERVICES	160.00	
76075	2/14/18	MAN PAID	00019	ALPHA ANALYTICAL	120.00	
76076	2/14/18	MAN PAID	00969	MARK MESSERSCHMIDT	86.00	
76077	2/14/18	MAN PAID	00695	JON NORTROP	454.00	
76078	2/14/18	MAN PAID	01976	LINDA HILL	175.80	
76079	2/14/18	MAN PAID	01977	DONALD & MARIE GUTMAN	153.00	
76080	2/14/18	MAN PAID	01978	MICHAEL OLIVER	12.44	
76081	2/14/18	MAN PAID	00695	JON NORTROP	100.00	
76082	2/14/18	MAN PAID	00694	S. LANE LEWIS	100.00	
76083	2/14/18	MAN PAID	01849	DANIEL WILKINS	100.00	
76084	2/14/18	MAN PAID	01967	BLAKE TRESAN	100.00	
76085	2/15/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR	81,767.12	CHECK HAS BEEN VOIDED
76086	2/15/18	MAN PAID	01433	HOFFMAN SOUTHWEST CORP	352.49	
76087	2/16/18	MAN PAID	01958	FRANCHISE TAX BOARD	6,900.00	
76088	2/20/18	MAN PAID	00275	J&L PRO KLEEN, INC.	13,758.00	
76089	2/20/18	MAN PAID	01609	PAYMENTUS GROUP, INC.	3,512.41	
76090	2/23/18	MAN PAID	01821	NEWEGG, INC.	955.50	
76091	2/23/18	MAN PAID	01966	TAHOE STAFF	3,620.53	
76092	2/23/18	MAN PAID	01735	HDR ENGINEERING, INC.	52.61	
76093	2/23/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR	100.00	CHECK HAS BEEN VOIDED
76094	2/23/18	MAN PAID	00524	UNITED PARCEL SERVICE, UPS	100.00	
76095	2/28/18	MAN PAID	00694	S. LANE LEWIS	100.00	
76096	2/28/18	MAN PAID	00695	JON NORTROP	100.00	
76097	2/28/18	MAN PAID	00692	DALE COX	14,947.30	
76098	2/28/18	MAN PAID	01573	INFOSEND		

\*\* FINAL TOTAL

606,893.20

132 CHECKS

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
*CHECKS						
1112324	2/01/18	MAN PAID	00679	NATIONWIDE RETIREMENT SOLUTIONS	2,995.83	
1112325	2/01/18	MAN PAID	01005	PERS 457 PLAN	7,902.18	
1112326	2/01/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	29,031.30	
1112327	2/01/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	11,437.22	
1112328	2/01/18	MAN PAID	01038	FIRST US COMMUNITY CREDIT UNION	3,000.00	
1112329	2/06/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	172.00	
1112330	2/06/18	MAN PAID	01007	PERS-HEALTH PREMIUM	125,384.85	
1112331	2/06/18	MAN PAID	01006	PERS-RETIREMENT	34,828.50	
1112332	2/16/18	MAN PAID	01005	PERS 457 PLAN	7,902.18	
1112333	2/16/18	MAN PAID	00679	NATIONWIDE RETIREMENT SOLUTIONS	3,018.56	
1112334	2/16/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	11,177.16	
1112335	2/16/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	28,455.98	
1112336	2/16/18	MAN PAID	01038	FIRST US COMMUNITY CREDIT UNION	3,000.00	
1112337	2/20/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	850.80	
1112338	2/21/18	MAN PAID	00513	U.S. BANK BANK CARD DIVISION	11,808.97	
1112339	2/21/18	MAN PAID	01006	PERS-RETIREMENT	34,706.73	

\*\* FINAL TOTAL 315,672.26 16 CHECKS

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMPLOYEE NUMBER	CHECK AMOUNT	DIRECT DEPOSIT
54441	2/1/2018	9906		
54442	2/1/2018	1929		
54443	2/1/2018	1980		X
54444	2/1/2018	4225		X
54445	2/1/2018	5098		X
54446	2/1/2018	6626		X
54447	2/1/2018	3286		X
54448	2/1/2018	7570		X
54449	2/1/2018	671		X
54450	2/1/2018	8897		X
54451	2/1/2018	8710		X
54452	2/1/2018	2133		X
54453	2/1/2018	8400		X
54454	2/1/2018	5982		X
54455	2/1/2018	1352		X
54456	2/1/2018	3464		X
54457	2/1/2018	934		X
54458	2/1/2018	992		X
54459	2/1/2018	3059		X
54460	2/1/2018	411		X
54461	2/1/2018	1248		X
54462	2/1/2018	6171		X
54463	2/1/2018	9815		X
54464	2/1/2018	1730		X
54465	2/1/2018	9478		X
54466	2/1/2018	9268		X
54467	2/1/2018	6204		X
54468	2/1/2018	6930		X
54469	2/1/2018	1567		X
54470	2/1/2018	5526		X
54471	2/1/2018	9357		X
54472	2/1/2018	63		X
54473	2/1/2018	65		X
54474	2/1/2018	890		X
54475	2/1/2018	3849		X
54476	2/1/2018	572		X
54477	2/1/2018	2375		X
54478	2/1/2018	3433		X
54479	2/1/2018	743		X
54480	2/1/2018	6715		X
54481	2/1/2018	3359		X
54482	2/1/2018	8131		X
54483	2/1/2018	6833		X
54484	2/1/2018	773		X
54485	2/1/2018	7232		X
54486	2/1/2018	1766		X
54487	2/1/2018	9056		X
54488	2/1/2018	5476		X
54489	2/1/2018	4177		X
54490	2/16/2018	9906		
54491	2/16/2018	1929		
54492	2/16/2018	1980		X
54493	2/16/2018	4225		X
54494	2/16/2018	5098		X
54495	2/16/2018	6626		X
54496	2/16/2018	3286		X
54497	2/16/2018	7570		X
54498	2/16/2018	671		X
54499	2/16/2018	8897		X
54500	2/16/2018	8710		X
54501	2/16/2018	2133		X
54502	2/16/2018	8400		X
54503	2/16/2018	5982		X
54504	2/16/2018	1352		X
54505	2/16/2018	3464		X
54506	2/16/2018	934		X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMPLOYEE NUMBER	CHECK AMOUNT	DIRECT DEPOSIT
54507	2/16/2018	992		X
54508	2/16/2018	3059		X
54509	2/16/2018	411		X
54510	2/16/2018	1248		X
54511	2/16/2018	6171		X
54512	2/16/2018	9815		X
54513	2/16/2018	1730		X
54514	2/16/2018	9478		X
54515	2/16/2018	9268		X
54516	2/16/2018	6204		X
54517	2/16/2018	6930		X
54518	2/16/2018	1567		X
54519	2/16/2018	5526		X
54520	2/16/2018	9357		X
54521	2/16/2018	63		X
54522	2/16/2018	65		X
54523	2/16/2018	890		X
54524	2/16/2018	3849		X
54525	2/16/2018	572		X
54526	2/16/2018	2375		X
54527	2/16/2018	3433		X
54528	2/16/2018	743		X
54529	2/16/2018	6715		X
54530	2/16/2018	3359		X
54531	2/16/2018	8131		X
54532	2/16/2018	6833		X
54533	2/16/2018	773		X
54534	2/16/2018	7232		X
54535	2/16/2018	1766		X
54536	2/16/2018	9056		X
54537	2/16/2018	5476		X
54538	2/16/2018	4177		X
			<u>\$302,700.92</u>	

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-3

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**Subject:** Approval of financial statements and status of investments.

**Background:** Financial statements and status of investments for the previous calendar month.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** Approve financial statements and status of investments.



BUDGETED EXPENDITURES	BUDGET YEAR	CURRENT MONTH	YEAR TO DATE	BALANCE	BUDGET \$
ADMINISTRATIVE FUND					
45010 SALARIES AND WAGES	500,000.00	40,106.99	310,387.19	189,612.81	62.08
45020 EMPLOYEE BENEFITS	354,000.00	17,765.52	211,553.82	142,446.18	59.76
45030 DIRECTOR FEES	12,000.00	700.00	3,300.00	8,700.00	27.50
45060 TRANSPORTATION GAS AND OIL	4,000.00	67.00	1,485.28	2,514.72	37.13
45070 INSURANCE	110,000.00	0.00	102,223.15	7,776.85	92.93
45080 MEMBERSHIPS	25,000.00	16,068.00	23,958.00	1,042.00	95.83
45090 OFFICE EXPENSE	75,000.00	2,502.61	31,811.21	43,188.79	42.41
45095 FEES, LICENSES & PERMITS	150,000.00	0.00	136,990.55	13,009.45	91.33
45110 CONTRACTUAL SERVICES	75,000.00	4,448.00	43,593.50	31,406.50	58.12
45120 PROFESSIONAL SERVICES	250,000.00	53,095.32	202,438.93	47,561.07	80.98
45130 PRINTING AND PUBLICATIONS	15,000.00	1,664.80	10,760.47	4,239.53	71.74
45140 RENTS AND LEASES	5,000.00	533.60	3,662.46	1,337.54	73.25
45150 REPAIRS AND MAINTENANCE	1,000.00	0.00	19.00	981.00	1.90
45170 TRAINING	5,000.00	800.00	2,678.78	2,321.22	53.58
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	0.00	4,624.32	375.68	92.49
45190 UTILITIES	12,000.00	1,035.06	6,672.07	5,327.93	55.60
45300 EQUIPMENT	7,000.00	0.00	0.00	7,000.00	0.00
TOTAL ADMINISTRATIVE FUND	1,605,000.00	138,786.90	1,096,158.73	508,841.27	68.30
OPERATIONS AND MAINTENANCE FUND					
45010 SALARIES AND WAGES	5,561,500.00	367,068.89	3,047,813.68	2,513,686.32	54.80
45020 EMPLOYEE BENEFITS	3,485,000.00	198,769.05	2,231,330.48	1,253,669.52	64.03
45060 TRANSPORTATION GAS AND OIL	15,000.00	0.00	7,247.22	7,752.78	48.31
45080 MEMBERSHIPS	14,500.00	345.00	9,104.26	5,395.74	62.79
45095 FEES, LICENSES & PERMITS	0.00	0.00	159.75	(159.75)	0.00
45100 SUPPLIES	1,295,000.00	95,838.70	643,267.97	651,732.03	49.67
45110 CONTRACTUAL SERVICES	567,000.00	66,812.86	433,695.10	133,304.90	76.49
45140 RENTS AND LEASES	22,000.00	1,046.59	8,117.66	13,882.34	36.90
45150 REPAIRS AND MAINTENANCE	261,000.00	22,637.72	173,151.74	87,848.26	66.34
45155 INSTRUMENTATION & ELECTRICAL	75,000.00	1,612.34	82,073.86	(7,073.86)	109.43
45160 RESEARCH & MONITORING	80,000.00	3,162.63	55,438.16	24,561.84	69.30
45170 TRAINING	46,000.00	4,461.20	30,369.35	15,630.65	66.02
45190 UTILITIES	1,273,000.00	86,278.36	627,842.57	645,157.43	49.32
45300 EQUIPMENT	0.00	0.00	447.90	(447.90)	0.00
TOTAL OPERATIONS & MAINTENANCE	12,695,000.00	848,033.34	7,350,059.70	5,344,940.30	57.90
TOTAL	14,300,000.00	986,820.24	8,446,218.43	5,853,781.57	59.06
SRF DEBT SERVICE					
45105 INTEREST ON SRF LOAN EXPENSE	0.00	0.00	266,280.33	(266,280.33)	0.00

CASH ON HAND  
 -----  
 CASH ACCOUNT (US BANK)  
 CASH - PETTY CASH  
 CHK ACCT (WELLS FARGO/PAYROLL)  
 SAVINGS (B OF A)  
 SERVICE CHARGE MUNI INV (US BANK)  
 WASTWTR CAP RES SAVINGS (BOFA)  
 WASTEWATER SAVINGS-WELLS FARGO  
 STATE LOCAL AGENCY INVESTMT FUND  
 -----  
 TOTAL CASH ON HAND  
 =====

CURRENT MONTH	INCOME	EXPENSES	ACCOUNTS PAYABLE
ADMINISTRATIVE	75,774.94	138,786.90	28,231.84
OPERATION & MAINTENANCE	56,978.34	848,033.34	230,791.83
W.W.C.R.F.	33,152.04	0.00	0.00
UPGRADE REHAB	0.00	283,329.86	61,240.75
-----	-----	-----	-----
TOTAL	165,905.32	1,270,150.10	320,264.42
=====	=====	=====	=====

BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
50,000.00	2,290,684.93	4,286,148.74	1,302,033.39
250,000.00	11,482,531.35	7,303,125.36	4,429,405.99
20,768,597.34	865,796.38	14,112.65	19,243,113.12
2,917,227.28	23,661.11	0.00	2,940,888.39
26,809,008.58	201,448.06	474,054.96	25,666,072.43
-----	-----	-----	-----
50,794,833.20	14,864,121.83	12,077,441.71	53,581,513.32
=====	=====	=====	=====

	YEAR TO DATE
INTEREST INCOME	
-----	
00 ADMINISTRATIVE	11,332.15
01 OPERATION & MAINTENANCE	9,637.30
02 W.W.C.R.F.	109,778.20
04 SRF WCRF	16,927.43
06 UPGRADE/REHAB	148,574.08
	-----
TOTAL INTEREST INCOME	296,249.16
	=====

	T.C.D.	T-BILLS	L.A.I.F
FUND INVESTMENTS:			
ADMINISTRATIVE	0.00	0.00	1,277,752.86
OPERATION & MAINTENANCE	0.00	0.00	4,201,502.46
W.W.C.R.F.	0.00	0.00	18,772,963.48
SRF WCRF	0.00	0.00	2,940,888.39
UPGRADE REHAB	0.00	0.00	25,666,072.43
	-----	-----	-----
TOTAL FUND INVESTMENTS	0.00	0.00	52,859,179.62
	=====	=====	=====

TAHOE-TRUCKEE SANITATION AGENCY  
FINANCIAL STATEMENT

Summary  
February 28, 2018

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SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$922,565.46

Administrative and General Payable: \$320,264.42

Total Administrative and General Paid and Payable: \$1,242,829.88

Total Administrative and General Payroll Paid: \$300,700.92

	ADMIN	OPERATIONS & MAINTENANCE	WASTEWATER CAP RESERVE	SRF WASTEWTR CAP RESERVE	UPGRADE REHAB	TOTAL
CASH BEG BAL	50,000.00	250,000.00	20,768,597.34	2,917,227.28	26,809,008.58	50,794,833.20
TRANSFERS	3,247,497.20	0.00	2,377,167.95-	0.00	870,329.25-	0.00
BEG A/R	205,124.67	496,159.72	52,031.17	6,733.68	52,873.98	812,923.22
INCOME	2,097,614.26	12,532,950.29	824,278.20	16,927.43	148,574.08	15,620,344.26
END A/R	12,054.00-	1,546,578.66-	10,512.99-	0.00	121,902.15	708,577.09-
BEG A/P	31,346,740.99	1,294,848.60	0.00	0.00	12,803.15	32,591,388.45
EXPENSES	1,362,439.06	7,350,059.70	14,112.65	0.00	522,492.56	9,249,103.97
END A/P	28,423,031.31-	1,341,782.94-	0.00	0.00	61,240.75-	29,763,050.71-
CASH END BAL	1,302,033.39	4,429,405.99	19,243,113.12	2,940,888.39	25,666,072.43	53,581,513.32

YEAR TO DATE

ASSETS

CURRENT ASSETS

01 10010	CASH & CASH EQUIVALENTS	71,108.67
00 10020	CASH U.S.BANK CHECKING	14,605.05
01 10020	CASH WELLS FARGO/PAYROLL	141,419.56
00 10030	CASH - PETTY CASH	1,600.00
00 10040	CASH - TAX REVENUE/BANK AMERIC	8,075.48
01 10040	CASH - TAX REVENUE/BANK AMERIC	2,066.19
01 10050	CASH - SERV CHARGE MUNI CHECKG	13,309.11
00 10070	CASH - L.A.I.F.	1,277,752.86
01 10070	CASH - L.A.I.F.	4,201,502.46
06 10070	CASH - L.A.I.F.	25,666,072.43

CASH & CASH EQUIVALENTS

31,397,511.81
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ACCRUED INTEREST RECEIVABLE

00 11280	ACCOUNTS RECEIVABLE	
01 11020	A/R BROWN ACT REFORM REIMBSMT	12,054.00
01 11021	A/R SERVICE CHARGES	1,272,975.06
01 11029	SERVICE CHARGE REFUNDS	16,208.12
01 11065	SERVICE CHARGE PAYMENT PLANS	15.26
01 11070	A/R LAB FEES	75.00
01 11070	A/R-TEMP DISCHARGE	150.00
01 11075	A/R-COBRA	234.90
01 11080	A/R-OTHER	845.00

ACCOUNTS RECEIVABLE

1,302,557.34
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INVENTORY

01 12550	CHEMICAL INVENTORY	95,296.15
01 12560	CHEMICAL INVENTORY	26,606.00
	INVENTORY	121,902.15

01 13060 DUE FROM GOVERNMENT AGENCIES 134,173.17

DUE FROM GOVT AGENCIES

134,173.17
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TOTAL CURRENT ASSETS

32,956,144.47
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YEAR TO DATE

RESTRICTED ASSETS

02 10060	CASH WASTEWATER BANK AMERICA	30,913.45
02 10065	WASTEWATER SAVINGS-WELLS FARGO	439,236.19
02 10070	CASH - L.A.I.F.	18,772,963.48
04 10070	CASH - L.A.I.F.	2,940,888.39
	CASH & EQUIVALENTS	22,184,001.51

02 11030	A/R CONNECTION FEES PMT PLANS	10,512.99
	A/R CONNECTION FEES	10,512.99

TOTAL RESTRICTED ASSETS

22,194,514.50

PROPERTY PLANT & EQUIPMENT

00 16010	LAND	2,174,726.00
00 16020	PLANT FENCING	244,732.11
00 16040	SEWAGE COLLECTION FACILITIES	14,168,430.43
00 16050	SEWAGE TRMT AND DISP FACILITY	125,093,559.93
00 16060	GEN PLANT & ADMIN FACILITIES	3,982,615.29
00 16090	VEHICLES	1,209,946.21
00 16550	ACCUM DEPRECIATION FACILITIES	56,036,579.38
00 16580	ACCUM DEPREC- GENERAL PLANT	4,685,118.00

NET CAPITAL ASSETS

86,152,312.59

00 16810	DEFERRED PENSION OUTFLOWS	3,427,897.00
	DEFERRED PENSION OUTFLOWS	3,427,897.00

TOTAL ASSETS

144,730,868.56

YEAR TO DATE

LIABILITIES

00 20350	CURRENT LIABILITIES	
01 20350	ACCOUNTS PAYABLE	28,231.84-
06 20350	ACCOUNTS PAYABLE	230,791.83-
	ACCOUNTS PAYABLE	61,240.75-
	ACCOUNTS PAYABLE	320,264.42-

00 20810	ACCRUED LIA FOR COMP ABSENCE	53,885.58-
01 20810	ACCRUED LIA FOR COMP ABSENCE	860,258.72-
	COMPENSATED ABSENCES	914,144.30-
01 22010	CUSTOMER DEPOSITS TEMP DISCHARGE	200.00-
	CUSTOMER DEPOSITS	200.00-

00 20710	ACCRUED EXPENSES	14,705.57-
01 20710	SALARIES AND WAGES PAYABLE	136,936.12-
00 20720	FEDERAL P/R TAXES PAYABLE	2,363.76-
00 20725	FEDERAL P/R TAXES PAYABLE	20,487.00-
01 20725	STATE P/R TAXES PAYABLE	976.86-
00 20727	STATE P/R TAXES PAYABLE	8,386.18-
01 20727	SDI PAYABLE	200.53-
00 20730	SDI PAYABLE	1,842.77-
01 20730	PERS 457 STATE STREET PAYABLE	150.00-
00 20735	PERS 457 STATE STREET PAYABLE	7,452.18-
01 20735	NATIONWIDE 457 PAYABLE	1,072.73-
01 20740	NATIONWIDE 457 PAYABLE	1,945.83-
01 20760	CREDIT UNION DEDUCTION PAYABLE	3,000.00-
01 20770	LIFE INSURANCE	182.80-
01 20770	MEDICARE DEDUCTION/O & M	552.26-
00 20780	MEDICARE DEDUCTION/O & M	5,343.13-
01 20780	SURVIVOR BENEFITS/O & M	4.00-
00 20786	SURVIVOR BENEFITS/O & M	43.00-
01 20786	PERS EMPLOYEE PAID CONTRIB	527.90-
	PERS EMPLOYEE PAID CONTRIB	3,183.91-
	TOTAL ACCOUNTS PAYABLE	209,356.53-

	TOTAL LIAB FROM CURRENT	1,443,965.25-
00 20410	CURRENT LIAB FROM RESTRICTED	43,088.67-
	SLAYDEN RETENTION PAYABLE	43,088.67-
	ACCOUNTS PAYABLE RESTRICTED	43,088.67-
	CURRENT LIAB RESTRICTED	43,088.67-



ACCOUNT NUMBERS INDICATED ON  
 STATEMENT OF NET ASSETS  
 TAHOE-TRUCKEE SANITATION AGENCY  
 PERIOD ENDING 2/28/18

	YEAR TO DATE
00 23020	28,275,996.79-
00 24010	13,722,519.00-
	-----
	41,998,515.79-
	-----
	1,342,483.00-
	-----
	1,342,483.00-
	-----
	44,828,052.71-
	=====

YEAR TO DATE

CAPITAL

	CAPITAL ASSETS	
00 25050	CONTRIBUTED CAPITAL-CAP GRANTS	28,336,343.44-
00 25051	CONTRIBUTED CAPITAL-LOCAL DIST	1,330,176.82-
00 25052	CONTRIBUTED CAPITAL-US FOREST	223,315.00-
00 25053	CONTRIBUTED CAPITAL-STATE PARK	16,341.91-
00 26020	NET PROFIT AND LOSS	3,982,672.40-
00 26010	RETAINED EARNINGS	13,517,414.10-
	CAPITAL ASSETS	47,406,263.67-

	RESTRICTED FOR WPCR	
02 26020	NET PROFIT AND LOSS	1,567,002.40
02 26010	RETAINED EARNINGS	20,820,628.51-

	RESTRICTED FOR WPCR	
		19,253,626.11-

	RESTRICTED FOR STATE LOAN	
04 26020	NET PROFIT AND LOSS	16,927.43-
04 26010	RETAINED EARNINGS	2,923,960.96-

	STATE REVOLVING FUND WCR	
		2,940,888.39-

	UNRESTRICTED	
01 26020	NET PROFIT AND LOSS	5,182,890.59-
01 26010	RETAINED EARNINGS	548,688.88
06 26020	NET PROFIT AND LOSS	1,244,247.73
06 26010	RETAINED EARNINGS	26,849,079.41-
	UNRESTRICTED	30,239,033.39-

TOTAL NET ASSETS

	TOTAL NET ASSETS	99,839,811.56-
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TOTAL LIABILITIES & NET ASSETS

	TOTAL LIABILITIES & NET ASSETS	144,667,864.27-
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## Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending February 28, 2018

		AVERAGE INTEREST RATE	AMOUNT INVESTED
<hr/>			
L.A.I.F.		1.412%	\$52,859,179.62
T-BILLS		0.000%	\$0.00
CD'S		0.0000%	\$0.00
SAVINGS	Wells Fargo Investment	0.0934%	\$439,236.19
	Bank of America Tax Revenue	Weighted Yield	\$10,141.67
	Bank of America W.W.C.R.F.		\$30,913.45
	U.S. Bank Service Charge		\$13,309.11
CHECKING	U.S. Bank General Checking	0.000%	\$71,108.67
	Wells Fargo Payroll		\$156,024.61
<hr/>			
TOTAL CASH ON HAND			<u><u>\$53,579,913.32</u></u>

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)

March 05, 2018

TAHOE TRUCKEE SANITATION AGENCY

TREASURER  
 13720 BUTTERFIELD DRIVE  
 TRUCKEE, CA 96161

PMA Average Monthly Yields

Account Number:

70-31-001

Tran Type Definitions

February 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
2/2/2018	2/2/2018	RD	1561897	DAWN DAVIS	126,000.00
2/2/2018	2/2/2018	RD	1561898	DAWN DAVIS	1,438,000.00
2/6/2018	2/6/2018	RW	1562048	DAWN DAVIS	-85,000.00
2/14/2018	2/13/2018	RW	1562535	DAWN DAVIS	-300,000.00
2/16/2018	2/15/2018	RW	1562780	DAWN DAVIS	-60,000.00
2/20/2018	2/20/2018	RW	1562904	DAWN DAVIS	-70,000.00
2/26/2018	2/26/2018	RD	1563284	DAWN DAVIS	91,000.00

Account Summary:

Total Deposit:	1,655,000.00	Beginning Balance:	51,719,179.62
Total Withdrawal:	-515,000.00	Ending Balance:	52,859,179.62

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-4

---

**Subject:** Approval of progress payment estimate no. 2 for the purchase of ammonium analyzers and controllers.

**Background:** The Agency currently has four (4) Hach amtax ammonium analyzers which were installed in 2006 and budgeted for replacement in the 2017-2018 Upgrade and Rehabilitation Fund budget. The purchase of the ammonium analyzers and controllers was awarded to Hach and they have provided the analyzers and controllers to the Agency.

Attached are the staff report and progress payment estimate for consideration of the approval of progress pay estimate no. 2.

**Fiscal Impact:** \$10,094.91.

**Previous Board Action:** The Board of Directors awarded the purchase of the ammonium analyzers and controllers to Hach in the amount of \$100,949.08 at the December 13, 2017 Board meeting.

**Recommendation:** Approve progress payment estimate no. 2 for the purchase of ammonium analyzers and controllers.



# T-TSA Memo

Date: March 5, 2018  
To: LaRue Griffin, General Manager  
From: Jay Parker, Engineering Manager  
RE: Furnishing Ammonium Analyzers and Controllers

---

As of March 5, 2018, T-TSA has received and installed all of the equipment to be delivered under the Furnishing Ammonium Analyzers and Controllers contract. A Hach representative has come to the project site for startup activities. All of this equipment has been successfully commissioned and is operating as intended.

Hach, the manufacturer and supplier of the equipment submitted a number of invoices that reflect the project total of \$100,949.08. It is recommended that the T-TSA Board of Directors approve full payment of the remaining balance due to Hach, in the amount of \$10,094.91, as reflected in Progress Pay Estimate (PPE) No. 2.

Tahoe-Truckee Sanitation Agency  
 Furnishing Ammonium Analyzers and Controllers

Progress Pay Estimate No. 2  
 Through February 28, 2018

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

CONTRACTOR:  
 Hach Company  
 5600 Lindbergh Drive  
 Loveland, Colorado 80538

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	QUANTITY OR PERCENTAGE	UNIT	TOTAL EARNED
1.	90% Within 30 days of Invoice Date	\$90,854.17	1	LS	\$90,854.17	100%	LS	\$90,854.17
2.	10% Within 90 days of Invoice Date	\$10,094.91	1	LS	\$10,094.91	100%	LS	\$10,094.91
								\$0.00
								\$0.00
								\$0.00
<b>TOTAL</b>					<b>\$100,949.08</b>			<b>\$100,949.08</b>

TOTAL EARNED TO DATE: **\$100,949.08**  
 0% TOTAL RETENTION: \$0.00  
 TOTAL AMOUNT PREVIOUSLY PAID: \$90,854.17  
**TOTAL AMOUNT DUE CONTRACTOR: \$10,094.91**

ACCEPTED BY:  
 Hach Company

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency

BY: Staci Lamfers  
 DATE: 3/6/2018

BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-5

-----  
**Subject:** Approval of change order no. 1 for the Digital Scanning of Sewer Lines project.

**Background:** The project includes digital scanning of Schedules V & VI of the TRI along the Truckee River corridor between Tahoe City and Truckee performed by Hoffman Southwest Corporation, dba Professional Pipe Services (ProPipe). The digital scanning produces high quality, three-dimensional, digital, panoramic videos and viewing software to provide virtual desktop inspections of the TRI from any perspective.

Attached are the staff report and change order for consideration of the approval of change order no. 1.

**Fiscal Impact:** \$1,510.88.

**Previous Board Action:** The Board of Directors awarded the Digital Scanning of Sewer Lines project to Hoffman Southwest Corporation, dba Professional Pipe Services (ProPipe) at the July 12, 2017 Board meeting.

**Recommendation:** Approve change order no.1 for the Digital Scanning of Sewer Lines project.





# T-TSA Memo

Date: March 7, 2018  
To: LaRue Griffin, General Manager  
From: Jay Parker, Engineering Manager  
RE: Digital Scanning of Sewer Lines – Contract Modification No. 1

---

In Fall 2017, Hoffman Southwest Corporation dba Professional Pipe Services (ProPipe) digitally scanned Schedules V and VI of the Truckee River Interceptor (TRI). Upon review of the final electronic deliverables provided by Pro-Pipe, staff has determined that Pro-Pipe has met all of its contractual obligations.

The contract documents estimated that approximately 30,200 linear feet of pipeline would be digitally scanned and GIS-integrated. As is customary for these projects, the actual lineal footage is slightly different than what had been estimated in the contract documents. A change order is required to reflect the actual footage, which exceeded the estimate provided in the contract documents by 402.9 linear feet. Contract Modification No. 1 (CM1), which has been approved and executed by the contractor, adds this additional footage to the contract. T-TSA staff recommends that the T-TSA Board of Directors approve CM1.



**TAHOE-TRUCKEE SANITATION AGENCY**

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

**Directors**

*S. Lane Lewis: President*  
*Dale Cox: Vice President*  
*Jon Northrop*  
*Dan Wilkins*  
*Blake Tresan*

**General Manager**  
*LaRue Griffin*

**CONTRACT MODIFICATION NO. 1**  
**(Change Order)**

The following additions, deletions or revisions to the Contract Documents for the Digital Scanning of Sewer Lines (2017) by and between the Tahoe-Truckee Sanitation Agency and Hoffman Southwest Corp, DBA Professional Pipe Services dated July 20, 2017 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	Additional scanning of sewer lines, totaling 402.9 L.F., per base bid item.	\$2.75/L.F.	\$1,107.98
Total Cost for Item 1			\$1,107.98

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
2	Integration of additional data collected from additional scanning of sewer lines importable to Geographic Information System (GIS) software, totaling 402.9 L.F., per base bid item.	\$1.00/L.F.	\$402.90
Total Cost for Item 2			\$402.90
<b>Total Cost for Contract Modification No. 1</b>			<b>\$1,510.88</b>

ORIGINAL CONTRACT AMOUNT: \$113,250.00  
CONTRACT MODIFICATION NO. 1 AMOUNT: \$1,510.88

CONTRACT TIME: Hoffman Southwest Corp, DBA Professional Pipe did not request a contract time extension.

All terms and conditions stipulated in the Contract Documents for the Digital Scanning of Sewer Lines (2017) by and between the Tahoe-Truckee Sanitation Agency and Hoffman Southwest Corp, DBA Professional Pipe dated July 20, 2017 are incorporated herein, except as provided in Contract Modification No. 1.

ACCEPTED BY: Angel Nonelle  
Hoffman Southwest Corp, DBA Professional Pipe Services

3-2-18  
Date

APPROVED BY: \_\_\_\_\_  
Tahoe-Truckee Sanitation Agency

\_\_\_\_\_  
Date

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-6

---

**Subject:** Approval of progress payment estimate no. 2 for the Digital Scanning of Sewer Lines project.

**Background:** The project includes digital scanning of Schedules V & VI of the TRI along the Truckee River corridor between Tahoe City and Truckee performed by Hoffman Southwest Corporation, dba Professional Pipe Services (ProPipe). The digital scanning produces high quality, three-dimensional, digital, panoramic videos and viewing software to provide virtual desktop inspections of the TRI from any perspective.

Attached are the staff report and progress payment estimate for consideration of approval of progress pay estimate no. 2.

**Fiscal Impact:** \$32,993.76.

**Previous Board Action:** The Board of Directors awarded the Digital Scanning of Sewer Lines project to Hoffman Southwest Corporation, dba Professional Pipe Services (ProPipe) at the July 12, 2017 Board meeting.

**Recommendation:** Approve progress payment estimate no. 2 for the Digital Scanning of Sewer Lines project.



# T-TSA Memo

Date: March 7, 2018  
To: LaRue Griffin, General Manager  
From: Jay Parker, Engineering Manager  
RE: Digital Scanning of Sewer Lines – Progress Pay Estimate No. 2

---

In Fall 2017, Hoffman Southwest Corporation dba Professional Pipe Services (ProPipe) digitally scanned Schedules V and VI of the Truckee River Interceptor (TRI). Upon review of the final electronic deliverables provided by Pro-Pipe, staff has determined that Pro-Pipe has met all of its contractual obligations.

The deliverables have been determined to be 100 percent complete. It is recommended that the T-TSA Board of Directors approve Progress Pay Estimate No. 2 (PPE2). As is customary for past T-TSA pipeline inspection projects, it is recommended that the Board of Directors not withhold retention on this final payment. Article 5.60.1 of the Contract gives the T-TSA Board of Directors the discretion to pay all the remaining progress payment after fifty (50%) percent of the work has been completed.

Tahoe-Truckee Sanitation Agency  
 Digital Scanning of Sewer Lines (2017)

Final Progress Pay Estimate No. 2

Through March 14, 2018

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

CONTRACTOR:  
 Hoffman Southwest Corp. (dba ProPipe)  
 249 Paseo Tesoro  
 Walnut, CA 91789

ITEM	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT	UNIT	CONTRACT	QUANTITY OR	UNIT	TOTAL EARNED
1.	Base Bid	\$2.75	30,200.00	LF	\$83,050.00	100%	LS	\$83,050.00
2.	Additive Bid Alternate	\$1.00	30,200.00	LF	\$30,200.00	100%	LS	\$30,200.00
3A.	Change Order No.1:Additional Scanning Performed	\$2.75	402.90	LF	\$1,107.98	100%	LS	\$1,107.98
3B.	Change Order No.1:Additional Scanning Performed	\$1.00	402.90	LF	\$402.90	100%	LS	\$402.90
<b>TOTAL</b>					<b>\$114,760.88</b>			<b>\$114,760.88</b>

<b>TOTAL</b>					<b>\$114,760.88</b>			<b>\$114,760.88</b>
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TOTAL EARNED TO DATE: \$114,760.88

TOTAL AMOUNT PREVIOUSLY PAID: \$81,767.12

**TOTAL AMOUNT DUE CONTRACTOR: \$32,993.76**

ACCEPTED BY:  
 Hoffman Southwest Corp. (dba ProPipe)

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency

BY: Angel Marshall  
 DATE: 3-5-18

BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** III-7

---

**Subject:** Approval of change order no. 3 for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements project.

**Background:** The project consists of the demolition of an existing 24-inch reinforced concrete and ductile iron gravity sewer interceptor pipe and replacement with a 36-inch reinforced concrete gravity sewer from Manhole 81 to Manhole 83, for approximately 1,810 feet. Work includes manhole construction, traffic control, sanitary sewer bypass pumping, surface restoration, and other associated work.

Attached are the staff report and change order for consideration of the approval of change order no. 3.

**Fiscal Impact:** None.

**Previous Board Action:** The Board of Directors approved change order no. 2 at the June 14, 2017 Board meeting for costs associated with the project postponement.

**Recommendation:** Approve change order no. 3 for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements project.



# T-TSA Memo

Date: March 5, 2018  
To: LaRue Griffin, General Manager  
From: Jay Parker, Engineering Manager  
RE: Contract Modification No. 3  
Truckee River Interceptor Manhole 81 to Manhole 83 Improvements Project

---

T-TSA is now in receipt of all required permit extensions for the referenced project. This current Contract Modification (CM) No. 3 is a no-cost change order to incorporate these permit extensions. All project costs associated with the delay of the project from 2017 to 2018 have already been addressed in CM No. 2 which was ratified in Fall 2017.



**TAHOE-TRUCKEE SANITATION AGENCY**

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

**Directors**  
*O.R. Butterfield*  
*Dale Cox*  
*S. Lane Lewis*  
*Jon Northrop*  
*Dan Wilkins*  
**General Manager**  
*LaRue Griffin*

**CONTRACT MODIFICATION NO. 3**  
 (Change Order)

The following additions, deletions or revisions to the Contract Documents for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements by and between the Tahoe-Truckee Sanitation Agency and Burdick Excavating Company, Inc. dated February 27, 2017 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1.	Part 6, Technical Specifications, Section 01 00 13, Special Conditions for Project, Article 12.1.1: REPLACE the Nationwide Permit Summary dated March 19, 2012 with Nationwide Permit Summary dated March 19, 2017 (attached).	N/A	\$0
Total Cost for Item 1			\$0

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
2.	Part 6, Technical Specifications, Section 01 00 13, Special Conditions for Project, Article 12.1.4: INSERT the attached Encroachment Permit Rider extending the completion date to December 31, 2018.	N/A	\$0
Total Cost for Item 2			\$0

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
3.	Part 6, Technical Specifications, Section 01 00 13, Special Conditions for Project, Article 12.1.6: INSERT the attached Notice to Proceed Letter extending the authorization for the project to be completed between May 2018 and October 2018.	N/A	\$0
Total Cost for Item 3			\$0
<b>Total Cost for Contract Modification No. 3</b>			<b>\$0</b>

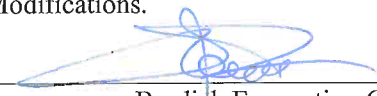
ORIGINAL CONTRACT AMOUNT: **\$2,286,000.00**  
 REVISED CONTRACT AMOUNT: **\$2,398,014.00**  
 CONTRACT MODIFICATION NO. 3 AMOUNT: **\$0**

CONTRACT TIME: **Burdick Excavating Company, Inc. did not request a contract time extension.**



Truckee River Interceptor Manhole 81 to Manhole 83 Improvements – Contract Modification No. 3

All terms and conditions stipulated in the Contract Documents for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements by and between the Tahoe-Truckee Sanitation Agency and Burdick Excavating Company, Inc. dated February 27, 2017 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY:  \_\_\_\_\_ 3/6/18  
Burdick Excavating Company, Inc. Date

APPROVED BY: \_\_\_\_\_  
Tahoe-Truckee Sanitation Agency Date

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** IV-1

---

**Subject:** Discussion of the Avery Hotel development.

**Background:** The Avery Hotel development was initiated years ago and the Agency worked with the developer to realign the TRI to facilitate the parcel development. The hotel project did not proceed at that time and there was no further progress.

Recently, the Agency was approached by the developer to commence on a new hotel layout. Based on conversations with the developer and their engineer, they are investigating the option to realign the TRI.

Attached are the staff report and project plan, identifying the proposed TRI alignment from the original Avery Hotel project for discussion purposes. All other improvements (buildings, parking and roadway improvements) shown on the plan do not apply to the current development.

The Agency will enter into an agreement with the developer should they proceed with the realignment of the TRI.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.



# T-TSA Memo

Date: March 7, 2018  
To: LaRue Griffin, General Manager  
From: Jay Parker, Engineering Manager  
RE: Avery Hotel – Progress Update

---

Since our the last regularly scheduled Board Meeting, the developer for the Avery Hotel Project submitted a preliminary plan that provides for relocation of the TRI. The submitted plan is the latest design iteration that the developer had available from the previous project approval effort.

The buildings, parking and roadway improvements that are shown on this preliminary plan are not what the developer intends on proposing for the current work. All of that is being worked on now in anticipation that the TRI would no longer be running through the site. Exactly how the TRI is routed around the site will be subject to further analysis and discussion, but this representation is a good place to start.

T-TSA committed to perform an in-house overall preliminary review of the proposed plans and provide comments to the developer. Staff has done that, also providing a list of preliminary conditions for the relocation effort.

We believe the next step would be to formalize an agreement between T-TSA and the developer to cover Agency costs associated with the relocation (environmental permitting, design review, legal review, construction efforts, etc.) as the Agency will accrue costs due to a change in its typical scope for development review/assistance. The expectation is that it will be a similar draft version of the agreement generated for the original Avery Hotel project.



**HOTEL AVERY**  
 10002 & 10024 SOUTH RIVER STREET  
 TRUCKEE, CALIFORNIA  
 APN 19-140-01 & -02 NEVADA COUNTY

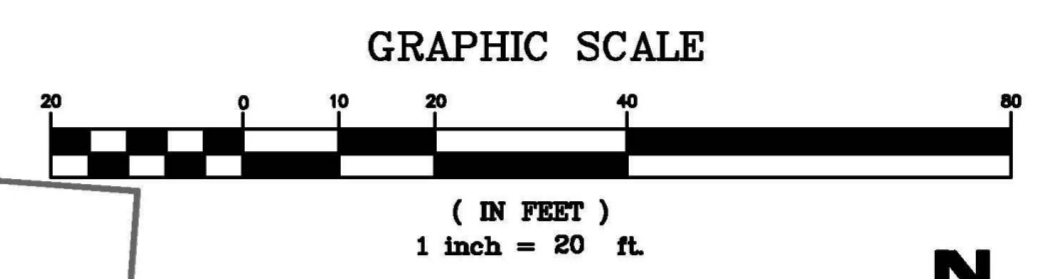
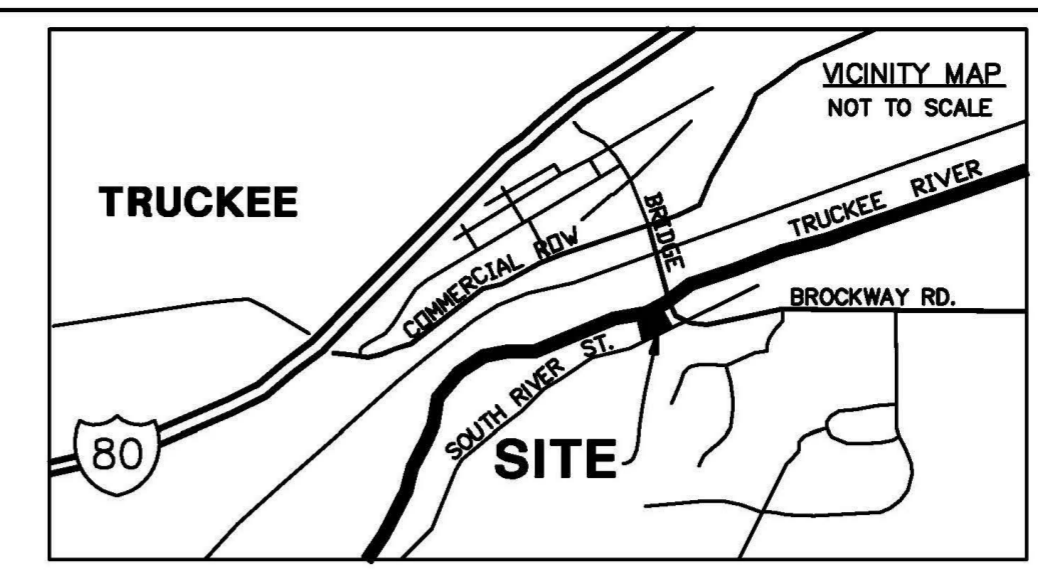
CLIENT NAME:  
**JMA TRUCKEE 1, LLC**  
 706 MISSION STREET  
 9TH FLOOR  
 SAN FRANCISCO, CA  
 (415) 546-7766

FILE:  
 Hotel Avery Site 14MAY2012.dwg  
 SCALE:  
 1" = 20'  
 DATE:  
 14 MAY 2012

REVISIONS:

DESCRIPTION:  
**PRELIMINARY GRADING AND DRAINAGE**

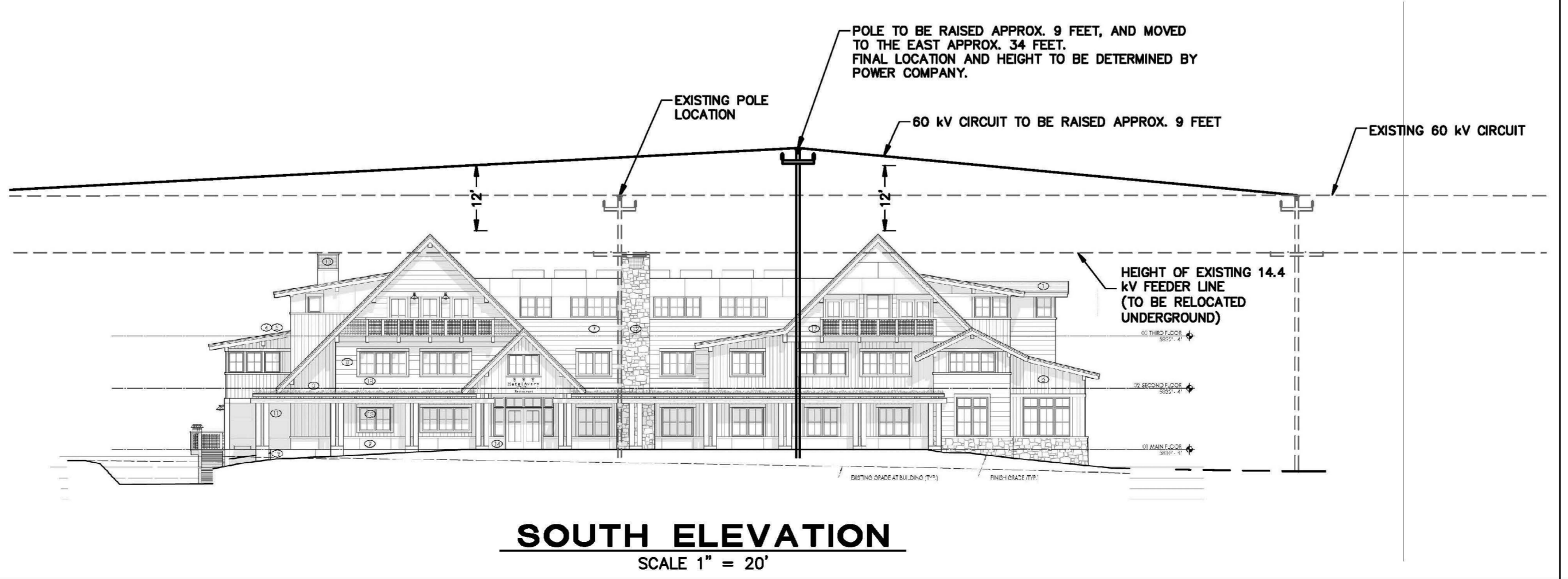
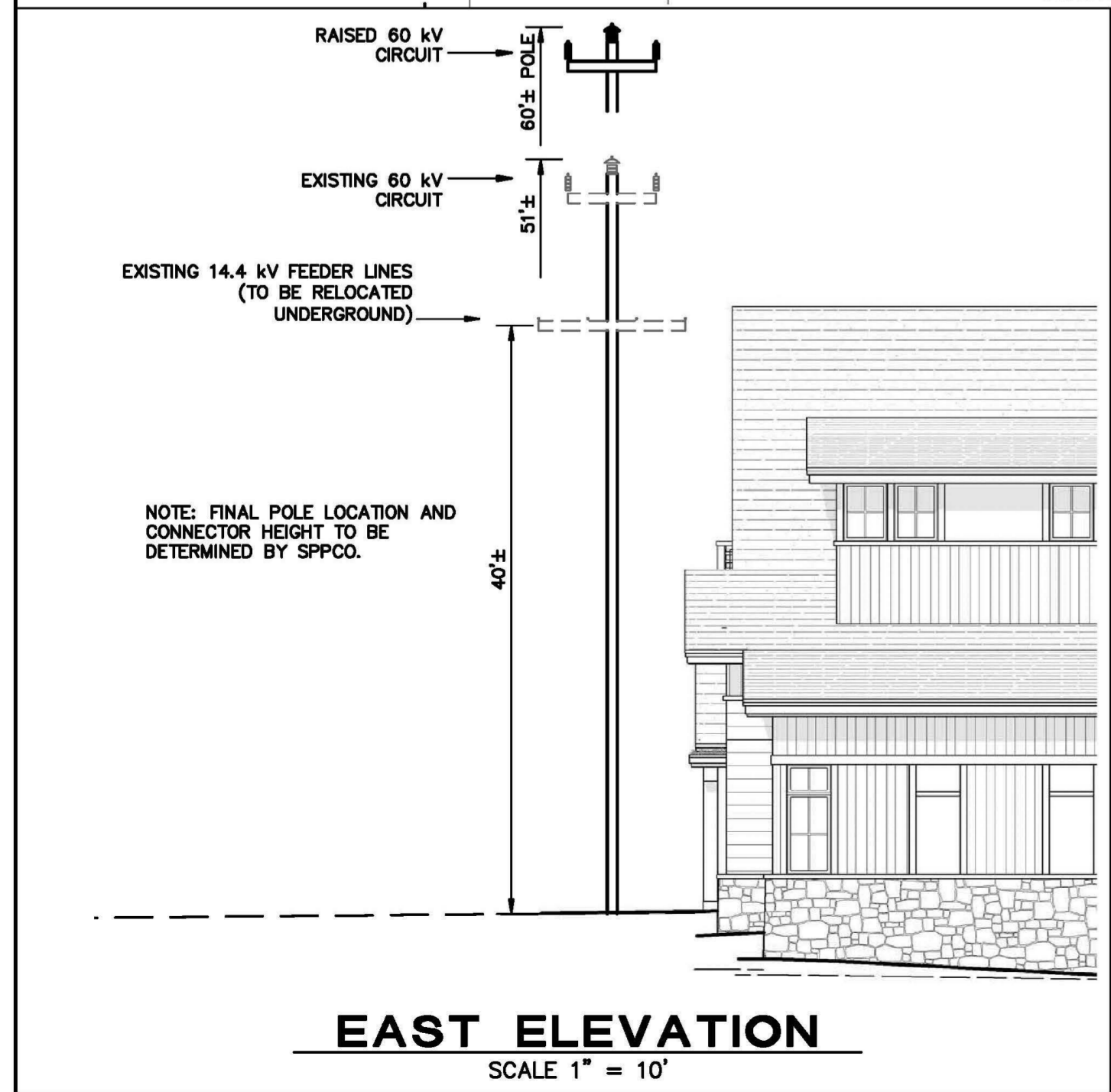
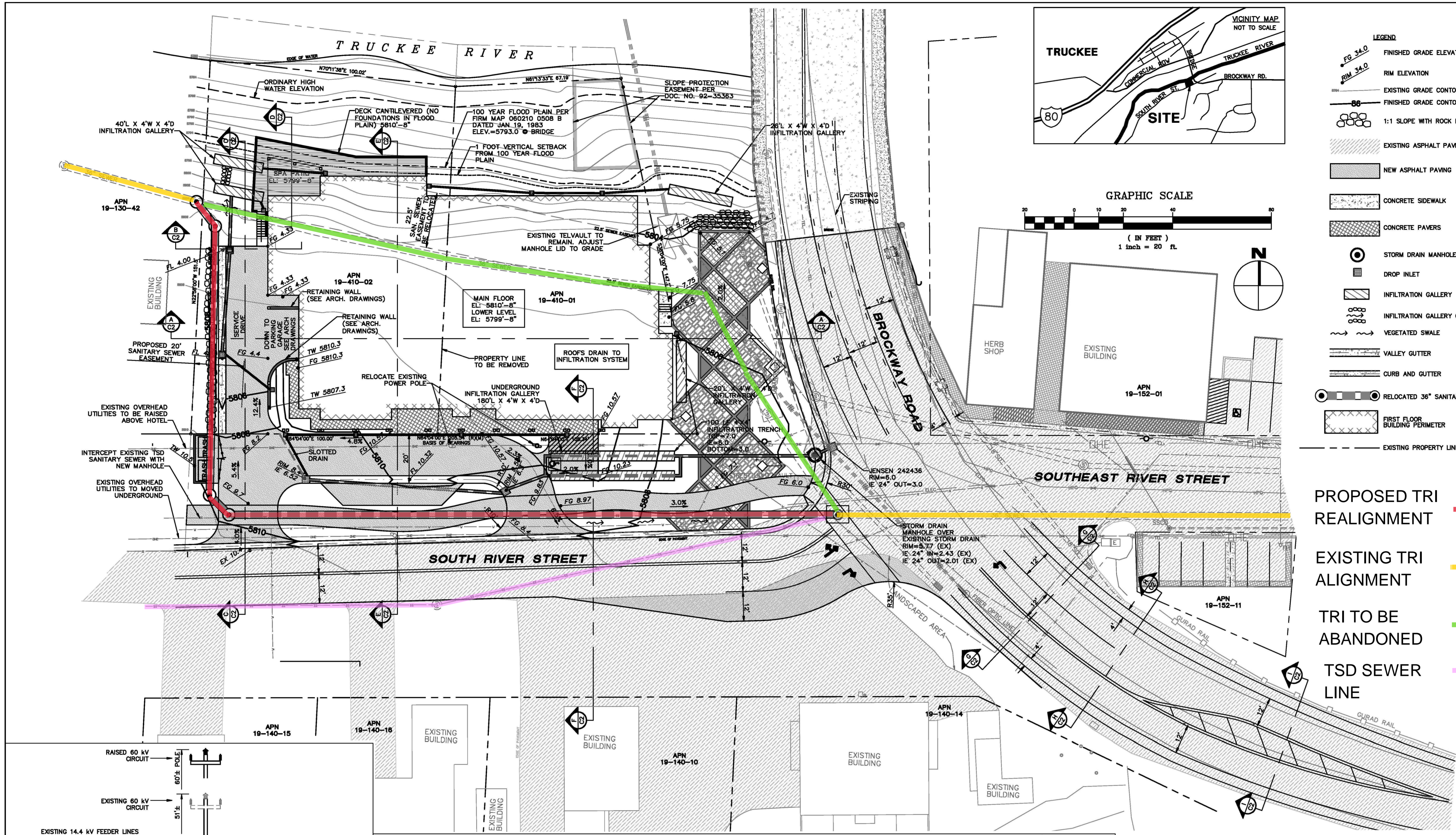
SHEET:  
**C1**  
 OF 3 SHEETS



- LEGEND**
- FG 34.0 FINISHED GRADE ELEVATION
  - RIM 34.0 RIM ELEVATION
  - EXISTING GRADE CONTOUR
  - 88 FINISHED GRADE CONTOUR
  - 1:1 SLOPE WITH ROCK PROTECTION
  - EXISTING ASPHALT PAVING
  - NEW ASPHALT PAVING
  - CONCRETE SIDEWALK
  - CONCRETE PAVERS
  - STORM DRAIN MANHOLE
  - DROP INLET
  - INFILTRATION GALLERY
  - INFILTRATION GALLERY OVERFLOW
  - VEGETATED SWALE
  - VALLEY GUTTER
  - CURB AND GUTTER
  - RELOCATED 36" SANITARY SEWER
  - FIRST FLOOR BUILDING PERIMETER
  - EXISTING PROPERTY LINE

- PROPOSED TRI ALIGNMENT
- EXISTING TRI ALIGNMENT
- TRI TO BE ABANDONED
- TSD SEWER LINE

**NOTE**  
 THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPE, CONDUIT, OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN ON THESE DRAWINGS. THE CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UTILITY PIPES, CONDUITS, AND OTHER STRUCTURES SHOWN OR NOT SHOWN ON THESE DRAWINGS.





**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** IV-2

---

**Subject:** Approval of the Temporary Construction Easement Agreement with Mr. & Mrs. Heiser.

**Background:** A temporary construction easement is required for work associated with the Truckee River Interceptor MH 81 to MH 83 Improvements project within the property owned by Mr. Kirk and Mrs. Diane Heiser. Agency staff and Mr. & Mrs. Heiser have agreed to the terms of the Temporary Construction Easement Agreement and it was previously executed for the 2017 construction period.

Due to higher than expected groundwater elevations during the scheduled 2017 construction period, the project was postponed to the 2018 construction period (May 1, 2018 to October 15, 2018). The amount of precipitation encountered this year is not expected to significantly impact groundwater elevations and compromise the construction schedule. Management and staff believe there will be minimal chance of another postponement. The temporary construction easement will be in effect from May 1, 2018 to October 15, 2018.

The Temporary Construction Easement Agreement is attached for your consideration and the only changes made to the agreement are dates to reflect the current calendar year.

**Fiscal Impact:** \$90,000 plus moving expenses up to \$10,000.

**Previous Board Action:** The Board approved the Temporary Construction Easement Agreement with Mr. & Mrs. Heiser at the January 18, 2017 Board meeting for the 2017 construction period.

**Recommendation:** Approve the Temporary Construction Easement Agreement with Mr. & Mrs. Heiser.

## TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Temporary Construction Easement Agreement (“Agreement”), dated as of \_\_\_\_\_, 2018, is entered into by and between Tahoe-Truckee Sanitation Agency, a local government agency (“**Agency**”), and Kirk E. Heiser and M. Diane Heiser, Trustees of the Kirk Edward Heiser and M. Diane Heiser Trust No. One dated September 4, 1991 (“**Owner**”), who agree as follows:

**1. Recitals.** This Agreement is made with reference to the following background recitals:

1.1. Owner is the fee owner of that certain real property described as Lots, 29, 30 and 31, Block B, as such lots are shown and designated on that certain map entitled “Tahoe Truckee Forest,” as recorded in the Placer County Recorder’s Office in Book A of Maps at page 48 (also known as Placer County Assessor Parcel Nos. 080-101-005 & 080-111-007) (the “**Subject Property**”).

1.2. Agency owns and operates a sewer pipeline (known as the Truckee River Interceptor or “**TRI**”) from Tahoe City to the Agency water reclamation plant east of Truckee. Agency holds a sewer pipeline easement across the Subject Property (see the Final Order of Condemnation dated December 8, 1983, which was recorded in the Placer County Recorder’s Office on December 21, 1983 as Document No. 50450) and a portion of the TRI runs through the easement on the Subject Property.

1.3. Agency is undertaking a project to renovate and improve a segment of the TRI from Agency Manhole 81 to Manhole 83 (the “**Project**”). A major portion of the Project will affect the TRI located on the Subject Property. The Project will include the removal and replacement of the existing pipeline, and the installation and operation of a temporary sewer bypass pipeline, pumps and related facilities. The parties acknowledge that the Project represents a TRI improvement proposed by Agency and that it is not an improvement requested by Owner or needed to provide sewer service for the Subject Property. The parties further acknowledge that the use of the Subject Property for the Project could and would have been acquired by Agency by way of condemnation in the absence of the agreement of the parties and this Agreement is entered into in lieu of Agency filing an action in eminent domain against Owner to acquire the interests needed for the Project.

1.4. In connection with Agency’s construction of the Project, Agency desires a temporary construction easement on the Subject Property and Owner agrees to grant to Agency a temporary construction easement, on and subject to the terms and conditions of this Agreement.

## **2. Grant of Temporary Construction Easement**

2.1. Temporary Construction Easement. Owner grants to Agency a temporary construction easement (the “**TC Easement**”) over and upon the Subject Property in the areas depicted as “Temporary Construction Easement” on Exhibit A (the “**TC Easement Area**”), for the purposes of constructing and installing the Project and related pipeline and

other equipment and facilities and use of the area for temporary storage and staging of materials, supplies, equipment and vehicles involved in construction. The TC Easement is in gross in favor of the Agency. The TC Easement includes the right to ingress to and egress from the TC Easement Area to and from public roads for such purposes.

2.2. Duration. The TC Easement will take effect on May 1, 2018. The TC Easement will terminate and be of no further force or effect upon the earlier of the following: (a) upon final completion of the construction and installation of the Project (including post-Project work required by this Agreement) by Agency and its contractor; or (b) October 15, 2018.

2.3. Use of TC Easement. Agency may use the TC Easement at any time without prior notice to Owner, as may be necessary or convenient for the authorized purposes. The rights under this Agreement may be exercised by Agency and any of its employees, officers, agents or contractors for all authorized purposes.

2.4. Reserved and Other Rights. Subject to the terms and provisions of this Agreement, Owner reserves the right to conduct all activities on the Subject Property as do not unreasonably interfere with the TC Easement. Agency acknowledges that Owner and its maintenance staff and other contractors will perform work on the Subject Property during the Project construction period. Agency and its contractor will coordinate with Owner and its contractors to ensure that Owner's access to the Subject Property is provided within 4 hours of Owner's request in order for Owner and its contractors to perform the necessary maintenance and other work. Nothing in this Agreement affects the Agency's ongoing easement rights under the 1983 easement described in section 1.2.

### **3. Payment**

3.1. Upon execution of this Agreement, Agency will pay to Owner a purchase price for the TC Easement in the sum of \$90,000. In addition, Agency will reimburse Owner up to \$10,000 for its actual, direct, commercially reasonable, and substantiated costs incurred in connection with moving its residence and associated personal property as a result of the Project and limited access to the Subject Property during Project construction. Owner will submit a request for reimbursement, together with invoices, receipts, and other substantiating documentation, to Agency. Upon receipt of such a request, Agency will evaluate it and confirm whether the claimed costs are actual, direct, commercially reasonable, and substantiated, and, upon such confirmation, Agency will pay the reimbursement request to Owner within 30 days of the request.

3.2. The parties expect that the Project will not result in any increase in the County of Placer assessed valuation of the Subject Property for property taxation purposes. If requested by Owner, Agency will coordinate with the Placer County Assessor's Office in an effort to avoid any increase in the assessed valuation.

### **4. Agency Construction-Related Obligations**

4.1. Prior to commencing construction, Agency will provide a copy of the final Project construction plans and specifications and a Project schedule to Owner. The schedule must show construction start and completion dates, cleanup period, and post-Project work required by this Agreement, with all work completed no later than October 15, 2018. At

least every 14 days during the construction period, Agency will inform Owner about the progress of the work relative to the schedule.

4.2. Agency is responsible for all Project construction-related costs, including payment of applicable insurance premiums, approved claims, repair and cleanup costs, permit fees, and engineering, surveying and other specialty consultant fees and costs.

4.3. Any work performed by or on behalf of Agency pursuant to this Agreement will be diligently performed and completed in a good and workmanlike, lien-free, defect-free manner and in compliance with all applicable local, state and federal laws and regulations. Once such work is commenced it will be diligently prosecuted through completion. Agency will keep the TC Easement Area in good condition and repair at all times for the duration of this Agreement. During the course of construction, the TC Easement Area will be wet down at least once per day to control dust and maintain its compaction. Agency or its contractor will install and maintain appropriate erosion control measures throughout the Project work.

4.4. Agency or its contractor will install and maintain a portable toilet on or near the TC Easement Area. If placed on the TC Easement Area, it will be placed so as to not be visible from the Owner residence and adequately secured with temporary ground staking to prevent the portable toilet from overturning. The portable toilet will be maintained by Agency or its contractor on a weekly or more frequent basis with a written log verifying such maintenance. Agency or its contractor also will provide on-site trash receptacles for use by Project work personnel, which shall be emptied daily. Agency and its contractor will not use Owner's trash receptacles.

4.5. No equipment or materials will be stored on the Subject Property outside of the TC Easement Area. When on the Subject Property, all Project work personnel must stay within the TC Easement Area. All other areas on the Subject Project (including the Owner residence, exterior decks, fire pit, meadow area, and river shoreline) are off limits to work personnel. In order to ensure site security, all Project work personnel are to wear a uniform shirt, vest or construction helmet designating their authorization to be on the site. Agency will designate a single person to be responsible for all construction site security during construction hours and to ensure that the contractor and its personnel comply with and implement all conditions and limitations in this Agreement. At least once per week during Project work, this person will meet with the Owner or the Owner's representative to walk the Project site and review site conditions.

4.6. Upon completion of the Project work, Agency or its contractor will (a) restore the TC Easement Area to its original or better condition existing at the time of commencement of Project work, including removal of all equipment and materials, (b) power wash (using trucked-in water and not the Owner well) the driveways, Owner residence exterior, generator building, well house, and gate, and (c) clean the exterior Owner residence windows. Any depressions in the ground caused by equipment or vehicles will be backfilled so that the TC Easement Area maintains its pre-Project contours.



## 5. Agency Driveway Obligation

5.1. General. As part of the completion of the Project work, Agency through its contractor will remove and, following completion of the Project work, reinstall a new asphalt and cobblestone driveway in accordance with this section. The new asphalt driveway must be constructed correctly so that it does not change in elevation or grades that would create ponding, or change the pre-Project water flow. The new grade is to match the grade of the existing driveway along with replacing the under driveway culverts. The driveway replacement work will be performed after all underground work under the existing driveway has been completed.

5.2. Asphalt Portion. Agency will remove the existing asphalt and loose base material from the connection point at Highway 89 to the point of termination at the cobblestones. Following completion of the Project work, Agency will replace and reinstall the asphalt portion of the driveway. The minimum thickness of the asphalt shall be 4" with a 1/2" aggregate, constructed using two separate lifts of 2" each. The oil for the asphalt must be PG6428 (which is a temperature sensitive oil for colder environments), or better. The finish application shall be a two coat finish slurry coat mix that is applied with at least 24 hours between coats. The subgrade shall be a minimum of 6" of Class II base material compacted to a minimum of 95% relative compaction. Subgrade preparation shall extend out a minimum of 12" beyond the edge of the asphalt and, to the extent possible, will be configured around the existing rock landscaping and irrigation (which is to be left undisturbed to the extent feasible). In the event landscaping needs to be relocated or reconfigured, it will be replaced with equivalent or better materials to the extent feasible. Asphalt work will take place only on dry days with temperatures above 60 degrees F. Existing culverts under the existing driveway will be replaced with new culverts at their existing inverts and grades and in their existing alignments and with features matching the existing system. Culvert piping shall be SDR35, minimum.

5.3. Cobblestone Portion. Agency will remove all of the existing cobblestones. Following completion of the Project work, Agency will completely replace the cobblestone portion of the driveway and roundabout/parking area with all new cobblestones that match the existing color, style, pattern and installation. New cobblestones will be specified to be Basalite Tumbled Country Cobble. Cobblestone color will be "Varigated Cottage Blend". Cobblestones will be produced in a Herringbone pattern with a continual soldier course border. The existing cobblestones will not be used in any part of the new driveway construction and will be delivered to the Owner's Property at a location designated by the Owner.

5.3.1. The replacement cobblestone driveway must be installed by a licensed contractor that specializes in this type of installation with a demonstrated five years of experience. Agency will provide the contractor's experience in writing to Owner so that Owner can review and verify the list of experience.

5.3.2. The subgrade for the cobblestone driveway will be compacted to 95% relative compaction. Above subgrade, a minimum 6-inch depth of Class II base material will be installed. Above the base material, filter fabric will be installed. Above the filter fabric, a minimum of 2-inches of leveling sand will be installed. All of the aforementioned materials will then be re-compacted together to achieve a minimum 95% relative compaction.

5.3.3. All border cobblestones shall have a minimum of 24" wide concrete sub-grade stabilizer base, minimum 6" thick. All cobblestones shall have stabilizing joint sand, black in color. All pavers and sub-grade material preparation shall meet the applicable construction specifications of the Interlocking Concrete Pavement Institute ([www.icpi.org](http://www.icpi.org)). All pavers shall be cleaned and sealed upon completion.

5.4. As part of the driveway work, Agency will replace the three existing 1-1/2" diameter PVC conduits with pull strings that run under both segments of the driveway from the residence towards the end of the driveway at the gate, along with two Christy utility boxes at mid points along the PVC conduits, in such a manner as to match, to the extent feasible, the existing system and alignment. (Note, these conduits are presently empty with pull strings for future utility connection.)

## 6. Hazardous Materials

6.1. Use of Hazardous Material. Agency agrees that it will not, and that it will not permit any of its employees, agents, contractors or invitees to, use, store, dispose, release, handle or otherwise manage any Hazardous Material on the TC Easement Area, except as done in connection with the Project work and in compliance with all applicable federal, state and local codes, statutes, rules, regulations, ordinances and other laws and all applicable federal, state and local government permit, license, authorization, certification, and other entitlement or approval requirements.

6.2. Environmental Indemnity. Agency will, to the maximum extent permitted by law, indemnify, defend, protect and hold harmless Owner and its officers, employees, agents and successors in interest from and against any claim, liability, loss, damage, expense, fine, penalty, and cost (including attorney fees, investigation costs and litigation costs) of every nature arising out of or in connection with (a) Agency's breach or violation of any Agreement covenant or prohibition concerning Hazardous Material, (b) the activities, acts or omissions of Agency, its employees, agents, contractors or invitees relating to the handling, storage, use or release of any Hazardous Material on or affecting the TC Easement Area, whether such condition, liability, loss, damage, cost, penalty, fine or expense is discovered before or after the expiration of the TC Easement, or (c) any significant adverse impact to the quality of Owner's well water caused by the Project work (as determined based on pre-Project and post-Project well water quality testing performed by Agency and its laboratory in coordination with Owner). For any alleged significant adverse impact to the quality of Owner's well water under (c) above, Agency will use its best efforts to develop and implement a plan to investigate, and, if the investigation confirms a significant adverse impact, mitigate or remediate the impact, including, but not limited to, retaining the services of a hydrogeologist. This indemnification provision shall survive the expiration of the TC Easement regarding any occurrence or event occurring prior to the expiration or termination or caused by the Project.

6.3. Definition. "**Hazardous Material**" means any (a) substance or material defined as or included in the definition of "hazardous substances," "hazardous wastes," "hazardous materials," "extremely hazardous waste," "acutely hazardous waste," "restricted hazardous waste," "toxic substances" or "known to cause cancer or reproductive toxicity" (or words of similar import) in any federal or state statute or regulation, (b) oil, gasoline, or other petroleum product, (c) explosive material, or (d) any other chemical substance or material

that is prohibited, limited or regulated under any federal, state or local code, statute, rule, regulation, ordinance, other law, permit, or license regulating or imposing liability or standards concerning materials or substances known or suspected to be toxic or hazardous to health, safety, or the environment.

**7. Indemnification and Insurance**

7.1. Agency agrees to indemnify, protect, defend and hold harmless Owner from and against any and all liabilities, liens, demands, suits, losses, damages, causes of action, injuries, claims, costs and expenses (including, without limitation, reasonable attorneys’ fees and costs) arising from or caused by Agency’s entry upon the Subject Property or the exercise of Agency’s rights under this Agreement; provided, that the foregoing indemnity will not apply to any loss or damage caused by the sole negligence, active negligence or willful misconduct of Owner or any preexisting conditions on the Subject Property.

7.2. Agency at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance or self-insurance (through California Sanitation Risk Management Authority):

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence \$3,000,000 aggregate \$10,000,000 reinsurance	at least as broad as ISO CG 0001
Automobile liability	\$1,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)
Workers’ compensation	statutory limits	
Employers’ liability	\$1,000,000 per accident	

Upon request, Agency shall provide to Owner certificates of insurance evidencing this insurance.

**8. General Provisions**

8.1. Successors and Assigns. This Agreement and the TC Easement will run with the Subject Property and benefit and burden Owner and its successors in interest and Agency and its assigns and successors in interest. Agency may assign this Agreement, and its rights and obligations, without Owner’s consent, to any of its successors or assigns.

8.2. Integration. This Agreement constitutes the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract among the parties concerning the subject matter addressed herein, and supersedes all prior negotiations, correspondence, memoranda, representations or agreements, either oral or written, that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

8.3. Waiver. The waiver at any time by any party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed or construed as a waiver with respect to any other or later default or matter.

8.4. Governing Law and Venue. This Agreement will be interpreted, governed by, and construed under the laws of the State of California, without giving effect to any conflict of law principles. The County of Placer will be the venue for any state court litigation and the Eastern District of California will be the venue for any federal court litigation concerning the enforcement or construction of this Agreement.

8.5. Amendment. This Agreement may be modified or amended only by a subsequent written agreement approved and executed by both parties.

**TAHOE-TRUCKEE SANITATION AGENCY**

**OWNER**

By: \_\_\_\_\_  
General Manager

By: \_\_\_\_\_  
Kirk Heiser

\_\_\_\_\_  
Diane Heiser

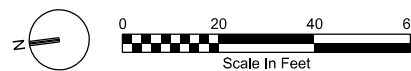


# Exhibit A



**NOTES:**

1. TOPOGRAPHIC MAPPING WAS PREPARED USING A COMBINATION OF FIELD GROUND SURVEYING AND PHOTOGRAMMETRIC MAPPING TECHNIQUES. AERIAL TOPOGRAPHIC MAPPING AND ORTHOPHOTOGRAPHY WAS ACQUIRED ON JUNE 12, 2015, BY ANDREGG GEOMATICS. FIELD GROUND SURVEYING WAS PERFORMED IN JUNE AND JULY 2015, BY ANDREGG GEOMATICS.
2. THE HORIZONTAL DATUM IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NAD83), CALIFORNIA STATE PLANE ZONE 2, 2007 EPOCH, GROUND, U.S. SURVEY FEET REFERENCED TO THE T-TSA GROUND BASED SYSTEM.
3. THE VERTICAL DATUM IS BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88), U.S. SURVEY FEET, AND IS DERIVED FROM THE GEOID09 MODEL.



**TRI MH 81 TO MH 83 IMPROVEMENTS  
PROPERTY LINES AND PROPOSED EASEMENTS  
TAHOE-TRUCKEE SANITATION AGENCY**



**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** V-1

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**Subject:** Operations, Engineering, Maintenance and IT Manager Reports.

**Background:** Department Manager reports for the previous and current months.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.

## Operations Board Report February 2018

*All plant waste discharge requirements were met for the month.*

### **Operations Report:**

- The FRP chlorine scrubber caustic tank has a slow leak. Operations has contacted vendors for the inspection and possible repair.
- Half of the activated sludge systems were in-service during the month to accommodate flows and loadings.
- Collected and sent the 1<sup>st</sup> quarter digester sludge and cake samples to lab for analysis.
- Overall, plant operations ran well.

### **Plant Data:**

Influent Flow Description	MG
Monthly average daily <sup>(1)</sup>	3.82
Monthly maximum instantaneous <sup>(1)</sup>	7.03
Maximum 7- day average	4.40

Effluent Limitation Description <sup>(2)</sup>	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	0.9	10.0	1.0	20.0
Turbidity (NTU)	NA	NA	1.7	10.0
Total Phosphorus (mg/l)	0.5	0.8	0.6	1.5
Chemical Oxygen Demand (mg/l)	29.0	45.0	34.0	60.0

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

Michael Peak  
Operations Manager







Monthly Average Daily Flow (Districts)





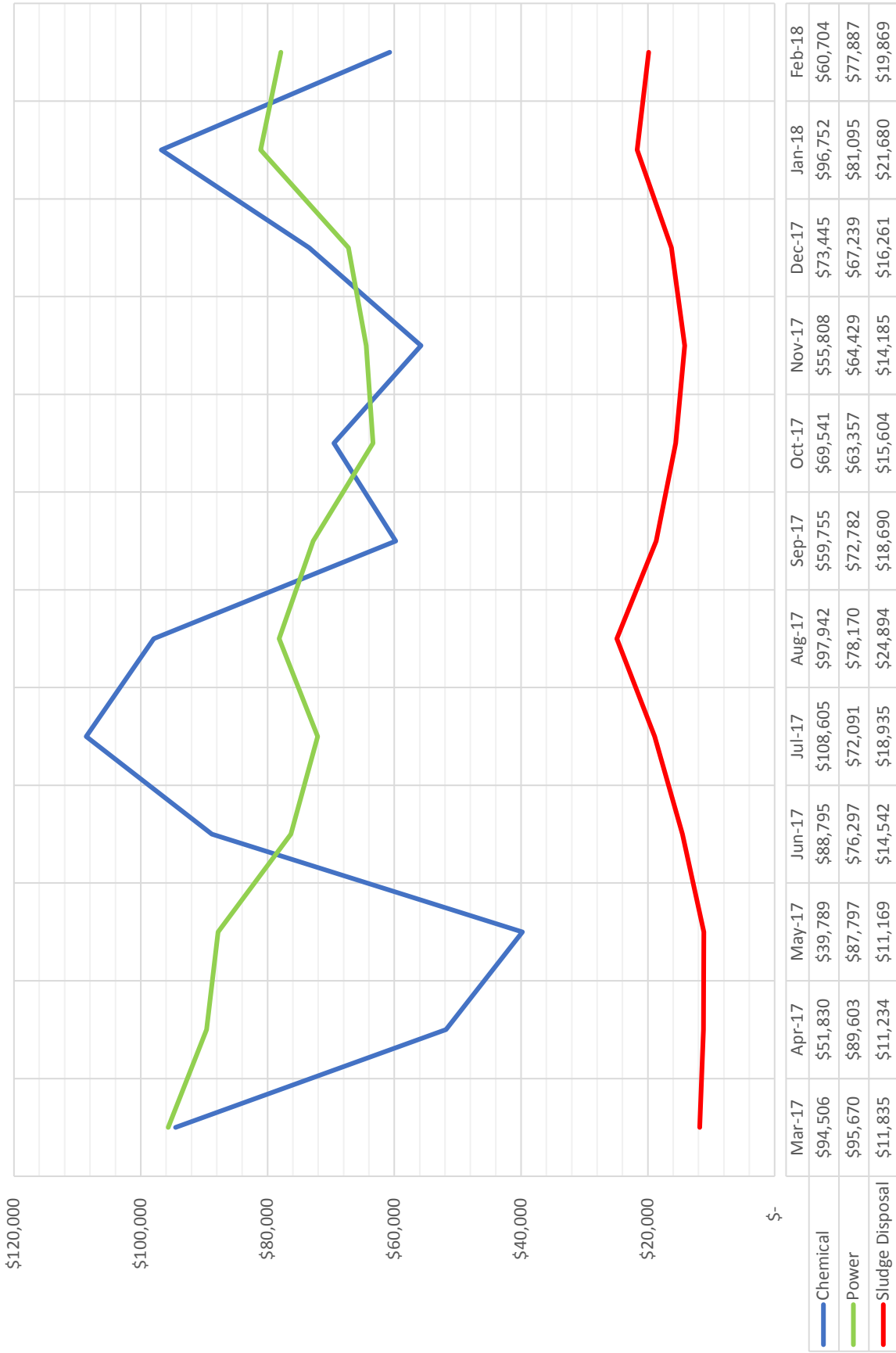








# Chemical, Power and Sludge Disposal Costs





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

- 2018 Clarifier Painting Project
- Building 27 Main Service Upgrade Project
- Ammonium Analyzers and Controllers
- Digital Scanning of Sewer Lines
- Multi-use Digester Pump
- TRI MH 81 to 83 Improvements Project

◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:

- Avery Hotel
- SVPSD 2018 Truckee River Siphon Project

Jay Parker  
Engineering Manager

## **IT Monthly Report for Feb. 2018**

### T-TSA Plant Information System (PIS)

Daily material and energy usage being programmed in PLCs for transfer to PIS.

Work started on notification/ready status system of PIS.

Developing documentation server for PIS and GIS systems:

Local documentation upload complete

Photo gallery complete for Parts, and Task Instances on web application

### T-TSA SCADA Information System (SIS)

Runtimes being configured for Powerflex equipment

Configuration of software for Web App to communication with Siemens Controllers

Power Monitoring being programmed for daily totalization upload to PIS and SIS.

Building 27

Building 81

Protocol established and modules are programmed

### SCADA HMI Virtual Machine Development and Software Upgrade

Configuration of Wonderware Application Server being installed

Planning of Intouch (Stand alone) to (Archestra platform)

Configuration of new Historian with push forward to cloud capabilities

Virtual Machine (SCADAMAIN10) configured and ready for installation

\*Installation of newest version of Wonderware and System Platform.

### Telemetry Site Upgrade

Programming Raspberry PI Server application

Programming SCADA Information System integrate with PIS

Unit is installed in Alpine Springs telemetry cabinet and uploading all data through cell modem to SIS

### BNR PLC Failure

All parts have been received and catalogued.

CPUs have been tested and verified.

External components need testing.

Communication and Configuration with Ammonia Analyzers and Final Effluent Chlorinators  
Hach Ammonia Analyzers: Complete and integrated with SCADA, awaiting final aggregate data incorporation

Hach Final Effluent Chlorine Residual: Complete and integrated with SCADA, awaiting final aggregate data incorporation and tie in with Chlorinators and dosing

## BNR Blower Cabinet Environment Monitoring and Logging

Programming of IoT data collector that will monitor the following:

1. Motor bearing temperature X2
2. Inside ambient cabinet temperature
3. Outside ambient cabinet temperature
4. Non-contact blower housing temperature

This logged data along with software analysis will provide us with operational efficiency scores along with predictive maintenance data

Programming server software that will take data from each of the blowers and distribute to SCADA, SIS, and PIS.

## Blower 9 Installation

Blower VFD installation complete, program and tested.

**Bob Gray**  
**IT Manager**

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** V-2

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**Subject:** General Manager Report.

**Background:** General Manager report for the previous and current months.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.



**To:** T-TSA Board of Directors  
**From:** LaRue Griffin, General Manager  
**RE:** General Manager Report – Regular Board Meeting March 14, 2018

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1. Management and staff continue to monitor operations and potential impacts effecting the SAT.
2. Management and staff continue to implement the PIS program.
3. Management and staff continue project/budget management.
4. Management and staff continue Agency asset management.
5. Management worked with legal counsel on labor negotiations.
6. Management served as the interim maintenance department manager.

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** VI

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**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.

**From:** LaRue Griffin, General Manager

**Meeting Date:** March 14, 2018

**Item:** VII

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**Subject:** Closed Session.

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8
2. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
3. Closed session for public employee performance evaluation of the General Manager.