



TAHOE-TRUCKEE SANITATION AGENCY
REGULAR BOARD MEEETING
OCTOBER 19, 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: October 19, 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. 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. Ratify payment of general fund warrants.
2. Ratify approval of financial statements.

V. Regular Agenda

1. Approval of the minutes of the regular Board meeting on September 21, 2022 and the Special Board meeting on September 21, 2022.
2. Approval of Resolution No. 15-2022 Approving Employee Health Benefit Changes and Restating Employee Benefits.
3. Approval of the Updated General Manager Classification Description.
4. Approval of updated SPSL Policy.
5. Approval of Services Agreement with Carollo Engineers, Inc. for the Additional Boiler Heating Redundancy Design Project.

6. Approval to Procure Variable Frequency Drives
7. Approval of Resolution No. 16-2022 Superseding Resolution No.19-2021 Authorizing General Manager to Approve Certain Construction and Service Contract/Agreement Change Orders.
8. Discussion of in-person Board of Directors meeting for November and December.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

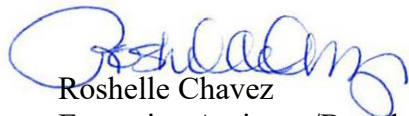
VII. Board of Director Comment Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

VIII. Closed Session

1. Closed session for (a) public employee performance evaluation of the Interim General Manager (Government Code §54954.5).
2. Closed session for public employee appointment process for General Manager position.

IX. Adjournment

Posted and Mailed, 10/13/22



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: October 19, 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: October 19, 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: October 19, 2022
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

Anthony Salinas

- Stock higher quality / thicker leather gloves that are cut resistant for sheet metal slices.
- Provide LIPO bags for spent lithium batteries to prevent potential fires.
- Make extensions for the ladders at the 2-water pond vault and the grit chamber like the ones for the pipe gallery. Audit plant for similar situations.
- Purchase a Stop Block for excavating with backhoe to ensure heavy equipment maintains a safe distance from trench.
- Stock the safety cabinet with emergency use chlorine gas cartridges, gloves, etc., to ensure availability of PPE when the warehouse is locked.

Herbert Hodges

- Install fire extinguishers at the two mezzanines of the warehouse.
- Install a stop sign at the intersection of the vector pad road and the front gate road intersection. Audit plant for other similar areas.
- Install a CO monitor/alarm in Vehicle Maintenance to ensure staff are not exposed to hazardous levels of CO. Also purchase a tailpipe duct for same reason.
- Purchase anti-vibration gloves to help prevent hand-arm vibration when using tools like jackhammers.

Jesus Zarate

- Relocate fire extinguisher on the second floor that is blocked by a steel beam to an area that is nearby but has unhindered access.
- Paint concrete yellow below ladders as Tank ladders terminate on the tank foundations which are raised from the ground about a foot. Audit plant for similar hazards.

Dean Haines

- Number the LOTO group lock boxes and create a sign out sheet to track which box goes to what job.

Joel Oberly

- Remove natural gas meter reading from the OPS daily rounds sheet. Gas totals are no longer needed and staff occasionally bump their heads while trying to record the numbers.

- Paint the section of the curb in front of the eyewash and SCBA red to prevent carts from parking in front of the emergency equipment in the corridor by the C&CT Lab. Currently the curbs on both sides of this area are painted yellow to communicate to staff in carts to slow down, which can be misleading since yellow paint is used elsewhere throughout the plant to communicate to staff to not block emergency equipment. This way it will differentiate the two hazards.

Jeff Navarrete

- Install a variable frequency drive on the vertical mill for speed control to eliminate the need to remove the machine guard for belt adjustment.
- Replace the hook and block assembly on the bridge crane cable with a heavier hook and block assembly to prevent the cable from getting damaged by kinking.
- Purchase Muck brand boots for wet weather (O&M staff). These boots are lined for the winter months and made for comfort.

Trevor Shamblin

- Install CO2 and CO monitors in building 32 on the ground level and basement level. Audit plant for similar hazards.
- Remove the locking pin on the roof hatch barricade door so it has the same function/action as the other roof hatch barricade doors.

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

25 Years

- Michelle Mackey – October 2022

Fiscal Impact

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


Attachments


None.

Recommendation

No action required.

Review Tracking

Submitted By: 
 Vicky Lufrano
 Human Resources Administrator

Approved By: 
 Richard Pallante
 Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-1
Subject: Ratify payment 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 payment of the general fund warrants.

Review Tracking

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

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

Payee	Check Number	Check Issue Date	Description	Amount
1000 BULBS				
	88891	09/08/2022	STOCK LIGHT FIXTURES FOR PLANT USE	279.99
Total 1000 BULBS:				279.99
AIRGAS USA LLC				
	88947	09/22/2022	CYLINDER RENTALS	96.28
	88947	09/22/2022	CYLINDER RENTALS	36.76
	88947	09/22/2022	CYLINDER RENTALS	66.52
Total AIRGAS USA LLC:				199.56
AIRTECH GROUP INC				
	88921	09/15/2022	STOCK FILTER CARTRIDGES FOR LIME SYSTEM VACUUM PUMP	463.68
Total AIRTECH GROUP INC:				463.68
ALESHIRE & WYNDER LLP				
	88863	09/01/2022	JULY 2022 FEES	2,853.28
	88922	09/15/2022	AUG 2022 FEES	4,660.00
Total ALESHIRE & WYNDER LLP:				7,513.28
ALPHA ANALYTICAL INC				
	88892	09/08/2022	3Q EFFLUENT/PRETREATMENT	645.00
	88892	09/08/2022	3Q22 EFFLUENT QUARTERLY	295.00
	88892	09/08/2022	2022 ANNUAL EFFLUENT	220.00
	88892	09/08/2022	3Q 2022 BIOSOLIDS	300.00
	88892	09/08/2022	ANNUAL RIVER & WELL SAMPLES	1,225.00
	88892	09/08/2022	JULY 2022 BARIUM	245.00
	88892	09/08/2022	ANNUAL RIVER & WELLS	600.00
	88923	09/15/2022	JUNE 2022 BARIUMS	245.00
	88923	09/15/2022	MAY & JUNE 2022 TEICHERT SOIL	2,460.00
	88923	09/15/2022	3Q22 INFLUENT/PRETREATMENT	1,440.00
	88948	09/22/2022	AUGUST BARIUM	350.00
Total ALPHA ANALYTICAL INC:				8,025.00
ANNIE'S CLEANING SERVICE				
	88893	09/08/2022	AUGUST 2022 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
ARAMARK WORK APPAREL				
	88894	09/08/2022	MATS	168.90
	88894	09/08/2022	TOWELS	12.71
	88894	09/08/2022	SVC CHARGE	20.00
Total ARAMARK WORK APPAREL:				201.61
AT&T 530 582-0827 966 5				
	88864	09/01/2022	AUG 2022 INVOICE 10%	213.57
	88864	09/01/2022	AUG 2022 INVOICE 90%	1,922.19
Total AT&T 530 582-0827 966 5:				2,135.76

Payee	Check Number	Check Issue Date	Description	Amount
AT&T 831-000-9983 804				
	88865	09/01/2022	AUG 2022 INVOICE 10%	156.69
	88865	09/01/2022	AUG 2022 INVOICE 90%	1,410.22
Total AT&T 831-000-9983 804:				1,566.91
BARTKIEWICZ, KRONICK & SHANAHAN				
	88924	09/15/2022	AUG 2022 FEES	3,098.75
Total BARTKIEWICZ, KRONICK & SHANAHAN:				3,098.75
CASELLE				
	88949	09/22/2022	OCT 2022 MONTHLY SUPPORT & MAINT	3,631.00
Total CASELLE:				3,631.00
CDW-G				
	88866	09/01/2022	FIBER PATCH CABLES FOR NETWORKING UPGRADES TO FIREWALL	223.57
	88925	09/15/2022	FIBER OPTIC CONVERTER FOR CORE NETWORK	119.32
Total CDW-G:				342.89
CENTIMARK CORPORATION				
	88950	09/22/2022	PPE#1 EPDM ROOF REPLACEMENT	337,676.36
	88950	09/22/2022	RETENTION#1 EPDM ROOF REPLACEMENT	16,883.82
Total CENTIMARK CORPORATION:				320,792.54
CH2M HILL				
	88895	09/08/2022	#36 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	1,065.00
Total CH2M HILL:				1,065.00
CHARD SNYDER & ASSOCIATES				
	88862	09/01/2022	COBRA FEE	17.44 M
	88862	09/01/2022	COBRA FEE	8.72 M
	88862	09/01/2022	COBRA FEE	2.18 M
	88862	09/01/2022	COBRA FEE	33.52 M
	88862	09/01/2022	COBRA FEE	8.72 M
	88862	09/01/2022	COBRA FEE	17.16 M
	88862	09/01/2022	COBRA FEE	8.72 M
	88862	09/01/2022	COBRA FEE	4.36 M
	88862	09/01/2022	COBRA FEE	2.18 M
	88862	09/01/2022	ADMIN FEE	41.55 M
	88862	09/01/2022	ADMIN FEE	15.80 M
	88862	09/01/2022	ADMIN FEE	3.00 M
	88862	09/01/2022	ADMIN FEE	74.55 M
	88862	09/01/2022	ADMIN FEE	26.55 M
	88862	09/01/2022	ADMIN FEE	59.55 M
	88862	09/01/2022	ADMIN FEE	15.00 M
	88862	09/01/2022	ADMIN FEE	9.00 M
	88862	09/01/2022	ADMIN FEE	3.00 M
	88977	09/29/2022	COBRA FEE	17.44
	88977	09/29/2022	COBRA FEE	8.72
	88977	09/29/2022	COBRA FEE	2.18
	88977	09/29/2022	COBRA FEE	33.52
	88977	09/29/2022	COBRA FEE	8.72

Payee	Check Number	Check Issue Date	Description	Amount
	88977	09/29/2022	COBRA FEE	17.16
	88977	09/29/2022	COBRA FEE	8.72
	88977	09/29/2022	COBRA FEE	4.36
	88977	09/29/2022	COBRA FEE	2.18
	88977	09/29/2022	ADMIN FEE	41.55
	88977	09/29/2022	ADMIN FEE	15.80
	88977	09/29/2022	ADMIN FEE	3.00
	88977	09/29/2022	ADMIN FEE	74.55
	88977	09/29/2022	ADMIN FEE	26.55
	88977	09/29/2022	ADMIN FEE	59.55
	88977	09/29/2022	ADMIN FEE	15.00
	88977	09/29/2022	ADMIN FEE	9.00
	88977	09/29/2022	ADMIN FEE	3.00
	9012201	09/01/2022	HRA	393.78 M
	9012201	09/01/2022	HRA	15.00 M
	9012201	09/01/2022	HRA	35.00 M
	9012201	09/01/2022	HRA	21.13 M
	9012201	09/01/2022	FSA	1.43 M
	9012201	09/01/2022	HRA	119.17 M
	9012201	09/01/2022	FSA	254.60 M
	9012201	09/01/2022	HRA	805.60 M
	9012201	09/01/2022	HRA	36.93 M
	9012201	09/01/2022	HRA	138.48 M
	9012201	09/01/2022	HRA	451.00 M
	9012201	09/01/2022	HRA	265.00 M
	9012201	09/01/2022	HRA	57.00 M
	9012201	09/01/2022	FSA	157.17 M
	9012201	09/01/2022	FSA	5.00 M
	9012201	09/01/2022	HRA	50.00 M
	9012201	09/01/2022	HRA	56.70 M
	9012201	09/01/2022	HRA	20.00 M
	9012201	09/01/2022	HRA	393.78- V
	9012201	09/01/2022	HRA	15.00- V
	9012201	09/01/2022	HRA	35.00- V
	9012201	09/01/2022	HRA	21.13- V
	9012201	09/01/2022	FSA	1.43- V
	9012201	09/01/2022	HRA	119.17- V
	9012201	09/01/2022	FSA	254.60- V
	9012201	09/01/2022	HRA	805.60- V
	9012201	09/01/2022	HRA	36.93- V
	9012201	09/01/2022	HRA	138.48- V
	9012201	09/01/2022	HRA	451.00- V
	9012201	09/01/2022	HRA	265.00- V
	9012201	09/01/2022	HRA	57.00- V
	9012201	09/01/2022	FSA	157.17- V
	9012201	09/01/2022	FSA	5.00- V
	9012201	09/01/2022	HRA	50.00- V
	9012201	09/01/2022	HRA	56.70- V
	9012201	09/01/2022	HRA	20.00- V
	9012201	09/01/2022	HRA	758.00- V
	9012201	09/01/2022	HRA	758.00 M
	9012201	09/01/2022	HRA	4.43 M
	9012201	09/01/2022	HRA	4.43- V
	9012201	09/01/2022	FSA	35.00- V
	9012201	09/01/2022	FSA	35.00 M
	9012201	09/01/2022	HRA	35.00 M
	9012201	09/01/2022	HRA	35.00- V

Payee	Check Number	Check Issue Date	Description	Amount
	9012201	09/01/2022	HRA	1,125.00- V
	9012201	09/01/2022	HRA	1,125.00 M
	9012201	09/01/2022	HRA	20.00 M
	9012201	09/01/2022	HRA	20.00- V
	9012201	09/01/2022	HRA	112.99- V
	9012201	09/01/2022	HRA	112.99 M
	9012201	09/01/2022	HRA	973.70 M
	9012201	09/01/2022	HRA	973.70- V
	9012201	09/01/2022	HRA	70.00- V
	9012201	09/01/2022	HRA	70.00 M
	9012201	09/01/2022	HRA	96.54 M
	9012201	09/01/2022	HRA	96.54- V
	9012201	09/01/2022	HRA	183.53- V
	9012201	09/01/2022	HRA	183.53 M
	9012201	09/01/2022	HRA	35.00 M
	9012201	09/01/2022	HRA	35.00- V
	9012201	09/01/2022	HRA	139.98- V
	9012201	09/01/2022	HRA	139.98 M
	9292202	09/29/2022	DCA	280.00
	9292202	09/29/2022	HRA	289.37
	9292202	09/29/2022	HRA	228.68
	9292202	09/29/2022	HRA	328.70
	9292202	09/29/2022	FSA	35.00
	9292202	09/29/2022	HRA	84.42
	9292202	09/29/2022	HRA	15.00
	9292202	09/29/2022	HRA	157.13
	9292202	09/29/2022	HRA	35.00
	9292202	09/29/2022	FSA	26.74
	9292202	09/29/2022	HRA	80.04
	9292202	09/29/2022	FSA	42.97
	9292202	09/29/2022	HRA	15.00
	9292202	09/29/2022	HRA	5.99
	9292202	09/29/2022	HRA	10.00
	9292202	09/29/2022	HRA	10.00
	9292202	09/29/2022	HRA	915.00
	9292202	09/29/2022	HRA	35.00
	9292202	09/29/2022	HRA	35.00
	9292202	09/29/2022	HRA	15.00
	9292202	09/29/2022	HRA	5.00
	9292202	09/29/2022	HRA	4.90
	9292202	09/29/2022	HRA	22.45
	9292202	09/29/2022	HRA	50.00
	9292202	09/29/2022	HRA	154.40
	9292202	09/29/2022	HRA	112.92
	9292202	09/29/2022	HRA	317.00
	9292202	09/29/2022	HRA	28.00
	9292202	09/29/2022	HRA	5.00
	9292202	09/29/2022	HRA	15.00
	9292202	09/29/2022	HRA	5.00
	9292202	09/29/2022	FSA	15.00
	9292202	09/29/2022	HRA	335.63
	9292202	09/29/2022	HRA	15.00
	9292202	09/29/2022	HRA	34.39
	9292202	09/29/2022	HRA	57.63
	9292202	09/29/2022	HRA	100.25
	9292202	09/29/2022	HRA	35.00
	9292202	09/29/2022	HRA	25.87

Payee	Check Number	Check Issue Date	Description	Amount
	9292202	09/29/2022	HRA	20.00
	9292202	09/29/2022	HRA	724.20
	9292202	09/29/2022	HRA	5.00
	9292202	09/29/2022	HRA	561.02
	9292202	09/29/2022	HRA	4.92
	9292202	09/29/2022	FSA	35.00
	9292202	09/29/2022	HRA	10.00
	9292202	09/29/2022	HRA	369.75
	9292202	09/29/2022	FSA	82.82
	9292202	09/29/2022	HRA	56.80
	9292202	09/29/2022	HRA	600.65
	9292202	09/29/2022	FSA	17.74
	9292202	09/29/2022	HRA	361.25
	9292202	09/29/2022	HRA	499.71
	9292202	09/29/2022	HRA	5.00
	9292202	09/29/2022	HRA	99.00
	9292202	09/29/2022	HRA	14.77
	9292202	09/29/2022	HRA	264.00
	9292202	09/29/2022	HRA	899.00
	9292202	09/29/2022	HRA	566.31
	9292202	09/29/2022	HRA	19.38
	9292202	09/29/2022	HRA	950.68
	9292202	09/29/2022	HRA	61.38
	9302201	09/30/2022	FSA	7.87 M
	9302201	09/30/2022	HRA	112.00 M
	9302201	09/30/2022	HRA	180.37 M
	9302201	09/30/2022	HRA	282.20 M
	9302201	09/30/2022	FSA	277.93- M
	9302201	09/30/2022	HRA	142.10- M
	9302201	09/30/2022	HRA	198.60- M
	9302201	09/30/2022	HRA	333.04- M
	9302201	09/30/2022	FSA	211.00- M
	9302201	09/30/2022	HRA	328.00- M
	9302201	09/30/2022	HRA	62.00- M
Total CHARD SNYDER & ASSOCIATES:				9,942.63
COMBINED FLUID PRODUCTS COMPANY				
	88951	09/22/2022	STOCK DIAPHRAMS FOR E&I USE	112.17
Total COMBINED FLUID PRODUCTS COMPANY:				112.17
COPERION K-TRON SALINA INC.				
	88896	09/08/2022	SPARE PARTS FOR VOLUMETRIC FEEDING MODULE	1,659.26
Total COPERION K-TRON SALINA INC.:				1,659.26
CORELOGIC INFORMATION SOLUTIONS, IN				
	88897	09/08/2022	AUG 2022 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
CWEA				
	88867	09/01/2022	MEMBERSHIP RENEWAL	202.00
Total CWEA:				202.00

Payee	Check Number	Check Issue Date	Description	Amount
DHI WATER & ENVIRONMENT INC				
	88926	09/15/2022	Mike Urban Flow Analysis Software	5,241.67
Total DHI WATER & ENVIRONMENT INC:				5,241.67
DYNAMIX AGITATORS				
	88927	09/15/2022	AIR MOTOR & IMPELLER FOR THICKENING & DEWATERING POLYMER MIXE	3,552.88
Total DYNAMIX AGITATORS:				3,552.88
EUROFINS CALSCIENCE INC				
	88952	09/22/2022	TEICHERT SOIL MAY & JUNE 2022	978.00
Total EUROFINS CALSCIENCE INC:				978.00
FEDERAL EXPRESS CORP.				
	88868	09/01/2022	ADMIN SHIPPING CHARGES	58.62
Total FEDERAL EXPRESS CORP.:				58.62
FERGUSON ENTERPRISES,INC. #1423				
	88953	09/22/2022	STOCK PVC PIPES FOR PLANT PROCESS APPLICATIONS	168.87
Total FERGUSON ENTERPRISES,INC. #1423:				168.87
FISHER SCIENTIFIC COMPANY				
	88869	09/01/2022	500 ML CHLORIDE STANDARD FOR LAB	174.97
	88869	09/01/2022	500 G SODIUM HYDROXIDE FOR LAB	182.01
	88869	09/01/2022	DISTILLING FLASKS FOR LAB	397.65
	88898	09/08/2022	DIONEX 4MM FOR LAB	1,631.08
	88928	09/15/2022	BOD Nutrient Buffer Pillows , 6 mL concentrate for lab	350.01
	88928	09/15/2022	Ammonia Ionic Strength Adjustor Powder Pillows for lab	289.08
	88954	09/22/2022	CULTI LOOPS-ENTERBACTER AEROGENES FOR LAB	218.12
	88954	09/22/2022	CULTI LOPPS-ESCHERICHIA COLI FOR LAB	158.59
	88954	09/22/2022	CULTI LOPPS-PSEUDOMONAS AERUGINOSA FOR LAB	304.14
Total FISHER SCIENTIFIC COMPANY:				3,705.65
GFS CHEMICALS INC				
	88978	09/29/2022	L-ASCORBIC ACID, ACS REAGENT FOR LAB	106.48
	88978	09/29/2022	Shipping	27.06
Total GFS CHEMICALS INC:				133.54
GLOBAL INDUSTRIAL				
	88929	09/15/2022	SCRAP METAL BIN FOR MAINT SHOP	3,695.59
Total GLOBAL INDUSTRIAL:				3,695.59
GOBLE SAMPSON ASSOCIATES				
	88870	09/01/2022	ENDLESS SCREENING BAG	428.88
Total GOBLE SAMPSON ASSOCIATES:				428.88
GRAINGER INC., W.W.				
	88871	09/01/2022	STOCK COVERALLS, DISPOSABLE,HOODED	290.40
	88871	09/01/2022	SOCKET HEAD CAP, SCREWS FOR AWT PANEL	9.13

Payee	Check Number	Check Issue Date	Description	Amount
	88871	09/01/2022	FENDER WASHER FOR AWT PANEL	43.91
	88871	09/01/2022	KEYLESS WING HANDLE CAM LOCK FOR AWT PANEL	5.36
	88871	09/01/2022	SCRATCH BRUSHES FOR WELDING	13.90
	88871	09/01/2022	STAINLESS STEEL BRISTLES FOR WELDING	52.83
	88871	09/01/2022	WELD-ON Primer FOR WELDING	44.23
	88871	09/01/2022	WELD-ON PPE CEMENT FOR WELDING	46.96
	88871	09/01/2022	SUBMERSIBLE SUMP PUMP FOR 2 PRIMARY SLUDGE PUMP	1,000.29
	88871	09/01/2022	CAM AND GROOVE COUPLING FOR SIDE 2 PRIMARY SLUDGE PUMP	25.21
	88899	09/08/2022	STOCK TRASH BAGS	36.76
	88899	09/08/2022	STOCK DISINFECTING WIPES	93.23
	88899	09/08/2022	STOCK HAND SANITIZER PUMP BOTTLES	124.61
	88899	09/08/2022	STOCK BODY WASH	50.30
	88899	09/08/2022	STOCK DISINFECTING WIPES	93.22
	88899	09/08/2022	STOCK PPE RUBBER SHOES SIZE 11	75.19
	88899	09/08/2022	STOCK PPE RUBBER SHOES SIZE 12	37.60
	88930	09/15/2022	NEW EDGING BLADE FOR LANDSCAPING	28.11
	88930	09/15/2022	STOCK BELTS FOR EXHAUST FANS	57.59
	88930	09/15/2022	STOCK TOILET PAPER ROLLS	136.52
	88930	09/15/2022	STOCK PAPER TOWELS	69.47
	88955	09/22/2022	STOCK V-BELTS 5/16 THICK	44.76
	88955	09/22/2022	STOCK V-BELTS 3/8 THICK	16.02
	88955	09/22/2022	STOCK BRAKE CLEANER 20 OZ	87.29
	88955	09/22/2022	STOCK BLOWER DUCT TAPE	67.14
	88955	09/22/2022	STOCK PAINTERS TAPE FOR VARIOUS APPLICATIONS	35.94
	88955	09/22/2022	STOCK FACE MASKS FOR PPE BELT FOR BLOWERS	132.11
	88955	09/22/2022	STOCK GLASS CLEANER	21.86
	88955	09/22/2022	STOCK CLEANER STICKS	18.08
	88955	09/22/2022	PLUGS FOR NEW WELDERS	107.45
	88955	09/22/2022	STOCK WIPES, BARRICADE TAPE, V BELTS FOR BLOWER	2,230.94
	88955	09/22/2022	DUCT TAPE, CONSTRUCTION FILM	100.62
	88955	09/22/2022	ROOF LEAK MITIGATION EQUIPMENT	311.53
	88955	09/22/2022	BOILER BATTERIES FOR FIRE EXT SYSTEM	436.53
	88955	09/22/2022	STOCK WET MOP HANDLES	78.50
Total GRAINGER INC., W.W.:				6,023.59
HACH CHEMICAL COMPANY				
	88872	09/01/2022	WIMS SERVICES	1,840.00
	88872	09/01/2022	STOCK FOR LDO PROBES	258.30
	88931	09/15/2022	FILTRATION TURBIDITY METER CLEANING DEVICE	47.27
	88931	09/15/2022	DIGITAL TITRATOR FOR LAB	872.93
	88931	09/15/2022	DELIVERY TUBES FOR DIGITAL TITRATOR FOR LAB	76.91
	88931	09/15/2022	SULFURIC ACID DIGITAL TITRATOR CARTRIDGE FOR LAB	161.18
	88931	09/15/2022	CREDIT FOR DAMAGED DIGITAL TITRATOR	290.98
	88931	09/15/2022	Cleaning solution amtax 250ml6 bottles for lab	923.84
	88931	09/15/2022	1 mg/l standard solution 4 bottles for lab	518.91
	88931	09/15/2022	10 mg/l standard solution amtax 2 bottles for lab	259.46
	88956	09/22/2022	DIGITAL TITRATOR FOR LAB	290.98
Total HACH CHEMICAL COMPANY:				4,958.80
HARRINGTON INDUSTRIAL PLASTICS				
	88932	09/15/2022	COUPLINGS FOR LIME SLURRY LINE	299.91
	88932	09/15/2022	ELBOW SWEEPS FOR LIME SLURRY LINE	154.66
	88932	09/15/2022	ELBOW SWEEPS FOR LIME SLURRY LINE	411.13
	88932	09/15/2022	FLOW METER PARTS FOR CHLORINE INJECTOR SYSTEM	825.65

Payee	Check Number	Check Issue Date	Description	Amount
Total HARRINGTON INDUSTRIAL PLASTICS:				1,691.35
HDR ENGINEERING INC				
	88900	09/08/2022	Comprehensive Sewer Service Charge Study Aug 2022 Fees	9,762.45
	88979	09/29/2022	Comprehensive Sewer Service Charge Study	3,641.25
Total HDR ENGINEERING INC:				13,403.70
HOME DEPOT CREDIT SERVICES				
	88873	09/01/2022	MINI SPLIT AC HEAT PUMP FOR E&I REMODEL	3,667.51
	88873	09/01/2022	Shipping	59.54
	88873	09/01/2022	SANDERS FLOOR RENTAL FOR E & I SHOP	50.00
	88873	09/01/2022	SANDERS FLOOR RENTAL FOR E & I SHOP	150.00
	88873	09/01/2022	SANDERS FLOOR RENTAL FOR E & I SHOP	150.00
	88873	09/01/2022	SANDERS FLOOR RENTAL FOR E & I SHOP	50.00
	88873	09/01/2022	CONCRETE PREP TOOL RENTAL FOR E & I SHOP	150.00
	88873	09/01/2022	CONCRETE PREP TOOL RENTAL FOR E&I SHOP	50.00
	88901	09/08/2022	ANCHOR EPOXY	61.88
	88957	09/22/2022	WATER COOLER FOR TRI TRUCK	68.18
	88957	09/22/2022	MOUNT FOR WATER COOLER ON TRI TRUCK	55.74
Total HOME DEPOT CREDIT SERVICES:				4,512.85
IN HOUSE BUILDERS				
	88902	09/08/2022	CONNECTINO FEE REFUND	9,590.25
Total IN HOUSE BUILDERS:				9,590.25
J.W. WELDING SUPPLY				
	88874	09/01/2022	HELIUM, AIR CYLINDER RENTALS	64.52
	88874	09/01/2022	NITROGEN CYLINDER RENTAL	460.10
	88903	09/08/2022	CYLINDER RENTALS	15.90
	88903	09/08/2022	CYLINDER RENTALS	77.46
	88903	09/08/2022	CYLINDER RENTALS	57.75
Total J.W. WELDING SUPPLY:				675.73
JOHNSON CONTROLS FIRE PROTECTION LP				
	88875	09/01/2022	Annual service of fire alarms, fire sprinkler systems, fire extinguishers, and backflo	980.74
	88875	09/01/2022	Annual service of fire alarms, fire sprinkler systems, fire extinguishers, and backflo	4,837.60
Total JOHNSON CONTROLS FIRE PROTECTION LP:				5,818.34
JOHNSON CONTROLS INC				
	88933	09/15/2022	Alarm Monitoring System / Annual Service Charge Annual Service Charge 07/01/2	1,167.75
	88933	09/19/2022	Alarm Monitoring System / Annual Service Charge Annual Service Charge 07/01/2	1,167.75- V
Total JOHNSON CONTROLS INC:				.00
LHOIST NORTH AMERICA				
	88876	09/01/2022	24.07 TON HYDRATED LIME DLVD 7/27/22	8,513.71
	88876	09/01/2022	25.07 TON HYDRATED LIME DLVD 7/6/22	8,867.42
	88876	09/01/2022	24.79 TON HYDRATED LIME DLVD 7/15/22	8,768.40
	88958	09/22/2022	23.59 TON HYDRATED LIME DLVD 9/6/22	9,218.27

Payee	Check Number	Check Issue Date	Description	Amount
Total LHOIST NORTH AMERICA:				35,367.80
LIBERTY UTILITIES				
	88877	09/01/2022	ELECTRIC BILL	34.94
	88877	09/01/2022	ELECTRIC BILL	29.16
	88877	09/01/2022	ELECTRIC BILL	29.16
	88959	09/22/2022	ELECTRIC BILL	70.53
	88959	09/22/2022	ELECTRIC BILL	59.60
	88959	09/22/2022	ELECTRIC BILL	58.97
	88959	09/22/2022	ELECTRIC BILL	29.39
	88959	09/22/2022	ELECTRIC BILL	33.89
Total LIBERTY UTILITIES:				345.64
LINDE GAS AND EQUIP INC				
	88904	09/08/2022	CYLINDER RENTALS	92.66
Total LINDE GAS AND EQUIP INC:				92.66
MCMASTER-CARR				
	88905	09/08/2022	SUMP PUMS FOR SIDE 2 PRIM SLUDGE PUMP STATION	26.65
	88905	09/08/2022	STOCK FLOAT BALL FOR LIQUID OXYGEN TANK	112.02
	88934	09/15/2022	REPLACE DIGESTER 31 HEAT EXCHANGER THERMOMETER	137.53
	88960	09/22/2022	6061 ALUM Z BAR FOR PREFILTERS ON BNR	1,006.13
	88960	09/22/2022	6061 ALUM T BAR FOR PREFILTERS ON BNR	182.03
Total MCMASTER-CARR:				1,464.36
MMS WEST				
	88961	09/22/2022	IM INK FOR POSTAGE MACHINE	204.47
Total MMS WEST:				204.47
MOTION INDUSTRIES				
	88906	09/08/2022	STOCK PILLOW BLACK BEARINGS FOR CAKE TRANSFER CONVEYOR	2,180.32
Total MOTION INDUSTRIES:				2,180.32
MOUNTAIN HARDWARE				
	88878	09/01/2022	BATTERY POWERED LEAF BLOWER	378.86
	88878	09/01/2022	WEED EATER STRING	62.75
	88907	09/08/2022	DUCT TAPE 20YD	24.87
	88935	09/15/2022	FLY TRAPS FOR SHOP AREAS	51.54
	88935	09/15/2022	SPRAY FOR COOLING COILS ON BNR	21.64
	88962	09/22/2022	TOOLS FOR ASPHALT ON MANHOLE 72	47.61
	88962	09/22/2022	2 BOX FANS FOR CONTROL RM, WINDOW CLEANER	138.50
Total MOUNTAIN HARDWARE:				725.77
MOUSER ELECTRONICS				
	88963	09/22/2022	TERMINAL BLOCK TOOLS TO SECURE ELECTRICAL COMPONENTS	152.86
	88963	09/22/2022	STOCK ELECTRICAL COMPONENT PROTECTION	77.05
Total MOUSER ELECTRONICS:				229.91

Payee	Check Number	Check Issue Date	Description	Amount
NAPA- SIERRA				
	88879	09/01/2022	STOCK FILTER	96.06
	88908	09/08/2022	GEAR LUBE FOR VCHL #20	90.87
	88936	09/15/2022	FILTERS FOR VHCL #1	24.03
	88936	09/15/2022	FILTERS FOR VHCL #8	76.05
	88936	09/15/2022	BIT SKT	15.69
	88936	09/15/2022	REAR BRAKE & SHOCK FOR VHCL #25	339.19
	88936	09/15/2022	AIR FILTERS FOR VHCL #25	410.55
	88936	09/15/2022	BRAKE FLUID, ADAPTIVE ONE FOR VHCL #25	611.83
	88936	09/15/2022	CREDIT FOR BRAKE ROTAR FOR VHCL #25	280.48-
	88936	09/15/2022	CREDIT FOR FILTERS VHCL #9	76.05-
	88936	09/15/2022	GUAGE FOR VEHICLES	54.56
	88936	09/15/2022	AIR FILTER FOR VHCL #8	24.81
	88936	09/15/2022	CREDIT FOR GAUGE	38.57-
	88964	09/22/2022	RECHARGEABLE BATTERY FOR VHEQ #24	39.37
Total NAPA- SIERRA:				1,387.91
OFFICE DEPOT				
	88880	09/01/2022	PERFORATED WRITING PADS, NARROW RULED	7.38
	88880	09/01/2022	Paper Mate® Write Bros. Ballpoint Stick Pens, Medium Point, 1.0mm, Black Barrel	7.89
	88880	09/01/2022	Post-it® Super Sticky Notes, 3 in x 3 in, Energy Boost Collection, Pack Of 24 Pads	18.81
	88880	09/01/2022	Office Depot® Brand Soft-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm,	11.30
	88880	09/01/2022	Sharpie® Accent® Pocket Highlighters, Chisel Tip, Assorted, Pack Of 12	7.21
	88909	09/08/2022	STOCK RETRACTABLE BALLPINT PENS 12PK	11.30
	88965	09/22/2022	STOCK TONERS FOR PRINTERS HP414A	938.66
	88965	09/22/2022	STOCK TONERS FOR PRINTERS HP206A	648.54
Total OFFICE DEPOT:				1,651.09
PACIFIC OFFICE AUTOMATION				
	88881	09/01/2022	7/28/22-8/28/22 MONTHLY INVOICE	55.85
	88881	09/01/2022	7/18/22 OVERAGE	17.93
	88966	09/22/2022	8/28/22 OVERAGE	37.81
	88966	09/22/2022	8/28/22-9/28/22 MONTHLY INVOICE	55.85
	88980	09/29/2022	9/3/22-10/3/22 MONTHLY INVOICE	164.82
Total PACIFIC OFFICE AUTOMATION:				332.26
PAYMENTUS GROUP INC				
	88967	09/22/2022	AUG 2022 TRANSACTION FEE	545.00
Total PAYMENTUS GROUP INC:				545.00
PINNACLE TOWERS INC.				
	88968	09/22/2022	RADIO TOWER RENTAL PLUTO MTN	819.95
Total PINNACLE TOWERS INC.:				819.95
PROQUIP INC				
	88910	09/08/2022	STOCK HELICAL PINION FOR FLOX MIXER	3,894.08
Total PROQUIP INC:				3,894.08
R.F. MACDONALD COMPANY				
	88969	09/22/2022	BOILER #2 SERVICE WORK ON 8/3/22	615.00

Payee	Check Number	Check Issue Date	Description	Amount
Total R.F. MACDONALD COMPANY:				615.00
RED WING BUSINESS ADVANTAGE ACCOUNT				
	88937	09/15/2022	EMPLOYEE SUMMER BOOTS	147.23
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				147.23
ROY SMITH COMPANY				
	88911	09/08/2022	4,904 GAL LIQUID OXYGEN DLVD 8/25/22	6,619.80
	88970	09/22/2022	2,400 GAL LIQUID OXYGEN DLVD 9/13/22	3,239.71
	88970	09/22/2022	2,449 GAL LIQUID OXYGEN DLVD 9/13/22	3,305.85
Total ROY SMITH COMPANY:				13,165.36
SAFETY-KLEEN CORP.				
	88912	09/08/2022	JULY 2022 SVC	578.90
Total SAFETY-KLEEN CORP.:				578.90
SEMITORR GROUP, LLC DBA:				
	88938	09/15/2022	STOCK SHAFT, PEDESTAL FOR CO2 COMPRESSOR	1,631.52
Total SEMITORR GROUP, LLC DBA:				1,631.52
SHRED-IT USA				
	88882	09/01/2022	7/27/22 & 8/10/22 SVC	164.70
Total SHRED-IT USA:				164.70
SOLENIS				
	88939	09/15/2022	5 TOTES OF POLYMER	27,639.96
Total SOLENIS:				27,639.96
SOUTHWEST GAS CORP.				
	88913	09/08/2022	8/2/22-8/30/22 MAIN BILL 10%	72.03
	88913	09/08/2022	8/2/22-8/30/22 MAIN BILL 90%	648.29
	88913	09/08/2022	8/2/22-8/30/22 PLANT BILL 10%	27.07
	88913	09/08/2022	8/2/22-8/30/22 PLANT BILL 90%	243.65
Total SOUTHWEST GAS CORP.:				991.04
SUNBELT RENTALS INC				
	88940	09/15/2022	60' Articulating Man Lift w/ Jib Rental	2,659.12
	88940	09/15/2022	Environmental Service Fee	46.99
	88940	09/15/2022	Round Trip Delivery Estimate	937.50
Total SUNBELT RENTALS INC:				3,643.61
TAHOE TRUCKEE DISPOSAL				
	88914	09/08/2022	AUG 2022 SLUDGE	4,790.91
	88914	09/08/2022	AUG 2022 CENTRIFUGE	24,996.45
Total TAHOE TRUCKEE DISPOSAL:				29,787.36

Payee	Check Number	Check Issue Date	Description	Amount
TEC EQUIPMENT INC				
	88941	09/15/2022	DOT INSPECTION & REPAIRS FOR MACK TRUCK	575.68
Total TEC EQUIPMENT INC:				575.68
TELEDYNE INSTRUMENTS INC				
	88981	09/29/2022	LOTIX 1 YEAR CONSUMABLE KIT FOR LAB	1,554.37
	88981	09/29/2022	LOTIX IC SPARGE TUBE FOR LAB	105.02
	88981	09/29/2022	LOTIX SAMPLE LOOP, 0.5 ML FOR LAB	280.95
	88981	09/29/2022	MIST TRAP, 25 ML FOR LAB	94.52
	88981	09/29/2022	LOTIX SAMPLE NEEDLES FOR LAB	365.45
Total TELEDYNE INSTRUMENTS INC:				2,400.31
THATCHER COMPANY OF CA INC				
	88971	09/22/2022	4 TON CHLORINE DLVD 7/15/22	11,360.00
	88971	09/22/2022	CHLORINE EMPTIES 7/15/22	4,000.00
	88971	09/22/2022	4 TON CHLORINE DLVD 7/27/22	11,360.00
	88971	09/22/2022	CHLORINE EMPTIES 7/27/22	4,000.00
	88971	09/22/2022	17.25 TON HYDROCHLORIC ACID DLVD 9/7/22	3,844.86
Total THATCHER COMPANY OF CA INC:				18,564.86
TITAN WIRE & CABLE				
	88942	09/15/2022	INSTRUMENT CABLE FOR INFLUENT PARALLEL FLODAR	4,017.87
	88942	09/15/2022	STOCK WIRE FOR ELECTRONICS PLANT USE	468.52
Total TITAN WIRE & CABLE:				4,486.39
TOTAL COMPENSATION SYSTEMS INC				
	88883	09/01/2022	GASB 68 DISCLOSURE REPORT	1,100.00
TOTAL COMPENSATION SYSTEMS INC:				1,100.00
TRUCKEE DONNER PUD				
	88884	09/01/2022	7/19/22-8/17/22 ELECTRIC	86,012.45
	88884	09/01/2022	7/19/22-8/17/22 WATER	138.42
	88884	09/01/2022	7/19/22-8/17/22 WATER	55.84
	88884	09/01/2022	7/19/22-8/17/22 ELECTRIC	48.20
	88884	09/01/2022	7/19/22-8/17/22 ELECTRIC	30.05
Total TRUCKEE DONNER PUD:				86,284.96
TRUCKEE RENTS INC				
	88885	09/01/2022	REPLACEMENT HEADS FOR HONDA TRIMMERS	56.27
Total TRUCKEE RENTS INC:				56.27
U.S. BANK CARD DIVISION				
	9292201	09/29/2022	ZOOM AUDIO CONFERENCE	110.00
	9292201	09/29/2022	VERIZON BILL	73.19
	9292201	09/29/2022	FLIGHTS FOR CALPERS CONFERENCE (2 EMPLOYEES)	235.90
	9292201	09/29/2022	GFOA MEMBERSHIP, PROCUREMENT CLASS	465.00
	9292201	09/29/2022	GFOA 2022 EGAAFR	129.00
	9292201	09/29/2022	AMAZON PHONE CASE, CHARGER	29.15
	9292201	09/29/2022	NAME BADGE DIRECTOR PLAQUE	132.40
	9292201	09/29/2022	COSTCO RESTOCK COFFEE, CREAMER	306.60

Payee	Check Number	Check Issue Date	Description	Amount
	9292201	09/29/2022	COSTCO RESTOCK TEA, HOT COCOA, K CUPS	238.29
	9292201	09/29/2022	VERIZON BILL	39.17
	9292201	09/29/2022	VERIZON BILL	316.72
	9292201	09/29/2022	SAFETY UNLIMITED ANNUAL 8 HR HAZWOPER QTY 35	1,358.30
	9292201	09/29/2022	SUNLINE SUPPLY COVID POC TESTS	341.22
	9292201	09/29/2022	CASCADE RESCURE FLEX PAD	107.04
	9292201	09/29/2022	TRAINING & CSP EXAM PREP	999.00
	9292201	09/29/2022	NFPA GUIDE FOR FIRE PROTECTION	70.00
	9292201	09/29/2022	AMAZON BLOOD PRESSURE MONITOR	135.30
	9292201	09/29/2022	EMPLOYEE SUMMER BOOTS	155.63
	9292201	09/29/2022	SP ONLINE SUBSCRIPTION FOR LAB	945.00
	9292201	09/29/2022	VERIZON BILL	164.62
	9292201	09/29/2022	NPAPA PARTS FOR CLARK FORKLIFT	169.81
	9292201	09/29/2022	AMAZON QTY 4 HEADPHONES	303.04
	9292201	09/29/2022	CHLORINE E STOP LEGEND PLATE	31.61
	9292201	09/29/2022	FRONT ADA DOOR REMOTE	97.35
	9292201	09/29/2022	LIGHTS FOR PRIM SCUM PITS	638.29
	9292201	09/29/2022	HAND TAP FOR LIME SYSTEM	119.59
	9292201	09/29/2022	GEL FOR PANAMETRICS FLOWMETERS	14.72
	9292201	09/29/2022	VERIZON BILL	39.17
	9292201	09/29/2022	MICROSOFT ONLINE SERVICES	360.00
	9292201	09/29/2022	AMAZON WEB MONTHLY BILL	6.58
	9292201	09/29/2022	GOOGLE CHROME DEVICE MANAGEMENT	850.50
	9292201	09/29/2022	LOG ME IN MONTHLY BILL	84.00
	9292201	09/29/2022	ADOBE ACROBAT	17.99
	9292201	09/29/2022	AMAZON CREDIT FOR DAMAGED FLASHLIGHT	43.28
	9292201	09/29/2022	STOCK TIMERS, BALLAST	243.71
	9292201	09/29/2022	STOCK AIR FILTERS FOR PLANT	726.40
	9292201	09/29/2022	STOCK FITTING FOR PLANT	141.74
	9292201	09/29/2022	STOCK COUPLINGS, FLANGE, ELBOWS	1,502.13
	9292201	09/29/2022	AMAZON STOCK FLASHLIGHTS	82.28
Total U.S. BANK CARD DIVISION:				11,737.16
ULINE				
	88915	09/08/2022	RUBBERMAID SERVICE CART	371.85
Total ULINE:				371.85
UNIFIRST CORPORATION				
	88886	09/01/2022	UNIFORMS	34.98
	88886	09/01/2022	UNIFORMS	81.56
	88886	09/01/2022	UNIFORMS	106.26
	88886	09/01/2022	UNIFORMS	21.62
	88886	09/01/2022	UNIFORMS	148.43
	88916	09/08/2022	UNIFORMS	148.43
	88916	09/08/2022	UNIFORMS	21.62
	88916	09/08/2022	UNIFORMS	106.26
	88916	09/08/2022	UNIFORMS	81.56
	88916	09/08/2022	UNIFORMS	34.98
	88943	09/15/2022	UNIFORMS	150.30
	88943	09/15/2022	UNIFORMS	21.62
	88943	09/15/2022	UNIFORMS	107.15
	88943	09/15/2022	UNIFORMS	84.35
	88943	09/15/2022	UNIFORMS	35.44
	88972	09/22/2022	UNIFORMS	233.99
	88972	09/22/2022	UNIFORMS	21.62

Payee	Check Number	Check Issue Date	Description	Amount
	88972	09/22/2022	UNIFORMS	106.26
	88972	09/22/2022	UNIFORMS	81.56
	88972	09/22/2022	UNIFORMS	34.98
	88972	09/22/2022	UNIFORMS	34.98
	88972	09/22/2022	UNIFORMS	81.56
	88972	09/22/2022	UNIFORMS	106.26
	88972	09/22/2022	UNIFORMS	21.62
	88972	09/22/2022	UNIFORMS	151.87
	88982	09/29/2022	UNIFORMS	34.98
Total UNIFIRST CORPORATION:				2,094.24
UNITED PARCEL SERVICE, UPS				
	88973	09/22/2022	SHIPPING CHARGES	25.17
Total UNITED PARCEL SERVICE, UPS:				25.17
UNITED RENTALS				
	88887	09/01/2022	TELESCOPIC BOOM LIFT	54,142.57
	88887	09/01/2022	HEAVY EQUIPMENT TRAINING	4,842.00
Total UNITED RENTALS:				58,984.57
UNIVAR USA INC.				
	88888	09/01/2022	3,473 GAL ALM SULFATE DLVD 8/18/22	6,603.66
	88888	09/01/2022	7001K GAL METHANOL DLVD 8/22/22	14,735.79
	88974	09/22/2022	23.87 TON CAUSTIC SODA DLVD 9/8/22	11,469.02
Total UNIVAR USA INC.:				32,808.47
USA BLUE BOOK				
	88917	09/08/2022	CHORINE TON CANTAINER VALVE MANIFOLD	1,136.30
	88917	09/08/2022	CHLORINE PIG TAILS	1,467.88
Total USA BLUE BOOK:				2,604.18
VEOLIA ENVIRONMENTAL SERVICES				
	88918	09/08/2022	Hazardous waste and electronic waste disposal.	7,012.80
Total VEOLIA ENVIRONMENTAL SERVICES:				7,012.80
VICKY LUFRANO				
	88889	09/01/2022	SEPT 2022 PHONE	18.04
	88983	09/29/2022	CALPERS CONFERENCE EXP	221.46
Total VICKY LUFRANO:				239.50
VWR SCIENTIFIC INC				
	88890	09/01/2022	LOW TOC VIALS FOR LAB	617.41
	88919	09/08/2022	STOCK 50FT TUBING FOR INSTRUMENTATION IN PLANT	232.65
	88919	09/08/2022	SOAP SOFTCIDE FOR LAB	269.81
	88919	09/08/2022	FLEXIBLE PVC TUBING FOR LAB	103.75
	88919	09/08/2022	DISPOSABLE ALUM CRINKLE DISHES FOR LAB	434.47
	88944	09/15/2022	Tryptic Soy Agar for lab	48.75
	88975	09/22/2022	BROMIDE FOR LAB	166.48
	88975	09/22/2022	PHOSPHATE FOR LAB	140.24
	88975	09/22/2022	CHLORINE STANDARD SOLUTION FOR LAB	144.25

Payee	Check Number	Check Issue Date	Description	Amount
	88975	09/22/2022	DISPENSER FOR TAPE FOR LAB	38.21
	88975	09/22/2022	SODIUM CARBONATE FOR LAB	145.57
	88975	09/22/2022	GLASS FIBER FILTERS FOR LAB	529.48
Total VWR SCIENTIFIC INC:				2,871.07
WESTERN ENV. TESTING LAB.				
	88976	09/22/2022	BIOSOLIDS RECEIVED 8/16/22	79.00
	88976	09/22/2022	BIOSOLIDS RECEIVED 8/17/22	79.00
	88976	09/22/2022	BIOSOLIDS RECEIVED 8/15/22	79.00
	88976	09/22/2022	BIOSOLIDS RECEIVED 8/18/22	79.00
	88976	09/22/2022	BIOSOLIDS RECEIVED 8/22/22	79.00
	88976	09/22/2022	BIOSOLIDS RECEIVED 8/23/22	79.00
Total WESTERN ENV. TESTING LAB.:				474.00
Wilderness Forestry Inc				
	88945	09/15/2022	Burn scar tree removal and chipping. Price per acre.	60,000.00
Total Wilderness Forestry Inc:				60,000.00
ZORO				
	88920	09/08/2022	BOLT CUTTERS FOR TRI TRUCK	350.24
	88946	09/15/2022	STOCK FUSES FOR PLANT WIDE USE	146.90
Total ZORO:				497.14
Grand Totals:				850,984.67



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-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 A Sublet*
Crystal Sublet
Finance and Administrative Manager

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



Tahoe-Truckee Sanitation Agency
Fund 10: General Fund
Fiscal Year 2022 - 2023
Period Ending September 30, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,171,000.00	867,620.99	6.6	2,832,542.43	21.5	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	1,089.41	0.0	1,089.41	0.0	2,3
Fund Interest	45,000.00	415.59	0.9	417.35	0.9	3,4
Other Revenue	65,000.00	4,163.00	6.4	36,823.61	56.7	3,5
Temporary Discharge	25,000.00	0.00	0.0	0.00	0.0	3
TOTAL REVENUE	17,751,000.00	873,288.99	4.9	2,870,872.80	16.2	
EXPENDITURE						
Salaries & Wages	6,194,000.00	452,088.33	7.3	1,513,886.86	24.4	
Employee Benefits	3,625,000.00	87,858.34	2.4	886,206.28	24.4	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	0.00	0.0	1,000.00	10.5	
Vehicle	90,000.00	2,037.34	2.3	3,312.21	3.7	
CSRMA Insurance	336,000.00	0.00	0.0	291,060.72	86.6	7
Professional Memberships	53,500.00	465.00	0.9	1,855.00	3.5	
Agency Permits & Licenses	203,000.00	0.00	0.0	1,133.71	0.6	
Office Expense	327,000.00	11,764.00	3.6	26,279.05	8.0	
Contractual Services	2,610,000.00	193,072.35	7.4	461,610.52	17.7	
Professional Services	756,000.00	24,793.45	3.3	338,762.15	44.8	8
Conferences & Training	126,000.00	2,814.66	2.2	9,606.66	7.6	
Utilities	1,308,000.00	1,876.29	0.1	153,892.83	11.8	
Supplies, Repairs & Maintenance	1,143,000.00	50,139.52	4.4	136,647.74	12.0	
TOTAL EXPENDITURE	16,781,000.00	826,909.28	4.9	3,375,253.73	20.1	
NET INCOME (LOSS)	970,000.00	46,379.71		(504,380.93)		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

25% 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%, \$271,000.



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2022 - 2023
 Period Ending September 30, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	2,129,000.00	146,467.75	6.9	575,300.75	27.0	
Fund Interest	191,000.00	0.61	0.0	2.05	0.0	
TOTAL REVENUE	2,320,000.00	146,468.36	6.3	575,302.80	24.8	
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	0.00	0.0	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	0.00	0.0	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	0.00	0.0	54,142.57	1.9	
NET INCOME (LOSS)	(494,638.00)	146,468.36		521,160.23		

25% 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 September 30, 2022

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	1,065.00	0.1	1,065.00	0.1	1
FY23 Plant Coating Improvements	480,000.00	0.00	0.0	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	2
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	2
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
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	0.00	0.0	0.00	0.0	2
FY22 EPDM Roof Replacement	0.00	338,088.51	0.0	338,088.51	0.0	1
FY22 ARC Flash Study/Breaker Replacement	0.00	0.00	0.0	20,143.14	0.0	1
SUBTOTAL EXPENDITURES	3,756,000.00	339,153.51	9.0	581,398.65	15.5	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURES	4,585,862.00	339,153.51	7.4	581,398.65	12.7	

25% 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
 SEPTEMBER 30, 2022

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	686,200.10
CASH - USB SERVICE CHARGE	593,428.46
CASH - US BANK TAX REV	13,171.14
CASH - US BANK WWCRF	97,796.84
CASH - WELLS FARGO PAYROLL	513,209.30
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	35,543,185.45
TOTAL COMBINED CASH	<u>37,447,591.29</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(37,447,591.29)</u>
TOTAL UNALLOCATED CASH	0.00

FUND	CASH ALLOCATION RECONCILIATION	September 30, 2022	September 30, 2021	Amount of Change	% of Change
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	17,467,596.29	19,661,385.35	(2,193,789.06)	(11.16)
06	ALLOCATION TO R.R. & UPGRADE FUND	7,466,579.90	8,416,809.47	(950,229.57)	(11.29)
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>8,513,415.10</u>	<u>4,256,600.02</u>	<u>4,256,815.08</u>	<u>100.01</u>
	TOTAL ALLOCATION TO OTHER FUNDS	<u>37,447,591.29</u>	<u>39,605,526.86</u>	<u>(2,157,935.57)</u>	<u>(5.45)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(37,447,591.29)</u>	<u>(39,605,526.86)</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

October 03, 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

September 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/8/2022	9/8/2022	RW	1712965	1673281	MICHELLE MACKEY	-300,000.00
9/14/2022	9/14/2022	RW	1713173	1673506	MICHELLE MACKEY	-300,000.00
9/15/2022	9/15/2022	RW	1713240	1673563	MICHELLE MACKEY	-500,000.00
9/21/2022	9/21/2022	RD	1713472	1673796	MICHELLE MACKEY	620,000.00
9/21/2022	9/21/2022	RW	1713473	1673795	MICHELLE MACKEY	-300,000.00
9/29/2022	9/29/2022	RW	1713838	1674154	MICHELLE MACKEY	-500,000.00

Account Summary

Total Deposit:	620,000.00	Beginning Balance:	36,823,185.45
Total Withdrawal:	-1,900,000.00	Ending Balance:	35,543,185.45

[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	18.125886	640,551.683	\$11,610,566.78
Total			\$11,610,566.78

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TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: V-1
Subject: Approval of the minutes of the regular Board meeting on September 21, 2022 and the Special Board meeting on September 21, 2022.

Background

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

Fiscal Impact

None.

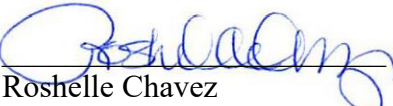
Attachments


1. Minutes of the regular Board meeting on September 21, 2022.
2. Minutes of the Special Board meeting on September 21, 2022.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on September 21, 2022 and the Special Board meeting on September 21, 2022.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
Richard Pallante
Interim General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

September 21, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:03 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

Directors Present: Dan Wilkins, TCPUD
Blake Tresan, TSD
Dale Cox, OVPSD
David Smelser, ASCWD
Scott Wilson, NTPUD

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
Joel Oberly, Operations Department
Daniel Robenko, Operations Department
Dan Underwood, Operations Department
Jason Hays, Operations Department
Mike Smith, Engineering Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Trevor Shamblin, Engineering Department
Paul Shouse, Maintenance Department
Luke Swann, Maintenance Department
Ryan Schultz, Maintenance Department
Anthony Salinas, Maintenance Department
Mark Messerschmidt, Maintenance Department
Justin Parrish, Maintenance Department
Jesus Zarate, Maintenance Department
Zebulon Snider, Maintenance Department

Jeff Navarette, Maintenance Department
Herb Hodges, Maintenance Department
Jaime Garcia, Maintenance Department
Soraya Bedout-Morz, Maintenance Department
Luke Swann, Maintenance Department
Michelle Mackey, Administrative Department
Dawn Davis, Administrative Department
Angelina Henson, Administrative Department
Kayle Ohle, Administrative Department

Public: Ed Mustain, Retired TTSA Employee
Del Williams, Retired TTSA Employee

II. Public Comment.

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

III. Consent Agenda.

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

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

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

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

Motion passed.

IV. Regular Agenda

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

MOTION by Director Cox **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on August 17, 2022; unanimously approved.

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

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

Motion passed.

2. 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.

Public Comment was provided by; Del Williams (9:55am) , Mike Smith, Ed Mustain, and Aaron Carlsson.

The Board gave staff direction to move forward with Option No. 4 from the presentation, beginning calendar year 2023. This changes the Cost Share Split to employees to defined amount that will be provided at the Beginning of the calendar year 2023 in the amounts of: Single = \$1,000; 2-Party = \$2,000; Family = \$3,000. No other changes were made.

MOTION by Director Cox **SECOND** by Director Tresan to approve Option No. 4 from the Employee Health Benefit Considerations Presentation as discussed; unanimously approved.

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

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

3. Discussion and approval of Updated Employee Handbook.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review the Updated Employee Handbook. There was extensive discussion and questions for clarification.

Public comment was provided by Paul Shouse.

MOTION by Director Tresan **SECOND** by Director Cox to approve the Updated Employee Handbook with an effective date of September 25, 2022; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

4. Approval of Agency Organizational Chart.

A presentation was provided by Ms. Vicky Lufrano regarding an addition of an FTE to the Operations department. After discussion, the Board approved the General Manager to temporarily overfill any FTE, and to draft a policy for future temporary overfill of an FTE.

MOTION by Director Tresan **SECOND** by Director Cox to approve authorization of General Manager to temporarily overfill any FTE, and to draft a policy for future temporary overfill of an FTE; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval for General Manager to negotiate a contract with a qualified service provider to perform the rebuild of a BNR Influent Pump #1.

MOTION by Director Tresan **SECOND** by Director Wilson to approve authorization for the General Manager to negotiate a contract with a qualified service provider to perform the rebuild of BNR Influent Pump #1; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of Change Order for the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back Drive.

MOTION by Director Tresan **SECOND** by Director Cox to approve the Change Order for the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back Drive; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Discussion and modification of change order resolution to include change order authority for service related contracts/agreements.

Mr. Pallante provided detail regarding a request to modify the Agency change order resolution to include authority for service related contracts/agreements, as well as additional verbiage to include unforeseen conditions. After discussion, questions, and answers the Board gave direction to staff for modification of change order resolution to include authority for service related contracts/agreements with additional verbiage to include unforeseen conditions.

8. Discussion on landscape improvement and provide plans for review.

Mr. Pallante provided the Board of Directors with updated landscaping plans. After discussion, questions, and answers the Board gave direction to staff to move forward with plans and contract documents to return with for authorization for bid solicitation.

9. Approval of the Annual Employee Appreciation dinner.

MOTION by Director Cox **SECOND** by Director Smelser to approve the Annual Employee Appreciation Dinner; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

10. Discussion of Finance Committee appointment to replace vacancy.

MOTION by Director Cox **SECOND** by Director Smelser to approve the appointment of Director Wilson to the Finance Committee filling the vacant seat; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

11. Discussion and possible vote to select a Placer County LAFCO Alternate Special District Commissioner.

MOTION by Director Tresan **SECOND** by Director Cox to approve the vote Mr. Earl Wilson as Placer County LAFCO Alternate Special District Commissioner; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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

The Board of Directors agreed that the October 2022 regular Board of Directors meeting would be held in person.

V. 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.

VI. Board of Directors Comment.

Director Cox inquired about the status of the TTAD Land Exchange Agreement. Mr. Pallante and Mr. Shanahan advised Director Cox and the Board that the agreement was signed and is pending final approval from the FAA.

Director Tresan welcomed Director Wilson to the Board and thanked Mr. Pallante and staff for putting together the Lucity User Group.

Director Wilson thanked staff for their work and information put together during his tour of plant facilities.

Director Wilkins inquired as to when the next Board election was for President and Vice President. Ms. Chavez stated

There was no action taken by the Board.

VII. Adjournment.

There being no further business, the meeting was adjourned at 12:09 PM.

Richard Pallante
Interim General Manager

Approved: _____

DRAFT

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

September 21, 2022

I. Call to Order:

President Wilkins called the special meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 12:14 PM. Roll call and Pledge of Allegiance followed.

Directors Present: Dan Wilkins, TCPUD
Blake Tresan, TSD
Dale Cox, OVPSD
David Smelser, ASCWD
Scott Wilson, NTPUD

Staff Present: Richard Pallante, Interim General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Michael Peak, Operations Department Manager
Crystal Sublet, Finance & Administrative Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Paul Shouse, Maintenance Department
Luke Swann, Maintenance Department

II. Public Comment.

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

The Board went into closed session with legal counsel and Mr. Pallante at 12:15 PM.

III. Closed Session.

1. Closed session for (a) public employee performance evaluation of the Interim General Manager (Government Code § 54954.5).
2. Closed session for public employee appointment process for General Manager position.

The Board returned to open session at 12:50 PM.

IV. Report of Closed Session.

Mr. Shanahan stated that there was no reportable action from Closed Session. No action was taken by the Board.

V. Adjournment.

There being no further business, the meeting was adjourned at 12:50 PM.

Richard Pallante
Interim General Manager

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-2
Subject: Approval of Resolution No. 15-2022 Approving Employee Benefit Changes and Restating Employee Benefits

Background

In 2020, the Board adopted Resolution No. 12-2020, which approved employee benefit changes. Since then, there have been additional employee benefit changes which have been incorporated by multiple separate Resolutions.

At the September 21, 2022 Board of Director's meeting, the board reviewed and recommended changes to employee health benefits.

Resolution No. 15-2022 and its Exhibit A incorporate these changes into a comprehensive document.

Fiscal Impact

Varies depending on chosen health benefit plan options healthcare.


Attachments


Resolution No. 15-2022

Recommendation

Management and staff recommend approval of Resolution No. 15-2022 approving employee benefit changes and restating employee benefits.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
Interim General Manager

RESOLUTION NO. 15-2022

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

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

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

a. In 2020, the Board adopted Resolution No. 12-2020 that approved modified Agency employee benefits and a comprehensive write-up of the principal employee insurance and pension related benefits. Additionally, the Board adopted: Resolution No. 1-2021 which amended the vision benefits; Resolution No. 3-2021 that amended employer paid member contributions for Classic retirement members hired on or after April 1, 2021; Resolution No. 8-2021 that modified the postretirement health benefits; Resolution No. 16-2021 that clarified the applicability of the modified postretirement health benefits; and Resolution No. 17-2021 as a comprehensive rewrite and update of the Description of TTSA Employee Benefits that incorporated the modifications approved by the resolutions and the CalPERS health benefit plan changes.

b. The Board desires to maintain a fair and competitive compensation and benefits structure that enables the Agency to retain and attract high-quality employees, while also being prudent fiscal managers of the Agency funds on behalf of the Agency residents and ratepayers.

c. The Board, at its September 21, 2022 Board of Directors' meeting, reviewed and recommended changes to employee health benefits, with those changes being incorporated into this Resolution's Attachment A.

2. Adoption of Employee Benefit Changes. The Board approved the modified employee benefits as set forth in the attached Description of TTSA Employee Benefits dated October 19, 2022 (Exhibit A), at its September 21, 2022 Board of Director's meeting. If there are any inconsistencies between Exhibit A and the Agency Employee Handbook or any other Agency resolution or policy, Exhibit A shall govern. This resolution and its Exhibit A supersede the Resolutions listed above.

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

4. Future Changes. The employee benefits are subject to change at any time as may be determined by subsequent action of the Board.

5. Effective Date. This resolution shall take effect on January 1, 2023.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 19th day of October 2022, at Truckee, California, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

By:

Blake Tresan, Vice President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Attest:

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

Exhibit A

Description of TTSA Employee Benefits **October 19, 2022**

1. Health Care Benefit

- a. Agency shall provide health care benefits for all of its regular and introductory employees and their eligible dependents in accordance with the terms of the Public Employees' Medical & Hospital Care Act and CalPERS regulations and the applicable CalPERS health program coverage and plan documents.
- b. The health care benefit plan shall be the PERS Platinum plan and will include tier-levels of "Single", "2-Party", or "Family" plan options. At the employee's choice, he/she may choose from other available benefit plans offered to the Agency by CalPERS (i.e., PERS Platinum, PERS Gold).
- c. Agency shall pay 100% of the health care benefit plan premium.
- d. Regular and introductory employees may decline the PERS Platinum benefit plan and choose PERS Gold as offered by CalPERS health program. If there is a savings in the premium cost associated in the health benefit plan, the Agency shall contribute a sum to the employee's Agency Health Reimbursement Arrangement Plan (HRA) at the pay date of the first full pay period in the calendar year, and equal to a defined amount, based on the plan tier level. The employee must register their health benefit plan in the zip code of their current physical residence to be eligible for the defined amount contribution, except for employees residing in Nevada that elect PERS Gold as they may register their health benefit plan in the Agency zip code. For each tier-level, the defined amounts are: Single = \$1,000, 2-Party = \$2,000, or Family = \$3,000. Introductory employees choosing this option will receive a pro-rated contribution based on their benefits eligibility date.
- e. For regular and introductory employees who enroll in the Agency health care benefit plan as the primary member, the Agency shall contribute a monetary contribution equal to the current plan deductible (i.e. \$500/year for "Single" plan and \$1,000/year for "2-Party", or "Family" for PERS Platinum; or \$1,000/year for "Single" plan and \$2,000/year for "2-Party", or "Family" for PERS Gold) to the employee's HRA account. Introductory employees will receive a pro-rated contribution based on their benefits eligibility date.

2. Retiree Health Care Benefit

- a. Agency shall provide health care benefits for retired employees (that meet the eligibility requirements set forth by CalPERS) and their eligible dependents in accordance with the terms of the Public Employees' Medical & Hospital Care Act and CalPERS regulations and the applicable CalPERS health program coverage and plan documents.
- b. The retiree health care benefit plan options shall be the CalPERS "Single", "2-Party", or "Family."

- c. For employees hired prior to August 1, 2021, the Agency shall pay the health care benefit plan premium that CalPERS requires to be paid, per the contract on file with CalPERS.
 - d. For employees hired on or after August 1, 2021, the Agency shall pay the health care benefit premium subject to the vesting schedule, including the enrollment of family members, in health benefits plan up to a maximum of the amounts prescribed by Government Code Section 22893, plus administrative fees and Public Employees' Contingency Reserve Fund assessments. Additionally, the percentage of the Agency's contribution for post-retirement health benefits for each employee shall be based on the employee's completed years of credited service based upon the table in Government Code Section 22893, plus administrative fees and Public Employees' Contingency Reserve Fund assessments.
3. Dental Care Benefit
- a. Agency shall provide dental care benefits for all of its regular and introductory employees and their eligible dependents in accordance with the terms of the dental policy and coverage documents.
 - b. The dental care benefit plan shall include plan options such as "Employee", "Employee & Spouse", or "Employee & Child(ren)" or "Family".
 - c. Agency shall pay 100% of the dental care benefit plan premium.
4. Vision Benefit
- a. Agency shall provide a vision benefit reimbursement up to \$400 per calendar year (January 1 – December 31) for each of the regular and introductory employees and their eligible dependents.
 - b. The reimbursement shall be made through the employee's HRA account.
5. State Disability Insurance (SDI) Reimbursement
- a. State Disability Insurance (SDI) is paid by all employees (per pay period) and is based on a percentage of their salary. The Agency shall provide a reimbursement to regular and introductory employees equal to the SDI withholding during each pay period.
 - b. The reimbursement shall be deposited into the employee's HRA account.
6. Short Term Disability Insurance
- a. Agency shall provide short term disability benefits for all of its regular and introductory employees in accordance with the terms of the short term disability policy and coverage documents.
 - b. Agency shall pay 100% of the short term disability benefit plan premium.

7. Long Term Disability Insurance

- a. Agency shall provide long term disability benefits for all of its regular and introductory employees in accordance with the terms of the long term disability policy and coverage documents.
- b. Agency shall pay 100% of the long term disability benefit plan premium.

8. Health Reimbursement Arrangement (HRA)

- a. Agency shall maintain an HRA account, which will be able to receive contributions from the employer and allow withdrawals from the employee, for all of its regular and introductory employees in accordance with the terms of the HRA plan document.
- b. Agency shall maintain an HRA account, which will be able to allow withdrawals, for all of its separated employees. Once a former employee's HRA funds are depleted, the Agency plan administrator will close the former employee's account.
- c. Agency shall contribute a monetary single lump sum contribution equal to the health plan deductible (i.e. \$500/year for "Single" plan and \$1,000/year for "2-Party", or "Family" for PERS Platinum; or \$1,000/year for "Single" plan and \$2,000/year for "2-Party", or "Family" for PERS Gold) to regular and introductory employees if the employee enrolls in the Agency health care benefit. The contribution will be made at the pay date of the first full pay period in the calendar year. Introductory employees will receive a pro-rated contribution based on their benefits eligibility date.
- d. The HRA accounts will be administered through a third-party consultant retained by the Agency.

9. Cafeteria Plan

- a. Agency shall provide and administer a pre-tax flexible spending medical and dependent care plan to which regular and introductory employees can provide contributions for medical and dependent care.

10. Employee Assistance Program (EAP)

- a. Agency shall provide and administer an employee assistance program of which regular and introductory employees can utilize.

11. Pension Contribution

- a. The Agency shall participate in the CalPERS retirement program in accordance with the Public Employees' Retirement Law, CalPERS regulations, and the CalPERS/Agency agreement.
- b. The Agency shall pay 100% of the Employer and Employee required pension contribution for "Classic" employees (as defined and determined by CalPERS; see 2 California Code of Regulations § 579.1) hired prior to April 1, 2021.

- c. The Agency shall pay 100% of the Employer required pension contribution for “Classic” employees (as defined and determined by CalPERS) hired on or after April 1, 2021.
- d. The Agency shall pay 100% of the Employer required contribution for post-Jan. 1, 2013 “New Member” employees, as defined and determined by CalPERS.

12. Life Insurance

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-3
Subject: Approval of the Updated General Manager Classification Description

Background

New classification descriptions, which accurately reflect duties of staff, became effective January 1, 2020. As a continuous effort to maintain the accuracy of the classification descriptions, there are amendments to the description for General Manager as follows:

General Manager – Adds clarifying language to the Experience and Education sections of the classification description.

Fiscal Impact

None.

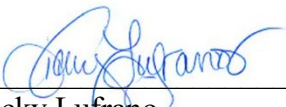
Attachments


General Manager classification description

Recommendation

Management and staff recommend approval of the updated General Manager classification description.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
Interim General Manager

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: General Manager

FLSA Status: EXEMPT

Revised as of: ~~12/2019~~ 10/2022

DEFINITION

Plans, organizes, directs and reviews the overall activities and operations of the Tahoe-Truckee Sanitation Agency; advises and assists the Board of Directors; represents the Agency's goals and interests locally, regionally and at the State and Federal levels; provides leadership to the organization; and coordinates activities with outside agencies and the community.

DISTINGUISHING CHARACTERISTICS

The General Manager's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing and implementing the Board's policies and programs with employees, community organizations and the general public.

SUPERVISION RECEIVED AND EXERCISED

The General Manager reports to, and receives policy direction from the Board of Directors. Responsibilities include management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of administrative and operations activities for the Agency.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements Agency goals and objectives; develops and administers policies and procedures.
- Coordinates Agency activities between departments and with outside agencies and organizations; provides staff assistance to the Board of Director's; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of Agency-wide work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Directs the development and administration of the Agency's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments as necessary.

JOB TITLE: General Manager

- Prepares and submits to the Board of Directors the annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, regulatory issues, and the present and future needs of the Agency.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Agency.
- Monitors and provides direction, as needed, for media and public relations; ensures the Agency's interests are represented with customers, stakeholders, governmental agencies, the financial community and the public.
- Coordinates with outside counsel on legal issues affecting the Agency.
- Represents the Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern and highly complex public utility administration, departments, organization, and service.
- Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.

JOB TITLE: General Manager

- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of safety and emergency procedures.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Agency.
- On a continuous basis, know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve Agency related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer Agency budgets.
- Develop and implement Agency policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

JOB TITLE: General Manager

Experience:

Ten years of [technical \(in the areas of engineering, operations or maintenance\)](#), administrative and management experience that involved planning, organizing, implementing, and supervising varied [wastewater](#) programs, preferably within a public agency.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business administration, public administration, or a related field. [Additional experience may substitute for the required education. Equivalence would be two years of additional experience for one year of the required education.](#)

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required.

PHYSICAL REQUIREMENTS

On a continuous basis, remain stationary at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of normal office hours, including occasional weekend work, and the ability to travel.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-4
Subject: Approval of the SPSL Policy Update for 2022

Background

In April 2020, as mandated by the Department of Labor, TTSA enacted on an emergency, temporary basis, the FMLA Leave Expansion and Emergency Paid Sick Leave (EPSL) Policy (Coronavirus). This emergency and temporary policy was effective from April 1, 2020 until December 31, 2020. This law has now expired.

In January 2021, on its own accord, the Board approved a continuation of EPSL benefits from January 1, 2021 until June 30, 2021. During that time, the State of CA mandated Supplemental Paid Sick Leave (SPSL) retroactively from January 1, 2021 through September 30, 2021. This law is now expired.

In early 2022, California Legislators passed SB-114, which updated SPSL, and began retroactively January 1, 2022 and continued through September 30, 2022. In September 2022, AB-152 extended the sunset date for SPSL to reflect an end date of December 31, 2022. AB-152 did not create additional SPSL hours, it only provided an extended period of time in which to utilize SPSL.

Fiscal Impact

Salary cost for eligible employees.

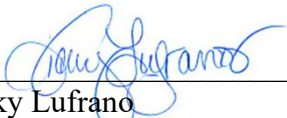
Attachments


2022 Supplemental Paid Sick Leave (SPSL) Policy

Recommendation

Management and staff recommend the Board of Directors approve the 2022 Supplemental Paid Sick Leave (SPSL) Policy with an updated sunset date of December 31, 2022.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
Interim General Manager

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

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

2022 COVID-19 Supplemental Paid Sick Leave (SPSL) Policy

Purpose

California law (SB114) passed in early 2022 that requires employers to provide supplemental paid sick leave (“SPSL”) related to COVID-19. The law was signed on February 9, 2022, but was retroactive to January 1, 2022, with an expiration date of September 30, 2022. Additionally, California law (AB152) was passed in late September 2022, that extended the expiration date to December 31, 2022.

Combined, under these laws, employees may be entitled to two separate banks of SPSL time of up to 40 hours each, for a total of up to 80 hours of COVID-19 supplemental paid sick leave.

Qualifying Reasons to Take SPSL

A “covered employee” eligible to request SPSL is one who is unable to work (or telework) due to one or more of the following reasons:

1. The covered employee is subject to a defined public health quarantine or isolation period related to COVID-19.
2. The covered employee has been advised by a health care provider to isolate or quarantine due to COVID-19.
3. The covered employee is attending an appointment for themselves or a defined family member to receive a vaccine or a vaccine booster for protection against COVID-19.
4. The covered employee is experiencing symptoms, or is caring for a defined family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster.
5. The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. The covered employee is caring for a family member who:
 - a. Is subject to a defined public health order or guidance to isolate or quarantine, OR
 - b. Has been advised by a health care provider to isolate or quarantine due to COVID-19.
7. The covered employee is caring for a child whose school or place of care is closed, or otherwise unavailable, for reasons related to COVID-19 on the premises.
8. The covered employee, or a defined family member for whom the covered employee is providing care, tests positive for COVID-19. Proof of a positive test result may be required.

Amount of Supplemental Paid Sick Leave

Full-time employees may request to use up to 40 hours of SPSL for any of the qualifying reasons 1-7 above. Full-time employees may request to use up to 40 hours of SPSL for qualifying reason 8 above.

Rate of Pay

SPSL is paid at the employee's regular rate of pay, not to exceed \$511 per day (based on an 8-hour workday) and \$5,110 in total. For employees working a schedule other than 8 hours per day, the maximum rate will be based on an equivalent hourly rate of \$511 per day at 8 hours per day, multiplied by the number of hours worked per day.

Interaction with Other Paid Leave

The employee may request to use SPSL before using any other accrued paid time off to which the employee may be entitled.

Procedure for Requesting Supplemental Paid Sick Leave

Employees must complete the attached Request for 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) form and submit the form to HR or their department manager. Once reviewed the employee will be notified of approval.

The Agency does not tolerate discrimination or retaliation against an employee requesting or using SPSL.

Please contact the HR department with any questions.

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

General Manager, Interim
Richard Pallante

Request for 2022 COVID-19 Supplemental Paid Sick Leave (SPSL)

To request SPSL as provided under the 2022 Supplemental Paid Sick Leave (SPSL) Policy, please complete the following request form and submit to your department manager or Human Resources as soon as possible, preferably before leave commences. Verbal notice will be accepted until a form can be provided.

Employee Name (print clearly): _____

Department/Job Title: _____

Requested Leave Start Date: _____ Estimated End Date: _____

The amount of supplemental paid sick leave being requested is _____ hours.

The reason for this supplemental paid sick leave request is (check the appropriate reason below):

- 1. The covered employee is subject to a defined public health quarantine or isolation period related to COVID-19.
- 2. The covered employee has been advised by a health care provider to isolate or quarantine due to COVID-19.
- 3. The covered employee is attending an appointment for themselves or a defined family member to receive a vaccine or a vaccine booster for protection against COVID-19.
- 4. The covered employee is experiencing symptoms, or is caring for a defined family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster.
- 5. The covered employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 6. The covered employee is caring for a family member who:
 - Is subject to a defined public health order or guidance to isolate or quarantine, OR
 - Has been advised by a health care provider to isolate or quarantine due to COVID-19.
- 7. The covered employee is caring for a child whose school or place of care is closed, or otherwise unavailable, for reasons related to COVID-19 on the premises.
- 8. The covered employee, or a defined family member for whom the covered employee is providing care, tests positive for COVID-19. Proof of a positive test result may be required.

By signing below, I attest that I qualify to utilize SPSL due to the above check-marked reason(s).

Employee Signature _____ Date _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-5
Subject: Approval of Services Agreement with Carollo Engineers, Inc. for the Additional Boiler Heating Redundancy Design Project

Background

Overall, the Agency's digestion process is robust and continues to perform well. However, some of the infrastructure is original to the water reclamation plant and is now nearly 45 years old. The Digestion Improvements Project (DIP) study work is underway to define which elements of the process need to be upgraded, rehabilitated, and/or replaced.

The study being prepared for the DIP is currently in draft form. Once the DIP study is finalized, a Request for Proposals (RFP) complete with a model scope of work will be developed and issued for follow-up engineering services including conceptual design, schematic design, final design, permitting, bidding, award, services during construction, construction management, and inspection. As such, it is estimated that start-up activities for the larger DIP project would occur several years from now.

In the month of September 2022, the Agency's existing Steam Boiler No. 2 failed. The Agency's boiler maintenance and repair contractor estimates that to restore the boiler to a functional state would require \$30,000 in repairs on top of other maintenance work that is currently being or scheduled to be performed on the unit. The Agency intends to repair Boiler No. 2 but its failure emphasizes the need for a short-term strategy to ensure redundancy until new facilities are constructed under the DIP.

Throughout the ongoing work described above to plan, design, construct, and commission the necessary improvements as part of the DIP, the Agency will need to maintain a fully functioning digester and building heat system with adequate redundancy. In the interest of providing additional redundancy to the Agency's heating system and to stop-gap any additional future failures of the other existing boilers, staff has been coordinating with one of its consulting design engineers to provide emergency engineering services.

The attached scope of work from Carollo Engineers, Inc. outlines the activities necessary to identify what modifications can be made now to provide additional heating (using either the off-line hydronic boiler, rental portable steam boiler(s), or both), and provide specifications and drawings for construction modifications that could be performed using either in-house staff or an outside contractor. To the extent possible, the goal would be to provide improvements to the current system that would be beneficial to the Agency during DIP construction and after the DIP improvements are commissioned.

In addition to the principal engineering tasks shown in the services agreement, an optional task is contemplated. Optional Task 5 provides for consultant support during the bid phase in the event that the Agency needs to hire a contractor to build the proposed improvements recommended by the Additional Boiler Heating Redundancy Design Project. However, in the interest of speeding up the work and to conserve funds, the Agency's intent is to use its own forces to construct these improvements. Therefore, at the current time, the Agency does not envision authorizing Optional Task 5.

Fiscal Impact

The proposed work would be performed on a time and materials basis with a not-to-exceed amount of \$123,910 (optional Task 5 excluded) or \$139,266 (optional Task 5 included).


Attachments


Services Agreement.

Recommendation

Management and staff recommend approval of the services agreement with Carollo Engineers, Inc. for the Additional Boiler Heating Redundancy Design Project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
Richard Pallante
Interim General Manager

Tahoe-Truckee Sanitation Agency Services Agreement

This Agreement is entered into as of the date last signed and dated below by and between Tahoe-Truckee Sanitation Agency, a local government agency (“Agency”), and Carollo Engineers, Inc. (“Contractor”), who agree as follows:

1 Scope of Work

Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

2 Payment

2.1 Agency shall pay to Contractor a fee based on Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit B.

The total fee for the Work shall not exceed **\$139,266**. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by Agency. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to Agency an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, Agency shall pay the invoice within 30 days of its receipt.

3 Term

3.1 This Agreement shall take effect on the date below and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by Agency for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by Agency upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by Agency based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor’s claimed benefit of the bargain.

4 Professional Ability of Contractor

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. Agency has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: Richard Gutierrez, Tom Mossinger, Cameron Clark, and Chad Knight. Contractor agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Contractor shall immediately notify Agency and shall, subject to Agency's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by Agency to evaluate the proposed substitution. Agency shall evaluate Contractor's request and Agency shall promptly notify Contractor of its decision in writing.

5 Conflict of Interest

Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and Agency's conflict of interest code because Contractor will perform the Work independent of the control and direction of the Agency or of any Agency official, other than normal contract monitoring, and Contractor possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation or counsel.

6 Contractor Records

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. Agency may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, computer drive, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to Agency (“Work Product”) shall be the property of Agency, and Agency shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without Agency’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, Agency reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If Agency reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then Agency shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to Agency in paper format, upon request by Agency at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to Agency in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file, Adobe Acrobat PDF file).

8 Confidentiality of Information

8.1 Intentionally omitted.

9 Compliance with Laws

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 "Maintenance" work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any Agency facility, plant, building, structure, utility system or other property ("Agency Facility") in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any Agency Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on Agency machinery and equipment, and (iii) landscape maintenance. "Maintenance" excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some "maintenance" work and other work that is not "maintenance," then this section 9.2 applies only to workers performing the "maintenance" work.

9.2.2 Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to Agency up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to Agency the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds

\$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

9.3 Intentionally omitted.

10 Indemnification.

10.1 Contractor shall indemnify, defend, protect, and hold harmless Agency, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a “Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of Agency or its employees or agents. Contractor’s obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnatee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

10.3 A party shall not be responsible for warranties, guarantees, fitness for a particular purpose, breach of fiduciary duty, loss of anticipated profits or for economic, incidental, liquidated, or consequential damages to the other party or any third party arising out of breach of contract, delay, termination, or for professional negligence. Additionally, Contractor shall not be responsible for acts and decisions of third parties, including governmental agencies, other than Contractor’s subconsultants, that impact project completion and/or success.

11 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$1,000,000 per occurrence & \$2,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury

Automobile liability	\$2,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers' compensation	Statutory limits	
Umbrella liability	\$3,000,000 each occurrence	
Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 **Other Requirements.** The general and automobile liability policy(ies) shall be endorsed to name Agency, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Agency's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to Agency. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to Agency. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of Agency for the Work performed by Contractor.

11.2 **Proof of Insurance.** Upon request, Contractor shall provide to Agency the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Contractor's relationship to Agency is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not

Agency employees, and they are not entitled to Agency employment salary, wages or benefits. Contractor shall pay, and Agency shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify Agency, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without Agency's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to Agency in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by Agency to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where Agency's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

Agency: Richard Pallante Interim General Manager Tahoe-Truckee Sanitation Agency 13720 Butterfield Drive Truckee, CA 96161 rpallante@ttsa.ca.gov	Contractor: Richard Gutierrez Vice President Carollo Engineers, Inc. 50 W. Liberty St, Suite 300 Reno, NV 89501 Rgutierrez@carollo.com
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Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 Signatures and Authority. Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

12.10 Agency-Provided Information and Services. Agency shall furnish Contractor available studies, reports and other data pertinent to Contractor's services; obtain or authorize Contractor to obtain or provide additional reports and data as required; furnish to Contractor services of others required for the performance of Contractor's services hereunder, and Contractor shall be entitled to use and reasonably rely upon all such information and services provided by Agency or others in performing Contractor's services under this Agreement.

12.11 Estimates and Projections. Contractor has no control over the cost of labor, materials, equipment or services furnished by others, over the incoming wastewater quality and/or quantity, or over the way Agency's plant(s) and/or associated processes are operated and/or maintained. Data projections and estimates are based on Contractor's opinion based on experience and judgment. Contractor cannot and does not guarantee that actual costs and/or quantities realized will not vary from the data projections and estimates prepared by Contractor and Contractor will not be liable to and/or indemnify Agency and/or any third party related to any inconsistencies between Contractor's data projections and estimates and actual costs and/or quantities realized by Agency and/or any third party in the future, except to the extent such inconsistencies are caused by Contractor's negligent performance hereunder.

12.12 Delays. Contractor is not responsible for delay in performance caused by events beyond the reasonable control of Contractor.

12.13 Third Parties. The services to be performed by Contractor are intended solely for the benefit of Agency. No person or entity not a signatory to this Agreement shall be entitled to rely on Contractor's performance of its services hereunder, and no right to assert

a claim against Contractor by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of Contractor's services hereunder.

TAHOE-TRUCKEE SANITATION AGENCY

CONTRACTOR

Dated: _____

Dated: _____

By: _____
Richard Pallante
Interim General Manager

By: _____
Richard L. Gutierrez
Vice President

By: _____
Tim Loper
Vice President

Exhibit A

EXHIBIT A

Proposal to Provide Engineering Services for the Additional Boiler Heating Redundancy Design Project

This proposal by Carollo Engineers, Inc. (CONSULTANT) includes professional engineering services to provide consulting and design services for addressing the need for additional boiler heating redundancy at the Tahoe-Truckee Sanitation Agency (T-TSA or OWNER) Water Reclamation Plant (WRP).

Project Purpose, Goals and Objectives

Currently T-TSA has two (2) methods to convey heat to various locations at the plant, hydronic and steam. Due to the condition of the existing steam boilers and the recent failure of one of these boilers, T-TSA has determined they have an immediate need for additional boiler heating capacity. The goals of this project are threefold:

- Determine how to immediately add additional heating capacity;
- Determine how to incorporate additional heating capacity from an outside source;
- Determine what type of heat conveyance system the WRP should use moving forward.

The CONSULTANT will seek to accomplish these goals by conducting the scope of work in four (4) phases. Due to the urgency of implementing a solution prior to the 2022/23 winter season while keeping future WRP heating system reliability and redundancy needs in consideration, Phases 1 thru 3 will be prioritized in the schedule. The objectives of the four phases of this project scope are as follows:

1. Phase 1 Objectives: Determine if the existing hydronic boiler in Building 32 can provide sufficient heat to meet the process heating demands to operate Digesters 29, 30, & 33 as currently operated in mesophilic mode as well as in thermophilic mode; perform a hydraulic analysis on the existing hot water circulation system to determine what improvements need to be made; and perform a condition assessment of the existing hydronic boiler. The findings, conclusions and supporting calculations associated with this analysis will be included in the Preliminary Design Memorandum (PDM).
2. Phase 2 Objectives: Determine a plan to provide additional heating capacity if needed from an outside source, such as a temporary boiler. The plan shall determine what type of boiler; boiler control system; the size of said boiler; fuel source for said boiler; location where said boiler can be staged; conformation the plan meets all local, state, and federal regulations; a Cost Benefit Analysis (CBA) for renting or purchasing said boiler; how boiler will tie into existing steam piping system; electrical source for boiler; how supplying services will be connected to the boiler; weather constraints and design features (e.g. sheds, cover, and other need features); constraints and

sequencing of work detailing how the additional heat source will be incorporated into the future permanent heating supply if it is purchased. The plan should be documented in the PDM.

3. Phase 3 Objectives: Assuming the existing hydronic boiler can provide sufficient heat to meet the current process heating demands, develop plans and specifications to connect the existing hydronic boiler to the heat exchangers for Digester 29 & 30. Plans and specifications shall also detail any needed improvements to the hot water circulation system.
4. Phase 4: Determine which heat conveyance system, hot water, steam, or a combination, T-TSA should move toward using in the future. This will be documented in a stand-alone Technical Memorandum (TM).

The work to be conducted to accomplish the above stated goals and objectives for this project include:

1. Assess the condition of the heating hot water and steam system equipment, instruments, and piping.
2. Review available data, information, reports, and drawings.
3. Attend a workshop with T-TSA operations and maintenance staff to discuss the steam & heating hot water system.
4. Determine design criteria including current and future process and building heating demands.
5. Establish the scope of the needed repairs/upgrades to the steam & heating hot water system to provide for near and long-term system reliability and provide associated opinion of probable construction costs (OPCC). This will include recommendations for sequencing of recommended repairs to the heating hot water equipment and piping. It will also include options and cost analysis for external heat sources such as a temporary boiler connection. This information will be documented in a PDM.
6. Prepare 90% design review documents, consisting of drawings and specifications, for proposed improvements.
7. Prepare final Contract Documents for the proposed improvements.
8. Provide bid period services including responding to bidder questions, attending pre-bid meeting, issuance of addenda, and bid evaluation (optional task if necessary).
9. Conduct CBA to determine whether the future plant heating system improvements should include steam, hydronic, or a combination of both heating systems. This information will be documented in a stand-alone TM.

Scope of Services

Task 1 – Project Management

1.1 Resource Management and Monthly Reporting

Project management services will include resource management and preparation of monthly progress reports. CONSULTANT will prepare an internal project management plan that covers key activities. The plan will define the personnel, project schedule, scope of services, QA/QC control, field work safety, communication protocol, and other procedures required to effectively conduct the project. CONSULTANT will prepare and submit a written monthly invoice which will show the percentage of work completed and the percentage of contract billed, summarize the work completed during the month, and summarize the work to be completed during the following month. The Project Manager shall monitor and track the overall project scope, budget, and schedule, and update on a monthly basis. A log will be maintained throughout the project to record the decisions made by the project team. The log will contain decisions made during workshops and project meetings as well as during telephone conversations or emails. This log will be sent to the OWNER prior the weekly project progress meetings.

1.2 Project Meetings and Communication

CONSULTANT shall communicate regularly with the OWNER's project manager and conduct weekly project progress meetings to provide project status updates to the OWNER. A standing agenda will be prepared for these weekly project progress meetings which will include the following items of discussion:

- Project status, schedule and budget update
- Information needs
- Review any key decisions
- Review new and outstanding action items

Weekly project progress meetings will include key project participants including the Principal-in-Charge, Design Manager, and OWNER staff. Weekly project progress meetings will be held virtually or by phone.

Task 1 Assumptions:

- Based on a six (6) month active project schedule.

Task 1 Deliverables:

- Monthly Progress Reports and Invoice.
- Meeting agendas, informational material, and meeting minutes.
- Log recording decisions made by the project team.

Task 2 – Data Collection and Review

CONSULTANT shall review existing reports and as-built drawings, perform site inspection, conduct interviews with OWNER's staff, meet with vendors & manufacturers, and review historical WRP performance data and observations over the past few years as relayed by T-TSA Operations and Maintenance staff. The information collected from the above actions will be used to develop the design criteria for system sizing and determining the necessary improvements.

CONSULTANT shall provide onsite assistance as necessary to expedite the data collection and review process.

Task 2 Assumptions:

- Performance data will be provided by the OWNER for review.
- Building heat demands will be provided by the OWNER for review.
- Field condition assessment will include only a visual assessment. It is assumed that confined space entry will not be required for access.
- Onsite engineering time assumed to be up to 80 hrs and assumes local Reno staff (up to 10 trips) and one trip of up to two (2) consecutive days each by CONSULTANT's Boiler expert located in Oregon (Tom Mossinger), CONSULTANT's Digester expert located in Washington State (Cameron Clark), Carollo's lead electrical engineer located in Walnut Creek, and Carollo's lead instrumentation engineer located in Sacramento.

Task 2 Deliverables:

- None, findings to be incorporated into the PDM and Final Design documents.

Task 3 – Preliminary Design Memorandum

3.1 – Preliminary Design Memorandum

CONSULTANT will prepare a Preliminary Design Memorandum (PDM) that will summarize the findings, results, and recommendations from the analyses conducted under this scope which will provide the Basis for Design of the improvements. The memorandum will include design criteria, preliminary drawings or figures, an OPCC, construction sequencing, constraints, and anticipated project construction schedule associated with the recommended improvements. Additionally, CONSULTANT shall determine any necessary air permitting with the Northern Sierra Air Quality Management District that are required for the recommended improvements. The memorandum will be submitted for OWNER's review, in a draft version prior to the Preliminary Design Memorandum review workshop (see Task 3.2) and in final form after receiving comments from OWNER's staff.

An analysis of Phase 1 and Phase 2 objectives shall be evaluated as part of this effort and shall include:

1. Evaluate tie-in of the existing hydronic boiler (Hurst Boiler) into the heat exchanger for Digesters No. 29 and 30 and determine whether the existing hydronic boiler has

sufficient capacity to provide adequate heat to operate Digesters 29, 30 and 33 in various operating conditions.

2. Evaluate options for tie-in of a temporary rental boiler into the existing system as a backup for the failed Steam Boiler No.2.
3. Evaluate and develop a plan for providing additional steam heating to WRP buildings.

3.2 – Preliminary Design Memorandum Review Workshop

CONSULTANT shall conduct a workshop at the WRP with OWNER's staff to review the PDM and confirm the recommendations for the final design effort. Consultant's supporting staff located out of the region can attend this meeting virtually.

Task 3 Deliverables:

- Draft Preliminary Design Memorandum (electronic (PDF) file) including supporting calculations and documentation files.
- Final Preliminary Design Memorandum (three (3) hard copies and one electronic (PDF) file).
- Meeting agenda, materials, and minutes.

TASK 4 – FINAL DESIGN

The purpose of this task is to prepare final design drawings, technical specifications, and cost estimates for the Phase 1 elements of this Project. OWNER will prepare front-end contract specifications and handle bidding of the project.

CONSULTANT will conduct Quality Assurance/Quality Control measures to minimize conflicts within design disciplines and between design disciplines. Intermediate design checks will be conducted at the 90 percent completion stage. This program consists of discipline and inter-discipline checks as well as a determination that all OWNER and regulatory agency review comments have been addressed and that all applicable codes are being met.

Task 4.1 – 90% Design Submittal

CONSULTANT shall prepare and submit a 90 percent complete set of plans and all necessary technical specifications.

Task 4.2 – 90% Design Review Workshop

Following submittal to the OWNER and a one-week review period, a review workshop will be held, to be attended by the CONSULTANT's principal-in-charge, design manager, discipline engineering leads, and other team members as deemed necessary. Said workshop will be held at the WRP and shall be attended in person by CONSULTANT's local staff. CONSULTANT's staff that are located out of the region shall attend the workshop virtually. The purpose of this workshop is to present a summary of the deliverable, identify any decision points or specific feedback that is requested from the OWNER, discuss design issues, make design decisions, and receive comments. CONSULTANT will also hold an internal team and discipline coordination meeting to coordinate and review comments received from the OWNER.

Task 4.1 and 4.2 Assumptions

- Plans at a minimum shall consist of the following:
 - Drawing showing the plan view of the overall project area showing major features of Building 32 that are involved in the work.
 - Other needed drawings shall include, but not be limited to, photos showing the relevant areas and major features needed for a Contractor to successfully complete the Work. These photos shall show items to be demolished and the required improvements that are needed to complete the Work successfully. Required improvements shall include, but are not limited to, improvements that will be made prior to, and during installation of the proposed hydronic hot water piping, connection points, and route for the proposed hydronic hot water piping (supply and return).
 - Drawings showing plan & section view of the relevant areas showing the routing of the proposed hot water piping (supply and return). Where needed, photos shall be incorporated into the plan & section view drawings to provide clarity for the location of the proposed hydronic hot water piping.
 - Finished drawings shall be in AutoCAD and files delivered to the T-TSA when completed.
- Specifications, at a minimum shall cover all the materials, installation, and testing procedures needed to successfully complete the work.
- Features and sequencing constraints needed to meet the constrained sequence of work shall be incorporated into the plans and specifications. Ensure the Plans and Specifications at minimum meet all local, state, and federal requirements.
- If needed the 90% plans and specifications shall be presented to the local Fire Marshall to obtain his comments and edits, which shall be resolved by the CONSULTANT.
- 90% Design Submittal documents are considered to be 100% complete other than OWNER and Fire Marshall final review comments.
- 90% deliverable will be submitted assuming one construction contract.
- 90% design review workshop will be conducted as a hybrid meeting in person or virtually as required.

Task 4.1 and 4.2 Deliverables

- One pdf copy of the 90 percent plans, specifications, cost estimate, and preliminary construction schedule
- Agendas and meeting materials for the 90% design review workshop

- Meeting Minutes from the 90% design review workshop

Task 4.3 – Contract Documents for Construction

Following the 90% design workshop, CONSULTANT shall incorporate OWNER's and regulatory agency review comments on the 90% design submittal and prepare completed contract documents, ready for printing.

Task 4.3 Assumptions

- CONSULTANT will prepare all plans (drawings) and specifications needed to successfully complete the work.
- OWNER, as needed, will prepare front-end contract specifications consisting of the following, Bid Requirements, Contract Forms, Abbreviations & Definitions, Instructions to Bidders, General Conditions, and General Requirements. OWNER will send the front-end contract specifications to the CONSULTANT once completed. CONSULTANT will integrate the front-end contract specifications and the plans and specifications in to one set of Contract Documents and delivered electronically in PDF file format to the OWNER.

Task 4.3 Deliverables

- One pdf copy of the plans, specifications, and final construction cost estimate
- PDF files formatted to print 11" x 17" drawings.
- Electronic drawing files in AutoCAD 2018 file format.

OPTIONAL TASKS

TASK 5 – BID PERIOD SERVICES FOR PHASE 1 IMPLEMENTATION

Task 5.1 – Respond to Questions from Bidders

CONSULTANT will take the lead in responding to bidders' questions. CONSULTANT shall lead the review of the Contractor's requests for substitution in collaboration with OWNER.

Task 5.2 – Prepare Addenda

During the bid period, OWNER shall distribute addenda to all plan holders. The OWNER shall prepare addenda relating to front-end contract specifications to provide clarification and resolve errors and omissions identified prior to bid opening.

The CONSULTANT shall prepare addenda to provide clarification and resolve errors and omissions identified prior to bid opening relating to the plans (drawings) and specifications. CONSULTANT shall update estimate of probable construction cost to account for addenda changes. Each addendum shall include:

- Narrative description of changes
- Revised or new drawings as needed

- Revised or new specification sections as needed
- Addenda shall be issued electronically

Task 5.3 –Pre-Bid Meeting

CONSULTANT will lead the pre-bid meeting and provide materials and information for the presentation, leading the site walk, responding to questions as appropriate and preparing information materials for attendees. CONSULTANT shall prepare the meeting notes and document questions and answers during the pre-bid meeting.

Task 5.4 –Bid Evaluation

CONSULTANT shall also participate in the evaluation of the submitted bids, furnish consultation and advice to OWNER’s staff and assist with all the related equipment, cost, and other analyses as required to finalize the award decision.

Task 5.5 – Prepare Conformed Documents

The bid set of contract documents shall be updated by incorporating all addenda items issued during the bid period. No other changes to the contract documents shall be made. Within 15 working days after the bid opening date, all addenda shall be incorporated, and one complete set of conformed contract documents in PDF format shall be submitted to the OWNER. The set shall be in the exact form as intended to be sent to the printers for reproduction of the conformed sets.

Task 5 - Assumptions

- It is assumed that up to three (3) addenda will be issued
- It is assumed that the bid period will have a duration of two (2) weeks or more
- It is assumed the OWNER will advertise for bids and handle distribution and issuance of contract documents and addenda to prospective bidders

Task 5 - Deliverables

- Pre-bid Meeting Agenda
- Addenda in electronic PDF format
- Conformed contract documents –one full-size set of drawings in PDF format, MS Word, Excel, and PDF.

TASK 6 – ENGINEERING SERVICES DURING CONSTRUCTION (NOT INCLUDED AT THIS TIME)

Exhibit B



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: V-6
Subject: Approval to Procure Variable Frequency Drives

Background

During the budget preparation process for fiscal year 2022-2023, staff identified six variable frequency drives in service that had exceeded their useful life and were critical to plant processes. Drives of similar age and condition in other areas of the plant had already failed or been replaced. Staff has planned to replace all six drives over a two-year period to still allow for redundancy in the case of a catastrophic failure of any single unit. On June 15, 2022, the Board of Directors approved the budget for FY22-23 which included funds to replace the variable frequency drives for the filter press feed pump, the odorous air fan, and the cake discharge hopper.

During calendar year 2019, the Agency assessed several makes and models of variable frequency drives to replace units throughout the plant. The Allen Bradley PowerFlex 755T variable frequency drive was selected as the most suitable and cost-effective replacement and has been successfully installed in several locations.

The purpose of this procurement is to replace three of the six units scheduled for replacement with the Allen Bradley PowerFlex 755T.

The scope of the procurement is to include (3) Allen Bradley PowerFlex 755T variable frequency drives, including factory startup and configuration.

Per the manufacturer, one vendor (Rexel) is the sole distributor for the Allen Bradley variable frequency drives in the Agency's service area. Rexel has provided quotes totaling \$97,990.13.


Fiscal Impact


The estimated project total of \$107,789.14 includes 10% for anticipated factory price increases and is less than the approved budget amount of \$115,000.00 for the three combined line items.

Recommendation

Management and staff recommend approval to procure (3) Allen Bradley 755T variable frequency drives and allow the Interim General Manager to negotiate purchase up to the budgeted amount of \$115,000.00.

Review Tracking

Submitted By: 
Paul Shouse
Electrical and Instrumentation Supervisor

Approved By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: V-7
Subject: Approval of Resolution No. 16-2022 Superseding Resolution No. 19-2021 Authorizing General Manager to Approve Certain Construction and Service Contract/Agreement Change Orders.

Background

On November 17, 2021 the Board of Directors approved Resolution No. 19-2021 Authorizing General Manager to Approve Certain Construction Contract Change Orders. Upon further review, staff was unable to locate any document providing such authority for service contracts. Staff has amended the resolution to include service contracts and agreements.

Fiscal Impact

None.


Attachments

1. Resolution No. 16-2022 Superseding Resolution No. 19-2021 Authorizing General Manager to Approve Certain Construction and Service Contract/Agreement Change Orders.

Recommendation

Management recommends approving Resolution No. 16-2022 Superseding Resolution No. 19-2021 Authorizing General Manager to Approve Certain Construction and Service Contract/Agreement Change Orders.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager

RESOLUTION NO. 16-2022

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TAHOE-TRUCKEE SANITATION AGENCY
SUPERSEDING RESOLUTION NO. 19-2021 AUTHORIZING GENERAL
MANAGER TO APPROVE CERTAIN CONSTRUCTION AND SERVICE
RELATED CONTRACT/AGREEMENT CHANGE ORDERS**

WHEREAS, the Agency from time to time enters into construction and service related Contract/Agreements for various Agency public works and improvement projects;

WHEREAS, sometimes during the course of construction or service the Agency desires to approve a change order authorizing a change in the construction or service Contract/Agreement scope, schedule, or price;

WHEREAS, the Agency desires to provide for the timely processing and approval of change orders and to minimize any additional costs or schedule delays associated with processing change orders; and,

WHEREAS, the Board of Directors desires to authorize the General Manager to negotiate, approve, and sign certain construction and service Contract/Agreement change orders;

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

1. The Board of Directors authorizes and delegates to the General Manager the authority and responsibility to approve the following types of construction and service Contract/Agreement change orders:

a. Any change order that reduces or does not result in any change to the Contract/Agreement price.

b. Any change order that shortens or extends the scheduled construction completion date; provided, however, that the General Manager will not approve cumulative time extensions for any construction or service Contract/Agreement totaling more than 60 days.

d. Any change order or change orders for a Contract/Agreement that increase the Contract/Agreement price within these limits:

(i) For a Contract/Agreement with a contingency sum approved by the Board at the time of approving the Contract/Agreement: the cumulative amount of all change orders shall not exceed the contingency fixed by Board.

(ii) For a Contract/Agreement without a contingency sum approved by the Board at the time of approving the Contract/Agreement: the cumulative amount of all change orders shall not exceed \$50,000.

2. At each regular Board meeting, the General Manager shall provide a written report to the Board summarizing any General Manager-approved change orders.

3. Any change order that is due to unforeseen circumstances with a need to act promptly; provided, however, that the General Manager shall notify at least two Board Directors in advance, and provide a written report to the Board to ratify any changes to the construction or service Contract/Agreement.

4. Any proposed change order beyond the delegated authority in section 1 requires the approval of the Board of Directors.

5. This resolution supersedes Resolution No. 19-2021.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 19th day of October 2022, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Blake Tresan, Vice President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Attest:

Richard Pallante, Interim General Manager
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV-8
Subject: Discussion of in-person Board of Directors meeting for November and December.

Background

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

Fiscal Impact

None.


Attachments

None.

Recommendation

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

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: 

Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: October 19, 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, inspected, and added media to final effluent filter #4.

Operations Work Orders:

- Completed this month: 0
- Pending: 1

Laboratory:

- Staff performed necessary laboratory testing.
- The Laboratory Information Management System (LIMS) implementation is ongoing. Lab staff expect to provide a demonstration at the November board meeting.
- 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: 1
- Pending: 0


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.82
Monthly maximum instantaneous ⁽¹⁾	6.34
Maximum 7- day average	3.47

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)	2.0	10.0	2.8	20.0
Turbidity (NTU)	NA	NA	2.6	10.0
Total Phosphorus (mg/l)	0.36	0.80	0.60	1.50
Chemical Oxygen Demand (mg/l)	37	45	38	60

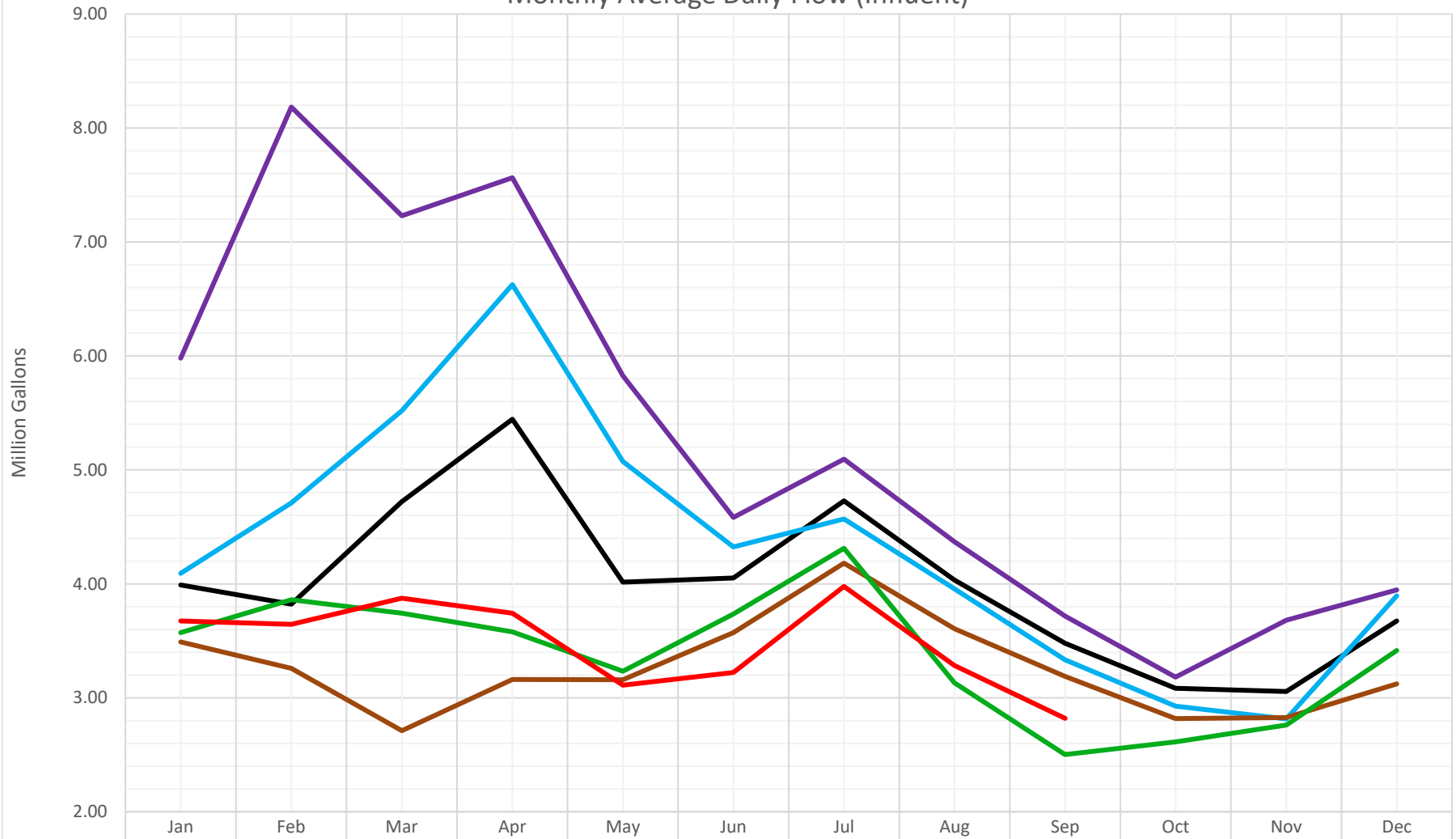
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

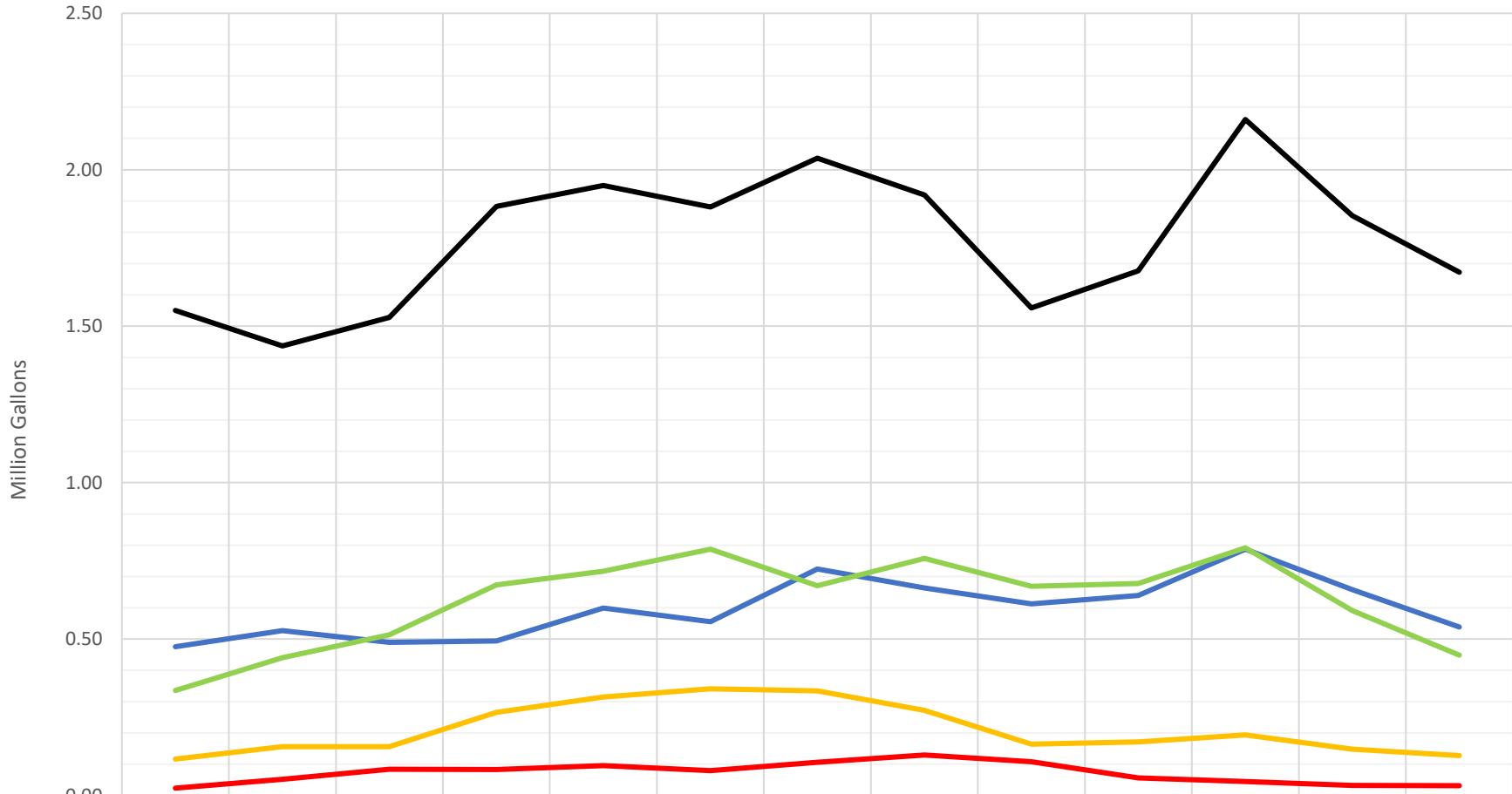
Approved By: 
 Richard Pallante
 Interim General Manager

Monthly Average Daily Flow (Influent)



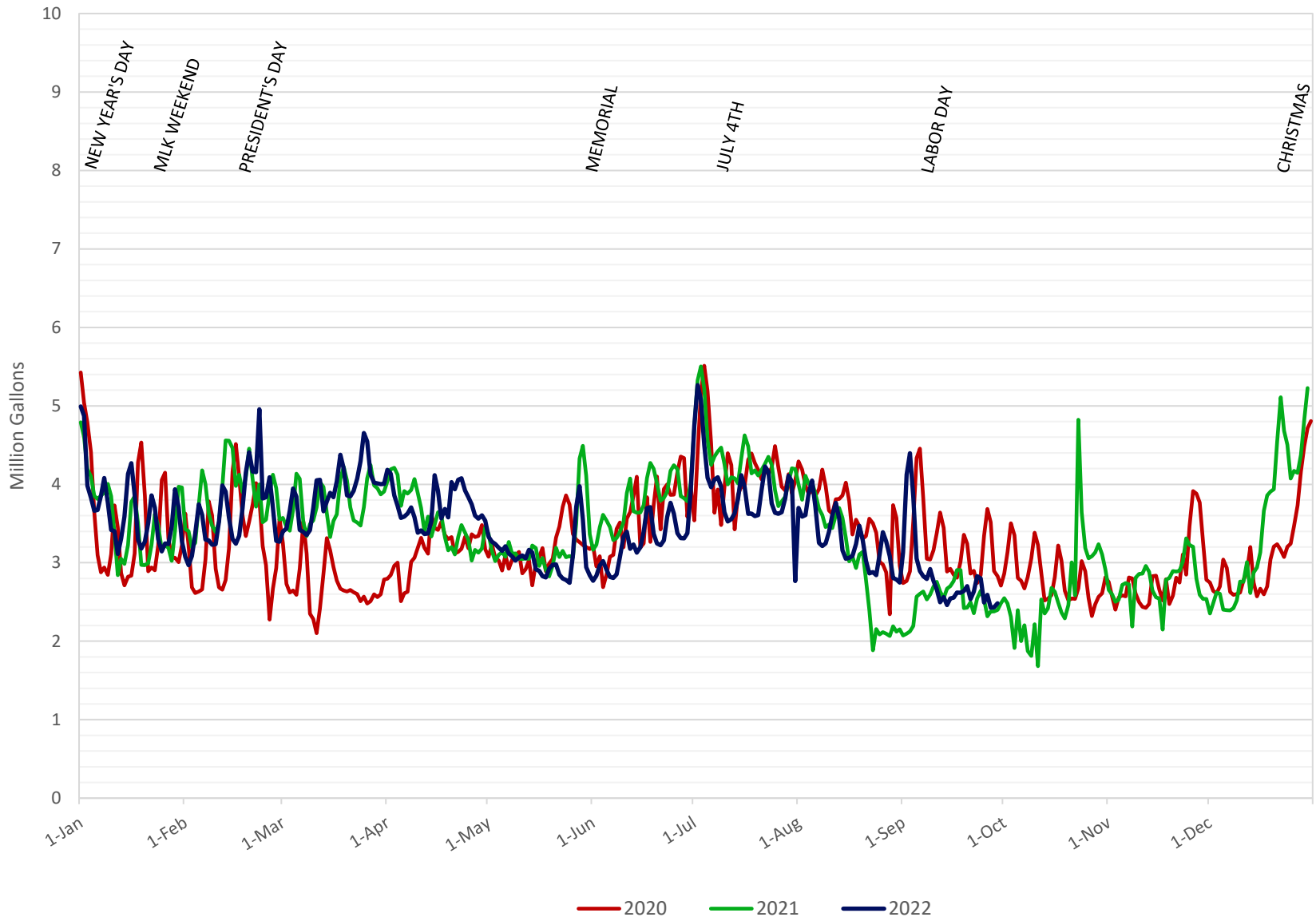
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	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	2.82			

Monthly Average Daily Flow (Districts)

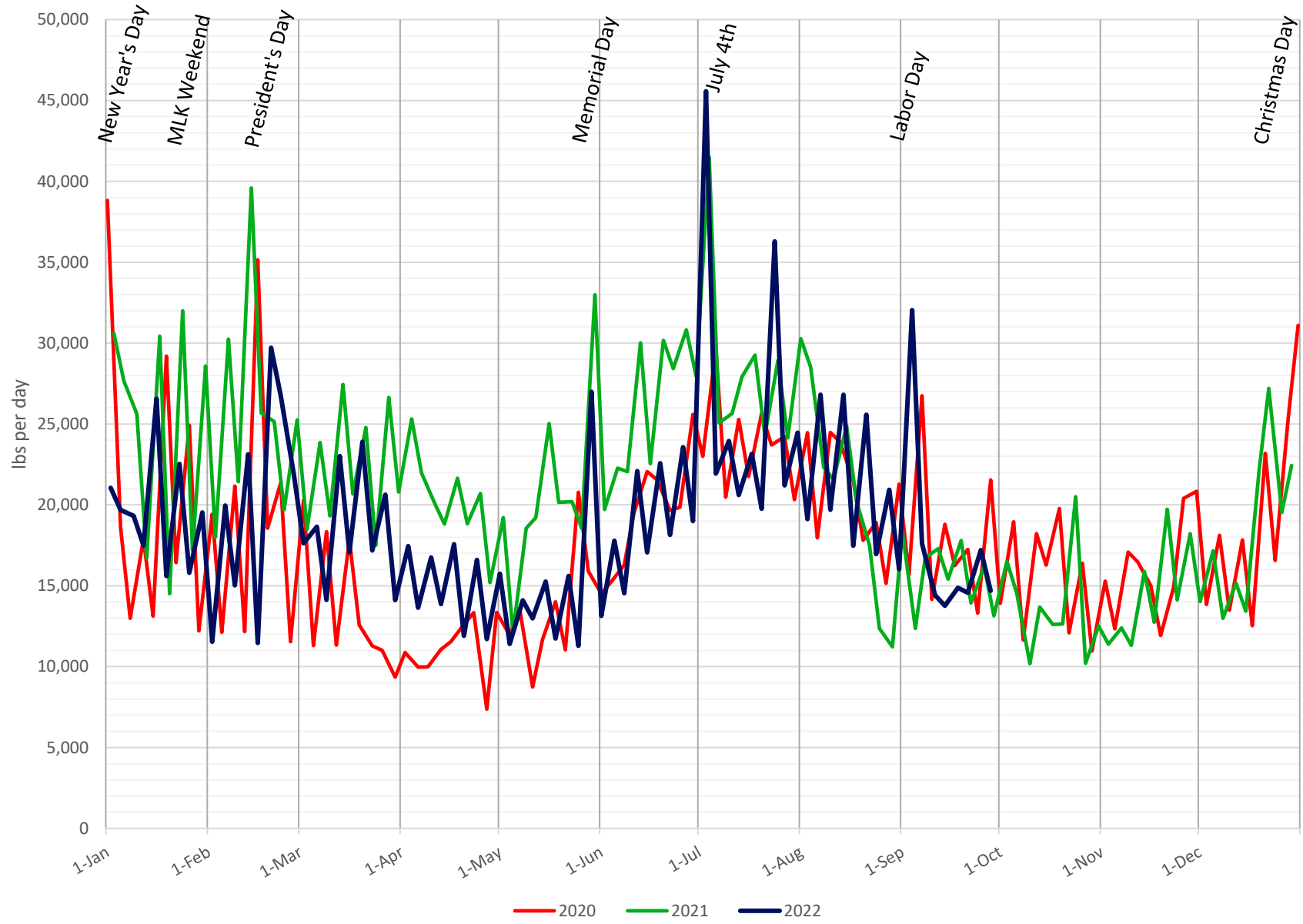


	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
NTPUD	0.48	0.53	0.49	0.49	0.60	0.56	0.72	0.66	0.61	0.64	0.79	0.66	0.54
TCPUD	0.34	0.44	0.51	0.67	0.72	0.79	0.67	0.76	0.67	0.68	0.79	0.59	0.45
ASCWD	0.02	0.05	0.08	0.08	0.10	0.08	0.11	0.13	0.11	0.06	0.04	0.03	0.03
OVPSD	0.12	0.16	0.16	0.27	0.31	0.34	0.33	0.27	0.16	0.17	0.19	0.15	0.13
TSD	1.55	1.44	1.53	1.88	1.95	1.88	2.04	1.92	1.56	1.68	2.16	1.85	1.67

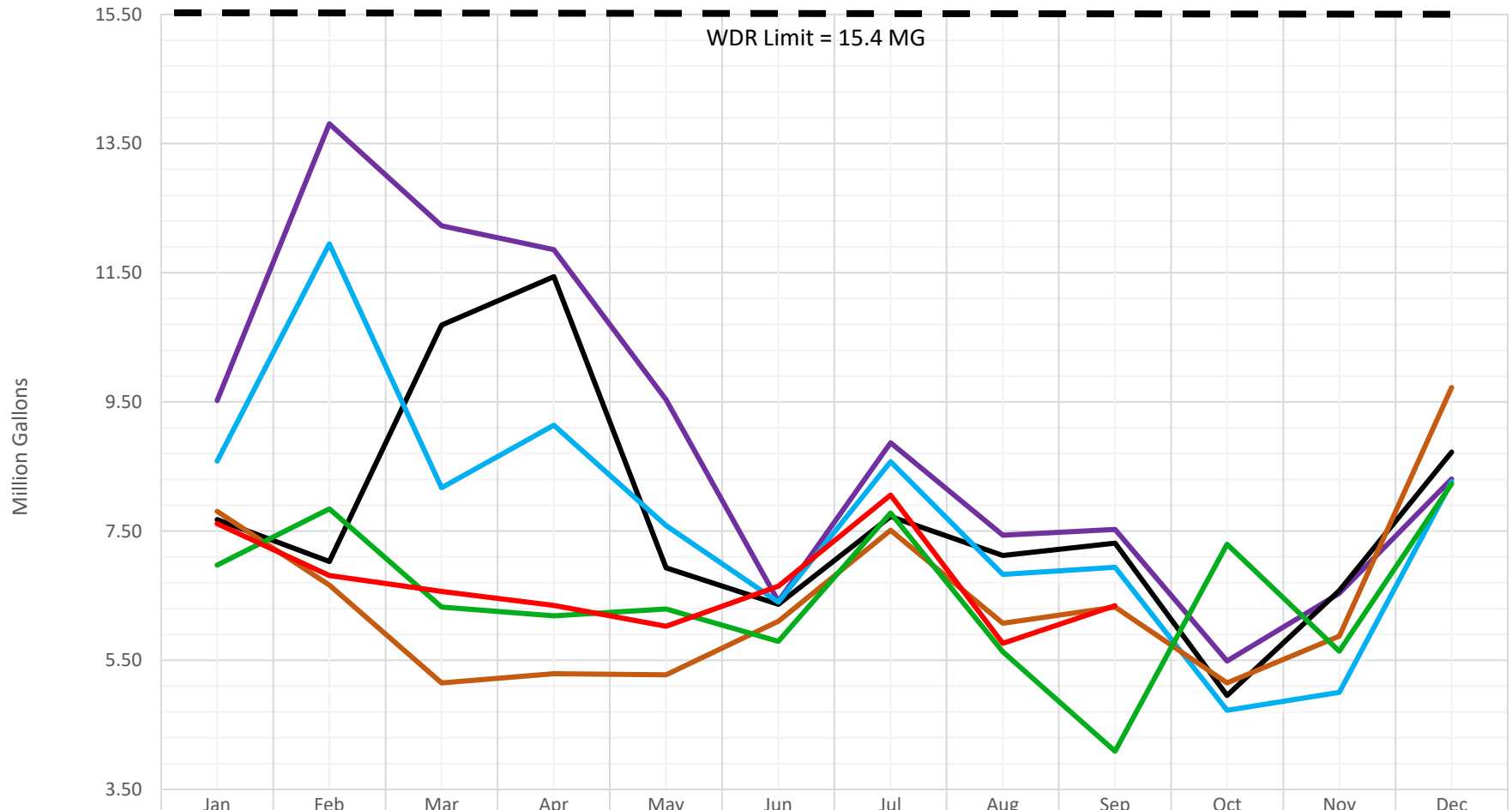
T-TSA Daily Influent Flow



COD Influent Loading

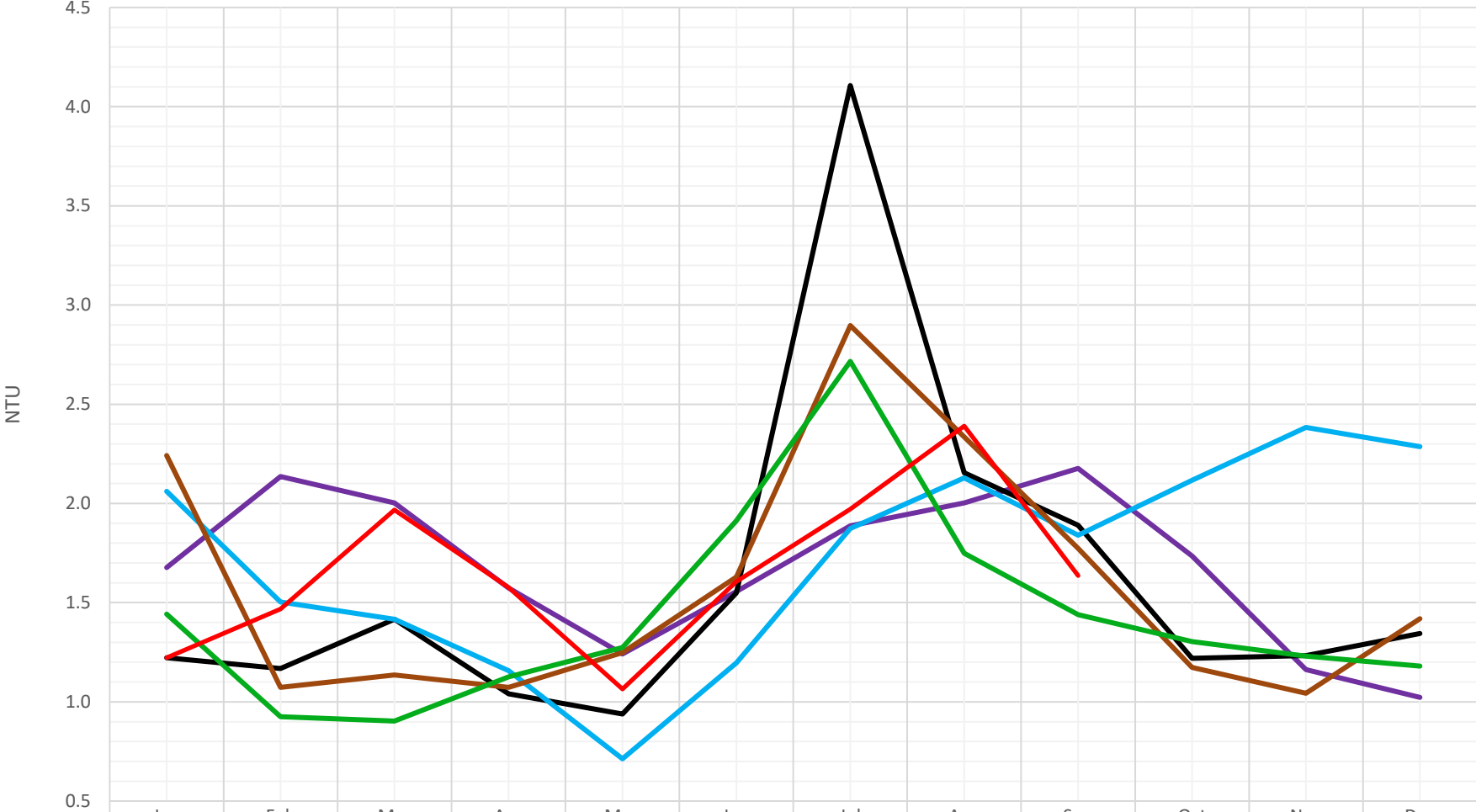


Monthly Maximum Instantaneous Flow (Influent)



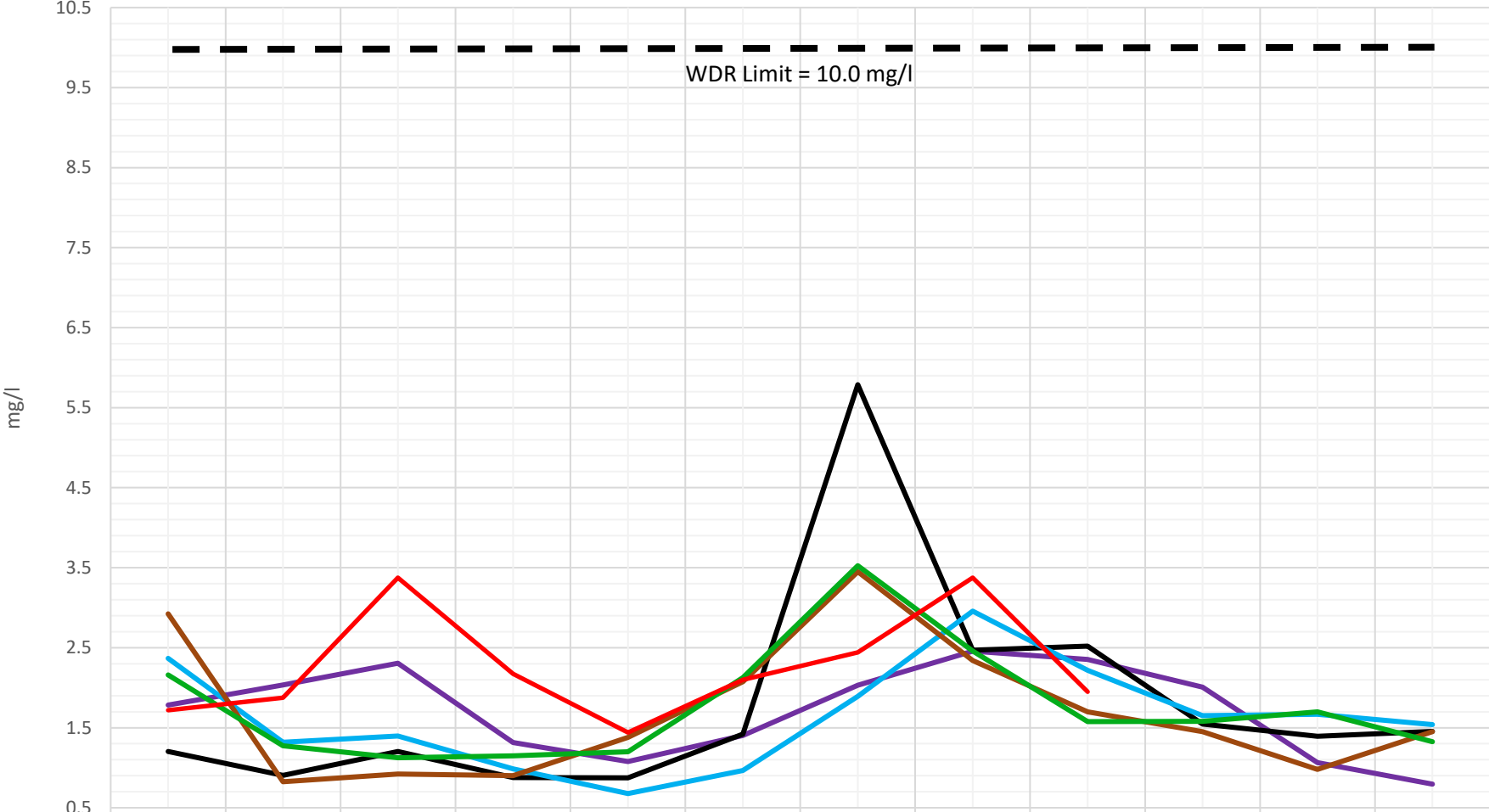
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	5.00	8.26
2020	7.81	6.66	5.15	5.29	5.27	6.10	7.51	6.07	6.33	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	6.34			

Monthly Average Daily Turbidity (Effluent)



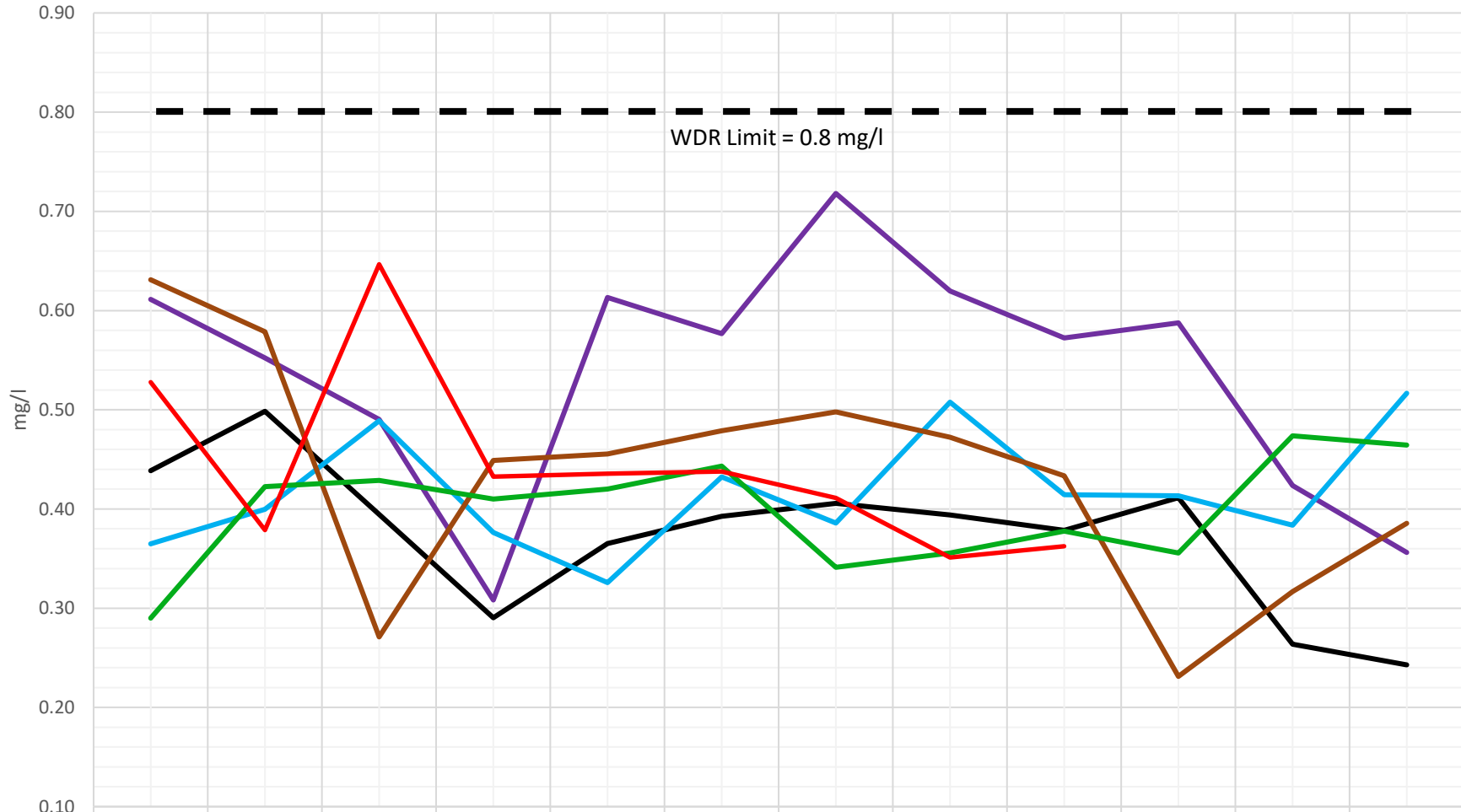
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4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

Monthly Average Daily Suspended Solids (Effluent)



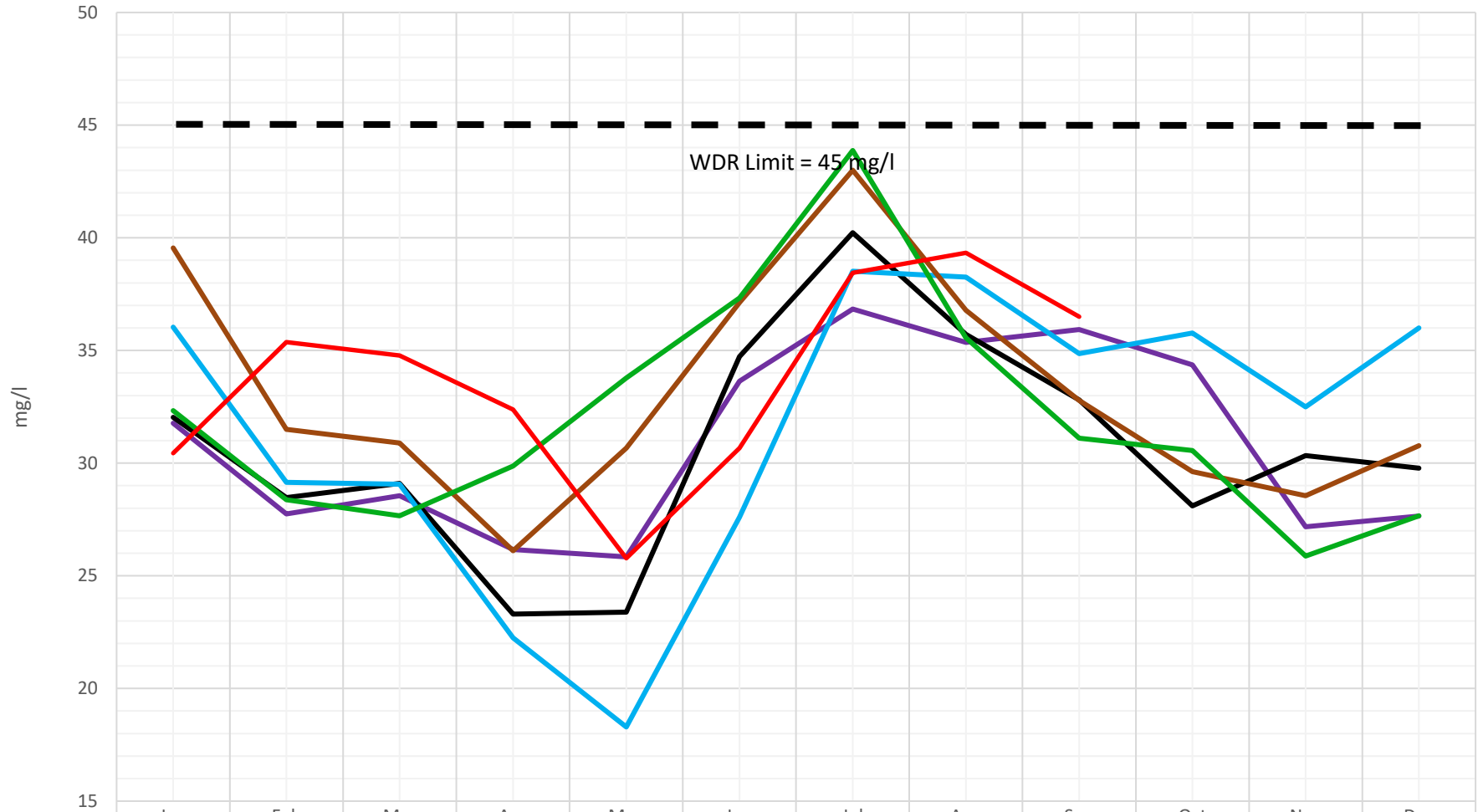
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6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

Monthly Average Daily Total Phosphorus (Effluent)



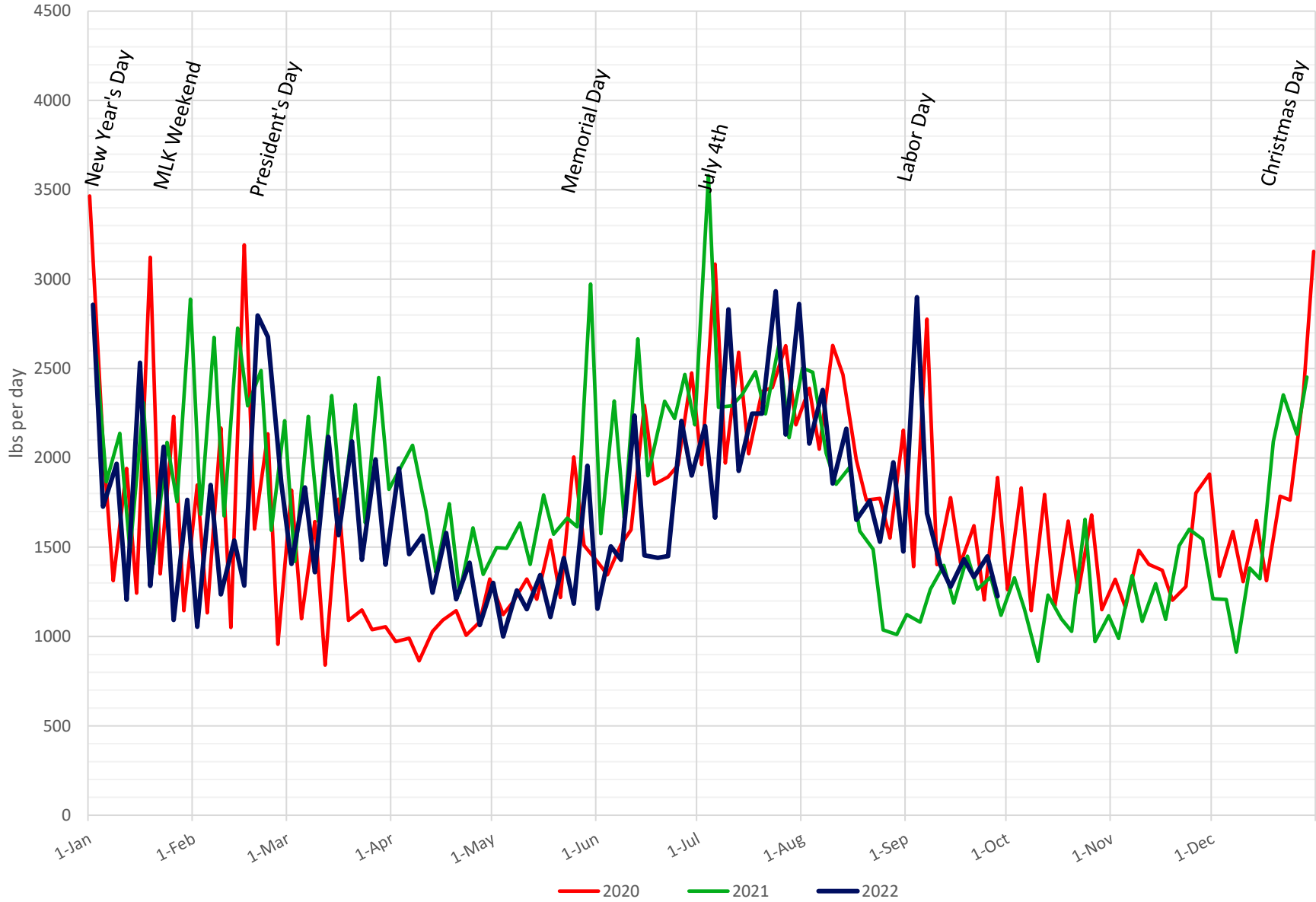
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32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

Monthly Average Daily Chemical Oxygen Demand (Effluent)

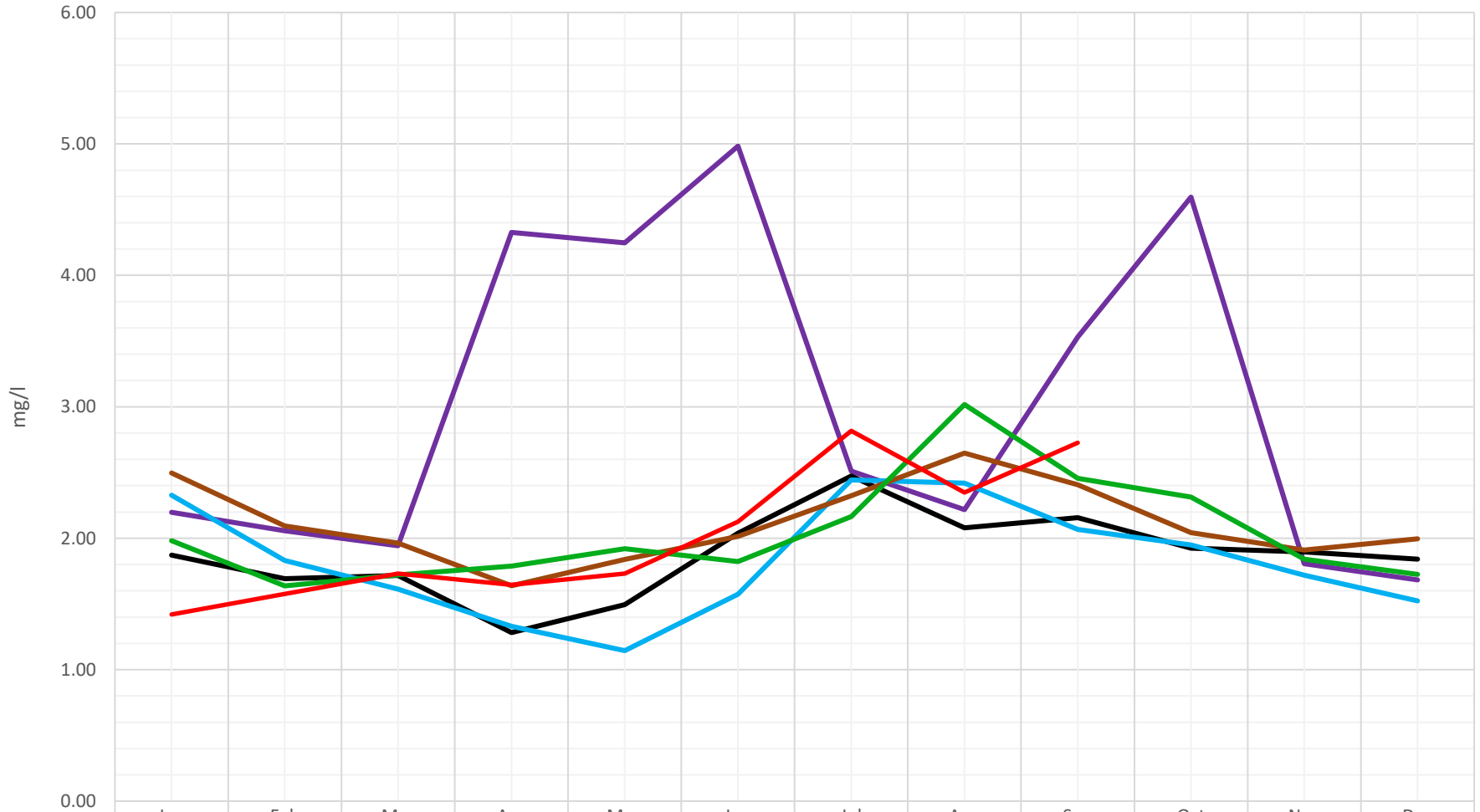


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37	44	36	31	31	26	28
2022	30	35	35	32	26	31	38	39	37			

TKN Influent Loading

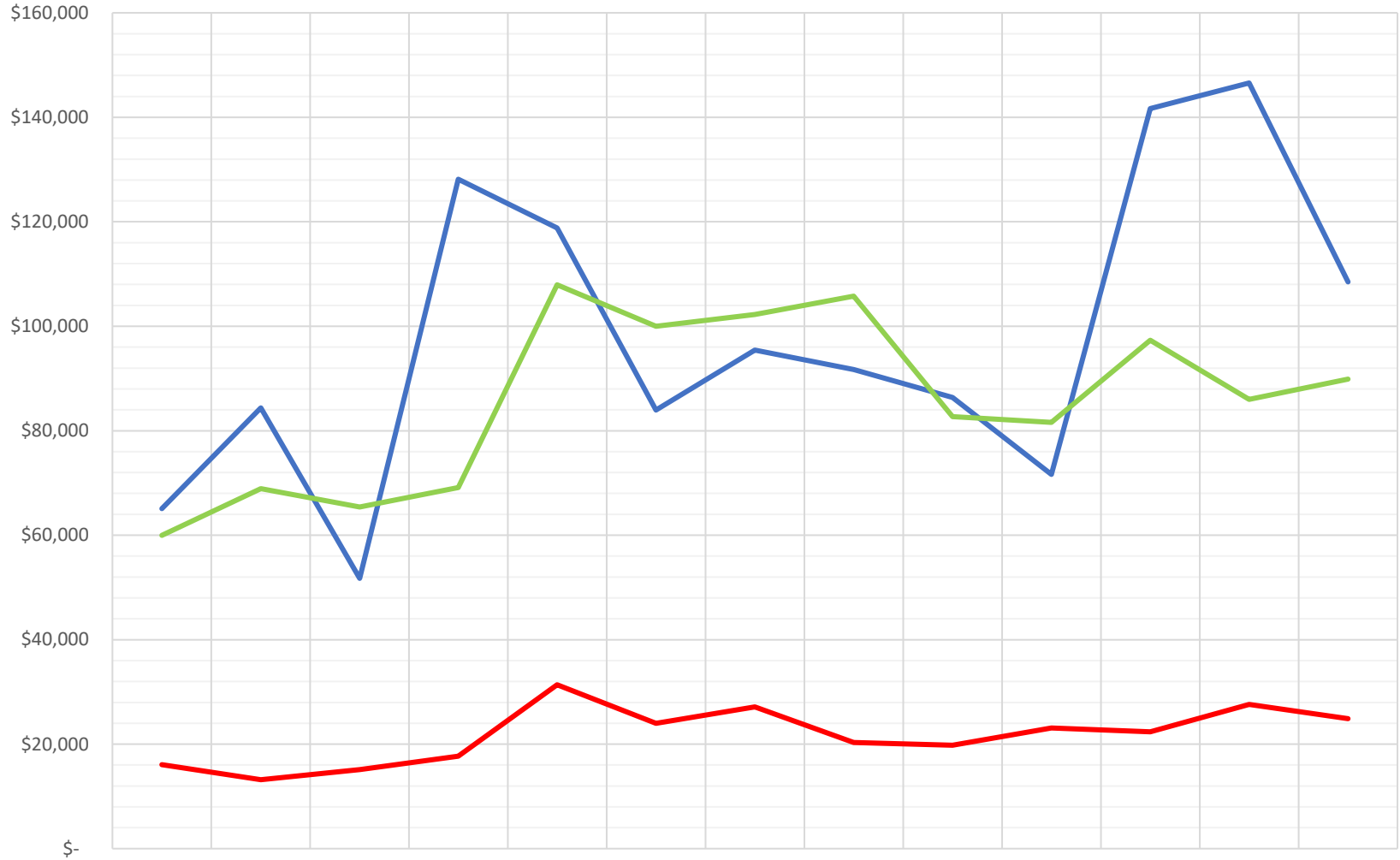


Monthly Average Daily Total Nitrogen (Effluent)



	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	2.73			

Chemical, Power and Sludge Disposal Costs



	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
— Chemical	\$65,076	\$84,387	\$51,738	\$128,152	\$118,832	\$83,965	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666	\$146,572	\$108,468
— Power	\$59,970	\$68,936	\$65,393	\$69,150	\$107,937	\$100,001	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324	\$86,012	\$89,878
— Sludge Disposal	\$16,092	\$13,197	\$15,117	\$17,692	\$31,373	\$23,978	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347	\$27,626	\$24,891



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: October 19, 2022
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:

- 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.
- Chlorine Scrubber Project.
- 2022 Digital Scanning.
- 2022 Roofing Project.
- 2022 Coating Project.


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


- 2 Water leak repair.
- Hot patch asphalt at various locations in the facility.
- Modification of lime slurry tank hatch to provide better seal.
- Influent sampler remote I/O.
- Continued efforts on parallel line Flo-Dar flow meter installation.
- Replacement of VPN system.
- Chlorine alarm remote I/O configuration and testing.

◆ **Work Orders**

- Completed this month: Mechanical-21, Fleet-17, Electrical & Instrumentation-16, IT-14.
- Pending: Mechanical-89, Fleet-69, Electrical & Instrumentation-19, IT-30.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

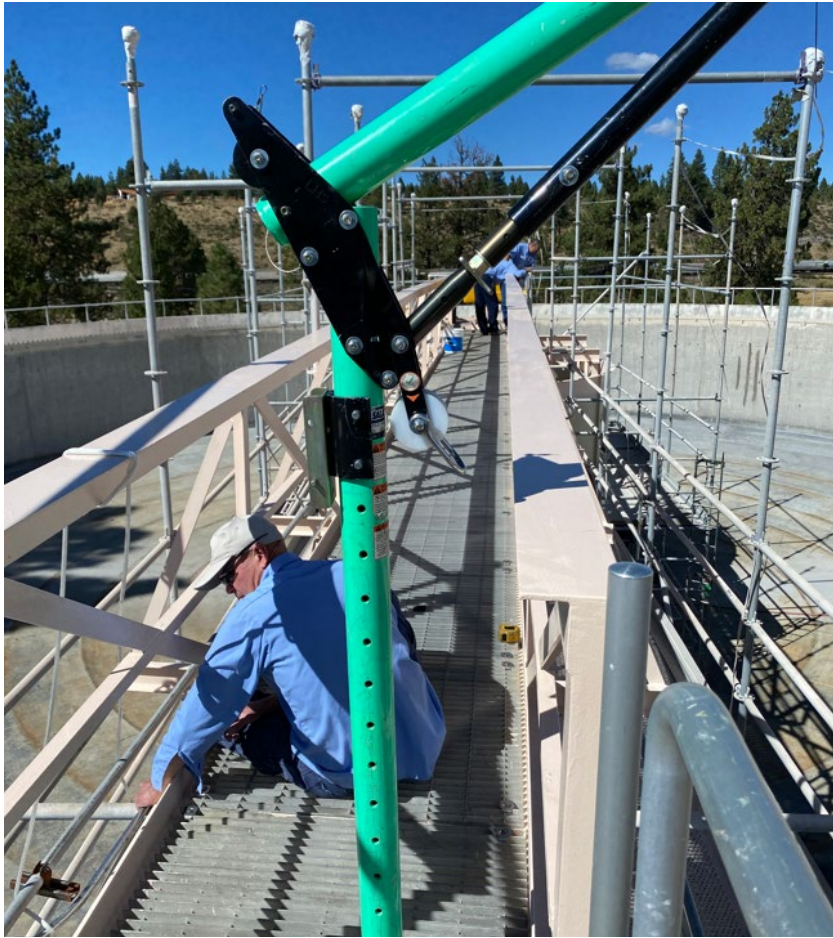
Approved By: 
Richard Pallante
Interim General Manager



Maintenance Working on
Front Gate Pedestrian
Entry Walkway

E&I Working on
Final Effluent
Sampling





E&I Work on
Secondary 1

Maintenance & E&I
Working together on
Secondary 1





Maintenance
Working on TRI
Digital Scanning

Maintenance
Working on TRI
Digital Scanning





TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: October 19, 2022
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:


- 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 4 & Corridor 6A



2022 Roof Repair Project
Building 3



2022 Plant Coating Project
Secondary Clarifier 1



2022 Plant Coating Project
Stripper Basin 57



2022 Control Room Upgrades Project
Building 13



2022 Control Room Upgrades Project
Building 13



2022 Control Room Upgrades Project
Building 53



2022 Control Room Upgrades Project
Building 53



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: October 19, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued FY22 year-end closing procedures and preparing for final Audit.
 - Training in Finance enterprise and Asset management.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Completed inspection with North Tahoe Public Utility District for Bear Belly Brewing Company.
 - Reviewed plans with Tahoe Sanitary District.
- Purchasing/Administration
 - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
 - General responsibilities to customer service, front gate and front desk.
 - Completed microfiche conversion for FY22 inventory adjustments.
 - Training – Overview of Public Procurement.
- General Administration
 - Performed various administrative duties to assist Interim General Manager and Board of Directors.
 - Continued discussions and research on investment and funding opportunities.
 - Continued discussions and analysis for the rate studies with HDR.
 - Participated in the local Managers' operation & maintenance meeting at TSD.

Review Tracking

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

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

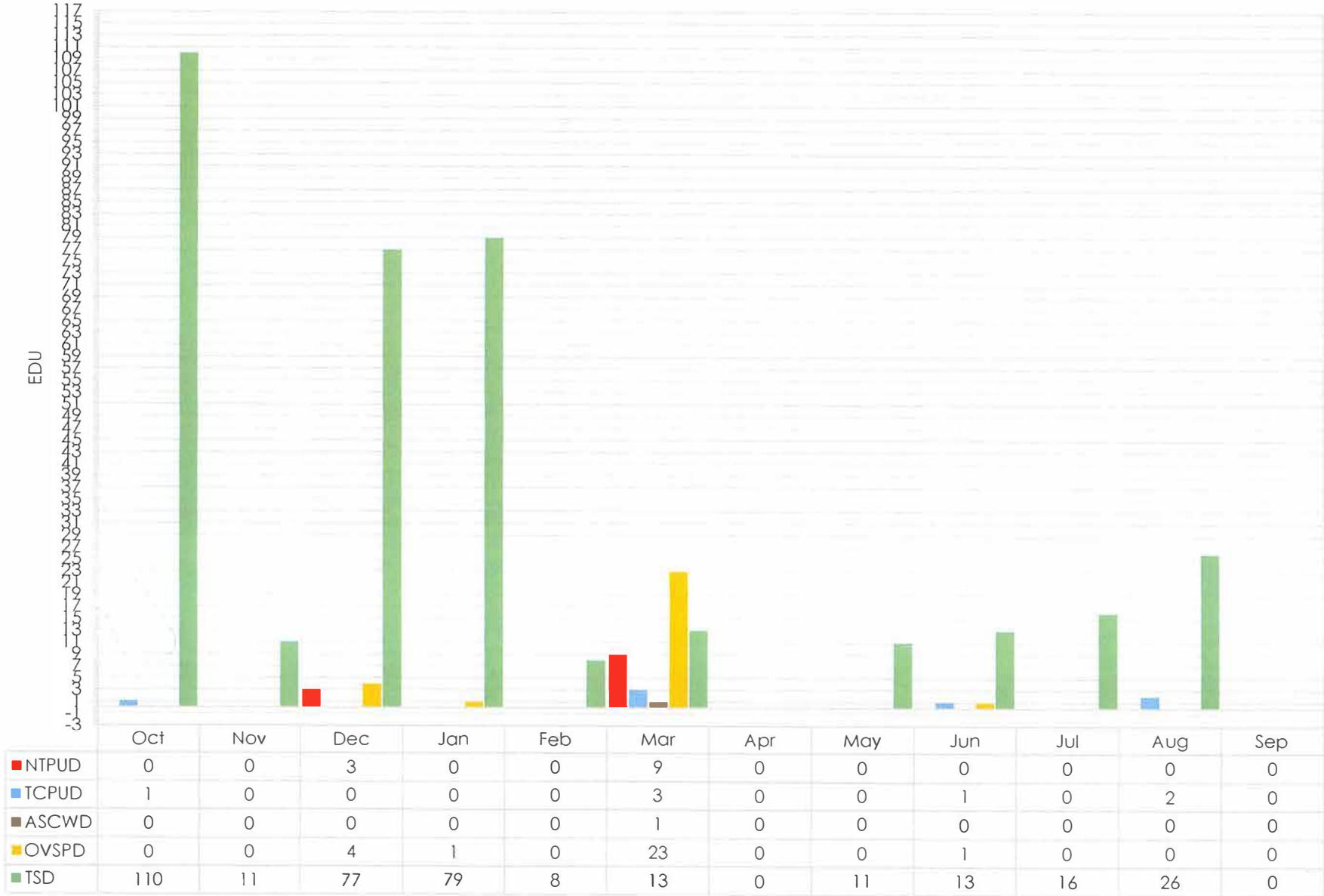
CONNECTION FEES - September 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	20	66,788	\$ 145,379.00	67	227,535	\$ 478,254.25
Residential Ft ² Additions	2	3,960	\$ 6,930.00	11	12,507	\$ 38,812.50
Residential Ft ² Additions - Exempt	0	0	\$ -	1	53	N/A
Accessory Dwelling Unit (ADU)	2	1,704	\$ 5,982.00	3	4,693	\$ 11,212.75
Accessory Dwelling Unit (ADU) - Exempt	1	498	\$ -	1	498	N/A
Commercial	0	0	\$ -	5	N/A	\$ 75,925.00
Industrial	0	0	\$ -	0	N/A	0
Grand Total	25	72,950	\$ 158,291.00	88	245,286	\$ 604,204.50

INSPECTIONS - September 2022

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	1	1	2	2
Residential (Drive-by of Suspended Accounts)	0		0	

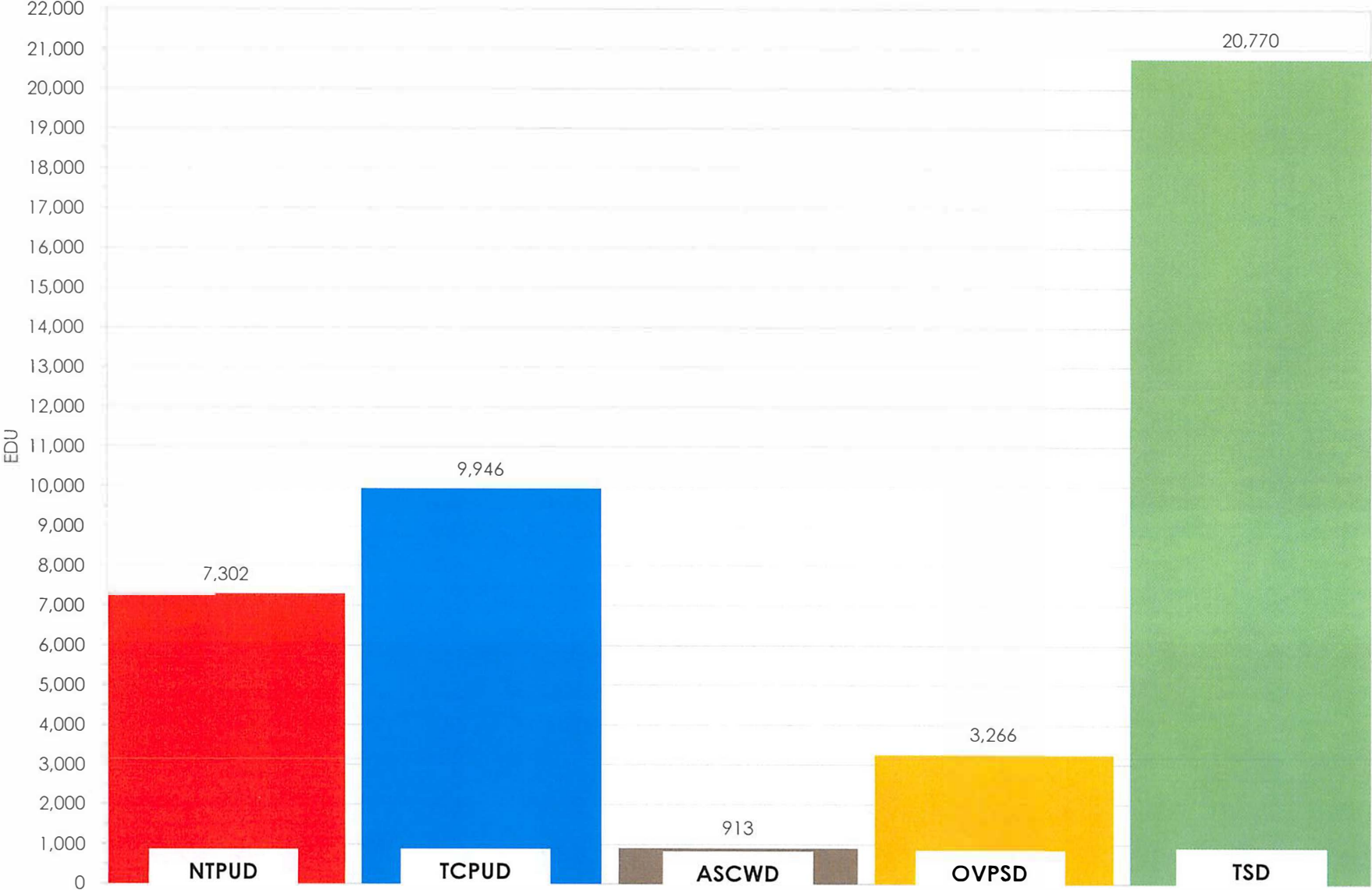
Residential EDU Summary



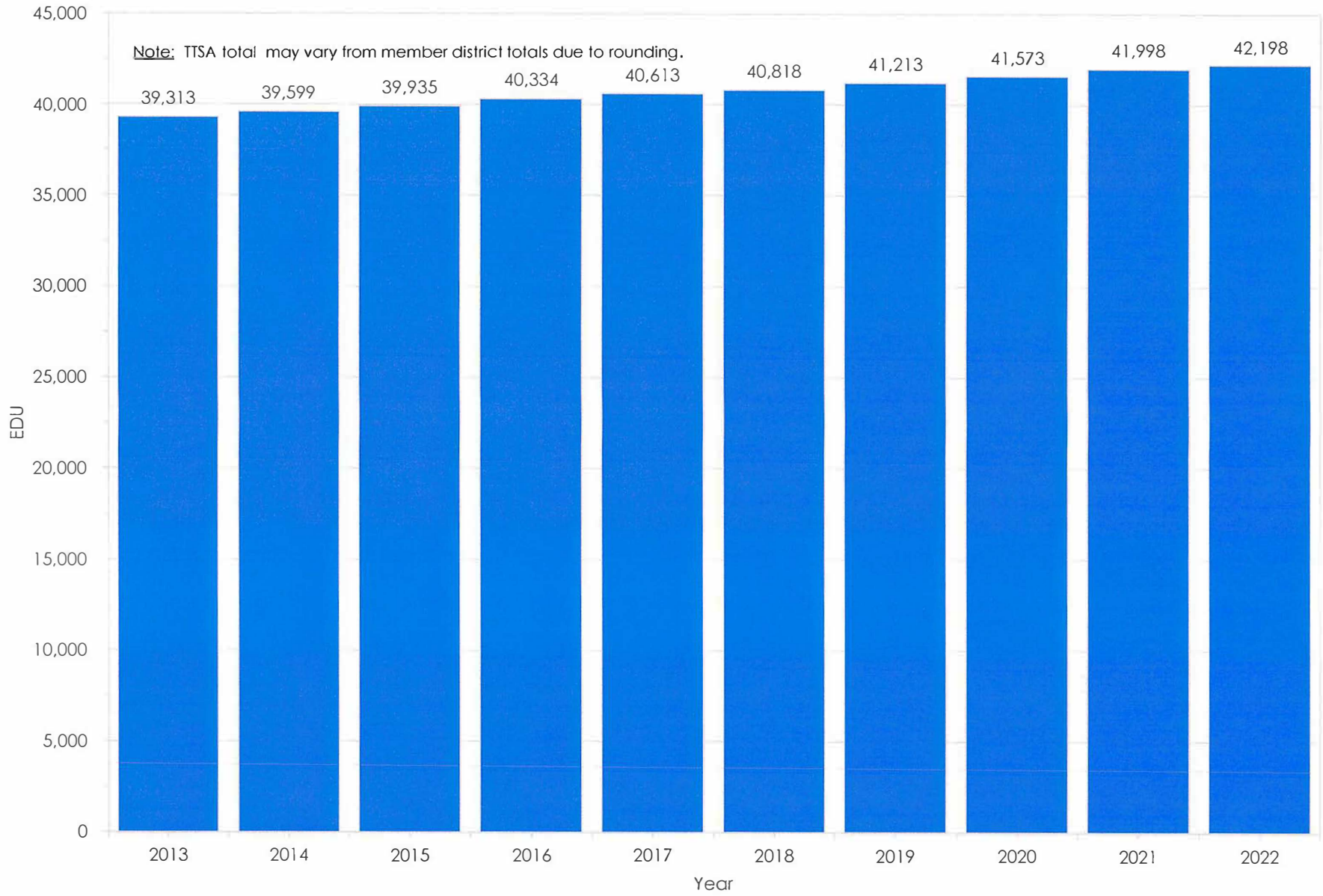
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VI-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.
- Reviewing scope and cost for Phase one of the SCADA/IT Master Plan.
- Continue to work on identifying and developing policies that need to be developed.

Review Tracking

Submitted By: 

Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim 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 CLOSED SESSION

Date: October 19, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VIII
Subject: Closed Session

1. Closed session for (a) public employee performance evaluation of the Interim General Manager (Government Code §54954.5).
2. Closed session for public employee appointment process for General Manager position.