



TAHOE-TRUCKEE SANITATION AGENCY
REGULAR BOARD MEETING
NOVEMBER 30, 2022



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: November 30, 2022

Time: 10:00 AM

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

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

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

III. Closed Session

1. Closed session for public employee performance evaluation of the Interim General Manager. (Government Code, §54957).
2. Closed session regarding public employee appointment of the General Manager. (Government Code, §54957).
3. Closed session for conference with Agency labor negotiators. Agency designated representatives: Dan Wilkins and Blake Tresan. Unrepresented employee: General Manager. (Government Code, §54957.6).

IV. Consider approval of General Manager employment agreement and appointment of Richard Pallante as General Manager.

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

VI. 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.

VII. Regular Agenda

1. Approval of the minutes of the regular Board meeting on October 19, 2022.
2. Presentation for Regional Training Facility Partnership by Truckee Fire District.
3. Discussion and status update of the Sewer Charge & Connection Fee Rate Studies.
4. Approval of Consultant Services to Develop SCADA Standards.
5. Request for Increase of Project Contingency for the 2021 Chlorine Scrubber Improvements Project
6. Commendation of Agency Counsel, Mr. Richard Shanahan.
7. Discussion of in-person Board of Directors meeting for December.

VIII. Management Team Report

1. Department Reports.
2. General Manager Report.

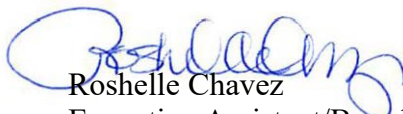
IX. Board of Director Comment Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

X. Closed Session

1. Closed session for performance evaluation concerning Agency legal counsel. (Government Code, §54957.)

XI. Adjournment

Posted and Mailed, 11/22/22



Roshelle Chavez

Executive Assistant/Board Clerk

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 20, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: III
Subject: Closed Session

1. Closed session for public employee performance evaluation of the Interim General Manager. (Government Code, §54957).
2. Closed session regarding public employee appointment of the General Manager. (Government Code, §54957).
3. Closed session for conference with Agency labor negotiators. Agency designated representatives: Dan Wilkins and Blake Tresan. Unrepresented employee: General Manager. (Government Code, §54957.6).



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IV
Subject: Consider approval of General Manager employment agreement and appointment of Richard Pallante as General Manager.

Background

On June 23, 2022, the Board of Directors appointed Richard Pallante as the Agency Interim General Manager. The Board then created an Ad Hoc Committee for the recruitment of a General Manager. The Board shall consider approval of General Manager employment agreement and appointment of Richard Pallante as General Manager.

Fiscal Impact

Salary increase based on the General Manager employment agreement and the Agency Salary Schedule.

Attachments

1. General Manager employment agreement

Recommendation

Consider approval of General Manager employment agreement and appointment of Richard Pallante as General Manager.

Review Tracking

Approved By: 

Richard Pallante
Interim General Manager

GENERAL MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into effective December 1, 2022, by and between the Tahoe-Truckee Sanitation Agency, a public agency (“Agency”), and Richard Pallante, an individual (“Employee”), who agree as follows:

1. Employment. Agency hereby appoints and employs Employee as General Manager of the Agency, and Employee hereby accepts such employment, on and subject to the terms and conditions of this Agreement.

2. Term. This Agreement will take effect on December 1, 2022 and terminate on November 30, 2025, unless sooner terminated as provided by the termination provision below.

3. Duties. Employee’s duties under this Agreement will be those assigned to the office of the General Manager on the job description for the General Manager position as adopted and amended from time to time by the Agency Board of Directors, and such other duties and responsibilities as assigned by the Agency Board of Directors. The current job description is attached as Exhibit A. Employee will be the chief executive officer of Agency and work under the direction and control of the Agency Board of Directors. Employee at all times will act in the best interests of Agency and perform his duties in a competent and professional manner.

4. Hours. Employee acknowledges that his position is a full-time management position and he agrees to devote his full time, attention and energies to the job duties and be available to work at such times as appropriate to fully and competently perform the duties of the position, regardless of the number of hours or time of day or week involved. Employee is required to respond in emergencies at any time of day or night and considered on-call 24-hours a day, 7 days a week. Employee acknowledges that the duties of his position may require an average of more than 40 hours per week, and that some day-to-day hours may vary from well above eight hours to below eight hours. Employee will not be compensated for overtime hours worked or otherwise earn or be entitled to compensatory time off for hours worked in excess of eight hours per day or 40 hours per week. Employee will not engage in any conduct, other employment or business, commercial or professional pursuits, whether for compensation or otherwise, that would interfere with his responsibilities and duties to Agency or that would reflect unfavorably upon the interests of Agency.

5. Compensation. For all services to be rendered by Employee under this Agreement, Agency will provide to Employee the following salary and benefits:

a. Starting salary as provided in Step 3 of the Board-adopted Salary Schedule for the General Manager. Salary will be paid at the times and in the manner as provided by Agency’s standard payroll practices. Employee’s salary shall be adjusted by the same annual cost-of-living adjustment percentage approved by the Agency Board of Directors for other regular Agency employees. The Agency Board of Directors may adjust the General Manager’s salary as provided in Section 6.b or at any time during the term of this Agreement.

b. During the term of this Agreement, the District will provide Employee with the use of a District vehicle for conducting District business and pay all of the operating expenses

and insurance for such vehicle. Employee may use the District vehicle on District business and to drive to and from his personal residence.

c. Vacation leave shall be 30 days per year. It shall begin accruing at the rate of 20 hours per month upon the effective date of this Agreement.

d. All other employee benefits (including sick leave; retirement system membership and employer contributions; deferred compensation investment opportunities; employee and dependent coverage on health, dental and other group insurance programs) will be as provided in the Agency Personnel Manual (as the same may be amended by Agency from time to time) and as otherwise provided to other regular full-time Agency employees, but not including overtime or compensatory time off benefits.

6. Other Terms and Conditions of Employment.

a. Employee's employment also will be governed by the Agency Personnel Manual (as the same may be amended by Agency from time to time) and the parties will comply with all applicable provisions of the Personnel Manual. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Personnel Manual, the Agreement will govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law will govern.

b. The Board of Directors will initially evaluate Employee's performance in or about May 2023. If Employee's performance is acceptable at that time, the Board of Directors shall increase Employee's salary as provided in Step 4 of the Board-adopted Salary Schedule for the General Manager. Following Employee's initial evaluation in or about May 2023, further evaluations will be conducted on at least an annual basis as scheduled by the Board of Directors.

7. Ownership of Documents. Every document, report, study, spreadsheet, worksheet, plan, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other writing or thing prepared by Employee during the term of his employment (the "Work") will be the property of Agency. Agency will have the right to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work and prepare derivative and additional documents or works based on the Work without further compensation to or permission from Employee.

8. Termination. This Agreement may be terminated prior to its expiration date in any one of the following ways:

- a. By mutual agreement of the parties, expressed in writing.
- b. By Employee, upon giving to Agency not less than 60 days prior written notice of his election to resign from employment and terminate this Agreement.
- c. By the death of Employee.
- d. By Employee's service or disability retirement.

e. By Agency, for cause, upon giving to Employee written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Employee to meet with the Agency Board of Directors on the reasons for his termination. If Employee requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Employee requests an open session. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement or that seriously impedes Agency operations; conduct that tends to bring discredit to Agency; conduct unbecoming an employee in public service; mishandling of Agency funds; any intentional misrepresentation or fraud in connection with the performance of his duties; theft of Agency property; violation of law; or, violation of the Agency Personnel Manual.

f. By Agency, without cause, upon notice of immediate termination and payment of severance pay in an amount equal to Employee's then monthly salary multiplied by 6 months; except that if at the time of such severance there are less than six months remaining on the term of the Agreement, the aggregate payment shall be based on the remaining period of the term of the Agreement.

9. Suspension. The Agency Board of Directors may suspend Employee with full pay and benefits at any time and for any reason during the term of this Agreement.

10. Entire Agreement. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

11. Notices. Any notice to be given to Employee will be sufficiently served if given to him personally or if deposited in the United States Mail, regular pre-paid mail, addressed to him at his most recent residence address as shown on the Agency payroll records. Any notice to be given to Agency will be addressed to the Agency Board of Directors and delivered or mailed to the Agency Secretary at the Agency offices.

12. Successors and Assigns. This Agreement is personal to Employee. He may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. Amendments. This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by Agency must be approved by the Agency Board of Directors at a noticed public meeting. Individual Board members do not have the authority, express or implied, to amend, modify, waive, extend or in way alter this Agreement or the terms and conditions of Employee's employment.

14. Waiver. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

15. Construction and Interpretation. The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

16. Governing Law and Venue. Except as otherwise required by law, this Agreement will be interpreted, governed by, and construed under the laws of the State of California. The County of Nevada will be venue for any state court litigation and the Eastern District of California will be venue for any federal court litigation concerning the enforcement or construction of this Agreement.

EMPLOYER

EMPLOYEE

President, Board of Directors
Tahoe-Truckee Sanitation Agency

Attest:

Secretary of the Board

Exhibit A

**General Manager Job Description
Dated October 2022**

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: General Manager

FLSA Status: EXEMPT

Revised as of: 10/2022

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

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

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

JOB TITLE: General Manager

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

QUALIFICATIONS

Knowledge of:

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

JOB TITLE: General Manager

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

Ability to:

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

Experience and Education:

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

JOB TITLE: General Manager

Experience:

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

Education:

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

SPECIAL QUALIFICATIONS

License and Certificate:

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

PHYSICAL REQUIREMENTS

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

WORKING/ENVIRONMENTAL CONDITIONS

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V
Subject: Professional Achievements, Awards & Anniversaries

Background

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

New Employee

- Michael Ramos – Operator in Training (OIT)

Achievements and Promotions

- Dan Underwood – Received Wastewater Treatment Plant Operator II certification and promoted to Operator II

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

15 Years

- Dawn Davis – December 2022

Fiscal Impact

Recipients of promotions receive salary increases.

Attachments


None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-1
Subject: Ratify payment of General Fund Warrants

Background

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

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Management and staff recommend the Board Directors ratify payment of the general fund warrants.

Review Tracking

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

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

Payee	Check Number	Check Issue Date	Description	Amount
1000 BULBS				
	89020	10/13/2022	STOCK LAMPS FOR VARIOUS PLANT LIGHTING	215.66
Total 1000 BULBS:				215.66
AIRGAS USA LLC				
	88984	10/06/2022	STOCK N95 MASKS FOR PPE	99.55
Total AIRGAS USA LLC:				99.55
ALESHIRE & WYNDER LLP				
	89072	10/27/2022	SEPT 2022 FEES	1,122.57
Total ALESHIRE & WYNDER LLP:				1,122.57
Allied Electronics				
	89049	10/20/2022	STOCK RELAYS FOR INSTRUMENTATION USE	130.61
Total Allied Electronics:				130.61
ALPHA ANALYTICAL INC				
	89073	10/27/2022	TEICHERT SOIL AUGUST 2022	4,305.00
Total ALPHA ANALYTICAL INC:				4,305.00
AMERICAN EQUIPMENT INC				
	89021	10/13/2022	FY-23 Annual Hoist Service	5,604.90
Total AMERICAN EQUIPMENT INC:				5,604.90
ANNIE'S CLEANING SERVICE				
	88985	10/06/2022	SEPT 2022 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
ARAMARK WORK APPAREL				
	88986	10/06/2022	MATS	168.90
	88986	10/06/2022	TOWELS	12.71
	88986	10/06/2022	SVC CHARGE	20.00
	88986	10/06/2022	MATS	168.90
	88986	10/06/2022	TOWELS	12.71
	88986	10/06/2022	SVC CHARGE	20.00
	89074	10/27/2022	MATS	185.79
	89074	10/27/2022	TOWELS	13.13
	89074	10/27/2022	SVC CHARGE	21.00
Total ARAMARK WORK APPAREL:				623.14
AT&T 530 582-0827 966 5				
	88987	10/06/2022	SEPT 2022 INVOICE 10%	216.66
	88987	10/06/2022	SEPT 2022 INVOICE 90%	1,950.03
Total AT&T 530 582-0827 966 5:				2,166.69
AT&T 831-000-9983 804				
	88988	10/06/2022	SEPT INVOICE 10%	155.66
	88988	10/06/2022	SEPT INVOICE 90%	1,400.99

Payee	Check Number	Check Issue Date	Description	Amount
Total AT&T 831-000-9983 804:				1,556.65
AUTOSCRIBE INFOMATICS				
	88989	10/06/2022	SCREEN CONFIGURATION LIMS FEES	8,350.00
	89022	10/13/2022	SCREEN CONFIGURATION LIMS FEES	3,126.00
	89075	10/27/2022	SCREEN CONFIGURATION FEES	5,602.00
Total AUTOSCRIBE INFOMATICS:				17,078.00
BARTKIEWICZ, KRONICK & SHANAHAN				
	89076	10/27/2022	SEPT 2022 FEES	5,218.13
Total BARTKIEWICZ, KRONICK & SHANAHAN:				5,218.13
BMI Imaging Systems				
	89023	10/13/2022	MICROFILM TO DIGITAL CONVERSION PROCESS	950.00
	89023	10/13/2022	16mm Microfilm Reels (100' length)	8,050.00
Total BMI Imaging Systems:				9,000.00
CALIFORNIA DEPARTMENT PUBLIC HEALTH				
	88990	10/06/2022	Registered Environmental Health Specialist Registration - CA Dept of Public Health	272.00
Total CALIFORNIA DEPARTMENT PUBLIC HEALTH:				272.00
CALIFORNIA STATE BOARD OF EQUALIZAT				
	10272204	10/27/2022	3RD QTR USE TAX ON LEGEND PLATE FOR AWT	2.00
	10272204	10/27/2022	3RD QTR USE TAX ON STOCK DIAPHRAGMS FOR ELECTRICAL USE	8.00
	10272204	10/27/2022	3RD QTR USE TAX ON PULLEY & WASHER FLATS	11.00
	10272204	10/27/2022	3RD QTR USE TAX ON AIR MOTOR & IMPELLER FOR POLYMER	277.00
	10272204	10/27/2022	3RD QTR USE TAX ON BOTTOM SEAT ASSEMBLY	2.00
	10272204	10/27/2022	3RD QTR USE TAX ON CONDUITS FOR PRIM CLARIFIER #1	1.00
	10272204	10/27/2022	3RD QTR USE TAX ON KNEE HIGH BOOTS FOR PPE	27.00
	10272204	10/27/2022	3R QTR USE TAX ON PVC FLANGES	117.00
	10272204	10/27/2022	3RD QTR USE TAX ON FITTINGS FOR PLANT USE	9.00
Total CALIFORNIA STATE BOARD OF EQUALIZAT:				454.00
CAROLLO				
	88991	10/06/2022	PRETREATMENT PROGRAM DEVELOPMENT	20,891.25
	89077	10/27/2022	PRETREATMENT PROGRAM DELVEOPMENT	16,949.00
Total CAROLLO:				37,840.25
CASELLE				
	89024	10/13/2022	NOV 2022 MONTHLY SUPPORT & MAINT	3,631.00
Total CASELLE:				3,631.00
CH2M HILL				
	89025	10/13/2022	#36 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	2,285.92
Total CH2M HILL:				2,285.92
CHARD SNYDER & ASSOCIATES				
	10272201	10/27/2022	HRA	40.00

Payee	Check Number	Check Issue Date	Description	Amount
	10272201	10/27/2022	HRA	320.23
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	DCA	1,872.00
	10272201	10/27/2022	HRA	1,385.00
	10272201	10/27/2022	DCA	4,000.00
	10272201	10/27/2022	DCA	1,872.00
	10272201	10/27/2022	HRA	103.29
	10272201	10/27/2022	HRA	260.00
	10272201	10/27/2022	HRA	388.52
	10272201	10/27/2022	HRA	365.59
	10272201	10/27/2022	HRA	56.10
	10272201	10/27/2022	FSA	323.32
	10272201	10/27/2022	HRA	35.00
	10272201	10/27/2022	HRA	897.58
	10272201	10/27/2022	FSA	93.65
	10272201	10/27/2022	HRA	16.35
	10272201	10/27/2022	HRA	36.69
	10272201	10/27/2022	HRA	11.84
	10272201	10/27/2022	HRA	47.49
	10272201	10/27/2022	HRA	74.99
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	25.00
	10272201	10/27/2022	HRA	37.00
	10272201	10/27/2022	HRA	26.48
	10272201	10/27/2022	HRA	75.00
	10272201	10/27/2022	HRA	13.75
	10272201	10/27/2022	HRA	5.00
	10272201	10/27/2022	HRA	515.84
	10272201	10/27/2022	HRA	35.00-
	10272201	10/27/2022	HRA	35.00
	10272201	10/27/2022	HRA	746.12
	10272201	10/27/2022	HRA	5.00
	10272201	10/27/2022	HRA	259.60
	10272201	10/27/2022	HRA	66.00
	10272201	10/27/2022	HRA	6.45
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	152.72
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	35.00
	10272201	10/27/2022	HRA	31.00
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	37.49
	10272201	10/27/2022	HRA	9.40
	10272201	10/27/2022	HRA	359.00
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	2,221.22
	10272201	10/27/2022	HRA	173.73
	10272201	10/27/2022	HRA	35.00
	10272201	10/27/2022	HRA	35.00
	10272201	10/27/2022	HRA	317.00
	10272201	10/27/2022	HRA	.29
	10272201	10/27/2022	HRA	5.00
	10272201	10/27/2022	HRA	5.00
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	1.82
	10272201	10/27/2022	HRA	45.00

Payee	Check Number	Check Issue Date	Description	Amount
	10272201	10/27/2022	HRA	124.00
	10272201	10/27/2022	HRA	15.00
	10272201	10/27/2022	HRA	14.92
	10272201	10/27/2022	HRA	103.98
	10272201	10/27/2022	HRA	35.00
	10272201	10/27/2022	HRA	397.00
	10272201	10/27/2022	HRA	68.25
	10272201	10/27/2022	HRA	580.24
	10272201	10/27/2022	HRA	25.00
	10312201	10/31/2022	HRA	297.00 M
	10312201	10/31/2022	HRA	5.00 M
Total CHARD SNYDER & ASSOCIATES:				19,229.94
CLARK PEST CONTROL				
	89078	10/27/2022	PEST AWAY 9/26/22 SVC	296.00
	89078	10/27/2022	PEST AWAY 8/31/22 SVC	296.00
Total CLARK PEST CONTROL:				592.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	89026	10/13/2022	SEPT 2022 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
CRYSTAL SUBLET				
	89079	10/27/2022	PERS CONFERENCE FEES	235.00
Total CRYSTAL SUBLET:				235.00
CWEA				
	88992	10/06/2022	MEMBERSHIP RENEWAL	192.00
	89027	10/13/2022	MEMBERSHIP RENEWAL	202.00
	89027	10/13/2022	CERTIFICATION RENEWAL	95.00
	89080	10/27/2022	MEMBERSHIP RENEWAL	202.00
Total CWEA:				691.00
DATCO SERVICES CORP.				
	89050	10/20/2022	BACKGROUND FOR POTENTIAL NEW EMPLOYEES	75.00
	89050	10/20/2022	QUARTERLY FEES	292.50
Total DATCO SERVICES CORP.:				367.50
DESERT KNIGHT CDL SCHOOL				
	89028	10/13/2022	CDL CLASS TUITION	4,500.00
Total DESERT KNIGHT CDL SCHOOL:				4,500.00
DIGI-KEY				
	89051	10/20/2022	FAN GUARD 50MM METAL	2.68
	89051	10/20/2022	FAN FILTER 60MM 45PPI	10.24
Total DIGI-KEY:				12.92
EMPLOYMENT DEVELOPMENT DEPARTMENT				
	10272202	10/27/2022	3RD QTR TAX DUE SDI	247.90

Payee	Check Number	Check Issue Date	Description	Amount
Total EMPLOYMENT DEVELOPMENT DEPARTMENT:				247.90
ENDUSTRA FILTER MANUFACTURES				
	89052	10/20/2022	STOCK FILTERS FOR BNR BLOWER #5	849.74
Total ENDUSTRA FILTER MANUFACTURES:				849.74
ENGINEERING NEWS - RECORD				
	89029	10/13/2022	ENR Membership Renewal	108.00
Total ENGINEERING NEWS - RECORD:				108.00
ENVIRONMENTAL WATER SOLUTIONS, INC.				
	88993	10/06/2022	COOLING COIL RETROFIT PARTS FOR TUTHILL BNR BLOWERS	18,149.14
Total ENVIRONMENTAL WATER SOLUTIONS, INC.:				18,149.14
EUROFINS CALSCIENCE INC				
	89081	10/27/2022	TEICHERT SOIL	976.80
Total EUROFINS CALSCIENCE INC:				976.80
EYE GLASS REPAIR				
	89071	10/25/2022	Eyeglass APR insert EyeglassRepair	173.22 M
Total EYE GLASS REPAIR:				173.22
FASTENAL				
	89053	10/20/2022	DRILL BITS TO MOUNT CUTTING EDGE ON PLOW	186.45
Total FASTENAL:				186.45
FD THOMAS				
	89082	10/27/2022	PPE#3 PLANT COATING IMPROVEMENTS	11,930.21
	89082	10/27/2022	RETENTION#3 PLANT COATING IMPROVEMENTS	596.51-
Total FD THOMAS:				11,333.70
FEDERAL EXPRESS CORP.				
	89030	10/13/2022	ADMIN SHIPPING FEES	63.07
Total FEDERAL EXPRESS CORP.:				63.07
FISHER SCIENTIFIC COMPANY				
	89054	10/20/2022	TECHNOLOGIES PIPETTE TIPS FOR LAB	573.57
	89054	10/20/2022	Short Style Glass Shell Vials without Closures For Lab	450.32
	89054	10/20/2022	Twisted Nichrome wire with aluminum handle for lab	212.71
	89054	10/20/2022	Lauryl Tryptose Broth For Lab	1,109.56
	89054	10/20/2022	Dihydrate, baker analyzed for lab	395.11
	89054	10/20/2022	Reusable Class A Volumetric Pipets, 2 mL for lab	210.44
	89054	10/20/2022	Reusable Class A Volumetric Pipets, 5 mL for lab	250.06
	89054	10/20/2022	Reusable Class A Volumetric Pipets, 25 mL for lab	286.86
	89054	10/20/2022	Shipping	35.04
	89054	10/20/2022	Environmental Solutions WP Minerals for lab	316.09
	89054	10/20/2022	Environmental Solutions Residue for Lab	246.81
	89083	10/27/2022	COMFORT NITRILE GLOVES FOR LAB	347.52

Payee	Check Number	Check Issue Date	Description	Amount
	89083	10/27/2022	END LINE FILTER FOR LAB	79.02
	89083	10/27/2022	GUARD COLUMN IONPAX FOR LAB	651.08
	89083	10/27/2022	ANALYTICAL COLUMN AS9-HC FOR LAB	1,951.64
	89083	10/27/2022	RICCA CHEMICAL 500 ML FOR LAB	145.40
	89083	10/27/2022	GLASS MICROFIBER FILTERS FOR LAB	1,078.73
Total FISHER SCIENTIFIC COMPANY:				8,339.96
FLIGHT LIGHT INC				
	88994	10/06/2022	Windsock 36" X 144" (36" x 12 ft.) Nylon Orange Standard Tie-on	256.69
	88994	10/06/2022	Windsock 18" X 96"(18"x8 ft) Nylon Orange Standard Tie-On	297.12
	89084	10/27/2022	LIGHTED WINDSOCK FOR BNR INFLUENT PUMP	4,792.21
Total FLIGHT LIGHT INC:				5,346.02
GLOBAL INDUSTRIAL				
	89031	10/13/2022	STOCK BEARINGS FOR FLOC MIXER	119.06
Total GLOBAL INDUSTRIAL:				119.06
GRAINGER INC., W.W.				
	88995	10/06/2022	SPEED RAIL FITTINGS FOR ADDING RAILS	896.20
	88995	10/06/2022	STOCK WADERS FOR PPE	253.72
	88995	10/06/2022	TOOLBOX FOR TRI TRUCK	881.20
	89032	10/13/2022	STOCK EAR PLUGS FOR PPE	41.62
	89032	10/13/2022	STOCK ALL PURPOSE CLEANER	73.94
	89032	10/13/2022	Sleeve Coupling Flange For Drive Power Transfer	77.59
	89032	10/13/2022	Stock Disinfecting Wipes	50.81
	89032	10/13/2022	Chain, Roller for Awt Door	60.51
	89032	10/13/2022	Stock Hand Soap	150.47
	89032	10/13/2022	Stock Body Wash	52.07
	89032	10/13/2022	Stock Paper Towel 150 ft Roll	211.30
	89032	10/13/2022	Stock Toilet Paper 400 Sheets	67.67
	89055	10/20/2022	SILICONE FOR SEALING APPLICATIONS	175.26
	89055	10/20/2022	HEAT SHRINK FOR WIRING 3" BALL VALVE	88.33
	89055	10/20/2022	SUPPLIES & CONSUMABLES FOR MACHINE SHOP	138.25
	89055	10/20/2022	Credit for Inv 9473183326	73.94
	89055	10/20/2022	STOCK DISINFECTING WIPES	50.81
	89055	10/20/2022	STOCK ALL PURPOSE CLEANER	147.90
	89085	10/27/2022	BALL VALVE FOR AWT CHEM RECEIVING	1,921.27
	89085	10/27/2022	HIP WADERS	253.70
	89085	10/27/2022	RUBBER BOOTS	97.32
Total GRAINGER INC., W.W.:				5,616.00
GRATEFUL GARDENS				
	89056	10/20/2022	Service Agreement work for the Demo of access road located near TTSA MH 83	4,999.00
Total GRATEFUL GARDENS:				4,999.00
HACH CHEMICAL COMPANY				
	88996	10/06/2022	STOCK LDO PROBES FOR PROCESS MONITORING OF DISSOLVED OXYGE	3,044.33
	88996	10/06/2022	LAB SAMPLER SUPPLIES	382.94
	89033	10/13/2022	Sulfuric Acid Digital Titrator Cartridge For Lab	156.30
	89033	10/13/2022	WIMS SOFTWARE SVC	3,680.00

Payee	Check Number	Check Issue Date	Description	Amount
Total HACH CHEMICAL COMPANY:				7,263.57
HDR ENGINEERING INC				
	89034	10/13/2022	Comprehensive Sewer Service Charge Study Sept Fees	6,931.76
	89034	10/13/2022	Sewer Connection Fee Study	3,413.75
Total HDR ENGINEERING INC:				10,345.51
HIGH WEST LANDSCAPE ARCHITECTS				
	89057	10/20/2022	Landscape design services for front entrance	8,000.00
Total HIGH WEST LANDSCAPE ARCHITECTS:				8,000.00
HOME DEPOT CREDIT SERVICES				
	89058	10/20/2022	CHLORINE TANK LEVEL	23.78
Total HOME DEPOT CREDIT SERVICES:				23.78
HUNT & SONS INC.				
	88997	10/06/2022	640 GALLONS UNLEADED GASOLINE	2,826.46
	88997	10/06/2022	150 GALLONS DIESEL	910.20
	89059	10/20/2022	55 GALLON OIL DRUM FOR 02 BASIN	5,951.37
Total HUNT & SONS INC.:				9,688.03
J.L. Wingert Co				
	89060	10/20/2022	Alum Chemical Metering Pump	3,058.71
Total J.L. Wingert Co:				3,058.71
J.W. WELDING SUPPLY				
	88998	10/06/2022	CYLINDER RENTALS	15.90
	88998	10/06/2022	CYLINDER RENTALS	57.75
	88998	10/06/2022	CYLINDER RENTALS	81.95
Total J.W. WELDING SUPPLY:				155.60
LHOIST NORTH AMERICA				
	88999	10/06/2022	25.02 TON HYDRATED LIME DLVD 8/18/22	10,583.68
	88999	10/06/2022	24.62 TON HYDRATED LIME DLVD 8/9/22	10,414.47
	88999	10/06/2022	25.06 TON HYDRATED LIME DLVD 9/19/22	9,792.70
	88999	10/06/2022	CREDIT MEMO FOR AUG DELIVERIES	2,385.00-
	88999	10/06/2022	24.34 TON HYDRATED LIME DLVD 8/26/22	10,296.03
	89035	10/13/2022	25.05 TON HYDRATED LIME DLVD 9/28/22	9,788.79
	89061	10/20/2022	25.33 TON HYDRATED LIME DLVD 10/6/22	9,898.21
Total LHOIST NORTH AMERICA:				58,388.88
LIBERTY UTILITIES				
	89036	10/13/2022	ELECTRIC BILL	31.96
	89036	10/13/2022	ELECTRIC BILL	28.10
Total LIBERTY UTILITIES:				60.06
LINDE GAS AND EQUIP INC				
	89037	10/13/2022	CYLINDER RENTALS	92.66

Payee	Check Number	Check Issue Date	Description	Amount
Total LINDE GAS AND EQUIP INC:				92.66
MCMASTER-CARR				
	89000	10/06/2022	U BOLT FOR SECURING EQUIPMENT STRUCTURES	165.47
	89000	10/06/2022	Forming Tube FOR SEC 1 GRATING & INFLUENT FLO-DAR PEDESTAL	9.88
	89000	10/06/2022	FASTENER FOR METAL BAR FOR SEC 1 GRATING & INFLUENT FLO-DAR	501.74
	89000	10/06/2022	CARDOX TANK PIPING INSULATION	924.61
	89000	10/06/2022	STOCK OIL LEVEL INDICATORS FOR OIL METERING OF EQUIP	224.30
	89062	10/20/2022	ALUM RECTANGLE TUBES FOR EXTENDING FRONT GATE	161.63
	89062	10/20/2022	PARTS FOR REASSEMBLY OF SECONDARY 1	4,768.09
	89062	10/20/2022	HIGH TEMP FLEX DUCT HOSE FOR SECONDARY 1	834.17
	89062	10/20/2022	PVC PIPE FOR REASSEMBLY OF SECONDARY 1	2,036.35
Total MCMASTER-CARR:				9,626.24
MICHELLE MACKEY				
	89086	10/27/2022	PERS CONFERENCE FFES	235.00
Total MICHELLE MACKEY:				235.00
MOTION INDUSTRIES				
	89001	10/06/2022	TOCK BOOTS FOR PPE	41.80
	89001	10/06/2022	HEAT RESISTANT GLOVES FOR HANDLING HEATED BEARINGS	162.33
	89001	10/06/2022	STOCK BEARINGS FOR FLOX MIXER	157.75
Total MOTION INDUSTRIES:				361.88
MOUNTAIN HARDWARE				
	89002	10/06/2022	GROUND CLAMP FOR TRI TRUCK WELDER	17.31
	89002	10/06/2022	SHOP VAC FILTER & WHEELBARROW	155.86
	89002	10/06/2022	PROPANE FOR WAREHOUSE FORKLIFT	78.96
	89063	10/20/2022	COMPACTOR RENTAL	113.66
	89063	10/20/2022	BATTERIES FOR SONDE & LOCATOR	43.28
	89087	10/27/2022	OUTLET FOR LAB	36.79
	89087	10/27/2022	LOCATION STAKES	20.02
Total MOUNTAIN HARDWARE:				465.88
NALCO COMPANY				
	89003	10/06/2022	NEXGUARD BOILER CHEMICAL 55 GALLONS	7,266.65
Total NALCO COMPANY:				7,266.65
NAPA- SIERRA				
	89004	10/06/2022	WIPER BLADES FOR VHCL #20	225.78
	89004	10/06/2022	FRONT BEAM FOR VHCL #7	103.30
	89004	10/06/2022	WIPER BLADES FOR VHCL #1	56.24
	89004	10/06/2022	FRONT & REAR BEAMS FOR VHCL #21	79.85
	89004	10/06/2022	FRONT BEAMS FOR VHCL #10	57.26
	89004	10/06/2022	WIPER BLADE & FRONT BEAM FOR VHCL #6	45.51
	89004	10/06/2022	FRONT BEAM FOR VHCL #8	81.36
	89004	10/06/2022	FRONT BEAM FOR VHCL #11	85.40
	89004	10/06/2022	WIPER BLADES FOR VHCL #25	41.70
	89004	10/06/2022	CREDIT WIPER BLADES FOR VHCL #21	20.35
	89004	10/06/2022	AIR & OIL FILTER FOR VHCL #7	76.62
	89064	10/20/2022	NAPA DEX COOL, AFT DEX III	191.69

Payee	Check Number	Check Issue Date	Description	Amount
	89064	10/20/2022	BATTERY, TRANSMISSION OIL & FILTER FOR VHCL #7	207.18
	89064	10/20/2022	AIR, FUEL FILTER FOR VCHL #9	125.05
	89064	10/20/2022	CREDIT FOR INV 600394	2.79-
Total NAPA- SIERRA:				1,353.80
NEVADA BARRICADE & SIGN CO., INC				
	89038	10/13/2022	Services Agreement with Nevada Barricade & Sign Co. for traffic control work at M	1,250.00
Total NEVADA BARRICADE & SIGN CO., INC:				1,250.00
NEVADA COUNTY- DEPT OF ENVIRONMENTA				
	89005	10/06/2022	ANNUAL FEES COUNTY OF NV DEPT OF ENVIRONMENTAL HEALTH	3,076.20
Total NEVADA COUNTY- DEPT OF ENVIRONMENTA:				3,076.20
NEWEGG INC				
	89039	10/13/2022	SSD STORAGE UPGRADE FOR PC	151.54
Total NEWEGG INC:				151.54
OFFICE DEPOT				
	89040	10/13/2022	STOCK SHARPIE S PENS FOR COPY RM	13.63
	89040	10/13/2022	STOCK POST IT 3X5 FOR COPY RM	14.44
	89040	10/13/2022	Bright White Cardstock- pack of 250 sheets for copy rm	12.46
	89088	10/27/2022	Office Depot® Brand Soft-Grip Retractable Gel Pens, Fine Point, 0.5 mm, Black In	10.61
	89088	10/27/2022	Office Depot® Brand Soft-Grip Retractable Gel Pens, Fine Point, 0.5 mm, Blue Ink	26.52
	89088	10/27/2022	Office Depot® Brand Clear-Front Report Covers, Red, Pack Of 10	3.24
	89088	10/27/2022	Office Depot® Brand Composition Book, 7-1/2" x 9-3/4", College Ruled, 100 Sheet	10.26
	89088	10/27/2022	EXPO® Low-Odor Dry-Erase Markers, Ultra-Fine Point, Assorted Colors, Pack Of	6.43
	89088	10/27/2022	Office Depot® Brand Dry-Erase Magnetic Eraser, Black	2.94
Total OFFICE DEPOT:				100.53
PAYMENTUS GROUP INC				
	89089	10/27/2022	SEPT 2022 TRANSACTION FEES	33.50
Total PAYMENTUS GROUP INC:				33.50
PD BLOWERS INC				
	89006	10/06/2022	STOCK FILTERS FOR DE-NIT BLOWERS	1,308.35
Total PD BLOWERS INC:				1,308.35
PETERBILT EQUIPMENT TRUCK PARTS & E				
	89007	10/06/2022	BRACKET- FOR STEP ON FUEL TANK	324.89
	89007	10/06/2022	STEP FUEL TANK ALUM 650MM	371.39
	89007	10/06/2022	TRIM FOR STEP ON FUEL TANK	45.21
Total PETERBILT EQUIPMENT TRUCK PARTS & E:				741.49
PINNACLE TOWERS INC.				
	89065	10/20/2022	RADIO TOWER RENTAL PLUTO MTN	819.95
Total PINNACLE TOWERS INC.:				819.95

Payee	Check Number	Check Issue Date	Description	Amount
PLATT ELECTRIC COMPANY				
	89008	10/06/2022	GALVANIZED CONDUIT NIPPLE FOR ELECTRICAL APPLICTION	131.48
	89008	10/06/2022	EMT STRUT STRAPS FOR SECURING ELECTRICAL COMPONENTS	59.47
Total PLATT ELECTRIC COMPANY:				190.95
PROQUIP INC				
	89041	10/13/2022	STOCK SPARES FOR FLOC MIXER	8,892.87
Total PROQUIP INC:				8,892.87
QUADIENT				
	89009	10/06/2022	QUARTERLY METER RENTAL BILL	173.66
Total QUADIENT:				173.66
R.F. MACDONALD COMPANY				
	89066	10/20/2022	annual boiler preventative maintenance service fees	7,500.00
Total R.F. MACDONALD COMPANY:				7,500.00
REXEL				
	89042	10/13/2022	PROCESS FOR MULTIMETERS FOR CALIBRATIONS	2,741.66
	89042	10/13/2022	20x16x8 Stainless Enclosure For Influent Flodar Panel	1,185.72
	89042	10/13/2022	20P16 Enclosure Back Plate For Influent Flodar Panel	83.24
	89067	10/20/2022	AB 20GE7ND248LNANNNNN POWERFLEX EXTRA TOUGH 755 AC DRIVE	27,334.11
Total REXEL:				31,344.73
ROY SMITH COMPANY				
	89010	10/06/2022	2,022 GAL LIQUID OXYGEN DLVD 9/20/22	2,729.45
	89043	10/13/2022	4,518 GAL LIQUID OXYGEN DLVD 9/28/22	6,098.75
	89043	10/13/2022	4,092 GAL LIQUID OXYGEN DLVD 10/2/22	5,523.69
Total ROY SMITH COMPANY:				14,351.89
SHRED-IT USA				
	89011	10/06/2022	8/24/22,9/14/22,9/21/22 SVC	241.26
Total SHRED-IT USA:				241.26
SOUTHWEST GAS CORP.				
	89012	10/06/2022	8/31/22-9/29/22 PLANT BILL 10%	44.00
	89012	10/06/2022	8/31/22-9/29/22 PLANT BILL 90%	395.93
	89012	10/06/2022	8/31/22-9/29/22 MAIN BILL 10%	87.00
	89012	10/06/2022	8/31/22-9/29/22 MIAN BILL 90%	783.04
Total SOUTHWEST GAS CORP.:				1,309.97
TAHOE TRUCKEE DISPOSAL				
	89044	10/13/2022	BIOSOLIDS	18,357.84
	89044	10/13/2022	CHEM SLUDGE & HEADWORKS SCREENINGS	6,533.34
Total TAHOE TRUCKEE DISPOSAL:				24,891.18
TELSTAR				
	89045	10/13/2022	STOCK FILTER & GASKET FOR CL2 EXHAUST GAS ARRESTING	6,141.02

Payee	Check Number	Check Issue Date	Description	Amount
Total TELSTAR:				6,141.02
TRUCKEE DONNER PUD				
	89013	10/06/2022	8/17/22-9/22/22 ELECTRIC 10%	8,987.75
	89013	10/06/2022	8/17/22-9/22/22 ELECTRIC 90%	80,889.75
	89013	10/06/2022	8/17/22-9/22/22 WATER 10%	13.84
	89013	10/06/2022	8/17/22-9/22/22 WATER 90%	124.58
	89013	10/06/2022	8/17/22-9/20/22 ELECTRIC	60.47
	89013	10/06/2022	8/17/22-9/20/22 ELECTRIC	52.29
	89013	10/06/2022	8/17/22-9/20/22 ELECTRIC	30.05
Total TRUCKEE DONNER PUD:				90,158.73
U.S. BANK CARD DIVISION				
	10272203	10/27/2022	ZOOM AUDIO CONFERENCE	110.00
	10272203	10/27/2022	VERIZON BILL	40.35
	10272203	10/27/2022	FULL BELLY MANAGERS LUNCHEON	187.90
	10272203	10/27/2022	COSTCO BREAKROOM SUPPLIES BOWLS, CUPS	333.48
	10272203	10/27/2022	COSTCO COFFEE, CREAMER	341.70
	10272203	10/27/2022	AMAZON BALANCE DISC CUSHIONS	95.16
	10272203	10/27/2022	RENO ACES SEPT 2ND GAME	644.00
	10272203	10/27/2022	NAME BADGE DIRECTOR NAME PLATE, NAME TAGS	87.99
	10272203	10/27/2022	VERIZON BILL	261.41
	10272203	10/27/2022	ANSI BIOGAS GENERATION & UTILIZATION REFERENCE	101.00
	10272203	10/27/2022	RESCUE DIRECT MULTI RESCUE DEVICE	3,165.20
	10272203	10/27/2022	BOOT BARN EMPLOYEE SUMMER WORK BOOTS	211.08
	10272203	10/27/2022	10HR CAL OSHA CLASS	175.00
	10272203	10/27/2022	AMAZON STOCK SUNSCREEN	34.86
	10272203	10/27/2022	RESCUE TECH 1 FULL BODY HARNESSSES	6,762.84
	10272203	10/27/2022	VERIZON BILL	358.73
	10272203	10/27/2022	AMAZON FILTER CARTRIDGE FOR DI WATER SYSTEM	90.24
	10272203	10/27/2022	CYTIVA GLASS MICROFIBER FILTER FOR LAB	1,014.20
	10272203	10/27/2022	VERIZON BILL	168.16
	10272203	10/27/2022	AMAZON METAL GRINDER FOR TIG WELDING	151.54
	10272203	10/27/2022	SCRAPER MATERIAL FOR RAKE ARMS	815.09
	10272203	10/27/2022	LOCKING SWIVEL CASTERS FOR WORK TABLES	580.81
	10272203	10/27/2022	STREET BROOM WITH FLEXSWEEP	146.13
	10272203	10/27/2022	BASEBOARD FOR MAINT OFFICE	790.57
	10272203	10/27/2022	2 DAY TRUCK RENTAL FOR TRAINING	1,995.00
	10272203	10/27/2022	PLATE COMPACTOR FOR ASPHALT & SOIL	3,247.49
	10272203	10/27/2022	BATTERY FOR HANDHELD RADIO	184.04
	10272203	10/27/2022	CONTROL TRANSFORMERS FOR CO2 TANK	486.58
	10272203	10/27/2022	FUSE, TIME DELAY FOR SHOP A/C UNIT	125.79
	10272203	10/27/2022	BREAKER LOCKOUT FOR PLANT DEVICES	83.78
	10272203	10/27/2022	ALARM MONITORY SYSTEM SVC	1,167.75
	10272203	10/27/2022	VERIZON BILL	40.35
	10272203	10/27/2022	MICROSOFT ONLINE SVC	360.00
	10272203	10/27/2022	AMAZON WEB MONTHLY BILL	6.59
	10272203	10/27/2022	GOOGLE CHROME DEVICE MANAGEMENT	860.29
	10272203	10/27/2022	LOG ME IN MONTHLY BILL	84.00
	10272203	10/27/2022	ADOBE ACROBAT MONTHLY BILL	17.99
	10272203	10/27/2022	TWILIO TRI SMS COMMUNICATION	10.00
	10272203	10/27/2022	SONICWALL LICENSE FOR NETWORK FIREWALL	753.39
	10272203	10/27/2022	STOCK FLASHLIGHTS FOR STAFF	74.15
	10272203	10/27/2022	DI WATER SYSTEM SUPPLIES	401.88
	10272203	10/27/2022	OTTERBOX COMMUTER FOR PHONE PROTECTION	23.70

Payee	Check Number	Check Issue Date	Description	Amount
	10272203	10/27/2022	STOCK SOLENOID REBUILD KIT FOR LIME SYSTEM	114.65
	10272203	10/27/2022	STOCK PVC FOR PIPE APPLICATIONS	119.06
	10272203	10/27/2022	STOCK LIQUID TIGHT CONNECTORS FOR CONDUIT	78.18
Total U.S. BANK CARD DIVISION:				26,902.10
ULINE				
	89014	10/06/2022	STOCK SORBENT PADS FOR CLEANUP PURPOSES	283.51
Total ULINE:				283.51
UNIFIRST CORPORATION				
	89015	10/06/2022	UNIFORMS	21.62
	89015	10/06/2022	UNIFORMS	106.26
	89015	10/06/2022	UNIFORMS	81.56
	89015	10/06/2022	UNIFORMS	151.87
	89015	10/06/2022	UNIFORMS	35.44
	89015	10/06/2022	UNIFORMS	84.35
	89015	10/06/2022	UNIFORMS	140.22
	89015	10/06/2022	UNIFORMS	153.74
	89015	10/06/2022	UNIFORMS	21.62
	89046	10/13/2022	UNIFORMS	34.98
	89046	10/13/2022	UNIFORMS	81.56
	89046	10/13/2022	UNIFORMS	106.26
	89046	10/13/2022	UNIFORMS	21.62
	89046	10/13/2022	UNIFORMS	151.87
Total UNIFIRST CORPORATION:				1,192.97
UNITED PARCEL SERVICE, UPS				
	89068	10/20/2022	LAB SHIPPING CHARGES	263.70
	89068	10/20/2022	MAINTENANCE SHIPPING CHARGES	21.29
	89068	10/20/2022	MAINTENANCE SHIPPING CHARGES	13.18
Total UNITED PARCEL SERVICE, UPS:				298.17
UNIVAR USA INC.				
	89016	10/06/2022	7,004.5 GAL METHANOL DLVD 9/19/22	14,553.61
	89016	10/06/2022	7,002 GAL METHANOL DLVD 9/1/22	14,548.41
	89090	10/27/2022	7,002 GAL METHANOL DLVD 10/6/22	14,358.92
Total UNIVAR USA INC.:				43,460.94
VARIED PRODUCTS				
	89091	10/27/2022	L ORANGE NITRILE GLOVES CASE	1,207.41
	89091	10/27/2022	XL ORANGE NITRILE GLOVES CASE	1,076.01
Total VARIED PRODUCTS:				2,283.42
VICKY LUFRANO				
	89017	10/06/2022	OCT 2022 PHONE	18.04
	89092	10/27/2022	PERS CONFERENCE FEES	235.00
Total VICKY LUFRANO:				253.04
VWR SCIENTIFIC INC				
	89018	10/06/2022	FILTER PAPER FOR SATELLITE LAB SUPPLIES	1,124.26

Payee	Check Number	Check Issue Date	Description	Amount
	89018	10/06/2022	Culture Tubes, Disposable, Borosilicate Glass For Lab	509.88
	89018	10/06/2022	Reusable Volumetric Pipets, Class A For Lab	313.63
	89018	10/06/2022	Culture Tubes, Disposable, Borosilicate Glass For Lab	808.12
	89093	10/27/2022	White Label Tape For Lab	201.68
	89093	10/27/2022	BDH SODIUM CARBONATE FOR LAB	78.10
	89093	10/27/2022	GLASS MICROFIBER FILTERS FOR STATELLITE LAB	3,085.80
	89093	10/27/2022	CARBOY RECT W/HANDLE PP 9L FOR LAB	1,178.25
	89093	10/27/2022	CARBOY HDPE RECTANGULAR W/SPIGOT 9L FOR LAB	1,703.16
	89093	10/27/2022	Phosphate Reagent Powder Pillows For Lab	1,430.84
	89093	10/27/2022	Replacement Membrane Modules, 3/pk For Lab	354.70
Total VWR SCIENTIFIC INC:				10,788.42
WASTEWATER TECH TRAINERS				
	89069	10/20/2022	CA Grade II Wastewater Certification 3 Test Prep	1,650.00
Total WASTEWATER TECH TRAINERS:				1,650.00
ZONES INC				
	89047	10/13/2022	10G SFP TRANSCEIVERS FOR FORTINET SWITCHES	242.73
Total ZONES INC:				242.73
ZORO				
	89019	10/06/2022	WELDING PLUG FOR SHOP	251.97
	89019	10/06/2022	FIBERGLASS STEP LADDER	443.06
	89019	10/06/2022	DISCONNECT SWITH FROM PRIM SCUM PUMP	576.92
	89019	10/06/2022	REPLACEMENT IMPACT SOCKET	12.88
	89019	10/06/2022	CREDIT FOR STRUCTURAL PIPE FITTING	269.33
	89048	10/13/2022	MACROMATIC TIME DELAY	312.03
	89048	10/13/2022	ADAPTER FOR VARIOUS PROCESS APPLICATIONS	112.46
	89048	10/13/2022	STOCK HAND SOAP	112.56
	89070	10/20/2022	WIRE ROPE SLING TO REPLACE 6FT SLING	25.16
	89070	10/20/2022	USB RECHARGEABLE POCKET FLOOD LIGHT	75.74
	89070	10/20/2022	TORPEDO LEVEL	49.75
	89070	10/20/2022	FINAL EFFLUENT PH PROBE PARTS	82.64
	89070	10/20/2022	STOCK GALVANIZED NIPPLES FOR ELECTRICAL APPLICATIONS	19.16
	89094	10/27/2022	STOCK RECEPTICLE PLATES FOR OUTLET	23.49
	89094	10/27/2022	STOCK CARTRIDGES FOR RESPIRATORY PROTECTION	349.85
	89094	10/27/2022	STOCK ZIPTIES	133.52
	89094	10/27/2022	STOCK PRESSURE GAUGES	111.39
	89094	10/27/2022	SPECGRADE LOCKING ELECTRONIC PHOTOCONTROL FOR LIGHT POLE	253.04
Total ZORO:				2,676.29
Grand Totals:				577,155.96



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VI-2
Subject: Ratify approval of Financial Statements

Background

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

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

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

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

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend the Board Directors ratify approval of the financial statements.

Review Tracking

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

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



Tahoe-Truckee Sanitation Agency
Fund 10: General Fund
Fiscal Year 2022 - 2023
Period Ending October 31, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,171,000.00	869,442.55	6.6	3,701,984.98	28.1	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	48,121.70	1.1	49,211.11	1.1	2,3
Fund Interest	45,000.00	16,962.37	37.7	17,379.72	38.6	3,4
Other Revenue	65,000.00	4,078.22	6.3	40,901.83	62.9	3,5
Temporary Discharge	25,000.00	332.00	1.3	332.00	1.3	3
TOTAL REVENUE	17,751,000.00	938,936.84	5.3	3,809,809.64	21.5	
EXPENDITURE						
Salaries & Wages	6,194,000.00	278,313.60	4.5	1,792,200.46	28.9	
Employee Benefits	3,625,000.00	258,971.43	7.1	1,145,177.71	31.6	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	800.00	8.4	1,800.00	18.9	
Vehicle	90,000.00	6,997.87	7.8	10,310.08	11.5	
CSRMA Insurance	336,000.00	0.00	0.0	291,060.72	86.6	7
Professional Memberships	53,500.00	876.00	1.6	2,731.00	5.1	
Agency Permits & Licenses	203,000.00	3,076.20	1.5	4,209.91	2.1	
Office Expense	327,000.00	24,776.66	7.6	51,055.71	15.6	
Contractual Services	2,610,000.00	188,453.45	7.2	650,063.97	24.9	
Professional Services	756,000.00	66,595.25	8.8	405,357.40	53.6	8
Conferences & Training	126,000.00	4,525.00	3.6	14,131.66	11.2	
Utilities	1,308,000.00	96,062.10	7.3	249,954.93	19.1	
Supplies, Repairs & Maintenance	1,143,000.00	109,303.65	9.6	245,951.39	21.5	
TOTAL EXPENDITURE	16,781,000.00	1,038,751.21	6.2	4,414,004.94	26.3	
NET INCOME (LOSS)	970,000.00	(99,814.37)		(604,195.30)		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

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% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 3 - The majority of Sewer Service Charges are collected on the County tax roll and recorded on a monthly basis according to the accrual-based accounting method. Sewer Service Charges not on the County tax roll are recorded when received.
- 4 - Interest on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 5 - Other Revenue includes rebates, billings and surplus items sold.
- 6 - OPEB Reimbursement received from CalPERS for FY22 retiree health insurance premiums.
- 7 - Property and Pooled liability insurance.
- 8 - Majority is Legal Fees at 69%, \$277,799



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2022 - 2023
 Period Ending October 31, 2022

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	2,129,000.00	133,943.50	6.3	709,244.25	33.3	
Fund Interest	191,000.00	56,747.78	29.7	56,749.83	29.7	
TOTAL REVENUE	2,320,000.00	190,691.28	8.2	765,994.08	33.0	
EXPENDITURE						
FY23 Scada/IT Develop Standards	241,000.00	0.00	0.0	0.00	0.0	
FY23 Scada/IT Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	
FY23 Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	
FY23 Manlift	60,000.00	0.00	0.0	54,142.57	90.2	
FY23 Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	
SUBTOTAL EXPENDITURES	548,000.00	0.00	0.0	54,142.57	9.9	
Allocation of 73.2% of Bond Payment	2,266,638.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURE	2,814,638.00	0.00	0.0	54,142.57	1.9	
NET INCOME (LOSS)	(494,638.00)	190,691.28		711,851.51		

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 FY23
- (6) Project cancelled



Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2022 - 2023
 Period Ending October 31, 2022

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	2,285.92	0.2	3,350.92	0.3	1
FY23 Plant Coating Improvements	480,000.00	11,930.21	2.5	234,032.21	48.8	1
FY23 Digestion Improvements Project	387,000.00	0.00	0.0	0.00	0.0	2
FY23 LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
FY23 River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	2
FY23 Scada/IT Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
FY23 Control Room Upgrades	185,000.00	0.00	0.0	0.00	0.0	2
FY23 Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
FY23 Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	3
FY23 Visable Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	3
FY23 Lab Equipment Replacement	80,000.00	0.00	0.0	0.00	0.0	3
FY23 Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	2
FY23 SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
FY23 Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	2
FY23 Telephone System Upgrade	40,000.00	0.00	0.0	0.00	0.0	2
FY23 Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
FY23 ARC Flash Study/Breaker Replacement	20,000.00	0.00	0.0	0.00	0.0	2
FY22 EPDM Roof Replacement	0.00	0.00	0.0	338,088.51	0.0	1
FY22 ARC Flash Study/Breaker Replacement	0.00	0.00	0.0	20,143.14	0.0	1
FY22 TRI Improvements	0.00	20.02	0.0	20.02	0.0	1
FY22 MPPS VFD	0.00	27,334.11	0.0	27,334.11	0.0	1
SUBTOTAL EXPENDITURES	3,756,000.00	41,570.26	1.1	622,968.91	16.6	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURES	4,585,862.00	41,570.26	0.9	622,968.91	13.6	

34% of the fiscal year has elapsed.
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH STATEMENT
 October 31, 2022

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	644,524.09
CASH - USB SERVICE CHARGE	96,472.62
CASH - US BANK TAX REV	61,334.92
CASH - US BANK WWCRF	77,659.01
CASH - WELLS FARGO PAYROLL	186,381.91
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	35,367,157.27
TOTAL COMBINED CASH	<u>36,434,129.82</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(36,434,129.82)</u>
TOTAL UNALLOCATED CASH	0.00

FUND	CASH ALLOCATION RECONCILIATION	October 31, 2022	September 30, 2022	% of Change	October 31, 2021	Amount of Change	% of Change
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	17,704,205.82	17,467,596.29	1.35	19,097,763.71	(1,393,557.89)	(7.30)
06	ALLOCATION TO R.R. & UPGRADE FUND	7,453,068.35	7,466,579.90	(0.18)	8,322,499.23	(869,430.88)	(10.45)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,022,245.46	4,000,000.00	0.56	7,275,085.21	(3,252,839.75)	(44.71)
10	ALLOCATION TO GENERAL FUND	7,254,610.19	8,513,415.10	(14.79)	3,379,054.99	3,875,555.20	114.69
	TOTAL ALLOCATION TO OTHER FUNDS	<u>36,434,129.82</u>	<u>37,447,591.29</u>	<u>(2.71)</u>	<u>38,074,403.14</u>	<u>(1,640,273.32)</u>	<u>(4.31)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(36,434,129.82)</u>	<u>(37,447,591.29)</u>		<u>(38,074,403.14)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00		0.00		

California State Treasurer
Fiona Ma, CPA



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

November 01, 2022

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

October 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/12/2022	10/12/2022	RW	1714283	1674602	MICHELLE MACKEY	-500,000.00
10/14/2022	10/13/2022	QRD	1715465	N/A	SYSTEM	123,971.82
10/18/2022	10/18/2022	RD	1716881	1677194	MICHELLE MACKEY	700,000.00
10/27/2022	10/27/2022	RW	1717331	1677656	MICHELLE MACKEY	-500,000.00

Account Summary

Total Deposit:	823,971.82	Beginning Balance:	35,543,185.45
Total Withdrawal:	-1,000,000.00	Ending Balance:	35,367,157.27



CERBT and CEPPT Plan Portal - As Of 11/01/2022



[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	18.488870	640,551.683	\$11,843,077.03
Total			\$11,843,077.03

[Download to Excel](#)



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: VII-1
Subject: Approval of the minutes of the regular Board meeting on October 19, 2022.

Background

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

Fiscal Impact

None.

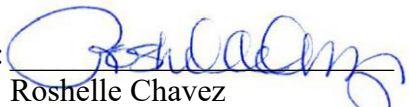
Attachments


1. Minutes of the regular Board meeting on October 19, 2022.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on October 19, 2022.

Review Tracking

Submitted By: 
Roshelle Chavez
Executive Assistant/Board Clerk

Approved By: 
Richard Pallante
Interim General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

October 19, 2022

I. Call to Order:

Vice President Tresan called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

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

Directors Absent: Dan Wilkins, TCPUD

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

II. Public Comment.

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

III. Professional Achievements, Awards and Anniversaries

Ms. Vicky Lufrano acknowledged Agency staff members who received Safety Awards, and, Michelle Mackey, who obtained a professional anniversary of 25 years. The Board congratulated Ms. Mackey on her accomplishment and was impressed by the number and quality of safety suggestions made by staff that are making positive improvements for the Agency.

No action was taken by the Board.

IV. Consent Agenda.

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

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Approval of the minutes of the regular Board meeting on September 21, 2022 and the Special Board meeting on September 21, 2022.

MOTION by Director Cox **SECOND** by Director Wilson to approve the minutes of the regular Board meeting on September 21, 2022 and the Special Board meeting on September 21, 2022; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval of Resolution No. 15-2022 Approving Employee Health Benefit Changes and Restating Employee Benefits.

MOTION by Director Smelser **SECOND** by Director Cox to approve Resolution No. 15-2022 Approving Employee Health Benefit Changes and Restating Employee Benefits; unanimously approved.

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

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

Motion passed.

3. Approval of the Updated General Manager Classification Description.

MOTION by Director Cox **SECOND** by Director Wilson to approve the Updated General Manager Classification Description; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval updated SPSL Policy.

MOTION by Director Smelser **SECOND** by Director Wilson to approve the updated SPSL Policy; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval of Services Agreement with Carollo Engineers, Inc. for the Additional Boiler Heating Redundancy Design project.

MOTION by Director Cox **SECOND** by Director Wilson to approve the Services Agreement with Carollo Engineers, Inc. for the Additional Boiler Heating Redundancy Design project including Optional Task #3 for a total of \$139,266 plus a 20% contingency; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval to Procure Variable Frequency Drives.

MOTION by Director Cox **SECOND** by Director Wilson for approval to Procure Variable Frequency Drives; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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

MOTION by Director Cox **SECOND** by Director Smelser for approval of Resolution No. 16-2022 Superseding Resolution No. 19-2021 Authorizing General Manager to Approve Certain Construction and Service Contract/Agreement Change Orders; unanimously approved.

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

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

Motion passed.

8. Discussion of in-person Board of Directors meeting for November and December.

The Board of Directors agreed that the November 16, 2022 regular Board of Directors meeting would be postponed to November 30, 2022.

MOTION by Director Cox **SECOND** by Director Wilson for approval to postpone the November 16th, 2022 Regular Board of Directors meeting to November 30, 2022; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

VI. Management Team Reports.

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department.

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

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

Ms. Sublet provided an update on current and past projects for the administration department.

No action was taken by the Board.

2. General Manager Report.

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

VII. Board of Directors Comment.

Director Cox stated that he would like to re-establish Agency safety award program for staff. He also requested information regarding the removal ion exchange equipment in the space near AWT, which was discussed as part of the Agency Master Plan.

Director Wilson stated that an annual report was discussed at the Finance Committee meeting and he believes it would be beneficial to the Agency and community. All Directors agreed.

Director Tresan stated that he appreciates the update to the Board packet with the addition of pictures. Additionally, he supported Director Cox request to bringing back safety awards and believes it is money well spent on encouraging safety. Finally, Director Tresan asked to wish staff a Happy Thanksgiving, since the Board will not be meeting again until after the holiday.

There was no action taken by the Board.

The Board went into Closed Session with the Interim General Manager at 10:39 AM.

VIII. Closed Session

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

IX. Adjournment.

There being no further business, the meeting was adjourned at 11:45 AM.

Richard Pallante
Interim General Manager

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VII-2
Subject: Truckee Fire Protection District Training Facility Partnership Presentation

Background

The purpose of our presentation today is to see if TTSA is interested in becoming a partner in the development of a regional training facility.

We have been trying to develop a training facility for quite some time now. We have had renderings drawn at our current facilities and we have employed portable, temporary facilities, and most recently, we have developed schematic plans with the Airport District, Mead and Hunt and Ward Young Architects as part of the Truckee Public Agency Partnership Multiple Site Planning Study. Unfortunately, we have yet to find a landing spot for this regional facility.

Currently, we travel to execute this important training. We go to Carson City for live fire training, San Bernardino for aircraft rescue and firefighting, and Roseville for hazardous materials. These out of area trainings can be costly. There are expenses for the class and facility rental, travel expense and backfill needed to staff the district with overtime. Having a local facility would help defray the costs for this valuable and necessary training while increasing accessibility and frequency.

I would like to touch on the importance of training for our firefighters. Firefighting is a vocation that must be continually honed and maintained. It is really important to test ourselves along with our protective gear and equipment on a routine basis. We operate at the point of failure in unplanned and extremely dangerous conditions, emergent circumstances where life and property hang in the balance. Firefighters must be able to operate in these conditions competently and with confidence in themselves and their team. How is this achieved? With training of course, but not just any training. Training that is as close as possible to the challenging conditions that firefighters will encounter.

As the Fire Chief, my highest priority is the safety and wellbeing of our firefighters. It's not hard for me to arrive at this conclusion because if we are not doing our job in a manner that allows us to do it again tomorrow, then we are doing it wrong. A key and irreplaceable element of firefighter safety is training.

After ensuring crew safety I focus my efforts on community safety including hazard identification and risk mitigation. And this is where I believe we can align our missions for the benefit of the entire region with the development of a training facility. One of the things that I love about Truckee is all the critical infrastructure that resides in and transits our town. It provides the basis for our economy and the lifestyle that we enjoy. As firefighters, we love serving this community with all the dynamic complexity that the infrastructure brings. However, as Fire Chief my attention is drawn towards the potential impacts and hazards that might be imposed on the community and responders from the infrastructure.

When these other facilities are compared to the fire district, we find different boundaries and areas of service and benefit. We find different funding sources and mechanisms for revenue. We know that these critical infrastructure facilities consume our finite fire protection resources. And these unique facilities increase the hazard profile of the community. I fear these impacts, if left unmitigated, may expose a fire department that is too small and not properly equipped or prepared for the needs of the community. A regional training facility with collaboration and cross-training between service providers and responders would be a great first step towards mitigation and long-term community resiliency through partnership.

Fiscal Impact

None

Attachments


None

Recommendation

None, discussion only

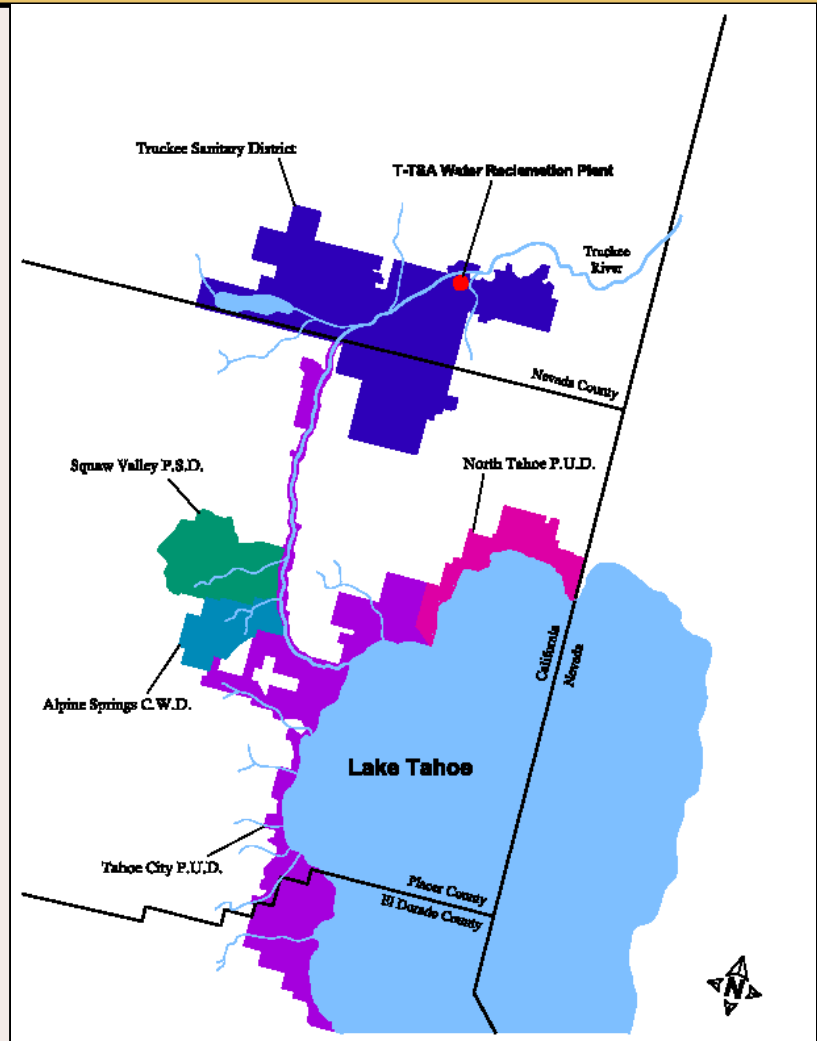
Review Tracking

Submitted By: Kevin McKechnie
Fire Chief
Truckee Fire Protection District

Approved By: 
Richard Pallante
Interim General Manager

TTSA presentation for the regional training center

Truckee Fire protection district



Agenda



Introduction



Primary Goals



Agencies



Timeline



Summary

Introduction

The Truckee Fire Protection District is seeking a location for a regional training facility. A regional training facility that would provide much needed training not only for Truckee Fire but the surrounding fire departments and service agencies. Northstar Fire, North Tahoe Fire, Olympic Valley Fire. Also Truckee Police Department and local Law Enforcement as well as the Truckee Airport, TTSA, TSD, TDPUD and Southwest Gas.

Primary goals

Recurrent and initial training



Examples of other training facilities

“The Chief” modular prebuilt
training tower



Shooting
range



Rail car prop



ARFF prop light jet



ARFF prop
small aircraft



Auto extrication area and fire prop



Chlorine prop



Confined space prop

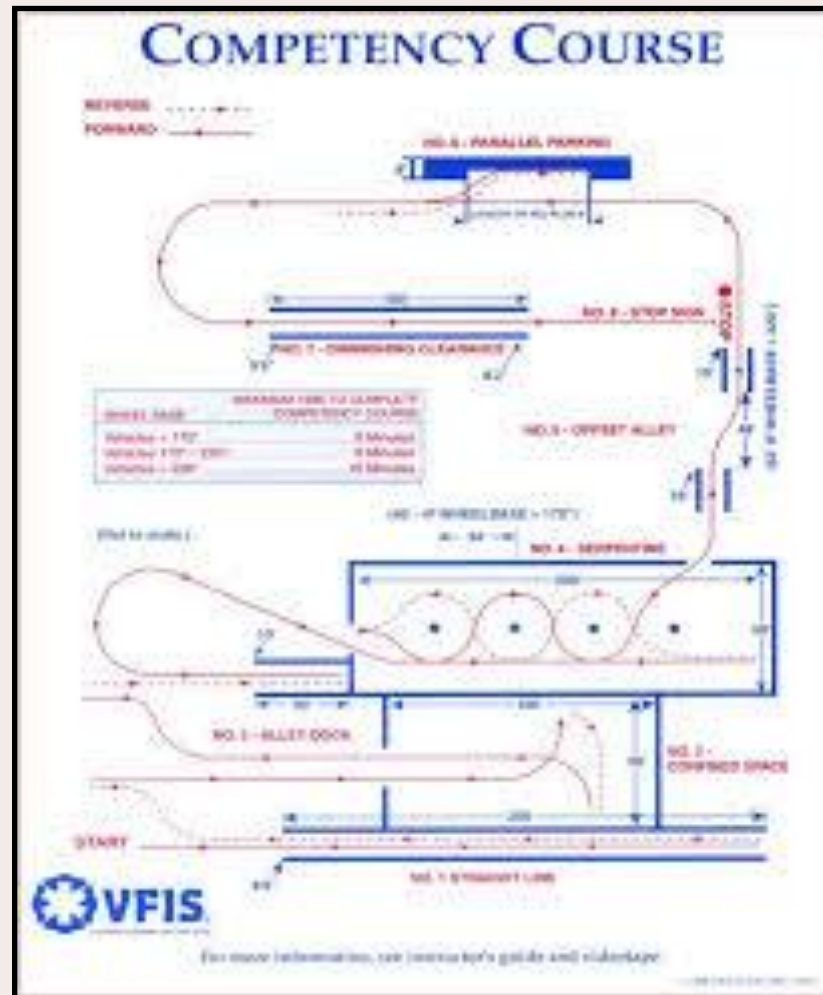


EVOC course

Size dependent on parcel size

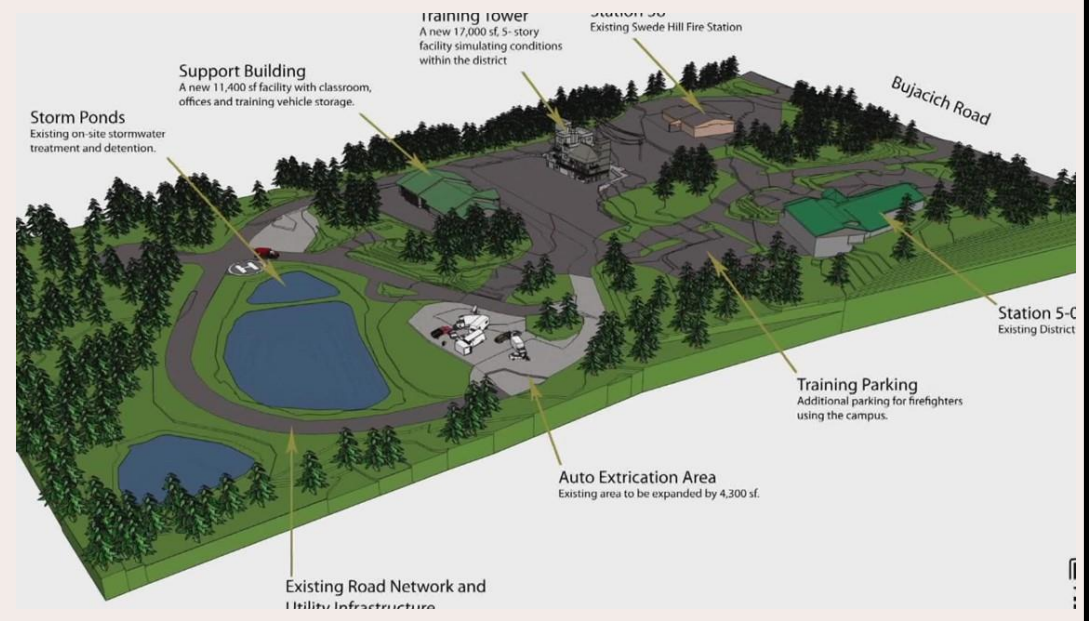


EVOC course minimum
This is the course we currently
set up with the airports support.





Examples of other Fire and Police training facilities



“

best use of land that will
serve the most people
directly and indirectly

”

Potential Partners



TSSA



Truckee Airport



Truckee Fire



Truckee Police Department



North Tahoe Fire



North Star Fire



Olympic Valley Fire

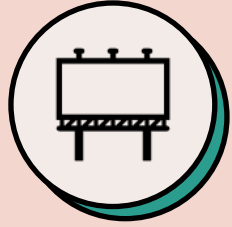


Southwest Gas

Plan for production

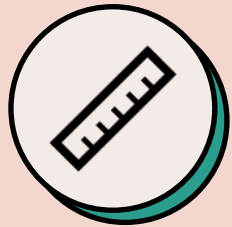


Planning

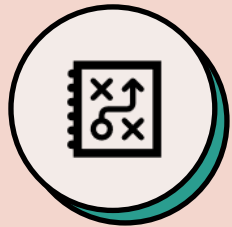


Funding

Fire Districts have money set aside, about \$1,000,000



Design



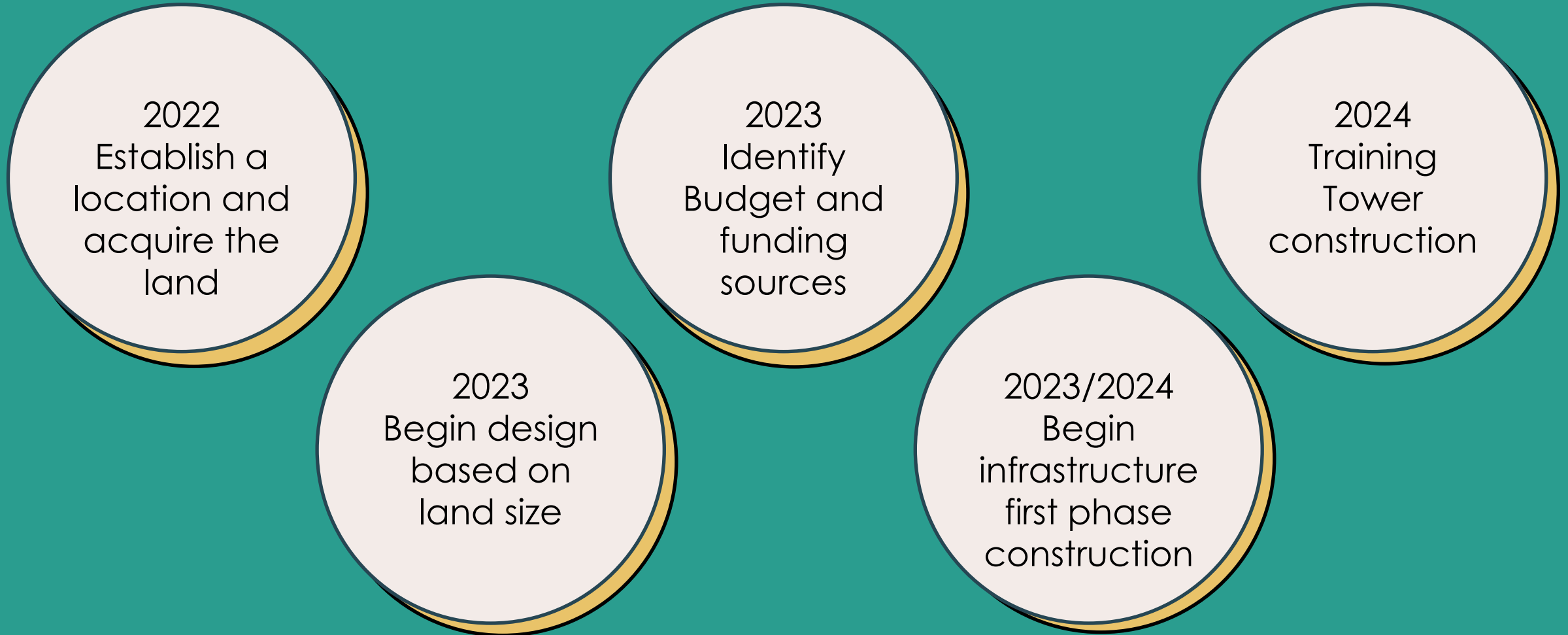
Strategy

Stake holder contributions



Launch

Timeline



First phase

Fire facilities

- Training Tower
- ARFF Prop
- Gas props NG and LPG

Truckee Police and TTSA

- Shooting range
- Confined space prop

Second phase

Fire Facilities

- EVOG course
- Class rooms
- Tank car prop

TTSA and Truckee Airport

- Chlorine Prop
- Aircraft Prop

How we get there

Planning

Agency buy in and location is first priority. Once land has been acquired the rest of the planning can begin. The size of the parcel will determine the features and layout. The bigger the parcel the broader the training capabilities can be. With varying agencies participating the more value this project has for the community.

Finance

With agency buy in and with all of the key stake holders committing money to the project along with grant seeking through there unique channels enough can be raised to move quickly towards construction. Fire departments seeking HSG grants, The airport seeking FAA grants Police seeking HSG from there side etc.

Implementation

With a phased approach and enough land the regional training center can be constantly improved and capabilities added as finances allow. If the college for instance would like to contribute and start a fire or police academy. It's easier to turn a paramedic into a firefighter than the opposite.

Summary

Although there are many worthy organizations vying for TTSA land we feel that a regional training center is truly the best use of this land. It will service all of the districts already in TTSA's service area not just Truckee. A return on investment through the benefits that it will provide through cost sharing and savings. The location on TTSA land is ideal and it is the opinion of the stake holders the best use as well.

Thank you

Kevin McKechnie Fire Chief

kevinmckechnie@truckeefire.org

Matt Parkhurst Division Chief Operations

mattparkhurst@truckeefire.org

530-582-7850



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: VII-3
Subject: Discussion and status of the Sewer Service Charge & Sewer Connection fee rate studies

Background

At the April 20, 2022 Board of Directors meeting, the Board approved the hiring of HDR to perform the Sewer Service Charge Study and the Sewer Connection Fee Study for the Agency, regular agenda items #5 and #6.

The purpose of this agenda item is to update the Board and to allow for discussion from the Board of Directors and the public.

Discussion points:

1. General summary
2. Status of sewer service charge study
3. Status of sewer connection fee study
4. Proposed recommended calendar

Fiscal Impact

None

Attachments

None

Recommendation

None, discussion only

Review Tracking

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Paul Shouse, Electrical and Instrumentation Supervisor
Item: VII-4
Subject: Approval of Consultant Services to Develop SCADA Standards

Background

In August of 2021, the Board of Directors awarded to Jacobs Engineering (CH2M Hill) a contract to provide the Agency with a comprehensive IT and SCADA Master Plan (Plan). The Plan assessed the current condition of the Agency's technology systems and components, compared existing technology against industry standards, and provided implementation planning for identified improvements.

On June 15, 2022, the final IT/SCADA Master Plan was presented and accepted by the Board of Directors. The Plan recommended three major phases of implementation, broken into eight sub-projects. One of the foundational projects included in phase one of the Plan, is to "Develop SCADA Standards."

In August of 2022, staff requested a proposal from Jacobs Engineering for the development of SCADA Standards as outlined in phase one of the IT/SCADA Master Plan. The scope of the service is to establish a design guide for supervisory control and data acquisition (SCADA) system equipment, SCADA system programming, and SCADA/information technology (IT) interfaces.

Due to the significant amount of data and information gathered to assess T-TSA's technology infrastructure for the preparation of the IT/SCADA Master Plan, Jacobs was recognized as uniquely qualified to provide these consultation services. As a professional service and in accordance with The Agencies Purchasing Ordinance No. 3-2015 only one proposal was solicited with the intent of a sole source award to Jacobs Engineering

Jacobs provided a proposal for consultation services in the amount of \$224,921.00.

Fiscal Impact

The project total of \$224,921.00 is less than the approved budget amount of \$241,000.00.

Recommendation

Management and staff recommend approval of Task Order No. 38 of the Master Services Agreement between Tahoe-Truckee Sanitation Agency and CH2M Hill to Develop T-TSA SCADA Standards in the amount of \$224,921.00.

Review Tracking

Submitted By: _____

Paul Shouse
Electrical and Instrumentation Supervisor

Approved By: _____

Richard Pallante
Interim General Manager

Task Order No. 38 to Agreement between Tahoe-Truckee Sanitation Agency and CH2M HILL, Inc.

This TASK ORDER is for the AGREEMENT dated June 14, 1995, including subsequent Amendments dated December 11, 2002, March 25, 2003, January 1, 2009, January 1, 2014, and June 12, 2019, between Tahoe-Truckee Sanitation Agency (T-TSA or Agency) and CH2M HILL, Inc. (Consultant). The purpose of this TASK ORDER is to provide engineering assistance to the Agency for a Project generally described as follows:

Develop T-TSA SCADA Standards

Article 1 – Scope of Services

The purpose of the Project is to establish a design guide for supervisory control and data acquisition (SCADA) system equipment, SCADA system programming, and SCADA/information technology (IT) interfaces.

The primary tasks in this project are:

- Develop T-TSA SCADA Convention Standards for control philosophy, database naming, programmable logic controller (PLC)/human-machine interface (HMI) control objects for Siemens PLCs, Aveva HMI graphics, alarm management, and key indexes between SCADA data and IT datasets.
- Develop T-TSA SCADA Component Standards for field instruments, wiring, PLC hardware and software, and control panels.
- Compile SCADA Design Guide consisting of Executive Summary, SCADA Convention Standards, and SCADA Component Standards.
- Develop PLC/remote terminal unit (RTU) Transition Plan for 17 Water Reclamation Plant (WRP) PLCs and 14 RTUs (6 TRI remote sites and 8 disposal fields).
- Project Management

Task 1 – Develop Convention Standards

The purpose of this task is to develop basic SCADA system conventions to establish a framework for SCADA application development and programming. These standards will be based on predominant conventions currently in use, Siemens PLCs, and Aveva HMI.

Subtask 1.1 – Kickoff and Control Philosophy Workshop

Consultant will compile a document request. T-TSA is expected to provide relevant documents within 2 weeks of the delivery of the document request. Consultant will review the documents prior to the control philosophy workshop to gain an introductory level of knowledge. Example documents to be requested include control strategy descriptions, P&IDs, and any current SCADA system standards.

The kickoff meeting portion of the control philosophy workshop is intended to align T-TSA's goals and objectives for this project and Consultants' process to achieve them. The kickoff agenda will include introductions, lines of communication, roles and responsibilities, and a discussion of the documents received. All meetings and workshops are assumed to be in person at T-TSA facilities. At T-TSA's option, meetings and workshops may be conducted virtually via Teams.

Consultant will facilitate **Workshop #1** with T-TSA operations and SCADA team members to discuss findings and observations from Consultants' documentation review, to review existing control modes and to define a control philosophy. Typical control philosophy topics include local/remote, auto/manual, alarms/shutdowns, proportional integral derivative (PID), pump station, and chemical dosing control modes. Two members of Consultants' team will conduct the workshop of up to 2 hours in length. Upon completion of the workshop, Consultant will document the workshop results in a draft technical memorandum (TM) that describes T-TSA's SCADA control philosophy.

Subtask 1.2 –Develop Database Naming Workshop

Consultant will facilitate **Workshop #2** with T-TSA operations and SCADA team members to review tag and database naming conventions for SCADA system design, development, and programming. Typical database naming topics include process/asset hierarchy, control loops, and International Society of Automation standards. Two members of Consultants' team will conduct the workshop of up to 4 hours in length. Upon completion of the workshop, Consultant will document the workshop results in a draft TM that describes T-TSA's SCADA database naming standards.

Subtask 1.3 – Develop PLC/HMI Control Object Descriptions

Consultant will facilitate **Workshop #3** with T-TSA operations and SCADA team members to list commonly used control devices and develop descriptions for about 20 control objects. Typical control objects include analog inputs, flow totalizers, tank levels, discrete valves (large and small), analog valves, discrete pumps (large and small), analog pumps, and PID controllers. Two members of Consultants' team will attend the workshop of up to 2 hours in length. Upon completion of the workshop, Consultant will document the workshop results in a draft TM that describes the PLC/HMI control objects.

Subtask 1.4 – Develop HMI Graphic and Alarm Management Conventions

Consultant will facilitate **Workshop #4** with T-TSA operations and SCADA team members to review existing graphic conventions, alarms, and reports and develop standard conventions for high performance graphics, alarm management, and reporting. Typical graphic conventions include color conventions, graphic hierarchy and navigation, graphic layouts (including overviews and popups), alarm presentation, and situational presentations. Typical alarm management topics include nuisance alarms, alarm storms, and alarm inhibiting. Typical reporting topics include historical data resolution, data compression, data retrieval, data analysis, and key indexes for IT interfaces. Two members of Consultants' team will attend the workshop of up to 4 hours in length. Upon completion of the workshop, Consultant will document the workshop results in a draft TM that describes the HMI graphics, alarm management, reporting and key index conventions.

Task 1 Deliverables:

- Kickoff Meeting Materials
- Control Philosophy Workshop Materials and TM 1
- Database Naming Workshop Materials and TM 2
- PLC/HMI Control Object Workshop Materials and TM 3
- HMI Graphics/Alarm Management Workshop Materials and TM 4

Task 2 – Develop Component Standards

The purpose of this task is to develop SCADA system component standards.

Subtask 2.1 – Instrumentation and Control Panels

Consultant will facilitate **Workshop #5** with T-TSA operations and SCADA team members to review existing instrumentation and control panel equipment. Typical discussions on standard equipment include flow, pressure, and level instruments, control panel sizes, designs, and terminations. Two members of Consultants' team will conduct the workshop of up to 2 hours in length. Upon completion of the workshop, Consultant will document the workshop results in a draft TM that describes T-TSA's instrumentation and control panel standards.

Subtask 2.2 – PLC/HMI Control Equipment

Consultant will facilitate **Workshop #6** with T-TSA operations and SCADA team members to review PLC and HMI equipment. Typical discussions on control equipment include PLC models and HMI types (tablets, touchscreens, PCs, monitors). Two members of Consultants' team will attend the workshop of up to 2 hours in length. Upon completion of the workshop, Consultant will document the workshop results in a draft TM that describes the control equipment standards.

Task 2 Deliverables:

- Instrumentation and Control Panels Workshop Materials and TM 5
- PLC/HMI Control Equipment Workshop Materials and TM 6

Task 3 – Compile SCADA System Design Guide and Transition Plan

The purpose of this task is to compile the convention and component standards into a Design Guide and develop a Transition Plan for the 17 WRP PLCs and 14 RTUs (6 TRI remote sites and 8 disposal fields).

Subtask 3.1 –SCADA System Design Guide

Once all six draft TMs (Control Philosophy/Database Naming, Control Objects, HMI Graphics/ Alarm/Reporting, Instrumentation/Control Panels, Control Equipment) have been reviewed by T-TSA and returned to Consultant, Consultant will consolidate all standards into a draft SCADA System Design Guide for final review. After review comments are incorporated, Consultant will provide a final SCADA System Design Guide in editable electronic format.

Subtask 3.2 – SCADA Transition Plan

In preparation for Phase 2 of the SCADA/IT Master Plan to replace the SCADA system, Consultant will prepare a draft SCADA Transition Plan. The Transition Plan will identify sequencing criteria and initial priorities for the 17 WRP PLCs and 14 RTUs (6 TRI remote sites and 8 disposal fields). The Transition Plan will describe a pilot domain that identifies specific PLCs and controls to be replaced and provide a PLC replacement schedule with design and construction phases for all PLCs. After review comments are incorporated, Consultant will provide a final SCADA Transition Plan in editable electronic format.

Task 3 Deliverables:

- SCADA System Design Guide (draft and final)
- SCADA Transition Plan (draft and final)

Task 4 – Project Management

Project Management

Consultant will furnish project management services necessary to properly manage, lead, and control the project work. Consultant will furnish project management services for the project, as follows:

- Progress Monitoring—Monitor budget, work progress, and schedule for each task. Manage scope changes and act to resolve impacts on budgets as soon as scope changes have been identified.
- Administration—Maintain project records, manage and process project communications, and coordinate Project administrative matters.
- Staff Management—Supervise activities of staff assigned to the project. Coordinate and schedule appropriate staffing to meet project requirements.
- Health and Safety—Consultant will provide project specific field safety instructions for use by team members when performing field investigations at T-TSA sites.

Monthly Reporting

Consultant will prepare monthly progress reports. The reports will include at a minimum, the following:

- Progress within the last month, by task and subtask.
- Problems encountered or anticipated
- Monthly project billings showing labor hours by staff member and by task

Quality Assurance

Quality assurance (QA) is the administrative and procedural activities implemented in our quality system to guarantee high level of quality in the development, production, and delivery of our engineering projects and services at each phase of the project. Quality control (QC) is the observation of techniques and activities used to make sure the requirements of our quality procedures and program are met. It is our system for verifying and maintaining the desired level of quality through careful planning, continued review and "inspection," and implementation of corrective action, as required. QC makes sure the results of what we've done are what you expected.

Deliverables: Monthly status reports with monthly invoices

Assumptions

The scope and fee for the above-described Consultant services include the following assumptions:

- Agency will make its facilities accessible to Consultant as required for Consultant's performance of its services.
- The duration of Consultant's services described herein is anticipated to be approximately eight (8) months, starting with the authorization to proceed through final deliverable.

Additional Services

The services listed below are not included in this Task Order but can be performed if requested and approved by Agency and Consultant. Time, scope, and fee have not been budgeted for the tasks listed

hereunder. Authorization to proceed shall be in the form of an amendment to this Task Order or a separate Task Order specifying the work to be performed and the additional payment for such services rendered. The amendment or Task Order, after execution by both parties, shall become a supplement to and a part of the AGREEMENT FOR PROFESSIONAL SERVICES.

- Evaluation and analyses of SCADA component alternatives
- Design services for PLC Replacement Projects
- PLC/HMI programming services
- Startup/Commissioning of PLC Replacements
- Operations and Maintenance Manuals
- Workshops or field visits in addition to those listed above

Article 2 – Compensation

Compensation by Agency to Consultant will be as follows:

1. Cost-Reimbursable Multiplier (Time and Expense)

For services enumerated in ARTICLE 1, Consultant’s Salary Costs multiplied by a factor of 2.05 plus Direct Expenses, plus a service charge of 5 percent for Direct Expenses.

A minimum and maximum bill rate of \$90 per hour and \$290 per hour, respectively, will be applied.

The budgetary estimate established for services described under ARTICLE 1 is summarized in the following table.

Task	Description	Budget
1	Develop Convention Standards	\$90,080
2	Develop Component Standards	\$45,313
3	Compile SCADA System Design Guide and Transition Plan	\$35,757
4	Project Management	\$53,771
	Total	\$224,921

It is recognized that actual costs required to complete the work may vary from the estimate provided due to additional or unforeseen requirements. Consultant will provide periodic progress reports to the Agency and the scope and/or fee will be adjusted as necessary to complete the work required. The authorized budgetary fee estimate amount will not be exceeded without prior authorization from the Agency’s Board of Directors.

When any budget has been increased, Consultant’s excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

Amount invoiced each month will be based on time and expenses expended to date. Invoices shall be accompanied by a listing of charges that make up the invoice total, including employee names, billing rates, and hours of Project staff, plus direct expenses.

2. Salary Costs

Salary Costs are the amount of wages or salaries paid Consultant's employees for work directly performed on the Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes; vacation, holiday, and sick pay; group insurance; and pension plan contributions.

3. Direct Expenses

Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, subcontracts, and outside services; special Agency-approved Project-specific insurance, letters of credit, bonds, and equipment and supplies; (2) Consultant's current standard rate charges for direct use of Consultant's vehicles, computing systems, laboratory test and analysis, word processing, printing and reproduction services, and certain field equipment; and (3) Consultant's standard project charges for special health and safety requirements of Occupational Safety and Health Administration (OSHA) and telecommunications services. Consultant's current standard rates for direct expenses shall be used. These rates are subject to change following internal audits and reviews.

Article 3 – Schedule

The Project schedule was developed assuming that work will begin by November 2022 and be completed by July 2023. The scope of engineering services and activities associated with this Task Order will be completed in accordance with the following approximate Project milestones:

- Project Authorized and Notice to Proceed by Agency – November 16, 2022
- Convention Standards Completed – April 2023
- Final Design Guide and Transition Plan – July 2023

The scope of engineering services covered by this Task Order shall be considered complete when final deliverables are deemed acceptable by Agency. Efforts will be made by the Consultant to complete the work in a timely manner. However, it is agreed that the Consultant cannot be responsible for delays occasioned by factors beyond Consultant's control, or factors which would not reasonably have been foreseen at the time this Task Order was executed.

Other Provisions

The following provisions shall apply to this TASK ORDER:

All work provided under this task order will be completed by July 2023.

This TASK ORDER shall be subject to the terms and conditions of the referenced AGREEMENT, as amended.

IN WITNESS WHEREOF, TASK ORDER NO. 38 is effective when approved by the Agency's Board of Directors, and is executed as shown below:

For Agency,
TAHOE-TRUCKEE SANITATION AGENCY

By: _____
Richard Pallante

_____ Interim General Manager
Title

Date: _____, 2022

For Consultant,
CH2M HILL, Inc.



By: _____
John Schoonover

_____ Designated Project Executive
Title

Date: October 26, 2022

Work under this Task Order will be performed under the direction of CH2M HILL Project Manager, Brad Memeo, P.E., who is a Civil Engineer, Certificate No. C 81778, licensed by the California Board for Professional Engineers and Land Surveyors.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VII-5
Subject: Request for Increase of Project Contingency 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.

The original deadline for this construction work was scheduled for August 26, 2022. Due to supply chain and labor shortages, key material deliveries for this project have been delayed. Current forecasts have all necessary equipment and material being delivered by January 2023 when external ambient conditions are less than favorable to perform the work. Due to the sensitive nature of the project, the Agency solicited a price from its contractor K.G. Walters Construction Co., Inc (KGW) to postpone field work to a more favorable time of year. The price received to postpone the work until June 2023, the selected optimum month for field work to commence, has yet to be received.

At the November 17, 2021 regularly scheduled Board of Directors meeting, a project contingency of \$110,000 was authorized above the contract bid amount of \$1,100,000. Existing authorized change orders amount to \$19,377.90. Potential change orders totaling an additional \$22,860.27 are currently being evaluated. Therefore, a total of \$42,238.17 of change orders are currently allocated, assuming all potential change orders are approved. The remaining balance for additional change orders under the current project contingency budget would be \$67,761.83 (\$110,000-\$42,238.17). Because the price to delay the work may exceed the contingency authorized by the Board of Directors at its November 17, 2021 meeting, staff is requesting additional contingency to cover these forthcoming costs.

Fiscal Impact

At the discretion of the Board of Directors.


Attachments


None.

Recommendation

Management and staff recommend increasing the project contingency for the 2021 Chlorine Scrubber Improvements project to an amount as determined by the Board of Directors.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VII-6
Subject: Commendation of Agency Counsel, Mr. Richard Shanahan

Background

Agency Counsel, Mr. Richard Shanahan has worked directly with Tahoe-Truckee Sanitation Agency as lead counsel since September 2014. Mr. Shanahan is retiring from Barkewitz, Kronic, and Shanahan law firm and today will be his last meeting with us.

The Board of Directors wishes to commend Mr. Shanahan in appreciation for his years of service and dedication with the Agency.

Fiscal Impact

None.


Attachments

None.

Recommendation

Commendation of Agency Counsel, Mr. Richard Shanahan.

Review Tracking

Approved By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VII-7
Subject: Discussion of in-person Board of Directors meeting for December

Background

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

Fiscal Impact

None.


Attachments

None.

Recommendation

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

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VIII-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.


Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: November 30, 2022
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

- All plant waste discharge requirements were met for the month.

Operations:

- Plant performed well through the month.
- Sodium Hydroxide was added to the final effluent to maintain a neutral pH.
- Water Information Management Solution (WIMS) implementation is ongoing.
- Cleaned, inspected iron sponge, and replaced media.
- Started the in-house digester cleaning project.

Operations Work Orders:

- Completed this month:0
- Pending:0

Laboratory:

- Staff performed necessary laboratory testing.
- The Laboratory Information Management System (LIMS) implementation is ongoing. Lab staff predicting to go live in December.
- Staff have completed preparation of the laboratory Quality Manual and other documentation in accordance with The NELAC Institute (TNI) standards. Lab is in the process of implementing quality systems.

Laboratory Corrective Actions:

- Completed this month: 2
- Pending: 1


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.47
Monthly maximum instantaneous ⁽¹⁾	4.20
Maximum 7- day average	2.55

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	1.7	10.0
Total Phosphorus (mg/l)	0.31	0.80	0.41	1.50
Chemical Oxygen Demand (mg/l)	32	45	37	60

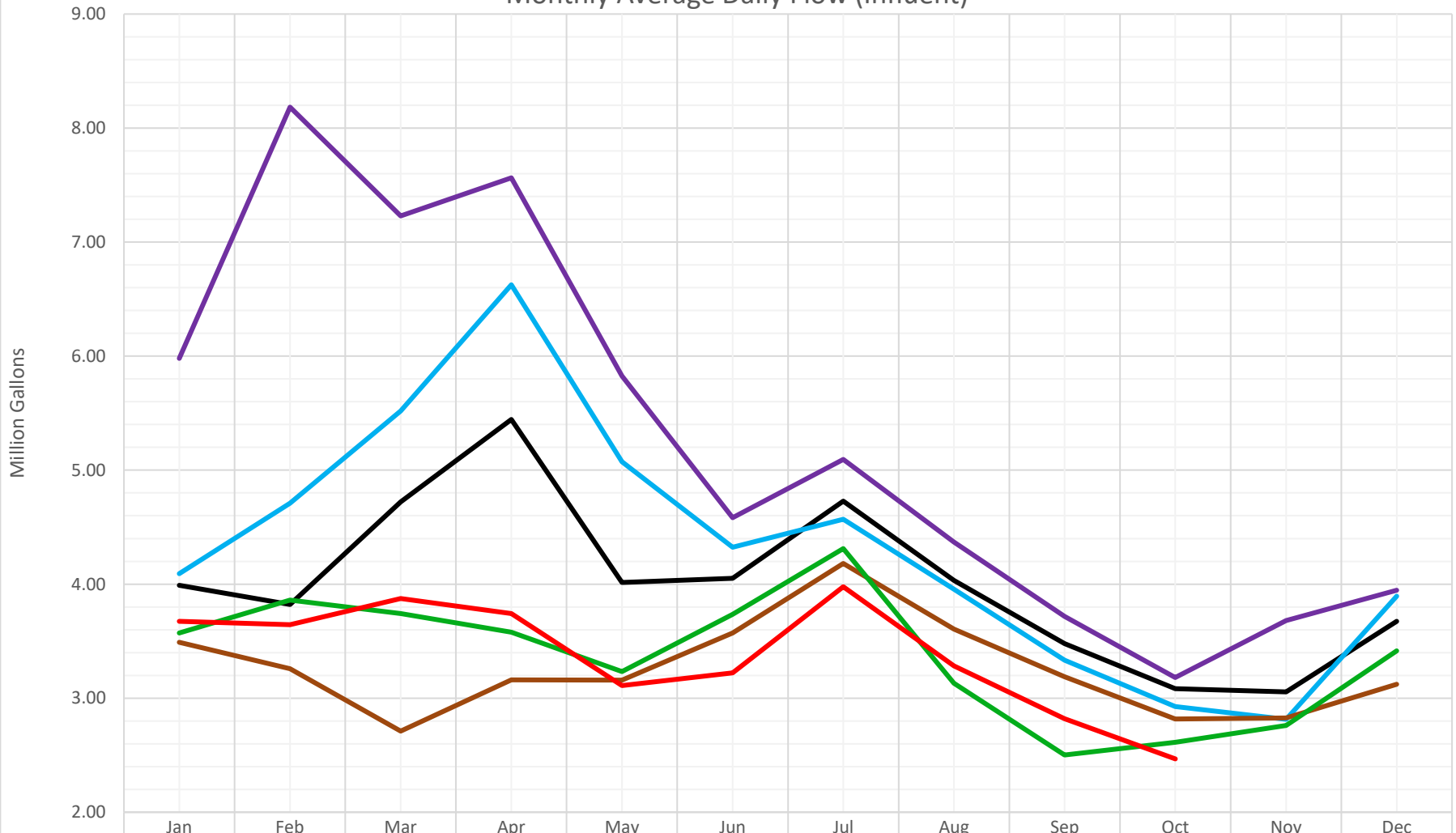
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

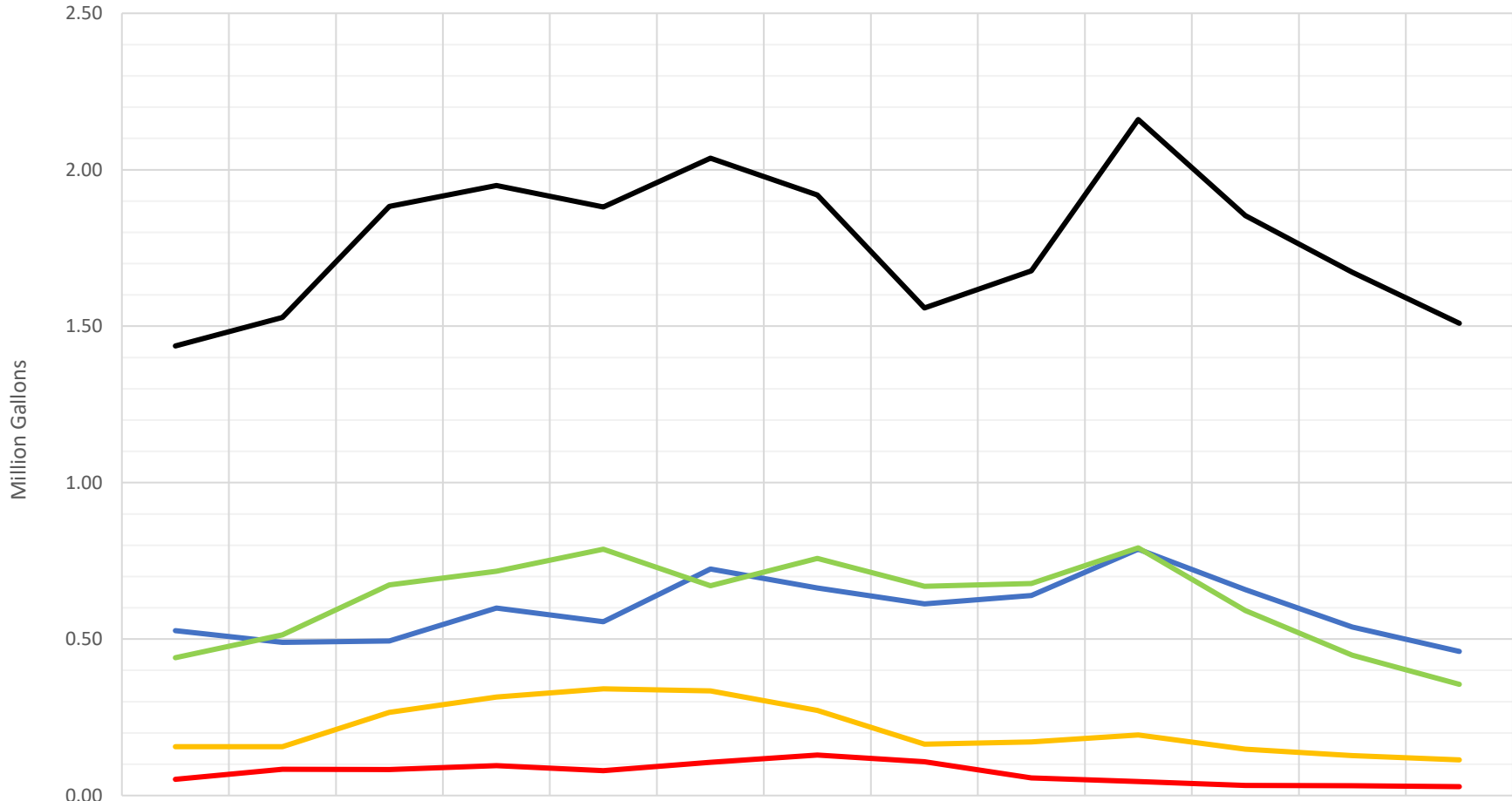
Approved By: 
 Richard Pallante
 Interim General Manager

Monthly Average Daily Flow (Influent)



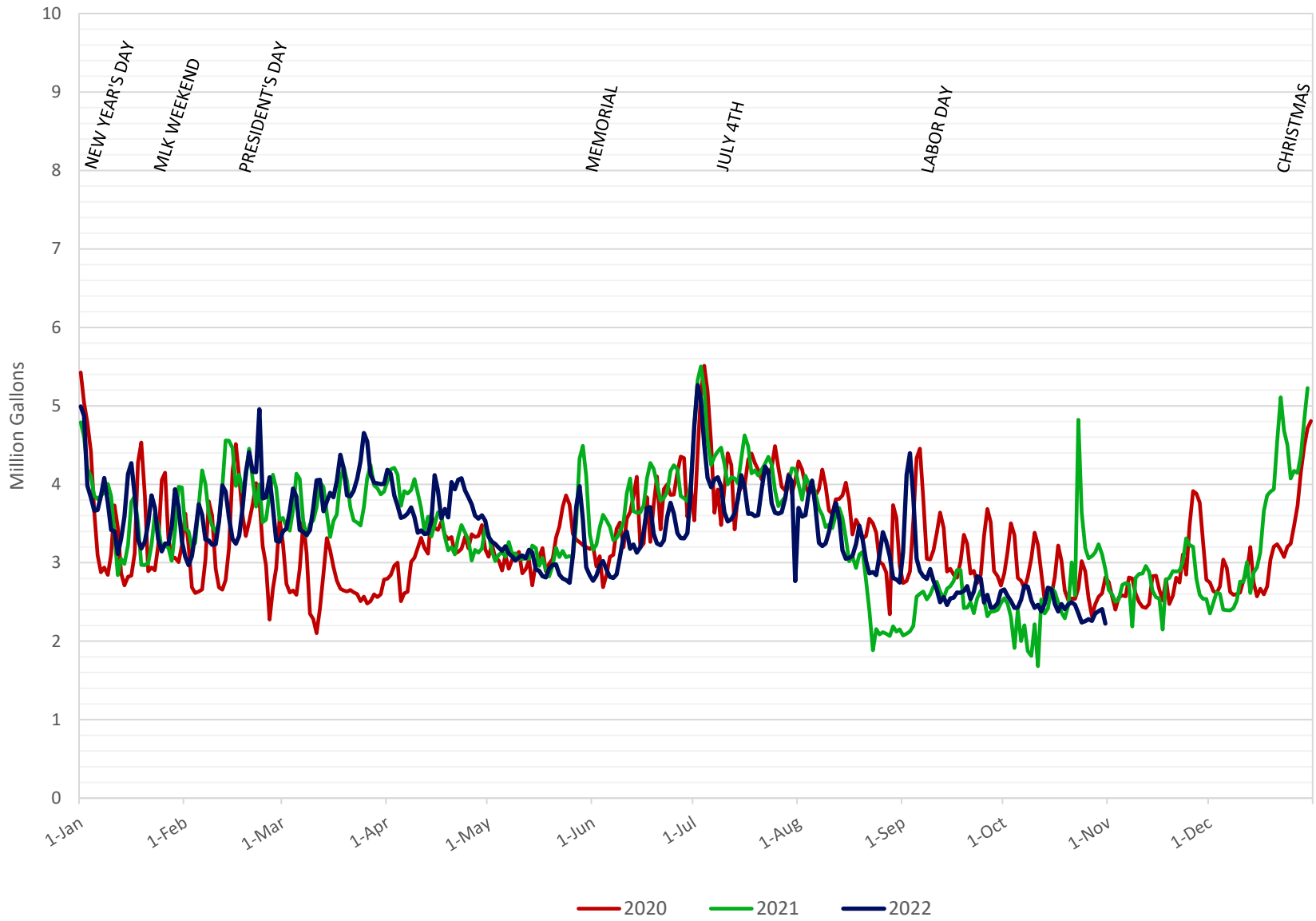
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12
2021	3.57	3.86	3.74	3.58	3.23	3.74	4.31	3.13	2.50	2.61	2.76	3.41
2022	3.68	3.64	3.87	3.74	3.11	3.22	3.98	3.28	2.82	2.47		

Monthly Average Daily Flow (Districts)

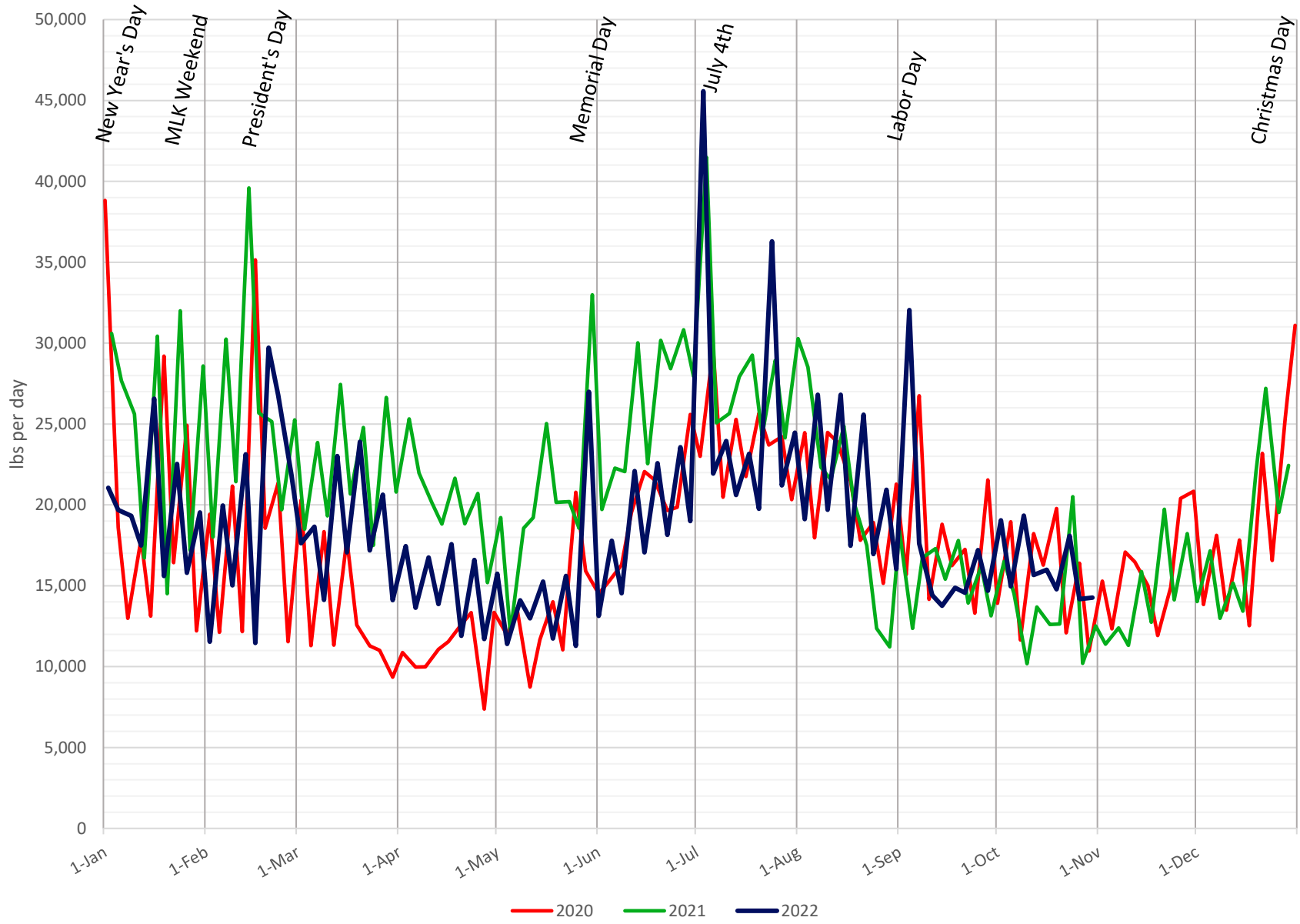


	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
NTPUD	0.53	0.49	0.49	0.60	0.56	0.72	0.66	0.61	0.64	0.79	0.66	0.54	0.46
TCPUD	0.44	0.51	0.67	0.72	0.79	0.67	0.76	0.67	0.68	0.79	0.59	0.45	0.36
ASCWD	0.05	0.08	0.08	0.10	0.08	0.11	0.13	0.11	0.06	0.04	0.03	0.03	0.03
OVPSD	0.16	0.16	0.27	0.31	0.34	0.33	0.27	0.16	0.17	0.19	0.15	0.13	0.11
TSD	1.44	1.53	1.88	1.95	1.88	2.04	1.92	1.56	1.68	2.16	1.85	1.67	1.51

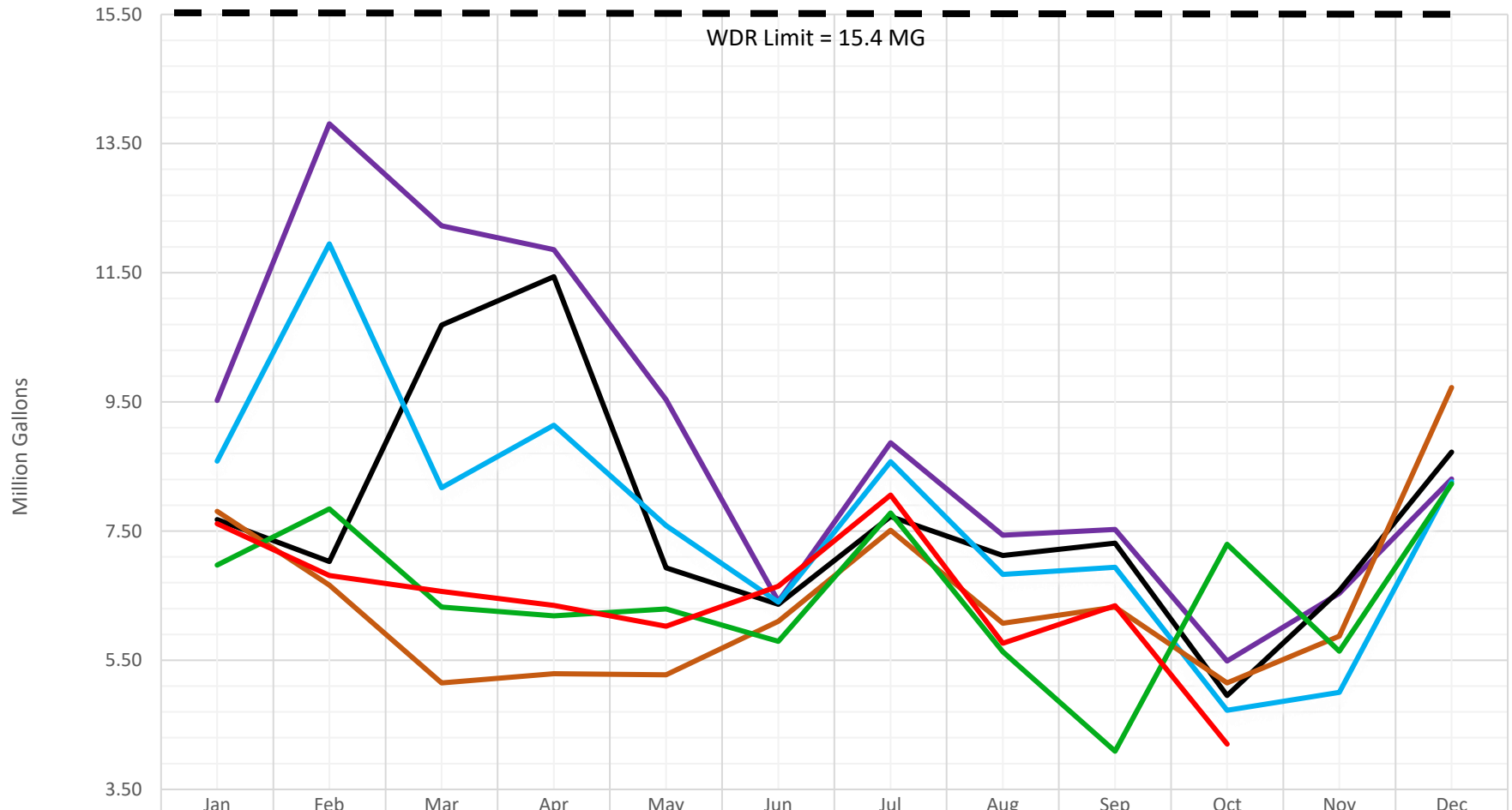
T-TSA Daily Influent Flow



COD Influent Loading

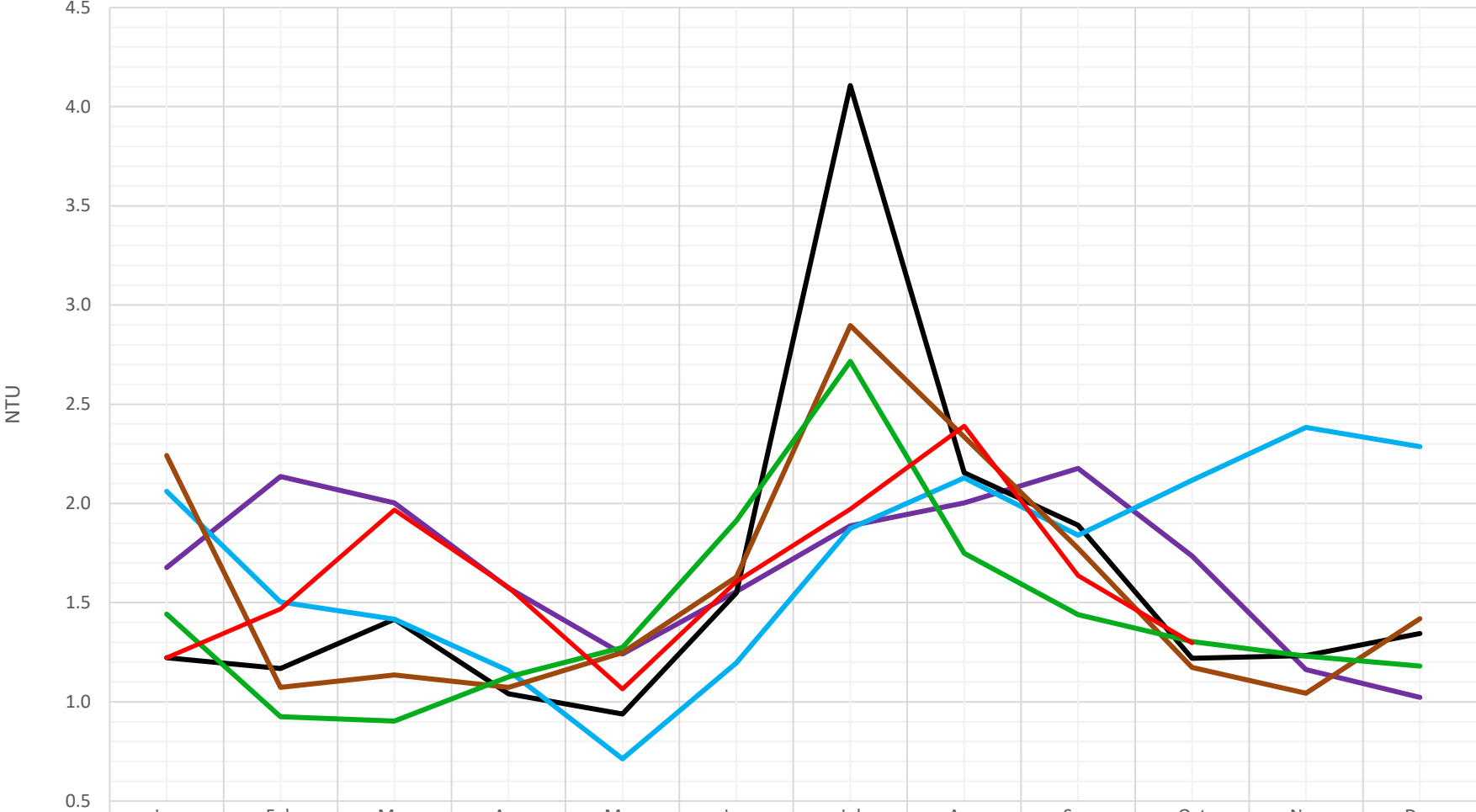


Monthly Maximum Instantaneous Flow (Influent)



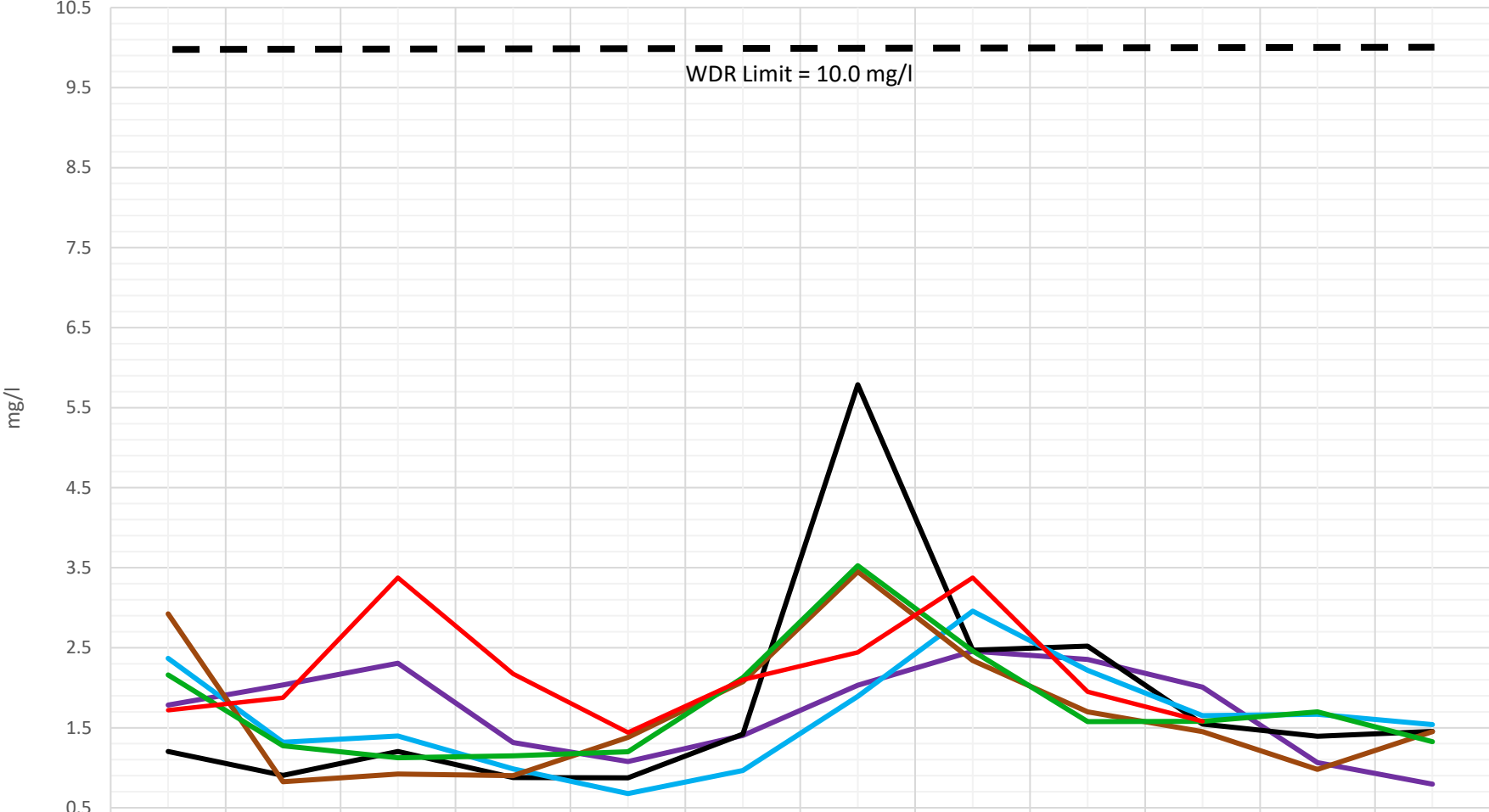
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	5.00	8.26
2020	7.81	6.66	5.15	5.29	5.27	6.10	7.51	6.07	6.33	5.15	5.87	9.72
2021	6.98	7.84	6.33	6.19	6.29	5.79	7.78	5.63	4.09	7.30	5.64	8.23
2022	7.61	6.81	6.57	6.35	6.03	6.65	8.06	5.76	6.34	4.20		

Monthly Average Daily Turbidity (Effluent)



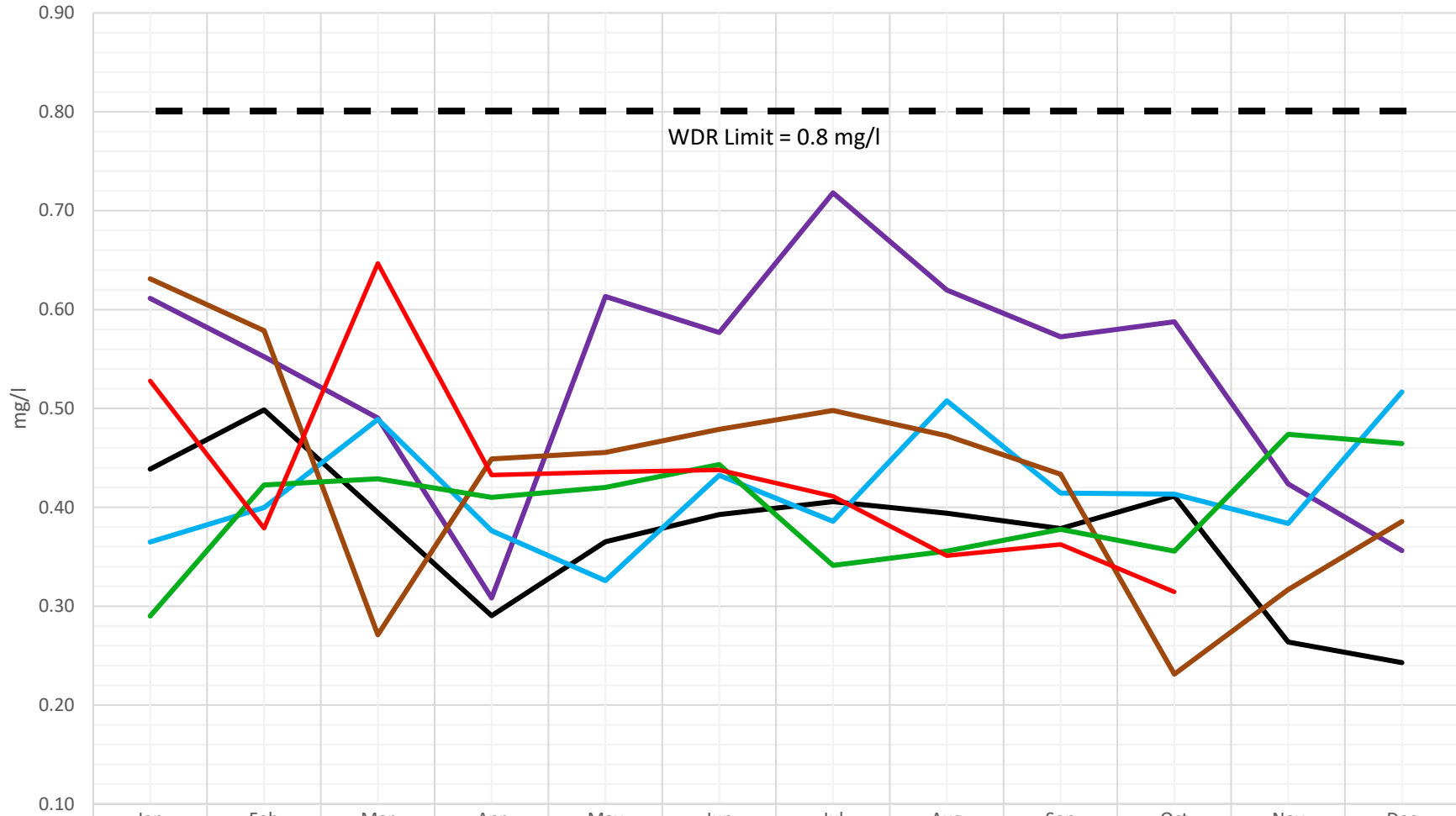
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4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

Monthly Average Daily Suspended Solids (Effluent)



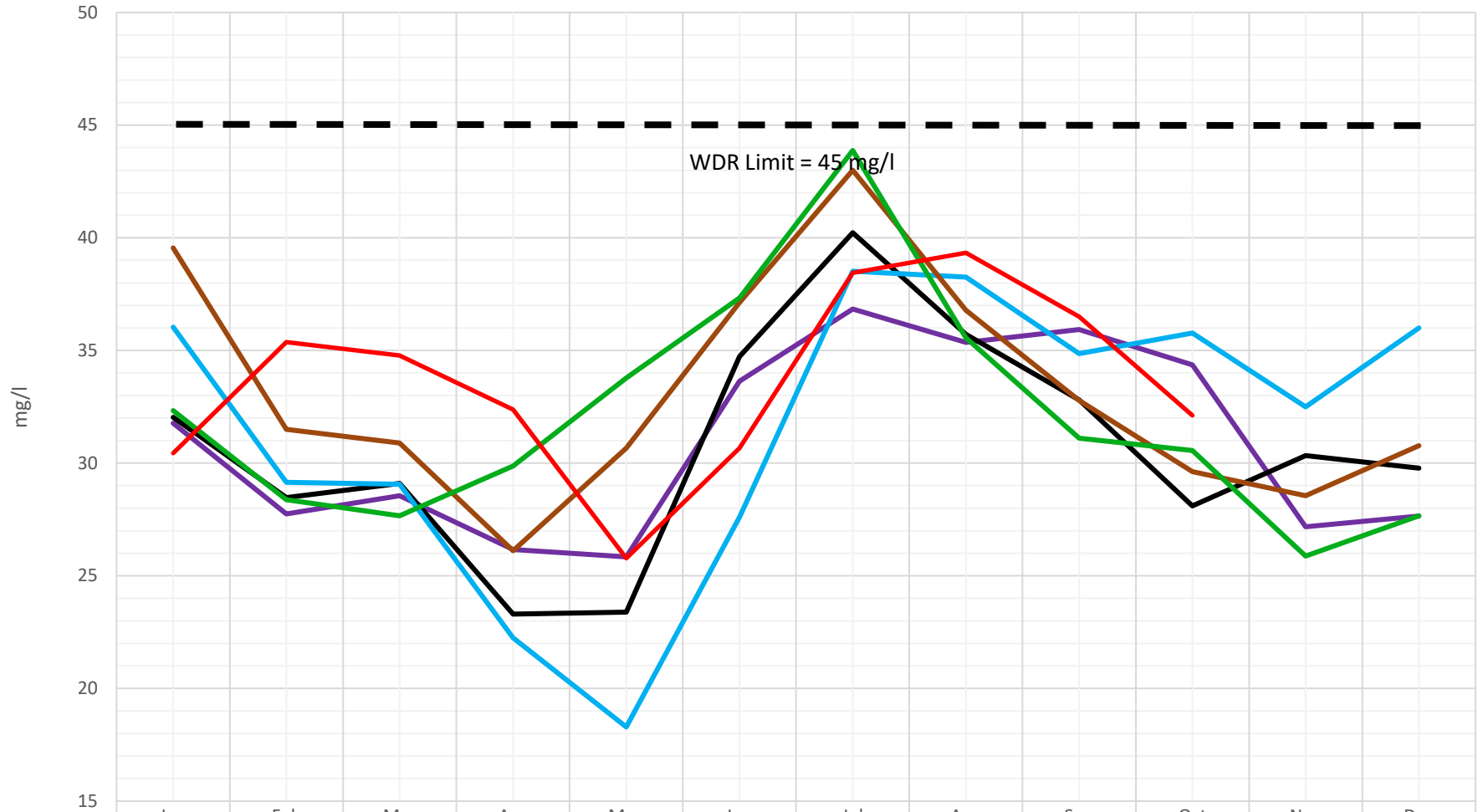
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6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

Monthly Average Daily Total Phosphorus (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32	0.39
2021	0.29	0.42	0.43	0.41	0.42	0.44	0.34	0.36	0.38	0.36	0.47	0.46
2022	0.53	0.38	0.65	0.43	0.44	0.44	0.41	0.35	0.36	0.31		

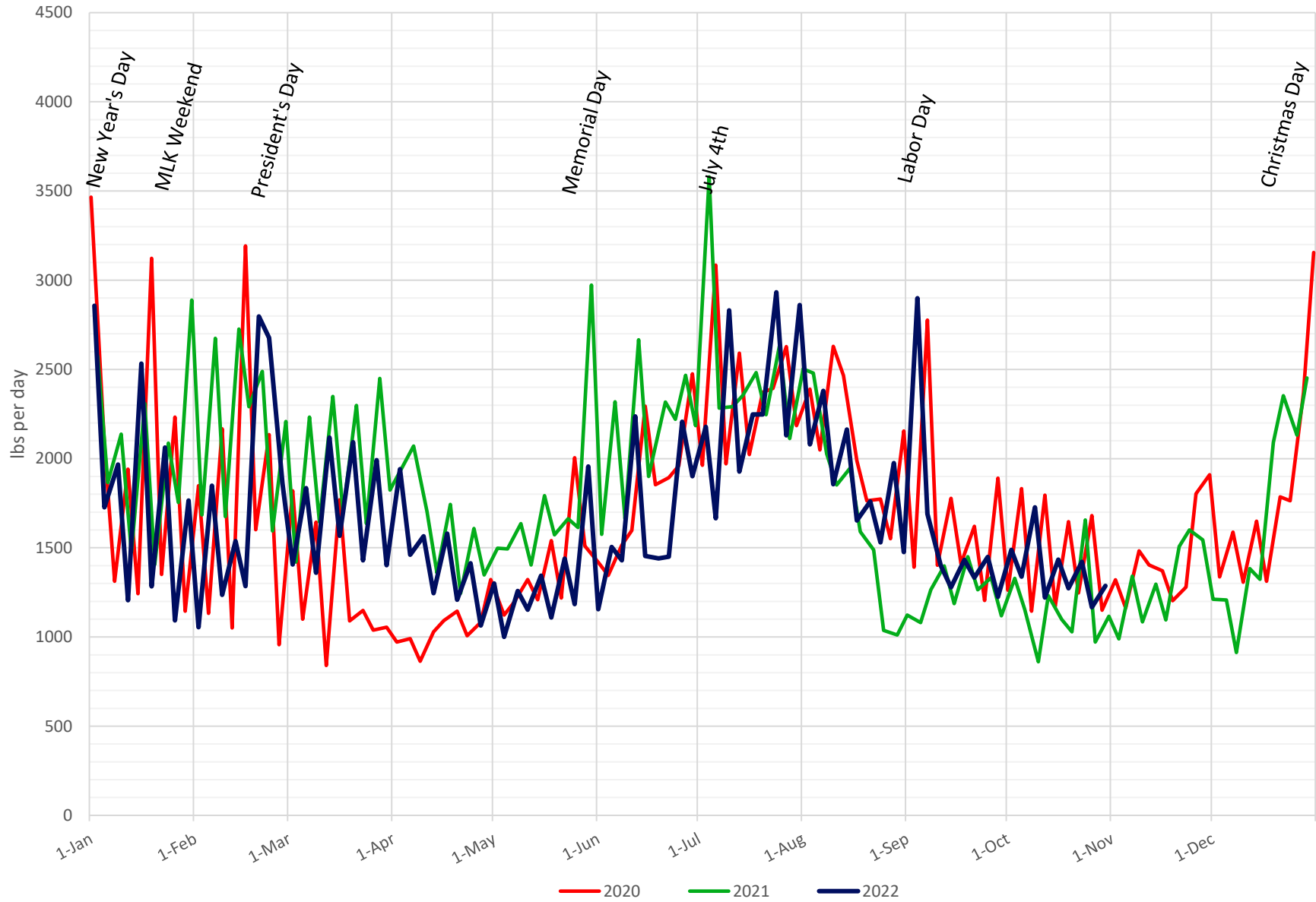
Monthly Average Daily Chemical Oxygen Demand (Effluent)



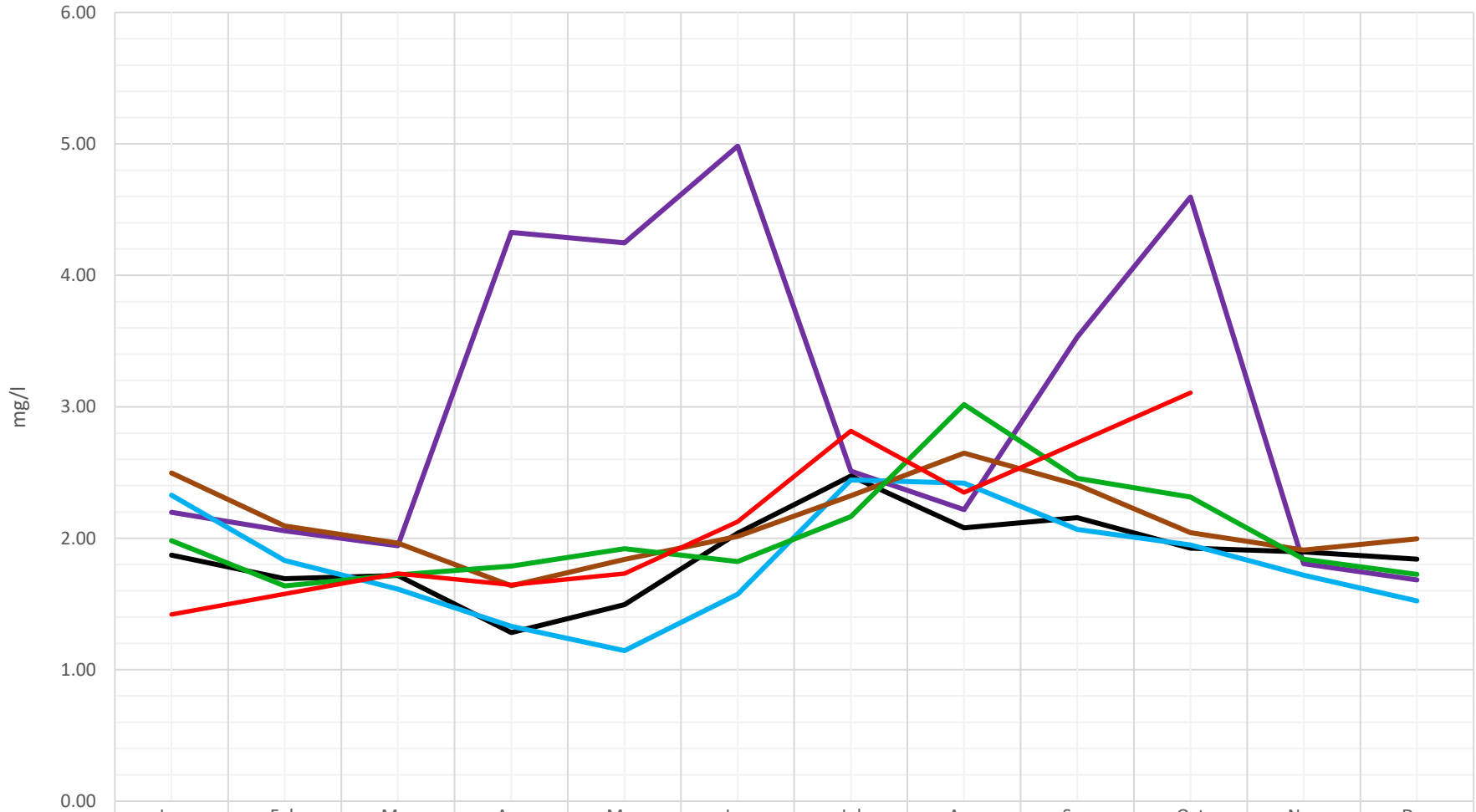
WDR Limit = 45 mg/l

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

TKN Influent Loading

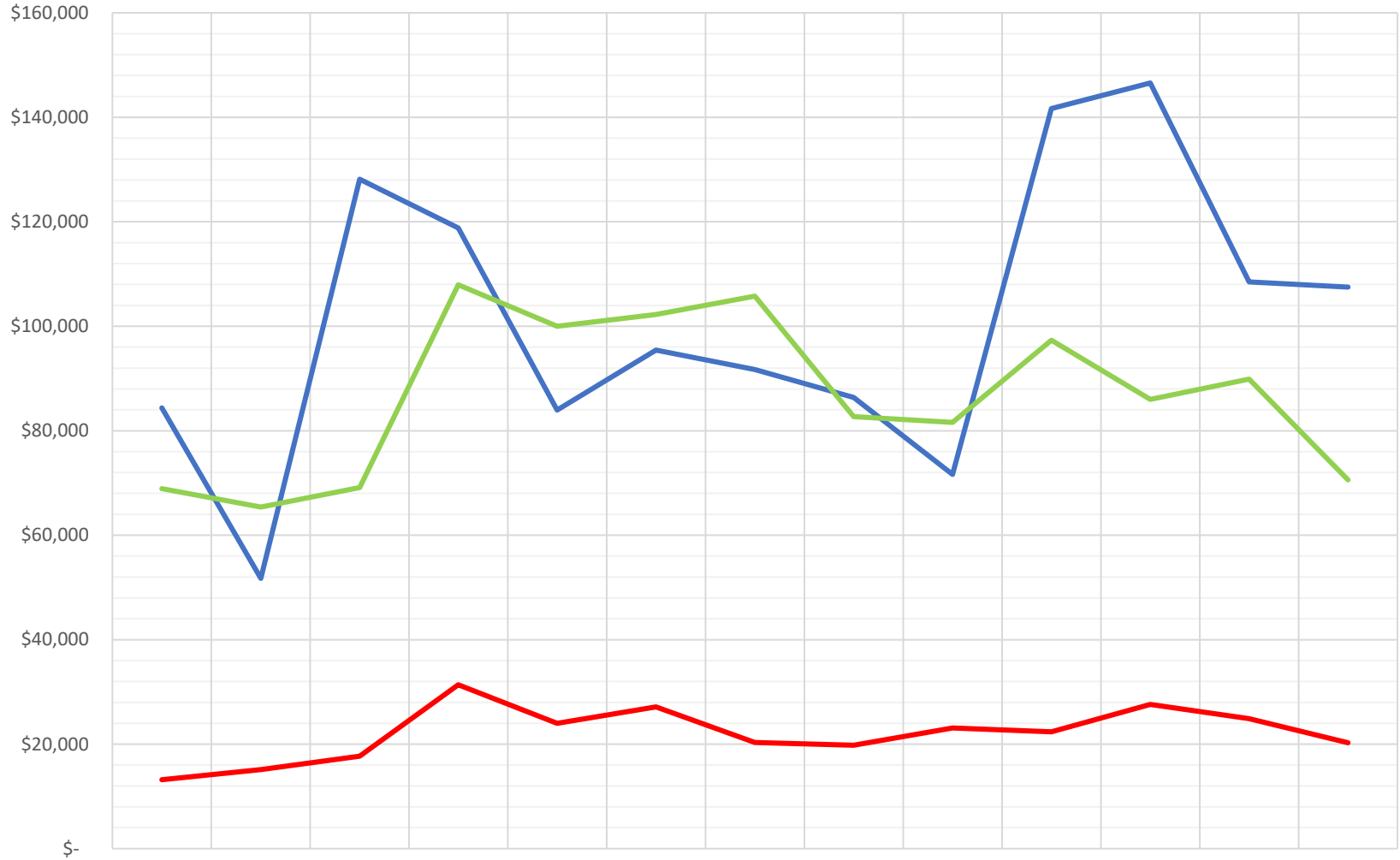


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.41	2.04	1.91	2.00
2021	1.98	1.64	1.72	1.79	1.92	1.82	2.17	3.02	2.46	2.31	1.84	1.73
2022	1.42	1.58	1.73	1.65	1.73	2.13	2.82	2.35	2.73	3.11		

Chemical, Power and Sludge Disposal Costs



	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
— Chemical	\$84,387	\$51,738	\$128,152	\$118,832	\$83,965	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666	\$146,572	\$108,468	\$107,489
— Power	\$68,936	\$65,393	\$69,150	\$107,937	\$100,001	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324	\$86,012	\$89,878	\$70,580
— Sludge Disposal	\$13,197	\$15,117	\$17,692	\$31,373	\$23,978	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347	\$27,626	\$24,891	\$20,280



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: November 30, 2022
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:

- Firewall configuration and install.
- Wi-Fi Upgrades/Coverage Enhancements.
- Development of new web site.
- SCADA/IT Master Plan implementation.
- Lucity CMMS Project.
- LIMS Project Support.
- WIMS Project Support.
- 2022 Control Room Upgrade.


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


- Repaired fuel leak on boiler #3.
- Installed guardrails for roof access to new roof vents.
- Fabricated and installed panel and pedestal for new Flo-Dar.
- Repaired rollup doors near final effluent and Dewatering loadout bay.
- Replaced butterfly valves on Iron Sponge.
- Modified Secondary Clarifier 1 draft tubes to match other three clarifiers.
- Shop painting.

◆ **Work Orders**

- Completed this month: Mechanical-22, Fleet-16, TRI- 14 Electrical & Instrumentation-9, IT-16.
- Pending: Mechanical-69, Fleet-63, TRI- 0 Electrical & Instrumentation-23, IT-22.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
Richard Pallante
Interim General Manager



Iron Sponge Valves



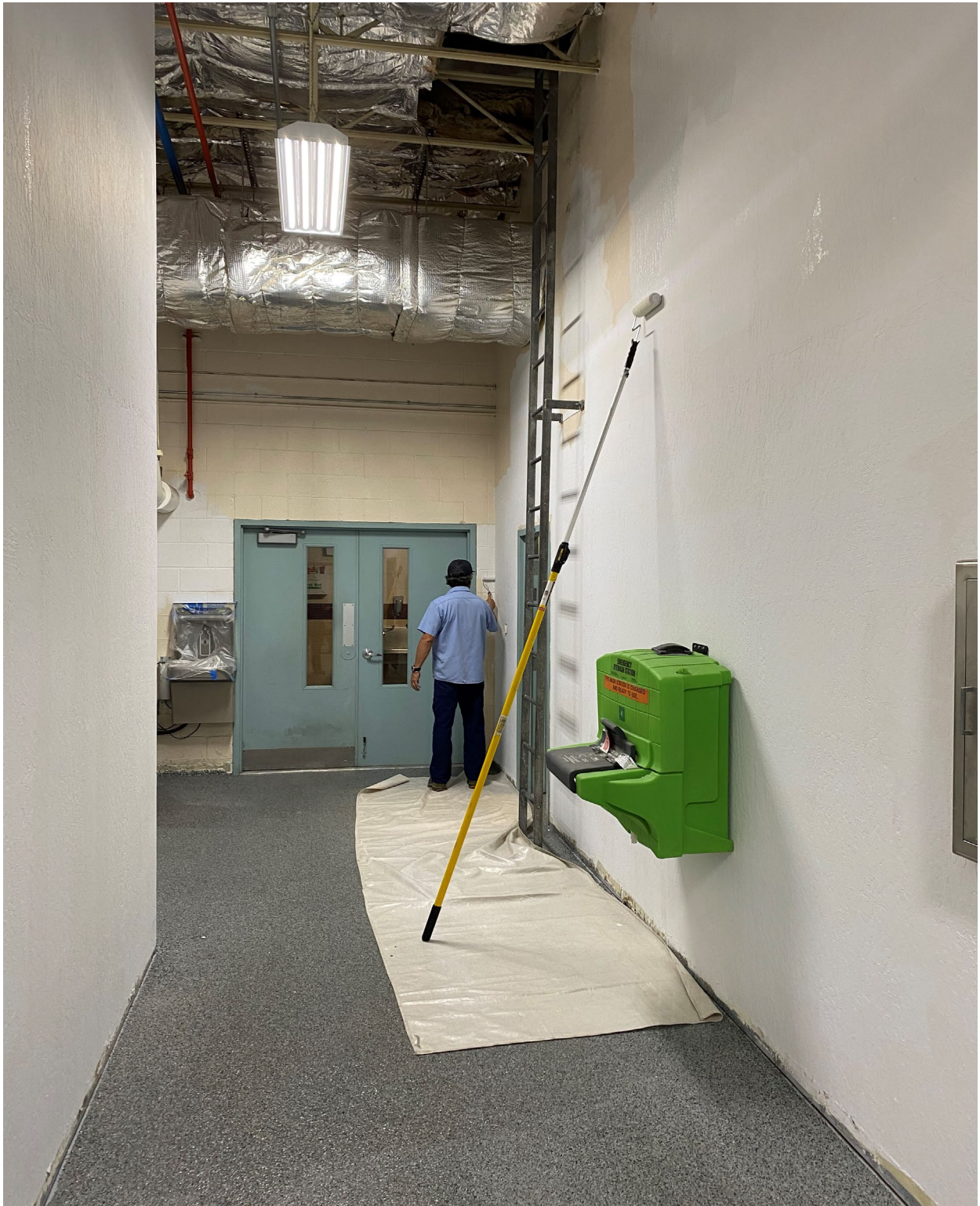
Panel Work



Clarifier Draft Tubes



C&CT Panel Work



Maintenance Shop Painting



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: November 30, 2022
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:


- Digestion Improvements Study
- Additional Boiler Heating Redundancy Design Project
- 2021 Chlorine Scrubber Improvements Project
- 2022 Control Room Upgrades Project
- 2022 Filter Influent Condition Assessment Project
- 2022 Plant Coating Project
- 2022 Roof Repair Project

◆ **Work Orders:**

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

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
Richard Pallante
Interim General Manager



2022 Control Room Upgrades Project
AWT Control Room Pre-Construction



2022 Control Room Upgrades Project
AWT Control Room Post-Construction



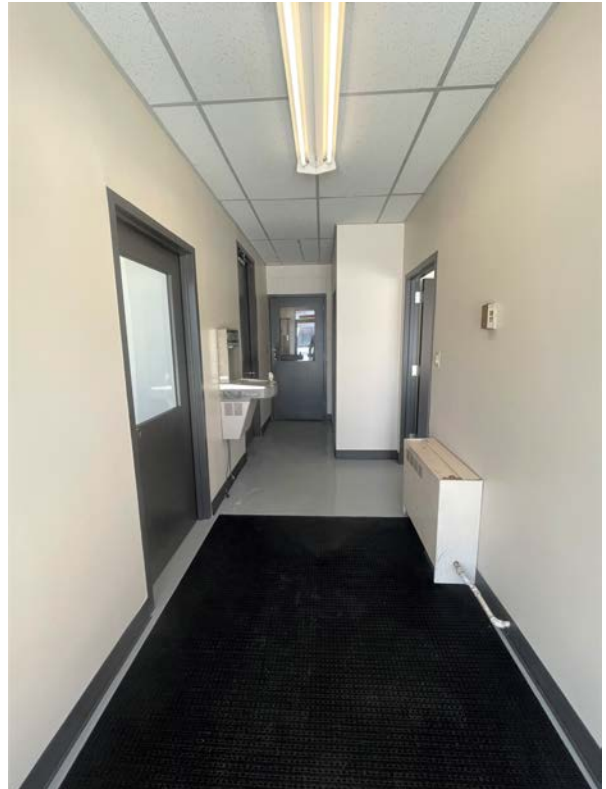
2022 Control Room Upgrades Project
AWT Lab Pre-Construction



2022 Control Room Upgrades Project
AWT Lab Post-Construction



2022 Control Room Upgrades Project
AWT Control Room Entryway Pre-Construction



2022 Control Room Upgrades Project
AWT Control Room Entryway Post-Construction



2022 Control Room Upgrades Project
AWT Control Room Restroom Pre-Construction



2022 Control Room Upgrades Project
AWT Control Room Restroom Post-Construction



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: November 30, 2022
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued FY22 year-end closing procedures and preparing for final Audit.
 - Performed warehouse inventory walk-through.
 - Attended CalPERS Annual Conference.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Completed inspection of the Tahoe Forest Hospital with TSD.
 - Completed inspection of the Tahoe Star Hotel with TSD.
- Purchasing/Administration
 - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
 - General responsibilities to customer service, front gate and front desk.
 - Purchased Breast Cancer Awareness T-TSA shirts for the Agency for October Breast Cancer Awareness Month.
- General Administration
 - Performed various administrative duties to assist Interim General Manager and Board of Directors.
 - Continued discussions and research on investment and funding opportunities, including grants.
 - Continued discussions and analysis for the rate studies with HDR, Department Managers and the Finance Committee.

Review Tracking

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

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

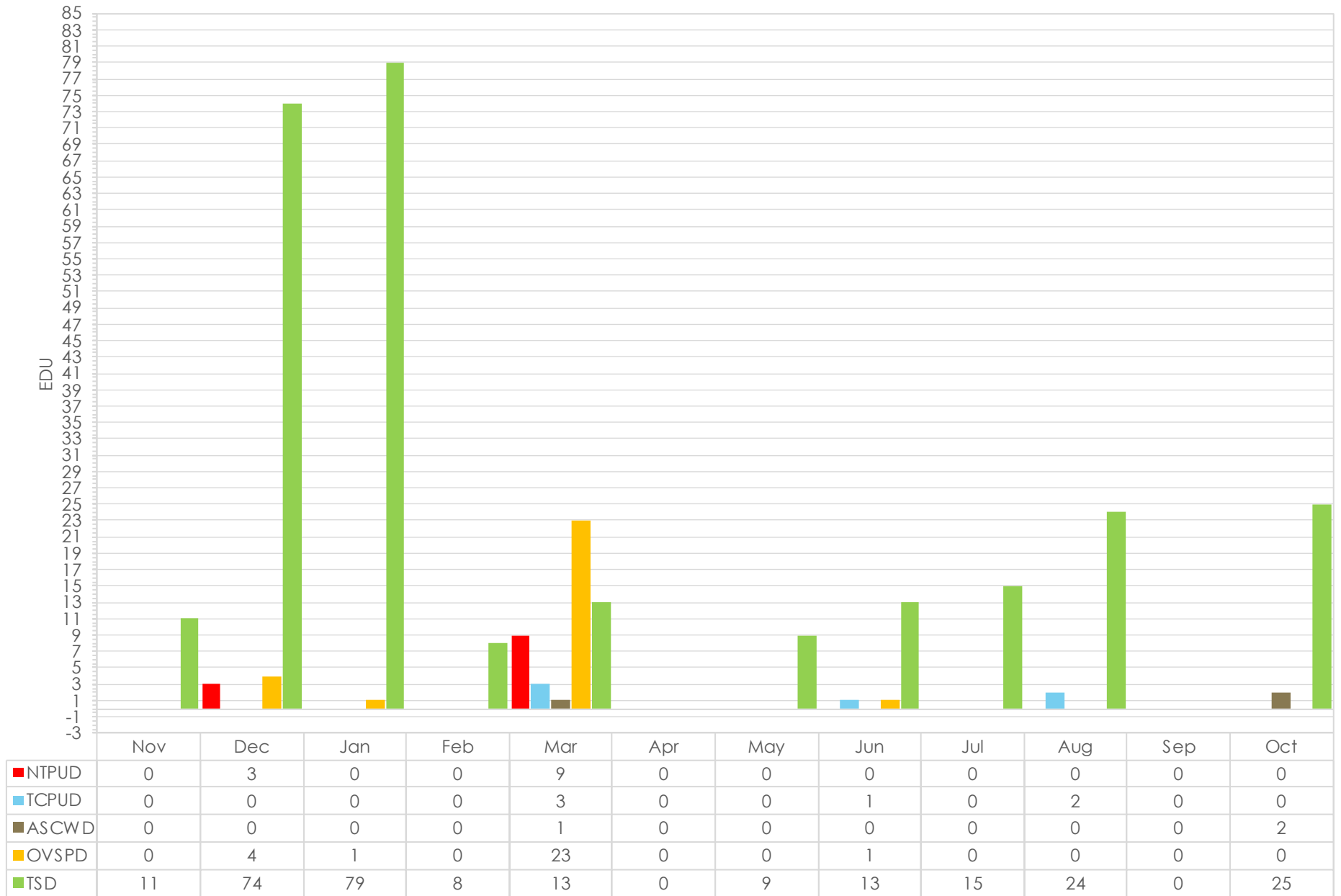
CONNECTION FEES - October 2022

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	13	47,177	\$ 102,059.25	80	274,712	\$ 580,313.50
Residential Ft ² Additions	3	2,786	\$ 4,875.50	14	15,293	\$ 43,688.00
Residential Ft ² Additions - Exempt	0	0	\$ -	1	53	N/A
Accessory Dwelling Unit (ADU)	3	3,319	\$ 10,308.25	6	8,012	\$ 21,521.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	\$ -	1	498	N/A
Commercial	1	0	\$ 16,700.00	6	N/A	\$ 92,625.00
Industrial	0	0	\$ -	0	N/A	\$ -
Grand Total	20	53,282	\$ 133,943.00	108	298,568	\$ 738,147.50

INSPECTIONS - October 2022

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	2	2	4	4
Residential (Drive-by of Suspended Accounts)	0		0	

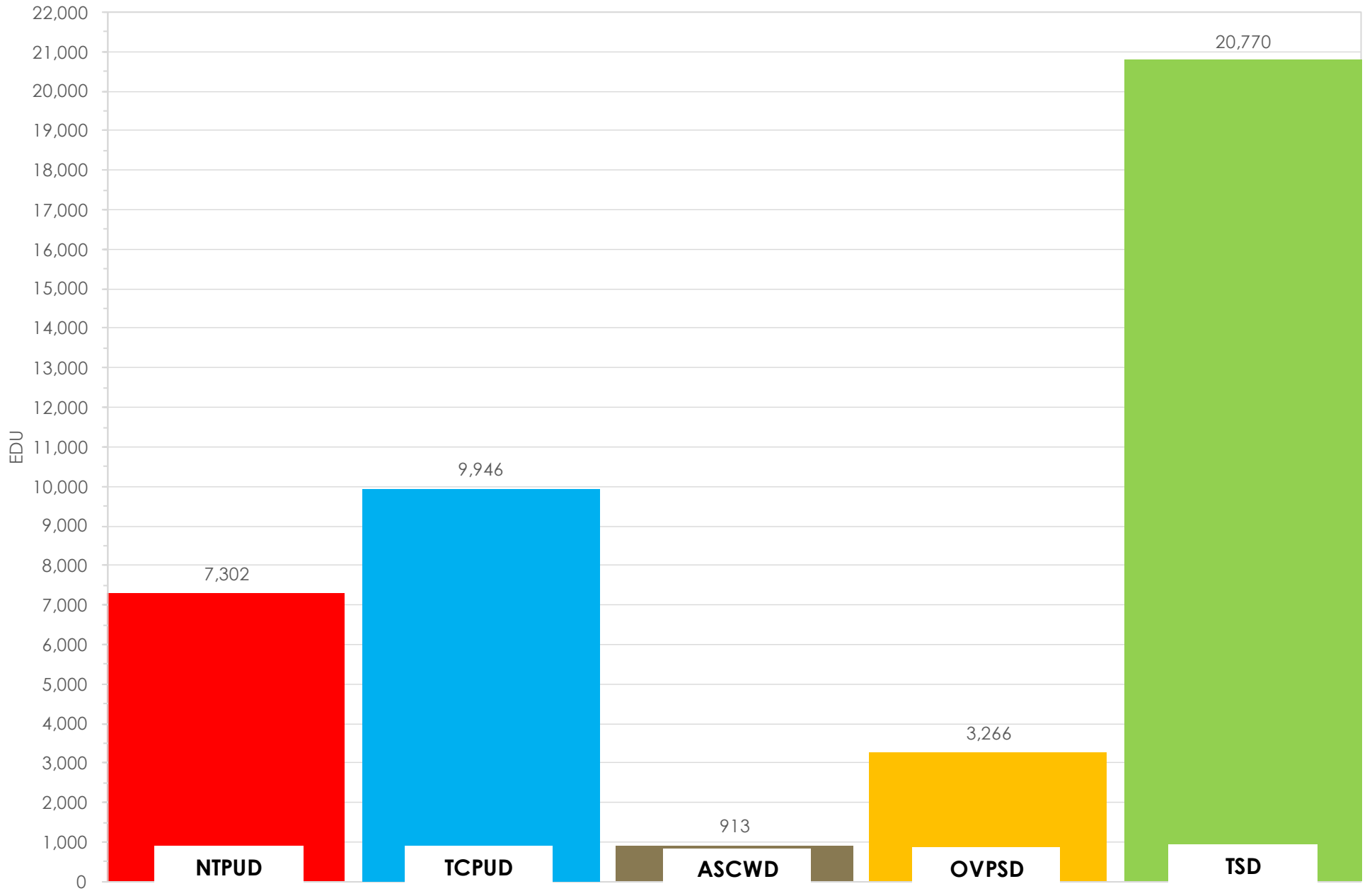
Residential EDU Summary



Other EDU Summary



Current EDU Summary By Member District





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: VIII-2
Subject: General Manager Report


Continuing Projects/Work

- Management and staff continued to collaborate with consultant on Connection fee/Rate Study.
- Management and staff continued implementation of the new software programs.
- Management and staff continued progress on CIP projects.
- Management and staff continued research on leadership team training.

Past Month Projects/Work

- Continue to conduct one on one meetings with Agency staff.
- Review and discussion of Master Plan timing with staff.
- Review and discussion of heavy equipment and vehicle purchase needs with staff.
- Planning and coordination of holiday appreciation dinner.
- Attended local agency General Managers meeting.
- Staff continued plant wide clean up and organization.

Review Tracking

Submitted By: 
Richard Pallante
Interim General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: November 30, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: IX
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: July 20, 2022
To: Board of Directors
From: Richard Pallante, Interim General Manager
Item: X
Subject: Closed Session

1. Closed session for performance evaluation concerning Agency legal counsel. (Government Code, §54957.)