



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
April 20, 2022

TAHOE-TRUCKEE SANITATION AGENCY



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

Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: April 20, 2022

Time: 9:00 AM

This meeting will be accessible via teleconference (video and audio) only and the board room will not be accessible to the public. To participate via videoconference, join the meeting with the following link: <https://us02web.zoom.us/j/85829787151>. To participate via audio teleconference, join the meeting with the following call-in information: Toll-Free phone no. (888) 475-4499, access code: 858-2978-7151#.

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

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

- I. Call to Order, Roll Call, and Pledge of Allegiance**
- II. AB 361 Action** Consider finding by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
- III. Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.
- IV. Professional Achievements, Awards and Anniversaries** Acknowledgement of staff for professional achievement and other awards.

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

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

VI. Regular Agenda

1. Report from the March 16, 2022 closed session meeting.
2. Approval of the minutes of the regular Board meeting on March 16, 2022.
3. Approval to enter into a contract with CNW Construction Inc. to perform the 2022 Control Room Upgrades project.
4. Approval to purchase two (2) Taylor-Dunn electric utility carts.
5. Approval for HDR Engineering, Inc. to perform a Sewer Service Charge Study.
6. Approval of HDR Engineering, Inc. to perform a Sewer Connection Fee Study.
7. Discussion and possible action on nomination of Special District Commissioner to Placer LAFCO.
8. Discussion of methods for receiving Public Comment.
9. Discussion of in-person Board of Directors meeting.

VII. Management Team Report

1. Department Reports.
2. General Manager Report.

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

IX. Closed Session

1. Closed session conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) - Fay v. Tahoe-Truckee Sanitation Agency.
2. Closed session for public employee performance evaluation of the General Manager position.

X. Adjournment

Posted and Mailed, 04/14/22



Roshelle Chavez
Executive Assistant/Board Clerk

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: AB 361 Action

Background

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

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

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

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

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

Fiscal Impact

None.

Attachments

None.

Recommendation

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

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: III
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV
Subject: Professional Achievements, Awards & Anniversaries

Background

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

New Employees

- Jeffrey Tollefson – Operator in Training

Awards

Safety Suggestion Awards (1st Quarter 2022)

Ryan Schultz

1. Install a beacon on the TRI truck that is visible.
2. Relocate the First Aid cabinet in the AWT lab to the hallway.
3. Cap the sharp edges/ends of the modified guardrails on the mezzanine in the warehouse to prevent cuts.

Anthony Salinas

1. Purchase welding caps to prevent head burns during welding tasks.
2. Purchase a tungsten electrode sharpener for the welding shop to eliminate the need to use a grinding wheel to sharpen the electrodes.
3. Paint all areas in Maintenance (Building No. 3) that have floor level changes for awareness.
4. Add a fire extinguisher to the north end of the blower room in Building No. 81.

Zeb Snider

1. Install permanent rods (spring mounts) on all fire hydrants to prevent damage and eliminate the task of removing, repairing and installing snow poles every year.
2. Either provide a remote or grant permission to block sensors on the front gate to allow snow removal equipment to go in and out of the plant during snowstorms.

Kristin Davis

1. Provide a radio (stored in the lab) for staff to take with them in the field when using the Mule and the Polaris.

Alan Farrant

1. Modify the lid for the waste gas burner condensate drain to include a hatch for access to eliminate the potential for insect bites and ergonomic injuries.

Dean Haines

1. Adjust K-Rail by the headworks to prevent a fall into the walkway.
2. Install bollards around the natural gas line in back of vehicle maintenance building.

Trevor Shamblin

1. Designate a central ladder storage location and require that all ladders are returned when not in use (with some exceptions). Also, remove ladder from being stored in MCC rooms to prevent clutter and potential for ladders falling onto electrical equipment.
2. Purchase traction cleats and steel toe overshoes for visitors.

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

10 Years

- Collin Fischer – April 2022

Fiscal Impact

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

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By:



Vicky Lufrano
Human Resources Administrator

Approved By:



LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-1
Subject: Ratify payment of general fund warrants

Background

The Agency implemented the Caselle software program, and the report of general fund warrants is attached as prepared by Agency accounting software. It should be noted, payroll summaries are excluded from the general fund warrants and are incorporated into the financial statements.

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

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
AIRGAS USA LLC				
	88244	03/24/2022	CYLINDER RENTALS	77.97
	88244	03/24/2022	CYLINDER RENTALS	29.79
	88244	03/24/2022	CYLINDER RENTALS	53.89
Total AIRGAS USA LLC:				161.65
ALESHIRE & WYNDER LLP				
	88214	03/17/2022	FEB 2022 FEES	8,505.00
Total ALESHIRE & WYNDER LLP:				8,505.00
ALLIED ELECTRONICS				
	88170	03/10/2022	Power Sonic PG-12V103 FR Rechargeable Battery, Rectangular, Lead Acid, 12VD	391.26
Total ALLIED ELECTRONICS:				391.26
Allied Electronics				
	88275	03/31/2022	Twist-Locking Plug, 14 A/250 VAC, Non-NEMA, Screw Terminal Connectors for St	146.82
	88275	03/31/2022	Meter, Hour, 6 Digit, Panel Mount	443.86
Total Allied Electronics:				590.68
ALPHA ANALYTICAL INC				
	88171	03/10/2022	JANUARY 2022 BARIUMS	245.00
	88171	03/10/2022	1Q22 EFFLUENT QUARTERLY	295.00
	88171	03/10/2022	1Q22 PRETREATMENT	2,090.00
	88171	03/10/2022	RIVERS & WELLS 1Q2022	475.00
Total ALPHA ANALYTICAL INC:				3,105.00
ANEEL OR ALLISON BHUSRI				
	88245	03/24/2022	CONNECTION FEE REFUND	5,000.00
Total ANEEL OR ALLISON BHUSRI:				5,000.00
ANNIE'S CLEANING SERVICE				
	88172	03/10/2022	FEB 2022 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
APPLIED FLOW TECHNOLOGY				
	88276	03/31/2022	AFT Fathom software license conversion to Network	2,550.00
Total APPLIED FLOW TECHNOLOGY:				2,550.00
ARAMARK WORK APPAREL				
	88215	03/17/2022	MATS	168.90
	88215	03/17/2022	TOWELS	10.26
	88215	03/17/2022	SVC CHARGE	10.00
	88246	03/24/2022	MATS	168.90
	88246	03/24/2022	TOWELS	9.91
	88246	03/24/2022	SVC CHARGE	13.00
Total ARAMARK WORK APPAREL:				380.97

Payee	Check Number	Check Issue Date	Description	Amount
ASBURY ENVIRONMENTAL SERVICES				
	88277	03/31/2022	Waste Oil Pickup	95.00
Total ASBURY ENVIRONMENTAL SERVICES:				95.00
AT&T 530 582-0827 966 5				
	88168	03/10/2022	FEB 2022 INVOICE 10%	92.79 M
	88168	03/10/2022	FEB 2022 INVOICE 90%	835.11 M
	88278	03/31/2022	MARCH 2022 INVOICE 10%	198.73
	88278	03/31/2022	MARCH 2022 INVOICE 90%	1,788.63
Total AT&T 530 582-0827 966 5:				2,915.26
AT&T 831-000-9983 804				
	88169	03/10/2022	FEB 2022 INVOICE 10%	152.90 M
	88169	03/10/2022	FEB 2022 INVOICE 90%	1,376.13 M
	88279	03/31/2022	MARCH 2022 INVOICE 10%	152.90
	88279	03/31/2022	MARCH 2022 INVOICE 90%	1,376.13
Total AT&T 831-000-9983 804:				3,058.06
AUTOSCRIBE INFOMATICS				
	88210	03/10/2022	SCREEN CONFIRGURATION, DOCUMENTAION, REQUIREMENTS WORKSHO	4,494.00 M
Total AUTOSCRIBE INFOMATICS:				4,494.00
AVAYA INC				
	88173	03/10/2022	QUARTERLY MAINT BILL WORK PHONES	906.57
Total AVAYA INC:				906.57
BARTKIEWICZ, KRONICK & SHANAHAN				
	88216	03/17/2022	FEB 2022 FEES	5,863.75
Total BARTKIEWICZ, KRONICK & SHANAHAN:				5,863.75
BOOT BARN INC				
	88174	03/10/2022	BOOTS	185.12
Total BOOT BARN INC:				185.12
BORGES & MAHONEY				
	88217	03/17/2022	Chlorine Ton Tank Yoke Valve Assembly (U28262)	3,939.69
Total BORGES & MAHONEY:				3,939.69
CALTROL INC				
	88247	03/24/2022	Westlock Falcon V Solenoid Valve	401.74
	88247	03/24/2022	Profibus Module for Westlock 7244	2,071.73
Total CALTROL INC:				2,473.47
CASHMAN EQUIPMENT CO.				
	88280	03/31/2022	Battery for VHEQ 10	674.74
Total CASHMAN EQUIPMENT CO.:				674.74

Payee	Check Number	Check Issue Date	Description	Amount
CDW-G				
	88175	03/10/2022	Ubiquiti UniFi UAP-AC-HD - CDWG#4467478	347.69
	88175	03/10/2022	SHIPPING	17.63
	88175	03/10/2022	Black Box CPU Security Cabinet - CDWG#1638395	432.99
	88175	03/10/2022	SHIPPING	72.95
	88175	03/10/2022	LaCie Mobile Drive 5GB - CDW#5717031	363.66
	88175	03/10/2022	LaCie Mobile Drive 5GB - CDW#5717031	181.84
	88248	03/24/2022	700VA 6-Outlet Battery Back-Up and Surge Protector	779.56
	88248	03/24/2022	50 Pkg M6 Mounting Screws & Cage Nuts	77.70
	88248	03/24/2022	DisplayPort cable - DisplayPort to DisplayPort - CDW#6121372	92.23
	88248	03/24/2022	HDMI Adapter Converter 1080p M/F DP to HDMI - CDW#1685174	69.06
	88248	03/24/2022	Gigabit Ethernet Smart Managed Plus Switch - CDW#5491139	113.63
	88248	03/24/2022	Belkin 15' Cat6 550MHz Gigabit Snagless Patch Cable Red	115.71
	88248	03/24/2022	LED monitor - Full HD (1080p) - 27" - HDR - CDW#6189197	752.23
	88248	03/24/2022	TLS PC Link™ Labels - CDW#303097	164.81
	88248	03/24/2022	Recycle Fee	10.00
Total CDW-G:				3,591.69
CH2M HILL				
	88281	03/31/2022	#32 HEADWORKS IMPROVEMENTS PROJECT	11,994.71
	88281	03/31/2022	#35 2020 DIGESTION IMPROVEMENTS STUDY	13,801.56
	88281	03/31/2022	#36 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	2,644.89
Total CH2M HILL:				28,441.16
CHARD SNYDER & ASSOCIATES				
	88212	03/10/2022	FEB COBRA FEE	17.44 M
	88212	03/10/2022	FEB COBRA FEE	8.72 M
	88212	03/10/2022	FEB COBRA FEE	2.18 M
	88212	03/10/2022	FEB COBRA FEE	30.52 M
	88212	03/10/2022	FEB COBRA FEE	8.72 M
	88212	03/10/2022	FEB COBRA FEE	17.16 M
	88212	03/10/2022	FEB COBRA FEE	8.72 M
	88212	03/10/2022	FEB COBRA FEE	4.36 M
	88212	03/10/2022	FEB COBRA FEE	2.18 M
	88212	03/10/2022	FEB ADMIN FEE	38.55 M
	88212	03/10/2022	FEB ADMIN FEE	15.80 M
	88212	03/10/2022	FEB ADMIN FEE	3.00 M
	88212	03/10/2022	FEB ADMIN FEE	71.55 M
	88212	03/10/2022	FEB ADMIN FEE	26.55 M
	88212	03/10/2022	FEB ADMIN FEE	53.55 M
	88212	03/10/2022	FEB ADMIN FEE	15.00 M
	88212	03/10/2022	FEB ADMIN FEE	9.00 M
	88212	03/10/2022	FEB ADMIN FEE	3.00 M
	88306	03/30/2022	MARCH COBRA FEE	17.44 M
	88306	03/30/2022	MARCH COBRA FEE	8.72 M
	88306	03/30/2022	MARCH COBRA FEE	2.18 M
	88306	03/30/2022	MARCH COBRA FEE	30.52 M
	88306	03/30/2022	MARCH COBRA FEE	8.72 M
	88306	03/30/2022	MARCH COBRA FEE	17.16 M
	88306	03/30/2022	MARCH COBRA FEE	8.72 M
	88306	03/30/2022	MARCH COBRA FEE	4.36 M
	88306	03/30/2022	MARCH COBRA FEE	2.18 M
	88306	03/30/2022	MARCH ADMIN FEE	38.55 M
	88306	03/30/2022	MARCH ADMIN FEE	15.80 M
	88306	03/30/2022	MARCH ADMIN FEE	3.00 M

Payee	Check Number	Check Issue Date	Description	Amount
	88306	03/30/2022	MARCH ADMIN FEE	71.55 M
	88306	03/30/2022	MARCH ADMIN FEE	26.55 M
	88306	03/30/2022	MARCH ADMIN FEE	53.55 M
	88306	03/30/2022	MARCH ADMIN FEE	15.00 M
	88306	03/30/2022	MARCH ADMIN FEE	9.00 M
	88306	03/30/2022	MARCH ADMIN FEE	3.00 M
	3302201	03/30/2022	FSA	70.00 M
	3302201	03/30/2022	HRA	43.26 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	FSA	269.71 M
	3302201	03/30/2022	HRA	184.00 M
	3302201	03/30/2022	HRA	2,663.00 M
	3302201	03/30/2022	HRA	38.14 M
	3302201	03/30/2022	HRA	20.00 M
	3302201	03/30/2022	HRA	18.56 M
	3302201	03/30/2022	FSA	1,059.36 M
	3302201	03/30/2022	HRA	111.09 M
	3302201	03/30/2022	FSA	4.81 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	1,102.90 M
	3302201	03/30/2022	HRA	115.14 M
	3302201	03/30/2022	HRA	788.00 M
	3302201	03/30/2022	HRA	62.66 M
	3302201	03/30/2022	FSA	2,000.40 M
	3302201	03/30/2022	HRA	20.00 M
	3302201	03/30/2022	HRA	33.07 M
	3302201	03/30/2022	FSA	421.57 M
	3302201	03/30/2022	HRA	15.21 M
	3302201	03/30/2022	HRA	281.49 M
	3302201	03/30/2022	HRA	42.52 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	224.99 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	144.30 M
	3302201	03/30/2022	HRA	1.15 M
	3302201	03/30/2022	HRA	28.70 M
	3302201	03/30/2022	HRA	32.73 M
	3302201	03/30/2022	HRA	20.69 M
	3302201	03/30/2022	FSA	210.00 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	32.73 M
	3302201	03/30/2022	HRA	1.91 M
	3302201	03/30/2022	HRA	10.00 M
	3302201	03/30/2022	FSA	150.41 M
	3302201	03/30/2022	HRA	164.49 M
	3302201	03/30/2022	FSA	307.00 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	256.82 M
	3302201	03/30/2022	HRA	27.81 M
	3302201	03/30/2022	HRA	10.81 M
	3302201	03/30/2022	HRA	183.77 M
	3302201	03/30/2022	DCA	749.00 M
	3302201	03/30/2022	HRA	145.61 M
	3302201	03/30/2022	DCA	500.00 M
	3302201	03/30/2022	HRA	1,950.00 M
	3302201	03/30/2022	HRA	221.84 M

Payee	Check Number	Check Issue Date	Description	Amount
	3302201	03/30/2022	HRA	19.92 M
	3302201	03/30/2022	HRA3 VISION	162.05 M
	3302201	03/30/2022	HRA	222.75 M
	3302201	03/30/2022	HRA	789.80 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	34.59 M
	3302201	03/30/2022	HRA	19.84 M
	3302201	03/30/2022	HRA	30.14 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	FSA	20.56 M
	3302201	03/30/2022	HRA	162.41 M
	3302201	03/30/2022	HRA	429.73 M
	3302201	03/30/2022	HRA	5.00 M
	3302201	03/30/2022	FSA	10.00 M
	3302201	03/30/2022	HRA	11.06- M
	3302201	03/30/2022	HRA	10.00 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	70.00 M
	3302201	03/30/2022	HRA	151.00 M
	3302201	03/30/2022	HRA	159.00 M
	3302201	03/30/2022	HRA	20.00 M
	3302201	03/30/2022	HRA	44.67 M
	3302201	03/30/2022	HRA	187.00 M
	3302201	03/30/2022	FSA	10.00 M
	3302201	03/30/2022	HRA	20.46 M
	3302201	03/30/2022	FSA	10.00 M
	3302201	03/30/2022	HRA	59.96 M
	3302201	03/30/2022	HRA	35.00 M
	3302201	03/30/2022	HRA	529.21 M
Total CHARD SNYDER & ASSOCIATES:				18,963.68
CLARK PEST CONTROL				
	88176	03/10/2022	PEST AWAY SVC ON 2/28/22	281.00
	88282	03/31/2022	PEST AWAY SVC ON 3/22/22	281.00
Total CLARK PEST CONTROL:				562.00
CLEAR TECH ENVIRONMENTAL				
	88218	03/17/2022	Lead paint testing for the 2022 Plant Improvements Project (Effluent Line); lead pai	1,183.00
Total CLEAR TECH ENVIRONMENTAL:				1,183.00
COKER PUMP & EQUIPMENT CO.				
	88177	03/10/2022	Cap, Bearing, mfr# 5-018-0 (22-000148)	74.12
	88177	03/10/2022	Bearing, mfr# 5-026-0 (22-000149)	88.66
	88177	03/10/2022	Ring, Snap, mfr# 5-086-0 (22-000150)	3.53
	88177	03/10/2022	Ring, Snap, mfr# 5-068-4 (22-000151)	7.96
	88177	03/10/2022	Ring, Snap, mfr# 5-068-3 (22-000152)	6.77
	88177	03/10/2022	Seal, Mechanical, mfr# 6-400-1 BP 171 (22-000153)	248.98
	88177	03/10/2022	Sleeve, Spacer, mfr# 6-154-0 (22-000154)	74.69
	88177	03/10/2022	Sleeve, Shaft. Bronze, mfr# 6-009-0 (22-000155)	54.13
	88177	03/10/2022	Impeller, Bronze, mfr# 4-002-0 (22-000156)	804.30
	88177	03/10/2022	Nut, Impeller, mfr# 4-023-0 (22-000157)	3.25
	88177	03/10/2022	Washer, Impeller, mfr# 4-909-0 (22-000158)	4.33
	88177	03/10/2022	O Ring, mfr# 6-914-0 (22-000159)	8.88
	88177	03/10/2022	Ring, Wear, mfr# 2-003-5	255.47

Payee	Check Number	Check Issue Date	Description	Amount
	88177	03/10/2022	Ring, Wear, mfr# 2-003-6 (22-000161)	120.16
Total COKER PUMP & EQUIPMENT CO.:				1,755.23
COLLIN FISCHER				
	88219	03/17/2022	REIMB CERT FEES, OVER CERT AWARD	870.00
Total COLLIN FISCHER:				870.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	88178	03/10/2022	FEB 2022 INVOICE	491.73
Total CORELOGIC INFORMATION SOLUTIONS, IN:				491.73
CORWIN FORD				
	88179	03/10/2022	Fluid	100.16
	88179	03/10/2022	Oil	99.34
	88179	03/10/2022	Oil	19.81
	88179	03/10/2022	Additive	8.32
	88179	03/10/2022	Tensioning pulley	68.68
	88179	03/10/2022	Plug	27.93
	88179	03/10/2022	Seal	4.19
	88179	03/10/2022	Thermo	57.28
	88179	03/10/2022	Kit	65.73
	88179	03/10/2022	Coil	625.08
	88179	03/10/2022	Gasket	24.90
	88179	03/10/2022	Headlamp	154.81
	88179	03/10/2022	Hang Hose	36.81
	88179	03/10/2022	Hang v-belt	46.84
	88179	03/10/2022	S/O Valve	10.45
	88179	03/10/2022	S/O kit	899.08
	88179	03/10/2022	S/O Pulley	33.20
	88179	03/10/2022	S/O Pipe	177.35
	88179	03/10/2022	S/O Valve	249.96
	88179	03/10/2022	S/O Connector	31.04
	88179	03/10/2022	S/O Hose	39.36
	88179	03/10/2022	S/O Headlamp	156.07
	88179	03/10/2022	S/O Spark	40.18
	88179	03/10/2022	Parts outlined in quote Q238601. 16 line items.	1,783.93
Total CORWIN FORD:				4,760.50
COSTCO WHOLESALE				
	88180	03/10/2022	ANNUAL MEMBERSHIP 2022	180.00
	88180	03/10/2022	EXECUTIVE MEMBERSHIP REBATE	85.19-
	88180	03/23/2022	ANNUAL MEMBERSHIP 2022	180.00- V
	88180	03/23/2022	EXECUTIVE MEMBERSHIP REBATE	85.19 V
	88283	03/31/2022	ANNUAL MEMBERSHIP RENEWAL	180.00
Total COSTCO WHOLESALE:				180.00
CRYSTAL SUBLET				
	88220	03/17/2022	MARCH 2022 PHONE	18.04
Total CRYSTAL SUBLET:				18.04

Payee	Check Number	Check Issue Date	Description	Amount	
CSRMA % ALLIANT INSURANCE SERVICES					
	88165	03/02/2022	POOLED LIABILITY 12/31/21-2022	67,512.00	M
Total CSRMA % ALLIANT INSURANCE SERVICES:				67,512.00	
CUTTING IMAGE LLC					
	88181	03/10/2022	A/P LASER CHECKS US BANK ACCT#153401397630 STARTING #88500 NO D	242.25	
	88181	03/10/2022	#10 Regular Envelopes with logo; Reflex Blue	269.14	
	88181	03/10/2022	#10 Regular Window Envelopes with logo; Reflex Blue	195.00	
Total CUTTING IMAGE LLC:				706.39	
DANIEL UNDERWOOD					
	88284	03/31/2022	SAFETY BOOTS	47.64	
Total DANIEL UNDERWOOD:				47.64	
DEAN HAINES					
	88285	03/31/2022	SAFETY BOOTS REMBURSEMENT	151.56	
Total DEAN HAINES:				151.56	
DIGI-KEY					
	88286	03/31/2022	MOTOR OVERLOAD PROTECTION	705.25	
Total DIGI-KEY:				705.25	
E&M ELECTRIC					
	88182	03/10/2022	Siemens Siepro Support Contract Renewal Contract # US-1602-0000010670-R3	2,343.89	
	88221	03/17/2022	Siemens 6ES7331-7KF02-0AB0 Analog Input Card	3,459.64	
Total E&M ELECTRIC:				5,803.53	
EASTERN REGIONAL LANDFILL					
	88183	03/10/2022	MSW/Min Chg Truckee	7.75	
Total EASTERN REGIONAL LANDFILL:				7.75	
EMPLOYMENT DEVELOPMENT DEPARTMENT					
	3032201	03/03/2022	UNEMPLOYMENT INSURANCE BENEFIT CHARGE	4,290.00	M
Total EMPLOYMENT DEVELOPMENT DEPARTMENT:				4,290.00	
FEDERAL EXPRESS CORP.					
	88249	03/24/2022	ADMIN SHIPPING CHARGES	52.73	
Total FEDERAL EXPRESS CORP.:				52.73	
FERGUSON ENTERPRISES,INC. #1423					
	88184	03/10/2022	DOM 10 DI C110 125# BLIND FLANGES	3,940.62	
	88184	03/10/2022	DOM 12 DI C110 125# BLIND FLANGES	4,057.21	
Total FERGUSON ENTERPRISES,INC. #1423:				7,997.83	
FISHER SCIENTIFIC COMPANY					
	88185	03/10/2022	Air Science UsaSupplier Diversity Partner Air Science HEPA Filter	662.49	
	88287	03/31/2022	AS9 IC Column	1,870.48	

Payee	Check Number	Check Issue Date	Description	Amount
	88287	03/31/2022	IC Guard Column	620.15
Total FISHER SCIENTIFIC COMPANY:				3,153.12
GFS CHEMICALS INC				
	88186	03/10/2022	SODIUM SALICYLATE, REAGENT, 500g	182.42
	88186	03/10/2022	SODIUM NITROFERRICYANIDE, DIHYDRATE, ACS REAGENT, 50g	116.61
	88186	03/10/2022	HYDROCHLORIC ACID, 37%, ACS REAGENT, 6 X 2.5L	218.71
	88186	03/10/2022	SHIPPING	146.14
	88222	03/17/2022	SULFURIC ACID, ACS REAGENT, 4 X 2.5L	383.98
Total GFS CHEMICALS INC:				1,047.86
GLOBAL INDUSTRIAL				
	88250	03/24/2022	Whiteboard Accounting Office	174.22
Total GLOBAL INDUSTRIAL:				174.22
GOBLE SAMPSON ASSOCIATES				
	88223	03/17/2022	Endless Screening Bag	380.00
Total GOBLE SAMPSON ASSOCIATES:				380.00
GOVERNMENT FINANCE OFFICERS ASSOCIATION				
	88224	03/17/2022	NEW MEMBER ANNUAL SUBSCRIPTION	150.00
	88224	03/17/2022	NEW MEMBER ANNUAL SUBSCRIPTION	150.00
Total GOVERNMENT FINANCE OFFICERS ASSOCIATION:				300.00
GRAINGER INC., W.W.				
	88187	03/10/2022	Coin Cell Battery: 2032 Battery Size, Lithium	6.00
	88187	03/10/2022	Disinfecting Wipes: Canister, 75 ct Container Size, Ready to Use, Wipes, DEWALT	129.29
	88187	03/10/2022	Reusable Wet/Dry HEPA	90.17
	88225	03/17/2022	GEORGIA-PACIFIC Paper Towel Dispenser, Pacific Blue Ultra(TM), Black, (1) Roll	315.54
	88225	03/17/2022	GEORGIA-PACIFIC Paper Towel Roll, Pacific Blue Ultra(TM), Hardwound, White,	284.20
	88225	03/17/2022	PS INDUSTRIES Single-Door Metal: Steel, For 22 3/4 in to 26 1/2 in Opening Wd,	417.50
	88225	03/17/2022	PS INDUSTRIES Single-Door Metal: Steel, For 13 3/4 in to 17 1/2 in Opening Wd,	197.45
	88225	03/17/2022	V BELT COGGED	721.33
	88225	03/17/2022	INSTANT ADESHIVE	39.63
	88225	03/17/2022	TOILET PAPER ROLL	157.05
	88225	03/17/2022	ALL PURPOSE CLEANER/DEGREASER	168.79
	88251	03/24/2022	FILTER ROLL, 30 IN X25 FT X 1 IN	57.91
	88251	03/24/2022	SCBA Storage Rack	200.64
	88251	03/24/2022	SCBA Cylinder, 60 minute	9,684.86
	88251	03/24/2022	Shipping	30.00
	88251	03/24/2022	Ratchet Face Shield Assembly: Clear Visor, Polycarbonate, Ratchet	27.31
	88288	03/31/2022	Water Nozzle Trigger	92.37
	88288	03/31/2022	IRWIN Folding Utility Knife, Bi-Metal, 6 in Overall Length, Number of Blades Includ	96.88
	88288	03/31/2022	CRC Brake Cleaner and Degreaser, Aerosol Can, 20 oz,	81.30
	88288	03/31/2022	Pneumatic Vibrator 75 LB	335.03
	88288	03/31/2022	ASCO Valve Rebuild Kit	556.10
	88288	03/31/2022	APOLLO Cast Bronze Safety Relief Valve	417.35
	88288	03/31/2022	Steel Flat Washer, Black Oxide Fastener Finish, Fits Bolt Sizes 1/4 in	44.71
	88288	03/31/2022	Socket Head Cap Screw: Steel, Alloy Steel , 1/4"-20 Dia 100PK	19.93
	88288	03/31/2022	EYE WASH CARTRIDGE	1,023.27

Payee	Check Number	Check Issue Date	Description	Amount
Total GRAINGER INC., W.W.:				15,194.61
HACH CHEMICAL COMPANY				
	88188	03/10/2022	Cleaning solution amtax 250ml (2894246) 6 bottles	923.85
	88188	03/10/2022	10mg/l standard solution amtax sc, 2000ml (2894354) 2 bottles	259.45
	88188	03/10/2022	SHIPPING	120.06
	88226	03/17/2022	InterriCAL ISENNH3181 Ammonia (NH3)	1,192.17
	88226	03/17/2022	I/O MODULE	5,761.97
	88252	03/24/2022	HQD Laboratory Meter	2,398.13
	88289	03/31/2022	1 mg/l standard solution (2894154) 4 bottles	518.91
	88289	03/31/2022	PH PROBE, GLASS GEN PURP FOR LAB	413.42
	88289	03/31/2022	50mg/l standard solution (2825854) 2 bottles	247.32
Total HACH CHEMICAL COMPANY:				11,835.28
HOME DEPOT CREDIT SERVICES				
	88253	03/24/2022	4 ft. 3600 Lumens Integrated LED White Wraparound Light Vapor	1,143.12
Total HOME DEPOT CREDIT SERVICES:				1,143.12
HUNT & SONS INC.				
	88227	03/17/2022	465 GAL UNLEADED GASOLINE	2,044.00
	88227	03/17/2022	200 GAL DIESEL FUEL	1,026.65
Total HUNT & SONS INC.:				3,070.65
IDEXX LABORATORIES INC.				
	88254	03/24/2022	120 mL Shrink-Banded Vessels with Sodium Thiosulfate (200 pack)	214.99
Total IDEXX LABORATORIES INC.:				214.99
ILEANA VASSILIOU				
	88167	03/10/2022	FEB 2022 TRAINING	400.00 M
	88167	03/10/2022	FEB 2022 TRAINING	400.00 M
Total ILEANA VASSILIOU:				800.00
J.W. WELDING SUPPLY				
	88189	03/10/2022	CYLINDER RENTALS	15.12
	88189	03/10/2022	CYLINDER RENTALS	43.02
	88189	03/10/2022	CYLINDER RENTALS	77.46
Total J.W. WELDING SUPPLY:				135.60
JASON PARKER				
	88228	03/17/2022	REIMBURSEMENT SUMMER SAFETY BOOTS	134.68
Total JASON PARKER:				134.68
K.G. WALTERS CONSTRUCTION., INC.				
	88290	03/31/2022	PPE #9 HEADWORKS IMPROVEMENTS PROJECT	33,915.33
	88290	03/31/2022	RETENTION #9 HEADWORKS IMPROVEMENTS PROJECT	1,695.76-
Total K.G. WALTERS CONSTRUCTION., INC.:				32,219.57

Payee	Check Number	Check Issue Date	Description	Amount
LHOIST NORTH AMERICA				
	88190	03/10/2022	HYDRATED LIME 24.470 TONS DELIVERED 1/17/22	8,655.20
	88229	03/17/2022	24.9 TON HYDRATED LIME DELIVERED 2/24/22	8,807.30
	88229	03/17/2022	24.52 TON HYDRATED LIME DELIVERED 3/4/22	8,672.89
Total LHOIST NORTH AMERICA:				26,135.39
LIBERTY PROCESS EQUIPMENT INC				
	88191	03/10/2022	CDQ STATOR	4,996.00
	88191	03/10/2022	Packaging	573.18
Total LIBERTY PROCESS EQUIPMENT INC:				5,569.18
LIBERTY UTILITIES				
	88230	03/17/2022	ELECTRIC BILL	24.87
	88255	03/24/2022	ELECTRIC BILL	19.28
Total LIBERTY UTILITIES:				44.15
LINDE GAS AND EQUIP INC				
	88192	03/10/2022	ACETYLENE CYLINDER RENTALS	92.66
Total LINDE GAS AND EQUIP INC:				92.66
MAX-AIR				
	88256	03/24/2022	Final Safety Valve, 300/6000 psi, Calibrated Specify Pressure Relief	188.37
	88256	03/24/2022	Rebuild kit for relief valve for Max Air 90CE1	80.00
	88256	03/24/2022	Synthetic Oil 1 Gallon	119.00
	88256	03/24/2022	Drive Belt for Max 55 E1 & E3 Standard	44.00
Total MAX-AIR:				431.37
MCMASTER-CARR				
	88291	03/31/2022	Hazardous Location Line-Voltage Thermostat FOR CLINO DECOMMISSIONING	348.78
	88291	03/31/2022	Medium-Strength Grade 5 Steel Hex Head Screw, Zinc-Plated, 7/8"-9 FOR CLINO	935.28
	88291	03/31/2022	Medium-Strength Steel Hex Nut, Grade 5, Zinc-Plated FOR CLINO DECOMMISSIO	421.85
	88291	03/31/2022	Water- and Steam-Resistant EPDM Gasket with Bolt Holes for 12 Pipe Size For D	380.72
	88291	03/31/2022	Water- and Steam-Resistant EPDM Gasket with Bolt Holes for 10 Pipe Size, ANSI	299.35
	88291	03/31/2022	Shipping	155.25
Total MCMASTER-CARR:				2,541.23
METTLER-TOLEDO INC				
	88292	03/31/2022	Laboratory Balance Calibrations	1,301.88
Total METTLER-TOLEDO INC:				1,301.88
MOTION INDUSTRIES				
	88257	03/24/2022	Bearing, Ball, Deep Groove, Single Row, Double Shielded, 55mm ID, 120mm	440.86
Total MOTION INDUSTRIES:				440.86
MOUNTAIN HARDWARE				
	88193	03/10/2022	BUCKET GRID METAL, PLSTC BUCKET	108.13
	88193	03/10/2022	PAINT SUPPLIES- BUCKET, ROLLER, ROOLER FRAME, CAN SPOUT	134.05
	88193	03/10/2022	GLUE COVE LATEX QT HENRY	21.63
	88193	03/10/2022	GLUE COVE LATEX GL, ACE WALL REPAIR	94.12

Payee	Check Number	Check Issue Date	Description	Amount
	88258	03/24/2022	ACE ROLLERS, ROUND BASE MAGNET, FLEX MAGNETIC TAPE	273.68
	88258	03/24/2022	KNOB MAGNET, STRETCH WRAP, MAGNETIC HOOK, TRIMACO BUTYL	297.20
Total MOUNTAIN HARDWARE:				928.81
NAPA- SIERRA				
	88293	03/31/2022	GOLD FILTER FOR VEHICLE 26	43.39
	88293	03/31/2022	Car Wash / Cleaner Power Shine Car Wash Concentrate 1 GAL For Stock	17.30
	88293	03/31/2022	NAPA Gold Filter For Stock	96.16
Total NAPA- SIERRA:				156.85
NEWEGG INC				
	88231	03/17/2022	Tripp Lite Cat5e/Cat6 STP Patch Cable Outdoor Industrial IP67 Item#: N82E1681	27.15
Total NEWEGG INC:				27.15
OFFICE DEPOT				
	88294	03/31/2022	HP 206A Black Toner Cartridge - OD# 6773485	285.30
Total OFFICE DEPOT:				285.30
PACIFIC OFFICE AUTOMATION				
	88232	03/17/2022	MARCH 2022 INVOICE	164.82
	88232	03/17/2022	2/28/22-3/28/22 MONTHLY INVOICE	50.77
	88232	03/17/2022	QUARTERLY BILL	277.78
Total PACIFIC OFFICE AUTOMATION:				493.37
PAYMENTUS GROUP INC				
	88233	03/17/2022	TRANS FEES FOR FEB 2022	37.50
	88295	03/31/2022	TRANS FEES FOR DEC 2021	5.00
Total PAYMENTUS GROUP INC:				42.50
PETTY CASH				
	88273	03/24/2022	STAMPS	11.00 M
	88273	03/24/2022	SAFETY LUNCH	11.33 M
	88273	03/24/2022	BOARD MEETING SUPPLIES	91.88 M
	88273	03/24/2022	BOARD MEETING SUPPLIES	72.29 M
	88273	03/24/2022	DEPT OF INDUSTRIAL RELATIONS	13.20 M
	88273	03/24/2022	INK CARTRIDGES	93.71 M
Total PETTY CASH:				293.41
PINNACLE TOWERS INC.				
	88194	03/10/2022	PLUTO MTN TOWER RENTAL	788.41
Total PINNACLE TOWERS INC.:				788.41
PROGRESSIVE BUSINESS PUBLICATIONS				
	88296	03/31/2022	Environmental Compliance Alert - Annual subscription	330.00
Total PROGRESSIVE BUSINESS PUBLICATIONS:				330.00
PRO-PIPE, INC				
	88166	03/08/2022	PPE#2 FACILITIES MAINTENANCE	85,966.94 M

Payee	Check Number	Check Issue Date	Description	Amount
	88166	03/08/2022	RETENTION#2 FACILITIES MAINTENANCE	4,298.35- M
Total PRO-PIPE, INC:				81,668.59
RDP TECHNOLOGIES INC				
	88234	03/17/2022	406 AUGER ITEM #7 PER DRAWING	6,980.00
Total RDP TECHNOLOGIES INC:				6,980.00
RENO/TAHOE ROTO-ROOTER PLUMBERS				
	88297	03/31/2022	Pipe and drain clearing services mini Jet through floor draings in Solids Handling B	2,217.00
Total RENO/TAHOE ROTO-ROOTER PLUMBERS:				2,217.00
RENOWN HEALTH				
	88259	03/24/2022	EMPLOYEE SCREENING	120.00
Total RENOWN HEALTH:				120.00
ROY SMITH COMPANY				
	88195	03/10/2022	LIQUID OXYGEN 4,043 GALLONS	3,921.71
	88195	03/10/2022	LIQUID OXYGEN 671 GALLONS	650.87
	88195	03/10/2022	LIQUID OXYGEN 2,476 GALLONS	2,401.72
	88208	03/10/2022	4,712 GALLONS LIQUID OXYGEN DELIVERED 2/1/22	4,766.03 M
	88235	03/17/2022	2,402 GAL LIQUID O2 DELIVERED 3/3/22	2,314.15
	88235	03/17/2022	2,325 GAL O2 DELIVERED 3/3/22	2,239.96
Total ROY SMITH COMPANY:				16,294.44
SAFEWAY INC.				
	88034	03/09/2022	DECEMBER 2021 BOARD DAY GROCERIES	158.74- V
	88206	03/10/2022	BOARD DAY GROCERIES	158.74 M
Total SAFEWAY INC.:				.00
SHERWIN-WILLIAMS				
	88196	03/10/2022	1 GALLON YELLOW PAINT	61.69
Total SHERWIN-WILLIAMS:				61.69
SHRED-IT USA				
	88236	03/17/2022	12/29/21 & 1/12/22 SVC	134.04
	88236	03/17/2022	1/28/22, 2/9/22, 2/23/22 SVC	199.76
	88298	03/31/2022	8/11/21, 8/25/21, 9/8/21 SVC	198.97
	88298	03/31/2022	3/16/22 & 3/23/22 SVC	143.14
Total SHRED-IT USA:				675.91
SMARTCOVER SYSTEMS				
	88260	03/24/2022	Renewal: Smartcover-Required	390.00
	88260	03/24/2022	Renewal: Power Warranty-Parts Only	220.00
	88260	03/24/2022	Covers all systems except Powerpack	442.00
Total SMARTCOVER SYSTEMS:				1,052.00
SOLENIS				
	88261	03/23/2022	3 Totes K290FLX polylmer	14,947.92- V

Payee	Check Number	Check Issue Date	Description	Amount
	88261	03/24/2022	3 Totes K290FLX polymer	14,947.92
	88267	03/24/2022	3 Totes K290FLX polymer	14,947.92
Total SOLENIS:				14,947.92
SOUTHWEST GAS CORP.				
	88213	03/10/2022	MARCH 2022 PLANT BILL 10%	927.61 M
	88213	03/10/2022	MARCH 2022 PLANT BILL 90%	8,348.58 M
	88213	03/10/2022	MARCH 2022 MAIN BILL 10%	46.72 M
	88213	03/10/2022	MARCH 2022 MAIN BILL 90%	420.48 M
Total SOUTHWEST GAS CORP.:				9,743.39
SWRCB-ELAP FEES				
	88211	03/10/2022	ELAP Certificate Renewal Fees	4,250.00 M
	88211	03/10/2022	ELAP Cert Amendment Fee	1,500.00 M
Total SWRCB-ELAP FEES:				5,750.00
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	88274	03/31/2022	EMPLOYEE SCREENING	379.50 M
	88274	03/31/2022	EMPLOYEE SCREENING	1,014.00 M
	88274	03/31/2022	EMPLOYEE SCREENING	686.00 M
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				2,079.50
TAHOE SUPPLY COMPANY LLC				
	88197	03/10/2022	Single Fold Towels White	261.23
	88197	03/10/2022	Liner 30x36 1.25ml	147.70
	88197	03/10/2022	Liner 24X32 .8mil	140.94
	88237	03/17/2022	case of bleach, 6 gallon bottles per case	41.65
Total TAHOE SUPPLY COMPANY LLC:				591.52
TAHOE TRUCKEE DISPOSAL				
	88207	03/10/2022	FEB 2022 SLUDGE	7,271.99 M
	88207	03/10/2022	FEB 2022 CENTRIFUGE	16,305.69 M
Total TAHOE TRUCKEE DISPOSAL:				23,577.68
THATCHER COMPANY OF CA INC				
	88238	03/17/2022	24 TONS FERRIC CHLORIDE - FORCE MAJEURE	14,548.80
Total THATCHER COMPANY OF CA INC:				14,548.80
THE UNION				
	88198	03/10/2022	Ad 2022 Plant Coating Project - Solicitation to Bid	789.18
	88198	03/10/2022	AD 2022 Control Room Upgrades Project - Solicitation to Bid	773.08
Total THE UNION:				1,562.26
Thermco Products, INC				
	88299	03/31/2022	RECERT 2, recertification of 2-4 temperature points of a LIG Thermometer	104.00
	88299	03/31/2022	RECERT DIG 2, recertification of 2 temperature points of a Digital High Precision T	147.00
	88299	03/31/2022	High temperature and return shipping	79.69

Payee	Check Number	Check Issue Date	Description	Amount
Total Thermco Products, INC:				330.69
THOMAS AND ASSOCIATES				
	88199	03/10/2022	BRG GSKT VEG FI	20.89
	88199	03/10/2022	BALL BEARING	75.83
	88199	03/10/2022	SEAL PLATE CI	1,188.80
	88199	03/10/2022	OIL SEAL	43.73
	88199	03/10/2022	MECH SEAL 1-1/2	176.72
	88199	03/10/2022	ADJ SHIM SET	25.11
	88199	03/10/2022	WEAR RING CI	589.20
	88199	03/10/2022	KEY STL	1.68
	88199	03/10/2022	BALL BRG DBL-ROW	252.88
	88199	03/10/2022	KEY STL	2.11
	88199	03/10/2022	SIGHT GAUGE	47.74
	88199	03/10/2022	SHAFT SLEEVE A STL	105.27
	88199	03/10/2022	BRG GSKT VEG FI	62.68
	88199	03/10/2022	FREIGHT	152.36
Total THOMAS AND ASSOCIATES:				2,745.00
TOWN OF TRUCKEE				
	88300	03/31/2022	RAISING OF MH-104 ADJUST 24" SEWER MANHOLE FRAME TO GRADE	1,600.00
Total TOWN OF TRUCKEE:				1,600.00
TROY KILLGORE				
	88239	03/17/2022	REIMB CERT FEES, OVERCERT AWARD	800.00
Total TROY KILLGORE:				800.00
TRUCKEE DONNER PUD				
	88209	03/10/2022	FEB 2022 ELECTRIC	100,001.47 M
	88209	03/10/2022	FEB 2022 WATER	138.42 M
	88209	03/10/2022	FEB 2022 ELECTRIC	67.76 M
	88209	03/10/2022	FEB 2022 ELECTRIC	58.34 M
	88209	03/10/2022	FEB 2022 ELECTRIC	30.05 M
Total TRUCKEE DONNER PUD:				100,296.04
U.S. BANK CARD DIVISION				
	3232201	03/23/2022	COSTCO CERAMIC HEATER	86.59 M
	3232201	03/23/2022	VERIZON MONTHLY BILL	36.82 M
	3232201	03/23/2022	CONFINED SPACE ENTRY PERMIT	775.00 M
	3232201	03/23/2022	CONFINED SPACE ZOOM CLASS	695.00 M
	3232201	03/23/2022	BOOTS	248.96 M
	3232201	03/23/2022	CAL OSHA INSPECTION PENALTY	3,508.89 M
	3232201	03/23/2022	TEAMVIEWER REMOTE ACCESS FOR LIMS & WIMS	298.80 M
	3232201	03/23/2022	W&T GRAPHIX SWEATSHIRTS	690.95 M
	3232201	03/23/2022	VERIZON MONTHLY BILL	331.17 M
	3232201	03/23/2022	AMAZON DESKTOP PRINTER/SCANNER	741.49 M
	3232201	03/23/2022	W&T GRAPHIX 2 XLARGE SWEATSHIRTS	125.47 M
	3232201	03/23/2022	CENTRAL SQUARE- AMERICAN AIRLINE CONF EXP	887.21 M
	3232201	03/23/2022	LEGACY INDUSTRIAL CRACK & JOINT FILLER	264.00 M
	3232201	03/23/2022	AMAZON CLEANING VINEGAR X4, ALL PURPOSE CLEANER X1	76.58 M
	3232201	03/23/2022	W&T GRAPHIX SWEATSHIRTS	272.14 M
	3232201	03/23/2022	VERIZON MONTHLY BILL	150.78 M

Payee	Check Number	Check Issue Date	Description	Amount
	3232201	03/23/2022	PRIMELIGHTS 10 LED 4 LAMPS, 10 DOUBLE TOGGLE CABLE HANGERS	1,345.00 M
	3232201	03/23/2022	PRIMELIGHTS 4-4LAMP T8, 4 DOUBLE TOGGLE CABLE HANGERS	558.00 M
	3232201	03/23/2022	PRIMELIGHTS 30 LED 4 LAMPS, 30 DOUBLE TOGGLE CABLE HANGERS	4,035.00 M
	3232201	03/23/2022	W&T GRAPHIX 2 XLARGE SWEATSHIRTS	125.47 M
	3232201	03/23/2022	GORDON ELECTRIC 2 LITTLEFUSE OVERLOAD RELAYS	1,331.48 M
	3232201	03/23/2022	CICI BOILER 3 VALVE, OIL METERING 3/8"	1,469.22 M
	3232201	03/23/2022	CAL GAS- GAS, PRECISION MIX	305.63 M
	3232201	03/23/2022	GORDON ELECTRIC APPLETON BUSHBUTTON SWITCH COVER	229.43 M
	3232201	03/23/2022	AIR FILTERS INC FREIGHT ONLY FOR ELECTROSTATIC ON PO 34374	98.75 M
	3232201	03/23/2022	AMAZON HENKEL LOCTITE	223.15 M
	3232201	03/23/2022	ADOBE JAN BILL	17.99 M
	3232201	03/23/2022	ZOOM AUDIO CONFERENCE	110.00 M
	3232201	03/23/2022	VERIZON MONTHLY BILL	36.82 M
	3232201	03/23/2022	MICROSOFT ONLINE SVC	324.00 M
	3232201	03/23/2022	MICROSOFT ONLINE SVC	25.00 M
	3232201	03/23/2022	MICROSOFT ONLINE SVC	4.00 M
	3232201	03/23/2022	AMAZON WEB FEB BILL	6.58 M
	3232201	03/23/2022	GOOGLE CHROME DEVICE MANAGEMENT	969.33 M
	3232201	03/23/2022	LOG ME IN MONTHLY BILL	84.00 M
	3232201	03/23/2022	PRIMELIGHTS 16 LED LAMP T8, 16 DOUBLE TOGGLE CABLE HANGERS	2,152.00 M
	3232201	03/23/2022	SUNLINE SUPPLY COVID 19 RAPID TEST KITS X2	541.73 M
	3232201	03/23/2022	PLACER COUNTY COPY OF DOC 2021-0040465	9.25 M
	3232201	03/23/2022	COSTCO COFFEE CREAMER, SILVERWARE, BOWLS, PLATES	745.52 M
	3232201	03/23/2022	OFFICE BOSS W2 2-UP 50/PK X3	190.76 M
	3232201	03/23/2022	W&T GRAPHIX UPDATED DIGITIZE EMBROIDERY	168.87 M
	3232201	03/23/2022	VERIZON MONTHLY BILL	73.64 M
				24,370.47
Total U.S. BANK CARD DIVISION:				
UNIFIRST CORPORATION				
	88200	03/10/2022	UNIFORMS	115.05
	88200	03/10/2022	UNIFORMS	15.76
	88200	03/10/2022	UNIFORMS	77.19
	88200	03/10/2022	UNIFORMS	72.90
	88200	03/10/2022	UNIFORMS	27.70
	88200	03/10/2022	UNIFORMS	10.92
	88240	03/17/2022	UNIFORMS	118.10
	88240	03/17/2022	UNIFORMS	16.07
	88240	03/17/2022	UNIFORMS	181.31
	88240	03/17/2022	UNIFORMS	73.90
	88240	03/17/2022	UNIFORMS	28.42
	88240	03/17/2022	UNIFORMS	16.79
	88262	03/23/2022	UNIFORMS	273.96- V
	88262	03/23/2022	UNIFORMS	15.76- V
	88262	03/23/2022	UNIFORMS	87.86- V
	88262	03/23/2022	UNIFORMS	77.24- V
	88262	03/23/2022	UNIFORMS	27.70- V
	88262	03/23/2022	UNIFORMS	10.92- V
	88262	03/24/2022	UNIFORMS	273.96
	88262	03/24/2022	UNIFORMS	15.76
	88262	03/24/2022	UNIFORMS	87.86
	88262	03/24/2022	UNIFORMS	77.24
	88262	03/24/2022	UNIFORMS	27.70
	88262	03/24/2022	UNIFORMS	10.92
	88268	03/24/2022	UNIFORMS	273.96
	88268	03/24/2022	UNIFORMS	15.76
	88268	03/24/2022	UNIFORMS	87.86

Payee	Check Number	Check Issue Date	Description	Amount
	88268	03/24/2022	UNIFORMS	77.24
	88268	03/24/2022	UNIFORMS	27.70
	88268	03/24/2022	UNIFORMS	10.92
	88301	03/31/2022	UNIFORMS	128.85
	88301	03/31/2022	UNIFORMS	15.76
	88301	03/31/2022	UNIFORMS	214.84
	88301	03/31/2022	UNIFORMS	1,384.87
	88301	03/31/2022	UNIFORMS	27.70
	88301	03/31/2022	UNIFORMS	10.92
Total UNIFIRST CORPORATION:				3,030.49
UNITED PARCEL SERVICE, UPS				
	88302	03/31/2022	T-TIME SHIPPING CHARGES FOR OPERATIONS EMPLOYEES	48.15
Total UNITED PARCEL SERVICE, UPS:				48.15
UNIVAR USA INC.				
	88201	03/10/2022	METHANOL 7,000 GALLONS DELIVERED ON 2/22/22	14,094.15
	88263	03/23/2022	7,000 GAL METHANOL DELIVERED 3/3/22	14,037.32- V
	88263	03/24/2022	7,000 GAL METHANOL DELIVERED 3/3/22	14,037.32
	88269	03/24/2022	7,000 GAL METHANOL DELIVERED 3/3/22	14,037.32
Total UNIVAR USA INC.:				28,131.47
USA BLUE BOOK				
	88264	03/23/2022	6' chlorine pigtail flexible connector (68242)	1,200.88- V
	88264	03/24/2022	6' chlorine pigtail flexible connector (68242)	1,200.88
	88270	03/24/2022	6' chlorine pigtail flexible connector (68242)	1,200.88
Total USA BLUE BOOK:				1,200.88
VICKY LUFRANO				
	88241	03/17/2022	MARCH 2022 PHONE	18.04
Total VICKY LUFRANO:				18.04
VWR SCIENTIFIC INC				
	88202	03/10/2022	Traceable Conductivity Calibration Standard	121.44
	88202	03/10/2022	Whatman Grade GF/C RTU Glass Microfibre Filters without Binder, pk/100	3,056.87
	88202	03/10/2022	SHIPPING	403.23
	88202	03/10/2022	Tryptic Soy Agar (TSA), Soybean Casein Digest Agar, Hardy Diagnostics	17.06
	88202	03/10/2022	SHIPPING	27.93
	88242	03/17/2022	SELECT APS TSB 500G	141.82
	88242	03/17/2022	VWR® Disposable Square Weighing Boats, 7 mL	98.95
	88242	03/17/2022	VWR® Disposable Square Weighing Boats, 85 mL	150.61
	88242	03/17/2022	VWR® Disposable Square Weighing Boats, 250 mL	237.01
	88242	03/17/2022	VWR® Glass Funnel, 300 ml	392.08
	88242	03/17/2022	VWR® Filter Forceps, pk/12	80.23
	88242	03/17/2022	SHIPPING	21.83
	88242	03/17/2022	Calibration Kit, 2100N, Sealed Vials	426.85
	88242	03/17/2022	SHIPPING	16.85
	88265	03/23/2022	VWR® Large Sample Bottle, High-Density Polyethylene, Wide Mouth, Case of 6	149.34- V
	88265	03/23/2022	Kimble® Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences 16x15	500.11- V
	88265	03/23/2022	IntelliCAL LBOD101 Sensor Cap Replacement Kit	481.06- V
	88265	03/23/2022	CYLINDER GRADUATED PP 1000 ML	99.26- V
	88265	03/23/2022	Kimwipes™ Convenience Packs	686.55- V

Payee	Check Number	Check Issue Date	Description	Amount
	88265	03/23/2022	Kimble® Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences 20×15	715.69- V
	88265	03/23/2022	PhosVer® 3 Phosphate Reagent Powder Pillows, 25 mL sample, Hach	1,160.84- V
	88265	03/23/2022	PHENOLPHATHALEIN INDICATOR 500ML	150.22- V
	88265	03/24/2022	VWR® Large Sample Bottle, High-Density Polyethylene, Wide Mouth, Case of 6	149.34
	88265	03/24/2022	Kimble® Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences 16×15	500.11
	88265	03/24/2022	IntelliCAL LBOD101 Sensor Cap Replacement Kit	481.06
	88265	03/24/2022	CYLINDER GRADUATED PP 1000 ML	99.26
	88265	03/24/2022	Kimwipes™ Convenience Packs	686.55
	88265	03/24/2022	Kimble® Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences 20×15	715.69
	88265	03/24/2022	PhosVer® 3 Phosphate Reagent Powder Pillows, 25 mL sample, Hach	1,160.84
	88265	03/24/2022	PHENOLPHATHALEIN INDICATOR 500ML	150.22
	88271	03/24/2022	VWR® Large Sample Bottle, High-Density Polyethylene, Wide Mouth, Case of 6	149.34
	88271	03/24/2022	Kimble® Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences 16×15	500.11
	88271	03/24/2022	IntelliCAL LBOD101 Sensor Cap Replacement Kit	481.06
	88271	03/24/2022	CYLINDER GRADUATED PP 1000 ML	99.26
	88271	03/24/2022	Kimwipes™ Convenience Packs	686.55
	88271	03/24/2022	Kimble® Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences 20×15	715.69
	88271	03/24/2022	PhosVer® 3 Phosphate Reagent Powder Pillows, 25 mL sample, Hach	1,160.84
	88271	03/24/2022	PHENOLPHATHALEIN INDICATOR 500ML	150.22
	88303	03/31/2022	TOT SUSPENED SOLID LAB SUPPLY	159.33
	88303	03/31/2022	LAURYL TRYPTOSE BROTH 500G FOR LAB	1,101.04
	88303	03/31/2022	Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences, cs/1000	653.08
	88303	03/31/2022	Culture Tubes, Disposable, Borosilicate Glass, DWK Life Sciences, cs/500	718.12
Total VWR SCIENTIFIC INC:				11,767.40
WESTERN ENV. TESTING LAB.				
	88203	03/10/2022	02/07/22 BIOSOLIDS	79.00
	88203	03/10/2022	02/08/22 BIOSOLIDS	79.00
	88203	03/10/2022	02/09/22 BIOSOLIDS	79.00
	88203	03/10/2022	02/10/22 BIOSOLIDS	79.00
	88203	03/10/2022	02/14/22 BIOSOLIDS	79.00
	88203	03/10/2022	02/15/22 BIOSOLIDS	79.00
	88203	03/10/2022	02/16/22 BIOSOLIDS	79.00
Total WESTERN ENV. TESTING LAB.:				553.00
Willdan Financial Services				
	88204	03/10/2022	FY 20/21 ANNUAL CONT. DISCLOSURE SVCS	1,650.00
Total Willdan Financial Services:				1,650.00
WORK WORLD				
	88304	03/31/2022	SAFETY BOOTS FOR OPERATOR EMPLOYEE	294.47
Total WORK WORLD:				294.47
ZORO				
	88205	03/10/2022	Milwaukee Shockwave 2" Impact Slotted 3/16" Power Bit	10.77
	88205	03/10/2022	LED Replacement Lamp, 23500 lm, 150W, 4000K	784.08
	88205	03/10/2022	Timer, Digital, 120/277VAC, 15A, Wall Switch	58.21
	88243	03/17/2022	Chemical Cartridge, Bayonet	756.68
	88243	03/17/2022	Disk Filter, Bayonet, P100, Nuisance Level OV, Magenta	172.01
	88243	03/17/2022	Chemical Cartridge, Bayonet, OV, Black	121.16
	88266	03/23/2022	Transmitter, Level, Submersible, PU Cable, 40ft L, 0 to 8.6 psi	1,284.26- V
	88266	03/24/2022	Transmitter, Level, Submersible, PU Cable, 40ft L, 0 to 8.6 psi	1,284.26
	88272	03/24/2022	Transmitter, Level, Submersible, PU Cable, 40ft L, 0 to 8.6 psi	1,284.26

Payee	Check Number	Check Issue Date	Description	Amount
	88305	03/31/2022	Allegro Respirator Cleaning Packets, Dry, PK90 Zoro	130.30
Total ZORO:				3,317.47
Grand Totals:				668,925.75



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-2
Subject: Ratify approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, (3) Local Agency Investment Fund (LAIF) statement, and (4) California Employers' Retiree Benefit Trust (CERBT) Fund statement.

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

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

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

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

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

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

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,287,000.00	1,242,622.68	9.4	9,881,878.81	74.4	1,2,3
Tax Revenue - Ad Valorem	3,958,000.00	667.86	0.0	2,400,355.05	60.6	2,3
Fund Interest	40,000.00	0.07	0.0	6,115.54	15.3	3,4
Other Revenue	15,000.00	466.36	3.1	27,407.87	182.7	3,5
Temporary Discharge	25,000.00	6,843.98	27.4	7,609.98	30.4	3
TOTAL REVENUE	17,325,000.00	1,250,600.95	7.2	12,323,367.25	71.1	
EXPENDITURE						
Salaries & Wages	5,599,400.00	419,595.72	7.5	4,255,983.60	76.0	6
Employee Benefits	3,817,000.00	299,760.32	7.9	2,587,014.20	67.8	6
Director Fees	7,600.00	700.00	9.2	6,600.00	86.8	
Vehicle	51,900.00	8,549.28	16.5	29,708.08	57.2	
CSRMA Insurance	375,000.00	67,512.00	18.0	285,459.80	76.1	
Professional Memberships	44,700.00	2,150.00	4.8	35,266.00	78.9	
Agency Permits & Licenses	196,000.00	5,996.15	3.1	195,741.07	99.9	7
Office Expense	455,000.00	18,897.20	4.2	183,560.85	40.3	
Contractual Services	2,204,800.00	237,067.04	10.8	1,594,971.25	72.3	
Professional Services	990,000.00	16,791.54	1.7	344,216.13	34.8	
Conferences & Training	116,500.00	3,157.21	2.7	34,577.05	29.7	
Utilities	1,010,200.00	116,153.59	11.5	724,088.70	71.7	
Supplies, Repairs & Maintenance	1,091,500.00	100,164.50	9.2	478,045.88	43.8	
TOTAL EXPENDITURE	15,959,600.00	1,296,494.55	8.1	10,755,232.61	67.4	
NET INCOME (LOSS)	1,365,400.00			1,568,134.64		
Unfunded Accrued Liability	1,044,000.00			1,023,078.00	98.0	

75% of the fiscal year has elapsed.
This is an unaudited status report.

Notes:

- 1 – TTSA collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 – Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2022, 40% 5/2022 and 5% 7/2022.
- 3 – All revenue is accrued at Fiscal Year-End according to accrual-based accounting method and cash basis throughout the year.
- 4 – Interest on LAIF balances is received and recorded quarterly (10/2021, 1/2022, 4/2022 and 7/2022).
- 5 – Other Revenue includes rebates, billings and surplus items sold.
- 6 – Timing difference: Payroll expense is recognized on pay date, except for Fiscal Year-End in which it is accrued according to the accrual-based accounting method. Payroll Fiscal YTD includes yearly vacation payouts.
- 7 – Includes State Water Resources Control Board Annual Permit fees \$179,181



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	1,990,000.00	71,839.77	3.6	1,709,618.80	85.9	
Fund Interest	100,000.00	64.29	0.1	24,137.29	24.1	
TOTAL REVENUE	2,090,000.00	71,904.06	3.6	1,733,756.09	85.9	
EXPENDITURE						
Barscreens, Washers, Compactors	2,600,000.00	45,910.04	1.8	2,105,607.63	81.0	4
Digester & Plant Heating Improvements	250,000.00	13,801.56	5.5	102,563.08	41.0	1
Effluent Flow Meter Installation	100,000.00	0.00	0.0	0.00	0.0	2
Manlift	60,000.00	0.00	0.0	0.00	0.0	2
Influent Flow Meter Installation	50,000.00	0.00	0.0	0.00	0.0	2
Operations and Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	3
Maintenance/IT Shop Improvements	0.00	0.00	0.0	2,728.50	0.0	1
SUBTOTAL EXPENDITURES	3,085,000.00	59,711.60	1.9	2,210,899.21	71.7	
Allocation of 73.2% of Bond Payment	2,222,810.00	0.00	0.0	287,947.96	13.0	
TOTAL EXPENDITURE	5,307,810.00	59,711.60	1.1	2,498,847.17	47.1	
NET INCOME (LOSS)	(3,217,810.00)			(765,091.08)		

75% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY22
- (6) Project cancelled



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

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Chlorine Scrubber Replacement	1,000,000.00	2,644.89	0.3	15,250.20	1.5	1
Plant Coating Improvements	500,000.00	789.18	0.2	412,009.69	82.4	4,1
Wasting Pumps Upgrade	350,000.00	0.00	0.0	0.00	0.0	6
Lime System Improvements	150,000.00	0.00	0.0	0.00	0.0	5
Facility Asphalt Sealing	100,000.00	0.00	0.0	97,435.26	97.4	4
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	3
SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	2
Telephone Upgrade	50,000.00	0.00	0.0	0.00	0.0	2
Arc Flash Study/Breaker Replacement	45,000.00	0.00	0.0	0.00	0.0	2
Filter Press Pump VFD Replacement	45,000.00	0.00	0.0	0.00	0.0	3
IT Server Replacement	40,000.00	0.00	0.0	0.00	0.0	2
Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Polyblend Thickener	35,000.00	0.00	0.0	0.00	0.0	3
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0	2
MPPS VFD	30,000.00	0.00	0.0	0.00	0.0	2
Lab Equipment Replacement	25,000.00	4,003.72	16.0	4,003.72	16.0	1
BNR Blower Replacement	25,000.00	0.00	0.0	34,512.03	138.0	4
Portable Welder Replacement	25,000.00	0.00	0.0	0.00	0.0	2
Vehicle Replacement*	0.00	0.00	0.0	9,938.93	0.0	4
Facilities Security System**	0.00	0.00	0.0	36,850.00	0.0	1
Accounting Software Upgrade***	0.00	0.00	0.0	4,680.00	0.0	1
EPDM Roof Replacement	0.00	781.13	0.0	781.13	0.0	1
Control Room Upgrades 02 & 13	0.00	1,570.32	0.0	1,570.32	0.0	3
SUBTOTAL EXPENDITURES	2,620,000.00	9,789.24	0.4	617,031.28	23.6	
Allocation of 26.8% of Bond Payment	813,816.00	0.00	0.0	105,423.57	13.0	
TOTAL EXPENDITURES	3,433,816.00	9,789.24	0.3	722,454.85	21.0	

75% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY22
- (6) Project cancelled

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

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

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

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

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	56,261.32
CASH - USB SERVICE CHARGE	63,062.82
CASH - US BANK TAX REV	17,368.49
CASH - US BANK WWCRF	165,005.12
CASH - WELLS FARGO PAYROLL	157,171.32
CASH - WELLS FARGO INVESTMENTS	650,764.63
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	<u>39,457,367.37</u>
TOTAL COMBINED CASH	<u>40,567,601.07</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(40,567,601.07)</u>
TOTAL UNALLOCATED CASH	0.00

FUND	CASH ALLOCATION RECONCILIATION	March 31, 2022	March 31, 2021	Amount of Change	% of Change
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	18,569,576.94	19,513,461.13	(943,884.19)	(4.84)
06	ALLOCATION TO R.R. & UPGRADE FUND	9,181,720.44	9,061,774.91	119,945.53	1.32
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,279,436.30	7,257,286.24	22,150.06	0.31
10	ALLOCATION TO GENERAL FUND	<u>5,536,867.39</u>	<u>9,094,294.97</u>	<u>(3,557,427.58)</u>	<u>(39.12)</u>
	TOTAL ALLOCATION TO OTHER FUNDS	<u>40,567,601.07</u>	<u>44,926,817.25</u>	<u>(4,359,216.18)</u>	<u>(9.70)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(40,567,601.07)</u>	<u>(44,926,817.25)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00		

California State Treasurer
Fiona Ma, CPA



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

April 06, 2022

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

March 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/14/2022	3/14/2022	RD	1698979	1659246	MICHELLE MACKEY	1,000,000.00
3/22/2022	3/22/2022	RW	1699432	1659706	MICHELLE MACKEY	-200,000.00
3/22/2022	3/22/2022	RW	1699433	1659707	MICHELLE MACKEY	-500,000.00

Account Summary

Total Deposit:	1,000,000.00	Beginning Balance:	39,157,367.37
Total Withdrawal:	-700,000.00	Ending Balance:	39,457,367.37

[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	22.018086	662,665.614	\$14,590,628.55
Total			\$14,590,628.55

[Download to Excel](#)



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Report from the March 16, 2022 closed session meeting

Background

At the conclusion of the closed session discussion at the March 16, 2022 meeting, the meeting were adjourned without providing a report from closed session.

There was no action taken during the closed session meeting.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the March 16, 2022 closed session meeting.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: VI-2
Subject: Approval of the minutes of the regular Board meeting on March 16, 2022

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 March 16, 2022.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on March 16, 2022.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

March 16, 2022

I. Call to Order:

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

Directors Present: Dan Wilkins, TCPUD
Blake Tresan, TSD
S. Lane Lewis, NTPUD
Dale Cox, OVPSD
David Smelser, ASCWD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Crystal Sublet, Finance & Administrative Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard Pallante, Maintenance Manager
Richard P. Shanahan, Agency Counsel
Monna Radulovich, Agency Special Counsel
Serena Warner, Agency Special Counsel
Michelle Mackey, Administrative Department
Paul Shouse, Maintenance Department
Luke Swann, Maintenance Department
Jason Hays, Operations Department

Public Present: Steven Gortler, Public
Jane Davis, Public
Pippin Mader, Public
Travis Montana, Public

II. AB 361 Action.

MOTION by Director Lewis **SECOND** by Director Cox, to find under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the Board renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed; unanimously approved.

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

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

Motion passed.

III. Public Comment.

Jane Davis provided public comment regarding the Agency Master Sewer Plan, finances, and PERB decision.

No action was taken by the Board.

IV. Professional Achievements, Awards & Anniversaries.

Mrs. Lufrano welcomed new staff Kayle Ohle (Purchasing Agent I), Herbert Hodges (Mechanic III), Jeff Navarette (Mechanic III), and Joel Oberly (Operator In Training) to the Agency and Board of Directors. She also acknowledged Agency staff Collin Fischer and Troy Kilgore, who obtained their Grade V Operator Certifications, and commended Kristin Schrandt for her ten year employment anniversary.

No action was taken by the Board.

V. Consent Agenda.

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

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

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

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

Motion passed.

VI. Regular Agenda.

1. Report from February 16, 2022 and February 22 closed session meetings.

Mr. Griffin stated there was nothing to report from the February 16, 2022 and February 22, 2022 closed session meetings.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on February 16, 2022 and special Board meeting on February 22, 2022.

MOTION by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on February 16, 2022 (with an amendment to modify item V-7 to read “to award the 2022 Open Channel Flow Metering Devices project”), and special Board meeting on February 22, 2022; unanimously approved.

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

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

Motion passed.

3. Approval of the 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) Policy.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) Policy as presented together with modifications to be made by staff to clarify the policy’s applicability to staff not working an 8 hour shift; unanimously approved.

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

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

Motion passed.

4. Approval to award the bid for the 2022 Plant Coating project.

MOTION by Director Tresan **SECOND** by Director Lewis to award the 2022 Plant Coating project to F.D. Thomas, Inc. in the amount of \$460,000 (\$412,218.00 bid plus contingency of \$47,782); unanimously approved.

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

AYES: Directors Tresan, Lewis, Cox, Smelser, and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

5. Approval to solicit bids for the 2022 Plant Improvements project.

MOTION by Director Tresan **SECOND** by Director Lewis to solicit bids for the 2022 Plant Improvements project; unanimously approved.

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

AYES: Directors Tresan, Lewis, Cox, Smelser, and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

6. Approval to purchase the variable frequency drive for the Multi Purpose Pump Station.

MOTION by Director Lewis **SECOND** by Director Smelser for approval to purchase the variable frequency drive for the Multi Purpose Pump Station from Rexel in the amount of \$28,309.73; unanimously approved.

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

AYES: Directors Tresan, Lewis, Cox, Smelser, and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

7. Approval for the SEAM Group to perform an Arc Flash Study.

MOTION by Director Cox **SECOND** by Director Lewis to approve the SEAM Group to perform an Arc Flash Study in the amount of \$20,000.00 (\$18,195.00 proposal plus contingency of \$1,805.00); unanimously approved.

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

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

Motion passed.

8. Discussion of consultant services for review of current Sewer Service Charge and Connection Fee schedules.

Mr. Griffin provided the Board of Directors with a review of existing sewer service charge rates and connection fees. Direction was given to obtain a proposal from HDR Engineering to perform Agency Sewer Service Charge and Connection Fee Studies for Board review and consideration.

Pippin Mader provided public comment regarding this item.

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

The Board of Directors requested the April 2022 regular Board of Directors meeting to be held in-person with each Director having the option to participate via teleconference, under the pre-AB 361 Brown Act regulations.

Pippin Mader provided public comment regarding this item.

VII. Management Team Reports.

1. Department Reports.

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

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

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

Mrs. Sublet provided an update on current and past projects for the administration department.

No action was taken by the Board.

2. General Manager Report.

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

VIII. Board of Directors Comment.

There were no Board of Director comments. No action was taken by the Board.

The Board went into closed session with legal counsel and Mr. Griffin at 10:49 AM.

IX. Closed Session.

1. Closed session conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) – Fay v. Tahoe-Truckee Sanitation Agency.
2. Closed session for public employee performance evaluation of the General Manager.

X. Adjournment.

There being no further business, the meeting was adjourned at 1:46 PM.

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VI-3
Subject: Approval to enter into a contract with CNW Construction Inc. to perform the 2022 Control Room Upgrades project

Background

The 2022 Control Room Upgrades project involves a partial remodel to the control rooms, labs, and bathrooms situated in Advanced Waste Treatment and Chemical & Conventional Treatment sections of the water reclamation plant. Work includes new flooring, baseboards, backerboards, paint, cabinetry, countertops, sinks, toilets, and other minor work.

At the December 15, 2021 Board of Directors meeting, the Board of Directors approved the advertisement and solicitation of bids for the project. There were no bids received after two bid solicitations and the Board of Directors subsequently authorized the General Manager to negotiate and approve a contract or contracts with a qualified contractor or contractors to perform the project in accordance with Agency Ordinance No. 3-2015 at the February 16, 2022 meeting.

Since the February meeting, staff contacted nine potential contractors to determine interest in the project and solicit proposals. The Agency received two proposals as listed below:

- CNW Construction Inc., Rescue, CA: \$167,955.90
- GLA Morris Construction, Inc., Truckee CA: \$176,851.68

The project field work is scheduled to commence September 19, 2022 and end November 4, 2022.

Fiscal Impact

The lowest proposal cost of \$167,955.90 is approximately 13% higher than the engineer's construction cost estimate of \$149,000.


Attachments

None.

Recommendation

Management and staff recommend approval to enter into contract with CNW Construction Inc. to perform the 2022 Control Room Upgrades project up to an amount of \$185,000.00 (\$167,955.90 proposal plus approximately 10% contingency).

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Item: VI-4
Subject: Approval to purchase two (2) Taylor-Dunn electric utility carts

Background

The Agency utilizes a fleet of electric utility carts to transport staff, tools and equipment within the facility for the performance of operation and maintenance duties. While the current fleet has met the needs, it is ageing.

In 2018 with over fifty percent of the fleet at twenty-one years of age, or older, management and staff determined that a multi-year phased replacement program was needed. Funds were budgeted and allocated for the procurement of new electric utility carts over each budget year including budget year 2021/2022. After discussions with staff and reviewing the performance of the existing Taylor-Dunn electric utility carts, the Taylor-Dunn B-200 electric utility carts were determined to be the best fit for Agency needs.

Bids for procurement were not solicited as they are not required in accordance with Agency Ordinance No. 3-2015:

“Exceptions. Bidding will not be required for purchases in the following situations: ... (iii) the Material is to be purchased through or from the State of California or other federal, state or local government group sale program”

A quote of \$23,519 has been provided by Toyota Material Handling, the local Taylor-Dunn sales representative for the National Joint Powers Alliance (NJPA/Sourcewell) program. Sales tax has not been included; however, the sales tax is calculated to be \$1,940.32. The estimated calculated total amount, with sales tax, is \$25,459.32.

The purchase of electric utility carts in the amount of \$25,000 was budgeted and approved in the 2021/2022 Annual Budget.

Fiscal Impact

\$25,459.32 (estimated)

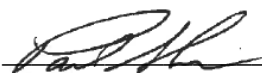
Attachments

Toyota Material Handling Taylor-Dunn B-200 quote.

Recommendation

Management and staff recommend approval to purchase two (2) Taylor-Dunn B-200 electric utility carts up to the amount of \$25,500.

Review Tracking


Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager

Tanner McGinnis
 Maintenance Supervisor
 Tahoe-Truckee Sanitation Agency
 (530)587-2525 x125
 (530)448-7339 mobile
 tmcginnis@ttsa.ca.gov

Drew Huff
 Phone: 510-432-5386
 Fax: 916-244-0253
 Email: ahuff@tmhnc.com

Quotation

Qty:	Description	Each	Extended Price
2	New Taylor Dunn B-200 Electric Flatbed Vehicle	\$ 10,291.50	\$ 20,583.00
	SOURCEWELL Member Pricing 122220-psi		
	Freight	\$ 1,253.00	\$ 2,506.00
<p> Product: Burdenmaster, Electric Burden Carrier Wheel: 4-wheel Speed (unloaded): 12 mph (19.2 km/h) Unit Weight: 1,360 lbs (617 kg) Load Capacity: 2,000 lbs (907 kg) Traction Voltage: 36 volts Battery Type: 210 amp-hour, 6 each Drive: Direct Gear Drive Motor: 6.6 hp Charger: Built-in, 36 volt, 110VAC, 1kw w/ Interlock Controller: Solid State Speed Controller Brakes: Hydraulic drum brakes, rear Tires: 5.70 X 8, Load Range C Frame: All-welded steel unitized body with heavy duty 16 gauge diamond plate Steering: Automotive style Instrumentation: Horn, reverse buzzer, battery status indicator Lights: Dual headlights & brake lights Seats: Black vinyl full seat back individual driver and passenger seat cushions, driver's seat electrical interlock </p>  <p style="background-color: yellow; display: inline-block; padding: 2px;">Color options: White Yellow Orange Green</p>			
		Each	Qty 2
	Ca Tire fee	\$ 7.00	\$ 14.00
	Ca Battery Fee	\$ 8.00	\$ 16.00
	Local Delivery	\$ 200.00	\$ 400.00
	TOTAL INVESTMENT (Before Tax):	\$ 11,759.50	\$ 23,519.00

****All Prices Quoted Do Not Include Sales Tax****

Your signature on this proposal constitutes an order

This quotation is subject to our General Terms and Conditions, Form GTC Pub 0001 03-9-2007 Rev B, attached hereto and incorporated by reference.

F.O.B: Factory Terms: COD/ Terms or Finance Delivery: Will advise at time of order

Quoted:

 By: 

 Drew Huff
 Commercial Equipment General Manager
 Date: 4-12-22

Accepted:

 By: _____
 Authorized Buyer (please print)

 Authorized Buyer Signature

 Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-5
Subject: Approval for HDR Engineering, Inc. to perform a Sewer Service Charge Study

Background

At the March 16, 2022 Board of Directors meeting, there was discussion of potential consultant services for the review and update of the Agency Sewer Service Charge Study. After discussion, it was determined the Agency would solicit a proposal from HDR Engineering, Inc. (HDR) to perform a Sewer Service Charge Study for review and consideration.

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

Attached is the proposal from HDR for review and consideration.

Fiscal Impact

The HDR proposal has estimated a total fee of \$34,905 based on time and expenses.

Attachments

“Proposal to Conduct a Comprehensive Sewer Rate Study” as submitted by HDR.

Recommendation

Management recommends approval for HDR Engineering, Inc. to perform a Sewer Service Charge Study in accordance with their proposal in the amount of \$38,500 (\$34,905 plus approximately 10% contingency).

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



April 6, 2022

Mr. LaRue Griffin
General Manager
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

RE: Proposal to Conduct a Comprehensive Sewer Rate Study

Dear Mr. Griffin:

The Tahoe-Truckee Sanitation Agency (Agency) has requested technical and professional assistance to develop cost-based sewer rates. To accomplish this objective, HDR has developed a scope of service and fee estimate to conduct comprehensive sewer rate study (Study). The Study will be designed to systematically review the adequacy and equity of the Agency's sewer rates.

HDR Engineering, Inc. (HDR) has successfully worked with the Agency in the past as well as with several other local sewer utilities. The development and basis for the Agency's proposed sewer rates must be clearly understood, well documented, and follow generally accepted methodologies to meet the requirements and intent of Proposition 218 and the California constitution article XIII D, section 6 (Article XIII D). This is critically important given the legal challenges to utility rates over the last several years. The intent of the Study is to design and tailor the analysis to comply with Proposition 218 requirements, as they are currently understood.

The proposed project manager for the Agency's Study will be Shawn Koorn. Shawn has worked recently with the Agency on the connection fee study and is highly experienced and qualified in utility cost of service and rate setting principles.

We appreciate the opportunity to provide this proposal to you. If you have any questions regarding our proposal please contact Shawn Koorn, the proposed Project Manager at (425) 450-6366 or at Shawn.Koorn@hdrinc.com.

Sincerely,

HDR Engineering, Inc.

Holly L.L. Kennedy, PE (CA #74682)
Vice President

Shawn W. Koorn
Associate Vice President



Proposal to Conduct a Comprehensive Sewer Rate Study

Introduction

The Tahoe-Truckee Sanitary Agency (Agency) has requested technical and professional assistance to independently assess and evaluate the Agency's sewer rates by conducting a comprehensive sewer rate study. The Study is driven, in part, by the need to develop cost-based sewer rates that reflect the Agency's operating and capital needs, while providing long-term financial sustainability. To meet the intent of Proposition 218, the Study will develop sewer rates that are cost-based, equitable, and based on the Agency's specific costs and customer characteristics.

HDR Engineering, Inc. (HDR) has the technical and professional expertise to successfully conduct the Agency's Study. HDR is staffed with well qualified and nationally recognized utility rate and fee experts, as well as engineering experts to assist in developing a quality study that is on time and within budget. As a result of our technical expertise in financial planning and rates, many of the local Tahoe utilities have trusted HDR to conduct their water and sewer rate and fee studies.

Study Goals and Objectives and General Approach

The overarching goal of the study is to assess and evaluate the Agency's current sewer rates and establish cost-based and defensible rates. Our understanding of the Agency's goals and objectives for this rate study is provided below.

- ✓ Develop the Study using generally accepted rate methodologies and industry best practices (e.g., WEF MOP #27).
- ✓ Develop the Study to reflect the requirements of the California Constitution Article XIII D (i.e., Proposition 218).
- ✓ Develop a revenue requirement analysis for the Agency which provides a projection of operating and capital needs for a multi-year period that reflects the Agency's financial policies (e.g., target reserve balances, debt service coverage ratios, renewal, and replacement funding).
- ✓ Develop a sewer cost of service analysis to proportionally distribute the costs (i.e., revenue requirement) between the utility's customer classes of service (rate schedules).
- ✓ Develop average unit costs as part of the cost-of-service analysis to establish the proposed rates.
- ✓ Review and assess the Agency's current sewer rate structure.
- ✓ Provide and recommend changes, as appropriate, to the current sewer rate structure or customer classes of service.
- ✓ Provide effective written and oral presentations of the results of the Study.
- ✓ Work closely with the Agency's project team to maximize the value of the Study.
- ✓ Provide a copy of the rate model to the Agency for their future use and updates.

To accomplish these goals, a comprehensive sewer rate study is conducted, which is comprised of three interrelated analyses. These are outlined below in Figure 1.



Task 2. Initial Written Data Request

A written data request will be provided to the Agency prior to the initial project kick-off meeting (Task 3). The written data request will provide a detailed and organized list of the data required to complete the comprehensive sewer rate study. It is anticipated that the data should be for the most part readily accessible data and information. If not, HDR will work with the Agency to resolve any data issues.

Deliverables from Task 2:

- ✓ Initial written data request

Task 3. Initial Project Kick-Off Meeting

An initial project kick-off meeting will be a meeting of approximately two hours in length and attended by HDR's project manager and task lead. Given that HDR has worked with the Agency in the past, the main objective of this meeting is to discuss key objectives for the study and review the approach / scope of services. The project schedule will also be finalized at this initial project kick-off meeting. Finally, HDR will also review with the Agency the initial written data request and review any items that may be difficult to provide. Given HDR's familiarity with the Agency, and to minimize the overall budget, HDR would propose that the initial project meeting be conducted virtually.

Deliverables from Task 3:

- ✓ A two-hour virtual Initial project kick-off meeting
- ✓ Identification of data gaps

Task 4. Revenue Requirement Analysis

HDR will develop a sewer revenue requirement analysis using generally accepted rate-setting methodologies. This portion of the Study entails reviewing the various sources of funds (revenues) and comparing them to the applications of funds (expenses) for the Agency's sewer utility, while considering the prudent and proper funding for O&M and capital expenditures. The revenue requirement analysis determines the need for future sewer rate revenue adjustments. A more detailed discussion of the various steps involved in developing the revenue requirements for the sewer utility is provided below.

Step 1 – Selection of a Test Period – A “test period” refers to a time frame of reference for the accumulation of revenues, expenses, and volume data. HDR would propose a multi-year time period for the Study. The specific time period to be used will be determined in the initial project meeting.

Step 2 – Method of Accumulating Costs – A “cash basis” methodology is proposed for the sewer utility's revenue requirement analysis. This methodology is consistent with the approach used by most municipal utilities, and sums operation and maintenance expenses, taxes / transfer payments, debt service, and capital improvements funded from rates.

Step 3 – Accumulation of Revenues and Expenses – Once the test period and method of accumulating costs have been determined, HDR in conjunction with Agency management and staff will develop the test period revenue requirement.

In projecting revenues, care will need to be taken since the local area is heavily influenced by seasonal residency and the housing rental market. Given that, HDR will review wastewater volume / flow history



and work with the Agency to develop a reasonable projection of wastewater volumes and resulting sewer rate revenues.

The revenue requirement is composed of two major types of costs: operational and capital expenses. The operational costs are projected from historical or budgeted costs, using assumed inflationary factors, and adjusted for any known changes (e.g., additional personnel, growth / expansion). While the projection of the O&M costs is straightforward, the projection of capital costs is generally the focus of the analysis, which requires more insight, analysis, and planning.

The starting point for projecting capital costs (expenditures) will be the Agency's long-term sewer capital improvement plan as outlined in the recently completed master plan. In the financial planning process, consideration must be given to maximizing the capital expenditures, while minimizing rates. In summary form, the general approach is to list the annual capital projects and then determine the various funding sources for each of the projects. The balance of projects not funded by the available sources of funds must be financed from a combination of long-term debt and rates. It is the balancing of the use of long-term debt to the impact on rates, which is critical to the analysis. A major consideration for this portion of the analysis is to provide adequate funds from rates on an annual basis to address renewal and replacement capital funding needs.

In developing the final revenue requirements, several financial planning metrics are also considered. These include, but are not limited to, debt service coverage ratios, minimum operating and capital reserves, and minimum annual funding for renewal and replacement of existing infrastructure.

At the conclusion of the revenue requirements, HDR will develop summary pages comparing the present revenues to the projected operating and capital expenditures for the projected time period. This will provide the overall cost-basis for any adjustments to the Agency's revenues (i.e., sewer rates). If needed, a rate transition plan will be developed to smoothly implement any needed rate adjustments over the review period.

At the completion of the draft sewer revenue requirement analysis, a half-day project meeting will be held at the Agency's offices to review and discuss the analysis in tandem with the Task 5 project meeting. HDR will develop a draft final revenue requirement for the sewer utility based on the review of the analysis. HDR will hold a virtual meeting with Agency staff to review the draft final sewer revenue requirement.

Deliverables as a Result of Task 4:

- ✓ A stand-alone sewer revenue requirement analysis for a projected multi-year time period
- ✓ Projection of wastewater volumes and revenues to reflect the Agency's customer demand characteristics
- ✓ A capital financing plan within the sewer revenue requirement analysis, which attempts to maximize capital expenditures, while minimizing the impacts to customers over time.
- ✓ Recommendations regarding key financial indicators (debt service coverage, capital replacement, adequate reserve fund balances, etc.)
- ✓ A half-day project meeting at the Agency's offices to review draft revenue requirement analysis (in tandem with Task 5 project meeting)
- ✓ A virtual meeting to review the draft final sewer revenue requirement



Task 5. Cost of Service Analysis

A cost-of-service analysis equitably allocates and proportionally distributes the sewer revenue requirement (costs of providing service) between the various customer classes of service (i.e., rate schedules). The basis for establishing sewer rates that are cost-based, proportional, and defensible has traditionally been cost of service principles and methodologies.¹

At the same time, the courts have historically recognized that municipal (i.e., public) entities can consider policy items other than strictly cost of service when establishing rates (e.g., conservation, efficient use, ability to pay). The State of California has certain well established legal constraints regarding utility ratemaking, of which Proposition 218 (California Constitution Article XIII D) is at the forefront. In short, Proposition 218 requires the utility to establish cost-based and proportional rates for the services provided. This task is designed to specifically address this requirement to develop the cost-basis for any of the fixed and variable components of the rate structure.

A brief discussion of the major steps associated with the proposed cost of service analysis for the Agency's sewer utility is provided below.

Step 1 – Selection of Test Period – A cost of service analysis typically reviews a one-year period, or the period over which rates will ultimately be set. For cost-of-service purposes, distributing the revenue requirement for the upcoming rate setting period is generally appropriate. The test period will be discussed and determined during the initial project meeting.

Step 2 – Selection of the Method to Accumulate Costs –The cash basis revenue requirement for the Agency's sewer utility will be used for the cost-of-service analysis

Step 3 – Functionalization and Allocation of Expenses – Functionalization refers to the arrangement of cost data into its basic cost categories. The functionalization of costs is typically accomplished within the system of accounts used by the utility. Given functionalized costs, the costs are then allocated to their various cost components based on the reason why the cost was incurred. For a sewer utility, it is generally allocated as volume, strength, and customer related costs. Allocation of costs will be based on generally accepted cost of service techniques and the specific system characteristics of the Agency's system.

Step 4 – Determination of Classes of Service – The cost of service will distribute the allocated costs to classes of service (e.g., rate schedule). As a part of the Study, HDR will review with the Agency the customer classes of service used for the sewer utility. HDR will re-confirm with the Agency the appropriate classes of service and ultimately design rates for each. This task will take into consideration the Board's direction on connection fee equivalencies and any necessary updates to the sewer rate schedules.

Step 5 – Distribution of Expenses – The next step is to distribute the allocated cost to each class of service using distribution factors. In developing the distribution factors, HDR will develop factors that are proportional to each customer class and rely on Agency-specific data. Based on the prior step, HDR will have reviewed the individual customer billing data to sort and analyze customer characteristics.

¹ Generally accepted cost of service principles and methodologies are best defined and discussed within the Water Environment Federation Manual of Practice No. 27, Financing and Charges for Wastewater Systems.



Step 6 – Summary of the Cost of Service – From the above process, a summary page of the cost-of-service study is developed. The summary page compares the difference between the current level of rate revenues received from each class of service to the distributed cost of service for each class. This provides an understanding of the relationship between the costs each customer class of service places on the system and the revenues generated from the customers. From this summary, a determination can be made as to the rate adjustments, by class of service, which is reflective of cost responsibility.

Step 7 – Development of Average Unit Costs – The cost of service provides the distribution of costs to each class of service, and provides average unit costs, or cost-based rates. These cost-based rates are used as the starting point for the development of the final proposed sewer rates. Average unit costs also provide the Agency with an understanding of the cost/rate relationship between fixed and variable costs, as well as provide the cost basis for the fixed and volumetric pricing for the sewer rates.

At the completion of the draft cost of service analysis, a half-day project meeting will be held at the Agency's offices to review and discuss the analyses in tandem with Task 4. HDR will develop a draft final cost of service analysis for the sewer utility based on this review. HDR will hold a virtual meeting with Agency staff to review the draft final sewer cost of service analysis.

Deliverables as a Result of Task 5

- ✓ Review the customer classes of service and determine any revisions for cost distribution and rate design alternative purposes
- ✓ A proportional distribution of the revenue requirement to the various customer classes of service
- ✓ A summary of the average unit costs (cost-based rates)
- ✓ A half-day project meeting to review the approach, summary, and recommendations of the cost-of-service analysis in tandem with Task 4
- ✓ A virtual meeting to review the draft final cost of service analysis

Task 6. Rate Design Analysis

The development of the revenue requirement analysis and cost of service analysis are designed to specifically address the issues of adequate funding, resulting in cost-based, proportional, and defensible sewer rates. This task will focus on developing proposed cost-based sewer rates using the findings, conclusions, and recommendations for the revenue requirement and cost of service analyses for the Agency.

As a part of this task, HDR will work with the Agency to review the current rate designs and develop up to two alternative rate structures for the Agency staff and Board to review and consider. HDR will develop sewer rates for a five-year period for adoption and implementation purposes². The sewer utility's rates are based on sewer units, which differ by customer class of service. HDR will review with the Agency the current sewer rate structure and discuss possible alternatives. HDR will develop bill comparisons for the proposed sewer rate alternatives. A virtual project meeting will be held to review and discuss the development of the proposed rates and alternatives.

² Five years is typically the maximum number of years that rates are adopted.



Deliverables as a Result of Task 6

- ✓ Review of the Agency's rate design goals and objectives
- ✓ Review of the Agency's current sewer rates and develop up to two rate design alternatives for each customer class of service
- ✓ Bill comparisons and graphs for the rate design alternatives will be provided
- ✓ Virtual project meeting to review and discuss the proposed sewer rates

Task 7. Written Report

At the completion of the Study, HDR will develop a draft written report for the Agency. The written report is intended to be comprehensive in nature and document the activities undertaken as a part of the project, along with our findings, conclusions, and recommendations. Within our written reports, we provide an appendix of the technical analyses undertaken. HDR will provide an electronic copy (e.g., Word, PDF) of the draft report to the Agency for its review and comment. Comments, suggestions, or corrections from the Agency and Agency legal counsel concerning the draft sewer report will be incorporated into the final report. At the conclusion of the Study, HDR will incorporate final direction from the Agency's Board and provide the Agency with an electronic version (e.g., PDF) of the final sewer report.

Deliverables as a Result of Task 7

- ✓ An electronic copy of the draft report
- ✓ An electronic copy (word and PDF) and up to three bound copies of the final report

Task 8. Public Presentations

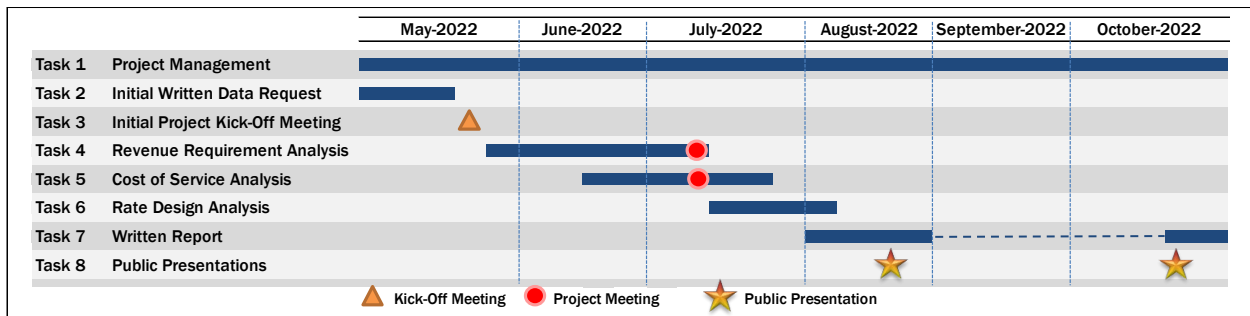
HDR has assumed the need for up to two public meetings to discuss the findings, conclusions, and recommendations from the Study. The first meeting will be for the Agency's Board to accept the Study and set a public hearing date. The second public meeting will be a public hearing. The public hearing is "noticed" as a part of the Proposition 218 process. This public hearing allows for Board action on the proposed sewer rates. Any public meetings beyond the two proposed meetings shall be billed on a time and material basis as requested and agreed upon in writing between HDR and the Agency.

Deliverables as a Result of Task 8

- ✓ Up to two public presentations to present the Study approach, conclusions, and recommendations

Estimated Project Time Schedule

A rate study of this generally requires 4 to 6 months to complete, depending on a number of factors and complexity. These factors include the amount of time required by the Agency to collect the necessary data, the quality of the data provided, the ability to schedule meetings with Agency staff in a timely manner, and most importantly receiving policy direction from the Agency’s Board and / or management team. Provided below is an estimated project time schedule for the Agency’s Study.



While HDR has provided the above proposed project schedule, we will work with the Agency to finalize the schedule, and then work closely with the Agency’s to meet the noted schedule. This proposed schedule can be adjusted to meet the Agency’s needs.

Key Project Team Members

Our proposed project team is exceptionally strong and experienced in developing sewer rate studies. Our proposed project manager, Shawn Koorn, has over 20 years of rate setting experience and is a nationally recognized rate expert. Shawn has worked with the Agency recently along with numerous California utilities to develop cost-based utility rates that meet the intent of Proposition 218. For the Agency’s Study, he will be assisted by Josiah Close and Judy Dean, who are well qualified and experienced, having completed numerous water and sewer rate studies throughout California and specifically in the Lake Tahoe area. Judy and Josiah have both worked to develop the proposed water and sewer rates and connection charges for the Squaw Valley PSD, sewer rates for TSD, water and sewer rates for Tahoe City PUD, water rates for South Tahoe PUD, Northstar CSD, and North Tahoe PUD on their water and sewer rates. A brief overview of each key project team member is provided below.

Shawn Koorn – Project Manager



- More than 20 years of experience in utility rate setting
- Extensive experience with California utilities and local Tahoe utilities: South Tahoe PUD, Tahoe City PUD, Truckee Donner PUD, Truckee Sanitary District, Squaw Valley PSD, Alpine Springs County Water District
- Recognized national expert in the area of cost of service and rate design for utility rates. Co-instructor for the AWWA Financial Management seminar
- Contributing author to the AWWA M-54 manual, Developing Rates for Small Systems; Instructor for AWWA Financial Management Seminar

Josiah Close – Task Lead



- Over nine years of experience in developing rate and fee models for water, wastewater, solid waste, and stormwater utilities
- Extensive experience with analyzing consumption data to support water tier pricing (i.e., post-Capistrano) and sewer rates by customer type
- Task Lead for rate analyses for Tahoe City PUD, Northstar CSD, Olympic Valley PSD, Otay Water District, Las Gallinas Valley Sanitary District, City of Woodland, City of San Louis Obispo, City of Stockton, and City of Santa Barbara.
- Presentations of study results to District Boards and City Councils.

Judy Dean – QA/QC



- More than 30 years of experience in utility financial planning, rate setting and connection fee studies.
- Education: B.S. Accounting (CPA – Inactive).
- Conducted water and sewer rate and capacity fee modeling and analysis for numerous California utilities including the Agency’s prior connection fee study, as well as fees studies for North Tahoe PUD, Olympic Valley PSD, Otay Water District, Sacramento Suburban Water District, City of Folsom, and the City of Woodland.
- Prior to joining HDR, worked for a municipal utility as a Finance Department Accountant.

Should other individuals be required for the Agency’s Study, HDR has a number of other qualified individuals available to meet any specific technical need associated with this study. The staff described above will be dedicated to the Agency’s Study until the successful completion of the study.

Hourly Rates

Our proposed hourly rate schedule, by classification, is provided below. These hourly rate schedules will be in effect through December 31, 2022.

HDR Hourly Rate Schedule:

Project Manager	\$300.00/hour
Task Lead	\$175.00/hour
QA / QC	\$215.00/hour
Accounting / Admin	\$135.00/hour

The billing rates shown above cover payroll cost, employee benefits, and HDR overhead and profit



HDR Expenses:

Vehicle Mileage	Current Federal Travel Regulation (FTR)
Black / white Photocopies (per copy)	\$0.05 to \$0.09
Color Copies (per copy)	\$0.15 to \$0.30

Direct Expenses: No markup on expenses. Other direct expenses (e.g., parking, mileage, airfare, etc.) will be billed at cost.

The hourly billing rates shown above will be in effect over the course of this study and will apply to out-of-scope work requested and agreed to in writing through December 31, 2022.

Fee Estimate

The project fees are a function of the hourly billing rates for the employees to be utilized on the Agency's Study and the proposed scope of services. Provided below is a summary of the estimated project fees for the services requested by the Agency.

Fee Estimate Comprehensive Sewer Rate Study	
Task 1: Project Management	\$2,820
Task 2: Initial Written Data Request	1,050
Task 3: Initial Project Kick-Off Meeting	950
Task 4: Revenue Requirement Analysis	6,760
Task 5: Cost of Service Analysis	7,890
Task 6: Rate Design Analysis	4,080
Task 7: Written Report	4,160
Task 8: Public Presentations	<u>4,300</u>
Total Labor Expenses	\$32,010
Total Expenses	\$2,895
Grand Total Project	\$34,905

HDR is estimating a total fee of \$34,905.00 for the proposed comprehensive sewer rate study services. During the Study, HDR will keep the Agency informed of the progress of the Study with respect to time schedule and the project budget.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-6
Subject: Approval of HDR Engineering Inc. to perform a Sewer Connection Fee Study

Background

At the March 16, 2022 Board of Directors meeting, there was discussion of potential consultant services for the review and update of the Agency Sewer Connection Fee Study. After discussion, it was determined the Agency would solicit a proposal from HDR Engineering, Inc. (HDR) to perform a Sewer Connection Fee Study for review and consideration.

HDR performed the Agency's most recent Sewer Connection Fee Study in 2018/2019. They were technically sound, understood the methodology necessary in completing study, and effective in communicating the complex fee issues. They have performed similar studies for other local districts to include the Tahoe City PUD, North Tahoe PUD, Truckee Sanitary District, Olympic Valley PSD and Alpine Springs County Water District.

Attached is the proposal from HDR for review and consideration.

Fiscal Impact

The HDR proposal has estimated a total fee of \$20,240 based on time and expenses.

Attachments

"Proposal to Conduct a Sewer Connection Fee Study" as submitted by HDR.

Recommendation

Management recommends approval for HDR Engineering, Inc. to perform a Sewer Sewer Connection Fee Study in accordance with their proposal in the amount of \$23,000 (\$20,240 plus approximately 10% contingency).

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



April 6, 2022

Mr. LaRue Griffin
General Manager
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

Subject: Proposal to Conduct a Sewer Connection Fee Study

Dear Mr. Griffin:

The Tahoe-Truckee Sanitation Agency (Agency) has requested technical and professional assistance to develop cost-based sewer connection fees. To accomplish this, HDR has developed a scope of service and fee estimate to conduct sewer connection fee study. The Agency previously contracted with HDR to update the sewer connection fees in 2018. This study will provide the Agency with a review and update of the sewer connection fees for adoption by the Agency's Board.


A key objective for the Agency's study is to review and update the Agency's connection fees to cost-based levels given the completion of the recent master plan. The Agency's capital improvement plan (CIP), planning documents, and customer equivalents are key inputs into this study. As these change over time, the Agency's fees should be cost-based and reflective of any changes.

HDR is very effective in communicating with policy makers and the public on complex rate and fee issues. We are very experienced in working with and communicating to the development community as a part of the connection fee study process. We view communication and public presentations as one of the most critical components to the overall success of the study.

We look forward to discussing our scope of services with you. Should you have any questions about our approach to this project or any information contained herein, you may call Shawn Koorn, the proposed Project Manager, directly at (425) 450-6366 or shawn.koorn@HDRinc.com.

Sincerely,

HDR Engineering, Inc.



Holly L.L. Kennedy, PE (CA #74682)
Vice President

10340357/SK/cs



Shawn W. Koorn
Associate Vice President

hdrinc.com

2365 Iron Point Road, Suite 300, Folsom, CA 95630

T 916.817.4700 F 916.817.4747

Proposal to Conduct a Sewer Connection Fee Study

Introduction

The Tahoe-Truckee Sanitation Agency (Agency) has requested technical and professional assistance in updating their sewer connection fees given the completion of the recent master plan. The ultimate goal of this study is to review and confirm that the current methodology continues to reflect the current capital improvement plan, system planning documents, and are cost-based connection fees for the Agency's customers.

Study Goals and Objectives

Given an understanding of the Agency's goals and objectives for the study, the scope of services can be tailored to the requested services. Provided below is a summary of HDR's understanding of the Agency's goals and objectives.

- Utilize a generally accepted and industry standard connection fee methodology.
- Review the current capital improvement program and other relevant documents necessary for the calculation of the fees.
- Develop a model that will detail the calculations and document the sources of information.
- Provide a cost-based update to the Agency's connection fees.
- Provide a summary of the maximum allowable cost-based connection fees.
- Provide an effective written and oral presentation of the results of the study.
- Work closely with the Agency management and staff, and as a team, maximize the value of this study.

During the study's initial project meeting, these connection fee study goals and objectives will be reviewed with the Agency. These goals and objectives may be adjusted or modified to best reflect the Agency's goals and objectives.

Proposed Scope of Services

HDR has developed the following scope of services that meets the specific goals and objectives of the Agency. More importantly, the scope of services outlined below, provides the Agency with a better understanding of our depth of knowledge and skills in conducting connection fee studies.

Task 1. Project Management

Task Objective: *Provide effective project management over the course of the study.*

Under this task, HDR will provide scope, schedule, and budget tracking, administer the contract, and initiate and coordinate project meetings with the Agency's project manager.

Deliverables as a Result of Task 1:

- Project meetings with the City's project manager.
- Monthly project progress reports, budget status, and invoices.

Task 2. Initial Project Meeting and Data Collection

Task Objective: *Bring the HDR project team and Agency project team together, at the start of the project, to allow all parties to have a mutual understanding of the goals, objectives, issues and concerns related to the study. Prior to initial project meeting HDR will provide a written data request detailing the data required to complete the study.*

The initial written data request details the data and information required to conduct the study. The HDR project team will provide a written data request to the Agency prior to the initial kick-off meeting so that it can be discussed at the meeting and any problem areas quickly resolved. The data and information requested for this study should be, for the most part, readily available information (e.g., capital plan, customer statistics, existing system information).

The initial project (kick-off) meeting is important to the overall success of this engagement since it forms the foundation for the connection fee study process. At the same time, this meeting allows both parties to discuss the overall goals and objectives for this study, and concerns or issues that either party may have. HDR proposes that the initial project meeting be conducted virtually to help minimize overall project costs to the Agency. It is proposed that the initial project meeting be one hour in length.

Expected Agency Staff Support for Task 2:

- Gather the data requested in the written data request provided by HDR.
- Have key management/project team members attend a one-hour virtual kick-off meeting.

Deliverables as a Result of Task 2:

- An initial written data request to the Agency prior to kick-off meeting.
- Identification of data constraints.
- Identification of objectives, issues and concerns by both parties.
- One-hour virtual project meeting.

Task 3. Development of the Sewer Connection Fees

Task Objective: *Review and update the Agency's existing sewer connection fees.*

In reviewing and update the connection fees, it is important to provide a proportionate share of costs to demonstrate the relationship between the fee to be charged and the impact that development places upon the system. To meet this requirement, HDR will use the planning and design criteria within the Agency's planning documents (e.g., master plan) to determine the facilities necessary to provide a new unit of service, stated in terms of an equivalent unit. The projection of an equivalent unit and future demands will be a key focus of the study. HDR will work with the Agency to view the current usage (volume) trends and compare them to the current planning documents. Ideally, the calculated fee is tied directly to the planning documents to provide the needed nexus or connection between the demands being placed upon the system and the impact or facilities needed to serve that demand.

It is important to note that a connection fee study is not a cash flow analysis, but rather a study in the valuation of a unit of capacity. The fee is generally calculated on a component-by-component basis. That is, the fee for the Agency includes treatment, collection, and general plant. Once each component is determined, all components are combined, resulting in the total connection fee per equivalent unit.

As a part of the study process, HDR will review any associated credits required to be given within the connection fee so that customers do not "pay twice"; that is, once through rates (paying debt service) and once through the connection fee. This study will include a review of any outstanding debt issues which

are paid via rates, and accounting for any grant funded assets or developer contributed facilities. At this point, the draft connection fee will be calculated.

Expected Agency Staff Support for Task 3

- Assist as necessary in clarifying the data.
- Review with HDR the issue of growth, demands, per capita use and dwelling unit equivalents (DUEs).
- Assist HDR in the determination of future capital improvement needs for growth and system replacement.

Deliverables as a Result of Task 3:

- Review of growth, demands, per capita use and DUE calculation
- Review of capital plans and planning documents.
- Draft cost-based connection fees.

Task 4. Review Draft Connection Fee Results

Task Objective: *Deliver to the Agency staff the preliminary results of the technical analyses undertaken. Review in detail, with the Agency staff, the assumptions and calculations used in the study to develop the draft connection fees.*

An important approach which HDR uses for their fee and rate studies is working collaboratively with Agency staff to review the technical analyses so there is a clear understanding of the overall methodology utilized, the key assumptions within the model, and the summary findings and conclusions from those technical analyses. The objective of this task is to provide this key “check-in” point and to gain feedback from Agency staff regarding the technical analyses to date. HDR would suggest a half day project meeting at the Agency’s offices to conduct this preliminary review with Agency management and staff.

From this technical review, HDR will make any needed refinements or adjustments to the model and fees and develop the draft final fees and hold a virtual meeting with Agency staff to review the draft final recommendations.

Expected Agency Staff Support for Task 4:

- Attend a half day project meeting to review the preliminary draft technical analyses.
- Provide clear direction to HDR on the technical analyses to allow for the finalization of the technical analyses.
- Participate in a virtual meeting to review the draft final study results.

Deliverables as a Result of Task 4:

- A half day meeting to review the preliminary draft technical analyses.
- Based on direction received from Agency staff, a draft final connection fee analysis.
- Virtual project meeting to review the draft final connection fee analysis.

Task 5. Public Meetings and Presentations

Task Objective: *Participate in up to two public meetings or presentations to discuss the development and recommendation of the connection fee update.*

HDR has included up to two public meetings or presentations to discuss the study recommendations with the Board, public, or development community. Given the prior connection fee study completed for the Agency, HDR recommends a workshop or presentation to the Board on the draft final recommendations; this would be the first public meeting or presentation. The second meeting would then be the presentation to the Board to adopt and implement the proposed fees. HDR will develop and provide the Agency with the presentation materials for the identified meetings.

Expected Agency Staff Support for Task 5:

- Coordinate with HDR on the time and dates of the proposed public meetings and presentations.
- Review and comment on the proposed handouts for the public meetings and presentations.

Deliverables as a Result of Task 5:

- Development of the public meeting and presentation materials.
- Up to two public meetings or presentations by HDR's Project Manager.

Task 6. Study Documentation

Task Objective: *Provide a written report to summarize the findings, conclusions, and recommendations of the study.*

Upon completion of the study HDR will develop a draft written report. The written report is intended to be comprehensive in nature and document the activities undertaken as a part of the project, discussing the establishment of the fees, the methodology utilized, and the findings, conclusions and recommendations of the study. Included within the Technical Appendices of the report are the exhibits detailing the development of the analyses. HDR will incorporate Agency comments and edits into a final report after the completion of the public presentations and Board action on the proposed connection fees. A PDF electronic version of the final report will be provided to the Agency.

Expected Agency Staff Support for Task 6:

- Review and comment on the draft written report.

Deliverables as a Result of Task 6:

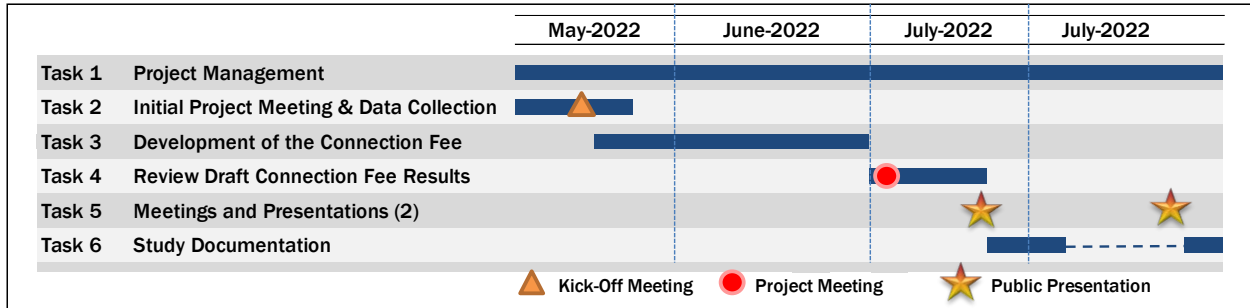
- An electronic copy of the draft written report.
- An electronic copy of the final written report.

This completes the scope of services to develop an update to the Agency's sewer connection fees. HDR has developed the tasks in a sequential order based on our experience in developing fees of this nature that provides an efficient and cost-effective approach to providing the Agency with a quality work product and administrative record to support the analysis.

If the Agency requests additional services they will be provided on an as needed basis, at the current hourly billing rates, as agreed upon in writing by the Agency and HDR.

Estimated Project Time Schedule

The time schedule has been based on the typical time necessary to complete a study of this nature. Presented below is the time schedule by key project tasks.



HDR is willing to work with the Agency to develop a final project schedule to meet the Agency’s needs.

Key Project Team Members

HDR qualifications are well-suited to the Agency’s needs for a connection fee study. For the Agency’s study, the project will be managed by **Shawn Koorn**, an Associate Vice President at HDR and the Utility Rates and Finance Business Class Lead. The major analytical portions of the review will be provided by **Judy Dean**, a Senior Financial/Rate Analyst. **Josiah Close** a Senior Financial/Rate Analyst with HDR will provide study QA/QC. Provided below is a summary of each project team member.

Shawn Koorn – Project Manager



- More than 20 years of experience in utility rate setting
- Extensive experience with the Agency, California utilities, and local Tahoe utilities including South Tahoe PUD, Tahoe City PUD, Truckee Donner PUD, Truckee Sanitary District, Squaw Valley PSD, Alpine Springs County Water District, and Incline Village GID.
- Recognized national expert in the area of utility rates and fees.
- Co-instructor for the AWWA three day Rate Setting Essentials seminar
- Contributing author to the AWWA M-54 manual, Developing Rates for Small Systems

Judy Dean – Task Lead



- More than 30 years of experience in utility financial planning, rate setting and connection fee studies.
- Education: B.S. Accounting (CPA – Inactive).
- Conducted water and sewer rate and capacity fee modeling and analysis for numerous California utilities including the Agency’s prior connection fee study, as well as fees studies for North Tahoe PUD, Olympic Valley PSD, Otay Water District, Sacramento Suburban Water District, City of Folsom, and the City of Woodland.
- Prior to joining HDR, worked for a municipal utility as a Finance Department Accountant.

Josiah Close –QA/QC



- Over nine years of experience in developing rate and fee models for water, wastewater, solid waste, and stormwater utilities
- Extensive experience with analyzing consumption data to support water tier pricing (i.e., post-Capistrano) and sewer rates by customer type
- Conducted rate and fee analyses for Tahoe City PUD, Northstar CSD, Olympic Valley PSD, Otay Water District, Las Gallinas Valley Sanitary District, City of Woodland, City of San Louis Obispo, City of Stockton, and City of Santa Barbara.

HDR’s proposed project team members have been carefully selected around the specific technical and professional skills they bring for the success of the Agency’s study. Should additional personnel be needed for this study, HDR has other resources available for planning, engineering, and financial/rate assistance.

Hourly Rates

Our proposed hourly rate schedule by job classification is provided below. This schedule of hourly rates will be in effect during the course of the study, through December 2022. These rates shall apply for the requested scope of work.

HDR Hourly Rate Schedule:

Project Manager	\$300.00/hour
Task Lead	\$215.00/hour
QA / QC	\$175.00/hour
Accounting / Admin	\$135.00/hour

The billing rates shown above cover payroll cost, employee benefits, and HDR overhead and profit

HDR Expenses:

Vehicle Mileage	Current Federal Travel Regulation (FTR)
Black / white Photocopies (per copy)	\$0.05 to \$0.09
Color Copies (per copy)	\$0.15 to \$0.30

Direct Expenses: No markup on expenses. Other direct expenses (e.g., parking, meals, mileage, airfare, etc.) will be billed at cost.

The hourly billing rates shown above will be in effect over the course of this study and will apply to any out-of-scope work requested and agreed to in writing through December 31, 2022.

Fee Estimate

Given the scope of services outlined previously, and the above hourly billing rates, a project fee estimate can be developed. The project fee estimate is a function of the hourly billing rates for the employees to be utilized on the Agency’s study and the amount of time required to complete each task. Based on the current hourly billing rates and the estimated labor needed to conduct each task, HDR established the following fee estimate for the Agency’s study.

Fee Estimate Sewer Connection Fee Study	
Task Description	Total
Labor:	
Task 1: Project Management	\$1,665
Task 2: Initial Project Meeting and Data Collection	1,460
Task 3: Development of the Connection Fees	5,340
Task 4: Review Draft Connection Fee Results	4,130
Task 5: Public Meetings and Presentations (2)	3,180
Task 6: Study Documentation	<u>2,670</u>
Grand Total Labor	\$18,445
Total Expenses	<u>1,795</u>
Grand Total “Not to Exceed” Fees	<u>\$20,240</u>

HDR proposes that fees will be billed monthly on a time and material basis in accordance with the unit prices described in the above price proposal. HDR is willing to enter into an agreement for \$20,240 with the Agency for the proposed services.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-7
Subject: Discussion and possible action on nomination of Special District Commissioner to Placer LAFCO

Background

Placer County LAFCO is soliciting nominations for a Special District Commissioner to fill the Regular Special District Seat. The elected representative will serve a four-year term, beginning May 1, 2022 and ending May 1, 2026.

The nomination period will be 35 days; all nominations are due in writing on or before May 1, 2022. Nominations received after that date cannot be accepted and will be returned. A nominee must be a Director from an independent special district within Placer County. To be valid, all nominations must include the following:

1. Name and district of the nominee
2. Name of the nominating district
3. Signature of the Presiding Officer of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent to the special districts.

Management recommends the Agency nominate Mr. Rick Stephens. He is currently a Truckee Tahoe Airport District Board of Director and serves as a Special District Alternate for Placer County LAFCO.

Fiscal Impact

None.

Attachments

1. Placer LAFCO correspondence.
2. Mr. Rick Stephens' biography.

Recommendation

Management recommends the Agency nominate Mr. Rick Stephens as a candidate for the Special District Commissioner to Placer LAFCO.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

From: [Amy Engle](#)
To: [Michelle McIntyre](#)
Subject: Placer LAFCO Special District Election
Date: Tuesday, March 22, 2022 10:15:11 AM
Attachments: [image001.png](#)
[Placer LAFCO Special District Nomination Form, Fillable.pdf](#)
[GC Section 56332.pdf](#)

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

TO: Special District Selection Committee, Presiding Officer

COMMISSIONERS:

Joshua Alpine
Chair (*Special District*)

Vacant
Vice-Chair (*City*)

Cindy Gustafson
(*County*)

William Kahrl
(*Special District*)

Joe Patterson
(*City*)

Susan Rohan
(*Public*)

Robert Weygandt
(*County*)

ALTERNATE COMMISSIONERS:

Jim Holmes
(*County*)

Sean Lomen
(*City*)

Jeffrey Starsky
(*Public*)

Rick Stephens
(*Special District*)

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

William Wright
Legal Counsel

FROM: Michelle McIntyre, Executive Officer

Placer Local Agency Formation Commission

DATE: March 22, 2022

SUBJECT: Election of Special District Representative to Placer LAFCO
Nominations for Special District Commissioner

LAFCO Regular Special District Representative Seat term will soon be ending, which requires the Special District Selection Committee to elect a representative to serve a four-year term, beginning no sooner than May 1, 2022, and ending May 1, 2026.

Pursuant to the provisions of Government Code [§56332\(f\)](#), LAFCO has determined that the business of the Special District Selection Committee to elect the regular Special District Representative will be conducted in writing via electronic mail. Pursuant to Government Code [§56332\(c\)\(2\)](#), if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the election may be cancelled.

The nomination period will be 35 days; all nominations are due in writing on or before May 1, 2022. Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within Placer County. To be valid, all nominations must include the following:

- 1) Name and district of the nominee
- 2) Name of the nominating district
- 3) **Signature** of the **Presiding Officer** of the District's Board of

Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

Please submit a statement of qualifications (not to exceed one page) for each nominee.

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent to the Districts. Please let us know on the nomination form if you would like to receive a ballot by email or certified mail.

Ballots will be sent with the one-page statement of qualifications for each candidate.

Contact the LAFCO office at (530) 889-4097, if you have any questions

Enclosures: Election Nomination Ballot
Government Code 56332

Disclaimer

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LOCAL AGENCY FORMATION COMMISSION

Special District Nomination

Special District Representative to LAFCO

Position	Nominee's Name	Originating District

Signature of Presiding Officer: _____

(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

Printed Name of Presiding Officer: _____

(Required)

Name of Nominating District: _____

Minutes Attached (Optional):

Yes

No

How does your district prefer to receive the ballot?

Email

Certified Mail

Nominations must be received by LAFCO before 5:00 pm on Monday May 2, 2022.

Return Nomination by mail to:

Placer LAFCO
110 Maple Street
Auburn, CA 95603

Or

Return Nomination by email to:

LAFCO@placer.ca.gov

110 Maple Street Auburn, CA 95603
(530) 889-4014

Rick Stephens

Rick Stephens has lived full time in Truckee since June 1, 2007. He was publicly elected to the Truckee Tahoe Airport Board in November 2016 and was re-elected in 2020. Rick was President of this Board in 2018 and 2019.

Stephens was elected to LAFCO in May 2021 as a Special District Alternate.

Rick was appointed to the Placer County Citizens Advisory Committee for allocation of a portion of TOT funds. The initial appointment was for 3 years in 2018. He was reappointed for an additional 3 year term in 2021.

Rick was the project manager for the TTCF Community House as a volunteer. It was a 4-year project including acquisition of the property, designing the plans to renovate the buildings, and reconstruction of the facility to serve non-profits in the Kings Beach area.

Rick also served on a citizens advisory group for the Truckee Fire Protection District on property tax revenue.

He has been President of Lahontan Community Association (5 years) and subsequently was President of Lahontan Golf Club (5 Years).

Rick Stephens worked in the commercial real estate business, as an Asset Manager and as an investor.

ZKS Real Estate Partners LLC was formed in 1996 after Zurich Insurance acquired Kemper Corporation. Its mission was to finish the orderly disposition of the remaining Kemper Corporation real estate portfolio (\$800 million) and to invest in real estate value added transactions. ZKS was closed at the end of 2013. Stephens Real Estate Partners LLC operated Stephens contracts and investments. Separate from the Zurich assets, ZKS acquired more than 5 million square feet of industrial and office properties valued at in excess of \$800 million.

Mr. Stephens was president of Kemper Real Estate Management Company from 1992-1996. KREMCO's sole mission was the orderly disposition of the \$5 billion Kemper real estate portfolio. In 1992 KREMCO had 700 employees, 11 million sf of buildings, 40,000 acres of land, and 2 home building companies.

Prior to Kemper, Mr. Stephens was president of The Koll Company's Los Angeles Division. This division was responsible for acquisition, development, property management and construction of approximately \$2 billion in real estate between 1986 and 1992.

Prior to Koll, Mr. Stephens was Sr. VP of Cadillac Fairview's Western Region from 1982-1985 responsible for industrial properties. This included 6 million sf of big box industrial in Torrance, Compton and Costa Mesa CA. In addition, 2,000 acres, in 5 industrial parks were developed.

Mr. Stephens started his real estate career at The Newhall Land and Farming Company in 1974. He was in charge of Newhall's industrial and commercial development from 1977-1982.

Mr. Stephens graduated from Cornell University in 1972 (BS Engineering) and received an MBA from Stanford University in 1974. He served 3 years in the US Army in the middle of his undergraduate studies, including tours of duty in Vietnam ('67-'68) and Germany ('68-'69).

Hiking and golf are Mr. Stephens leisure activities. Each year, Rick backpacks in the high Sierra Nevada mountains. Rick also enjoys adventure travel, 100 miles on The Camino Santiago, Patagonia, Inca Trail, Iceland, Copper Canyon in Mexico and the Haute Route in Switzerland in August 2019.

Rick has been married to Gail Stephens for 53 years. They have 2 children, 51 and 49 and 1 grandchild.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-8
Subject: Discussion of methods for receiving Public Comment

Background

This agenda item is created to have a discussion on methods of receiving Public Comment as the Agency considers returning to in-person Board of Directors meetings.

The following is a summary of current methods for receiving Public Comment during in-person and video teleconference (Zoom) meetings:

In-Person Meeting

- *Written comment*
 - Comments are to be submitted to Roshelle Chavez, Board Clerk, at rchavez@ttsa.ca.gov or by mail at 13720 Butterfield Drive, Truckee, CA 96161.
 - The final mail collection will be the Tuesday before the meeting at 3:00 p.m.
 - The Board of Directors will receive the written comments when submitted.
- *Verbal comment*
 - Comments are received during the “Public Comment” agenda item.
 - Comments are received on any item on the agenda until the close of public comment on the item.

Video Teleconference Meeting

- *Written comment*
 - Comments are to be submitted to Roshelle Chavez, Board Clerk, at rchavez@ttsa.ca.gov or by mail at 13720 Butterfield Drive, Truckee, CA 96161.
 - The final mail collection will be the Tuesday before the meeting at 3:00 p.m.
 - The Board of Directors will receive the written comments when submitted.
- *Verbal comment*
 - Comments are received during the “Public Comment” agenda item using the video teleconference meeting controls to “Raise Your Hand” if attending via video teleconference or by dialing *9 if attending via audio teleconference.
 - Comments are received on any item on the agenda until the close of public comment on the item using the video teleconference meeting controls to “Raise Your Hand” if attending via video teleconference or by dialing *9 if attending via audio teleconference.
 - All requests to make a comment will be called upon in the order received.

Fiscal Impact

None.


Attachments

None.

Recommendation

Management recommends a discussion of methods for receiving Public Comment.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-9
Subject: Discussion of in-person Board of Directors meeting

Background

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

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends the next Board of Directors meeting be held via teleconference meeting in accordance with AB 361 as there appears to be a rise in COVID-19 cases attributed to the new BA.2 subvariant of Omicron.

Review Tracking

Submitted By: _____


LaRue Griffin

General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

1. Operations Department Report.
2. Maintenance Department Report.
3. Engineering Department Report.
4. Administrative Department Report.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: April 20, 2022
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

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

Operations:

- Plant performed well through the month.
- Caustic was added to the final effluent to maintain a 7.0 pH set point.
- A Water Information Management System (WIMS) software program has been selected.
- Annual trend analysis was completed and submitted to SWRCB, Lahontan Region.

Operations Work Orders:

- Completed this month: 2
- Pending: 4

Laboratory:

- Staff performed necessary laboratory testing.
- The Laboratory Information Management System (LIMS) implementation is ongoing. The expected completion date is June 2022.
- Staff continue preparation of the laboratory Quality Manual and other documentation in accordance with The NELAC Institute (TNI) standards (approximately 40% complete). The Agency expects TNI compliance by end of calendar year.

Laboratory Corrective Actions:

- Completed this month: 0
- Pending: 0


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.87
Monthly maximum instantaneous ⁽¹⁾	6.57
Maximum 7- day average	4.25

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)	3.4	10.0	5.8	20.0
Turbidity (NTU)	NA	NA	2.6	10.0
Total Phosphorus (mg/l)	0.65	0.80	0.88	1.50
Chemical Oxygen Demand (mg/l)	35	45	43	60

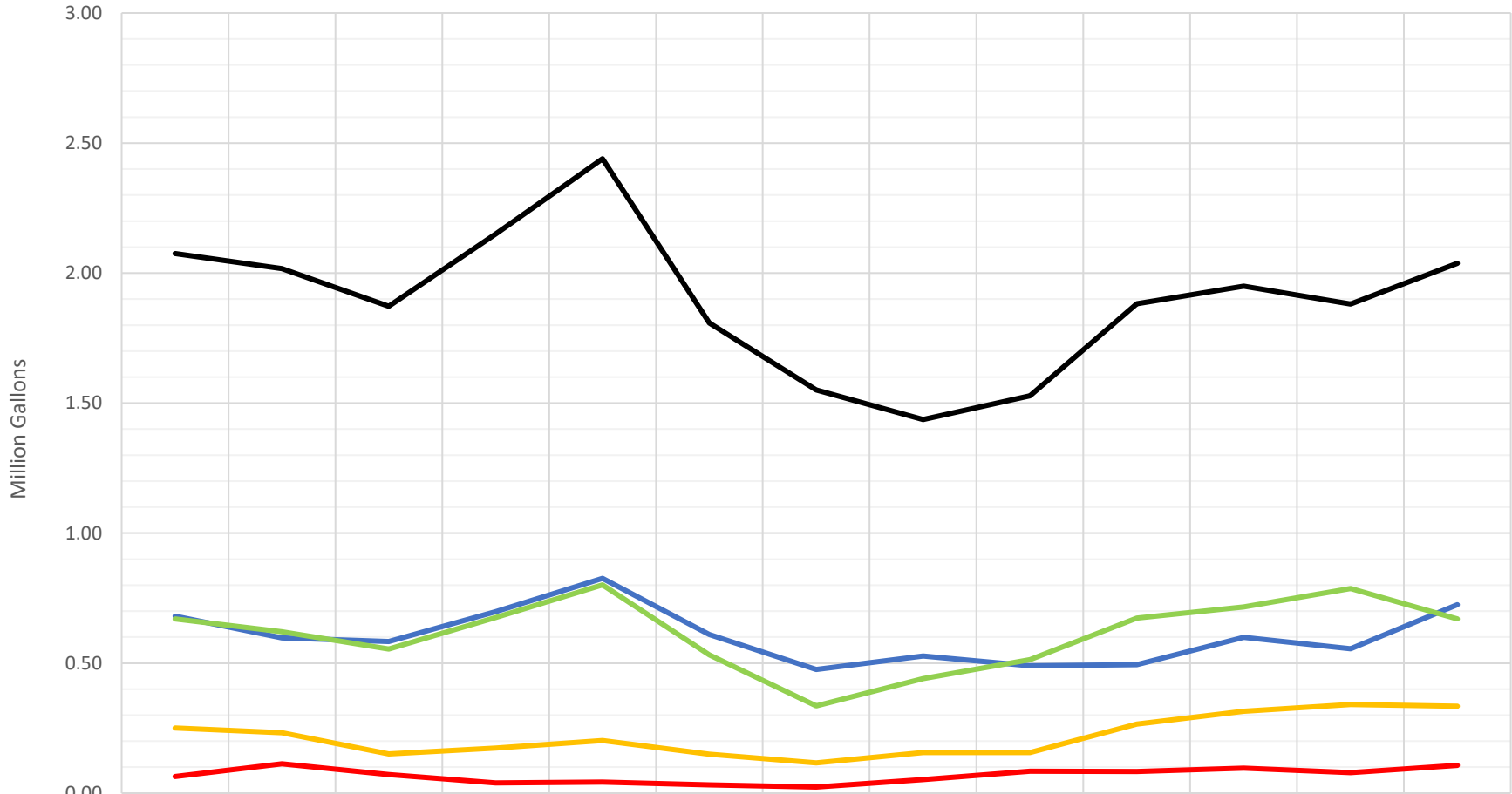
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

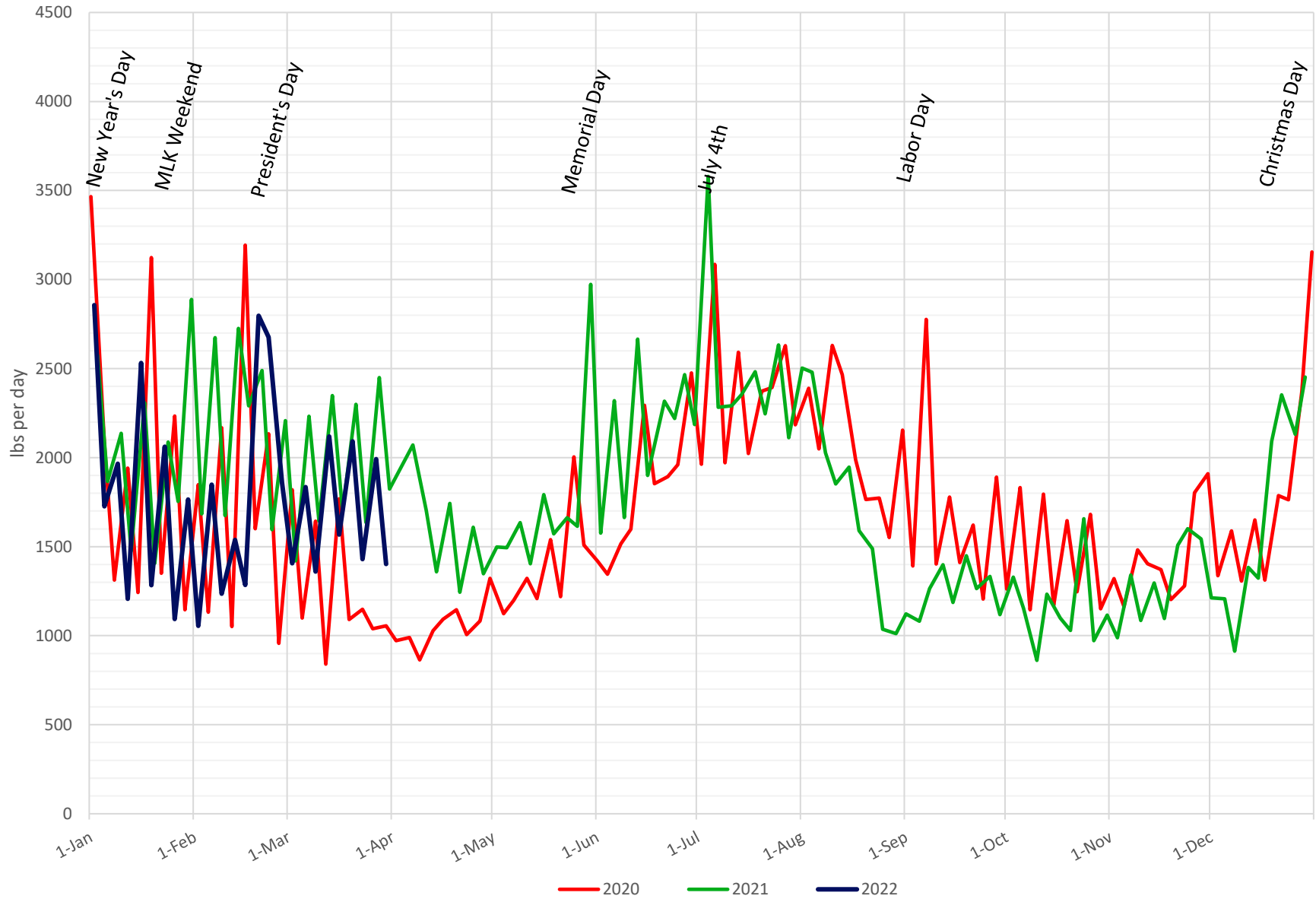
Approved By: 
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Districts)

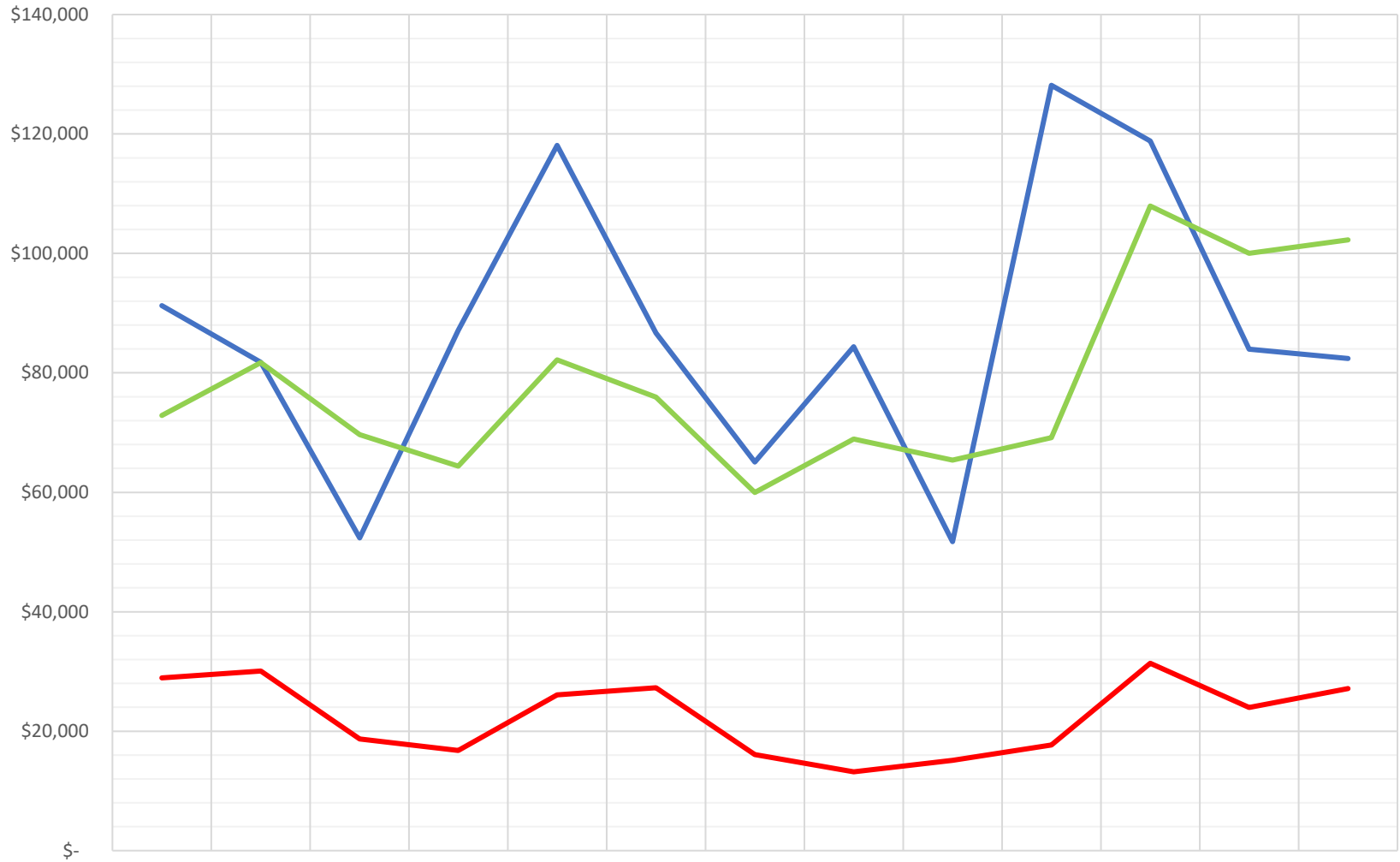


	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
NTPUD	0.68	0.60	0.58	0.70	0.83	0.61	0.48	0.53	0.49	0.49	0.60	0.56	0.72
TCPUD	0.67	0.62	0.55	0.68	0.80	0.53	0.34	0.44	0.51	0.67	0.72	0.79	0.67
ASCWD	0.06	0.11	0.07	0.04	0.04	0.03	0.02	0.05	0.08	0.08	0.10	0.08	0.11
OVPSD	0.25	0.23	0.15	0.17	0.20	0.15	0.12	0.16	0.16	0.27	0.31	0.34	0.33
TSD	2.08	2.02	1.87	2.15	2.44	1.81	1.55	1.44	1.53	1.88	1.95	1.88	2.04

TKN Influent Loading



Chemical, Power and Sludge Disposal Costs



	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
— Chemical	\$91,278	\$81,758	\$52,348	\$87,109	\$118,100	\$86,660	\$65,076	\$84,387	\$51,738	\$128,152	\$118,832	\$83,965	\$82,389
— Power	\$72,881	\$81,705	\$69,645	\$64,361	\$82,199	\$75,956	\$59,970	\$68,936	\$65,393	\$69,150	\$107,937	\$100,001	\$102,266
— Sludge Disposal	\$28,938	\$30,061	\$18,691	\$16,768	\$26,075	\$27,293	\$16,092	\$13,197	\$15,117	\$17,692	\$31,373	\$23,978	\$27,158



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: April 20, 2022
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

◆ **Project support:** In the month of March, Maintenance staff provided support for the following projects:

- Logically Implementation.
- SCADA/IT Master Plan.
- Plant Security Camera Project.
- Lucity CMMS Project.
- LIMS Project Support.
- 2022 Roofing Project.
- 2022 Coating Project.
- 2022 Plant Improvement Projects-Effluent flow meter.


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

- Quarterly emergency generator inspections.
- Demolition of polymer feed system at thickening.
- Removed BNR effluent feed pump #1 for factory inspection.
- AWT panel modifications.
- Final effluent sampler I/O upgrade.
- Domain server upgrade.
- Web site update.

◆ **Work Orders**

- Completed this month: Mechanical-32, Fleet-3, Electrical & Instrumentation-22, IT-11.
- Pending: Mechanical-225, Fleet-61, Electrical & Instrumentation-12, IT-8.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Demolition of duct 2022 Roofing Project



Demolition of fans for 2022 Roofing Project



Removal of BNR influent pump #1



Loading of BNR influent pump #1



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: April 20, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report


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

- Digestion Improvements Study
- 2020 Headworks Improvements Project
- 2021 Chlorine Scrubber Improvements Project
- 2022 Control Room Upgrades Project
- 2022 Digital Scanning of Sewer Lines Project
- 2022 Filter Influent Condition Assessment Project
- 2022 Plant Coating Project
- 2022 Plant Improvements Project
- 2022 Roof Repair Project
- 2022 Truckee River Interceptor Improvements Project

◆ **Work Orders:**

- Engineering:
 - Completed this month: 0
 - Pending: 0
- Safety:
 - Completed this month: 0
 - Pending: 1

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: April 20, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued support for additional requests from auditors for fiscal year 2020-2021 audit.
 - Trained new Purchasing Agent.
 - Continued preparation of the annual budget for FY 2022-2023.
 - Participated in the financial committee meeting on April 11, 2022.

- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Trained new Purchasing Agent.

- General Administration
 - Performed various administrative duties to assist GM and Board of Directors.
 - Continued discussions and research on investment and funding opportunities.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

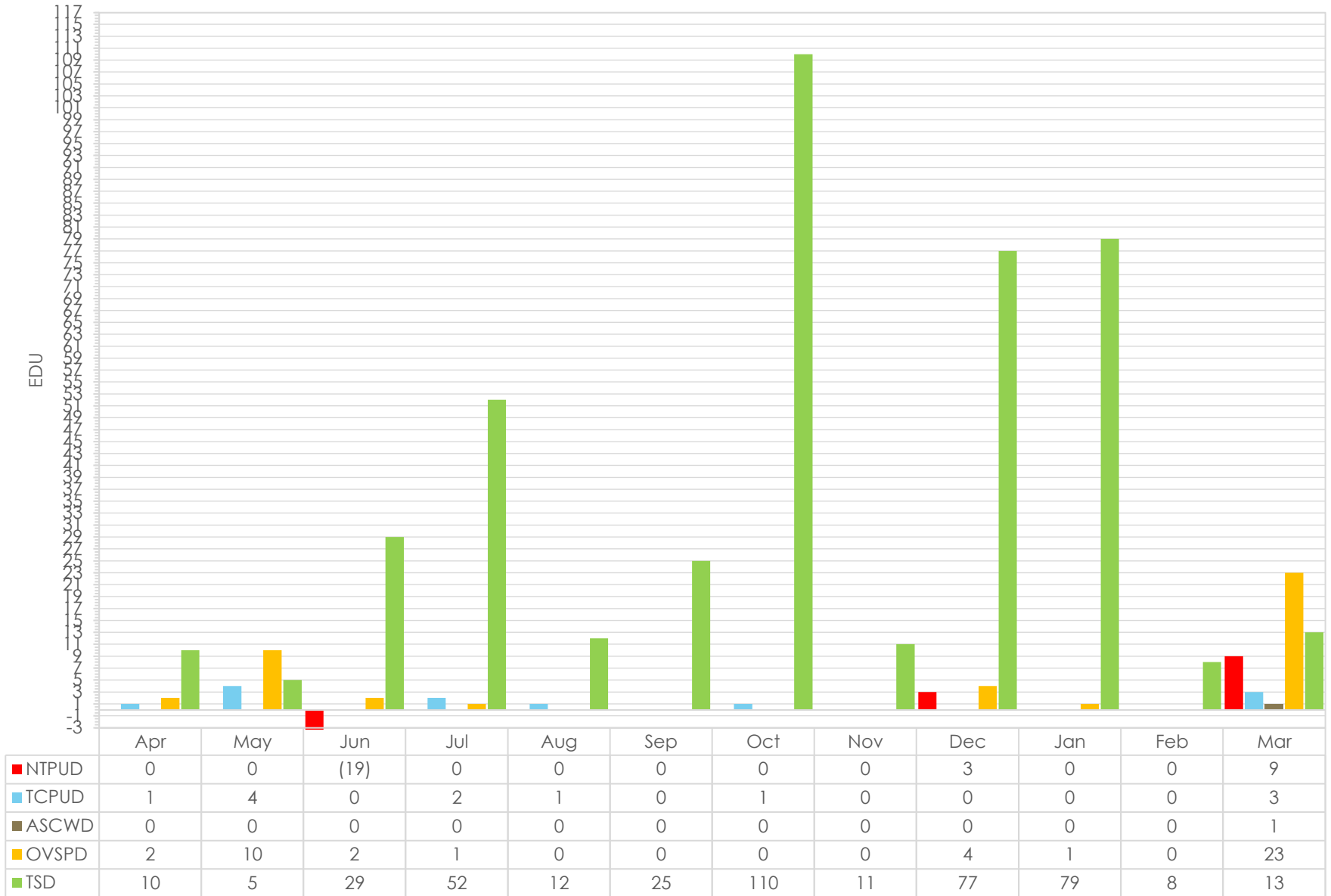
CONNECTION FEES - MARCH 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	12	26,432	\$ 64,256.00	249	691,442	\$ 1,561,120.30
Residential Ft ² Additions	1	6,859	\$ 12,003.25	17	30,701	\$ 53,726.75
Residential Ft ² Additions - Exempt	0	0	N/A	2	443	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	7	6,918	\$ 22,606.50
Accessory Dwelling Unit (ADU) - Exempt	1	540	N/A	2	658	N/A
Commercial	0	N/A	\$ -	5	N/A	\$ 81,000.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	14	33,831	\$ 76,259.25	282	730,162	\$ 1,718,453.55

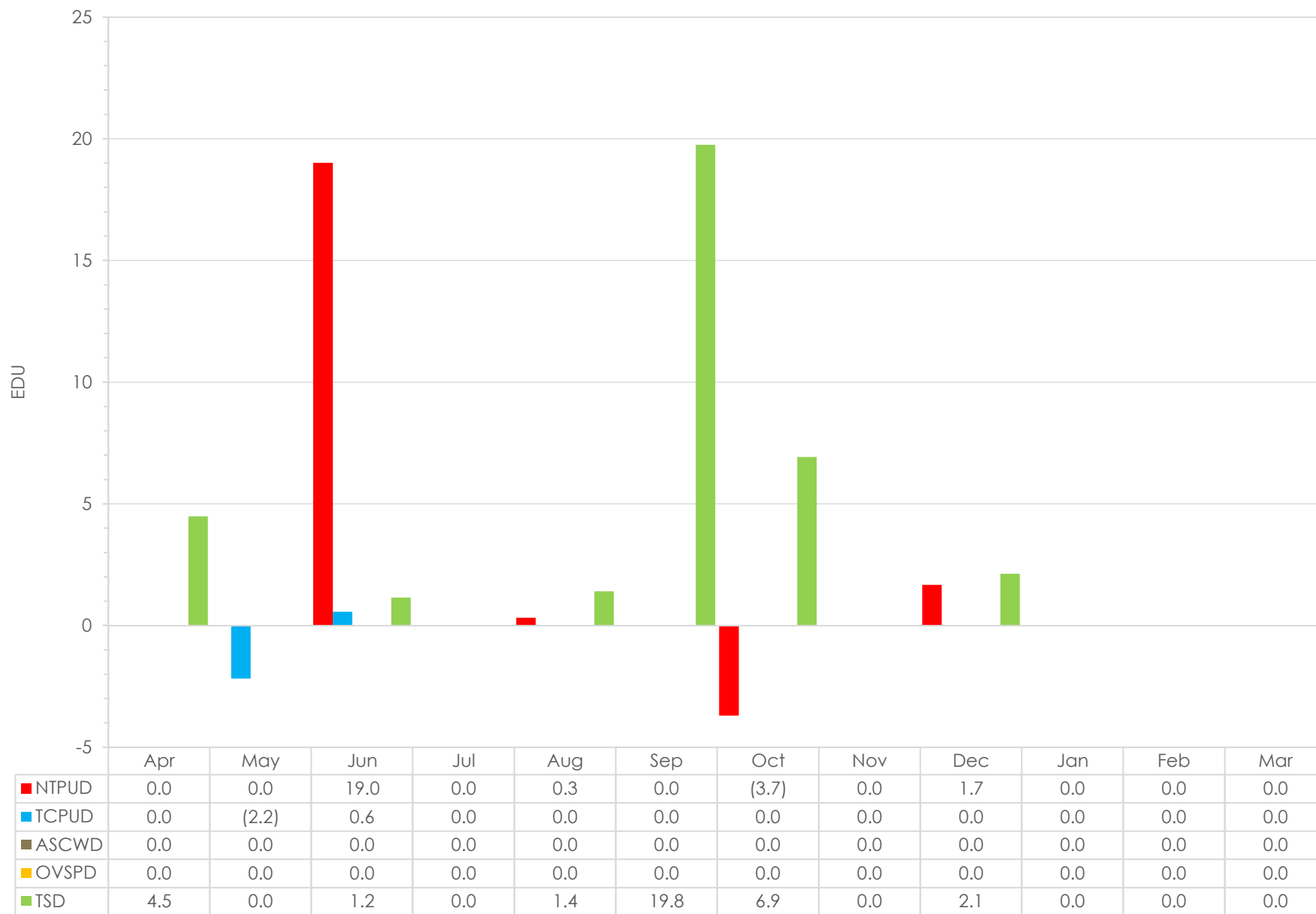
INSPECTIONS - MARCH 2022

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	1	1	9	10
Residential (Drive-by of Suspended Accounts)	0		1	

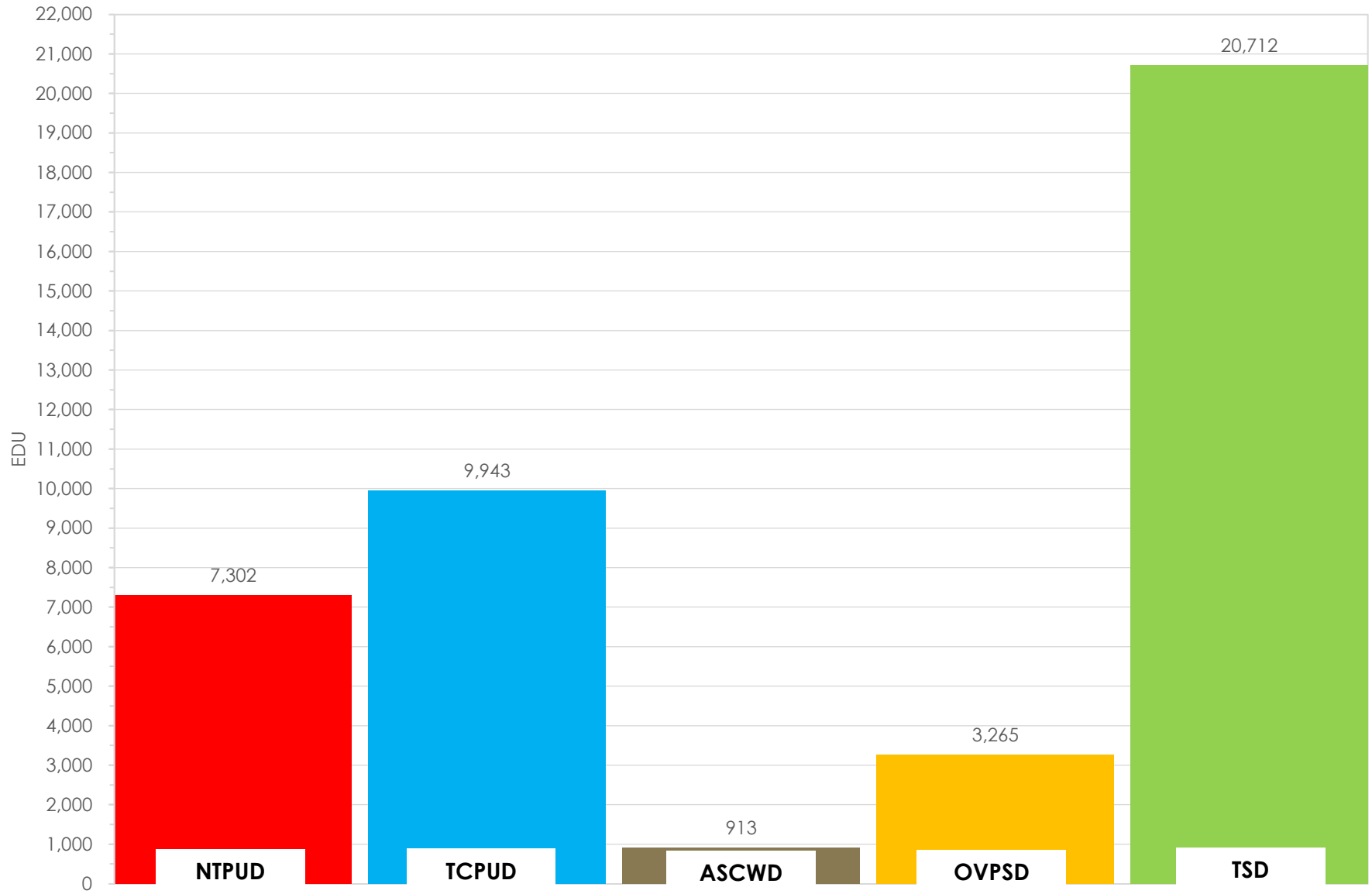
Residential EDU Summary



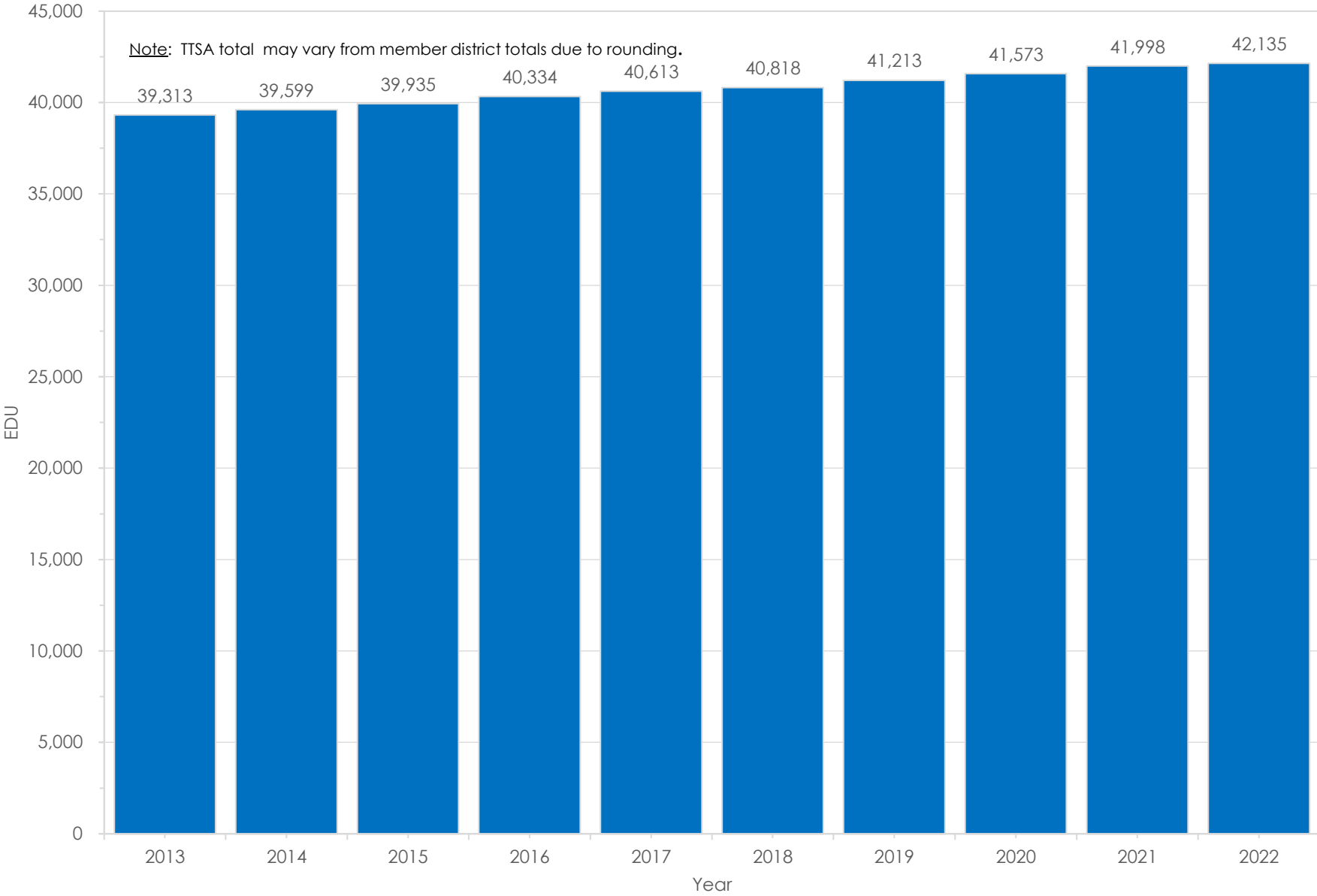
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Logically, Inc. continues to implement IT measures to include additional cyber security.
- Jacobs is continuing with the Master SCADA/IT Plan.
- Plant chemical procurement bids are currently being solicited.
- Efforts continue on the sale or disposal of surplus property.
- Management and staff continue preparation of the annual financial budget.
- Management approved Change Order No. 4 for the 2020 Headworks Improvements project (attached).
- Management executed a License Agreement with Big Blue Adventure, LLC. (attached).
- Management purchased a Roots blower in the amount of \$7,305 to include the core charge and freight. The blower is a critical mechanical component in the BNR unit process and it was not efficient to retrofit the current installation configuration to accommodate another blower manufacturer.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager

LICENSE AGREEMENT

This License Agreement is made this 29th day of March, 2022, in Truckee, California, by and between Big Blue Adventure, LLC (hereinafter “BBA”), and the Tahoe-Truckee Sanitation Agency (hereinafter “T-TSA”), with reference to the following facts:

1. BBA is organizing the Truckee Running Festival (“Event”); and
2. BBA desires to use Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail for the Event; and
3. T-TSA is willing to allow BBA to use Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail for the Event on the following terms and conditions.

NOW, THEREFORE, IN CONSIDERATION of the promises herein contained, it is agreed by and between BBA and T-TSA as follows:

1. License. T-TSA hereby grants a license to BBA, its employees, agents, invitees, volunteers and Event participants (collectively, the “BBA Entities”) to use that portion of Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail on T-TSA property, as shown on Exhibit A attached hereto and incorporated herein by this reference, on June 4, 2022, for purposes of conducting the Event only. BBA accepts the condition of such portion of Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail on T-TSA property “AS IS,” and accepts all risk respecting the condition of such portion of Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail on T-TSA property. T-TSA makes no representations or warranties, implied or express, concerning the condition of Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail or their fitness for the use intended by BBA.
2. Repair and Clean-Up of Property. BBA shall clean-up and repair any damage to Butterfield Drive, Joerger Drive, the TRI easement road, the Legacy Trail, and T-TSA property arising out of the Event or in the exercise of any of its rights conferred by this Agreement. BBA shall clean-up any litter and other debris on T-TSA property, including but not limited to Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail, arising out of or resulting from the Event within 3 hours after the conclusion of the event. If the clean-up does not occur timely, T-TSA may perform the clean-up and bill BBA for the costs thereof. If any damage is not repaired within five (5) days after its occurrence, T-TSA may repair the damage and bill BBA for the costs thereof. BBA shall pay each bill within thirty (30) days after its date. Interest at the rate of 10% per annum shall accrue on any late payment.
3. Term. This Agreement shall become effective on the date first above written and shall remain in effect until all of BBA’s obligations hereunder are completed.
4. Permits and Compliance with Laws. BBA, at its sole cost, shall be responsible for obtaining any and all governmental permits, approvals, consents, licenses and other authorizations that may be necessary to conduct the Event, including but not limited to the use of that portion of

Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail which is not on T-TSA property. BBA further warrants and represents that BBA shall conduct the Event in compliance with all applicable laws, including, but not limited to, statutes, ordinances, codes, and rules and regulations of any governmental body having jurisdiction over the Event.

5. No Claim. BBA and the BBA Entities, and each of them, shall not suffer, permit or cause any mechanics', materialmen's or other similar liens or claims of lien to be filed against T-TSA or any portion of T-TSA property, including but not limited to Butterfield Drive, Joerger Drive, the TRI easement road and the Legacy Trail, on account of the Event or any work performed hereunder. In the event any such lien is recorded or filed, BBA shall immediately undertake all steps necessary to remove such liens and shall defend, protect, indemnify and hold harmless T-TSA and its easement owners, and each of them, from and against any such lien or related claim.
6. Indemnity. BBA recognizes and hereby agrees that T-TSA and its directors, officers, agents, employees, and easement owners, and each of them, shall not be liable for any injury or death to any person or damage to any property arising out of or related to the condition of Butterfield Drive, Joerger Drive, the TRI easement road or the Legacy Trail, the conduct of the Event, or the performance or activities of BBA or any of the BBA Entities pursuant to this Agreement. BBA shall indemnify, protect, defend and hold harmless T-TSA and its directors, officers, agents, employees, visitors, contractors, and easement owners, and each of them, from and against any and all liabilities, claims (by third parties or otherwise), demands, suits, administrative proceedings, damages, losses, judgments, awards, penalties, attorneys' fees and expenses, expert witness fees and/or costs of any kind, whether actual, alleged or threatened, attributable to, arising from, or related to: (1) any breach of any of the covenants or obligations by BBA or any of the BBA Entities under this Agreement; (2) the condition of Butterfield Drive, Joerger Drive, the TRI easement road or the Legacy Trail; or (3) negligent acts, errors or omissions, or willful misconduct by BBA or any of the BBA Entities arising from or related to the conduct of the Event (hereinafter collectively referred to as "Claims" or "Claim").

Neither expiration of the term or termination of this Agreement nor completion of the acts to be performed under this Agreement shall release BBA from its obligations to indemnify, as to any Claims, so long as the event upon which such Claim is predicated shall have occurred prior to the effective date of any such expiration or termination or completion and arose out of or was in any way connected with use or possession of Butterfield Drive, Joerger Drive, the TRI easement road, the Legacy Trail or T-TSA property, or performance, operations or activities under this Agreement by BBA, its employees, agents or independent contractors, or the employee, agent or independent contractor of any one of them, or any of the BBA Entities. The provisions of this Section 6 shall survive any expiration of the term or termination of this Agreement and shall remain in effect until BBA's obligations under this section have been fulfilled.

Submission of insurance certificates or submission of proof of compliance with the insurance requirements in this Agreement does not relieve BBA from liability under this

indemnification and hold harmless clause. The obligations of this indemnity article shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

In any and all claims against TTSA, or its directors, officers, employees, agents or easement owners by any employee of BBA, any independent contractor of BBA, anyone directly or indirectly employed by any of them or anyone for whose acts any of any of them may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for BBA or any independent contractor of BBA under Workers' Compensation acts, disability benefit acts or other employee benefit acts.

7. Contractors/Subcontractors. No contractual, legal or other relationship shall be created between T-TSA and any contractor, subcontractor or other agent engaged by BBA. This Agreement shall not create any obligation on the part of T-TSA to pay or to see that the payment of any sum is made to any contractor, subcontractor or other agent engaged by BBA.
8. Insurance. BBA, at its sole cost and expense, shall maintain the following policies of insurance covering the Event: (a) Commercial General Liability policy, having a combined single limit of no less than \$1,000,000, insuring BBA and each of the BBA Entities against all liability, claims, damages, costs, demands or losses arising out of the Event; and (b) Workers' Compensation Insurance as required under the Workers' Compensation Insurance Laws of California. T-TSA, its officers, directors, agents and employees shall be named as additional insureds under the Commercial General Liability policy. Each policy shall not contain any special limitations on the scope of protection afforded to T-TSA, its directors, officers, agents and employees. BBA's coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. T-TSA's insurance, if any, shall be excess and shall not contribute with BBA's insurance. BBA shall provide proofs of such insurance to T-TSA on or before May 1, 2022. The certificates and policies shall provide that 30 days' written notice of any material change, reduction of coverage or cancellation of the insurance policies will be provided to T-TSA. The requirements as to the types, limits and T-TSA's approval of insurance coverage to be maintained by BBA are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by BBA under this Agreement. In addition, in the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, BBA shall notify T-TSA prior to making such changes.
9. Notices. Any notice, approval or other communication which may be required or permitted to be given or delivered hereunder shall be in writing and shall be deemed to have been given, delivered and received (i) as of the date when the notice is personally delivered or (ii) if mailed, in the United States Mail, certified, return receipt requested, as of the date of the delivery of such notice or (iii) if delivered by courier or express mail service, telegram or mail gram where the carrier provides or retains evidence of the date of delivery, as of the date of such delivery.

To T-TSA:

Tahoe-Truckee Sanitation Agency
Attn: General Manager
13720 Butterfield Drive
Truckee, CA 96161

To BBA:

Big Blue Adventure, LLC
P.O. Box 2720
Kings Beach, CA 96143

Pursuant to the notice provision outlined in this section, the parties may designate a different address for receiving notices under this Agreement.

10. Assignment. BBA shall not assign this Agreement or any rights or obligations hereunder to any entity or person without T-TSA's prior written consent, which consent shall not be unreasonably withheld. Any assignment of this Agreement or any rights or obligations hereunder by BBA without the prior written consent of T-TSA shall render this Agreement null, void and of no effect.
11. Integration and Construction of Agreement.
 - a. Integration. This Agreement sets forth the complete and final understanding of the parties with regard to the subject matter hereof and supersedes any and all prior communications, representations, negotiations, understandings and agreements, whether written or oral, concerning said subject matter.
 - b. Construction. The language of all parts of this Agreement shall be construed according to their plain meaning and shall not be construed for or against either of the parties, as each party has participated in the drafting and review of this Agreement, and has had an opportunity to consult its legal counsel in connection with this Agreement.
12. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of California.
13. No Waiver. No delay on the part of any party in exercising any right or remedy under this Agreement or failure to exercise the same shall operate as a waiver in whole or in part of any such right or remedy.
14. Modifications and Amendments. This Agreement may be modified, amended or changed only by a written agreement signed by both parties.

15. Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall constitute one and the same Agreement.
16. Authorization. The parties warrant and represent that the individuals executing this Agreement have been authorized to do so by the party for whom they sign.
17. Attorneys' Fees. In any action or proceeding arising from or relating to this Agreement commenced by a party hereto, the prevailing party shall be entitled to recover its reasonable attorneys' fees in addition to any other costs, interest and damages permitted by law.

IN WITNESS WHEREOF, BBA and T-TSA have caused this Agreement to be executed by their duly authorized officers as follows:

TAHOE-TRUCKEE SANITATION AGENCY

Big Blue Adventure, LLC

LaRue Griffin

Todd Jackson

Name

Name

General Manager

Director

Title

















Title



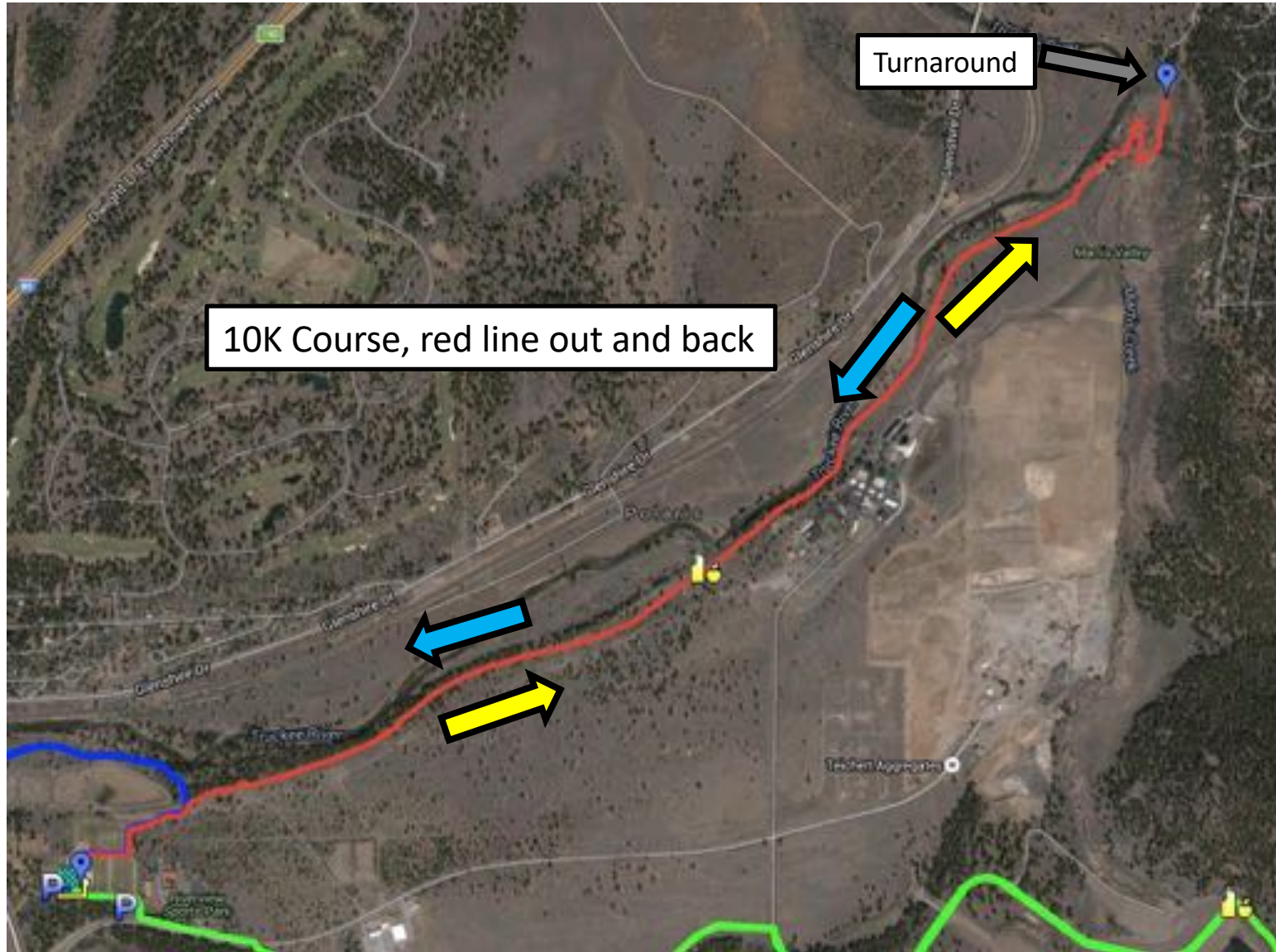
Truckee Running Festival
Saturday June 4, 2022

530-546-1019
todd@bigblueadventure.com

Legend

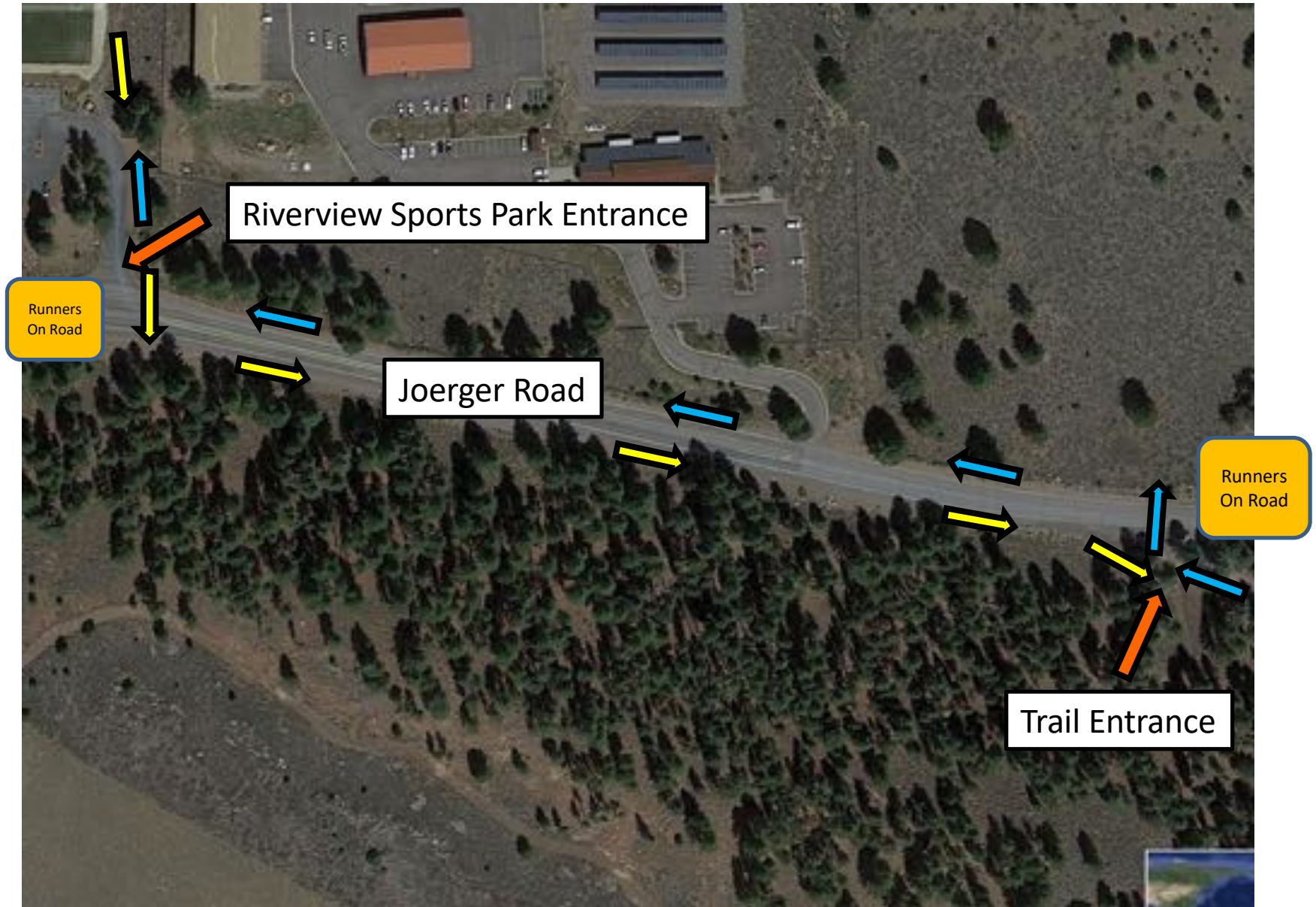
	Traffic flow	No Left Turn	
	Pointer	No Right Turn	
	Out Bound Runners	Ambulance	
	In Bound Runners	EMT	
	Shuttle Busses		
	Traffic Cones		
	Barricade		
	Boulders Placed		
	Police Traffic Control	Waste Station	
	Flagger Traffic Control		
	Volunteer Traffic/Course Post		

Truckee Running Festival Saturday June 4, 2022



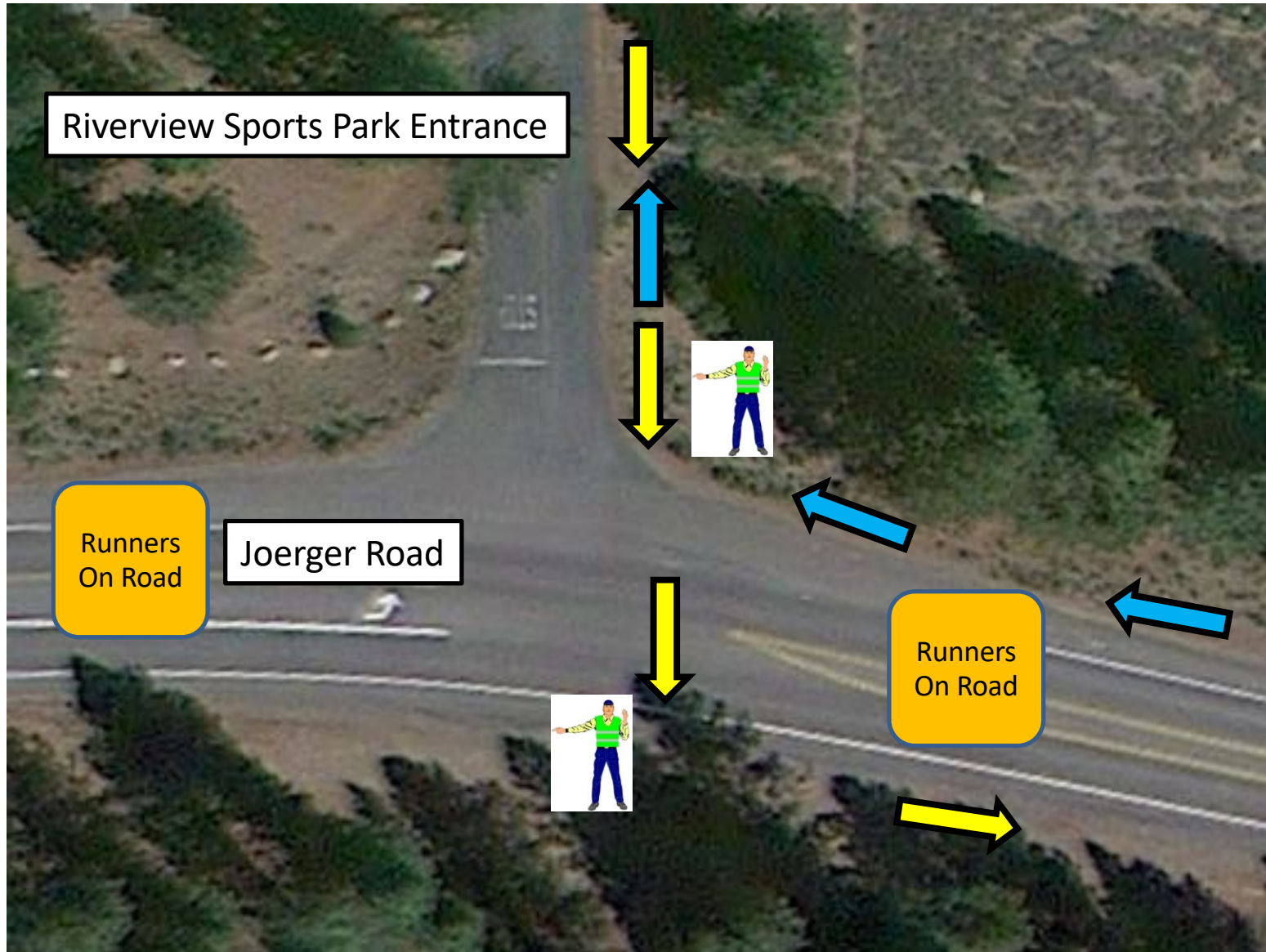
Truckee Running Festival 10K Course Saturday June 4, 2022

Truckee Running Festival Saturday June 4, 2022



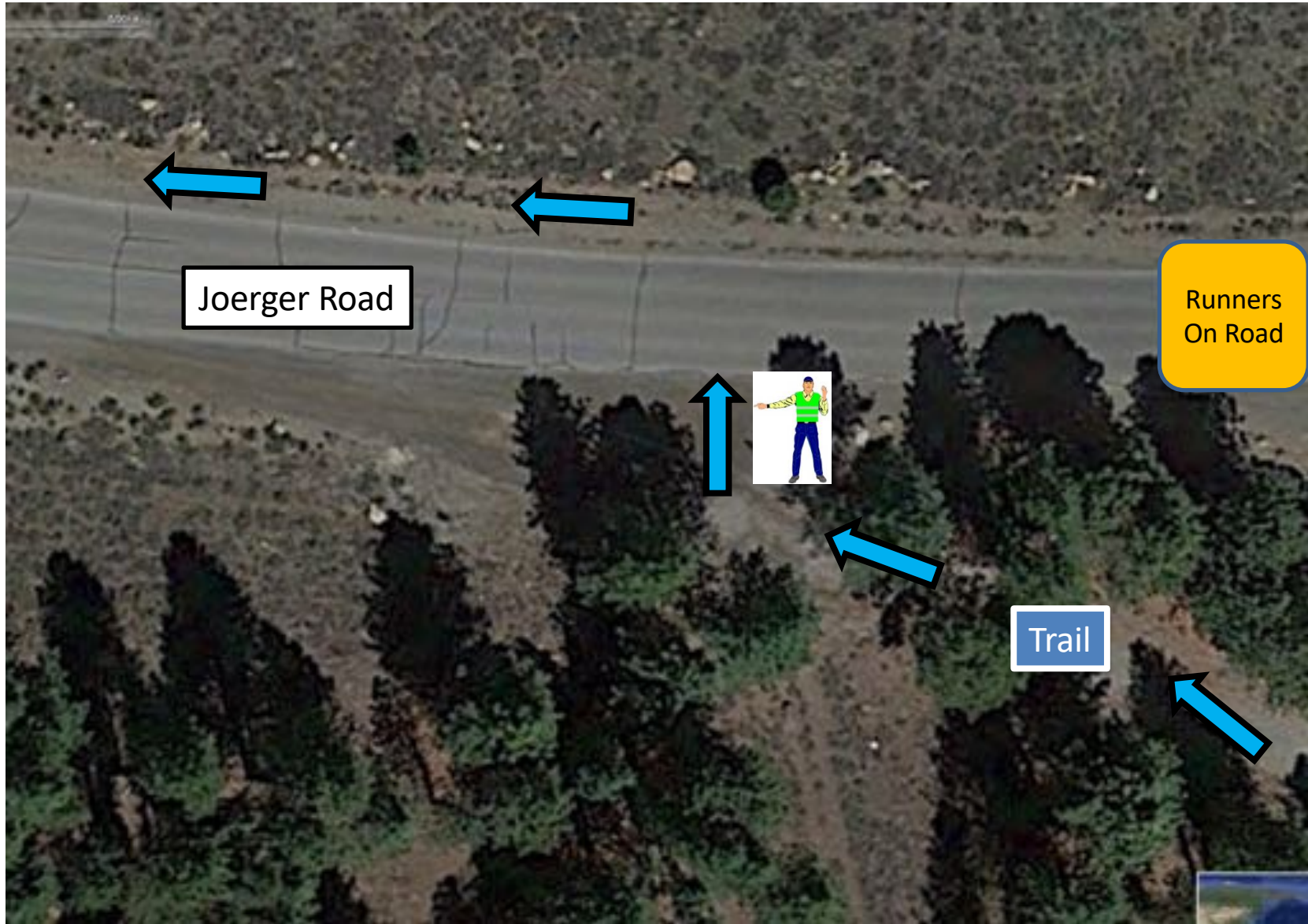
Waddle Half Marathon Course ingress and egress and ingress route overview

Truckee Running Festival Saturday June 4, 2022



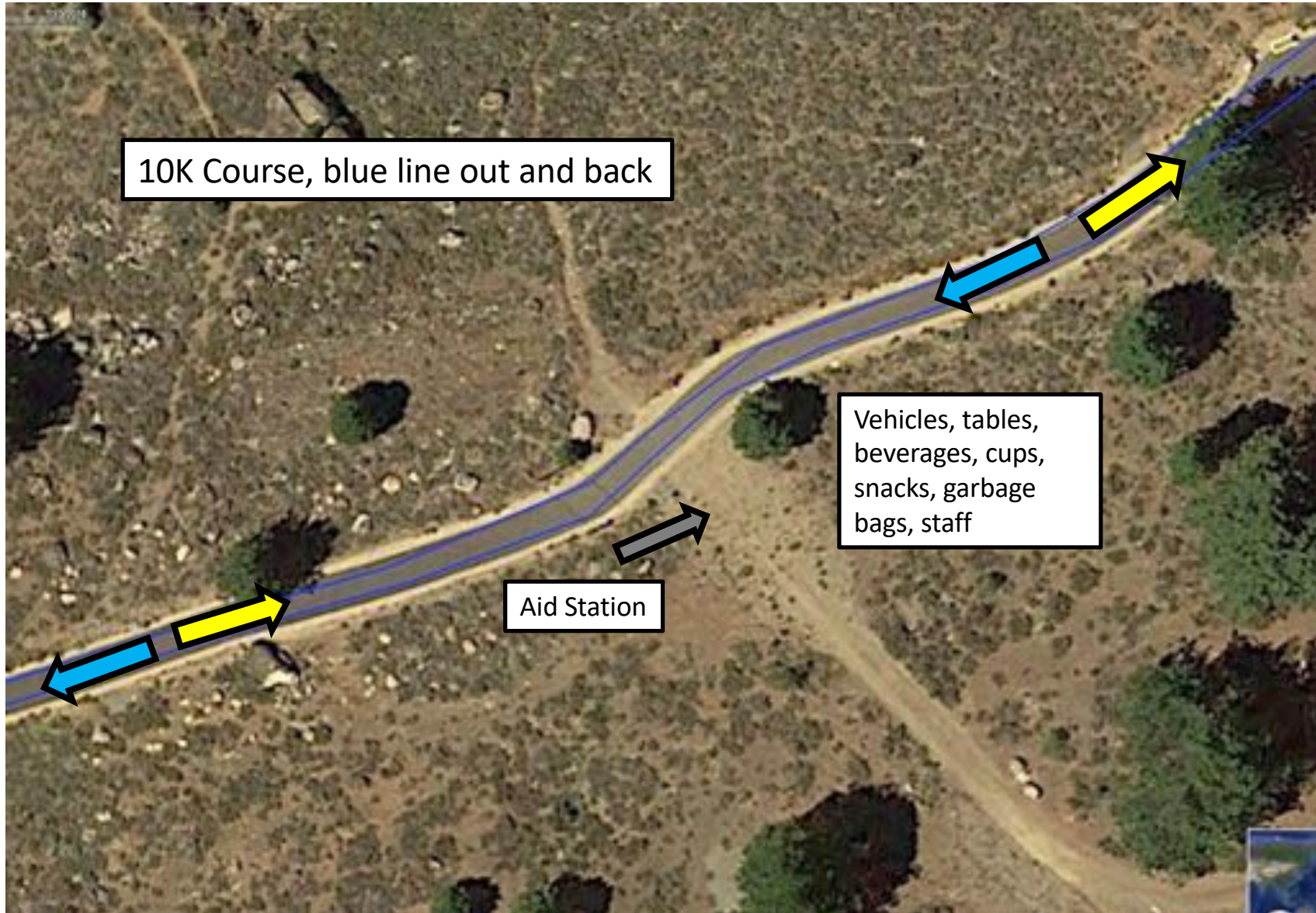
Waddle Half Marathon Joerger Road Crossing Outbound 7:30-7:35AM

Truckee Running Festival Saturday June 4, 2022



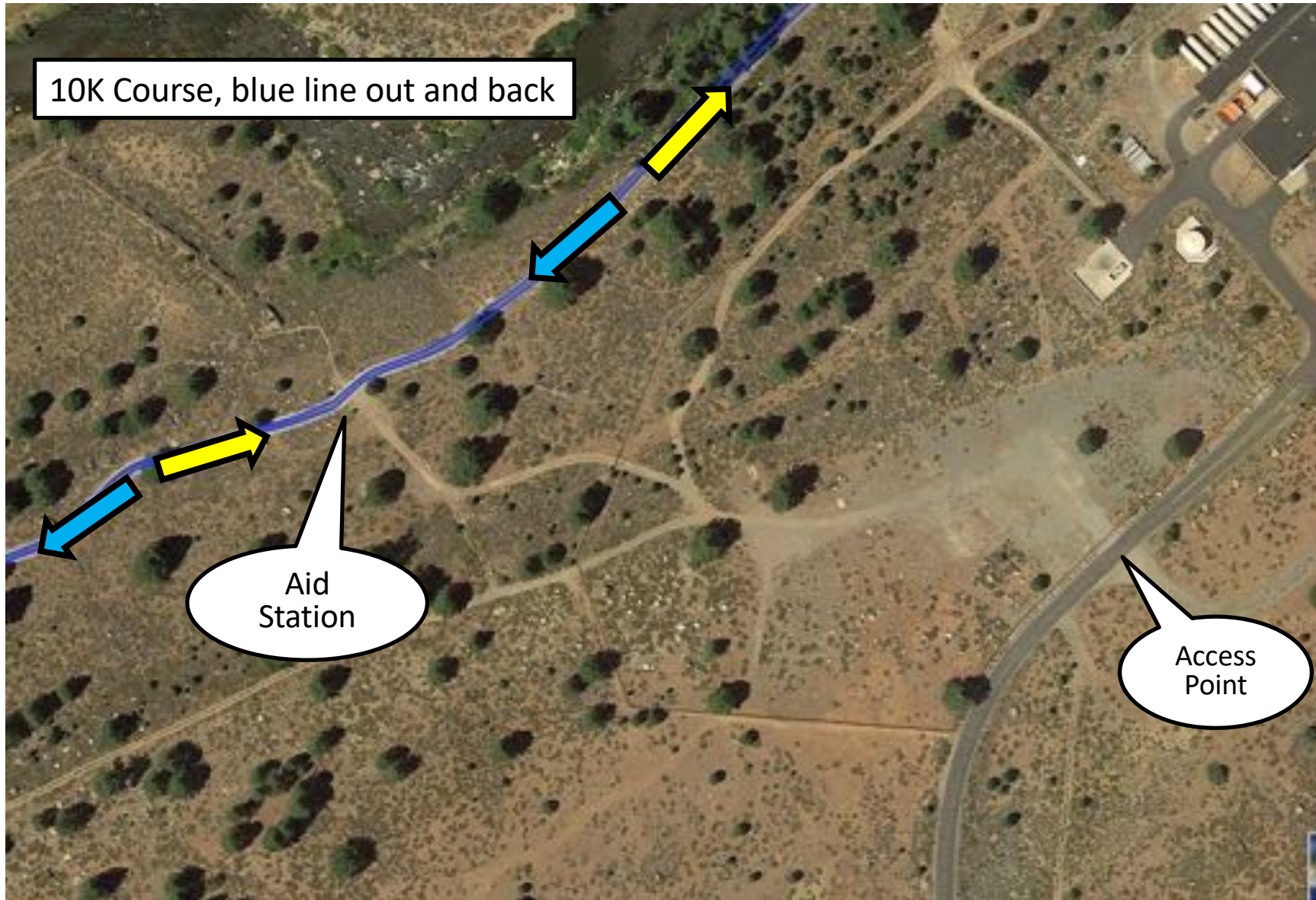
Waddle Half Marathon Joerger Road Crossing Inbound 8:10-11:15 AM

Truckee Running Festival Saturday June 4, 2022



10K Aid Station 7:30AM-11:00AM

Truckee Running Festival Saturday June 4, 2022



10K Aid Station 7:30AM-11:00AM



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 20, 2022
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX
Subject: Closed Session

1. Closed session conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) - Fay v. Tahoe-Truckee Sanitation Agency.
2. Closed session for public employee performance evaluation of the General Manager position.