



TAHOE-TRUCKEE SANITATION AGENCY
REGULAR BOARD MEETING
SEPTEMBER 21, 2022



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

Dan Wilkins: President
Blake Tresan: Vice President
Dale Cox
David Smelser
Scott Wilson
Interim General Manager
Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: September 21, 2022

Time: 9:00 AM

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

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

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

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

IV. Regular Agenda

1. Approval of the minutes of the regular Board meeting on August 17, 2022.
2. Discussion of Employee Health Benefits Considerations.
3. Discussion and approval of the Updated Employee Handbook.
4. Approval of Agency Organizational Chart.
5. Approval for General Manager to negotiate a contract with a qualified service provider to perform the rebuild of a BNR Influent Pump #1.
6. Approval of Change Order for the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back Drive.
7. Discussion of modification to change order resolution to include change order authority for service related contracts/agreements.
8. Discussion on landscape improvement and provide plans for review.

9. Approval of the Annual Employee Appreciation dinner.
10. Discussion of Finance Committee appointment to replace vacancy.
11. Discussion and possible vote to select a Placer County LAFCO Alternate Special District Commissioner.
12. Discussion of in-person Board of Directors meeting.

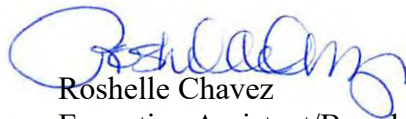
V. Management Team Report

1. Department Reports.
2. General Manager Report.

VI. 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.

VII. Adjournment

Posted and Mailed, 09/15/22



Roshelle Chavez
Executive Assistant/Board Clerk

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim 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 21, 2022
To: Board of Directors
From: Richard Pallante, Interim 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 21, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: III-1
Subject: Ratify approval of General Fund Warrants

Background

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

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

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

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

Payee	Check Number	Check Issue Date	Description	Amount
AIRGAS USA LLC				
	88839	08/25/2022	CYLINDER RENTALS	96.28
	88839	08/25/2022	CYLINDER RENTALS	66.52
	88839	08/25/2022	CYLINDER RENTALS	36.76
Total AIRGAS USA LLC:				199.56
Allied Electronics				
	88840	08/25/2022	STOCK 24V POWER SUPPLIES	483.22
Total Allied Electronics:				483.22
ALPHA ANALYTICAL INC				
	88759	08/04/2022	MARCH & APRIL 2022 BARIUMS	315.00
	88759	08/04/2022	MAY 2022 BARIUM	210.00
	88759	08/04/2022	JUNE 2022 TOC'S	425.00
Total ALPHA ANALYTICAL INC:				950.00
ANNIE'S CLEANING SERVICE				
	88763	08/15/2022	JULY 2022 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
ARAMARK WORK APPAREL				
	88764	08/15/2022	MATS	168.90
	88764	08/15/2022	TOWELS	12.70
	88764	08/15/2022	SVC CHARGE	20.00
	88812	08/18/2022	MATS	168.90
	88812	08/18/2022	TOWELS	12.71
	88812	08/18/2022	SVC CHARGE	20.00
	88841	08/25/2022	MATS	168.90
	88841	08/25/2022	TOWELS	12.71
	88841	08/25/2022	SVC CHARGE	20.00
Total ARAMARK WORK APPAREL:				604.82
AT&T 530 582-0827 966 5				
	88765	08/15/2022	JULY 2022 INVOICE 10%	212.12
	88765	08/15/2022	JULY 2022 INVOICE 90%	1,909.09
Total AT&T 530 582-0827 966 5:				2,121.21
AVAYA INC				
	88842	08/25/2022	QTRYLY MAINT WORK PHONES	906.57
Total AVAYA INC:				906.57
BARTKIEWICZ, KRONICK & SHANAHAN				
	88813	08/18/2022	JULY 2022 FEES	4,596.55
Total BARTKIEWICZ, KRONICK & SHANAHAN:				4,596.55
BORGES & MAHONEY				
	88814	08/18/2022	CHLORINE YOKE VALVES QTY 4	2,792.76

Payee	Check Number	Check Issue Date	Description	Amount
Total BORGES & MAHONEY:				2,792.76
CAROLLO				
	88815	08/18/2022	PRETREATMENT PROGRAM DEVELOPMENT JUNE 2022	8,889.75
	88815	08/18/2022	PRETREATMENT PROGRAM DEVELOPMENT MAY 2022	10,412.25
	88815	08/18/2022	PRETREATMENT PROGRAM DEVELOPMENT JULY 2022	28,069.75
Total CAROLLO:				47,371.75
CASELLE				
	88766	08/15/2022	SEPT 2022 MONTHLY SUPPORT MAIN	3,631.00
Total CASELLE:				3,631.00
CASHMAN EQUIPMENT CO.				
	88760	08/04/2022	QTRLY BILL FOR GENERATOR SVC	2,939.00
Total CASHMAN EQUIPMENT CO.:				2,939.00
CDW-G				
	88767	08/15/2022	USB HUBS FOR LAPTOP/DESKTOPS	79.89
	88767	08/15/2022	USB CABLE FOR LAPTOP/DESKTOPS	86.36
	88767	08/15/2022	SHIPPING	19.45
	88767	08/15/2022	STOCK 32GB USB MEMORY STICKS	62.63
	88767	08/15/2022	SHIPPING	4.32
Total CDW-G:				252.65
CENTRISYS CENTRIFUGE SYSTEMS				
	88768	08/15/2022	GREASE FOR DEWATERING CENTRIFUGE AUTOMATIC LUBE SYSTEM	660.40
Total CENTRISYS CENTRIFUGE SYSTEMS:				660.40
CHARD SNYDER & ASSOCIATES				
	8182203	08/18/2022	HRA	36.65 M
	8182203	08/18/2022	HRA	463.89 M
	8182203	08/18/2022	HRA	677.50 M
	8182203	08/18/2022	DCA	800.00 M
	8182203	08/18/2022	HRA	291.90 M
	8182203	08/18/2022	HRA	715.18 M
	8182203	08/18/2022	HRA	22.94 M
	8182203	08/18/2022	HRA	51.93 M
	8182203	08/18/2022	HRA	99.00 M
	8182203	08/18/2022	HRA	50.00 M
	8182203	08/18/2022	FSA	1,122.80 M
	8182203	08/18/2022	HRA	318.00 M
	8182203	08/18/2022	HRA	10.00 M
	8182203	08/18/2022	HRA	184.52 M
	8182203	08/18/2022	HRA	60.00 M
	8182203	08/18/2022	HRA	35.00 M
	8182203	08/18/2022	HRA	234.38 M
	8182203	08/18/2022	HRA	10.00 M
	8182203	08/18/2022	HRA	42.91 M
	8182203	08/18/2022	HRA	100.00 M
	8182203	08/18/2022	HRA	317.00 M
	8182203	08/18/2022	HRA	129.91 M

Payee	Check Number	Check Issue Date	Description	Amount
	8182203	08/18/2022	HRA	5.97 M
	8182203	08/18/2022	HRA	115.61 M
	8182203	08/18/2022	HRA	290.92 M
	8182203	08/18/2022	FSA	161.36 M
	8182203	08/18/2022	DCA	557.00 M
	8182203	08/18/2022	HRA	419.00 M
	8182203	08/18/2022	HRA	118.48 M
	8182203	08/18/2022	FSA	23.21 M
	8182203	08/18/2022	HRA	211.04 M
	8182203	08/18/2022	HRA	499.10 M
	8182203	08/18/2022	HRA	409.65 M
	8182203	08/18/2022	HRA	547.15 M
	8312201	08/31/2022	HRA	393.78 M
	8312201	08/31/2022	HRA	15.00 M
	8312201	08/31/2022	HRA	35.00 M
	8312201	08/31/2022	HRA	21.13 M
	8312201	08/31/2022	FSA	1.43 M
	8312201	08/31/2022	HRA	119.17 M
	8312201	08/31/2022	FSA	254.60 M
	8312201	08/31/2022	HRA	805.60 M
	8312201	08/31/2022	HRA	36.93 M
	8312201	08/31/2022	HRA	138.48 M
	8312201	08/31/2022	HRA	451.00 M
	8312201	08/31/2022	HRA	265.00 M
	8312201	08/31/2022	HRA	57.00 M
	8312201	08/31/2022	FSA	157.17 M
	8312201	08/31/2022	FSA	5.00 M
	8312201	08/31/2022	HRA	50.00 M
	8312201	08/31/2022	HRA	56.70 M
	8312201	08/31/2022	HRA	20.00 M
	8312201	08/31/2022	HRA	758.00 M
	8312201	08/31/2022	HRA	4.43 M
	8312201	08/31/2022	FSA	35.00 M
	8312201	08/31/2022	HRA	35.00 M
	8312201	08/31/2022	HRA	1,125.00 M
	8312201	08/31/2022	HRA	20.00 M
	8312201	08/31/2022	HRA	112.99 M
	8312201	08/31/2022	HRA	973.70 M
	8312201	08/31/2022	HRA	70.00 M
	8312201	08/31/2022	HRA	96.54 M
	8312201	08/31/2022	HRA	183.53 M
	8312201	08/31/2022	HRA	35.00 M
	8312201	08/31/2022	HRA	139.98 M
Total CHARD SNYDER & ASSOCIATES:				15,604.16
CLARK PEST CONTROL				
	88769	08/15/2022	PEST AWAY 7/25/22 SVC	296.00
Total CLARK PEST CONTROL:				296.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	88770	08/15/2022	JULY 2022 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48

Payee	Check Number	Check Issue Date	Description	Amount
CWEA				
	88771	08/15/2022	MEMBERSHIP RENEWAL	105.00
	88771	08/15/2022	CERTIFICATION RENEWAL	105.00
	88771	08/15/2022	CERTIFICATION RENEWAL	207.00
	88816	08/18/2022	CERTIFICATION RENEWAL	95.00
	88816	08/18/2022	CERTIFICATION RENEWAL	100.00
Total CWEA:				612.00
DAVID AND ERIN JOST ; BULLSHEAD				
	88817	08/18/2022	ANNUAL WIRTH BRIDGE MAINTENANCE	200.00
Total DAVID AND ERIN JOST ; BULLSHEAD:				200.00
E&M ELECTRIC				
	88818	08/18/2022	SIMATIC S7-300 QTY 1	3,177.15
Total E&M ELECTRIC:				3,177.15
ENVIRONMENTAL EXPRESS				
	88772	08/15/2022	150PPM COD TUBES FOR LAB	996.53
	88772	08/15/2022	1500PPM COD TUBES FOR LAB	896.31
Total ENVIRONMENTAL EXPRESS:				1,892.84
ERA; ENVIRONMENTAL RESOURCE ASSOCIA				
	88773	08/15/2022	Dissolved Oxygen	95.26
	88773	08/15/2022	Solids, WP	132.07
	88773	08/15/2022	Wastewater Coliform Microbe- SM 9221	148.78
	88773	08/15/2022	pH	88.77
	88773	08/15/2022	Demand	102.84
	88773	08/15/2022	Complex Nutrients	81.19
	88773	08/15/2022	Minerals	138.56
	88773	08/15/2022	Simple Nutrients	92.01
	88773	08/15/2022	Trace Metals	114.75
	88773	08/15/2022	Total Residue Chlorine	81.19
	88773	08/15/2022	Nitrite	96.34
	88773	08/15/2022	Turbidity	106.09
	88773	08/15/2022	Shipping and Handling	75.65
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				1,353.50
FD THOMAS				
	88761	08/04/2022	PPE#1 PLANT COATING IMPROVEMENTS	128,860.93
	88761	08/04/2022	RETENTION#1 PLANT COATING IMPROVEMENTS	6,443.05-
	88819	08/18/2022	PPE#2 PLANT COATING IMPROVEMENTS	222,102.00
	88819	08/18/2022	RETENTION#2 PLANT COATING IMPROVEMENTS	11,105.10-
Total FD THOMAS:				333,414.78
FEDERAL EXPRESS CORP.				
	88774	08/15/2022	ADMIN SHIPPING CHARGES	30.38
	88774	08/15/2022	ADMIN SHIPPING CHARGES	81.64
	88843	08/25/2022	ADMIN SHIPPING FEES	167.10
Total FEDERAL EXPRESS CORP.:				279.12

Payee	Check Number	Check Issue Date	Description	Amount
FERGUSON ENTERPRISES, INC. #1423				
	88775	08/15/2022	STOCK PVC PIPES FOR VARIOUS PROCESS APPLICATIONS	49.36
Total FERGUSON ENTERPRISES, INC. #1423:				49.36
FISHER SCIENTIFIC COMPANY				
	88844	08/25/2022	BUCKET 5GAL SCREW TOP FOR LAB	95.82
Total FISHER SCIENTIFIC COMPANY:				95.82
GFS CHEMICALS INC				
	88820	08/18/2022	SODIUM BROMIDE FOR LAB	80.26
	88820	08/18/2022	Shipping	21.66
Total GFS CHEMICALS INC:				101.92
GRAINGER INC., W.W.				
	88776	08/15/2022	CHLORINE BLDG EXIT SIGNAGE	780.61
	88776	08/15/2022	STOCK UTILITY KNIFE	105.81
	88776	08/15/2022	STOCK HEADLAMPS QTY 3	37.64
	88776	08/15/2022	STOCK DUCT TAPE ROLLS	81.54
	88776	08/15/2022	STOCK PAPER TOWEL ROLLS	332.93
	88821	08/18/2022	STOCK DISPOSABLE HOT CUPS	408.53
	88845	08/25/2022	STOCK PAPER TOWELS	332.92
	88845	08/25/2022	CORNER GUARD FOR HEADWORKS ODOROUS AIR BRACKET	118.06
	88845	08/25/2022	STOCK DISPOSABLE COFFEE CUPS	469.75
	88845	08/25/2022	STOCK PAINTERS TAPE	49.04
	88845	08/25/2022	STOCK C BATTERIES	14.38
	88845	08/25/2022	STOCK AA BATTERIES	25.68
	88845	08/25/2022	STOCK D BATTERIES	18.34
Total GRAINGER INC., W.W.:				2,775.23
HACH CHEMICAL COMPANY				
	88777	08/15/2022	PHOSPHATE REAGENT POWDER PILLOWS FOR LAB	1,165.14
	88822	08/18/2022	DPD TOTAL CHLORINE SWIFTEST FOR LAB	438.51
	88822	08/18/2022	DPD Free Chlorine Reagent Powder Pillows, 25 mL, pk/100	71.26
Total HACH CHEMICAL COMPANY:				1,674.91
HARRINGTON INDUSTRIAL PLASTICS				
	88823	08/18/2022	PIPE, COUPLINGS FOR DRAFT TUBES ON STRIPPER 57	2,266.98
	88823	08/18/2022	3110 FLOW METER BLUE WHITE BODY S/A FC SENSOR 25FT CABLE PVDF	739.57
Total HARRINGTON INDUSTRIAL PLASTICS:				3,006.55
HDR ENGINEERING INC				
	88778	08/15/2022	SEWER CONNECTION FEE STUDY FOR 6/26/22-7/30/22	5,315.00
	88824	08/18/2022	Comprehensive Sewer Service Charge Study July Fees	3,832.50
Total HDR ENGINEERING INC:				9,147.50
HOME DEPOT CREDIT SERVICES				
	88779	08/15/2022	11 FT PATIO UMBRELLA RED	196.30
	88779	08/15/2022	BASE BOARD FOR E&I SHOP REMODEL	221.89
	88779	08/15/2022	PARTS FOR DIGESTER BLDG DRAIN LINE REPLACEMENT	376.87
	88825	08/18/2022	DW ATOMIC IMPACT DRIVER	237.07

Payee	Check Number	Check Issue Date	Description	Amount
	88846	08/25/2022	2.6 CU FT MINI FRIDGE FOR LAB	295.52
Total HOME DEPOT CREDIT SERVICES:				1,327.65
HUNT & SONS INC.				
	88780	08/15/2022	595 GAL UNLEADED GASOLINE	3,549.21
	88780	08/15/2022	250 GAL ON ROAD DIESEL	1,777.66
	88780	08/15/2022	FINANCE CHARGE	95.88
Total HUNT & SONS INC.:				5,422.75
IDEXX LABORATORIES INC.				
	88781	08/15/2022	18 P/A COMPARATOR FOR LAB	18.34
	88781	08/15/2022	SHRINK-BANDED VESSELS WITH SODIUM THIOSULFATE FOR LAB	662.02
Total IDEXX LABORATORIES INC.:				680.36
INFOSEND				
	88782	08/15/2022	STATEMENT DATA PROCESSING	290.94
Total INFOSEND:				290.94
INNOVATIVE HYDRAULICS				
	88826	08/18/2022	VISUAL HYDRAULICS ANNUAL RENEWAL VH-2022-824	300.00
Total INNOVATIVE HYDRAULICS:				300.00
J.W. WELDING SUPPLY				
	88783	08/15/2022	LINCOLN VANTAGE 322 WELDING MACHINE PER BID	20,143.14
	88783	08/15/2022	TIG WELDING MACHINE FOR MAINT DEPT QTY 1	13,690.23
	88783	08/15/2022	CYLINDER RENTALS	15.90
	88783	08/15/2022	CYLINDER RENTAL	75.90
	88783	08/15/2022	CYLINDER RENTAL	57.75
Total J.W. WELDING SUPPLY:				33,982.92
LIBERTY UTILITIES				
	88784	08/15/2022	6/23/22-7/25/22 ELECTRIC	28.74
	88784	08/15/2022	6/23/22-7/25/22 ELECTRIC	33.02
Total LIBERTY UTILITIES:				61.76
LINDE GAS AND EQUIP INC				
	88785	08/15/2022	CYLINDER RENTALS	90.04
Total LINDE GAS AND EQUIP INC:				90.04
LOGICALLY				
	88847	08/25/2022	SONICWALL FIREWALL CONFIGURATION FEES	464.00
Total LOGICALLY:				464.00
MCMASTER-CARR				
	88786	08/15/2022	HARDWARE FOR STRIPPER 57 RECONSTRUCTION	3,564.84
	88827	08/18/2022	DRAFT TUBE PARTS FOR REBUILD	422.30
	88827	08/18/2022	GALVANIZED PIPE FOR WIND SOCK ON CHLORINE BLDG	52.44
	88827	08/18/2022	PIPE FITTINGS FOR O2 BASIN	400.79

Payee	Check Number	Check Issue Date	Description	Amount
	88827	08/18/2022	THROUGH TAPS FOR PRIMARY SLUDGE PUMP INSTALL	884.00
Total MCMASTER-CARR:				5,324.37
MOUNTAIN HARDWARE				
	88787	08/15/2022	WALL REPAIR PARTS FOR HEADWORKS	9.73
	88787	08/15/2022	ROLLERS & PAINT FOR E&I REMODEL	54.04
	88787	08/15/2022	MOP SPONGEBRUSH FOR E&I SHOP WALL REMODEL	20.56
	88787	08/15/2022	PAINT SUPPLIES FOR E&I SHOPWALL REMODEL	29.83
	88787	08/15/2022	PAINT SUPPLIES FOR E&I SHOP WALL & REMODEL	64.84
	88787	08/15/2022	LED LIGHTING UPGRADES FOR LAB & C&CT RM	54.07
	88787	08/15/2022	TRASH CANS FOR PLANT QTY 5	146.08
	88828	08/18/2022	SAND FOR FILLING & SEALING CRACKS E&I SHOP	12.97
	88828	08/18/2022	SEALANT FOR E&I SHOP	150.93
	88828	08/18/2022	ELECTRICAL BOX REPAIR	37.83
	88828	08/18/2022	ELECTRICAL BOX COVER	10.37
	88848	08/25/2022	DRAIN BLADDER & SEALANT FOR E&I SHOP	67.07
Total MOUNTAIN HARDWARE:				658.32
MOUSER ELECTRONICS				
	88849	08/25/2022	RADIOLINE RADIO MODULE FOR PARALLEL LINE FLOWMETER	1,295.54
Total MOUSER ELECTRONICS:				1,295.54
NAPA- SIERRA				
	88788	08/15/2022	DISTRIBUTOR CAP, ROTOR, SPARK PLUGS FOR VHEQ 09	169.81
	88788	08/15/2022	BATTERY FOR VHEQ 09	322.01
	88850	08/25/2022	BATTERIES FOR VHCT 13	333.94
	88850	08/25/2022	SERPENTINE BELT FOR VHCT 13	239.24
Total NAPA- SIERRA:				1,065.00
OFFICE DEPOT				
	88789	08/15/2022	STOCK SCOTCH TAPE	23.01
	88829	08/18/2022	Wet-Erase Fine-Tip Markers, Assorted Colors, Pack Of 4	5.09
	88829	08/18/2022	Sharpie Ultra Fine Tip Marker, 12 pack	29.62
	88829	08/18/2022	Scotch Double Sided Tape, 3-pack	7.38
	88829	08/18/2022	Post-it Pop up Pack of 12	18.00
	88829	08/18/2022	Allstop Memory foam Mouse pad	39.62
	88829	08/18/2022	All Stop Memory Foam Wrist Rest, Black	12.90
	88829	08/18/2022	Logitech K350 Wireless Full Size Keyboard, Black	82.42
	88829	08/18/2022	j5Create USB HD Webcam	324.70
	88829	08/18/2022	AA Batteries, Pack of 24	9.32
	88829	08/18/2022	LOGITECH K350 WIRELESS KEYBOARD	41.21
	88829	08/18/2022	Logitech M185 Wireless Optical Mouse, Grey	29.21
	88829	08/18/2022	REPLACEMENT BLACK TOBNER FOR ACCOUNTING PRINTER	191.39
	88851	08/25/2022	Brand Glue-Top Legal Pads, 8 1/2" x 11", Legal Ruled, 50 Sheets, White, Pack Of	14.12
	88851	08/25/2022	Sharpie S Gel Pens, Medium Point, 0.7 mm, Black Barrel, Black Ink, Pack Of 12 P	13.63
	88851	08/25/2022	Basic View 3-Ring Binder, 1" Round Rings, 41% Recycled, White	24.68
	88851	08/25/2022	Wite-Out® Quick Dry Correction Fluid With Foam Applicator, White, Pack Of 12	15.32
	88851	08/25/2022	Brand Single Wall Pockets, Letter Size, Black, Pack Of 3	29.03
	88851	08/25/2022	Rubber Fingertips, #11 1/2, 5/8" Diameter, Amber, Box Of 12	1.99
	88851	08/25/2022	Rubber Fingertips, #12, 11/16" Diameter, Amber, Box Of 12	1.87
Total OFFICE DEPOT:				914.51

Payee	Check Number	Check Issue Date	Description	Amount
PACIFIC OFFICE AUTOMATION				
	88852	08/25/2022	8/3/22-9/3/22 MONTHLY INVOICE	164.82
Total PACIFIC OFFICE AUTOMATION:				164.82
PAYMENTUS GROUP INC				
	88830	08/18/2022	TRANSACTION FEES FOR JULY 2022	175.50
Total PAYMENTUS GROUP INC:				175.50
PERS-RETIREMENT				
	8182202	08/18/2022	GASB-68 REPORTS	700.00 M
Total PERS-RETIREMENT:				700.00
PINNACLE TOWERS INC.				
	88831	08/18/2022	RADIO TOWER RENTAL PLUTO MTN	819.95
Total PINNACLE TOWERS INC.:				819.95
PLACER COUNTY LAFCO				
	88790	08/15/2022	FY23 LAFCO FEES - PLACER COUNTY	13,492.91
Total PLACER COUNTY LAFCO:				13,492.91
PLATT ELECTRIC COMPANY				
	88791	08/15/2022	STOCK COVER GASKET FOR WIRING CONCEALMENT	139.07
	88791	08/15/2022	STOCK CONDUIT BODY COVER FOR WIRING CONCEALMENT	101.06
	88832	08/18/2022	WELDING RECEPTACLE FOR NEW WELDER	73.95
Total PLATT ELECTRIC COMPANY:				314.08
RED WING BUSINESS ADVANTAGE ACCOUNT				
	88833	08/18/2022	EMPLOYEE SUMMER BOOTS	230.05
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				230.05
ROY SMITH COMPANY				
	88792	08/15/2022	3,387 GAL LIQUID OXYGEN DLVD 8/3/22	4,572.04
	88792	08/15/2022	1,497 GAL LIQUID OXYGEN DLVD 8/3/22	2,020.77
	88792	08/15/2022	3,682 GAL LIQUID OXYGEN DLVD 8/1/22	4,970.24
	88853	08/25/2022	961 GAL LIQUID OXYGEN DLVD 8/19/22	1,297.24
	88853	08/25/2022	4,001K GAL LIQUID OXYGEN DLVD 8/19/22	5,400.86
	88853	08/25/2022	2,952 GAL LIQUID OXYGEN DLVD 8/10/22	3,984.83
	88853	08/25/2022	4,650 GAL LIQUID OXYGEN DLVD 7/5/22	6,845.73
	88853	08/25/2022	CREDIT FOR INV 2105296987	521.73-
	88853	08/25/2022	4,914 GAL LIQUID OXYGEN DLVD 7/11/22	7,234.39
	88853	08/25/2022	CREDIT FOR INV 2105312702	551.35-
	88853	08/25/2022	4,789 GAL LIQUID OXYGEN DLVD 7/21/22	7,050.37
	88853	08/25/2022	CREDIT FOR INV 2105342628	537.33-
	88853	08/25/2022	4,766 GAL LIQUID OXYGEN DLVD 7/20/22	7,016.51
	88853	08/25/2022	CREDIT FOR INV 2105342627	534.75-
Total ROY SMITH COMPANY:				48,247.82
SAFeway INC.				
	88793	08/15/2022	JULY 2022 SAFETY LUNCHEON SUPPLIES	93.12

Payee	Check Number	Check Issue Date	Description	Amount
Total SAFEWAY INC.:				93.12
SEAL ANALYTICAL INC				
	88854	08/25/2022	7/1/22-6/30/23 SERVICE CONTRACT FOR SEAL ANALYZER	4,755.00
Total SEAL ANALYTICAL INC:				4,755.00
SHRED-IT USA				
	88794	08/15/2022	6/29/22-7/13/22 SVC	164.40
Total SHRED-IT USA:				164.40
SOLENIS				
	88795	08/15/2022	3 TOTES OF POLYMER	16,583.98
	88795	08/15/2022	1 TOTE OF POLYMER	4,685.17
Total SOLENIS:				21,269.15
SOUTHWEST GAS CORP.				
	88796	08/15/2022	7/1/22-8/1/22 PLANT BILL 10%	67.06
	88796	08/15/2022	7/1/22-8/1/22 PLANT BILL 90%	603.62
	88796	08/15/2022	7/1/22-8/1/22 MAIN BILL 10%	129.47
	88796	08/15/2022	7/1/22-8/1-22 MAIN BILL 90%	1,165.25
Total SOUTHWEST GAS CORP.:				1,965.40
STONE'S COUNTRY TIRE				
	88797	08/15/2022	MOUNTING & INSTALL TRAILER TIRES ON VHCT 03	60.00
Total STONE'S COUNTRY TIRE:				60.00
TAHOE FENCE CO. INC				
	88855	08/25/2022	Labor and materials for installation of new pedestrian gate	4,997.99
Total TAHOE FENCE CO. INC:				4,997.99
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	88856	08/25/2022	EMPLOYEE SCREENING	63.00
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				63.00
TAHOE SUPPLY COMPANY LLC				
	88834	08/18/2022	2 CASES OF BLEACH FOR CLEANING BNR AMMONIA ANALYZERS	62.49
Total TAHOE SUPPLY COMPANY LLC:				62.49
TAHOE TRUCKEE DISPOSAL				
	88762	08/04/2022	Debris and Rock boxes for plant cleanup 6/29/22-7/27/22	1,217.77
	88798	08/15/2022	BIOSOLIDS	19,633.41
	88798	08/15/2022	6/29/22-7/28/22 CHEM SLUDGE & HEADWORKS SCREENINGS	3,157.95
Total TAHOE TRUCKEE DISPOSAL:				24,009.13
TELEDYNE INSTRUMENTS INC				
	88835	08/18/2022	QUARTZ WOOL FOR LAB	94.52
	88835	08/18/2022	QUARTZ BEADS, 3G FOR LAB	68.28

Payee	Check Number	Check Issue Date	Description	Amount
	88835	08/18/2022	LOTIX SALT CATALYST FOR LAB	525.13
	88835	08/18/2022	Shipping	16.24
Total TELEDYNE INSTRUMENTS INC:				704.17
THE CART BARN/NV GOLF CARS LTD				
	88799	08/15/2022	REPLACEMENT SEAT FOR CART #7	410.06
Total THE CART BARN/NV GOLF CARS LTD:				410.06
TIP INC.				
	88800	08/15/2022	Transfer Authorization Forms	79.41
	88800	08/15/2022	Transfer Authorization Forms- Graphics	83.35
Total TIP INC.:				162.76
TRUCKEE DONNER PUD				
	88801	08/15/2022	6/15/22-7/19/22 ELECTRIC	97,323.88
	88801	08/15/2022	6/15/22-7/19/22 WATER	138.42
	88801	08/15/2022	6/15/22-7/19/22 ELECTRIC	60.65
	88801	08/15/2022	6/15/22-7/19/22 ELECTRIC	53.89
	88801	08/15/2022	6/15/22-7/19/22 ELECTRIC	30.05
Total TRUCKEE DONNER PUD:				97,606.89
U.S. BANK CARD DIVISION				
	8182201	08/18/2022	ZOOM AUDIO CONFERENCE	110.00 M
	8182201	08/18/2022	VERIZON BILL	78.06 M
	8182201	08/18/2022	DAVIS TOOLS OUTGOING MAIL BOX	395.00 M
	8182201	08/18/2022	VERIZON BILL	39.03 M
	8182201	08/18/2022	AMAZON STOCK SUNSCREEN QTY 9	155.70 M
	8182201	08/18/2022	HAZARDOUS WASTE DEPT OF TOXIC SUBSTANCE	37.50 M
	8182201	08/18/2022	VERIZON MONTHLY BILL	344.33 M
	8182201	08/18/2022	SUPPLY HOUSE BICO HUB FOR BOILER #1	87.58 M
	8182201	08/18/2022	AMAZON STOCK CLEANING VINEGAR, ALL PURPOSE	55.54 M
	8182201	08/18/2022	VERIZON MONTHLY BILL	233.84 M
	8182201	08/18/2022	AMAZON KNOCKDOWN KNIFE FOR E&I SHOP	29.55 M
	8182201	08/18/2022	TWILIO API SERVICES	10.21 M
	8182201	08/18/2022	VERIZON MONTHLY BILL	39.03 M
	8182201	08/18/2022	MICROSOFT ONLINE SERVICES	360.00 M
	8182201	08/18/2022	AMAZON WEB MONTHLY BILL	6.58 M
	8182201	08/18/2022	GOOGLE CHROME DEVICE MANAGEMENT	994.82 M
	8182201	08/18/2022	LOG ME IN MONTHLY BILL	84.00 M
	8182201	08/18/2022	SUPPLY HOUSE PROGRAMMER CONTROL & TIMER BOILER #1	2,320.29 M
	8182201	08/18/2022	US PLASTICS STOCK VALVES, BALLS, PVC	176.89 M
	8182201	08/18/2022	SUPPLY HOUSE STOCK HYDRANT SPIGOTS FOR 2 WATER	327.11 M
Total U.S. BANK CARD DIVISION:				5,885.06
ULINE				
	88802	08/15/2022	BOLLARDS TO PROTECT FIRE EXTINGUISHERS QTY 4	805.11
Total ULINE:				805.11
UNDERGROUND SERVICE ALERT				
	88803	08/15/2022	2022 MEMBERSHIP UNDERGROUND SVC ALERT	300.00

Payee	Check Number	Check Issue Date	Description	Amount
Total UNDERGROUND SERVICE ALERT:				300.00
UNIFIRST CORPORATION				
	88804	08/15/2022	UNIFORMS	30.70
	88804	08/15/2022	UNIFORMS	72.24
	88804	08/15/2022	UNIFORMS	94.25
	88804	08/15/2022	UNIFORMS	18.76
	88804	08/15/2022	UNIFORMS	131.85
	88804	08/15/2022	UNIFORMS	94.92
	88804	08/15/2022	UNIFORMS	75.03
	88804	08/15/2022	UNIFORMS	133.24
	88804	08/15/2022	UNIFORMS	31.16
	88804	08/15/2022	UNIFORMS	18.76
	88857	08/25/2022	UNIFORMS	30.70
	88857	08/25/2022	UNIFORMS	94.25
	88857	08/25/2022	UNIFORMS	18.76
	88857	08/25/2022	UNIFORMS	131.85
	88857	08/25/2022	UNIFORMS	131.85
	88857	08/25/2022	UNIFORMS	94.25
	88857	08/25/2022	UNIFORMS	18.76
	88857	08/25/2022	UNIFORMS	72.24
	88857	08/25/2022	UNIFORMS	30.70
	88857	08/25/2022	UNIFORMS	72.24
Total UNIFIRST CORPORATION:				1,396.51
UNITED PARCEL SERVICE, UPS				
	88858	08/25/2022	LAB SHIPPING CHARGES	52.07
Total UNITED PARCEL SERVICE, UPS:				52.07
UNITED RENTALS				
	88805	08/15/2022	Monthly Rate - Scissor Lift 19'	844.35
	88805	08/15/2022	Environmental Service Charge	16.89
	88805	08/15/2022	Rental Protection	117.00
	88805	08/15/2022	Daily Rental Rate - Boom 40'-50' Articulating	505.53
	88805	08/15/2022	Environmental Service Charge	10.11
	88805	08/15/2022	Delivery Charge	300.32
	88805	08/15/2022	Rental Protection	70.05
	88836	08/18/2022	United Rentals Excavation Safety Training CPT	1,950.00
Total UNITED RENTALS:				3,814.25
UNIVAR USA INC.				
	88837	08/18/2022	7,001.54 GAL METHANOL DLVD 8/1/22	14,736.94
	88859	08/25/2022	7K GAL METHANOL DLVD 8/11/22	14,733.69
Total UNIVAR USA INC.:				29,470.63
VICKY LUFRANO				
	88806	08/15/2022	AUGUST 2022 PHONE	18.04
Total VICKY LUFRANO:				18.04
VWR SCIENTIFIC INC				
	88807	08/15/2022	AMMONIUM PERSULFATE 500GM FOR LAB	270.47

Payee	Check Number	Check Issue Date	Description	Amount
	88807	08/15/2022	1001A AMPLIFIED PH SENSOR FOR LAB	328.00
	88860	08/25/2022	25 ML PIPETS FOR LAB 2 CASES	418.72
	88860	08/25/2022	Biological Indicator Ampoule For Lab	266.67
Total VWR SCIENTIFIC INC:				1,283.86
ZONES INC				
	88838	08/18/2022	SFP FIBER TRANSCEIVERS FOR SONICWALL FIREWALL	327.08
	88861	08/25/2022	SFP TRANCEIVERS FOR NETWORKING UPGRADES	725.51
Total ZONES INC:				1,052.59
ZORO				
	88808	08/15/2022	OUTDOOR LED LIGHT POLE UPGRADES	1,534.10
Total ZORO:				1,534.10
Grand Totals:				763,469.21



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: III-2
Subject: Ratify approval of Financial Statements

Background

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

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

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

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

Fiscal Impact

None.

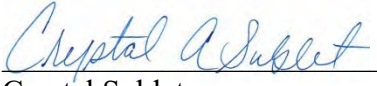
Attachments

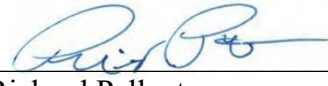
Report of financial statements.

Recommendation

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

Review Tracking

Submitted By: 
Crystal Sublet
Finance and Administrative Manager

Approved By: 
Richard Pallante
Interim General Manager



Tahoe-Truckee Sanitation Agency
 Fund 10: General Fund
 Fiscal Year 2022 - 2023
 Period Ending August 31, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,171,000.00	870,417.43	6.6	1,964,921.44	14.9	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	0.00	0.0	0.00	0.0	2,3
Fund Interest	45,000.00	1.16	0.0	1.76	0.0	3,4
Other Revenue	65,000.00	6,394.16	9.8	32,660.61	50.2	3,5
Temporary Discharge	25,000.00	0.00	0.0	0.00	0.0	3
TOTAL REVENUE	17,751,000.00	876,812.75	4.9	1,997,583.81	11.3	
EXPENDITURE						
Salaries & Wages	6,194,000.00	444,830.83	7.2	1,061,798.53	17.1	
Employee Benefits	3,625,000.00	294,343.62	8.1	798,347.94	22.0	
OPEB Retiree Health Reimbursement	0.00	(450,000.00)	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	1,000.00	10.5	1,000.00	10.5	
Vehicle	90,000.00	1,125.00	1.3	1,274.87	1.4	
CSRMA Insurance	336,000.00	0.00	0.0	291,060.72	86.6	7
Professional Memberships	53,500.00	814.00	1.5	1,390.00	2.6	
Agency Permits & Licenses	203,000.00	0.00	0.0	1,133.71	0.6	
Office Expense	327,000.00	7,739.85	2.4	14,515.05	4.4	
Contractual Services	2,610,000.00	202,931.78	7.8	268,538.17	10.3	
Professional Services	756,000.00	50,456.70	6.7	313,968.70	41.5	8
Conferences & Training	126,000.00	6,792.00	5.4	6,792.00	5.4	
Utilities	1,308,000.00	150,437.77	11.5	152,016.54	11.6	
Supplies, Repairs & Maintenance	1,143,000.00	59,797.19	5.2	86,508.22	7.6	
TOTAL EXPENDITURE	16,781,000.00	770,268.74	4.6	2,548,344.45	15.2	
NET INCOME (LOSS)	970,000.00	106,544.01		(550,760.64)		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

17% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

- 1 - TTSA collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 - Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 3 - The majority of Sewer Service Charges are collected on the County tax roll and recorded on a monthly basis according to the accrual-based accounting method. Sewer Service Charges not on the County tax roll are recorded when received.
- 4 - Interest on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 5 - Other Revenue includes rebates, billings and surplus items sold.
- 6 - OPEB Reimbursement received from CalPERS for FY22 retiree health insurance premiums.
- 7 - Property and Pooled liability insurance.
- 8 - Majority is Legal Fees at 84%, \$263,000.



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	2,129,000.00	188,174.25	8.8	428,833.00	20.1	
Fund Interest	191,000.00	0.82	0.0	1.44	0.0	
TOTAL REVENUE	2,320,000.00	188,175.07	8.1	428,834.44	18.5	
EXPENDITURE						
FY23 Scada/IT Develop Standards	241,000.00	0.00	0.0	0.00	0.0	1
FY23 Scada/IT Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	3
FY23 Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	2
FY23 Manlift	60,000.00	54,142.57	90.2	54,142.57	90.2	4
FY23 Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	2
SUBTOTAL EXPENDITURES	548,000.00	54,142.57	9.9	54,142.57	9.9	
Allocation of 73.2% of Bond Payment	2,266,638.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURE	2,814,638.00	54,142.57	1.9	54,142.57	1.9	
NET INCOME (LOSS)	(494,638.00)	134,032.50		374,691.87		

17% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

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



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

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	0.00	0.0	0.00	0.0	1
FY23 Plant Coating Improvements	480,000.00	222,102.00	46.3	222,102.00	46.3	1
FY23 Digestion Improvements Project	387,000.00	0.00	0.0	0.00	0.0	2
FY23 LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
FY23 River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	2
FY23 Scada/IT Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
FY23 Control Room Upgrades	185,000.00	0.00	0.0	0.00	0.0	2
FY23 Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
FY23 Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	3
FY23 Visable Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	3
FY23 Lab Equipment Replacement	80,000.00	0.00	0.0	0.00	0.0	3
FY23 Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	2
FY23 SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
FY23 Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	3
FY23 Telephone System Upgrade	40,000.00	0.00	0.0	0.00	0.0	2
FY23 Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
FY23 2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
FY23 Arc Flash Study/Breaker Replacement	20,000.00	20,143.14	100.7	20,143.14	100.7	1
SUBTOTAL EXPENDITURES	3,756,000.00	242,245.14	6.4	242,245.14	6.4	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURES	4,585,862.00	242,245.14	5.3	242,245.14	5.3	

17% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

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

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

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	239,004.55
CASH - USB SERVICE CHARGE	40,227.22
CASH - US BANK TAX REV	441,666.14
CASH - US BANK WWCRF	167,311.98
CASH - WELLS FARGO PAYROLL	499,912.91
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	36,823,185.45
TOTAL COMBINED CASH	<u>38,211,908.25</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(38,211,908.25)</u>
TOTAL UNALLOCATED CASH	0.00

<u>FUND</u>	<u>CASH ALLOCATION RECONCILIATION</u>	<u>August 31, 2022</u>	<u>August 31, 2021</u>	<u>Amount of Change</u>	<u>% of Change</u>
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	17,410,844.25	21,495,739.90	(4,084,895.65)	(19.00)
06	ALLOCATION TO R.R. & UPGRADE FUND	7,805,733.41	9,398,993.62	(1,593,260.21)	(16.95)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,000,000.00	7,270,732.02	(3,270,732.02)	(44.98)
10	ALLOCATION TO GENERAL FUND	<u>8,995,330.59</u>	<u>2,934,829.67</u>	<u>6,060,500.92</u>	<u>206.50</u>
	TOTAL ALLOCATION TO OTHER FUNDS	<u>38,211,908.25</u>	<u>41,100,295.21</u>	<u>(2,888,386.96)</u>	<u>(7.03)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(38,211,908.25)</u>	<u>(41,100,295.21)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00		

California State Treasurer
Fiona Ma, CPA



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

September 07, 2022

[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 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/15/2022	8/15/2022	RW	1711904	1672221	MICHELLE MACKEY	-500,000.00
8/18/2022	8/18/2022	RD	1712062	1672369	DAWN DAVIS	680,000.00
8/24/2022	8/24/2022	RD	1712281	1672601	DAWN DAVIS	800,000.00

Account Summary

Total Deposit:	1,480,000.00	Beginning Balance:	35,843,185.45
Total Withdrawal:	-500,000.00	Ending Balance:	36,823,185.45



[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	19.250210	640,551.683	\$12,330,754.73
Total			\$12,330,754.73

[Download to Excel](#)



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: IV-1
Subject: Approval of the minutes of the regular Board meeting on August 17, 2022.

Background

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

Fiscal Impact

None.

Attachments


1. Minutes of the regular Board meeting on August 17, 2022.

Recommendation


Management and staff recommend approval of the minutes of the regular Board meeting on August 17, 2022

Review Tracking

Submitted By:


Roshelle Chavez
Executive Assistant/Board Clerk

Approved By:


Richard Pallante
Interim General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

August 17, 2022

I. Call to Order:

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

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

Staff Present: Richard Pallante, Interim General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Crystal Sublet, Finance & Administrative Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard P. Shanahan, Agency Counsel
Greg O’Hair, Operations Department
Brandon Dimond, Operations Department
Jason Hays, Operations Department
Kristin Davis, Operations Department,
Kristin Schrandt, Operations Department
Mike Smith, Engineering Department
Scott Fleming, Engineering Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Jaime Garcia, Maintenance Department
Soraya Bedout-Morz, Maintenance Department
Luke Swann, Maintenance Department
Angelina Henson, Administrative Department
Kayle Ohle, Administrative Department

Public: Steven Gortler, Public
Josie Jarpur, Public
Juan Diaz, Public
Kay O, Public

II. AB 361 Action.

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

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

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

Motion passed.

III. Public Comment.

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

IV. Consent Agenda.

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

MOTION by Director Lewis **SECOND** by Director Tresan to approve the consent agenda,; unanimously approved.

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

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

Motion passed.

V. Regular Agenda

1. Report from July 20, 2022 closed session meetings.

Mr. Shanahan stated there was nothing to report from the July 20, 2022 closed session meeting. No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on July 20, 2022.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on July 20, 2022; unanimously approved.

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

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

Motion passed.

3. Discussion of Employee Health Benefits Consideration.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review options for employee health benefits for calendar year 2023. There was extensive discussion between the Board and staff regarding the transition from CalPERS Platinum plan to the CalPERS Gold plan. Staff presented the concerns with moving forward with the changes now, including the current transition that the Agency is in with a new Director and General Manager coming aboard soon, as well as the short period of time they will have to make and implement the changes.

President Wilkins is interested in knowing what the administrative logistics look like for implementation and upkeep moving forward by staff and our 3rd party administrator, and if it would take an additional FTE (full time equivalent) position. President Wilkins directed staff to return to the September Board meeting with additional information to transition employees from PERS Platinum to PERS Gold health insurance. Discussion details should include; 1) Making no current changes to the health plan; 2) Make no changes this year but discuss and provide direction to make the change next year (policy year 2024); 3) Move forward and make the policy changes now.

President Wilkins stated that he was interested to know what the Board can do to set the tone and make staff feel comfortable providing feedback through this process.

4. Approval of Working Out of Classification Policy.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review the Working Out of Classification Policy. There was discussion and questions for clarification. The Board requested clarification concerning the responsibility for approving rate of pay exceptions. Therefore, the policy would be amended to reflect “Rate of pay exception may be made by the General Manager,” and “any amount above 10% requires Board approval.”

MOTION by Director Tresan **SECOND** by Director Lewis to approve the Working Out of Classification Policy with amendments as discussed; unanimously approved.

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

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

Motion passed.

5. Approval of Resolution No. 13-2022 Investment of Monies in the Local Agency Investment Fund (LAIF).

MOTION by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 13-2022 Investment of Monies in the Local Agency Investment Fund (LAIF); unanimously approved.

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

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

Motion passed.

6. Approval to award the procurement of Telephone Upgrade.

MOTION by Director Cox **SECOND** by Director Lewis to award the procurement of Telephone Upgrade; unanimously approved.

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

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

Motion passed.

7. Discussion concerning use of TTSA open space/buffer land around the treatment plant by recreationists or others and related liabilities.

Mr. Pallante provided the Board of Directors a review of the existing status of the Agency open space/buffer land surrounding the treatment plant, which has been traditionally used for recreational purposes. Recently the Agency has experienced an increase of vandalism, off road vehicles, and overnight camping in the disposal fields and well sites. It is being brought to the attention of the Board for further discussion of possible restrictions on the property. There was extensive discussion and questions for clarification.

Director Wilkins gave direction to Mr. Pallante to reach out to the Town of Truckee, Chief of Police to let him know that we are looking to get signage in the area to discourage camping and off roading activity on Agency property. Also enquire from a police force perspective what the Agency can do to make them (Police) be in a better position to enforce violations and to understand to what degree they will enforce.

President Wilkins stated that there are different types of authorities they (Police) have and when it comes to private property, there are certain actions the police can and cannot take. Staff reaching out in advance to Truckee PD before TTSA takes any action would be useful so we have a realistic idea of what the police will and will not enforce. The directors do want to restrict camping, driving, overnight parking, fires, and nighttime activity through/on Agency private property, but they do not want to restrict people who are unintrusively using the property during the day for hiking, bouldering, and walking through the property to get to the river.

Agency counsel, Mr. Shanahan and Mr. Pallante were directed to work together to review laws regulating camping on open space land, parking on open space land, and trespassing on private treatment plant property, and whether the Agency would be allowed to restrict such parking during certain hours.

8. Discussion and possible action on Placer County LAFCO Alternate Special District Commissioner.

Mr. Pallante provided the Board with details on the request from Placer County LAFCO to nominate a member of the T-TSA Board to be serve as LAFCO Alternate Special District Commissioner. There were no nominations as the Directors already serve multiple positions. No action was taken by the Board.

9. Approval of Resolution No. 14-2022 commending Director Lewis for his dedicated service to the Board.

MOTION by Director Cox **SECOND** by Director Smelser to approve Resolution No. 14-2022 commending Director Lewis for his dedicated service to the Board; unanimously approved.

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

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

Motion passed.

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

The Board of Directors agreed that the September 2022 regular Board of Directors meeting would be held in person to meet and welcome the newly appointed NTPUD Board member, Mr. Scott Wilson.

VI. Management Team Reports.

1. Department Reports.

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

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

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

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

No action was taken by the Board.

2. General Manager Report.

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

VII. Board of Directors Comment.

Director Cox commended Director Lewis for serving on the Board and said he would be missed. He also requested that the T-TSA Safety record of 10 years without a lost time accident appear on his Board meeting summary.

Director Tresan mentioned that the second member of the Finance Committee be on the agenda for the September meeting. He also attended the CASA managers conference and thanked Mr. Peak providing a last minute tour to a few of his colleagues. They were very impressed. CASA is a good organization that looks after the interests of the Sanitation industry and it is something we should continue to participate with.

Director Smelser thanked Director Lewis for his service and helping him along when he first joined the Board. He stated that 30 years of service was pretty impressive.

There was no action taken by the Board.

VIII. Adjournment.

There being no further business, the meeting was adjourned at 11:47 AM.

Richard Pallante
Interim General Manager

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV-2
Subject: Discussion of Employee Health Benefits Considerations

Background

In 2019, the Board adopted Resolution No. 12-2019, which approved a new employee salary schedule and employee benefit changes (all benefits). Since then, Resolutions 12-2020, 1-2021, 3-2021, 8-2021, 16-2021 and 17-2021 have further modified employee benefits (all benefits).

At the August 17, 2022 Board of Director's meeting, Agency health benefits were discussed as they relate to active employees, retirees and Board members. The main discussion consisted of: 1) For active employees, considering moving from paying for PERS Platinum plan to paying for PERS Gold plan, while providing up-front deductible and reimbursable coinsurance benefits in an effort to maintain benefits while savings funds; 2) For retirees, considering moving from paying for PERS Platinum plan to paying for PERS Gold plan, with a reimbursement provided to non-Medicare-eligible out-of-state retirees for difference between Platinum and Gold; and 3) For Board of Directors, considering moving from paying for PERS Platinum plan to paying for PERS Gold plan.

The Board of Director's requested further discussion to include: 1) Consider making changes for 2023 benefits plan year to switch to PERS Gold; 2) Consider not making changes for 2023 benefits plan year, but provide direction to make changes for 2024 benefits plan year, to switch to PERS Gold; 3) Consider not making changes to health benefits at all; 4) Consider changing current plan only to change the cost share option to a defined amount and providing to employee at beginning of calendar year, while also providing direction to make changes for 2024 benefits plan year.

Fiscal Impact

Varies depending on chosen health benefit plan and options

Attachments


PowerPoint Presentation Entitled "Health Care Benefits Further Discussion"

Recommendation

Management and staff recommend approval of Option 2 approving employee health benefit changes to be effective for plan year 2024

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
Interim General Manager

*HEALTH CARE
BENEFITS
FURTHER
DISCUSSION*



TTSA - HEALTH INSURANCE 2023

WHO IS COVERED:

- 50 Existing Employees (20=CA, 30=out of state)
- 55 Retirees
 - 28=CA; 19 Medicare
 - 27=out of state; 20 Medicare
- 2 Board Members (2=CA) (previously)

CURRENT HEALTH COVERAGE PROVIDED TO Active Employees, Retirees, Board of Directors

EMPLOYEE

* Platinum health plan paid by TTSA, for employee plus eligible dependents

EMPLOYEE

* Employees may choose Gold health plan, and receive 50% of Agency cost savings into HRA

EMPLOYEE

* Deductible amount, equivalent to chosen health plan, added to employee's HRA at beginning of calendar year

RETIRES

* Agency covers cost required by CalPERS, based on 1987 resolution. Generally, the Agency pays 100% of premium cost (but not in all cases).

BOARD OF DIRECTORS

* Agency covers 100% of premium for PERS Platinum for Directors plus eligible dependents.

TTSA - HEALTH INSURANCE 2023

2023 PREMIUM SUMMARY BY COVERAGE GROUP (\$/YR) Using data from current enrollment (2022)

PLAN	TOTALS Including Active Employees, Retirees, Board, Deductible, Coinsurance (if added), Retiree Reimbursement (if added)
PLATINUM	\$2,279,828
GOLD W/SPLIT (EMPLOYEES ONLY)	\$2,147,002 - \$2,247,002 (variation due to possible Coinsurance)
GOLD	\$1,900,725 - \$2,000,725 (variation due to possible Coinsurance)

TTSA - HEALTH INSURANCE 2023

OPTIONS:

Option 1 - Change to Gold for 2023 Plan Year, Continue Deductible, Add Reimbursable Coinsurance, Discontinue Cost Share Split

Option 2 - Plan on moving to Gold for 2024 Plan Year, Discontinue Cost Share Split, Consider Other Cost Savings Measures, Consider Class/Comp Study; Plan Year 2023 Will Remain Status Quo

Option 3 – Make No Changes

Option 4 – Plan on moving to Gold for 2024 Plan Year, Change Cost Share Split for 2023 to Defined Amount and Provide at Beginning of Calendar Year Along with Deductible (Single = \$2,000; 2-Party = \$4,000; Family = \$5,000) , Consider Other Cost Savings Measures in Future, Consider Class/Comp Study in Future

TTSA - HEALTH INSURANCE 2023

Option 1 - Change to Gold for 2023 Plan Year, Continue Deductible, Add Reimbursable Coinsurance, Discontinue Cost Share Split

Pros:

- * Agency cost savings realized

Cons:

- * Many changes for employees to navigate/consider
- * Staff scrambling to communicate, update, change, amend, etc. (see following informational considerations)
- * Employee morale may be affected

TTSA - HEALTH

CONSIDERATIONS:

Short Time Period to Achieve All Changes Necessary:

- * New contracts with CalPERS;
- * Updated Employee Resolution;
- * CalPERS Open Enrollment Began 09/19/22;
- * Further Communication to Retirees;
- * Open Enrollment Plan Build for TPA;
- * HRA Provider to Setup Coinsurance Reimbursement Plan;
- * Setup Internal Reimbursement System for Retirees;
- * Communicate Changes to Employees for Open Enrollment, Reduces Timeframe for Open Enrollment
- * Employees need time to review plans, make sure doctors on plan, decide whether to pay to stay on Platinum

Transitional Time at TTSA:

- * Interim General Manager
- * New Board of Director
- * Employee morale perceived to be on up-swing, may be affected

Saves immediate funds, but benefit changes may affect future salaries

TTSA - HEALTH INSURANCE 2023

Option 2 - Plan on moving to Gold for 2024 Plan Year, Discontinue Cost Share Split, Consider Other Cost Savings Measures, Consider Class/Comp Study; Plan Year 2023 Will Remain Status Quo

Pros:

- * Provides ample time for employees to accept/review/study
- * Provides ample time to “build” and communicate all necessary components to seamlessly enact changes
- * Likely to have permanent General Manager in place

Cons:

- * Possible that CalPERS will debut new plan, which may require consideration

TTSA - HEALTH INSURANCE 2023

Option 3 – Make No Changes

Pros:

- * No changes for employees to navigate/consider
- * No scrambling to communicate, update, change, amend, etc.
- * Employee morale not affected

Cons:

- * No cost savings realized

TTSA - HEALTH INSURANCE 2023

Option 4 – Plan on moving to Gold for 2024 Plan Year, Change Cost Share Split for 2023 to Defined Amount and Provide at Beginning of Calendar Year Along with Deductible (Single = \$2,000; 2-Party = \$4,000; Family = \$5,000), Consider Other Cost Savings Measures in Future, Consider Class/Comp Study in Future

Pros:

- * Provides ample time for employees to accept/review/study
- * Allows for modifications, but not complete change
- * Provides deductible and cost share split to employee at beginning of calendar year

Cons:

- * Requires plan “build” changes for Open Enrollment with short time frame

Tier Level	Deductible	Cost Share Defined Amount	Total (at Beginning of Calendar Year)
Single	1,000	1,000	\$2,000
2-Party	2,000	2,000	\$4,000
Family	2,000	3,000	\$5,000

TTSA - HEALTH INSURANCE 2023

QUESTIONS?



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV-3
Subject: Discussion and approval of the Updated Employee Handbook

Background

The Tahoe-Truckee Sanitation Agency Employee Handbook was last updated in April 2020. For these proposed updates, the ad hoc committee was reconvened, consisting of Directors Blake Tresan and Dale Cox, to assist staff in updating the handbook.

The handbook amendments are complete, and the attached employee handbook is finalized for Board of Director consideration for approval.

Some significant changes have been proposed within the updated handbook. Some of the changes have been proposed for clarification or due to issues that have occurred throughout time, in which interpretations have become confusing. Additionally, other changes have been proposed to make reporting and processing more simplistic. While other changes have been proposed to benefit all employees of the Agency. Below is a list of significant proposed changes within the draft handbook being presented:

Significant Proposed Changes

- Promotions – Promotions will equate to a minimum of 5% pay increase.
- CDL Renewals – Agency will pay for medical and renewal of CDL's for employees required to hold the CDL, per their job description.
- Compensatory Time – Accrual limits allow up to 40 hours (at any given time) and can be re-accumulate when part of 40 hours is used, up to a maximum of 160 hours annually.
- Call-Back Duty – Travel time to and from the worksite is compensable. The Agency will provide an Agency vehicle for travel usage, but mileage will not be provided. Additionally, when an employee receives a call-back request that can be completed in a remote capacity, the employee will be compensated for a minimum of .5 hours per call-back order.
- Standby Duty – Travel time to and from the worksite is compensable. The Agency will provide an Agency vehicle for travel usage, but mileage will not be provided. Additionally, the Agency has relaxed the response time requirement of one hour, to allow some flexibility.
- Work Schedules – Alternate work schedules may be considered on a case-by-case basis.
- Floating Holidays – May be used in any increment.
- Special Rate for Extra Hours Assigned During a Week Containing an Agency Holiday – Allows 1.5 times the employees normal rate of pay, during the week containing a holiday.
- Vacation Leave – Maximum vacation carryover changed from max of 240, to 240 or 1.5 times employee's accrual rate (up to 360 hours for certain employees).
- Paid Sick Leave – Maximum accrual of 1,500 hours; do not accumulate beyond 1,500 hours; upon retirement, cash out first 1,000 hours, remaining balance up to 500 hours applied to PERS service credit.

- Meals During Work-Related Travel – Increased reimbursement amounts.
- Tuition Reimbursement – Increased to \$3,000 annually.

Staff meetings were held to take employee suggestions, review proposed handbook changes, and to take additional comments. Department Managers had previously reviewed the handbook and provided feedback to the former General Manager.

Fiscal Impact

Varies per handbook provision

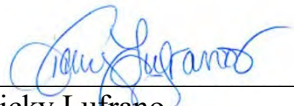
Attachments

TTSA Updated Draft Employee Handbook


Recommendation

Management and staff recommend the Board of Directors approve the updated Employee Handbook with an effective date of September 25, 2022 (beginning of pay period)

Review Tracking

Submitted By: 

Vicky Lufrano
Human Resources Administrator

Approved By: 

Richard Pallante
Interim General Manager



Tahoe-Truckee Sanitation Agency Employee Handbook

Original: April 2020
Amended: September 2022

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GENERAL ADMINISTRATIVE

Introductory Statement

Welcome! As an employee of Tahoe-Truckee Sanitation Agency (Agency or TTSA), you are an important member of a team effort. We hope that you will find your position with the Agency rewarding, challenging, and productive.

This Employee Handbook (Handbook) is designed to be a summary of some significant policies and procedures that govern your employment, and that affect and guide the actions of the Agency. The Handbook is a resource for all Agency employees to improve communication, promote uniformity of action, and clarify expectations. Employees are expected to comply with all Agency policies.

This Handbook supersedes all previously issued handbooks, and any policies, ~~or benefit~~ statements, or memoranda that are inconsistent with the policies described here. Your immediate supervisor, department manager, General Manager (GM) or Human Resources ~~Administrator~~ (HR) will be happy to answer any questions you may have about these policies.

Right to Revise

The Agency reserves the right to revise, modify, delete, or add to any and all policies, procedures, ~~work~~ rules, or benefits stated in this Handbook ~~or in any other document~~. However, any such changes must be in writing and must be signed by the GM and/or Agency Board of Directors.

Any written changes to this Handbook will be distributed ~~to all employees~~ so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

Open-Door Policy

Suggestions for improving the Agency are always welcome. We want to hear your good-faith complaints, questions about your job or your working conditions, and suggestions to improve operations. Generally, we ask you to first discuss your concerns with your supervisor or manager, following these steps:

- As soon as possible, bring the situation to the attention of your supervisor or manager, who will then review your concern.
- If the problem persists, you may present it to HR, who will review and try to provide a solution or explanation. While ~~your providing us~~ a written complaint will typically assist in efficiently reviewing your concerns, it is not required that you put your complaint or question in writing.
- If the problem is still not resolved, you may present the problem to the GM of the Agency, who will attempt to reach a final resolution.

This “open door” procedure, which we believe facilitates open communication between employees and the Agency, cannot guarantee that every problem will be resolved to your satisfaction. However, the Agency values your observations and you should feel free to raise issues of concern, ~~in good faith~~, without the fear of retaliation.

[If you have a concern about conduct that you believe may violate the Agency’s policy prohibiting](#)

[workplace harassment, discrimination, or retaliation, please see the complaint procedure under that policy.](#)

This procedure applies to all normal operations of the Agency. Communications should flow up and down from the manager to the person carrying out the instructions, and across and between similar levels for day-to-day operations. In emergencies, it may be necessary to circumvent this procedure.

The Agency's organizational structure provides an effective means for general communications within departments. TTSA's "[chain of command](#)" structure should be utilized whenever it is necessary to discuss operations of the department. [If an employee has a work-related issue](#)~~When someone has a problem regarding their dealings with a specific employee or organizational unit~~, they are encouraged to discuss this problem first with their supervisor or manager. If the problem [is not resolved to the employee's satisfaction](#)~~cannot be solved~~ at this level, [the employee may](#)~~it should be~~ elevated [it](#) up through the department structure. The final decision-maker for organizational issues is the GM,~~not the Agency Board of Directors.~~

Each manager should document how their chain of command functions and have this available for employees to review. Going around the command chain is discouraged, as it can result in general discord and interfere with effective management direction.

~~If you have a concern about conduct that you believe may violate the Agency's policy prohibiting workplace harassment, discrimination, or retaliation, please see the complaint procedure under that policy.~~

Equal Employment Opportunity

The Agency is committed to Equal Employment Opportunity (EEO) in the workplace. The Agency provides equal consideration and treatment to all employees and applicants in all aspects of employment, including but not limited to: selection, appointment, development, advancement, accommodation and all other terms and conditions of employment, without regard to age, race, sex, gender, color, religion, national origin, political affiliation, ancestry, citizenship, creed, marital status, registered domestic partner status, physical or mental disability, medical condition, genetic information, sexual orientation, gender identity or gender expression, military or veteran status, or any other characteristic protected by law.

Accommodations of Disability

The Agency does not discriminate against any employee or applicant on the basis of their disability. In accordance with applicable law, the Agency [engages in the interactive process and](#) makes reasonable accommodations to permit an otherwise qualified individual with a known disability to perform the essential functions of the job.

Policy Prohibiting Discrimination, Harassment, and Retaliation

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, race, color, national origin, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively the "Protected Characteristics")

is unlawful under federal and state law. Every individual is entitled to work free of discrimination or harassment based on any Protected Characteristic. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this prohibited conduct. Accordingly, the Agency does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment is a violation of the Agency's rules of conduct.

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Internal Complaint Procedure

Discrimination and harassment in employment are not tolerated. In addition, the Agency prohibits retaliation for having made a report, and/or otherwise participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes that they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, shall notify their supervisor, HR, or any supervisor or manager. Complaints submitted to anyone other than those identified here will be referred to HR for handling.

Supervisors who receive a complaint under this policy will report it to Human Resources. The Agency will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the

extent possible. The investigation will be performed by impartial and qualified personnel, and will be appropriately documented. Following the investigation, the Agency will take such action as is warranted under the circumstances, and will timely close the matter. Once the investigation is concluded, HR will generally follow up with the complainant and the accused employee to notify them of a summary of the findings of the investigation.

EEOC/DFEH Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the Agency believes they have been harmed by an unlawful practice, and is not satisfied with T-TSA's response to the problem, they may file a written complaint with these agencies. For the State of California, the agency is called the Department of Fair Employment and Housing ("DFEH"). The local address for the DFEH is 2218 Kausen Drive, #100, Elk Grove, California 95758. ~~The website is,~~ www.dfeh.ca.gov. For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, #1170, Oakland, California 94612. ~~The website is,~~ www.eeoc.gov.

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by Agency policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by the Agency under this policy and/or by either of these agencies.

Violence in the Workplace

The Agency is committed to providing a safe, violence-free workplace and strictly prohibits employees, visitors, or anyone else on Agency premises or engaging in Agency-related activity from behaving in a violent or threatening manner. As part of this policy, the Agency seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The Agency's policy provides "zero tolerance" for actual or threatened violence against coworkers, visitors, or any other persons on the Agency premises or attending the Agency-related activities. Employees are required ~~to~~ immediately to report to ~~their~~ any supervisor, manager or HR ~~any supervisor~~ any incident involving a threat of violence or act of violence, or any other violation of this policy.

Workplace violence may include, but is not limited to:

1. Threats of any kind (including those that are meant as "humorous" or a "joke");
2. Threatening or violent behavior, such as intimidation of or attempts to instill fear in others;

3. Other behavior that suggests a propensity toward violence or aggression. This can include belligerent speech, excessive arguing or swearing, theft or sabotage of the Agency property, or a pattern of refusal to follow the Agency policies and procedures;
4. Defacing or otherwise damaging Agency or employee property or facilities; or
5. Bringing weapons or firearms of any kind on Agency premises (including Agency parking lots and all [Agency properties](#)), or while conducting Agency business. [Possessing and/or appropriately using work-related tools required, and used appropriately, for the employee's duties do not violate this policy.](#) ~~that may also be considered weapons, are the exception.~~

If any employee observes or becomes aware of actions or behavior that violate this policy ~~by an employee, visitor, or anyone else~~, they are required to notify their supervisor, [manager, or HR](#) immediately, and/or call the [Police](#) or 911 as appropriate. Further, an employee should notify Human Resources [as soon as possible](#) if any restraining order is in effect that may impact the workplace, or if a potentially violent non work-related situation exists which could result in violence in the workplace.

All reports of workplace violence are taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Agency will inform the reporting individual of the results of the investigation. To the extent possible, the Agency will maintain the confidentiality of the reporting employee, and does not tolerate retaliation against any employee who reports workplace violence.

If the Agency determines that workplace violence has occurred, the Agency will take appropriate corrective action.

Outside Employment

Outside employment is generally discouraged. Outside employment is any paid work with an employer other than TTSA. Agency employees must not engage in any outside work which does or might impede the performance of their duties or otherwise create an actual or potential conflict of interest with their TTSA employment.

Employees wishing to engage in outside employment must first notify their manager in writing, in advance of plans to engage in outside employment. No outside employment shall be allowed unless authorized in advance by the manager in writing.

The manager shall review the employee's request to work outside employment, and will determine, in consultation with HR and the GM if the outside work will or might violate this policy. Any requests for outside employment, whether approved or denied, will be kept in the employee's personnel file.

Workplace Bullying Policy

Bullying is defined as workplace or work-related conduct that a reasonable person perceives as hostile or offensive, and that is unrelated to legitimate business interests. Bullying, also known as abusive work-related conduct, may include any one or more of the below:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage.
- Verbal or physical abuse.

Such behavior violates TTSA's objective that all employees must be treated with dignity and respect.

The Agency considers the following as some examples of impermissible [workplace](#) bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; making a person the butt of jokes; abusive and offensive remarks; [spreading misinformation, rumors or gossip](#).
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.
- Unwarranted criticism, such as criticism on matters substantially unrelated to the person's job performance. Repeated criticism on matters unrelated or minimally related to the person's job performance.
- Public reprimands.
- [Persistent singling out of a person for adverse treatment.](#)
- [Constant criticism of someone's work or behavior, for unwarranted reasons.](#)
- Shouting or raising one's voice [in a manner that is inappropriate for the workplace](#)~~in public or in private.~~
- Using obscene or intimidating gestures.
- [Not allowing another person to speak \(e.g. ignoring or interrupting another\).](#)
- ~~Unnecessarily and deliberately pitting employees against one another to create conflict; encouraging employees to turn against one another.~~
- ~~Repeated~~[Making unwarranted accusations.](#)
~~Insults and/or use of offensive nicknames.~~
~~Humiliation of another person.~~
~~Encouraging others to disregard a supervisor's instruction.~~
~~Deliberately excluding an individual or isolating them from work-related activities, such as meetings.~~
~~Repeated unwarranted accusations.~~
~~Spreading rumors and gossip.~~

Individuals who feel they have experienced [or observed workplace](#) bullying should report this [as soon as possible](#) to their supervisor, manager, HR, or the GM. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the Agency to take appropriate corrective action.

Use of Agency Resources for Unauthorized Purposes

No employee may use, or permit others to use, Agency resources for personal or other non work-related purposes, or for purposes which are not authorized by law. For purposes of this policy, "personal purpose" includes activities such as personal enjoyment, private gain or advantage, or some other outside endeavor not related to Agency business. Agency resources includes land, buildings, equipment, vehicles, tools, materials and supplies belonging to the Agency. If an Agency employee has questions about what activities are prohibited under this policy, ~~they~~[he or she](#) should consult with ~~their~~[his or her](#) supervisor or manager for clarification.

Nepotism

Relatives of Agency employees may be eligible for employment with the Agency only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is an actual or potential conflict of interest. For purposes of this policy, the Agency defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners, or who otherwise become "relatives" under this policy, will be permitted to continue working in the job position held provided they do not work in a direct supervisory relationship with one another or in job positions involving an actual or potential conflict of-interest.

All Agency employees are expected to respect the employment relationship between the Agency and each of its individual employees. Accordingly, employees who have relatives employed at the Agency must not ~~inappropriately~~ interfere ~~with or engage in~~ the professional relationship between the Agency and their employed relative.

Customer Service Relations

Employees shall conduct themselves in a manner that reflects positively upon the Agency. In dealing with the public, all employees must maintain a polite, professional, and helpful attitude. When relaying information to the public, employees must state only factual information and should limit their comments to the subject about which the member of the public has inquired, and about which the employee is authorized to provide information. Requests for information from the public that an employee is not able to answer, or that an employee is uncertain about, shall be referred to their manager.

Personnel Records

All official Agency personnel files are retained in the HR office and supervised by HR. Access to confidential personnel files is limited to the following: the employee accessing ~~their~~his/her own file, ~~HR and, when there is an appropriate "need to know,"~~ the employee's supervisor, manager, ~~HR,~~ and the GM. Confidential medical records, including but not limited to workers' compensation information, drug and alcohol testing results and physical examination records, are maintained ~~by HR~~ separately from the ~~official~~ personnel file, ~~in a locked file cabinet, and~~ with access ~~strictly restricted in order~~ to protect the privacy of each individual.

All requests for information regarding ~~applicants,~~ employees and former employees, including inquiries from outside the Agency, for employment verification, and for requests for references regarding past employment, must be directed to HR to ensure consistency, accuracy and objectivity.

~~The information listed below is a matter of public record and is available to anyone.~~ The Agency will release only the following information regarding an employee or former employee in response to outside inquiries:

1. Employee's name
2. Position title ~~and job description~~
3. Status (e.g., regular, temporary, full-time, part-time)
4. Hire date and/or separation date

Other than the items identified above, the information contained in an employee's personnel file ~~and medical file~~ will not be shared with outside sources except as required by law, or with the written consent of the employee.

An employee may review ~~the his or her~~ personnel file maintained on them by the Agency ~~within the HR office~~ by scheduling with HR a mutually convenient time to review the file ~~with HR~~. An employee may request to receive copies of certain documents maintained in their file, but may not remove any documents from the Agency's file.

Updating Personal Information

Employees have a responsibility to keep their personal information ~~personnel documents~~ up-to-date for work purposes, and should notify HR in writing of any changes in the following:

- Name
- Address
- Telephone Number
- Marital /-Domestic Partner Status ~~(for benefits and tax withholding purposes)~~
- Number of dependents
- Beneficiary designations
- Persons to be notified in case of emergency
- Certifications related to the employee's position
- Outside trainings/conferences attended

Supervisors and managers who receive notification of any such ~~personnel~~ changes must forward this employee information to HR in a timely and confidential manner.

Notice of Resignation

It is customary for an employee to provide two weeks' notification of intent to leave employment. Providing more than two weeks' notice of intent to leave employment is desirable. Employees who do not provide at least two weeks' notice may not be eligible for re-hire.

Pets and Service Animals

~~No pets or other domesticated animals are allowed on the grounds of the Agency, except as required by law.~~

PERSONNEL STATUS

Introductory Probationary Period

The first year of continuous employment at the Agency is considered an introductory probationary period. During this time, the introductory employee learns job responsibilities and gets acquainted with fellow employees, allowing both the employee and the Agency to evaluate whether the employee is right for the position. The employee's supervisor and manager will closely monitor the employee's performance during this period. Introductory employees are employed at-will. At-will employment means that either the employer or the employee may terminate the employment relationship at any time, for any reason or no reason, with or without cause, and with or without advance notice.

The introductory probationary period may be extended for a period of time at the sole discretion of the GM or department manager. An employee's introductory probationary status does not conclude automatically at any point. It concludes only when their manager or the GM provide them written notification of completion of the introductory probationary period.

Introductory probationary employees are not covered by, and do not have rights under, [the sections entitled certain policies including but not limited to: Disciplinary and Termination policy](#) (“Right to Respond to Discipline” ~~and~~ “Appeal Procedure” [in the Discipline and Termination policy contained in this Handbook](#)).

Promotional Probationary Period

Employees who have ~~accepted an~~ [been internally promoted](#) are required to complete a promotional probationary period of one (1) year from the effective date of promotion.

The promotional probationary period may be extended for a period of time at the sole discretion of the GM or department manager.

Promotional probationary employees who have already successfully completed their introductory period remain, [and retain their rights as, “regular employees”](#) during [and after](#) the promotional probationary period.

Transfer/Demotion Probationary Period

[Employees who transfer or demote are also subject to a one \(1\) year probationary period in the transfer/-demotion position.](#)

[This probationary period may be extended for a period of time at the sole discretion of the GM or department manager.](#)

[Such employees who have already successfully completed their introductory period remain, and retain their rights as, “regular employees” during and after their probationary period.](#)

Regular Employees

A regular employee is an employee who has successfully completed the introductory probationary period, ~~and has been offered and has accepted a regular position with the Agency. A regular employee is regularly scheduled to work forty (40) hours or more per week.~~ Regular employees ~~are~~ may be eligible for all benefits offered by the Agency.

Non-Exempt Employee

A non-exempt employee is eligible to receive overtime pay for any time worked ~~in excess of beyond~~ forty (40) hours in a given workweek. ~~Under FLSA rules, n~~ Non-exempt employees are entitled ~~to~~ overtime compensation of one and one-half (1-½) ~~times~~ of their ~~regular hourly base~~ rate for each hour of overtime worked.

Exempt Employee

~~An exempt employee is an employee who is exempt from overtime requirements.~~ Exempt employees are not eligible for, and do not receive, overtime pay. Generally, exempt employees occupy executive, ~~managerial, administrative~~ or professional positions. Exempt employees are, at a minimum, expected to be present and adhere to the same or similar working hours as their department staff to provide support to Agency departments.

Paid Status

An employee is in “paid status” if the employee is receiving ~~any type of~~ pay from the Agency, including pay for wages, ~~paid sick time leave, vacation time, paid administrative time leave, holidays, etc.~~ for the full number of hours for which they are scheduled to work in a normal work week.

Only ~~E~~employees in paid status accrue ~~any~~ paid time off benefits, including but not limited to vacation time, paid sick time, holidays, etc.

Employees that coordinate (and receive) benefits while on an approved leave, are considered to be in paid status.

Unpaid Status

An employee is in “unpaid status” if the employee is on leave, or otherwise is absent from work, and is not receiving ~~any type of~~ pay from the Agency, ~~including pay for wages, paid sick time leave, vacation time, administrative time leave, holidays, etc.~~ to account for their regularly scheduled work week. When an employee is in unpaid status, TTSA ~~is not's~~ obligated to maintain the employee's group health plan benefits ~~ends~~, except as required by law.

~~-Moreover, employees on unpaid status do not accrue any paid time off-benefits, including but not limited to paid-vacation time, paid sick leave time, holidays, etc.-~~

SALARIES AND EMPLOYMENT PRACTICES

Wage and Salary Rates

The Agency goal for employee compensation is to pay salaries and wages that enable the Agency to recruit qualified employees in all classifications and to encourage competent employees to remain in Agency employment. As a general policy, the Agency periodically monitors salary and benefit trends in comparable governmental agencies and in private businesses.

Agency wage and salary levels are established based on numerous applicable factors, including but not limited to: the level of difficulty and diversity of the tasks performed, the amount of responsibility and judgment exercised by an employee in the position, and the level of education, experience, certifications, and qualifications required to successfully perform the position's responsibilities.

Salary Range Step Increases

All Agency positions are covered by a specific salary range that consists of a series of step increases. The first step is generally considered an introductory/probationary step. If the employee successfully completes the probationary period, the employee is eligible to be considered for advancement to the next salary step.

Consideration for advancement to higher salary steps is based on a variety of factors including, but not limited to: performance, total length of Agency service, time spent in the step, ability and willingness to learn, attitude, and mastery and application of the various skills and abilities required by an employee's job. Employee's ~~who that~~ have received disciplinary action during the rating period, ~~may~~ might not receive ~~be considered for a~~ have the step increase withheld, based on circumstances. Neither step advancement nor salary increases are automatic, and neither is guaranteed at any time.

Generally, the minimum amount of time spent in each step before consideration of a step increase is one year. This time may be shortened or lengthened depending upon an employee's job performance and subject to the discretion and approval of the department manager and GM.

Applicable Pay Rates/~~Probation~~ Following Promotion, Transfer, and Demotion

Promotions—

When an employee is promoted to a position with a higher starting salary, the employee will typically receive the rate of compensation at the starting salary of the position to which the employee is promoted. In cases where current pay levels overlap, the promotional pay level will normally be set at a higher level than the compensation the employee received prior to the promotion. In the event that the rate of compensation does not provide a salary increase of 5%, the employee will receive the rate of compensation that provides for this increase. Any promotional pay rate will not exceed the maximum rate of the pay range. Once promoted, the employee is required to complete a promotional probationary period of one (1) year for the position to which the employee has been promoted.

Lateral Transfer—

In cases where an employee is transferred laterally from one department position to another, the employee will typically receive in the transfer position at the rate of compensation that is at approximately equivalent to their prior ~~the starting salary of the position to which the employee is~~

~~transferred.~~ It cannot be guaranteed, however, that the employee will receive the same or greater salary in the ~~new-transfer~~ position as compared with the former position. ~~A transferred employee's salary level shall be set at the discretion of the hiring department manager.~~ ~~transferred,~~ the employee is required to complete a probationary period of one (1) year from the date of transfer.

Demotion

In the event that an employee is demoted ~~to a position,~~ the employee will typically receive the rate of compensation at the starting salary of the position to which the employee is ~~transferred~~ demoted. ~~Once demoted, the employee is required to complete a probationary period of one (1) year from the date of the demotion.~~

No employee shall be promoted, transferred, or demoted to a position for which ~~they~~he or she does not possess the minimum qualifications.

Effective Date of Salary Adjustments

All salary adjustments are normally effective on ~~the~~the first day of the pay period in which they occur-day as approved by the manager. ~~If this is not possible for any reason, salary adjustments will be effective on the first day of the pay period in which the effective date occurs.~~

Employee Performance Evaluation

Each employee's performance is generally evaluated ~~formally at approximately halfway through the introductory probationary and promotional probationary periods,~~ upon completion of the ~~any~~ probationary period, and annually thereafter on or about the anniversary date of hire or promotion. The employee's supervisor or manager is responsible for conducting the review, which consists of a written evaluation and a discussion of the evaluation with the employee.

The evaluation is intended as a tool to encourage open communication between the employee and the supervisor or manager. The evaluation is an opportunity to discuss career development potential and advancement goals with the employee. In addition, the evaluation should provide the employee with feedback and a clearer understanding of the employee's performance compared with Agency standards.

The employee is provided a copy of the completed written evaluation, which is then kept in the ~~employee's~~ personnel file. If the employee wishes, ~~they~~he/she may respond in writing to the performance appraisal. Written responses to the evaluation, if any, may be made to the immediate supervisor and to HR within five (5) working days after the evaluation is presented to the employee. Any written comment from the employee will be attached to the evaluation and maintained in the personnel file.

Shift Differential Pay

A shift differential of 6% of the employee's normal hourly rate is provided to wastewater treatment plant rotating shift operators for any hours they work between 6:00 p.m. and 6:00 a.m. _

Commercial Driver's License ("CDL")

The Agency owns and operates Class A and Class B vehicles as defined by the [federal CA Department of Transportation \(CaDOT\)](#). Employees who operate such vehicles, [and who are therefore covered by this policy](#), are required to maintain the appropriate commercial driver's license ("CDL") with the appropriate endorsements necessitated by the corresponding vehicle.

Employees whose Agency position requires them to maintain a CDL are subject to the rules and regulations as set forth by the [CaDOT](#).

The Agency provides ~~covered~~^{such} employees the following:

- [Driving practice during work hours](#)
- [Written test during work hours](#)
- [Driving test during work hours](#)
- [Doctor's visit for DOT medical clearance and drug screen during work hours](#)
- [Reimbursement of driver's license \[renewal\]\(#\) fees \(after license received\), ~~including renewal fees~~](#)
- [One time reimbursement of written test fees \(only upon passing the exam\)](#)

~~Employees who are will use their own time (vacation, compensatory, or other appropriate accrued time off) to take the written test and to make any updates to their driver's license.~~

[CDL physicals and required drug screens are arranged by the Agency and provided by Agency-contracted providers only. The contracted providers include Tahoe Forest network and Renown when Tahoe Forest cannot accommodate a timely appointment. All CDL appointments are scheduled by the Agency, and paid by the Agency.](#)

~~Employees not covered by the above policy. If an employee maintains a CDL, but it is not required for their position, the employee may operate Agency Class A and Class B vehicles for work purposes upon approval of their manager and subject to the rules and regulations as set forth by the CaDOT. The Agency may will provide the [compensable paid work time for such employees to retain their CDL, including CDL medical testing and reimbursement of CDL renewals.](#)~~

~~Whether or not the position requires a CDL, the Agency does not provide additional salary or any other compensation to an employee for the maintenance of a CDL.~~

Overtime Pay (OT)

Overtime pay is provided only for time actually worked in excess of forty (40) ~~work-work~~ hours in the work week. Paid non-work time, such as vacation [time](#), [paid sick time](#), [compensatory time](#), administrative [leave time](#), holiday pay, or any other [non-working](#) paid time off ~~(excluding bereavement and jury duty leave)~~, is not considered time worked, and is not added into the calculation for overtime purposes. Overtime compensation is provided at the rate of one and one-half (1.5-~~1/2~~) times the regular rate for time actually worked by any Agency non-exempt employee in excess of forty (40) work hours per work week.

No overtime shall be performed without prior approval of the employee's supervisor or manager, ~~except in case of an emergency~~. Employees are not permitted to perform unauthorized overtime.

Compensatory Time [Off](#) (CTO)

A non-exempt employee may [voluntarily elect to](#) receive compensatory time off ([CTO](#)) in lieu of overtime pay ([see policy on "Overtime pPay"](#)). ~~at their discretion~~. Compensatory time, [if any](#), shall

be provided at the rate of one and one-half (1.5-~~1/2~~) hours of paid time off for each overtime hour worked by any Agency non-exempt employee.

The maximum number of hours of CTO an employee may accrue at one time shall be 40 hours, with a maximum total accrual of 160 hours annually. Once the 40 hours is ~~depleted~~used, fully or partially, it may be reaccumulated up to the 40 -hour CTO limit. Any hours of CTO not used by the end of each fiscal year, will carry over into the next fiscal year.

If the employee wishes to receive~~accrue~~ CTO compensatory time in lieu of overtime pay, the employee should so advise the supervisor. If not designated in advance as CTO, the employee shall receive overtime pay for any overtime worked.

Requests for use of CTO compensatory time will be are typically treated the same as requests for vacation leave. Use of accrued ~~compensatory time~~CTO does not count as hours worked for purposes of overtime calculation.

DRAFT

Call-Back Duty

When a non-exempt employee, after completing their normal work shift and leaving Agency facilities, is required to respond to an Agency order to return to duty ~~at Agency facilities~~, that employee shall be paid for ~~this~~ call-back duty at the special call-back rate of ~~time~~ one and one-half (1.5-½) times the employee's hourly base rate. ~~In addition, the employee and will receive~~ for a minimum of two (2) hours of call-back pay per order to return to duty.

Employees will be compensated at their individual hourly base rate of pay for actual travel time to and from the work location, up to one (1) hour maximum each way. Compensable call-back duty time begins when the employee arrives at the Agency worksite and ends when the employee finishes work and leaves the worksite, subject to the two (2) hour minimum. Ordinary TtTravel time to and from the Agency is not considered time worked and is not compensated will be compensated for actual travel time (up to one hour maximum each way).

When a non-exempt employee, after completing their normal work shift and leaving Agency facilities, is required to respond to an Agency order to return to duty in a remote status (e.g. receive/make telephone calls, responding to emails/texts, teleworking, etc.), that employee shall be paid for call-back duty at the rate of one and one-half (1.5) times the employee's hourly pay (one call-back for entire conversation/topic), and will receive a minimum of one-half (0.5) hour of call-back pay per order to return to duty.

Standby Duty

When a non-exempt employee is assigned to Standby Duty, an Agency vehicle may be provided at the employee's request, and the employee is required to:

1. Arrive at the worksite, and be ready to work, within one (1) hour of the time the employee is contacted to report to work. Flexibility is provided to the department manager/supervisor, as needed, with the one (1) hour response time.
2. Be readily available at all hours by telephone or other communication device during assigned stand-by duty.
3. Refrain from activities which might impair ~~their~~his/her performance of assigned duties upon call.

Standby duty shall commence as assigned by the supervisor or manager and shall continue for a 24-hour period. Employees assigned to Standby Duty, regardless of whether or not they are required to work during the standby ~~assignment~~time, shall be paid a minimum of two (2) hours at the ~~premium~~ special standby rate of one and one-half (1.5-½) times the employee's hourly ~~base rate of~~ pay. ~~Standby duty shall commence as assigned by the supervisor or manager and shall continue for a 24-hour period.~~

In addition, employees who are called back to duty during a standby assignment receive ~~pay~~ compensation in accordance with and are otherwise covered by, the Call-back ~~Back duty~~ Duty policy.

~~Should an employee on assigned standby duty be contacted required to report to work, compensable work time begins when the employee arrives at the Agency worksite and ends when the employee finishes work and leaves the worksite. Ordinary TtTravel time to and from the Agency is not~~

~~considered time worked but will be compensated for actual travel time (up to one hour maximum each way) and is not compensated.~~

Daylight Savings Time

~~The Agency generally compensates employees only for actual time worked.~~

~~As it relates to wastewater treatment plant shift operators working the night shift, on the date of the commencement of daylight savings time, employees on twelve (12) hour shifts only work eleven (11) hours, for which they will receive eleven (11) hours of pay. To account for the 12th lost hour “lost” because of the start of daylight savings time, the employee may elect either: 1) whether to work, and be paid for, or not to work on the additional hour; or 2) may elect to use available accrued paid vacation, compensatory or administrative paid time off to receive pay for the “lost” hour.~~

On the date of the return to standard time, employees on twelve (12) hour shifts work, and will be paid for, thirteen (13) hours.

BENEFITS

The following is a summary of the Agency’s employee insurance and retirement benefits. The Agency reserves the right to add to, subtract from, delete, or otherwise modify these benefits, amounts contributed toward the benefits, and/or the employee eligibility requirements for such benefits from time to time.

~~Current e~~Employees may be eligible for the following insurance and retirement ~~benefits include:~~

Public Employees’ Retirement System
Health Insurance
Dental Insurance
Vision Insurance
Health Reimbursement Account (HRA)
Life Insurance
~~Short-term and Long-term Disability~~
457 Retirement Plans (optional)
Retiree Medical Coverage
Employee Assistance Program (EAP)
~~Credit Union (optional)~~

State Disability Insurance (SDI) and Paid Family Leave (PFL) - This benefit may be available to employees through the State of CA

Employees with questions about any of these benefits should see Human Resources.

Public Employees’ Retirement System

All regular, introductory, and part-time Agency employees who work more than twenty (20) hours per week, must enroll in the Public Employees’ Retirement Plan (the “Plan”) as of their first date of Agency employment. All enrolled and eligible employees are subject to the Plan’s rules and regulations.

Medical Insurance, Dental Insurance, and Vision Insurance

Any regular and introductory employee ~~shall~~may be eligible to enroll in any Agency-sponsored medical, dental and vision insurance plans.

Eligible dependents ~~may be~~are eligible to participate in the medical, dental, and vision insurance programs in accordance with the terms of each program.

Health Reimbursement Arrangement

The Agency maintains and offers a health reimbursement arrangement (HRA) for all employees.

HRA funds can be used to pay for qualified medical expenses. It is the employee’s responsibility to use the account appropriately, per IRS regulations.

Life Insurance

The Agency provides [certain](#) life insurance benefits [to eligible employees](#).

Short and Long Term Disability

[The Agency may provide short and long term disability insurance benefits to eligible employees.](#)

457 Retirement Plans

The Agency [has established a 457 Retirement Plan on behalf of its workforce, and](#) encourages all eligible employees to [contribute to their](#)~~explore the 457 retirement individual account~~ plans. The 457 plans allow participants to ~~deposit~~ [elect to deduct a certain amount of their wages on a pre- or/ post-tax basis to be placed](#)~~money~~ into their account.

HR has the necessary forms and information to participate in the [457 pPlans](#). The Agency does not match employee contributions to the 457 retirement plan.

Retiree Medical Coverage

Eligible employees who retire from the Agency may be eligible for retiree medical coverage through CalPERS. ~~Interested employees should see HR to inquire about this benefit.~~

~~Credit Union~~

~~Agency employees are eligible to join First US Credit Union.~~

State Disability Insurance (SDI)/Paid Family Leave (PFL)

[The Agency encourages employees to apply to the State to receive State Disability insurance or Paid Family Leave benefits, if the employee is eligible for such benefits. Employees who choose to coordinate any SDI/PFL benefits received with their Agency pay are required to provide statements of State benefits received to the Agency. The Agency will consider benefits received from SDI/PFL as “paid status,” only when coordinating benefits through the Agency, which may be provided to the employee as a courtesy by the Agency. Employees utilizing SDI/PFL may not receive more than 100% of pay, while off work, from SDI/PFL and accrued time combined. Should this happen, the employee will be required to “pay back” any time in excess of 100% of pay.](#)

ATTENDANCE AND PUNCTUALITY

Employees are required to be punctual, regular, and consistent in attendance. Employees are required to report to work as scheduled, on time, and prepared to start work. Time is generally determined by the network time clock on Agency computers. An employee is considered tardy if ~~they~~~~he or she is~~ are not at their assigned work location at their designated start time. Work locations are assigned by the supervisor or manager.

Employees are required to remain at the work site for their entire daily work schedule, except for unpaid meal periods or when required to leave on authorized Agency business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and are generally not permitted.

Employees who are unable to report to work as scheduled should notify their supervisor at least one (1) hour before the beginning of the employee's scheduled shift or start time. If an employee must leave work before the end of the employee's scheduled work time, the employee must~~shall~~ notify, and obtain approval from, their~~his or her~~ supervisor or manager as far in advance as possible ~~for approval.~~

Unauthorized and/or ~~E~~ excessive absenteeism or tardiness is not permitted, whether excused or not, may result in counseling or corrective action up to and including termination of employment. Each situation of absenteeism or tardiness shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

A shift operator is not permitted to leave at the end of the shift until the relief worker reports to work or another shift worker arrives to cover the shift, unless approved by the shift supervisor or an other member of management.

Should an employee be tardy, the employee may request to extend their work day to make up for the tardiness, subject to advance approval by their manager. Should the employee not wish, or not receive approval, to make up the time, the employee will not receive pay for ~~the~~ any time not worked.

Employees who are tardy are required ~~to~~ immediately to report their tardiness to their supervisor upon arrival to work and accurately to account for the missed time on their timesheet.

Absences or tardiness for reasons protected by state and federal law do not constitute a violation of this policy.

Work Schedules

The Agency is open for public business between the hours of 7:00 a.m. and 4:30 p.m. Monday through Thursday. The department managers assign individual work schedules to accommodate such public business hours. All employees are required to be at their assigned work locations and prepared to work at the start of their scheduled time.

~~For payroll purposes, t~~he Agency workweek shall begin each Sunday at 6:00 a.m. and extend through 5:59 a.m. on the following second Saturday~~Sunday~~.

Shift hours listed below may vary, as assigned by the department manager.

In general, the Maintenance, Engineering, ~~and Information Technology~~ Administrative, and General Manager departments work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday, which includes a one-half (0.5) hour unpaid lunch.

In general, wastewater treatment plant ~~WWTP~~ shift operators are assigned on a rotating basis to either Group A, or Group B, AND either Night or Day shift. ~~of two (2) shift rotations of twelve (12) hours per shift shall have~~ Depending on the shift assignment, wastewater treatment plant shift operators ~~WWTP operators work~~ the following ~~working~~ hours:

<p>Group A – Day</p> <p>Week 1 Sun: 6:00 am – 6:00 pm Mon: 6:00 am – 6:00 pm Tue: 6:00 am – 6:00 pm Wed: 2:00 pm – 10:00 pm Th: OFF Fri: OFF Sat: OFF</p>	<p>Group A – Day</p> <p>Week 2 Sun: 6:00 am – 6:00 pm Mon: 6:00 am – 6:00 pm Tue: 6:00 am – 6:00 pm Wed: OFF Th: OFF Fri: OFF Sat: OFF</p>	<p>Group A – Night</p> <p>Week 1 Sun: 6:00 pm – 6:00 am Mon: 6:00 pm – 6:00 am Tue: 6:00 pm – 6:00 am Wed: 10:00 pm – 6:00 am Th: OFF Fri: OFF Sat: OFF</p>	<p>Group A – Night</p> <p>Week 2 Sun: 6:00 pm – 6:00 am Mon: 6:00 pm – 6:00 am Tue: 6:00 pm – 6:00 am Wed: OFF Th: OFF Fri: OFF Sat: OFF</p>
<p>Group B – Day</p> <p>Week 1 Sun: OFF Mon: OFF Tue: OFF Wed: OFF Th: 6:00 am – 6:00 pm Fri: 6:00 am – 6:00 pm Sat: 6:00 am – 6:00 pm</p>	<p>Group B – Day</p> <p>Week 2 Sun: OFF Mon: OFF Tue: OFF Wed: 2:00 pm - 10:00 pm Th: 6:00 am – 6:00 pm Fri: 6:00 am – 6:00 pm Sat: 6:00 am – 6:00 pm</p>	<p>Group B – Night</p> <p>Week 1 Sun: OFF Mon: OFF Tue: OFF Wed: OFF Th: 6:00 pm – 6:00 am Fri: 6:00 pm – 6:00 am Sat: 6:00 pm – 6:00 am</p>	<p>Group B – Night</p> <p>Week 2 Sun: OFF Mon: OFF Tue: OFF Wed: 10:00 pm - 6:00 am Th: 6:00 pm – 6:00 am Fri: 6:00 pm – 6:00 am Sat: 6:00 pm – 6:00 am</p>

In general, all other non-rotation wastewater treatment plant operators ~~WWTP Operators~~ work hours are ~~6:00-30~~ a.m. to ~~4:30-00~~ p.m., Monday through Thursday, though some hours may vary slightly based on departmental needs.

In general, the Laboratory work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

~~In general, the Administrative department work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday, except as allowed/assigned per the department manager.~~

~~In general, the General Manager and Human Resources work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday.~~

The Agency may ~~revise/amend~~ the start times for any all employees from time to time and will attempt to provide reasonable advance notice (e.g., four weeks' advance notification if possible) prior to implementing such changes.

Work schedules differing from those listed, may be considered on a case-by-case basis, and dependent upon department manager/supervisor approval.

Meal and Rest Periods

All employees are provided periodic rest breaks during the workday.

If possible, rest breaks and meal periods should be taken away from the regular work area to allow for uninterrupted time. An employee may generally leave the premises for rest breaks and meal periods; however, leaving the premises does not extend the scheduled rest break or meal time. Employees are required to return to work promptly, and as scheduled, from all rest and meal breaks.

If for any reason an employee is unable to, or does not, take the scheduled rest breaks and/or meal periods, the employee must notify their supervisor as soon as possible.

Rest Breaks

Generally, employees are provided one (1) 15-minute paid rest break for each half of the work day, if working eight (8) hours or longer. If an employee works a half day, they are generally provided two (2) paid rest breaks: one in the first half of the work day, and another in the second half of the work day. To the extent possible, rest breaks are to be taken in approximately the middle of each half of the work period. Rest breaks cannot be combined or added to meal periods, or to beginning of day, or end of day.

If an employee works a 12-hour day, they are generally provided three (3) paid rest breaks: spread across the 12-hour workday. Rest breaks cannot be combined or added to meal periods, or to beginning of day, or end of day.

Rest breaks shall be scheduled by the department manager. Employees are required to return to work promptly at the end of any rest break.

Meal Period

For employees working more than between six (6) hours in a workday, to ten (10) hours in a workday, the employee may be is generally provided an unpaid, duty-free meal period of thirty (30) minutes. However, the employee and employer can mutually agree in writing to waive the meal period on limited occasions.

For employees working on the rotating twelve (12) hour shifts in a workday, the employee is generally may be provided two (2) paid on-duty meal periods of thirty (30) minutes each, which must be taken on premises.

Any meal periods are shall be scheduled by the department manager. Employees are required to return to work promptly at the end of all meal periods. Meal periods cannot be combined with, or added to, rest breaks, or to beginning of day, or end of day.

Meal periods are unpaid when the employee is relieved of all active responsibilities and restrictions during the period.

~~Employees who are expected to remain on duty during any meal periods, such as WWTTP wastewater treatment plant operators assigned to and working rotating shifts, as well as the Inventory Control Specialist, that are expected to remain on duty during any meal periods, receive a paid meal periods.~~

Eating & Drinking on Agency Premises

Employees ~~must~~^{are to} refrain from eating or drinking in areas that pose a potential for exposure ~~to~~^{of} hazardous chemical and biological materials. The Agency provides lunchrooms for eating and drinking.

Eating and drinking are prohibited in laboratories and connecting offices.

Time Sheets for Employees

The Agency requires all employees to keep accurate time records as a means of ensuring that employees are properly paid for the time they work.

All non-exempt employees are required to record all hours worked on their time sheets. ~~Non-exempt E~~^{Non-exempt} employees must also record on their time sheet any tardiness, approved paid time off, absence from work (~~whether approved or not~~), and when they leave and return from the premises for any reason other than the Agency business or approved paid rest breaks. ~~Non-exempt E~~^{Non-exempt} employees are to also record all duty-free meal periods on their time cards.

~~Both non-exempt and exempt employees must indicate on their time records- when they use approved~~^{Appropriate accrued paid time off leave must be used by both exempt and non-exempt employees when available, to the extent permitted by law. Any time off} leave without pay ~~must also be noted on the time record, but unpaid time off may is permitted only with the advance~~^{be utilized with approval of the manager, and typically only after} depletion of all appropriate accrued ~~paid leave-time off.~~^{paid leave-time off.}

Employees must ~~submit~~^{sign} their time sheets ~~upon submission to their~~^{department} supervisor and/or manager ~~using the appropriate timesheet software program, and must~~^{confirming} the number of hours reported for each payroll period. ~~Electronic submission of the timesheet is considered to be the signature.~~^{Supervisors and/or department managers will review and provide final approval} ~~submit~~^{to} Payroll ~~the signed time sheets~~^{for processing}.

~~Time sheets are the property of the Agency and constitute legal documents.~~^{Employees are required to complete their own time sheet and to keep them up-to-date daily. An employee's supervisor may complete and submit an employee's time sheet in their absence. Falsification of time sheets, which are the property of the Agency and which constitute legal record-keeping, is strictly prohibited. If an employee needs to amend or alter their time sheet to correct a recording error, the employee must first consult with their supervisor, initial the change, and obtain their supervisor's approval and initials.}

Payroll/Paid Time Off Advances

The Agency does not permit employees to take advances against future paychecks. Moreover, the Agency does not permit employees to use paid time off, such as ~~paid~~ vacation ~~time~~ or paid sick time, before it actually accrues.

Pay Period

Employees are paid on a bi-weekly basis. Paychecks ~~will~~ include earnings for all work performed for fourteen (14) consecutive calendar days beginning Sunday at 6:00 a.m. ~~and for the ensuing 14 days through the second Saturday Sunday at 5:59 a.m.~~ ~~All eE~~ Employees are paid on Friday following the end of the pay period.

Shower/Change Time (Operations/Maintenance Department Only)

Operations and maintenance department employees who elect to take a shower ~~and change out of any required Agency uniform~~ at the end of their shift, shall be provided with fifteen (15) minutes of paid time ~~immediately~~ prior to the conclusion of their scheduled workday for this purpose. Operations and maintenance department employees who are required to wear Agency uniforms, but who elect not to shower at the end of their shift, shall be provided with five (5) minutes ~~of~~ paid time ~~immediately~~ prior to the conclusion of the shift to change into street clothes.

Employees are not dismissed from the work building prior to their scheduled end-of-shift, unless approved by their immediate supervisor or manager.

Lactation Accommodation

Employees desiring to express breast milk for the employee's infant child while at work have the right to request lactation accommodation. ~~Such eE~~ employees may request this accommodation by ~~speaking~~ ~~communicating~~ with their supervisor and/or HR. The Agency will meet with the employee about the accommodation, ~~and~~ will document the accommodation plan in writing, ~~and~~. ~~If the Agency is unable to provide break time or a compliant lactation location, the Agency~~ will provide a written response to the employee's request. If possible, the lactation break time will run concurrently with any paid rest break time already provided to the employee. Any lactation break times that run beyond, or are in addition to, the normal authorized paid rest breaks are unpaid.

For any perceived violation of the employee's right to lactation accommodation, the employee has the right to file a complaint with the California Labor Commissioner.

HOLIDAYS

All employees are eligible to receive paid time off for the following Agency observed holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day
- Christmas Eve (December 24th)
- Christmas Day (December 25th)
- Two (2) Floating Holidays (subject to special rules set forth below)

When any of the holidays listed above falls on a Sunday, the following Monday is generally deemed to be the paid Agency holiday in lieu of the day observed. When any of the above listed holidays falls on a Saturday, the preceding Friday is generally deemed to be the paid Agency holiday in lieu of the day observed.

Non-exempt employees are eligible to receive a maximum of eight (8) hours of holiday pay at the employee's normal base rate of pay for the Agency recognized holidays listed above (regardless of the shift schedule that is worked by the employee). Exempt employees are paid for the holiday, based on their normal work schedule. Holiday pay received for unworked time off does not count as hours worked for purposes of overtime calculation.

When the Agency-recognized paid holiday falls on the employee's normally scheduled day off, the non-exempt employee may elect to receive a pay-out of their normal base rate of pay for the holiday for a maximum of eight hours. Alternatively, the non-exempt employee may elect to have these holiday hours added to their paid holiday bank vacation accruals, and subject to the vacation cap ~~their vacation holiday banked accruals, and subject to the vacation cap.~~ Exempt staff whose normally scheduled day off falls on an Agency-recognized holiday will be provided the eight (8) holiday hours to their paid vacation holiday bank as an addition to their vacation accruals, and subject to the vacation cap ~~to holiday banked accruals. At the end of each fiscal year, any holiday banked hours will be moved into the employees' vacation accruals, and will be subject to the maximum vacation accruals. Banked holiday time may be used in any increment. Banked holiday time will be moved to vacation accruals at the end of the fiscal year if not used, and is subject to paid vacation time maximum accrual caps.~~

An employee who is in "unpaid status" by the Agency for any reason on the day before the Agency recognized holiday is not eligible to receive holiday pay. Refer to Unpaid Status policy.

Floating Holidays

Employees are granted two (2) floating holidays on the first full pay period at the beginning of the fiscal year ~~(July 1).~~ Each floating holiday is comprised of a maximum of eight (8) hours at the employee's base rate of pay, regardless of the shift schedule normally worked by the employee. Exempt staff may only use floating holidays in two complete days off, regardless of work schedule. Non-exempt staff may use floating holiday time in any increment. ~~The maximum number of floating~~

~~holidays that employees may have at any time is capped at two (2).~~

Floating holidays are intended to be used by the employee prior to the end of the fiscal year, i.e., by June 30. Any floating holidays that have not been taken by the employee by the end of the fiscal year will carry over to the next fiscal year, but any carry-over will count toward s the cap of two (2) floating holidays. That is, an eligible employee who has taken only one (1) floating holiday during the fiscal year will be granted only one (1) additional floating holiday day at the beginning of the new fiscal year, bringing that employee up to their cap. The maximum number of floating holidays that employees may have at any time is capped at two (2).

~~Floating holidays may be used in two (2) hourly increments in conjunction with regular paid holidays of 8 hours or be used in full shift increments (e.g. 8 hours, 10 hours and 12 hours).~~

Employees who separate from the Agency for any reason will be paid for all unused floating holiday time and unused holiday banked time to the date of their separation at their current rate of pay.

Special Holiday Rate for Hours Worked on a Holiday

In the event that a non-exempt employee is required to work on an Agency-recognized holiday, the employee will receive one and one-half (1-½) times their normal hourly rate for hours worked on the holiday. In addition, the employee working the holiday will receive eight (8) hours of holiday pay.

Special Rate for Extra Hours Assigned During a Week Containing an Agency Holiday

During any work week containing an Agency-observed holiday, when an employee is required and assigned to work additional time outside of their regular work schedule, as defined in the “Work Schedules” section or based on a defined modified schedule that is already in effect (scheduled at least seven days prior), the employee will receive one and one-half (1.5) times their normal hourly rate for any such hours worked up to a total of 40 work hours in the workweek ~~that are not subject to overtime.~~ This special Extra Hours rate does not apply to any hours already subject to: another special rate of pay, standby, call-back duty or overtime.

This special rate of pay is not applicable to floating holidays.

PAID AND UNPAID TIME OFF LEAVE

Vacation TimeLeave

The Agency permits eligible employees to accrue paid vacation ~~leave~~ time off from work to pursue their personal interests.

~~Regular full-time n~~Non-exempt employees accrue paid vacation time as follows:

<u>Years of Service</u>	<u>Maximum Possible Monthly Accrual Rate (converted to accrued on a per pay period basis)</u>
Years 1-5:	Eight (8) hours per month <u>96 hours annually (8 hours monthly)</u>
Years 6-10:	Ten (10) hours per month <u>120 hours annually (10 hours monthly)</u>
Years 11-15:	Thirteen and one third (13 1/3) hours per month <u>160 hours annually (13-1/3 hours monthly)</u>
Years 16 or more:	Fifteen and one third (15 1/3) hours per month <u>184 hours annually (15-1/3 hours monthly)</u>

~~Full-time e~~Exempt employees accrue ~~twenty (20) hours per month~~240 hours annually (20 hours monthly), converted to accrued on a per pay period basis, of paid vacation leave time, regardless of length of service.

Requests for use of vacation ~~leave~~ time must be presented in writing to the supervisor or manager for approval. Employees are expected to provide advance notice of at least the same number of paid days off ~~that they are being~~ requesting. For example, if an employee requests one (1) day off, then they must give at least one (1) day of notice prior to the requested ~~leave~~vacation. Special consideration for approving vacation requested on shorter notice may be given when unusual circumstances occur.

The employee must advise Mmanagement ~~must be advised~~ as soon as possible when ~~the~~an employee wishes to cancel an approved request for vacation, or when an emergency occurs and the employee requests vacation without sufficient advance notice.

The employee's vacation request is subject to approval by both the supervisor and the manager. - If operational need necessitates, including but not limited to maintaining minimum staffing levels, vacation leave requests may be denied.

If an operational emergency, ~~or~~ plant problem, staffing coverage, or other business need occurs ~~during vacation periods that require additional staffing~~, personnel may be called back from vacation and/or vacation requests cancelled/denied.

If an Agency recognized paid holiday occurs during an employee's approved vacation timeleave, the employee will receive the paid holiday time, and will not be charged paid vacation time for the holiday.

If an employee becomes ill or is injured during the time that ~~they are~~he or she is on approved vacation time, the employee may request that the period of illness/injury be paid out of their accrued paid sick ~~leave~~time, rather than as vacation timeleave. The employee's supervisor or manager ~~or supervisor~~

may require evidence in the form of a physician's certificate prior to approving the request to change vacation ~~time~~leave to ~~paid~~ sick ~~time~~leave.

~~Maximum vacation leave that can be carried over from fiscal year to fiscal year will be two hundred and forty (240) hours. Unused vacation leave accrued in excess of the two hundred and forty (240) hours will be paid out to the employee at their regular rate of pay at the end of each fiscal year. The Agency's fiscal year begins on July 1 and ends on June 30.~~

Maximum vacation time that can be carried over from fiscal year to fiscal year will be two hundred and forty (240) hours or one and one half (1.5) times the employee's annual accrual rate (up to 360 hours), whichever is greater.

Unused vacation time accrued in excess of the maximum vacation time will be paid out to the employee at their regular rate of pay at the end of the fiscal year. Employees that are subject to the higher maximum accrual amount, may choose to be paid out for any hours between 240-360, but must communicate this to payroll no later than one full pay period prior to the end of the fiscal year. If not communicated, then vacation leave will be cashed out to 240 hours.-

The Agency's fiscal year begins on approximately July 1 and end on approximately June 30.

Employees who leave employment with the Agency for any reason will be paid for all accrued but unused vacation ~~time~~leave earned to the date of ~~their~~his or her separation at their current ~~regular~~ rate of pay.

Use of accrued vacation ~~time~~leave, does not count as hours worked for purposes of overtime calculation.

An employee ~~that~~who is on unpaid leave by the Agency for any reason, does not accrue paid vacation leave benefits.

Paid Sick TimeLeave

Paid sick ~~time~~leave may only be used when an employee needs time off due to ~~their~~his or her own illness or injury, the illness or injury of the employee's immediate family member, to attend an employee's or family member's medical appointment, or otherwise as provided by law. Use of paid sick ~~time~~leave for any other purpose is not permitted.

Full-time employees ~~generally~~ accumulate paid sick ~~time~~leave at the rate of ~~eight (8) hours per month~~96 hours annually (accrued on a per-pay-period basis). ~~If an employee begins work after the first of the month, theyhe or she will accrue sick leave benefits for the first month of employment on a pro rata basis, based upon the percentage of the month that the employee works.—~~

Maximum ~~paid~~ sick ~~time~~leave that can be carried over from fiscal year to fiscal year ~~will be~~is one thousand five hundred (1,500) hours. Once this balance is reached, the employee will not accrue any additional sick time, until accruals are depleted, then they may accrue again until one thousand five hundred (1,500) hours are reached. At no time will any employee be able to accrue more than one thousand five hundred (1,500) hours. Upon the effective date of this handbook, any employee that exceeds one thousand five hundred (1,500) hours, will be paid out to the maximum of one thousand five hundred (1,500) hours and will be subject to the new limit. Any accrued but Unused paid sick leave ~~time~~accrued in excess of the one thousand five hundred (1,500) hours maximum at the end of

~~the fiscal year will be paid out to the employee at their his or her regular normal hourly regular rate of pay at the end of each fiscal year. The Agency's fiscal year begins on July 1 and ends on June 30.~~

If the need for paid sick ~~leave~~ time is foreseeable, the employee must provide reasonable advance notice. When an employee ~~has the need~~ s to use unscheduled ~~paid sick~~ time ~~leave~~, the employee must provide as much notice as possible ~~is requested~~, with a minimum notice of one (1) hour prior to the employee's normally scheduled shift time ~~is expected~~. If at all possible, an employee must directly notify ~~their his or her~~ supervisor or manager for approval of a request to use paid sick time.

If a paid holiday falls within a period of approved use of paid sick time, eligible employees will receive the paid holiday, and will not have the time deducted from ~~their his or her~~ accrued paid sick ~~leave~~. The employee must be in paid status to receive ~~the~~ is paid holiday benefit.

If an employee becomes ill or is injured during their his or her vacation period, they or she may request the period of time of his or her illness/injury be paid out of their accrued paid sick time leave account, rather than vacation pay time leave. The Agency may require evidence in the form of a health care provider's certificate prior to approving the request to change vacation leave time to paid sick leave.

For purposes of this ~~paid sick~~ time ~~leave~~ policy, "immediate family member" means employee's spouse, domestic partner, child, parent, grandparent, brother, sister, or grandchild. In-law and step relationships are considered the same as blood relationships.

To request to use accrued paid sick ~~leave~~ time, an employee must notify their supervisor at least one (1) hour prior to the beginning of their work-reporting time on the first day of a qualifying absence ~~from work~~. In cases of emergency, the notification may occur within four (4) hours after the start time. When an employee "calls in sick," it is implied that they are asking leave time to be used is paid sick time. If the employee has exhausted their paid sick time, then they will receive pay by the supervisor or manager, at their discretion, may approve the usage of other accrued time, if available. If none is available otherwise, the time off is leave will be unpaid.-

The employee may be required to furnish medical ~~certification from an appropriate licensed health care provider~~ for all absences of three (3) days or longer due to an employee's illness or injury, ~~or the illness or disability of the employee's immediate family member, prior to returning to work~~. In its sole discretion, the Agency may also require medical verification for a shorter absence.

Before allowing an employee to return to work following a sick/medical leave of three (3) days or longer, the Agency may generally ~~requires~~ the employee to ~~provide~~ duce medical certification that the employee he or she is able to return to work, and that sets forth any restrictions on the employee's ability to perform ~~their his or her~~ normal work activities.

Upon retirement, an employee shall be paid out up to one thousand (1,000) hours of accrued paid sick time. Any accrued paid sick time over one thousand (1,000) hours shall be converted to CalPERS Service Credits subject to CalPERS rules and regulations.

~~One hundred percent (100%) of accrued but unused sick leave will be paid upon retirement from the Agency.~~

Fifty percent (50%) of accrued but unused ~~paid sick~~ time ~~is leave will be paid upon~~ any other ~~termination separation, other than retirement, from the Agency. to the date of their separation at their current rate of pay.~~

~~Paid sick leave is a privilege and a~~Any abuses of paid sick ~~time~~leave is not tolerated. Employees that abuse the use of paid sick leave ~~time~~ shall be subject to disciplinary action, up to termination.

If an employee becomes ill or is injured during his or her vacation period, he or she may request the period of time of his or her illness/injury be paid out of their sick leave account, rather than vacation leave. The Agency may require evidence in the form of a health care provider's certificate prior to approving the request to change vacation leave to paid sick leave.

Use of accrued ~~paid~~ sick ~~time~~leave, does not count as hours worked for purposes of overtime calculation.

An employee ~~who that~~ is on unpaid ~~leave~~time off by the Agency for any reason, does not accrue paid sick ~~time~~leave benefits.

Administrative ~~Leave~~Time

Paid or unpaid administrative ~~leave~~time may only be granted by the GM, in rare cases, and at ~~their~~ his or her sole discretion.

Use of accrued administrative ~~leave~~time, does not count as hours worked for purposes of overtime calculation.

~~Employees who separate from the Agency for any reason will be paid for all unused administrative time to the date of their separation at their current rate of pay.~~

Jury Duty ~~Leave~~

TTSA encourages all employees to accept their civic responsibility of serving on a jury. The Agency provides ~~time off~~leave to employees who are called to serve as jurors or who are summoned to appear as witnesses in a judicial proceeding, pursuant to a subpoena or other court order.

Employees should notify the Agency as soon as practicable of the need for ~~leave~~time off ~~under this policy~~ when they are called to jury service or summoned to witness duty, including providing appropriate documentation.

Employees ~~may be~~are eligible to receive pay for jury duty service in an amount not to exceed ~~ten~~eighty (1080) ~~work days~~hours per ~~rolling calendar~~ year, provided that the employee reports to work, ~~when feasible~~, on any day ~~or partial day~~ the employee is released from jury duty ~~at a time when it is feasible to report to work~~. Verification of attendance at jury duty each day, ~~listing the hours of attendance~~, is required upon return to work ~~for time reporting purposes~~. Any allowance paid by the court for jury duty is to be retained by the employee, ~~provided an Agency vehicle was not used~~.

An employee who is required to serve ~~on~~ jury duty for more than ~~ten~~eighty (1080) ~~working days~~hours ~~per rolling calendar year~~ will be provided ~~with~~ unpaid leave for ~~this purpose~~any additional jury service ~~required in excess of teneighty (80) work days~~hours. The employee may elect to use accrued vacation ~~time~~ for the remainder of the time ~~they~~he or she is ~~are~~ absent from work ~~for this reason~~.

Employees may request unpaid [leave time off](#) for ~~mandated~~-witness duty.

Employees requesting [leave time off](#) under this policy shall comply with the following requirements:

- On receiving a jury summons, or subpoena or other court order requiring appearance ~~in a judicial proceeding as a witness~~, the employee should notify ~~their~~his/her supervisor or manager. Employees should submit [to TTSA](#) appropriate documentation, including a copy of the jury summons, subpoena or other court order, ~~as soon as practicable.~~
- An employee who is released from jury service or witness duty before the end of ~~their~~his or her regularly scheduled shift is expected to report to work. Verification of attendance at jury duty each day, ~~listing the hours of attendance, is~~ [may be](#) required upon return to work ~~for time reporting purposes.~~

[For purposes of overtime, jury duty does not count as hours worked.](#)

Military Leave

Military Leave shall be granted as provided by applicable State and Federal law.

Time Off for Voting

In circumstances where an employee's work schedule does not provide sufficient time to vote on an election day, the Agency will provide a reasonable amount of time off, [including up to two hours of paid time off](#), during ~~the~~ scheduled work ~~day~~time, ~~including up to two (2) hours of paid time off~~, for employees to vote. Employees who need time off to vote must notify their supervisor or manager at least two (2) working days prior to election day. The Agency reserves the right in its sole discretion to specify a time period during which the polls are open for employees to leave work to vote.

Time off for voting, does not count as hours worked for purposes of overtime calculation.

Employees requesting leave under this policy should comply with the following requirements:

1. Notify their supervisor or manager at least two (2) days prior to election day of the need for time off to vote.
2. Coordinate the time off with their supervisor or manager prior to election day to ensure as little disruption as possible in the flow of work.

Bereavement Leave

~~Regular and part-time~~Any employees may request paid time off for bereavement leave for a period not to exceed forty (40) hours per ~~leave event~~ to take care of ~~post-death matters~~ [related to the death in the family](#).

An employee who wishes to take time off due to the death of an immediate family member must notify ~~their~~his or her supervisor or manager as soon as possible. For purposes of this policy, "immediate family member" is the employee's spouse, domestic partner, child, parent, grandparent, brother, sister, or grandchild. In-law and step relationships are considered the same as blood relationships.

[For purposes of overtime, bereavement leave does not count as hours worked.](#)

Leaves of Absence under Family and Medical Leave Act and California Family Rights Act (FMLA and CFRA)

The federal Family and Medical Leave Act and the California Family Rights Act (FMLA/CFRA) provide eligible employees the opportunity to take unpaid, job-protected leave for specified reasons. The maximum amount of leave employees may use under this policy is twelve (12) weeks within a twelve (12) month period, except as otherwise required by law.

To be eligible for FMLA/CFRA leave under this policy, employees must:

1. Have worked at least twelve (12) months for T TSA in the preceding year; and
2. Have worked at least one thousand two hundred fifty (1,250) hours for T TSA over the twelve (12) months preceding the date the leave would commence.

In addition, to be eligible to take an FMLA leave, an employee must work at a location where there are at least 50 employees within a seventy-five (75) mile radius.

FMLA and/or CFRA leave may be taken for any of the following reasons:

1. To care for or bond with a newborn child.
2. To care for or bond with a child placed with the employee for adoption or foster care.
3. To care for an immediate family member (employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling) with a serious health condition.
4. Because of the employee's serious health condition that makes the employee unable to perform their job.
5. A "qualifying exigency" arising out of the fact that the employee's spouse, domestic partner, child, or parent is on, or has been notified of an impending call to, "covered active duty."
6. To care for a covered military service member with a serious illness or injury who is the employee's eligible family member or next-of-kin. (Eligible employees may take up to 26 weeks in a 12-month period for this qualifying reason.)

Once T TSA determines an absence is for an FMLA/CFRA-qualifying reason, it will designate the absence as FMLA and/or CFRA.

Generally, a "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either an inpatient care in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities.

The Agency measures the period of twelve (12) months in which leave is taken by a rolling calendar period. This means that when an employee requests leave for a qualifying reason, the Agency will look back over the past twelve (12) months to determine whether the employee has any remaining FMLA/CFRA time.

FMLA/CFRA leave for the birth of a child, or placement of a child for adoption or foster care, must be concluded within twelve (12) months of the child's birth or placement.

Eligible employees may take FMLA/CFRA leave in a single block of time, or intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally

must be taken in at least two-week increments, with shorter increments allowed on two occasions. Employees who ~~require~~ wish to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Agency's operations.

Employees are required to use applicable accrued paid time off (such as paid sick time, vacation, ~~administrative~~ [NOTE: It does not appear that admin time is an accrued paid time off.] or compensatory time, etc.) concurrently with the FMLA/CFRA leave, to the extent permitted by law.

The only exception to the above is during any period in which the employee is receiving temporary disability benefits (e.g., for workers' compensation or short-term disability, including pregnancy-related disability), or the employee is taking FMLA leave for pregnancy-related disability, the employer cannot require the employee to substitute their accrued unrestricted paid time off in coordination with those disability benefits. [NOTE: The employer CAN require use of paid sick time during PDL.] However, the employer and employee may agree to do so.

Once the employee's accrued paid time off is exhausted, ~~the any remaining der of~~ FMLA/CFRA leave is unpaid time off.

The Agency maintains health care coverage for employees on approved FMLA/CFRA leave on the same terms as if the employees had continued to work. Employees must make arrangements to pay their share of health plan premiums, if applicable, while on unpaid leave. [NOTE: I understand TTSA employees do not pay premiums. If this is accurate, then delete the preceding sentence.] Use of FMLA/CFRA leave does not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

When seeking and taking leave under this policy, employees must provide to HR the following:

1. Thirty (30) days' advance notice of the need to take FMLA/CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with TTSA's normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member.
3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work, to the extent permitted by law.
4. Medical certification of release to return to work, including any restrictions on the ability to work and the duration of such restrictions, if the leave was due to the employee's serious health condition.

The Agency will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, the Agency will provide them with a notice that designates the leave as FMLA/CFRA, and that specifies any additional information required, as well their rights and responsibilities, and a guarantee of reinstatement to the same position or a comparable position. If employee is not eligible for FMLA/CFRA leave, the Agency will provide a reason for the ineligibility.

Upon returning from FMLA/CFRA leave, employees will be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions, to the extent required by law.

For more information regarding leave under this policy, employees should contact HR.

Pregnancy Disability Leave (PDL)

The Agency provides to all employees, regardless of length of service, the right to take a Pregnancy Disability Leave (PDL) during the period of time that a medical care provider determines the employee is actually disabled by pregnancy or a related medical condition. PDL is provided for up to a maximum of four (4) months.

Employees requesting foreseeable PDL should ordinarily provide thirty (30) days' notice in advance of the date the leave is to begin. ~~as well as the estimated date upon which the employee will return to work.~~

Employees requesting PDL must provide a certification from their doctor of the need for leave, the anticipated duration of the leave, and the estimated return-to-work date.

Employees taking pregnancy disability leave may elect whether or not to use any accrued paid time off in conjunction with the leave. [NOTE: The Agency can require use of paid sick time during PDL. It cannot required use of unrestricted paid time off, however, like vacation.]

Health insurance coverage will continue to be provided to the employee on PDL to the same degree such insurance coverage was provided before the leave began.

Upon completion of the leave, the employee is required to provide a written release to work, including any restrictions on the ability to work and the duration of such restrictions, from the health care provider.

Upon returning from PDL, employees will be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions, to the extent required by law.

Paid Family Leave (PFL)

Employees may be eligible to apply to the state of California to receive partial wage replacement benefits known as Paid Family Leave (PFL) during their Agency leave of absence. State PFL benefits are funded through payroll deductions and coordinated through the state Employment Development Department (EDD). An employee who applies for PFL benefits may receive limited compensation from the state when they are authorized by the Agency to take unpaid leave from work to care for certain seriously ill family members, or to bond with their newborn, foster child or newly adopted child.

The PFL program does not provide employees with either a right to a leave of absence or job protection; PFL simply offers some state-provided monetary benefits to eligible employees.

Medical Leave of Absence

Employees who are not eligible for FMLA/CFRA leave may nonetheless request an unpaid leave of absence due to the employee's own medical condition that temporarily prevents them from working. A physician's statement must be provided verifying the need for a medical leave of absence and stating the beginning and expected ending dates of the requested medical leave. As soon as you

become aware of the need for a medical leave of absence, you should request a leave from Human Resources.

Non-FMLA/CFRA medical leave may be generally granted for a period of up to 12 weeks in any 12-month period. Employees must take any available and appropriate accrued paid time off in conjunction with the approved period of leave.

As with any leave of absence, paid time off benefits will continue to accrue as long as the employee on medical leave is in Agency-paid status. The Agency maintains health care coverage for employees taking an approved medical leave of absence for as long as the employee is in paid status, or otherwise as required by law. Employees should work with Human Resources to make arrangements to pay their share of health plan premiums, if applicable, while on unpaid leave. [NOTE: If Agency employees do not pay premiums, then the preceding sentence should be deleted.]

When the leave ends, the Agency will ordinarily return the employee to the same position, if it is available, or to a similar available position for which they are qualified. However, the Agency cannot guarantee reinstatement.

At the conclusion of the leave, the employee must provide a written notice from the health care provider authorizing the employee's a return to work. The written notice from the doctor should state work restrictions, if any, and the duration of any such work restrictions.

~~Family and Medical Leave Act and California Family Rights Act (FMLA and CFRA)~~

~~The federal Family and Medical Leave Act and the California Family Rights Act (FMLA/CFRA) provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is twelve (12) weeks within a twelve (12) month period, except as otherwise required by law.~~

~~To be eligible for FMLA/CFRA leave under this policy, employees must:~~

- ~~1. Have worked at least twelve (12) months for TTSA in the preceding year;~~
- ~~2. Have worked at least one thousand two hundred fifty (1,250) hours for TTSA over the twelve (12) months preceding the date the leave would commence; and~~
- ~~3. Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.~~

~~FMLA and/or CFRA leave may be taken for any of the following reasons:~~

- ~~1. To care for or bond with a newborn child.~~
- ~~2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care to care or bond with the child.~~
- ~~3. To care for an immediate family member (employee's spouse, registered domestic partner, child, registered domestic partner's child or parent) with a serious health condition.~~
- ~~4. Because of the employee's serious health condition that makes the employee unable to perform his or her job.~~
- ~~5. A "qualifying exigency" arising out of the fact that the employee's immediate family member is on, or has been notified of an impending call to, "covered active duty."~~

Once TTSA determines an absence is for an FMLA/CFRA-qualifying reason, it will designate the absence as FMLA/CFRA.

Generally, a "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

The Agency measures the period of twelve (12) months in which leave is taken by a rolling calendar period. This means that when an employee requests leave for a qualifying reason, the Agency will look back in the past twelve (12) months to determine whether the employee has any remaining FMLA/CFRA time.

FMLA/CFRA leave for the birth of a child, or placement of a child for adoption or foster care, must be concluded within twelve (12) months of the child's birth or placement.

Eligible employees may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Agency's operations.

Employees are required to use applicable accrued paid leave (such as sick leave, vacation, administrative or compensatory time, etc.) concurrently with the FMLA/CFRA leave, to the extent permitted by law.

The only exception to the above is during any period in which the employee is receiving temporary disability benefits (e.g., for workers' compensation or short-term disability, including pregnancy-related disability), the employer cannot require the employee to substitute his or her accrued paid leave in coordination with those disability benefits. However, the employer and employee may agree to do so.

Once the employee's accrued paid leave time is exhausted, the remainder of the FMLA leave is unpaid time off.

The Agency maintains health care coverage during FMLA/CFRA leave on the same terms as if employees had continued to work. Employees must make arrangements to pay their share of health plan premiums while on unpaid leave. Use of FMLA/CFRA leave does not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

When seeking leave under this policy, employees must provide to HR the following:

- 1.—Thirty (30) days' advance notice of the need to take FMLA/CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with TTSA's normal call-in procedures, absent unusual circumstances.
- 2.—Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member.
- 3.—Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

~~4.—Medical certification of release to return to work, with or without medical restrictions, if the leave was due to the employee's serious health condition.—~~

~~To the extent required by law, the Agency will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, the Agency will provide them with a notice that designates the leave as FMLA/CFRA, and that specifies any additional information required, as well their rights and responsibilities. If employee is not eligible for FMLA/CFRA leave, the Agency will provide a reason for the ineligibility.~~

~~Upon returning from FMLA/CFRA leave, employees will be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions, to the extent required by law.~~

~~For more information regarding leave under this policy, employees should contact HR.~~

Pregnancy Disability Leave (PDL)

~~The Agency provides and grants to all pregnant employees regardless of length of service the right to take a Pregnancy Disability Leave (PDL) during the period of time that a medical care provider determines the employee is actually disabled by pregnancy or a related medical condition. PDL can be for up to a maximum of four (4) months. For planning purposes, it may be helpful for you to know that the typical period of disability for pregnancy and related medical conditions is often six (6) to eight (8) weeks — please discuss with your healthcare provider the anticipated period of disability for your pregnancy. Such leave requests will be made and evaluated in accordance with all applicable federal and state laws. If you are also eligible for a FMLA/CFRA Leave, the leaves will be integrated and run concurrently.~~

~~Employees requesting foreseeable PDL leave, should ordinarily provide thirty (30) days' notice in advance of the date the leave is to begin as well as the estimated date upon which the employee will return to work.—~~

~~Employees taking pregnancy disability leave may elect whether or not to use any accrued paid time off in conjunction with the leave.—~~

~~Health insurance premiums will continue to be paid by the Agency to the same degree it was provided before the leave began in accordance with the FMLA/CFRA policy.—~~

~~Upon completion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.—~~

~~Apart from medical disabilities associated with pregnancy and/or childbirth, requests for additional time off will be considered in the same manner as any other request for an unpaid personal leave with the exception of requests that meet the requirements for FMLA/CFRA, as described within this handbook.—~~

~~The Agency will provide reasonable lactation accommodation for employees who wish to express breast milk for their infant when they return to work. See Lactation Accommodation within this handbook.—~~

~~Paid Family Leave~~

~~Employees may be eligible to apply to the state of California to receive Paid Family Leave (PFL) partial wage replacement benefits, which are funded through payroll deductions and coordinated through the state Employment Development Department (EDD). PFL provides limited compensation, per EDD requirements, when an employee needs to take leave from work to care for certain seriously ill family members, or to bond with his or her newborn, foster child or newly adopted child.~~

~~The PFL program does not provide employees with either a right to a leave of absence or job protection; PFL simply provides some state-provided monetary benefits to eligible employees.~~

~~California Parental Leave~~

~~The following is applicable to employers with at least 20 employees, but fewer than 50 employees. Please note that the California New Parent Leave Act does not apply to employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). (See FMLA/CFRA leave policy, above.)~~

~~Employees eligible for this leave may take up to 12 weeks of unpaid leave in a 12-month period to bond with a new child within one year of the child's birth, adoption or foster care placement.~~

~~Eligibility~~

~~To be eligible for parental leave under this policy, an employee must:~~

- ~~• Have worked at least 12 months for TTSA;~~
- ~~• Have worked at least 1,250 hours for the Agency over the preceding 12 months; and~~
- ~~• Currently work at a location where there are at least 20 employees within 75 miles.~~

~~Parental leave may be taken for any the following reasons:~~

- ~~• To bond with a newly born child.~~
- ~~• To bond with a child placed with the employee for adoption or foster care.~~

~~In the case where both parents are employed by TTSA and are otherwise eligible for leave, the combined total leave amount for both employees may not exceed 12 weeks.~~

~~Parental leave must be concluded within 12 months of the child's birth, adoption or foster care placement.~~

~~Intermittent Leave~~

~~Eligible employees may take parental leave in at least two week increments, with shorter increments allowed on two occasions. Employees who wish to take intermittent or reduced schedule leave must try to schedule their leave so that it will not unduly disrupt Agency operations.~~

~~Use of Accrued Paid Leave~~

~~Employees may choose to use accrued paid leave (such as sick leave, vacation, compensatory time, etc.) concurrently with some or all of their parental leave. To use paid leave concurrently with parental leave, eligible employees must comply with the Agency's normal procedures for the applicable paid leave policy (e.g., call-in procedures, advance notice).~~

Employees may also apply for California's Paid Family Leave insurance benefits through the California Employment Development Department (EDD).

Maintenance of Health Benefits

If employees and/or their families participate in the Agency's group health plan, TTSA will maintain coverage during parental leave on the same terms as if an employee had continued to work. If applicable, an employee must make arrangements to pay their share of health plan premiums while on leave.

Procedures

When seeking leave under this policy, employees must provide to HR the following:

Reasonable advance notice of the need to take parental leave, if the need for leave is foreseeable. In the case of unforeseeable leave, the employee must provide notice as soon as practicable, and in compliance with the Agency's normal call-in procedures, if at all possible.

Job Restoration

Upon returning from parental leave, an employee will be restored to their original position or to a comparable position, to the extent required by law.

Failure to Return After Parental Leave

If an employee fails to return to work as scheduled after parental leave or if an employee exceeds the 12-week parental leave entitlement, the employee will be subject to the Agency's other applicable leave of absence, accommodation and attendance policies.

Medical Leave of Absence

Employees who are not eligible for FMLA/CFRA leave may nonetheless request a leave of absence due to the employee's own medical condition that temporarily prevents them from working. A physician's statement must be provided verifying the need for a medical leave of absence and stating the beginning and expected ending dates. As soon as you become aware of the need for a medical leave of absence without pay, you should request a leave from Human Resources.

Non-FMLA medical leave may be generally granted for a period of up to 12 weeks in any 12-month period. Employees must take any available and appropriate accrued leave as part of the approved period of leave.

Paid time off benefits will continue to accrue as long as the employee is in paid status. The Agency maintains health care coverage during approved medical leaves of absence as long as the employee is in paid status, or otherwise as required by law. Employees should work with Human Resources to make arrangements to pay their share of health plan premiums while on unpaid leave.

When the leave ends, the Agency will ordinarily return you to the same position, if it is available, or to a similar available position for which you are qualified, if available. However, the Agency cannot guarantee reinstatement.

At the conclusion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate any restrictions on the employee's ability to work, the Agency will engage in the interactive process with the employee to discuss whether and how such limitations may be accommodated.

Unpaid Leave Status

An employee who is in unpaid leave status and is not receiving any type of pay from the Agency (including pay for wages, sick ~~leave~~time, vacation time, ~~administrative leave~~time, holidays, etc.) does not accrue any paid time off benefits (including but not limited to ~~paid~~ vacation time, paid sick ~~time~~leave, holidays, etc.)

[See “Paid Status” and “Unpaid Status” for more details. Additionally, see “Benefits” section related to State Disability Insurance/Paid Family Leave.](#)

Returning from a Leave of Absence

The employee ~~should~~must notify their manager at least seven calendar days prior to the scheduled return date from a leave of absence.

The Agency, at its discretion and based on anticipated business needs and operational concerns, might not be able to hold an employee’s position open during a leave of absence, except as required by law or policy.

REDUCTION IN WORKFORCE/REORGANIZATION

It is possible, in the event of lack of funds, lack of work, enhanced efficiency, or curtailment of operations, that the Agency may reduce ~~the Agency's~~ its work force or otherwise reorganize. If necessary, the GM, in conjunction with HR and the affected department(s) manager, will determine the classifications and number of employees to be reduced.

All regular employees designated for lay off will generally be given written notice ~~of such layoff~~ at least thirty (30) calendar days prior to the effective date of the lay-off, if possible.

A reduction in force is not disciplinary in nature. Accordingly, a lay-off decision does not permit the affected employee either a right to respond or a right to appeal.

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DISCIPLINE AND TERMINATION

Every employee is expected to comply with reasonable standards of professional workplace conduct and satisfactory job performance, as well as with all Agency policies. Failure to meet any of these standards, [or to comply with any Agency policies or rules](#), may result in appropriate disciplinary action, [up to and including termination of employment](#).

Types of Behavior That May Result in Discipline

Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of the types of behavior that are considered infractions of T-TSA's rules of conduct. Employees engaging in behavior such as the following may be subjected to disciplinary action, up to and including termination of employment.

The following list is just a summary, and is not intended to be exhaustive:

1. Theft or inappropriate, [or unauthorized](#), removal, possession, or destruction of Agency property or the property of a fellow employee.
2. Violation of the Agency's Drug and Alcohol policy.
3. Engaging in, or threatening, violence in the workplace, including use of abusive, threatening, or obscene language.
4. Violation of the Agency's Policy Prohibiting Discrimination, Harassment, and Retaliation.
5. Engaging in bullying behavior.
6. Unauthorized disclosure of the personal or confidential information of another employee or of the Agency.
7. Possession of dangerous or unauthorized materials or weapons, such as explosives or firearms, in the workplace, including in Agency parking lots, properties and off-site work areas.
8. Falsifying Agency records or reports, including time records.
9. Sleeping on duty.
10. Unsatisfactory job performance.
11. Insubordination.
12. Failure to comply with any Agency policies or rules.
13. Excessive or unauthorized absences or tardiness.
14. Engaging in any act which is incompatible with service to the public or otherwise adverse to the operations or interests of the Agency.
15. Dishonesty.

Types of Disciplinary Action

Disciplinary action generally consists of any one or more of the following (including termination as the initial action):

- Oral Warning
- Written Reprimand
- Suspension
- Demotion
- Termination

The level of discipline imposed depends on numerous factors, including but not limited to the nature of the offense and past disciplinary history. The Agency may, in its discretion, impose whatever discipline it considers appropriate. There is no requirement that it impose any particular disciplinary step or steps before proceeding to termination; the Agency may determine that termination is appropriate without taking any less severe disciplinary step first.

Right to Respond to Discipline

Response to Written Reprimand. Any regular employee who receives a written reprimand is entitled to respond to that reprimand by drafting a written response. The employee's written response must be submitted, if at all, within fourteen (14) calendar days following the employee's receipt of the reprimand.

Any such written response will be attached to the written reprimand and placed in the employee's personnel file.

This entitlement-right to respond does not apply to employees on introductory probation. Such employees have no right to make a written response to a written reprimand.

Response to Proposed Severe Discipline (Skelly Response). Before the Agency makes a final determination to impose more severe discipline (defined as: e.g., suspension of more than five days, demotion, or termination), it will provide the regular employee with the following:

1. Written notice of the proposed disciplinary action and the proposed effective date for such action;
2. Reasons for the proposed disciplinary action;
3. A copy of the materials upon which the proposed disciplinary action is based; and
4. An opportunity to respond to the proposed discipline, in writing, to the GM.

The written response to the GM must be submitted, if at all, within seven (7) business days of the employee's receipt of the proposed discipline.

If the employee does not timely respond, then the proposed disciplinary action shall become final as of the effective date stated in the notice of intended disciplinary action. If the employee chooses to respond timely, the Agency will make a final decision regarding the proposed disciplinary action after considering the employee's response, and will provide notice of that final decision to the employee.

Prior to the effective date of any proposed Severe Discipline action, the General Manager may place the affected employee on paid administrative leave-time if the GM determines that to be necessary and appropriate.

This Skelly Response section does not apply to introductory probationary employees. Such employees have no Skelly Response rights.

Appeal of Severe Discipline Termination

If the Agency imposes Severe Discipline on ~~terminates the employment of~~ a regular employee, the employee may appeal the final disciplinary termination decision to the Board of Directors through use of the following procedure. No other disciplinary decisions aside from Severe Discipline may be appealed. Introductory employees have no right to appeal any disciplinary decision to the Board.

The employee may choose to appeal either ~~by~~ written briefs or by oral hearing, but not both.

Written briefs. Within fourteen (14) calendar days following the employee's receipt of the Agency's notice of a final ~~Severe Disciplinary~~ ~~termination~~ decision (if delivered personally), or within twenty-one (21) calendar days after issuance of the Agency's notice of a final ~~termination~~ decision (if delivered by mail), the ~~terminated~~ employee may deliver to the Agency's Board of Directors a written appeal of the final ~~Severe Disciplinary~~ ~~termination~~ decision. The appeal shall consist of a concise written statement setting forth all reasons why the employee believes the ~~termination~~ decision imposed by the Agency should be overturned or modified. Any such written appeal should include any documents the employee believes are relevant and should be considered by the Board. Delivery of the written appeal to the Board will be deemed complete when delivered to the Administrative Secretary in person or when deposited in the United States mail, postage prepaid, and addressed to the Agency's Administration Office.

If a ~~terminated~~ regular employee delivers a timely written appeal, the Agency will provide to the Board a written Agency response to the appeal brief within fourteen (14) calendar days after receipt of the employee's appeal. The Agency will also provide a copy of its written response to the ~~terminated~~ employee who is making the appeal.

At its sole discretion, the Board may appoint an individual (whether or not a Board member) to review the written briefs and render an advisory decision to the Board. Within sixty (60) days after receipt of both a timely written appeal and Agency written response, the Board will issue a written decision regarding the disciplinary action. The Board decision shall be delivered to all parties and shall be final and binding.

Oral Hearing. To request an oral hearing on appeal, the ~~regular~~ ~~terminated~~ employee must, within seven (7) calendar days following the employee's receipt of the Agency's notice of a final ~~Severe Disciplinary~~ ~~termination~~ decision (if delivered personally), or within fourteen (14) calendar days after issuance of the Agency's notice of a final ~~Severe Disciplinary~~ ~~termination~~ decision (if delivered by mail), deliver to the Agency's Board of Directors a written request to have an oral appeal hearing of the final ~~disciplinary~~ ~~termination~~ decision. In such case, the Agency's Board of Directors will make reasonable efforts to set the matter for hearing within sixty (60) days after receipt of a timely served written request for an appeal hearing ~~on appeal~~. The Board may determine whether it wishes to hear the matter collectively, or alternatively to designate a single Board member or other outside hearing officer to hear the matter.

At the hearing, the employee shall be entitled to be present at all sessions of the hearing when evidence is being received. Each side shall have the right to be represented by counsel, to present its case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for full disclosure of all relevant facts. Testimony shall be under oath which shall be administered by the Secretary or other authorized person.

The hearing need not be conducted according to the technical legal rules relating to evidence and witnesses. The Board or Board designee may, upon a request by any party, or on its own initiative, request files and documents in the custody of the Agency that may be relevant to the matter before it. No evidence other than that presented at the hearing, or as may be requested by the Board or designee, shall be considered by the Board in rendering its decision. Any procedural matter, including but not limited to objections to the evidence, shall be ruled on by the Board, or the Board designee.

The hearing, if any, shall be recorded. If either party requests that the hearing be transcribed by a court reporter, the party making the request shall bear the cost involved.

Within sixty (60) days following the oral hearing, the Board will issue a written decision regarding the disciplinary action. The Board decision shall be delivered to all parties and shall be final and binding.

At its sole discretion, the Board may appoint an individual (whether or not a Board member) to act as hearing officer. In such event, the hearing officer will conduct the hearing in accordance with the above, and will render an advisory decision to the Board.

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TRAVEL

The Agency will reimburse employees for reasonable work-related travel and related expenses incurred on behalf of the Agency. Any work-related travel shall be at the most reasonable and economical cost to the Agency, considering total cost of transportation, time spent in transit, and the availability of Agency vehicles.

Employees should endeavor to attend training and conferences close to the Agency or the surrounding area whenever possible, provided such training or conference is of comparable value to that offered at more distant locations. Any such training/conference request requires pre-approval in writing by the department manager before the employee will be permitted to attend and/or to request reimbursement of travel expenses.

It is assumed and expected that any expenses incurred under this policy will be appropriate to the circumstances, and consistent with the best interests of the Agency and its desire to minimize travel costs.

All employees traveling on Agency business, including attendance at training sessions, seminars, conventions, professional associations, and any emergency work-related travel, must comply with the provisions of this policy.

Any travel associated expenses that are personal, but that happen to be incurred during approved travel on Agency business, must not be submitted for reimbursement along with reimbursable work-related Agency travel expenses.

All employee travel must be approved in advance by the department manager.

Employees wishing reimbursement under this policy must complete a TTSA Employee Expense Report. Employees must first submit the completed Report for approval by the department manager and Human Resources prior to submittal to Accounting for payment. Applicable original receipts, registration forms, brochures and/or event agendas must be attached to, and submitted with, the Report in order to be considered for reimbursement.

Meals During Work-Related Travel

Employees may request reimbursement for the cost of meals (including [tax/tip of 15% maximum/tax](#)) related to business travel, as follows:

Breakfast – Up to [\\$2025](#)

Lunch – Up to [\\$202530](#)

Dinner – Up to [\\$4050](#)

~~In lieu of individual meal reimbursements, total daily reimbursements (per 24 hours of travel) may be provided to the employee, in an amount not to exceed the daily total of the meals listed above. Receipt(s) must be provided.~~ [Travel advances may be obtained for meal allowances or other business related out-of-pocket expenses that will be incurred by the employee while traveling. All requests for advance funds should be provided to the department supervisor 2-3 weeks prior to travel. Advances not expended, other than for meals, must be provided back to the Agency.](#)

Ineligible Expenses

The following list is intended to provide some examples of ~~unacceptable travel~~ expenses which will not be reimbursed. This list is not exhaustive:

- Alcoholic beverages
- Tobacco
- Laundry, cleaning, valet services (unless the hotel where employee is staying for work purposes requires valet parking)
- Personal telephone calls
- First class travel when coach is available
- Any meals and lodging [already](#) included in registration fee
- Expenses of a spouse or other non-employee
- Loss or damage to personal property
- Other personal or any non-business related expenses

Compensable Time During Work-Related Travel [For Non-Exempt Employees](#)

Generally, the time an employee regularly spends commuting from home to work or from work to home is not compensable work time, whether the employee reports to a fixed location or to different job sites. An exception to this may exist when the different worksite is substantially farther than the regular location.

Travel in a Single Day. Travel time is considered compensable work time if an employee has a management-approved special assignment that calls for the employee to travel to and from another location in a single day. In this case, single-day travel time both during and outside the employee's regular work hours is compensable. The employee's usual meal time is not compensable, provided the employee is able to take a duty-free meal.

Travel Overnight. An employee who is required by the Agency to be away from home overnight on business is generally compensated for work-related travel that occurs during those periods that coincide with the employee's regular working hours (generally ~~7:30~~[6:00](#) a.m. to ~~4:00~~[4:30](#) p.m. or as established by the department). Such travel time is compensable even if it occurs on a non-working day (for example, Saturday or Sunday). Because of the nature of the schedules of the shift operators, their "regular working hours" are considered to be 8:00 a.m. to 4:30 p.m. for purposes of determining what hours will be considered compensable for travel purposes. However, if business-related travel occurs outside of the above listed hours, the time may be compensable (e.g. travel in the evening to/from a conference).

[Compensable Travel Time. When travelling and/or attending a work-related event on a regularly-scheduled workday, the employee shall be compensated, at a minimum, equal to their regularly scheduled hours for the day, if it is not reasonable for the employee to return to work for the remainder of the day to complete their scheduled hours. If the employee is travelling and/or attending a work-related event on a non-regularly scheduled day, the employee will be compensated for their actual time spent ~~for travelling for and/~~ attending the work-related event~~ance~~.](#)

- While an employee is traveling out-of-town overnight for business and the day's work-related events have been completed, and an employee is free to choose the way their time is spent, that time is not

compensable. For example, time spent exploring the city in which a conference is scheduled is not compensable.

Personal Side Trips. On occasion, an employee may be traveling for work in an area the employee would like to explore further, before or after the work-related duties have commenced or ceased. In such cases, time and related expenses for any such personal side trip are not work-related, and thus are neither compensable nor reimbursable.

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Mileage During Travel

The Agency will attempt to make an Agency vehicle available to employees to use for work-related travel. If there are no Agency vehicles available, or if pre-approved by department manager and the employee uses a personal vehicle for work-related travel, mileage will ordinarily be reimbursed at the per mile rate set by the Internal Revenue Service (IRS). Employees using a personal vehicle for work-related travel must have proof of current registration and insurance for that vehicle.

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EDUCATION

Tuition Reimbursement

The Agency encourages employees to further their professional development by seeking educational opportunities outside of work. Tuition reimbursement may be available to employees who wish to further their education in an effort to enhance skills applicable to ~~their~~ his or her position or to take coursework that may enhance advancement potential for a career path within the same classification series as the employee's current position. To be reimbursable, any ~~such~~ tuition costs must be for coursework from an accredited academic institution or trade school and must be approved in advance by the department manager. The approval for reimbursement depends primarily upon the course and its relevance to the employee's current position. Approval must be obtained prior to commencement of each course and course attendance must occur outside of employee's scheduled work hours. Approval of tuition reimbursement requests may be limited or denied due to budgetary limits or concerns, among other reasonable factors, in the sole discretion of the Agency.

Requests for reimbursement to take advanced coursework for ~~Classes for preparation of~~ obtaining the next higher certification within the employee's current classification series (e.g., Operator III certification class for operators) ~~are~~ shall be subject to the provisions of this policy if the class or coursework is provided by an accredited academic institution ~~tuition reimbursement.~~

The following are among the factors considered by the department manager when a request for tuition reimbursement has been made:

1. The nature and purpose of the study
2. The benefits to be derived by the employee and the Agency
3. The employee's level of responsibility and length of service
4. The estimated cost
5. The degree to which the course is job related, as determined by the immediate supervisor and department manager. "Job related" is defined as coursework that would increase the individual's abilities, knowledge, and skills to directly improve or enhance performance in the current position or enhance advancement potential for a career path within the employee's current classification series.

The following criteria apply to any tuition reimbursement requests:

1. Any ~~The employees must be~~ in a full-time, regular status ~~employee is eligible~~ to be considered for tuition reimbursement;
2. The employee must submit a request for reimbursement prior to beginning the coursework;
3. Course attendance must occur outside of work hours and may not adversely affect work performance;
4. A grade "C" or better, or a certificate of completion must be obtained and proof of the passing grade or course completion supplied prior to any reimbursement;
5. A maximum of ~~\$1,000~~ \$3,000 per fiscal year per employee will apply to any tuition reimbursement requests;
6. The reimbursement request only includes the cost of ~~both~~ tuition, lab fees (and other miscellaneous fees), and/or books;
7. Employees will not be reimbursed for courses taken while not employed by the Agency;
8. Approval of a reimbursement request is valid only for the semester/coursework approved; and

9. Final grade statements, along with receipts for books and tuition, must be submitted prior to any reimbursement being [considered and/or](#) provided.

Training Classes, Seminars, Conferences

The Agency may elect to send employees to approved and work-related training classes [\(generally non-accredited\)](#), seminars and/or conferences at its expense. While these programs are normally scheduled during regular working hours, sometimes there may be a need to attend evening or weekend classes or activities. Such programs will generally be considered as compensable time for the employee required to attend. [All training classes, seminars and conference are subject to pre-approval by department manager/supervisor.](#)

Certifications

This section pertains only to certification issued by the State Water Resources Control Board, the California Water Environmental Association, and the State Health Department Water Certification in Operations, Maintenance, [Electrical & Instrumentation and Electrical](#), and Laboratory fields. State law requires that [wastewater](#) treatment plant operators be certified at levels determined by their job classification. Agency job descriptions set minimum levels of certification required for certain positions.

Employees hired into a position for which a certain level of certification is required [are](#) generally expected to hold [and maintain](#) that level of certification. If the employee does not yet hold the certification required, and if permitted in the employee's job description, that employee will [generally](#) be given ~~three~~ [four \(34\) testing cycles](#) ~~(, which is approximately eighteen~~ [twelve \(1812\) months](#) ~~to attain the required level of certification~~ [an amount of time equivalent to that detailed on the job description, in order to obtain the requirements.](#) If the employee does not attain the required certification within the defined time period allotted, then [at the sole discretion of the Agency, the](#) employee shall be ~~either:~~ [provided an extended amount of time based on circumstances,](#) demoted to [an available](#) job classification ~~to for~~ which the employee is qualified; [provided a](#) ~~another available~~ position [for which the employee is qualified](#) ~~is available in the job classification;~~ or terminated, ~~at the sole discretion of the Agency.~~

In no event shall an employee be promoted to a position without meeting all the minimum qualifications as listed in the job description.

When [an employee obtains](#) higher certification, ~~is obtained~~ making [an them](#) ~~employee possibly~~ eligible [to be considered](#) for a promotion within their classification series, the date of the certification submission to the Agency [for consideration of promotion](#) will be ~~interpreted as the certification-issuance~~ effective date ~~for possible promotion purposes.~~

For certifications within the employee's area of expertise [and current job classification](#), the Agency shall reimburse the employee for testing fees upon successful completion of the certification. An employee's area [of](#) expertise shall be:

- [WWTP Operators](#): Certified Wastewater Treatment Plant Operator Certification
- [Mechanics](#): Mechanical Technologist Certification [and Collection System Maintenance Certification](#)
- [I&E&I](#): Electrical/Instrumentation Certification

- Chemists: Laboratory Analyst Certification

~~Employees who that obtain certifications outside their area of expertise may be eligible to shall request receive an over-certification award of \$250.~~

Employees who obtain certifications within their area of expertise, but not their current job classification, may be eligible to request an over-certification award of \$250.

Employees shall be responsible for maintaining and renewing their certification. The Agency will pay for the renewal of certifications held by employees and within the employee's area of expertise.–

Organization Memberships and Licenses

The Agency will pay for employee participation in professional memberships and licenses required for their classification. Other professional memberships ~~shall~~ may be approved on request, and on a case-by-case basis, and may be limited or denied due to budgetary limits or concerns, among other reasonable factors, in the sole discretion of the Agency.

UNIFORMS AND DRESS CODE

Specified Agency positions ~~may~~ will be required to wear a uniform based on a determination by the Agency.

The official uniform, as provided by the Agency, will include the following items and quantities, subject to as-determinat~~ioned~~ by individual departments:

MAINTENANCE:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt ~~or light jacket~~ with TTSA logo – One (1) ordered at hire
- Light jacket with TTSA logo – One (1) ordered at hire
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) set provided as needed

OPERATIONS:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt with TTSA logo – One (1) ordered at hire
- Light jacket with TTSA logo – One (1) ordered at hire
- ~~Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire~~
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) set provided as needed

LABORATORY:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt with TTSA logo – One (1) ordered at hire
- Light jacket with TTSA logo – One (1) ordered at hire
- ~~Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire~~
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) set provided as needed

- Uniform Laboratory Overcoat – Four (4) provided through uniform service

ENGINEERING:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- [Sweatshirt with TTSA logo – One \(1\) ordered at hire](#)
- [Light jacket with TTSA logo – One \(1\) ordered at hire](#)
- ~~Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire~~
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) [pair](#) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) [pair](#) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) [set](#) provided as needed

INFORMATION TECHNOLOGY:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- [Sweatshirt with TTSA logo – One \(1\) ordered at hire](#)
- [Light jacket with TTSA logo – One \(1\) ordered at hire](#)
- ~~Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire~~
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) [pair](#) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) [pair](#) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) [set](#) provided as needed

ADMINISTRATIVE:

- Tailored Shirt(s)/[Sweater\(s\)](#) with TTSA logo – ~~Four~~ [Eight \(48\)](#) provided through uniform service or ordered at hire
- [Sweatshirt with TTSA logo – One \(1\) ordered at hire](#)
- [Light jacket with TTSA logo – One \(1\) ordered at hire](#)
- ~~Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire~~
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) [pair](#) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) [pair](#) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) [set](#) provided as needed

[Uniform](#) items ~~listed above~~ may be replaced during employment, based upon normal wear and tear. ~~Used~~ items [that are no longer useable typically may](#) will be returned and replaced with a similar new item. Replacement of lost items will require ~~GM~~ [department manager](#) approval. The Agency, at its sole discretion, may amend or substitute any of the [required uniform pieces](#) ~~above attire~~ as deemed necessary.

Uniforms and laundry service ~~may be~~ provided to Agency employees. It is the responsibility of the employee to take care of the uniforms provided, to report any wear or damage and to turn in the uniforms for regular cleaning at the appropriate designed location each pick-up and delivery day.

Uniforms issued to employees are the property of the Agency. Upon separation of employment from the Agency, employees shall return all issued uniforms.

The Agency will not reimburse employees for employee-purchased attire.

Professional Dress Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Employees ~~that~~ who primarily work in an office may wear professional office attire, including jeans, in lieu of the uniformed shirts and pants. The Agency will not reimburse employees for professional office attire.

Because each employee is a representative of the Agency in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing.- Employees who report to work inappropriately dressed may be ~~required~~asked to clock out and return in acceptable attire.

Unacceptable clothing includes, but is not limited to: tank or halter tops, t-shirts without the TTSA logo, flip-flops, sheer clothing, revealing attire, sweat pants. Clothing should be clean and without rips or holes.

HEALTH AND SAFETY

Safety Programs

The Agency is committed to providing a work environment that is safe and healthy. We have established an Injury and Illness Prevention Program (IIPP) to support our safety efforts by identifying and correcting workplace safety issues and educating our employees. The Agency's safety program coordinator is the Safety Officer. Employees are required to comply with all Agency safety programs and other local, state and federal requirements.

Employees who do not comply with Agency safety programs may be subject to disciplinary action, up to termination.

Workers Compensation

The Agency, in accordance with state law, provides [workers' compensation](#) insurance coverage for employees in case of work-related injury. Refer to the Injury and Illness Prevention Program (IIPP) document for Agency procedures related to workers' compensation.

Respiratory Protection

In order to protect employees from respiratory hazards and comply with OSHA regulations, employees who are required to work in confined spaces and [certain](#) hazardous [environments \("Covered Employees," as listed below\)](#) [atmospheres](#) must be tested initially, then trained annually, for wearing personal respiratory protection equipment. If there are changes to the employee's health, depending on the conditions, they may be required to receive a medical examination to determine fitness for respirator use. All employees who may be required to wear personal respiratory protection equipment must ensure that there is no facial hair, including sideburns and mustaches, that comes between the sealing surface of the facepiece and the face or that interferes with valve function.

The policy applies to Wastewater Treatment Plant Operators, Maintenance Mechanics, Electrical/Instrumentation Technicians, and active members of the First Responders emergency response team who are required to complete an annual OSHA respiratory protection fit test. They may be required to perform confined space entries and/or emergency work in hazardous atmospheres, except those employees with a valid and current written waiver on file.

Temporary Waivers

A temporary waiver may be granted by the Safety Officer or HR to an employee working in a job position listed above if the Safety Officer or HR concludes that the employee's long-term assignments adequately restrict his/her work in hazardous atmospheres and confined space entries to planned and scheduled projects, provided the employee agrees to meet all of the respiratory fit test requirements for those planned and scheduled projects. The employee must complete the Temporary Waiver Request form and have received written approval by his/her supervisor and/or department manager.

The waiver may be revoked at any time at the discretion of the Safety Officer or HR. The employee must continue to successfully fit test under the Agency's annual respiratory protection program protocol to retain this accommodation. Employees with a valid waiver may grow a beard, mustache and sideburns provided that they maintain their appearance in a neat, well-groomed fashion.

APR/SCBA Employees

A Pulmonary Function Test (PFT) with medical evaluation is required for respirator certification, upon hire, then annually as needed for all employees whose work requires use of a respirator to protect their health or those ~~that who~~ choose to have one assigned to them. Generally, these employees include maintenance and operations employees, as well as all First Responders.

Additional medical testing will be provided as required by applicable law.

First Responders/HAZWOPER

Employees ~~in various positions may be required, or may volunteer, on a voluntary basis (in some cases), to~~ fulfill the duties of ~~being an Agency-~~ First Responder.

First Responder duties include, but are not limited to, the following ~~(not all inclusive)~~:

- Trainings to ~~prepare the employee to be in a better state of readiness to~~ respond to a work-related- emergency, including training on safety programs
- Drills related to, e.g., involving chemical releases, injuries, rescues, etc. ~~that invoke various safety programs associated with each hazard that may be encountered~~
- Responding to work-related emergencies, per training
- Meetings with First Responder team

To be eligible to perform ~~f~~First ~~r~~Responder duties, an individual must first satisfactorily complete duties to include, but not limited to, the following:

- ~~the~~ 40-hour HAZWOPER certification, ~~and~~
- ~~Take~~ all of the ~~required~~ trainings that the Agency requires of its designated ~~all~~ First Responders, ~~and~~
- Be able to successfully perform all roles and functions in all First Responder duties.

The quantity of First Responders is limited to fourteen (14) employees; and the assignment to ~~and~~ quantity of First Responders duty will be determined by the Safety Officer and department managers.

First Responder volunteers must participate in ~~There will be~~ required continuous training and field practice for First Responders. If a First Responder volunteer does not participate on a regular basis, they may be subject to removal from the First Responders.

Safety Award Program

On a quarterly basis, the Safety Committee, which is comprised of designated members from each department, reviews all safety suggestions submitted during the quarter. Safety suggestions can be any idea or process intended to ~~situation or suggestion that will~~ make the Agency safer, and must ~~be~~ submitted using the safety suggestion form located at the Safety Suggestion drop box in the hallway outside of the maintenance area, ~~in the hallway~~.

The Agency may provide an employee two (2) hours of paid administrative ~~leave time to each~~ ~~employee whose for each accepted awarded~~ safety suggestion that is adopted ~~is accepted, as determined~~ by the Safety Committee, in its sole discretion. All Safety Committee decisions are final and may not be appealed.

Security Measures

The Agency is committed to providing a workplace that is safe and secure for our employees, contractors, and visitors. In an effort towards meeting this objective, the Agency has installed security cameras in a number of open, non-private areas within its facilities. Please contact HR for a list of the current locations.

Refer to the Injury and Illness Prevention Program (IIPP) document for Agency procedures related to security measures.

Safety Incident Reporting

Employees who are involved in a workplace accident, whether or not the accident results in injury or property damage, must immediately report the incident to their supervisor and/or manager.

Incidents affecting workplace safety are ~~will be~~ investigated as management deems necessary.

Refer to the Injury and Illness Prevention Program (IIPP) document for Agency procedures related to incident reporting.

~~Employees involved in incidents and do not report accordingly shall be subject to disciplinary action, up to termination.~~

AGENCY VEHICLES AND EQUIPMENT

Employee Driving Standards

Employees whose duties necessitate driving in the course of employment ([Covered Employees](#)) are required to maintain an acceptable driving record. The Agency's insurance carrier requires that employees ~~who drive on the job must~~ meet established minimum standards for purposes of insurability. At a minimum, all employees who are required to drive in the course of their employment must maintain a valid California or Nevada driver's license. [Covered Employees](#) ~~who drive as a part of their job duties~~ are provided a copy of the driving standards with which they are expected to comply.

Employees ~~who are required to drive as part of their job~~ must immediately report to the direct supervisor or manager any driving violation, citation, accident or incident that may result in a suspension or revocation of a driver's license, or that results in violation points on their driving record.

Use of Agency Vehicles

Agency owned vehicles ~~are provided and~~ are not to be used for private transportation or personal business (except as described below). Agency vehicles must be parked at the plant site when not in use and will ordinarily be available to all personnel for any valid business-related purpose.

Agency employees who drive Agency vehicles are required to possess a valid California or Nevada driver's license.

It is a requirement to use seat belts in all vehicles used for Agency business. Agency employees are not permitted to have any passengers in Agency vehicles, unless the presence of the passenger is business related. [Inappropriate or unsafe](#) ~~legal~~ cellular phone usage while operating Agency vehicles or equipment will not be tolerated.

Employees may be eligible on a limited basis to request to take an Agency vehicle home (e.g. when going to/returning from a seminar that necessitates the employee to leave early/return late in the day, [call-back and standby](#)). This privilege ~~may~~ [shall only](#) be granted [on a case-by-case basis subject to](#) ~~with~~ the approval of the General Manager and may be revoked at any time.

Where any employee has been authorized to take home an Agency vehicle, vehicles may only be used for incidental "de minimus" personal use (e.g., a stop for a personal errand on the way between a business activity and the employee's home) in conjunction with the daily commute. ~~Otherwise, see~~ the Agency vehicle ~~must be parked at the employee's residence, thereafter, the vehicles shall only be~~ used [only](#) for official Agency business or the return commute to place of business.

Accident Reporting Policy

In the event that an Agency employee is involved in an automobile accident while conducting Agency business, [the employee must report](#) the accident ~~must be reported~~ as soon as possible to Human Resources. Under no circumstances shall an Agency employee who is involved in an accident while on Agency business make a private settlement with an adverse party, regardless of how minor the damage ~~to the adverse party~~ may be.

Upon the occurrence of a work-related auto accident, the Agency employee must not tell the other party that the Agency will ~~initiate action toward making~~ repairs to the vehicle or property of the other party, or in any other way admit any liability.

DRAFT

DRUG AND ALCOHOL POLICY

TTSA prohibits the use, possession, distribution, or sale of alcohol or illegal drugs in the workplace, while conducting Agency business anywhere, or in Agency-owned vehicles at any time. Intoxication or impairment on the job or on Agency premises because of alcohol or drugs, including lawful medication that impairs your ability to perform your job, is also prohibited.

All employees must report to work in a condition fit to perform their jobs safely and well, and not under the influence of any drug or alcohol. Violation of this policy will result in discipline up to and including immediate termination of employment.

~~TTSA has no desire to intrude into its employees' personal lives. However, Employees must understand that, to the extent both on-the-job and/or off-the-job involvement with drugs or alcohol can impacts the workplace and/or TTSA's ability to achieve its objectives of workplace safety and efficiency, such involvement is not permitted. To assure employee safety, TTSA strictly prohibits the use of any illegal drugs, intoxicants, or drug use. Indiscriminate alcohol consumption puts everyone at risk and cannot be tolerated. In keeping with our efforts to promote health and safety and to protect the interests of our employees, customers, and TTSA, we cannot allow anyone to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or other controlled substances at any time on TTSA's premises, in TTSA's vehicles, or while on TTSA's business.~~

Employees who are on medication ~~undergoing prescribed medical treatment with a controlled substance~~ that may affect the safe performance of their duties, must report that fact to their supervisor before beginning work. Employees taking medication ~~must have medical clearance from their treating physician that they may safely perform their duties while taking the medication~~, or they will not be permitted to work.

The following conduct is strictly prohibited by T-TSA:

- Possession or use of alcohol or illegal drugs, or being under the influence of alcohol or drugs, on TTSA's property or during working hours;
- Driving an Agency vehicle, or your own vehicle on Agency business, while under the influence of alcohol or drugs; and or
- Distribution, use, possession, sale, or purchase of an illegal or controlled substance on TTSA property or during working hours.

Accommodation of Employees Seeking Treatment or Rehabilitation

T-TSA will attempt to provide reasonable accommodation for an employee with chemical dependencies (alcohol or drugs), if the employee voluntarily wishes to seek treatment or rehabilitation. Employees who desire that assistance should may ~~request an unpaid treatment or rehabilitation leave of absence. T-TSA's support for treatment and rehabilitation does not obligate T-TSA to employ any person who violates T-TSA's drug and alcohol policy or whose job performance is impaired or otherwise inadequate because of substance abuse.~~

Searches for Drugs or Alcohol

T-TSA may conduct unannounced or announced searches of Agency facilities and property (including personal property brought onto Agency premises) ~~for drugs or alcohol~~. All employees are expected to

cooperate in the conduct of such searches. Searches of employees and their personal property may be conducted when there is reason ~~to believeable suspicion~~ that an employee is in violation of this, or any other, Agency policy. An employee's consent to such a search is required as a condition of employment.

Testing for Drugs or Alcohol

T-TSA may require substance abuse testing of an employee who is reasonably suspected of being under the influence of drugs or alcohol at work. Reasonable suspicion may arise if the employee's behavior, demeanor, or actions are objectively perceived to be inconsistent with maintaining work safety, in the sole discretion of Agency management.

Reasonable suspicion testing may include a blood test, urinalysis, or other drug or alcohol test, conducted by professional medical staff and laboratory. Any such testing will be conducted without cost to the employee, while the employee is on Agency-paid time. T-TSA will provide transportation to and from the testing facility for this purpose. Failure of any employee to consent to reasonable suspicion testing when requested to do so will generally be considered insubordination and may result in immediate termination of employment.

After the test, T-TSA will generally place the employee on ~~an immediate~~ paid suspension from work until T-TSA receives the test results. If the test results are positive, T-TSA will generally terminate the employment. If the test results are negative, the employee will be returned to work as soon as possible.

Knowledge of Use by Others

It is the responsibility of all employees to ensure that the work environment at T-TSA is free of alcohol and drugs. Any employee who has knowledge of any violation of ~~this T-TSA's anti-drug~~ policy is required to report this to any Agency manager or to HR.

On occasion, ~~employees~~ the Agency may ~~encourage~~ participation in business-related events outside of working hours and away from Agency premises. These occasions may include holiday parties, lunches, dinners or business conferences. Alcohol may be served at these events. Nonetheless, employees are expected to remain responsible and professional at all times, which includes. ~~All attendees are expected to observe~~ ing all laws prohibiting the operation of a vehicle while under the influence ~~of alcohol~~.

TECHNOLOGY USE POLICY

Employees are not afforded any right of privacy in documents/information they create or store or receive on the Agency's computer/email systems.

This policy applies to the use of Agency computer and technology systems and network resources (hereafter the "Technology Systems").

The policy applies to employees, contractors, consultants, temporary hires, and anyone else using the Technology Systems.

- Users must not attempt to access any data, documents, email correspondence, or programs contained on the Technology Systems for which they do not have authorization from by the Agency management's Information Technology ("IT") department manager or other managers.
- Users must not access or attempt to gain access to any Technology Systems computer account for which they are not authorized to access.
- Authorized users must not divulge connection information or other access points to anyone without proper authorization by the Agency's Information Technology ("IT") [department? – Manager?] IT.
- Users must not share their accounts, passwords, or other similar information or devices used for identification and authorization purposes.
- Users must not make unauthorized copies of copyright protected or Agency owned software.
- Users may not download, install or distribute software to Agency owned devices unless approved in advance by IT.
- Users may not download data to personally owned devices unless approved by IT.
- Users may not engage in activity: 1) that violates any applicable law or Agency policy; or 2) that may harass, threaten, or abuse others. [NOTE: The foregoing goes without saying.] Users may not access, create, store or transmit material on Technology Systems which may be deemed to be offensive, harassing, indecent or obscene, or violate any Agency policy. Such activities include, but are not limited to, the following:
 - Using Agency Technology Systems to engage in procuring or transmitting material that is sexual in nature and/or is in violation of sexual harassment or hostile workplace laws or Agency policy.
 - Using Technology Systems (including but not limited to email, internet, or intranet) to harass or intimidate another person.
 - Users must not engage in activity that may degrade the performance of information resources, deprive an authorized user access to resources, or circumvent information security measures.
 - Users must not download, install or run security programs or utilities, such as password cracking programs, packet sniffers, or port scanners, that reveal or exploit weaknesses in the security of the information technology resources.
 - Technology Systems must not be used for personal benefit, political activity, unsolicited advertising, personal fund raising, personal business ventures, or for the solicitation of performance of any activity that is prohibited by any State or Federal law.
- Access to the Technology Systems from any devices must adhere to all acceptable use policies. Employees must not allow family members or other non-employees to access non-publicly accessible information systems.
- All communication sent or received using by Agency Technology Systems (including but not limited to Agency email systems) is not private. Therefore, employees can have is no expectation of privacy in any information used, created, stored, or sent on, or received by, the Technology Systems. Any such information is subject to monitoring or investigation by the Agency at any

time, and is ~~may be~~ subject to public records laws and eDiscovery requests.

- ~~Personal email accounts are not to be used to send and/or receive official Agency correspondence and are not to be configured on Agency devices.~~
- ~~Agency personnel shall exercise due care when addressing email correspondence to ensure that the correspondence is addressed correctly and that the intended recipient is authorized to view content within emails and documents.~~
- ~~Technology Systems, including but not limited to email and internet services, are provided primarily to conduct official Agency business. Employees are responsible for exercising good judgement regarding the reasonableness of personal use. Any personal use should be minimal, and should not be on work time.~~
- ~~Agency employees shall use Technology Systems responsibly.~~

DRAFT

CELLULAR PHONE REIMBURSEMENT

The Agency ~~will offer~~ reasonable reimbursement ~~a cellular telephone stipend to employees who are required to use their~~ for privately-owned mobile device for work purposes ~~service to employees whose duties and responsibilities require wireless access to mobile device service~~. The Agency's department managers will determine eligibility for, and amount of, reimbursements, within their individual departments.

DRAFT

ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the T-TSA Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand I will receive notice of any such revisions. The employee handbook describes important information about my employment with Tahoe-Truckee Sanitation Agency (“T-TSA” or the “Agency”), and I understand that I should consult Human Resources regarding any of my [work-related](#) questions [that are](#) not answered in the handbook.

This manual, and the policies and procedures contained herein, supersedes any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with T-TSA. I understand that any and all previous Agency [employee handbooks](#), policies and procedures are revoked to the extent they are inconsistent with those contained herein.

I understand that any and all policies, benefits, and practices may be changed at any time by T-TSA. ~~All such changes will be communicated to me through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.~~ Only the General Manager or the Board of Directors of T-TSA have the ability to adopt any revisions to the policies in this handbook.

By signing below, I acknowledge that I have received a copy of the handbook, and that I will read and comply with the policies contained therein.

Employee's Signature

Employee's Name (Print)

Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV-4
Subject: Approval of the Agency Organizational Chart.

Background

In order to accurately reflect and account for full-time equivalent (FTE) staffing, the organizational chart has been updated. FTE data has been changed to reflect the number of approved FTE positions.

The Operations Department is requesting one (1) additional full-time equivalent position within the Operator OIT/I/II/III series. The temporary increase in number of FTE's will help with an announced upcoming retirement (approximately 15 months from now), expected succession planning, the need to always have at least one Operator III on shift, and a need for experienced and qualified staff to cover rotating shifts.

Attached is an updated Organizational Chart for review, with an effective date of September 21, 2022.

Fiscal Impact

Salary and benefits cost for additional employee.

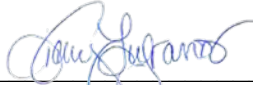
Attachments


Organizational Chart with effective date of September 21, 2022

Recommendation

Management and staff recommend approval of the Organizational Chart to be effective September 21, 2022.

Review Tracking

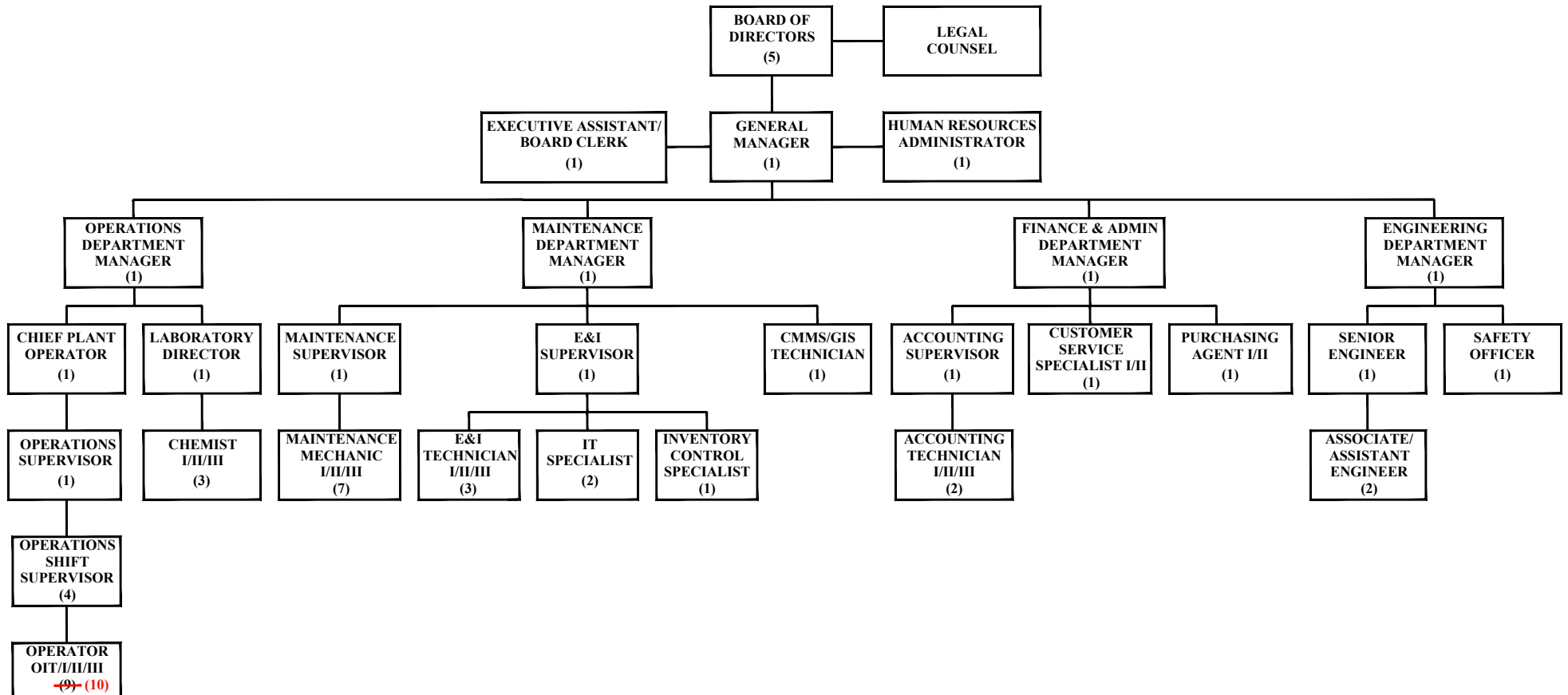
Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY ORGANIZATIONAL CHART

Approved and Adopted by Board of Directors: September 21, 2022



Note: (#) identifies quantity of Full-Time Equivalent (FTE) positions approved per classification

Effective Date: _____

Approval Signature: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-5
Subject: Approval for General Manager to negotiate a contract with a qualified service provider to perform the rebuild of BNR Influent Pump #1.

Background

BNR Influent Pump # 1 experienced a drive motor failure and was subsequently removed from service for repair. Staff reviewed the service history of the vertical turbine pump and determined that it was prudent to remove the pump for inspection. The pump was removed and delivered to the manufacturer's service center for teardown and inspection. The inspection report revealed significant wear and that the pump needed rebuild.

Based on the estimate for rebuild the Agency advertised for bids on August 24, 2022, until September 08, 2022. Unfortunately, the Agency did not receive any bids from the solicitation.

In accordance with Agency Ordinance No. 3-2015, "*if no responsive bids are received by the bid deadline, the Board may authorize the work to be performed by negotiated contract or contracts with a qualified contractor or contractors.*"

Fiscal Impact

The cost estimate for this project is \$50,000.


Attachments


None.

Recommendation

Management and staff recommend approval for the General Manager to negotiate a contract with a qualified service provider to perform the Rebuild of BNR Influent Pump # 1.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-6
Subject: Approval of Change Order for the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back Drive.

Background

In June of 2022, the Agency contracted with CentriTEK to rebuild the Centrisys centrifuge and its Viscotherm hydraulic back drive. Upon teardown and inspection, the unit requires additional work outside the original bid scope. The additional items include upgrade of cake discharge nozzles, feed chamber epoxy wear liner, damaged tiles, and additional cleaning.

Fiscal Impact

The revised project cost of \$43,100.00 to include the change order of \$8,100.00 to the original bid amount of \$35,000.00 is within the budgeted amount of \$50,000 for this project.


Attachments


None.

Recommendation

Staff recommends approval of a change order to the original contract in the amount \$8,100.00.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
Richard Pallante
Interim General Manager



September 14, 2022

Tanner McGinnis
Maintenance Manager
Tahoe Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

Re: Centrifuge add'l repairs

Good Afternoon Tanner,

The updated pricing is as follows for the additional items needed beyond the standard rebuild and the bid.

Rotating Assembly:

Cake Discharge Nozzles – Upgrade (Qty 6)	\$ 1,800
Feed Chamber Epoxy Wear Liner - Upgrade:	\$ 800
Replace 26 damaged tiles:	\$ 1,000
Additional Labor for Receiving and Unplugging Dirty Machine	\$ 4,500

Total Additional Items: \$8,100

Please feel free to contact me at 209-304-2200 if you have any questions.

Sincerely,

Chris Gatewood

Chris Gatewood
President



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-7
Subject: Discussion of modification to change order resolution to include change order authority for service related to contracts and agreements.

Background

In 2021 the Board approved Resolution 19-2021, this resolution granted certain authority to the General Manager to approve construction related change orders.

Upon review of Agency resolutions, no resolutions address change order authority for service-related contracts. Therefore, staff is requesting to amend Resolution 19-2021 to include service-related contracts.

Fiscal Impact

None.


Attachments

Resolution 19-2021

Recommendation

Staff recommends the Board of Directors direct staff to draft an amended resolution to include service-related contracts for Board approval and adoption.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-8
Subject: Discussion on landscape improvement and provide plans for review

Background

The Agency has maintained the existing Administrative Building front entry for decades. Over the past recent years, the irrigation system and layout has required increased maintenance hours, the walkway bridge across the 2-water pond is not utilized and was structurally compromised, and the 2-water distribution system from the 2-water pond required maintenance as the landscape around the pond negatively impacted the pond. The Agency has removed the walkway bridge and planned on improving the entry landscape to reduce maintenance requirements.

The Agency consulted with High West Landscape Architects to provide an irrigation plan, planting plan and general improvements to the Administrative Building front entry landscape. They have provided a plan to:

- Remove and replace the existing plants and trees within the entry way and 2-water pond with plants and trees requiring less maintenance.
- Install artificial turf and gravel around the 2-water pond.
- Remove and replace the concrete walkway with concrete pavers.
- Install gravel around the perimeter of the entry and rebuild the planters along the front of the entry with Corten Steel.
- Replace the irrigation system.

The 75% design plans are attached for your reference.

Once the plans are finalized, the Agency expects to contract with a contractor for the improvements. It should be noted, the Agency has staff capable of completing the plans, however, management believes staff are better utilized on maintaining plant processes and a contractor would be more expedient in completing the work.

Fiscal Impact

To be determined upon 100% design completion.


Attachments

High West Landscape Architects plans.

Recommendation

Management and staff recommend the Board of Directors review the entry landscape improvement plants and provide feedback for potential changes so staff may finalize the plans.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



HIGH WEST
LANDSCAPE ARCHITECTS

10069 WEST RIVER ST.
SUITE #4C
TRUCKEE, CA. 96161
28 VINE ST.
RENO, NV 89503
530.553.4000
CA. LIC. 4568, 5717
NV. LIC. 630

CONSULTANT:

PREPARED FOR:

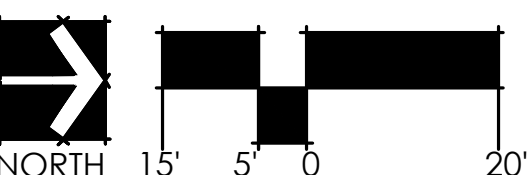
EXISTING
PLAN

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REVISION	DATE

DRAWN BY: SH CHECKED BY: JPP



DATE: 1-31-22

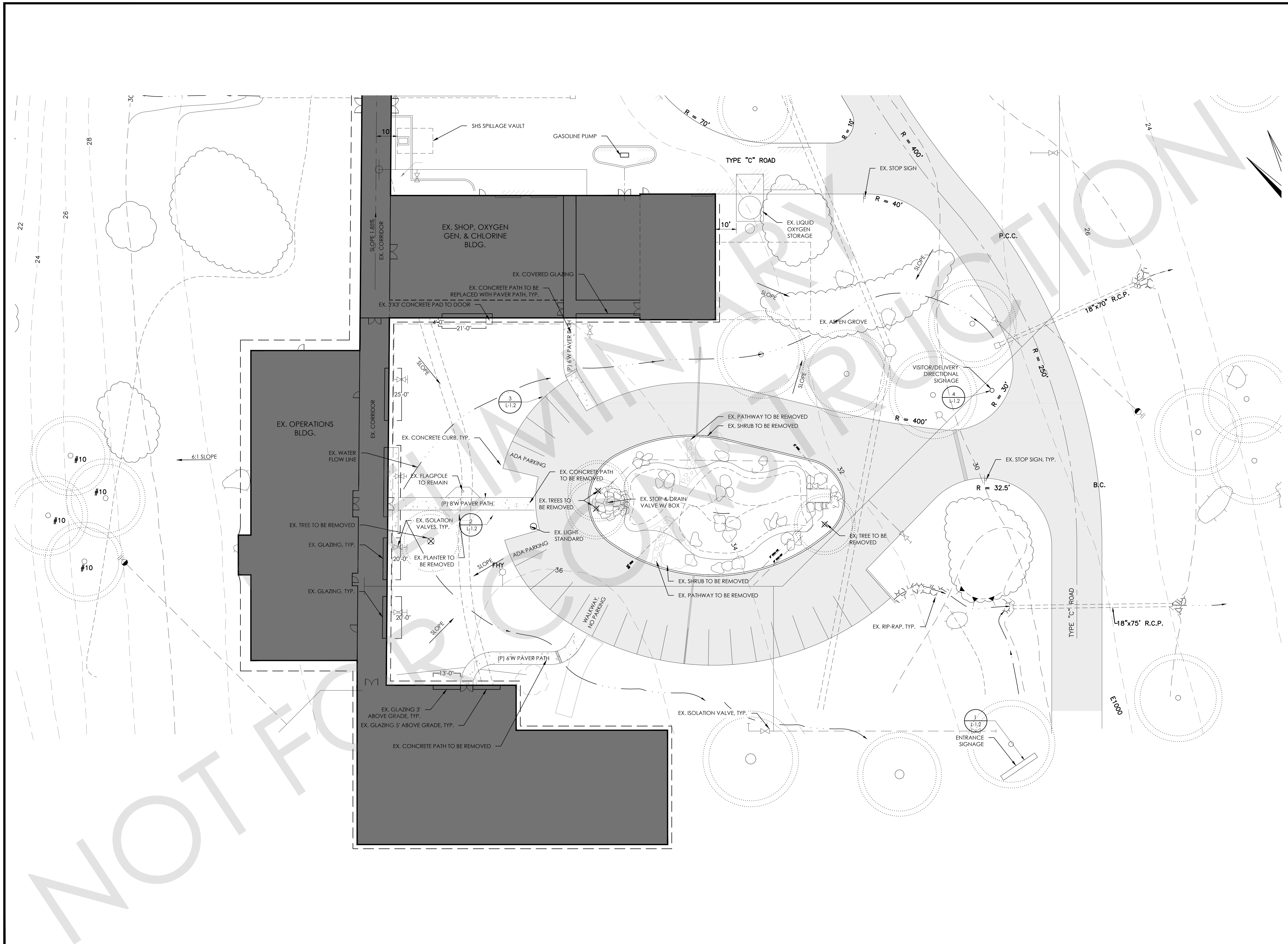
SCALE: 1"=20'

TISA
13720 BUTTERFIELD DR
TRUCKEE, CA. 96161

SHEET TITLE: **EXISTING PLAN**

DRAWING NUMBER: **L1.0**

PROJECT#





HIGH WEST
LANDSCAPE ARCHITECTS

10069 WEST RIVER ST.
SUITE #4C
TRUCKEE, CA. 96161
28 VINE ST.
RENO, NV 89503
530.553.4000
CA. LIC. 4568, 5717
NV. LIC. 630

CONSULTANT:

PREPARED FOR:

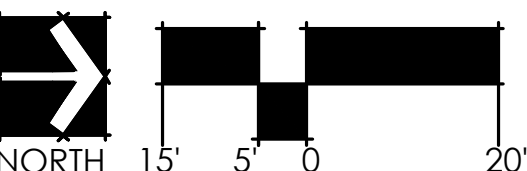
**SITE
DETAILS**

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REVISION DATE

DRAWN BY: SH CHECKED BY: JPP



DATE: 1-31-22

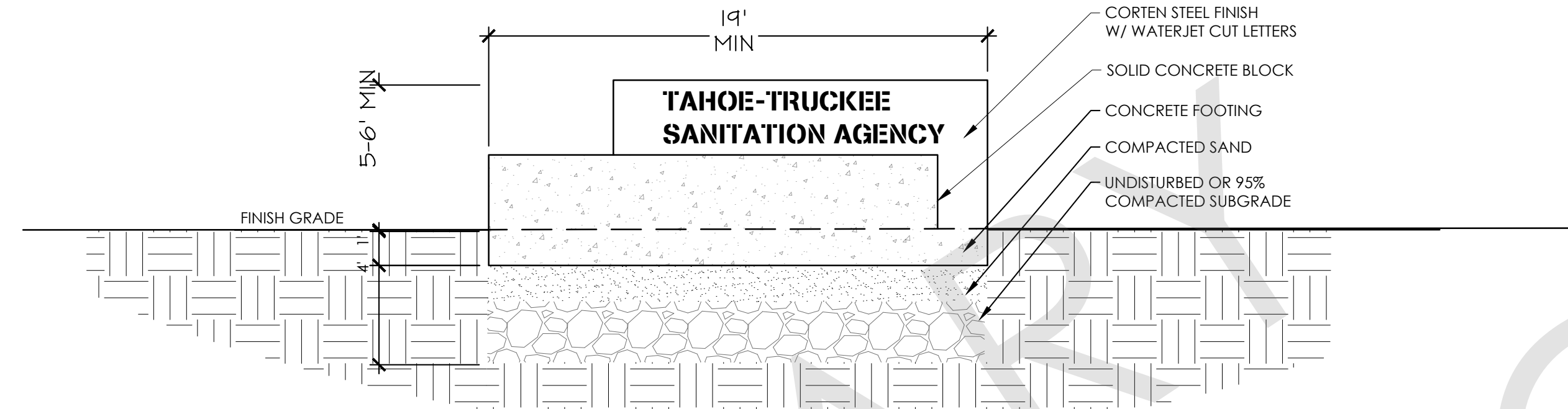
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TSA
13720 BUTTERFIELD DR
TRUCKEE, CA. 96161

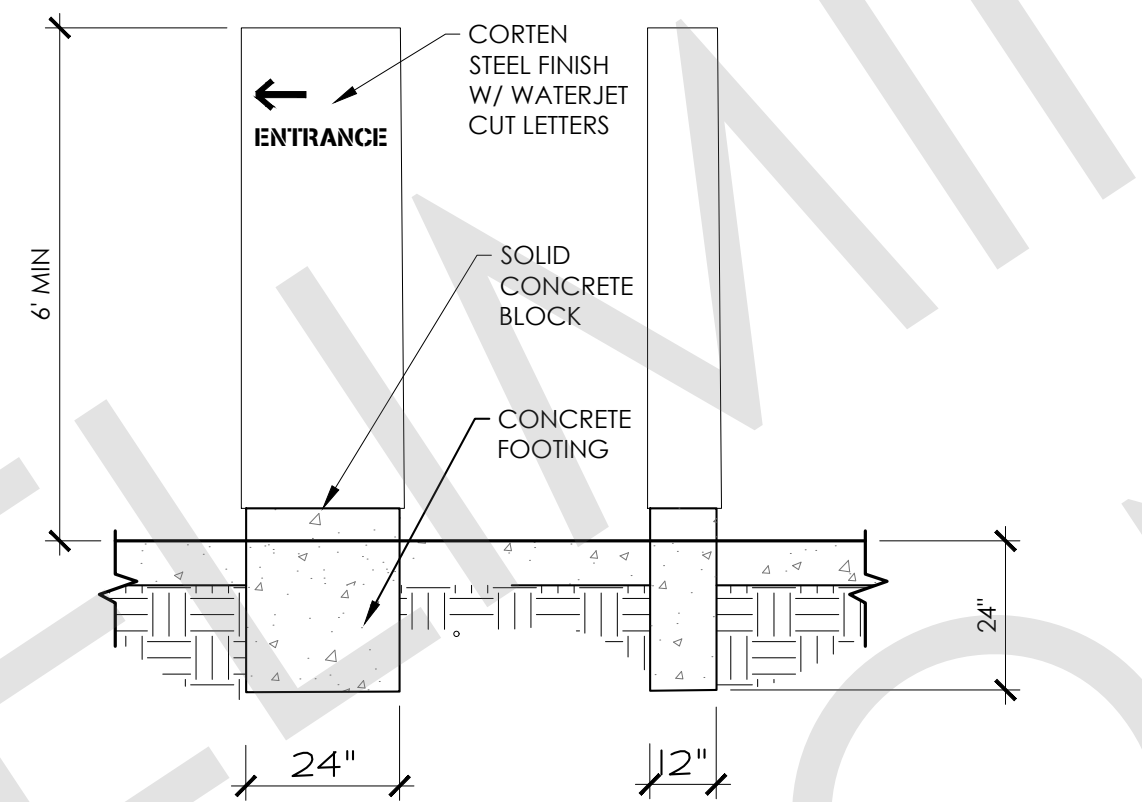
SHEET TITLE: **SITE DETAILS**

DRAWING NUMBER: **L1.2**

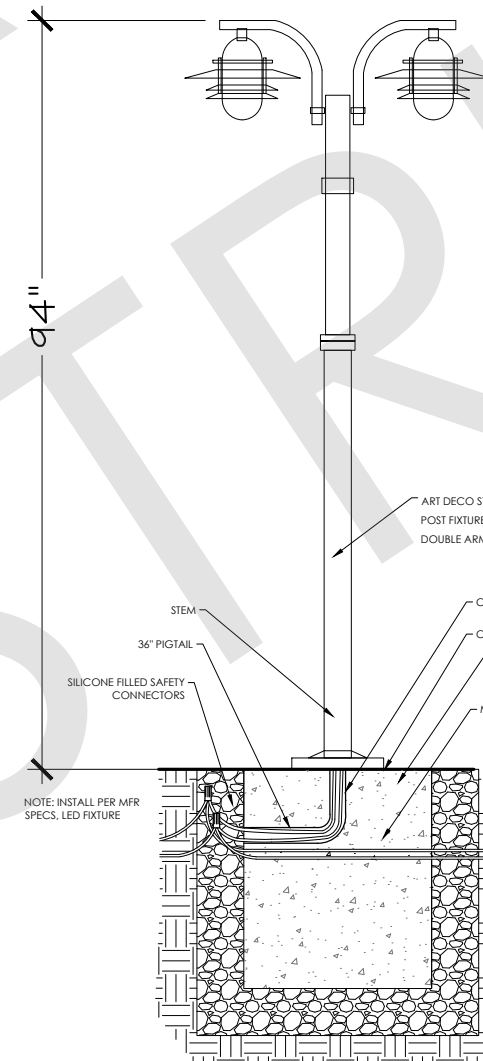
PROJECT#



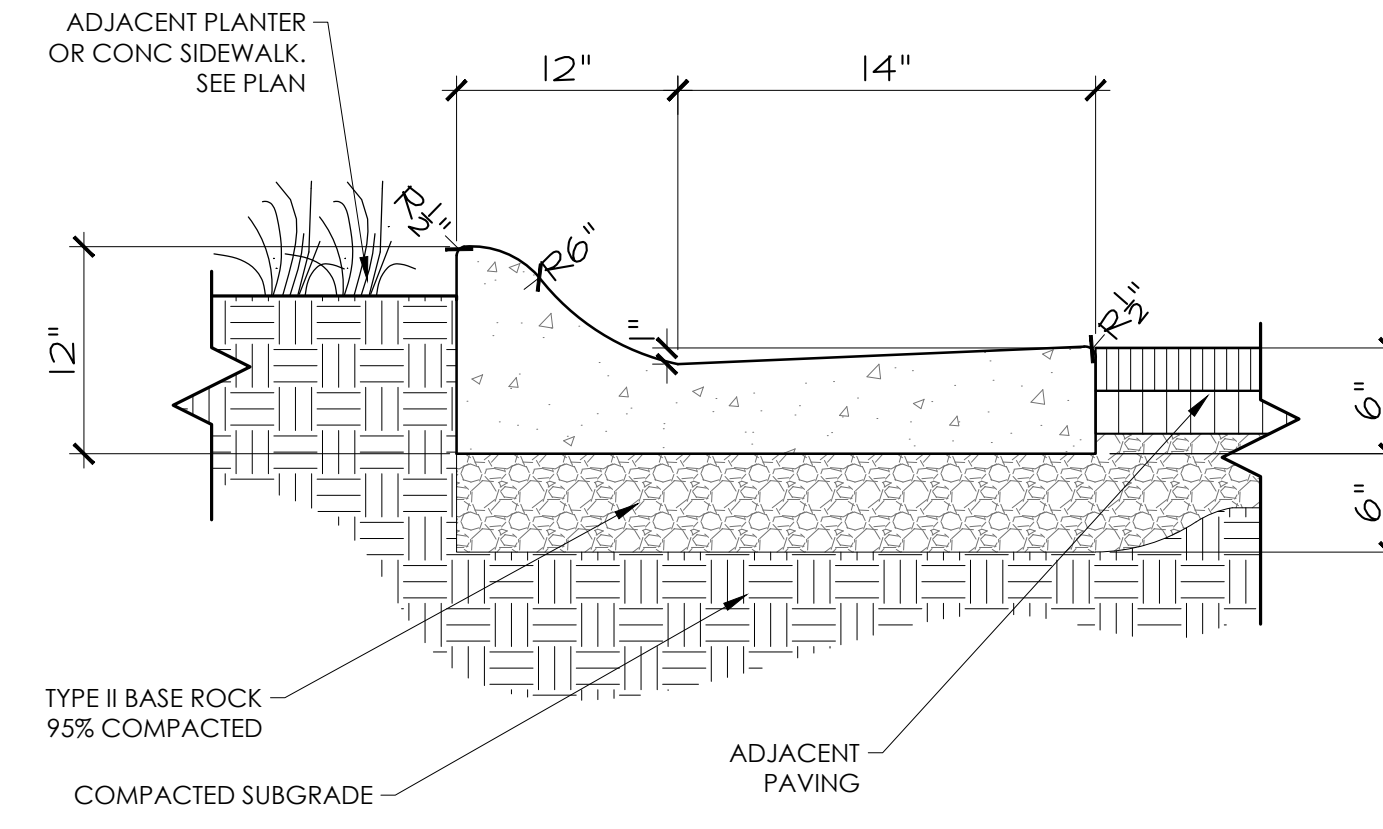
1 ENTRANCE SIGNAGE DETAIL
NOT TO SCALE



4 DIRECTIONAL SIGNAGE DETAIL
NOT TO SCALE

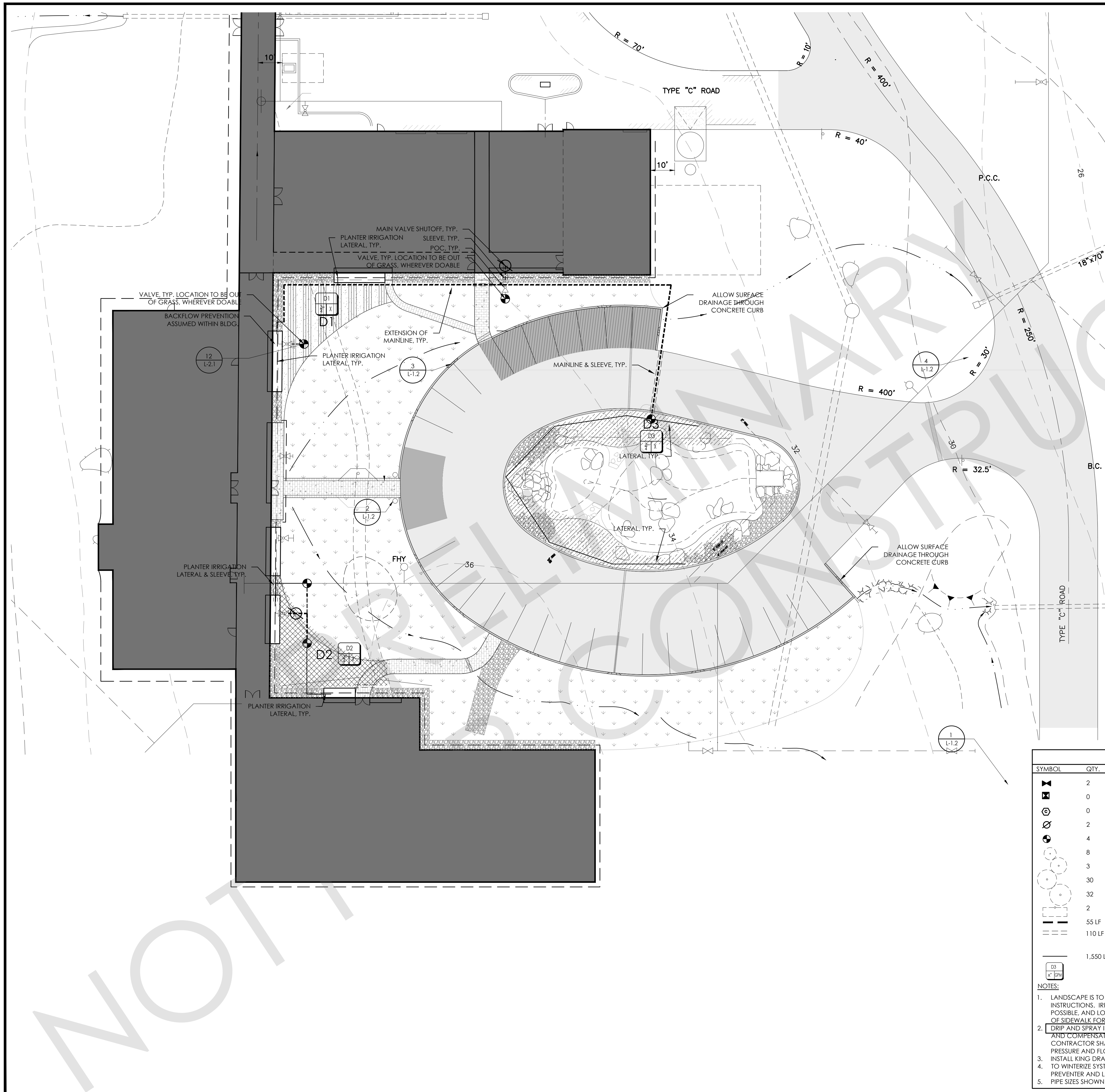


2 LIGHT STANDARD DETAIL
NOT TO SCALE



3 ROLLED CONCRETE CURB DETAIL
NOT TO SCALE

NOT FOR PRELIMINARY CONSTRUCTION



- ### IRRIGATION NOTES
- THIS IRRIGATION PLAN HAS BEEN DEVELOPED TO FULFILL TOWN OF TRUCKEE'S REQUIREMENTS. CONTRACTOR TO NOTIFY LANDSCAPE ARCHITECT OR OWNER IF ANY DISCREPANCIES OCCUR ON SITE. ANY AND ALL SUBSTITUTIONS SHALL BE APPROVED PRIOR TO INSTALLATION.
 - INSTALLING CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND AREAS PRIOR TO START OF JOB. INTENT IS FOR FULL COVERAGE OF PLANTING. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO TRENCHING.
 - PLAN IS DIAGRAMMATIC AND NOT INTENDED TO SHOW EXACT LOCATIONS OF PIPING AND VALVES.
 - ALL MATERIALS SHALL BE NEW AND IN PERFECT CONDITION. NO DEVIATIONS FROM THE SPECIFICATIONS WILL BE ALLOWED WITHOUT PRIOR WRITTEN APPROVAL OF LANDSCAPE ARCHITECT OR OWNER. CONTRACTOR IS INVITED TO OFFER SUBSTITUTIONS AND/OR CHANGES FOR CONSIDERATION BY LANDSCAPE ARCHITECT OR OWNER.
 - MAINLINE SHALL BE SCH40 PVC MINIMUM DEPTH OF 24" BELOW FINISH GRADE. LATERAL LINES SHALL BE SCH 40 PVC AT A MINIMUM DEPTH OF 18" BELOW AND RECOMMENDED BY THE PIP MANUFACTURER TO MAKE PLASTIC PIPE JOINTS. ALLOW 15 MINUTES SET-UP CURING TIME BEFORE MOVING OR HANDLING, AND 24 HOURS CURING TIME BEFORE WATER IS PLACED IN PVC PIPE. APPLY WEIGHT ON LOAD PIPE WITH SMALL AMOUNT OF BACKFILL TO PREVENT ARCHING AND WHIPPING UNDER PRESSURE.
 - WHERE MORE THAN ONE PIPE IS INSTALLED IN A TRENCH, PLACE PIPE SIDE BY SIDE AT A MINIMUM OF 2" APART. WHERE SOL CONDITIONS ARE ROCKY, PLACE A 4" LAYER OF FINE MATERIAL ON BOTTOM OF TRENCH PRIOR TO INSTALLATION OF PIPE.
 - ALL VALVES SHALL BE BELOW GRADE IN CARSON POLY-PLASTIC VALVE BOXES, OR EQUAL, SIZE AS NEEDED FOR VALVE MANIFOLD. INSTALL VALVE BOXES IN PLANTERS WHENEVER POSSIBLE.
 - SECURELY MOUNT CONTROLLER AS DIRECTED BY MANUFACTURER. COMPLETE ALL ELECTRICAL CONNECTIONS TO CONTROLLER. ALL CONTROL WIRE SHALL BE #14 U.L. DIRECT BURIAL. TAPE AND BUNDLE EVERY 20' MAXIMUM. PLACE AT A MINIMUM DEPTH OF 18" INSTALLING IN COMMON TRENCHES WITH MAINLINE WHENEVER POSSIBLE. WHERE WIRE CROSSES PAVING, ENCASE WIRE IN A SCH40 PVC SLEEVE. FOR EXTRA STATIONS ON CONTROLLER, RUN ONE WIRE FROM EACH REMAINING STATION TO THE LAST VALVE ON THE MAINLINE. LABEL AND LEAVE IN LAST VALVE BOX FOR FUTURE ACCESS.
 - AT VALVES, BOTH WIRES SHALL BE BROUGHT INTO VALVE BOX AND SHALL HAVE AN EXCESS LOOP OF 24" BEFORE BEING SPLICED INTO THE SOLENOID PIGTAILS USING PENTITE CONNECTORS.
 - AFTER VALES HAVE BEEN INSTALLED, TEST ALL MAINLINES FOR LEAKS AT FULL FINE PRESSURE FOR A PERIOD OF TWO HOURS WITH COUPLINGS EXPOSED AND PIPE SECTIONS CENTER LOADED. BEFORE TESTING, FILL LINE WITH WATER FOR AT LEAST 24 HOURS. PROVISIONS SHALL BE MADE FOR THOROUGHLY BLEEDING THE LINE OF AIR AND DEBRIS. CORRECT ALL DEFECTS AND RETEST.
 - ALL EXCAVATIONS SHALL BE BACKFILLED WITH FINE MATERIAL TO 4" ABOVE CROWN OF PIPE AND TAMPED; THEN FILL WITH EARTH AND TAMP. ALL TRENCHES SHALL BE LEFT FLUSH WITH ADJOINING GRADE AND IN A FIRM UNYIELDING CONDITION. AND SUBSEQUENT SETTLING SHALL BE CORRECTED BY THE CONTRACTOR.
 - INSTALL ALL SYSTEMS WITHOUT SPRAY NOZZLES AND DRIP EMITTERS. FLUSH AND OPERATE EACH VALVE SYSTEM AT FULL PRESSURE UNTIL ALL DEBRIS IS REMOVED. INSTALL SPRAY NOZZLES AND DRIP EMITTERS.
 - TEST TO DETERMINE THAT ALL SPRINKLERS AND EMITTERS FUNCTION ACCORDING TO MANUFACTURER'S DATA AND GIVE FULL COVERAGE ACCORDING TO INTENT OF DRAWING. REPLACE AND ADJUST AS NECESSARY. ADDITIONAL HEADS AND EMITTERS SHALL BE PROVIDED BY THE CONTRACTOR TO COVER AREAS SHOWN TO BE DEFICIENT BY TEST.
 - CONTRACTOR SHALL SET INITIAL PROGRAM FOR THE CONTROLLER AND SHALL PROVIDE OWNER WITH THE INSTRUCTION MANUAL AND DEMONSTRATE ITS OPERATION TO THE OWNER.
 - CONTRACTOR SHALL GUARANTEE ALL PARTS AND LABOR FOR MINIMUM ONE YEAR WITH EXCEPTION OF DAMAGE CAUSED BY VANDALISM, THEFT, ADVERSE NATURAL CONDITIONS OR CIRCUMSTANCES BEYOND THE CONTROL OF THE CONTRACTOR.
 - WINTERIZE SYSTEM BY INSTALLING KING DRAIN AUTOMATIC DRAIN VALVES AT ALL LOW POINTS. INSTALL MANUAL DRAIN VALVE DOWN STREAM OF VALVE MANIFOLD. BACKFLOW PREVENTER SHALL BE INSTALLED WITH UNION JOINTS AND REMOVED IN THE FALL FOR STORAGE IN A WARM, DRY LOCATION.
 - ADD FILTER AT POC TO FILTER ALL WATER PASSED ON TO IRRIGATION SYSTEM.
 - P.O.C., MAIN SHUTOFF VALVE AND BACKFLOW DEVICE SHALL BE INSTALLED WITHIN THE 50' BUILDING SETBACK OR BUILDING ENVELOPE PER CLEAR CREEK'S REQUIREMENTS.

IRRIGATION LEGEND

SYMBOL	QTY.	DESCRIPTION	SIZE
	2	POC - POINT OF CONNECTION - SUPPLY LINE FROM MUNICIPAL SUPPLY	(AS REQ-D)
	0	BACKFLOW PREVENTION DEVICE - REDUCED PRESSURE ASSEMBLY-WILKINS 975 XL	1 1/2"
	0	AUTOMATIC CONTROLLER WITH WEATHER SENSORS - HUNTER PRO-C. LOCATION TBD	4-16 STATIONS
	2	MAIN VALVE SHUTOFF	
	4	IRRIGATION DRIP VALVE - HUNTER ICZ-101 W/ FILTER SYSTEM	3/4"
	8	HUNTER MP ROTATOR 800 SPRAY HEAD AND SPRAY RADIUS (10'R)	
	3	HUNTER MP ROTATOR 1000 SPRAY HEAD AND SPRAY RADIUS (14'R)	
	30	HUNTER MP ROTATOR 2000 SPRAY HEAD AND SPRAY RADIUS (20'R)	
	32	HUNTER MP ROTATOR 3000 SPRAY HEAD AND SPRAY RADIUS (30'R)	
	2	HUNTER MP STRIP ROTATOR (5X15' & 5X30')	
	55 LF	SCHEDULE 40 PVC MAINLINE AT 24" BELOW GRADE	1 1/2"
	110 LF	SCHEDULE 40 PVC SLEEVE, 6" UNLESS OTHERWISE NOTED ON PLAN - 24" BELOW SURFACE FOR MAINLINE, 18" FOR LATERALS	
	1,550 LF	SCHEDULE 40 LATERAL LINE	
		D# = DRIP ZONE S# = SPRAY ZONE	
		X" = VALVE SIZE. GPM= ESTIMATED GALLONS PER MINUTE	

- ### NOTES:
- LANDSCAPE IS TO BE IRRIGATED WITH DRIP AND SPRAY IRRIGATION. IRRIGATION TO BE INSTALLED PER MANUFACTURE INSTALLATION INSTRUCTIONS. IRRIGATION TO BE CONTROLLED WITH SMART CONTROLLER. INSTALL PIPING AND VALVES IN PLANTING AREAS WHERE POSSIBLE. AND LOCATE ELECTRIC CONTROL AND QUICK COUPLING VALVES IN GROUND COVER/SHRUB AREAS, 6"-12" AWAY FROM EDGE OF SIDEWALK FOR EASY ACCESS.
 - DRIP AND SPRAY IRRIGATION IS TO BE INSTALLED AT ACCEPTABLE DESIGNED PSI WITH MAXIMUM FLOW RATES. INSTALL PRESSURE REGULATOR AND COMPENSATE FOR THE BETTER OF THE OVERALL SYSTEM. GPM RATES SHOWN PER VALVE ARE APPROXIMATE. LANDSCAPE CONTRACTOR SHALL TEST AND VERIFY PRESSURE AND FLOW PRIOR TO STARTING JOB AND NOTIFY LANDSCAPE ARCHITECT IF WATER PRESSURE AND FLOWS DO NOT MEET MINIMUM REQUIREMENTS.
 - INSTALL KING DRAIN AUTOMATIC DRAIN VALVES AT VALVE MANIFOLDS AND AT ALL LOW POINTS IN HARD PIPE PORTIONS OF SYSTEM.
 - TO WINTERIZE SYSTEM INSTALL CHAMPION MANUAL DRAIN VALVE OR EQUAL WITH CROSS HANDLE AT VALVE MANIFOLDS, BACKFLOW PREVENTER AND LOWEST POINT IN THE SYSTEM - SIZE AS REQUIRED.
 - PIPE SIZES SHOWN ARE APPROXIMATE - CONTRACTOR TO ADJUST PIPE SIZING FOR OPTIMUM FLOW AND PRESSURE.

CONSULTANT:

PREPARED FOR:

IRRIGATION PLAN

SEAL:

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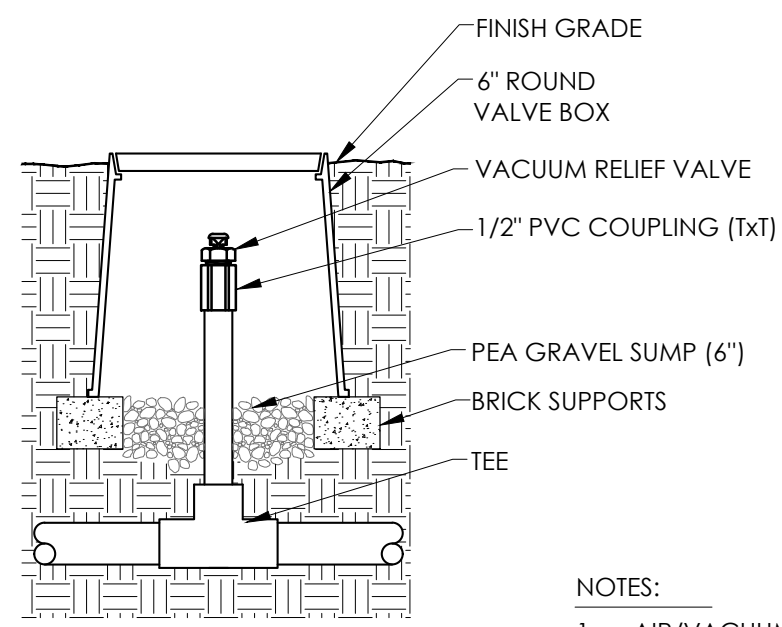
REVISION	DATE

DRAWN BY: SH CHECKED BY: JPP

NORTH 15' 5" 0" 20'

DATE: 8-27-21

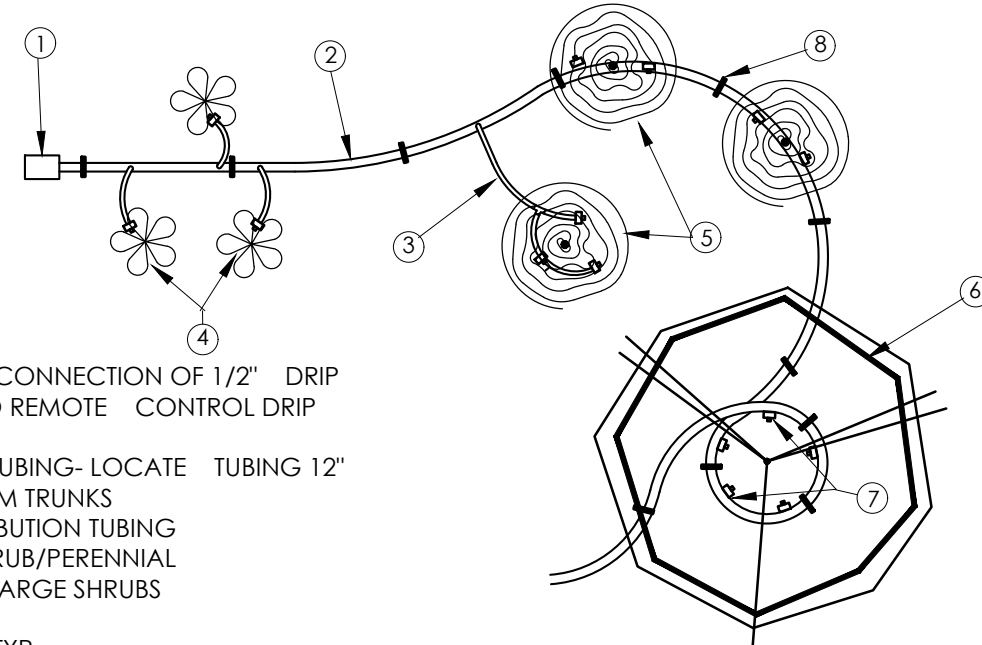
SCALE: 1"=20'



- NOTES:
- AIR/VACUUM RELIEF VALVE CANNOT BE CONNECTED LOWER THAN DRIPLINE LATERALS.
 - USE FOR ZONES OF 7 GPM OR LESS ONLY (PLUMBED TO PVC).

13 AIR/VACUUM RELIEF VALVE DETAIL

NOT TO SCALE

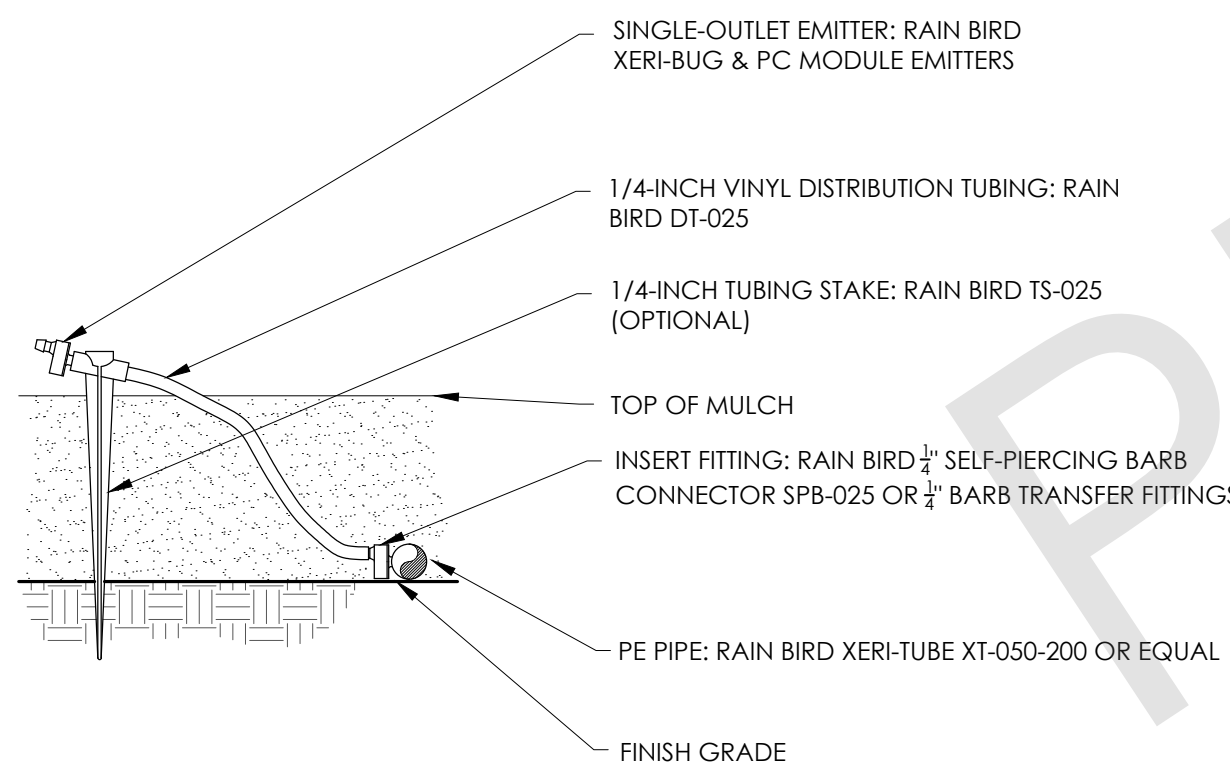


- POINT OF CONNECTION OF 1/2" DRIP TUBING TO REMOTE CONTROL DRIP VALVE
- 1/2" DRIP TUBING- LOCATE TUBING 12" MAX. FROM TRUNKS
- 1/4" DISTRIBUTION TUBING
- SMALL SHRUB/PERENNIAL
- MEDIUM/LARGE SHRUBS
- TREE
- EMITTERS, TYP.
- STAPLES, TYP.- STAKE AS REQ'D

NOTE: PROVIDE THE FOLLOWING EMITTERS FOR EACH TYPE OF PLANT: SMALL SHRUBS (1 GAL.) 1 - 2 GPH EMITTER MED./L.G. SHRUBS (5-15 GAL.) 2 to 3 - 2 GPH EMITTERS TREES 5 - 2 GPH EMITTERS

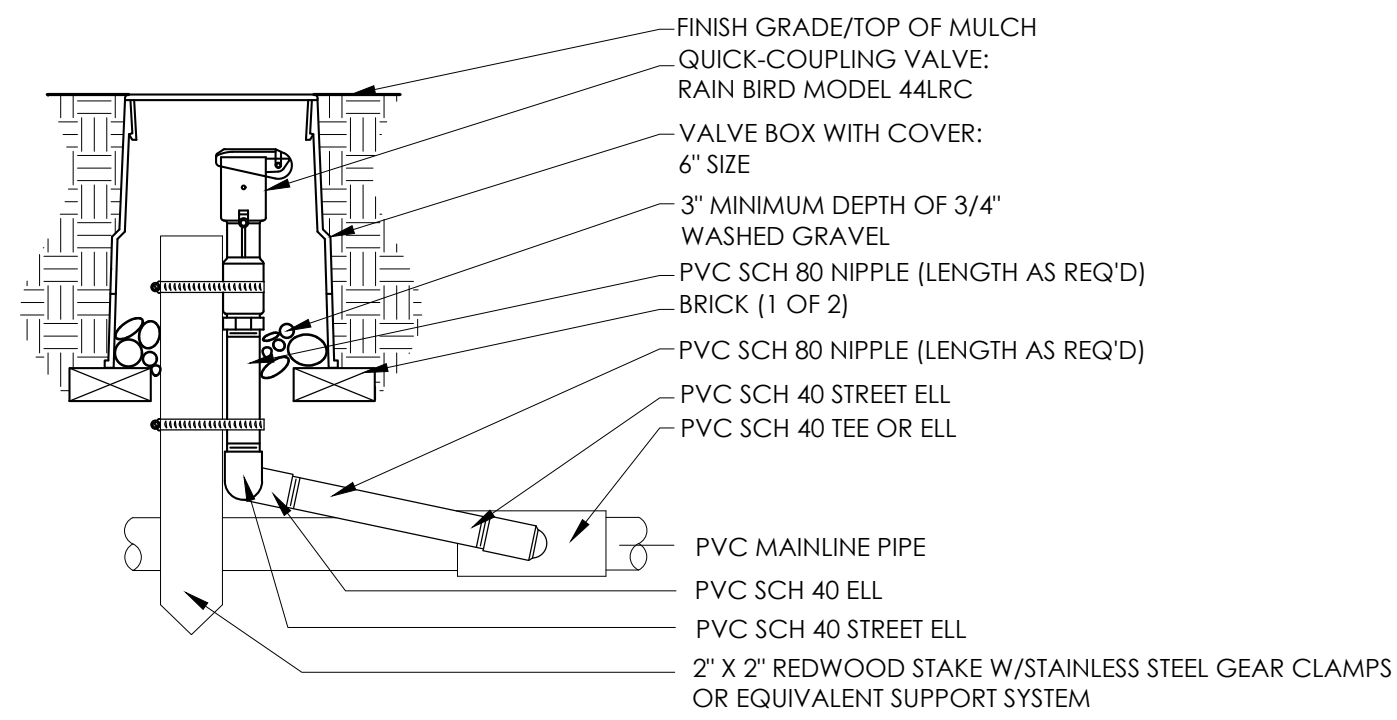
14 TYPICAL DRIP LAYOUT DETAIL

NOT TO SCALE



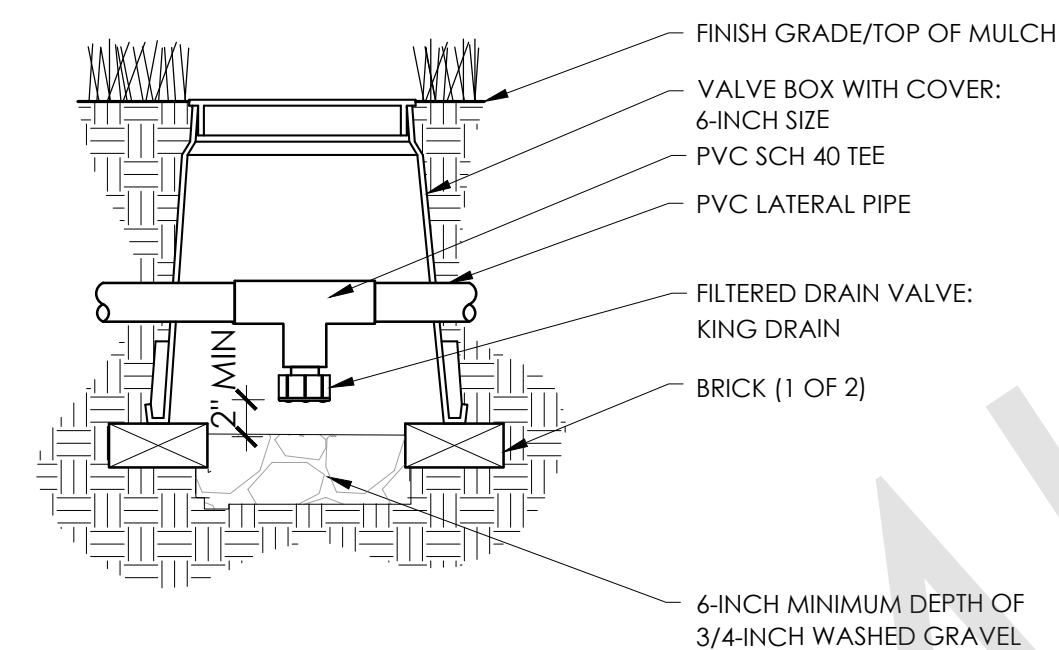
15 EMITTER INTO 1/4" TUBING DETAIL

NOT TO SCALE



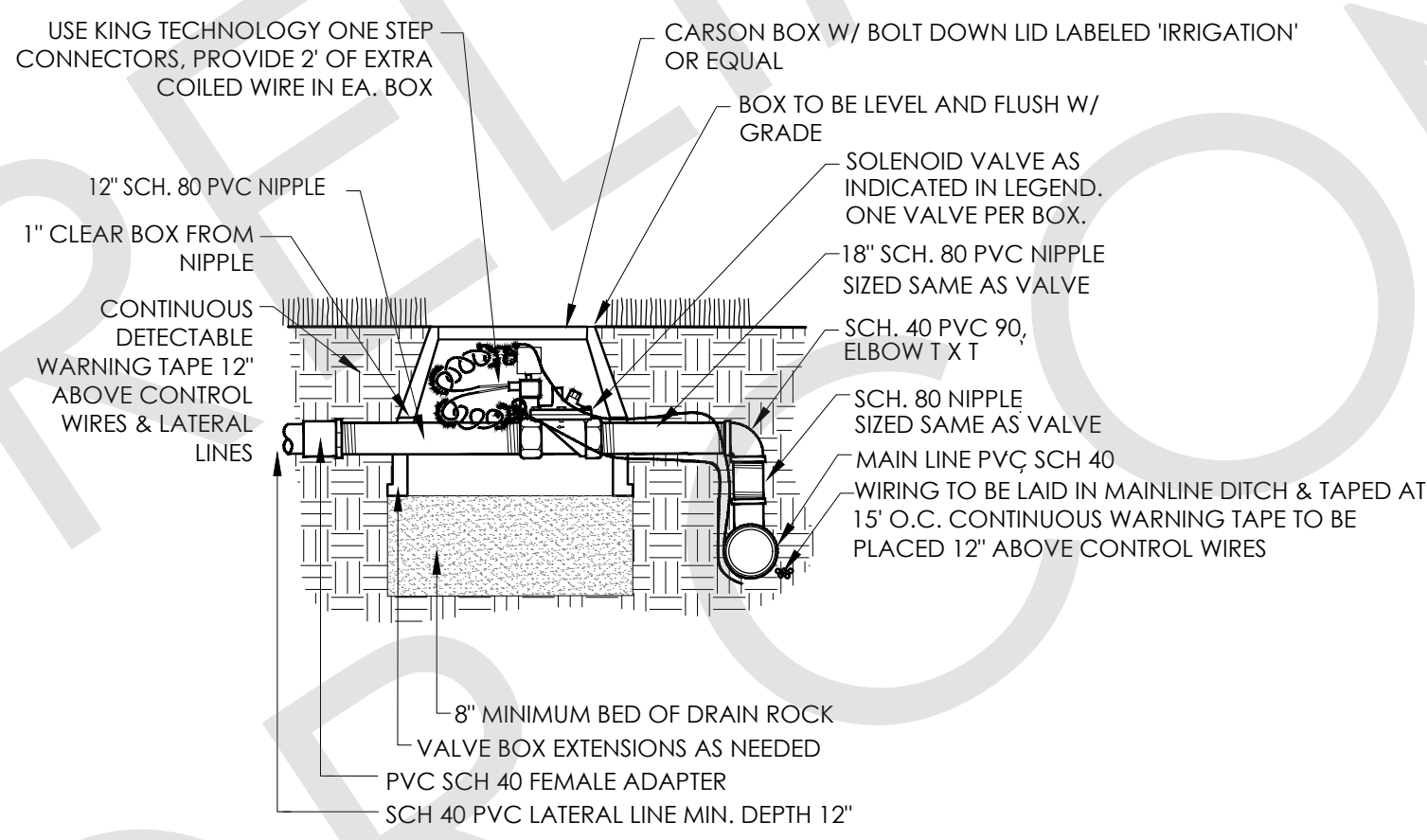
9 QUICK-COUPLING VALVE DETAIL

NOT TO SCALE



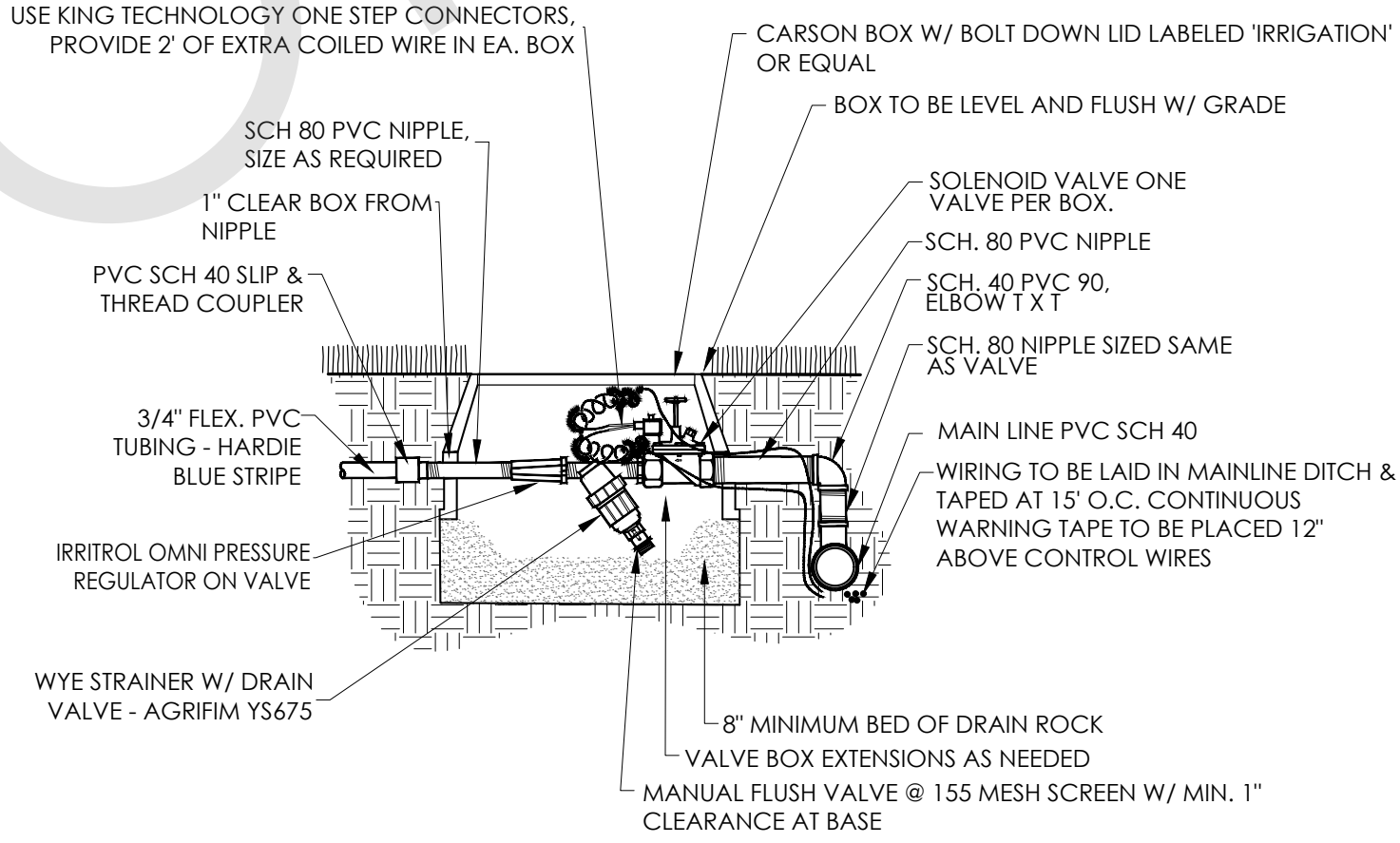
10 AUTOMATIC DRAIN VALVE DETAIL

NOT TO SCALE



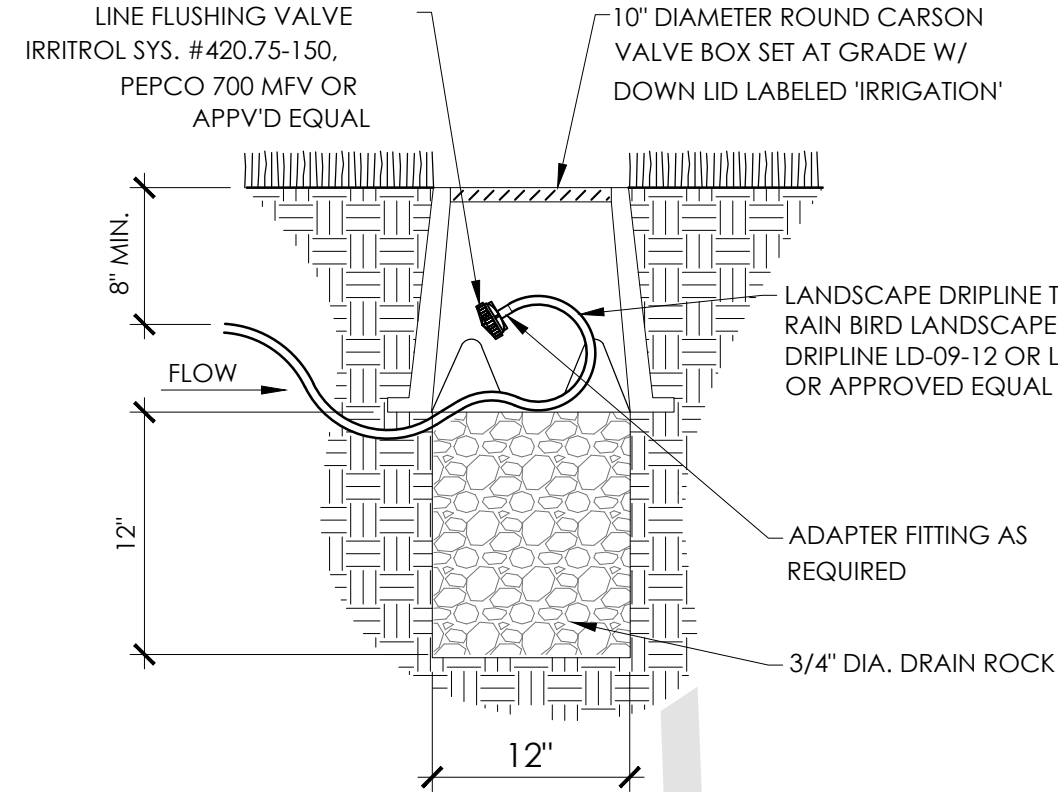
11 ELECTRONIC CONTROL VALVE DETAIL

NOT TO SCALE



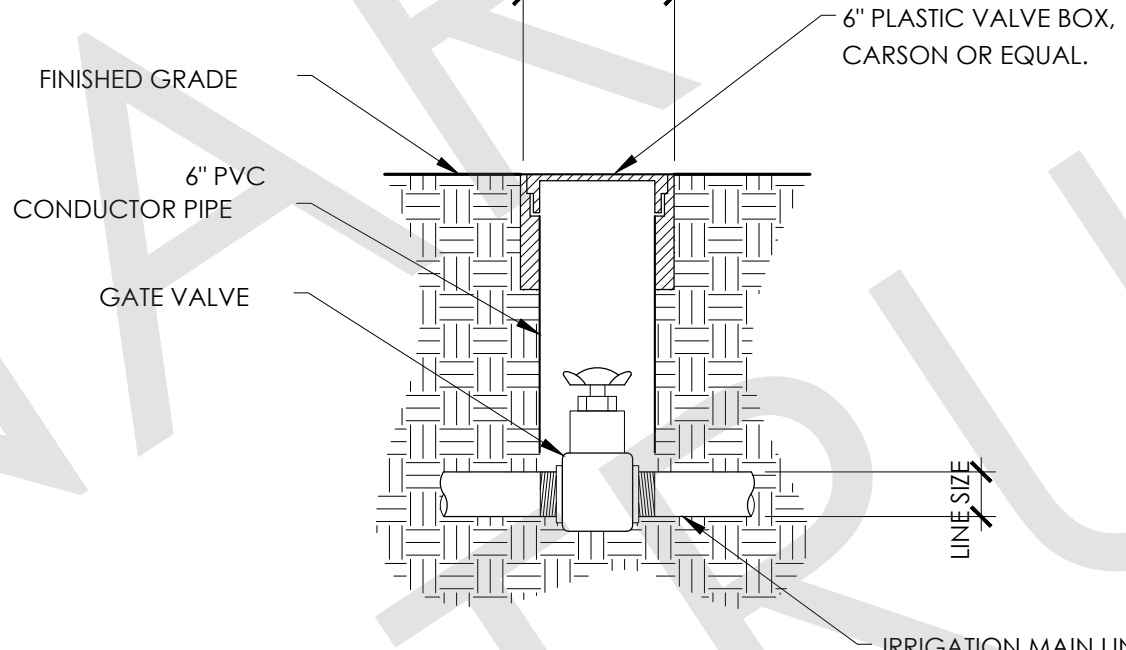
12 DRIP VALVE DETAIL

NOT TO SCALE



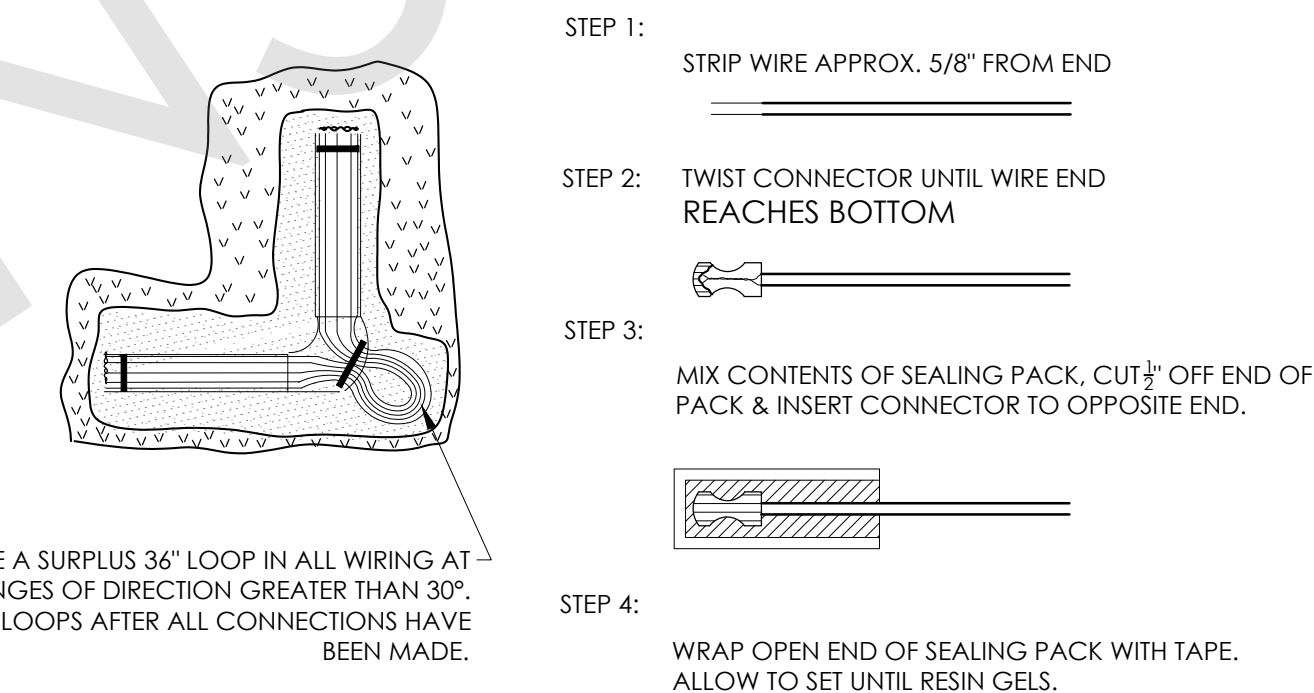
5 FLUSHING END PLUG DETAIL

NOT TO SCALE



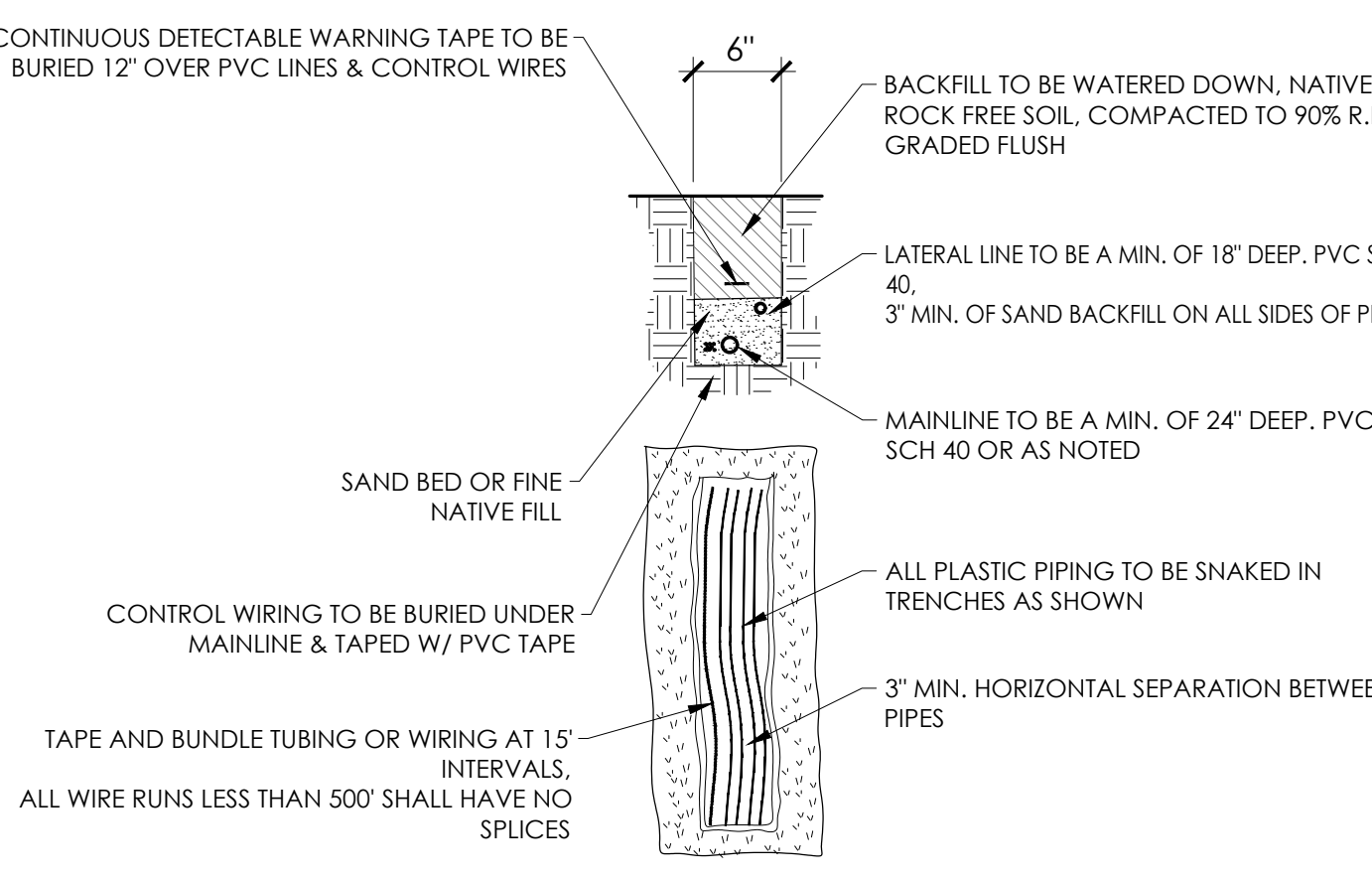
6 THREADED GATE VALVE DETAIL

NOT TO SCALE



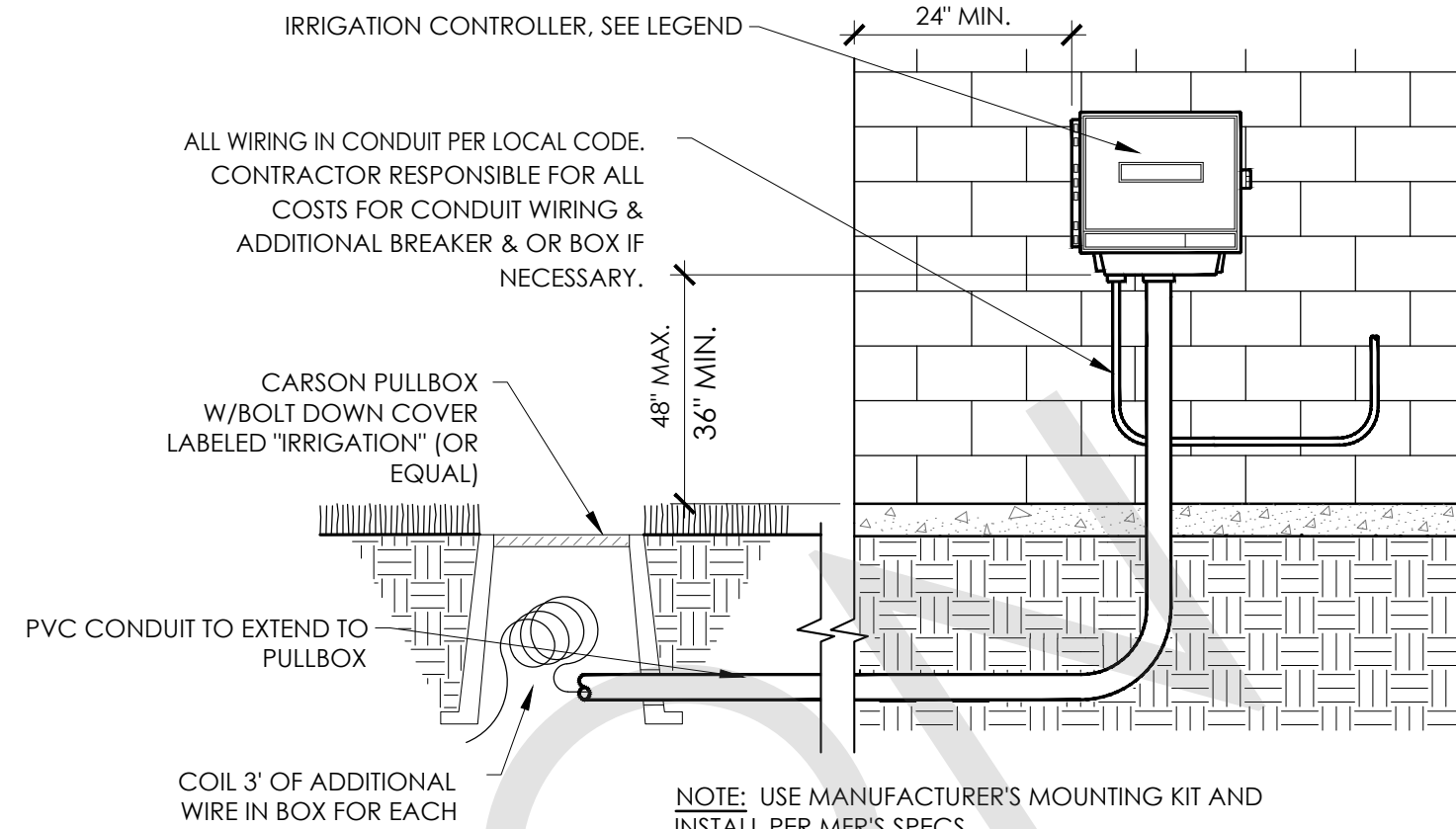
7 CONTROLLER WIRING & SPLICING DETAIL

NOT TO SCALE



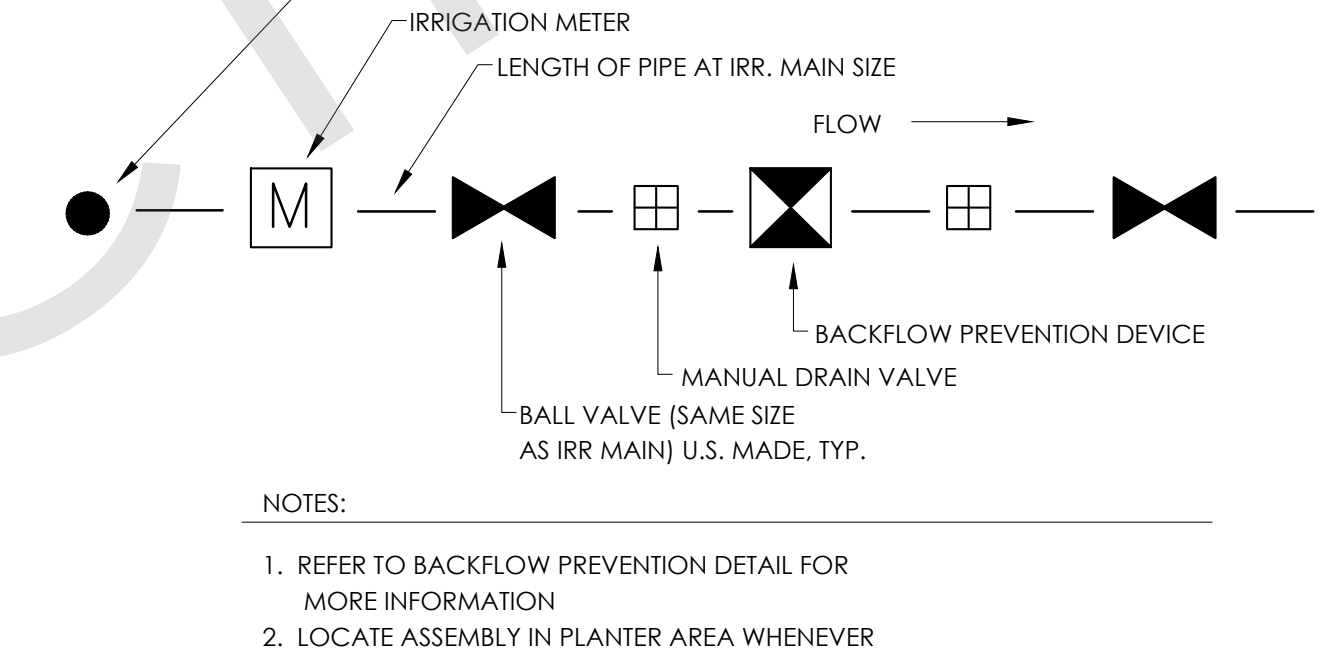
8 TRENCH / MAINLINE DETAIL

NOT TO SCALE



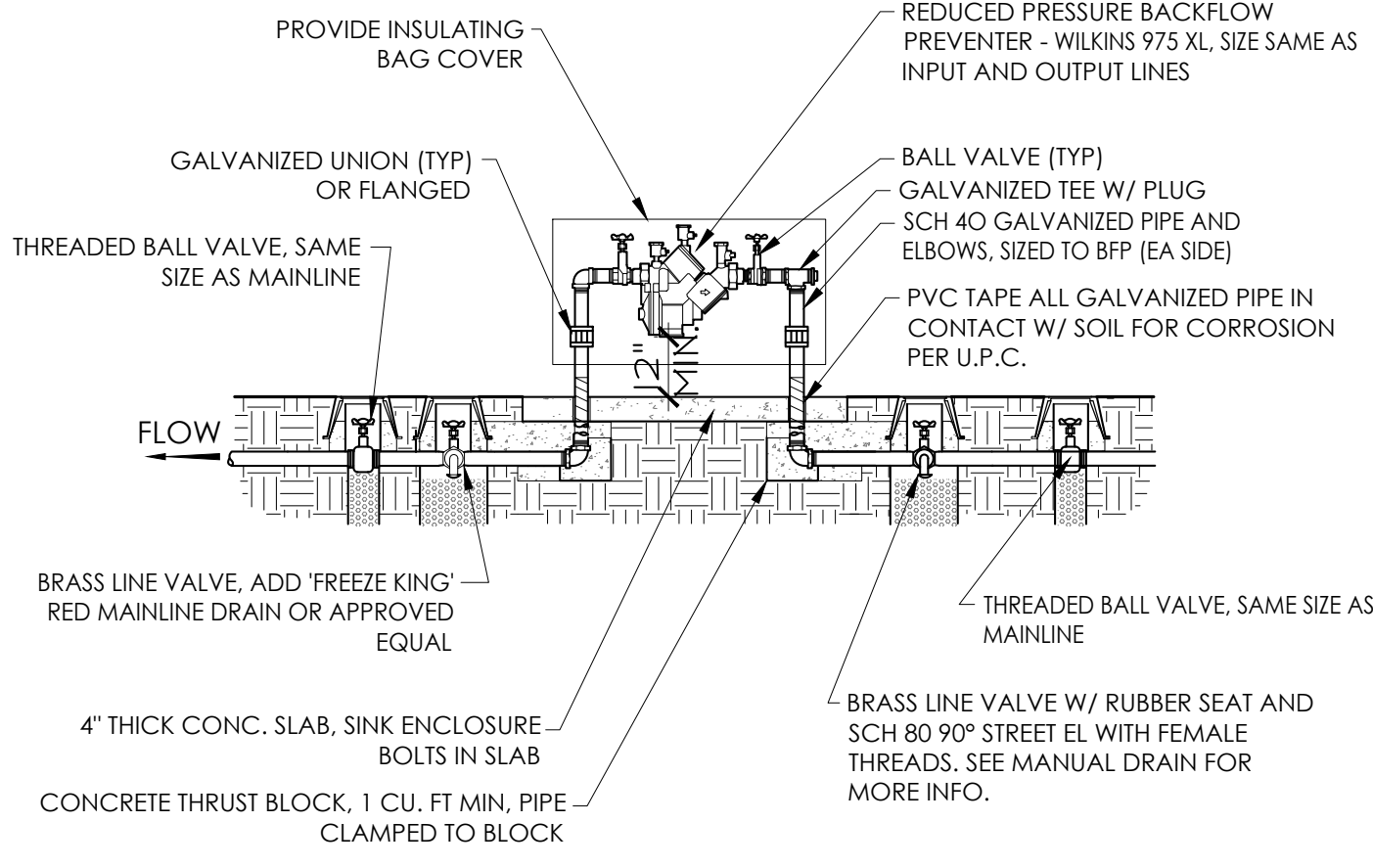
1 WALL MOUNTED CONTROLLER DETAIL

NOT TO SCALE



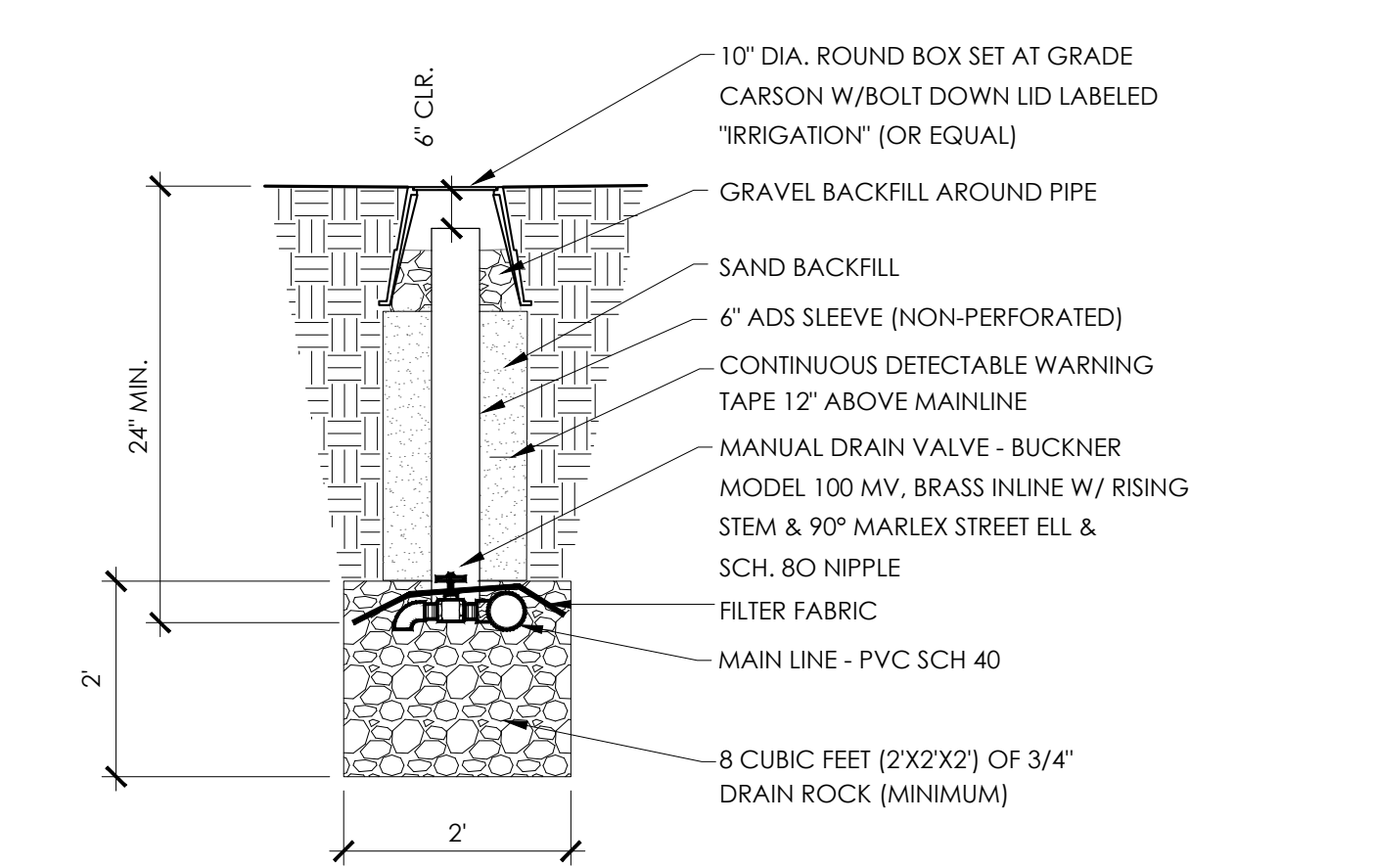
2 POINT OF CONNECTION DETAIL

NOT TO SCALE



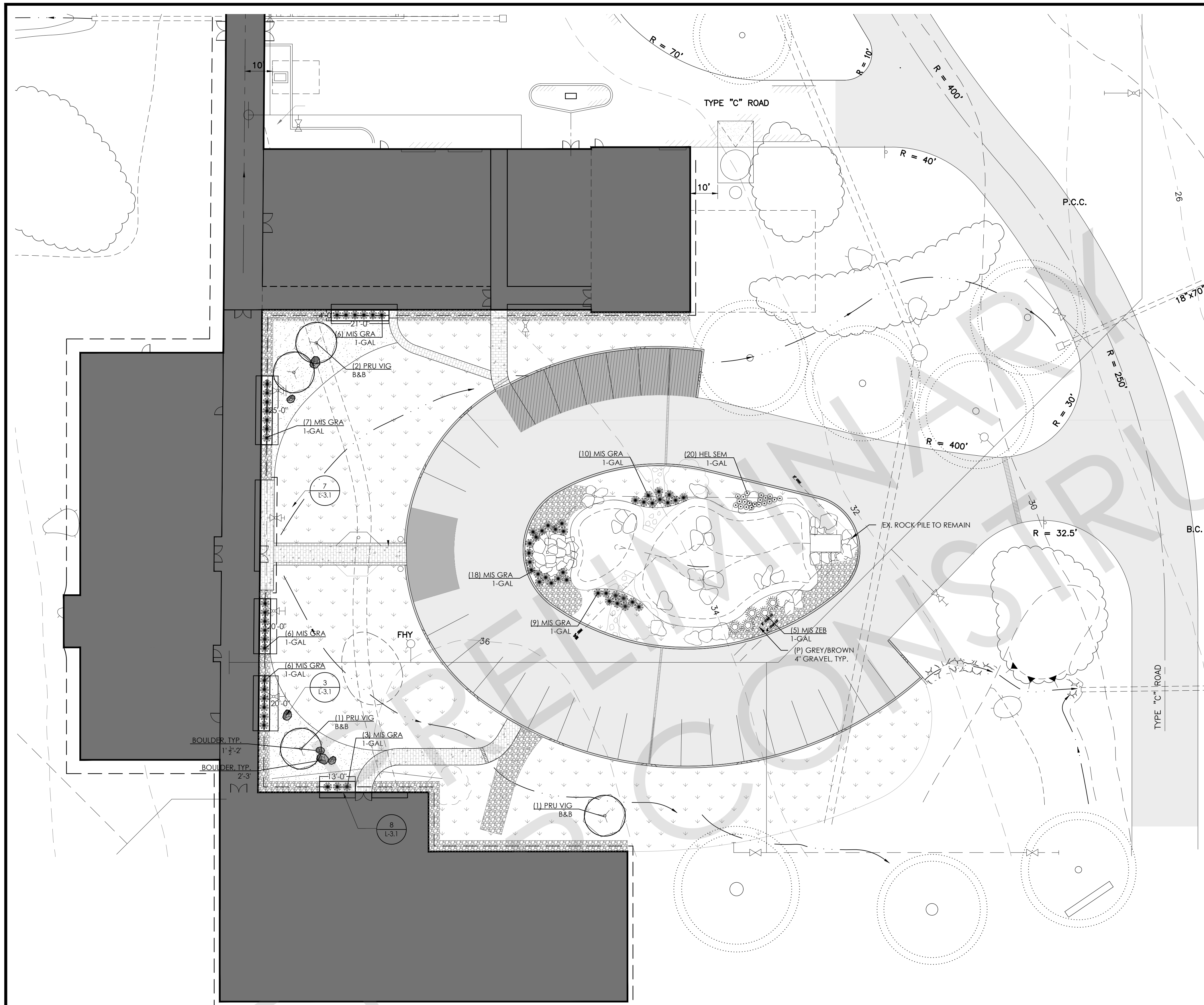
3 R.P. BACKFLOW PREVENTER DETAIL

NOT TO SCALE



4 MANUAL DRAIN VALVE DETAIL

NOT TO SCALE

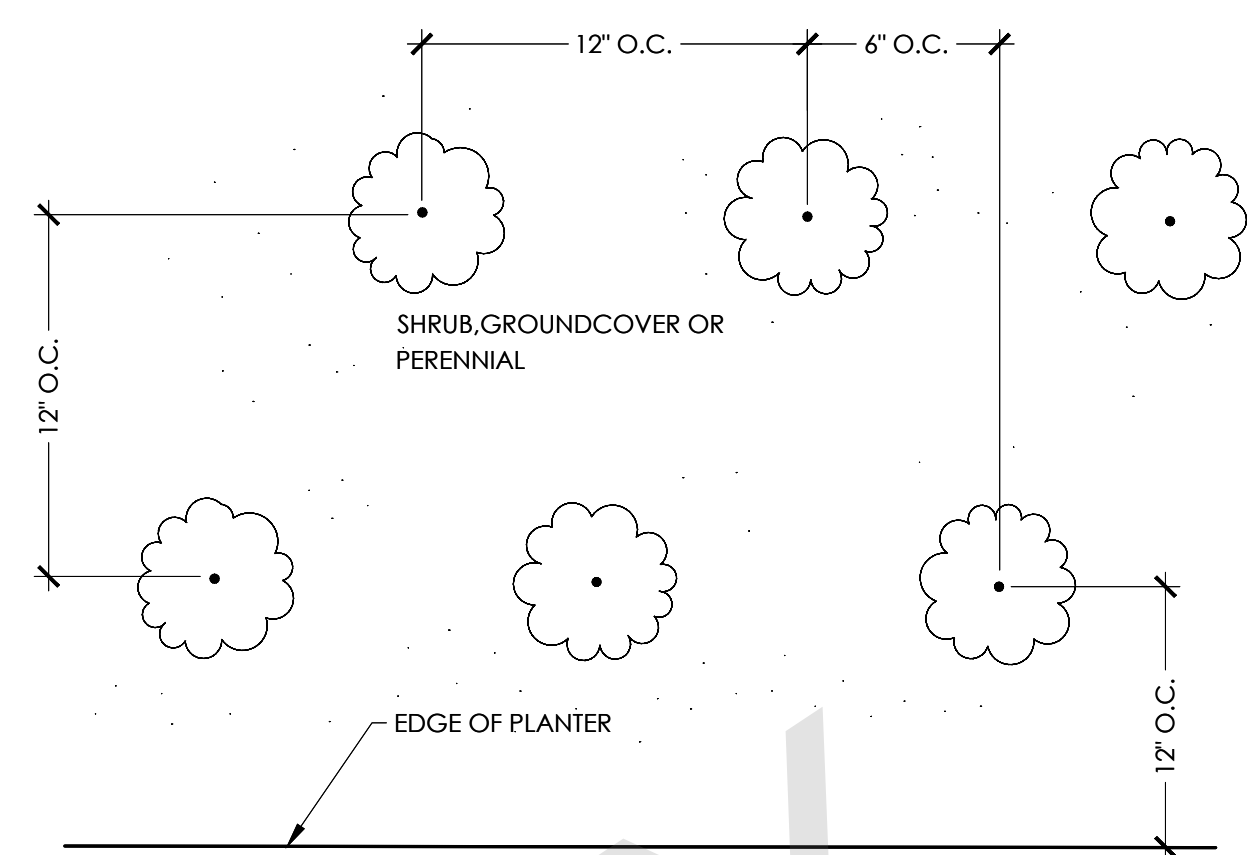


PRELIMINARY PLANTING LEGEND				
	SCIENTIFIC NAME	COMMON NAME	QTY.	PLANTED SIZE
TREES				
(1)	PRU VIR	PRUNUS VIRGINIANA	5	B&B, 5'W X 8'T
SHRUBS				
(2)	HEL SEM	HELICOTRICHON SEMPERVIRENS	20	10-GAL
(3)	MIS ZER	MISCANTHUS SINENSIS 'ZEBRINUS'	5	10-GAL
(4)	MIS GRA	MISCANTHUS SINENSIS 'GRACILLIMUS'	65	10-GAL
PERENNIALS / GROUNDCOVERS				
(5)		ARTIFICIAL LAWN TURF	15,000 SF	
(6)		DECOMPOSED GRANITE 3" DEPTH	2,284 SF	SQUARE FEET

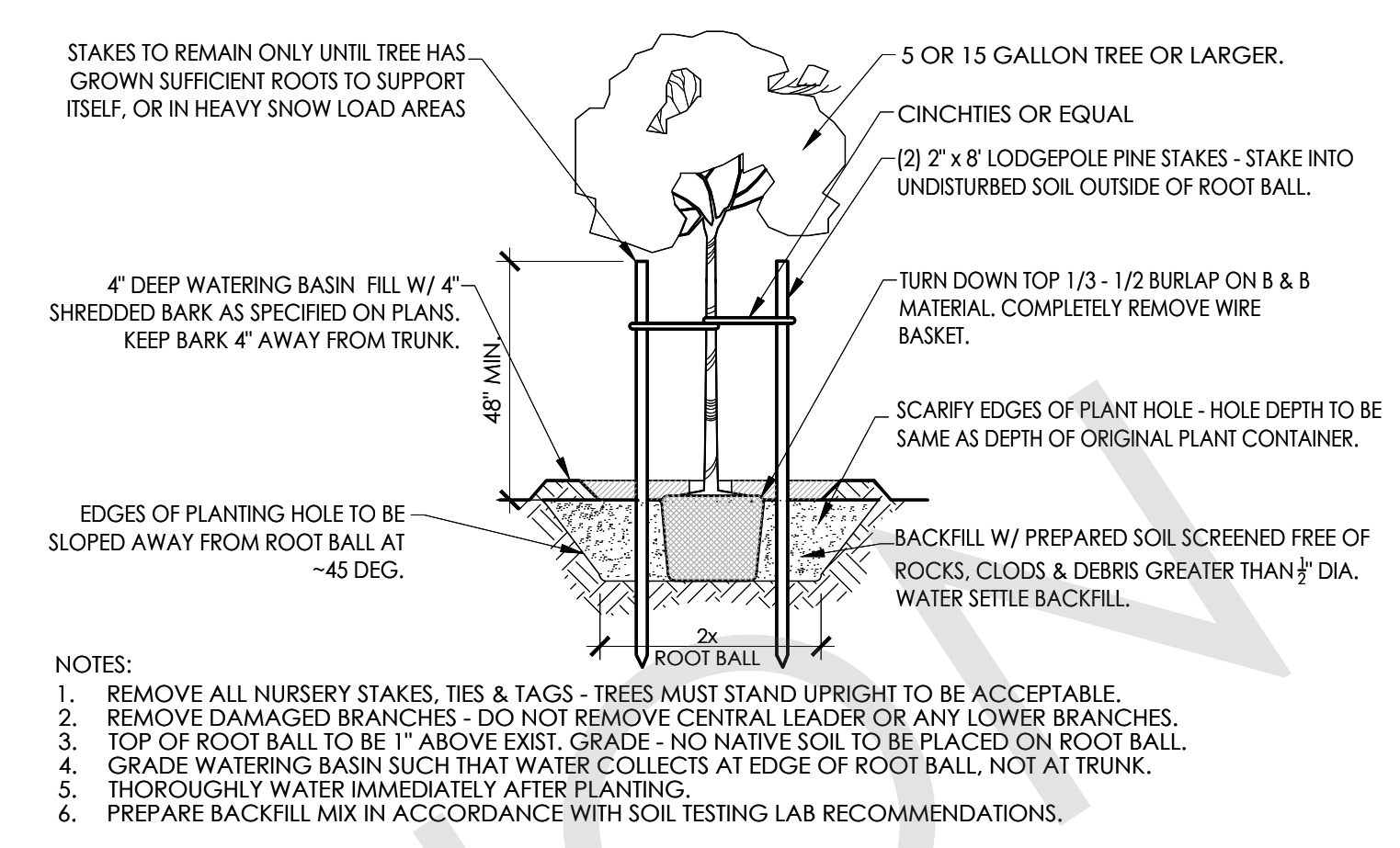
PLANTING NOTES

- SOIL TESTING**
- SOIL SAMPLE REQUIRED BEFORE PLANT INSTALLATION IN ORDER TO DETERMINE NECESSARY SOIL AMENDMENTS. FOR SOIL TESTING SERVICES, SUNLAND ANALYTICAL, INC. (916-852-8557) IS RECOMMENDED.
- PLANTING**
- PLANTS SHALL BE THE VARIETY AND SIZE SPECIFIED ON THE PLAN AND BE HEALTHY, SHAPELY AND WELL ROOTED AND CONFORM TO AMERICAN NURSERYMAN'S STANDARDS. TREES SHALL BE ABLE TO STAND STRAIGHT ON THEIR OWN WITHOUT SUPPORT. ANY CHANGES TO PLAN TO BE APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. LANDSCAPE ARCHITECT AND/OR OWNER RESERVES THE RIGHT OF REFUSAL SHOULD PLANT MATERIAL SIZE AND QUALITY BE DEEMED UNSATISFACTORY. INSPECTION BY LANDSCAPE ARCHITECT IS MANDATORY PRIOR TO ACCEPTANCE OF ALL PLANT MATERIALS. MATERIAL SHALL BE REPLACED AT THE EXPENSE OF THE CONTRACTOR. MATERIALS SHALL BE COMPLETELY FREE OF TRUNK, BRANCH AND BARK WOUNDS. STRUCTURE OF PLANT MATERIAL SHALL BE APPROPRIATE TO NATURAL HABIT.
 - INSTALLING CONTRACTOR SHALL VERIFY PLANT QUANTITIES AND AREAS TO BE LANDSCAPED AND NOTIFY OWNER AND/OR LANDSCAPE ARCHITECT OF DISCREPANCIES.
 - GRADING OF ENTIRE CONTRACT AREA SHALL BE SMOOTH AND EVEN AND SLOPE TO DRAIN. FINISH GRADES SHALL BE 1/2" BELOW ALL PAVED SURFACES. SLOPES, MOUNDS, AND SWALES SHALL HAVE NO ABRUPT CHANGE IN GRADIENT TO ASSURE A NATURAL AND PLEASING APPEARANCE.
 - THE PLANTING HOLE SHALL BE DUG TWICE THE WIDTH AND TO THE SAME DEPTH OF THE CONTAINER OR ROOTBALL.
 - THE PLANTING HOLE SHALL BE TESTED FOR DRAINAGE. FILL WITH WATER AND ALLOW TO DRAIN. SHOULD DRAINAGE NOT OCCUR WITHIN A FEW HOURS THE HOLE SHOULD NOT BE USED AND AN ALTERNATIVE LOCATION FOR PLANT FOUND.
 - ROOTBALL SHALL BE GENTLY REMOVED FROM CONTAINER AND ROOT INSPECTED PRIOR TO PLACEMENT IN THE HOLE. THE ROOT BALL SHALL BE TEASED BY PINCHING ROOTLETS LOOSE FROM WALL OF BALL TO ENCOURAGE ROOTS TO EXTEND OUTWARD. SHOULD PLANT BE ROOT BOUND THE BALL SHALL BE SCORED WITH A SHARP KNIFE VERTICALLY IN THIRDS DOWN THE ROOTBALL SIDES APPROXIMATELY 1/2 INCH DEEP AND TWO WAYS ACROSS THE BOTTOM. THE ROOTS SHALL THEN BE LOOSENED AND SPREAD TO ENCOURAGE OUTWARD GROWTH.
 - PLANT SHALL BE BURIED TO STRUCTURAL ROOT DEPTH. EXCESS MATERIAL ON BALLED AND BURLAP TREES SHALL BE REMOVED. REMOVE BURLAP AND BASKETS FROM B&B TREES WITH CARE TO MAINTAIN INTEGRITY OF ROOT BALL.
 - ALL TAGS SHALL BE REMOVED FROM PLANTS.
 - A COMPOST OR HUMUS SHALL BE INCORPORATED AT A RATE OF SIX CUBIC YARDS PER 1000 SQUARE FEET FOR IMPROVED MOISTURE AND NUTRIENT RETENTION. COMPOST IS GENERALLY AVAILABLE AT MOST NURSERIES - KELLOGG'S 'GROW MULCH' IS RECOMMENDED. HUMUS, AVAILABLE LOCALLY IN BULK QUANTITIES, MUST BE WELL COMPOSTED TO AVOID ROOT BURN. WHEN COMPOSTED HUMUS NOT AVAILABLE, AMENDMENT SHALL BE SUFFICIENTLY NITROGENIZED TO PREVENT LOCK UP OF NUTRIENTS AND ROOT BURN. CONTRACTOR TO PROVIDE SAMPLE SUBMITTAL TO LANDSCAPE ARCHITECT.
 - TOP SOIL SHALL BE FERTILE, FRIABLE AND FREE OF ROCKS LARGER THAN 1" DIAMETER, NOXIOUS WEED SEEDS OR EXTRANEOUS MATTER. TOP SOIL DELIVERED TO SITE SHALL HAVE ACIDITY RANGE OF PH 5.0 TO 7.0 AND SHALL CONTAIN NOT LESS THAN 15% ORGANIC MATTER.
 - BACKFILL MATERIAL SHALL MEET THE LEVEL OF TOP OF ROOTBALL. NEVER ALLOW NEW SOIL TO REACH PLANT STEM. BACKFILL SHALL BE PRESSED FIRMLY IN AROUND ROOTBALL.
 - WHEN BACKFILLING IS COMPLETE, CONSTRUCT A WATER RETENTION BERM APPROXIMATELY THREE INCHES HIGH AND TWICE THE DIAMETER OF THE ROOT BALL. SEE DETAIL.
 - FILL BASIN INSIDE BERM WITH WATER AND ALLOW TO DRAIN. FILL ANY HOLES THAT APPEAR WITH ADDITIONAL BACKFILL MATERIAL. REPEAT UNTIL HOLES DO NOT APPEAR AND ALL SOIL AROUND ROOT BALL IS MOISTENED.
 - TOP DRESS WITH 2"-3" LOCALLY OBTAINED 1" MINUS GROUND FIR BARK IN ALL PLANTED AREAS. IN WINDIER AREAS MULCH WITH SHREDDED CEDAR BARK OR EQUAL. CONTRACTOR TO PROVIDE A SAMPLE SUBMITTAL TO LANDSCAPE ARCHITECT FOR APPROVAL.
 - ONE REDWOOD STAKE OF 1-1/2" BY 1-1/2" SHALL BE INSTALLED FOR WINTER SUPPORT OF MULTI-STEMMED SHRUBS UNTIL ADEQUATE BRANCH STRENGTH IS ATTAINED. SEE DETAIL.
 - ONE LODGEPOLE STAKE OF TWO INCHES DIAMETER AND 8-10 FEET IN LENGTH SHALL BE INSTALLED AT THE WINDWARD SIDE OF ALL DECIDUOUS TREES. DOUBLE STAKING WILL BE REQUIRED IN WINDIER AND HEAVY SNOW LOAD AREAS. STAKE(S) SHALL BE INSERTED INTO GROUND AT EDGE OF ROOT BALL. NEVER INTO ROOTBALL. TREE GUYING METHOD IS RECOMMENDED FOR LARGER CONIFEROUS TREES IN WINDIER LOCATIONS. SEE DETAILS.
 - TWO TO THREE TREE TIES OF DURABLE CONSTRUCTION SHALL BE USED PER TREE. THE RUBBER OR MORE PLIABLE PORTION OF THE TIE SHALL BE LOOPED AROUND THE TRUNK AND WIRE OR OTHER MATERIAL LOOPED AROUND THE STAKE IN A FIGURE EIGHT CONFIGURATION. THE WIRES ARE THEN TWISTED TOGETHER. SHOULD SECURING THE TIE IN PLACE BE REQUIRED, NAIL OR STAPLE THE TIE TO THE STAKE ONLY. NEVER TO THE TREE. DO NOT TIE THE TRUNK TOO TIGHTLY AGAINST THE STAKE. ALLOW SOME ROOM TO MOVE IN BREEZE SO AS TO DEVELOP CALIPER STRENGTH IN TRUNK. THE TRUNK SHALL BE UPRIGHT AND STRAIGHT. SEE DETAIL.
 - IN THE FALL, AFTER LEAVES HAVE DROPPED, BRANCHES OF YOUNG TREES AND SHRUBS AND THOSE CLOSE TO SNOW REMOVAL/STORAGE AREAS SHALL BE BOUND IN AN UPWARD FASHION WITH VINYL TREE TAPE OR EQUAL TO MINIMIZE BREAKAGE FROM WEIGHT AND MOVEMENT OF SNOW. SEE DETAIL. THIS PROCEDURE SHOULD BE REPEATED EACH YEAR UNTIL TREES AND SHRUBS HAVE ATTAINED SUBSTANTIAL STRENGTH AND GIRTH. UNWRAP TREES AND SHRUBS IN SPRING, BEFORE NEW LEAVES APPEAR.
 - ALL CHANGES TO PLANS TO BE APPROVED BY LANDSCAPE ARCHITECT.
 - UPON COMPLETION OF ALL PROJECT PHASES, INSTALLING CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR INSPECTION AND FINAL APPROVAL.
 - REGULAR MAINTENANCE - PRUNING FERTILIZING, WEED, DEBRIS AND TRASH REMOVAL. REMOVE AND REPLACE ANY DEAD OR DYING PLANT MATERIAL. REPAIRATION OF IRRIGATION SYSTEM AS NEEDED. REPORT - PRIOR TO THE TWO YEAR ANNIVERSARY OF COMPLETION OF PROJECT A REPORT SHALL BE PREPARED BY THE PROJECT LANDSCAPE CONTRACTOR OR LANDSCAPE ARCHITECT WHICH DOCUMENTS THE CONDITION OF THE LANDSCAPING, AND PROVIDES RECOMMENDATIONS AS TO WHETHER ANY LANDSCAPING SHOULD BE REPAIRED REPLACED OR INSTALLED. THE RECOMMENDATIONS OF THE REPORT SHALL BECOME A PART OF AND INCORPORATED INTO THE FINAL LANDSCAPE PLAN, AND THE LANDSCAPING SHALL BE REPAIRED, REPLACED AND INSTALLED WITHIN SIX MONTHS OF THE DATE OF APPROVAL OF THE REPORT.
- SEEDING/SODDING**
- SEEDING AREAS SHALL BE PREPARED BY TILLING SOIL TO A SIX INCH DEPTH REMOVING ROCK GREATER THAN FOUR INCHES IN DIAMETER FOR WILDFLOWER AND EROSION CONTROL AREAS AND TURF GRASS AREAS. SIX INCHES OF HUMUS OR COMPOST SHALL BE TILLED IN. FOR SEEDED AREAS EVENLY SPREAD TOPSOIL/MANUFACTURED SOIL ON TOP OF NATIVE SOIL.
 - SEEDING/SOD AREA SHALL BE RAKED OR ROLLED TO A SMOOTH SURFACE FILLING HOLES AND REMOVING ROCK AS NECESSARY. FOR TURF AREAS THIS PROCESS SHALL BE REPEATED AS NEEDED TO ATTAIN SMOOTHEST SURFACE POSSIBLE, ROLL IN TWO OVERLAPPING DIRECTIONS FOR BEST RESULTS.
 - SEED SHALL THEN BE BROADCAST AT THE RATE PRESCRIBED BY SEED COMPANY OR LANDSCAPE ARCHITECT. LAWN SEEDS SHALL BE ROLLED IN AFTER BROADCASTING.
 - APPLY BIOSOL MIX GRANULAR FERTILIZER AT RATE RECOMMENDED.
 - SEED SHALL THEN BE COVERED WITH A 1/8 TO 1/4" LAYER OF PEAT MOSS, HUMUS OR EQUAL TO RETAIN MOISTURE AND PREVENT WIND AND BIRDS FROM CARRYING SEED AWAY.
 - ADEQUATE MOISTURE SHALL BE MAINTAINED IN SEEDING AREA UNTIL SEEDLINGS REACH A HEIGHT OF TWO INCHES WHEN REGULAR WATERING MAY BEGIN. FREQUENCY AND DURATION OF INITIAL WATERING WILL VARY ACCORDING TO DAILY TEMPERATURES, SUN/SHADE PERIODS, WIND, SOIL, SLOPE AND ASPECT. CONTRACTOR TO ENSURE THAT APPROPRIATE SCHEDULE IS EMPLOYED FOR THIS AREA.

- KEY**
- (1) - EXISTING TREE TO REMAIN AND PROTECT.
 - (2) - EXISTING TREE TO REMOVE.
 - (3) - ACCENT BOULDER

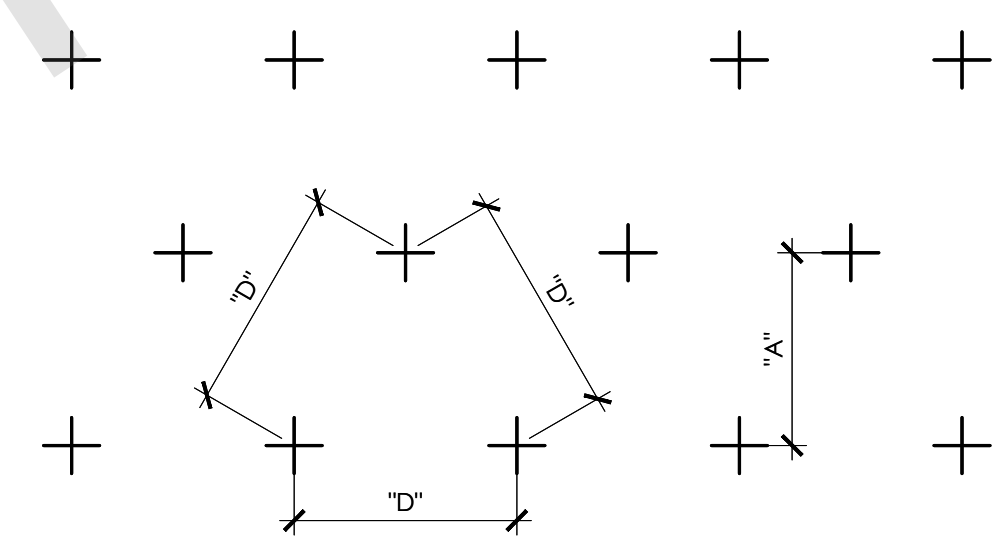


5 MASS PLANTING DETAIL

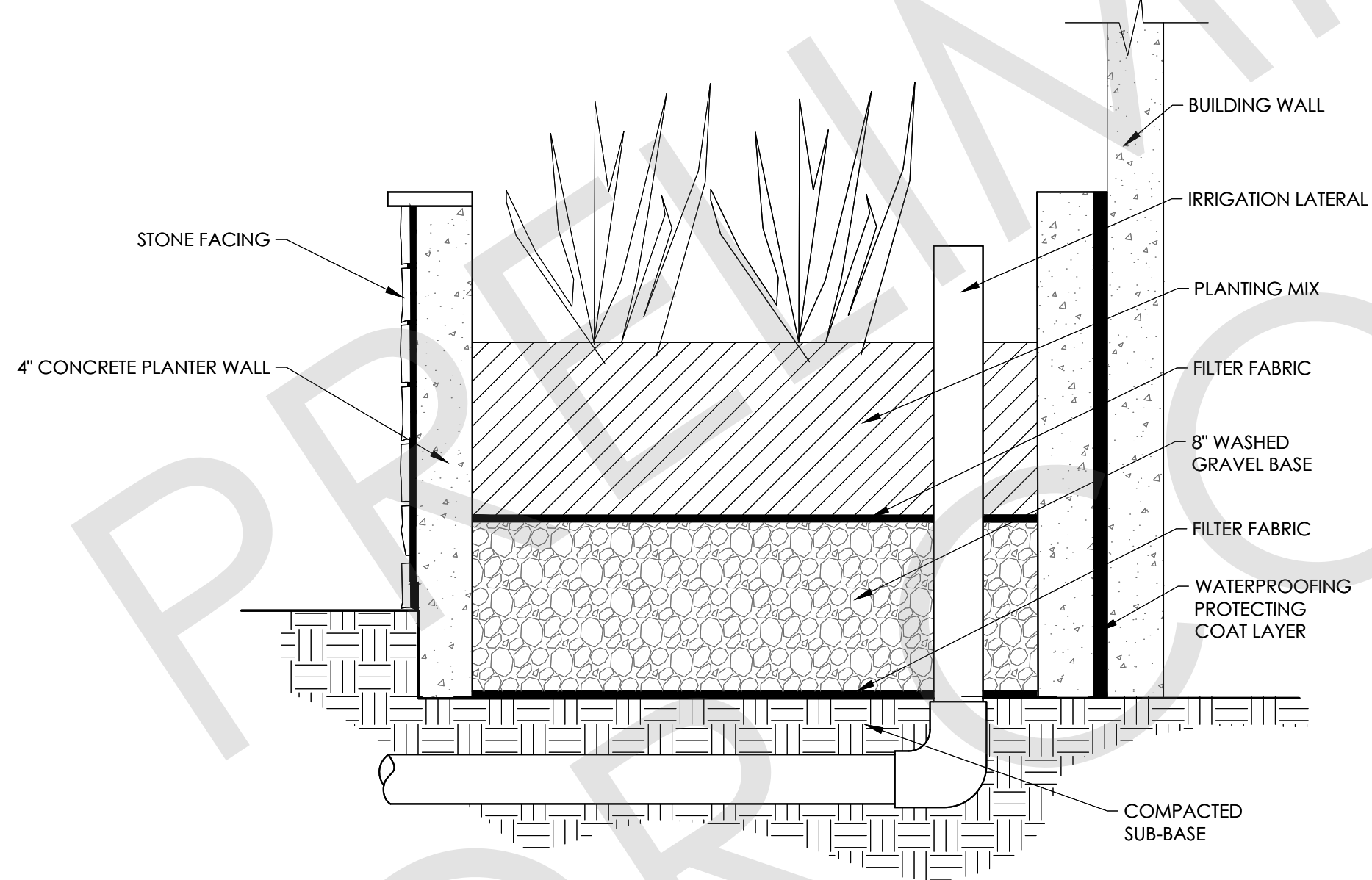


1 B & B TREE PLANTING DETAIL

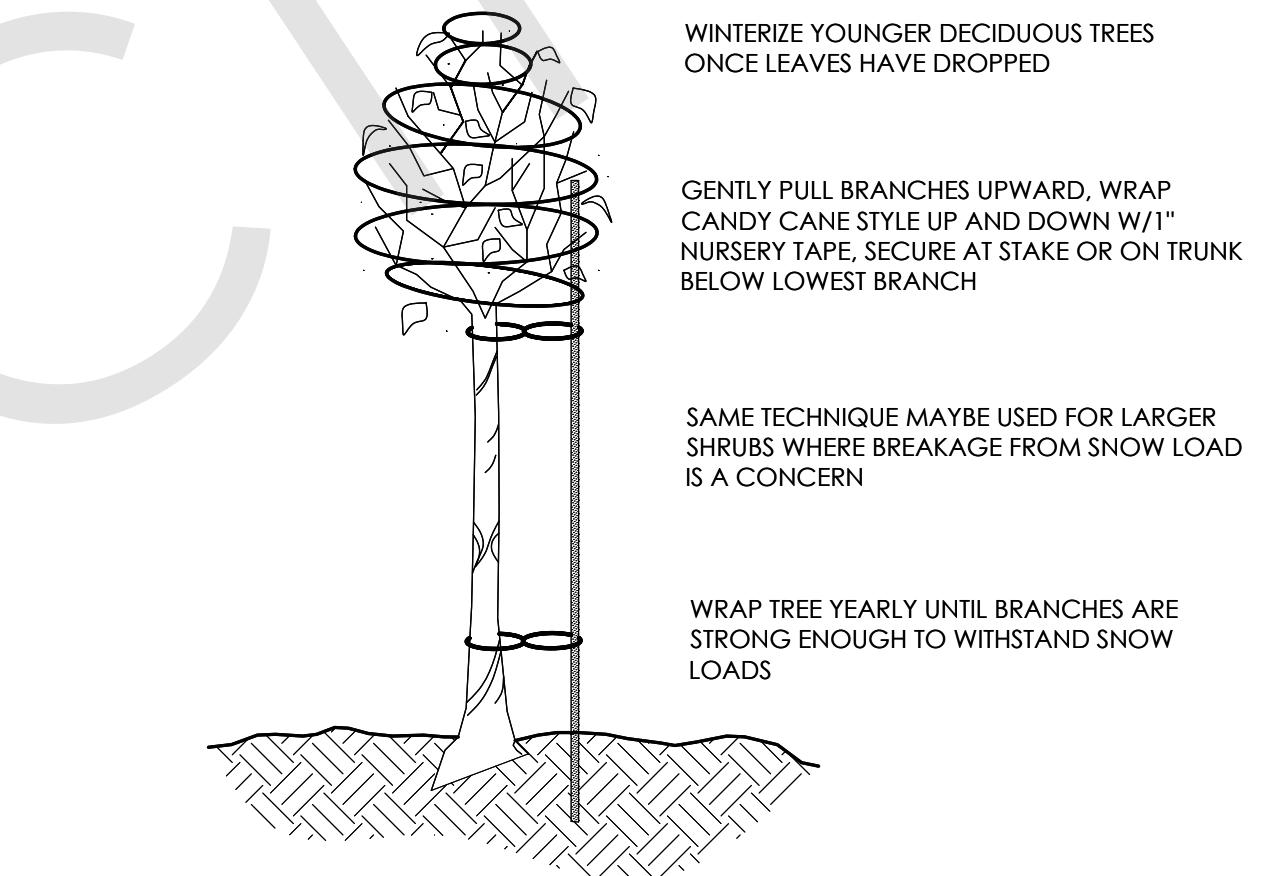
SPACING "D"	ROW "A"	NO. OF PLANTS	AREA UNIT
6" O.C.	5.2'	4.61	1 SQ. FT.
8" O.C.	6.93'	2.6	
10" O.C.	8.66'	1.66	
12" O.C.	10.4'	1.15	
15" O.C.	13.0'	7.38	10 SQ. FT.
18" O.C.	15.6'	5.12	
24" O.C.	20.8'	2.9	
30" O.C.	26.0'	1.85	
36" O.C.	30.0'	1.28	



6 GROUND COVER SPACING CHART

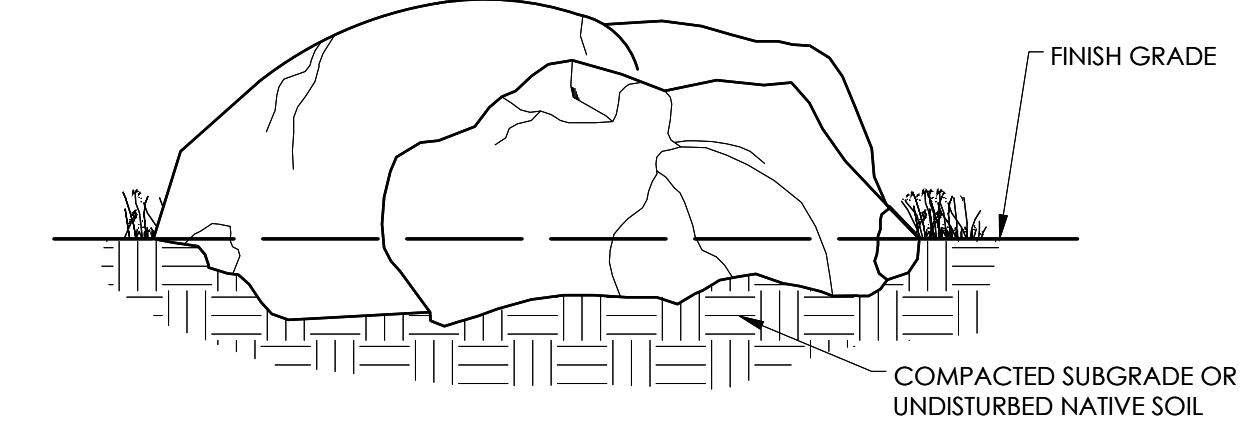


8 PLANTER BOX DETAIL
NOT TO SCALE

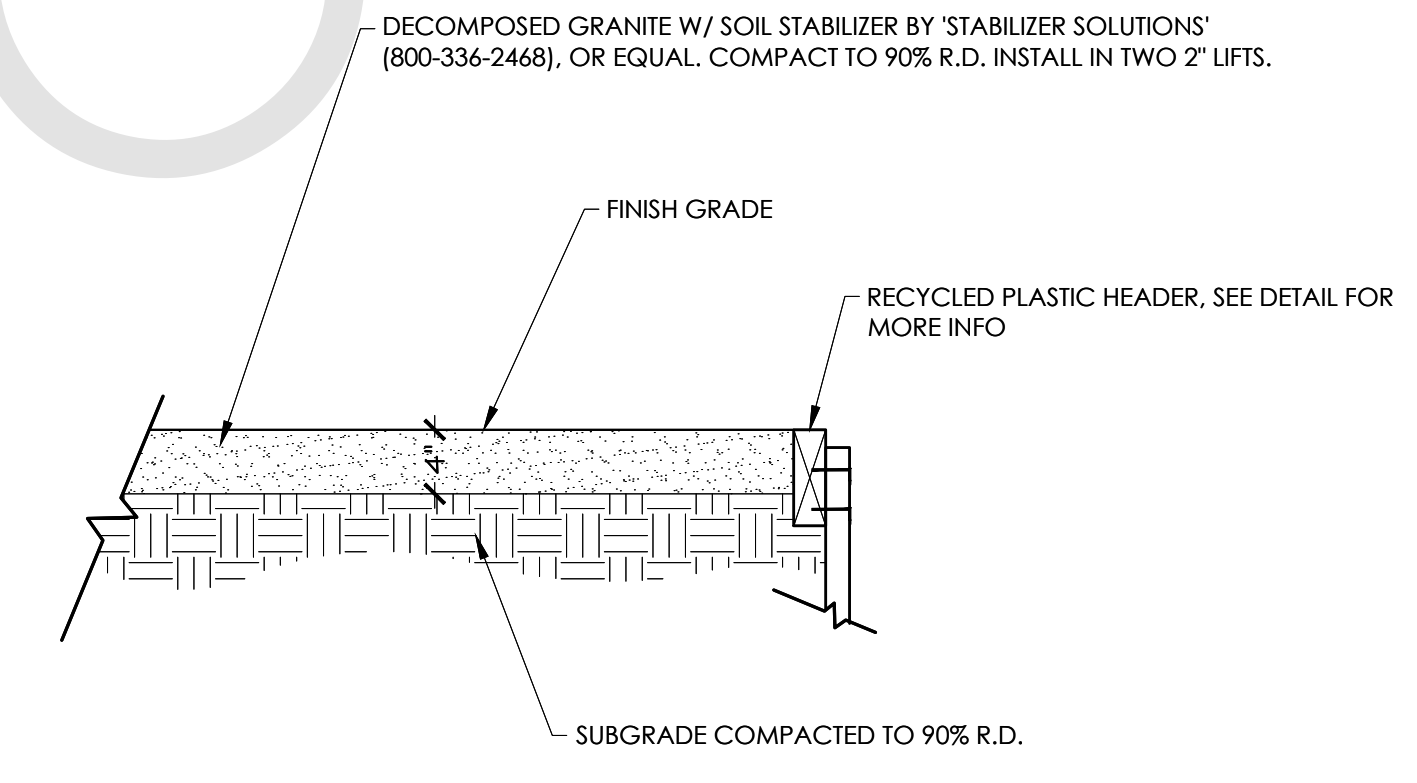


2 TREE WINTERIZATION DETAIL

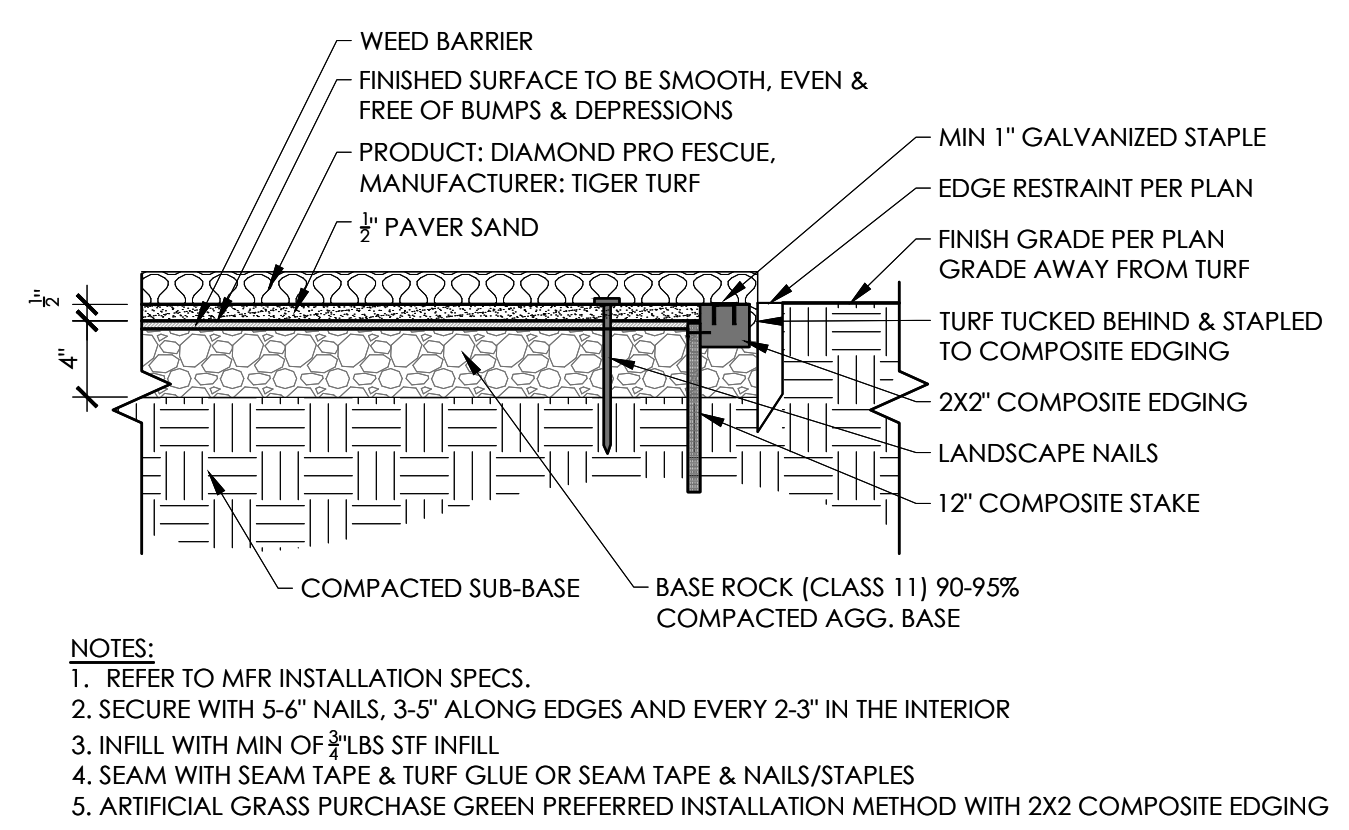
- NOTES:
- BOULDERS TO BE PLACED UNDER DIRECTION OF LANDSCAPE ARCHITECT
 - THE PLACEMENT OF SITE ROCKS MUST MIMIC EXISTING NEARBY PATTERNS.
 - BURY BOULDERS 1/2-1/3 TO APPEAR 'NATURAL' WITH WEATHERED SIDE UP, UNWEATHERED SIDES BURIED AS DEEP AS POSSIBLE



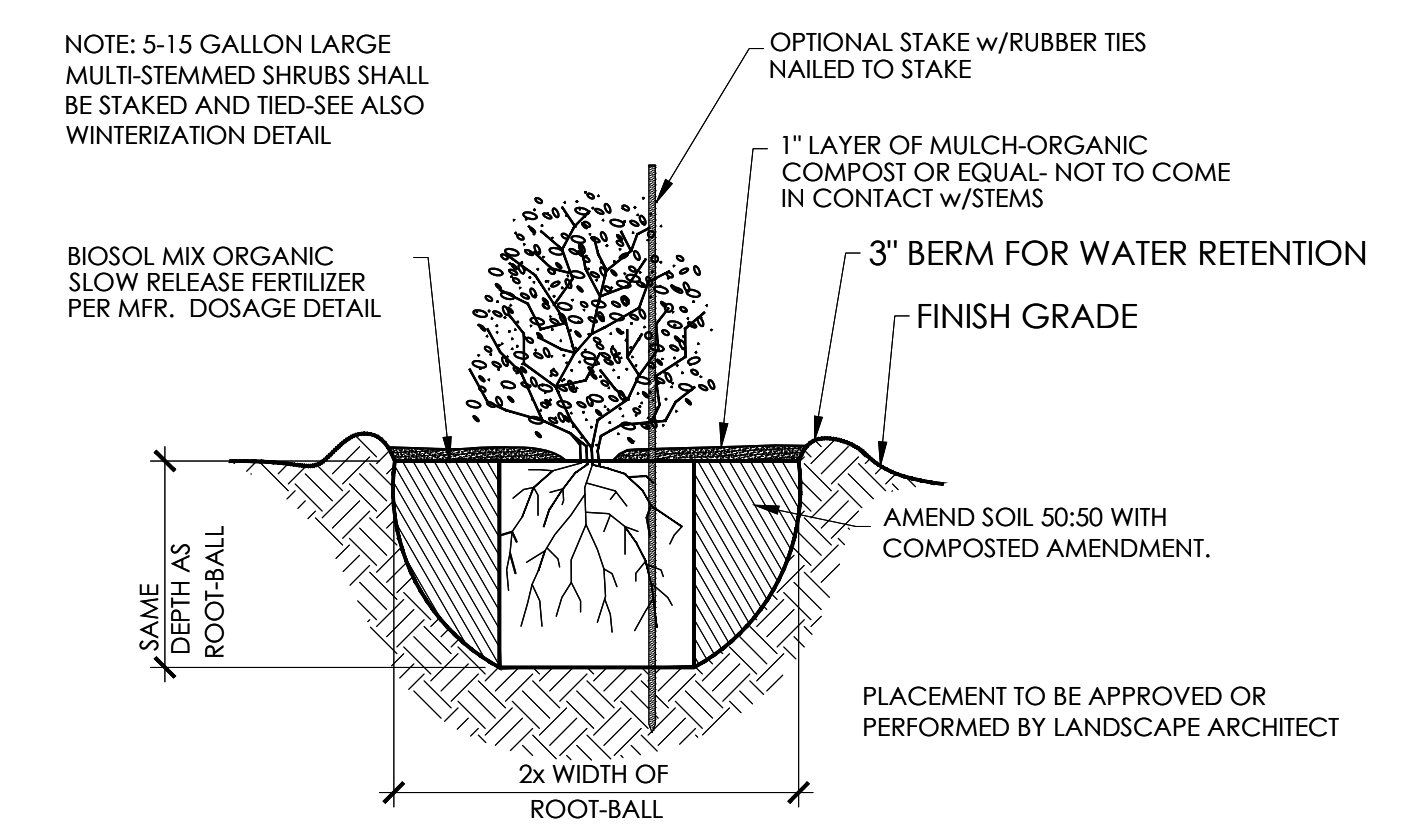
3 BOULDER PLACEMENT DETAIL



9 DECOMPOSED GRANITE PATH DETAIL
NOT TO SCALE



7 ARTIFICIAL GRASS DETAIL



4 SHRUB PLANTING DETAIL

CONSULTANT:

PREPARED FOR:

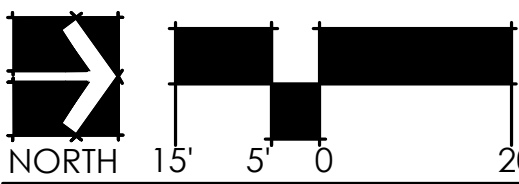
**PLANTING
DETAILS**

SEAL:

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REVISION	DATE

DRAWN BY: SH CHECKED BY: JPP



DATE: 1-31-22
SCALE: N.T.S.

TSA
13720 BUTTERFIELD DR
TRUCKEE, CA. 96161

SHEET TITLE: PLANTINGDETAILS

DRAWING NUMBER: L3.1

PROJECT#



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-9
Subject: Approval of the Annual Employee Appreciation dinner.

Background

The Agency historically provides an annual employee appreciation dinner for each staff member and a guest. However, the dinner has not been organized since 2019 due to COVID-19 restrictions. This year staff would like to bring back the tradition. Details will be provided to all staff as the event date approaches.

Fiscal Impact

Approximately \$6,500.

Attachments

None.

Recommendation

Management recommends approval of the annual employee appreciation dinner.

Review Tracking

Submitted By: 

Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-10
Subject: Discussion of Finance Committee appointment to replace vacancy.

Background

In October of 2021, the Board of Directors established a standing Finance Committee with two (2) Board of Directors (Directors Tresan and Lewis) and one (1) alternate (Director Cox). With the absence of Director Lewis there is now a vacancy on the Finance Committee that needs to be filled. As a reminder the requirements of the Finance Committee are listed below for review.

Prior to each Board of Directors meeting, the Directors are provided board packets which include financial warrants and financial statements for approval. On numerous occasions, staff is presented with comments or questions for clarification on either the financial warrants and/or statements. A standing Finance Committee assists in resolving Director questions and comments.

The Finance Committee performs other functions:

1. Review and approve warrants.
2. Review and approve the financial statements.
3. Provide input on financial business (e.g., annual budget preparation, UAL payment structures, refinancing opportunities, etc.)
4. Provide feedback or direction to staff on financial matters for upcoming Board meetings.

Committee Scope

- The committee approves financial warrants. Staff is in the process of transitioning into processing vendor payments electronically and weekly and the Board of Directors will ratify payment of warrants at a subsequent Board meeting.
- The committee approves the financial statements. The Board of Directors will ratify the financial statements at a subsequent Board meeting.
- The committee directs staff on financial business.
- The reports to the Board of Directors on matters requiring Board approval (e.g., UAL payments in excess of annual budget approval, refinancing approvals, bond issuance, etc.)

Committee Members

- Two (2) Board of Directors are appointed annually to the committee.
- The General Manager, Executive Secretary/Board Clerk, Finance & Administrative Manager and Accounting Supervisor attend the committee meetings.

Committee Meeting

- A monthly committee meeting be held the week before the regular Board of Directors meeting.
- The committee meetings have an agenda and are open to the public.
- The committee meeting minutes are maintained by the Executive Assistant/Board Clerk.

Fiscal Impact

Board of Director fees for committee service.


Attachments

None.

Recommendation

Management and staff request the Board appoint another Director for the vacant seat on the Finance Committee.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-11
Subject: Discussion and possible vote to select a Placer County LAFCO Alternate Special District Commissioner.

Background

Placer Local Agency Formation Commission (LAFCO) requested Special Districts to consider nominating a representative to serve as an Alternate Special District Representative to the Placer LAFCO.

Placer LAFCO received nominations for three (3) candidates:

1. *Scott R. Holbrook, Auburn Area Recreation and Park District*
2. William Kahrl, Newcastle Fire Protection
3. Earl Wilson, Auburn Public Cemetery District

Placer County LAFCO is requesting the Agency cast a vote for one of the candidates to serve as the Alternate Special District Representative. The voting period ends Thursday, September 22, 2022 by 4pm.

Fiscal Impact

None.


Attachments

Placer LAFCO correspondence entitled "Selection of an Alternate Special District Representative on LAFCO".

Recommendation

Management recommends the Agency select a candidate for the Alternate Special District Representative to Placer LAFCO.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Electronic Transmittal

COMMISSIONERS: Date: August 23, 2022
Trinity Burruss To: Presiding Officer c/o Clerk of the District
Chair (City) From: Michelle McIntyre
Cindy Gustafson Re: Selection of an Alternate Special District Representative on
Vice-Chair (County) LAFCO

Josh Alpine
(Special District)

Tracy Mendonsa
(City)

Susan Rohan
(Public)

Rick Stephens
(Special District)

Robert Weygandt
(County)

On July 20, 2022, LAFCO requested the Special Districts consider nominating a member from their board to serve as the Alternate Special District Representative on LAFCO. We received three nominations.

Enclosed with this memo is a ballot and the Statement of Qualifications from the candidates.

ALTERNATE
COMMISSIONERS:

Jim Holmes
(County)

Jenny Knisley
(City)

Jeffrey Starsky
(Public)

Vacant
(Special District)

Please return via email a completed and signed ballot by **Thursday September 22, 2022, at 4pm.**

As a reminder; a valid ballot must be signed by the presiding officer or another board member as designated by the board. A quorum of the Special Districts is needed, and the person receiving the votes shall be appointed.

Please contact LAFCO staff (530) 889-4097 if you have any questions. Thank you.

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

William Wright
Legal Counsel

Enclosures: Ballot and Statement of Qualifications

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

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

Ballot: Selection of Alternate Special District Representative on LAFCO

Please choose one:

_____ **Scott R. Holbrook**, Auburn Area Recreation and Park District

_____ **William Kahrl**, Newcastle Fire Protection

_____ **Earl Wilson**, Auburn Public Cemetery District

Name of Special District

Presiding Officer
Signature

Printed Name

**Must be received by LAFCO no later than
September 22, 2022 by 4pm .**

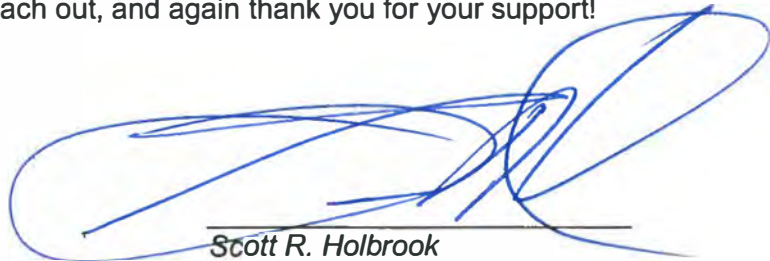
LAFCO@placer.ca.gov

August 15, 2022

Hey all,

Thank you for your support, for a few decades now I have been committed to serving the community in a variety of ways including my tenure on the Auburn Area Park and Recreation District (ARD) Board. I am proud of my record on multiple levels. Be it setting policy, balancing budgets, building consensus, long term planning, public relations and more. I have always worked to create viable outcomes that create a win-win. I am always readily accessible and a team player.

If you have any questions please reach out, and again thank you for your support!



Scott R. Holbrook
Director of the Governing Board
Auburn Area Recreation and Park District

August 17, 2022
Date

**Statement of Qualifications for Re-Election to Placer LAFCO
William Kahrl, Chair, Newcastle Fire Protection District**

Our Common Task. As one of your two representatives on Placer LAFCO, I believe that our special districts will face a very different range of challenges and opportunities in the years ahead. Reapportionment has bound the communities we serve in central Placer and the Tahoe/Truckee area more closely together than ever before. The ongoing threat of massive wildfires demands that we make common cause to bring our shared concerns more forcefully to the attention of the two mega-agencies -- CALFIRE and Pacific Gas and Electric -- whose operations most directly affect our mutual safety. And the advent of the state's new law on Accessory Dwelling Units has opened the gates for unexpected construction and expansion that could -- if we are not thoughtful -- undermine the best of our plans for the future.

All of Placer is affected by the increasing pace of new development. But it's different for special districts. The cities' and county representatives on LAFCO have resources in staffing and finance that they can draw on to meet changing needs and services. Most of us do not. We perform our public service often as volunteers, with little or no compensations. District funding is strictly limited and jealously guarded by local taxpayers. LAFCO can help, if we know how to use it..

The urban districts have a history of working together. But the distance from Auburn to Tahoe/Truckee is measured by more than just geography. With your support, I want to help bridge that gap. We need to do a better job of identifying common problems as well as the opportunities we can share to protect the things we love best about Placer. As chair of the Newcastle Fire Board, I can report we are already making progress along these lines, bringing together the leaders of other local fire districts, local, state and federal agencies. and tribal government on new programs that increase efficiency, improve public safety, and help to hold down the rising cost of insurance. Closer coordination and communication can benefit us all.

My Background. I have been lucky in life to be able to devote most of my career to serving California as an executive advisor on conflict resolution and natural resources policy. In state government, I've worked for the leaders of both parties in both houses of the state legislature as well as serving on the personal staff of both the Governor and the Assembly Speaker. In the private sector, I've served as a top-level advisor to several of the largest corporations in the United States and abroad, principally in the areas of forestry and water policy. Some of my proudest achievements in this connection include the creation of California's Wild and Scenic River System, the preservation of Point Reyes National Seashore and Headwaters National Forest, and launching the successful negotiations that created a permanent conservation easement for more than 80,000 acres of pristine coastal properties on the Hearst Ranch.

My clients have included all three of California's largest water districts -- Westlands, Imperial and the Metropolitan Water District of Southern California, the state Resources Agency, lumber companies, tribal governments the U.S. Geological Survey and the Army Corps of Engineers.

I am the editor of the award-winning *California Water Atlas* and the author of *Water and Power*, which the New York Times selected as one of the best books of the year. I graduated from Yale College and have subsequently received fellowships from the National Endowment for the Humanities, Coro Foundation, and the Rockefeller Foundation in Environmental Affairs. I also served as a member of the Editorial Board and Opinion Page Editor of the Sacramento Bee during its heyday. My wife Kathleen and I have lived in Newcastle for 22 years. I would appreciate your support. And if you have any questions or would like to discuss the issues your district is facing, please don't hesitate to call me at 916-663-0785.

Statement of Qualifications
for Earl Wilson
Alternate Special District Representative to LAFCO Nominee

I am Earl Wilson, a member of the Auburn Public Cemetery District Board of Trustees, seeking your vote as the Alternate Special District Representative to the Placer County Local Agency Formation Commission. I am a retired city manager. During my 40 plus years in this capacity I served in four California cities in four counties - San Joaquin, Merced, Humboldt and Siskiyou. Prior to my becoming a city manager I was employed by the City of Auburn. During that period with Auburn my duties as an administrative assistant included preparing and processing annexations for the City involving non-contiguous (airport and sewer plant), unhabituated and inhabited annexations which required the Placer County LAFCO applications and hearings. My years as a city manager brought me in contact with the various county LAFCOs for such items as annexations and spheres of influence development and update. My education background includes graduating from EV Cain and Placer High, BA from Sacramento State and MPA from CSU Stanislaus. I strongly believe in local government as each jurisdiction has its own personality and LAFCO has a positive role to provide that continuity during these periods of growth. The voice of the special districts on LAFCO provides another local government input to arrive at decisions that best serves all the citizens in Placer County. I have been a part of Placer County over the years having grown up here, my parents remained here until they passed away, and I returned here after retiring. I hope you consider my qualifications when casting a vote for the LAFCO Special District Alternate member. Thank you.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-12
Subject: Discussion of in-person Board of Directors meeting

Background

This agenda item is created to have a discussion to determine if the Board would like to hold an in-person Board meeting.

Fiscal Impact

None.


Attachments

None.

Recommendation

Management recommends the next Board of Directors meeting be held in person.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: V-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: 

Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: September 21, 2022
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

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

Operations:

- Plant performed well through the month.
- Sodium Hydroxide was added to the final effluent to maintain a neutral pH.
- Water Information Management Solution (WIMS) implementation is ongoing.
- Cleaned and inspected side two grit chamber at headworks.

Operations Work Orders:

- Completed this month: 0
- Pending: 1

Laboratory:

- Staff performed necessary laboratory testing.
- The Laboratory Information Management System (LIMS) implementation is ongoing. The expected completion date is September 30th.
- Staff have completed preparation of the laboratory Quality Manual and other documentation in accordance with The NELAC Institute (TNI) standards. Lab is in the process of implementing quality system.

Laboratory Corrective Actions:

- Completed this month: 0
- Pending: 0


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.28
Monthly maximum instantaneous ⁽¹⁾	5.76
Maximum 7- day average	3.69

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)	3.4	10.0	4.5	20.0
Turbidity (NTU)	NA	NA	2.4	10.0
Total Phosphorus (mg/l)	0.35	0.80	0.50	1.50
Chemical Oxygen Demand (mg/l)	39	45	47	60

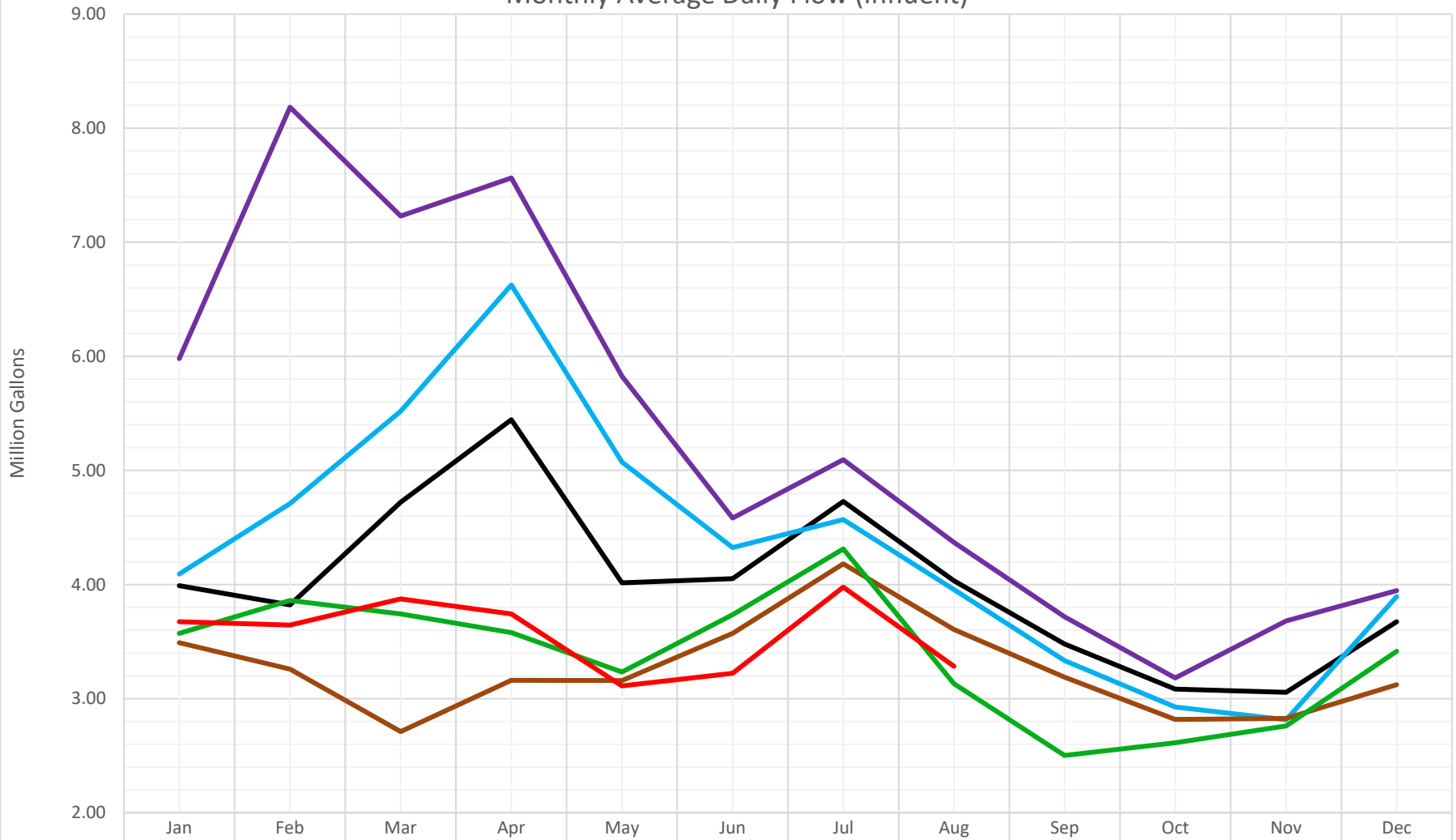
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

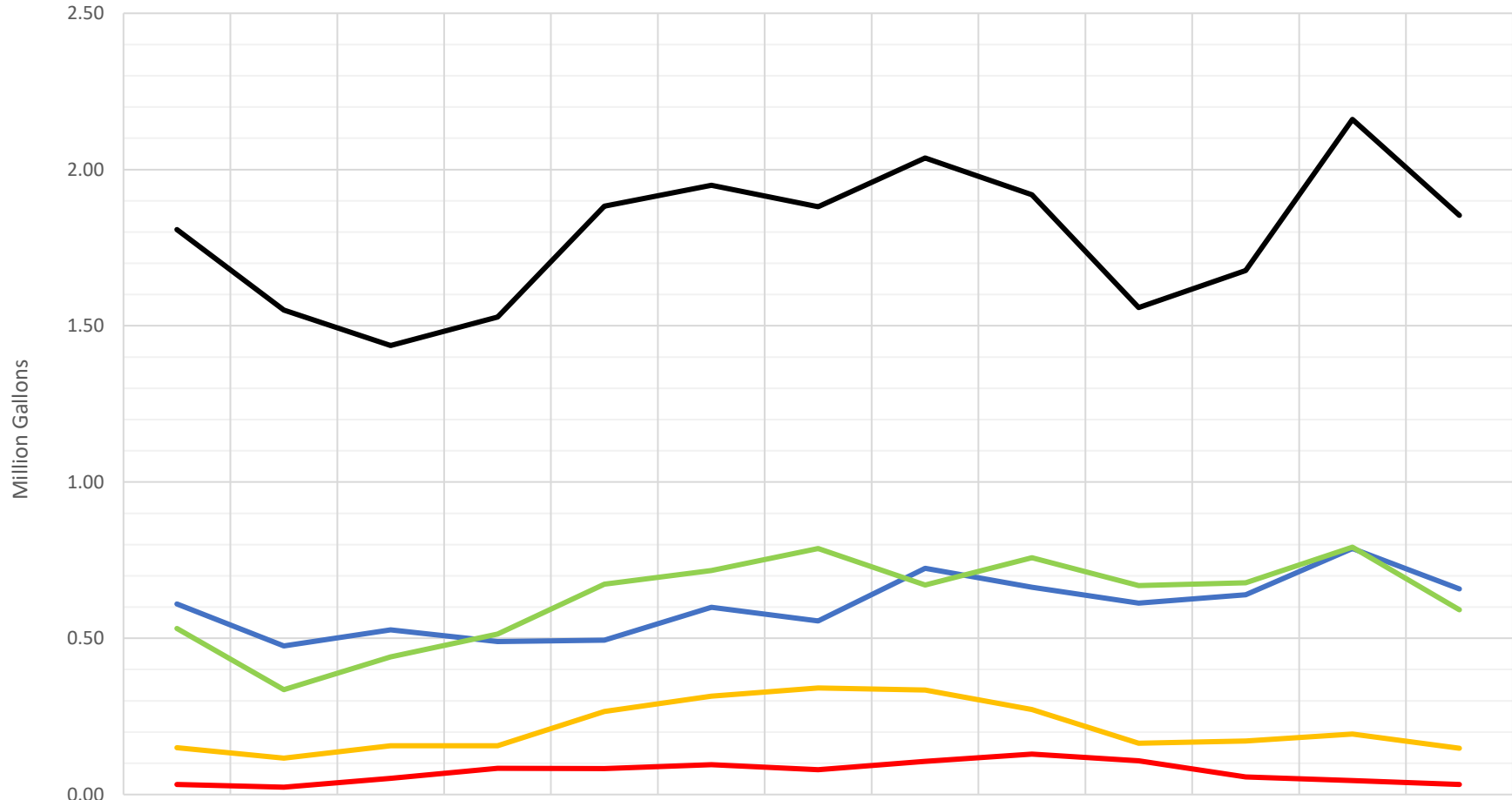
Approved By: 
 Richard Pallante
 Interim General Manager

Monthly Average Daily Flow (Influent)



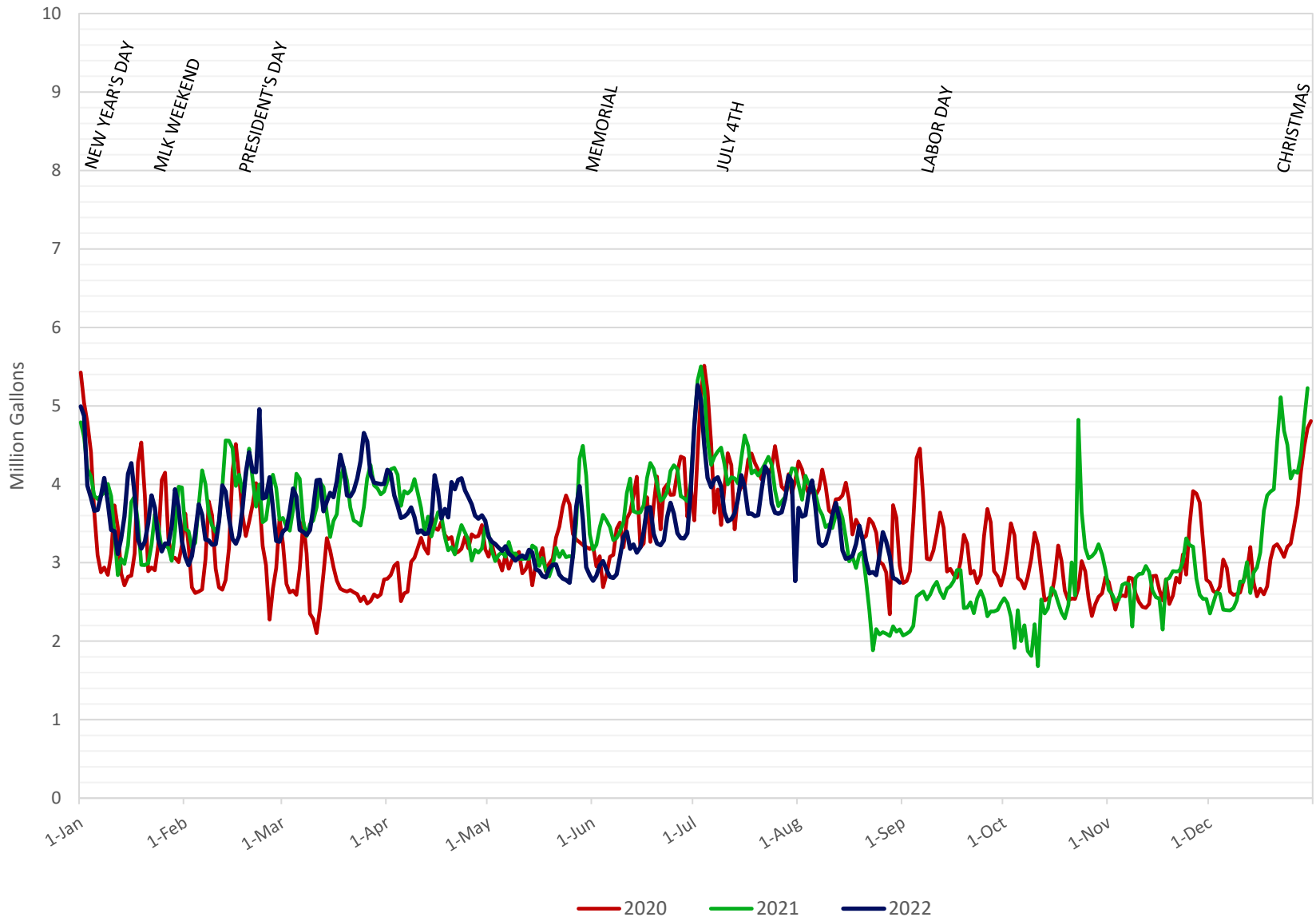
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12
2021	3.57	3.86	3.74	3.58	3.23	3.74	4.31	3.13	2.50	2.61	2.76	3.41
2022	3.68	3.64	3.87	3.74	3.11	3.22	3.98	3.28				

Monthly Average Daily Flow (Districts)

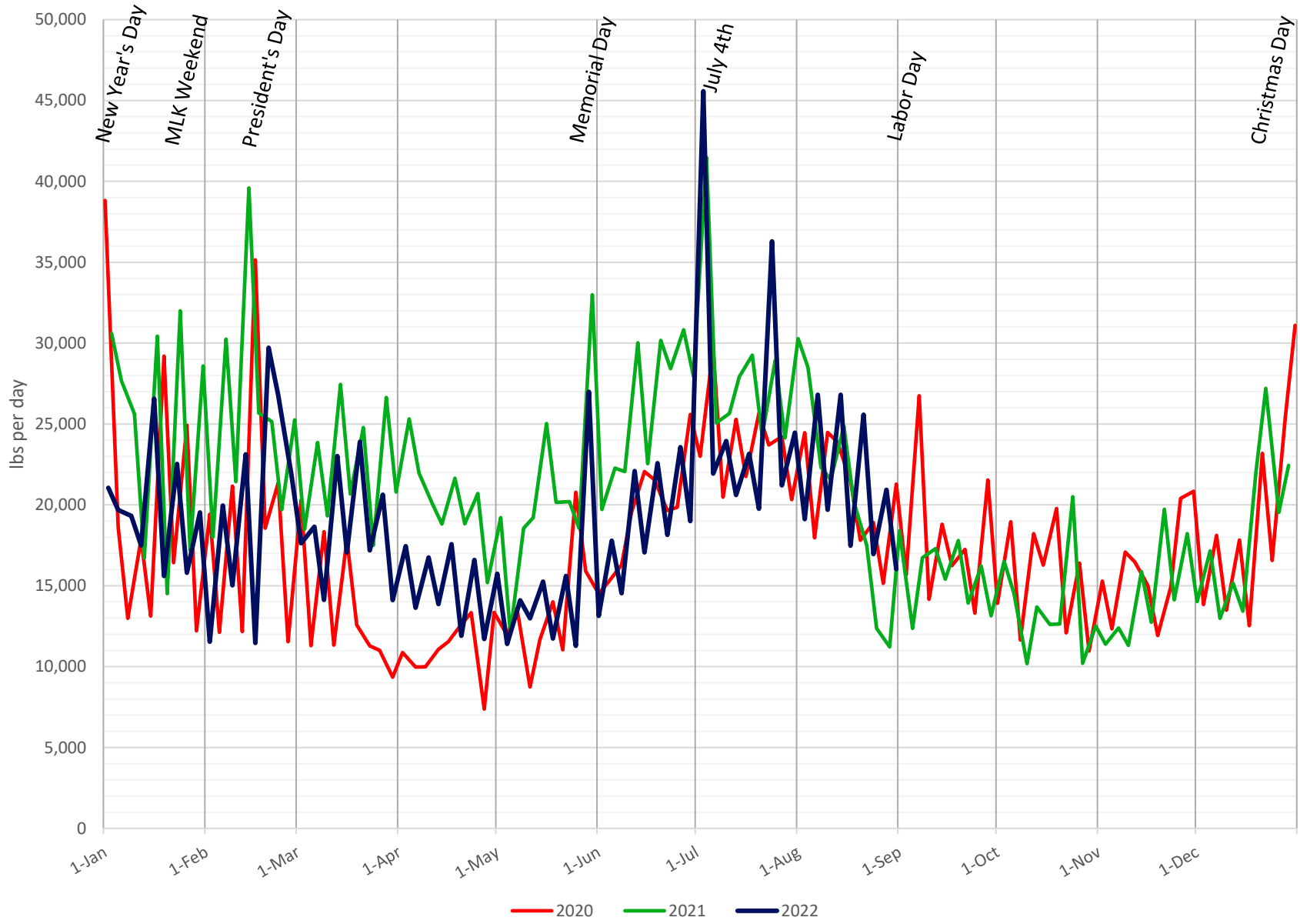


	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
NTPUD	0.61	0.48	0.53	0.49	0.49	0.60	0.56	0.72	0.66	0.61	0.64	0.79	0.66
TCPUD	0.53	0.34	0.44	0.51	0.67	0.72	0.79	0.67	0.76	0.67	0.68	0.79	0.59
ASCWD	0.03	0.02	0.05	0.08	0.08	0.10	0.08	0.11	0.13	0.11	0.06	0.04	0.03
OVPSD	0.15	0.12	0.16	0.16	0.27	0.31	0.34	0.33	0.27	0.16	0.17	0.19	0.15
TSD	1.81	1.55	1.44	1.53	1.88	1.95	1.88	2.04	1.92	1.56	1.68	2.16	1.85

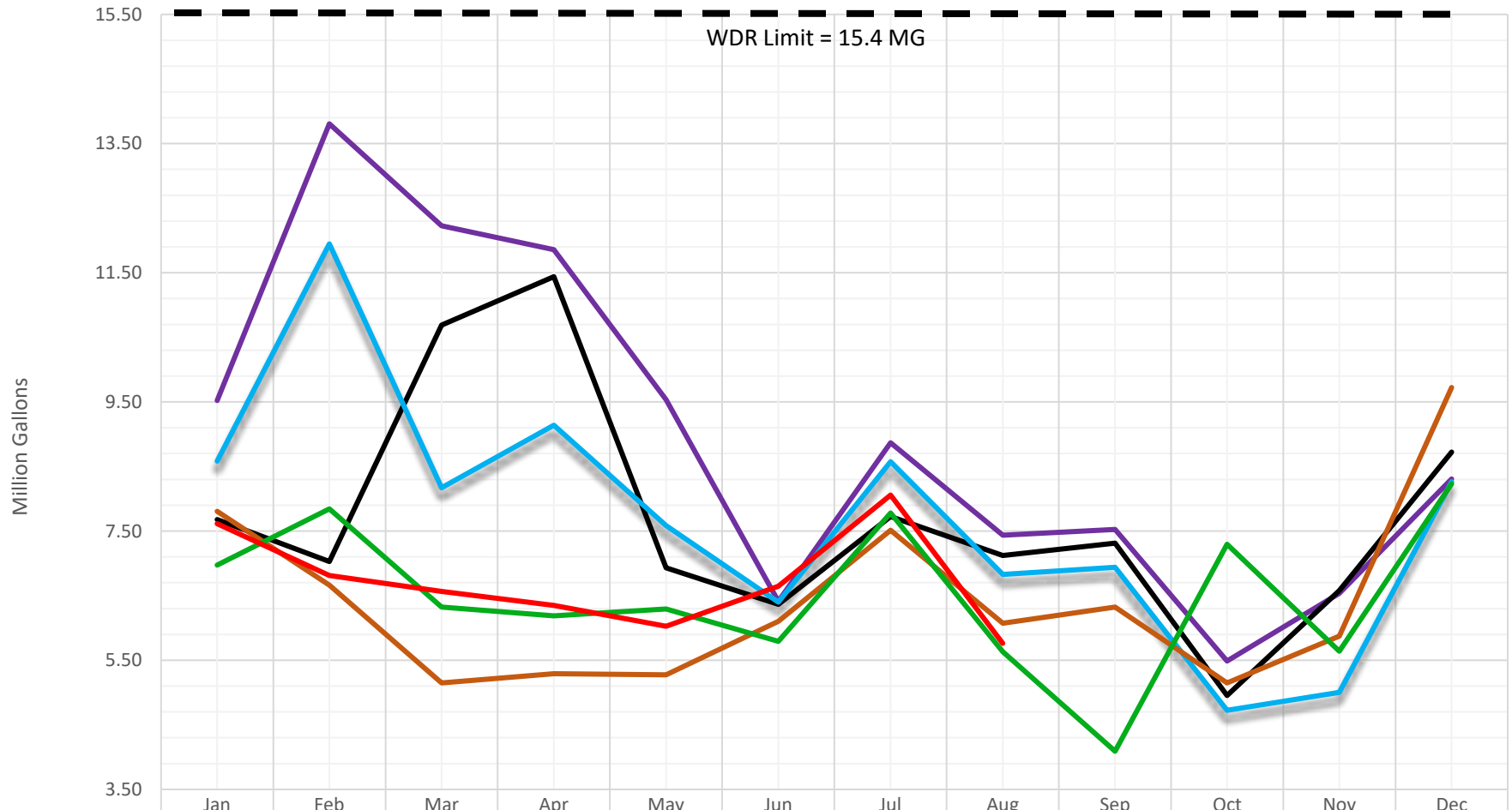
T-TSA Daily Influent Flow



COD Influent Loading



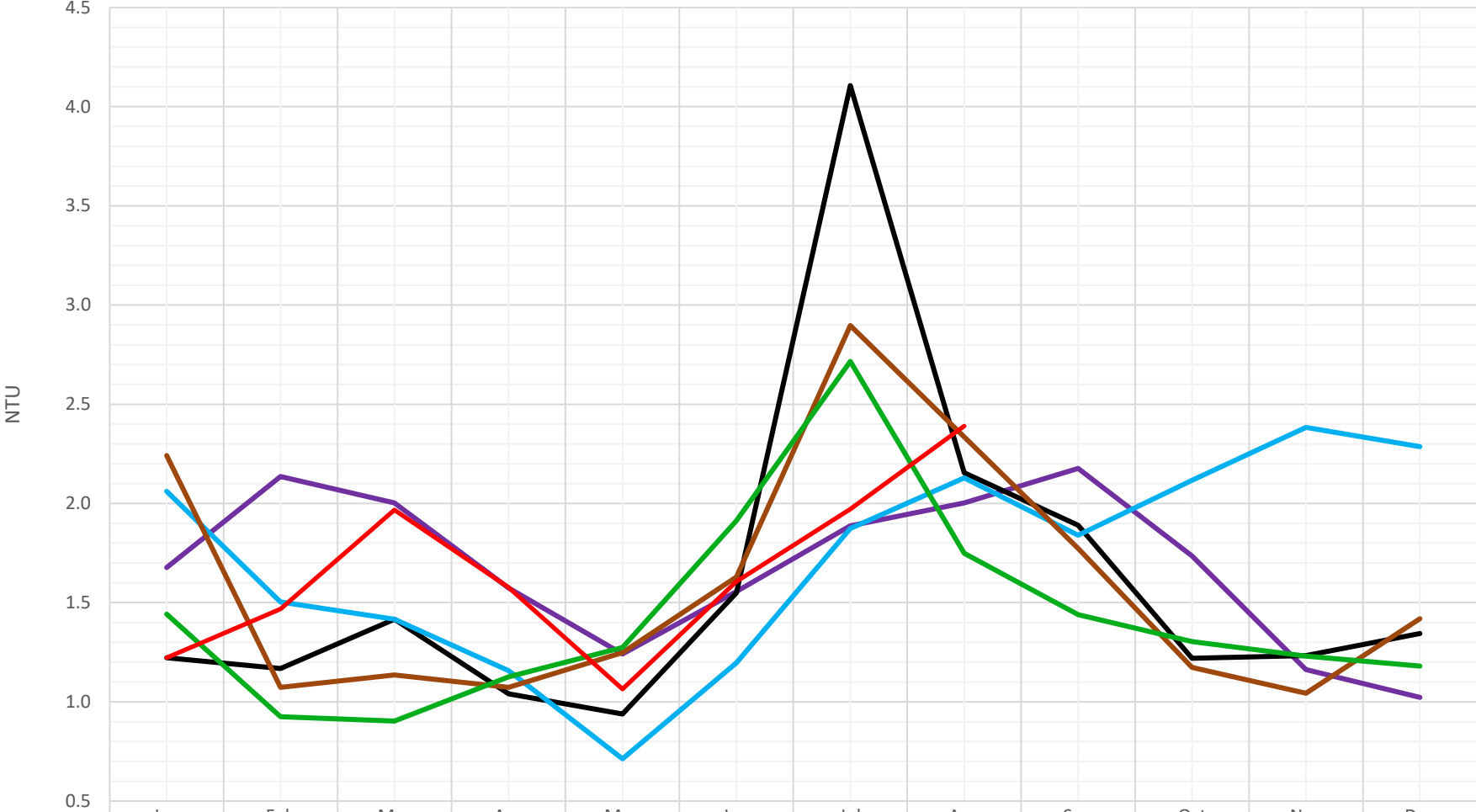
Monthly Maximum Instantaneous Flow (Influent)



WDR Limit = 15.4 MG

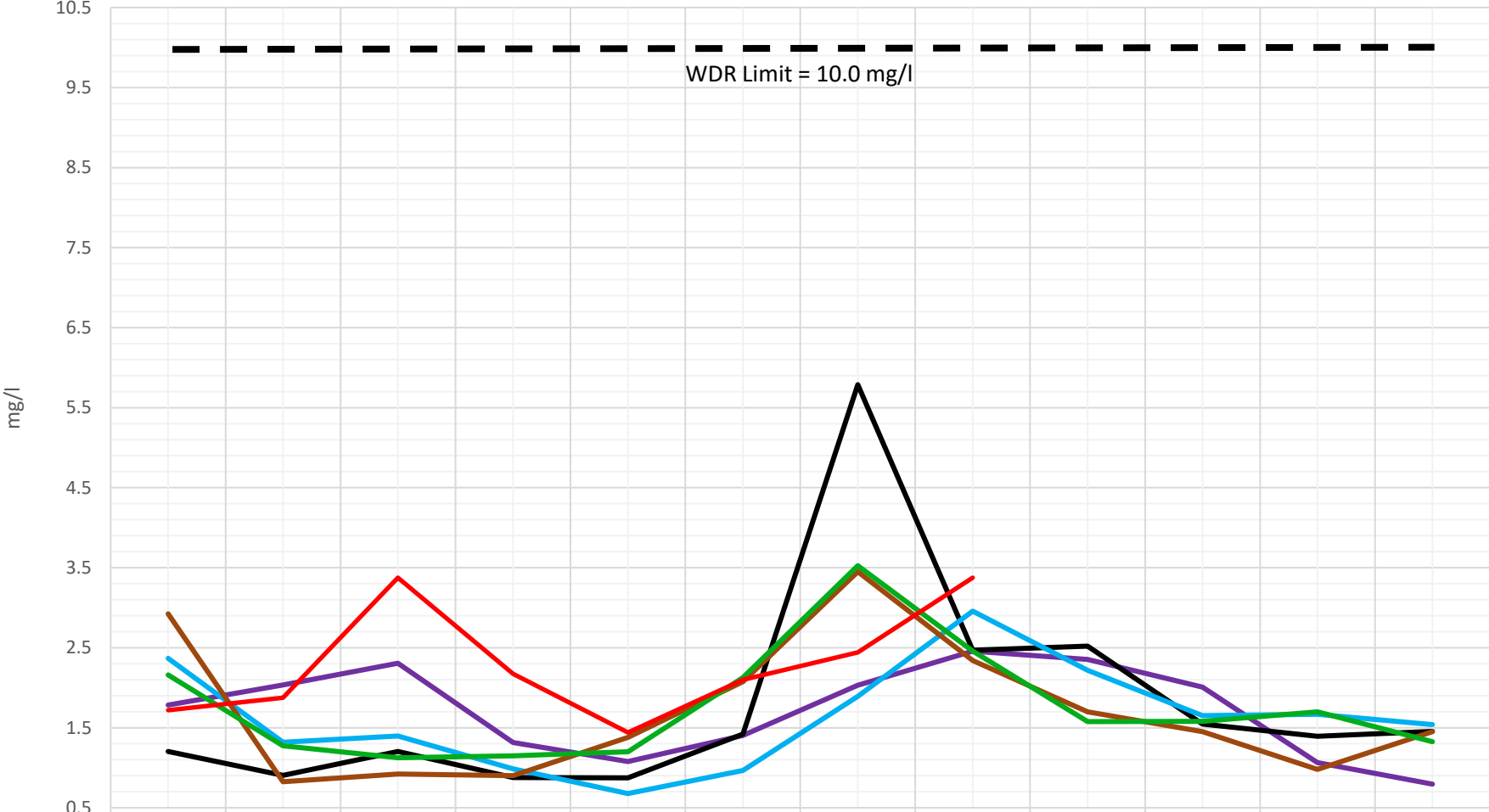
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	5.00	8.26
2020	7.81	6.66	5.15	5.29	5.27	6.10	7.51	6.07	6.33	5.15	5.87	9.72
2021	6.98	7.84	6.33	6.19	6.29	5.79	7.78	5.63	4.09	7.30	5.64	8.23
2022	7.61	6.81	6.57	6.35	6.03	6.65	8.06	5.76				

Monthly Average Daily Turbidity (Effluent)



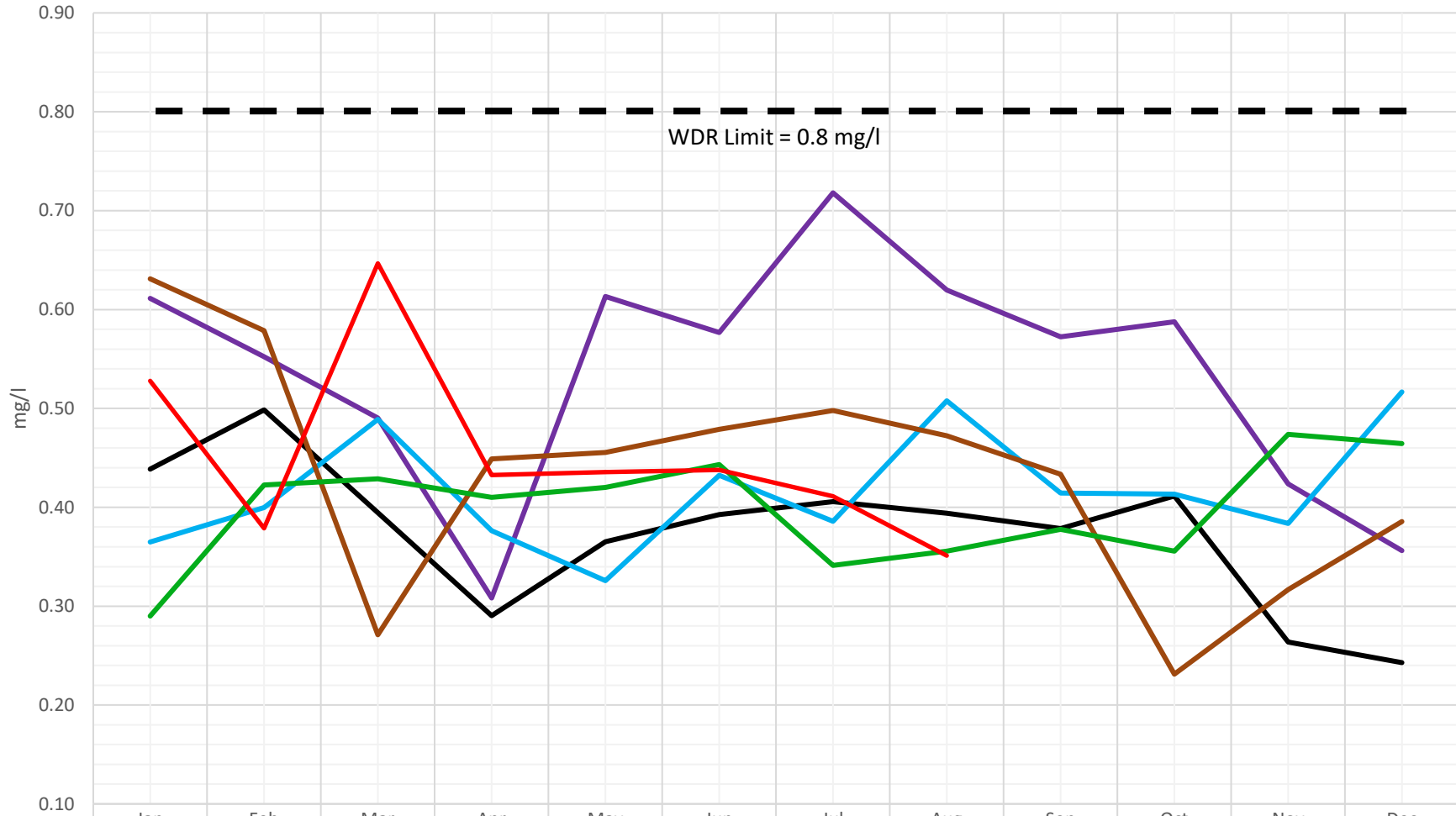
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4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

Monthly Average Daily Suspended Solids (Effluent)



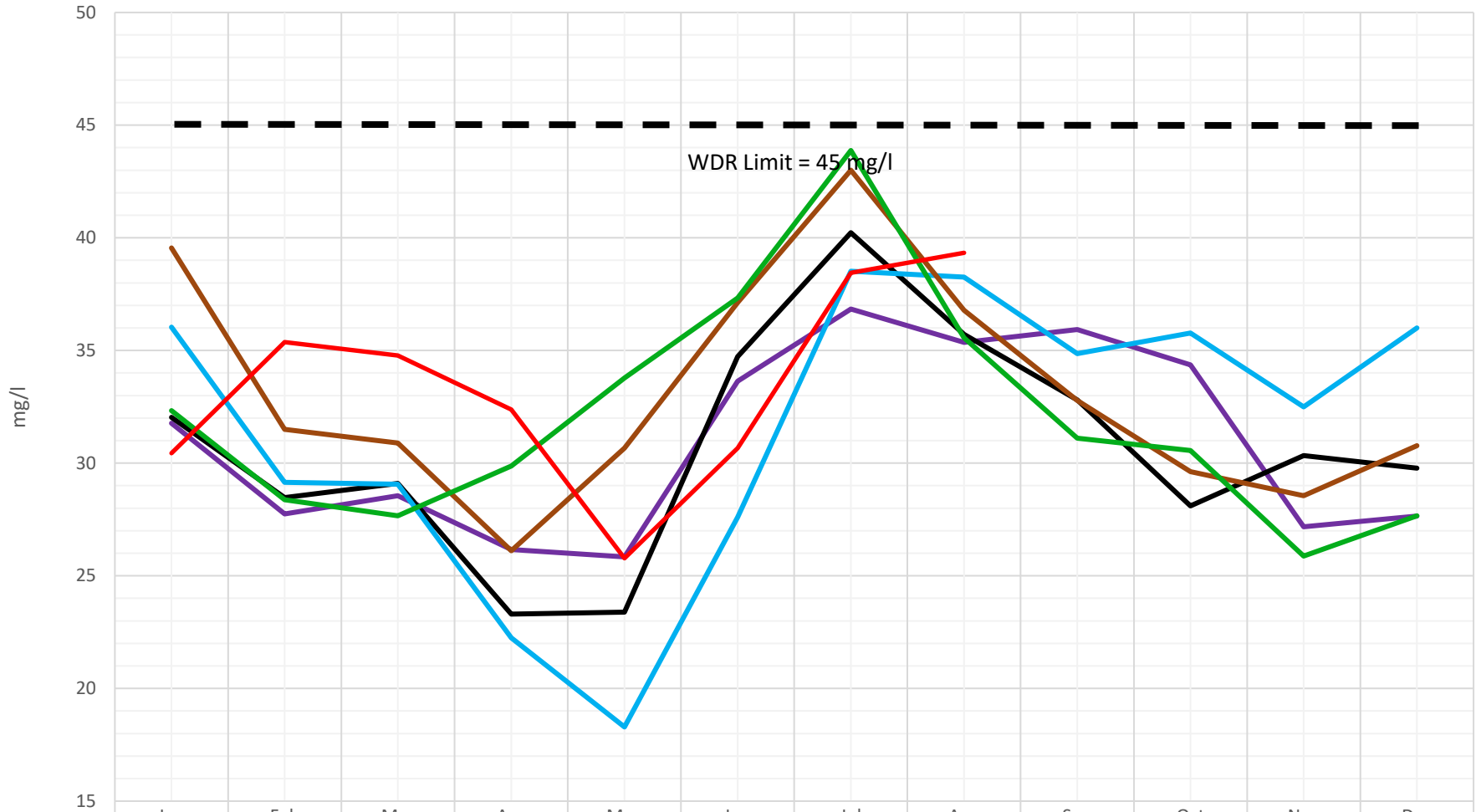
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6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

Monthly Average Daily Total Phosphorus (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32	0.39
2021	0.29	0.42	0.43	0.41	0.42	0.44	0.34	0.36	0.38	0.36	0.47	0.46
2022	0.53	0.38	0.65	0.43	0.44	0.44	0.41	0.35				

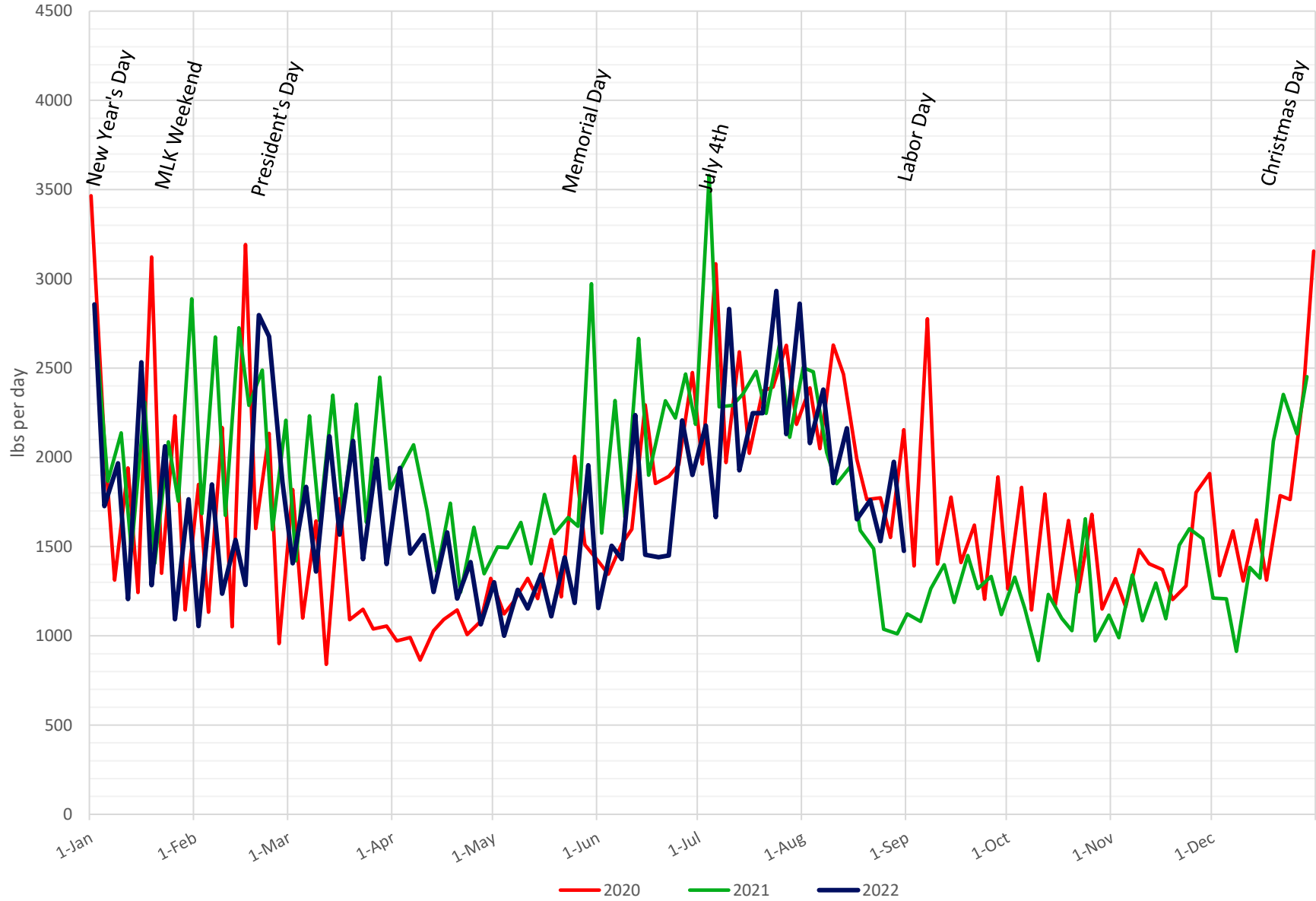
Monthly Average Daily Chemical Oxygen Demand (Effluent)



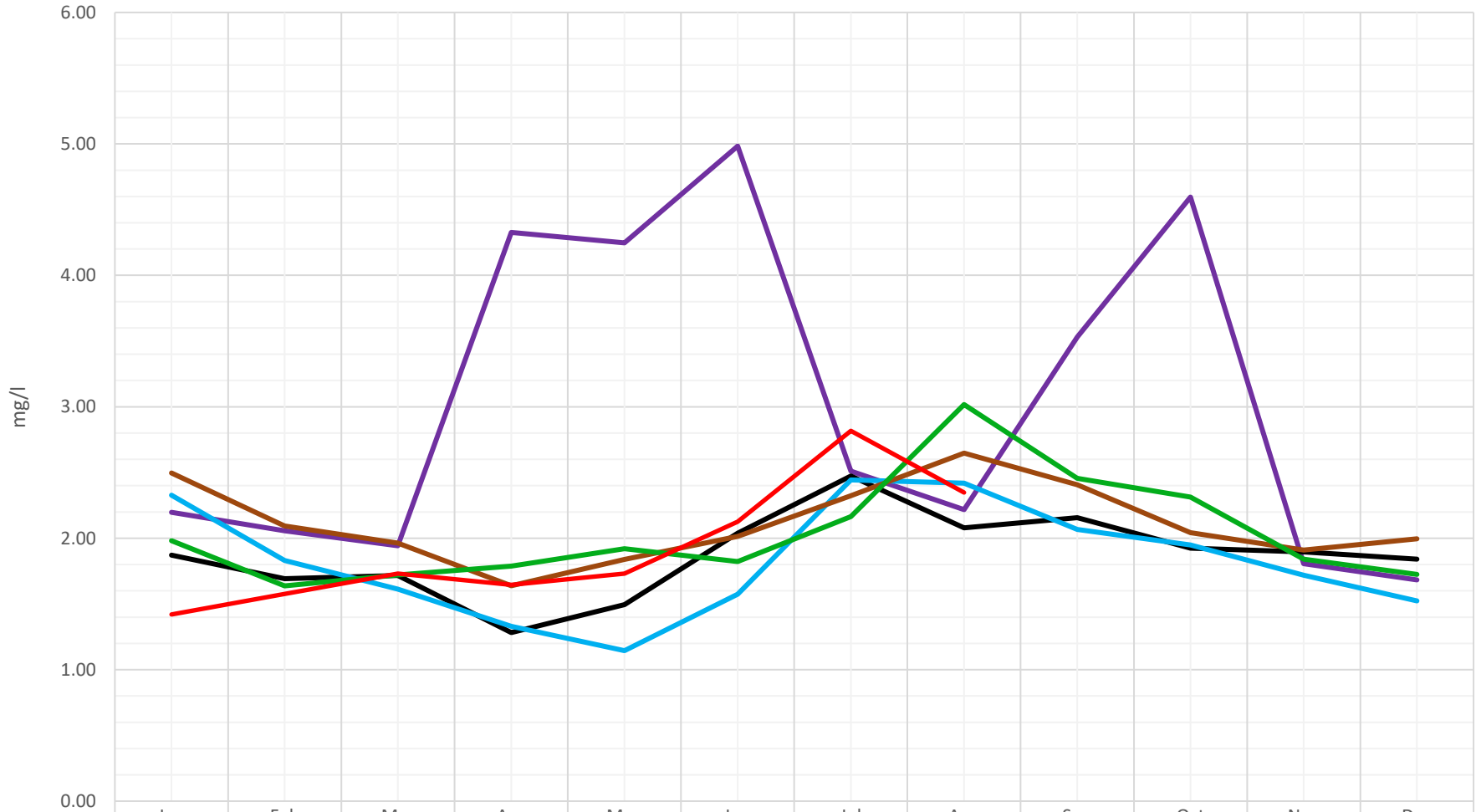
WDR Limit = 45 mg/l

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

TKN Influent Loading

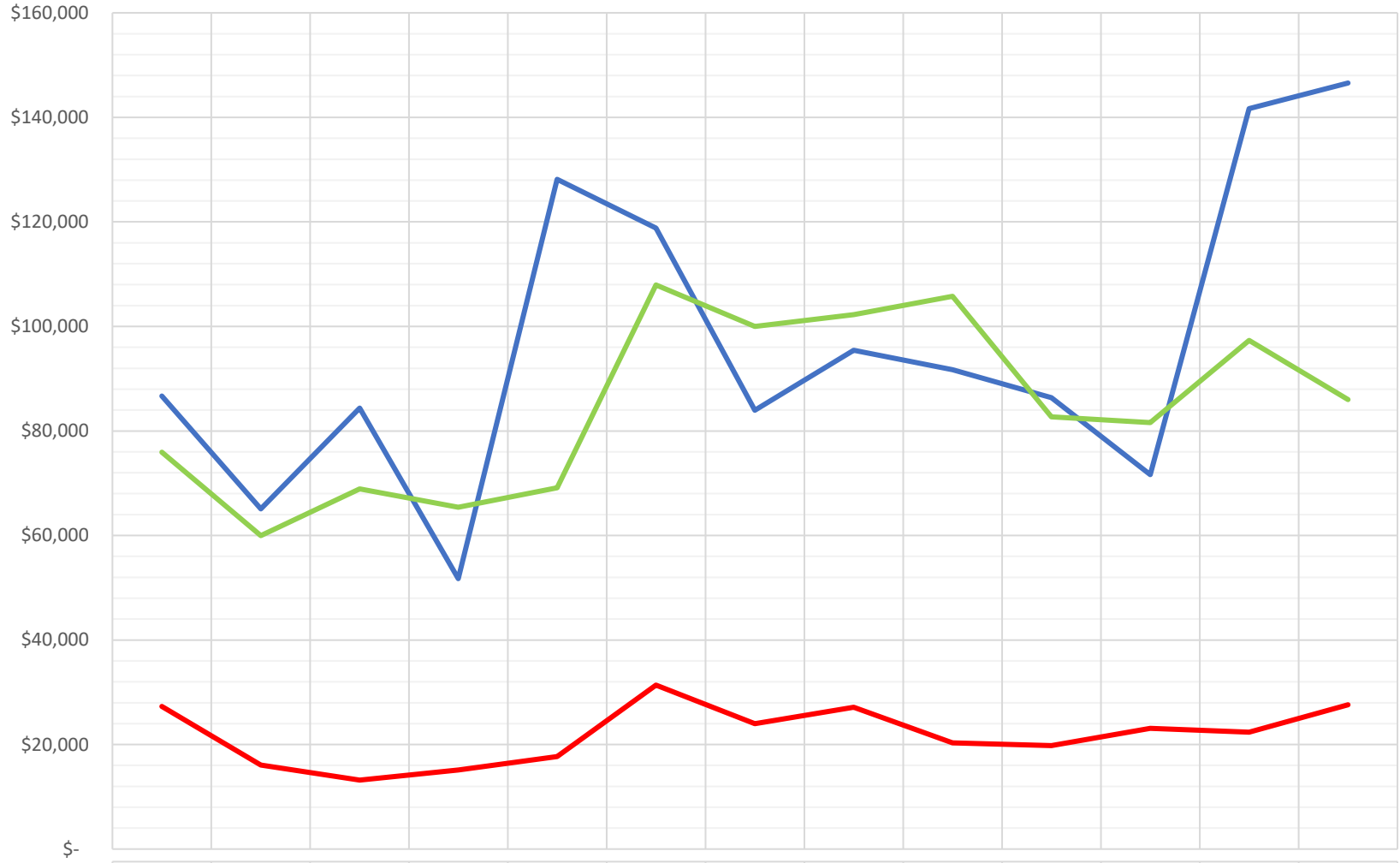


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.41	2.04	1.91	2.00
2021	1.98	1.64	1.72	1.79	1.92	1.82	2.17	3.02	2.46	2.31	1.84	1.73
2022	1.42	1.58	1.73	1.65	1.73	2.13	2.82	2.35				

Chemical, Power and Sludge Disposal Costs



	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
— Chemical	\$86,660	\$65,076	\$84,387	\$51,738	\$128,152	\$118,832	\$83,965	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666	\$146,572
— Power	\$75,956	\$59,970	\$68,936	\$65,393	\$69,150	\$107,937	\$100,001	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324	\$86,012
— Sludge Disposal	\$27,293	\$16,092	\$13,197	\$15,117	\$17,692	\$31,373	\$23,978	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347	\$27,626





TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Department Report

- ◆ **Project support:** In the month of August, Maintenance staff provided support for the following projects:
 - Firewall configuration and install.
 - Wi-Fi Upgrades/Coverage Enhancements.
 - Development of new web site.
 - SCADA/IT Master Plan implementation.
 - Lucity CMMS Project.
 - LIMS Project Support.
 - WIMS Project Support.
 - 2022 Roofing Project.
 - 2022 Coating Project.
- ◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:
 - Upgraded windsock on the Chlorine building.
 - Completed epoxy flooring in E&I shop and Maintenance hallway.
 - Replaced chlorine header piping.
 - Burn area remediation.
 - Modified grit basin valving to allow operation without confined space entry.
 - Reconfigured lube storage room.
 - Completed lime slurry line replacement.
 - Install new primary sludge pump with new style Seepex split stator design.
 - Installed new welder/generator on TRI truck.
 - Replace lime slurry piping.
 - Removed centrifuge and shipped to vendor for rebuild.
 - Excavated for power and signal for parallel line Flo-Dar flow meter installation.
 - Install solar lightning at primary scum pumps.
 - Completed aerial boom lift and heavy equipment training.
- ◆ **Work Orders**
 - Completed this month: Mechanical-34, Fleet-9, Electrical & Instrumentation-33, IT-7.
 - Pending: Mechanical-90, Fleet-83, Electrical & Instrumentation-22, IT-27.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
Richard Pallante
Interim General Manager

Aerial Boom Lift Training



Flo-Dar Meter Installation



AWT Control Panel Completion






TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT


Date: September 21, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Department Report

- ◆ **Projects:** In the month of August, Engineering staff continued working on the following projects:
 - Digestion Improvements Study
 - 2021 Chlorine Scrubber Improvements Project
 - 2022 Control Room Upgrades Project
 - 2022 Digital Scanning of Sewer Lines Project
 - 2022 Filter Influent Condition Assessment Project
 - 2022 Plant Coating Project
 - 2022 Roof Repair 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: 
Richard Pallante
Interim General Manager



2022 Roof Repair Project
Building 3 – Construction



2022 Roof Repair Project
Building 3 – Construction



2022 Plant Coating Project
Secondary Clarifier No.2 – Finish Coat



2022 Plant Coating Project
Secondary Clarifier No.2 – Finish Coat



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: September 21, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Department Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Completed Interim Audit for FY22.
 - Continued FY22 year-end closing procedures and preparing for final Audit.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
- Purchasing/Administration
 - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
 - General responsibilities to customer service, front gate and front desk.
 - Continued work on microfiche conversion for FY22 inventory adjustments.
- General Administration
 - Performed various administrative duties to assist Interim General Manager, General Manager and Board of Directors.
 - Continued discussions and research on investment and funding opportunities.
 - Continued discussions for the rate studies with HDR.
 - Participated in the North Tahoe Public Utility District presentation and tour.
 - A star is born, our very own Roshelle Chavez featured in the California Special Districts Association 2022 Board Secretary/Clerk Conference Brochure.

Review Tracking

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: V-2
Subject: General Manager Report


Continuing Projects/Work

- Management and staff continued to work with consultant on Connection fee/Rate Study.
- Management and staff continued implementation of the new software programs.
- Management and staff continued progress on CIP projects.
- Management and staff continued research on leadership team training.

Past Month Projects/Work

- Continue to conduct one on one meetings with Agency staff.
- Conducted an all-staff meeting.
- Conducted tour for Director Wilson.
- Agency Ace's event.
- Reviewing scope and cost for Phase one of the SCADA/IT Master Plan.
- Working on identifying and developing policies that need to be developed, i.e., Technical Use Policy.
- Finalized the update of the Employee Handbook.
- Attended local agency General Managers meeting.
- Staff continued plant wide clean up and organization.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager

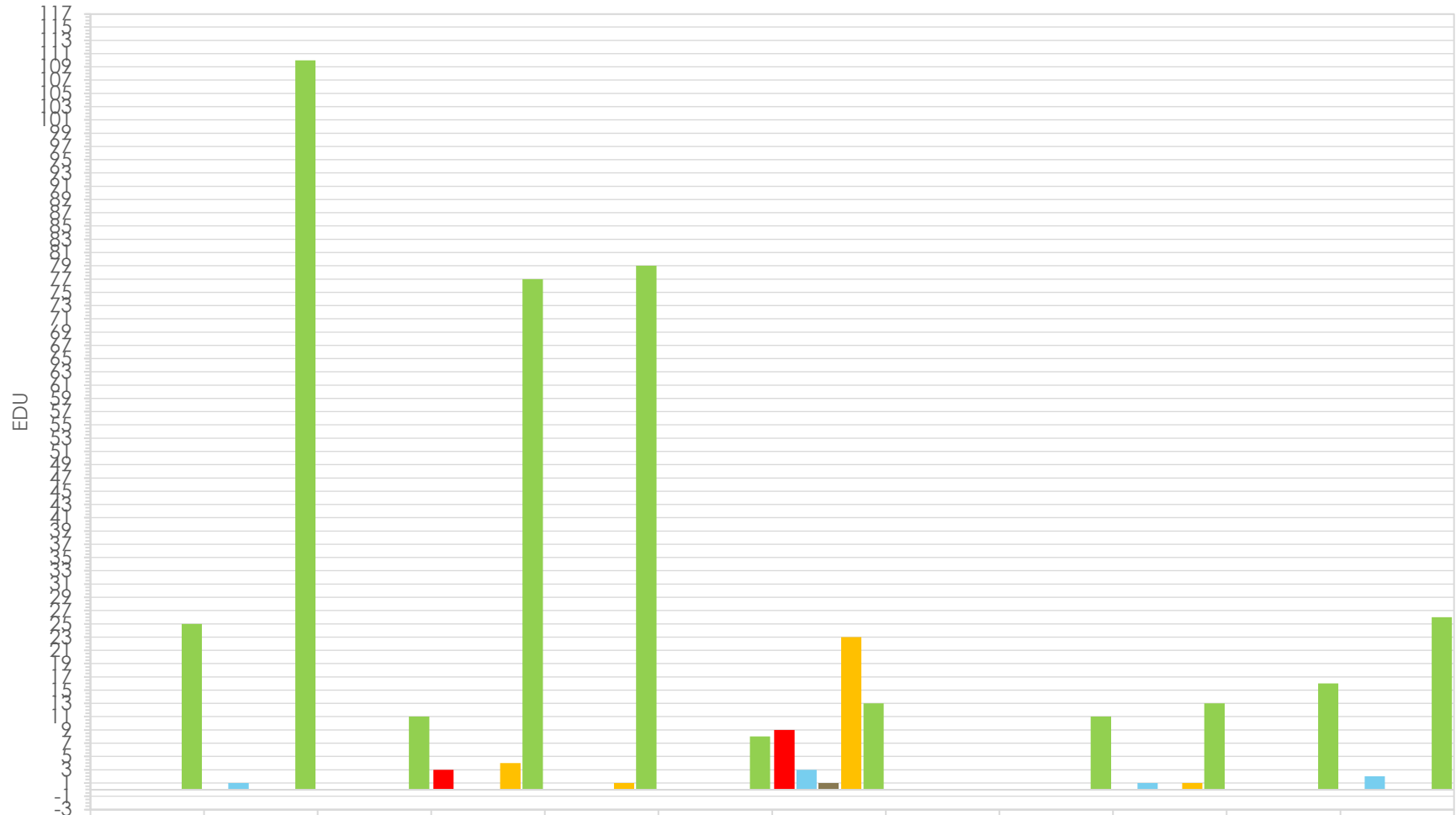
CONNECTION FEES - August 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	18	72,655	\$ 135,214.25	47	160747	332875.25
Residential Ft ² Additions	5	4,834	\$ 25,384.75	9	8547	31882.5
Residential Ft ² Additions - Exempt	0	0	N/A	1	53	N/A
Accessory Dwelling Unit (ADU)	1	2,989	\$ 5,230.75	1	2989	5230.75
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	3	N/A	\$ 39,425.00	5	N/A	75925
Industrial	0	N/A	\$ -	N/A	N/A	0
Grand Total	27	80,478	\$ 205,254.75	63	172,336	\$ 445,913.50

INSPECTIONS - August 2022

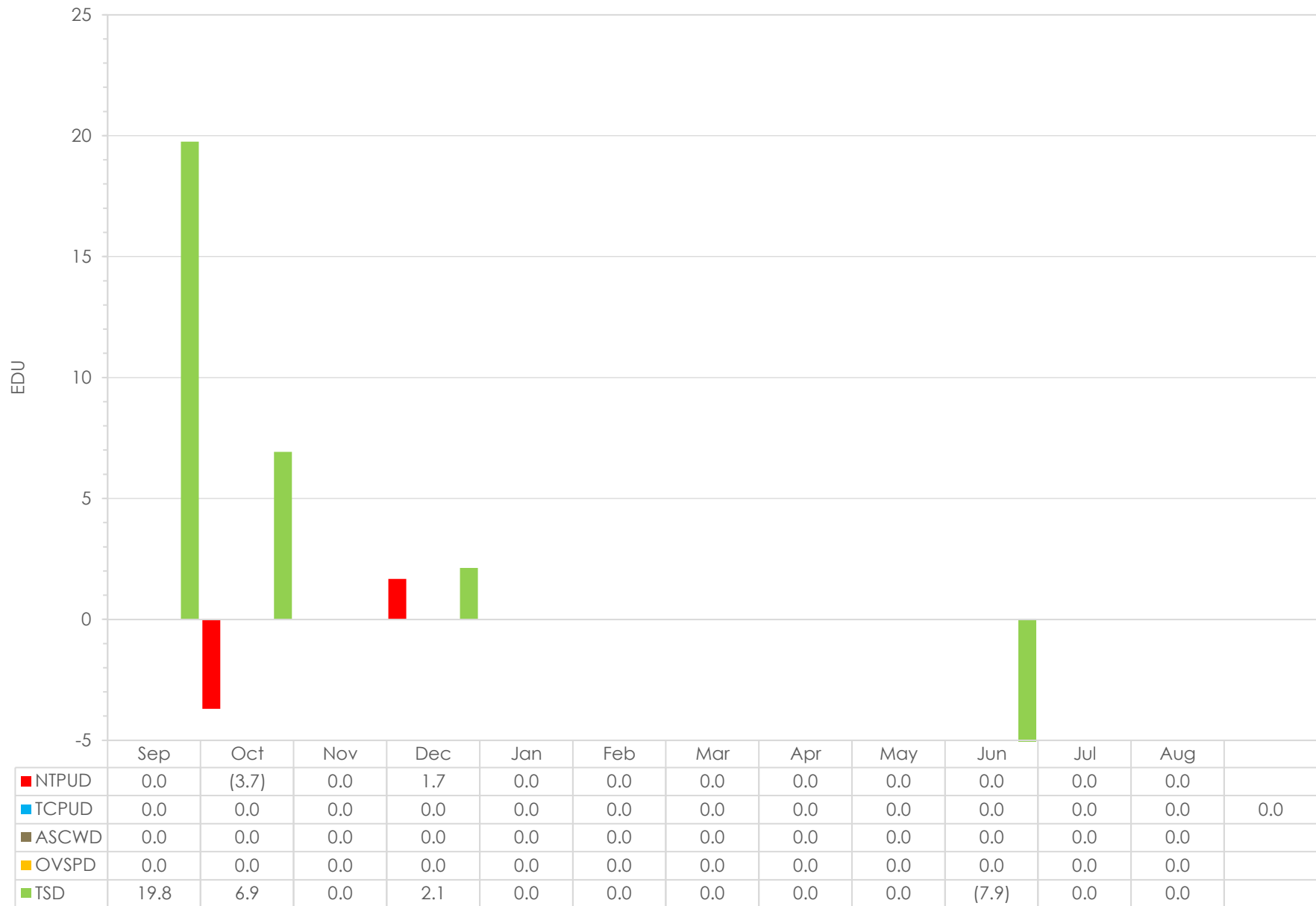
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	0	0	1	1
Residential (Drive-by of Suspended Accounts)	0		0	

Residential EDU Summary

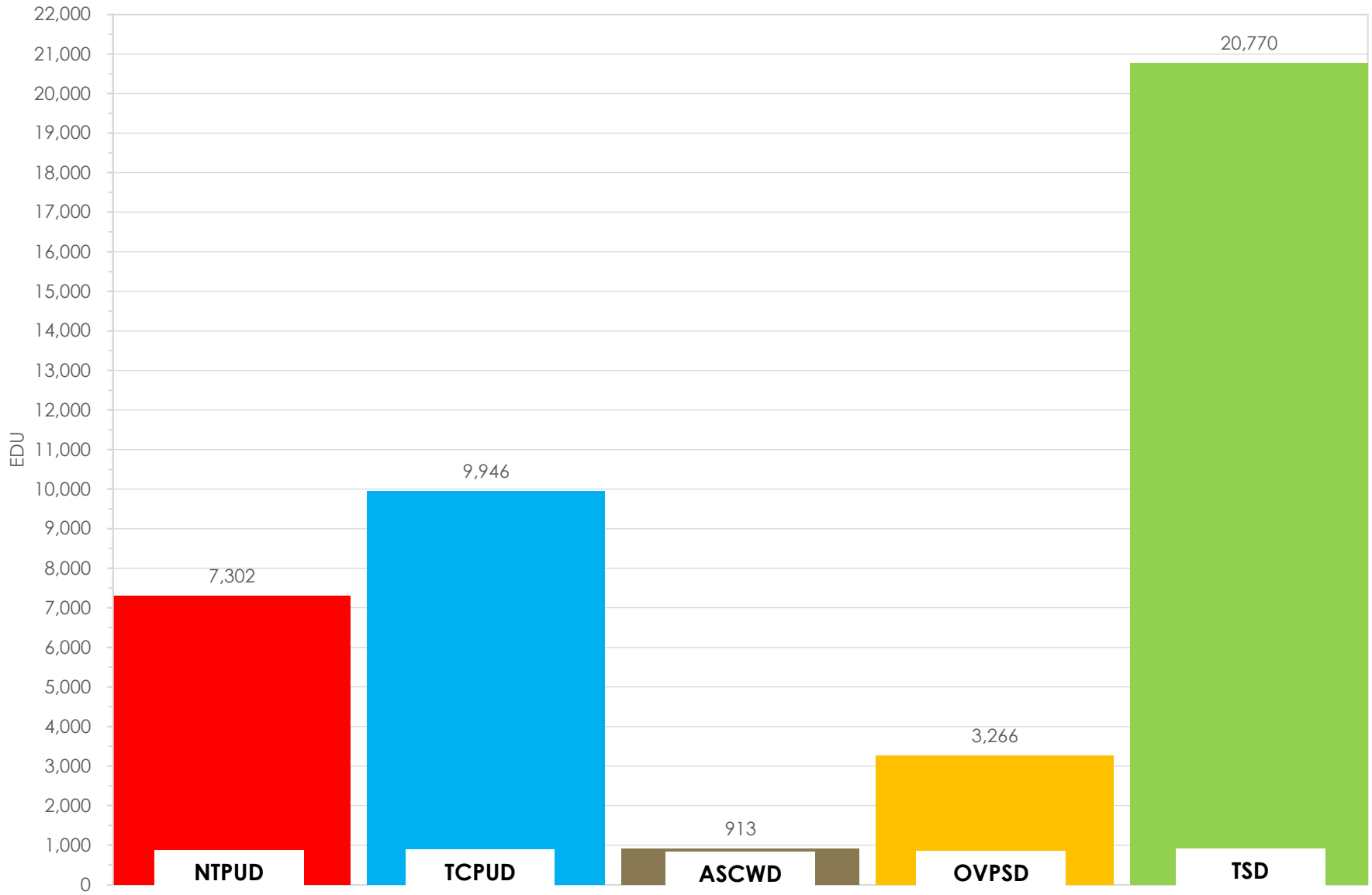


	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
■ NTPUD	0	0	0	3	0	0	9	0	0	0	0	0
■ TCPUD	0	1	0	0	0	0	3	0	0	1	0	2
■ ASCWD	0	0	0	0	0	0	1	0	0	0	0	0
■ OVSPD	0	0	0	4	1	0	23	0	0	1	0	0
■ TSD	25	110	11	77	79	8	13	0	11	13	16	26

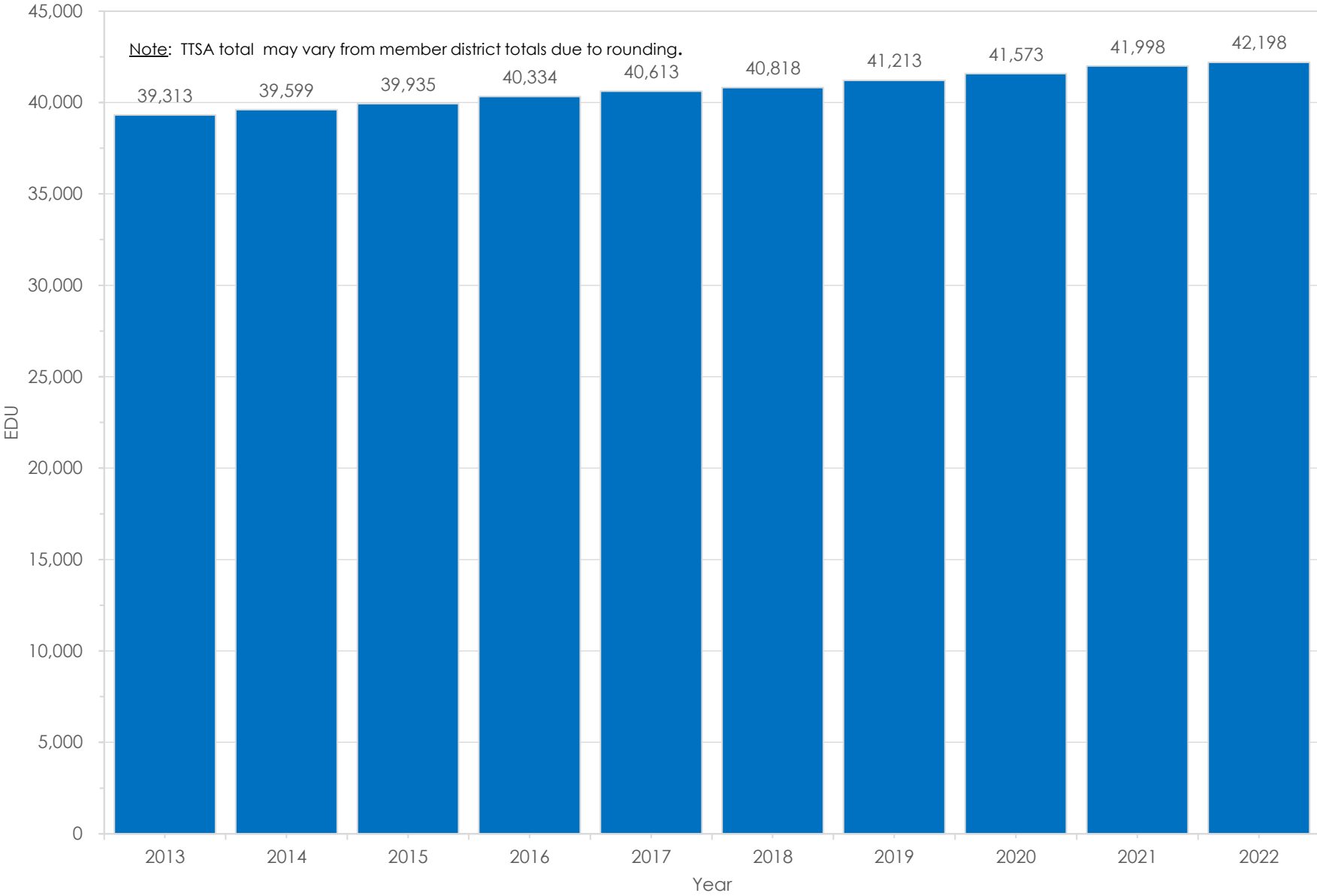
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: September 21, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VI
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.