



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
November 17, 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: November 17, 2021

Time: 9:00 AM

This meeting will be accessible via teleconference (video and audio) only and the board room will not be accessible to the public. To participate via video teleconference, join the meeting with the following link: <https://us02web.zoom.us/j/82235077915>. To participate via audio teleconference, join the meeting with the following call-in information: Toll-Free phone no. (888) 475-4499, access code: 822-3507-7915#.

Public comments will be accepted by the Board and should be submitted to Roshelle Chavez, Board Clerk, at rchavez@ttsa.net, by mail at 13720 Butterfield Drive, Truckee, CA 96161 (the final mail collection before the meeting will be the Tuesday before the meeting at 3:00 p.m.), and via teleconference on any item on the agenda until the close of public comment on the item.

If you wish to make a comment during the teleconference on an item, please use the Zoom meeting controls to “Raise Your Hand” if attending via video teleconference or dial *9 if attending via audio teleconference. All requests to make a comment will be called upon in the order received.

- I. Call to Order, Roll Call, and Pledge of Allegiance**
- II. AB 361 Action** Consider finding by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
- III. 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.
- IV. Professional Achievements, Awards and Anniversaries** Acknowledgement of staff for professional achievement and other awards.

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

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

VI. Regular Agenda

1. Approval of the minutes of the regular Board meeting on October 20, 2021.
2. Approval of updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions.
3. Approval to award the bid for the 2021 Chlorine Scrubber Improvements project.
4. Approval of Resolution No. 19-2021 authorizing the General Manager to approve certain construction contract change orders.
5. Discussion of in-person Board of Directors meeting.

VII. Management Team Report

1. Department Reports.
2. General Manager Report.

VIII. 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.

IX. Closed Session

1. Closed session for public employee performance evaluation of the General Manager position.

X. Adjournment

Posted and Mailed, 11/10/21


Roshelle Chavez
Executive Assistant/Board Clerk

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Roshelle Chavez at 530-587-2525 or 530-587-5840 (fax) or email rchavez@ttsa.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: November 17, 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: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: AB 361 Action

Background

In light of the Governor Newsom's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Board of Directors should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. Those who become infected with COVID-19 are at risk of serious illness and death.

Conducting Board meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and Agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends the Board of Directors find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: III
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 17, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV
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

15 Years

- Celeste Graves – November 2021
- Mark Messerschmidt – November 2021

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 17, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-1
Subject: Ratify payment of general fund warrants

Background

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

The Finance Committee reviewed and approved payment of the general fund warrants at its November 8 meeting.

All warrants are paid 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 the Board of Directors ratify payment of the general fund warrants.

Review Tracking

Submitted By: *Crystal A. 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				
	87580	10/20/2021	AUGUST CYLINDER RENTALS	100.34
	87580	10/20/2021	AUGUST CYLINDER RENTALS	71.68
	87580	10/20/2021	AUGUST CYLINDER RENTALS	25.80
	87677	10/20/2021	SEPTEMBER CYLINDER RENTALS	103.20 M
	87677	10/20/2021	SEPTEMBER CYLINDER RENTALS	73.40 M
	87677	10/20/2021	SEPTEMBER CYLINDER RENTALS	8.66 M
Total AIRGAS USA LLC:				383.08
ALLIED ELECTRONICS				
	87581	10/20/2021	Meter, Electronic, Hour, 8 Digit, Panle Mount, Plug In, mfr# CUB7TVG0 (20-00256	208.47
	87581	10/20/2021	SHIPPING	14.00
Total ALLIED ELECTRONICS:				222.47
ALPHA ANALYTICAL INC				
	87666	10/20/2021	2021 ANNUAL VACTOR WASTE	450.00 M
	87682	10/20/2021	JULY 2021 BARIUMS	210.00 M
	87682	10/20/2021	AUGUST 2021 BARIUMS	210.00 M
	87682	10/20/2021	TEICHERT SOIL JULY/AUGUST 2021	2,460.00 M
	87682	10/20/2021	TEICHERT SOIL JULY/AUGUST 2021	1,640.00 M
Total ALPHA ANALYTICAL INC:				4,970.00
ALVINA PATTERSON				
	87660	10/20/2021	SVC CHARGE REFUND	1,036.31 M
Total ALVINA PATTERSON:				1,036.31
ARAMARK WORK APPAREL				
	87582	10/20/2021	MATS	166.89
	87582	10/20/2021	TOWELS	23.65
	87582	10/20/2021	SVC CHARGE	10.50
	87582	10/20/2021	MATS	174.28
	87582	10/20/2021	TOWELS	25.55
	87582	10/20/2021	SVC CHARGE	11.34
	87688	10/20/2021	MATS	198.16 M
	87688	10/20/2021	TOWELS	10.26 M
	87688	10/20/2021	SVC CHARGE	11.34 M
Total ARAMARK WORK APPAREL:				631.97
AT&T 831-000-9983 804				
	87686	10/20/2021	OCTOBER INVOICE 10%	155.25 M
	87686	10/20/2021	OCTOBER INVOICE 90%	1,397.34 M
Total AT&T 831-000-9983 804:				1,552.59
BARTKIEWICZ, KRONICK & SHANAHAN				
	87678	10/20/2021	SEPTEMBER FEES	11,807.11 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				11,807.11
BASIC BENEFITS, LLC				
	10052101	10/05/2021	SEPTEMBER COBRA	7.08 M
	10052101	10/05/2021	SEPTEMBER COBRA	3.54 M

Payee	Check Number	Check Issue Date	Description	Amount
	10052101	10/05/2021	SEPTEMBER COBRA	.88 M
	10052101	10/05/2021	SEPTEMBER COBRA	12.39 M
	10052101	10/05/2021	SEPTEMBER COBRA	3.54 M
	10052101	10/05/2021	SEPTEMBER COBRA	7.08 M
	10052101	10/05/2021	SEPTEMBER COBRA	3.54 M
	10052101	10/05/2021	SEPTEMBER COBRA	1.77 M
	10052101	10/05/2021	SEPTEMBER COBRA	.88 M
	10182101	10/18/2021	OCTOBER COBRA	7.08 M
	10182101	10/18/2021	OCTOBER COBRA	3.54 M
	10182101	10/18/2021	OCTOBER COBRA	.88 M
	10182101	10/18/2021	OCTOBER COBRA	12.39 M
	10182101	10/18/2021	OCTOBER COBRA	3.54 M
	10182101	10/18/2021	OCTOBER COBRA	7.08 M
	10182101	10/18/2021	OCTOBER COBRA	3.54 M
	10182101	10/18/2021	OCTOBER COBRA	1.77 M
	10182101	10/18/2021	OCTOBER COBRA	.88 M
	10182101	10/18/2021	AUGUST COBRA	7.08 M
	10182101	10/18/2021	AUGUST COBRA	3.54 M
	10182101	10/18/2021	AUGUST COBRA	.88 M
	10182101	10/18/2021	AUGUST COBRA	12.39 M
	10182101	10/18/2021	AUGUST COBRA	3.54 M
	10182101	10/18/2021	AUGUST COBRA	7.08 M
	10182101	10/18/2021	AUGUST COBRA	3.54 M
	10182101	10/18/2021	AUGUST COBRA	1.77 M
	10182101	10/18/2021	AUGUST COBRA	.88 M
	10182101	10/18/2021	JULY COBRA	7.08 M
	10182101	10/18/2021	JULY COBRA	3.54 M
	10182101	10/18/2021	JULY COBRA	.88 M
	10182101	10/18/2021	JULY COBRA	12.39 M
	10182101	10/18/2021	JULY COBRA	3.54 M
	10182101	10/18/2021	JULY COBRA	7.08 M
	10182101	10/18/2021	JULY COBRA	3.54 M
	10182101	10/18/2021	JULY COBRA	1.77 M
	10182101	10/18/2021	JULY COBRA	.88 M
Total BASIC BENEFITS, LLC:				162.80
BLACKTOP SEALING & STRIPING INC				
	87696	10/27/2021	RETENTION FOR PPE#1 FACILITY ASHPALT SEALING	4,871.76 M
Total BLACKTOP SEALING & STRIPING INC:				4,871.76
BOARD OF CERTIFIED SAFETY PROFESSIONALS				
	87583	10/20/2021	ASP PRORATED ANNUAL RENEWAL FEE	57.00
Total BOARD OF CERTIFIED SAFETY PROFESSIONALS:				57.00
Boot Barn				
	87584	10/20/2021	BOOTS	185.12
	87584	10/20/2021	BOOTS	248.46
	87584	10/20/2021	BOOTS	185.12
	87584	10/20/2021	BOOTS	175.38
Total Boot Barn:				794.08
CALIFORNIA STATE BOARD OF EQUALIZAT				
	10272101	10/27/2021	3RD QTR USE TAX 2021	194.00 M

Payee	Check Number	Check Issue Date	Description	Amount
	10272101	10/27/2021	3RD QTR USE TAX 2021	8.00 M
	10272101	10/27/2021	3RD QTR USE TAX 2021	17.00 M
	10272101	10/27/2021	3RD QTR USE TAX 2021	213.00 M
	10272101	10/27/2021	3RD QTR USE TAX 2021	152.00 M
	10272101	10/27/2021	3RD QTR USE TAX 2021	140.00 M
	10272101	10/27/2021	3RD QTR US TAX 2021	16.00 M
Total CALIFORNIA STATE BOARD OF EQUALIZAT:				740.00
CASELLE				
	87585	10/20/2021	NOVEMBER SVC FEES	3,208.00
Total CASELLE:				3,208.00
CASHMAN EQUIPMENT CO.				
	87671	10/20/2021	Battery	642.75 M
	87671	10/20/2021	Alt GP	444.26 M
	87671	10/20/2021	Vee Belt	21.59 M
	87671	10/20/2021	Battery	231.40 M
	87671	10/20/2021	SHIPPING	14.24 M
Total CASHMAN EQUIPMENT CO.:				1,354.24
CDW-G				
	87586	10/20/2021	APC Back-UPS Pro 700VA 6-Outlet Battery Back-Up and Surge Protector - CDW-	714.92
	87586	10/20/2021	Logitech MK345 Wireless Keyboard & Mouse - CDW-G# 3607068	283.00
	87586	10/20/2021	HP 410A - black - original - LaserJet - toner cartridge - CDWG- 3853017	89.15
	87586	10/20/2021	APC Back-UPS Pro 1500VA 10-Outlet Battery Back-Up and Surge Protector - CD	1,387.08
Total CDW-G:				2,474.15
CH2M HILL				
	87587	10/20/2021	#32 HEADWORKS IMPROVEMENTS PROJECT	60,743.51
	87587	10/20/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	10,315.78
	87654	10/20/2021	#37 SCADA & INFORMATION TECHNOLOGY MASTER PLANNING SERVICES	8,235.66 M
	87654	10/20/2021	#36 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	1,992.82 M
	87654	10/20/2021	#32 HEADWORKS IMPROVEMENTS PROJECT	72,682.10 M
	87654	10/20/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	27,004.08 M
Total CH2M HILL:				180,973.95
CHARD SNYDER & ASSOCIATES				
	10282102	10/28/2021	HRA	213.10 M
	10282102	10/28/2021	HRA	30.57 M
	10282102	10/28/2021	HRA	22.13 M
	10282102	10/28/2021	HRA	217.00 M
	10282102	10/28/2021	HRA	15.00 M
	10282102	10/28/2021	FSA	35.00 M
	10282102	10/28/2021	HRA	35.00 M
	10282102	10/28/2021	HRA	35.00 M
	10282102	10/28/2021	FSA	10.00 M
	10282102	10/28/2021	HRA	28.34 M
	10282102	10/28/2021	HRA	517.11 M
	10282102	10/28/2021	HRA2	5.00 M
	10282102	10/28/2021	HRA	117.94 M
	10282102	10/28/2021	HRA	72.00 M
	10282102	10/28/2021	HRA	20.00 M

Payee	Check Number	Check Issue Date	Description	Amount
	10282102	10/28/2021	HRA	9.10 M
	10282102	10/28/2021	HRA	119.66 M
	10282102	10/28/2021	HRA	50.00 M
	10282102	10/28/2021	FSA	39.83 M
	10282102	10/28/2021	HRA	129.00 M
	10282102	10/28/2021	HRA	213.31 M
	10282102	10/28/2021	HRA	95.96 M
	10282102	10/28/2021	HRA	35.00 M
	10282102	10/28/2021	HRA	19.25 M
	10282102	10/28/2021	HRA	20.25 M
	10282102	10/28/2021	FSA	41.49 M
	10282102	10/28/2021	HRA	150.00 M
	10282102	10/28/2021	HRA	57.67 M
	10282102	10/28/2021	HRA	15.00 M
	10282102	10/28/2021	HRA	67.00 M
	10282102	10/28/2021	HRA	20.00 M
	10282102	10/28/2021	FSA	35.00 M
	10282102	10/28/2021	HRA	352.00 M
	10282102	10/28/2021	FSA	5.00 M
	10282102	10/28/2021	HRA	15.00 M
	10282102	10/28/2021	HRA	31.78 M
	10282102	10/28/2021	FSA	40.71 M
	10282102	10/28/2021	HRA	249.49 M
	10282102	10/28/2021	HRA	77.89 M
	10282102	10/28/2021	DCA	204.60 M
	10282102	10/28/2021	HRA	45.00 M
	10282102	10/28/2021	HRA	20.00 M
	10282102	10/28/2021	HRA3 VISION	400.00 M
	10282102	10/28/2021	HRA	553.67 M
	10282102	10/28/2021	HRA	23.27 M
	10282102	10/28/2021	DCA	192.31 M
	10282102	10/28/2021	FSA	122.93 M
	10282102	10/28/2021	HRA3 VISION	400.00 M
	10282102	10/28/2021	HRA	45.00 M
	10282102	10/28/2021	HRA	110.06 M
	10282102	10/28/2021	DCA	192.31 M
	10282102	10/28/2021	FSA	9.13 M
	10282102	10/28/2021	HRA	54.23 M
	10282102	10/28/2021	HRA	35.00 M
Total CHARD SNYDER & ASSOCIATES:				5,670.09
CLARK PEST CONTROL				
	87588	10/20/2021	SEPTEMBER INVOICE	281.00
	87674	10/20/2021	OCTOBER INVOICE	281.00 M
Total CLARK PEST CONTROL:				562.00
COPERION K-TRON SALINA				
	87589	10/20/2021	Pulley Gear 30T T5P 30MM FLG 15B	299.08
Total COPERION K-TRON SALINA:				299.08
CORELOGIC INFORMATION SOLUTIONS, IN				
	87590	10/20/2021	SEPTEMBER INVOICE	491.73

Payee	Check Number	Check Issue Date	Description	Amount
Total CORELOGIC INFORMATION SOLUTIONS, IN:				491.73
CRYSTAL SUBLET				
	87591	10/20/2021	OCT 2021 CELL PHONE	18.04
Total CRYSTAL SUBLET:				18.04
CWEA				
	87659	10/20/2021	Mechanical Technologist Grade 3 Renewal	101.00 M
Total CWEA:				101.00
DAMORE, HAMRIC & SCHNEIDER				
	87592	10/20/2021	COVID19 RELIEF ASSISTANCE	200.00
Total DAMORE, HAMRIC & SCHNEIDER:				200.00
DATCO SERVICES CORP.				
	87593	10/20/2021	QUARTERLY FEES	273.00
Total DATCO SERVICES CORP.:				273.00
DELL COMPUTER CORP. C/O DELL USA L.				
	87594	10/20/2021	ADOBE ACROBAT STANDARD 2020 ENGLISH LICENSE - see attachment	840.42
Total DELL COMPUTER CORP. C/O DELL USA L.:				840.42
ENVIRONMENTAL EXPRESS				
	87595	10/20/2021	COD Digestion Vials w/Hg, 0-1500mg/L, 100pk	732.82
	87595	10/20/2021	COD Digestion Vials w/Hg, 0-150mg/L, 100pk	1,125.80
Total ENVIRONMENTAL EXPRESS:				1,858.62
EURO STYLE MANAGEMENT				
	87693	10/20/2021	PPE#5 PLANT COATING IMPROVEMENTS	97,356.80 M
	87693	10/20/2021	RETENTION#5 PLANT COATING IMPROVEMENTS	4,867.84- M
Total EURO STYLE MANAGEMENT:				92,488.96
EUROFINS CALSCIENCE INC				
	87657	10/20/2021	TEICHERT SOIL JUNE 2021	738.00 M
	87657	10/20/2021	TEICHERT SOIL JULY/AUGUST 2021	492.00 M
Total EUROFINS CALSCIENCE INC:				1,230.00
FEDERAL EXPRESS CORP.				
	87596	10/20/2021	ADMIN SHPPING CHARGES	135.43
	87596	10/20/2021	SHIPPING CHARGES SOLENIS	26.24
	87681	10/20/2021	ADMIN SHPPING FEES	35.42 M
Total FEDERAL EXPRESS CORP.:				197.09
FERGUSON ENTERPRISES,INC. #1423				
	87597	10/20/2021	2 in. x 10 ft. No-Hub Cast Iron Soil Pipe	333.13

Payee	Check Number	Check Issue Date	Description	Amount
Total FERGUSON ENTERPRISES,INC. #1423:				333.13
FISHER SCIENTIFIC COMPANY				
	87598	10/20/2021	Ammonium Hydroxide	286.40
	87598	10/20/2021	Hach Company Alkalinity Standard Solution, 25,000 mg/L as CaCO ₃ , pk/16 - 10 m	130.39
	87598	10/20/2021	Thermo Scientific™ Nalgene™ Unitary™ LDPE Wash Bottles	142.76
Total FISHER SCIENTIFIC COMPANY:				559.55
GFS CHEMICALS INC				
	87599	10/20/2021	D-GLUCOSE, ANHYDROUS, ACS REAGENT	71.10
	87599	10/20/2021	L-GLUTAMIC ACID, 99%	64.78
Total GFS CHEMICALS INC:				135.88
GLOBAL INDUSTRIAL				
	87600	10/20/2021	Pure Flow Cartridge Refills (Set of 2) Item #: WR237681	227.26
	87685	10/20/2021	Global Industrial™ Lower Shelf Steel With 2" Back Stop for Workbench - 72"W x 1	91.96 M
	87685	10/20/2021	SHIPPING COSTS	23.80 M
	87685	10/20/2021	Global Industrial™ 96 x 36 Adjustable Height Workbench C-Channel Leg - Maple	743.68 M
	87685	10/20/2021	SHIPPING COSTS	290.10 M
	87685	10/20/2021	Global Industrial™ 72 x 36 Adjustable Height Workbench C-Channel Leg - Maple	428.62 M
	87685	10/20/2021	SHIPPING COSTS	233.81 M
Total GLOBAL INDUSTRIAL:				2,039.23
GRAINGER INC., W.W.				
	87601	10/20/2021	1/2 in 410 Stainless Steel Self Drilling Screw with Flat Head Type and Plain Finish 5/8	2.06
	87601	10/20/2021	in 410 Stainless Steel Self Drilling Screw with Flat Head Type and Plain Finish 3/4 in	3.64
	87601	10/20/2021	410 Stainless Steel Self Drilling Screw with Flat Head Type and Plain Finish 1 in 410	2.44
	87601	10/20/2021	Stainless Steel Self Drilling Screw with Flat Head Type and Plain Finish	11.46
	87601	10/20/2021	1 1/2 in 410 Stainless Steel Self Drilling Screw with Flat Head Type and Plain Finis	9.42
	87601	10/20/2021	1 in Thick, Hinged with Self Sealing Lap Fiberglass Pipe Insulation, 3 ft Insulation 90°	80.86
	87601	10/20/2021	Elbow Insulated Fitting Cover, Fits Max. O.D. 3 in	21.33
	87601	10/20/2021	Tee Insulated Fitting Cover, Fits Max. O.D. 3 in	18.73
	87601	10/20/2021	Ceco Half Glass Steel Door	1,070.41
	87601	10/20/2021	Portable Horn, Air 3"	169.69
	87601	10/20/2021	Belt Drive Motor, 1/2 HP	180.26
	87601	10/20/2021	4I960 V-Belt, Outside Length 96IN	58.15
	87601	10/20/2021	5L650 V-Belt, Outside Length 65IN	64.39
	87601	10/20/2021	Pressure Gauge	430.75
	87601	10/20/2021	4L290 V-Belt Outside Length 29IN	12.64
	87601	10/20/2021	Valve Rebuild Kit	195.59
	87601	10/20/2021	5VX800 Cogged V-Belt	397.10
	87601	10/20/2021	Weld-On Purple Primer	27.06
	87601	10/20/2021	Sealmaster 2-Bolt Flange Bearing	415.26
	87601	10/20/2021	2-Bolt Flange Bearing	207.63
	87601	10/20/2021	Panel Meter	1,342.66
	87601	10/20/2021	Gray Cement	104.07
	87601	10/20/2021	V-Belt	15.87
	87601	10/20/2021	Surgical Mask, Dual, Non Adjustable	43.30
	87601	10/20/2021	Black Solvent Cement	26.67
	87601	10/20/2021	Procell AA Battery	17.18
	87601	10/20/2021	Cartridge	386.26

Payee	Check Number	Check Issue Date	Description	Amount
Total GRAINGER INC., W.W.:				5,314.88
HACH CHEMICAL COMPANY				
	87602	10/20/2021	SpecCheck Gel Standards HR	348.47
	87602	10/20/2021	SAMPLE CELL 1"	415.10
	87602	10/20/2021	DPD POWDER PILLOWS 25ML	212.05
	87602	10/20/2021	1" Sample Cell	128.77
	87602	10/20/2021	SAMPLE CELL 1CM	127.61
	87602	10/20/2021	PIPET TIPS 0.1-1.0ML	220.83
	87602	10/20/2021	DPD POWDER PILLOWS 10ML	52.81
	87602	10/20/2021	ez GGA - No Pipette GGA, Single Dose BOD Standard, pk/20, 2-mL ampules	269.00
	87602	10/20/2021	SpecCheck Gel Standards LR	226.24
	87602	10/20/2021	DR300 Portable Chlorine	534.76
	87602	10/20/2021	Chlorine Standard Solution	195.80
	87679	10/20/2021	PhosVer@ 3 Phosphate Reagent Powder Pillows, 25 mL, pk/100	537.46 M
Total HACH CHEMICAL COMPANY:				3,268.90
HCL LABELS INC				
	87603	10/20/2021	Caution - Do Not Use - 5 7/8" x 3 1/8" Plastic (Pack of 25)	94.72
	87603	10/20/2021	Danger - Out of Service Large 8 1/2" X 3 7/8" Plastic	131.52
	87603	10/20/2021	Danger Locked Out (tag) 5 7/8" X 3 1/8" Plastic	94.72
	87603	10/20/2021	SHIPPING	17.25
Total HCL LABELS INC:				338.21
HIGH WEST LANDSCAPE ARCHITECTS				
	87694	10/20/2021	LANDSCARPE ARCHITECTURE SERVICES FRONT ENTRANCE PER AGREEM	6,500.00 M
Total HIGH WEST LANDSCAPE ARCHITECTS:				6,500.00
HOME DEPOT CREDIT SERVICES				
	87604	10/20/2021	Samsung 4.4 cu. ft. Capacity White Top Load Washer Agitator with ActiveWave https://www.homedepot.com/p/Samsung-4-4-cu-ft-Capacity-White-Top-Load-Wash	1,467.87
Total HOME DEPOT CREDIT SERVICES:				1,467.87
HUNT & SONS INC.				
	87605	10/12/2021	55 Gallon Drum Chevron Regal R&O ISO 100 Turbine Oil 30wt	5,475.07- V
	87605	10/12/2021	Chevron Meropa Synthetic EP 150	930.73- V
	87605	10/12/2021	HEATING FUEL 10%	666.00- V
	87605	10/12/2021	HEATING FUEL 90%	5,993.96- V
	87605	10/20/2021	55 Gallon Drum Chevron Regal R&O ISO 100 Turbine Oil 30wt	5,475.07
	87605	10/20/2021	Chevron Meropa Synthetic EP 150	930.73
	87605	10/20/2021	HEATING FUEL 10%	666.00
	87605	10/20/2021	HEATING FUEL 90%	5,993.96
	87664	10/20/2021	HEATING FUEL 10%	744.27 M
	87664	10/20/2021	HEATING FUEL 90%	6,698.48 M
	87664	10/20/2021	HEATING FUEL 10%	666.00 M
	87664	10/20/2021	HEATING FUEL 90%	5,993.96 M
	87664	10/20/2021	55 Gallon Drum Chevron Regal R&O ISO 100 Turbine Oil 30wt	5,475.07 M
	87664	10/20/2021	Chevron Meropa Synthetic EP 150	930.73 M
Total HUNT & SONS INC.:				20,508.51
IDEXX LABORATORIES INC.				
	87606	10/20/2021	Quanti-Cult QC Kit	300.00

Payee	Check Number	Check Issue Date	Description	Amount
Total IDEXX LABORATORIES INC.:				300.00
ILEANA VASSILIOU				
	87607	10/20/2021	SEPTEMBER TRAINING	400.00
	87607	10/20/2021	SEPTEMBER TRAINING	200.00
Total ILEANA VASSILIOU:				600.00
Innovyze				
	87608	10/20/2021	ANNUAL RENEWAL FOR TRI HYDRAULIC MODELING SOFTWARE	2,386.00
Total Innovyze:				2,386.00
J&L PRO KLEEN INC				
	87609	10/20/2021	SEPTEMBER JANITORIAL SVC	2,300.00
	87673	10/20/2021	JANITORIAL SVC OCTBOBER	2,300.00 M
Total J&L PRO KLEEN INC:				4,600.00
J.W. WELDING SUPPLY				
	87669	10/20/2021	Helium Compressed GAS cylinder (250) UN1046	212.34 M
	87669	10/20/2021	FUEL SURCHARGE ON HE GAS CYLINDER	.54 M
	87669	10/20/2021	DELIVERY (J.W. WELDING TRUCK)	27.06 M
Total J.W. WELDING SUPPLY:				239.94
JOHNSON CONTROLS FIRE PROTECTION LP				
	87610	10/20/2021	FIRE SYSTEM INSPECTION FEE	5,084.00
	87610	10/20/2021	Repair services per executed agreement. Not to exceed 5k	870.00
Total JOHNSON CONTROLS FIRE PROTECTION LP:				5,954.00
K.G. WALTERS CONSTRUCTION., INC.				
	87692	10/20/2021	PPE#6 HEADWORKS IMPROVEMENTS PROJECT	620,012.22 M
	87692	10/20/2021	RETENTION#6 HEADWORKS IMPROVEMENTS PROJECT	31,000.61- M
Total K.G. WALTERS CONSTRUCTION., INC.:				589,011.61
LARUE GRIFFIN				
	87611	10/20/2021	REIMB SWRCB CERT GRD 3 RENEW	150.00
Total LARUE GRIFFIN:				150.00
LIBERTY UTILITIES				
	87676	10/20/2021	SEPTEMBER 2021 ELECTRIC	36.75 M
	87676	10/20/2021	SEPTEMBER 2021 ELECTRIC	28.57 M
	87676	10/20/2021	SEPTEMBER 2021 ELECTRIC	30.29 M
Total LIBERTY UTILITIES:				95.61
LOGICALLY				
	87612	10/20/2021	LogicCare SecureCare, and Data Protection-Blanket PO	4,321.85
	87662	10/20/2021	NOVEMBER INVOICE	3,332.70 M
	87662	10/20/2021	OCTOBER INVOICE	1,935.11 M

Payee	Check Number	Check Issue Date	Description	Amount
Total LOGICALLY:				9,589.66
MAGID GLOVE & SAFETY CO LLC				
	87613	10/20/2021	he Impacto 503-20 Impact Protection gloves are a fingerless nylon Lycra glove wit	49.28
Total MAGID GLOVE & SAFETY CO LLC:				49.28
MCMASTER-CARR				
	87614	10/20/2021	Penetrating Oil, Aerosol, AEROKROIL, 13oz, mfr# 12KS (21-000808)	387.28
	87614	10/20/2021	Medium-Pressure Iron Pipe Fitting, 90 Degree Elbow Adapter, 3/4 NPT Female x	118.35
	87614	10/20/2021	Medium-Pressure Iron Pipe Fitting, Union Straight Connector, 3/4 NPT Female	52.72
	87614	10/20/2021	Medium-Pressure Iron Pipe Fitting, Tee Connector, 3/4 NPT Female	197.27
	87614	10/20/2021	Medium-Pressure Iron Pipe Fitting, 90 Degree Elbow Connector, 3/4 NPT Female	35.05
	87614	10/20/2021	Medium-Pressure Iron Pipe Fitting, Cap, 3/4 NPT Female	36.59
	87614	10/20/2021	Thread Sealant Tape, 0.0032" Thick, 1/2" Wide, 14 Yard Long	11.34
	87614	10/20/2021	SHIPPING	12.67
	87614	10/20/2021	Aluminum Pipe Insulation Jacketing for 3-1/2" Insulation OD, 3 Feet Long Tube	244.69
Total MCMASTER-CARR:				1,095.96
MOTION INDUSTRIES				
	87615	10/20/2021	Motor, 1 HP, 56 Frame, 3450 RPM, 230/460V, 60 Hz, 3 Phase, XPFC Enclosure,	2,942.22
Total MOTION INDUSTRIES:				2,942.22
MOUNTAIN HARDWARE				
	87616	10/20/2021	CEMENT ABS 16 OZ	14.06
	87616	10/20/2021	COBALT DRILLS, TAP PLUGS	61.82
	87616	10/20/2021	JNT CMPND ALL PURP. SHEETROCK 4'X8'	50.85
Total MOUNTAIN HARDWARE:				126.73
MOUSER ELECTRONICS				
	87617	10/20/2021	D-Sub Standard Connector (SubCon-Plus-Profib/90/SC)	280.90
Total MOUSER ELECTRONICS:				280.90
MSA SAFETY SALES LLC				
	87618	10/20/2021	Sensor, UltimaX, Configured - CL2 0-5 PPM, Stainless Steel GP	1,607.02
Total MSA SAFETY SALES LLC:				1,607.02
MSC INDUSTRIAL SUPPLY				
	87619	10/20/2021	1/4" Tube OD x 1/2 MPT Brass Compression Tube Male Connector	102.01
	87619	10/20/2021	Comp x MNPT Ends, 3,500 Max psi, 7/8" Hex 5.3 oz Tube Silicone General Purpose Grease	189.57
	87619	10/20/2021	White, 347°F Max Temp, NLGIG 2, mfr# 0131997 21-000757	266.97
	87619	10/20/2021	Pentair Magnetic Drive Pump; Horsepower: 1/10 ; Shut Off Feet: No Switch (Feet)	266.97
Total MSC INDUSTRIAL SUPPLY:				558.55
NAPA- SIERRA				
	87620	10/20/2021	BULB, CAPSULE, WIPE BLADES	94.75
	87620	10/20/2021	CREDIT FOR INVOICE 579993	70.77-
	87672	10/20/2021	WIPER BLADES	50.45 M
	87672	10/20/2021	WIPER BLADES	128.17 M
	87672	10/20/2021	WIPER BLADES	40.68 M
	87672	10/20/2021	WIPER BLADES	38.65 M

Payee	Check Number	Check Issue Date	Description	Amount
	87672	10/20/2021	WIPER BLADES	38.65 M
	87672	10/20/2021	WIPER BLADES	56.65 M
	87672	10/20/2021	WIPER BLADES	46.79 M
	87672	10/20/2021	WIPER BLADES	42.85 M
	87672	10/20/2021	WIPER BLADES	117.97 M
	87672	10/20/2021	WIPER BLADES	50.42 M
Total NAPA- SIERRA:				635.26
NATIONAL ANALYTICAL LABORATORIES				
	87691	10/20/2021	NAL LAB TESTING	2,728.50 M
Total NATIONAL ANALYTICAL LABORATORIES:				2,728.50
NEWEGG INC				
	87621	10/20/2021	PIS:12725 700VA Desktop UPS BR700G New Egg Item #9B-42-101-381	647.73
Total NEWEGG INC:				647.73
OFFICE DEPOT				
	87622	10/20/2021	SOFT-GRIP RETRACTABLE BALLPOINT PENS	3.40
	87622	10/20/2021	POST-IT NOTES FLAGS	31.66
	87622	10/20/2021	RED LETTER SIZE FOLDERS W/2 FASTENERS	36.36
	87622	10/20/2021	EXPO WHITE BOARD CLEANER	5.30
	87622	10/20/2021	MR CLEAN GLASS & MULTI-SERVICE CLEANER	5.94
	87622	10/20/2021	SWINGLINE 747 BUSINESS STAPLER	14.26
	87622	10/20/2021	HP LaserJet 410A Standard-Yield Cyan Toner Cartridge - OD#934547	204.37
	87622	10/20/2021	HP LaserJet 410A Standard-Yield Yellow Toner Cartridge - OD#675732	102.19
	87622	10/20/2021	One box of 12 Pilot G-2 .7mm blue pens	12.62
	87622	10/20/2021	Pilot G-2 .7mm red pen refill	10.37
	87622	10/20/2021	HP 42A, Black Original Toner Cartridge - OD# 992280	144.94
	87622	10/20/2021	Ativa® USB Type-A To Micro USB Cable, 3', Black - OD#1967007	26.17
	87689	10/20/2021	SWINGLINE 747 CLASSIC STAPLER	12.23 M
Total OFFICE DEPOT:				609.81
PAC MACHINE CO.				
	87695	10/20/2021	6" 150# FL X 8" Female Bauer QD Adapter	634.35 M
	87695	10/20/2021	6" 150# FL X 8" Male Bauer QD Adapter	987.24 M
	87695	10/20/2021	8" Bauer QD O-Ring	162.38 M
	87695	10/20/2021	8" Bauer QD Step Bow	2,139.02 M
	87695	10/20/2021	8" Female QD X 10" Vic Adapter, Black Iron	541.25 M
	87695	10/20/2021	8" Female QD X 6" Male Cam Lock, Black Iron	595.37 M
	87695	10/20/2021	ESTIMATED FREIGHT	500.00 M
Total PAC MACHINE CO.:				5,559.61
PACIFIC OFFICE AUTOMATION				
	87623	10/20/2021	SEPTEMBER INVOICE	164.82
	87656	10/20/2021	OCTOBER INVOICE	50.77 M
	87656	10/20/2021	SEPTEMBER INVOICE	50.77 M
	87656	10/20/2021	AUGUST INVOICE	50.77 M
	87683	10/20/2021	QUARTERLY BILL	262.89 M
Total PACIFIC OFFICE AUTOMATION:				580.02

Payee	Check Number	Check Issue Date	Description	Amount
PAYMENTUS GROUP INC				
	87690	10/20/2021	TRANS FEE FOR SEPTEMBER 2021	276.50 M
Total PAYMENTUS GROUP INC:				276.50
PDM STEEL SVC CNTRS INC-SPARKS NV				
	87624	10/20/2021	3/16 HR Plate 48 x 96 A36*BLUE*	536.92
	87624	10/20/2021	Fuel surcharge subject to a \$15.00 minimum.	16.24
Total PDM STEEL SVC CNTRS INC-SPARKS NV:				553.16
PINNACLE TOWERS INC.				
	87625	10/20/2021	OCTOBER TOWER RENTAL	788.41
Total PINNACLE TOWERS INC.:				788.41
PLATT ELECTRIC COMPANY				
	87675	10/20/2021	Hubbell-Raco 5323-0 Weatherproof Outlet Box, 1-Gang, Aluminum	84.56 M
	87675	10/20/2021	Weatherproof Box, 1-Gang, Die Cast. Depth: 2". (5) 3/4" Threaded Outlets	113.64 M
	87675	10/20/2021	Weatherproof Box, 2-Gang, Die Cast. Depth: 2". (5) 3/4" Threaded Outlets	247.94 M
	87675	10/20/2021	Weatherproof Box, 2-Gang, Die Cast. Depth: 2". (5) 1/2" Threaded Outlets	53.87 M
	87675	10/20/2021	4" Square, Exposed Work Cover, Type: Single Receptacle (20A), 1/2" Raised, Dra	8.24 M
	87675	10/20/2021	3/4 Inch Rigid Conduit, Material: Hot-Galvanized Steel	497.79 M
	87675	10/20/2021	Handy Box, Drawn, Metallic. Dimensions: 4" x 2". Depth: 1-7/8". Side Knockouts: (34.47 M
Total PLATT ELECTRIC COMPANY:				1,040.51
PRAXAIR DISTRIBUTION INC				
	87626	10/20/2021	AUGUST CYLINDER RENTALS	82.97
Total PRAXAIR DISTRIBUTION INC:				82.97
QUADIENT				
	87627	10/20/2021	QUARTERLY METER RENTAL	173.66
Total QUADIENT:				173.66
RED WING BUSINESS ADVANTAGE ACCOUNT				
	87628	10/20/2021	BOOTS	204.61
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				204.61
RENO FORKLIFT STORAGE SYSTEMS				
	87629	10/20/2021	Forward/reverse solenoid; 36 volt; 200 amp	282.42
	87629	10/20/2021	ISO Solenoid; 36 volt; 200 amp	56.53
Total RENO FORKLIFT STORAGE SYSTEMS:				338.95
REXEL				
	87630	10/20/2021	AB 20B-VECTB-D0 Powerflex 700 Vector Control Cassette	1,487.53
Total REXEL:				1,487.53
ROY SMITH COMPANY				
	87631	10/20/2021	LIQUID OXYGEN	4,347.94
	87631	10/20/2021	LIQUID OXYGEN	3,872.97
	87631	10/20/2021	LIQUID OXYGEN	3,123.42

Payee	Check Number	Check Issue Date	Description	Amount
	87631	10/20/2021	LIQUID OXYGEN	4,577.23
	87663	10/20/2021	LIQUID OXYGEN	4,393.22 M
	87663	10/20/2021	LIQUID OXYGEN	3,126.31 M
	87663	10/20/2021	LIQUID OXYGEN	3,690.88 M
Total ROY SMITH COMPANY:				27,131.97
SAFEWAY INC.				
	87632	10/20/2021	20LB BAG OF ICE (10 BAGS)	64.84
Total SAFEWAY INC.:				64.84
SIERRA FILTRATION PRODUCTS INC				
	87667	10/20/2021	12x21x1 SPECIAL POLY RING - Without AT	205.20 M
Total SIERRA FILTRATION PRODUCTS INC:				205.20
SOUTHWEST GAS CORP.				
	87633	10/20/2021	NATURAL GAS 10%	79.50
	87633	10/20/2021	NATURAL GAS 90%	715.58
	87633	10/20/2021	NATURAL GAS 10%	130.19
	87633	10/20/2021	NATURAL GAS 90%	1,171.80
Total SOUTHWEST GAS CORP.:				2,097.07
STATE WATER RESOURCES CONTROL BOARD				
	87653	10/14/2021	GRADE V RENEWAL	150.00 M
Total STATE WATER RESOURCES CONTROL BOARD:				150.00
TAHOE SUPPLY COMPANY LLC				
	87634	10/20/2021	Universal Sorbent Pad 15"X17" Heavyweight 100ct	317.13
	87634	10/20/2021	Mop Head Looped 5" Blue Large	73.61
	87634	10/20/2021	6% bleach 1 gallon bottles (Need 1 case=6 gallon bottles)	20.83
Total TAHOE SUPPLY COMPANY LLC:				411.57
TAHOE TRUCKEE DISPOSAL				
	87635	10/20/2021	SEPTEMBER SLUDGE	996.32
	87635	10/20/2021	SEPTEMBER CENTRIFUGE	15,095.95
Total TAHOE TRUCKEE DISPOSAL:				16,092.27
THATCHER COMPANY OF CA INC				
	87636	10/20/2021	CHLORINE	8,099.64
	87636	10/20/2021	CHLORINE EMPTIES	4,000.00-
	87636	10/20/2021	CHLORINE	8,099.64
	87636	10/20/2021	CHLORINE EMPTIES	4,000.00-
Total THATCHER COMPANY OF CA INC:				8,199.28
TRUCKEE DONNER PUD				
	87637	10/20/2021	SEPTEMBER ELECTRIC 10%	4.48
	87637	10/20/2021	SEPTEMBER ELECTRIC 90%	40.38
	87637	10/20/2021	SEPTEMBER ELECTRIC 10%	5.18
	87637	10/20/2021	SEPTEMBER ELECTRIC 90%	46.66
	87637	10/20/2021	SEPTEMBER ELECTRIC 10%	2.73

Payee	Check Number	Check Issue Date	Description	Amount
	87637	10/20/2021	SEPTEMBER ELECTRIC 90%	24.59
	87637	10/20/2021	SEPTEMBER ELECTRIC 10%	5,997.03
	87637	10/20/2021	SEPTEMBER ELECTRIC 90%	53,973.31
	87637	10/20/2021	SEPTEMBER WATER 10%	12.69
	87637	10/20/2021	SEPTEMBER WATER 90%	114.30
Total TRUCKEE DONNER PUD:				60,221.35
TRUCKEE OVERHEAD DOOR				
	87638	10/20/2021	11'8" MILLER EDGE ME110,W/RETAINER AND WIRELESS TRANSMITTER AND	375.00
	87638	10/20/2021	LABOR TO INSTALL PARTS	250.00
Total TRUCKEE OVERHEAD DOOR:				625.00
TRUCKEE TAHOE LUMBER				
	87639	10/20/2021	Block, Pilaster Column 12"x8"x12"	94.83
Total TRUCKEE TAHOE LUMBER:				94.83
T-TIME ENTERPRISES				
	87687	10/20/2021	J321 3-In-1 Port Authority Black/Grey Small, w/ Logo & name: "Henson" embroider	103.77 M
	87687	10/20/2021	J321 3-In-1 Port Authority Black/Grey Medium, w/Logo & name: "Morz" embroider	103.75 M
Total T-TIME ENTERPRISES:				207.52
U.S. BANK CARD DIVISION				
	10282101	10/28/2021	AREA MANAGERS MEETING	101.07 M
	10282101	10/28/2021	AUDIT	206.01 M
	10282101	10/28/2021	METALIC DESK PLATE HOLDERS	137.88 M
	10282101	10/28/2021	ZOOM	110.00 M
	10282101	10/28/2021	RETURN: WATERPROOF AND INSULATED OVERSHOES	116.90- M
	10282101	10/28/2021	VACUUM PUMP, 3 FOOT HOSE	844.04 M
	10282101	10/28/2021	KOLERFLO HOT WATER RECIRCULATION PUMP	142.86 M
	10282101	10/28/2021	HONEYWELL, 4-SPEED, TRUE HEPA BLACK AIR PURIFIER	216.49 M
	10282101	10/28/2021	ASUS FULL HD 1920X1080	452.49 M
	10282101	10/28/2021	WIRELESS DISPLAY ADAPTOR, DISPLAY CABLE, ELECTRONIC WASTE REC	201.73 M
	10282101	10/28/2021	FASTCAP LONG NOSED PATTERN CHISEL TIP BLACK MARKER	34.64 M
	10282101	10/28/2021	MULTI CHANNEL RACEWAY BASE ADHEICE, COVER, FACEPLATES	120.58 M
	10282101	10/28/2021	BLACK POLYCARBONATE AM	299.41 M
	10282101	10/28/2021	GFOA TRAINING FOR BEST PRACTICES AND STRATEIES FOR PUBLIC INVE	315.00 M
	10282101	10/28/2021	GOOGLE WORKSPACE	922.45 M
	10282101	10/28/2021	2" HUB CAST IRON	219.96 M
	10282101	10/28/2021	FILTER, AIR, PANEL, PLEATED, MERV 13, 20"x20"x2"	336.70 M
	10282101	10/28/2021	RAYOVAC SPECIALITY CR2450 LITHIUM COIN CELL BATTERIES	15.45 M
	10282101	10/28/2021	SMALL LABORATORY HANDBOOK AND QAM TEMPLATE	175.00 M
	10282101	10/28/2021	TAPE FOR P-TOUCH	142.08 M
	10282101	10/28/2021	M-D 36-IN MILL DOOR SWEEP	15.82 M
	10282101	10/28/2021	1-1/4" VITON SEAL KITMFR# 97500-982	303.10 M
	10282101	10/28/2021	DBI SALA 3401025 SEALED-BLOK RETRIVEL SRL MOUNTING BRACKET	114.30 M
	10282101	10/28/2021	BLACK POLYCARBONATE	166.20 M
	10282101	10/28/2021	KITCHEN SUPPLIES	405.88 M
	10282101	10/28/2021	BOXIS AUTOSHRED MICRO-CUT SHREDDER	140.71 M
	10282101	10/28/2021	MEMBERSHIP FEES	150.00 M
	10282101	10/28/2021	MANAGEMENT SERVICES CLASS WITH GFOA	315.00 M
	10282101	10/28/2021	DOWFROST CONCENTRATE	1,495.23 M
	10282101	10/28/2021	FILTER, AIRLESS 150 MESH FOR AMTAX	70.08 M
	10282101	10/28/2021	CSDA CONFERENCE	575.00 M

Payee	Check Number	Check Issue Date	Description	Amount
	10282101	10/28/2021	WEB SERVICES	7.31 M
	10282101	10/28/2021	ADOBE-IT	17.99 M
	10282101	10/28/2021	MICROSOFT	2.00 M
	10282101	10/28/2021	MICROSOFT	12.50 M
	10282101	10/28/2021	MONTHLY BILL	73.95 M
	10282101	10/28/2021	MONTHLY BILL	36.98 M
	10282101	10/28/2021	MONTHLY BILL	336.44 M
	10282101	10/28/2021	MONTHLY BILL	94.13 M
	10282101	10/28/2021	MONTHLY BILL	36.98 M
	10282101	10/28/2021	ADOBE-IT	17.99 M
	10282101	10/28/2021	MONTHLY BILL	57.15 M
Total U.S. BANK CARD DIVISION:				9,321.68
ULINE				
	87640	10/20/2021	Manila Shipping Tags (PK 1000)	63.44
Total ULINE:				63.44
UNIFIRST CORPORATION				
	87641	10/20/2021	UNIFORMS	107.11
	87641	10/20/2021	UNIFORMS	13.08
	87641	10/20/2021	UNIFORMS	165.05
	87641	10/20/2021	UNIFORMS	82.05
	87641	10/20/2021	UNIFORMS	24.31
	87641	10/20/2021	UNIFORMS	8.54
	87641	10/20/2021	UNIFORMS	107.11
	87641	10/20/2021	UNIFORM	13.08
	87641	10/20/2021	UNIFORMS	70.69
	87641	10/20/2021	UNIFORMS	82.05
	87641	10/20/2021	UNIFORMS	24.31
	87641	10/20/2021	UNIFORMS	8.54
	87641	10/20/2021	UNIFORMS	107.11
	87641	10/20/2021	UNIFORMS	13.08
	87641	10/20/2021	UNIFORMS	70.69
	87641	10/20/2021	UNIFORMS	143.42
	87641	10/20/2021	UNIFORMS	24.31
	87641	10/20/2021	UNIFORMS	8.54
	87641	10/20/2021	UNIFORMS	117.04
	87641	10/20/2021	UNIFORMS	13.08
	87641	10/20/2021	UNIFORMS	80.75
	87641	10/20/2021	UNIFORMS	90.66
	87641	10/20/2021	UNIFORMS	24.31
	87641	10/20/2021	UNIFORMS	14.28
	87658	10/20/2021	UNIFORMS	8.54 M
	87658	10/20/2021	UNIFORMS	107.11 M
	87658	10/20/2021	UNIFORMS	13.08 M
	87658	10/20/2021	UNIFORMS	70.69 M
	87658	10/20/2021	UNIFORMS	251.75 M
	87658	10/20/2021	UNIFORMS	24.31 M
Total UNIFIRST CORPORATION:				1,888.67
UNITED PARCEL SERVICE, UPS				
	87642	10/20/2021	SHIPPING CHARGES FLUID COMPONENTS	32.21
	87642	10/20/2021	SHIPPING CHARGES BABCOCK	17.10
	87661	10/20/2021	SHIPPING CHARGES EUROFINs	89.55 M

Payee	Check Number	Check Issue Date	Description	Amount
	87661	10/20/2021	SHIPPING CHARGES BABCOCK	223.96 M
Total UNITED PARCEL SERVICE, UPS:				362.82
UNITED RENTALS				
	87643	10/20/2021	Boomlift, 60' Articulating	3,906.87
	87643	10/20/2021	Environmental Service Charge	71.80
	87643	10/20/2021	Delivery Charge	179.00
	87643	10/20/2021	Pickup Charge	179.00
	87643	10/20/2021	Rental Protection	538.50
	87643	10/20/2021	2 ADDITIONAL RENTAL DAYS	1,187.22
	87643	10/20/2021	Retntal Protection	294.58
Total UNITED RENTALS:				6,356.97
UNIVAR USA INC.				
	87644	10/20/2021	METHANOL	13,237.33
	87644	10/20/2021	METHANOL	14,605.63
	87644	10/20/2021	METHANOL	13,014.36
	87644	10/20/2021	METHANOL	13,431.12
	87644	10/20/2021	METHANOL	13,941.08
	87655	10/20/2021	METHANOL	14,601.46 M
	87655	10/20/2021	CAUSTIC SODA	6,240.10 M
Total UNIVAR USA INC.:				89,071.08
USA BLUE BOOK				
	87645	10/20/2021	Honda WT30 Self-Priming Trash Pump, 3", 317 gpm max, 270cc Engine, WT30XK	3,204.84
Total USA BLUE BOOK:				3,204.84
UTILITY SYSTEMS SCIENCE AND SOFTWARE				
	87684	10/20/2021	CALIBRATION/VALIDATION OF 8 FLOW METERS AS PER AGREEMENT	3,600.00 M
	87684	10/20/2021	CALIBRATION REPORTS AND PE STAMP AS PER AGREEMENT	750.00 M
Total UTILITY SYSTEMS SCIENCE AND SOFTWARE:				4,350.00
VAIL RESORTS MANAGEMENT CO				
	87000	10/20/2021	COVID Auto Relief	86.31- V
	87000	10/20/2021	COVID Auto Relief	736.56- V
	87000	10/20/2021	COVID Auto Relief	1,088.34- V
	87000	10/20/2021	COVID Auto Relief	1,170.42- V
	87000	10/20/2021	COVID Auto Relief	7,142.25- V
	87000	10/20/2021	COVID Auto Relief	1,419.60- V
	87000	10/20/2021	COVID Auto Relief	4,548.66- V
	87000	10/20/2021	COVID Auto Relief	5,027.67- V
Total VAIL RESORTS MANAGEMENT CO:				21,219.81-
VALIN CORPORATION				
	87646	10/20/2021	Jamesbury ball valve. 3/4" AC 2271 XTD Seat CWP-1200psi F12. Chlorine Pamph	548.93
Total VALIN CORPORATION:				548.93
VICKY LUFRANO				
	87647	10/20/2021	OCT 2021 PHONE	18.04
	87668	10/20/2021	REIMB MAINTENANCE JOB ADVERTISEMENT	590.00 M

Payee	Check Number	Check Issue Date	Description	Amount
Total VICKY LUFRANO:				608.04
VWR SCIENTIFIC INC				
	87648	10/20/2021	BOD Standard Solution, 300 mg/L, pk/16 - 10-mL Voluette® Ampules	238.08
	87648	10/20/2021	AMMONIUM PERSULFATE	110.27
	87670	10/20/2021	VWR® Disposable Aluminum Weighing and Drying Pans	258.90 M
	87670	10/20/2021	SHIPPING	23.85 M
	87670	10/20/2021	VWR® Support Screen Stainless Steel, 47 mm	138.88 M
	87670	10/20/2021	SHIPPING	13.67 M
Total VWR SCIENTIFIC INC:				783.65
WESTERN ENV. TESTING LAB.				
	87665	10/20/2021	AUGUST 2021 BIOSOLIDS	79.00 M
Total WESTERN ENV. TESTING LAB.:				79.00
WESTERN NEVADA SUPPLY				
	87649	10/20/2021	3/4" Schedule 80 Black Iron Pipe	107.75
Total WESTERN NEVADA SUPPLY:				107.75
Wilderness Forestry Inc				
	87650	10/20/2021	MASTICATE BRUSH PER AGREEMENT DATED 06/07/21 (PRICE NOT TO EXC	5,000.00
Total Wilderness Forestry Inc:				5,000.00
WILEY, PRICE & RADULOVICH				
	87651	10/20/2021	AUGUST FEES	6,028.00
Total WILEY, PRICE & RADULOVICH:				6,028.00
ZORO				
	87652	10/20/2021	Anti Seize Compound, Copper, 8-Oz. Bottle mfr# 09128 (21-000806)	46.83
	87652	10/20/2021	Compound, Anti Seize, Aluminum, 8oz Bottle, mfr# 80078 (21-000807)	43.94
	87652	10/20/2021	7/16"x4" Carbide Tipped Masonry Drill Bit	41.71
	87652	10/20/2021	Dlx Tool Backpack 44Pckt	116.92
	87652	10/20/2021	Drill Bit, 5/32"x4"	34.56
	87652	10/20/2021	Twist On Wire Connector, 18-12 AWG, PK100	25.92
	87652	10/20/2021	Classic Claw, Pump Pliers 7"	34.78
	87680	10/20/2021	29 PC Red HELIX Cobalt Drill Bit Set	156.97 M
Total ZORO:				501.63
Grand Totals:				1,217,788.00



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-2
Subject: Ratify approval of financial statements

Background

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

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

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

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

The Finance Committee reviewed and approved the financial statements at its November 8 meeting.

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend approval of the financial statements.

Review Tracking

Submitted By: *Crystal A. 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 October 31, 2021

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,287,000.00	6,357.25	0.0	1,340,464.21	10.1	1,2,3
Tax Revenue - Ad Valorem	3,958,000.00	43,909.91	1.1	44,980.57	1.1	2,3
Fund Interest	40,000.00	2,553.12	6.4	2,662.22	6.7	3,4
Other Revenue	15,000.00	6,911.42	46.1	16,607.10	110.7	3,5
Temporary Discharge	25,000.00	185.00	0.7	285.00	1.1	3
TOTAL REVENUE	17,325,000.00	59,916.70	0.3	1,404,999.10	8.1	
EXPENDITURE						
Salaries & Wages	5,599,400.00	393,280.95	7.0	1,935,192.26	34.6	6
Employee Benefits	3,817,000.00	74,404.66	1.9	1,172,479.02	30.7	6
Director Fees	7,600.00	0.00	0.0	1,600.00	21.1	
Vehicle	51,900.00	2,242.19	4.3	9,052.63	17.4	
CSRMA Insurance	375,000.00	0.00	0.0	206,960.54	55.2	7
Professional Memberships	44,700.00	839.00	1.9	4,344.00	9.7	
Agency Permits & Licenses	196,000.00	0.00	0.0	7,024.36	3.6	
Office Expense	455,000.00	4,805.99	1.1	38,981.31	8.6	
Contractual Services	2,204,800.00	222,163.67	10.1	659,502.78	29.9	
Professional Services	990,000.00	30,675.30	3.1	116,389.81	11.8	
Conferences & Training	116,500.00	1,205.00	1.0	5,408.00	4.6	
Utilities	1,010,200.00	84,047.91	8.3	295,155.21	29.2	
Supplies, Repairs & Maintenance	1,091,500.00	31,690.34	2.9	209,632.71	19.2	
TOTAL EXPENDITURE	15,959,600.00	845,355.01	5.3	4,661,722.63	29.2	
NET INCOME	1,365,400.00			(3,256,723.53)		
Unfunded Accrued Liability	1,044,000.00			1,023,078.00	98.0	8

*34% 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 \$4,655 in laboratory revenue, \$3,200 for CSRMA rebate, \$8,271 Teichert billings, \$15 Surplus Sale, \$451 US Bank rebate. and \$15 returned check fee.
- 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.



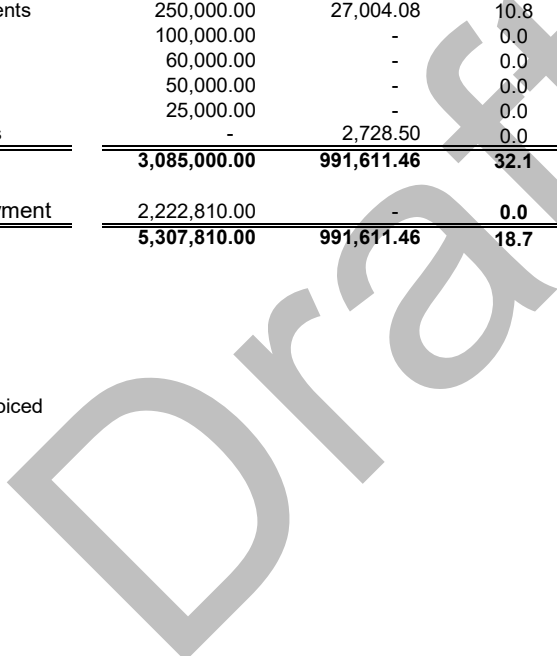
Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2021 - 2022
 Period Ending October 31, 2021

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Barscreens, Washers, Compactors	2,600,000.00	961,878.88	37.0	1,578,322.77	60.7	1
Digester & Plant Heating Improvements	250,000.00	27,004.08	10.8	45,013.91	18.0	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	2
Operations and Maintenance Carts	25,000.00	-	0.0	-	0.0	3
Maintenance/IT Shop Improvements	-	2,728.50	0.0	2,728.50	0.0	1
SUB TOTAL	3,085,000.00	991,611.46	32.1	1,626,065.18	52.7	
Allocation of 73.2% of Bond Payment	2,222,810.00	-	0.0	-	0.0	
TOTAL	5,307,810.00	991,611.46	18.7	1,626,065.18	30.6	

*34% 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 October 31, 2021

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Chlorine Scrubber Replacement	1,000,000.00	1,992.82	0.2	2,793.54	0.3	1
Plant Coating Improvements	500,000.00	119,356.80	23.9	403,085.46	80.6	1,4
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	0.00	0.0	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	2
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	0.00	1
Chiller Replacement***	0.00	0.00	0.0	0.00	0.00	4
SUB TOTAL	2,620,000.00	121,349.62	4.6	559,925.72	21.4	
Allocation of 26.8% of Bond Payment	813,816.00	0.00	0.0	0.00	0.0	
TOTAL	3,433,816.00	121,349.62	3.5	559,925.72	16.3	

*34% 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
 OCTOBER 31, 2021

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	234,194.18
99-00-0101-000	CASH - USB SERVICE CHARGE	15,687.95
99-00-0102-000	CASH - US BANK TAX REV	57,117.73
99-00-0103-000	CASH - US BANK WWCRF	446,805.84
99-00-0104-000	CASH - WELLS FARGO PAYROLL	4,633.07
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	328,826.74
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	36,986,537.63
99-00-0175-000	CASH CLEARING - UTILITIES	1,500.00
		<hr/>
	TOTAL COMBINED CASH	38,075,903.14
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(38,074,403.14)
		<hr/>
	TOTAL UNALLOCATED CASH	1,500.00
		<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	19,097,763.71
6	ALLOCATION TO R. R. & UPGRADE FUND	8,322,499.23
7	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,275,085.21
10	ALLOCATION TO GENERAL FUND	3,379,054.99
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	38,074,403.14
	ALLOCATION FROM COMBINED CASH FUND - 99	(38,074,403.14)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>



CERBT and CEPPT Plan Portal - As Of 11/02/2021



[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	23.060514	662,665.614	\$15,281,410.18
Total			\$15,281,410.18

[Download to Excel](#)

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California State Treasurer
Fiona Ma, CPA



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

November 01, 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

October 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2021	10/14/2021	QRD	1687530	N/A	SYSTEM	23,712.96
10/19/2021	10/19/2021	RW	1689029	1649256	MICHELLE MACKKEY	-750,000.00
10/21/2021	10/21/2021	RW	1689200	1649438	MICHELLE MACKKEY	-700,000.00

Account Summary

Total Deposit:	23,712.96	Beginning Balance:	38,412,824.67
Total Withdrawal:	-1,450,000.00	Ending Balance:	36,986,537.63



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: VI-1
Subject: Approval of the minutes of the regular Board meeting on October 20, 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 October 20, 2021.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on October 20, 2021.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

October 20, 2021

I. Call to Order:

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

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

Staff Present: 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
Jaime Garcia, Maintenance Department
Soraya Morz, Maintenance 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.

Mr. LaRue Griffin acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the 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.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Report from September 15, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the September 15, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on September 15, 2021 and the special Board meeting on October 11, 2021.

MOTION by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on September 15, 2021 and the special Board meeting on October 11, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Consider establishing standing Finance Committee.

Mr. Griffin presented potential functions of a standing Finance Committee with the Board of Directors. Discussion was had to review the committee scope, appointment, and meeting details.

MOTION by Director Lewis **SECOND** by Director Wilkins to establish a standing Finance Committee in accordance with staff recommendations, including Vice-President Tresan and Director Lewis serving as the initial committee members, and Director Cox serving as an alternate.; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Discussion of content and organization of board packets.

Mr. Griffin provided the Board of Directors with a review of board packet items, which would allow staff to receive direction on the content and organization of the board packets. After further discussion, direction was given to remove construction progress pay estimates from the Consent Agenda as individual line items and include that information with the general fund warrants. The General Manager construction contract change order authority would be further reviewed by the Finance Committee and would be brought before the Board for review as a future agenda item. All other Board packet detail would remain the same.

5. Discussion of in-person Board of Directors Meeting.

Mr. Griffin provided the Board of Directors with information related to 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. With the adoption of AB 361, the Board of Directors chose to continue to hold meetings in-person with each Director having the option to participate via teleconference (audio) under the pre-AB 361 Brown Act rules.

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 software modernizations. Mr. Peak thanked Operations staff for their recent participation with the NTPUD plant tour, as well as Laboratory staff for their participation with International Accreditation Service assessment.

Mr. Pallante provided an update on current and past projects for the maintenance department. The calibration of all flow meters was completed.

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 month during the recent in-house pre-audit, and Mrs. Graves who is also assisting with purchasing.

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 commended the IT department for their recent work with Logically, Inc. and the Administrative staff for work with new auditors.

No action was taken by the Board.

VII. Board of Directors Comment

Director Tresan stated that it was recently water professionals' appreciation week in the state and he wanted to express his appreciation to T-TSA staff. Additionally, there is a State Water Board workshop coming up on December 2nd for the Impact of Water Conservation on Wastewater for Collections and Treatment.

The Board went into closed session with legal counsel and Mr. Griffin at 11:55 AM.

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

The Board approved the motion by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

VIII. Closed Session

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

Following the closed session, Mr. Shanahan reported that the Board in closed session unanimously adopted Resolution No. 18-2021 with findings deciding the appeal by former employee Nancy Chuba Barker. The Board denied Ms. Chuba Barker's appeal and affirmed the decision to terminate her employment.

IX. Adjournment

There being no further business, the meeting was adjourned at 11:30 AM.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: VI-2
Subject: Approval of updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions

Background

New classification descriptions, which accurately reflect duties of staff, became effective January 1, 2020. As a continuous effort to maintain the accuracy of the classification descriptions, there are amendments to the classification descriptions for the Maintenance Mechanic I/II/III and Purchasing Agent I/II.

Maintenance Mechanic I/II/III

Several of the Agency's classification descriptions reference and require technical certifications as issued by the California Water Environmental Association (CWEA) Technical Certification Program in its classification descriptions. One of these certifications includes the Mechanical Technologist certification for the Maintenance Mechanic classification series. These CWEA certifications are not required to work in the wastewater treatment industry, however, TTSA has chosen to require them as a measure of aptitude.

CWEA occasionally amends its eligibility requirements to obtain various certifications. Most recently, CWEA amended the eligibility requirements for the Mechanical Technologist series. An example of the change for the Grade III Maintenance Technologist certification is as follows:

Testing Requirements

- Maintain a Grade 2 Mechanical Technologist certification in good standing
- 4 years of experience in the vocation or 3 years with a bachelor's degree or a water/wastewater associate degree

Note: Related experience from outside industries will be evaluated and may count for up to 50% of experience for Grade 2 (1 year), and no more than 25% for Grades 3 & 4.

TTSA is currently experiencing a job market in which it is difficult to obtain a strong pool of qualified candidates. This recent CWEA amendment drastically changes recruiting options for the Agency. If an individual with 20+ years' experience working with mechanical processes in an outside industry is evaluated by the CWEA Technical Certification Program, the individual is deemed to be equivalent to an individual with 2 years' experience in the vocation, if approved. From an aptitude and experience perspective, it makes it difficult to hire a highly qualified applicant that does not possess experience within the wastewater industry.

Due to this, the proposed classification description for the Maintenance Mechanic I/II/III has been amended to allow the Agency to hire applicants without having to be in possession of a higher certification level (e.g. Grades 2-4) at time of hire and allow them to obtain the certification within a specified period. Additionally, CWEA had increased their testing cycles from two per year, to four per year. This allows the applicant/employee more opportunities for testing on an annual basis.

The Agency expects other CWEA certification eligibility requirements to change in the near future, similar to the Mechanical Technologist. As such, the Agency will bring forth additional classification descriptions for amendment in the future.

Purchasing Agent

Historically and currently, the Administrative Department requires a hybrid Purchasing Agent classification, which also performs the role as a front desk/assistant employee, as there is not significant workload for both. Additionally, some duties historically performed by the Purchasing Agent have been previously incorporated into the duties of the Executive Assistant/Board Clerk.

The changes to the Purchasing Agent I/II classification are to better distinguish the front desk/assistant duties. We will begin recruiting for the Purchasing Agent I/II by the end of the calendar year.

Fiscal Impact

None.


Attachments

- Maintenance Mechanic I/II/III classification description.
- Purchasing Agent I/II classification description.

Recommendation

Management and staff recommend approval of the updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Maintenance Mechanic I/II/III

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: ~~08/2021~~ 11/2021

DEFINITION

Performs skilled preventive and predictive duties involving the maintenance, repair, rehabilitation, and installation of mechanical equipment associated with wastewater treatment; repairs pumps, valves, pressure and flow control regulators and related equipment; responds to Underground Service Alert requests; and operates heavy equipment.

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic I - This is the entry level class in the Maintenance Mechanic series. Positions in this class typically have little directly related work experience. The Maintenance Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Mechanic II - This is the second level class in the Maintenance Mechanic series and is distinguished from the I level by the assignment of the full range of duties, with only occasional instruction or assistance needed as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

Maintenance Mechanic III - This is the full journey level in the Maintenance Mechanic series. It is distinguished from the Maintenance Mechanic II by the ability to perform the full range of duties assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the II level once the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

SUPERVISION RECEIVED AND EXERCISED

Maintenance Mechanic I

Reports directly to, and receives immediate supervision from the Maintenance Supervisor.

Maintenance Mechanic II

Reports directly to, and receives general supervision from the from the Maintenance Supervisor.

Maintenance Mechanic III

Reports directly to, and receives general supervision from the from the Maintenance Supervisor.

EXAMPLES OF DUTIES (for Maintenance Mechanic I/II/III): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Performs skilled duties and responsibilities in the maintenance, repair, service, and troubleshooting of equipment and machinery associated with the Agency's wastewater treatment plant and related facilities including pumps, engines, electric motors, valves, aeration blowers, emergency generators, air compressors, hydraulic systems, pneumatic systems, filters and vehicles.
- Performs troubleshooting using visual inspection to determine cause of malfunction on wastewater treatment plant equipment.
- Rebuilds and overhauls equipment by disassembling, cleaning, and repairing mechanical malfunctions; reassembles, installs and tests equipment to ensure that it is in proper working condition; disassembles machinery to carefully evaluate for required machine work and parts; cleans, bead blasts, primes and paints prior to reassembly; tests equipment to ensure proper operation.
- Maintains appropriate records and documentation of repairs; reviews, revises and implements maintenance schedules.
- Utilizes Computerized Maintenance Management System (CMMS) to track work orders, preventative maintenance and asset management.
- Identifies and mitigates unsafe work conditions and maintains safe work practices such as "lock-out/tag-out," confined space entry and fall protection.
- Operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart. Performs snow removal and equipment transports.
- Operates a variety of hand tools, machine powered tools, light and heavy equipment; utilizes proper rigging and lifting techniques and methods.
- Perform line location consistent with Underground Service Alert requirements.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

- Reads and updates blueprints and schematics as required to assist in repairs; prioritizes and coordinates the appropriate timing to service equipment; estimates labor and materials necessary to complete the needed work; orders replacement parts to perform maintenance and repairs as necessary.
- Performs confined space entries in order to inspect, clean and/or make repairs.
- Performs welding and metal fabrication utilizing various welding techniques.
- Utilizes lathes, mills and other machine shop equipment to fabricate parts.
- Performs building and yard maintenance, cleaning and custodial duties; paints utility equipment, keeps work area in a neat and orderly condition.
- Trains less experienced staff on performing complex rebuilds of plant equipment.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Maintenance Mechanic I

Knowledge of:

- Uses and purposes of tools and equipment used in general construction and mechanical equipment maintenance and repair.
- Basic record keeping procedures.
- Basic welding practices.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to repair, maintain and troubleshoot a variety of mechanical equipment associated with wastewater treatment facilities.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

- Learn all requirements and essential aspects of the job, learn and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.
- Learn to diagnose malfunctions and determine effective courses of action for correcting them.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to Agency safety policies and procedures and utilize appropriate Personal Protection Equipment.
- Learn to safely operate and maintain hand tools, machine powered tools, light and heavy equipment.
- Learn to safely utilize rigging and lifting techniques and methods.
- Read and update blueprints and schematics.
- Perform line locating.
- Accurately perform mathematic calculations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Experience and Education:

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

Experience:

Two years of increasingly responsible experience performing maintenance and repair duties, preferably in a utility environment.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License including automatic and manual transmissions, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade I certification is required within ~~three~~ four qualifying test cycles of appointment (approximately ~~18~~ 12 months).

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Maintenance Mechanic II

In addition to the qualifications for the Maintenance Mechanic I:

Knowledge of:

- Standard operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Methods for troubleshooting and diagnosing problems with equipment and machinery.
- Safe work practices such as lock-out/tag-out, confined space entry, fall protection, and Personal Protection Equipment use.
- Pertinent local, State and Federal laws, ordinances, rules and regulations.
- Methods and procedures to disassemble machinery to carefully evaluate it for required machine work and parts.
- Methods and procedures of how to estimate and prioritize the work and to order parts and equipment.
- Principles and practices of maintaining detailed records.

Ability to:

- Independently perform a variety of semi-skilled to skilled repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater treatment plants.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Respond to emergency situations.
- Read a variety of technical documentation, schematics, blueprints and related documents. Operate a computer to access, enter and retrieve data.
- Prioritize workload to meet deadlines.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Experience and Education:

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

Experience:

Two years of responsible work experience similar to Maintenance Mechanic I with T-TSA.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License including automatic and manual transmissions, with tanker endorsement, is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade II certification is required at time of appointment [for internal candidate; or within four qualifying test cycles \(approximately 12 months\) upon meeting testing eligibility requirements for external candidate.](#)

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Maintenance Mechanic III

In addition to the qualifications for the Maintenance Mechanic II:

Knowledge of:

- Advanced operating practices and procedures of skilled plant and equipment mechanical work associated with construction, maintenance, repair and service of equipment related to wastewater operations.
- Advanced methods for troubleshooting and diagnosing problems with equipment and machinery.

Ability to:

- Independently perform a variety of skilled and complex repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater treatment plants.
- Assist with the training of new staff.

Experience and Education:

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

Experience:

Two years of responsible journey experience similar to Maintenance Mechanic II with T-TSA.

Education:

Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within three months of appointment.

Possession of a valid California or Nevada Class B Commercial Driver's License including automatic and manual transmissions, with tanker endorsement, is required within 18 months of appointment.

CLASS TITLE: Mechanic I/Mechanic II/Mechanic III

Possession of a CWEA Plant Maintenance Technologist Grade III certification is required at time of appointment [for internal candidate; or within four qualifying test cycles \(approximately 12 months\) upon meeting testing eligibility requirements for external candidate.](#)

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS (for Maintenance Mechanic I/II/III)

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk, table, counter, confined space, in a shop, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS (for Maintenance Mechanic I/II/III)

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Purchasing Agent I/II

Department: Administrative Services

FLSA Status: NON EXEMPT

Revised as of: ~~12/2020~~11/2021

DEFINITION

Performs a variety of responsible technical administrative functions in support of the Agency's purchasing activities; prepares, coordinates and monitors purchasing agreements; and provides general administrative and customer support, as assigned.

DISTINGUISHING CHARACTERISTICS

Purchasing Agent I - This is the entry level class in the Purchasing Agent series. Positions in this class typically require little directly related work experience. The Purchasing Agent I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Purchasing Agent II - This is the journey level class in the Purchasing Agent series and is distinguished from the I level by the assignment and satisfactory performance of the full range of duties. Employees at this level receive relatively less instruction or assistance, as employees at this level are expected to be fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and otherwise meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Purchasing Agent I

Reports directly to, and receives immediate supervision from the Finance and Administrative Department Manager.

Purchasing Agent II

Reports directly to, and receives general supervision from the Finance and Administrative Department Manager.

JOB TITLE: Purchasing Agent I/II

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

- ~~Acts as a receptionist~~ Performs front desk administrative functions; answers phones; assists with answering inquiries from the general public in person, on the phone, via mail or by email; researches and provides information on billing, departmental or unit policies, procedures; takes and processes customer payments; confirms information; and processes other requests as required and checks in visitors at the front desk and front gate.
- ~~Processes incoming and outgoing mail, including checking the outside mailbox, picking up and dropping off mail at the post office.~~
- ~~Compiles and verifies information; prepares, proofreads, and distributes a variety of documents which may include reports, memoranda, forms, applications, correspondence, flyers, charts, meeting handouts, and/or other items, as assigned.~~
- ~~Provides administrative support for the Finance and Administrative Department.~~
- Coordinates the purchasing and procurement process; ~~prepares purchase orders;~~ receives and reviews purchase requisitions and supporting documentation; prepares purchase orders including: purchase services, materials, supplies and equipment; and, ~~records and posts requisitions;~~ expedites urgent orders as necessary.
- Contacts suppliers for pricing and availability of items and materials; participates in the selection of suppliers and; researches alternate sources of items and materials, as needed.
- ~~Computes costs; routes documents for approval; generates purchase orders; meets with sales representatives as necessary.~~
- ~~Resolves purchasing problems, including complaints, price disputes and delivery issues.~~
- ~~Prepares, monitors and tracks a variety purchasing agreements, and other documents, reports and orders.~~
- ~~Coordinates ordering, cleaning, replacing and tracking of employee uniforms and personal protective equipment. Resolves all issues and reviews all invoices.~~
- Coordinates ~~with maintenance to tagging of~~ Agency assets and maintains inventory.
- ~~Provides support with preparations for Board of Director meetings and Agency surplus sales.~~
- ~~Receives and responds to customer inquiries and questions regarding bills; process payments; researches and resolves payment discrepancies and customer complaints.~~
- ~~Responds to requests for documentation related to assigned area of responsibilities; develops, explains and interprets policies and procedures.~~
- ~~Drafts correspondence, prepares orders, forms, and documentation.~~
- ~~May receive and respond to billing and general questions.~~
- ~~Compiles and verifies information; prepares, proofreads, and distributes a variety of documents which may include reports, memoranda, forms, applications, correspondence, agendas, minutes, flyers, charts, meeting handouts, and/or other items, as assigned.~~
- ~~Maintains physical and electronic filing and records systems and logs; scans and copies documents and files; ensures accuracy of files and records; updates information as needed; keeps reference materials up to date, as assigned. May also establish a wide variety of filing and reporting systems as necessary; develops record keeping procedures.~~

JOB TITLE: Purchasing Agent I/II

- Assists in the conduct of studies and; special projects, and provides administrative and technical assistance functions; ~~performs data collection, research and analysis; prepares draft reports and technical documents.~~
- Establishes and maintains processes, policies and procedures systems related to assigned technical area of responsibility; monitors area activities and reports progress as required.
- Responds to requests for documentation related to assigned area of responsibilities; develops, explains and interprets policies and procedures.
- Ensures areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- ~~Receives, opens and date stamps and distributes mail.~~
- ~~Establishes and maintains a wide variety of filing and reporting systems as necessary; develops record keeping procedures.~~
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees, vendors, contractors, and the public using principles of good customer service.
- Upholds Agency Core Values.
- Performs related duties as assigned.

QUALIFICATIONS

Purchasing Agent I

Knowledge of:

- Modern office practices, methods, and computer equipment including relevant software programs.
- Principles and practices of administrative office functions including file management.
- Methods and procedures of basic mathematics and computations of prices.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to prepare, coordinate and monitor/track purchasing/procurement agreements and other documents, reports and orders.
- On an ongoing basis, know, understand and perform operations; know all requirements and essential aspects of the job; observe and analyze and propose solutions to problems; review,

JOB TITLE: Purchasing Agent I/II

analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.

- Learn, interpret, apply and explain Agency policies and procedures related to procurement of supplies, materials and professional services.
- Accurately compute costs.
- Learn to review bids for compliance with Agency needs, requirements and policies.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Two years of responsible administrative support or technical experience including customer service.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desirable.

SPECIAL QUALIFICATIONS

License and Certificate:

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

Purchasing Agent II

Knowledge of:

- Methods and procedures of purchase agreement development and administration.

JOB TITLE: Purchasing Agent I/II

- Principles and practices of intermediate analytical research and project coordination.
- Methods and procedures for conducting research, ordering, purchasing and procurement processes, bid processes and purchase agreements.
- Methods and procedures of purchase agreement development and administration.

Ability to:

- Review bids for compliance with Agency needs, requirements and policies.
- Conduct research, prepare, coordinate and monitor/track purchasing/procurement agreements and bids, and other documents, reports and orders.
- Coordinate, monitor and implement special projects.

Experience and Education:

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

Experience:

Two years of experience similar to Purchasing Agent I with T-TSA.

Education:

Equivalent to completion of twelfth grade required with additional college courses in accounting, business, finance or a related field desirable.

SPECIAL QUALIFICATIONS

License and Certificate:

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

PHYSICAL REQUIREMENTS (for Purchasing Agent I and II)

Work effectively at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; and move or transport weight of 20 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Purchasing Agent I and II)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VI-3
Subject: Approval to award the bid for the 2021 Chlorine Scrubber Improvements project

Background

The Agency uses an emergency scrubber system as one of its safeguards for the chlorination facility. In the event of a chlorine leak, the scrubber system is able to neutralize chlorine using sodium hydroxide. Having been commissioned in 1997, the scrubber is nearing the end of its useful life and is in need of replacement. If approved by the Board, the construction work contemplated would be performed by a general contractor with field work slated to occur between July 18, 2022 and August 26, 2022.

One bid for the project was received on October 28, 2021 as follows:

- K.G. Walters Construction Co., Inc. (KGW), Santa Rosa, CA: \$1,100,000.00

KGW's bid was found to be responsible and responsive.

Fiscal Impact

The total bid price of \$1,100,000.00 is greater than both the budgeted amount of \$1,000,000 and the engineer's estimate of \$978,446.


Attachments

None.

Recommendation

Management and staff recommend approval to award the bid for the 2021 Chlorine Scrubber project to K.G. Walters Construction Co., Inc. and approve a contract amount up to \$1,210,000.00 (\$1,100,000 bid plus 10% contingency).

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-4
Subject: Approval of Resolution No. 19-2021 authorizing the General Manager to approve certain construction contract change orders

Background

There was discussion at the October 20, 2021 Board meeting regarding the existing General Manager construction contract change order authority. There was direction to amend the authority to provide for the timely processing and approval of change orders and to minimize any additional costs or schedule delays associated with processing change orders.

Resolution No. 19-2021 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 more than 60 days.
- c. Any change order or change orders for a contract that increase the contract price within these limits:
 - (i) For a contract with a contingency sum approved by the Board at the time of approving the contract: the cumulative amount of all change orders shall not exceed the contingency fixed by Board.
 - (ii) For a contract without a contingency sum approved by the Board at the time of approving the contract: the cumulative amount of all change orders shall not exceed \$50,000.

Additionally, at each regular Board meeting, the General Manager shall provide a written report to the Board summarizing any General Manager approved change orders and any proposed change order beyond the delegated authority will require approval of the Board of Directors.

The Finance Committee reviewed the resolution at its recent meeting and recommends the Board approve Resolution No. 19-2021.

Fiscal Impact

None.

Attachments

Resolution No. 19-2021.

Recommendation

Management and staff recommend approval of Resolution No. 19-2021 authorizing the General Manager to approve certain construction contract change orders.

Review Tracking

Submitted By:  _____
LaRue Griffin
General Manager

RESOLUTION NO. 19-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TAHOE-TRUCKEE SANITATION AGENCY
AUTHORIZING GENERAL MANAGER TO APPROVE CERTAIN
CONSTRUCTION CONTRACT CHANGE ORDERS**

WHEREAS, the Agency from time to time enters into construction contracts for various Agency public works and improvement projects;

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

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

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

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

1. The Board of Directors authorizes and delegates to the General Manager the authority and responsibility to approve the following types of construction 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 more than 60 days.
- c. Any change order or change orders for a contract that increase the contract price within these limits:
 - (i) For a contract with a contingency sum approved by the Board at the time of approving the contract: the cumulative amount of all change orders shall not exceed the contingency fixed by Board.
 - (ii) For a contract without a contingency sum approved by the Board at the time of approving the contract: the cumulative amount of all change orders shall not exceed \$50,000.

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

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

4. This resolution supersedes Resolution No. 7-2015.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 17th day of November 2021, at Truckee, California, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Dan Wilkins, President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-5
Subject: Discussion of in-person Board of Directors meeting

Background

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

Fiscal Impact

None.

Attachments

None.

Recommendation

Management and staff recommend the next Board of Directors meeting 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: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-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: November 17, 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:

- Plant performed well through the month.
- Huber mechanical bar screen and wash press start-up.
- Performed headworks shutdowns.
- Well #31 pH in compliance for the month.
- Caustic was added 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.
- International Accreditation Services (3rd party assessment) completed their assessment. Final assessment report included.
- Staff continue to train remaining operators for weekend testing and will be completing DOCs.

Laboratory Corrective Actions:

- Completed this month: 0
- Pending: 8
- New: 8


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.61
Monthly maximum instantaneous ⁽¹⁾	7.30
Maximum 7- day average	3.45

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	2.0	20.0
Turbidity (NTU)	NA	NA	2.1	10.0
Total Phosphorus (mg/l)	0.36	0.80	0.57	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



Assessment Report

For

Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161
CA ELAP Certificate #: 1144

Designated Representative: Jason Hays

Performed:

Date

By Tony Francis PhD, IAS

On Behalf Of:

California Environmental Protection Agency
State Water Resources Control Board
California Environmental Laboratory Accreditation Program
P. O. Box 100
Sacramento, CA 95812-0100

Submitted by: Tony Francis
Reviewed by: Heather Tohinaka
Issued on: October 22, 2021

ASSESSMENT REPORT

Scope

Tahoe-Truckee Sanitation Agency has been granted accreditation by the California Environmental Laboratory Accreditation Program (ELAP) for laboratory analysis methods under the California Code of Regulations (CCR), Title 22, Division 4, Chapter 19, Certification of Environmental Laboratories.

The assessment was performed on-site September 22, 2021 and remotely October 1, 2021 by Tony Francis. The purpose was the renewal assessment for ELAP accreditation.

Materials Selected for Review

This report and the attached tables represent the conditions observed in the facility at the time of the assessment and during review of laboratory documents and records. Table 1 represents the Standard Operating Procedures (SOPs) that were reviewed as part of this assessment. Conditions identified in the course of the assessment that fail to satisfy the requirements of the CCR, Title 22, Division 4, Chapter 19 are described in the attached List of Findings. An electronic copy of the List of Findings, in MS Word format, is included, to be used by the laboratory to prepare their corrective action plan.

Data Package Review

A list of the data packages or other records that were reviewed during the assessment is shown in Table 2.

Observations

The Tahoe-Truckee Sanitation Agency laboratory is responsible for analyzing samples for process control and discharge compliance monitoring. The facility is the same location as the previous on-site assessment with ample space for all technical and administrative operations. Jason Hays is the Technical Manager and Quality Manager. Several chemists and operators contribute to the analysis of samples. The laboratory is currently transitioning to the requirements of 2016 TNI-2 Standard with a plan to be fully compliant by January 2024.

Table 1		
Materials Selected for Review		
Parameter	Reference Method	Standard Operating Procedure
Quality Management System	N/A	Tahoe-Truckee Sanitation Agency Laboratory Quality Manual, effective January 2021
Total coliforms and E. coli	SM 9223 B Colilert	Total coliforms and E. coli by Colilert 24, effective 1/29/2021
Total and Fecal coliforms	SM 9221 B, C, SM 9221 C, E	Total and Fecal coliforms by Multiple-Tube Fermentation, effective 3/23/2021
Anions	EPA 300.0	Ion Chromatography for Anions, effective 8/9/2021
Dissolved Oxygen	Hach Method 10360	Dissolved Oxygen, effective 2/23/2021
Chemical Oxygen Demand	Hach 8000	Chemical Oxygen Demand, effective 2/9/2021
Biochemical Oxygen Demand	SM 5210 B	Biochemical Oxygen Demand, effective 2/10/2021
Ammonia	SM 4500-NH3 G	Ammonia, effective 2/19/2021
Alkalinity	SM 2320 B	Alkalinity, effective 8/2020
Iron	SM 3500-Fe B	Total Iron, effective 2/11/2021
Turbidity	SM 2130 B	Turbidity, effective 1/29/2021
Total Suspended Solids	SM 2540 D	Total Suspended Solids, effective 2/11/2021
Phosphorus and orthophosphate	SM 4500-P E	Total Phosphorus and Ortho Phosphate, effective 2/11/2021
Total Organic Carbon	SM 5310 B	Total Organic Carbon, effective 2/11/2021
Total Kjeldahl Nitrogen	EPA 351.2	Total Kjeldahl Nitrogen, effective 2/25/2021

Table 1		
Materials Selected for Review		
Parameter	Reference Method	Standard Operating Procedure
Temperature	SM 2550 B	Temperature, effective 2/11/2021
Total Dissolved Solids	SM 2540 C	Total Dissolved Solids Dried at 180 C, effective 1/29/2021
pH	SM 4500-H+ B	pH Value, effective 2/23/2021

Table 2	
Review of Data Packages and Other Materials	
Parameter	Data Package Identifier (Sample #'s)
ThermCo certificates for NIST thermometers	#J4305
Thermometer Calibration Report	2020
Mettler Toledo certificates for Mettler Toledo balance	#NA1587-329-022521-CTR
Analytical Balance Quality Control	2021
Pipet Verification Log	2018 to 2020
Temperature and Correction Records	2021
Total Coliform and E. Coli by Colilert P/A	2020 to 2021
Microbiology Temperature Control Record	2021
Microbiology Controls	2021
Media Log and Autoclave Record	2021
HPC air checks	2020 to 2021
Total and Fecal Coliform MPN Worksheets	2020 to 2021
Total coliform and E. coli data	Batch #091621
Total and Fecal coliform data	Batch #090921
Ion Chromatograph Preparation Records	2020 and 2021
IC Control Prep Records	2021
Anion data	2021
Daily Ion Chromatography Worksheets	2021
TOC Reagent Log	2020 to 2021
Dionex IC-5000 Maintenance Log	2021
Lotix Maintenance Work	2021
Lotix Pre-Run Check	2021
TOC data	Batch #090821

Table 2	
Review of Data Packages and Other Materials	
Parameter	Data Package Identifier (Sample #'s)
BOD Worksheets	2021
BOD data	Batch #090521
COD Laboratory Worksheets	2021
COD data	Batch #091921
Turbidity Equipment Worksheets	2021
Turbidity Worksheets	2021
Turbidity Standard Worksheet	2021
Chlorine Residual Worksheets	2021
Dissolved Oxygen Worksheets	2021
Dissolved Oxygen data	Batch #091921
Chlorine, Residual data	Batch #081721
Ammonia data	Batch #092121
TKN data	Batch #091521
Data Summary sheet	2021
Ammonia-Nitrogen Reagents	2021
TP Worksheets	2021
Phosphorus data	Batch #091321
TP Reagent Records	2021
Iron Worksheet	2021
Iron Stock Solution Records of Use	2021
Total Dissolved Solids Worksheets	2021
TDS data	Batch #090721
TSS data	Batch #091921
pH/Alkalinity Worksheets	2021
pH data	Batch #092121
Alkalinity data	Batch #0913210
0.02 N H ₂ SO ₄ Reagent Worksheets	2017 to 2021
IDOC ODOC Table	2021

Table 2	
Review of Data Packages and Other Materials	
Parameter	Data Package Identifier (Sample #'s)
Job Descriptions	Chemist III/Lab Director
CAR Summary spreadsheet	2021
Laboratory Corrective Actions Reports	2021
ERA PT Studies	WP-311, WP-318

Attachments

The report contains electronic copies of the attachments listed below.

- Attachment 1. Scope (Including sign-off of Methods/Analytes/Matrices/Technologies Reviewed and any footnotes as required to identify changes and additions.)
- Attachment 2. Assessment Checklist(s)
- Attachment 3. Facility Organizational Chart
- Attachment 4. Attendance at Initial and Final Briefing
- Attachment 5. Assessment Interviewee Form

LIST OF FINDINGS

Included in this report is a list of the findings (deficiencies) that were identified during the assessment and the review of the laboratory's documents and records. Each numbered item identifies an individual finding and references the applicable Standard clause and/or section that establish the requirement that was not met.

The laboratory must submit a corrective action report (CAR) that addresses each of the cited findings. **The laboratory response must be concrete, detailed, and specific, and must describe how the corrective action will be implemented. Where changes to procedures are appropriate, the submitted CAR shall include the location and summary of the change and provisions for training and follow up to ensure effectiveness of the change. The response must include a proposed date of completion for each finding and the name of the person responsible for completing the corrective action.**

CORRECTIVE ACTION REQUESTS (CARs)

CAR 1	
ELAP Regulation/EPA/ Reference Method citation	§ 64802.15 (b)(3), (h), (j), (n)
Requirement	<p>(b)(3) When participating in a Proficiency Testing study, a laboratory shall not engage in the following activities:</p> <p>(A) Send Proficiency Testing study samples, in which the laboratory is participating, to another laboratory for the analysis of a Field of Accreditation for which it seeks accreditation or is accredited;</p> <p>(B) Knowingly receive or analyze any Proficiency Testing samples from another laboratory for which the results are to be used for accreditation;</p> <p>(C) Communicate with any individual at another laboratory concerning the analysis of Proficiency Testing samples of an ongoing study;</p> <p>(D) Attempt to obtain the assigned value of any portion of a Proficiency Testing study from the Proficiency Testing provider; and</p> <p>(E) Request the Proficiency Testing provider to alter any portion of the laboratory's Proficiency Testing report after it was issued as final.</p> <p>(h) If on the first attempt, a laboratory does not achieve an acceptable score for a Field of Accreditation, then within forty-five (45) days of</p>

	<p>receipt of the “Not Acceptable” score from the Proficiency Testing provider, the laboratory shall:</p> <ol style="list-style-type: none"> (1) Notify ELAP of the “Not Acceptable” score; (2) Document the root cause of the failure; (3) Take corrective action; (4) Achieve an acceptable score in a subsequent Proficiency Testing study for that Field of Accreditation (5) Notify ELAP of the “Acceptable” score; and (6) Upon request from ELAP, provide documentation of the root cause investigation and corrective action. <p>(j) If on the second attempt, a laboratory does not achieve an acceptable score for a Field of Accreditation a laboratory shall:</p> <ol style="list-style-type: none"> (1) Notify ELAP of the “Not Acceptable” result within three (3) days; (2) Be suspended for that Field of Accreditation; (3) Cease reporting of results for regulatory purposes for that corresponding Field of Accreditation; (4) Notify affected clients of second “Not Acceptable” Proficiency Testing result by registered mail, email with return receipt, or electronic signature document; (5) Within thirty (30) days: investigate and document the root cause of the failure and take corrective action; <p>(n) If a laboratory has a financial interest, familial relationship, or contractual agreement for consultation with the provider of a Proficiency Testing study, then the results from that study shall not be used to meet the Proficiency Testing study requirements for accreditation</p>
Finding	The laboratory’s quality manual did not contain or reference the requirements concerning Proficiency Testing as contained above.
Laboratory Response including Root cause analysis	
IAS 1st Response	

CAR 2	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (f)(2)
Requirement	<p>When a laboratory subcontracts work, the subcontracting laboratory shall comply with the following requirements:</p> <p>(A) The subcontracting laboratory shall inform the customer(s) of arrangement with subcontractor(s);</p> <p>(B) The subcontracting laboratory shall maintain a register of all subcontractors that are used for analytical testing;</p> <p>(C) The subcontractor shall be accredited by ELAP in the Field(s) of Accreditation for analyses being performed for regulatory purposes;</p>
Finding	The laboratory's quality manual did not contain or reference the procedures related to subcontracting as outlined above. The laboratory did not establish a register of all subcontractors used for analytical testing.
Laboratory Response including Root cause analysis	
IAS 1st Response	

CAR 3	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (n)(2)
Requirement	A laboratory shall establish and maintain a system to control records. Records shall be retained for a minimum of five (5) years from generation of the last entry in the records.
Finding	The laboratory's quality manual did not contain or reference a system to control records for the minimum period of five years.
Laboratory Response including Root cause analysis	
IAS 1st Response	

CAR 4	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (n)(2)
Requirement	A laboratory shall establish and maintain a system to control records that allows the history of the sample and associated data to be readily understood through the documentation. This system shall produce unequivocal, accurate records that document all laboratory activities such as laboratory facilities, equipment, analytical methods, and related laboratory activities, such as sample receipt, sample preparation, or data verification, and inter-laboratory transfers of samples and or extracts.
Finding	Records containing traceability information had not been maintained including: <ol style="list-style-type: none"> 1. The identification of the weight set used to verify daily balance calibrations, 2. The identification of the thermometer used to measure temperatures of samples during sample receipt, 3. The identification of the lot number of Colilert and LTB media, incubator, or thermometer used for microbiological analyses, 4. Preparation of calibration and working standards for all analytical methods (e.g., anions, TOC, COD), and 5. The identification of pans used for TSS analysis.
Laboratory Response including Root cause analysis	
IAS 1st Response	

CAR 5	
ELAP Regulation/EPA/ Reference Method citation	EPA 300.0, Revision 2.1, 9.2.2
Requirement	The linear calibration range (LCR) must be determined initially and verified every six months or whenever a significant change in instrument response is observed or expected. The initial demonstration of linearity must use sufficient standards to ensure that the resulting curve is linear.
Finding	The laboratory had not determined the LCR. In addition, the laboratory had not established a linear calibration curve for use during analyses. The laboratory had utilized a point to point calibration.
Laboratory Response including Root cause analysis	
IAS 1st Response	

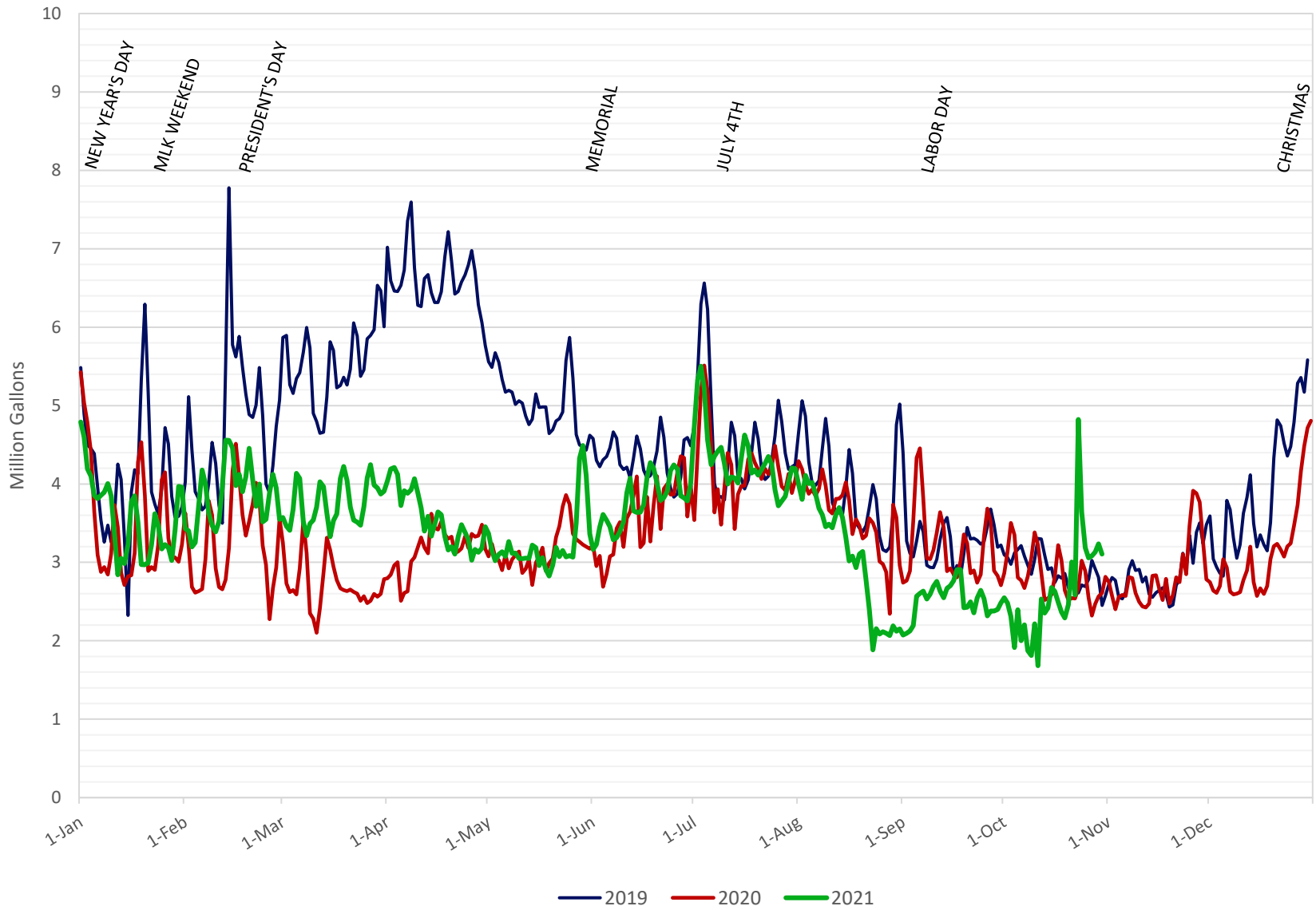
CAR 6	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 3500-Fe B and laboratory SOP, "Total Iron"
Requirement	Section 9.4 of the associated laboratory SOP requires initial calibrations to be verified.
Finding	Total iron batch records indicated the initial calibration had not been verified.
Laboratory Response including Root cause analysis	
IAS 1st Response	

CAR 7	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 5310 B and Laboratory SOP, "Total Organic Carbon"
Requirement	Section 9.2 of the associated laboratory SOP requires initial calibrations to be verified with a second source stock standard.
Finding	TOC batch records indicated a second source had not been used to verify the initial calibration. Note: a second source standard had not been used to verify initial calibrations for ammonia testing as well.
Laboratory Response including Root cause analysis	
IAS 1st Response	

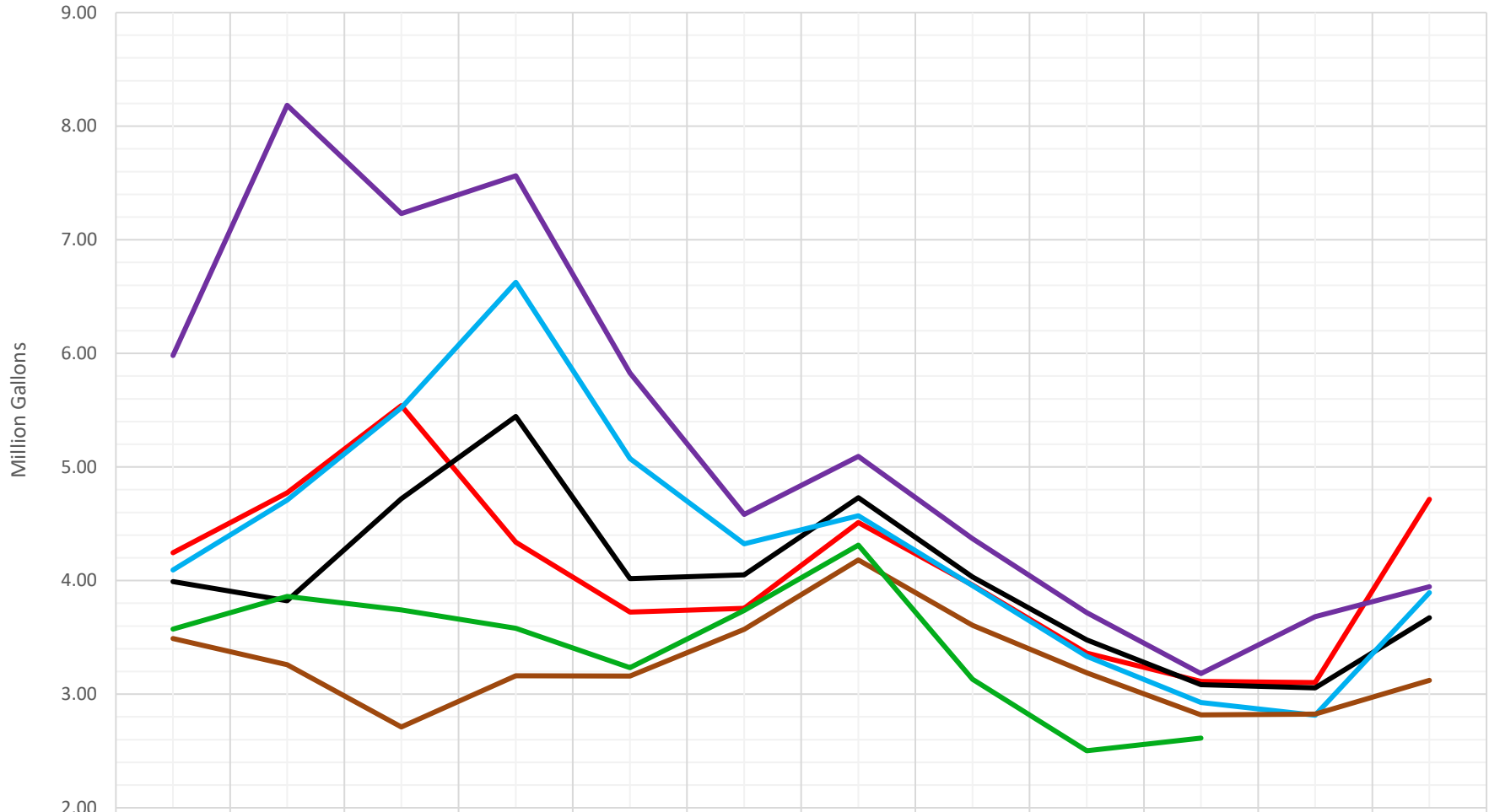
CAR 8	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 9020 B, 5.j.7
Requirement	Quality control of purchased-prepared media. Test each new lot for sterility.
Finding	Although the laboratory checks each new lot of purchased media with positive and negative control organisms, sterility checks with non-selective broth had not been conducted.
Laboratory Response including Root cause analysis	
IAS 1st Response	

***** END OF REPORT*****

T-TSA Daily Influent Flow

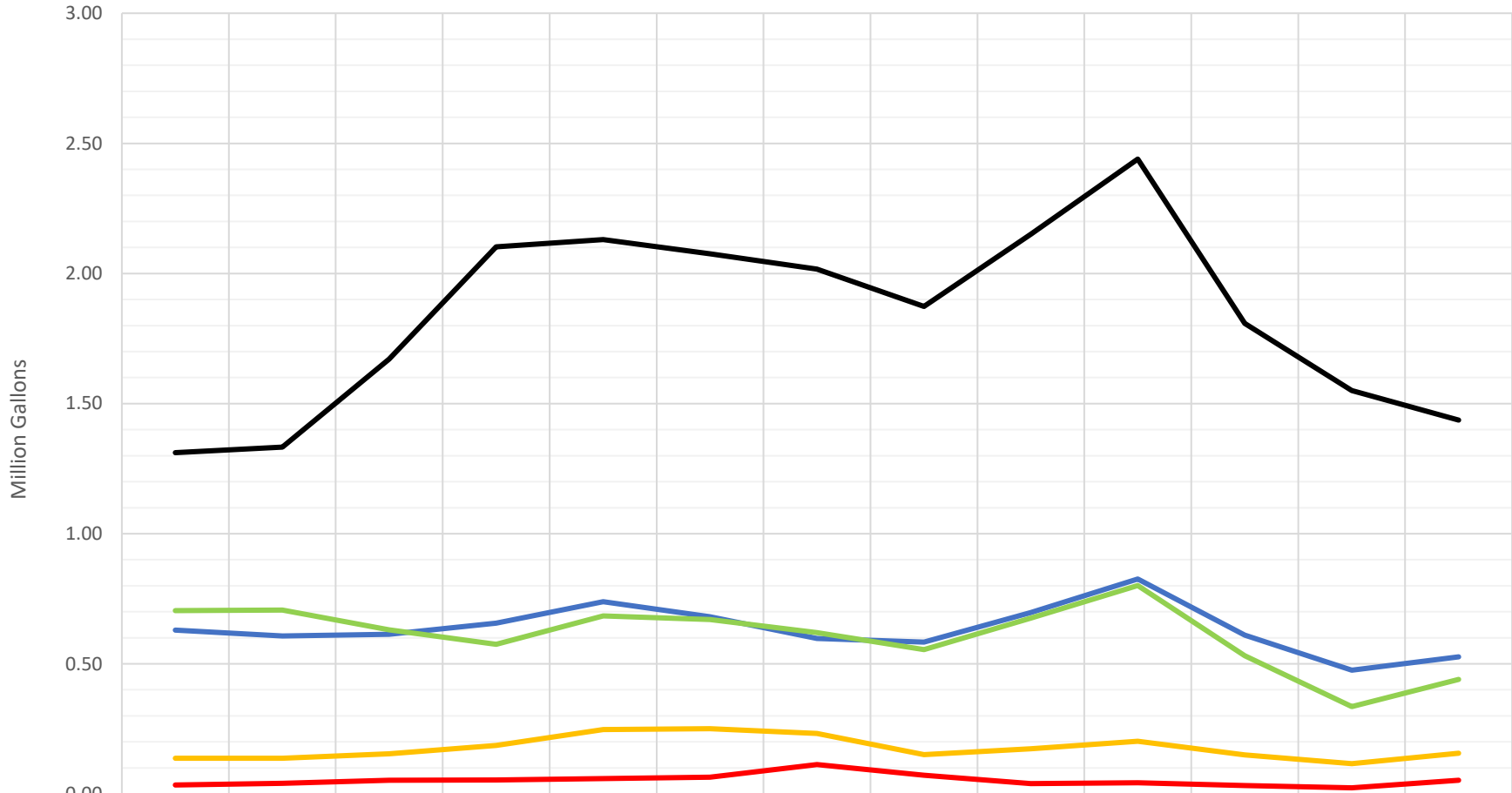


Monthly Average Daily Flow (Influent)



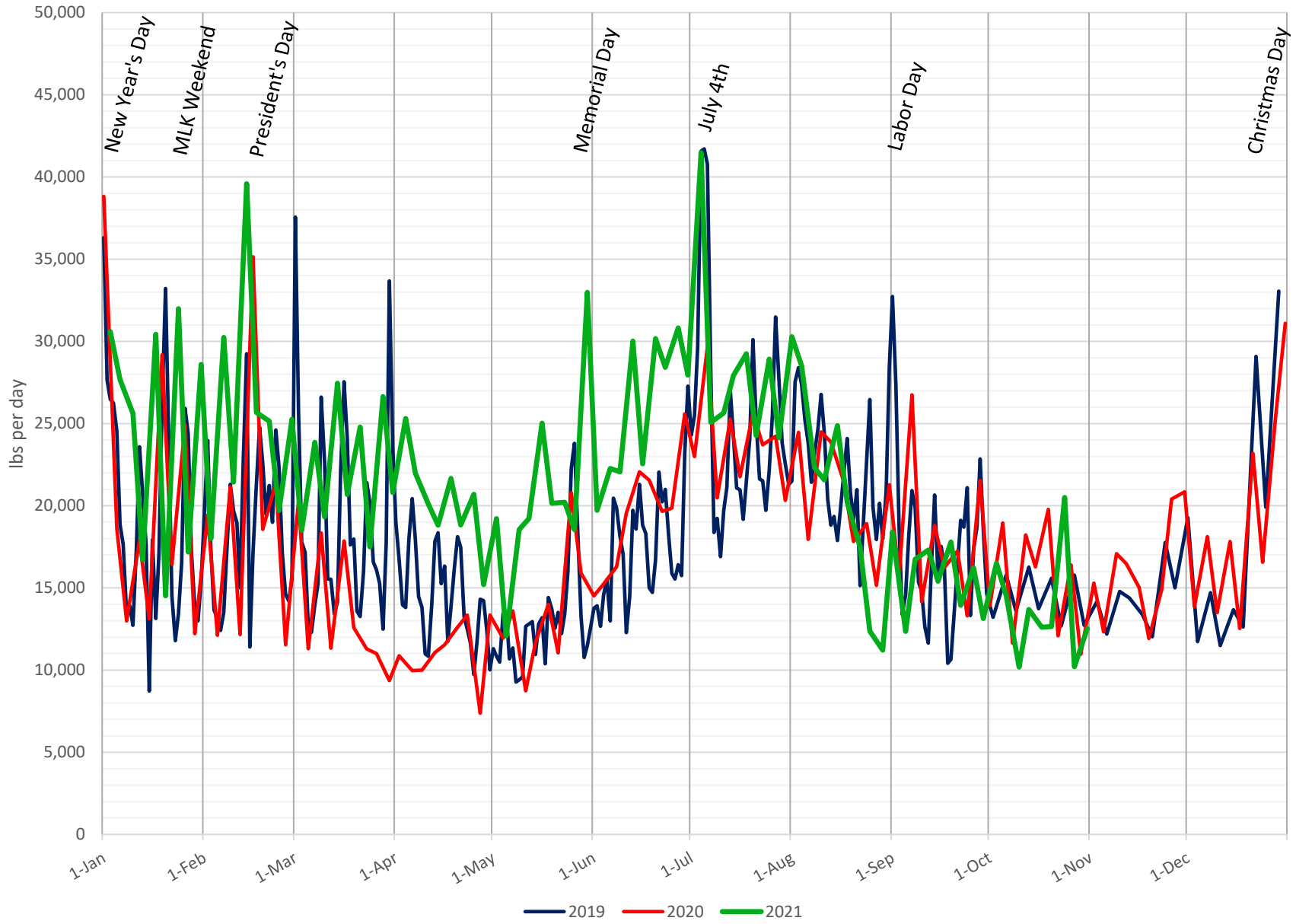
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	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	2.61		

Monthly Average Daily Flow (Districts)

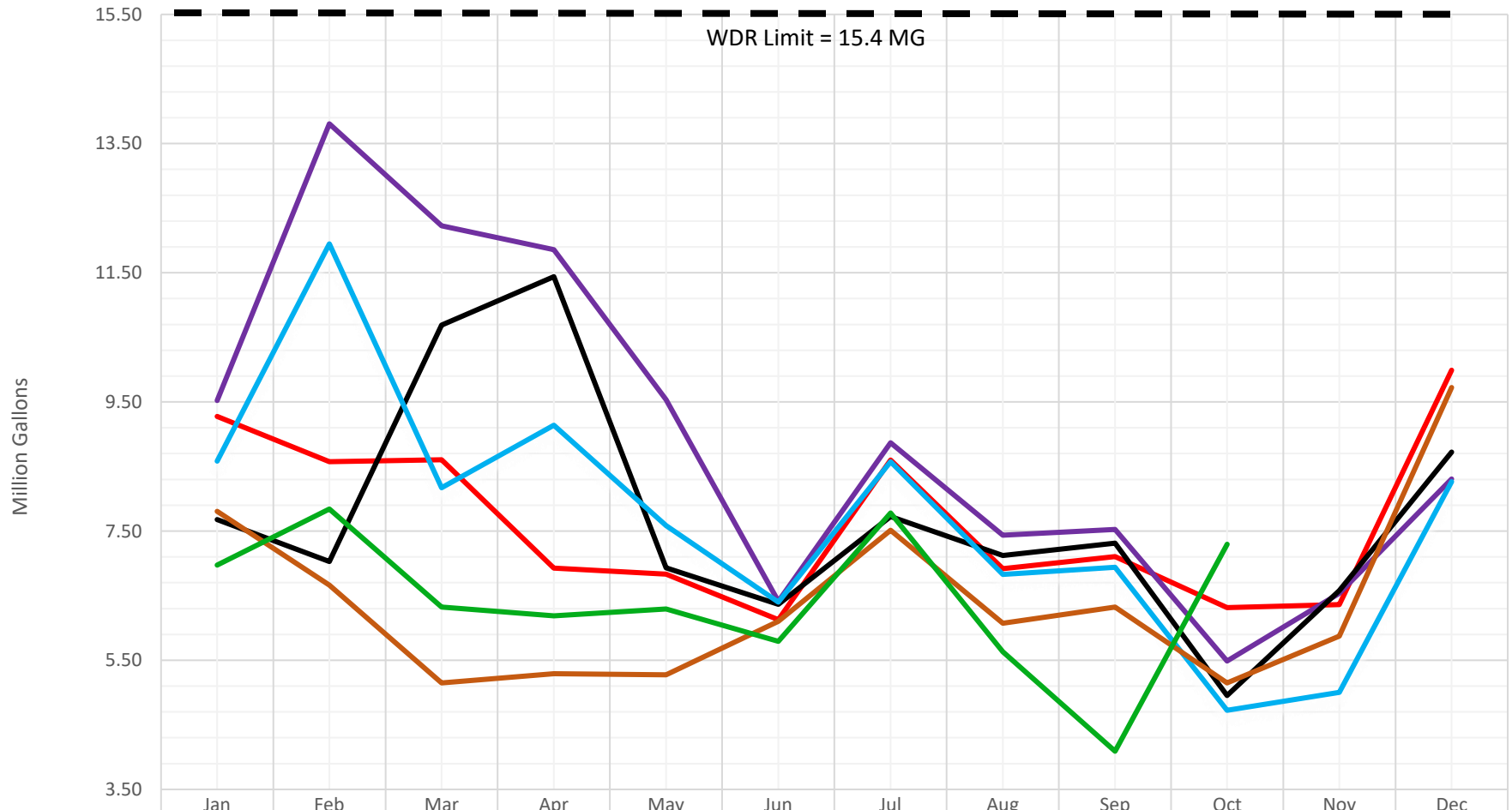


	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
NTPUD	0.63	0.61	0.61	0.66	0.74	0.68	0.60	0.58	0.70	0.83	0.61	0.48	0.53
TCPUD	0.70	0.71	0.63	0.57	0.68	0.67	0.62	0.55	0.68	0.80	0.53	0.34	0.44
ASCWD	0.03	0.04	0.05	0.05	0.06	0.06	0.11	0.07	0.04	0.04	0.03	0.02	0.05
OVPSD	0.14	0.14	0.15	0.19	0.25	0.25	0.23	0.15	0.17	0.20	0.15	0.12	0.16
TSD	1.31	1.33	1.67	2.10	2.13	2.08	2.02	1.87	2.15	2.44	1.81	1.55	1.44

COD Influent Loading

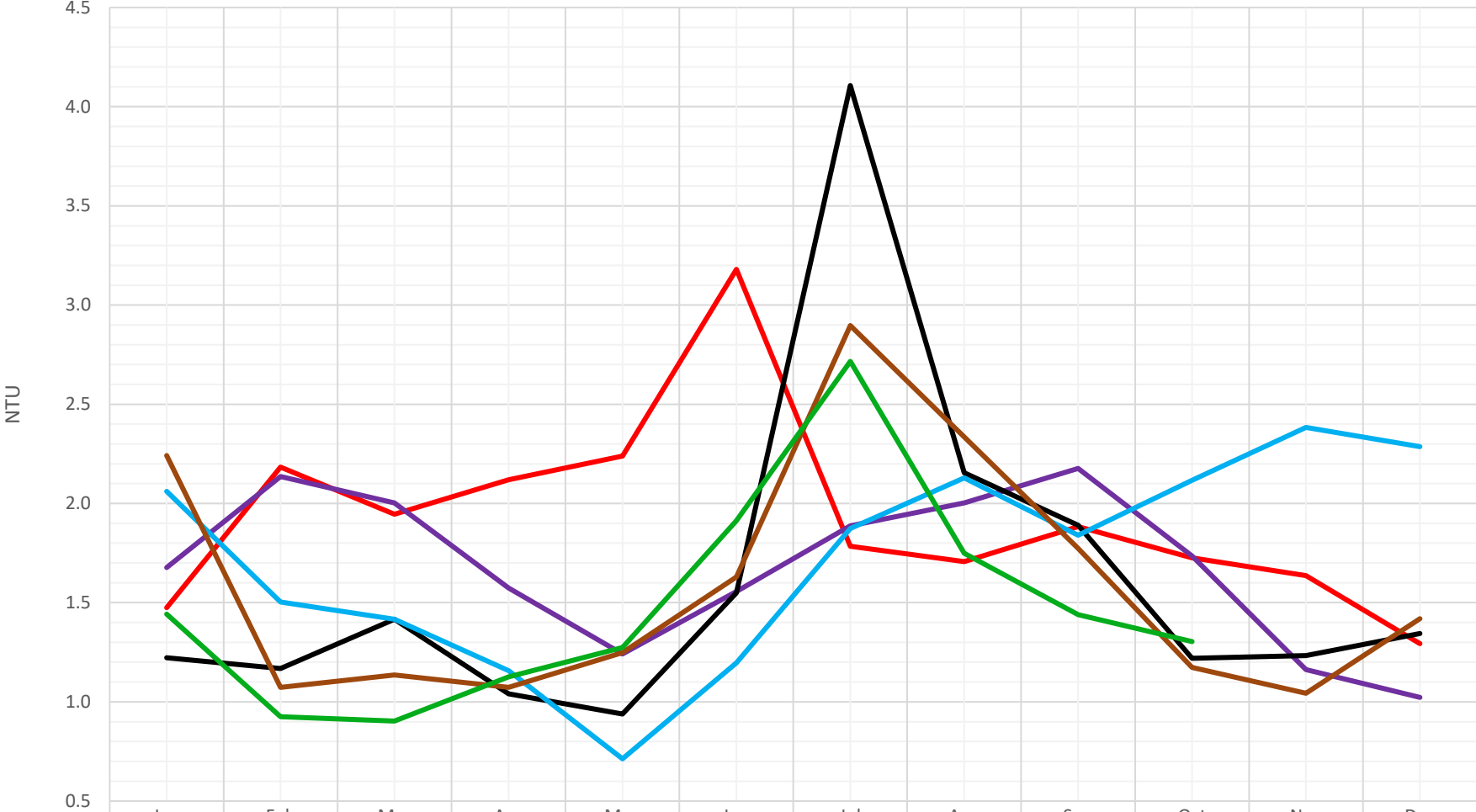


Monthly Maximum Instantaneous Flow (Influent)



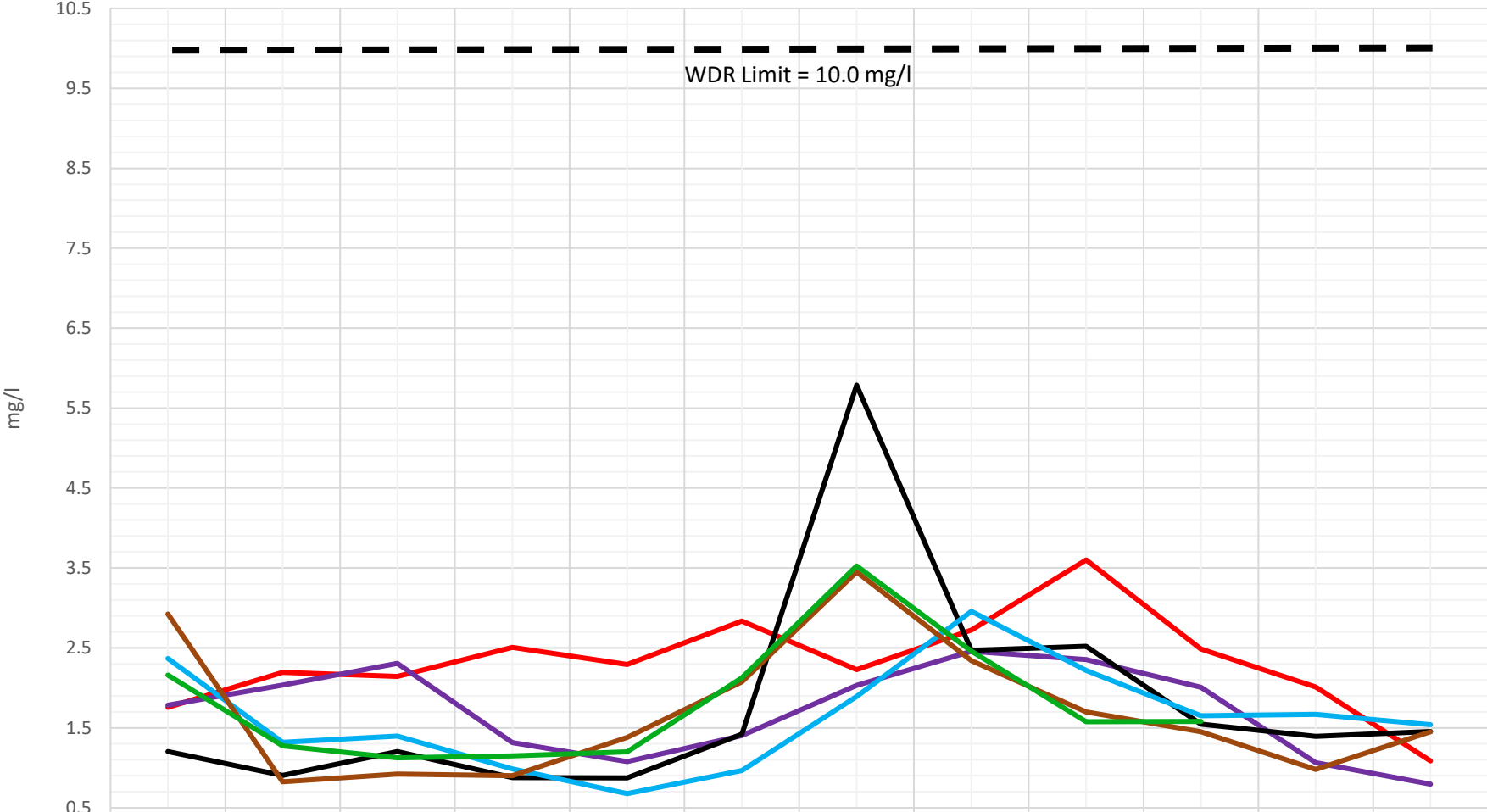
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	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	7.30		

Monthly Average Daily Turbidity (Effluent)



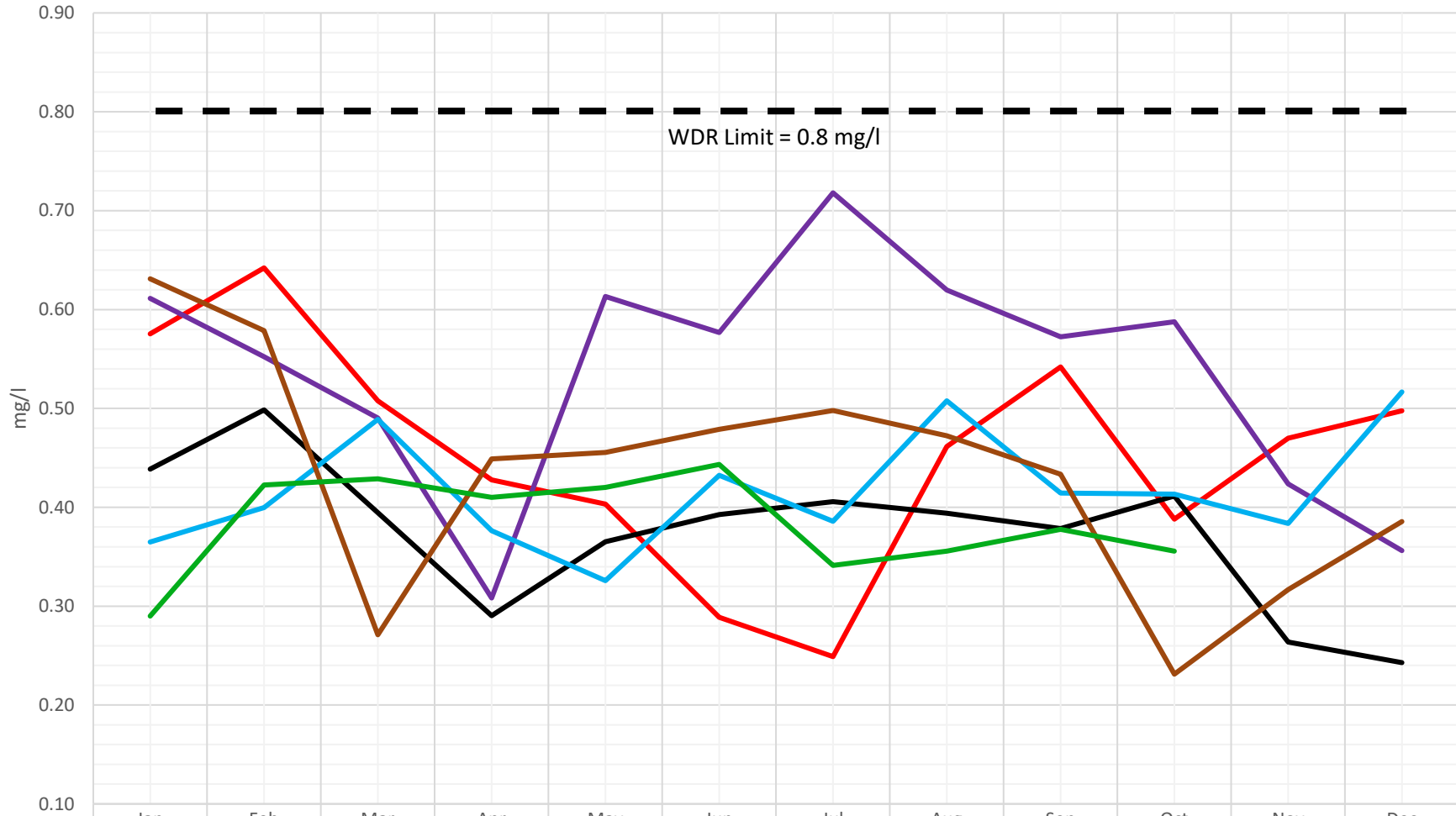
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8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

Monthly Average Daily Suspended Solids (Effluent)



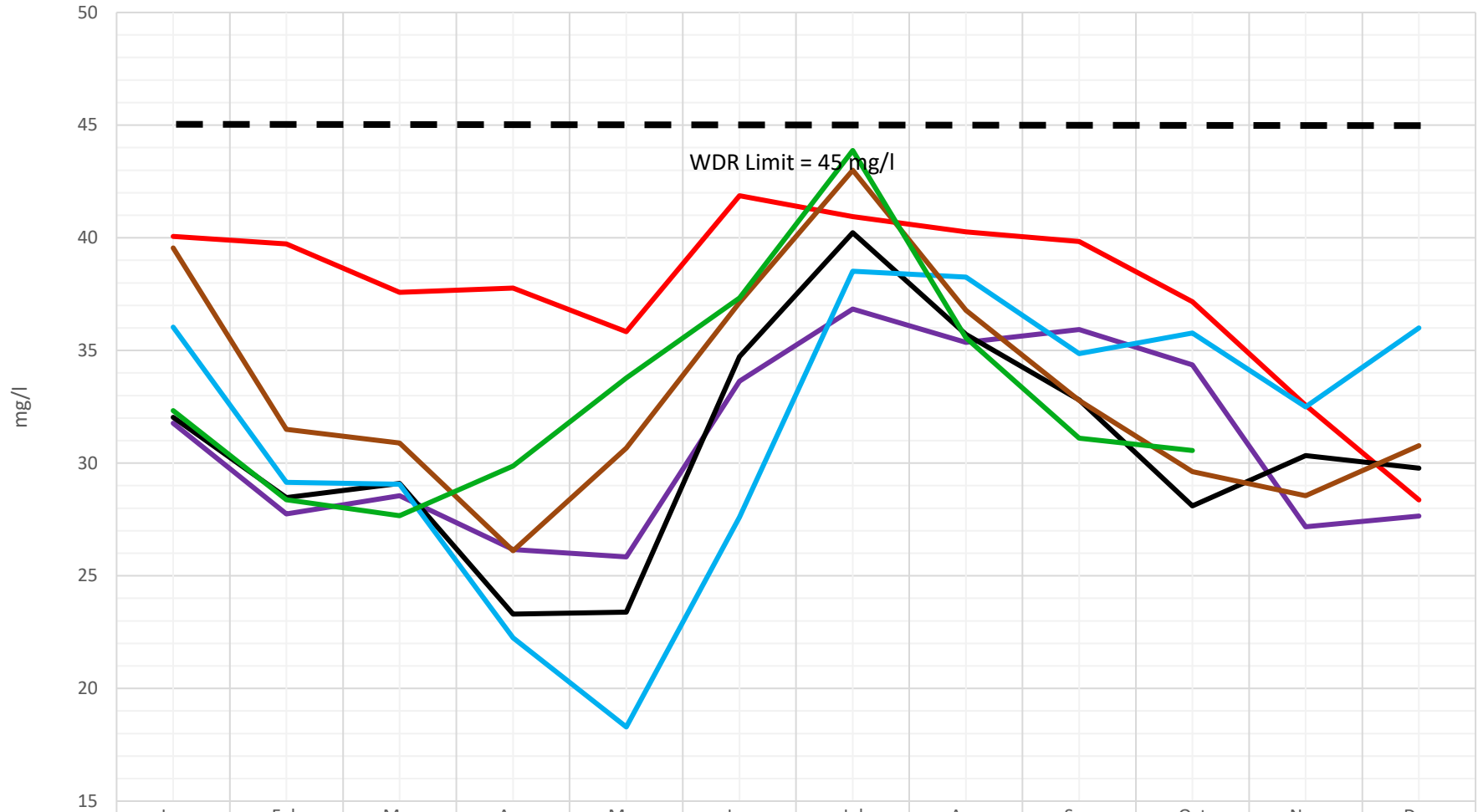
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	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	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	0.36		

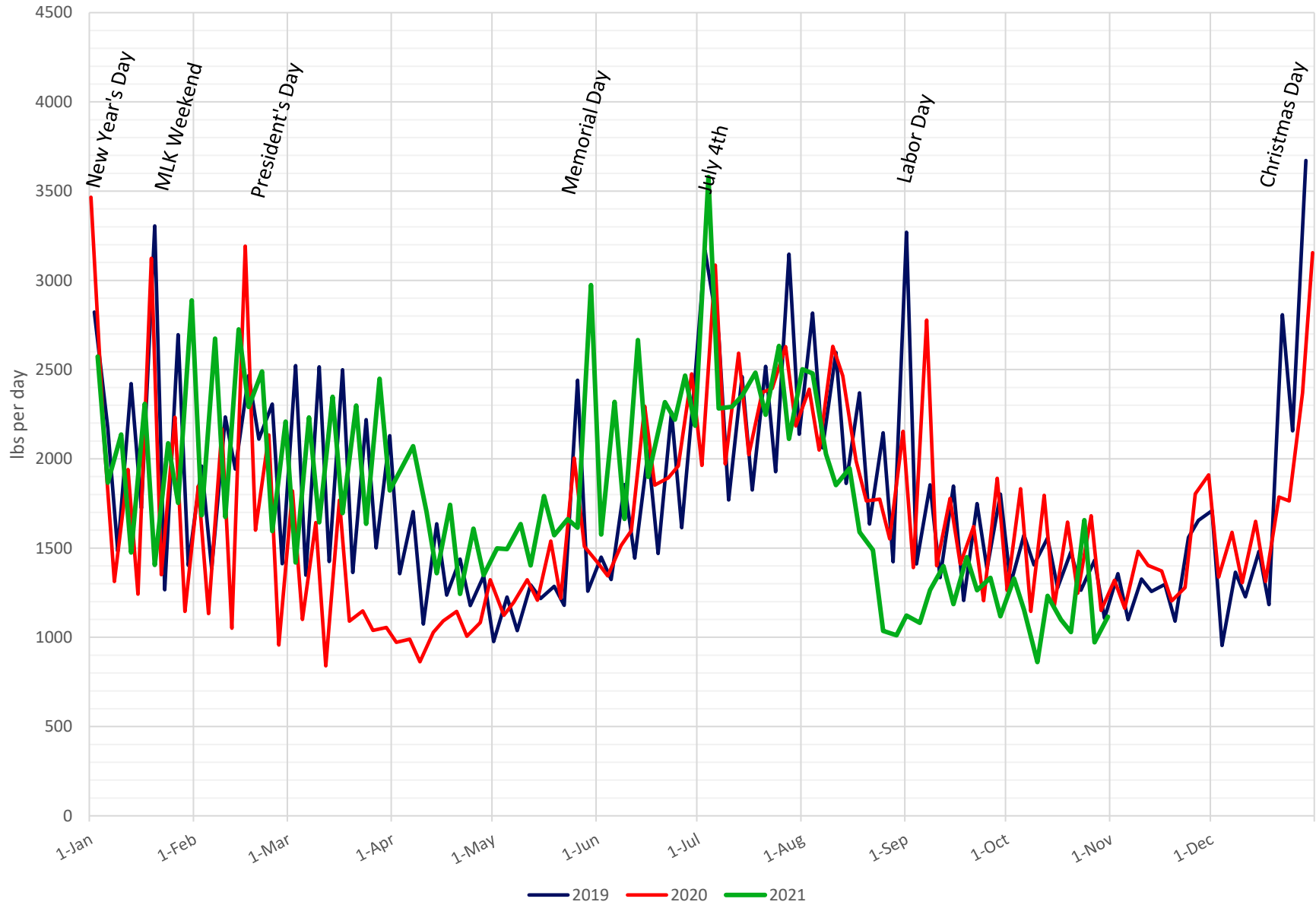
Monthly Average Daily Chemical Oxygen Demand (Effluent)



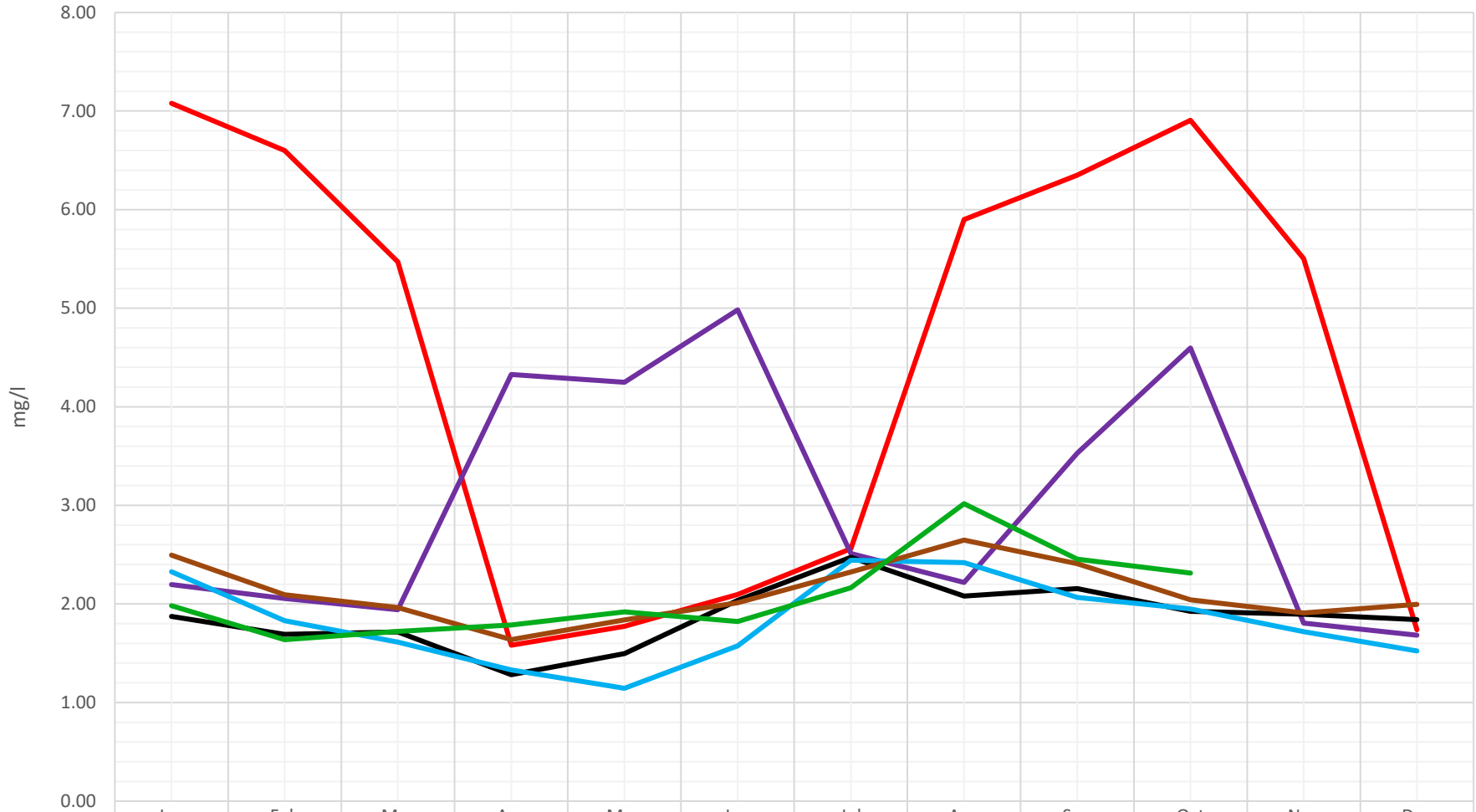
WDR Limit = 45 mg/l

	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	31		

TKN Influent Loading

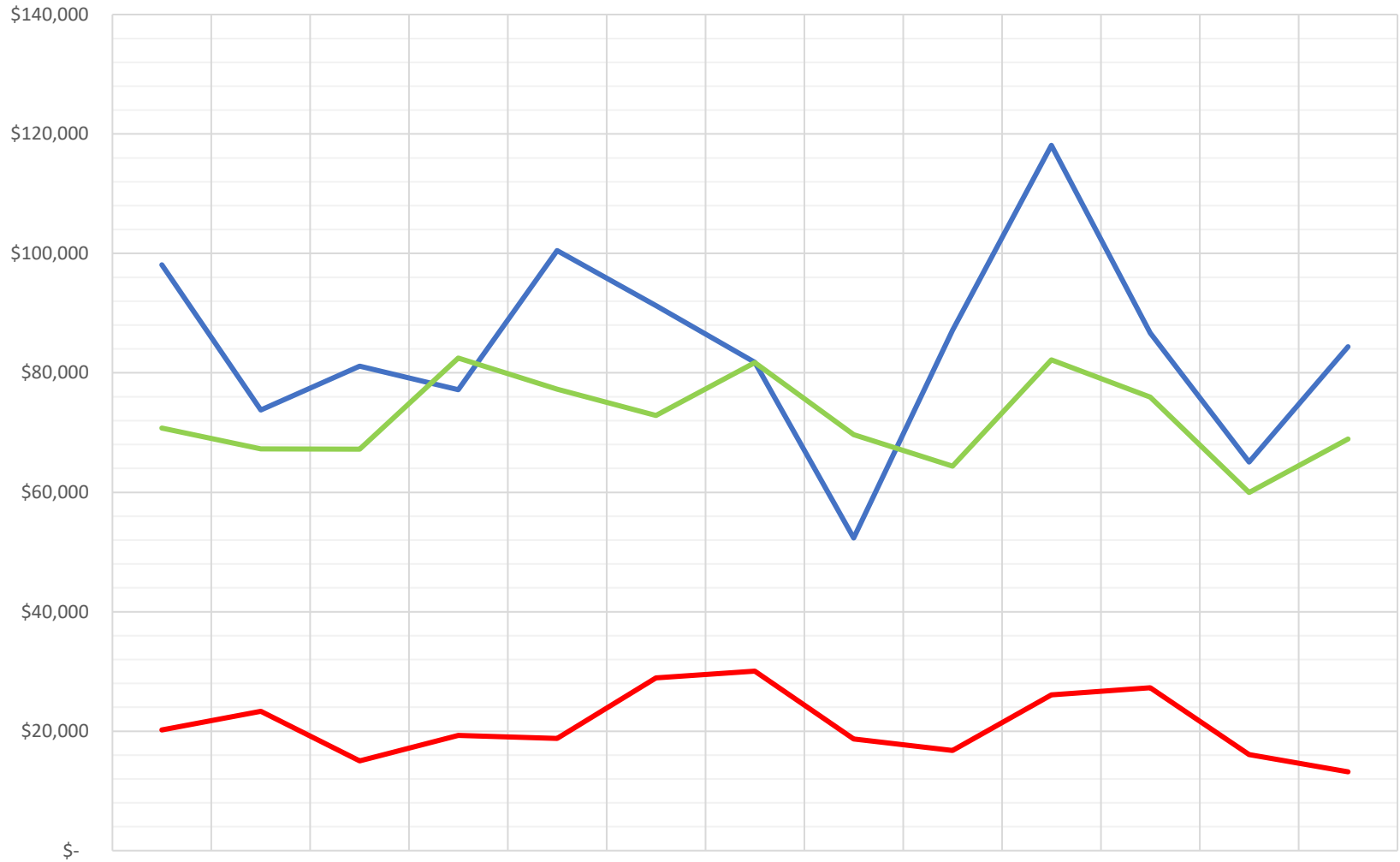


Monthly Average Daily Total Nitrogen (Effluent)



	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	2.31		

Chemical, Power and Sludge Disposal Costs



	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
— Chemical	\$98,091	\$73,798	\$81,138	\$77,169	\$100,486	\$91,278	\$81,758	\$52,348	\$87,109	\$118,100	\$86,660	\$65,076	\$84,387
— Power	\$70,762	\$67,261	\$67,247	\$82,480	\$77,270	\$72,881	\$81,705	\$69,645	\$64,361	\$82,199	\$75,956	\$59,970	\$68,936
— Sludge Disposal	\$20,211	\$23,339	\$15,036	\$19,302	\$18,781	\$28,938	\$30,061	\$18,691	\$16,768	\$26,075	\$27,293	\$16,092	\$13,197



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: November 17, 2021
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:
 - Headworks Improvements Project.
 - 2021 Plant Painting Project.
 - Plant Security Camera Project.
 - Lucity CMMS Project.

- ◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:
 - Replaced valve actuator on 2 Water Pond.
 - Replaced 2 Water Tank level controller.
 - Replaced digester feed valve communications device.
 - Bid repair of BNR Influent pump motor.
 - Repair of Olympic Valley Telemetry panel.
 - Security camera installation.
 - Logically implementation.
 - SCADA Headworks project HMI design.
 - SCADA/IT Master Plan.
 - Replaced BNR Nitrification blower on cell # 1.
 - Completed load test of both emergency generators.

- ◆ **Work Orders**
 - Completed this month: Mechanical-21, Fleet-3, Electrical & Instrumentation-25, IT-12.
 - Pending: Mechanical-156, Fleet-52, Electrical & Instrumentation-35, IT-25.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

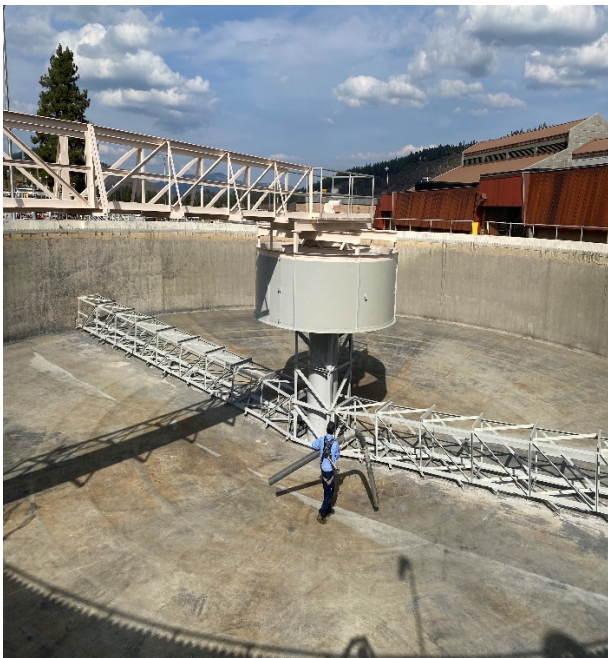
Approved By: 
LaRue Griffin
General Manager



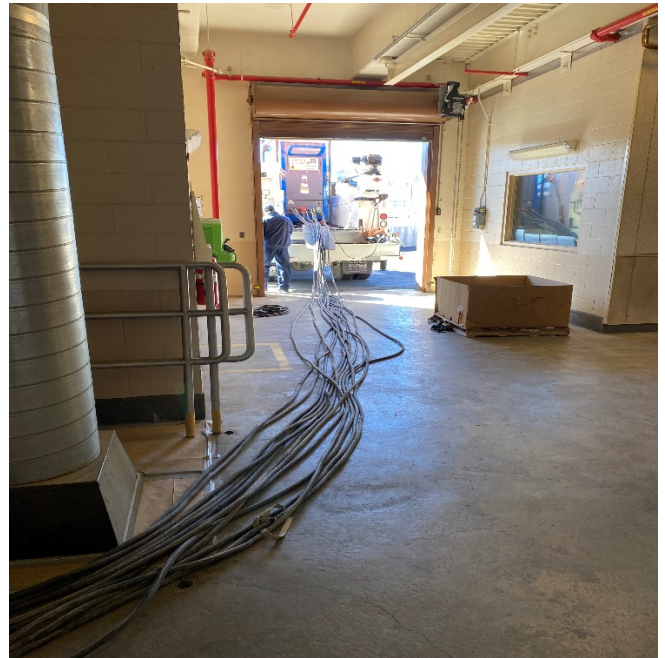
2 Water Actuator Replacment



2 Water Level Device Replacment



Secondary # 2 Coating Project



Generator Load Test



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: November 17, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

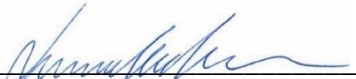
◆ **Projects:** In the month of October, Engineering staff continued working on the following projects:

- Master Sewer Plan
- Digestion Improvements Study
- 2020 Headworks Improvements Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Plant Painting Project
- 2022 Digital Scanning of Sewer Lines 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
- 2022 Sewer Manhole Adjustment Project

◆ **Work Orders:**

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

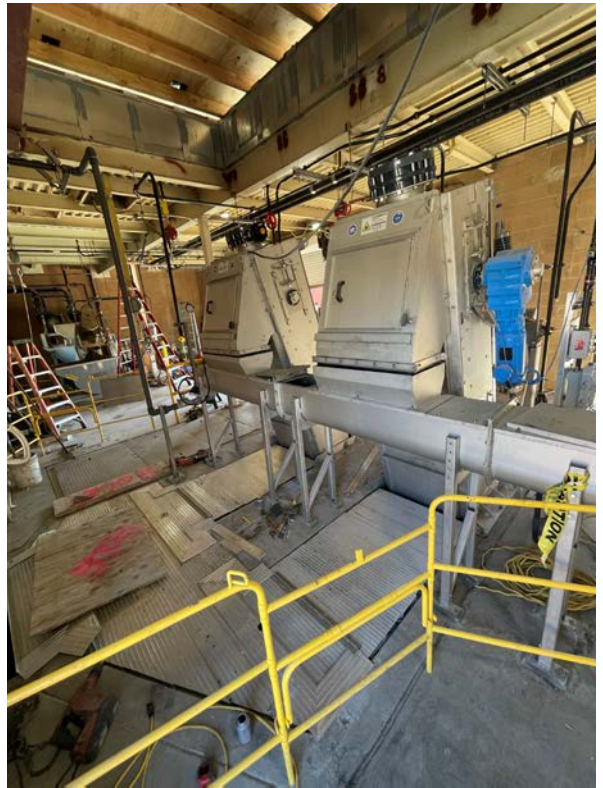
Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



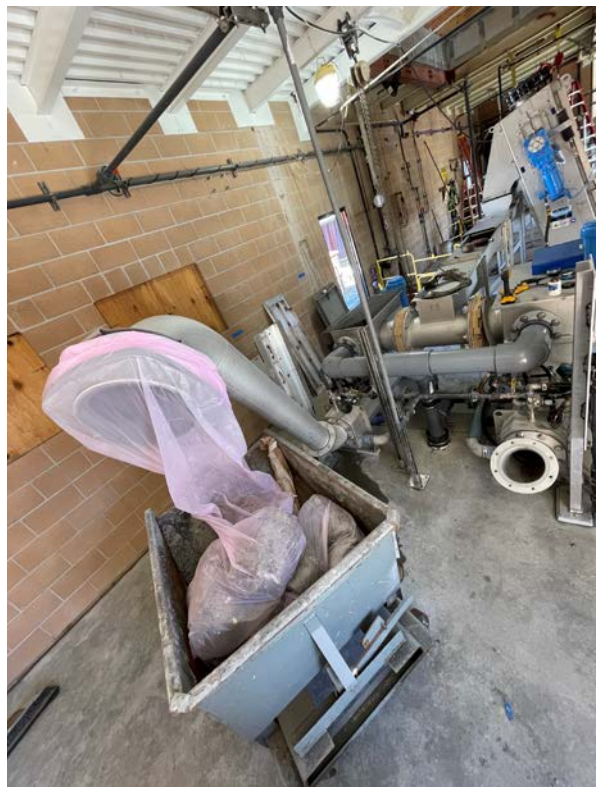
2020 Headworks Improvements Project
Both Multi-Rake Bar Screens Installed



2020 Headworks Improvements Project
New Multi-Rake Bar Screens & Sluice Channel



2020 Headworks Improvements Project
New Screenings Wash-Press in Operation



2020 Headworks Improvements Project
New Screenings Wash-Press in Operation



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: November 17, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued preparation of fiscal year 2020-2021 financials.
 - Continued support for ongoing requests from auditors for fiscal year 2020-2021 audit.
 - Participated in the financial committee meeting on November 8th, 2021.
 - Staff attended the Annual GFOA GAAP Update.

- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Performed purchasing duties on a temporary basis while short a staff member.
 - 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 training and research on investment and funding opportunities.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

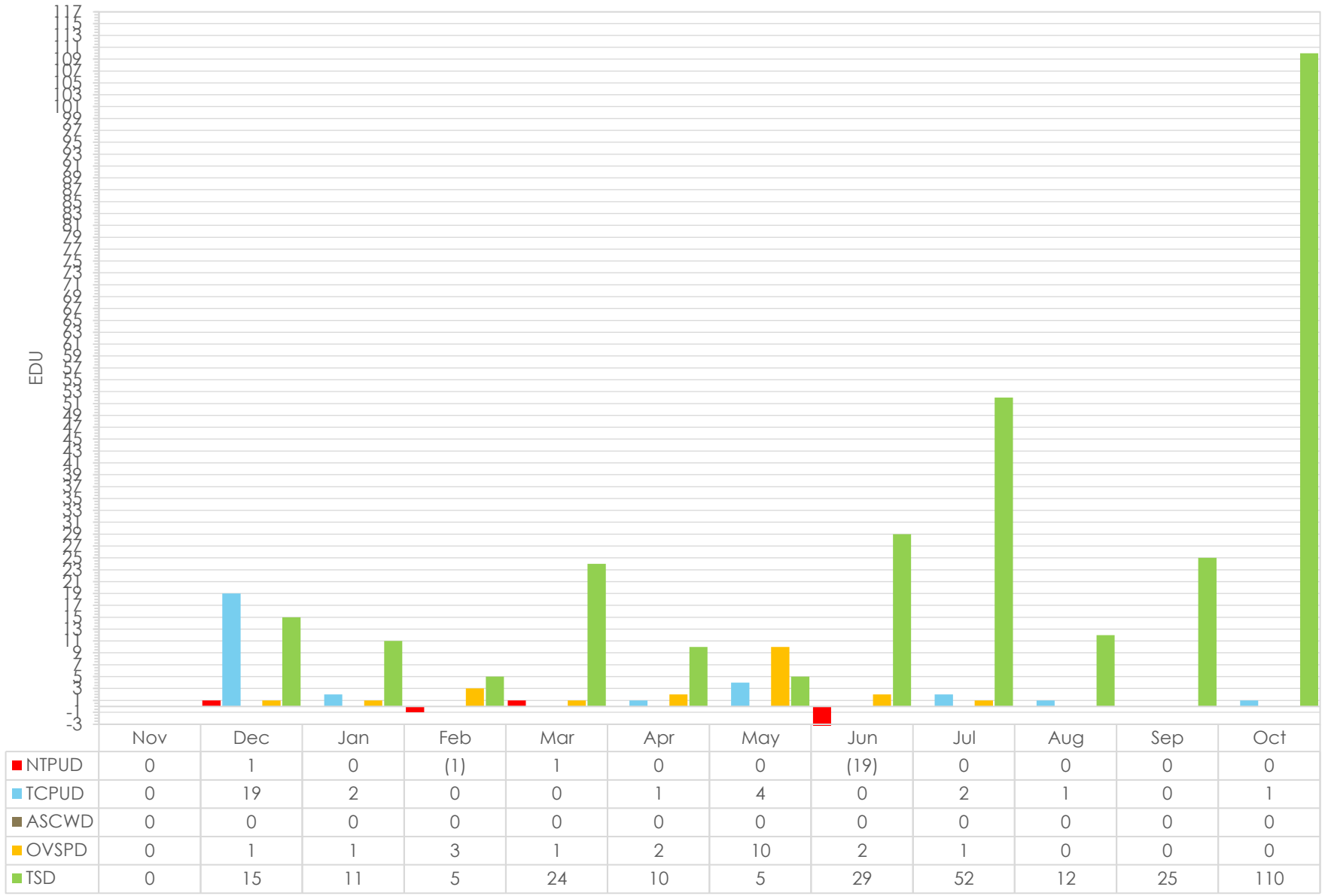
CONNECTION FEES - OCTOBER 2021

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	29	64,152	\$ 150,363.50	169	492,353	\$ 1,097,714.55
Residential Ft ² Additions	1	699	\$ 1,223.25	13	18,504	\$ 32,382.00
Residential Ft ² Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	5	5,808	\$ 17,664.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	2	N/A	\$ 66,500.00	3	N/A	\$ 70,000.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	32	64,851	\$ 218,086.75	190	516,665	\$ 1,217,760.55

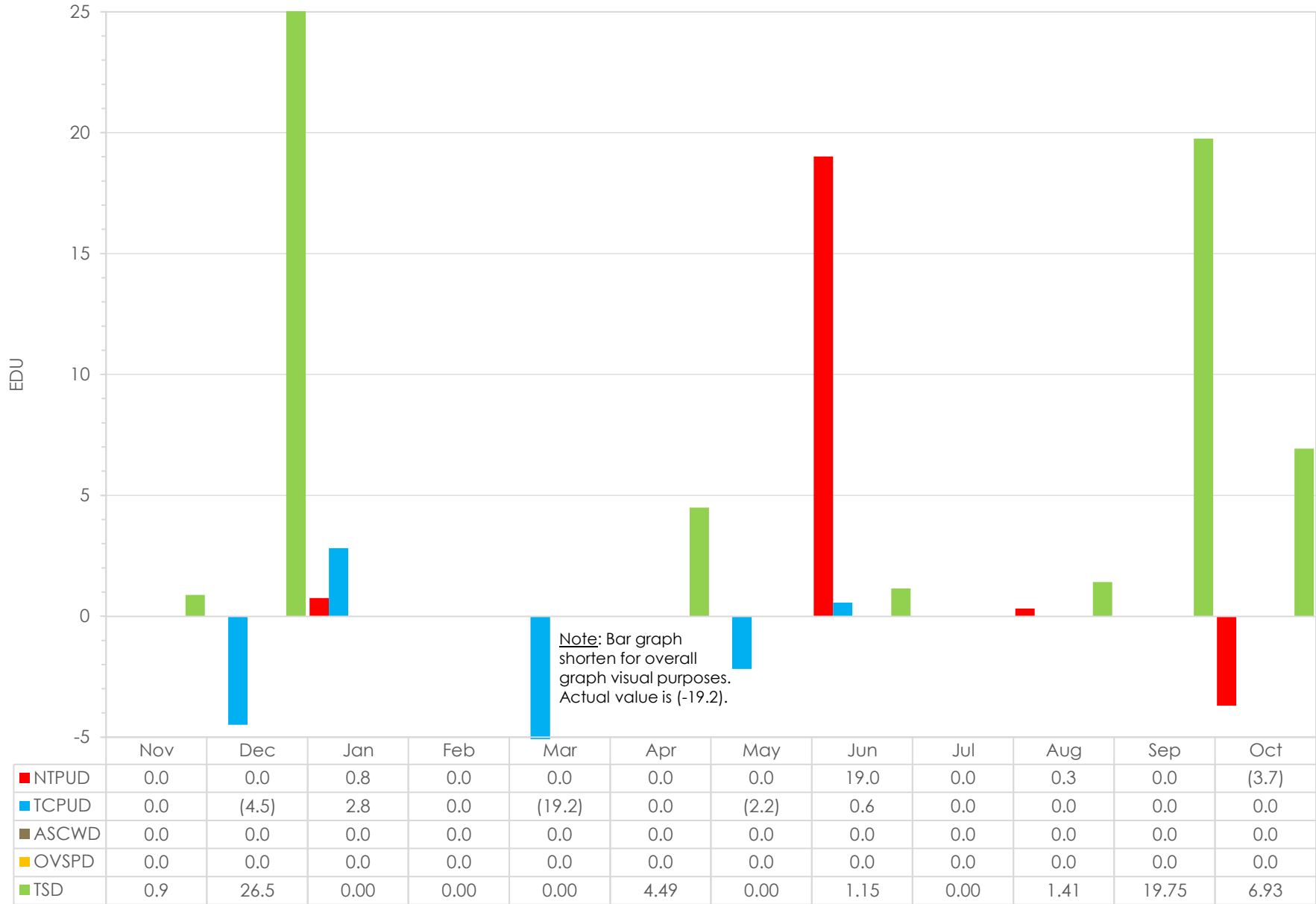
INSPECTIONS - OCTOBER 2021

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	1	1	6	7
Residential (Drive-by of Suspended Accounts)	0		1	

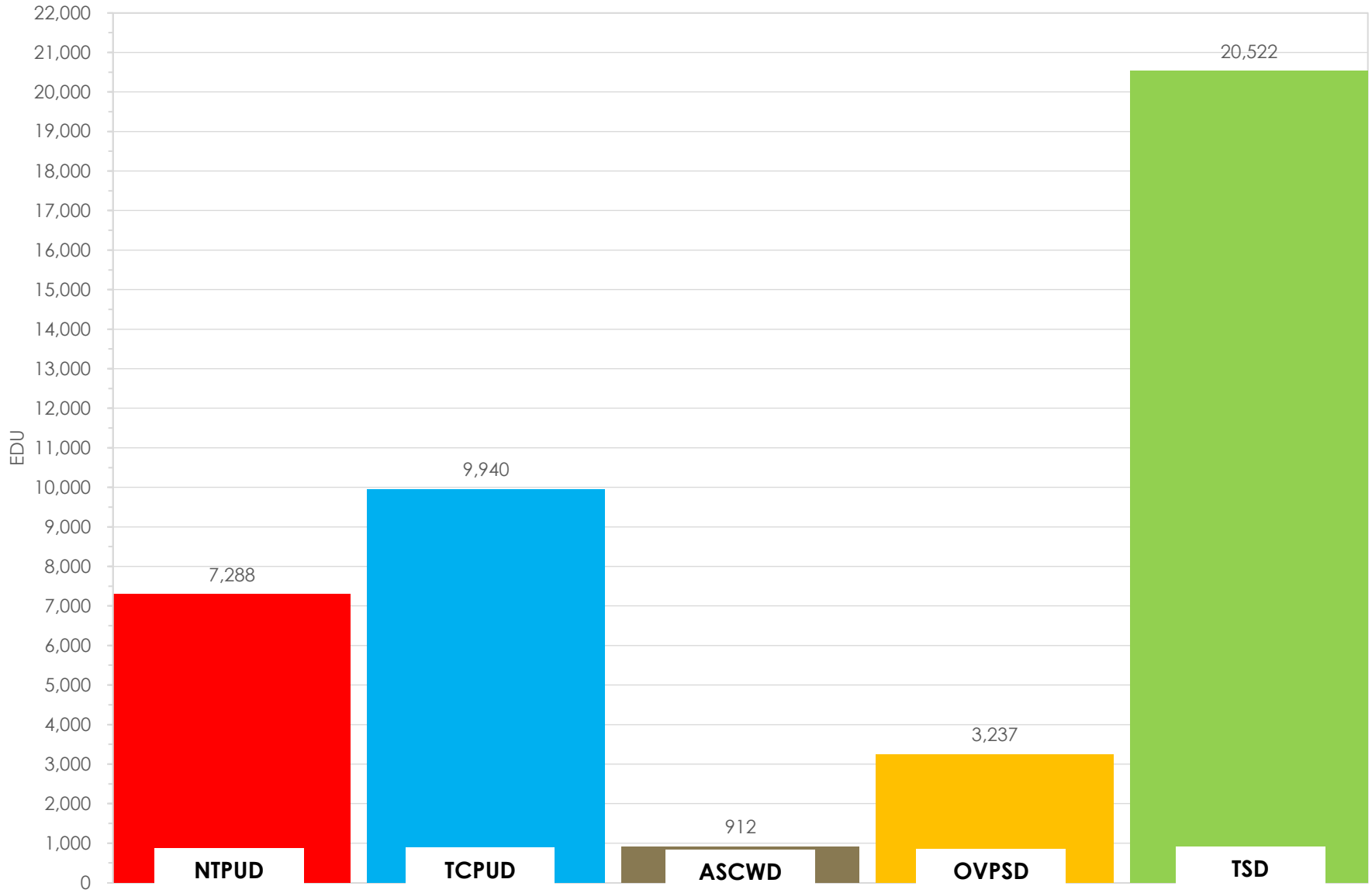
Residential EDU Summary



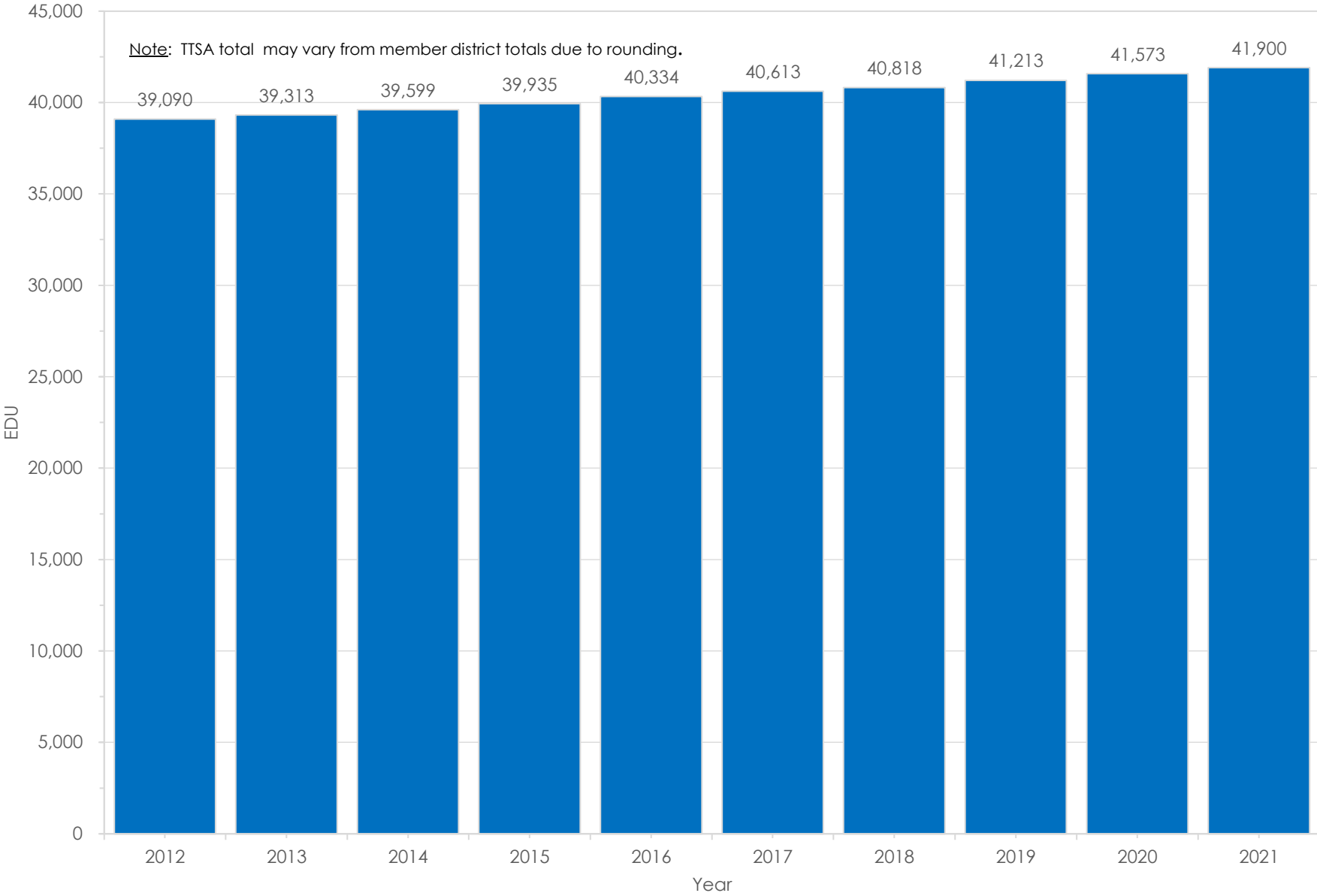
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-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 for one Mechanic position (closes 12/03/21).
 - WWTP Operator OIT/I/II/III – One candidate will commence employment at the end of November. Readvertised the recruitment for two operator positions (closes 12/03/21).
- Staff continued preparing facilities for the upcoming colder temperatures.
- Management participated in safety rounds on various tasks.
- Administrative and management staff attended document management training for Caselle software.
- Financial Committee meeting was held on November 8.
- Roshelle Chavez attended the CSDA Board Secretary/Clerk conference.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
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 17, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX
Subject: Closed Session

1. Closed session for public employee performance evaluation of the General Manager position.