



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
October 20, 2021



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: October 20, 2021

Time: 9:00 AM

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

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

- I. Call to Order, Roll Call, and Pledge of Allegiance**
- II. Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.
- III. Professional Achievements, Awards and Anniversaries** Acknowledgement of staff for professional achievement and other awards.
- IV. Consent Agenda** Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.
 1. Approval of general fund warrants.
 2. Approval of financial statements.
 3. Approval of Progress Pay Estimate No. 5 for the 2021 Plant Painting project.
 4. Approval of Progress Pay Estimate No. 6 for the 2020 Headworks Improvements project.
- V. Regular Agenda**
 1. Report from September 15, 2021 closed session meeting.
 2. Approval of the minutes of the regular Board meeting on September 15, 2021 and special Board meeting on October 11, 2021.
 3. Consider establishing standing Finance Committee.

4. Discussion of content and organization of board packets.
5. Discussion of in-person Board of Directors meeting.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

1. Closed session for public employee discipline/dismissal/release.
2. Closed session for public employee performance evaluation of the General Manager position.

IX. Adjournment

Posted and Mailed, 10/14/21



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

Awards

- *Safety Suggestion Awards (3rd Quarter 2021)*

Anthony Salinas:

1. Install signage outside the weld shop that states "Safety Glasses Required".
2. Install appropriate door stops on the double doors for the backside of Building No. 9 to prevent the doors from closing on employees removing equipment.
3. Replace current light switch with a sensor to a switch with a timer to prevent the lights from turning off while working downstairs in Building No. 9. Audit plant for similar areas.
4. Install light covers for the light fixtures in the weld shop to prevent bulbs from breaking on employees if struck.

Scott Fleming:

1. Have bats that are roosting in the gap between the CMU and fascia on the north wall of the C&CT building (13) removed and fill gap to prevent bats from returning. Audit plant for similar areas.

Ryan Schultz:

1. Install a power fail relay in the chlorine scrubber panel to trigger alarm at SCADA to alert staff in case of a blown fuse or the power to the panel being left off.

Jessie Denham:

1. Remove storage for safety glasses from the inside of the labs to the outside since employees are required to wear safety glasses at all times in labs and accompanying rooms.

Tobin Fuchs:

1. Install a beam and trolley over the exhaust fans to facilitate a safer and more ergonomic removal and install of the electric motors.

Scott Wilcox:

1. Provide a tool or tool modification to open the chlorine cylinder valves that prevents injuries while using hand as a hammer to open the valve.
2. Remove the lab equipment from the Building No. 4 control room/laboratory and reclassify the entire area as a control room only.

Fiscal Impact

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

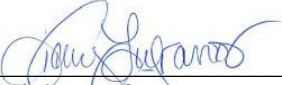
Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 

Vicky Lufrano
Human Resources Administrator

Approved By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-1
Subject: Approval of general fund warrants

Background

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

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

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Management and staff recommend approval of the general fund warrants paid and payable.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
AIRGAS USA LLC				
	86668	09/01/2021	JANUARY CYLINDER RENTALS	117.29- V
	86668	09/01/2021	JANUARY CYLINDER RENTALS	111.43- V
	86668	09/01/2021	JANUARY CYLINDER RENTALS	46.33- V
	87425	09/01/2021	JANUARY CYLINDER RENTALS	117.29 M
	87425	09/01/2021	JANUARY CYLINDER RENTALS	111.43 M
	87425	09/01/2021	JANUARY CYLINDER RENTALS	46.33 M
Total AIRGAS USA LLC:				.00
ALLIED ELECTRONICS				
	87426	09/15/2021	American Zettler, Inc. AZ979-1C-12DE	29.07
	87426	09/15/2021	Blank, Plate, 1-Gang, Stainless Steel, mfr# 84014-40 (20-002116)	36.84
Total ALLIED ELECTRONICS:				65.91
ALPHA ANALYTICAL INC				
	87570	09/23/2021	QUARTERLY BORON	35.00 M
	87570	09/23/2021	WELLS 3Q2021	450.00 M
	87570	09/23/2021	3Q 2021 BIOSOLIDS	350.00 M
	87570	09/23/2021	3Q21 PRETREATMENT	1,265.00 M
	87570	09/23/2021	3Q21 PRETREATMENT	760.00 M
Total ALPHA ANALYTICAL INC:				2,860.00
ARAMARK WORK APPAREL				
	87427	09/15/2021	MATS	161.36
	87427	09/15/2021	TOWELS	23.65
	87427	09/15/2021	SVC CHARGE	10.50
	87545	09/15/2021	MATS	166.89 M
	87545	09/15/2021	TOWELS	23.65 M
	87545	09/15/2021	SVC CHARGE	10.50 M
Total ARAMARK WORK APPAREL:				396.55
AT&T 530 582-0827 966 5				
	87579	09/30/2021	AUGUST INVOICE 10%	96.71 M
	87579	09/30/2021	AUGUST INVOICE 90%	870.47 M
Total AT&T 530 582-0827 966 5:				967.18
AT&T 831-000-9983 804				
	87576	09/23/2021	SEPTEMBER INVOICE 10%	155.44 M
	87576	09/23/2021	SEPTEMBER INVOICE 90%	1,399.03 M
Total AT&T 831-000-9983 804:				1,554.47
AVAYA INC				
	87428	09/15/2021	QUARTERLY BILL	906.57
Total AVAYA INC:				906.57
BABCOCK LABORATORIES INC				
	87571	09/23/2021	PFAS BY LCMSMS	2,820.00 M
Total BABCOCK LABORATORIES INC:				2,820.00

Payee	Check Number	Check Issue Date	Description	Amount
BARTKIEWICZ, KRONICK & SHANAHAN				
	87558	09/15/2021	AUGUST FEES	7,356.00 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				7,356.00
BLACKTOP SEALING & STRIPING INC				
	87563	09/15/2021	PPE#1 FACILITY ASPHALT SEALING	97,435.26 M
	87563	09/15/2021	RETENTION#1 FACILITY ASPHALT SEALING	4,871.76- M
Total BLACKTOP SEALING & STRIPING INC:				92,563.50
CASELLE				
	87557	09/15/2021	OCTOBER SVC FEES	3,208.00 M
Total CASELLE:				3,208.00
CDW-G				
	87429	09/15/2021	Linksys Max-Stream AC1200 MU-MIMO USB Wi-Fi Adapter - CDW#4672020	133.88
	87429	09/15/2021	ASUS PCE-AC51 - network adapter - PCIe - CDW#4842903	69.09
	87429	09/15/2021	SHIPPING	29.12
	87554	09/15/2021	Tripp Lite DisplayPort to HDMI Adapter Converter 1080p M/F DP to HDMI 6in - CD	103.60 M
	87554	09/15/2021	HP 206A - black - original - LaserJet - toner cartridge - CDW# 5968862	140.36 M
	87554	09/15/2021	HP 206A - cyan - original - LaserJet - toner cartridge - CDW#5968864	161.94 M
	87554	09/15/2021	HP 206A - yellow - original - LaserJet - toner cartridge - CDW#5968866	161.94 M
	87554	09/15/2021	HP 206A - magenta - original - LaserJet - toner cartridge - CDW#5968868	183.48 M
	87554	09/15/2021	Avaya IP Phone 1608 Wall Mount Kit Black - CDW#1258850	51.80 M
	87554	09/15/2021	SHIPPING	13.91 M
Total CDW-G:				1,049.12
CH2M HILL				
	87430	09/15/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	7,694.05
Total CH2M HILL:				7,694.05
CHARD SNYDER & ASSOCIATES				
	9302102	09/30/2021	HRA	22.24 M
	9302102	09/30/2021	HRA	105.45 M
	9302102	09/30/2021	FSA	89.45 M
	9302102	09/30/2021	FSA	30.00 M
	9302102	09/30/2021	HRA	35.00 M
	9302102	09/30/2021	HRA	23.82 M
	9302102	09/30/2021	HRA	51.36 M
	9302102	09/30/2021	HRA	185.50 M
	9302102	09/30/2021	HRA	196.28 M
	9302102	09/30/2021	FSA	5.00 M
	9302102	09/30/2021	HRA	54.16 M
	9302102	09/30/2021	FSA	92.76 M
	9302102	09/30/2021	HRA	50.58 M
	9302102	09/30/2021	FSA	650.00 M
	9302102	09/30/2021	HRA	169.00 M
	9302102	09/30/2021	HRA	20.00 M
	9302102	09/30/2021	FSA	715.00 M
	9302102	09/30/2021	HRA	196.00 M
	9302102	09/30/2021	HRA	35.00 M
	9302102	09/30/2021	HRA	4.61 M
	9302102	09/30/2021	FSA	140.02 M

Payee	Check Number	Check Issue Date	Description	Amount
	9302102	09/30/2021	FSA	162.49 M
	9302102	09/30/2021	HRA	5.00 M
	9302102	09/30/2021	HRA	4,011.36 M
	9302102	09/30/2021	HRA	35.00 M
	9302102	09/30/2021	HRA	16.87 M
	9302102	09/30/2021	HRA	215.60 M
	9302102	09/30/2021	FSA	333.20 M
	9302102	09/30/2021	HRA	196.00 M
	9302102	09/30/2021	HRA	441.00 M
	9302102	09/30/2021	HRA	35.00 M
	9302102	09/30/2021	HRA	60.13 M
	9302102	09/30/2021	HRA	123.00 M
	9302102	09/30/2021	HRA	20.00 M
	9302102	09/30/2021	FSA	2.09 M
	9302102	09/30/2021	HRA	34.08 M
	9302102	09/30/2021	FSA	36.50 M
	9302102	09/30/2021	HRA3 VISION	235.08 M
	9302102	09/30/2021	HRA	132.46 M
	9302102	09/30/2021	HRA	248.07 M
	9302102	09/30/2021	DCA	269.23 M
	9302102	09/30/2021	FSA	196.55 M
	9302102	09/30/2021	HRA3 VISION	400.00 M
	9302102	09/30/2021	HRA3 VISION	1,320.00 M
	9302102	09/30/2021	HRA	400.00 M
	9302102	09/30/2021	HRA	125.97 M
	9302102	09/30/2021	FSA	175.24 M
	9302102	09/30/2021	HRA3 VISION	593.74 M
	9302102	09/30/2021	FSA	335.00 M
	9302102	09/30/2021	DCA	269.23 M
	9302102	09/30/2021	HRA	2,430.00 M
Total CHARD SNYDER & ASSOCIATES:				15,729.12
CLARK PEST CONTROL				
	87431	09/15/2021	AUGUST INVOICE	281.00
Total CLARK PEST CONTROL:				281.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	87548	09/15/2021	AUGUST INVOICE	491.73 M
Total CORELOGIC INFORMATION SOLUTIONS, IN:				491.73
CRYSTAL SUBLET				
	87432	09/15/2021	SEPT CELL PHONE	18.04
Total CRYSTAL SUBLET:				18.04
CWEA				
	87549	09/15/2021	COLLECTION SYSTEM MAINENANCE GRADE 1	91.00 M
	87549	09/15/2021	MECHANICAL TECHNOLOGIST GRADE 2	96.00 M
	87549	09/15/2021	CERTIFICATION RENEWAL	91.00 M
	87549	09/15/2021	MEMBERSHIP RENEWAL	192.00 M
Total CWEA:				470.00

Payee	Check Number	Check Issue Date	Description	Amount
DHI WATER & ENVIRONMENT INC				
	87433	09/15/2021	Mike Urban Maintenance Renewal	5,280.00
Total DHI WATER & ENVIRONMENT INC:				5,280.00
DLT SOLUTIONS LLC				
	87434	09/15/2021	AutoCAD License	725.72
Total DLT SOLUTIONS LLC:				725.72
EASTERN REGIONAL LANDFILL				
	87550	09/15/2021	INERT/YARD TRUCKEE	95.00 M
	87550	09/15/2021	MSW/YARD WASTE TRUCKEE	16.50 M
Total EASTERN REGIONAL LANDFILL:				111.50
ENDUSTRA FILTER MANUFACTURES				
	87435	09/15/2021	Filter, Element, Tri Vent, P08 Series, 17" OD x 14" HT, BNR Blower 5, mfr# E045775	728.46
Total ENDUSTRA FILTER MANUFACTURES:				728.46
ERA; ENVIRONMENTAL RESOURCE ASSOCIA				
	87567	09/15/2021	DISSOLVED OXYGEN	90.93 M
	87567	09/15/2021	TOTAL RESIDUAL CHLORINE	78.76 M
	87567	09/15/2021	HANDLING & FREIGHT	65.74 M
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				235.43
EURO STYLE MANAGEMENT				
	87562	09/15/2021	PPE#4 PLANT COATING IMPROVEMENTS	219,901.50 M
	87562	09/15/2021	RETENTION#4 PLANT COATING IMPROVEMENTS	10,995.08- M
Total EURO STYLE MANAGEMENT:				208,906.42
FISHER SCIENTIFIC COMPANY				
	87436	09/15/2021	5 mL Pipet Tips	472.18
	87436	09/15/2021	SHIPPING	10.29
	87436	09/15/2021	4.7 cm GFC Filters	3,284.41
	87436	09/15/2021	4.7 cm GFC Filters	1,306.74
	87436	09/15/2021	Glass Fiber Circles 12.5 cm	2,255.44
	87436	09/15/2021	Large Nitrile Gloves	255.83
	87436	09/15/2021	O-RING	23.96
	87436	09/15/2021	TSB 1ML TUBE	249.79
	87436	09/15/2021	TSB 18ML TUBE	286.86
Total FISHER SCIENTIFIC COMPANY:				8,145.50
GFS CHEMICALS INC				
	87437	09/15/2021	AMMONIUM PERSULFATE 500G	76.22
Total GFS CHEMICALS INC:				76.22
GRAINGER INC., W.W.				
	87438	09/15/2021	Commercial Door Operator Safety Photo Eye System, 1 PR	597.54
	87438	09/15/2021	All Purpose Cleaner/Degreaser, 1 gal, Jug, Liquid, Primary Chemical None, PK 4	72.79
	87438	09/15/2021	Valve Rebuild Kit 302283	1,021.99
	87438	09/15/2021	Thermal Unit, 1.90 to 2.10 Full Load Amps, For Use With Eaton B100 Series Manu	379.78

Payee	Check Number	Check Issue Date	Description	Amount
	87438	09/15/2021	General Purpose Motor, 7 1/2 HP, 3-Phase, 1770 RPM, Voltage 230/460 AC, 213T	1,195.89
	87438	09/15/2021	General Purpose Motor, 7 1/2 HP, 3-Phase, 1770 RPM, Voltage 230/460 AC, 213T	1,195.89
	87438	09/15/2021	Flush Indicator Light, LED Lamp Type, 120V AC/DC Voltage, 1/2 in Mounting dia S	67.24
	87438	09/15/2021	Thermal Unit, 1.90 to 2.10A	108.50
	87438	09/15/2021	Sleeve Coupling Flange, Fixedbore w/Keyway	191.89
	87438	09/15/2021	Battery AA	5.73
	87438	09/15/2021	V-Belt, 4L370	15.41
	87438	09/15/2021	3M Cartidge Olive CIL	160.56
	87438	09/15/2021	3M Filter, NIOSH rating Nuisance Organic V	55.60
	87438	09/15/2021	Disposable Face Masks	27.66
	87438	09/15/2021	Harrington Lever Chain Hoist	1,258.74
	87438	09/15/2021	Parker Male Connector	162.51
	87438	09/15/2021	Crosby Anchor Shackle	176.99
	87438	09/15/2021	Crosby Anchor Shackle	83.29
	87438	09/15/2021	Sealmaster 2-bolt flange bearing	207.62
	87438	09/15/2021	Cogged V-Belt 80in Outdie	497.78
	87438	09/15/2021	Simple Green and Degreaser	38.31
	87438	09/15/2021	Degreaser	41.96
	87438	09/15/2021	All Purpose Lubicant -60 to 300F	70.28
	87438	09/15/2021	All Purpose Cleaner	62.72
	87438	09/15/2021	Dishwasher Detergent	66.67
	87574	09/23/2021	Honeywell Respirator	330.20 M
Total GRAINGER INC., W.W.:				8,093.54
HACH CHEMICAL COMPANY				
	87439	09/15/2021	Electrolyte re-fill for Amtax SC GSE Electrode, 11ml	721.85
	87439	09/15/2021	PhosVer® 3 Phosphate Reagent Powder Pillows	1,114.06
	87439	09/15/2021	Sensor, Flow, Turbidity, for TU5300sc and TU5400sc Laser Turbidimeter, mfr# LQ	242.74
	87439	09/15/2021	DPD1P1 Digital pH Sensor, PEEK, Convertible w/Adaptor Cable	2,673.83
Total HACH CHEMICAL COMPANY:				4,752.48
HOME DEPOT CREDIT SERVICES				
	87573	09/23/2021	POWER VENT MOTOR	383.81 M
	87573	09/23/2021	Pole Sander	41.99 M
	87573	09/23/2021	220 Grit Sanding Disc (5-Pack)	5.93 M
	87573	09/23/2021	120 Grit Sanding Disc (5-Pack)	7.34 M
Total HOME DEPOT CREDIT SERVICES:				439.07
HUNT & SONS INC.				
	87541	09/15/2021	REGULAR UNLEADED GASOLINE	2,173.44 M
	87541	09/15/2021	ULTRA LOW SULFUR DIESEL	1,080.12 M
	87541	09/15/2021	REGULATORY COMPLIANCE FEE	9.75 M
	87541	09/15/2021	SALES TAX	205.52 M
Total HUNT & SONS INC.:				3,468.83
IDEXX LABORATORIES INC.				
	87440	09/15/2021	Colilert Comparator	17.22
	87440	09/15/2021	Sterile Bottles	179.75
	87440	09/15/2021	SHIPPING	22.67
	87440	09/15/2021	Colilert (200-test pack)	1,153.76
Total IDEXX LABORATORIES INC.:				1,373.40

Payee	Check Number	Check Issue Date	Description	Amount
ILEANA VASSILIOU				
	87556	09/15/2021	AUGUST TRAINING	957.58 M
	87556	09/15/2021	AUGUST TRAINING	214.29 M
	87556	09/15/2021	AUGUST TRAINING	1,086.55 M
	87556	09/15/2021	AUGUST TRAINING	343.29 M
	87556	09/15/2021	AUGUST TRAINING	214.29 M
Total ILEANA VASSILIOU:				2,816.00
INSTRUMART.COM				
	87561	09/15/2021	TRANSMITTER, PRESSURE, SMART, ROSEMOUNT 3051C, MFR#3051CD2A02	6,495.06 M
Total INSTRUMART.COM:				6,495.06
J.W. WELDING SUPPLY				
	87441	09/15/2021	Argon (1006) cylinder gas size 250 TTSA OWNS CYLINDER	100.22
Total J.W. WELDING SUPPLY:				100.22
K.G. WALTERS CONSTRUCTION., INC.				
	87565	09/15/2021	PPE#5 HEADWORKS IMPROVEMENTS PROJECT	324,662.56 M
	87565	09/15/2021	RETENTION#5 HEADWORKS IMPROVEMENTS PROJECT	16,233.13- M
Total K.G. WALTERS CONSTRUCTION., INC.:				308,429.43
LIBERTY PROCESS EQUIPMENT INC				
	87572	09/23/2021	Retaining Ring	41.60 M
	87572	09/23/2021	O-Ring	8.00 M
	87572	09/23/2021	Stator Gasket	20.80 M
	87572	09/23/2021	CDQ Stator	1,608.00 M
	87572	09/23/2021	Primary Thrust Plate	288.00 M
	87572	09/23/2021	Key	21.60 M
	87572	09/23/2021	Ring Gear	309.60 M
	87572	09/23/2021	Gear Joint Seal	66.00 M
	87572	09/23/2021	CDQ Head Ring	153.60 M
	87572	09/23/2021	Socket Head Screw / Allen Bolt	60.00 M
	87572	09/23/2021	PACKAGING FEE	553.18 M
Total LIBERTY PROCESS EQUIPMENT INC:				3,130.38
LIBERTY UTILITIES				
	87552	09/15/2021	AUGUST ELECTRIC	56.92 M
	87552	09/15/2021	AUGUST ELECTRIC	72.64 M
	87552	09/15/2021	AUGUST ELECTRIC	30.09 M
	87552	09/15/2021	AUGUST ELECTRIC	30.09 M
	87552	09/15/2021	AUGUST ELECTRIC	35.88 M
Total LIBERTY UTILITIES:				225.62
LOUIS OR GENEVIEVE COMBES				
	87577	09/23/2021	SVC CHARGE REFUND	255.00 M
Total LOUIS OR GENEVIEVE COMBES:				255.00
MCMASTER-CARR				
	87442	09/15/2021	High-Temperature Silicone Gasket 4" Pipe x 1/8" Thickness	374.42

Payee	Check Number	Check Issue Date	Description	Amount
Total MCMaster-CARR:				374.42
MICHAEL J SMITH				
	87555	09/15/2021	BOARD OF CERTIFIED PROFESSIONALS EXAM EXPENSE	350.00 M
Total MICHAEL J SMITH:				350.00
MOUNTAIN HARDWARE				
	87443	09/15/2021	LIQUID PROPANE GAS	27.79
Total MOUNTAIN HARDWARE:				27.79
MOUSER ELECTRONICS				
	87542	09/15/2021	LITTLEFUSE MP8000 MOTOR OVERLOAD PROTECTION	2,104.41 M
Total MOUSER ELECTRONICS:				2,104.41
NAPA- SIERRA				
	87538	09/15/2021	VAL TOOL, SCREW DRIVER	30.18 M
	87539	09/15/2021	PARTS FOR VHCL 09	279.97 M
	87539	09/15/2021	BATTERY CORE DEPOSIT	175.37- M
	87539	09/23/2021	PARTS FOR VHCL 09	279.97- V
	87539	09/23/2021	BATTERY CORE DEPOSIT	175.37 V
Total NAPA- SIERRA:				30.18
NEVADA COUNTY- DEPT OF ENVIRONMENTA				
	87569	09/15/2021	ANNUAL PROGRAM RENEWAL FEES	2,924.36 M
Total NEVADA COUNTY- DEPT OF ENVIRONMENTA:				2,924.36
OFFICE DEPOT				
	87444	09/15/2021	Sharpie Metallic Marker Pack of 3 Chisel Tip	22.70
	87444	09/15/2021	OD Scissor 8" pk 2 (Stock)	5.04
	87444	09/15/2021	Mind Reader Steel Mesh Paper Tray Desk Organizer, 4 Tiers, Black	21.75
	87444	09/15/2021	Fastener File Folders, Green	36.36
	87444	09/15/2021	Fastener File Folders, Yellow	36.36
	87444	09/15/2021	Folders with 2 Fasteners, 1/3 Tab, Assorted	25.22
	87444	09/15/2021	2-Tone File Folders	14.28
	87444	09/15/2021	Fastener File Folders, Blue	46.06
	87444	09/15/2021	Black Toner for HP LaserJet Pro M255dw Color Printer - 6773485	136.16
	87444	09/15/2021	Cyan Toner for HP LaserJet Pro M255dw Color Printer - 6773485	159.97
	87444	09/15/2021	Yellow Toner for HP LaserJet Pro M255dw Color Printer - 6773845	159.97
	87444	09/15/2021	Magenta Toner for HP LaserJet Pro M255dw Color Printer - 6774704	159.97
	87444	09/15/2021	Scotch Tape Dispenser (Stock)	5.05
	87444	09/15/2021	BIC Xtra Mechanical Pencils 0.5mm pk of 12 (Stock)	10.98
	87444	09/15/2021	Pentel Mechanical Pencils 0.7mm 12pk (Stock)	11.56
	87444	09/15/2021	Pentel Lead Refills 0.5mm Pk of 3 (Stock)	2.33
	87444	09/15/2021	Pentel Lead Refills 0.7mm Pk 3 (stock)	2.33
	87444	09/15/2021	OD Hanging 1/3 Cut File Folders Legal (Stock)	6.90
	87444	09/15/2021	Pilot G2 Black Xtra Fine 0.5mm 12pk (Lab)	12.85
	87444	09/15/2021	Swingline Stapler (Stock)	8.31
	87444	09/15/2021	Avery Tab Dividers 1-25 (Chavez/Board)	42.33
	87444	09/15/2021	Magic Rub Erasers 12pk (Stock)	6.78
	87444	09/15/2021	Verbatim 32GB USB Flash Drive - 10pk (IT Dept)	54.98
	87444	09/15/2021	Sharpie White Bullet Point	14.02

Payee	Check Number	Check Issue Date	Description	Amount
	87444	09/15/2021	Sharpie Metallic Markers Pack of 6 Bronze/Gold/Silver	27.70
	87444	09/15/2021	Sharpie Fine Point White	17.81
Total OFFICE DEPOT:				1,047.77
PAN PACIFIC SUPPLY				
	87540	09/15/2021	SEAL, MECHANICAL, CARTRIDGE, SHAFT SIZE 55M, SEAL SIZE 55M, TC/C C	1,783.76 M
Total PAN PACIFIC SUPPLY:				1,783.76
PAYMENTUS GROUP INC				
	87566	09/15/2021	TRANS FEES FOR AUGUST 2021	257.50 M
Total PAYMENTUS GROUP INC:				257.50
PINNACLE TOWERS INC.				
	87445	09/15/2021	JULY TOWER RENTAL	379.05
	87445	09/15/2021	JULY TOWER RENTAL	758.09
	87445	09/15/2021	AUGUST TOWER RENTAL	758.09
	87445	09/15/2021	AUGUST TOWER RENTAL	379.05
	87445	09/15/2021	JULY TOWER RENTAL	379.05-
	87445	09/15/2021	JULY TOWER RENTAL	30.32
	87445	09/15/2021	AUGUST TOWER RENTAL	379.05-
	87445	09/15/2021	AUGUST TOWER RENTAL	30.32
	87445	09/15/2021	SEPTEMBER TOWER RENTAL	788.41
Total PINNACLE TOWERS INC.:				2,365.23
PIPE AND PLANT SOLUTIONS INC				
	87564	09/15/2021	PPE#3 DIGITAL SCANNING OF SEWER LINE	42,979.90 M
	87564	09/15/2021	RETENTION#3 DIGITAL SCANNING OF SEWER LINES	2,148.99- M
Total PIPE AND PLANT SOLUTIONS INC:				40,830.91
PLACER COUNTY LAFCO				
	87568	09/15/2021	LAFCO FEES FY21-22	7,842.99 M
Total PLACER COUNTY LAFCO:				7,842.99
PLATT ELECTRIC COMPANY				
	87446	09/15/2021	Leviton Angled Single-Gang QuickPort Wallplate, 2-Port, Color: White	15.70
Total PLATT ELECTRIC COMPANY:				15.70
PRAXAIR DISTRIBUTION INC				
	87447	09/15/2021	CYLINDER RENTALS	79.56
Total PRAXAIR DISTRIBUTION INC:				79.56
RADWELL INTERNATIONAL				
	87547	09/15/2021	Radwell Packaging - Allen Bradley Terminal Block 1492W16	61.70 M
Total RADWELL INTERNATIONAL:				61.70
RENO FORKLIFT STORAGE SYSTEMS				
	87551	09/15/2021	FORWARD-REVERSE SOLENOID	112.63 M

Payee	Check Number	Check Issue Date	Description	Amount
Total RENO FORKLIFT STORAGE SYSTEMS:				112.63
ROY SMITH COMPANY				
	87448	09/15/2021	LIQUID OXYGEN	4,664.90
	87448	09/15/2021	LIQUID OXYGEN	2,603.17
	87448	09/15/2021	LIQUID OXYGEN	629.12
	87546	09/15/2021	LIQUID OXYGEN	3,962.57 M
Total ROY SMITH COMPANY:				11,859.76
SEAL ANALYTICAL INC				
	87449	09/15/2021	2ml Sample Cups 1000/pk	129.45
	87449	09/15/2021	Reaction Segments 100/pk	267.92
	87449	09/15/2021	SHIPPING	25.00
Total SEAL ANALYTICAL INC:				422.37
SOLENIS				
	87578	09/23/2021	3 totes of K290FLX	12,842.95 M
Total SOLENIS:				12,842.95
SOUTHWEST GAS CORP.				
	87450	09/15/2021	AUG NATURAL GAS 10%	89.98
	87450	09/15/2021	AUG NATRAL GAS 90%	809.86
	87450	09/15/2021	AUG NATURAL GAS 10%	139.64
	87450	09/15/2021	AUG NATURAL GAS 90%	1,256.82
Total SOUTHWEST GAS CORP.:				2,296.30
STATE WATER RESOURCES CONTROL BOARD				
	87544	09/15/2021	OPERATOR RENEWAL	150.00 M
Total STATE WATER RESOURCES CONTROL BOARD:				150.00
TAHOE SUPPLY COMPANY LLC				
	87451	09/15/2021	Single Fold Towels	247.59
Total TAHOE SUPPLY COMPANY LLC:				247.59
TAHOE TRUCKEE DISPOSAL				
	87560	09/15/2021	AUG SLUDGE	3,620.78 M
	87560	09/15/2021	AUG CENTRIFUGE	23,711.68 M
Total TAHOE TRUCKEE DISPOSAL:				27,332.46
THATCHER COMPANY OF CA INC				
	87452	09/15/2021	CHLORINE	8,099.64
	87452	09/15/2021	CHLORINE EMPTIES	4,000.00-
	87559	09/15/2021	CHLORINE	8,099.64 M
	87559	09/15/2021	CHLORINE EMPTIES	4,000.00- M
Total THATCHER COMPANY OF CA INC:				8,199.28
THE UNION				
	87553	09/15/2021	ADVERTISEMENT 2021 CHLORINE SCRUBBER REPLACEMENT	800.72 M

Payee	Check Number	Check Issue Date	Description	Amount
Total THE UNION:				800.72
TRUCKEE DONNER PUD				
	87453	09/15/2021	AUG ELECTRIC 10%	4.48
	87453	09/15/2021	AUG ELECTRIC 90%	40.38
	87453	09/15/2021	AUG ELECTRIC 10%	5.25
	87453	09/15/2021	AUG ELECTRIC 90%	47.27
	87453	09/15/2021	AUG ELECTRIC 10%	2.73
	87453	09/15/2021	AUG ELECTRIC 90%	24.59
	87453	09/15/2021	AUG ELECTRIC 10%	7,595.59
	87453	09/15/2021	AUG ELECTRIC 90%	68,360.37
	87453	09/15/2021	AUG WATER 10%	12.69
	87453	09/15/2021	AUG WATER 90%	114.30
Total TRUCKEE DONNER PUD:				76,207.65
TRUCKEE OVERHEAD DOOR				
	87454	09/15/2021	Liftmaster 3-Button Station	130.00
Total TRUCKEE OVERHEAD DOOR:				130.00
U.S. BANK CARD DIVISION				
	9302101	09/30/2021	ADOBE IT	17.99 M
	9302101	09/30/2021	GOOGLE GSUITE	912.00 M
	9302101	09/30/2021	MICROSOFT	237.50 M
	9302101	09/30/2021	MICROSOFT	88.00 M
	9302101	09/30/2021	WEB SERVICES	7.31 M
	9302101	09/30/2021	GOTOMEETING	84.00 M
	9302101	09/30/2021	SAFETY LUNCH	84.11 M
	9302101	09/30/2021	SAFETY LUNCH	519.35 M
	9302101	09/30/2021	ZOOM	291.20- M
	9302101	09/30/2021	ZOOM	110.00 M
	9302101	09/30/2021	DECANTER	38.51 M
	9302101	09/30/2021	CRAFTSMAN SERIES TOOL CHEST	215.42 M
	9302101	09/30/2021	IPAD CASE AND SCREEN PROTECTOR	167.69 M
	9302101	09/30/2021	REFUND	219.40- M
	9302101	09/30/2021	BALLAST POND FENCE REPAIR	118.68 M
	9302101	09/30/2021	4K WIRELESS DISPLAY ADAPTOR	75.75 M
	9302101	09/30/2021	LAMINATED STEEL REKEYABLE PADLOCK	119.67 M
	9302101	09/30/2021	APPLETON EXPLOSION-PROOF 3POS SELECTOR SWITCH	673.22 M
	9302101	09/30/2021	ANNUAL SAFETY BOOTS	270.61 M
	9302101	09/30/2021	THOROGOOD WATERPROOF OVER SHOES	116.90 M
	9302101	09/30/2021	BATHROOM VENT	46.52 M
	9302101	09/30/2021	TAILONZ PNEUMATIC	14.60 M
	9302101	09/30/2021	DRILL BIT, EDGE FINISH	201.30 M
	9302101	09/30/2021	JULY PHONE BILL	71.84 M
	9302101	09/30/2021	JULY PHONE BILL	35.92 M
	9302101	09/30/2021	JULY PHONE BILL	343.81 M
	9302101	09/30/2021	JULY PHONE BILL	148.14 M
	9302101	09/30/2021	JULY PHONE BILL	33.57 M
	9302101	09/30/2021	WIRELESS MOUSE	30.30 M
	9302101	09/30/2021	PILLOW TOP ROOFTOP PIPE	479.31 M
	9302101	09/30/2021	SUPPLIES	312.17 M
	9302101	09/30/2021	PRECISIONAIRE FURNACE AIR FILTER	50.18 M
	9302101	09/30/2021	NUTONE-REPLACEMENT MOTOR ASSEMBLY	112.55 M
	9302101	09/30/2021	OUTLET BOX, T-45 RACEWAY FITTINGS	39.75 M

Payee	Check Number	Check Issue Date	Description	Amount
	9302101	09/30/2021	GAS, PRECISION MIXTURE, CHLORINE 50PPM IN NITROGEN BALANCE	316.44 M
	9302101	09/30/2021	100 MICRON SCREEN KIT	251.12 M
	9302101	09/30/2021	LADDER	701.40 M
	9302101	09/30/2021	ADVERTISING FOR MECHANIC POSITION	100.00 M
	9302101	09/30/2021	RAMNEK FOR MANHOLE 104	166.73 M
	9302101	09/30/2021	DEP OF TOXIC SUBSTANCES CONTROL VERIFICATION QUESTIONNAIRE	60.00 M
	9302101	09/30/2021	RECOVERY TANK, RADIATOR CAP	186.15 M
	9302101	09/30/2021	GAS, PRECISION MIXTURE, CHLORINE	562.90 M
	9302101	09/30/2021	HYDRAULIC COOLER	1,860.97 M
	9302101	09/30/2021	ASSESSMENTS TO THE CURRENT ELAP STANDARD	4,100.00 M
Total U.S. BANK CARD DIVISION:				13,571.78
ULINE				
	87455	09/15/2021	Deluxe Mesh Work Stool	290.24
	87455	09/15/2021	Casters for Office Chairs and Work Stools	18.40
	87455	09/15/2021	SHIPPING	39.41
Total ULINE:				348.05
UNIFIRST CORPORATION				
	87456	09/15/2021	UNIFORMS	159.25
	87456	09/15/2021	UNIFORMS	13.08
	87456	09/15/2021	UNIFORMS	65.85
	87456	09/15/2021	UNIFORMS	82.05
	87456	09/15/2021	UNIFORMS	71.03
	87456	09/15/2021	UNIFORMS	8.54
	87456	09/15/2021	UNIFORMS	107.31
	87456	09/15/2021	UNIFORMS	13.08
	87456	09/15/2021	LAUNDRY BAGS	24.31
	87456	09/15/2021	UNIFORMS	93.89
	87456	09/15/2021	UNIFORMS	82.05
	87456	09/15/2021	UNIFORMS	24.31
	87456	09/15/2021	UNIFORMS	8.54
	87456	09/15/2021	UNIFORMS	107.11
	87456	09/15/2021	UNIFORMS	13.08
	87456	09/15/2021	UNIFORMS	65.85
	87456	09/15/2021	UNIFORMS	82.05
	87456	09/15/2021	UNIFORMS	24.31
	87456	09/15/2021	UNIFORMS	8.54
	87543	09/15/2021	UNIFORMS	118.28 M
	87543	09/15/2021	UNIFORMS	13.08 M
	87543	09/15/2021	UNIFORMS	103.95 M
	87543	09/15/2021	UNIFORMS	83.18 M
	87543	09/15/2021	UNIFORMS	24.31 M
	87543	09/15/2021	UNIFORMS	8.77 M
Total UNIFIRST CORPORATION:				1,405.80
UNIVAR USA INC.				
	87457	09/15/2021	METHANOL	13,438.79
Total UNIVAR USA INC.:				13,438.79
UNIVERSAL BLOWER PAC INC				
	87458	09/15/2021	PAPER AIR ROUND FILTER 14"	1,582.50

Payee	Check Number	Check Issue Date	Description	Amount
Total UNIVERSAL BLOWER PAC INC:				1,582.50
VARIED PRODUCTS				
	87459	09/15/2021	Nitrile Large 8.5mil disposable gloves per (CASE) of 10 boxes of 100 gloves	3,038.33
Total VARIED PRODUCTS:				3,038.33
VICKY LUFRANO				
	87460	09/15/2021	BOOTS REIMBURSEMENT	180.00
	87460	09/15/2021	SEPT CELL PHONE	18.04
Total VICKY LUFRANO:				198.04
VWR SCIENTIFIC INC				
	87461	09/15/2021	1000 ppm Ammonia -N	64.88
	87461	09/15/2021	Potassium Sulfate	462.64
	87461	09/15/2021	SHIPPING	25.86
	87461	09/15/2021	MICROSCOPE SLIDES	135.60
Total VWR SCIENTIFIC INC:				688.98
WATER ENVIRONMENT FEDERATION				
	87575	09/23/2021	WEF RENEWAL /WEF ID: 01806002 /SO:000210281	502.00 M
Total WATER ENVIRONMENT FEDERATION:				502.00
Wilderness Forestry Inc				
	87462	09/15/2021	MASTICATE BRUSH PER AGREEMENT DATED 06/07/21 (PRICE NOT TO EXC	30,000.00
Total Wilderness Forestry Inc:				30,000.00
ZORO				
	87463	09/15/2021	Water Pressure Reducing Valve, 1 In. Pipe Size: 1" Connection Type: FNPT Union x FNPT Body Material: Lead Free Copper Silicon Alloy	409.06
Total ZORO:				409.06
Grand Totals:				968,100.84



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-2
Subject: Approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, (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 approval of the financial statements.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Fund 10: General Fund
Fiscal Year 2021 - 2022
Period Ending September 30, 2021

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,287,000.00	74,941.94	0.6	1,334,106.96	10.0	1,2,3
Tax Revenue - Ad Valorem	3,958,000.00	1,070.66	0.0	1,070.66	0.0	2,3
Fund Interest	40,000.00	107.93	0.3	109.10	0.3	3,4
Other Revenue	15,000.00	4,285.68	28.6	9,695.68	64.6	3,5
Temporary Discharge	25,000.00	100.00	0.4	100.00	0.4	3
TOTAL REVENUE	17,325,000.00	80,506.21	0.5	1,345,082.40	7.8	
EXPENDITURE						
Salaries & Wages	5,599,400.00	403,990.16	7.2	1,541,911.31	27.5	6
Employee Benefits	3,817,000.00	319,058.07	8.4	1,098,074.36	28.8	6
Director Fees	7,600.00	1,600.00	21.1	1,600.00	21.1	
Vehicle	51,900.00	4,159.81	8.0	6,810.44	13.1	
CSRMA Insurance	375,000.00	0.00	0.0	206,960.54	55.2	7
Professional Memberships	44,700.00	1,679.00	3.8	3,505.00	7.8	
Agency Permits & Licenses	196,000.00	7,024.36	3.6	7,024.36	3.6	
Office Expense	455,000.00	7,382.37	1.6	34,175.32	7.5	
Contractual Services	2,204,800.00	235,385.97	10.7	442,844.61	20.1	
Professional Services	990,000.00	20,000.00	2.0	130,978.01	13.2	
Conferences & Training	116,500.00	3,416.00	2.9	4,203.00	3.6	
Utilities	1,010,200.00	73,444.18	7.3	211,170.44	20.9	
Supplies, Repairs & Maintenance	1,091,500.00	65,770.55	6.0	178,322.85	16.3	
TOTAL EXPENDITURE	15,959,600.00	1,142,910.47	7.2	3,867,580.24	24.2	
NET INCOME	1,365,400.00			(2,522,497.84)		
Unfunded Accrued Liability	1,044,000.00			1,023,078.00	98.0	8

*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% - 1/2022, 40% 5/2022 and 5% 7/2022.
- 3 – All revenue is accrued at Fiscal Year-End according to accrual-based accounting method and cash basis throughout the year.
- 4 – Interest on LAIF balances is received and recorded quarterly (10/2021, 1/2022, 4/2022 and 7/2022).
- 5 – Other Revenue includes rebates, billings and surplus items sold. Currently there is \$6,030 in laboratory revenue, \$3,200 for CSRMA rebate and \$451 US Bank rebate.
- 6 – Timing difference: Payroll expense is recognized on pay date, except for Fiscal Year-End in which it is accrued according to the accrual-based accounting method. Payroll Fiscal YTD includes yearly vacation payouts.
- 7 – CSRMA insurance includes annual property insurance. Pooled liability insurance is expected later in the year.
- 8 – CalPERS UAL payment of \$1,023,078 was paid in July 2021.



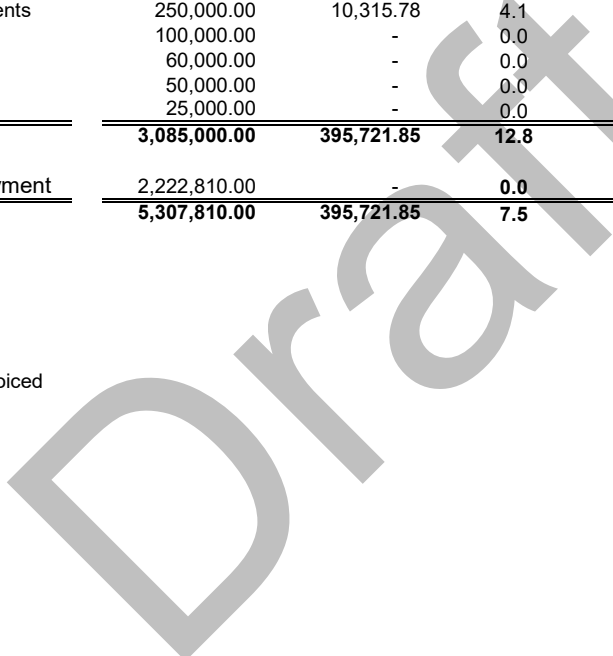
Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2021 - 2022
 Period Ending September 30, 2021

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Barscreens, Washers, Compactors	2,600,000.00	385,406.07	14.8	629,843.89	24.2	1
Digester & Plant Heating Improvements	250,000.00	10,315.78	4.1	18,009.83	7.2	1
Effluent Flow Meter Installation	100,000.00	-	0.0	-	0.0	2
Manlift	60,000.00	-	0.0	-	0.0	2
Influent Flow Meter Installation	50,000.00	-	0.0	-	0.0	3
Operations and Maintenance Carts	25,000.00	-	0.0	-	0.0	3
SUB TOTAL	3,085,000.00	395,721.85	12.8	647,853.72	21.0	
Allocation of 73.2% of Bond Payment	2,222,810.00	-	0.0	-	0.0	
TOTAL	5,307,810.00	395,721.85	7.5	647,853.72	12.2	

*25% of the fiscal year has elapsed

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY22
- (6) Project cancelled





Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2021 - 2022
 Period Ending September 30, 2021

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Chlorine Scrubber Replacement	1,000,000.00	800.72	0.1	8,648.31	0.9	1
Plant Coating Improvements	500,000.00	219,901.50	44.0	291,589.34	58.3	1
Wasting Pumps Upgrade	350,000.00	0.00	0.0	0.00	0.0	6
Lime System Improvements	150,000.00	0.00	0.0	0.00	0.0	5
Facility Asphalt Sealing	100,000.00	97,435.26	97.4	97,435.26	97.4	4
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	3
SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	2
Telephone Upgrade	50,000.00	0.00	0.0	0.00	0.0	2
Arc Flash Study/Breaker Replacement	45,000.00	0.00	0.0	0.00	0.0	2
Filter Press Pump VFD Replacement	45,000.00	0.00	0.0	0.00	0.0	3
IT Server Replacement	40,000.00	0.00	0.0	0.00	0.0	2
Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Polyblend Thickener	35,000.00	0.00	0.0	0.00	0.0	3
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0	2
MPPS VFD	30,000.00	0.00	0.0	0.00	0.0	3
Lab Equipment Replacement	25,000.00	0.00	0.0	0.00	0.0	2
BNR Blower Replacement	25,000.00	0.00	0.0	34,512.03	138.0	4
Portable Welder Replacement	25,000.00	0.00	0.0	0.00	0.0	3
Vehicle Replacement*	0.00	0.00	0.0	9,938.93	0.0	4
Facilities Security System**	0.00	0.00	0.0	12,160.50	0.0	1
Chiller Replacement***	0.00	0.00	0.0	3,829.80	0.0	4
SUB TOTAL	2,620,000.00	318,137.48	12.1	458,114.17	17.5	
Allocation of 26.8% of Bond Payment	813,816.00	0.00	0.0	0.00	0.0	
TOTAL	3,433,816.00	318,137.48	9.3	458,114.17	13.3	

*25% of the fiscal year has elapsed

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY22
- (6) Project cancelled

*Vehicle Replacement - Unit was budgeted for and expected to be received in FY21; however, the unit was not physically delivered or invoiced until FY22.

**Facilities Security System - Project is in process, was originally budgeted for FY21.

***Chiller Replacement - Project was mostly completed in FY21; however, punch list was completed in FY22.

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2021

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	115,764.65
99-00-0101-000	CASH - USB SERVICE CHARGE	73,355.80
99-00-0102-000	CASH - US BANK TAX REV	13,203.25
99-00-0103-000	CASH - US BANK WWCRF	228,717.26
99-00-0104-000	CASH - WELLS FARGO PAYROLL	148,665.32
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	612,395.91
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	38,412,824.67
		<hr/>
	TOTAL COMBINED CASH	39,605,526.86
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(39,605,526.86)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	19,661,385.35
6	ALLOCATION TO R. R. & UPGRADE FUND	8,416,809.47
7	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,270,732.02
10	ALLOCATION TO GENERAL FUND	4,256,600.02
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	39,605,526.86
	ALLOCATION FROM COMBINED CASH FUND - 99	(39,605,526.86)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

[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	22.229205	662,665.614	\$14,730,530.20
Total			\$14,730,530.20

[Download to Excel](#)

California State Treasurer
Fiona Ma, CPA



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

October 04, 2021

[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 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/14/2021	9/14/2021	RD	1684668	1644891	MICHELLE MACKEY	840,000.00
9/23/2021	9/23/2021	RW	1685256	1645480	MICHELLE MACKEY	-400,000.00

Account Summary

Total Deposit:	840,000.00	Beginning Balance:	37,972,824.67
Total Withdrawal:	-400,000.00	Ending Balance:	38,412,824.67



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-3
Subject: Approval of Progress Pay Estimate No. 5 for the 2021 Plant Painting project

Background

The 2021 Plant Painting project builds on the recent painting projects of 2016, 2018, and 2020. These projects entail repairing areas of the water reclamation plant that are corroding using a strategic phased approach to extend the expected service life of the various facilities involved. The focus of this phase is to rehabilitate and recoat Secondary Clarifier No. 2 and Stripper Basin No. 58.

Through this pay period, the contractor completed approximately 96% of the work as detailed on Progress Pay Estimate No. 5.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 5 would yield a payment to the contractor of \$92,488.96.


Attachments

Progress Pay Estimate No. 5.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 5 for the 2021 Plant Painting project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



**Tahoe-Truckee Sanitation Agency
2021 Plant Painting Project**

GL Code: 06-09-15001

GL Description: Plant Coating Improvements

Progress Pay Estimate No. 5

August 29, 2021 to September 28, 2021

OWNER:

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

CONTRACTOR:

Euro Style Management
3600 Madison Ave #51B
North Highlands, CA 95660

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	General: The total lump sum, including all labor, materials, equipment, and tools for mobilization.	\$20,000.00	1	LUMP SUM	\$20,000.00	100.00%	\$20,000.00
2	General: The total lump sum, including all labor, materials, equipment, and tools for demobilization.	\$10,000.00	1	LUMP SUM	\$10,000.00	0.00%	\$0.00
3	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Stripper Basin No. 58.	\$6,000.00	1	LUMP SUM	\$6,000.00	100.00%	\$6,000.00
4	Work Area #1, Stripper Basin No. 58: The total lump sum for all labor, materials, equipment and tools to remove, dispose of, replace, and coat two (2) existing 12" diameter pipes and related fittings in Stripper Basin No. 58; limits of removal as shown in the contract drawings.	\$8,000.00	1	LUMP SUM	\$8,000.00	100.00%	\$8,000.00
5	Work Area #1, Stripper Basin No. 58: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Stripper Basin No. 58.	\$40,000.00	1	LUMP SUM	\$40,000.00	100.00%	\$40,000.00
6	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Stripper Basin No. 58.	\$4,000.00	1	LUMP SUM	\$4,000.00	100.00%	\$4,000.00
7A	Work Area #1, Stripper Basin No. 58: Perform welding repairs as directed by Agency. This bid item shall include four (4) hours of welding and \$250 for material (see Technical Specifications, Section 05 05 00 for more information).	\$200.00	4	HOURS	\$800.00	100.00%	\$800.00
7B		\$250.00	1	LUMP SUM	\$250.00	100.00%	\$250.00
8	Work Area #1, Stripper Basin No. 58: The unit price per hour for grinding work in Stripper Basin No. 58.	\$80.00	6	HOURS	\$480.00	100.00%	\$480.00
9	Work Area #1, Stripper Basin No. 58: The unit price to replace bolts and nuts on the inner and outer influent wells in Stripper Basin No. 58 and as described in the contract documents.	\$30.00	216	EACH	\$6,480.00	100.00%	\$6,480.00
10	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating from specified items in Stripper Basin No. 58.	\$68,000.00	1	LUMP SUM	\$68,000.00	100.00%	\$68,000.00
11	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor materials, equipment, and tools to apply the specified coatings to specified items in Stripper Basin No. 58.	\$40,000.00	1	LUMP SUM	\$40,000.00	95.00%	\$38,000.00
12	Work Area #1, Stripper Basin No. 58: The unit price per linear foot for caulking in Stripper Basin No. 58.	\$16.00	100	L.F.	\$1,600.00	100.00%	\$1,600.00
13	Work Area #1, Stripper Basin No. 58: Extended two (2) year warranty for coating systems applied by contractor in Stripper Basin No. 58 and in accordance with the Contract Documents.	\$5,000.00	1	LUMP SUM	\$5,000.00	0.00%	\$0.00
14	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Secondary Clarifier No. 2.	\$6,000.00	1	LUMP SUM	\$6,000.00	100.00%	\$6,000.00

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
15	Work Area #2, Secondary Clarifier No. 2: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Secondary Clarifier No. 2.	\$48,000.00	1	LUMP SUM	\$48,000.00	100.00%	\$48,000.00
16	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Secondary Clarifier No. 2.	\$9,800.00	1	LUMP SUM	\$9,800.00	100.00%	\$9,800.00
17A	Work Area #2, Secondary Clarifier No. 2: Perform welding repairs as directed by Agency. This bid item shall include four (4) hours of welding and \$250 for material (see Technical Specifications, Section 05 05 00 for more information).	\$200.00	4	HOURS	\$800.00	100.00%	\$800.00
17B		\$250.00	1	LUMP SUM	\$250.00	100.00%	\$250.00
18	Work Area #2, Secondary Clarifier No. 2: The unit price per hour for grinding work in Secondary Clarifier No. 2.	\$80.00	6	HOURS	\$480.00	100.00%	\$480.00
19	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating from items specified in Secondary Clarifier No. 2.	\$110,000.00	1	LUMP SUM	\$110,000.00	100.00%	\$110,000.00
20	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to apply the specified coatings to specified items in Secondary Clarifier No. 2.	\$60,000.00	1	LUMP SUM	\$60,000.00	100.00%	\$60,000.00
21	Work Area #2, Secondary Clarifier No. 2: The unit price per linear foot for caulking in Secondary Clarifier No. 2.	\$16.00	100	L.F.	\$1,600.00	100.00%	\$1,600.00
22	Work Area #2, Secondary Clarifier No. 2: Extended two (2) year warranty for coating systems applied by contractor in Secondary Clarifier No. 2 and all-in accordance with the Contract Documents.	\$5,000.00	1	LUMP SUM	\$5,000.00	0.00%	\$0.00
CM No. 1	Contract Modification No. 1	\$7,819.46	1	LUMP SUM	\$7,819.46	100.00%	\$7,819.46
CM No. 2	Contract Modification No. 2	\$41,771.50	1	LUMP SUM	\$41,771.50	100.00%	\$41,771.50
CM No. 3	Contract Modification No. 3	\$3,756.80	1	LUMP SUM	\$3,756.80	100.00%	\$3,756.80
TOTAL					\$505,887.76		\$483,887.76

TOTAL EARNED TO DATE:	\$483,887.76
5% TOTAL RETENTION TO DATE:	\$24,194.39
TOTAL AMOUNT PREVIOUSLY PAID:	\$367,204.41
TOTAL AMOUNT DUE CONTRACTOR:	\$92,488.96

ACCEPTED BY:
Euro Style Management

BY:

DATE:

Lilka Bugriyev
10/1/2021

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 6 for the 2020 Headworks Improvements project

Background

The 2020 Headworks Improvements project entails retrofitting the existing headworks facility with new mechanical screens and a set of new redundant washer-compactor units. Also, a new flow control structure is being constructed upstream of the headwork facility complete with flow control gates, interconnecting piping, and other features. This structure will enhance the ability of the Agency's Operations Department to fully combine, split, and shave all raw sewage flows and recycle streams as they enter the plant.

Through this pay period, the contractor completed approximately 75% of the work as detailed on Progress Pay Estimate No. 6.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 6 would yield a payment to the contractor of \$589,011.61.


Attachments

Progress Pay Estimate No. 6.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 6 for the 2020 Headworks Improvements project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2020 Headworks Improvements Project
GL Code: 02-10-1700-001
GL Description: Barscreens, Washers, Compactors

Progress Pay Estimate No. 6

August 29, 2021 to September 28, 2021

OWNER:

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

CONTRACTOR:

K.G. Walters Construction Co., Inc.
 P.O. Box 4359
 Santa Rosa, CA 95403

A	B	C	D	E	F
Item No.	Description of Work	Schedule Value	Total Completed and Stored to Date	% (D/C)	Retainage

BID ITEM 1 UPSTREAM DIVERSION STRUCTURE

2	Testing	\$ 2,790.00	\$ 2,790.00	100.00%	\$ 139.50
3	01 57 28 Mobilize Bypass Materials	\$ 6,259.00	\$ 6,259.00	100.00%	\$ 312.95
4	03 30 01 - Fabricate & Deliver Rebar	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
5	05 12 00 - Fabricate & Deliver Metals	\$ -	\$ -	100.00%	\$ -
6	33 05 01.07 - Fabricate & Deliver RCP	\$ 12,979.70	\$ 12,979.70	100.00%	\$ 648.99
7	35 20 16.25 - Fabricate & Deliver Slide Gates	\$ 8,660.00	\$ 8,660.00	100.00%	\$ 433.00
8	Onsite Mobilization 5/3/21	\$ 12,500.00	\$ 12,500.00	100.00%	\$ 625.00
9	Pothole	\$ 1,500.00	\$ 1,500.00	100.00%	\$ 75.00
10	Remove Site Surfacing for Excavation	\$ 2,500.00	\$ 2,500.00	100.00%	\$ 125.00
11	Support 33" RS, Excavate for Structure, prep subgrade	\$ 28,000.00	\$ 28,000.00	100.00%	\$ 1,400.00
12	Rebar for UDS Slab	\$ -	\$ -	100.00%	\$ -
13	Construct UDS Slab	\$ 12,000.00	\$ 12,000.00	100.00%	\$ 600.00
14	Form Walls @ UDS - Set Wall Spoil	\$ 20,000.00	\$ 20,000.00	100.00%	\$ 1,000.00
15	Wall Rebar @ UDS	\$ -	\$ -	100.00%	\$ -
16	Cast Walls @ UDS	\$ 15,500.00	\$ 15,500.00	100.00%	\$ 775.00
17	Strip Walls @ UDS	\$ 4,500.00	\$ 4,500.00	100.00%	\$ 225.00
18	Form Deck @ UDS	\$ 10,000.00	\$ 10,000.00	100.00%	\$ 500.00
19	Set Hatch/Metals in UDS Deck	\$ 2,500.00	\$ 2,500.00	100.00%	\$ 125.00
20	Cast Deck @ UDS	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
21	Strip Deck @ UDS	\$ 4,000.00	\$ 4,000.00	100.00%	\$ 200.00
22	Plug & Patch UDS	\$ 3,500.00	\$ 3,500.00	100.00%	\$ 175.00
23	Shutdown 36" RS & Install Temp Bulkhead in PDS	\$ 8,000.00	\$ 8,000.00	100.00%	\$ 400.00
24	Demo Wall section of PDS	\$ 4,500.00	\$ 4,500.00	100.00%	\$ 225.00
25	Install new 36" between UDS and PDS	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 750.00
26	Construct Pipe Collar @ PDS	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 750.00
27	Grout Flowline @ UDS	\$ 4,000.00	\$ 4,000.00	100.00%	\$ 200.00
28	Install Gates and Frames at UDS	\$ 10,000.00	\$ 10,000.00	100.00%	\$ 500.00

29	Install Bypass System	\$ 11,656.40	\$ 11,656.40	100.00%	\$ 582.82
30	Cut out section of 33" RS, Remove Bulkhead @ PDS	\$ 5,000.00	\$ 5,000.00	100.00%	\$ 250.00
31	Backfill 36" RS & UDS	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
32	Restore Upstream Diversion Structure site surfacing	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
33	Punchlist	\$ 1,654.90	\$ -		\$ -

BID ITEM 2 HEADWORKS BUILDING

35	Testing	\$ 14,220.00	\$ 12,798.00	90.00%	\$ 639.90
36	03 30 01 - Fabricate & Deliver Rebar	\$ 10,800.00	\$ 10,260.00	95.00%	\$ 513.00
37	05 12 00 - Fabricate & Deliver Metals	\$ 71,925.63	\$ 70,487.12	98.00%	\$ 3,524.36
38	08 11 00 - Fabricate & Deliver HM Doors	\$ 13,801.88	\$ 10,351.41	75.00%	\$ 517.57
39	08 30 00 - Fabricate & Deliver OH Door	\$ 14,515.00	\$ -		\$ -
40	08 41 13 - Fabricate & Deliver Windows	\$ 3,744.00	\$ 3,744.00	100.00%	\$ 187.20
41	08 45 00 - Fabricate & Deliver Skylight Assembly	\$ 32,523.00	\$ -		\$ -
42	23 31 16.16 - Fabricate & Deliver FRP Ductwork	\$ 76,000.00	\$ -		\$ -
43	23 34 02 - Fabricate & Deliver HVAC	\$ 88,000.00	\$ -		\$ -
44	35 20 16.25 - Fabricate & Deliver Slide Gates	\$ 17,320.00	\$ 15,155.00	87.50%	\$ 757.75
45	40 27 00 - Fabricate & Deliver Process Pipe	\$ 14,487.78	\$ 13,763.39	95.00%	\$ 688.17
46	44 42 25.02 - Fabricate & Deliver Pre-Engineered Aluminum Covers	\$ 18,483.69	\$ -		\$ -
47	44 42 30 - Fabricate & Deliver Screening System	\$ 585,281.77	\$ 526,753.59	90.00%	\$ 26,337.68
48	Onsite Mobilization 5/3/21	\$ 110,950.00	\$ 110,950.00	100.00%	\$ 5,547.50
49	SJE Mobilization	\$ 20,000.00	\$ 20,000.00	100.00%	\$ 1,000.00
50	JLCS Mobilization	\$ 4,500.00	\$ 4,500.00	100.00%	\$ 225.00
51	Saw-Cut & Demo AC	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
52	Pothole 8" TWAS & utilities	\$ 5,000.00	\$ 5,000.00	100.00%	\$ 250.00
53	Relocate 8" TWAS	\$ 37,000.00	\$ 37,000.00	100.00%	\$ 1,850.00
54	Demo Existing Stair and landings	\$ 10,070.00	\$ 10,070.00	100.00%	\$ 503.50
55	Excavate for Building Extension & prep subgrade	\$ 38,000.00	\$ 38,000.00	100.00%	\$ 1,900.00
56	Form Masonry Wall Footing	\$ 24,000.00	\$ 24,000.00	100.00%	\$ 1,200.00
57	Rebar for Masonry Wall Footing	\$ -	\$ -	100.00%	\$ -
58	Cast Masonry Wall Footing	\$ 18,000.00	\$ 18,000.00	100.00%	\$ 900.00
59	Masonry Wall to Above Grade	\$ -	\$ -	100.00%	\$ -
60	Backfill Masonry Wall to Subgrade	\$ 32,000.00	\$ 32,000.00	100.00%	\$ 1,600.00
61	Underslab Drain Piping to Existing Channel	\$ 16,000.00	\$ 16,000.00	100.00%	\$ 800.00
62	Underslab Electrical	\$ 40,000.00	\$ 40,000.00	100.00%	\$ 2,000.00
63	Prep Slab Subgrade - Cast Post Ftg.	\$ 25,000.00	\$ 25,000.00	100.00%	\$ 1,250.00
64	Rebar for New Building Slab	\$ -	\$ -	100.00%	\$ -
65	Cast & Finish New Building Slab	\$ 20,000.00	\$ 20,000.00	100.00%	\$ 1,000.00
66	Complete Masonry Walls	\$ -	\$ -	100.00%	\$ -
67	Install Metals in Masonry Wall	\$ 18,000.00	\$ 18,000.00	100.00%	\$ 900.00
68	Support Existing Roof Structure	\$ 50,000.00	\$ 50,000.00	100.00%	\$ 2,500.00
69	Demo Existing Roof	\$ 25,000.00	\$ 25,000.00	100.00%	\$ 1,250.00

70	Demo Masonry Wall	\$ 12,000.00	\$ 12,000.00	100.00%	\$ 600.00
71	Install New Roof Framing, grout beam pockets	\$ 50,000.00	\$ 50,000.00	100.00%	\$ 2,500.00
72	Metal Deck at Roofing	\$ 18,000.00	\$ 18,000.00	100.00%	\$ 900.00
73	Lead Abatement	\$ 2,996.00	\$ 2,996.00	100.00%	\$ 149.80
74	Masonry Wall Coating	\$ 22,550.00	\$ -		\$ -
75	Install New Roof Curb	\$ 4,000.00	\$ 4,000.00	100.00%	\$ 200.00
76	Insulation at top of Masonry Wall	\$ 5,591.00	\$ -		\$ -
77	Install New Roof Drain Piping	\$ 9,000.00	\$ 450.00	5.00%	\$ 22.50
78	Install New Roof Membrane	\$ 26,898.00	\$ 26,898.00	100.00%	\$ 1,344.90
79	Install Fascia Panels	\$ 26,500.00	\$ -		\$ -
80	Install OH Door	\$ -	\$ -		\$ -
81	Install Windows	\$ -	\$ -	100.00%	\$ -
82	Install New/Replaced Man Doors	\$ 10,000.00	\$ 2,000.00	20.00%	\$ 100.00
83	Rough in Electrical above grade	\$ 95,000.00	\$ 80,750.00	85.00%	\$ 4,037.50
84	Install New Electrical Gear	\$ 105,000.00	\$ 100,500.02	95.71%	\$ 5,025.00
85	Pull Wires & Test	\$ 17,000.00	\$ 8,500.00	50.00%	\$ 425.00
86	Furnish & Install Lighting	\$ 20,000.00	\$ 9,564.00	47.82%	\$ 478.20
87	Electrical Start-Up & Testing	\$ 10,000.00	\$ -		\$ -
88	Demolish Existing Channel Features	\$ 20,000.00	\$ 8,000.00	40.00%	\$ 400.00
89	Install New Slide & Stop Gates @ West Channel	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
90	Install New West Screen	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 750.00
91	Install New Washer Compactors	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 750.00
92	Install New Sluice and Tie into washers & screen	\$ 5,000.00	\$ 5,000.00	100.00%	\$ 250.00
93	Modify 2W piping	\$ 8,000.00	\$ -		\$ -
94	Start-Up & Test New Screening System	\$ 1,000.00	\$ -		\$ -
95	Isolate and Clean East Channels	\$ 1,500.00	\$ -		\$ -
96	Remove Existing Screens, Conveyors & Appurtenances	\$ 17,000.00	\$ 8,500.00	50.00%	\$ 425.00
97	Demo East Channel Appurtenances	\$ 15,000.00	\$ -		\$ -
98	East Channel Concrete Mods	\$ 38,000.00	\$ -		\$ -
99	Install New Slide & Stop Gates	\$ 7,000.00	\$ -		\$ -
100	Extend Sluice to East Channel	\$ 3,000.00	\$ -		\$ -
101	Install New East Screen	\$ 12,000.00	\$ -		\$ -
102	Install Pre-Engineered Aluminum Covers	\$ 10,000.00	\$ -		\$ -
103	Start-UP & Test East Screen	\$ 1,000.00	\$ -		\$ -
104	Prep Subgrade for Landings & Paving	\$ 10,000.00	\$ 10,000.00	100.00%	\$ 500.00
105	Form & Cast Landings	\$ 19,000.00	\$ 19,000.00	100.00%	\$ 950.00
106	Install Metal Stair & Landing	\$ 10,000.00	\$ 9,700.00	97.00%	\$ 485.00
107	Install Ladder	\$ 4,500.00	\$ -		\$ -
108	Install Handrail	\$ 6,000.00	\$ -		\$ -
109	Core Hole For OA Piping	\$ 1,500.00	\$ -		\$ -
110	Install OA pipe & Supports along exterior wall	\$ 22,000.00	\$ -		\$ -
111	Insulate OA Pipe	\$ 24,316.00	\$ -		\$ -
112	Pave Site	\$ 15,725.00	\$ 15,725.00	100.00%	\$ 786.25
113	Touch-Up Paint	\$ -	\$ -		\$ -

114	Install HVAC Gear	\$ 23,500.00	\$ -		\$ -
115	Start-Up & Test HVAC Gear	\$ 8,500.00	\$ -		\$ -
116	Install New Skylight System	\$ -	\$ -		\$ -
117	Punchlist	\$ 2,301.25	\$ -		\$ -
	Change Order 1	\$ 5,021.87	\$ 5,021.87	100%	\$ 251.09
	Change Order 2	\$ 3,789.26	\$ 3,789.26	100%	\$ 189.46
TOTAL		\$ 2,477,811.13	\$ 1,849,571.76	74.65%	\$ 92,478.59

TOTAL EARNED TO DATE:	\$ 1,849,571.76
5% TOTAL RETENTION TO DATE:	\$ 92,478.59
TOTAL AMOUNT PREVIOUSLY PAID:	\$ 1,168,081.56
TOTAL AMOUNT DUE CONTRACTOR:	\$ 589,011.61

ACCEPTED BY:
K.G. Walters Construction Co., Inc.

BY: 

DATE: 10/5/21

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: _____

DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Report from September 15, 2021 closed session meeting

Background

At the conclusion of the closed session discussion at the September 15, 2021 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

There was no action taken during closed session meeting.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the September 15, 2021 closed session meeting.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: V-2
Subject: Approval of the minutes of the regular Board meeting on September 15, 2021 and special Board meeting on October 11, 2021

Background

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

Fiscal Impact

None.


Attachments

- Minutes of the regular Board meeting on September 15, 2021.
- Minutes of the special Board meeting on October 11, 2021.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on September 15, 2021 and special Board meeting on October 11, 2021.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

September 15, 2021

I. Call to Order:

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

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

Directors Absent: David Smelser, ASCWD

Staff Present: LaRue Griffin, 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 Pallante, Maintenance Manager
Richard P. Shanahan, Agency Counsel
Paul Shouse, Maintenance Department
Luke Swann, Maintenance Department
Mike Smith, Engineering Department
Aaron Carlsson, Engineering Department
Trevor Shamblin, Engineering Department
Jason Hays, Operations Department

II. Public Comment.

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

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries. New hire Mr. Trevor Shamblin, Assistant Engineer, introduced himself to the Board of Directors, whom welcomed him.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 1 for the 2021 Asphalt Sealing project.
4. Approval of Progress Pay Estimate No. 3 for the 2020 Digital Scanning of Sewer Lines project.
5. Approval of Change Order No. 3 for the 2021 Plant Painting project.
6. Approval of Progress Pay Estimate No. 4 for the 2021 Plant Painting project
7. Approval of Progress Pay Estimate No. 5 for the 2020 Headworks Improvements project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Appointment of Agency Board President and Vice President.

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

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval of the minutes of the regular Board meeting on August 18, 2021.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on August 18, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval to award the Pretreatment Program Review Services.

MOTION by Director Lewis **SECOND** by Director Wilkins to award the Pretreatment Program Review Services to Carollo Engineers, Inc. and authorize the General Manager to negotiate an agreement up to \$123,000; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Discussion of Administrative Building front entry landscape plan.

Mr. Griffin provided the Board of Directors with a review of the Administrative Building front entry landscape improvements per the 75% design plans as submitted by High West Landscape Architects and requested feedback for potential modifications prior to finalizing plans. Directors Cox and Lewis were pleased to see curb appeal renovations, as it has remained the same since 1975. They both also praised the idea of artificial turf surrounding the pond area and suggested it around the perimeter of the entry with additional zero scape to include boulders as well.

Directors Wilkins and Tresan were also in agreement with the upgrades. Director Tresan added that he would like to see additional parking and perhaps explanatory signage near the pond explaining that it used sewage and how it is now clean “2” water. Director Lewis also requested an updated Agency signage be included in the design scope. Direction was given to return with an updated set of plans to include their feedback at the following Board meeting before proceeding with the work.

5. Discussion of potential alternative disinfection processes.

The Board of Directors had no information to discuss and decided to discuss again after the completion of the Master Sewer Plan.

No action was taken by the Board.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that waste discharge requirements were met for the month. Laboratory Director, Jason Hays, provided an overview of previous months reporting events, International Accreditation Service assessment, and approaching Laboratory modernizations. Mr. Peak thanked Operations and Lab staff for recent work during new twelve-hour shifts, fire season and Covid.

Mr. Pallante provided an update on current and past projects for the maintenance department. He thanked staff for doing a great job in saving the Agency money on being able build and install the cake conveyor intermediate bearing.

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

Mrs. Sublet provided an update on current and past projects for the administration department. She also thanked her staff for their hard work the last three months with a new manager, and during the recent pre-audit.

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided an update on the status of various ongoing projects, none of which required action by the Board. He thanked Mrs. Lufrano for ongoing work on the Agency HRA and Mrs. Chavez for recent work with an update to Board packets.

No action was taken by the Board.

VII. Board of Directors Comment

Director Lewis, Wilkins, and Tresan thanked staff for their work with all the challenges through the rough summer, as they did a great job.

Director Cox and Wilkins confirmed with Mr. Peak that the plant had the lowest August average flows in five years.

Director Lewis thanked Director Cox for his years of service as Board President, and he has done a great job. Director Cox stated that although it has not been easy, he has enjoyed it.

The Board went into closed session with legal counsel and Mr. Griffin at 11:20 AM.

MOTION by Director Lewis **SECOND** by Director Wilkins to move into closed session; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

VIII. Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session for public employee performance evaluation of the General Manager.

IX. Adjournment

There being no further business, the meeting was adjourned at 12:40 PM.

LaRue Griffin
Secretary to the Board

Approved: _____

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

October 11, 2021

I. Call to Order:

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

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

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Michael Peak, Operations Manager
Andrew Ramos, Agency Counsel
Joan Pugh-Newman, Agency Counsel

Public Present: Nancy Chuba-Barker

II. Public Comment.

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

III. Closed Session

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

The Board went into closed session with legal counsel at 9:31 AM.

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

IV. Regular Agenda

1. Report from October 11, 2021 closed session meeting.

Director Wilkins stated there was nothing to report from the October 11, 2021 closed session meeting.

V. Adjournment

MOTION by Director Cox **SECOND** by Director Smelser to adjourn the special Board of Directors meeting; unanimously approved. There being no further business, the meeting was adjourned at 1:58 PM.

Motion passed.

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-3
Subject: Consider establishing standing Finance Committee

Background

At the September Board of Directors meeting, an inquiry on potentially establishing a standing Finance Committee was presented to the Board of Directors. This agenda item was created to have further discussion on the inquiry.

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

Additionally, the Finance Committee could perform other functions:

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

Should a standing Finance Committee be established, it is recommended the following be determined:

Committee Scope

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

Committee Members

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

Committee Meeting

- Staff recommends a monthly committee meeting be held the week before the regular Board of Directors meeting.
- Staff recommends the committee meeting have an agenda and be open to the public.
- Staff recommends committee meeting minutes be maintained.

The majority of TTSA member districts have a finance committee and it would be beneficial to TTSA to also have a finance committee. The committee would require additional efforts from the administrative department but is manageable. There are staff concerns with the preparation of financial statements for the committee meeting a week before the regular Board of Directors meeting when the beginning of the month commences on a Wednesday as this shortens the financial statements preparation period.

Fiscal Impact

Board of Director fees for committee service.

Attachments

None.

Recommendation

Management and staff request direction on establishing a standing Finance Committee.

Review Tracking

Submitted By:  _____
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-4
Subject: Discussion of content and organization of board packets

Background

At the September Board of Directors meeting, there was Director comment on the impacts of waiting until the Board of Directors meeting to approve progress pay estimates and change orders as it could potentially impact progress to public works construction projects. There was also comment regarding level of detail of the board packets. This agenda item was created to have a discussion to receive direction on the content and organization of the board packets.

Progress Pay Estimates

There is no current requirement to present the progress payments to the Board for individual approval action as the Board has previously awarded the public works contract for construction and the contract defines how the contractor will be paid for work completed. The Board can choose to include the progress pay estimates, along with other payables, in the fund warrants for approval and have the General Manager provide project updates.

Construction Contract Change Orders

Currently, the General Manager is authorized to approve certain construction contract change orders in accordance with Resolution No. 7-2015:

1. *The Board of Directors authorizes and delegates to the General Manager the authority and responsibility to approve the following types of construction contract change orders:*
 - a. *Any change order that reduces or does not result in any change to the contract 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 contract totaling in excess of 60 days.*
 - c. *Any change order or change orders for a contract that increase the contract price by a cumulative net amount of less than \$25,000.*
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 proposed change order beyond the delegated authority in section 1 requires the approval of the Board of Directors.*

Since adoption of Resolution No. 7-2015, there have been minimal instances when the change order exceeded the authorities defined above. Should the Board of Directors wish to amend the General Manager approval authority for change orders, management recommends the change order cumulative net increase amount (1.c above) be increased to the greater value of \$50,000 or 20% of the construction contract amount.

Board Packet Detail

Management currently prepares the board packets to provide supporting documentation and detail it feels necessary for the corresponding agenda item. Depending on the agenda items and supporting documentation, packets can often become large documents. The Board may direct and define the requested level of detail per agenda category (e.g. consent agenda, regular agenda, management team reports, etc.) and staff will provide accordingly.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management and staff request direction on content and organization of board packets.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-5
Subject: Discussion of in-person Board of Directors meeting

Background

At the July Board of Directors meeting, there was direction to return to in-person Board of Director meetings as Governor Gavin Newsom rescinded COVID-19 and related Executive Orders and the State of California retired the “Blueprint for a Safety Economy” commencing in August.

The day after the September 15 Board of Directors meeting, the California State legislators approved Assembly Bill 361 (AB 361) which amends the rules for teleconference meetings (phone and virtual) under the Brown Act. The bill remains in effect until January 1, 2024.

Currently, the Brown Act provides authorization for local agency boards to meet by teleconference to include:

- Each teleconference location must be specifically identified in the regular meeting notice and agenda.
- The meeting notice and agenda must be posted at each teleconference location.
- Each teleconference site must be accessible to the public and provide opportunity for the public to make comments and hear the meeting at each site.
- At least a quorum of the members must participate from locations within the boundaries of the agency’s territory.

In addition to the current requirements for teleconferencing meetings as listed above, AB 361 allows local agency boards to conduct meetings by teleconference subject to modified rules during a State-proclaimed state of emergency when either (1) social distancing measures are required or recommended by state or local officials, or (2) the governing board determines meeting in person would present imminent risks to the health or safety of attendees.

The modified teleconference procedures include the following:

- Members of the local agency board may participate from any location (e.g., waiving the requirement that a quorum of board members participate in the meeting within the jurisdictional boundaries of the agency).
- No requirement that each teleconferenced location be accessible to the public or provide an opportunity for members to make in-person public comment.
- The notice and agenda do not need to identify each site where local agency board members will be teleconferencing from, nor does the agenda need to be posted at each teleconference site.

In addition, AB 361 requires local agency boards to take specific actions that protect the public's right to participate including:

- The meeting notice and agenda must contain all information related to remote participation, including how the public can access the meeting and offer public comment by call-in option, internet-based option or both.
- The board cannot require the public to register or sign-in in with the local agency prior to making public comment, but the board may require registration with a third-party online-platform used to host the meeting.
- The board must allow a reasonable amount of time for public comment when public comment is taken separately for each agenda item, or, for boards that provide a timed window for public comment, the board must allow the timed window to expire before closing public comment.
- All meetings held by teleconference, whether under existing rules, executive order, or under AB 361, require a roll call vote for each action taken.
- If technological issues arise during a meeting that prevent the broadcasting of the meeting and the public's ability to make comment, the board must stop the meeting and resolve the issue prior to taking any further action.

Local agency boards must take certain actions in order to conduct a meeting pursuant to AB 361. A prerequisite to use of the AB 361 teleconference procedure is that there is a declared state of emergency. "State of emergency" means the "existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions such as ... epidemic...or disease," which conditions empower the Governor, or in his or her absence, the Director of the Office of Emergency Services, to declare a state of emergency. When such a state of emergency exists, a board may hold a meeting by teleconference in three specific circumstances: (1) when state or local officials have imposed or recommend measures to promote social distancing; (2) when the board meets for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees; or (3) when in the past 30 days or less, the board has determined that meeting in person would present imminent risks to the health or safety of attendees.

To meet by teleconference under AB 361, local agency boards must include an initial agenda item to consider finding that the circumstances allowing a teleconference meeting under AB 361 exist. After the initial meeting, if 30 days or less have elapsed since the last meeting, an agenda item should be included to renew the determination that meeting in person presents health risks. However, if more than 30 days have passed, an initial agenda item must be included to re-authorize meeting by teleconference under AB 361

It is important to recognize that AB 361 provides limited flexibility only when there is a State-proclaimed state of emergency and the local agency determines that meeting in person would present imminent risks to the attendees' health or safety. AB 361 does not allow for more flexible teleconference meetings for an agency's mere convenience or preference. Absent such emergency and public health-risk circumstances, conducting a meeting pursuant to the regular Brown Act teleconferencing rules apply.

With the adoption of AB 361, the Board of Directors can proceed with one of the following options:

1. Hold meetings in-person with each Director having the option to participate via teleconference (e.g., when on vacation or living in Florida), under the current Brown Act regulations.
2. Hold meetings via teleconference in accordance with AB 361.
3. Hold meetings in-person with staff and members of the public have the option to attend in person or participate via teleconference.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management and staff recommend the Board of Directors meetings continue to be held in-person with each Director having the option to participate via teleconference, under the current Brown Act regulations.

Review Tracking

Submitted By:  _____
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: October 20, 2021
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:

- Overall, the plant performed well through the month.
- Selected recruitment candidates have been provided with conditional offers of employment.
- Well #31 pH samples read 6.6 for the month, operations continue to add caustic to the final effluent to maintain a 7.0 pH set point.

Operations Work Orders:

- Completed this month: 3
- Pending: 4

Laboratory:

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month.
- International Accreditation Services (3rd party assessment services) completed the laboratory assessment. Assessment report is expected to be received by end of October/early November. Based on initial post assessment consultation, staff commenced addressing findings.
- Staff continue to train remaining operators for weekend testing and will be completing DOCs.

Laboratory Corrective Actions:

- Completed this month: 1
- Pending: 1
- New: 0


Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.50
Monthly maximum instantaneous ⁽¹⁾	4.09
Maximum 7- day average	2.73

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)	1.6	10.0	2.1	20.0
Turbidity (NTU)	NA	NA	2.2	10.0
Total Phosphorus (mg/l)	0.38	0.80	0.51	1.50
Chemical Oxygen Demand (mg/l)	31	45	36	60

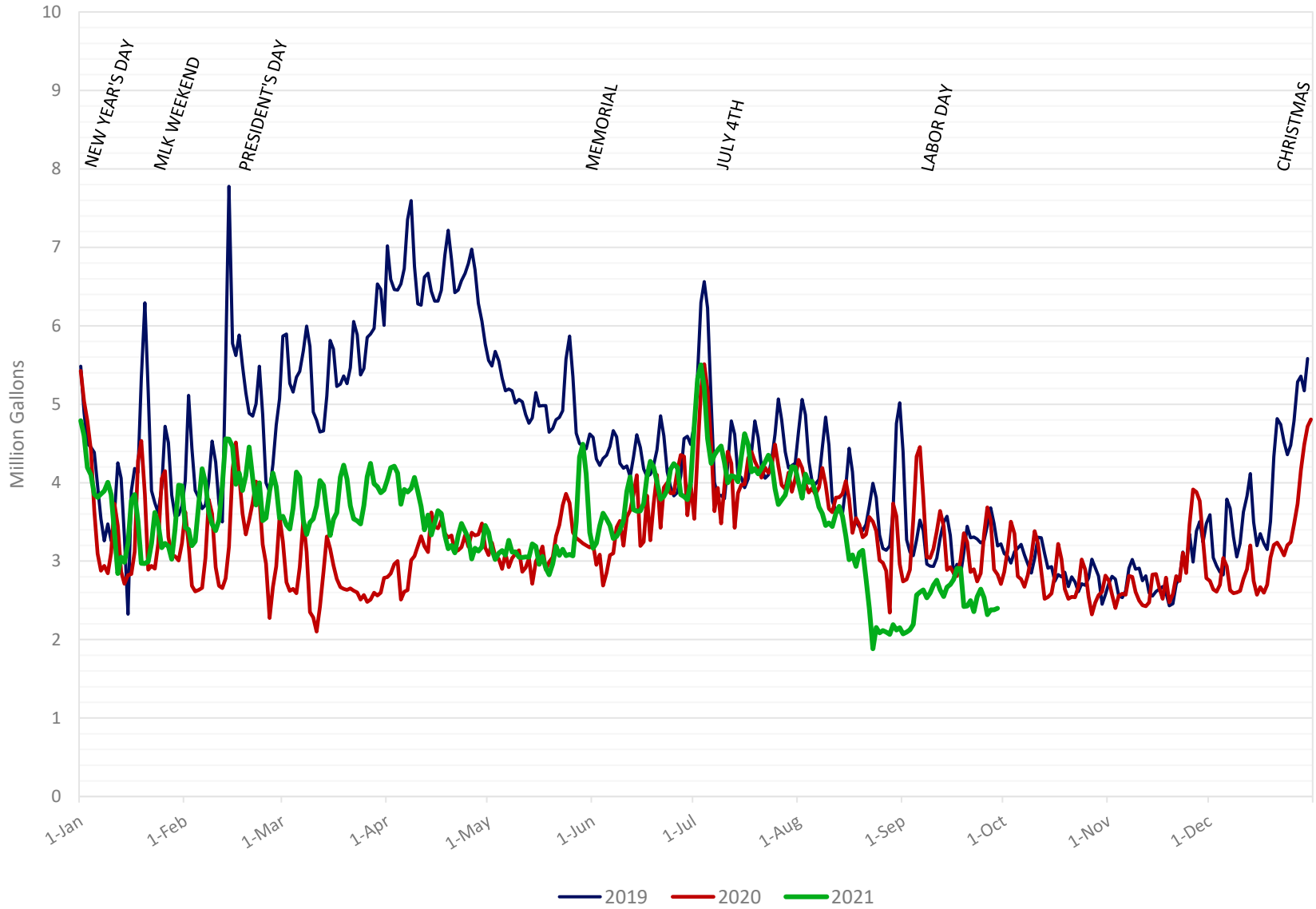
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

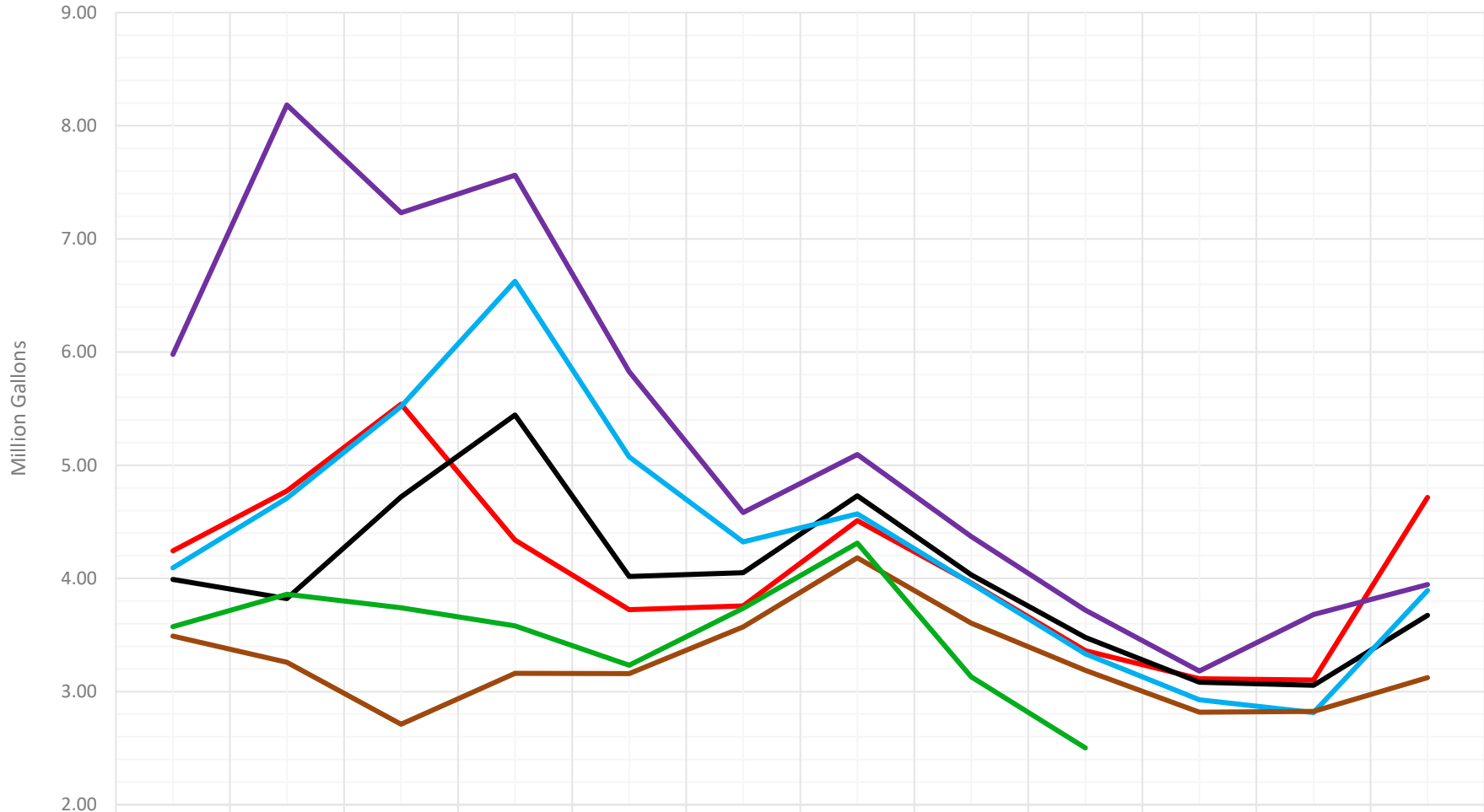
Submitted By: 
 Michael Peak
 Operations Manager

Approved By: 
 LaRue Griffin
 General Manager

T-TSA Daily Influent Flow

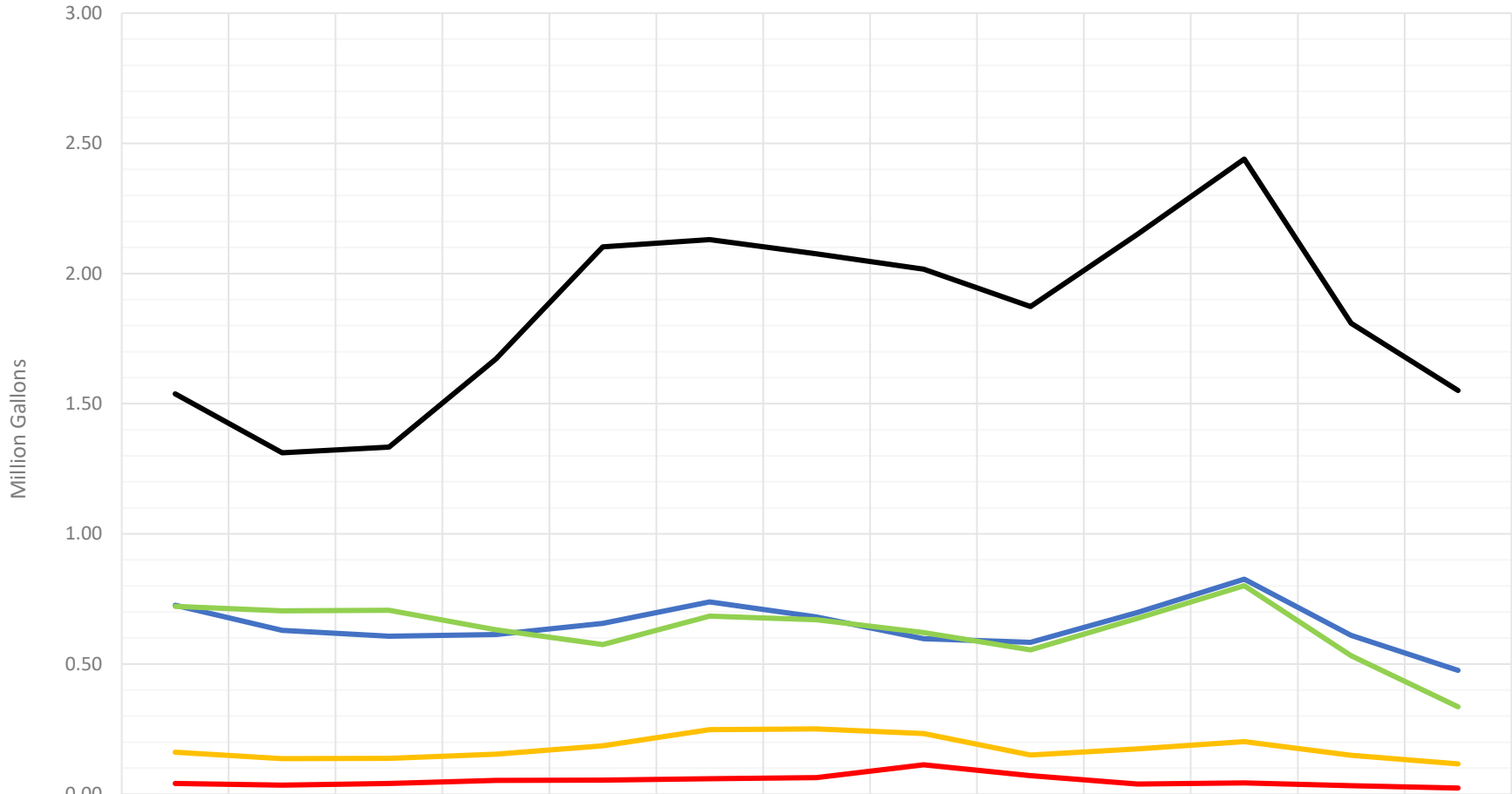


Monthly Average Daily Flow (Influent)



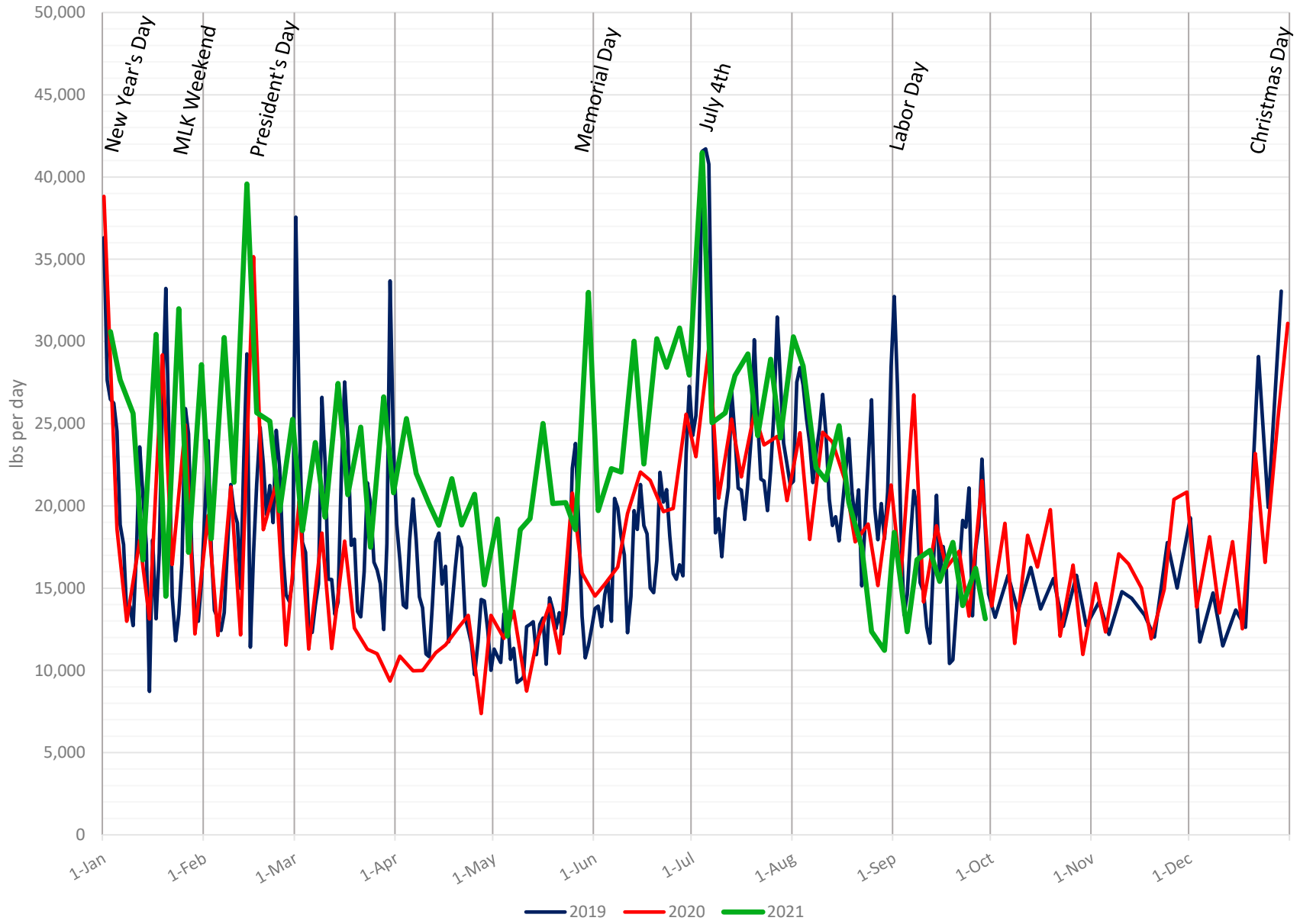
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	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			

Monthly Average Daily Flow (Districts)

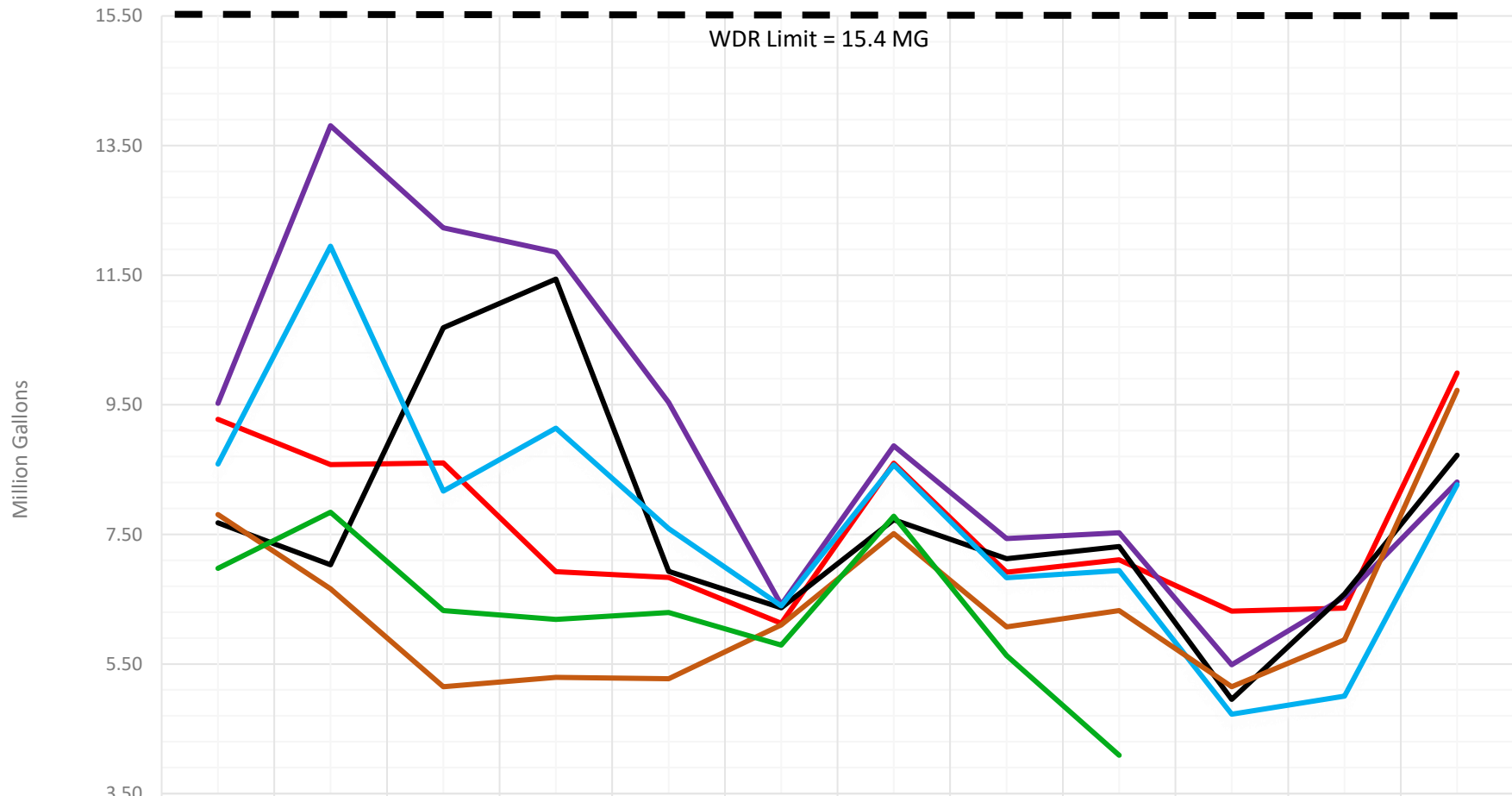


	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
NTPUD	0.73	0.63	0.61	0.61	0.66	0.74	0.68	0.60	0.58	0.70	0.83	0.61	0.48
TCPUD	0.72	0.70	0.71	0.63	0.57	0.68	0.67	0.62	0.55	0.68	0.80	0.53	0.34
ASCWD	0.04	0.03	0.04	0.05	0.05	0.06	0.06	0.11	0.07	0.04	0.04	0.03	0.02
OVPSD	0.16	0.14	0.14	0.15	0.19	0.25	0.25	0.23	0.15	0.17	0.20	0.15	0.12
TSD	1.54	1.31	1.33	1.67	2.10	2.13	2.08	2.02	1.87	2.15	2.44	1.81	1.55

COD Influent Loading

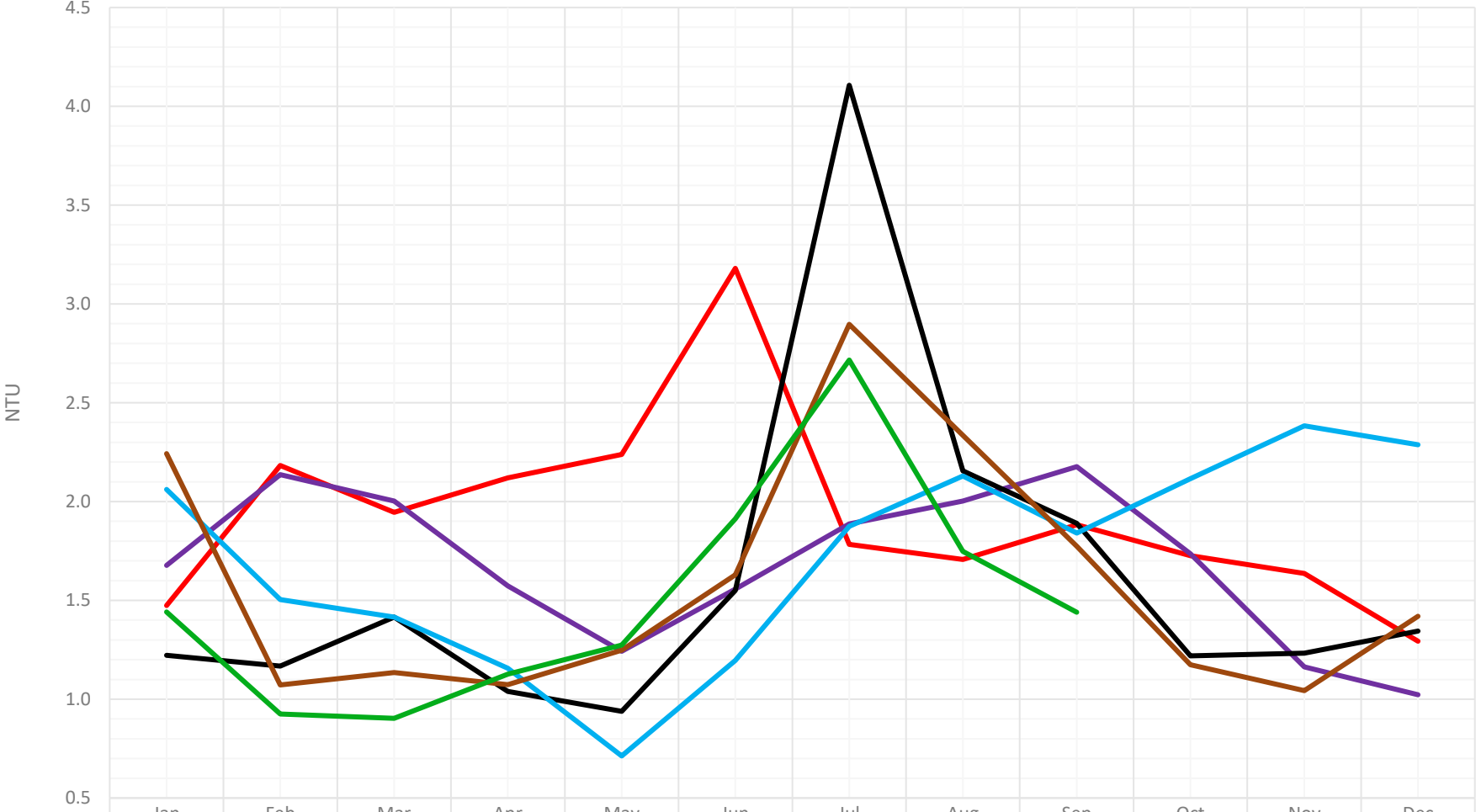


Monthly Maximum Instantaneous Flow (Influent)



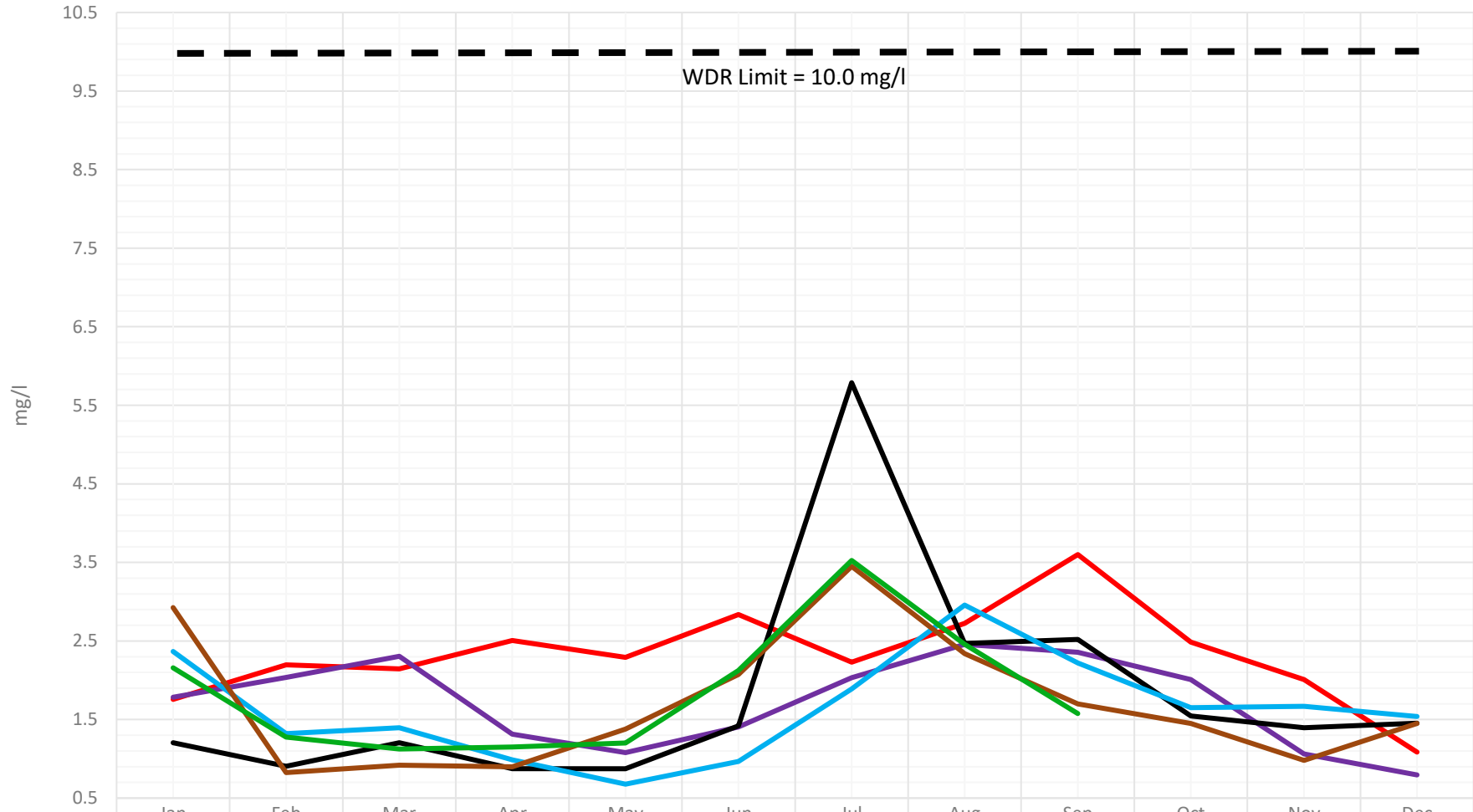
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	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			

Monthly Average Daily Turbidity (Effluent)



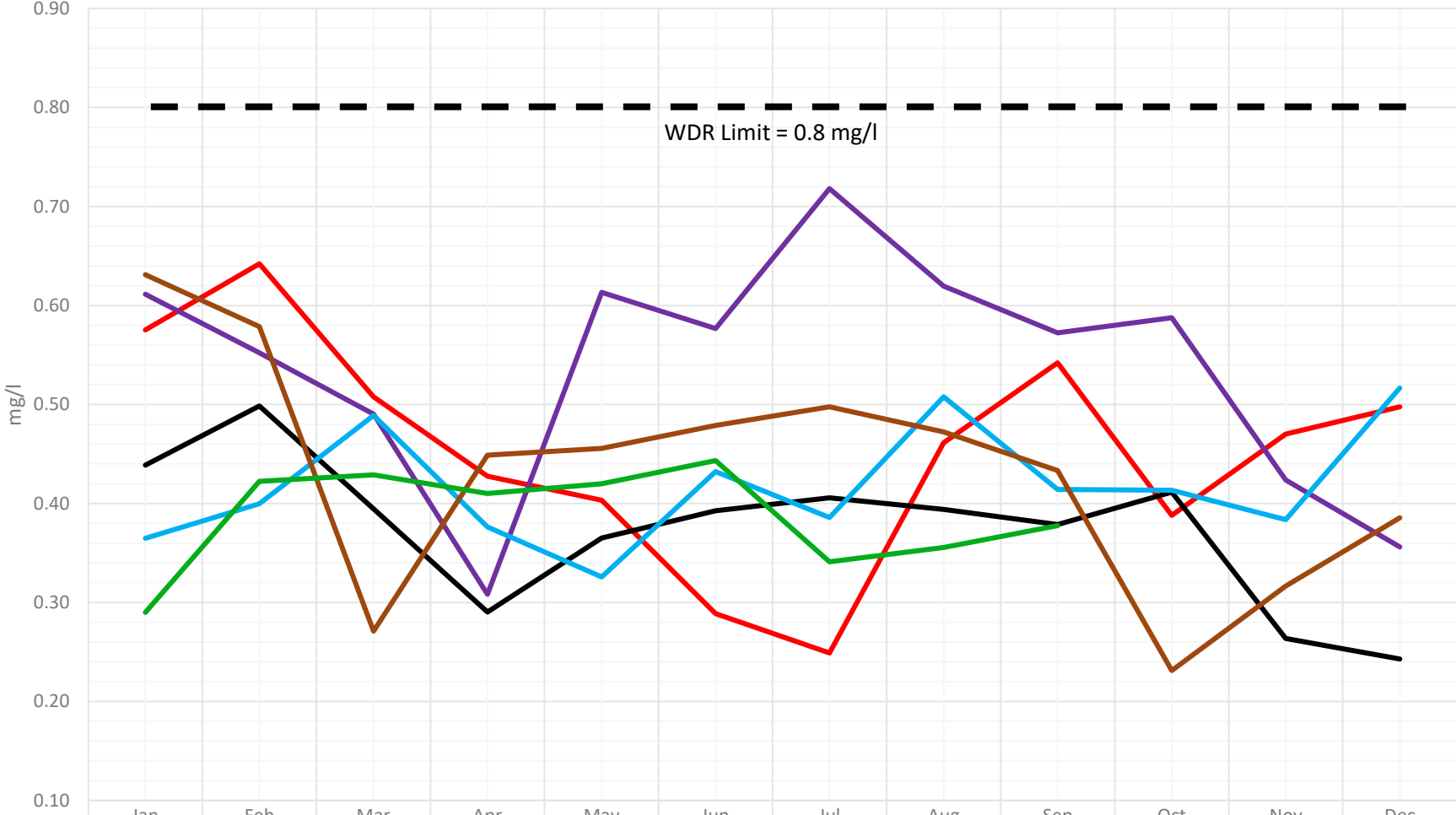
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8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

Monthly Average Daily Suspended Solids (Effluent)



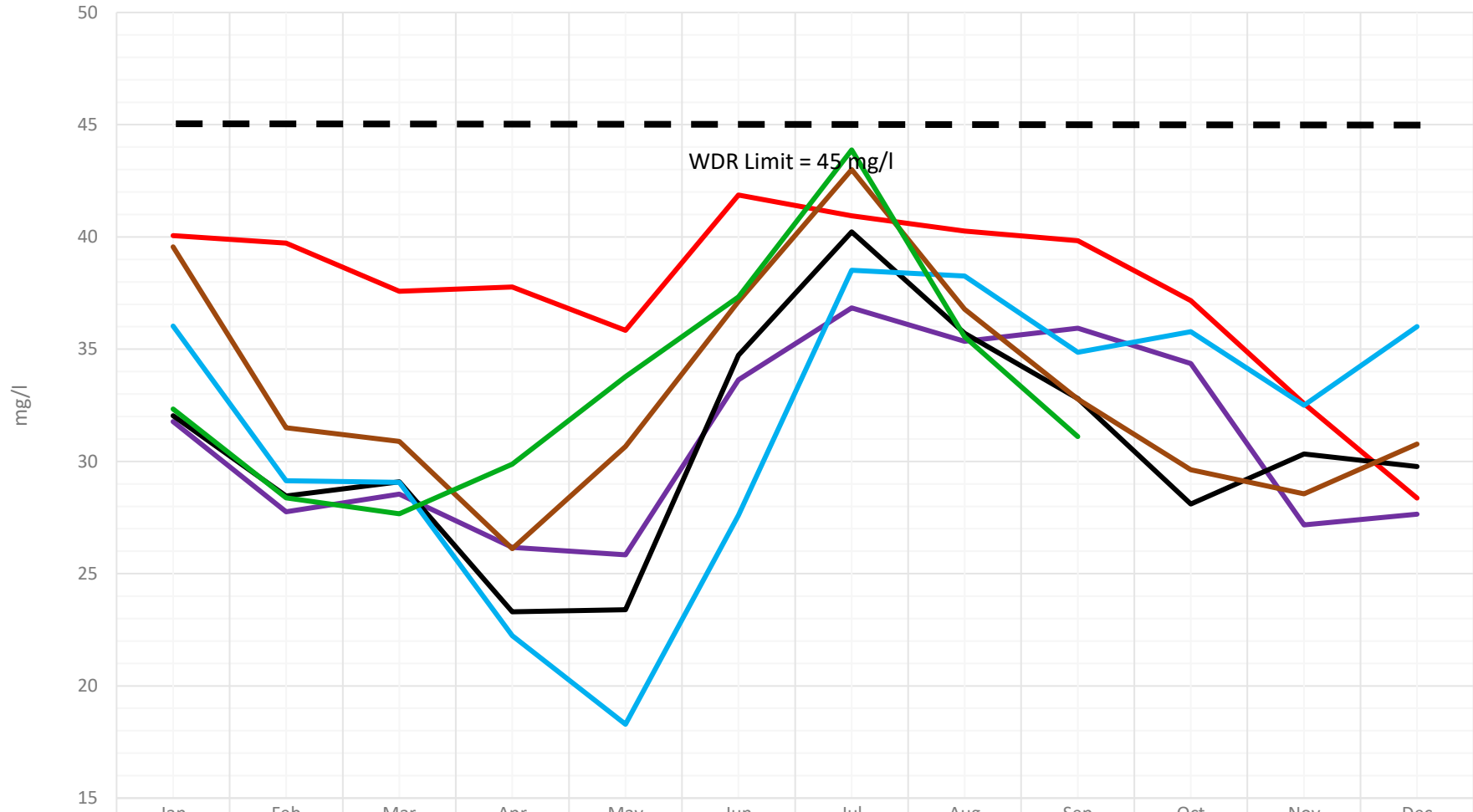
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7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

Monthly Average Daily Total Phosphorus (Effluent)



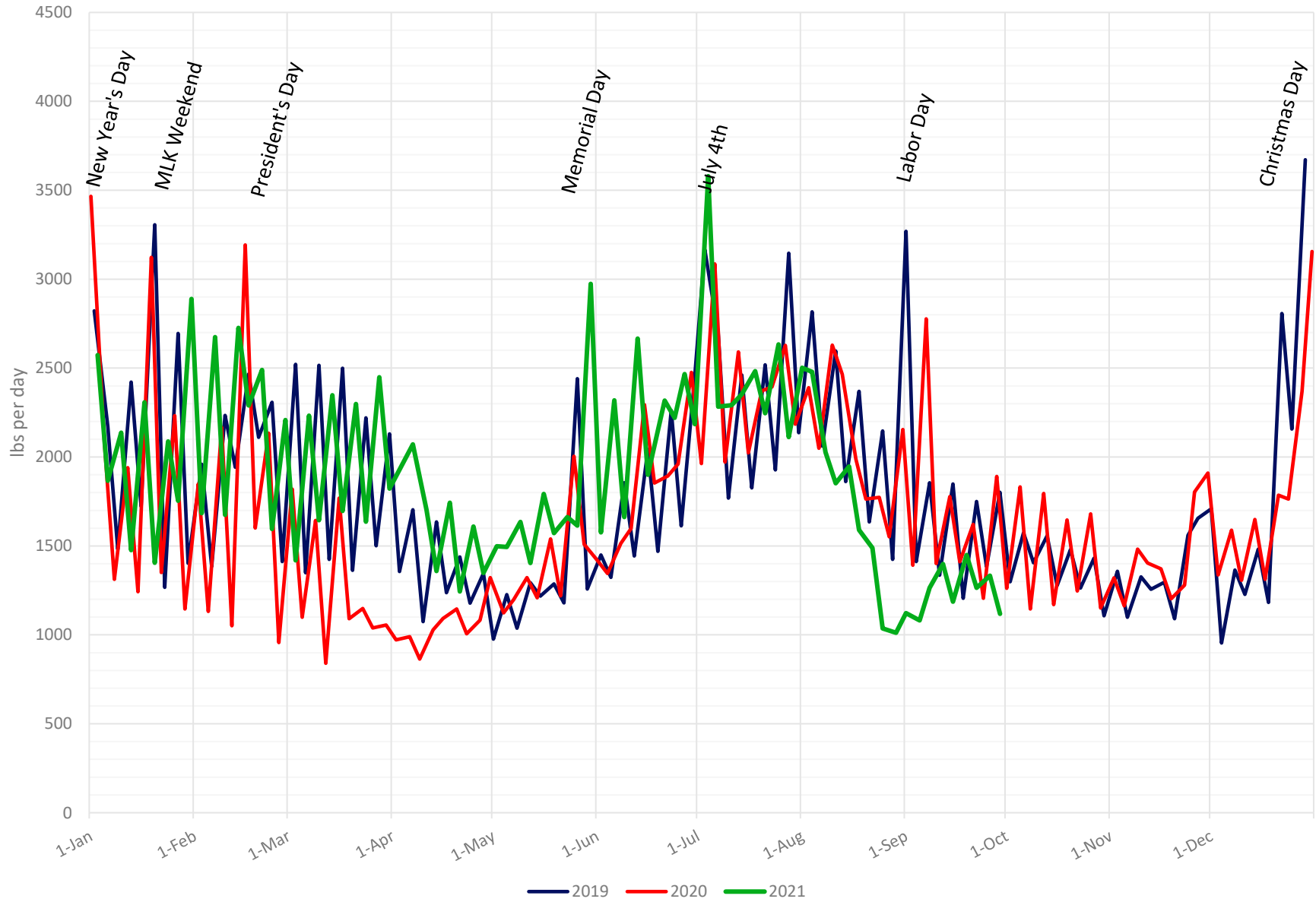
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	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			

Monthly Average Daily Chemical Oxygen Demand (Effluent)

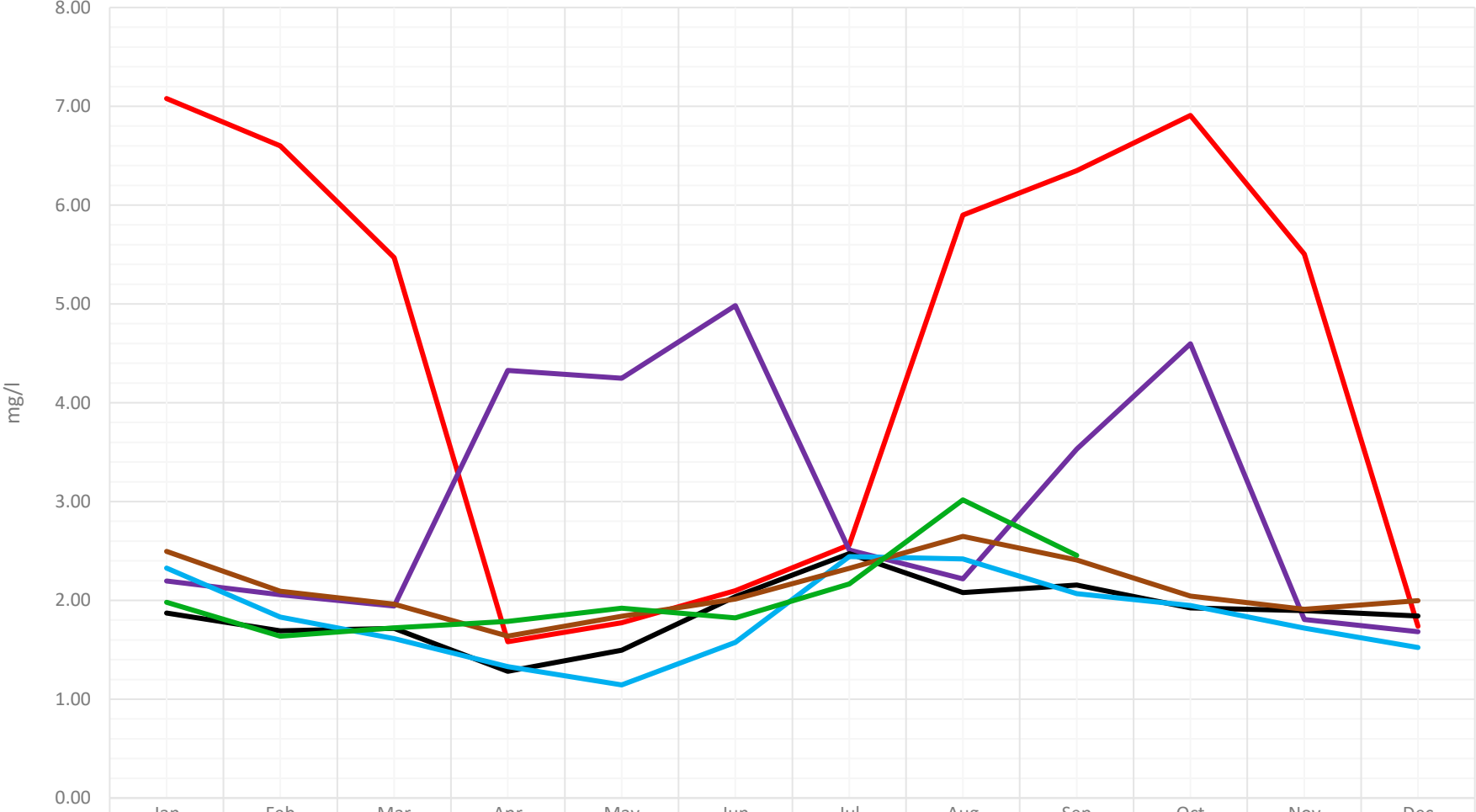


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	40	38	38	36	42	41	40	40	37	33	28
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37	44	36	31			

TKN Influent Loading

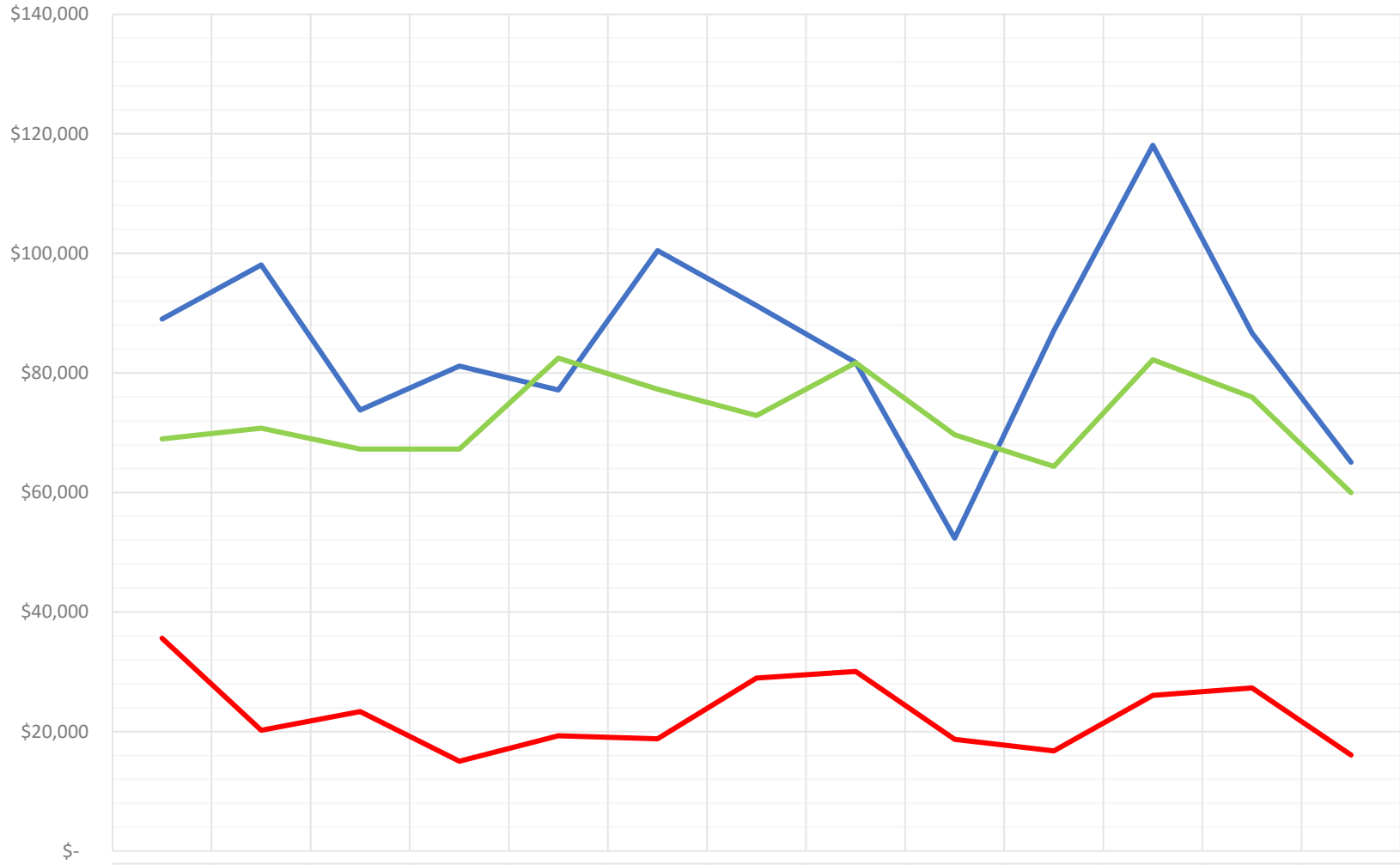


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	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			

Chemical, Power and Sludge Disposal Costs



	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
Chemical	\$89,024	\$98,091	\$73,798	\$81,138	\$77,169	\$100,486	\$91,278	\$81,758	\$52,348	\$87,109	\$118,100	\$86,660	\$65,076
Power	\$68,963	\$70,762	\$67,261	\$67,247	\$82,480	\$77,270	\$72,881	\$81,705	\$69,645	\$64,361	\$82,199	\$75,956	\$59,970
Sludge Disposal	\$35,610	\$20,211	\$23,339	\$15,036	\$19,302	\$18,781	\$28,938	\$30,061	\$18,691	\$16,768	\$26,075	\$27,293	\$16,092



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: October 20, 2021
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:
 - Headworks Upgrade
 - 2021 Plant Painting Project.
 - Plant Security Camera Project.
 - Lucity CMMS Project.
 - 2021 TRI Digital Scanning.
 - SCADA/IT Master Plan.

- ◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following ongoing projects:
 - Removed graffiti from boulder at Joerger and Butterfield Dr.
 - Continue shop reorganization and IT office relocation.
 - Attended CWEA Safety Day.
 - Miscellaneous cleanup after mastication work.
 - Fabrication of camera mounts.
 - TRI flow meter calibrations.
 - SCADA Headworks project HMI design.
 - SCADA/IT Master Plan kick off

- ◆ **Work Orders**
 - Completed this month: Mechanical-28, Fleet-2, Electrical & Instrumentation-27, IT-17.
 - Pending: Mechanical-141, Fleet-34, Electrical & Instrumentation-37, IT-20.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



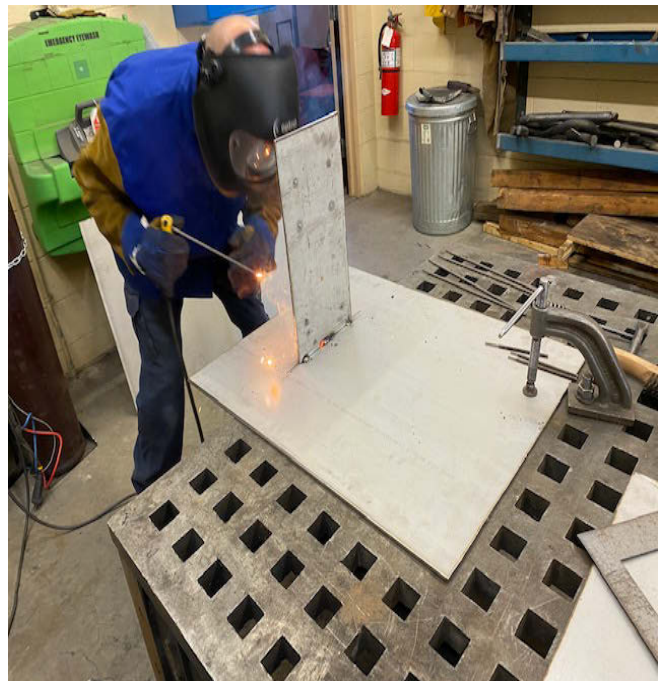
Storm channel cleanup post masitication



Security camera mount fabrication set up



Security camera mount installation



Securitiy camera mount fabrication



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: October 20, 2021
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:

- Master Sewer Plan
- Digestion Improvements Study
- 2020 Digital Scanning of Sewer Lines Project
- 2020 Headworks Improvements Project
- 2021 Asphalt Sealing Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Plant Painting Project
- 2022 Final Effluent Meter Project
- 2022 Filter Influent Condition Assessment Project
- 2022 Control Room No. 2 & 13 Upgrades Project
- 2022 Plant Coating Improvements Project
- 2022 Roof Repair Project

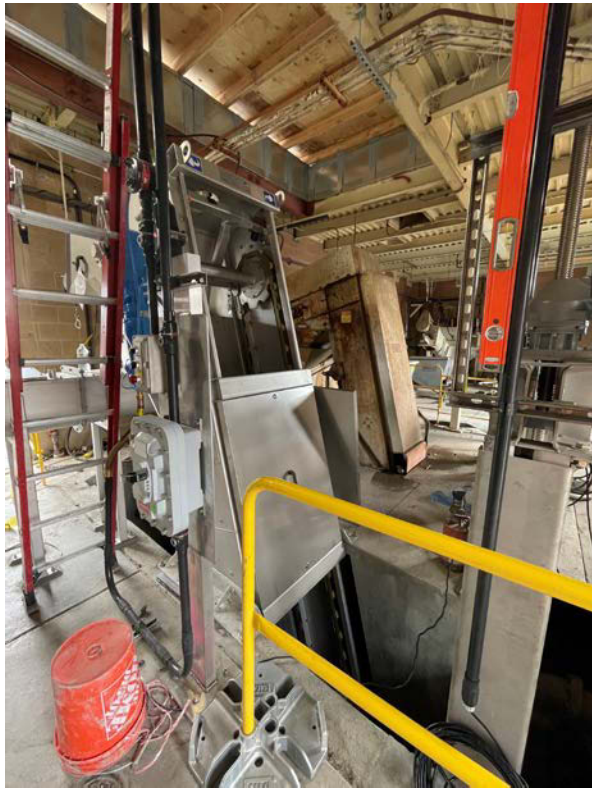
◆ **Work Orders:**

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

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



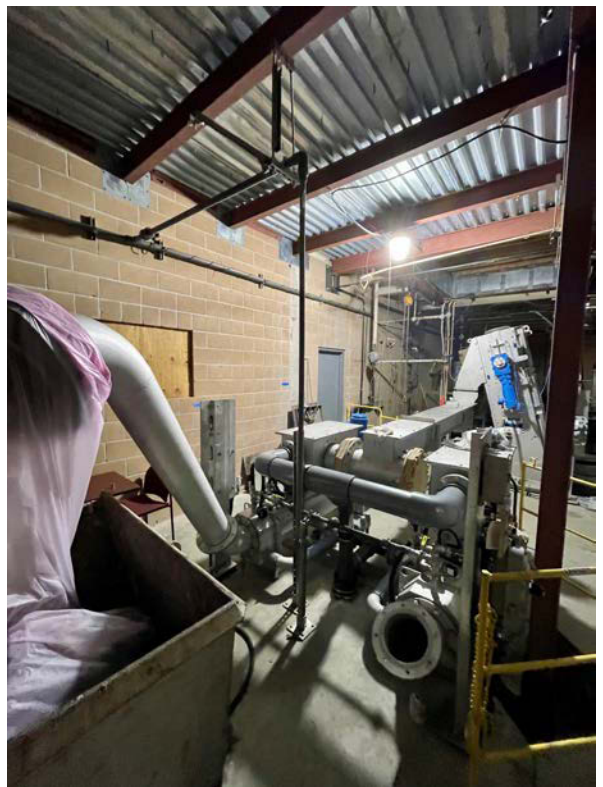
2020 Headworks Improvements Project
New Multi-Rake Bar Screen



2020 Headworks Improvements Project
New Screenings Wash Press



2020 Headworks Improvements Project
New Electrical Room



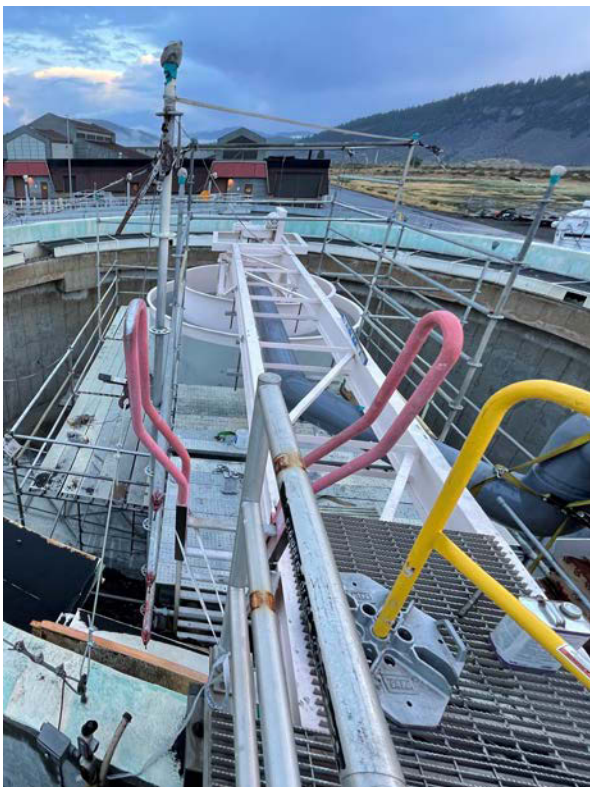
2020 Headworks Improvements Project
Startup of New Equipment



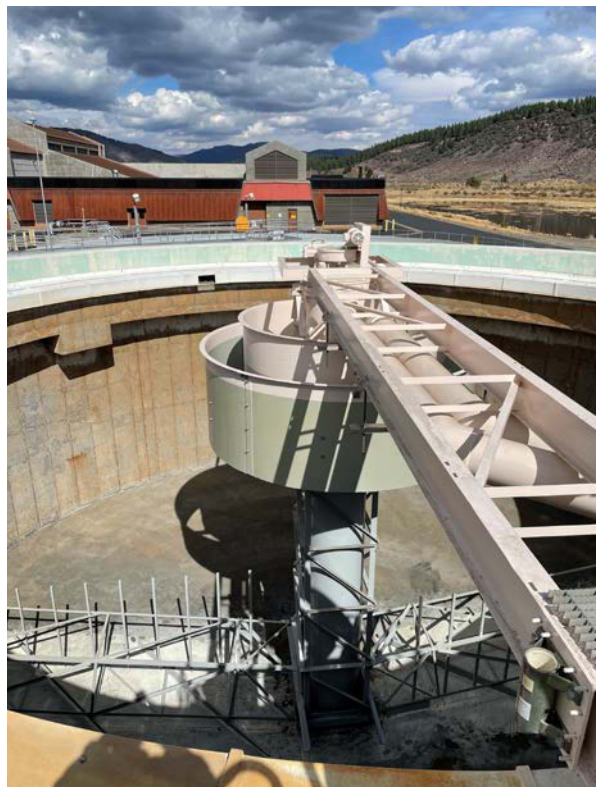
2021 Plant Painting Project
Secondary Clarifier No. 2 – In Progress



2021 Plant Painting Project
Secondary Clarifier No. 2 - Complete



2021 Plant Painting Project
Stripper Basin No. 58 – In Progress



2021 Plant Painting Project
Stripper Basin No. 58 – Complete



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT


Date: October 20, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Accounting
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued preparation of fiscal year 2020-2021 financials.
 - Supported auditors for additional onsite fieldwork for fiscal year 2020-2021.
 - Michelle Mackey, Accounting Supervisor completed three-day training from GFOA for Management Services Best Practices and received Certificate of Professional Development for 9.00 CPE credits. The emphasis of this course was in the following:
 - Key practices related to Treasury Management.
 - Groundwork for developing best practices for policies and procedures in payables and receivables.
 - Best practices policies and procedures in banking services and procuring banking services.
 - Key internal control policies for fraud prevention.

- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Took over Purchasing duties on a temporary basis.
 - Worked with Caselle to make changes to Purchases and Requisitions.
 - Working with AIMS Team, LLC in updating the GIS Database with current data.

- General Administration
 - Performed various administrative duties to assist GM and Board of Directors.
 - Continued preparation of fiscal year 2020-2021 financials.
 - Supported auditors for additional onsite fieldwork for fiscal year 2020-2021.
 - Continued research and education on investment and funding options.

Review Tracking

Submitted By: 
Crystal Sublet
Finance and Administrative Manager

Approved By: 
LaRue Griffin
General Manager

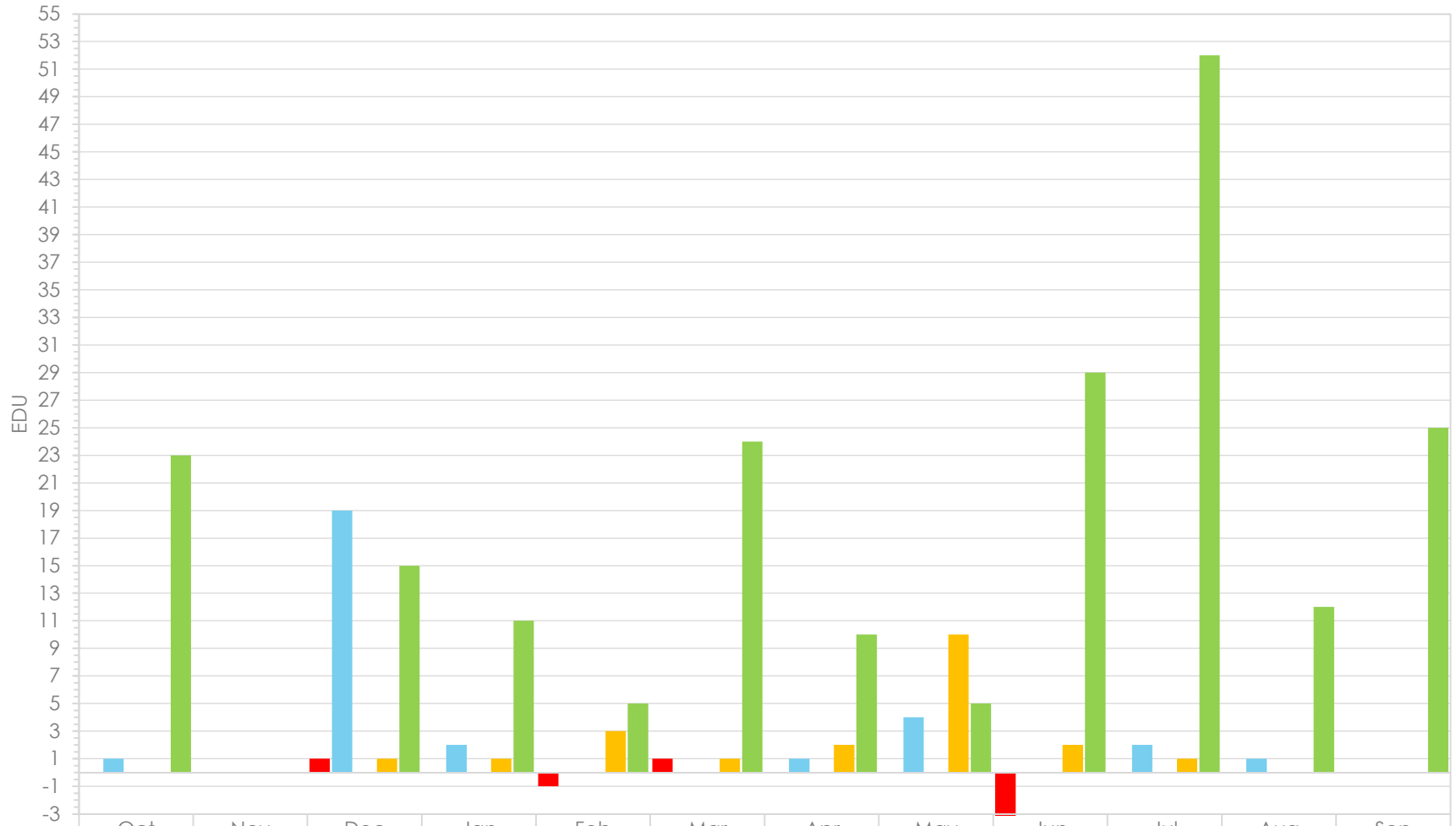
CONNECTION FEES - SEPTEMBER 2021

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	45	126,835	\$ 289,461.25	140	428,201	\$ 947,351.05
Residential Ft ² Additions	4	8,883	\$ 15,545.25	12	17,805	\$ 31,158.75
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	2	2,130	\$ 6,727.50	5	5,808	\$ 17,664.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	0	N/A	\$ -	1	N/A	\$ 3,500.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	51	137,848	\$ 311,734.00	158	451,814	\$ 999,673.80

INSPECTIONS - SEPTEMBER 2021

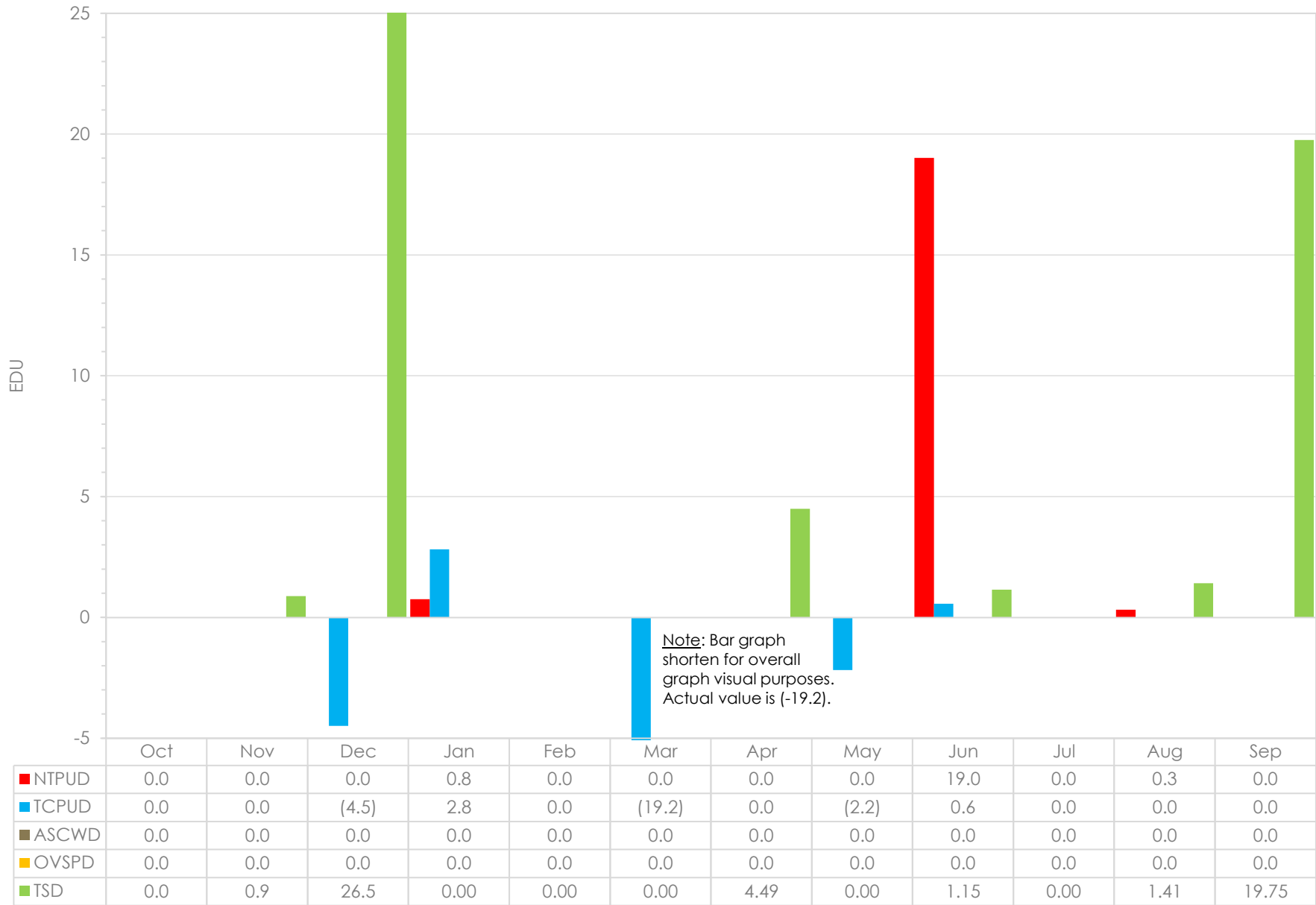
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	4	5	5	6
Residential (Drive-by of Suspended Accounts)	1		1	

Residential EDU Summary

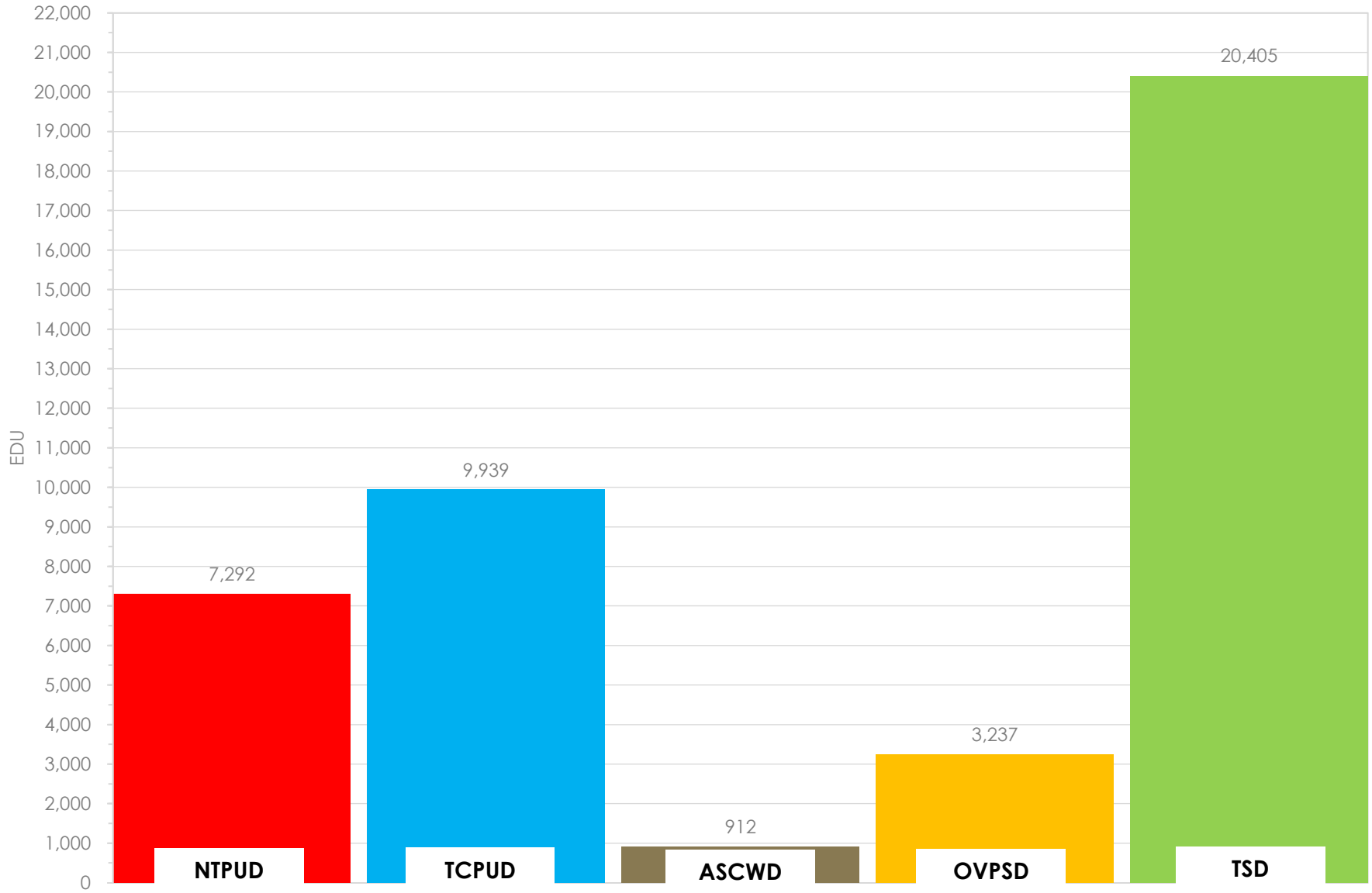


	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
■ NTPUD	0	0	1	0	(1)	1	0	0	(19)	0	0	0
■ TCPUD	1	0	19	2	0	0	1	4	0	2	1	0
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ OVSPD	0	0	1	1	3	1	2	10	2	1	0	0
■ TSD	23	0	15	11	5	24	10	5	29	52	12	25

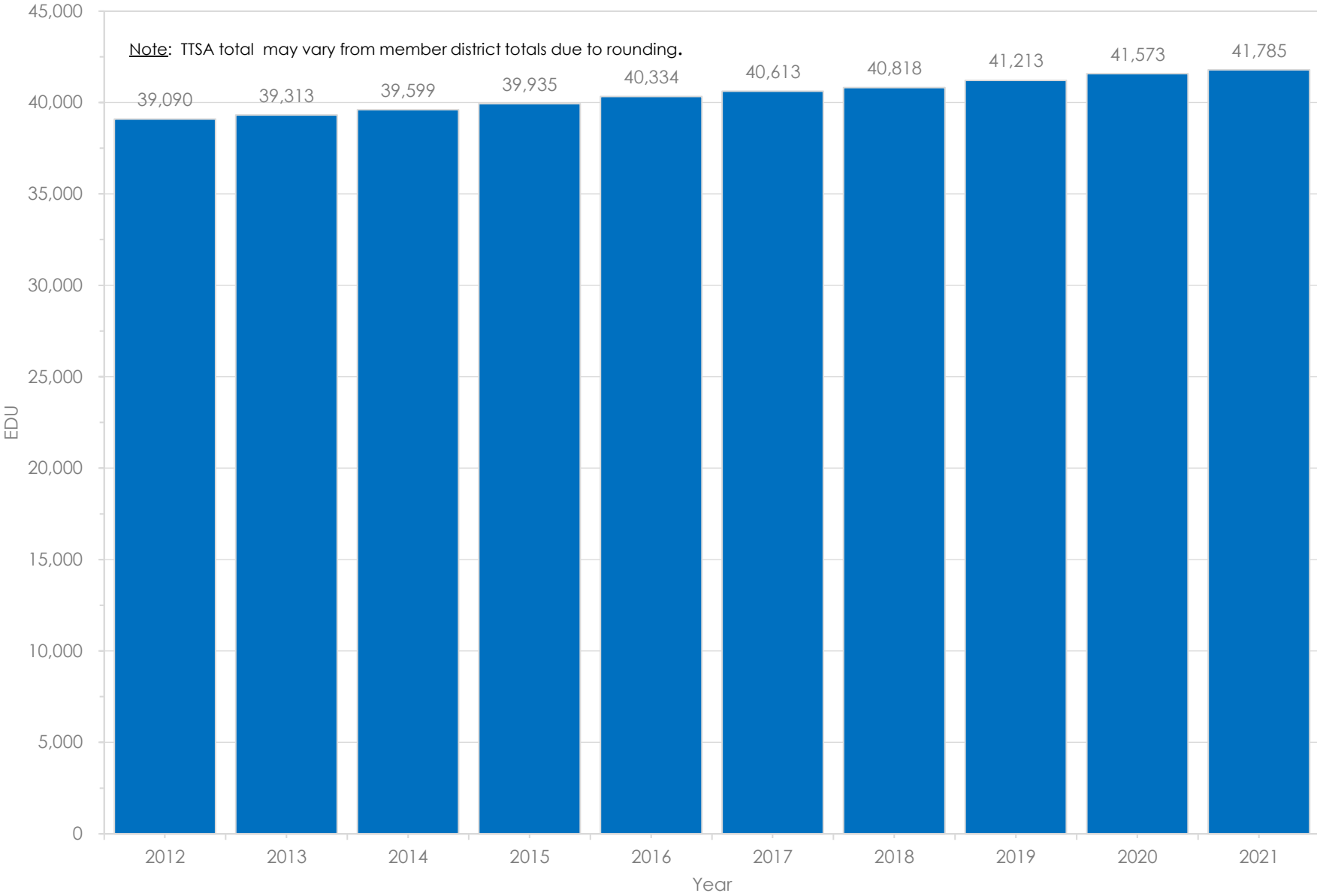
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Agency recruitment status:
 - Maintenance Mechanic I/II/III – Readvertised the recruitment (closes 12/03/21).
 - WWTP Operator OIT/I/II/III – Conditional offers of employment have been provided to select candidates.
- Management approved Change Order No. 3 for the 2021 Plant Painting project (attached).
- Huber (manufacturer) provided headworks equipment (barscreen and wash press) startup services and training for the 2020 Headworks Improvements project.
- The 2021 Digital Scanning project field services were completed.
- The 2021 Plant Painting project field work were completed.
- The laboratory is vetting a new LIMS (laboratory information management system) program for management of workflow, data, inventory, and other databases.
- The WWTP is in vetting new data management system software packages.
- The Agency is transitioning its email and website domain address from “.net” to “.ca.gov” The expected transition is expected to occur the beginning of 2022.
- Staff are preparing the WWTP for the upcoming colder temperatures.
- Flowmeter calibrations were completed.
- Management attended (virtually) the Lahontan Regional Water Quality Control Board meetings.
- Management and staff provided a facility tour to various NTPUD Directors and staff.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors
Dan Wilkins: President
Blake Tresan: Vice President
Dale Cox
David Smelser
S. Lane Lewis
General Manager
LaRue Griffin

CONTRACT MODIFICATION NO. 3
(Change Order)

The following additions, deletions or revisions to the Contract Documents for the 2021 Plant Painting Project by and between the Tahoe-Truckee Sanitation Agency and Euro Style Management dated April 7th, 2021 have been ordered and authorized:

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	COMPENSATION BASIS	COST
1	Increase of caulking quantity in Secondary Clarifier No. 2 from 100 Linear Feet (L.F.) to 334.8 L.F. (an increase of 234.8 L.F.) at \$16.00/L.F. for a total increase of \$3,756.80.	L.F.	234.8	\$16.00	\$3,756.80
Total Cost					\$3,756.80

ORIGINAL CONTRACT AMOUNT: \$452,540.00
 CONTRACT MODIFICATION NO. #1 AMOUNT: \$ 7,819.46
 CONTRACT MODIFICATION NO. #2 AMOUNT: \$ 41,771.50
 CONTRACT MODIFICATION NO. #3 AMOUNT: \$ 3,756.80

REVISED CONTRACT AMOUNT: \$505,887.76

CONTRACT TIME ADJUSTMENT: **None.**

All terms and conditions stipulated in the Contract Documents for the 2021 Plant Painting Project by and between the Tahoe-Truckee Sanitation Agency and Euro Style Management dated April 7th, 2021 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY: _____ *[Signature]* _____ *10/1/21*
 Euro Style Management Date

APPROVED BY: _____ *[Signature]* _____ *10/5/21*
 Tahoe-Truckee Sanitation Agency Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 20, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

1. Closed session for public employee discipline/dismissal/release.
2. Closed session for public employee performance evaluation of the General Manager position.