



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
April 21, 2021



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

Dale Cox: President
Dan Wilkins: Vice President
David Smelser
Blake Tresan
S. Lane Lewis

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: April 21, 2021

Time: 9:00 AM

This meeting will be conducted entirely by teleconferencing in accordance with Governor Newsom's Executive Order (#N-29-20) and the Board Room will not be accessible to the public. The following are the video conferencing: <https://us02web.zoom.us/j/83166762650> and audio teleconferencing call-in information: Toll-Free phone no. (888) 475-4499, access code: 831-6676-2650#. If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please contact Mrs. Roshelle Chavez at (530) 587-2525 or rchavez@ttsa.net.

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item via email. For more information on the process to participate in the meeting via computer, tablet or phone, see the accompanying [Guidelines for Using Zoom for T-TSA April 21 Board of Directors Meeting](#). To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

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

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

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

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

1. Approval of general fund warrants.
2. Approval of financial statements.

3. Approval of Progress Pay Estimate No. 2 for the Furnishing Submersible Pump and Power Pack project.

V. Regular Agenda

1. Report from March 17, 2021 and March 25, 2021 closed session meetings.
2. Approval of the minutes of the regular Board meeting on March 17, 2021 and the special Board meeting on March 25, 2021.
3. Approval of the COVID-19 Supplemental Paid Sick Leave (SPSL) Policy.
4. Approval of Resolution No. 5-2021 electing to adopt Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act.
5. Approval to solicit bids for the 2021 Lime System Improvements project.
6. Approval to award the Replacement of Exit Road Gate and Actuator project.
7. Approval to issue a Request For Proposals for Audit Services.
8. Approval of the Agency Investment Policy.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session for public employee performance evaluation of the General Manager.
3. Closed session conference with Agency labor negotiator Richard Shanahan (Agency General Counsel), regarding the unrepresented employee in the General Manager position.

IX. Regular Agenda (con't)

1. Report from closed session.
2. Consider amendment of General Manager employment agreement.

X. Adjournment

Posted and Mailed, 04/15/21



LaRue Griffin
Secretary to the Board

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

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



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Guidelines for Using Zoom Meeting for the T-TSA April 21st Board of Directors Meeting

Before the Meeting:

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

To Join the Meeting:

- Video teleconference: You can join the meeting via computer, tablet, or phone which will allow greater functionality such as having a name associated with your caller-ID.
 - Join using this link: <https://us02web.zoom.us/j/83166762650> If you do not have a microphone with your video conference, please call in via audio teleconference to as described below.
- Audio Teleconference: You may also join the meeting via phone only.
 - Join by calling the following Toll-Free phone number: (888) 475-4499
 - You will then be asked for the Meeting ID: 831-6676-2650#

Controls:

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

Public Comment Option(s):

- After the Directors have discussed an agenda item, President Cox will move to receive public comment from the audience on the item. There are three (3) options in which to request to speak during public comment of an Agenda item. Mrs. Chavez will call on individual attendees in order of request to sequence comment.
 - Option #1: Request to speak during public comment prior to the start of the meeting.
If you are attending the meeting teleconference and would like to submit a general public comment or comment on a specific Agenda item, please email Mrs. Roshelle Chavez, Executive Assistant/Board Clerk at rchavez@ttsa.net. Identify your email subject title comment as "Public Comment". In the body of the email please state the nature of your comment so we can confirm if it is general, or Agenda item specific to speed up the meeting.
 - Option #2: Call our office at (530) 587-2525 x 112 and ask for Mrs. Roshelle Chavez. If she is not available, please leave her a voicemail to let her know you wish to comment at the meeting.
 - Option #3: Use the Zoom meeting controls to "Raise Your Hand." Once you are logged into the meeting, there is an option at the bottom of your screen to "Raise Your Hand", from a telephone you can dial *9 to "Raise Your Hand."

- Those who make any comments may do so when President Cox moves to receive public comment from the audience, Mrs. Chavez will then call upon those.
- All requests to make a comment will be called upon in the order received.

Motions:

- All motions will be taken by roll call vote.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

Achievements and Promotions

- Jim Redmond – Retirement – 15 years of service
- Tyler Penn – Passed Grade V Wastewater Treatment Plant Operator certification test

Awards

- *Safety Suggestion Awards (1st Quarter 2021)*

Dean Haines:

1. Install an appropriate emergency fuel shut-off switch and signage for the above-ground gasoline tank.
2. Install emergency lighting in Building 81 MCC electrical room.

Tobin Fuchs:

1. Install a diversion to redirect water from the roof of Building 24 to eliminate an ice slip hazard. Audit the plant to ensure all other areas with similar hazards are addressed.
2. Create a Preventative Maintenance schedule for all the T-TSA bicycles to ensure they are in good working order to prevent injuries.

Jessie Denham:

1. Install MCC electrical room doors to open outward from inside the electrical room in case of an emergency situation.

Troy Killgore:

1. Remove door stops from the maintenance hallway to the corridor to prevent pedestrians from walking into moving vehicles in the corridor. Install a Step N' Pull on the maintenance hallway door to the corridor.

Ryan Schultz:

1. Purchase or construct a cradle to hold the air monitor calibration gas that is stored at the safety cabinet to prevent the cylinder from being knocked over. Audit other areas/processes for deficiencies in the safe handling of compressed gases.

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

- 5 Years
 - Troy Killgore – April
 - Tyler Penn – April

Fiscal Impact

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

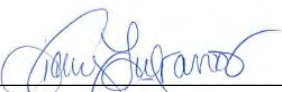
Attachments


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 21, 2021
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: IV-1
Subject: Approval of general fund warrants

Background

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

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Management and staff recommend approval of the general fund warrants paid and payable.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: LaRue Griffin
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
1000 BULBS				
	86686	03/17/2021	DOUBLE FACE LED COMBINATION EXIT SIGN	663.03
Total 1000 BULBS:				663.03
AED Superstore				
	86762	03/17/2021	AED Check Tag (5-pack)	6.44 M
	86762	03/17/2021	DEFIBTECH LIFELINE OR LIFELINE AUTO AED STANDARD BATTERY PACK	374.31 M
Total AED Superstore:				380.75
AIRGAS USA LLC				
	86753	03/17/2021	FEBRUARY CYLINDER RENTALS	112.84 M
	86753	03/17/2021	FEBRUARY CYLINDER RENTALS	44.52 M
	86753	03/17/2021	FEBRUARY CYLINDER RENTALS	106.68 M
Total AIRGAS USA LLC:				264.04
ALPHA ANALYTICAL INC				
	86687	03/17/2021	QUARTERLY WELL BARIUM TESTING	245.00
	86687	03/17/2021	QUARTERLY BIOSOLIDS TESTING	375.00
	86758	03/17/2021	1Q21 WELL/RIVER	710.00 M
	86758	03/17/2021	1Q21 PRETREATMENT SAMPLING	2,115.00 M
	86777	03/17/2021	E-DATA FILE	25.00 M
Total ALPHA ANALYTICAL INC:				3,470.00
APPLIED FLOW TECHNOLOGY				
	86744	03/17/2021	AFT FATHOM SUM, RENEWAL (03/21-03/22)	980.00 M
Total APPLIED FLOW TECHNOLOGY:				980.00
ARAMARK WORK APPAREL				
	86756	03/17/2021	MATS	166.79 M
	86756	03/17/2021	TOWELS	21.50 M
	86756	03/17/2021	SVC CHARGE	10.50 M
	86771	03/17/2021	MATS	166.79 M
	86771	03/17/2021	TOWELS	21.50 M
	86771	03/17/2021	SVC CHARGE	10.50 M
Total ARAMARK WORK APPAREL:				397.58
AVAYA INC				
	86688	03/17/2021	QUARTERLY BILL	906.57
Total AVAYA INC:				906.57
BARTKIEWICZ, KRONICK & SHANAHAN				
	86741	03/17/2021	FEBRUARY FEES	4,498.80 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				4,498.80
BASIC BENEFITS, LLC				
	3312101	03/31/2021	HRA MEDICAL	637.32 M
	3312101	03/31/2021	DEPENDANT CARE FSA	192.30 M
	3312101	03/31/2021	HRA VISION	150.00 M
	3312101	03/31/2021	HRA MEDICAL	6.06 M

Payee	Check Number	Check Issue Date	Description	Amount	
	3312101	03/31/2021	HRA MEDICAL	165.48	M
	3312101	03/31/2021	HRA MEDICAL	613.40	M
	3312101	03/31/2021	HEALTHCARE FSA	190.00	M
	3312101	03/31/2021	HRA MEDICAL	65.00	M
	3312101	03/31/2021	HRA MEDICAL	35.00	M
	3312101	03/31/2021	HRA MEDICAL	170.56	M
	3312101	03/31/2021	HRA MEDICAL	41.61	M
	3312101	03/31/2021	HRA MEDICAL	122.45	M
	3312101	03/31/2021	HRA MEDICAL	1,489.41	M
	3312101	03/31/2021	HRA MEDICAL	65.00	M
	3312101	03/31/2021	HRA MEDICAL	229.53	M
	3312101	03/31/2021	HRA MEDICAL	788.92	M
	3312101	03/31/2021	HRA MEDICAL	224.78	M
	3312101	03/31/2021	HRA MEDICAL	200.00	M
	3312101	03/31/2021	FSA HEALTH/DEPENDANT CARE	192.30	M
	3312101	03/31/2021	HRA MEDICAL	277.46	M
	3312101	03/31/2021	HRA MEDICAL	266.93	M
	3312101	03/31/2021	HRA MEDICAL	229.53	M
	3312101	03/31/2021	HRA MEDICAL	289.44	M
	3312101	03/31/2021	HRA MEDICAL	497.79	M
	3312101	03/31/2021	HRA MEDICAL	185.00	M
	3312101	03/31/2021	HRA ROLLOVER	4,974.50	M
	3312101	03/31/2021	HRA VISION	756.00	M
	3312101	03/31/2021	HRA ROLLOVER	148.84	M
	3312101	03/31/2021	HRA ROLLOVER	8,198.29	M
	3312101	03/31/2021	HRA VISION	878.20	M
	3312101	03/31/2021	HRA ROLLOVER	876.44	M
	3312101	03/31/2021	FEBUARY COBRA	6.19	M
	3312101	03/31/2021	FEBRUARY COBRA	2.65	M
	3312101	03/31/2021	FEBRUARY COBRA	.88	M
	3312101	03/31/2021	FEBRUARY COBRA	14.18	M
	3312101	03/31/2021	FEBRUARY COBRA	2.65	M
	3312101	03/31/2021	FEBRUARY COBRA	7.08	M
	3312101	03/31/2021	FEBRUARY COBRA	3.54	M
	3312101	03/31/2021	FEBRUARY COBRA	2.65	M
	3312101	03/31/2021	FEBRUARY COBRA	.88	M
	3312101	03/31/2021	JANUARY COBRA	6.19	M
	3312101	03/31/2021	JANUARY COBRA	2.65	M
	3312101	03/31/2021	JANUARY COBRA	.88	M
	3312101	03/31/2021	JANUARY COBRA	14.18	M
	3312101	03/31/2021	JANUARY COBRA	2.65	M
	3312101	03/31/2021	JANUARY COBRA	7.08	M
	3312101	03/31/2021	JANUARY COBRA	3.54	M
	3312101	03/31/2021	JANUARY COBRA	2.65	M
	3312101	03/31/2021	JANUARY COBRA	.88	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	31.50	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	13.50	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	4.50	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	90.00	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	18.00	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	54.00	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	22.50	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	9.00	M
	3312101	03/31/2021	FEBRUARY ADMIN HRA	4.50	M
	3312101	03/31/2021	JANUARY ADMIN HRA	31.50	M
	3312101	03/31/2021	JANUARY ADMIN HRA	13.50	M
	3312101	03/31/2021	JANUARY ADMIN HRA	4.50	M

Payee	Check Number	Check Issue Date	Description	Amount
	3312101	03/31/2021	JANUARY ADMIN HRA	72.00 M
	3312101	03/31/2021	JANUARY ADMIN HRA	13.50 M
	3312101	03/31/2021	JANUARY ADMIN HRA	36.00 M
	3312101	03/31/2021	JANUARY ADMIN HRA	18.00 M
	3312101	03/31/2021	JANUARY ADMIN HRA	13.50 M
	3312101	03/31/2021	JANUARY ADMIN HRA	4.50 M
Total BASIC BENEFITS, LLC:				23,693.44
Cascade Fire Equipment Co.				
	86689	03/17/2021	SCOTT AP75I 4.5 CGA NIOSH SCBA QUICK DISCONNECT EZ-FLOR REGULAT	2,693.96
	86689	03/17/2021	PPE#2 30% FURNISHING AIR PURIFYING RESPIRATOR & SELF CONTAINED	14,037.38
	86689	03/17/2021	PPE#2 70% FURNISHING AIR PURIFYING RESPIRATOR & SELF CONTAINED	32,753.90
Total Cascade Fire Equipment Co.:				49,485.24
CASELLE				
	86750	03/17/2021	APRIL FEES W/ APPLICATION CHARGE	3,108.00 M
Total CASELLE:				3,108.00
CASHMAN EQUIPMENT CO.				
	86690	03/17/2021	SWITCH A	31.94
	86690	03/17/2021	LOUVRE AS	21.59
	86690	03/17/2021	CONVERTER	98.58
	86690	03/17/2021	KNOB CONTROL	9.13
	86690	03/17/2021	SWITCH ROCKER	31.94
	86690	03/17/2021	HOSE	14.86
	86690	03/17/2021	CLAMP	5.34
	86690	03/17/2021	REGULATOR	12.95
	86690	03/17/2021	GASKET HSG	2.67
	86690	03/17/2021	SEAL-O-RING	5.39
	86690	03/17/2021	SEAL-O-RING	1.12
	86690	03/17/2021	ELEMENT - FILT	31.46
	86690	03/17/2021	SEAL-O-RING	5.80
	86690	03/17/2021	SALES TAX	22.50
Total CASHMAN EQUIPMENT CO.:				295.27
Central Sanitary Supply				
	86691	03/17/2021	SANITIZING WIPES	348.86
	86691	03/17/2021	SANITIZING WIPES	172.94
Total Central Sanitary Supply:				521.80
CH2M HILL				
	86740	03/17/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	25,090.98 M
	86740	03/17/2021	#32 2020 HEADWORKS IMPROVEMENTS PROJECT	44,335.69 M
	86740	03/17/2021	#3 GENERAL CONSULTING	1,249.82 M
	86740	03/17/2021	#36 2021 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	39,661.99 M
Total CH2M HILL:				110,338.48
CLARK PEST CONTROL				
	86692	03/17/2021	FEBRUARY INVOICE	275.00
	86770	03/17/2021	MARCH INVOICE	275.00 M

Payee	Check Number	Check Issue Date	Description	Amount
Total CLARK PEST CONTROL:				550.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	86693	03/17/2021	FEBRUARY INVOICE	477.41
Total CORELOGIC INFORMATION SOLUTIONS, IN:				477.41
CSRMA % ALLIANT INSURANCE SERVICES				
	86757	03/17/2021	POOLED LIABILITY PROGRAM DEDUCTIBLE	10,404.82 M
Total CSRMA % ALLIANT INSURANCE SERVICES:				10,404.82
CUMMINS SALES AND SERVICE				
	86787	03/18/2021	PARTS	207.14 M
	86787	03/18/2021	LABOR	2,827.20 M
	86787	03/18/2021	TRAVEL	592.80 M
	86787	03/18/2021	ELECTRONIC TOOLING FEES	50.00 M
	86787	03/18/2021	ROAD MILEAGE	181.50 M
	86787	03/18/2021	SHOP SUPPLIES	162.37 M
Total CUMMINS SALES AND SERVICE:				4,021.01
CWEA				
	86694	03/17/2021	MECHANICAL TECHNOLOGIST GRADE 3, SNIDER ID#313398	101.00
	86694	03/17/2021	CWEA MEMBERSHIP RENEWAL - J PARRISH	192.00
Total CWEA:				293.00
DELL COMPUTER CORP. C/O DELL USA L.				
	86695	03/17/2021	DELL LATITUDE 5511	1,696.30
Total DELL COMPUTER CORP. C/O DELL USA L.:				1,696.30
DIAMOND G CONSTRUCTION INC				
	86769	03/17/2021	2020 ADMIN BLDG REMODEL PPE #6	6,362.64 M
	86769	03/17/2021	2020 ADMIN BLDG REMODEL RETENTION #6	318.13- M
Total DIAMOND G CONSTRUCTION INC:				6,044.51
DIGI-KEY				
	86696	03/17/2021	LITTLE FUSE MP8000	1,345.03
	86696	03/17/2021	LITTLE FUSE	552.82
Total DIGI-KEY:				1,897.85
E&M ELECTRIC				
	86779	03/17/2021	SIEMENS SIEMPRO SUPPORT CONTRACT RENEWAL	6,347.23 M
Total E&M ELECTRIC:				6,347.23
ENDRESS+HAUSER C/O				
	86768	03/17/2021	PROMAG W 400, 5W4C2H, DN200 8"	4,499.02 M
	86768	03/17/2021	PROMAG, GROUNDING DISC/PROTECTION DISC	635.36 M
Total ENDRESS+HAUSER C/O:				5,134.38

Payee	Check Number	Check Issue Date	Description	Amount
ENVIRONMENTAL EXPRESS				
	86767	03/17/2021	OAKTON BUFFER SOLUTION PH 6.86	83.25 M
	86767	03/17/2021	OAKTON BUFFER SOLUTION PH 6.86	83.25 M
	86767	03/17/2021	HL COD DIGESTION VIALS	955.84 M
	86767	03/17/2021	LL COD DIGESTION VIALS	1,407.25 M
	86767	03/17/2021	SHIPPING CHARGES	111.49 M
Total ENVIRONMENTAL EXPRESS:				2,641.08
FASTENAL				
	86697	03/17/2021	1/2" -13 S.S. FHN (100)	42.77
	86697	03/17/2021	1/2" - 13SS DROP IN ANCHOR (100)	653.29
	86697	03/17/2021	S/S FW 1/2x1 1/4 OD (100)	24.10
	86697	03/17/2021	SDS+ 11/16" x 8" OAL	57.90
	86697	03/17/2021	3/8x8" SDS	110.96
	86697	03/17/2021	5/8x18" SDS	149.64
Total FASTENAL:				1,038.66
FEDERAL EXPRESS CORP.				
	86698	03/17/2021	ADMIN SHIPPING CHARGES	103.10
	86698	03/17/2021	SHIPPING CHARGES	68.67
Total FEDERAL EXPRESS CORP.:				171.77
FERGUSON ENTERPRISES,INC. #1423				
	86699	03/17/2021	FLANGE COUPLING ADAPTER 8.63-9.03 ASSY	811.19
	86699	03/17/2021	2 PVC S80 SOC CAP	12.84
	86699	03/17/2021	1 PVC S80 SXS 90 ELL	26.91
	86699	03/17/2021	2 PVC S80 S80 THRD 90 ELL	30.45
	86699	03/17/2021	2 PVC S80 SXS UNION	52.69
Total FERGUSON ENTERPRISES,INC. #1423:				934.08
FISHER SCIENTIFIC COMPANY				
	86700	03/17/2021	500G BOILING GRANULES	318.26
	86700	03/17/2021	FOAM ANTIBACTERIAL	55.54
	86700	03/17/2021	SHIPPING	20.49
	86700	03/17/2021	500ML SODIUM PHENATE	126.80
	86700	03/17/2021	POTASSIUM IODINE	40.84
	86700	03/17/2021	POTASSIUM SODIUM	124.42
	86700	03/17/2021	500G CELITE 545 POWDER	126.67
	86700	03/17/2021	500ML TSS STD	183.24
	86700	03/17/2021	TEST TUBE RACK	185.12
	86700	03/17/2021	NESSLER TUBE RACK 12 POSITION /50ML	212.17
	86700	03/17/2021	BOTTLE RECTAGLE 16OZ	150.67
	86700	03/17/2021	RACK UNRISE TEST TUBE GREEN 13MM	59.54
	86700	03/17/2021	PRETREATMENT FILTER CARTRIDGE	587.99
	86700	03/17/2021	DI SYSTEM FILTER	585.63
	86700	03/17/2021	SHIPPING FUEL SURCHARGE	3.20
	86761	03/17/2021	PYRAMEX SAFETY EYEWEAR +1.5	55.98 M
	86761	03/17/2021	PYRAMEX SAFETY EYEWEAR CLEAR	16.78 M
	86761	03/17/2021	NITRATE	92.42 M
	86761	03/17/2021	4.7CM MICROFIBER FILTERS	484.00 M
	86761	03/17/2021	VOLUMETRIC PIPETS	157.92 M
	86761	03/17/2021	LARGE TIP OPENING PIPETS	368.00 M

Payee	Check Number	Check Issue Date	Description	Amount
Total FISHER SCIENTIFIC COMPANY:				3,955.68
HACH CHEMICAL COMPANY				
	86701	03/17/2021	1 MG/L NH, Standard Solution Amtax 2000 mL	213.92
	86701	03/17/2021	1 MG/L NH, Standard Solution Amtax 2000 mL	204.79
	86701	03/17/2021	1 MG/L NH, Standard Solution Amtax 2000 mL	195.39
	86701	03/17/2021	Reagent Amtax 10MG / 2500ML	242.48
	86701	03/17/2021	Cleaning Solution Amtax - 1MG/250ML	353.39
	86780	03/17/2021	PHOSVER PHOSPHATE PILLOWS	1,057.88 M
	86780	03/17/2021	HYDROCHLORIDE	96.18 M
	86780	03/17/2021	BUFFER SOLUTION	219.09 M
	86780	03/17/2021	PLATE COUNT AGAR TUBES	99.38 M
Total HACH CHEMICAL COMPANY:				2,682.50
HOME DEPOT				
	86702	03/17/2021	REPLACEMENT POWER VENT MOTOR PVM115	79.64
	86702	03/17/2021	4FT X 50FT 11.5-GAUGE GALVANIZED STEEL CHAIN LINK FENCING	105.00
	86702	03/17/2021	21.5" BRUSHED SILVER ASTON SQUARE LAMP	162.29
	86702	03/17/2021	CHARLOTTE PIPE 4" ABS DWV HUB x HUB COUPLING	25.78
	86702	03/17/2021	CHARLOTTE PIPE 4" X 10FT ABS DWV SCHEDULE 40	151.32
	86702	03/17/2021	NIBCO 2" ABS DWV 90-DEGREE HUB X HUB ELBOW	10.78
	86702	03/17/2021	CHARLOTTE PIPE 3" ABS DWV HUB X HUB COUPLING	12.80
	86702	03/17/2021	CHARLOTTE PIPE 2" ABS DW HUB X HUB COUPLING	6.43
	86702	03/17/2021	CHARLOTTE PIPE 2" X 10FT PVC DWV SCHEDULE 40	49.82
	86702	03/17/2021	CHARLOTTE PIPE 3" X 10FT ABS DWV SCHEDULE 40	103.73
	86702	03/17/2021	FREIGHT CHARGE	85.52
Total HOME DEPOT:				793.11
HUNT & SONS INC.				
	86778	03/17/2021	MEROPA SYNTHETIC EP150 GEAR OIL - (5 GALLON PAIL)	436.79 M
Total HUNT & SONS INC.:				436.79
ILEANA VASSILIOU				
	86751	03/17/2021	FEBRUARY TRAINING	500.00 M
	86751	03/17/2021	FEBRUARY TRAINING	1,500.00 M
Total ILEANA VASSILIOU:				2,000.00
Innovyze				
	86788	03/23/2021	InfoSWMM Floating	11,475.00 M
	86788	03/23/2021	InfoSWMM Floating - Infocare	2,295.00 M
Total Innovyze:				13,770.00
J.W. WELDING SUPPLY				
	86703	03/17/2021	STAINLESS STEEL TIG WELDING FILLER ROD 1/8 DIAMETER	53.48
Total J.W. WELDING SUPPLY:				53.48
JOHNSON CONTROLS SECURITY SOLUTIONS				
	86784	03/17/2021	PROVIDE AND INSTALL SECURITY CAMERA SYSTEM PER ATTACHED AGRE	29,400.02 M

Payee	Check Number	Check Issue Date	Description	Amount
Total JOHNSON CONTROLS SECURITY SOLUTIONS:				29,400.02
JORDAN TRUCK & TRAILER				
	86774	03/17/2021	NIGHTHAWK LIGHTING SYSTEM	1,090.51 M
Total JORDAN TRUCK & TRAILER:				1,090.51
JUSTIN PARRISH				
	86783	03/17/2021	CDL PERMIT & LICENSE EXP REIMBURSEMENT	146.50 M
Total JUSTIN PARRISH:				146.50
KONICA MINOLTA BUSINESS SOLUTIONS U				
	86776	03/17/2021	MARCH INVOICE	142.95 M
Total KONICA MINOLTA BUSINESS SOLUTIONS U:				142.95
LHOIST NORTH AMERICA				
	86704	03/17/2021	HYDRATED LIME	9,735.65
	86704	03/17/2021	HYDRATED LIME	8,854.53
	86704	03/17/2021	HYDRATED LIME	9,026.46
	86704	03/17/2021	HYDRATED LIME	9,735.65- V
	86704	03/17/2021	HYDRATED LIME	8,854.53- V
	86704	03/17/2021	HYDRATED LIME	9,026.46- V
	86786	03/17/2021	HYDRATED LIME	8,854.53 M
	86786	03/17/2021	HYDRATED LIME	9,026.46 M
Total LHOIST NORTH AMERICA:				17,880.99
LIBERTY PROCESS EQUIPMENT INC				
	86705	03/17/2021	RADIAL BALL BEARING	75.00
	86705	03/17/2021	THRUST BALL BEARING	275.00
	86705	03/17/2021	THRUST GREASE SEAL	8.00
	86705	03/17/2021	RADIAL GREASE SEAL	17.00
	86705	03/17/2021	BEARING SPACER	30.00
	86705	03/17/2021	THRUST PLATE	114.00
	86705	03/17/2021	STATOR GASKET	22.00
	86705	03/17/2021	STATOR	297.00
	86705	03/17/2021	ROTOR	716.00
	86705	03/17/2021	ROTOR SET SCREW	16.00
	86705	03/17/2021	SALES TAX	102.77
Total LIBERTY PROCESS EQUIPMENT INC:				1,672.77
LIBERTY UTILITIES				
	86752	03/17/2021	FEBRUARY ELECTRIC	5.78 M
	86752	03/17/2021	FEBRUARY ELECTRIC	3.82 M
	86752	03/17/2021	FEBRUARY ELECTRIC	3.28 M
	86752	03/17/2021	FEBRUARY ELECTRIC	1.27 M
	86773	03/17/2021	FEBRUARY ELECTRIC	44.38 M
Total LIBERTY UTILITIES:				58.53
MOUNTAIN HARDWARE				
	86706	03/17/2021	2 WATER VAULT ACTUATORS	4.32
	86706	03/17/2021	EYEWASH STATION SUPPLIES	34.16

Payee	Check Number	Check Issue Date	Description	Amount
	86706	03/17/2021	PROPANE FOR CAT FORKLIFT	97.59
	86755	03/17/2021	MURIATIC ACID	87.59 M
	86755	03/17/2021	MURIATIC ACID	48.66 M
Total MOUNTAIN HARDWARE:				272.32
MOUSER ELECTRONICS				
	86707	03/17/2021	Phoenix Contact Profibus Conn Restock	260.45
Total MOUSER ELECTRONICS:				260.45
MUNICIPAL RESOURCE GROUP LLC				
	86708	03/17/2021	FEBRUARY FEES	10,897.50
Total MUNICIPAL RESOURCE GROUP LLC:				10,897.50
NAPA- SIERRA				
	86709	03/17/2021	WIPER BLADES	75.26
Total NAPA- SIERRA:				75.26
OFFICE DEPOT				
	86710	03/17/2021	CALCULATOR TAPE 2-1/4" x 150'	78.80
	86710	03/17/2021	ESPRESSIONS RAPID TOUCH GRINDER	43.28
	86710	03/17/2021	NESTLE COFFEE-MATE LIQUID CREAMER, FRENCH VANILLA	20.85
	86710	03/17/2021	NESTLE COFFEE-MATE POWDERED CREAMER	9.06
	86710	03/17/2021	EXECUTIVE SUITE PURE SUGAR	12.58
	86710	03/17/2021	FILE FOLDERS, 1/3 CUT, LETTER SIZE	10.61
	86710	03/17/2021	PILOT PRECISE V5 ROLLERBALL PENS, ASSORTED COLORS	10.75
	86710	03/17/2021	PILOT G-2 GEL PENS, BLACK INK	12.42
	86710	03/17/2021	HP 85A, BLACK TONER CARTRIDGE (CE285A)	105.15
	86710	03/17/2021	HP LASERJET 410A, MAGENTA TONER CARTRIDGE	204.38
	86710	03/17/2021	LOGITECH WIRELESS KEYBOARD & MOUSE	229.92
	86710	03/17/2021	HP LASERJECT 410A, YELLOW TONER CARTRIDGE	204.38
	86710	03/17/2021	LOGITECH K360 WIRELESS KEYBOARD	21.64
	86710	03/17/2021	UNIBALL 307 PENS, BLACK	127.26
	86738	03/17/2021	W2110A HP206A BLACK TONER CARTRIDGE	136.16 M
	86738	03/17/2021	W2112A HP206A YELLOW TONER CARTRIDGE	159.97 M
	86738	03/17/2021	W2113A HP206A MAGENTA TONER CARTRIDGE	159.97 M
	86738	03/17/2021	CE402A HP507A YELLOW TONER CARTRIDGE	212.96 M
	86738	03/17/2021	CE403A HP507A MAGENTA TONER CARTRIDGE	212.96 M
	86763	03/17/2021	LOGITECH WIRELESS KEYBOARD AND MOUSE	41.39 M
Total OFFICE DEPOT:				2,014.49
OTIS ELEVATOR CO.				
	86785	03/17/2021	MAINTENANCE SERVICE 12/1/2020 - 11/30/2021	3,480.96 M
	86785	03/17/2021	TRAVEL TIME	1,286.88 M
Total OTIS ELEVATOR CO.:				4,767.84
PAYMENTUS GROUP INC				
	86737	03/10/2021	TRANS FEES FOR NOV 2020	17.50 M
	86765	03/17/2021	TRANS FEES FOR FEBRUARY 2021	23.00 M
Total PAYMENTUS GROUP INC:				40.50

Payee	Check Number	Check Issue Date	Description	Amount
PDM STEEL SVC CNTRS INC-SPARKS NV				
	86711	03/17/2021	2 X 2 X .120 STAINLESS TUBE - 20 TYPE 304	674.24
	86711	03/17/2021	1/4 STAINLESS PLATE 48 x 120 TYPE 304	4,081.59
	86711	03/17/2021	FUEL SURCHARGE	16.24
Total PDM STEEL SVC CNTRS INC-SPARKS NV:				4,772.07
PINNACLE TOWERS INC.				
	86712	03/17/2021	MARCH TOWER RENTAL	758.09
Total PINNACLE TOWERS INC.:				758.09
PLATT ELECTRIC COMPANY				
	86713	03/17/2021	1-GANG NO DEVICE BLANK WALLPLATE STAINLESS STEEL	24.28
	86713	03/17/2021	1-GANG NO DEVICE BLANK WALLPLATE IVORY	10.32
	86713	03/17/2021	F32T8/ADV841/EW/ALTO 28 WATT	271.49
	86746	03/17/2021	3/4" RIGID CONDUIT	360.74 M
	86746	03/17/2021	SVC CHARGE	14.79 M
Total PLATT ELECTRIC COMPANY:				681.62
PRAXAIR DISTRIBUTION INC				
	86749	03/17/2021	FEBRUARY CYLINDER RENTALS	79.56 M
Total PRAXAIR DISTRIBUTION INC:				79.56
R.F. MACDONALD COMPANY				
	86714	03/17/2021	BOILER REPAIR FEES	3,255.68
Total R.F. MACDONALD COMPANY:				3,255.68
RED WING BUSINESS ADVANTAGE ACCOUNT				
	86772	03/17/2021	BOOTS SCHULTZ	234.65 M
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				234.65
RENO GAZETTE & JOURNAL				
	86715	03/17/2021	ADVERTISING - FINANCE MANAGER	1,149.99
Total RENO GAZETTE & JOURNAL:				1,149.99
RENOWN HEALTH				
	86716	03/17/2021	EMPLOYEE SCREENING	120.00
Total RENOWN HEALTH:				120.00
ROY SMITH COMPANY				
	86717	03/17/2021	LIQUID OXYGEN	3,988.03
	86717	03/17/2021	LIQUID OXYGEN	334.27
	86717	03/17/2021	LIQUID OXYGEN	3,970.50
Total ROY SMITH COMPANY:				8,292.80
RYAN HERCO PRODUCTS CORP.				
	86718	03/17/2021	FLOWLINE SGL SNSR RELAY CTRL	1,144.36
	86718	03/17/2021	FLOWLINE OPTIC SNSR PP 4.5"	1,143.90

Payee	Check Number	Check Issue Date	Description	Amount
Total RYAN HERCO PRODUCTS CORP.:				2,288.26
Samson Engineering & Machinery Co.				
	86766	03/17/2021	ROTO BINDICATOR PRO POWER PAK	679.48 M
Total Samson Engineering & Machinery Co.:				679.48
SDC TAHOE CITY LLC				
	86719	03/17/2021	SVC CHARGE REFUND FOR REDUCTION	2,939.76
Total SDC TAHOE CITY LLC:				2,939.76
SETON				
	86720	03/17/2021	BRADY B30 SERIES RIBBONS - BLACK	135.19
	86720	03/17/2021	BRADY B30 SERIES RIBBONS - WHITE	135.18
Total SETON:				270.37
SOUTHWEST GAS CORP.				
	86739	03/17/2021	FEBRUARY NATURAL GAS 10%	318.32 M
	86739	03/17/2021	FEBRUARY NATURAL GAS 90%	2,864.93 M
	86739	03/17/2021	FEBRUARY NATURAL GAS 10%	463.83 M
	86739	03/17/2021	FEBRUARY NATURAL GAS 90%	4,174.54 M
Total SOUTHWEST GAS CORP.:				7,821.62
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	86721	03/17/2021	EMPLOYEE SCREENING	318.50
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				318.50
TAHOE SUPPLY COMPANY LLC				
	86722	03/17/2021	SINGLE FOLD TOWEL MFR# PPR-GEN5000W	92.84
	86722	03/17/2021	24 X 32 BLACK CAN LINERS	113.16
	86722	03/17/2021	38 X 58 BLACK CAN LINERS	108.54
	86722	03/17/2021	SINGLE FOLD TOWEL MFR# PPR-GEN5000W	61.90
Total TAHOE SUPPLY COMPANY LLC:				376.44
TAHOE TRUCKEE DISPOSAL				
	86723	03/17/2021	FEBRUARY SLUDGE	2,898.02
	86723	03/17/2021	FEBRUARY CENTRIFUGE	15,903.25
Total TAHOE TRUCKEE DISPOSAL:				18,801.27
TERRYBERRY COMPANY				
	86764	03/17/2021	SS PEARL & CZ BANGLE BRACELET	309.28 M
	86764	03/17/2021	COLEMAN 2 BURNER PROPANE GRILL	524.51 M
	86764	03/17/2021	YETI 20 OZ SET	221.43 M
Total TERRYBERRY COMPANY:				1,055.22
THATCHER COMPANY OF CA INC				
	86724	03/17/2021	CHORINE EMPTIES	3,000.00-
	86724	03/17/2021	CHLORINE	5,940.00
	86724	03/17/2021	CHLORINE	9,900.00

Payee	Check Number	Check Issue Date	Description	Amount
	86724	03/17/2021	CHLORINE EMPTIES	5,000.00-
	86724	03/17/2021	50% SODIUM HYDROXIDE (CAUSTIC)	10,170.52
	86724	03/17/2021	FUEL SURCHARGE	88.00
	86747	03/17/2021	CHLORINE	1,980.00 M
	86747	03/17/2021	CHLORINE	5,940.00 M
	86747	03/17/2021	CHLORINE EMPTIES	4,000.00- M
	86747	03/17/2021	CHLORINE EMPTIES	4,000.00- M
	86747	03/17/2021	5% HYDROCHLORIC ACID, 4000 GALLONS MAX	4,441.96 M
	86747	03/17/2021	CA MILL ASMT (2.10%)	83.70 M
Total THATCHER COMPANY OF CA INC:				22,544.18
THOMSON WEST				
	86745	03/17/2021	FEBRUARY INVOICE	347.75 M
Total THOMSON WEST:				347.75
TOTAL COMPENSATION SYSTEMS INC				
	86748	03/17/2021	GASB 75 ROLL FORWARD VALUATION (TWO INSTALLMENTS)	810.00 M
TOTAL COMPENSATION SYSTEMS INC:				810.00
TRANE COMPANY				
	86725	03/17/2021	REPLACEMENT PARTS & LABOR FOR CARNKCASE	1,354.00
	86725	03/17/2021	REPLACEMENT PARTS & LABOR FOR CARNKCASE	763.00
Total TRANE COMPANY:				2,117.00
TRUCKEE DONNER PUD				
	86726	03/17/2021	FEBRUARY ELECTRIC 10%	5.49
	86726	03/17/2021	FEBRUARY ELECTRIC 90%	49.42
	86726	03/17/2021	FEBRUARY ELECTRIC 10%	6.37
	86726	03/17/2021	FEBRUARY ELECTRIC 90%	57.39
	86726	03/17/2021	FEBRUARY ELECTRIC 10%	2.73
	86726	03/17/2021	FEBRUARY ELECTRIC 90%	24.59
	86726	03/17/2021	FEBRUARY ELECTRIC 10%	7,727.04
	86726	03/17/2021	FEBRUARY ELECTRIC 90%	69,543.43
	86726	03/17/2021	FEBRUARY WATER 10%	12.69
	86726	03/17/2021	FEBRUARY WATER 90%	114.30
Total TRUCKEE DONNER PUD:				77,543.45
U.S. BANK CARD DIVISION				
	3252101	03/25/2021	ADOBE-ACCOUNTING	39.98 M
	3252101	03/25/2021	BLACK DESK PLATE	24.12 M
	3252101	03/25/2021	BROWN ACT COMPLIANCE MANUAL, SPECIAL DISTRICT BOD & TRUSTEE M	30.00 M
	3252101	03/25/2021	CLICK & SHIP	21.90 M
	3252101	03/25/2021	14X25X2 MERV 13 PLEATED AIR FILTERS	180.44 M
	3252101	03/25/2021	50FT HDMI CABLE FOR BOARD ROOM	80.08 M
	3252101	03/25/2021	75" VIZIO TV, TV WALL MOUNT	1,030.23 M
	3252101	03/25/2021	HVCA DIODE, TRIAD MAGNETICS TRANSORMER	63.03 M
	3252101	03/25/2021	VON DUPRIN RIM EXIT DEVICE WITH PASSAGE LEVER TRIM	418.93 M
	3252101	03/25/2021	DISPOSABLE FACE MASKS PK-50	129.58 M
	3252101	03/25/2021	COFFEE	49.62 M
	3252101	03/25/2021	AUDIO CONFERENCE MONTHLY CHARGE	110.00 M
	3252101	03/25/2021	STANDARD PRO ANNUAL	110.88 M
	3252101	03/25/2021	STANDARD PRO ANNUAL	110.89 M

Payee	Check Number	Check Issue Date	Description	Amount
	3252101	03/25/2021	FRAUD CHARGES REVERSAL ON NEXT STATEMENT	854.26 M
	3252101	03/25/2021	COFFEE	22.50 M
	3252101	03/25/2021	SKID STEER CHAINS	396.24 M
	3252101	03/25/2021	24X24X1 LIFETIME FILTERS	1,026.97 M
	3252101	03/25/2021	DOUBLE FACE LED COMBINATION EXIT SIGN	286.02 M
	3252101	03/25/2021	JOB ADVERTISING-CMMS/GIS POSITION	290.00 M
	3252101	03/25/2021	JOB ADVERTISING-FINANCE/ADMIN MANAGER	200.00 M
	3252101	03/25/2021	PRO SERIES PH/COND FIELD CABLE	540.17 M
	3252101	03/25/2021	JANUARY BILL ADMIN	75.76 M
	3252101	03/25/2021	JANUARY BILL ENGINEERING	37.88 M
	3252101	03/25/2021	JANUARY BILL OPERATIONS	307.48 M
	3252101	03/25/2021	JANUARY BILL MAINTENANCE	191.90 M
	3252101	03/25/2021	JANUARY BILL IT	58.07 M
	3252101	03/25/2021	AWI VIRTUAL TRAINING INSTITUTE	3,085.00 M
	3252101	03/25/2021	TILLMAN XL TIG WELDING GLOVES	23.38 M
	3252101	03/25/2021	AMERICAN LOCK 1 1/2X3 ORANGE	47.59 M
	3252101	03/25/2021	6/PK COMPATIBLE 1/2" BLACK ON WHITE P-TOUCH TAPE	49.99 M
	3252101	03/25/2021	44IN DOUBLE BANK TOP CHEST, BLACK	421.68 M
	3252101	03/25/2021	ZEROBCLUB DIGITAL WIRELESS BACKUP CAMERA	185.81 M
	3252101	03/25/2021	COLOR RIBBON - 300 PRINTS	112.04 M
	3252101	03/25/2021	PEPWAVE NAX BR1 MK2 WITH CAT6 ROUTER	648.42 M
	3252101	03/25/2021	CONFINED SPACE ENTRY BY PERMIT ONLY SIGNS	139.08 M
	3252101	03/25/2021	ACCOUNTING AND PURCHASING RECEIVED STAMPS	184.35 M
	3252101	03/25/2021	JOB ADVERTISEMENT ASSOCIATE ENGINEER	295.00 M
	3252101	03/25/2021	RETURN - CARLISLE FAIRWAY TIRE	39.35- M
	3252101	03/25/2021	1099 AND W-2 KITS	195.85 M
	3252101	03/25/2021	JOB ADVERTISEMENT ASSOCIATE ENGINEER	200.00 M
	3252101	03/25/2021	WEATHERPROOF ENCLOSURE	383.24 M
	3252101	03/25/2021	BLUNDSTONE BOOTS	205.62 M
	3252101	03/25/2021	ADOBE IT	17.99 M
	3252101	03/25/2021	SAHARA APPLE IPAD CASE	43.29 M
	3252101	03/25/2021	APPLE IPAD PRO 12.9"	1,037.77 M
	3252101	03/25/2021	GOOGLE GSUITE INTERNET	900.00 M
	3252101	03/25/2021	MICROSOFT	309.50 M
	3252101	03/25/2021	AMAZON WEB SERVICES	7.31 M
	3252101	03/25/2021	LOGMEIN GOTOMEETING	84.00 M
				<hr/>
Total U.S. BANK CARD DIVISION:				15,224.49
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ULINE				
	86727	03/17/2021	HORIZONTAL GAS CYLINDER CABINET	496.63
	86727	03/17/2021	INDUSTRIAL METAL STORAGE CABINET	413.07
	86727	03/17/2021	RUBBER SPEED BUMP 48 X 12 X 2	624.71
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Total ULINE:				1,534.41
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UNIFIRST CORPORATION				
	86728	03/17/2021	UNIFORMS	129.06
	86728	03/17/2021	UNIFORMS	13.08
	86728	03/17/2021	UNIFORMS	74.49
	86728	03/17/2021	UNIFORMS	489.74
	86728	03/17/2021	UNIFORMS	12.67
	86728	03/17/2021	UNIFORMS	15.15
	86728	03/17/2021	UNIFORMS	129.06
	86728	03/17/2021	UNIFORMS	13.08
	86728	03/17/2021	UNIFORMS	74.49
	86728	03/17/2021	UNIFORMS	82.05

Payee	Check Number	Check Issue Date	Description	Amount
	86728	03/17/2021	UNIFORMS	12.67
	86728	03/17/2021	UNIFORMS	15.15
	86728	03/17/2021	UNIFORMS	129.06
	86728	03/17/2021	UNIFORMS	13.08
	86728	03/17/2021	UNIFORMS	74.49
	86728	03/17/2021	UNIFORMS	82.05
	86728	03/17/2021	UNIFORMS	12.67
	86728	03/17/2021	UNIFORMS	15.15
	86742	03/17/2021	UNIFORMS	1,118.52 M
	86742	03/17/2021	UNIFORMS	296.40 M
	86742	03/17/2021	UNIFORMS	80.05 M
	86742	03/17/2021	UNIFORMS	438.77 M
	86742	03/17/2021	UNIFORMS	153.18 M
	86742	03/17/2021	UNIFORMS	223.28 M
	86742	03/17/2021	UNIFORMS	60.58 M
	86742	03/17/2021	UNIFORMS	30.29 M
	86742	03/17/2021	UNIFORMS	311.52 M
	86775	03/17/2021	UNIFORMS	81.51 M
	86775	03/17/2021	UNIFORMS	13.48 M
	86775	03/17/2021	UNIFORMS	84.31 M
	86775	03/17/2021	UNIFORMS	133.46 M
	86775	03/17/2021	UNIFORMS	15.43 M
	86775	03/17/2021	UNIFORMS	13.05 M
	86775	03/17/2021	UNIFORMS	3.08 M
Total UNIFIRST CORPORATION:				4,444.10
UNIVAR USA INC.				
	86729	03/17/2021	METHANOL	10,651.80
	86729	03/17/2021	METHANOL	13,184.85
	86729	03/17/2021	METHANOL	13,184.85
Total UNIVAR USA INC.:				37,021.50
VICKY LUFRANO				
	86730	03/17/2021	MARCH CELL PHONE	42.80
Total VICKY LUFRANO:				42.80
VWR SCIENTIFIC INC				
	86731	03/17/2021	1L 1N SODIUM CARBONATE BDH7971-1	64.00
	86731	03/17/2021	5/16" X 7/16" PVC TUBING 60985-534	289.21
	86731	03/17/2021	CHLORINE STANDARD SOLUTION 97026-286	257.87
	86731	03/17/2021	AMMONIUM ACETATE 2.5 KG BDH9204-2.5KG	239.11
	86731	03/17/2021	BROKEN GLASS CARTONS	81.52
	86731	03/17/2021	2 LITER WIDE MOUTH BOTTLES	278.85
	86731	03/17/2021	FREIGHT	46.52
	86731	03/17/2021	WHITE LABEL TAPE	99.87
	86731	03/17/2021	SOFTSIDE PUMP SOAP	73.51
	86731	03/17/2021	X-LARGE NITRILE GLOVES	255.87
	86731	03/17/2021	MEDIUM NITRILE GLOVES	252.89
	86760	03/17/2021	CHLORIDE IC STD 1000 PPM 500ML	143.68 M
	86760	03/17/2021	BROMIDE IC STD 1.00PPM 120ML	27.92 M
	86760	03/17/2021	VWR SUPRT BASE 47MM FRST GLASS	228.73 M
	86760	03/17/2021	VWR SOFTCIDE NA BOTTLE 32OZ	141.48 M
	86760	03/17/2021	PIPETTE VOL VWR CLS A COLR CD BORO 25ML	240.05 M
	86760	03/17/2021	COD STANDARD 1000PPM 250ML	42.30 M

Payee	Check Number	Check Issue Date	Description	Amount
	86781	03/17/2021	EVAPORATING DISHES	368.25 M
Total VWR SCIENTIFIC INC:				3,131.63
WATER ENVIRONMENT FEDERATION				
	86732	03/17/2021	MEMBERSHIP FOR SCOTT FLEMING - ID#17975268	145.00
	86754	03/17/2021	WEF MEMBERSHIP FOR PALLANTE	332.00 M
Total WATER ENVIRONMENT FEDERATION:				477.00
WECO INDUSTRIES LLC				
	86733	03/17/2021	GASKETS	295.48
Total WECO INDUSTRIES LLC:				295.48
WESTERN ENV. TESTING LAB.				
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	79.00
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	79.00
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	79.00
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	79.00
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	79.00
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	79.00
	86734	03/17/2021	QUARTERLY BIOSOLIDS TESTING	75.40
Total WESTERN ENV. TESTING LAB.:				549.40
WESTERN NEVADA SUPPLY				
	86759	03/17/2021	4" 304 STAINLESS STEEL PIPE SCH 10 (20ft)	718.35 M
	86759	03/17/2021	4" LONG RADIUS 90 ELBOW SCH 10 304 STAINLESS	41.09 M
	86759	03/17/2021	4" ROUND CAP SCH 10 304 STAINLESS NOT THREADED	13.57 M
	86759	03/17/2021	3" 304 STAINLESS STEEL PIPE SCH 10	138.51 M
	86759	03/17/2021	BALL VALVES 1/2"	102.23 M
Total WESTERN NEVADA SUPPLY:				1,013.75
WILEY, PRICE & RADULOVICH				
	86736	03/10/2021	JANUARY FEES	51,511.00 M
	86743	03/17/2021	FEBRUARY FEES	8,536.00 M
Total WILEY, PRICE & RADULOVICH:				60,047.00
ZORO				
	86735	03/17/2021	CREDIT FOR INVOICE INV8753311	443.78-
	86735	03/17/2021	DIN RAIL	118.85
	86735	03/17/2021	QUICK CHANGE HAMMER 16OZ	22.10
	86735	03/17/2021	29 PIECE DRILL BIT SET FOR IMPACT	84.08
	86735	03/17/2021	SOCKET BIT SET, 1/4" SIZE	40.34
	86735	03/17/2021	SOCKET BIT SET, 1/16" SIZE	77.11
	86735	03/17/2021	2" BLUE MASKING TAPE	31.00
	86735	03/17/2021	WINDSOCK KIT, ORANGE	259.12
	86735	03/17/2021	PROHOLD BALLEND SCREWDRIVER	40.65
	86735	03/17/2021	TRACTION DEVICE FOOTWEAR, SIZE LARGE	33.88
	86735	03/17/2021	TRACTION DEVICE FOOTWEAR, SIZE EXTRA-LARGE	47.82
	86735	03/17/2021	CONFINED SPACE FAN, AXIAL 1/3HP	1,113.89
	86782	03/17/2021	FIT TEST ADAPTER	156.91 M

Payee	Check Number	Check Issue Date	Description	Amount
Total ZORO:				1,581.97
Grand Totals:				615,688.58



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: IV-2
Subject: Approval of financial statements

Background

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

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend approval of the financial statements.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: LaRue Griffin
LaRue Griffin
General Manager



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

	Budget	Month	Month	YTD	YTD ⁽¹⁾
	\$	\$	%	\$	%
REVENUE					
Income from Service Charge	12,823,000.00	630,778.91	4.9	9,129,199.41	71.2
Tax Revenue - Ad Valorem	3,900,000.00	0.00	0.0	2,196,714.22	56.3
Fund Interest	18,000.00	(18.72)	(0.1)	29,399.49	163.3
Other Revenue	7,500.00	1,216.57	16.2	12,810.11	170.8
Temporary Discharge	1,500.00	0.00	0.0	22,501.59	1,500.1
TOTAL REVENUE	16,750,000.00	631,976.76	3.8	11,390,624.82	68.0
EXPENDITURE					
Salaries & Wages	5,658,400.00	393,074.45	6.9	3,821,025.04	67.5
Employee Benefits	3,469,100.00	267,304.70	7.7	2,521,115.42	72.7
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	4,453.73	9.0	38,185.71	76.8
CSRMA Insurance	210,000.00	10,404.82	5.0	244,468.61	116.4
Professional Memberships	47,500.00	899.50	1.9	33,128.00	69.7
Agency Permits & Licenses	178,000.00	0.00	0.0	187,461.14	0.0
Office Expense	271,400.00	28,512.86	10.5	149,508.61	55.1
Contractual Services	1,896,900.00	111,029.71	5.9	1,369,442.33	72.2
Professional Services	805,000.00	74,919.37	9.3	376,193.42	46.7
Conferences & Training	107,500.00	5,085.00	4.7	28,034.13	26.1
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	91,205.53	9.1	729,544.41	72.9
Supplies, Repairs & Maintenance	789,300.00	73,281.14	9.3	473,230.02	60.0
TOTAL EXPENDITURE	14,492,400.00	1,060,170.81	7.3	9,971,336.84	68.8
NET INCOME	2,257,600.00			1,419,287.98	
Unfunded Accrued Liability ⁽²⁾	3,616,977.00			2,310,389.00	63.9

Note:

(1) 75% of the fiscal year has elapsed.

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



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

DESCRIPTION	Budget	Month	Month	YTD	YTD ⁽¹⁾
	\$	\$	%	\$	%
Barscreens, Washers, Compactors	225,000.00	44,335.69	19.7	112,599.77	50.0
Digester & Plant Heating Improvements	-	25,090.98	-	44,652.69	-
Portable Emergency Pump System	-	-	-	19,132.80	-
Plant Air Compressor	-	-	-	24,519.22	-
Security Improvements	100,000.00	29,400.02	29.4	73,500.05	73.5
Hydraulic Pump and Power Pack	60,000.00	64,920.63	108.2	72,134.03	120.2
SUB TOTAL	385,000.00	163,747.32	42.5	346,538.56	90.0
Allocation of 73.2% of Bond Payment	2,222,378.00	-	-	2,222,378.00	100.0
TOTAL	2,607,378.00	163,747.32	6.3	2,568,916.56	98.5

Note:

(1) 75% of the fiscal year has elapsed



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

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD ⁽¹⁾ %
Plant Coating Improvements	550,000.00	-	-	222,787.74	40.5
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	6,362.64	1.8	317,183.11	90.6
EPDM Roof Replacement	800,000.00	-	-	439,330.09	54.9
VFD Replacements	-	-	-	89,636.98	-
TRI Improvemens	100,000.00	-	-	-	-
Centrifuge Rebuild	-	-	-	55,100.00	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	-	-	-	-
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
Lime System Improvements	-	-	-	66.41	-
Chlorine Scrubber Replacement	-	39,661.99	-	113,937.05	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	32,734.90	93.5
Chiller Replacement	150,000.00	-	-	727.28	0.5
SCBA Tank Replacement	35,000.00	-	-	36,472.39	104.2
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
SUB TOTAL	2,385,000.00	46,024.63	1.9	1,307,975.95	54.8
Allocation of 26.8% of Bond Payment	813,658.00	-	-	813,658.10	100.0
TOTAL	3,198,658.00	46,024.63	1.4	2,121,634.05	66.3

Note:

(1) 75% of the fiscal year has elapsed

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH INVESTMENT
 MARCH 31, 2021

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	393,508.87
99-00-0101-000	CASH - USB SERVICE CHARGE	516,745.92
99-00-0102-000	CASH - US BANK TAX REV	8,886.65
99-00-0103-000	CASH - US BANK WWCRF	151,053.45
99-00-0104-000	CASH - WELLS FARGO PAYROLL	5,667.13
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	739,124.66
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	43,111,230.57
		<hr/>
	TOTAL COMBINED CASH	44,926,817.25
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(44,926,817.25)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	21,407,720.56
6	ALLOCATION TO R. R. & UPGRADE FUND	9,755,301.58
7	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,257,286.24
10	ALLOCATION TO GENERAL FUND	6,506,508.87
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	44,926,817.25
	ALLOCATION FROM COMBINED CASH FUND - 99	(44,926,817.25)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

California State Treasurer
Fiona Ma, CPA



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

April 01, 2021

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

March 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/5/2021	3/4/2021	RW	1668822	1628985	MICHELLE MACKEY	-500,000.00
3/15/2021	3/15/2021	RW	1669244	1629397	MICHELLE MACKEY	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	44,111,230.57
Total Withdrawal:	-1,000,000.00	Ending Balance:	43,111,230.57



CERBT and CEPPT Plan Portal - As Of 03/31/2021



[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	20.849118	662,665.614	\$13,815,993.85
Total			\$13,815,993.85

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TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV -3
Subject: Approval of Progress Pay Estimate No. 2 for the Furnishing Submersible Pump and Power Pack project

Background

The Agency must periodically drain and clean its digesters to keep them operational and functioning well. In the past, this work was outsourced to a contractor and is now performed by in-house staff. For the last digester cleaning project, Agency staff had great success using a portable hydraulically powered submersible trash pump to dewater the digesters. This project purchases a similar unit to assist with future digester cleanings. The equipment will also be available for use in other areas of the plant or on the Truckee River Interceptor for other projects and purposes.

The contract documents state that the Agency will pay Contractor ten percent (10%) of the purchase price upon approved shop drawing submittals, seventy five percent (75%) upon complete delivery of the equipment, and fifteen percent (15%) upon successful startup and completion of paperwork. During this pay period, the contractor completed all work on the project.

Fiscal Impact

Progress Pay Estimate No. 2 is for \$64,920.63.


Attachments

Progress Pay Estimate No. 2.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 2 for the Furnishing Submersible Pump and Power Pack project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Furnishing Submersible Pump and Power Pack
 GL Code: 02-10-1700-014
 GL Description: Hydraulic Pump and Power Pack

Progress Pay Estimate No. 2

OWNER:

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

SELLER:

Pac Machine Co., Inc.
 ATTN: Chris Settelmeyer
 8570 23rd Ave,
 Sacramento, CA 95826

ITEM NO.	BID ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	One (1) submersible pump and power pack to be furnished as specified, including a two (2) year warranty.	1	LS	N/A	\$59,101.00	100.00%	\$59,101.00
2	Registration with the California Department of Motor Vehicles for the power pack trailer system as specified.	1	LS	N/A	\$1,500.00	100.00%	\$1,500.00
3	Startup and Testing of Submersible Pump and Power Pack as specified.	1	LS	N/A	\$2,000.00	100.00%	\$2,000.00
4	Spare Parts for the Submersible Pump and Power Pack as specified.	1	LS	N/A	\$1,069.00	100.00%	\$1,069.00
5	Freight	1	LS	N/A	\$3,500.00	100.00%	\$3,500.00
6	Sales Tax	1	LS	N/A	\$4,964.03	100.00%	\$4,964.03
TOTAL					\$72,134.03		\$72,134.03

TOTAL EARNED TO DATE: **\$72,134.03**
 TOTAL AMOUNT PREVIOUSLY PAID: **\$7,213.40**
TOTAL AMOUNT DUE SELLER: \$64,920.63

ACCEPTED BY:

Pac Machine Co., Inc.

BY:

DATE:

Chris S. Kerel
 April 5, 2021

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Report from March 17, 2021 and March 25, 2021 closed session meetings

Background

At the conclusion of the closed session discussions of the March 17, 2021 and March 25, 2021 Board of Directors meetings, the meetings were adjourned without providing a report from closed session.

There was no action taken during the closed session meetings of March 17, 2021 and March 25, 2021.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the March 17, 2021 and March 25, 2021 closed session meetings.

Review Tracking

Submitted By: _____

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: V-2
Subject: Approval of the minutes of the regular Board meeting on March 17, 2021 and the special Board meeting on March 25, 2021

Background

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

Fiscal Impact

None.


Attachments


1. Minutes of the regular Board meeting on March 17, 2021.
2. Minutes of the special Board meeting on March 25, 2021.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on March 17, 2021 and the special Board meeting on March 25, 2021.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

March 17, 2021

I. Call to Order:

This meeting was conducted via Zoom teleconferencing as described in the March 17, 2021 meeting agenda and the accompanying Guidelines for using Zoom for T-TSA March 17, 2021 Board of Directors Meeting. President Cox called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

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

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Executive Assistant/Board Clerk (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information Technology Manager (via teleconference)
Vicky Lufrano, Human Resources Administrator (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Monna Radulovich, Agency Counsel (via teleconference)
Mike Smith, Engineering Department (via teleconference)
Aaron Carlsson, Engineering Department (via teleconference)
Scott Fleming, Engineering Department (via teleconference)
Luke Swann, Information Technology Department (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Celeste Graves, Administrative Department (via teleconference)
Greg O’Hair, Operations Department (via teleconference)
Brandon Dimond, Operations Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)
Ryan Schultz, Maintenance Department (via teleconference)
Dean Haines, Maintenance Department (via teleconference)
Jaime Garcia, Maintenance Department (via teleconference)

Public Present: Steven Topol, Public
Steven Gortler, Public
Sarah Coolidge, Public
Jane Davis, Public
Pippin Mader, Public
Josie Jarpur, Public
Greg Schleusner, Public

II. Public Comment.

Mrs. Chavez advised the Board of Directors there were public comment letters received which have been forwarded to them for their consideration.

Ms. Jane Davis provided public comment regarding management and past Agency personnel matters.

No action was taken by the Board.

III. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 2 for the Furnishing Air Purifying Respirator and Self Contained Breathing Apparatus Equipment project.
4. Approval of Progress Pay Estimate No. 6 for 2020 Administration Building Remodel project.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the consent agenda; motion approved.

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

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

Motion passed.

IV. Regular Agenda

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

Mr. Griffin stated there was no action to report from the February 17, 2021 closed session meeting.

No action was taken by the Board.

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

The Board requested the minutes be amended to include (1) clarification that Director Lewis abstained from the discussion of a temporary sewer service charge relief due to economic hardships caused by COVID-19 and (2) clarification of public comment related to the presentation of the annual financial audit for fiscal year 2019-2020.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on February 17, 2021 with the requested amendments; motion approved.

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

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

Motion passed.

3. Approval of Resolution No. 2-2021 establishing temporary commercial sewer rate relief program in response to COVID-19 pandemic and related economic impacts.

Director Lewis abstained from this Agenda item.

The Board requested the resolution be amended to (1) define “Commercial Customers” to mean Agency commercial and non-residential sewer customer accounts and to (2) define “Hardships” to mean a Commercial Customer who has experienced or is experiencing a significant loss of business caused by or attributable to the COVID-19 pandemic and related State of California or County of Nevada, Placer or El Dorado (depending upon the county where the particular Commercial Customer is located) emergency and public health orders and that has resulted in a significant reduction of the Commercial Customer’s use of Agency sewer service.

Public comment was received by Ms. Sarah Coolidge, Mr. Steve Topol and Mr. Pippin Mader regarding the sewer relief.

MOTION by Director Wilkins **SECOND** by Director Smelser to approve Resolution No. 2-2021 establishing temporary commercial sewer rate relief program in response to COVID-19 pandemic and related economic impacts with the requested amendments to the staff-prepared draft; motion approved.

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

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

Motion passed.

4. Approval of Resolution No. 3-2021 amending employer paid member contributions.

Public comment was received from Ms. Jane Davis, Mr. Pippin Mader, and Mr. Aaron Carlsson regarding the proposed resolution.

MOTION by Director Lewis **SECOND** by Director Lewis to approve Resolution No. 3-2021 amending employer paid member contributions; motion approved.

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

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

Motion passed.

5. Discussion related to retiree health benefits.

Mrs. Lufrano provided an overview of the various options for modifying retiree health benefits to the Board of Directors to include (1) maintaining the current benefit plan; (2) implement a vesting plan in accordance with CalPERS requirements; (3) implement a PEHMCA Minimum plan; and (4) implement a hybrid plan to include a combination of a PEHMCA Minimum and Agency vesting schedule.

Public comment was received by Mr. Pippin Mader regarding retiree health benefits.

After discussion, staff was directed to return at the next Board of Directors meeting with an action item to adopt a vesting schedule per CalPERS requirements for Board consideration and a detailed cost comparison of the above listed plan options.

6. Discussion of Agency land use.

Mr. Jay Parker provided an overview of all Agency properties and defined the land uses allowed by the Town of Truckee zoning ordinance and the process required to amend any current land zoning.

After discussion, the Board of Directors determined staff should evaluate future inquiries for Agency land use and present inquiries for Board of Director discussion and consideration.

Public comment was received by Mr. Pippin Mader regarding Agency land use.

No action was taken by the Board.

7. Approval of Resolution No. 4-2021 accepting manhole offer of dedication from Olympic Valley Public Service District.

MOTION by Director Lewis **SECOND** by Director Tresan to approve Resolution No. 4-2021 accepting the manhole offer of dedication from Olympic Valley Public Service District; unanimously approved.

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

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

Motion passed.

8. Approval to solicit bids for the 2021 Asphalt Sealing project.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the solicitation of bids for the 2021 Asphalt Sealing project; unanimously approved.

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

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

Motion passed.

9. Approval to award the 2021 Plant Painting project.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve the award of the 2021 Plant Painting project to Euro Style Management, Inc. for \$452,540; unanimously approved.

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

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

Motion passed.

10. Approval to award the 2021 Chiller Replacement project.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the award of the 2021 Chiller Replacement project to Johnson Controls, Inc. for \$76,596; unanimously approved.

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

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

Motion passed.

11. Approval to purchase three (3) Taylor-Dunn electric utility carts.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the purchase of three (3) Taylor-Dunn electric utility carts from Toyota Material Handling with a not to exceed amount of \$35,000; unanimously approved.

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

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

Motion passed.

V. Management Team Reports

1. Department Reports.

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

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

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

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

Mr. Griffin provided an update on current and past projects for the administration department.

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

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.

No action was taken by the Board.

VI. Board of Directors Comment

Director Tresan requested staff provide a demonstration to the Board on the Agency CMMS and GIS programs within the coming months.

Director Lewis commended Mrs. Celeste Graves and Mrs. Vicky Lufrano for the work they put in on their individual Board discussions this month. He also encouraged continued transparency and staff participation in Agency matters.

VII. 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.

VIII. Adjournment

There being no further business, the open session meeting was adjourned at 11:55 AM.

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

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

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

Motion passed.

LaRue Griffin
Secretary to the Board

Approved: _____

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

March 25, 2021

I. Call to Order:

This meeting was conducted via Zoom teleconferencing as described in the March 25, 2021 meeting agenda and the accompanying Guidelines for using Zoom for T-TSA March 25, 2021 Board of Directors meeting. President Cox called the special meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 8:44 AM. Roll call and Pledge of Allegiance followed.

Directors Present: Dale Cox, OVPSD (via teleconference)
Dan Wilkins, TCPUD (via teleconference)
S. Lane Lewis, NTPUD (via teleconference) (arrived at 9:05 am)
David Smelser, ASCWD (via teleconference)
Blake Tresan, TSD (via teleconference)

Staff Present: Roshelle Chavez, Executive Assistant/Board Clerk (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Dean Haines, Maintenance Department (via teleconference)

Public Present: Sarah Coolidge, Public
Jane Davis, Public
Pippin Mader, Public
Craig Wright, Public
Lon Peterson, Public
AnnMarie Schleusner, Public

II. Public Comment.

Mrs. Chavez advised the Board of Directors there were public comment letters received which have been forwarded to them for their consideration.

Ms. Jane Davis, Mr. Lon Peterson, and Mr. Pippin Mader provided public comment regarding management and past Agency personnel matters.

No action was taken by the Board.

III. Closed Session

The Board of Directors went into Closed Session at 8:56 AM.

1. Closed session conference with Agency labor negotiator Richard Shanahan (Agency General Counsel), regarding the unrepresented employee in the General Manager position.

IV. ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:13 AM.

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-3
Subject: Approval of the COVID-19 Supplemental Paid Sick Leave (SPSL) Policy

Background

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

On a voluntary basis, the Agency continued to desire to provide certain benefits to employees impacted by the COVID-19 pandemic. At its January 2021 Board of Directors meeting, TTSA adopted the *Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits*.

Recently, the State Legislature adopted SB95, which requires employers to provide supplemental paid sick leave related to COVID-19. Under SB 95, employees are entitled to up to 80 hours of COVID-19 supplemental paid sick leave from January 1, 2021 through September 30, 2021.

Accordingly, the Agency has prepared a *COVID-19 Supplemental Paid Sick Leave (SPSL) Policy*, which will supersede the current *Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits*.

When the Agency adopted the *Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits*, it was anticipated the State Legislature could enforce its own requirements at a later date. The Board of Directors should approve *COVID-19 Supplemental Paid Sick Leave (SPSL) Policy* to supersede the current policy and to follow new legislation.

Each of the above mentioned policies is attached for reference.

Fiscal Impact

Paid salary for eligible employees.


Attachments

1. COVID-19 Supplemental Paid Sick Leave (SPSL) Policy.
2. Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits

Recommendation

Management and staff recommend approval of the COVID-19 Supplemental Paid Sick Leave (SPSL) Policy.

Review Tracking

Submitted By: 

Vicky Lufrano
Human Resources Administrator

Approved By: 

LaRue Griffin
General Manager



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Directors

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

COVID-19 Supplemental Paid Sick Leave (SPSL) Policy

Purpose

The federal law requiring employers to provide Emergency Family Medical Leave (“EFMLA”) and Emergency Paid Sick Leave (“EPSL”) in connection with the coronavirus pandemic expired December 31, 2020. The Agency nonetheless continued to provide certain related benefits to employees by way of its Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits (the “Temporary Policy”).

California has now passed a new law requiring employers to provide supplemental paid sick leave related to COVID-19. Accordingly, this COVID-19 Supplemental Paid Sick Leave (SPSL) Policy, which accords with the new state law, supersedes the Temporary Policy.

Employees are entitled to up to 80 hours of COVID-19 supplemental paid sick leave from January 1, 2021 through September 30, 2021.

Qualifying Reasons to Take SPSL

Employees may request SPSL if they are unable to work (or telework) due to one of the following reasons:

1. Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
2. Caring for a Family Member: The employee is caring for a family member (child, parent, spouse or domestic partner, grandparent, grandchild, or sibling) who is subject to a COVID-19 quarantine or isolation period, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19.
3. Vaccine-Related: The employee is attending a COVID-19 vaccine appointment, or is experiencing symptoms related to a COVID-19 vaccine.

Amount of Supplemental Paid Sick Leave

Full-time employees may request to use up to 80 hours of SPSL for any of the qualifying reasons above.

Rate of Pay

SPSL is paid at the employee's regular rate of pay, not to exceed \$511 per day and \$5,110 in total.

Interaction with Other Paid Leave

The employee may request to use SPSL before using any other accrued paid time off to which the employee may be entitled.

COVID-19 Supplemental Paid Sick Leave (SPSL) Policy

Procedure for Requesting Supplemental Paid Sick Leave

Employees must notify their department manager or HR of the need and specific reason for which they are requesting SPSL leave.

The Agency does not tolerate discrimination or retaliation against an employee requesting or using SPSL.

Please contact the HR department with any questions.



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Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits

Purpose

The federal law requiring employers to provide Emergency Family Medical Leave (“EFMLA”) and Emergency Paid Sick Leave (“EPSL”) expired as of December 31, 2020. The Agency nonetheless continues to desire to provide certain benefits to employees who are impacted by the COVID-19 pandemic. Towards that end, the Agency will provide the following benefits to eligible employees who: 1) have been employed with TTSa for at least 30 days, and 2) did not already exhaust their EPSL entitlements under the expired federal law. Under this temporary policy, any unused portion of the original EPSL leave entitlement will remain available for eligible employees to utilize, pursuant to the provisions of the below policy, through, but not after, June 30, 2021. This temporary new policy expires on July 1, 2021. None of the benefits discussed in this policy, carry over after this expiration date.

If a federal law is mandated, offering similar benefits, this policy will become void, effective the start date of the federal law.

Eligible employees may request to use any unused balance of EPSL for the following reasons:

Emergency Paid Sick Leave (EPSL)

Eligibility

Eligible employees may request EPSL if they are unable to work (or telework) due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to a quarantine or isolation order related to COVID-19 or who has been advised to self-quarantine.
5. The employee is caring for their child because the school or place of care of the child has been closed, or the childcare provider is unavailable, due to COVID-19 precautions.

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

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

Policy Providing Temporary Continuation of Certain Emergency Paid Sick Leave (EPSL) Benefits

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

Amount of Paid Sick Leave

All eligible full-time employees may request to use up to 80 hours of EPSL (less any EPSL they already used during the period April 1 through December 31, 2020) for any of the qualifying reasons above.

Rate of Pay

EPSL will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-5 will be compensated at two-thirds their regular rate of pay. EPSL pay will not exceed:

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

Interaction with Other Paid Leave

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

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their department manager or HR of the need and specific reason for EPSL leave. Please contact the HR department with any questions.



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General Manager

LaRue Griffin

Request for Emergency Paid Sick Leave (EPSL) per TTSA policy providing temporary continuation of such benefits

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

Employee Name (print clearly): _____

Department/Job Title: _____

Requested Leave Start Date: _____ Estimated End Date: _____

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

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

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

Employee Signature _____ Date _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-4
Subject: Approval of Resolution No. 5-2021 electing to adopt Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act

Background

In February and March 2021, the Board of Directors discussed TTSA's retiree health plan and asked staff to return with (1) a resolution for a retiree health plan based on the CalPERS vesting schedule for approval consideration and (2) a cost comparison of the current plan, the CalPERS vesting schedule, the PEMHCA minimum, and a hybrid plan that combines the PEMHCA minimum with an Agency vesting schedule plan.

As a continuation of previous discussions, the following is a summary of the current retiree health plan and potential plan options:

CURRENT

TTSA currently has a resolution on file with CalPERS that offers retiree health plans paid by TTSA. CalPERS offers several health plans to retirees and eligibility for each health plan offered is determined by physical zip code of the retiree. Depending on the chosen plan, and the tier level of the retiree and their family, the plan is paid at 100% by TTSA in most cases.

Currently, retiree health eligibility is based on the following minimum requirements to retire, as set forth by CalPERS:

- Five years of CalPERS retirement service credit (a combo of time from TTSA and other CalPERS agencies, but no minimum years of service at TTSA)
- Eligible for retirement (at least 50 years of age for Classic and 52 years of age for PEPRA)
- Must retire from TTSA within 120 days from separation of employment

VESTING SCHEDULE

The Agency may adopt a vesting schedule as set forth per government Code 22893, which sets the vesting schedule and the rules and regulations of implementation. If the Agency adopts the schedule, the Agency cannot make special provisions or changes, and rather are bound by the rules set forth by CalPERS. To be eligible for retiree health benefits within the vesting schedule, the minimum requirements for retirement must be met as follows:

- Must serve a minimum of 10 years of combined service at a CalPERS agency
- Must serve a minimum of 5 years of service (out of the 10 years listed above) at TTSA

- Eligible for retirement (at least 50 years of age for Classic and 52 years of age for PEPRA)
- Must retire from TTSA within 120 days from separation of employment

The vesting schedule is based on combined CalPERS years of service and defines the percentage of employer contribution to the retiree health benefit plan based on the service. CalPERS would administer the vesting schedule and the retiree health plan. The employer contribution amount is set by CalPERS and is subject to change annually.

The vesting schedule is as follows:

Years of credited CalPERS service (5 years of which must be served at TTSA)	TTSA's Contribution
Fewer than 10	0%
10	50%
10-19	50%, plus 5% added for each year after the 10 th year
20 or more	100%

Currently, (as of 2021), the employer contribution is as follows:

- Retiree Only = \$798/month
- Retiree Plus 1 = \$1,519/month
- Retiree Plus 2 or More = \$1,937/month

If this plan is chosen, all current retirees and current employees will be subject to the “current” plan, and any future employees will be subject to the vesting schedule.

PEMHCA MINIMUM

The Agency may adopt a PEMHCA minimum plan. The PEMCHA minimum plan would apply a flat amount towards the employer contribution for the retiree health benefit, regardless of plan or tier-level chosen by the retiree.

The minimum requirements for eligibility under this option are:

- Eligible for retirement (at least 50 years of age for Classic and 52 years of age for PEPRA)
- Must retire from TTSA within 120 days from separation of employment

There is no requirement for years of service at TTSA. The flat fee amount is based on the amount set by CalPERS annually and typically increases by a few percentage points. Currently, the PEMCHA minimum is \$143 per month.

The PEMHCA minimum plan does not differentiate between current retirees and future retirees. If this plan is chosen, upon implementation, all current retirees would begin receiving \$143 toward their retiree health benefits. The Agency would have to administer any internal program it may decide to offer to offset the difference in the PEMCHA minimum amount.

HYBRID PLAN

If the Agency wishes to implement its own “Hybrid” plan, it would adopt the PEMHCA minimum plan, and add a secondary plan. The secondary plan could consist of numerous options, including its own vesting schedule, its own additional contribution toward the retiree health plan, etc. This plan would need to be administered by the Agency and would likely require a retiree HRA plan.

For purposes of comparison, the assumption has been made that the PEMHCA minimum will be contributed by the Agency, and that an Agency determined vesting plan would accompany the PEMHCA minimum monthly payment. The vesting schedule would be similar to the “VESTING SCHEDULE” listed herein, but in order to be eligible for retiree health benefits within the TTSA Hybrid vesting schedule, the minimum requirements for retirement must be met as follows:

- Must serve a minimum of 10 years of service at TTSA
- Eligible for retirement (at least 50 years of age for Classic and 52 years of age for PEPRA)
- Must retire from TTSA within 120 days from separation of employment

The Hybrid Plan assumes:

- TTSA Vesting Schedule with contribution based on the percentage appropriate to the number of years of service served at TTSA specifically
- PEMHCA minimum amount would already be incorporated into the vesting schedule calculation
- TTSA Vesting Schedule contribution is the same contribution as the Current Plan

Resolution No. 5-2021 adopts the Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees’ Medical and Hospital Care Act, which is summarized in the “VESTING SCHEDULE” summary above. The resolution has been provided by CalPERS and the verbiage cannot be amended. It should be noted, that if this vesting schedule is adopted, all current TTSA retirees and employees will be subject to the benefits of the current plan. Additionally, if the vesting schedule is adopted, the resolution would become effective June 1, 2021 and would apply to all future employees that are hired on or after June 1, 2021.

Attached is the spreadsheet providing the costs for the current plan, the CalPERS vesting schedule, the PEMHCA minimum, and a hybrid plan that combines the PEMHCA minimum with an Agency vesting schedule plan. It should be noted the comparison is based on the current retiree counts and tenures.

As indicated by the table, there is a potential savings to the Agency should it adopt a different health retiree plan from the current plan. Based on the table (using the current population of retirees which would not be subject to this resolution), Resolution No. 5-2021 would yield an annual savings of approximately \$133,000 to the Agency. It should be noted, the tabled scenarios and amounts would vary as current employees retire with differing tenures at the Agency.

Fiscal Impact

- Cost savings with future employees to be determine and is based on tenure.
- Current plan monthly cost: \$56,436.67
- CalPERS Vesting Schedule estimated monthly cost: \$45,306.92 (monthly savings from current plan = \$11,129.75)
- PEMHCA Minimum estimated monthly cost: \$7,436.00 (monthly savings from current plan = \$49,000.67)
- Hybrid Plan estimated monthly cost: \$52,253.46 (monthly savings from current plan = \$4,183.21)

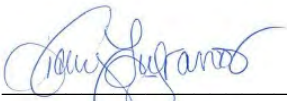
Attachments

1. Resolution No. 5-2021.
2. Cost comparison table.


Recommendation

Management and staff recommend the approval of Resolution 5-2021 electing to adopt Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act.

Review Tracking

Submitted By: 

Vicky Lufrano
Human Resources Administrator

Approved By: 

LaRue Griffin
General Manager

RESOLUTION NO. 5 - 2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TAHOE-TRUCKEE SANITATION AGENCY
ELECTING TO ADOPT PUBLIC AGENCY VESTING UNDER SECTION 22893 OF
THE PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Tahoe-Truckee Sanitation Agency is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, (2) Government Code Section 22893 provides that a contracting agency subject to the Act may file a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22893; and

WHEREAS, (3) Tahoe-Truckee Sanitation Agency certifies, some or all employees are not represented by a bargaining unit and there is no applicable memorandum of understanding; and

WHEREAS, (4) The credited service of an employee for purposes of determining the percentage of employer contribution applicable under Government Code Section 22893 shall mean service as defined in Government Code Section 20069, except that not less than five years of that service shall be performed entirely with the Tahoe-Truckee Sanitation Agency; and

WHEREAS, (5) The employer contribution for active employees cannot be less than what is defined in Government Code Section 22892(b); now, therefore be it

RESOLVED, (a) That employees first hired on or after the effective date of this resolution shall be subject to the requirements defined in Government Section 22893, except that the employer may, once each year without discrimination, allow all employees who were first employed before Government Code Section 22893 became applicable to the employer to individually elect to be subject to the provisions of Government Code Section 22893, and the employer shall notify the Board which employees have made that election; now therefore be it

RESOLVED, (b) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in health benefits plan up to a maximum of the amounts prescribed by Government Code Section 22893(a)(1), plus administrative fees and Contingency Reserve assessments; and be it further

RESOLVED, (c) That the percentage of employer contribution payable for post-retirement health benefits for each annuitant shall be based on the employee's completed years of credited service based upon the table in Government Code Section 22893(a)(1), plus administrative fees and Contingency Reserve assessments; and be it further

RESOLVED, (d) Tahoe-Truckee Sanitation Agency has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (e) That the participation of the employees and annuitants of Tahoe-Truckee Sanitation Agency shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Tahoe-Truckee Sanitation Agency would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (f) That the executive body appoint, and it does hereby appoint and direct, LaRue Griffin, General Manager, to file with the Board a verified copy of this resolution, and to perform on behalf of Tahoe-Truckee Sanitation Agency all functions required of it under the Act; and be it further

RESOLVED, (g) That the coverage under the Act be effective on June 1, 2021.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 21st day of April 2021, at Truckee, California, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

COMPARISON OF POSSIBLE PLANS

			Monthly Cost					
			CURRENT PLAN	VESTING SCHEDULE			PEMHCA MINIMUM	HYBRID
<u>Credited Years of PERS Service</u>	<u>Percentage of Employer Contribution (Based on Years of PERS Service)</u>	<u>Tier Level</u>	<u>Current TTSA Contribution</u>	<u>Maximum Vesting Schedule Contribution Rate</u>	<u>Vesting Schedule Full Contribution Rate, Multiplied by % of Employer Contribution</u>	<u>Lesser of: Vesting Schedule Full Contribution Rate Multiplied by % of ER Contribution -OR- Current TTSA Contribution</u>	<u>PEMHCA Minimum Contribution</u>	<u>Hybrid (Current TTSA Contribution at %, PEMHCA Min Contribution Assumed as Included)</u>
9 Years or Less	0%	N/A	-	-	-	-	-	-
10	50%	N/A	-	-	-	-	-	-
11	55%	N/A	-	-	-	-	-	-
12	60%	Retiree+1	762.50	1,519.00	911.40	762.50	143.00	457.50
13	65%	Retiree+1	2,452.75	1,519.00	987.35	987.35	143.00	1,594.29
14	70%	Retiree+1	762.50	1,519.00	1,063.30	762.50	143.00	533.75
14	70%	Retiree+1	699.94	1,519.00	1,063.30	699.94	143.00	489.96
15	75%	Retiree Only	381.25	798.00	598.50	381.25	143.00	285.94
15	75%	Retiree+1	762.50	1,519.00	1,139.25	762.50	143.00	571.88
15	75%	Retiree+1	2,589.38	1,519.00	1,139.25	1,139.25	143.00	1,942.04
16	80%	Retiree+1	762.50	1,519.00	1,215.20	762.50	143.00	610.00
16	80%	Retiree+2+	2,621.01	1,937.00	1,549.60	1,549.60	143.00	2,096.81
16	80%	Retiree+2+	1,473.34	1,937.00	1,549.60	1,473.34	143.00	1,178.67
17	85%	Retiree Only	1,294.69	798.00	678.30	678.30	143.00	1,100.49
17	85%	Retiree+1	2,589.38	1,519.00	1,291.15	1,291.15	143.00	2,200.97
18	90%	Retiree Only	381.25	798.00	718.20	381.25	143.00	343.13
19	95%	Retiree Only	349.97	798.00	758.10	349.97	143.00	332.47
19	95%	Retiree+1	762.50	1,519.00	1,443.05	762.50	143.00	724.38
20 or more	100%	Retiree Only	1,294.69	798.00	798.00	798.00	143.00	1,294.69
20 or more	100%	Retiree Only	349.97	798.00	798.00	349.97	143.00	349.97
20 or more	100%	Retiree Only	381.25	798.00	798.00	381.25	143.00	381.25
20 or more	100%	Retiree Only	381.25	798.00	798.00	381.25	143.00	381.25
20 or more	100%	Retiree Only	1,008.08	798.00	798.00	798.00	143.00	1,008.08
20 or more	100%	Retiree Only	381.25	798.00	798.00	381.25	143.00	381.25
20 or more	100%	Retiree Only	935.84	798.00	798.00	798.00	143.00	935.84
20 or more	100%	Retiree Only	349.97	798.00	798.00	349.97	143.00	349.97
20 or more	100%	Retiree Only	381.25	798.00	798.00	381.25	143.00	381.25
20 or more	100%	Retiree Only	381.25	798.00	798.00	381.25	143.00	381.25
20 or more	100%	Retiree Only	349.97	798.00	798.00	349.97	143.00	349.97
20 or more	100%	Retiree Only	1,294.69	798.00	798.00	798.00	143.00	1,294.69

COMPARISON OF POSSIBLE PLANS

			Monthly Cost						
			CURRENT PLAN	VESTING SCHEDULE			PEMHCA MINIMUM	HYBRID	
<u>Credited Years of PERS Service</u>	<u>Percentage of Employer Contribution (Based on Years of PERS Service)</u>	<u>Tier Level</u>	<u>Current TTSA Contribution</u>	<u>Maximum Vesting Schedule Contribution Rate</u>	<u>Vesting Schedule Full Contribution Rate, Multiplied by % of Employer Contribution</u>	<u>Lesser of: Vesting Schedule Full Contribution Rate Multiplied by % of ER Contribution -OR- Current TTSA Contribution</u>	<u>PEMHCA Minimum Contribution</u>	<u>Hybrid (Current TTSA Contribution at %, PEMHCA Min Contribution Assumed as Included)</u>	
20 or more	100%	Retiree Only	381.25	798.00	798.00	381.25	143.00	381.25	
20 or more	100%	Retiree+1	699.94	1,519.00	1,519.00	699.94	143.00	699.94	
20 or more	100%	Retiree+1	699.94	1,519.00	1,519.00	699.94	143.00	699.94	
20 or more	100%	Retiree+1	699.94	1,519.00	1,519.00	699.94	143.00	699.94	
20 or more	100%	Retiree+1	699.94	1,519.00	1,519.00	699.94	143.00	699.94	
20 or more	100%	Retiree+1	762.50	1,519.00	1,519.00	762.50	143.00	762.50	
20 or more	100%	Retiree+1	2,016.16	1,519.00	1,519.00	1,519.00	143.00	2,016.16	
20 or more	100%	Retiree+1	1,520.34	1,519.00	1,519.00	1,519.00	143.00	1,520.34	
20 or more	100%	Retiree+1	699.94	1,519.00	1,519.00	699.94	143.00	699.94	
20 or more	100%	Retiree+1	2,589.38	1,519.00	1,519.00	1,519.00	143.00	2,589.38	
20 or more	100%	Retiree+1	1,285.81	1,519.00	1,519.00	1,285.81	143.00	1,285.81	
20 or more	100%	Retiree+1	1,389.33	1,519.00	1,519.00	1,389.33	143.00	1,389.33	
20 or more	100%	Retiree+1	2,589.38	1,519.00	1,519.00	1,519.00	143.00	2,589.38	
20 or more	100%	Retiree+1	762.50	1,519.00	1,519.00	762.50	143.00	762.50	
20 or more	100%	Retiree+1	762.50	1,519.00	1,519.00	762.50	143.00	762.50	
20 or more	100%	Retiree+1	1,110.14	1,519.00	1,519.00	1,110.14	143.00	1,110.14	
20 or more	100%	Retiree+1	762.50	1,519.00	1,519.00	762.50	143.00	762.50	
20 or more	100%	Retiree+1	762.50	1,519.00	1,519.00	762.50	143.00	762.50	
20 or more	100%	Retiree+1	1,675.94	1,519.00	1,519.00	1,519.00	143.00	1,675.94	
20 or more	100%	Retiree+1	699.94	1,519.00	1,519.00	699.94	143.00	699.94	
20 or more	100%	Retiree+1	762.50	1,519.00	1,519.00	762.50	143.00	762.50	
20 or more	100%	Retiree+1	2,452.75	1,519.00	1,519.00	1,519.00	143.00	2,452.75	
20 or more	100%	Retiree+1	1,675.94	1,519.00	1,519.00	1,519.00	143.00	1,675.94	
20 or more	100%	Retiree+2+	1,367.35	1,937.00	1,937.00	1,367.35	143.00	1,367.35	
20 or more	100%	Retiree+2+	1,473.34	1,937.00	1,937.00	1,473.34	143.00	1,473.34	
			56,436.67			45,306.92	7,436.00	52,253.46	
Savings Compared to Current Plan:						11,129.75	49,000.67	4,183.21	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-5
Subject: Approval to solicit bids for the 2021 Lime System Improvements project

Background

The Agency uses a lime storage, conveyance, and feed system to deliver lime slurry to the chemical sludge dewatering and rapid mix processes of the treatment plant. Hydrated lime is delivered to the site and unloaded into one of two lime silos. From the silos, a central vacuum conveyor and volumetric feeder package system transfers the dry chemical into a lime slurry batch tank.

Given the number of operational and maintenance challenges and equipment failures that have occurred with the existing system, Agency staff would like to replace the existing equipment with a new shaftless screw conveyance system to integrate with the existing lime slurry distribution systems. Much of the existing vacuum system would remain in place to serve as backup until the new system has been fully proven out.

The work contemplated by the 2021 Lime System Improvements project would be performed by a general contractor with field work slated to occur in Fall 2021.

Fiscal Impact

The engineer's estimate for this project is \$130,000. The original budgeted amount for the project is \$150,000.


Attachments

2021 Lime System Improvements project contract drawings.

Recommendation

Management and staff recommend approval to solicit bids for the 2021 Lime System Improvements project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



REGIONAL WATER RECLAMATION PLANT

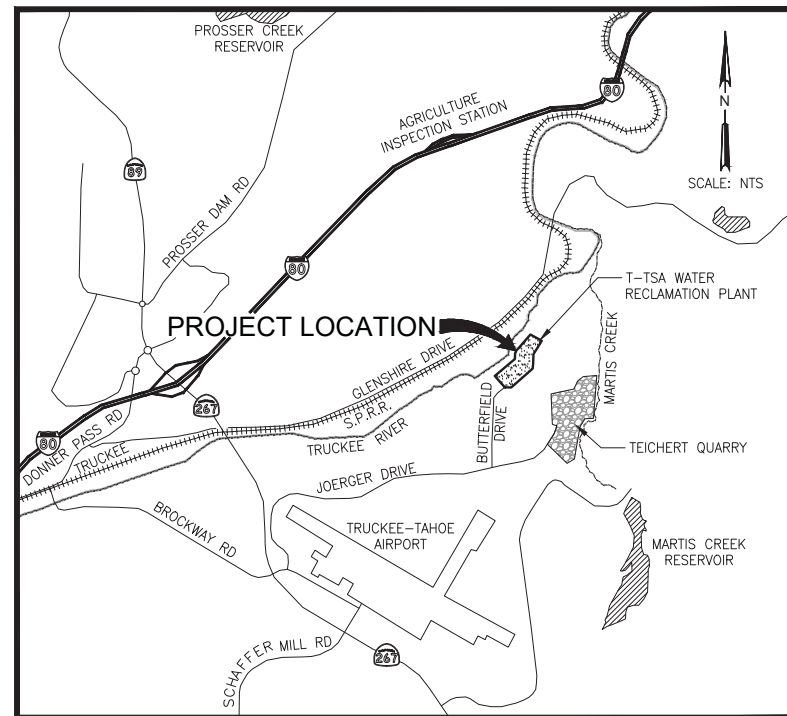
2021 LIME SYSTEM IMPROVEMENTS PROJECT

APRIL 2021

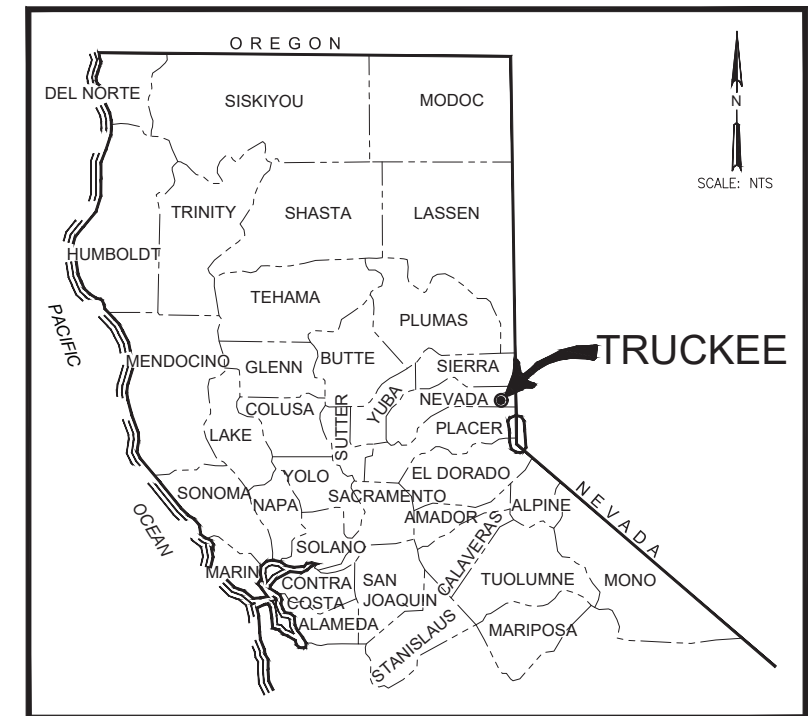
BOARD OF DIRECTORS

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

APPROVED: _____
GENERAL MANAGER
LARUE GRIFFIN



LOCATION MAP



VICINITY MAP

T:\Engineering\Projects\2021_Lime System Improvements Project\Design Phase\Drawings\G-001.dwg 4/12/2021 06:51



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



2021 LIME SYSTEM IMPROVEMENTS PROJECT

GENERAL

COVER SHEET, LOCATION MAP AND VICINITY MAP

VERIFY SCALE

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

NO.	REVISIONS		APPROVED BY	DATE	SHEET	1 OF 17	
					DWG NO.	G-001	
					DATE	APRIL 2021	
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP	APPROVED BY:	LG

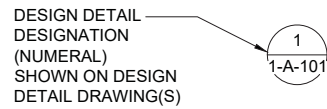
SHEET INDEX

SHEET	DRAWING NO.	TITLE
GENERAL		
1	G-001	COVER SHEET, LOCATION MAP AND VICINITY MAP
2	G-002	SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES
3	G-003	ELECTRICAL LEGEND 1
4	G-004	ELECTRICAL LEGEND 2
5	G-005	INSTRUMENTATION AND CONTROLS LEGEND 1
6	G-006	INSTRUMENTATION AND CONTROLS LEGEND 2
7	G-007	SITE MAP
DEMOLITION		
8	4-D-201	LIME ROOM DEMOLITION FLOOR PLAN
9	4-D-301	LIME ROOM DEMOLITION SECTION
10	4-D-401	DEMOLITION PHOTOS
MECHANICAL		
11	4-M-201	LIME ROOM GROUND LEVEL PLAN
12	4-M-301	LIME ROOM SECTION
INSTRUMENTATION AND CONTROLS		
13	N-001	P & ID - LIME SYSTEM
ELECTRICAL		
14	4-E-101	ONE LINE DIAGRAM - MCC 4
15	4-E-201	ELECTRICAL SITE PLAN
16	4-E-202	LIME ROOM POWER PLAN
DETAILS		
17	D-001	DETAILS

ABBREVIATIONS

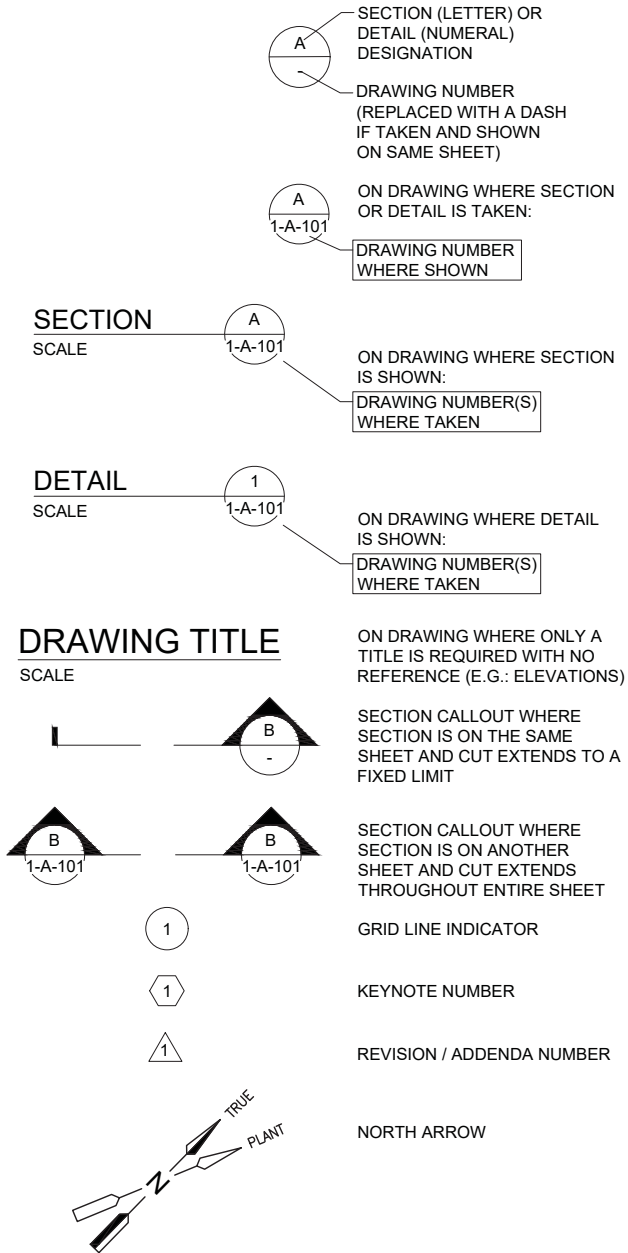
APVD	APPROVED	HM	HOLLOW METAL
CHK	CHECKED	MATL	MATERIAL
CLR	CLEAR	MO	MASONRY OPENING
CMU	CONCRETE MASONRY UNIT	NO.	NUMBER
CONC	CONCRETE	NTS	NOT TO SCALE
DR	DRAWN	OC	ON CENTER
DWG	DRAWING	PROJ	PROJECT
EQ	EQUAL	RO	ROUGH OPENING
EW	EACH WAY	STND	STANDARD
EXIST	EXISTING	THCK	THICK
GALV	GALVANIZED	TYP	TYPICAL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

DESIGN / DETAIL DESIGNATION



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

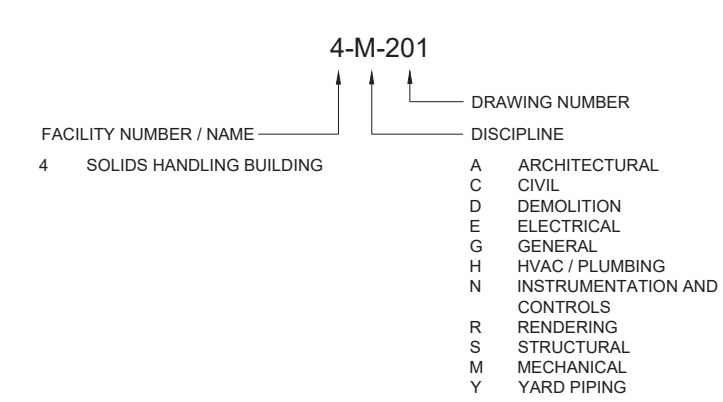
SECTION / DETAIL DESIGNATIONS



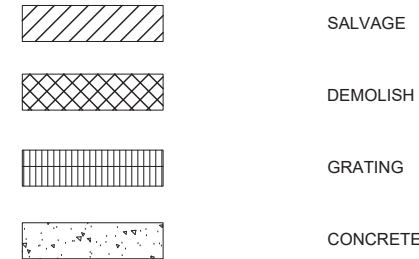
DRAWING TITLE

SCALE

DRAWING NUMBER DESIGNATION



LEGEND



NOTES:

- EXISTING PIPING, EQUIPMENT, AND FACILITIES ARE SHOWN SCREENED AND/OR LIGHT LINED. NEW PIPING, EQUIPMENT, AND STRUCTURES ARE SHOWN HEAVY-LINED.
- THIS IS A STANDARD LEGEND SHEET AND SOME SYMBOLS MAY APPEAR ON THIS SHEET AND NOT BE USED ON THE PLANS.



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



4/21/2021

2021 LIME SYSTEM IMPROVEMENTS PROJECT

GENERAL

SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES

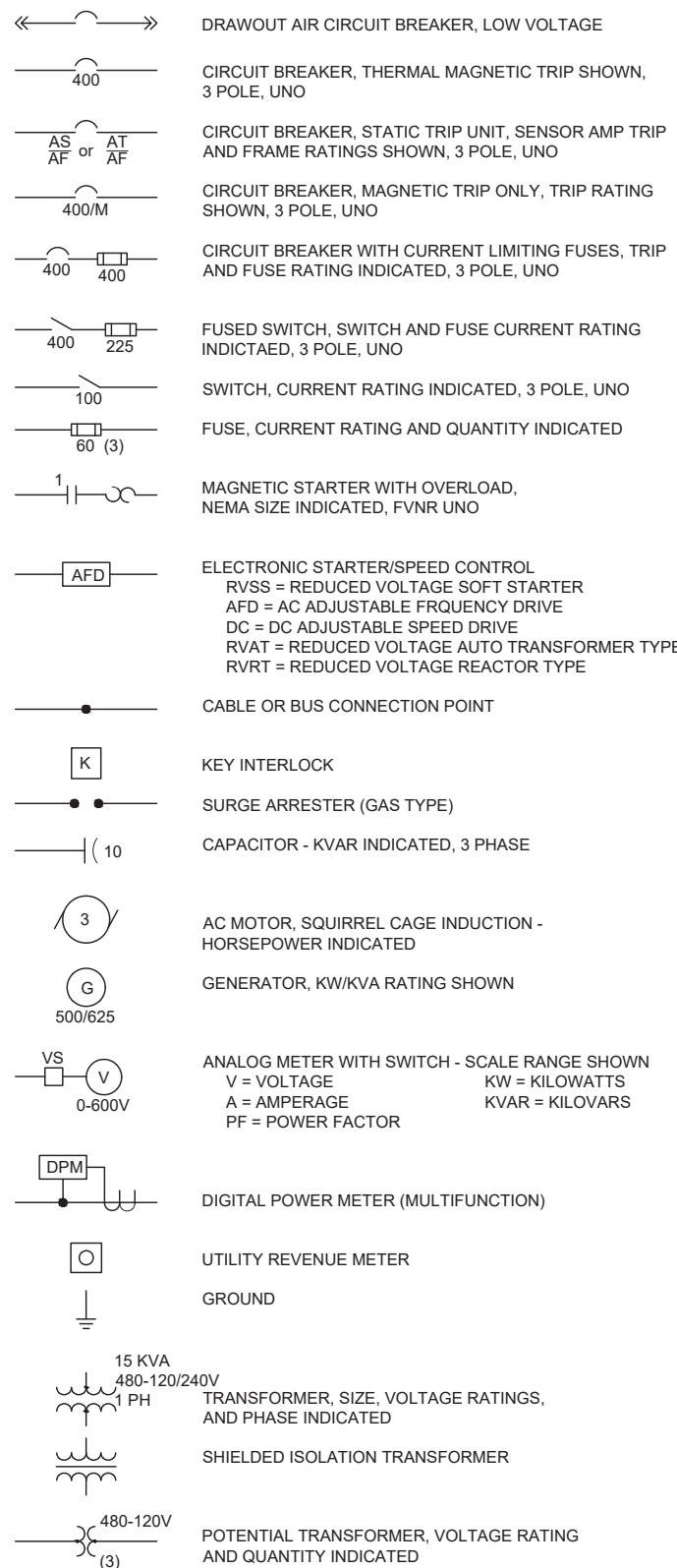
VERIFY SCALE

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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

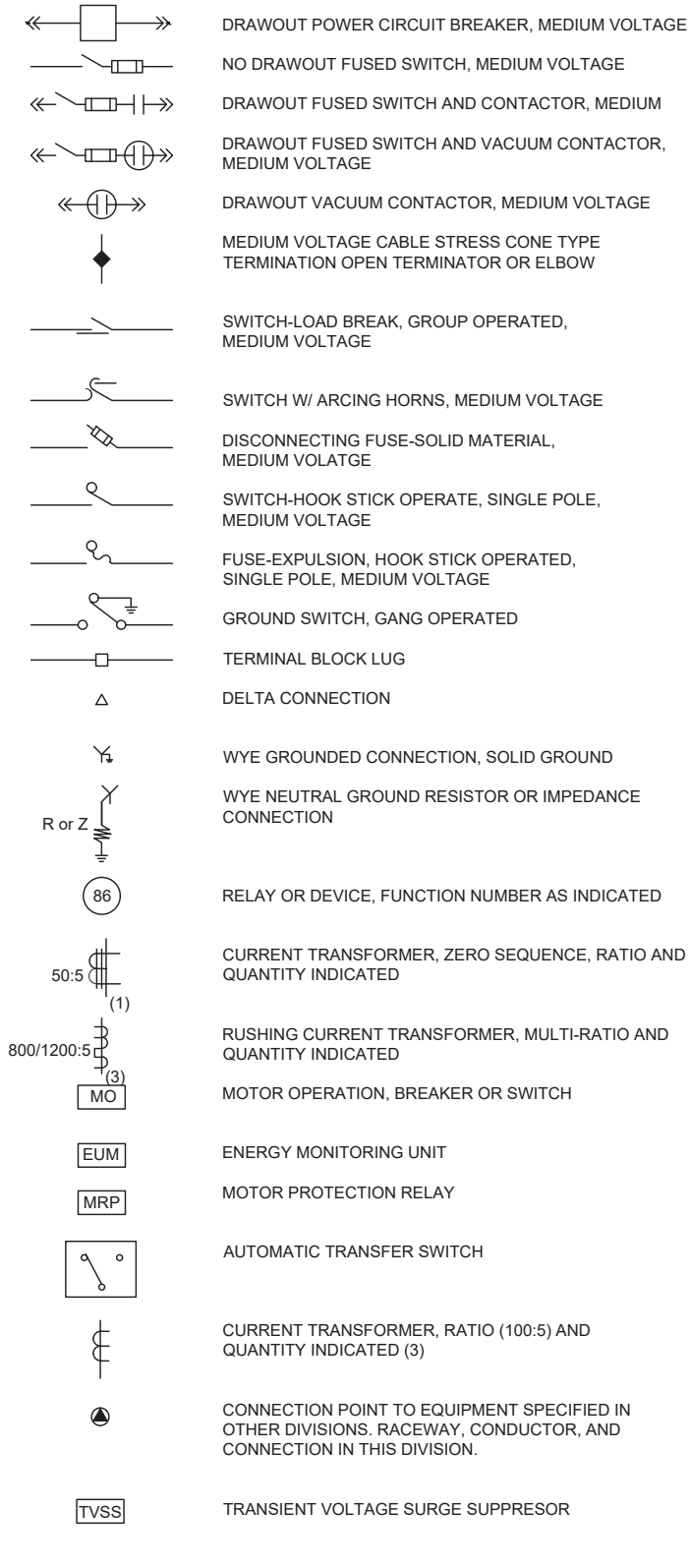
NO.	REVISIONS	APPROVED BY	DATE	SHEET	2 OF 17
				DWG NO.	G-002
				DATE	APRIL 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

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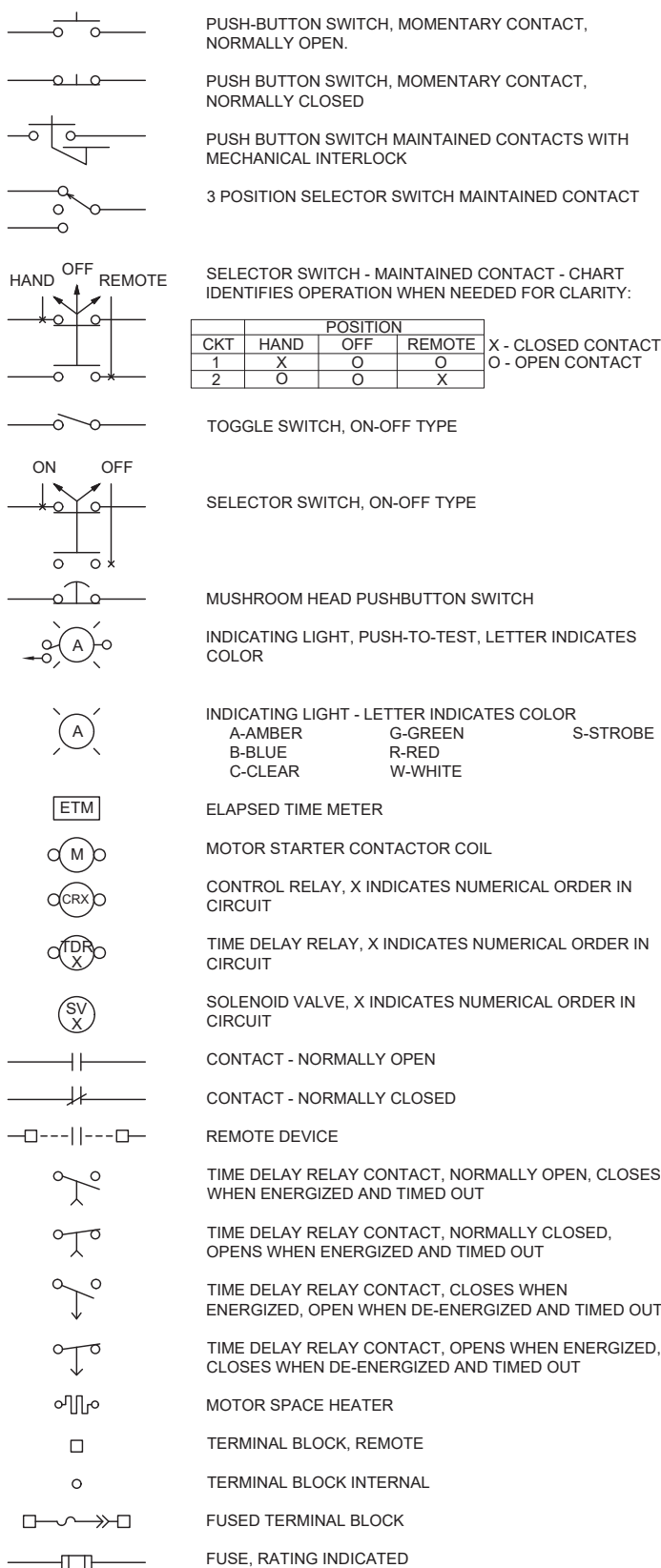
ONE-LINE DIAGRAM-1



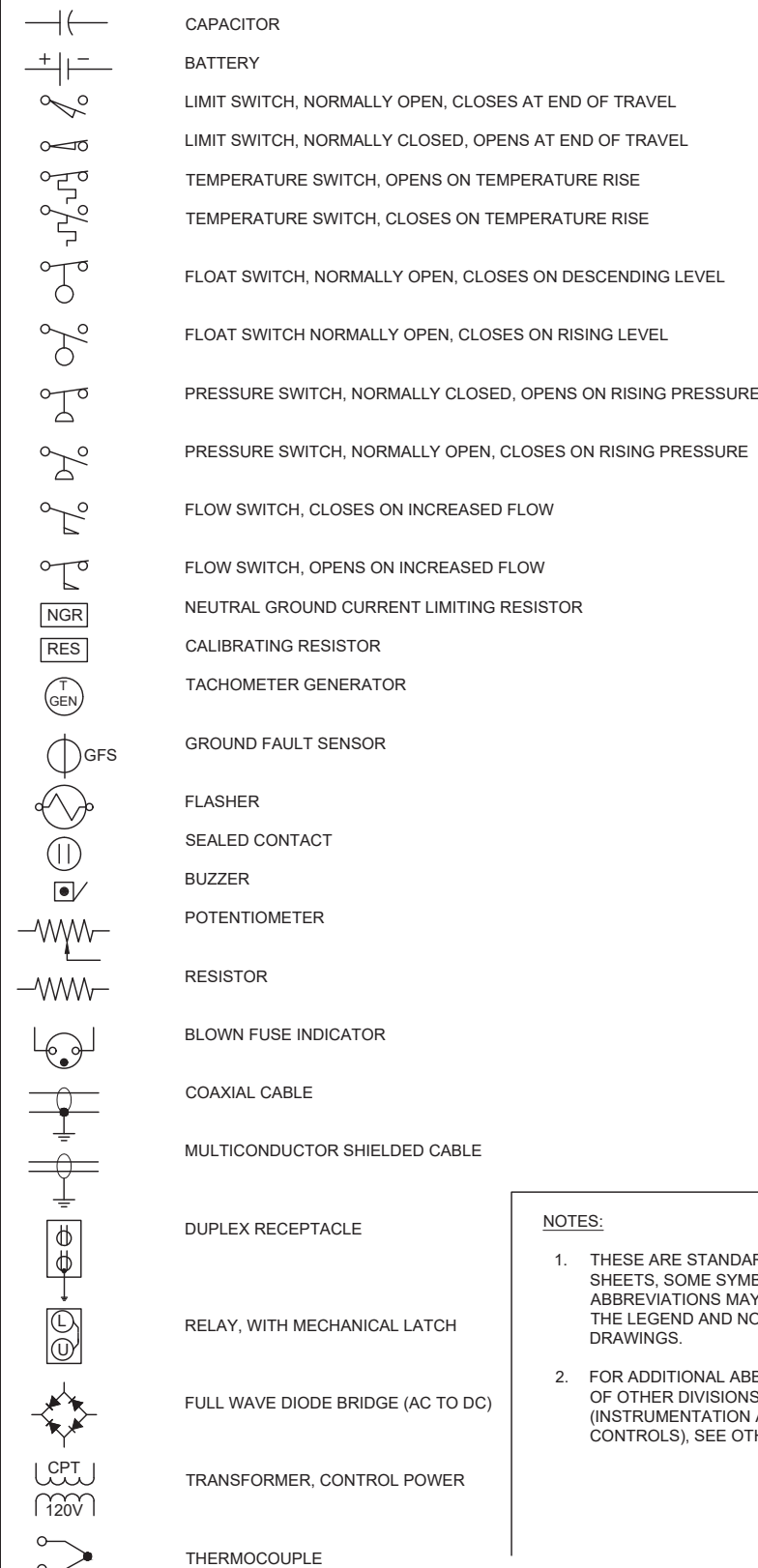
ONE-LINE DIAGRAM-2



CONTROL DIAGRAM-1



CONTROL DIAGRAM-2



- NOTES:**
- THESE ARE STANDARD LEGEND SHEETS, SOME SYMBOLS AND ABBREVIATIONS MAY APPEAR ON THE LEGEND AND NOT ON THE DRAWINGS.
 - FOR ADDITIONAL ABBREVIATIONS OF OTHER DIVISIONS (INSTRUMENTATION AND CONTROLS), SEE OTHER LEGENDS.



Tahoe-Truckee Sanitation Agency
 13720 Butterfield Drive
 Truckee, California 96161
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4/21/2021

2021 LIME SYSTEM IMPROVEMENTS PROJECT

GENERAL

ELECTRICAL LEGEND 1

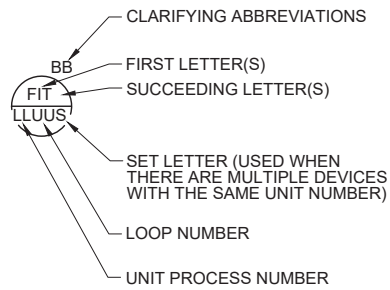
VERIFY SCALE

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

NO.	REVISIONS	APPROVED BY	DATE	SHEET	3 OF 17
				DWG NO.	G-003
				DATE	APRIL 2021
DESIGNED BY:	SDP	DRAWN BY:	SJF	CHECKED BY:	SDP
		APPROVED BY:	LG		

INSTRUMENT IDENTIFICATION

EXAMPLE SYMBOLS



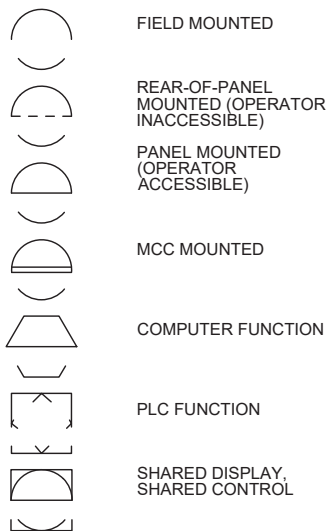
INSTRUMENT IDENTIFICATION LETTERS TABLE

LETTER	FIRST - LETTER		SUCCEEDING - LETTERS		
	PROCESS OR INITIATIVE VARIABLE	MODIFIER	READOUT OR PASSIVE FUNCTION	READOUT OR PASSIVE FUNCTION	READOUT OR PASSIVE FUNCTION
A	ANALYSIS (+)		ALARM		
B	BURNER COMBUSTION		USER'S CHOICE (*)	USER'S CHOICE (*)	USER'S CHOICE (*)
C	USER'S CHOICE (*)			CONTROL	
D	DENSITY (S.G.)	DIFFERENTIAL			
E	VOLTAGE		PRIMARY ELEMENT, SENSOR		
F	FLOW RATE	RATIO (FRACTION)			
G	USER'S CHOICE (*)		GLASS, GAUGE VIEWING DEVICE	GATE	
H	HAND (MANUAL)				HIGH
I	CURRENT (ELECTRICAL)		INDICATE		
J	POWER	SCAN			
K	TIME, TIME SCHEDULE	TIME RATE OF CHANGE		CONTROL STATION	
L	LEVEL		LIGHT (PILOT)		LOW
M	MOTION	MOMENTARY			MIDDLE, INTERMEDIATE
N	TORQUE		USER'S CHOICE (*)	USER'S CHOICE (*)	USER'S CHOICE (*)
O	USER'S CHOICE (*)		ORIFICE, RESTRICTION		
P	PRESSURE, VACUUM		POINT (TEST) CONNECTION		
Q	QUANTITY	INTEGRATE TOTALIZE			
R	RADIATION		RECORD OR PRINT		
S	SPEED, FREQUENCY	SAFETY		SWITCH	
T	TEMPERATURE			TRANSMIT	
U	MULTI VARIABLE		MULTI FUNCTION	MULTI FUNCTION	MULTI FUNCTION
V	VIBRATION, MECHANICAL ANALYSIS			VALVE, DAMPER, LOUVER	
W	WEIGHT FORCE		WELL		
X	UNCLASSIFIED (*)	X AXIS	UNCLASSIFIED (*)	UNCLASSIFIED (*)	UNCLASSIFIED (*)
Y	EVENT STATE OR PRESENCE	Y AXIS		RELAY, COMPUTE, COVERT	
Z	POSITION	Z AXIS		DRIVE, ACTUATOR, UNCLASSIFIED FINAL CONTROL ELEMENT	

TABLE BASED ON THE INSTRUMENTATION, SYSTEMS, AND AUTOMATION SOCIETY (ISA) STANDARD.

(+) WHEN USED, EXPLANATION IS SHOWN ADJACENT TO INSTRUMENT SYMBOL. SEE ABBREVIATIONS AND LETTER SYMBOLS.
 (*) WHEN USED, DEFINE THE MEANING HERE FOR THE PROJECT.

GENERAL INSTRUMENT OR FUNCTIONAL SYMBOLS



TRANSDUCERS

A	ANALOG	I	CURRENT
D	DIGITAL	P	PNEUMATIC
E	VOLTAGE	PF	PULSE FREQUENCY
F	FREQUENCY	PD	PULSE DURATION
H	HYDRAULIC	R	RESISTANCE

EXAMPLE



CURRENT TO PNEUMATIC TRANSDUCER (BACK OF PANEL, IN A FLOW LOOP)

ACCESSORY DEVICES

A	ALARM
C	CONTROLLER
I	INDICATOR
R	RECORDER
S	SWITCH
T	TRANSMITTER
X	UNCLASSIFIED

EXAMPLE



TRANSMITTER AS AN ACCESSORY TO A FLOW ELEMENT

SPECIAL CASES



ON AND OFF EVENT LIGHTS

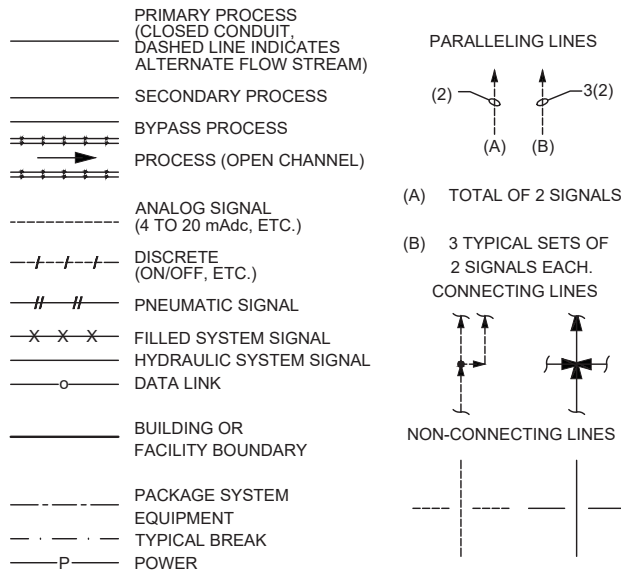


ON-OFF HAND SWITCH, MAINTAINED CONTACT SWITCH (CONTROLLED DEVICE WILL RESTART ON RETURN OF POWER AFTER POWER FAILURE).

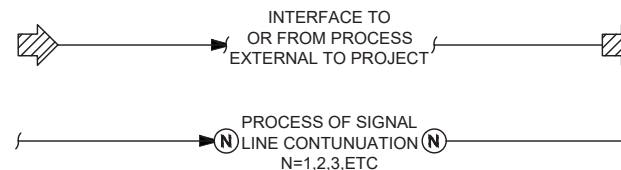
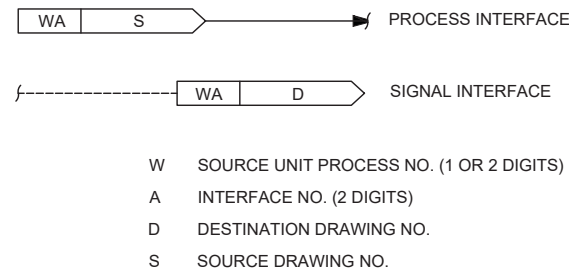


STOP-START HAND SWITCH MOMENTARY CONTACT SWITCHES (CONTROLLED DEVICE WILL NOT RESTART ON RETURN OF POWER AFTER POWER FAILURE).

LINE LEGEND



INTERFACE SYMBOLS



SELF CONTAINED VALVE & EQUIPMENT TAG NUMBERS

W-D-X-Y	UNIT PROCESS NUMBER
D	ARV AIR RELEASE VALVE
	AVRV AIR AND VACUUM RELEASE VALVE
	E EJECTOR
	FCV FLOW CONTROL VALVE
	G SLIDE GATE
	M MOTOR
	ME MECHANICAL EQUIPMENT
	P PUMP
	SCN SCREEN
	SCS SCREENINGS SLUICE
	ST STOP GATE
	T TANK

ABBREVIATIONS & LETTER SYMBOLS

AC	ALTERNATING CURRENT
AM	AUTO-MANUAL
CAM	COMPUTER-AUTO-MANUAL
CCS	CENTRAL CONTROL SYSTEM
CL ₂ etc.	CHLORINE (TYPICAL: USE STANDARD CHEMICAL ELEMENT ABBREVIATIONS)
CM	COMPUTER-MANUAL
COD	CHEMICAL OXYGEN DEMAND
CP-X	CONTROL PANEL NO. X
DC	DIRECT CURRENT
DCS	DISTRIBUTED CONTROL SYSTEM
DCU	DISTRIBUTED CONTROL UNIT
DO	DISSOLVED OXYGEN
FCL ₂	FREE CHLORINE RESIDUAL
FOS	FAST-OFF-SLOW
FOSA	FAST-OFF-SLOW-AUTO
FOSR	FAST-OFF-SLOW-REMOTE
FP-W-X	FIELD PANEL NO. WX (W=UNIT PROCESS NUMBER, X= PANEL NUMBER)
FOR	FORWARD-OFF-REVERSE
HOA	HAND-OFF-AUTO
HOR	HAND-OFF-REMOTE
ISR	INTRINSICALLY SAFE RELAY
LEL	LOWER EXPLOSIVE LIMIT
LOS	LOCKOUT STOP
LR	LOCAL-REMOTE
MA	MANUAL-AUTO
MC	MODULATE-CLOSE
MCC-X	MOTOR CONTROL CENTER NO. X
MSC	MANUFACTURER SUPPLIED CABLE
OC	OPEN-CLOSE(D)
OCA	OPEN-CLOSE-AUTO
OCR	OPEN-CLOSE-REMOTE
OO	ON-OFF
OOA	ON-OFF-AUTO
OOR	ON-OFF-REMOTE
ORP	OXIDATION REDUCTION POTENTIAL
OSC	OPEN-STOP-CLOSE
pH	HYDROGEN ION CONCENTRATION
PLC	PROGRAMMABLE LOGIC CONTROLLER
RIO	REMOTE I/O UNIT
RM-X	REMOTE MULTIPLEXING MODULE NO. X
RTU-X	REMOTE TELEMETRY UNIT NO. X
SF	SLOWER-FASTER
SS	START-STOP
SSC	SUPERVISORY SET POINT CONTROL
TCL	TOTAL CHLORINE RESIDUAL
TOC	TOTAL ORGANIC CARBON
TOD	TOTAL OXYGEN DEMAND
TURB	TURBIDITY
VHC	VOLATILE HYDROCARBONS
VIB	VIBRATION

GENERAL NOTES

- COMPONENTS AND PANELS SHOWN WITH A SINGLE ASTERISK (*) ARE TO BE PROVIDED AS PART OF A PACKAGE SYSTEM.
- COMPONENTS AND PANELS SHOWN WITH A DOUBLE ASTERISK (***) ARE TO BE PROVIDED UNDER DIVISION 26, ELECTRICAL.
- THIS IS A STANDARD LEGEND, THEREFORE, NOT ALL OF THIS INFORMATION MAY BE USED ON THE PROJECT.

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2021 LIME SYSTEM IMPROVEMENTS PROJECT

GENERAL

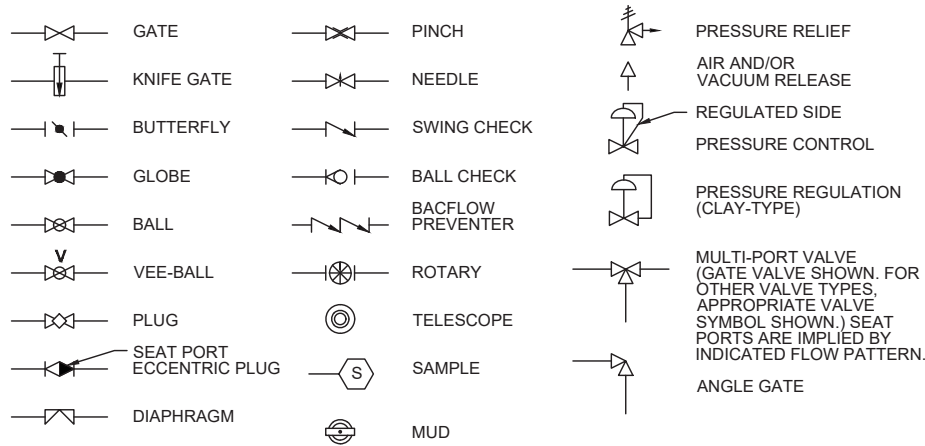
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 LEGEND 1**

VERIFY SCALE

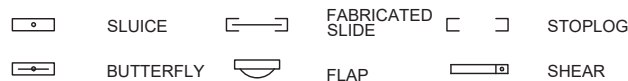
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				DWG NO.	G-005
				DATE	APRIL 2021
DESIGNED BY:	SDP	DRAWN BY:	SJF	CHECKED BY:	SDP
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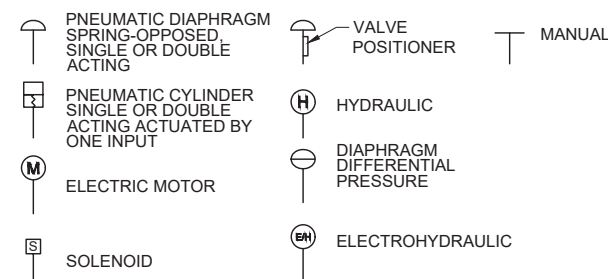
VALVE SYMBOLS



GATE SYMBOLS



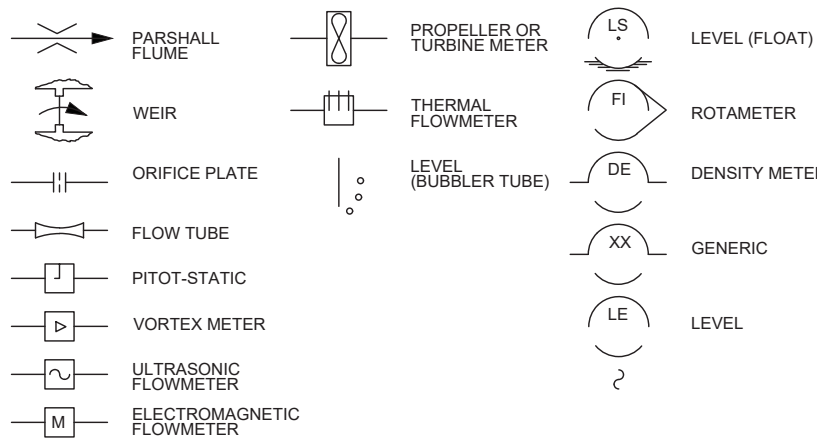
ACTUATOR SYMBOLS



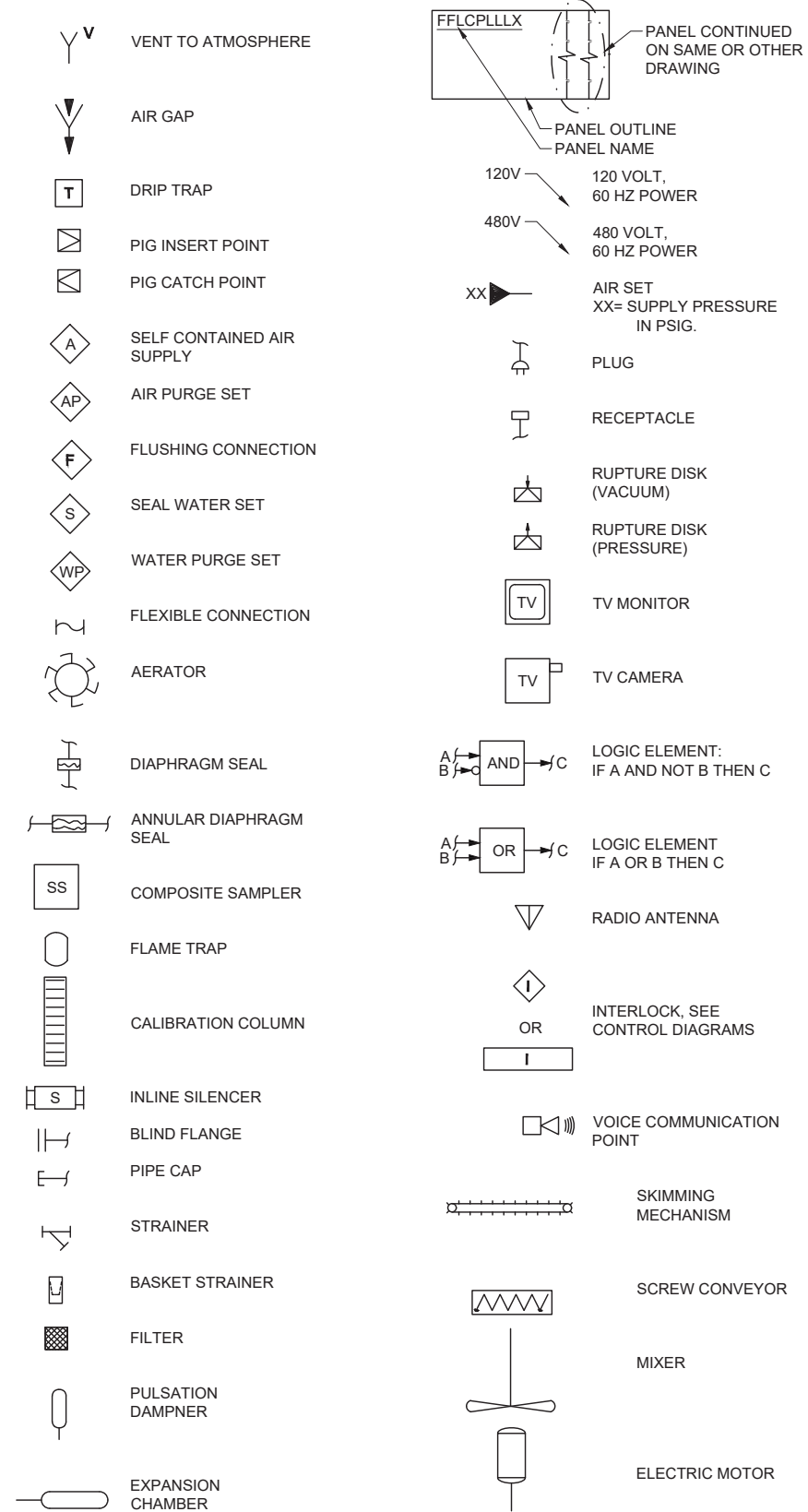
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XX: FO FAIL OPEN
FC FAIL CLOSED
FLP FAIL TO LAST POSITION

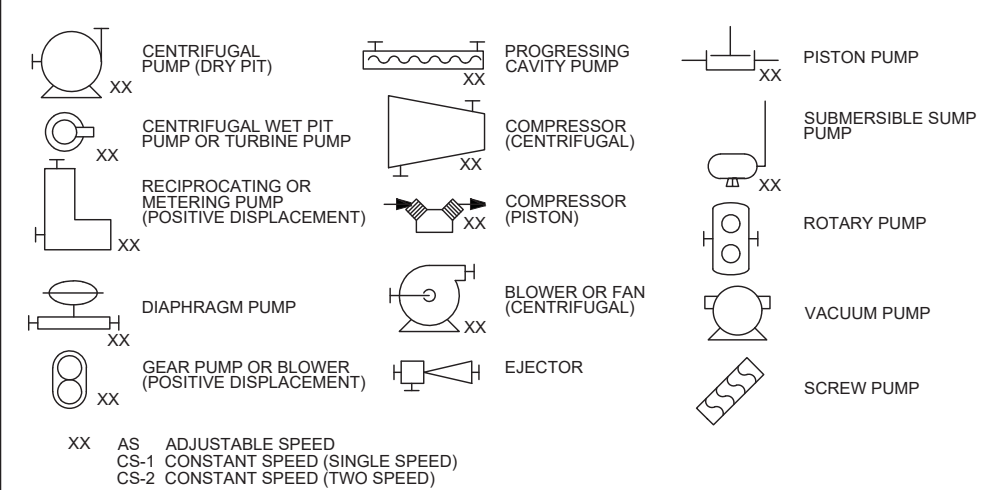
PRIMARY ELEMENT SYMBOLS



MISCELLANEOUS SYMBOLS

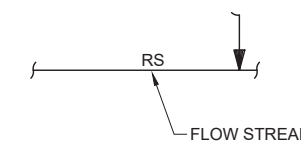


PUMP AND COMPRESSOR SYMBOLS



FLOW STREAM IDENTIFICATION

(FOR REFERENCE ONLY. SEE SITE AND MECHANICAL DRAWINGS)



FLOW STREAM IDENTIFICATION

D	DRAIN
DR	DRAIN
EBYP	EMERGENCY BYPASS
LD	DRY LIME
LS	LIME SLURRY
OA	ODOROUS AIR
OD	OVERFLOW DRAIN
OF	OVERFLOW
PD	PLANT DRAIN
PW	PLANT WASTE
RD	ROOF DRAIN
RS	RAW SEWAGE
SF	STRIPPER FILTRATE
TWAS	THICKENED WASTE ACTIVATED SLUDGE
V	VENT
1W	POTABLE WATER
2W	NON-POTABLE WATER (CHLORINATED EFFLUENT)

- NOTES:**
1. THESE ARE STANDARD LEGEND SHEETS, SOME SYMBOLS AND ABBREVIATIONS MAY APPEAR ON THE LEGEND AND NOT ON THE DRAWINGS.
 2. FOR ADDITIONAL ABBREVIATIONS OF OTHER DIVISIONS (ELECTRICAL), SEE OTHER LEGENDS.

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GENERAL

**INSTRUMENTATION AND CONTROLS
LEGEND 2**

VERIFY SCALE

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				DATE	APRIL 2021
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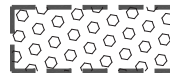


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NOTES:

1. CONTRACTOR SHALL MAINTAIN AGENCY ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
2. CONTRACTOR SHALL KEEP TO PRIMARY ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
3. CONTRACTOR SHALL COORDINATE ALL WORK TO ENSURE THAT CHEMICAL DELIVERIES AND LOADOUTS FROM ALL FACILITIES SHALL BE MAINTAINED THROUGHOUT THE ENTIRE CONTRACT PERIOD AND SHALL NOT HAVE EQUIPMENT STAGED THAT PREVENTS THE CHEMICAL DELIVERIES AND LOADOUTS.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND PLACING A MINIMUM OF 6 (SIX) TRAFFIC CONES AROUND THE LIMITS OF THE CONSTRUCTION STAGING AREA TO THE SATISFACTION OF THE AGENCY. THE TRAFFIC CONES SHALL REMAIN IN PLACE THROUGHOUT THE DURATION OF THE WORK PERIOD AND SHALL BE REMOVED BY THE CONTRACTOR ONCE THE WORK IS COMPLETE.

LEGEND

- CONTRACTOR STAGING AREAS 
- FACILITIES TO BE WORKED ON 
- SITE ACCESS ROUTE 



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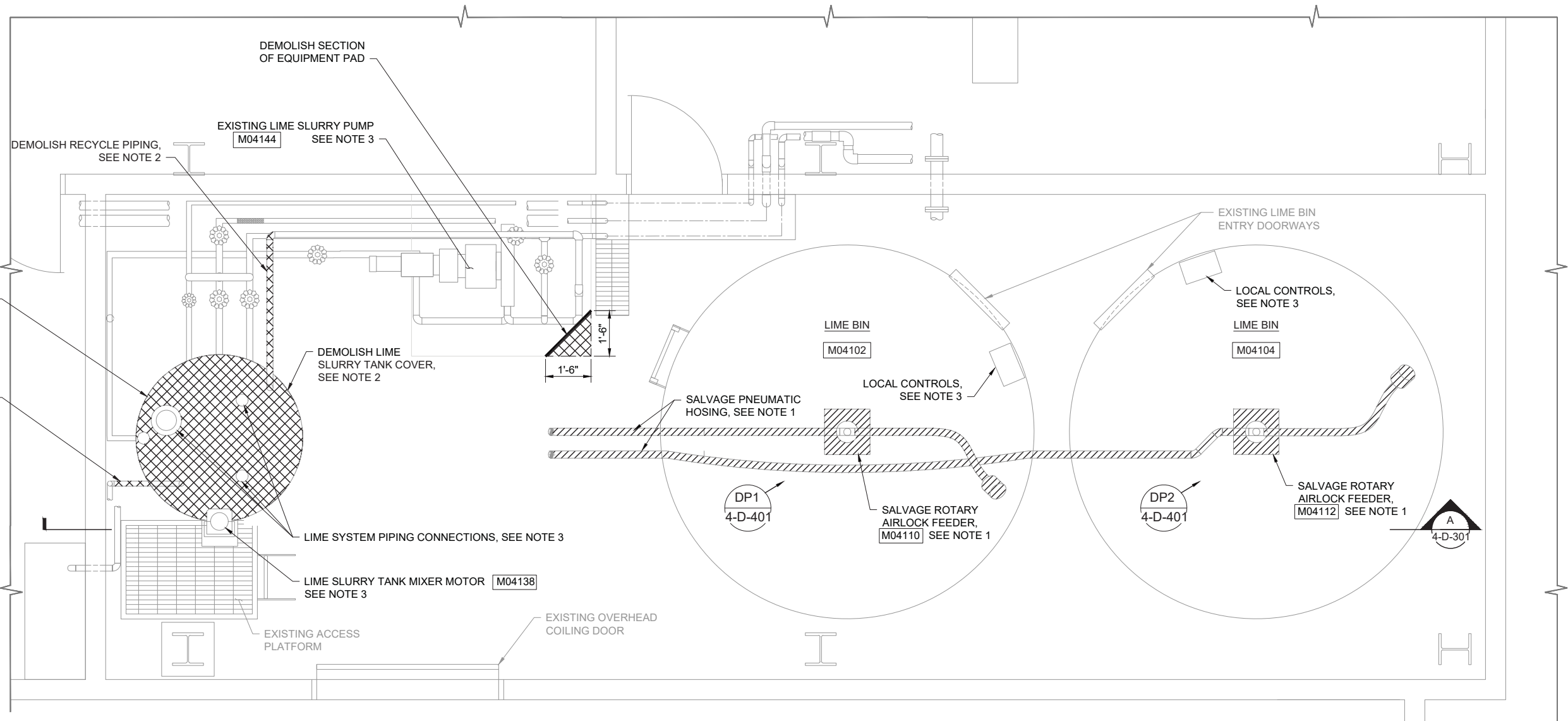
2021 LIME SYSTEM IMPROVEMENTS PROJECT

GENERAL
SITE MAP

VERIFY SCALE
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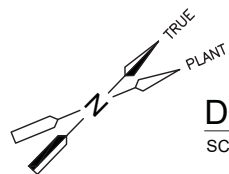
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DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
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NOTES:

1. CONTRACTOR SHALL SALVAGE EXISTING PNEUMATIC LIME CONVEYANCE HOISING, ROTARY AIRLOCK FEEDERS, AND ALL OTHER MISCELLANEOUS ITEMS NECESSARY TO ALLOW FOR THE INSTALLATION OF THE NEW FLEXIBLE SCREW CONVEYORS. CONTRACTOR SHALL CONFIRM WITH THE AGENCY ALL ITEMS TO BE SALVAGED PRIOR TO STARTING WORK. SALVAGED ITEMS SHALL BE PROVIDED TO THE AGENCY AND SHALL NOT BE DISPOSED OF BY THE CONTRACTOR.
2. CONTRACTOR SHALL NOT DEMOLISH ANY ITEMS WITHOUT PRIOR APPROVAL FROM THE AGENCY AND SHALL PROVIDE A DETAILED SEQUENCE OF WORK TO BE APPROVED BY THE AGENCY.
3. PROTECT IN PLACE ALL EXISTING EQUIPMENT AND PIPING IN THE FACILITY NOT SCHEDULED FOR DEMOLITION INCLUDING THE LIME SLURRY TANK MIXER MOTOR. EQUIPMENT AND PIPING THAT REQUIRE TEMPORARY DISCONNECTION AND RECONNECTION SHALL BE COORDINATED WITH THE AGENCY. CONTRACTOR SHALL NOT DISCONNECT ANY EQUIPMENT WITHOUT PRIOR APPROVAL FROM THE AGENCY AND SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE DISCONNECTION AND RECONNECTION OF EQUIPMENT NECESSARY TO COMPLETE THE CONTRACT WORK.
4. CONTRACTOR SHALL MAINTAIN ONE (1) LIME CONVEYANCE SYSTEM OPERATIONAL AT ALL TIMES DURING THE WORK AND SHALL SEQUENCE WORK TO MINIMIZE SHUTDOWNS. CONTRACTOR SHALL BE ALLOWED A ONE (1) EIGHT (8) HOUR SHUTDOWN TO COMPLETE ALL NECESSARY WORK THAT IS NOT OTHERWISE POSSIBLE TO COMPLETE WITHOUT A COMPLETE SHUTDOWN OF ALL LIME CONVEYANCE SYSTEMS. SHUTDOWNS REQUIRE PRIOR APPROVAL FROM THE AGENCY.



DEMOLITION - FLOOR PLAN

SCALE: 1/2"=1'-0"



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DEMOLITION

LIME ROOM DEMOLITION FLOOR PLAN

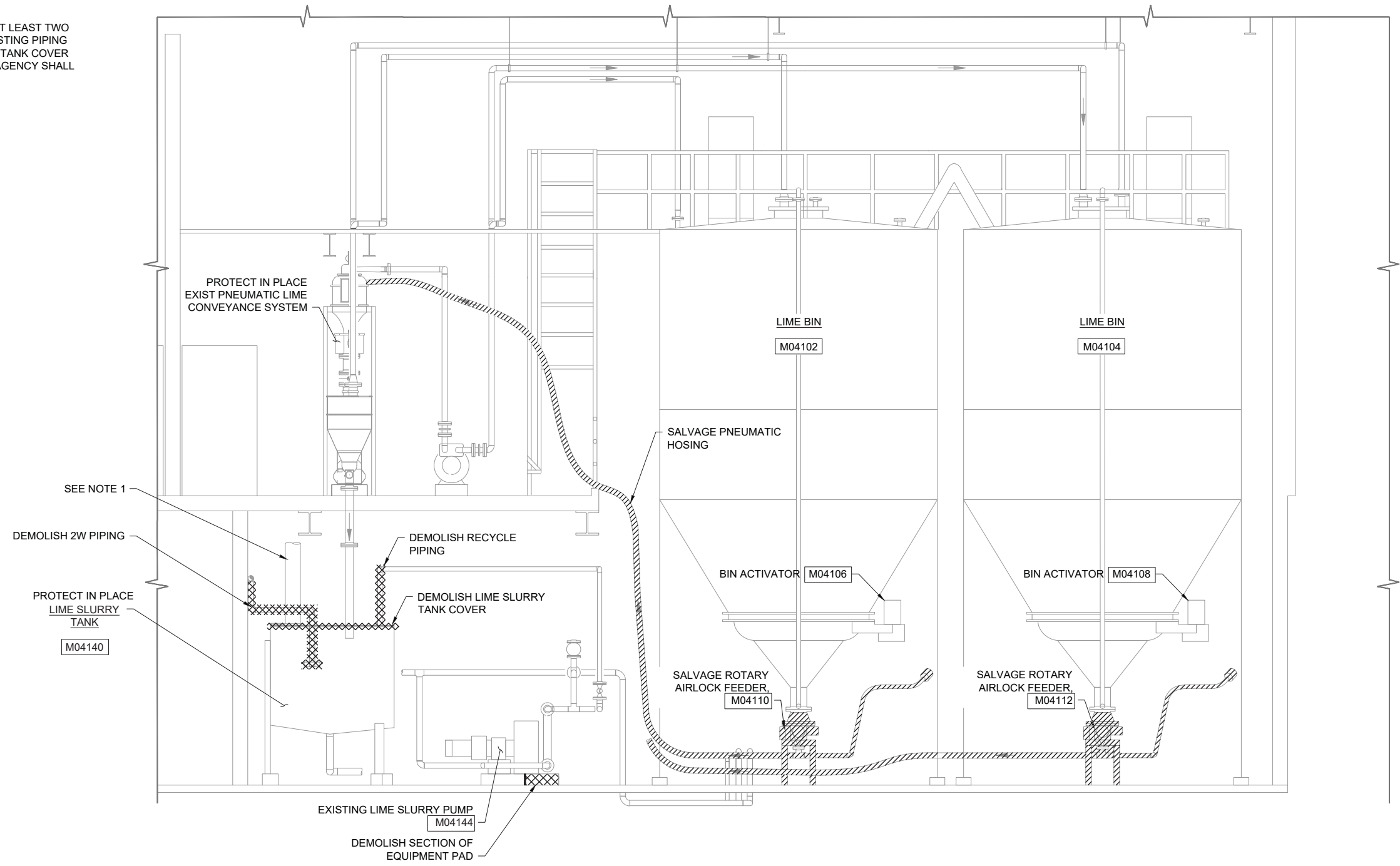
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					DWG NO.	4-D-201	
					DATE	APRIL 2021	
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NOTES:

1. CONTRACTOR SHALL COORDINATE WITH AGENCY AT LEAST TWO (2) WORKING DAYS PRIOR TO THE REMOVAL OF EXISTING PIPING AND FRP TANK COVER. AFTER THE PROPOSED FRP TANK COVER IS INSTALLED, EXISTING PIPING SPECIFIED BY THE AGENCY SHALL BE REINSTALLED.

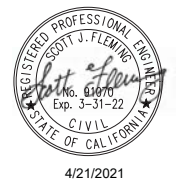


SECTION A
SCALE: 3/8"=1'-0"
4-D-201

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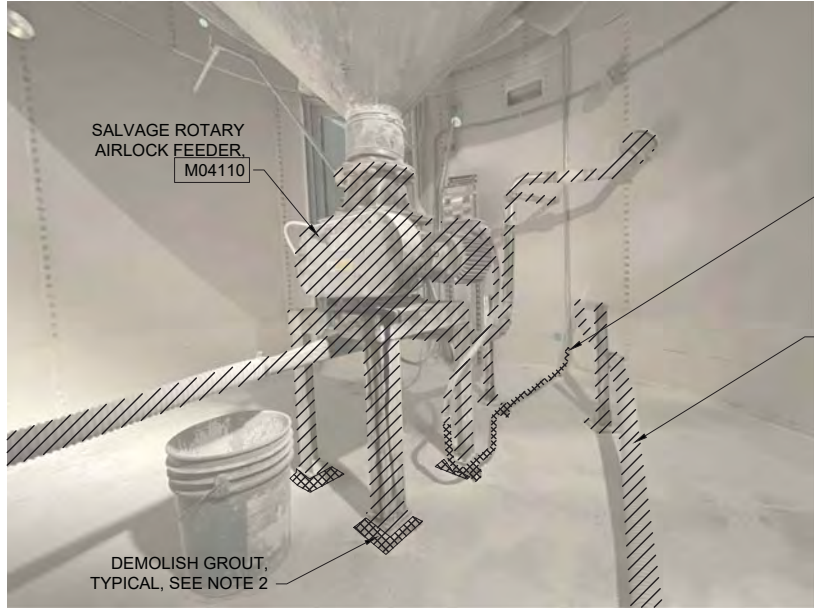
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2021 LIME SYSTEM IMPROVEMENTS PROJECT
DEMOLITION
LIME ROOM DEMOLITION SECTION

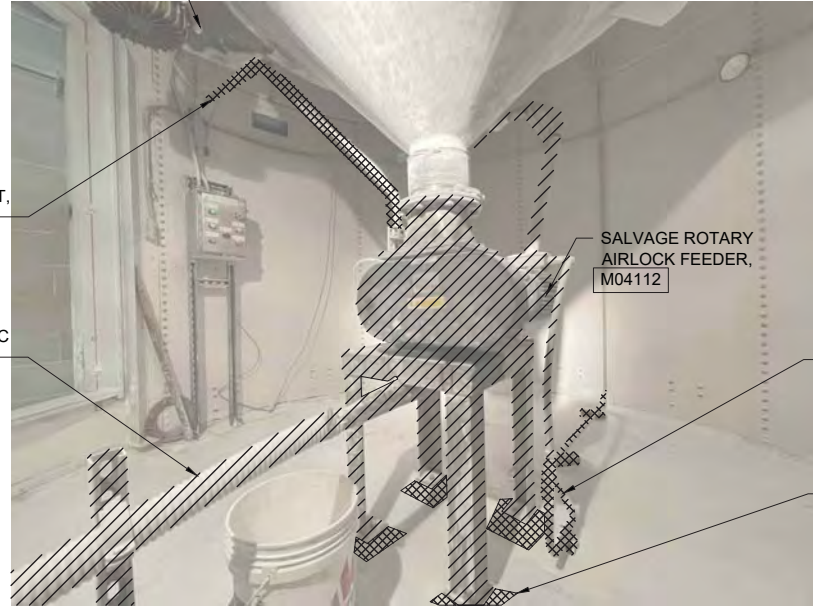
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				9 OF 17
				DWG NO. 4-D-301
				DATE APRIL 2021
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PROTECT IN PLACE BIN ACTIVATOR, SEE NOTE 3



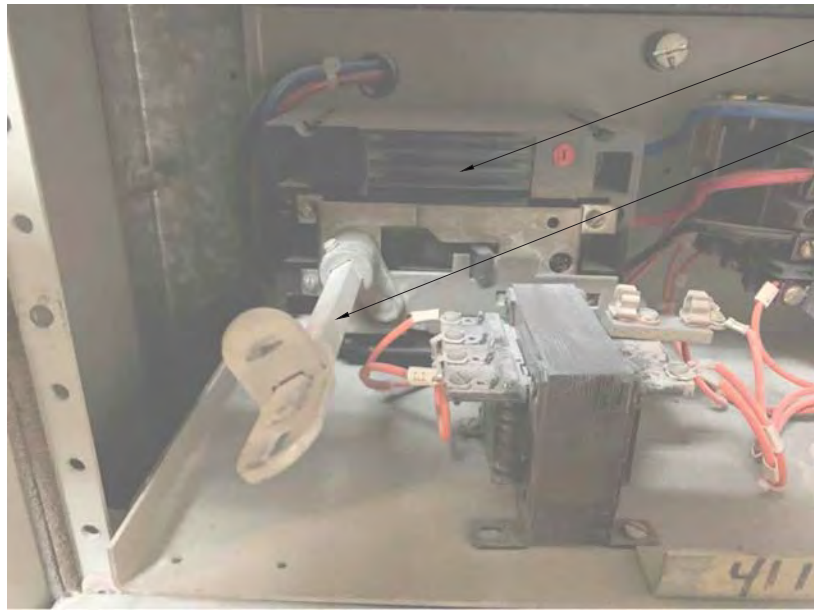
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SCALE: NTS 4-D-201



DEMO PHOTO DP2
SCALE: NTS 4-D-201



DEMO PHOTO DP3
SCALE: NTS 4-E-201



DEMO PHOTO DP4
SCALE: NTS 4-E-201

SEE NOTE 5
CONTRACTOR IS RESPONSIBLE FOR ENSURING BREAKER AND LINKAGE OPERATE AS INTENDED USING DOOR DISCONNECT HANDLE. EXISTING LINKAGE MAY BE REUSED IF PROPER OPERATION CAN BE ACHIEVED.

NOTES:

1. CONTRACTOR SHALL DEMOLISH ROTARY AIRLOCK FEEDER CONDUITS AND PIPING SUPPORTS BACK TO THE LIME BIN STEEL SUPPORT SKIRTS. PROTECT EXISTING ROTARY AIRLOCK CONDUCTOR, COIL, AND STORE IN NEW ELECTRICAL JUNCTION BOXES TO BE MOUNTED AT DEMOLITION LIMIT FOR EACH CONDUIT.
2. CONTRACTOR SHALL DEMOLISH EXISTING GROUT UNDER SALVAGED OR DEMOLISHED EQUIPMENT. AFTER DEMOLITION, CONCRETE FLOOR SHALL BE SMOOTH.
3. PROTECT IN PLACE BIN ACTIVATORS, CONDUIT, AND CONDUCTOR.
4. DISCONNECT CONDUCTOR FROM CIRCUIT BREAKER TO EQUIPMENT. PRESERVE THE STARTER AND BREAKER INTACT.
5. SALVAGE TO AGENCY SPARE CIRCUIT BREAKER AND MOTOR STARTER, BUCKET "6K". PREPARE SPACE TO ACCEPT NEW 50A CIRCUIT BREAKER UNIT.

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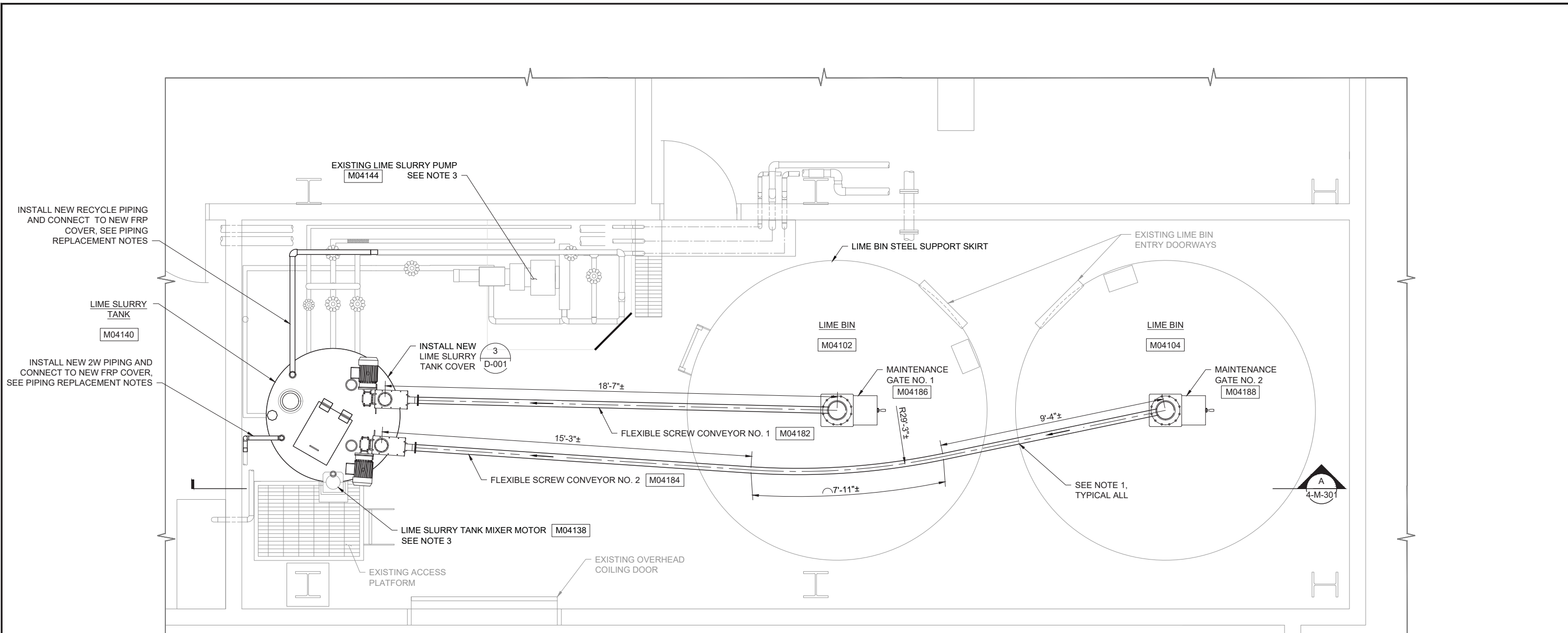
DEMOLITION

DEMOLITION PHOTOS

VERIFY SCALE
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				DWG NO.	4-D-401
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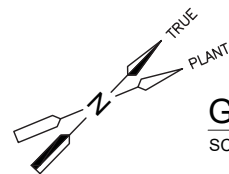


NOTES:

- CONTRACTOR SHALL PERFORM ALL WORK NECESSARY ON THE EXISTING LIME BIN STEEL SUPPORT SKIRTS TO PROVIDE OPENINGS FOR INSTALLATION OF THE FLEXIBLE SCREW CONVEYORS. OPENINGS SHALL NOT BE GREATER THAN 1/2" ON ANY SIDE OF SCREW CONVEYOR TUBING.
- PIPING SUPPORT SYSTEMS ARE NOT SHOWN ON DRAWING. SEE DRAWING NO. 4-M-301 FOR A REPRESENTATION OF PIPING SUPPORT SYSTEMS. CONTRACTOR SHALL MEET ALL REQUIREMENTS OF SPECIFICATION SECTION 40 05 15 AND PROVIDE DRAWINGS AND SUPPORTING CALCULATION SUBMITTALS FOR THE PIPING SUPPORT AND SEISMIC BRACING SYSTEMS.
- PROTECT IN PLACE ALL EXISTING EQUIPMENT AND PIPING IN THE FACILITY INCLUDING THE LIME SLURRY TANK MIXER MOTOR. EQUIPMENT AND PIPING THAT REQUIRE TEMPORARY DISCONNECTION AND RECONNECTION SHALL BE COORDINATED WITH THE AGENCY. CONTRACTOR SHALL NOT DISCONNECT ANY EQUIPMENT WITHOUT PRIOR APPROVAL FROM THE AGENCY AND SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE DISCONNECTION AND RECONNECTION OF EQUIPMENT NECESSARY TO COMPLETE THE CONTRACT WORK.

PIPING REPLACEMENT NOTES:

- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL NECESSARY PIPING, CONNECTIONS, UNIONS, TEES, MATING FLANGES, AND OTHER APPURTENANCES TO INSTALL NEW 2W PIPING AND RECYCLE PIPING TO THE FRP COVER TO MAKE THE HYDRATED LIME SCREW CONVEYANCE SYSTEM OPERATIONAL TO THE SATISFACTION OF THE AGENCY.
- CONNECTIONS SHALL BE SECURE AND SEALED TO PREVENT HYDRATED LIME DUST FROM ESCAPING PIPING OR TANK DURING OPERATION.
- DEMOLISHED PIPING SHALL BE CLEANED AND DISPOSED OF IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS.
- NEW PIPE AND FITTINGS SHALL BE SCHEDULE 80 POLYVINYL CHLORIDE (PVC). SCHEDULE 80 PVC FITTINGS SHALL MEET OR EXCEED ASTM D1785. SCHEDULE 80 PVC FITTINGS SHALL MEET OR EXCEED ASTM D2467. NEW PIPE AND FITTINGS SHALL MATCH EXISTING PIPE SIZES UNLESS OTHERWISE SPECIFIED.
- ALL PVC SHALL BE ASSEMBLED WITH SOLVENT CEMENT THAT MEETS OR EXCEEDS ASTM D2564.
- CONTRACTOR SHALL PROVIDE PVC SUBMITTALS TO BE APPROVED BY THE AGENCY PRIOR TO FURNISHING THE PVC PIPING AND FITTINGS. SUBMITTALS SHALL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: SHOP DRAWINGS, PROPOSED PIPE AND FITTING PRODUCTS AND CORRESPONDING MANUFACTURER'S LITERATURE. ALL SUBMITTED PRODUCTS SHALL DEMONSTRATE CHEMICAL RESISTANCE TO CALCIUM HYDROXIDE Ca(OH)₂.



GROUND LEVEL PLAN

SCALE: 1/2"=1'-0"

2021 LIME SYSTEM IMPROVEMENTS PROJECT

MECHANICAL

LIME ROOM GROUND LEVEL PLAN



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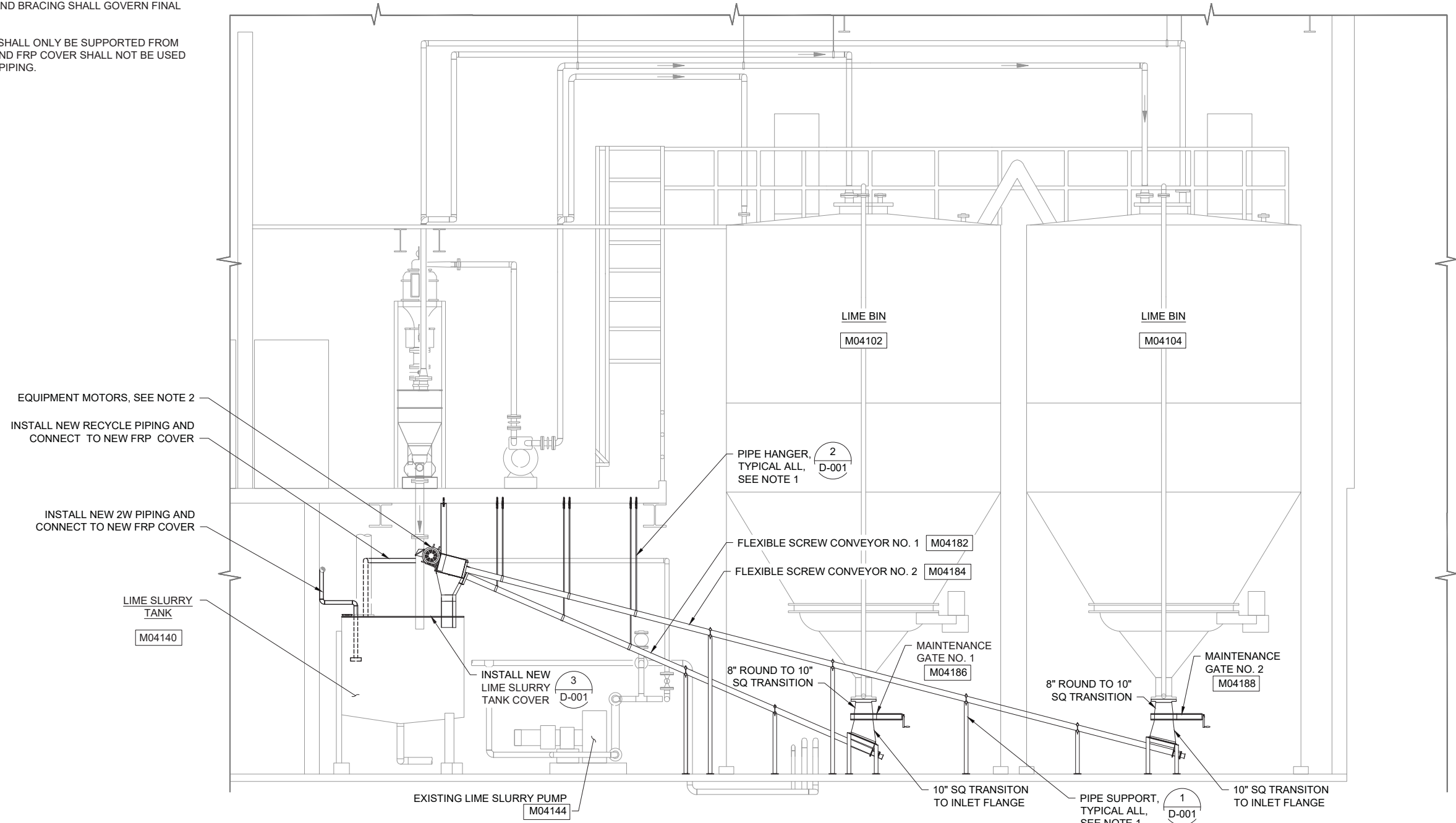
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				DATE APRIL 2021
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NOTES:

1. PIPING SUPPORT SYSTEMS SHOWN ARE FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL SUPPORT DESIGN.
2. FLEXIBLE SCREW CONVEYOR MOTORS SHALL ONLY BE SUPPORTED FROM THE CEILING. THE LIME SLURRY TANK AND FRP COVER SHALL NOT BE USED TO SUPPORT THE NEW EQUIPMENT OR PIPING.



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

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MECHANICAL

LIME ROOM SECTION

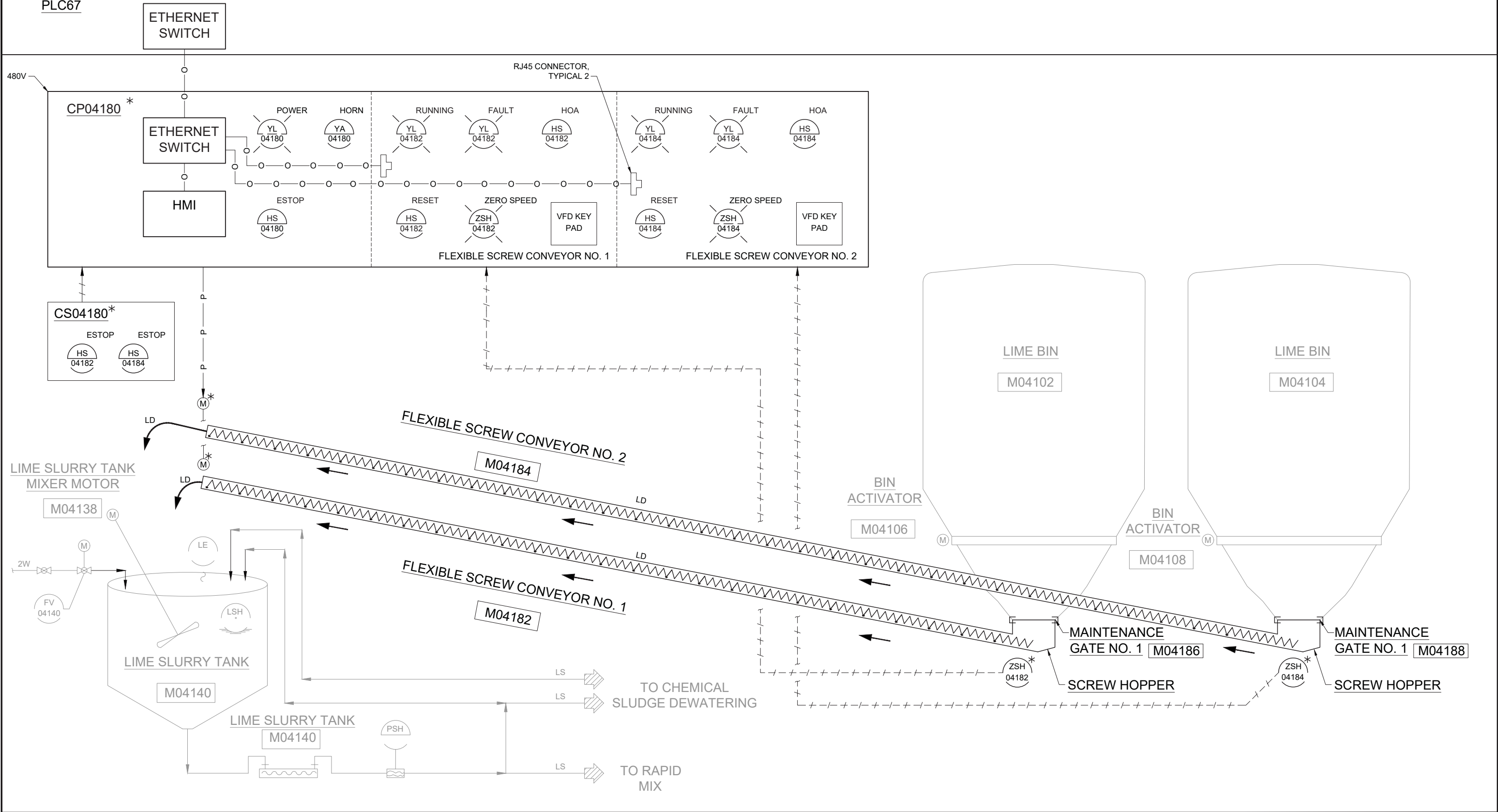
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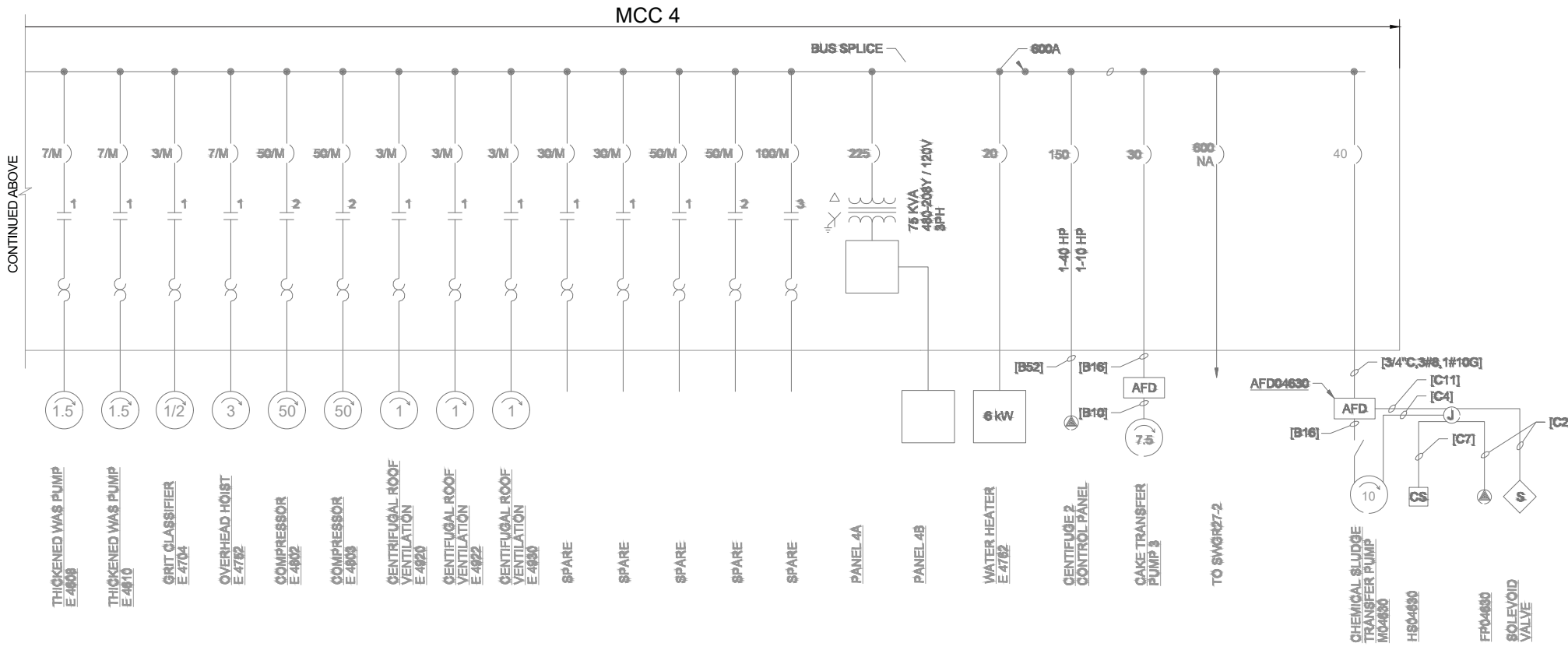
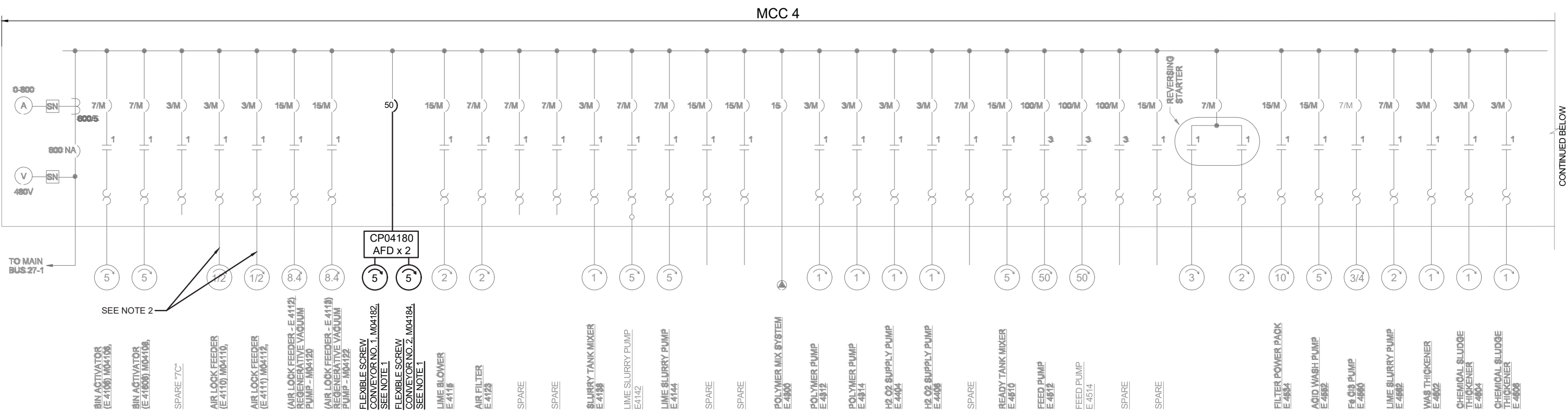
INSTRUMENTATION AND CONTROLS

**P & ID
 LIME SYSTEM**

VERIFY SCALE

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					DWG NO.	N-001	
					DATE	APRIL 2021	
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- NOTES:**
- SALVAGE SPARE BREAKER IN BUCKET "6K". PREPARE SPACE TO ACCEPT NEW 50A CIRCUIT BREAKER UNIT.
 - DISCONNECT CONDUCTORS FROM EQUIPMENT TO CIRCUIT BREAKERS "6C" AND "6E". PRESERVE CIRCUIT BREAKERS AND STARTERS IN PLACE.



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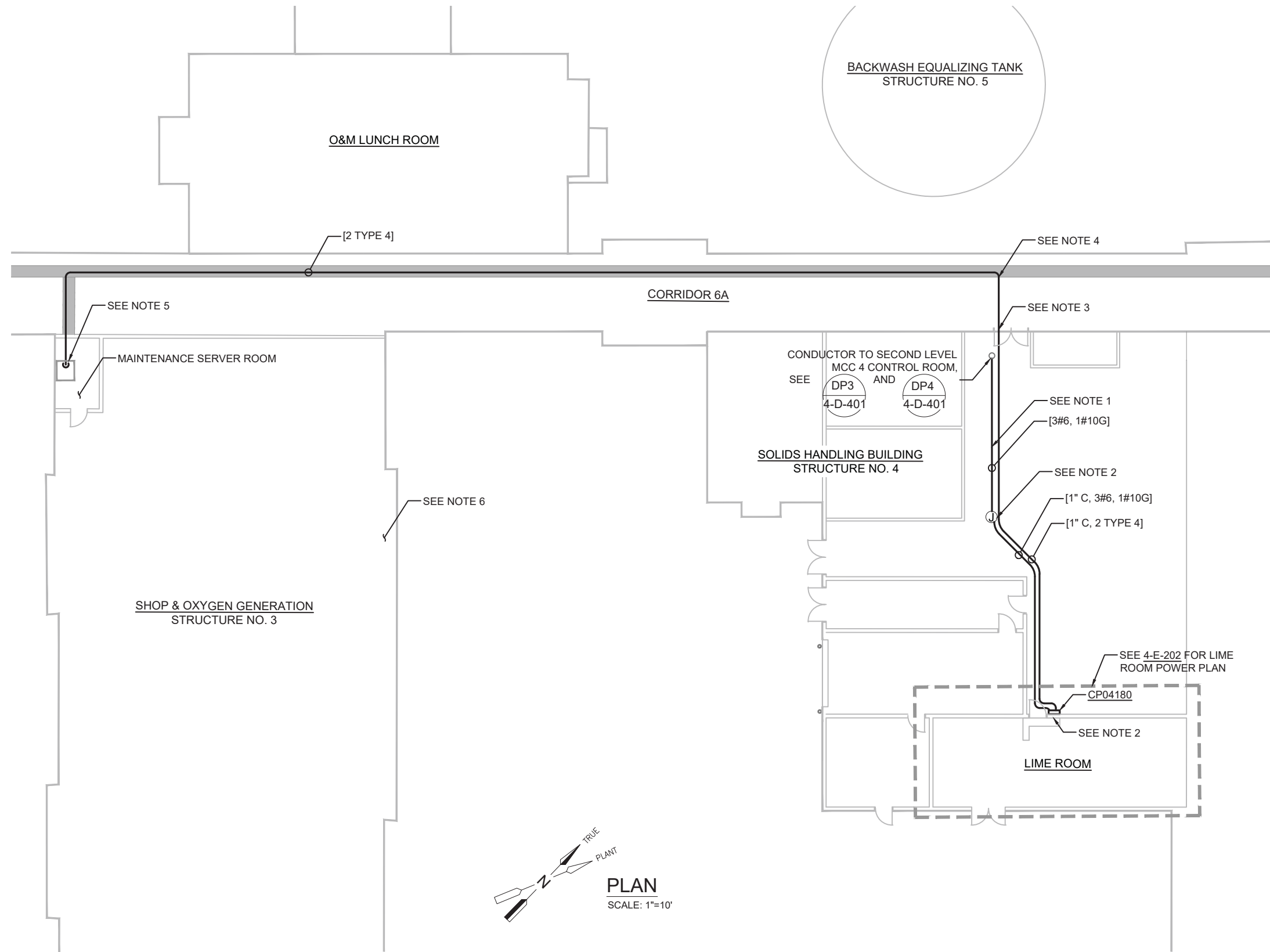
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2021 LIME SYSTEM IMPROVEMENTS PROJECT
ELECTRICAL
ONE LINE DIAGRAM - MCC 4

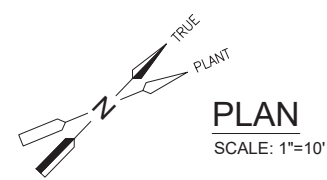
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- NOTES:**
- PULL CONDUCTOR THROUGH EXISTING EMPTY 1 1/4" CONDUIT FROM MCC 4 ON SECOND LEVEL TO STUBBED OUT LOCATION ALONG CEILING OF GROUND LEVEL TO PROPOSED JUNCTION BOX.
 - INSTALL NEW JUNCTION BOX , 1" CONDUIT, AND CONDUCTOR TO CP04180.
 - CORE DRILL THROUGH EXISTING CMU WALLS FOR INSTALLATION OF NEW CONDUIT. PROTECT IN PLACE ALL EXISTING REINFORCING BAR AND CONDUIT IN WALLS. SEE DETAILS ON DRAWING NO. D-001, FOR ALL EQUIPMENT MOUNTING, CONDUIT PENETRATIONS, AND CONDUIT ROUTING.
 - UTILIZE EXISTING CABLE TRAYS IN CORRIDOR 6A. IN LOCATIONS WHERE EXISTING CABLE TRAYS ARE NOT PRESENT CONTRACTOR SHALL INSTALL NEW CONDUIT.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING AND INSTALLING TYPE 4 SPECIAL CABLE BETWEEN CP04180 AND THE MAINTENANCE SERVER ROOM. CONNECTIONS AT THE ETHERNET SWITCHES ARE TO BE MADE BY AGENCY. CONTRACTOR SHALL CONFIRM REQUIRED LENGTH OF SPECIAL CABLE PRIOR TO CONTRACTOR ORDERING AND ENSURE NECESSARY LENGTH FOR PROPER CONNECTION TO EXISTING EQUIPMENT IN THE MAINTENANCE SERVER ROOM.
 - NOT ALL INTERIOR WALLS ARE SHOWN ON PLANS.



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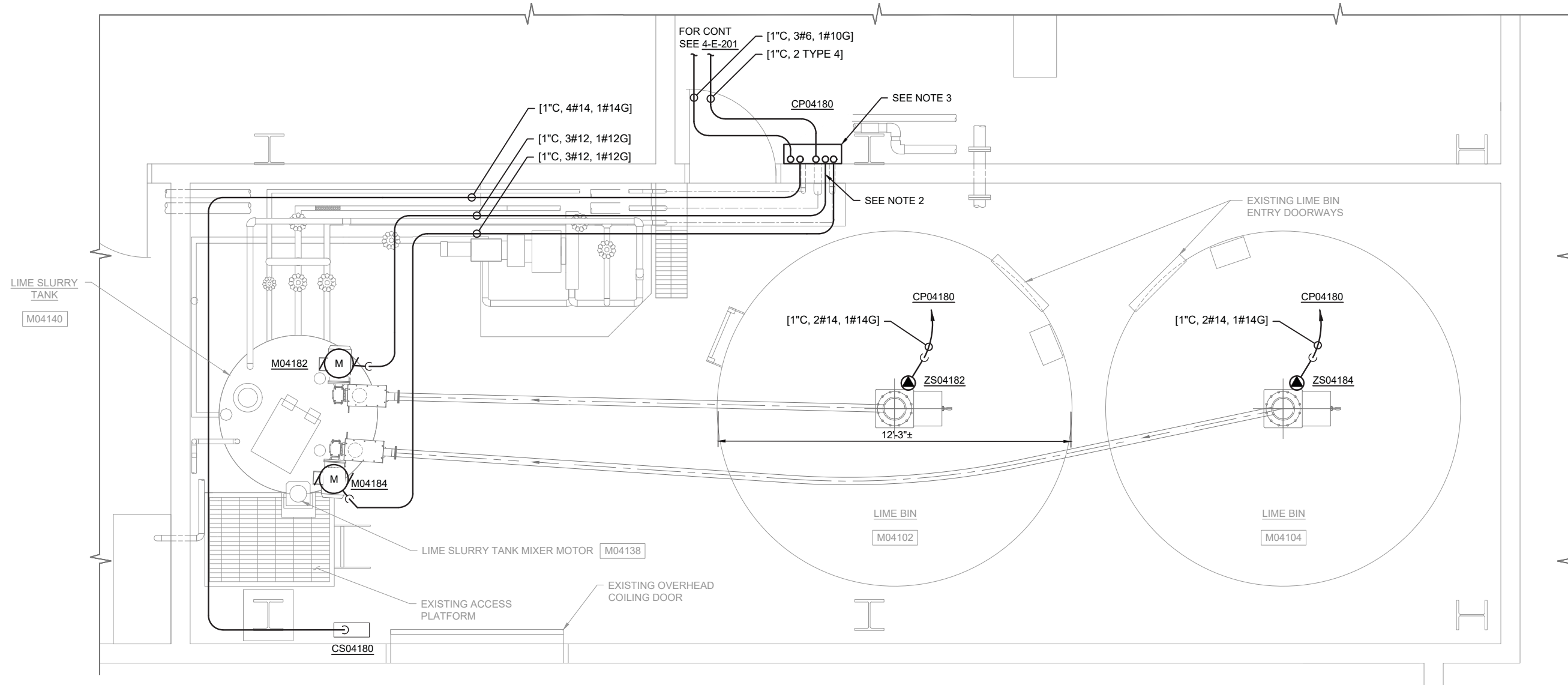
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2021 LIME SYSTEM IMPROVEMENTS PROJECT
 ELECTRICAL
ELECTRICAL SITE PLAN

VERIFY SCALE
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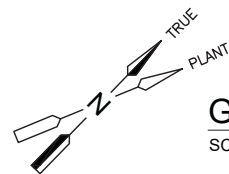
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DESIGNED BY:	SDP	DRAWN BY:	SJF	CHECKED BY:	SDP	APPROVED BY:	LG

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NOTES:

1. PROVIDE NEW POWER FEED TO EQUIPMENT.
2. CORE DRILL THROUGH EXISTING CMU WALL FOR INSTALLATION OF NEW CONDUIT. SEE DETAILS ON DRAWING NO. D-001, FOR ALL EQUIPMENT PANEL MOUNTING, CONDUIT PENETRATIONS, AND CONDUIT ROUTING.
3. MOUNT PANEL ON WALL ADJACENT TO EXISTING DOOR OUTSIDE OF LIME ROOM. SEE DEVICE MOUNTING DETAIL ON DRAWING NO. D-001.



GROUND LEVEL PLAN

SCALE: 1/2"=1'-0"

2021 LIME SYSTEM IMPROVEMENTS PROJECT

ELECTRICAL

LIME ROOM POWER PLAN

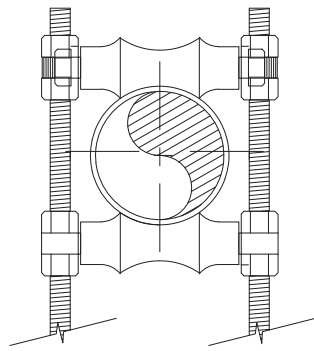
VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY	NO.	REVISIONS	APPROVED BY	DATE	SHEET	16 OF 17	
					DWG NO.	4-E-202	
					DATE	APRIL 2021	
DESIGNED BY:	SDP	DRAWN BY:	SJF	CHECKED BY:	SDP	APPROVED BY:	LG



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



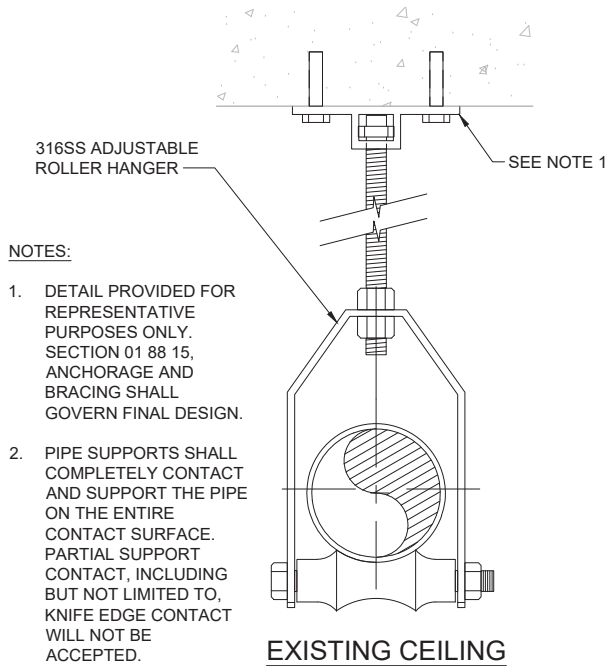
4/21/2021



NOTES:

1. DETAIL PROVIDED FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL DESIGN.
2. FRAMING SUPPORT SYSTEM SHALL BE DESIGNED PER SECTION 01 88 15, ANCHORAGE AND BRACING.
3. PIPE SUPPORTS SHALL COMPLETELY CONTACT AND SUPPORT THE PIPE ON THE ENTIRE CONTACT SURFACE. PARTIAL SUPPORT CONTACT, INCLUDING BUT NOT LIMITED TO, KNIFE EDGE CONTACT WILL NOT BE ACCEPTED.

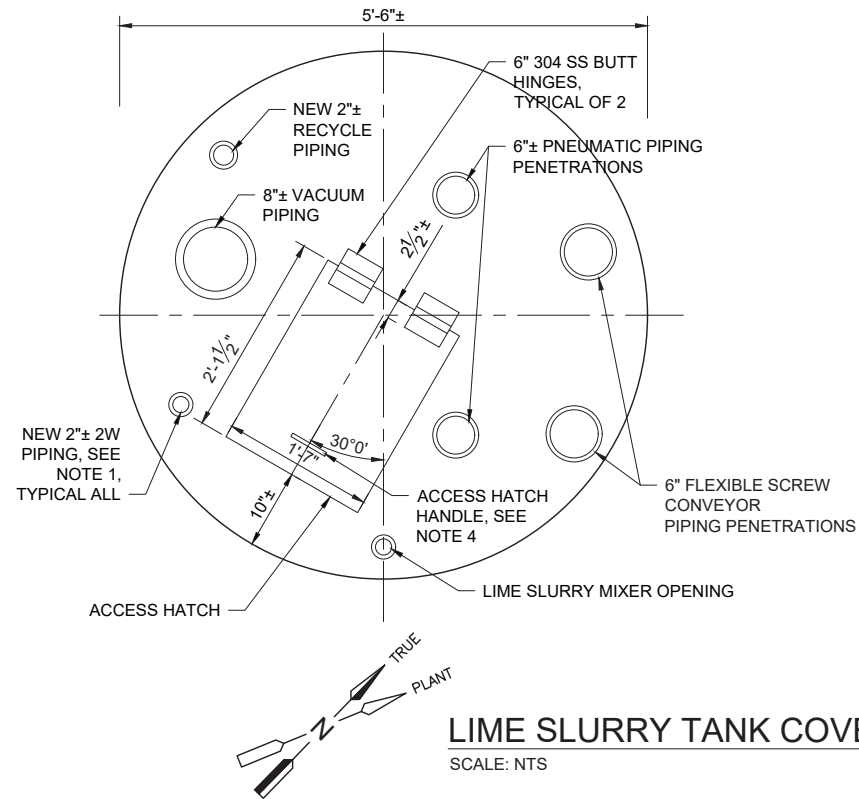
ADJUSTABLE DOUBLE ROLLER SUPPORT 1
SCALE: NTS 4-M-301



NOTES:

1. DETAIL PROVIDED FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL DESIGN.
2. PIPE SUPPORTS SHALL COMPLETELY CONTACT AND SUPPORT THE PIPE ON THE ENTIRE CONTACT SURFACE. PARTIAL SUPPORT CONTACT, INCLUDING BUT NOT LIMITED TO, KNIFE EDGE CONTACT WILL NOT BE ACCEPTED.

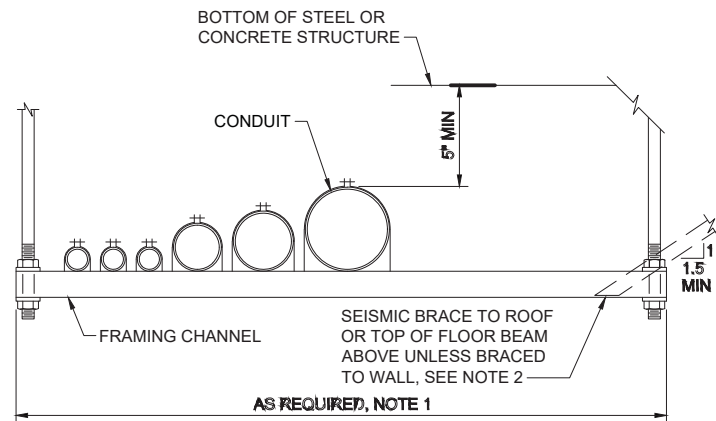
PIPE HANGER 2
SCALE: NTS 4-M-301



NOTES:

1. ALL SIZES AND DIMENSIONS ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY ALL PIPING PENETRATIONS, SIZES, CONNECTIONS, AND PROPOSED HATCH LOCATION. ACTUAL FIELD MEASUREMENT SHALL BE SHOWN ON SUBMITTALS.
2. LIME SLURRY TANK COVER SHALL BE FIBRE-REINFORCED PLASTIC (FRP) AND BE 1/2" MINIMUM THICKNESS.
3. CONTRACTOR SHALL PROVIDE SUBMITTALS TO BE APPROVED BY THE AGENCY PRIOR TO FURNISHING THE LIME SLURRY TANK COVER. SUBMITTALS SHALL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: SHOP DRAWINGS, CONNECTION PRODUCTS AND CORRESPONDING MANUFACTURER'S LITERATURE, FRP CHEMICAL COMPOSITION DATA AND MANUFACTURER'S LITERATURE FOR SPECIFIC RESIN, FIBER REINFORCEMENT, ADDITIVES, AND MANUFACTURING PROCESS TO BE USED. ALL SUBMITTED PRODUCTS SHALL DEMONSTRATE CHEMICAL RESISTANCE TO CALCIUM HYDROXIDE Ca(OH)₂. SHOP DRAWINGS SHALL REFLECT CONTRACTOR FIELD VERIFIED MEASUREMENTS AND SIZES (SEE NOTE 1).
4. ACCESS HATCH HANDLE AND ASSOCIATED FASTENERS AND APPURTENANCES SHALL BE 316 SS. HANDLE SHALL BE A MINIMUM 8" WIDE AND 4" HIGH ABOVE THE FRP TANK COVER. CONTRACTOR SHALL SUBMIT FINAL DESIGN OF ACCESS HATCH HANDLE TO AGENCY FOR APPROVAL.

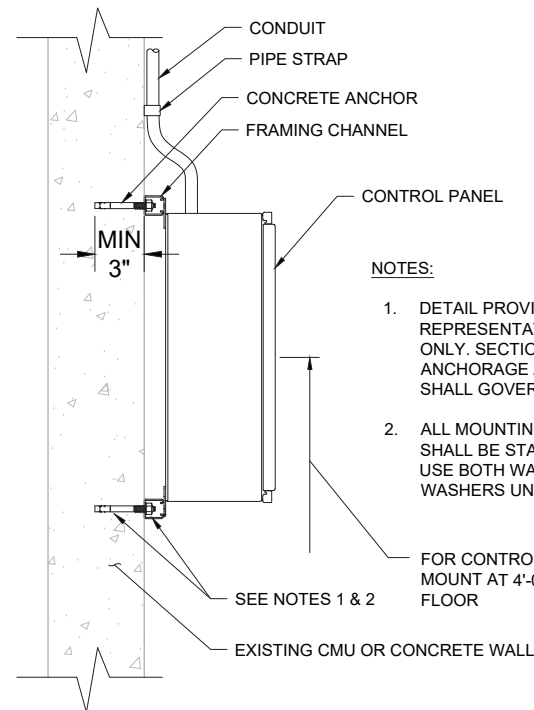
LIME SLURRY TANK COVER 3
SCALE: NTS 4-M-201



NOTES:

1. DETAIL PROVIDED FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL DESIGN.
2. LENGTH VARIES WITH NUMBER OF CONDUITS TO BE SUPPORTED AND SPACING BETWEEN CONDUITS.
3. USE STAINLESS STEEL HARDWARE.
4. SPACE CONDUIT SUFFICIENTLY TO ALLOW REMOVAL OF ONE CONDUIT WITHOUT DISTURBING ADJACENT CONDUITS.

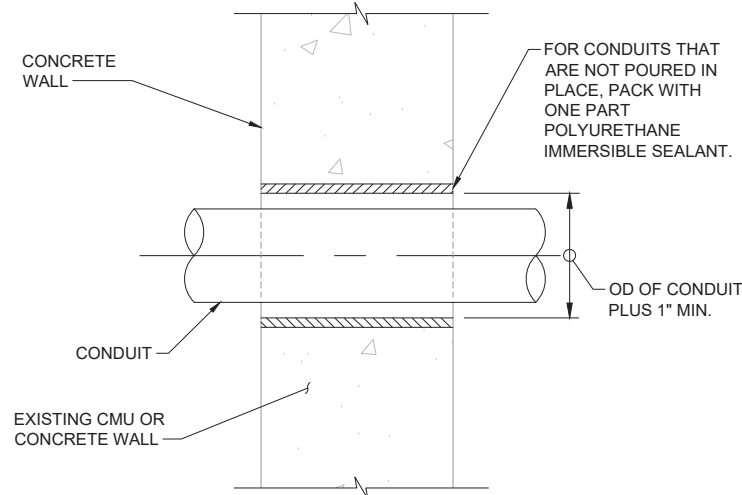
CONDUIT RACKING SYSTEM 4
SCALE: NTS



NOTES:

1. DETAIL PROVIDED FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL DESIGN.
2. ALL MOUNTING HARDWARE SHALL BE STAINLESS STEEL. USE BOTH WASHER AND LOCK WASHERS UNDER ALL NUTS.

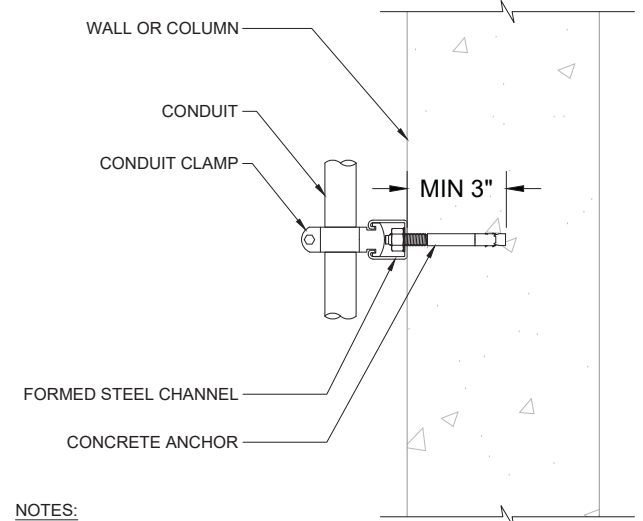
DEVICE MOUNTING, WALL 5
SCALE: NTS



NOTES:

1. DETAIL PROVIDED FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL DESIGN.

CONDUIT WALL PENETRATION 6
SCALE: NTS



NOTES:

1. DETAIL PROVIDED FOR REPRESENTATIVE PURPOSES ONLY. SECTION 01 88 15, ANCHORAGE AND BRACING SHALL GOVERN FINAL DESIGN.

CONDUIT SUPPORT ON STRUCTURE 7
SCALE: NTS

T:\Engineering\Projects\2021_Lime System Improvements\Project_Design_Phase\Drawings\D-001.dwg 4/6/2021 15:46



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



2021 LIME SYSTEM IMPROVEMENTS PROJECT

DETAILS
DETAILS

VERIFY SCALE

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

NO.	REVISIONS	APPROVED BY	DATE	SHEET	17 OF 17
				DWG NO.	D-001
				DATE	APRIL 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
				APPROVED BY:	LG



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Item: V-6
Subject: Approval to award the Replacement of Exit Road Gate and Actuator project

Background

The existing plant exit road gate and actuator were identified for replacement due to repeated failures and overall unreliable operation. During the evaluation it was discovered that the actuator was undersized for the size and weight of the existing gate. Therefore, as part of the fiscal year 2020/2021 budget process Agency staff budgeted for the replacement of the gate and actuator as part of the Security System Upgrade. Staff prepared and issued a notice of solicitation on March 10, 2021.

Bids for the project were received on March 31, 2021. Staff received one (1) bid as follows:

- Awaxx Systems Inc., Reno, NV: \$36,850

Review of the lowest responsible and responsive bid, Awaxx Systems Inc., did not yield any irregularities. If approved by the Board, the project field work is estimated to occur in late summer of 2021.

Fiscal Impact

The lump sum bid price of \$36,850.00 is within the budgeted amount of \$50,000 for this project.


Attachments


None.

Recommendation

Management and staff recommend approval to award the Replacement of Exit Road Gate and Actuator project to Awaxx Systems Inc. in the amount of \$36,850.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: Michelle Mackey, Accounting Supervisor
Item: V-7
Subject: Approval to issue a Request For Proposals for Audit Services

Background

The Agency has consulted with Damore, Hamric & Schneider, Inc. for the past numerous years to perform the Agency annual financial audit. Although it is not required to change financial auditors for the upcoming audit, it is not uncommon for public entities to utilize different financial auditors to perform financial audits from time to time.

The Agency recommends a Request For Proposal (RFP) be issued to solicit potential financial consultants to (1) perform the Annual Audit of Financial Statements and Auditor's report; (2) prepare the State Controller's Report; (3) prepare the Appropriations Calculations; (4) prepare the Management Letter; (5) prepare the Management Report; (6) meet with staff to discuss the audit and significant findings; and (7) present the audit report and results of the audit to the Board of Directors. The RFP is for a period of 3 years.

Fiscal Impact

Varies on proposals received.

Attachments

RFP for Audit Services.

Recommendation

Management and staff recommend approval to issue a Request For Proposals for Audit Services.

Review Tracking

Submitted By: Michelle Mackey
Michelle Mackey
Accounting Supervisor

Approved By: LaRue Griffin
LaRue Griffin
General Manager

REQUEST FOR PROPOSALS

AUDIT SERVICES



Release Date: April 22, 2021

Submission Deadline: May 27, 2021 at 4:00 pm (Pacific)

Contact Person: Michelle Mackey, Accounting Supervisor

Tahoe Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161
www.ttsa.net

Release Date: Thursday, April 22, 2021

Closing Date: Thursday, May 27, 2021 at 4:00 pm (Pacific)
Late proposals will not be considered.

Contact Person: Michelle Mackey, Accounting Supervisor
Email: mmackey@ttsa.net
Phone: (530) 587-2525

Tahoe Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

PURPOSE

The Tahoe Truckee Sanitation Agency (Agency), the public agency responsible for wastewater treatment and disposal services throughout the north and west shores of Lake Tahoe, the Truckee River corridor (including the communities of Alpine Meadows and Squaw Valley), and Truckee, requests proposal responses from highly-qualified and experienced independent certified public accounting consultants (Consultant) to audit and report on the financial position and internal controls of the Agency. Such consultants must possess the required license(s) to practice in the State of California and regularly practice in local government audits (particularly special districts/agencies).

The Agency operates on a July 1 – June 30 fiscal year. The Agency anticipates a three (3) year audit service agreement, subject to annual review by the Agency beginning with the fiscal year ending June 30, 2021. Additional information about the Agency, including budgets and past audit reports can be found on the Agency website at www.ttsa.net.

Please read this entire Request For Proposals (RFP) package and include all requested information in your proposal.

SCOPE OF SERVICES

- 1) Perform Audit of Financial Statements and Prepare Auditor's Report
 - a. Audit the Agency's financial statements in accordance with Generally Accepted Accounting Principles, as set forth by AICPA, GASB, and in accordance with the "Minimum Audit Requirements and Reporting Guidelines for California Special Districts", as required by the California State Controller's Office.

- b. Prepare Auditor's Report that includes the following:
 - i. Statement of Net Position.
 - ii. Statement of Revenues, Expenses, and Changes in Net Position.
 - iii. Statement of Cash Flows.
 - iv. All Financial Statements to include prior year for comparative purposes.
 - v. Required Footnotes to Financial Statements.
 - vi. GASB 68 & 75 Required Supplementary Information.
 - vii. Auditor's opinion on the financial statements and required supplementary information.

- 2) State Controller's Report
 - a. Pursuant to Government Code 53891, prepare Annual Audit Report of Financial Transaction of Special District and submit to the California State Controller's Office by State Deadline.

- 3) Appropriations Limit Calculation
 - a. Perform agreed-upon auditing procedures to the Agency's GANN Limit (Appropriations Limit) and render a letter annually to the Agency regarding compliance.

- 4) Management Letter
 - a. Prepare letter that includes recommendations for improvements in internal controls, accounting procedures, and other significant observations that are non-reportable conditions. Management letter shall be addressed to the General Manager.

- 5) Management Report
 - a. Prepare a report of any reportable conditions, if any, discovered during the audit. A reportable condition shall be defined as a significant or material deficiency in the design or operation of the internal control structure that could materially adversely affect the Agency's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

- 6) Staff Presentation
 - a. Prior to the preparation of the final audit report, the Consultant will meet with Agency staff to discuss the results of the audit and to review significant findings, if any.

- 7) Board Presentation
 - a. Attend publicly noticed Board of Directors meeting and present the audit report and results of the audit.

SCHEDULE

The audits performed under the RFP shall cover the following periods:

- 1) July 1, 2020 – June 30, 2021
- 2) July 1, 2021 – June 30, 2022
- 3) July 1, 2022 – June 30, 2023

ORGANIZATION OF PROPOSALS

The Agency requests Consultant's proposals be organized consisting of two sections: 1) *Technical Proposal* and 2) *Cost Proposal*, and formatted as follows:

Technical Proposal

- 1) Introduction: Proposal will state Consultant's understanding of the work tasks and products to be produced as a part of the audit. Proposal will state the Consultant's general experience, capabilities and approach or approaches generally used in audits similar to those items addressed in this RFP.
- 2) Specific Audit Approach: The proposal should set forth a work plan, including an explanation of the audit methodology to perform the services required in this RFP. In developing the work plan, reference should be made to such sources of information as Agency's budget and related materials, organization chart, prior financial statements, etc.

The proposal should include the following information about the Consultant's audit approach:

- Proposed phases of the audit and staff hours assigned to each phase of the engagements.
 - Description of analytical procedures to be used in the engagement, including sampling.
 - Approach to be taken to understand, review, and make recommendations regarding the Agency's internal controls.
 - Description of any anticipated potential audit problems, the Consultant's approach to resolving these problems and any special assistance that will be required of the Agency.
 - Additional work tasks and products the Consultant recommends in addition to those specified in this RFP's Scope of Services.
- 3) Description of Consultant's Experience: The Consultant shall provide a description of the Consultant's audit experience, including a brief history, types of services provided, and experience in providing similar services as those requested in this RFP. The description of experience shall include experience with local governments and special districts and shall highlight experience with districts/agencies that are similar in size and structure to the Agency.
 - 4) Project Team: Identify key personnel assigned to the project and describe their respective role(s) and responsibilities. Provide resumes for all key personnel assigned to the project.

- 5) License to Practice in California: Proposal must include an affirmative statement verifying that the Consultant and all assigned key professional staff are properly licensed to practice in California.
- 6) Independence: Proposal must include an affirmative statement that the Consultant and all assigned key professional state are independent of the Agency as defined by auditing standards generally accepted in the United States and the General Accounting Office's Government Auditing Standards.
- 7) References: This section shall consist of a list of at least three (3) current special district clients (include names of contact persons, telephone numbers, and a brief description of the work performed) for whom the Consultant has performed services similar to those required in this RFP.
- 8) Peer Review: Consultant to submit copy of a report on its most recent external quality control review (peer review), including a statement as to whether the external quality control review included a review of specific government engagements (required by Government Audit Standards).
- 9) Current Public Agency Clients: Consultant to submit a list of all current public agency clients.

Cost Proposal

The cost of the proposal should contain all detailed pricing information relative to performing the audit engagement as described in this RFP. For each year, identify the total all-inclusive cost, to contain all direct and indirect cost, including all out-of-pocket expenses.

GERENRAL TERMS AND CONDITIONS

- 1) Consultant Questions during Proposal Process: Consultants are encouraged to ask questions to strengthen proposals to the Agency. Please email your intention to respond and provide all inquiries in writing via email to Michelle Mackey (mmackey@ttsa.net). All inquiries and responses will be shared and emailed to all Consultants who indicate their intention to respond to the RFP. Please email your intention to respond to Michelle Mackey. Consultants will receive confirmation of receipt for emails submitted. Inquiry sources will remain anonymous.
- 2) Limitation: The RFP does not commit the Agency to award a contract, to pay any cost incurred in the preparation of the Consultant's RFP response or to procure or enter into an agreement for services or supplies. The Agency reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all qualified sources or to cancel all or part of this RFP.
- 3) Award: The Consultant chosen may be required to participate in negotiations and to submit such revisions of its proposal. The Agency reserves the right to award a contract

and enter into an agreement with the Consultant without discussion based upon the initial proposal.

- 4) Signature: The Consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The Consultant's RFP response shall be signed by an official authorized to bind the Consultant.

SPECIAL TERMS AND CONDITIONS

- 1) Agency staff will be available during the audit to assist the Consultant with providing information, documentation and explanations, In addition, the Agency will provide the Consultant with reasonable workspace, desks, chairs, access to internet connectivity, and photocopying machines. Report preparation, editing, printing and binding shall be the responsibility of the Consultant.
- 2) All material submitted in response to this RFP shall be considered the property of the Agency and may be used by the Agency for any purpose.
- 3) Proposals received by the Agency will not be returned to the Consultant.
- 4) The Agency reserves the right to reject any and all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.
- 5) Consultants will not be compensated for any expenses incurred in the process for responding to this RFP or, if requested, in submitting further information or appearing for an interview.
- 6) Consultant must provide a certificate for Workers' Compensation insurance and liability insurance for performing onsite auditing services.

SELECTION CRITERIA (not necessarily in order of priority)

- 1) Experience and qualification of assigned staff.
- 2) References and relevant work performed (particularly public agencies/special districts).
- 3) Consultant key personnel assigned to the engagement.
- 4) Demonstrated ability to competently implement the Scope of Services.
- 5) Demonstrated understanding of the issues raised by the Agency in this RFP and the completeness of addressing the Scope of Services.

6) Proposed cost of services.

SELECTION PROCEDURE

Agency staff will evaluate each proposal and forward recommendations to the Agency Board of Directors, who will in turn make a final decision on the selection of the Consultant and authorize the execution of an agreement with the selected Consultant to perform the requested services.

Agency staff anticipates the Consultant selection will be awarded at the June 16, 2021 Board of Directors meeting. The selection will be awarded to the respondent whose proposal conforms to this RFP and which will be, in the opinion of the Agency, the most advantageous to the Agency.

Selection Process and Time Frame:

Thursday, April 22, 2021

Release of RFP

Thursday, May 27, 2021

RFP responses due not later than 4:00 pm (Pacific)

Wednesday, June 16, 2021

Award of proposal by Board of Directors

Proposal Submittal

Email submission of proposals must be received by the Agency not later than 4:00 pm on Thursday, May 27, 2021. Proposals and all inquiries relating to this RFP should be emailed to:

Michelle Mackey

Michelle Mackey, Accounting Supervisor

mmackey@ttsa.net



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-8
Subject: Approval of the Agency Investment Policy

Background

The Agency maintains an investment policy that is intended to provide guidelines for the prudent investment of cash for which no immediate need is anticipated.

The policy allows the Agency to invest in:

1. Local Agency Investment Fund (LAIF)
2. Placer County Investment Fund
3. Investment Trust of California (CalTRUST)
4. U.S. Treasury Bills and Notes
5. Certificates of Deposit
6. Savings Accounts
7. Intra-fund Loans
8. Other investments as authorized by the Government Code and approved by the Board of Directors.

The policy should be regularly reviewed and approved by the Board of Directors. The last review and approval were on April 15, 2020.

There are no recommended changes to the policy.

Fiscal Impact

None.

Attachments

Agency Investment Policy (April 2021).

Recommendation

Management and staff recommend approval of the Agency Investment Policy.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

April 2021

T-TSA INVESTMENT POLICY

This policy statement is intended to provide guidelines for the prudent investment of Tahoe-Truckee Sanitation Agency's (T-TSA) cash for which no immediate need is anticipated. T-TSA has chosen to abide by a uniformly conservative policy in the investment of reserve and temporarily idle funds.

T-TSA follows the "prudent man rule" outlined in Government Code Section 53600.3, which states in essence that funds shall be administered with the care, skill, prudence, and diligence under the prevailing circumstances that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of a similar enterprise. T-TSA is further restricted by provisions of Government Code Sections 53600 et seq. and 53635 et seq.

The primary investment policy objectives, in priority order, of investment activities will be safety, liquidity, and yield:

- 1. Safety.** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. Each investment transaction will be entered into with consideration for the quality of the issuer and of the underlying security and collateral.
- 2. Liquidity.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Liquidity will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands whenever feasible.
- 3. Yield.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

The following are acceptable investments of T-TSA funds:

Local Agency Investment Fund

T-TSA may maintain a balance of up to the limit established by the Local Agency Investment Fund (LAIF). There is no set maturity date for these investments. LAIF funds are pooled and invested in varying instruments. The interest rate therefore varies and is earned according to the rate of return of the investment portfolio. T-TSA funds may be withdrawn at any time without penalty. The LAIF interest rate varies in comparison with the rate obtainable through investments in U.S. Treasury Bills (TBills) or U.S. Treasury Notes (Notes) and other investment options.

T-TSA will maintain varying balances with LAIF depending upon the current interest rates of LAIF and of other available investment instruments.

Placer County Investment Fund

T-TSA may deposit funds in the Placer County Investment Fund. There is no set maturity date for these investments but a minimum of five days notice, preferably 30 days notice, must be given for withdrawal. Placer County Investment Fund funds are pooled and invested in varying instruments. The interest rate paid therefore varies according to the rate of return of the investment portfolio. T-TSA funds may be withdrawn without penalty. T-TSA will maintain varying balances with the Placer County Investment Fund depending upon current interest rates and other available investment options.

Investment Trust of California (CalTRUST)

TTSA may invest funds in one or more of the pooled funds offered through the Investment Trust of California (doing business as CalTRUST), a joint powers authority created pursuant to the provisions of California Government Code Section 6509.7. Funds invested in the CalTRUST funds are pooled with funds of other local agencies and invested in varying instruments authorized for local agency investment under provisions of California Government Code Sections 53601 et seq. and 53635 et seq. Interest paid on the investment varies according to the rate of return of the overall investment portfolio of each of the funds. There is no set maturity date for these investments, and funds may be withdrawn without penalty according to the following liquidity (accessibility of funds) criteria:

1. CalTRUST Money Market Fund - same-day liquidity
2. CalTRUST Short-Term Fund - next-day liquidity
3. CalTRUST Medium-Term Fund - monthly liquidity

The T-TSA will maintain varying balances with CalTRUST depending upon current interest rates and other available investment options.

U.S. Treasury Bills and Notes

T-TSA may invest in U.S. Treasury Bills and Notes for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are set maturity dates for these investments and a fixed rate of interest is paid. The amount invested in Treasuries varies dependent upon how their yield compares with other available investment options.

Certificates of Deposit

T-TSA may invest in a certificate of deposit with a Federal Deposit Insurance Corporation-insured bank or savings and loan association, which in the Treasurer's judgement is to the public advantage with certain restrictions as outlined in the above-referenced Government Code sections.

It is T-TSA policy not to purchase time certificates of deposit issued by state-chartered banks or savings associations in excess of 30 percent of the total of T-TSA's temporarily idle funds.

Savings Accounts

T-TSA may deposit money in a Federal Deposit Insurance Corporation-insured account in a bank or savings and loan association according to anticipated needs for the funds in the short term.

Intra-fund Loans

T-TSA may approve an intra-Agency fund loan and transfer with a fair rate of return from one fund to another as specifically authorized by resolution of the Board of Directors.

Other

Such other permitted investments as authorized by the Government Code and approved by the Board of Directors.

All investments must be consistent with the limitations and requirements of Government Code sections 53600 et seq. and 53635 et seq.

General Provisions

Any deposit to a savings association or bank shall not exceed the total of two hundred fifty thousand dollars (\$250,000) unless such deposits are insured or secured as required by law.

A depository, and the agent of the depository, are responsible for securing moneys with eligible securities in securities pools which have a market value of at least 10 percent in excess of the total amount of all deposits of a depository if the securities are promissory notes secured by first mortgages and first trust deeds. T-TSA requires certification by the depository and the agent of the depository that there are securities in the pool in the amounts required to secure all deposits. Securities must comply with Section 53651 of the Government Code, which defines eligible security.

The Board authorizes the General Manager to operate the investment program consistent with the investment directions of the Board, this Policy, the Government Code, and established Agency procedures and internal controls for the operation of the investment program.

Adopted By the Board: _____

Dated: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: April 21, 2021
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:

- Overall, the plant performed well through the month.
- Well #31 pH was between 6.5-6.6 and operations continue to add caustic solution to the final effluent.
- Agency has initiated solicitation of bids for plant chemicals.
- Performed 2 plant shutdowns/start-ups to (1) install a new 2-water flowmeter and to (2) facilitate electrical repairs.
- Dayshift operators are in the process of fulfilling the Demonstrations of Capability (DOC) for weekend laboratory testing.

Laboratory:

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month.
- Staff commenced new training program for operators to fulfill the Demonstrations of Capability (DOC) to perform weekend laboratory testing.
- ELAP issued *Compliance Assistance* and *Inspection Report* documentation (attached) in response to the Agency's corrective action to the Notice of Violation and Order to Correct. In summary, no further action is required.
- The new Laboratory Director has accepted Agency offer of employment and is scheduled to start May 3rd.

Work Orders:

- Completed this month: 4
- Pending: 3


Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.74
Monthly maximum instantaneous ⁽¹⁾	6.33
Maximum 7- day average	3.90

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.1	10.0	1.7	20.0
Turbidity (NTU)	NA	NA	1.4	10.0
Total Phosphorus (mg/l)	0.43	0.80	0.85	1.50
Chemical Oxygen Demand (mg/l)	28	45	32	60

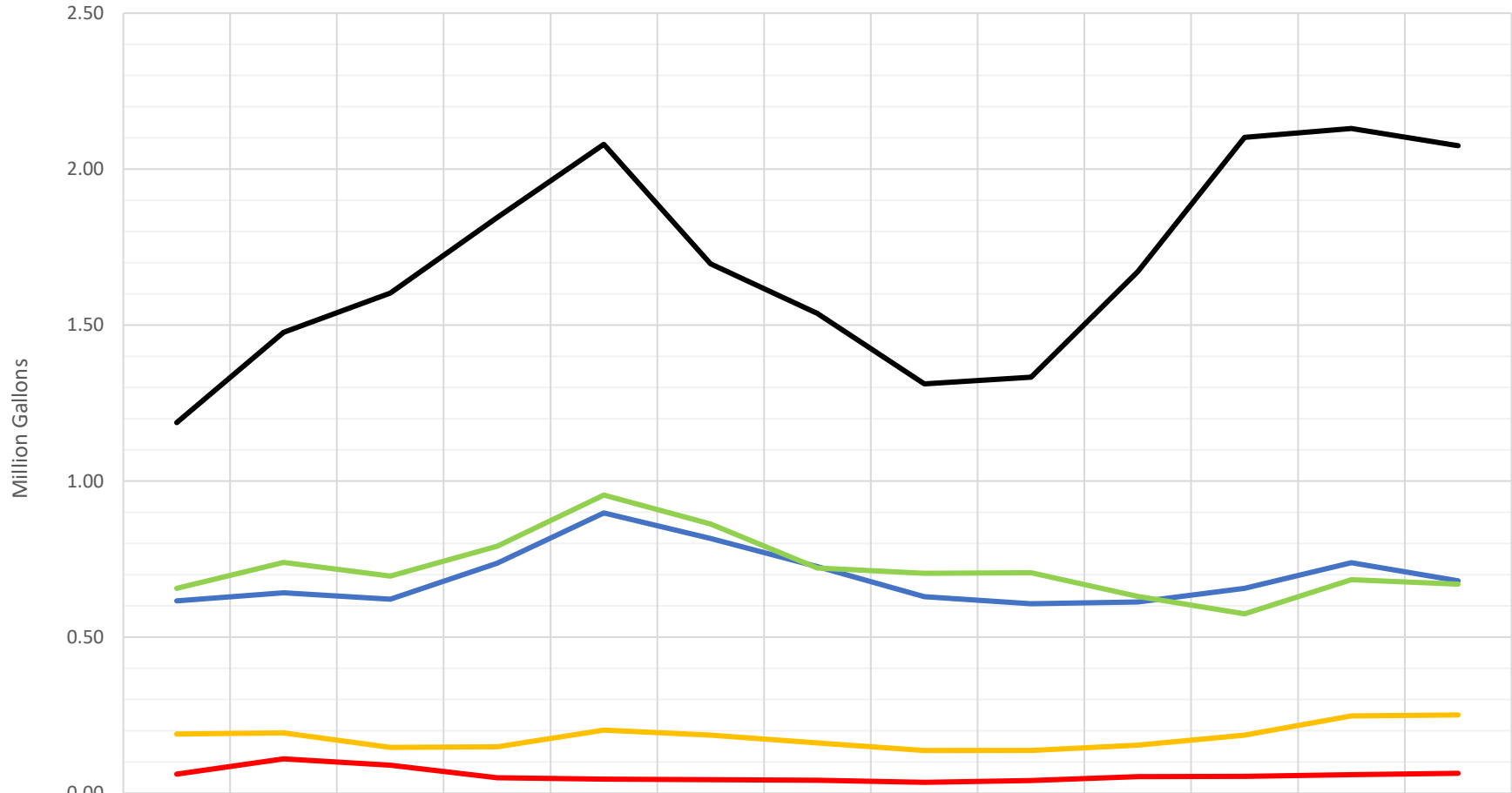
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

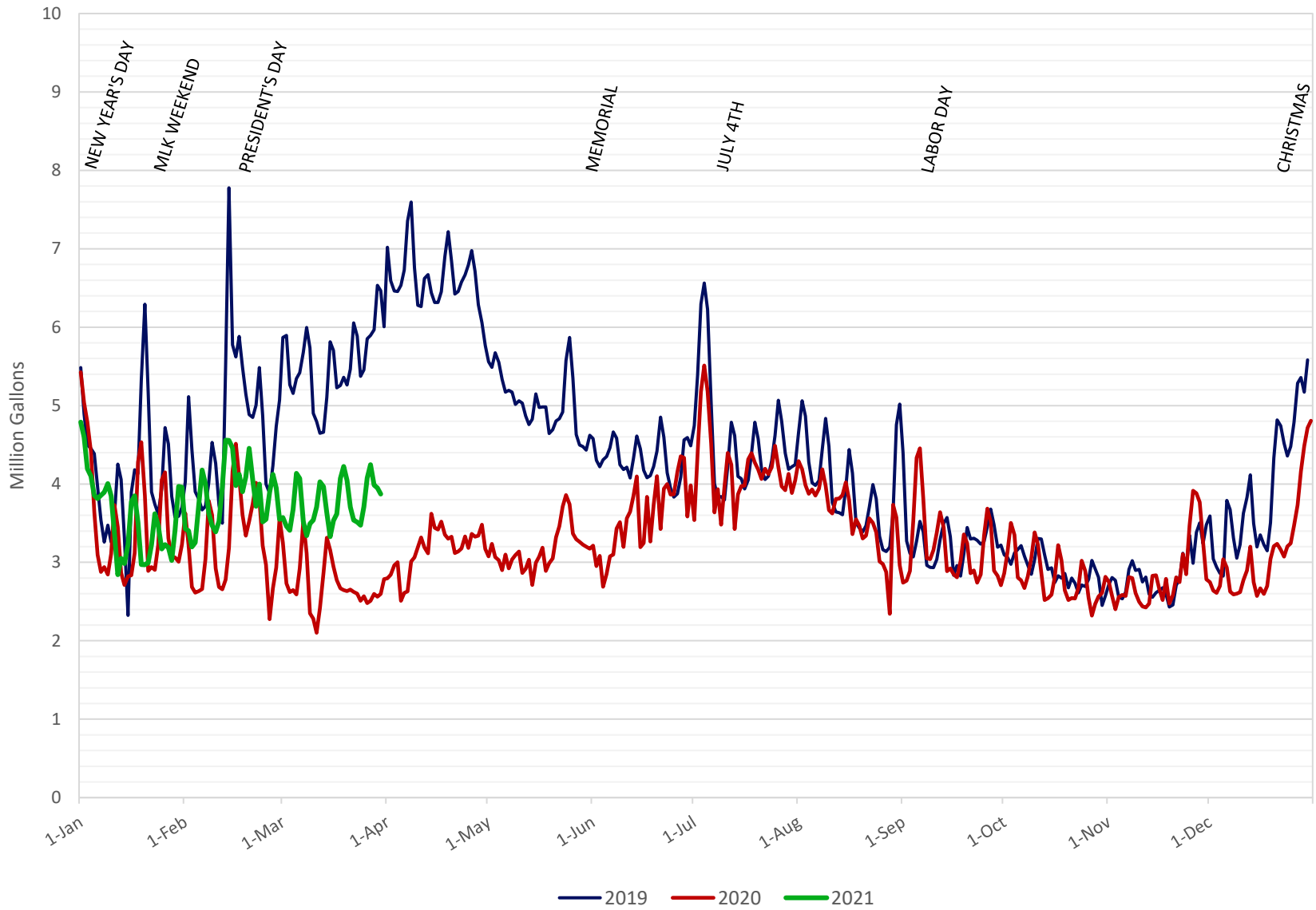
Approved By: 
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Districts)

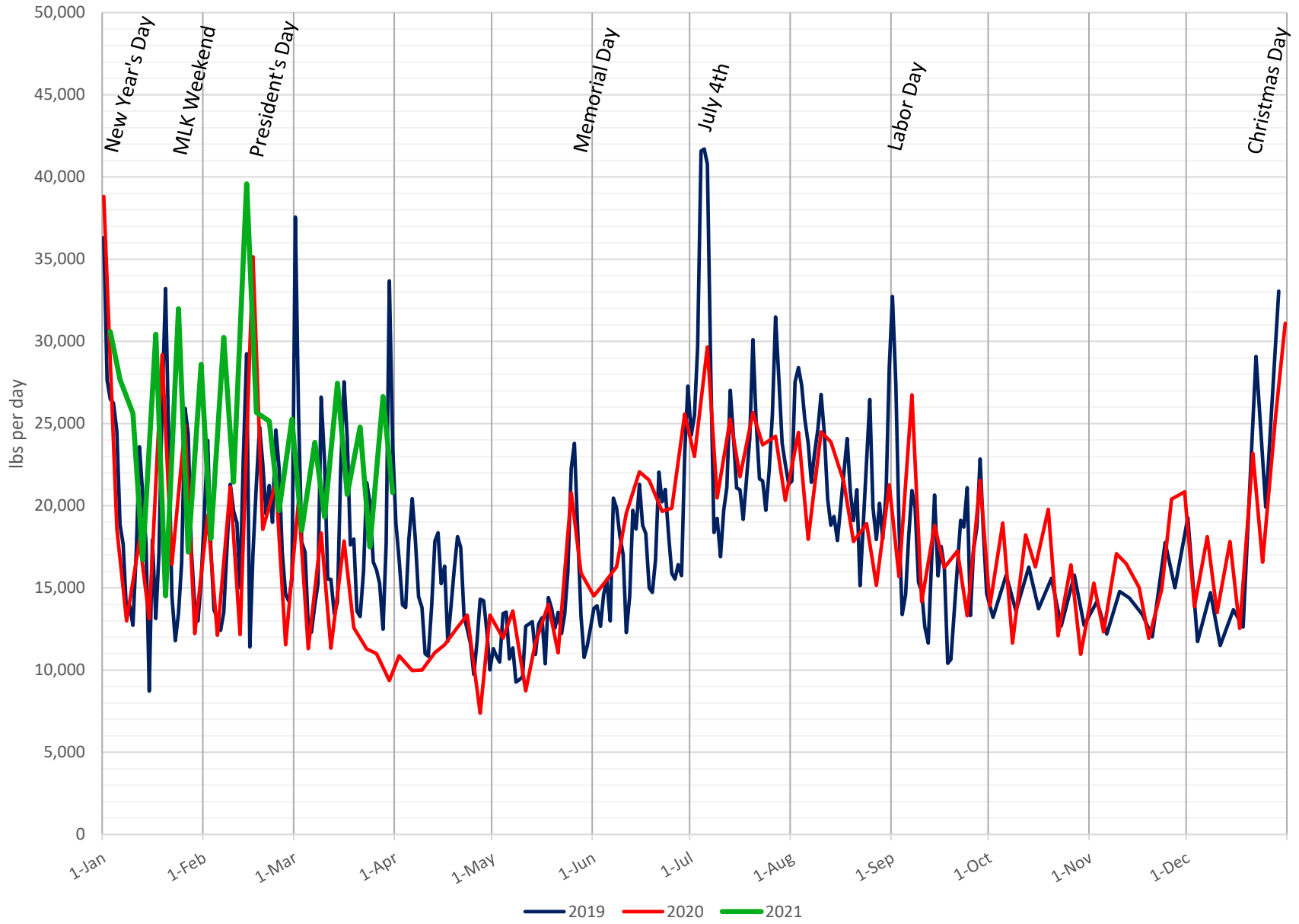


	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
NTPUD	0.62	0.64	0.62	0.74	0.90	0.82	0.73	0.63	0.61	0.61	0.66	0.74	0.68
TCPUD	0.66	0.74	0.70	0.79	0.96	0.86	0.72	0.70	0.71	0.63	0.57	0.68	0.67
ASCWD	0.06	0.11	0.09	0.05	0.05	0.04	0.04	0.03	0.04	0.05	0.05	0.06	0.06
OVPSD	0.19	0.19	0.15	0.15	0.20	0.19	0.16	0.14	0.14	0.15	0.19	0.25	0.25
TSD	1.19	1.48	1.60	1.85	2.08	1.70	1.54	1.31	1.33	1.67	2.10	2.13	2.08

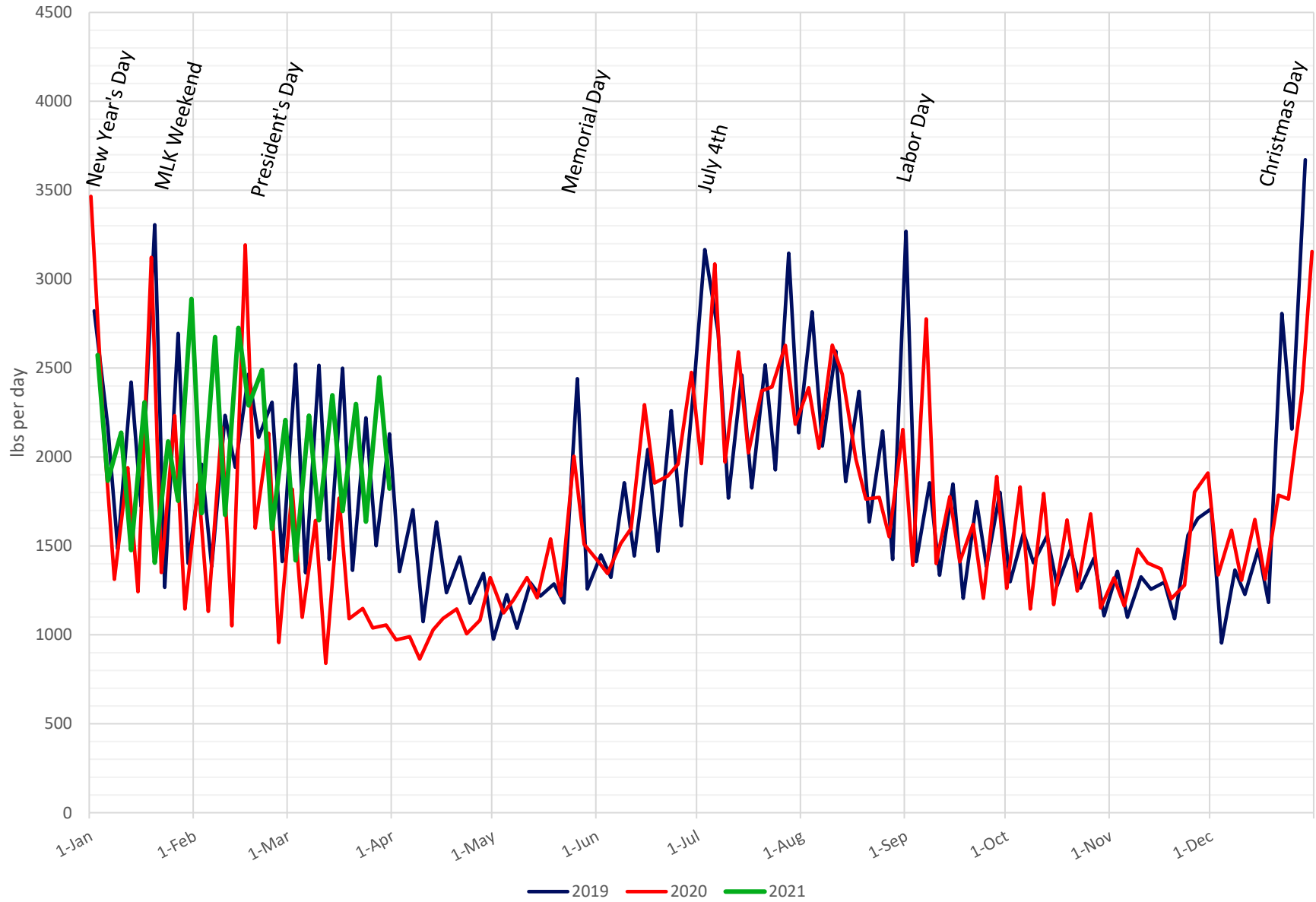
T-TSA Daily Influent Flow



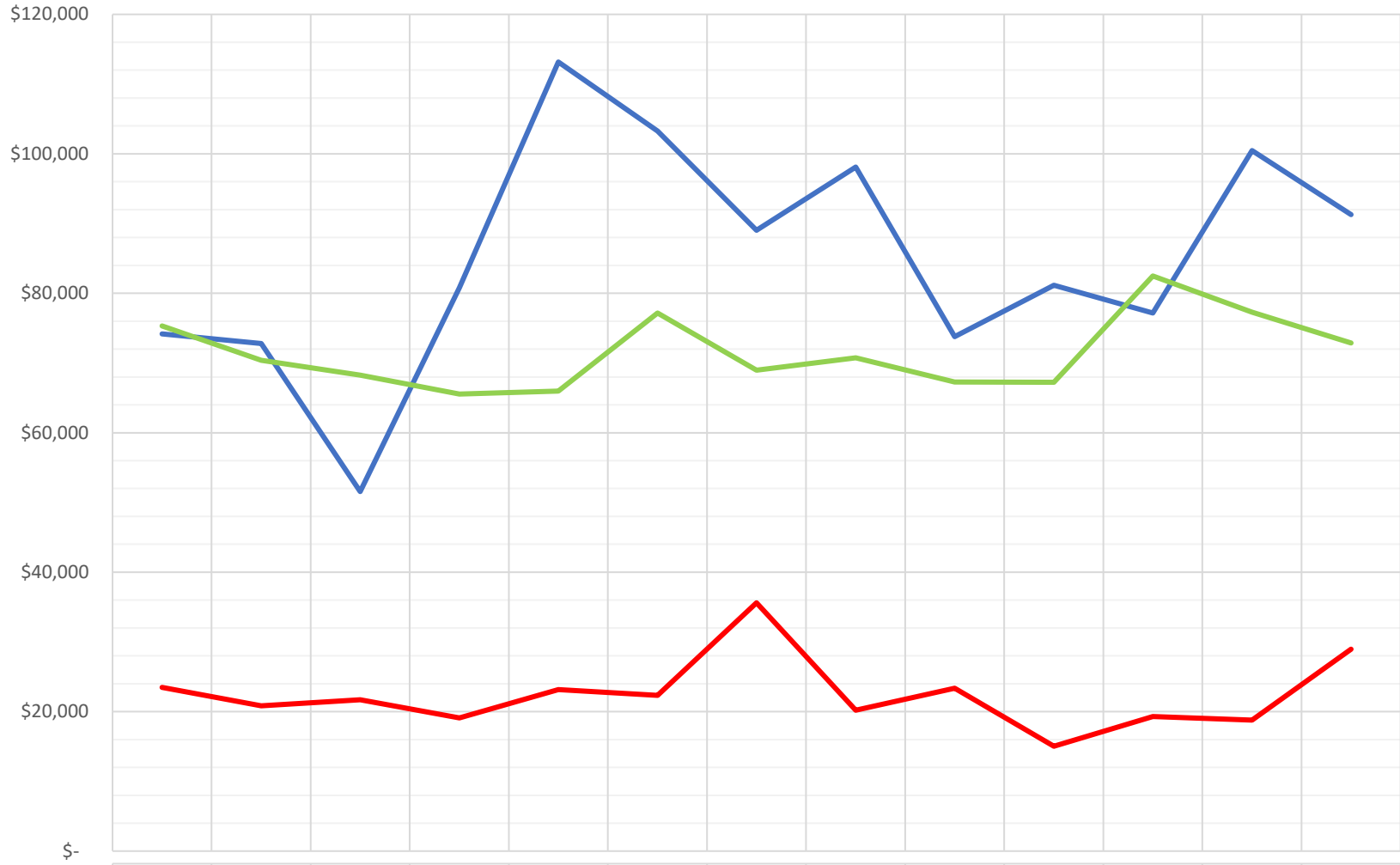
COD Influent Loading



TKN Influent Loading



Chemical, Power and Sludge Disposal Costs



	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Chemical	\$74,168	\$72,801	\$51,561	\$80,784	\$113,171	\$103,254	\$89,024	\$98,091	\$73,798	\$81,138	\$77,169	\$100,486	\$91,278
Power	\$75,309	\$70,394	\$68,257	\$65,547	\$65,959	\$77,175	\$68,963	\$70,762	\$67,261	\$67,247	\$82,480	\$77,270	\$72,881
Sludge Disposal	\$23,459	\$20,855	\$21,699	\$19,116	\$23,148	\$22,342	\$35,610	\$20,211	\$23,339	\$15,036	\$19,302	\$18,781	\$28,938

State Water Resources Control Board

COMPLIANCE ASSISTANCE

February 23, 2021

Dear Mr. Bill Pindar,

The State Water Resources Control Board's Environmental Laboratory Accreditation Program (ELAP) has completed its review Tahoe-Truckee Sanitation Agency Laboratory's (TTSA) response to the Notice of Violation and Order to Correct, dated December 14, 2020 (Order). **No further action is required from your laboratory to comply with the Order.**

Subsequent to the issued Order, ELAP's new regulations became effective on January 1, 2021. The new regulations contain additional requirements, including elements from the 2016 TNI standard incorporated by reference. ELAP understands that these requirements will take time for laboratories to implement and recognizes that full compliance is not required until January 2024. To better assist your laboratory transition to these requirements, ELAP is providing recommendations based on staff's review of TTSA's response, as well as observations made during the site visit on September 30, 2020. Any suggestions made in this letter are only guidance, do not represent the only path to compliance, and do not constitute an Order to Correct.

Quality Manual (QM)

The quality manual (QM) will need descriptions of *how* the laboratory is implementing the regulatory requirements. For example, in describing the laboratory's reporting scheme, only one sentence of: "For reporting purposes, the Technical Manager, or designee, provides sampling analysis data to the Chief Plant Operator." This statement does not describe the processes ELAP observed while onsite including data collection, data reduction, or input into the Plant Information System done by the laboratory¹.

A more formalized corrective action process should also be included in the QM. The recent example of the turbidity violation discussed during the site inspection, where laboratory staff identified and corrected a problem, may be a good starting point. If the laboratory created a documented procedure and a template, the laboratory may be able to use it as a training opportunity for new laboratory staff to reduce the chance for re-

¹ See Page 6 of the inspection report for ELAP's understanding. Including a summary of the data flow may be beneficial when onboarding new staff.

occurrence. As a reminder, corrective actions should not be used as a tool for staff discipline, and are intended to assist the laboratory with the goal of continual improvement.

The QM also lists things the laboratory shall do without describing how it is achieved; for example, stating that the laboratory shall “be free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work”. This does not include specific examples of known influences, such as Plant Operators prioritizing their duties outside of the laboratory when working as a laboratory analyst. ELAP suggests updates to the QM when possible sources of influence are identified. Input from staff who routinely work in the laboratory, staff in training to work in the laboratory, and plant management who receive the laboratory data should be considered.

The QM also contains direct language from regulations, including those that do not apply to the laboratory. For instance, the QM references an exception to the Technical Manager requirement if the laboratory was a public health laboratory, which it is not. It may be more beneficial to reference the regulation or link to the regulation directly, if TTSA’s QM will remain in an electronic format for working copies.

In general, timeframes and responsibilities are absent for required tasks listed in [title 22 California Code of Regulations \(CCR\) § 64802.05](#), such as: updates to the QM, Corrective Actions, performance and system audits, and the annual quality assurance audits. For example, the demonstration of capability forms attached in TTSA’s response are not referenced in the QM, nor is when they are reviewed and completed. As a reminder, records such as these are required to be kept for at least 5 years per [22 CCR § 64814.00\(n\)](#).

Additional Tools and Trainings

As observed during the site inspection, the laboratory creates a significant amount of paper records in its current processes. A document control system, commonly called a Laboratory Information Management System (LIMS), may be commercially available to assist the laboratory in tracking and retaining the documents and records that it creates. A LIMS may also help reduce the amount of paper records the laboratory currently utilizes. Many LIMS contain additional benefits, such as the ability to create unique identifiers for each sample or created reagent, and integration with label and barcode hardware, which could minimize transcription errors. Future requirements in the 2016 TNI standard will require all samples and reagents the laboratory utilizes to be traceable, in that the laboratory should be able to tell exactly what reagents were used during each sample analysis.

While TTSA does not currently utilize sophisticated technology, and is not required to utilize a third party assessment agency to complete its assessment per [22 CCR § 64802.20\(c\)](#), TTSA may still choose to utilize one if it desires. These

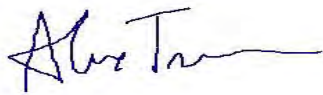
agencies may additionally offer a “gap analysis” as part of the assessment, which outlines areas of the laboratory that do not meet the elements from the 2016 TNI standard incorporated by reference in ELAP’s regulations.

ELAP will also be hosting a free online training from consultants with expertise with the 2016 TNI standard. This training will provide laboratories who attend with template language and several implementation recommendations and examples. Notices and announcements will be posted to [ELAP’s website](#) and will be announced through ELAP’s mailing list.

ELAP will also hold its first ever conference, to be held virtually on June 1-3, 2021. Several different presentations, discussions and information will be presented by ELAP, third-party assessment agencies and laboratories. Further information will be posted on the [ELAP convention website](#) as the schedule and agenda are developed.

This letter will hopefully provide your laboratory with some specifics to focus on as it begins to implement ELAP’s more specific regulatory requirements to be enforced in 2024.

Sincerely,

A handwritten signature in blue ink that reads "Alex Turner". The signature is fluid and cursive, with a long horizontal line extending to the right.

Alexandria Turner

cc:

Christine Sotelo, ELAP Chief
Christopher Hand, ELAP



State Water Resources Control Board

INSPECTION REPORT

Name and Location of Facility Inspected Tahoe-Truckee Sanitation Agency	Entry Date Wednesday, September 30, 2020 Entry Time 10:20	ELAP Certification Date 4/1/20
ELAP Certification Number 1144	Exit Date Wednesday, September 30, 2020 Exit Time 15:10	ELAP Expiration Date 3/31/21 (interim)
Name(s) and Title(s) of On-Site Representative(s) Kristin Davis – Laboratory Director Michael Peak – Operations Manager Greg O’Hair – Chief Operator	Contact Information kdavis@ttsa.net	Notified of Inspection? No
Inspectors(s) Primary and Back-up Primary: Christopher Hand Others: Alex Turner, Jenn McClaren		Presented Credentials Yes (ID Badge and Business Card)
Inspector Signature:		

General Inspection Timeline

ELAP inspectors Christopher Hand, Alex Turner, and Jenn McClaren arrived at the Tahoe-Truckee Sanitation Agency at 10:20 on September 30, 2020, and were directed by staff to meet Kristin Davis, the current Laboratory Director at the front door of the facility. The laboratory occupies one room inside the facility, however Ms. Davis explained that the building was being remodeled and retrofitted, with some laboratory instruments moved already, and more would be moving next week. Ms. Davis took the inspection team to a conference room at the back of the facility to conduct the opening conference.

Joining the inspection team for the opening conference was Ms. Davis, along with Greg O’Hair, the chief operator, and Mike Peak, the operations manager, with all three members from TTSA

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

granting the inspection team consent to conduct the inspection. Inspector Hand detailed the inspection purpose, the general flow, and clarified that this inspection would not be applicable to the laboratory's biennial routine inspection. Inspector Hand asked if the laboratory had any additional safety requirements the Inspection Team should be aware of, particularly any requirements for safety related to the ongoing COVID pandemic. The facility has a mandated mask policy while in any shared hallways or offices with more than one person present. The ELAP inspection team complied with the facility's mandate throughout the inspection. The conference ended at 10:40.

Ms. Davis walked the inspection team back to the laboratory, where both Kristin Schrandt and Bill Pindar were working. Ms. Davis showed the inspection team the offset room where the Micro samples are usually processed, however, due to the upcoming retrofit, the incubator, water bath, and several pieces of documentation had already moved to their secondary location across the hall in the same building. Ms. Davis explained that their laboratory only runs presence/absence samples using Colilert on drinking water samples and runs SM 9221 B for total and fecal coliforms, also known as Multi Tube Fermentation, on their well, river, and final effluent samples. The facility's permit requires them to run the multi-tube test daily.

The inspection team moved to the satellite location, where the incubator and water bath had been setup. Inspector Hand made note that the incubator had a few samples already inside, and read the thermometer as meeting the required 35°C. Ms. Schrandt was able to detail the required quality controls they typically run on their routine samples, including running control strains with each batch of MTF samples. Ms. Schrandt currently works on an alternate schedule to her co-workers, where she works on Saturday and Sunday to be able to run the required MTF samples.

Inspector Hand asked about the laboratory sampling procedures, and Ms. Davis stated that both laboratory staff and operators would collect and deliver samples to the laboratory. The lab occasionally receives tests from the public for drinking water testing, which occasionally need to be reported to DDW or a county's local primacy agency. The laboratory noted that all samples are required to contain a phone number to contact if positive results are recorded. However, the sample intake process is not the same for all samples, and each test contains a multitude of possibilities of how samples are received at the laboratory. For example, some tests require sampling information to be collected on laboratory bench sheets while in the field, but others have a simplified chain of custody documentation. Inspector Turner asked the laboratory to pull all files for sample "Well 34 on 9/8/2020", and while laboratory staff was able to provide ELAP will all the bench sheets for this sample, it was apparent to the inspection team that obtaining records for older samples would be difficult. The laboratory does not have an electronic Laboratory Information Management System (LIMS) and does not uniquely identify all their samples, which makes it difficult to verify how many containers were collected for each sample or if/how many were split into subsamples.

The inspection team returned to the main laboratory area across the hall and spoke to Mr. Pindar. Mr. Pindar runs the general inorganic tests, such as TOC, IC, TDS, TSS. Mr. Pindar explained that the IC instrument would be moving to the satellite location later this week, as some samples would need to be run during the month that the main location would be inaccessible. Inspector Hand questioned Mr. Pindar about how he planned to handle the equipment during the renovation work. He indicated that some work would be sent out to contract labs, some tests would be performed in the satellite lab, and that some samples would

be held until renovation was complete, due to the longer allowable holding time. Mr. Pindar indicated the plan was to move their Ion Chromatography (IC) equipment to the other room. When questioned about how he would know if the instrument was ready to use again, he seemed slightly uncertain. After some discussion, he indicated that he would check that the check standards looked fine and that there was a steady baseline. Inspector Hand reminded Mr. Pindar that the instrument should be verified that the short transport did not affect performance.

Inspector Hand noted that samples run on the IC instrument had high chloride peaks relative to the other ion concentrations. Mr. Pindar explained that the samples the laboratory routinely runs typically have close to 80 ppm of chlorine, and observed sample results were typical. Mr. Pindar identified that every sample they test is filtered, however, the laboratory does not filter its laboratory blanks at the beginning of the run. Inspector Hand clarified that the blanks analyzed had to run through the entire process that a routine sample goes through, as the point is to test for any interferences caused by the laboratory equipment. As a side note, Mr. Pindar mentioned that they only calibrate the IC annually, or when maintenance is performed, which seems infrequent compared to most laboratories, however, the instrument performance check samples observed onsite appeared to be within the method parameters.

After a brief break, the inspection team returned to the laboratory to discuss how results were reported to the state with both laboratory staff and with operations staff. After this discussion, summarized later in this report, ELAP conducted the closing conference at 14:15. The inspection team left the laboratory at 15:20.

Laboratory Staff Duties

Throughout the inspection, the Inspection team spoke with each laboratory staff about their duties in the Laboratory. Ms. Davis identified that she had been appointed as the laboratory director on Monday September 28, 2020, without any input from herself or a change in her current title of Chemist III. Previously, Mr. Pindar was appointed a temporary laboratory director after the departure of the previous laboratory director, Laura Mader. Both Ms. Davis and Mr. Pindar are still classified as Chemist III's in the organization chart, with the position of Laboratory Director being vacant. Laboratory staff stated that they felt uncomfortable performing the duties of the previous laboratory director. It became clear throughout the inspection that Ms. Mader previously handled most, if not all, of the laboratory's administrative, review, and supervisory functions, directing staff to sites that needed sampling, tests needed to be done, review and finalization of data from the laboratory, in addition to maintaining the laboratory's quality assurance manual. Both Mr. Pindar and Ms. Davis expressed reluctance to update the quality assurance manual (QAM), as both felt it would be inappropriate for a temporary laboratory director to assume this role. The current QAM is only 9 pages in length and will need significant revision to update it to the recently adopted ELAP regulations.

Despite being designated as laboratory director, both Ms. Davis and Mr. Pindar explained that the laboratory is being supervised by Mr. Peak, the operations manager. The supervision included making staff schedules and directing laboratory staff to continue to train operators. The laboratory's routine process is to have other laboratory staff review testing and procedures at different points during the process. All three laboratory staff have worked in the laboratory for at least 8 years, and the inspection team observed that each understand what each member routinely performs. This review did not extend to the State's Geotracker database,

where the final laboratory results are uploaded. Either Mr. O'Hair or Mr. Peak worked with the laboratory staff during the final upload, detailed in the Data Flow section of this report.

Staff Training

In addition to the previous laboratory director departure, laboratory staff are training wastewater operators in how to conduct laboratory analysis that may need to be performed during the weekend. Ms. Davis identified that this training started in March, under the previous laboratory director. Ms. Mader went on family leave shortly after the program began, and when she was due to return, Mr. Pindar stated she returned for two days, packed up her office and resigned. Mr. Pindar stated that Ms. Mader was unhappy with requiring water operators to be working in the laboratory. Inspector Hand asked how the training of operators was going, and all analysts identified that some areas were better than others. Ms. Schrandt explained that getting the operators to focus on the difficult analysis of MTF was frustrating. She explained that the operators frequently were called away in the middle of training to handle their routine duties, disrupting their ability to perform the analysis under the required timeframe. In addition, Ms. Davis, Mr. Pindar and Ms. Schrandt stated that the operators rotated schedules every 9 weeks and were sent to the opposite 12 hour shift. During these 9 weeks the operators would not work in the laboratory, and Mr. Pindar explained that training essentially needed to start over, as the operators did not retain the information from the previous training session. In addition, Mr. Pindar seemed hesitant about the operators' doing MTF testing. As MTF is run 7 days a week, the laboratory had been scheduling Ms. Schrandt to work Saturday and Sunday, however, none of the laboratory staff understood why management is moving away from this schedule. Ms. Davis noted that none of their contract labs will run MTF over the weekend, and as MTF testing requires the results to be read within a specific time frame, the variability in the operators' weekend hours lead the laboratory staff to be concerned the results will not be recorded at the correct time, or that subsequent test records will be thrown off of their normal schedule.

Inspector Hand inquired as to what program the training was conducted, and Ms. Davis explained that no formal process was conducted. Laboratory staff would watch or review the operators work and initial the laboratory reports to ensure that the operators performed analysis correctly. Laboratory staff provided copies to the Inspection team of the documentation that was used to track the training process. This documentation did not include reference to the method trained or the SOP reviewed. Inspector McClaren asked if the operators had to read and acknowledge that they were familiar with the SOP, and Ms. Davis confirmed that they had received a copy, but could not provide documentation that the operators read and were familiar with the material. These sheets tracked operator progress; however, the training records do not indicate what part of the process was observed/trained on. Laboratory staff described that the training process is to have the trainee watch, then perform the procedure while being watched, however, this process is not formalized or documented. Ms. Davis stated that the operators are training on wastewater analysis only.

Inspector Hand asked about how Demonstration of Capabilities (DOC) were performed. Ms. Davis explained that no operators had completed their training yet, and so no operators completed a DOC. Ms. Davis explained that they were thinking that the operators would complete PT studies for each test they were completing, but had not yet settled on how it would be completed. Inspector Hand inquired as to what DOC that laboratory staff had done, and Ms. Davis explained that they did not have any, aside from the ones required by the

enforcement inspection from 2016. Mr. Pindar explained that the previous laboratory director was trying to utilize routine QC samples to satisfy this requirement such as the MDL studies. This process had not been implemented yet in the laboratory, however, Mr. Pindar confirmed that the laboratory tracks control charts for QC data.

Mr. Pindar identified an issue with operator performance testing for turbidity in August, which had resulted in a violation issued to the plant from the Water Board. Mr. Pindar reviewed the operator's result of 6 NTU, and identified a discrepancy, as plant operations typically result in 1-2 NTU. Mr. Pindar attempted to duplicate the operator's result and could not read the sample result due to instrument stability issues. Mr. Pindar made note and left the sample for Ms. Davis to rerun tomorrow when she arrived and took an aliquot to test on the non-regulatory instrument. This instrument recorded around 11 NTU, which was confirmed with the laboratory's instrument the following day by Ms. Davis. Both Mr. Pindar and Ms. Davis agreed to line-out the previous result and record the 11 NTU result, which was reported to the Water Board. Mr. Pindar expressed concern because plant management had come to the laboratory to investigate the cause of the violation, and Mr. Pindar felt that the laboratory's decisions were being called into question. This topic was also discussed during the closing conference.

Data Flow

After a brief break, the inspection team returned to the laboratory to discuss how data moves through the laboratory. Below is a brief outline of the Inspection Team's understanding of how data gets reported to the state. This outline incorporates comments made from Ms. Davis in addition to Mr. O'Hair and Mr. Peak. In addition to the outline below, comments from the laboratory staff indicated that laboratory staff do not have access to the state Geotracker database. The previous laboratory director had at least some level of access, and was able to verify that the upload file would not return errors; however, since her departure, laboratory staff have to work with Mr. Peak or Mr. O'Hair to make sure the data upload goes smoothly.

1. Sampling

- Laboratory staff samples sites
- Recorded on Bench sheets, brought to laboratory

2. Laboratory Analysis

- Staff analyses using instruments
- Operators training for some tests
- Results recorded on same bench sheet from field sampling

3. Summary Bench Sheet

- Laboratory staff compiles results onto several different summary sheets
- 2nd review from other lab staff
- Data from these sheets are used for 4a, 4b

4a. Upload to Plant System (PIS)

- Daily Task
- Secure login to system of plant operations
- Includes both lab data and operations data
- Laboratory staff manually transcribes data to PIS
- PIS output based on needed reports
- Time of analysis incorrectly displays 8:00 AM as time of upload

4b. Package created for Geotracker

- Monthly Task
- Laboratory staff manually transcribes data to excel file
- Both Mr. O'Hair or Mr. Peak and Ms. Davis review file when converting excel file to Geotracker upload
- Laboratory Staff does not have access to Geotracker directly, only Mr. Peak and Mr. O'Hair

Closing Conference

The inspection team met with the entire laboratory staff in addition to Mr. Peak and Mr. O'Hair at 14:15 to conduct the closing conference. Inspector Hand detailed some identified violations in addition to providing some observations made while on site. Inspector Hand clarified that the observations may be considered violations under the recently adopted regulations, however, would not be cited as the new regulations were not effective during the inspection.

During the closing conference, the Turbidity reading in August was brought up again. Both Mr. Peak and Mr. Pindar had differing recollections of how the details of the event transpired, with Mr. Peak understanding that the trip to the laboratory was to establish what documentation the laboratory had which would indicate the initially recorded result was incorrect. Mr. Pindar explained that the result could not be duplicated with the laboratory's instrument, and the reading taken the following day confirmed the result obtained using the non-laboratory turbidimeter. Mr. O'Hair clarified that the plant discovered the source of the high result, and had identified an issue with the sampler which caused the high readings. Inspector Hand stated that it sounded like all TTSA staff acted as both ELAP and the Regional Board would

expect, that the laboratory staff attempted to recreate an unusual result, and when could not do so, the staff reported the result it felt was most valid. Inspector Hand also noted that it seemed that plant staff was able to discover the cause of the error, and had provided the Regional Board with the results laboratory staff determined to be the most accurate. Inspector Hand clarified that ELAP did not identify any inappropriate activities related to this violation during the inspection and brought this up as an example of where a corrective action report may be necessary.

During this closing conference, Inspector Hand observed that there was a disconnect between the laboratory staff and the operations management. Inspector Hand noted that this disconnect was most clear when he read the regulatory requirements for the Laboratory Director found in 22 CCR section 64817(d). The laboratory staff noted that Ms. Davis did not have the authority to supervise operators when they were working in the laboratory, however, Mr. Peak stated that it was always implied that the authority was granted. Mr. Peak asked Inspector Hand if the regulation required supervisory authority, but Inspector Hand did not understand what he meant. Inspector Hand provided examples of activities a laboratory director is expected to provide, such as ensuring the staffing needs of the laboratory meet the needs of the laboratory's clients. Inspector Hand clarified that he had seen many different ways of how laboratories divide these roles, and that ELAP looks to the laboratory director as the person responsible to ensure these responsibilities are met. Inspector Hand additionally informed staff at the closing conference that since the prior laboratory director's departure, it appeared that laboratory staff would need additional support from operations staff to update their quality assurance manual.

The closing conference ended at 15:10, and the inspection team signed out at the main entrance.



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: April 21, 2021
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:
 - Digester Upgrade.
 - Chlorine Scrubber Replacement.
 - Lime Feed System Upgrade.
 - Chiller Replacement.

- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
 - Security cameras project.
 - 2 Water mag meter installation.
 - Continued in-house CDL training.
 - Emergency light replacement plant wide.
 - Modification of switchgear at Bldg. 27 to enable emergency shutdown button.
 - Gasoline vapor recovery testing completed.
 - Demolition of old grit classifier to make storage area for portable air compressor.
 - Stripper 64 sprayer install.
 - Various safety audit work orders.

- ◆ **Work Orders**
 - Completed this month: Mechanical-45, Fleet-9, Electrical & Instrumentation-17.
 - Pending: Mechanical-115, Fleet-25, Electrical & Instrumentation-51.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Out of Service Grit Classifier Removal



2 Water Mag Meter



Stripper 67 Spayers



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: April 21, 2021
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:

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

◆ **Work Orders**

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

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Submersible Pump and Power Pack Project
Equipment Delivery & Testing

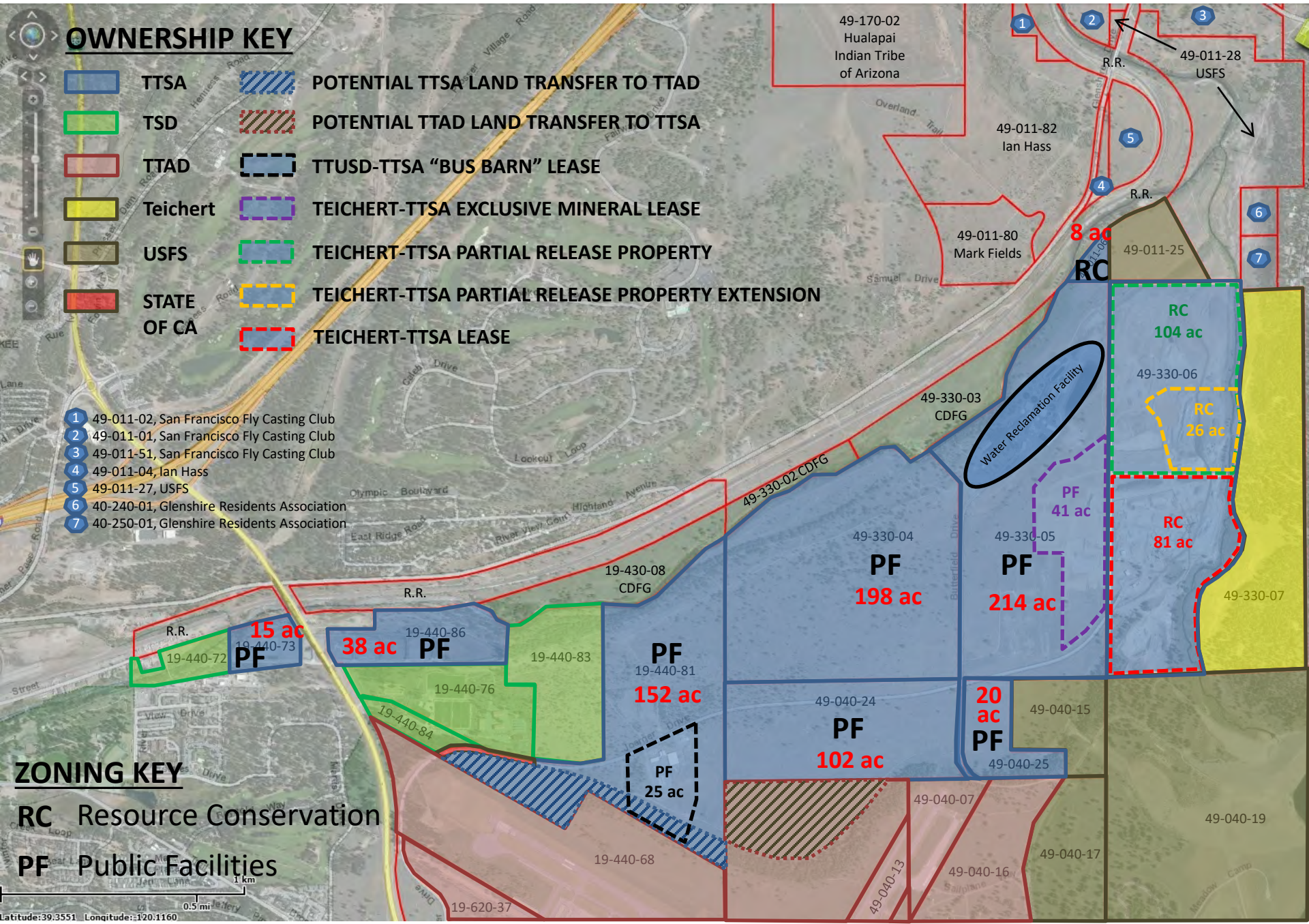
OWNERSHIP KEY

- TTSA
- TSD
- TTAD
- Teichert
- USFS
- STATE OF CA
- POTENTIAL TTSA LAND TRANSFER TO TTAD
- POTENTIAL TTAD LAND TRANSFER TO TTSA
- TTUSD-TTSA "BUS BARN" LEASE
- TEICHERT-TTSA EXCLUSIVE MINERAL LEASE
- TEICHERT-TTSA PARTIAL RELEASE PROPERTY
- TEICHERT-TTSA PARTIAL RELEASE PROPERTY EXTENSION
- TEICHERT-TTSA LEASE

- 1 49-011-02, San Francisco Fly Casting Club
- 2 49-011-01, San Francisco Fly Casting Club
- 3 49-011-51, San Francisco Fly Casting Club
- 4 49-011-04, Ian Hass
- 5 49-011-27, USFS
- 6 40-240-01, Glenshire Residents Association
- 7 40-250-01, Glenshire Residents Association

ZONING KEY

- RC Resource Conservation
- PF Public Facilities






TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: Apr. 21, 2021
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - TTSA Plant Logbook Web Application
 - Integration PIS task instances PMs and CMs implemented
 - Notification system programmed and in-use
 - Migration of Software to New Virtual Machine Host
 - PIS and SIS running on new hardware.
 - PIS and SIS development on portable container software
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Current tagname server application loaded and running-active implementation
 - Virtual Machine (SCADAMAIN11B)
 - Wonderware software ready for Application Server development
- SCADA Developments
 - Upgrade on telemetry site computer systems
 - New computers being programmed
 - New brand of modem (dual band) being assessed and tested
 - Finished replacement communications PROFIBUS modules in all AB 750 Series Drives
 - Total plant UPS monitoring network being developed
 - Alarm panel being designed and programmed for AWT secondary containment
 - Dewatering Centrifuge batch reporting and totalization being developed
- IT Specialist Training
 - Training for Luke Swann, our newest IT Specialist, with emphasis on PLC programming and HMI development
- Work Orders
 - Completed in Mar.-Apr.: 22
 - Outstanding: 120

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Subject: Administrative Report

- Accounting
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued coordination with Caselle software for ongoing training and troubleshooting of all modules.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Worked on COVID-19 relief plan.
 - Implemented COVID-19 Resolution 2-2021.
 - Continued coordination with Caselle software for ongoing training and troubleshooting.
- General Administration
 - Coordinated purchase of plant O&M supplies.
 - Coordinated with all departments regarding Agency contracts and bids.
 - Performed various administrative duties to assist GM and Board of Directors.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

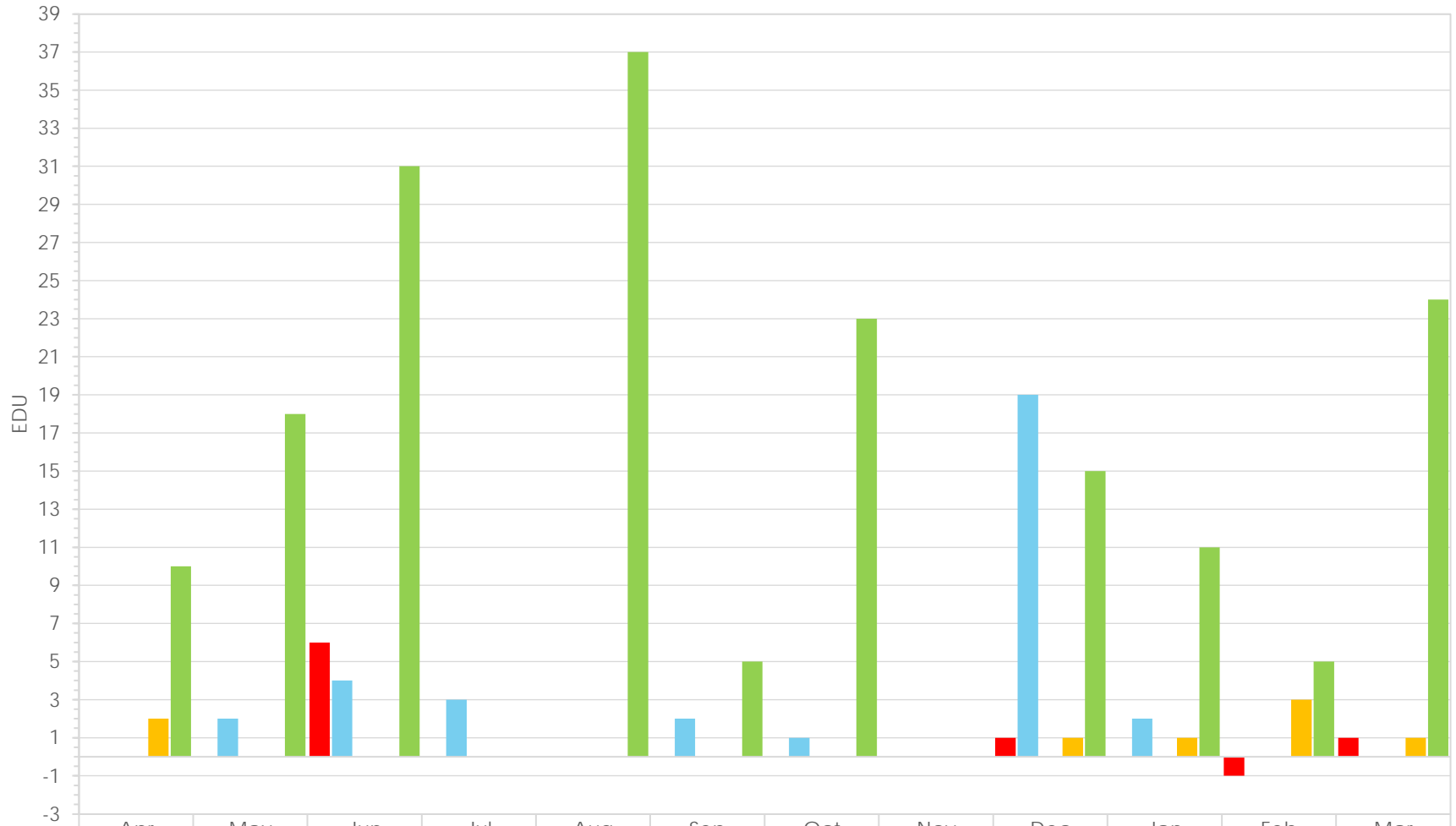
CONNECTION FEES -MARCH 2021

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	16	49,386	\$ 105,425.50	264	659,800	\$ 1,520,991.15
Residential Ft ² Additions	0	0	\$ -	15	13,727	\$ 24,022.25
Residential Ft ² Additions - Exempt	0	0	N/A	1	499	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	8	6,553	\$ 23,467.75
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	5	2,734	N/A
Commercial	0	N/A	\$ -	10	N/A	\$ 139,375.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	16	49,386	\$ 105,425.50	303	683,313	\$ 1,707,856.15

INSPECTIONS -MARCH 2021

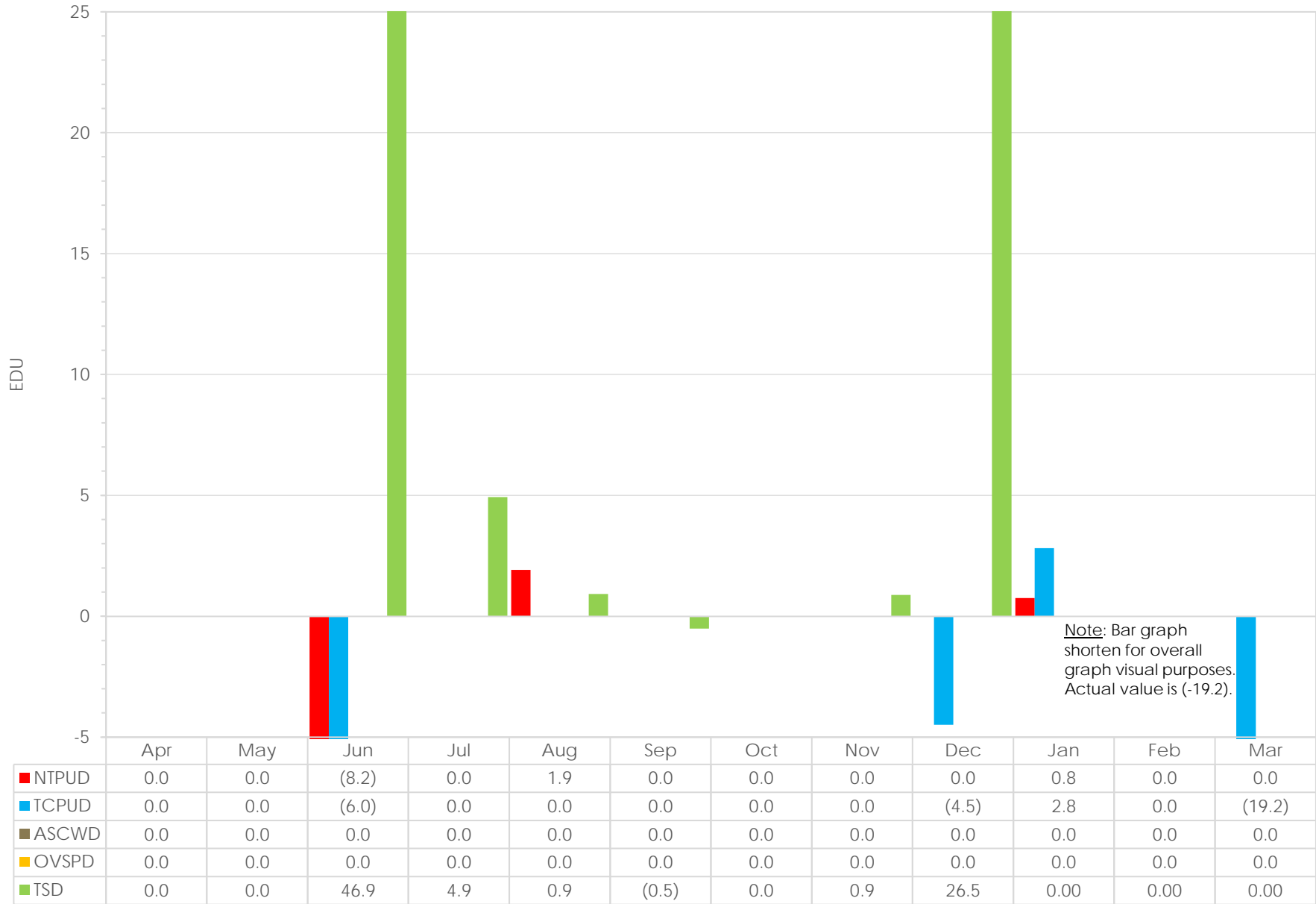
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	0	0	14	14
Residential (Drive-by of Suspended Accounts)	0		0	

Residential EDU Summary

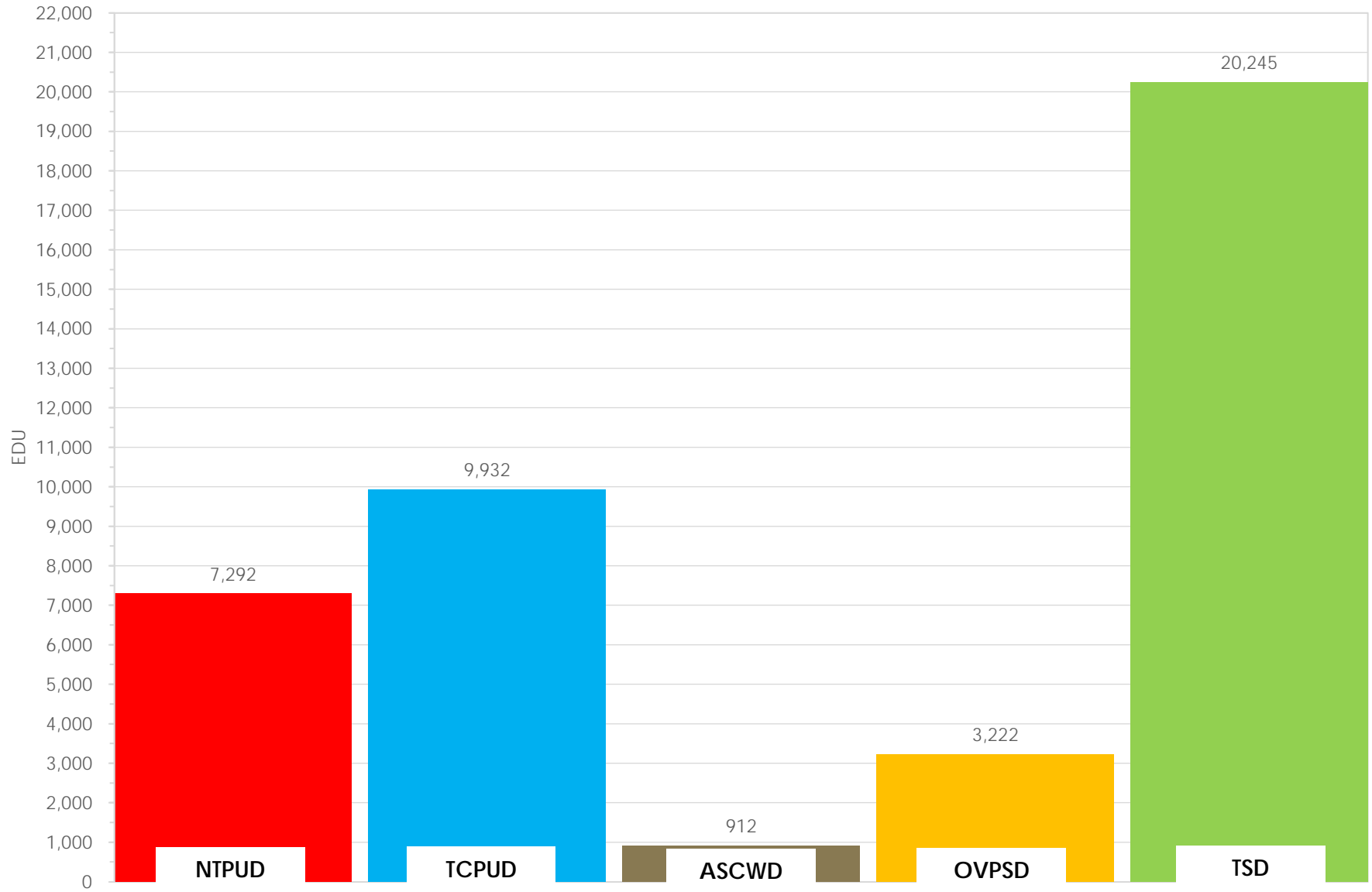


	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
■ NTPUD	0	0	6	0	0	0	0	0	1	0	(1)	1
■ TCPUD	0	2	4	3	0	2	1	0	19	2	0	0
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ OVSPD	2	0	0	0	0	0	0	0	1	1	3	1
■ TSD	10	18	31	0	37	5	23	0	15	11	5	24

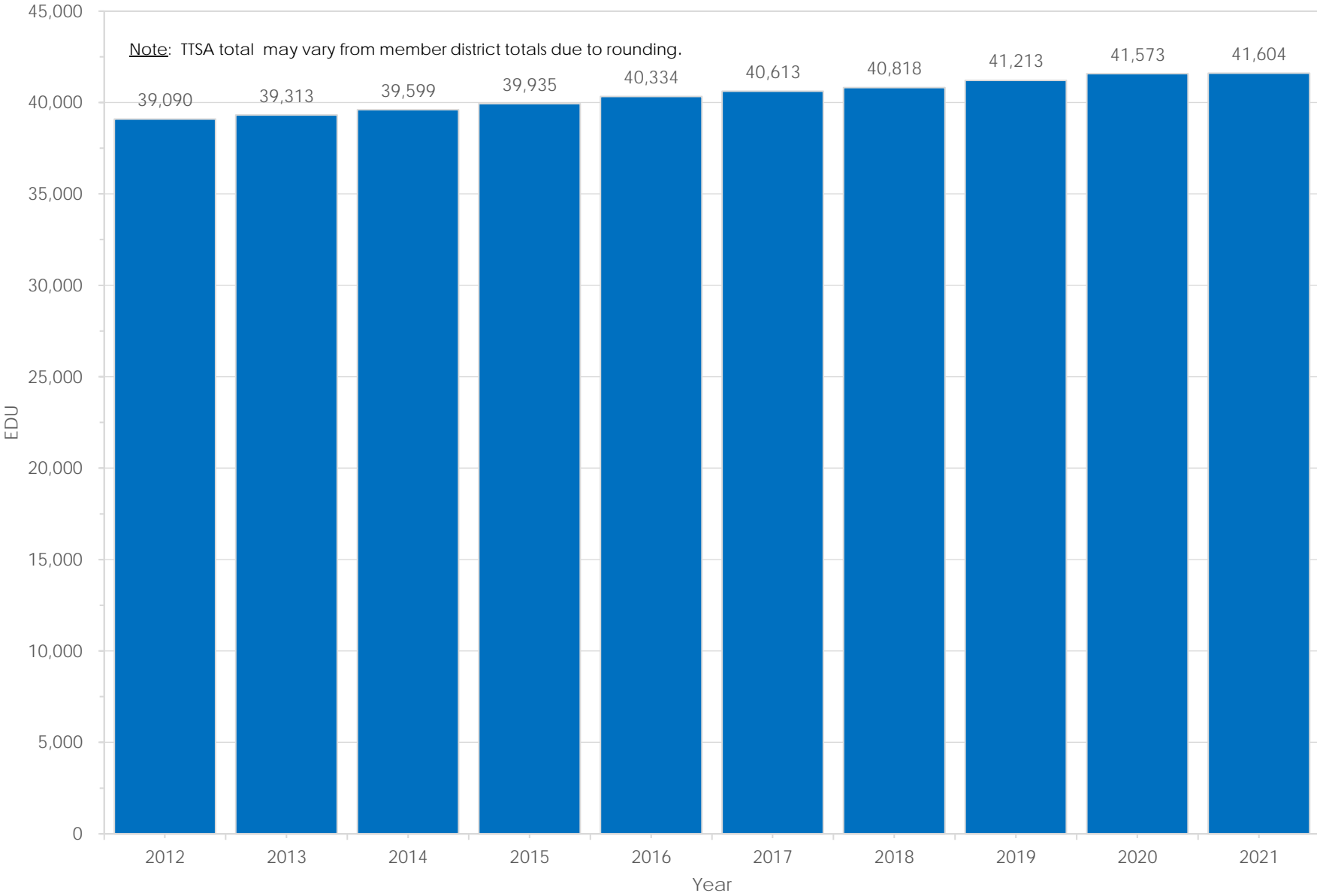
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Management continued implementation of the COVID-19 plan:
 - Agency remains closed to the public.
 - All staff are either telecommuting or working onsite with staggered shifts with increased staff isolation/separation.
- Agency staff have been offered the COVID-19 vaccination as issued by the Tahoe Forest Health System vaccine clinic.
- Agency recruitment status
 - CMMS/GIS Technician - Recruitment has closed and applications are being reviewed.
 - Assistant/Associate Engineer - In recruitment phase.
 - Finance and Administrative Department Manager - Select candidates have been scheduled for a 2nd interview.
 - Laboratory Director - Candidate has accepted employment with the Agency and commences employment on May 3rd.
- Staff continued work on the COVID-19 sewer service relief program.
- Staff are preparing RFPs for an IT/SCADA Master Plan and a Pretreatment Program Development and Review.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session for public employee performance evaluation of the General Manager.
3. Closed session conference with Agency labor negotiator Richard Shanahan (Agency General Counsel), regarding the unrepresented employee in the General Manager position.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX-1
Subject: Report from closed session



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: April 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX-2
Subject: Consider amendment of General Manager employment agreement

AMENDMENT NO. 2

**TO TAHOE-TRUCKEE SANITATION AGENCY
GENERAL MANAGER EMPLOYMENT AGREEMENT**

THIS AMENDMENT TO AGREEMENT is made this April 21, 2021 by and between Tahoe-Truckee Sanitation Agency, a local government agency (“Agency”), and LaRue Griffin, an individual (“Employee”), who agree as follows:

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

1.1. The parties entered into the General Manager Employment Agreement on May 4, 2015 and amended it on April 1, 2017 (the “Agreement”), which is on file in the Agency office.

1.2. The parties now desire to amend the Agreement to adjust Employee’s salary, extend the Agreement term, and make other changes.

2. Amendments to Agreement. The parties amend the Agreement as follows:

2.1. The Agreement expiration date (Agreement section 2) is extended to May 3, 2023. Thereafter, starting on May 3, 2023 and on each subsequent May 3 in odd-numbered years, the Agreement term shall be extended automatically for two more years unless a party has provided written notice of expiration to the other party at least six months before the expiration date. For example, if a party would like the Agreement to expire on May 3, 2023, it must provide notice of expiration on or before November 3, 2022. The Agreement will continue to be subject to earlier termination as provided in Agreement section 8.

2.2. Employee’s salary (Agreement section 5(a)) shall be changed to step 6 on the salary schedule (i.e., \$229,633 per year as adjusted by any July 2021 Board-approved cost-of-living adjustment percentage for regular Agency employees) effective April 1, 2022 and subject to the outcome of Employee performance evaluations by the Agency Board of Directors between that date and the date of this Amendment. Employee’s salary also shall continue to be adjusted each July by the same annual cost-of-living adjustment percentage approved by the Agency Board for other regular Agency employees.

2.3. Employee will be eligible to participate in the Agency pay for performance appraisal (non-base pay compensation) program as described in the Agency Salary Schedule Implementation Guidelines dated December 11, 2019 (which is Ex. B to Resolution No. 12-2019) (as the same may be amended by the Agency Board from time to time) starting one year after Employee’s salary is at step 6 on the salary schedule.

2.4. The Agency Board shall conduct an Employee performance evaluation on at least an annual basis and shall complete it prior to October 31 of each year. The method of the performance evaluation shall be determined by the Agency Board.

2.5. The General Manager job description is modified and updated as shown on the attached amended Exhibit A.

3. No Effect on Other Provisions. Except for the amendments in section 2, the remaining provisions of the Agreement are unaffected and remain in full force and effect.

TAHOE-TRUCKEE SANITATION AGENCY

EMPLOYEE

By: _____
Dale Cox, President

By: _____
LaRue Griffin

Attest:

Secretary of the Board

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: General Manager

FLSA Status: EXEMPT

Revised as of: 12/2019

DEFINITION

Plans, organizes, directs and reviews the overall activities and operations of the Tahoe-Truckee Sanitation Agency; advises and assists the Board of Directors; represents the Agency's goals and interests locally, regionally and at the State and Federal levels; provides leadership to the organization; and coordinates activities with outside agencies and the community.

DISTINGUISHING CHARACTERISTICS

The General Manager's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing and implementing the Board's policies and programs with employees, community organizations and the general public.

SUPERVISION RECEIVED AND EXERCISED

The General Manager reports to, and receives policy direction from the Board of Directors. Responsibilities include management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of administrative and operations activities for the Agency.

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

- Develops, plans and implements Agency goals and objectives; develops and administers policies and procedures.
- Coordinates Agency activities between departments and with outside agencies and organizations; provides staff assistance to the Board of Director's; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of Agency-wide work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Directs the development and administration of the Agency's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments as necessary.

JOB TITLE: General Manager

- Prepares and submits to the Board of Directors the annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, regulatory issues, and the present and future needs of the Agency.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Agency.
- Monitors and provides direction, as needed, for media and public relations; ensures the Agency's interests are represented with customers, stakeholders, governmental agencies, the financial community and the public.
- Coordinates with outside counsel on legal issues affecting the Agency.
- Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern and highly complex public utility administration, departments, organization, and service.
- Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.

JOB TITLE: General Manager

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of safety and emergency procedures.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Agency.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve Agency related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer Agency budgets.
- Develop and implement Agency policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

JOB TITLE: General Manager

Experience:

Ten years of administrative and management experience that involved planning, organizing, implementing, and supervising varied programs, preferably within a public agency.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business administration, public administration, or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

PHYSICAL REQUIREMENTS

On a continuous basis, remain stationary at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

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