



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
December 15, 2021



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: December 15, 2021

Time: 9:00 AM

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

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

- I. Call to Order, Roll Call, and Pledge of Allegiance**
- II. Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.
- III. Professional Achievements, Awards and Anniversaries** Acknowledgement of staff for professional achievement and other awards.
- IV. Consent Agenda** Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.
 1. Ratify payment of general fund warrants.
 2. Ratify approval of financial statements.
- V. Regular Agenda**
 1. Report from November 17, 2021 closed session meeting.
 2. Approval of the minutes of the regular Board meeting on November 17, 2021.
 3. Approval of updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions.

4. Approval to solicit bids for the 2022 Roof Repair project.
5. Approval to solicit bids for the 2022 Control Room Upgrades project.
6. Discussion of in-person Board of Directors meeting.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

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

IX. Adjournment

Posted and Mailed, 12/9/21



Roshelle Chavez
Executive Assistant/Board Clerk

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

Achievements and Promotions

- New Hire – Dan Underwood - Operations

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

5 Years

- Justin Parrish – December 2021

Fiscal Impact

None.


Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-1
Subject: Ratify payment of general fund warrants

Background

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

The Finance Committee reviewed and approved payment of the general fund warrants at its December 6 meeting.

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

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
ACCU-SLUDGE				
	87697	11/17/2021	CLASSIC SLUDGE JUDGES	1,837.15
Total ACCU-SLUDGE:				1,837.15
AIRGAS USA LLC				
	87748	11/18/2021	CYLINDER RENTALS	80.54
	87748	11/18/2021	CYLINDER RENTALS	28.18
	87748	11/18/2021	CYLINDER RENTALS	61.72
Total AIRGAS USA LLC:				170.44
ALESHIRE & WYNDER LLP				
	87698	11/17/2021	SEPTEMBER FEES	10,632.53
	87789	11/24/2021	OCTOBER FEES	13,464.19
Total ALESHIRE & WYNDER LLP:				24,096.72
ALLIED ELECTRONICS				
	87699	11/17/2021	Power Sonic PG-12V103 FR Rechargeable Battery, Rectangular, Lead Acid, 12VD	449.10
	87749	11/18/2021	Fixed Bridge Pitch 6.2 mm 10 Positions Silver FBI Series Mfr. Part #: 0203250	147.91
Total ALLIED ELECTRONICS:				597.01
ALPINE LOCK & KEY				
	87750	11/18/2021	Lab Door Re-Key	217.89
Total ALPINE LOCK & KEY:				217.89
ARAMARK WORK APPAREL				
	87700	11/17/2021	MATS	175.26
	87700	11/17/2021	TOWELS	10.61
	87700	11/17/2021	SERVICE CHARGE	11.34
	87751	11/18/2021	MATS	198.16
	87751	11/18/2021	TOWELS	10.26
	87751	11/18/2021	SVC CHARGE	11.34
Total ARAMARK WORK APPAREL:				416.97
AT&T 530 582-0827 966 5				
	87744	11/09/2021	OCTOBER INVOICE 10%	92.58 M
	87744	11/09/2021	OCTOBER INVOICE 90%	833.28 M
Total AT&T 530 582-0827 966 5:				925.86
AT&T 831-000-9983 804				
	87790	11/24/2021	NOVEMBER INVOICE 10%	154.97
	87790	11/24/2021	NOVEMBER INVOICE 90%	1,394.79
Total AT&T 831-000-9983 804:				1,549.76
BABCOCK LABORATORIES INC				
	87752	11/18/2021	PFAS Testing Invoice # CJ10745-6315M	1,681.00
Total BABCOCK LABORATORIES INC:				1,681.00

Payee	Check Number	Check Issue Date	Description	Amount
BARTKIEWICZ, KRONICK & SHANAHAN				
	87753	11/18/2021	OCTOBER LEGAL FEES	16,115.00
Total BARTKIEWICZ, KRONICK & SHANAHAN:				16,115.00
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION				
	87754	11/18/2021	2022 CSDA MEMBERSHIP RENEWAL	8,195.00
Total CALIFORNIA SPECIAL DISTRICTS ASSOCIATION:				8,195.00
CAPITAL RUBBER CO. LTD				
	87701	11/17/2021	Neoprene Seal- Circular, 3 equal length sections w/1" overlaps, OD- 50-3/8", ID- 4	370.22
	87701	11/17/2021	SHIPPING	30.00
Total CAPITAL RUBBER CO. LTD:				400.22
CASELLE				
	87755	11/18/2021	DECEMBER SVC FEES	3,208.00
	87755	11/18/2021	DOCUMENT MANAGEMENT	4,680.00
Total CASELLE:				7,888.00
CDW-G				
	87702	11/17/2021	APC Back-UPS Pro External Battery Pack for BR1500G - CDW# 2227675	1,021.40
Total CDW-G:				1,021.40
CH2M HILL				
	87791	11/24/2021	#32 HEADWORKS IMPROVEMENTS PROJECT	47,511.78
	87791	11/24/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	15,294.85
	87791	11/24/2021	#36 CHLORINE SCRUBBER IMPROVEMENTS PROJECT	4,362.46
Total CH2M HILL:				67,169.09
CHARD SNYDER & ASSOCIATES				
	11302102	11/30/2021	DCA	192.31 M
	11302102	11/30/2021	HRA3 VISION	410.00 M
	11302102	11/30/2021	HRA	786.00 M
	11302102	11/30/2021	HRA	16.05 M
	11302102	11/30/2021	HRA	28.70 M
	11302102	11/30/2021	HRA	154.85 M
	11302102	11/30/2021	FSA	3.42 M
	11302102	11/30/2021	HRA	45.64 M
	11302102	11/30/2021	HRA	150.00 M
	11302102	11/30/2021	HRA	10.86 M
	11302102	11/30/2021	HRA2 RETIREE	51.94 M
	11302102	11/30/2021	HRA	32.04 M
	11302102	11/30/2021	HRA	125.00 M
	11302102	11/30/2021	HRA	20.00 M
	11302102	11/30/2021	HRA	27.92 M
	11302102	11/30/2021	HRA	475.58 M
	11302102	11/30/2021	HRA	35.00 M
	11302102	11/30/2021	HRA	31.78 M
	11302102	11/30/2021	HRA	20.00 M
	11302102	11/30/2021	HRA	35.00 M
	11302102	11/30/2021	HRA	31.42 M
	11302102	11/30/2021	HRA	9.10 M

Payee	Check Number	Check Issue Date	Description	Amount
	11302102	11/30/2021	HRA	15.00 M
	11302102	11/30/2021	FSA	101.53 M
	11302102	11/30/2021	HRA	178.00 M
	11302102	11/30/2021	HRA	36.04 M
	11302102	11/30/2021	HRA	415.37 M
	11302102	11/30/2021	HRA	156.49 M
	11302102	11/30/2021	HRA	40.00 M
	11302102	11/30/2021	HRA	35.00 M
	11302102	11/30/2021	HRA	20.00 M
	11302102	11/30/2021	HRA	193.83 M
	11302102	11/30/2021	HRA	15.00 M
	11302102	11/30/2021	HRA	112.37 M
	11302102	11/30/2021	HRA	95.10 M
	11302102	11/30/2021	HRA	410.62 M
	11302102	11/30/2021	HRA3 VISION	1,043.70 M
	11302102	11/30/2021	FSA	211.00 M
	11302102	11/30/2021	HRA	36.55 M
	11302102	11/30/2021	HRA	96.00 M
	11302102	11/30/2021	FSA	156.44 M
	11302102	11/30/2021	HRA	54.00 M
	11302102	11/30/2021	HRA	120.00 M
	11302102	11/30/2021	HRA	20.00 M
	11302102	11/30/2021	HRA	991.40 M
	11302102	11/30/2021	HRA	15.00 M
	11302102	11/30/2021	HRA	120.00 M
	11302102	11/30/2021	HRA	400.00 M
	11302102	11/30/2021	HRA	13.52 M
	11302102	11/30/2021	HRA	150.80 M
	11302102	11/30/2021	FSA	253.78 M
	11302102	11/30/2021	HRA	634.57 M
	11302102	11/30/2021	HRA	20.00 M
	11302102	11/30/2021	HRA	306.87 M
	11302102	11/30/2021	DCA	192.31 M
	11302102	11/30/2021	HRA	15.00 M
	11302102	11/30/2021	HRA	46.82 M
	11302102	11/30/2021	HRA	217.00 M
	11302102	11/30/2021	FSA	11.89- M
Total CHARD SNYDER & ASSOCIATES:				9,619.83
CORELOGIC INFORMATION SOLUTIONS, IN				
	87756	11/18/2021	OCTOBER INVOICE	491.73
Total CORELOGIC INFORMATION SOLUTIONS, IN:				491.73
CRYSTAL SUBLET				
	87757	11/18/2021	NOV 2021 PHONE	18.04
Total CRYSTAL SUBLET:				18.04
CUTTING IMAGE LLC				
	87703	11/17/2021	Updated Letterhead 9/16/2021 (New Pres/VP) Directors in 10pt Font in this order:	161.42
Total CUTTING IMAGE LLC:				161.42
CWEA				
	87704	11/17/2021	CWEA Annual Renewal	192.00

Payee	Check Number	Check Issue Date	Description	Amount
	87704	11/17/2021	Certification Renewal	96.00
	87758	11/18/2021	CWEA Safety Day Invoice	390.00
Total CWEA:				678.00
DAVIS FARR LLP				
	87759	11/18/2021	AUDIT OF FINANCIAL STATEMENT FY21	8,000.00
Total DAVIS FARR LLP:				8,000.00
DKF SOLUTIONS				
	87760	11/18/2021	Verbal Judo	135.00
Total DKF SOLUTIONS:				135.00
DLT SOLUTIONS LLC				
	87792	11/24/2021	AutoCAD License Renewal	3,203.41
Total DLT SOLUTIONS LLC:				3,203.41
ENVIRONMENTAL WATER SOLUTIONS, INC.				
	87705	11/17/2021	Gasket, Window	177.89
	87705	11/17/2021	Gasket, Frame	203.87
Total ENVIRONMENTAL WATER SOLUTIONS, INC.:				381.76
ERA; ENVIRONMENTAL RESOURCE ASSOCIA				
	87761	11/18/2021	Wastewater Coliform Microbe - SM 9221	451.90
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				451.90
EURO STYLE MANAGEMENT				
	87741	11/17/2021	PPE#6 PLANT COATING IMPROVEMENTS	22,000.00
	87741	11/17/2021	RETENTION#6 PLANT COATING IMPROVEMENTS	1,100.00
Total EURO STYLE MANAGEMENT:				20,900.00
EUROFINS CALSCIENCE INC				
	87706	11/17/2021	JULY/AUG 2021 TEICHERT SOIL	738.00
	87706	11/17/2021	SEPTEMBER 2021 TEICHERT SOIL	1,242.00
	87793	11/24/2021	TEICHERT SOIL OCTOBER 21	246.00
Total EUROFINS CALSCIENCE INC:				2,226.00
FASTENAL				
	87707	11/17/2021	1/2"-13 x 1-1/4" ASTM F593 18-8 Stainless Steel Hex Cap Screw	123.99
	87707	11/17/2021	1/2"-13 18-8 Stainless Steel Finished Hex Nut	15.16
	87707	11/17/2021	Stainless Steel Flat Washer 1/2 x 1-1/4 OD	22.19
Total FASTENAL:				161.34
FEDERAL EXPRESS CORP.				
	87794	11/24/2021	ADMIN SHIPPING CHARGES	48.79
Total FEDERAL EXPRESS CORP.:				48.79

Payee	Check Number	Check Issue Date	Description	Amount
FLUID COMPONENTS INTERNATIONAL LLC				
	87708	11/17/2021	As found calibration ST98-23MT01DAABA Serial# 254796	1,145.19
Total FLUID COMPONENTS INTERNATIONAL LLC:				1,145.19
GFS CHEMICALS INC				
	87709	11/17/2021	GLYCINE, ACS REAGENT	43.68
	87709	11/17/2021	SHIPPING	21.64
Total GFS CHEMICALS INC:				65.32
GOLDEN ROTISSERIE				
	87788	11/22/2021	STAFF LUNCHEON	760.00 M
Total GOLDEN ROTISSERIE:				760.00
GRAINGER INC., W.W.				
	87710	11/17/2021	30mm Push Button Operator	68.47
	87710	11/17/2021	NC Contact Block	41.63
	87710	11/17/2021	30mm Off/On Legend Plate	12.56
	87710	11/17/2021	30mm Resent Legend Plate	13.59
	87710	11/17/2021	Parallel Conduit Clamp	88.21
	87710	11/17/2021	Cranberry, Foam, Hand Soap	169.47
	87745	11/09/2021	Lotion, Body Wash, Floral	155.59 M
	87745	11/09/2021	Channel Rigid Pipe Strap	132.04 M
	87745	11/09/2021	B641 V-Belt	142.89 M
	87745	11/09/2021	389/390 Button Cell Battery	16.02 M
	87762	11/18/2021	Non-marring 2-Strap knee pads	59.01
	87762	11/18/2021	Squeeze, Trash Grabber	45.40
	87762	11/18/2021	Tape Type Foil Tape	77.55
	87762	11/18/2021	Weatherproof Electrical Box	33.64
	87762	11/18/2021	Cogged V-Belt	52.96
	87762	11/18/2021	V-Belt	20.76
	87762	11/18/2021	Coin Cell Battery	5.03
	87762	11/18/2021	Valve Rebuild Kit	195.59
	87762	11/18/2021	12 oz Paper Disposable Hot Cup	389.08
	87762	11/18/2021	Gasco	260.72
	87762	11/18/2021	Other Shipping	30.00
	87762	11/18/2021	Gasco	325.46
	87762	11/18/2021	Other Shipping	30.00
	87762	11/18/2021	Trilogy by Alarm Lock Electronia Keyless Lock	1,503.44
	87762	11/18/2021	Credit for Invoice #9091578857	20.76-
	87762	11/18/2021	Folding Utility Knife	96.56
	87762	11/18/2021	3/4 in Y Strainer	94.90
	87795	11/24/2021	Structural Pipe Fitting: External Coupling	356.57
Total GRAINGER INC., W.W.:				4,396.38
Greenwood Homes				
	87796	11/24/2021	CONNECTION FEE REFUND	2,446.50
Total Greenwood Homes:				2,446.50
HACH CHEMICAL COMPANY				
	87711	11/17/2021	TENSETTE PIPET 0.1-1.0ML	388.62
	87711	11/17/2021	Chlorine Standard Solution, 50-75 mg/L as Cl2, pk/16 - 10 mL Voluette Ampules (N	71.72
	87711	11/17/2021	SHIPPING	75.72

Payee	Check Number	Check Issue Date	Description	Amount
	87711	11/17/2021	3 Year Service Agreement as per the Executed Agreement - See Exhibit A for Scop	16,024.00
Total HACH CHEMICAL COMPANY:				16,560.06
HILTI INC				
	87712	11/17/2021	Hilti TE-3000 AVR Electric jackhammer performance package	3,629.47
Total HILTI INC:				3,629.47
HOME DEPOT CREDIT SERVICES				
	87713	11/17/2021	Model 5104 Klein Canvas Bucket with Leather Bottom, 12 inch	70.20
Total HOME DEPOT CREDIT SERVICES:				70.20
HUNT & SONS INC.				
	87763	11/18/2021	REGULAR UNLEADED GASOLINE	2,252.54
	87763	11/18/2021	ULTRA LOW SULFUR DIESEL	419.04
	87763	11/18/2021	MCC COLD FLO 6465 PLUS	17.80
	87763	11/18/2021	REGULATORY COMPLIANCE FEE	9.75
Total HUNT & SONS INC.:				2,699.13
ILEANA VASSILIOU				
	87764	11/18/2021	OCTOBER TRAINING	200.00
Total ILEANA VASSILIOU:				200.00
INFOSEND				
	87714	11/17/2021	COVID SEWER RATE RELIEF NOTICE	803.49
Total INFOSEND:				803.49
J.W. WELDING SUPPLY				
	87765	11/18/2021	CYLINDER RENTALS	20.19
	87765	11/18/2021	CYLINDER RENTALS	9.27
	87765	11/18/2021	CYLINDER RENTALS	12.55
	87765	11/18/2021	CYLINDER RENTALS	25.85
	87765	11/18/2021	CYLINDER RENTALS	13.42
	87765	11/18/2021	CYLINDER RENTALS	25.40
	87765	11/18/2021	CYLINDER RENTALS	25.37
	87765	11/18/2021	CYLINDER RENTALS	13.90
	87765	11/18/2021	CYLINDER RENTALS	36.55
	87765	11/18/2021	CYLINDER RENTALS	25.85
	87765	11/18/2021	CYLINDER RENTALS	13.90
	87765	11/18/2021	CYLINDER RENTALS	36.55
	87765	11/18/2021	CYLINDER RENTALS	25.85
	87765	11/18/2021	CYLINDER RENTALS	13.90
	87765	11/18/2021	CYLINDER RENTALS	36.55
	87765	11/18/2021	CYLINDER RENTALS	25.85
	87765	11/18/2021	CYLINDER RENTALS	24.91
	87765	11/18/2021	CYLINDER RENTALS	36.04
	87765	11/18/2021	CYLINDER RENTALS	25.37
Total J.W. WELDING SUPPLY:				447.27
K.G. WALTERS CONSTRUCTION., INC.				
	87742	11/17/2021	PPE#7 HEADWORKS IMPROVEMENTS PROJECT	269,184.56

Payee	Check Number	Check Issue Date	Description	Amount
	87742	11/17/2021	RETENTION#7 HEADWORKS IMPROVEMENTS PROJECT	13,459.23-
Total K.G. WALTERS CONSTRUCTION., INC.:				255,725.33
LHOIST NORTH AMERICA				
	87715	11/17/2021	HYDRATED LIME	8,736.57
	87766	11/18/2021	HYDRATED LIME	8,892.20
Total LHOIST NORTH AMERICA:				17,628.77
LIBERTY UTILITIES				
	87767	11/18/2021	OCT 2021 ELECTRIC	25.53
	87767	11/18/2021	OCT 2021 ELECTRIC	24.86
	87767	11/18/2021	OCTOBER 2021 ELECTRIC	25.35
	87767	11/18/2021	OCTOBER 2021 ELECTRIC	23.61
	87767	11/18/2021	OCTOBER 2021 ELECTRIC	34.81
Total LIBERTY UTILITIES:				134.16
LINDE GAS AND EQUIP INC				
	87716	11/17/2021	CYLINDER RENTALS	80.63
Total LINDE GAS AND EQUIP INC:				80.63
LOGICALLY				
	87768	11/18/2021	LogicCare SecureCare, and Data Protection-Blanket PO	29,043.41
Total LOGICALLY:				29,043.41
MAGID GLOVE & SAFETY CO LLC				
	87717	11/17/2021	Jackson Safety V30 NEMESIS Safety Glasses	93.53
Total MAGID GLOVE & SAFETY CO LLC:				93.53
MCMASTER-CARR				
	87718	11/17/2021	Caster with 3-3/4" x 2-5/8" Mounting Plate. Swivel with Brake and Flat-Free 3" Dia	76.39
	87718	11/17/2021	VALVE, BRASS 1-1/2"	186.53
	87769	11/18/2021	304 Stainless Steel U-Bolt with Mounting Plate, 5/16"-18 Thread Size, 2" ID	113.95
Total MCMASTER-CARR:				376.87
MISCOWATER				
	87719	11/17/2021	1.25" diameter, 304SS threaded rod, 150" long, left hand thread, 4TPI	920.13
	87719	11/17/2021	1.25" diameter, 304SS threaded rod, 78" long, left hand thread, 4TPI	416.76
	87719	11/17/2021	Estimated freight	500.00
Total MISCOWATER:				1,836.89
NALCO COMPANY				
	87797	11/24/2021	Nexguard 22332	7,266.65
Total NALCO COMPANY:				7,266.65
NATIONAL ANALYTICAL LABORATORIES				
	87770	11/18/2021	Work is for testing existing paint for lead, and other metals.	1,300.00

Payee	Check Number	Check Issue Date	Description	Amount
Total NATIONAL ANALYTICAL LABORATORIES:				1,300.00
NEIGHBORHOOD PARTNERS LLC				
	87720	11/17/2021	CONN FEE REFUND	1,000.00
	87720	11/17/2021	CONN FEE REFUND	500.00
Total NEIGHBORHOOD PARTNERS LLC:				1,500.00
OFFICE DEPOT				
	87721	11/17/2021	PRINTER-TONER-HP-CE400X High Volume Black Toner for HP ColorLaserJet M	190.25
	87721	11/17/2021	PRINTER-TONER-HP-CE401A Cyan Toner for HP ColorLaserJet M551xh Offi	212.96
	87721	11/17/2021	Business Card Holder	6.05
	87721	11/17/2021	Sharpie Fine-Point Black	20.91
	87721	11/17/2021	Sharpie Ultra-Fine Black	18.53
	87721	11/17/2021	Sharpie Ultra-Fine Red	18.53
	87721	11/17/2021	Sharpie King Size Black	32.17
	87721	11/17/2021	Scotch Magic Tape	18.34
	87721	11/17/2021	Wite-Out Tape	12.68
	87721	11/17/2021	Desk Calendar 22"x17:"	103.70
	87721	11/17/2021	Wall Calendar 15-1/2"x22-3/4"	49.17
	87721	11/17/2021	1099-NEC Tax Forms	34.63
	87721	11/17/2021	Logitech M705 Wireless Mouse	32.46
	87721	11/17/2021	Writing Pads 5"x8"	6.19
	87721	11/17/2021	Post-its 3x5	24.46
	87721	11/17/2021	Silver Ruler 18"	5.49
	87721	11/17/2021	Plastic ruler 12"	2.11
	87721	11/17/2021	1099-MISC Tax Forms	23.80
	87771	11/18/2021	HP 414A Cyan Toner Cartridge - Item #8916234	119.07
	87771	11/18/2021	HP 414A Black Toner Cartridge - Item #6999867	92.00
	87771	11/18/2021	HP 414A Magenta Toner Cartridge - Item #8575644	119.06
	87771	11/18/2021	HP 414A Yellow Toner Cartridge - Item #9705427	119.06
	87771	11/18/2021	HP LaserJet 410X High-Yield Black Toner Cartridge #308739	264.81
	87771	11/18/2021	HP LaserJet 410A Standard-Yield Cyan Toner Cartridge #934547	306.56
	87771	11/18/2021	HP LaserJet 410A Standard-Yield Yellow Toner Cartridge #675732	306.56
	87771	11/18/2021	HP LaserJet 410A Standard-Yield Magenta Toner Cartridge #493274	204.38
Total OFFICE DEPOT:				2,343.93
PACIFIC OFFICE AUTOMATION				
	87722	11/17/2021	OCTOBER INVOICE	164.82
	87747	11/09/2021	KM BIZHUB C450I* PER CONTRACT	12,900.10 M
	87772	11/18/2021	JUNE 2021 OVERAGE	9.58
	87772	11/18/2021	NOVEMBER INVOICE	50.77
	87772	11/18/2021	JULY 2021 OVERAGE	10.01
	87772	11/18/2021	AUGUST 2021 OVERAGE	10.01
	87772	11/18/2021	NOVEMBER INVOICE	164.82
Total PACIFIC OFFICE AUTOMATION:				13,310.11
PAYMENTUS GROUP INC				
	87773	11/18/2021	TRANS FEES FOR OCTOBER 2021	12.50
Total PAYMENTUS GROUP INC:				12.50
PINNACLE TOWERS INC.				
	87723	11/17/2021	NOVEMBER TOWER RENTAL	788.41

Payee	Check Number	Check Issue Date	Description	Amount
Total PINNACLE TOWERS INC.:				788.41
PLATT ELECTRIC COMPANY				
	87724	11/17/2021	4" Square Metallic Box mfr# 4SDEK	25.92
	87724	11/17/2021	Appleton K50CM Conduit Body Cover, 1/2", Type Screw-On, Form 35, Malleable Ir	84.77
	87724	11/17/2021	Appleton GK50N Conduit Body Gasket, Type: Solid/Open, Size: 1/2", Neoprene	29.88
	87774	11/18/2021	Clamp, Beam, Malleable Iron, 1", mfr# BH500 (20-001675)	79.31
	87774	11/18/2021	CREDIT FOR INVOICE Z977595	122.34
	87774	11/18/2021	Conduit Hub, 1", Insulated, Raintight, Zinc Die Cast HUB100DN (20-000246)	88.75
	87774	11/18/2021	Weatherproof Cover, 2-Gang, Die Cast, mfr# 5175-0 (20-002085)	135.20
	87774	11/18/2021	Appleton 4SD1 4" Square Box, Welded, Metallic, 2-1/8" Deep (20-002102)	130.14
	87774	11/18/2021	Hubbell-Raco 865 Handy Box Cover, Type: (1) Toggle Switch, Drawn, Metallic (21-	34.61
	87774	11/18/2021	34R Rigid Conduit, 3/4", Galvanized Steel, 10' Item:0065976	1,042.99
Total PLATT ELECTRIC COMPANY:				1,529.23
PRO-PIPE, INC				
	87743	11/17/2021	PPE#1 FACILITIES MAINTENANCE	89,148.00
	87743	11/17/2021	RETENTION#1 FACILITIES MAINTENANCE	4,457.40
Total PRO-PIPE, INC:				84,690.60
PROQUIP INC				
	87798	11/24/2021	Set of ShimS PART YE-18	126.50
	87798	11/24/2021	Set of ShimS PART YE-19	159.50
	87798	11/24/2021	Set of Shims. Part YE-20	137.50
	87798	11/24/2021	GASKET PART YE-21	239.25
	87798	11/24/2021	Worm bearings. Part YE-23	1,386.00
	87798	11/24/2021	Worm oil seal YE-24	165.00
	87798	11/24/2021	Gear Sh. Bearing YE-32	286.00
	87798	11/24/2021	Oil Seal YE-35	140.25
	87798	11/24/2021	Locknut YE-37	25.00
	87798	11/24/2021	Lockwasher YE-38	13.50
	87798	11/24/2021	Pinion oil seal YE-73	123.75
	87798	11/24/2021	Set of Shims. YE-74	126.50
	87798	11/24/2021	Gasket YE-75	51.00
	87798	11/24/2021	Pinion bearing YE-77	90.75
	87798	11/24/2021	Pinion bearing YE-78	173.25
	87798	11/24/2021	Slotted washer YE-81	541.05
	87798	11/24/2021	Lockwasher YE-82	102.00
	87798	11/24/2021	SALES TAX	315.69
Total PROQUIP INC:				4,202.49
RED WING BUSINESS ADVANTAGE ACCOUNT				
	87775	11/18/2021	BOOTS	211.64
	87775	11/18/2021	BOOTS	214.36
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				426.00
ROY SMITH COMPANY				
	87725	11/17/2021	LIQUID OXYGEN	4,563.74
	87725	11/17/2021	LIQUID OXYGEN	3,777.59
	87725	11/17/2021	LIQUID OXYGEN	759.18

Payee	Check Number	Check Issue Date	Description	Amount
Total ROY SMITH COMPANY:				9,100.51
SCOTT WILCOX				
	87726	11/17/2021	GRADE V RENEWAL	150.00
Total SCOTT WILCOX:				150.00
SIEMENS INDUSTRY				
	87776	11/18/2021	Controller, Level, Ultrasonic, 6 Relay, 5A, 250VAC, 1-50 ft, Hydorranger 200, mfr#	3,864.53
Total SIEMENS INDUSTRY:				3,864.53
SIERRA FILTRATION PRODUCTS INC				
	87727	11/17/2021	13X30X1 SPECIAL POLY RING W/AT	665.56
Total SIERRA FILTRATION PRODUCTS INC:				665.56
SIERRA RESCUE INTERNATIONAL				
	87777	11/18/2021	Sierra Rescue - CPR/First Aid/AED Classes 10/18/2021 & 10/26/2021	1,320.00
Total SIERRA RESCUE INTERNATIONAL:				1,320.00
SNAP-ON INDUSTRIAL				
	87728	11/17/2021	2-1/4" 12-Point SAE Flank Drive® Standard Combination Wrench	157.61
Total SNAP-ON INDUSTRIAL:				157.61
SOLENIS				
	87778	11/18/2021	3 totes of K290FLX polymer	13,809.73
Total SOLENIS:				13,809.73
SOUTHWEST GAS CORP.				
	87729	11/17/2021	NATURAL GAS 10%	192.06
	87729	11/17/2021	NATURAL GAS 90%	1,728.55
	87729	11/17/2021	NATURAL GAS 10%	320.04
	87729	11/17/2021	NATURAL GAS 90%	2,880.39
	87799	11/24/2021	NATURAL GAS 10%	192.06
	87799	11/24/2021	NATURAL GAS 90%	1,728.55
	87799	11/24/2021	NATURAL GAS 10%	320.04
	87799	11/24/2021	NATURAL GAS 90%	2,880.39
Total SOUTHWEST GAS CORP.:				10,242.08
TAHOE SUPPLY COMPANY LLC				
	87730	11/17/2021	Single Fold Towels White cs/4008	189.61
	87730	11/17/2021	Liner 38x58 1.5ml 60gl Black 100/cs Coreless Roll	155.13
	87730	11/17/2021	Tahoe Fresh Detergent 50#	112.92
Total TAHOE SUPPLY COMPANY LLC:				457.66
TAHOE TRUCKEE DISPOSAL				
	87731	11/17/2021	OCTOBER CENTRIFUGE	11,275.55
	87731	11/17/2021	OCTOBER SLUDGE	1,921.66

Payee	Check Number	Check Issue Date	Description	Amount
Total TAHOE TRUCKEE DISPOSAL:				13,197.21
TELEDYNE INSTRUMENTS INC				
	87732	11/17/2021	CONDENSATE LOOP	109.12
	87732	11/17/2021	Pyrex @ Wool, 1 g	102.30
	87732	11/17/2021	Permeation Dryer	527.39
Total TELEDYNE INSTRUMENTS INC:				738.81
TELSTAR				
	87746	11/09/2021	Arrestor, Exhaust Gas, Vega Ven, mfr# 23418 (20-000252)	1,328.89 M
Total TELSTAR:				1,328.89
THE CART BARN/NV GOLF CARS LTD				
	87733	11/17/2021	101954001 Kit, Brake Pedal	201.97
	87733	11/17/2021	Hill Brake Latch Kit. Mid 1995 & Up (C/M)	29.29
	87733	11/17/2021	Hill Brake Pedal Kit (C/S)	25.41
	87733	11/17/2021	Shipping Charges CA	20.00
	87779	11/18/2021	Special Nuts/bolts for blocks	8.88
	87779	11/18/2021	Brake Mounting Block Package (C/M)	23.97
	87779	11/18/2021	Shipping Charges	11.95
Total THE CART BARN/NV GOLF CARS LTD:				321.47
TREVOR SHAMBLIN				
	87780	11/18/2021	REIMB HAZWOPER TRAINING EXPENSE	732.91
Total TREVOR SHAMBLIN:				732.91
TRUCKEE DONNER PUD				
	87734	11/17/2021	OCTOBER ELECTRIC 10%	5.13
	87734	11/17/2021	OCTOBER ELECTRIC 90%	46.20
	87734	11/17/2021	OCTOBER ELECTRIC 10%	5.88
	87734	11/17/2021	OCTOBER ELECTRIC 90%	52.95
	87734	11/17/2021	OCTOBER ELECTRIC 10%	2.73
	87734	11/17/2021	OCTOBER ELECTRIC 90%	24.59
	87734	11/17/2021	OCT ELECTRIC 10%	6,893.58
	87734	11/17/2021	OCT ELECTRIC 90%	62,042.24
	87734	11/17/2021	OCT WATER 10%	12.69
	87734	11/17/2021	OCT WATER 90%	114.30
Total TRUCKEE DONNER PUD:				69,200.29
TRUCKEE OVERHEAD DOOR				
	87781	11/18/2021	Annual overhead door maintenance and repair services per executed agreement.	1,525.00
Total TRUCKEE OVERHEAD DOOR:				1,525.00
U.S. BANK CARD DIVISION				
	11302101	11/30/2021	TRAVEL EXP FOR TRAINING	391.89 M
	11302101	11/30/2021	UPS SHIPPING CHARGES	15.60 M
	11302101	11/30/2021	PLATE HOLDER FOR BOARD OF DIRECTORS	81.07 M
	11302101	11/30/2021	APPEAL HEARING RALEYS FOOD	164.06 M
	11302101	11/30/2021	ZOOM AUDIO CONFERENCE MONTHLY FEE	110.00 M
	11302101	11/30/2021	ADMIN SHIPPING CHARGES USPS	9.52 M

Payee	Check Number	Check Issue Date	Description	Amount
	11302101	11/30/2021	GFOA ANNUAL GOVERNMENTAL GAAP UPDATE TRAINING	135.00 M
	11302101	11/30/2021	SUPERBREAKERS EATON/CUTLER HAMMER 2 POLE CIRCUIT BREAKER	111.15 M
	11302101	11/30/2021	AMAZON BATTERYGUY RECHARGEABLE	16.45 M
	11302101	11/30/2021	PROPPER MANUFACTURING BIOLOGICAL INDICATOR TESTS	124.15 M
	11302101	11/30/2021	COMPLIANCE SOLUTIONS OCCUPATIONAL HAZWOPER TRAINING	635.00 M
	11302101	11/30/2021	BROAN AND CALDWELL JOB POSTING ADV	200.00 M
	11302101	11/30/2021	VERIZON MONTHLY BILL	73.84 M
	11302101	11/30/2021	VERIZON MONTHLY BILL	36.92 M
	11302101	11/30/2021	VERIZON MONTHLY BILL	336.21 M
	11302101	11/30/2021	VERIZON MONTHLY BILL	151.14 M
	11302101	11/30/2021	VERIZON MONTHLY BILL	36.92 M
	11302101	11/30/2021	PIPE SUPPORT EXPRESS PILLOW BLOCK ROOFTOP PIPE SUPPORT	138.78 M
	11302101	11/30/2021	TRUCKEE FIRE CPR COURSES	50.00 M
	11302101	11/30/2021	SPARKS ELECTRIC PARTS AND LABOR REPAIR	1,782.86 M
	11302101	11/30/2021	RALEYS BOARD MEETING SNACKS	101.44 M
	11302101	11/30/2021	PRIMELIGHTS LED 4 LAMP T8 HIGHBAY FIXTURE	1,771.00 M
	11302101	11/30/2021	RELAX PREMIUM SACRO EASE BACK SUPPORT	330.16 M
	11302101	11/30/2021	AMAZON SEAGATE IRONWOLF PRO	1,015.06 M
	11302101	11/30/2021	AMAZON THOMAS & BETTS UV NYLON	17.94 M
	11302101	11/30/2021	BROWN AND CALDWELL OPERATOR JOB ADV	200.00 M
	11302101	11/30/2021	AMAZON DIXON BRASS FITTING, ADAPTER, UV NYLON	112.42 M
	11302101	11/30/2021	COSTCO SPACE HEATER	346.36 M
	11302101	11/30/2021	COSTCO K CUPS, COFEE, CREAMER, PLATES, BOWLS	816.90 M
	11302101	11/30/2021	MICROSOFT ONLINE SERVICES	84.00 M
	11302101	11/30/2021	GOOGLE MONLTHY BILL	933.60 M
	11302101	11/30/2021	AMAZON WEB MONTHLY SERVICE	7.31 M
	11302101	11/30/2021	MICROSOFT ONLINE MONTHLY SERVICE	556.26 M
	11302101	11/30/2021	LOG ME IN MONTHLY BILL	84.00 M
	11302101	11/30/2021	TWILIO SCADA DATA API SERVICES	10.01 M
	11302101	11/30/2021	MILLERS JACKETS AND UNIFORMS EMBROIDERY	43.31 M
	11302101	11/30/2021	UBER TRAINING FEES	75.23 M
	11302101	11/30/2021	UBER TRAINING EXPENSE	13.30 M
Total U.S. BANK CARD DIVISION:				11,118.86
UNIFIRST CORPORATION				
	87735	11/17/2021	UNIFORMS	107.11
	87735	11/17/2021	UNIFORMS	13.08
	87735	11/17/2021	UNIFORMS	196.84
	87735	11/17/2021	UNIFORMS	87.27
	87735	11/17/2021	UNIFORMS	24.31
	87735	11/17/2021	UNIFORMS	8.54
	87735	11/17/2021	UNIFORMS	13.08
	87735	11/17/2021	UNIFORMS	107.11
	87735	11/17/2021	UNIFORMS	13.08
	87735	11/17/2021	UNIFORMS	87.27
	87735	11/17/2021	UNIFORMS	24.31
	87735	11/17/2021	UNIFORMS	8.54
	87735	11/17/2021	UNIFORMS	276.63
	87735	11/17/2021	UNIFORMS	81.74
	87735	11/17/2021	UNIFORMS	82.01
	87735	11/17/2021	UNIFORMS	24.31
	87735	11/17/2021	UNIFORMS	14.28
	87735	11/17/2021	UNIFORMS	70.69
	87782	11/18/2021	UNIFORMS	97.35
	87782	11/18/2021	UNIFORMS	13.08
	87782	11/18/2021	UNIFORMS	70.69

Payee	Check Number	Check Issue Date	Description	Amount
	87782	11/18/2021	UNIFORMS	80.88
	87782	11/18/2021	UNIFORMS	24.31
	87782	11/18/2021	UNIFORMS	8.54
	87782	11/18/2021	UNIFORMS	97.35
	87782	11/18/2021	UNIFORMS	13.08
	87782	11/18/2021	UNIFORMS	70.69
	87782	11/18/2021	UNIFORMS	80.88
	87782	11/18/2021	UNIFORMS	24.31
	87782	11/18/2021	UNIFORMS	8.54
Total UNIFIRST CORPORATION:				1,829.90
UNIVAR USA INC.				
	87736	11/17/2021	METHANOL	14,396.98
	87736	11/17/2021	CAUSTIC SODA	6,283.22
Total UNIVAR USA INC.:				20,680.20
VALIN CORPORATION				
	87737	11/17/2021	Jamesbury ball valve. 3/4" AC 2271 XTD Seat CWP-1200psi F12. Chlorine Pamph	1,125.07
Total VALIN CORPORATION:				1,125.07
VARIED PRODUCTS				
	87783	11/18/2021	Large 8.5 mil Orange Nitrile Gloves (CASE)	2,251.62
Total VARIED PRODUCTS:				2,251.62
VEOLIA ENVIRONMENTAL SERVICES				
	87784	11/18/2021	Hazardous and Universal waste disposal	8,919.56
Total VEOLIA ENVIRONMENTAL SERVICES:				8,919.56
VICKY LUFRANO				
	87738	11/17/2021	REIMB OPS ADVERTISEMENT	290.00
	87785	11/18/2021	NOV 2021 PHONE	18.04
Total VICKY LUFRANO:				308.04
VWR SCIENTIFIC INC				
	87786	11/18/2021	SULFATE STANDARD 1000 PPM	107.60
	87786	11/18/2021	Dial® Professional Basics Foaming Hand Soap	178.85
	87786	11/18/2021	Class 0, 304 stainless steel 100 mg	325.91
	87786	11/18/2021	SHIPPING	15.10
Total VWR SCIENTIFIC INC:				627.46
WESTERN ENV. TESTING LAB.				
	87739	11/17/2021	BIO SOLIDS	79.00
	87739	11/17/2021	BIO SOLIDS	79.00
	87739	11/17/2021	BIO SOLIDS	79.00
	87739	11/17/2021	BIO SOLIDS	79.00
	87739	11/17/2021	BIO SOLIDS	79.00
	87739	11/17/2021	BIO SOLIDS	79.00
	87739	11/17/2021	BIO SOLIDS	79.00

Payee	Check Number	Check Issue Date	Description	Amount
Total WESTERN ENV. TESTING LAB.:				553.00
ZORO				
	87740	11/17/2021	14.2" L, 0.18" W, Black Nylon Cable Tie, PK 100	41.74
	87740	11/17/2021	Automotive Upholstery Claener, 18 Oz	15.13
	87740	11/17/2021	Compressor/Vacuum Pump, 0.1 HP, 60 Hz, 115V	1,014.82
	87787	11/18/2021	M18 FUEL Pipe Threader w/ ONE-KEY Kit	1,947.41
	87787	11/18/2021	Manual Threader Die Head, NPT 3/4"	114.15
	87787	11/18/2021	Hour Meter, Electrical, 6 Digit, 90-264VAC	129.25
Total ZORO:				3,262.50
Grand Totals:				811,759.72



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-2
Subject: Ratify approval of financial statements

Background

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

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

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

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

The Finance Committee reviewed and approved the financial statements at its December 6 meeting.

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend approval of the financial statements.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Service Charge	13,287,000.00	14,397.34	0.1	1,354,861.55	10.2	1,2,3
Tax Revenue - Ad Valorem	3,958,000.00	0.00	0.0	44,980.57	1.1	2,3
Fund Interest	40,000.00	(9.96)	(0.0)	2,652.26	6.6	3,4
Other Revenue	15,000.00	2,976.00	19.8	19,583.10	130.6	3,5
Temporary Discharge	25,000.00	481.00	1.9	766.00	3.1	3
TOTAL REVENUE	17,325,000.00	17,844.38	0.1	1,422,843.48	8.2	
EXPENDITURE						
Salaries & Wages	5,599,400.00	403,071.17	7.2	2,338,263.43	41.8	6
Employee Benefits	3,817,000.00	252,974.47	6.6	1,425,453.49	37.3	6
Director Fees	7,600.00	1,000.00	13.2	2,600.00	34.2	
Vehicle	51,900.00	3,074.09	5.9	12,126.72	23.4	
CSRMA Insurance	375,000.00	0.00	0.0	206,960.54	55.2	7
Professional Memberships	44,700.00	8,195.00	18.3	12,539.00	28.1	
Agency Permits & Licenses	196,000.00	(1,053.00)	(0.5)	5,971.36	3.0	
Office Expense	455,000.00	22,800.54	5.0	61,781.85	13.6	
Contractual Services	2,204,800.00	74,811.26	3.4	734,314.04	33.3	
Professional Services	990,000.00	40,951.25	4.1	157,341.06	15.9	
Conferences & Training	116,500.00	3,989.80	3.4	9,397.80	8.1	
Utilities	1,010,200.00	8,401.93	0.8	303,557.14	30.0	
Supplies, Repairs & Maintenance	1,091,500.00	29,006.70	2.7	238,639.41	21.9	
TOTAL EXPENDITURE	15,959,600.00	847,223.21	5.3	5,508,945.84	34.5	
NET INCOME (LOSS)	1,365,400.00			(4,086,102.36)		
Unfunded Accrued Liability	1,044,000.00			1,023,078.00	98.0	8

*42% of the fiscal year has elapsed.

**This is an unaudited status report.

Notes:

- 1 – TTSA collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 – Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2022, 40% 5/2022 and 5% 7/2022.
- 3 – All revenue is accrued at Fiscal Year-End according to accrual-based accounting method and cash basis throughout the year.
- 4 – Interest on LAIF balances is received and recorded quarterly (10/2021, 1/2022, 4/2022 and 7/2022).
- 5 – Other Revenue includes rebates, billings and surplus items sold. Currently there is \$5,405 in laboratory revenue, \$3,200 for CSRMA rebate, \$10,497 Teichert billings, \$15 Surplus Sale, \$451 US Bank rebate. and \$15 returned check fee.
- 6 – Timing difference: Payroll expense is recognized on pay date, except for Fiscal Year-End in which it is accrued according to the accrual-based accounting method. Payroll Fiscal YTD includes yearly vacation payouts.
- 7 – CSRMA insurance includes annual property insurance. Pooled liability insurance is expected later in the year.
- 8 – CalPERS UAL payment of \$1,023,078 was paid in July 2021.



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
REVENUE						
Income from Connection Fees	1,990,000.00	265,445.75	13.3	1,483,918.80	74.6	
Fund Interest	100,000.00	408.68	0.4	12,491.85	12.5	
TOTAL REVENUE	2,090,000.00	265,854.43	13.3	1,496,410.65	74.6	
EXPENDITURE						
Barscreens, Washers, Compactors	2,600,000.00	47,511.78	1.8	1,625,834.55	62.5	1
Digester & Plant Heating Improvements	250,000.00	15,294.85	6.1	60,308.76	24.1	1
Effluent Flow Meter Installation	100,000.00	0.00	0.0	0.00	0.0	2
Manlift	60,000.00	0.00	0.0	0.00	0.0	2
Influent Flow Meter Installation	50,000.00	0.00	0.0	0.00	0.0	2
Operations and Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	3
Maintenance/IT Shop Improvements	0.00	0.00	0.0	2,728.50	0.0	1
SUBTOTAL EXPENDITURES	3,085,000.00	62,806.63	2.0	1,688,871.81	54.7	
Allocation of 73.2% of Bond Payment	2,222,810.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURE	5,307,810.00	62,806.63	1.2	1,688,871.81	31.8	
NET INCOME (LOSS)	(3,217,810.00)			(192,461.16)		

*42% of the fiscal year has elapsed

Notes:

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



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

EXPENDITURE	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
Chlorine Scrubber Replacement	1,000,000.00	4,362.46	0.4	7,156.00	0.7	1
Plant Coating Improvements	500,000.00	0.00	0.0	410,685.46	82.1	1,4
Wasting Pumps Upgrade	350,000.00	0.00	0.0	0.00	0.0	6
Lime System Improvements	150,000.00	0.00	0.0	0.00	0.0	5
Facility Asphalt Sealing	100,000.00	0.00	0.0	97,435.26	97.4	4
Centrifuge Rebuild	50,000.00	0.00	0.0	0.00	0.0	3
SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	2
Telephone Upgrade	50,000.00	0.00	0.0	0.00	0.0	2
Arc Flash Study/Breaker Replacement	45,000.00	0.00	0.0	0.00	0.0	2
Filter Press Pump VFD Replacement	45,000.00	0.00	0.0	0.00	0.0	3
IT Server Replacement	40,000.00	0.00	0.0	0.00	0.0	2
Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	3
Polyblend Thickener	35,000.00	0.00	0.0	0.00	0.0	3
VFD Replacements	30,000.00	0.00	0.0	0.00	0.0	2
MPPS VFD	30,000.00	0.00	0.0	0.00	0.0	3
Lab Equipment Replacement	25,000.00	0.00	0.0	0.00	0.0	2
BNR Blower Replacement	25,000.00	0.00	0.0	34,512.03	138.0	4
Portable Welder Replacement	25,000.00	0.00	0.0	0.00	0.0	2
Vehicle Replacement*	0.00	0.00	0.0	9,938.93	0.0	4
Facilities Security System**	0.00	0.00	0.0	12,160.50	0.0	1
Accounting Software Upgrade***	0.00	4,680.00	0.0	4,680.00	0.0	1
SUBTOTAL EXPENDITURES	2,620,000.00	9,042.46	0.3	576,568.18	22.0	
Allocation of 26.8% of Bond Payment	813,816.00	0.00	0.0	0.00	0.0	
TOTAL EXPENDITURES	3,433,816.00	9,042.46	0.3	576,568.18	16.8	

*42% of the fiscal year has elapsed

Notes:

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

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

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

***Accounting Software Upgrade - Addition of Document Management Module

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH STATEMENT
 NOVEMBER 30, 2021

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	378,252.59
CASH - USB SERVICE CHARGE	31,720.29
CASH - US BANK TAX REV	57,117.96
CASH - US BANK WWCRF	119,989.56
CASH - WELLS FARGO PAYROLL	4,488.25
CASH - WELLS FARGO INVESTMENTS	535,670.51
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	35,786,537.63
	36,914,376.79
TOTAL COMBINED CASH	36,914,376.79
CASH ALLOCATED TO OTHER FUNDS	(36,914,376.79)
	0.00
TOTAL UNALLOCATED CASH	0.00

CASH ALLOCATION RECONCILIATION

	November 30, 2021	November 30, 2020
ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	19,035,014.95	17,915,004.39
ALLOCATION TO R.R. & UPGRADE FUND	8,291,456.77	8,664,386.23
ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,275,085.21	7,245,798.81
ALLOCATION TO GENERAL FUND	2,312,819.86	7,128,782.57
	36,914,376.79	40,953,972.00
TOTAL ALLOCATION TO OTHER FUNDS	36,914,376.79	40,953,972.00
ALLOCATIONS FROM COMBINED CASH FUND - 99	(36,914,376.79)	(40,953,972.00)
	0.00	0.00
ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00



CERBT and CEPPT Plan Portal - As Of 11/30/2021



[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	22.524549	662,665.614	\$14,926,244.25
Total			\$14,926,244.25

[Download to Excel](#)

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California State Treasurer
Fiona Ma, CPA



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

December 02, 2021

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

November 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/4/2021	11/4/2021	RW	1689930	1650172	MICHELLE MACKEY	-500,000.00
11/12/2021	11/10/2021	RD	1690297	1650536	MICHELLE MACKEY	400,000.00
11/12/2021	11/10/2021	RW	1690296	1650535	MICHELLE MACKEY	-600,000.00
11/24/2021	11/23/2021	RW	1690978	1651218	DAWN DAVIS	-500,000.00

Account Summary

Total Deposit:	400,000.00	Beginning Balance:	36,986,537.63
Total Withdrawal:	-1,600,000.00	Ending Balance:	35,786,537.63



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Report from November 17, 2021 closed session meeting

Background

At the conclusion of the closed session discussion at the November 17, 2021 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

There was no action taken during closed session meeting.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the November 17, 2021 closed session meeting.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: V-2
Subject: Approval of the minutes of the regular Board meeting on November 17, 2021

Background

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

Fiscal Impact

None.

Attachments

Minutes of the regular Board meeting on November 17, 2021.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on November 17, 2021.

Review Tracking

Submitted By: _____


Roshelle Chavez

Executive Assistant/Board Clerk

Approved By: _____


LaRue Griffin

General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

November 17, 2021

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:03 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

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

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Executive Assistant/Board Clerk (via teleconference)
Vicky Lufrano, Human Resources Administrator (via teleconference)
Crystal Sublet, Finance & Administrative Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Jason Hays, Operations Department (via teleconference)

Public Present: Sarah Coolidge, Public
Steven Gortler, Public
Jane Davis, Public

II. Public Comment.

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

III. AB 361 Action

MOTION by Director Lewis **SECOND** by Director Tresan to find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code; unanimously approved.

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

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

Motion passed.

IV. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries.

V. Consent Agenda

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

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

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

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

Motion passed.

VI. Regular Agenda

1. Approval of the minutes of the regular Board meeting on October 20, 2021.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on October 20, 2021; unanimously approved.

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

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

Motion passed.

2. Approval of updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions.

MOTION by Director Lewis **SECOND** by Director Cox to approve the updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions; unanimously approved.

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

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

Motion passed.

3. Approval to award the bid for the 2021 Chlorine Scrubber Improvements project.

MOTION by Director Lewis **SECOND** by Director Smelser to award 2021 Chlorine Scrubber Improvements project to K.G. Walters Construction Co., Inc. for the bid amount of \$1,100,000.00 with a contract contingency amount of \$1,210,000.00 ($\$1,100,000.00 \times 10\% = \$1,210,000.00$); unanimously approved.

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

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

Motion passed.

4. Approval of Resolution No. 19-2021 authorizing the General Manager to approve certain construction contract change orders.

MOTION by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 19-2021; unanimously approved.

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

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

Motion passed.

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

The Board of Directors chose to hold the December Board meeting in person with each Director having the option to participate via teleconference.

Ms. Jane Davis provided public comment regarding in-person Board of Directors Meetings.

VII. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that waste discharge requirements were met for the month. Laboratory Director, Jason Hays, provided an overview of previous months' reporting events, International Accreditation Service assessment, and approaching laboratory software modernizations.

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

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

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

Ms. Jane Davis provided public comment regarding the operations department report. Agency staff provided clarification to public comment.

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VIII. Board of Directors Comment

Director Lewis complimented staff and stated the Finance Committee meeting was very informative.

Director Tresan expressed appreciation to all staff and wishes them a Happy Thanksgiving and Happy Holidays.

Director Wilkins stated he hopes everyone has a Happy Thanksgiving and thanks them for all of their hard work that they continue to do at T-TSA.

Director Wilkins also asked Agency Counsel, Mr. Shanahan if there are members of the public providing public comment under an alias, is it reasonable or appropriate to ask if they are using an alias?

Mr. Shanahan stated that the Board may ask someone what their name is, however, they are not required to answer. Mr. Shanahan recommended proceeding with individuals being permitted to decline to give their name or speak anonymously or with an alias.

The Board went into closed session with legal counsel and Mr. Griffin at 10:44 AM.

IX. Closed Session

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

X. Adjournment

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

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-3
Subject: Approval of updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions

Background

New classification descriptions, which accurately reflect duties of staff, became effective January 1, 2020. As a continuous effort to maintain the accuracy of the classification descriptions, there are amendments to the classification descriptions for Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director and Chemist I/II/III.

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

CWEA has recently changed its requirements and testing schedule for many certifications. As a means of maintaining consistency among all job descriptions, where applicable, we are proposing changes related to CWEA certification requirements. An update to the Maintenance Mechanic I/II/III classification description was performed and approved by the Board at its last meeting.

Fiscal Impact

None.

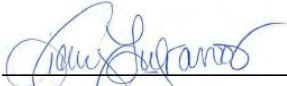
Attachments


- Maintenance Department Manager classification description.
- Maintenance Supervisor classification description.
- E&I Supervisor classification description.
- E&I Technician I/II/III classification description.
- Laboratory Director classification description.
- Chemist I/II/III classification description.

Recommendation

Management and staff recommend approval of the updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Maintenance Department Manager

Department: Maintenance

FLSA Status: EXEMPT

Revised as of: ~~12/2019~~12/2021

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Maintenance Department including facilities, electrical, instrumentation, process control and mechanical installation, maintenance and repair; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Maintenance Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Maintenance Department, as well as functional authority/responsibility for overseeing numerous tasks associated with the maintenance, repair and rehabilitation of the Agency's wastewater treatment plant.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad management authority over professional and technical positions in the Maintenance Department.

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

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Maintenance Department budget; directs the forecast of additional funds needed for staffing,

JOB TITLE: Maintenance Department Manager

equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Plans and ensures the implementation of preventive and predictive maintenance programs for supporting continuous operations of plant equipment and processes and for facilities and grounds maintenance activities in accordance with industry standards; recommends, develops, and implements improvements in plant and facility maintenance procedures and work processes to increase effectiveness of maintenance programs in accordance with industry standards.
- Interprets mechanical, electrical or instrumentation drawings, diagrams and specifications to subordinates; inspects work in progress; ensures that work complies with appropriate repair methods and techniques; adjusts existing allocation of staff, materials, and budgetary resources within the department to meet maintenance service agreements and plant operational requirements.
- Considers department input and recommendations regarding maintenance issues; proactively coordinates with other departments regarding current and proposed capital programs and their impact on quality and level of maintenance support.
- Secures and manages the services of contractors and consultants in the performance of maintenance studies and projects; prepares and administers maintenance contracts and purchase agreements.
- Coordinates with other department managers regarding the effective planning and implementation of upgrades, improvements and modifications to the treatment plant in accordance with industry standards and ensures minimal disruption to operations.
- Coordinates and operates Agency commercial vehicles (including 10-wheel dump truck and combination hydro vac/sewer cleaning truck), trucks, rubber-tired loader, skid-steer, backhoe, forklift and maintenance cart; coordinates and performs snow removal and equipment transports.
- Performs confined space entries as needed.
- Assists in the implementation of the Agency surplus property program.
- Directs and oversees the Agency asset management program.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

JOB TITLE: Maintenance Department Manager

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical, instrumentation, process control and mechanical installation, maintenance and repair common to industry standards for an advanced wastewater treatment plant.
- Principles and practices associated with developing, implementing and managing a comprehensive predictive and preventive maintenance program.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Methods of asset and work order management.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Maintenance Department.
- On a continuous basis know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

JOB TITLE: Maintenance Department Manager

- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Troubleshoot mechanical and electrical issues.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Eight years of supervisory or higher-level experience that involved the development and implementation of a comprehensive predictive and preventive maintenance plan within an industrial, manufacturing, utility and/or large commercial setting; including two years in a management capacity.

Education:

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

SPECIAL QUALIFICATIONS

License and Certificate:

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

JOB TITLE: Maintenance Department Manager

Possession of a valid California or Nevada Class B Commercial Learners Permit, with tanker endorsement, is required within 3 months of appointment.

Possession of a valid California or Nevada Class B Driver License with tanker endorsement is required within 18 months of appointment.

Possession of a CWEA Plant Maintenance Technologist Grade IV certification [or CWEA Electrical Instrumentation Technology Grade IV certification](#) within [four qualifying test cycles \(approximately 12 months\) upon meeting testing eligibility requirements](#).~~three qualifying testing cycles of appointment (approximately 18 months).~~

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

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

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

PHYSICAL REQUIREMENTS

On a continuous basis, work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 50 pounds or less.

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

WORKING/ENVIRONMENTAL CONDITIONS

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

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Maintenance Supervisor

Department: Maintenance Department

FLSA Status: Non-Exempt

Revised as of: ~~12/2019~~ 12/2021

DEFINITION

Oversees and supervises mechanical, facility, collections and fleet maintenance duties associated with the operation of the wastewater treatment plant and the Truckee River Interceptor within the Maintenance Department; Plans and implements maintenance projects to ensure plant equipment operates properly and efficiently; provides technical expertise on the more complex maintenance issues; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Maintenance Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and responsibility for overall maintenance activities of the Maintenance Department including maintenance, rehabilitation, and installation of mechanical equipment.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Maintenance Department Manager, or designee. Exercises direct supervision over assigned technical personnel.

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

- Implements goals and objectives related to assigned section; establishes schedules and methods for wastewater treatment plant maintenance and rehabilitation; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in preventive and predictive maintenance activities associated with the wastewater treatment plant.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists Maintenance Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends to Maintenance Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

JOB TITLE: Maintenance Supervisor

- Assesses, schedules, and assigns predictive and preventive maintenance tasks; troubleshoots mechanical equipment and systems; estimates time, cost, labor and material needs, and orders necessary equipment and materials.
- Inspects locations where work is being performed; ensures conformity with work orders, submittals, plans, diagrams and specifications; determines special equipment needs and assesses and identifies solutions to problems; accurately diagnoses mechanical malfunctions.
- Prepares bid specifications and requisitions; assists in the preparation of plans; reviews bid documents to ensure accuracy.
- Performs confined space entries to operate and maintain mechanical equipment, if needed.
- Works collaboratively with the Safety Officer to identify hazards and ensure safe work procedures and processes are in place and followed.
- Answers questions and provides information to the public; investigates complaints from the public and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of mechanical equipment maintenance, installation and rehabilitation.
- Principles and practices of facility repairs, such as carpentry, concrete and plumbing.
- Principles and practices of collection system maintenance, such as line cleaning and manhole raising.
- Advanced methods for troubleshooting and diagnosing problems with equipment and machinery.
- Equipment, tools and materials used in wastewater treatment equipment maintenance, installation and rehabilitation.
- Methods and procedures for diagnosing industrial mechanical malfunctions.
- Methods and procedures of competitive bidding processes including how to review and prepare accurate equipment plans and specifications.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management and emergency response.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

JOB TITLE: Maintenance Supervisor

- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement, and direct the installation, maintenance, repair, rehabilitation and troubleshooting of a wide variety of mechanical equipment used in the wastewater treatment facility operations.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and provide input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Assist in the development and monitoring of an assigned program budget.
- Interpret and explain pertinent Agency and department policies and procedures.
- Diagnose complex mechanical malfunctions.
- Interpret, understand and explain drawings, sketches, plans and specifications.
- Accurately estimate time, labor and materials for proposed work.
- Develop and recommend policies and procedures related to assigned operations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and/or Education:

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

JOB TITLE: Maintenance Supervisor

Experience:

Five years of increasingly responsible journey level experience in the installation, maintenance and repair of mechanical equipment within a wastewater treatment facility or similar; and including one year providing technical and/or functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade with emphasis on, or supplemented by, course work in mathematics and chemistry or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

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

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

Possession of a CWEA Plant Maintenance Technologist Grade IV certification is required within [four qualifying test cycles \(approximately 12 months\) upon meeting testing eligibility requirements](#). ~~three qualifying test cycles of appointment (approximately 18 months).~~

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

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

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

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

JOB TITLE: Maintenance Supervisor

PHYSICAL REQUIREMENTS

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

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

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and exposure to all weather conditions, along with possible exposure to chemicals (dust, gases, liquids, solids, fumes) odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Electrical and Instrumentation Supervisor

Department: Maintenance

FLSA Status: NON EXEMPT

Revised as of: ~~08/2021~~[12/2021](#)

DEFINITION

Plans, organizes, directs and supervises the installation, operation, maintenance and repair of a wide variety of electrical, SCADA, Information Technology, and instrumentation equipment used in wastewater treatment facility operations within the Maintenance Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Electrical and Instrumentation Supervisor position performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for the oversight of electrical, SCADA, Information Technology, and instrumentation repair, maintenance and installation.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Maintenance Manager. Exercises direct supervision over assigned technical staff. May be assigned to supervise Warehouse Inventory Control Specialist, as well as Information Technology Specialist(s).

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

- Develops and implements goals and objectives related to assigned section; establishes schedules and methods for the installation, operation, maintenance and repair of a wide variety of electrical, SCADA, Information Technology, and instrumentation equipment; implements policies and procedures.
- Plans, prioritizes, assigns, supervises, reviews and evaluates the work of staff involved in electrical, SCADA, Information Technology, and instrumentation installations, maintenance and repair.
- Evaluates operations and activities; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists Maintenance Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends to Maintenance Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

JOB TITLE: Electrical and Instrumentation Supervisor

- Assesses, schedules, and assigns predictive and preventive maintenance tasks; troubleshoots electrical, SCADA, Information Technology, and instrumentation equipment and systems; estimates time, cost, labor and material needs, and orders necessary equipment and materials.
- Inspects locations where work is being performed, both on-site and off-site; ensures conformity with repair requisitions, submittals, plans, diagrams and specifications; determines special equipment needs and assesses and identifies solutions to problems; accurately diagnoses electronic, electromechanical and instrumentation malfunctions.
- Prepares bid specifications and requisitions; assists in the preparation of plans; reviews bid documents to ensure accuracy.
- Performs confined space entries to operate and maintain electrical, SCADA, Information Technology, and instrumentation equipment, if needed.
- Works collaboratively with the Safety Compliance Coordinator to identify hazards and ensure safe work procedures and processes are in place and followed.
- Coordinates instrumentation, SCADA, Information Technology, and electrical work with other Agency departments and other entities as needed; and assists staff with implementing changes.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as needed.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- May be assigned to temporarily assume the duties of the Maintenance Manager during their absence.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical, SCADA, Information Technology, and instrumentation equipment and their operation.
- Methods for the design, preparation and review of plans and specifications for installation, maintenance, operation, testing and repair of electrical, SCADA, Information Technology, and instrumentation equipment and processes used for a wastewater treatment facility.
- Methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used for a wastewater treatment facility.
- Equipment, tools and materials used in the installation, operation, maintenance and repair of a wide variety of recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- Methods and procedures for diagnosing industrial electrical, electronic, electromechanical, and instrumentation malfunctions.

JOB TITLE: Electrical and Instrumentation Supervisor

- Methods and procedures for work order management and Computerized Maintenance Management Systems (CMMS).
- Methods and procedures related to asset management.
- Methods and procedures of competitive bidding processes including how to review and prepare accurate equipment plans and specifications.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules including NFPA 70E standards for electrical workplace safety.
- Basic principles and practices of inventory control.
- Modern office practices, methods, and computer equipment including relevant software programs and fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement, and direct the installation, operation, maintenance and repair of a wide variety of electrical systems, recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical, SCADA, Information Technology, and instrumentation equipment used in the wastewater treatment facility operations.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and provide input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Assist in the development and monitoring of an assigned program budget.
- Interpret and explain pertinent Agency and department policies and procedures.
- Diagnose electrical, electromechanical, SCADA, Information Technology, and instrumentation malfunctions.
- Interpret, understand and explain instrumentation submittals, drawings, sketches, plans and specifications.
- Accurately estimate time, labor and materials for proposed work.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.

JOB TITLE: Electrical and Instrumentation Supervisor

- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Function in confined spaces and/or hazardous environment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Five years of increasingly responsible journey level experience in the installation, maintenance and repair of electrical and instrumentation equipment within a wastewater treatment facility; and including one year providing technical and/or functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

Possession of a CWEA Electrical Instrumentation Technology Grade IV Certification is required within [four qualifying test cycles \(approximately 12 months\) upon meeting testing eligibility requirements](#). ~~three qualifying testing cycles of appointment (approximately 18 months).~~

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

JOB TITLE: Electrical and Instrumentation Supervisor

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

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

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

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and to reach needed items; Work effectively for long periods of time at a desk, table, counter, confined space, in a shop, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or to access low or high items; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 75 pounds or less.

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

WORKING/ENVIRONMENTAL CONDITIONS

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

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Electrical and Instrumentation Technician I/II/III

Department: Maintenance

FLSA Status: NON EXEMPT

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

DEFINITION

Performs technical duties in the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations within the Maintenance Department; and provides support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

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

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

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

JOB TITLE: Electrical and Instrumentation Technician I/II/III

SUPERVISION RECEIVED AND EXERCISED

Electrical and Instrumentation Technician I

Reports directly to, and receives immediate supervision from the Electrical and Instrumentation Supervisor, or designee.

Electrical and Instrumentation Technician II

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

Electrical and Instrumentation Technician III

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

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

- Performs technical work on a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- Operates process calibrators and controllers to configure, program, calibrate, and start-up plant instrumentation and control systems.
- Inspects electrical equipment, electronic systems and telemetry equipment for proper operation.
- Performs work at on-site areas, as well as off-site monitoring stations requiring the use of an Agency vehicle.
- Programs, troubleshoots, and repairs Variable Frequency Drives and other equipment.
- Installs new equipment and parts, including conduit and wiring.
- Performs preventative and corrective maintenance on plant instrumentation, controls, and electrical systems; disassembles and replaces worn or broken parts; realigns equipment.
- Estimates time, materials and prioritizes jobs as required for various tasks.
- Performs confined space entries to service equipment.
- Assists, communicates with, and coordinates with Information Technology for troubleshooting of process controls and with Operations to achieve proper process control efficiency.
- Recommends upgrades for instrumentation and control systems; orders replacement parts for repairs as authorized.
- Maintains accurate maintenance records; completes reports and other documentation as required; enters and retrieves information electronically.
- Utilizes Computerized Maintenance Management System (CMMS) to track work orders, preventative maintenance and asset management.
- Creates, maintains and verifies instrumentation and electrical engineering drawings.

JOB TITLE: Electrical and Instrumentation Technician I/II/III

- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Electrical and Instrumentation Technician I

Knowledge of:

- Basic principles and practices of industrial electrical systems, electronic equipment and instrument operation.
- Basic principles and practices of the design, preparation and review of plans and specifications.
- Basic methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used in a wastewater treatment facility.
- Basic use of equipment, tools and materials common in the installation, operation, maintenance and repair of a wide variety of recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- Basic methods and procedures for diagnosing electrical systems, electronic, electromechanical, and instrumentation malfunctions and the processes and equipment.
- Modern office practices, methods, and computer equipment including relevant software programs and including fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to perform the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- Learn to know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; learn to know and observe safety rules and identify hazards; learn to intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; learn to problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; learn to intermittently access, review, and interpret and adjust or

JOB TITLE: Electrical and Instrumentation Technician I/II/III

enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.

- Learn to diagnose electrical, electronic, electromechanical and instrumentation malfunctions.
- Learn to interpret, understand and explain electrical and instrumentation submittals, drawings, sketches, plans and specifications.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Use safety precautions related to all work performed including that which occurs in hazardous environments such as confined space.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Two years of experience in the installation, maintenance and repair of industrial electrical, instrumentation and control systems.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

JOB TITLE: Electrical and Instrumentation Technician I/II/III

Possession of a CWEA Electrical Instrumentation Technician I certificate is required ~~for this position~~ within four qualifying test cycles of appointment (approximately 12 months).~~three qualifying test cycles of appointment (approximately 18 months).~~

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

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

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

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

Electrical and Instrumentation Technician II

In addition to the qualifications for the Electrical and Instrumentation Technician I:

Knowledge of:

- General principles and practices of industrial electrical systems, electronic equipment and instrument operation.
- Specific principles and practices of the design, preparation and review of plans and specifications for installation, maintenance, operation, testing and repair of electrical and instrumentation equipment and processes used for a wastewater treatment facility.
- Methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used for a wastewater treatment facility.
- Equipment, tools and materials used in the installation, operation, maintenance and repair of a wide variety of recording and metering devices, control apparatus, radio and cellular telemetering equipment, recording and data logging devices, communication systems, variable frequency drives and other electrical and instrumentation equipment used in the wastewater treatment facility operations.
- Methods and procedures for diagnosing electrical, electronic, electromechanical, and instrumentation malfunctions and the processes and equipment needed to perform repairs or replacements for a wastewater treatment facility.
- Methods and procedures of competitive bidding processes including how to review and prepare accurate equipment plans and specifications.

JOB TITLE: Electrical and Instrumentation Technician I/II/III

Ability to:

- Independently perform technical duties in the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Diagnose electrical systems, electronic, electromechanical and instrumentation malfunctions.
- Interpret, understand and explain electrical and instrumentation submittals, drawings, sketches, plans and specifications.

Experience and Education:

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

Experience:

Two years of responsible work experience similar to Electrical and Instrumentation Technician I with T-TSA.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

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

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

JOB TITLE: Electrical and Instrumentation Technician I/II/III

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

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

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

Electrical and Instrumentation Technician III

In addition to the qualifications for the Electrical and Instrumentation Technician II:

Knowledge of:

- Advanced principles and practices of industrial electrical systems, electronic equipment and instrument operation including specific principles and practices of the design, preparation and review of plans and specifications for installation, maintenance, operation, testing and repair of electrical and instrumentation equipment and processes used for a wastewater treatment facility.
- Advanced methods and procedures for instrumentation communications systems including signaling, analog, digital and fieldbus and related technologies used for a wastewater treatment facility.
- Methods and procedures for diagnosing the more complex electrical, electronic, electromechanical, and instrumentation malfunctions and the processes and equipment needed to perform repairs or replacements for a wastewater treatment facility.

Ability to:

- Perform the most complex and difficult duties related to the installation, operation, maintenance and repair of a wide variety of electrical and instrumentation equipment used in wastewater treatment facility operations.
- Diagnose complex electrical, electronic, electromechanical and instrumentation malfunctions.
- Assist with the training of new staff.

Experience and Education:

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

Experience:

Two years of responsible work experience similar to Electrical and Instrumentation Technician II with the T-TSA.

JOB TITLE: Electrical and Instrumentation Technician I/II/III

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in engineering, electrical, instrumentation and/or control systems or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

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

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

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

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

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

PHYSICAL REQUIREMENTS (for E&I Technician I/II/III)

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

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

WORKING/ENVIRONMENTAL CONDITIONS (for E&I Technician I/II/III)

Work is performed in a plant environment subject to typical plant noise and environment conditions. Many duties expose the incumbent to outdoor conditions, along with exposure to

JOB TITLE: Electrical and Instrumentation Technician I/II/III

all weather conditions and possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Laboratory Director

Department: Operations

FLSA Status: EXEMPT

Revised as of: ~~08/2020~~12/2021

DEFINITION

Plans, organizes, directs and supervises Laboratory operations within the Operations Department, including maintaining accreditation and completing and submitting a variety of regulatory reports; and provides highly responsible and complex administrative support to the Operations Department Manager.

DISTINGUISHING CHARACTERISTICS

The Laboratory Director performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. In addition, this position is responsible for overseeing the performance, recording and quality assurance of laboratory testing.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Operations Department Manager. Exercises direct supervision over assigned personnel.

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

- Develops and implements goals and objectives related to assigned section; establishes schedules and methods for performance of laboratory testing; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of laboratory staff; assumes the role of assigned staff, as needed.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists the Operations Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for staffing and equipment, materials and supplies; monitors and controls expenditures.
- Recommends to the Operations Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

JOB TITLE: Laboratory Director

- Develops, revises and updates standard operating procedures (SOPs) and quality assurance program (including manual) per Environmental Laboratory Accreditation Program (ELAP) standards; ensures all requirements are met; reviews and approves data for use in regulatory reporting; enters data and maintains detailed records; posts analytical results, ensures all local and state requirements are met for accreditation purposes.
- Develops, revises and updates Agency Chemical Hygiene Plan.
- Develop, revise and update The National Environmental Laboratory Accreditation Program (NELAC) Institute (TNI) standards in preparation of future implementation.
- Coordinates, schedules, and performs sampling for routine and special project sampling for in-house testing, off-site sampling, and testing performed by contracted outside laboratories; provides drinking water testing services to other local agencies and clients; monitors and reviews test results; investigates and resolves inconsistent data or concerns.
- Coordinates and provides training for Operators, Operations Department Manager, Chief Plant Operator, Operations Supervisor and Operations Shift Supervisors as needed, to demonstrate capability per ELAP requirements.
- Tracks and purchases laboratory chemicals, supplies, equipment and parts; ensures equipment maintenance protocols are followed; determines need for, requests, and coordinates maintenance and repair of laboratory equipment; works with staff and technical support to troubleshoot and repair laboratory analyzers and equipment as needed.
- Assists operations staff with developing and revising strategies to optimize plant performance. Immediately reports any test result abnormalities to the Chief Plant Operator and Operations Department Manager.
- Ensures safety program is implemented; trains laboratory staff and general plant staff on safety requirements; maintains Safety Data Sheets and coordinates for hazardous waste handling and other safety requirements and protocols.
- Conducts research and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- May collect field and composite samples and data and transport according to prescribed protocols; may perform field sampling at off-site locations.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Supervises the Operations staff when they are performing analyst work in the laboratory involving sampling, testing, recording, and quality assurance of required tests under the laboratory's ELAP certification.
- Performs related duties as assigned.

JOB TITLE: Laboratory Director

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures for biological, chemical, bacteriological and physical testing and analyses of water and wastewater including proper sampling procedures and EPA approved methods as dictated in Standard Methods.
- Principles and practices of research, analysis and laboratory functions as they relate to water and wastewater.
- Methods and procedures for the operation of laboratory instrumentation used in water and wastewater analysis.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement and direct Laboratory operations/activities.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Interpret and explain pertinent Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Perform analysis of standard laboratory tests including using instrumentation, running calibrations, weighing, measuring, making standards, analyzing and interpreting reports and results.
- Perform mathematical, statistical, geometric and algebraic calculations common to water quality control laboratory analysis.

JOB TITLE: Laboratory Director

- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Collect field and composite samples and data and transports according to prescribed protocols.
- Safely operate a snowmobile, ATV, or vehicle with chains installed, in inclement weather conditions.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Supervise, train and evaluate performance of assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and/or Education:

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

Experience:

Six years of increasingly responsible experience in the analysis of water, wastewater, solid waste, hazardous waste or other environmental samples; including three years providing technical and functional supervision over assigned personnel.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science.

In lieu of the minimum educational requirements, which are highly desirable, the candidate must possess a CWEA Grade III Laboratory Analyst Certificate.

SPECIAL QUALIFICATIONS

License and Certificate:

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

JOB TITLE: Laboratory Director

Possession of a CWEA Grade IV Laboratory Analyst Certificate within [four qualifying test cycles \(approximately 12 months\) upon meeting testing eligibility requirements](#). ~~three qualifying testing cycles of appointment (approximately 18 months).~~

PHYSICAL REQUIREMENTS

On a continuous basis, remain stationary at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties in the field, laboratory or office; access equipment surrounding desk and in laboratory; activate, use and operate a computer and other office equipment and laboratory equipment; discern color-based test results and organisms through a microscope; use telephone; communicate through written means; and move or transport weight of 25 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position may require work outside of regular business hours, as well as occasional weekend work.

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Chemist I/II/III

Department: Operations

FLSA Status: NON EXEMPT

Revised as of: ~~12/2019~~ 12/2021

DEFINITION

Performs technical and professional laboratory duties including testing, analysis, examination, collection and processing of water, wastewater and other environmental samples; and provides support to the Laboratory Director.

DISTINGUISHING CHARACTERISTICS

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

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

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

SUPERVISION RECEIVED AND EXERCISED

Chemist I

Reports directly to, and receives general supervision from the Laboratory Director.

Chemist II

Reports directly to, and receives direction from the Laboratory Director.

JOB TITLE: Chemist I/II/III

Chemist III

Reports directly to, and receives direction from the Laboratory Director.

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

- Collects field and composite samples and data and transports according to prescribed protocols; performs field sampling at off-site locations.
- Performs a variety of routine and special project laboratory tests to assist related to the plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Follows Environmental Laboratory Accreditation Program (ELAP) requirements to produce verifiable data to be reported to the Laboratory Director and the Water Quality Control Board and other entities, as required.
- Collects and processes various samples, following prescribed procedures; prepares media and processes in incubator.
- Performs various chemical and biological tests and maintains records of results and performs quality control processes.
- Receives samples from clients and other local agencies; verifies and maintains chain of custody; documents and logs samples; prepares invoices; and processes samples.
- Adheres to safety program regarding hazardous waste handling and follows all other safety requirements and protocols.
- Maintains accurate detailed records and files; produces graphs; enters and reviews data; assures results meets or exceed quality assurance criteria; prepares and enters various data into documents, reports and logs.
- Sets up, calibrates and operates a variety of laboratory equipment and instrumentation; performs troubleshooting and maintenance of laboratory equipment and instruments.
- Recognizes problems that may occur in analytical procedures and troubleshoots known problems or confers with other to identify possible problems affecting results.
- Maintains and cleans laboratory equipment; sanitizes laboratory tools and equipment; washes glassware and other items following prescribed protocols.
- Assists in the development of Standard Operating Procedures.
- Performs river sampling and biological organism identification for compliance with agency monitoring and reporting programs.
- Works on special projects, as assigned.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- At the Chemist III level, incumbents may serve in absence of Laboratory Director for regulatory reporting purposes.

JOB TITLE: Chemist I/II/III

- Performs related duties as assigned.

QUALIFICATIONS

Chemist I

Knowledge of:

- Basic methods and procedures related to the preparation and standardization of chemical solutions, laboratory instrumentation and analytical quality control, and biology and chemistry.
- Basic principles of chemistry, biology and microbiology as pertains to laboratory testing and analysis.
- Basic principles and practices of research, analysis, and laboratory processes and equipment used.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to collect field and composite samples and data and transport according to prescribed protocols.
- Learn to perform a variety of routine and special project laboratory tests related to plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Learn to safely operate a snowmobile, ATV, or vehicle with chains installed, in inclement weather conditions.
- Learn all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; learn safety rules and how to identify hazards; intermittently locate, analyze, detect and diagnose problem equipment; learn to problem solve related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review and interpret and adjust or enter data on various documents and records and interpret and communicate technical and numerical information.
- Learn to perform standard laboratory tasks including using instrumentation, running calibrations, weighing, measuring, making standards, analyzing and interpreting reports and results.
- Perform standard mathematical, statistical, geometric and algebraic calculations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.

JOB TITLE: Chemist I/II/III

- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

One year of laboratory experience desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, microbiology, chemistry, environmental science or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

Possession of a CWEA Grade I Laboratory Analyst Certificate is required within [four qualifying test cycles of appointment \(approximately 12 months\)](#), ~~three qualifying test cycles of appointment (approximately 18 months).~~

Chemist II

In addition to the qualifications for the Chemist I:

Knowledge of:

- Methods and procedures related to wastewater treatment.
- Methods for the preparation and standardization of chemical solutions, laboratory instrumentation and analytical quality control, and aquatic biology and chemistry.
- Principles of chemistry, biology and microbiology as pertains to laboratory testing and analysis.

JOB TITLE: Chemist I/II/III

- Principles and practices of biological and physical testing and analyses of water and wastewater including proper sampling procedures and EPA approved methods as dictated in Standard Methods.
- Principles and practices of research, analysis and laboratory functions and laboratory equipment used for a public utility water and wastewater quality control agency.

Ability to:

- Collect field and composite samples and data and transports according to prescribed protocols.
- On an ongoing basis know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Perform a variety of routine and special project laboratory tests related to plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Safely operate a snowmobile, ATV, or vehicle with chains installed, in inclement weather conditions.
- Perform analysis of laboratory tests including using instrumentation, running calibrations, weighing, measuring, making standards and to analyze and interpret reports and results.
- Perform mathematical, statistical, geometric and algebraic calculations common to water quality control laboratory analysis.

Experience and Education:

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

Experience:

Two years of responsible experience similar to Chemist I with T-TSA.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, microbiology, chemistry, environmental science or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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

JOB TITLE: Chemist I/II/III

Possession of a CWEA Grade II Laboratory Analyst Certificate is required at time of appointment for internal candidate; or within four qualifying test cycles of appointment (approximately 12 months) upon meeting testing eligibility requirements for external candidate.

~~Possession of a CWEA Grade II Laboratory Analyst Certificate is required within three qualifying test cycles of appointment (approximately 18 months).~~

Chemist III

In addition to the qualifications for the Chemist II:

Knowledge of:

- Advanced methods and procedures related to wastewater treatment, of the preparation and standardization of chemical solutions, laboratory instrumentation and analytical quality control, and aquatic biology and chemistry.
- Advanced principles and practices of research, analysis and laboratory functions and laboratory equipment used for a public utility water and wastewater quality control agency.
- Advanced methods and procedures related to biological organism identification.
- ELAP certification process for environmental laboratories and other regulatory requirements.
- Methods of instrument troubleshooting, calibration and maintenance of laboratory equipment.

Ability to:

- Perform the most complex duties related to the performance and analysis of laboratory tests related to the plant control and environmental monitoring programs for the wastewater treatment plant and contracted services to other agencies and clients.
- Perform troubleshooting, calibration and maintenance of laboratory instruments.
- Serve as acting Laboratory Director in Director's temporary absence to comply with regulatory reporting purposes.
- Assist with the training of new staff.

Experience and Education:

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

Experience:

Two years of responsible experience similar to Chemist II with T-TSA.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in biology, microbiology, chemistry, environmental science or a related field.

JOB TITLE: Chemist I/II/III

SPECIAL QUALIFICATIONS

License and Certificate:

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

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

~~Possession of a CWEA Grade III Laboratory Analyst Certificate is required within three qualifying test cycles of appointment (approximately 18 months).~~

PHYSICAL REQUIREMENTS (for Chemist I/II/III)

Work effectively at desk, laboratory station, and in meetings for long periods of time; intermittently move, traverse and position self while performing duties in the field, laboratory or office; access equipment surrounding desk or in laboratory; activate, use and operate a computer and other office equipment and laboratory equipment; discern color-based test results and organisms through a microscope; use telephone; communicate through written means; and move or transport weight of 25 pounds or less.

WORKING/ENVIRONMENTAL CONDITIONS (for Chemist I/II/III)

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. In addition, this position also works outside with exposure to all weather conditions during, e.g., sampling. Laboratory is open 7 days per week requiring weekend work.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-4
Subject: Approval to solicit bids for the 2022 Roof Repair project

Background

The 2022 Roof Repair project builds on the recent projects of 2018 and 2019. These projects entail repairing roof areas that have reached the end of their life cycles and need to be replaced. The focus of this phase, as shown in the accompanying plans, is to rehabilitate sections of roofing over the following facilities:

- Building No. 2, AWT, Lower Roof
- Building No. 3, Maintenance, Middle Roof
- Building No. 4, Acid Building
- Facility 6A, Corridor
- Facility 6C, Corridor

The construction work contemplated would be performed by a general contractor with field work slated to occur between June 13, 2022 and September 9, 2022.

Fiscal Impact

The engineer's estimate for this project is \$575,000, which is less than the original budgeted amount of \$750,000.


Attachments

2022 Roof Repair project contract drawings.

Recommendation

Management and staff recommend approval to solicit bids for the 2022 Roof Repair project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



REGIONAL WATER RECLAMATION PLANT

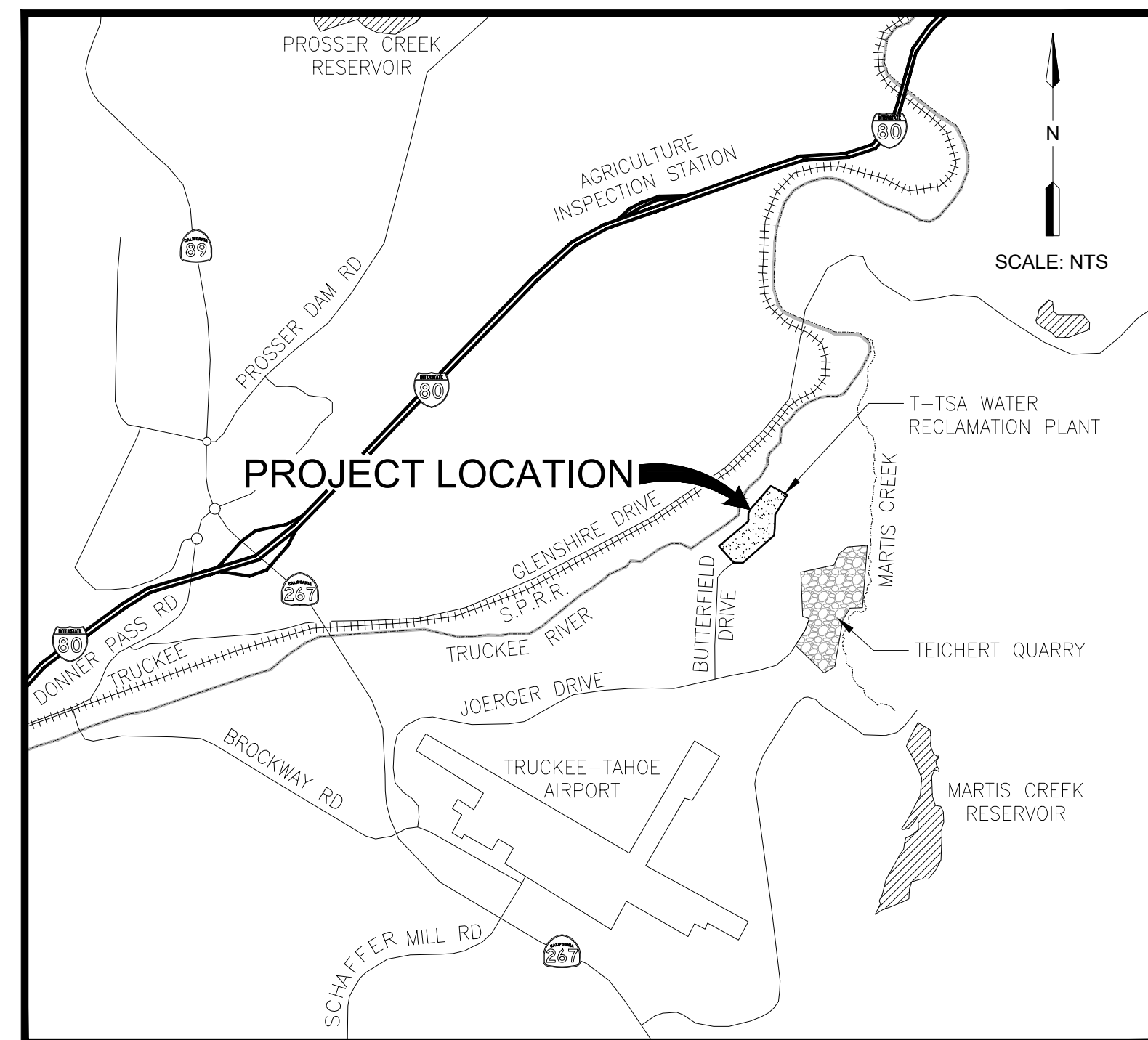
2022 ROOF REPAIR PROJECT

DECEMBER 2021

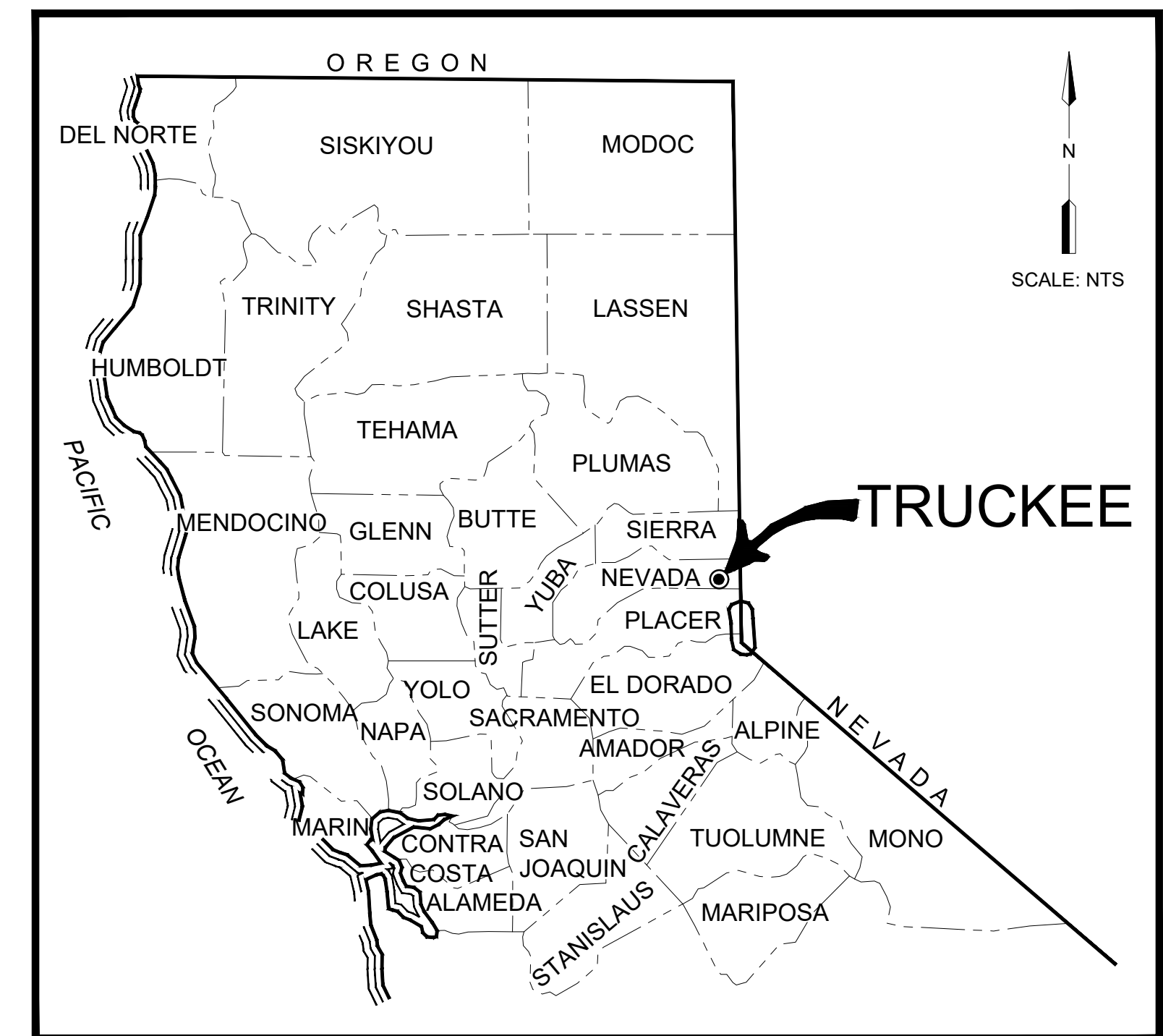
BOARD OF DIRECTORS

PRESIDENT	DAN WILKINS
VICE PRESIDENT	BLAKE TRESAN
DIRECTOR	S. LANE LEWIS
DIRECTOR	DALE COX
DIRECTOR	DAVID SMELSER

APPROVED: _____
 GENERAL MANAGER
 LARUE GRIFFIN



LOCATION MAP

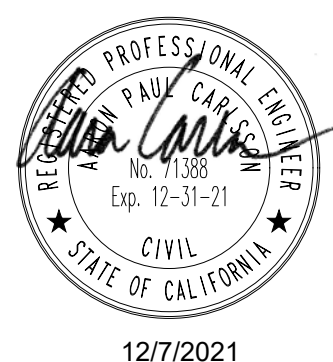


VICINITY MAP

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Tahoe-Truckee Sanitation Agency
 13720 Butterfield Drive
 Truckee, California 96161
 (530) 587-2525



2022 ROOF REPAIR PROJECT
 GENERAL
**COVER SHEET,
 LOCATION MAP, AND VICINITY MAP**

VERIFY SCALE
 BAR IS ONE INCH ON ORIGINAL DRAWING
 0 — 1"
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	1 OF 10
				DATE	DEC 2021
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

SHEET INDEX

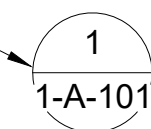
SHEET	DRAWING NO.	TITLE
GENERAL		
1	G-001	COVER SHEET, LOCATION MAP, AND VICINITY MAP
2	G-002	SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES
3	G-003	SITE MAP
ARCHITECTURAL		
4	2-A-141	BUILDING NO. 2, LOWER ROOF RESTORATION
5	3-A-141	BUILDING NO. 3, MIDDLE ROOF RESTORATION
6	6A-A-141	CORRIDOR 6A, ROOF RESTORATION
7	6C-A-141	CORRIDOR 6C, ROOF RESTORATION
DETAILS		
8	D-401	ROOF DETAILS I
9	D-402	ROOF DETAILS II
PHOTO DETAILS		
10	P-501	PHOTO DETAILS

ABBREVIATIONS

AWT	ADVANCED WASTE TREATMENT	GALV	GALVANIZED
APVD	APPROVED	HGT	HEIGHT
BLDG	BUILDING	HM	HOLLOW METAL
BNR	BIOLOGICAL NITROGEN REMOVAL	MATL	MATERIAL
CHK	CHECKED	MO	MASONRY OPENING
CLR	CLEAR	NO.	NUMBER
CMU	CONCRETE MASONRY UNIT	NTS	NOT TO SCALE
CONC	CONCRETE	O&M	OPERATIONS AND MAINTENANCE
DR	DRAWN	OC	ON CENTER
DWG	DRAWING	PROJ	PROJECT
EL	ELEVATION	RO	ROUGH OPENING
EQ	EQUAL	STND	STANDARD
EW	EACH WAY	THCK	THICK
EXIST	EXISTING	TYP	TYPICAL
FG	FINISHED GRADE		

DESIGN / DETAIL DESIGNATION

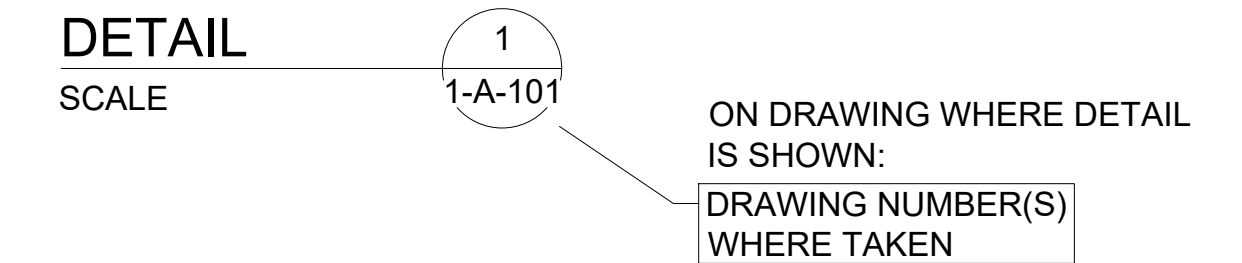
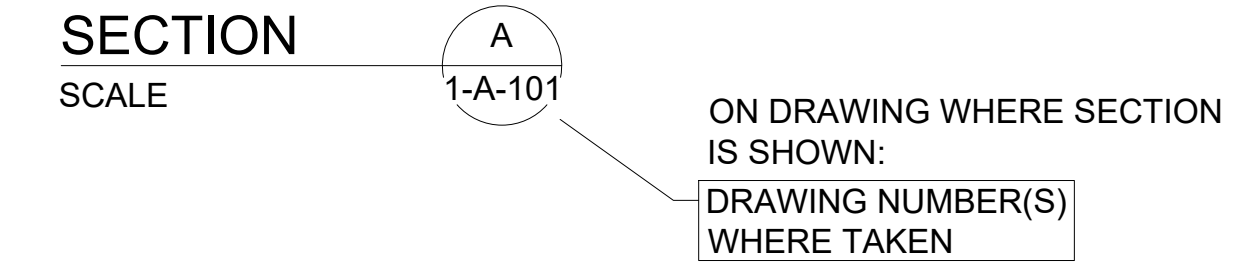
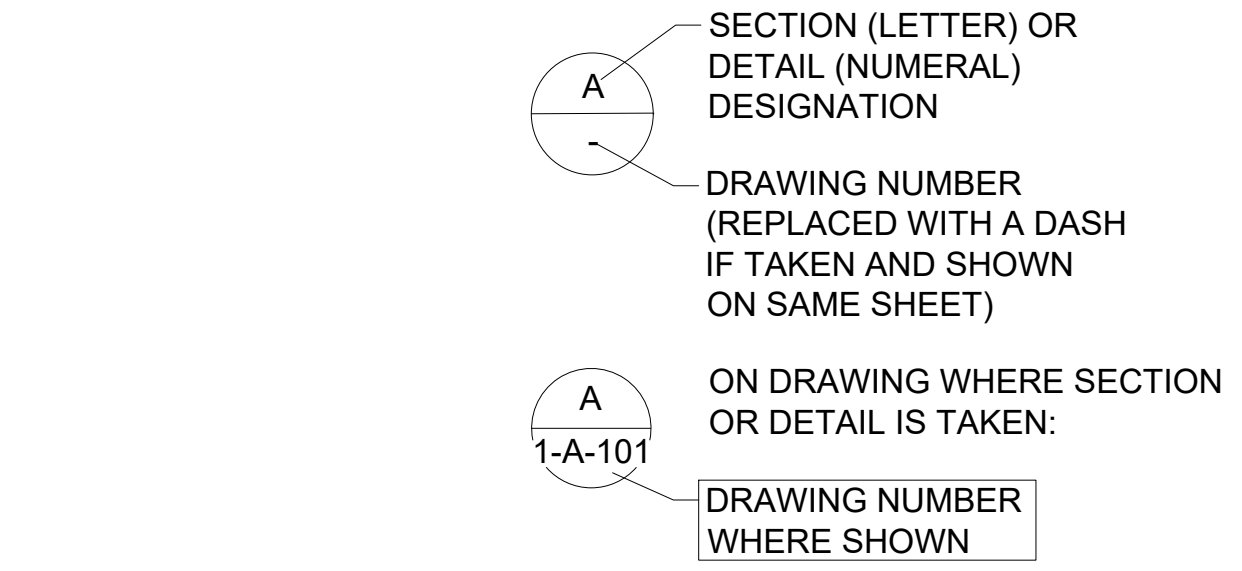
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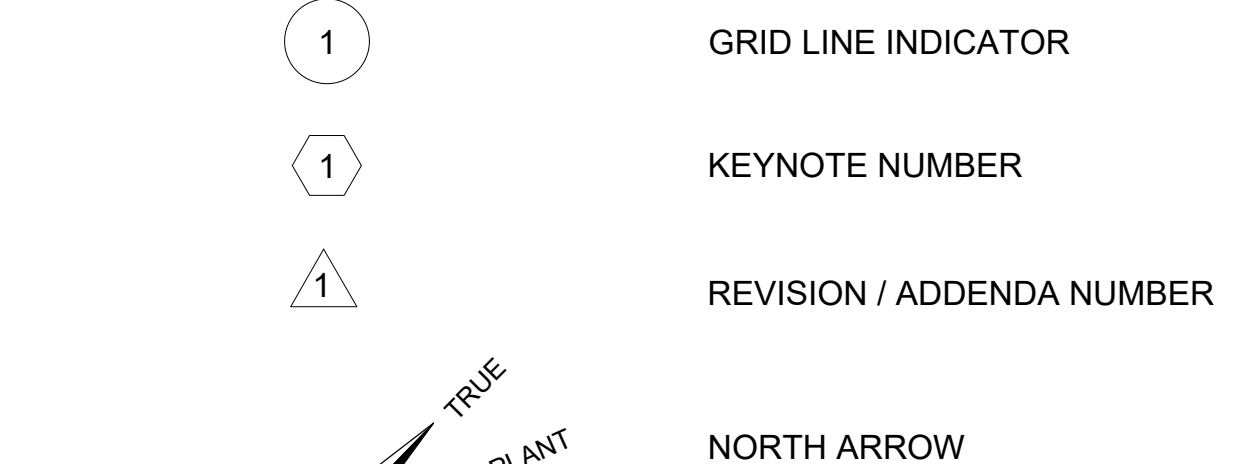
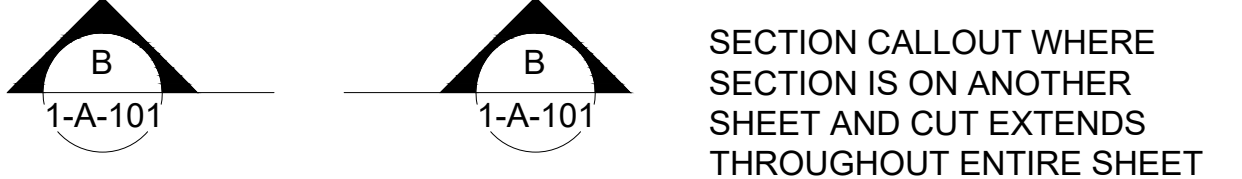
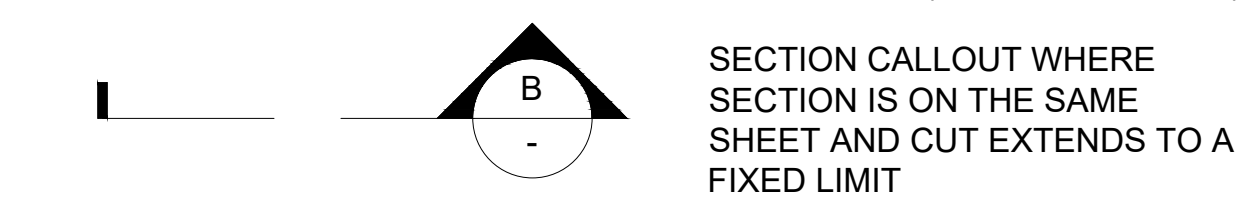
NOTES:

- ALL DESIGN DETAILS ARE TYPICAL AND MUST BE USED IF DESIGN DETAIL DESIGNATION IS NOT SHOWN.
- THE TERM STANDARD DETAIL, OR A FORM OF IT, IS SYNONYMOUS WITH DESIGN DETAIL. THE DESIGN DETAILS REPRESENT THE CHARACTER AND NATURE OF THE WORK REQUIRED THROUGHOUT THE PROJECT. ALL ASSOCIATED WORK SHALL BE IN ACCORDANCE WITH THE DESIGN DETAILS AND CONTRACT DOCUMENTS SHOWN WHETHER THE DETAILS ARE SPECIFICALLY REFERENCED OR NOT.

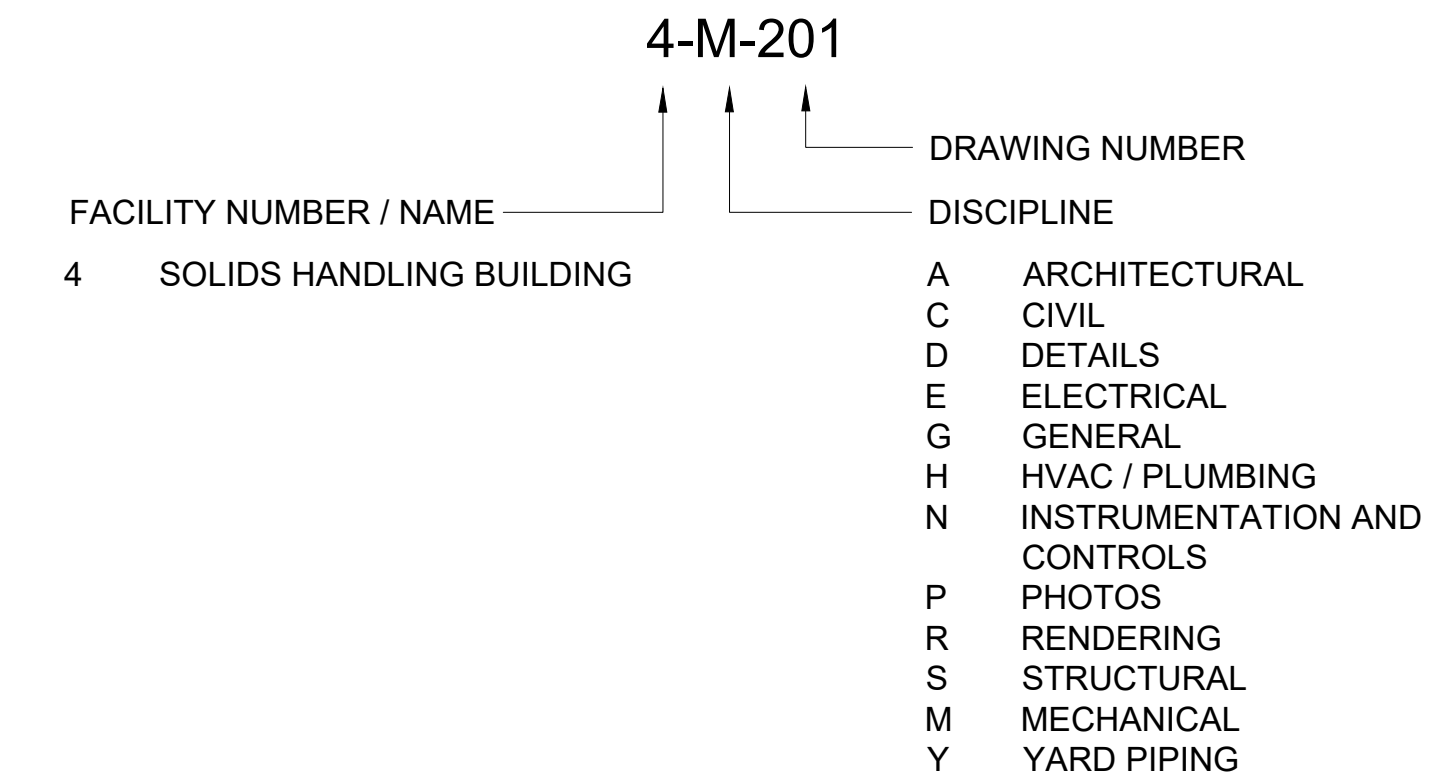
SECTION / DETAIL DESIGNATIONS



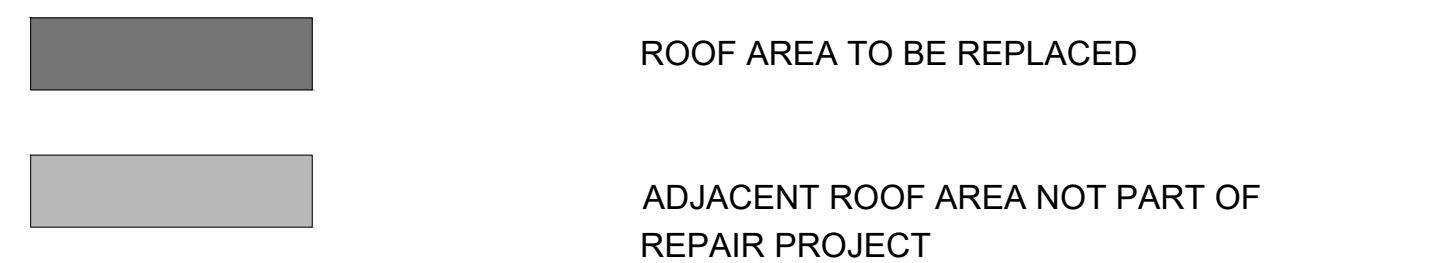
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DRAWING NUMBER DESIGNATION



LEGEND



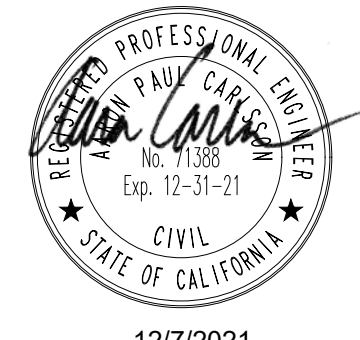
NOTES

- EXISTING ROOFING, EQUIPMENT, AND FACILITIES ARE SHOWN SCREENED AND/OR LIGHT LINED. NEW ROOFING, EQUIPMENT, AND STRUCTURES ARE SHOWN HEAVY-LINED.
- THIS IS A STANDARD LEGEND SHEET AND SOME SYMBOLS MAY APPEAR ON THIS SHEET AND NOT BE USED ON THE PLANS.
- EXISTING STRUCTURES AND OTHER CONDITIONS MAY NOT BE COMPLETELY OR ACCURATELY REPRESENTED AND MAY VARY FROM THOSE SHOWN ON THE DRAWINGS.
- PRIOR TO COMMENCING WITH CONSTRUCTION, CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS, AND ADJUST WORK ACCORDINGLY, SUCH THAT THE PROGRESS OF THE WORK IS NOT DELAYED.
- PRIOR TO SUBMITTING SHOP DRAWINGS, CONTRACTOR SHALL FIELD VERIFY MEASUREMENTS OF ALL EXISTING ROOF APPURTENANCES.
- AGENCY ROOF ACCESS HATCHES SHALL ONLY BE USED FOR WORKER ACCESS. AGENCY ROOF ACCESS HATCHES SHALL NOT BE USED TO TRANSPORT EQUIPMENT AND MATERIALS ONTO THE ROOF.
- EXISTING ROOF MEMBRANES ADJACENT TO THE WORK AREA SHALL BE PROTECTED FROM DAMAGE.
- PRIOR TO STARTING WORK, CONTRACTOR SHALL SUBMIT A ROOF ACCESS PLAN TO THE AGENCY.
- CONTRACTOR AND AGENCY SHALL INSPECT THE ROOF AREA AND SURROUNDING AREA PRIOR TO STARTING WORK, AND AFTER COMPLETION OF WORK TO CONFIRM ROOF IS NOT DAMAGED BY CONTRACTOR DURING CONSTRUCTION.
- CONTRACTOR SHALL PERFORM WORK PER THE DETAILS EVEN IF NOT SPECIFICALLY REFERENCED IN PLAN SHEETS.
- CONTRACTOR SHALL SUPPLY ADDITIONAL MANUFACTURER SUPPORTED MATERIAL AS NEEDED TO ELEVATE ROOF VENTS AND APPURTENANCES AS A RESULT OF PROPOSED ROOF THICKNESS DIFFERING FROM EXISTING ROOF THICKNESS.
- CONTRACTOR SHALL INSTALL REQUIRED ROOFING MATERIAL TO DRAIN WATER TO EXISTING ROOF DRAINS.

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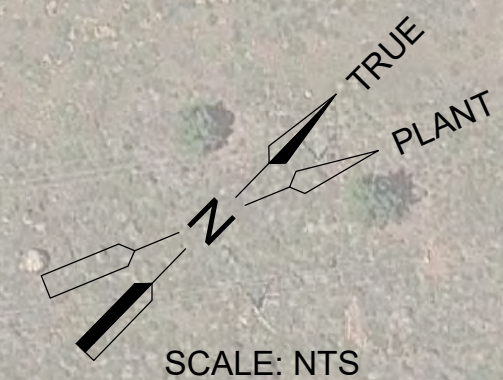


2022 ROOF REPAIR PROJECT
GENERAL
SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES

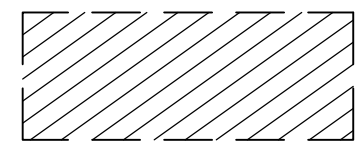
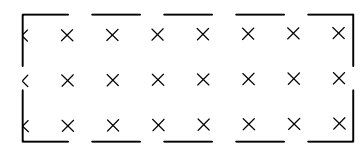
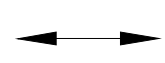
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				DWG NO.	G-002
				DATE	DEC 2021
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				APPROVED BY:	LG

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LEGEND

- CONTRACTOR STAGING AREAS 
- REQUIRED ROOFING CONSTRUCTION 
- SITE ACCESS ROUTE 

NOTES:

1. CONTRACTOR SHALL MAINTAIN AGENCY ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
2. CONTRACTOR SHALL KEEP TO PRIMARY ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
3. PRIOR TO SETUP OF CONSTRUCTION TRAILER, CONTRACTOR SHALL REQUEST APPROVAL OF TRAILER LOCATION ALONG WITH LONG TERM MATERIAL STORAGE LOCATIONS.



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12/7/2021

2022 ROOF REPAIR PROJECT

GENERAL
SITE MAP

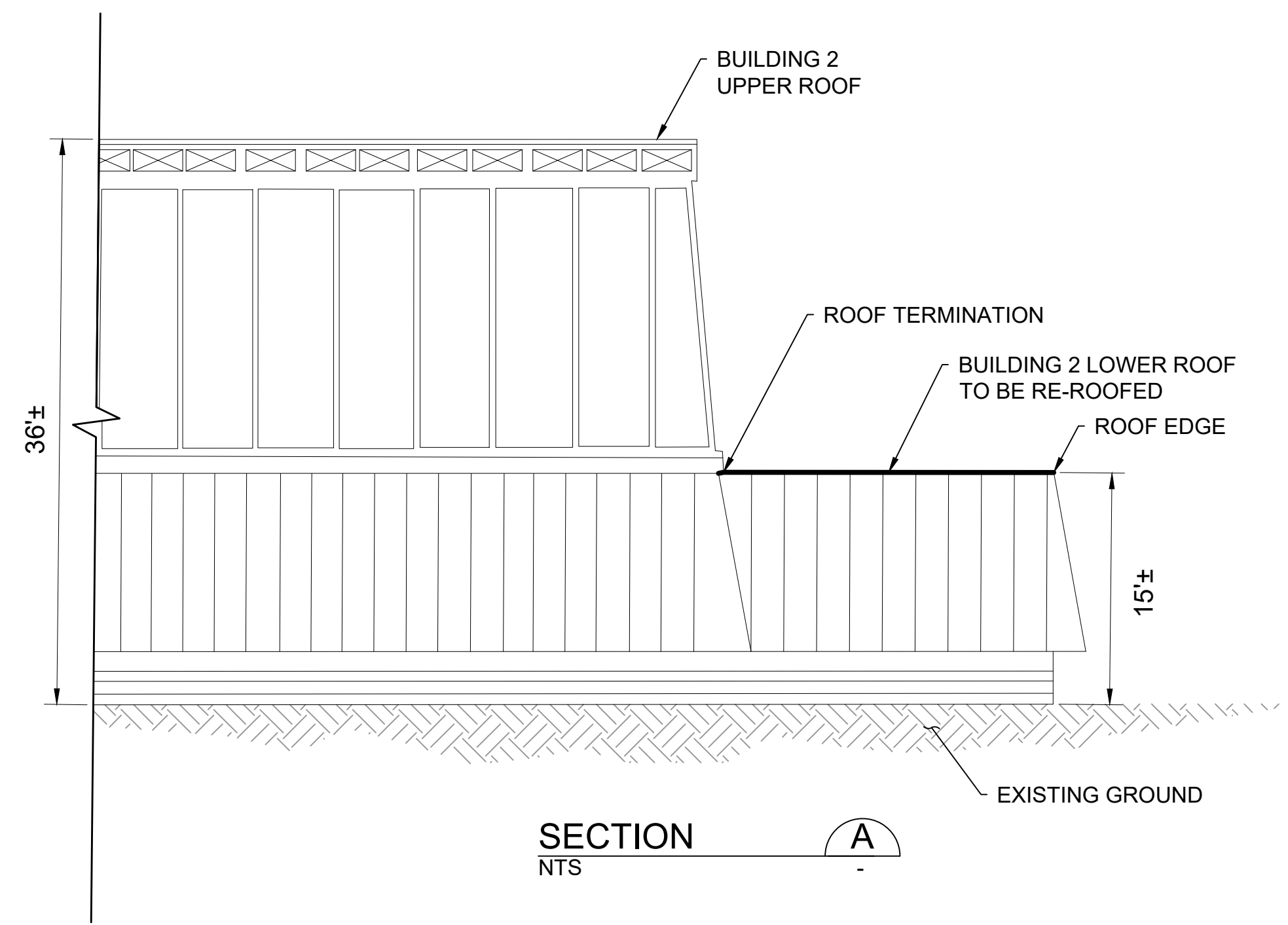
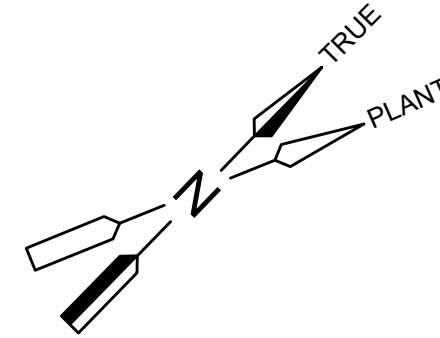
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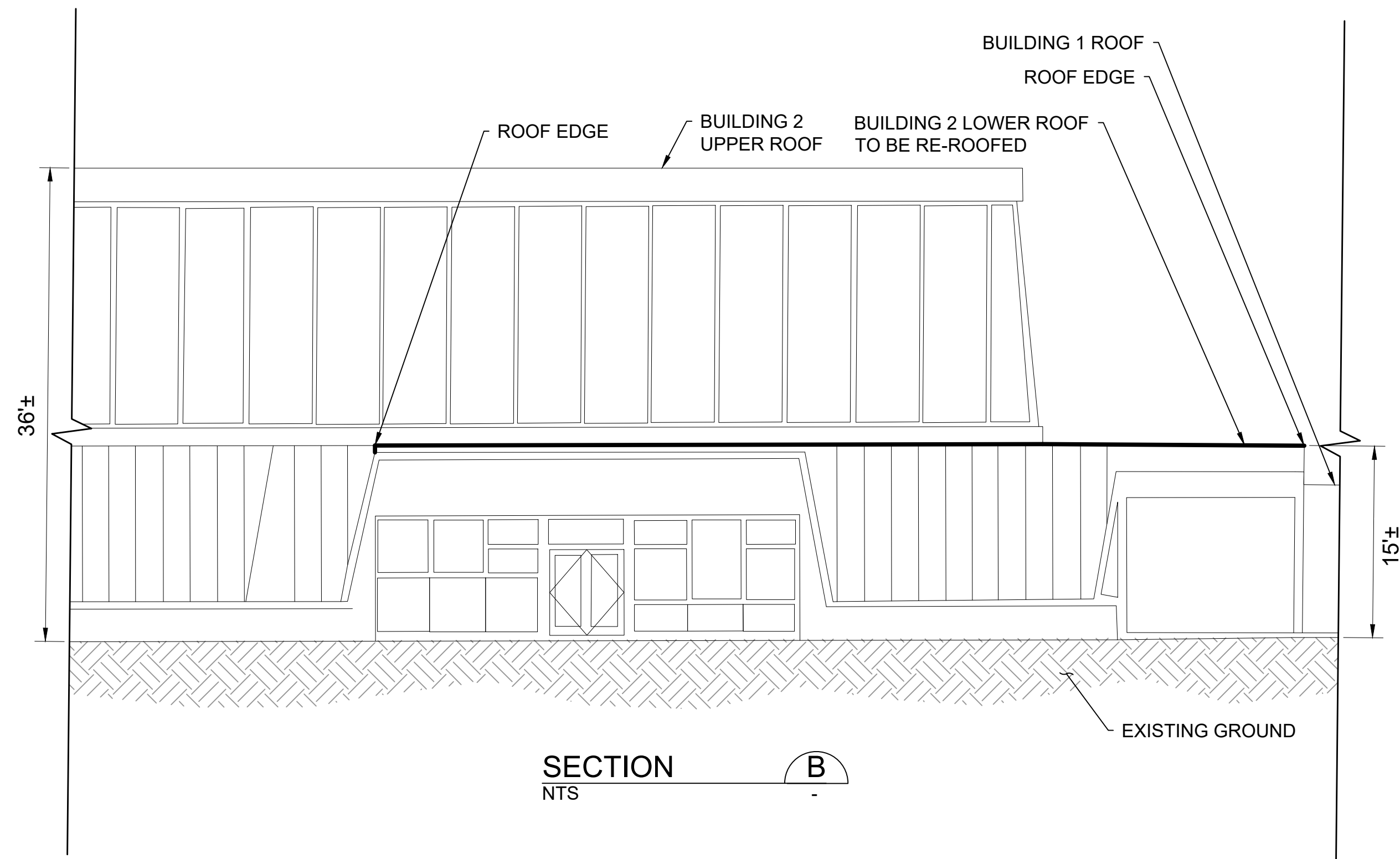
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PLAN
1/8"=1'-0"



SECTION A
NTS



SECTION B
NTS



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12/7/2021

2022 ROOF REPAIR PROJECT

ARCHITECTURAL

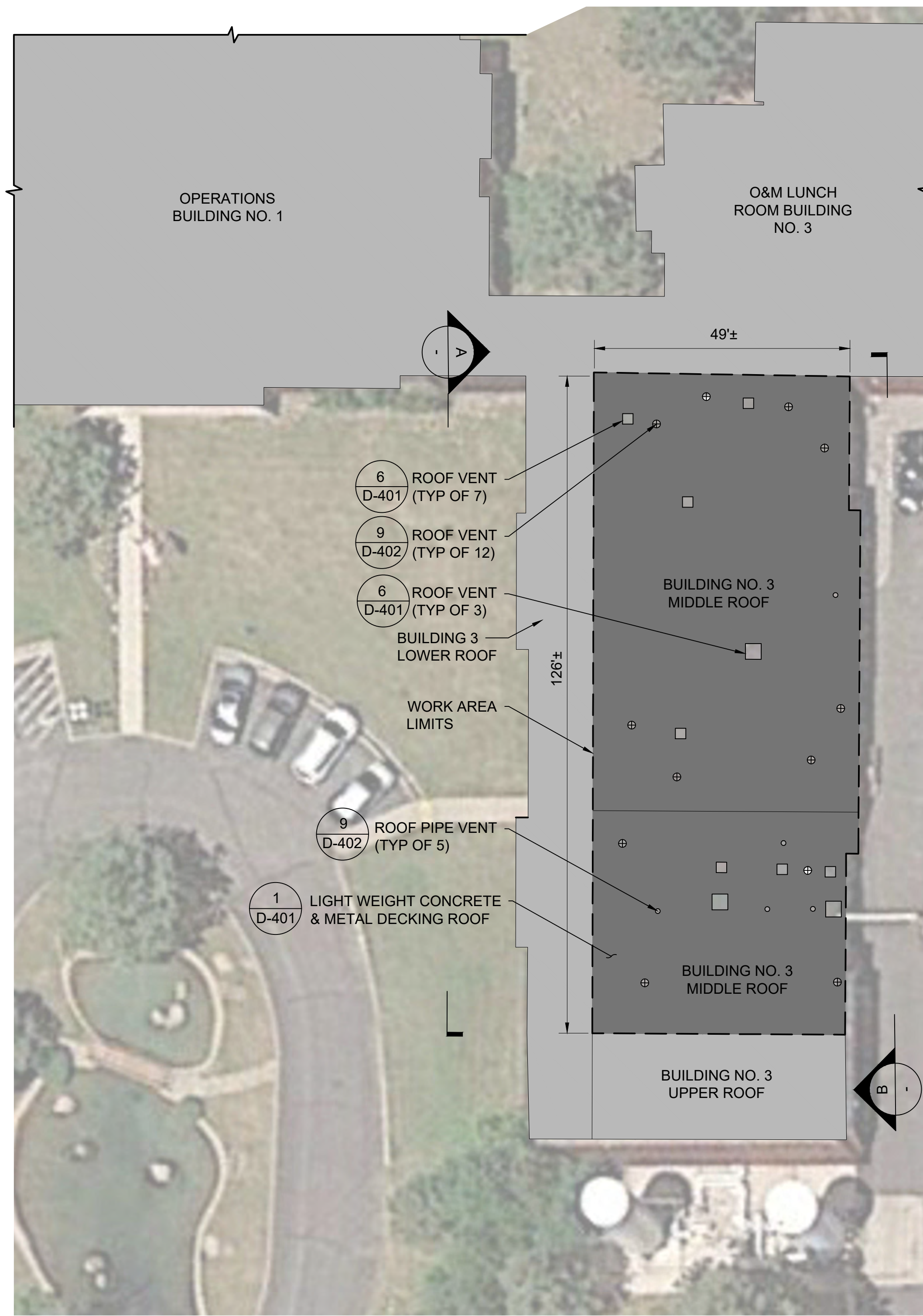
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VERIFY SCALE

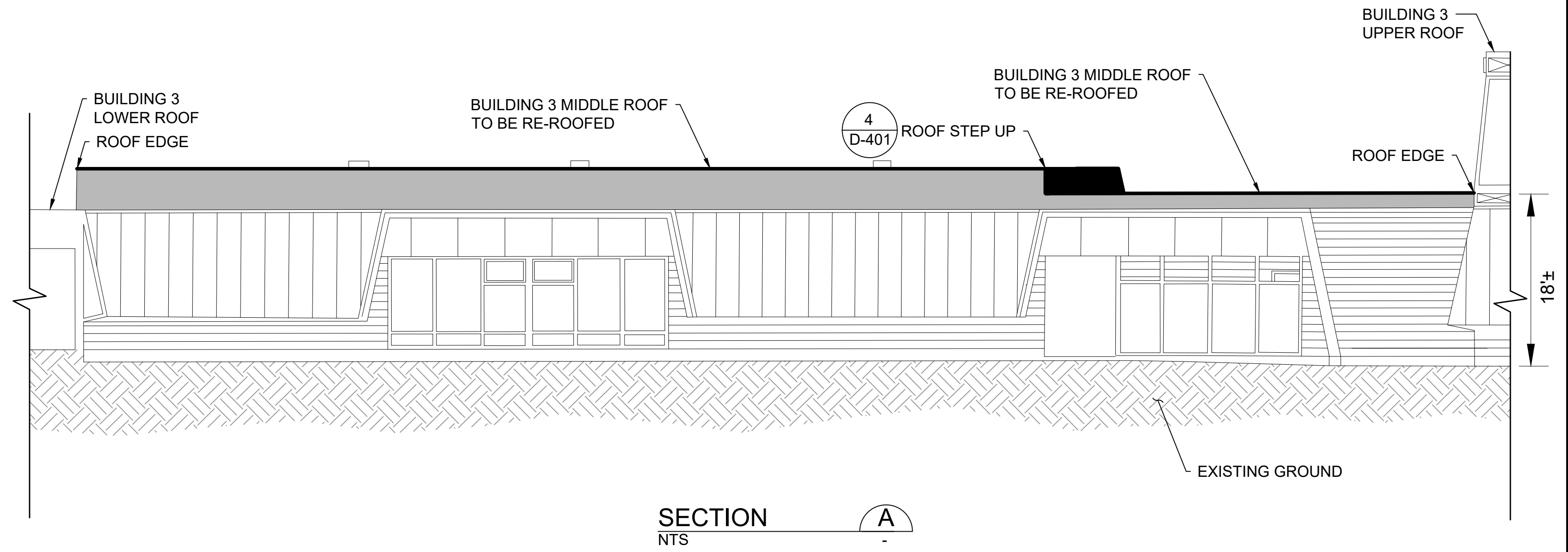
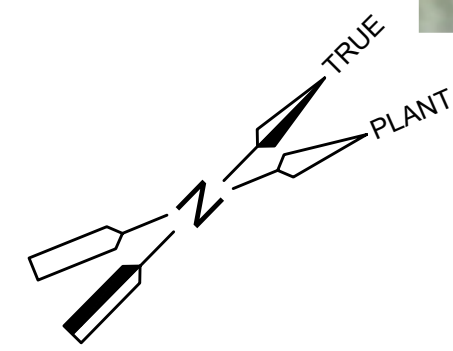
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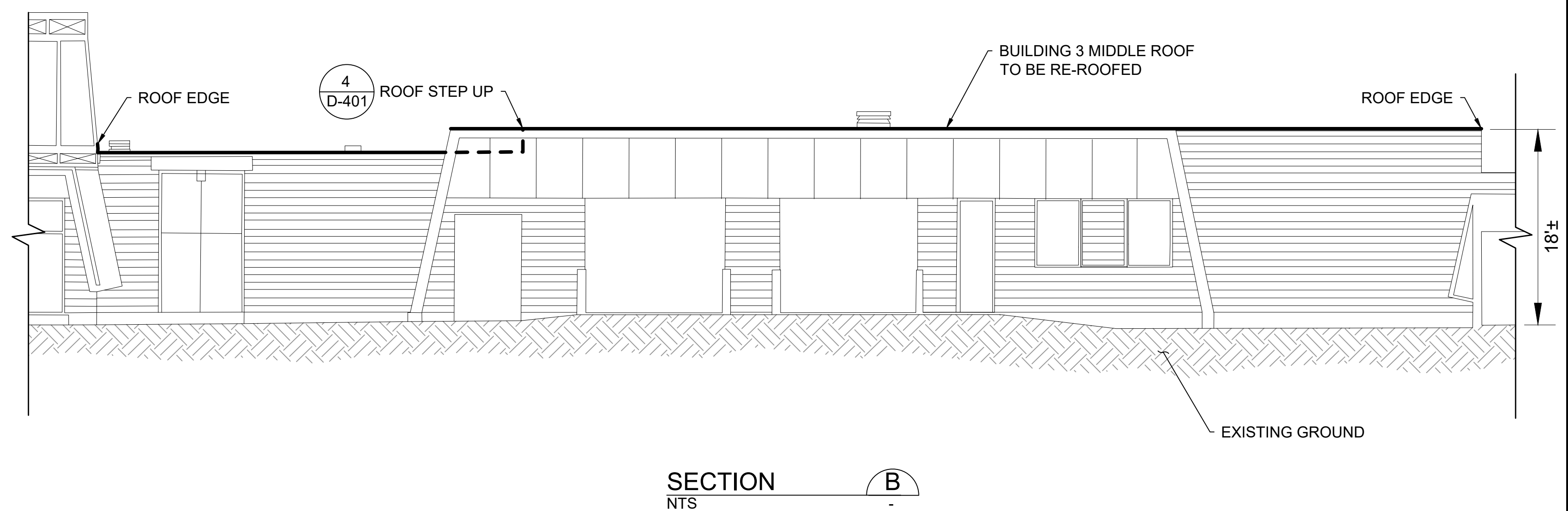
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PLAN
1/16"=1'-0"



SECTION A
NTS



SECTION B
NTS



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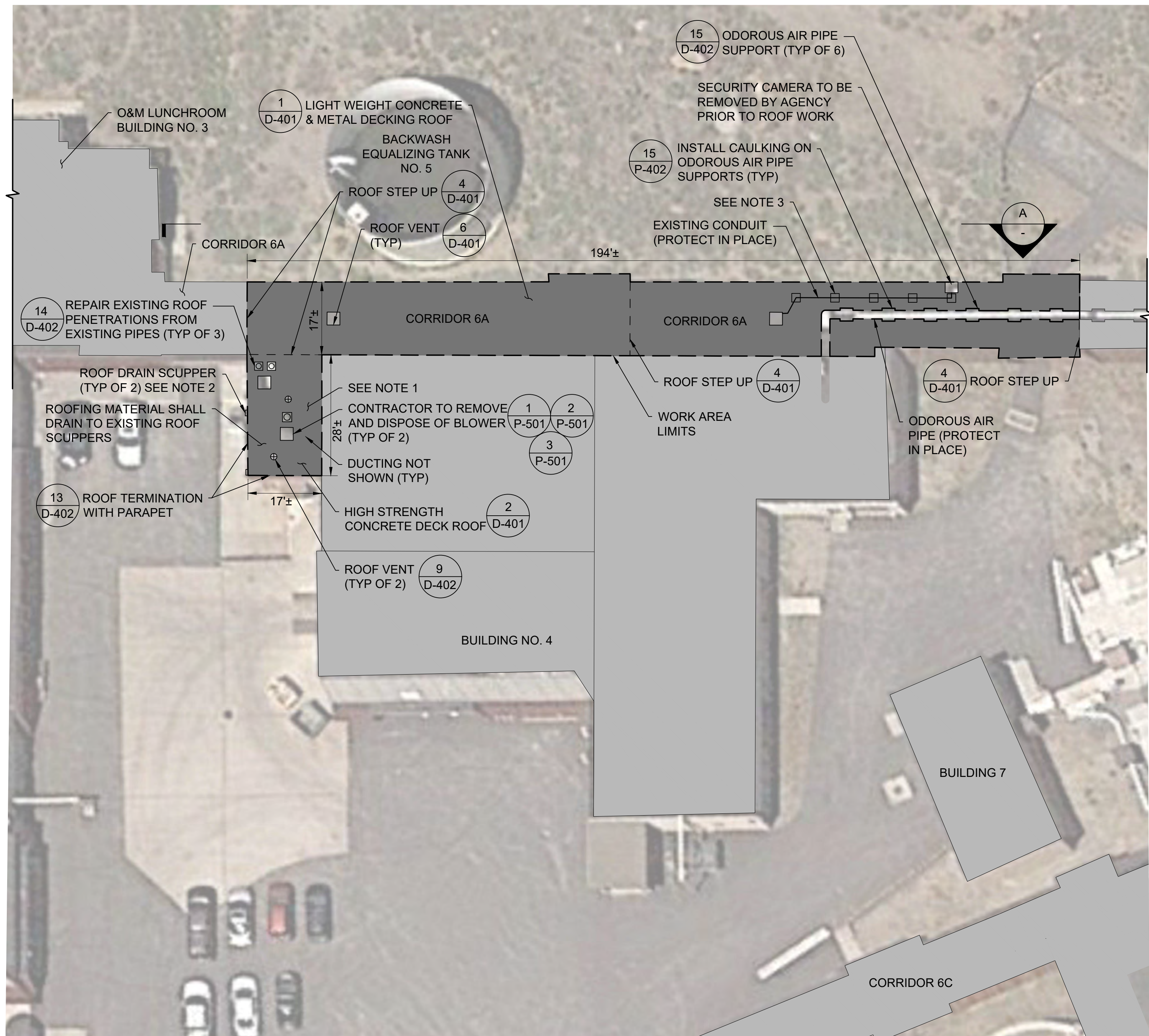


2022 ROOF REPAIR PROJECT
ARCHITECTURAL
BUILDING NO. 3, MIDDLE ROOF RESTORATION

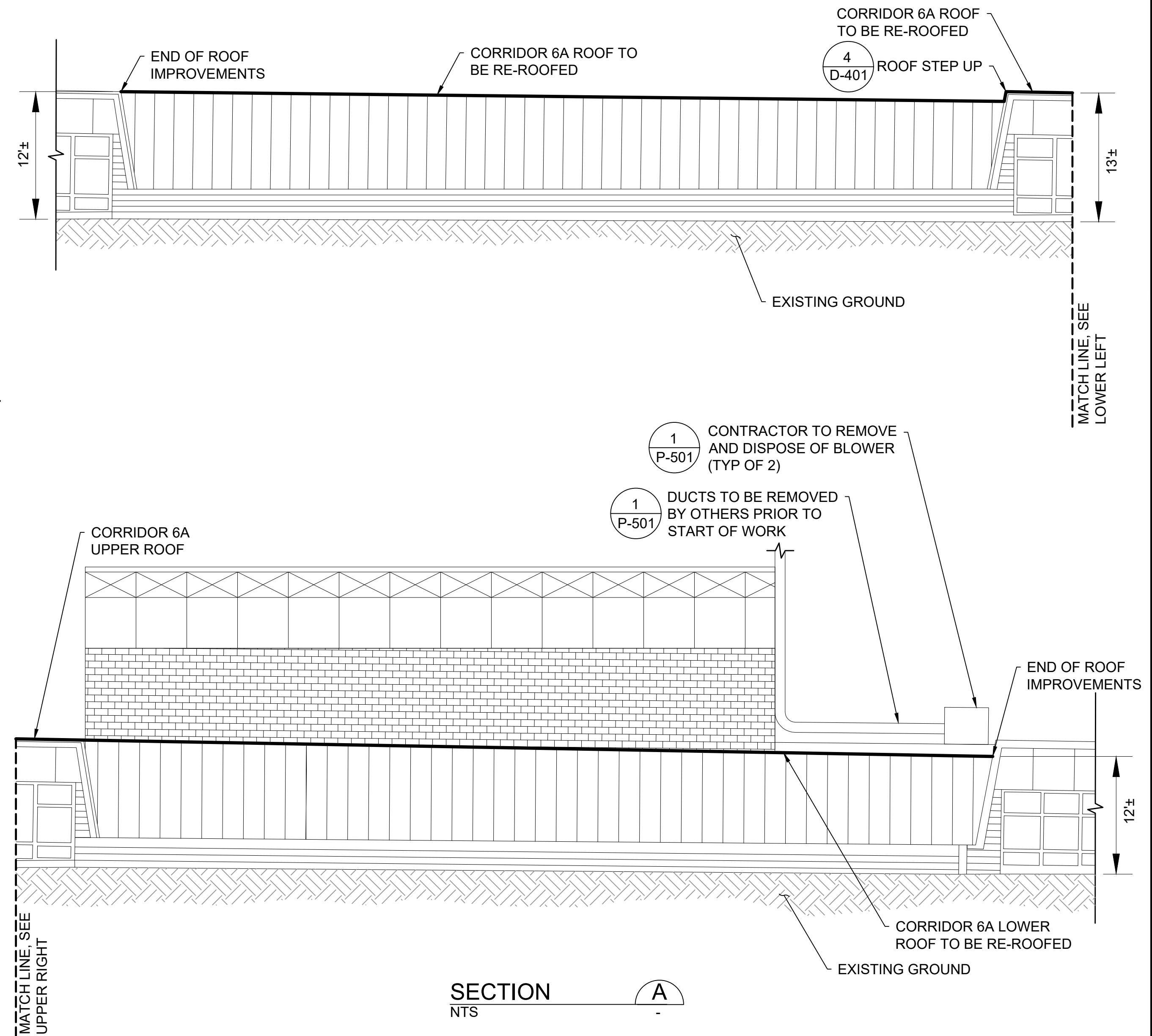
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				DATE	DEC 2021
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

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PLAN
1/16"=1'-0"



SECTION A
NTS

NOTES

- EXISTING CONDUIT PENETRATIONS TO BE ABANDONED (NOT SHOWN). CONTRACTOR SHALL SEAL EXISTING PENETRATIONS PRIOR TO PLACING REQUIRED ROOFING MATERIAL.
- CONTRACTOR SHALL ENSURE THAT WATER FREELY DRAINS TO EXISTING SCUPPERS AND THAT THEY ARE NOT OBSTRUCTED BY ANY NEW MATERIAL.
- PROVIDE FIVE (5) WALK PADS AND 4" x 4" PRESSURE TREATED CONDUIT SUPPORT BLOCKS UNDER EXISTING ELECTRICAL CONDUIT.



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2022 ROOF REPAIR PROJECT

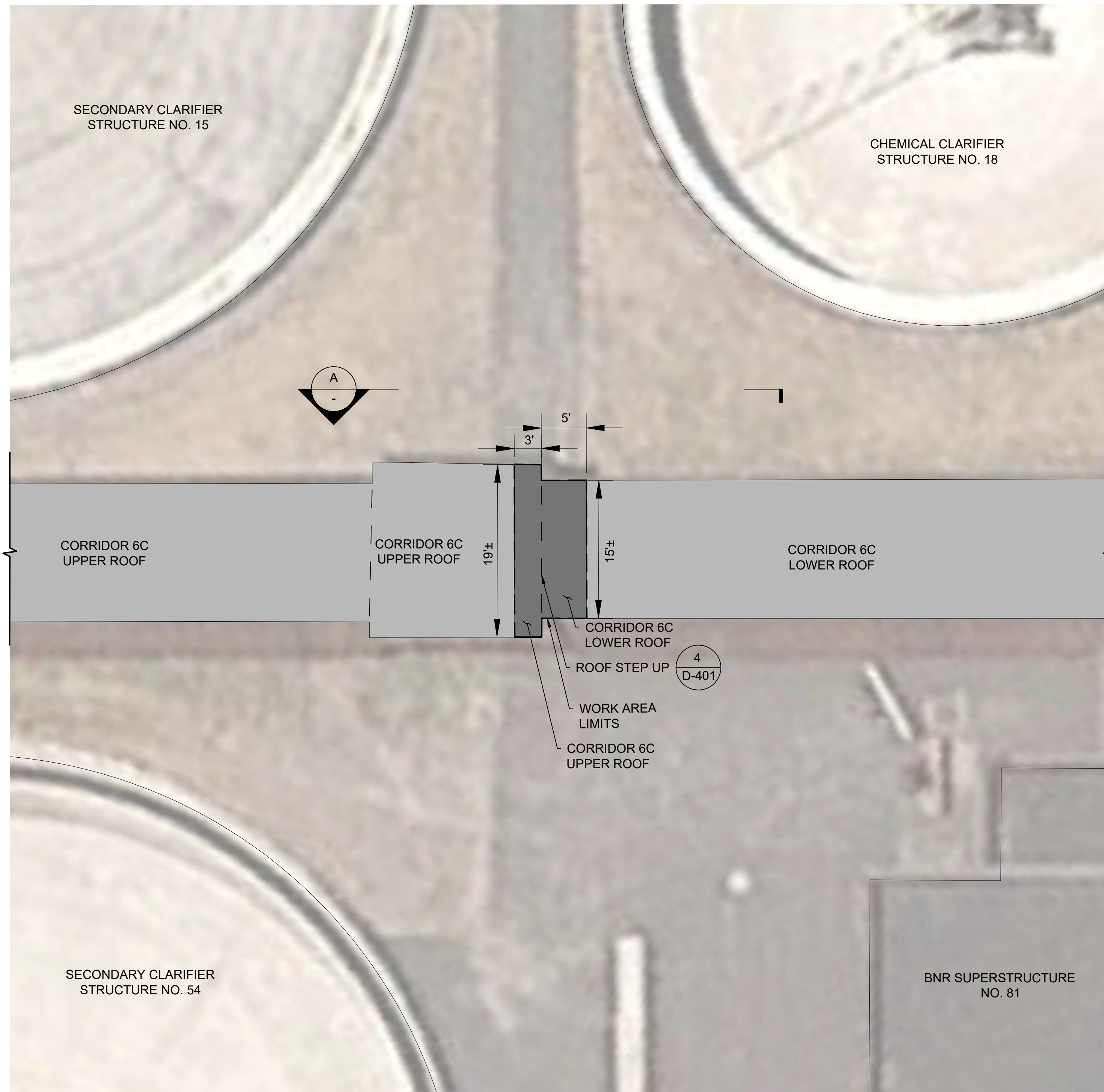
ARCHITECTURAL

CORRIDOR 6A, ROOF RESTORATION

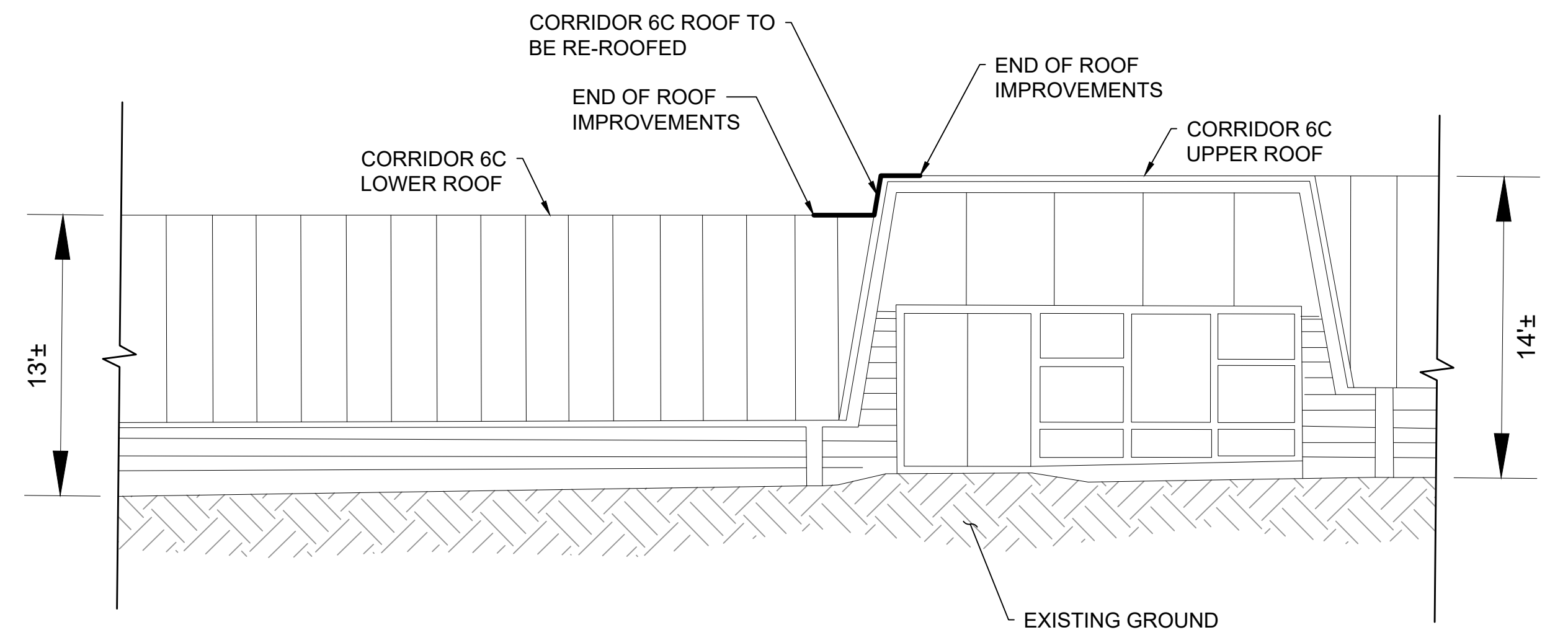
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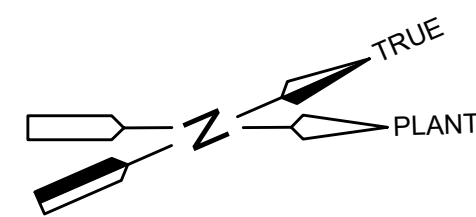


PLAN
1/8"=1'-0"



SECTION A-A
NTS

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2022 ROOF REPAIR PROJECT

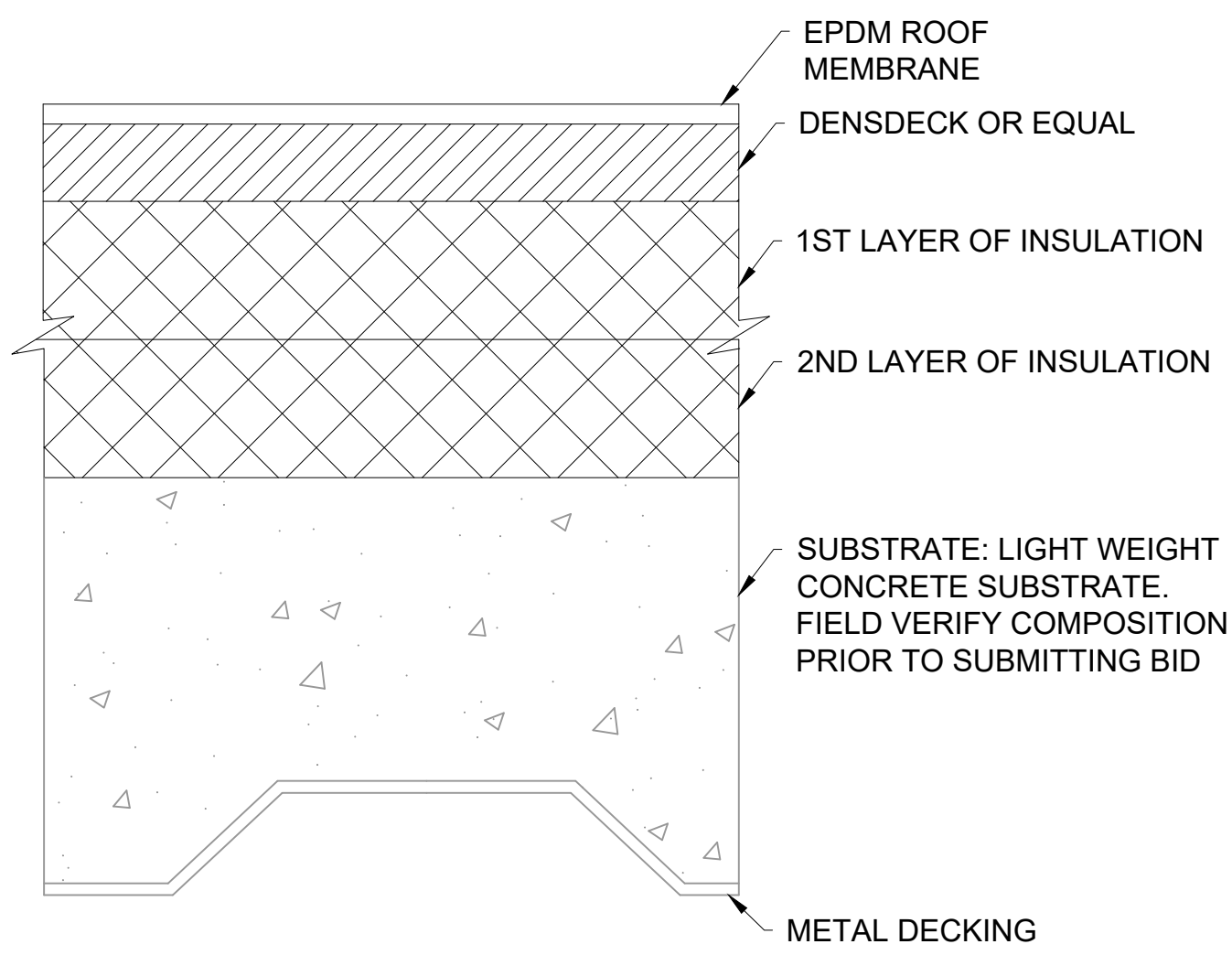
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CORRIDOR 6C, ROOF RESTORATION

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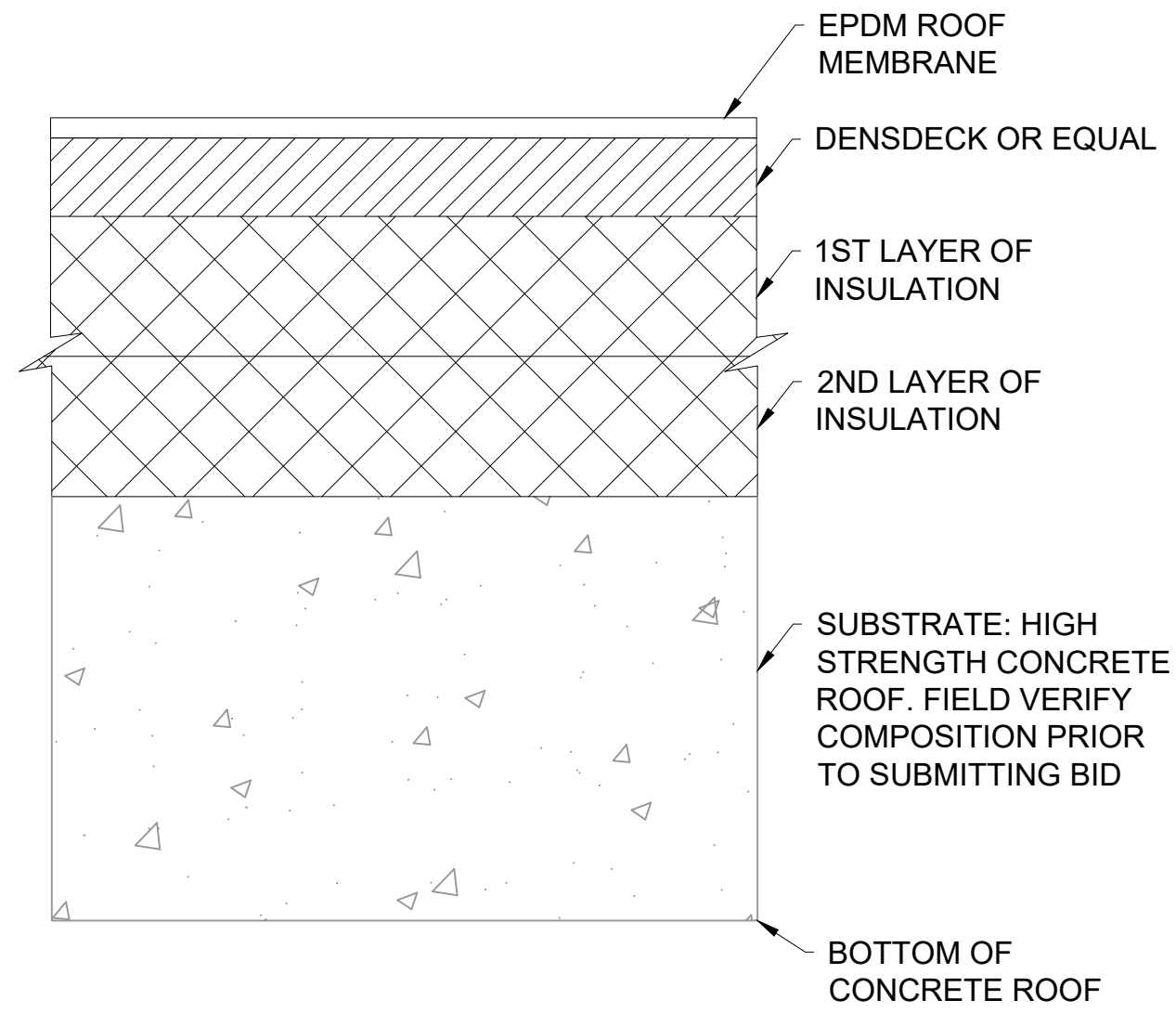
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				DATE	DEC 2021
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	LG



LIGHT WEIGHT CONCRETE & METAL DECKING

SCALE: NTS

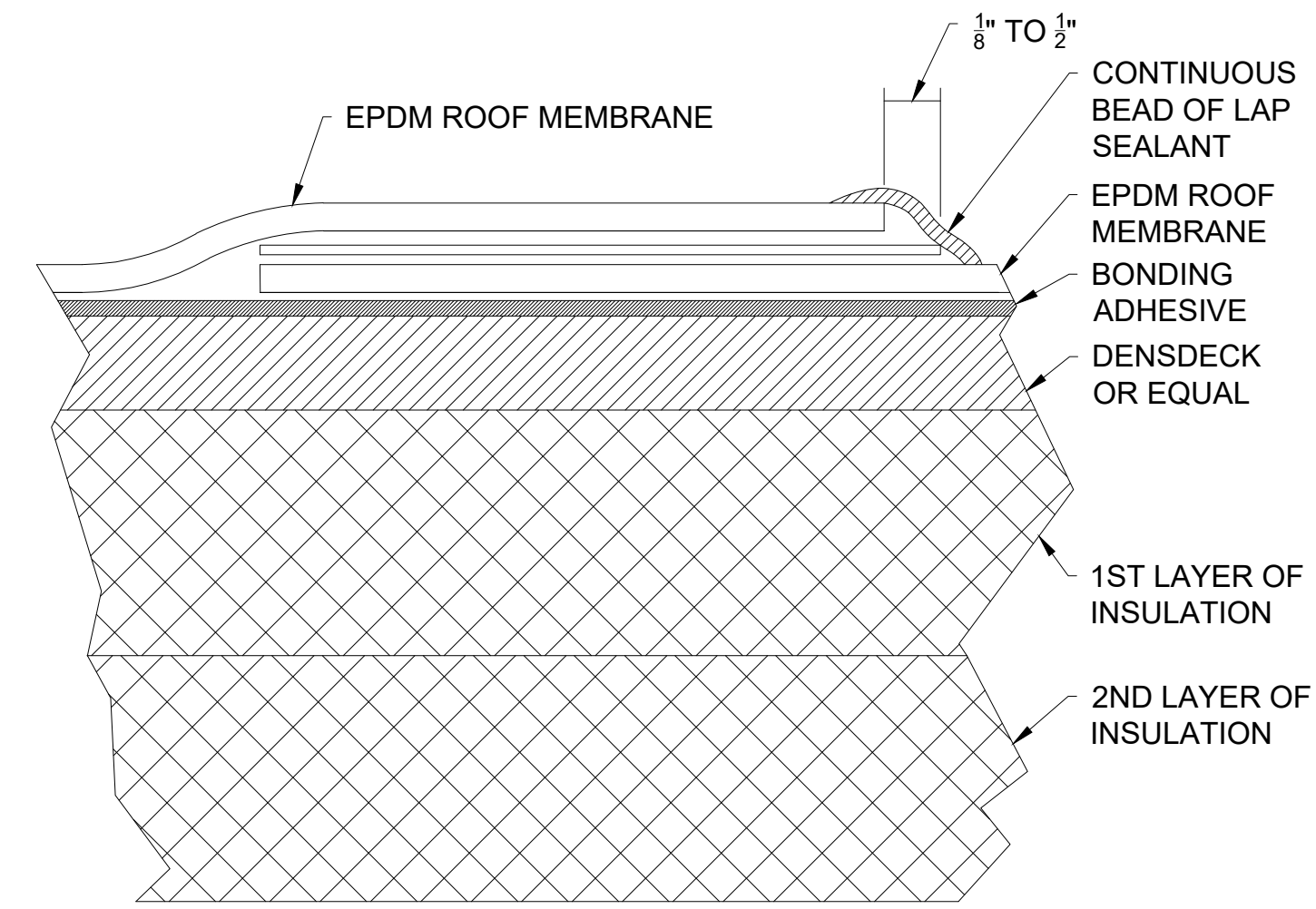
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HIGH STRENGTH CONCRETE DECK

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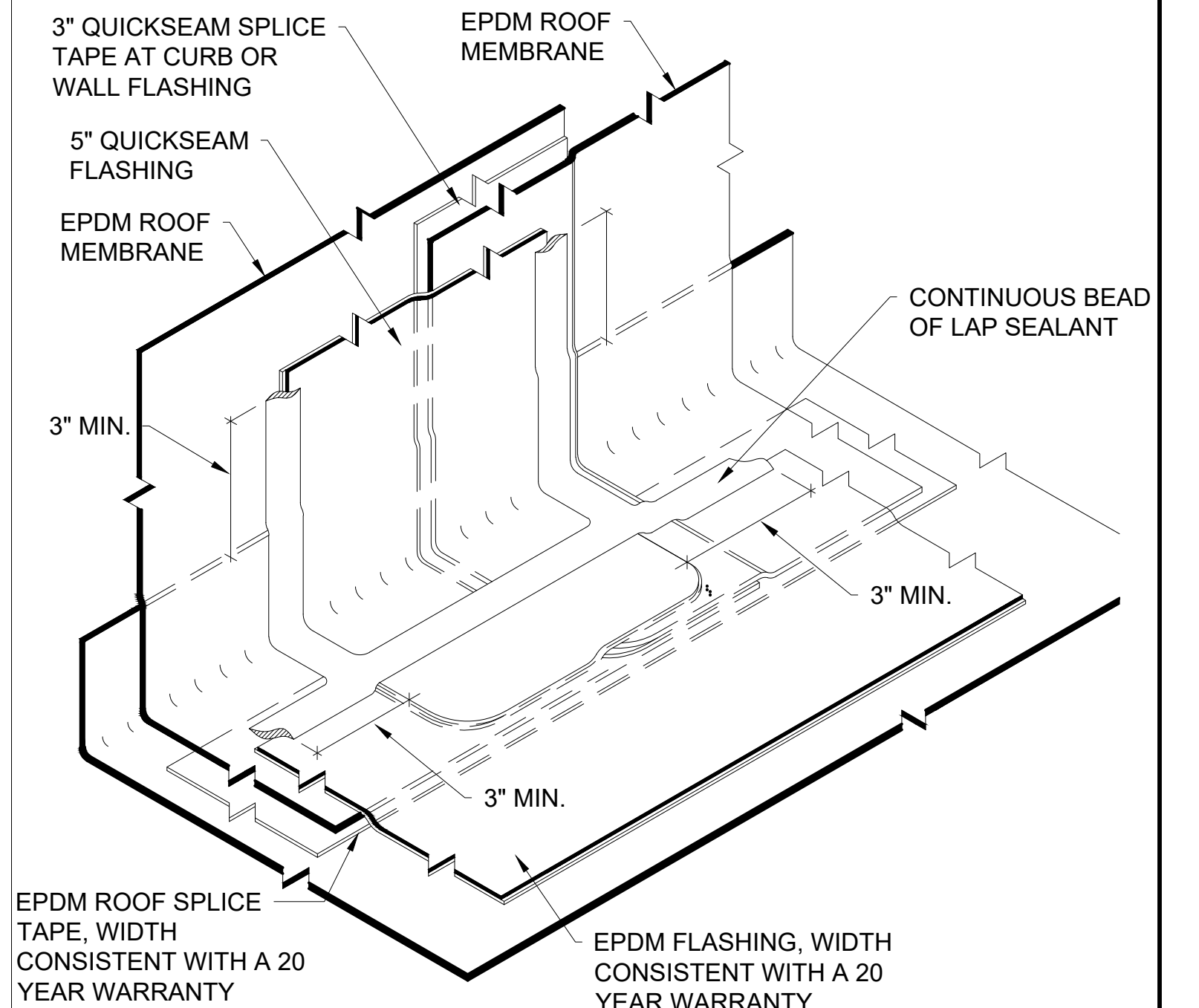
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HORIZONTAL LAP SPLICE, PROFILE

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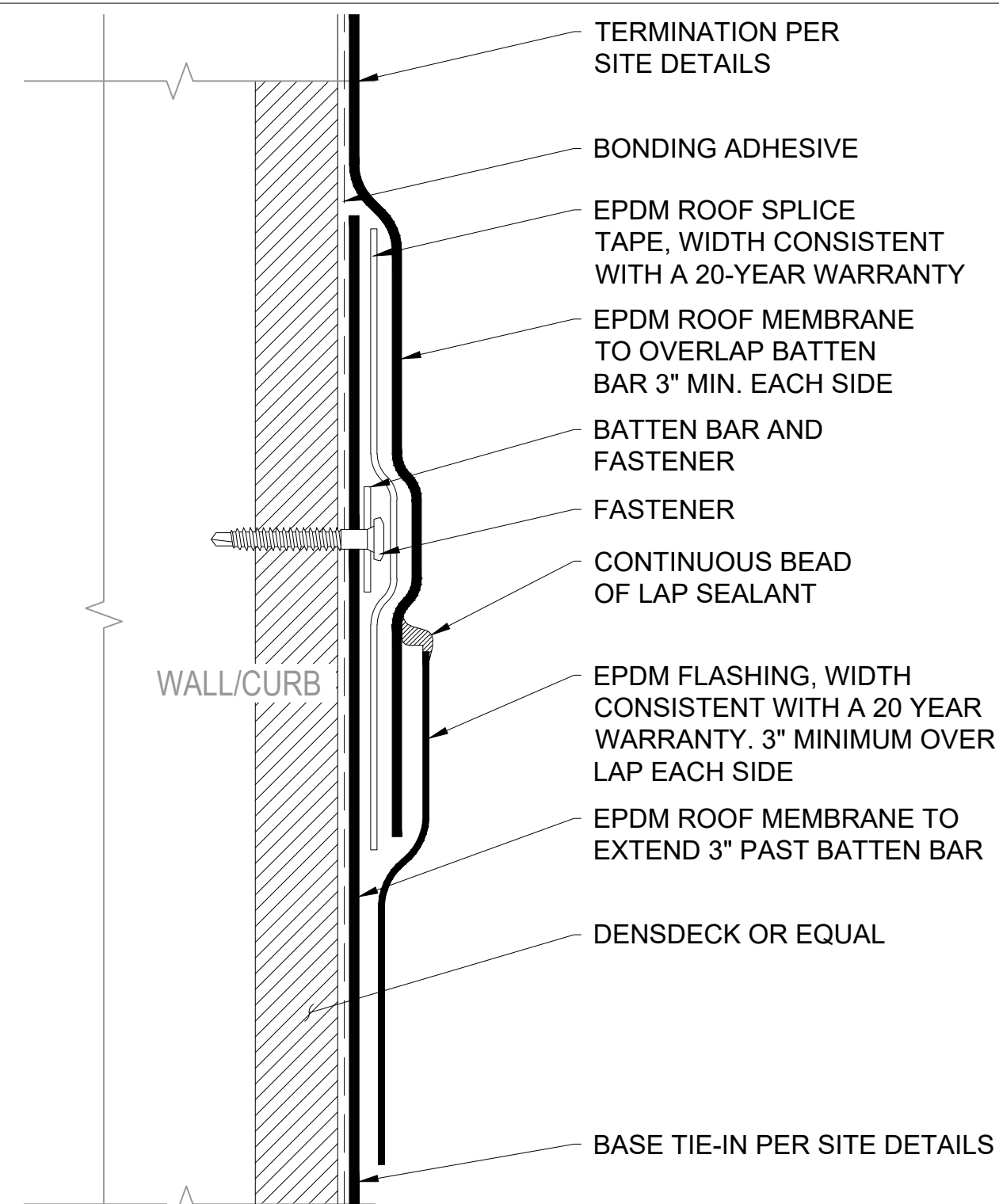
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CURB LAP SPLICE, PROFILE

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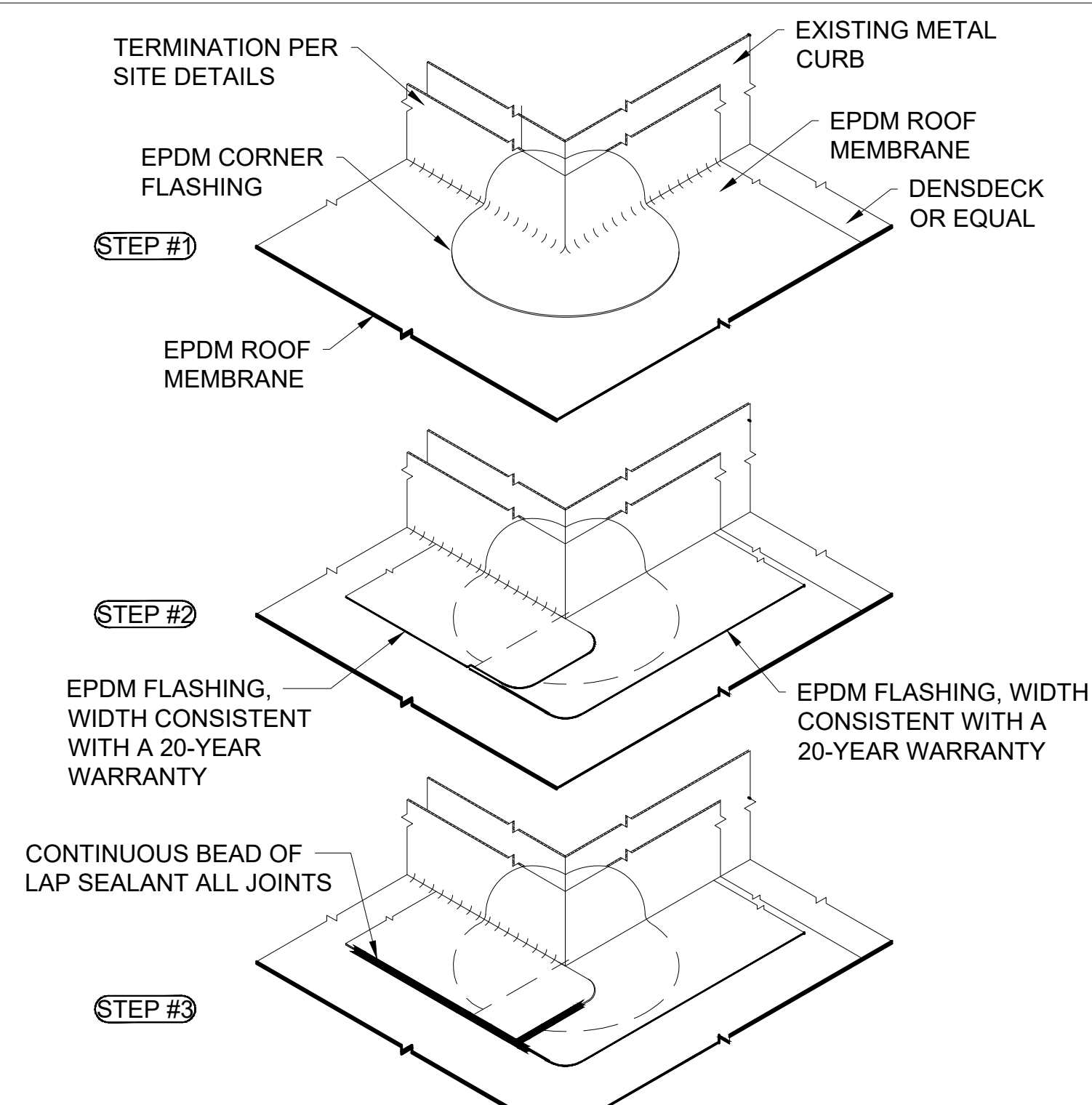
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VERTICAL LAP SPLICE, PROFILE

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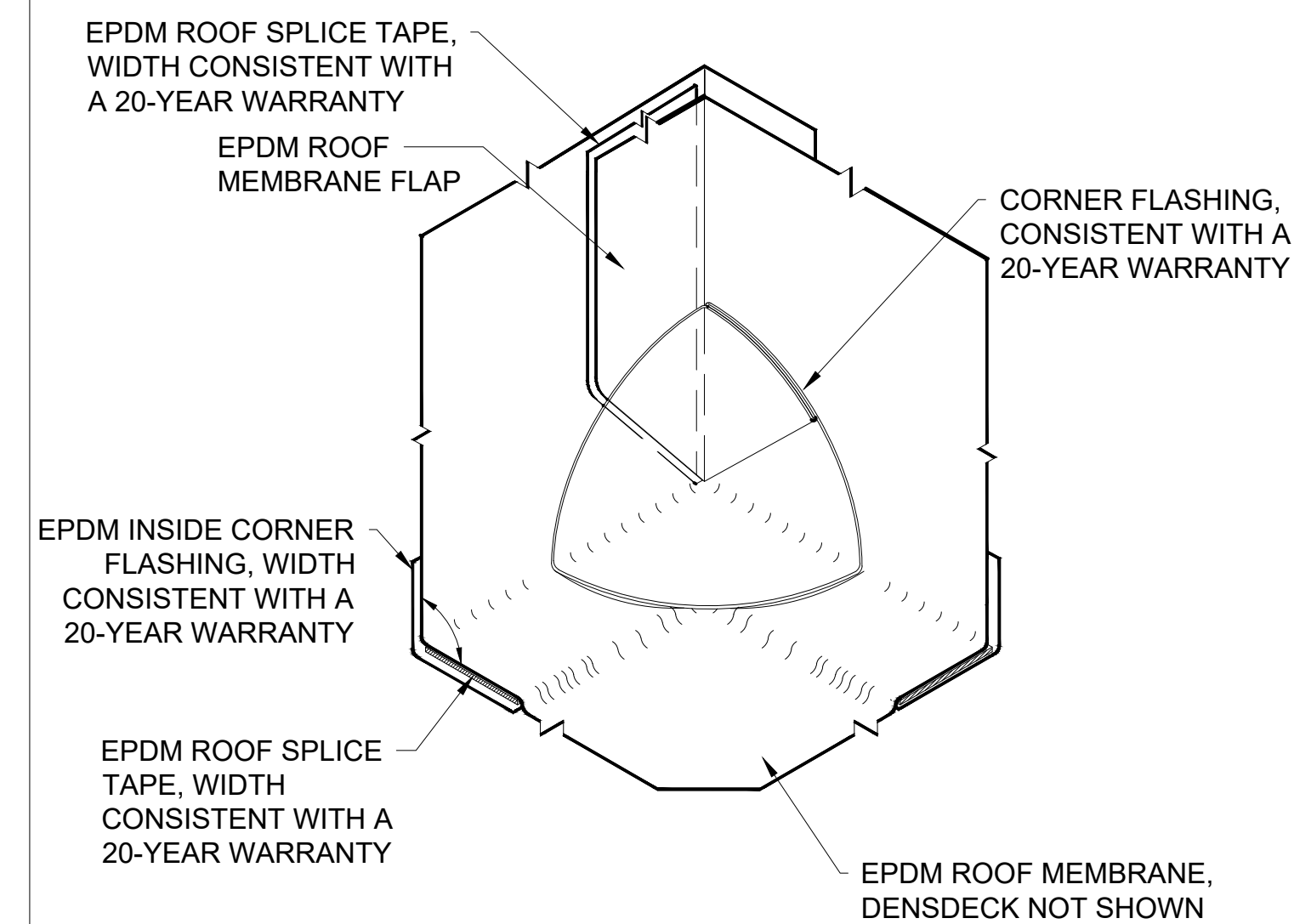
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OUTSIDE CURB

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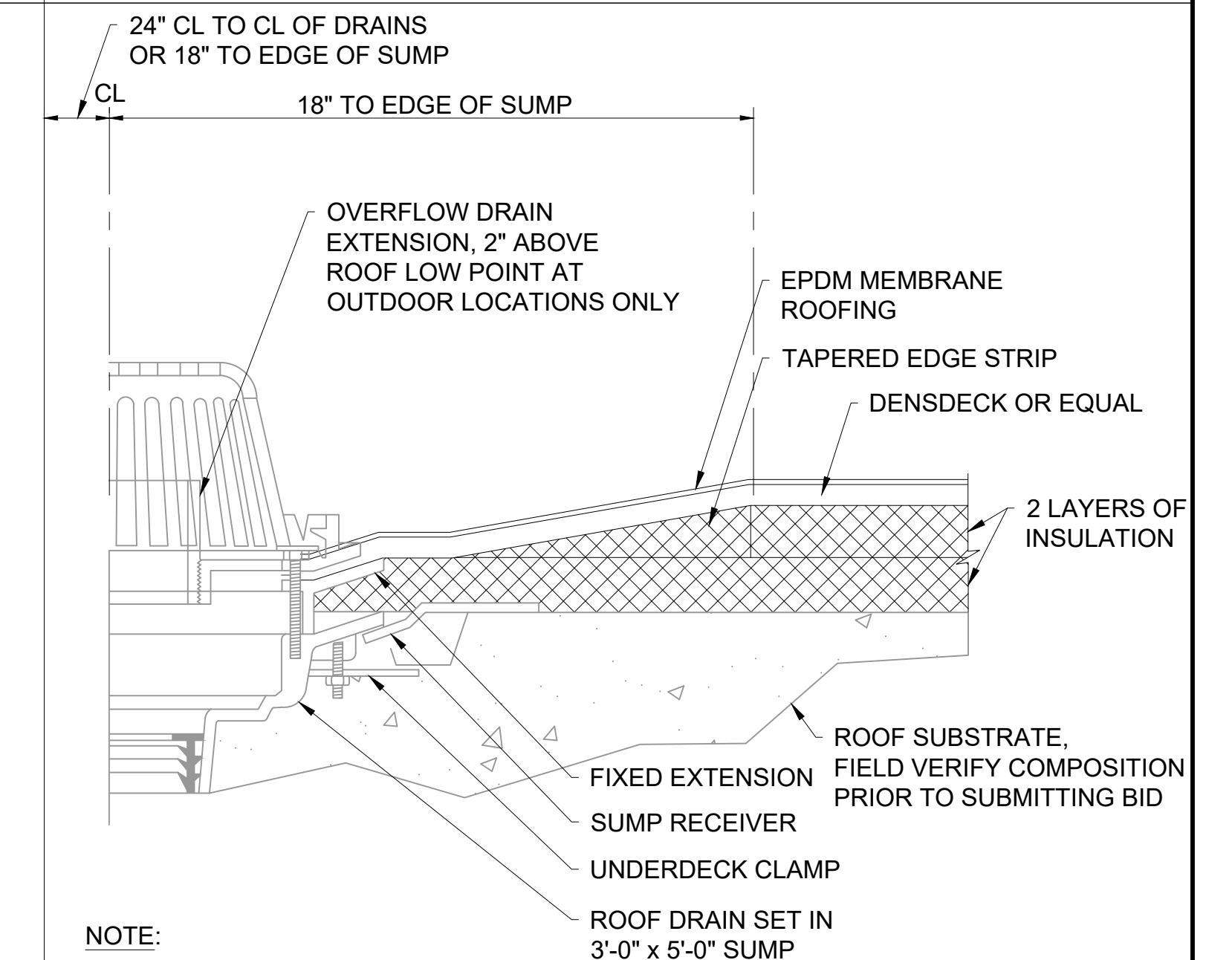
6
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INSIDE CORNER

SCALE: NTS

7
-



ROOF DRAIN

SCALE: NTS

8
-

NOTE:
1. DRAIN PIPES AND LEADERS NOT SHOWN.



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2022 ROOF REPAIR PROJECT

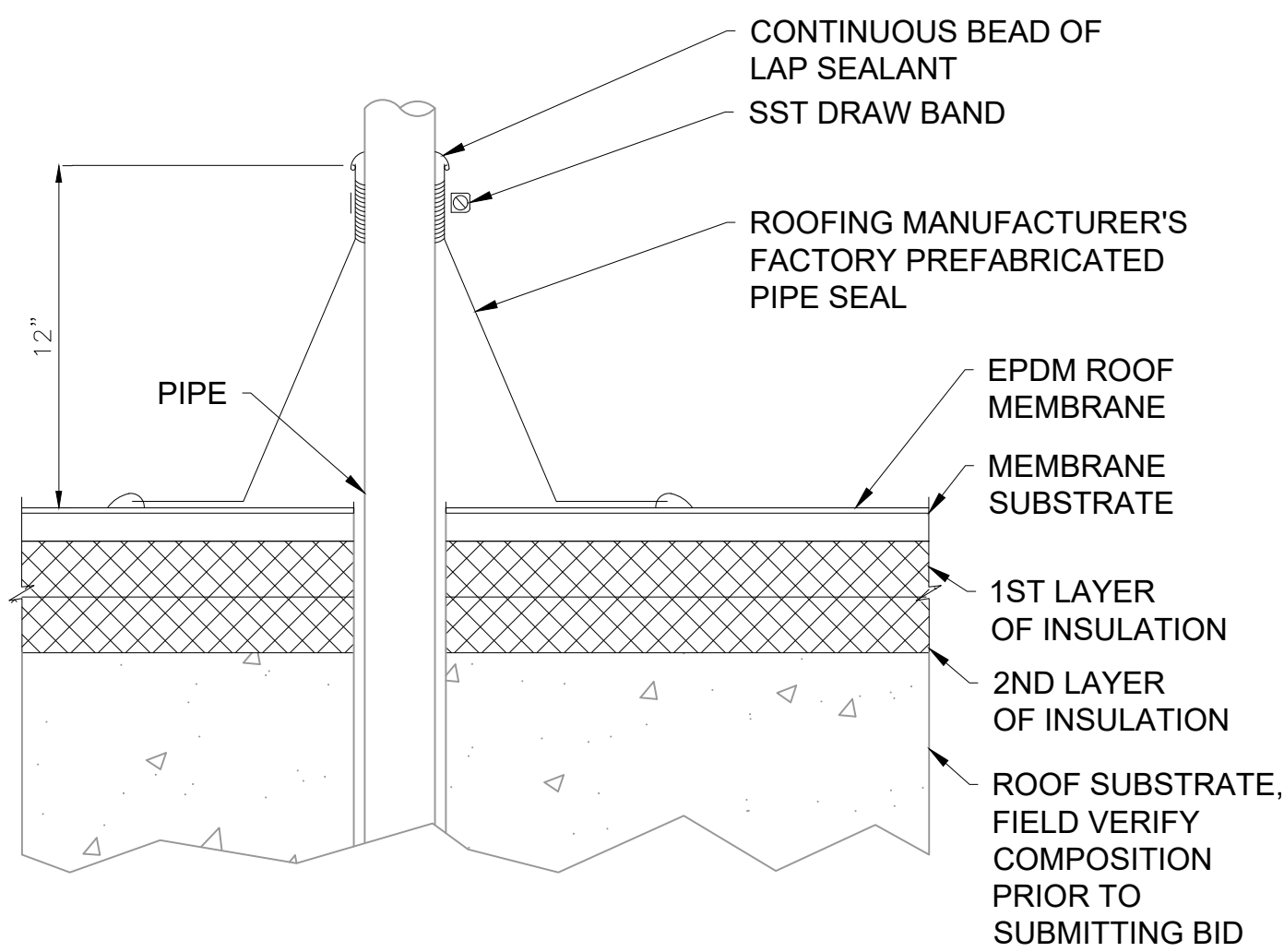
DETAILS

ROOF DETAILS I

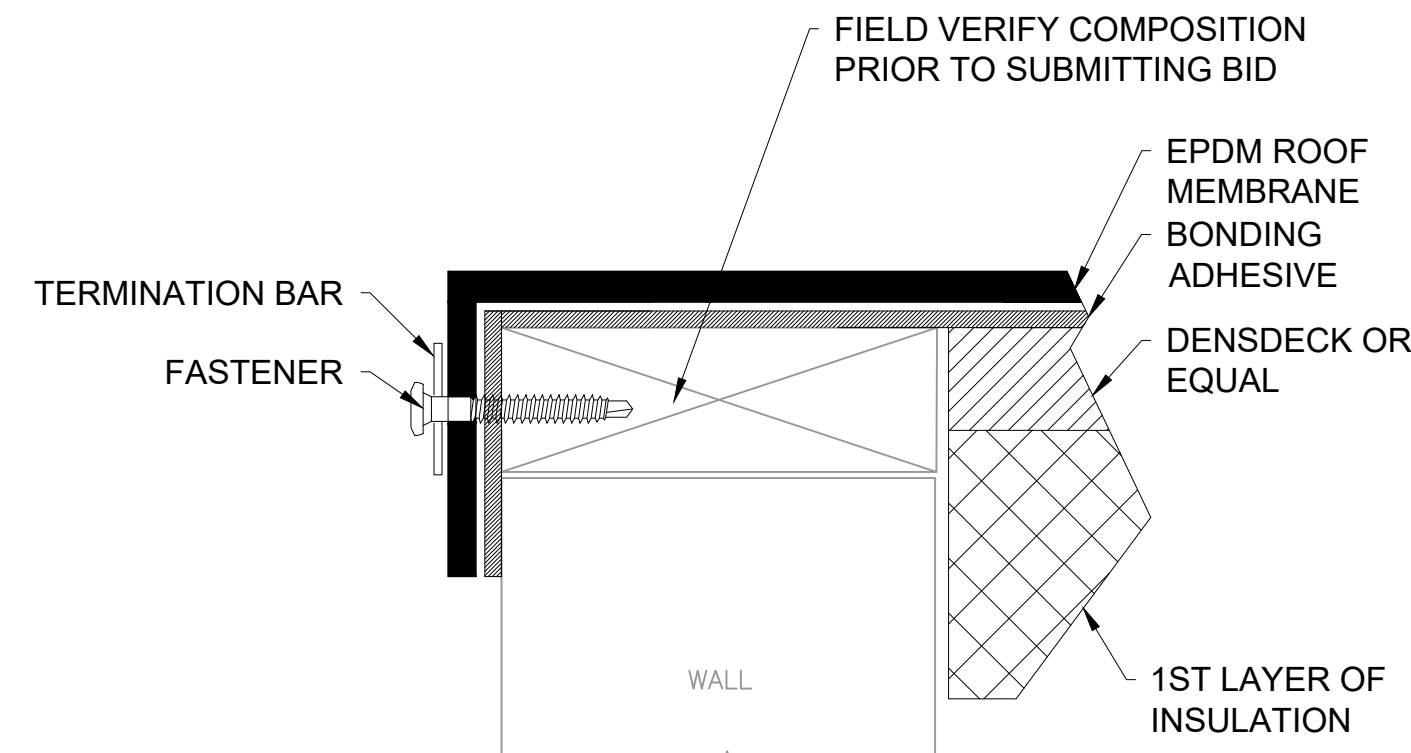
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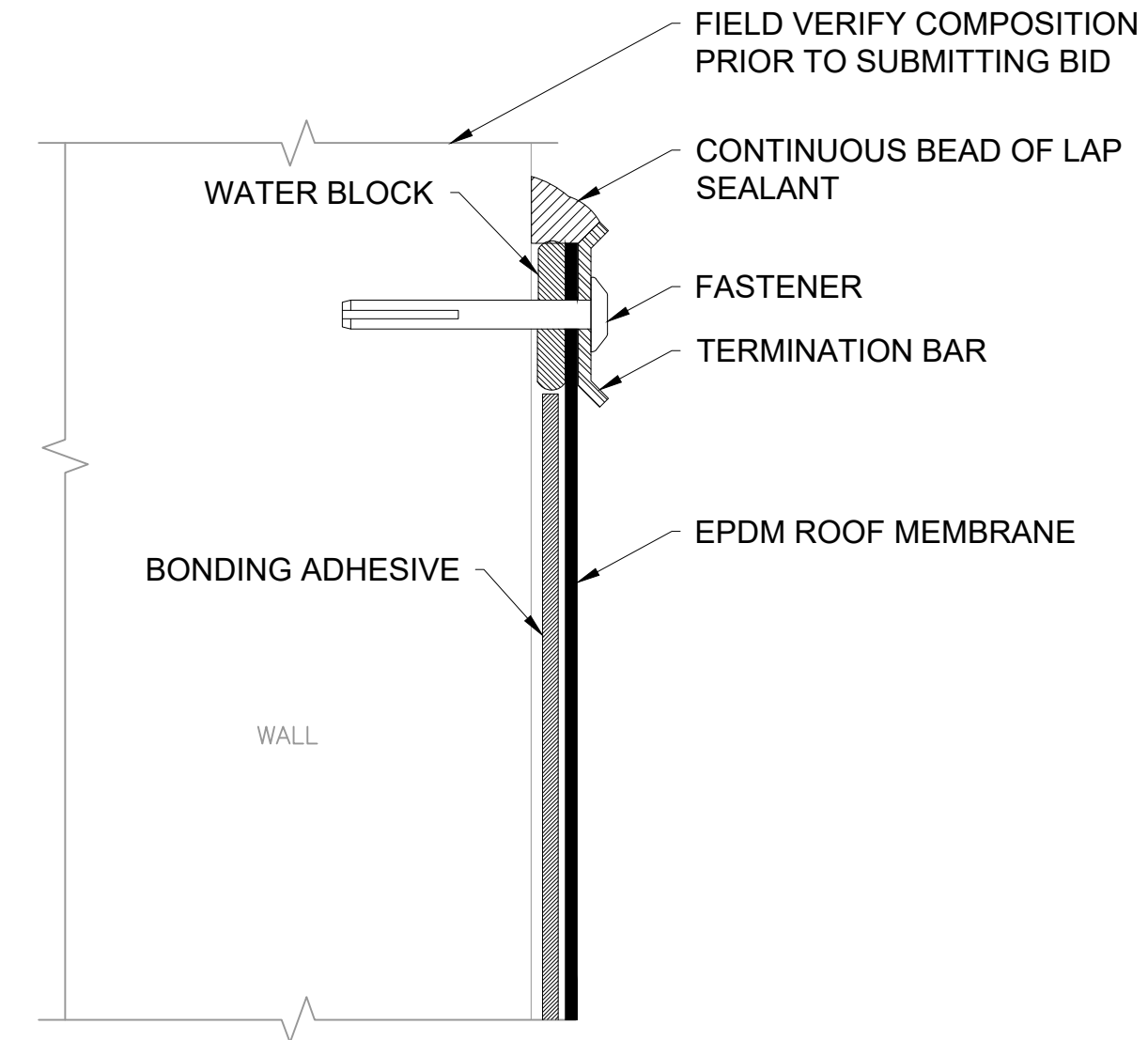
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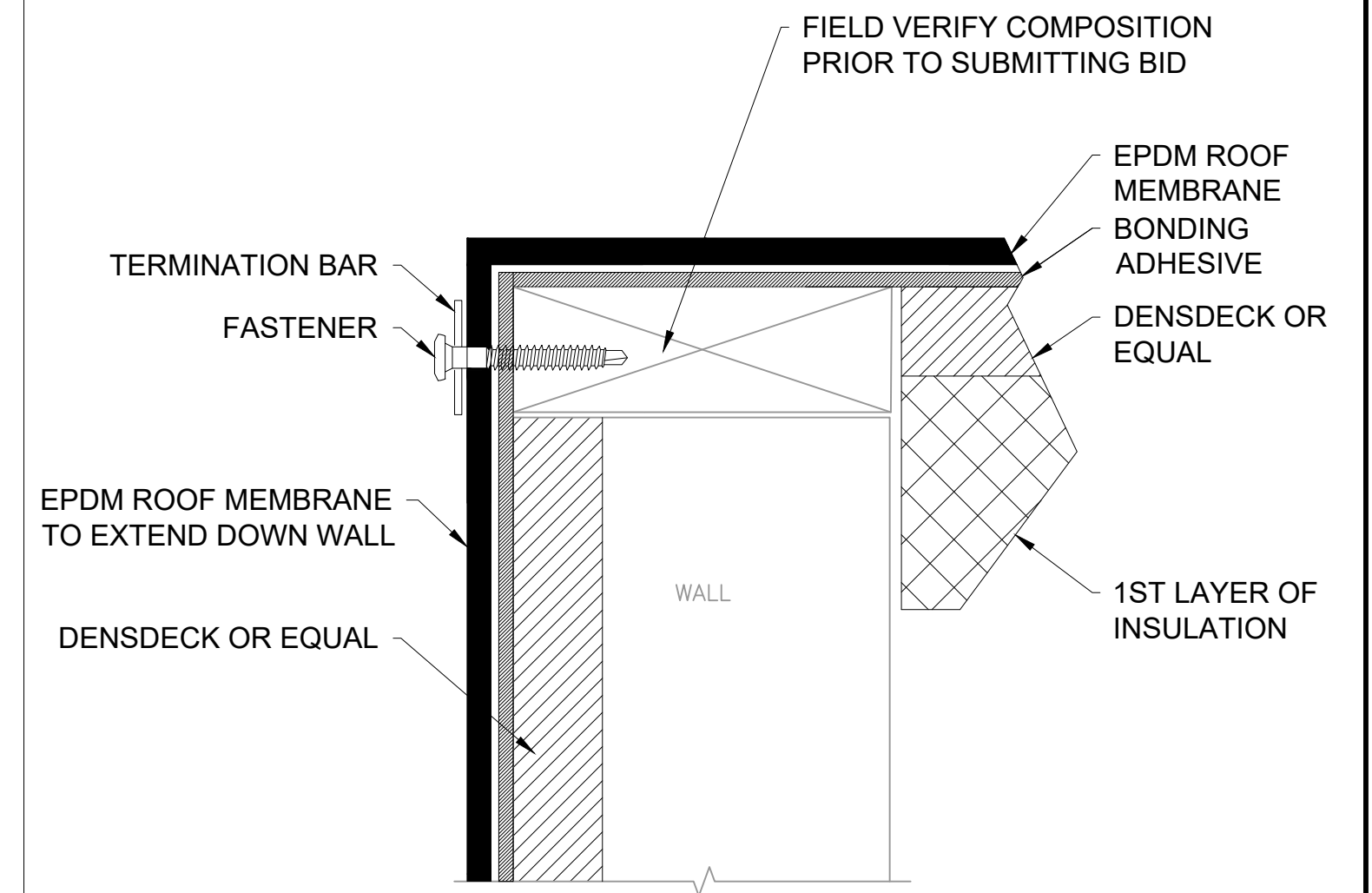
ROOF PIPE VENT 9
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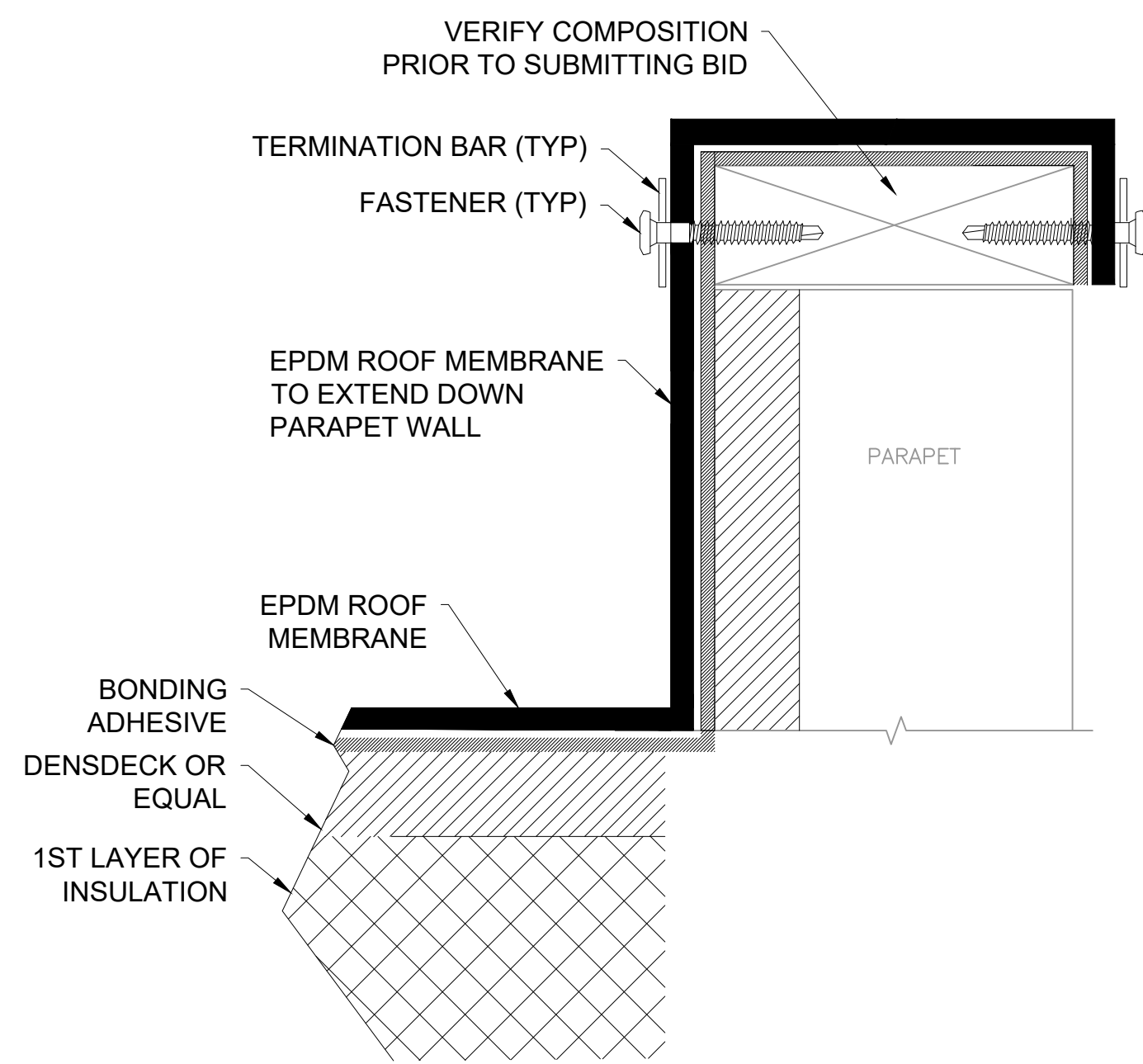
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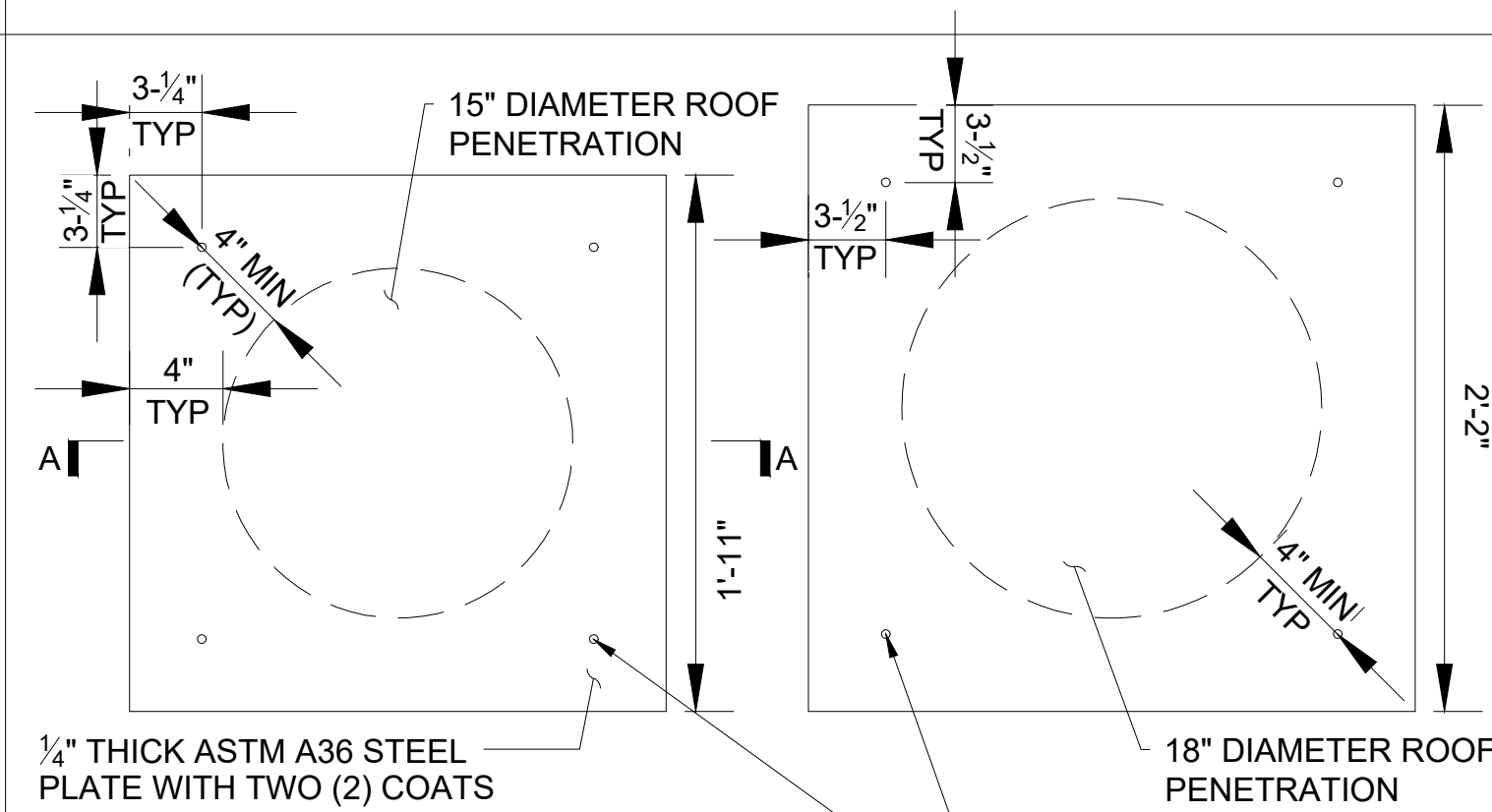
ROOF EDGE TERMINATION 11
SCALE: NTS



ROOF EDGE TERMINATION 12
SCALE: NTS

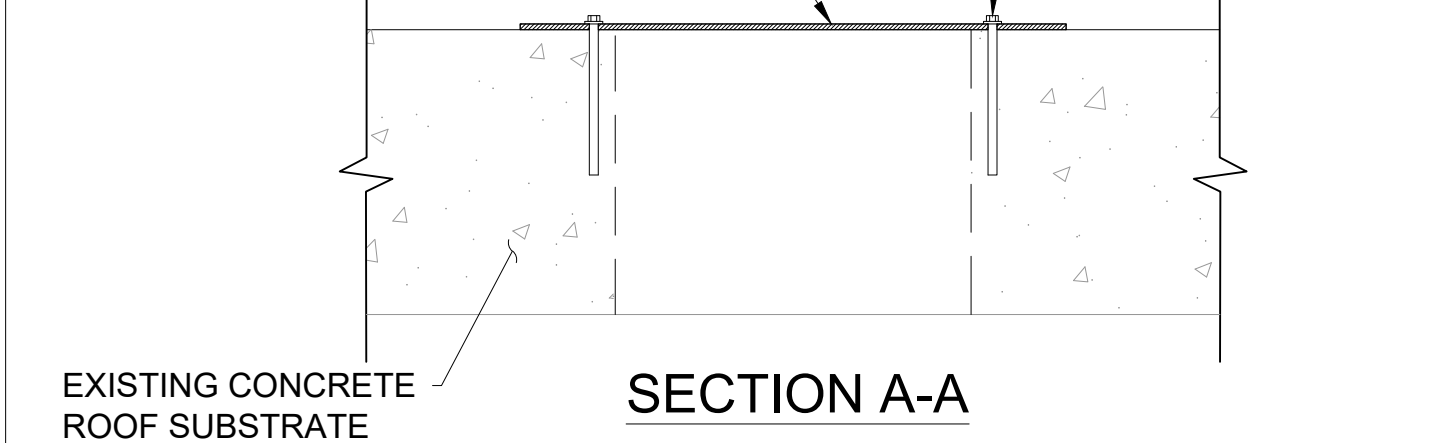


ROOF EDGE TERMINATION AT PARAPET 13
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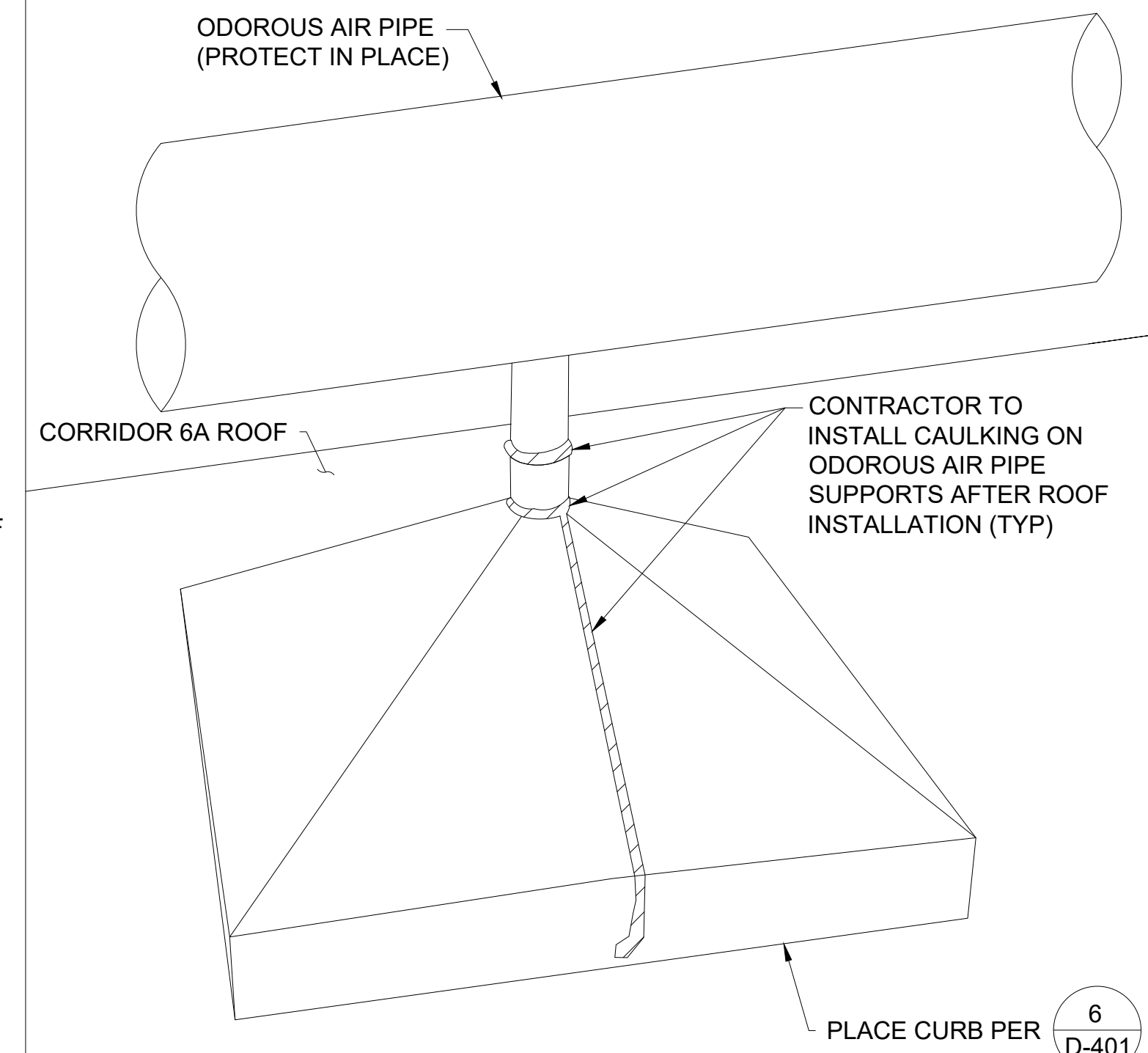


1/4" THICK ASTM A36 STEEL PLATE WITH TWO (2) COATS RUST-OLEUM METALLIC SPRAY PAINT SATIN NICKEL (OR EQUAL) MOUNTED TO EXISTING CONCRETE SUBSTRATE (TYP)

- 1 PLACE NEW ROOFING MATERIAL ABOVE PLATE AND CONCRETE SUBSTRATE
- 3/8" x 4" HILTI KB 3 SS304 WEDGE ANCHOR COUNTERSUNK (OR APPROVED EQUAL) (TYP OF 4 PER PLATE)



ROOF PENETRATION REPAIR 14
SCALE: NTS

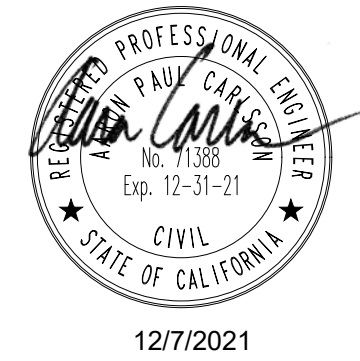


ODOROUS AIR PIPE SUPPORT CAULKING 15
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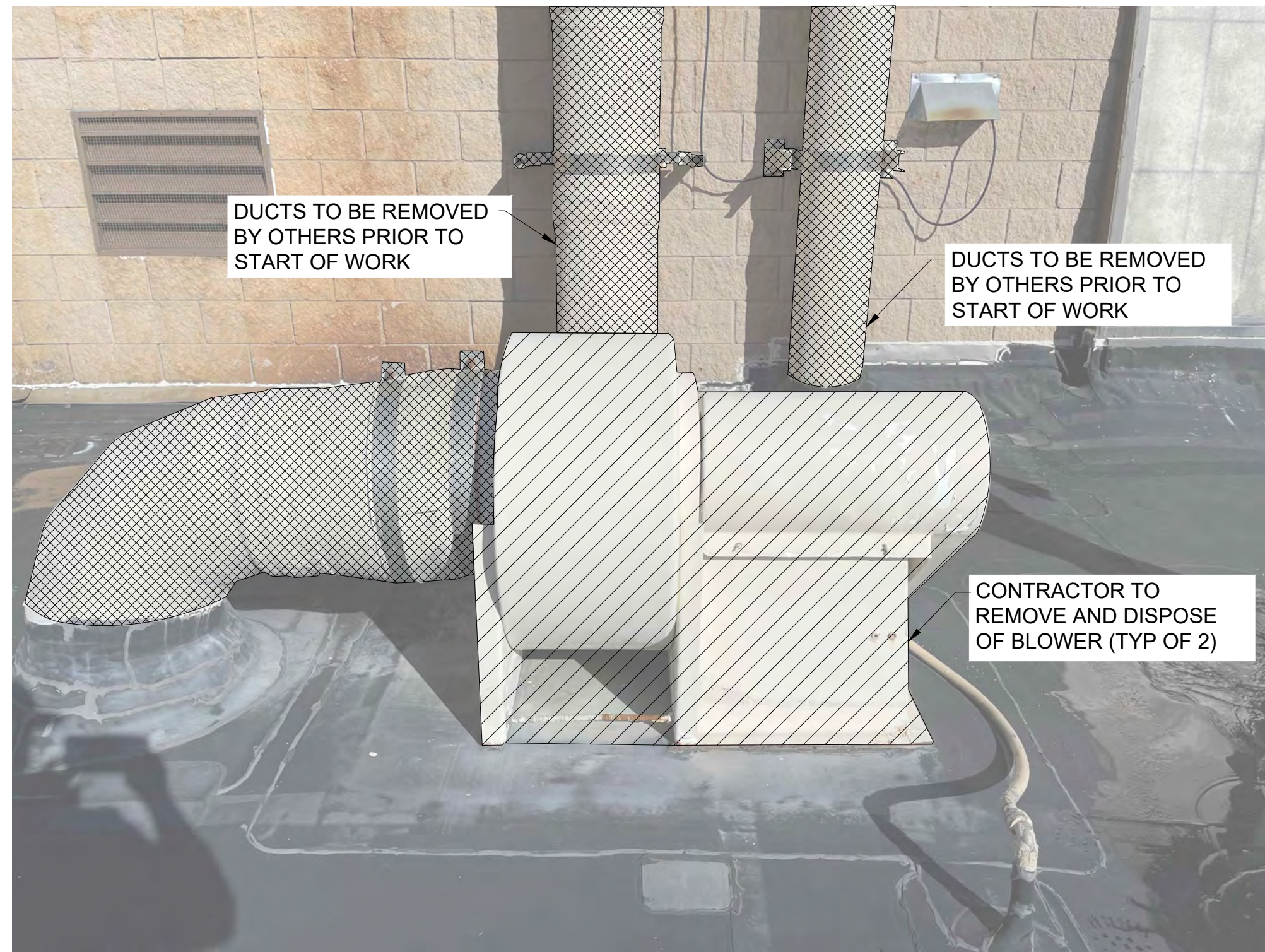


2022 ROOF REPAIR PROJECT
DETAILS
ROOF DETAILS II

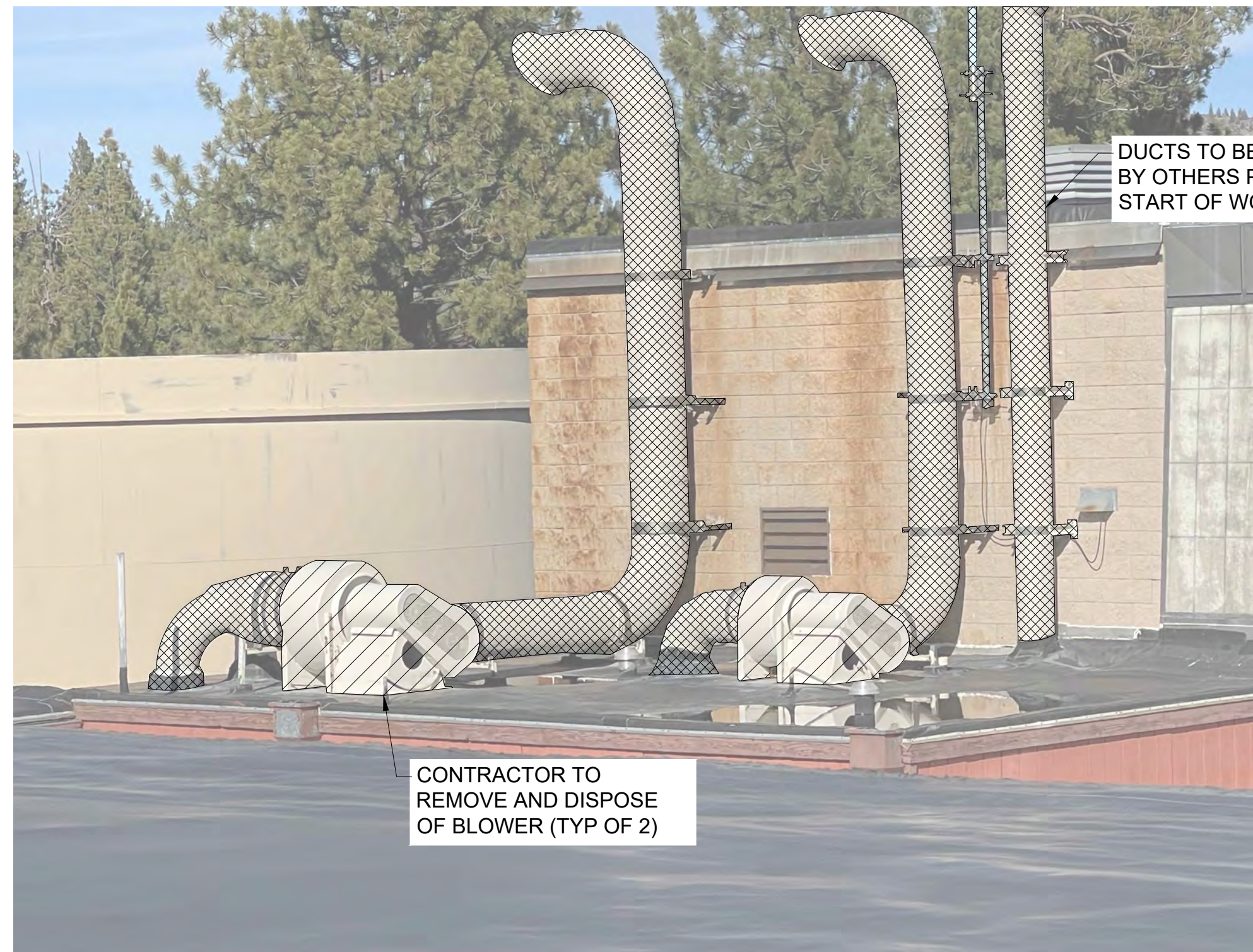
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SHEET 9 OF 10
DWG NO. D-402
DATE DEC 2021



BLOWER REMOVAL 1
SCALE: NTS 6A-A-141



BLOWER REMOVAL 2
SCALE: NTS 6A-A-141

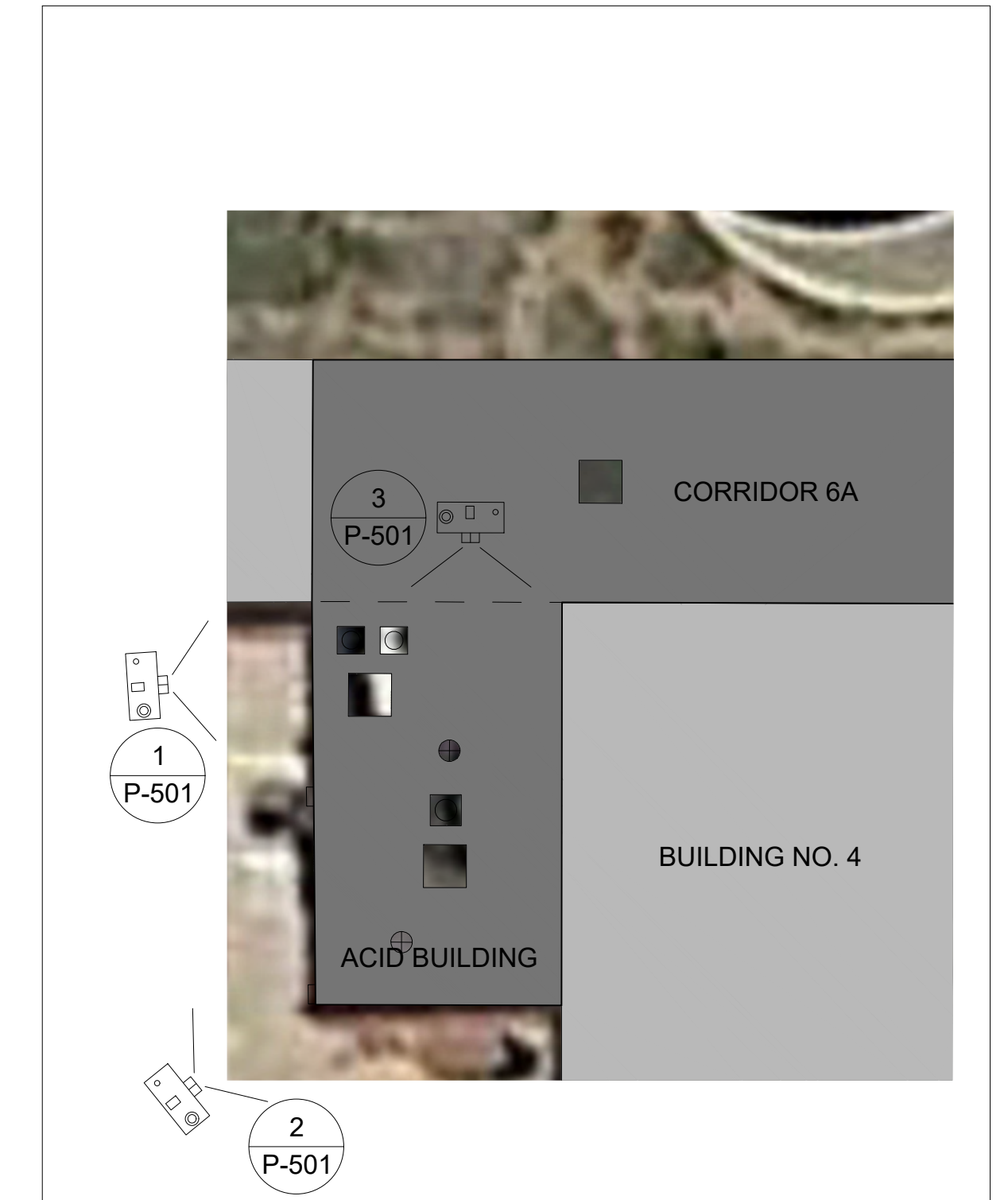
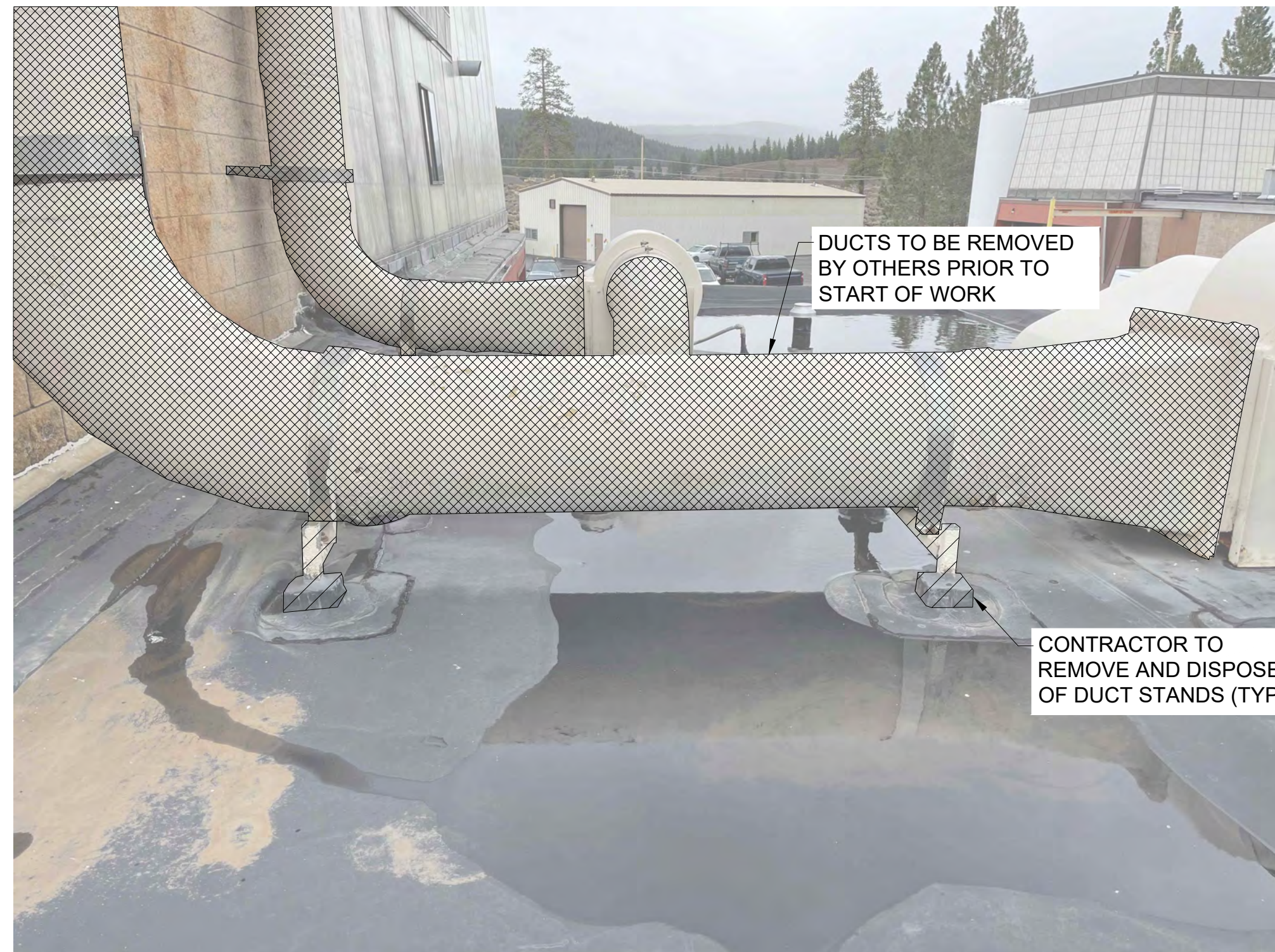


PHOTO KEY MAP
SCALE: NTS



DUCT STAND REMOVAL 3
SCALE: NTS 6A-A-141



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2022 ROOF REPAIR PROJECT

PHOTO DETAILS

PHOTO DETAILS

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				DWG NO.	P-501
				DATE	DEC 2021
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		APPROVED BY:	LG		



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-5
Subject: Approval to solicit bids for the 2022 Control Room Upgrades project

Background

The 2022 Control Room Upgrades project will involve a partial remodel to the control rooms, labs, and bathrooms situated in Advanced Waste Treatment and Chemical & Conventional Treatment sections of the water reclamation plant. Work includes new flooring, baseboards, backerboards, paint, cabinetry, countertops, sinks, toilets, and other minor work.

The construction work contemplated would be performed by a general contractor, with assistance from Agency staff to prepare the building for the work and restore it to a fully functioning state afterwards. Field work is slated to occur between September 19, 2022 and November 4, 2022.

Fiscal Impact

The engineer's estimate for this project is \$149,270, approximately equal to the original budgeted amount of \$150,000.


Attachments

2022 Control Room Upgrades project contract drawings.

Recommendation

Management and staff recommend approval to solicit bids for the 2022 Control Room Upgrades project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

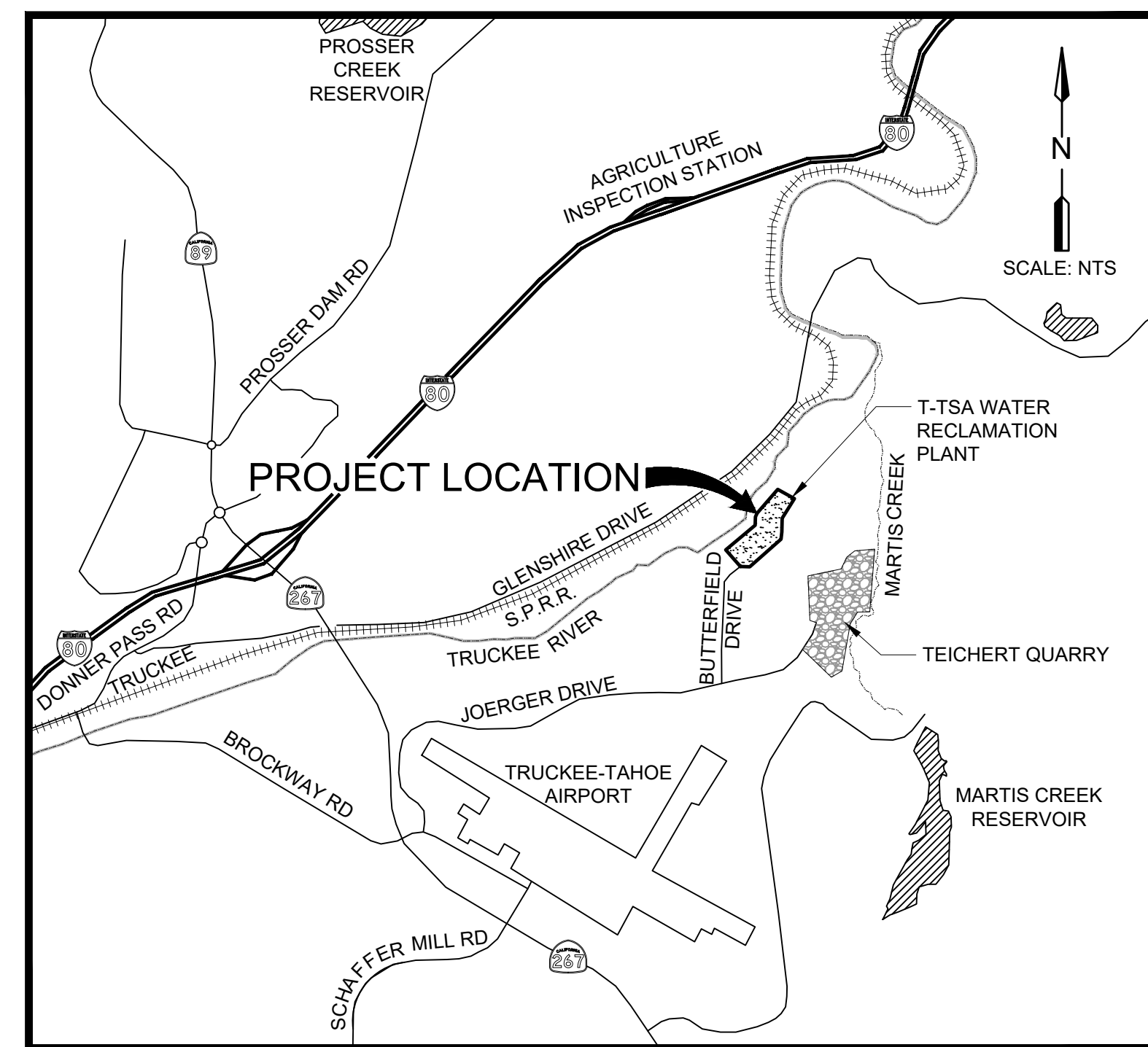
Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



REGIONAL WATER RECLAMATION PLANT

2022 CONTROL ROOM UPGRADES PROJECT



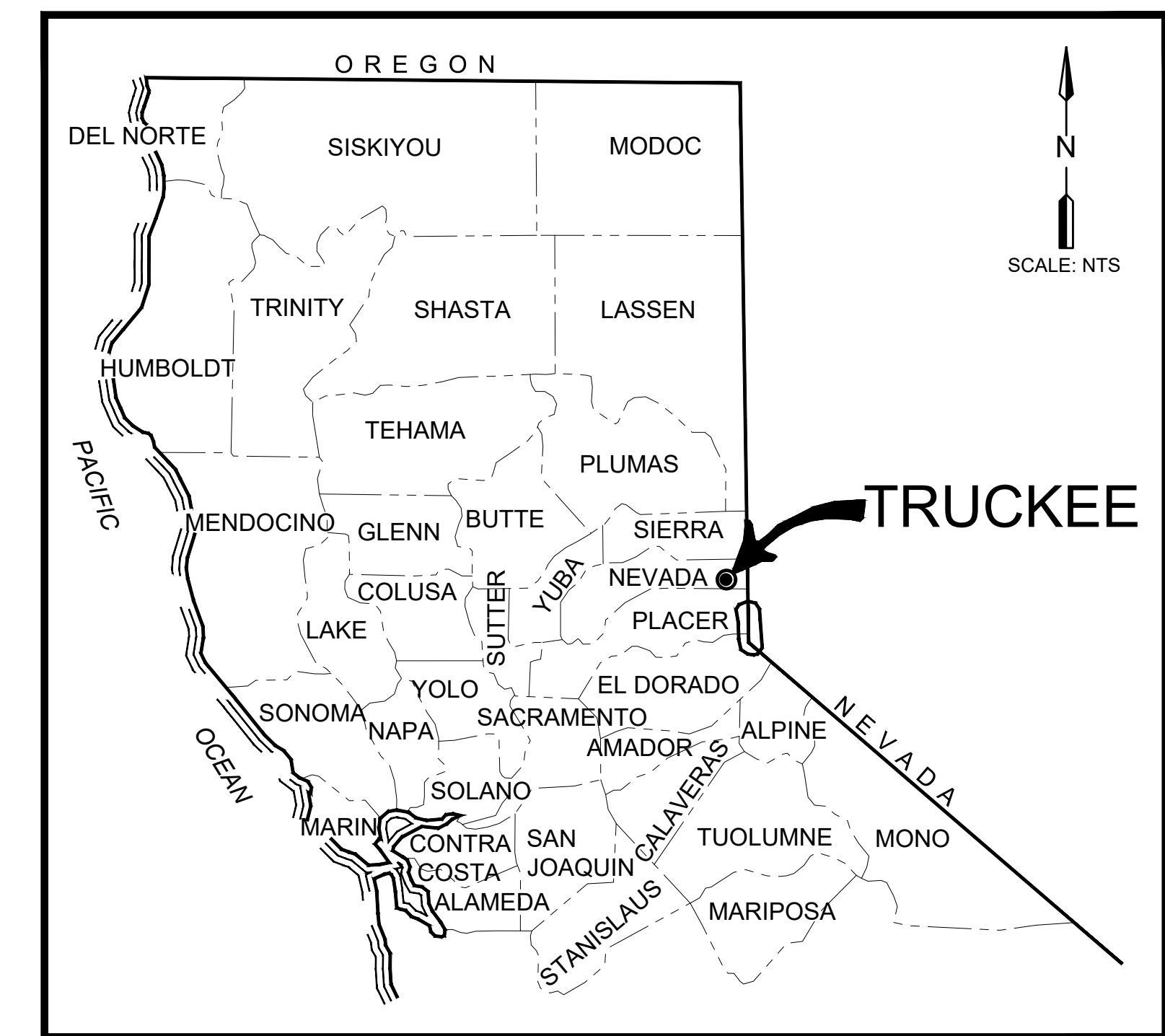
LOCATION MAP

DECEMBER 2021

BOARD OF DIRECTORS

PRESIDENT	DAN WILKINS
VICE PRESIDENT	BLAKE TRESAN
DIRECTOR	S. LANE LEWIS
DIRECTOR	DALE COX
DIRECTOR	DAVID SMELSER

APPROVED: _____
GENERAL MANAGER
LARUE GRIFFIN



VICINITY MAP

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2022 CONTROL ROOM UPGRADES PROJECT

GENERAL
**COVER SHEET,
LOCATION MAP, AND VICINITY MAP**

VERIFY SCALE

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NO.	REVISIONS	APPROVED BY	DATE	SHEET	1 OF 10
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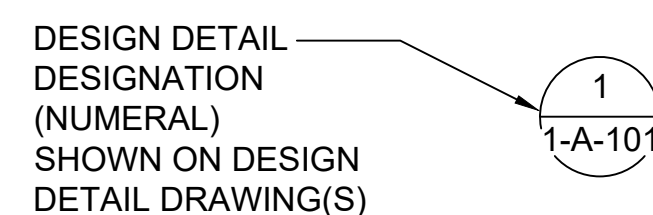
SHEET INDEX

SHEET	DRAWING NO.	TITLE
GENERAL		
1	G-001	COVER SHEET, LOCATION MAP, AND VICINITY MAP
2	G-002	SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES
3	G-003	SITE MAP
2 - ADVANCED WASTE TREATMENT		
4	2-D-141	AWT - DEMOLITION FLOOR PLAN
5	2-A-141	AWT - FLOOR PLAN
6	2-A-201	AWT - CABINETS PLAN AND ELEVATIONS
13 - CONVENTIONAL & CHEMICAL TREATMENT		
7	13-D-141	C&CT - DEMOLITION FLOOR PLAN
8	13-A-141	C&CT - FLOOR PLAN
9	13-A-201	C&CT - CABINETS PLAN AND ELEVATIONS
DETAILS		
10	A-301	FINISH SCHEDULE AND DETAILS

ABBREVIATIONS

APPROX.	APPROXIMATE	EW	EACH WAY
APVD	APPROVED	EXIST	EXISTING
AWT	ADVANCED WASTE TREATMENT	GA	GAUGE
BLDG	BUILDING	GALV	GALVANIZED
C&CT	CONVENTIONAL & CHEMICAL TREATMENT	HGT	HEIGHT
CHK	CHECKED	HM	HOLLOW METAL
CLR	CLEAR	MATL	MATERIAL
CMU	CONCRETE MASONRY UNIT	MCC	MOTOR CONTROL CENTER
CONC	CONCRETE	MO	MASONRY OPENING
CP	CONTROL PANEL	NO	NUMBER
D	DEEP	NTS	NOT TO SCALE
DEMO	DEMOLITION	OC	ON CENTER
DR	DRAWN	PROJ	PROJECT
DWG	DRAWING	RO	ROUGH OPENING
EQ	EQUAL	RR	RESTROOM
		STND	STANDARD
		THCK	THICK
		TYP	TYPICAL

DESIGN / DETAIL DESIGNATION



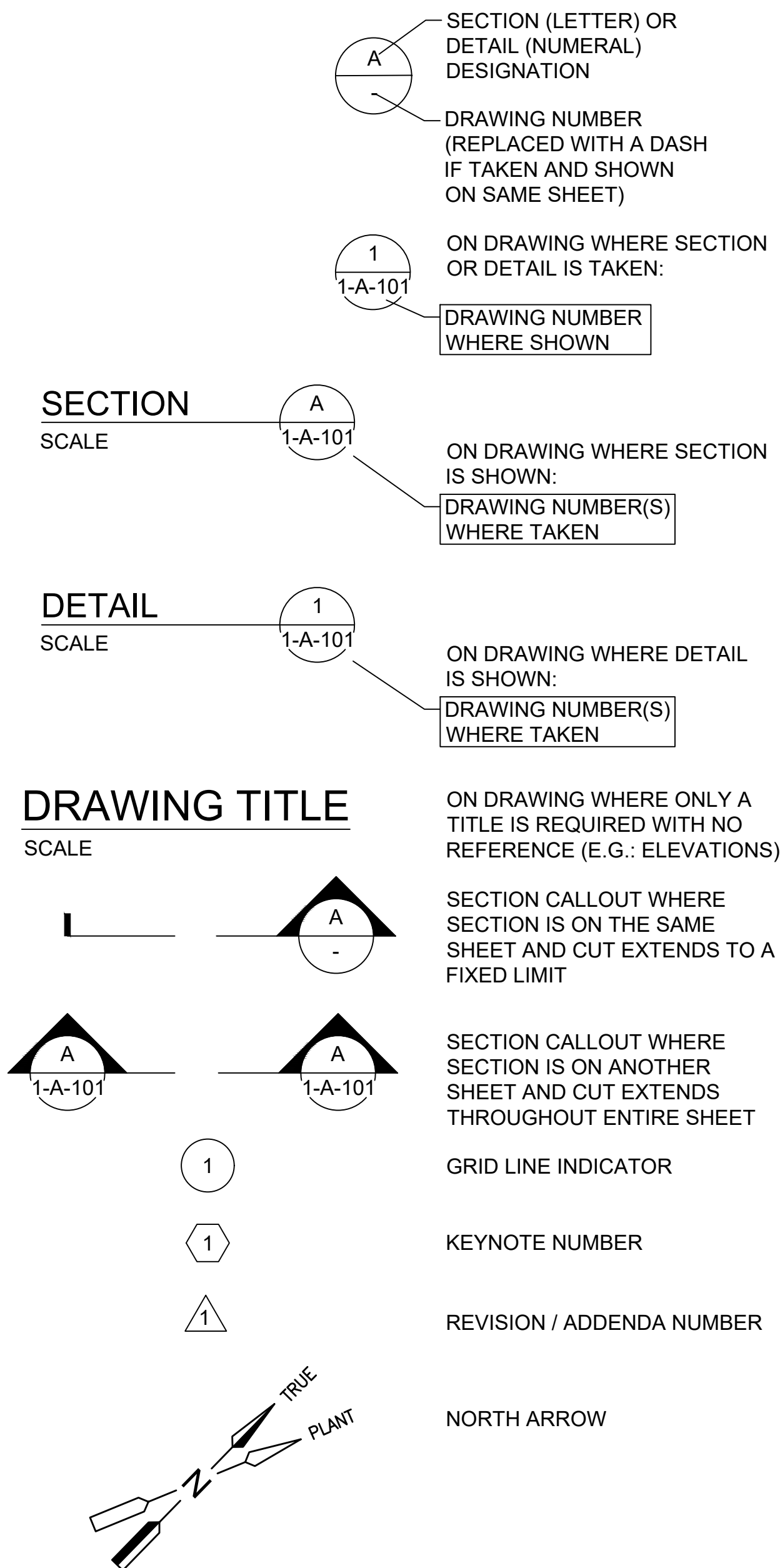
NOTES:

- ALL DESIGN DETAILS ARE TYPICAL AND MUST BE USED IF DESIGN DETAIL DESIGNATION IS NOT SHOWN.
- THE TERM STANDARD DETAIL, OR A FORM OF IT, IS SYNONYMOUS WITH DESIGN DETAIL. THE DESIGN DETAILS REPRESENT THE CHARACTER AND NATURE OF THE WORK REQUIRED THROUGHOUT THE PROJECT. ALL ASSOCIATED WORK SHALL BE IN ACCORDANCE WITH THE DESIGN DETAILS AND CONTRACT DOCUMENTS SHOWN WHETHER THE DETAILS ARE SPECIFICALLY REFERENCED OR NOT.

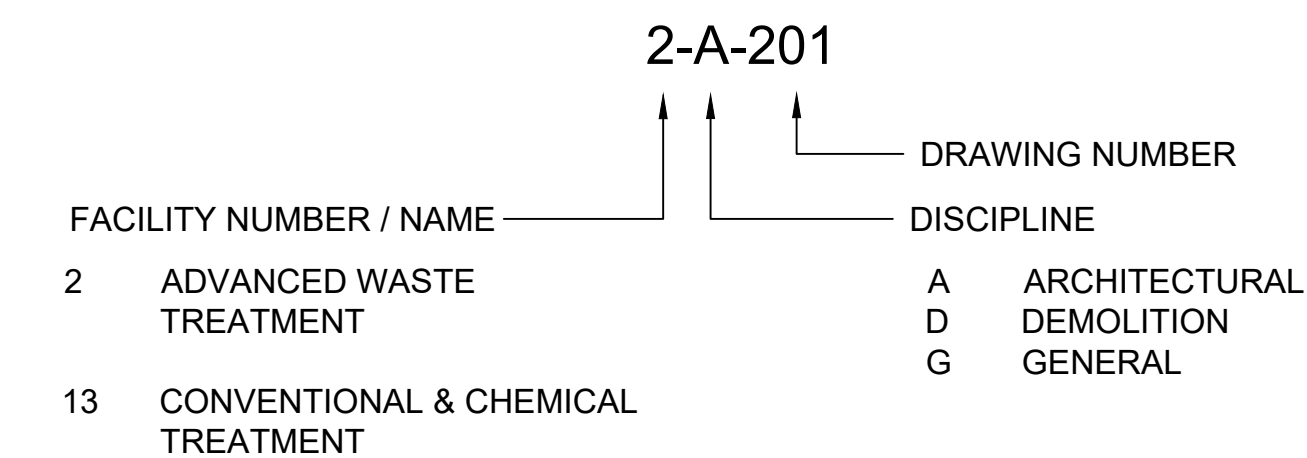
ARCHITECTURAL LEGEND

ROOM NAME	ROOM IDENTIFIED
101	ROOM IDENTIFIED
P-1	COLOR LIST IDENTIFIER

SECTION / DETAIL DESIGNATIONS



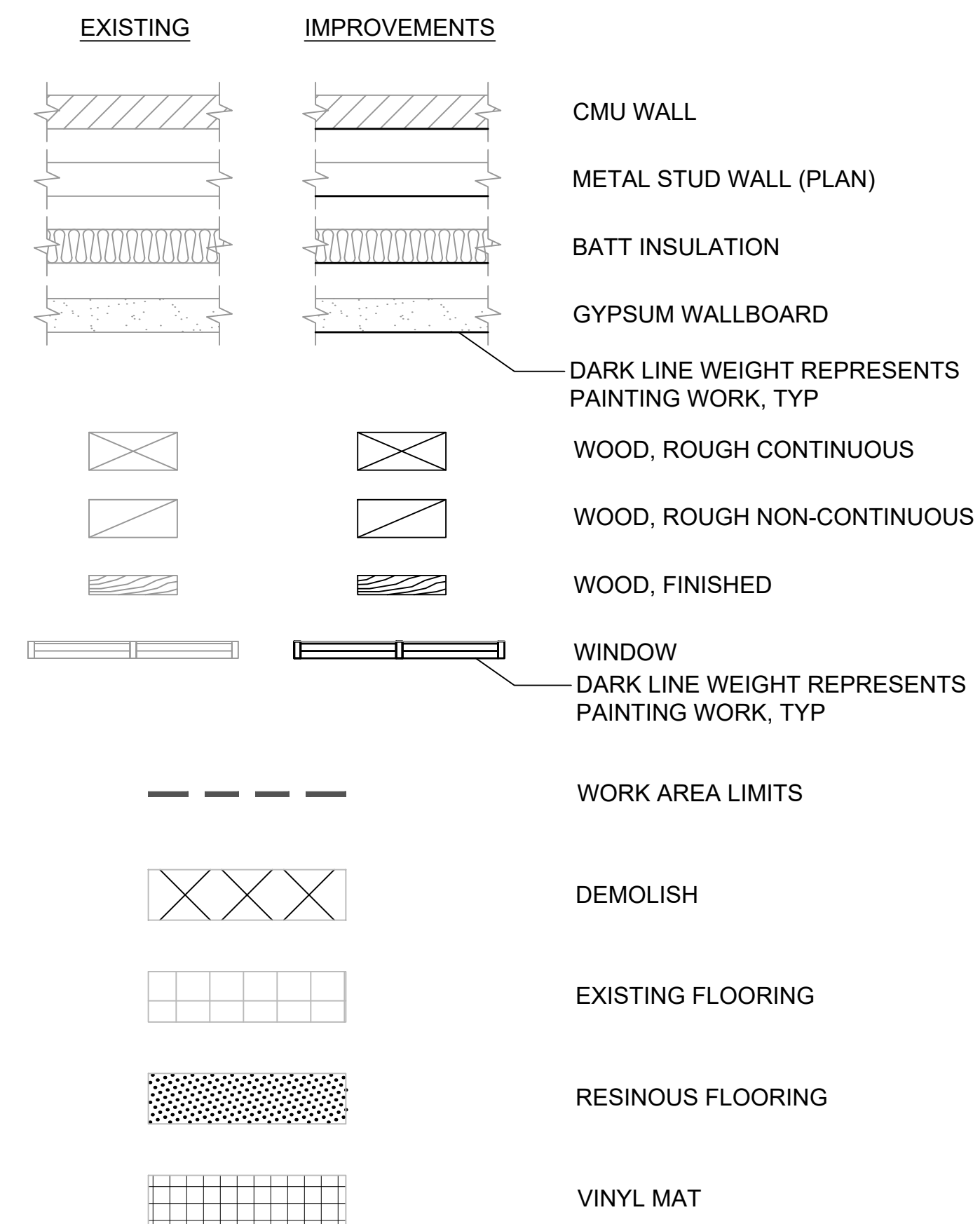
DRAWING NUMBER DESIGNATION



GENERAL ARCHITECTURAL NOTES

- UNLESS OTHERWISE INDICATED, PLAN DIMENSIONS ARE TO NOMINAL SURFACE OF MASONRY, FACE OF STUD WALLS.
- "FLOOR LINE" REFERS TO TOP OF CONCRETE SLABS, FINISH FLOORING IS INSTALLED ABOVE THE FLOOR LINE.
- REPETITIVE FEATURES ARE NOT DRAWN IN THEIR ENTIRETY AND SHALL BE COMPLETELY PROVIDED AS IF DRAWN IN FULL.
- REFER TO ARCHITECTURAL, ELECTRICAL, AND OTHER CATEGORIES OR DRAWINGS FOR ADDITIONAL NOTES.
- VERIFY SIZE AND LOCATION OF, AND PROVIDE REQUIRED OPENINGS THROUGH FLOORS AND WALLS, FURRING, AND INSERTS, PROVIDE ALL BASES AND BLOCKING REQUIRED FOR ACCESSORIES, ELECTRICAL AND OTHER EQUIPMENT.

ARCHITECTURAL/STRUCTURAL MATERIAL SYMBOLS



NOTES:

- EXISTING EQUIPMENT AND FACILITIES ARE SHOWN SCREENED AND/OR LIGHT LINED. NEW PIPING, EQUIPMENT, AND STRUCTURES ARE SHOWN HEAVY-LINED.
- THIS IS A STANDARD LEGEND SHEET AND SOME SYMBOLS MAY APPEAR ON THIS SHEET AND NOT BE USED ON THE PLANS.

DEMOLITION NOTES

- DEMOLISH ALL EXISTING VINYL TILE, MASTIC, CERAMIC TILE, AND OTHER FLOORING MATERIALS DOWN TO BARE CONCRETE SUBSTRATE. REMOVE ALL DELETERIOUS MATERIAL TO PROVIDE SUITABLE SURFACE FOR INSTALLATION OF NEW FLOORING PER SPECIFICATIONS. DEMOLISH ALL RESILIENT RUBBER BASEBOARDS LOCATED WITHIN THE DEMOLITION LIMITS.
- CONTRACTOR SHALL CONFIRM WITH AGENCY THE MATERIALS TO BE DEMOLISHED IN THE WORK AREA LIMITS PRIOR TO COMMENCING DEMOLITION WORK.
- MATERIALS NOT SHOWN OR NOTED TO BE DEMOLISHED SHALL BE PROTECTED IN PLACE AND SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING; ALL EXISTING ELECTRICAL, PLUMBING, HVAC, DRYWALL, LIGHTING, WINDOWS, DOORS, CABINETS, COUNTERTOPS, AND OTHER MISCELLANEOUS MATERIALS NOT ASSOCIATED WITH THE PROJECT SCOPE OF WORK.
- CONTRACTOR SHALL REMOVE, STORE, AND REINSTALL ALL WINDOW TREATMENTS, ELECTRICAL FACEPLATES AND COVERS, SHELVING, AND OTHER MISCELLANEOUS MATERIALS THAT INTERFERE WITH WORK UNLESS SPECIFIED TO BE DEMOLISHED. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ITEMS DAMAGED AND SHALL REPLACE AT NO ADDITIONAL COST TO THE AGENCY.
- CONTRACTOR SHALL REMOVE AND DISPOSE OF EXISTING VINYL MAT IN THE RECESS LOCATED IN AWT ENTRY AND CLEAN RECESS PRIOR TO INSTALLATION OF NEW FLOOR MAT. REMOVAL OF EXISTING MAT, CLEANING AND INSTALLATION OF THE NEW VINYL MAT SHALL OCCUR ONLY AFTER ALL OTHER WORK HAS BEEN COMPLETED IN THE AWT BUILDING.
- ANY MATERIALS DEMOLISHED BY THE CONTRACTOR WITHOUT PRIOR APPROVAL BY THE AGENCY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO REPLACE IN KIND AT NO ADDITIONAL COST TO THE AGENCY.
- WORK AREA LIMITS SHALL BE SEALED OFF TO PREVENT DUST GENERATED FROM DEMOLITION WORK FROM ENTERING OTHER AREAS NOT PART OF PROJECT. CONTRACTOR SHALL PROVIDE AGENCY ACCESS TO MCC ROOMS, CONTROL PANELS, CONTROL PANEL ROOMS, AND ELECTRICAL CONTROL CENTER ROOMS AT ALL TIMES THROUGHOUT CONSTRUCTION. CONTROL PANELS SHALL BE PROTECTED IN PLACE TO PREVENT DAMAGE DURING CONSTRUCTION. DROP CEILINGS AND CEILING TILES SHALL NOT SERVE AS SATISFACTORY DUST CONTAINMENT BARRIERS FOR WORK AREAS WITH COMMON CEILING PLENUMS. ADDITIONAL DUST CONTAINMENT MEASURES SHALL BE REQUIRED BETWEEN SHARED CEILING SPACES. CONTRACTOR SHALL CONFIRM ACCEPTABILITY OF PROTECTION MEASURES WITH AGENCY PRIOR TO STARTING WORK.
- CONTRACTOR SHALL DISPOSE OF ALL WASTE GENERATED FROM THE PROJECT WORK AND SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL LAWS GOVERNING THE DISPOSAL OF WASTE.
- DEMOLISH AND DISPOSE OF EXISTING TOILET, FLUSH VALVE, SINK, FAUCET, AND WALLBOARD IN RESTROOMS. PREPARE PLUMBING TO ACCEPT NEW FIXTURES AS REQUIRED BY THE CONTRACT DOCUMENTS. ALL GRAB RAILS, SOAP DISPENSERS, PAPER DISPENSERS, AND OTHER MISCELLANEOUS WALL MOUNTED ITEMS SHALL BE REMOVED BY THE CONTRACTOR AND REINSTALLED ONCE FLOORING, WALL BOARD AND PLUMBING ARE COMPLETE.
- DEMOLISH AND DISPOSE OF EXISTING LABORATORY CABINETS, COUNTERTOPS, ELECTRICAL RECEPTACLES AND SINK FIXTURES. CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING ELECTRICAL AND PLUMBING TO ACCEPT NEW METAL CABINETS, COUNTERTOPS, ELECTRICAL RECEPTACLES, AND SINK FIXTURES.
- DEMOLISH AND DISPOSE OF EXISTING WORKSTATION DESK AND PARTITION WALL, ELECTRICAL RECEPTACLES, AND SWITCHES. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL ELECTRICAL WORK NECESSARY TO REMOVE PARTITION WALL WHILE ENSURING OTHER FACILITY ELECTRICAL IS OPERATIONAL ONCE THE WORK IS COMPLETE. DEMOLISHED ELECTRICAL CONDUCTOR WIRES SHALL BE TERMINATED IN EXISTING CONNECTION WALL. CONTRACTOR SHALL PROVIDE AND INSTALL A NEW ELECTRICAL OUTLET AT TERMINATION POINT IN EXISTING CONNECTION WALL AT A LOCATION TO BE CONFIRMED WITH AGENCY. PATCH AND TEXTURE WALL PRIOR TO PAINTING WORK.



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12/7/2021

2022 CONTROL ROOM UPGRADES PROJECT

GENERAL

SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	2 OF 10
				DWG NO.	G-002
				DATE	DEC 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

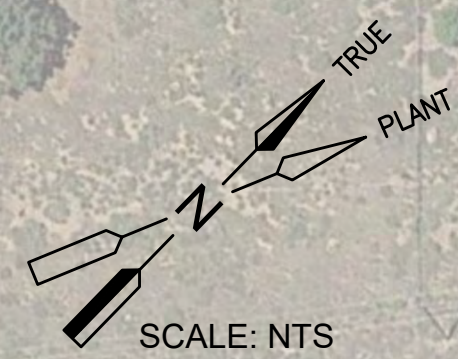
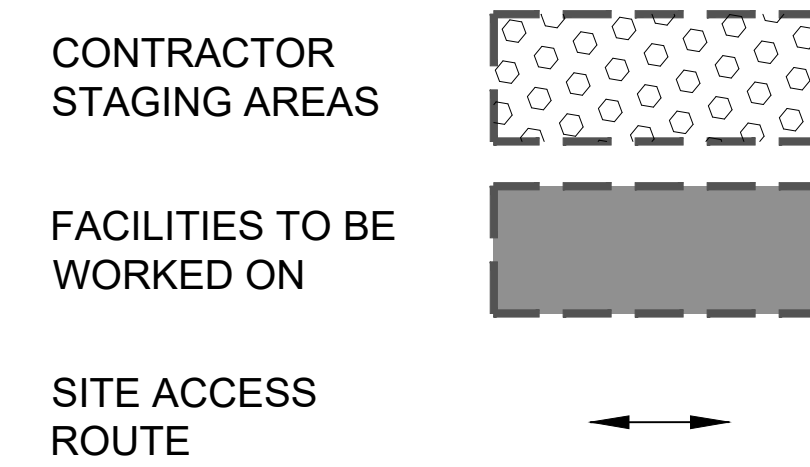
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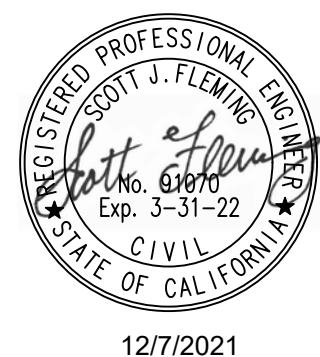
NOTES:

1. CONTRACTOR SHALL MAINTAIN AGENCY ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
2. CONTRACTOR SHALL KEEP TO PRIMARY ACCESS ROUTES FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
3. CONTRACTOR SHALL COORDINATE ALL WORK TO ENSURE THAT CHEMICAL DELIVERIES AND LOADOUTS FROM ALL FACILITIES SHALL BE MAINTAINED THROUGHOUT THE ENTIRE CONTRACT PERIOD AND SHALL NOT HAVE EQUIPMENT STAGED THAT PREVENTS THE CHEMICAL DELIVERIES AND LOADOUTS.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND PLACING A MINIMUM OF 6 (SIX) TRAFFIC CONES AROUND THE LIMITS OF EACH CONSTRUCTION STAGING AREA AND TO THE SATISFACTION OF THE AGENCY. THE TRAFFIC CONES SHALL REMAIN IN PLACE THROUGHOUT THE DURATION OF THE WORK PERIOD AND SHALL BE REMOVED BY THE CONTRACTOR ONCE THE WORK IS ACCEPTED BY THE AGENCY.

LEGEND



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2022 CONTROL ROOM UPGRADES PROJECT

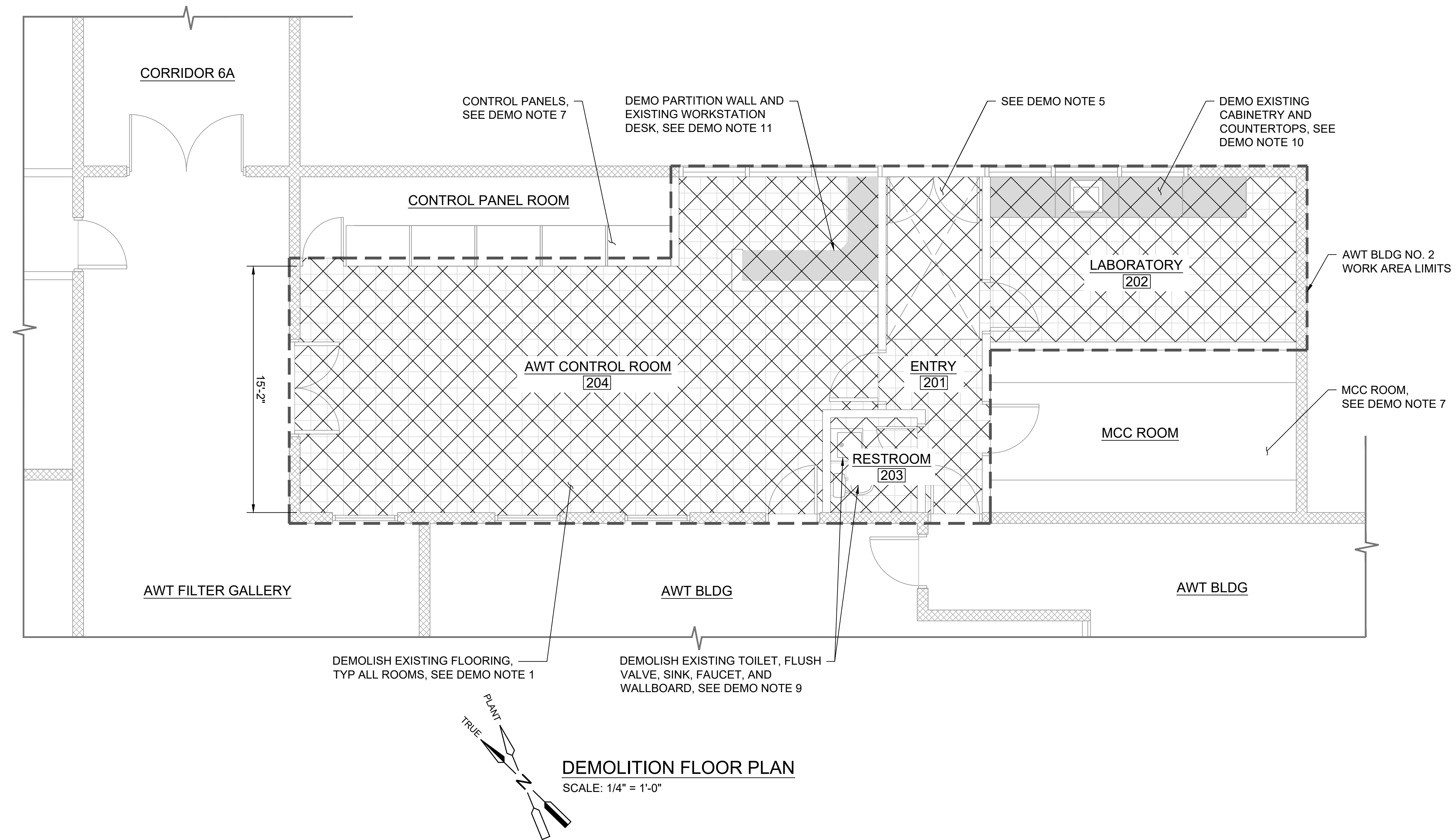
GENERAL
SITE MAP

VERIFY SCALE
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NO.	REVISIONS	APPROVED BY	DATE	SHEET	3 OF 10
				DWG NO.	G-003
				DATE	DEC 2021
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NOTES:

- 1. DEMO NOTES LOCATED ON DWG NO. G-002.



DEMOLITION FLOOR PLAN
SCALE: 1/4" = 1'-0"

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2022 CONTROL ROOM UPGRADES PROJECT

DEMOLITION

AWT - DEMOLITION FLOOR PLAN

VERIFY SCALE

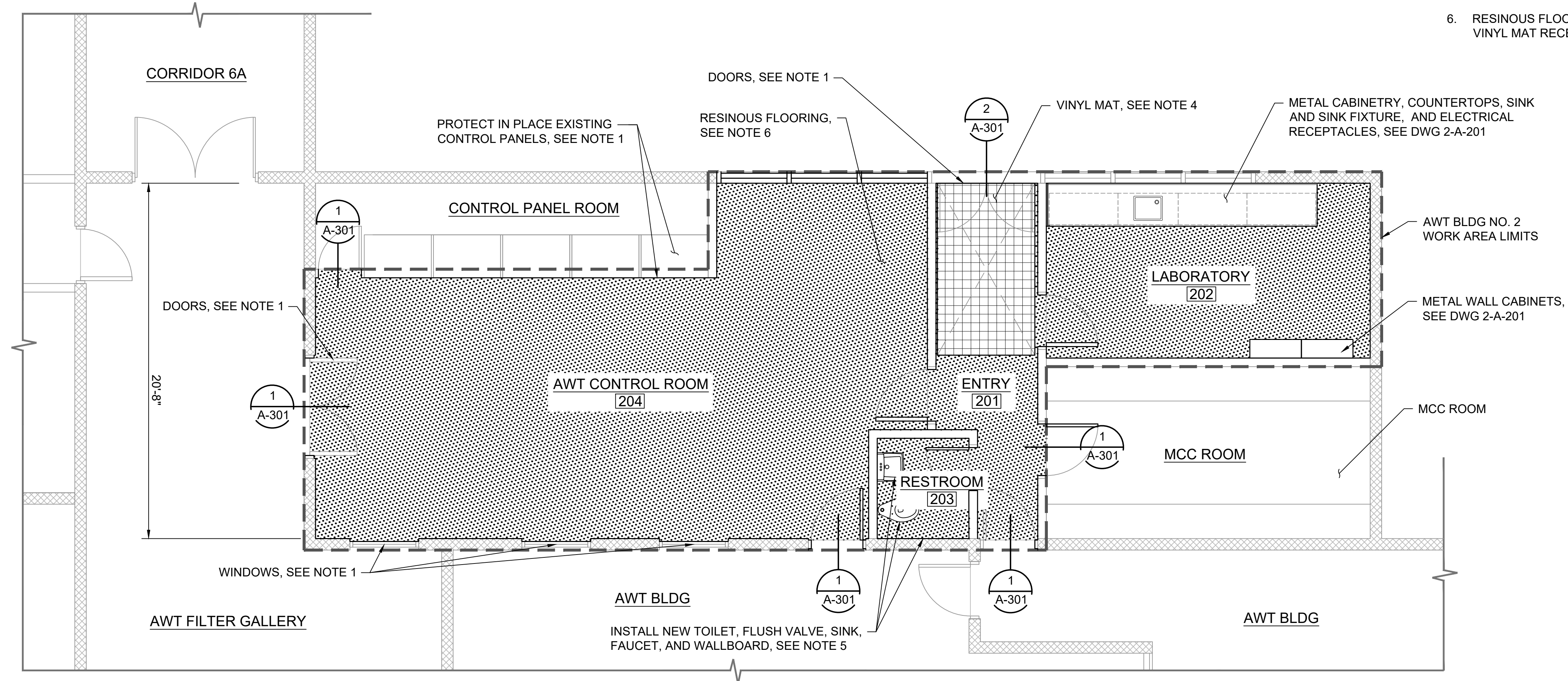
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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

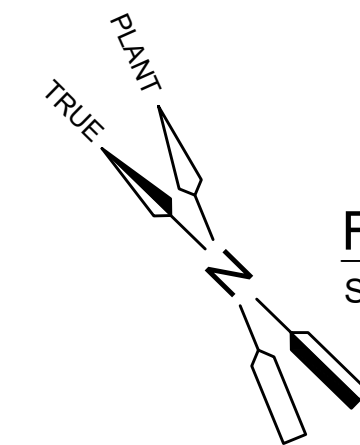
NO.	REVISIONS	APPROVED BY	DATE	SHEET	4 OF 10
				DWG NO.	2-D-141
				DATE	DEC 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
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NOTES:

1. CONTRACTOR SHALL PROTECT IN PLACE EXISTING METALLIC WINDOWS, METALLIC DOORS, AND CONTROL PANELS NOT SHOWN TO BE COATED. SEE FINISH SCHEDULE FOR COMPLETE LIST OF IMPROVEMENTS.
2. CONTRACTOR SHALL NOT STAGE OR OBSTRUCT AGENCY ACCESS IN CORRIDOR 6A AND SHALL MAINTAIN ACCESS BY AGENCY TO THE MCC ROOM AND CONTROL PANEL ROOM THROUGHOUT THE COURSE OF WORK.
3. CONTRACTOR SHALL INSTALL NEW RESILIENT BASE IN ALL LOCATIONS THAT ARE RECEIVING NEW FLOORING AS SHOWN ON DRAWINGS.
4. INSTALL NEW VINYL MAT IN EXISTING 3/8" CONCRETE RECESS. CONTRACTOR SHALL CONFIRM DIMENSIONS OF RECESS PRIOR TO ORDERING TO ENSURE PROPER FIT.
5. PROVIDE AND INSTALL NEW TOILET, FLUSH VALVE, SINK, FAUCET, AND WALL BOARD IN RESTROOM PER THE SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL ACCESSORIES TO CONNECT NEW RESTROOM FIXTURES TO EXISTING PLUMBING.
6. RESINOUS FLOORING SHALL BE INSTALLED WITHIN ALL WORK AREA LIMITS INCLUDING THE VINYL MAT RECESS AND LOCATIONS WHERE NEW METAL CABINETY IS TO BE INSTALLED.





FLOOR PLAN
 SCALE: 1/4" = 1'-0"



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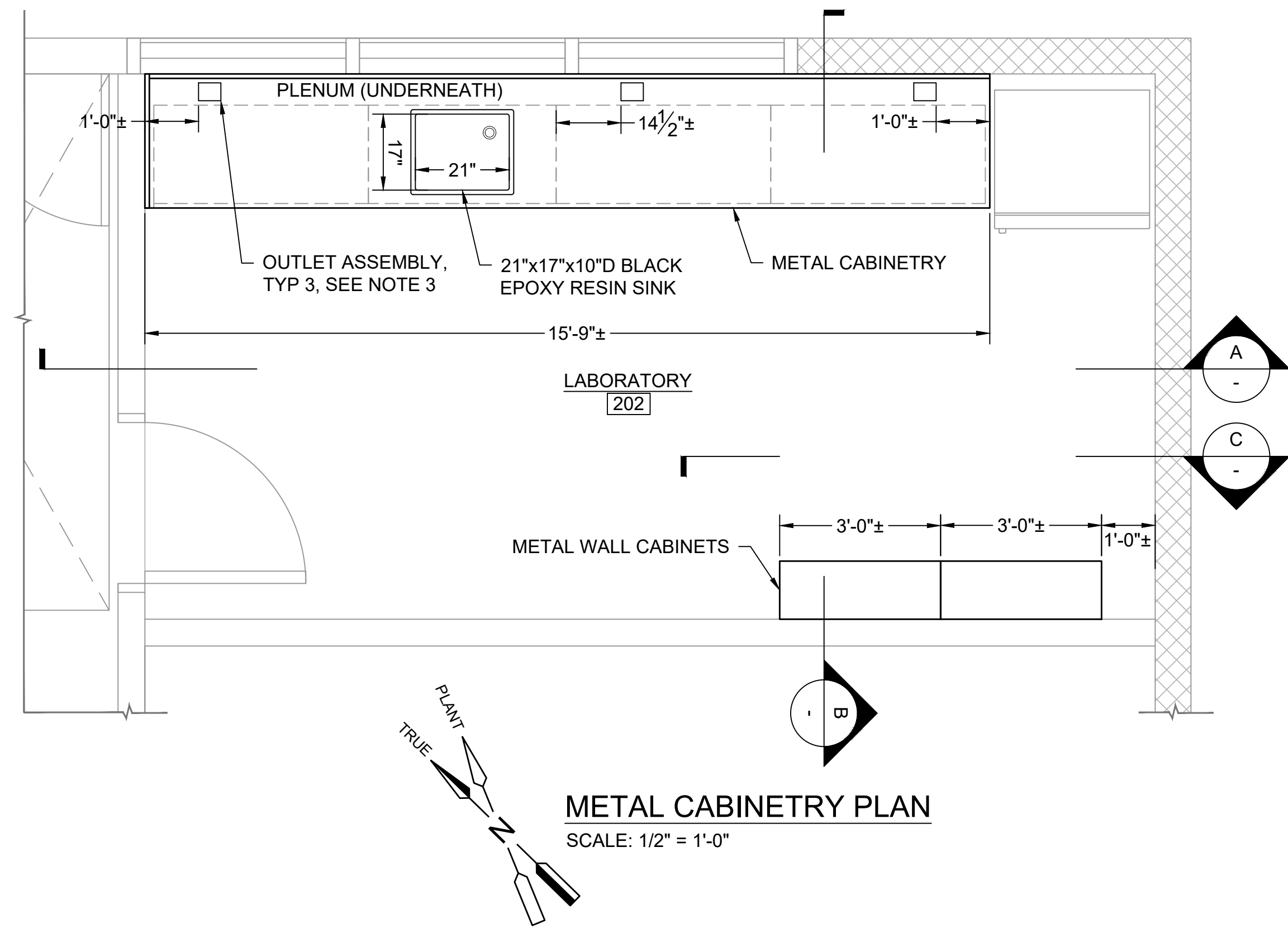
12/7/2021

2022 CONTROL ROOM UPGRADES PROJECT

ARCHITECTURAL
AWT - FLOOR PLAN

VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY	NO.	REVISIONS	APPROVED BY	DATE	SHEET	5 OF 10	
					DWG NO.	2-A-141	
					DATE	DEC 2021	
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP	APPROVED BY:	LG

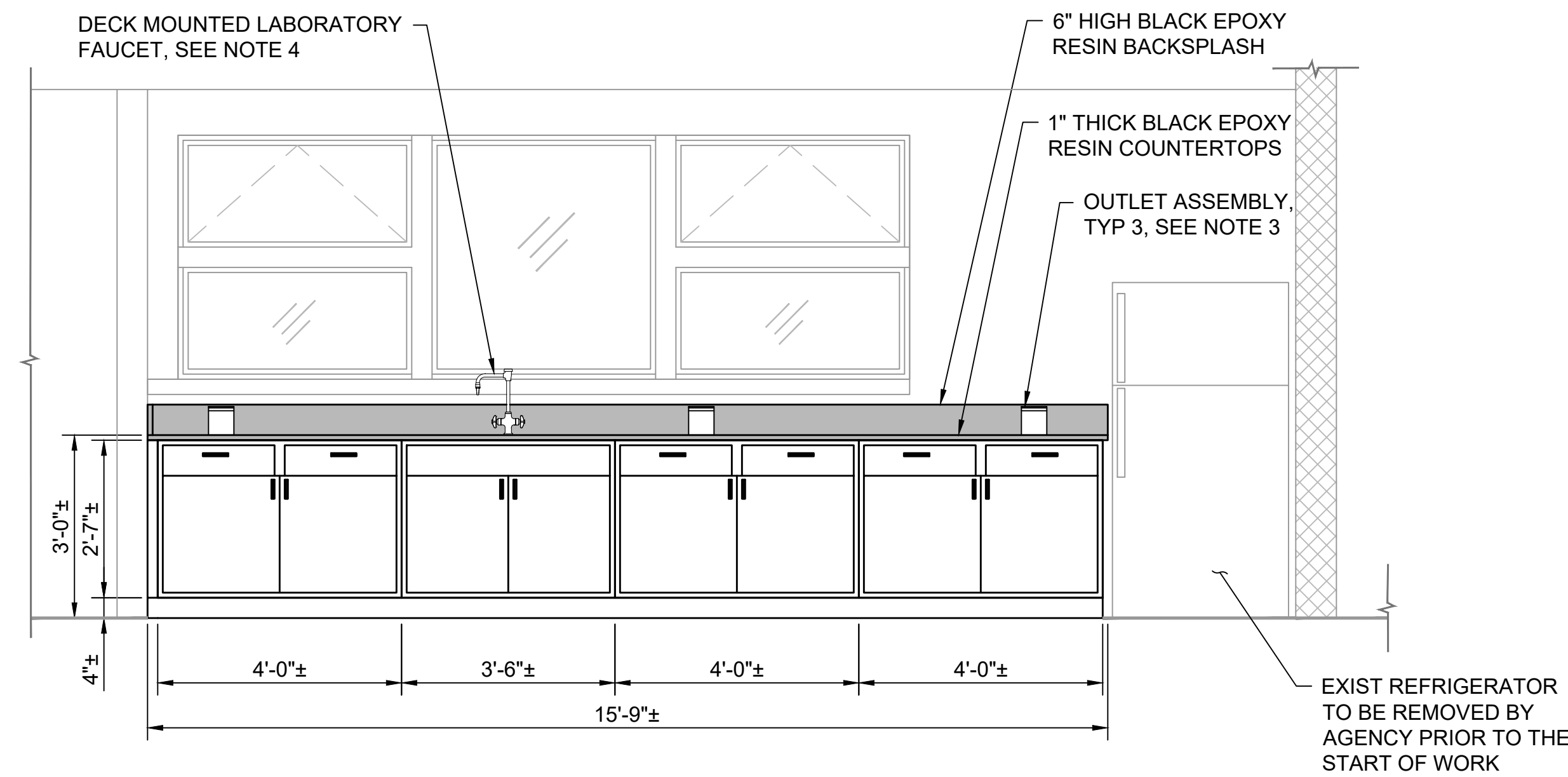
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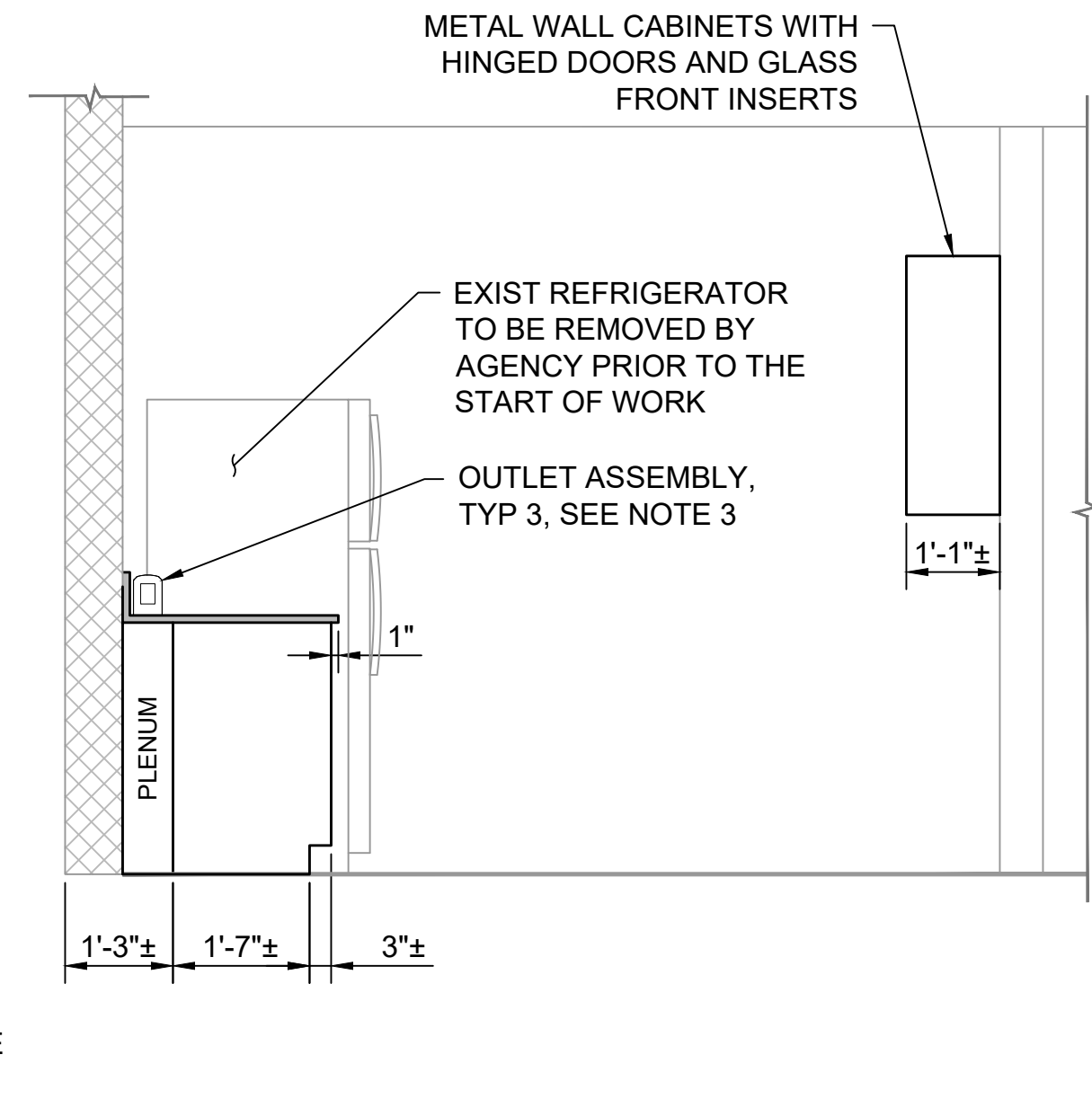
METAL CABINETRY PLAN
SCALE: 1/2" = 1'-0"

NOTES:

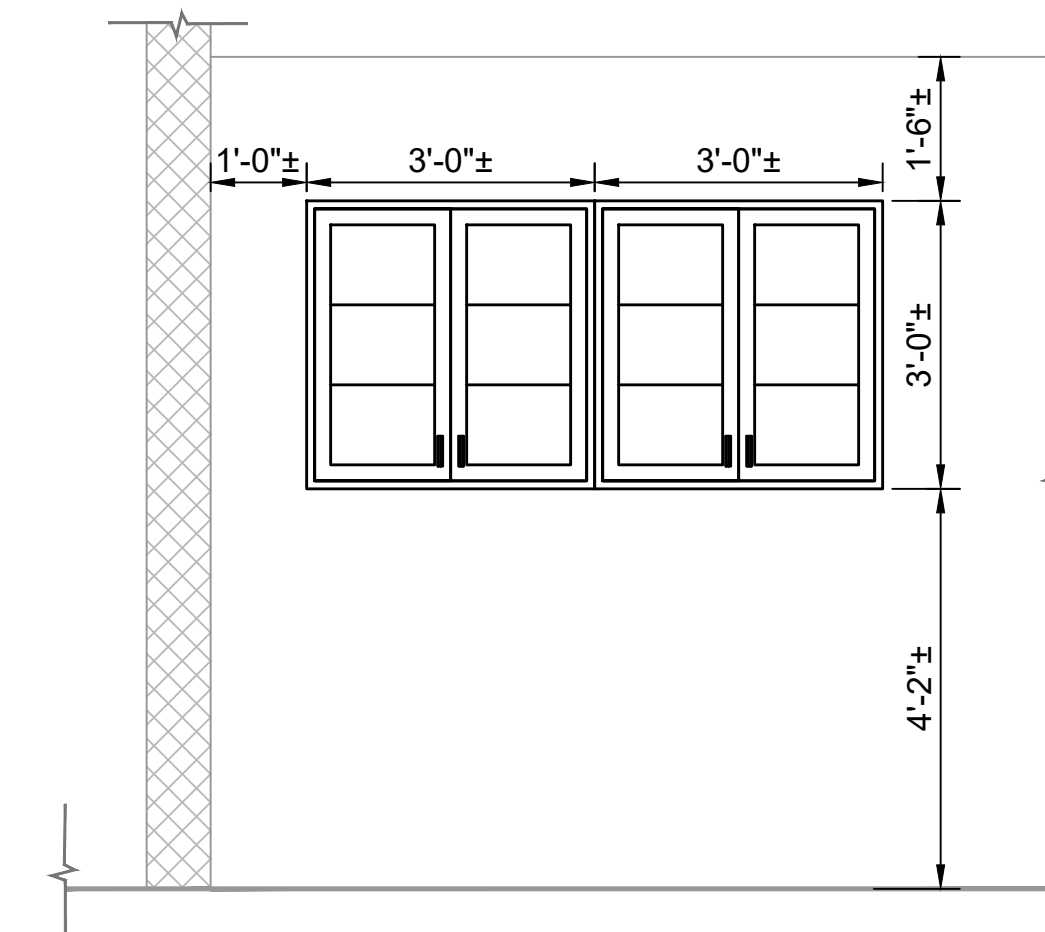
- DIMENSIONS SHOWN ON DRAWINGS ARE APPROX. CONTRACTOR SHALL FIELD VERIFY PRIOR TO BIDDING.
- METAL CABINETRY SHALL MEET REQUIREMENTS SHOWN ON DETAIL 3 OF DWG NO. A-301 AND SPECIFICATIONS.
- PROVIDE AND INSTALL QUANTITY THREE (3) 2-GANG DUPLEX RECEPTACLE LAB BENCH OUTLET ASSEMBLIES DESIGNED TO BE INSTALLED ON LAB BENCH PER PLANS AND SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND INSTALLING GFCI RECEPTACLES, CONDUIT AND CONDUCTOR TO CONNECT NEW RECEPTACLES TO EXISTING ELECTRICAL IN PLENUM.
- PROVIDE AND INSTALL NEW DECK-MOUNTED LABORATORY FAUCET AND DRAIN PER SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR CONNECTING FAUCET AND DRAIN TO EXISTING PLUMBING IN PLENUM.



METAL CABINETRY ELEVATION
SCALE: 1/2" = 1'-0"



METAL CABINETRY ELEVATION
SCALE: 1/2" = 1'-0"



METAL WALL CABINETRY ELEVATION
SCALE: 1/2" = 1'-0"



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2022 CONTROL ROOM UPGRADES PROJECT

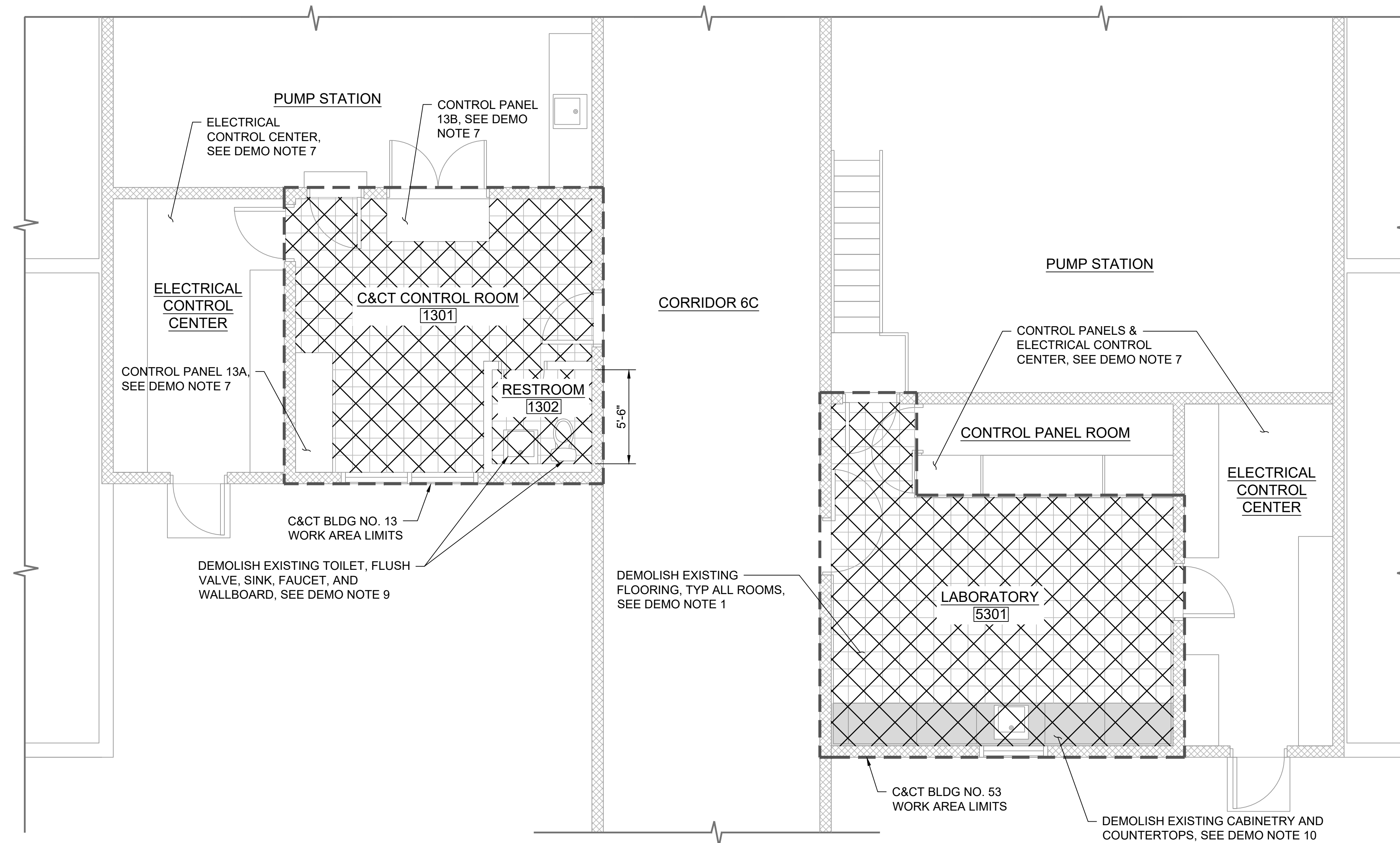
ARCHITECTURAL
AWT - CABINETRY PLAN AND ELEVATIONS

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING
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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	6 OF 10
				DWG NO.	2-A-201
				DATE	DEC 2021
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				APPROVED BY:	LG

NOTES:

- 1. DEMO NOTES LOCATED ON DWG NO. G-002.



PLANT
TRUE
N
DEMOLITION FLOOR PLAN
SCALE: 1/4" = 1'-0"

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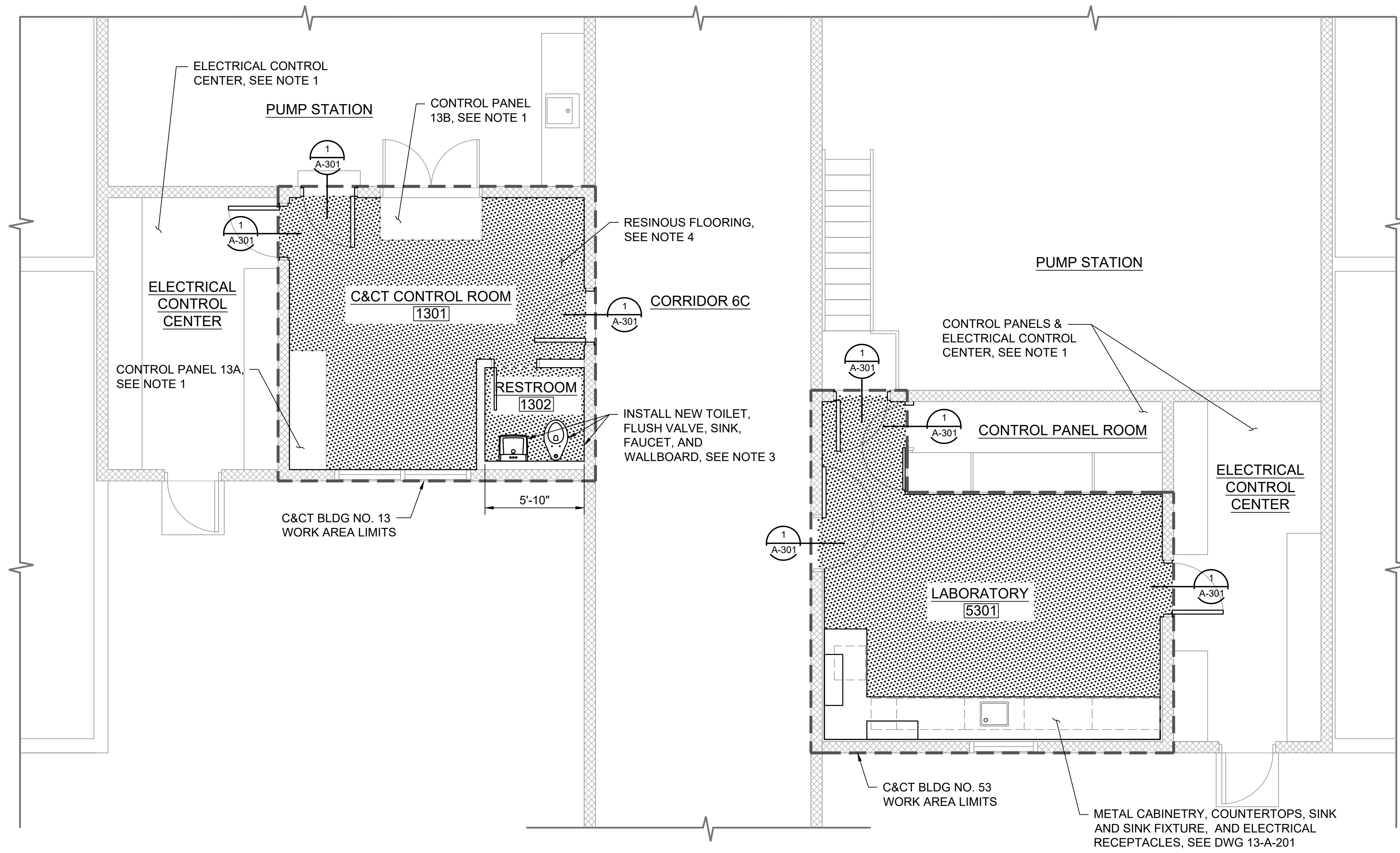


2022 CONTROL ROOM UPGRADES PROJECT
DEMOLITION
C&CT - DEMOLITION FLOOR PLAN

VERIFY SCALE
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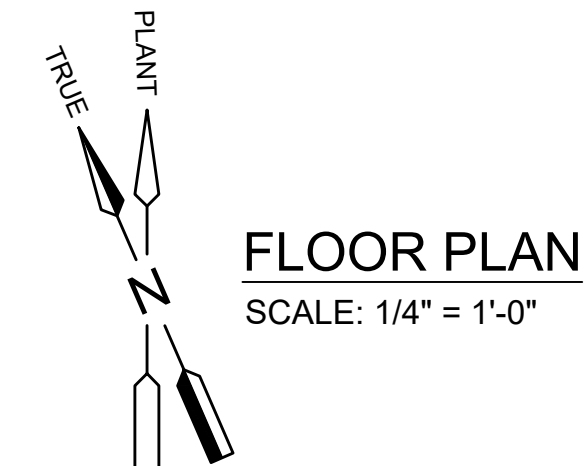
NO.	REVISIONS	APPROVED BY	DATE	SHEET	7 OF 10
				DWG NO.	13-D-141
				DATE	DEC 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

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NOTES:

1. CONTRACTOR SHALL NOT STAGE OR OBSTRUCT AGENCY ACCESS IN CORRIDOR 6C AND SHALL MAINTAIN ACCESS BY AGENCY TO THE ELECTRICAL CONTROL CENTER ROOMS, CONTROL PANELS, AND CONTROL PANEL ROOM THROUGHOUT THE COURSE OF WORK.
2. CONTRACTOR SHALL INSTALL NEW RESILIENT BASE IN ALL LOCATIONS THAT ARE RECEIVING NEW FLOORING AS SHOWN ON DRAWINGS.
3. PROVIDE AND INSTALL NEW TOILET, FLUSH VALVE, SINK, FAUCET, AND WALL BOARD IN RESTROOM PER THE SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL ACCESSORIES TO CONNECT NEW RESTROOM FIXTURES TO EXISTING PLUMBING.
4. RESINOUS FLOORING SHALL BE INSTALLED WITHIN ALL WORK AREA LIMITS INCLUDING THE LOCATIONS WHERE NEW METAL CABINETRY IS TO BE INSTALLED.



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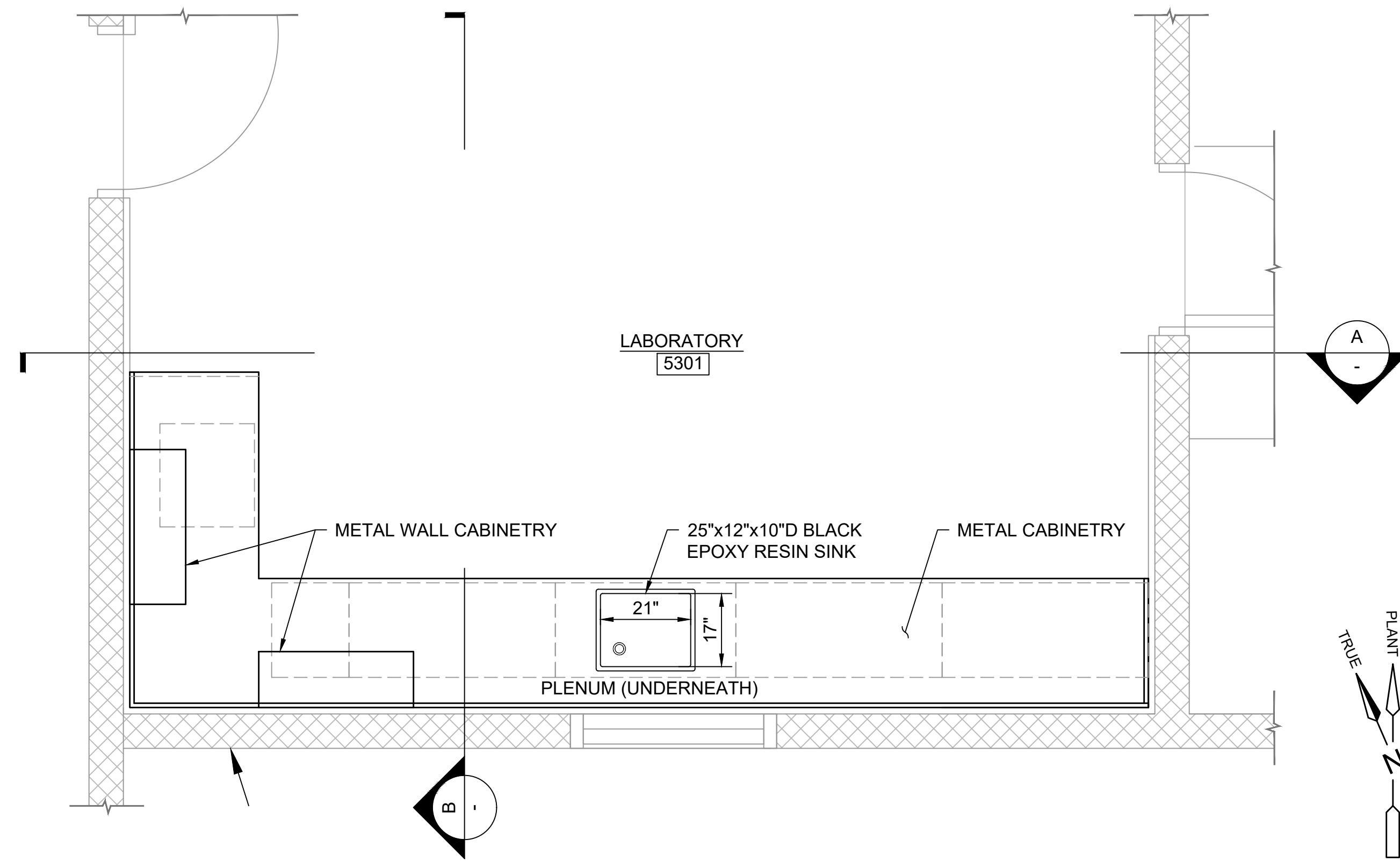


2022 CONTROL ROOM UPGRADES PROJECT

ARCHITECTURAL
C&T - FLOOR PLAN

VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY	NO.	REVISIONS	APPROVED BY	DATE	SHEET	8 OF 10	
					DWG NO.	13-A-141	
					DATE	DEC 2021	
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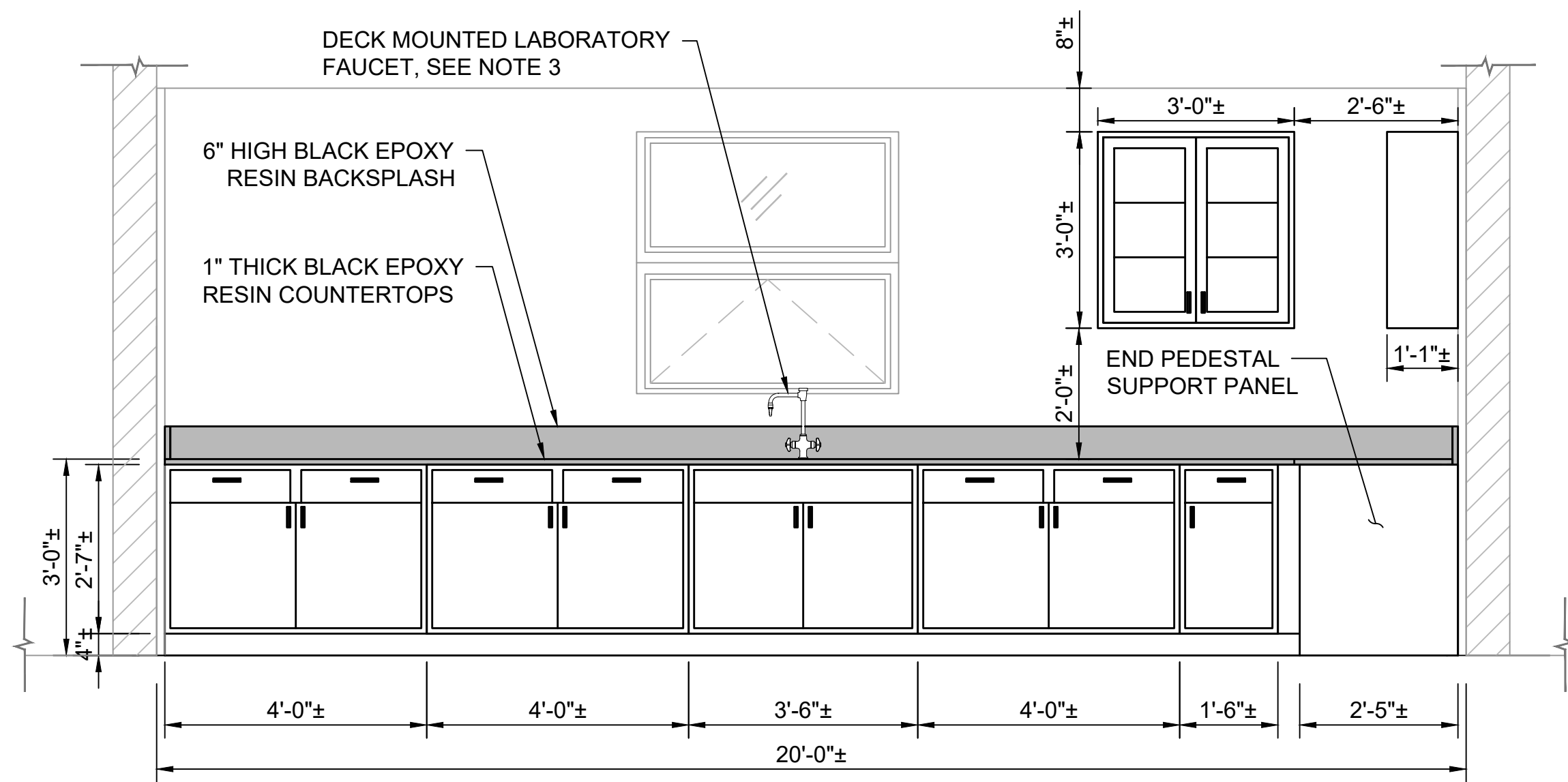


METAL CABINETY PLAN

SCALE: 1/2" = 1'-0"

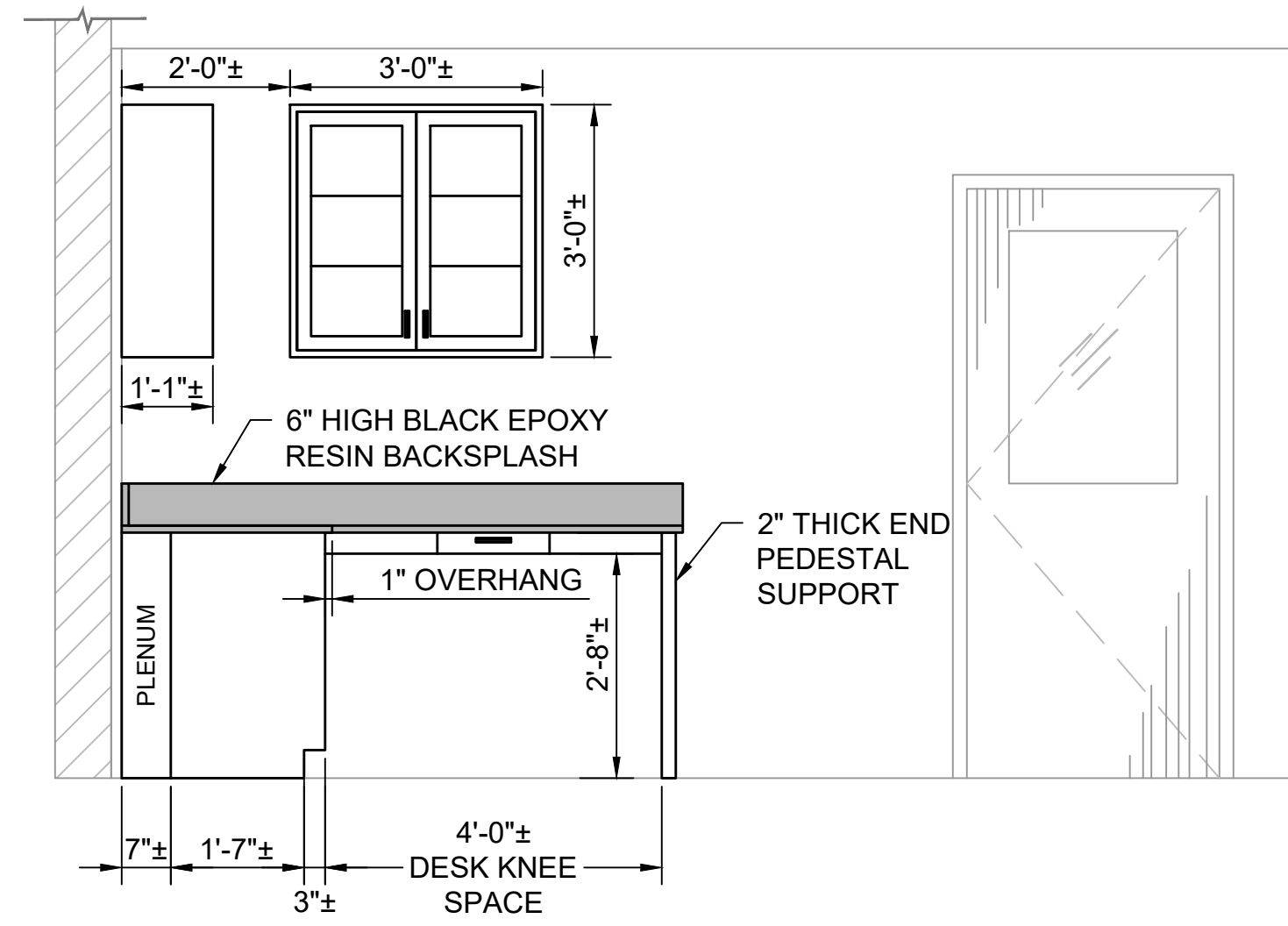
NOTES:

1. DIMENSIONS SHOWN ON DRAWINGS ARE APPROX. CONTRACTOR SHALL FIELD VERIFY PRIOR TO BIDDING.
2. METAL CABINETY SHALL MEET REQUIREMENTS SHOWN ON DETAIL 3 OF DWG NO. A-301 AND SPECIFICATIONS.
3. PROVIDE AND INSTALL NEW DECK-MOUNTED LABORATORY FAUCET AND DRAIN PER SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR CONNECTING FAUCET AND DRAIN TO EXISTING PLUMBING IN PLENUM.



METAL CABINETY ELEVATION

SCALE: 1/2" = 1'-0"



METAL CABINETY ELEVATION

SCALE: 1/2" = 1'-0"



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2022 CONTROL ROOM UPGRADES PROJECT

ARCHITECTURAL
C&CT - CABINETY PLAN AND ELEVATIONS

VERIFY SCALE

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NO.	REVISIONS	APPROVED BY	DATE	SHEET	9 OF 10
				DWG NO.	13-A-201
				DATE	DEC 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
				APPROVED BY:	LG

INTERIOR FINISH SCHEDULE

SPACE		FLOOR			BASE				TYP WALL				MISCELLANEOUS				OTHER REQUIREMENTS
NO.	NAME	SUB FL	FINISH	COL	MATL	FINISH	COL	WALLS	MATL	FINISH	COL	WALLS	ITEM	MATL	FINISH	COL	
201	ENTRY	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB / CMU	115	P-1	ALL					
202	LABORATORY	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB	115	P-1	ALL	LAB CASEWORK / COUNTERTOPS	METAL	FCTY	M-1	SEE METAL CABINETRY NOTE 1
203	RESTROOM	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB	115	P-1	ALL					
204	AWT CONTROL ROOM	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB / CMU	115	P-1	ALL					
1301	C&CT CONTROL ROOM	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB / CMU	115	P-1	ALL					
1302	RESTROOM	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB / CMU	115	P-1	ALL					
5301	LABORATORY	EXIST CONC	-	F-1	RUB	FCTY	F-3	ALL	EXIST GWB	115	P-1	ALL	LAB CASEWORK / CONTERTOPS	METAL	FCTY	M-1	SEE METAL CABINETRY NOTE 1

COLOR LIST

MARK	ITEM	MANUFACTURER	COLOR	OTHER REQUIREMENTS
FLOOR				
F-1	RESINOUS FLOORING	AS SPECIFIED	AS SPECIFIED	
F-2	RUBBER BASE	AS SPECIFIED	AS SPECIFIED	SEE NOTES 4
PAINT				
P-1	WALLS	AS SPECIFIED	AS SPECIFIED	
P-2	RELIGHT FRAMES	AS SPECIFIED	AS SPECIFIED	SEE NOTES 1 & 2
P-3	DOOR JAMBS	AS SPECIFIED	AS SPECIFIED	SEE NOTE 3
P-4	DOORS	AS SPECIFIED	AS SPECIFIED	SEE NOTES 3
MISCELLANEOUS				
M-1	METAL CASEWORK	AS SPECIFIED	AS SPECIFIED	
M-2	EPOXY COUNTERTOPS	AS SPECIFIED	AS SPECIFIED	

NOTES:

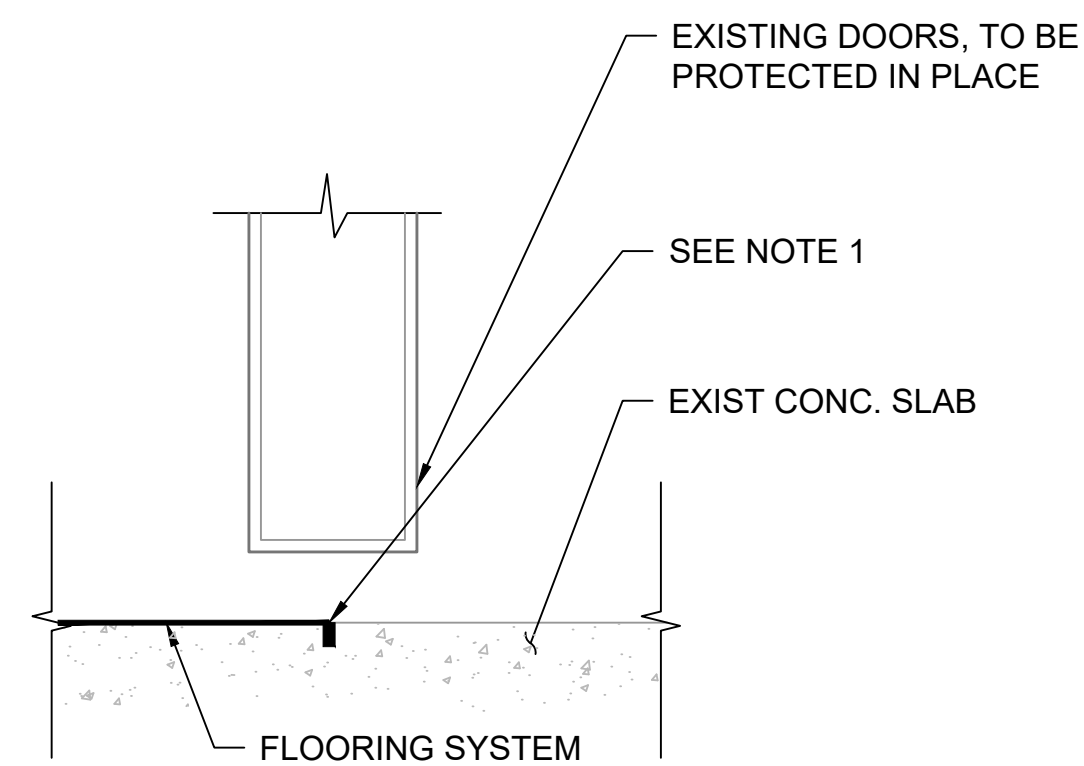
- CONTRACTOR SHALL PAINT ALL EXISTING WOOD WINDOW FRAMES, SILLS, TRANSOMS, AND MULLIONS.
- CONTRACTOR SHALL CONFIRM ALL ALUMINUM AND STEEL WINDOW FRAMES, SILLS, TRANSOMS, AND MULLIONS TO BE PAINTED WITH AGENCY PRIOR TO PAINTING. ALUMINUM AND STEEL WINDOWS CONFIRMED BY AGENCY NOT TO BE PAINTED SHALL BE PROTECTED IN PLACE.
- DOOR FRAMES, JAMBS, AND HEADS SHALL BE PAINTED COLOR SPECIFIED IN COLOR LIST. CONTRACTOR SHALL CONFIRM WITH AGENCY ALL DOOR FRAMES, JAMBS, AND HEADS TO BE PAINTED. WOOD DOORS SHALL NOT BE PAINTED AND SHALL BE PROTECTED IN PLACE FOR DOOR JAMB WORK.
- RUBBER BASE SHALL BE INSTALLED ALONG ALL WALLS TO THE BASE OF METAL CABINETRY AND ALONG BOTTOM OF METAL CABINETRY.

ABBREVIATIONS:

CMU	CONCRETE MASONRY UNIT	MET	METAL
COL	COLOR	N	NORTH
CONC	CONCRETE	QS	QUARTZ SURFACE
CPT	CARPET	PLAM	PLASTIC LAMINATE
CT	CERAMIC TILE	RUB	RUBBER BASE
E	EAST	S	SOUTH
EXIST	EXISTING	SUB FL	SUBFLOOR
FCTY	FACTORY	W	WEST
FNSH	FINISH		
GWB	GYPSUM WALL BOARD		
HDPL	HIGH PRESSURE LAMINATE		
HGT	HEIGHT		
LVP	LUXURY VINYL PLANK		
MATL	MATERIAL		
MDF	MEDIUM DENSITY FIBERBOARD		

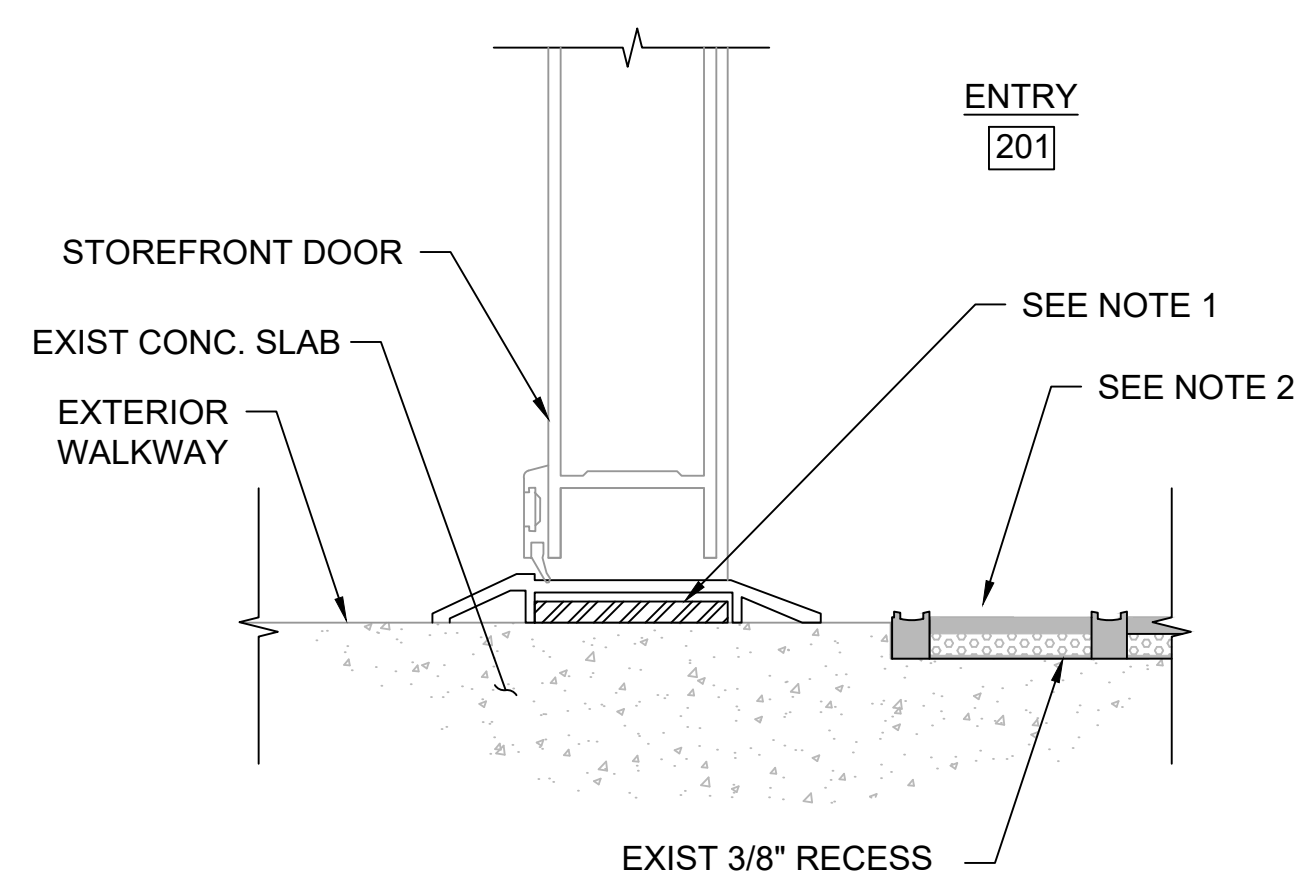
METAL CABINETRY NOTES:

- METAL CABINETRY SHALL BE SAME COLOR AND FINISH THROUGHOUT, INCLUDING ALL EDGES, AND HORIZONTAL AND VERTICAL SURFACES.



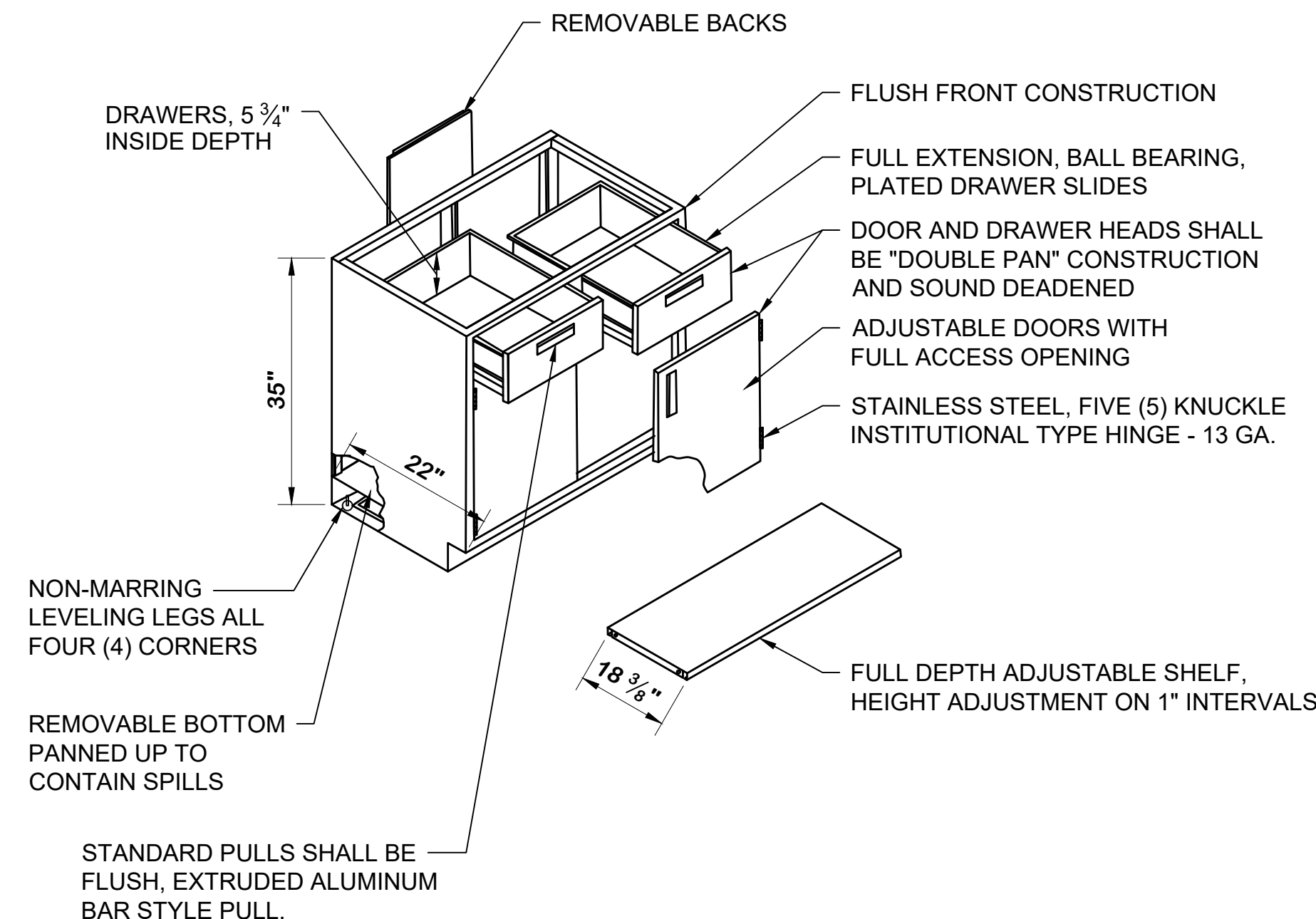
- NOTES:**
- TERMINATE FLOOR SYSTEM AT DOORWAYS AND ENSURE MATERIAL IS NOT FEATHERED AT EDGE. PROVIDE 1/4" KEY CUT FOR TERMINATION TO PROPERLY SEAT FLOORING SYSTEM IF JOINT NOT PRESENT. DETAIL CUT SHALL ALSO APPLY TO DRAIN PERIMETERS AND EXPANSION JOINT EDGES.

FLOORING TO CONC. TRANSITION 1
SCALE: NTS
2-A-141
13-A-141



- NOTES:**
- CONTRACTOR SHALL INSTALL NEW ANCHOR PLATE AND DOOR THRESHOLD.
 - MILLIKEN OBEX CLOSED VINYL MAT SYSTEM, OR APPROVED EQUAL, TO BE INSTALLED IN EXISTING 3/8" RECESS IN FINISH FLOOR PER SPECIFICATIONS.

STOREFRONT DOOR THRESHOLD 2
SCALE: NTS
2-A-141



NOTES:

- ALL SURFACES SHALL BE PAINTED WITH CHEMICAL RESISTANT, BAKED-ON EPOXY POWDER PER SPECIFICATION 12 35 53.
- CABINET GAUGE COMPONENTS SHALL BE AS FOLLOWS:

APRONS	18 GA.
BACK PANELS	20 GA.
BOTTOM PANELS	18 GA.
DRAWER / DOOR OUTER PANEL	20 GA.
DRAWER BODIES	20 GA.
LEGS	18 GA.
SHELVES	18 GA.
SIDE PANELS	18 GA.
TABLE FRAMES	18 GA.

METAL CASEWORK DETAIL 3
SCALE: NTS

T:\Engineering\Projects\2022_Control Room Upgrades\Phase\Drawings\A-301.dwg 12/1/2021 13:20



Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, California 96161
(530) 587-2525



2022 CONTROL ROOM UPGRADES PROJECT

ARCHITECTURAL

FINISH SCHEDULE AND DETAILS

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	10 OF 10
				DWG NO.	A-301
				DATE	DEC 2021
DESIGNED BY:	SJF	DRAWN BY:	SJF	CHECKED BY:	APC/JAP
				APPROVED BY:	LG



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-6
Subject: Discussion of in-person Board of Directors meeting

Background

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

Fiscal Impact

None.

Attachments

None.

Recommendation

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

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: December 15, 2021
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

All plant waste discharge requirements were met for the month.

Operations:

- Plant performed well through the month.
- Cleaned and acid washed centrifuge feed and centrate tanks and associated equipment.
- Annual plant wide safety audit.
- Well #31 pH in compliance for the month.
- Caustic was added to the final effluent to maintain a 7.0 pH set point.

Operations Work Orders:

- Completed this month: 12
- Pending: 4

Laboratory:

- Staff performed necessary laboratory testing.
- Submitted responses to corrective action requests as issued by International Accreditation Service (IAS) and are awaiting an official acceptance. The IAS Assessment Report with Agency responses is attached for your reference.
- Staff continue to train remaining operators for weekend testing and will be completing DOCs.

Laboratory Corrective Actions:

- Completed this month: 8
- Pending: 0


Plant Data:


Influent Flow Description	MG
Monthly average daily ⁽¹⁾	2.76
Monthly maximum instantaneous ⁽¹⁾	5.64
Maximum 7- day average	3.10

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.7	10.0	2.8	20.0
Turbidity (NTU)	NA	NA	1.8	10.0
Total Phosphorus (mg/l)	0.47	0.80	0.77	1.50
Chemical Oxygen Demand (mg/l)	26	45	30	60

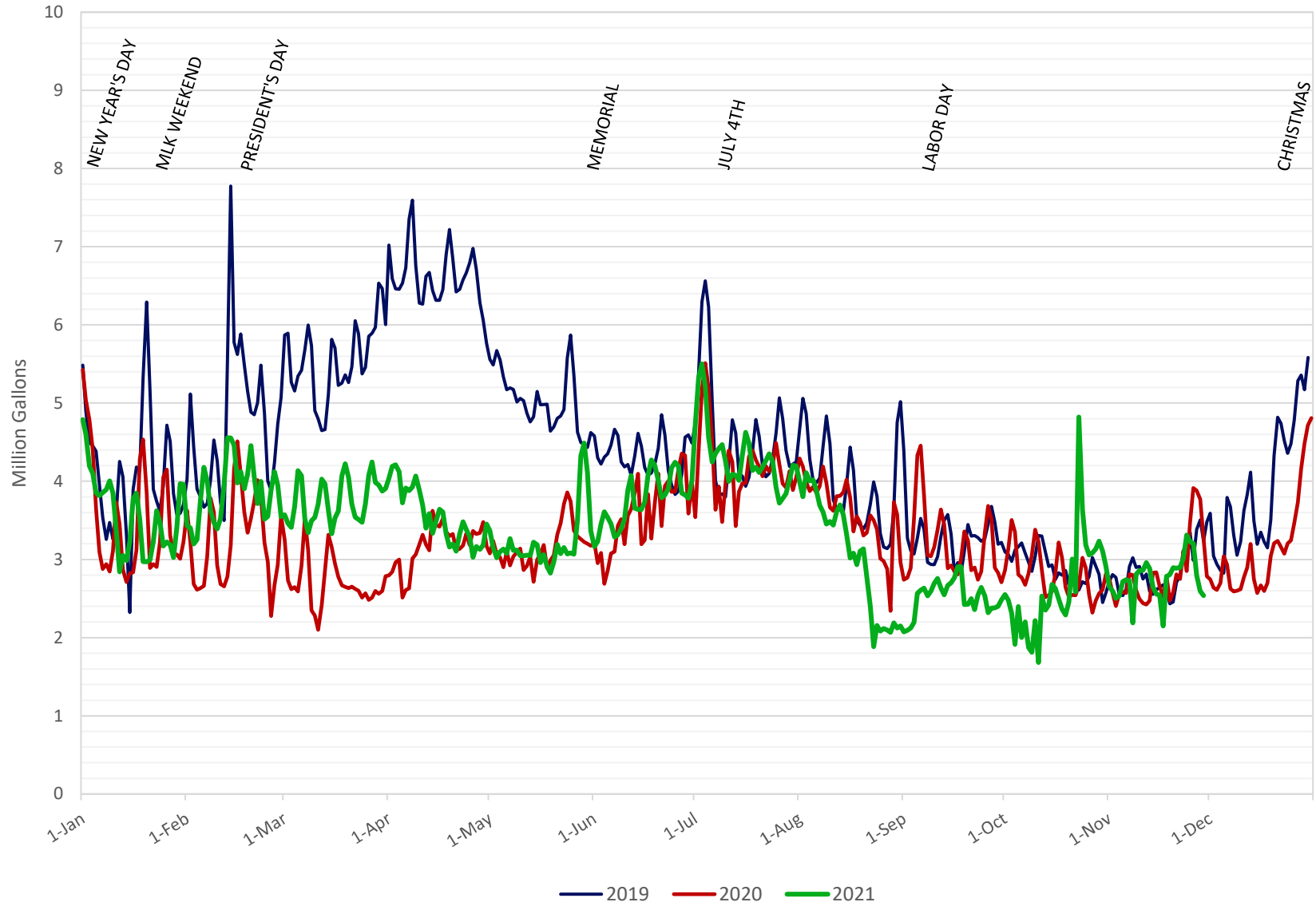
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

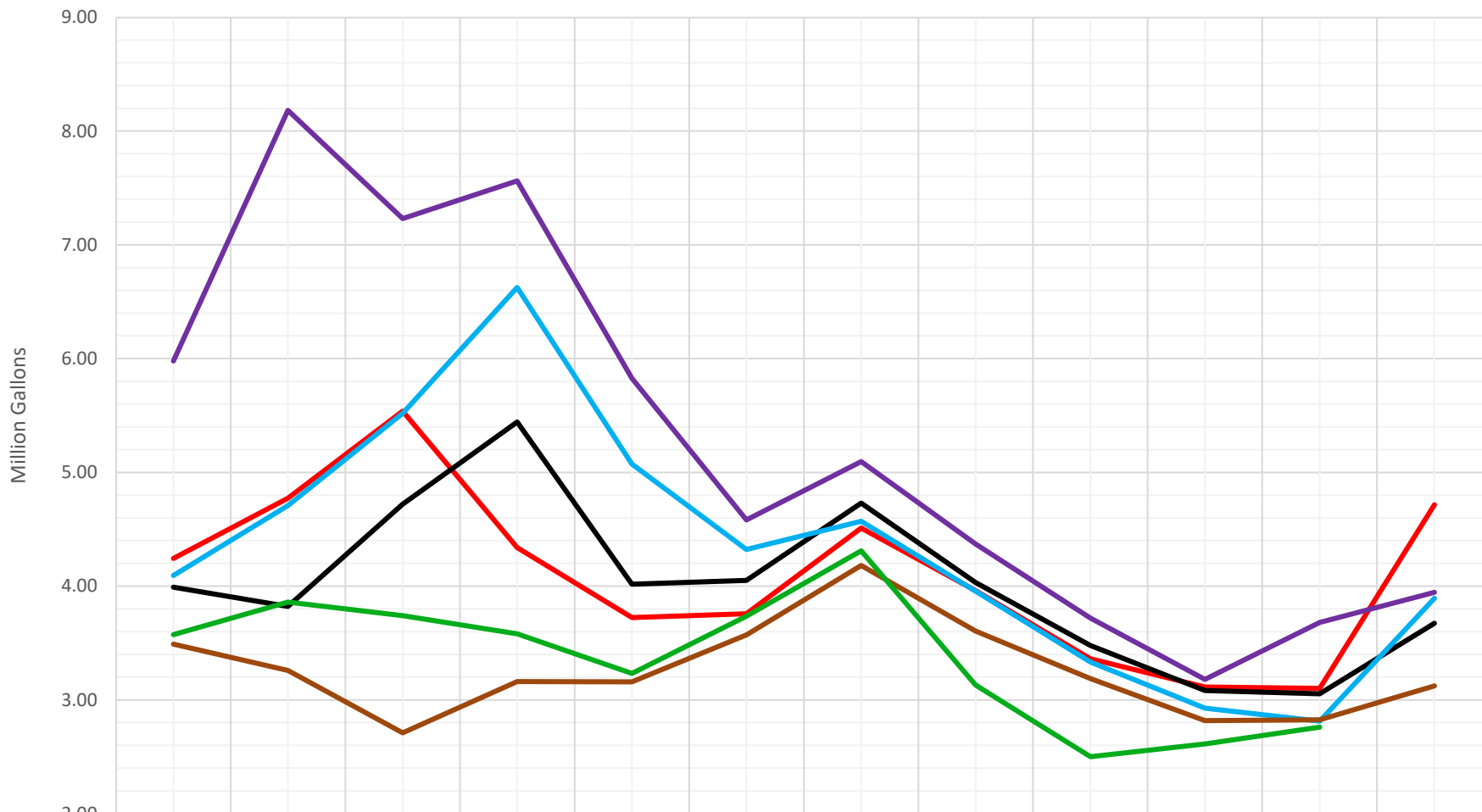
Submitted By: 
 Michael Peak
 Operations Manager

Approved By: 
 LaRue Griffin
 General Manager

T-TSA Daily Influent Flow

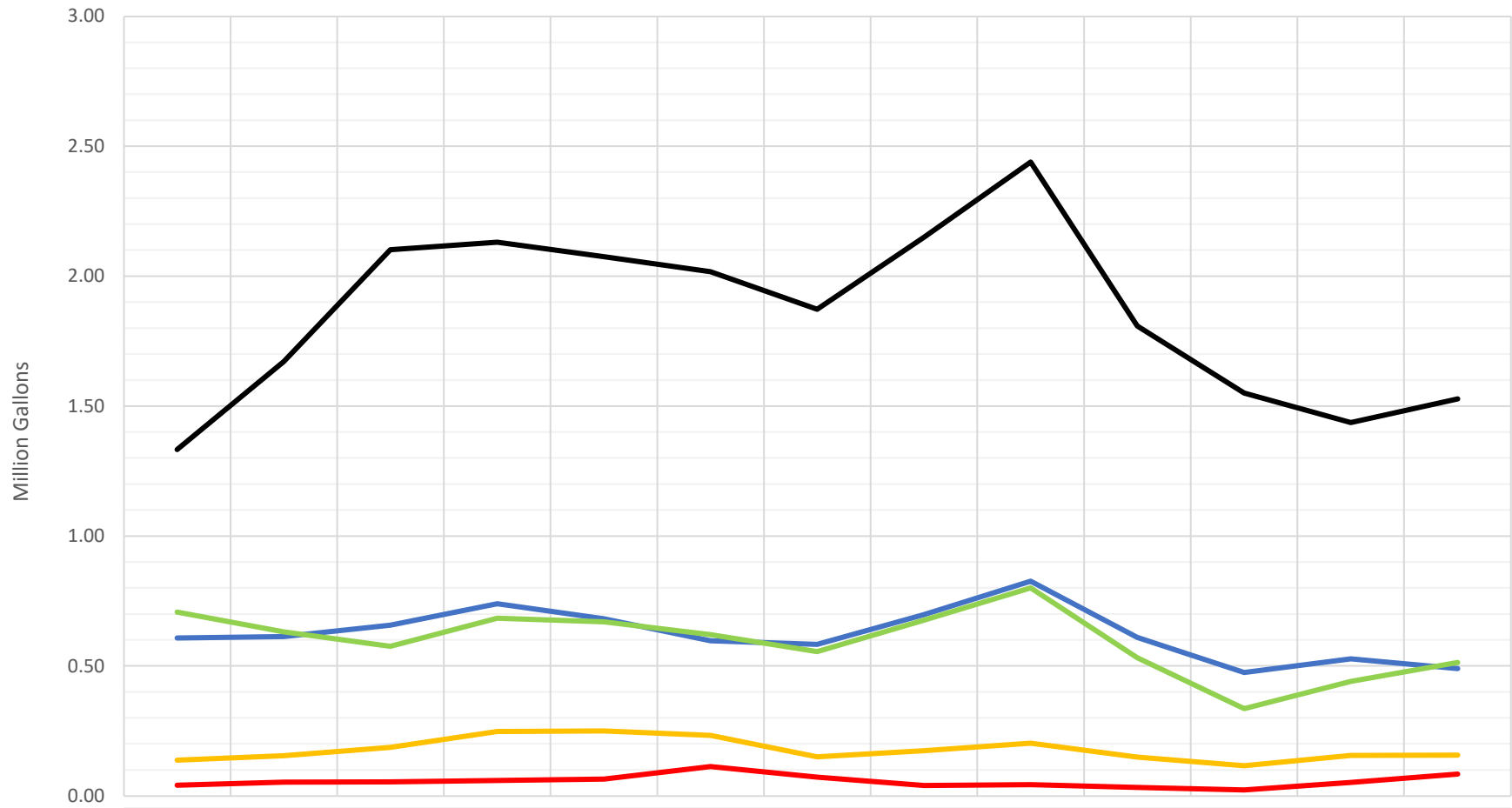


Monthly Average Daily Flow (Influent)



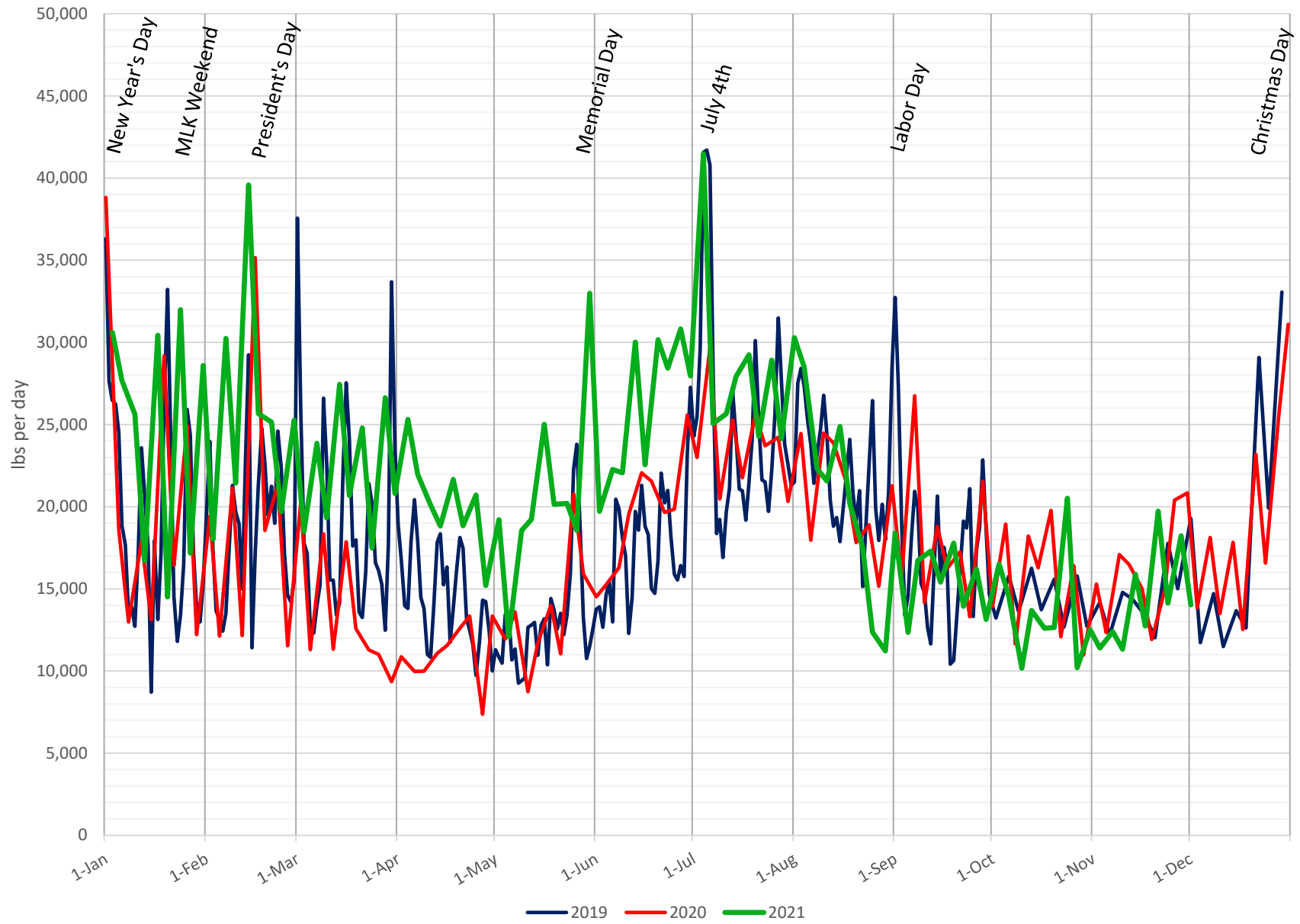
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12
2021	3.57	3.86	3.74	3.58	3.23	3.74	4.31	3.13	2.50	2.61	2.76	

Monthly Average Daily Flow (Districts)

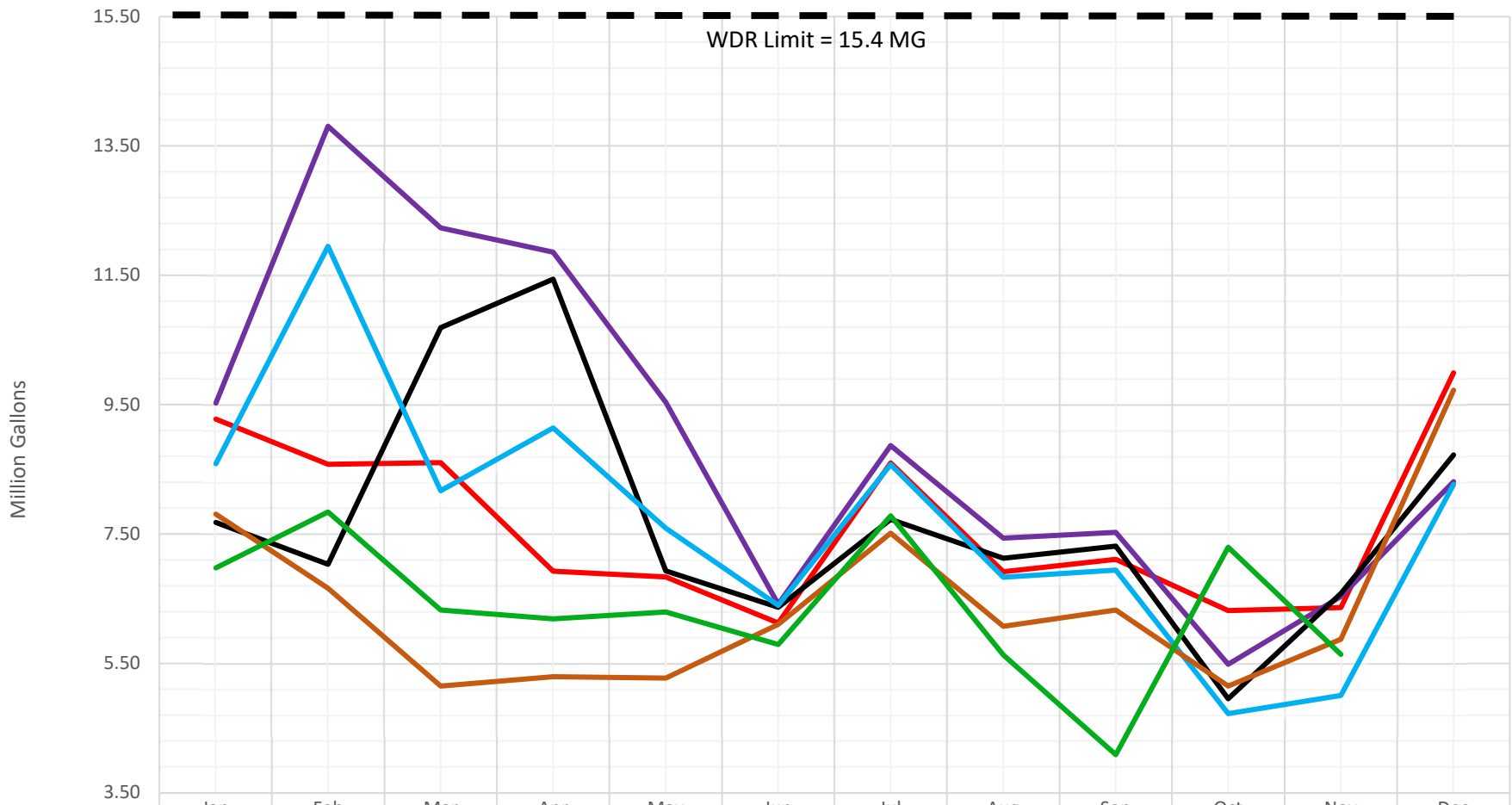


	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
NTPUD	0.61	0.61	0.66	0.74	0.68	0.60	0.58	0.70	0.83	0.61	0.48	0.53	0.49
TCPUD	0.71	0.63	0.57	0.68	0.67	0.62	0.55	0.68	0.80	0.53	0.34	0.44	0.51
ASCWD	0.04	0.05	0.05	0.06	0.06	0.11	0.07	0.04	0.04	0.03	0.02	0.05	0.08
OVPSD	0.14	0.15	0.19	0.25	0.25	0.23	0.15	0.17	0.20	0.15	0.12	0.16	0.16
TSD	1.33	1.67	2.10	2.13	2.08	2.02	1.87	2.15	2.44	1.81	1.55	1.44	1.53

COD Influent Loading

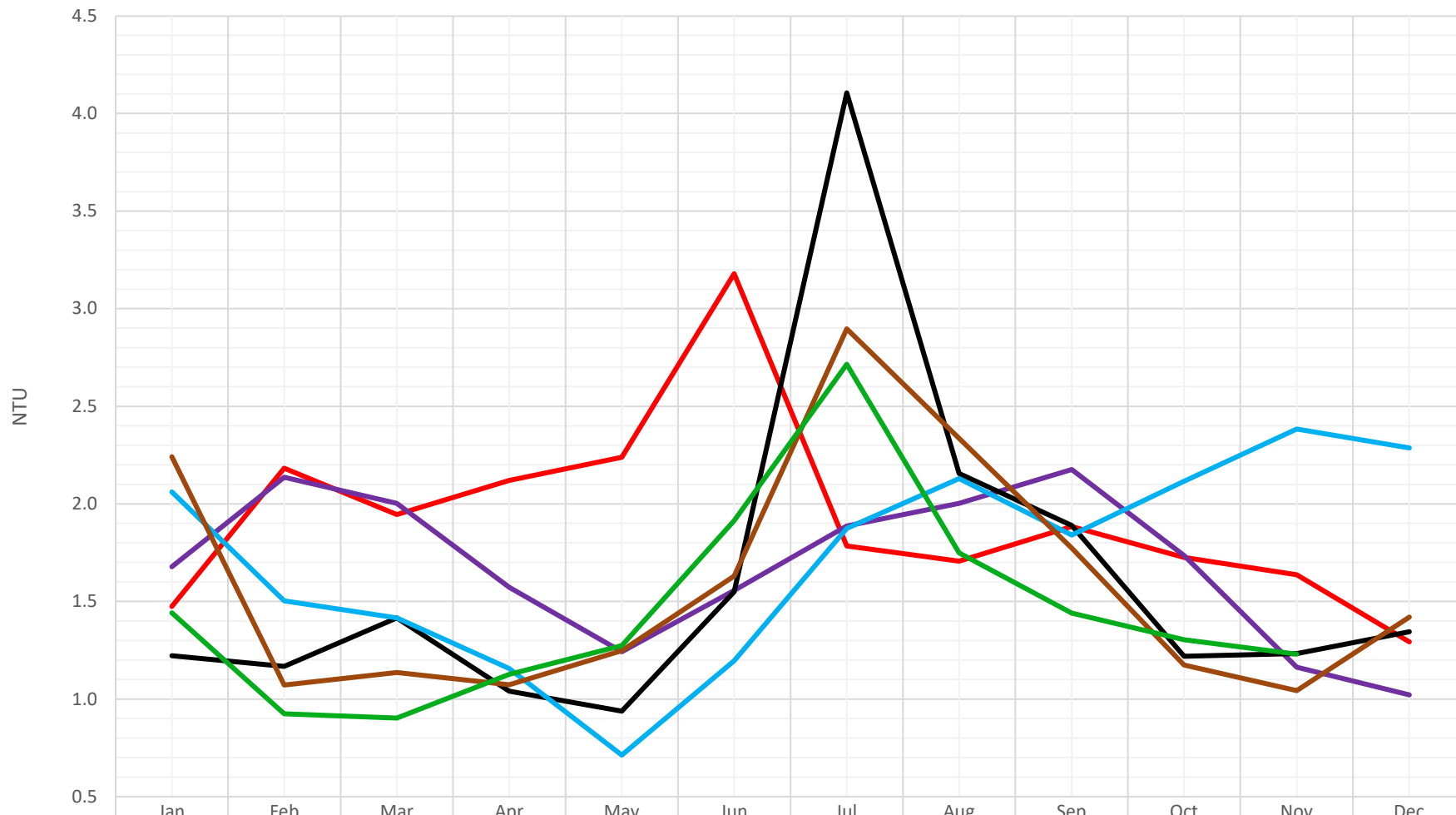


Monthly Maximum Instantaneous Flow (Influent)



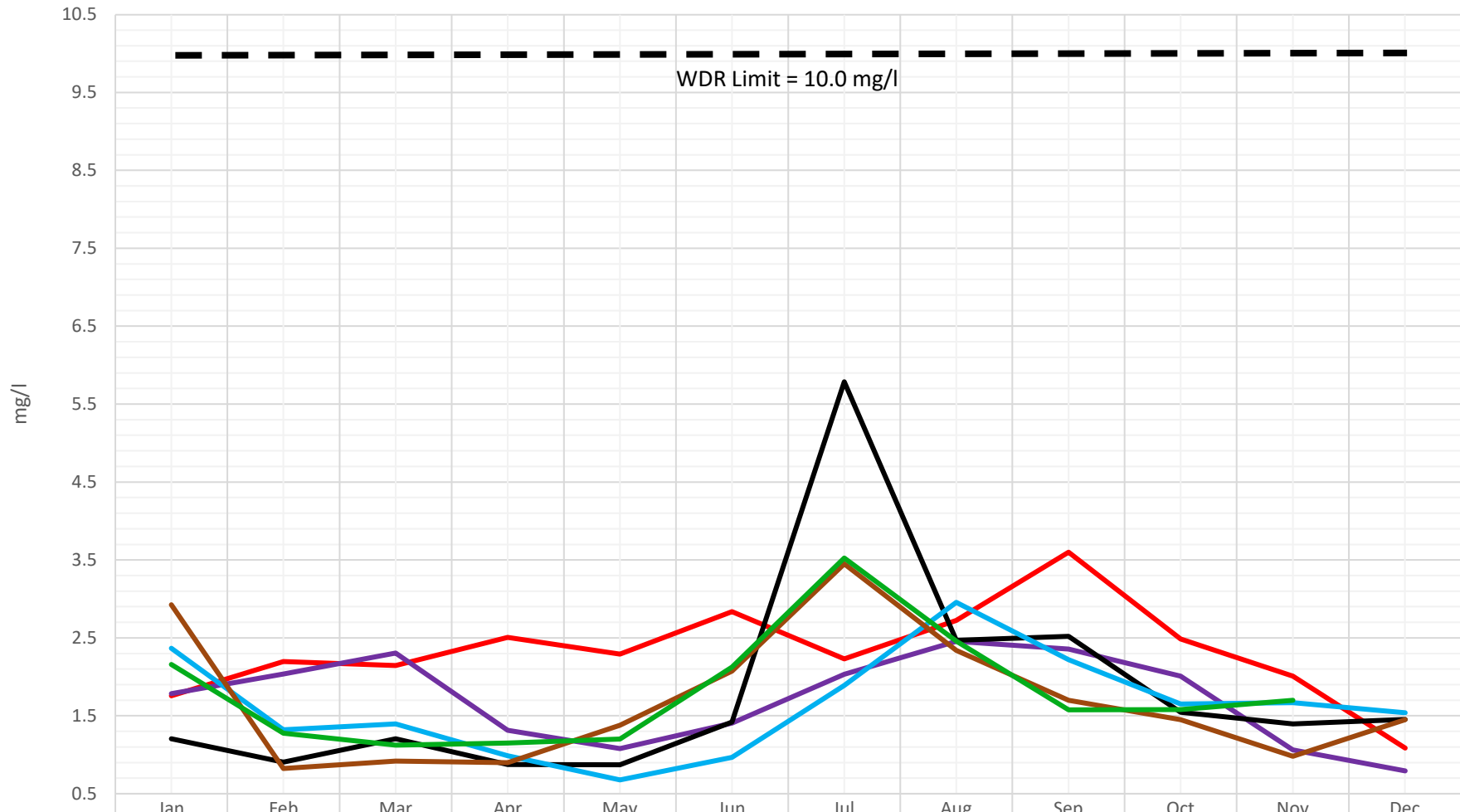
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	5.00	8.26
2020	7.81	6.66	5.15	5.29	5.27	6.10	7.51	6.07	6.33	5.15	5.87	9.72
2021	6.98	7.84	6.33	6.19	6.29	5.79	7.78	5.63	4.09	7.30	5.64	

Monthly Average Daily Turbidity (Effluent)



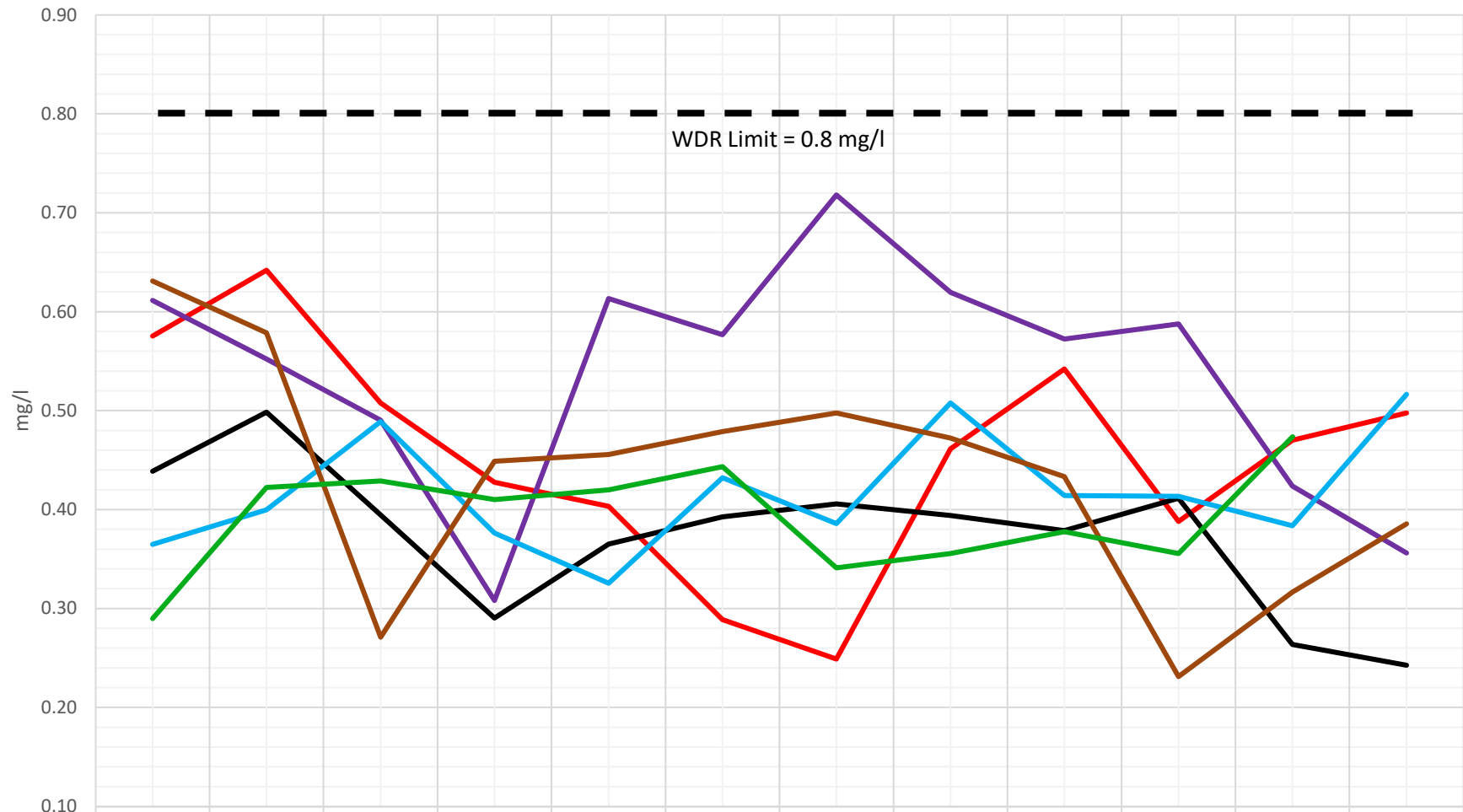
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9	2.7	1.7	1.4	1.3	1.2	

Monthly Average Daily Suspended Solids (Effluent)



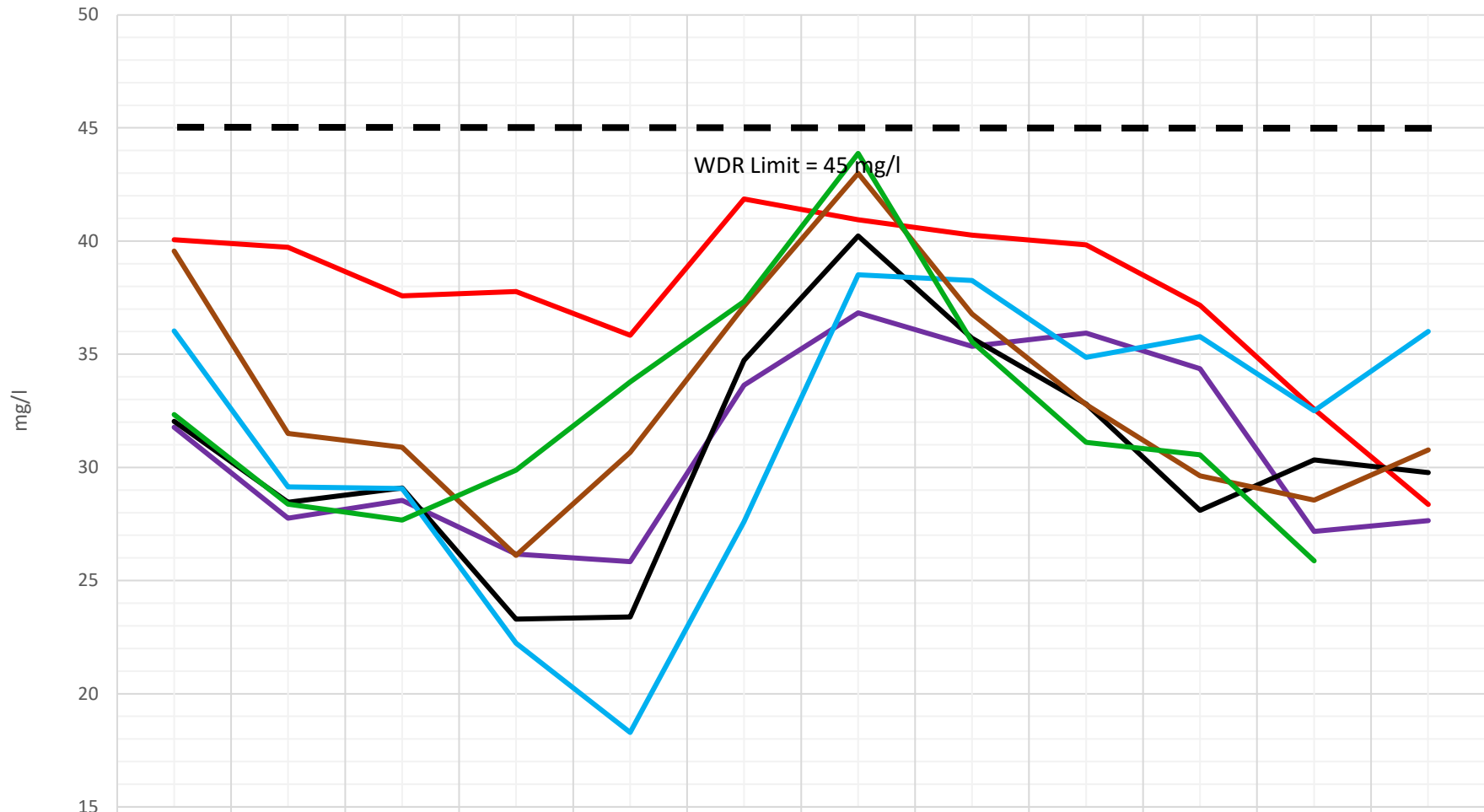
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1	3.5	2.5	1.6	1.6	1.7	

Monthly Average Daily Total Phosphorus (Effluent)



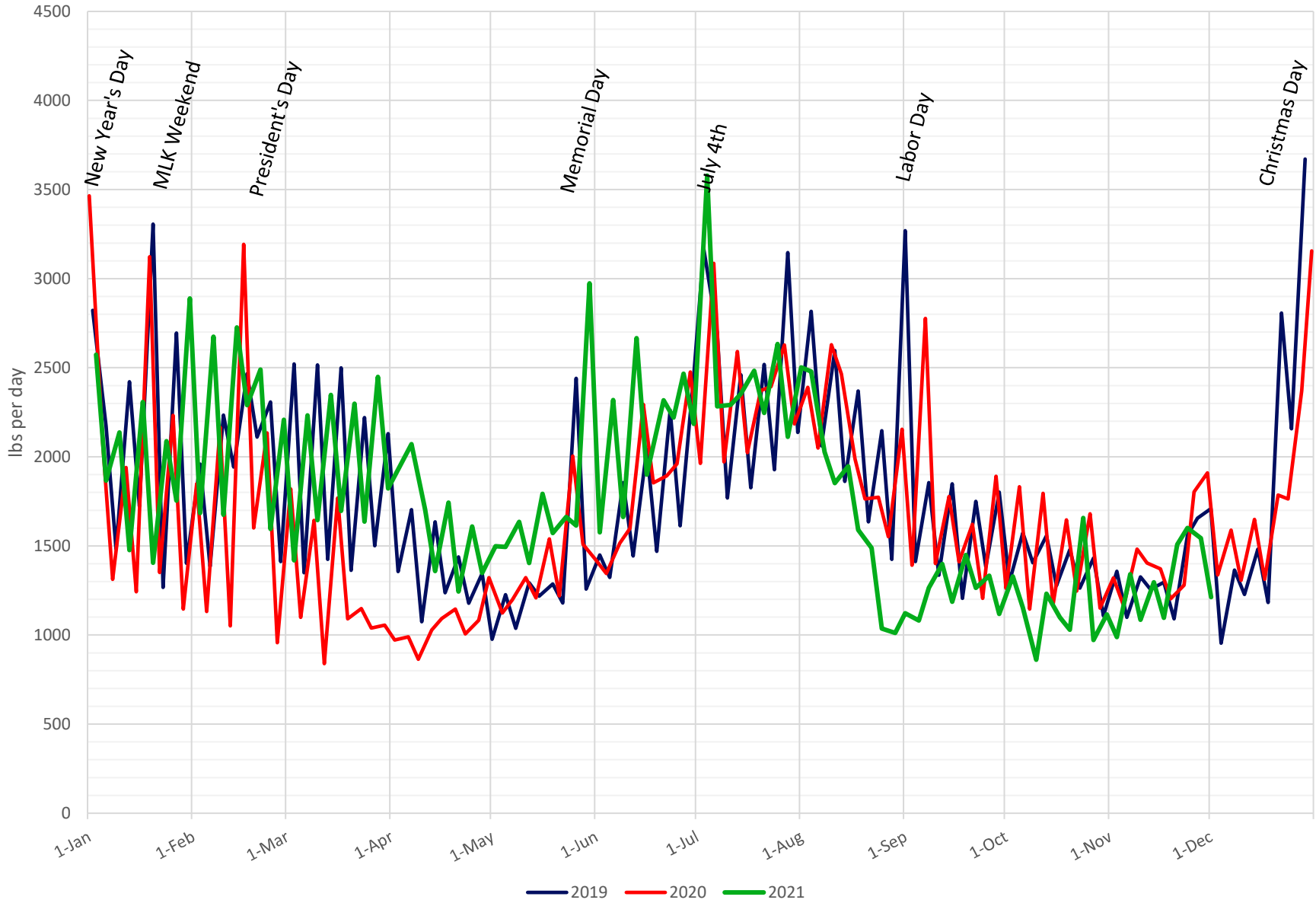
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32	0.39
2021	0.29	0.42	0.43	0.41	0.42	0.44	0.34	0.36	0.38	0.36	0.47	

Monthly Average Daily Chemical Oxygen Demand (Effluent)

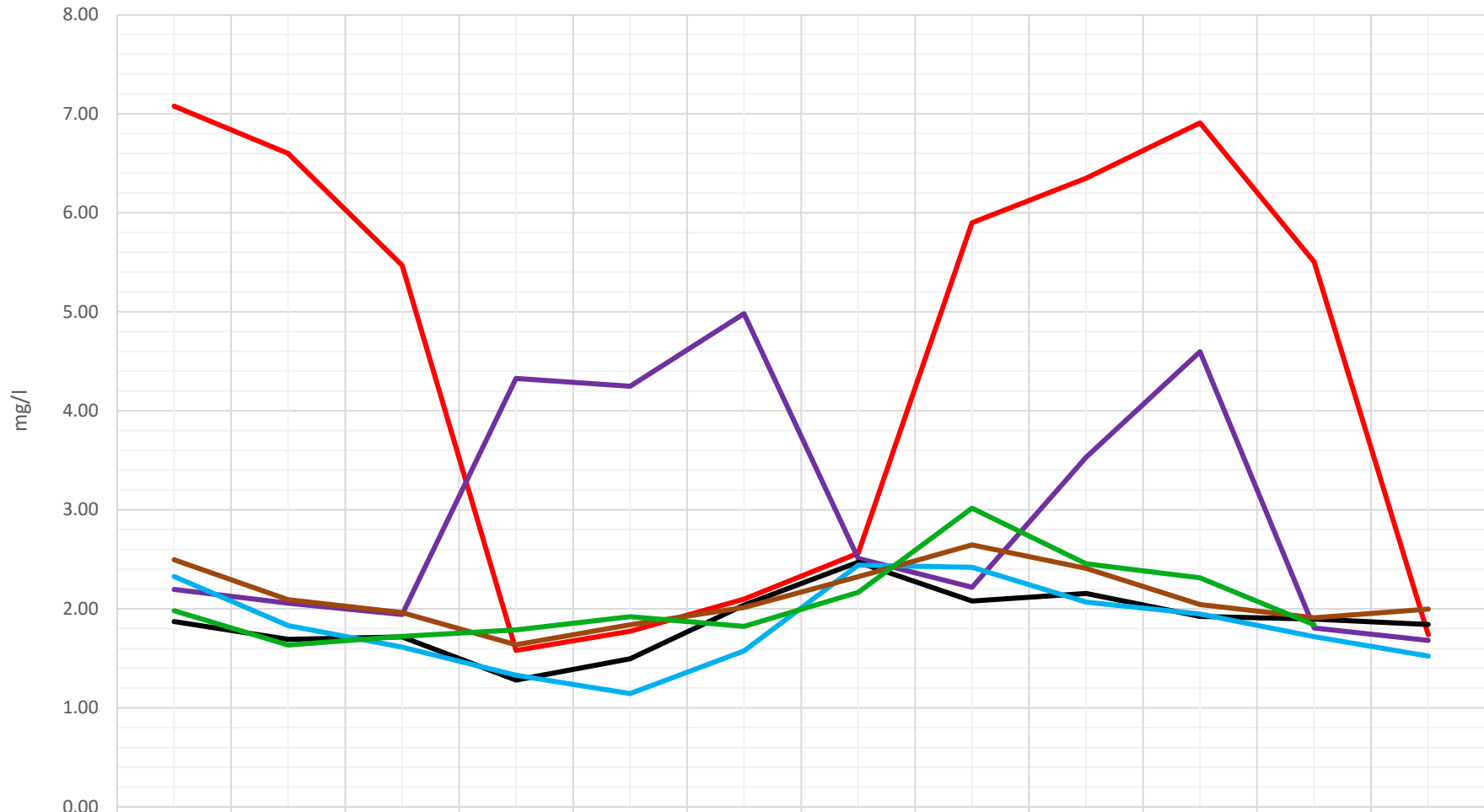


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	40	38	38	36	42	41	40	40	37	33	28
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37	44	36	31	31	26	

TKN Influent Loading

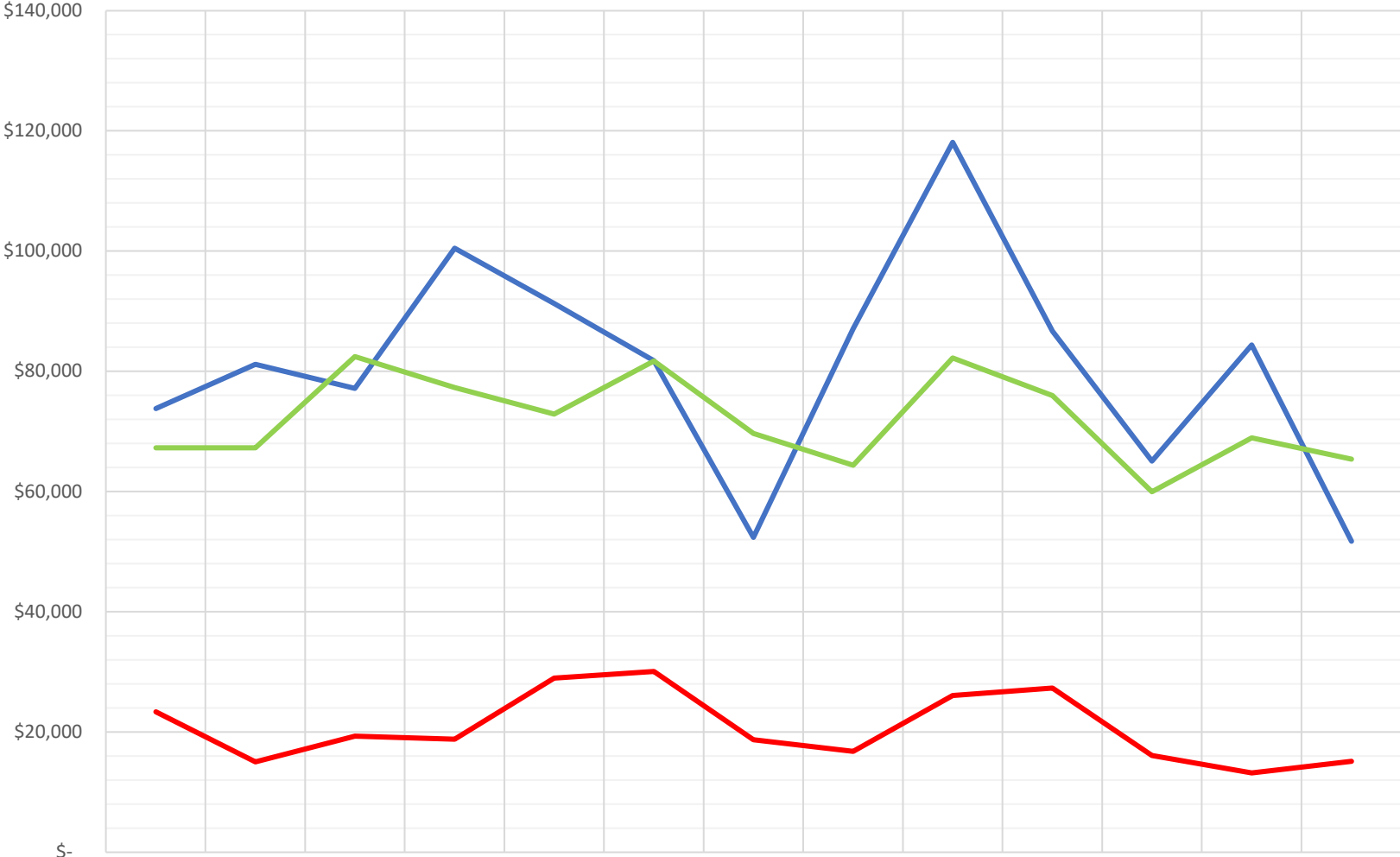


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.41	2.04	1.91	2.00
2021	1.98	1.64	1.72	1.79	1.92	1.82	2.17	3.02	2.46	2.31	1.84	

Chemical, Power and Sludge Disposal Costs



	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
Chemical	\$73,798	\$81,138	\$77,169	\$100,486	\$91,278	\$81,758	\$52,348	\$87,109	\$118,100	\$86,660	\$65,076	\$84,387	\$51,738
Power	\$67,261	\$67,247	\$82,480	\$77,270	\$72,881	\$81,705	\$69,645	\$64,361	\$82,199	\$75,956	\$59,970	\$68,936	\$65,393
Sludge Disposal	\$23,339	\$15,036	\$19,302	\$18,781	\$28,938	\$30,061	\$18,691	\$16,768	\$26,075	\$27,293	\$16,092	\$13,197	\$15,117



Assessment Report

For

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

Designated Representative: Jason Hays

Performed:

Date

By Tony Francis PhD, IAS

On Behalf Of:

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

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

ASSESSMENT REPORT

Scope

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

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

Materials Selected for Review

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

Data Package Review

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

Observations

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

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

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

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

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

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

Attachments

The report contains electronic copies of the attachments listed below.

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

LIST OF FINDINGS

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

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

CORRECTIVE ACTION REQUESTS (CARs)

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

	<p>receipt of the “Not Acceptable” score from the Proficiency Testing provider, the laboratory shall:</p> <ol style="list-style-type: none"> (1) Notify ELAP of the “Not Acceptable” score; (2) Document the root cause of the failure; (3) Take corrective action; (4) Achieve an acceptable score in a subsequent Proficiency Testing study for that Field of Accreditation (5) Notify ELAP of the “Acceptable” score; and (6) Upon request from ELAP, provide documentation of the root cause investigation and corrective action. <p>(j) If on the second attempt, a laboratory does not achieve an acceptable score for a Field of Accreditation a laboratory shall:</p> <ol style="list-style-type: none"> (1) Notify ELAP of the “Not Acceptable” result within three (3) days; (2) Be suspended for that Field of Accreditation; (3) Cease reporting of results for regulatory purposes for that corresponding Field of Accreditation; (4) Notify affected clients of second “Not Acceptable” Proficiency Testing result by registered mail, email with return receipt, or electronic signature document; (5) Within thirty (30) days: investigate and document the root cause of the failure and take corrective action; <p>(n) If a laboratory has a financial interest, familial relationship, or contractual agreement for consultation with the provider of a Proficiency Testing study, then the results from that study shall not be used to meet the Proficiency Testing study requirements for accreditation</p>
Finding	The laboratory’s quality manual did not contain or reference the requirements concerning Proficiency Testing as contained above.
Laboratory Response including Root cause analysis	The lab QAM has been modified to include requirements of § 64802.15 (b)(3), (h), (j), (n). Procedures are defined that direct staff regarding appropriate response to failed PT samples. Procedures also specify the prohibition on analyzing another lab’s PT samples or using subcontract labs to perform PT samples issued to the TTSA Lab. Staff have received training specifying the
IAS 1st Response	

CAR 2	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (f)(2)
Requirement	<p>When a laboratory subcontracts work, the subcontracting laboratory shall comply with the following requirements:</p> <p>(A) The subcontracting laboratory shall inform the customer(s) of arrangement with subcontractor(s);</p> <p>(B) The subcontracting laboratory shall maintain a register of all subcontractors that are used for analytical testing;</p> <p>(C) The subcontractor shall be accredited by ELAP in the Field(s) of Accreditation for analyses being performed for regulatory purposes;</p>
Finding	The laboratory's quality manual did not contain or reference the procedures related to subcontracting as outlined above. The laboratory did not establish a register of all subcontractors used for analytical testing.
Laboratory Response including Root cause analysis	The QAM has been modified to include a subsection on the subcontracting of analyses. Accepted subcontract labs are specified along with methods that are typically sent to that lab. The QAM also specifies that the operations department (our only client) is made aware of and approves the subcontracting of the work. The addition to the QAM also includes reference to all subcontracted lab ELAP certificate number. Staff have received training on all the modifications to the QAM.
IAS 1st Response	

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

Laboratory Response including Root cause analysis	The lab QAM has been modified to include a subsection specifying a policy that maintains lab records in either paper or digital format for at least 5 years. Training has been provided to detail the changes to the QAM.
IAS 1 st Response	

CAR 4	
ELAP Regulation/EPA/ Reference Method citation	§ 64814.00 (n)(2)
Requirement	A laboratory shall establish and maintain a system to control records that allows the history of the sample and associated data to be readily understood through the documentation. This system shall produce unequivocal, accurate records that document all laboratory activities such as laboratory facilities, equipment, analytical methods, and related laboratory activities, such as sample receipt, sample preparation, or data verification, and inter-laboratory transfers of samples and or extracts.
Finding	Records containing traceability information had not been maintained including: <ol style="list-style-type: none"> 1. The identification of the weight set used to verify daily balance calibrations, 2. The identification of the thermometer used to measure temperatures of samples during sample receipt, 3. The identification of the lot number of Colilert and LTB media, incubator, or thermometer used for microbiological analyses, 4. Preparation of calibration and working standards for all analytical methods (e.g., anions, TOC, COD), and 5. The identification of pans used for TSS analysis.
Laboratory Response including Root cause analysis	Root cause analysis determined a general lack of policies and procedures dictating means and methods for documenting traceability related records. The QAM has been updated to include requirements to record traceability related standards and relevant equipment associated with analysis. Record sheets have been created that allow staff to record information regarding stock solutions and solutions requiring a parent/daughter relationship. Bench records have been modified for all analyses to include instrument, standard, check, and reagent lot information. Staff have been trained in all new procedures and record requirements.
IAS 1 st Response	

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CAR 5	
ELAP Regulation/EPA/ Reference Method citation	EPA 300.0, Revision 2.1, 9.2.2
Requirement	The linear calibration range (LCR) must be determined initially and verified every six months or whenever a significant change in instrument response is observed or expected. The initial demonstration of linearity must use sufficient standards to ensure that the resulting curve is linear.
Finding	The laboratory had not determined the LCR. In addition, the laboratory had not established a linear calibration curve for use during analyses. The laboratory had utilized a point to point calibration.
Laboratory Response including Root cause analysis	Root cause analysis determined that the requirement to perform the LCR initially and every six months was not included in the lab SOP. Lab staff had determined that QC recoveries were better using the point-to-point calibration. Lab staff have completed an LCR using data from the most recent calibration and have determined that a quadratic fit works best on our instrument. Because this is a wastewater only method, the SOP has been modified to indicate the deviation from the source material in the calibration fit. Linearity will be checked with every calibration at 6-month intervals as required by the method. Staff are being trained as they rotate though the bench and are being shown how to perform LCR.
IAS 1st Response	

CAR 6	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 3500-Fe B and laboratory SOP, "Total Iron"
Requirement	Section 9.4 of the associated laboratory SOP requires initial calibrations to be verified.
Finding	Total iron batch records indicated the initial calibration had not been verified.
Laboratory Response including Root cause analysis	Root cause analysis indicated that the bench record does not include a default field for calibration verification LOT#. The bench record has been modified to include a lot field to indicate a second source calibration verification completed after calibration and before any samples. Training has been scheduled to address the changes with staff.
IAS 1st Response	

CAR 7	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 5310 B and Laboratory SOP, "Total Organic Carbon"
Requirement	Section 9.2 of the associated laboratory SOP requires initial calibrations to be verified with a second source stock standard.
Finding	TOC batch records indicated a second source had not been used to verify the initial calibration. Note: a second source standard had not been used to verify initial calibrations for ammonia testing as well.
Laboratory Response including Root cause analysis	Root cause analysis determined a general lack of specificity regarding the need to validate calibrations with a second source immediately after calibration and before sample analysis. The QAM has been updated to reflect the general need to validate any calibration using a second source before analysis of samples can begin. TOC and Ammonia SOPs have been modified to reflect the need to verify calibrations using a second source before analysis. Staff have

	received training regards the general requirement and have been made aware of effected methods.
IAS 1 st Response	

CAR 8	
ELAP Regulation/EPA/ Reference Method citation	Standard Method 9020 B, 5.j.7
Requirement	Quality control of purchased-prepared media. Test each new lot for sterility.
Finding	Although the laboratory checks each new lot of purchased media with positive and negative control organisms, sterility checks with non-selective broth had not been conducted.
Laboratory Response including Root cause analysis	Root cause analysis indicated that lab staff misunderstood the need to use non-selective media to perform sterility checks. To this point, sterility had been checked using sterile water. The SOPs for MTF and P/A have been modified to include the use of 1x and 2x strength TSB media mixed with equal parts media as a sterility check of newly purchased and/or prepared media. Staff have received training regarding the new requirement and will demonstrate the procedure for a trained member of staff before completing the media QC.
IAS 1 st Response	

*** END OF REPORT***



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT


Date: December 15, 2021
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report


- ◆ **Project support:** In the month of November, Maintenance staff provided support for the following projects:
 - Headworks Improvements Project.
 - 2021 Plant Painting Project.
 - Plant Security Camera Project.
 - Lucity CMMS Project.

- ◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:
 - Completed installation of front exit gate.
 - Rebuilt flocculation mixer.
 - Replaced polymer blending pump for thickening centrifuge.
 - Rebuilt two-water pump for spare.
 - Repaired trim on Corridor 6C.
 - Repair of Dollar Hill telemetry panel.
 - Replaced laboratory breaker.
 - Logically implementation.
 - SCADA/IT Master Plan.
 - Modified BNR Nitrification blower #1 cabinet cooling fan.
 - Stripper 58 coating project support.

- ◆ **Work Orders**
 - Completed this month: Mechanical-21, Fleet-7, Electrical & Instrumentation-34, IT-18.
 - Pending: Mechanical-201, Fleet-7, Electrical & Instrumentation-35, IT-24.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Corridor 6C Trim



Laboratory Breaker Replacement



Stripper #58 Coating Project



Exit Gate Replacement



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: December 15, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report


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

- Master Sewer Plan
- Digestion Improvements Study
- 2020 Headworks Improvements Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2022 Digital Scanning of Sewer Lines Project
- 2022 Control Room Upgrades Project
- 2022 Final Effluent Meter Project
- 2022 Filter Influent Condition Assessment Project
- 2022 Plant Coating Project
- 2022 Roof Repair Project
- 2022 Sewer Manhole Adjustment Project

◆ **Work Orders:**

- Engineering:
 - Completed this month: 0
 - Pending: 0
- Safety:
 - Completed this month: 3
 - Pending: 7

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



2020 Headworks Improvements Project
Interior Installation Nearing Completion



2020 Headworks Improvements Project
Interior Installation Nearing Completion



2020 Headworks Improvements Project
Interior Installation Nearing Completion



2020 Headworks Improvements Project
Interior Installation Nearing Completion



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: December 15, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Finance
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued preparation of fiscal year 2020-2021 financials.
 - Continued support for ongoing requests from auditors for fiscal year 2020-2021 audit.
 - Implemented weekly A/P batch processing for invoices.
 - Participated in the financial committee meeting on December 6th, 2021.

- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Performed purchasing duties.
 - Performed one (1) Commercial Inspection for Burge – Pacific Enterprises with Truckee Sanitary District.

- General Administration
 - Performed various administrative duties to assist GM and Board of Directors.
 - Continued training and research on investment and funding opportunities.
 - Started recruitment process for Purchasing Agent I/II.

Review Tracking

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

Approved By: LaRue Griffin
LaRue Griffin
General Manager

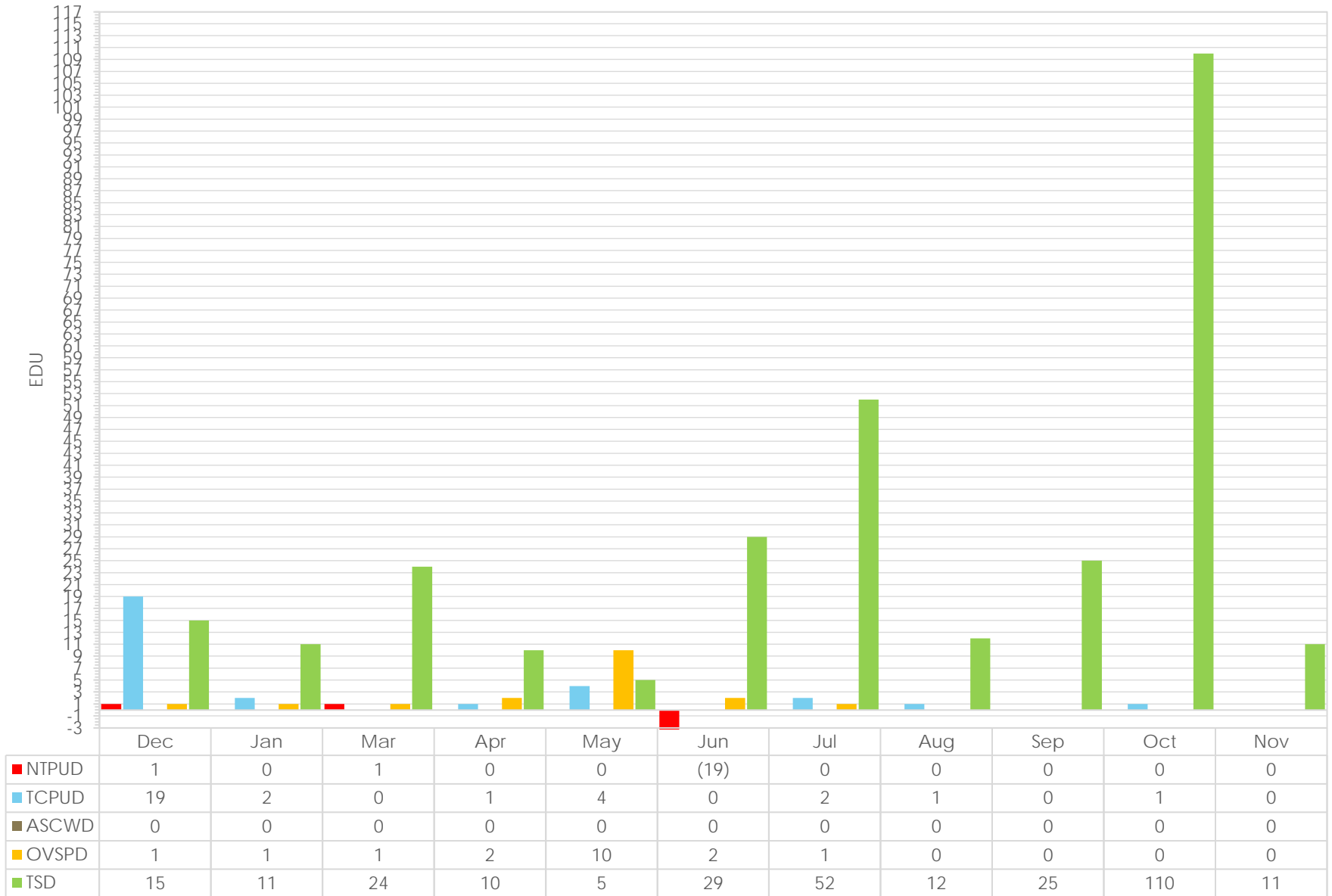
CONNECTION FEES - NOVEMBER 2021

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	46	115,081	\$ 265,391.75	215	607,434	\$ 1,363,106.30
Residential Ft ² Additions	2	4,452	\$ 7,791.00	15	22,956	\$ 40,173.00
Residential Ft ² Additions - Exempt	1	356	N/A	1	356	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	5	5,808	\$ 17,664.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	0	0	N/A
Commercial	0	N/A	\$ -	3	N/A	\$ 70,000.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	49	119,889	\$ 273,182.75	239	636,554	\$ 1,490,943.30

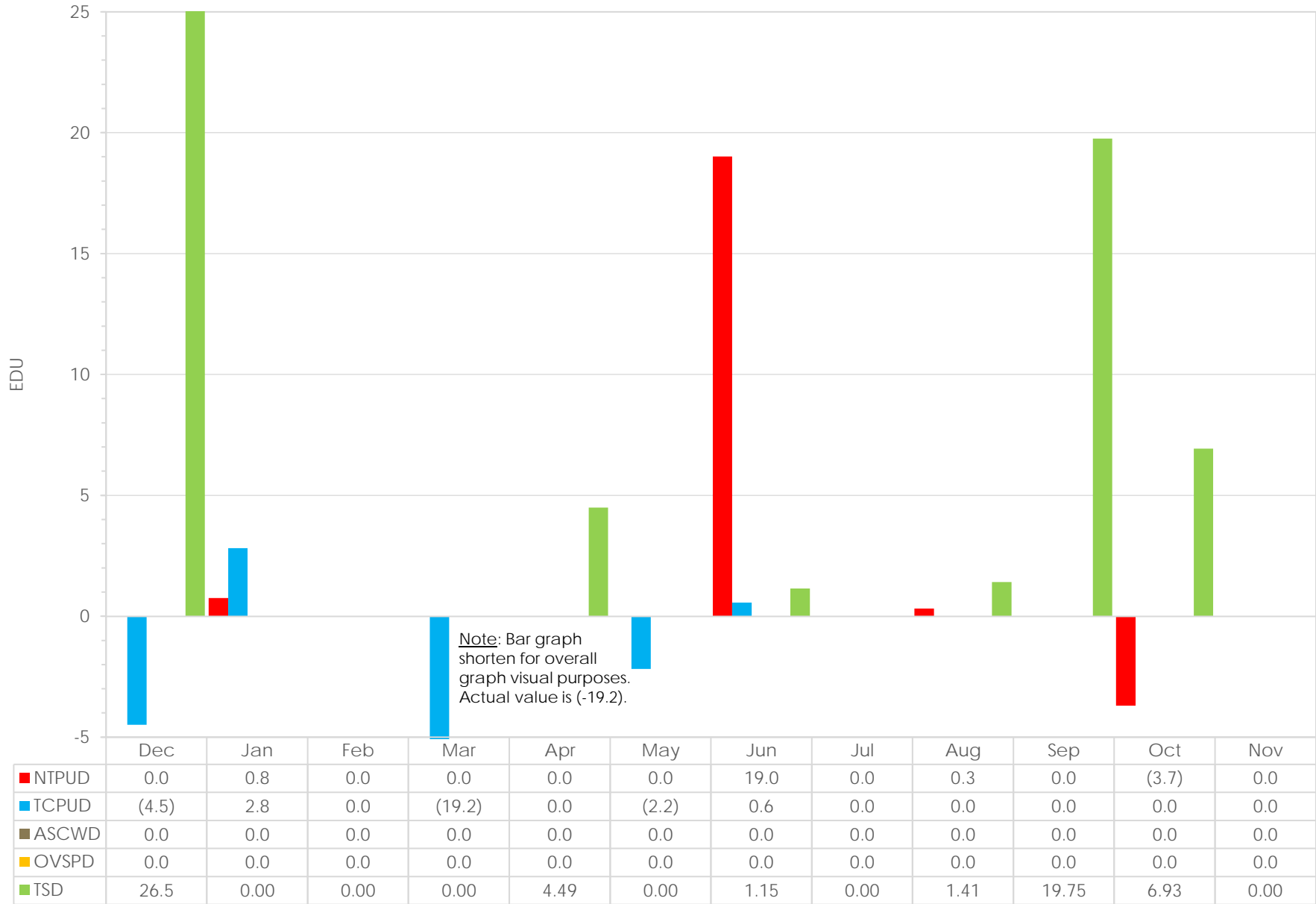
INSPECTIONS - NOVEMBER 2021

Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	1	1	7	8
Residential (Drive-by of Suspended Accounts)	0		1	

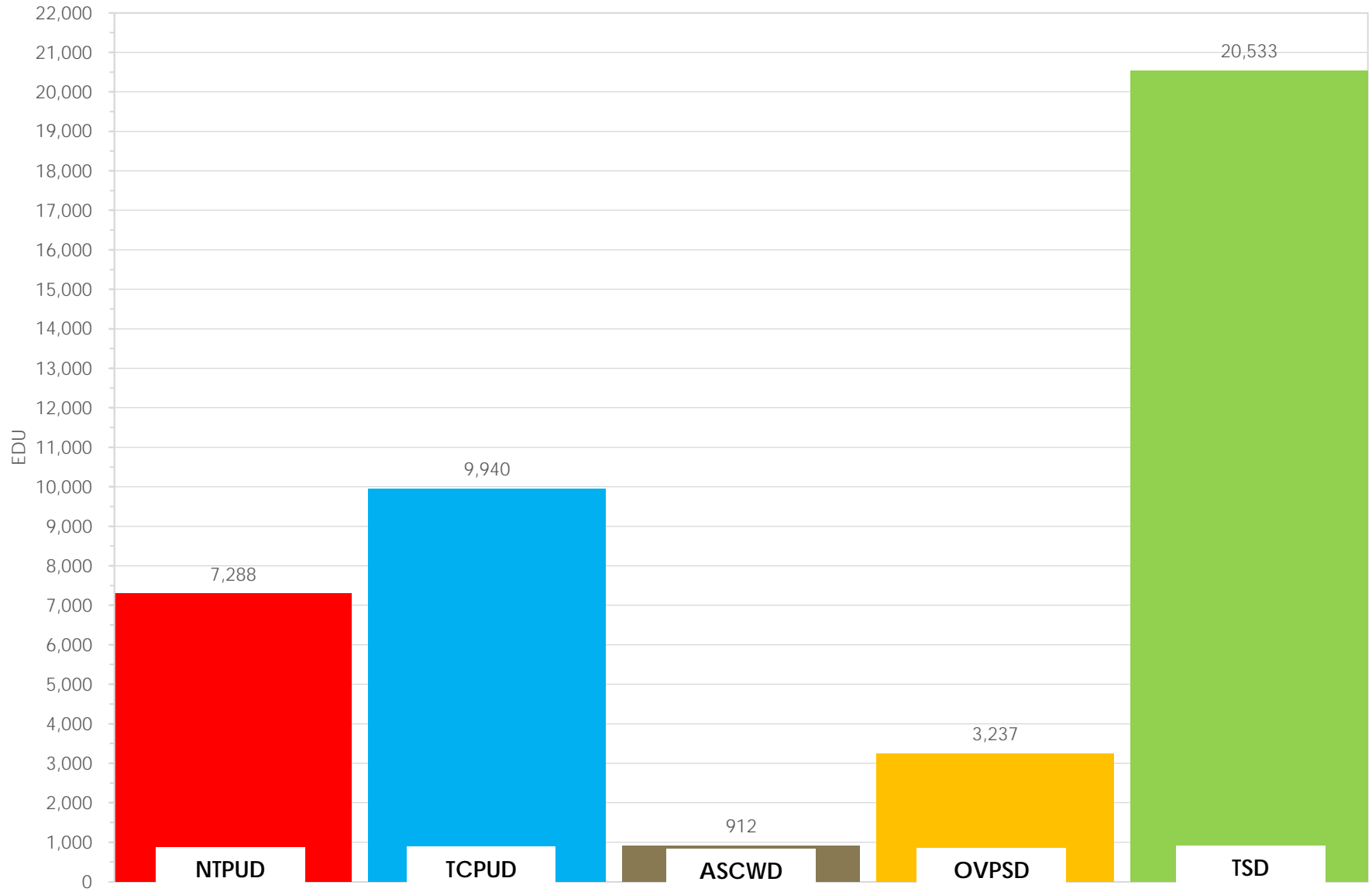
Residential EDU Summary



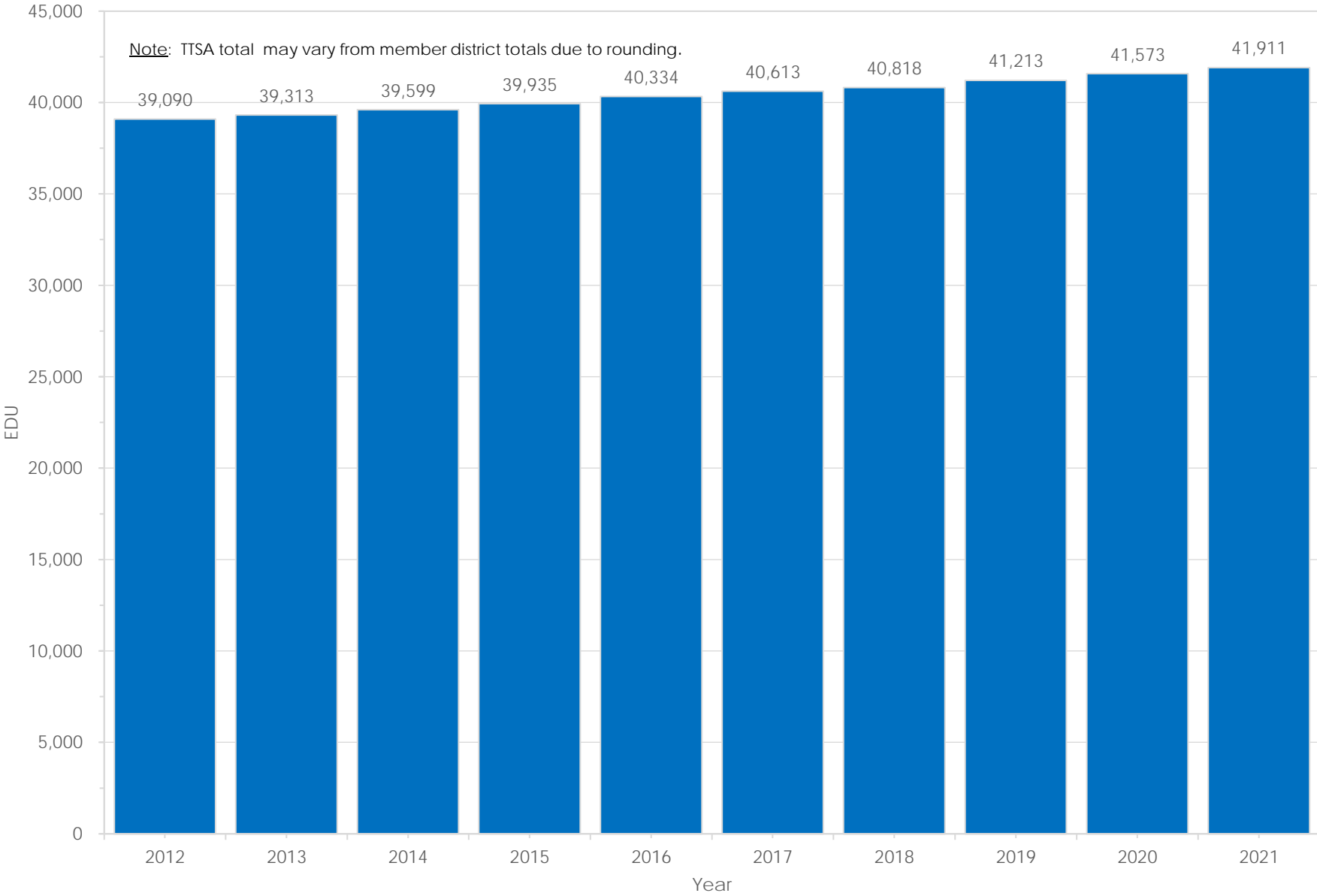
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- Agency recruitment status:
 - Maintenance Mechanic I/II/III – The recruitment period for one Mechanic position has closed and staff are reviewing applicants.
 - WWTP Operator OIT/I/II/III – The recruitment period for two WWTP operator positions has closed and staff are reviewing applicants.
 - Purchasing Agent I/II – Recruitment advertisement for one position has commenced and closes January 6.
- Management participated in safety rounds on various tasks.
- Financial Committee meeting was held on December 7.
- PLC programming training was held for E&I and IT staff.
- Agency emergentics profiles were completed for all leadership team members (supervisors and managers).
- Management approved construction Change Order No. 3 for the 2020 Headworks Improvements project (attached).

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

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

CONTRACT MODIFICATION NO. 3
(Change Order)

The following additions, deletions or revisions to the Contract Documents for the 2020 Headworks Improvements Project by and between the Tahoe-Truckee Sanitation Agency and K.G. Walters Construction Co., Inc. dated November 6, 2020 have been ordered and authorized:

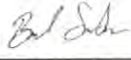
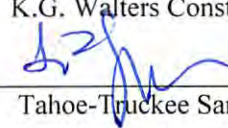
ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1.	Install additional asphalt on the north side of Building 7 around aluminum steps.	COST PLUS BASIS	\$1,624.27
2.	Install additional beam connections to CMU block wall inside Building 7.	COST PLUS BASIS	\$4,492.77
3.	Reroute conduit through Panel CP27A to Panel CP27G in Building 27.	COST PLUS BASIS	\$1,263.15
4.	Install slide gate covers located on top of Upstream Diversion Structure.	LUMP SUM	\$2,392.59
5.	Upsize 2-water piping to increase water flow to filter in Building 7.	COST PLUS BASIS	\$1,061.53
6.	Install overflow piping from Washer/Compactor System to drain in Building 7.	COST PLUS BASIS	\$1,403.45
7.	Install conduit run and conductor to existing roof ventilation system in Building 7.	LUMP SUM	\$20,596.75
8.	Extend Contract time by 37 calendar days to accommodate extended fabrication and delivery times of Huber Technology, Inc.	NA	NA
9.	Extend Contract time by one (1) calendar day to accommodate the stopping of work due to bad weather.	NA	NA
Total Cost for Items Nos. 1 through 9			\$32,834.51

ORIGINAL CONTRACT AMOUNT: **\$2,469,000.00**
 CONTRACT MODIFICATION NO. 1 AMOUNT: **\$5,021.87**
 CONTRACT MODIFICATION NO. 2 AMOUNT: **\$3,789.26**
 CONTRACT MODIFICATION NO. 3 AMOUNT: **\$32,834.51**
 REVISED CONTRACT AMOUNT: **\$2,510,645.64**

CONTRACT TIME ADJUSTMENT: Revised per Items Nos. 8 & 9, add a total of 38 calendar days.
 •Date of Substantial Completion revised from October 29, 2021 to December 6, 2021.
 •Date of Final Completion revised from December 3, 2021 to January 10, 2022.

2020 Headworks Improvements Project – Contract Modification No. 3

All terms and conditions stipulated in the Contract Documents for the 2020 Headworks Improvements Project by and between the Tahoe-Truckee Sanitation Agency and K.G. Walters Construction Co., Inc. dated November 6, 2020 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY:		11/29/21
	_____	_____
	K.G. Walters Construction Co., Inc.	Date
APPROVED BY:		12/1/21
	_____	_____
	Tahoe-Truckee Sanitation Agency	Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: December 15, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

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