



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
November 13, 2019



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: November 13, 2019

Time: 9:00 AM

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

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code section 54953(b). The following is the teleconferencing location: 2525 Buenos Aires St., Los Barrilles, Baja Ca Sur. This location is accessible to the public, and members of the public may listen to the meeting and address the Board of Directors from this teleconference location.

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

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

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

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

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

1. Approval of the minutes of the regularly scheduled Board meeting on October 9, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the 2019 Roof Repair project.
5. Approval of Progress Pay Estimate No. 2 for the 2019 Digital Scanning of Sewer Lines project.

V. Regular Agenda

1. Presentation of the State Revolving Fund (SRF) loan refinancing analysis.
2. Approval to refinance the State Revolving Fund (SRF) loan.
3. Discussion on potentially changing the date and time of the regular Board of Directors meetings.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

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

IX. Adjournment

Posted and Mailed, 11/08/19



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

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

- Alan Farrant – Operator III – 20 Years
- Gregory O’Hair – Chief Plant Operator – 15 Years
- Scott Wilcox – Shift Supervisor – 15 Years
- Nancy Chuba Barker – Operator III – 15 Years

Fiscal Impact

None.


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: November 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-1
Subject: Approval of the minutes of the regularly scheduled Board meeting on October 9, 2019

Background

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

Fiscal Impact

None.


Attachments

Minutes of the regular Board meeting on October 9, 2019.

Recommendation

Management recommends approval of the minutes of the regularly scheduled Board meeting on October 9, 2019.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

October 9, 2019

I. Call to Order:

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

Directors Present: Dale Cox, SVPSD
Dan Wilkins, TCPUD
S. Lane Lewis, NTPUD
Jon Northrop, ASCWD (arrived at 9:04AM)
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Jay Parker, Engineering Manager
Michael Peak, Operations Manager
Richard Pallante, Maintenance Manager
Robert Gray, Information and Technology Department
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Robert Holmes, Maintenance Department
Jim Redmond, Maintenance Department
Jaime Garcia, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Dean Haines, Maintenance Department

Public Present: Hardy Bullock, Candidate Board of Supervisors - District 5.

II. Public Comment.

Mr. Hardy Bullock introduced himself to the Board of Directors and Agency Staff as a candidate for the Nevada County Board of Supervisors for District 5. No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

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

Most of the Agency employees left after the acknowledgement.

IV. Consent Agenda

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

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Approval to advertise for the Portable Emergency Pump Systems project.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve to advertise for the Portable Emergency Pump Systems project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval to award the purchase of the VFD for the BNR influent pumps.

MOTION by Director Lewis **SECOND** by Director Northrop to reject all bids and negotiate a contract amount to purchase the VFD for the BNR influent pumps for the reasons recommended in the staff report; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval to award the purchase of the VFD for the multi-purpose pump station.

MOTION by Director Tresan **SECOND** by Director Lewis to reject all bids and authorize staff to negotiate and enter into a direct purchase agreement with a vendor with a not to exceed price of \$29,000.00 to purchase the VFD for the multi-purpose pump station for the reasons recommended in the staff report; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval of the annual employee appreciation dinner.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the annual employee appreciation dinner and related expenditures; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

VI. Management Team Reports

1. Department Reports.

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

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

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

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

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

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VII. Board of Director Comment

Director Tresan informed the Board that TSD located an exposed sewer pipe at Donner Lake; provided information on the teamwork efforts of TTSA and TSD for sewer pipe cleaning activities; and asked TTSA to participate in the upcoming Truckee River Day and Big Truck Day events.

President Cox gave an update regarding the Squaw Valley PSD Siphon project.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:04 AM.

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

2. Conference with Agency designated labor negotiator LaRue Griffin regarding the unrepresented employees in all positions- Government Code Section 54957.6.
3. Closed session for public employee discipline/dismissal/release.
4. Closed Session to hear complaints or charges brought against an employee by another person.

There was no action to report from closed session.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:01 PM.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-2
Subject: Approval of general fund warrants

Background

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.


Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Accounts Payable
Print Check Detail
10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
ABC FIRE				
	78662	10/9/2019	FIRST AID SUPPLIES	738.81
			Total:	738.81
ACCURATE AIR ENGINEERING				
	78742	10/9/2019	DISICCANT	1,161.32
			Total:	1,161.32
AIRGAS USA, LLC				
	78663	10/9/2019	CYLINDER RENTAL	197.09
	78663	10/9/2019	CYLINDERS	914.95
	78744	10/9/2019	HELIUM CYLINDER	1,147.55
			Total:	2,259.59
ALLIED BUILDING PRODUCTS				
	78664	10/9/2019	OVERHEAD BRACE	2,934.39
			Total:	2,934.39
ALPHA ANALYTICAL, INC.				
	78665	10/9/2019	TEICHERT SOIL	3,760.00
	78665	10/9/2019	VACTOR WASTE	260.00
	78665	10/9/2019	3Q19 PRETREATMENT	2,090.00
	78665	10/9/2019	JULY BARIUMS	385.00
	78665	10/9/2019	3Q 2019 SLUDGE METALS	275.00
			Total:	6,770.00
AMAZON CAPITAL SERVICES				
	78666	10/9/2019	GREASE GUNS	198.44
	78666	10/9/2019	BOD MEETINGS	2,852.95
			Total:	3,051.39
AMERIPRIDE UNIFORM SERVICES				
	78667	10/9/2019	AMERIPRIDE	378.10
	78667	10/9/2019	AMERIPRIDE	567.57
	78667	10/9/2019	AMERIPRIDE	444.34
			Total:	1,390.01
ARROW MAGNOLIA INTERNATIONAL				
	78668	10/9/2019	AEROSOL	421.26
			Total:	421.26
AT & T 530 582-0827				
	78670	10/9/2019	TELEPHONE BILL 966	1,363.99
			Total:	1,363.99
AT & T ACCT 831-000-6939 380				
	78669	10/9/2019	TELEPHONE BILL 380	1,320.69
			Total:	1,320.69
BATTERY JUNCTION				
	78745	10/9/2019	BATTERIES	27.95
			Total:	27.95
BLAKE TRESAN				
	78775	10/9/2019	OCT BOARD MEETING	100.00
	78775	10/9/2019	AD HOC SVC SEPT	100.00
			Total:	200.00
CLARK PEST CONTROL				
	78672	10/9/2019	CLARK PEST	275.00
			Total:	275.00
CLIPPER CONTROLS, INC.				
	78764	10/9/2019	SAMPLER RENTAL EXTRACHARG	951.52
			Total:	951.52



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
CNW CONSTRUCTION INC.				
	78739	10/9/2019	PROG PAY #2	36,400.00
	78739	10/9/2019	RETENTION FOR PRO PAY #2	(1,820.00)
			Total:	34,580.00
COLLIN FISCHER				
	78682	10/9/2019	REIMBURSEMENT	25.00
	78682	10/9/2019	REIMBURSEMENT	403.50
			Total:	428.50
CORELOGIC INFORMATION SOLUTIONS				
	78759	10/9/2019	CORELOGIC	463.50
			Total:	463.50
CRUMP & CO, INC				
	78674	10/9/2019	SWING CHECK VALVE	2,664.72
			Total:	2,664.72
CSRMA % ALLIANT INSURANCE SERVICES				
	78785	10/30/2019	PROPERTY INSURANCE PREM	69,120.00
			Total:	69,120.00
CUTTING IMAGE LLC				
	78675	10/9/2019	PAYROLL LASER CHECKS	226.91
	78675	10/9/2019	AP LASER CHECKS	259.18
			Total:	486.09
CWEA				
	78676	10/9/2019	MEMBER RENEW SNIDER	192.00
	78676	10/9/2019	MEMBER RENEW SALINAS	192.00
	78676	10/9/2019	MEMBER RENEW GILMORE	192.00
	78676	10/9/2019	MEMBER RENEW BILL	192.00
	78676	10/9/2019	MEMBER RENEW HEIDELBERGER	192.00
	78676	10/9/2019	MEMBER RENEW FARRANT	192.00
			Total:	1,152.00
DALE COX				
	78736	10/2/2019	REIMBURSEMENT	195.42
	78736	10/2/2019	REIMBURSEMENT	58.70
	78736	10/2/2019	REIMBURSEMENT	197.55
	78771	10/9/2019	OCT BOARD MEETING	100.00
	78771	10/9/2019	REIMBURSEMENT	134.00
			Total:	685.67
DAMORE, HAMRIC & SCHNEIDER				
	78749	10/9/2019	U.S. BANK FEES	23.00
	78677	10/9/2019	MONTH END REPORT SUPPORT	675.00
			Total:	698.00
DANIEL WILKINS				
	78774	10/9/2019	OCT BOARD MEETING	100.00
	78774	10/9/2019	AD HOC SVC	100.00
			Total:	200.00
DAVID AND ERIN JOST; BULLSHEAD				
	78753	10/9/2019	ANNUAL WIRTH BRIDGE MAINT	200.00
			Total:	200.00
DAVID AND LISA VAN AKEN				
	78778	10/25/2019	SVC CHARGE REFUND	289.91
			Total:	289.91
DELL COMPUTER CORP. C/O DELL USA				
	78678	10/9/2019	ADMIN LAPTOP/DESKTOP	252.86
	78678	10/9/2019	DESKTOPS	4,247.62
			Total:	4,500.48



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
DOD TECHNOLOGIES, INC.				
	78746	10/9/2019	CHLORINE SENSOR	230.00
			Total:	230.00
E&M ELECTRIC				
	78679	10/9/2019	MICRO MEMORY, SIMATIC	5,685.88
	78679	10/9/2019	SIMATIC	1,204.33
			Total:	6,890.21
EUROFINS CALSCIENCE, INC.				
	78671	10/9/2019	TEICHERT SOIL SAMPLES	1,452.00
			Total:	1,452.00
FASTENAL				
	78680	10/9/2019	BOLT STOCK	56.65
			Total:	56.65
FERGUSON ENTERPRISES, INC. #1423				
	78681	10/9/2019	HARD COP TUBE	364.62
			Total:	364.62
FISHER SCIENTIFIC COMPANY				
	78683	10/9/2019	SHELL VIALS	748.66
	78683	10/9/2019	NALGERE BUCKETS	339.32
	78683	10/9/2019	CLEANING BRUSH	56.53
			Total:	1,144.51
FLUID COMPONETS INTERNATIONAL LLC				
	78758	10/9/2019	FLOW METER REPAIR	2,508.84
			Total:	2,508.84
GRAINGER INC., W.W.				
	78686	10/9/2019	STOCK	123.63
	78686	10/9/2019	SIMPLE GREEN	6.46
	78686	10/9/2019	SHOP TOOLS	199.89
	78686	10/9/2019	COPPER COUPLING	12.34
			Total:	342.32
GRATEFUL GARDENS				
	78687	10/9/2019	LANDSCAPE MAINTENANCE	450.00
			Total:	450.00
GREG O'HAIR				
	78705	10/9/2019	REIMBURSEMENT	270.60
			Total:	270.60
HACH CHEMICAL COMPANY				
	78765	10/9/2019	DO PROBE	4,444.76
	78688	10/9/2019	STABLCAL AMPULE KIT	298.65
	78688	10/9/2019	DILUTION WATER	72.91
			Total:	4,816.32
HARRINGTON INDUSTRIAL PLASTICS				
	78689	10/9/2019	STOCK	95.85
			Total:	95.85
HEAT TRANSFER SYSTEMS				
	78690	10/9/2019	FUEL METERING VALVE	563.88
			Total:	563.88
HIDDEN LAKE PROPERTIES				
	78768	10/9/2019	ADD CONN FEE REFUND	3,000.00
			Total:	3,000.00
HODGE				
	78757	10/9/2019	PADLOCKS	294.27
			Total:	294.27



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
HOFFMAN SOUTHWEST CORP				
	78740	10/9/2019	RETENTION #1	(353.50)
	78740	10/9/2019	PROG PAY #1	7,070.00
			Total:	6,716.50
HUNT & SONS INC.				
	78691	10/9/2019	UNLEADED GAS	1,659.06
	78783	10/25/2019	UNLEADED GAS	1,835.88
			Total:	3,494.94
ILEANA VASSILIOU				
	78752	10/9/2019	ILEANA TRAINING	2,700.00
			Total:	2,700.00
INSTRUMART.COM				
	78756	10/9/2019	ROSEMART	899.00
			Total:	899.00
J & L PRO KLEEN, INC.				
	78692	10/9/2019	JANITORIAL SVC FOR SEPT	2,300.00
			Total:	2,300.00
JEFF CLAUSSEN				
	78673	10/9/2019	REIMBURSEMENT	296.00
			Total:	296.00
JOHNSON CONTROLS FIRE PROTECTION				
	78693	10/9/2019	SPRINKLER BASIC SVC	650.00
	78751	10/9/2019	FIRE ALARM CHARGE	1,029.00
			Total:	1,679.00
JON NORTHROP				
	78773	10/9/2019	REIMBURSEMENT	219.80
	78773	10/9/2019	OCT BOARD MEETING	100.00
	78773	10/9/2019	REIMBURSEMENT	219.80
			Total:	539.60
JOSEPH & TIMOTHY LOMBARD				
	78769	10/9/2019	SVC CHARGE REFUND	5,165.49
			Total:	5,165.49
KEN GRADY CO., INC.				
	78685	10/9/2019	REGULATOR FOR CL2	169.55
	78781	10/25/2019	CHLORINE NITROGEN	719.15
			Total:	888.70
KONICA MINOLTA BUSINESS SOLUTIONS				
	78780	10/25/2019	KONICA MONTHLY	127.22
			Total:	127.22
LANDS'END, INC.				
	78694	10/9/2019	UNIFORM FOR INSPECTIONS	117.98
			Total:	117.98
LHOIST NORTH AMERICA				
	78695	10/9/2019	HYDRATED LIME	8,163.29
	78695	10/9/2019	HYDRATED LIME	8,783.11
	78695	10/9/2019	HYDRATED LIME	8,515.46
	78695	10/9/2019	HYDRATED LIME	8,663.38
			Total:	34,125.24



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
LIBERTY UTILITIES				
	78762	10/9/2019	ELECTRIC LIBERTY	19.43
	78762	10/9/2019	ELECTRIC LIBERTY	25.63
	78782	10/25/2019	ELECTRIC LIBERTY	21.17
	78782	10/25/2019	ELECTRIC LIBERTY	19.27
			Total:	85.50
MAGID GLOVE & SAFETY CO LLC				
	78698	10/9/2019	NITRILE GLOVES	900.96
			Total:	900.96
MCMASTER-CARR				
	78699	10/9/2019	90 DEGREE COPPER	217.20
	78699	10/9/2019	PRESSURE RELIEF VALVE	251.35
	78699	10/9/2019	BLACK IRON BUSHINGS	133.66
	78699	10/9/2019	STOCK	548.42
	78699	10/9/2019	FOR NEW BOILER INSTALL	423.28
	78699	10/9/2019	FOR NEW BOILER INSTALL	818.50
			Total:	2,392.41
METTLER-TOLEDO, INC.				
	78763	10/9/2019	MOISTURE ANALYZER	5,285.39
			Total:	5,285.39
MICHAEL J SMITH				
	78761	10/9/2019	REIMBURSEMENT FOR BULBS	145.00
			Total:	145.00
MOUNTAIN HARDWARE				
	78700	10/9/2019	EXTENSION CORDS	259.77
	78700	10/9/2019	SPRAY PAINT	24.31
	78700	10/9/2019	ROOF CEMENT FOR WAREHOUSE	193.73
			Total:	477.81
MSC INDUSTRIAL SUPPLY				
	78701	10/9/2019	GATE VALVE	265.66
			Total:	265.66
NAPA-SIERRA				
	78702	10/9/2019	ALTERNATOR	161.95
			Total:	161.95
NEOPOST				
	78703	10/9/2019	NEOPOST METER RENTAL	173.66
			Total:	173.66
NEVADA COUNTY - DEPT OF ENVIRONMENTAL				
	78766	10/9/2019	ANNUAL PERMIT 2019/20	2,774.18
			Total:	2,774.18
NEWEGG, INC.				
	78704	10/9/2019	DESKTOP COMPUTER	631.09
	78704	10/9/2019	SABRENT MODEL	78.72
	78704	10/9/2019	NET GEAR	102.66
			Total:	812.47
OFFICE DEPOT				
	78706	10/9/2019	TONER	425.92
	78706	10/9/2019	ALUMINUM FORM HOLDER	48.69
	78706	10/9/2019	OFFICE SUPPLIES	513.05
			Total:	987.66



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
PAYMENTUS GROUP, INC.				
	78743	10/9/2019	SEPT TRANS FEES	87.00
			Total:	87.00
PD BLOWERS, INC.				
	78707	10/9/2019	ROOTS BLOWER PARTS	705.80
			Total:	705.80
PETTY CASH				
	78776	10/17/2019	PETTY CASH REIMBURSEMENT	360.90
			Total:	360.90
PINNACLE TOWERS INC.				
	78708	10/9/2019	TOWER RENTAL	721.99
			Total:	721.99
PRAXAIR DISTRIBUTION, INC.				
	78709	10/9/2019	CYLINDER RENTAL	67.33
			Total:	67.33
PROACTIVE ENVIRONMENTAL				
	78710	10/9/2019	WELL PUMP	391.00
			Total:	391.00
Q & D CONSTRUCTION, LLC				
	78741	10/9/2019	PROG PAY #3	121,537.95
	78741	10/9/2019	RETENTION #3	(6,076.90)
			Total:	115,461.05
R.F. MACDONALD COMPANY				
	78697	10/9/2019	LABOR ON BOILER	1,225.00
			Total:	1,225.00
REED ELECTRIC				
	78754	10/9/2019	BNR BLOWER MOTOR	2,414.24
			Total:	2,414.24
RENO BUSINESS INTERIORS				
	78777	10/25/2019	DUAL MONITOR ARM	695.16
			Total:	695.16
REXEL				
	78712	10/9/2019	MPPS FILTER SUPPLY PUMP	1,391.50
			Total:	1,391.50
ROSELLE CHAVEZ				
	78713	10/9/2019	REIMB CELL PHONE CHAVEZ	42.80
			Total:	42.80
ROY SMITH COMPANY				
	78714	10/9/2019	LIQUID OXYGEN	1,174.25
	78714	10/9/2019	LIQUID OXYGEN	2,695.00
	78714	10/9/2019	LIQUID OXYGEN	2,329.25
	78747	10/9/2019	LIQUID OXYGEN	1,937.32
	78747	10/9/2019	LIQUID OXYGEN	1,661.22
			Total:	9,797.04
S. LANE LEWIS				
	78772	10/9/2019	OCT BOARD MEETING	100.00
	78772	10/9/2019	REIMBURSEMENT	1,905.00
			Total:	2,005.00



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
SAFEWAY INC.				
	78715	10/9/2019	SAFEWAY GROCERIES	358.68
			Total:	358.68
SCOTT FLEMING				
	78684	10/9/2019	CONFERENCE EXP REIMB	80.82
			Total:	80.82
SHERWIN - WILLIAMS				
	78784	10/28/2019	PAINT	1,620.50
			Total:	1,620.50
SHRED-IT USA				
	78716	10/9/2019	SHRED IT BILL	148.00
			Total:	148.00
SIERRA ELECTRONICS				
	78717	10/9/2019	RADIOS, BATTERY	4,248.29
			Total:	4,248.29
SIERRA FILTRATION PRODUCTS, INC.				
	78718	10/9/2019	AIR HANDLERS	702.33
			Total:	702.33
SIERRA SYSTEMS, INC.				
	78750	10/9/2019	SIERRA SYSTEM	600.00
			Total:	600.00
SNAP-ON INDUSTRIAL				
	78719	10/9/2019	BITS FOR SET	144.09
			Total:	144.09
SOLENIS				
	78721	10/9/2019	POLYMER	11,968.75
	78721	10/9/2019	POLYMER	7,979.16
			Total:	19,947.91
SOUTHWEST GAS CORP.				
	78767	10/9/2019	NATURAL GAS BILL	150.47
	78767	10/9/2019	NATURAL GAS BILL	862.47
			Total:	1,012.94
STANDARD INSURANCE - DENTAL				
	78737	10/2/2019	DENTAL INSURANCE PREMIUMS	8,223.60
			Total:	8,223.60
STANDARD INSURANCE - LIFE				
	78738	10/2/2019	LIFE INSURANCE PREMIUMS	2,218.68
			Total:	2,218.68
SWRCB ACCOUNTING OFFICE				
	78770	10/9/2019	CONTRACT# 03804-550-0	3,247,497.20
			Total:	3,247,497.20
TAHOE SUPPLY COMPANY, LLC				
	78722	10/9/2019	TOWELS	173.29
			Total:	173.29
TAHOE TRUCKEE DISPOSAL				
	78760	10/9/2019	SEPT SLUDGE	8,970.52
	78760	10/9/2019	SEPT CENTRIFUGE	9,759.44
			Total:	18,729.96



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Print Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
THATCHER COMPANY OF CA, INC.				
	78723	10/9/2019	METHANOL	12,099.37
	78723	10/9/2019	METHANOL	11,303.95
	78723	10/9/2019	CHLORINE EMPTIES	(4,000.00)
	78723	10/9/2019	CHLORINE EMPTIES	(4,330.00)
	78779	10/25/2019	CHLORINE TAX INV 266280	(313.50)
	78779	10/25/2019	CHLORINE TAX CREDIT	(313.50)
	78779	10/25/2019	CHLORINE TAX CREDIT	(313.50)
	78779	10/25/2019	CHLORINE	8,113.50
	78779	10/25/2019	CHLORINE	8,113.50
	78779	10/25/2019	CHLORINE	7,800.00
	78779	10/25/2019	CHLORINE	7,800.00
	78779	10/25/2019	CHLORINE	7,800.00
	78779	10/25/2019	CHLORINE EMPTIES	(4,000.00)
			Total:	49,759.82
THOMSON WEST				
	78724	10/9/2019	THOMSON WEST	325.00
			Total:	325.00
TOTAL COMPENSATION SYSTEMS, INC.				
	78725	10/9/2019	GASB68 DISC 2ND INSTALL	490.00
			Total:	490.00
TRUCKEE DONNER PUD				
	78711	10/9/2019	ELECTRIC BILL	52.33
	78711	10/9/2019	ELECTRIC BILL	45.00
	78711	10/9/2019	ELECTRIC BILL	62,700.17
	78711	10/9/2019	WATER BILL	113.40
	78711	10/9/2019	ELECTRIC BILL	27.32
			Total:	62,938.22
TRUCKEE TAHOE LUMBER				
	78726	10/9/2019	PINE TRIM	121.38
			Total:	121.38
ULINE				
	78727	10/9/2019	DUST MOP	51.62
			Total:	51.62
UNITED PARCEL SERVICE, UPS				
	78728	10/9/2019	SHIPPING CHARGES	53.45
			Total:	53.45
UNIVAR USA INC.				
	78748	10/9/2019	FERRIC CHLORIDE CREDIT	(0.06)
	78748	10/9/2019	FERRIC CHLORIDE	11,436.58
			Total:	11,436.52
UTILITY SYSTEMS SCIENCE AND SOFTWARE				
	78729	10/9/2019	CALIBRATION VALIDATION	2,300.00
			Total:	2,300.00
VEOLIA ENVIRONMENTAL SERVICES				
	78730	10/9/2019	HAZARDOUS WASTE DISPOSAL	5,068.78
			Total:	5,068.78
VERIZON WIRELESS				
	78731	10/9/2019	VERIZON BILL	475.25
			Total:	475.25
VICKY LUFRANO				
	78696	10/9/2019	REIMB CELL PHONE LUFRANO	42.80
			Total:	42.80



Tahoe-Truckee Sanitation Agency

Accounts Payable

Print Check Detail

10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
VWR SCIENTIFIC, INC.				
	78732	10/9/2019	FLASK DISTILL	70.88
	78732	10/9/2019	GLASS DISP, GLOVES	415.95
	78732	10/9/2019	PARTIAL PAY LAB SUPPLIES	660.34
			Total:	1,147.17
WESTERN ENV. TESTING LAB.				
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
	78734	10/9/2019	3Q19 SLUDGE TESTING	75.40
			Total:	527.80
WESTERN NEVADA SUPPLY				
	78733	10/9/2019	90 DEGREE FITTING	84.74
	78733	10/9/2019	VACTOR PAD	396.74
			Total:	481.48
ZEBHULON SNIDER				
	78720	10/9/2019	REIMBURSEMENT	190.00
			Total:	190.00
ZORO				
	78735	10/9/2019	PIPE CUTTER	177.52
	78735	10/9/2019	FUSED DISCONNECT	794.39
	78735	10/9/2019	GO JO DISPENSER	102.71
	78735	10/9/2019	THERMAL UNIT	148.66
	78735	10/9/2019	BRASS FRONT FERRULE	36.60
	78735	10/9/2019	V BELTS	153.94
	78755	10/9/2019	TIME DELAY	132.19
	78755	10/9/2019	GRAIN SCOOP	305.09
	78755	10/9/2019	CONDUITS, PVC	100.50
	78755	10/9/2019	WINDSOCK KIT	259.12
			Total:	2,210.72
Print Check Total				3,813,019.29



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Electronic Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
CALIFORNIA STATE BOARD OF EQUALIZAT				
	1112713	10/28/2019	3RD QTR USE TAX 2019	1,535.00
			Total:	1,535.00
EMPLOYMENT DEVELOPMENT DEPARTMENT				
	1112707	10/16/2016	STATE TAX DEPOSIT	13,941.44
	1112702	10/11/2016	STATE TAX DEPOSIT	0.02
	1112712	10/28/2019	UNEMPLOYMENT	2,303.00
			Total:	16,244.46
FEDERAL TAXES/EFTPS				
	1112708	10/16/2019	FEDERAL TAX DEPOSIT	36,749.70
	1112703	10/11/2019	FEDERAL TAX DEPOSIT	0.04
			Total:	36,749.74
FIRST US COMMUNITY CREDIT UNION				
	1112706	10/16/2019	PAYROLL DEPOSITS	3,200.00
			Total:	3,200.00
NATIONWIDE RETIREMENT SOLUTIONS				
	1112705	10/16/2019	DEFERRED COMP DEPOSITS	4,519.96
			Total:	4,519.96
NAVIA BENEFIT SOLUTIONS				
	1112710	10/24/2019	HRA DISBURSEMENTS	461.81
	1112710	10/24/2019	HRA DISBURSEMENTS	596.77
	1112710	10/24/2019	HRA DISBURSEMENTS	38.14
	1112710	10/24/2019	COBRA/PARTICIPANT FEES	325.20
	1112710	10/24/2019	HRA DISBURSEMENTS	85.17
	1112710	10/24/2019	HRA DISBURSEMENTS	771.59
	1112710	10/24/2019	HRA DISBURSEMENTS	2,940.57
			Total:	5,219.25
PERS 457 PLAN				
	1112704	10/16/2019	DEFERRED COMP DEPOSITS	825.00
	1112704	10/16/2019	DEFERRED COMP DEPOSITS	6,282.37
			Total:	7,107.37
PERS-HEALTH PREMIUM				
	1112700	10/7/2019	HEALTH PREM RETIREES	51,834.39
	1112700	10/7/2019	HEALTH PREM ACTIVE EMP	95,134.32
			Total:	146,968.71
PERS-RETIREMENT				
	1112701	10/7/2019	FOR PAYROLL ENDING 093019	9,091.91
	1112701	10/7/2019	FOR PAYROLL ENDING 093019	33,860.14
	1112711	10/25/2019	FOR PAYROLL ENDING 101519	33,661.64
	1112711	10/25/2019	FOR PAYROLL ENDING 101519	9,109.97
			Total:	85,723.66



Tahoe-Truckee Sanitation Agency
 Accounts Payable
 Electronic Check Detail
 10/01/2019 - 10/31/2019

Vendor	Check No.	Check Date	Check Description	Amount
U.S. BANK BANK CARD DIVISION				
	1112714	10/30/2019	VISUAL HYDRAULICS ENG	300.00
	1112714	10/30/2019	HOME DEPOT RETURN	(117.99)
	1112714	10/30/2019	HOME DEPOT RETURN	(48.68)
	1112714	10/30/2019	RIVER SAMPLE PERMIT	206.54
	1112714	10/30/2019	BALDOR MOTOR	475.95
	1112714	10/30/2019	EXTRA COURSE SALT	252.82
	1112714	10/30/2019	SHOP VAC	392.91
	1112714	10/30/2019	CHAIN LUBE, AERO KROIL	532.76
	1112714	10/30/2019	SENSOR	76.03
	1112714	10/30/2019	RECEIVER ADA DOOR	88.27
	1112714	10/30/2019	CASELLE TRAINING AIRFAIRE	1,821.60
	1112714	10/30/2019	BOD MEETING CAMERA CABLE	19.48
	1112714	10/30/2019	REPAIR HIGH PRESS WATER	160.76
	1112714	10/30/2019	BEST BUY RETURN	(23.82)
	1112714	10/30/2019	BOD MEETING VIDEO EDITING	62.28
	1112714	10/30/2019	BEST BUY SANDISC	240.34
	1112714	10/30/2019	DHI WATER & ENVIRONMENT	3,984.00
	1112714	10/30/2019	ADOBE, MSFT, GOOGLE, AMA WEB	1,768.67
	1112714	10/30/2019	LOGMEIN GO TO MEETINGS	88.82
	1112714	10/30/2019	FIRE ALARM PANELS	193.18
	1112714	10/30/2019	MANAGERS LUNCH	89.51
	1112714	10/30/2019	BATTERY CHARGERS	409.90
	1112714	10/30/2019	WAYFAIR - CHAIRS	242.46
	1112714	10/30/2019	COSTCO-PLATES,CANY,CAKE	207.46
	1112714	10/30/2019	RAINBOW MARKET - GAS	60.00
	1112714	10/30/2019	GOLD RANCH - GAS	75.65
	1112714	10/30/2019	BELIMO DAMPER ACTUATOR	195.00
	1112714	10/30/2019	SUBMERSIBLE PUMP	657.94
	1112714	10/30/2019	DETECTION SEWER SONDE	899.99
	1112714	10/30/2019	TFT QUADRALOG NOZZLE	1,506.75
	1112714	10/30/2019	ADA DOOR OPENERS	1,307.00
			Total:	16,125.58
Electronic Transfer Total				323,393.73



Tahoe-Truckee Sanitation Agency
Accounts Payable
Payroll Detail
10/01/2019 - 10/31/2019

Description	Pay Date	Amount
Payroll	10/15/19	165,640.58
Payroll Total		165,640.58

General Fund Warrant Summary	Amount
Print Check Total	3,813,019.29
Electronic Transfer Total	323,393.73
Payroll Total	165,640.58
Warrant Total	4,302,053.60



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-3
Subject: Approval of financial statements

Background

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

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

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

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

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

Fiscal Impact

None.


Attachments

Report of financial statements.

Recommendation

Management recommends approval of the financial statements.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
 Fund 00: Administration
 Fiscal Year 2019 - 2020
 Period Ending October 31, 2019

	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
REVENUE					
Tax Revenue - Ad Valorem	3,900,000.00	41,132.79	1.1	204,748.34	5.2
TOTAL REVENUE	3,900,000.00	41,132.79	1.1	204,748.34	5.2
EXPENDITURE					
Salaries & Wages	1,040,000.00	85,851.18	8.3	349,036.58	33.6
Employee Benefits	753,450.00	49,777.66	6.6	209,508.74	27.8
Director Fees	7,000.00	700.00	10.0	3,800.00	54.3
Vehicle	1,950.00	135.65	7.0	250.72	12.9
CSRMA Insurance	175,000.00	69,120.00	39.5	96,708.00	55.3
Professional Memberships	27,710.00	0.00	0.0	707.00	2.6
Office Expense	132,850.00	6,934.43	5.2	34,610.17	26.1
Contractual Services	154,500.00	293.05	0.2	3,479.65	2.3
Professional Services	644,000.00	57,974.62	9.0	318,178.63	49.4
Conferences and Training	31,500.00	8,453.50	26.8	12,002.50	38.1
Uncollectible Accounts	2,000.00	0.00	0.0	52.50	2.6
Utilities	105,200.00	8,720.02	8.3	32,873.11	31.2
TOTAL EXPENDITURE	3,075,160.00	287,960.11	9.4	1,061,207.60	34.5
NET INCOME	824,840.00			(856,459.26)	

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



Tahoe-Truckee Sanitation Agency
 Fund 01: Operation and Maintenance
 Fiscal Year 2019 - 2020
 Period Ending October 31, 2019

	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
REVENUE					
Service Charges	12,754,000.00	505,594.49	4.0	1,741,511.72	13.7
TOTAL REVENUE	12,754,000.00	505,594.49	4.0	1,741,511.72	13.7
EXPENDITURE					
Salaries & Wages	4,790,000.00	366,970.53	7.7	1,444,494.98	30.2
Employee Benefits	2,909,000.00	207,829.90	7.1	899,255.40	30.9
Vehicle	71,000.00	4,173.77	5.9	10,393.51	14.6
Professional Memberships	15,500.00	291.00	1.9	4,863.00	31.4
Office Expense	152,000.00	3,810.49	2.5	39,383.91	25.9
Professional Services	650,000.00	0.00	0.0	86,297.29	13.3
Agency Permits & Licenses	176,000.00	2,980.72	1.7	13,230.83	7.5
Conferences and Training	62,500.00	1,600.00	2.6	5,781.92	9.3
Utilities	953,000.00	77,673.27	8.2	258,537.43	27.1
Contractual Services	1,711,500.00	188,925.79	11.0	585,017.43	34.2
Supplies, Repairs and Maintenance	711,500.00	90,249.19	12.7	265,079.11	37.3
TOTAL EXPENDITURE	12,202,000.00	944,504.66	7.7	3,612,334.81	29.6
NET INCOME	552,000.00			(1,832,699.55)	



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve Fund
 Fiscal Year 2019 - 2020
 Period Ending October 31, 2019

DESCRIPTION	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
Barscreens, Washers, Compactors	350,000.00	0.00	0.0	0.00	0.0
Operation and Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0
Portable Emergency Pump Systems	400,000.00	0.00	0.0	0.00	0.0
Plant Air Compressor	25,000.00	0.00	0.0	0.00	0.0
Security Improvemens	50,000.00	0.00	0.0	0.00	0.0
Utility/Snow Vehicle	50,000.00	0.00	0.0	0.00	0.0
SUB TOTOAL	900,000.00	0.00	0.0	0.00	0.0
Debt Payment of SRF Loan (73.2%)	2,587,684.00	2,377,167.95	91.9	2,377,167.95	91.9
TOTAL	3,487,684.00	2,377,167.95	68.2	2,377,167.95	68.2



Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2019 - 2020
 Period Ending October 31, 2019

DESCRIPTION	Budget (\$)	Month (\$)	Month (%)	Year-To-Date (\$)	Year-To-Date (%)
Lab Equipment Replacement	25,000.00	5,285.39	21.1	5,285.39	21.1
Admin. Office Improvement	66,000.00	38,257.27	58.0	83,061.80	125.9
Accounting Software Upgrade	90,000.00	0.00	0.0	0.00	0.0
EPDM Roof Replacement *	420,000.00	0.00	0.0	2,190.00	0.5
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0
Robicon Drive Upgrade	35,000.00	0.00	0.0	0.00	0.0
Facilities Security System	50,000.00	0.00	0.0	0.00	0.0
Plant Concrete Repair	450,000.00	121,537.95	27.0	478,291.55	106.3
Corten/Fascia Installation	150,000.00	0.00	0.0	0.00	0.0
BNR Blower Replacement	25,000.00	0.00	0.0	0.00	0.0
SUB TOTAL	1,391,000.00	165,080.61	11.9	568,828.74	40.9
Debt Payment on SRF Loan (26.8%)	870,329.00	870,329.25	100.0	870,329.25	100.0
TOTAL	2,261,329.00	1,035,409.86	45.8	1,439,157.99	63.6

Note: * Project Complete



**Tahoe Truckee Sanitation Agency
Fund Balances
Period Ending October 31, 2019**

Fund No.	Fund Description	Detail	Beginning Month Balance	Interest	Revenue	Expenditure	Transfers	Ending Month Balance
0	Admininstration	<i>Cash</i>		1,019.88	41,132.79	287,960.11		
		<i>Accrual</i>				<u>(111,813.13)</u>		
		<i>Total</i>	6,094.83	1,019.88	41,132.79	176,146.98	215,000.00	87,100.52
1	Operations & Maintanence	<i>Cash</i>		16,701.93	505,594.49	944,504.66		
		<i>Accrual</i>			<u>7,020.86</u>	<u>(244,979.56)</u>		
		<i>Total</i>	200,197.60	16,701.93	512,615.35	699,525.10	785,000.00	814,989.78
2	WWCRF	<i>Cash</i>		105,687.22	392,054.00	2,377,167.95		
		<i>Accrual</i>			<u>(34,775.83)</u>			
		<i>Total</i>	19,439,924.06	105,687.22	357,278.17	2,377,167.95		17,525,721.50
4	SRF	<i>Cash</i>		17,047.44				
		<i>Accrual</i>						
		<i>Total</i>	3,038,179.17	17,047.44	0.00	0.00	0.00	3,055,226.61
6	Rehab	<i>Cash</i>		127,427.81		1,035,409.86		
		<i>Accrual</i>				<u>2,934.39</u>		
		<i>Total</i>	19,617,614.48	127,427.81		1,038,344.25	<u>(1,000,000.00)</u>	17,706,698.04
7	Emergency Reserve	<i>Cash</i>		22,726.65				
		<i>Accrual</i>						
		<i>Total</i>	4,050,325.54	22,726.65	0.00	0.00	0.00	4,073,052.19
Total Fund Balance			46,352,335.68	290,610.93	911,026.31	4,291,184.28	0.00	43,262,788.64

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

**End of Month Cash Balances
Period Ending October 31, 2019**

Account	Description	Avg. Monthly Interest Rate	Beginning Month Balance	Ending Month Balance
L.A.I.F.		2.34%	45,370,115.02	41,894,904.86
Savings	Wells Fargo - Investment	0.10%	790,964.94	465,480.99
	US Bank - Service Charge	NA	10,061.45	503,818.20
	US Bank - Tax Revenue	0.25%	2,452.08	43,642.57
	US Bank - WWCRF	0.25%	12,744.05	34,851.58
Checking	US Bank - General Checking	NA	161,507.48	155,838.98
	Wells Fargo - Payroll	NA	2,890.66	162,651.46
Checking	US Bank - Petty Cash	NA	1,600.00	1,600.00
Cash Balance Totals		NA	46,352,335.68	43,262,788.64

California State Treasurer
Fiona Ma, CPA



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

November 01, 2019

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

October 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/8/2019	10/7/2019	RW	1618883	DAWN DAVIS	-600,000.00
10/9/2019	10/8/2019	RW	1618970	DAWN DAVIS	-3,500,000.00
10/15/2019	10/15/2019	QRD	1620471	SYSTEM	289,789.84
10/25/2019	10/24/2019	RD	1622441	DAWN DAVIS	335,000.00

Account Summary

Total Deposit:	624,789.84	Beginning Balance:	45,370,115.02
Total Withdrawal:	-4,100,000.00	Ending Balance:	41,894,904.86



BETTY T. YEE
 California State Controller

LOCAL AGENCY INVESTMENT FUND
 REMITTANCE ADVICE

Agency Name TAHOE TRUCKEE SANITATION AGENCY

Account Number 70-31-001

As of 10/15/2019, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2019.

Earnings Ratio		.00006701807521016
Interest Rate		2.45%
Dollar Day Total	\$	4,324,054,960.54
Quarter End Principal Balance	\$	45,370,115.02
Quarterly Interest Earned	\$	289,789.84



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 1 for the 2019 Roof Repair project

Background

The 2019 Roof Repair project follows up on last year's project to repair critical roof areas that have reached the end of their life cycle and need to be replaced. During the winter of 2018/2019, staff noted several roof areas in various buildings throughout the plant that needed repair or replacement. In this project, the Agency will be completely replacing the roof areas for the following facilities:

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

Between late September and mid-October, the Contractor completed work on Building 13 & 53. Progress pay estimate no. 1 is to compensate the contractor for this first step of the work. Contract Modification No. 1 postponed the remaining work until next summer with a completion date of July 31, 2020.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 1 would yield a payment to the contractor of \$125,742.28.


Attachments

Progress pay estimate no. 1.

Recommendation

Management and staff recommend approval of progress pay estimate no. 1 for the 2019 Roof Repair project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 Roof Repair Project

Progress Pay Estimate No. 1

September 21, 2019 to October 20, 2019

OWNER:

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

CONTRACTOR:

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

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1A	Building 4 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$24.84	3,320	FT ²	\$82,468.80	0.00%	\$0.00
1B	Building 4 Remove and replace damaged substrate; and perform all related work as described in the Contract Documents.	\$80.00	25	FT ²	\$2,000.00	0.00%	\$0.00
2A	Building 27 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$32.38	2,545	FT ²	\$82,407.10	0.00%	\$0.00
2B	Building 27 Remove and replace damaged substrate; and perform all related work as described in the Contract Documents.	\$80.00	25	FT ²	\$2,000.00	0.00%	\$0.00
3A	Building 32 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$64.68	1,130	FT ²	\$73,088.40	0.00%	\$0.00
3B	Building 32 Roof Repair; install walkway pads as shown in the Contract Documents.	\$27.60	1,000	FT ²	\$27,600.00	0.00%	\$0.00
4A	Building 13 & 53 Roof Repair; remove and replace existing roof, and perform all related work as specified in the Contract Documents.	\$20.91	6,330	FT ²	\$132,360.30	100.00%	\$132,360.30
4B	Building 13 & 53 Remove and replace damaged substrate; and perform all related work as described in the Contract Documents.	\$80.00	25	FT ²	\$2,000.00	0.00%	\$0.00
5	Test roof for leaks on Buildings 4, 27, 32, 13 and 53.	\$3,465.50	4	Work Area	\$13,862.00	0.00%	\$0.00
6	20-year warranty: Provide a 20-year warranty covering all work and specified materials provided by the Contractor.	\$1,500.00	-	Lump Sum	\$1,500.00	0.00%	\$0.00
TOTAL					\$419,286.60		\$132,360.30

TOTAL EARNED TO DATE:	\$132,360.30
5% TOTAL RETENTION TO DATE:	\$6,618.02
TOTAL AMOUNT PREVIOUSLY PAID:	\$0.00
TOTAL AMOUNT DUE CONTRACTOR:	\$125,742.28

ACCEPTED BY:
 CentiMark Corporation

BY:

DATE: 11-5-19

Anthony Delecco
 VP Credit + Collections

APPROVED BY:
 Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-5
Subject: Approval of Progress Pay Estimate No. 2 for the 2019 Digital Scanning of Sewer Lines project

Background

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

The contract documents state that the Agency will pay the contractor five percent (5%) of the total bid price upon submission of a complete set of approved shop drawing submittals, forty five percent (45%) upon completion of all required Inspection Work, and fifty percent (50%) upon delivery of a complete set of deliverables that are in full conformance with all specified requirements. During this pay period, the contractor completed all of the required Inspection Work. Progress pay estimate no. 2 is to compensate the contractor for this second step of the work.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 2 would yield a payment to the contractor of \$62,526.35.


Attachments

Progress pay estimate no. 2.

Recommendation

Management and staff recommend approval of progress pay estimate no. 2 for the 2019 Digital Scanning of Sewer Lines project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2019 DIGITAL SCANNING OF SEWER LINES

Progress Pay Estimate No. 2
 September 21, 2019 to October 20, 2019

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

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

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Base Bid: All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, excluding work specified in Section 6.01, Technical Specifications, Additive Bid Alternate.	\$2.85	36,476.80	L.F.	\$103,958.88	50.00%	\$ 51,979.44
2	Additive Bid Alternative: All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, only for work specified in Section 6.01, Technical Specifications, Additive Bid Alternate.	\$1.19	35,139.10	L.F.	\$41,815.53	50.00%	\$ 20,907.77
TOTAL					\$145,774.41		\$ 72,887.21

TOTAL EARNED TO DATE: **\$72,887.21**
 5% TOTAL RETENTION TO DATE: **\$3,644.36**
 TOTAL AMOUNT PREVIOUSLY PAID: **\$6,716.50**
TOTAL AMOUNT DUE CONTRACTOR: \$62,526.35

ACCEPTED BY:
Professional Pipe Services

BY: 
 DATE: 11-08-19

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: _____
 DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-1
Subject: Presentation of the State Revolving Fund (SRF) loan refinancing analysis

Background

Mr. Steven Gortler, Registered Municipal Advisor, recently contacted the Agency to discuss an opportunity for the Agency to have a debt service savings on its current State Revolving Fund (SRF) loan.

After meeting and reviewing the options with Mr. Gortler, he was asked to prepare a presentation of the SRF loan refinancing analysis for Board of Director review and discussion.

Fiscal Impact

None.


Attachments

State Revolving Fund (SRF) loan refinancing analysis presentation.

Recommendation

None.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



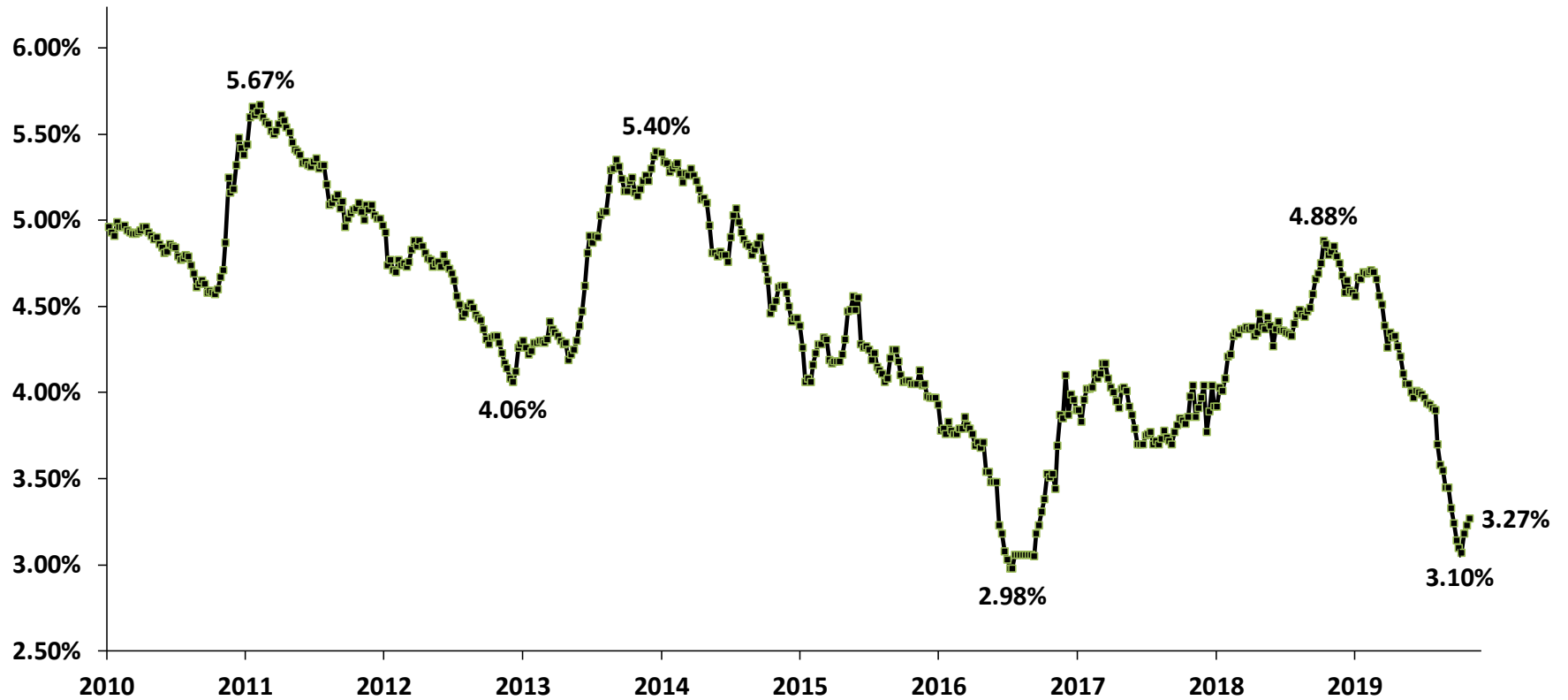
Tahoe-Truckee Sanitation Agency

SRF Loan Refinancing Analysis

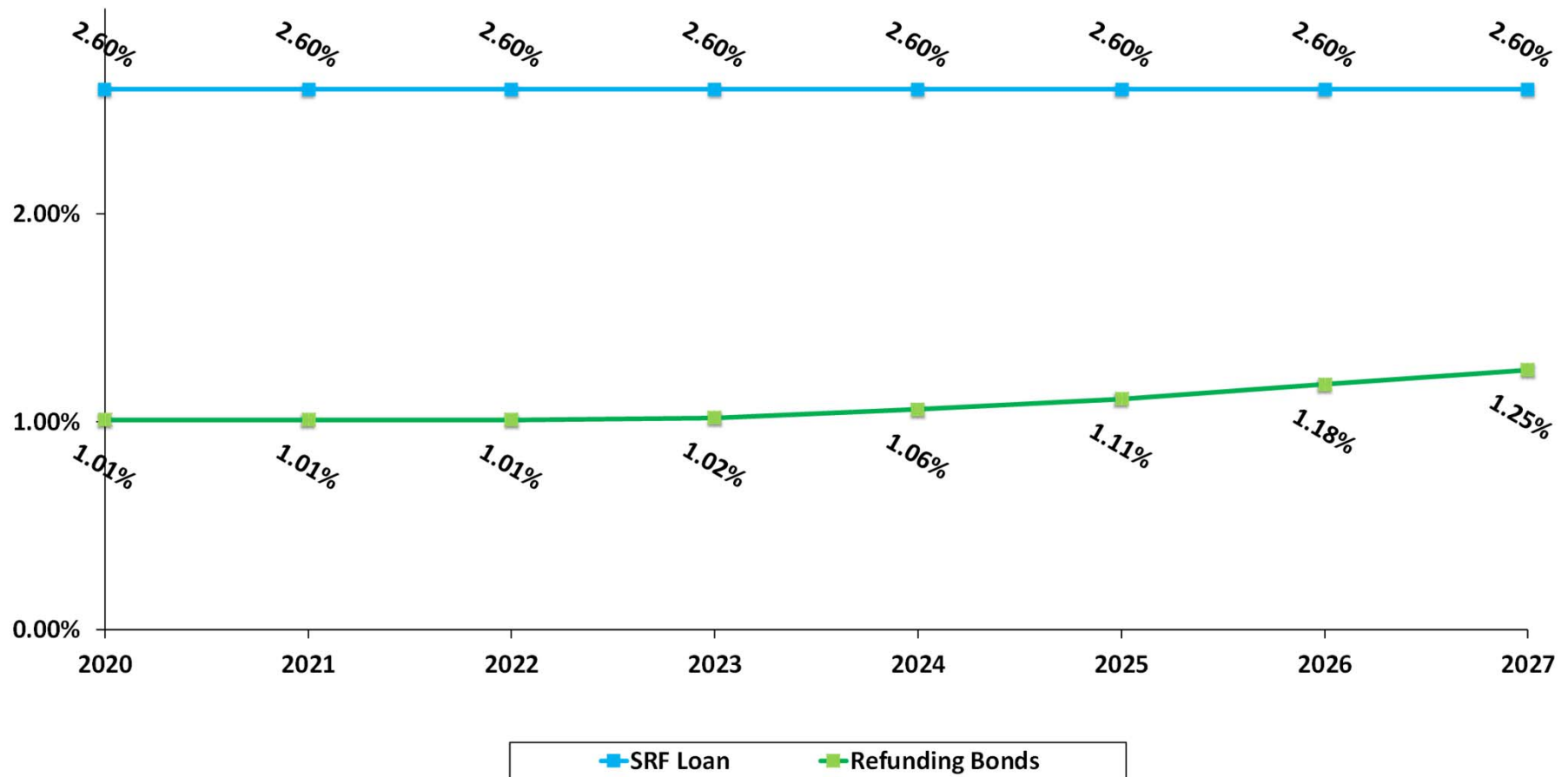
November 4, 2019

Prepared by Steven Gortler
Telephone (415) 298-3319
Email: steven.gortler@att.net

Historical Trends in Municipal Revenue Bond Yields (Bond Buyer Revenue Bond Index)



Interest Rate Comparison: TTSA SRF Loan vs. Refunding Bonds



Estimated Debt Service Savings
(Excluding use of SRF Loan Reserve)

12-Mo. Ending Nov. 1,	SRF Loan			Refunding Bonds			Debt Service Savings	
	Principal	Interest	Total	Principal	Interest	Total	Annual	Cumulative
2020	2,644,660	602,837	3,247,497	2,345,000	747,201	3,092,201	155,296	155,296
2021	2,713,422	534,076	3,247,497	2,195,000	894,000	3,089,000	158,497	313,793
2022	2,783,970	463,527	3,247,497	2,305,000	784,250	3,089,250	158,247	472,040
2023	2,856,354	391,144	3,247,497	2,420,000	669,000	3,089,000	158,497	630,538
2024	2,930,619	316,878	3,247,497	2,540,000	548,000	3,088,000	159,497	790,035
2025	3,006,815	240,682	3,247,497	2,670,000	421,000	3,091,000	156,497	946,532
2026	3,084,992	162,505	3,247,497	2,805,000	287,500	3,092,500	154,997	1,101,529
2027	3,165,202	82,295	3,247,497	2,945,000	147,250	3,092,250	155,247	1,256,776
	23,186,034	2,793,944	25,979,978	20,225,000	4,498,201	24,723,201	1,256,776	

Estimated Debt Service Savings
(Including use of SRF Loan Reserve)

12-Mo. Ending Nov. 1,	SRF Loan			Refunding Bonds			Debt Service Savings	
	Principal	Interest	Total	Principal	Interest	Total	Annual	Cumulative
2020	2,644,660	602,837	3,247,497	2,040,000	650,592	2,690,592	556,906	556,906
2021	2,713,422	534,076	3,247,497	1,910,000	778,500	2,688,500	558,997	1,115,903
2022	2,783,970	463,527	3,247,497	2,010,000	683,000	2,693,000	554,497	1,670,400
2023	2,856,354	391,144	3,247,497	2,110,000	582,500	2,692,500	554,997	2,225,397
2024	2,930,619	316,878	3,247,497	2,215,000	477,000	2,692,000	555,497	2,780,894
2025	3,006,815	240,682	3,247,497	2,325,000	366,250	2,691,250	556,247	3,337,142
2026	3,084,992	162,505	3,247,497	2,440,000	250,000	2,690,000	557,497	3,894,639
2027	3,165,202	82,295	3,247,497	2,560,000	128,000	2,688,000	559,497	4,454,136
	23,186,034	2,793,944	25,979,978	17,610,000	3,915,842	21,525,842	4,454,136	



Estimated Net Present Value (NPV) Savings

Net Present Value (NPV) Savings	1,198,861
Par Amount of Refunded Bonds	23,186,034
NPV Savings / Refunded Par Amount	5.17%



Estimated Sources & Uses of Funds

Sources of Funds:

Par Amount of Bonds	17,610,000
Net Original Issue Premium	2,925,767
Transfer from SRF Loan Reserve	3,038,179
Total Sources	23,573,946

Uses of Funds:

Deposit to SRF Loan Prepayment Fund	23,345,116
Estimated Costs of Issuance	228,830
Total Uses	23,573,946



Estimated Costs of Issuance

Service	Estimated Fee
Underwriter (0.50%)	88,050
Bond & Disclosure Counsel	70,000
Financial Advisor	35,000
Rating Agency	23,000
Trustee & Counsel	5,000
Financial Printer	2,500
Bidding Platform	1,500
Advertising	1,000
Contingency	2,780
	228,830



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-2
Subject: Approval to refinance the State Revolving Fund (SRF) loan

Background

In February 2004, the Tahoe-Truckee Sanitation Agency borrowed \$47,219,706 from the California State Water Resources Control Board - State Revolving Fund (SRF) Loan Program. Loan proceeds were used to expand the capacity of the Agency's wastewater treatment plant. The SRF loan is secured by and payable from wastewater system revenues, carries an interest rate of 2.60%, and has a final maturity date of October 31, 2027. Currently, \$23,186,034 of the SRF Loan remains outstanding.

Interest rates have declined during the past six months, such that the Agency can refinance the SRF loan and obtain a debt service savings, similar to refinancing a home mortgage at a lower interest rate.

The Agency can issue Refunding Bonds at an 'all-inclusive true interest cost' of approximately 1.40% as compared to a rate of 2.60% on the SRF loan being refinanced.

Fiscal Impact

Refinancing the SRF loan at current market interest rates will save approximately \$157,000 per year from 2020 through 2027, for a total debt service savings of approximately \$1,257,000. These savings are net of all issuance costs and assume no extension of the final maturity.

Additionally, if the Agency applies its SRF loan reserve (approximately \$3M) toward the refinancing, then annual savings increase to approximately \$557,000 per year from 2020 through 2027, for a total savings of approximately \$4,454,000.

Another measure of the savings from this type of refinancing is 'Net Present Value Savings' or NPV Savings. NPV Savings equals total nominal debt service savings adjusted for the time value of money, costs of issuance, and any up-front contribution of funds. NPV Savings is considered a better measure of the true or real "economic benefit" of such a refinancing.

Based on municipal market conditions as of November 4, 2019, the SRF loan refinancing will yield NPV Savings of approximately \$1,200,000 or 5.17% of the outstanding SRF loan balance. As a rule of thumb, NPV Savings of 3%-5% is considered good. In light of the fact that the SRF Loan carries an interest rate of only 2.60%, NPV Savings of 5.17% is very good.

The cost of issuing the Refunding Bonds is expected not-to-exceed \$230,000 including fees for Bond and Disclosure Counsel, Underwriter, Financial Advisor, Trustee, Rating Agency and miscellaneous other fees and expenses. All costs of issuance are payable from proceeds of the Refunding Bonds upon closing. If for any reason the refinancing fails to close, then all fees and expenses will be waived and the Agency will not be billed, with one exception. A portion of the Rating Agency Fee estimated at approximately \$10,000 is not contingent.

From start to finish, it will take approximately 12-weeks to complete the SRF loan refinancing. The proposed schedule anticipates all preparations for the issuance of the Refunding Bonds will be completed by year-end, whereupon the refinancing will be submitted for formal approval at the January 8, 2020 Board of Directors meeting.

If everything remains on schedule, then the bond sale will occur on or about January 22, 2020 and closing will occur on or about February 5, 2020.

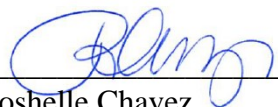
Attachments

None.

Recommendation

Management recommends approval to refinance the State Revolving Fund (SRF) loan.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-3
Subject: Discussion on potentially changing the date and time of the regular Board of Directors meetings

Background

At the June 12, 2019 Board of Directors meeting, direction was provided to revisit the discussion to potentially change the date and time of the Agency regular Board of Directors meetings.

The Agency currently holds its regular Board of Directors meeting on the second Wednesday of the calendar month and any changes to the Board of Directors regular meeting schedule shall require a resolution or ordinance in accordance with Government Code § 54954(a):

“Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings.”

Due to the current meeting date and packet preparation, Agency staff is often limited on financial documentation preparation time. It would be beneficial for Agency staff if the meeting date was changed to the third week, or later week, of the month.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management and staff recommend the Board of Directors change the date and time of the regular Board of Directors meetings to the third week of the month.

Should there be a request to change the date and time of the meeting, a resolution will be prepared for Board of Directors consideration at the December 11, 2019 meeting.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: November 13, 2019
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month.

Operations Report:

- Digesters #31 cleaning project in progress.
- Participation in Big Truck and Truckee River Days.
- Preparation for chlorine scrubber repair project.
- Overall, the plant performed well through the month.

Laboratory Report:

- Staff performed necessary laboratory testing per WDR requirements and operational needs.

Work Orders

- Completed this month: 3
- Pending: 6

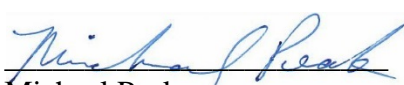
Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.93
Monthly maximum instantaneous ⁽¹⁾	4.73
Maximum 7- day average	3.36

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	Recorded	Limit	Recorded	Limit
Suspended Solids (mg/l)	1.7	10.0	2.8	20.0
Turbidity (NTU)	NA	NA	3.8	10.0
Total Phosphorus (mg/l)	0.41	0.80	0.52	1.50
Chemical Oxygen Demand (mg/l)	35.8	45.0	40.0	60.0

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

Review Tracking:

Submitted By: 
Michael Peak
Operations Manager

Approved By: 
LaRue Griffin
General Manager



Digester Cleaning – View of Weir Tank



Digester Cleaning – View of Digester #31



Digester Cleaning – View of Weir Tank, Filter Box & Pump



Big Truck Day – View of CHP Helicopter

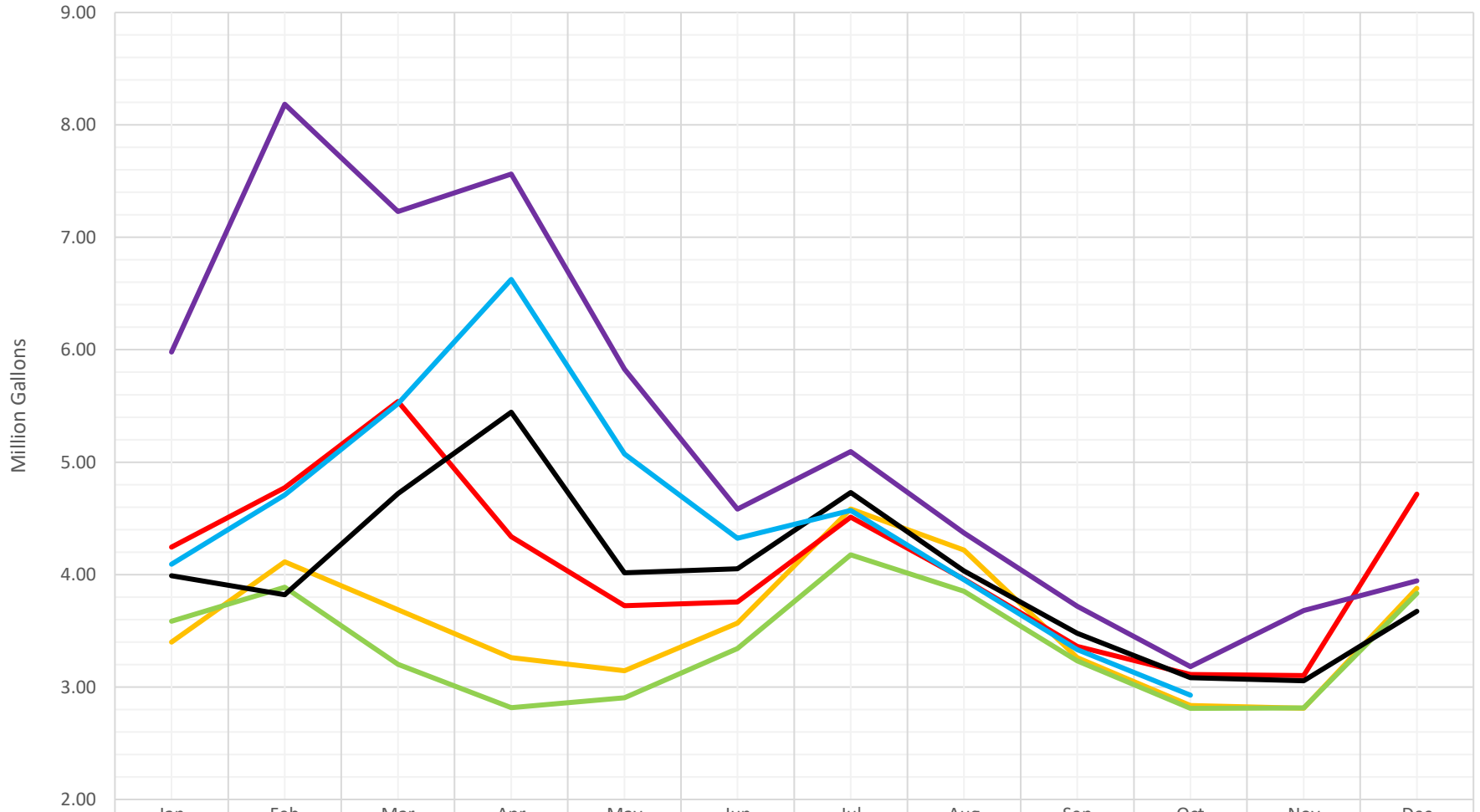


Big Truck Day – View of display booth.



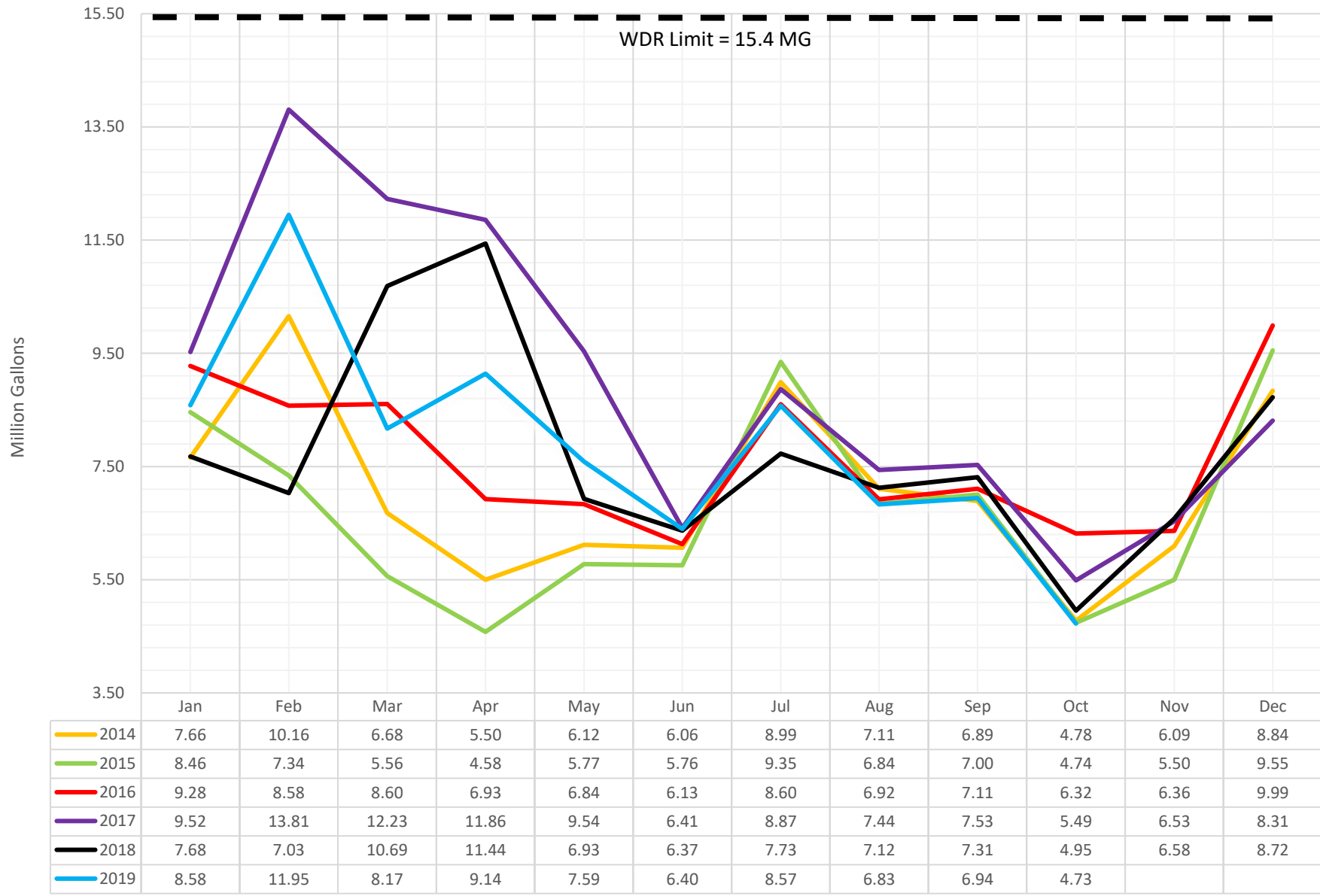
Truckee River Day – View of display booth.

Monthly Average Daily Flow (Influent)

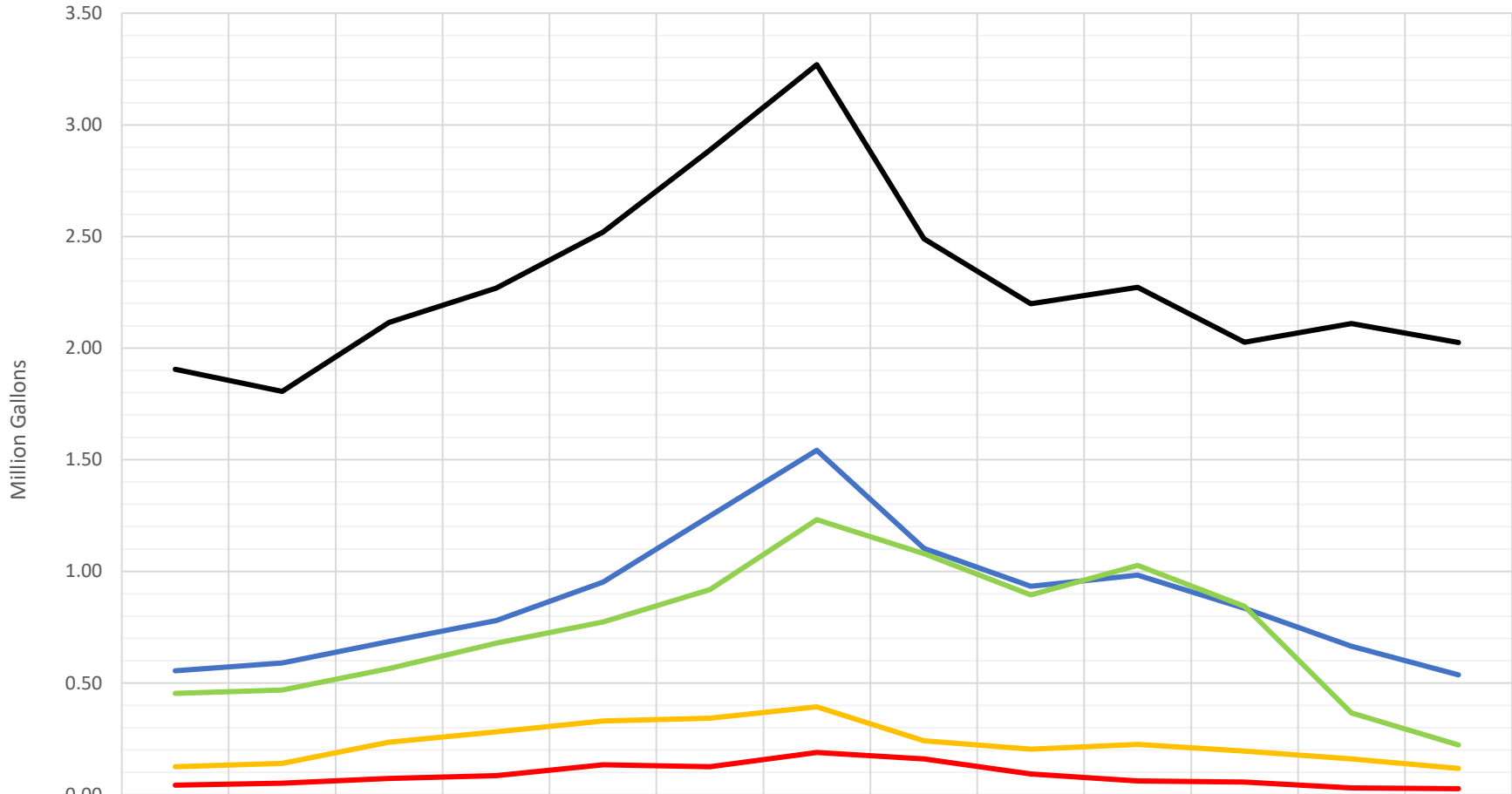


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	3.40	4.11	3.69	3.26	3.14	3.57	4.58	4.22	3.26	2.84	2.81	3.88
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93		

Monthly Maximum Instantaneous Flow (Influent)

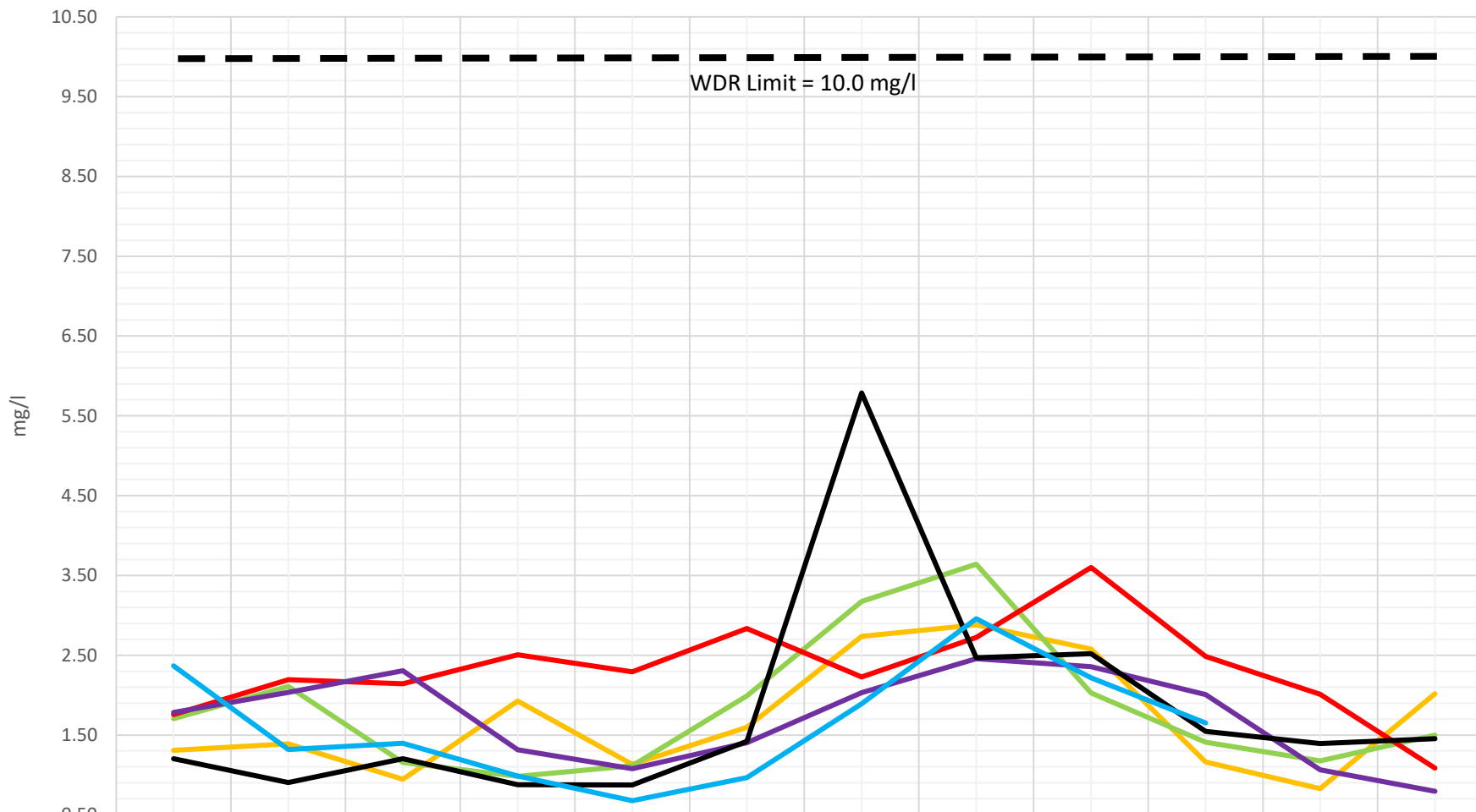


Monthly Average Daily Flow (Districts)



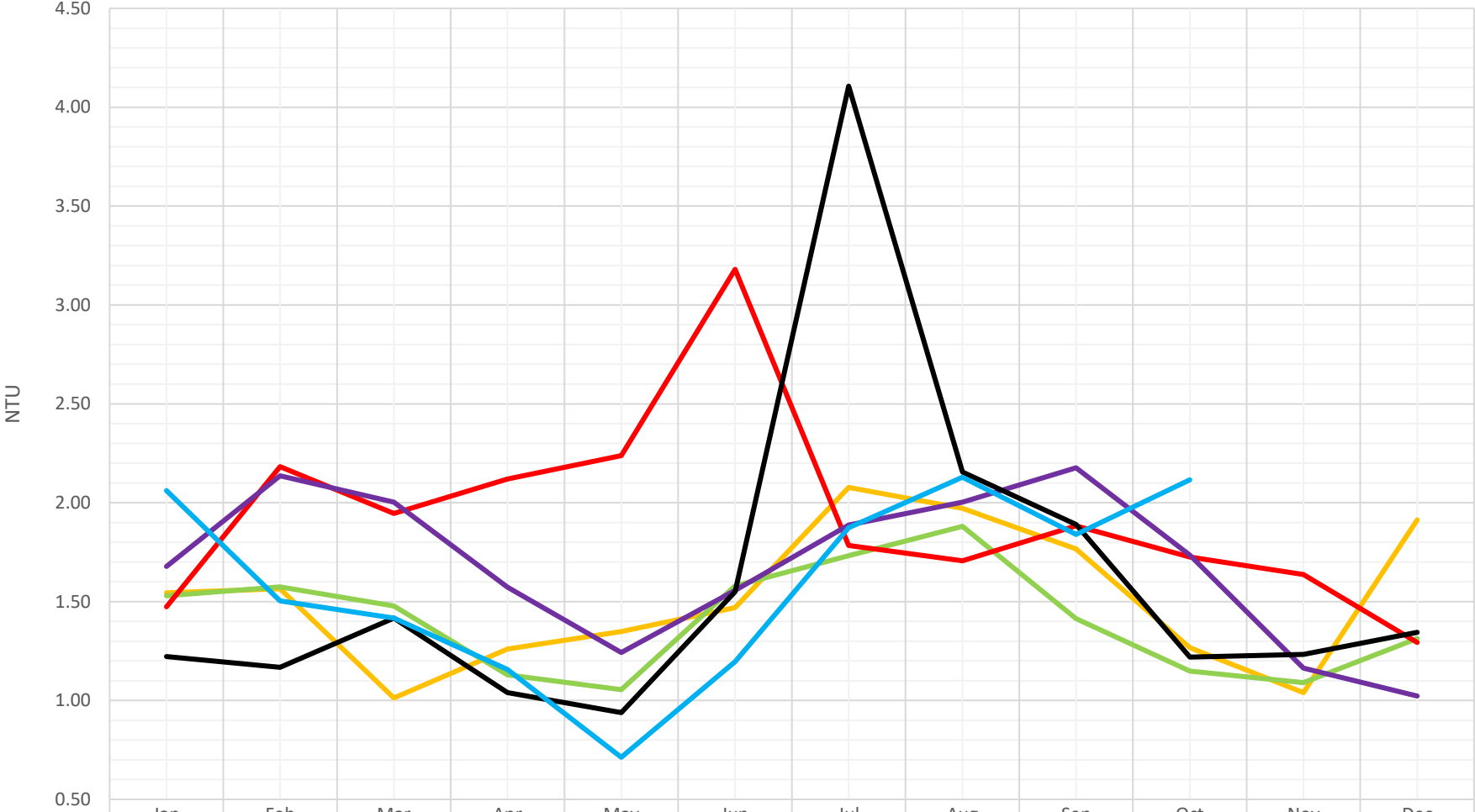
	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
NTPUD	0.55	0.59	0.69	0.78	0.95	1.25	1.54	1.10	0.93	0.98	0.83	0.66	0.54
TCPUD	0.45	0.47	0.56	0.68	0.77	0.92	1.23	1.08	0.89	1.03	0.84	0.37	0.22
ASCWD	0.04	0.05	0.07	0.08	0.13	0.13	0.19	0.16	0.09	0.06	0.06	0.03	0.03
SVPSD	0.13	0.14	0.23	0.28	0.33	0.34	0.39	0.24	0.20	0.23	0.19	0.16	0.12
TSD	1.91	1.81	2.11	2.27	2.52	2.89	3.27	2.49	2.20	2.27	2.03	2.11	2.02

Monthly Average Daily Suspended Solids (Effluent)



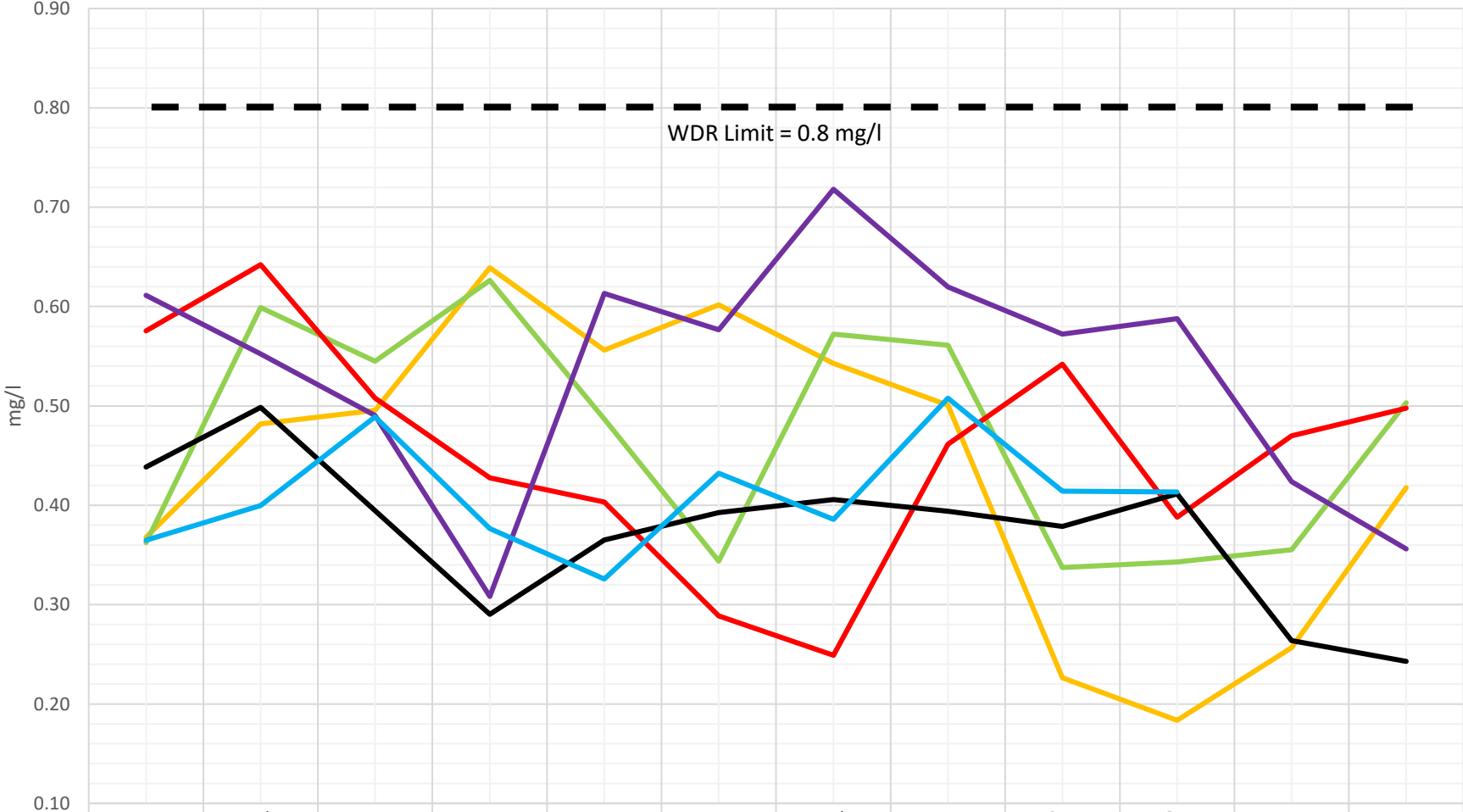
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	1.31	1.39	0.95	1.93	1.13	1.60	2.73	2.88	2.58	1.16	0.83	2.02
2015	1.70	2.11	1.16	0.98	1.11	1.99	3.17	3.64	2.03	1.41	1.18	1.50
2016	1.76	2.20	2.14	2.51	2.29	2.84	2.23	2.72	3.60	2.49	2.01	1.09
2017	1.78	2.04	2.30	1.31	1.08	1.40	2.03	2.46	2.36	2.01	1.06	0.80
2018	1.20	0.91	1.20	0.88	0.87	1.42	5.79	2.47	2.52	1.55	1.39	1.45
2019	2.37	1.32	1.40	0.99	0.68	0.97	1.89	2.96	2.22	1.65		

Monthly Average Daily Turbidity (Effluent)



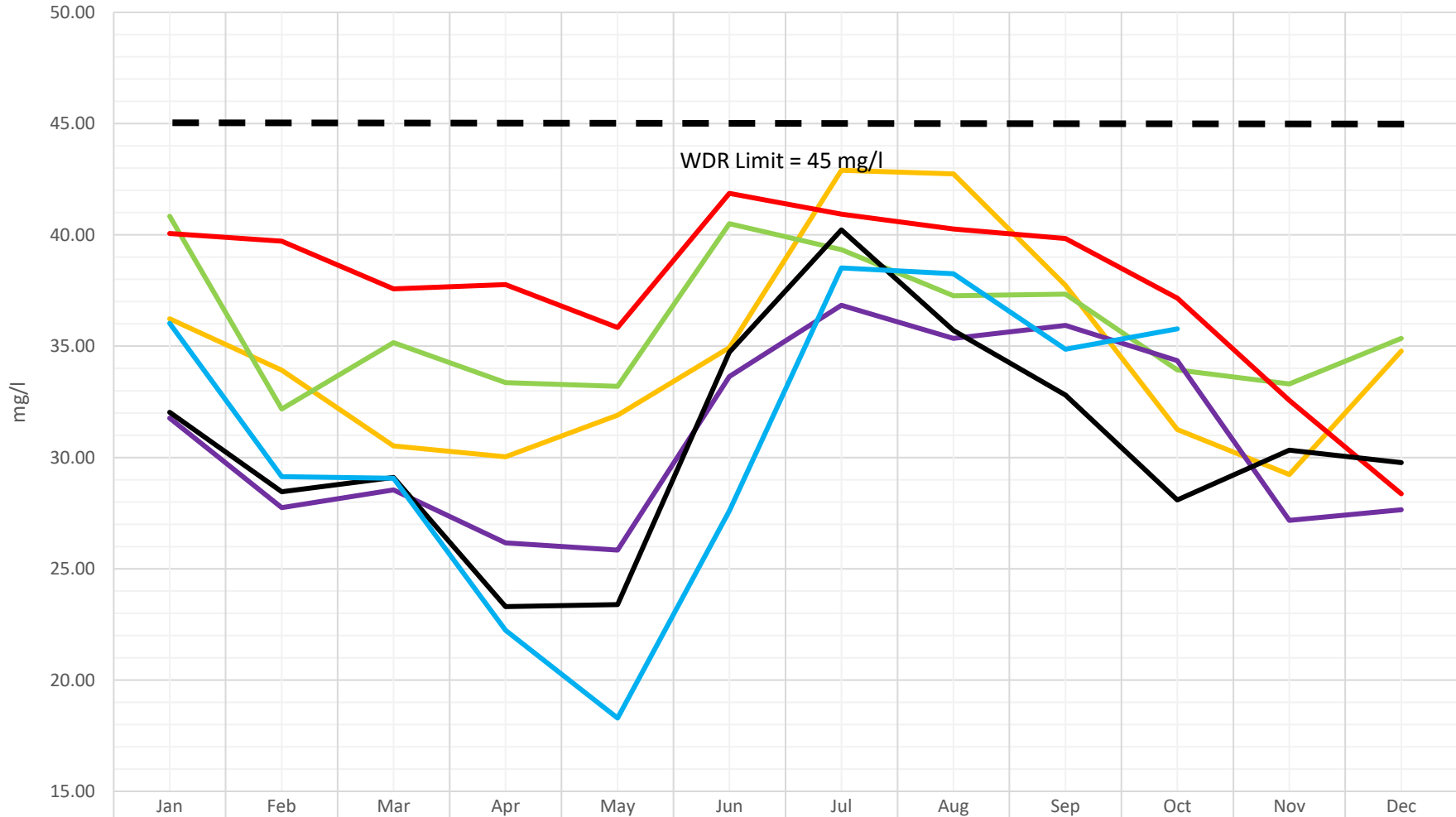
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	1.55	1.56	1.01	1.26	1.35	1.47	2.08	1.97	1.77	1.27	1.04	1.91
2015	1.53	1.58	1.48	1.13	1.05	1.58	1.73	1.88	1.41	1.15	1.09	1.31
2016	1.47	2.18	1.95	2.12	2.24	3.18	1.78	1.71	1.88	1.73	1.64	1.29
2017	1.68	2.14	2.00	1.57	1.24	1.56	1.89	2.00	2.18	1.74	1.16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

Monthly Average Daily Total Phosphorus (Effluent)



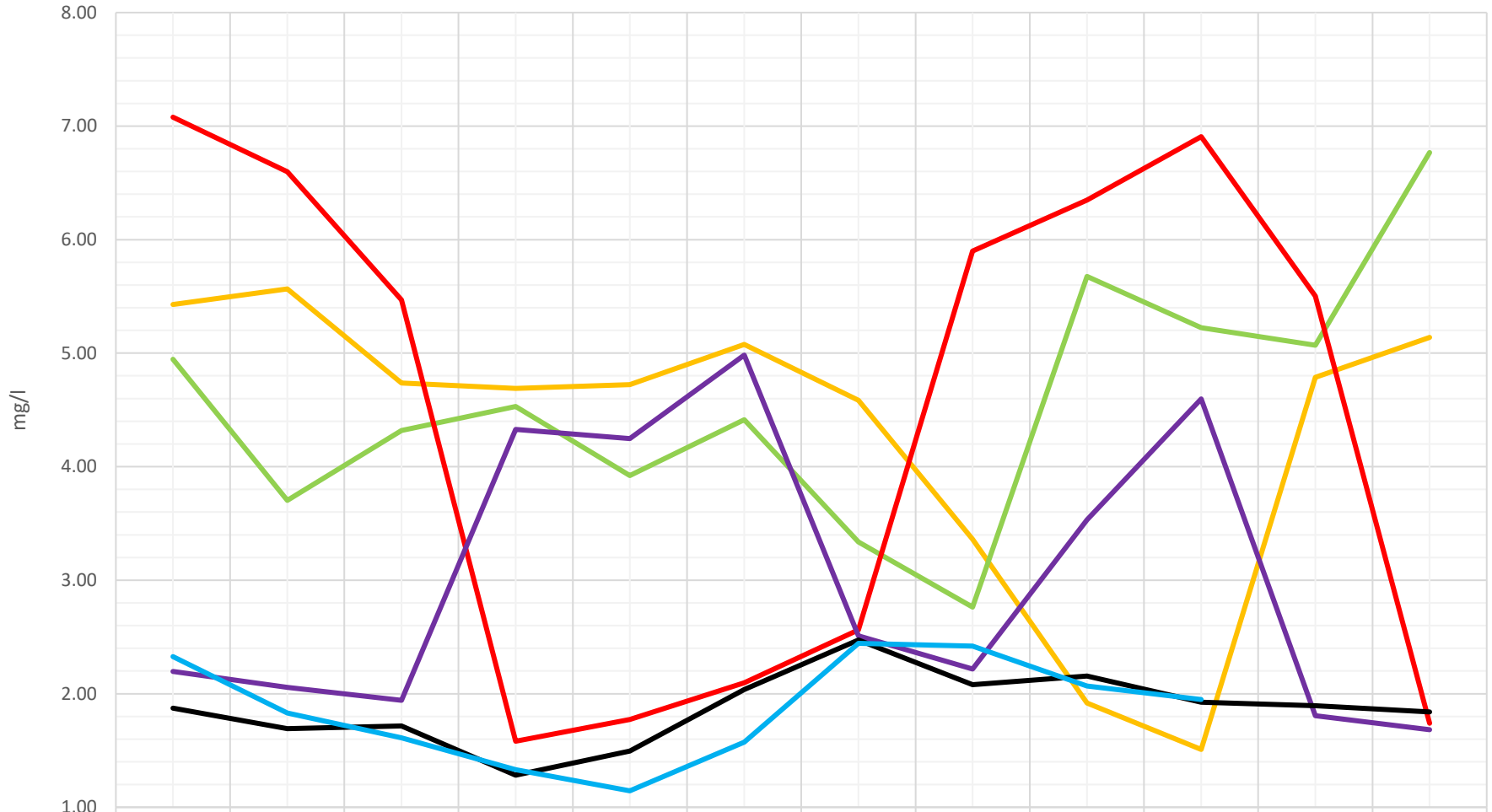
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	0.37	0.48	0.50	0.64	0.56	0.60	0.54	0.50	0.23	0.18	0.26	0.42
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42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

Monthly Average Daily Chemical Oxygen Demand (Effluent)



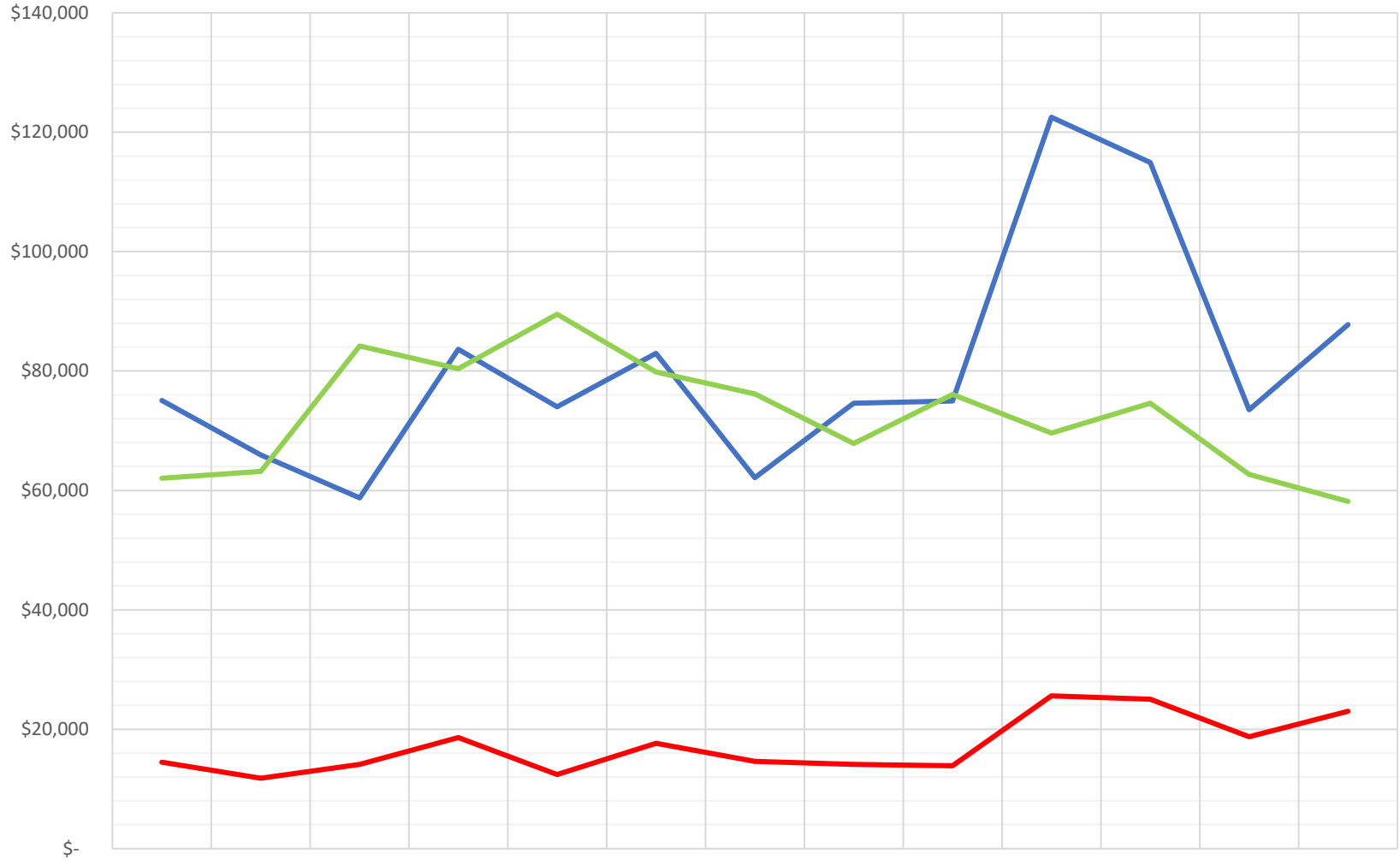
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	36.23	33.93	30.52	30.03	31.90	34.93	42.90	42.74	37.73	31.26	29.23	34.77
2015	40.84	32.18	35.16	33.37	33.20	40.50	39.33	37.27	37.33	33.94	33.30	35.35
2016	40.06	39.72	37.58	37.77	35.84	41.87	40.94	40.27	39.83	37.16	32.57	28.37
2017	31.77	27.75	28.55	26.17	25.84	33.63	36.84	35.35	35.93	34.35	27.17	27.65
2018	32.03	28.46	29.10	23.30	23.39	34.73	40.23	35.71	32.80	28.10	30.33	29.77
2019	36.03	29.14	29.06	22.24	18.29	27.60	38.52	38.26	34.86	35.78		

Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	5.43	5.57	4.74	4.69	4.72	5.08	4.58	3.36	1.92	1.51	4.79	5.14
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95		

Chemical, Power and Sludge Disposal Costs



	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
— Chemical	\$75,081	\$65,950	\$58,752	\$83,644	\$74,020	\$82,977	\$62,144	\$74,595	\$74,990	\$122,510	\$114,905	\$73,500	\$87,752
— Power	\$62,041	\$63,203	\$84,179	\$80,374	\$89,515	\$79,844	\$76,190	\$67,858	\$76,064	\$69,608	\$74,597	\$62,700	\$58,163
— Sludge Disposal	\$14,472	\$11,797	\$14,115	\$18,617	\$12,429	\$17,642	\$14,638	\$14,121	\$13,905	\$25,591	\$25,020	\$18,730	\$23,009



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: November 13, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

◆ **Project support:** In the month of October, Maintenance staff provided support for the following projects:

- Responded to USA Dig- Alert request along the TRI corridor.
- 2019 Roof Repair/Replacement.
- Headworks Barscreen/Compactor Upgrade Project.
- Master Plan workshop.
- Squaw Siphon Project.
- Digester Cleaning.


◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:


- Negotiation and purchase of variable frequency drive for Multi-Purpose Pump Station.
- Pond A drainage ditch completed.
- Camus Hydronic Heating Boiler installation completed.
- Chem Clarifier 2 scrapper install, post concrete repair.
- Secondary 3 drive and super structure inspection with Ovivo field engineer.
- Digester PLC power feed repair.

◆ **Work Orders**

- Completed this month: Mechanical-69, Facilities-15, Electrical & Instrumentation-22.
- Pending: Mechanical-63, Facilities-16, Electrical & Instrumentation-64.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Pond A Drainage Ditch



Digester PLC Power Repair



Chemical Clarifier No. 2 Wiper Installation



Camus Hydronic Heating Boiler



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT


Date: November 13, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of October, Engineering staff continued working on the following projects:
 - 2019 Roof Repair Project
 - Digital Scanning of Sewer Lines
 - Headworks Improvements Project
 - 2019 Digester Cleaning Project
 - Master Sewer Plan
 - Pond A Drainage Ditch Improvements Project
 - 2020 Plant Painting Project
 - 2020 Building 4 Corten Wall Addition
 - Clarifier Launder Cover Project

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

- ◆ **Work Orders**
 - Engineering:
 - Completed this month: 0
 - Pending: 0
 - Safety:
 - Completed this month: 15
 - Pending: 12

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Photo 1- 2019 Roof Repair Project



Photo 2- Digital Scanning of Sewer Lines



Photo 3- SVPSD Truckee River Siphon Replacement Project




TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: Nov. 13, 2019
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Integration with SIS and SCADA ongoing
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN11B)
 - Wonderware software ready for Application Server development
- SCADA Developments
 - Replacement of Remote IO Racks in building 80 (BNR Influent Pump Station) due to rodent nesting
 - Equipment list still being compiled for module compatibility
 - Replacement of PLC CPU for Thickening Centrifuge
 - Finished
- Computer Hardware Upgrades
 - Replacement of Administration Desktop and Laptop Computers
 - All 9 new computers have been installed
 - (VMHOST4) Virtual Machine Host Installation
 - Operating System installed and installing and configuring Virtual Machine software
 - Configuration of Network Attached Storage device NAS3
 - NAS3 Drive configured waiting for data transfer and replication
 - NAS2 will become backup file storage server
 - NAS1 will become backup surveillance storage server
 - Work conditional on installation of VMHOST4
- BNR Blower Cabinet Environment Monitoring and Logging
 - PLC Installed in Blower 8 Cabinet
 - PLC Installed in Blower 5 Cabinet
 - Differential pressure and cabinet temperature sensors are connected into PLC
 - Ready to bring into SCADA
- Security Camera Installation
 - Camera installation and recording configuration complete for each of the following:
 - New AWT with birds-eye front gate view
 - Front Office
 - Dewatering Building
 - Front Gate
 - BNR Pump Station

- Work Orders
 - Completed in Oct.: 38
 - Outstanding: 164

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



Dewatering Building Camera View



BNR Influent Pump Station Camera View



Front Gate Camera View



Front Office Camera View



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATION DEPARTMENT REPORT

Date: November 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Continued coordination with Damore, Hamric & Schneider, Inc. for Financial Audit review.
- Continued coordination with Caselle software in preparation for live training.

Billing/Customer Service

- General assistance with customer accounts, adjustments, and plan review.
- Performed inspections and prepared associated letters, reports and invoices.
- Continued coordination with Caselle software in preparation for live training.
- Previous Board Meeting Follow Up: Cost savings for billing to County Tax Rolls.
 - Projected cost savings of \$194,000. A majority of this total being salaries at an anticipated cost savings of \$168,000. Hard cost savings off the top for processing are estimated at \$26,000.

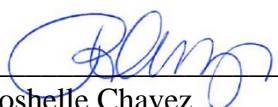
Purchasing

- Coordinated purchase of plant O&M supplies and performed various tasks to assist the department.
- Coordinated with all departments regarding Agency contracts and bids.
- Coordination of Agency Thanksgiving Feast for all staff on November 12th.
- Preparation of Agency wide food drive with Project Mana and toy drive with Toys for Tots.

General Administration

- Continued coordination with Caselle software and finalized pre-live phase training for staff the week of November 18th-22nd in Provo, Utah.
- Completed computer replacement for all Administration staff prior to new software implementation.
- Coordination with Management and AIMS Team GIS, LLC for Agency GIS structuring.
- Began preparation of Annual Employee Appreciation Dinner and distribution of Longevity Awards.
- Performed various administrative duties to assist GM and Board of Directors.
- Performed miscellaneous public records requests.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

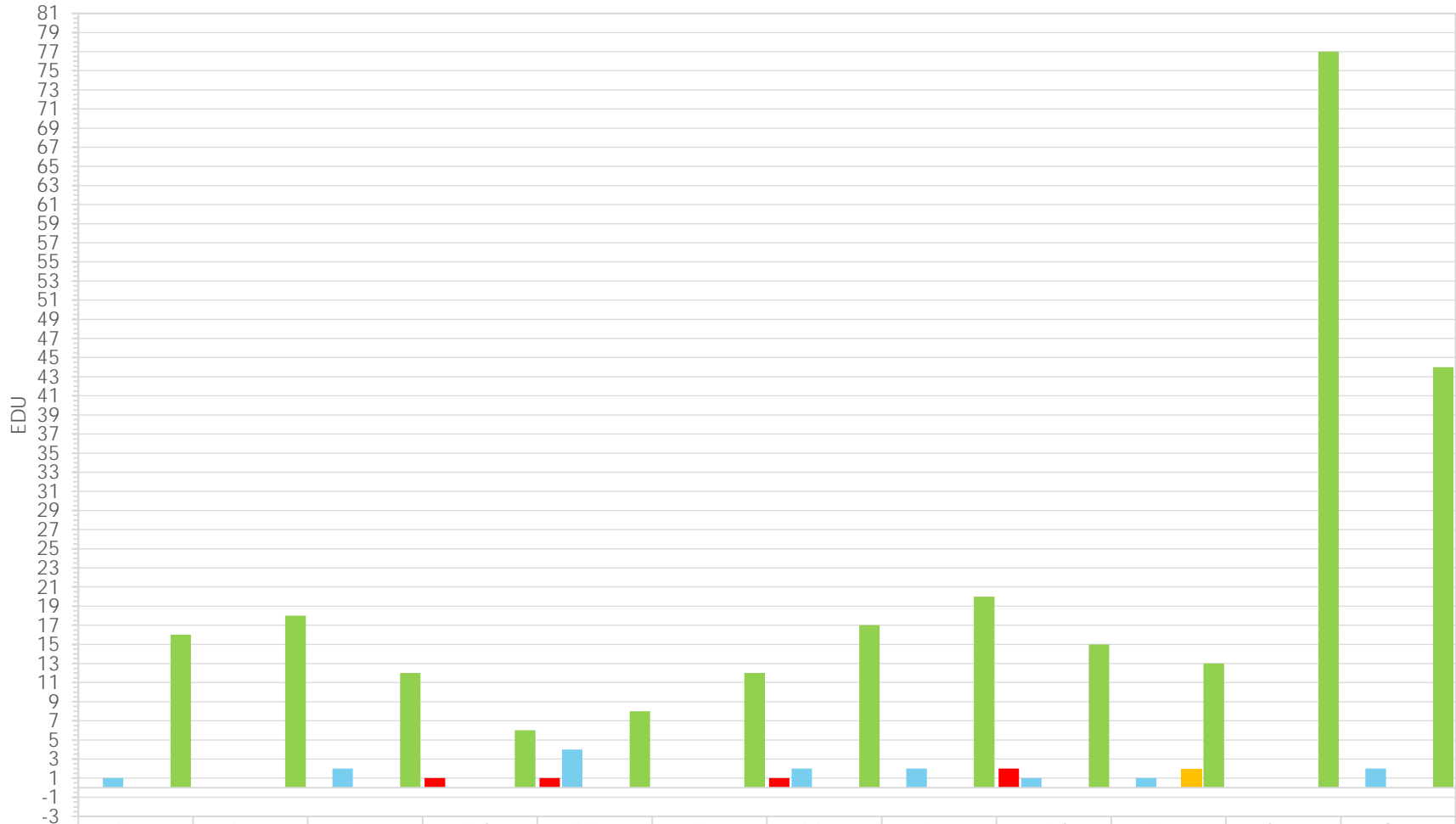
CONNECTION FEES - OCTOBER 2019

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	95	106,870	\$ 329,522.50	145	257,669	\$ 666,420.75
Residential Ft ² Additions	3	4,433	\$ 7,757.75	16	27,478	\$ 48,086.50
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	3	2,137	\$ 8,239.75
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	6	N/A	\$ 19,425.00	18	N/A	\$ 154,975.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	104	111,303	\$ 356,705.25	182	287,284	\$ 877,722.00

INSPECTIONS - OCTOBER 2019

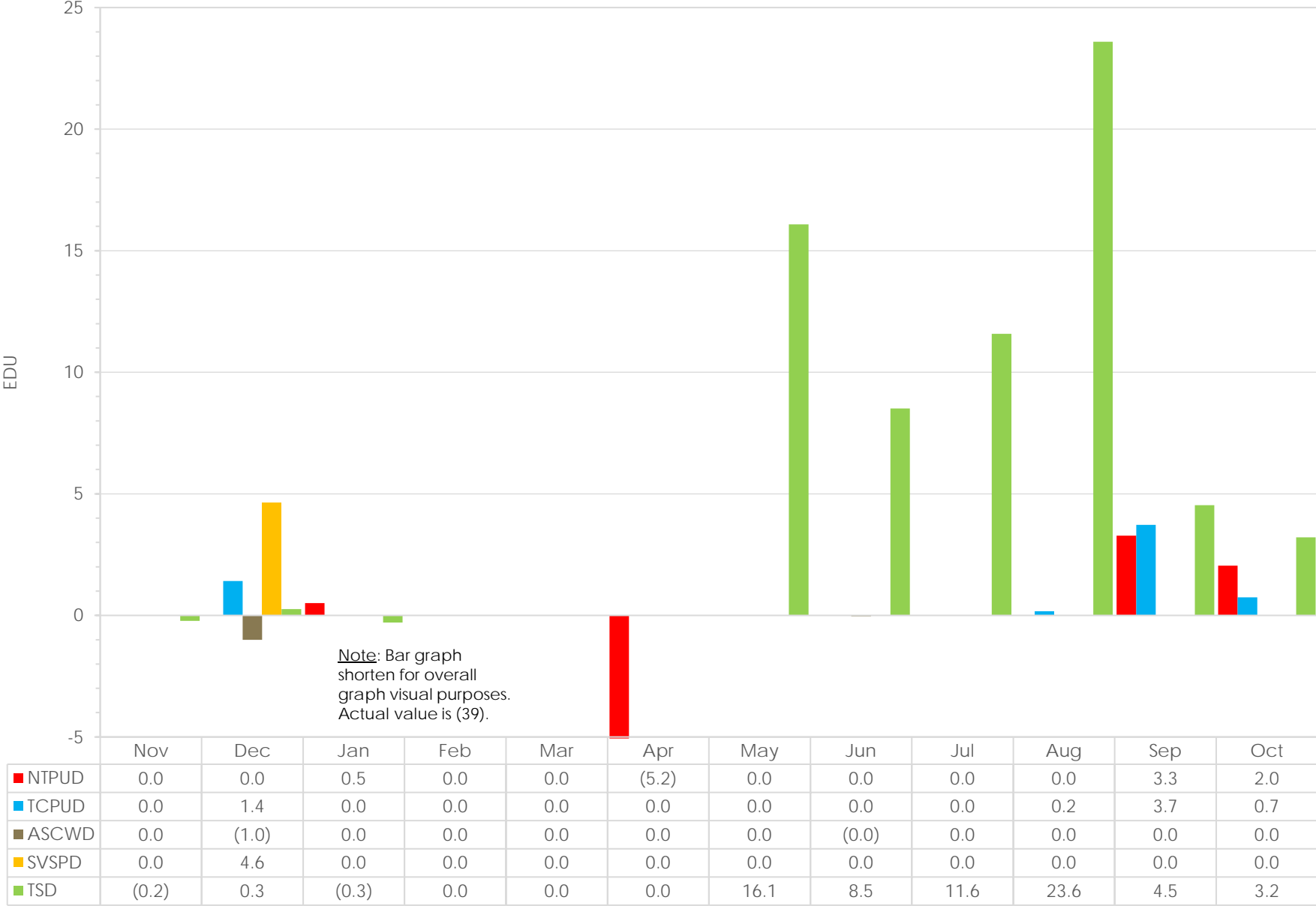
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	45	47	147	174
Residential (Drive-by of Suspended Accounts)	2		27	

Residential EDU Summary

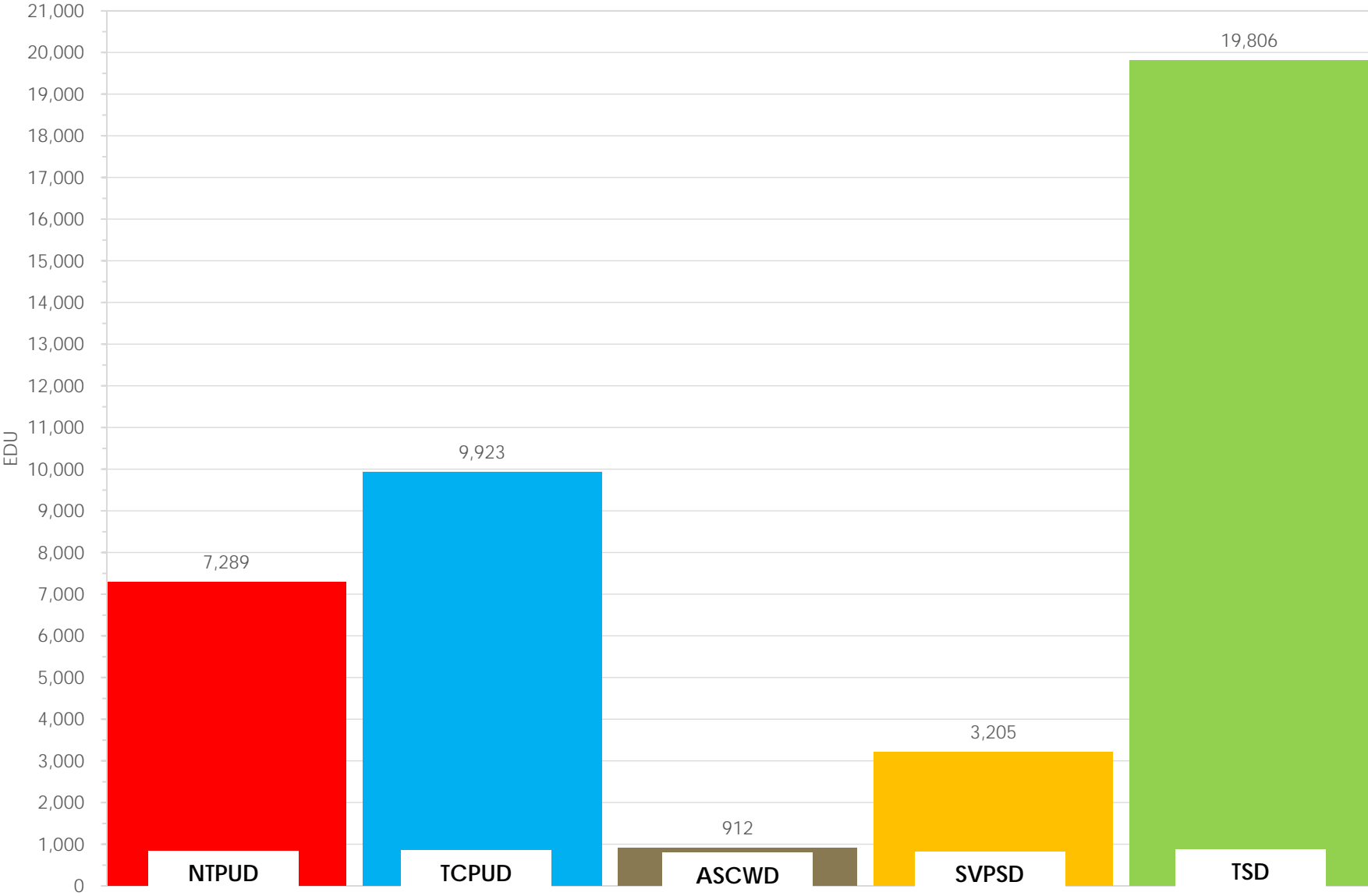


	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
■ NTPUD	0	0	0	1	1	0	1	0	2	0	0	0
■ TCPUD	1	0	2	0	4	0	2	2	1	1	0	2
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ SVSPD	0	0	0	0	0	0	0	0	0	2	0	0
■ TSD	16	18	12	6	8	12	17	20	15	13	77	44

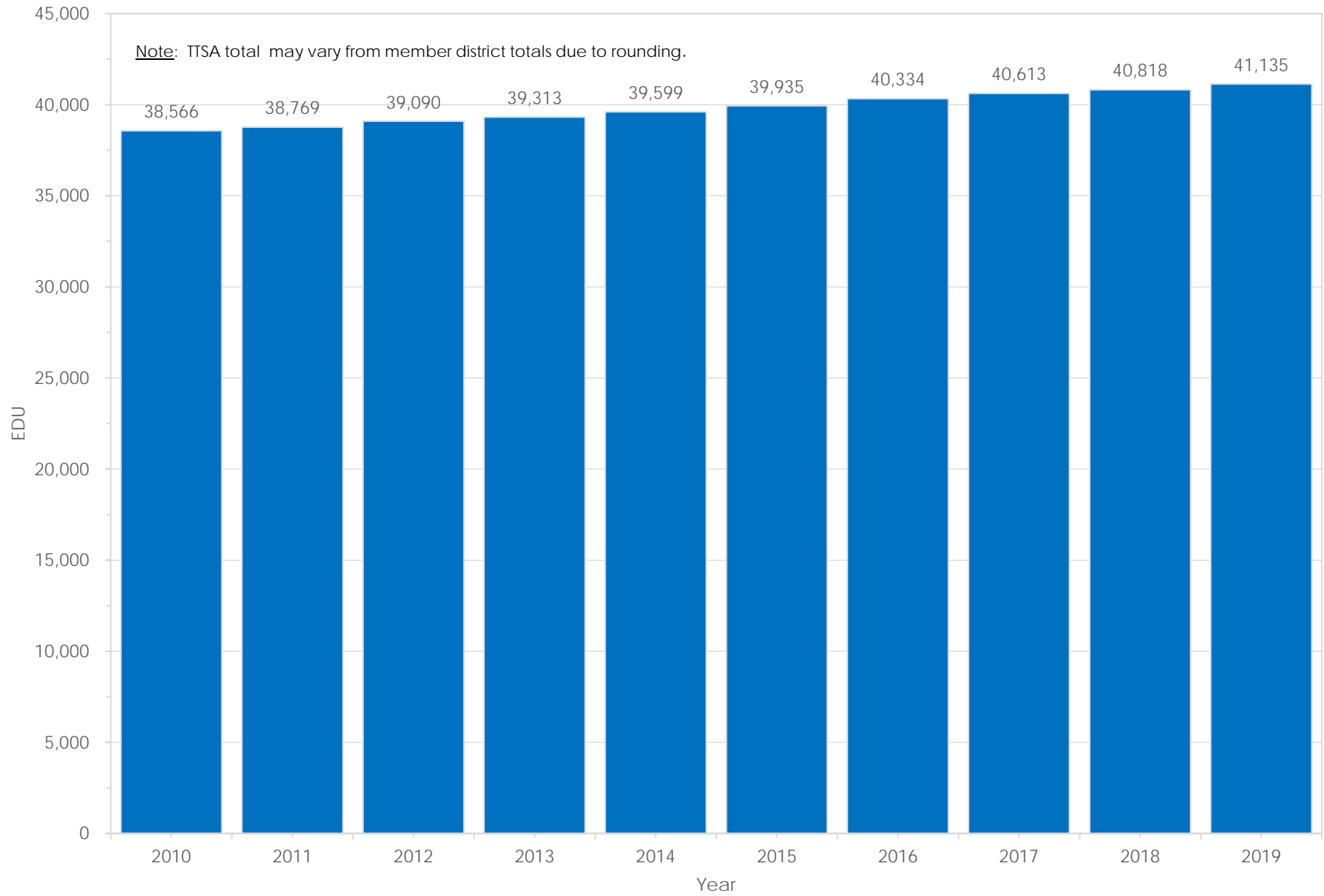
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Management approved change order no. 1 (attached) for the 2019 Digital Scanning of Sewer Lines project.
- Management approved change order no. 3 (attached) for the Administration Building Office Remodel project.
- Management and staff met and reviewed the AIMS GIS program.
- Staff performed community outreach at the Big Truck Day and Truckee River Day.
- Management held staff meetings to discuss employee salaries and benefits.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

CONTRACT MODIFICATION NO. 1
(Change Order)


The following additions, deletions or revisions to the Contract Documents for the 2019 Digital Scanning of Sewer Lines Project by and between the Tahoe-Truckee Sanitation Agency and Hoffman Southwest Corp., dba Professional Pipe Services, dated August 1, 2019 have been ordered and authorized:


ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	Increase total length scanned from 35,000.00 L.F. to 36,476.80 L.F. (an increase of 1,476.80 L.F.).	\$2.85/L.F.	\$4,208.88
2	Increase integration of data collection from scanning of sewer lines importable to Geographic Information System (GIS) software from 35,000.00 L.F. to 35,139.10 L.F. (an increase of 139.10 L.F.).	\$1.19/L.F.	\$165.53
Total Cost for Items 1 and 2			\$4,374.41

ORIGINAL CONTRACT AMOUNT: \$141,400.00
 CONTRACT MODIFICATION NO. 1 AMOUNT: \$4,374.41
 REVISED CONTRACT AMOUNT: \$145,774.41

CONTRACT TIME ADJUSTMENT: None

All terms and conditions stipulated in the Contract Documents for the 2019 Digital Scanning of Sewer Lines Project by and between the Tahoe-Truckee Sanitation Agency and Hoffman Southwest Corp., dba Professional Pipe Services, dated August 1, 2019 are incorporated herein, except as provided in Contract Modification No. 1.

ACCEPTED BY:  11-08-19
 Hoffman Southwest Corp., dba Professional Pipe Services Date

APPROVED BY:  11/8/19
 Tahoe-Truckee Sanitation Agency Date

TAHOE-TRUCKEE SANITATION AGENCY



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

Directors

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

General Manager

LaRue Griffin

CONTRACT MODIFICATION NO. 3 (Change Order)

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

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	Extend contract completion date from August 2, 2019 to September 25, 2019. Change "August 2" to "September 25" in the following locations in the Contract: Part 1 Bidding Requirements, Section 1.1, page 1-2; Part 2 Contract Forms, Section 2.1.5, page 2-2.	-	\$0.00
Total Cost for Item 1			\$0.00

ORIGINAL CONTRACT AMOUNT:	\$66,000.00
CONTRACT MODIFICATION NO. 1 AMOUNT:	\$3,500.00
CONTRACT MODIFICATION NO. 2 AMOUNT:	\$800.00
CONTRACT MODIFICATION NO. 3 AMOUNT:	\$0.00
REVISED CONTRACT AMOUNT:	\$70,300.00

CONTRACT TIME ADJUSTMENT: **Revised as indicated herein.**

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

ACCEPTED BY:	10/10/19
CNW Construction, Inc.	Date
APPROVED BY:	10/10/19
Tahoe-Truckee Sanitation Agency	Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

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