



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
May 9, 2018



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

S. Lane Lewis: President
Dale Cox: Vice President

Jon Northrop

Dan Wilkins

Blake Tresan

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: May 9, 2018

Time: 9:00 AM

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

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

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

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

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

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

1. Approval of the minutes of the special Board meeting on April 18, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.

V. Regular Agenda

1. Presentation of the SVPSD Truckee River Siphon Replacement project.
2. Approval to negotiate a contract or contracts with a qualified contractor or contractors for the Building 27 Main Service Upgrade project.
3. Approval to solicit bids for Digital Scanning of Sewer Lines project.

4. Approval to ratify change order no. 4 for the Truckee River Interceptor MH-81 to MH-83 Improvements project.
5. Discussion of the Avery Hotel development.
6. Discussion of A. Teichert & Son, Inc. activities.

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 conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
3. Closed session for public employee performance evaluation of the General Manager.

IX. Adjournment

Posted and Mailed, 05/04/18



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
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: May 9, 2018
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: May 9, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: III
Subject: Professional Achievements & Awards

Background

Acknowledgement of staff for professional achievements and awards received the previous calendar month.

- Safety Suggestion Award (1st Quarter of 2018)
 - Mr. Chad Bentley, Operations Department
 - Mr. Phil Fay, Maintenance Department
 - Mr. Greg O'Hair, Operations Department
 - Mr. Justin Parrish, Maintenance Department
 - Mr. Bill Pindar, Operations Department
 - Mr. Jesus Zarate, Maintenance Department

- Professional Achievement
 - Mr. Anthony Salinas, Maintenance Department - Mechanical Technologist Grade I certification
 - Mr. Jesus Zarate, Maintenance Department - Mechanical Technologist Grade II certification

Fiscal Impact

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

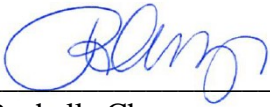
Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-1
Subject: Approval of the minutes of the special Board meeting on April 18, 2018

Background

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

Fiscal Impact

None.

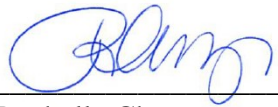
Attachments

Minutes of the special Board meeting on April 18, 2018.

Recommendation

Approve the minutes of the special Board meeting on April 18, 2018.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BOARD OF DIRECTORS
SPECIAL MEETING MINUTES

April 18, 2018

I. Call to Order:

President Lewis called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

Directors Present: S. Lane Lewis, NTPUD
Dale Cox, SVPSD
Jon Northrop, ASCWD via teleconference
Dan Wilkins, TCPUD

Staff Present: LaRue Griffin, General Manager
Patrick Fitzgerald, Agency Counsel via teleconference
Roshelle Chavez, Administrative Services Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Bob Gray, IT Manager
Richard Pallante, Maintenance Manager
Celeste Graves, Administration Department
Dawn Davis, Administration Department
Mike Smith, Engineering Department
Aaron Carlsson, Engineering Department
Jim Redmond, Maintenance Department
Philip Fay, Maintenance Department

Public Present: Rick Thompson, IBEW 1245

II. Public Comment:

Agency staff, Richard Pallante, introduced himself to the Board of Directors as the new Maintenance Department Manager and provided a brief work history.

No action was taken by the Board.

Most of the Agency employees left the meeting following the public comment.

III. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on March 14, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.

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

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

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

Motion passed.

IV. Regular Agenda

1. Approval of the License Agreement with the Truckee River Watershed Council and Indemnification Agreement with the Truckee River Watershed Council contractor for weed eradication activities.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the License Agreement with the Truckee River Watershed Council and Indemnification Agreement with the Truckee River Watershed Council contractor; unanimously approved.

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

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

Motion passed.

2. Approval of the Indemnification Agreement with the Truckee River Watershed Council contractor to maintain and monitor construction improvements associated with the Truckee Meadows Restoration project.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the Indemnification Agreement with the Truckee River Watershed Council contractor; unanimously approved.

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

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

Motion passed.

3. Approval to solicit bids for the BNR Influent Pump Station Variable Frequency Drive Upgrade project.

MOTION by Director Cox, **SECOND** by Director Northrop to solicit bids for the BNR Influent Pump Station Variable Frequency Drive Upgrade project; unanimously approved.

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

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

Motion passed.

4. Discussion of employee handbook revision procedure.

Mr. Griffin provided a summary of the steps to revise the employee handbook. He stated the ad hoc committee would be contacted once the Human Resource Administrator commences employment with the Agency.

No action was taken by the Board.

5. Discussion of the Avery Hotel development.

Staff provided a summary of costs incurred by the Agency when the Avery Hotel was originally initiated years ago. The Board directed Mr. Griffin to discuss these costs with the owner of the current Avery Hotel project.

No action was taken by the Board.

Agency Council, Patrick Fitzgerald, joined the meeting via teleconference at 9:30 AM.

V. Management Team Report

1. Operations, Maintenance, Engineering and IT Reports

Mr. Peak provided an update on current and past projects for the operations department and reported that the all waste discharge requirements were met for the month with the exception of a minor pH violation which was reported to the Regional Water Control Board (Lahontan).

Mr. Parker provided an update on current and past projects for the engineering department and added the TRI section scheduled for digital scanning will be substituted with a different TRI section as the TRI MH81-MH83 Improvements project will affect the scanning work.

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

Mr. Pallante asked the Board for input on the future maintenance department reports.

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided a brief update on the status of various ongoing project, none of which required action by the Board. Mr. Griffin informed the Board that the new HR Administrator will be starting mid-May.

No action was taken by the Board.

VI. Board of Director Comment

Director Cox requested an update on Teichert Construction Company activities be provided at the May Board meeting.

No action was taken by the Board.

VII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:05 AM

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.

2. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).

The meeting was reopened at 10:42 AM. Nothing to report from closed session.

VIII. ADJOURNMENT:

There being no further business, the meeting adjourned at 10:42 AM.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-2
Subject: Approval of general fund warrants

Background

Warrants paid and payable for the previous calendar month(s).

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

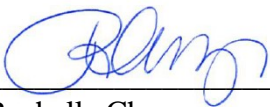
Attachments

Report of general fund warrants.

Recommendation

Approve general fund warrants paid and payable.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

FROM 4/01/18 THRU 4/30/18

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
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*CHECKS 1 - 76222 CHECK SEQUENCE BREAK

76223	4/04/18	MAN PAID	00692	DALE COX	637.60	
76224	4/11/18	REG PAID	01916	AFASSCO	510.09	
76225	4/11/18	REG PAID	00015	AIRGAS USA, LLC	340.89	
76226	4/11/18	REG PAID	00019	ALPHA ANALYTICAL	2,335.00	
76227	4/11/18	REG PAID	01900	AMAZON CAPITAL SERVICES	8,775.71	
76228	4/11/18	REG VOID	01900	AMAZON CAPITAL SERVICES	8,775.71	CHECK HAS BEEN VOIDED
76229	4/11/18	REG PAID	00032	AMERIPRIDE UNIFORM SERVICES	1,314.06	
76230	4/11/18	REG PAID	01885	AT&T ACCT 831-000-6939 380	1,398.45	
76231	4/11/18	REG PAID	01886	AT&T ACCT #171-800-7674 001	1,002.71	
76232	4/11/18	REG PAID	01383	AT&T 530 582-0827 966 5	461.63	
76233	4/11/18	REG PAID	00105	CALIFORNIA HYDRONICS CORP.	537.99	
76234	4/11/18	REG PAID	01290	CLARK PEST CONTROL	275.00	
76235	4/11/18	REG PAID	00740	JEFF CLAUSSEN	400.00	
76236	4/11/18	REG PAID	01479	CONSOLIDATED ELECTRICAL DIST.	14.41	
76237	4/11/18	REG PAID	00140	COSTCO WHOLESALE	180.00	
76238	4/11/18	REG PAID	00149	CWEA	265.00	
76239	4/11/18	REG PAID	00189	ERA; ENVIRONMENTAL RESOURCE ASSOCIA	3,073.02	
76240	4/11/18	REG PAID	01945	EMS- ENVIRONMENTAL WATER SOLUTIONS	994.37	
76241	4/11/18	REG PAID	00200	FEDERAL EXPRESS CORP.	116.22	
76242	4/11/18	REG PAID	00201	FERGUSON ENTERPRISES, INC. #1423	65.05	
76243	4/11/18	REG PAID	00203	FISHER SCIENTIFIC COMPANY	790.06	
76244	4/11/18	REG PAID	00067	FLYERS ENERGY LLC	10,990.17	
76245	4/11/18	REG PAID	00225	GRAINGER INC., W.W.	13,011.48	
76246	4/11/18	REG PAID	00232	HACH CHEMICAL COMPANY	3,116.89	
76247	4/11/18	REG PAID	00586	HDS CONST SUPPLY	179.00	
76248	4/11/18	REG PAID	00275	J&L PRO KLEEN, INC.	2,300.00	
76249	4/11/18	REG PAID	01259	LHOIST NORTH AMERICA	16,966.67	
76250	4/11/18	REG PAID	00614	LIBERTY UTILITIES	43.43	
76251	4/11/18	REG PAID	00334	R.F. MACDONALD COMPANY	3,262.50	
76252	4/11/18	REG PAID	00346	MCMMASTER-CARR	790.19	
76253	4/11/18	REG PAID	01837	MICHAEL J SMITH	400.00	
76254	4/11/18	REG PAID	00376	MOUNTAIN HARDWARE	976.39	
76255	4/11/18	REG VOID	00376	MOUNTAIN HARDWARE	976.39	CHECK HAS BEEN VOIDED
76256	4/11/18	REG PAID	00353	NAPA- SIERRA	445.18	
76257	4/11/18	REG PAID	00893	NEOPOST	173.66	
76258	4/11/18	REG PAID	01821	NEWEGG INC.	498.46	
76259	4/11/18	REG PAID	00695	JON NORTROP	400.00	
76260	4/11/18	REG PAID	00734	GREG O'HAIR	232.20	
76261	4/11/18	REG PAID	00959	OFFICE DEPOT	1,316.89	
76262	4/11/18	REG PAID	00455	PINNACLE TOWERS INC.	654.87	
76263	4/11/18	REG PAID	00622	PRAXAIR DISTRIBUTION, INC.	61.65	
76264	4/11/18	REG PAID	01935	PRAXAIR INC.	7,288.62	
76265	4/11/18	REG PAID	00452	TRUCKEE DONNER PUD	75,212.84	
76266	4/11/18	REG PAID	00771	JAMES REDMOND	229.00	
76267	4/11/18	REG PAID	01641	REXEL USA, INC	790.70	
76268	4/11/18	REG PAID	00716	TOM RINNE	430.00	
76269	4/11/18	REG PAID	01062	SAVE MART SUPERMARKETS	194.50	
76270	4/11/18	REG PAID	01035	SEAL ANALYTICAL, INC.	630.60	
76271	4/11/18	REG PAID	01744	SHRED-IT USA	276.00	
76272	4/11/18	REG PAID	00619	SIERRA SYSTEMS, INC.	600.00	
76273	4/11/18	REG PAID	01442	SIERRA OFFICE SOLUTIONS	73.82	
76274	4/11/18	REG PAID	00655	SOLENIS	10,485.85	
76275	4/11/18	REG PAID	01979	SPX FLOW US	1,074.68	

FROM 4/01/18 THRU 4/30/18

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76274	4/11/18	REG PAID	00117	SUDENLINK PAYMENT CENTER	86.09	
76275	4/11/18	REG PAID	01237	TAHOE FOREST HOSPITAL	6,424.68	
76276	4/11/18	REG PAID	00895	TAHOE SUPPLY COMPANY, LLC	663.07	
76277	4/11/18	REG PAID	01894	THATCHER COMPANY OF CA, INC.	14,427.15	
76278	4/11/18	REG PAID	00815	THOMSON WEST	317.69	
76279	4/11/18	REG PAID	00449	TRUCKEE BAGEL CO.	72.00	
76280	4/11/18	REG PAID	00464	TRUCKEE RENTS, INC.	176.66	
76281	4/11/18	REG PAID	00540	VARIED PRODUCT LINES	651.23	
76282	4/11/18	REG PAID	00551	VERIZON WIRELESS	1,257.93	
76283	4/11/18	REG PAID	00808	SCOTT WILCOX	130.00	
76284	4/05/18	MAN PAID	00786	STANDARD INSURANCE-DENTAL	7,901.52	
76285	4/11/18	MAN PAID	01900	AMAZON CAPITAL SERVICES	191.70	
76286	4/11/18	MAN PAID	01259	LHOIST NORTH AMERICA	8,584.01	
76287	4/06/18	MAN PAID	00746	PETTY CASH	103.47	
76288	4/11/18	MAN PAID	00408	NORTHERN SIERRA AOMD	1,829.55	
76289	4/11/18	MAN PAID	00603	WILEY, PRICE & RADULOVICH	6,518.00	
76290	4/11/18	MAN PAID	00791	TRISTAN SIMMONS	150.00	
76291	4/11/18	MAN PAID	00825	BRANDON DIMOND	454.00	
76292	4/11/18	MAN PAID	00695	JON NORTROP	1,708.88	
76293	4/11/18	MAN PAID	01966	TAHOE STAFF	42.80	
76294	4/11/18	MAN PAID	01798	ROSHELLE CHAVEZ	5,320.00	
76295	4/11/18	MAN PAID	01972	MARY THERESA ROEMER	1,900.00	
76296	4/11/18	MAN PAID	01738	ILEANA VASSILIOU	9,360.10	
76297	4/11/18	MAN PAID	00058	BARTKIEWICZ, KRONICK & SHANAHAN	19,469.08	
76298	4/11/18	MAN PAID	00671	TAHOE TRUCKEE DISPOSAL	46.80	
76299	4/11/18	MAN PAID	00614	LIBERTY UTILITIES	104.00	
76300	4/11/18	MAN PAID	00152	DMV	4,268.26	
76301	4/11/18	MAN PAID	00639	SOUTHWEST GAS CORP.	119.28	
76302	4/11/18	MAN PAID	01237	TAHOE FOREST HOSPITAL	326.39	
76303	4/11/18	MAN PAID	00376	MOUNTAIN HARDWARE	650.00	
76304	4/11/18	MAN PAID	01669	MCVICARS CONSULTING	500.00	
76305	4/12/18	MAN PAID	01989	MARTIS VALLEY EDUCATION FOUNDATION	2,757.50	
76306	4/12/18	MAN PAID	01609	PAYMENTUS GROUP, INC.	80.00	
76307	4/13/18	MAN PAID	00050	B & L BACKFLOW TESTING	17,707.88	
76308	4/13/18	MAN PAID	01894	THATCHER COMPANY OF CA, INC.	961.63	
76309	4/18/18	MAN PAID	01966	TAHOE STAFF	100.00	
76310	4/18/18	MAN PAID	00695	JON NORTROP	100.00	
76311	4/18/18	MAN PAID	01849	DANIEL WILKINS	1,482.13	
76312	4/18/18	MAN PAID	00692	DALE COX	900.00	
76313	4/18/18	MAN PAID	00694	S. LANE LEWIS	322.41	
76314	4/18/18	MAN PAID	00015	AIRGAS USA, LLC	873.08	
76315	4/18/18	MAN PAID	00213	GADDIS, INC.	73.34	
76316	4/18/18	MAN PAID	00524	UNITED PARCEL SERVICE, UPS	2,065.00	
76317	4/18/18	MAN PAID	00106	CALIFORNIA STATE BOARD OF EQUALIZAT	452.65	
76318	4/18/18	MAN PAID	01990	CHARLES & MARY VOGEL	235.60	
76319	4/27/18	MAN PAID	00692	DALE COX		

** FINAL TOTAL

288,857.96

97 CHECKS

EE ELECTRONIC PAYMENTS

A/P CHECK REGISTER

RUN DATE 5/02/18
 RUN TIME 14:44:28

(APM025)
 PAGE 1

FROM 4/01/18 THRU 4/30/18

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
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*CHECKS 1 - 1112363 CHECK SEQUENCE BREAK

1112364	4/06/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	1,893.26	
1112365	4/06/18	MAN PAID	01006	PERS-RETIREMENT	42.84	
1112366	4/06/18	MAN PAID	01007	PERS-HEALTH PREMIUM	120,589.16	
1112367	4/09/18	MAN PAID	01006	PERS-RETIREMENT	35,597.16	
1112368	4/11/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	7,148.41	
1112369	4/11/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	2,567.52	
1112370	4/11/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	4,745.03	
1112371	4/16/18	MAN PAID	01005	PERS 457 PLAN	7,602.18	
1112372	4/16/18	MAN PAID	01038	FIRST US COMMUNITY CREDIT UNION	3,000.00	
1112373	4/16/18	MAN PAID	00679	NATIONWIDE RETIREMENT SOLUTIONS	3,018.56	
1112374	4/16/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	26,216.92	
1112375	4/16/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	10,227.90	
1112376	4/18/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	250.80	
1112377	4/18/18	MAN PAID	01006	PERS-RETIREMENT	35,039.37	
1112378	4/27/18	MAN PAID	00513	U.S. BANK BANK CARD DIVISION	5,652.24	

** FINAL TOTAL

263,591.35

15 CHECKS

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
54683	4/11/2018	6204			X
54684	4/11/2018	6204			X
54685	4/11/2018	6204			X
54686	4/16/2018	9906			
54687	4/16/2018	3328			X
54688	4/16/2018	1929			
54689	4/16/2018	1980			X
54690	4/16/2018	4225			X
54691	4/16/2018	5098			X
54692	4/16/2018	6626			X
54693	4/16/2018	3286			X
54694	4/16/2018	7570			X
54695	4/16/2018	671			X
54696	4/16/2018	8897			X
54697	4/16/2018	8710			X
54698	4/16/2018	2133			X
54699	4/16/2018	8400			X
54700	4/16/2018	5982			X
54701	4/16/2018	1352			X
54702	4/16/2018	3464			X
54703	4/16/2018	934			X
54704	4/16/2018	992			X
54705	4/16/2018	3059			X
54706	4/16/2018	411			X
54707	4/16/2018	1248			X
54708	4/16/2018	6171			X
54709	4/16/2018	9815			X
54710	4/16/2018	1730			X
54711	4/16/2018	9478			X
54712	4/16/2018	9268			X
54713	4/16/2018	6930			X
54714	4/16/2018	1567			X
54715	4/16/2018	5526			X
54716	4/16/2018	9357			X
54717	4/16/2018	63			X
54718	4/16/2018	65			X
54719	4/16/2018	890			X
54720	4/16/2018	3849			X
54721	4/16/2018	572			X
54722	4/16/2018	2375			X
54723	4/16/2018	3433			X
54724	4/16/2018	743			X
54725	4/16/2018	6715			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
54726	4/16/2018	3359			X
54727	4/16/2018	8131			X
54728	4/16/2018	6833			X
54729	4/16/2018	7232			X
54730	4/16/2018	1766			X
54731	4/16/2018	9056			X
54732	4/16/2018	5476			X
54733	4/16/2018	4177			X
54734	4/16/2018	6204			X
54735	4/16/2018	773			X
				<u>\$164,109.42</u>	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-3
Subject: Approval of financial statements and status of investments

Background

Financial statements and status of investments for the previous calendar month(s).

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

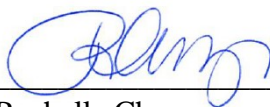
Attachments

Report of financial statements and status of investments.

Recommendation

Approve financial statements and status of investments.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BUDGETED EXPENDITURES	BUDGET CURRENT YEAR	CURRENT MONTH	YEAR TO DATE	BALANCE	BUDGET %
ADMINISTRATIVE FUND					
45010 SALARIES AND WAGES	500,000.00	40,077.74	390,601.17	109,398.83	78.12
45020 EMPLOYEE BENEFITS	354,000.00	20,377.19	250,538.31	103,461.69	70.77
45030 DIRECTOR FEES	12,000.00	400.00	4,200.00	7,800.00	35.00
45060 TRANSPORTATION GAS AND OIL	4,000.00	481.63	2,180.69	1,819.31	54.52
45070 INSURANCE	110,000.00	0.00	85,587.15	24,412.85	77.81
45080 MEMBERSHIPS	25,000.00	0.00	24,138.00	862.00	96.55
45090 OFFICE EXPENSE	75,000.00	4,050.64	42,076.13	32,923.87	56.10
45095 FEES, LICENSES & PERMITS	150,000.00	1,933.55	139,142.78	10,857.22	92.76
45110 CONTRACTUAL SERVICES	75,000.00	652.00	46,971.50	28,028.50	62.63
45120 PROFESSIONAL SERVICES	250,000.00	24,730.85	262,466.05	(12,466.05)	104.99
45130 PRINTING AND PUBLICATIONS	15,000.00	(756.93)	15,009.28	(9.28)	100.06
45140 RENTS AND LEASES	5,000.00	242.94	4,079.06	920.94	81.58
45150 REPAIRS AND MAINTENANCE	1,000.00	0.00	19.00	981.00	1.90
45170 TRAINING	5,000.00	1,000.00	3,678.78	1,321.22	73.58
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	0.00	4,624.32	375.68	92.49
45190 UTILITIES	12,000.00	753.76	7,721.83	4,278.17	64.35
45300 EQUIPMENT	7,000.00	0.00	0.00	7,000.00	0.00
TOTAL ADMINISTRATIVE FUND	1,605,000.00	93,943.37	1,283,034.05	321,965.95	79.94
OPERATIONS AND MAINTENANCE FUND					
45010 SALARIES AND WAGES	5,561,500.00	376,366.36	3,794,107.89	1,767,392.11	68.22
45020 EMPLOYEE BENEFITS	3,485,000.00	194,167.96	2,629,285.29	855,714.71	75.45
45060 TRANSPORTATION GAS AND OIL	15,000.00	6,086.32	15,167.08	(167.08)	101.11
45080 MEMBERSHIPS	14,500.00	1,134.00	10,878.26	3,621.74	75.02
45095 FEES, LICENSES & PERMITS	0.00	0.00	159.75	(159.75)	0.00
45100 SUPPLIES	1,295,000.00	77,113.27	834,880.95	460,119.05	64.47
45110 CONTRACTUAL SERVICES	567,000.00	31,584.63	487,342.62	79,657.38	85.95
45140 RENTS AND LEASES	22,000.00	1,643.43	10,947.08	11,052.92	49.76
45150 REPAIRS AND MAINTENANCE	261,000.00	21,094.95	221,472.19	39,527.81	84.86
45155 INSTRUMENTATION & ELECTRICAL	75,000.00	1,454.99	84,948.06	(9,948.06)	113.26
45160 RESEARCH & MONITORING	80,000.00	4,536.50	63,514.62	16,485.38	79.39
45170 TRAINING	46,000.00	1,995.86	34,407.93	11,592.07	74.80
45190 UTILITIES	1,273,000.00	87,424.56	801,194.28	471,805.72	62.94
45300 EQUIPMENT	0.00	316.00	316.00	(316.00)	0.00
TOTAL OPERATIONS & MAINTENANCE	12,695,000.00	804,918.83	8,988,622.00	3,706,378.00	70.80
TOTAL	14,300,000.00	898,862.20	10,271,656.05	4,028,343.95	71.83
SRF DEBT SERVICE					
45105 INTEREST ON SRF LOAN EXPENSE	0.00	0.00	266,280.33	(266,280.33)	0.00

BALANCE

CASH ON HAND

 CASH ACCOUNT (US BANK) 23,091.09
 CASH - PETTY CASH 1,600.00
 CASH - TAX REVENUE (US BANK) 12,642.06
 CHK ACCT (WELLS FARGO/PAYROLL) 151,202.76
 SERVICE CHARGE MUNI INV (US BANK) 22,819.96
 WASTEWATER SAVINGS-WELLS FARGO 327,434.04
 CASH - WWCRF (US BANK) 18,064.46
 STATE LOCAL AGENCY INVESTMT FUND 52,057,156.06

 TOTAL CASH ON HAND 52,614,010.43
 =====

CURRENT MONTH INCOME EXPENSES ACCOUNTS PAYABLE

ADMINISTRATIVE 4,077.37 93,943.37 8,860.95
 OPERATION & MAINTENANCE 22,886.18 804,918.83 189,722.96
 W.W.C.R.F. 154,320.82 0.00 0.00
 UPGRADE REHAB 93,883.89 4,984.07 4,528.07

 TOTAL 275,168.26 903,846.27 203,111.98
 =====

BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
50,000.00	2,293,675.51	4,535,454.35	1,055,718.36
250,000.00	12,364,924.86	8,989,103.35	3,625,821.51
20,768,597.34	1,008,402.14	61,812.65	19,338,018.88
2,917,227.28	34,462.32	0.00	2,951,689.60
26,809,008.58	295,331.95	591,249.20	25,642,762.08
-----	-----	-----	-----
50,794,833.20	15,996,796.78	14,177,619.55	52,614,010.43
=====	=====	=====	=====

0

YEAR TO DATE

INTEREST INCOME

 00 ADMINISTRATIVE 15,409.66
 01 OPERATION & MAINTENANCE 24,732.47
 02 W.W.C.R.F. 178,949.38
 04 SRF WCRF 27,728.64
 06 UPGRADE/REHAB 242,457.97

 TOTAL INTEREST INCOME 489,278.12
 =====

FUND INVESTMENTS:

ADMINISTRATIVE	T.C.D.	T-BILLS	L.A.I.F
OPERATION & MAINTENANCE	0.00	0.00	1,029,412.01
W.W.C.R.F.	0.00	0.00	3,440,771.99
SRF WCRF	0.00	0.00	18,992,520.38
UPGRADE REHAB	0.00	0.00	2,951,689.60
	0.00	0.00	25,642,762.08
	-----	-----	-----
TOTAL FUND INVESTMENTS	0.00	0.00	52,057,156.06
	=====	=====	=====

	ADMIN	OPERATIONS & MAINTENANCE	WASTEWATER CAP RESERVE	SRF WASTEWTR CAP RESERVE	UPGRADE REHAB	TOTAL
CASH BEG BAL	50,000.00	250,000.00	20,768,597.34	2,917,227.28	26,809,008.58	50,794,833.20
TRANSFERS	3,247,497.20	0.00	2,377,167.95-	0.00	870,329.25-	0.00
BEG A/R	205,124.67	496,159.72	52,031.17	6,733.68	52,873.98	812,923.22
INCOME	2,101,691.77	12,543,152.13	1,000,849.38	27,728.64	242,457.97	15,915,879.89
END A/R	13,140.93-	674,386.99-	44,478.41-	0.00	121,902.15	128,562.23
BEG A/P	31,346,740.99	1,294,848.60	0.00	0.00	12,803.15	32,591,388.45
EXPENSES	1,549,314.38	8,988,622.00	61,812.65	0.00	582,974.12	11,182,723.15
END A/P	28,360,601.02-	1,294,367.25-	0.00	0.00	4,528.07-	29,596,492.05-
CASH END BAL	1,055,718.36	3,625,821.51	19,338,018.88	2,951,689.60	25,642,762.08	52,614,010.43

TAHOE-TRUCKEE SANITATION AGENCY
FINANCIAL STATEMENT

Summary
April 30, 2018

SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$752,611.71

Administrative and General Payable: \$194,336.27

Total Administrative and General Paid and Payable: \$946,947.98

Total Administrative and General Payroll Paid: \$164,109.42

YEAR TO DATE

ASSETS

CURRENT ASSETS

01 10010	CASH & CASH EQUIVALENTS	23,091.09
00 10020	CASH U.S.BANK CHECKING	14,630.56
01 10020	CASH WELLS FARGO/PAYROLL	136,572.20
00 10030	CASH - PETTY CASH	1,600.00
00 10045	CASH - TAX REVENUE U.S. BANK	10,075.79
01 10045	CASH - TAX REVENUE U.S. BANK	2,566.27
01 10050	CASH - SERV CHARGE MUNI CHECKG	22,819.96
00 10070	CASH - L.A.I.F.	1,029,412.01
01 10070	CASH - L.A.I.F.	3,440,771.99
06 10070	CASH - L.A.I.F.	25,642,762.08
	CASH & CASH EQUIVALENTS	30,324,301.95

ACCRUED INTEREST RECEIVABLE

00 11280	ACCOUNTS RECEIVABLE	12,054.00
01 11020	A/R BROWN ACT REFORM REIMBSMT	397,346.25
01 11021	A/R SERVICE CHARGES	20,143.30
01 11029	SERVICE CHARGE REFUNDS	14.86
01 11065	SERVICE CHARGE PAYMENT PLANS	600.00
01 11070	A/R LAB FEES	150.00
01 11070	A/R-TEMP DISCHARGE	60.50
01 11075	A/R-COBRA	1,086.93
00 11080	A/R-OTHER	3.24
01 11080	A/R-OTHER	
	ACCOUNTS RECEIVABLE	431,452.60

INVENTORY

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

01 13060 DUE FROM GOVERNMENT AGENCIES 134,173.17

DUE FROM GOVT AGENCIES 134,173.17

TOTAL CURRENT ASSETS 31,011,829.87

YEAR TO DATE

RESTRICTED ASSETS

02 10065	WASTEWATER SAVINGS -WELLS FARGO	327,434.04
02 10066	CASH - WWCRF U.S. BANK	18,064.46
02 10070	CASH - L.A.I.F.	18,992,520.38
04 10070	CASH - L.A.I.F.	2,951,689.60
	CASH & EQUIVALENTS	22,289,708.48

02 11030	A/R CONNECTION FEES PMT PLANS	44,478.41
	A/R CONNECTION FEES	44,478.41

TOTAL RESTRICTED ASSETS

22,334,186.89

PROPERTY PLANT & EQUIPMENT

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

NET CAPITAL ASSETS

86,152,312.59

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

TOTAL ASSETS

142,926,226.35

YEAR TO DATE

LIABILITIES

00 20350 CURRENT LIABILITIES
01 20350 ACCOUNTS PAYABLE 8,860.95-
06 20350 ACCOUNTS PAYABLE 189,722.96-
ACCOUNTS PAYABLE 4,528.07-
ACCOUNTS PAYABLE 203,111.98-

00 20810 ACCRUED LIA FOR COMP ABSENCE 53,885.58-
01 20810 ACCRUED LIA FOR COMP ABSENCE 860,258.72-
COMPENSATED ABSENCES 914,144.30-

00 20820 ACCRUED LIA FOR HRA 1,274.82-
01 20820 ACCRUED LIA FOR HRA 61,729.47-
HEALTH REIMB ACCOUNT 63,004.29-

01 22010 CUSTOMER DEPOSITS TEMP DISCHARGE 200.00-
CUSTOMER DEPOSITS 200.00-

ACCRUED EXPENSES
00 20710 SALARIES AND WAGES PAYABLE 14,630.56-
01 20710 SALARIES AND WAGES PAYABLE 132,474.57-
00 20720 FEDERAL P/R TAXES PAYABLE 2,438.76-
01 20720 FEDERAL P/R TAXES PAYABLE 19,487.23-
00 20725 STATE P/R TAXES PAYABLE 976.86-
01 20725 STATE P/R TAXES PAYABLE 7,587.18-
00 20727 SDI PAYABLE 200.53-
01 20727 SDI PAYABLE 2,055.30-
00 20730 PERS 457 STATE STREET PAYABLE 150.00-
01 20730 PERS 457 STATE STREET PAYABLE 7,452.18-
00 20735 NATIONWIDE 457 PAYABLE 1,072.73-
01 20735 NATIONWIDE 457 PAYABLE 1,945.83-
01 20740 CREDIT UNION DEDUCTION PAYABLE 3,000.00-
01 20760 LIFE INSURANCE 183.30-
00 20770 MEDICARE DEDUCTION/O & M 581.54-
01 20770 MEDICARE DEDUCTION/O & M 5,162.68-
00 20780 SURVIVOR BENEFITS/O & M 4.00-
01 20780 SURVIVOR BENEFITS/O & M 43.00-
00 20786 PERS EMPLOYEE PAID CONTRIB 527.90-
01 20786 PERS EMPLOYEE PAID CONTRIB 3,064.83-

TOTAL ACCOUNTS PAYABLE 203,038.98-
TOTAL LIAB FROM CURRENT 1,383,499.55-

ACCOUNT NUMBERS INDICATED ON
 STATEMENT OF NET ASSETS
 TAHOE-TRUCKEE SANITATION AGENCY
 PERIOD ENDING 4/30/18

	YEAR TO DATE
00 23020	28,275,996.79-
00 24010	13,722,519.00-

	41,998,515.79-

	1,342,483.00-

	1,342,483.00-

	44,724,498.34-
	=====

YEAR TO DATE

CAPITAL

00 25050	CAPITAL ASSETS	
00 25051	CONTRIBUTED CAPITAL-CAP GRANTS	28,336,343.44-
00 25052	CONTRIBUTED CAPITAL-LOCAL DIST	1,330,176.82-
00 25053	CONTRIBUTED CAPITAL-US FOREST	223,315.00-
00 26020	CONTRIBUTED CAPITAL-STATE PARK	16,341.91-
00 26010	NET PROFIT AND LOSS	3,799,874.59-
	RETAINED EARNINGS	13,517,414.10-
	CAPITAL ASSETS	47,223,465.86-

02 26020	RESTRICTED FOR WWCR	
02 26010	NET PROFIT AND LOSS	1,438,131.22
	RETAINED EARNINGS	20,820,628.51-
	RESTRICTED FOR WWCR	19,382,497.29-

04 26020	RESTRICTED FOR STATE LOAN	
04 26010	NET PROFIT AND LOSS	27,728.64-
	RETAINED EARNINGS	2,923,960.96-
	STATE REVOLVING FUND WCR	2,951,689.60-

01 26020	UNRESTRICTED	
01 26010	NET PROFIT AND LOSS	3,554,530.13-
06 26020	RETAINED EARNINGS	548,688.88
06 26010	NET PROFIT AND LOSS	1,210,845.40
	RETAINED EARNINGS	26,849,079.41-
	UNRESTRICTED	28,644,075.26-

TOTAL NET ASSETS

		98,201,728.01-
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TOTAL LIABILITIES & NET ASSETS

		142,926,226.35-
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STATEMENT OF REVENUES & EXPENSES

CURRENT MONTH

YEAR TO DATE

	CURRENT MONTH	YEAR TO DATE
ADMINISTRATION REVENUE		
00 32030 TAX REVENUE CURRENT SECURED	0.00	1,756,387.57-
00 32031 TAX REVENUE CURRENT UNSECURED	0.00	38,815.03-
00 32032 TAX REVENUE PRIOR YEARS	0.00	808.05-
00 32050 INTEREST INCOME	4,077.37-	15,409.66-
00 32065 IN LIEU OF TAX REV OTHER NOTAX	0.00	236,086.80-
00 32070 TAX REVENUE HOPTR	0.00	12,444.59-
00 32072 TAX REVENUE TIMBERLAND	0.00	3.13-
00 32090 TAX REVENUE OTHER NON-OPERATIO	0.00	41,736.94-
TOTAL ADMINISTRATION REVENUE	4,077.37-	2,101,691.77-
ADMINISTRATION EXPENSES		
00 45010 SALARIES AND WAGES	40,077.74	390,601.17
00 45020 EMPLOYEE BENEFITS	20,377.19	250,538.31
00 45030 DIRECTOR FEES	400.00	4,200.00
00 45060 TRANSPORTATION GAS AND OIL	481.63	2,180.69
00 45070 INSURANCE	0.00	85,587.15
00 45080 MEMBERSHIPS	0.00	24,138.00
00 45090 OFFICE EXPENSE	4,050.64	42,076.13
00 45095 FEES, LICENSES & PERMITS	1,933.55	139,142.78
00 45110 CONTRACTUAL SERVICES	652.00	46,971.50
00 45120 PROFESSIONAL SERVICES	24,730.85	262,466.05
00 45130 PRINTING AND PUBLICATIONS	756.93-	15,009.28
00 45140 RENTS AND LEASES	242.94	4,079.06
00 45150 REPAIRS AND MAINTENANCE	0.00	19.00
00 45170 TRAINING	1,000.00	3,678.78
00 45180 UNCOLLECTIBLE ACCOUNTS	0.00	4,624.32
00 45190 UTILITIES	753.76	7,721.83
00 45105 INTEREST ON SRF LOAN EXPENSE	0.00	266,280.33
TOTAL ADMINISTRATION EXPENSES	93,943.37	1,549,314.38
ADMINISTRATION TRANSFERS		
00 45510 SRF DEBT SERVICE PMT TRANSFER	0.00	3,247,497.20-
TOTAL ADMINISTRATION TRANSFERS	0.00	3,247,497.20-
NET PROFIT/LOSS	89,866.00	3,799,874.59-

STATEMENT OF REVENUE & EXPENSES

	CURRENT MONTH	YEAR TO DATE
OPERATIONS & MAINT REVENUE	7,269.28	12,494,159.37
INCOME FROM SERVICE CHARGES	0.00	90.00
NSF RETURN CHECK FEE	0.00	18,585.29
INCOME FROM TEMP DISCHARGES	525.00	5,585.00
INCOME-OTHER	15,091.90	24,732.47
INTEREST INCOME	22,886.18	12,543,152.13
TOTAL OP & MAINT REVENUE		
OPERATIONS & MAINT EXPENSES	376,366.36	3,794,107.89
SALARIES AND WAGES	194,167.96	2,629,285.29
EMPLOYEE BENEFITS	6,086.32	15,167.08
TRANSPORTATION GAS AND OIL	1,134.00	10,878.26
MEMBERSHIPS	0.00	159.75
FEES, LICENSES & PERMITS	77,113.27	834,880.95
SUPPLIES	31,584.63	487,342.62
CONTRACTUAL SERVICES	1,643.43	10,947.08
RENTS AND LEASES	21,094.95	221,472.19
REPAIRS AND MAINTENANCE	1,454.99	84,948.06
INSTRUMENTATION & ELECTRICAL	4,536.50	63,514.62
RESEARCH & MONITORING	1,995.86	34,407.93
TRAINING	87,424.56	801,194.28
UTILITIES	316.00	316.00
EQUIPMENT		
TOTAL OP & MAINT EXPENSES	804,918.83	8,988,622.00

OP & MAINT TRANSFERS

TOTAL NET PROFIT/LOSS	782,032.65	3,554,530.13
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	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUES & EXPENSES		
* WASTEWATER CAPITAL RESERVE *		
02 31030	57,360.00-	778,975.00-
02 31035	28,500.00-	60,925.00-
02 31040	500.00	18,000.00
02 32050	68,960.82-	178,949.38-
	-----	-----
TOTAL WWCR REVENUE	154,320.82-	1,000,849.38-
WWCR EXPENSES		
02 45110	0.00	47,700.00
02 45120	0.00	14,112.65
	-----	-----
TOTAL WWCR EXPENSES	0.00	61,812.65
WASTEWATER CAP RES TRANSFERS		
02 45510	0.00	2,377,167.95
	-----	-----
TOTAL WWCR TRANSFERS	0.00	2,377,167.95
TOTAL NET PROFIT/LOSS		
	154,320.82-	1,438,131.22
	=====	=====

0

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES		
STATE LOAN RESERVE REVENUE	10,801.21-	27,728.64-
INTEREST INCOME	-----	-----
TOTAL STATE LOAN RESERVE REVENUE	10,801.21-	27,728.64-
STATE LOAN RESERVE EXPENSES	-----	-----
STATE LOAN RESERVE TRANSFERS	-----	-----
TOTAL NET PROFIT/LOSS	10,801.21-	27,728.64-
	=====	=====

04 32050

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES		
06 32050 UPGRADE REVENUE	93,883.89-	242,457.97-
INTEREST INCOME	-----	-----
TOTAL UPGRADE REVENUE	93,883.89-	242,457.97-
UPGRADE EXPENSES		
06 45095 FEES, LICENSES & PERMITS	0.00	2,820.00
06 45110 CONTRACTUAL SERVICES	0.00	258,857.99
06 45120 PROFESSIONAL SERVICES	0.00	12,542.29
06 45150 REPAIRS AND MAINTENANCE	603.26	123,044.86
06 45155 INSTRUMENTATION & ELECTRICAL EQUIPMENT	47.63	33,328.12
06 45300	4,333.18	152,380.86
TOTAL UPGRADE EXPENSES	4,984.07	582,974.12
UPGRADE TRANSFERS		
06 45510 SRF DEBT SERVICE PMT TRANSFER	0.00	870,329.25
TOTAL UPGRADE TRANSFERS	0.00	870,329.25
TOTAL NET PROFIT/LOSS	88,899.82-	1,210,845.40



Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending March 31, 2018

		AVERAGE INTEREST RATE		AMOUNT INVESTED
<hr/>				
L.A.I.F.		1.520%		\$52,057,156.06
SAVINGS	Wells Fargo Investment	0.0967%	Weighted Yield	\$327,434.04
	Bank of America Tax Revenue			\$0.00
	Bank of America W.W.C.R.F.			\$0.00
	U.S. Bank Service Charge			\$22,819.96
	U.S. Bank Tax Revenue			\$12,642.06
	U.S. Bank W.W.C.R.F.			\$18,064.46
CHECKING	U.S. Bank General Checking	0.000%		\$23,091.09
	Wells Fargo Payroll			\$151,202.76
<hr/>				
	TOTAL CASH ON HAND			<u><u>\$52,612,410.43</u></u>

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

www.treasurer.ca.gov/pmia-laif/laif.asp
May 01, 2018

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

PMIA Average Monthly Yields

Account Number:
70-31-001

Tran Type Definitions

April 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/6/2018	4/6/2018	RW	1565869	DAWN DAVIS	-125,000.00
4/10/2018	4/9/2018	RW	1565990	DAWN DAVIS	-40,000.00
4/11/2018	4/11/2018	RW	1566096	DAWN DAVIS	-250,000.00
4/13/2018	4/12/2018	QRD	1567297	SYSTEM	191,976.44
4/16/2018	4/13/2018	RW	1568717	DAWN DAVIS	-50,000.00
4/27/2018	4/27/2018	RD	1569624	MICHELLE MACKEY	70,000.00
4/27/2018	4/27/2018	RW	1569643	MICHELLE MACKEY	-10,000.00

Account Summary

Total Deposit:	261,976.44	Beginning Balance:	52,270,179.62
Total Withdrawal:	-475,000.00	Ending Balance:	52,057,156.06



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-1
Subject: Presentation of the SVPSD Truckee River Siphon Replacement project

Background

T-TSA has been coordinating with SVPSD staff for their upcoming Truckee River Siphon Replacement project. This project entails replacing the existing raw sewage siphon under the Truckee River with a double-bore siphon adjacent to the existing alignment. The project will be proceeding this summer.

Over the course of several months, staff has reviewed three deliverables and met with SVPSD staff. Among other smaller items, the principal coordination points with T-TSA involve construction of a new TRI manhole and interfacing with a new flow metering telemetry equipment.

The new manhole will be installed downstream of existing TRI Manhole No. 43 (the existing SVPSD connection point). This structure will be constructed over an excavated section of the TRI and will serve as the new confluence of SVPSD's sewage conveyance into the interceptor. The existing SVPSD connection upstream will be abandoned in place once the new connection point is operational.

With respect to the telemetry cabinet, T-TSA staff will be replacing the interior componentry of the existing cabinet with new componentry. The new backplane, which will install directly inside the existing cabinet, will include new appurtenances to communicate with the new electromagnetic flowmeter and flume being installed by the project. Once approved construction submittals for the new flowmeters are received by T-TSA, staff can finalize the design and construction of the new telemetry equipment. The anticipated design & construction schedule for the panel is as follows:

- Design and Layout: May 1 to May 15
- Procurement and Construction: May 16 to June 30

T-TSA staff will be working in close coordination with SVPSD during bidding, construction, and startup of this project. For example, Agency staff will be requesting copies of the pertinent approved construction submittals so that T-TSA can complete its design on the panel upgrade.

Fiscal Impact

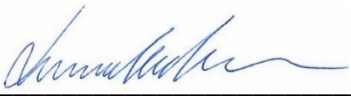
None.

Attachments

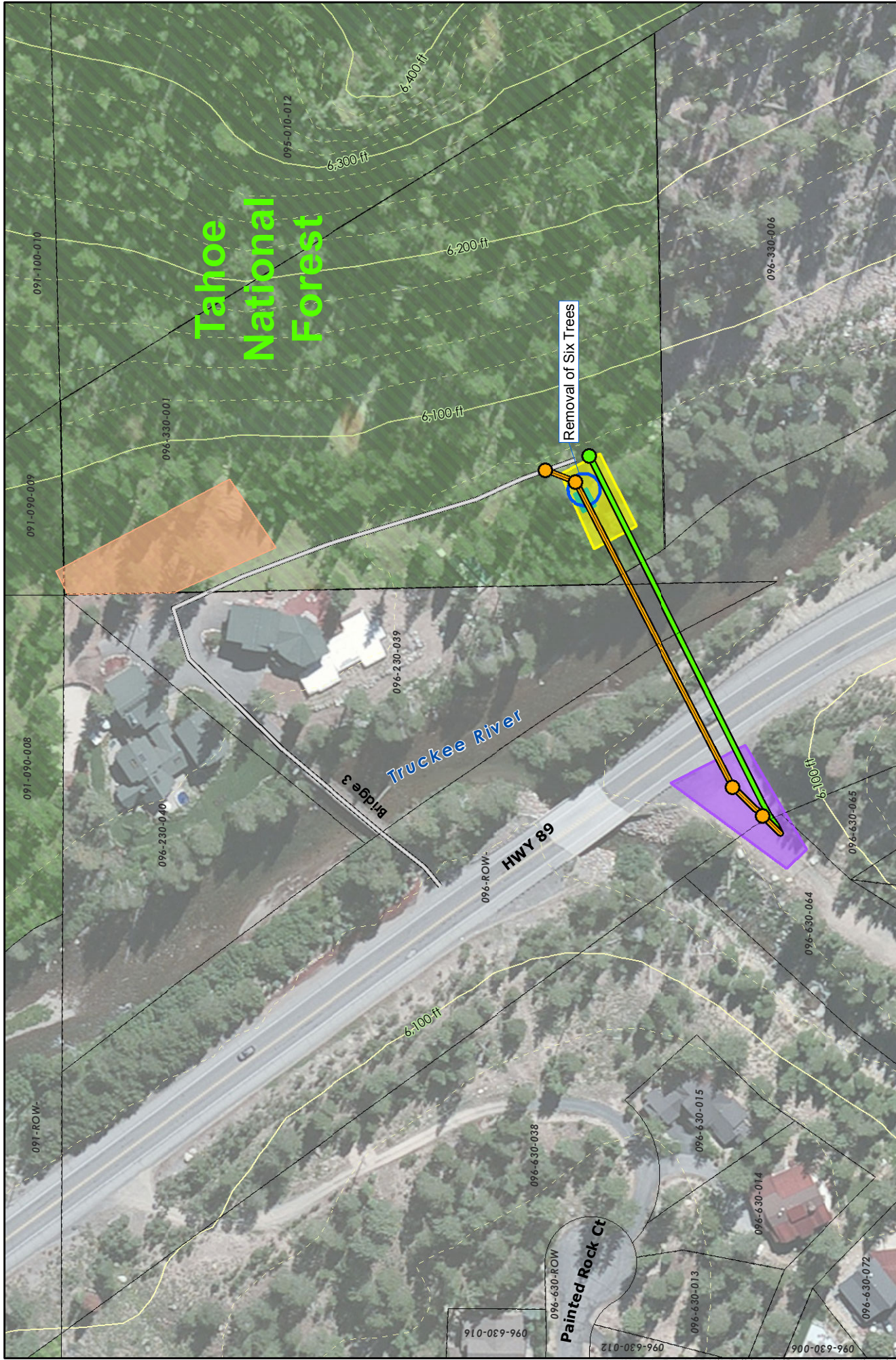
SVPSD Truckee River Siphon Replacement project location figure.

Recommendation
No action required.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Project: 184030498; Source: Stantec, 2016; Created By: J. McConless; Updated: 12/11/2017; Projection: NAD 1983 StatePlane California II FIPS 0402 Feet. Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community. Scale [at original 8.5x11 size] - 1:1,440

Figure 1 Project Location

Squaw Valley Public Services District Truckee River Siphon Replacement Project

Legend:

- Proposed Manhole: Orange circle
- Existing Manhole 43: Green circle
- Proposed Pipelines: Orange line
- Existing Siphon: Green line
- Existing Access: Grey line
- Tree Removal: Blue line
- Caltrans ROW/ ESCOA Sewer Easement - 0.14 ac: Purple shaded area
- Area of Disturbance - 0.08 ac: Yellow shaded area
- Temporary Staging Area - 0.25 ac: Orange shaded area
- Siphon Outlet Structure - 0.012 ac: Teal shaded area
- USFS Land: Light green shaded area
- Placer County Parcel: White outline

Inset Map: Shows the project location within Placer County, California, with a green star indicating the project site.

Scale: 0 30 60 120 Feet

Stantec



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-2
Subject: Approval to negotiate a contract or contracts with a qualified contractor or contractors for the Building 27 Main Service Upgrade project

Background

The Building 27 Main Service Upgrade project was bid on April 20, 2018. As a reminder, the completed work will provide T-TSA with fifteen (15) new retro-fill power circuit breakers in Switchgear 27 with no modifications to the buses needed and includes new network modules and new ethernet cables to new ethernet switches added to existing network panels mounted in the equipment. More specifically, twelve (12) existing Allis-Chalmers power circuit breakers will be retro-filled and three (3) existing Square "D" Masterpack power circuit breakers will be replaced.

As of the prescribed bid time, no bids had been received. The only bid that had been prepared did not arrive to the Agency office in time for the bid opening. As such, per the instructions contained in the contract documents, the bid was returned unopened to the bidder, Schneider Electric.

The Agency's purchasing policy established in T-TSA Ordinance No. 3-2015 allows that "*if no responsive bids are received by the bid deadline, the Board may authorize the work to be performed by negotiated contract or contracts with a qualified contractor or contractors.*" Staff believes that this would be the best course of action given the circumstances.

Fiscal Impact

Engineer's construction cost estimate is \$490,000.


Attachments

None.

Recommendation

Approve staff to negotiate a contract or contracts with a qualified contractor or contractors for the Building 27 Main Service Upgrade project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-3
Subject: Approval to solicit bids for Digital Scanning of Sewer Lines project

Background

As is customary each year, T-TSA will be digitally scanning the Truckee River Interceptor (TRI) this fall. The project will focus on scanning two schedules of the TRI between Manhole No. 53 and 98; more specifically, T-TSA will be scanning Schedules III and IV which spans the distance between Bridge No. 6 and the open land to the west of South River Street, as shown in the attached figure. The total length to be scanned is approximately 37,500 feet in length and consists of RCP and DIP piping ranging from 24 to 36 inches in diameter.

The project field work is slated to occur between September 4, 2018 and October 12, 2018.

Fiscal Impact

Engineer's cost estimate is \$135,000.

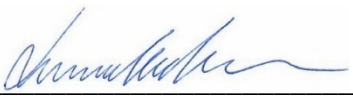
Attachments

Map of digital scanning phases.

Recommendation

Approve to solicit bids for Digital Scanning of Sewer Lines project.

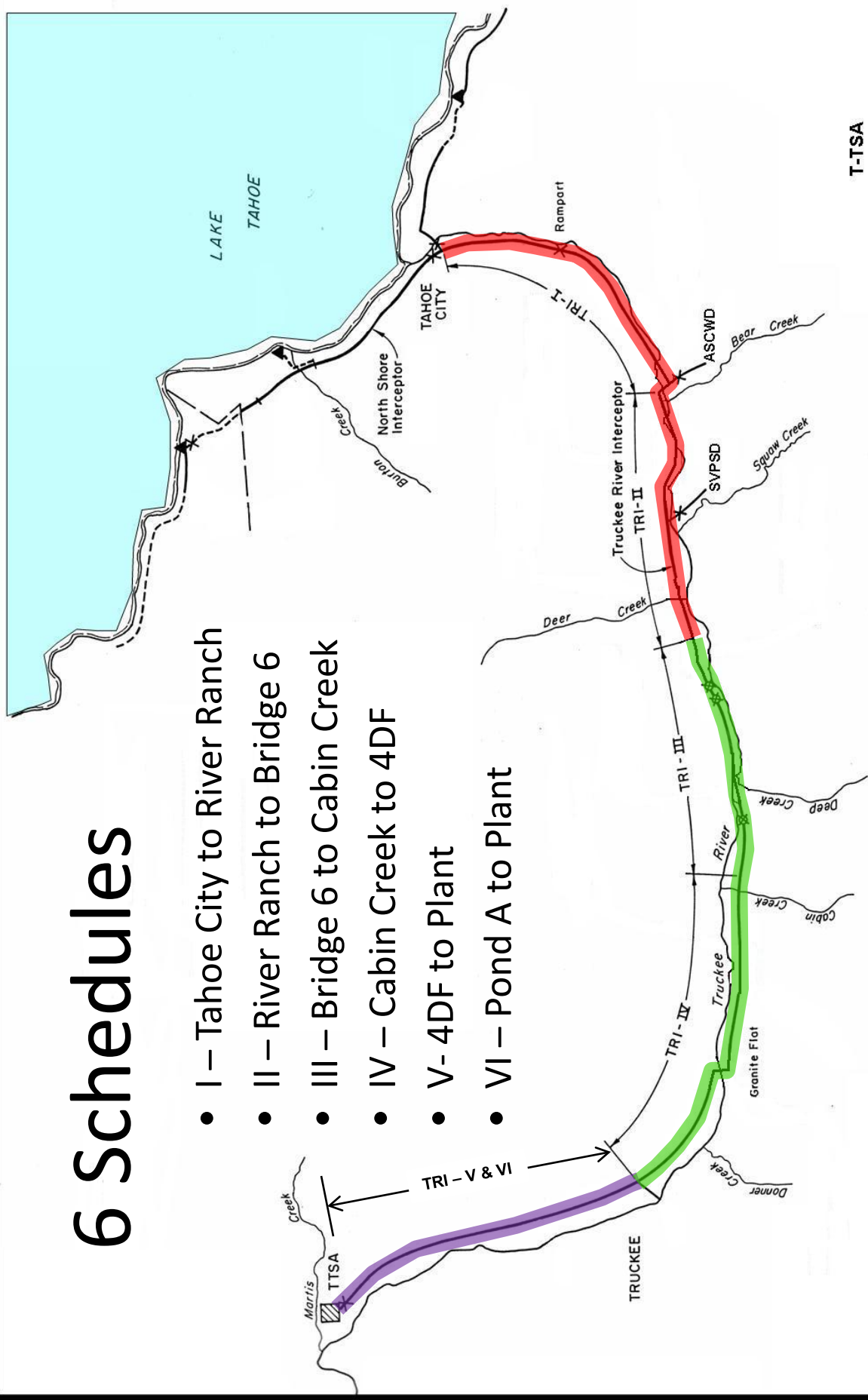
Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

6 Schedules

- I – Tahoe City to River Ranch
- II – River Ranch to Bridge 6
- III – Bridge 6 to Cabin Creek
- IV – Cabin Creek to 4DF
- V- 4DF to Plant
- VI – Pond A to Plant



T-TSA
TRUCKEE RIVER INTERCEPTOR

2019

2018

2017



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-4
Subject: Approval to ratify change order no. 4 for the Truckee River Interceptor MH-81 to MH-83 Improvements project

Background

T-TSA received a request to extend the substantial completion date for the referenced project from September 1, 2018 to September 20, 2018. The final completion date of October 15, 2018 remains unchanged. This current Contract Modification No. 4 (CM4) is a no-cost change order to incorporate this intermediate deadline extension. The extension has been given in order to provide the general contractor a larger window of time during the dry weather months to perform the required field work.

There have been several stakeholders (e.g. the private property owner, T-TSA's archaeological consultant, etc.) that have requested copies of the approved project schedule so that they can schedule their associated work. To expedite the schedule approval process, and because there appears to be no significant disadvantage to the proposed revision, staff recommended that CM4 be executed as soon as possible. To that end, the General Manager executed CM4 in April. It is recommended that the Board ratify CM4.

Fiscal Impact

None.


Attachments

Change order no. 4.

Recommendation

Approve to ratify change order no. 4 for the Truckee River Interceptor MH-81 to MH-83 Improvements project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

CONTRACT MODIFICATION NO. 4
(Change Order)

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

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1.	Part 2, Contract Forms, Paragraph 2.1.5; CHANGE Substantial Completion from September 1, 2018 to September 20, 2018.	N/A	\$0
Total Cost for Item 1			\$0

ORIGINAL CONTRACT AMOUNT: **\$2,286,000.00**
REVISED CONTRACT AMOUNT: **\$2,398,014.00**
CONTRACT MODIFICATION NO. 4 AMOUNT: **\$0**

CONTRACT TIME: Revised as indicated herein. Burdick Excavating Company, Inc. submitted RFI No. 3 regarding revision to the specified date of Substantial Completion.

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

ACCEPTED BY: **Ralph J. Kellogg**
Digitally signed by Ralph J. Kellogg
DN: cn=Ralph J. Kellogg, o=Burdick
Excavating Co., Inc, ou,
email=rkellogg@burdickexc.com,
c=US
Date: 2018.04.23 12:00:34 -0700'
Burdick Excavating Company, Inc.

APPROVED BY: 
Tahoe-Truckee Sanitation Agency

Date
4/23/18
Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-5
Subject: Discussion of the Avery Hotel development

Background

The Avery Hotel development was initiated years ago and the Agency worked with the developer to realign the TRI to facilitate the parcel development. The hotel project did not proceed at that time and there was no further progress. Recently, the Agency was approached by the developer to commence on a new hotel layout. Based on conversations with the developer and its engineer, they would like to proceed with realigning the TRI around their parcel.

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

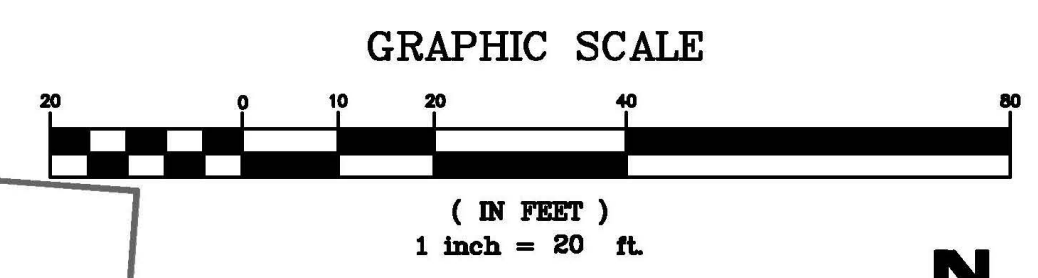
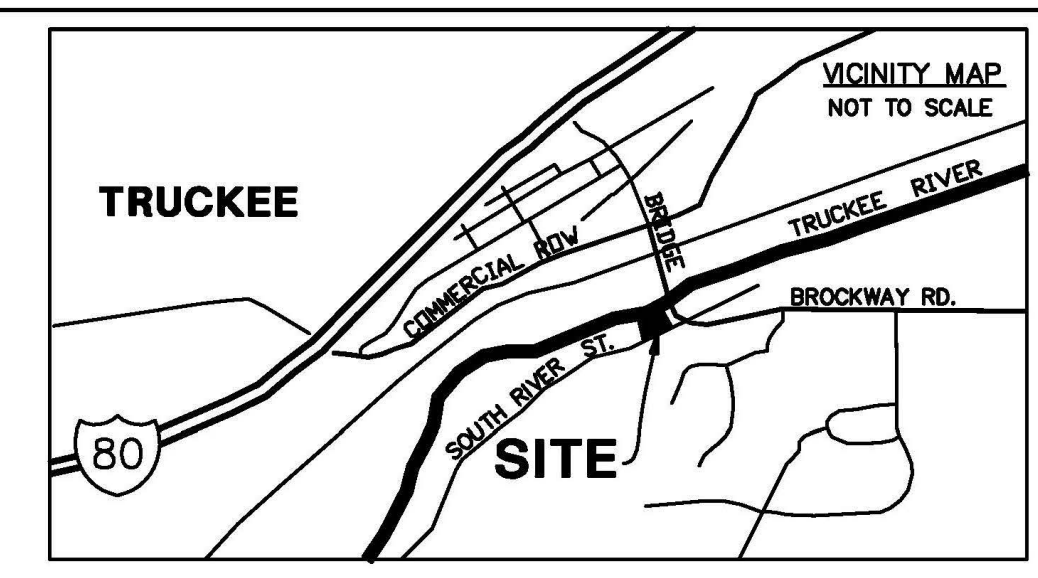
HOTEL AVERY
10002 & 10024 SOUTH RIVER STREET
TRUCKEE, CALIFORNIA
APN 19-140-01 & -02 NEVADA COUNTY

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

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

DESCRIPTION:
**PRELIMINARY
GRADING
AND
DRAINAGE**

SHEET:
C1
OF 3 SHEETS

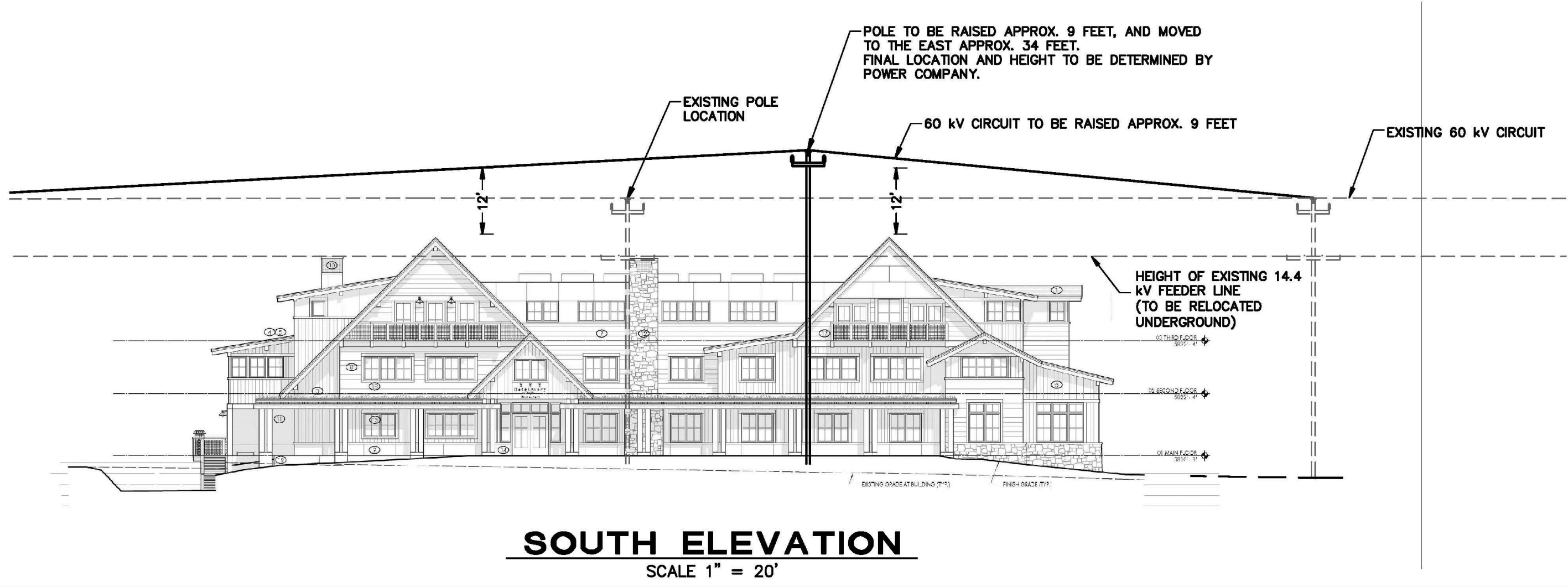
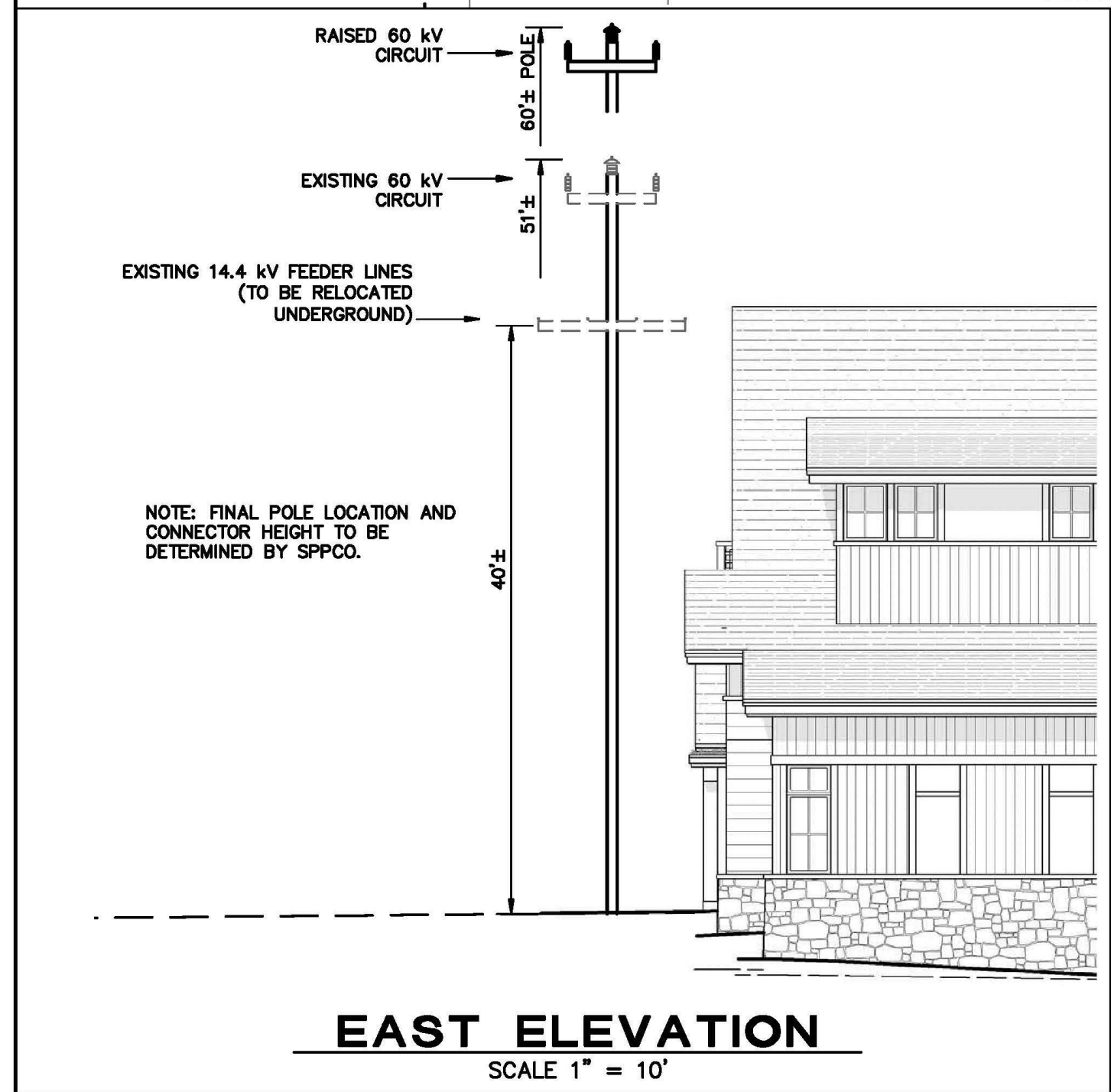
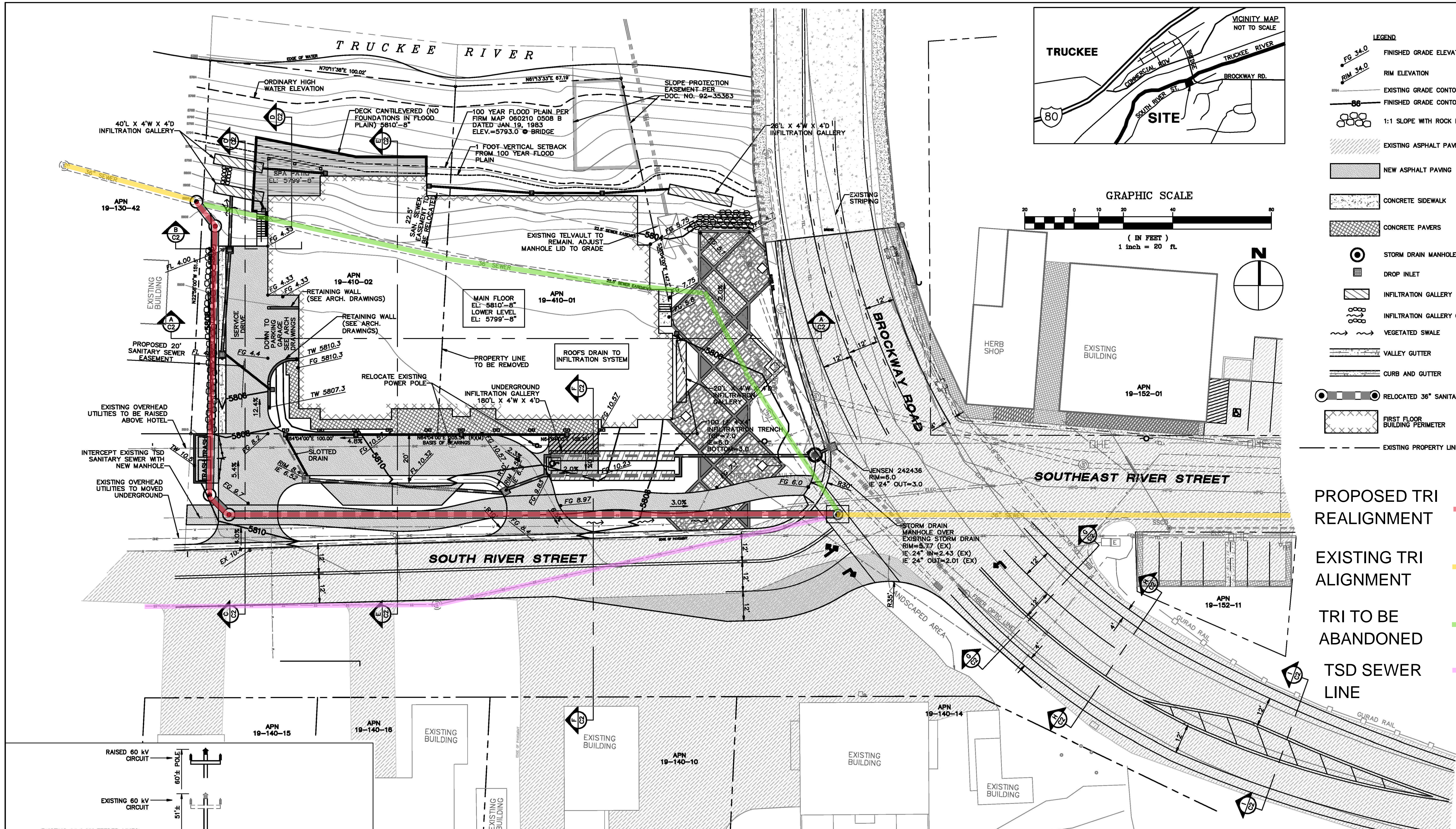


- LEGEND**
- FG 34.0 FINISHED GRADE ELEVATION
 - RIM 34.0 RIM ELEVATION
 - EXISTING GRADE CONTOUR
 - 88 FINISHED GRADE CONTOUR
 - 1:1 SLOPE WITH ROCK PROTECTION
 - EXISTING ASPHALT PAVING
 - NEW ASPHALT PAVING
 - CONCRETE SIDEWALK
 - CONCRETE PAVERS
 - STORM DRAIN MANHOLE
 - DROP INLET
 - INFILTRATION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

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

NOTE

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





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-6
Subject: Discussion of A. Teichert & Son, Inc. activities

Background

Over the years, T-TSA has been monitoring A. Teichert & Son, Inc. (Teichert) reclamation efforts for the Lease and Exclusive Mineral Lease Properties. In addition to regular field monitoring performed by T-TSA staff, Teichert submits annual reclamation monitoring reports. These reports are reviewed by staff to confirm compliance with agreements.

Reclamation activities on the Lease Property have been completed including removal of the large asphalt pile. However, periodic corrective measures such as importing additional fill material to promote reclamation success are still required.

With respect to the Exclusive Mineral Lease Property, due to delays associated with the large snow pack last spring, Teichert is scheduled to complete the tree planting activities in Phase 5 this year. All stockpiles and equipment have been removed. Seeding and installation of irrigation lines have been completed.

In summary, staff believes that Teichert is proceeding forward in good faith and in accordance with the provisions of T-TSA agreements.

Fiscal Impact

None.


Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
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. Administration Department Report

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: April 9, 2018
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month, except for pH at Well #31. The pH at Well #31 is required to be within 6.5-8.5. It was recorded at 6.4. It was reported to the Regional Water Control Board (Lahontan) and is considered a minor violation.

Operations Report:

- The FRP chlorine scrubber caustic tank has been inspected, repaired and is back in-service.
- Half of the activated sludge systems were in-service during the month to accommodate flows and loadings.
- Performed plant electrical shut down for Bldg. 27 Main Service Upgrade project pre-bid conference.
- Primary clarifier #2 cleaned and taken out-of-service for painting contractor work.
- Pumped rain water run off out of Pond A to TRI.
- Drained and inspected half of the final effluent multimedia filters.
- Overall, plant operations ran well.

Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	5.44
Monthly maximum instantaneous ⁽¹⁾	11.44
Maximum 7- day average	6.93

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)	0.9	10.0	1.2	20.0
Turbidity (NTU)	NA	NA	2.0	10.0
Total Phosphorus (mg/l)	0.2	0.8	0.4	1.5
Chemical Oxygen Demand (mg/l)	22.0	45.0	26.0	60.0

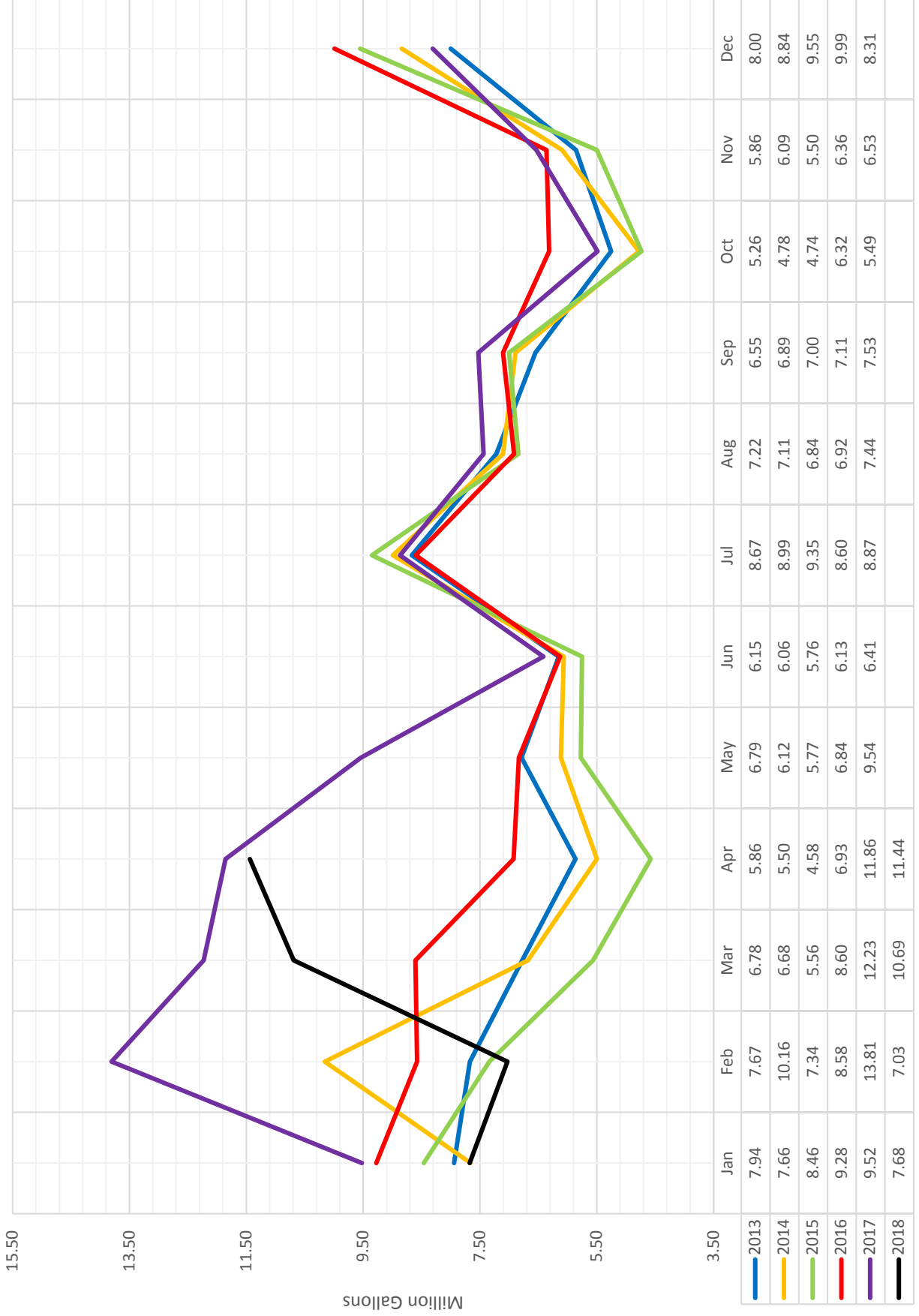
Notes: 1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

Submitted By: Michael Peak
 Michael Peak
 Operations Manager

Approved By: LaRue Griffin
 LaRue Griffin
 General Manager

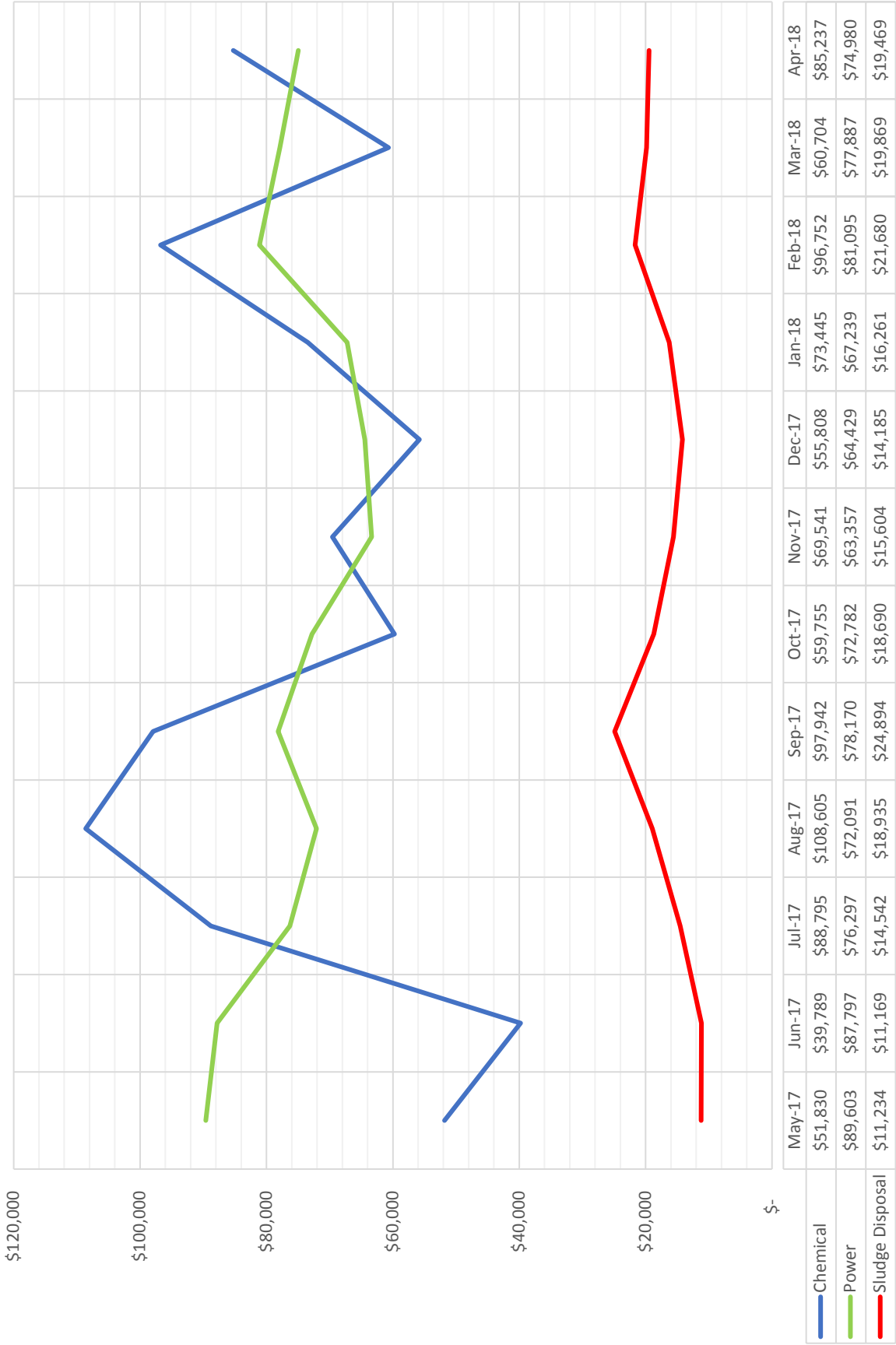
Monthly Maximum Instantaneous Flow (Influent)



Monthly Average Daily Flow (Districts)



Chemical, Power and Sludge Disposal Costs





TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: May 9, 2018
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report


- ◆ **Project support:** In the month of April, Maintenance staff provided support for the following projects:
 - 2018 Clarifier Painting Project- Removal of all electrical facilities and began the removal of mechanical facilities.
 - BNR Influent Pump VFD Replacement- Site visit to inspect similar installation.
 - Responded to one TRI USA Dig- Alert request in support of local community project. Staff also began research for marking the TRI in support of the Tahoe City Truckee River Trail Reconstruction and Renewal Project.

- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of April:
 - Completed 118 Corrective Maintenance repair requisitions; 97 were related to the plant wide safety audit that had been conducted.
 - Completed 10 Preventive Maintenance repair requisitions.
 - Completed 34 Instrumentation and Electrical repair requisitions.
 - Began the process of reviewing work routines and workloads. This will be an ongoing review as we develop a transition plan to go from being a reactive maintenance program to a Reliability Centered Maintenance Program (RCM).

- ◆ **Plant Maintenance projects:** Maintenance staff is preparing for the following CIP projects:
 - 2 water landscaping.
 - Translucent panel rehabilitation.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: May 9, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of April, Engineering staff continued working on the following projects:
 - 2018 Clarifier Painting Project
 - Building 27 Main Service Upgrade Project
 - Administration Building Office Remodel Project
 - Digital Scanning of Sewer Lines
 - Multi-use Digester Pump
 - TRI MH 81 to 83 Improvements Project

- ◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:
 - Avery Hotel II
 - SVPSD Truckee River Siphon Replacement Project

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: May 9, 2018
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Runtimes for equipment and cascading values for registered components implementation
 - Document upload through PC and Mobile complete
- T-TSA SCADA Information System (SIS)
 - Runtimes being configured for Powerflex equipment
 - Configuration of software for Web App to communication with Siemens Controllers
 - Power Monitoring being programmed for daily totalization upload to PIS and SIS.
 - Building 27
 - Building 81
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Configuration of Wonderware Application Server being installed
 - Planning of Intouch (Stand alone) to (Archestra platform)
 - Configuration of new Historian with push forward to cloud capabilities
 - Virtual Machine (SCADAMAIN10) configured and ready for installation
 - Installation of newest version of Wonderware and System Platform.
- Alpine Springs Telemetry Site Upgrade
 - Programming Raspberry PI Server application
 - Programming SCADA Information System integrate with PIS
 - Unit is installed in Alpine Springs telemetry cabinet and uploading all data through cell modem to SIS.
 - Ventilation fan and vent installed; still awaiting final programming
- Squaw Valley Telemetry Site Upgrade
 - Schedule complete for final design and construction of control panel
- BNR Blower Cabinet Environment Monitoring and Logging
 - Programming of IoT data collector that will monitor the following:
 - Motor bearing temperature X2
 - Inside ambient cabinet temperature

- Outside ambient cabinet temperature
 - Non-contact blower housing temperature
 - This logged data along with software analysis will provide us with operational efficiency scores along with predictive maintenance data.
 - Programming server software that will take data from each of the blowers and distribute to SCADA, SIS, and PIS.
-
- Plant-wide WIFI Access Project (non-public)
 - BNR blower room finished
 - BNR Nit and Denit gallery finished

Review Tracking:

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATION DEPARTMENT REPORT

Date: May 9, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly accounts receivable posting, accounts payable, general ledger processes, customer refunds and bank reconciliations.
- Staff attended payroll law update training.

Billing/Customer Service

- General assistance with billing customer accounts, adjustments and reduction agreements.
- Conducted six (6) inspections.
- Staff attended a Placer County permitting workshop.
- Coordinated with engineering department to provide easement information.

Purchasing

- Coordinated bid solicitations for Agency chemicals.
- Coordinated bid opening for Building 27 Main Service Upgrade project.
- Coordinated purchase of Konica Minolta multifunction copier/printer.

General Administration

- Attended meetings for the Administration Building Office Remodel project.
- Coordinated with IT for temporary Administrative Manager office relocation.
- Coordinated with Reno Business Interiors for purchase of accounting office furniture.
- Provided information for the sewer connection fee study.
- Performed public records requests.

Human Resources

- Interviewed for the position of HR Administrator position. We extend our sincere appreciation to Michelle Martland of TCPUD, Sandra Lazzareschi of NTPUD, and Jessica Grunst of SVPSD for their participation.
- Interviewed for the Associate Civil Engineer position.
- Coordinated recruitment of Instrumentation & Electrical Supervisor and Administrative Assistant positions.
- Processed staff performance evaluations and step increases.
- Staff celebrated April birthdays of various staff members with a pot luck lunch.

Review Tracking:

Submitted By: _____

Roshelle Chavez
Administrative Services Manager

Approved By: _____

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Background

1. Management and staff continue to implement the PIS and asset management program.
2. Management and staff continue current fiscal year project/budget management.
3. Management worked with legal counsel on labor negotiations.
4. Management commenced fiscal year 2018-2019 budget preparation.
5. Management met with A. Teichert & Son, Inc.
6. Staff held interviews for the associate engineer position.
7. Staff attended the CWEA Annual Conference.
8. Staff participated in the Nevada Water Resources Association Truckee River Tour.

Fiscal Impact

None.

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: May 9, 2018
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: May 9, 2018
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 conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
3. Closed session for public employee performance evaluation of the General Manager.