



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
October 9, 2019

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

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

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: October 9, 2019

Time: 9:00 AM

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

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

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

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

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

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

1. Approval of the minutes of the regularly scheduled Board meeting on September 11, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the 2019 Digital Scanning of Sewer Lines project.
5. Approval of Progress Pay Estimate No. 2 for the Administration Building Office Remodel project.
6. Approval of Progress Pay Estimate No. 3 for the 2019 Plant Concrete Repair project.

V. Regular Agenda

1. Approval to advertise for the Portable Emergency Pump Systems project.
2. Approval to award the purchase of the VFD for the BNR influent pumps.
3. Approval to award the purchase of the VFD for the multi-purpose pump station.
4. Approval of the annual employee appreciation dinner.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Conference with Agency designated labor negotiator LaRue Griffin regarding the unrepresented employees in all positions - Government Code Section 54957.6.
3. Closed session for public employee discipline/dismissal/release.
4. Closed session to hear complaints or charges brought against an employee by another person.

IX. Adjournment

Posted and Mailed, 10/04/19



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

Awards

- *Safety Suggestion Awards (3rd Quarter 2019)*
 - Ryan Schultz - Order a safety manhole cover to protect against falls and ensure fall protection compliance out in the field.
 - Jaime Garcia - Order a drum lift attachment for the forklift.
 - Vicky Lufrano - Install "Cross Traffic Ahead" sign at the plant entrance intersection.

Fiscal Impact

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

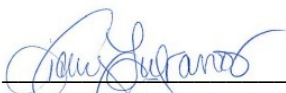
Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-1
Subject: Approval of the minutes of the regularly scheduled Board meeting on September 11, 2019

Background

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

Fiscal Impact

None.

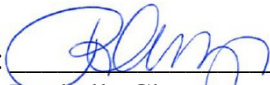
Attachments

Minutes of the regular Board meeting on September 11, 2019.

Recommendation

Management recommends approval of the minutes of the regularly scheduled Board meeting on September 11, 2019.

Review Tracking

Submitted By:  _____
Roshelle Chavez
Administrative Services Manager

Approved By:  _____
LaRue Griffin
General Manager

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

September 11, 2019

I. Call to Order:

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

Directors Present: S. Lane Lewis, NTPUD
Dale Cox, SVPSD (arrived at 10:18 AM)
Jon Northrop, ASCWD
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Jay Parker, Engineering Manager
Michael Peak, Operations Manager
Richard Pallante, Maintenance Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Kevin Woods, Information and Technology Department
Emily Pindar, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Robert Holmes, Maintenance Department
Jim Redmond, Maintenance Department
Justin Parrish, Maintenance Department
Anthony Salinas, Maintenance Department
Jaime Garcia, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Dean Haines, Maintenance Department
Laura Mader, Operations Department
Kristin Schrandt, Operations Department
Kristin Davis, Operations Department

Brandon Dimond, Operations Department
Nancy Chuba-Barker, Operations Department
Dusty Gilmore, Operations Department
Troy Kilgore, Operations Department
Daniel Robenko , Operations Department

Public Present: Shellie Anderson, Bryce Consulting, Inc.
Sarah Coolidge, Public
Michael Zanfagna, Public

II. Public Comment.

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

III. Professional Achievements, Awards & Anniversaries.

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

IV. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on August 14, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the Administration Building Office Remodel project.
5. Approval of Progress Pay Estimate No. 2 for the 2019 Plant Concrete Repair project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Appeal of service charges for APN N45-050-71-000B.

MOTION by Director Northrop **SECOND** by Director Wilkins to approve the appeal of service charges for APN N45-050-71-000B and refund the parcel owners in the amount of \$9,511.20; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Presentation of the Classification and Compensation Study.

Mrs. Shellie Anderson of Bryce Consulting, Inc. presented the Bryce Classification and Compensation Plan, Final Report dated September 2019 and summarized the results and recommendations. Mr. Griffin provided an explanation of the salary smoothing process, or adjustments to the internal relationships, used to evaluate and determine the proposed salaries for the Chief Plant Operator, the Wastewater Treatment Plant Operators vs Mechanics, and the Chemists vs I&E Technicians. The Chief Plant Operator salary range was adjusted to match that of the Laboratory Director and I&E Supervisor. The Operator III benchmark classification salary range was set to match the Mechanic III salary range and the internal relationship for other Operator classifications changed according to the recommended internal relationships in the study. The evaluation determined an adjustment to increase salaries for the Chemists to match I&E Technicians was not warranted as there was no data to support an increase and the Chemists would be classified as Chemists III and therefore not be subjected to the lower 75% labor market salaries as they would maintain the current higher salaries for the Chemists III classification.

Director Wilkins asked for smoothing clarification performed on the Safety Officer. Mrs. Anderson stated she recommended the internal relationship to match that of the Operations Supervisor and she agreed with the applied smoothing explained by Mr. Griffin.

Director Wilkins inquired on the relationship between the Chemist classification series and the I&E Technician classification series. Mrs. Anderson explained the salary differences between the Laboratory Director and Chemists classifications and the I&E Supervisor and the I&E Technician classifications. Further discussion was had on the salary specifics between the Chemists and I&E Technician classifications series.

Ms. Anderson recommended changes to improve consistency between all classifications to include six steps within each classification with a 5% increase between each step. She recommended implementation of a salary schedule "A" for existing employees who are at or above the proposed new salary level in order to maintain current salaries and a salary

schedule “B” for new employees which would be set to labor market. Any cost of living adjustments would be applied to salary schedule “B” to increase with the labor market.

Director Tresan asked Mr. Griffin what the expected steps moving forward were should the Board of Directors accept the report. Mr. Griffin stated the action for the agenda item was to accept the report and he planned to hold a closed session discussion with the Board of Directors in October to commence the discussion of employee salaries and benefits.

President Lewis asked if there was any public comment on the agenda item.

Mr. Jim Redmond, Agency Mechanic III, stated he did not agree to the smoothing process as applied to the mechanics and felt the Mechanic classification series was overlooked in the report as classification titles were changed and the Mechanic classifications do not align with the I&E Technicians and Operators classifications.

Mrs. Laura Mader, Agency Laboratory Director, stated she did not agree with the salary range spread between the Laboratory Director and Chemists classifications as identified in the report.

There was further conversation on the report findings, applied smoothing and salary schedules between the Board of Directors, Mrs. Anderson and Mr. Griffin. Directors Tresan and Wilkins stated they were comfortable with the internal alignment recommendations.

3. Approval to accept the Classification and Compensation Study.

MOTION by Director Wilkins **SECOND** by Director Northrop to accept the Bryce Classification and Compensation Plan, Final Report dated September 2019; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Appointment of Agency Board President and Vice President.

MOTION by Director Tresan **SECOND** by Director Northrop to appoint Director Cox as Agency Board President and Director Dan Wilkins as Agency Board Vice President; unanimously approved.

The Board approved the motion by the following vote:

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

ABSENT: Director Cox
ABSTAIN: None

Motion passed.

5. Approval to award the bid for the repair of fiberglass caustic scrubber tank.

MOTION by Director Tresan **SECOND** by Director Wilkins to award the bid for the repair of the fiberglass caustic scrubber tank to Fiberglass Unlimited Inc. in the amount of \$18,617.25; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of Resolution No. 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency – Group 700 Non-PERS All Employees.

MOTION by Director Tresan **SECOND** by Director Northrop to approve Resolution No. 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency – Group 700 Non-PERS All Employees; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that all waste discharge requirements were met for the month.

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

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

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

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

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VII. Board of Director Comment

Director Wilkins thanked staff and Director Blake Tresan as an ad hoc committee representative for their efforts on the Classification and Compensation Study.

Director Northrop asked the Board of Directors to take a moment of silence to honor the deceased, survivors, and families of the September 11, 2001 bombing of the World Trade Center. President Lewis proceeded with a moment of silence.

Director Tresan asked the Agency to continue to participate in community outreach opportunities such as the upcoming Truckee River Day. Director Wilkins stated the Big Truck Day would be another opportunity for community outreach.

Director Cox inquired on the implementation of the new billing process and new connection fee structure. Mrs. Chavez stated the implementation processes were going well.

President Lewis stated that it has been an honor and a privilege to serve as Board President and he thanked staff, legal counsel, Mr. Griffin, and the Board of Directors for their efforts and support.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:42 AM.

1. Closed session for public employee discipline/dismissal/release.
2. Closed Session to hear complaints or charges brought against an employee by another person.

There was no action to report from closed session.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:46 AM.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-2
Subject: Approval of general fund warrants

Background

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.


Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
1000 BULBS				
	78617	9/11/2019	STOCK	287.20
			Total:	287.20
3T EQUIPMENT COMPANY INC.				
	78618	9/11/2019	DEBRIS BASKET	432.18
			Total:	432.18
AIRGAS USA, LLC				
	78534	9/11/2019	CYLINDER RENTALS	197.09
			Total:	197.09
ALLIED ELECTRONICS				
	78535	9/11/2019	GENERAL PURPOSE OILS	151.80
			Total:	151.80
ALPHA ANALYTICAL, INC				
	78536	9/11/2019	3RD QTR WELLS RIVERS	710.00
	78536	9/11/2019	JULY TOC'S	300.00
	78536	9/11/2019	JULY TOC'S	850.00
			Total:	1,860.00
ALPINE LOCK AND KEY				
	78537	9/11/2019	BATTERY ON SAFE	114.69
			Total:	114.69
AMAZON CAPITAL SERVICES				
	78538	9/11/2019	ZUGU IPAD	91.75
	78538	9/11/2019	SAW BLADE	168.69
			Total:	260.44
AMERIPRIDE UNIFORM SERVICES				
	78623	9/11/2019	AMERIPRIDE	559.71
	78539	9/11/2019	AMERIPRIDE	559.71
	78539	9/11/2019	AMERIPRIDE	369.10
	78623	9/11/2019	AMERIPRIDE	587.43
			Total:	2,075.95
ANGELINA HENSON				
	78557	9/11/2019	REIMBURSEMENT	420.00
			Total:	420.00
API HEAT TRANSFER INC.				
	78540	9/11/2019	EMERGENCY HEAT EXCHANGER	7,520.27
			Total:	7,520.27
ASHBURY ENVIRONMENTAL SERVICES				
	78541	9/11/2019	WASTE OIL DISPOSAL	100.00
			Total:	100.00
AT & T ACCT #171-800-7674 001				
	78543	9/11/2019	TELEPHONE BILL 001	969.52
			Total:	969.52
AT & T ACCT #831-000-6939 380				
	78542	9/11/2019	TELEPHONE BILL 380	1,320.69
			Total:	1,320.69
AUTOMATION DIRECT				
	78544	9/11/2019	EATON PUSH BUTTON	178.61
			Total:	178.61
AVAYA, INC.				
	78545	9/11/2019	AVAYA QTRLY BILL	837.48
			Total:	837.48



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
BARTKIEWICZ, KRONICK & SHANAHAN				
	78628	9/11/2019	LEGAL SVC	19,439.69
			Total:	19,439.69
BATTERY JUNCTION				
	78546	9/11/2019	BATTERIES	29.06
			Total:	29.06
BILL PINDAR				
	78584	9/11/2019	BILL GRD3 CERT REIMB	99.00
	78584	9/11/2019	REIMBURSEMENT	10.00
	78584	9/11/2019	REIMBURSEMENT	255.00
			Total:	364.00
BLAKE TRESAN				
	78635	9/11/2019	AD HOC SVC AUG 2019	100.00
	78635	9/11/2019	SEPT BOARD MEETING	100.00
			Total:	200.00
BROWN BAG BUILDERS				
	78655	9/27/2019	CONN FEE REFUND	6,102.50
			Total:	6,102.50
BRYCE CONSULTING, INC.				
	78660	9/27/2019	BRYCE CONSULTING	4,250.00
			Total:	4,250.00
CAROLLO				
	78547	9/11/2019	MASTER SEWER PLAN	85,046.62
			Total:	85,046.62
CENTRUM SOUND SYSTEMS				
	78548	9/11/2019	ADA COMPLIANCE SYSTEMS	1,169.10
			Total:	1,169.10
CLARK PEST CONTROL				
	78624	9/11/2019	CLARK PEST	275.00
	78624	9/11/2019	CLARK PEST	275.00
			Total:	550.00
CNW CONSTRUCTION INC.				
	78633	9/11/2019	OFFICE REMODEL PROG#1	33,900.00
	78633	9/11/2019	RETENTION FOR PROG PAY#1	(1,695.00)
			Total:	32,205.00
COPERION KTRON PITMAN, INC.				
	78564	0911/2019	STOCK	274.68
			Total:	274.68
CORELOGIC INFORMATION SOLUTION, IN				
	78658	9/27/2019	CORELOGIC	463.50
			Total:	463.50
CUTTING IMAGE LLC				
	78549	9/11/2019	#10 ENVELOPES	185.39
			Total:	185.39
CWEA				
	78550	9/11/2019	HAINES MEMBER RENEW	192.00
	78550	9/11/2019	MADER MEMBER RENEW	192.00
	78550	9/11/2019	PEAK MEMBER RENEW	192.00
	78550	9/11/2019	WOODS MEMBER RENEW	192.00
			Total:	768.00



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
DALE COX				
	78648	9/11/2019	SEPT BOARD MEETING	100.00
	78648	9/11/2019	AD HOC SVC AUG 2019	500.00
	78648	9/11/2019	REIMBURSEMENT	134.00
			Total:	734.00
DANIEL WILKINS				
	78636	9/11/2019	SEPT BOARD MEETING	100.00
	78636	9/11/2019	AD HOC SVC AUG 2019	100.00
			Total:	200.00
DEERFIELD PLAZA				
	78654	9/27/2019	SVC CHARGE REFUND	294.30
			Total:	294.30
DELL COMPUTER CORP. C/O DELL USA				
	78551	9/11/2019	ADMIN DESKTOP COMPUTERS	4,382.09
	78551	9/11/2019	DELL MEMORY UPGRADE	218.22
	78551	9/11/2019	ADOBE LICENSE ADMIN	247.21
	78551	9/11/2019	ADOBE ACROBAT LICENSE	1,483.26
			Total:	6,330.78
DTSC				
	78552	9/11/2019	EPA ED VERIFICATION FEE	172.50
			Total:	172.50
DURAWEAR				
	78553	9/11/2019	VENTIS PUMP	312.77
			Total:	312.77
ERIC EPPINK				
	78622	9/11/2019	CONN FEE REFUND	2,415.00
			Total:	2,415.00
FISHER SCIENTIFIC COMPANY				
	78554	9/11/2019	D.I. SYSTEM SUPPLIES	560.99
	78554	9/11/2019	D.I. SYSTEM SUPPLIES	372.32
	78554	9/11/2019	D.I. SYSTEM SUPPLIES	543.77
	78554	9/11/2019	MESA PROPANE	585.53
	78554	9/11/2019	D.I. SYSTEM SUPPLIES	452.42
			Total:	2,515.03
GRAINGER INC., W.W.				
	78555	9/11/2019	MASTER LOCK	348.29
	78555	9/11/2019	ADJ SWIVEL	637.81
	78555	9/11/2019	TIMING RELAY	525.93
	78555	9/11/2019	TIME DELAY	246.39
	78555	9/11/2019	BLADE DISPENSER	49.70
			Total:	1,808.12
HACH CHEMICAL COMPANY				
	78556	9/11/2019	MODEL 2 DO PROBE	9,028.37
	78556	9/11/2019	FILTRAX PUMP	630.03
	78556	9/11/2019	PUMP REBUILDS	1,149.17
			Total:	10,807.57
HODGE				
	78558	9/11/2019	PADLOCKS	1,995.75
			Total:	1,995.75
HUNT & SONS INC.				
	78559	9/11/2019	HEATING FUEL	8,734.44
	78559	9/11/2019	5 GAL MOBIL OIL	1,325.79
			Total:	10,060.23



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
IDEXX LABORATORIES INC.				
	78560	9/11/2019	GAMMA IRRAD	1,058.18
			Total:	1,058.18
ILEANA VASSILIOU				
	78561	9/11/2019	ILEANA TRAINING	2,400.00
			Total:	2,400.00
INFOSEND				
	78562	9/11/2019	STATEMENT PROCESSING	453.93
			Total:	453.93
INLAND SUPPLY CO, INC.				
	78563	9/11/2019	DISINFECTANT SPRAY	55.32
			Total:	55.32
J & L PRO KLEEN, INC.				
	78644	9/11/2019	JANITORIAL SVC JULY	2,300.00
	78644	9/11/2019	JANITORIAL SVC AUG	2,300.00
			Total:	4,600.00
JEROEN PREISS, AIMS TEAM LLC				
	78533	9/11/2019	INVOICE #3	17,560.00
			Total:	17,560.00
JIM & JUDY FIELDS				
	78621	9/11/2019	CONN FEE REFUND	1,190.00
			Total:	1,190.00
JOHNSON CONTROLS FIRE PROTECTION LP				
	78645	9/11/2019	SPRINKLER SVC	3,035.00
	78645	9/11/2019	FIRE ALARM SVC	2,049.00
			Total:	5,084.00
JON NORTHROP				
	78634	9/11/2019	SEPT BOARD MEETING	100.00
	78637	9/11/2019	REIMBURSEMENT	219.80
	78637	9/11/2019	REIMBURSEMENT	219.80
			Total:	539.60
JUSTIN PARRISH				
	78641	9/11/2019	OVER CERT 09 2019	500.00
			Total:	500.00
KONICA MINOLTA BUSINESS SOLUTIONS				
	78642	9/11/2019	KONICA MONTHLY	127.22
			Total:	127.22
LHOIST NORTH AMERICA				
	78565	9/11/2019	HYDRATED LIME	34,417.53
			Total:	34,417.53
LIBERTY UTILITIES				
	78629	9/11/2019	ELECTRIC LIBERTY	67.68
			Total:	67.68
LUCITY, INC.				
	78659	9/27/2019	LUCITY SOFTWARE	21,725.00
			Total:	21,725.00



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
MAGID GLOVE & SAFETY CO LLC				
	78568	9/11/2019	GLOVES	557.96
	78568	9/11/2019	STOCK	643.55
	78568	9/11/2019	CARTRIDGES	864.16
	78568	9/11/2019	ELECTRICAL GLOVE TESTING	103.95
			Total:	2,169.62
MAX-AIR				
	78569	9/11/2019	PURIFICATION FILTER	83.94
			Total:	83.94
MCMASTER-CARR				
	78570	9/11/2019	WORK CLAMP	66.11
	78570	9/11/2019	STOCK	253.44
	78570	9/11/2019	HEAT EXCHANGES	659.18
			Total:	978.73
MICHAEL AND AMY ZANFAGNA				
	78652	9/16/2019	SVC CHARGE REFUND	9,511.20
	78651	9/16/2019	SVC CHARGE REFUND	0.00
			Total:	9,511.20
MOTION INDUSTRIES				
	78571	9/11/2019	LOVEJOY SPLIT SLEEVE	85.30
	78571	9/11/2019	BEARINGS & SEALS	611.57
	78571	9/11/2019	BELTS	2,779.12
			Total:	3,475.99
MOUNTAIN HARDWARE				
	78572	9/11/2019	LIME RUST REMOVER	90.80
	78572	9/11/2019	STOCK	31.62
			Total:	122.42
MRC GLOBAL				
	78573	9/11/2019	PANEL MOUNT	1,966.98
			Total:	1,966.98
MSC INDUSTRIAL SUPPLY				
	78574	9/11/2019	COPPER PIPE	785.44
	78574	9/11/2019	FLANGES	710.77
			Total:	1,496.21
NAPA-SIERRA				
	78575	9/11/2019	CREDIT MEMO	(17.39)
	78575	9/11/2019	18 GAUGE WIRE	29.23
	78575	9/11/2019	CREDIT MEMO	(14.30)
	78575	9/11/2019	CREDIT MEMO	(6.66)
	78575	9/11/2019	CREDIT MEMO	(108.13)
	78575	9/11/2019	CRC BRAKLEEN	168.87
			Total:	51.62
NATIONAL ANALYTICAL LABORATORIES				
	78576	9/11/2019	LEAD PAINT TESTING	3,215.50
			Total:	3,215.50
NEWARK ELECTRONICS				
	78577	9/11/2019	TERMINAL BLOCK	113.80
			Total:	113.80



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
NEWEGG, INC.				
	78578	9/11/2019	MONITOR ONLY	303.68
	78643	9/11/2019	RESTOCL	616.48
	78578	9/11/2019	PRIVACY SCREEN-RICHARD	142.66
	78643	9/11/2019	MEMORY CARD	46.26
	78643	9/11/2019	FLEXIBLE ID TAPE	33.61
	78643	9/11/2019	SURGE SUPPRESOR	44.90
			Total:	1,187.59
NORTHERN SAFETY CO., INC.				
	78579	9/11/2019	CREWS BEARKAT	132.77
			Total:	132.77
OFFICE DEPOT				
	78580	9/11/2019	REPLACEMENT TONERS	387.79
	78580	9/11/2019	EXTENTION OUTLET	28.12
	78580	9/11/2019	MULTI USE COPY PAPER	1,012.01
			Total:	1,427.92
OTTO CONSTRUCTION				
	78638	9/11/2019	CONN FEE REFUND	23,500.00
			Total:	23,500.00
OXBORROW TRUCKING & LANDSCAPE MATER				
	78581	9/11/2019	BARK	3,298.16
			Total:	3,298.16
PAYMENTUS GROUP, INC.				
	78647	9/11/2019	AUG TRANSACTION FEES	67.50
			Total:	67.50
PDM STEEL SVC CNTRS, INC.-SPARKS NV.				
	78583	9/11/2019	TUBE, SHEETS	2,102.18
			Total:	2,102.18
PINNACLE TOWERS INC.				
	78585	9/11/2019	TOWER RENTAL	721.99
			Total:	721.99
PLATT ELECTRIC COMPANY				
	78586	9/11/2019	TRANSFORMER	286.98
	78586	9/11/2019	POND LIT J BOX	1,136.18
	78586	9/11/2019	STOCK	202.16
	78586	9/11/2019	TAX DIFF ON INV V889428	(0.10)
	78586	9/11/2019	STOCK	37.56
			Total:	1,662.78
PRAXAIR DISTRIBUTION, INC.				
	78587	9/11/2019	CYLINDER RENTAL	67.33
			Total:	67.33
Q & D CONSTRUCTION, LLC				
	78649	9/13/2019	RETENTION FOR PROG PAY#2	0.00
	78632	9/11/2019	CONCRETE REPAIR PROG#2	0.00
	78649	9/13/2019	PROG PAY#2	0.00
	78650	9/13/2019	RETENTION #2	(13,603.53)
	78650	9/13/2019	PROG PAY#2	272,070.60
	78632	9/11/2019	RENTENTION FOR PROG PAY#2	0.00
			Total:	258,467.07



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
R.F. MCDONALD COMPANY				
	78567	9/11/2019	SUPPLY & INSTALL BOILER	5,645.92
	78631	9/11/2019	LABOR ON BOILER SVC	1,525.00
	78631	9/11/2019	LABOR ON BOILER #1 & #2	675.00
			Total:	7,845.92
RADWELL INTERNATIONAL				
	78589	9/11/2019	HAMMER THERMAL, HEATER	2,041.27
			Total:	2,041.27
RICHARD PALLANTE				
	78582	9/11/2019	REIMB LUCITY TRAINING	174.44
			Total:	174.44
ROSHELLE CHAVEZ				
	78591	9/11/2019	REIMB CELL PHONE CHAVEZ	42.80
			Total:	42.80
ROY SMITH COMPANY				
	78592	9/11/2019	LIQUID OXYGEN	14,201.88
			Total:	14,201.88
S. LANE LEWIS				
	78640	9/11/2019	REIMBURSEMENT	1,905.00
	78640	9/11/2019	SEPT BOARD MEETING	100.00
			Total:	2,005.00
SAFELITE AUTO GLASS				
	78566	9/27/2019	WINDSHIELD REPLACEMENT	363.13
			Total:	363.13
SAFETY-KLEEN CORP.				
	78593	9/11/2019	SVC FOR PARTS CLEANER	466.69
			Total:	466.69
SCHNEIDER ELECTRIC USA, INC.				
	78594	9/11/2019	CONTACT KIT	869.81
			Total:	869.81
SHRED-IT USA				
	78595	9/11/2019	SHRED IT	148.00
			Total:	148.00
SIEMENS INDUSTRY, INC.				
	78596	9/11/2019	TRANSDUCER SPARES	1,820.77
			Total:	1,820.77
SIERRA ELECTRONICS				
	78597	9/11/2019	MOBILE RADIO SVC AGRMNT	5,870.00
			Total:	5,870.00
SIERRA SYSTEMS, INC.				
	78598	9/11/2019	SIERRA SYSTEM BILL	600.00
			Total:	600.00
SOLENIS				
	78599	9/11/2019	POLYMER	11,968.75
			Total:	11,968.75



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
SOUTHWEST GAS CORP.				
	78627	9/11/2019	NATURAL GAS BILL	396.48
	78627	9/11/2019	NATURAL GAS BILL	113.14
			Total:	509.62
STANDARD INSURANCE-DENTAL				
	78619	9/5/2019	DENTAL INSURANCE PREMIUMS	8,223.60
			Total:	8,223.60
STANDARD INSURANCE-LIFE				
	78620	9/5/2019	LIFE INSURANCE PREMIUMS	2,304.04
			Total:	2,304.04
STATE OF CALIFORNIA DEPT OF GENERAL				
	78530	8/30/2019	CONN FEE REFUND	(23,500.00)
			Total:	(23,500.00)
TAHOE MOUNTAIN CLUB				
	78653	9/27/2019	SVC CHG REFUND	2,118.96
			Total:	2,118.96
TAHOE SUPPLY COMPANY, LLC				
	78600	9/11/2019	URINAL SCREENS	82.27
			Total:	82.27
TAHOE TRUCKEE DISPOSAL				
	78601	9/11/2019	AUG CENTRIFUGE	22,179.73
	78601	9/11/2019	AUG SLUDGE	2,840.65
			Total:	25,020.38
TELSTAR				
	78602	9/11/2019	O RINGS	1,999.14
			Total:	1,999.14
TEQUIPMENT.COM				
	78603	9/11/2019	WIRE TRACER KIT	1,523.87
			Total:	1,523.87
THATCHER COMPANY OF CA, INC.				
	78604	9/11/2019	CHLORINE TAX CREDIT	(313.50)
	78604	9/11/2019	CHLORINE	8,113.50
	78604	9/11/2019	CHLORINE	8,113.50
	78604	9/11/2019	METHANOL	12,420.83
	78604	9/11/2019	CHLORINE EMPTIES	(4,000.00)
	78604	9/11/2019	METHANOL	12,094.24
			Total:	36,428.57
THOMSON WEST				
	78605	9/11/2019	MONTHLY THOMSON WEST	325.00
			Total:	325.00
TOM RINNE				
	78590	9/11/2019	REIMBURSEMENT	400.00
			Total:	400.00
TRUCKEE DONNER PUD				
	78588	9/11/2019	ELECTRIC BILL	44.84
	78588	9/11/2019	ELECTRIC BILL	53.92
	78588	9/11/2019	ELECTRIC BILL	74,596.75
	78588	9/11/2019	WATER BILL	113.40
	78588	9/11/2019	ELECTRIC BILL	27.32
			Total:	74,836.23



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
TRUCKEE OVERHEAD DOOR				
	78625	9/11/2019	WAREHOUSE ROLL UP DOOR	7,923.00
			Total:	7,923.00
TRUCKEE TAHOE AIRPORT DISTRICT				
	78646	9/11/2019	LAND SWAP LEGAL FEE	397.87
			Total:	397.87
TRUCKEE TAHOE LUMBER				
	78606	9/11/2019	PINE	69.36
			Total:	69.36
ULINE				
	78607	9/11/2019	UNIVERSAL PADS	409.92
			Total:	409.92
UNITED PARCEL SERVICE, UPS				
	78609	9/11/2019	SHIPPING	18.08
			Total:	18.08
UNITED RENTALS				
	78608	9/11/2019	FIRST RESPONDER TRAINING	150.00
			Total:	150.00
VARIED PRODUCTS				
	78610	9/11/2019	PRO TOWELS	669.54
			Total:	669.54
VERIZON WIRELESS				
	78611	9/11/2019	VERIZON BILL	475.25
			Total:	475.25
VICKY LUFRANO				
	78566	9/11/2019	REIMB CELL PHONE LUFRANO	42.80
			Total:	42.80
VOID ZERO AMOUNT CHECKS VENDOR				
	78657	9/27/2019	PRINTING ERROR	0.00
	78639	9/11/2019	PRINTING ERROR	0.00
			Total:	0.00
VWR SCIENTIFIC, INC.				
	78612	9/11/2019	TUBING PVC	162.23
	78612	9/11/2019	TYPTOSE, FILTER PAPER	3,684.95
	78612	9/11/2019	LAB SUPPLIES	1,866.67
	78612	9/11/2019	TIPS PIPET	412.07
	78612	9/11/2019	DRIERITE	292.54
	78612	9/11/2019	CULTURE TUBES, PIPETS	192.43
			Total:	6,610.89
WATER ENV. FED. - WEFTEC				
	78626	9/11/2019	GRIFFIN MEMBER RENEW	498.00
	78613	9/11/2019	WEF MEMBERSHIP	192.00
	78626	9/11/2019	PARKER MEMBER RENEW	328.00
			Total:	1,018.00
WESTERN NEVADA SUPPLY				
	78614	9/11/2019	STAINLESS STEEL	70.15
	78614	9/11/2019	STOCK	131.46
	78614	9/11/2019	BUSHING, NIPPLES, IRON	108.50
			Total:	310.11



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
WILEY, PRICE & RADULOVICH				
	78661	9/11/2019	LEGAL SVC	62,818.27
			Total:	62,818.27
WORK WORLD				
	78630	9/11/2019	BOOTS ROBENKO	151.55
			Total:	151.55
ZONES, INC.				
	78615	9/11/2019	ANTIVIRUS NETWORK PROTECT	659.40
			Total:	659.40
ZORO				
	78616	9/11/2019	PHOTOCONTROL	102.52
	78616	9/11/2019	HONEYWELL CARTRIDGE	634.83
	78616	9/11/2019	DRILL BIT, CENTER PUNCH	70.25
	78616	9/11/2019	THREAD SEALANT	109.05
	78616	9/11/2019	BRASS CONNECTOR	77.64
	78616	9/11/2019	CABLE LOCATOR	710.32
			Total:	1,704.61
Print Check Total				873,138.06



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Electronic Transfer Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
EMPLOYMENT DEVELOPMENT DEPARTMENT				
	1112695	9/30/2019	STATE TAX DEPOSIT	13,144.88
	1112691	9/16/2019	STATE TAX DEPOSIT	13,685.71
			Total:	26,830.59
FEDERAL TAXES/EFTPS				
	1112696	9/30/2019	FEDERAL TAX DEPOSIT	34,794.90
	1112690	9/16/2019	FEDERAL TAX DEPOSIT	35,743.46
			Total:	70,538.36
FIRST US COMMUNITY CREDIT UNION				
	1112694	9/30/2019	PAYROLL DEPOSITS	3,200.00
	1112689	9/16/2019	PAYROLL DEPOSITS	3,200.00
			Total:	6,400.00
NATIONWIDE RETIREMENT SOLUTIONS				
	1112693	9/30/2019	DEFERRED COMP DEPOSITS	4,519.96
	1112688	9/16/2019	DEFERRED COMP DEPOSITS	4,519.96
			Total:	9,039.92
NAVIA BENEFIT SOLUTIONS				
	1112698	9/30/2019	HRA DISBURSEMENTS	3,588.22
	1112698	9/30/2019	COBRA/PARTICIPANT FEES	650.40
			Total:	4,238.62
PERS 457 PLAN				
	1112697	9/30/2019	DEFERRED COMP DEPOSITS	6,282.37
	1112697	9/30/2019	DEFERRED COMP DEPOSITS	825.00
	1112687	9/16/2019	DEFERRED COMP DEPOSITS	825.00
	1112687	9/16/2019	DEFERRED COMP DEPOSITS	6,232.37
			Total:	14,164.74
PERS-HEALTH PREMIUM				
	1112686	9/5/2019	HEALTH PREM ACTIVE EMP	95,134.32
	1112686	9/5/2019	HEALTH PREM RETIREES	52,469.26
			Total:	147,603.58
PERS-RETIREMENT				
	1112692	9/25/2019	FOR PAYROLL ENDING 091519	9,247.42
	1112685	9/5/2019	GASB-68 REPORTS	700.00
	1112692	9/25/2019	FOR PAYROLL ENDING 091519	34,593.95
	1112683	9/5/2019	FOR PAYROLL ENDING 083019	33,709.16
	1112683	9/5/2019	FOR PAYROLL ENDING 083019	8,579.42
			Total:	86,829.95



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Electronic Transfer Detail
 09/01/2019 - 09/30/2019

Vendor	Check No.	Check Date	Check Description	Amount
U.S. BANK BANK CARD DIVISION				
	1112699	9/30/2019	GAS FOR VEHICLE 25	115.07
	1112699	9/30/2019	MANAGERS LUNCH	90.00
	1112699	9/30/2019	SYNTHETIC WINCH ROPE	47.99
	1112699	9/30/2019	ADAFRUIT	91.38
	1112699	9/30/2019	HOME DEPOT RIDGID DRY VAC	233.73
	1112699	9/30/2019	FASTNERS PLUS TUBES	134.44
	1112699	9/30/2019	DWYER PRESSURE TRANSMITTE	165.29
	1112699	9/30/2019	EYEWASH DIRECT SPRAY HEAD	94.18
	1112699	9/30/2019	ADOBE, MSFT, AMA WEB	2,306.16
	1112699	9/30/2019	OVER THE EAR HEAD PHONES	23.04
	1112699	9/30/2019	PIND A DRANAGE REHAB	775.95
	1112699	9/30/2019	1000FT SPOOLS	876.12
	1112699	9/30/2019	SURF HAT	92.56
	1112699	9/30/2019	FLAG STYLE RESTROOM	291.49
	1112699	9/30/2019	ANNUAL FEES	60.00
	1112699	9/30/2019	LEGAL EXPENSE	23.85
	1112699	9/30/2019	WALMART SPIDER STRAINER	64.93
	1112699	9/30/2019	HEPA FILTER, FILTER BAG	58.41
	1112699	9/30/2019	CLAMP GUARDRAIL	298.70
	1112699	9/30/2019	AEROSOLE RECYCLING SYSTEM	778.39
	1112699	9/30/2019	PROFIUS CONNECTORS	377.14
	1112699	9/30/2019	POWER MODULE	692.93
	1112699	9/30/2019	LOW PEAK CLASS JE TIME DEL	2,644.25
	1112699	9/30/2019	HONDA AIR FILTER	(25.70)
	1112699	9/30/2019	SUPPLIES	389.99
	1112699	9/30/2019	ADA OPENER POST	831.00
	1112699	9/30/2019	LEGAL EXPENSE	319.00
	1112699	9/30/2019	COSTCO HONEY	23.98
	1112699	9/30/2019	OFFICE DEPOT, COSTCO FANS	81.16
	1112699	9/30/2019	REPLACEMENT VALVE	107.11
			Total:	12,062.54
Electronic Transfer Total				377,708.30



Tahoe-Truckee Sanitation Agency
Accounts Payable
Payroll and General Fund Warrant Summary
09/01/2019 - 09/30/2019

Description	Pay Date	Amount
Payroll	09/15/19	163,337.19
Payroll	09/30/19	159,625.83
Payroll Total		322,963.02

General Fund Warrant Summary	Amount
Print Check Total	873,138.06
Electronic Transfer Total	377,708.30
Payroll Total	322,963.02
Warrant Total	1,573,809.38



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-3
Subject: Approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s) which include (1) fund summaries, (2) end of month fund balances, (3) end of month cash balances, and (4) L.A.I. F. statement.

Fund Summaries are provided for Fund 00: Administration; Fund 01: Operations and Maintenance; Fund 02: Wastewater Capital Reserve Fund; and Fund 06: Replacement, Rehabilitation and Upgrade and provide a summary of the expenditure and revenue activity within each of the funds.

The end of month fund balance table provides the activity within all Agency funds and provides additional details for cash and accrual accounting which will reconcile with the end of month cash balances.

The end of month cash balance table provides the interest and balance details of all Agency accounts which will reconcile with the end of month fund balances.

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

Fiscal Impact

None.


Attachments

Report of financial statements.

Recommendation

Management recommends approval of the financial statements.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Fund 00: Administration
Fiscal Year 2019 - 2020
Period Ending September 30, 2019

	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
REVENUE					
Tax Revenue - Ad Valorem	3,900,000.00	2,236.43	0.1	247,709.49	6.4
TOTAL REVENUE	3,900,000.00	2,236.43	0.1	247,709.49	6.4
EXPENDITURE					
Salaries & Wages	1,040,000.00	86,354.51	8.3	263,185.40	25.3
Employee Benefits	753,450.00	47,985.39	6.4	159,731.08	21.2
Director Fees	7,000.00	1,200.00	17.1	3,100.00	44.3
Vehicle	1,950.00	115.07	5.9	115.07	5.9
CSRMA Insurance	175,000.00	0.00	0.0	27,588.00	15.8
Professional Memberships	27,710.00	498.00	1.8	707.00	2.6
Office Expense	132,850.00	11,402.10	8.6	27,675.74	20.8
Contractual Services	154,500.00	600.10	0.4	3,186.60	2.1
Professional Services	620,000.00	89,438.68	14.4	260,204.01	42.0
Conferences and Training	31,500.00	0.00	0.0	3,549.00	11.3
Uncollectible Accounts	2,000.00	0.00	0.0	52.50	2.6
Utilities	91,200.00	6,777.70	7.4	24,153.09	26.5
TOTAL EXPENDITURE	3,037,160.00	244,371.55	8.0	773,247.49	25.5
NET INCOME	862,840.00			(525,538.00)	

Footnote: Above budget for Retirement Benefits includes amounts towards the UAL which is posted to Net Pension Liability.



Tahoe-Truckee Sanitation Agency
 Fund 01: Operation and Maintenance
 Fiscal Year 2019 - 2020
 Period Ending September 30, 2019

	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
REVENUE					
Service Charges	12,754,000.00	69,931.07	0.5	1,235,917.23	9.7
TOTAL REVENUE	12,754,000.00	69,931.07	0.5	1,235,917.23	9.7
EXPENDITURE					
Salaries & Wages	4,790,000.00	361,929.71	7.6	1,077,524.45	22.5
Employee Benefits	2,909,000.00	205,927.35	7.1	691,425.50	23.8
Vehicle	71,000.00	2,232.13	3.1	6,219.74	8.8
Professional Memberships	15,500.00	1,980.00	12.8	4,572.00	29.5
Agency Permits & Licenses	176,000.00	0.00	0.0	10,250.11	5.8
Office Expense	152,000.00	23,418.92	15.4	35,573.42	23.4
Professional Services	650,000.00	(2,076.83)	(0.0)	86,297.29	13.3
Conferences and Training	62,500.00	80.82	0.1	4,181.92	6.7
Utilities	953,000.00	59,983.35	6.3	180,864.16	19.0
Contractual Services	1,711,500.00	103,683.15	6.1	396,091.64	23.1
Supplies, Repairs and Maintenance	711,500.00	50,200.85	7.1	174,829.92	24.6
TOTAL EXPENDITURE	12,202,000.00	807,359.45	6.6	2,667,830.15	21.9
NET INCOME	552,000.00			(1,431,912.92)	



Tahoe-Truckee Sanitation Agency
Fund 02: Wastewater Capital Reserve Fund
Fiscal Year 2019 - 2020
Period Ending September 30, 2019

DESCRIPTION	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
Barscreens, Washers, Compactors	350,000.00	0.00	0.0	0.00	0.0
Operation and Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0
Plant Air Compressor	25,000.00	0.00	0.0	0.00	0.0
Portable Emergency Pump Systems	400,000.00	0.00	0.0	0.00	0.0
Security Improvements	50,000.00	0.00	0.0	0.00	0.0
Utility/Snow Vehicle	50,000.00	0.00	0.0	0.00	0.0
SUB TOTOAL	900,000.00	0.00	0.0	0.00	0.0
Debt Payment of SRF Loan (73.2%)	2,587,684.00	0.00	0.0	0.00	0.0
TOTAL	3,487,684.00	0.00	0.0	0.00	0.0

Note: * Project Complete



Tahoe-Truckee Sanitation Agency
Fund 06: Replacement, Rehabilitation and Upgrade
Fiscal Year 2019 - 2020
Period Ending September 30,2019

DESCRIPTION	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
Lab Equipment Replacement	25,000.00	0.00	0.0	0.00	0.0
Admin. Office Improvement	66,000.00	37,665.39	57.1	44,804.53	67.9
Accounting Software Upgrade	90,000.00	0.00	0.0	0.00	0.0
EPDM Roof Replacement *	420,000.00	0.00	0.0	2,190.00	0.5
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0
Robicon Drive Upgrade	35,000.00	0.00	0.0	0.00	0.0
Facilities Security System	50,000.00	0.00	0.0	0.00	0.0
Plant Concrete Repair	450,000.00	272,070.60	60.5	403,748.13	89.7
Corten/Fascia Installation	150,000.00	0.00	0.0	0.00	0.0
BNR Blower Replacement	25,000.00	0.00	0.0	0.00	0.0
SUB TOTAL	1,391,000.00	309,735.99	22.3	450,742.66	32.4
Debt Payment on SRF Loan (26.8%)	870,329.00	0.00	0.0	0.00	0.0
TOTAL	2,261,329.00	309,735.99	13.7	450,742.66	19.9

Note: * Project Complete



**Tahoe Truckee Sanitation Agency
Fund Balances
Period Ending September 30, 2019**

Fund No.	Fund Description	Detail	Beginning Month Balance	Interest	Revenue	Expenditure	Transfers	Ending Month Balance
0	Admininstration	Cash			2,236.43	244,371.55		
		Accrual			29,198.38	(8,812.84)		
		Total	190,217.84	0.89	31,434.81	235,558.71	20,000.00	6,094.83
1	Operations & Maintanence	Cash			69,931.07	807,359.45		
		Accrual			(24,882.95)	193,859.12		
		Total	356,367.66	0.39	45,048.12	1,001,218.57	800,000.00	200,197.60
2	WWCRF	Cash			249,522.50	0.00		
		Accrual			(17,386.43)			
		Total	19,207,742.22	45.77	232,136.07	0.00		19,439,924.06
4	SRF	Cash						
		Accrual						
		Total	3,038,179.17	0.00	0.00	0.00		3,038,179.17
6	Rehab	Cash				281.11		
		Accrual				309,735.99		
		Total	20,747,631.58	0.00	0.00	310,017.10	(820,000.00)	19,617,614.48
7	Emergency Reserve	Cash						
		Accrual						
		Total	4,050,325.54	0.00	0.00	0.00	0.00	4,050,325.54
Total Fund Balance			47,590,464.01	47.05	308,619.00	1,546,794.38	0.00	46,352,335.68

Note: Revenue and expenditure consist of accrued and cash totals.

**End of Month Cash Balances
Period Ending September 30, 2019**

Account	Description	Avg. Monthly Interest Rate	Beginning Month Balance	Ending Month Balance
L.A.I.F.		2.34%	46,740,115.02	45,370,115.02
Savings	Wells Fargo - Investment	0.10%	363,914.63	790,964.94
	US Bank - Service Charge	NA	23,750.09	10,061.45
	US Bank - Tax Revenue	0.25%	180,214.37	2,452.08
	US Bank - WWCRF	0.25%	70,883.04	12,744.05
Checking	US Bank - General Checking	NA	206,950.94	161,507.48
	Wells Fargo - Payroll	NA	3,035.92	2,890.66
Checking	US Bank - Petty Cash	NA	1,600.00	1,600.00
Cash Balance Totals		NA	47,590,464.01	46,352,335.68

California State Treasurer
Fiona Ma, CPA



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

October 01, 2019

[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

September 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
9/11/2019	9/11/2019	RW	1617049	MICHELLE MACKEY	-875,000.00
9/17/2019	9/17/2019	RW	1617466	DAWN DAVIS	-250,000.00
9/27/2019	9/27/2019	RD	1618281	DAWN DAVIS	180,000.00
9/27/2019	9/27/2019	RD	1618282	DAWN DAVIS	325,000.00
9/27/2019	9/27/2019	RW	1618280	DAWN DAVIS	-750,000.00

Account Summary

Total Deposit:	505,000.00	Beginning Balance:	46,740,115.02
Total Withdrawal:	-1,875,000.00	Ending Balance:	45,370,115.02



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 1 for the 2019 Digital Scanning of Sewer Lines project

Background

The 2019 Digital Scanning of Sewer Lines project (Project) includes the work to digitally scan two schedules (Schedules I and II) of the Truckee River Interceptor (TRI) between the West Shore Flume in Tahoe City and T-TSA Manhole No. 53 in the vicinity of Bridge No. 6 on Highway 89. The total length to be scanned is approximately 35,000 feet in length and consists of RCP and DIP piping ranging from 24 to 33 inches in diameter.

The contract documents state that the Agency will pay Contractor five percent (5%) of the total bid price upon submission of a complete set of approved shop drawing submittals, forty five percent (45%) upon completion of all required Inspection Work, and fifty percent (50%) upon delivery of a complete set of deliverables that are in full conformance with all specified requirements. During this pay period, the contractor submitted approved shop drawings. Progress pay estimate no. 1 is to compensate the contractor for this first step of the work.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 1 would yield a payment to the contractor of \$6,716.50.


Attachments

Progress pay estimate no. 1.

Recommendation

Management and staff recommend approval of progress pay estimate no. 1 for the 2019 Digital Scanning of Sewer Lines project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 DIGITAL SCANNING OF SEWER LINES

Progress Pay Estimate No. 1
 August 20, 2019 to September 20, 2019

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

CONTRACTOR:
 Professional Pipe Services
 Attn: Kitty O'Connell
 249 S. Paseo Tesora
 Walnut, CA 91789

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Base Bid: All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, excluding work specified in Section 6.01, Technical Specifications, Additive Bid Alternate.	\$2.85	35,000	L.F.	\$99,750.00	5.00%	\$ 4,987.50
2	Additive Bid Alternative: All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, only for work specified in Section 6.01, Technical Specifications, Additive Bid Alternate.	\$1.19	35,000	L.F.	\$41,650.00	5.00%	\$ 2,082.50
TOTAL					\$141,400.00		\$ 7,070.00

TOTAL EARNED TO DATE: **\$7,070.00**
 5% TOTAL RETENTION TO DATE: **\$353.50**
 TOTAL AMOUNT PREVIOUSLY PAID: **\$0.00**
TOTAL AMOUNT DUE CONTRACTOR: \$6,716.50

ACCEPTED BY:
Professional Pipe Services

BY: SA
 DATE: 09-26-19

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: _____
 DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-5
Subject: Approval of Progress Pay Estimate No. 2 for the Administration Building Office Remodel project

Background

The Administration Building Office Remodel project provides additional office space adjacent to the Agency's reception area. The reception area is being reduced in size and the existing storage space immediately adjacent to it is being expanded and converted into an office. The remodeling work being performed by a general contractor includes modifications to the architectural, structural, electrical, and telecommunication features of the existing space.

In addition to the work described above, T-TSA staff is installing a number of improvements, modifications, and additions to various facilities to improve accessibility for the disabled.

Field work is now complete. Progress payment no. 2 is for all remaining work performed through September 25, 2019.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 2 would yield a payment to the contractor of \$34,580.00.


Attachments

Progress pay estimate no. 2.

Recommendation

Management and staff recommend approval of progress pay estimate no. 2 for the Administration Building Office Remodel project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 Administration Building Office Remodel

Progress Pay Estimate No. 2

August 31, 2019 to September 25, 2019

OWNER:

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

CONTRACTOR:

CNW Construction
 Attn:Alicia Storrs
 2520 Sierra Vista Road
 Rescue, CA 95672

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Bonds	\$2,000.00	1	L.S.	\$2,000.00	100.00%	\$ 2,000.00
2	Mobilization	\$5,000.00	1	L.S.	\$5,000.00	100.00%	\$ 5,000.00
3	Demolition	\$12,000.00	1	L.S.	\$12,000.00	100.00%	\$ 12,000.00
4	Metal Frames / Glazing	\$8,000.00	1	L.S.	\$8,000.00	100.00%	\$ 8,000.00
5	Electrical / HVAC and Finish Trim	\$8,000.00	1	L.S.	\$8,000.00	100.00%	\$ 8,000.00
6	Drywall / Texture / Paint	\$10,000.00	1	L.S.	\$10,000.00	100.00%	\$ 10,000.00
7	Architectural Casework / Counter Tops	\$6,000.00	1	L.S.	\$6,000.00	100.00%	\$ 6,000.00
8	Acoustical Ceiling Repair	\$6,000.00	1	L.S.	\$6,000.00	100.00%	\$ 6,000.00
9	Flooring and Base	\$5,000.00	1	L.S.	\$5,000.00	100.00%	\$ 5,000.00
10	Punchlist	\$4,000.00	1	L.S.	\$4,000.00	100.00%	\$ 4,000.00
CO#1	Change Order No.1	\$3,500.00	1	L.S.	\$3,500.00	100.00%	\$ 3,500.00
CO#2	Change Order No.2	\$800.00	1	L.S.	\$800.00	100.00%	\$ 800.00
TOTAL					\$70,300.00		\$ 70,300.00

TOTAL EARNED TO DATE:	\$70,300.00
5% TOTAL RETENTION TO DATE:	\$3,515.00
TOTAL AMOUNT PREVIOUSLY PAID:	\$32,205.00
TOTAL AMOUNT DUE CONTRACTOR:	\$34,580.00

ACCEPTED BY:

CNW Construction

BY:  Jeff Fuchs

DATE: 09/30/19

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY: _____

DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-6
Subject: Approval of Progress Pay Estimate No. 3 for the 2019 Plant Concrete Repair project

Background

The 2019 Plant Concrete Repair Project involves various rehabilitation work throughout the plant to address areas with significant concrete deterioration. The goal of the project is to extend the expected service life of the various facilities involved. The work includes repairing or making modifications to the following structures:

- Area 1: Secondary Clarifier No. 2
- Area 2: Ammonium Sulfate Containment Area
- Area 3: Rapid Mix and Flocculation Basin
- Area 4: Biological Filtration Effluent Pond
- Areas 5 & 6: Chemical Clarifier Nos. 1 and 2
- Area 7: Ballast Pond Nos. 1 and 2
- Area 8: Building 4 Load-out Apron

Field work is now complete. Progress payment no. 3 is for all remaining work performed through September 20, 2019.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 3 would yield a payment to the contractor of \$115,461.05.

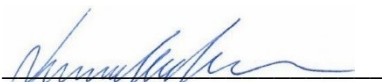
Attachments

Progress pay estimate no. 3.

Recommendation

Management and staff recommend approval of progress pay estimate no. 3 for the 2019 Plant Concrete Repair project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



**Tahoe-Truckee Sanitation Agency
2019 Plant Concrete Repair Project**

Progress Pay Estimate No. 3

August 20, 2019 to September 20, 2019

OWNER:

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

CONTRACTOR:

Q & D Construction LLC (Invoice # 15403-001)
PO Box 10865
Reno, NV 89510

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Secondary Clarifier No. 2 Exterior Wall Rehabilitation: Remove and dispose failed section of exterior wall; install rebar, forms, and place concrete; cure walls and remove forms; and perform all related Work as described in these Contract Documents.	\$535.00	75	FT ³	\$40,125.00	100.00%	\$40,125.00
2	Ammonium Sulfate Secondary Containment Concrete Pad Rehabilitation: Remove failed areas, repair existing concrete pad; cure repairs; and perform all related Work as described in these Contract Documents.	\$259.00	34	FT ²	\$8,806.00	100.00%	\$8,806.00
3	Structure 16, Concrete Repair Around Two Slide Gates: Repair existing concrete around two (2) existing slide gates; cure repaired areas; and perform all related Work as described in these Contract Documents.	\$4,300.00	2	EA	\$8,600.00	100.00%	\$8,600.00
4A	Biological Filtration Effluent Pond Asphalt Curb & Speed Hump Installation: Prepare existing ground around Biological Filtration Effluent Pond; install base course; asphalt curb; and perform all related Work as described in these Contract Documents.	\$104.00	238	LF	\$24,752.00	100.00%	\$24,752.00
4B	Biological Filtration Effluent Pond Asphalt Curb & Speed Hump Installation: Remove existing asphalt in two (2) discrete locations; prepare subgrade; install two (2) speed humps, and perform all related Work as described in these Contract Documents.	\$5,500.00	2	EA	\$11,000.00	100.00%	\$11,000.00
5A	Chemical Clarifier No. 1 Floor Resurfacing: Provide dust containment and prepare the existing interior concrete surfaces; and perform all related Work as described in these Contract Documents.	\$2.10	3,317	FT ²	\$6,965.70	100.00%	\$6,965.70
5B	Chemical Clarifier No. 1 Floor Resurfacing: Resurface prepared interior concrete surfaces, and perform all related Work as described in these Contract Documents.	\$14.00	3,317	FT ²	\$46,438.00	100.00%	\$46,438.00
5C	Chemical Clarifier No. 1 Floor Resurfacing: Cure interior coated areas, and perform all related Work as described in these Contract Documents.	\$1.60	3,317	FT ²	\$5,307.20	100.00%	\$5,307.20
6A	Chemical Clarifier No. 2 Floor Resurfacing: Provide dust containment and prepare the existing interior concrete surfaces; and perform all related Work as described in these Contract Documents.	\$2.10	3,317	FT ²	\$6,965.70	100.00%	\$6,965.70
6B	Chemical Clarifier No. 2 Floor Resurfacing: Resurface prepared interior concrete surfaces, and perform all related Work as described in these Contract Documents.	\$14.00	3,317	FT ²	\$46,438.00	100.00%	\$46,438.00
6C	Chemical Clarifier No. 2 Floor Resurfacing: Cure interior coated areas, and perform all related Work as described in these Contract Documents.	\$1.60	3,317	FT ²	\$5,307.20	100.00%	\$5,307.20
7A	Ballast Pond No. 1 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are between 1/8" – 1" wide, and perform all related Work as described in these Contract Documents.	\$51.00	550	LF	\$28,050.00	100.00%	\$28,050.00
7B	Ballast Pond No. 1 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are wider than 1", and perform all related Work as described in these Contract Documents.	\$184.00	5	LF	\$920.00	100.00%	\$920.00

7C	Ballast Pond No. 1 Concrete Rehabilitation: Remove failed areas, repair existing concrete pad; cure repairs; and perform all related Work as described in these Contract Documents.	\$565.00	9	FT ²	\$5,085.00	100.00%	\$5,085.00
7D	Ballast Pond No. 2 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are between 1/8" – 1" wide, and perform all related Work as described in these Contract Documents.	\$48.00	600	LF	\$28,800.00	100.00%	\$28,800.00
7E	Ballast Pond No. 2 Restoration Cracks: For cracks selected prepare, repair, and cure existing cracks that are wider than 1", and perform all related Work as described in these Contract Documents.	\$95.00	180	LF	\$17,100.00	100.00%	\$17,100.00
7F	Ballast Pond No. 2 Concrete Rehabilitation: Remove failed areas, repair existing concrete pad; cure repairs; and perform all related Work as described in these Contract Documents.	\$420.00	12	FT ²	\$5,040.00	100.00%	\$5,040.00
8A	Concrete Apron Restoration: Remove existing concrete, and perform Work as described in these Contract Documents.	\$8.00	2,011	FT ²	\$16,088.00	100.00%	\$16,088.00
8B	Concrete Apron Restoration: Remove existing asphalt, and perform all related Work as described in these Contract Documents.	\$8.00	630	FT ²	\$5,040.00	100.00%	\$5,040.00
8C	Concrete Apron Restoration: Install drain, piping and other related appurtenances, and perform all related Work as described in these Contract Documents.	\$780.00	50	LF	\$39,000.00	100.00%	\$39,000.00
8D	Concrete Apron Restoration: Install base and compact, and perform all related Work as described in these Contract Documents.	\$630.00	1	YD ³	\$630.00	100.00%	\$630.00
8E	Concrete Apron Restoration: Install concrete and rebar, and perform all related Work as described in these Contract Documents.	\$89.00	790	FT ²	\$70,310.00	100.00%	\$70,310.00
8F	Concrete Apron Restoration: Install Asphalt, and perform all related Work as described in these Contract Documents.	\$12.00	1,823	FT ²	\$21,876.00	100.00%	\$21,876.00
CO#1	Change Order No. 1						\$0.00
CO#2	Change Order No. 2						\$176,403.75
CO#3	Change Order No. 3						(\$146,756.00)
TOTAL					\$448,643.80		\$478,291.55

TOTAL EARNED TO DATE:	\$478,291.55
5% TOTAL RETENTION TO DATE:	\$23,914.58
TOTAL AMOUNT PREVIOUSLY PAID:	\$338,915.92
TOTAL AMOUNT DUE CONTRACTOR:	\$115,461.05

ACCEPTED BY:

Q & D Construction LLC

BY: 

DATE: 10/1/19

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY: _____

DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-1
Subject: Approval to advertise for the Portable Emergency Pump Systems project

Background

The Agency owns a variety of emergency bypass equipment to prevent or minimize the potential and magnitude of raw sewage spills both within the water reclamation plant and along the Truckee River Interceptor (TRI). Among this equipment is a fleet of aging engine-driven pumps. One of the primary duty pumps in the fleet is an old Gorman-Rupp engine-driven pump affectionately nicknamed “Big Blue”. This pump no longer meets emission standards and will be retired and replaced in this project.

Engineering staff conducted an extensive study to identify pumps that would (1) provide sufficient output capacity to serve as a suitable replacement for “Big Blue”, (2) meet current emission standards, (3) provide the most favorable suction lift and net positive suction head conditions in various locations along the TRI, (4) be self-priming and able to run dry without damage, (5) be compatible with member district bypass systems (NTPUD was selected as a basis of design for the 2011 purchase of the Pioneer Emergency Bypass Pump), and (6) be a product of an established reputable manufacturer with a large customer base and applications list to maximize service and reliability.

The analysis concluded that the most favorable pump/engine package would be a pair of identically sized pumps provided by Godwin Pumps, or equal. It was determined that the purchase of a pair of smaller pumps would provide the Agency with increased operational flexibility over a single larger pump.

T-TSA expects to receive the new bypass equipment within 150 days from the date that the Purchase Agreement is fully executed.

Fiscal Impact

A conservative budget amount of \$400,000 had been allotted for this equipment during pre-design activities. However, the estimated cost for two complete pump/engine packages has now been reduced to \$160,000


Attachments


None.

Recommendation

Management and staff recommend approval to advertise for the Portable Emergency Pump Systems project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Item: V-2
Subject: Approval to award the purchase of the VFD for the BNR influent pumps

Background

In 2007 the plant commissioned the Biological Nutrient Removal (BNR) process and its related components. Three of those components are the BNR influent pumps and their related variable frequency drives (VFD). Due to the critical nature of these drives and historical challenges with procuring replacement parts management and staff have identified the drives for replacement. The approach is to replace all three drives simultaneously, this will allow the Agency to standardize spare parts, have like equipment for operational continuity, and repair technician familiarity. Additionally, due to the location and footprint of the drives replacing all three drives simultaneously allows, if needed, the ability to relocate the mounting to fit current enclosure designs. A solicitation for bids was issued on September 20, 2019 for three replacement variable frequency drives.

Only one bid was received on September 27, 2019. The bidder was Rexel Inc. from Sacramento, CA with a bid in the lump sum amount of \$95,357.43. After review of their bid, it was determined the bid did contain a minor irregularity (submission of 1 reference when 3 references were required), however, the bid was still determined to be the lowest responsible responsive bid.

In accordance with Agency Ordinance 3-2015, Board of Directors approval to award the lowest responsible responsive bid is required for purchase of materials for \$15,000 or more.

Fiscal Impact

The lump sum bid price of \$95,357.43.


Attachments

None.

Recommendation

Management and staff recommend the Board of Directors waive the bid irregularity and approve to award the purchase of the VFD for the BNR influent pumps to Rexel Inc. in the amount of \$95,357.43.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Item: V-3
Subject: Approval to award the purchase of the VFD for the multi-purpose pump station

Background

On August 5, 2019 the plant experienced a filter supply pump variable frequency drive (VFD) failure. Staff, working with a factory field engineer, determined multiple components within the drive had failed. Upon completing his research, the factory field engineer informed staff that the parts needed for repair were obsolete. As this drive is an integral part of the treatment process a solicitation for bids was issued on September 20, 2019 for a replacement variable frequency drive.

Only one bid was received on September 27, 2019. The bidder was Rexel Inc. from Sacramento, CA with a bid in the lump sum amount of \$15,927.91. After review of their bid, it was determined the bid did contain a minor irregularity (submission of 1 reference when 3 references were required), however, the bid was still determined to be the lowest responsible responsive bid.

In accordance with Agency Ordinance 3-2015, Board of Directors approval to award the lowest responsible responsive bid is required for public works contracting projects of \$15,000 or more.

Fiscal Impact

The lump sum bid price of \$15,927.91.


Attachments

None.

Recommendation

Management and staff recommend the Board of Directors waive the bid irregularity and approve to award the purchase of the VFD for the multi-purpose pump station to Rexel Inc. in the amount of \$15,927.91.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-4
Subject: Approval of the annual employee appreciation dinner

Background

The Agency historically provides an annual employee appreciation dinner for all staff members and a guest. This year's dinner is reserved at the El Dorado Resort & Casino and is scheduled for Saturday, December 7, 2019. Details will be provided to all staff as the event date approaches.

Fiscal Impact

Approximately \$6,000.

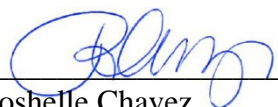
Attachments

None.

Recommendation

Management recommends approval of the annual employee appreciation dinner.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: October 9, 2019
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month.

Operations Report:

- BNR backwash tank bead removal.
- Preparation for digester cleaning project.
- Overall, the plant performed well through the month.

Laboratory Report:

- Staff performed necessary laboratory testing per WDR requirements and operational needs.
- Received certification from Environmental Laboratory Accreditation Program (ELAP) for the new Total Organic Carbon (TOC) analyzer.

Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.33
Monthly maximum instantaneous ⁽¹⁾	6.94
Maximum 7- day average	3.92

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	2.2	10.0	3.1	20.0
Turbidity (NTU)	NA	NA	2.8	10.0
Total Phosphorus (mg/l)	0.42	0.80	0.68	1.50
Chemical Oxygen Demand (mg/l)	35.0	45.0	38.0	60.0

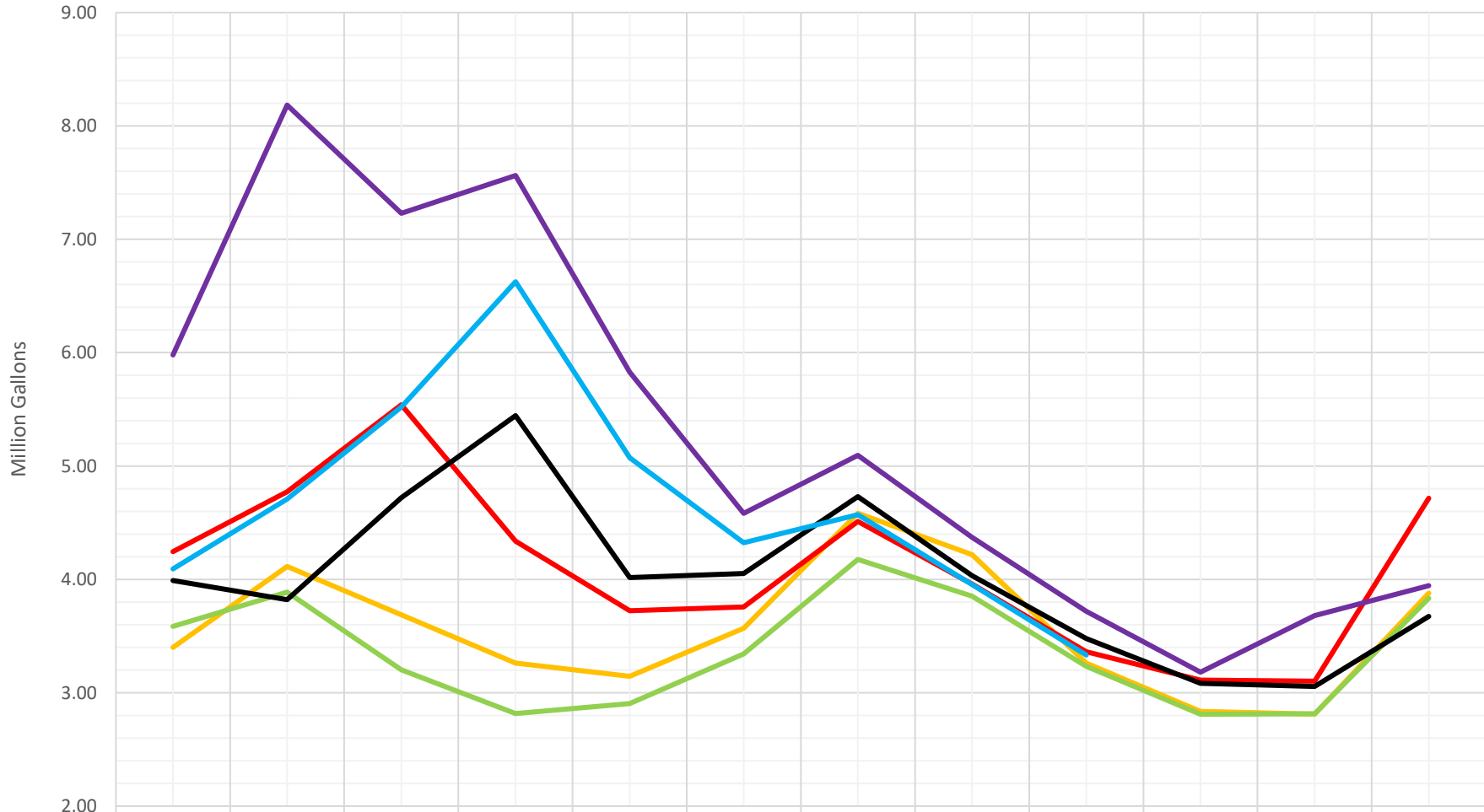
Notes: 1. Flows are depicted in the attached graph.
2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

Submitted By: Michael Peak
Michael Peak
Operations Manager

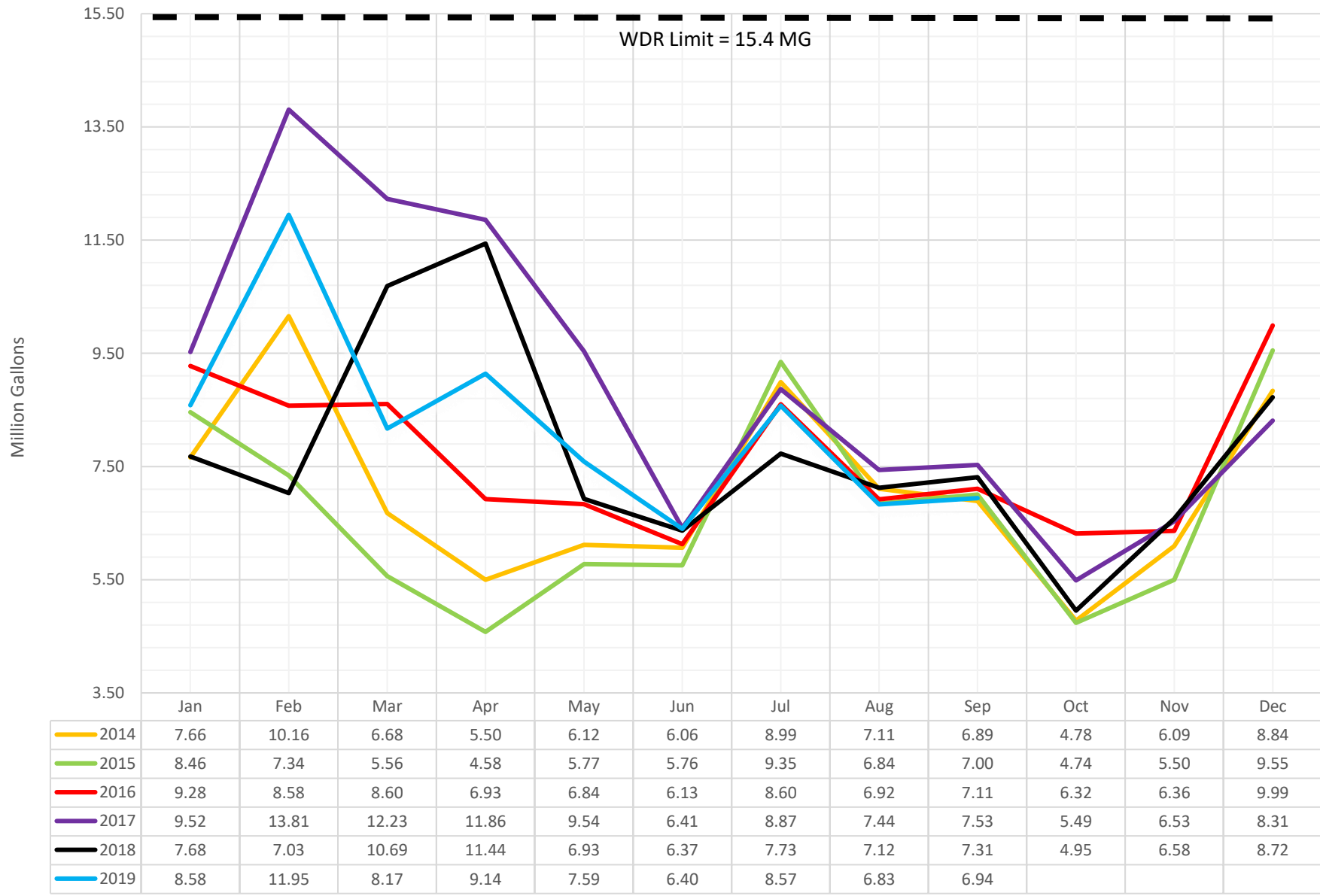
Approved By: LaRue Griffin
LaRue Griffin
General Manager

Monthly Average Daily Flow (Influent)

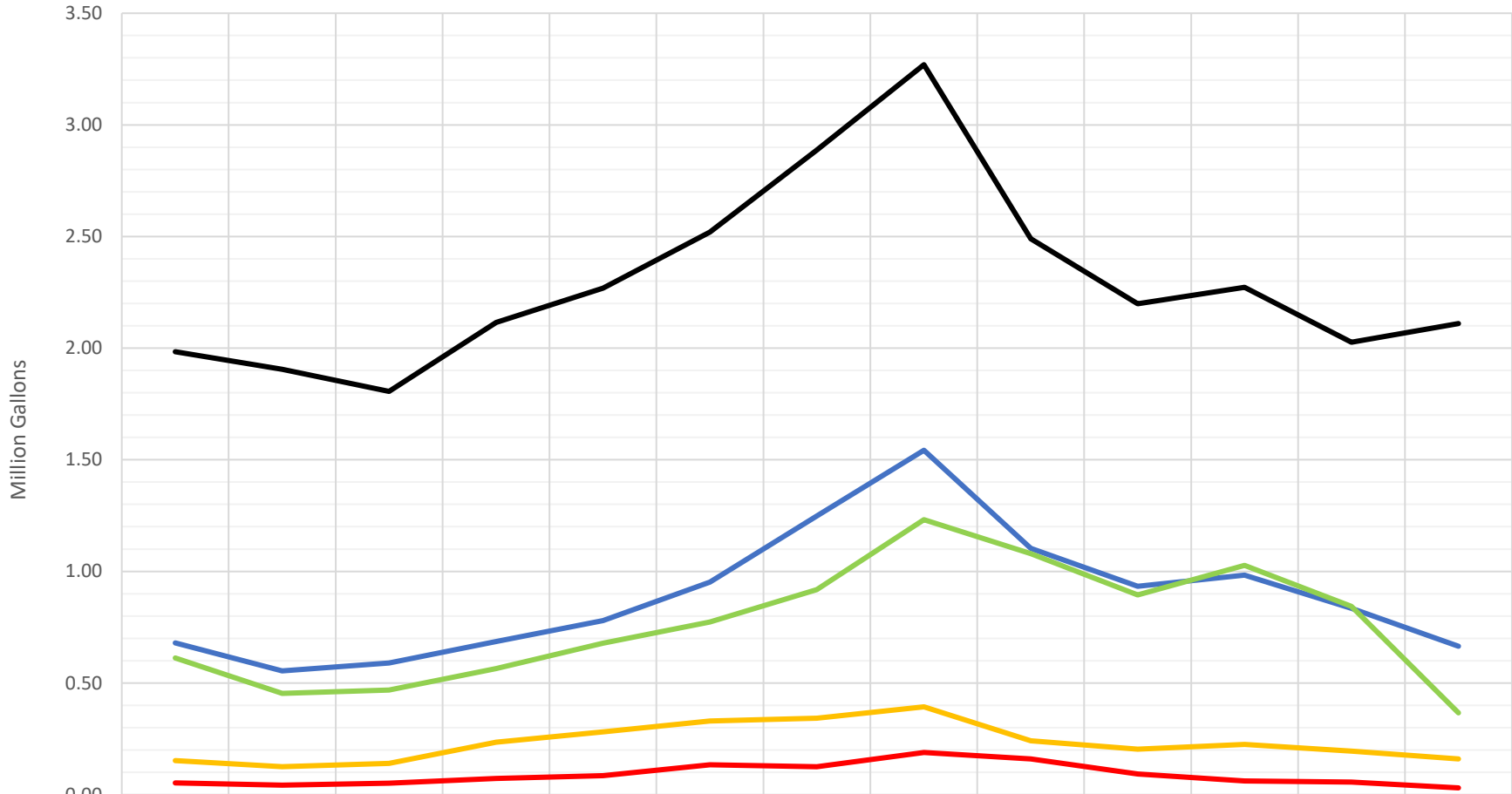


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	3.40	4.11	3.69	3.26	3.14	3.57	4.58	4.22	3.26	2.84	2.81	3.88
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33			

Monthly Maximum Instantaneous Flow (Influent)

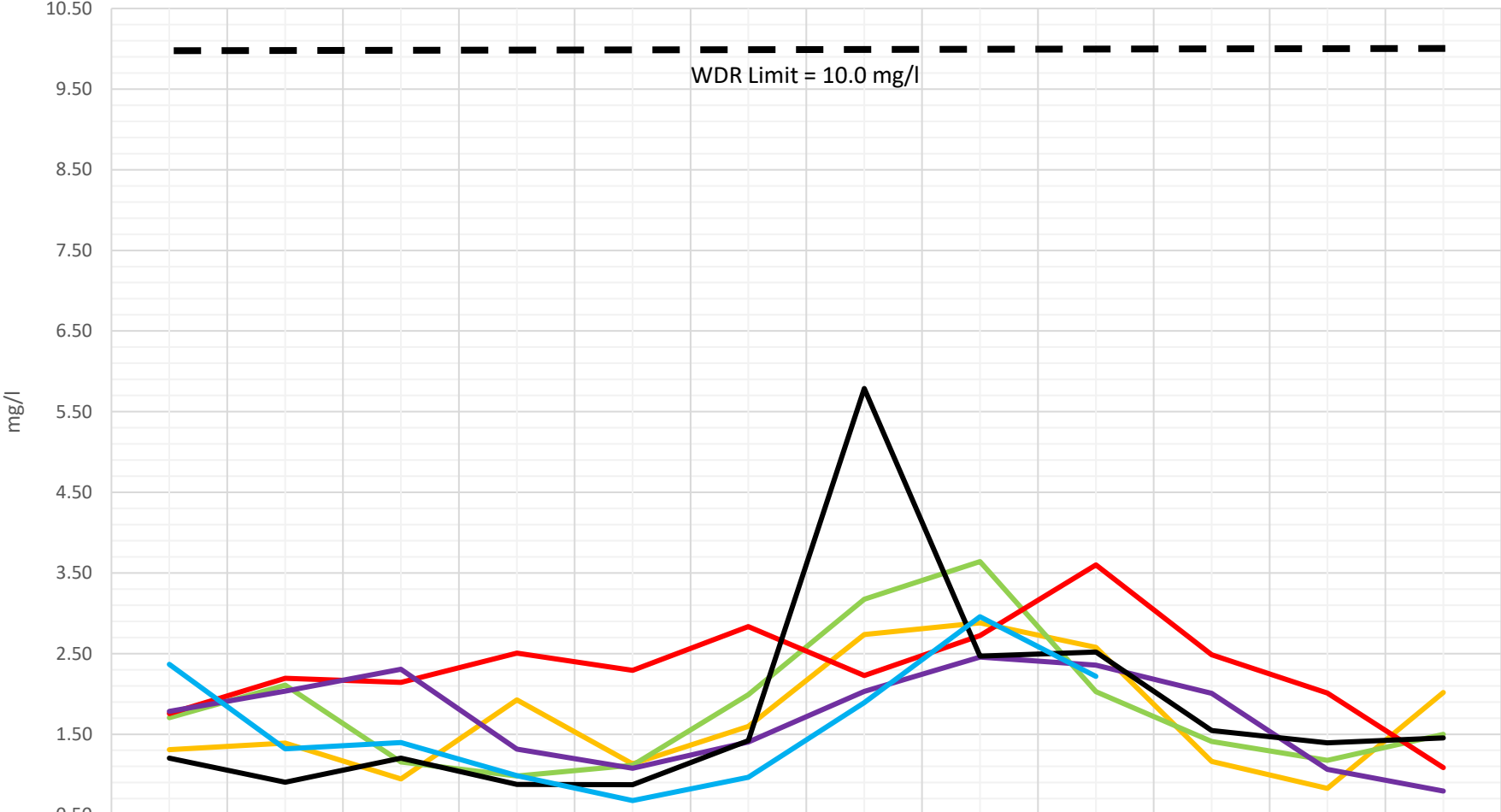


Monthly Average Daily Flow (Districts)



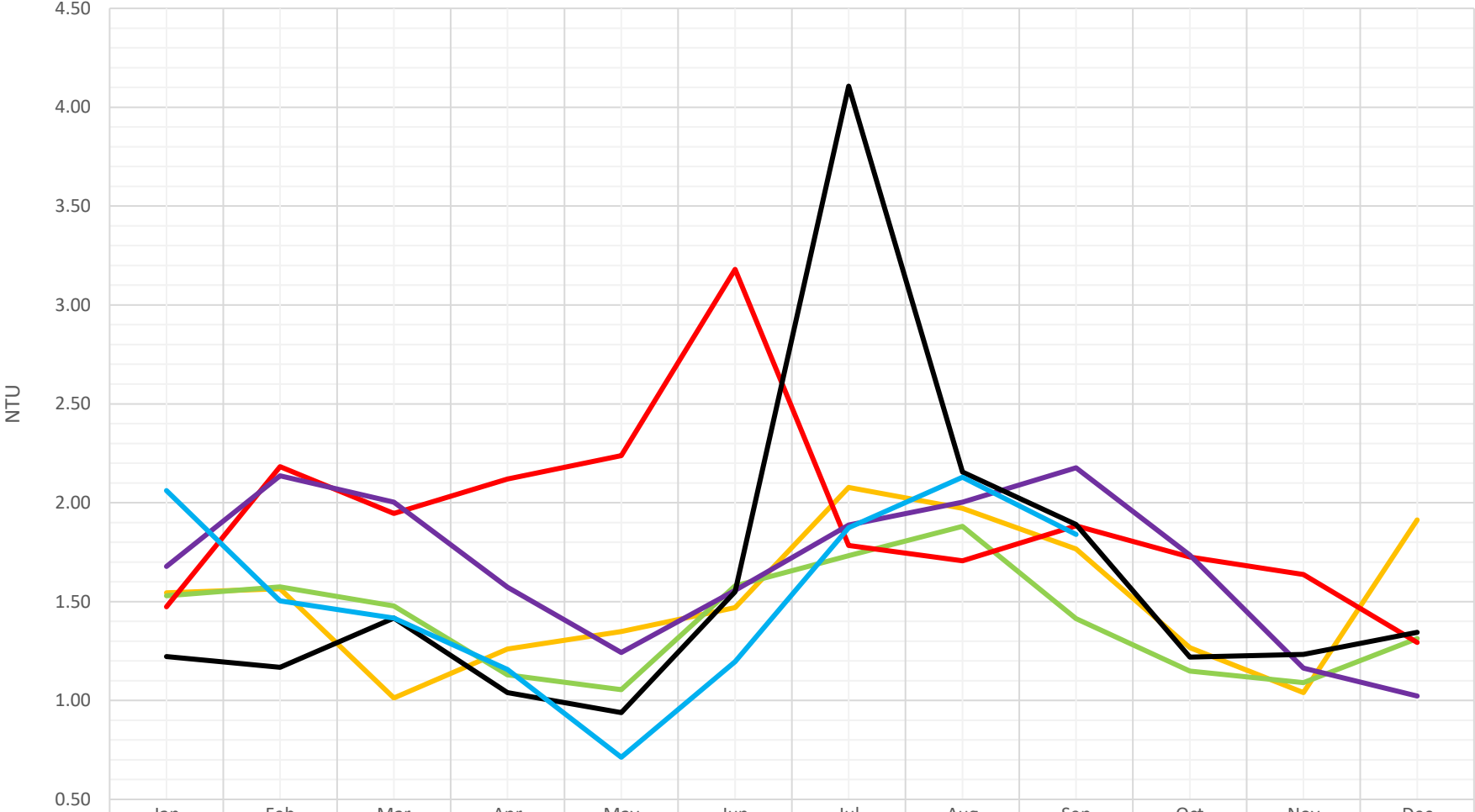
	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
NTPUD	0.68	0.55	0.59	0.69	0.78	0.95	1.25	1.54	1.10	0.93	0.98	0.83	0.66
TCPUD	0.61	0.45	0.47	0.56	0.68	0.77	0.92	1.23	1.08	0.89	1.03	0.84	0.37
ASCWD	0.05	0.04	0.05	0.07	0.08	0.13	0.13	0.19	0.16	0.09	0.06	0.06	0.03
SVPSD	0.15	0.13	0.14	0.23	0.28	0.33	0.34	0.39	0.24	0.20	0.23	0.19	0.16
TSD	1.98	1.91	1.81	2.11	2.27	2.52	2.89	3.27	2.49	2.20	2.27	2.03	2.11

Monthly Average Daily Suspended Solids (Effluent)



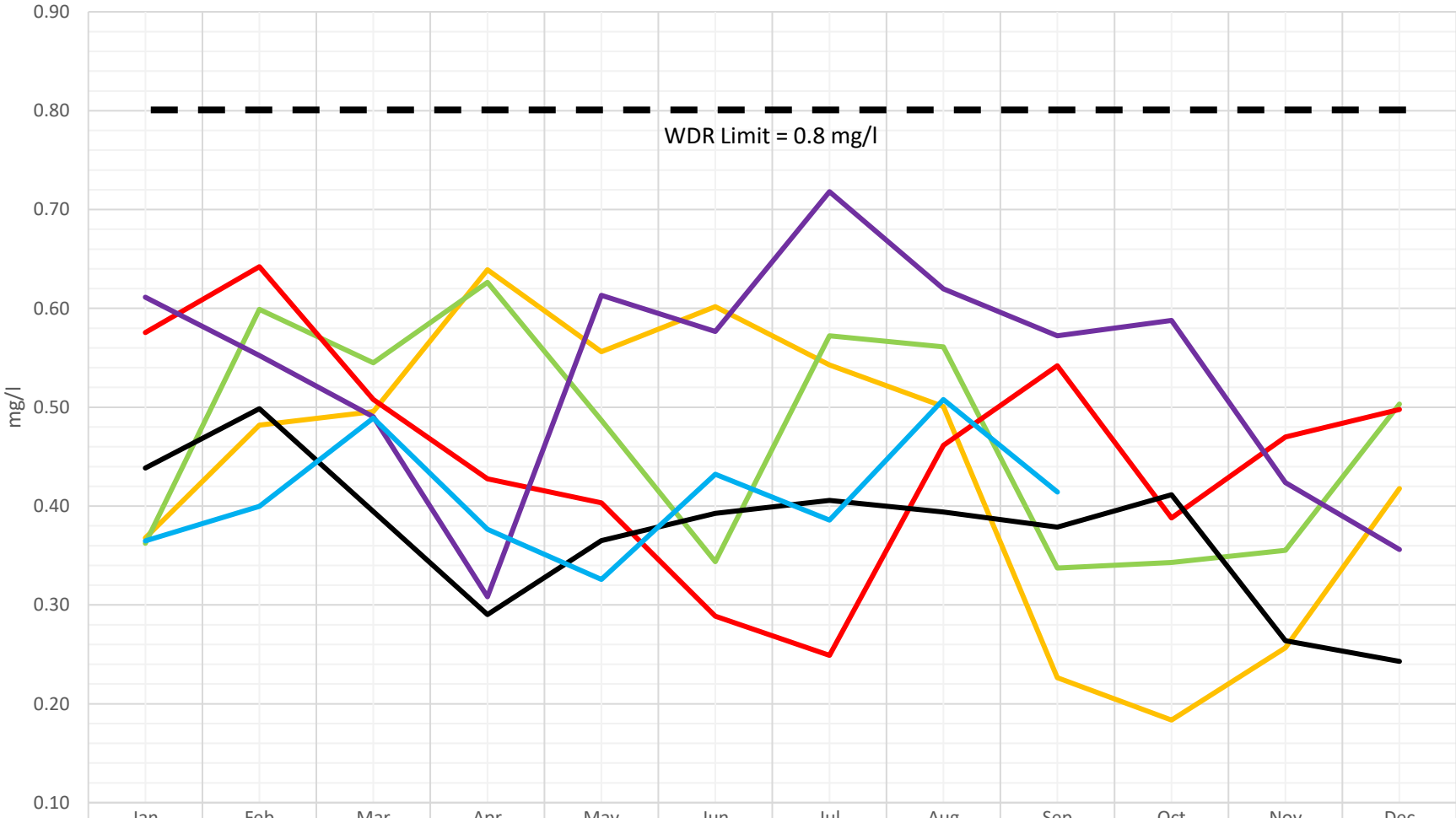
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	1.31	1.39	0.95	1.93	1.13	1.60	2.73	2.88	2.58	1.16	0.83	2.02
2015	1.70	2.11	1.16	0.98	1.11	1.99	3.17	3.64	2.03	1.41	1.18	1.50
2016	1.76	2.20	2.14	2.51	2.29	2.84	2.23	2.72	3.60	2.49	2.01	1.09
2017	1.78	2.04	2.30	1.31	1.08	1.40	2.03	2.46	2.36	2.01	1.06	0.80
2018	1.20	0.91	1.20	0.88	0.87	1.42	5.79	2.47	2.52	1.55	1.39	1.45
2019	2.37	1.32	1.40	0.99	0.68	0.97	1.89	2.96	2.22			

Monthly Average Daily Turbidity (Effluent)



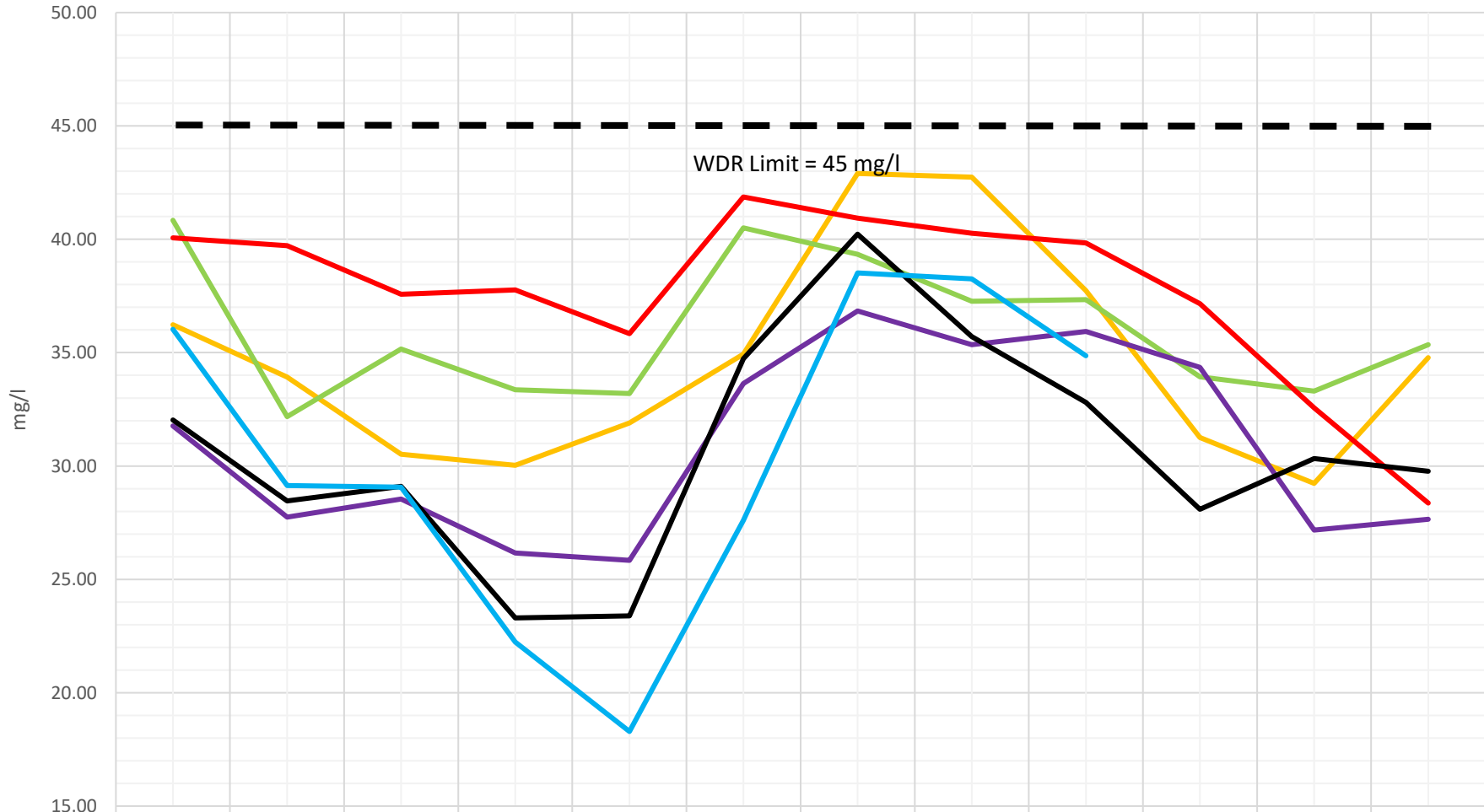
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	1.55	1.56	1.01	1.26	1.35	1.47	2.08	1.97	1.77	1.27	1.04	1.91
2015	1.53	1.58	1.48	1.13	1.05	1.58	1.73	1.88	1.41	1.15	1.09	1.31
2016	1.47	2.18	1.95	2.12	2.24	3.18	1.78	1.71	1.88	1.73	1.64	1.29
2017	1.68	2.14	2.00	1.57	1.24	1.56	1.89	2.00	2.18	1.74	1.16	1.02
2018	1.22	1.17	1.42	1.04	0.94	1.55	4.11	2.15	1.89	1.22	1.23	1.35
2019	2.06	1.50	1.42	1.16	0.71	1.20	1.87	2.13	1.84			

Monthly Average Daily Total Phosphorus (Effluent)



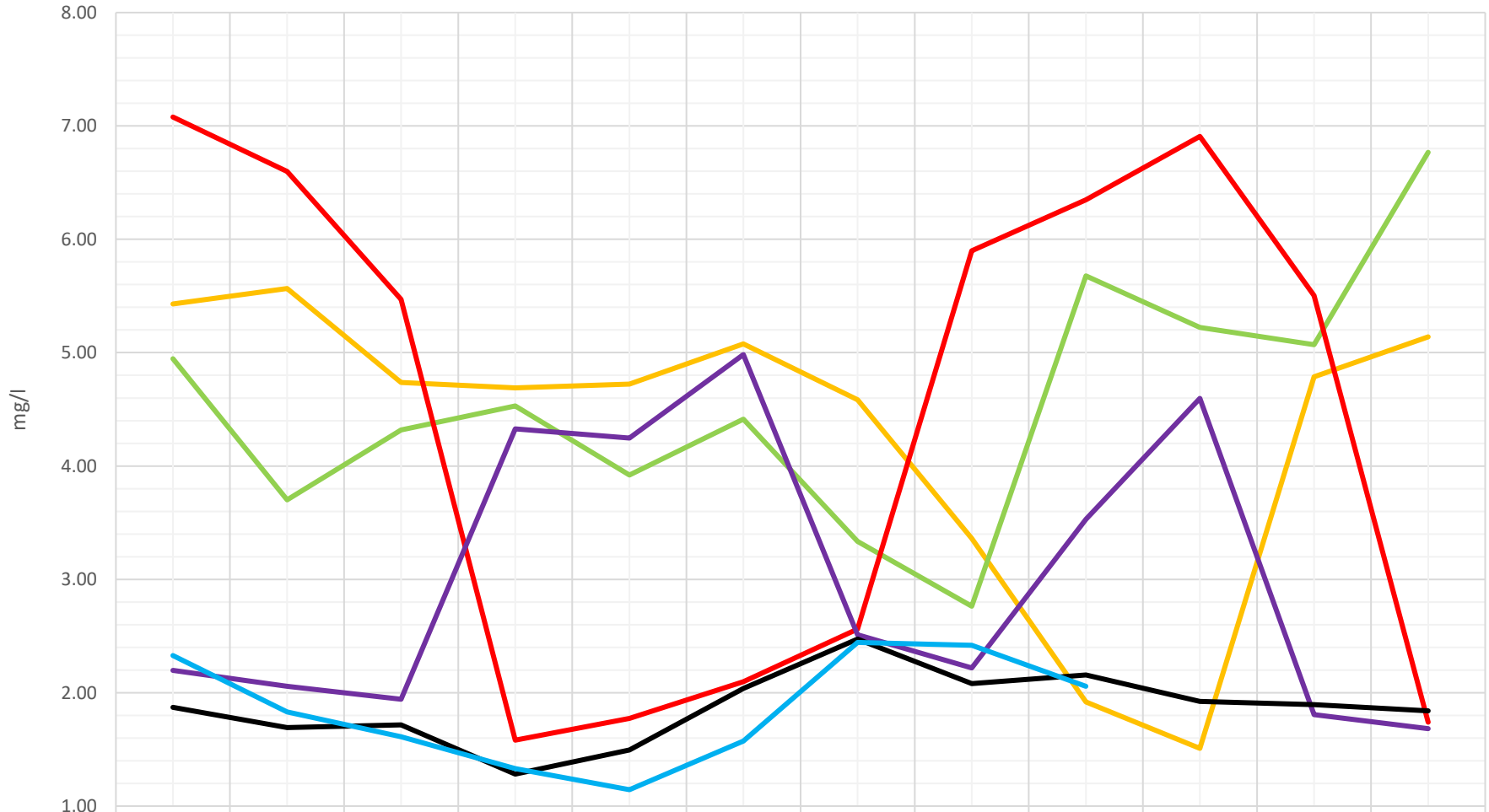
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	0.37	0.48	0.50	0.64	0.56	0.60	0.54	0.50	0.23	0.18	0.26	0.42
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41			

Monthly Average Daily Chemical Oxygen Demand (Effluent)



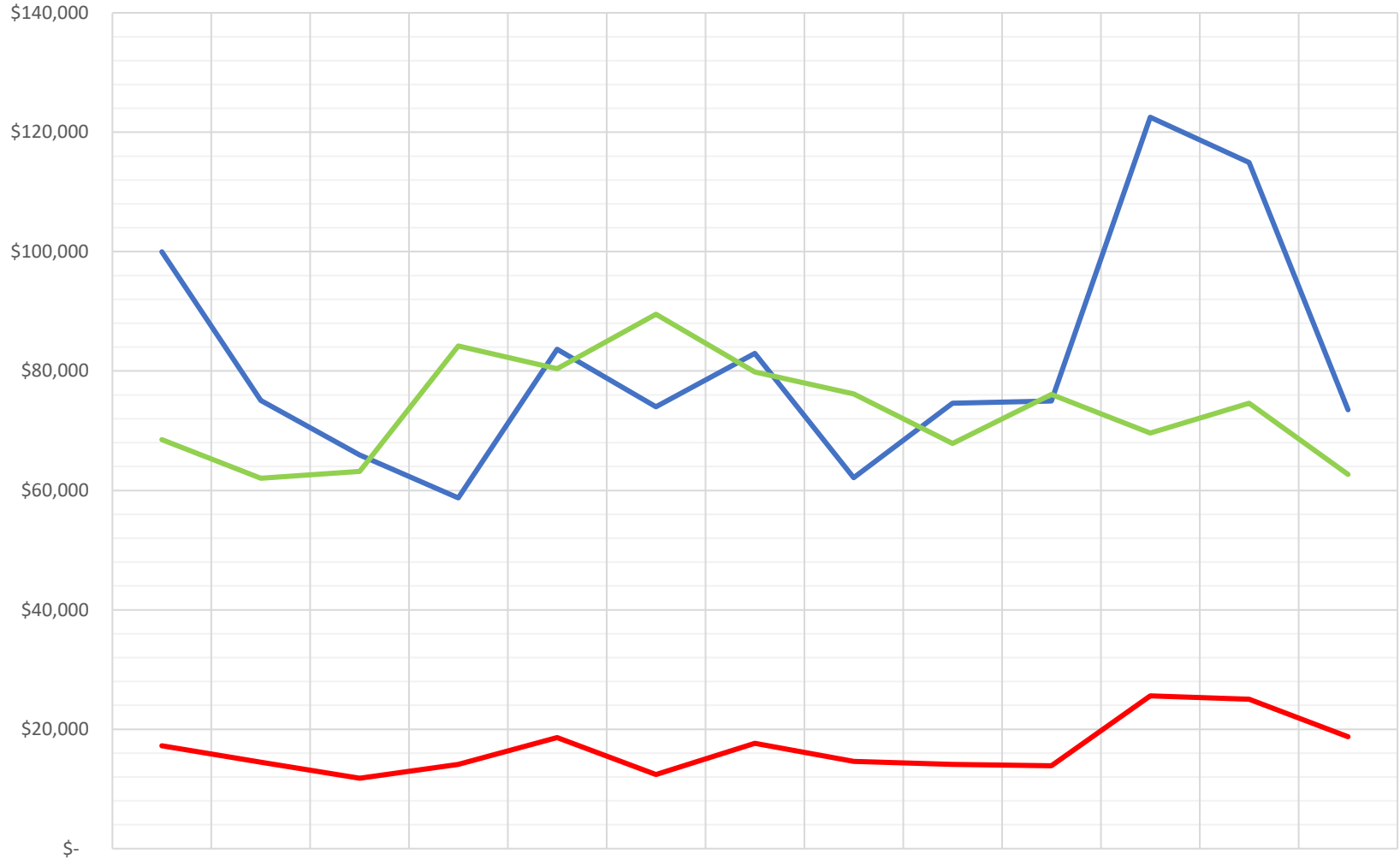
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	36.23	33.93	30.52	30.03	31.90	34.93	42.90	42.74	37.73	31.26	29.23	34.77
2015	40.84	32.18	35.16	33.37	33.20	40.50	39.33	37.27	37.33	33.94	33.30	35.35
2016	40.06	39.72	37.58	37.77	35.84	41.87	40.94	40.27	39.83	37.16	32.57	28.37
2017	31.77	27.75	28.55	26.17	25.84	33.63	36.84	35.35	35.93	34.35	27.17	27.65
2018	32.03	28.46	29.10	23.30	23.39	34.73	40.23	35.71	32.80	28.10	30.33	29.77
2019	36.03	29.14	29.06	22.24	18.29	27.60	38.52	38.26	34.86			

Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	5.43	5.57	4.74	4.69	4.72	5.08	4.58	3.36	1.92	1.51	4.79	5.14
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.06			

Chemical, Power and Sludge Disposal Costs



	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
— Chemical	\$99,985	\$75,081	\$65,950	\$58,752	\$83,644	\$74,020	\$82,977	\$62,144	\$74,595	\$74,990	\$122,510	\$114,905	\$73,500
— Power	\$68,530	\$62,041	\$63,203	\$84,179	\$80,374	\$89,515	\$79,844	\$76,190	\$67,858	\$76,064	\$69,608	\$74,597	\$62,700
— Sludge Disposal	\$17,231	\$14,472	\$11,797	\$14,115	\$18,617	\$12,429	\$17,642	\$14,638	\$14,121	\$13,905	\$25,591	\$25,020	\$18,730



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: October 9, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of September, Maintenance staff provided support for the following projects:
 - Responded to 43 USA Dig- Alert request along the TRI corridor.
 - 2019 Concrete Repair Project.
 - Headworks Barscreen/Compactor Upgrade Project.
 - Master Plan workshop.
 - Administration Building Remodel.
 - TRI Digital Scanning.
 - Squaw Siphon Project.

- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of September:
 - Completed scheduled preventative work orders for September.
 - End of September open work orders by work group, Mechanical 43, Facilities 24, I&E 61.

- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
 - ADA appliance installations.
 - Pond A drainage ditch rehab.
 - Camus boiler installation continues.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY
ENGINEERING DEPARTMENT REPORT

Date: October 9, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of September, Engineering staff continued working on the following projects:
 - 2019 Plant Concrete Repair Project
 - Administration Building Office Remodel Project
 - 2019 Roof Repair Project
 - Digital Scanning of Sewer Lines
 - Headworks Improvements Project
 - 2019 Digester Cleaning Project
 - Master Sewer Plan

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

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager


Approved By: 
LaRue Griffin
General Manager




TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: October 9, 2019
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Integration with SIS and SCADA ongoing
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Current tagname server application loaded and running
 - Virtual Machine (SCADAMAIN11B)
 - Wonderware software ready for Application Server development
- SCADA Developments
 - Replacement of Remote IO Racks in building 80 (BNR Influent Pump Station) due to rodent nesting
 - Acquiring equipment
 - Replacement of PLC CPU for Thickening Centrifuge
 - New CPU installed and running.
 - Code modifications being made for change in process of running TWAS pumps
- Computer Hardware Upgrades
 - Replacement of Administration Desktop and Laptop Computers
 - Hardware has been ordered and received
 - Installation order depending on Admin staff recommendations
 - (VMHOST4) Virtual Machine Host Installation
 - Replacement parts have been received and server is assembled
 - Waiting for Operating System install and configuration as new new main VM Host
 - Configuration of Network Attached Storage device NAS3
 - NAS3 will become primary file server and surveillance storage
 - NAS2 will become backup file storage server
 - NAS1 will become backup surveillance storage server
 - Work conditional on installation of VMHOST4
- BNR Blower Cabinet Environment Monitoring and Logging
 - PLC Installed in Blower 8 Cabinet
 - PLC Installed in Blower 5 Cabinet
 - Differential pressure and cabinet temperature sensors are connected into PLC
 - Ready to bring into SCADA
- Security Camera Installation
 - AWT/Front Gate installation complete
 - Front Office re-installed after remodel and configuration for recording being done.

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

ADMINISTRATION DEPARTMENT REPORT

Date: October 09, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Coordination with Damore, Hamric & Schneider, Inc. for the inhouse Audit September 16th -20th.

Billing/Customer Service

- General assistance with customer accounts, adjustments, and plan review.
- Performed inspections and prepared associated letters, reports and invoices.
- Continued Pre-Live training with Caselle software
- Previous meeting follow up: Inspection Coordination with Member Districts as reported by staff.
 - TSD: Coordinate and accompany on every inspection, shared copies of all inspection reports.
 - NCSO: Coordinate and accompany on all inspections, shared copies of all inspection reports.
 - TCPUD & NTPUD: Notification via calendar invite to staff when inspections are scheduled in TCPUD service area. They will notify us if they plan to accompany. Shared copies of all inspection reports.
 - SVPSD: Notification of final inspections.
 - ASCWD: Notification of final inspections. Request to be included in commercial final inspections.


Purchasing


- Coordinated purchase of plant O&M supplies and performed various tasks to assist the department.
- Coordinated with all departments regarding Agency contracts and bids.

General Administration

- Continued coordination of Pre-Live phase of Caselle software implementation and scheduled Live phase for November in Provo, Utah.
- Began computer replacement for Administration staff prior to new software implementation.
- Moved into new office space after completion of Administration Building Office Remodel project.
- Performed various administrative duties to assist GM and Board of Directors.
- Performed miscellaneous public records requests.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

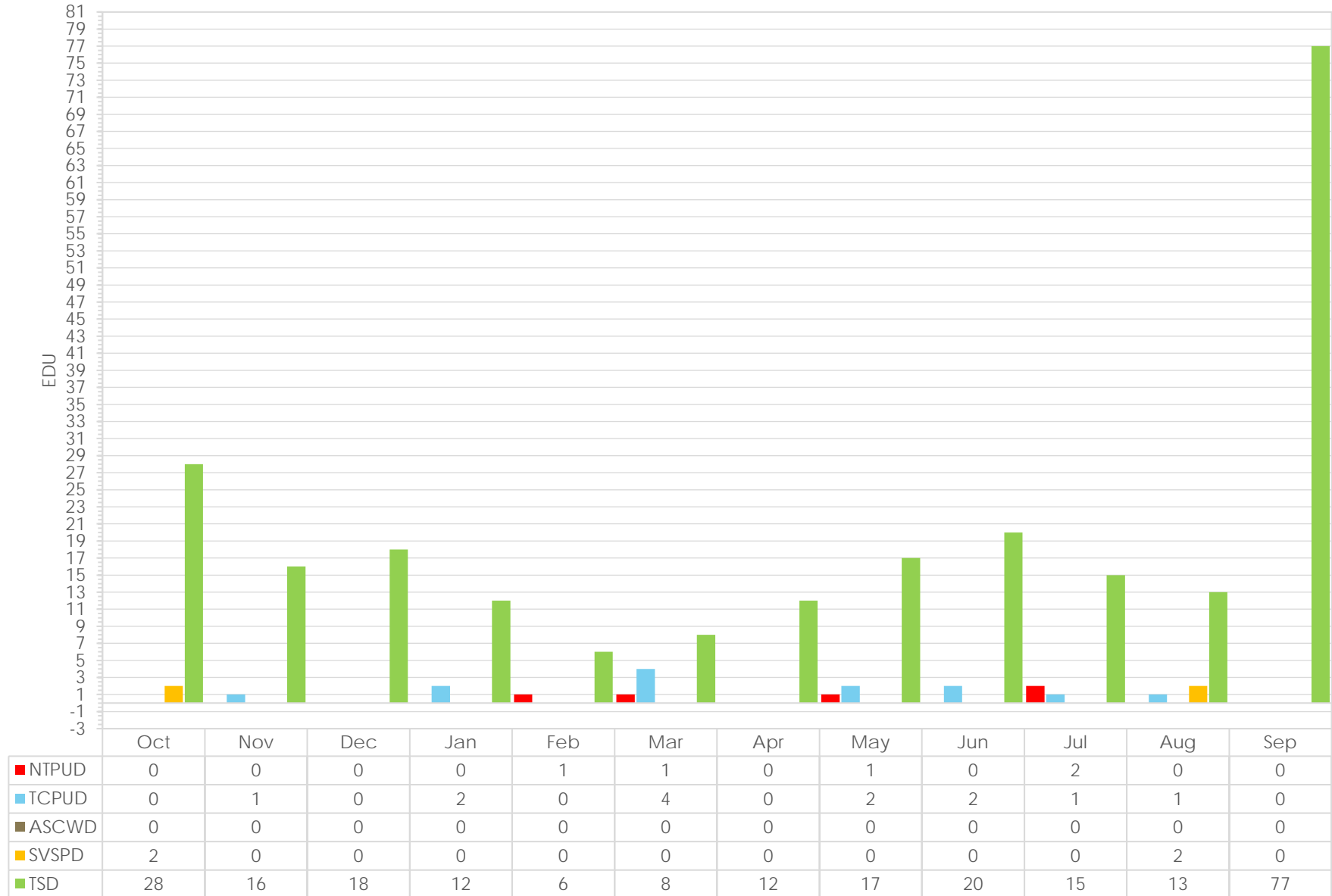
CONNECTION FEES - SEPTEMBER 2019

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	25	75,190	\$ 169,082.50	50	150,799	\$ 336,898.25
Residential Ft ² Additions	7	16,503	\$ 28,880.25	13	23,045	\$ 40,328.75
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	1	637	\$ 2,614.75	3	2,137	\$ 8,239.75
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	5	N/A	\$ 61,750.00	12	N/A	\$ 135,550.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	38	92,330	\$ 262,327.50	78	175,981	\$ 521,016.75

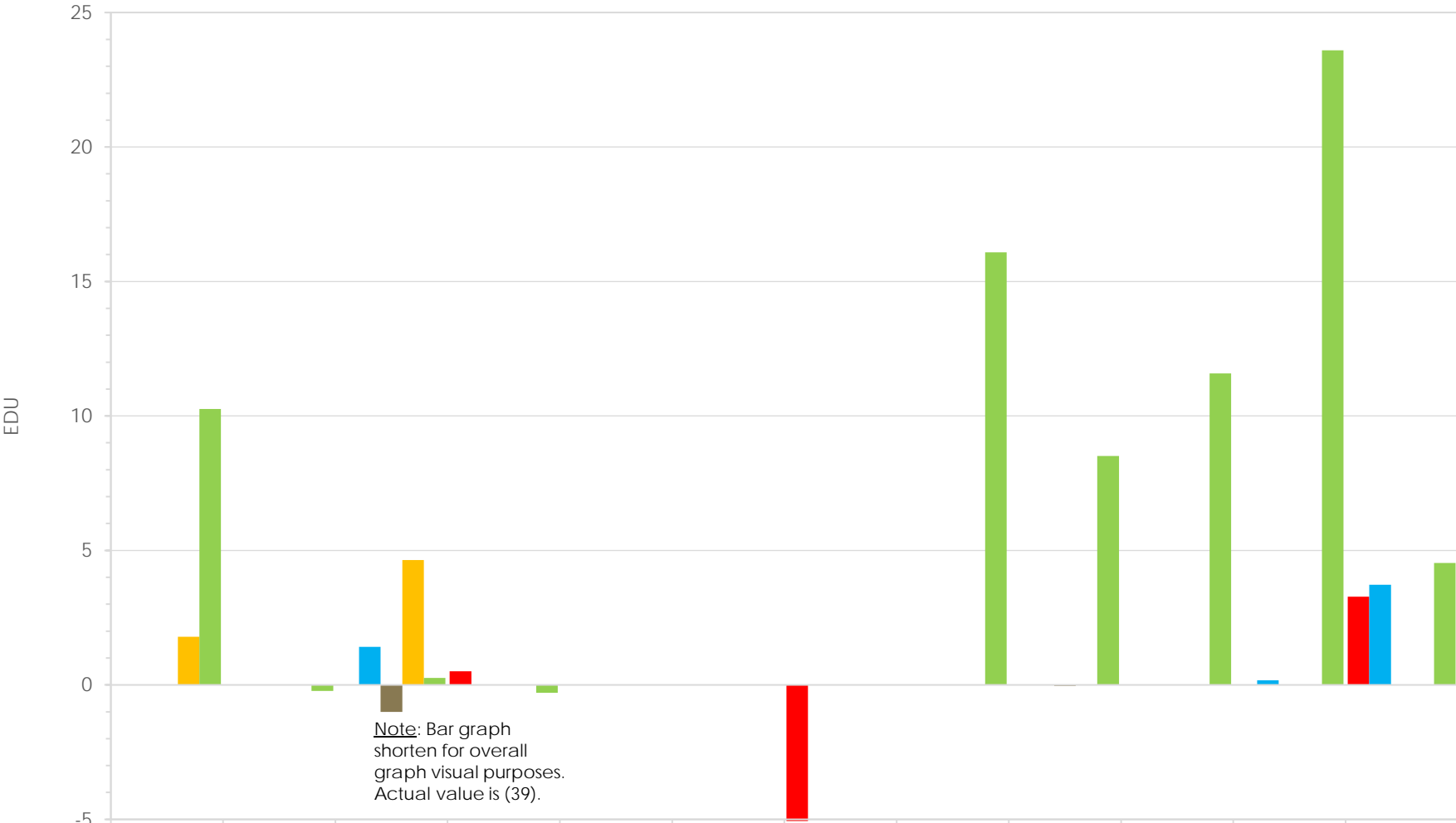
INSPECTIONS - SEPTEMBER 2019

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	55	61	102	127
Residential (Drive-by of Suspended Accounts)	6		25	

Residential EDU Summary

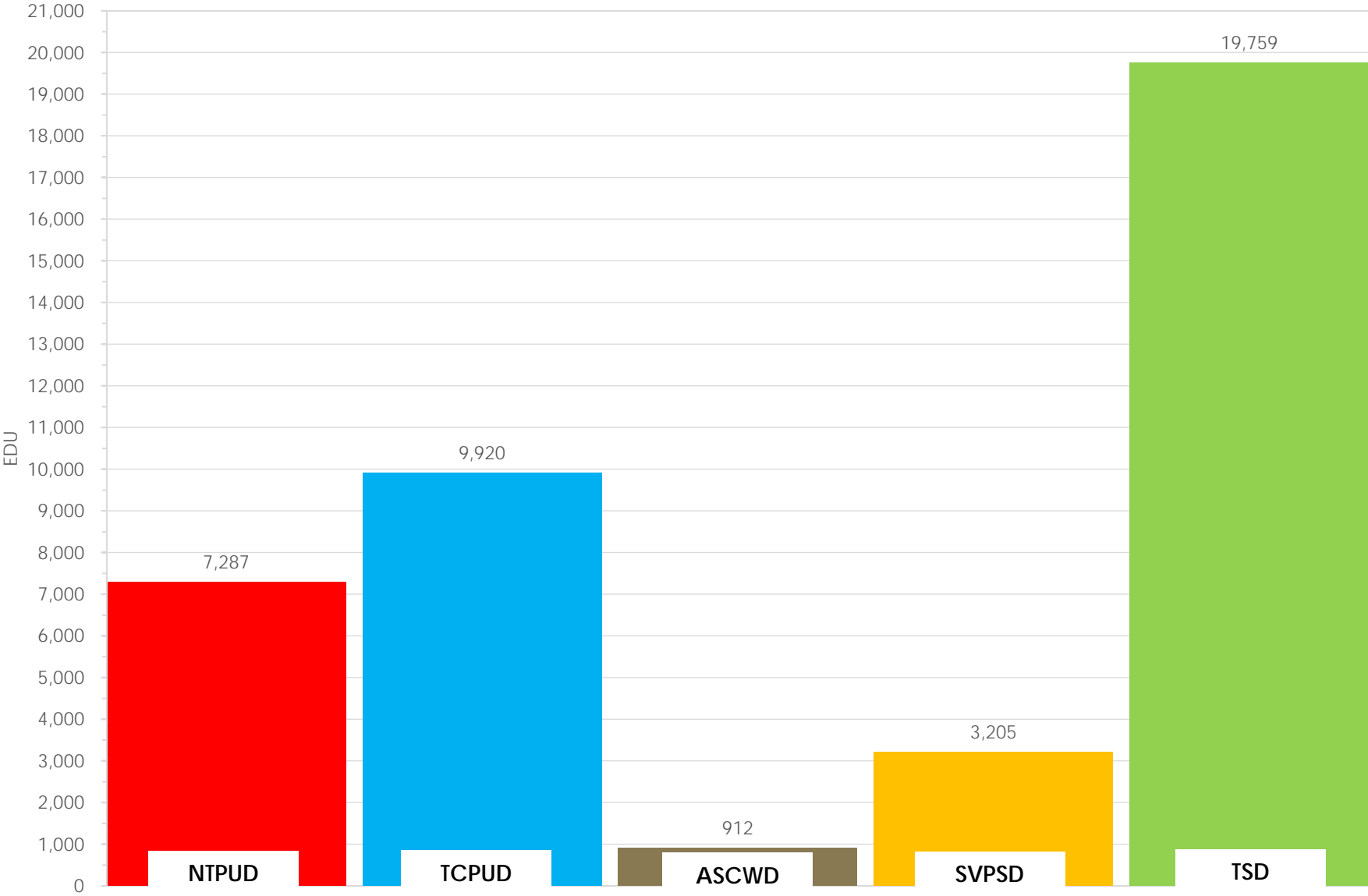


Other EDU Summary

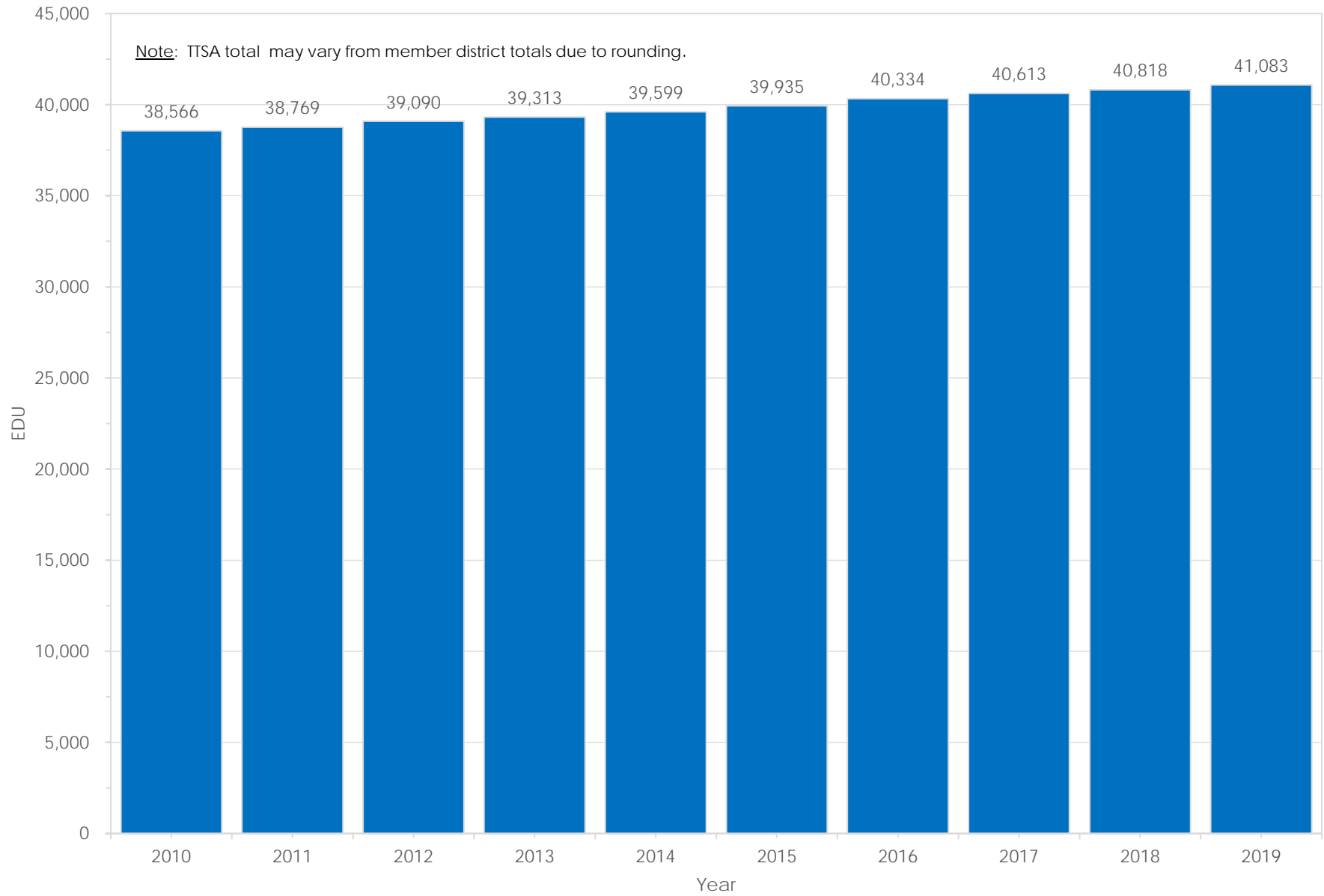


	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
■ NTPUD	0.0	0.0	0.0	0.5	0.0	0.0	(5.2)	0.0	0.0	0.0	0.0	3.3
■ TCPUD	0.0	0.0	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	3.7
■ ASCWD	0.0	0.0	(1.0)	0.0	0.0	0.0	0.0	0.0	(0.0)	0.0	0.0	0.0
■ SVSPD	1.8	0.0	4.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
■ TSD	10.3	(0.2)	0.3	(0.3)	0.0	0.0	0.0	16.1	8.5	11.6	23.6	4.5

Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Management met with the ad hoc committee for the Classification and Compensation Study.
- Management finalized the refund of services charges for APN N45-050-71-000B.
- Management approved change order no. 2 (attached) for the Administration Building Office Remodel project.
- Management approved change order no. 3 (attached) for the 2019 Plant Concrete Repair project.
- Management attended the Truckee Area Manager meeting.
- Management and staff met and reviewed the AIMS GIS program.
- Management met with TTAD on the real property exchange.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

General Manager

LaRue Griffin

CONTRACT MODIFICATION NO. 2
(Change Order)

The following additions, deletions or revisions to the Contract Documents for the Administration Building Office Remodel Project by and between the Tahoe-Truckee Sanitation Agency and CNW Construction, Inc. dated April 22, 2019 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	Perform drywall installation activities for the Administration Building Office Remodel Project after 4:30 pm on Monday, September 9, 2019 and before 7:00 am on Tuesday, September 10, 2019. Work shall include all dust and noise generating activities related to installing the drywall for painting. Clean-up activities shall be done to the satisfaction of Agency staff prior to 7:00 am on Tuesday September 10, 2019.	Lump Sum	\$350.00
2	Perform drywall sanding activities for the Administration Building Office Remodel Project on Saturday, September 14, 2019. Work shall include all dust-generating activities related to preparing the newly installed drywall for painting, including clean-up activities. Clean-up activities shall be performed on Saturday 14, 2019 following completion of all weekend work. Clean-up activities shall be done to the satisfaction of Agency staff.	Lump Sum	\$450.00
Total Cost for Items 1 & 2			\$800.00


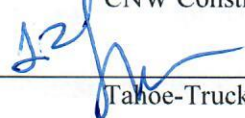
September 10, 2019

Page 2

ORIGINAL CONTRACT AMOUNT:	\$66,000.00
CONTRACT MODIFICATION NO. 1 AMOUNT:	\$3,500.00
CONTRACT MODIFICATION NO. 2 AMOUNT:	\$800.00
REVISED CONTRACT AMOUNT:	\$70,300.00

CONTRACT TIME ADJUSTMENT: None

All terms and conditions stipulated in the Contract Documents for the Administration Building Office Remodel Project by and between the Tahoe-Truckee Sanitation Agency and CNW Construction, Inc dated April 22, 2019 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY:		<u>09/10/2019</u>
	CNW Construction, Inc.	Date
APPROVED BY:		<u>9/10/19</u>
	Tahoe-Truckee Sanitation Agency	Date

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

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

CONTRACT MODIFICATION NO. 3 (Change Order)

The following additions, deletions or revisions to the Contract Documents for the 2019 Plant Concrete Repair Project by and between the Tahoe-Truckee Sanitation Agency and Q&D Construction, LLC dated May 15, 2019 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	Article 1.3, Bid Schedule: Revise Item No. 7A.1. Final Time and Materials cost is \$7,666.69. Original billed amount was \$84,480.00. Reduce Item No. 7A.1 by \$76,813.31.	Cost Plus	(\$76,813.31)
2	Article 1.3, Bid Schedule: Revise Item No. 7C.1. Final Time and Materials cost is \$2,555.56. Original billed amount was \$18,000.00. Reduce Item No. 7C.1 by \$15,444.44.	Cost Plus	(\$15,444.44)
3	Article 1.3, Bid Schedule: Revise Item No. 7D.1. Final Time and Materials cost is \$9,128.81. Original billed amount was \$54,000.00. Reduce Item No. 7D.1 by \$44,871.19.	Cost Plus	(\$44,871.19)
4	Article 1.3, Bid Schedule: Revise Item No. 7F.1. Final Time and Materials cost is \$3,042.94. Original billed amount was \$21,200.00. Reduce Item No. 7F.1 by \$18,157.06.	Cost Plus	(\$18,157.06)
5	Article 1.3, Bid Schedule: Revise Item No. 3. Contractor to perform additional work to repair existing concrete around both slide gates. Increase bid amount by \$2,530.00.	Lump Sum	\$2,530.00
6	Article 1.3, Bid Schedule: Insert new Item No. 8F.1. Contractor to perform additional paving at request of Agency. Cost to perform extra paving work is \$2,000.00.	Lump Sum	\$2,000.00

September 25, 2019

Page 2

7	Article 1.3, Bid Schedule: Insert new Item No. 8F.2. Contractor to perform additional paving at request of Agency. Cost to perform extra paving work is \$4,000.00.	Lump Sum	\$4,000.00
Total Cost for Item Nos 1 through 7			(\$146,756.00)

ORIGINAL CONTRACT AMOUNT:	\$448,643.80
CONTACT MODIFICATION NO. 1 AMOUNT	\$ 0.00
CONTRACT MODIFICATION NO. 2 AMOUNT:	\$176,403.75
CONTRACT MODIFICATION NO. 3 AMOUNT:	(\$146,756.00)
REVISED CONTRACT AMOUNT:	\$478,291.55

CONTRACT TIME ADJUSTMENT: None, Q&D Construction LLC did not request a contract time extension.

All terms and conditions stipulated in the Contract Documents for the 2019 Plant Concrete Repair Project by and between the Tahoe-Truckee Sanitation Agency and Q&D Construction LLC dated May 15, 2019 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY: [Signature] 9/30/19
Q&D Construction, LLC Date

APPROVED BY: [Signature] 10/1/19
Tahoe-Truckee Sanitation Agency Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 9, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8
2. Conference with Agency designated labor negotiator LaRue Griffin regarding the unrepresented employees in all positions - Government Code Section 54957.6
3. Closed session for public employee discipline/dismissal/release.
4. Closed session to hear complaints or charges brought against an employee by another person.