



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
September 16, 2020

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: September 16, 2020

Time: 9:00 AM

This meeting will be conducted entirely by teleconferencing in accordance with Governor Newsom's Executive Order (#N-29-20) and the Board Room will not be accessible to the public. The following are the video conferencing: <https://global.gotomeeting.com/join/633672765> and audio teleconferencing call-in information: phone no. (866) 899-4679, access code: 633-672-765. If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please contact Mrs. Roshelle Chavez at (530) 587-2525 or rchavez@ttsa.net.

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item via email. For more information on the process to participate in the meeting via computer, tablet or phone, see the accompanying *Guidelines for Using GoToMeeting for T-TSA September 16 Board of Directors Meeting*. To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

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

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

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

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

1. Approval of the minutes of the regular Board meeting on August 19, 2020.
2. Approval of general fund warrants.

3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 5 for the 2019 Roof Repair project.
5. Approval of Progress Pay Estimate No. 5 for the 2020 Plant Painting project.

V. Regular Agenda

1. Report from August 19, 2020 closed session meeting.
2. Presentation of Agency Waste Discharge Requirements: Effluent Testing.
3. Approval of Resolution No. 12-2020 approving employee benefit changes.
4. Approval of Resolution No. 13-2020 adopting the Agency Fund Policy and extinguishing Administration Fund (Fund 00), Operation & Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08).
5. Approval of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

1. Public Employee - Govt. Code, § 54957: Performance evaluation of General Manager.

IX. Adjournment

Posted and Mailed, 09/10/20



LaRue Griffin
Secretary to the Board

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

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

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S. Lane Lewis

General Manager

LaRue Griffin

Guidelines for Using GoToMeeting for T-TSA September 16 Board of Directors Meeting

Before the Meeting:

- GoToMeeting can be used in a web only application, on mobile devices, or as a desktop version. The desktop version is recommended as it has the most functionality. The app may be downloaded here: <https://global.gotomeeting.com/install/633672765>.

To Join the Meeting:

- Video teleconference: You can join the meeting via computer, tablet, or phone which will allow greater functionality such as having a name associated with your caller-ID.
 - Join using this link: <https://global.gotomeeting.com/join/633672765>. If you do not have a microphone with your video conference, please call in via audio teleconference to as described below.
- Audio Teleconference: You can join the meeting via phone only.
 - Join by calling the following phone number: (866) 899-4679
 - You will then be asked for the Access Code: 633-672-765
 - If you choose to participate via audio teleconference only, press # when prompted for your audio pin.

Controls:

- If you are attending the meeting via video teleconference, please utilize the settings tab at the top of the control panel titled “webcam” to control your video. You are encouraged to share your video stream.
- Mute/Unmute – Please mute yourself when you are not speaking, regardless of teleconference method. If needed, the organizer can also mute/unmute you to keep order for the meeting. You can do this using your phone’s controls or using the controls on GoToMeeting.

Board Discussion:

- Board President Cox will chair the meeting. After staff introduces an agenda item, Directors will be given the opportunity to provide comment one-by-one as called on by President Cox.

Public Comment Option:

- After the Directors have discussed an agenda item, President Cox will move to receive public comment on the item. Mrs. Chavez will call on individual attendees to sequence comment.

- If you are attending the meeting via video or audio teleconference and would like to submit a public comment or comment on a specific Agenda item, please email Mrs. Roshelle Chavez, Administrative Manager at comment@ttsa.net. Identify your email subject title comment as “I have a comment”. In the body of the email please state if you wish to make a public comment or a comment on a specific Agenda item.
- All requests to make a comment will be called in the order received.

Motions:

- All motions will be taken by roll call vote.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

Achievements and Promotions

- TTSA provided employees with an Osprey backpack as a wellness incentive intended to encourage an active lifestyle. The backpacks may be utilized in multiple ways, allowing employees options. TTSA was able to receive a wellness reimbursement from CSRMA that covered a portion of the cost of the wellness backpacks.

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

- Tristan Simmons – Operator III – 20 Years (September 2020)
- Bill Pindar – Chemist III – 20 Years (September 2020)

Fiscal Impact

Wellness incentive items were partially reimbursed from CSRMA, with the Agency assuming the balance of the cost.


Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Roshelle Chavez, Administrative Manager
Item: IV-1
Subject: Approval of the minutes of the regular Board meeting on August 19, 2020

Background

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

Fiscal Impact

None.

Attachments

Minutes of the regular Board meeting on August 19, 2020.

Recommendation

Management recommends approval of the minutes of the regular Board meeting on August 19, 2020.

Review Tracking

Submitted By: _____


Roshelle Chavez
Administrative Manager

Approved By: _____


LaRue Griffin
General Manager

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

August 19, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the August 19, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA August 19 Board of Directors Meeting. President Cox called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

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

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Administrative Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information and Technology Manager (via teleconference)
Vicky Lufrano, Human Resources Administrator (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Aaron Carlsson, Engineering Department (via teleconference)
Scott Fleming, Engineering Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)

Public Present: Sarah Coolidge, Public
Pippin Mader, Public
Jane Davis, Public
Carl Davis, Public
Anthony Anselmi, Public
Steve Parsons, Public
Suzie Tarnay, Public
Kurt Schliemann, Public
Janet Atkinson, Public

II. Public Comment.

Mrs. Janet Atkinson addressed the Board and read a letter regarding the July 10 Moonshine Ink article from the previous Agency laboratory director, Mrs. Laura Mader.

Mr. Phippen Mader, Mr. Carl Davis, Mrs. Jane Davis, Mr. Anthony Anselmi, and Mr. Steve Parsons provided negative public comment regarding the Agency, its operations, its Board of Directors, and General Manager.

Mr. Aaron Carlsson provided positive public comment regarding the Agency, its operations, its Board of Directors, and General Manager.

No further action was taken by the Board.

III. Consent Agenda

1. Approval of the minutes of the regular Board meeting on July 15, 2020.
2. Approval of general fund warrants.
3. Approval of Progress Pay Estimate No. 4 for the 2019 Roof Repair project.
4. Approval of Progress Pay Estimate No. 4 for the 2020 Plant Painting project.
5. Approval of Progress Pay Estimate No. 3 for Furnishing Portable Emergency Pump Systems.

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

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

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

Motion passed.

IV. Regular Agenda

1. Report from July 15, 2020 closed session meeting.

Mr. Griffin stated there was nothing to report and no action was taken from the July 15, 2020 closed session meeting.

2. Approval of the Agency Telecommuting Policy.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the Agency Telecommuting Policy; unanimously approved.

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

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

Motion passed.

3. Approval of Agency Accrued Paid Time off Donation Policy.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the Agency Accrued Paid Time off Donation Policy; unanimously approved.

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

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

Motion passed.

4. Approval of updated Laboratory Director classification description.

MOTION by Director Northrop **SECOND** by Director Wilkins to approve the updated Laboratory Director classification description with an amendment to the Education Requirement to read “In lieu of the minimum educational requirements, which are highly desirable, the candidate must possess a CWEA Grade III Laboratory Analyst Certificate.”; unanimously approved.

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

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

Motion passed.

5. Approval to award bid for the 2020 Administration Building Remodel project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the award of the 2020 Administration Building Remodel project to Dimond G. Construction, Inc. in the amount of \$245,246.95; unanimously approved.

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

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

Motion passed.

6. Approval to advertise for the 2020 Headworks Improvements project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve advertisement of the 2020 Headworks Improvements project; unanimously approved.

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

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

Motion passed.

7. Approval to recertify the Sewer System Management Plan (SSMP).

MOTION by Director Northrop **SECOND** by Director Lewis to approve the recertification of the Sewer System Management Plan (SSMP); unanimously approved.

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

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

Motion was approved.

8. Approval for the purchase and installation of the security camera system project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve purchase and installation of the security camera system project to Johnson Controls Security Solutions with a not to exceed amount of \$160,000; unanimously approved.

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

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

Motion was approved.

9. Approval for the purchase of warehouse forklift.

MOTION by Director Lewis **SECOND** by Director Northrop to approve purchase of warehouse forklift from Holt of California with a not to exceed amount of \$35,000; unanimously approved.

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

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

Motion was approved.

V. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that all waste discharge requirements were met for the month except for a single final effluent turbidity result. On July 11, 2020, the final effluent turbidity was recorded at 11.2 NTU and the daily allowable maximum is 10.0 NTU. The violation was reported to the Regional Water Quality Control Board (Lahontan Region). It should be noted the violation in turbidity is attributed to staff error rather than treatment process error as a valve on the sampling sink piping manifold was found to be closed when it is typically open. When the valve is closed, it creates a buildup of sediment which is siphoned by the automatic composite sampler used to collect the turbidity sample, which is what is assumed to have occurred. To confirm the assumption, the continuous turbidity meter at the same sampling sink location was used as a reference and it showed a 1.73 NTU average for the day, which is typical of past days. To prevent further similar violations, daily checks to operations round sheets and SOPs have been amended to include a check on piping manifold valving at sampling sinks.

Additionally, Mr. Peak informed the Board of the Directors that one (1) of the required five (5) monthly effluent alkalinity tests was missed and not performed by the laboratory staff in June and the Regional Water Quality Control Board (Lahontan Region) has been made aware of the testing oversight.

There was further conversation between the Board of Directors, Michal Peak and the public regarding the turbidity violation, recent pH violations, and the treatment process.

Mr. Griffin stated staff would return next month with a presentation to explain the effluent monitoring and testing requirements.

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

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

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

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

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VI. Board of Director Comment

Director Tresan inquired if the Agency had been approached for potential COVID-19 presence testing in the wastewater. Mr. Griffin stated the Agency had not, however, staff would be willing to do so should the request be made by local health officials.

Director Lewis stated he was looking forward to the Organization Assessment report as prepared by Carollo Engineers, Inc. Director Wilkins also provided clarification that he does not expect staff to perform any COVID-19 testing in the wastewater at this time.

Director Wilkins inquired when he and Director Cox could expect to participate in the ad hoc meeting regarding the Organizational Assessment. Mr. Griffin stated he expected the report to be completed in the next couple of months as the COVID-19 pandemic limited consultant travel causing delays in their assessment of departments.

MOTION by Director Lewis **SECOND** by Director Northrop to adjourn the open session of the meeting; unanimously approved.

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

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

There being no further business, the open session meeting was adjourned at 11:37 AM.

Motion passed.

The Board then continued the teleconference to conduct a closed session to consider the following items:

1. Conference with Agency designated labor negotiator LaRue Griffin regarding the unrepresented employees in all positions - Government Code Section 54957.6.
2. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
3. Closed session conference with legal counsel for existing litigation and related California Public Employment Relations Board proceeding (Government Code section 54956.9(d)(1))-Fay v. Tahoe-Truckee Sanitation Agency.
4. Public Employee – Govt. Code § 54957: Performance evaluation of General Manager.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Roshelle Chavez, Administrative Manager
Item: IV-2
Subject: Approval of general fund warrants

Background

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

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.


Attachments

Report of general fund warrants.

Recommendation

Management recommends approval of the general fund warrants paid and payable.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Manager

Approved By: 
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
ADVANCED INFRASTRUCTURE TECH.				
	85888	08/19/2020	FLOATS RDSONDEFLOATS	244.17
Total ADVANCED INFRASTRUCTURE TECH.:				244.17
AIRGAS USA LLC				
	85889	08/19/2020	INDUSTRIAL SCIENTIFIC REPLACEMENT VENTI MX4 XOYGEN SENSOR 1241	223.12
	85957	08/19/2020	CYLINDER RENTALS	275.05 M
Total AIRGAS USA LLC:				498.17
ALLDATA LLC				
	85890	08/19/2020	ANNUAL REPORT SOFTWARE SUBSCRIPTION	1,500.00
Total ALLDATA LLC:				1,500.00
ALPHA ANALYTICAL INC				
	85891	08/19/2020	EDF PAYMENT FOR INV 37541	25.00
	85891	08/19/2020	EDF PAYMENT FOR INV 37574	25.00
	85891	08/19/2020	JINE Q2 BARIUM	175.00
	85958	08/19/2020	TEICHERT SOIL ANALYSIS JULY 2020	2,000.00 M
Total ALPHA ANALYTICAL INC:				2,225.00
AMAZON CAPITAL SERVICES				
	85892	08/19/2020	ROCARIS SCREWDRIVER BITS	47.10
	85892	08/19/2020	MINIX NEO MINI PC	240.30
Total AMAZON CAPITAL SERVICES:				287.40
ARAMARK WORK APPAREL				
	85893	08/19/2020	SVC CHARGE	197.00
	85959	08/19/2020	SVC CHARGES	197.00 M
Total ARAMARK WORK APPAREL:				394.00
ASBURY ENVIRONMENTAL SERVICES				
	85894	08/19/2020	WASTE OIL DISPOSAL	195.00
Total ASBURY ENVIRONMENTAL SERVICES:				195.00
AT&T 530 582-0827 966 5				
	85895	08/19/2020	TELEPHONE BILL 966	1,290.74
Total AT&T 530 582-0827 966 5:				1,290.74
AT&T 831-000-9983 804				
	85896	08/19/2020	TELEPHONE BILL 804	1,544.59
	85981	08/19/2020	TELEPHONE BILL 804	1,544.53 M
Total AT&T 831-000-9983 804:				3,089.12
AT&T ACCT #171-800-7674 001				
	85897	08/19/2020	TELEPHONE BILL 001	972.04
Total AT&T ACCT #171-800-7674 001:				972.04

Payee	Check Number	Check Issue Date	Description	Amount
BARTKIEWICZ, KRONICK & SHANAHAN				
	85960	08/19/2020	LEGAL FEES	7,857.30 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				7,857.30
BURLINGAME ENGINEERS				
	85898	08/19/2020	CONNECTION 1" BSP MALE 450128016 (ITEM 435)	3,391.40
Total BURLINGAME ENGINEERS:				3,391.40
CASELLE				
	85899	08/19/2020	GL ACCOUNT NUMBER CHANGE	3,675.00
	85961	08/19/2020	2020-2021 MONTHLY SERVICE FEES SEPT	2,694.00 M
Total CASELLE:				6,369.00
CENTIMARK CORPORATION				
	85962	08/19/2020	RETENTION # 4	399,776.05 M
Total CENTIMARK CORPORATION:				399,776.05
CENTRAL SQUARE TECHNOLOGIES				
	85900	08/19/2020	ASSET MANAGER DIG ALERT	1,087.50
Total CENTRAL SQUARE TECHNOLOGIES:				1,087.50
CentriTek Industrial Centrifuge Speciali				
	85983	08/26/2020	MAIN BEARING HOUSING & SEAL PLATE UPGRADE	55,100.00 M
Total CentriTek Industrial Centrifuge Speciali:				55,100.00
CH2M HILL				
	85963	08/19/2020	TASK ORDER# 32 HEADWORKS IMPROVEMENT PROJECT	44,959.75 M
Total CH2M HILL:				44,959.75
CLARK PEST CONTROL				
	85901	08/19/2020	CLARK PEST BILL	275.00
Total CLARK PEST CONTROL:				275.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	85964	08/19/2020	MONTHLY BILL	627.85 M
Total CORELOGIC INFORMATION SOLUTIONS, IN:				627.85
CSRMA % ALLIANT INSURANCE SERVICES				
	85902	08/19/2020	POOLED LIABILITY PROG DEDUCTIBLE RECOVERY	14,595.18
Total CSRMA % ALLIANT INSURANCE SERVICES:				14,595.18
CWEA				
	85903	08/19/2020	PINDAR LAB 3 CERT RENEWAL	101.00
	85903	08/19/2020	CWEA CERT E/I 4 RENEWAL	298.00
	85903	08/19/2020	ELECTRICAL INSTRUMENTATION CERT RENEWAL	192.00
	85903	08/19/2020	CERT RENEWAL IE 4	298.00

Payee	Check Number	Check Issue Date	Description	Amount
Total CWEA:				889.00
DAVID AND ERIN JOST ; BULLSHEAD				
	85904	08/19/2020	ANNUAL WIRTH BRIDGE MAINTENTANCE	200.00
Total DAVID AND ERIN JOST ; BULLSHEAD:				200.00
DENNIS & VERONICA SOCOLEAN				
	85955	08/13/2020	CONN FEE OVERPAYMENT REFUND	30.00 M
Total DENNIS & VERONICA SOCOLEAN:				30.00
EASTERN REGIONAL LANDFILL				
	85965	08/19/2020	SCRAP METAL DISPOSAL	105.00 M
	85965	08/19/2020	HHW WASTE CHARGE	443.40 M
Total EASTERN REGIONAL LANDFILL:				548.40
EMPLOYMENT DEVELOPMENT DEPARTMENT				
	8312003	08/31/2020	CARES ACT CREDIT	139.76 M
	8312004	08/31/2020	2ND QTR AMOUNT DUE	.05 M
Total EMPLOYMENT DEVELOPMENT DEPARTMENT:				139.81
ENDUSTRA FILTER MANUFACTURES				
	85905	08/19/2020	FILTER FOR BNR BLOWER 5 ELEMENT #E045775	360.61
Total ENDUSTRA FILTER MANUFACTURES:				360.61
ENGINEERING NEWS - RECORD				
	85906	08/19/2020	ENGINEERING NEWS RECORD MEMBERSHIP	60.00
Total ENGINEERING NEWS - RECORD:				60.00
FD THOMAS				
	85966	08/19/2020	RETENTION #4	101,709.85 M
Total FD THOMAS:				101,709.85
FEDERAL EXPRESS CORP.				
	85907	08/19/2020	SHIPPING CHARGES FOR PO 32486	88.59
Total FEDERAL EXPRESS CORP.:				88.59
FISHER SCIENTIFIC COMPANY				
	85908	08/19/2020	POTASSIUM CHLORIDE CHEMICAL 500 G P217-500	520.41
	85908	08/19/2020	CULTI LOOPS ESCHERICHIA R4607050 PK/5	1,012.43
Total FISHER SCIENTIFIC COMPANY:				1,532.84
GRAINGER INC., W.W.				
	85909	08/19/2020	GASCO CO, CH4, H2S, O2, N2 CALIBRATION GAS 34L CYLINDER	171.86
	85909	08/19/2020	RTV SILICONE SEALANT 2YE19	190.88
	85909	08/19/2020	STRUCTURAL PIPE FITTING EXTERNAL COUPLING 54WK34	611.05

Payee	Check Number	Check Issue Date	Description	Amount
Total GRAINGER INC., W.W.:				973.79
HACH CHEMICAL COMPANY				
	85910	08/19/2020	MEMBRANE KIT 9160200	229.07
	85910	08/19/2020	FREE ELECTROLYTE 9160600	89.95
	85910	08/19/2020	GLASS BEADS 259600	1,817.39
Total HACH CHEMICAL COMPANY:				2,136.41
HODGE				
	85911	08/19/2020	A1167 ALUMINUM SAFETY LOCKOUT PADLOCK- KEYED DIFFERENT (KD) BL	355.47
	85911	08/19/2020	A11606 ALUMINUM SAFETY LOCKOUT PADLOCK- KEYED ALIKE (KA) BLACK	151.76
	85911	08/19/2020	A1167 ALUMINUM SAFETY LOCKOUT PADLOCK KEYED DIFFERENTLY RED	405.34
Total HODGE:				912.57
HUNT & SONS INC.				
	85912	08/19/2020	CHEVRON RANDO HD 68 DYGRAULIC OIL 55 GALLON DRUM	654.32
	85912	08/19/2020	CHV MEROPA SYNTHETIC EP 150	476.19
	85912	08/19/2020	55 GALLONS CHEVRON REGAL R & O 100 OIL	1,071.08
Total HUNT & SONS INC.:				2,201.59
IDEXX LABORATORIES INC.				
	85913	08/19/2020	IDESS 120ML SMAPLE VESSEL W/ SODIUM THIOSULFATE WV120XBXT-20, 9	188.80
Total IDEXX LABORATORIES INC.:				188.80
ILEANA VASSILIOU				
	85914	08/19/2020	TRAINING	2,400.00
Total ILEANA VASSILIOU:				2,400.00
INSTRUMART.COM				
	85915	08/19/2020	PANAMETRICS FLOW METER CABLES FC-COAX-50-FT-FL250-0-BNC-75-0-0-0	144.78
Total INSTRUMART.COM:				144.78
J&L PRO KLEEN INC				
	85916	08/19/2020	JANITORIAL SVC JULY	2,300.00
	85967	08/19/2020	JANITORIAL SVC AUGUST	2,300.00 M
Total J&L PRO KLEEN INC:				4,600.00
JESUS ZARATE				
	85980	08/19/2020	REIMBURSEMENT	388.00 M
Total JESUS ZARATE:				388.00
JOSEPH OR LINDA THOMPSON				
	85956	08/13/2020	CONN FEE OVERPAYMENT REFUND	2,635.50 M
Total JOSEPH OR LINDA THOMPSON:				2,635.50
KONICA MINOLTA BUSINESS SOLUTIONS U				
	85917	08/19/2020	MONTHLY BILL	142.95

Payee	Check Number	Check Issue Date	Description	Amount
	85968	08/19/2020	MONTHLY BILL	142.95 M
	85968	08/19/2020	QUARTERLY BILL	124.86 M
Total KONICA MINOLTA BUSINESS SOLUTIONS U:				410.76
LARUE GRIFFIN				
	85969	08/19/2020	REIMBURSEMENT	186.17 M
Total LARUE GRIFFIN:				186.17
LHOIST NORTH AMERICA				
	85918	08/19/2020	HYDRATED LIME	9,055.48
	85918	08/19/2020	HYDRATED LIME	9,095.39
Total LHOIST NORTH AMERICA:				18,150.87
LIBERTY UTILITIES				
	85919	08/19/2020	ELECTRIC BIL	4.42
	85919	08/19/2020	ELECTRIC BILL	41.60
	85970	08/19/2020	ELECTRIC BILL	25.65 M
	85970	08/19/2020	ELECTIC BILL	31.50 M
	85970	08/19/2020	ELECTRIC BILL	21.75 M
Total LIBERTY UTILITIES:				124.92
MOTION INDUSTRIES				
	85920	08/19/2020	BEARING, SKF, 6310C3	283.15
Total MOTION INDUSTRIES:				283.15
MOUNTAIN HARDWARE				
	85921	08/19/2020	KEYS FOR IT CABINET (3) AND ROTATING CABINET (3)	13.57
Total MOUNTAIN HARDWARE:				13.57
MRC GLOBAL INC				
	85922	08/19/2020	CAMERON 9A-100003517 REPAIR KIT	1,508.44
Total MRC GLOBAL INC:				1,508.44
NATIONAL BUSINESS FURNITURE				
	85923	08/19/2020	FIREPROOF LETTER VERTICAL FILE WITH 4 DRAWERS & ELECTRONIC LOC	3,385.41
Total NATIONAL BUSINESS FURNITURE:				3,385.41
National Fire Protection Association				
	85924	08/19/2020	NFPA 70b (2019) PDF	104.95
Total National Fire Protection Association:				104.95
NAVIA BENEFIT SOLUTIONS				
	8112001	08/11/2020	HRA DISBURSEMENTS	1,839.58 M
	8112001	08/11/2020	HRA DISBURSEMENTS	154.44 M
	8112001	08/11/2020	HRA DISBURSEMENTS	330.00 M
	8112001	08/11/2020	COBRA/PARTICIPANT FEES	322.00 M
	8312001	08/31/2020	HRA REIMBURSEMENT	618.67 M
	8312001	08/31/2020	HRA DISBURSEMENTS	25.92 M

Payee	Check Number	Check Issue Date	Description	Amount
	8312001	08/31/2020	HRA DISBURSEMENTS	108.47 M
	8312001	08/31/2020	HRA DISBURSEMENTS	82.17 M
Total NAVIA BENEFIT SOLUTIONS:				3,481.25
NEWEGG INC				
	85925	08/19/2020	BELKIN DISPLAYPORT TO HDMI CONVERTER CABLE F2CD004B	53.12
	85925	08/19/2020	MICROSOFT WINDOWS10 PRO OEM 9B-32-588-491	1,084.58
	85925	08/19/2020	LOGITECH KEYBOARD MOUSE COMBO MK270 920-004536	93.57
Total NEWEGG INC:				1,231.27
OFFICE DEPOT				
	85926	08/19/2020	MAGENTA TONER HP 507A 680206	212.96
	85926	08/19/2020	AVERY PRINT ON 5 TAB DIVIDERS 11515	260.82
	85926	08/19/2020	SWINGLINE OPTIMA STAPLER 579750	16.23
	85926	08/19/2020	BANKER BOXES	177.25
	85926	08/19/2020	CE401A CYAN TONER FOR HP COLOR LASER JET M551 680134	212.96
	85926	08/19/2020	CF410X BLACK TONER FOR HP COLOR LASER JET M477 308799	529.56
Total OFFICE DEPOT:				1,409.78
PAC MACHINE CO.				
	85971	08/19/2020	PROGRESS PAY #3	19,132.80 M
Total PAC MACHINE CO.:				19,132.80
PAYMENTUS GROUP INC				
	85927	08/19/2020	TRANS FEES FOR APRIL	2.50
	85927	08/19/2020	TRANS FEES FOR MAY	49.50
	85927	08/19/2020	TRANS FEES FOR JUNE	48.50
	85972	08/19/2020	TRANS FEES FOR JULY	362.00 M
Total PAYMENTUS GROUP INC:				462.50
PDM STEEL SVC CNTRS INC-SPARKS NV				
	85928	08/19/2020	ORNAMENTAL TUBING STEEL 1"X2"X.120' 20 FOOT SECTIONS FOR 60' TOTA	219.79
Total PDM STEEL SVC CNTRS INC-SPARKS NV:				219.79
PINNACLE TOWERS INC.				
	85929	08/19/2020	TOWER RENTAL	758.09
	85973	08/19/2020	TOWER RENTAL	758.09 M
Total PINNACLE TOWERS INC.:				1,516.18
PLATT ELECTRIC COMPANY				
	85930	08/19/2020	LIQUIDTIGHT CONNECTOR 1/2" NON METALIC BULLET TYPE #LT50P	75.99
	85930	08/19/2020	SHIPPING FOR INV 0K00530	29.19
Total PLATT ELECTRIC COMPANY:				105.18
PRAXAIR DISTRIBUTION INC				
	85931	08/19/2020	CYLINDER RENTALS	70.25
Total PRAXAIR DISTRIBUTION INC:				70.25

Payee	Check Number	Check Issue Date	Description	Amount
R&C VALVE REPAIR INC				
	85932	08/19/2020	SUCTION STRAINER 1" PART # 000632	453.00
Total R&C VALVE REPAIR INC:				453.00
REXEL				
	85974	08/19/2020	ALLEN BRADLEY HIM BEZEL 75875	10,415.88 M
Total REXEL:				10,415.88
ROBERT GRAY				
	85933	08/19/2020	REIMBURSEMENT	313.93
	85982	08/20/2020	REIMBURSEMENT	281.00 M
Total ROBERT GRAY:				594.93
ROSHELLE CHAVEZ				
	85934	08/19/2020	REIMB CELL PHONE	42.80
	85975	08/19/2020	REIMBURSEMENT	400.00 M
	85975	08/19/2020	REIMBURSEMENT	66.45 M
	85975	08/19/2020	REIMBURSEMENT	66.45 M
Total ROSHELLE CHAVEZ:				575.70
ROY SMITH COMPANY				
	85935	08/19/2020	LIQUID OXYGEN	3,431.70
	85935	08/19/2020	LIQUID OXYGEN	4,384.95
	85935	08/19/2020	LIQUID OXYGEN	3,255.00
	85935	08/19/2020	LIQUID OXYGEN	1,185.75
	85935	08/19/2020	BULK LIQUID CARBON DIOXIDE	7,417.54
Total ROY SMITH COMPANY:				19,674.94
SECRETARY OF THE STATE				
	85984	08/26/2020	NOTARY FEE: DAWN DAVIS	40.00 M
Total SECRETARY OF THE STATE:				40.00
SIERRA FILTRATION PRODUCTS INC				
	85936	08/19/2020	13" X 30" X 1" WIRE FRAME MAT FILTER 20-000101	120.16
	85936	08/19/2020	ALUMINUM FILTER 29.5" X 42" X 1" HCAS101500	716.37
Total SIERRA FILTRATION PRODUCTS INC:				836.53
SOLENIS				
	85937	08/19/2020	PRAESTOL K 290 FLX IBC 3 TOTES	11,968.75
Total SOLENIS:				11,968.75
SOUTHWEST GAS CORP.				
	85976	08/19/2020	NATURAL GAS	1,472.47 M
	85976	08/19/2020	NATURAL GAS	683.48 M
Total SOUTHWEST GAS CORP.:				2,155.95
TAHOE SUPPLY COMPANY LLC				
	85938	08/19/2020	SERENADE FACIAL TISSUE 30/100 CASE PPR-33735	215.26

Payee	Check Number	Check Issue Date	Description	Amount
	85938	08/19/2020	SINGLE FOLD TOWELS WHITE CASE PPR-GEN500W	86.64
Total TAHOE SUPPLY COMPANY LLC:				301.90
TAHOE TRUCKEE DISPOSAL				
	85939	08/19/2020	JULY SLUDGE	11,136.10
	85939	08/19/2020	JULY CENTRIFUGE	12,544.22
Total TAHOE TRUCKEE DISPOSAL:				23,680.32
THATCHER COMPANY OF CA INC				
	85940	08/19/2020	CHLORINE	7,800.00
	85940	08/19/2020	CHLORINE EMPTIES	4,000.00-
	85940	08/19/2020	FERRIC CHLORIDE 38-42%	10,927.80
Total THATCHER COMPANY OF CA INC:				14,727.80
THOMAS AND ASSOCIATES				
	85941	08/19/2020	SHIM SET 37	597.85
Total THOMAS AND ASSOCIATES:				597.85
THOMSON WEST				
	85942	08/19/2020	MONTHLY BILL	347.75
	85942	08/19/2020	MONTHLY BILL	347.75
Total THOMSON WEST:				695.50
TRACE ANALYTICS INC				
	85943	08/19/2020	ROUTINE ANALYSIS RA01	371.00
Total TRACE ANALYTICS INC:				371.00
TRANE COMPANY				
	85944	08/19/2020	ANNUAL SERVICE AGREEMENT (2376599R1) 07/01/2020 TO 06/30/2021	3,960.00
Total TRANE COMPANY:				3,960.00
TRUCKEE DONNER PUD				
	85945	08/19/2020	ELECTRIC BILL	43.91
	85945	08/19/2020	ELECTRIC BILL	50.98
	85945	08/19/2020	ELECTRIC BILL	27.32
	85945	08/19/2020	ELECTRIC BILL	65,958.51
	85945	08/19/2020	WATER BILL	116.80
Total TRUCKEE DONNER PUD:				66,197.52
TYLER PENN				
	85946	08/19/2020	REIMBURSEMENT	140.00
Total TYLER PENN:				140.00
U.S. BANK BANK CARD DIVISION				
	8312002	08/31/2020	PROGRAMMING TRAINING	13,336.29 M
Total U.S. BANK BANK CARD DIVISION:				13,336.29

Payee	Check Number	Check Issue Date	Description	Amount
ULINE	85947	08/19/2020	100' HEAVY DUTY EXTENSION CORD S-23548	392.94
Total ULINE:				392.94
UNDERGROUND SERVICE ALERT	85948	08/19/2020	REGULATORY COST FEE	170.22
Total UNDERGROUND SERVICE ALERT:				170.22
UNIFIRST CORPORATION	85949	08/19/2020	UNIFORMS	161.61
	85949	08/19/2020	UNIFORMS	10.57
	85949	08/19/2020	UNIFORMS	11.14
	85949	08/19/2020	UNIFORMS	55.99
	85949	08/19/2020	UNIFORMS	4.29
	85949	08/19/2020	UNIFORMS	69.41
	85949	08/19/2020	UNIFORMS	94.86
	85949	08/19/2020	UNIFORMS	7.34
	85949	08/19/2020	UNIFORMS	114.88
	85949	08/19/2020	UNIFORMS	10.57
	85949	08/19/2020	UNIFORMS	11.14
	85949	08/19/2020	UNIFORMS	55.99
	85949	08/19/2020	UNIFORMS	4.29
	85949	08/19/2020	UNIFORMS	69.41
	85949	08/19/2020	UNIFORMS	10.29
	85949	08/19/2020	UNIFORMS	7.34
	85949	08/19/2020	UNIFORMS	163.02
	85949	08/19/2020	UNIFORMS	10.57
	85949	08/19/2020	UNIFORMS	11.14
	85949	08/19/2020	UNIFORMS	149.42
	85949	08/19/2020	UNIFORMS	4.29
	85949	08/19/2020	UNIFORMS	95.90
	85949	08/19/2020	UNIFORMS	10.29
	85949	08/19/2020	UNIFORMS	7.34
	85979	08/19/2020	UNIFORMS	135.20 M
	85979	08/19/2020	UNIFORMS	10.29 M
	85979	08/19/2020	UNIFORMS	7.34 M
	85979	08/19/2020	UNIFORMS	116.55 M
	85979	08/19/2020	UNIFORMS	4.53 M
	85979	08/19/2020	UNIFORMS	55.99 M
	85979	08/19/2020	UNIFORMS	11.31 M
	85979	08/19/2020	UNIFORMS	10.57 M
	85979	08/19/2020	UNIFORMS	10.29 M
	85979	08/19/2020	UNIFORMS	7.34 M
	85979	08/19/2020	UNIFORMS	4.29 M
	85979	08/19/2020	UNIFORMS	160.45 M
	85979	08/19/2020	UNIFORMS	10.57 M
	85979	08/19/2020	UNIFORMS	11.14 M
	85979	08/19/2020	UNIFORMS	114.88 M
	85979	08/19/2020	UNIFORMS	70.25 M
Total UNIFIRST CORPORATION:				1,892.08
UNIVAR USA INC.	85950	08/19/2020	METHANOL	8,736.26
	85950	08/19/2020	METHANOL	8,737.53

Payee	Check Number	Check Issue Date	Description	Amount
Total UNIVAR USA INC.:				17,473.79
VERIZON WIRELESS				
	85951	08/19/2020	MONTHLY BILL	404.76
Total VERIZON WIRELESS:				404.76
VICKY LUFRANO				
	85952	08/19/2020	REIMB CELL PHONE	42.80
	85952	08/19/2020	REIMB PHR RENEWAL	169.00
Total VICKY LUFRANO:				211.80
VWR SCIENTIFIC INC				
	85953	08/19/2020	5.7 CM ALUMINUM DISHES 25433-008	570.71
	85953	08/19/2020	WHATMAN 125MM #1 FILTER PAPER 2845-128	487.62
	85953	08/19/2020	HYDROXYLAMINE HCL 125G JT195-4	165.17
	85953	08/19/2020	PROSPORE BIOLOGICAL INICATOR AMPOULES BOX OF 50 101384-674	404.01
Total VWR SCIENTIFIC INC:				1,627.51
WILEY, PRICE & RADULOVICH				
	85977	08/19/2020	LEGAL FEES	4,357.00 M
Total WILEY, PRICE & RADULOVICH:				4,357.00
ZORO				
	85954	08/19/2020	CHLORINE TABLETS 35LB PH 2 TO 5 G0469169	245.92
	85978	08/19/2020	7550P24 0-15 PSI PRESSURE MODULE	1,818.59 M
Total ZORO:				2,064.51
Grand Totals:				917,990.92

Dale Cox _____

Dan Wilkins _____

Jon Northrop _____

Blake Tresan _____

S. Lane Lewis _____

LaRue Griffin _____

Date _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Roshelle Chavez, Administrative Manager
Item: IV-3
Subject: Approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, and (3) L.A.I.F. statements.

Summaries are provided for Fund 10: General Fund; Fund 02: Wastewater Capital Reserve Fund; Fund 06: Replacement, Rehabilitation and Upgrade; Fund 07: Emergency Reserve Fund; and Fund 08: Rate Stabilization Fund.

Summaries of the expenditure and revenue activity are provided for Funds 10, 02 and 06.

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 L.A.I.F. statement provides detail on activity within the account.

Fiscal Impact

None.

Attachments

Report of financial statements for June and August.

Recommendation

Management recommends approval of the financial statements.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Manager

Approved By: 
LaRue Griffin
General Manager



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

	Budget \$	Month \$	Month %	YTD \$	YTD %
REVENUE					
Income from Service Charge	12,823,000.00	1,056,386.46	8.2	1,056,386.46	8.2
Tax Revenue - Ad Valorem	3,900,000.00	(180,962.24)	(4.6)	(180,962.24)	(4.6)
Fund Interest	18,000.00	(265.84)	(1.5)	(265.84)	(1.5)
Other Revenue	7,500.00	2,525.00	33.7	2,525.00	33.7
Temporary Discharge	1,500.00	0.00	0.0	0.00	0.0
TOTAL REVENUE	16,750,000.00	877,683.38	5.2	877,683.38	5.2
EXPENDITURE					
Salaries & Wages	5,658,400.00	288,599.17	5.1	288,599.17	5.1
Employee Benefits	3,469,100.00	245,281.43	7.1	245,281.43	7.1
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	1,279.88	2.6	1,279.88	2.6
CSRMA Insurance	210,000.00	162,720.18	77.5	162,720.18	77.5
Professional Memberships	47,500.00	1,981.00	4.2	1,981.00	4.2
Agency Permits & Licenses	178,000.00	0.00	0.0	0.00	0.0
Office Expense	271,400.00	16,825.19	6.2	16,825.19	6.2
Contractual Services	1,896,900.00	125,589.89	6.6	125,589.89	6.6
Professional Services	805,000.00	9,663.00	1.2	9,663.00	1.2
Conferences & Training	107,500.00	1,618.35	1.5	1,618.35	1.5
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	40,428.70	4.0	40,428.70	4.0
Supplies, Repairs & Maintenance	789,300.00	31,005.41	3.9	31,005.41	3.9
TOTAL EXPENDITURE	14,492,400.00	924,992.20	6.4	924,992.20	6.4
NET INCOME	2,257,600.00			(47,308.82)	
Unfunded Accrued Liability	3,616,977.00	2,310,389.00	63.9	2,310,389.00	63.9

Footnote: Above Unfunded Accrued Liability payment is not in the above budget total expenditures, however is expensed through cash and net pension liability account.



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

	Budget \$	Month \$	Month %	YTD \$	YTD %
REVENUE					
Income from Service Charge	12,823,000.00	493,902.07	3.9	1,550,288.53	12.1
Tax Revenue - Ad Valorem	3,900,000.00	182,102.57	4.7	1,140.33	0.0
Fund Interest	18,000.00	(26.88)	(0.1)	(292.72)	(1.6)
Other Revenue	7,500.00	2,950.00	39.3	5,475.00	73.0
Temporary Discharge	1,500.00	360.00	24.0	360.00	24.0
TOTAL REVENUE	16,750,000.00	679,287.76	4.1	1,556,971.14	9.3
EXPENDITURE					
Salaries & Wages	5,658,400.00	378,571.52	6.7	667,170.69	11.8
Employee Benefits	3,469,100.00	247,827.56	7.1	493,108.99	14.2
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	3,416.64	6.9	4,696.52	9.4
CSRMA Insurance	210,000.00	26.00	0.0	162,746.18	77.5
Professional Memberships	47,500.00	101.00	0.2	2,082.00	4.4
Agency Permits & Licenses	178,000.00	40.00	0.0	40.00	0.0
Office Expense	271,400.00	15,980.52	5.9	32,805.71	12.1
Contractual Services	1,896,900.00	67,375.14	3.6	192,965.03	10.2
Professional Services	805,000.00	26,472.05	3.3	36,135.05	4.5
Conferences & Training	107,500.00	1,117.31	1.0	2,735.66	2.5
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	90,186.34	9.0	130,615.04	13.0
Supplies, Repairs & Maintenance	789,300.00	48,759.67	6.2	79,765.08	10.1
TOTAL EXPENDITURE	14,492,400.00	879,873.75	6.1	1,804,865.95	12.5
NET INCOME	2,257,600.00			(247,894.81)	
Unfunded Accrued Liability	3,616,977.00	2,310,389.00	63.9	2,310,389.00	63.9

Footnote: Above Unfunded Accrued Liability payment is not in the above budget total expenditures, however is expensed through cash and net pension liability account.



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

DESCRIPTION	Budget	Month	Month	YTD	YTD
	\$	\$	%	\$	%
Barscreens, Washers, Compactors	225,000.00	-	-	-	-
Security Improvements	100,000.00	-	-	-	-
Hydraulic Pump and Power Pack	60,000.00	-	-	-	-
SUB TOTAL	385,000.00	-	-	-	-
Allocation of 73.2% of Bond Payment	2,222,378.00	1,894,259.43	85.2	1,894,259.43	85.2
TOTAL	2,607,378.00	1,894,259.43	72.6	1,894,259.43	72.6



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

DESCRIPTION	Budget	Month	Month	YTD	YTD
	\$	\$	%	\$	%
Barscreens, Washers, Compactors	225,000.00	44,959.75	20.0	44,959.75	20.0
Portable Emergency Pump System	-	19,132.80	-	19,132.80	-
Security Improvements	100,000.00	-	-	-	-
Hydraulic Pump and Power Pack	60,000.00	-	-	-	-
SUB TOTAL	385,000.00	64,092.55	16.6	64,092.55	16.6
Allocation of 73.2% of Bond Payment	2,222,378.00	1,894,259.43	85.2	1,894,259.43	85.2
TOTAL	2,607,378.00	1,958,351.98	75.1	1,958,351.98	75.1



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

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD %
Plant Coating Improvements	550,000.00	-	-	-	-
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	177.25	0.1	177.25	0.1
EDPM Roof Replacement	800,000.00	-	-	-	-
TRI Improvemens	100,000.00	-	-	-	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	-	-	-	-
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	-	-
Chiller Replacement	150,000.00	-	-	-	-
SCBA Tank Replacement	35,000.00	-	-	-	-
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
SUB TOTAL	2,385,000.00	177.25	0.0	177.25	0.0
Allocation of 26.8% of Bond Payment	813,658.00	693,526.67	85.2	693,526.67	85.2
TOTAL	3,198,658.00	693,703.92	21.7	693,703.92	21.7



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

DESCRIPTION	Budget	Month	Month	YTD	YTD
	\$	\$	%	\$	%
Plant Coating Improvements	550,000.00	107,063.00	19.5	107,063.00	19.5
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	623.90	0.2	801.15	0.2
EDPM Roof Replacement	800,000.00	420,816.90	52.6	420,816.90	52.6
TRI Improvemens	100,000.00	-	-	-	-
Centrifuge Rebuild	-	55,100.00	-	55,100.00	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	-	-	-	-
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	-	-
Chiller Replacement	150,000.00	-	-	-	-
SCBA Tank Replacement	35,000.00	-	-	-	-
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
SUB TOTAL	2,385,000.00	583,603.80	24.5	583,781.05	24.5
Allocation of 26.8% of Bond Payment	813,658.00	693,526.67	85.2	693,526.67	85.2
TOTAL	3,198,658.00	1,277,130.47	39.9	1,277,307.72	39.9

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH INVESTMENT
 JULY 31, 2020

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	1,041,489.28
99-00-0101-000	CASH - USB SERVICE CHARGE	942,219.25
99-00-0102-000	CASH - US BANK TAX REV	270,109.12
99-00-0103-000	CASH - US BANK WWCRF	141,849.80
99-00-0104-000	CASH - WELLS FARGO PAYROLL	2,403.58
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	902,713.81
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	40,157,895.21
99-00-0108-000	CASH - BOA WWCRF (CL)	.00
99-00-0109-000	CASH - 2020 WRRB REFUNDING ACC	159,081.95
99-00-0175-000	CASH CLEARING - UTILITIES	.00
99-00-0176-000	CASH CLEARING - AR	.00
99-00-0179-000	UTILITY POST IN ERROR	.00
99-00-0180-000	BANK TRANSFER CLEARING	.00
		<hr/>
	TOTAL COMBINED CASH	43,618,362.00
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(43,618,362.00)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	16,865,314.92
4	ALLOCATION TO STATE REVOLVING FUND	.00
6	ALLOCATION TO R. R. & UPGRADE FUND	9,599,924.11
7	ALLOCATION TO EMERGENCY RESERVE FUND	4,131,689.66
8	ALLOCATION TO RATE STABILIZATION FUND	3,099,211.01
10	ALLOCATION TO GENERAL FUND	9,922,222.30
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	43,618,362.00
	ALLOCATION FROM COMBINED CASH FUND - 99	(43,618,362.00)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH INVESTMENT
 AUGUST 31, 2020

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	638,565.67
99-00-0101-000	CASH - USB SERVICE CHARGE	666,098.46
99-00-0102-000	CASH - US BANK TAX REV	726,650.26
99-00-0103-000	CASH - US BANK WWCRF	199,058.08
99-00-0104-000	CASH - WELLS FARGO PAYROLL	2,271.62
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	623,823.45
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	40,232,895.21
99-00-0108-000	CASH - BOA WWCRF (CL)	.00
99-00-0109-000	CASH - 2020 WRRB REFUNDING ACC	159,081.95
99-00-0175-000	CASH CLEARING - UTILITIES	.00
99-00-0176-000	CASH CLEARING - AR	.00
99-00-0179-000	UTILITY POST IN ERROR	.00
99-00-0180-000	BANK TRANSFER CLEARING	.00
		<hr/>
	TOTAL COMBINED CASH	43,249,044.70
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(43,249,044.70)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	17,280,019.58
4	ALLOCATION TO STATE REVOLVING FUND	.00
6	ALLOCATION TO R. R. & UPGRADE FUND	9,016,362.16
7	ALLOCATION TO EMERGENCY RESERVE FUND	4,131,689.66
8	ALLOCATION TO RATE STABILIZATION FUND	3,099,211.01
10	ALLOCATION TO GENERAL FUND	9,721,762.29
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	43,249,044.70
	ALLOCATION FROM COMBINED CASH FUND - 99	(43,249,044.70)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

California State Treasurer
Fiona Ma, CPA



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

August 03, 2020

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

July 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/8/2020	7/8/2020	RW	1645026	1605099	MICHELLE MACKEY	-2,400,000.00
7/13/2020	7/13/2020	RW	1645324	1605420	DAWN DAVIS	-1,000,000.00
7/14/2020	7/14/2020	RD	1645424	1605498	DAWN DAVIS	637,000.00
7/15/2020	7/14/2020	QRD	1646543	N/A	SYSTEM	153,025.70
7/15/2020	7/29/2020	QRD	1650008	N/A	SYSTEM	12,458.35
7/15/2020	7/15/2020	RW	1647814	1607867	DAWN DAVIS	-1,500,000.00

Account Summary

Total Deposit:	802,484.05	Beginning Balance:	44,255,411.15
Total Withdrawal:	-4,900,000.00	Ending Balance:	40,157,895.20

California State Treasurer
Fiona Ma, CPA



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

September 01, 2020

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

August 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/6/2020	8/6/2020	RD	1651776	1611850	MICHELLE MACKEY	125,000.00
8/6/2020	8/6/2020	RD	1651777	1611851	MICHELLE MACKEY	500,000.00
8/12/2020	8/12/2020	RD	1652119	1612205	MICHELLE MACKEY	300,000.00
8/19/2020	8/19/2020	RW	1652579	1612676	MICHELLE MACKEY	-850,000.00

Account Summary

Total Deposit:	925,000.00	Beginning Balance:	40,157,895.20
Total Withdrawal:	-850,000.00	Ending Balance:	40,232,895.20



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 5 for the 2019 Roof Repair project

Background

The 2019 Roof Repair project follows up on last year's work to repair critical roof areas that have reached the end of their life cycles and need to be replaced. During the winter of 2018/2019, staff noted several roof areas in various buildings throughout the plant that needed repair or replacement.

In this project, the Agency will be completely replacing the roof areas for the following facilities:

- Building 1, Administration Building
- Building 4, Middle Roof and Thickening Roof
- Building 27, Electrical Supply Building
- Building 32, Digester Building (New Side)
- Buildings 13 & 53, C&CT

In the month of August, the contractor completed all remaining work. Progress Pay Estimate No. 5 is to compensate the contractor for this work.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 5 would yield a payment to the contractor of \$17,571.68.


Attachments

Progress Pay Estimate No. 5.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 5 for the 2019 Roof Repair project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 Roof Repair Project

Progress Pay Estimate No. 5
 July 28, 2020 to August 28, 2020

OWNER:

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

CONTRACTOR:

CentiMark Corporation
 1010 Winding Creek Rd, Ste 130
 Roseville, CA 95678

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1A	Building 4 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$24.84	3,320	FT ²	\$82,468.80	100.00%	\$82,468.80
1B	Building 4 Remove and replace damaged substrate; and perform all related work as described in the Contract Documents.	\$80.00	25	FT ²	\$2,000.00	100.00%	\$2,000.00
2A	Building 27 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$32.38	2,545	FT ²	\$82,407.10	100.00%	\$82,407.10
2B	Building 27 Remove and replace damaged substrate; and perform all related work as described in the Contract Documents.	\$80.00	25	FT ²	\$2,000.00	100.00%	\$2,000.00
3A	Building 32 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$64.68	1,130	FT ²	\$73,088.40	100.00%	\$73,088.40
3B	Building 32 Roof Repair; install walkway pads as shown in the Contract Documents.	\$27.60	1,000	FT ²	\$27,600.00	100.00%	\$27,600.00
4A	Building 13 & 53 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$20.91	6,330	FT ²	\$132,360.30	100.00%	\$132,360.30
4B	Building 13 & 53 Remove and replace damaged substrate; and perform all related work as described in the Contract Documents.	\$80.00	25	FT ²	\$2,000.00	100.00%	\$2,000.00
5	Test roof for leaks on Buildings 4, 27, 32, 13 and 53.	\$3,465.50	4	Work Area	\$13,862.00	100.00%	\$13,862.00
6	20-year warranty: Provide a 20-year warranty covering all work and specified materials provided by the Contractor.	\$1,500.00	-	LS	\$1,500.00	100.00%	\$1,500.00
Change Order 2-Bldg.1	Building 1 Area "A" Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents, and Change Order 2	Lump Sum	-	LS	\$299,998.00	100.00%	\$299,998.00
Change Order 2-Bldg.1	Building 1 Area "B" Roof Repair; remove and replace part of the existing roof, and perform all related work as specified in the Contract Documents, and Change Order 2	Lump Sum	-	LS	\$39,318.00	100.00%	\$39,318.00
Change Order 2-Bldg.4	Building 1 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents, and Change Order 2	Lump Sum	-	LS	\$169,965.00	100.00%	\$169,965.00
Change Order 3	Deletion of Bid Items 1B, 2B, and 4B; replace damaged items; perform extra work at roof vent on Building 1.	Lump Sum	-	LS	\$ (5,750.00)	100.00%	(\$5,750.00)
TOTAL					\$922,817.60	100.00%	\$922,817.60

TOTAL EARNED TO DATE:	\$922,817.60
5% TOTAL RETENTION TO DATE:	\$46,140.88
TOTAL AMOUNT PREVIOUSLY PAID:	\$859,105.04
TOTAL AMOUNT DUE CONTRACTOR:	\$17,571.68

ACCEPTED BY:

CentiMark Corporation

BY:

DATE:

9.4.2020

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-5
Subject: Approval of Progress Pay Estimate No. 5 for the 2020 Plant Painting project

Background

The 2020 Plant Painting project consists of rehabilitating and recoating the following facilities: Primary Clarifier No. 66, Secondary Clarifier No. 54, Secondary Distribution Box No. 56, and Digester No. 31. During this pay period, the contractor completed all work scheduled for Secondary Clarifier No. 54 and began work scheduled for Secondary Distribution Box No. 56 as detailed on Progress Pay Estimate No 5.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 5 would yield a payment to the contractor of \$76,459.21.


Attachments

Progress Pay Estimate No. 5.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 5 for the 2020 Plant Painting project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



**Tahoe-Truckee Sanitation Agency
2020 Plant Painting Project**

Progress Pay Estimate No. 5

July 29, 2020 to August 28, 2020

OWNER:

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

CONTRACTOR:

F.D. Thomas (Job # 626) (GL Code 06-09-15001)
217 Bateman Dr
Central Point, OR 97502

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Mobilization	1	LUMP SUM	N/A	\$ 7,000.00	100%	\$7,000.00
2	Demobilization	1	LUMP SUM	N/A	\$ 7,000.00	0%	\$0.00
3	Primary Clarifier No. 66: Dust containment	1	LUMP SUM	N/A	\$ 20,650.00	100%	\$20,650.00
4	Primary Clarifier No. 66: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 4,885.00	100%	\$4,885.00
5	Primary Clarifier No. 66: Remove existing coating	1	LUMP SUM	N/A	\$ 27,700.00	100%	\$27,700.00
6	Primary Clarifier No. 66: Grinding work	6	HOURS	\$ 116.00	\$ 696.00	0%	\$0.00
7	Primary Clarifier No. 66: Apply coating	1	LUMP SUM	N/A	\$ 24,935.00	100%	\$24,935.00
8	Primary Clarifier No. 66: Apply caulking	100	L.F.	\$ 6.50	\$ 650.00	0%	\$0.00
9	Primary Clarifier No. 66: Two year warranty	1	LUMP SUM	N/A	\$ 1,875.00	0%	\$0.00
10	Secondary Clarifier No. 54: Install dust containment	1	LUMP SUM	N/A	\$ 27,000.00	100%	\$27,000.00
11	Secondary Clarifier No. 54: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 4,885.00	100%	\$4,885.00
12	Secondary Clarifier No. 54: Perform inspection blast.	1	LUMP SUM	N/A	\$ 6,120.00	100%	\$6,120.00
13A	Secondary Clarifier No. 54: Perform welding repairs	15	HOURS	\$ 218.00	\$ 3,270.00	100%	\$3,270.00
13B	Secondary Clarifier No. 54: Provide material for welding repairs	1	LUMP SUM	\$ 750.00	\$ 750.00	100%	\$750.00
14	Secondary Clarifier No. 54: Remove and replace bolts	88	EACH	\$ 57.00	\$ 5,016.00	100%	\$5,016.00
15	Secondary Clarifier No. 54: Remove existing coating	1	LUMP SUM	N/A	\$ 34,000.00	100%	\$34,000.00
16	Secondary Clarifier No. 54: Grinding work	12	HOURS	\$ 116.00	\$ 1,392.00	0%	\$0.00
17	Secondary Clarifier No. 54: Apply coating	1	LUMP SUM	N/A	\$ 26,700.00	100%	\$26,700.00
18	Secondary Clarifier No. 54: Apply caulking	100	L.F.	\$ 6.50	\$ 650.00	90%	\$585.00
19	Secondary Clarifier No. 54: Two year warranty	1	LUMP SUM	N/A	\$ 1,875.00	0%	\$0.00
20	Stripper Distribution Box: Install dust containment	1	LUMP SUM	N/A	\$ 2,870.00	0%	\$0.00
21	Stripper Distribution Box: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 1,925.00	0%	\$0.00
22	Stripper Distribution Box: Perform welding repairs	4	HOURS	\$ 309.00	\$ 1,236.00	0%	\$0.00
22	Stripper Distribution Box: Provide material for welding repairs	1	LUMP SUM	\$ 500.00	\$ 500.00	0%	\$0.00
23	Stripper Distribution Box: Remove existing coating	1	LUMP SUM	N/A	\$ 3,315.00	0%	\$0.00
24	Stripper Distribution Box: Grinding work	4	HOURS	\$ 118.00	\$ 472.00	0%	\$0.00
25	Stripper Distribution Box: Apply coating	1	LUMP SUM	N/A	\$ 6,770.00	0%	\$0.00
26	Stripper Distribution Box: Apply caulking	25	L.F.	\$ 19.00	\$ 475.00	0%	\$0.00
27	Stripper Distribution Box: Two year warranty	1	LUMP SUM	N/A	\$ 940.00	0%	\$0.00
28	Digester No. 31: Install and Remove dust containment	1	LUMP SUM	N/A	\$ 44,900.00	100%	\$44,900.00
29	Digester No. 31: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 11,890.00	100%	\$11,890.00
30	Digester No. 31: Remove existing coating	1	LUMP SUM	N/A	\$ 59,300.00	100%	\$59,300.00
31	Digester No. 31: Provide plan to reposition Digester Cover	1	LUMP SUM	N/A	\$ 6,175.00	100%	\$6,175.00
32	Digester No. 31: Repositioning Digester Cover	1	LUMP SUM	N/A	\$ 76,280.00	100%	\$76,280.00
33	Digester No. 31: Grinding work	6	HOURS	\$ 116.00	\$ 696.00	0%	\$0.00
34	Digester No. 31: Apply coating	1	LUMP SUM	N/A	\$ 36,000.00	100%	\$36,000.00
35A	Digester No. 31: Apply cementitious repair mortar	160	S.F.	\$ 5.00	\$ 800.00	100%	\$800.00
35B	Digester No. 31: Apply epoxy modified mortar	1600	S.F.	\$ 32.00	\$ 51,200.00	100%	\$51,200.00
36	Digester No. 31: Apply caulking	100	L.F.	\$ 6.50	\$ 650.00	100%	\$650.00
37	Digester No. 31: Five year warranty	1	LUMP SUM	N/A	\$ 2,810.00	0%	\$0.00
CM#1	Contract Modification No. 1				\$ (6,195.00)	100%	(\$6,195.00)
CM#2	Contract Modification No. 2				\$ 609.00	100%	\$609.00
CM#3	Contract Modification No. 3				\$ 12,244.00	100%	\$12,244.00
CM#4	Contract Modification No. 4				\$ 3,716.38	100%	\$3,716.38
TOTAL					\$ 526,627.38		\$491,065.38

TOTAL EARNED TO DATE: **\$491,065.38**
 5% TOTAL RETENTION TO DATE: **\$24,553.27**
 TOTAL AMOUNT PREVIOUSLY PAID: **\$390,052.90**
TOTAL AMOUNT DUE CONTRACTOR: \$76,459.21

ACCEPTED BY:
F.D. Thomas
BY:

[Handwritten Signature]
DATE: 9/9/20

APPROVED BY:
Tahoe-Truckee Sanitation Agency
BY:

DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Report from August 19, 2020 closed session meeting

Background

At the conclusion of the closed session discussion at the August 19, 2020 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

A report of the closed session discussion is to be provided.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the August 19, 2020 closed session meeting.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Michael Peak, Operations Manager
Item: V-2
Subject: Presentation of Agency Waste Discharge Requirements: Effluent Testing

Background

There have been recent discussions regarding the effluent discharge requirements and testing per the Agency's Waste Discharge Requirements (WDR). A presentation has been prepared to provide a general overview of the WDR, constituent testing, effluent testing locations, compliance, and future changes regarding effluent testing.

Fiscal Impact

None.

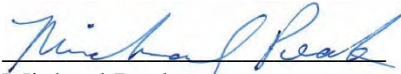
Attachments

Agency Waste Discharge Requirements: Effluent Testing presentation.

Recommendation

No action required.

Review Tracking

Submitted By: 
Michael Peak
Operations Manager

Approved By: 
LaRue Griffin
General Manager



Waste Discharge Requirements (WDR): Effluent Testing

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD

BOARD ORDER # R6T-2002-0030

Waste Discharge Requirements

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION


RECEIVED

BOARD ORDER NO. R6T-2002-0030
WDID NO. 6A290011000

MAY 16 2002

Tahoe-Truckee Sanitation Agency

REVISED WASTE DISCHARGE REQUIREMENTS

FOR

TAHOE-TRUCKEE SANITATION AGENCY
MARTIS VALLEY WASTEWATER TREATMENT PLANT
AND ASSOCIATED MAINTENANCE ACTIVITIES

Nevada County

The California Regional Water Quality Control Board, Lahontan Region (Regional Board) finds:

1. Discharger

On January 10, 2002, the Tahoe-Truckee Sanitation Agency (TTSA) submitted a completed revised Report of Waste Discharge for the expansion of the Martis Valley Wastewater Treatment Plant. For the purpose of this Order, the Tahoe-Truckee Sanitation Agency (TTSA), as the operator, facility owner, and landowner, is referred to as the "Discharger".

2. Facility

For purposes of this Order, the land, buildings and equipment associated with the operations of the Martis Valley Wastewater Treatment Plant, and associated routine maintenance activities, are referred to as the "Facility".

3. Facility Location

The Facility is located at 13720 Joerger Drive, within the town limits of the Town of Truckee, Nevada County APN 49-010-20, as shown in Attachment "A", which is made a part of this Order. The Facility location is within Sections 7 and 12, T17N, R17E, MDB&M, which is within the Truckee River Hydrologic Unit. The Truckee River borders the northern side of the Facility and Martis Creek is located east of the Facility.

4. Order History

Regulation of the Facility began with the adoption of waste discharge requirements (WDRs) under Board Order No. 6-74-44, adopted April 25, 1974. The Board revised those WDRs under Board Order No. 6-77-27 adopted May 12, 1977. At the request of TTSA, the Board revised WDRs in 1981 by adopting Board Order No. 6-81-61, authorizing a 2.57 million gallons per day (MGD) maximum 7-day average flow capacity increase (from 4.83 to 7.4 MGD) upon completion of a proposed treatment facility expansion. The Board again revised

Monitoring and Reporting Program

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION



MONITORING AND REPORTING PROGRAM NO. 2002-0030
FOR

RECEIVED

TAHOE-TRUCKEE SANITATION AGENCY
MARTIS VALLEY WASTEWATER TREATMENT PLANT AND
ASSOCIATED MAINTENANCE PROJECTS

MAY 16 2002

Tahoe-Truckee Sanitation Agency

Nevada County

This monitoring and reporting program includes five areas of monitoring:

1. Water rights monitoring
2. Collection system flow monitoring
3. Plant influent and effluent monitoring
4. Receiving waters monitoring; both ground and surface waters
5. Maintenance projects monitoring.

This program shall take effect immediately.

WATER RIGHTS MONITORING

MONITORING

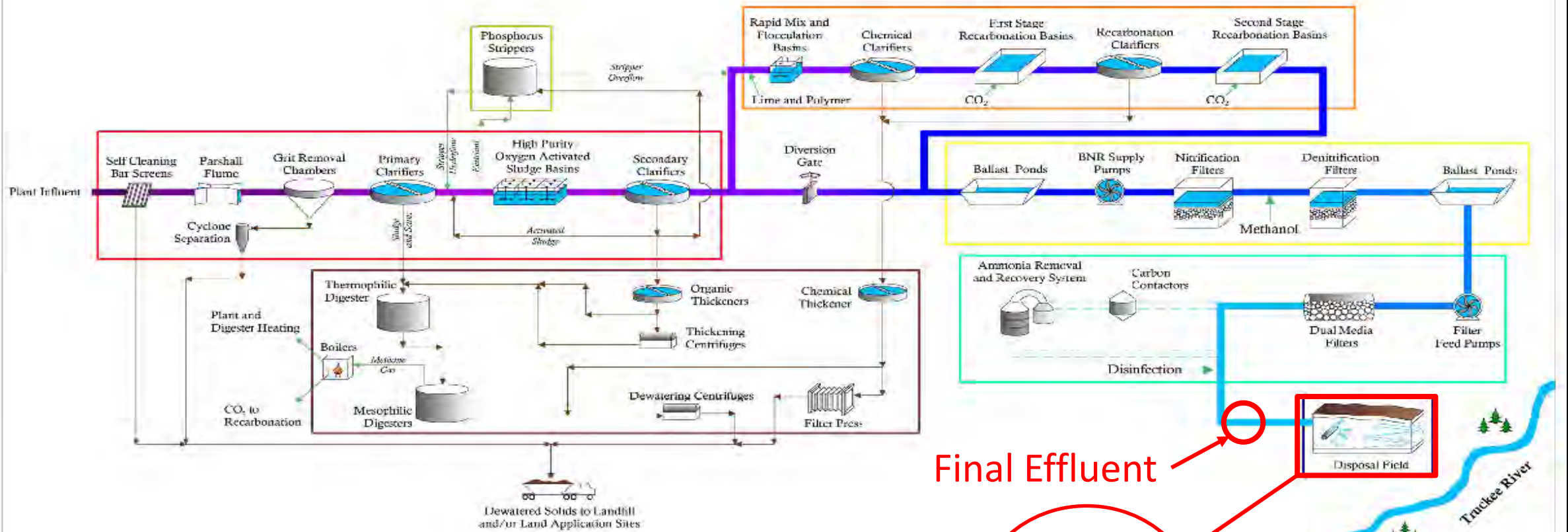
The Tahoe-Truckee Sanitation Agency (TTSA) shall provide annual reports on the total monthly water use within the water service district boundaries of member entities in the Lake Tahoe Basin for the prior calendar year. These reports shall include the following information on a monthly basis:

1. Total water diversion for use (MG)
2. Number and Type of water users served by each water system or subsystem
3. Unit water use rates (gpd)

These reports shall include all water use within the member entities water service areas, for purposes of municipal use, domestic use, agricultural use, irrigation use, and industrial use, excepting use on federal and state owned lands. The data provided in these reports shall be based on direct measurements to the greatest extent practicable, but may rely upon estimating techniques such as those employed in the State Water Resources Control Board's "Report on Water Use and Water Rights, Lake Tahoe Basin" or other similar methods.

REPORTING

The Discharger shall submit annual monitoring reports not later than June 15th for the previous calendar year. The first such report shall be due not later than June 15, 2002. In reporting the data, the Discharger shall arrange the data such that the diversion, period of diversion, amounts, numbers of users, and rate of use are readily discernible.



Final Effluent

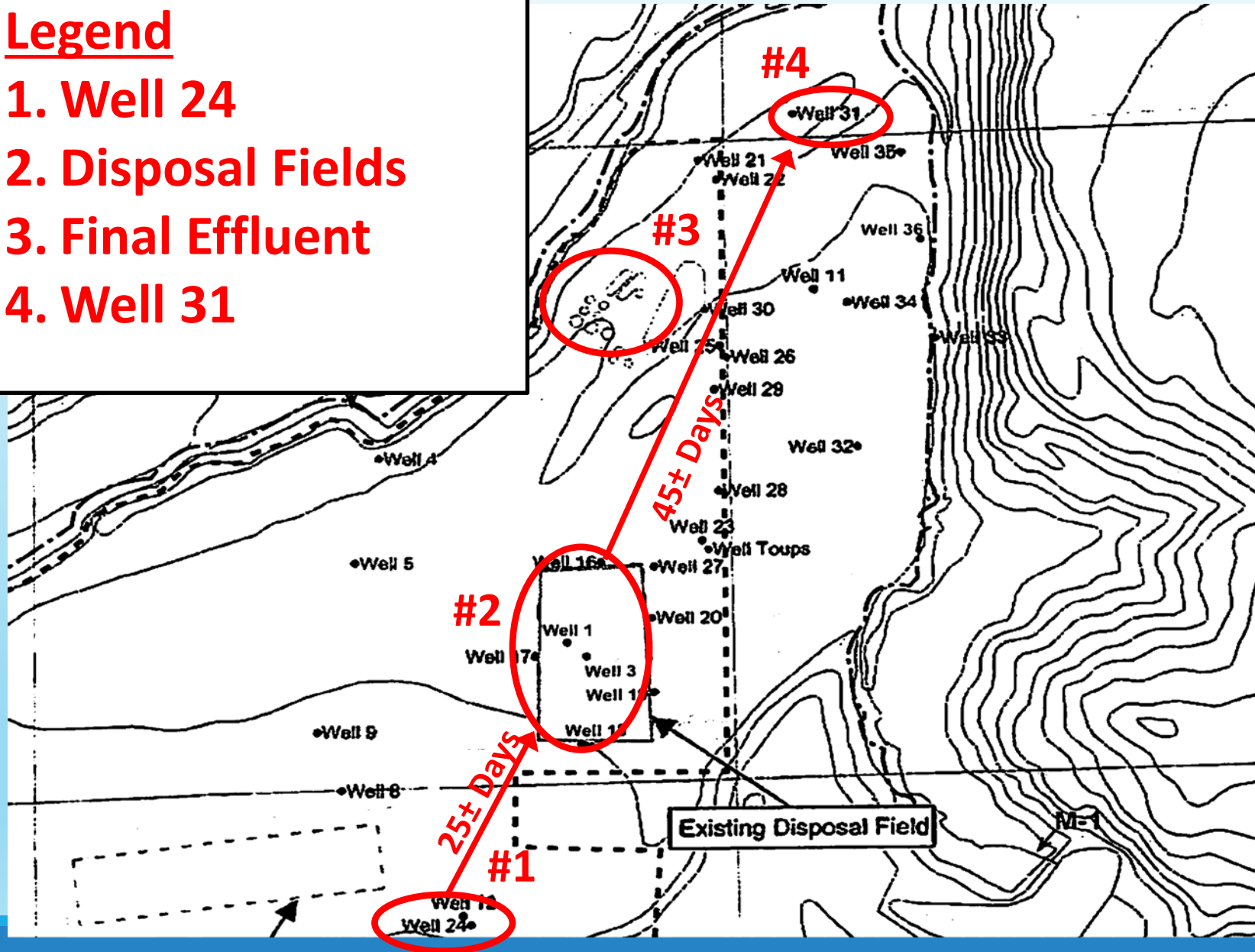
Well 31

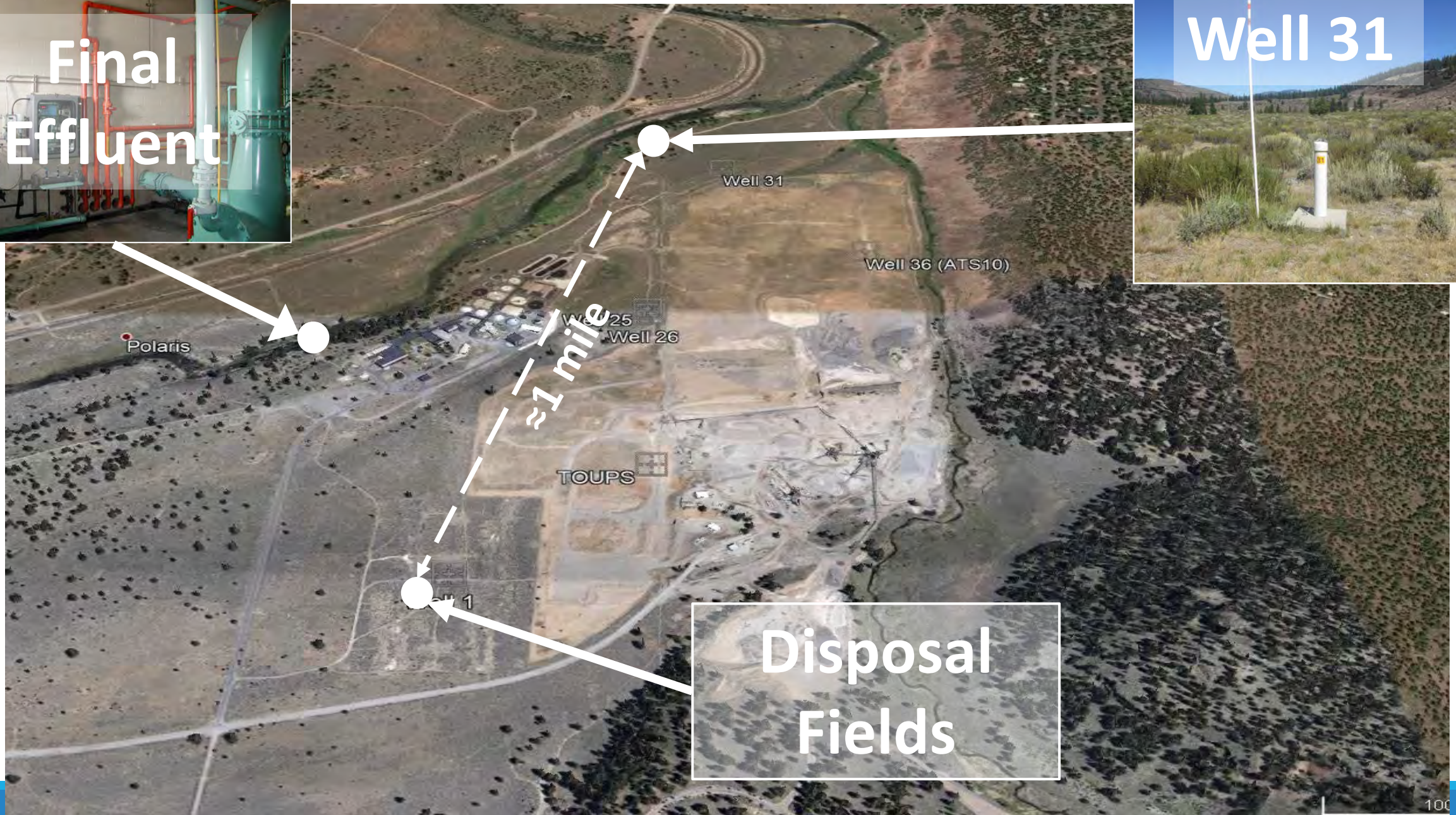


Truckee River

Legend

1. Well 24
2. Disposal Fields
3. Final Effluent
4. Well 31





Final Effluent

Constituent	WDR Limits		Monitoring and Reporting	
	Monthly Avg	Daily Max	Frequency	Tests per Year
Suspended Solids (composite)	10 mg/L	20 mg/L	Weekly	52
Turbidity (composite)	----	10 NTU	Daily	365
Total Phosphorus (24hr composite)	0.8 mg/L	1.5 mg/L	2/Week	104
Chemical Oxygen Demand (24hr composite)	45 mg/L	60 mg/L	2/Week	104
Dissolved Oxygen (grab)	----	<0.5 mg/L (Minimum)	Daily	365
Trihalomethanes (24hr composite)	----	50 ppb	Quarterly	4
Constituent	7 Day Avg	2 Day Avg	Frequency	Tests per Year
Total Coliform (grab)	23 MPN/100	240 MPN/100	Daily	365
			Total per Year	1,359

Well 31

Constituent	WDR Limits			Monitoring and Reporting	
	Monthly Avg Conc.	Maximum Conc.	Mass Loading Annual Avg	Frequency	Tests per Year
Chemical Oxygen Demand	15 mg/L	40 mg/L	----	Weekly	52
Un-ionized Ammonia	----	.20 mg/L	----	Weekly	52
Total Phosphorus	0.3 mg/L Annual Avg	----	24 lbs/day	Weekly	52
Fecal Coliform Bacteria	----	2.2 MPN/100	-----	Weekly	52
Total Nitrogen (May 1 – Oct 31)	2.0 mg/L	----	128 lbs/day	Weekly	52
Total Nitrogen (Jan 1 – Dec 31)	3.0 mg/L	----	204 lbs/day		
Chloride	----	----	6,809 lbs/day	Weekly	52
Total Dissolved Solids	----	----	24,514 lbs/day	Weekly	52
Constituent	Minimum	Maximum		Frequency	Tests per Year
pH	6.5	8.5		Weekly	52
Total per Year					416

Monitoring and Reporting Program

Additional Parameters for Reporting

Final Effluent

- Turbidity (Continuous)
- pH (Continuous)
- Chlorine Residual (Continuous)
- Temperature (Grab)
- Total Organic Carbon (24 hr Composite)
- Nitrate (24hr Composite)
- Total Kjeldahl Nitrogen (24hr Composite)
- Alkalinity
- Chlorine Residual (Grab)
- Chloride
- Phenols
- Sulfate
- Total Dissolved Solids
- Sodium
- Calcium
- Iron
- Arsenic
- Barium
- Boron
- Cadmium
- Hexavalent Chromium
- Lead
- Selenium
- Silver
- Copper
- Manganese
- Zinc
- Nickel
- Strontium
- Magnesium

Well 31

- Static Water Level
- Total Organic Carbon
Turbidity
- Nitrate Nitrogen
- Total Kjeldahl Nitrogen
- Chlorine Residual
- Alkalinity
- Temperature
- Trihalomethanes
- Purgeable Halocarbons
- Purgeable Aromatics

An aerial photograph of a wastewater treatment plant. The facility consists of numerous circular aeration tanks, some of which are filled with a greenish liquid. There are several large rectangular buildings, likely administrative or maintenance structures, and a parking lot with several vehicles. The plant is situated in a hilly, semi-arid environment with some snow on the ground. The text "Violation History" is overlaid in white on the upper portion of the image.

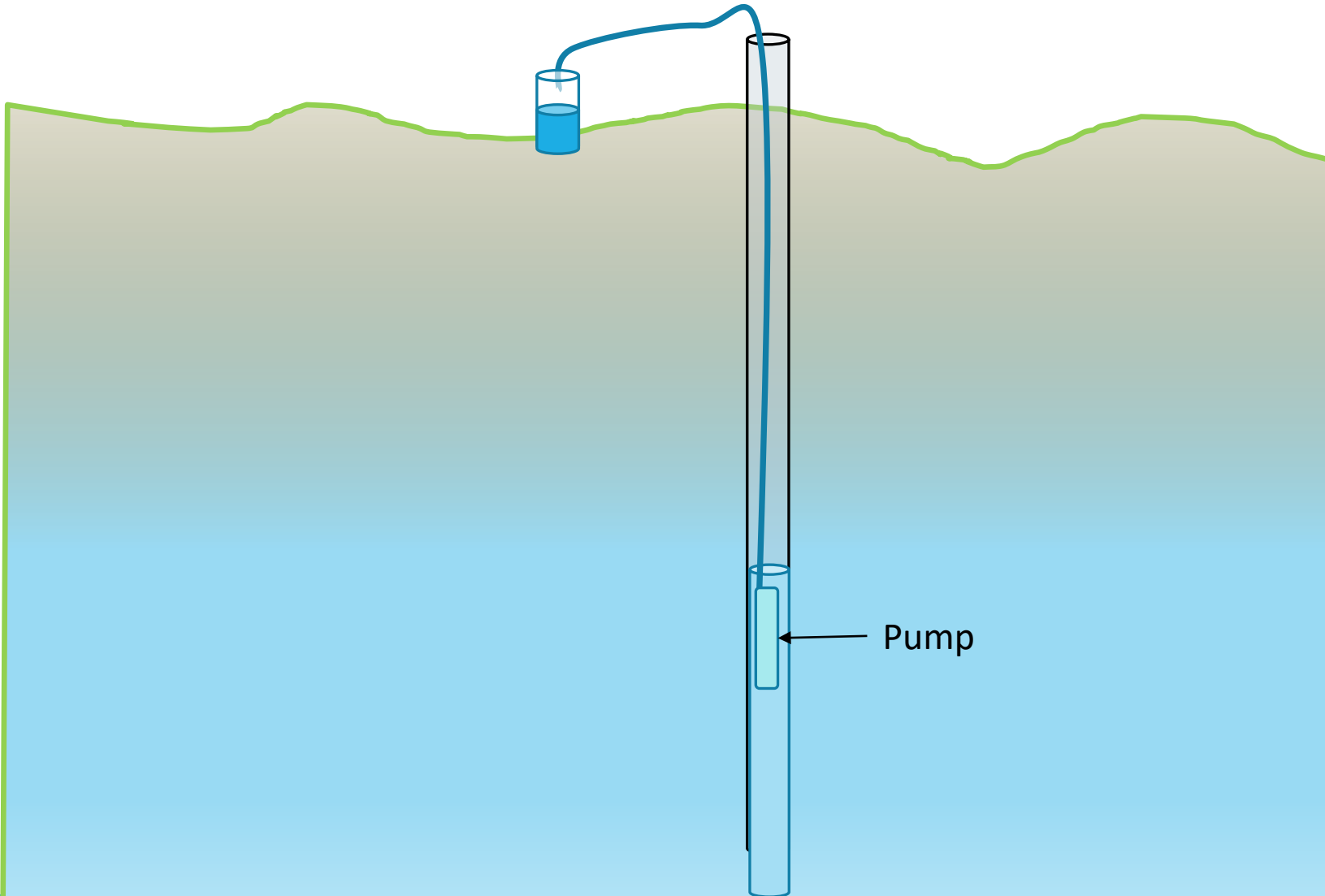
Violation History

2015 - 2020

Violations

Date	Location	Constituent	Value
11/16/2016	Well 31	pH	6.4
11/22/2016	Well 31	pH	6.4
11/29/2016	Well 31	pH	6.4
2/8/2017	Well 31	pH	6.4
10/25/2017	Well 31	pH	6.4
10/31/2017	Well 31	pH	6.4
11/28/2017	Well 31	pH	6.4
12/26/2017	Well 31	pH	6.4
3/20/2018	Well 31	pH	6.4
4/24/2018	Well 31	pH	6.4
5/2/2018	Well 31	pH	6.4
5/8/2018	Well 31	pH	6.4
5/29/2018	Well 31	pH	6.4
7/19/2018	Final Effluent	Turbidity	60 NTU
7/11/2020	Final Effluent	Turbidity	11.2 NTU
8/3/2020	Final Effluent	Total Coliform	52-54 MPN/100
8/4/2020	Well 31	pH	6.4

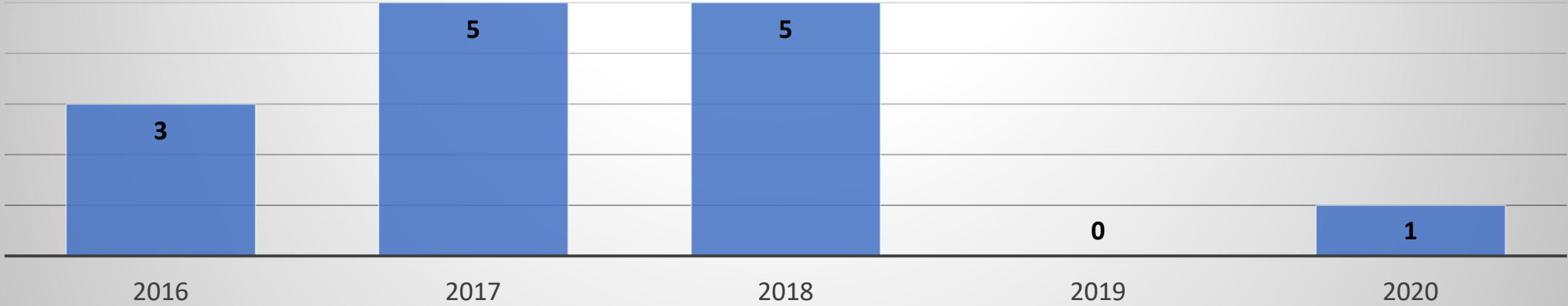
Well Sampling Procedure



- Groundwater elevation is determined.
- Groundwater is purged prior to sampling.
- Sample is collected from top 3 ft of the water elevation.
- Sample is tested.

pH Violations at Well 31

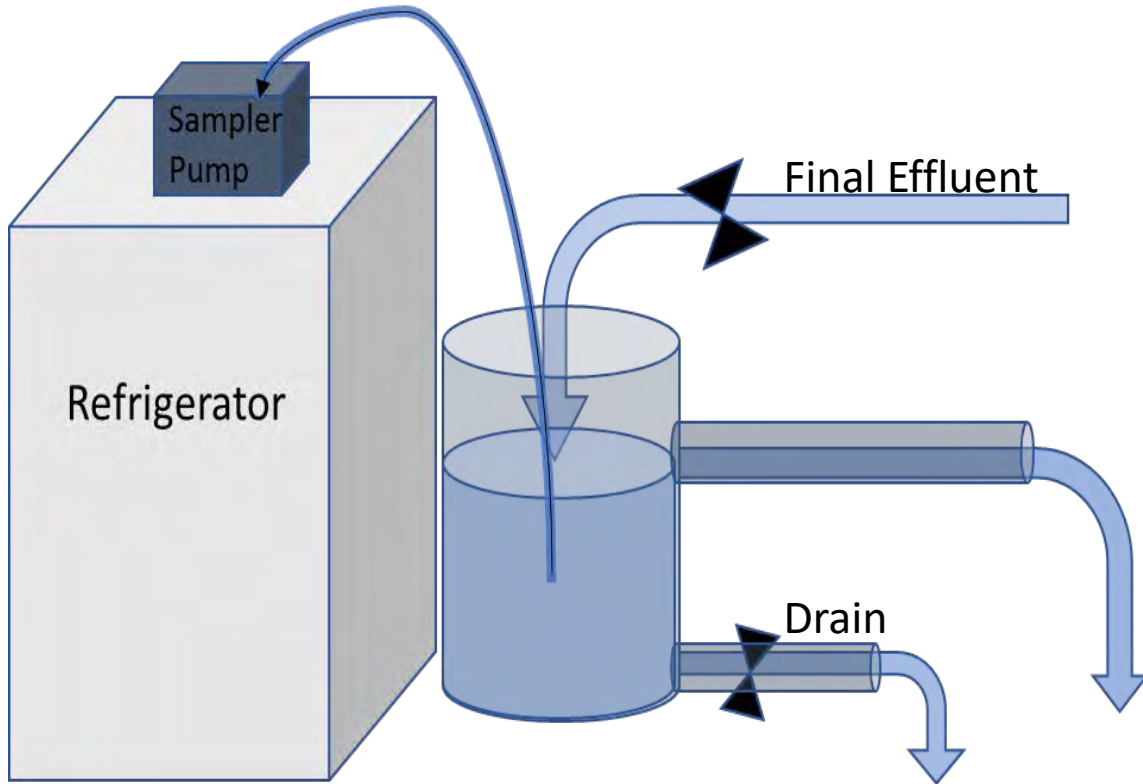
Violations 2015-2020



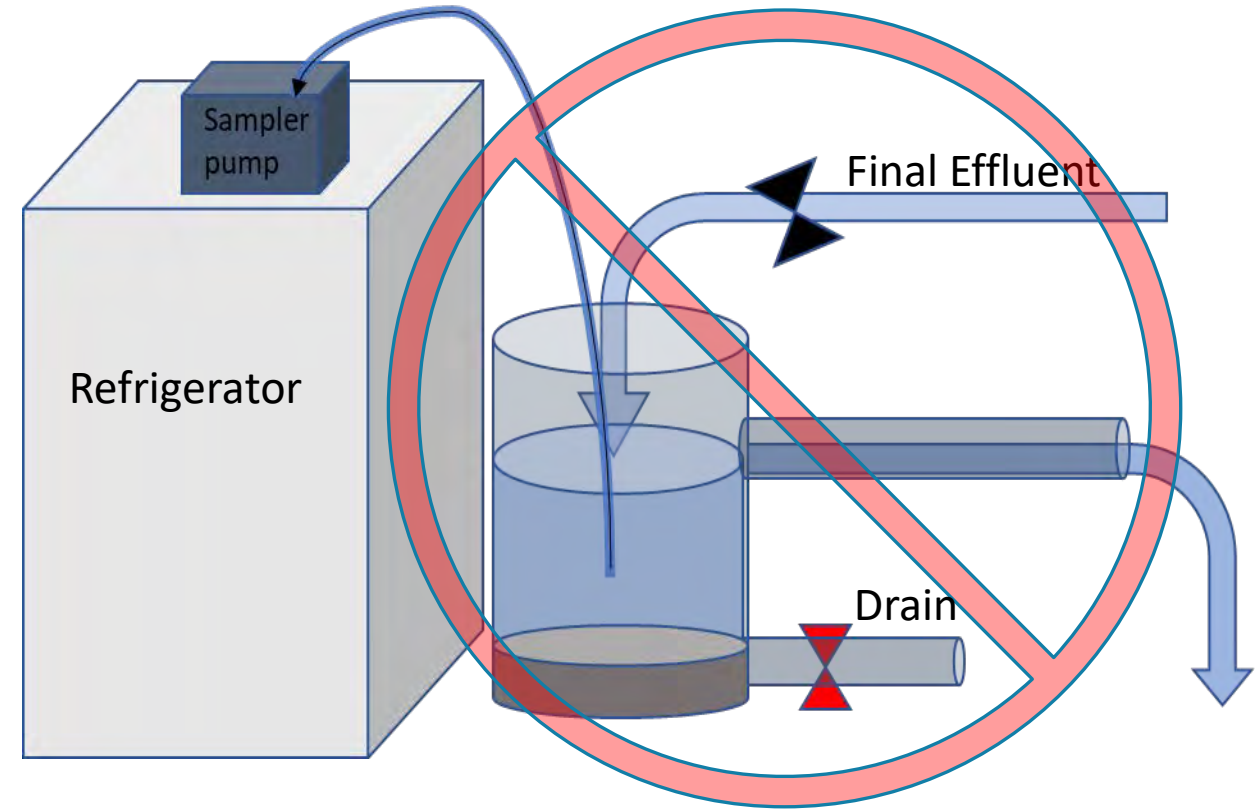
Year	# of pH Tests at Well 31	# of pH Violations at Well 31	Well 31 pH % Compliance
2016	52	3	94.23%
2017	52	5	90.4%
2018	52	5	90.4%
2019	52	0	100.0%
2020	36	1	97.2%

Turbidity Composite Sampler

Correct



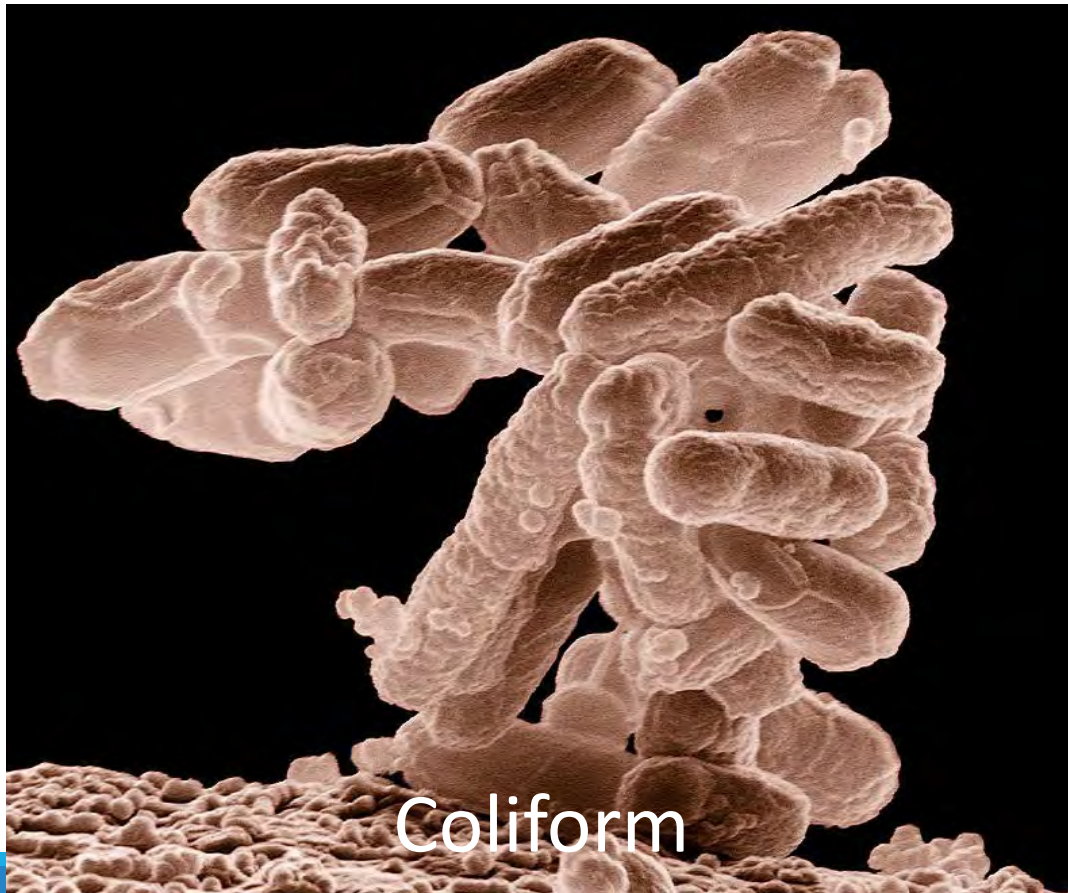
Incorrect



- Drain valve was closed allowing build up of solids over multiple days.
- Continuous inline turbidity meter never showed elevated levels.
- Sample was not representative of the effluent quality.

Total Coliform

Date	Total Coliform	Chlorine Residual
8/3/2020	350 MPN/100	3.2 mg/L

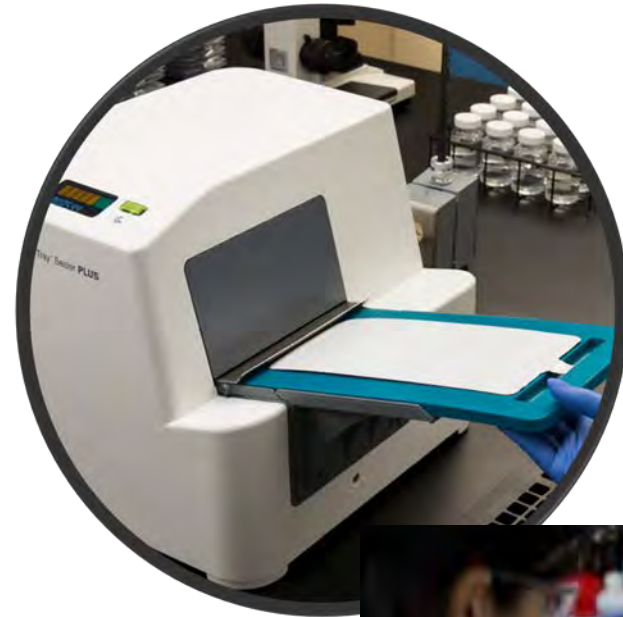


Testing Changes



- **Operator Weekend Testing**

- Dissolved Oxygen
- Temperature
- Turbidity
- Total Coliform
- Biochemical Oxygen Demand (BOD)



Weekend sampling procedures can be viewed on our website:
<https://www.ttsa.net/wwtp-operator-laboratory-testing>



- **Coliform (MPN) Testing**

- Quanti-Tray System
- <https://www.idexx.com/en/water/water-products-services/quant-tray-system/>

An aerial photograph of a wastewater treatment plant. The facility features several large circular aeration tanks, some containing green sludge. There are numerous rectangular buildings, storage tanks, and a parking lot. The plant is situated in a semi-arid, hilly area with some snow on the ground. A river or stream is visible in the lower-left corner. The word "Questions" is overlaid in white text in the upper-middle part of the image.

Questions



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-3
Subject: Approval of Resolution No. 12-2020 approving employee benefit changes

Background

In 2019, the Board adopted Resolution No. 12-2019, which approved a new employee salary schedule and employee benefit changes. Since then, Agency staff have further evaluated the employee benefits and have proposed certain changes to the benefits.

The General Manager has corresponded with Agency employees to evaluate the proposed employee benefit changes and the General Manager has received and considered input from the employees. The General Manager has prepared a modified Description of TTSA Employee Benefits (Exhibit A), which is a comprehensive write-up of the principal employee insurance and pension related benefits together with proposed changes for approval consideration.

Resolution No. 12-2020 and its Exhibit A supersede Resolution No. 12-2019, Exhibit C.

Fiscal Impact

Varies depending on chosen health benefit plan.

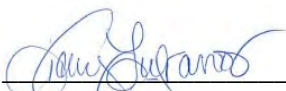
Attachments

Resolution No. 12-2020.

Recommendation

Management and staff recommend approval of Resolution No. 12-2020 approving employee benefit changes.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

RESOLUTION NO. 12 - 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAHOE-TRUCKEE SANITATION AGENCY APPROVING EMPLOYEE BENEFIT CHANGES

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

1. Recitals. This resolution is adopted with reference to the following background recitals:

a. In 2019, the Board adopted Resolution No. 12-2019, which approved a new employee salary schedule and employee benefit changes. Since then, Agency staff have further evaluated the employee benefits and have proposed certain changes to the benefits.

b. The Agency General Manager has met with Agency employees to evaluate the proposed employee benefit changes and the General Manager has received and considered input from the employees. The General Manager then prepared a modified Description of TTSA Employee Benefits (which is attached as Exhibit A), which is a comprehensive write-up of the principal employee insurance and pension related benefits together with proposed changes. The General Manager recommends that the Board adopt the modified Description of TTSA Employee Benefits.

c. The Board desires to maintain a fair and competitive compensation and benefits structure that enables the Agency to retain and attract high-quality employees, while also being prudent fiscal managers of the Agency funds on behalf of the Agency residents and ratepayers. The Board has evaluated the General Manager employee benefit modification recommendations and finds and determines that the recommendations are appropriate and fairly satisfy these dual objectives.

2. Adoption of Employee Benefit Changes. The Board approves the modified employee benefits as set forth in the attached Description of TTSA Employee Benefits (Exhibit A). If there are any inconsistencies between Exhibit A and the Agency Employee Handbook or any other Agency resolution or policy, Exhibit A shall govern. This resolution and its Exhibit A supersede Resolution No. 12-2019, Exhibit C.

3. Implementation by General Manager. The Board authorizes and directs the Agency General Manager to take appropriate action to implement the employee benefit changes approved by this resolution and in a manner consistent with applicable employee benefit plan documents and applicable laws.

4. Effective Date and Future Changes. The employee benefit changes shall take effect on January 1, 2021 or at a later time for certain benefits as may be determined by the General Manager. The employee benefits are subject to change at any time as may be determined by subsequent action of the Board.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 16th day of September 2020, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Exhibit A

Description of TTSA Employee Benefits **September 16, 2020**

1. Health Care Benefit

- a. Agency shall provide health care benefits for all of its regular and introductory employees and their spouses and dependent children in accordance with the terms of the Public Employees' Medical & Hospital Care Act and CalPERS regulations and the applicable CalPERS health program coverage and plan documents.
- b. The health care benefit plan shall be the PERSCare plan and will include "Employee Only", "Employee Plus 1", or "Employee Plus 2 or More" plan options. At the employee's choice, he/she may choose from other available benefit plans offered to the Agency by CalPERS (i.e., PERSCare, PERSChoice, PERS Select).
- c. Agency shall pay 100% of the health care benefit plan premium.
- d. Regular and introductory employees may decline the PERSCare benefit plan and choose an alternate plan (i.e. PERS Choice & PERS Select) as offered by CalPERS health program. If there is a savings in the premium cost associated in the health benefit plan, the Agency shall contribute a sum to the employee's Agency Health Reimbursement Arrangement Plan (HRA) equal to 50% of the premium cost difference for the health benefit plan. The contribution, if any, will be provided monthly commencing at the beginning of the plan year (i.e. January 1, 2021). The employee must register their health benefit plan in the zip code of their current physical residence to be eligible for the 50% premium cost difference contribution.
- e. For regular and introductory employees who enroll in the Agency health care benefit plan as the primary member, the Agency shall contribute a monetary contribution equal to the current plan deductible (i.e. \$500/year for "Employee Only" plan and \$1,000/year for "Employee Plus One", or "Employee Plus 2 or More" for PERSCare or PERSChoice; or \$1,000/year for "Employee Only" plan and \$2,000/year for "Employee Plus One", or "Employee Plus 2 or More" for PERS Select) to the employee's HRA account.
- f. Regular and introductory employees may decline to participate in ("opt-out" of) the Agency health care benefit; however, coverage can be terminated only during the CalPERS open enrollment period. Before declining to participate in the plan or terminating coverage, the employee must provide satisfactory verification that he/she participates in a health care plan through another provider (i.e., a spouse's plan). If a regular and introductory employee does not participate in the Agency health care benefit, the Agency shall contribute a sum to the employee's HRA account equal to 50% of the premium cost for the "Employee Only" plan in California (Nevada County). The contribution will be provided monthly.
- g. Regular and introductory employees who are declared as a dependent to another regular and introductory employee's health care benefit plan shall be provided an Agency contribution that will be deposited to the employee HRA account, equal

to 50% of the premium cost for the “Employee Only” plan in California (Nevada County). The contribution will be provided monthly, commencing during the CalPERS open enrollment period.

2. Retiree Health Care Benefit

- a. Agency shall provide health care benefits for all of its retired employees (that meet the eligibility requirements set forth by CalPERS) and their spouse and dependent children in accordance with the terms of the Public Employees’ Medical & Hospital Care Act and CalPERS regulations and the applicable CalPERS health program coverage and plan documents.
- b. The retiree health care benefit plan options shall be the CalPERS “Employee Only”, “Employee Plus 1”, or “Employee Plus 2 or More.”
- c. Agency shall pay 100% of the health care benefit plan premium, or the premium that CalPERS requires to be paid, per the plan on file with CalPERS.

3. Dental Care Benefit

- a. Agency shall provide dental care benefits for all of its regular and introductory employees and their spouses and dependent children in accordance with the terms of the dental policy and coverage documents.
- b. The dental care benefit plan shall include plan options such as “Employee Only”, “Employee Plus 1”, or “Employee Plus 2” or “Employee Plus 3+”.
- c. Agency shall pay 100% of the dental care benefit plan premium.
- d. Regular and introductory employees may decline to participate in (“opt-out” of) the Agency dental care benefit; however, coverage can be terminated only during the Agency open enrollment period, which will coincide with the CalPERS open enrollment period for the health care benefit. Before declining to participate in the plan or terminating coverage, the employee must provide satisfactory verification that he/she participates in a dental care plan through another provider (i.e. a spouse’s plan). If a regular and introductory employee does not participate in the Agency dental plan, the Agency shall contribute a sum to the employee’s HRA account equal to 50% of the premium cost for the “Employee Only” plan. The contribution will be provided monthly.
- e. Regular and introductory employees who are declared as a dependent to another regular and introductory employee’s dental care benefit shall be provided an Agency contribution that will be deposited to the employee HRA account, equal to 50% of the premium cost for the “Employee Only” plan. The contribution, if any, will be provided monthly commencing at the beginning of the plan year (i.e. January 1, 2021).

4. Vision Benefit

- a. Agency shall provide a vision benefit reimbursement up to \$400 per fiscal year (July 1 – June 30) for each of the regular and introductory employees and their spouses and dependent children.
- b. The reimbursement shall be deposited into the employee’s HRA account.

5. State Disability Insurance (SDI) Reimbursement
 - a. State Disability Insurance (SDI) is paid by all employees (per pay period) and is based on a percentage of their salary. The Agency shall provide a reimbursement to regular and introductory employees equal to the SDI withholding during each pay period.
 - b. The reimbursement shall be deposited into the employee's HRA account.
6. Short Term Disability Insurance
 - a. Agency shall provide short term disability benefits for all of its regular and introductory employees in accordance with the terms of the short term disability policy and coverage documents.
 - b. Agency shall pay 100% of the short term disability benefit plan premium.
7. Long Term Disability Insurance
 - a. Agency shall provide long term disability benefits for all of its regular and introductory employees in accordance with the terms of the long term disability policy and coverage documents.
 - b. Agency shall pay 100% of the long term disability benefit plan premium.
8. Health Reimbursement Arrangement (HRA)
 - a. Agency shall maintain an HRA account, which will be able to receive contributions from the employer and allow withdrawals from the employee, for all of its regular and introductory employees in accordance with the terms of the HRA plan document.
 - b. Agency shall maintain an HRA account, which will be able to allow withdrawals, for all of its separated employees. Once a former employee's HRA funds are depleted, the Agency plan administrator will close the former employee's account.
 - c. Agency shall contribute a monetary single lump sum contribution equal to the health plan deductible (i.e. \$500/year for "Employee Only" plan and \$1,000/year for "Employee Plus One", or "Employee Plus 2 or More" or \$1,000/year for "Employee Only" plan and \$2,000/year for "Employee Plus One", or "Employee Plus 2 or More" for PERS Select) to regular and introductory employees if the employee enrolls in the Agency health care benefit.
9. Cafeteria Plan
 - a. Agency shall provide and administer a pre-tax flexible spending medical and dependent care plan to which regular and introductory employees can provide contributions for medical and dependent care
10. Employee Assistance Program (EAP)
 - a. Agency shall provide and administer an employee assistance program of which regular and introductory employees can utilize.

11. Pension Contribution

- a. The Agency shall participate in the CalPERS retirement program in accordance with the Public Employees' Retirement Law and CalPERS regulations and the CalPERS/Agency agreement.
- b. The Agency shall pay 100% of the Employer and Employee required pension contribution for "Classic" employees, as defined and determined by CalPERS.
- c. The Agency shall pay 100% of the Employer required contribution for post-Jan. 1, 2013 "New Member" employees, as defined and determined by CalPERS.

12. Life Insurance

- a. The Agency shall provide life insurance coverage for all of its regular and introductory employees in the amount of \$200,000 per employee.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Roshelle Chavez, Administrative Manager
Item: V-4
Subject: Approval of Resolution No. 13-2020 adopting the Agency Fund Policy and extinguishing Administration Fund (Fund 00), Operation & Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08)

Background

Agency staff have evaluated the existing Agency funds and in an effort to simplify and consolidate the number of operating and reserve funds, staff have prepared and recommend adoption of a consolidated Agency Fund Policy that describes the various recommended funds, and each fund's purpose, target balance, and withdrawal authority.

Concurrent with the adoption of the modified policy, Agency staff also recommend that the Agency extinguish the existing Administrative Fund (Fund 00), Operation and Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08).

The Administrative Fund (Fund 00) and Operation and Maintenance Fund (Fund 01) are to be extinguished and the current balance of money in those funds shall be transferred to the General Fund (Fund 10). The Rate Stabilization Fund (Fund 08) is extinguished and the current balance of money in that fund shall be transferred to the Emergency and Contingency Reserve Fund (Fund 07).

Fiscal Impact

None.

Attachments


Resolution No. 13-2020.

Recommendation

Management and staff recommend approval of Resolution No. 13-2020 adopting the Agency Fund Policy and extinguishing Administration Fund (Fund 00), Operation & Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08).

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Manager

Approved By: 
LaRue Griffin
General Manager

RESOLUTION NO. 13 - 2020

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TAHOE-TRUCKEE SANITATION AGENCY
ADOPTING THE AGENCY FUND POLICY AND
EXTINGUISHING ADMINISTRATIVE FUND (FUND 00),
OPERATION AND MAINTENANCE FUND (FUND 01), AND
RATE STABILIZATION FUND (FUND 08)**

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

1. Recitals. This resolution is adopted with reference to the following background recitals:

a. Agency staff have evaluated the existing Agency funds and in an effort to simplify and consolidate the number of operating and reserve funds, staff have prepared and recommend adoption of a consolidated Agency Fund Policy that describes the various recommended funds, and each fund's purpose, target balance, and withdrawal authority.

b. In developing the Fund Policy, the Agency proposes to reduce the number of funds. Therefore, concurrent with the adoption of the modified policy, Agency staff also recommend that the Agency extinguish the existing Administrative Fund (Fund 00), Operation and Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08).

2. Fund Policy. The Board adopts the Fund Policy in the form as presented at this meeting.

3. Funds Extinguished. The Administrative Fund (Fund 00) and Operation and Maintenance Fund (Fund 01) are extinguished and the current balance of money in those funds shall be transferred to the General Fund (Fund 10). The Rate Stabilization Fund (Fund 08) is extinguished and the current balance of money in that fund shall be transferred to the Emergency and Contingency Reserve Fund (Fund 07).

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 16th day of September 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

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

TAHOE-TRUCKEE SANITATION AGENCY FUND POLICY

This policy confirms and establishes the Tahoe-Truckee Sanitation Agency financial operating and reserve funds. The Agency keeps and manages one operating funds and three reserve funds for the Agency's current needs and plans to accomplish prudent long-term financial planning. The purpose of this policy is to comprehensively set forth the various funds and to describe each fund's purpose, how the fund may be used, a target fund balance, and the authority and process to withdraw money from the fund. This policy supersedes Resolution Nos. 7-89 and 6-2018 and any other prior inconsistent Agency resolution, policy, or regulation.

The Agency General Manager is responsible for the management, administration, and use of these funds in accordance with the terms of this policy, generally accepted accounting principles applicable to special districts, and applicable law. The General Manager shall keep and maintain an appropriate accounting of all receipts and disbursements from these funds and regularly report to the Board of Directors concerning the balance of and disbursement from the funds. Periodically, and in any event not less than once every three years, the General Manager shall evaluate the adequacy of this policy and report the findings and recommendations (if any) to the Board. Except as provided below for the year-end transfers to the Replacement, Rehabilitation and Upgrade Fund (Fund 06), any transfer of money between funds or any interfund loan and transfer requires Board approval.

The following funds are confirmed and established:

A. Operating Funds

1. *General Fund*

a. Description and Funding. A General Fund (Fund 10) is established for the purposes and uses described in this policy. The revenue source for this fund is provided through the collection of property tax revenue, sewer service charges, fund interest, and miscellaneous revenue.

b. Purpose and Use. The fund is used to pay the costs and expenses relating to the operation and maintenance of the wastewater transport, treatment, disposal, and related facilities, including expenditures to support the administrative, operations, maintenance, engineering, and information technology departments.

c. Target Balance. The General Fund amount shall be fixed at the beginning of each fiscal year as part of the budget process. It ordinarily shall be in an amount equal to 60% of the annually budgeted expenses plus the annually budgeted Unfunded Accrued Liability payment. At the end of each fiscal year, surplus money in the General Fund exceeding this minimum target balance shall be transferred to the Replacement, Rehabilitation and Upgrade Fund (Fund 06).

d. Withdrawal Authority. The Agency General Manager may withdraw and use monies from the General Fund for any authorized purpose to the extent authorized by and consistent with the Board-approved budget for the year. Any withdrawal and use of money in the fund for any unbudgeted expense or for any expense beyond the General Manager spending authority (as established by Agency Ordinance No. 3-2015 or an amended or successor purchasing and public works contracting ordinance) requires Board approval.

B. Reserve Funds

A well-managed wastewater system should adhere to a prudent reserve policy to ensure the continuous financial and operational health and stability of the system. Toward that end, the Agency shall maintain the reserve funds described in this part.

1. Wastewater Capital Reserve Fund

a. Description and Funding. A Wastewater Capital Reserve Fund (Fund 02) is established for the purposes and uses described in this policy. The fund is funded from connection charge revenue.

b. Purpose and Use. The purpose of the fund is to finance capital improvement and expansion facility projects that are necessary or appropriate to provide capacity to serve new development within the Agency's boundaries and to maintain a high level of sewer service for the benefit of such new development. The fund will be used for such capital improvement projects estimated to cost \$25,000 or greater. A capital improvement project costing less than \$25,000 generally will be funded from the General Fund (Fund 10). The Wastewater Capital Reserve Fund is a restricted fund; therefore, monies in the fund shall not be used for any other purpose or transferred to any other fund.

c. Target Balance. The Wastewater Capital Reserve Fund balance shall be equal to the unexpended connection charge revenue balance. The Agency periodically will evaluate and adjust the connection charge amounts as appropriate in light of the anticipated future development plans and expectations and capacity expansion requirements. The Wastewater Capital Reserve Fund shall have a minimum target balance equal to twenty-five percent (25%) of the projected five years (current, plus four) of the planned budget for the capital improvement projects.

d. Withdrawal Authority. The General Manager may withdraw and use monies from the Wastewater Capital Reserve Fund for any authorized purpose to the extent of the General Manager spending authority as established by Agency Ordinance No. 3-2015 (or amended or successor purchasing and public works contracting ordinance). Any withdrawal and use of the fund beyond the General Manager spending authority requires Board approval.

2. Replacement, Rehabilitation and Upgrade Fund

a. Description and Funding. A Replacement, Rehabilitation and Upgrade Fund (Fund 06) is established for the purposes and uses described in this policy. The fund is funded from the transfer of surplus monies from the General Fund (Fund 10) described above.

b. Purpose and Use. The purpose of the fund is to finance capital improvement projects to replace, rehabilitate and upgrade the existing plant, facilities, equipment, and appurtenances. The fund will be used for such capital improvement projects estimated to cost \$25,000 or greater. A capital improvement project costing less than \$25,000 generally will be funded from the General Fund (Fund 10).

c. Target Balance. The Replacement, Rehabilitation and Upgrade Fund balance shall be equal to the unexpended revenue balance of transfers from the General Fund (Fund 10). The Agency periodically will evaluate and adjust the target balance as appropriate in light of the anticipated future capital needs of the wastewater system. The Replacement, Rehabilitation and Upgrade Fund shall have a minimum target balance equal to twenty-five percent (25%) of the projected five years (current, plus four) of the planned budget for the capital improvement projects.

d. Withdrawal Authority. The General Manager may withdraw and use monies from the Replacement, Rehabilitation and Upgrade Fund for any authorized purpose to the extent of the General Manager spending authority as established by Agency Ordinance No. 3-2015 (or amended or successor purchasing and public works contracting ordinance). Any withdrawal and use of the fund beyond the General Manager spending authority requires Board approval.

3. Emergency and Contingency Reserve Fund

a. Description and Funding. An Emergency and Contingency Reserve Fund (Fund 07) is established for the purposes and uses described in this policy. The fund will be funded by available Agency funds and revenue. The Agency periodically may fund the Emergency and Contingency Reserve Fund through an appropriation in the Agency budget. The Agency will strive to replenish the fund as part of the budget in any fiscal year following any year in which money was withdrawn from the fund.

b. Purpose and Use. The Emergency and Contingency Reserve Fund is intended to manage Agency financial obligations, mitigate risks due to revenue shortfalls and unanticipated expenses, aid in long-term financial planning, and insulate ratepayers from large, abrupt increases in service charges. The fund is established for the following purposes and may be used for the following expenditures and needs: to fund costs and expenses arising out of or caused by an emergency or disaster; to fund unbudgeted and unanticipated capital improvements, repairs, and replacements; to pay unbudgeted and unanticipated operation, maintenance, management, or administrative expenses that are not covered by regular operating revenue; to pay uninsured losses; and, to cover other cash flow needs due to revenue delays or funding shortfalls.

c. Target Balance. The target fund balance is a minimum of \$4 million. The Agency Board will review this fund on an annual basis during the budget process and, based on a recommendation of the General Manager, will establish the fund amount for the fiscal year in an amount that is a minimum of the target balance, unless otherwise determined by the Board.

d. Withdrawal Authority. The General Manager may withdraw and use monies from the Emergency and Contingency Reserve Fund for any authorized purpose to the extent of the General Manager spending authority as established by Agency Ordinance No. 3-2015 (or amended or successor purchasing and public works contracting ordinance). Any General Manager-authorized withdrawal from the fund shall be reported to the Board of Directors at its

next Board meeting. Any withdrawal and use of the fund beyond the General Manager spending authority requires Board approval.

Adopted by the TTSA Board of Directors this 16th day of September 2020.

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-5
Subject: Approval of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project

Background

A process hazard analysis (PHA) is a systematic evaluation of potential causes and consequences of accidental releases of toxic or flammable substances. A PHA is required for toxic substances regulated under the California Department of Industrial Relations, Division of Occupational Safety and Health's (Cal/OSHA) Process Safety Management (PSM) standard, the U.S. Environmental Protection Agency (EPA) Risk Management Plan (RMP) rule, and the California Accidental Release Prevention (CalARP) program requirements. At the water reclamation plant (WRP), chlorine gas is used to generate chlorinated solution, which is delivered to various applications throughout the WRP. Chlorine gas is a toxic substance regulated under PSM, RMP, and CalARP and is subject to a PHA.

The original PHA for the T-TSA chlorine system was conducted by CH2M Hill, Inc. in December 1995 to support preparation of a risk management and prevention plan (RMPP) for the facility. Because federal and state regulations require that the PHA is revalidated at least every 5 years, TTSA has hired CH2M Hill, Inc. to conduct additional PHA revalidations in 2001, 2006, 2011, and 2016. The current PHA revalidation will satisfy the 5-year requirement for 2021.

The primary purposes of the 2021 Process Hazard Analysis project are to review the 2016 PHA revalidation recommendations for the chlorine system, identify and evaluate potential hazards and operating issues associated with the operation and maintenance of the system, and revise and update the PHA as appropriate. The revalidation also includes a review of all incidents (e.g., accidents and releases) and process changes (e.g., management of change issues) since the 2016 PHA.

Fiscal Impact

\$27,121.

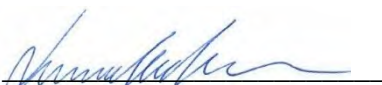
Attachments

CH2M Hill, Inc. Task Order No. 34.

Recommendation

Management and staff recommend approval of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

Task Order No. 34 to Agreement between Tahoe-Truckee Sanitation Agency and CH2M HILL, Inc.

This TASK ORDER is for the AGREEMENT dated June 14, 1995, including subsequent Amendments dated December 11, 2002, March 25, 2003, January 1, 2009, January 1, 2014, and January 12, 2019, between Tahoe-Truckee Sanitation Agency (T-TSA or Agency) and CH2M HILL, Inc. (Consultant). The purpose of this TASK ORDER is to provide engineering assistance to the Agency for a Project generally described as follows:

Chlorine System Process Hazard Analysis (PHA) Revalidation - 2021

Article 1 – Scope of Services

For this Project, Consultant will provide the following services:

- Obtain from Agency and review existing information pertaining to the chlorine facility including, P&IDs, previous PHA reports, operating procedures, safety procedures and health hazard information, ton container handling procedures, incident reports, training program, and Emergency Response Plan. Copies of this information will need to be made available for use/reference during the workshop.
- Prepare for and conduct a one-day Process Hazard review workshop (5-year update) with a T-TSA team comprised of engineering, operation, and maintenance staff. Topics covered in the workshop will include reviewing PHA purpose and requirements, description of chlorine system, previous PHA work performed (updates performed in 2001, 2006, 2011, and 2016), potential accident scenarios, changes to the facility, incident reports from the past 5 years, safety procedures, staff training, potential mitigation measures, management of change documentation, and pre-startup safety review documentation. A facility walk through will also be included. The status of all PHA recommendations will be reviewed at the end of the workshop.
- Perform an onsite seismic assessment to review anchorage of equipment and piping in the chlorine facility, including filling out the CalARP seismic checklist. Consider potential effects of a seismic event and make recommendations to address observed deficiencies in equipment anchorage or support of chlorine piping, as required to bring facility in compliance with the CalARP program requirements.
- Prepare draft and final versions of the Chlorine PHA Revalidation Report for 2021 documenting the Process Hazard review information obtained during the workshop and from the previous Chlorine PHA reports. The seismic assessment portion of the Chlorine PHA report will include a description of the CalARP program, a description of how chlorine is delivered, stored, and used at the facility, identification of potential seismic hazards, assessment of equipment anchorage and pipe supports based on a physical inspection of the facility, and a copy of the completed CalARP seismic checklists.
- Editing and Quality Control review of the draft Chlorine PHA Revalidation Report.

Deliverables

- Chlorine PHA Revalidation Information Request
- Workshop Agenda and Meeting Summary Notes
- Draft Chlorine PHA Revalidation Report, including Seismic Assessment appendix (Word file emailed to Agency for review)
- Final Chlorine PHA Revalidation Report (2 hard copies plus .pdf file emailed to Agency)

Assumptions

- Three of Consultant's staff will each make one trip to the plant site. Jerry Dehn (Workshop Facilitator) and a Process Engineer will be onsite to conduct the Process Hazard review. Mark Randall (Senior Structural Engineer) will be onsite to perform the Chlorine PHA CalARP seismic assessment.
- The Project will progress in accordance with the Project milestones included in ARTICLE 3.

Article 2 - Compensation

Compensation by Agency to Consultant will be as follows:

1. Cost-Reimbursable Multiplier (Time and Expense)

For services enumerated in ARTICLE 1, Consultant's Salary Costs multiplied by a factor of 2.05 plus Direct Expenses, plus a service charge of 5 percent for Direct Expenses.

A budgetary estimate of \$27,121 has been established for the services described under ARTICLE 1. It is recognized that actual costs required to complete the work may vary from the estimate provided due to additional or unforeseen requirements. Consultant will provide periodic progress reports to the Agency and the scope and/or fee will be adjusted as necessary to complete the work required. The authorized budgetary fee estimate amount will not be exceeded without prior authorization from the Agency's Board of Directors.

When any budget has been increased, Consultant's excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

2. Salary Costs

Salary Costs are the amount of wages or salaries paid Consultant's employees for work directly performed on the Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes; vacation, holiday, and sick pay; group insurance; and pension plan contributions.

3. Direct Expenses

Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, subcontracts, and outside services; special Agency-approved Project-specific insurance, letters of credit, bonds, and equipment and supplies; (2) Consultant's current standard rate charges for direct use of Consultant's vehicles, computing systems, laboratory test and analysis, word processing, printing and reproduction services, and certain field equipment; and (3) Consultant's standard project charges for special health and safety requirements of

Occupational Safety and Health Administration (OSHA) and telecommunications services. Consultant's current standard rates for direct expenses shall be used. These rates are subject to change following internal audits and reviews.

Article 3 – Schedule

The scope of engineering services and activities associated with this Task Order will be completed in accordance with the following approximate Project milestones:

- Project Authorized and Notice to Proceed by the Agency – September 16, 2020
- Agency provide information pertaining to existing chlorine facility – October 9, 2020
- Seismic Assessment – week of October 19, 2020 (TBD in coordination with the Agency)
- Workshop – November 11, 2020 (TBD in coordination with the Agency)
- Draft Chlorine PHA Revalidation Report sent to the Agency for Review – December 11, 2020
- Agency comments on Draft Chlorine PHA Revalidation Report – January 8, 2020
- Final Chlorine PHA Revalidation Report sent to the Agency – January 29, 2021

The scope of engineering services covered by this Task Order shall be considered complete when final deliverables are deemed acceptable by the Agency. Efforts will be made by the Consultant to complete the work in a timely manner. However, it is agreed that the Consultant cannot be responsible for delays occasioned by factors beyond Consultant's control, or factors which would not reasonably have been foreseen at the time this Task Order was executed.

Article 4 – Other Provisions

The following provisions shall apply to this TASK ORDER:

All work provided under this task order will be completed by February 12, 2021.

This TASK ORDER shall be subject to the terms and conditions of the referenced AGREEMENT, as amended.

IN WITNESS WHEREOF, TASK ORDER NO. 34 is effective when approved by the Agency's Board of Directors, and is executed as shown below:

For Agency,
TAHOE-TRUCKEE SANITATION AGENCY

By: _____
LaRue Griffin

_____ General Manager
Title

Date: _____, 2020

For Consultant,
CH2M HILL, Inc.

By: _____
Lisa Alliger

_____ Designated Manager
Title

Date: September 9, 2020, 2020

Work under this Task Order will be performed under the direction of CH2M HILL Project Manager, Brad Memeo, P.E., who is a Civil Engineer, Certificate No. C 81778, licensed by the California Board for Professional Engineers and Land Surveyors.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: September 16, 2020
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance Report:

- All plant waste discharge requirements were met for the month except for two (2) violations that were reported to the Regional Water Quality Control Board (Lahontan Region):
 1. 8/3/20 - Total coliform organism 7-day mean limit of 23 MPN/100 was recorded at 52-54 MPN/100.
 2. 8/4/20 - The pH at Well #31 was recorded at 6.4 pH units.

Operations Report:

- Overall, the plant performed well through the month.
- Operators continue to train with Chemists for weekend laboratory testing.

Laboratory Report:

- Internal research was performed regarding laboratory results and procedures.
 1. Further research will continue as the total coliform result of 52-54 MPN/100 on 8/3/20 (above) is not consistent with the corresponding residual chlorine levels and not consistent with other data points with corresponding chlorine and constituent levels.
 2. The laboratory director determined the monitoring well collection, preservation and testing practices were not in compliance with the laboratory Standard Operating Procedures (SOPs). The previous laboratory director failed to enforce compliance with the laboratory SOP, which may have compromised the integrity of all monitoring well test results, including pH.
 3. Additional documentation will be required as it was found there was no documentation to warrant, track, or verify why the turbidity data on 7/11/20 was amended from a 6.7 NTU to a 11.2 NTU, therefore, warranting a violation. Further, it was determined additional documentation will be required for other numerous tests.
 4. While preparing ELAP requested documentation, the laboratory director discovered the reported violation pH of 6.4 pH units on 10/16/19, was actually a data result of 6.7 pH units and the previous laboratory director did not perform adequate QC review measures prior to providing the data to the Operations Manager for submission to the Regional Water Quality Control Board.
- The Environmental Laboratory Accreditation Program (ELAP) has initiated an investigation into the laboratory and has requested the following:
 1. All documents related to the following violations, to include but not limited to, chain of custodies, sample log in sheets, raw data sheets, QA/QC data and laboratory reports.
 - 10/16/19 – pH violation
 - 8/4/20 – pH violation
 - 7/19/19 – Turbidity violation
 - 7/11/20 – Turbidity violation
 - 8/30/20 – Total coliform violation

2. All regulatory compliance samples analyzed in the month of July 2019 and July 2020, that were analyzed using one of the methods listed below:

Method	Analyte
SM 9223B Colilert	E. coli
SM 9221 B, C	Total Coliform
SM 9221C, E	Fecal Coliform
EPA 300.0	Nitrate (as N)
EPA 300.0	Nitrite (as N)
EPA 351.2	Kjeldahl Nitrogen, Total (as N)
SM 2130	Turbidity
SM 2540 C	Residue, Filterable TDS
SM 2540 D	Residue, Non-Filterable TSS
SM 4500-H+ B	pH
SM 4500-O G	Oxygen, Dissolved
SM 4500-P E	Phosphate, Ortho (as P)
SM 4500-P E	Phosphate, Total
SM 5210 B	Biochemical Oxygen Demand
SM 5310 B	Organic Carbon-Total (TOC)
Hach 8000	Chemical Oxygen Demand
SM 3500-Fe B	Iron

3. A list of all analytical staff performing regulatory testing in the laboratory and include:
 - Staff qualifications
 - Initial demonstration of capability
 - On-going demonstration of capability
 - Staff training records
 4. Copies of the laboratories training policies and practices.
- The Environmental Laboratory Accreditation Program (ELAP) has requested Pre-Assessment documentation to include:
 1. A roster or organizational chart with laboratory staff names and tests performed by each person.
 2. Laboratory's latest quality manual and Standard Operating Procedures (SOPs) for all methods on the laboratory's Accredited Fields of Testing list or current application.
 3. The laboratory's previous CA ELAP Assessment Report including the associated laboratory Corrective Actions.
 4. Procedures for the following: training, sample login and handling, non-conformances and corrective actions, and reporting results, to include procedures for data integrity training; document control; complaints; internal audits; management review, if applicable.
 5. Records of the latest support equipment calibration (e.g., thermometers and weights calibration).
 6. For large numbers of analytes such as organics and metals, include the demonstration of capability (DOC) and/or Proficiency Test (PT) results (per method per matrix) in order to complete the Analyte review of all subgroups. Method detection limits (MDLs) or laboratory control samples/laboratory fortified blanks (LCS/LFB) are acceptable.

7. A listing of samples analyzed under the current accreditation over the past two months timeframe in chronological order, identifying the analyses performed, and data packages for the first and last entry on the list consisting of the following:
 - Analytical Results and Calculation Data
 - Case Narrative
 - Surrogate Recoveries, where appropriate
 - Sample Preparation
 - Chain-of-Custody
 - Method Blank
 - Laboratory Control Sample Summary
 - Laboratory Control Sample Duplicate, where appropriate
 - Matrix Spike Summary
 - Matrix Spike Duplicate Summary, where appropriate
 - Replicate/Duplicate, where appropriate
- The laboratory created training videos for the weekend testing. The videos can be viewed on the Agency website: <https://www.ttsa.net/wwtp-operator-laboratory-testing>.

Work Orders:

- Completed this month: 1
- Pending: 4


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.61
Monthly maximum instantaneous ⁽¹⁾	6.07
Maximum 7- day average	4.07

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	2.9	10.0	3.2	20.0
Turbidity (NTU)	NA	NA	3.2	10.0
Total Phosphorus (mg/l)	0.47	0.80	0.58	1.50
Chemical Oxygen Demand (mg/l)	37	45	44	60

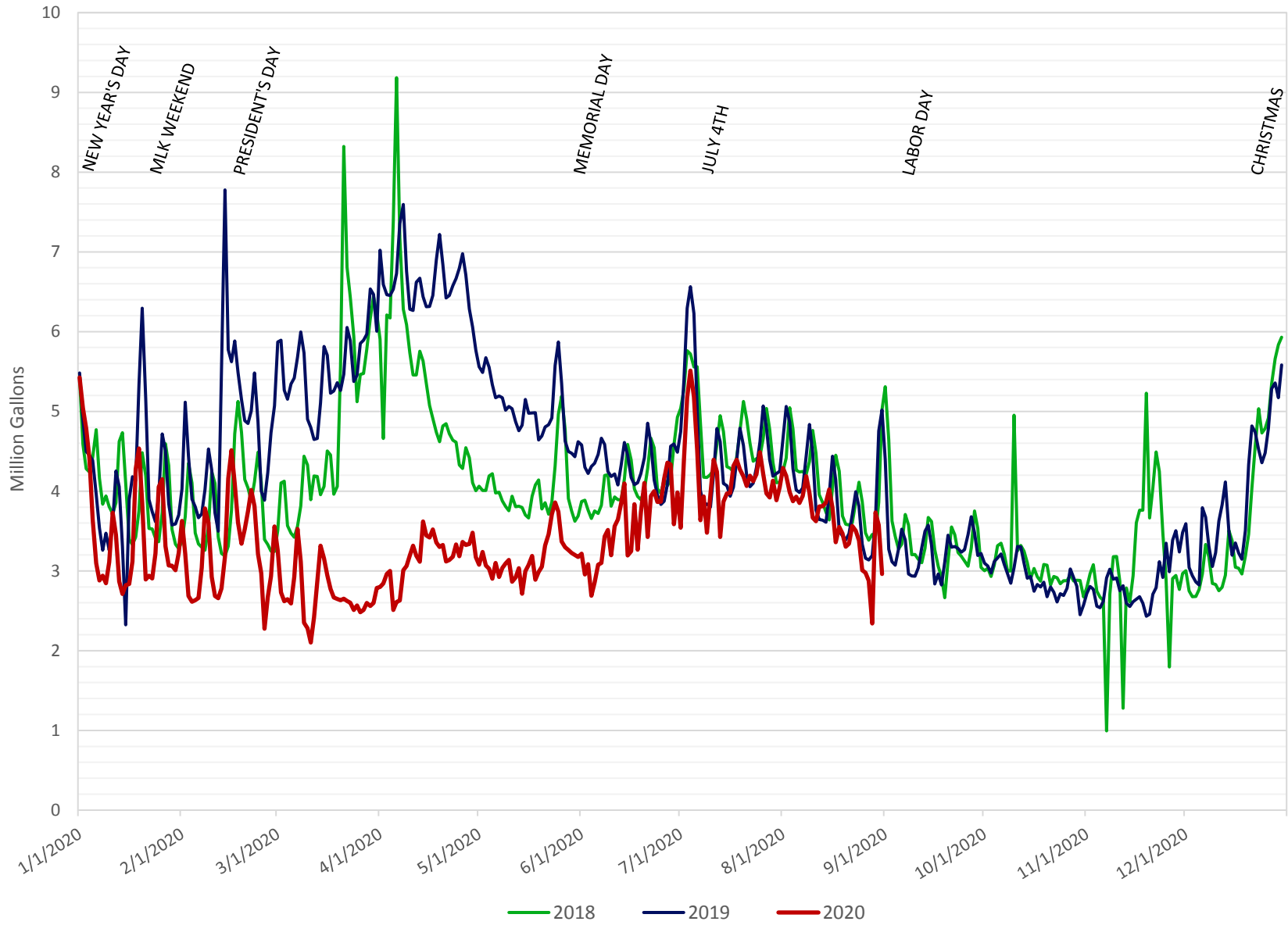
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

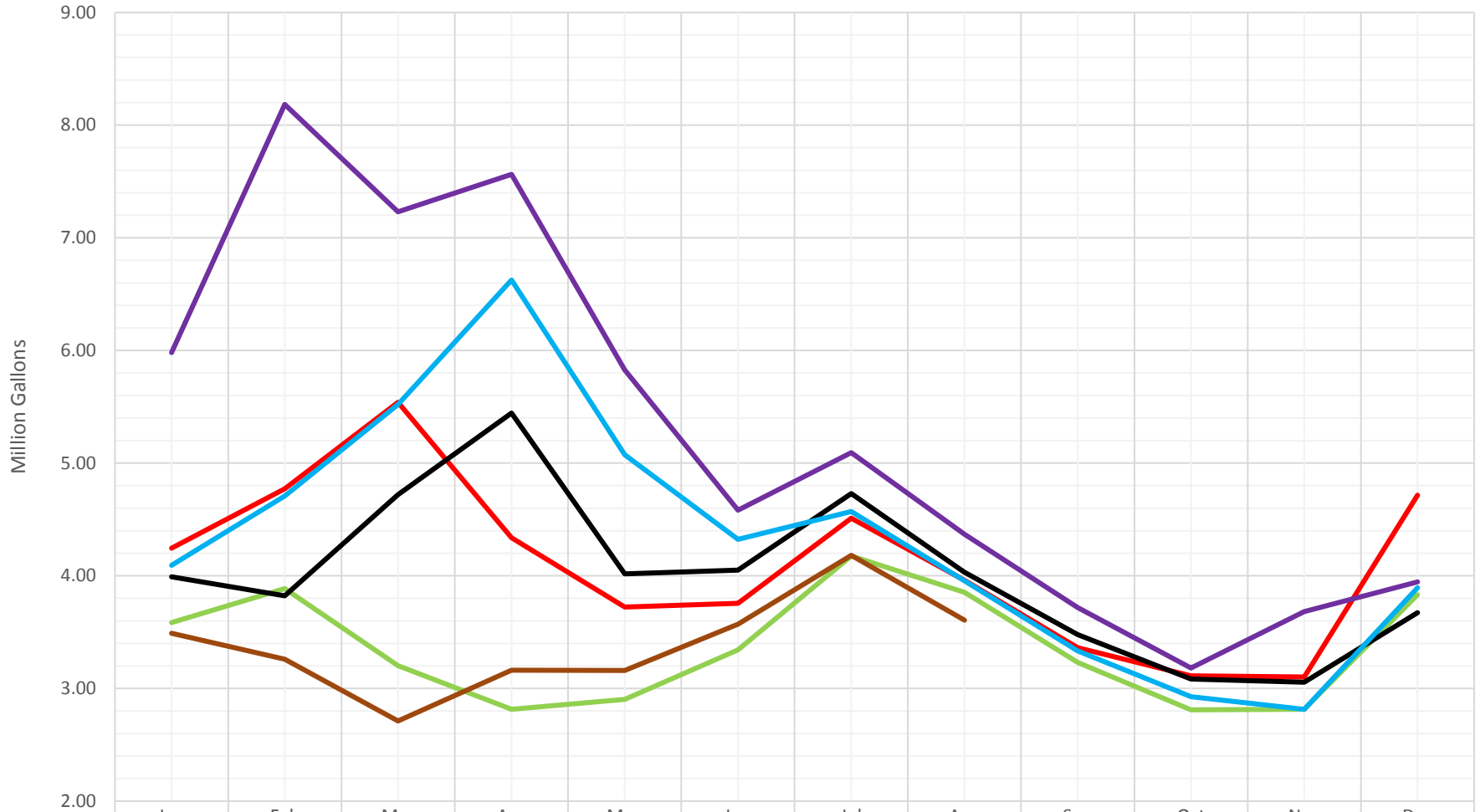
Submitted By: 
 Michael Peak
 Operations Manager

Approved By: 
 LaRue Griffin
 General Manager

T-TSA Daily Influent Flow

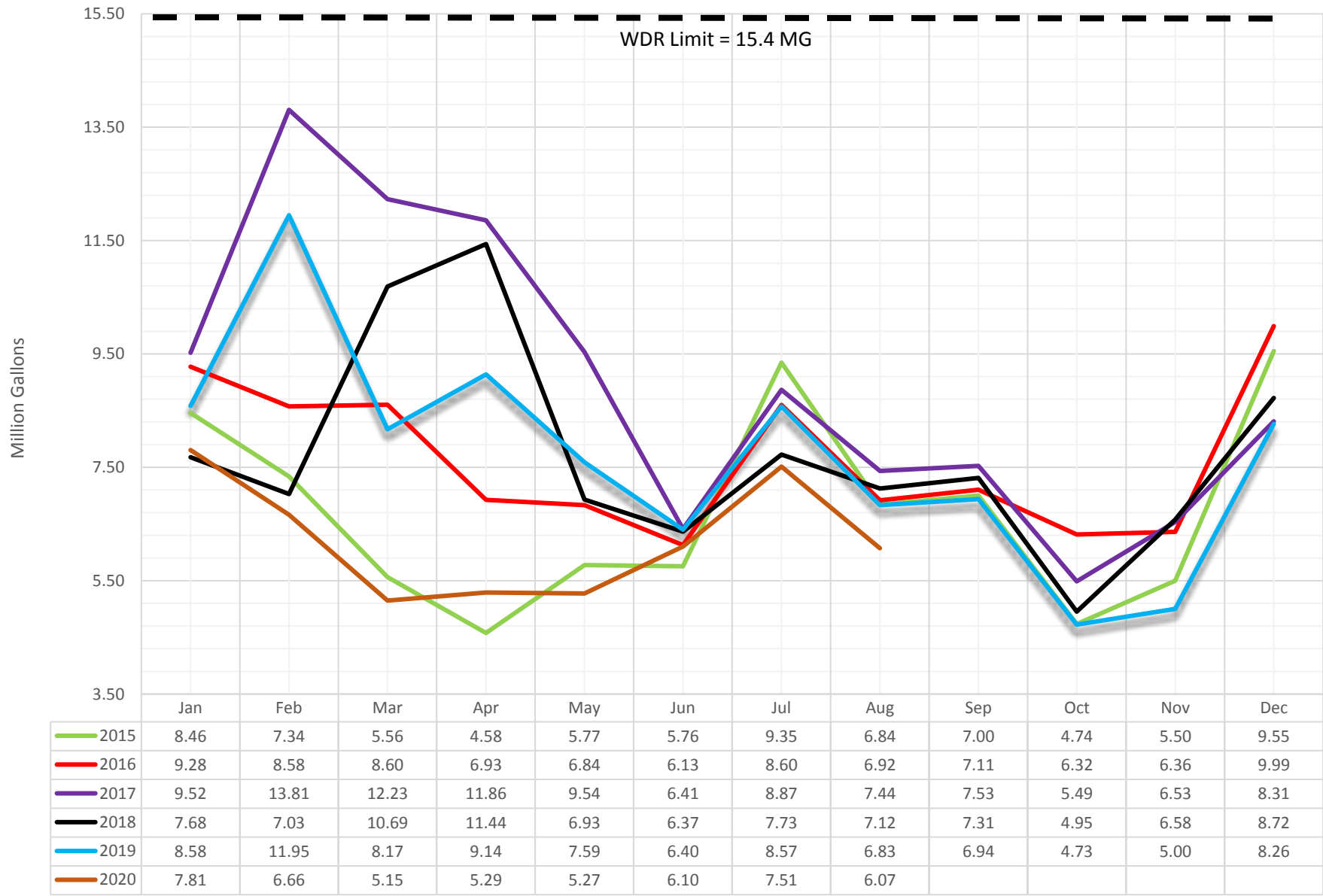


Monthly Average Daily Flow (Influent)

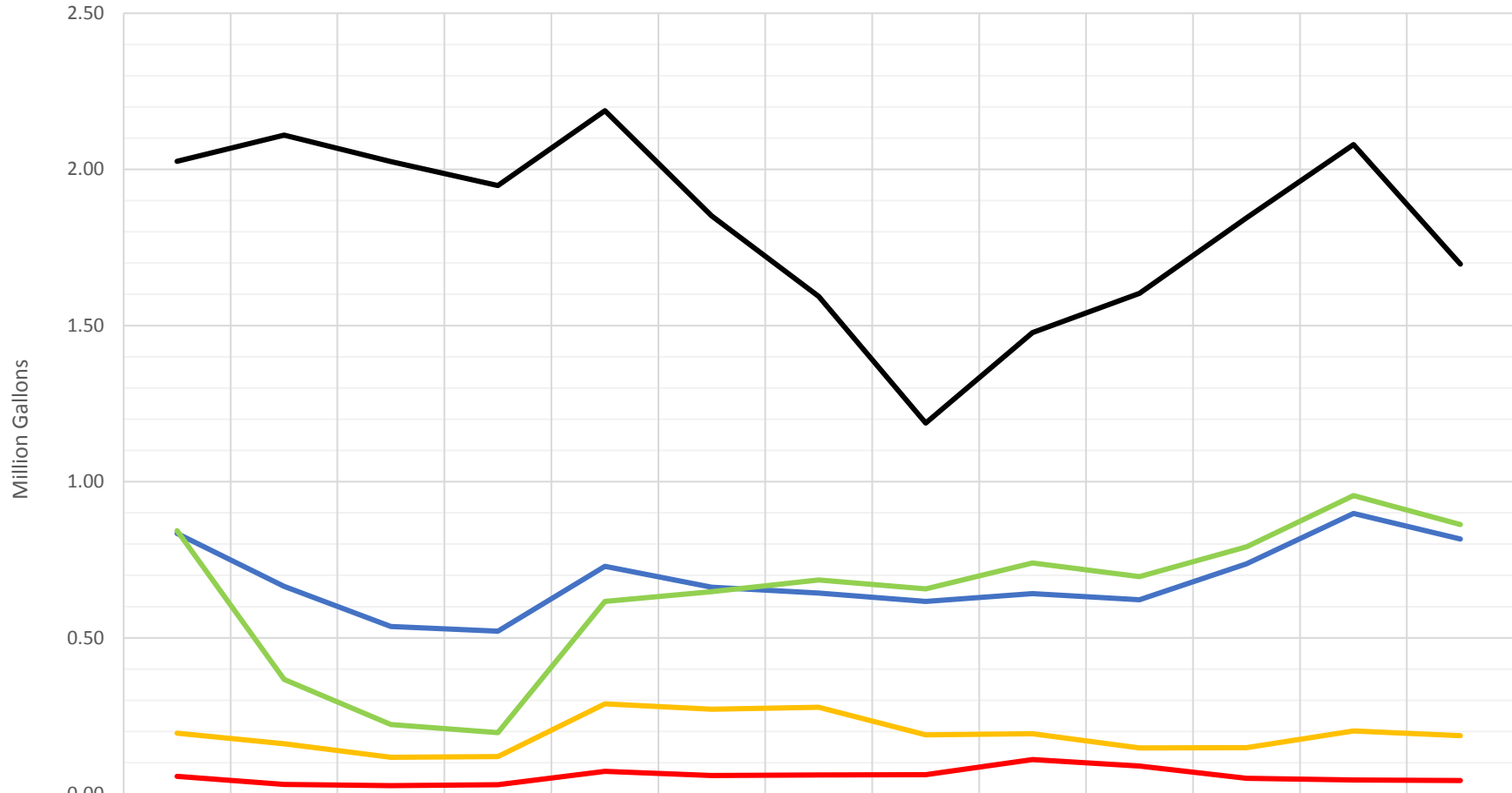


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	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				

Monthly Maximum Instantaneous Flow (Influent)

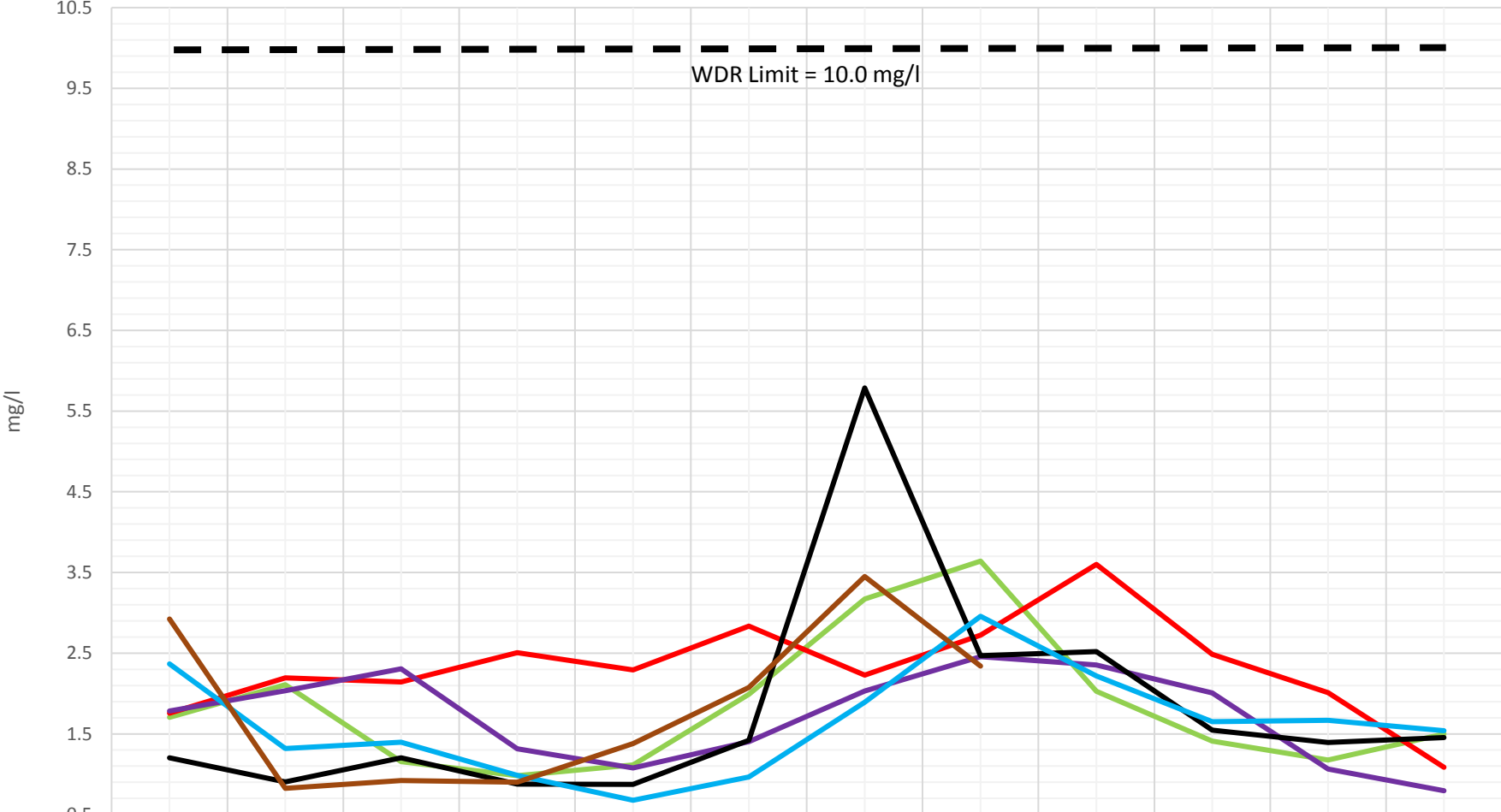


Monthly Average Daily Flow (Districts)



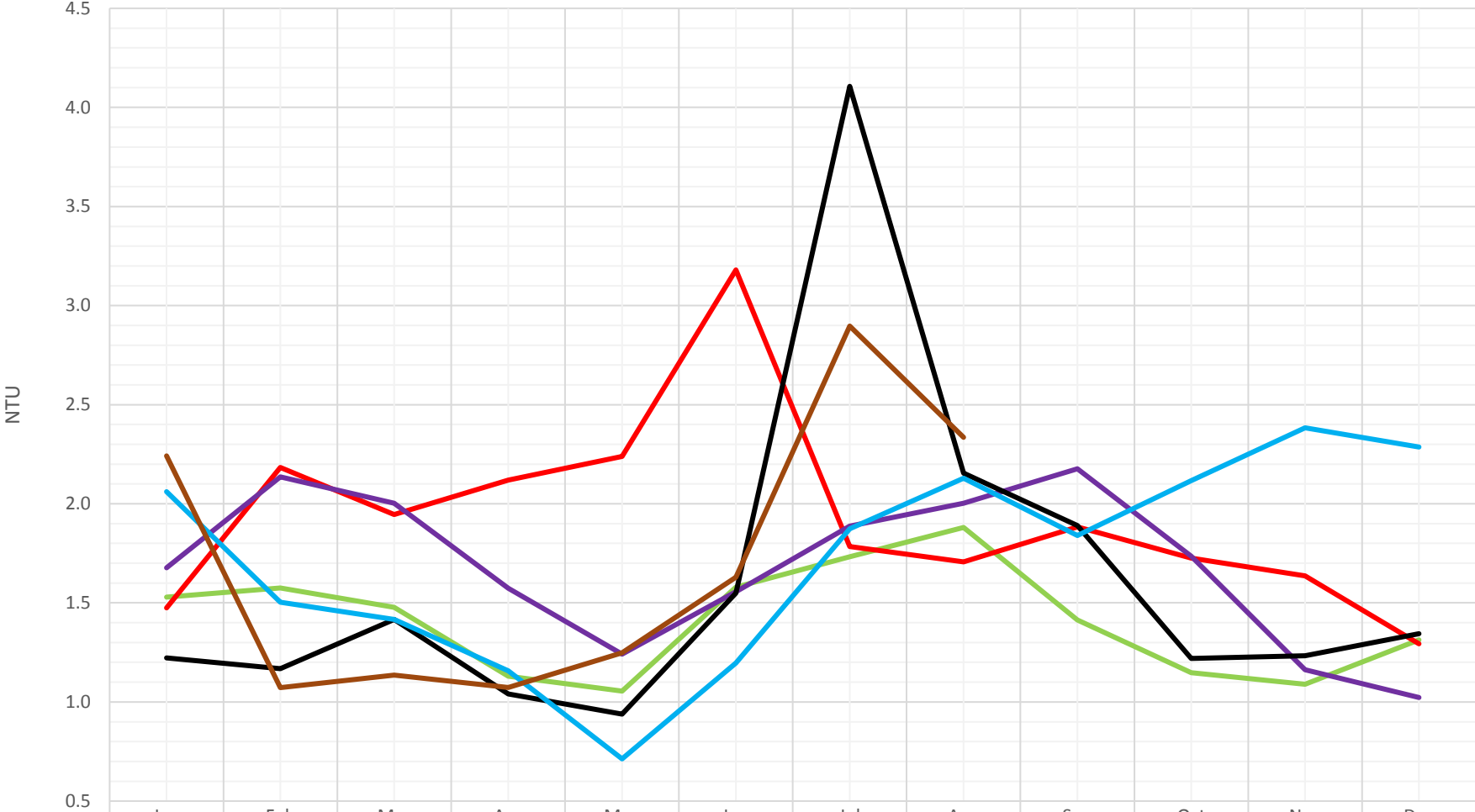
	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
NTPUD	0.83	0.66	0.54	0.52	0.73	0.66	0.64	0.62	0.64	0.62	0.74	0.90	0.82
TCPUD	0.84	0.37	0.22	0.20	0.62	0.65	0.68	0.66	0.74	0.70	0.79	0.96	0.86
ASCWD	0.06	0.03	0.03	0.03	0.07	0.06	0.06	0.06	0.11	0.09	0.05	0.05	0.04
SVPSD	0.19	0.16	0.12	0.12	0.29	0.27	0.28	0.19	0.19	0.15	0.15	0.20	0.19
TSD	2.03	2.11	2.02	1.95	2.19	1.85	1.59	1.19	1.48	1.60	1.85	2.08	1.70

Monthly Average Daily Suspended Solids (Effluent)



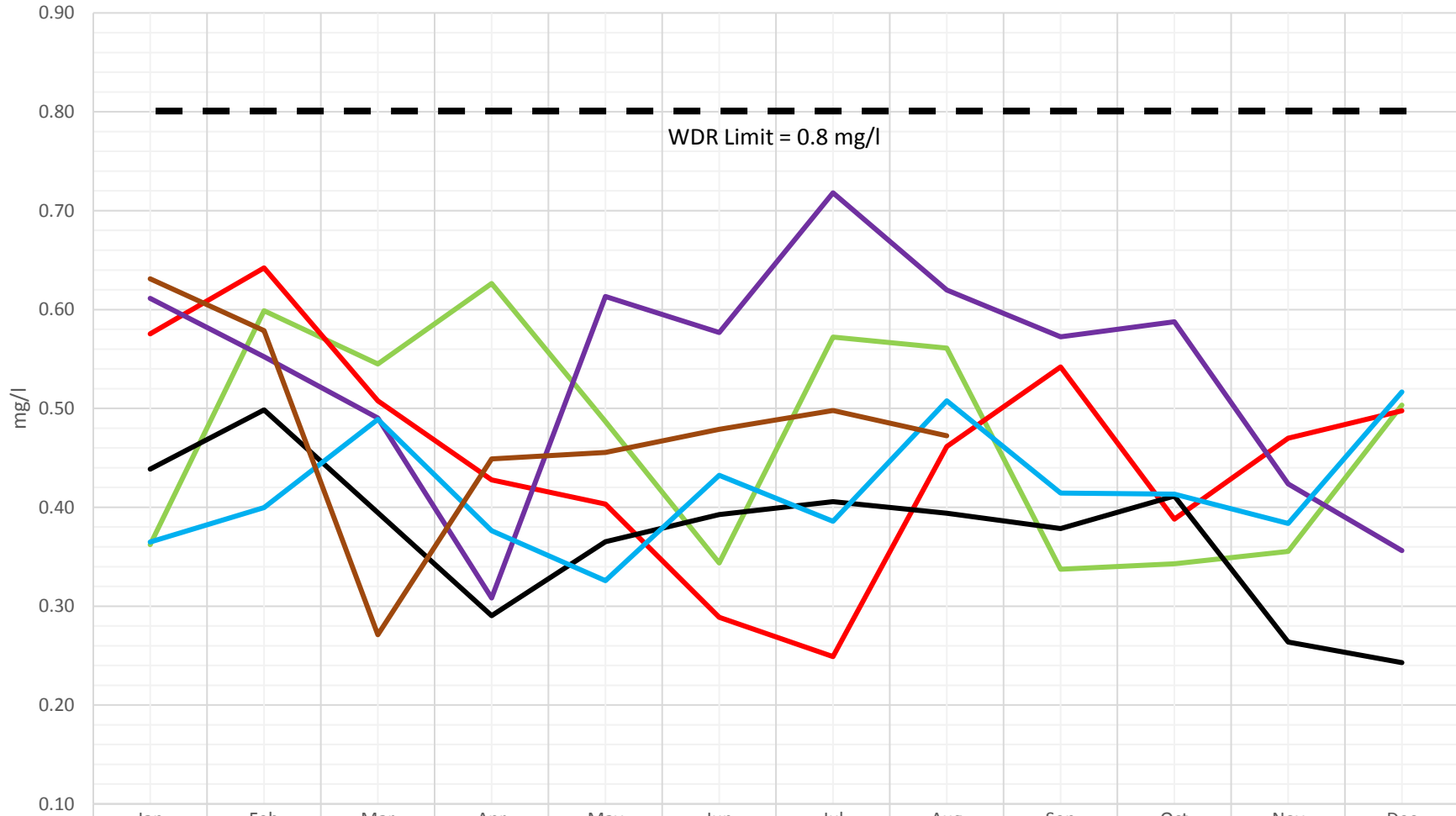
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	1.7	2.1	1.2	1.0	1.1	2.0	3.2	3.6	2.0	1.4	1.2	1.5
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3				

Monthly Average Daily Turbidity (Effluent)



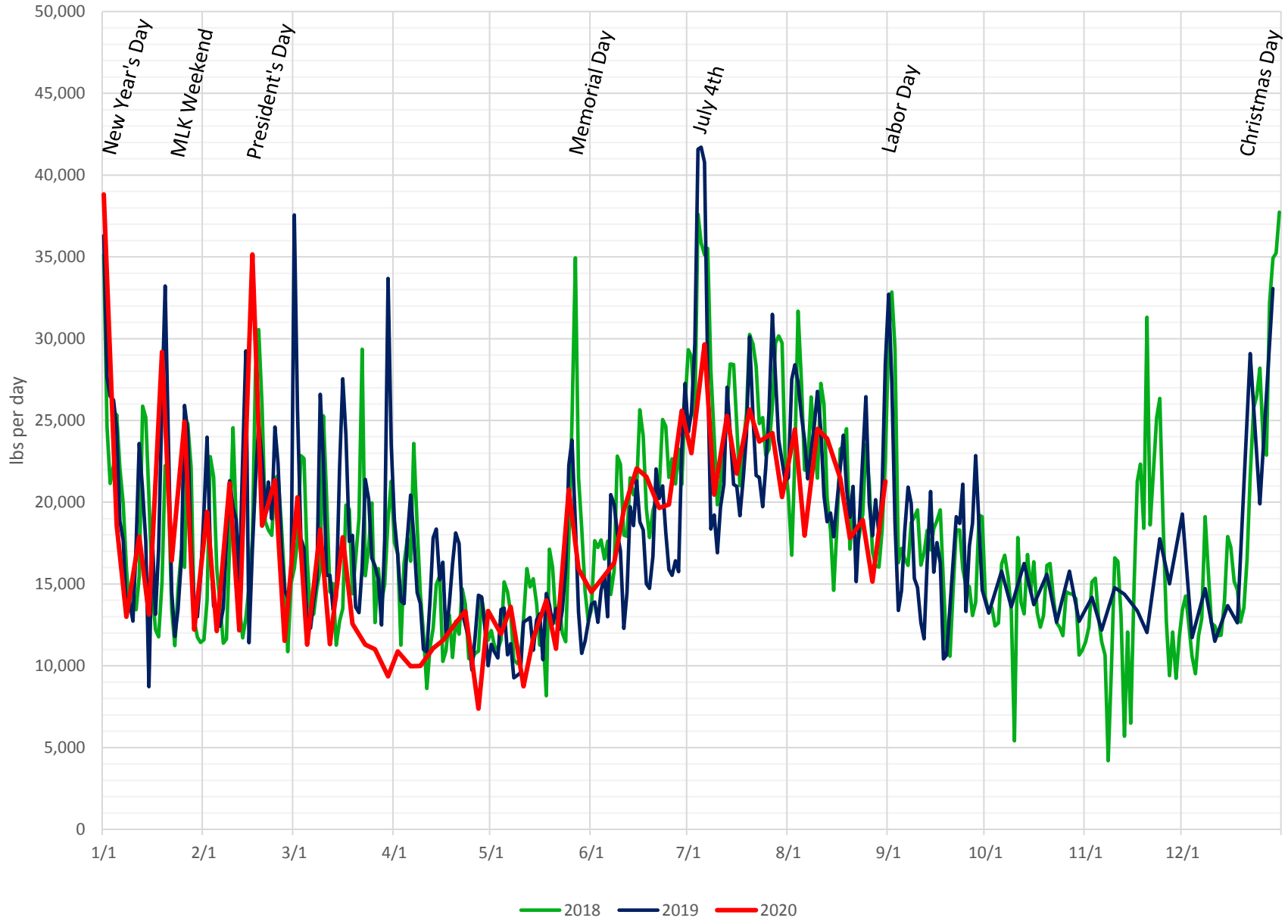
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	1.5	1.6	1.5	1.1	1.1	1.6	1.7	1.9	1.4	1.1	1.1	1.3
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3				

Monthly Average Daily Total Phosphorus (Effluent)

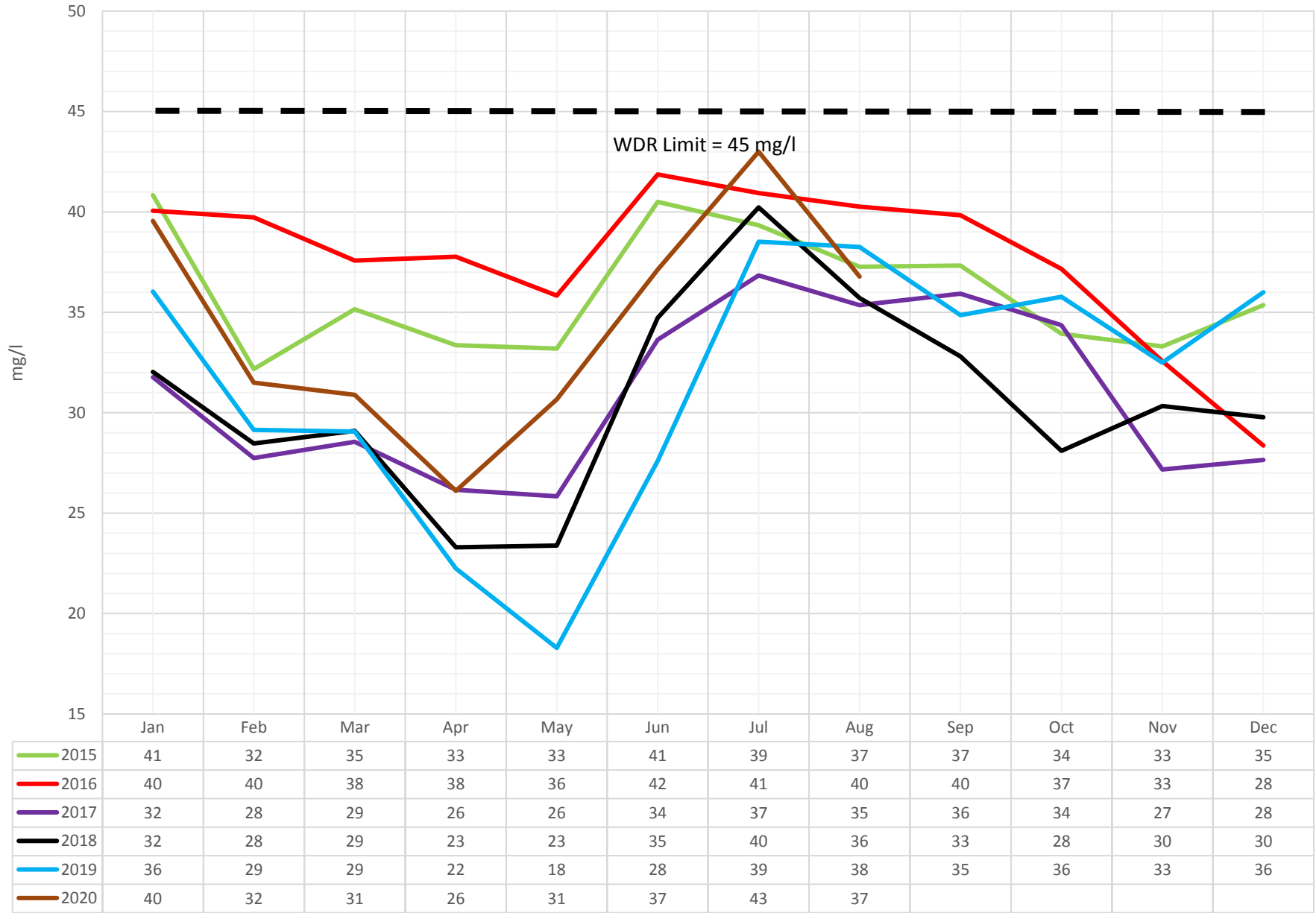


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	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				

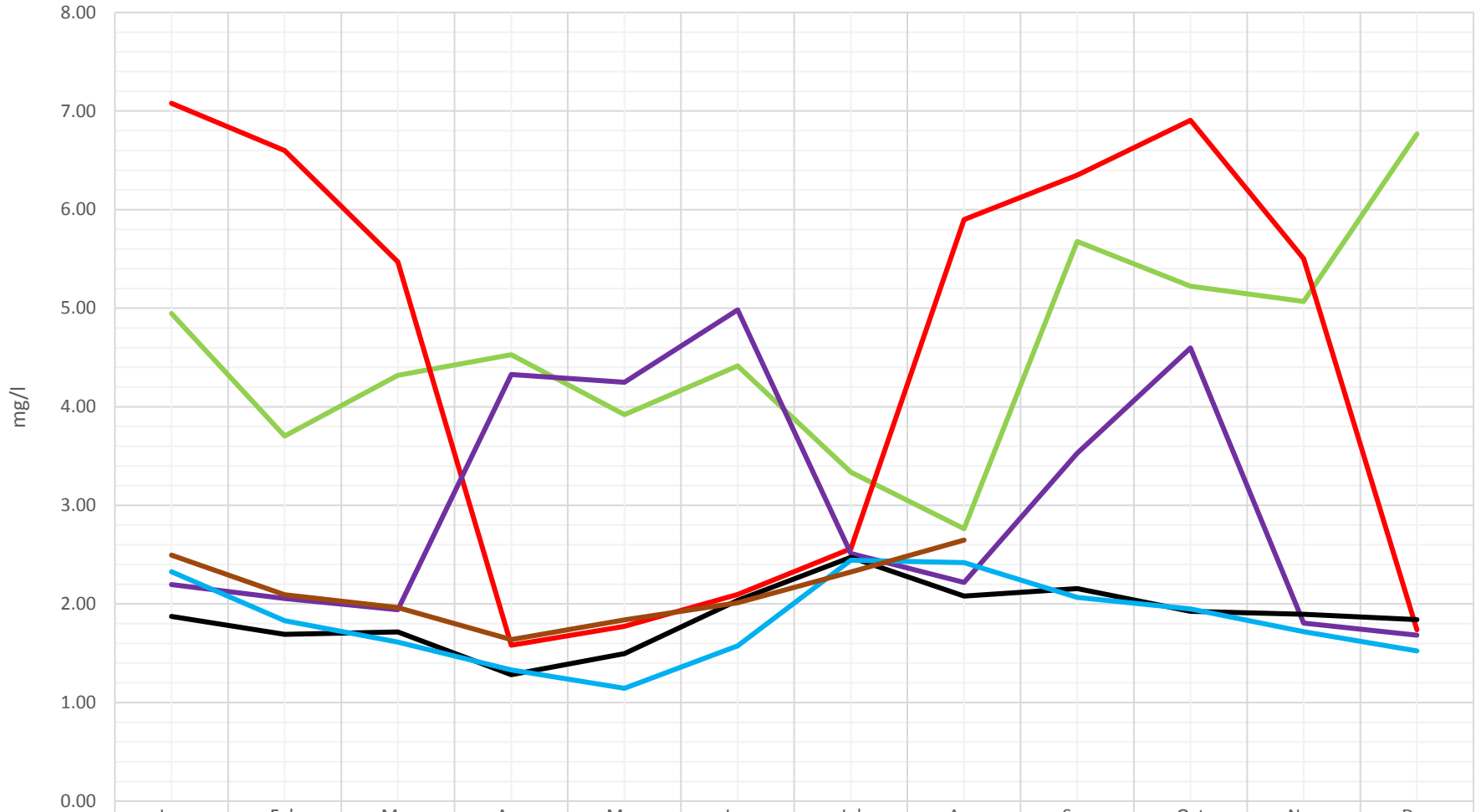
COD Influent Loading



Monthly Average Daily Chemical Oxygen Demand (Effluent)

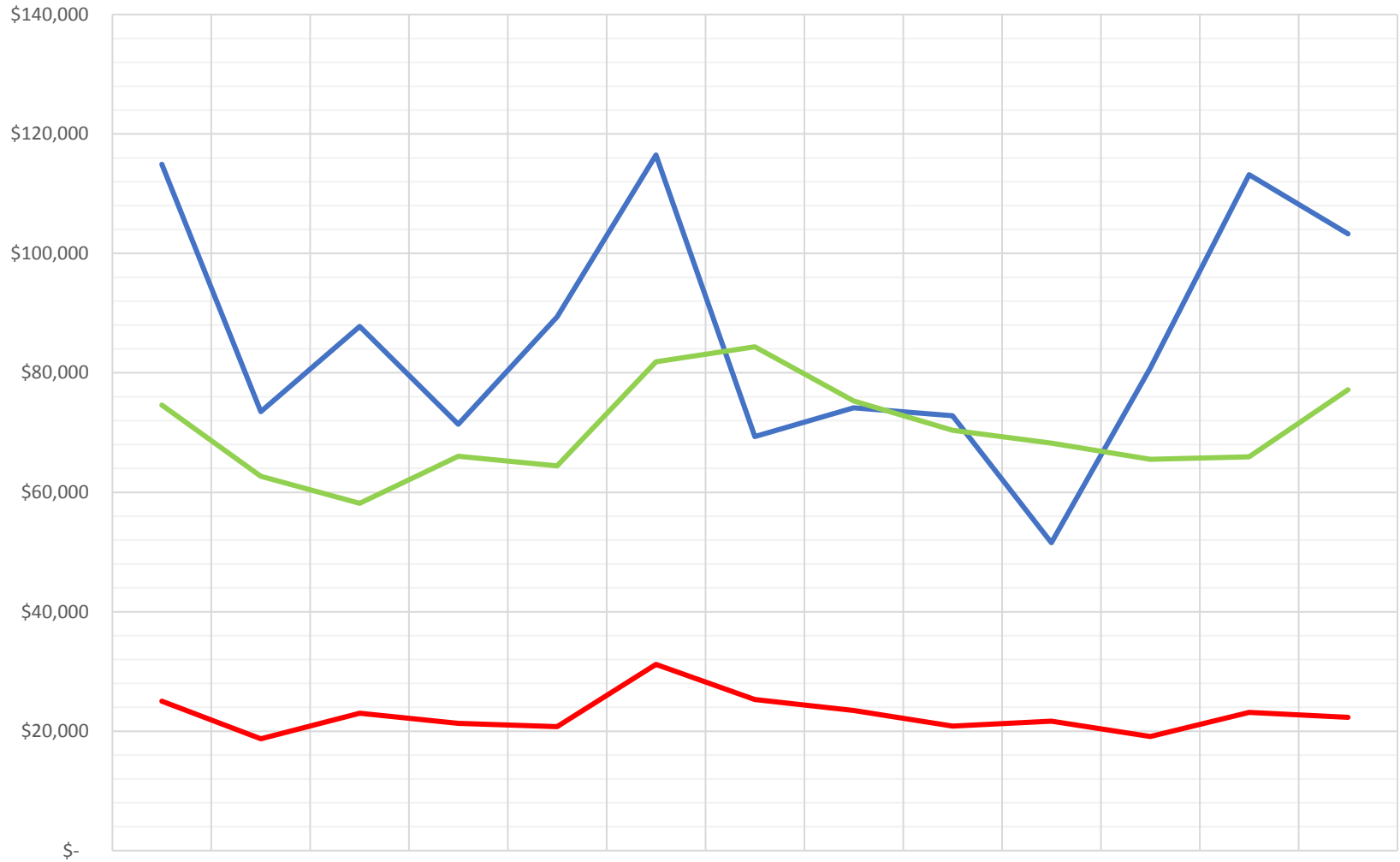


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
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				

Chemical, Power and Sludge Disposal Costs



	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
— Chemical	\$114,905	\$73,500	\$87,752	\$71,385	\$89,384	\$116,483	\$69,350	\$74,168	\$72,801	\$51,561	\$80,784	\$113,171	\$103,254
— Power	\$74,597	\$62,700	\$58,163	\$66,044	\$64,431	\$81,851	\$84,369	\$75,309	\$70,394	\$68,257	\$65,547	\$65,959	\$77,175
— Sludge Disposal	\$25,020	\$18,730	\$23,009	\$21,328	\$20,741	\$31,185	\$25,291	\$23,459	\$20,855	\$21,699	\$19,116	\$23,148	\$22,342



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: September 16, 2020
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report


- ◆ **Project support:** In the month of August, Maintenance staff provided support for the following projects:
 - 2020 Administration Building Remodel Project.
 - 2020 Painting Project.

- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
 - Relocation of Administrative Building Furniture.
 - Secondary #3 re-assembly for painting project.
 - Primary #4 re-assembly for painting project.
 - Stripper distribution box prep for painting project.
 - Reconfigured BNR backwash VFD.
 - Repair of wood siding on various buildings in the plant due to woodpecker damage.
 - Repair of irrigation system.
 - Commercial drivers training.
 - Repair of 2 water pipe break.
 - BNR 12kV/480V service.
 - Corridor lighting project.
 - Completed outdoor lighting project.

- ◆ **Work Orders**
 - Completed this month: Mechanical-3, Fleet-3, Electrical & Instrumentation-40.
 - Pending: Mechanical-89, Fleet-9, Electrical & Instrumentation-31.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Primary #4



Primary #4



Corridor Lighting Project



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: September 16, 2020
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report


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


- Hotel Avery
- Master Sewer Plan
- 2019 Roof Repair Project
- 2020 Administration Building Remodel Project
- 2020 Digital Scanning of Sewer Lines Project
- 2020 Headworks Improvements Project
- 2020 Plant Painting Project
- 2021 2-Water System Improvements Project
- 2021 Asphalt Sealing Project
- 2021 Chlorine Scrubber Replacement Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Furnishing Submersible Pump and Power Pack Project
- 2021 Lime System Improvements Project
- 2021 Plant Painting Project

◆ **Work Orders**

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

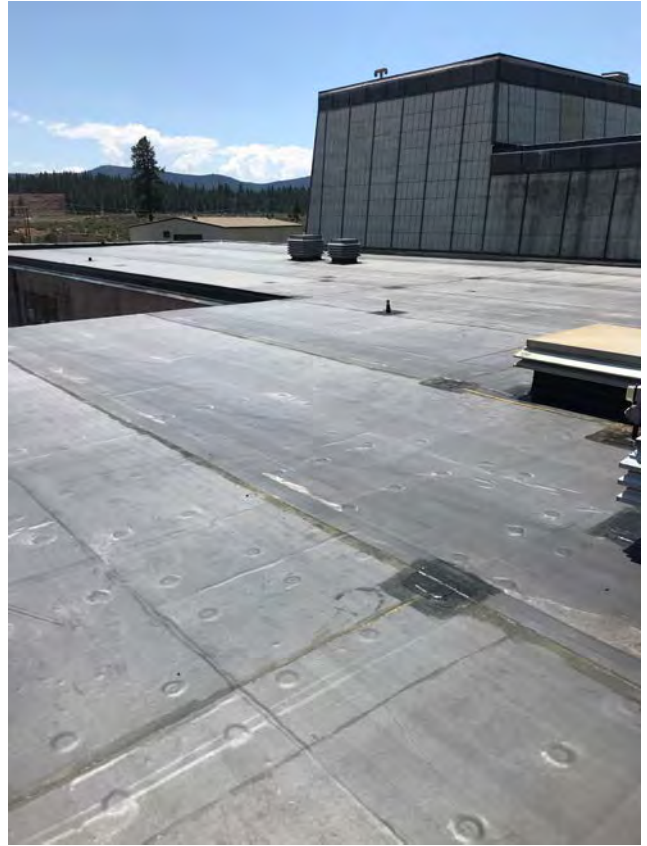
Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



2019 Roof Repair Project – Building 1 (Administration)



2019 Roof Repair Project – Building 4 (Thickening)



2020 Plant Painting Project – Secondary Clarifier 54




2020 Plant Painting Project – Secondary Clarifier 54



TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: Aug. 16, 2020
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Migration of Operation Logbook Entries to PIS
 - 90% of code written
 - Test environment and server configured
 - Modifications to the Connection Web Portal as requested from Billing complete
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Current tagname server application loaded and running-active implementation
 - Virtual Machine (SCADAMAIN11B)
 - Wonderware software ready for Application Server development
- SCADA Developments
 - Replacement of PLC CPU for C&CT process
- BNR Blower Cabinet Environment Monitoring and Logging --PAUSED
 - PLC Installed in Blower 8 Cabinet
 - PLC Installed in Blower 5 Cabinet
 - Differential pressure and cabinet temperature sensors are connected into PLC
 - Ready to bring into SCADA
- Hiring New IT Specialist
 - Schedule established for, assessment, and on-line interviews
 - Survey with in-depth test questions being developed
 - Active candidate selection on-going
- COVID-19 IT Response
 - The IT department is working remotely and coming in when necessary
- Work Orders
 - Completed in July-August: 27
 - Outstanding: 83

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager





TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: September 16, 2020
To: Board of Directors
From: Roshelle Chavez, Administrative Manager
Subject: Administrative Report

- Accounting
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued Audit of fiscal year 2019-2020 with Auditors of Damore, Hamric & Schneider.
 - Continued coordination with Caselle software for restructuring of fund accounts for fiscal year 2020-2021.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated 108 new accounts and prepared associated letters, reports and invoices.
 - All Tax Roll and Delinquency billing finalized with the El Dorado, Nevada, and Placer Counties. As well as Agency Direct billing to the customer. The total amount billed for sewer service charges was \$11,226,728.62. Staff estimates an additional \$1.7M to be billed in January 2021, for a total of \$12.9M (see attached report).
- Purchasing
 - Coordinated purchase of plant O&M supplies and performed various administrative tasks.
 - Coordinated with all departments regarding Agency contracts and bids.
 - Worked on Purchasing Procedures Manual/SOP.
- General Administration
 - Prepared revision to the Agency “Fund Policy” for Board review.
 - Participated in follow up UAL Pension Obligation Bond review/discussion.
 - Continued coordination with all departments in meetings and discussions regarding Administrative Building Remodel project.
 - Collaborated with Maintenance Department for implementation of Agency Surplus Sale.
 - Continued in Supervisory meetings and discussions regarding Agency Core Values.
 - Continued coordination with Caselle software for ongoing training.
 - Continued executive coaching with Creating Effective Organizations.
 - Performed various administrative duties to assist GM and Board of Directors.
 - Performed miscellaneous public records requests.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

Tahoe-Truckee Sanitation Agency

Sewer Service Charge Billing - Tax Roll/Direct/Delinquencies 2020/2021

County	# Parcels Assessed - Billed to Tax Roll Billing	Total Service Charges Billed to Tax Roll 2020/2021	# Parcels Assessed - Billed Direct to Customer	Total Service Charges Billed Direct to Customer	# Parcels Assessed - Billed Direct to Delinquent Tax Roll	Total Service Charges Billed to Delinquent Tax Roll
El Dorado	1807	\$ 582,547.40	21	\$ 51,302.94	1	\$ 126.62
Nevada	10783	\$ 3,939,518.22	533	\$ 478,058.58	7	\$ 6,606.12
Placer	13479	\$ 4,955,286.68	2074	\$ 1,191,699.04	10	\$ 21,583.02
Totals	26,069	\$ 9,477,352.30	2,628	\$ 1,721,060.56	18	\$ 28,315.76

Total # of Parcels: 28,715
--

Total Expected Revenue from Service Charges: \$ 11,226,728.62

* Additional \$1.7M Expected to be billed in January 2021. For a combined total of \$12.9M.

CONNECTION FEES - AUGUST 2020

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	99	176,527	\$ 457,422.25	116	239,376	\$ 592,908.00
Residential Ft ² Additions	3	1,498	\$ 2,621.50	4	2,108	\$ 3,689.00
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	2	1,753	\$ 6,067.75	2	1,753	\$ 6,067.75
Accessory Dwelling Unit (ADU) - Exempt	3	1,636	N/A	3	1,636	N/A
Commercial	1	N/A	\$ 9,000.00	2	N/A	\$ 58,000.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	108	181,414	\$ 475,111.50	127	244,873	\$ 660,664.75

INSPECTIONS - AUGUST 2020

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	2	2	5	5
Residential (Drive-by of Suspended Accounts)	0		0	

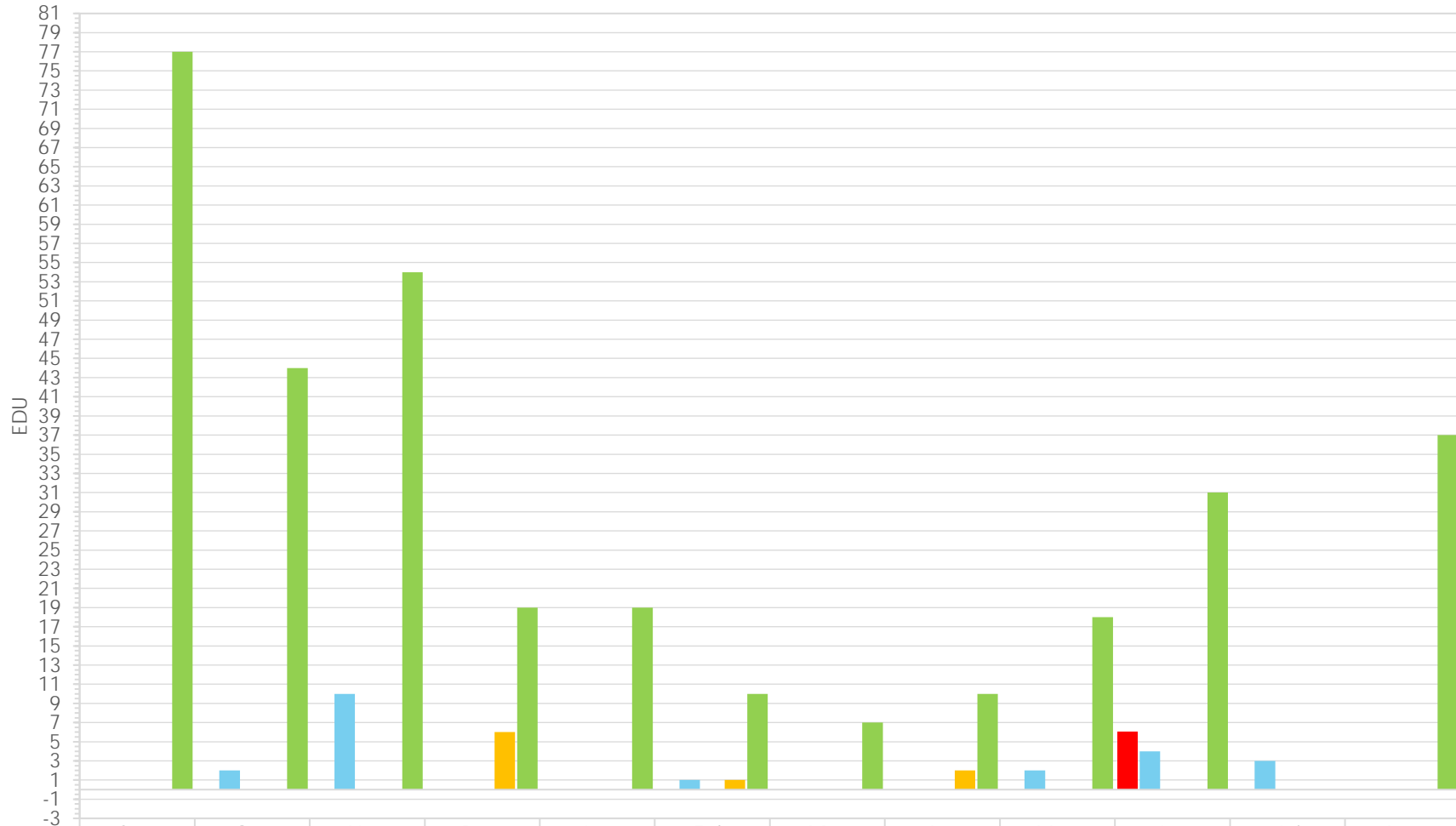
CONNECTION FEES - JULY 2020

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	17	62,849	\$ 135,485.75	17	62,849	\$ 135,485.75
Residential Ft ² Additions	1	610	\$ 1,067.50	1	610	\$ 1,067.50
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	0	0	\$ -
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	1	N/A	\$ 49,000.00	1	N/A	\$ 49,000.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	19	63,459	\$ 185,553.25	19	63,459	\$ 185,553.25

INSPECTIONS - JULY 2020

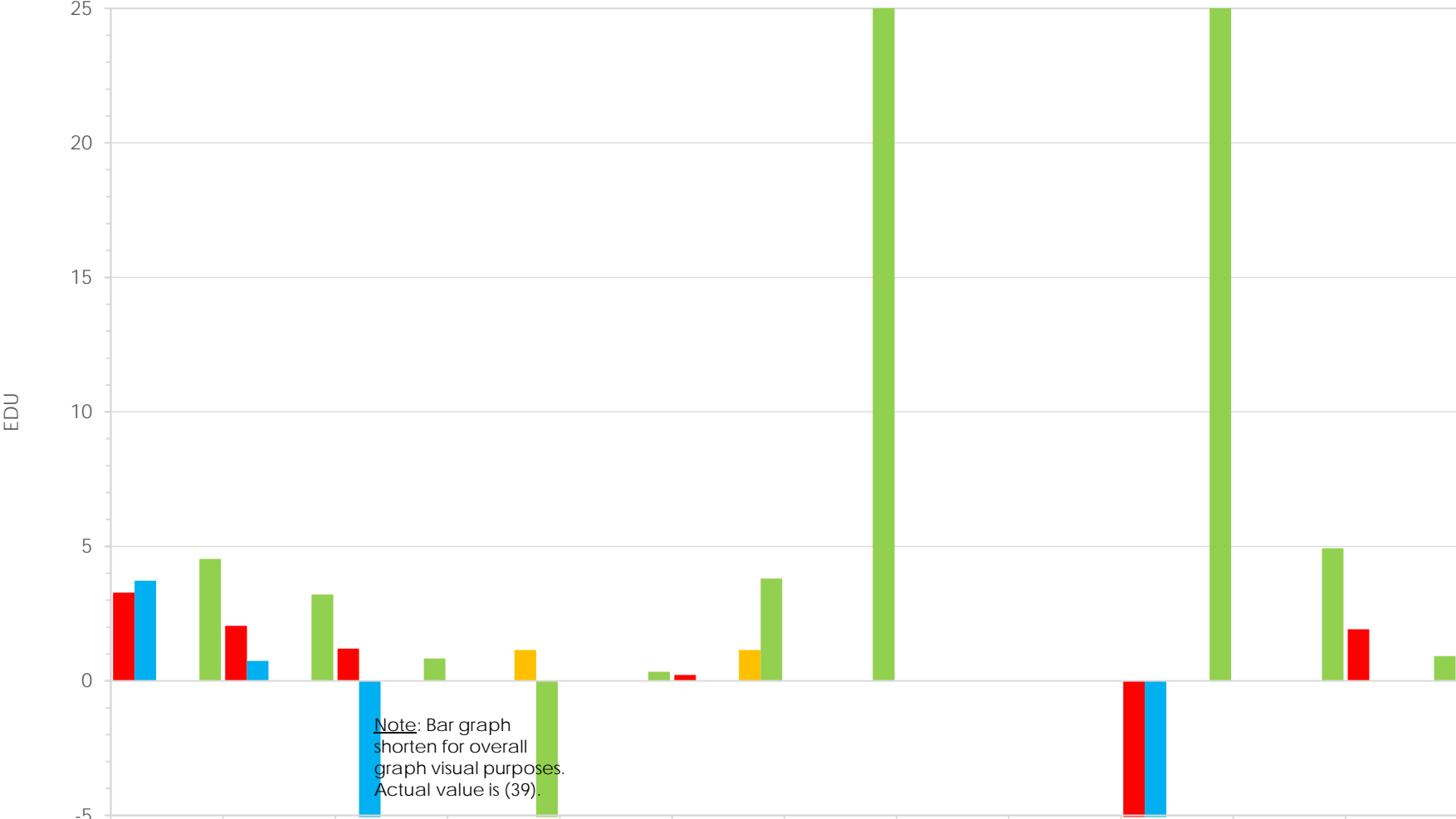
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	3	3	3	3
Residential (Drive-by of Suspended Accounts)	0		0	

Residential EDU Summary



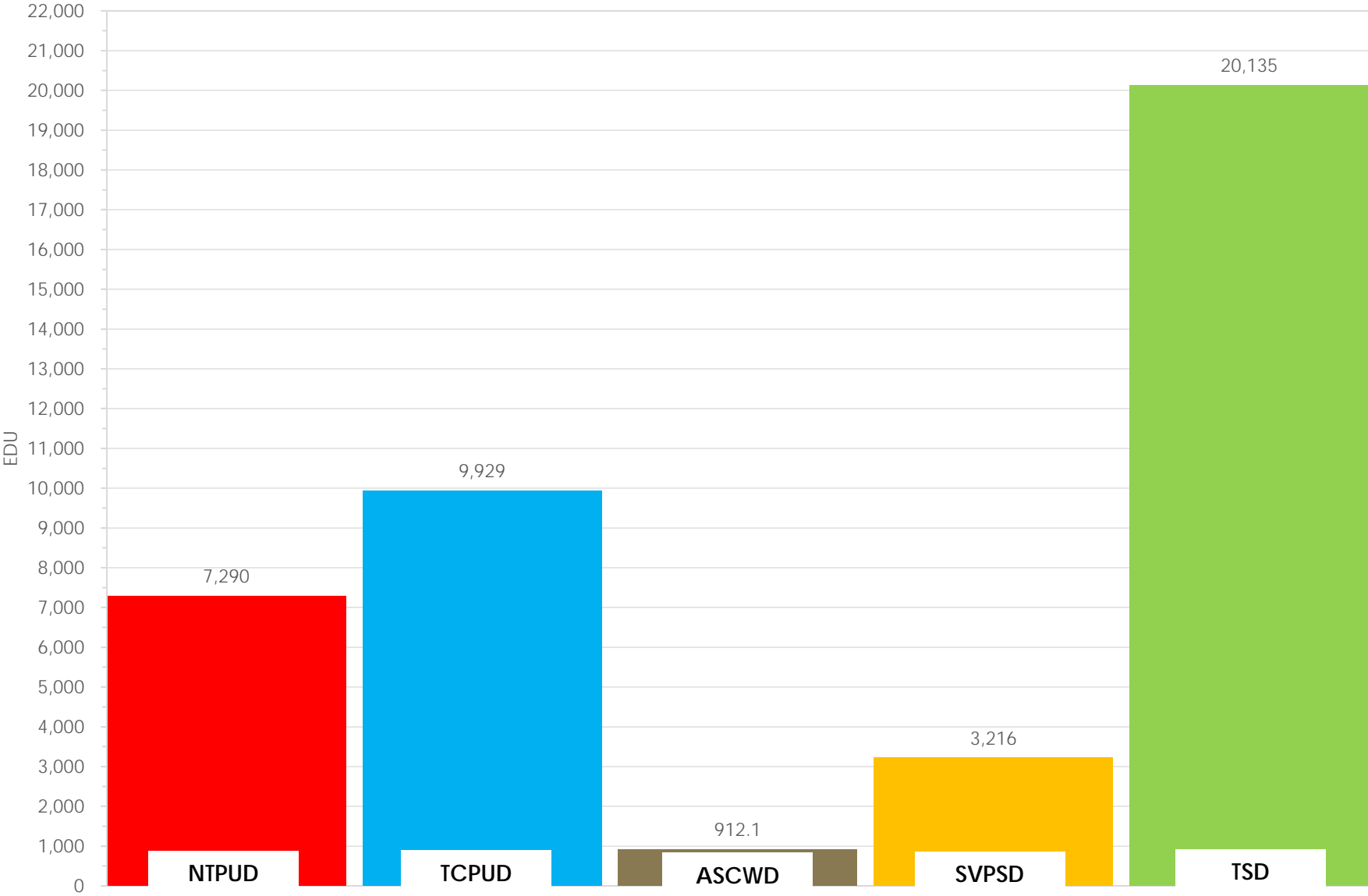
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
■ NTPUD	0	0	0	0	0	0	0	0	0	6	0	0
■ TCPUD	0	2	10	0	0	1	0	0	2	4	3	0
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ SVSPD	0	0	0	6	0	1	0	2	0	0	0	0
■ TSD	77	44	54	19	19	10	7	10	18	31	0	37

Other EDU Summary

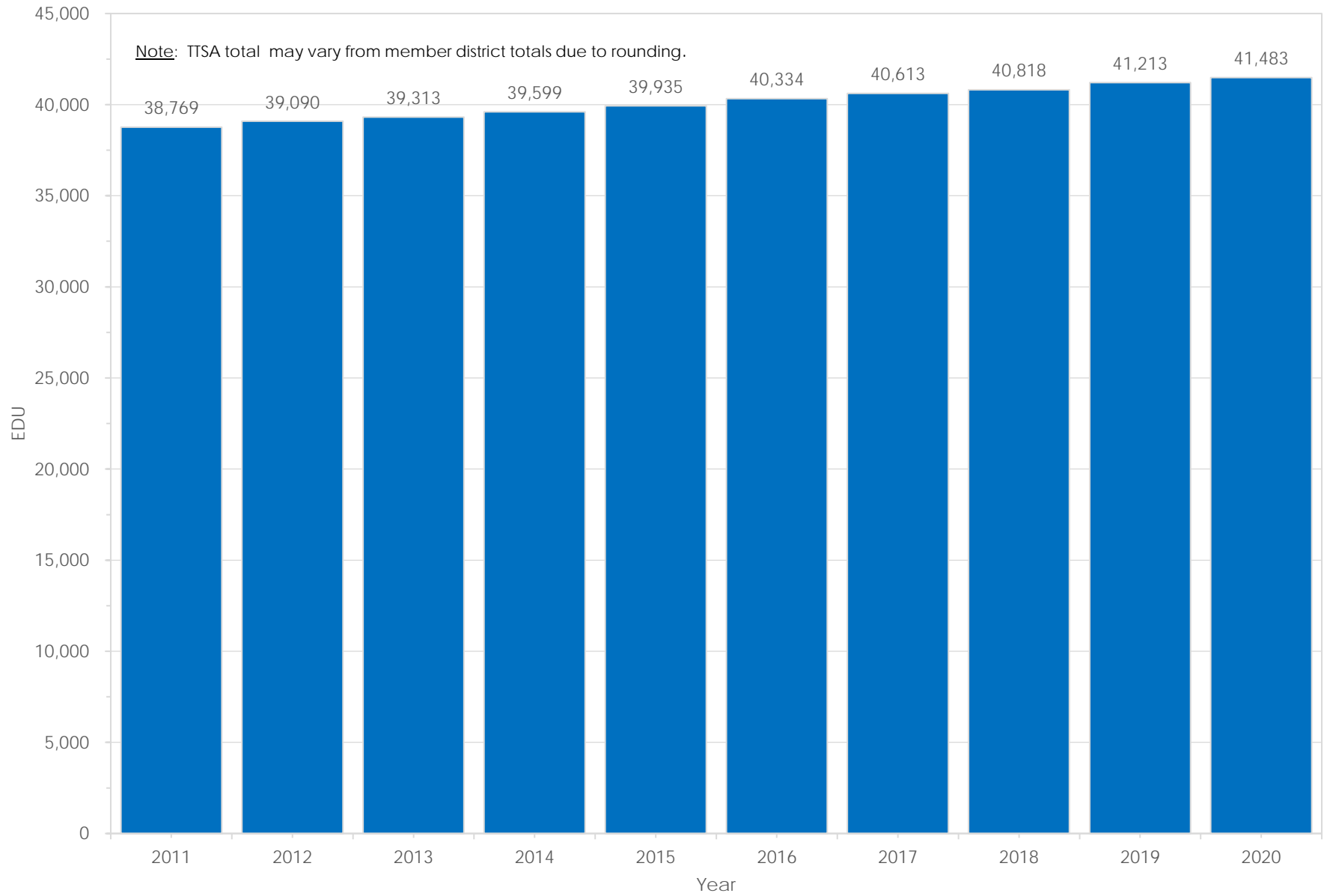


	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
■ NTPUD	3.3	2.0	1.2	0.0	0.0	0.2	0.0	0.0	0.0	(8.2)	0.0	1.9
■ TCPUD	3.7	0.7	(7.6)	0.0	0.0	0.0	0.0	0.0	0.0	(6.0)	0.0	0.0
■ ASCWD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
■ SVSPD	0.0	0.0	0.0	1.2	0.0	1.1	0.0	0.0	0.0	0.0	0.0	0.0
■ TSD	4.5	3.2	0.8	(6.9)	0.3	3.8	73.1	0.0	0.0	46.9	4.9	0.9

Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Management continued implementation of the COVID-19 plan:
 - Agency remains closed to the public.
 - All staff are either telecommuting or working onsite with staggered shifts with increased staff isolation/separation.
- Management and staff worked on functional competencies for non-exempt and exempt staff as part of the annual evaluation template.
- Management and Laboratory Director had numerous meetings to discuss the ELAP requests for information and how the current laboratory procedures and documentation require improvements.
- Management approved Change Order No. 4 for the 2020 Plant Painting project (attached).
- Management approved the License Agreement with the Truckee Watershed Council for pre-project botanical, wildlife, archaeological, and site access surveys (attached).
- Management and staff held a facility tour for various individuals from the Town of Truckee, local agencies, and public.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

General Manager

LaRue Griffin

CONTRACT MODIFICATION NO. 4
(Change Order)

The following additions, deletions or revisions to the Contract Documents for the 2020 Plant Painting Project by and between the Tahoe-Truckee Sanitation Agency and F.D. Thomas, Inc. dated March 18th, 2020 have been ordered and authorized:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
13A	Perform additional 18 hours of welding repair work in Secondary Clarifier Structure No. 54.	18	Hours	\$218.00	\$3,924.00
13B	Reduction in Bid Amount for material not used for Bid Item 13B in Secondary Clarifier Structure No. 54.	N/A	Lump Sum	(\$207.62)	(\$207.62)
Total Cost for Items 1 through 2					\$3,716.38

ORIGINAL CONTRACT AMOUNT: \$516,253.00
 CONTRACT MODIFICATION NO. 1 AMOUNT: (\$6,195.00)
 CONTRACT MODIFICATION NO. 2 AMOUNT: \$609.00
 CONTRACT MODIFICATION NO. 3 AMOUNT: \$12,244.00
 CONTRACT MODIFICATION NO. 4 AMOUNT: \$3,716.38
 REVISED CONTRACT AMOUNT: \$526,627.38

CONTRACT TIME ADJUSTMENT: None.

All terms and conditions stipulated in the Contract Documents for the 2020 Plant Painting Project by and between the Tahoe-Truckee Sanitation Agency and F.D. Thomas, Inc. dated March 18th, 2020 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY: *[Signature]* 9-8-20
 F.D. Thomas Date
 APPROVED BY: *[Signature]* 09/08/20
 Tahoe-Truckee Sanitation Agency Date

LICENSE AGREEMENT

This License Agreement (“Agreement”) is made this 5 day of AUGUST, 2020, in Truckee, California, by and between the Truckee River Watershed Council (hereinafter “TRWC”), and the Tahoe-Truckee Sanitation Agency (hereinafter “T-TSA”), with reference to the following facts:

1. TRWC desires to enter and use T-TSA’s property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive) to perform Work Activities for the Truckee River Wildlife Area Project: Polaris Unit Site Project; and
2. T-TSA is willing to allow TRWC to enter and use T-TSA’s property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), on the following terms and conditions.

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

1. License. T-TSA hereby grants a license to TRWC, its employees, agents, invitees, volunteers and contractors (collectively, the “TRWC Entities”) to use certain portions of T-TSA’s property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), as shown on Exhibit A attached hereto and incorporated herein by this reference, solely for conducting Work Activities, as defined in Section 18 below, to be conducted by TRWC’s contractor during the period of August 17, 2020 to November 1, 2021 (“Work Activities”). TRWC accepts the condition of such portion of T-TSA’s property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive) “AS IS,” and accepts all risk respecting the condition of such T-TSA property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive). T-TSA makes no

representations or warranties, implied or express, concerning the condition of T-TSA's property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), or its fitness for the use intended by TRWC.

2. Repair and Clean-Up of Property. TRWC shall clean-up and repair any damage to T-TSA's property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive) arising out of the Work Activities and associated work, or in the exercise of any of its rights conferred by this Agreement. By November 1, 2021, TRWC shall clean-up any litter and other debris on T-TSA property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), arising out of or resulting from the Work Activities and associated work. If the clean-up does not occur timely, T-TSA may perform the clean-up and bill TRWC for the costs thereof. If any damage is not repaired within five (5) days after its occurrence, T-TSA may repair the damage and bill TRWC for the costs thereof. TRWC shall pay each bill within thirty (30) days after its date. Interest at the rate of 10% per annum shall accrue on any late payment.
3. Term. This Agreement shall become effective on the date first above written and shall remain in effect until all of TRWC's obligations hereunder are completed, but not to exceed November 1, 2021, unless extended in writing by Agency.
4. Permits and Compliance with Laws. TRWC, at its sole cost, shall be responsible for obtaining any and all governmental permits, approvals, consents, licenses and other authorizations that may be necessary to conduct the Work Activities and associated work, including but not limited to the use of T-TSA's property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive). TRWC

further warrants and represents that TRWC and its contractor(s) shall conduct the Work Activities and associated work in compliance with all applicable laws, including, but not limited to, statutes, ordinances, codes, and rules and regulations of any governmental body having jurisdiction over the Work Activities and associated work.

5. **No Claim.** TRWC and the TRWC Entities, and each of them, shall not suffer, permit or cause any mechanics', materialmen's or other similar liens or claims of lien to be filed against T-TSA or any portion of T-TSA property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), arising out of the Work Activities or associated work or any work performed hereunder. In the event any such lien is recorded or filed, TRWC shall immediately undertake all steps necessary to remove such liens and shall defend, protect, indemnify and hold harmless T-TSA and its easement owners, and each of them, from and against any such lien or related claim.
6. **Indemnity.** TRWC recognizes and hereby agrees that T-TSA and its directors, officers, agents, employees, and easement owners, and each of them, shall not be liable for any injury or death to any person or damage to any property arising out of or related to (a) the condition of T-TSA's property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), (b) the conduct of the Work Activities or associated work, or (c) the performance or activities of TRWC or any of the TRWC Entities pursuant to this Agreement. TRWC shall indemnify, protect, defend and hold harmless T-TSA and its directors, officers, agents, employees, visitors, contractors, and easement owners, and each of them, from and against any and all liabilities, claims (by third parties or otherwise), demands, suits, administrative proceedings, damages, losses, judgments, awards, penalties, fines, attorneys' fees and expenses, expert witness

fees and/or costs of any kind, whether actual, alleged or threatened, attributable to, arising from, or related to: (a) any breach of any of the covenants or obligations by TRWC or any of the TRWC Entities under this Agreement; (b) the condition of T-TSA's property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive); or (c) negligent acts, errors or omissions, or willful misconduct by TRWC or any of the TRWC Entities arising from or related to the Work Activities or associated work (hereinafter collectively referred to as "Claims" or "Claim"), except to the extent the sole negligence, active negligence or willful misconduct of an indemnified party proximately causes the Claim.

Neither expiration of the term or termination of this Agreement nor completion of the acts to be performed under this Agreement shall release TRWC from its obligations to indemnify, as to any Claims, so long as the event upon which such Claim is predicated shall have occurred prior to the effective date of any such expiration or termination or completion and arose out of or was in any way connected with the use or possession of T-TSA property (APN No. 049-330-004, APN No. 049-330-005, APN No. 049-440-081, Joerger Drive, and Butterfield Drive), or performance, operations or activities under this Agreement by TRWC, its employees, agents or independent contractors, or the employee, agent or independent contractor of any one of them, or any of the TRWC Entities. The provisions of this Section 6 shall survive any expiration of the term or termination of this Agreement and shall remain in effect until TRWC's obligations under this section have been fulfilled.

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

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

TRWC shall require its contractor that will be performing the Work Activities or associated work to enter into an indemnification and hold harmless agreement with T-TSA containing provisions comparable to the above before the contractor commences such activities.

7. Contractors/Subcontractors. No contractual, legal or other relationship shall be created between T-TSA and any contractor, subcontractor or other agent engaged by TRWC. This Agreement shall not create any obligation on the part of T-TSA to pay or to see that the payment of any sum is made to any contractor, subcontractor or other agent engaged by TRWC.

8. Insurance. TRWC and its contractor, and each of them, at their sole cost and expense, shall maintain the following policies of insurance covering the Work Activities and associated work: (a) Commercial General Liability, and Business or Comprehensive Automobile Liability Insurance, each policy having a combined single limit of no less than \$1,000,000, insuring TRWC and each of the TRWC Entities against all liability, claims, damages, costs, demands or losses arising out of the Work Activities and associated work; and (b) Workers' Compensation Insurance as required under the Workers' Compensation Insurance Laws of California. TRWC's insurance shall cover TRWC and each of the TRWC Entities. T-TSA, its officers, directors, agents and employees shall be named as additional insureds under the Commercial General Liability, and Business or Comprehensive Automobile Liability Insurance policies. Each policy shall not contain any special limitations on the scope of protection afforded to T-TSA, its directors, officers, agents and employees. TRWC's and its contractor's insurance coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. T-TSA's insurance, if any, shall be excess and shall not contribute with TRWC's or its contractor's insurance. TRWC and its contractor shall provide proofs of such insurance to T-TSA on or before August 13, 2020. The certificates and policies shall provide that 30 day's written notice of any material change, reduction of coverage or cancellation of the insurance policies will be provided to T-TSA. The requirements as to the types, limits and T-TSA's approval of insurance coverage to be maintained by TRWC and its contractor are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by TRWC under this Agreement. In addition, in the event any

change is made in the insurance carrier, policies or nature of coverage required under this Agreement, TRWC shall notify T-TSA prior to making such changes.

9. Notices. Any notice, approval or other communication which may be required or permitted to be given or delivered hereunder shall be in writing and shall be deemed to have been given, delivered and received (i) as of the date when the notice is personally delivered or (ii) if mailed, in the United States Mail, certified, return receipt requested, as of the date of the delivery of such notice or (iii) if delivered by courier or express mail service, telegram or mail gram where the carrier provides or retains evidence of the date of delivery, as of the date of such delivery.

To T-TSA:

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

To TRWC:

Beth Christman
Truckee River Watershed Council
P.O Box 8568
Truckee, CA 96162

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

10. Assignment. TRWC shall not assign this Agreement or any rights or obligations hereunder to any entity or person without T-TSA's prior written consent, which consent shall not be unreasonably withheld. Any assignment of this Agreement or any rights or

obligations hereunder by TRWC without the prior written consent of T-TSA shall render this Agreement null, void and of no effect.

11. Integration and Construction of Agreement.

a. Integration. This Agreement sets forth the complete and final understanding of the parties with regard to the subject matter hereof and supersedes any and all prior communications, representations, negotiations, understandings and agreements, whether written or oral, concerning said subject matter.

b. Construction. The language of all parts of this Agreement shall be construed according to their plain meaning and shall not be construed for or against either of the parties, as each party has participated in the drafting and review of this Agreement, and has had an opportunity to consult its legal counsel in connection with this Agreement.

12. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of California.

13. No Waiver. No delay on the part of any party in exercising any right or remedy under this Agreement or failure to exercise the same shall operate as a waiver in whole or in part of any such right or remedy.

14. Modifications and Amendments. This Agreement may be modified, amended or changed only by a written agreement signed by both parties.

15. Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall constitute one and the same Agreement.

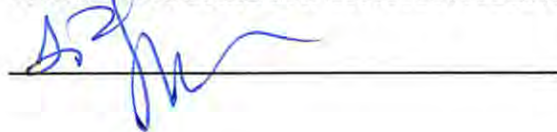
16. Authorization. The parties warrant and represent that the individuals executing this Agreement have been authorized to do so by the party for whom they sign.

17. Attorneys' Fees. In any action or proceeding arising from or relating to this Agreement commenced by a party hereto, the prevailing party shall be entitled to recover its reasonable attorneys' fees in addition to any other costs, interest and damages permitted by law.

18. Work Activities. For purposes of this Agreement, the term "Work Activities" shall mean performing pre-project botanical, wildlife, archeological, and site access surveys to assist in the development of the restoration design and completion of environmental permitting activities. Traffic will be via standard-size passenger vehicles and by foot. More detailed project information is contained in Exhibit A to this Agreement.

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

TAHOE TRUCKEE SANITATION AGENCY



LaRue Griffin

Name

General Manager

Title

TRUCKEE RIVER WATERSHED COUNCIL



Lisa Wallace

Name

Executive Director

Title

Exhibit A
Project Information

TRUCKEE RIVER WATERSHED COUNCIL

PO Box 8568
Truckee, CA 96162
530-550-8760
www.truckeeriverwc.org

Truckee River Watershed Council Polaris Restoration Project Information

Project Goal: Reduce sediment delivery to the Truckee River, improve aquatic and riparian habitat, and increase floodplain area.

The Polaris restoration project site was identified through the [Truckee River Revitalization Assessment](#). The applicable project sheet is included with this memo, showing the conceptual plan, location, etc. Work will be completed by Truckee River Watershed Council personnel and subcontractors.

Polaris Unit project description

The Tahoe Ice Company was in operation at this location from 1886 to 1919 with a dam and diversion works to direct flows into a shallow ponding area for ice harvesting. The dam disrupted riparian vegetation, altered flow paths, and limited floodplain area. From this historic impact, several unstable banks have developed at this location.

The conceptual restoration design includes stabilizing the eroding banks through bio-engineering techniques such as willow matting, log crib walls, or rock and rootwad toe protection. On the right bank of the river, additional floodplain could be reactivated with selective grading.

The left (north) bank of the river is managed by the California Department of Fish and Wildlife, and the right (south) bank of the river is Tahoe-Truckee Sanitation Agency (T-TSA) property.

Specific activities

This current phase of the project includes pre-project surveys and restoration design:

Pre-project surveys/restoration design. To develop the restoration design and complete environmental compliance a suite of surveys will be required. Project design will be developed in coordination with T-TSA and other stakeholders. Surveys will include botany, wildlife, and archaeology.

Future phases of the project include construction and post-project monitoring:

Construction. Construction will require use of heavy equipment such as excavators, loaders, water trucks, etc. Access will take advantage of existing disturbed areas to the greatest extent possible, and will be blocked off after construction is completed. In advance of construction, site access will be needed for layout, staking, and pre-construction surveys.

Post-project monitoring. After project completion, we will monitor the site for stability and performance. Monitoring will require access to T-TSA property.

Anticipated timeline – current phase

Task	Initiation Date	Completion Date
Pre-project surveys and design	August 1, 2020	November 1, 2021

Anticipated timeline – future phases

Task	Initiation Date	Completion Date
Construction & pre-construction surveys	June 1, 2022	November 1, 2023
Post-project monitoring	November 1, 2023	November 1, 2026

TRUCKEE RIVER WILDLIFE AREA RESTORATION PROJECT: POLARIS UNIT SITE

Problem: Bank failure and historical dam impacts

Project: Bank stabilization and floodplain habitat enhancement

Location: North and south banks of Truckee River at the location of the historical Tahoe Ice Company Dam 39.336736, -120.140289

General Description of problem:

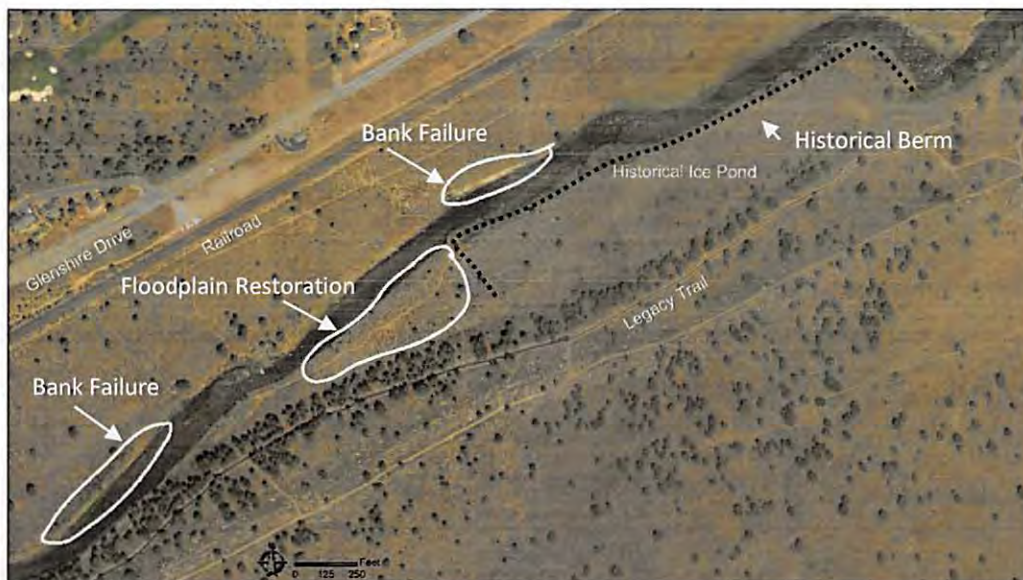
The Tahoe Ice Company was in operation at this location from 1886 to 1919 with a dam and diversion works to direct flows into a shallow ponding area for ice harvesting. The dam disrupted riparian vegetation, altered flow paths and limited floodplain area. Several sections along the left river bank are unstable, due to historical land uses, and appears to be a chronic source of sediment to the Truckee River.



Goal(s)	Sources of degradation	Objectives to achieve goal(s)
Reduce excess sediment delivery to Truckee River and enhance habitat	Bank failure and habitat reduction due to historical impacts	Bio-engineered bank stabilization and enhance or expand floodplain habitat.

Restoration or Management Approach:

The bank failure can be stabilized through bioengineering techniques, such as a willow mattress, log crib walls, or rock and rootwad toe protection. Bioengineering techniques can reduce erosion and enhance fish habitat within the River. Additional research and investigations should be conducted to further evaluate the impacts the Tahoe Ice Company Dam had on the river and habitat. The restoration approach may need to consider potential impacts to sensitive historical resources, and could include educational and interpretive opportunities.



Cost Estimate:*

Less than \$10K
\$10K-\$100K
\$100K-\$500K
\$500K-\$2M
\$2M +

**Cost estimate will depend on area of habitat restored*

Source: Esri GIS Community

Potential Restoration Site Boundaries



TRUCKEE RIVER WILDLIFE AREA RESTORATION PROJECT: POLARIS UNIT SITE

Target Conditions/Success Criteria:

- Reduced sediment delivery to Truckee River.
- Increase floodplain area and improve habitat.

Implementation Timeframe

- Background research on historical site and site preservation requirements (2-3 months) when accessible
- 60% design (8-10 weeks)
- 90% design (6-8 weeks)
- Permitting (3-6 months)
- Implementation (10-14 weeks)
- Project monitoring (3-5 years)

Monitoring recommendations:

- Repeat cross-sectional channel surveys.
- Observations of high-water marks and peak floodplain conditions.
- Measure sediment deposition on floodplain.

Phasing or Order of Implementation:

Projects could be separated into three phases with bank repairs occurring separately from the floodplain restoration site.

Habitat/Floodplain Restoration Options

- Enhance floodplain for increased frequency of inundation.
- Native plant revegetation and weed removal.
- Removal or breaching of historical dam berms and other flow impeding structures.

Constraints

- Historical site preservation.
- Existing informal trail preservation or relocation.

Bank Stabilization Bioengineering Options

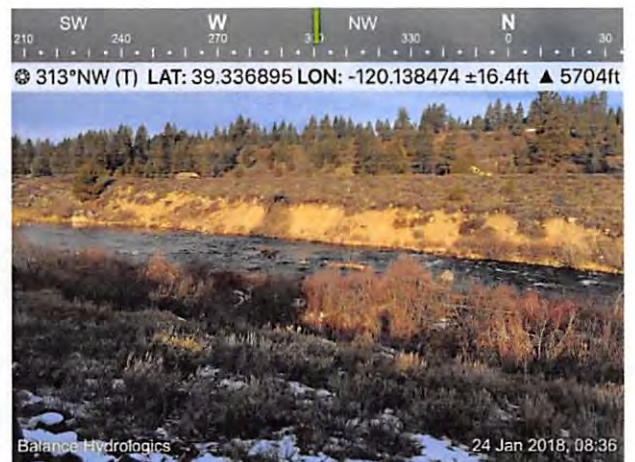
- **Willow mattress:** Installation on layers of live cutting placed flat against the bank, using stakes and string to anchor in place. The cuttings are expected to root into the entire bank face and provide surface reinforcement to the soil (NRCS, 2007).
- **Large Debris:** Large debris structures are rocks and rootwads intended to provide habitat and stabilization, until woody riparian vegetation and stable bank slopes can be established.
- **Cribwall:** A hollow, boxlike structure of interlocking logs or timbers filled with rock, soil, and live cuttings, or rooted plants. The live cuttings or rooted plants are intended to develop roots and top growth and take over some or all of the structural functions of the logs .



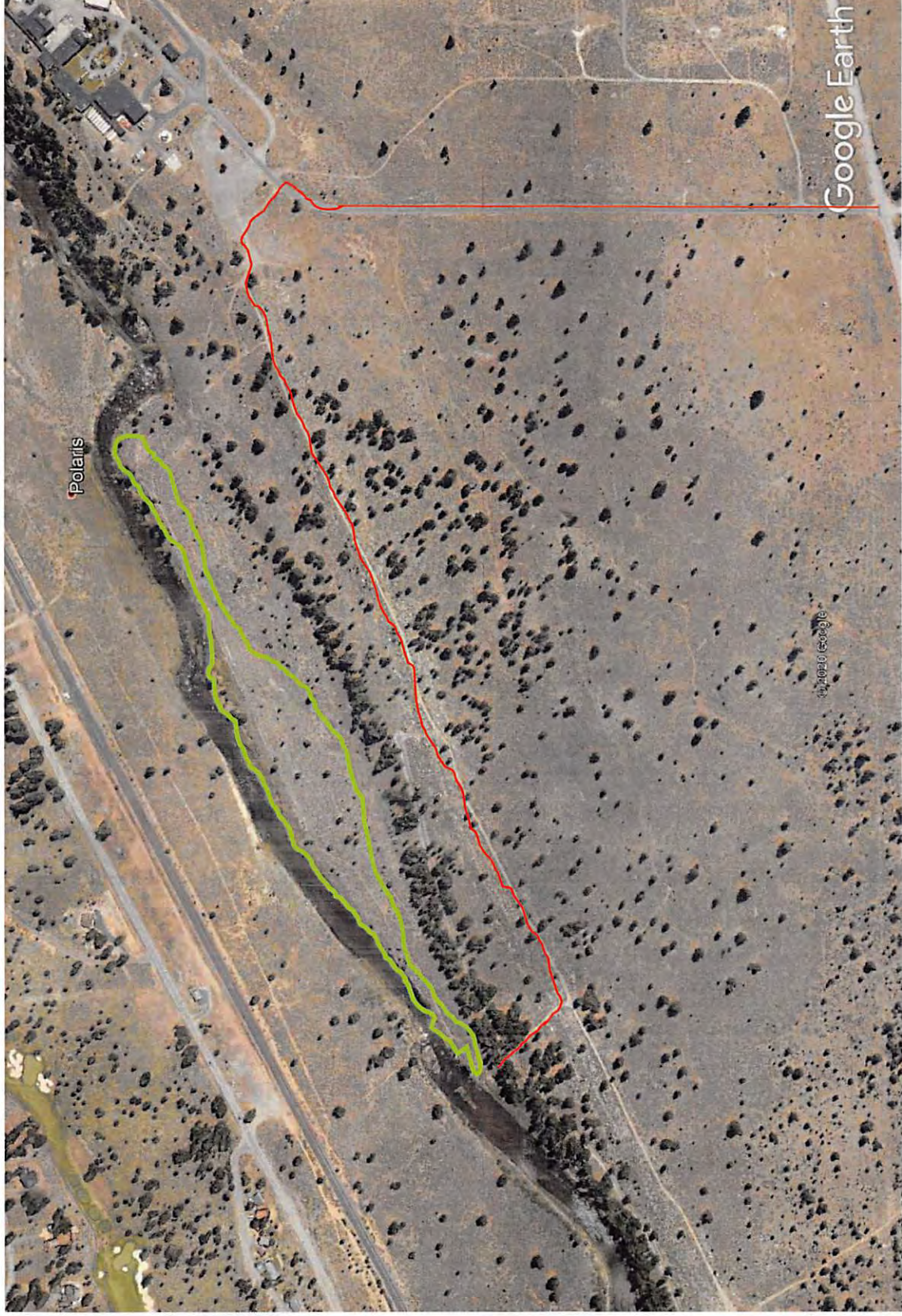
Tahoe Ice Company dam across the Truckee River (1886-1919); looking northwestward upstream; (photo credit: Tom Macaulay Collection)



Historical aerial image of the ice pond site showing the extent of disturbance (photo credit: USFS)



Bank failures could be stabilized to minimize chronic sources of sediment.



TRWC proposed vehicle access routes for Polaris restoration design work, indicated by red line. Foot access would primarily be via existing trails except in the case of archaeological or biological surveys where the proposed project footprint would be completely surveyed on foot. The green outline indicates the potential maximum footprint.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 16, 2020
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

1. Public Employee - Govt. Code, § 54957: Performance evaluation of General Manager.