



Tahoe-Truckee Sanitation Agency  
Regular Board Meeting  
December 13, 2017



## TAHOE-TRUCKEE SANITATION AGENCY

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

### **Directors**

*S. Lane Lewis*  
*Dale Cox*  
*Jon Northrop*  
*Dan Wilkins*  
*Blake Tresan*

### **General Manager**

*LaRue Griffin*

## **BOARD OF DIRECTORS REGULAR MEETING NOTICE**

Date: December 13, 2017

Time: 9:00 AM

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

### **AGENDA**

Please Note: 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. In order to better accommodate members of the public, some Agenda items will be heard at the specified time or soon thereafter. Agenda items without specific times may be rearranged to accommodate the Board's schedule.

- I. Call to Order, Pledge of Allegiance and Roll Call
- II. Business
  1. Confirm resignation of Director Oz Butterfield and appointment of Blake Tresan to the Tahoe-Truckee Sanitation Agency Board of Directors as the Truckee Sanitary District representative.
  2. Election of Agency Board President and Vice President.
  3. Public Comment - Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Tahoe-Truckee Sanitation Agency; however, any matter that requires action will 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.
  4. Appeal of sewer service charges for APN 19-090-02-000.
  5. Approval of the minutes of the regularly scheduled Board meeting on November 8, 2017.
  6. Approval of General Fund warrants.
  7. Receive and file financial statements and status of investments.

8. Discussion and award of Agency Connection Fee Study.
9. Approval to award bid for the purchase of ammonium analyzers and controllers.
10. Approval of License Agreement with the Truckee River Watershed Council.
11. Approval of Agency Table of Organization and Salary Schedule.
12. Discussion of State Route 89/Fanny Bridge Community Revitalization Project-Related TRI Relocation Agreement and proposed amendment and indemnity agreement with State Department of Transportation.
13. Operations, Maintenance, Engineering and IT Reports.
14. General Manager Report.
15. Comments from the Board of Directors - Reports, Announcements and Questions for clarification only.
16. Closed Session.
  - i. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
  - ii. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case No. SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
  - iii. Closed session for public employee performance evaluation of the General Manager.

III. Adjournment.

Posted and Mailed, 12/08/17



LaRue Griffin  
Secretary to the Board



Regular Meeting Notice - Agenda

December 13, 2017

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Items may not be taken in the order listed.

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

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

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 1

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**Subject:** Confirm resignation of Director Oz Butterfield and appointment of Blake Tresan to the Tahoe-Truckee Sanitation Agency Board of Directors as the Truckee Sanitary District representative.

**Background:** Director Oz Butterfield resigned as the appointed representative from the Truckee Sanitary District (TSD) as of November 18, 2017. Mr. Blake Tresan was appointed as the new TSD representative to the T-TSA Board of Directors and has taken and subscribed the oath of office on November 20, 2017.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 2

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**Subject:** Election of Agency Board President and Vice President.

**Background:** Director Oz Butterfield resigned as the appointed representative from the Truckee Sanitary District as of November 18, 2017. Director Butterfield was the elect Board President of the Agency Board of Directors and a new President and Vice President are to be elected.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** Elect Agency Board President and Vice President.

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 3

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**Subject:** Public Comment - Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Tahoe-Truckee Sanitation Agency; however, any matter that requires action will 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.

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 4

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**Subject:** Appeal of sewer service charges for APN 19-090-02-000.

**Background:** Mr. Bud Haley, owner of APN 19-090-02-000, has requested an appeal for relief of sewer service charges to the Board of Directors.

Mr. Haley is the owner of JAX Diner and is in the process of acquiring the land lease from Union Pacific Railroad. There was an agreement for payment of past due charges, however, Mr. Haley did not submit payment as per the agreed schedule and he recently approached staff asking to honor the agreement so escrow could close on the lease purchase. Management denied his recent request to provide relief of sewer service charges.

Attached are the following:

1. Mr. Haley's appeal to the Board and management's response to his initial appeal
2. Breakdown of current balance (includes compound interest)
3. Breakdown of simulated balance (does not include compound interest)
4. Comparison of current and simulated balances

**Fiscal Impact:** Shall vary depending on potential relief.

**Previous Board Action:** None.

**Recommendation:** Management recommends offering a relief contingent of payment of past due sewer service charges within close of escrow.



December 6, 2017

Jax at the Tracks

10144 West River Street

Truckee, CA 96161

Agency Board of Directors

Tahoe-Truckee Sanitation Agency

13720 Butterfield Drive

Truckee, CA 916161

*Subject: Jax Relief Provision Appeal*

Dear Mr. Griffin:

As suggested, please accept the following letter as notice of a relief provision appeal request to the Agency Board of Directors.

Jax had an agreement with the TTSA and the TSD to pay all past due charges as well as required ordinance testing at the close of escrow on the property located at 10144 West River Street, Truckee, CA 96161. Escrow was intended to close in November of 2016 but became sidetracked when an unsuspected third-party encumbrance was discovered in the title search. This encumbrance took the seller, Andrew Carey, nearly a year to resolve and delayed escrow closing until December of this year.

We proposed the initial dates for payment of the \$17,537.04 outstanding charges to TTSA based on the November 2016 close of escrow. They were accepted and we made initial payments but discussed our unforeseen delay of escrow with the TTSA and TSD, which caused delayed funding for the purchase of the leasehold and leasehold improvements. With the encumbrance resolved, we had a new closing date, funding and fulfilled our original agreement (albeit a later date than originally anticipated) by paying off the balance of the \$17,537.04 in full as well as completed the TSD required ordinance testing.

We humbly request that you review the agreement and subsequent communications between, Emily Pindar, Roshelle Chavez and Larue Griffin regarding our intent and subsequent completed obligation of paying all of the outstanding TTSA past due charges on the above noted property.

Thank you for your time and consideration.

Sincerely,

Your Text Here **Bud Haley**

**Jax at the Tracks**

# TAHOE-TRUCKEE SANITATION AGENCY



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

## Directors

*O.R. Butterfield*  
*Dale Cox*  
*S. Lane Lewis*  
*Jon Northrop*  
*Dan Wilkins*

## General Manager

*LaRue Griffin*

November 14, 2017

Bud Haley  
JAX Truckee Diner  
10114 W. River St.  
Truckee, CA 96161

**RE: N19-090-02-000N 10114 W. River Street JAX Diner**

Dear Mr. Haley:

This letter is in response to your email correspondence dated November 9, 2017 in which you state that you have fulfilled the obligation of an agreement for payment of past due service charges entered into in December 2016. In reviewing your file and payment history, I find that you did not meet the terms stated in the original agreement, as only two payments totaling \$6,287.04 were made in the agreed time specified. Your balance remains \$24,629.65. This includes the payment of \$5,250.00 received on November 9. Enclosed you will find a current sewer service charge invoice for the balance of your account. Please contact us should you wish to see a complete breakdown of the service charges, interest, penalties, payments and adjustments.

While I appreciate your recent efforts in bringing your account more current, I am unable to extend new terms for payment or provide any relief from service charges, interest or penalties that have accrued.

Section 10.P of the T-TSA Rules and Regulations provides:

*10.P Relief Provision. The Agency Board of Directors may find that by reason of special circumstances, any provision of the rules and regulations may be suspended or modified as applied to a particular parcel and may grant relief for said particular parcel. Applications requesting relief shall be made in writing to the Agency Board of Directors outlining the nature of the request, the rule or regulation which is the subject of the request and the special circumstances warranting requested relief.*

Should you wish to pursue relief under the above provision from the Agency Board of Directors, please submit your application in writing consistent with the above stipulations within 30 days of the date of this notice to my attention. The T-TSA Board of Directors will hear your request

at the next regular meeting following your submission of the application. The relief provision will serve as an appeal and must be received 7 days prior to the date of the Board meeting. The Board of Directors regular meetings are normally held on the second Wednesday of each month at 9:00 AM.

Please contact me if there are any questions.

Thank you,

A handwritten signature in blue ink, appearing to read 'LaRue Griffin', with a long horizontal flourish extending to the right.

LaRue Griffin  
General Manager

Enclosure: Sewer Service Charge Invoice

**Tahoe-Truckee Sanitation Agency**

13720 Butterfield Dr.  
 Truckee, CA 96161  
 (530) 587-2525  
 (530) 587-5840 fax  
 www.ttsa.net

Bud Haley  
 JAX Truckee Diner  
 10114 W. River Street  
 Truckee, CA 96161

## Account Information:

**Account Information:**

Account Number: N19-090-02-000N  
 Service Address: 10114 W. River St. JAX  
 Billing Codes: \*\*\* F86, Z16  
 Billing Date: 11/14/2017  
 Due Date: 11/30/2017  
 Billing Period: 7/1/2017 to 12/31/2017

\*\*\*See Reverse for Billing Codes

**Account Balance:**

Previous Balance: \$29,879.65  
 Current Charge: \$0.00  
 Delinquency Charge: \$0.00  
 Other Charge: (\$5,250.00)  
**Total Amount Due: \$24,629.65**

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT: MADE PAYABLE TO T-TSA

To ensure your account is properly credited, please return this stub with your payment and include your account number on your check or money order.

## Change of Address

|         |
|---------|
| Name    |
| Address |
|         |
|         |

Bud Haley  
 JAX Truckee Diner  
 10114 W. River Street  
 Truckee, CA 96161

**Billing Statement**

|                |                 |
|----------------|-----------------|
| Billing Date   | 11/14/2017      |
| Account Number | N19-090-02-000N |
| Balance Due    | \$24,629.65     |
| Due Date       | 11/30/2017      |

Fees not paid by the due date listed above are delinquent and are subject to a penalty of 10% and an additional penalty at the rate of 1.5% per month, pursuant to the Health and Safety Code, Section 5473.10.

Fees not paid within 90 days of the billing date shall constitute a lien against the parcel on which the charge was imposed.

This bill is for the maintenance and operation of the T-TSA regional sewage treatment plant in Truckee, CA that treats and disposes of sewage delivered to it by the Tahoe City PUD, North Tahoe PUD, Squaw Valley PSD, Alpine Springs CWD and the Truckee Sanitary District. This bill is in ADDITION TO any charges imposed for sewage collection systems operated by the listed districts.

**Please note that this bill is NOT for garbage service.**  
 For questions regarding your garbage service, please contact the Tahoe Truckee Sierra Disposal Company at (530) 583-0148.

**Special Message:**

\*\*\*\*\*ON-LINE PAYMENT OPTIONS\*\*\*\*\*

Please visit our website at [www.ttsa.net](http://www.ttsa.net) to make a one-time payment or set up AutoPay.  
 T-TSA accepts Visa, Mastercard, Discover, and E-Check.  
 No internet access? Call our toll free number **(855)385-4834** to make a payment by phone.

**Account Balance**

|                         |                        |
|-------------------------|------------------------|
| <b>Account Number</b>   | <b>N19-090-02-000N</b> |
| Service Address         | 10114 W. River St. JAX |
| Due Date                | 11/30/2017             |
| <b>Total Amount Due</b> | <b>\$24,629.65</b>     |



TAHOE-TRUCKEE SANITATION AGENCY  
 13720 BUTTERFIELD DR  
 TRUCKEE, CA 96161-3316

## RATES & OTHER INFORMATION

Rates schedules, rules and regulation are available upon request.

### \*\*\*Explanation of T-TSA Billing Codes

#### RESIDENTIAL BILLING CODES

R Residential unit

#### COMMERCIAL BILLING CODES

A Beauty Shop Service Chair  
B Business Fixture Unit  
C Church Seat  
F Restaurant Seat, Inside  
G Grocery Fixture Unit  
H Barber Shop Service Chair  
J Car Wash Bay (recycled water)  
K Campsite with Sewer  
L Laundry (10lb. Machine)  
M Motel without kitchen  
N Motel with kitchen  
P Swimming pool & jacuzzi  
Q Campsite without Sewer  
S Other, as determined  
T Theatre seat  
W School per student K-5  
X School per student 6-8  
Y School per student 9 + up  
Z Restaurant Seat, Outside



| Transaction History                        |                     |                |          |           |               |             |             |  |  |  |
|--|---------------------|----------------|----------|-----------|---------------|-------------|-------------|--|--|--|
| Union Pacific / Leasee - JAX Truckee Diner |                     |                |          |           |               |             |             |  |  |  |
| Acct# N19-090-02-000N                      |                     |                |          |           |               |             |             |  |  |  |
| Date                                       | Description         | Service Charge | Interest | Penalty   | Payments      | Adjustments | Balance Due |  |  |  |
| 7/1/2009                                   | 7/1-12/31/09        | \$ 1,321.92    |          |           |               |             | \$ 1,321.92 |  |  |  |
| 8/1/2009                                   |                     |                |          |           |               |             | \$ 1,321.92 |  |  |  |
| 9/1/2009                                   |                     |                |          |           |               |             | \$ 1,321.92 |  |  |  |
| 10/1/2009                                  |                     |                |          |           |               |             | \$ 1,321.92 |  |  |  |
| 11/1/2009                                  |                     |                | \$ 16.52 |           |               |             | \$ 1,338.44 |  |  |  |
| 12/1/2009                                  |                     |                | \$ 16.73 |           |               |             | \$ 1,355.17 |  |  |  |
| 1/1/2010                                   | 1/1-6/30/10         | \$ 1,321.92    | \$ 16.94 |           |               |             | \$ 2,694.03 |  |  |  |
| 2/1/2010                                   |                     |                | \$ 17.15 |           |               |             | \$ 2,711.18 |  |  |  |
| 3/1/2010                                   |                     |                | \$ 33.89 | \$ 132.19 |               |             | \$ 2,877.26 |  |  |  |
| 3/19/2010                                  | Late Fee Write Off  |                |          |           |               |             | \$ (233.42) |  |  |  |
| 4/1/2010                                   |                     |                |          |           |               |             | \$ 2,643.84 |  |  |  |
| 5/1/2010                                   |                     |                | \$ 33.05 |           |               |             | \$ 2,676.89 |  |  |  |
| 6/1/2010                                   |                     |                | \$ 33.46 |           |               |             | \$ 2,710.35 |  |  |  |
| 7/1/2010                                   | 7/1-12/31/10        | \$ 1,376.40    | \$ 33.88 |           |               |             | \$ 4,120.63 |  |  |  |
| 8/1/2010                                   |                     |                | \$ 34.30 |           |               |             | \$ 4,154.93 |  |  |  |
| 9/1/2010                                   |                     |                | \$ 51.94 | \$ 137.64 |               |             | \$ 4,344.51 |  |  |  |
| 10/1/2010                                  |                     |                | \$ 54.31 |           |               |             | \$ 4,398.82 |  |  |  |
| 11/1/2010                                  |                     |                | \$ 54.99 |           |               |             | \$ 4,453.81 |  |  |  |
| 12/1/2010                                  |                     |                | \$ 55.67 |           |               |             | \$ 4,509.48 |  |  |  |
| 1/1/2011                                   | 1/1-6/30/11         | \$ 1,376.40    | \$ 56.37 |           |               |             | \$ 5,942.25 |  |  |  |
| 2/1/2011                                   |                     |                | \$ 57.07 |           |               |             | \$ 5,999.32 |  |  |  |
| 3/1/2011                                   |                     |                | \$ 74.99 | \$ 137.64 |               |             | \$ 6,211.95 |  |  |  |
| 4/1/2011                                   |                     |                | \$ 77.65 |           |               |             | \$ 6,289.60 |  |  |  |
| 5/1/2011                                   |                     |                | \$ 78.62 |           |               |             | \$ 6,368.22 |  |  |  |
| 6/1/2011                                   |                     |                | \$ 79.60 |           |               |             | \$ 6,447.82 |  |  |  |
| 7/1/2011                                   | 7/1-12/31/11        | \$ 1,376.40    | \$ 80.60 |           |               |             | \$ 7,904.82 |  |  |  |
| 7/7/2011                                   | Payment - Bud Haley |                |          |           | \$ (1,000.00) |             | \$ 6,904.82 |  |  |  |
| 8/1/2011                                   |                     |                | \$ 69.11 |           |               |             | \$ 6,973.93 |  |  |  |
| 8/22/2011                                  | Payment - Bud Haley |                |          |           | \$ (2,000.00) |             | \$ 4,973.93 |  |  |  |
| 9/1/2011                                   |                     |                | \$ 62.17 | \$ 137.64 |               |             | \$ 5,173.74 |  |  |  |



| Transaction History                        |              |                |           |           |          |             |              |  |  |
|--|--------------|----------------|-----------|-----------|----------|-------------|--------------|--|--|
| Union Pacific / Leasee - JAX Truckee Diner |              |                |           |           |          |             |              |  |  |
| Acct# N19-090-02-000N                      |              |                |           |           |          |             |              |  |  |
| Date                                       | Description  | Service Charge | Interest  | Penalty   | Payments | Adjustments | Balance Due  |  |  |
| 10/1/2011                                  |              |                | \$ 64.67  |           |          |             | \$ 5,238.41  |  |  |
| 11/1/2011                                  |              |                | \$ 65.48  |           |          |             | \$ 5,303.89  |  |  |
| 12/1/2011                                  |              |                | \$ 66.30  |           |          |             | \$ 5,370.19  |  |  |
| 1/1/2012                                   | 1/1-6/30/12  | \$ 1,376.40    | \$ 67.13  |           |          |             | \$ 6,813.72  |  |  |
| 2/1/2012                                   |              |                | \$ 67.97  |           |          |             | \$ 6,881.69  |  |  |
| 3/1/2012                                   |              |                | \$ 86.02  | \$ 137.64 |          |             | \$ 7,105.35  |  |  |
| 4/1/2012                                   |              |                | \$ 88.82  |           |          |             | \$ 7,194.17  |  |  |
| 5/1/2012                                   |              |                | \$ 89.93  |           |          |             | \$ 7,284.10  |  |  |
| 6/1/2012                                   |              |                | \$ 91.05  |           |          |             | \$ 7,375.15  |  |  |
| 7/1/2012                                   | 7/1-12/31/12 | \$ 1,376.40    | \$ 92.19  |           |          |             | \$ 8,843.74  |  |  |
| 8/1/2012                                   |              |                | \$ 93.34  |           |          |             | \$ 8,937.08  |  |  |
| 9/1/2012                                   |              |                | \$ 111.71 | \$ 137.64 |          |             | \$ 9,186.43  |  |  |
| 10/1/2012                                  |              |                | \$ 114.83 |           |          |             | \$ 9,301.26  |  |  |
| 11/1/2012                                  |              |                | \$ 116.27 |           |          |             | \$ 9,417.53  |  |  |
| 12/1/2012                                  |              |                | \$ 117.72 |           |          |             | \$ 9,535.25  |  |  |
| 1/1/2013                                   | 1/1-6/30/13  | \$ 1,376.40    | \$ 119.19 |           |          |             | \$ 11,030.84 |  |  |
| 2/1/2013                                   |              |                | \$ 120.68 |           |          |             | \$ 11,151.52 |  |  |
| 3/1/2013                                   |              |                | \$ 139.39 | \$ 137.64 |          |             | \$ 11,428.55 |  |  |
| 4/1/2013                                   |              |                | \$ 142.86 |           |          |             | \$ 11,571.41 |  |  |
| 5/1/2013                                   |              |                | \$ 144.64 |           |          |             | \$ 11,716.05 |  |  |
| 6/1/2013                                   |              |                | \$ 146.45 |           |          |             | \$ 11,862.50 |  |  |
| 7/1/2013                                   | 7/1-12/31/13 | \$ 1,376.40    | \$ 148.28 |           |          |             | \$ 13,387.18 |  |  |
| 8/1/2013                                   |              |                | \$ 150.13 |           |          |             | \$ 13,537.31 |  |  |
| 9/1/2013                                   |              |                | \$ 169.22 | \$ 137.64 |          |             | \$ 13,844.17 |  |  |
| 10/1/2013                                  |              |                | \$ 173.05 |           |          |             | \$ 14,017.22 |  |  |
| 11/1/2013                                  |              |                | \$ 175.22 |           |          |             | \$ 14,192.44 |  |  |
| 12/1/2013                                  |              |                | \$ 177.41 |           |          |             | \$ 14,369.85 |  |  |
| 1/1/2014                                   | 1/1-6/30/14  | \$ 1,376.40    | \$ 179.62 |           |          |             | \$ 15,925.87 |  |  |
| 2/1/2014                                   |              |                | \$ 181.87 |           |          |             | \$ 16,107.74 |  |  |
| 3/1/2014                                   |              |                | \$ 201.35 | \$ 137.64 |          |             | \$ 16,446.73 |  |  |

| Transaction History                        |              |                |           |           |          |             |              |  |  |
|--|--------------|----------------|-----------|-----------|----------|-------------|--------------|--|--|
| Union Pacific / Leasee - JAX Truckee Diner |              |                |           |           |          |             |              |  |  |
| Acct# N19-090-02-000N                      |              |                |           |           |          |             |              |  |  |
| Date                                       | Description  | Service Charge | Interest  | Penalty   | Payments | Adjustments | Balance Due  |  |  |
| 4/1/2014                                   |              |                | \$ 205.58 |           |          |             | \$ 16,652.31 |  |  |
| 5/1/2014                                   |              |                | \$ 208.15 |           |          |             | \$ 16,860.46 |  |  |
| 6/1/2014                                   |              |                | \$ 210.76 |           |          |             | \$ 17,071.22 |  |  |
| 7/1/2014                                   | 7/1-12/31/14 | \$ 1,376.40    | \$ 213.39 |           |          |             | \$ 18,661.01 |  |  |
| 8/1/2014                                   |              |                | \$ 216.06 |           |          |             | \$ 18,877.07 |  |  |
| 9/1/2014                                   |              |                | \$ 235.96 | \$ 137.64 |          |             | \$ 19,250.67 |  |  |
| 10/1/2014                                  |              |                | \$ 240.63 |           |          |             | \$ 19,491.30 |  |  |
| 11/1/2014                                  |              |                | \$ 243.64 |           |          |             | \$ 19,734.94 |  |  |
| 12/1/2014                                  |              |                | \$ 246.69 |           |          |             | \$ 19,981.63 |  |  |
| 1/1/2015                                   | 1/1-6/30/15  | \$ 1,376.40    | \$ 249.77 |           |          |             | \$ 21,607.80 |  |  |
| 2/1/2015                                   |              |                | \$ 252.89 |           |          |             | \$ 21,860.69 |  |  |
| 3/1/2015                                   |              |                | \$ 273.26 | \$ 137.64 |          |             | \$ 22,271.59 |  |  |
| 4/1/2015                                   |              |                | \$ 278.39 |           |          |             | \$ 22,549.98 |  |  |
| 5/1/2015                                   |              |                | \$ 281.87 |           |          |             | \$ 22,831.85 |  |  |
| 6/1/2015                                   |              |                | \$ 285.40 |           |          |             | \$ 23,117.25 |  |  |
| 7/1/2015                                   | 7/1-12/31/15 | \$ 1,376.40    | \$ 288.97 |           |          |             | \$ 24,782.62 |  |  |
| 8/1/2015                                   |              |                | \$ 292.58 |           |          |             | \$ 25,075.20 |  |  |
| 9/1/2015                                   |              |                | \$ 313.44 | \$ 137.64 |          |             | \$ 25,526.28 |  |  |
| 10/1/2015                                  |              |                | \$ 319.08 |           |          |             | \$ 25,845.36 |  |  |
| 11/1/2015                                  |              |                | \$ 323.07 |           |          |             | \$ 26,168.43 |  |  |
| 12/1/2015                                  |              |                | \$ 327.11 |           |          |             | \$ 26,495.54 |  |  |
| 1/1/2016                                   | 1/1-6/30/16  | \$ 1,376.40    | \$ 331.19 |           |          |             | \$ 28,203.13 |  |  |
| 2/1/2016                                   |              |                | \$ 335.33 |           |          |             | \$ 28,538.46 |  |  |
| 3/1/2016                                   |              |                | \$ 356.73 | \$ 137.64 |          |             | \$ 29,032.83 |  |  |
| 4/1/2016                                   |              |                | \$ 362.91 |           |          |             | \$ 29,395.74 |  |  |
| 5/1/2016                                   |              |                | \$ 367.45 |           |          |             | \$ 29,763.19 |  |  |
| 6/1/2016                                   |              |                | \$ 372.04 |           |          |             | \$ 30,135.23 |  |  |
| 7/1/2016                                   | 7/1-12/31/16 | \$ 1,376.40    | \$ 376.69 |           |          |             | \$ 31,888.32 |  |  |
| 8/1/2016                                   |              |                | \$ 457.68 |           |          |             | \$ 32,346.00 |  |  |
| 9/1/2016                                   |              |                | \$ 485.19 | \$ 137.64 |          |             | \$ 32,968.83 |  |  |

| Transaction History                        |                     |                     |                     |                    |                       |                    |                     |  |  |
|--|---------------------|---------------------|---------------------|--------------------|-----------------------|--------------------|---------------------|--|--|
| Union Pacific / Leasee - JAX Truckee Diner |                     |                     |                     |                    |                       |                    |                     |  |  |
| Acct# N19-090-02-000N                      |                     |                     |                     |                    |                       |                    |                     |  |  |
| Date                                       | Description         | Service Charge      | Interest            | Penalty            | Payments              | Adjustments        | Balance Due         |  |  |
| 10/1/2016                                  |                     |                     | \$ 494.53           |                    |                       |                    | \$ 33,463.36        |  |  |
| 11/1/2016                                  |                     |                     | \$ 501.95           |                    |                       |                    | \$ 33,965.31        |  |  |
| 12/1/2016                                  |                     |                     | \$ 509.48           |                    |                       |                    | \$ 34,474.79        |  |  |
| 12/20/2016                                 | Payment - Bud Haley |                     |                     |                    | \$ (2,537.04)         |                    | \$ 31,937.75        |  |  |
| 1/1/2017                                   | 1/1-6/30/17         | \$ 1,376.40         | \$ 479.07           |                    |                       |                    | \$ 33,793.22        |  |  |
| 1/9/2017                                   | Payment - Bud Haley |                     |                     |                    | \$ (3,750.00)         |                    | \$ 30,043.22        |  |  |
| 2/1/2017                                   |                     |                     | \$ 430.00           |                    |                       |                    | \$ 30,473.22        |  |  |
| 3/1/2017                                   |                     |                     | \$ 457.10           | \$ 137.64          |                       |                    | \$ 31,067.96        |  |  |
| 4/1/2017                                   |                     |                     | \$ 466.02           |                    |                       |                    | \$ 31,533.98        |  |  |
| 5/1/2017                                   |                     |                     | \$ 473.01           |                    |                       |                    | \$ 32,006.99        |  |  |
| 6/1/2017                                   |                     |                     | \$ 480.10           |                    |                       |                    | \$ 32,487.09        |  |  |
| 7/1/2017                                   |                     | \$ 1,376.40         |                     |                    |                       |                    | \$ 33,863.49        |  |  |
| 8/1/2017                                   |                     |                     | \$ 487.31           |                    |                       |                    | \$ 34,350.80        |  |  |
| 8/29/2017                                  | Payment - Bud Haley |                     |                     |                    | \$ (3,000.00)         |                    | \$ 31,350.80        |  |  |
| 9/1/2017                                   |                     |                     | \$ 470.26           | \$ 137.64          |                       |                    | \$ 31,958.70        |  |  |
| 10/1/2017                                  |                     |                     | \$ 479.38           |                    |                       |                    | \$ 32,438.08        |  |  |
| 10/31/2017                                 | Payment - Bud Haley |                     |                     |                    | \$ (3,000.00)         |                    | \$ 29,438.08        |  |  |
| 11/1/2017                                  |                     |                     | \$ 441.57           |                    |                       |                    | \$ 29,879.65        |  |  |
| 11/9/2017                                  | Payment - Bud Haley |                     |                     |                    | \$ (5,250.00)         |                    | \$ 24,629.65        |  |  |
| 12/1/2017                                  |                     |                     | \$ 369.44           |                    |                       |                    | \$ 24,999.09        |  |  |
|  | <b>TOTALS</b>       | <b>\$ 23,289.84</b> | <b>\$ 20,282.92</b> | <b>\$ 2,196.79</b> | <b>\$ (20,537.04)</b> | <b>\$ (233.42)</b> | <b>\$ 24,999.09</b> |  |  |

\*\*\* Please note - An additional \$1,376.40 in service charges will be assessed 1/1/2018 for the billing period 1/1/18-6/30/18 \*\*\*\*

Revised Billing Analysis - Non-Compounding Scenario

Union Pacific / Lessee - JAX Truckee Diner

Acct# N19-090-02-000N

| Date      | Description           | Service Charge | Interest | Penalty   | Adjustments | Balance Due | Payments      |
|-----------|-----------------------|----------------|----------|-----------|-------------|-------------|---------------|
| 7/1/2009  | 7/1-12/31/09          | \$ 1,321.92    |          |           |             | \$ 1,321.92 |               |
| 8/1/2009  |                       |                |          |           |             | \$ 1,321.92 |               |
| 9/1/2009  |                       |                |          |           |             | \$ 1,321.92 |               |
| 10/1/2009 |                       |                |          |           |             | \$ 1,321.92 |               |
| 11/1/2009 |                       |                | \$ 16.52 |           |             | \$ 1,338.44 |               |
| 12/1/2009 |                       |                | \$ 16.73 |           |             | \$ 1,355.17 |               |
| 1/1/2010  | 1/1-6/30/10           | \$ 1,321.92    | \$ 16.94 |           |             | \$ 2,694.03 |               |
| 2/1/2010  |                       |                | \$ 17.15 |           |             | \$ 2,711.18 |               |
| 3/1/2010  |                       |                | \$ 33.89 | \$ 132.19 |             | \$ 2,877.26 |               |
| 3/19/2010 | Late Fee Write Off    |                |          |           | \$ (233.42) | \$ 2,643.84 |               |
| 4/1/2010  |                       |                |          |           |             | \$ 2,643.84 |               |
| 5/1/2010  |                       |                | \$ 33.05 |           |             | \$ 2,676.89 |               |
| 6/1/2010  | Fiscal Year End 09/10 |                | \$ 33.46 |           |             | \$ 2,710.35 |               |
| 7/1/2010  | 7/1-12/31/10          | \$ 1,376.40    |          |           |             | \$ 1,376.40 |               |
| 8/1/2010  |                       |                |          |           |             | \$ 1,376.40 |               |
| 9/1/2010  |                       |                | \$ 17.21 | \$ 137.64 |             | \$ 1,531.25 |               |
| 10/1/2010 |                       |                | \$ 19.14 |           |             | \$ 1,550.39 |               |
| 11/1/2010 |                       |                | \$ 19.38 |           |             | \$ 1,569.77 |               |
| 12/1/2010 |                       |                | \$ 19.62 |           |             | \$ 1,589.39 |               |
| 1/1/2011  | 1/1-6/30/11           | \$ 1,376.40    | \$ 19.87 |           |             | \$ 2,985.66 |               |
| 2/1/2011  |                       |                | \$ 37.32 |           |             | \$ 3,022.98 |               |
| 3/1/2011  |                       |                | \$ 37.79 | \$ 137.64 |             | \$ 3,198.41 |               |
| 4/1/2011  |                       |                | \$ 39.98 |           |             | \$ 3,238.39 |               |
| 5/1/2011  |                       |                | \$ 40.48 |           |             | \$ 3,278.87 |               |
| 6/1/2011  | Fiscal Year End 10/11 |                | \$ 40.99 |           |             | \$ 3,319.86 |               |
| 7/1/2011  | 7/1-12/31/11          | \$ 1,376.40    |          |           |             | \$ 1,376.40 |               |
| 7/7/2011  | Payment - Bud Haley   |                |          |           |             | \$ 1,376.40 | \$ (1,000.00) |
| 8/1/2011  |                       |                |          |           |             | \$ 1,376.40 |               |
| 8/22/2011 | Payment - Bud Haley   |                |          |           |             | \$ 1,376.40 | \$ (2,000.00) |

Revised Billing Analysis - Non-Compounding Scenario

Union Pacific / Lessee - JAX Truckee Diner

Acct# N19-090-02-000N

| Date      | Description           | Service Charge | Interest | Penalty   | Adjustments | Balance Due | Payments |
|-----------|-----------------------|----------------|----------|-----------|-------------|-------------|----------|
| 9/1/2011  |                       |                | \$ 17.21 | \$ 137.64 |             | \$ 1,531.25 |          |
| 10/1/2011 |                       |                | \$ 19.14 |           |             | \$ 1,550.39 |          |
| 11/1/2011 |                       |                | \$ 19.38 |           |             | \$ 1,569.77 |          |
| 12/1/2011 |                       |                | \$ 19.62 |           |             | \$ 1,589.39 |          |
| 1/1/2012  | 1/1-6/30/12           | \$ 1,376.40    | \$ 19.87 |           |             | \$ 2,985.66 |          |
| 2/1/2012  |                       |                | \$ 37.32 |           |             | \$ 3,022.98 |          |
| 3/1/2012  |                       |                | \$ 37.79 | \$ 137.64 |             | \$ 3,198.41 |          |
| 4/1/2012  |                       |                | \$ 39.98 |           |             | \$ 3,238.39 |          |
| 5/1/2012  |                       |                | \$ 40.48 |           |             | \$ 3,278.87 |          |
| 6/1/2012  | Fiscal Year End 11/12 |                | \$ 40.99 |           |             | \$ 3,319.86 |          |
| 7/1/2012  | 7/1-12/31/12          | \$ 1,376.40    |          |           |             | \$ 1,376.40 |          |
| 8/1/2012  |                       |                |          |           |             | \$ 1,376.40 |          |
| 9/1/2012  |                       |                | \$ 17.21 | \$ 137.64 |             | \$ 1,531.25 |          |
| 10/1/2012 |                       |                | \$ 19.14 |           |             | \$ 1,550.39 |          |
| 11/1/2012 |                       |                | \$ 19.38 |           |             | \$ 1,569.77 |          |
| 12/1/2012 |                       |                | \$ 19.62 |           |             | \$ 1,589.39 |          |
| 1/1/2013  | 1/1-6/30/13           | \$ 1,376.40    | \$ 19.87 |           |             | \$ 2,985.66 |          |
| 2/1/2013  |                       |                | \$ 37.32 |           |             | \$ 3,022.98 |          |
| 3/1/2013  |                       |                | \$ 37.79 | \$ 137.64 |             | \$ 3,198.41 |          |
| 4/1/2013  |                       |                | \$ 39.98 |           |             | \$ 3,238.39 |          |
| 5/1/2013  |                       |                | \$ 40.48 |           |             | \$ 3,278.87 |          |
| 6/1/2013  | Fiscal Year End 12/13 |                | \$ 40.99 |           |             | \$ 3,319.86 |          |
| 7/1/2013  | 7/1-12/31/13          | \$ 1,376.40    |          |           |             | \$ 1,376.40 |          |
| 8/1/2013  |                       |                |          |           |             | \$ 1,376.40 |          |
| 9/1/2013  |                       |                | \$ 17.21 | \$ 137.64 |             | \$ 1,531.25 |          |
| 10/1/2013 |                       |                | \$ 19.14 |           |             | \$ 1,550.39 |          |
| 11/1/2013 |                       |                | \$ 19.38 |           |             | \$ 1,569.77 |          |
| 12/1/2013 |                       |                | \$ 19.62 |           |             | \$ 1,589.39 |          |
| 1/1/2014  | 1/1-6/30/14           | \$ 1,376.40    | \$ 19.87 |           |             | \$ 2,985.66 |          |

Revised Billing Analysis - Non-Compounding Scenario

Union Pacific / Lessee - JAX Truckee Diner

Acct# N19-090-02-000N

| Date      | Description           | Service Charge | Interest | Penalty   | Adjustments | Balance Due | Payments |
|-----------|-----------------------|----------------|----------|-----------|-------------|-------------|----------|
| 2/1/2014  |                       |                | \$ 37.32 |           |             | \$ 3,022.98 |          |
| 3/1/2014  |                       |                | \$ 37.79 | \$ 137.64 |             | \$ 3,198.41 |          |
| 4/1/2014  |                       |                | \$ 39.98 |           |             | \$ 3,238.39 |          |
| 5/1/2014  |                       |                | \$ 40.48 |           |             | \$ 3,278.87 |          |
| 6/1/2014  | Fiscal Year End 13/14 |                | \$ 40.99 |           |             | \$ 3,319.86 |          |
| 7/1/2014  | 7/1-12/31/14          | \$ 1,376.40    |          |           |             | \$ 1,376.40 |          |
| 8/1/2014  |                       |                |          |           |             | \$ 1,376.40 |          |
| 9/1/2014  |                       |                | \$ 17.21 | \$ 137.64 |             | \$ 1,531.25 |          |
| 10/1/2014 |                       |                | \$ 19.14 |           |             | \$ 1,550.39 |          |
| 11/1/2014 |                       |                | \$ 19.38 |           |             | \$ 1,569.77 |          |
| 12/1/2014 |                       |                | \$ 19.62 |           |             | \$ 1,589.39 |          |
| 1/1/2015  | 1/1-6/30/15           | \$ 1,376.40    | \$ 19.87 |           |             | \$ 2,985.66 |          |
| 2/1/2015  |                       |                | \$ 37.32 |           |             | \$ 3,022.98 |          |
| 3/1/2015  |                       |                | \$ 37.79 | \$ 137.64 |             | \$ 3,198.41 |          |
| 4/1/2015  |                       |                | \$ 39.98 |           |             | \$ 3,238.39 |          |
| 5/1/2015  |                       |                | \$ 40.48 |           |             | \$ 3,278.87 |          |
| 6/1/2015  | Fiscal Year End 14/15 |                | \$ 40.99 |           |             | \$ 3,319.86 |          |
| 7/1/2015  | 7/1-12/31/15          | \$ 1,376.40    |          |           |             | \$ 1,376.40 |          |
| 8/1/2015  |                       |                |          |           |             | \$ 1,376.40 |          |
| 9/1/2015  |                       |                | \$ 17.21 | \$ 137.64 |             | \$ 1,531.25 |          |
| 10/1/2015 |                       |                | \$ 19.14 |           |             | \$ 1,550.39 |          |
| 11/1/2015 |                       |                | \$ 19.38 |           |             | \$ 1,569.77 |          |
| 12/1/2015 |                       |                | \$ 19.62 |           |             | \$ 1,589.39 |          |
| 1/1/2016  | 1/1-6/30/16           | \$ 1,376.40    | \$ 19.87 |           |             | \$ 2,985.66 |          |
| 2/1/2016  |                       |                | \$ 37.32 |           |             | \$ 3,022.98 |          |
| 3/1/2016  |                       |                | \$ 37.79 | \$ 137.64 |             | \$ 3,198.41 |          |
| 4/1/2016  |                       |                | \$ 39.98 |           |             | \$ 3,238.39 |          |
| 5/1/2016  |                       |                | \$ 40.48 |           |             | \$ 3,278.87 |          |
| 6/1/2016  | Fiscal Year End 15/16 |                | \$ 40.99 |           |             | \$ 3,319.86 |          |

Revised Billing Analysis - Non-Compounding Scenario

Union Pacific / Lessee - JAX Truckee Diner

Acct# N19-090-02-000N

| Date       | Description           | Service Charge      | Interest           | Penalty            | Adjustments        | Balance Due         | Payments              |
|------------|-----------------------|---------------------|--------------------|--------------------|--------------------|---------------------|-----------------------|
| 7/1/2016   | 7/1-12/31/16          | \$ 1,376.40         |                    |                    |                    | \$ 1,376.40         |                       |
| 8/1/2016   |                       |                     |                    |                    |                    | \$ 1,376.40         |                       |
| 9/1/2016   |                       |                     | \$ 20.65           | \$ 137.64          |                    | \$ 1,534.69         |                       |
| 10/1/2016  |                       |                     | \$ 23.02           |                    |                    | \$ 1,557.71         |                       |
| 11/1/2016  |                       |                     | \$ 23.37           |                    |                    | \$ 1,581.08         |                       |
| 12/1/2016  |                       |                     | \$ 23.72           |                    |                    | \$ 1,604.80         |                       |
| 12/20/2016 | Payment - Bud Haley   |                     |                    |                    |                    | \$ 1,604.80         | \$ (2,537.04)         |
| 1/1/2017   | 1/1-6/30/17           | \$ 1,376.40         | \$ 24.07           |                    |                    | \$ 3,005.27         |                       |
| 1/9/2017   | Payment - Bud Haley   |                     |                    |                    |                    | \$ 3,005.27         | \$ (3,750.00)         |
| 2/1/2017   |                       |                     | \$ 45.08           |                    |                    | \$ 3,050.35         |                       |
| 3/1/2017   |                       |                     | \$ 45.76           | \$ 137.64          |                    | \$ 3,233.75         |                       |
| 4/1/2017   |                       |                     | \$ 48.51           |                    |                    | \$ 3,282.26         |                       |
| 5/1/2017   |                       |                     | \$ 49.23           |                    |                    | \$ 3,331.49         |                       |
| 6/1/2017   | Fiscal Year End 16/17 |                     | \$ 49.97           |                    |                    | \$ 3,381.46         |                       |
| 7/1/2017   |                       | \$ 1,376.40         |                    |                    |                    | \$ 1,376.40         |                       |
| 8/1/2017   |                       |                     |                    |                    |                    | \$ 1,376.40         |                       |
| 8/29/2017  | Payment - Bud Haley   |                     |                    |                    |                    | \$ 1,376.40         | \$ (3,000.00)         |
| 9/1/2017   |                       |                     | \$ 20.65           | \$ 137.64          |                    | \$ 1,534.69         |                       |
| 10/1/2017  |                       |                     | \$ 23.02           |                    |                    | \$ 1,557.71         |                       |
| 10/31/2017 | Payment - Bud Haley   |                     |                    |                    |                    | \$ 1,557.71         | \$ (3,000.00)         |
| 11/1/2017  |                       |                     | \$ 23.37           |                    |                    | \$ 1,581.08         |                       |
| 11/9/2017  | Payment - Bud Haley   |                     |                    |                    |                    | \$ 1,581.08         | \$ (5,250.00)         |
| 12/1/2017  |                       |                     | \$ 23.72           |                    |                    | \$ 1,604.80         |                       |
|            | <b>TOTALS</b>         | <b>\$ 23,289.84</b> | <b>\$ 2,362.56</b> | <b>\$ 2,196.79</b> | <b>\$ (233.42)</b> | <b>\$ 27,615.77</b> | <b>\$ (20,537.04)</b> |

\*\*\* Please note - An additional \$1,376.40 in service charges will be assessed 1/1/2018 for the billing period 1/1/18-6/30/18 \*\*\*



| <b>Union Pacific / JAX Diner</b>          |                     |                    |                     |
|---|---------------------|--------------------|---------------------|
| <b>Description</b>                        | <b>Current</b>      | <b>Simulated</b>   | <b>Difference</b>   |
| Service Charges                           | \$ 23,289.84        | \$ 23,289.84       | \$ -                |
| Interest                                  | \$ 20,282.92        | \$ 2,362.56        | \$ 17,920.36        |
| 10% Penalty                               | \$ 2,196.79         | \$ 2,196.79        | \$ -                |
| Write off 3/2010                          | \$ (233.42)         | \$ (233.42)        | \$ -                |
| Total Payments Made                       | \$ (20,537.04)      | \$ (20,537.04)     | \$ -                |
| <b>Total Balance<br/>(As of 12/01/17)</b> | <b>\$ 24,999.09</b> | <b>\$ 7,078.73</b> | <b>\$ 17,920.36</b> |

**Note - An additional \$1,376.40 in service charges will be assessed 1/1/2018 for the billing period 1/1/18-6/30/18**

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 5

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**Subject:** Approval of the minutes of the regularly scheduled Board meeting on November 8, 2017.

**Background:** Minutes from the regularly scheduled Board meeting.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** Approve the minutes of the regularly scheduled Board meeting on November 8, 2017.

**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**

November 8, 2017

I. CALL TO ORDER:

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

Directors Present: O. R. Butterfield, TSD  
Dale Cox, SVPSD  
Dan Wilkins, TCPUD  
S. Lane Lewis, NTPUD via telephone  
Jon Northrop, ASCWD

Staff Present: LaRue Griffin, General Manager  
Roshelle Chavez, Administrative Services Manager  
Michael Peak, Operations Manager  
Jason Parker, Engineering Manager  
Jim Redmond, Maintenance Manager  
Richard P. Shanahan, Agency Counsel  
Michelle Mackey, Administration Department  
Dawn Davis, Administration Department  
Claire Parker, Administration Department  
Susan Guzman, Administration Department  
Tom Rinne, Engineering Department  
Mike Smith, Engineering Department  
Aaron Carlsson, Engineering Department  
Kevin Woods, IT Department  
Laura Mader, Laboratory Department  
Bill Pindar, Laboratory Department  
Kristen Davis, Laboratory Department  
Kristen Schrandt, Laboratory Department  
Richard Italiano, Maintenance Department  
Dean Haines, Maintenance Department  
Russell Ozolins, Maintenance Department  
Tobin Fuchs, Maintenance Department  
Robert Holmes, Maintenance Department  
Mark Heidelberg, Maintenance Department  
Mark Messerschmidt, Maintenance Department  
Philip Fay, Maintenance Department

Jesus Zarate, Maintenance Department  
Anthony Salinas, Maintenance Department

Public Present: Rick Thompson, IBEW 1245  
Blake Tresan, TSD  
Sage Sauerbrey, Moonshine Ink  
M. Osgood, Independent Contractor

## II. BUSINESS:

### 1. Public Comment.

Agency staff, Mr. Philip Fay, addressed the Board and provided information regarding his discontent of the General Manager and retracted his previous support. He asked the Board to consider postponing their rejection of the petition until investigating his concerns.

Agency staff, Mr. Mike Smith, addressed the Board and informed them he has not had the same experiences and concerns as Mr. Fay regarding management and the General Manager. He feels that the open-door policy of the General Manager makes him easy to approach.

Agency staff, Mr. Aaron Carlsson, addressed the Board and stated he agrees with Mr. Smith's sentiments. He likes the direction T-TSA is charted on and that it will help current and future employees manage the plant. He has not seen or felt any intimidation from any management staff.

Agency staff, Mr. Russell Ozolins, addressed the Board and stated he has also not experienced any intimidation. He feels staff are often not informed and he was even instructed to not talk to certain staff members. He stated employees are not informed of what the union has to offer other than hearsay amongst staff. He feels his direct managers are stonewalling project management amongst knowledgeable staff in the maintenance department and information is not flowing from management down and vice versa.

Agency staff, Mr. Bill Pindar, addressed the Board and stated that several staff members, new and seasoned, have addressed him and stated they are ready to leave because they are unhappy.

Mr. Rick Thompson with IBEW 1245 addressed the Board and informed them the IBEW has filed an appeal to the Board of Directors regarding the General Manager's decision to reject the IBEW Local 1245 petition for recognition.

No action was taken by the Board.

### 2. Closed Session.

The Board went into closed session with legal counsel and Mr. Griffin at 9:21 AM pursuant to Government Code section 54956.9(d)(1) regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case No. AS-RR-1172-M) (IBEW petition for recognition and unfair labor practice charge).

The meeting was reopened at 9:54 AM. Nothing to report from closed session.

3. Consideration of IBEW Local 1245 appeal of General Manager's September 27, 2017 decision rejecting petition for recognition.

The Board considered the IBEW Local 1245 appeal of General Manager's September 27, 2017 decision rejecting the IBEW petition for recognition. Mr. Griffin began the appeal hearing by providing a summary of the petition submitted by the IBEW Local 1245. He stated he reviewed the petition and determined that it was not in accordance with Resolution 4-93. The resolution established two bargaining units, but the petition asked for recognition of a single wall-to-wall bargaining unit, which is inconsistent with the resolution. In addition, the resolution stated there will be separation between managers/supervisors and non-supervisory employees and the units shall have a community of interest; however, the petition did not meet the criteria. Based on those points, he believed the rejection of the petition for recognition was justified.

Agency counsel, Mr. Shanahan, stated that the resolution referred to by the General Manager allowed for an agreed party to appeal to the Board. This would be the time to consider the IBEW appeal to the Board.

Mr. Rick Thompson with the IBEW Local 1245 addressed the Board regarding reasons supporting the IBEW appeal. He stated that they were not aware of Resolution 4-93 when they submitted their petition. He compared the T-TSA bargaining unit rules to other agencies and districts and stated a wall to wall bargaining unit may be deemed appropriate.

Agency staff, Mr. Aaron Carlsson, addressed the Board and stated the he did not like the fact that he was going to be forced into a wall to wall bargaining unit just because other agencies do so.

Agency staff, Mr. Kevin Woods, addressed the Board to state he understands the IBEW's points but the argument does not follow the most current employee employer relation guideline.

Mr. Rick Thompson added that the IBEW appeal added significantly more points as to why their petition should not be denied.

Agency Counsel, Mr. Shanahan, stated that the record should reflect that the IBEW appeal letter is included in the Board packet and has been distributed to each director and the Board should now deliberate and decide the appeal. President Butterfield closed public comment.

Mr. Griffin recommended that the Board support his decision to reject the IBEW petition for recognition and approve Resolution 10-2017.

Director Wilkins stated that the timing of the finding of Resolution 4-93 was unfortunate but does not believe there was malice intent and is not a reason to ignore them. He stated the General Manager's decision was clear and the petition is not consistent with Agency local rules. He encouraged the IBEW to submit another petition that was consistent with Agency rules and stated he was not comfortable deviating from current rules as they could create other issues.

In addition, Director Wilkins stated the IBEW has noted in its appeal that the local rules and bargaining units are not consistent with state law. Agency counsel confirms that they are in fact consistent with the law as it relates to the bargaining units. He believes the General Manager's decision to reject the petition is consistent with the Agency local rules and the law, and he was prepared to deny the appeal. He added that it is unfortunate that the union should wish to challenge these local rules and go forward to PERB and not comply with local rules because it will be a longer process.

**MOTION** by Director Lewis, **SECOND** by Director Wilkins to approve Resolution 10-2017 which upholds the General Manager's determination and concludes the General Manager acted appropriately in denying the IBEW petition, and affirms his decision on the grounds that the unit requested by the union is not an appropriate unit in accordance with Resolution 4-93; unanimously approved.

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

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

Motion approved.

4. Approval of the minutes of the regularly scheduled Board meeting on October 11, 2017.

**MOTION** by Director Cox, **SECOND** by Director Northrop to approve the minutes of the regularly scheduled Board meeting on October 11, 2017; unanimously approved.

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

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

Motion passed.

5. Approval of General Fund Warrants.

**MOTION** by Director Cox, **SECOND** by Director Northrop to approve the General Fund Warrants; unanimously approved.

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

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

Motion passed.

6. Receive and file financial statements, status of investments and Teichert mining report.

Received and filed.

7. Approval of CH2M Hill Task Order 29 to provide engineering design and construction assistance for the Building 27 Main Service Upgrade project.

**MOTION** by Director Lewis, **SECOND** by Director Northrop to approve CH2M Hill Task Order 29 to provide engineering design and construction assistance for the Building 27 Main Service Upgrade project; unanimously approved.

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

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

Motion passed.

8. Approval of the Annual Employee Appreciation dinner.

**MOTION** by Director Cox, **SECOND** by Director Lewis to approve the Annual Employee Appreciation dinner; unanimously approved.

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

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

Motion passed.

9. Discussion of State Route 89/Fanny Bridge Community Revitalization Project Related TRI Relocation Agreement.

Mr. Griffin provided the Board with an update to the project and stated that the Central Federal Lands Highway Division prefers that the TRI be abandoned in place instead of removed and that T-TSA retain ownership of the abandoned pipeline. He added the change in scope would require an amendment to current relocation agreement and Caltrans agreed to provide an indemnification should T-TSA abandon the TRI in place.

The Board directed to staff to proceed to abandon the TRI in place provided there is a relocation agreement amendment and Caltrans agrees to an indemnification agreement.

10. Operations, Maintenance, Engineering and IT Reports

Mr. Peak provided an update on current and past projects for the operations department and reported that the all waste discharge requirements were met for the month except for a minor pH violation at Well 31.



Mr. Redmond 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.

No action was taken by the Board.

11. General Manager Report

Mr. Griffin provided a brief update on the status of various ongoing projects, none of which required action by the Board. No action was taken by the Board.

12. Comments from the Board of Directors – Reports, Announcements and Questions for clarification only

President Butterfield announced his retirement from the T-TSA Board of Directors. Director Cox presented President Butterfield with a plaque honoring him for his years of service with the Agency and commended him for his work in all the Tahoe-Truckee area over the years. President Butterfield gave a brief history of how he came to Truckee and how T-TSA was formed. Several Agency staff members as well as the Board Directors thanked Mr. Butterfield for his service.

13. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:19 AM pursuant to Government Code Section 54956.8 for a conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25.

The meeting was reopened at 11:30 AM. Nothing to report from closed session.

III. ADJOURNMENT:

There being no further business, the meeting adjourned at 11:31 AM.

LaRue Griffin  
Secretary to the Board

Approved: \_\_\_\_\_

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 6

-----  
**Subject:** Approval of General Fund warrants.

**Background:** Warrants paid and payable for the previous calendar months.

**Fiscal Impact:** Decrease in Agency general fund per the warrant amounts.

**Previous Board Action:** None.

**Recommendation:** Approve General Fund warrants paid and payable.

FROM 11/01/17 THRU 11/30/17

| CHECK NUMBER | DATE     | STATUS               | VENDOR | VENDOR NAME                         | CHECK AMT | COMMENT |
|--------------|----------|----------------------|--------|-------------------------------------|-----------|---------|
| *CHECKS      |          |                      |        |                                     |           |         |
| 1 -          | 75606    | CHECK SEQUENCE BREAK |        |                                     |           |         |
| 75607        | 11/08/17 | REG PAID             | 00015  | AIRGAS USA, LLC                     | 2,350.00  |         |
| 75608        | 11/08/17 | REG PAID             | 00847  | ALLIED ELECTRONICS                  | 355.59    |         |
| 75609        | 11/08/17 | REG PAID             | 00019  | ALPHA ANALYTICAL                    | 175.00    |         |
| 75610        | 11/08/17 | REG PAID             | 01900  | AMAZON CAPITAL SERVICES             | 1,649.70  |         |
| 75611        | 11/08/17 | REG PAID             | 00032  | AMERIPRIDE UNIFORM SERVICES         | 1,684.23  |         |
| 75612        | 11/08/17 | REG PAID             | 01885  | AT&T ACCT 831-000-6939 380          | 1,398.45  |         |
| 75613        | 11/08/17 | REG PAID             | 01886  | AT&T ACCT #171-800-7674 001         | 1,002.01  |         |
| 75614        | 11/08/17 | REG PAID             | 01383  | AT&T 530 582-0827 966 5             | 1,449.71  |         |
| 75615        | 11/08/17 | REG PAID             | 01781  | B & T TENANT/EMPLOYMENT SCREENING   | 20.00     |         |
| 75616        | 11/08/17 | REG PAID             | 00081  | BORGES & MAHONEY                    | 3,004.02  |         |
| 75617        | 11/08/17 | REG PAID             | 00085  | BRANOM INSTRUMENT CO.               | 334.49    |         |
| 75618        | 11/08/17 | REG PAID             | 01290  | CLARK PEST CONTROL                  | 275.00    |         |
| 75619        | 11/08/17 | REG PAID             | 01479  | CONSOLIDATED ELECTRICAL DIST.       | 597.93    |         |
| 75620        | 11/08/17 | REG PAID             | 00696  | CORELOGIC INFORMATION SOLUTIONS, IN | 467.50    |         |
| 75621        | 11/08/17 | REG PAID             | 00149  | CWEA                                | 360.00    |         |
| 75622        | 11/08/17 | REG PAID             | 00980  | EMEDCO INC.                         | 246.30    |         |
| 75623        | 11/08/17 | REG PAID             | 00200  | FEDERAL EXPRESS CORP.               | 106.67    |         |
| 75624        | 11/08/17 | REG PAID             | 00067  | FLYERS ENERGY LLC                   | 10,843.81 |         |
| 75625        | 11/08/17 | REG PAID             | 01578  | GETGO, INC.                         | 39.00     |         |
| 75626        | 11/08/17 | REG PAID             | 01676  | GLOBAL INDUSTRIAL                   | 592.07    |         |
| 75627        | 11/08/17 | REG PAID             | 00225  | GRAINGER INC., W.W.                 | 2,390.39  |         |
| 75628        | 11/08/17 | REG PAID             | 00586  | HDS CONST SUPPLY                    | 537.08    |         |
| 75629        | 11/08/17 | REG PAID             | 00266  | INDUSTRIAL SAFETY SUPPLY            | 25,761.20 |         |
| 75630        | 11/08/17 | REG PAID             | 01817  | JOSE DE JESUS ZARATE                | 146.50    |         |
| 75631        | 11/08/17 | REG PAID             | 01259  | LHOIST NORTH AMERICA                | 16,624.39 |         |
| 75632        | 11/08/17 | REG PAID             | 00334  | R.F. MACDONALD COMPANY              | 4,231.62  |         |
| 75633        | 11/08/17 | REG PAID             | 00346  | MCMMASTER-CARR                      | 235.23    |         |
| 75634        | 11/08/17 | REG PAID             | 01837  | MICHAEL J SMITH                     | 183.15    |         |
| 75635        | 11/08/17 | REG PAID             | 00376  | MOUNTAIN HARDWARE                   | 335.49    |         |
| 75636        | 11/08/17 | REG PAID             | 00851  | MSC INDUSTRIAL SUPPLY               | 16.78     |         |
| 75637        | 11/08/17 | REG PAID             | 01684  | O'REILLY AUTO PARTS                 | 345.91    |         |
| 75638        | 11/08/17 | REG PAID             | 00959  | OFFICE DEPOT                        | 316.13    |         |
| 75639        | 11/08/17 | REG PAID             | 00780  | JAY PARKER                          | 275.96    |         |
| 75640        | 11/08/17 | REG PAID             | 00689  | BILL PINDAR                         | 26.09     |         |
| 75641        | 11/08/17 | REG PAID             | 01641  | PLATT                               | 1,395.85  |         |
| 75642        | 11/08/17 | REG PAID             | 00622  | PRAXAIR DISTRIBUTION, INC.          | 1,117.00  |         |
| 75643        | 11/08/17 | REG PAID             | 01935  | PRAXAIR INC.                        | 3,615.24  |         |
| 75644        | 11/08/17 | REG PAID             | 01933  | PRECISION CLEANING SYSTEMS, INC.    | 3,923.80  |         |
| 75645        | 11/08/17 | REG PAID             | 00452  | TRUCKEE DONNER PUD                  | 63,571.38 |         |
| 75646        | 11/08/17 | REG PAID             | 00720  | DAVE ROBERTSON                      | 400.00    |         |
| 75647        | 11/08/17 | REG PAID             | 01932  | S.P. KINNEY ENGINEERS, INC.         | 212.23    |         |
| 75648        | 11/08/17 | REG PAID             | 01062  | SAVE MART SUPERMARKETS              | 187.84    |         |
| 75649        | 11/08/17 | REG PAID             | 01035  | SEAL ANALYTICAL, INC.               | 50.00     |         |
| 75650        | 11/08/17 | REG PAID             | 00963  | SHERWIN-WILLIAMS                    | 890.46    |         |
| 75651        | 11/08/17 | REG PAID             | 01744  | SHRED-IT USA                        | 252.00    |         |
| 75652        | 11/08/17 | REG PAID             | 00600  | SIERRA CHEMICAL COMPANY             | 6,976.80  |         |
| 75653        | 11/08/17 | REG PAID             | 00619  | SIERRA SYSTEMS, INC.                | 6,600.00  |         |
| 75654        | 11/08/17 | REG PAID             | 01442  | SIERRA OFFICE SOLUTIONS             | 95.70     |         |
| 75655        | 11/08/17 | REG PAID             | 00655  | SOLENIS                             | 10,485.85 |         |
| 75656        | 11/08/17 | REG PAID             | 00117  | SUDDENLINK PAYMENT CENTER           | 31.29     |         |
| 75657        | 11/08/17 | REG PAID             | 00396  | TERRYBERRY COMPANY                  | 222.98    |         |
| 75658        | 11/08/17 | REG PAID             | 01894  | THATCHER COMPANY OF CA, INC.        | 11,180.19 |         |
| 75659        | 11/08/17 | REG PAID             | 00815  | THOMSON WEST                        | 302.56    |         |

FROM 11/01/17 THRU 11/30/17

| CHECK NUMBER | DATE     | STATUS   | VENDOR | VENDOR NAME                         | CHECK AMT | COMMENT |
|--------------|----------|----------|--------|-------------------------------------|-----------|---------|
| 75660        | 11/08/17 | REG PAID | 00427  | TIP INC.                            | 442.88    |         |
| 75661        | 11/08/17 | REG PAID | 00449  | TRUCKEE BAGEL CO.                   | 109.50    |         |
| 75662        | 11/08/17 | REG PAID | 00524  | UNITED PARCEL SERVICE, UPS          | 71.99     |         |
| 75663        | 11/08/17 | REG PAID | 00542  | WEDCO, INC.                         | 176.00    |         |
| 75664        | 11/08/17 | REG PAID | 00578  | WESTERN NEVADA SUPPLY               | 3,686.46  |         |
| 75665        | 11/01/17 | MAN PAID | 00506  | STANDARD INSURANCE-LIFE             | 1,952.14  |         |
| 75666        | 11/01/17 | MAN PAID | 00746  | SIMPLEX GRINNELL / TYCO             | 4,509.00  |         |
| 75667        | 11/01/17 | MAN PAID | 00746  | PETTY CASH                          | 132.00    |         |
| 75668        | 11/06/17 | MAN PAID | 01941  | SEBWAY TRUCK PARTS, INC.            | 2,806.26  |         |
| 75669        | 11/08/17 | MAN PAID | 00639  | SOUTHWEST GAS CORP.                 | 4,098.82  |         |
| 75670        | 11/08/17 | MAN PAID | 00696  | CORELOGIC INFORMATION SOLUTIONS, IN | 4,429.00  |         |
| 75671        | 11/08/17 | MAN PAID | 00015  | AIRGAS USA, LLC                     | 103.69    |         |
| 75672        | 11/08/17 | MAN PAID | 00376  | MOUNTAIN HARDWARE                   | 111.46    |         |
| 75673        | 11/08/17 | MAN PAID | 01479  | CONSOLIDATED ELECTRICAL DIST.       | 380.72    |         |
| 75674        | 11/08/17 | MAN PAID | 00692  | DALE COX                            | 100.00    |         |
| 75675        | 11/08/17 | MAN PAID | 00695  | JON NORTROP                         | 100.00    |         |
| 75676        | 11/08/17 | MAN PAID | 00694  | S. LANE LEWIS                       | 100.00    |         |
| 75677        | 11/08/17 | MAN PAID | 01849  | DANIEL WILKINS                      | 100.00    |         |
| 75678        | 11/08/17 | MAN PAID | 00225  | GRAINGER INC., W.W.                 | 100.00    |         |
| 75679        | 11/08/17 | MAN PAID | 01671  | PTC INC.                            | 2,698.56  |         |
| 75680        | 11/08/17 | MAN PAID | 01641  | PLATT                               | 599.00    |         |
| 75681        | 11/08/17 | MAN PAID | 00816  | DLT SOLUTIONS                       | 1,237.82  |         |
| 75682        | 11/08/17 | MAN PAID | 01533  | RHP MECHANICAL SYSTEMS              | 2,168.84  |         |
| 75683        | 11/08/17 | MAN PAID | 00560  | VWR SCIENTIFIC, INC                 | 4,325.00  |         |
| 75684        | 11/08/17 | MAN PAID | 00671  | TAHOE TRUCKEE DISPOSAL              | 1,992.18  |         |
| 75685        | 11/08/17 | MAN PAID | 00098  | SWRCB-ELAP FEES                     | 15,609.01 |         |
| 75686        | 11/08/17 | MAN PAID | 00689  | BILL PINDAR & SON, INC.             | 5,294.00  |         |
| 75687        | 11/08/17 | MAN PAID | 00391  | TEICHERT & SON, INC.                | 9.75      |         |
| 75688        | 11/08/17 | MAN PAID | 00763  | NANCY BARKER                        | 20.00     |         |
| 75689        | 11/08/17 | MAN PAID | 00695  | JON NORTROP                         | 300.00    |         |
| 75690        | 11/08/17 | MAN PAID | 00124  | CHOQUINARD & MYHRE, INC.            | 390.00    |         |
| 75691        | 11/08/17 | MAN PAID | 00614  | LIBERTY UTILITIES                   | 855.00    |         |
| 75692        | 11/08/17 | MAN PAID | 01821  | NEWEGG, INC.                        | 87.01     |         |
| 75693        | 11/08/17 | MAN PAID | 00032  | AMERIPRIDE UNIFORM SERVICES         | 293.97    |         |
| 75694        | 11/08/17 | MAN PAID | 00538  | IRON MOUNTAIN                       | 481.39    |         |
| 75695        | 11/08/17 | MAN PAID | 00232  | HACH CHEMICAL COMPANY               | 242.94    |         |
| 75696        | 11/08/17 | MAN PAID | 00602  | SIERRA ELECTRONICS                  | 138.12    |         |
| 75697        | 11/08/17 | MAN PAID | 00600  | SIERRA CHEMICAL COMPANY             | 3,117.60  |         |
| 75698        | 11/08/17 | MAN PAID | 01900  | AMAZON CAPITAL SERVICES             | 2,976.80  |         |
| 75699        | 11/08/17 | MAN PAID | 01943  | LYNN BARR                           | 1,083.79  |         |
| 75700        | 11/08/17 | MAN PAID | 01944  | KAREN PRICE                         | 1,765.00  |         |
| 75701        | 11/08/17 | MAN PAID | 00786  | STANDARD INSURANCE-DENTAL           | 342.87    |         |
| 75702        | 11/16/17 | MAN PAID | 00855  | ADVANCED CALIBRATION DESIGNS, ACD   | 8,147.52  |         |
| 75703        | 11/16/17 | MAN PAID | 01616  | OXBORROW TRUCKING & LANDSCAPE MATER | 1,248.00  |         |
| 75704        | 11/16/17 | MAN PAID | 01947  | PHILIP & NANCY SHAPIRO              | 10,965.00 |         |
| 75705        | 11/16/17 | MAN PAID | 01948  | SUSAN ELLIOTT & ERIC CHRISTENSEN    | 201.18    |         |
| 75706        | 11/16/17 | MAN PAID | 01949  | PAUL & JUDY FRIDMAN                 | 17.00     |         |
| 75707        | 11/16/17 | MAN PAID | 01950  | HERBERT & ANN TASKER                | 294.00    |         |
| 75708        | 11/16/17 | MAN PAID | 00149  | CWEA                                | 153.00    |         |
| 75709        | 11/16/17 | MAN PAID | 00603  | WILEY, PRICE & RADULOVICH           | 1,400.00  |         |
| 75710        | 11/16/17 | MAN PAID | 01035  | SEAL ANALYTICAL, INC.               | 9,152.65  |         |
| 75711        | 11/16/17 | MAN PAID | 00600  | SIERRA CHEMICAL COMPANY             | 4,095.00  |         |
| 75712        | 11/17/17 | MAN PAID | 99999  | VOID ZERO AMOUNT CHECKS VENDOR      | 4,302.66  |         |
| 75713        | 11/17/17 | MAN PAID | 01695  | DHI WATER & ENVIRONMENT             |           |         |
| 75714        | 11/17/17 | MAN PAID | 01951  | SIERRA RESCUE INTERNATIONAL         |           |         |
| 75715        | 11/17/17 | MAN PAID | 01099  | TRACE ANALYTICS, INC.               | 2,520.00  |         |
|              |          |          |        |                                     | 1,035.00  |         |
|              |          |          |        |                                     | 168.68    |         |

CHECK HAS BEEN VOIDED

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER

FROM 11/01/17 THRU 11/30/17

RUN DATE 12/07/17  
RUN TIME 10:53:25

(APM025)  
PAGE 3

| CHECK NUMBER | DATE     | STATUS   | VENDOR | VENDOR NAME           | CHECK AMT | COMMENT |
|--------------|----------|----------|--------|-----------------------|-----------|---------|
| 75716        | 11/17/17 | MAN PAID | 01946  | INNOVATIVE HYDRAULICS | 300.00    |         |

\*\* FINAL TOTAL

290,326.83

110 CHECKS

FROM 11/01/17 THRU 11/30/17

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 CHECK NUMBER      DATE      STATUS      VENDOR      CHECK SEQUENCE BREAK      CHECK AMT      COMMENT  
 -----

\*CHECKS      1 -      1112263      CHECK SEQUENCE BREAK

|         |          |          |       |                                   |            |  |
|---------|----------|----------|-------|-----------------------------------|------------|--|
| 1112264 | 11/01/17 | MAN PAID | 01007 | PERS-HEALTH PREMIUM               | 122,001.57 |  |
| 1112265 | 11/01/17 | MAN PAID | 01038 | FIRST US COMMUNITY CREDIT UNION   | 3,000.00   |  |
| 1112266 | 11/01/17 | MAN PAID | 01004 | FEDERAL TAXES/EFTPS               | 32,722.13  |  |
| 1112267 | 11/01/17 | MAN PAID | 00809 | EMPLOYMENT DEVELOPMENT DEPARTMENT | 10,617.32  |  |
| 1112268 | 11/01/17 | MAN PAID | 00679 | NATIONWIDE RETIREMENT SOLUTIONS   | 2,025.00   |  |
| 1112269 | 11/01/17 | MAN PAID | 01005 | PERS 457 PLAN                     | 8,289.00   |  |
| 1112270 | 11/02/17 | MAN PAID | 01004 | FEDERAL TAXES/EFTPS               | 2.96       |  |
| 1112271 | 11/02/17 | MAN PAID | 00809 | EMPLOYMENT DEVELOPMENT DEPARTMENT | 0.92       |  |
| 1112272 | 11/06/17 | MAN PAID | 01006 | PERS-RETIREMENT                   | 36,369.17  |  |
| 1112273 | 11/02/17 | MAN PAID | 00513 | U.S. BANK BANK CARD DIVISION      | 13,164.58  |  |
| 1112274 | 11/17/17 | MAN PAID | 01004 | FEDERAL TAXES/EFTPS               | 32,711.05  |  |
| 1112275 | 11/17/17 | MAN PAID | 00809 | EMPLOYMENT DEVELOPMENT DEPARTMENT | 10,553.55  |  |
| 1112276 | 11/17/17 | MAN PAID | 01532 | NAVIA BENEFIT SOLUTIONS           | 196.00     |  |
| 1112277 | 11/17/17 | MAN PAID | 01038 | FIRST US COMMUNITY CREDIT UNION   | 3,000.00   |  |
| 1112278 | 11/17/17 | MAN PAID | 00679 | NATIONWIDE RETIREMENT SOLUTIONS   | 3,025.00   |  |
| 1112279 | 11/17/17 | MAN PAID | 01005 | PERS 457 PLAN                     | 8,289.00   |  |
| 1112280 | 11/20/17 | MAN PAID | 01006 | PERS-RETIREMENT                   | 36,242.47  |  |

322,209.72

17 CHECKS

\*\* FINAL TOTAL

**PAYROLL CHECK REGISTER**  
**November 1, 2017 to November 30, 2017**

| <u>Check Number</u> | <u>Check Date</u> | <u>Emp Number</u> | <u>Check Amount</u> |
|---------------------|-------------------|-------------------|---------------------|
| 54084               | 01-Nov-17         | 1929              | XXXX.XX             |
| 54085               | 01-Nov-17         | 1980              | XXXX.XX             |
| 54086               | 01-Nov-17         | 4225              | XXXX.XX             |
| 54087               | 01-Nov-17         | 5098              | XXXX.XX             |
| 54088               | 01-Nov-17         | 6626              | XXXX.XX             |
| 54089               | 01-Nov-17         | 3286              | XXXX.XX             |
| 54090               | 01-Nov-17         | 7570              | XXXX.XX             |
| 54091               | 01-Nov-17         | 671               | XXXX.XX             |
| 54092               | 01-Nov-17         | 8897              | XXXX.XX             |
| 54093               | 01-Nov-17         | 8710              | XXXX.XX             |
| 54094               | 01-Nov-17         | 2133              | XXXX.XX             |
| 54095               | 01-Nov-17         | 8400              | XXXX.XX             |
| 54096               | 01-Nov-17         | 5982              | XXXX.XX             |
| 54097               | 01-Nov-17         | 1352              | XXXX.XX             |
| 54098               | 01-Nov-17         | 3464              | XXXX.XX             |
| 54099               | 01-Nov-17         | 934               | XXXX.XX             |
| 54100               | 01-Nov-17         | 992               | XXXX.XX             |
| 54101               | 01-Nov-17         | 3059              | XXXX.XX             |
| 54102               | 01-Nov-17         | 411               | XXXX.XX             |
| 54103               | 01-Nov-17         | 1248              | XXXX.XX             |
| 54104               | 01-Nov-17         | 6171              | XXXX.XX             |
| 54105               | 01-Nov-17         | 9815              | XXXX.XX             |
| 54106               | 01-Nov-17         | 1730              | XXXX.XX             |
| 54107               | 01-Nov-17         | 9478              | XXXX.XX             |
| 54108               | 01-Nov-17         | 9268              | XXXX.XX             |
| 54109               | 01-Nov-17         | 6204              | XXXX.XX             |
| 54110               | 01-Nov-17         | 6930              | XXXX.XX             |
| 54111               | 01-Nov-17         | 1567              | XXXX.XX             |
| 54112               | 01-Nov-17         | 5526              | XXXX.XX             |
| 54113               | 01-Nov-17         | 9357              | XXXX.XX             |
| 54114               | 01-Nov-17         | 63                | XXXX.XX             |
| 54115               | 01-Nov-17         | 65                | XXXX.XX             |
| 54116               | 01-Nov-17         | 8126              | XXXX.XX             |
| 54117               | 01-Nov-17         | 890               | XXXX.XX             |
| 54118               | 01-Nov-17         | 3849              | XXXX.XX             |
| 54119               | 01-Nov-17         | 572               | XXXX.XX             |
| 54120               | 01-Nov-17         | 2375              | XXXX.XX             |
| 54121               | 01-Nov-17         | 3433              | XXXX.XX             |
| 54122               | 01-Nov-17         | 743               | XXXX.XX             |
| 54123               | 01-Nov-17         | 6715              | XXXX.XX             |
| 54124               | 01-Nov-17         | 8112              | XXXX.XX             |
| 54125               | 01-Nov-17         | 3359              | XXXX.XX             |
| 54126               | 01-Nov-17         | 8131              | XXXX.XX             |
| 54127               | 01-Nov-17         | 6833              | XXXX.XX             |
| 54128               | 01-Nov-17         | 773               | XXXX.XX             |
| 54129               | 01-Nov-17         | 7232              | XXXX.XX             |
| 54130               | 01-Nov-17         | 1766              | XXXX.XX             |
| 54131               | 01-Nov-17         | 9056              | XXXX.XX             |
| 54132               | 01-Nov-17         | 5476              | XXXX.XX             |
| 54133               | 01-Nov-17         | 4177              | XXXX.XX             |
| 54134               | 02-Nov-17         | 6626              | XXXX.XX             |
| 54135               | 16-Nov-17         | 1929              | XXXX.XX             |



|       |           |      |                     |
|-------|-----------|------|---------------------|
| 54136 | 16-Nov-17 | 1980 | XXXX.XX             |
| 54137 | 16-Nov-17 | 4225 | XXXX.XX             |
| 54138 | 16-Nov-17 | 5098 | XXXX.XX             |
| 54139 | 16-Nov-17 | 6626 | XXXX.XX             |
| 54140 | 16-Nov-17 | 3286 | XXXX.XX             |
| 54141 | 16-Nov-17 | 7570 | XXXX.XX             |
| 54142 | 16-Nov-17 | 671  | XXXX.XX             |
| 54143 | 16-Nov-17 | 8897 | XXXX.XX             |
| 54144 | 16-Nov-17 | 8710 | XXXX.XX             |
| 54145 | 16-Nov-17 | 2133 | XXXX.XX             |
| 54146 | 16-Nov-17 | 8400 | XXXX.XX             |
| 54147 | 16-Nov-17 | 5982 | XXXX.XX             |
| 54148 | 16-Nov-17 | 1352 | XXXX.XX             |
| 54149 | 16-Nov-17 | 3464 | XXXX.XX             |
| 54150 | 16-Nov-17 | 934  | XXXX.XX             |
| 54151 | 16-Nov-17 | 992  | XXXX.XX             |
| 54152 | 16-Nov-17 | 3059 | XXXX.XX             |
| 54153 | 16-Nov-17 | 411  | XXXX.XX             |
| 54154 | 16-Nov-17 | 1248 | XXXX.XX             |
| 54155 | 16-Nov-17 | 6171 | XXXX.XX             |
| 54156 | 16-Nov-17 | 9815 | XXXX.XX             |
| 54157 | 16-Nov-17 | 1730 | XXXX.XX             |
| 54158 | 16-Nov-17 | 9478 | XXXX.XX             |
| 54159 | 16-Nov-17 | 9268 | XXXX.XX             |
| 54160 | 16-Nov-17 | 6204 | XXXX.XX             |
| 54161 | 16-Nov-17 | 6930 | XXXX.XX             |
| 54162 | 16-Nov-17 | 1567 | XXXX.XX             |
| 54163 | 16-Nov-17 | 5526 | XXXX.XX             |
| 54164 | 16-Nov-17 | 9357 | XXXX.XX             |
| 54165 | 16-Nov-17 | 63   | XXXX.XX             |
| 54166 | 16-Nov-17 | 65   | XXXX.XX             |
| 54167 | 16-Nov-17 | 8126 | XXXX.XX             |
| 54168 | 16-Nov-17 | 890  | XXXX.XX             |
| 54169 | 16-Nov-17 | 3849 | XXXX.XX             |
| 54170 | 16-Nov-17 | 572  | XXXX.XX             |
| 54171 | 16-Nov-17 | 2375 | XXXX.XX             |
| 54172 | 16-Nov-17 | 3433 | XXXX.XX             |
| 54173 | 16-Nov-17 | 743  | XXXX.XX             |
| 54174 | 16-Nov-17 | 6715 | XXXX.XX             |
| 54175 | 16-Nov-17 | 8112 | XXXX.XX             |
| 54176 | 16-Nov-17 | 3359 | XXXX.XX             |
| 54177 | 16-Nov-17 | 8131 | XXXX.XX             |
| 54178 | 16-Nov-17 | 6833 | XXXX.XX             |
| 54179 | 16-Nov-17 | 773  | XXXX.XX             |
| 54180 | 16-Nov-17 | 7232 | XXXX.XX             |
| 54181 | 16-Nov-17 | 1766 | XXXX.XX             |
| 54182 | 16-Nov-17 | 9056 | XXXX.XX             |
| 54183 | 16-Nov-17 | 5476 | XXXX.XX             |
| 54184 | 16-Nov-17 | 4177 | XXXX.XX             |
| 54185 | 16-Nov-17 | 6715 | XXXX.XX             |
| 54186 | 30-Nov-17 | 8126 | XXXX.XX             |
| 54188 | 30-Nov-17 | 8126 | XXXX.XX             |
|       |           |      | <hr/>               |
|       |           |      | <u>\$292,422.56</u> |

VOIDED CHECKS:  
54187

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 7

-----  
**Subject:** Receive and file financial statements and status of investments.

**Background:** Financial statements and status of investments for the previous calendar month.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.

| BUDGETED EXPENDITURES            | BUDGET<br>CURRENT YEAR | CURRENT MONTH | YEAR TO DATE | BALANCE      | BUDGET % |
|----------------------------------|------------------------|---------------|--------------|--------------|----------|
| ADMINISTRATIVE FUND              |                        |               |              |              |          |
| 45010 SALARIES AND WAGES         | 500,000.00             | 40,082.02     | 190,025.82   | 309,974.18   | 38.01    |
| 45020 EMPLOYEE BENEFITS          | 354,000.00             | 17,981.38     | 154,738.47   | 199,261.53   | 43.71    |
| 45030 DIRECTOR FEES              | 12,000.00              | 400.00        | 1,600.00     | 10,400.00    | 13.33    |
| 45060 TRANSPORTATION GAS AND OIL | 4,000.00               | 67.45         | 833.37       | 3,166.63     | 20.83    |
| 45070 INSURANCE                  | 110,000.00             | 7,150.73      | 55,796.15    | 54,203.85    | 50.72    |
| 45080 MEMBERSHIPS                | 25,000.00              | 0.00          | 199.00       | 24,801.00    | 0.80     |
| 45090 OFFICE EXPENSE             | 75,000.00              | 2,072.06      | 11,448.65    | 63,551.35    | 15.26    |
| 45095 FEES, LICENSES & PERMITS   | 150,000.00             | 40.00         | 13,089.72    | 136,910.28   | 8.73     |
| 45110 CONTRACTUAL SERVICES       | 75,000.00              | 1,707.00      | 29,458.50    | 45,541.50    | 39.28    |
| 45120 PROFESSIONAL SERVICES      | 250,000.00             | 14,764.74     | 85,669.60    | 164,330.40   | 34.27    |
| 45130 PRINTING AND PUBLICATIONS  | 15,000.00              | 1,838.56      | 3,302.22     | 11,697.78    | 22.01    |
| 45140 REPAIRS AND LEASES         | 5,000.00               | 2,242.94      | 2,283.04     | 2,716.96     | 45.66    |
| 45150 REPAIRS AND MAINTENANCE    | 1,000.00               | 0.00          | 19.00        | 981.00       | 1.90     |
| 45170 TRAINING                   | 5,000.00               | 0.00          | 1,695.81     | 3,304.19     | 33.92    |
| 45180 UNCOLLECTIBLE ACCOUNTS     | 5,000.00               | 0.00          | 351.60       | 4,648.40     | 7.03     |
| 45190 UTILITIES                  | 12,000.00              | 1,199.12      | 3,501.77     | 8,498.23     | 29.18    |
| 45300 EQUIPMENT                  | 7,000.00               | 0.00          | 0.00         | 7,000.00     | 0.00     |
| TOTAL ADMINISTRATIVE FUND        | 1,605,000.00           | 87,546.00     | 554,012.72   | 1,050,987.28 | 34.52    |

| OPERATIONS AND MAINTENANCE FUND    | BUDGET<br>CURRENT YEAR | CURRENT MONTH | YEAR TO DATE | BALANCE      | BUDGET % |
|------------------------------------|------------------------|---------------|--------------|--------------|----------|
| 45010 SALARIES AND WAGES           | 5,561,500.00           | 381,281.76    | 1,845,390.07 | 3,716,109.93 | 33.18    |
| 45020 EMPLOYEE BENEFITS            | 3,485,000.00           | 188,218.62    | 1,630,499.60 | 1,854,500.40 | 46.79    |
| 45060 TRANSPORTATION GAS AND OIL   | 15,000.00              | 0.00          | 4,644.58     | 10,355.42    | 30.96    |
| 45080 MEMBERSHIPS                  | 14,500.00              | 650.00        | 5,693.26     | 8,806.74     | 39.26    |
| 45095 FEES, LICENSES & PERMITS     | 0.00                   | 0.00          | 146.50       | (146.50)     | 0.00     |
| 45100 SUPPLIES                     | 1,295,000.00           | 60,558.20     | 421,686.36   | 873,313.64   | 32.56    |
| 45110 CONTRACTUAL SERVICES         | 567,000.00             | 53,152.90     | 201,809.78   | 365,190.22   | 35.59    |
| 45140 RENTS AND LEASES             | 22,000.00              | 817.06        | 5,018.45     | 16,981.55    | 22.81    |
| 45150 REPAIRS AND MAINTENANCE      | 261,000.00             | 26,212.74     | 106,387.08   | 154,612.92   | 40.76    |
| 45155 INSTRUMENTATION & ELECTRICAL | 75,000.00              | 11,654.33     | 53,230.30    | 21,769.70    | 70.97    |
| 45160 RESEARCH & MONITORING        | 80,000.00              | 14,670.73     | 36,158.23    | 43,841.77    | 45.20    |
| 45170 TRAINING                     | 46,000.00              | 4,535.78      | 17,632.31    | 28,367.69    | 38.33    |
| 45190 UTILITIES                    | 1,273,000.00           | 74,743.05     | 359,667.15   | 913,332.85   | 28.25    |
| TOTAL OPERATIONS & MAINTENANCE     | 12,695,000.00          | 816,495.17    | 4,687,963.67 | 8,007,036.33 | 36.93    |

| TOTAL | BUDGET<br>CURRENT YEAR | CURRENT MONTH | YEAR TO DATE | BALANCE      | BUDGET % |
|-------|------------------------|---------------|--------------|--------------|----------|
| TOTAL | 14,300,000.00          | 904,041.17    | 5,241,976.39 | 9,058,023.61 | 36.66    |

| SRF DEBT SERVICE                   | BUDGET<br>CURRENT YEAR | CURRENT MONTH | YEAR TO DATE | BALANCE      | BUDGET % |
|------------------------------------|------------------------|---------------|--------------|--------------|----------|
| 45105 INTEREST ON SRF LOAN EXPENSE | 0.00                   | 0.00          | 266,280.33   | (266,280.33) | 0.00     |

CASH ON HAND  
-----  
CASH ACCOUNT (US BANK)  
CASH - PETTY CASH  
CHK ACCT (WELLS FARGO/PAYROLL)  
SAVINGS (B OF A)  
SERVICE CHARGE MUNI INV (US BANK)  
WASTEWTR CAP RES SAVINGS (BOFA)  
WASTEWATER SAVINGS-WELLS FARGO  
STATE LOCAL AGENCY INVESTMT FUND  
TOTAL CASH ON HAND

BALANCE  
-----  
24,775.33  
1,600.00  
158,847.72  
11,902.15  
13,949.39  
10,700.36  
627,898.44  
48,567,419.54  
-----  
49,417,092.93  
=====

CURRENT MONTH  
ADMINISTRATIVE  
OPERATION & MAINTENANCE  
W.W.C.R.F.  
UPGRADE REHAB  
TOTAL

|            |            |                     |
|------------|------------|---------------------|
| INCOME     | EXPENSES   | ACCOUNTS<br>PAYABLE |
| 0.13       | 87,546.00  | 15,641.36           |
| 40,192.38- | 816,495.17 | 181,156.45          |
| 56,945.42  | 0.00       | 0.00                |
| 0.00       | 11,173.37  | 884.49              |
| -----      | -----      | -----               |
| 16,753.17  | 915,214.54 | 197,682.30          |
| =====      | =====      | =====               |

ADMINISTRATIVE  
OPERATIONS & MAINTENANCE  
WASTEWATER CAPITAL RESERVE  
SRF WASTEWATER CAP RESERVE  
UPGRADE/REHAB  
TOTAL

|                      |                          |                          |                    |
|----------------------|--------------------------|--------------------------|--------------------|
| BEGINNING<br>BALANCE | YEAR TO DATE<br>RECEIVED | YEAR TO DATE<br>EXPENDED | CURRENT<br>BALANCE |
| 50,000.00            | 351,047.38               | 3,799,747.99             | 23,796.59          |
| 250,000.00           | 6,094,569.11             | 4,679,182.34             | 1,665,386.77       |
| 20,768,597.34        | 701,299.29               | 11,889.97                | 19,080,838.71      |
| 2,917,227.28         | 14,482.70                | 0.00                     | 2,931,709.98       |
| 26,809,008.58        | 121,652.19               | 169,970.64               | 25,715,360.88      |
| -----                | -----                    | -----                    | -----              |
| 50,794,833.20        | 7,283,050.67             | 8,660,790.94             | 49,417,092.93      |
| =====                | =====                    | =====                    | =====              |

INTEREST INCOME

00 ADMINISTRATION  
01 OPERATION & MAINTENANCE  
02 W.W.C.R.F.  
04 SRF WCRF  
06 UPGRADE/REHAB

YEAR TO DATE

8,744.45  
7,623.03  
50,380.63  
7,749.02  
68,778.21  
-----  
143,275.34  
=====

TOTAL INTEREST INCOME

FUND INVESTMENTS:  
ADMINISTRATIVE  
OPERATION & MAINTENANCE  
W.W.C.R.F.  
SRF WCRF  
UPGRADE REHAB

| T.C.D. | T-BILLS | L.A.I.F       |
|--------|---------|---------------|
| 0.00   | 0.00    | 750.75        |
| 0.00   | 0.00    | 1,477,358.02  |
| 0.00   | 0.00    | 18,442,239.91 |
| 0.00   | 0.00    | 2,931,709.98  |
| 0.00   | 0.00    | 25,715,360.88 |
| -----  | -----   | -----         |
| 0.00   | 0.00    | 48,567,419.54 |
| =====  | =====   | =====         |

TOTAL FUND INVESTMENTS

TAHOE-TRUCKEE SANITATION AGENCY  
FINANCIAL STATEMENT  
Summary  
November 30, 2017

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SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$612,536.55

Administrative and General Payable: \$197,682.30

Total Administrative and General Paid and Payable: \$810,218.85

Total Administrative and General Payroll Paid: \$292,422.56

TAHOE-TRUCKEE SANITATION AGENCY  
SUMMARY OF YEAR TO DATE CHANGES IN FUND BALANCES  
PERIOD ENDING 11/30/17

|              | ADMIN          | OPERATIONS &<br>MAINTENANCE | WASTEWATER<br>CAP RESERVE | SRF WASTEWTR<br>CAP RESERVE | UPGRADE<br>REHAB | TOTAL          |
|--------------|----------------|-----------------------------|---------------------------|-----------------------------|------------------|----------------|
| CASH BEG BAL | 50,000.00      | 250,000.00                  | 20,768,597.34             | 2,917,227.28                | 26,809,008.58    | 50,794,833.20  |
| TRANSFERS    | 3,422,497.20   | 0.00                        | 2,377,167.95-             | 0.00                        | 1,045,329.25-    | 0.00           |
| BEG A/R      | 205,124.67     | 496,159.72                  | 52,031.17                 | 6,733.68                    | 52,873.98        | 812,923.22     |
| INCOME       | 158,973.08     | 6,241,259.55                | 667,380.63                | 7,749.02                    | 68,778.21        | 7,144,140.49   |
| END A/R      | 13,050.37-     | 642,850.16-                 | 18,112.51-                | 0.00                        | 121,902.15       | 338,059.55     |
| BEG A/P      | 31,345,466.17  | 1,233,119.13                | 0.00                      | 0.00                        | 12,803.15        | 32,591,388.45  |
| EXPENSES     | 820,293.05     | 4,687,963.67                | 11,889.97                 | 0.00                        | 158,051.98       | 5,678,198.67   |
| END A/P      | 28,366,011.23- | 1,241,900.46-               | 0.00                      | 0.00                        | 884.49-          | 29,608,796.18- |
| CASH END BAL | 23,796.59      | 1,665,386.77                | 19,080,838.71             | 2,931,709.98                | 25,715,360.88    | 49,417,092.93  |

Tahoe-Truckee Sanitation Agency  
Statement of Net Assets  
Month Ending Nov. 30, 2017

ASSETS

| Current Assets                               | Balance                 |
|--|-------------------------|
| Cash and Cash Equivalents                    |                         |
| 00-10020 Cash - Wells Fargo Bank Payroll     | \$ 13,862.38            |
| 00-10030 Cash - Petty Cash                   | 1,600.00                |
| 00-10040 Cash - Bank of America Tax Revenue  | 7,583.46                |
| 00-10070 Cash - L.A.I.F.                     | 750.75                  |
| 01-10010 Cash - U.S. Bank Checking           | 24,775.33               |
| 01-10020 Cash - Wells Fargo Bank Payroll     | 144,985.34              |
| 01-10040 Cash - Bank of America Tax Revenue  | 4,318.69                |
| 01-10050 Cash - Service Charge Savings       | 13,949.39               |
| 01-10070 Cash - L.A.I.F.                     | 1,477,358.02            |
| 06-10070 Cash - L.A.I.F.                     | <u>25,715,360.88</u>    |
| Total Cash and Cash Equivalents              | \$ <u>27,404,544.24</u> |
| Accounts Receivable                          |                         |
| 00-11010 A/R Northstar In-lieu of Tax        | 0.00                    |
| 00-11075 A/R Admin COBRA                     | 0.00                    |
| 00-11280 A/R Brown Act Reform Reimb.         | \$ 12,054.00            |
| 01-11020 Accounts Receivable Service Charges | 211,979.37              |
| 01-11021 Service Charge Refunds              | 8,264.47                |
| 01-11065 Accounts Receivable Laboratory      | 725.00                  |
| 01-11070 Accounts Receivable Temp. Discharge | 335.00                  |
| 01-11075 Accounts Receivable COBRA           | 1,093.17                |
| 01-11080 Accounts Receivable Other           | 12,720.80               |
| 01-11085 A/R Ammonium Sulfate                | 0.00                    |
| 00-14850 Accrued Income                      | 0.00                    |
| 01-14850 Accrued Income                      | <u>0.00</u>             |
| Total Accounts Receivable                    | \$ 248,321.18           |
| Inventory                                    |                         |
| 01-12550 Chemical Inventory                  | \$ 95,296.15            |
| 01-12560 Fuel Inventory                      | <u>26,606.00</u>        |
| Total Inventory                              | \$ 121,902.15           |
| 01-13060 Due From Government Agencies        | <u>\$ 285,677.20</u>    |
| Total Current Assets                         | <u>\$ 28,060,444.77</u> |



Tahoe-Truckee Sanitation Agency  
Statement of Net Assets  
Month Ending Nov. 30, 2017

| Restricted Assets                             | Balance                         |
|---|---------------------------------|
| 02-10060 Cash - Bank of America WWCR          | \$ 10,700.36                    |
| 02-10065 Cash - Wells Fargo WWCR Savings      | 627,898.44                      |
| 02-10070 Cash - L.A.I.F.                      | 18,442,239.91                   |
| 02-10530 Cash - Certificate of Deposit        | 0.00                            |
| 04-10070 Cash - L.A.I.F.                      | <u>2,931,709.98</u>             |
| Total Cash and Cash Equivalents               | \$ 22,012,548.69                |
|   |                                 |
| 02-11030 A/R Connection Fee Payment Plans     | <u>18,112.51</u>                |
| Total Restricted Assets                       | <u>\$ 22,030,661.20</u>         |
|   |                                 |
| Property Plant & Equipment                    |                                 |
| 00-16010 Land                                 | \$ 2,174,726.00                 |
| 00-16020 Plant Fencing                        | 244,732.11                      |
| 00-16040 Sewage Collection Facility           | 14,168,430.43                   |
| 00-16050 Sewage Treatment & Disposal Facility | 125,093,559.93                  |
| 00-16060 General Plant & Admin. Facility      | 3,982,615.29                    |
| 00-16090 Vehicles                             | 1,209,946.21                    |
| 00-16550 Allowance for Depr. Facility         | (56,036,579.38)                 |
| 00-16580 Allowance for Depr. General Plant    | <u>(4,685,118.00)</u>           |
| Net Capital Assets                            | \$ 86,152,312.59                |
|   |                                 |
| Deferred Pension Outflows                     |                                 |
| 00-16810 Deferred Pension Outflows            | \$ 587,605.00                   |
| 01-16810 Deferred Pension Outflows            | \$ -                            |
| Deferred Pension Outflows                     | <u>\$ 587,605.00</u>            |
|   |                                 |
| Total Assets                                  | <u><u>\$ 136,831,023.56</u></u> |

Tahoe-Truckee Sanitation Agency  
Statement of Net Assets  
Month Ending Nov. 30, 2017

| LIABILITIES & NET ASSETS                                  | Balance                |
|---|------------------------|
| <b>Current Liabilities</b>                                |                        |
| 00-20350      Accounts Payable - Admin.                   | \$ (15,641.36)         |
| 01-20350      Accounts Payable - Operations & Maint.      | (181,156.45)           |
| 06-20350      Accounts Payable - Upgrade                  | (884.49)               |
|   | <u>\$ (197,682.30)</u> |
| 00-20810      Accrued Liability for Compensated Absences  | (53,885.58)            |
| 01-20810      Accrued Liability for Compensated Absences  | (860,258.72)           |
|   | <u>\$ (914,144.30)</u> |
| 01-22010      Customer Deposits Temp. Discharge Permits   | <u>\$ (400.00)</u>     |
| 00-20390      Accrued Expenses - Admin.                   | 0.00                   |
| 00-20410      Retention                                   | 0.00                   |
| 00-20710      Salaries and Wages Payable                  | (14,362.90)            |
| 00-20720      Federal Payroll Taxes Payable               | (2,898.14)             |
| 00-20725      State Payroll Taxes Payable                 | (1,007.88)             |
| 00-20727      SDI Payable                                 | (105.13)               |
| 00-20730      Pers 457 ING Retirement Payable             | (150.00)               |
| 00-20735      Nationwide 457 Payable                      | (850.00)               |
| 00-20740      Credit Union P/R Deduction Payable          | 0.00                   |
| 00-20750      Wage Garnishment Payable                    | 0.00                   |
| 00-20760      Life Insurance Payable                      | 0.00                   |
| 00-20770      Medicare Deduction Payable                  | (581.55)               |
| 00-20780      Survivor Benefits Payable                   | (4.00)                 |
| 00-20785      Pers "AIR" Time Deduction Payable           | 0.00                   |
| 00-20786      Pers Employee Paid Contribution             | (527.90)               |
| 01-20390      Accrued Expenses - Operations & Maint.      | 0.00                   |
| 01-20710      Salaries and Wages Payable                  | (139,694.89)           |
| 01-20720      Federal Payroll Taxes Payable               | (26,577.36)            |
| 01-20725      State Payroll Taxes Payable                 | (9,370.28)             |
| 01-20727      SDI Payable                                 | (1,501.56)             |
| 01-20730      Pers 457 ING Retirement Payable             | (7,516.00)             |
| 01-20735      457 Retirement Plan Payable                 | (2,175.00)             |
| 01-20740      Credit Union P/R Deduction Payable          | (3,000.00)             |
| 01-20750      Wage Garnishment Payable                    | (400.00)               |
| 01-20760      Life Insurance Payable                      | (142.80)               |
| 01-20770      Medicare Deduction Payable                  | (5,746.93)             |
| 01-20780      Survivor Benefits Payable                   | (45.00)                |
| 01-20785      Pers "AIR" Time Deduction Payable           | (241.60)               |
| 01-20786      Pers Employee Paid Contribution             | (3,673.87)             |
|   | <u>\$ (220,572.79)</u> |
| <b>Current Restricted Liabilities</b>                     |                        |
| 00-20395      Accrued Interest Payable                    | 0.00                   |
| 00-23010      State Revolving Fund Loan Payable-Current   | 0.00                   |
| 02-20350      Accounts Payable - WasteWater Cap. Reserve  | 0.00                   |
|   | <u>\$ -</u>            |
| <b>Long Term Debt</b>                                     |                        |
| 00-23020      State Revolving Fund Loan Payable-Long Term | \$ (28,275,996.79)     |
| 00-24010      Net Pension Liability                       | \$ (10,678,017.00)     |
| 01-24010      Net Pension Liability                       | \$ -                   |

Tahoe-Truckee Sanitation Agency  
Statement of Net Assets  
Month Ending Nov. 30, 2017

Long Term Liabilities \$ (38,954,013.79)

Deferred Pension Inflows

00-24020 Deferred Pension Inflows \$ (1,965,006.00)

01-24020 Deferred Pension Inflows \$ -

Total Deferred Pension Inflows \$ (1,965,006.00)

Total Liabilities \$ (42,251,819.18)

Tahoe-Truckee Sanitation Agency  
Statement of Net Assets  
Month Ending Nov. 30, 2017

| CAPITAL  | Balance                              |
|--|--------------------------------------|
| Capital Assets   |                                      |
| 00-25050    Contributed Capital - Capital Grants           | \$ (28,336,343.44)                   |
| 00-25051    Contributed Capital - Local District           | (1,330,176.82)                       |
| 00-25052    Contributed Capital - US Forest                | (223,315.00)                         |
| 00-25053    Contributed Capital - State Park               | (16,341.91)                          |
| 00-26010    Retained Earnings - Administrative             | (13,100,375.92)                      |
| 00-26020    Net Profit - Admin                             | <u>(2,761,177.23)</u>                |
|  | \$ (45,767,730.32)                   |
| Restricted for Wastewater Capital Reserve                  |                                      |
| 02-26010    Retained Earnings - WasteWater Capital Reserve | (20,820,628.51)                      |
| 02-26020    Net Profit - WasteWater Capital Reserve        | <u>1,721,677.29</u>                  |
|  | \$ (19,098,951.22)                   |
| Restricted for State Loan Repayment                        |                                      |
| 04-26010    Retained Earnings - WCRF SRF                   | (2,923,960.96)                       |
| 04-26020    Net Profit - WCRF SRF                          | <u>(7,749.02)</u>                    |
|  | \$ (2,931,709.98)                    |
| Unrestricted   |                                      |
| 01-26010    Retained Earnings - Service Charge             | 486,959.41                           |
| 01-26020    Net Profit - Operations                        | (1,553,295.88)                       |
| 06-26010    Retained Earnings - Upgrade Rehab              | (26,849,079.41)                      |
| 06-26020    Net Profit - Upgrade                           | <u>1,134,603.02</u>                  |
|  | \$ (26,780,812.86)                   |
| <br>Total Net Assets                                       | <br><u>\$ (94,579,204.38)</u>        |
| <br>Total Liabilities & Net Assets                         | <br><u><u>\$(136,831,023.56)</u></u> |



## Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the Month Ending November 30, 2017

|                    | AVERAGE<br>INTEREST<br>RATE |                | AMOUNT<br>INVESTED            |
|--------------------|-----------------------------|----------------|-------------------------------|
| L.A.I.F.           | 1.170%                      |                | \$48,567,419.54               |
| T-BILLS            | 0.000%                      |                | \$0.00                        |
| CD'S               | 0.0000%                     |                | \$0.00                        |
| SAVINGS            | 0.0927%                     | Weighted Yield | \$664,450.34                  |
| CHECKING           | 0.000%                      |                | \$183,623.05                  |
| TOTAL CASH ON HAND |                             |                | <u><u>\$49,415,492.93</u></u> |

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 8

-----  
**Subject:** Discussion and award of Agency Connection Fee Study proposal.

**Background:** The Board of Directors directed staff to obtain consultant proposals to revisit the Agency connection fee to include an assessment of current fees and connection classifications. Two (2) proposals were obtained as follows:

| <b>Consultant</b>       | <b>Fee</b> |
|-------------------------|------------|
| Bartle Wells Associates | \$19,000   |
| HDR                     | \$19,975   |

The above fees are based on a time and expense basis with a not to exceed amount.

The Agency has historically contracted with Bartle Wells Associates for previous connection fee studies. HDR is contracted by the majority of its member districts to perform their studies.

**Fiscal Impact:** \$19,000 - \$19,975

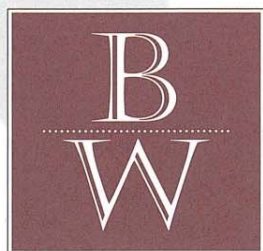
**Previous Board Action:** None.

**Recommendation:** Award HDR to perform a connection fee study for the Agency with a not to exceed amount of \$19,975.



# Tahoe-Truckee Sanitation Agency

## Proposal for a Capacity Charge Update



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue  
Berkeley, CA 94703  
T: 510-653-3399  
[www.bartlewells.com](http://www.bartlewells.com)

November 20, 2017

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

Attn: LaRue Griffin, General Manager

Bartle Wells Associates is pleased to submit this proposal to assist the Tahoe-Truckee Sanitation Agency with an update of TTSA's development impact fees and evaluation of residential fee alternatives. Bartle Wells Associates specializes in providing independent financial advisory and utility rate consulting services to California water and wastewater agencies. We have extensive experience developing capacity charges and other types of development impact fees for a wide range of public agencies. And we have a strong track record of building consensus for final recommendations.

Development impact fees are governed by California Government Code Section 66000 et. seq. commonly known as AB1600. The Code refers to water and sewer impact fees as capacity charges since their purpose is to recover an equitable share of costs for capacity in infrastructure. Section 66013 of the Code specifically governs water and sewer capacity charges and states that the fee "shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed" unless approved by a two-thirds vote. Under the Code, capacity charges can recover costs for existing or future facilities based on the proportional benefit provided to new development. However, the Code does not specify any method for determining an appropriate fee.

BWA will work with the District to evaluate fee alternatives and develop new capacity charges designed to equitably recover the full cost of capacity in facilities and assets benefitting new development. We have enjoyed working with TTSA on our prior assignments and appreciate the opportunity to assist with a capacity charge update. Please contact me if you have any questions or would like any additional information.

Sincerely,

BARTLE WELLS ASSOCIATES

Alex Handlers, CIPMA  
Principal/Vice-President



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## ATTACHMENTS

BILLING RATE SCHEDULE

SCHEDULE OF INSURANCE





## BARTLE WELLS ASSOCIATES

*Leaders in California Water & Wastewater Finance*

Bartle Wells Associates (BWA) is an independent financial advisory firm with expertise in the areas of water and wastewater rates and finance. Our firm was established in 1964 and is owned and managed by its principal consultants. We have over 50 years of experience advising cities, special districts, and other agencies on the complexities and challenges in public finance. We have advised over 500 public agency clients throughout California and the western United States. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a stable, well-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics. The firm is owned and managed by its principal consultants who have been with the firm for many years.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.

### BWA Key Services

- *Financial Plans*
- *Rate & Fee Studies*
- *Project Financing*

**RATE AND FEE STUDIES** Our *rate & fee studies* employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of water and wastewater rate and fee studies. We have helped communities implement a wide range of water and sewer rate and fee structures and are knowledgeable about the legal requirements governing rates and impact fees. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.



Our offices are located in Berkeley, in a circa 1900 Victorian Building.

**FINANCIAL PLANS** Our *financial plans* provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 water and wastewater enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.

**PROJECT FINANCING** Our *project financing* experience includes over 300 bond sales and numerous bank loans, lines of credit, and various state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans/private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the **National Association of Municipal Advisors** (NAMA), which establishes strict criteria for independent advisory firms. All of our lead consultants are *Certified Independent Professional Municipal Advisors*.



Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

## PROJECT STAFFING

BWA proposes to assign Alex Handers, a principal and vice-president of the firm, as project manager and principal-in-charge for this engagement. Alex has consulted for over 100 California water and wastewater agencies and has extensive experience developing capacity charges and other types of development impact fees for numerous California agencies. He is a Certified Independent Professional Municipal Advisor and a current Board Member of the National Association of Municipal Advisors. Alex has experience presenting technical information to non-technical audiences to foster understanding of key issues and recommendations. He has made hundreds of public presentations to City Councils, District Boards, and a range of community and customer groups to build support for final recommendations.



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## ALEX T. HANDLERS, MPA, CIPMA



### Experience

Alex T. Handlers is a principal and vice president of Bartle Wells Associates with expertise in the areas of utility rates and fees, and project financing. He has developed long-term financial plans, utility rates, and capacity charges for numerous utility agencies. He has managed projects for a wide range of California cities, counties, and special districts and completed over 150 consulting assignments.

Mr. Handlers has helped agencies implement a wide variety of water and sewer rate and fee structures and is knowledgeable about the legal requirements of Prop. 218, AB1600, and Prop. 26. He also specializes in evaluating financing alternatives for capital improvement programs and securing project financing. He is a Certified Independent Professional Municipal Advisor who has helped California agencies obtain over \$2 billion in financing via bonds, COPs, bank loans, lines of credit, and various grant and loan programs.

### Education

M.P.A. - University of Washington

B.A. - Lehigh University

### Certifications

Board Member – National Association of Municipal Advisors

CIPMA – Certified Independent Professional Municipal Advisor

MSRB-Registered Municipal Advisor

### Representative Projects

- **City of San Carlos:** Developed new wastewater capacity charges designed to recover the cost of infrastructure benefitting growth. Developed a wastewater financial plan and rate study designed to support system capacity improvements, long-term pipeline replacements, and over \$120 million for the City's share of costs for rebuilding the regional wastewater treatment plant.
- **City of Petaluma:** Developed water and wastewater financial plans and rate studies. Currently assisting with an update to the City's water and wastewater development impact fees.
- **South Tahoe Public Utility District:** Served as financial advisor on issuance of debt to fund water and sewer system capital improvements and refund prior debt for savings. Provided financial analysis of the District's MTBE mitigation program.
- **Alameda County Water District:** Comprehensive development fee study; recommended a series of modifications to existing charges to improve revenue recovery, equity and fee administration.
- **City of Morro Bay:** Updated the City's water and wastewater connection fees. Developed long-term financial plans and rate studies for the City's water and wastewater utilities. Evaluated water and sewer rate structures and recommended modifications based on a cost of service analysis. Developed emergency water shortage rates.
- **Monterey Regional Water Pollution Control Agency (Monterey One Water):** Comprehensive update of wastewater rates, capacity charges, and a number of other service charges and fees.
- **City of Fresno:** Developed new water connection fees designed to recover costs of existing facilities and future supplemental water supply projects benefitting new development. Developed wastewater enterprise financial plan and Excel-based financial model that is used by City staff to update projections.

## Alex T. Handlers, continued

- **City of San Bruno:** Developed 10-year water and wastewater financial plans, rate studies, and connection fee updates. Recommended a series of gradual annual rate increases to fund operating and capital needs and increase funding for repair and replacement of the City's aging water and sewer infrastructure. Evaluated water and sewer rate structures and recommended modifications to improve rate equity and increase conservation incentive.
- **Cambria Community Services District:** Developed water and sewer rates and capacity charges as well as supplemental water rates to support an emergency desalinated water facility. Updated the District's miscellaneous fees and charges.
- **City of Mountain View:** Developed 10-year water and wastewater financial plans and rate studies. Evaluated water and sewer rate structures and recommended modifications to improve rate equity and compliance with Prop. 218. Updated the City's water and wastewater connection fees.
- **Joshua Basin Water District:** Long-term financial plan and water rate study recommending a gradual increase in water rates coupled with rate structure modifications to provide additional conservation incentive. Updated District's connection fees. Worked closely with a community advisory committee to evaluate rate options and develop final recommendations.
- **Ironhouse Sanitary District:** Developed financial plan supporting financing of a new wastewater treatment plant. Assisted District in obtaining a \$50 million SRF loan. Updated the District's capacity fees and charges.
- **City of Redwood City:** Developed water and sewer financial plans and utility rate studies designed to support long-term operating and capital needs while providing a defensible cost-justification for the City's utility rates. Recommended a number of modifications to the City's water and sewer rate structures. Recommended adoption of a new Water Supply Capacity Fee to recover recycled water facility costs.
- **Mid-Peninsula Water District:** Developed water system capacity charges levied on new development and a new water demand offset fee to recover costs for generating water supply to serve growth. Developed 10-year financial plan and water rate study with a gradual phase in of rate increases and modifications to rate structure to increase conservation incentive.
- **Silicon Valley Clean Water:** Developed 10-year financial plan supporting over \$500 million of capital improvements to a regional JPA that provides sewer treatment to Belmont, Redwood City, San Carlos, and the West Bay Sanitary District. Served as financial advisor on issuance of \$200 million of financing via bonds, State Revolving Fund (SRF) loans, and a line of credit.
- **South San Luis Obispo County Sanitation District:** Developed 10-year financial plan and wastewater treatment rate recommendations. Recommended a multi-year phase-in of rate increases to support financial stability and construction of \$20 million project to address permit requirements. Assisted District with the financial application for a State Revolving Fund Loan.
- **City of San Mateo:** Developed a sewer enterprise financial plan and rate recommendations supporting funding for a roughly \$900 million of capital improvement program needed to improve wet weather capacity and rebuild the City's aging wastewater treatment plant.
- **Ramona Municipal Water District:** Developed 10-year financial plans, wastewater rates and capacity charges for the District's two separate sewer service areas.
- **San Francisco Public Utilities Commission:** Developed financial projections supporting over \$1 billion of bonds issued to help fund a 10-year, \$4.3 billion upgrade to the Hetch-Hetchy regional water system.



## Section 2: Proposed Scope of Services



This section presents a draft scope of services that we believe forms a sound basis for completing this assignment. Bartle Wells Associates can work with TTSA to finalize a scope of services that meets the Agency's objectives.

### 1. Project Team Orientation

To initiate our work, hold a phone conference with Agency staff, engineering consultants, and others as appropriate, to accomplish the following:

- Identify key participants in the project
- Determine the roles and responsibilities of project team members
- Identify other relevant parties whose input should be accounted for
- Establish project schedule and key milestone dates
- Identify key issues and concerns
- Confirm the key goals and expectations of the project team

A key objective will be to incorporate input from the Agency throughout the process to ensure final recommendations reflect District objectives.

### 2. Investigation and Data Collection

Assemble the information necessary to update the Agency's connection fees. Assistance from staff will be needed to assemble the background information. Initial information needs may include:

- Current connection fee ordinances
- Fixed asset depreciation schedule (preferably as of June 30, 2017)
- Updated capital improvement plan with cost estimates
- Current system capacity
- Capacity added with completion of capital improvement program
- Estimated demands or system capacity requirements of various types of new connections
- Other information relevant to the assignment

### 3. Evaluate Alternative Connection Fee Methodologies

If applicable, identify and evaluate alternative methods for calculating updated capacity fees. Discuss advantages and disadvantages with the Agency's project team and determine a recommended approach. Potential fee methodologies may include, but are not limited to:

- System Buy-In
- Marginal Cost of Expansion
- Buy-In + Expansion
- Total Cost / Total Capacity (including existing system and planned improvements)
- Other Approaches

- 4. Calculate Value of Existing Wastewater System Assets**

Calculate the current value of existing wastewater system assets based on the original and/or depreciated value of each asset adjusted into current dollars using the Engineering News-Record Construction Cost Index, a widely-used measure of construction cost inflation.
- 5. Allocate Capital Program Costs to Current & Future Users**

Review capital improvement program and work with Agency staff to allocate costs to existing or future users. Some projects may entirely benefit one group while others will provide a portion of benefit to both existing customers as well as growth.
- 6. Identify Wastewater System Capacity**

Work with TTSA to determine the capacity of the wastewater system and identify additional capacity provided by planned capital improvements, if relevant.
- 7. Identify Capacity Needs for Serving Types of New Development**

Review and evaluate TTSA's current demand estimates for various types of new residential and commercial development. Provide input and work with staff to determine wastewater flow and strength loading estimates for use in application of updated capacity charges.
- 8. Evaluate Residential Fee Alternatives**

Evaluate alternative approaches for levying charges on different types of single family and multi-family residential dwelling units. Discuss pros and cons of alternatives and work with staff to develop a recommended approach for applying charges to various types of single family and multi-family residential development.
- 9. Develop Preliminary & Final Connection Fee Recommendations**

Based on appropriate and technically sound methodology, develop preliminary recommendations for updated wastewater system connection fees. Obtain input from the Agency's project team and refine fee calculation as needed. Final fee recommendations will incorporate input received.
- 10. Recommend a Method for Future Fee Updates**

Recommend a method to annually or periodically adjust future connection fees to keep the fee aligned with construction cost inflation.
- 11. Meetings & Presentation of Finding & Recommendations**

Present preliminary findings, recommendations, and potential alternatives for review and input. Subsequently finalize recommendations based on input received. Develop a PowerPoint presentation summarizing key finding and recommendations and present final recommendation to the TTSA's Board of Directors. This proposal assumes two trips to TTSA for meetings, workshops, or presentations.
- 12. Prepare Draft & Final Reports**

Submit a draft summary report that clearly explains key findings and recommendations. Revise as needed based on input from TTSA. Submit a final report incorporating feedback received.

## SECTION 3: AVAILABILITY & FEES



1. Bartle Wells Associates is prepared to begin work upon the Tahoe-Truckee Sanitation Agency's authorization to proceed.
2. During the project development period, Bartle Wells Associates will be available at all reasonable times and on reasonable notice for meetings and for consultation with staff, attorneys, consulting engineers, and others as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Alex Handlers, a firm principal and vice president will be assigned as principal consultant on this assignment. He will serve as the lead contact person for BWA and will be involved with the project a day-to-day basis. Alex may be assisted by other BWA financial analysts as needed.
4. The fees for services outlined in this proposal will not exceed \$18,000 plus direct expenses, estimated not to exceed \$1,000. The fee is based on the following assumptions:
  - a. All necessary information will be provided in a timely manner.
  - b. Development of a draft, final draft, and final versions of tables, presentations, and reports. Time and expenses involved in revising tables and assumptions may constitute additional services if not achievable within the budget.
  - c. Two (2) trips to TTSA for meetings and presentations.
5. Progress payments and direct expenses are payable monthly on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2017, which will remain in effect through the duration of this assignment.
6. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
7. If the project is terminated for any reason, we are to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination.
8. Bartle Wells Associates is an independent public finance advisory firm that is registered as a Municipal Advisor with the Securities and Exchange Commission (SEC Registration No. 867-00740) and the Municipal Securities Rulemaking Board (MSRB ID K0414).
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.
10. We will not require a formal contract of employment and will consider a letter or e-mail from an appropriate official as sufficient authority to proceed.



---

**BARTLE WELLS ASSOCIATES**  
**BILLING RATE SCHEDULE 2017**

Rates Effective 1/1/2017

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**Professional Services**

|                               |                |
|-------------------------------|----------------|
| Financial Analyst I.....      | \$105 per hour |
| Financial Analyst II .....    | \$125 per hour |
| Financial Analyst III.....    | \$145 per hour |
| Senior Financial Analyst..... | \$175 per hour |
| Senior Consultant .....       | \$205 per hour |
| Principal Consultant.....     | \$245 per hour |

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The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for administrative support services and internal computer time. Expert witness, legal testimony, or other special limited assignment will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through duration of this project.

**Direct Expenses**

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

**Insurance**

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

**Payment**

Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

## SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

*Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.*

| TYPE OF INSURANCE                           | COMPANY POLICY NUMBER   | COVERAGES AND LIMITS   | EXP. DATE |
|---|---|--|-----------|
| Commercial General Liability                | Hartford Insurance Company<br>Policy #35-SBA PA6857                 | <ul style="list-style-type: none"> <li>▪ \$2,000,000 General Aggregate</li> <li>▪ \$2,000,000 Products Comp/Op Aggregate</li> <li>▪ \$2,000,000 Personal &amp; Advertising Injury</li> <li>▪ \$1,000,000 Each Occurrence</li> </ul>  | 6/1/18    |
| Excess/Umbrella Liability                   | Hartford Insurance Company<br>Policy #35-SBA PA6857                 | <ul style="list-style-type: none"> <li>▪ \$1,000,000 Aggregate</li> <li>▪ \$1,000,000 Each Occurrence</li> </ul>   | 6/1/18    |
| Automobile Liability                        | Hartford Insurance Company<br>Policy #35-UEC VU2842                 | <ul style="list-style-type: none"> <li>▪ \$1,000,000 Combined Single Limit</li> </ul>  | 6/1/18    |
| Workers Compensation & Employers' Liability | Hartford Underwriters<br>Insurance Company<br>Policy #35-WEC FG7858 | <p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> <li>▪ Bodily Injury by Accident - \$1,000,000 each accident</li> <li>▪ Bodily Injury by Disease - \$1,000,000 each employee</li> <li>▪ Bodily Injury by Disease - \$1,000,000 policy limit</li> </ul> | 6/1/18    |
| Professional Liability                      | Chubb & Son, Inc.<br>BINDO94045                                     | <p>Solely in the performance of services as municipal financing consultants for others for a fee.<br/>Limit: \$2,000,000 Per Occurrence &amp; Aggregate (including defense costs, charges, and expenses)</p>   | 6/1/18    |

# Tahoe-Truckee Sanitation Agency

PROPOSAL



**Sewer Connection  
Fee Study**

December 2017



December 1, 2017

Mr. LaRue Griffin  
General Manager  
Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161

**Subject: Proposal to Conduct a 2018 Sewer Connection Fee Study**

Dear Mr. LaRue:

HDR Engineering, Inc. (HDR) is pleased to respond to the Tahoe-Truckee Sanitation Agency (Agency) request to update the Agency's Sewer Connection Fee Study. The Agency updated their fees last in 2015. This study will provide the Agency with reasonable and cost-based fees for adoption by the Agency's Board.

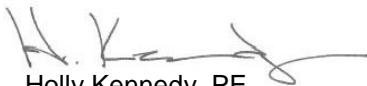
A key objective for the Agency's study is to review and evaluate the Agency's connection fee and establish a cost-based fee. In addition the Agency is requesting options to further define the residential classification. The Agency's capital improvement plan (CIP), and planning documents are key inputs into this study. As these change over time, the Agency's fees should be cost-based and reflective of any changes.

HDR understands the most efficient yet technically sound methods to conduct these studies. More importantly, HDR is very effective in communicating with policy makers and the public on complex rate and fee issues. We are very experienced in working with and communicating to the development community as a part of the connection fee study process. We view communication and public presentations as one of the most critical components to the overall success of the study.

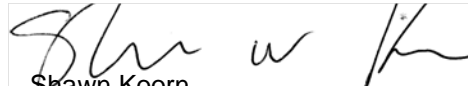
We look forward to discussing our qualifications with you. Should you have any questions about our approach to this project or any information contained herein, you may call Shawn Koorn, the proposed Project Manager, directly at (425) 450-6366 or shawn.koorn@HDRinc.com.

Sincerely,

HDR Engineering, Inc.



Holly Kennedy, PE  
Vice President



Shawn Koorn  
Project Manager

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# 1.0 Summary and Overview

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## 1.1 Introduction

The Tahoe-Truckee Sanitation Agency (Agency) has requested technical and professional assistance for updating their sewer connection fees. The ultimate goal of this study is to review and confirm that the current methodology continues to reflect the current capital improvement plan and are cost-based connection fees for the District's various customers.

## 1.2 HDR's Approach to the 2018 Connection Fee Study

HDR will use generally accepted methodologies to review the Agency's connection fees. Connection fees are growth-related fees designed to have "growth pay for growth". The fees collected by the Agency generates revenue which then enables the Agency to build and provide capacity to meet the development demands of growth on the system. Connection fees are also a method of financially shielding existing customers from the financial/rate impacts of customer/system growth.

The review of the connection fees will utilize the most current documents available which includes the review of the Agency's current connection fee methodology, current capital improvement plan, and other available planning documents. The calculated fees will be designed to create a clear nexus between the fee and capacity (services) being requested (provided). The study is intended to meet applicable California legal requirements as they relate to connection fees.

One of key drivers for a successful study hinges on quickly developing a close working relationship with Agency management and staff. Our initial project meeting with the Agency will provide a foundation and, throughout this study, HDR staff will work closely with Agency staff and routinely meet with Agency management and staff to review the technical analysis and gain feedback and input. We have found this approach to be very successful and our client's appreciate this approach to enhance the working relationship.

The other key driver to the success of the study is public presentations and clearly communicating the results of the study. HDR's project manager, Shawn Koorn, will explain during public presentations the study's results in a logical manner using clear and understandable terms. We will communicate effectively with retailers and the development community. Finally, we will provide to the Agency a comprehensive written report documenting all of the tasks undertaken as a part of this study.

## 1.3 Summary

HDR has proposed a project approach which is designed to meet the Agency's overall objectives, while providing the scope of services for this type of study.

## 2.0 Project Team Personnel

### 2.1 Introduction

For the Agency’s study, HDR has assembled a strong team with nationally-recognized expertise, along with local knowledge and experience. The individuals assigned to the Agency’s study have worked extensively with each other on other connection fee studies in California and across the U.S.

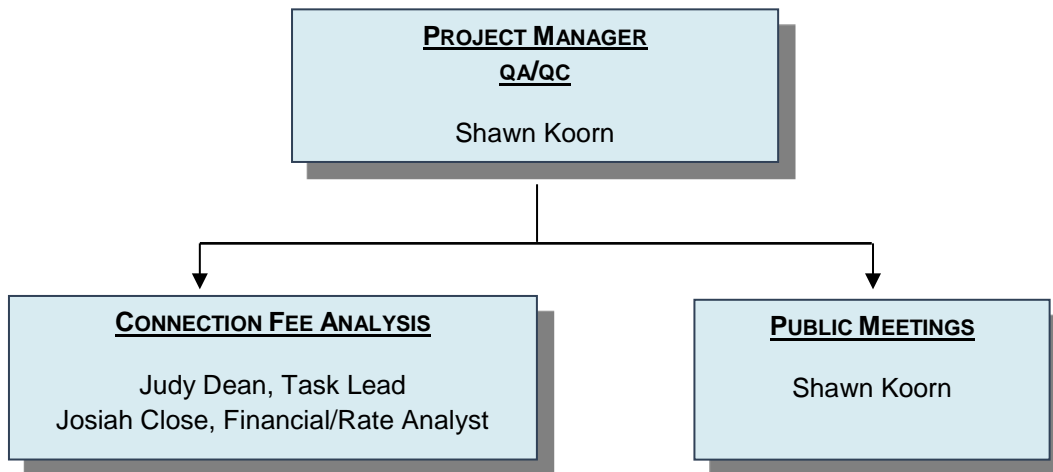
The key project key members have been involved in the preparation of this proposal and will be committed to this project until its successful completion. We have reviewed their current client commitments and determined that they will be available for this study until its timely and successful completion. Provided below is a more detailed discussion of the team organization, proposed line of communication, details of each project team member and their role in the project.

“The individuals assigned to this project will be dedicated to this project until its successful completion.”

### 2.2 Project Team Organization and Key Personnel

Our project team members’ qualifications are well-suited to the Agency’s needs for a connection fee study. For the Agency’s study, the project will be managed by **Shawn Koorn**, HDR’s Utility Rates and Finance Business Class Lead. The major analytical portions of the review will be provided by **Judy Dean**, a Senior Financial/Rate Analyst and **Josiah Close** a Financial/Rate Analyst. An overview of the project team organization for this study is shown below in Figure 2-1.

Figure 2-1  
Project Team Organization



HDR's proposed project team members have been carefully selected based on the specific technical and professional skills they bring to the success of the Agency's project. Provided below is an overview of the team for this project. Detailed resumes are included in the appendix. Should additional personnel be needed for this study, HDR has extensive resources available for planning, engineering, and financial/rate assistance.

### Shawn Koorn – *Project Manager / QA/QC | Public Meetings*



- More than 17 years of experience in utility rate setting, including revenue requirements, cost of service, and rate design.
- Recognized expert in the area of financial planning, cost of service analysis, and rate design for utilities.
- Highly experienced in Proposition 218.
- Co-instructor for the AWWA Financial Management Seminar.
- Contributing author to the AWWA M-54 manual, *Developing Rates for Small Systems*.
- Provides effective presentations to boards, Department councils, the public, and industry conferences (e.g., AWWA, WEF).

### Judy Dean – *Connection Fee Analysis, Task Lead*



- More than 25 years of experience in utility financial planning and rate setting.
- Conducted rate and capital facilities charge (connection fees) analysis and modeling for Otay Water District, Calaveras County Water District, Sacramento Suburban Water District, Lake Arrowhead Community Services District, and the City of Belmont, California.
- Conducted benchmarking and miscellaneous fee analysis for the City of Everett, Washington.
- Prior to joining HDR, worked for the City of Kennewick as a Finance Department Accountant.
- Previously a Washington State Certified Public Accountant.

### Josiah Close – *Connection Fee Analysis, Financial/Rate Analyst*



- Over three years of experience in developing rate and cost of service models for water, recycled water, sewer, and stormwater systems.
- Developed several tiered rate analyses based on the results of the *Capistrano* decision.
- Recently conducted rate/fee analysis and modeling for the Lake Arrowhead Community Services District (water and sewer), Tahoe City PUD (water and sewer), Truckee Donner PUD (water), Squaw Valley Public Service District (water and sewer), Las Gallinas Valley Sanitary District (sewer), and City of San Luis Obispo (water and sewer).



## 3.0 Project Understanding

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### 3.1 Introduction

An important element of a connection fee study is taking the key issues, along with the study's overall goals and objectives, and tailoring a scope of work to specifically address the overall goals and objectives and provide the desired final deliverables. This section of the proposal discusses our view and perspective on these key elements of the scope of work, our understanding of the key issues for the study, and an outline of our overall approach.

### 3.2 Key Project Issues

The purpose of establishing connection fees is to enable the Agency to fund the necessary projects to provide additional capacity in the system to serve new customers connecting to the system. In order to accomplish that, it is appropriate and reasonable to review the existing methodology to confirm that it remains appropriate and update/modify it as needed to reflect current system conditions. Next, the fee should reflect the current reasonable costs of providing service to customers of the system. This includes reviewing and valuing the existing and future facilities needed to serve the system, but also reviewing and evaluating projected population (customer) growth and demands from new customers. Given the above, this study will need to thoroughly and carefully review the issues of growth, demands, and capital projects.

### 3.3 Study Goals and Objectives

Given an understanding of the key issues, the focus can shift to determining the Agency's goals and objectives for the study. By gaining an understanding of these goals and objectives, the scope of services can be tailored to the requested services. Provided below is a summary of HDR's understanding of the Agency's goals and objectives.

- Utilize a generally accepted and legally defensible connection fee methodology.
- Review the current connection methodology used in Agency's fees, and revise/update as appropriate.
- Review the current capital improvement program and other relevant documents necessary for the calculation of the fees.
- Develop a model that will detail the calculations and document the sources of information.
- Provide a cost-based update to the Agency's connection fees.
- Provide a summary of the maximum allowable cost-based connection fees.
- Provide options to further define the residential classification for assessing the fee.
- Provide an effective written and oral presentation of the results of this study.
- Work closely with Agency management and staff and, as a team, maximize the value of this study.

During the study's initial project meeting, these connection fee study goals and objectives will be reviewed and may be adjusted or modified to best reflect the your goals and objectives.

### 3.4 Summary

Given the identified key issues for the study, along with the goals and objectives for the study, HDR has developed a detailed work plan for the Agency's study. This can be found in the following section of our proposal.

## 4.0 Work Plan

---

### 4.1 Introduction

HDR proposes to provide a sewer connection fee study for the Agency. To accomplish this, HDR will utilize generally accepted connection fee setting methodologies and tailor those methodologies to the specific circumstances of the Agency.

The Agency has requested a sewer connection fee study along with discussion of options to further define the residential classification. HDR has tailored their scope of services to provide the Agency's requested services.

HDR has tailored their scope of services to provide the Agency's requested services.

### 4.2 Detailed Description of Proposed Scope of Services

HDR has developed a detailed scope of services to meet the specific goals and objectives of the Agency. More importantly, the scope of services outlined below, provides the Agency with a better understanding of our depth of knowledge and skills in conducting connection fee studies.

#### Task 100—Project Management

**Task Objective:** *Provide effective project management over the course of the study.*

HDR will manage and control its professional services contract to provide efficient completion of the project. Under this task, we will provide scope, schedule, and cost control services; negotiate and administer the contract; and initiate and attend bi-weekly project coordination conference calls.

**Deliverables as a Result of Task 100—Project Management:**

- Bi-weekly conference calls with the Agency's project manager.
- Monthly project progress reports, budget status, and invoices.

#### Task 200—Initial Project (Kick-Off) Meeting & Data Collection

**Task Objective:** *Bring the HDR project team and Agency management and staff together at the start of the project to allow all parties to have a mutual understanding of the goals, objectives, issues, and concerns related to the study. Prior to initial project meeting, we will review and assess the Agency's existing sewer connection fee data and provide a written data request detailing the data required to complete the study.*

The initial written data request will detail the data and information required to conduct the study. Our project team will provide this request to the Agency prior to the initial kick-off meeting so that it can be discussed at the meeting so that any problems can be quickly resolved. The data and information requested for this study should be, for the most part, readily available information (e.g., capital plan, customer statistics, and existing system information).

The initial project (kick-off) meeting is important to the overall success of this study since it forms the foundation for the connection fee study process. The initial project meeting is used as a starting point in developing a strong working relationship between HDR and the Agency. At the same time, this meeting allows both parties to discuss the overall goals and objectives for this study, and any concerns or issues that either party may have. We proposes the initial project meeting be conducted via conference call to

help minimize overall project costs to the Agency. It is proposed that the initial project meeting be approximately two hours in length.

***Expected Agency Staff Support for Task 200—Kick-Off Meeting and Data Collection:***

- Gather the data requested in the written request provided by HDR. (Note: typically requires 20 – 30 hours of total staff time to provide).
- Have key management/project team members attend a two-hour planning meeting (conference call).

***Deliverables as a Result of Task 200—Kick-Off Meeting and Data Collection:***

- Initial written data request to the Agency prior to kick-off meeting.
- Identification of any data constraints.
- Identification of objectives, issues and concerns by both parties.
- Two-hour conference call to get the study off to a positive start.

### **Task 300—Review of the Existing Connection Fee Methodology**

***Task Objective:*** Review and evaluate the Agency’s current connection fees to gain an understanding of the general methodology utilized. Consider the Agency’s current issues and concerns along with the Agency’s capital improvement plan and other planning documents and either validate the existing methodology, or recommend modifications and changes to the methodology to update the fees for the Agency.

The Agency’s last update to the connection fee was in 2015. The key issue is whether the existing methodology remains appropriate given changes to the Agency’s capital improvement plan and planning documents.

There are different, generally accepted methodologies, which may be used to calculate a connection fee, and it is the application of this methodology to the current Agency conditions which is the focus of this task. This issue primarily centers on the availability of existing capacity within current system to accommodate some, or all, of the needed expansion capacity. The methodology selected is dependent upon available capacity in the existing system. If capacity is available, the buy-in method is typically used to reflect the average cost existing customers have paid for available capacity. If no capacity is available, and future improvements are necessary to provide capacity for new customers, the incremental (future) method is used to establish the fee. Finally, and most typical, is the combined method where there is some available capacity in the existing system but future improvements are necessary to provide capacity for new customers.

At the same time, within each methodology, there is the issue of the appropriate valuation of the assets (e.g. original cost vs. replacement cost). HDR will work with Agency management to review these methodologies and update the analysis as appropriate. It is also important to consider contributions from developers and customers when calculating the fee under the buy-in or combined approach so that the fee does not reflect costs for infrastructure that were not funded by the agency.

At the completion of the review, we will develop a technical memorandum summarizing the findings, conclusions, and recommendations of the current connection fee methodology.

***Expected Agency Staff Support for Task 300—Review of the Existing Connection Fee Methodology:***

- Provide HDR with a copy of the prior model and an understanding of any current concerns or issues associated with the current fees.

- Review the technical memorandum reviewing the methodology and approach of the current fee.
- Attend a meeting (conference call) to discuss the findings of the review of the methodology.

***Deliverables as a Result of Task 300—Review of the Existing Connection Fee Methodology:***

- A technical review of the existing connection fee methodology.
- Validation of the existing methodology, as appropriate, or the development of an alternative methodology.
- Technical memorandum summarizing the review.
- Conference call to discuss the methodology review and plan the approach to move forward.

## **Task 400—Development of the Connection Fees**

***Task Objective:*** Utilize the results of Task 300 to update the Agency’s existing sewer connection fee. Part of this task is to develop sewer connection fees.

From the results of the prior task, HDR and the Agency will have refreshed their understanding of the methodology to be used for the update of the Agency’s connection fees, any issues with the current approach, and the methodology and approach for the proposed fees. In developing the proposed fees, it is important to provide a clear connection between the fee to be charged and the impact that development places upon the system. To meet this requirement, we will use the planning and design criteria within the Agency’s planning documents (e.g., comprehensive plans) to determine the facilities necessary to provide a new unit of service, stated in terms of a dwelling unit equivalent (DUE). As noted in the key issues, the projection of an equivalent unit and future demands will be a key focus of this portion of the study. We will work with the Agency to view the current usage (volume) trends and compare them to the current planning documents. Ideally, the calculated fee will be tied directly to the planning documents to provide the needed connection between the demands being placed upon the system and the impact or facilities needed to serve that demand.

It is important to note that a connection fee study is not a cash flow analysis, but rather a study in the valuation of a unit of capacity. The fee is generally calculated on a component-by-component basis. That is, the fee for sewer includes treatment, collection, and general plant. Once each component is determined, all components are combined, resulting in the total connection fee per DUE. Customers with larger meters or requiring more service than one DUE are then charged accordingly, applying industry standard capacity weighting factors for meter size equivalencies or by determining the number of EDUs served, and charged accordingly.

As a part of the study process, HDR will review any associated credits required to be given within the connection fee to make sure customers do not “pay twice”; that is, once through rates (paying debt service) and once through the connection fee. This study will include a review of any outstanding debt issues which are paid via rates, and accounting for any grant funded assets or developer contributed facilities. At this point, the net draft connection fee will be calculated.

***Expected Agency Staff Support for Task 400—Development of the Connection Fee:***

- Assist as necessary in clarifying the data.
- Review with HDR the issue of population, demands, per capita use, and DUEs.
- Assist HDR in the splitting the capital projects between existing and future.

***Deliverables as a Result of Task 400—Development of the Connection Fee:***

- Review of population, demands, per capita use, and DUE

- Review of capital plans and planning documents
- Draft cost-based connection fees.

## Task 500—Review Draft Connection Fee Results

**Task Objective:** *Deliver to the Agency staff the preliminary results of the technical analyses undertaken. Review in detail, with the Agency staff, the assumptions and calculations used in the study to develop the fees.*

An important approach which HDR uses for fee and rate studies is working collaboratively with agency staff to review the technical analyses so there is a clear understanding of the overall methodology utilized, the key assumptions within the model, and the summary findings and conclusions from those technical analyses. The objective of this task is to provide this key “check-in” point and to gain feedback from regarding the technical analyses to date. HDR would suggest a half day project meeting at the Agency’s offices to conduct this preliminary review with Agency management and staff.

From this technical review, HDR will make any needed refinements and/or adjustments to the model and fees, and develop the draft final fees and hold a conference call with Agency staff to review the draft final recommendations.

### **Expected Agency Staff Support for Task 500—Review Draft Connection Fee Results:**

- Attend a one-half day meeting to review the preliminary draft technical analyses.
- Provide clear direction to HDR on the technical analyses to allow for the finalization of the technical analyses.
- Participate in a conference call to review the draft final study results.

### **Deliverables as a Result of Task 500—Review Draft Connection Fee Results:**

- Provide a preliminary technical analyses of the connection fee analysis.
- Attend a one-half day meeting to review the preliminary draft technical analyses.
- Produce a draft final connection fee analysis based upon direction received from Agency staff.
- Conduct a conference call to review the draft final connection fee analysis.

## Task 600—Public Meetings and Presentations

**Task Objective:** *Participate in up to two public meetings or presentations to discuss the development and recommendation of the connection fee update.*

HDR has included two public meetings, or presentations, to discuss the study recommendations with the Board, public, or development community. HDR recommends a workshop or presentation to the Board on the draft final recommendations; this would be the first public meeting or presentation. The second meeting is typically the presentation to the Board to adopt and implement the proposed fees. Alternatively HDR has also utilized one of these meetings to meet with the development community and other interested parties to discuss any changes in the methodology or level of the fee. We will develop and provide the Agency with the presentation materials for the identified meetings.

As a part of the presentation, we will recommend an implementation plan. A key issue for the development community is that many development projects are planned around the current fees in place and any large changes in the fees should be transitioned in a manner that allows for the development community to adjust accordingly.

***Expected Agency Staff Support for Task 600—Public Meetings and Presentations:***

- Coordinate with HDR on the time and dates of the proposed meetings.
- Review and comment on the proposed handouts for the public meetings and presentations.

***Deliverables as a Result of Task 600—Public Meetings and Presentations:***

- Development of all public meeting and presentations materials.
- Conduct up to two public meetings and presentations by HDR’s project manager.

## **Task 700—Study Documentation**

***Task Objective:*** *Provide a written report to summarize the findings, conclusions, and recommendations of the study, and present the final results to the Board. Include an implementation plan with the final report and presentation.*

Upon completion of the fee analysis, HDR will develop a draft written report. The written report is intended to be comprehensive in nature and document all of the activities undertaken as a part of the project, discussing the establishment of the fees including, the legal parameters, the methodology utilized, and the findings, conclusions and recommendations of the study. Included within the Technical Appendices of the report will be exhibits detailing the development of the analyses. HDR will incorporate Agency comments and edits into a final report after the completion of the public presentations and Board action on the proposed connection fees. Three copies of the final report will be provided to the Agency, along with a PDF electronic version of the study.

***Expected Agency Staff Support for Task 700—Study Documentation:***

- Review and comment on the draft written report.

***Deliverables as a Result of Task 700—Study Documentation:***

- An electronic copy of the draft written report.
- An electronic copy of the final written report.
- Three bound copies of the final report.

## **4.3 Summary of the Work Plan**

HDR has developed these tasks in a sequential order based on our experience in developing fees of this nature that provides an efficient and cost effective approach to providing the Agency with a high quality work product and administrative record to support the analysis. If the Agency requests additional services, they will be provided on an as needed basis, at the current hourly billing rates, as agreed upon in writing by the Agency and HDR.

## 5.0 Fee Estimate and Schedule

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### 5.1 Introduction

Based on the above work plan, a fee estimate has been developed. Provided below is a summary of the development of the estimated fee for this sewer connection fee study.

### 5.2 Hourly Rates

Our proposed hourly rate schedule by job classification is provided below. This schedule of hourly rates will be in effect during the course of the study, through December 2018. These rates shall apply for the requested scope of work.

#### HDR HOURLY RATE SCHEDULE January 2017 through December 2017

|                          |       |
|--------------------------|-------|
| Project Manager (QA/QC)  | \$260 |
| Senior Financial Analyst | \$190 |
| Financial Analyst        | \$125 |
| Admin/Clerical           | \$135 |

*Rates are subject to change after December 31, 2018*

*The billing rates shown cover payroll cost, employee benefits, and HDR overhead and profit.*

#### EXPENSES:

##### In-House Expenses

|                                    |   |
|------------------------------------|---|
| Vehicle Mileage (per mile)         | Current Federal Travel Regulation (FTR) |
| Black/White Photocopies (per copy) | \$0.05 to \$0.09                        |
| Color Copy (per copy)              | \$0.15 to \$0.30                        |

*Please Note: No markup on direct expenses (airfare, rental car, etc.).*

The hourly billing rates shown above will be in effect over the course of this study and will apply to any out-of-scope work conducted through December 31, 2018. HDR annually adjusts their hourly billing rates. Any out-of-scope work performed during the course of the study and before December 31, 2018 will be provided at the hourly billing rates shown above.

### 4.4 Estimated Project Fees

Given this work plan and hourly billing rates, a total estimated project fee and project time schedule has been developed and provided below in Table 4-1 on the following page.

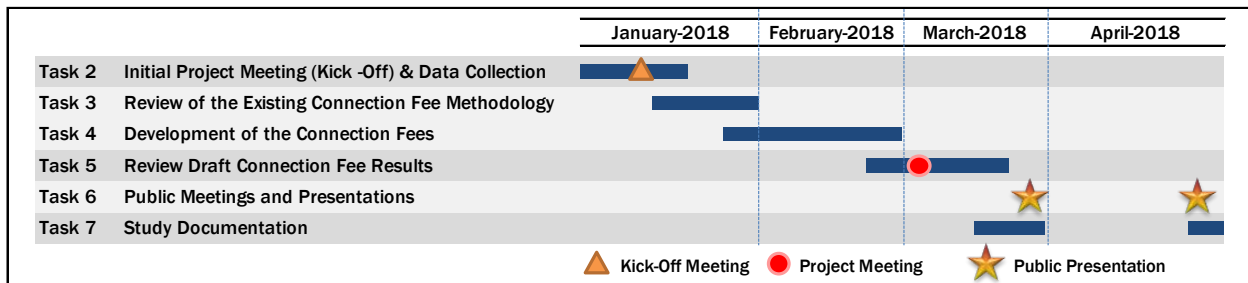
**Table 4-1  
Cost Proposal Sewer Connection Fee Study**

| <b>Task Description</b>                              | <b>Total</b>           |
|--|------------------------|
| <b>Labor:</b>  |                        |
| Task 100: Project Management                         | \$1,850                |
| Task 200: Initial Project Meeting & Data Collection  | 1,280                  |
| Task 300: Review Existing Connection Fee Methodology | 1,020                  |
| Task 400: Development of the Connection Fees         | 5,080                  |
| Task 500: Review Draft Connection Fee Results        | 3,820                  |
| Task 600: Public Meetings and Presentations (2)      | 2,460                  |
| Task 700: Study Documentation                        | <u>1,930</u>           |
| Grand Total Labor                                    | \$17,440               |
| Total Expenses                                       | <u>2,535</u>           |
| <b>Grand Total “Not to Exceed” Fees</b>              | <b><u>\$19,975</u></b> |

Provided on the following page is a detailed exhibit of the cost proposal by task and project team member. HDR proposes that fees be billed monthly on a time and material basis, in accordance with the unit prices described in the above price proposal. HDR is willing to enter into a “not to exceed” agreement for \$19,975 with the Agency for the proposed services.

## 4.5 Time Schedule

The time schedule below has been based on the typical time necessary to complete a study of this nature.



HDR is confident in our ability to complete this study in a timely manner and is willing to work with the Agency to develop a final project schedule to meet the Agency's needs.



## 4.6 Summary

This concludes the discussion of the proposed scope of work for the Agency. This scope of work has been developed based upon our understanding of the Agency's goals and objectives for this study. The HDR project team is willing to modify our approach to meet the Agency's specific needs. We are confident of our ability to provide a quality work product to the Agency, and to work effectively and in the best interests of its customers.

## 4.7 Detailed Cost Proposal

| Tahoe-Truckee Sanitation Agency - Sewer Connection Fee<br>Estimated Fees by Task and Project Team Member |  |                 |                 |                   |                 |                 |
|--|--|-----------------|-----------------|-------------------|-----------------|-----------------|
| Task   | Task Description   | Project Manager | Senior Analyst  | Financial Analyst | Acct. /Admin.   | Total Project   |
| <b>Hourly Billing Rates</b>  |  | <b>\$260.00</b> | <b>\$190.00</b> | <b>\$125.00</b>   | <b>\$135.00</b> |                 |
| <b>1</b>   | <b>Project Management</b>  |                 |                 |                   |                 |                 |
|  | Hours -  | 4               | 0               | 0                 | 6               | 10              |
|  | Labor Cost   | 1,040.0         | 0.0             | 0.0               | 810.0           | \$1,850         |
| <b>2</b>   | <b>Initial Project Meeting (Kick -Off) &amp; Data Collection</b> |                 |                 |                   |                 |                 |
|  | Hours -  | 2               | 4               | 0                 | 0               | 6               |
|  | Labor Cost   | 520.0           | 760.0           | 0.0               | 0.0             | \$1,280         |
| <b>3</b>   | <b>Review of the Existing Connection Fee Methodology</b>         |                 |                 |                   |                 |                 |
|  | Hours -  | 1               | 4               | 0                 | 0               | 5               |
|  | Labor Cost   | 260.0           | 760.0           | 0.0               | 0.0             | \$1,020         |
| <b>4</b>   | <b>Development of the Connection Fees</b>                        |                 |                 |                   |                 |                 |
|  | Hours -  | 4               | 16              | 8                 | 0               | 28              |
|  | Labor Cost   | 1,040.0         | 3,040.0         | 1,000.0           | 0.0             | \$5,080         |
| <b>5</b>   | <b>Review Draft Connection Fee Results</b>                       |                 |                 |                   |                 |                 |
|  | Hours -  | 4               | 12              | 4                 | 0               | 20              |
|  | Labor Cost   | 1,040.0         | 2,280.0         | 500.0             | 0.0             | \$3,820         |
| <b>6</b>   | <b>Public Meetings and Presentations</b>                         |                 |                 |                   |                 |                 |
|  | Hours -  | 8               | 2               | 0                 | 0               | 10              |
|  | Labor Cost   | 2,080.0         | 380.0           | 0.0               | 0.0             | \$2,460         |
| <b>7</b>   | <b>Study Documentation</b>                                       |                 |                 |                   |                 |                 |
|  | Hours -  | 2               | 6               | 0                 | 2               | 10              |
|  | Labor Cost   | 520.0           | 1,140.0         | 0.0               | 270.0           | \$1,930         |
|  | <b>Total Hours</b>   | <b>25.0</b>     | <b>44.0</b>     | <b>12.0</b>       | <b>8.0</b>      | <b>89.0</b>     |
|  | <b>Total Fees</b>  | <b>6,500.0</b>  | <b>8,360.0</b>  | <b>1,500.0</b>    | <b>1,080.0</b>  | <b>17,440.0</b> |
|  | <b>Percentage of Hours by Employee</b>                           | <b>28.1%</b>    | <b>49.4%</b>    | <b>13.5%</b>      | <b>9.0%</b>     | <b>100.0%</b>   |
| <b>Expenses</b>  |  |                 |                 |                   |                 |                 |
|  | Airfare (4 Round Trip @ \$350/RT)                                |                 |                 |                   |                 | \$1,400         |
|  | Hotel (2 Nights @ \$150/night)                                   |                 |                 |                   |                 | 300             |
|  | Rental Car (3 Day @ \$90/day)                                    |                 |                 |                   |                 | 270             |
|  | Parking/Meals/Miles/Etc.   |                 |                 |                   |                 | 375             |
|  | Copies/Report Printing/Etc.                                      |                 |                 |                   |                 | 190             |
|  | Total Expenses   |                 |                 |                   |                 | \$2,535         |
| <b>Grand Total Project Fee Estimate</b>  |  |                 |                 |                   |                 | <b>\$19,975</b> |

# Appendix A Project Team Resumes



## Shawn Koorn—Project Manager | QA/QC | Public Meetings

Shawn provides financial planning, cost-benefit analyses, and economic reviews for the development of rate and cost-of-service studies for water, wastewater, stormwater, electric, and solid waste utilities. This information is communicated using technical abilities and presentation skills in a clear and concise manner.

Shawn's experience involves all analytical aspects of the utility financial planning and rate setting process. These include the development of revenue requirement, cost of service, and rate design studies for clients. Shawn is highly capable and understands the finer technical issues involved with each project, as well as the broader economic issues that today's public utilities are facing.

Shawn has been involved in several unique and challenging projects. Most recently, he has completed several conservation based rate structures and drought rate studies. For the Cities of Pleasanton, Stockton, and Woodland, California, he developed drought rates to reflect the reduction in consumption to maintain adequate revenues during drought stages. Each stage resulted in additional reductions in consumption, and the pricing was based on the revenue needs by customer class of service. Shawn also assists water utilities in the review of their rate structure due to declining per capita consumption. This includes the review of block sizes and pricing for the rate structure, as well as review of the level of the fixed charges in comparison with industry standards.

Shawn has extensive experience with regulatory filings before public service commissions. He recently developed testimony to support water and sewer rate studies before two different public service commissions. His experience and knowledge of "generally accepted" rate setting techniques allows him to develop excellent testimony to support his client's position.

Shawn is a member of the AWWA Rates and Charges Subcommittee, contributing author to the AWWA M54 Manual *Developing Rates for Small Systems*, a peer reviewer for the Water Research Foundation study, and is a co-instructor for the AWWA Financial Management Seminar. This three-day seminar discusses the theories and methodologies used to establish cost-based rates. Shawn has also presented numerous papers on financial planning and rate setting topics for utilities.

### Education

B.S. Business  
Administration, Finance  
Central Washington  
University

B.S. Economics,  
Central Washington  
University

### Professional Association

AWWA, Member

American Public Power  
Association/Northwest,  
Member

### Expertise

Utility Rates/Cost of  
Service

Connection Fees

Financial Planning

Capital Planning

Cost-Benefit Analyses

### Years with HDR

17 Years



## Judy Dean—Connection Fee Analysis, Task Lead

Judy is a Senior Financial Analyst and brings a strong background in accounting and finance and is highly experienced in utility rate setting. She has developed numerous revenue requirement, cost of service and rate design studies for a wide variety of water, sewer, electric, solid waste and stormwater utilities. Judy has worked with utilities with 300 customers, utilities with complex, multiple systems, and in large metropolitan areas throughout the Western states. Her experience and skills allow her to develop rate analyses in an efficient manner. She also is very highly experienced in the development of system development fee studies.

Prior to joining HDR, Judy was a municipal accountant at a medium-sized municipality. Her duties included working with the municipal water and sewer utility on budgeting, financial planning, accounting and rate issues. Her experience in this role provides her with a greater appreciation of the challenges of a municipal utility, particularly time and available resources.

Judy has been involved with a number of rate studies and takes a leadership role in the analytical portions of the study. These studies have ranged from single-entity utilities to much more complex multi-system utilities and have included developing revenue requirements and cost of service studies. Judy also has extensive experience in the development of miscellaneous fees, including utility connection charges or system development charges. She has developed system development charges or impact fees for a number of water, sewer, and stormwater utilities across the U.S.

Judy has a strong command of a number of database, spreadsheet, and presentation programs. Her strengths in developing computer models include efficiency and ability to develop sophisticated models that were elegantly simple in design and easy to use. Judy's attention to detail, along with her ability to maintaining the big picture, result in easy-to-use, high-quality rate models provided to our clients.

Judy has provided clear, easy-to-understand presentations on highly technical financial information to a variety of audiences, ranging from presentations to client management and staff project teams to project presentations. Her confidence in her technical abilities and understanding of the underlying concepts makes her easy-to-listen to and easy-to-grasp key points.

### Education

B.S. Accounting  
Central Washington  
University

### Professional Registration

Certified Public  
Accountant - Inactive

Washington State No.  
22607

American Water Works  
Association, Member

Washington Finance  
Officers Association

Government Finance  
Officers Association

### Expertise

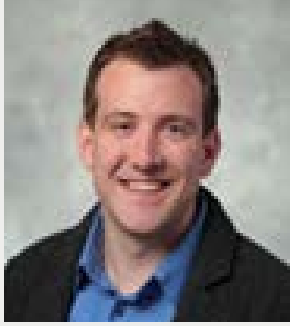
Utility Financial Planning

Cost of Service

System Development  
Charges/Impact Fees

### Years with HDR

25 Years



## Josiah Close— Connection Fee Analysis, Financial/Rate Analyst

Josiah specializes in the area of utility financial planning, cost of service, rate setting, and system development charges. Josiah is highly experienced in developing complex financial planning and utility rate studies. He is very proficient in financial modeling and in the analysis of complex data sets and information.

Prior to joining HDR, Josiah worked as a fiscal analyst for the State of Washington Department of Social and Health Services. His experience with the State further developed his financial modeling skills and placed a high level of importance on attention to detail and accuracy. His work with the State enhanced his Excel™ spreadsheet skills, and he is a highly skilled Excel™ modeler and user.

Since joining HDR, Josiah has been responsible for developing and updating a variety of spreadsheet analyses to support revenue requirement, cost of service, and rate design studies. Josiah works on complex studies, including a comprehensive water rate study, which contains a wholesale water rate component. This comprehensive study includes the development of revenue requirements, cost of service, and rate design.

Currently, Josiah is working with a California utility on the evaluation of volumetric sewer rates. In performing this evaluation, he is working with different databases of information. He recently provided a similar study in which the drought in California had impacted the water consumption and wastewater flow estimates. He worked with precipitation and water consumption data to determine a reasonable estimate of wastewater flows.

Since joining HDR, Josiah has gained experience in working with water, wastewater, and solid waste utilities. He has worked with and reviewed budget and asset record documents to support the technical analyses he has been conducting.

### **Education**

B.S. Finance, Oregon  
State University

### **Professional Affiliations**

American Water Works  
Association, Member

Washington Finance  
Officers Association

### **Expertise**

Utility Financial Planning

Cost of Service

System Development  
Charges/Impact Fees

### **Years with HDR**

4 Years

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 9

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**Subject:** Approval to award bid for the purchase of ammonium analyzers and controllers.

**Background:** The Agency currently has four (4) Hach Amtax Ammonium Analyzers which were installed in 2006. Hach no longer provides technical support on the analyzers and critical spare parts are no longer available. Since installation, ammonium analyzers have switched to a membrane cap technology.

Due to newer technology and lack of technical support, the Agency included the purchase of analyzers in the 2017-2018 Upgrade and Rehabilitation Fund budget. Staff shall perform the installation. The existing analyzers would be utilized for emergencies and pilot studies.

Hach was the only bidder to submit a bid to the Agency. Staff found an irregularity in the bid where Hach had stated that freight and sales taxes were excluded, which was found to be in conflict with the bid documents requiring bidders to include these components in the Total Bid Price. In follow-up correspondence during the bid review period, Hach clarified that freight was included in the Total Bid Price. However, to account for the missing sales tax, Hach resubmitted a revised bid schedule with a Total Bid Price that included sales tax. Because Hach was the only bidder for the project and no advantage was provided to other bidders, T-TSA staff recommends that the Board waive this irregularity and award to Hach.

The total bid amount was \$100,949.08.

**Fiscal Impact:** \$100,949.08

**Previous Board Action:** The Board approved to solicit bids for the analyzers at the October 11, 2017 meeting.

**Recommendation:** Approve to award the bid for the purchase of ammonium analyzers and controllers to Hach in the amount of \$100,949.08.

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 10

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**Subject:** Approval of License Agreement with the Truckee River Watershed Council.

**Background:** The Truckee River Watershed Council desires to enter into an agreement with T-TSA to access the Legacy Trail and other portions of T-TSA's property in order to install and maintain best management practices to control sediment and other project-related pollutants from entering the Truckee River; conducting SWPPP and other inspections and surveys required by project permits; conducting weed control activities; conducting any replanting or re-seeding activities; making modifications to installed log features to ensure stability and function; conducting post construction plant establishment and inspections to ensure project compliance with permits and performance standards.

The License Agreement is typical to those previously entered into with the Truckee River Watershed Council with the exception of an increased term of 2 years.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** Approve License Agreement with the Truckee River Watershed Council.

## LICENSE AGREEMENT

This License Agreement (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2017, in Truckee, California, by and between the Truckee River Watershed Council (hereinafter “TRWC”), and the Tahoe-Truckee Sanitation Agency (hereinafter “T-TSA”), with reference to the following facts:

1. TRWC has constructed improvements on T-TSA’s property as part of the Truckee Meadows Restoration Project (TMRP); and
2. TRWC desires to enter T-TSA’s property using portions of the Truckee River Legacy Trail to access these improvements for maintenance and monitoring in the Truckee River Floodplain Drainage area of the TMRP as shown in Exhibit A; and
3. T-TSA is willing to allow TRWC to enter T-TSA’s property for maintaining and monitoring the improvements on the following terms and conditions.

NOW, THEREFORE, IN CONSIDERATION of the promises herein contained, it is agreed by and between TRWC and T-TSA as follows:

1. License. T-TSA hereby grants a license to TRWC, its employees, agents, invitees, volunteers and contractors (collectively, the “TMRP Entities”) to use certain portions of T-TSA’s property, as shown on Exhibit A attached hereto and incorporated herein by this reference, solely for the purposes of maintaining and monitoring the improvements randomly between January 1, 2018 and December 31, 2019 (“TMRP Activities”) as defined in Section 18 below. For the areas shown in Exhibit A, TMRP Entities shall only enter the areas after notifying the Town of Truckee and T-TSA and receiving their permission a minimum of 24 hours in advance of entry. The Town of Truckee and/or T-TSA may deny TMRP Entities access to any of the areas shown on Exhibit A at any time and for any reason. TRWC accepts the condition of



such portion of T-TSA's property "AS IS," and accepts all risk respecting the condition of such T-TSA property. T-TSA makes no representations or warranties, implied or express, concerning the condition of T-TSA's property or its fitness for the use intended by TRWC.

2. Repair and Clean-Up of Property. TRWC shall clean-up and repair any damage to T-TSA's property arising out of TMRP Activities and associated work, or in the exercise of any of its rights conferred by this Agreement. TRWC shall regularly clean-up any litter and other debris on T-TSA property, access roads, and portions of the Truckee River Legacy Trail, arising out of or resulting from TMRP Activities and associated work during the time spanning between January 1, 2018 and December 31, 2019. If the clean-up does not occur timely, T-TSA may perform the clean-up and bill TRWC for the costs thereof. If any damage is not repaired within five (5) days after its occurrence, T-TSA may repair the damage and bill TRWC for the costs thereof. TRWC shall pay each bill within thirty (30) days after its date. Interest at the rate of 10% per annum shall accrue on any late payment.
3. Term. This Agreement shall become effective on the date first above written and shall remain in effect until all of TRWC's obligations hereunder are completed, but not to exceed December 31, 2019, unless extended in writing by Agency.
4. Permits and Compliance with Laws. TRWC, at its sole cost, shall be responsible for obtaining any and all governmental permits, approvals, consents, licenses and other authorizations that may be necessary to conduct TMRP Activities and associated work, including the use of T-TSA's property, T-TSA's access roads, and portions of the Truckee River Legacy Trail. TRWC further warrants and represents

that TRWC and its contractor shall conduct TMRP Activities and associated work in compliance with all applicable laws, including, but not limited to, statutes, ordinances, codes, and rules and regulations of any governmental body having jurisdiction over TMRP Activities and associated work.

5. No Claim. TRWC and the TRWC Entities, and each of them, shall not suffer, permit or cause any mechanics', materialmen's or other similar liens or claims of lien to be filed against T-TSA or any portion of T-TSA property, T-TSA's access roads, or the Truckee River Legacy Trail, arising out of TMRP Activities or associated work, or any work performed hereunder. In the event any such lien is recorded or filed, TRWC shall immediately undertake all steps necessary to remove such liens and shall defend, protect, indemnify and hold T-TSA harmless from and against any such lien or related claim.
6. Indemnity. TRWC recognizes and hereby agrees that T-TSA and its directors, officers, agents and employees shall not be liable for any injury or death to any person or damage to any property arising out of or related to the (a) condition of T-TSA's property, T-TSA's access roads, or the Truckee River Legacy Trail, or (b) the performance or activities of TRWC or any of the TRWC Entities pursuant to this Agreement. TRWC shall indemnify, protect, defend and hold harmless T-TSA and its directors, officers, agents, employees, visitors and contractors from and against any and all liabilities, claims (by third parties or otherwise), demands, suits, administrative proceedings, damages, losses, judgments, awards, penalties, fines, attorneys' fees and expenses, expert witness fees and/or costs of any kind, whether actual, alleged or threatened, attributable to, arising from, or related to: (a) any

breach of any of the covenants or obligations under this Agreement by TRWC or any of the TRWC Entities ; (b) the condition of T-TSA's property, T-TSA's access roads, or the Truckee River Legacy Trail; or (c) negligent acts, errors or omissions, or willful misconduct by TRWC or any of the TRWC Entities arising from or related to the TMRP Activities or associated work (hereinafter collectively referred to as "Claims" or "Claim"), except to the extent the sole negligence, active negligence or willful misconduct of an indemnified party proximately causes the Claim.

Neither expiration of the term or termination of this Agreement nor completion of the acts to be performed under this Agreement shall release TRWC from its obligations to indemnify, as to any Claims, so long as the event upon which such Claim is predicated shall have occurred prior to the effective date of any such expiration or termination or completion and arose out of or was in any way connected with the performance, operations or activities under this Agreement by TRWC, its employees, agents or independent contractors, or the employee, agent or independent contractor of any one of them, or any of the TRWC Entities. The provisions of this Section 6 shall survive any expiration of the term or termination of this Agreement and shall remain in effect until TRWC's obligations under this section have been fulfilled.

Submission of insurance certificates or submission of proof of compliance with the insurance requirements in this Agreement does not relieve TRWC from liability under this Section 6. The obligations of this Section 6 shall apply whether or not such insurance policies shall have been determined to be applicable to any of the Claims.

In any and all claims against T-TSA, or its directors, officers, employees or agents, by any employee of TRWC, any independent contractor of TRWC, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Section 6 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for TRWC or any independent contractor of TRWC under Worker's Compensation acts, disability benefit acts or other employee benefit acts.

TRWC shall require its contractors that will be performing the TMRP Activities to enter into an indemnification and hold harmless agreement with T-TSA containing provisions comparable to the above before the contractor commences such activities.

7. Contractors/Subcontractors. No contractual, legal or other relationship shall be created between T-TSA and any contractor, subcontractor or other agent engaged by TRWC. This Agreement shall not create any obligation on the part of T-TSA to pay or to see that the payment of any sum is made to any contractor, subcontractor or other agent engaged by TRWC.
8. Insurance. TRWC and its contractor, and each of them, shall, at their sole cost and expense, maintain the following policies of insurance covering their activities and associated work pursuant to this Agreement: (a) Commercial General Liability, and Business or Comprehensive Automobile Liability Insurance, each policy having a combined single limit of no less than \$1,000,000, insuring against all liability, claims, damages, costs, demands or losses arising out of their activities and associated work; and (b) Workers' Compensation Insurance as required under the Workers' Compensation Insurance Laws of California. TRWC's insurance shall

cover TRWC and each of the TRWC Entities. T-TSA, its officers, directors, agents and employees shall be named as additional insureds under the Commercial General Liability, and Business or Comprehensive Automobile Liability Insurance policies. Each policy shall not contain any special limitations on the scope of protection afforded to T-TSA, its directors, officers, agents and employees. TRWC's and its contractor's insurance coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. T-TSA's insurance, if any, shall be excess and shall not contribute with TRWC's or its contractor's insurance. TRWC and its contractor shall provide proofs of such insurance to T-TSA before commencement of any TMRP Activities on T-TSA property. TRWC and its contractor shall provide T-TSA with 30 days' written notice of any material change, reduction of coverage or cancellation of the insurance policies. The requirements as to the types, limits and T-TSA's approval of insurance coverage to be maintained by TRWC and its contractor are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by TRWC under this Agreement.

9. Notices. Any notice, approval or other communication which may be required or permitted to be given or delivered hereunder shall be in writing and shall be deemed to have been given, delivered and received (i) as of the date when the notice is personally delivered or (ii) if mailed, in the United States Mail, certified, return receipt requested, as of the date of the delivery of such notice or (iii) if delivered by courier or express mail service, telegram or mail gram where the carrier provides or retains evidence of the date of delivery, as of the date of such delivery.

To T-TSA:

Tahoe-Truckee Sanitation Agency  
Attn: General Manager  
13720 Butterfield Drive  
Truckee, CA 96161

To TRWC:

Lisa Wallace  
Truckee River Watershed Council  
P.O. Box 8568  
Truckee, CA 96162

Pursuant to the notice provision outlined in this section, the parties may designate a different address for receiving notices under this Agreement.

10. Assignment. TRWC shall not assign this Agreement or any rights or obligations hereunder to any entity or person without T-TSA's prior written consent, which consent shall not be unreasonably withheld. Any assignment of this Agreement or any rights or obligations hereunder by TRWC without the prior written consent of T-TSA shall render this Agreement null, void and of no effect.
11. Integration and Construction of Agreement.
  - a. Integration. This Agreement sets forth the complete and final understanding of the parties with regard to the subject matter hereof and supersedes any and all prior communications, representations, negotiations, understandings and agreements, whether written or oral, concerning said subject matter.
  - b. Construction. The language of all parts of this Agreement shall be construed according to their plain meaning and shall not be construed for or against either of the parties, as each party has participated in the drafting and review of this

Agreement, and has had an opportunity to consult its legal counsel in connection with this Agreement.

12. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of California.
13. No Waiver. No delay on the part of any party in exercising any right or remedy under this Agreement or failure to exercise the same shall operate as a waiver in whole or in part of any such right or remedy.
14. Modifications and Amendments. This Agreement may be modified, amended or changed only by a written agreement signed by both parties.
15. Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall constitute one and the same Agreement.
16. Authorization. The parties warrant and represent that the individuals executing this Agreement have been authorized to do so by the party for whom they sign.
17. Attorneys' Fees. In any action or proceeding arising from or relating to this Agreement commenced by a party hereto, the prevailing party shall be entitled to recover its reasonable attorneys' fees in addition to any other costs, interest and damages permitted by law.
18. "TMRP Activities". For purposes of this Agreement, the term "TMRP Activities" shall mean accessing the project site using the Legacy Trail and other portions of T-TSA's property; installing and maintaining best management practices to control sediment and other project-related pollutants from entering the Truckee River; conducting SWPPP and other inspections and surveys required by project permits; conducting weed control activities; conducting any replanting or re-seeding

activities; making modifications to installed log features to ensure stability and function; conducting post construction plant establishment and inspections to ensure project compliance with permits and performance standards.

**IN WITNESS WHEREOF**, TRWC and T-TSA have caused this Agreement to be executed by their duly authorized officers as follows:

TAHOE-TRUCKEE SANITATION AGENCY

\_\_\_\_\_

LaRue Griffin  
Name

General Manager  
Title

TRUCKEE RIVER WATERSHED COUNCIL

\_\_\_\_\_

Lisa Wallace  
Name

Executive Director  
Title

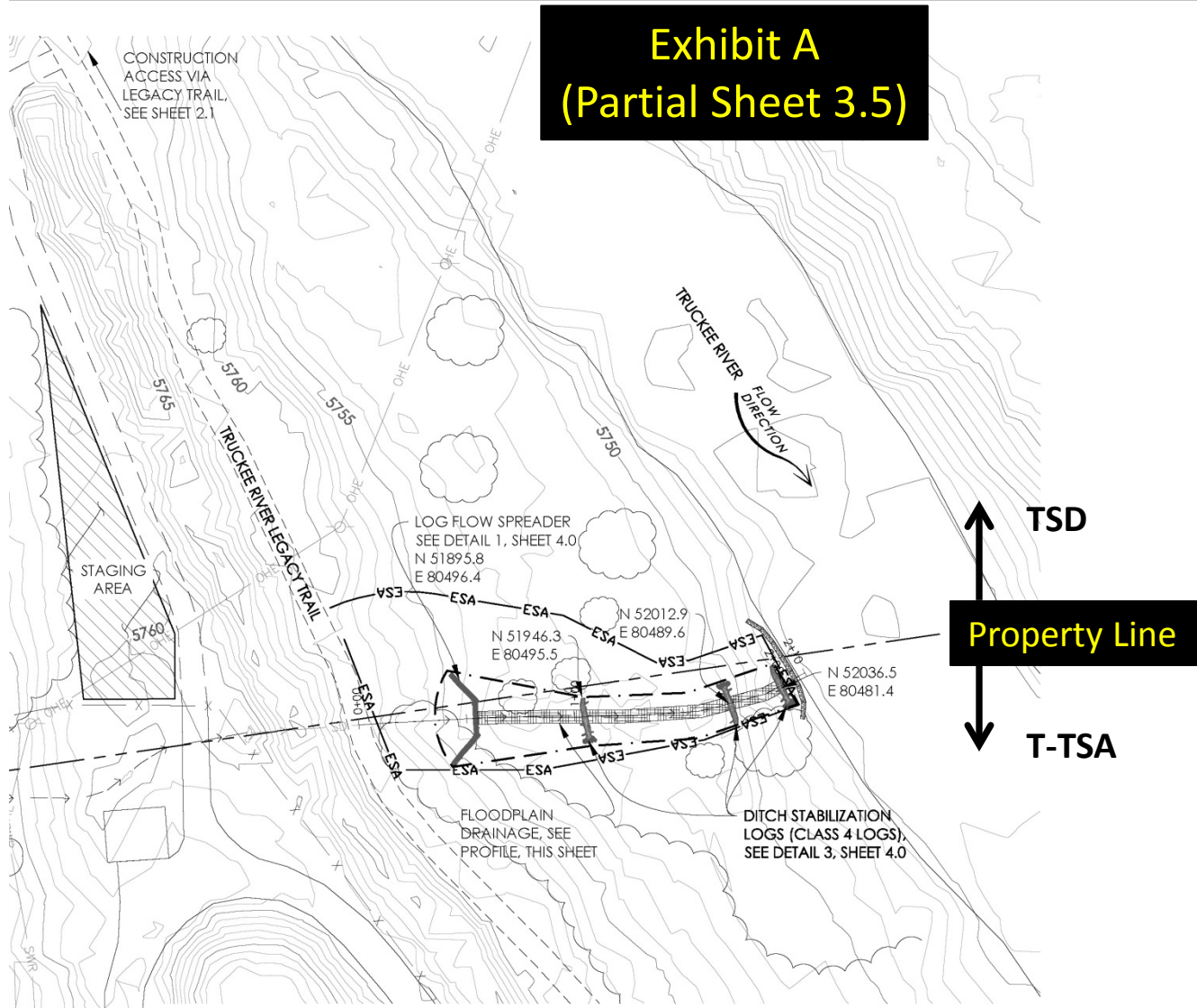


# Exhibit A (Partial Sheet 3.5)

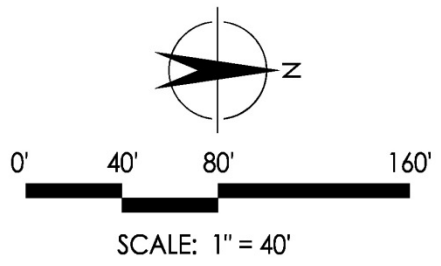
PREPARED FOR:



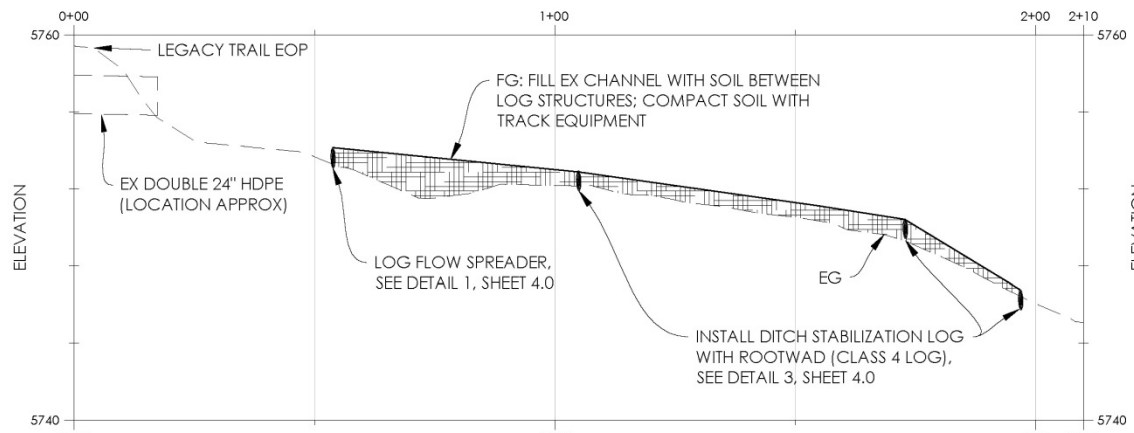
**Balance Hydrologics, Inc.**  
 P.O. Box 1077  
 12020 Donner Pass Road  
 Truckee, CA 96161  
 Tel and fax: (530) 550-9776  
 www.balancehydro.com

| DESIGNED BY | DATE     | BY | SUBMITTALS / REVISIONS |
|-------------|----------|----|------------------------|
| D SHAW      | 3-11-15  | DS | 30% PLANS              |
| P KULCHAWIK | 11-25-15 | PK | 60% PLANS              |
| E BALLMAN   | 5-13-16  | PK | 95% PLANS              |
| I IN CHARGE | 4-26-17  | PK | 100% PLANS             |
| P KULCHAWIK |          |    |                        |
| DATE        | 4-26-17  |    |                        |



- NOTES:**
1. SEE SHEET 5.5 FOR PLANTING PLAN
  2. DITCH FILLING WORK SHALL BEGIN AT THE DOWNSTREAM END, AND PROCEED IN THE UPSTREAM DIRECTION. REMOVE TEMPORARY GRAVEL BAGS AS THE WORK PROCEEDS.
  3. REFER TO SPECIFICATIONS FOR PEDESTRIAN AND CYCLIST TRAFFIC CONTROL REQUIREMENTS FOR THE LEGACY TRAIL.



**FLOODPLAIN DRAINAGE**  
 PROFILE VIEW  
 1" = 20' (VERT 4X)

**TOT OLD CORP YARD  
 RESTORATION PLAN**  
 TRUCKEE MEADOWS RESTORATION  
 NEVADA COUNTY, CALIFORNIA  
 TRUCKEE RIVER WATERSHED COUNCIL

|                |          |
|----------------|----------|
| PROJECT NUMBER | 214128   |
| SCALE          | 1" = 40' |
| SHEET          |          |

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 11

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**Subject:** Approval of Agency Table of Organization and Salary Schedule.

**Background:** The attached Table of Organization and Salary Schedule includes the addition of 2 positions: (1) Associate Engineer and (2) HR Administrator.

The Associate Engineer would report to the Senior Engineer and be part of the Engineering Department. The HR Administrator would report to the General Manager and be part of the Administration Department. Both positions would assist current staff with the operation of the Agency.

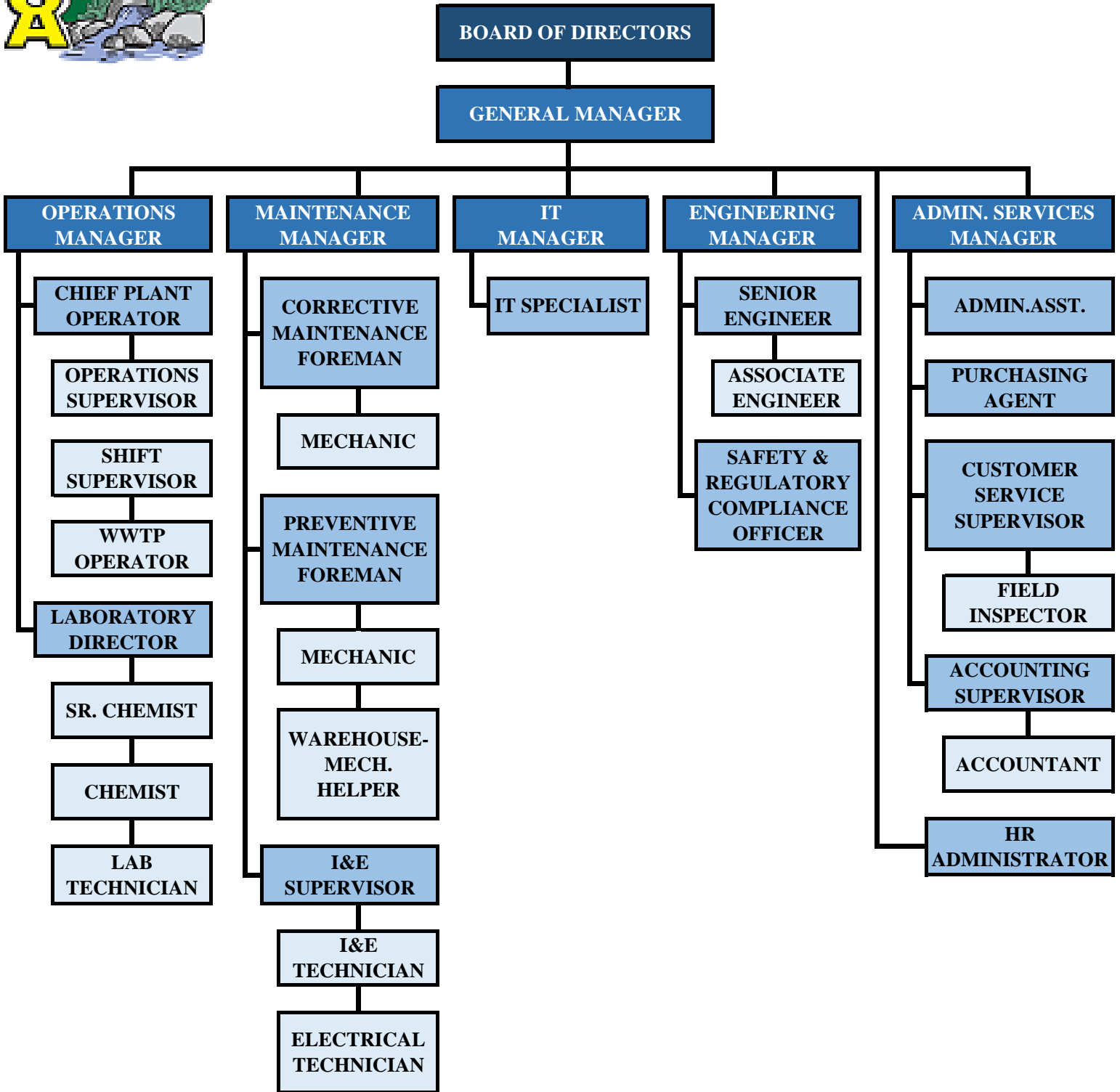
**Fiscal Impact:** Associate Engineer monthly salary range is \$8,592-\$9,964 and the HR Administrator monthly salary range is \$8,292-\$9,616.

**Previous Board Action:** None.

**Recommendation:** Approve the Agency Table of Organization and Salary Schedule.



# TAHOE-TRUCKEE SANITATION TABLE OF ORGNIZATION



**Tahoe-Truckee Sanitation Agency  
FY 2017-2018 Monthly Salary Schedule**

| <b>Job Classification</b>       |                                  | <b>1</b>                               | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
|---------------------------------|----------------------------------|--|----------|----------|----------|----------|----------|----------|
| <b>Administration</b>           | Administrative Assistant I       | 4,233                                  | 4,445    | 4,668    | 4,902    | 5,147    | -        | -        |
|                                 | Administrative Assistant II      | 4,668                                  | 4,902    | 5,147    | 5,406    | 5,678    | -        | -        |
|                                 | Administrative Assistant III     | 5,147                                  | 5,406    | 5,678    | 5,963    | 6,262    | -        | -        |
|                                 | Administrative Assistant IV      | 5,406                                  | 5,678    | 5,963    | 6,262    | 6,576    | -        | -        |
|                                 | Administrative Assistant V       | 5,717                                  | 6,003    | 6,306    | 6,623    | 6,955    | -        | -        |
|                                 | Purchasing Agent                 | 5,717                                  | 6,003    | 6,306    | 6,623    | 6,955    | -        | -        |
|                                 | Accountant I                     | 5,406                                  | 5,678    | 5,963    | 6,262    | 6,576    | -        | -        |
|                                 | Accountant II                    | 6,188                                  | 6,497    | 6,823    | 7,165    | 7,526    | -        | -        |
|                                 | Accountant III                   | 6,823                                  | 7,165    | 7,526    | 7,903    | 8,298    | -        | -        |
|                                 | Field Inspector                  | 6,188                                  | 6,497    | 6,823    | 7,165    | 7,526    | -        | -        |
|                                 | Customer Services Supervisor     | 7,887                                  | 8,088    | 8,292    | 8,500    | 8,713    | 8,931    | 9,155    |
|                                 | Accounting Supervisor            | 7,887                                  | 8,088    | 8,292    | 8,500    | 8,713    | 8,931    | 9,155    |
|                                 | HR Administrator                 | 8,292                                  | 8,499    | 8,711    | 8,929    | 9,152    | 9,381    | 9,616    |
|                                 | Administrative Services Manager* | 9,900                                  | 10,149   | 10,403   | 10,664   | 10,932   | 11,206   | 11,487   |
| <b>IT</b>                       | IT Specialist                    | 7,134                                  | 7,313    | 7,498    | 7,687    | 7,880    | 8,078    | 8,282    |
|                                 | IT Department Manager*           | 9,900                                  | 10,149   | 10,403   | 10,664   | 10,932   | 11,206   | 11,487   |
| <b>Maintenance</b>              | Warehouse/Mechanic Helper        | 4,768                                  | 4,890    | 5,012    | 5,139    | 5,269    | 5,401    | 5,537    |
|                                 | Mechanic I                       | 5,197                                  | 5,331    | 5,466    | 5,604    | 5,745    | 5,889    | 6,037    |
|                                 | Mechanic II                      | 5,859                                  | 6,006    | 6,157    | 6,311    | 6,472    | 6,634    | 6,801    |
|                                 | Mechanic III                     | 6,472                                  | 6,634    | 6,801    | 6,971    | 7,147    | 7,326    | 7,509    |
|                                 | Maintenance Foreman              | 7,147                                  | 7,326    | 7,509    | 7,698    | 7,890    | 8,090    | 8,294    |
|                                 | Electrical Technician            | 5,197                                  | 5,331    | 5,466    | 5,604    | 5,745    | 5,889    | 6,037    |
|                                 | I & E Technician I               | 6,959                                  | 7,134    | 7,313    | 7,499    | 7,687    | 7,880    | 8,078    |
|                                 | I & E Technician II              | 7,499                                  | 7,687    | 7,880    | 8,078    | 8,282    | 8,489    | 8,701    |
|                                 | I & E Supervisor                 | 8,903                                  | 9,125    | 9,355    | 9,590    | 9,832    | 10,078   | 10,331   |
|                                 | Maintenance Manager*             | 9,900                                  | 10,149   | 10,403   | 10,664   | 10,932   | 11,206   | 11,487   |
| <b>Operations</b>               | WWTP Operator in Training        | 4,768                                  | 4,890    | 5,012    | 5,139    | 5,269    | 5,401    | 5,537    |
|                                 | WWTP Operator I                  | 5,197                                  | 5,331    | 5,466    | 5,604    | 5,745    | 5,889    | 6,037    |
|                                 | WWTP Operator II                 | 5,859                                  | 6,006    | 6,157    | 6,311    | 6,472    | 6,634    | 6,801    |
|                                 | WWTP Operator III                | 6,472                                  | 6,634    | 6,801    | 6,971    | 7,147    | 7,326    | 7,509    |
|                                 | Shift Supervisor                 | 7,147                                  | 7,326    | 7,509    | 7,698    | 7,890    | 8,090    | 8,294    |
|                                 | Operations Supervisor            | 7,890                                  | 8,090    | 8,294    | 8,502    | 8,715    | 8,933    | 9,157    |
|                                 | Chief Plant Operator             | 8,919                                  | 9,143    | 9,371    | 9,606    | 9,848    | 10,096   | 10,349   |
|                                 | Operations Manager*              | 9,900                                  | 10,149   | 10,403   | 10,664   | 10,932   | 11,206   | 11,487   |
|                                 | Lab Technician I                 | 5,267                                  | 5,400    | 5,536    | 5,675    | 5,818    | 5,966    | 6,116    |
|                                 | Lab Technician II                | 5,845                                  | 5,992    | 6,142    | 6,296    | 6,453    | 6,616    | 6,782    |
|                                 | Chemist                          | 6,884                                  | 7,057    | 7,235    | 7,416    | 7,603    | 7,793    | 7,989    |
|                                 | Senior Chemist                   | 7,602                                  | 7,793    | 7,989    | 8,190    | 8,395    | 8,605    | 8,821    |
|                                 | Laboratory Director              | 8,919                                  | 9,143    | 9,371    | 9,606    | 9,848    | 10,096   | 10,349   |
|                                 | <b>Engr.</b>                     | Safety & Regulatory Compliance Officer | 7,890    | 8,090    | 8,294    | 8,502    | 8,715    | 8,933    |
| Associate Engineer              |                                  | 8,592                                  | 8,807    | 9,027    | 9,253    | 9,484    | 9,721    | 9,964    |
| Senior Engineer                 |                                  | 9,742                                  | 9,986    | 10,237   | 10,494   | 10,757   | 11,027   | 11,303   |
| Engineering Department Manager* |                                  | 11,717                                 | 12,010   | 12,312   | 12,620   | 12,936   | 13,261   | 13,593   |
| General Manager*                |                                  | -                                      | -        | -        | -        | -        | -        | 16,244   |

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 12

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**Subject:** Discussion of State Route 89/Fanny Bridge Community Revitalization Project-Related TRI Relocation Agreement and proposed amendment and indemnity agreement with State Department of Transportation.

**Background:** The Central Federal Lands Highway Division requested the TRI be abandoned in place instead of removed and that T-TSA retain ownership of the abandoned pipeline. This request would change the scope of the project and require an amendment to the current relocation agreement and require the State of California, Department of Transportation provide an indemnification should T-TSA abandon the TRI in place.

Attached are the amendment to the relocation agreement and the relocation indemnity agreement.

**Fiscal Impact:** None.

**Previous Board Action:** The Board directed to staff to proceed to abandon the TRI in place provided there is a relocation agreement amendment and the State of California, Department of Transportation agrees to an indemnification agreement.

**Recommendation:** Approve the amendment to the agreement and the relocation indemnity agreement.

## AMENDMENT NO. 1

### TO CA FLAP SR 89(1) TRUCKEE RIVER BRIDGE PROJECT-RELATED NSEL AND TRI RELOCATION AGREEMENT

THIS AMENDMENT TO AGREEMENT is made as of the date last signed and dated below by Tahoe-Truckee Sanitation Agency, a local government agency (“Agency”), North Tahoe Public Utility District, a local government agency (“NTPUD”), Tahoe City Public Utility District, a local government agency (“TCPUD”), and Central Federal Lands Highway Division (“Division”) of the U.S. Department of Transportation, Federal Highway Administration, Office of Federal Lands Highway, an agency of the federal government, who agree as follows:

**1. Recitals.** This Amendment is made with reference to the following background recitals:

1.1. On May 2, 2016, the parties entered into the CA FLAP SR 89(1) Truckee River Bridge Project-Related NSEL and TRI Relocation Agreement (the “Agreement”), which is on file with each of the parties.

1.2. The Agreement provides for the parties to cooperate on the installation, relocation, and abandonment of certain sewer pipelines and related improvements, which is work that needs to be performed in connection with Division’s CA FLAP SR 89(1) Truckee River Bridge Project in the Tahoe City area. The scope of Work under the Agreement includes the (a) Manhole 3 Area Work as described in Agreement section 2.6 and Exhibit B, and (b) decommissioning, abandonment and removal of the Original TRI Segment as described in Agreement section 2.4 and Exhibit A.

1.3. Since the approval of the Agreement and through the process of ongoing evaluation and design of the Project and Work, the parties have determined and agree that (a) it no longer is necessary for the Division to undertake and perform the Manhole 3 Area Work, and (b) it is more appropriate to abandon the Original TRI Segment in place, instead of removing it from the ground. The parties therefore now desire to amend the Agreement to approve and memorialize these changes to the Work.

1.4. Capitalized terms used in this Amendment and not otherwise defined or described will have the meanings set forth in the Agreement.

**2. Amendments to Agreement.** The parties amend the Agreement as follows:

2.1. The Manhole 3 Area Work is removed from the scope of the Work under the Agreement. Agreement sections 1.6 and 2.6 and Exhibit B are deleted from the Agreement. Agreement sections 4.1, 4.3, 6.10, 7.1, and 10.1 are amended to remove references to the Manhole 3 Area Work.

2.2. Agreement section 4.1 is amended to read as follows (changes shown in underline/strikeout format):

4.1. Division and its engineer, in consultation with Agency and Local Districts, will design and prepare detailed plans, specifications and drawings for the construction of the New Segment and related NSEL and TRI relocation work, including design and plans for the (a) New Segment sewer main, (b) New Segment interconnections with the upstream NSEL and with the downstream TRI at Manhole 2, (c) related modifications to the west end of the North Shore Export Line, (d) new/relocated flume and telemetry stations and structure, (e) plan for switchover from the Original NSEL Segment and Original TRI Segment to New Segment, (f) configuration, installation, startup, operation, maintenance and decommissioning of a construction-phase temporary sewer bypass system in connection with the New Segment work, (g) ~~decommissioning and removal of the Original TRI Segment and decommissioning and abandonment in place of the Original NSEL Segment and~~ Original TRI Segment, and (h) materials to be used in the construction work. The plans, specifications and drawings shall comply with Applicable Law and Agency and Local Districts rules, regulations, standards and specifications. In cases of differences among the preceding, the rules, regulations, standards and specifications of the ultimate owner of the portion of the Work affected shall govern.

2.3. Agreement section 8 is amended to read as follows (changes shown in underline/ strikeout format):

#### 8. Original NSEL Segment and Original TRI Segment Decommissioning and Abandonment

8.1. The Parties agree that the Project design and final Plans will provide for the Original TRI Segment ~~to be removed from the ground following installation of the New Segment and for the Original NSEL Segment to be abandoned in place following installation of the New Segment.~~ Following the transfer of the wastewater flow from the temporary sewer bypass line to the New Segment, Division through the Contractor diligently and without delay will proceed to decommission and abandon in place the Original NSEL Segment and ~~to remove the Original TRI Segment to completion in accordance with the Plans.~~

~~8.2. Regarding the Original TRI Segment to be removed from the ground, Division will be responsible for the removal, shipping and disposal of the Original TRI Segment pipeline and related material and debris and for the proper backfilling and compaction of the trench and restoration of the surface.~~

8.3. ~~Regarding the Original NSEL Segment,~~ Division will be responsible for abandoning the Original NSEL Segment and Original TRI Segment in place and for the proper filling of the abandoned pipeline with grout or other material as provided by the Plans.

**3. No Effect on Other Provisions.** Except for the amendments in section 2, the remaining provisions of the Agreement are unaffected and remain in full force and effect.

TAHOE-TRUCKEE SANITATION AGENCY

NORTH TAHOE PUBLIC UTILITY DISTRICT

Dated: \_\_\_\_\_, 2017

Dated: \_\_\_\_\_, 2017

By: \_\_\_\_\_  
LaRue Griffin  
General Manager

By: \_\_\_\_\_  
Duane Whitelaw  
General Manager

TAHOE CITY PUBLIC UTILITY DISTRICT

CENTRAL FEDERAL LANDS HIGHWAY DIVISION

Dated: \_\_\_\_\_, 2017

Dated: \_\_\_\_\_, 2017

By: \_\_\_\_\_  
Sean Barclay  
General Manager

By: \_\_\_\_\_  
\_\_\_\_\_  
[name]  
\_\_\_\_\_  
[title]



**CA FLAP SR 89(1) TRUCKEE RIVER BRIDGE PROJECT-RELATED  
TRI RELOCATION INDEMNITY AGREEMENT**

THIS AGREEMENT is made as of the date last signed and dated below by Tahoe-Truckee Sanitation Agency, a local government agency (“Agency”), and State of California, acting through its Department of Transportation (“State”), who agree as follows:

**1. Recitals.** This Agreement is made with reference to the following background recitals:

1.1. On May 2, 2016, Agency and North Tahoe Public Utility District, Tahoe City Public Utility District, and Central Federal Lands Highway Division (“Division”) of the U.S. Department of Transportation, Federal Highway Administration, Office of Federal Lands Highway entered into the CA FLAP SR 89(1) Truckee River Bridge Project-Related NSEL and TRI Relocation Agreement (the “TRI Relocation Agreement”). The TRI Relocation Agreement provides for the Division and local sewer agencies to cooperate on the installation, relocation, and abandonment of certain sewer pipelines and related improvements, which is work that needs to be performed in connection with Division’s CA FLAP SR 89(1) Truckee River Bridge Project (“Project”) in the Tahoe City area. Much of the Project work occurs within State’s Highway 89 right-of-way and State has been cooperating with Division on the development, design, and construction of the Project.

1.2. Agency owns and operates the Truckee River Interceptor (“TRI”), which is a trunk sewer pipeline from the Tahoe City area to a wastewater treatment plant in Martis Valley. As part of Division’s Project-related work under the TRI Relocation Agreement, Division (through its contractor) plans to decommission and abandon a segment of the TRI located at the beginning (south end) in the Tahoe City area, by properly filling with grout or other material as provided by the Division’s Project plans. The TRI Relocation Agreement describes and refers to this TRI segment as the “Original TRI Segment.” The Original TRI Segment is located within State’s Highway 89 right-of-way.

1.3. The current scope of work under the TRI Relocation Agreement provides for the abandonment and removal of the Original TRI Segment. Since the approval of the TRI Relocation Agreement and through the process of ongoing evaluation and design of the Project, Division has determined that it is more appropriate for the Original TRI Segment to be abandoned in place and it has requested that Agency allow the Original TRI Segment to be abandoned in place, instead of removing it from the ground. State supports this change. Division has asked Agency to approve Amendment No. 1 to CA FLAP SR 89(1) Truckee River Bridge Project-Related NSEL and TRI Relocation Agreement (“Amendment No. 1”), which would change the scope of work under the TRI Relocation Agreement to allow the Original TRI Segment to be abandoned in place.

1.4. If the Original TRI Segment is abandoned in place, then Agency would continue to own an abandoned, unused segment of sewer pipeline within and underneath the Highway 89 right-of-way. Agency is concerned that in the future the State or a third-party may assert that Agency has some obligation or liability relating to the abandoned-in-place sewer pipeline (e.g., a demand that Agency repair the highway or restore surface damage allegedly caused by the pipeline, or a demand that the Agency remove the pipeline or pay for its removal).

1.5. Because of this concern and as an inducement for Agency to approve proposed Amendment No. 1 and facilitate the efficient completion of the Project, State has agreed to indemnify Agency as provided by this Agreement.

**2. Consent and Indemnification.** State consents that the abandoned Original TRI Segment (as defined and described in the TRI Relocation Agreement) may remain within and underneath the State's Highway 89 right-of-way. State shall indemnify, defend, protect, and hold harmless Agency, and its officers, employees, and agents from and against any and all liability, losses, claims, damages, and expenses (including attorney, expert witness and consultant fees, and litigation costs) of every nature allegedly caused by or resulting from the abandoned-in-place Original TRI Segment within and underneath State's Highway 89 right-of-way, except for any liability, loss, claim, damage, or expense caused by the sole negligence or willful misconduct of Agency or as otherwise provided or limited by law. State further agrees that it will not demand in the future that the Agency remove the Original TRI Segment or pay for its removal.

**3. General Provisions**

3.1. Entire Agreement. The parties intend this document to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter of this document. 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.

3.2. Assignees. The Agreement is personal to the parties. No party may assign, delegate, or transfer any of its rights, duties, obligations or other interests in this Agreement. Any assignment, delegation, or transfer in violation of this provision is null and void.

3.3. Amendment. This Agreement may be modified or amended only by a later writing approved and signed by both parties.

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|   |  |
|---|--|
| TAHOE-TRUCKEE SANITATION AGENCY               | STATE OF CALIFORNIA, DEPARTMENT<br>OF TRANSPORTATION |
| Dated: _____, 2017                            | Dated: _____, 2017                                   |
| By: _____<br>LaRue Griffin<br>General Manager | By: _____<br>_____<br>_____ [name]<br>_____ [title]  |

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 13

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**Subject:** Operations, Maintenance, Engineering and IT Reports.

**Background:** Staff reports for the previous and current months.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.

## **Operations Board Report** **November 2017**

**All plant waste discharge requirements were met for the month of November, except for pH at Well #31. The pH at Well #31 is required to be within 6.5-8.5. It was recorded at 6.4. It was reported to the Regional Water Control Board (Lahontan) and is considered a minor violation.**

### **Operations Report:**

- Daily average plant influent flow for November was 3.68 MG. Maximum instantaneous flow rate was 6.53 MG.
- Half of the activated sludge systems were in-service during the month to accommodate flows and loadings.
- Inspected media depth in final effluent pressure filter #4.
- Operations checked poly styrofoam bead depth for all five-active nitrification cells.
- Overall, plant operations ran well.

Michael Peak  
Operations Manager

**BOARD OF DIRECTORS MONTHLY OPERATIONS REPORT - November of 2017**

| FLOW DATA                         |        | 30  | Days |
|-----------------------------------|--------|-----|------|
| Maximum 7-Day Average Flow        | 4.28   | MGD |      |
| Monthly Flow Average              | 3.68   | MGD |      |
| Average Flow This Month Last Year | 3.10   | MGD |      |
| 5-Year Average for This Month     | 3.07   | MGD |      |
|                                   | Nov-16 |     |      |

| MONTHLY AVERAGE EFFLUENT QUALITY |                |        |        |        |
|----------------------------------|----------------|--------|--------|--------|
|                                  | 5-Yr Avg - Nov | Oct-17 | Nov-17 | Limits |
| Turbidity "daily maximum"        | 1.80           | 2.90   | 1.70   | 10     |
| Suspended Solids                 | 1.30           | 1.90   | 0.80   | 10     |
| COD                              | 31.0           | 35.0   | 28.0   | 45     |
| Total Nitrogen                   | 4.36           | 4.81   | 1.81   | mg/l   |
| Total Phosphorus                 | 0.36           | 0.56   | 0.44   | mg/l   |

| COSTS                               |          |
|-------------------------------------|----------|
| Chemicals                           | Oct-17   |
| Power                               | Nov-17   |
| Monthly Sludge Disposal Charge      | \$55,166 |
| Chemical, Power & Sludge Costs/M.G. | \$64,429 |
|                                     | \$14,185 |
|                                     | \$1,211  |

- ◆ **Projects:** In the month of November, Engineering staff continued working on the following projects:
  - 2018 Clarifier Painting Project
  - Multi-use Digester Pump
  - TRI MH 81 to 83 Improvements Project
  
- ◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:
  - SR 89/Fanny Bridge Community Revitalization Project

Jay Parker  
Engineering Manager

## **IT Monthly Report for Nov. 2017**

### T-TSA Plant Information System (PIS)

Daily material and energy usage being programmed in PLCs for transfer to PIS.  
Work started on notification/ready status system of PIS.

### T-TSA SCADA Information System (SIS)

Runtimes being configured for Powerflex equipment  
Configuration of software for Web App to communication with Siemens Controllers  
Power Monitoring being programmed for daily totalization upload to PIS and SIS.  
Building 27  
Building 81  
Protocol established and modules are programmed  
Programming server side Alpine Meadows Panel PLC complete

### SCADA HMI Virtual Machine Development and Software Upgrade

Configuration of Wonderware Application Server being installed  
Planning of Intouch (Stand alone) to (Archestra platform)  
Configuration of new Historian with push forward to cloud capabilities  
Virtual Machine (SCADAMAIN10) configured and ready for installation  
\*Installation of newest version of Wonderware and System Platform.

### Telemetry Site Upgrade

Programming Raspberry PI Server application  
Programming SCADA Information System integrate with PIS  
Unit is installed in Alpine Springs telemetry cabinet and uploading all data through cell modem to SIS

### Pilot Project PLC Upgrade

This has been put on hold while developing a plan for BNR PLC upgrade  
We are using Pilot Project chassis for testing of secondary market parts

### BNR Blower 6 VFD Replacement

Drive programmed, tested, and in service

### BNR PLC Failure

PLC CPU failure for BNR system.  
Replaced with only spare unit from BNR Pilot PLC  
Ordered a refurbished CPU  
Inventory of all spare parts and ordered missing spares from secondary market ~ \$10,000  
Including:  
Power Supplies  
Ethernet and Profibus Comm modules  
Memory modules  
Interface modules

### Implement Advanced Primary Treatment Weekly Scheduling System

Programmed automation system to allow for weekly scheduling of APT, broken up into distinct daily schedules.

### Siemens/Robicon GT454 Drive Replacement

RFI received and working on compiling quotation.

**Robert Gray**  
**IT Department Manager**

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 14

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**Subject:** General Manager Report.

**Background:** General Manager report for the previous and current months.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.





**To:** T-TSA Board of Directors  
**From:** LaRue Griffin, General Manager  
**RE:** General Manager Report – Regular Board Meeting December 13, 2017

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1. Management and staff continue to monitor operations and potential impacts effecting the SAT.
2. Management and staff continue to implement the PIS program.
3. Management and staff continue project/budget management.
4. Management and staff implemented updating and maintaining facility record drawings.
5. Management and staff continue Agency asset management.
6. Management worked with legal counsel on labor negotiations.
7. Management served as the interim maintenance department manager.

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 15

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**Subject:** Comments from the Board of Directors - Reports, Announcements and Questions for clarification only.

**Background:** Opportunity for the Board of Directors to provide a report, provide an announcement or ask questions for clarification purposes only.

**Fiscal Impact:** None.

**Previous Board Action:** None.

**Recommendation:** No action required.

**From:** LaRue Griffin, General Manager

**Meeting Date:** December 13, 2017

**Agenda Item:** 16

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**Subject:** Closed Session.

- i. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
- ii. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case No. SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
- iii. Closed session for public employee performance evaluation of the General Manager.