



TAHOE-TRUCKEE SANITATION AGENCY  
REGULAR BOARD MEETING  
AUGUST 17, 2022



## TAHOE-TRUCKEE SANITATION AGENCY

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

### Directors

*Dan Wilkins: President*  
*Blake Tresan: Vice President*  
*S. Lane Lewis*  
*Dale Cox*  
*David Smelser*  
**Interim General Manager**  
*Richard Pallante*

## BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

**Date:** August 17, 2022

**Time:** 9:00 AM

This meeting will be accessible via teleconference (video and audio) only and the board room will not be accessible to the public. To participate via videoconference, join the meeting with the following link: <https://us02web.zoom.us/j/83782006744>. To participate via audio teleconference, join the meeting with the following call-in information: Toll-Free phone no. (888) 475-4499, access code: 837-8200-6744#.

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

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

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

**II. AB 361 Action** Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

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

**IV. 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. Approve payment of General Fund Warrants.
2. Approval of Financial Statements.

**V. Regular Agenda**

1. Report from the July 20, 2022 closed session meeting.
2. Approval of the minutes of the regular Board meeting on July 20, 2022.
3. Discussion of Employee Health Benefits Considerations.
4. Approval of Working out of Classification Policy.
5. Approval of Resolution No. 13-2022 Investment of Monies in the Local Agency Investment Fund (LAIF).
6. Approval to award the procurement of Telephone Upgrade.
7. Discussion concerning use of TTSA open space/buffer land around the treatment plant by recreationists or others and related liabilities.
8. Discussion and possible action on Placer County LAFCO Alternate Special District Commissioner.
9. Approval of Resolution No. 14-2022 commending Director Lewis for his dedicated service to the Board.
10. Discussion of in-person Board of Directors meeting.

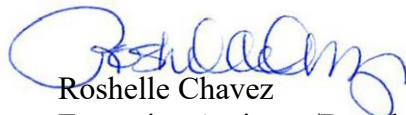
**VI. Management Team Report**

1. Department Reports.
2. General Manager Report.

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

**VIII. Adjournment**

Posted and Mailed, 08/11/22



Roshelle Chavez  
Executive Assistant/Board Clerk

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

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** I  
**Subject:** Call to Order, Roll Call, and Pledge of Allegiance

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### **Background**

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** II  
**Subject:** AB 361 Action

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### Background

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

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

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

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

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

### Fiscal Impact

None.


### Attachments

None.

### Recommendation

Management recommends the Board of Directors find that it has reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the Board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

### Review Tracking

Submitted By:   
Richard Pallante  
Interim General Manager



## **TAHOE-TRUCKEE SANITATION AGENCY**

### **MEMORANDUM**

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** III  
**Subject:** Public Comment

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#### **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:** August 17, 2022  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** IV-1  
**Subject:** Approve payment of General Fund Warrants

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### Background

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

### Fiscal Impact

Decrease in Agency funds per the warrant amounts.

### Attachments

Report of general fund warrants.

### Recommendation

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

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
Interim General Manager

Payee	Check Number	Check Issue Date	Description	Amount
<b>1000 BULBS</b>				
	88711	07/21/2022	C&CT CONTROL RM LED LIGHT UPGRADES QTY 12	1,175.74
Total 1000 BULBS:				1,175.74
<b>150 GPP LLC</b>				
	88660	07/14/2022	Monitoring Station Annual Lease - Alpine Meadows	1,080.00
Total 150 GPP LLC:				1,080.00
<b>AIRGAS USA LLC</b>				
	88712	07/21/2022	JUNE CYLINDER RENTALS	93.40
	88712	07/21/2022	JUNE CYLINDER RENTALS	64.60
	88712	07/21/2022	JUNE CYLINDER RENTALS	35.80
Total AIRGAS USA LLC:				193.80
<b>ALESHIRE &amp; WYNDER LLP</b>				
	88713	07/21/2022	JUNE 2022 FEES	16,534.00
Total ALESHIRE & WYNDER LLP:				16,534.00
<b>ALLDATA LLC</b>				
	88661	07/14/2022	7/10/22-6/30/23 ANNUAL VEHICLE REPAIR SOFTWARE	1,500.00
Total ALLDATA LLC:				1,500.00
<b>ALLIANT INSURANCE SERVICES INC</b>				
	88662	07/14/2022	2022/23 EQUIPMENT FLOATER RENEWAL	1,269.00
Total ALLIANT INSURANCE SERVICES INC:				1,269.00
<b>Allied Electronics</b>				
	88663	07/14/2022	HIGH LEVEL SENSOR FOR LIME SYSTEM 28	273.06
	88663	07/14/2022	HIGH LEVEL SENSOR FOR LIME SYSTEM 28	273.06
Total Allied Electronics:				546.12
<b>ALPHA ANALYTICAL INC</b>				
	88664	07/14/2022	MAY 2022 EFFLUENT & WELLS	1,212.50
	88664	07/14/2022	JUNE 2022 TOC'S	475.00
Total ALPHA ANALYTICAL INC:				1,687.50
<b>ANNIE'S CLEANING SERVICE</b>				
	88665	07/14/2022	JUNE 2022 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
<b>ARAMARK WORK APPAREL</b>				
	88666	07/14/2022	MATS	168.90
	88666	07/14/2022	TOWELS	12.71
	88666	07/14/2022	SVC CHARGE	14.00
Total ARAMARK WORK APPAREL:				195.61



Payee	Check Number	Check Issue Date	Description	Amount
<b>AT&amp;T 831-000-9983 804</b>				
	88740	07/28/2022	JULY 2022 INVOICE 10%	154.26 M
	88740	07/28/2022	JULY 2022 INVOICE 90%	1,388.43 M
Total AT&T 831-000-9983 804:				1,542.69
<b>AUTOSCRIBE INFOMATICS</b>				
	88667	07/14/2022	JUNE 2022 LIMS FEES	7,616.00
Total AUTOSCRIBE INFOMATICS:				7,616.00
<b>BARTKIEWICZ, KRONICK &amp; SHANAHAN</b>				
	88668	07/14/2022	JUNE 2022 FEES	12,520.00
Total BARTKIEWICZ, KRONICK & SHANAHAN:				12,520.00
<b>CA DEPT OF FISH AND WILDLIFE</b>				
	88442	07/13/2022	2022 SCIENTIFIC COLLECTING PERMIT GENERAL USE -INLAND FISHERIES (	51.50- V
	88442	07/13/2022	2022 SCIENTIFIC COLLECTING PERMIT GENERAL USE -INLAND FISHERIES (	213.21- V
Total CA DEPT OF FISH AND WILDLIFE:				264.71-
<b>CALIFORNIA STATE BOARD OF EQUALIZAT</b>				
	7192201	07/19/2022	TAXES ON GASKET, STATOR FOR CHEM SLUDGE	661.00 M
	7192201	07/19/2022	TAXES ON ROTOR, STATOR FOR WAS PUMP	587.00 M
	7192201	07/19/2022	TAXES ON POTABLEWATR COLIFORM FOR LAB	2.00 M
	7192201	07/19/2022	TAXES ON STAINLESS STEEL BOLT FOR EYEWASH STATION	2.00 M
	7192201	07/19/2022	TAXES ON NUTS, FENDER WASHER FOR EYEWASH STATION	1.00 M
	7192201	07/19/2022	TAXES ON INTERNAL LED LIGHT KIT FOR CHLORINE BLDG	169.00 M
	7192201	07/19/2022	TAXES ON CORDLESS RATCHET FOR CLINOS	3.00 M
	7192201	07/19/2022	TAXES ON SAFETY SWITCH, WATERPROOF BOX EXT	1.00 M
	7192201	07/19/2022	TAXES ON HANES SHIRTS FOR SAFETY DEPT	18.00 M
	7192201	07/19/2022	TAXES ON MOTOR REWIND PARTS	5.00 M
	7192201	07/19/2022	TAXES ON VALVE KIT FOR HOTSY PRESSURE WASHER	7.00 M
	7192201	07/19/2022	TAXES ON SHOP FLOOR COATING FOR OLD MECH SHOP	171.00 M
	7192201	07/19/2022	TAXES ON REPLACEMENT ROOTS BLOWER #5	603.00 M
	7192201	07/19/2022	TAXES ON LED LIGHTS FOR BNR INFLUENT PUMP STATION	188.00 M
	7192201	07/19/2022	TAXES ON HIGHBAY FIXTURES, CABLE HANGER	222.00 M
	7192201	07/19/2022	TAXES ON STOCK COUPLINGS	2.00 M
	7192201	07/19/2022	TAXES ON METER FOR SCBA COMPRESSOR	9.00 M
	7192201	07/19/2022	TAXES ON PUSH BUTTON FOR AWT CONTROL RM PANEL	7.00 M
	7192201	07/19/2022	TAXES ON WELLNESS GIVEAWAY ITEMS	439.00 M
Total CALIFORNIA STATE BOARD OF EQUALIZAT:				3,097.00
<b>CAROLINA LASER, INC</b>				
	88741	07/28/2022	LEGEND PLATES FOR AWT ALARM PUSHBUTTONS	31.61
Total CAROLINA LASER, INC:				31.61
<b>CASELLE</b>				
	88669	07/14/2022	JULY 2022 MONTHLY SUPPORT MAINT	3,631.00
	88714	07/21/2022	AUG 2022 MONTHLY SUPPORT MAINT	3,631.00
Total CASELLE:				7,262.00

Payee	Check Number	Check Issue Date	Description	Amount
<b>CASHMAN EQUIPMENT CO.</b>				
	88670	07/14/2022	COUPLINGS, LOCKNUTS, O RINGS FOR SKID STEER	549.64
Total CASHMAN EQUIPMENT CO.:				549.64
<b>CDFW-LICENSE AND REVENUE BRANCH</b>				
	88671	07/14/2022	2022 SCIENTIFIC COLLECTING PERMIT GENERAL USE -INLAND FISHERIES (	51.50
	88671	07/14/2022	2022 SCIENTIFIC COLLECTING PERMIT GENERAL USE -INLAND FISHERIES (	213.21
Total CDFW-LICENSE AND REVENUE BRANCH:				264.71
<b>CDW-G</b>				
	88672	07/14/2022	3M PRIVACY FILTER 27IN WS MONITOR QTY 4	754.72
	88672	07/14/2022	DELL 27 MONITORS QTY 4	1,069.47
	88672	07/14/2022	RECYCLE FEE	20.00
	88715	07/21/2022	SONICWALL FIREWALL FOR ENTERPRISE NETWORK SUPPORT AGREEME	2,332.00
	88715	07/21/2022	SECURITY APPLIANCE SONICWALL FIREWALL FOR ENTERPRISE NETWORK	2,684.60
	88742	07/28/2022	WI FI UPGRADE	1,650.06
Total CDW-G:				8,510.85
<b>CH2M HILL</b>				
	88716	07/21/2022	#36 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	2,872.41
Total CH2M HILL:				2,872.41
<b>CHARD SNYDER &amp; ASSOCIATES</b>				
	88758	07/28/2022	COBRA FEE	17.44 M
	88758	07/28/2022	COBRA FEE	8.72 M
	88758	07/28/2022	COBRA FEE	2.18 M
	88758	07/28/2022	COBRA FEE	33.52 M
	88758	07/28/2022	COBRA FEE	8.72 M
	88758	07/28/2022	COBRA FEE	17.16 M
	88758	07/28/2022	COBRA FEE	8.72 M
	88758	07/28/2022	COBRA FEE	4.36 M
	88758	07/28/2022	COBRA FEE	2.18 M
	88758	07/28/2022	ADMIN FEE	41.55 M
	88758	07/28/2022	ADMIN FEE	15.80 M
	88758	07/28/2022	ADMIN FEE	3.00 M
	88758	07/28/2022	ADMIN FEE	74.55 M
	88758	07/28/2022	ADMIN FEE	26.55 M
	88758	07/28/2022	ADMIN FEE	59.55 M
	88758	07/28/2022	ADMIN FEE	15.00 M
	88758	07/28/2022	ADMIN FEE	9.00 M
	88758	07/28/2022	ADMIN FEE	3.00 M
	7282202	07/28/2022	HRA	15.00 M
	7282202	07/28/2022	DCA	749.00 M
	7282202	07/28/2022	HRA	99.00 M
	7282202	07/28/2022	HRA	85.36 M
	7282202	07/28/2022	FSA	10.00 M
	7282202	07/28/2022	HRA	15.00 M
	7282202	07/28/2022	HRA	5.00 M
	7282202	07/28/2022	HRA	37.16 M
	7282202	07/28/2022	HRA	38.94 M
	7282202	07/28/2022	HRA	6.34 M
	7282202	07/28/2022	HRA	290.12 M
	7282202	07/28/2022	HRA	35.00 M

Payee	Check Number	Check Issue Date	Description	Amount
	7282202	07/28/2022	HRA	8.10 M
	7282202	07/28/2022	HRA	7.34 M
	7282202	07/28/2022	HRA	12.45 M
	7282202	07/28/2022	FSA	371.83 M
	7282202	07/28/2022	HRA	294.82 M
	7282202	07/28/2022	FSA	35.00 M
	7282202	07/28/2022	HRA	75.00 M
	7282202	07/28/2022	HRA	336.60 M
	7282202	07/28/2022	FSA	5.00 M
	7282202	07/28/2022	HRA	20.00 M
	7282202	07/28/2022	HRA	158.33 M
	7282202	07/28/2022	HRA	105.00 M
	7282202	07/28/2022	HRA	317.00 M
	7282202	07/28/2022	HRA	123.84 M
	7282202	07/28/2022	FSA	239.87 M
	7282202	07/28/2022	HRA	97.21 M
	7282202	07/28/2022	HRA	22.00 M
	7282202	07/28/2022	HRA	40.00 M
	7282202	07/28/2022	HRA	307.44 M
	7282202	07/28/2022	HRA	199.98 M
	7282202	07/28/2022	HRA	604.89 M
	7282202	07/28/2022	FSA	5.60 M
	7282202	07/28/2022	HRA	35.00 M
	7282202	07/28/2022	HRA	10.00 M
	7282202	07/28/2022	HRA	242.56 M
	7282202	07/28/2022	HRA	15.00 M
	7282202	07/28/2022	HRA	22.50 M
	7282202	07/28/2022	HRA	610.95 M
	7282202	07/28/2022	HRA	41.74 M
Total CHARD SNYDER & ASSOCIATES:				6,101.97
<b>CLARK PEST CONTROL</b>				
	88673	07/14/2022	PEST AWAY 6/29/22 SVC	296.00
Total CLARK PEST CONTROL:				296.00
<b>CORELOGIC INFORMATION SOLUTIONS, IN</b>				
	88674	07/14/2022	JUNE 2022 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
<b>CRYSTAL SUBLET</b>				
	88675	07/14/2022	JULY 2022 PHONE	18.04
Total CRYSTAL SUBLET:				18.04
<b>CSRMA % ALLIANT INSURANCE SERVICES</b>				
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	20,742.81
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	9,761.32
	88676	07/14/2022	2022/23 Property Insurance Premium	225,273.00
	88676	07/14/2022	2022/23 Property JPA Charge	2,387.00
	88676	07/14/2022	2022/23 Property Program Director Fee	7,041.00
	88676	07/14/2022	2022/23 Property Pooled Deposit	21,334.72
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	2,440.33
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	36,604.95
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	9,761.32

Payee	Check Number	Check Issue Date	Description	Amount
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	23,182.96
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	9,761.32
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	4,880.66
	88676	07/14/2022	2022/23 WORK COMP INSURANCE	2,440.33
Total CSRMA % ALLIANT INSURANCE SERVICES:				375,611.72
<b>CWEA</b>				
	88677	07/14/2022	MEMBERSHIP RENEWAL	192.00
	88677	07/14/2022	MEMBERSHIP RENEWAL	192.00
	88717	07/21/2022	CERTIFICATION RENEWAL	96.00
	88717	07/21/2022	CERTIFICATION RENEWAL	96.00
Total CWEA:				576.00
<b>DATCO SERVICES CORP.</b>				
	88718	07/21/2022	QUARTERLY FEES	263.25
Total DATCO SERVICES CORP.:				263.25
<b>EMPLOYMENT DEVELOPMENT DEPARTMENT</b>				
	7282201	07/28/2022	2ND QTR AMT DUE	1,285.32 M
Total EMPLOYMENT DEVELOPMENT DEPARTMENT:				1,285.32
<b>FEDERAL EXPRESS CORP.</b>				
	88678	07/14/2022	ADMIN SHIPPING CHARGES	110.38
	88743	07/28/2022	ADMIN SHIPPING CHARGES	47.15
Total FEDERAL EXPRESS CORP.:				157.53
<b>FERGUSON ENTERPRISES, INC. #1423</b>				
	88679	07/14/2022	COUPLING FOR NEW PRIMARY SLUDGE PUMP	550.36
Total FERGUSON ENTERPRISES, INC. #1423:				550.36
<b>FISHER SCIENTIFIC COMPANY</b>				
	88680	07/14/2022	NUTRIENT AGAR SLANT 20/PK FOR LAB	258.59
	88680	07/14/2022	CARTRIDGE SET FOR 12L SMART2PU FOR LAB	749.01
	88680	07/14/2022	GF/C GLASS MICROFIBER FILTERS 100/PK FOR LAB	1,040.19
	88680	07/14/2022	SHIPPING FOR POLISHING CARTRIDGE FOR SMART2	13.32
	88680	07/14/2022	POLISHING CARTRIDGE FOR SMART2 FOR LAB	725.29
	88719	07/21/2022	RESIDUE IN H2O QC SAMPLE FOR LAB	185.11
	88719	07/21/2022	MINERAL QC 500 ML FOR LAB	237.07
Total FISHER SCIENTIFIC COMPANY:				3,208.58
<b>FLIGHT LIGHT INC</b>				
	88720	07/21/2022	WIND SOCK BASKET, SWIVEL FOR CHLORINE BLDG	2,928.98
Total FLIGHT LIGHT INC:				2,928.98
<b>GENE FORD COMPANY</b>				
	88744	07/28/2022	STOCK DUCKBILL SLEEVES FOR METHANOL FEED PUMP	1,559.80
Total GENE FORD COMPANY:				1,559.80

Payee	Check Number	Check Issue Date	Description	Amount
<b>GOLDEN ROTISSERIE</b>				
	88737	07/20/2022	SAFETY LUNCHEON	909.30 M
Total GOLDEN ROTISSERIE:				909.30
<b>GRAINGER INC., W.W.</b>				
	88681	07/14/2022	COUPLINGS TO REPAIR 2 WATER LINE NEAR PRIMARY #1	221.02
	88681	07/14/2022	STOCK GERMICIDAL BLEACH	22.23
	88681	07/14/2022	STOCK TOILET PAPER ROLL	136.57
	88681	07/14/2022	STOCK PURELL HAND SANITIZER	41.18
	88681	07/14/2022	FLAG POLE ROPE	97.53
	88681	07/14/2022	CREDIT FOR ITEMS OWED INV 9352516430	41.18-
	88681	07/14/2022	CREDIT FOR ITEMS OWED ON INV 9352516430	22.24-
	88681	07/14/2022	SNAP HOOK FOR POLE AT ADMIN BLDG	7.45
	88721	07/21/2022	STOCK FLOC MIXER SPARES	380.39
	88721	07/21/2022	STOCK FLOC MIXER SPARES	18.32
	88721	07/21/2022	STOCK SHAFT SEAL FOR FLOC MIXER	21.24
	88721	07/21/2022	STOCK SHAFT SEALS FOR FLOC MIXER	63.69
	88745	07/28/2022	STEEL TOE ATTACHMENTS FOR VISITORS	290.87
	88745	07/28/2022	ICE TRACTION CLEAT OVERSHOE	207.08
	88745	07/28/2022	STRIDE ICE TRACTION CLEAT OVERSHOE	290.87
Total GRAINGER INC., W.W.:				1,735.02
<b>HARRINGTON INDUSTRIAL PLASTICS</b>				
	88682	07/14/2022	PRESSURE RELIEF VALVE FOR ALUM PUMP QTY 1	1,061.98
	88682	07/14/2022	PIPES & FITTINGS TO REPLACE LIME SLURRY LINE	6,608.86
	88722	07/21/2022	2 WATER PIPING REPAIR OUTSIDE OF BNR INFLUENT PUMP STATION	281.84
Total HARRINGTON INDUSTRIAL PLASTICS:				7,952.68
<b>HDR ENGINEERING INC</b>				
	88746	07/28/2022	SEWER CONNECTION FEE STUDY 5/10/22-6/25/22	1,313.75
Total HDR ENGINEERING INC:				1,313.75
<b>HOME DEPOT CREDIT SERVICES</b>				
	88723	07/21/2022	LASKO TOWER HEATER	75.74
Total HOME DEPOT CREDIT SERVICES:				75.74
<b>ILEANA VASSILIOU</b>				
	88683	07/14/2022	JUNE 2022 TRAINING	200.00
Total ILEANA VASSILIOU:				200.00
<b>J.W. WELDING SUPPLY</b>				
	88684	07/14/2022	CYLINDER RENTALS	15.39
	88684	07/14/2022	CYLINDER RENTALS	76.89
	88684	07/14/2022	CYLINDER RENTALS	57.27
	88724	07/21/2022	CYLINDER RENTAL	276.31
	88724	07/21/2022	DELIVERY	35.00
	88724	07/21/2022	FUEL SURCHARGE RATE & SPEC	1.25
	88724	07/21/2022	Misc	8.00
Total J.W. WELDING SUPPLY:				470.11

Payee	Check Number	Check Issue Date	Description	Amount
<b>JOHNSON CONTROLS SECURITY SOLUTIONS</b>				
	88725	07/21/2022	LICENSES TO ADD EXISTING PLANT CAMERA TO VIDEO SERVER	1,717.93
Total JOHNSON CONTROLS SECURITY SOLUTIONS:				1,717.93
<b>LHOIST NORTH AMERICA</b>				
	88685	07/14/2022	25.01 TON HYDRATED LIME DLVD 6/15/22	8,846.21
	88685	07/14/2022	24.99 TON HYDRATED LIME DLVD 6/27/22	8,839.13
Total LHOIST NORTH AMERICA:				17,685.34
<b>LIBERTY UTILITIES</b>				
	88686	07/14/2022	5/26/22-6/27/22 ELECTRIC BILL	35.17
	88686	07/14/2022	5/26/22-6/27/22 ELECTRIC BILL	25.51
	88686	07/14/2022	5/26/22-6/25/22 ELECTRIC BILL	27.44
	88686	07/14/2022	5/24/22-6/23/22 ELECTRIC BILL	24.87
	88686	07/14/2022	5/24/22-6/23/22 ELECTRIC BILL	29.59
Total LIBERTY UTILITIES:				142.58
<b>LINDE GAS AND EQUIP INC</b>				
	88687	07/14/2022	CYLINDER RENTALS	92.66
Total LINDE GAS AND EQUIP INC:				92.66
<b>MCMASTER-CARR</b>				
	88688	07/14/2022	SPEED RAIL COUPLINGS FOR GUARDRAILS ON STRIPPER 57	266.55
Total MCMASTER-CARR:				266.55
<b>MOUNTAIN HARDWARE</b>				
	88689	07/14/2022	LIQUID PROPANE GAS FOR WAREHOUSE FORKLIFT	75.18
Total MOUNTAIN HARDWARE:				75.18
<b>MSC INDUSTRIAL SUPPLY</b>				
	88747	07/28/2022	STOCK Y STRAINER FOR FLOW USES	125.47
Total MSC INDUSTRIAL SUPPLY:				125.47
<b>NAPA- SIERRA</b>				
	88690	07/14/2022	KAWASAKI MULE SVC	249.04
	88690	07/14/2022	MISC PARTS FOR VHCL MAINT & REPAIR	144.62
	88690	07/14/2022	CART #4 BATTERY REPLACEMENT	893.76
	88748	07/28/2022	TACHOMETER FOR TESTING VCHL RPM	84.42
Total NAPA- SIERRA:				1,371.84
<b>NEWEGG INC</b>				
	88726	07/21/2022	MEMORY CARD FOR VIDEOING TRI REHAB PROJ AREA	86.59
	88726	07/21/2022	GOPRO CAMERA FOR VIDEOING TRI REHAB PROJ AREA	557.43
Total NEWEGG INC:				644.02
<b>NORTHERN SIERRA AQMD</b>				
	88727	07/21/2022	Annual permit to operate for VHEQ-23 Pioneer pump	149.87

Payee	Check Number	Check Issue Date	Description	Amount
Total NORTHERN SIERRA AQMD:				149.87
<b>OFFICE DEPOT</b>				
	88691	07/14/2022	Lead refills Value Pack- 0.5 mm, 0.7 mm (3 packs each)	16.23
	88691	07/14/2022	Ball-Point Pens 1.0 mm Black- 12-pk	7.53
	88691	07/14/2022	Ball-Point Pens 1.0 mm Blue- 12-pk	15.07
	88691	07/14/2022	Avery Legal Dividers- 1-10 & Table of Contents	54.02
	88691	07/14/2022	Avery Preprinted Gold Reinforced Tab Dividers	55.10
	88691	07/14/2022	Avery Legal Exhibit Dividers #1- pk of 25	64.84
	88691	07/14/2022	Post-it 3x3 pk of 24	20.51
	88691	07/14/2022	Sharpie Fine Point Red- pk of 12	9.44
	88691	07/14/2022	Post-it 1 3/8"x 1 7/8"- pk of 12	9.79
	88691	07/14/2022	Planner- Weekly/Monthly	26.84
	88691	07/14/2022	Office Depot Laminating Pouches- Legal Size- pk of 50	39.39
	88691	07/14/2022	CREDIT FOR INV 252133384001	30.99-
	88691	07/14/2022	2-Line Post-it cover up	6.05
	88691	07/14/2022	1- Line Post-it Cover Up	4.97
	88691	07/14/2022	Sharpie Highlighter- pack of 20	11.08
	88691	07/14/2022	Sharpie Hightlighters- Chisel Tip- 12 pack	25.98
	88691	07/14/2022	Clipboard- 9"x12 1/2" Brown	11.17
	88691	07/14/2022	Sheet Protector- 8 1/2"x11' Clear, 1Box of 100	5.43
	88691	07/14/2022	Heavy Duty, 3-Ring Binder-2"	29.92
	88691	07/14/2022	Basic, 3-Ring Binder, 1 1/2"	6.86
	88691	07/14/2022	Copy paper requested by Jaime for warehouse	524.69
	88691	07/14/2022	Black Dry erase marker- 36 pack	26.51
	88691	07/14/2022	Assorted color Dry erase marker- 36 pack	26.51
	88691	07/14/2022	Dry erase Eraser	2.78
	88691	07/14/2022	Weekly/Monthly Academic Planner	25.43
	88728	07/21/2022	Coffee Mate Creamer Pump- Salted Caramel Chocolate	52.49
	88728	07/21/2022	Sharpie Metallic MArkers, Silver, Fine Tip- Pack of 12	16.51
	88728	07/21/2022	Uni-Ball Vision Rollerball Pens, Black Ink- Pack of 12	74.22
	88728	07/21/2022	Wirebound Notebook, One Subject, College Ruled- Pack of 6	8.77
	88728	07/21/2022	Soft-Grip Retractable Ballpoint Pens, Blue- pack of 12	11.30
	88728	07/21/2022	Soft-Grip Retactable Ballpoint Pens, Black- Pack of 12	11.30
	88728	07/21/2022	Sharpie Fine-Point Black Markers- Pack of 36	22.28
	88728	07/21/2022	Heavy Duty Shipping Packing Tape with Dispenser	6.04
	88728	07/21/2022	Coffee-Mate Creamer Pump- French Vanilla	42.50
	88728	07/21/2022	Liquid Creamer Singles- Italian Sweet Cream- Pack of 50	13.88
	88728	07/21/2022	Liquid Creamer Singles- Cafe Mocha- Pack of 50	14.06
Total OFFICE DEPOT:				1,268.50
<b>PACIFIC OFFICE AUTOMATION</b>				
	88692	07/14/2022	6/28/22-7/28/22 MONTHLY INVOICE	55.85
	88749	07/28/2022	7/3/22-8/3/22 MONTHLY INVOICE	164.82
Total PACIFIC OFFICE AUTOMATION:				220.67
<b>PAYMENTUS GROUP INC</b>				
	88729	07/21/2022	TRANS FEES FOR JUNE 2022	37.50
Total PAYMENTUS GROUP INC:				37.50
<b>PERS-RETIREMENT</b>				
	7142201	07/14/2022	UNFUNDED ACCRUED LIABILITY	1,166,302.00 M
	7142201	07/14/2022	UNFUNDED ACCRUED LIABILITY	14,592.00 M

Payee	Check Number	Check Issue Date	Description	Amount
Total PERS-RETIREMENT:				1,180,894.00
<b>PINNACLE TOWERS INC.</b>				
	88693	07/14/2022	RADIO TOWER RENTAL PLUTO MTN	819.95
	88750	07/28/2022	RADIO TOWER RENTAL PLUTO MTN	819.95
Total PINNACLE TOWERS INC.:				1,639.90
<b>PLATT ELECTRIC COMPANY</b>				
	88694	07/14/2022	UNDERGROUND VAULT BOXES FOR FOR GATE WIRING REPAIR	273.99
	88751	07/28/2022	4 INCH SQUARE BOX TO REPAIR UNDERGROUND CONDUIT	27.94
	88751	07/28/2022	3/4" PVC ELBOW FOR UNDERGROUND CONDUIT	14.61
	88751	07/28/2022	SCHEDULE FOR CONDUIT FOR GRIT REMOVAL SYSTEM	15.26
	88751	07/28/2022	SCHEDULE FOR FOR CONDUIT FOR GRIT REMOVAL SYSTEM	136.17
Total PLATT ELECTRIC COMPANY:				467.97
<b>PROMANTEK INC</b>				
	88752	07/28/2022	Annual subscription for Trakstar; employee performance evaluation software	4,175.00
Total PROMANTEK INC:				4,175.00
<b>QUADIENT</b>				
	88695	07/14/2022	UNIFORMS	173.66
Total QUADIENT:				173.66
<b>R.F. MACDONALD COMPANY</b>				
	88696	07/14/2022	ANNUAL PREVENATIVE & REPAIR SVC ON 6/15/22	3,209.66
	88696	07/14/2022	GLOBE VALVE FOR BOILER #1	8,582.07
	88753	07/28/2022	QTRLY PREVENTATIVE MAINT FOR BOILERS	2,500.00
Total R.F. MACDONALD COMPANY:				14,291.73
<b>RENO BUSINESS INTERIORS</b>				
	88697	07/14/2022	ROLLING GUEST CHAIRS QTY 6	1,598.48
Total RENO BUSINESS INTERIORS:				1,598.48
<b>REXEL</b>				
	88698	07/14/2022	AB 20-HIM-C6S PFLEX 20 IP66-UL NEMATYPE 4X-12 20HIM-C6	456.27
	88698	07/14/2022	AB 20-750-PBUS POWERFLEX 750 SER PROFIBUS DPV1 ADAPTER	564.90
Total REXEL:				1,021.17
<b>ROY SMITH COMPANY</b>				
	88699	07/14/2022	2,695 GAL LIQUID OXYGEN DLVD 6/20/22	2,596.43
	88730	07/21/2022	4,832 GAL LIQUID OXYGEN DLVD 6/27/22	4,655.27
Total ROY SMITH COMPANY:				7,251.70
<b>SAFEWAY INC.</b>				
	88700	07/14/2022	JUNE 2022 BOARD DAY GROCERIES	42.82
Total SAFEWAY INC.:				42.82



Payee	Check Number	Check Issue Date	Description	Amount
<b>SHERWIN-WILLIAMS</b>				
	88731	07/21/2022	PAINT FOR NEW E&I SHOP	540.55
Total SHERWIN-WILLIAMS:				540.55
<b>SOUTHWEST GAS CORP.</b>				
	88659	07/14/2022	6/2/22-6/30/22 PLANT BILL 10%	202.76 M
	88659	07/14/2022	6/2/22-6/30/22 PLANT BILL 90%	1,824.88 M
	88659	07/14/2022	6/2/22-6/30/22 MAIN BILL 10%	274.77 M
	88659	07/14/2022	6/2/22-6/30/22 MAIN BILL 90%	2,473.02 M
Total SOUTHWEST GAS CORP.:				4,775.43
<b>SUMMIT FIRE &amp; SECURITY</b>				
	88754	07/28/2022	FIRST AID CABINET SERVICE	474.35
Total SUMMIT FIRE & SECURITY:				474.35
<b>TAHOE TRUCKEE DISPOSAL</b>				
	88701	07/14/2022	JUNE 2022 SLUGE	11,699.62
	88701	07/14/2022	JUNE 2022 CENTRIFUGE	11,457.81
Total TAHOE TRUCKEE DISPOSAL:				23,157.43
<b>TEICHERT MATERIALS</b>				
	88702	07/14/2022	3/8" PG FOR BACKFILLING WATER LEAK EXCAVATION SITE	162.63
	88702	07/14/2022	Recycled AB FOR EXCAVATION SITE NEAR STRIPPER 58	253.58
Total TEICHERT MATERIALS:				416.21
<b>TERRY R LEONI</b>				
	88738	07/20/2022	LEGAL FEES	256,250.00 M
	88738	07/20/2022	LEGAL FEES	256,250.00- V
	88739	07/20/2022	FAY-TTSA SETTLEMENT	256,250.00 M
Total TERRY R LEONI:				256,250.00
<b>THATCHER COMPANY OF CA INC</b>				
	88732	07/21/2022	4 TON CHLORINE DLVD 5/26/22	8,430.00
	88732	07/21/2022	CHLORINE EMPTIES	4,330.00-
	88732	07/21/2022	4 TON CHLORINE DLVD 6/21/22	8,430.00
	88732	07/21/2022	CHLORINE EMPTIES	4,330.00-
	88732	07/21/2022	4 TON CHLORINE DLVD 7/12/22	11,119.34
	88732	07/21/2022	CHLORINE EMPTIES	4,330.00-
Total THATCHER COMPANY OF CA INC:				14,989.34
<b>TOTAL COMPENSATION SYSTEMS INC</b>				
	88733	07/21/2022	ACTUARIAL VALUATION SERVICES	1,710.00
TOTAL COMPENSATION SYSTEMS INC:				1,710.00
<b>T-TIME ENTERPRISES</b>				
	88703	07/14/2022	Carhart Rain Defender Zip-front Sweatshirt, Black, Small	185.78
	88703	07/14/2022	Carhart Rain Defender Zip-front Sweatshirt, Black, Medium	80.92
	88703	07/14/2022	Carhart Rain Defender Zip-front Sweatshirt, Black, Large	80.91
	88703	07/14/2022	Carhart Rain Defender Zip-front Sweatshirt, Black, 2XL	80.92

Payee	Check Number	Check Issue Date	Description	Amount
	88703	07/14/2022	Shirttail Open Cardigan- SM- Grape Heather	69.96
	88703	07/14/2022	Shirttail Open Cardigan- SM- Cabernet	46.01
	88703	07/14/2022	Shirttail Open Cardigan- Large- Mocha Heather	92.01
	88703	07/14/2022	Shirttail Open Cardigan- Large- Heather Grey	46.01
	88703	07/14/2022	Shirttail Open Cardigan- Large- Grape Heather	46.01
	88703	07/14/2022	Shirttail Open Cardigan- X-Large- Black	92.01
	88703	07/14/2022	Shirttail Open Cardigan- 2XL- Mocha Heather	49.25
	88703	07/14/2022	Shirttail Open Cardigan- 2XL- Graper Heather	49.25
Total T-TIME ENTERPRISES:				919.04
<b>U.S. BANK CARD DIVISION</b>				
	7202201	07/20/2022	FULL BELLY DELI FIRST RESONDER LUNCHEON	240.22 M
	7202201	07/20/2022	ZOOM AUDIO CONFERENCE	110.00 M
	7202201	07/20/2022	VERIZON BILL	78.06 M
	7202201	07/20/2022	CALPERS ANNUAL CONFERENCE	449.00 M
	7202201	07/20/2022	CALPERS NOVEMBER REGISTRATION (2 EMPLOYEES)	898.00 M
	7202201	07/20/2022	GFOA MEMBERSHIP RENEWAL	160.00 M
	7202201	07/20/2022	GFOA EVA INTERNAL CONTROLS COURSE (2 EMPLOYEES)	560.00 M
	7202201	07/20/2022	COSTCO STOCK COFFEE, UTENSILS, CREAMER	385.02 M
	7202201	07/20/2022	SHRM ANNUAL MEMBERSHIP	229.00 M
	7202201	07/20/2022	ASSOC OF WORKPLACE ANNUAL MEMBERSHIP	225.00 M
	7202201	07/20/2022	HILTON GFOA CONFERENCE (2 EMPLOYEES)	3,941.78 M
	7202201	07/20/2022	VISTA PRINT SHIPPING CREDIT TRUCKEE DAY SUPPLIES	13.52- M
	7202201	07/20/2022	VERIZON BILL	39.03 M
	7202201	07/20/2022	GROVES STOCK SAFETY KNEE HIGH PPE BOOTS	446.84 M
	7202201	07/20/2022	MY SAFETYSIGN FLOOR STENCIL (DANGER)	32.28 M
	7202201	07/20/2022	DURAWEAR SENSOR REPLACEMENTS	1,106.70 M
	7202201	07/20/2022	GROVES STOCK WADERS X 11	777.99 M
	7202201	07/20/2022	GROVES CREDIT FOR SIZE 11 WADERS-NO LONGER AVAIL	190.86- M
	7202201	07/20/2022	AMAZON STOCK SUNCREEN X 10	138.50 M
	7202201	07/20/2022	XPRESS TAGS (CAUTION-DO NOT USE)	72.31 M
	7202201	07/20/2022	SOUTHERN CARLSON STOCK PPE SUN HATS X 10	116.62 M
	7202201	07/20/2022	MY SAFETY SIGN TAGS (LOCKED OUT DO NOT OPERATE)	160.21 M
	7202201	07/20/2022	ARIAT EMPLOYEE WINTER/SUMMER BOOTS	405.84 M
	7202201	07/20/2022	VERIZON BILL	239.10 M
	7202201	07/20/2022	AMAZON THERMAL LABELS FOR LAB	94.27 M
	7202201	07/20/2022	TELEDYNE LQX 12 FOR LAB	393.38 M
	7202201	07/20/2022	US PLASTICS CHLORINE BLDG VALVES REPLACEMENT	666.19 M
	7202201	07/20/2022	GRAPPLER TRASH PICK UP STICKS FOR PLANT	315.94 M
	7202201	07/20/2022	AMAZON STOCK AMERICAN FLAG FOR POLE	93.08 M
	7202201	07/20/2022	LOWES SALT FOR DIGESTER BLDG WATER SOFTENER	447.07 M
	7202201	07/20/2022	VERIZON BILL	233.84 M
	7202201	07/20/2022	DK HARDWARE CHLORINE BLDG SECURITY MONITORING HINGES	196.89 M
	7202201	07/20/2022	B&H PHOTO LAPTOP DOCKING STATION FOR E&I	432.99 M
	7202201	07/20/2022	ADOBE MAY BILL	17.99 M
	7202201	07/20/2022	ADOBE JUNE BILL	17.99 M
	7202201	07/20/2022	VERIZON BILL	39.03 M
	7202201	07/20/2022	MICROSOFT ONLINE SERVICES	360.00 M
	7202201	07/20/2022	AMAZON WEB MONTHLY BILL	6.58 M
	7202201	07/20/2022	GOOGLE CHROME DEVICE MANAGEMENT	919.77 M
	7202201	07/20/2022	LOG ME IN MONTHLY BILL	84.00 M
	7202201	07/20/2022	CAL GAS INSTRUMENT CALIBRATION GAS	768.59 M
	7202201	07/20/2022	DK HARDWARE CHLORINE BLDG SECURITY MONITOR HINGES	196.88 M
	7202201	07/20/2022	AMAZON STOCK MAGLITE FLASHLIGHTS X 5	103.17 M
	7202201	07/20/2022	SUPPLY HOUSE STOCK GASKETS FOR PRIM HOT WATER PUMP	938.17 M
	7202201	07/20/2022	CAL GAS STOCK CALIBRATION GASSES FOR INSTRUMENTATION	552.09 M

Payee	Check Number	Check Issue Date	Description	Amount
Total U.S. BANK CARD DIVISION:				17,485.03
<b>UNIFIRST CORPORATION</b>				
	88704	07/14/2022	UNIFORMS	131.85
	88704	07/14/2022	UNIFORMS	18.76
	88704	07/14/2022	UNIFORMS	100.09
	88704	07/14/2022	UNIFORMS	75.03
	88704	07/14/2022	UNIFORMS	30.70
	88704	07/14/2022	UNIFORMS	13.92
	88734	07/21/2022	UNIFORMS	126.69
	88734	07/21/2022	UNIFORMS	72.24
	88734	07/21/2022	UNIFORMS	13.92
	88734	07/21/2022	UNIFORMS	131.85
	88734	07/21/2022	UNIFORMS	18.76
	88734	07/21/2022	UNIFORMS	30.70
	88755	07/28/2022	UNIFORMS	131.85
	88755	07/28/2022	UNIFORMS	18.76
	88755	07/28/2022	UNIFORMS	94.25
	88755	07/28/2022	UNIFORMS	72.24
	88755	07/28/2022	UNIFORMS	30.70
	88755	07/28/2022	UNIFORMS	13.92
Total UNIFIRST CORPORATION:				1,126.23
<b>UNITED RENTALS</b>				
	88705	07/14/2022	5/4/22-6/29/22 SCISSOR LIFT RENTAL	978.24
Total UNITED RENTALS:				978.24
<b>UNIVAR USA INC.</b>				
	88706	07/14/2022	6,869 GAL METHANOL DLVD 6/20/22	12,863.75
	88735	07/21/2022	7,001.54 GAL METHANOL DLVD 7/12/22	14,282.19
	88735	07/21/2022	7001.5 GAL METHANOL DLVD 7/6/22	14,282.10
	88756	07/28/2022	23.976 TON CAUSTIC SODA DLVD 7/11/22	11,519.96
	88756	07/28/2022	7K GAL METHANOL DLVD 7/21/22	14,279.04
Total UNIVAR USA INC.:				67,227.04
<b>USA BLUE BOOK</b>				
	88707	07/14/2022	CHECK VALVE FOR ELUTRIANT PUMP QTY 1	2,762.76
Total USA BLUE BOOK:				2,762.76
<b>UTILITY SYSTEMS SCIENCE AND SOFTWARE</b>				
	88708	07/14/2022	2022 OPEN CHANNEL FLOW METERING DEVICES	35,118.65
Total UTILITY SYSTEMS SCIENCE AND SOFTWARE:				35,118.65
<b>VICKY LUFRANO</b>				
	88709	07/14/2022	JULY 2022 PHONE	18.04
Total VICKY LUFRANO:				18.04
<b>VWR SCIENTIFIC INC</b>				
	88710	07/14/2022	PH BUFFER SOLUTION KITS FOR LAB	561.39
	88710	07/14/2022	CULTURE TUBES 6 X 50MM FOR LAB	223.05

Payee	Check Number	Check Issue Date	Description	Amount
	88710	07/14/2022	SODIUM PHENATE SOLUTION FOR LAB	115.74
	88710	07/14/2022	MICRO SLIDES PLAIN FOR LAB	374.12
	88736	07/21/2022	STANDARD SULFATE FOR LAB	192.66
	88736	07/21/2022	TUBE COL COMPAR 50ML LAB	796.45
	88757	07/28/2022	SATELLITE LAB SUPPLIES	1,039.88
Total VWR SCIENTIFIC INC:				3,303.29
Grand Totals:				2,144,324.10



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** IV-2  
**Subject:** Approval of Financial Statements

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### Background

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

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

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

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

### Fiscal Impact

None.

### Attachments

Report of financial statements.

### Recommendation

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

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
Interim General Manager



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
<b>REVENUE</b>						
Income from Service Charge	13,171,000.00	1,094,504.01	8.3	1,094,504.01	8.3	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	0.00	0.0	0.00	0.0	2,3
Fund Interest	45,000.00	0.60	0.0	0.60	0.0	3,4
Other Revenue	65,000.00	26,266.45	40.4	26,266.45	40.4	3,5
Temporary Discharge	25,000.00	0.00	0.0	0.00	0.0	3
<b>TOTAL REVENUE</b>	<b>17,751,000.00</b>	<b>1,120,771.06</b>	<b>6.3</b>	<b>1,120,771.06</b>	<b>6.3</b>	
<b>EXPENDITURE</b>						
Salaries & Wages	6,194,000.00	616,967.70	10.0	616,967.70	10.0	
Employee Benefits	3,625,000.00	503,504.32	13.9	503,504.32	13.9	
Director Fees	9,500.00	500.00	5.3	500.00	5.3	
Vehicle	90,000.00	149.87	0.2	149.87	0.2	
CSRMA Insurance	336,000.00	291,060.72	86.6	291,060.72	86.6	
Professional Memberships	53,500.00	576.00	1.1	576.00	1.1	
Agency Permits & Licenses	203,000.00	1,133.71	0.6	1,133.71	0.6	
Office Expense	327,000.00	6,775.20	2.1	6,775.20	2.1	
Contractual Services	2,610,000.00	65,606.39	2.5	65,606.39	2.5	
Professional Services	756,000.00	263,512.00	34.9	263,512.00	34.9	
Conferences & Training	126,000.00	0.00	0.0	0.00	0.0	
Utilities	1,308,000.00	1,578.77	0.1	1,578.77	0.1	
Supplies, Repairs & Maintenance	1,143,000.00	26,711.03	2.3	26,711.03	2.3	
<b>TOTAL EXPENDITURE</b>	<b>16,781,000.00</b>	<b>1,778,075.71</b>	<b>10.6</b>	<b>1,778,075.71</b>	<b>10.6</b>	
<b>NET INCOME (LOSS)</b>	<b>970,000.00</b>			<b>(657,304.65)</b>		
Unfunded Accrued Liability	1,303,500.00			1,180,894.00	90.6	

8% of the fiscal year has elapsed.  
This is an unaudited status report.

Notes:

- 1 – TTSA collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 – Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 3 – Sewer Service Revenue is recorded on a monthly basis according to the accrual-based accounting method. All other revenues are recorded when received.
- 4 – Interest on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 5 – Other Revenue includes rebates, billings and surplus items sold.



Tahoe-Truckee Sanitation Agency  
 Fund 02: Wastewater Capital Reserve  
 Fiscal Year 2022 - 2023  
 Period Ending July 31, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
<b>REVENUE</b>						
Income from Connection Fees	2,129,000.00	240,658.75	11.3	240,658.75	11.3	
Fund Interest	191,000.00	0.62	0.0	0.62	0.0	
<b>TOTAL REVENUE</b>	<b>2,320,000.00</b>	<b>240,659.37</b>	<b>10.4</b>	<b>240,659.37</b>	<b>10.4</b>	
<b>EXPENDITURE</b>						
Develop Standards	241,000.00	0.00	0.0	0.00	0.0	2
Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	2
Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	3
Manlift	60,000.00	0.00	0.0	0.00	0.0	2
Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	3
<b>SUBTOTAL EXPENDITURES</b>	<b>548,000.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	
Allocation of 73.2% of Bond Payment	2,266,638.00	0.00	0.0	0.00	0.0	
<b>TOTAL EXPENDITURE</b>	<b>2,814,638.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	
<b>NET INCOME (LOSS)</b>	<b>(494,638.00)</b>			<b>240,659.37</b>		

8% of the fiscal year has elapsed.  
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled



Tahoe-Truckee Sanitation Agency  
 Fund 06: Replacement, Rehabilitation and Upgrade  
 Fiscal Year 2022 - 2023  
 Period Ending July 31, 2022

<b>EXPENDITURE</b>	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Chlorine Scrubber Improvements	1,150,000.00	0.00	0.0	0.00	0.0	3
Plant Coating Improvements	480,000.00	0.00	0.0	0.00	0.0	3
Digestion Improvements Project	387,000.00	0.00	0.0	0.00	0.0	3
LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	3
Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
Control Room Upgrades	185,000.00	0.00	0.0	0.00	0.0	3
Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	2
Visible Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	3
Lab Equipment Replacement	80,000.00	0.00	0.0	0.00	0.0	3
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	2
SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	3
Telephone System Upgrade	40,000.00	0.00	0.0	0.00	0.0	2
Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
Arc Flash Study/Breaker Replacement	20,000.00	0.00	0.0	0.00	0.0	3
<b>SUBTOTAL EXPENDITURES</b>	<b>3,756,000.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	0.00	0.0	
<b>TOTAL EXPENDITURES</b>	<b>4,585,862.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	

8% of the fiscal year has elapsed.  
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled



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

COMBINED CASH ACCOUNTS

<u>CASH - US BANK CHECKING</u>	611,456.48
CASH - USB SERVICE CHARGE	397,535.63
CASH - US BANK TAX REV	418,480.58
CASH - US BANK WWCRF	259,481.41
CASH - WELLS FARGO PAYROLL	819,209.83
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	35,843,185.45
TOTAL COMBINED CASH	<u>38,349,949.38</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(38,349,949.38)</u>
TOTAL UNALLOCATED CASH	0.00

<u>FUND</u>	<u>CASH ALLOCATION RECONCILIATION</u>	<u>July 31, 2022</u>	<u>July 31, 2021</u>	<u>Amount of Change</u>	<u>% of Change</u>
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	17,205,588.68	21,409,947.10	(4,204,358.42)	(19.64)
06	ALLOCATION TO R.R. & UPGRADE FUND	8,176,839.48	9,546,553.15	(1,369,713.67)	(14.35)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,000,000.00	7,270,732.02	(3,270,732.02)	(44.98)
10	ALLOCATION TO GENERAL FUND	<u>8,967,521.22</u>	<u>2,806,685.78</u>	<u>6,160,835.44</u>	<u>219.51</u>
	TOTAL ALLOCATION TO OTHER FUNDS	<u>38,349,949.38</u>	<u>41,033,918.05</u>	<u>(2,683,968.67)</u>	<u>(6.54)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(38,349,949.38)</u>	<u>(41,033,918.05)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00		

California State Treasurer  
**Fiona Ma, CPA**



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

August 01, 2022

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

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TAHOE TRUCKEE SANITATION AGENCY

TREASURER  
13720 BUTTERFIELD DRIVE  
TRUCKEE, CA 96161

[Tran Type Definitions](#)

**Account Number:** 70-31-001

July 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/5/2022	7/5/2022	RW	1707157	1667461	MICHELLE MACKEY	-1,800,000.00
7/6/2022	7/5/2022	RD	1707152	1667462	MICHELLE MACKEY	350,000.00
7/13/2022	7/12/2022	RW	1707582	1667894	DAWN DAVIS	-400,000.00
7/15/2022	7/15/2022	QRD	1708877	N/A	SYSTEM	75,705.87
7/19/2022	7/18/2022	RW	1710339	1670649	DAWN DAVIS	-800,000.00
7/19/2022	7/18/2022	RW	1710340	1670648	DAWN DAVIS	-600,000.00

**Account Summary**

Total Deposit:	425,705.87	Beginning Balance:	39,017,479.58
Total Withdrawal:	-3,600,000.00	Ending Balance:	35,843,185.45

[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

## Investment Allocation

**Account: 5084675063 » Tahoe-Truckee Sanitation Agency**

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	20.380810	662,665.614	\$13,505,662.57
<b>Total</b>			<b>\$13,505,662.57</b>

[Download to Excel](#)



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Roshelle Chavez, Executive Assistant/Board Clerk  
**Item:** V-1  
**Subject:** Report from the July 20, 2022 closed session meetings

---

#### **Background**

At the conclusion of the closed session discussion at the July 20, 2022 closed session meetings, the meetings were adjourned without providing a report from closed sessions.

#### **Fiscal Impact**

None.

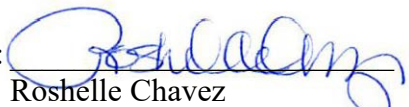
#### **Attachments**


None.

#### **Recommendation**

Management recommends a report from the July 20, 2022 closed session meeting.

#### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Executive Assistant/Board Clerk

Approved By:   
Richard Pallante  
Interim General Manager



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Roshelle Chavez, Executive Assistant/Board Clerk  
**Item:** V-2  
**Subject:** Approval of the minutes of the regular Board meeting on July 20, 2022.

---

#### Background

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

#### Fiscal Impact

None.

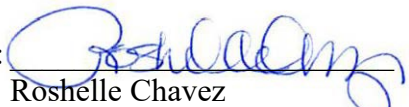
#### Attachments


1. Minutes of the regular Board meeting on July 20, 2022.

#### Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on July 20, 2022

#### Review Tracking

Submitted By:   
Roshelle Chavez  
Executive Assistant/Board Clerk

Approved By:   
Richard Pallante  
Interim General Manager

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

July 20, 2022

I. Call to Order:

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

Directors Present: Dan Wilkins, TCPUD (9:00 AM to 11:15 AM)  
Blake Tresan, TSD  
S. Lane Lewis, NTPUD  
Dale Cox, OVPSD  
David Smelser, ASCWD

Staff Present: Richard Pallante, Interim General Manager  
Roshelle Chavez, Executive Assistant/Board Clerk  
Vicky Lufrano, Human Resources Administrator  
Crystal Sublet, Finance & Administrative Manager  
Michael Peak, Operations Manager  
Jay Parker, Engineering Manager  
Richard P. Shanahan, Agency Counsel  
Greg O’Hair, Operations Department  
Jason Hays, Operations Department  
Kristin Davis, Operations Department,  
Kristin Schrandt, Operations Department  
Mike Smith, Engineering Department  
Paul Shouse, Maintenance Department  
Tanner McGinnis, Maintenance Department  
Luke Swann, Maintenance Department  
Soraya Morz, Maintenance Department  
Michelle Mackey, Administrative Department  
Kayle Ohle, Administrative Department

Public: Steven Gortler, Public  
Pippin Mader, Public

II. AB 361 Action.

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

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

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

Motion passed.

III. Public Comment.

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

IV. Professional Achievements, Awards and Anniversaries

Ms. Vicky Lufrano acknowledged Agency staff whom obtained professional achievements, awards, and anniversaries received for the previous calendar month to the Board of Directors. The Board thanked staff for their service.

V. Public Hearing

President Wilkins opened the public hearing for public comment related to the Board's consideration of adopting a resolution of the Board adopting 2022-2023 tax roll billing report and approving billing and collection of delinquent charges on county tax roll. There was no public comment. President Wilkins closed the public hearing. No action was taken by the Board.

VI. Consent Agenda.

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

This item was pulled from the Consent Agenda for further discussion.

3. Approval of Resolution No. 8-2022 to adopt report of delinquent charges and authorize their collection on the county tax roll.
4. Approval of Resolution No. 9-2022 to request tax collection services with the County of Nevada concerning the collection of delinquent sewer service charges on the Nevada County tax roll.

5. Approval of Resolution No. 10-2022 adopting 2022-2023 tax roll billing report and requesting collection of delinquent sewer service charges on the Placer County tax roll.

**MOTION** by Director Smelser **SECOND** by Director Lewis to approve the consent agenda, excluding item (2) Ratification of Financial Statements ; unanimously approved.

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

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

Motion passed.

## VII. Regular Agenda

1. Ratify approval of financial statements.

Ms. Sublet provided additional review of updated financial statement documents to the Board of Directors.

Pippin Mader provided public comment on this item.

**MOTION** by Director Lewis **SECOND** by Director Cox to approve the financial statements as presented; unanimously approved.

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

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

Motion passed.

The Board went into closed session with legal counsel at 9:22 AM.

## VIII. Closed Session.

1. Closed session for public employee discipline/dismissal/release.

Agency Counsel, Richard Shanahan stated that there was no action to report from closed session.

The Board returned to open session at 10:06 AM.



IX. Regular Agenda

1. Report from June 15, 2022 and June 20, 2022 closed session meetings.

Mr. Shanahan stated there was nothing to report from the June 15, 2022 and June 20, 2022 closed session meetings. No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on June 15, 2022 and special Board meetings on June 20 and June 23, 2022.

Director Tresan asked for a correction of the June 23, 2022 Board Minutes to reflect that Director Smelser was absent.

**MOTION** by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on June 15, 2022 and special Board meetings on June 20 and June 23, 2022 to include corrections to the June 23, 2022 special Board meeting minutes to reflect that Director Smelser was absent; unanimously approved.

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

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

Motion passed.

3. Consider approval of Resignation and Release Agreement with LaRue Griffin.

President Wilkins provided a brief overview of the employment contract with LaRue Griffin and the direction to move towards a Resignation and Release Agreement. Mr. Shanahan reported that there is a finalized agreement which was signed by Mr. Griffin.

Pippin Mader provided public comment on this item.

**MOTION** by Director Cox **SECOND** by Director Tresan to approve the Resignation and Release Agreement with LaRue Griffin in the form as finalized on 7/19/2022 and as reviewed in Closed Session by the Board of Directors today 7/20/2022; unanimously approved.

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

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

Motion passed.

4. Discussion and Approval of Process for Recruitment of General Manager.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review options for the recruitment of a General Manager. There was discussion, questions, and answers provided by all. The Board of Directors appointed an Ad Hoc committee for the recruitment of a General Manager. The Ad Hoc committee will consist of President Wilkins and Vice President Blake Tresan, who will meet and confer with Ms. Lufrano for the recruitment of a General Manager.

Pippin Mader provided public comment on this item.

**MOTION** by Director Cox **SECOND** by Director Lewis to appoint President Wilkins and Vice President Tresan to an Ad Hoc Committee to advise on recruitment of a General Manager; unanimously approved.

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

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

Motion passed.

5. Approval of Classification Description, Salary Schedule, and Organizational Chart.

President Wilkins gave a review of the June 23, 2022 Special Board of Directors meeting when the Board appointed Mr. Pallante as Interim General Manager. Direction was also given to Ms. Lufrano to provide an Interim Assistant General Manager salary scale, and once completed they would consider Michael Peak for the Interim Assistant General Manager.

Mr. Lufrano provided a PowerPoint presentation to the Board of Directors to review a revised Classification Description, Salary Schedule, and Organizational Chart based on the hiring of an Interim Assistant General Manager. There was discussion, questions, and answers. The Board directed Mr. Pallante to work with Ms. Lufrano and counsel to provide a solution and bring it back to the Board at the August or September meeting.

Pippin Mader provided public comment on this item. No action was taken by the Board.

Mr. Wilkins left the meeting at this point and Vice President Tresan assumed chair duties at 11:15 AM.

6. Discussion and approval of OPEB Premium Reimbursement.

Ms. Sublet provided a review of the proposed OPEB Premium Reimbursement to the Board of Directors as recommended by the Finance Committee. There was discussion, questions, and answers.

**MOTION** by Director Lewis **SECOND** by Director Cox to (1) accept the Actuarial Study, (2) accept the CERBT Valuation Packet, (3) approve Resolution 11-2022, (4) approve Resolution 12-2022, and (5) approve request for disbursement in the amount of \$450,000.00 from the CERBT fund to the Agency for reimbursement of fiscal year 2021/2022 retiree health insurance premiums.; unanimously approved.

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

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

Motion passed.

7. Discussion of Possible Options Related to Health Insurance Plan for 2023.

Ms. Lufrano provided a PowerPoint presentation for the Board of Directors in regard to the potential options for the Agency Health Insurance Plan for 2023. There was discussion, questions, and answers. The Board gave direction to staff to continue to research additional information in regard to moving from the (CalPERS) PERS Platinum to PERS Gold health plan.

8. Approval to award the 2022 Digital Scanning of Sewer Lines project.

**MOTION** by Director Lewis **SECOND** by Director Cox to award the 2022 Digital Scanning of Sewer Lines project to Pro-Pipe, Inc. in the amount of \$80,000 (\$74,200 plus, approximately 8% contingency).; unanimously approved.

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

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

Motion passed.

9. Approval to award Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back drive.

**MOTION** by Director Smelser **SECOND** by Director Tresan to award the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back drive; unanimously approved.

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

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

Motion passed.

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

The Board of Directors requested the August 2022 regular Board of Directors meeting to be held via videoconference per AB 361.

X. Management Team Reports.

1. Department Reports.

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

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

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

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

No action was taken by the Board.

2. General Manager Report.

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

There was no action taken by the Board.

XI. Board of Directors Comment.

Director Cox inquired if the Agency was in the position to prosecute the person who started the Butterfield fire for trespassing on Agency property. Mr. Pallante stated that Agency staff who were assaulted did not wish to press charges and the District Attorney is currently responsible for the criminal charges against the individual. Director Smelser agreed.

Vice President Tresan asked staff to collaborate with legal counsel to review the potential to press charges of trespassing against the person responsible for the Butterfield Fire. Vice President thanked Mr. Pallante, Mr. Peak, the management team, and all staff for keeping the Agency moving forward and stepping up during this transition period.

XII. Adjournment.

There being no further business, the meeting was adjourned at 12:35 PM.

Roshelle Chavez  
Executive Assistant/Board Clerk

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-3  
**Subject:** Discussion of Employee Health Benefits Considerations

---

### Background

In the recent past, the Board adopted Resolutions No. 12-2019 and 12-2020, which approved employee benefit changes. Since then, health benefits through CalPERS have undergone significant changes.

At the request of the Board of Directors, considerations for possible changes to the Agency offered health benefits are being brought forth related to active employees; retired employees; and Board of Directors.

### Fiscal Impact

Varies depending on chosen health benefit plan options healthcare.

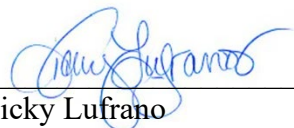
### Attachments


None.

### Recommendation

Discussion only.

### Review Tracking

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
Richard Pallante  
Interim General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-4  
**Subject:** Approval of Working Out of Classification Policy

---

### Background

When vacancies, extended leaves, and additional duties occur at the Agency, the Working Out of Classification policy will be helpful in allowing additional pay during the transition time in which job duties are performed by existing employees. Historically, the Agency was without a policy to allow for additional pay for performing extra duties.

### Fiscal Impact

Salary cost for eligible employees

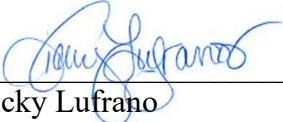
### Attachments


1. Working Out of Classification Policy

### Recommendation

Management and staff recommend approval of the Working Out of Classification Policy

### Review Tracking

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
Richard Pallante  
Interim General Manager

# TAHOE-TRUCKEE SANITATION AGENCY

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



## Directors

*Dan Wilkins: President*  
*Blake Tresan: Vice President*  
*S. Lane Lewis*  
*Dale Cox*  
*David Smelser*  
**General Manager, Interim**  
*Richard Pallante*

## Working Out of Classification Policy

### Purpose

Due to operational needs, the Agency may assign an employee to perform additional duties, outside of their regular job classification, on a temporary and limited basis, while continuing to perform their current duties. In such cases, the Agency may determine that additional pay be provided to the employee above their regular wages/salary consistent with this policy.

### Qualifying Reasons for Working Out of Classification

A Department Manager must make an advanced written request and obtain approval of the General Manager, or Board of Directors, depending upon the position, for a working out of class assignment and resulting additional compensation under this policy. A working out of class assignment is any of the following:

1. Agency management assigns on a temporary basis additional duties and responsibilities that are outside of the employee's existing job classification and are at a higher level of responsibility, such as a special project that may or may not fall within any job classification. The additional duties and responsibilities must be performed by the employee for longer than two weeks of the employee's regular work schedule to qualify as working out of classification.
2. TTSA Management assigns the employee on a temporary basis to perform the majority of the duties/responsibilities of a higher classification, such as when the employee fills in for an employee on an approved leave of absence (excluding vacation leave). The additional duties and responsibilities must be performed by the employee for longer than two weeks of the employee's regular work schedule to qualify as working out of classification.
3. TTSA Management appoints an existing employee into a higher classification on an interim basis during a recruitment for a regular appointment to a vacant position or to fill in for an employee on a leave of absence.

### Duration of Working Out of Classification

Assignments under this policy shall not be used to circumvent the hiring process. Generally, working out of class assignments and the resulting extra compensation will last no longer than 60 calendar days, but may be longer in the event of the need to fill in for an employee on an extended leave of absence, or when an employee receives an interim appointment. Generally, working out of class as an interim appointment during recruitment to fill a vacant position should not exceed 960 hours without advance written approval from the General Manager or Board of Directors (depending upon the level of position).

### Rate of Pay

An employee, once assigned and approved to receive working out of classification compensation, shall generally receive five percent (5%) above their regular salary/wages, for each day the employee works out of classification. Rate of pay exceptions may be made, based on Board of Directors approval. In no cases, will the pay be made retroactive.

### Policy Review History

This policy will be reviewed every five (5) years by Human Resources

Original Policy Approval Date: 08/17/22

Policy Revision Date: \_\_\_\_\_



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** V-5  
**Subject:** Discussion and approval of Resolution No. 13-2022 Modifying Authorized Representatives Investment of Monies in the Local Agency Investment Fund (LAIF).

---

### Background

Local Agency Investment Fund is established in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer. Tahoe-Truckee Sanitation Agency (“Agency”) interests of the Agency.

The resolution is required to update Agency officers authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund.

Proposed Resolution 13-2022 for Authorizing Investment of monies in the Local Agency Investment Fund has been updated to include the positions as follows:

1. General Manager
2. Interim General Manager
3. Finance and Administrative Department Manager
4. Engineering Department Manager
5. Operations Department Manager
6. Maintenance Department Manager
7. Accounting Supervisor
8. Accounting Technician (I & II).

### Fiscal Impact

None

### Recommendation

Management and staff recommend:

1. Approve Resolution 13-2022 authorizing investment of monies in the Local Agency Investment Fund.

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
Interim General Manager



**RESOLUTION 13-2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TAHOE-TRUCKEE SANITATION AGENCY  
MODIFYING AUTHORIZED REPRESENTATIVES FOR INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code Section 16429.1, et. seq., for the deposit of money of a local agency for purposes of investment by the State Treasurer;

WHEREAS, the Board of Directors has authorized the Agency to deposit to and withdraw money from the Local Agency Investment Fund in accordance with Government Code Section 16429.1, et. seq., for the purpose of investment as provided therein is in the best interests of the Tahoe-Truckee Sanitation Agency; and

WHEREAS, the Agency desires to modify and update the list of Agency employees who are authorized to make deposits and withdrawals;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the following Tahoe-Truckee Sanitation Agency employees holding the title(s) specified herein below or their successors in office to order the deposit or withdrawal of monies in the Local Agency Investment Fund and to execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Richard Pallante  
Interim General Manager/  
General Manager

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Jason A. Parker  
Engineering Department Manager

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Crystal Sublet  
Finance and Administrative  
Department Manager

---

Michael Peak  
Operations Department Manager

---

Michelle Mackey  
Accounting Supervisor

---

Dawn Davis  
Accounting Technician (I/II)

---

Richard Pallante  
Interim General Manager

---

This resolution supersedes any prior Agency resolution authorizing Agency employees and officers to make deposit and withdrawals to and from the Local Agency Investment Fund. This resolution shall remain in full force and effect until rescinded or superseded by subsequent Board of Directors resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Tahoe-Truckee Sanitation Agency this 17<sup>th</sup> day of August 2022, at Truckee, California, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

BY:

---

Dan Wilkins, President - Board of Directors  
TAHOE-TRUCKEE SANITATION AGENCY

ATTEST:

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Richard Pallante, Interim General Manager  
Secretary of the Board of Directors  
TAHOE-TRUCKEE SANITATION AGENCY

#### CERTIFICATE

I hereby certify that the foregoing is a full, true and correct copy of Resolution 13-2022, duly and regularly adopted by the Board of Directors of TAHOE-TRUCKEE SANITATION AGENCY, County of Nevada, on August 17, 2022.

---

Roshelle Chavez, Executive Assistant/Board Clerk  
TAHOE-TRUCKEE SANITATION AGENCY



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** V-6  
**Subject:** Approval to award the procurement of Telephone Upgrade.

---

### Background

In April of 2010, T-TSA purchased and installed an Avaya, Voice Over Internet Protocol (VOIP) telephone system capable of handling all incoming/outgoing calls, voicemail storage, and other advanced features. This system consists of a server, multiple handsets, configuration software, and various peripherals. During the FY 21/22 budget cycle, it was identified that the 11-year-old Avaya VOIP phone system was no longer supported and in need of replacement or an upgrade. The service provider for the Agency's existing system was able to provide a detailed quotation for a system upgrade which leverages the National Cooperative Purchasing Alliance (NCPA) pre-negotiated government pricing. The purpose of the procurement is to ensure the Agency maintains a modern means of voice communication that is both reliable and robust enough to handle the business needs of the Agency.

The scope of the procurement includes all hardware, software, installation services, and one year of pre-paid support.

NWN Carousel submitted a proposal in the amount of (\$30,880.23) using NCPA pre-negotiated pricing. Upon review by staff, the proposal was determined to be responsive and in compliance with the Agency's Purchasing Ordinance No. 3-2015.


### Fiscal Impact


The proposal cost of \$30,880.23 which is less than the approved budget amount of \$40,000.

### Recommendation

Management and staff recommend approval to award the procurement of the Telephone Upgrade to NWN Carousel in the amount of \$30,880.23.

### Review Tracking

Submitted By:   
Paul Shouse  
E&I Supervisor

Approved By:   
Richard Pallante  
Interim General Manager

**Q-79999**

**Opportunity Name:** 637961 - Phone System Upgrade  
**Sales Out Contract Number:**  
**Opportunity Number:** OP-46727  
**Date:** July 28, 2022

**Account Name:** Tahoe-Truckee Sanitation Agency - HQ @ Truckee, CA  
**Primary Contact:** Kevin Woods  
**Contact Phone:** (530) 587-2525  
**Contact Email:** [kwoods@ttsa.net](mailto:kwoods@ttsa.net)

NWN Carousel  
**Sales Rep:** Patrick Dempsey  
**Sales Rep Phone:**  
**Sales Rep Email:** [pdempsey@carouselindustries.com](mailto:pdempsey@carouselindustries.com)

**BILL TO**

Tahoe-Truckee Sanitation Agency - HQ @ Truckee, CA  
 13720 Butterfield Dr  
 Truckee, CA  
 96161-3316

**SHIP TO**

Tahoe-Truckee Sanitation Agency - HQ @ Truckee, CA  
 13720 Butterfield Dr  
 Truckee, CA  
 96161-3316

**Additional Information**

**\*NCPA Contract Pricing Provided. Contract #01-97 Exp 7/31/2024\***

Product & Support					
#	PART	DESCRIPTION	QTY	UNIT PRICE**	EXT. TOTAL
1.	383630	IPO R10+ RECEPTIONIST 1 ADI MG LIC	3	\$202.03	\$606.09
2.	383643	IPO R10+ IP500 T1 ADD 2CH ADI MG LIC	8	\$64.24	\$513.92
3.	383651	IPO R10+ AV IP ENDPT 1 ADI MG LIC	42	\$25.14	\$1,055.88
4.	396469	IPO R11 MOBILE WORKER 1 ADI MG LIC	2	\$29.79	\$59.58
5.	396470	IPO R11 OFFICE WORKER 1 ADI MG LIC	8	\$33.52	\$268.16
6.	396474	IPO R11 ESSNTL ED MG UPG LIC	1	\$324.92	\$324.92
7.	396476	IPO R11 PREFRD VMPRO MG UPG LIC	1	\$214.13	\$214.13
8.	271632	IPO C/D RTS 8X5 - 500 V2 1YPP	1	\$316.50	\$316.50
9.	271634	IPO C/D RTS 8X5 - 120G7 1YPP	1	\$363.76	\$363.76
10.	700479710	IPO IP500 V2 SYS SD CARD MUL	1	\$49.34	\$49.34
11.	700515009	ASP 110 DELL R240 SRVR IPO UC	1	\$2,979.20	\$2,979.20
12.	700289770	PWR CORD NA 18AWG 10 Amp AC	1	\$17.69	\$17.69
13.	185446	AVAYA COMMUNICATIONS SOLUTION	1	\$0.00	\$0.00
14.	700513916	J139 IP PHONE	25 27	\$204.82	<del>\$5,120.50</del> \$5,530.14
15.	700513569	J179 IP PHONE NO PWR SUPP	11	\$465.50	\$5,120.50
16.	700504842	9508 TELSET FOR IPO ICON ONLY	4	\$465.50	\$1,862.00
				<b>Total:</b>	<b><del>\$18,872.17</del></b>
				<b>Total:</b>	<b>\$19,281.81</b>

Professional Services					
#	PART	DESCRIPTION	QTY	UNIT PRICE**	EXT. TOTAL
17.	UC-PRO-CUST	NWN Custom Professional Services	1	\$11,598.42	\$11,598.42
				<b>Total:</b>	<b>\$11,598.42</b>

*\*\*The Monthly/Unit Price shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Monthly/Unit Price displayed above, and are the true and binding totals for this order*

**Subscription Term (Months):**  
**Billing Terms:**  
**Annual Subscription Charge:**  
**Total One-Time Charge:** ~~\$30,470.59~~ \$30,880.23  
**Total Recurring Charge:** \$0.00

**Quote Sub-Total:** ~~\$30,470.59~~ \$30,880.23  
**Tax Rate:**  
**Estimated Tax:**  
**Estimated Shipping:**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Terms and Conditions**

This quote is valid for 30 days from July 28, 2022. Applicable taxes and freight charges will be applied to the final invoice. All other Terms and Conditions are included in the Master Services Agreement or Proposal document. NWN will invoice customer for Non-Recurring Components, First Year Annual Components, and First Year Monthly Components upon Contract Signing. Unless otherwise prohibited by contract, in the event of a product return by customer and NWN's vendors accordingly impose a restocking fee to process such return, NWN may, in its sole discretion, impose an equivalent restocking fee on customer.

**Statement of Confidentiality**

This quote has been developed by NWN and is NWN's proprietary trade secret and business confidential information. This quote may not be released to another vendor, business partner or contractor without prior written consent from NWN.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** V-7  
**Subject:** Discussion Concerning use of TTSA open space/buffer land around the treatment plant by recreationists or others and related liabilities.

---

### Background

Historically the Agency has allowed public use of its open space/buffer land for recreational purposes. In recent years staff has noticed a significant increase in the use of the open space/buffer land surrounding the facility. Historically this use has not resulted in any substantial impacts to the Agency. However, recent years have seen an increase in vandalism, off-road vehicular traffic, and camping on Agency owned land.

While staff recognizes that the use of the open space is of benefit to the public and its wellbeing staff is observant of the increase impact to the Agency and is therefore requesting Board discussion and direction on the future use of the land and the related liabilities associated with its use.

### Fiscal Impact

None.


### Attachments

None.

### Recommendation

Management and staff recommend the Board of Directors consider the use of the open space/buffer and provide direction to staff.

### Review Tracking

Submitted By:   
Richard Pallante  
Interim General Manager



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** V-8  
**Subject:** Discussion and possible action on Placer County LAFCO Alternate Special District Commissioner.

---

#### Background

Placer Local Agency Formation Commission (LAFCO) requested Special Districts to consider nominating a representative to serve as Alternate Special District Representative to the Placer County LAFCO. LAFCO requests that each Special District President nominate a member from their respective boards to fill the vacancy that expires on May 1, 2024.

Valid nominations must include the following:

- 1) Name and position of the nominee.
- 2) Name of the nominating District.
- 3) Signature of the Presiding Officer of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's Board (Resolution or Minute Order can be attached).
- 4) Up to a one-page statement of qualifications for the nominee.

Nominations are due in writing on or before Monday, August 22, 2022, at 4:00 pm.

#### Fiscal Impact

None.


#### Attachments

1. Placer County LAFCO Alternate Special District Commissioner

#### Recommendation

Management recommends the Board consider the nomination of a representative to serve as Alternate Special District Representative to Placer County LAFCO.

#### Review Tracking

Submitted By:   
Richard Pallante  
Interim General Manager

PLACER COUNTY

**LOCAL AGENCY FORMATION COMMISSION**

---

**COMMISSIONERS:**

Trinity Burruss  
Chair (City)

Cindy Gustafson  
Vice-Chair (County)

Josh Alpine  
(Special District)

Tracy Mendonsa  
(City)

Susan Rohan  
(Public)

Rick Stephens  
(Special District)

Robert Weygandt  
(County)

**ALTERNATE  
COMMISSIONERS:**

Jim Holmes  
(County)

Jenny Knisley  
(City)

Jeffrey Starsky  
(Public)

Vacant  
(Special District)

**STAFF:**

Michelle McIntyre  
Executive Officer

Amy Engle  
Commission Clerk

William Wright  
Legal Counsel

DATE: July 20, 2022

TO: Special District Selection Committee, Presiding Officer

FROM: Michelle McIntyre, Executive Officer

SUBJECT: **Nominations - Special District Alternate LAFCO Commissioner**

Congratulations to Rick Stephens who was appointed by the Special District Selection Committee on July 8, 2022, to serve as a regular voting member on LAFCO. Since Mr. Stephens held the Alternate Special District seat on LAFCO, the seat is now vacant.

On behalf of LAFCO, I am requesting each Special District President nominate a member from their respective boards to fill the vacancy that expires on May 1, 2024.

The nomination period must be at least 30 days; thus, nominations are due in writing on or before **Monday, August 22, 2022, at 4:00 pm**. Nominations received after that date cannot be accepted. Valid nominations must include the following:

- 1) Name and position of the nominee.
- 2) Name of the nominating District.
- 3) **Signature of the Presiding Officer** of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's Board (Resolution or Minute Order can be attached).
- 4) Up to a one-page statement of qualifications for the nominee.

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent to the Districts. We will also send the one-page statement of qualifications for each candidate.

Please note: If LAFCO receives only one candidate by the end of the nominating period, the candidate shall be deemed appointed to the vacant seat.

Please contact the LAFCO office at (530) 889-4097 or [lafco@placer.ca.gov](mailto:lafco@placer.ca.gov) if you have any questions.

Enclosure: Election Nomination Ballot

110 Maple Street Auburn, CA 95603  
(530) 889-4097

<https://www.placer.ca.gov/lafco>



## **Special District Nomination**

### ***Alternate Special District Representative to LAFCO***

Nominee's Name	Position of Nominee

Name of Nominating District: \_\_\_\_\_

Printed Name of Presiding Officer<sup>1</sup>: \_\_\_\_\_

Signature of Presiding Officer: \_\_\_\_\_

*(Original Signature Required)*

Minutes Attached (Optional):

Yes

No

Nominee's Statement of Qualifications Enclosed:

Yes

No

**Nominations must be received by LAFCO before 4:00 pm on Monday August 22, 2022.**

Return by email to:  
[LAFCO@placer.ca.gov](mailto:LAFCO@placer.ca.gov)

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<sup>1</sup> Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** V-9  
**Subject:** Approval of Resolution No. 14-2022 commending Director Lewis for his dedicated service to the Board.

---

#### **Background**

S. Lane Lewis was appointed to the Board of Directors as the representative from North Tahoe Public Utility District from March 1992 through August 2022.

The Board of Directors would like to recognize Director Lewis for his over 30 years of service; in which he diligently fulfilled his responsibility as a Director serving to ensure the economical and efficient management of the Agency and to protect the integrity of the Water Reclamation Plant and Truckee River Interceptor and protect the public health, safety, and welfare; and express its sincere thanks and appreciation for the outstanding service and dedication Director Lewis has provided to the Agency, its staff, and the people of the community.

#### **Fiscal Impact**

None.


#### **Attachments**

Resolution No. 14-2022.

#### **Recommendation**

Management recommends approval of Resolution No. 14-2022 commending Director Lewis for his dedicated service to the Board.

#### **Review Tracking**

Submitted By:   
Richard Pallante  
Interim General Manager

**RESOLUTION NO. 14 - 2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TAHOE-TRUCKEE SANITATION AGENCY  
COMMENDING DIRECTOR LEWIS  
FOR HIS DEDICATED SERVICE TO THE BOARD**

WHEREAS, S. Lane Lewis was appointed to the Board of Directors as the appointed representative from North Tahoe Public Utility District from March 1992 through August 2022;

WHEREAS, the Tahoe-Truckee Sanitation Agency Board of Directors would like to recognize Director Lewis for his 30 plus years of service; in which he diligently fulfilled his responsibility as a Director serving to ensure the economical and efficient management of the Tahoe-Truckee Sanitation Agency and to protect the integrity of the Tahoe-Truckee Sanitation Agency Water Reclamation Plant and Truckee River Interceptor and protect the public health, safety, and welfare; and

WHEREAS, the Tahoe-Truckee Sanitation Agency Board of Directors would like to express its sincere thanks and appreciation for the outstanding service and dedication Director Lewis has provided to the Tahoe-Truckee Sanitation Agency, its staff, and the people of the community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency as follows:

1. The Board of Directors of the Tahoe-Truckee Sanitation Agency thanks and commends S. Lane Lewis for outstanding service to the Agency while a member of the Board.
2. Director Lewis has served the Agency as a Director during a period of unparalleled growth and expansion of the North Lake Tahoe area.
3. Director Lewis has at all times been cost conscientious and has contributed to cost effective, efficient operations of the Agency.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 17<sup>th</sup> day of August 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

BY:

---

Dan Wilkins, President - Board of Directors  
TAHOE-TRUCKEE SANITATION AGENCY

Attest:

---

Richard Pallante – Interim General Manager  
TAHOE-TRUCKEE SANITATION AGENCY



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** V-10  
**Subject:** Discussion of in-person Board of Directors meeting

---

### **Background**

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

### **Fiscal Impact**

None.


### **Attachments**

None.

### **Recommendation**

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

### **Review Tracking**

Submitted By:   
Richard Pallante  
Interim General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** VI-1  
**Subject:** Department Reports

---

### **Background**

Department reports for previous and current month(s).

### **Fiscal Impact**

None.

### **Attachments**

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

### **Recommendation**

No action required.

### **Review Tracking**

Submitted By: 

Richard Pallante  
Interim General Manager



## TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Michael Peak, Operations Department Manager

---

### **Compliance:**

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

### **Operations:**

- Plant performed well through the month.
- Sodium Hydroxide was added to the final effluent to maintain a 7.0 pH set point.
- Water Information Management Solution (WIMS) implementation is ongoing.

### **Operations Work Orders:**

- Completed this month: 0
- Pending: 1

### **Laboratory:**

- Staff performed necessary laboratory testing.
- The Laboratory Information Management System (LIMS) implementation is ongoing. Live testing has commenced. The expected completion date of July 2022 has been extended due to unexpected delays.
- Staff have completed preparation of the laboratory Quality Manual and other documentation in accordance with The NELAC Institute (TNI) standards. Lab is in the process of implementing quality system.

### **Laboratory Corrective Actions:**

- Completed this month: 2
- Pending: 0

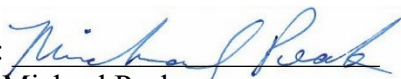
### **Plant Data:**


<b>Influent Flow Description</b>	<b>MG</b>
Monthly average daily <sup>(1)</sup>	3.98
Monthly maximum instantaneous <sup>(1)</sup>	8.06
Maximum 7- day average	4.53

Effluent Limitation Description <sup>(2)</sup>	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	2.4	10.0	3.8	20.0
Turbidity (NTU)	NA	NA	3.0	10.0
Total Phosphorus (mg/l)	0.41	0.80	0.53	1.50
Chemical Oxygen Demand (mg/l)	38	45	51	60

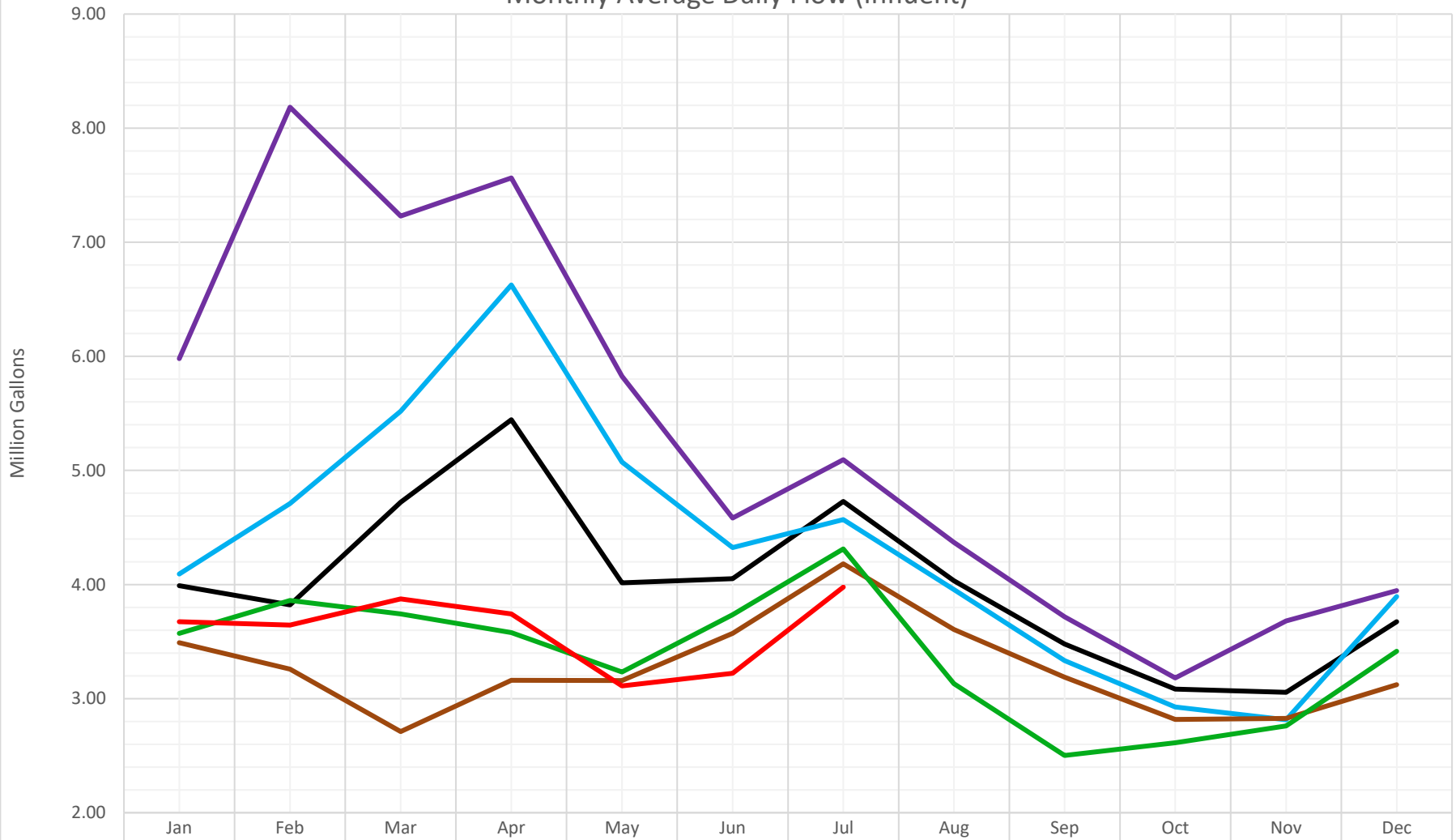
- Notes:
1. Flows are depicted in the attached graph.
  2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

**Review Tracking:**

Submitted By:   
 Michael Peak  
 Operations Manager

Approved By:   
 Richard Pallante  
 Interim General Manager

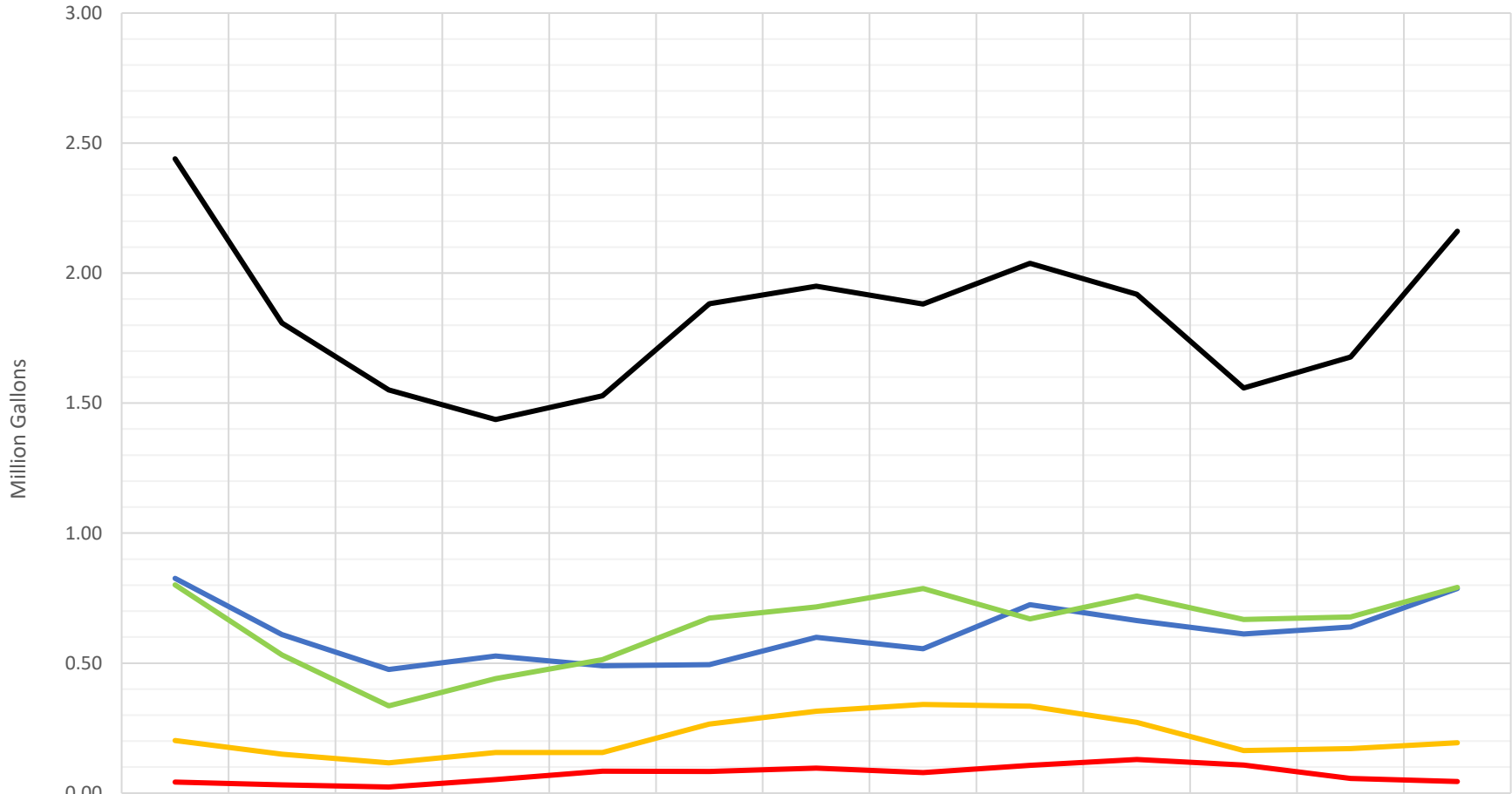
Monthly Average Daily Flow (Influent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12
2021	3.57	3.86	3.74	3.58	3.23	3.74	4.31	3.13	2.50	2.61	2.76	3.41
2022	3.68	3.64	3.87	3.74	3.11	3.22	3.98					

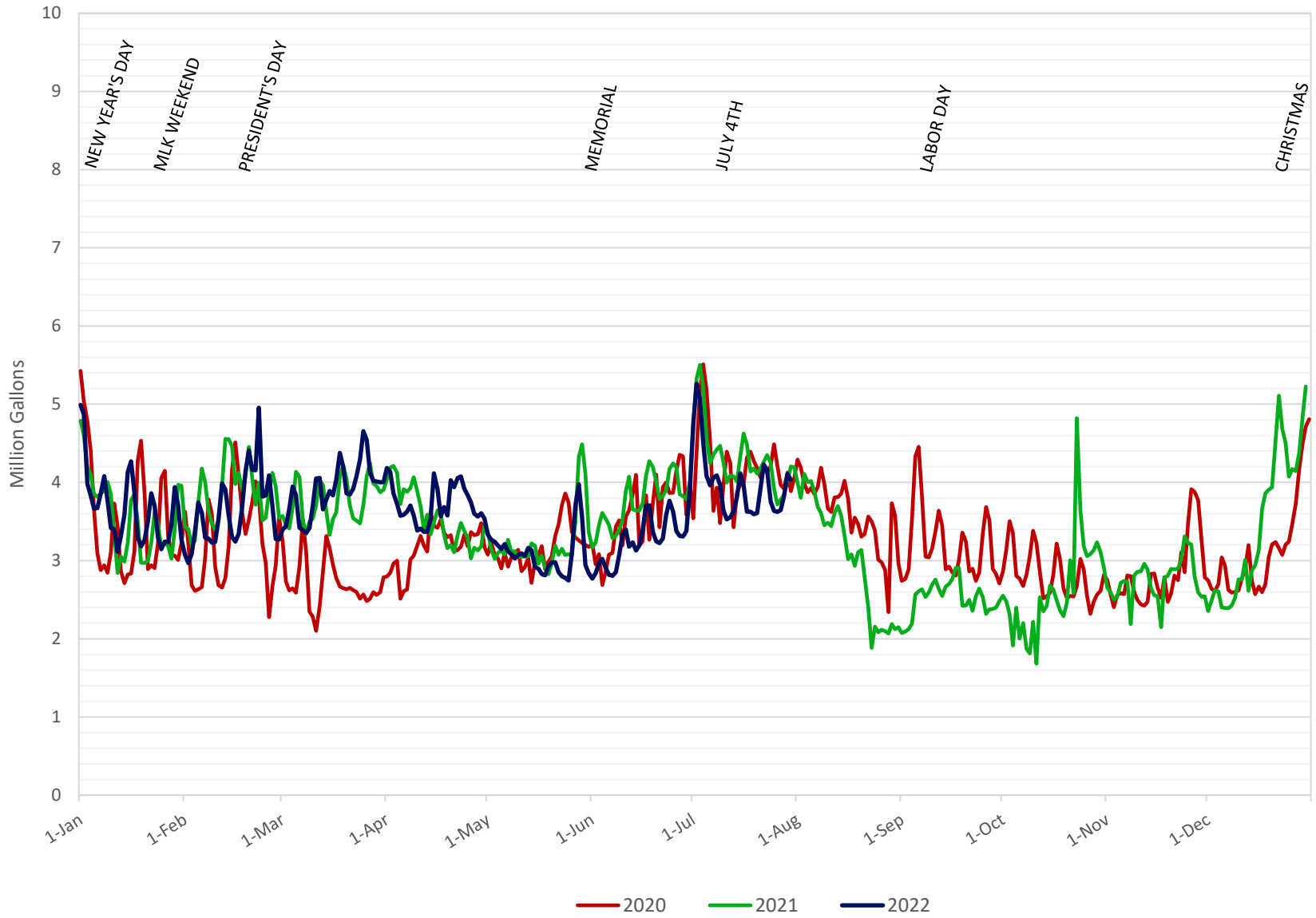


### Monthly Average Daily Flow (Districts)

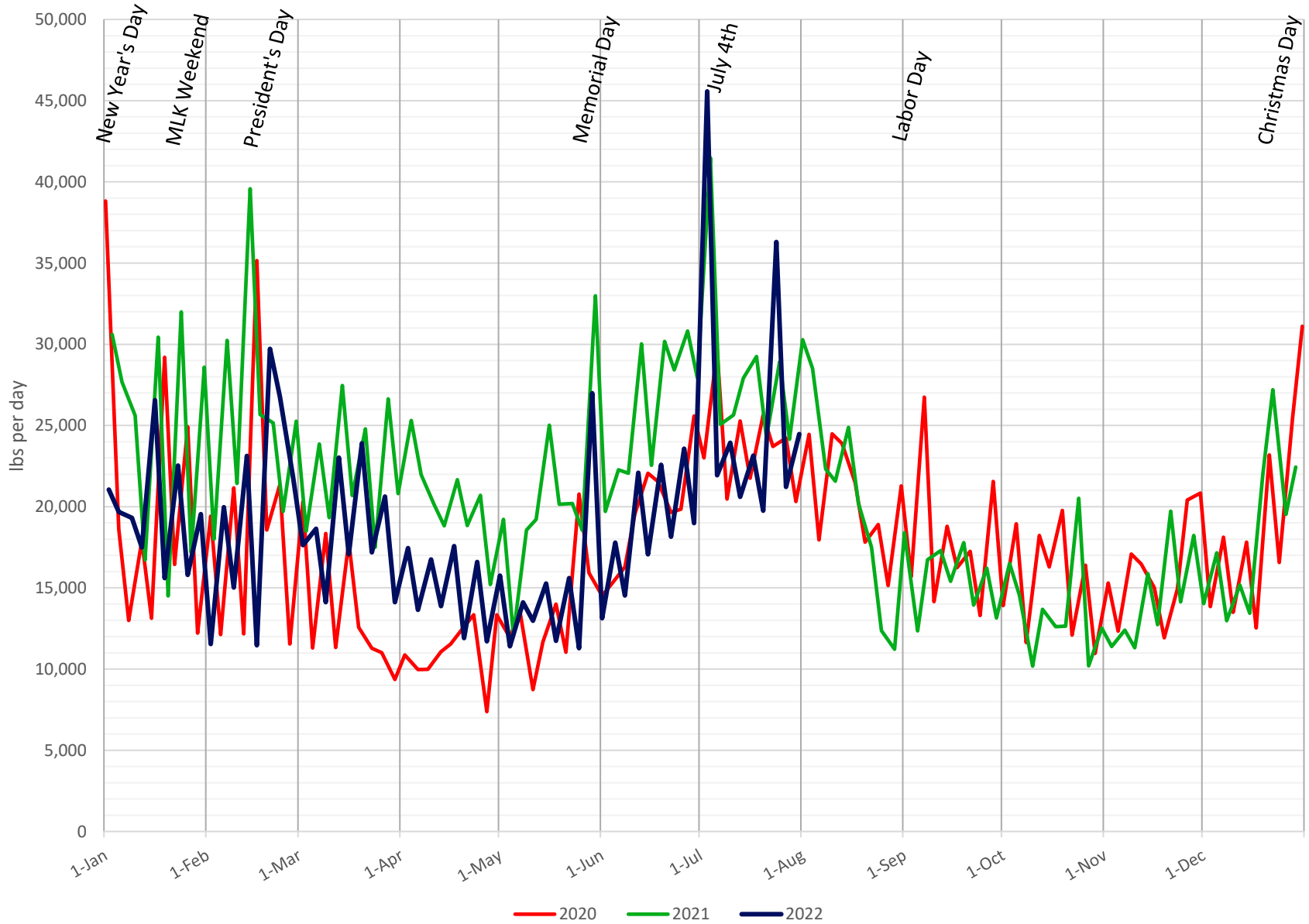


	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
NTPUD	0.83	0.61	0.48	0.53	0.49	0.49	0.60	0.56	0.72	0.66	0.61	0.64	0.79
TCPUD	0.80	0.53	0.34	0.44	0.51	0.67	0.72	0.79	0.67	0.76	0.67	0.68	0.79
ASCWD	0.04	0.03	0.02	0.05	0.08	0.08	0.10	0.08	0.11	0.13	0.11	0.06	0.04
OVPSD	0.20	0.15	0.12	0.16	0.16	0.27	0.31	0.34	0.33	0.27	0.16	0.17	0.19
TSD	2.44	1.81	1.55	1.44	1.53	1.88	1.95	1.88	2.04	1.92	1.56	1.68	2.16

T-TSA Daily Influent Flow



# COD Influent Loading



New Year's Day

MLK Weekend

President's Day

Memorial Day

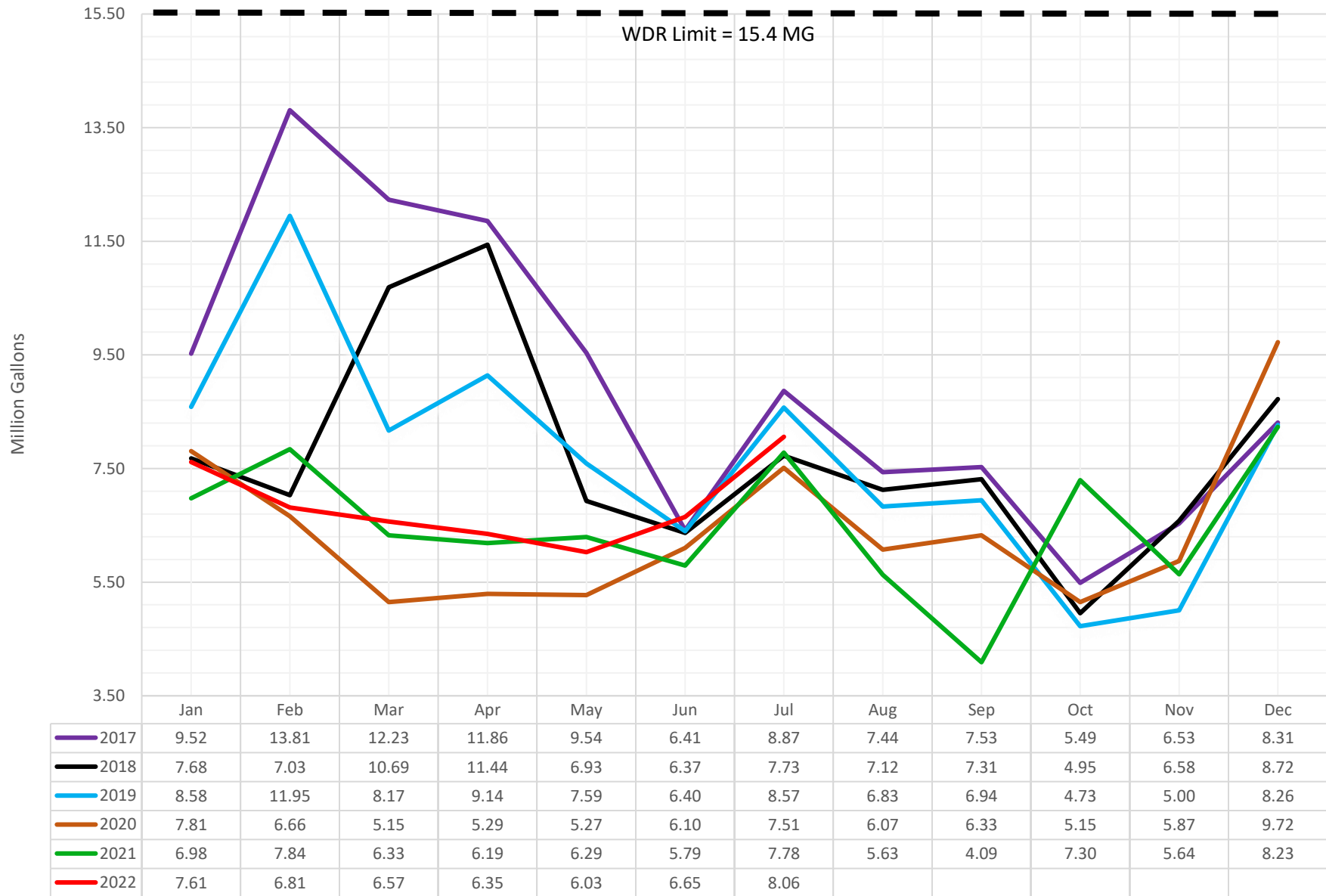
July 4th

Labor Day

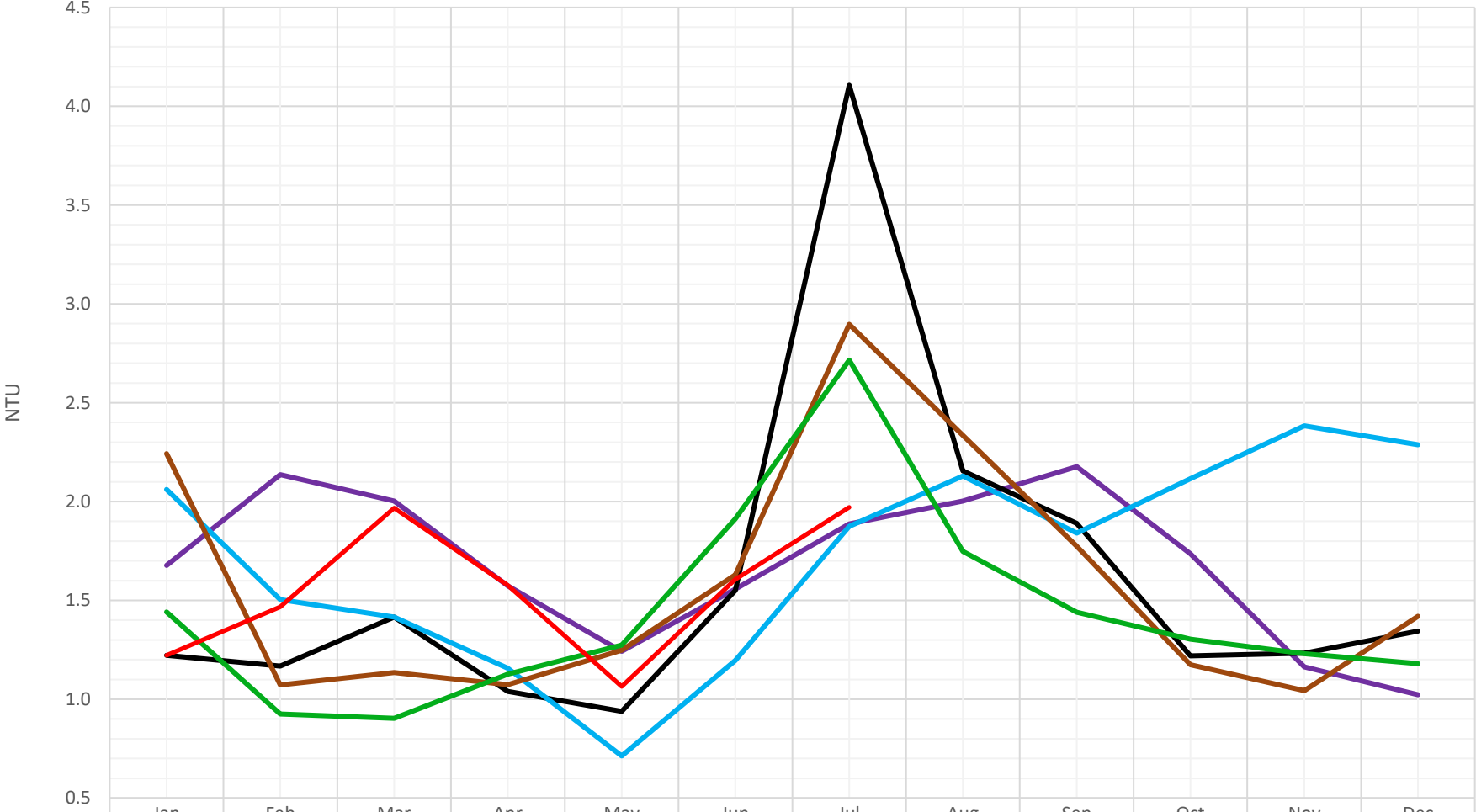
Christmas Day

— 2020 — 2021 — 2022

### Monthly Maximum Instantaneous Flow (Influent)

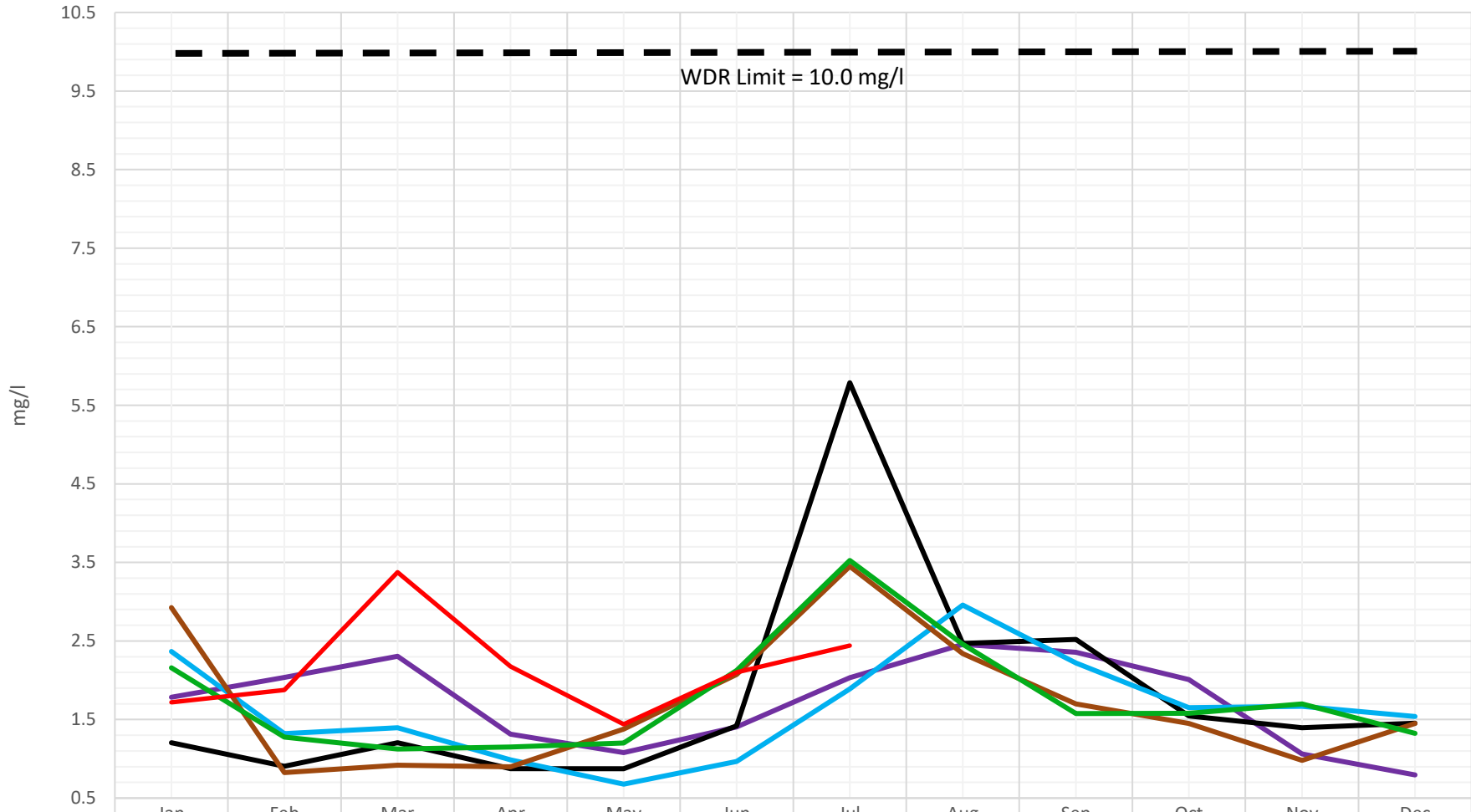


Monthly Average Daily Turbidity (Effluent)



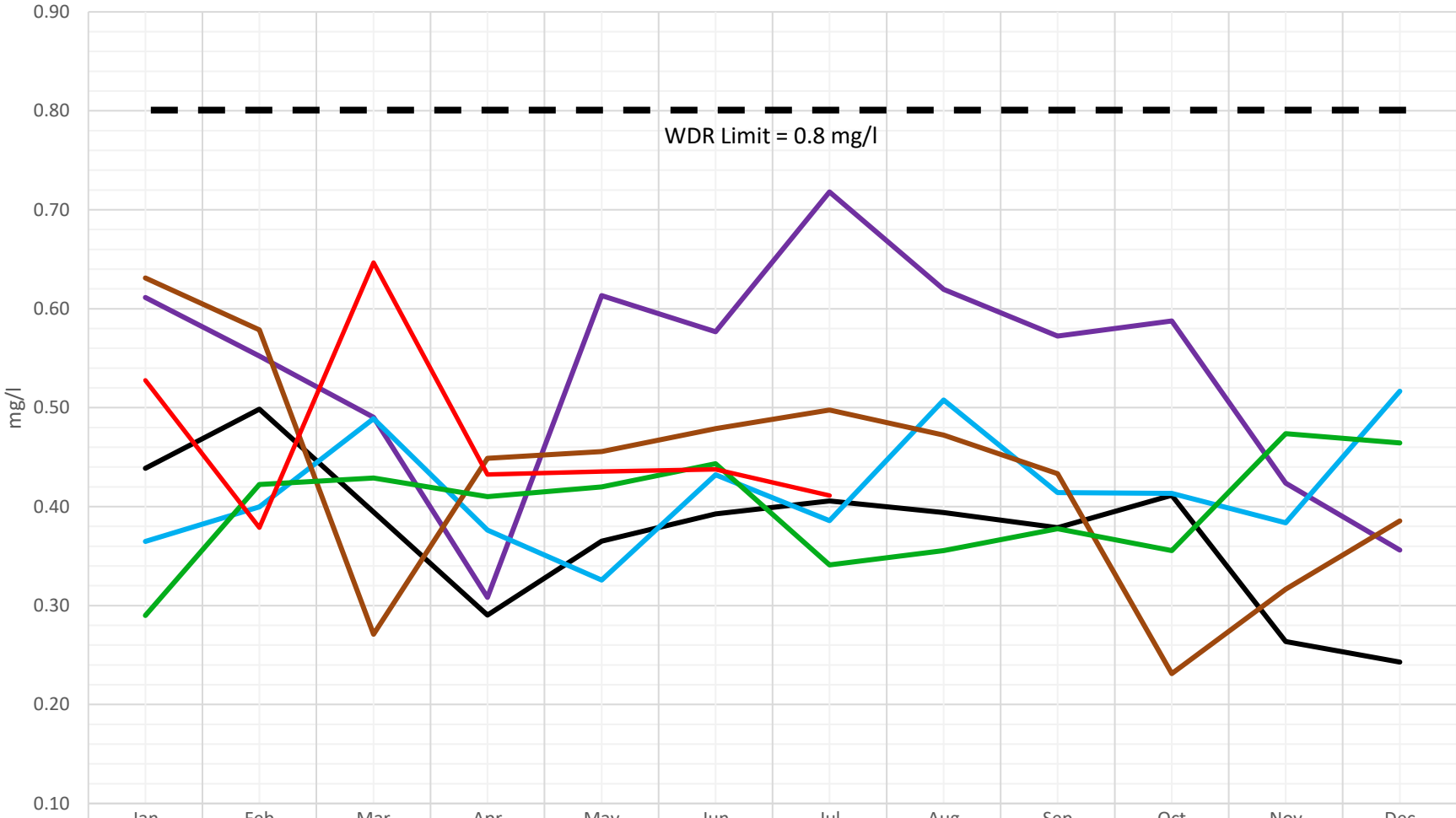
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4	1.3	1.2	1.2
2022	1.2	1.5	2.0	1.6	1.1	1.6	2.0					

### Monthly Average Daily Suspended Solids (Effluent)



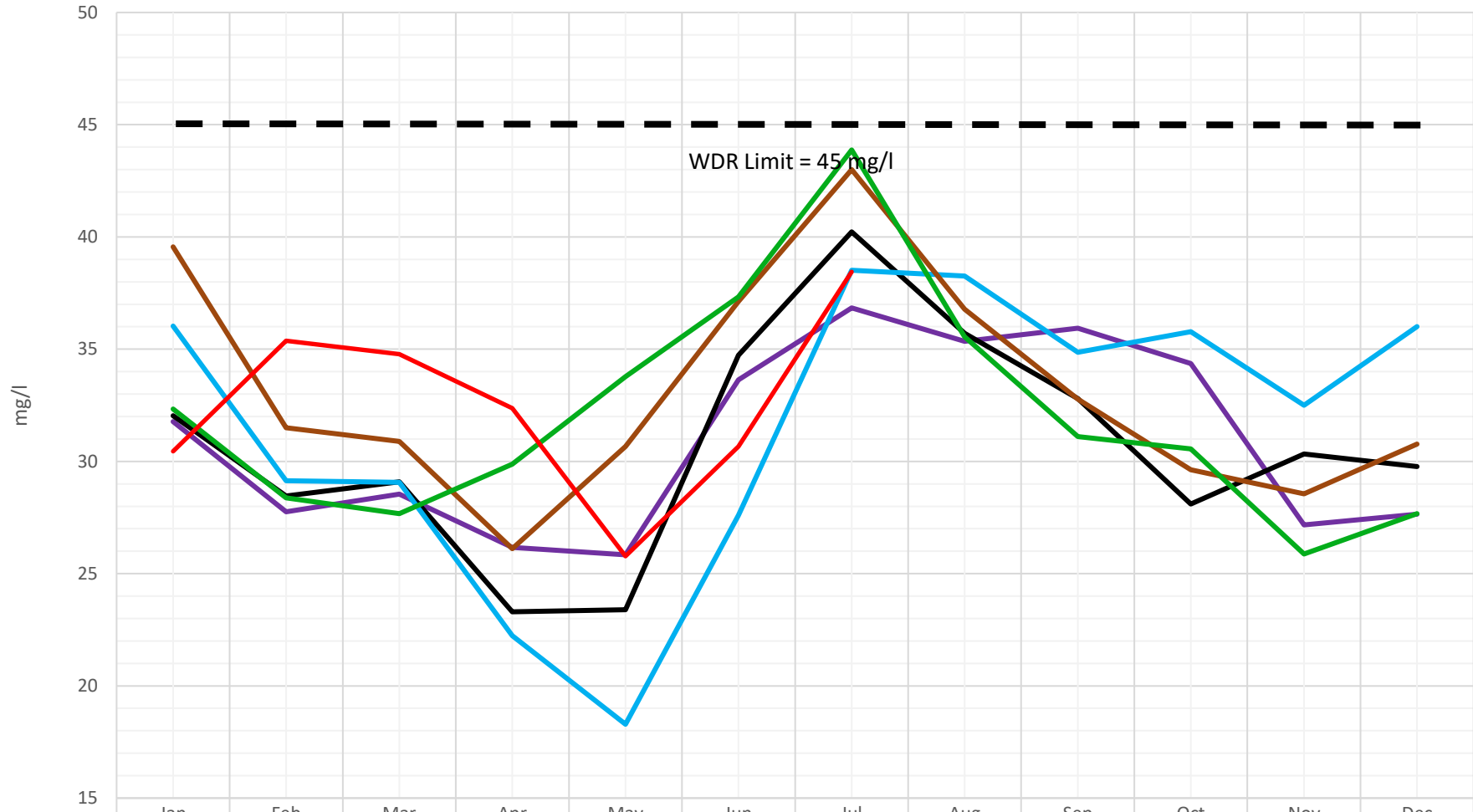
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6	1.6	1.7	1.3
2022	1.7	1.9	3.4	2.2	1.4	2.1	2.4					

Monthly Average Daily Total Phosphorus (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32	0.39
2021	0.29	0.42	0.43	0.41	0.42	0.44	0.34	0.36	0.38	0.36	0.47	0.46
2022	0.53	0.38	0.65	0.43	0.44	0.44	0.41					

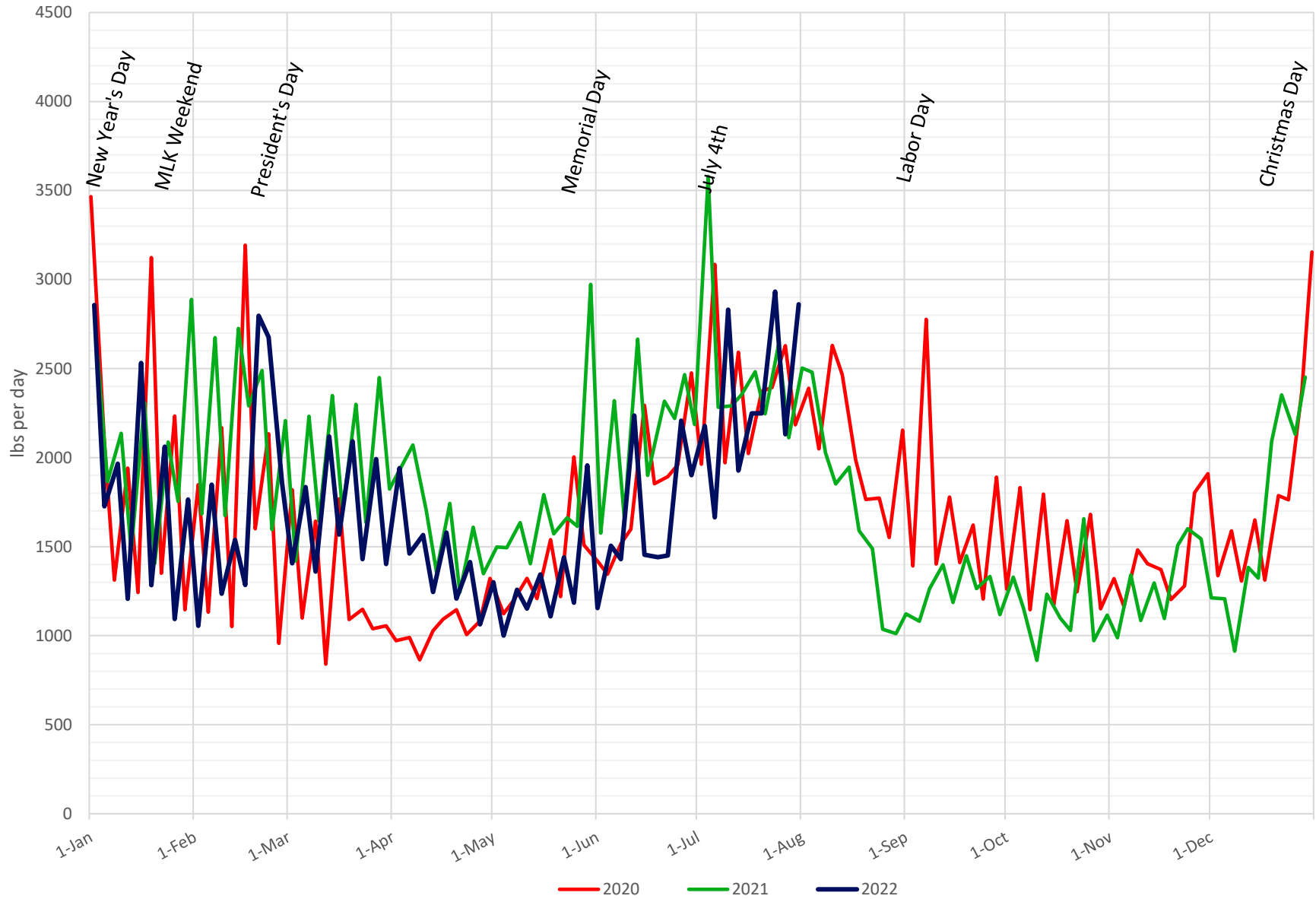
### Monthly Average Daily Chemical Oxygen Demand (Effluent)



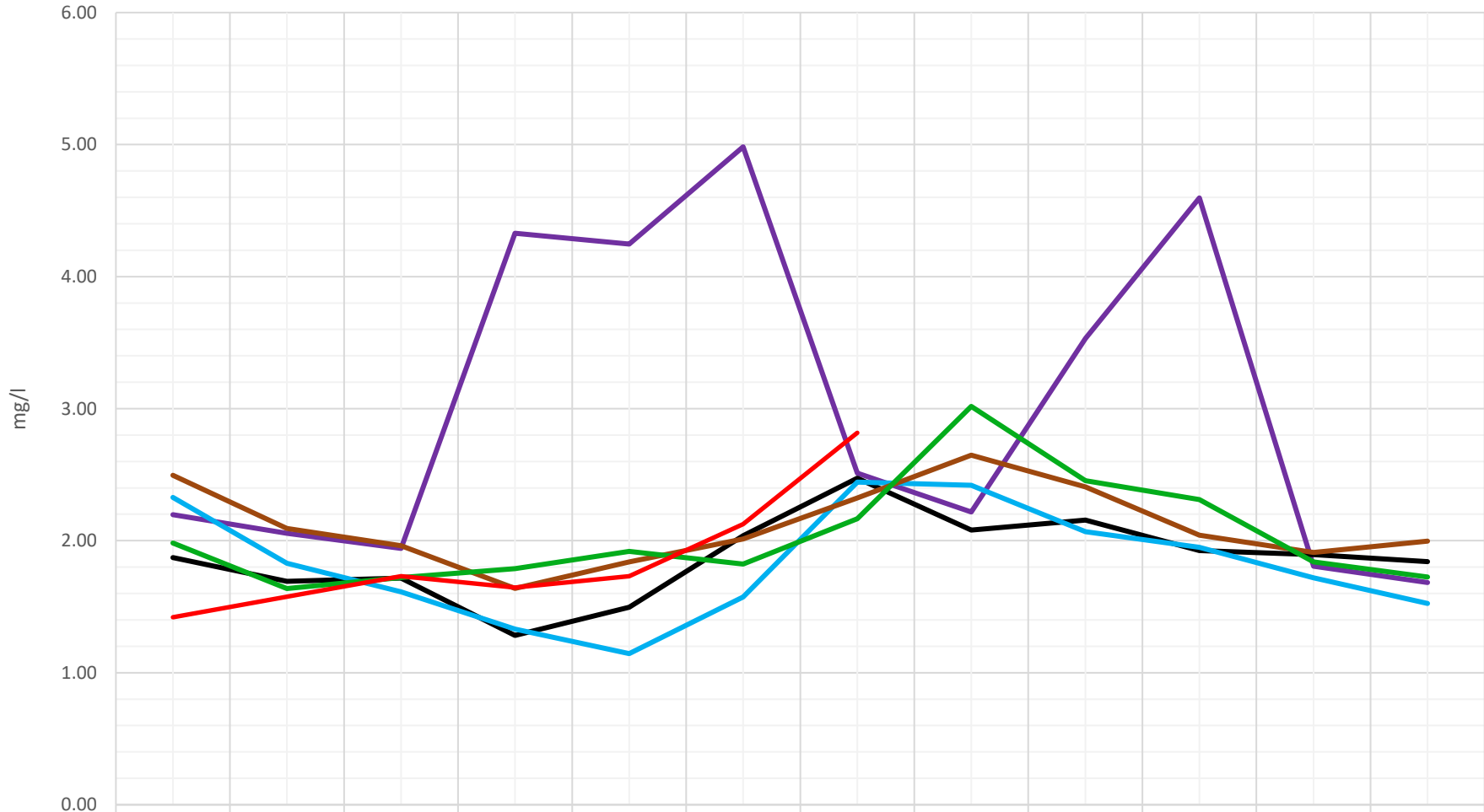
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37	44	36	31	31	26	28
2022	30	35	35	32	26	31	38					



TKN Influent Loading

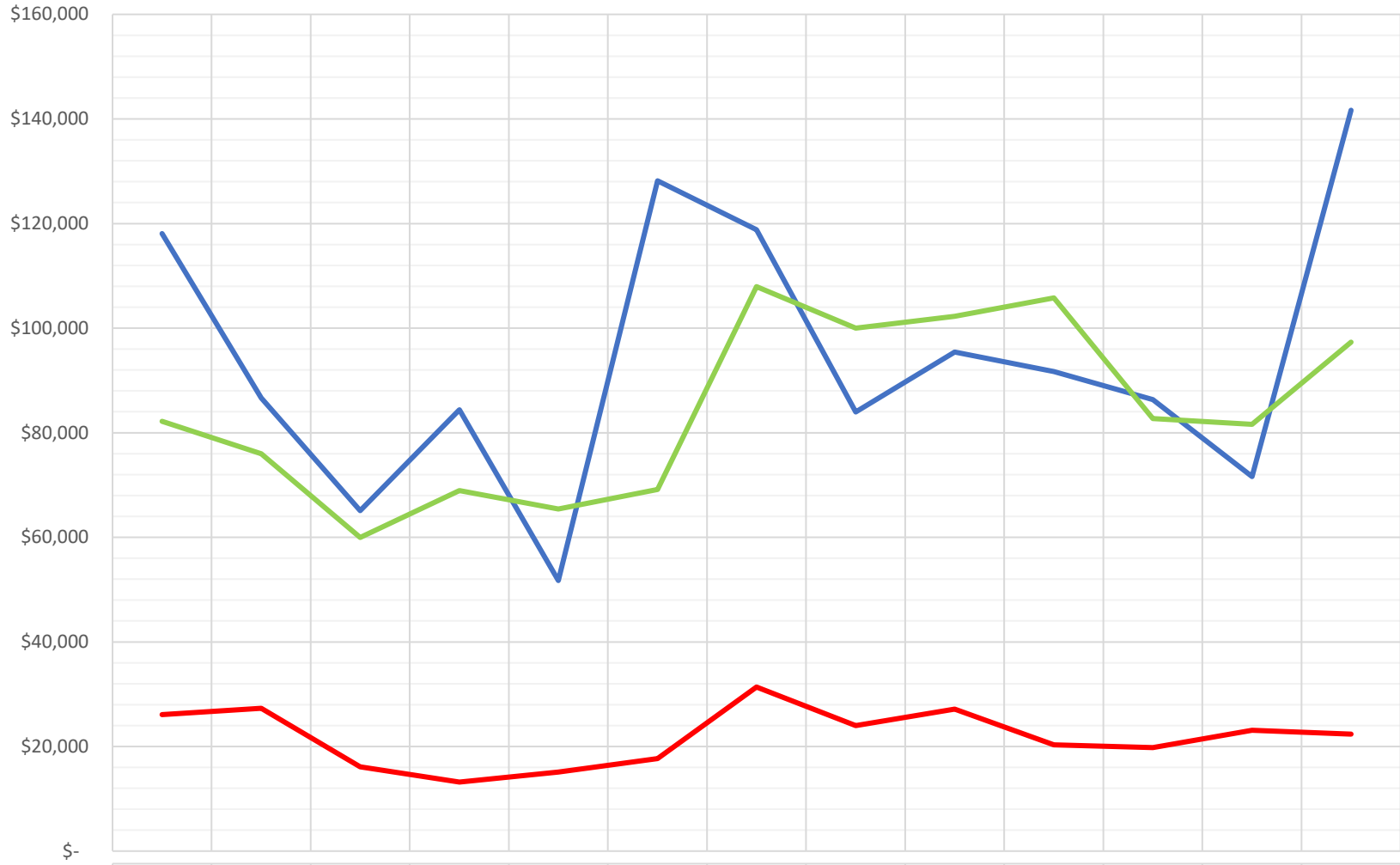


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.41	2.04	1.91	2.00
2021	1.98	1.64	1.72	1.79	1.92	1.82	2.17	3.02	2.46	2.31	1.84	1.73
2022	1.42	1.58	1.73	1.65	1.73	2.13	2.82					

### Chemical, Power and Sludge Disposal Costs



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
— Chemical	\$118,100	\$86,660	\$65,076	\$84,387	\$51,738	\$128,152	\$118,832	\$83,965	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666
— Power	\$82,199	\$75,956	\$59,970	\$68,936	\$65,393	\$69,150	\$107,937	\$100,001	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324
— Sludge Disposal	\$26,075	\$27,293	\$16,092	\$13,197	\$15,117	\$17,692	\$31,373	\$23,978	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347



## TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Maintenance Manager

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

- Firewall configuration and install.
- Wi-Fi Upgrades/Coverage Enhancements.
- New Web Site.
- SCADA/IT Master Plan implementation.
- Lucity CMMS Project.
- LIMS Project Support.
- WIMS Project Support.
- 2022 Roofing Project.
- 2022 Coating Project.


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


- Surplus auction.
- Scrap recycling and clean up.
- AWT and C&CT control room LED lighting project.
- Consolidated PLC signals at AWT.
- Pedestrian entrance walkway.
- 2 Water leaks.
- New auto lube units on dewatering centrifuge.
- Grit system electrical feed repair.
- Replace lime slurry piping.

◆ **Work Orders**

- Completed this month: Mechanical-16, Fleet-11, Electrical & Instrumentation-17, IT-11.
- Pending: Mechanical-103, Fleet-80, Electrical & Instrumentation-17, IT-9.

**Review Tracking:**

Submitted By:   
Richard Pallante  
Maintenance Manager

Approved By:   
Richard Pallante  
Interim General Manager



AWT Control Panel PLC Demo Work



AWT Control Panel Upgrade Work



Centrifuge Auto Lube Unit Replacement



C&CT LED Lighting Upgrade




## TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT


**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager

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- ◆ **Projects:** In the month of July, Engineering staff continued working on the following projects:
  - 2021 Chlorine Scrubber Improvements Project
  - 2022 Control Room Upgrades Project
  - 2022 Digital Scanning of Sewer Lines Project
  - 2022 Plant Coating Project
  - 2022 Roof Repair Project
  - 2022 Filter Influent Condition Assessment Project
  - Digestion Improvements Study
  
- ◆ **Work Orders:**
  - Engineering:
    - Completed this month: 0
    - Pending: 0
  - Safety:
    - Completed this month: 0
    - Pending: 0

### Review Tracking:

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
Richard Pallante  
Interim General Manager



2022 Roof Repair Project  
Building 4 & Roof Over Corridor 6A – Pre-Construction



2022 Roof Repair Project  
Building 4 & Roof Over Corridor 6A – During Construction



2022 Plant Coating Project  
Stripper Basin No. 57 – Finish Coat



2022 Plant Coating Project  
Secondary Clarifier No. 2 – Installation of Dust Containment




## TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT


**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager

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- Finance
  - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
  - Started FY22 year-end financial closing procedures and preparing interim FY22 audit requests.
  - Participated in the financial committee meeting on July 13, 2022.
- Billing/Customer Service
  - General assistance with customer accounts, utility demands, adjustments, and plan review.
  - Activated new account permits and prepared letters, reports and invoices.
  - Finished and submitted the FY22 delinquent tax roll billing.
  - Finished and submitted the FY23 tax roll billing.
- Purchasing/Administration
  - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
  - General responsibilities to customer service, front gate and front desk.
  - Continued work on microfiche conversion for FY22 inventory adjustments.
  - Training completed for “Caselle for Purchasing”.
- General Administration
  - Performed various administrative duties to assist Interim General Manager, General Manager and Board of Directors.
  - Continued discussions and research on investment and funding opportunities.
  - Participated in kick-off meeting for the rate studies with HDR.

### Review Tracking

Submitted By:   
Crystal Sublet  
Finance and Administrative Manager

Approved By:   
Richard Pallante  
Interim General Manager



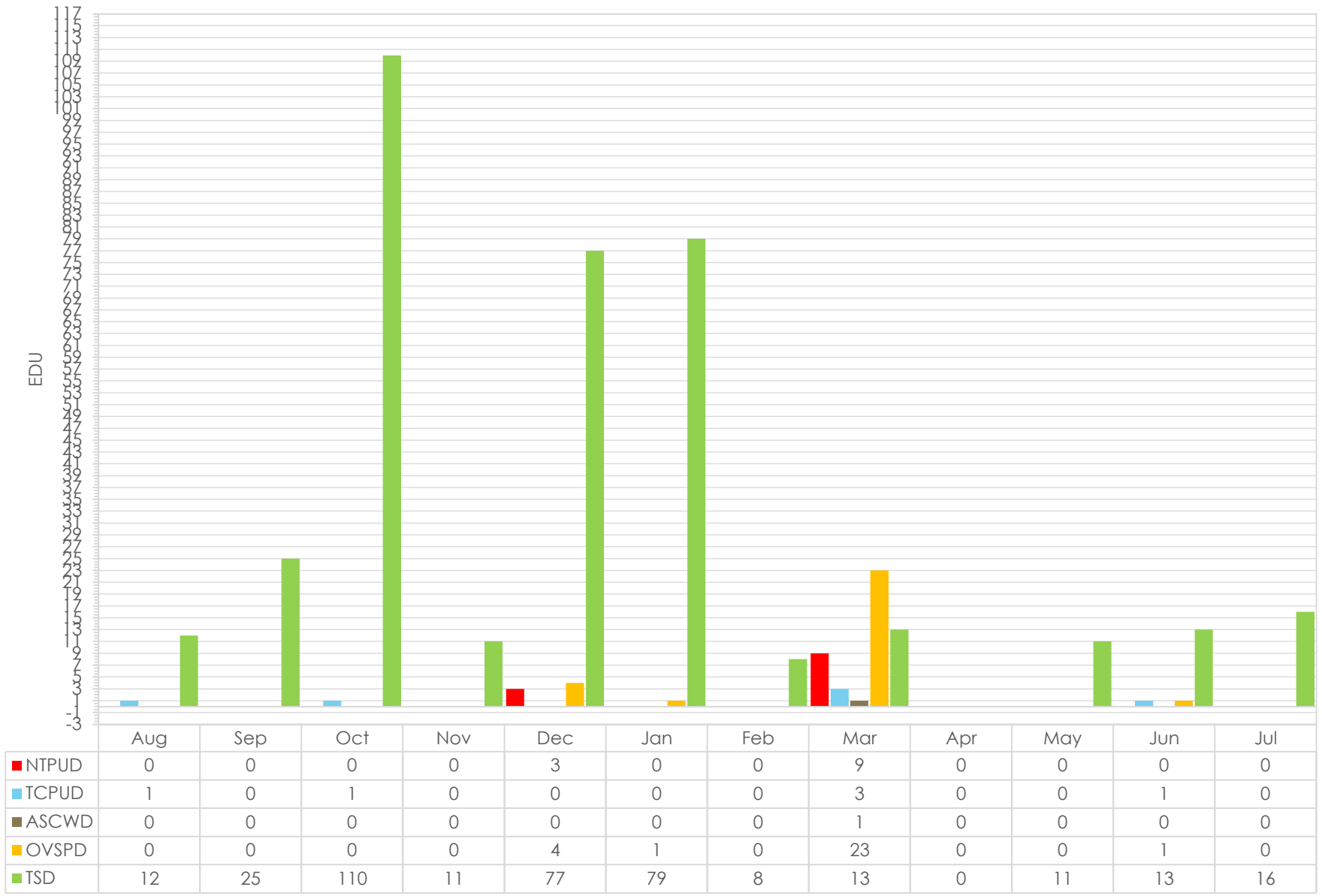
## CONNECTION FEES - JULY 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft <sup>2</sup>	MTD Total \$	YTD Count (#)	YTD Total Ft <sup>2</sup>	YTD Total \$
Residential	29	88,092	\$ 197,661.00	29	88,092	\$ 197,661.00
Residential Ft <sup>2</sup> Additions	4	3,713	\$ 6,497.75	4	3,713	\$ 6,497.75
Residential Ft <sup>2</sup> Additions - Exempt	1	53	N/A	1	53	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	0	0	\$ -
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	2	N/A	\$ 36,500.00	2	N/A	\$ 36,500.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
<b>Grand Total</b>	<b>36</b>	<b>91,858</b>	<b>\$ 240,658.75</b>	<b>36</b>	<b>91,858</b>	<b>\$ 240,658.75</b>

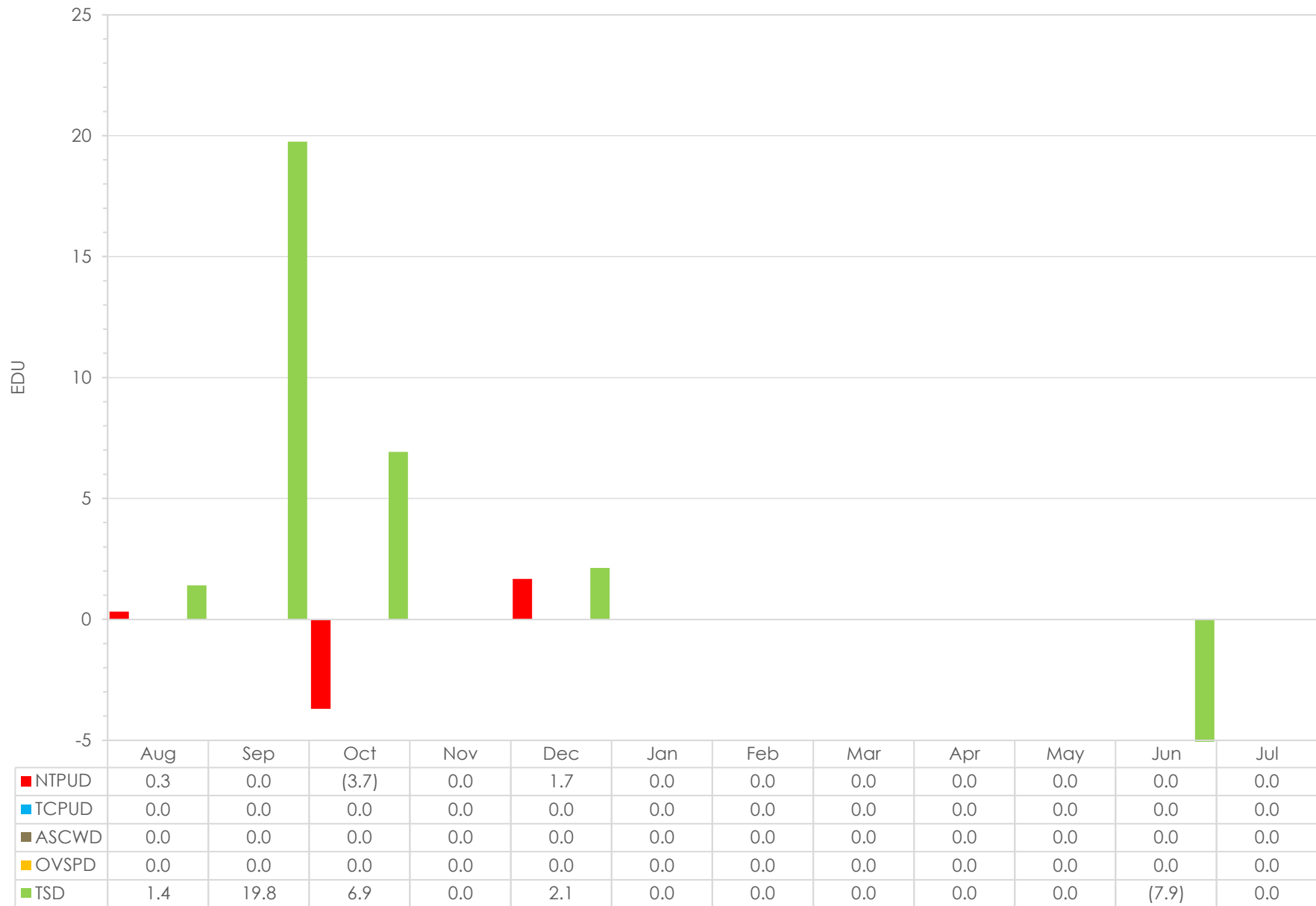
## INSPECTIONS - JULY 2022

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

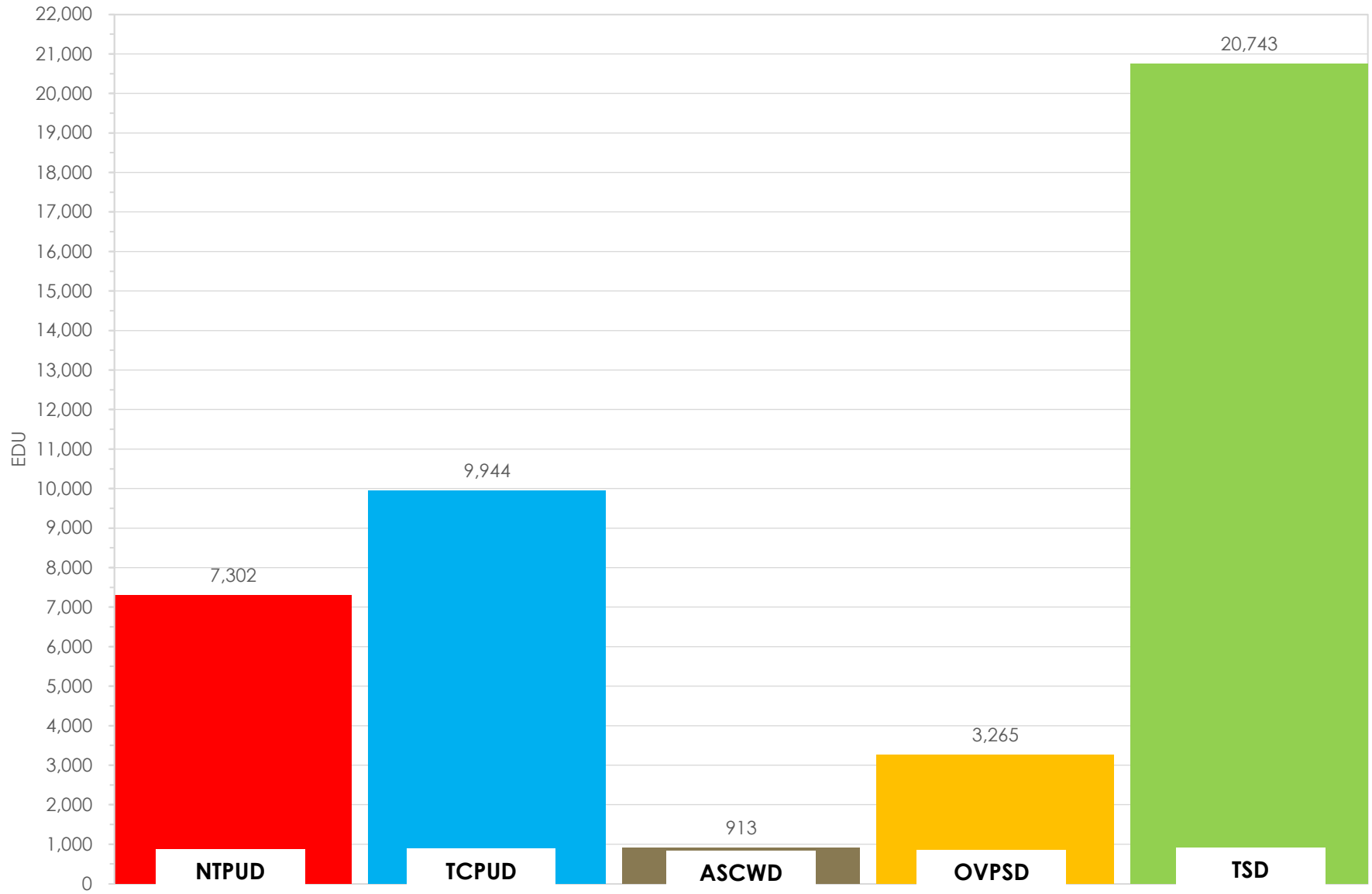
# Residential EDU Summary



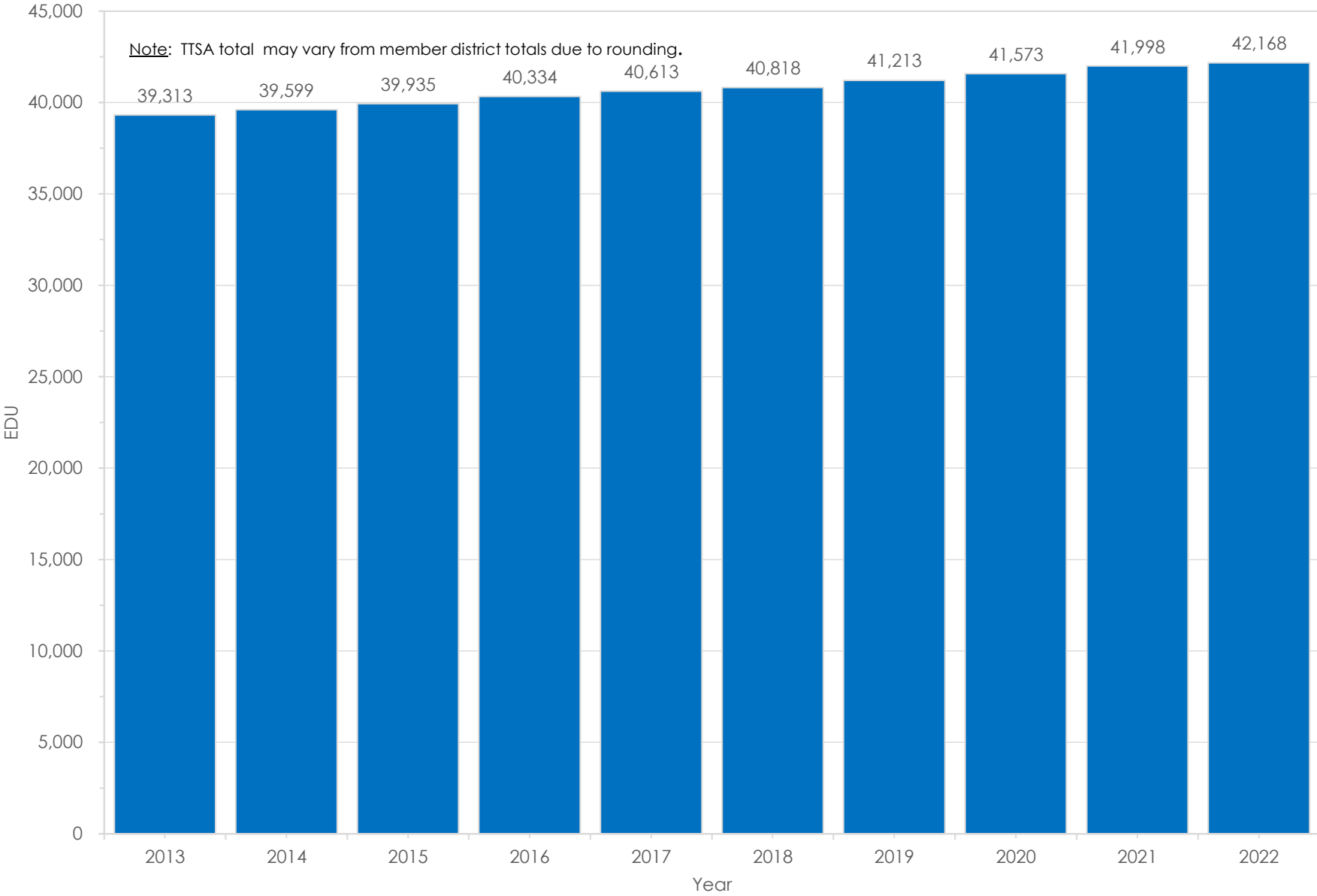
## Other EDU Summary



# Current EDU Summary By Member District



# Historical TTSA EDU Summary





# TAHOE-TRUCKEE SANITATION AGENCY

## GENERAL MANAGER REPORT

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** VI-2

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### Continuing Projects/Work

- Management and staff continued to investigate benefit cost saving options.
- Management and staff continued implementation of the new software programs.
- Management and staff continued progress on CIP projects.
- Management and staff continued research on leadership team training.

### Past Month Projects/Work

- Kicked off one on one meetings with Agency staff.
- Working on scope and cost for Phase one of the SCADA/IT Master Plan.
- Working on identifying several policies that need to be developed, i.e., Technical Use Policy, Working Out of Class.
- Management and staff continued the update of the Employee Handbook.
- Finance Committee and Agency staff held kickoff meeting with HDR Engineering, Inc. for the Sewer Service Charge and Sewer Connection Fee studies.
- Attended Ethics training hosted by the Town of Truckee.
- Staff continued plant wide clean up and organization.
- Staff collaborated with Truckee Fire to outline mitigation efforts in the Butterfield fire burn area.
- Staff held a Safety Luncheon with food from Golden Rotisserie to celebrate 3696 days without a lost time incident/injury.

### Review Tracking

Submitted By:   
Richard Pallante  
Interim General Manager



## **TAHOE-TRUCKEE SANITATION AGENCY**

### **BOARD OF DIRECTOR COMMENT**

**Date:** August 17, 2022  
**To:** Board of Directors  
**From:** Richard Pallante, Interim General Manager  
**Item:** VII  
**Subject:** Board of Director Comment

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#### **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.