



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
June 13, 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: June 13, 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. Introduction of New Agency Staff Opportunity for the Board of Directors to meet new full-time staff members.

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

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

1. Approval of the minutes of the regularly scheduled Board meeting on May 9, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.

VI. Regular Agenda

1. Approval of the Annual Budget for fiscal year 2018-2019.
2. Approval of Resolution 1-2018 revising the wastewater capital reserve fund budget and making related findings.

3. Approval to award bids for the procurement of liquid sodium hydroxide, hydrated lime, liquid chlorine, liquid oxygen, methanol and ferric chloride.
4. Approval to award the 2018 Roof Repair project.
5. Approval of Damore, Hamric & Schnieder, Inc. letters of engagement.
6. Approval to ratify the license agreement with Big Blue Adventure, LLC.
7. Approval of the Tahoe Truckee area agreement for mutual emergency aid.
8. Discussion of the Avery Hotel development.
9. Discussion of Table of Organization and Salary Schedule.
10. Report of ad hoc committee on the handbook revision.

VII. Management Team Report

1. Department Reports.
2. General Manager Report.

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

IX. Closed Session

1. 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 proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).
3. Closed session for public employee performance evaluation of the General Manager.

X. Adjournment

Posted and Mailed, 06/08/18



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 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: June 13, 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: June 13, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Introduction of New Agency Staff

Background

Opportunity for the Board of Directors to meet new full-time staff members and be informed of their roles and duties within the Agency.

- Vicky Lufrano - Human Resources Administrator
- Angelina Henson - Administrative Assistant

Fiscal Impact

None.


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: June 13, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV
Subject: Professional Achievements & Awards

Background

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

- **Professional Achievement**

- Anthony Salinas - Maintenance Department - Obtained Commercial Driver's License
- Daniel Robenko - Operations Department - Promotion to Grade I WWTP Operator

Fiscal Impact

Salary increases per professional achievement.


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: June 13, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-1
Subject: Approval of the minutes of the regularly scheduled Board meeting on May 9, 2018

Background

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

Fiscal Impact

None.

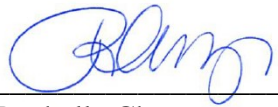
Attachments

Minutes of the regularly scheduled Board meeting on May 9, 2018.

Recommendation

Approve the minutes of the regularly scheduled Board meeting on May 9, 2018.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

May 9, 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
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Richard P. Shanahan, Agency Counsel
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard Pallante, Maintenance Manager
Celeste Graves, Administration Department
Greg O'Hair, Operations Department
Aaron Carlsson, Engineering Department
Bill Pindar, Laboratory Department
Chad Bentley, Operations Department

Public Present: Dave Hunt, SVPSD
Mike Geary, SVPSD
Adam M. Weber, IBEW 1245

II. Public Comment:

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

III. Professional Achievements & Awards

Mrs. Chavez acknowledged agency staff whom received safety suggestion awards for the 1st quarter of 2018 and obtained professional achievements for the previous calendar month to the Board of Directors.

Most of the Agency employees left the meeting following the acknowledgement.

IV. Consent Agenda

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.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Presentation of the SVPSD Truckee River Siphon Replacement project.

Mr. Parker provided information on the Agency's involvement in the Squaw Valley Public Service District (SVPSD) Truckee River Siphon Replacement project. Mr. Hunt from SVPSD presented a PowerPoint presentation identifying the specifics of the project and answered questions.

No action was taken by the Board.

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

Mr. Griffin explained that the Agency solicited bids for the construction of the Building 27 Main Service Upgrade project, but that the Agency did not receive any timely bids. TTSA Ordinance No. 3-2015 provides 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." **MOTION** by Director Northrop, **SECOND** by Director Tresan to authorize the General Manager to negotiate and approve a contract or contracts with a qualified contractor or contractors for the Building 27 Main Service Upgrade project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval to solicit bids for the Digital Scanning of Sewer Lines project.

MOTION by Director Northrop, **SECOND** by Director Cox to solicit for bids for the Digital Scanning of Sewer Lines project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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

MOTION by Director Northrop, **SECOND** by Director Cox to ratify the approval of change order no. 4 for the Truckee River Interceptor MH-81 to MH-83 Improvements project; unanimously approved.

The Board approved the motion by the following vote:

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

No action was taken by the Board.

5. Discussion of the Avery Hotel development.

Mr. Griffin informed the Board of Directors that he met with developer representative David Tirman to discuss outstanding charges accrued by the Agency associated with the original Avery Hotel development. He stated Mr. Tirman would need to discuss the matter with the owner and provide an update accordingly.

No action was taken by the Board.

6. Discussion of A. Teichert & Son, Inc. activities.

Mr. Parker provided an update to the Board of Directors on A. Teichert & Sons, Inc. activities and compliance with the “Lease Agreement” and “Exclusive Mineral Lease.” Mr. Griffin informed the Board that A. Teichert & Sons, Inc. is interested in mining additional areas owned by the Agency and the topic will be discussed at a future meeting.

No action was taken by the Board.

VI. Management Team Report

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

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

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

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided a brief update on the status of various ongoing project, none of which required action by the Board.

No action was taken by the Board.

VII. Board of Director Comment

Director Tresan requested the Board of Directors be able to provide input on the Agency annual operating budget. Director Wilkins stated he requested the budget format be clear so it can be easily understood by the public.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:41 AM

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

The meeting was reopened at 12:55 PM. Nothing to report from closed session.

IX. ADJOURNMENT:

There being no further business, the meeting adjourned at 12:55 PM.

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-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 5/01/18 THRU 5/31/18

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
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*CHECKS 1 - 76319 CHECK SEQUENCE BREAK

76320	5/01/18	MAN PAID	00747	TAHOE-TRUCKEE SAN AGCV PETTY CSH CK	111.66	CHECK HAS BEEN VOIDED
76320	5/02/18	MAN VOID	00747	TAHOE-TRUCKEE SAN AGCV PETTY CSH CK	111.66	CHECK WAS ISSUED ON 5/01/18
76321	5/01/18	MAN PAID	01781	B & T TENANT/EMPLOYMENT SCREENING	20.00	
76322	5/01/18	MAN PAID	01966	TAHOE STAFF	949.38	
76323	5/01/18	MAN PAID	01141	SAIA, INC.	257.94	
76324	5/01/18	MAN PAID	00681	STANDARD INSURANCE-LIFE	2,254.82	
76325	5/02/18	MAN PAID	00746	PETTY CASH	111.66	
76326	5/09/18	REG PAID	00008	ACCURATE AIR ENGINEERING	1,041.12	
76327	5/09/18	REG PAID	00015	AIRGAS USA, LLC	1,454.36	
76328	5/09/18	REG PAID	00019	ALPHA ANALYTICAL	210.00	
76329	5/09/18	REG PAID	01900	AMAZON CAPITAL SERVICES	3,964.35	
76330	5/09/18	REG PAID	00029	AMERICAN SOUND & SECURITY	44.85	
76331	5/09/18	REG PAID	00029	AMERICAN SOUND & SECURITY	44.85	
76332	5/09/18	REG PAID	00032	AMERIPRIDE UNIFORM SERVICES	2,372.87	
76333	5/09/18	REG PAID	01885	AT&T ACCT 831-000-6939 380	1,398.45	
76334	5/09/18	REG PAID	01886	AT&T ACCT #171-800-7674 001	1,001.10	
76335	5/09/18	REG PAID	01383	AT&T 530 582-0827 966 5	450.97	
76336	5/09/18	REG PAID	00064	BEN MEADOWS COMPANY	633.99	
76337	5/09/18	REG PAID	00099	CA INDUSTRIAL RUBBER CO.	63.91	
76338	5/09/18	REG PAID	00002	CH2M HILL	254.81	
76339	5/09/18	REG PAID	01479	CONSOLIDATED ELECTRICAL DIST.	3,532.75	
76340	5/09/18	REG PAID	00696	CORELOGIC INFORMATION SOLUTIONS, IN	343.00	
76341	5/09/18	REG PAID	00149	CWEA	412.50	
76342	5/09/18	REG PAID	01101	DAWN DAVIS	635.00	
76343	5/09/18	REG PAID	01975	DURAWEAR	151.69	
76344	5/09/18	REG PAID	01878	EDGES ELECTRICAL GROUP	1,137.18	
76345	5/09/18	REG PAID	01569	ENGINEERING NEWS - RECORD	6.54	
76346	5/09/18	REG PAID	00189	ERA, ENVIRONMENTAL RESOURCE ASSOCIA	49.00	
76347	5/09/18	REG PAID	01172	FILTER CONNECTION	226.43	
76348	5/09/18	REG PAID	01420	COLLIN FISCHER	949.74	
76349	5/09/18	REG PAID	00203	FISHER SCIENTIFIC COMPANY	150.00	
76350	5/09/18	REG PAID	00067	FLYERS ENERGY LLC	2,572.48	
76351	5/09/18	REG PAID	00213	GADDIS, INC.	6,345.91	
76352	5/09/18	REG PAID	01578	GETGO, INC.	52.49	
76353	5/09/18	REG PAID	01676	GLOBAL INDUSTRIAL	39.00	
76354	5/09/18	REG PAID	00225	GRAINGER INC., W.W.	84.36	
76355	5/09/18	REG PAID	01991	SUSAN GUZMAN	1,665.93	
76356	5/09/18	REG PAID	00232	HACH CHEMICAL COMPANY	385.00	
76357	5/09/18	REG PAID	00260	IDEXX LABORATORIES INC.	121.02	
76358	5/09/18	REG PAID	00538	IRON MOUNTAIN	1,009.86	
76359	5/09/18	REG PAID	00275	J&L PRO KLEEN, INC.	242.94	
76360	5/09/18	REG PAID	00290	KAMAN INDUSTRIAL TECH.	2,300.00	
76361	5/09/18	REG PAID	01259	LHOIST NORTH AMERICA	797.68	
76362	5/09/18	REG PAID	00334	R.F. MACDONALD COMPANY	16,983.45	
76363	5/09/18	REG PAID	00335	MACHABEE OFFICE ENVIRONMENTS	154.08	
76364	5/09/18	REG PAID	00699	MICHELE MACKEY	701.45	
76365	5/09/18	REG PAID	01995	WILLIAM MARTIN	102.80	
76366	5/09/18	REG PAID	00346	MCMASTER-CARR	138.00	
76367	5/09/18	REG PAID	00376	MOUNTAIN HARDWARE	1,905.52	
76368	5/09/18	REG PAID	00353	NAPA - SIERRA	663.26	
76369	5/09/18	REG PAID	00383	NEVADA RUBBER STAMP CO.	3,270.60	
76370	5/09/18	REG PAID	01821	NEWEGG, INC.	4,742.15	

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76371	5/09/18	REG PAID	01649	MATTHEW NITZ	373.60	
76372	5/09/18	REG PAID	00959	OFFICE DEPOT	808.74	
76373	5/09/18	REG PAID	00689	BILL PINDAR	37.70	
76374	5/09/18	REG PAID	00455	PINNACLE TOWERS INC.	654.87	
76375	5/09/18	REG PAID	00622	PRAXAIR DISTRIBUTION, INC.	61.65	
76376	5/09/18	REG PAID	01935	PRAXAIR INC.	7,345.26	
76377	5/09/18	REG PAID	00452	TRUCKEE DONNER PUD	82,533.14	
76378	5/09/18	REG PAID	01641	REXEL USA, INC	287.22	
76379	5/09/18	REG PAID	00565	SAFEWAY INC.	158.80	
76380	5/09/18	REG PAID	01062	SAVE MART SUPERMARKETS	198.13	
76381	5/09/18	REG PAID	00807	LAYNE SHELTON	400.00	
76382	5/09/18	REG PAID	01744	SHRED-IT USA	52.00	
76383	5/09/18	REG PAID	00616	SIERRA SMOKE CHECK	200.00	
76384	5/09/18	REG PAID	00619	SIERRA SYSTEMS, INC.	600.00	
76385	5/09/18	REG PAID	01442	SIERRA OFFICE SOLUTIONS	103.84	
76386	5/09/18	REG PAID	00117	SUDDENLINK PAYMENT CENTER	86.09	
76387	5/09/18	REG PAID	00895	TAHOE SUPPLY COMPANY, LLC	449.98	
76388	5/09/18	REG PAID	01894	THATCHER COMPANY OF CA, INC.	30,282.47	
76389	5/09/18	REG PAID	00815	THOMSON WEST	317.69	
76390	5/09/18	REG PAID	00449	TRUCKEE BAGEL CO.	100.00	
76391	5/09/18	REG PAID	00464	TRUCKEE RENTS, INC.	47.63	
76392	5/09/18	REG PAID	00478	TRUCKEE TAHOE LUMBER	296.24	
76393	5/09/18	REG PAID	00794	ULINE	70.90	
76394	5/09/18	REG PAID	00540	VARIED PRODUCT LINES	1,757.99	
76395	5/09/18	REG PAID	00551	VERIZON WIRELESS	836.35	
76396	5/09/18	REG PAID	00560	VWR SCIENTIFIC, INC.	819.14	
76397	5/09/18	REG PAID	00808	SCOTT WILCOX	264.15	
76398	5/09/18	REG PAID	00611	WORK WORLD	250.00	
76399	5/04/18	MAN PAID	00201	FERGUSON ENTERPRISES, INC. #1423	44.85	
76400	5/04/18	MAN PAID	00334	R.F. MACDONALD COMPANY	810.00	
76401	5/04/18	MAN PAID	01966	TAHOE STAFF	588.00	
76402	5/04/18	MAN PAID	01972	MARY THERESA ROEMER	8,568.00	
76403	5/04/18	MAN PAID	00020	ALPINE LOCK & KEY	261.83	
76404	5/09/18	MAN PAID	00603	WILEY, PRICE & RADULOVICH	10,311.50	
76405	5/09/18	MAN PAID	00538	IRON MOUNTAIN	242.94	
76406	5/09/18	MAN PAID	01237	TAHOE FOREST HOSPITAL	214.72	
76407	5/09/18	MAN PAID	00671	TAHOE TRUCKEE DISPOSAL	12,295.96	
76408	5/09/18	MAN PAID	00002	CH2M HILL	3,484.35	
76409	5/09/18	MAN PAID	00639	SOUTHWEST GAS CORP.	3,182.40	
76410	5/09/18	MAN PAID	01738	ILEANA VASSILIOU	2,000.00	
76411	5/09/18	MAN PAID	00232	HACH CHEMICAL COMPANY	1,421.91	
76412	5/09/18	MAN PAID	01966	TAHOE STAFF	980.00	
76413	5/09/18	MAN PAID	00376	MOUNTAIN HARDWARE	145.98	
76414	5/09/18	MAN PAID	00353	NAPA - SIERRA	432.01	
76415	5/09/18	MAN PAID	00614	LIBERTY UTILITIES	100.00	
76416	5/09/18	MAN PAID	00694	S. LANE LEWIS	45.40	
76417	5/09/18	MAN PAID	00692	DALE COX	100.00	
76418	5/09/18	MAN PAID	00695	JON NORTROP	554.00	
76419	5/09/18	MAN PAID	01967	BLAKE TRESAN	100.00	
76420	5/09/18	MAN PAID	01849	DANIEL WILKINS	100.00	
76421	5/09/18	MAN PAID	01578	GETGO INC	39.00	
76422	5/09/18	MAN PAID	00614	LIBERTY UTILITIES	45.86	
76423	5/09/18	MAN PAID	01843	ANTHONY SALINAS	326.50	
76424	5/09/18	MAN PAID	01622	LAURA MADER	10.00	
76425	5/09/18	MAN PAID	01798	ROSHELLE CHAVEZ	42.80	
76426	5/09/18	MAN PAID	00692	DALE COX	134.00	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER

FROM 5/01/18 THRU 5/31/18

RUN DATE 6/05/18
 RUN TIME 14:45:21

(APM025)
 PAGE 3

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76427	5/09/18	MAN PAID	00408	NORTHERN SIERRA AQMD	50.82	
76428	5/16/18	MAN PAID	01966	TAHOE STAFF	784.00	
76429	5/16/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR		CHECK HAS BEEN VOIDED
76430	5/16/18	MAN PAID	01997	MICHAEL & JACQUELYN PETERS	363.52	
76431	5/16/18	MAN PAID	01998	LINDA & YONG KIM	196.02	
76432	5/23/18	MAN PAID	01894	THATCHER COMPANY OF CA, INC.	6,939.20	
76433	5/23/18	MAN PAID	02001	VAUGHAN FAMILY TRUST	1,326.72	
76434	5/23/18	MAN PAID	00512	RENO GAZETTE & JOURNAL	4,541.03	
76435	5/23/18	MAN PAID	01966	TAHOE STAFF	392.00	
76436	5/23/18	MAN PAID	00014	AIR CLEAN SYSTEMS	411.93	
76437	5/24/18	MAN PAID	00786	STANDARD INSURANCE-DENTAL	7,419.12	
76438	5/25/18	MAN PAID	00692	DALE COX	804.73	
76439	5/30/18	MAN PAID	00002	CH2M HILL	24,005.15	
** FINAL TOTAL					291,701.47	120 CHECKS

CHECK NUMBER DATE STATUS VENDOR VENDOR NAME CHECK AMT COMMENT

*CHECKS 1 - 1112378 CHECK SEQUENCE BREAK

1112379	5/01/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	27,670.33	
1112380	5/01/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	10,819.87	
1112381	5/01/18	MAN PAID	01005	PERS 457 PLAN	7,602.18	
1112382	5/01/18	MAN PAID	00679	NATIONWIDE RETIREMENT SOLUTIONS	3,018.56	
1112383	5/01/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	1,245.24	
1112384	5/01/18	MAN PAID	01038	FIRST US COMMUNITY CREDIT UNION	3,000.00	
1112385	5/03/18	MAN PAID	01006	PERS-RETIREMENT	34,602.24	
1112386	5/04/18	MAN PAID	01007	PERS-HEALTH PREMIUM	122,753.22	
1112387	5/04/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	278.65	
1112388	5/04/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	72.49	
1112389	5/16/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	250.80	
1112390	5/16/18	MAN PAID	01038	FIRST US COMMUNITY CREDIT UNION	3,000.00	
1112391	5/16/18	MAN PAID	01005	PERS 457 PLAN	7,377.18	
1112392	5/16/18	MAN PAID	00679	NATIONWIDE RETIREMENT SOLUTIONS	3,018.56	
1112393	5/16/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	26,715.55	
1112394	5/16/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	10,398.91	
1112395	5/23/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	3,218.41	
1112396	5/23/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR	34,572.88	CHECK HAS BEEN VOIDED
1112397	5/23/18	MAN PAID	01006	PERS-RETIREMENT	18,852.16	
1112398	5/25/18	MAN PAID	00513	U.S. BANK BANK CARD DIVISION		

** FINAL TOTAL

318,467.23

20 CHECKS

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
54736	5/1/2018	9906		\$	
54737	5/1/2018	1929			
54738	5/1/2018	1980			X
54739	5/1/2018	4225			X
54740	5/1/2018	5098			X
54741	5/1/2018	6626			X
54742	5/1/2018	3286			X
54743	5/1/2018	7570			X
54744	5/1/2018	671			X
54745	5/1/2018	8897			X
54746	5/1/2018	8710			X
54747	5/1/2018	2133			X
54748	5/1/2018	8400			X
54749	5/1/2018	5982			X
54750	5/1/2018	1352			X
54751	5/1/2018	3464			X
54752	5/1/2018	934			X
54753	5/1/2018	992			X
54754	5/1/2018	3059			X
54755	5/1/2018	411			X
54756	5/1/2018	1248			X
54757	5/1/2018	6171			X
54758	5/1/2018	9815			X
54759	5/1/2018	1730			X
54760	5/1/2018	9478			X
54761	5/1/2018	9268			X
54762	5/1/2018	6930			X
54763	5/1/2018	1567			X
54764	5/1/2018	5526			X
54765	5/1/2018	9357			X
54766	5/1/2018	63			X
54767	5/1/2018	65			X
54768	5/1/2018	3328			X
54769	5/1/2018	890			X
54770	5/1/2018	3849			X
54771	5/1/2018	572			X
54772	5/1/2018	2375			X
54773	5/1/2018	3433			X
54774	5/1/2018	743			X
54775	5/1/2018	6715			X
54776	5/1/2018	3359			X
54777	5/1/2018	8131			X
54778	5/1/2018	6833			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
54779	5/1/2018	7232		\$	X
54780	5/1/2018	1766			X
54781	5/1/2018	9056			X
54782	5/1/2018	5476			X
54783	5/1/2018	4177			X
54784	5/4/2018	3849			X
54785	5/4/2018	3849			X
54786	5/16/2018	3741			X
54787	5/16/2018	9906			
54788	5/16/2018	1929			
54789	5/16/2018	1980			X
54790	5/16/2018	4225			X
54791	5/16/2018	5098			X
54792	5/16/2018	6626			X
54793	5/16/2018	3286			X
54794	5/16/2018	7570			X
54795	5/16/2018	671			X
54796	5/16/2018	8897			X
54797	5/16/2018	8710			X
54798	5/16/2018	2133			X
54799	5/16/2018	8400			X
54800	5/16/2018	5982			X
54801	5/16/2018	1352			X
54802	5/16/2018	3464			X
54803	5/16/2018	934			X
54804	5/16/2018	992			X
54805	5/16/2018	3059			X
54806	5/16/2018	411			X
54807	5/16/2018	1248			X
54808	5/16/2018	6171			X
54809	5/16/2018	9815			X
54810	5/16/2018	1730			X
54811	5/16/2018	9478			X
54812	5/16/2018	9268			X
54813	5/16/2018	6930			X
54814	5/16/2018	1567			X
54815	5/16/2018	5526			X
54816	5/16/2018	9357			X
54817	5/16/2018	63			X
54818	5/16/2018	65			X
54819	5/16/2018	3328			X
54820	5/16/2018	890			X
54821	5/16/2018	572			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
54822	5/16/2018	2375			X
54823	5/16/2018	3433			X
54824	5/16/2018	743			X
54825	5/16/2018	6715			X
54826	5/16/2018	3359			X
54827	5/16/2018	8131			X
54828	5/16/2018	6833			X
54829	5/16/2018	7232			X
54830	5/16/2018	1766			X
54831	5/16/2018	9056			X
54832	5/16/2018	5476			X
54833	5/16/2018	4177			X
				<u>\$291,485.19</u>	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-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.

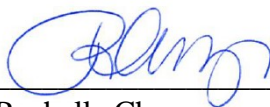
Attachments

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	45,395.66	435,996.83	64,003.17	87.20
45020 EMPLOYEE BENEFITS	354,000.00	18,265.96	268,804.27	85,195.73	75.93
45030 DIRECTOR FEES	12,000.00	500.00	4,700.00	7,300.00	39.17
45060 TRANSPORTATION GAS AND OIL	4,000.00	481.78	2,662.47	1,337.53	66.56
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	1,718.18	43,794.31	31,205.69	58.39
45095 FEES, LICENSES & PERMITS	150,000.00	50.82	139,193.60	10,806.40	92.80
45110 CONTRACTUAL SERVICES	75,000.00	311.83	47,283.33	27,716.67	63.04
45120 PROFESSIONAL SERVICES	250,000.00	26,387.50	288,853.55	(38,853.55)	115.54
45130 PRINTING AND PUBLICATIONS	15,000.00	5,391.03	20,400.31	(5,400.31)	136.00
45140 RENTS AND LEASES	5,000.00	854.54	4,933.60	66.40	98.67
45150 REPAIRS AND MAINTENANCE	1,000.00	0.00	19.00	981.00	1.90
45170 TRAINING	5,000.00	1,625.00	5,303.78	(303.78)	106.08
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	1,989.00	6,613.32	(1,613.32)	132.27
45190 UTILITIES	12,000.00	1,190.71	8,912.54	3,087.46	74.27
45300 EQUIPMENT	7,000.00	0.00	0.00	7,000.00	0.00
TOTAL ADMINISTRATIVE FUND	1,605,000.00	104,162.01	1,387,196.06	217,803.94	86.43
OPERATIONS AND MAINTENANCE FUND					
45010 SALARIES AND WAGES	5,561,500.00	352,190.69	4,146,298.58	1,415,201.42	74.55
45020 EMPLOYEE BENEFITS	3,485,000.00	192,413.41	2,821,698.70	663,301.30	80.97
45060 TRANSPORTATION GAS AND OIL	15,000.00	(4,917.66)	10,249.42	4,750.58	68.33
45080 MEMBERSHIPS	14,500.00	1,200.00	12,078.26	2,421.74	83.30
45095 FEES, LICENSES & PERMITS	0.00	326.50	486.25	(486.25)	0.00
45100 SUPPLIES	1,295,000.00	69,161.07	904,042.02	390,957.98	69.81
45110 CONTRACTUAL SERVICES	567,000.00	22,416.16	509,758.78	57,241.22	89.90
45140 RENTS AND LEASES	22,000.00	844.56	11,791.64	10,208.36	53.60
45150 REPAIRS AND MAINTENANCE	261,000.00	25,577.15	247,049.34	13,950.66	94.65
45155 INSTRUMENTATION & ELECTRICAL	75,000.00	7,015.76	91,963.82	(16,963.82)	122.62
45160 RESEARCH & MONITORING	80,000.00	8,270.65	71,785.27	8,214.73	89.73
45170 TRAINING	46,000.00	4,090.63	38,498.56	7,501.44	83.69
45190 UTILITIES	1,273,000.00	86,243.04	887,437.32	385,562.68	69.71
45300 EQUIPMENT	0.00	0.00	316.00	(316.00)	0.00
TOTAL OPERATIONS & MAINTENANCE	12,695,000.00	764,831.96	9,753,453.96	2,941,546.04	76.83
TOTAL	14,300,000.00	868,993.97	11,140,650.02	3,159,349.98	77.91
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) 21,870.14
 CASH - PETTY CASH 1,600.00
 CASH - TAX REVENUE (US BANK) 2,994.78
 CHK ACCT (WELLS FARGO/PAYROLL) 154,496.63
 SERVICE CHARGE MUNI INV (US BANK) 8,266.11
 WASTEWATER SAVINGS-WELLS FARGO 732,581.97
 CASH - WWCRF (US BANK) 5,610.37
 STATE LOCAL AGENCY INVESTMT FUND 52,348,156.06

 TOTAL CASH ON HAND 53,275,576.06
 =====

ACCOUNTS PAYABLE

CURRENT MONTH INCOME EXPENSES

 ADMINISTRATIVE 1,259,329.92 104,162.01
 OPERATION & MAINTENANCE 30,470.63 764,831.96
 W.W.C.R.F. 148,948.64 0.00
 UPGRADE REHAB 0.00 34,863.35

 TOTAL 1,438,749.19 903,857.32
 =====

BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
50,000.00	3,553,606.00	4,636,686.44	2,214,416.76
250,000.00	12,513,672.53	9,756,815.68	3,006,856.85
20,768,597.34	1,162,864.67	61,812.65	19,492,481.41
2,917,227.28	34,462.32	0.00	2,951,689.60
26,809,008.58	295,331.95	623,879.84	25,610,131.44
-----	-----	-----	-----
50,794,833.20	17,559,937.47	15,079,194.61	53,275,576.06
=====	=====	=====	=====

0

INTEREST INCOME

FINANCIAL STATEMENT
 PERIOD ENDING 5/31/18

YEAR TO DATE

INTEREST INCOME

 00 ADMINISTRATIVE 16,646.77
 01 OPERATION & MAINTENANCE 24,739.59
 02 W.W.C.R.F. 179,398.02
 04 SRF WCRF 27,728.64
 06 UPGRADE/REHAB 242,457.97

TOTAL INTEREST INCOME

 490,970.99
 =====

FUND INVESTMENTS:

ADMINISTRATIVE
 OPERATION & MAINTENANCE
 W.W.C.R.F.
 SRF WCRF
 UPGRADE REHAB

TOTAL FUND INVESTMENTS

T.C.D.	T-BILLS	L.A.I.F
0.00	0.00	2,181,469.06
0.00	0.00	2,850,576.89
0.00	0.00	18,754,289.07
0.00	0.00	2,951,689.60
0.00	0.00	25,610,131.44
-----	-----	-----
0.00	0.00	52,348,156.06
=====	=====	=====

0

TAHOE-TRUCKEE SANITATION AGENCY
 SUMMARY OF YEAR TO DATE CHANGES IN FUND BALANCES
 PERIOD ENDING 5/31/18

RUN DATE 6/06/18
 RUN TIME 14:26:03

PAGE 0001
 (GLPRTN)

	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	3,361,021.69	12,573,622.76	1,149,798.02	27,728.64	242,457.97	17,354,629.08
END A/R	12,540.36-	556,109.95-	38,964.52-	0.00	121,902.15	140,882.63
BEG A/P	31,346,740.99	1,294,848.60	0.00	0.00	12,803.15	32,591,388.45
EXPENSES	1,653,476.39	9,753,453.96	61,812.65	0.00	617,837.47	12,086,580.47
END A/P	28,363,530.94-	1,291,486.88-	0.00	0.00	6,760.78-	29,598,774.31-
CASH END BAL	2,214,416.76	3,006,856.85	19,492,481.41	2,951,689.60	25,610,131.44	53,275,576.06

TAHOE-TRUCKEE SANITATION AGENCY
FINANCIAL STATEMENT

Summary
May 31, 2018

SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$610,168.70

Administrative and General Payable: \$203,581.32

Total Administrative and General Paid and Payable: \$813,750.02

Total Administrative and General Payroll Paid: \$291,485.19

YEAR TO DATE

ASSETS

CURRENT ASSETS

01 10010	CASH & CASH EQUIVALENTS	21,870.14
00 10020	CASH U.S.BANK CHECKING	17,941.99
01 10020	CASH WELLS FARGO/PAYROLL	136,554.64
00 10030	CASH - PETTY CASH	1,600.00
00 10045	CASH - TAX REVENUE U.S. BANK	13,405.71
01 10050	CASH - TAX REVENUE U.S. BANK	10,410.93-
00 10070	CASH - L.A.I.F.	8,266.11
01 10070	CASH - L.A.I.F.	2,181,469.06
06 10070	CASH - L.A.I.F.	2,850,576.89
		25,610,131.44
	CASH & CASH EQUIVALENTS	30,831,405.05

ACCRUED INTEREST RECEIVABLE

00 11280	ACCOUNTS RECEIVABLE	12,054.00
01 11020	A/R BROWN ACT REFORM REIMBSMT	364,956.53
01 11021	A/R SERVICE CHARGES	22,029.56
01 11029	SERVICE CHARGE REFUNDS	14.86
01 11065	SERVICE CHARGE PAYMENT PLANS	1,625.00
01 11070	A/R LAB FEES	23,603.48
01 11070	A/R-TEMP DISCHARGE	114.76-
00 11075	A/R-COBRA	486.36
00 11080	A/R-OTHER	8.94-
01 11080	A/R-OTHER	
	ACCOUNTS RECEIVABLE	424,646.09

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 22,102.07

DUE FROM GOVT AGENCIES 22,102.07

TOTAL CURRENT ASSETS

31,400,055.36

YEAR TO DATE

RESTRICTED ASSETS

02 10065	WASTEWATER SAVINGS -WELLS FARGO	732,581.97
02 10066	CASH - WWCRF U.S. BANK	5,610.37
02 10070	CASH - L.A.I.F.	18,754,289.07
04 10070	CASH - L.A.I.F.	2,951,689.60
	CASH & EQUIVALENTS	22,444,171.01

02 11030	A/R CONNECTION FEES PMT PLANS	38,964.52
	A/R CONNECTION FEES	38,964.52

TOTAL RESTRICTED ASSETS

22,483,135.53

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

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

TOTAL ASSETS

143,463,400.48

YEAR TO DATE

LIABILITIES

00 20350	CURRENT LIABILITIES	
01 20350	ACCOUNTS PAYABLE	7,216.98-
06 20350	ACCOUNTS PAYABLE	185,599.34-
	ACCOUNTS PAYABLE	6,760.78-
	ACCOUNTS PAYABLE	199,577.10-

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	300.00-
	CUSTOMER DEPOSITS	300.00-

00 20710	ACCRUED EXPENSES	
01 20710	SALARIES AND WAGES PAYABLE	17,807.99-
00 20720	FEDERAL P/R TAXES PAYABLE	132,715.64-
01 20720	FEDERAL P/R TAXES PAYABLE	2,938.19-
00 20725	STATE P/R TAXES PAYABLE	20,300.49-
01 20725	STATE P/R TAXES PAYABLE	1,274.60-
00 20727	SDI PAYABLE	7,794.95-
01 20727	SDI PAYABLE	245.18-
00 20730	PERS 457 STATE STREET PAYABLE	2,066.28-
01 20730	PERS 457 STATE STREET PAYABLE	150.00-
00 20735	NATIONWIDE 457 PAYABLE	7,227.18-
01 20735	NATIONWIDE 457 PAYABLE	1,072.73-
01 20740	CREDIT UNION DEDUCTION PAYABLE	1,945.83-
01 20760	LIFE INSURANCE	3,000.00-
00 20770	MEDICARE DEDUCTION/O & M	183.30-
01 20770	MEDICARE DEDUCTION/O & M	710.99-
00 20780	SURVIVOR BENEFITS/O & M	5,194.38-
01 20780	SURVIVOR BENEFITS/O & M	5.00-
00 20786	PERS EMPLOYEE PAID CONTRIB	45.00-
01 20786	PERS EMPLOYEE PAID CONTRIB	952.09-
	TOTAL ACCOUNTS PAYABLE	3,126.30-
	TOTAL LIAB FROM CURRENT	208,756.12-
	TOTAL LIAB FROM CURRENT	1,385,781.81-

ACCOUNT NUMBERS INDICATED ON
 STATEMENT OF NET ASSETS
 TAHOE-TRUCKEE SANITATION AGENCY
 PERIOD ENDING 5/31/18

	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-

	44,726,780.60-
	=====

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	4,955,042.50-
	RETAINED EARNINGS	13,517,414.10-
	CAPITAL ASSETS	48,378,633.77-

02 26020	RESTRICTED FOR WWCR	
02 26010	NET PROFIT AND LOSS	1,289,182.58
	RETAINED EARNINGS	20,820,628.51-
	RESTRICTED FOR WWCR	19,531,445.93-

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	2,820,168.80-
06 26020	RETAINED EARNINGS	548,688.88
06 26010	NET PROFIT AND LOSS	1,245,708.75
	RETAINED EARNINGS	26,849,079.41-
	UNRESTRICTED	27,874,850.58-

TOTAL NET ASSETS

		98,736,619.88-
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TOTAL LIABILITIES & NET ASSETS

		143,463,400.48-
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	STATEMENT OF REVENUES & EXPENSES	CURRENT MONTH	YEAR TO DATE
00 32030	ADMINISTRATION REVENUE		
00 32031	TAX REVENUE CURRENT SECURED	1,235,093.56-	2,991,481.13-
00 32032	TAX REVENUE CURRENT UNSECURED	13,302.61-	52,117.64-
00 32050	TAX REVENUE PRIOR YEARS	245.64-	1,053.69-
00 32050	INTEREST INCOME	1,237.11-	16,646.77-
00 32065	IN LIEU OF TAX REV OTHER NOTAX	0.00	236,086.80-
00 32070	TAX REVENUE HOPTR	9,447.72-	21,892.31-
00 32072	TAX REVENUE TIMBERLAND	0.00	3.13-
00 32090	TAX REVENUE OTHER NON-OPERATIO	3.28-	41,740.22-
	TOTAL ADMINISTRATION REVENUE	1,259,329.92-	3,361,021.69-
00 45010	ADMINISTRATION EXPENSES	45,395.66	435,996.83
00 45020	SALARIES AND WAGES	18,265.96	268,804.27
00 45030	EMPLOYEE BENEFITS	500.00	4,700.00
00 45060	DIRECTOR FEES	481.78	2,662.47
00 45070	TRANSPORTATION GAS AND OIL	0.00	85,587.15
00 45080	INSURANCE	0.00	24,138.00
00 45090	MEMBERSHIPS	0.00	43,794.31
00 45095	OFFICE EXPENSE	1,718.18	139,193.60
00 45110	FEES, LICENSES & PERMITS	50.82	47,283.33
00 45120	CONTRACTUAL SERVICES	311.83	288,853.55
00 45130	PROFESSIONAL SERVICES	26,387.50	20,400.31
00 45140	PRINTING AND PUBLICATIONS	5,391.03	4,933.60
00 45150	RENTS AND LEASES	854.54	19.00
00 45170	REPAIRS AND MAINTENANCE	0.00	5,303.78
00 45180	TRAINING	1,625.00	6,613.32
00 45190	UNCOLLECTIBLE ACCOUNTS	1,989.00	8,912.54
00 45105	UTILITIES	1,190.71	266,280.33
	INTEREST ON SRF LOAN EXPENSE	0.00	
	TOTAL ADMINISTRATION EXPENSES	104,162.01	1,653,476.39
00 45510	ADMINISTRATION TRANSFERS		
	SRF DEBT SERVICE PMT TRANSFER	0.00	3,247,497.20-
	TOTAL ADMINISTRATION TRANSFERS	0.00	3,247,497.20-
	NET PROFIT/LOSS	1,155,167.91-	4,955,042.50-

	STATEMENT OF REVENUE & EXPENSES	CURRENT MONTH	YEAR TO DATE
01 31010	OPERATIONS & MAINT REVENUE	5,135.03-	12,499,294.40-
01 31015	INCOME FROM SERVICE CHARGES	0.00	90.00-
01 31020	NSF RETURN CHECK FEE	23,603.48-	42,188.77-
01 31040	INCOME FROM TEMP DISCHARGES	1,725.00-	7,310.00-
01 32050	INCOME-OTHER	7.12-	24,739.59-
	INTEREST INCOME		
	TOTAL OP & MAINT REVENUE	30,470.63-	12,573,622.76-
01 45010	OPERATIONS & MAINT EXPENSES	352,190.69	4,146,298.58
01 45020	SALARIES AND WAGES	192,413.41	2,821,698.70
01 45060	EMPLOYEE BENEFITS	4,917.66-	10,249.42
01 45080	TRANSPORTATION GAS AND OIL	1,200.00	12,078.26
01 45095	FEES, LICENSES & PERMITS	326.50	486.25
01 45100	SUPPLIES	69,161.07	904,042.02
01 45110	CONTRACTUAL SERVICES	22,416.16	509,758.78
01 45140	RENTS AND LEASES	844.56	11,791.64
01 45150	REPAIRS AND MAINTENANCE	25,577.15	247,049.34
01 45155	INSTRUMENTATION & ELECTRICAL	7,015.76	91,963.82
01 45160	RESEARCH & MONITORING	8,270.65	71,785.27
01 45170	TRAINING	4,090.63	38,498.56
01 45190	UTILITIES	86,243.04	887,437.32
01 45300	EQUIPMENT	0.00	316.00
	TOTAL OP & MAINT EXPENSES	764,831.96	9,753,453.96

OP & MAINT TRANSFERS

	TOTAL NET PROFIT/LOSS	734,361.33	2,820,168.80-
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	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUES & EXPENSES		
* WASTEWATER CAPITAL RESERVE *		
02 31030	148,500.00	927,475.00
02 31035	0.00	60,925.00
02 31040	0.00	18,000.00
02 32050	448.64	179,398.02
TOTAL WWCR REVENUE	148,948.64	1,149,798.02
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		
	148,948.64	1,289,182.58

0

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES		
STATE LOAN RESERVE REVENUE		
INTEREST INCOME	0.00	27,728.64-
TOTAL STATE LOAN RESERVE REVENUE	0.00	27,728.64-
STATE LOAN RESERVE EXPENSES		
STATE LOAN RESERVE TRANSFERS		
TOTAL NET PROFIT/LOSS	0.00	27,728.64-

04 32050

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES		
06 32050 UPGRADE REVENUE	0.00	242,457.97
INTEREST INCOME		
TOTAL UPGRADE REVENUE	0.00	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	24,005.15	36,547.44
06 45150 REPAIRS AND MAINTENANCE	2,093.03	125,137.89
06 45155 INSTRUMENTATION & ELECTRICAL	499.00	33,827.12
06 45300 EQUIPMENT	8,266.17	160,647.03
TOTAL UPGRADE EXPENSES	34,863.35	617,837.47
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	34,863.35	1,245,708.75



Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending May 31, 2018

		AVERAGE INTEREST RATE		AMOUNT INVESTED
L.A.I.F.		1.790%		\$52,348,156.06
SAVINGS	Wells Fargo Investment	0.1000%	Weighted Yield	\$732,581.97
	U.S. Bank Service Charge			\$8,266.11
	U.S. Bank Tax Revenue			\$2,994.78
	U.S. Bank W.W.C.R.F.			\$5,610.37
CHECKING	U.S. Bank General Checking	0.000%		\$21,870.14
	Wells Fargo Payroll			\$154,496.63
TOTAL CASH ON HAND				<u>\$53,273,976.06</u>

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

www.treasurer.ca.gov/pmia-laif/laif.asp

June 06, 2018

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

PMIA Average Monthly Yields

Account Number:
 70-31-001

Tran Type Definitions

May 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
5/1/2018	5/1/2018	RW	1569832	DAWN DAVIS	-200,000.00
5/8/2018	5/7/2018	RD	1570226	DAWN DAVIS	45,000.00
5/8/2018	5/8/2018	RW	1570238	DAWN DAVIS	-700,000.00
5/9/2018	5/8/2018	RD	1570297	DAWN DAVIS	95,000.00
5/9/2018	5/9/2018	RW	1570322	MICHELLE MACKEY	-225,000.00
5/16/2018	5/15/2018	RW	1570776	DAWN DAVIS	-50,000.00
5/23/2018	5/23/2018	RD	1571298	DAWN DAVIS	1,286,000.00
5/24/2018	5/24/2018	RD	1571381	DAWN DAVIS	46,000.00
5/25/2018	5/25/2018	RW	1571518	DAWN DAVIS	-35,000.00
5/30/2018	5/30/2018	RD	1571725	DAWN DAVIS	59,000.00
5/30/2018	5/30/2018	RW	1571726	DAWN DAVIS	-30,000.00

Account Summary

Total Deposit:	1,531,000.00	Beginning Balance:	52,057,156.06
Total Withdrawal:	-1,240,000.00	Ending Balance:	52,348,156.06



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Approval of the Annual Budget for fiscal year 2018-2019

Background

An annual budget which identifies projected revenues and expenditures and capital improvement projects for the upcoming fiscal year is submitted to the Board of Directors for review and approval.

Fiscal Impact

None.

Attachments

Annual Budget for fiscal year 2018-2019.

Recommendation

Approve and adopt Annual Budget for fiscal year 2018-2019.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency

Annual Budget

Fiscal Year 2018-2019

**Tahoe-Truckee Sanitation Agency
Annual Budget
Fiscal Year 2018-2019**

Board of Directors

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

Agency Budget Team

LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Robert Gray, Information Technology Manager
Richard Pallante, Maintenance Manager
Jay Parker, Engineering Manager
Michael Peak, Operations Manager
Dawn Davis, Accountant
Michelle Mackey, Accounting Supervisor
Emily Pindar, Customer Service Supervisor

Agency Office

13720 Butterfield Drive
Truckee, CA 96161
530.587.2525 (Office)
530.587.5840 (Fax)

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Introduction

The annual budget is prepared to project revenues and expenditures that are anticipated for the daily operation of the Agency for fiscal year 2018-2019 commencing July 1, 2018 through June 30, 2019 and to plan for capital improvements over the next 5 fiscal years. The operating budget format for fiscal year 2018-2019 differs from previous years to provide a simpler distinction of expenditures between departments. The capital improvement plan format is similar to previous years.

The Agency maintains 5 funds; however, they are collectively utilized for (1) maintaining the daily operations of the Agency and (2) construction of capital improvement projects. Daily operations are administered through Funds 00 (Administrative Fund) and 01 (Operation and Maintenance Fund). All administrative activities are included in Fund 00. All operation and maintenance activities are included in Fund 01. Capital improvements which are designated as individual projects estimated at \$25,000 or greater are administered through Funds 02 (Wastewater Capital Reserve Fund), 04 (State Revolving Fund Wastewater Capital Reserve Fund) and 06 (Replacement, Rehabilitation and Upgrade Fund) depending on the project scope and fund allocation.

Due to the format change, it is difficult to directly correlate the operating budgets for fiscal year 2017-2018 with fiscal year 2018-2019. An appropriate correlation would be a comparison of the overall net income of the fiscal years. The annual budget will (1) provide fund descriptions, (2) review fiscal year 2017-2018 operating budgets (Funds 00 and 01), (3) provide 2018-2019 operating budgets (Funds 00 and 01), (4) provide 5-year capital improvement plans (Funds 02, 04 and 06), and (5) compare the overall net income of fiscal years 2017-2018 and 2018-2019 operating budgets.

Fund Descriptions

The Agency maintains the following 5 funds through various fund and bank institutions. The fund numbers and descriptions of each fund are as follows:

Fund 00: Administrative Fund

The Administrative Fund facilitates daily financial activities of the administrative department and functions. The revenue source for the fund is provided through the collection of property tax revenue and the expenditures are used to support the administrative department and functions. At the end of each fiscal year, surplus monies in excess of \$50,000 are transferred to the Replacement, Rehabilitation and Upgrade Fund.

Fund 01: Operation and Maintenance Fund

The Operation and Maintenance Fund facilitates daily financial activities to operate and maintain existing Agency facilities. The revenue source for the fund is provided through the collection of sewer service charges. Expenditures are used to support the operation, maintenance, engineering and information technology departments and all other daily functions necessary to operate and maintain the Agency. At the end of each fiscal year, surplus monies in excess of \$250,000 are transferred to the Replacement, Rehabilitation and Upgrade Fund.

Fund 02: Wastewater Capital Reserve Fund

The Wastewater Capital Reserve Fund was established to facilitate the financial activities of capital facility projects required to be constructed to provide capacity to serve new development within the Agency's boundaries and to maintain a high level of sewer service for the benefit of such new development. The revenue source for the fund is provided through the collection of sewer connection fees. Expenditures are used to fund capital facility projects required to be constructed to provide capacity to serve new development and to maintain a high level of sewer service for the benefit of such new development.

Fund 04: State Revolving Fund Wastewater Capital Reserve Fund

The State Revolving Fund (SRF) Wastewater Capital Reserve Fund was established as a condition of the loan contract under the SRF program to finance the latest wastewater treatment plant expansion project. The Agency is required to and has maintained the fund for at least the life of the loan contract under the SRF program and has deposited sufficient funds to build-up a minimum required rate of one-half of one percent of the SRF loan each year for a period of ten years. The fund is not budgeted to supplement operating budgets or capital improvements.

Fund 06: Replacement, Rehabilitation and Upgrade Fund

The Replacement, Rehabilitation and Upgrade Fund was established to facilitate the financial activities associated with the replacement, rehabilitation, upgrade of existing facilities, maintenance and operation of equipment and appurtenances, not involving treatment plant capacity expansion. At the end of each fiscal year, surplus monies from the Administrative and Operation and Maintenance Funds are deposited into the fund.

All funds are deposited within the Local Agency Investment Fund (LAIF) which is an investment program for California local governments and special districts. The program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars of pooled funds, using the investment expertise of the State Treasurer's Office investment staff.

As monies are required for expenditures, they are withdrawn from LAIF and placed in financial institutions for further distribution. All financial transactions in LAIF are recorded and fund balances are disseminated through Agency accounting procedures.

Fiscal Year 2017-2018 Operating Budgets Review

The following descriptions and tables provide a review of fiscal year 2017-2018 operating budgets which consists of Funds 00 and 01. It should be noted that Fund 06 is subsidized by balance transfers from Funds 00 and 01, however, the fund is allocated for capital improvements.

Projected actual amounts are projected values to the end of the fiscal year.

Fund 00: Administrative Fund

The fund is summarized in Table 1 and provides a comparison of the adopted budget and the projected actual budget at end of fiscal year. Projected revenues exceed the adopted revenues by approximately \$1.1M. Adopted expenditures exceed projected expenditures by approximately \$0.2M. The net income of the fund is projected to be approximately \$1.4M.

Table 1: 2017-2018 Fund 00 - Administrative

	Adopted Budget FY 17/18	Projected Actual FY 17/18	Adopted vs Projected ⁽¹⁾ FY 17/18
REVENUE			
Tax Revenue - Ad Valorem	\$1,700,000	\$2,800,000	(\$1,100,000)
TOTAL REVENUE	\$1,700,000	\$2,800,000	(\$1,100,000)
EXPENDITURE			
Salaries & Wages	\$500,000	\$450,000	\$50,000
Employee Benefits	\$354,000	\$325,000	\$29,000
Director Fees	\$12,000	\$5,500	\$6,500
Transportation Fuel	\$4,000	\$3,000	\$1,000
Insurances	\$110,000	\$85,000	\$25,000
Agency Memberships (CASA, CSDA, misc.)	\$25,000	\$25,000	\$0
Office Expenses	\$75,000	\$55,000	\$20,000
Permits, Licenses, Fees	\$150,000	\$140,000	\$10,000
Contractual Services	\$75,000	\$50,000	\$25,000
Professional Services	\$250,000	\$225,000	\$25,000
Printing & Publications	\$15,000	\$20,000	(\$5,000)
Rents and Leases	\$5,000	\$4,500	\$500
Equipment Repairs & Maintenance	\$1,000	\$0	\$1,000
Training	\$5,000	\$4,000	\$1,000
Uncollectible Accounts	\$5,000	\$7,500	(\$2,500)
Utilities	\$12,000	\$8,500	\$3,500
Equipment	\$7,000	\$1,000	\$6,000
TOTAL EXPENDITURE	\$1,605,000	\$1,409,000	\$196,000
NET INCOME ⁽²⁾	\$95,000	\$1,391,000	

Note: (1) Adopted Budget minus Projected Actual Budget

(2) Revenue minus Expenditure

Fund 01: Operation and Maintenance Fund

The fund is summarized in Table 2 and provides a comparison of the adopted budget and the projected actual budget at end of fiscal year. Adopted revenues exceed the projected revenues by approximately \$0.1M. Adopted expenditures exceed projected expenditures by approximately \$2.5M. The net income of the fund is projected to be approximately \$2.3M.

Table 2: 2017-2018 Fund 01 - Operation and Maintenance

	Adopted Budget FY 17/18	Projected Actual FY 17/18	Adopted vs Projected ⁽¹⁾ FY 17/18
REVENUE			
Service Charges			
Residential	\$9,700,000	\$9,700,000	\$0
Non-Residential	\$2,900,000	\$2,800,000	\$100,000
TOTAL REVENUE	\$12,600,000	\$12,500,000	\$100,000
EXPENDITURE			
Salaries & Wages	\$5,561,500	\$4,300,000	\$1,261,500
Employee Benefits	\$3,485,000	\$3,000,000	\$485,000
Transportation Fuel	\$15,000	\$17,500	(\$2,500)
Memberships & Certifications	\$14,500	\$12,500	\$2,000
Operating Supplies	\$1,295,000	\$950,000	\$345,000
Contractual Services	\$567,000	\$450,000	\$117,000
Rents and Leases	\$22,000	\$12,000	\$10,000
Repairs & Maintenance	\$261,000	\$225,000	\$36,000
Instrumentation & Electrical	\$75,000	\$90,000	(\$15,000)
Research & Monitoring	\$80,000	\$65,000	\$15,000
Training	\$46,000	\$40,000	\$6,000
Utilities	\$1,273,000	\$1,000,000	\$273,000
TOTAL EXPENDITURE	\$12,695,000	\$10,162,000	\$2,533,000
NET INCOME ⁽²⁾	(\$95,000)	\$2,338,000	

Note: (1) Adopted Budget minus Projected Actual Budget

(2) Revenue minus Expenditure

Fiscal Year 2018-2019 Operating Budgets

Fund 00: Administrative Fund

The fund has been restructured to include all administrative staff and simplify the categories for allocating expenditures. Estimated revenue is \$3.0M, expenditures are estimated at approximately \$2.2M, and the expected net income is approximately \$0.8M. Revenues are similar to the previous projected actual fiscal year amount. Expenditures have increased by approximately \$0.8M which is attributable to the reclassification of administration staff and other associated administrative costs. Table 3 provides the fund budget with a breakdown of the restructured expenditure allocations.

Table 3: 2018-2019 Fund 00 - Administrative

	Budget FY 18/19
REVENUE	
Tax Revenue	\$3,000,000
TOTAL REVENUE	\$3,000,000
EXPENDITURE	
Salaries & Wages	\$825,000
Employee Benefits	
<i>Retirement</i>	\$200,000
<i>Workers' Compensation</i>	\$15,000
<i>Medicare</i>	\$15,000
<i>State Disability Insurance</i>	\$6,000
<i>Life Insurance</i>	\$4,000
<i>Health Insurance</i>	\$190,000
<i>Dental Insurance</i>	\$20,000
<i>Navia HRA</i>	\$10,000
<i>OPEB</i>	\$0
<i>Vision Reimbursement</i>	\$5,000
Total	\$465,000
Director Fees	\$7,000
Vehicle	
<i>Fuel</i>	\$4,000
<i>Maintenance</i>	\$2,000
Total	\$6,000
CSRMA Insurance	\$90,000
Professional Memberships	
<i>Agency</i>	\$25,000
<i>Employee</i>	\$5,000
Total	\$30,000
Agency Permits and Licenses	\$150,000
Office Expense	
<i>Bank Fees</i>	\$15,000
<i>Supplies</i>	\$25,000
<i>Furniture</i>	\$4,000
<i>IT Hardware</i>	\$6,000
<i>Software</i>	\$5,000
<i>Advertising</i>	\$7,500
Total	\$62,500
Contractual Services	
<i>Invoice Processing</i>	\$70,000
<i>County Services</i>	\$60,000
<i>Janitorial</i>	\$28,000
<i>General Office</i>	\$10,000
Total	\$168,000

Professional Services	
<i>Legal</i>	\$200,000
<i>Accounting & Billing Support</i>	\$20,000
<i>Auditor</i>	\$45,000
Total	\$265,000
Conferences and Training	\$15,000
Uncollectible Accounts	\$5,000
Utilities	
<i>Heating Fuel</i>	\$3,500
<i>Electricity</i>	\$90,000
<i>Water</i>	\$500
<i>Natural Gas</i>	\$5,000
<i>Telephone</i>	\$4,000
Total	\$103,000
TOTAL EXPENDITURE	\$2,185,500
NET INCOME ⁽¹⁾	\$814,500

Note: (1) Revenue minus Expenditure

Fund 01: Operation and Maintenance Fund

The fund has been amended to remove previously allocated administrative staff, include the transfer of previous capital improvement projects that did not exceed the \$25,000 criteria, and simplify the categories for expenditure allocation. Revenues are estimated at \$13.0M and expenditures at approximately \$10.5M which is approximately an increase of \$0.4M from the projected actual amount for the previous fiscal year. The expected net income is approximately \$2.5M. Table 4 provides the fund budget with a breakdown of the restructured expenditure allocations.

Table 4: 2018-2019 Fund 01 - Operation and Maintenance

	Budget FY 18/19
REVENUE	
Service Charges	
<i>Residential</i>	\$10,000,000
<i>Non-Residential</i>	\$3,000,000
TOTAL REVENUE	\$13,000,000
EXPENDITURE	
Salaries & Wages	
<i>Operations</i>	\$1,650,000
<i>Laboratory</i>	\$600,000
<i>Maintenance</i>	\$825,000
<i>Instr. & Elect.</i>	\$400,000
<i>Engineering</i>	\$475,000
<i>Safety</i>	\$95,000
<i>IT</i>	\$250,000
Total	\$4,295,000

Employee Benefits	
<i>Retirement</i>	\$1,200,000
<i>Workers' Compensation</i>	\$55,000
<i>Medicare</i>	\$65,000
<i>State Disability Insurance</i>	\$40,000
<i>Life Insurance</i>	\$25,000
<i>Health Insurance</i>	\$1,300,000
<i>Dental Insurance</i>	\$70,000
<i>Navia HRA</i>	\$40,000
<i>OPEB</i>	\$0
<i>Vision Reimbursement</i>	\$20,000
Total	\$2,815,000
Vehicle	
<i>Fuel</i>	\$22,000
<i>Maintenance</i>	\$20,000
Total	\$42,000
Professional Memberships	\$15,000
Office Expense	
<i>Furniture</i>	\$6,000
<i>IT Hardware</i>	\$50,000
<i>Software</i>	\$30,000
<i>Advertising</i>	\$10,000
Total	\$96,000
Professional Services	
<i>Engineering Consultation</i>	\$100,000
Total	\$100,000
Conferences and Training	\$25,000
Utilities	
<i>Heating Fuel</i>	\$31,500
<i>Electricity</i>	\$810,000
<i>Water</i>	\$4,500
<i>Natural Gas</i>	\$45,000
<i>Telephone</i>	\$36,000
Total	\$927,000
Contractual Services	
<i>Operations</i>	\$1,250,000
<i>Laboratory</i>	\$55,000
<i>Maintenance</i>	\$75,000
<i>Instr. & Elect.</i>	\$40,000
<i>Safety</i>	\$35,000
<i>IT</i>	\$50,000
<i>Engineering</i>	\$150,000
Total	\$1,655,000
Supplies, Repairs and Maintenance	
<i>Operations</i>	\$50,000
<i>Laboratory</i>	\$15,000
<i>Maintenance</i>	\$200,000

<i>Instr. & Elect.</i>	\$130,000
<i>Safety</i>	\$75,000
<i>IT</i>	\$80,000
<hr/>	<hr/>
Total	\$550,000
TOTAL EXPENDITURE	\$10,520,000
NET INCOME ⁽¹⁾	\$2,480,000

Note: (1) Revenue minus Expenditure

Fiscal Year 2018-2019 Capital Improvement Plans

Fund 02: Wastewater Capital Reserve Fund

The projected connection fee revenue for fiscal year 2018-2019 is \$1.2M. Table 5 provides a breakdown of wastewater capital improvements funded by connection fees for projects to provide capacity to serve new development and to maintain a high level of sewer service for the benefit of such new development. Included in each fiscal year is payment on the SRF loan in the amount of approximately \$2.4M or 73.2% of the repayment obligation. The 5-year capital improvement plan total is approximately \$28.8M.

Table 5: Wastewater Capital Reserve Fund 5-year plan

DESCRIPTION	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Equipment/Vehicle Warehouse					\$2,250,000
Digester & Plant Heating Improvements		\$3,500,000			
Barscreens, Washers, Compactors	\$1,500,000				
TRI Improvements ⁽¹⁾	\$1,375,000			\$2,250,000	
Operation and Maintenance Carts	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
BNR Improvements			\$1,750,000		
Emergency Bypass Pump		\$200,000			
Flow Equalization Basin					\$4,000,000
SUB TOTOAL	\$2,900,000	\$3,725,000	\$1,775,000	\$2,275,000	\$6,275,000
DEBT PAYMENT ON SRF LOAN (73.2%)	\$2,377,168	\$2,377,168	\$2,377,168	\$2,377,168	\$2,377,168
TOTAL	\$5,277,168	\$6,102,168	\$4,152,168	\$4,652,168	\$8,652,168

Note: (1) Assumes 50% allocation

Fund 04: State Revolving Fund Wastewater Capital Reserve Fund

This fund has the ability to fund capital improvement projects, however, the Agency does not intend to allocate any capital improvements to this fund. Therefore, there is no associated 5-year capital improvement plan. The fund will increase in accordance with interest earned in LAIF.

Fund 06: Replacement, Rehabilitation and Upgrade Fund

Table 6 provides a breakdown of capital improvements funded by monies transferred from Funds 00 and 01 to fund capital facility projects associated with the replacement, rehabilitation, and upgrade of existing treatment plant, maintenance, and operation and administrative equipment, and appurtenances, not involving treatment capacity expansion, but for improvement, reliability and upgrading of existing equipment. Included in each fiscal year is payment on the SRF loan in the amount of approximately \$0.9M or 26.8% of the repayment obligation. The 5-year capital improvement plan total is approximately \$12.7M.

Table 6: Replacement, Rehabilitation and Upgrade Fund 5-year plan

DESCRIPTION	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Clarifier Coating Improvement	\$375,000	\$300,000			
Lab Equipment Replacement	\$50,000	\$35,000	\$25,000	\$25,000	
Lab Improvement			\$75,000		
Vehicle Replacement		\$30,000	\$30,000	\$30,000	\$30,000
Admin. Office Improvement	\$125,000	\$250,000			
WWTP Pilot Study Rehabilitation			\$75,000		
Communications Network Replacement					\$200,000
Accounting Software Upgrade	\$75,000				
Bldg. #27 Switchgear Improvement	\$575,000				
EPDM Roof Replacement	\$150,000	\$100,000	\$100,000		
Translucent Panel Rehabilitation	\$50,000		\$50,000		\$50,000
RAS AFD Upgrades	\$30,000				
TRI Improvements ⁽¹⁾	\$1,375,000			\$2,250,000	
Facilities Security System		\$25,000			
Lime System Improvements				\$150,000	
Portable PD Pump	\$75,000				
Wasting Pumps Upgrade		\$350,000			
Clino & AWT Improvements		\$125,000			
Ballast Pond Repair		\$150,000			
Centrifuge Rebuild	\$50,000	\$50,000			
Robicon Drive Upgrade	\$100,000				
Admin. MCC Panel Improvements	\$50,000				
Facility Asphalt Sealing			\$100,000		
Joerger Drive Reconstruction	\$100,000				
Telephone Upgrade			\$30,000		
2 Water System Improvement					\$500,000
2 Water Vault Improvement			\$50,000		
SUB TOTOAL	\$3,180,000	\$1,415,000	\$535,000	\$2,455,000	\$780,000
DEBT PAYMENT ON SRF LOAN (26.8%)	\$870,329	\$870,329	\$870,329	\$870,329	\$870,329
TOTAL	\$4,050,329	\$2,285,329	\$1,405,329	\$3,325,329	\$1,650,329

Note: (1) Assumes 50% allocation

Net Income of Operating Budgets for Fiscal Years 2017-2018 and 2018-2019

A methodology to perform quality assurance when creating operating budgets for industries where processes are usually constant from year to year, similar to the Agency, is to compare budget values from previous years. Unfortunately, this methodology is not applicable to all categories of current Agency operating budgets as the expenditure categories have been amended, however, it is applicable to the overall net income total.

Table 7 provides an overall net income total comparison based on the net incomes of the operating budgets. There is an approximate \$0.4M difference in overall net income total between the projected actual budget of fiscal year 2017-2018 and budgeted fiscal year 2018-2019.

Table 7: Overall Net Income Comparison

	Projected Actual FY 17/18	Budget FY 18/19
Fund 0 Revenue	\$2,800,000	\$3,000,000
Fund 0 Expenditure	\$1,409,000	\$2,185,500
Net Income Subtotal	\$1,391,000	\$814,500
Fund 1 Revenue	\$12,500,000	\$13,000,000
Fund 1 Expenditure	\$10,162,000	\$10,520,000
Net Income Subtotal	\$2,338,000	\$2,480,000
Net Income Total	\$3,729,000	\$3,294,500

Summary

The annual budget for fiscal year 2018-2019 provides detailed operating budgets and capital improvement plans for the Agency in order to meet the waste discharge requirements and provide a high level of service to its customers. There are changes in net income totals within the operating budgets due to changes in the budget structure, however, the overall net income totals are similar with a deviation of approximately \$0.4M or 11.6%. The capital improvement plans are planned for the next 5 years and are expected to improve service and supplement future capacity accordingly.

It is recommended the operating budgets and capital improvement plans be regularly monitored and future planning be performed to assist in assessing facility needs.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: Approval of Resolution 1-2018 revising the wastewater capital reserve fund budget and making related findings

Background

Resolution 1-2018 is a resolution which makes certain findings concerning the purposes for which the wastewater capital reserve fund will be used and the relationship between such uses and the connection charges which are deposited into said fund.

Fiscal Impact

None.

Attachments

Resolution 1-2018.

Recommendation

Approve Resolution 1-2018 revising the wastewater capital reserve fund budget and making related findings.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

RESOLUTION 1-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAHOE-TRUCKEE SANITATION AGENCY REVISING THE WASTEWATER CAPITAL RESERVE FUND BUDGET AND MAKING RELATED FINDINGS

WHEREAS, in 1990 and pursuant to the report prepared by CH2M Hill entitled "Tahoe-Truckee Sanitation Agency Connection Fee Review", the Tahoe-Truckee Sanitation Agency ("Agency") adopted the asset replacement approach for the calculation of connection fees, which approach essentially determines each user's (existing and new) share of the cost of replacing the Agency's capital facilities, and which was updated in 2006;

WHEREAS, pursuant to its ordinances, the Agency collects connection charges from those connecting to the Agency's regional sewer system and from those adding to their existing sewer allocations;

WHEREAS, the connection charge revenue is deposited in the Agency's Wastewater Capital Reserve Fund to be expended for capital facility projects required to be constructed to provide capacity to serve new development within the Agency's boundaries and to maintain a high level of sewer service for the benefit of such new development;

WHEREAS, such capital projects initially were identified in the "Updated Project and Financial Review", dated September 1991;

WHEREAS, since September of 1991, the "Updated Project and Financial Review" has been reconsidered and modified, and a new listing of capital facility projects has been developed and is attached hereto as Exhibit A; and

WHEREAS, the Board of Directors of the Agency now desires to make certain findings concerning the purposes for which the Wastewater Capital Reserve Fund will be used and the relationship between such uses and the connection charges which are deposited into said fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Tahoe-Truckee Sanitation Agency hereby makes the following findings:

1. The connection charge revenue collected by the Agency is deposited in the Wastewater Capital Reserve Fund. That fund was established to finance capital projects needed to serve new development within the Agency. The current amount in the Wastewater Capital Reserve Fund is \$19,492,481.41.
2. The currently planned capital facility projects of the Agency and their anticipated date of construction are described in Exhibit A attached hereto and incorporated by this reference.

3. The projects described in Exhibit A are needed or appropriate in order to provide sewage transmission, treatment and disposal capacity to accommodate new development within the Agency's regional sewage system and to continue to maintain a high level of service for the benefit of such new development.
4. The Wastewater Capital Reserve Fund also may be borrowed from or directly used to cover in part uninsured emergency and catastrophic losses to capital facilities, including the sewage treatment plant and interceptor pipelines (facilities which benefit both new and existing development), and other necessary capital facility reserve needs.
5. The Wastewater Capital Reserve fund also shall be used to pay a major portion of the balance due on the State Revolving Fund loan obtained for the 2008 expansion of the Agency wastewater treatment plant to 9.6 million gallons per day, the principal of which approximates \$28.3 Million.
6. The entire balance remaining in the Wastewater Capital Reserve Fund is needed to and is hereby committed to fund the capital facilities, contingencies, reserve needs, and annual loan payments as set forth in findings 2 to 5 above.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 13th day of June 2018, at Truckee, California, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

S. Lane Lewis, President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

ATTEST:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Exhibit A
Wastewater Capital Reserve Fund

DESCRIPTION	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Equipment/Vehicle Warehouse					\$2,250,000
Digester & Plant Heating Improvements		\$3,500,000			
Barscreens, Washers, Compactors	\$1,500,000			\$2,250,000	
TRI Improvements ⁽¹⁾	\$1,375,000				
Operation and Maintenance Carts	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
BNR Improvements			\$1,750,000		
Emergency Bypass Pump		\$200,000			
Flow Equalization Basin					\$4,000,000
SUB TOTAL	\$2,900,000	\$3,725,000	\$1,775,000	\$2,275,000	\$6,275,000
DEBT PAYMENT ON SRF LOAN (73.2%)	\$2,377,168	\$2,377,168	\$2,377,168	\$2,377,168	\$2,377,168
TOTAL	\$5,277,168	\$6,102,168	\$4,152,168	\$4,652,168	\$8,652,168



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: Michael Peak, Operations Manager
Item: VI-3
Subject: Approval to award bids for the procurement of liquid sodium hydroxide, hydrated lime, liquid chlorine, liquid oxygen, methanol and ferric chloride purchases

Background

The Agency has solicited bids for the purchase of liquid sodium hydroxide, hydrated lime, liquid chlorine, liquid oxygen, methanol and ferric chloride for the upcoming 2018-2019 fiscal year. The breakdown of submitted bids per chemical is shown below. The lowest responsive bidder is indicated by the asterisk (*) next to the bidder name per chemical.

Liquid Sodium Hydroxide

<i>Bidder</i>	<i>Bid Price (\$/ton)</i>
Univar*	439.15
Thatcher Company	518.91

Hydrated Lime

<i>Bidder</i>	<i>Bid Price (\$/ton)</i>
Lhoist*	345.31

Liquid Chlorine

<i>Bidder</i>	<i>Bid Price (\$/ton)</i>
Sierra Chemical*	880.07

Liquid Oxygen

<i>Bidder</i>	<i>Bid Price (\$/gal)</i>
Roy Smith Company*	0.7125
Praxair	0.7454

Methanol

<i>Bidder</i>	<i>Bid Price (\$/gal)</i>
Thatcher Company*	0.518
Univar	0.540
Nexo Solutions	0.660

Ferric Chloride

<i>Bidder</i>	<i>Bid Price (\$/ton)</i>
Thatcher Company*	467.84

Fiscal Impact

Impact shall be dependent on quantities purchased per chemical.


Attachments

None.

Recommendation

Approve to award bids for the procurement of liquid sodium hydroxide, hydrated lime, liquid chlorine, liquid oxygen, methanol and ferric chloride to the appropriate lowest responsive bidder.

Review Tracking

Submitted By: 
Michael Peak
Operations Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VI-4
Subject: Approval to award the 2018 Roof Repair project

Background

Last month, staff embarked on a new project entitled the 2018 Roof Repair Project (Project). This Project will repair or replace roof areas that have reached the end of their life cycles. During the winter of 2017/2018, staff noted several roof areas in various buildings throughout the plant that needed repair or replacement. Based on assessments and inspections conducted by staff and contractors, the following building roof areas will be repaired or replaced:

- Building 1, Administration
- Building 2, AWT
- Building 3, Maintenance Office
- Building 3, Server Room
- Building 4, Upper Roof
- Building 4, Thickening Lab
- Building 6, Corridor
- Building 53, C&CT

Bids for the Project were received on June 5, 2018. Staff received one bid from Centimark Corporation. Review of the bid did not yield any irregularities. If approved by the Board, the Project field work would be slated to occur starting July 23, 2018 and ending September 14, 2018.

Fiscal Impact

The submitted lump sum bid price of \$126,907 is 15% lower than the Engineer's estimate of \$150,000 for the Project.


Attachments

None.

Recommendation

Approve to award the 2018 Roof Repair project to Centimark Corporation.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VI-5
Subject: Approval of Damore, Hamric & Schnieder, Inc. letters of engagement

Background

Damore, Hamric & Schneider, Inc. submitted engagement letters to perform the Agency annual financial audit and review of appropriations limit for fiscal year 2017-2018. Damore, Hamric & Schneider, Inc. has historically performed the annual financial audit and appropriations limit review.

Fiscal Impact

The proposed fee for their services is based on an hourly rate plus cost with a not to exceed limit of \$29,500. Total fee is \$2,000 more than last year, however, remains comparable to historical fees. There has not been an increase in these fees for several years.

Historical fees are as follows:

<i>Fiscal Year</i>	<i>Audit</i>
16/17	27,500
15/16	27,500
14/15	27,500
13/14	27,385
12/13	26,250

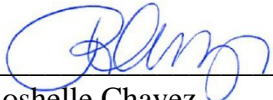
Attachments

Damore, Hamric & Schneider, Inc. engagement letters.

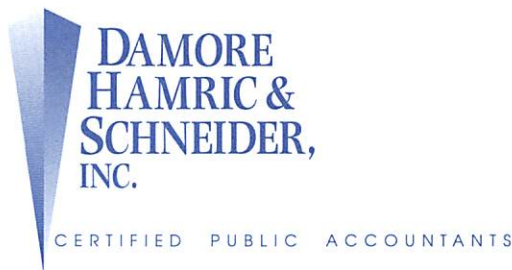
Recommendation

Approve audit engagement letters as submitted by Damore, Hamric & Schneider, Inc.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



May 30, 2018

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

We are pleased to confirm our understanding of the nature and limitations of the service we are to provide for Tahoe-Truckee Sanitation Agency.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed by the management of Tahoe-Truckee Sanitation Agency on the Appropriations Limit of Tahoe-Truckee Sanitation Agency for the year ending June 30, 2018. This engagement is solely to assist Tahoe-Truckee Sanitation Agency in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The Appropriation Limit will be presented on the budgetary basis. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures performed or to be performed is solely the responsibility of those parties specified in the report and we will require an acknowledgment in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this agreed-upon procedures report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the Appropriations Limit. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We plan to begin our procedures in June 2018, and, unless unforeseeable problems are encountered, the engagement should be completed by November 30, 2018.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Board of Directors of Tahoe-Truckee Sanitation Agency. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures, or not issue a report and withdraw from this engagement. You understand that the report is intended solely for the use of Tahoe-Truckee Sanitation Agency's management and Board of Directors, and

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should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting the procedures in the attached schedule that come to our attention. In addition, if, in connection with this engagement matters come to our attention that contradicts the procedures in the attached schedule, we will disclose those matters in our report.

You are responsible for the Appropriations Limit and that it is in accordance with Section 1.5 of Article XIII B of the California Constitution; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for and agree to provide us with, a written assertion about the Appropriations Limit. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the procedures listed in the attached schedule in accordance with the requirements set forth by Section 1.5 of Article XIII B of the California Constitution.

Ronald Ley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our payment terms and fees for this engagement are included in the audit engagement letter. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoice is payable on presentation.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign one copy of the letter and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

If additional specified users of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of procedures.

Very truly yours,



Damore, Hamric & Schneider, Inc.

Certified Public Accountants

RESPONSE:

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

Signed

Title

Date

ATTACHMENT

The procedures to be performed are as follows:

1. We will obtain the completed Schedules No. 1 through No. 7 and compare the limit and annual adjustment factors included in those schedules to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors. We will also compare the population and inflation options included in the aforementioned schedules to those that were selected by a recorded vote of the Board of Directors.
2. For the accompanying Appropriations Limit Schedule No. 6, we will add line A, last year's limit, to line E, total adjustments, and compare the resulting amount to line F, this year's limit.
3. We will compare the current year information presented in the accompanying Appropriations Limit Schedule No. 6 to the other schedules described in No. 1 above.
4. We will compare the prior year appropriations limit presented in the accompanying Appropriations Limit Schedule No. 6 to the prior year appropriations limit adopted by the Board of Directors for the prior year.



May 30, 2018

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

We are pleased to confirm our understanding of the services we are to provide Tahoe-Truckee Sanitation Agency for the year ending June 30, 2018. We will audit the financial statements of the business-type activities including the related notes to the financial statements of the Tahoe-Truckee Sanitation Agency as of and for the year ending June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Tahoe-Truckee Sanitation Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Tahoe-Truckee Sanitation Agency's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress (Unaudited)-Other Post-Employment Benefits.
- 3) Schedule of Proportionate Share of the Net Pension Liability.
- 4) Schedule of Contributions (Pension Plans).

We have also been engaged to report on supplementary information other than RSI that accompanies Tahoe-Truckee Sanitation Agency's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Comparison Of Budget to Actual
- 2) Comparison Of Budget Appropriations to Actual Expenditures

Audit Objective

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Tahoe-Truckee Sanitation Agency's financial statements. Our report will be addressed to the Board of Directors of Tahoe-Truckee Sanitation Agency. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tahoe-Truckee Sanitation Agency's compliance with the provisions of applicable laws and regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

In addition to the audit we will be performing the following services:

- 1) We will also assist in preparing the financial statements and related notes of Tahoe-Truckee Sanitation Agency in conformity with U.S. generally accepted accounting principles based on information provided by you.
- 2) Compilation of the Annual Report to the State Controller's Office of the State of California.
- 3) Annual agreed-upon procedures applied to the Agency's Appropriations Limit (separate engagement letter).

We will perform the services in accordance with applicable professional standards. The services are limited to the services previously defined. We in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your

responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

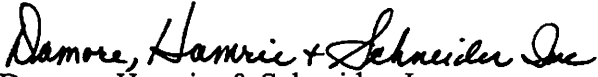
We expect to begin our audit on approximately June 20, 2018 and to issue our reports no later than November 30, 2018. Ronald Ley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee including expenses will not exceed \$29,500. This fee includes an additional \$2,000 for the implementation of GASB 75 for OPEB adjustments and changes to the financial statement and disclosure. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Tahoe-Truckee Sanitation Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Damore, Hamric, & Schneider, Inc.
Certified Public Accountants

RESPONSE:

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

Management signature:

Title: General Manager

Date: _____

Governance signature:

Title: _____

Date: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-6
Subject: Approval to ratify the license agreement with Big Blue Adventure, LLC

Background

Big Blue Adventure, LLC has historically organized running events within the Truckee area. This year they have organized the *Girls on the Run Running Event* which was held on June 3, 2018 and they had requested access to Agency property to operate an aid station for the runners. The Agency has historically allowed such access provided a license agreement was executed which identifies the conditions of such access.

Big Blue Adventure, LLC provided the Agency with minimal notice of the event and requested access for an aid station. Typical of past years, management executed a license agreement.

Fiscal Impact

None.

Attachments

License agreement with Big Blue Adventure, LLC.

Recommendation

Approve to ratify the license agreement with Big Blue Adventure, LLC.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

LICENSE AGREEMENT

This License Agreement is made this 1ST day of JUNE, 2018, in Truckee, California, by and between Big Blue Adventure, LLC (hereinafter "BBA"), and the Tahoe-Truckee Sanitation Agency (hereinafter "T-TSA"), with reference to the following facts:

1. BBA is organizing the Girls On The Run Running Event ("Event"); and
2. BBA desires to use Joerger Drive, the Truckee Donner Public Utility District easement road ("TDPUD easement road"), the TRI easement road, and the Legacy Trail for the Event; and
3. T-TSA is willing to allow BBA to use Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail for the Event on the following terms and conditions.

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

1. License. T-TSA hereby grants a license to BBA, its employees, agents, invitees, volunteers and Event participants (collectively, the "BBA Entities") to use that portion of Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail on T-TSA property, as shown on Exhibit A attached hereto and incorporated herein by this reference, on June 3, 2018, for purposes of conducting the Event only. BBA accepts the condition of such portion of Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail "AS IS," and accepts all risk respecting the condition of such portion of Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail. T-TSA makes no representations or warranties, implied or express, concerning the condition of Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail or their fitness for the use intended by BBA.
2. Repair and Clean-Up of Property. BBA shall clean-up and repair any damage to Joerger Drive, the TDPUD easement road, the TRI easement road, the Legacy Trail, and T-TSA property arising out of the Event or in the exercise of any of its rights conferred by this Agreement. BBA shall clean-up any litter and other debris on T-TSA property, including but not limited to Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail, arising out of or resulting from the Event within 3 hours after the conclusion of the event. If the clean-up does not occur timely, T-TSA may perform the clean-up and bill BBA for the costs thereof. If any damage is not repaired within five (5) days after its occurrence, T-TSA may repair the damage and bill BBA for the costs thereof. BBA shall pay each bill within thirty (30) days after its date. Interest at the rate of 10% per annum shall accrue on any late payment.
3. Term. This Agreement shall become effective on the date first above written and shall remain in effect until all of BBA's obligations hereunder are completed.
4. Permits and Compliance with Laws. BBA, at its sole cost, shall be responsible for obtaining any and all governmental permits, approvals, consents, licenses and other authorizations that

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

5. No Claim. BBA and the BBA Entities, and each of them, shall not suffer, permit or cause any mechanics', materialmen's or other similar liens or claims of lien to be filed against T-TSA or any portion of T-TSA property, including but not limited to Joerger Drive, the TDPUD easement road, the TRI easement road and the Legacy Trail, on account of the Event or any work performed hereunder. In the event any such lien is recorded or filed, BBA shall immediately undertake all steps necessary to remove such liens and shall defend, protect, indemnify and hold harmless T-TSA and its easement owners, and each of them, from and against any such lien or related claim.

6. Indemnity. BBA recognizes and hereby agrees that T-TSA and its directors, officers, agents, employees, and easement owners, and each of them, shall not be liable for any injury or death to any person or damage to any property arising out of or related to the condition of Joerger Drive, the TDPUD easement road, the TRI easement road or the Legacy Trail, the conduct of the Event, or the performance or activities of BBA or any of the BBA Entities pursuant to this Agreement. BBA shall indemnify, protect, defend and hold harmless T-TSA and its directors, officers, agents, employees, visitors, contractors, and easement owners, and each of them, from and against any and all liabilities, claims (by third parties or otherwise), demands, suits, administrative proceedings, damages, losses, judgments, awards, penalties, attorneys' fees and expenses, expert witness fees and/or costs of any kind, whether actual, alleged or threatened, attributable to, arising from, or related to: (1) any breach of any of the covenants or obligations by BBA or any of the BBA Entities under this Agreement; (2) the condition of Joerger Drive, the TDPUD easement road, the TRI easement road or the Legacy Trail; or (3) negligent acts, errors or omissions, or willful misconduct by BBA or any of the BBA Entities arising from or related to the conduct of the Event (hereinafter collectively referred to as "Claims" or "Claim").

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

Submission of insurance certificates or submission of proof of compliance with the insurance requirements in this Agreement does not relieve BBA from liability under this indemnification and hold harmless clause. The obligations of this indemnity article shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

7. Contractors/Subcontractors. No contractual, legal or other relationship shall be created between T-TSA and any contractor, subcontractor or other agent engaged by BBA. This Agreement shall not create any obligation on the part of T-TSA to pay or to see that the payment of any sum is made to any contractor, subcontractor or other agent engaged by BBA.
8. Insurance. BBA, at its sole cost and expense, shall maintain the following policies of insurance covering the Event: (a) Commercial General Liability policy, having a combined single limit of no less than \$1,000,000, insuring BBA and each of the BBA Entities against all liability, claims, damages, costs, demands or losses arising out of the Event; and (b) Workers' Compensation Insurance as required under the Workers' Compensation Insurance Laws of California. T-TSA, its officers, directors, agents and employees shall be named as additional insureds under the Commercial General Liability policy. Each policy shall not contain any special limitations on the scope of protection afforded to T-TSA, its directors, officers, agents and employees. BBA's coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. T-TSA's insurance, if any, shall be excess and shall not contribute with BBA's insurance. BBA shall provide proofs of such insurance to T-TSA on or before May 29, 2017. The certificates and policies shall provide that 30 days' written notice of any material change, reduction of coverage or cancellation of the insurance policies will be provided to T-TSA. The requirements as to the types, limits and T-TSA's approval of insurance coverage to be maintained by BBA are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by BBA under this Agreement. In addition, in the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, BBA shall notify T-TSA prior to making such changes.
9. Notices. Any notice, approval or other communication which may be required or permitted to be given or delivered hereunder shall be in writing and shall be deemed to have been given, delivered and received (i) as of the date when the notice is personally delivered or (ii) if mailed, in the United States Mail, certified, return receipt requested, as of the date of the delivery of such notice or (iii) if delivered by courier or express mail service, telegram or

mail gram where the carrier provides or retains evidence of the date of delivery, as of the date of such delivery.

To T-TSA:

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

To BBA:

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

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

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

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

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

TAHOE-TRUCKEE SANITATION AGENCY



LaRue Griffin

Name

General Manager

Title

Big Blue Adventure, LLC



Todd Jackson

Name

Event Director

Title

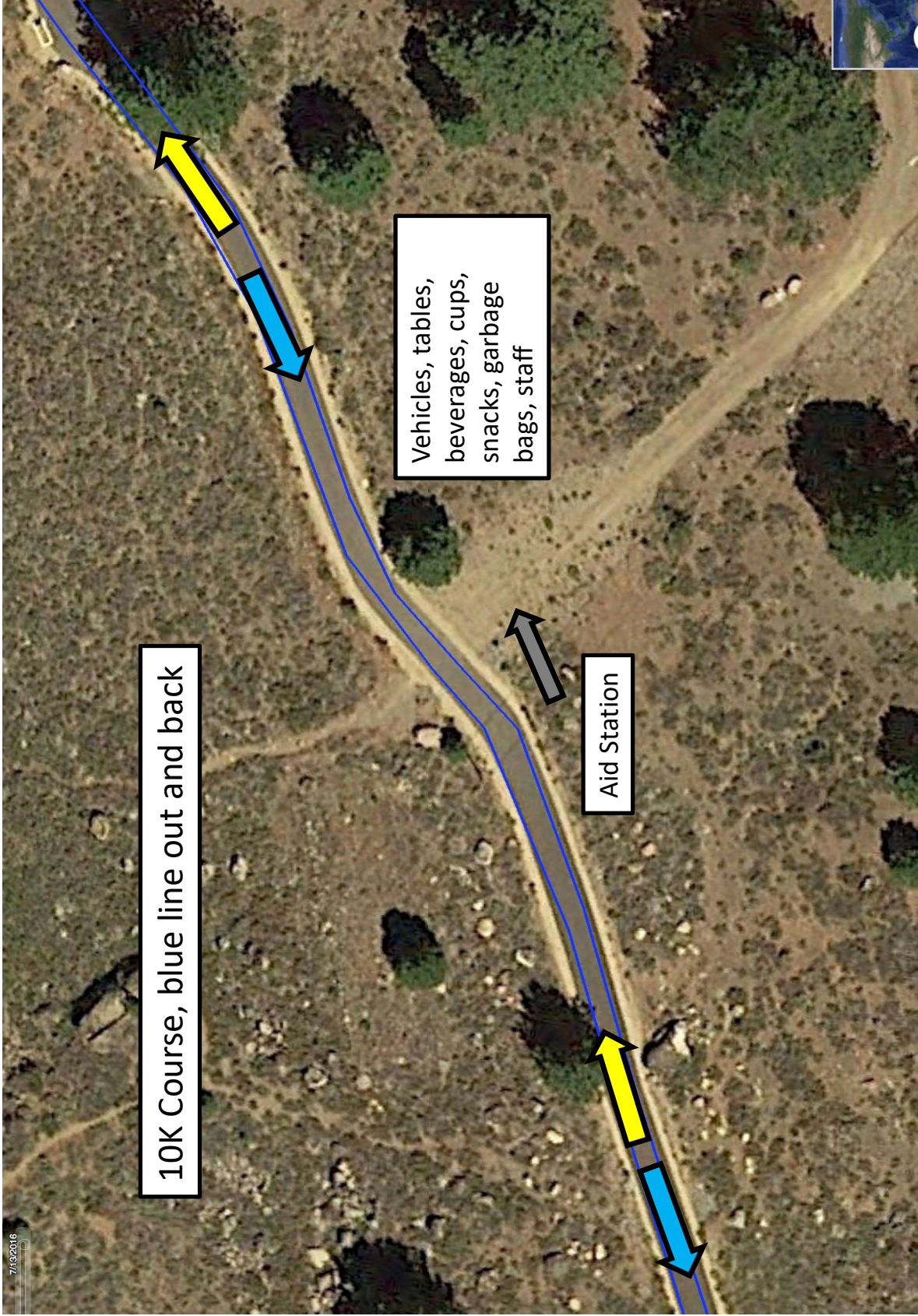
Exhibit A



Girls on The Run Running Event Sunday June 3, 2018

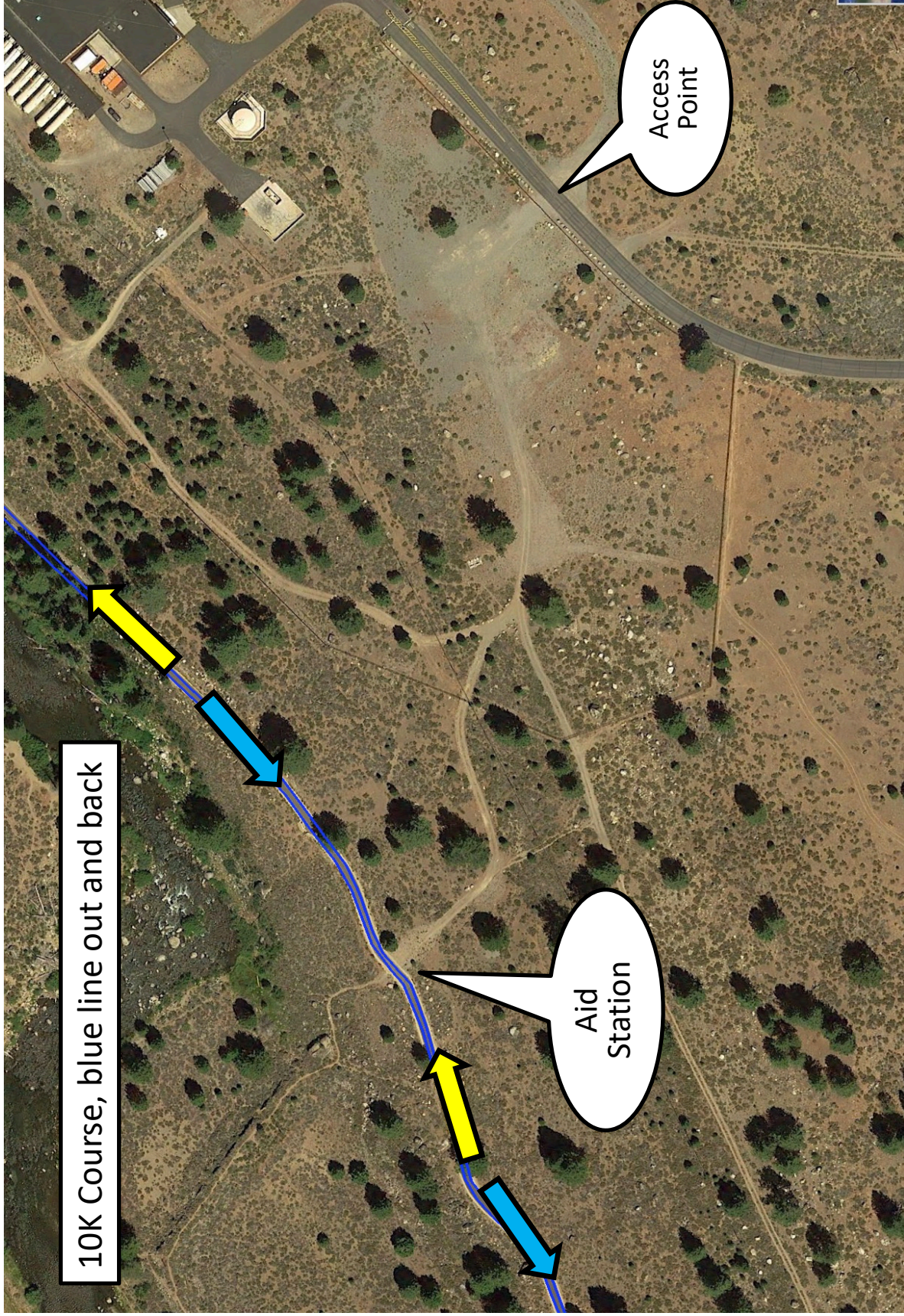
530-546-1019
todd@bigblueadventure.com

Girls On The Run Running Event Sunday June 3, 2018



10K Aid Station 7:30AM-11:00AM Sunday June 3, 2018

Girls On The Run Running Event Sunday June 3, 2018



10K Aid Station 7:30AM-11:00AM Sunday June 3, 2018



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-7
Subject: Approval of the Tahoe Truckee area agreement for mutual emergency aid.

Background

The agreement for mutual emergency aid has been updated and is to benefit the participating agencies in the event of natural disasters, emergencies, or other assistance that may be requested. The participating agencies of the agreement maintain and operate wastewater and/or water treatment and distribution, collection, transportation and/or treatment facilities in the Lake Tahoe-Truckee areas and have confirmed that a mutual aid agreement would be beneficial.

Fiscal Impact

Varied costs per assistance event.

Attachments

Tahoe Truckee area agreement for mutual emergency aid.

Recommendation

Approve the Tahoe Truckee area agreement for mutual emergency aid.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager

TAHOE TRUCKEE AREA AGREEMENT FOR MUTUAL EMERGENCY AID

This Agreement for Mutual Aid is to benefit the participating agencies in the event of natural disasters, emergencies, or other assistance that may be requested. The participating agencies have confirmed that a mutual aid agreement would be beneficial.

This Agreement is made and entered into on the dates set forth below, by and between the public agencies set forth below.

WHEREAS, the participating agencies party to this Agreement maintain and operate wastewater and/or water treatment and distribution, collection, transportation and/or treatment facilities in the Lake Tahoe-Truckee areas; and

WHEREAS, the participating agencies have engaged in an informal policy of mutual cooperation wherein the resources of each were available to the other on an as-available basis for the purposes of minimizing environmental damage due to leakage from or destruction of such facilities and of promoting public health; and

WHEREAS, it is the desire of the participating agencies to execute a mutual aid agreement wherein the policy of mutual cooperation is formalized and expanded to meet projected needs of the participating agencies; and

WHEREAS, by becoming a participating agency under the terms of this Agreement, the governing body or board of the participating agency will be deemed to have read and agreed to be bound by the terms of this Agreement.

NOW, THEREFORE, the participating agencies hereto mutually agree as follows:

1. To furnish to each other personnel trained in the emergency operation and/or repair of wastewater and/or water treatment, distribution, collection, and/or transportation facilities, together with equipment, materials and supplies required for such operation and/or repair as may be necessary during emergency conditions, on and subject to the terms and conditions of this Agreement.
2. To provide such emergency aid within the ability of the participating agencies to this Agreement, provided, however, that no participating agency shall be required to deplete its own resources, personnel, services or facilities to the detriment of its normal responsibilities or the detriment of anticipated needs. No agency shall incur any liability or be found at fault for failure to furnish personnel, equipment, materials or supplies when such are available. In addition, each agency shall have the right, at the sole discretion of said agency, to order any personnel, equipment, materials or supplies furnished to another agency be returned to the furnishing agency, without any liability for said order.
3. That no response to an emergency aid request provided for in this Agreement will be made by any participating agency hereto unless such request is received through established communication channels and made by a previously designated responsible

official of the agency requesting such aid. The Manager of each participating agency shall be deemed a responsible official and shall have the authority to designate alternate responsible officials to other participating agencies. No such designation shall be effective until received, in writing, by the other participating agencies.

4. The personnel and equipment furnished by a participating agency (the "Assisting Agency") shall remain, at all times, under the direct supervision and control of the designated supervisory personnel of the Assisting Agency. In instances where only equipment, materials or supplies are provided by the Assisting Agency, the ownership of said equipment, materials or supplies shall remain with the Assisting Agency and said equipment, materials or supplies shall be returned to the Assisting Agency immediately upon request (unless to the extent that the materials or supplies are perishables and they have been used or exhausted in the emergency response).

Representatives of the participating agency receiving assistance from the Assisting Agency (the "Requesting Agency") shall suggest work assignments and schedules for the personnel of the Assisting Agency; however, the designated supervisory personnel of the Assisting Agency shall have the exclusive responsibility and authority for assigning work and establishing work schedules for the personnel of the Assisting Agency in conjunction with the Incident Command or the Requesting Agency. The designated supervisory personnel of the Assisting Agency shall maintain daily personnel time records, a log of equipment hours, be responsible for the operation and maintenance of the equipment, materials or supplies furnished by the Assisting Agency, and report work progress to the Requesting Agency.

5. Unless specifically instructed otherwise, the Requesting Agency shall have the responsibility of providing food and housing for the personnel of the Assisting Agency from the time of their arrival at the designated location to the time of their departure. However, Assisting Agency personnel and equipment should be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. The Requesting Agency may specify only self-sufficient personnel and resources in its request for assistance.
6. Should it be necessary to recover costs or in order to be reimbursed from outside sources, at the sole discretion and request of the Assisting Agency, the Requesting Agency shall pay the Assisting Agency monthly, on receipt of invoice, costs for the equipment, personnel, materials and supplies furnished. Equipment costs shall be reasonable and subject to each participating agency's established rates. If a participating agency does not have established rates, either actual cost or the most current Schedule of Equipment Rates set by the Federal Emergency Management Agency (FEMA) shall apply. Some participating agencies may require operators to accompany their equipment and therefore the rate may include operator labor costs. All labor will be billed at actual rate paid plus benefits. All expendable materials and supplies will be billed at cost.
7. Any controversy or claim arising out of or relating to this Agreement or the breach thereof, shall be settled by mutual agreement. If dispute cannot be settled by mutual agreement, then dispute shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgment on the award rendered by the

arbitrator(s) may be entered in any court having jurisdiction thereof. Arbitration is binding and final.

8. The Assisting Agency and its workers' compensation insurer or self-insurer will be liable for any workers' compensation benefits payable on account of an injury or illness to an Assisting Agency employee occurring in the course of providing personnel assistance under this Agreement. The Assisting Agency and its property damage insurer or self-insurer will be liable for any damage to or destruction of any Assisting Agency equipment, material or supplies occurring in the course of furnishing the equipment, material or supplies under this Agreement. The Requesting Agency shall indemnify, defend, protect and hold harmless the Assisting Agency, and its officers, employees, and agents, from and against any Requesting Agency or third party liability, loss, claim, damage, expense, demand, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of the Assisting Agency's assistance provided under this Agreement, except when caused by the sole negligence or willful misconduct of the Assisting Agency or as otherwise provided or limited by law.
9. That each agency shall maintain coverage for liability, property damage, and worker's compensation for industrial injury or illness through insurance or self-insurance, including coverage for its equipment and employees when used by other agencies under this Agreement. Any participating agency to this Agreement shall have the right to evidence of such coverage upon request.
10. That this Agreement shall not operate to merge any of the participating agencies hereto, to subject any of the participating agencies hereto to the jurisdiction of any regulatory agency not having jurisdiction in the absence of this Agreement, or to require that any participating agency cooperate with or report to any agency not a party to this Agreement.
11. That this Agreement shall become effective as to each participating agency upon execution by that agency and shall remain in full force and effect as to each participating agency until a participating agency terminates its participation in the Agreement. Any participating agency may terminate its rights and obligations under this Agreement by giving all other participating agencies thirty (30) days prior written notice, however such termination shall not affect the rights and obligations of the remaining participating agencies hereto or any rights and obligations of the withdrawing participating agency occurring prior to the effective date of termination.

IN WITNESS WHEREOF, the participating agencies hereto have caused this Agreement to be executed as of the days and years set forth below.

ALPINE SPRINGS COUNTY WATER DISTRICT

Date: _____ By: _____

Attest: _____

DOUGLAS COUNTY SEWER IMPROVEMENT DISTRICT. NO. 1

Date: _____ By: _____

Attest: _____

DOUGLAS COUNTY UTILITIES

Date: _____ By: _____

Attest: _____

EDGWOOD WATER COMPANY

Date: _____ By: _____

Attest: _____

GLENBROOK WATER COOPERATIVE

Date: _____ By: _____

Attest: _____

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Date: _____ By: _____

Attest: _____

KINGSBURY GENERAL IMPROVEMENT DISTRICT

Date: _____ By: _____

Attest: _____

LAKESIDE PARK ASSOCIATION

Date: _____ By: _____

Attest: _____

NORTH TAHOE PUBLIC UTILITY DISTRICT

Date: _____ **By:** _____

Attest: _____

NORTHSTAR COMMUNITY SERVICE DISTRICT

Date: _____ **By:** _____

Attest: _____

ROUND HILL GENERAL IMPROVEMENT DISTRICT

Date: _____ **By:** _____

Attest: _____

SOUTH TAHOE PUBLIC UTILITY DISTRICT

Date: _____ **By:** _____

Attest: _____

SQUAW VALLEY PUBLIC SERVICE DISTRICT

Date: _____ **By:** _____

Attest: _____

TAHOE CITY PUBLIC UTILITY DISTRICT

Date: _____ **By:** _____

Attest: _____

TAHOE DOUGLAS SEWER DISTRICT

Date: _____ **By:** _____

Attest: _____

TAHOE - TRUCKEE SANITATION AGENCY

Date: _____ **By:** _____

Attest: _____

TRUCKEE SANITARY DISTRICT

Date: _____ **By:** _____

Attest: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-8
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 a 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.

Agency staff has been in discussions with the developer representative to discuss outstanding charges accrued by the Agency associated with the original Avery Hotel development. An update of the discussions shall be presented at the Board meeting.

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

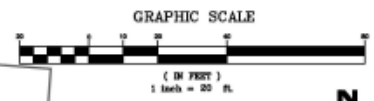
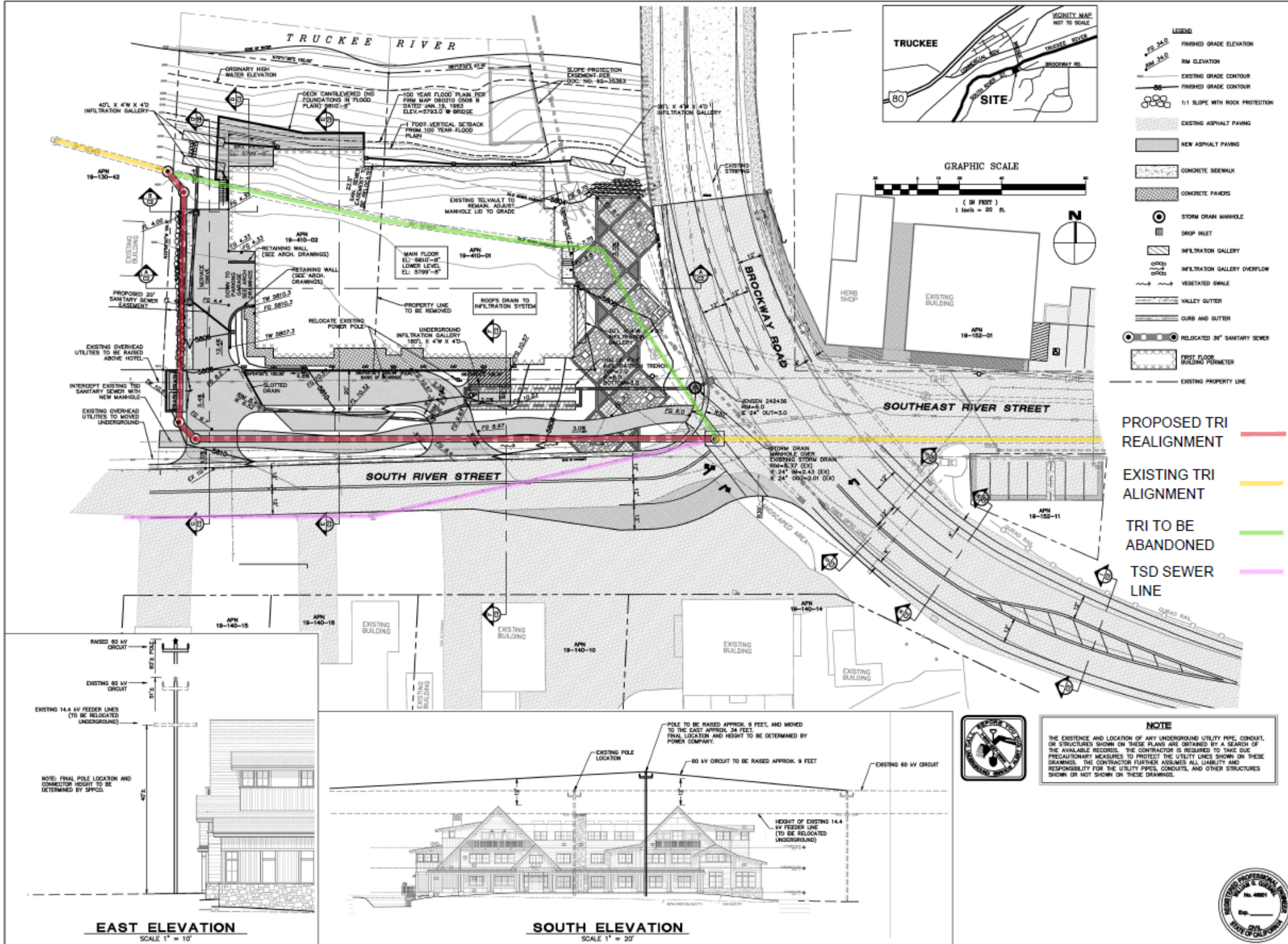
HOTEL AVERY
10002 & 10024 SOUTH RIVER STREET
TRUCKEE, CALIFORNIA
APN 19-140-01 & -02 NEVADA COUNTY

CLIENT NAME:
JMA TRUCKEE 1, LLC
706 MISSION STREET
9TH FLOOR
SAN FRANCISCO, CA
(415) 646-7766

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

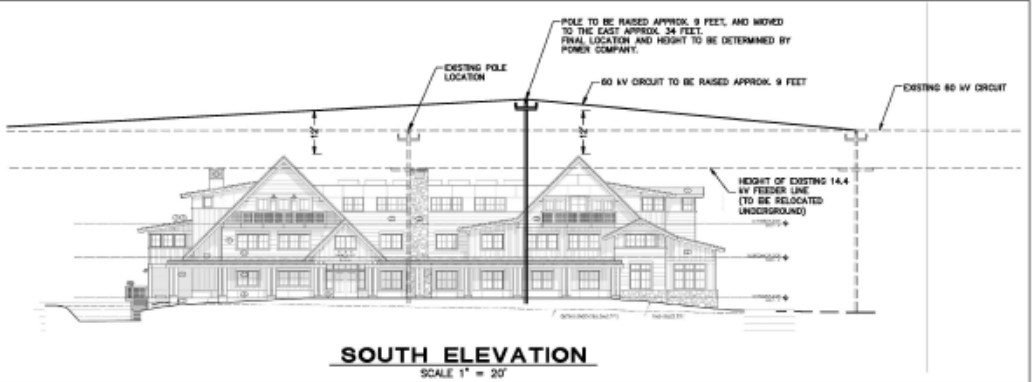
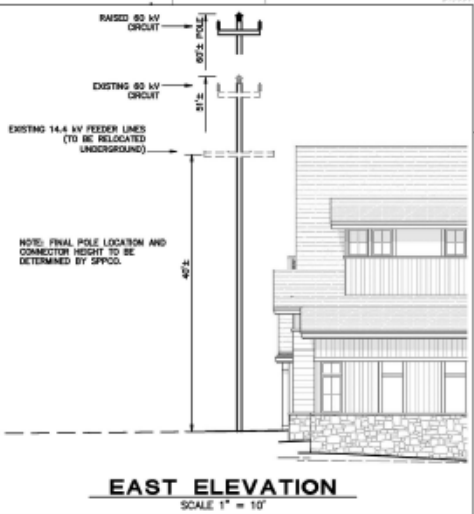
DESCRIPTION:
**PRELIMINARY
GRADING
AND
DRAINAGE**

SHEET:
C1
OF 3 SHEETS



- LEGEND**
- FINISHED GRADE ELEVATION
 - RM ELEVATION
 - EXISTING GRADE CONTOUR
 - FINISHED GRADE CONTOUR
 - 1:1 SLOPE WITH ROCK PROTECTION
 - EXISTING ASPHALT PAVING
 - NEW ASPHALT PAVING
 - CONCRETE SIDEWALK
 - CONCRETE PAVINGS
 - 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 REALIGNMENT
- 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: June 13, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: VI-9
Subject: Discussion of Table of Organization and Salary Schedule

Background

In 2016, as a provision of the employee negotiations, the Board of Directors approved an annual cost-of-living (COLA) adjustment in accordance with the California Consumer Price Index (CPI), All Urban Consumers, based on the previous calendar year commencing in April.

Historically, the referenced CPI has been published prior to the June Board meeting for Board of Director consideration and approval. The State of California Department of Industrial Relations has issued a notice regarding a change in the publication schedule of the California CPI. They have indicated the index will be published approximately seven (7) weeks after the end of the reference month. Unfortunately, the CPI data was not available for the consideration and approval of the salary schedule at the June meeting.

Once the CPI is published, the amended salary schedule will be submitted to the Board of Directors for consideration and approval. All employees will be compensated retroactively from July 1 accordingly. Based on current data, the expected CPI will be between 2.5% to 3.0%.

Fiscal Impact

None.


Attachments

State of California, Department of Industrial Relations memo, entitled "Important Notice Regarding Changes to the Publication Schedule for the California Consumer Price Index".

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

DEPARTMENT OF INDUSTRIAL RELATIONS
Office of the Director – Research Unit
455 Golden Gate Avenue, 9th Floor
San Francisco, CA 94102

MAILING ADDRESS:
P. O. Box 420603
San Francisco, CA 94142-0603



February 22, 2018

**IMPORTANT NOTICE REGARDING CHANGES TO THE PUBLICATION SCHEDULE
FOR THE CALIFORNIA CONSUMER PRICE INDEX**

In January 2018, the United States Bureau of Labor Statistics redesigned its area sample for the consumer price index. The California Consumer Price Index published by the Department of Industrial Relations is a weighted average of the regional indexes published by the Bureau of Labor Statistics. Due to the changes in the geographic areas introduced by the Bureau of Labor Statistics, the Department of Industrial Relations will be altering the publication schedule for the California Consumer Price Index. The California Consumer Price Indexes for All Urban Consumers and for Urban Wage Earners and Clerical Workers will continue to be published for even numbered months (e.g. February, April, May, etc.) but will now be published approximately seven weeks after the end of the reference month as a result of these changes. The California Consumer Price Index for February 2018 will be issued in mid-April 2018 and future publications will occur every other month.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-10
Subject: Report of ad hoc committee on the handbook revision

Background

Opportunity for the ad hoc committee to provide a report to the Board of Directors.

Fiscal Impact

None.

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

1. Operations Department Report
2. Maintenance Department Report
3. Engineering Department Report
4. 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: June 13, 2018
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month of May, 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:

- Cleaned second stage recarbonation basin with the GapVac to perform repair work.
- Cleaned and acid washed centrifuge feed and centrate tanks in dewatering.
- Applied bark to odorous air fields.
- Changed BNR loading set points to spring for nitrification and summer for denitrification.
- Overall, plant operations ran well.

Laboratory Report:

- Successfully completed annual proficiency testing requirements.
- Solicitation of bids for new water purification system.
- Staff attended training for upcoming TNI (The NELAC Institute) accreditation requirements.


Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	4.02
Monthly maximum instantaneous ⁽¹⁾	6.93
Maximum 7- day average	4.40

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)	0.7	10.0	0.8	20.0
Turbidity (NTU)	NA	NA	2.1	10.0
Total Phosphorus (mg/l)	0.36	0.8	0.51	1.5
Chemical Oxygen Demand (mg/l)	23.0	45.0	28.0	60.0

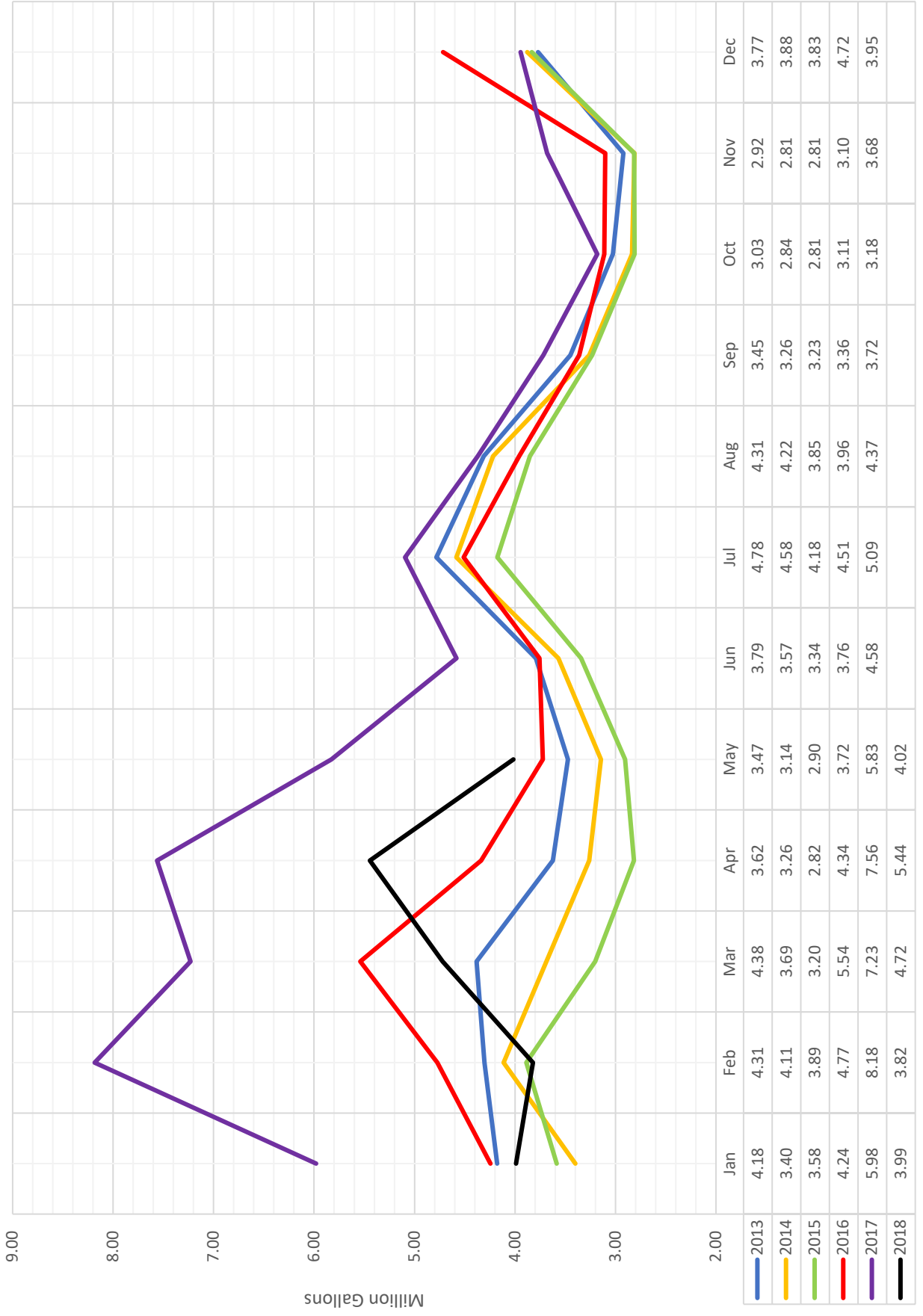
Notes: 1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

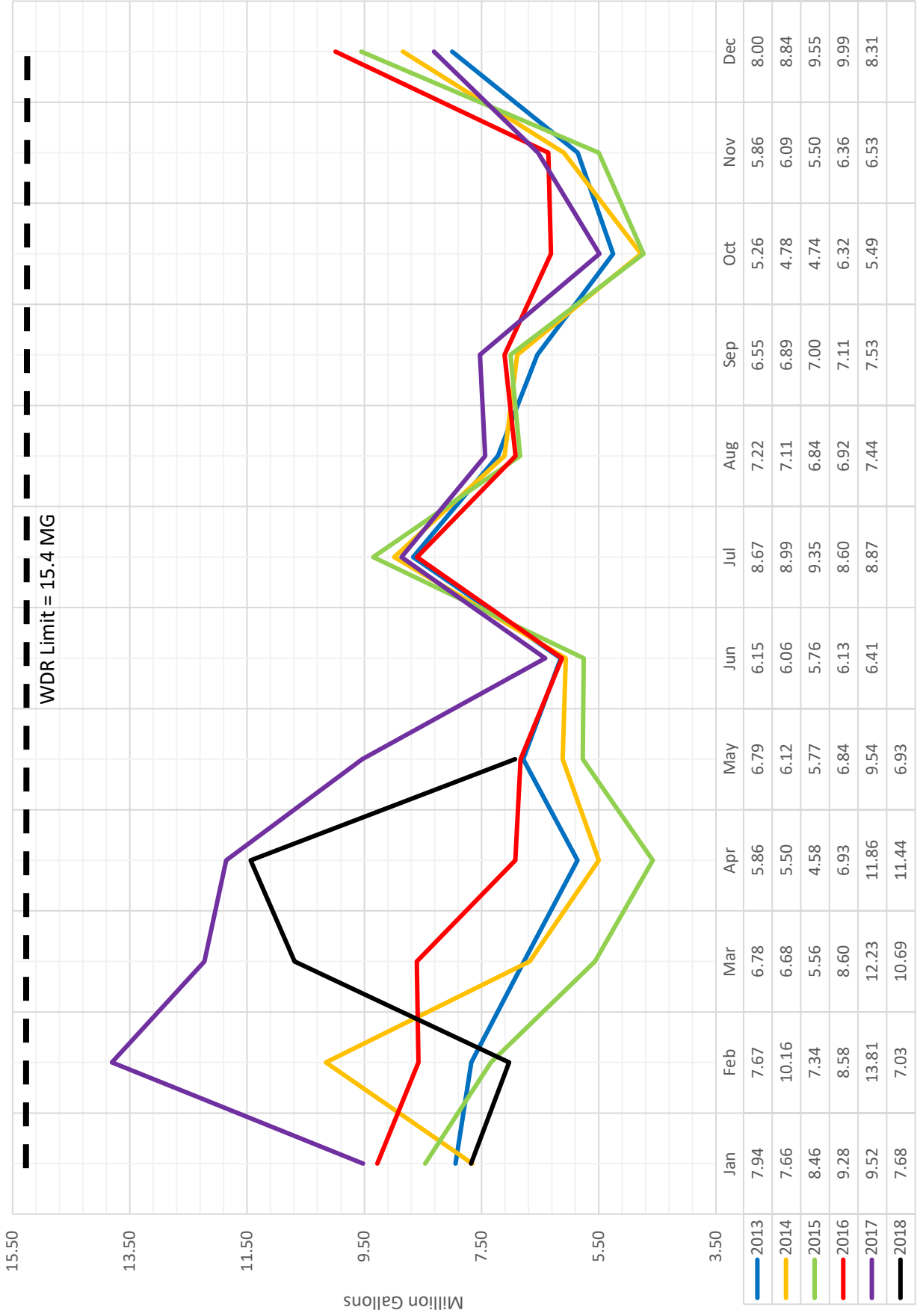
Submitted By: 
 Michael Peak
 Operations Manager

Approved By: 
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Influent)



Monthly Maximum Instantaneous Flow (Influent)

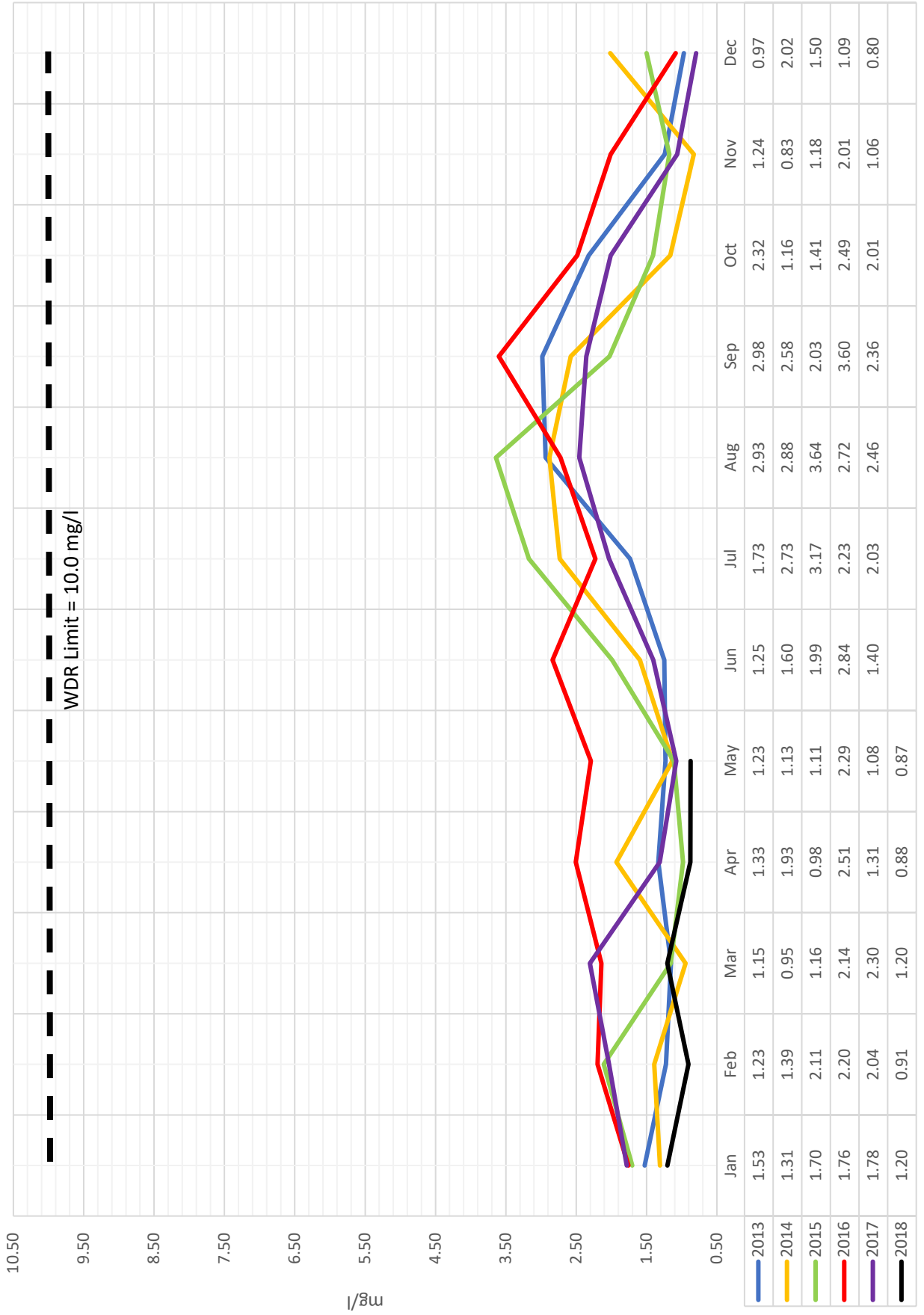


Monthly Average Daily Flow (Districts)

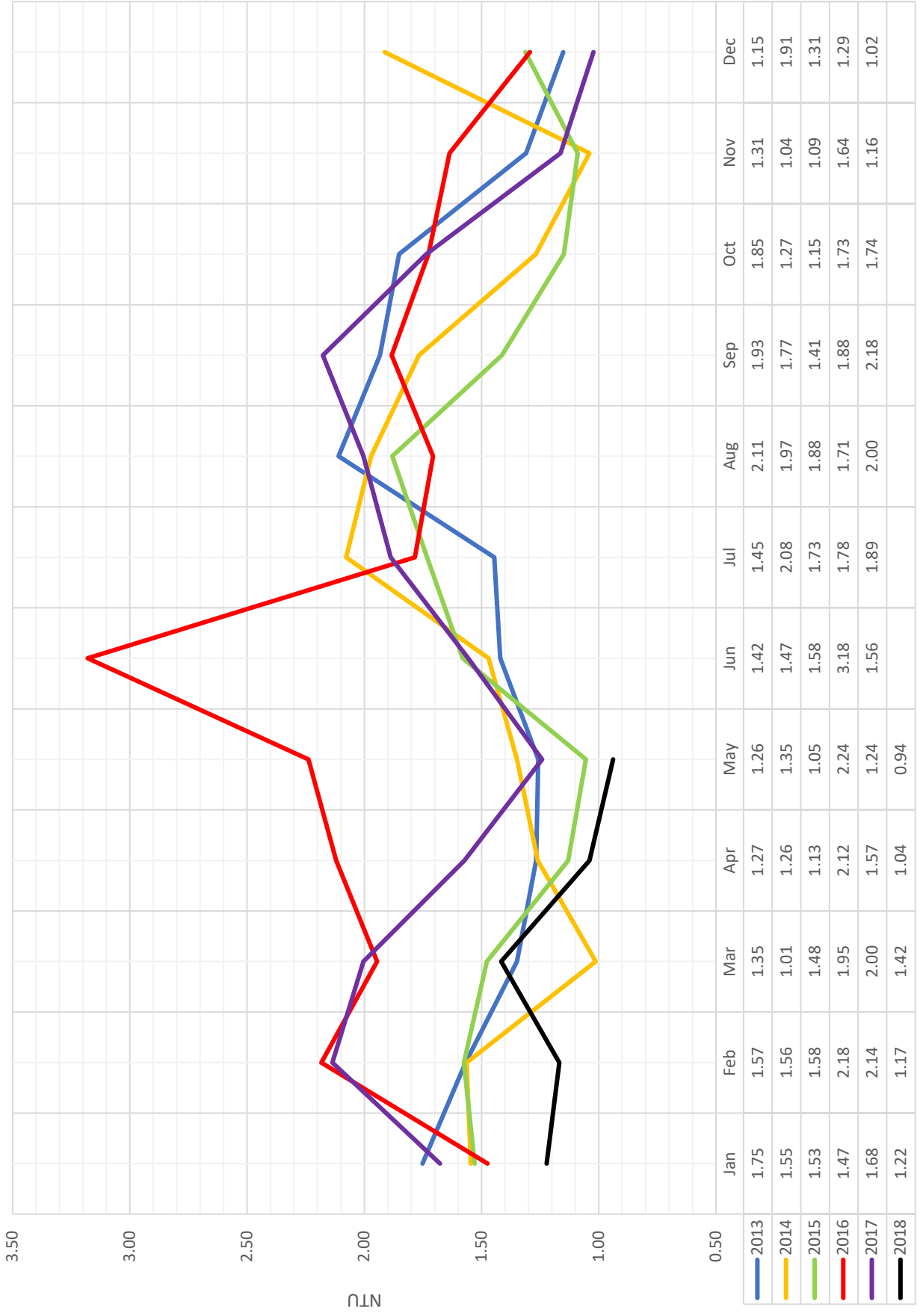


	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
NTPUD	1.29	1.00	1.05	0.87	0.72	0.61	0.63	0.72	0.72	0.71	0.89	1.08	0.81
TCPUD	1.19	0.84	0.97	0.79	0.59	0.49	0.57	0.59	0.59	0.56	0.77	1.02	0.72
ASCWD	0.20	0.09	0.06	0.05	0.05	0.04	0.10	0.10	0.11	0.09	0.12	0.15	0.09
SVPSD	0.23	0.18	0.23	0.19	0.16	0.14	0.22	0.24	0.25	0.24	0.32	0.30	0.16
TSD	2.91	2.47	2.78	2.48	2.19	1.91	2.16	2.31	2.32	2.21	2.62	2.89	2.24

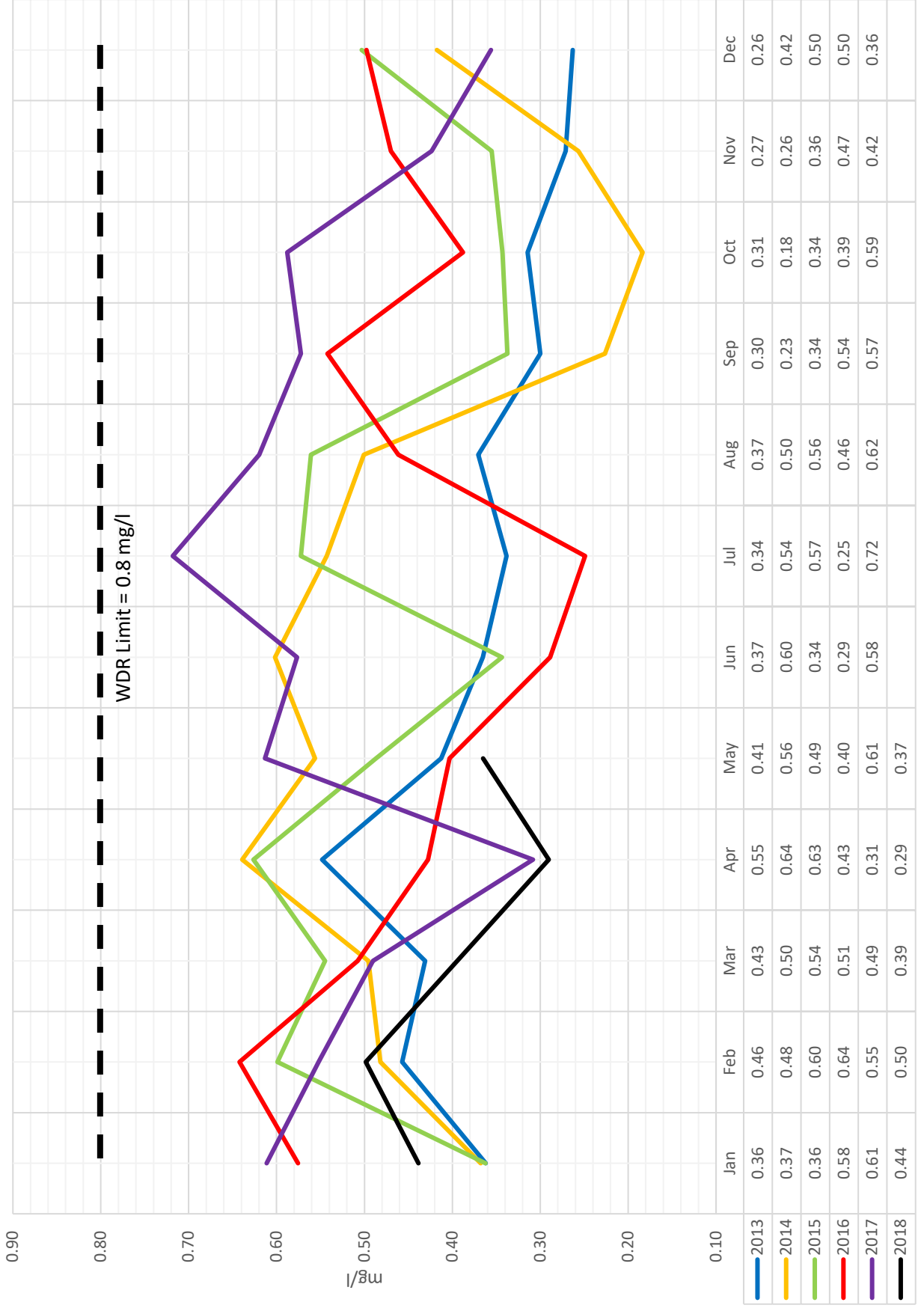
Monthly Average Daily Suspended Solids (Effluent)



Monthly Average Daily Turbidity (Effluent)



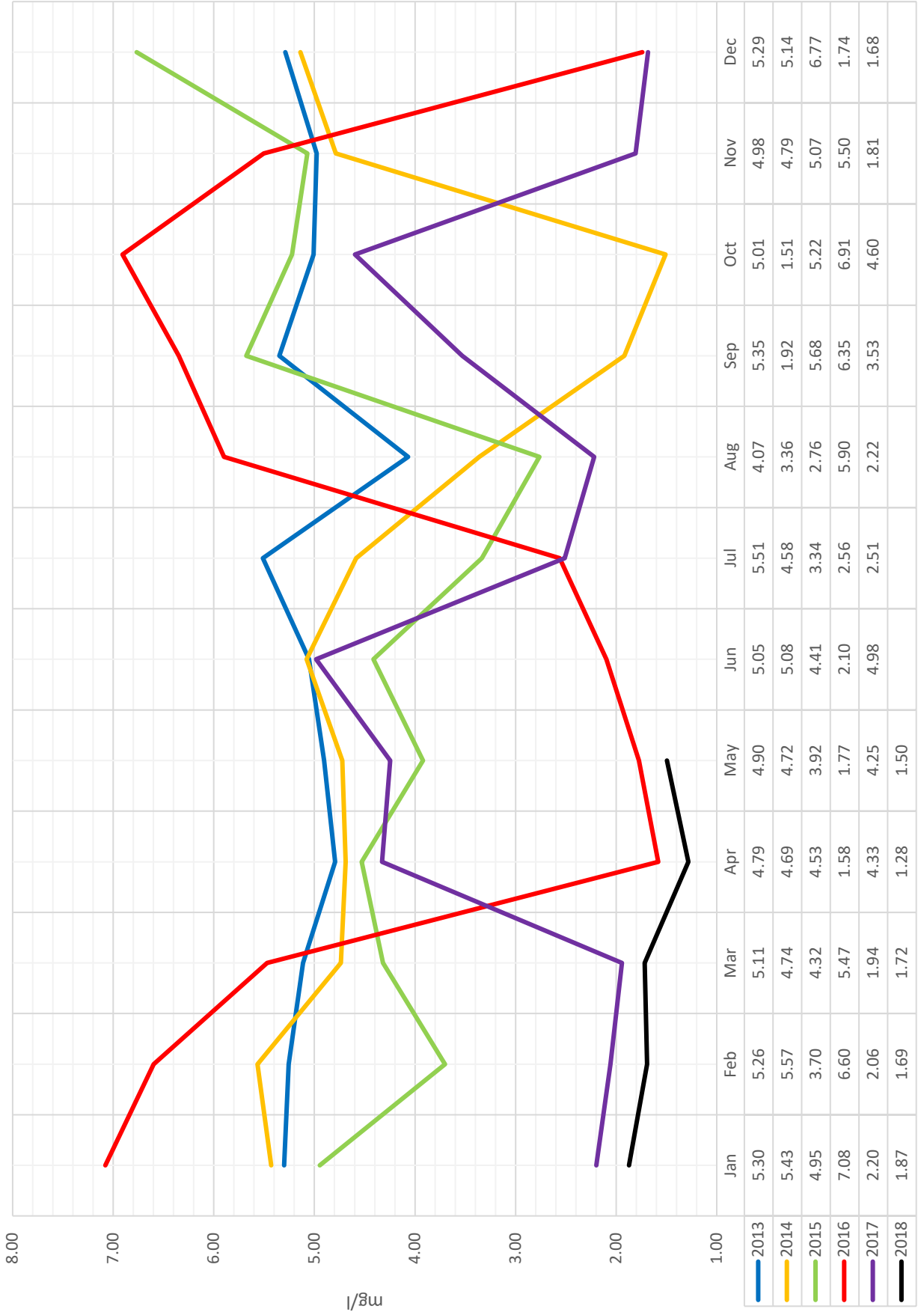
Monthly Average Daily Total Phosphorus (Effluent)



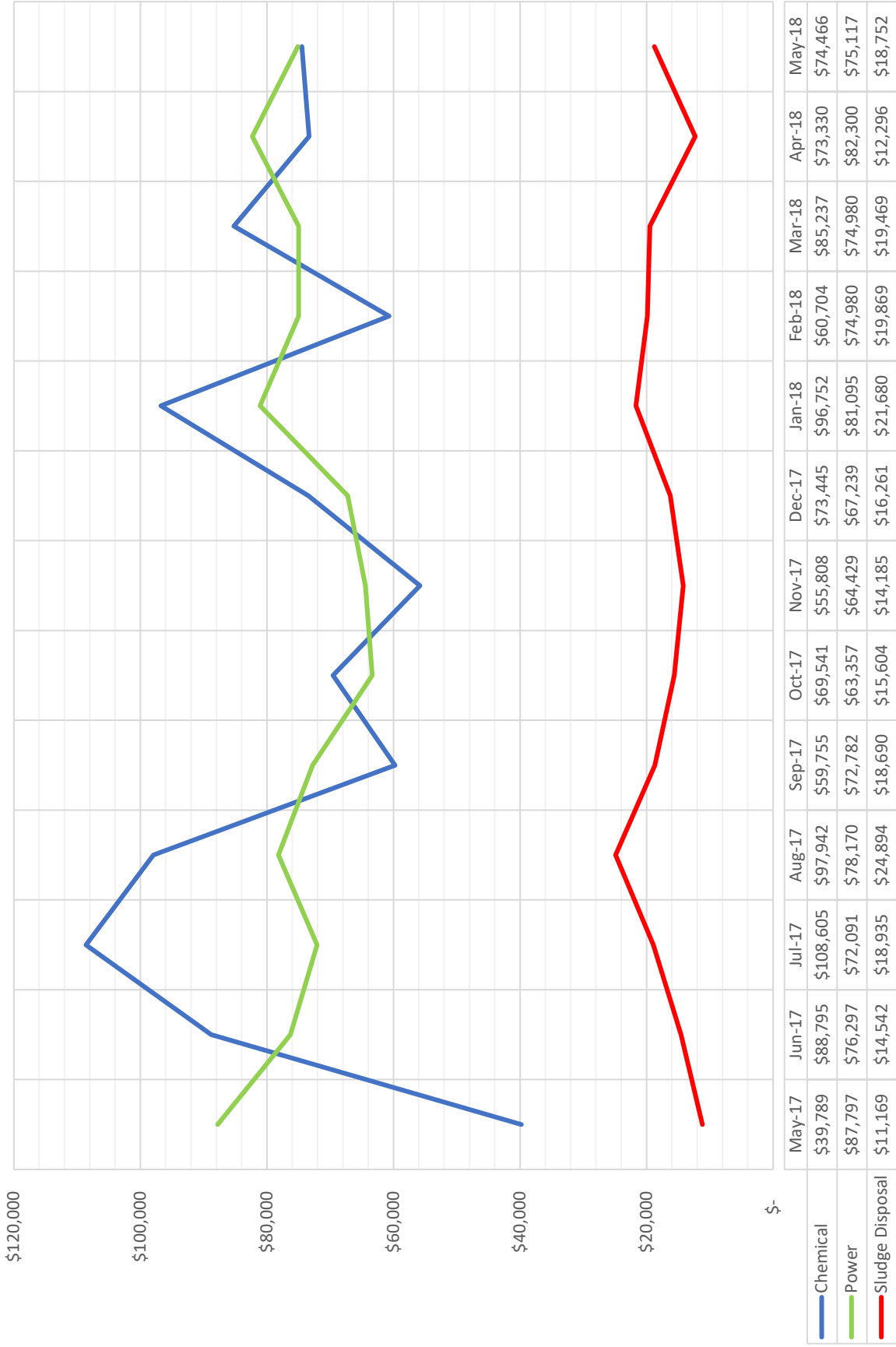
Monthly Average Daily Chemical Oxygen Demand (Effluent)



Monthly Average Daily Total Nitrogen (Effluent)



Chemical, Power and Sludge Disposal Costs





TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: June 13, 2018
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of May, Maintenance staff provided support for the following projects:
 - 2018 Clarifier Painting Project-Completed removal of all mechanical and electrical facilities in Primary Clarifier # 2 and initiated removal of all electrical facilities in Chemical Clarifier # 2.
 - Assisted Engineering with the 2018 Roof Repair Project bid package.
 - Responded to three TRI USA Dig-Alert requests in support of local community projects.
 - Staff completed marking of the TRI in support of the Tahoe City Truckee River Trail Reconstruction and Renewal Project.
 - Staff responded to one request for construction oversight at the Tahoe City Truckee River Trail Reconstruction and Renewal Project.
 - Staff began assembly of SVPSD telemetry panel.
 - Worked with the Safety Department to conduct plant wide radio coverage survey.

- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of May:
 - Completed 34 Corrective Maintenance repair requisitions.
 - Completed 211 Preventive Maintenance repair requisitions.
 - Completed 28 Instrumentation and Electrical repair requisitions.
 - Completed removal of downed trees along the TRI easement.

- ◆ **Plant Maintenance projects:** Maintenance staff is preparing for the following CIP projects:
 - Translucent panel rehabilitation. Scope of project has been reviewed and materials have been requisitioned. Estimated arrival of materials is four weeks.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY
ENGINEERING DEPARTMENT REPORT

Date: June 13, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of May, 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 2018 Truckee River Siphon Project

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: June 13, 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 complete
 - Maintenance department changes evaluated and will be implemented in June
 - Repair requisition changes triggered at runtimes
 - Breakout of departments and crews


- 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

- 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
 - Thermo-couples and digital thermostats tests complete
 - 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.

- Squaw Valley Telemetry Site Upgrade
 - Panel construction finished
 - Testing and installation by the end of June

Review Tracking:

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATION DEPARTMENT REPORT

Date: June 13, 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.
- Assisted all departments with 2018/19 Budget Review.
- Staff attended a Nevada County Tax Outlook luncheon for 2018/19.

Billing/Customer Service

- General assistance with billing customer accounts, adjustments and reduction agreements.
- Conducted six (6) inspections.
- Staff attended a Nevada County Tax Outlook luncheon for 2018/19.
- Processed delinquent account notices to prepare for send to County.

Purchasing

- Coordinated bid solicitations for the 2018 Digital Scanning of Sewer Lines project, 2018 Roof Repair project and Laboratory DI Water Purification System.
- Coordinated bid opening for chemical contracts.
- Coordinated purchase of miscellaneous plant O&M supplies.
- Coordinated with appropriate departments to begin year-end inventory process.

General Administration

- Coordinated with maintenance department in preparation for accounting office interior repairs.
- Coordinated registration and travel arrangements for GM to attend the 2018 CASA conference.
- Requested color sample selections for materials related to the Administration Office Remodel project.
- Performed public records requests.

Human Resources

- Began onboarding and training of Human Resources Administrator.
- Coordinated recruitment of Billing Inspector.
- Processed staff performance evaluations and step increases.
- Staff celebrated May 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: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-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 and staff prepared annual budget for fiscal year 2018-2019.
4. Management and staff attended the area managers meeting.
5. Management worked with legal counsel on labor negotiations.
6. Staff provided field trip for Twin Ridges Home Study Charter School and Truckee Police Department.

Fiscal Impact

None.

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: June 13, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX
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 proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).
3. Closed session for public employee performance evaluation of the General Manager.