



TAHOE-TRUCKEE SANITATION AGENCY  
REGULAR BOARD MEETING  
APRIL 19, 2023



## TAHOE-TRUCKEE SANITATION AGENCY

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

### Directors

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

## BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

**Date:** April 19, 2023

**Time:** 9:00 AM

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

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code section 54953(b). The following are the teleconferencing location(s): (1) 647 Broadway, Dunedin, FL. 34698 The locations are accessible to the public, and members of the public may listen to the meeting and address the Board of Directors from the teleconference location.

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

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

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

**III. Professional Achievements, Awards, and Anniversaries** acknowledgement of staff for professional achievements 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. Consider approval of Amendment to Resignation and Release Agreement between LaRue Griffin and Tahoe-Truckee Sanitation Agency.
2. Approval of the minutes of the regular Board meeting on March 15, 2023.
3. Approval of the Alternate Work Schedule Policy.
4. Approval of purchase of a Sludge Pump.
5. Ratify payment of General Fund Warrants.
6. Ratify approval of Financial Statements.

**V. Regular Agenda**

1. Approval of Resolution No. 1-2023 Commendation of T-TSA Staff for the Sodium Hypochlorite Project.
2. Climate Transformation Alliance Presentation.
3. Presentation of the annual financial audit for fiscal year 2021-2022.
4. Approval to receive and file the annual financial audit for fiscal year 2021-2022.
5. Discussion of 2022 Connection Fee Study.

**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 conference with legal counsel concerning significant exposure to litigation (Gov. Code section 54956.9(d)(2)) – one case.

**IX. Adjournment**

Posted and Mailed, 04/13/2023.



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, 530-587-5840 (fax), or email [rchavez@ttsa.ca.gov](mailto:rchavez@ttsa.ca.gov). Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** I  
**Subject:** Call to Order, Roll Call, and Pledge of Allegiance.

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### **Background**

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** II  
**Subject:** Public Comment.

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### **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:** April 19, 2023  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** III  
**Subject:** Professional Achievements, Awards and Anniversaries.

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### **Background**

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

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

##### **5 Years**

- Richard Pallante – April 2023

#### **Achievements and Promotions**

- Paul Shouse – Promoted to Maintenance Department Manager

#### **Awards**

##### **Second Quarter 2023 Safety Awards**

###### **Anthony Salinas**

- Do a welding hazard assessment of the areas (welding shop and the entire plant) where welding operations need shielding to protect employees from exposure. Then purchase the appropriate equipment to mitigate the hazard.

###### **Jesus Zarate**

- Print new work ID badges for all staff that include the words “Critical Infrastructure” so Cal Trans will allow staff to go through the check point during snowstorms.

###### **Joel Oberly**

- Post a “No Smoking” sign at the entrance of the plant to communicate to drivers that are dumping at the vector pad that smoking is not permitted. This will also communicate the prohibition to all contractors.
- Install a fire extinguisher inside Building 51.

###### **Michael Ramos**

- Purchase a tourniquet for the first aid cabinet in the O&M lunchroom and one for the first aid cabinet in C&CT.

###### **Justin Parrish**

- Remove the ventilation fan switch for exhaust fan 32905 in the moisture separator room (Building 32) to prevent the fan from being turned off (as it often is). This room is Class 1 Div. II and therefore requires continuous ventilation to prevent the buildup of explosive gas.

### **Fiscal Impact**

Recipients of a Safety Suggestion Award receive 2 hours of administrative leave for each safety suggestion approved by the safety committee. Recipients of promotions receive salary increases.

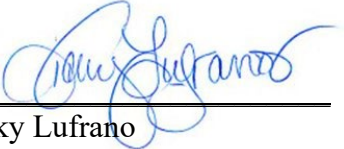
**Attachments**


None.

**Recommendation**

No action required.

**Review Tracking**

Submitted By:   
\_\_\_\_\_  
Vicky Lufrano  
Human Resources Administrator

Approved By:   
\_\_\_\_\_  
Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** IV-1  
**Subject:** Consider approval of Amendment to Resignation and Release Agreement between LaRue Griffin and Tahoe-Truckee Sanitation Agency.

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### Background

On July 22, 2022, the Tahoe Truckee Sanitation Agency (Agency) executed a separation agreement with General Manager LaRue Griffin. This agreement outlined the terms and conditions of separation with the Agency, specifically the continuation of health care benefits while on paid administrative leave. The agreement provided for continued health care benefits in accordance with all Agency policies and resolutions relating to health benefits for staff, however, it did not specifically specify the continued funding of the employees HRA account. To provide clarity for all individuals involved, Agency staff requested legal services to draft an amendment to clarify that this benefit was due the employee until the separation date of March 20, 2023.

### Fiscal Impact

\$7,312.60


### Attachments

Amendment to Griffin resignation and release agreement

### Recommendation

Staff recommends the Board of Directors approve and execute the amendment to Griffin resignation and release agreement.

### Review Tracking

Approved By:   
Richard Pallante  
General Manager





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Roshelle Chavez, Executive Assistant/Board Clerk  
**Item:** IV-2  
**Subject:** Approval of the minutes of the regular Board meeting on March 15, 2023.

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### Background

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

### Fiscal Impact

None.

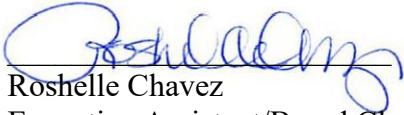
### Attachments


1. Minutes of the regular Board meeting on March 15, 2023.

### Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on March 15, 2023.

### Review Tracking

Submitted By:   
Roshelle Chavez  
Executive Assistant/Board Clerk

Approved By:   
Richard Pallante  
General Manager

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

March 15, 2023

I. Call to Order:

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

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

Directors Absent: Dan Wilkins, TCPUD

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

Public: Shawn Koorn, HDR Engineering, Inc.

II. Public Comment

No public comment

III. Professional Achievements, Awards, and Anniversaries

Ms. Lufrano acknowledged agency staff, Joel Oberly, who received his Wastewater Treatment Plant Operator II certification and promoted to Operator II. Director Tresan thanked him and acknowledge him for his promotion.

IV. Consent Agenda

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

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve the Consent Agenda; unanimously approved.

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

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

Motion passed.

V. Regular Agenda

1. Approval of the minutes of the regular Board meeting on February 15, 2023

**MOTION** by Director Wilson **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on February 15, 2023; unanimously approved.

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

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

Motion passed.

2. Consideration and possible action on the acceptance of the Sewer Rate Study by HDR Engineering and Setting of Public Hearing in accordance with Proposition 218 for a change in the sewer rates for 2024 through 2028 for May 17, 2023.

Shawn Koorn of HDR Engineering provided a final updated PowerPoint presentation of the Sewer Rate Study to the Board of Directors. The has concluded that it would be in the best interest of the Agency and the public to increase rates to ensure proper funding for upcoming major capital projects and increasing costs due to hyper-inflation. Additionally, updated rates would help the Agency achieve target reserve balances.

After several months of review, the Board of Directors agreed with HDR Engineering and Agency staff recommendation to increase rates on a five-year rate schedule for year 2024/2025 through 2028/2029.

**MOTION** by Director Wilson **SECOND** by Director Smelser to approve the Sewer Rate Study by HDR Engineering; unanimously approved.

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

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

Motion passed.

Coinciding with the sewer service rates is the Proposition 218 Notice which requires a Public hearing before the rate increases are approved. The Proposition 218 notice will be sent to all property owners a minimum of 45 days prior to the public hearing. The public hearing will be held at the Board of Directors Meeting on Wednesday, May 17, 2023 at 9:00 am.

**MOTION** by Director Smelser **SECOND** by Director Cox to approve the setting of the Sewer Rate Study Proposition 218 Public Hearing for Wednesday, May 17, 2023; unanimously approved.

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

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

Motion passed.

3. Approval to solicit bids for the 2023 Roof Repair Project

**MOTION** by Director Cox **SECOND** by Director Wilson for approval to solicit bids for the 2023 Roof Repair Project; unanimously approved.

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

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

Motion passed.

4. Approval to purchase two (2) Taylor-Dunn Electric Utility Carts.

**MOTION** by Director Smelser **SECOND** by Director Wilson the purchase of two (2) Taylor-Dunn Electric Utility Carts; unanimously approved.

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

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

Motion passed.

5. Approval to purchase one (1) Seepex Progressing Cavity Pump for TWAS.

**MOTION** by Director Wilson **SECOND** by Director Smelser to approve the purchase of one (1) Seepex Progressing Cavity Pump for TWAS; unanimously approved.

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

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

Motion passed.

VI. Management Team Reports

1. Department Reports

Mr. Peak provided an update on the operations department.

Mr. McGinnis provided an update on the maintenance department.

Mr. Parker provided an update on the engineering department.

Ms. Sublet provided an update on the administration department.

No action was taken by the Board.

2. General Manager Report

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

VII. Board of Directors Comment

Director Cox wished Roshelle a speedy recovery from her ankle injury. He also thanked Director Tresan for running a good meeting today and recognizing him during the meeting. Director Cox also thanked Luke, Jay and Richard for helping him with his new headphones and getting it setup with his iPad. He said it has helped him make the meeting a much more acceptable on his part.

Director Wilson also thanked staff for their hard work and he can see that it is starting to pay off.

Director Tresan stated that on top of meeting their mission of keeping clean water it has been a rough winter and not only are you having to maintain the plant, but also at home, getting to work, it is getting old and tiring. It is taxing physically and mentally. We acknowledge that and appreciate you all hanging in there and upholding mission of the Agency. Let your staff know we appreciate it as well. It has been tough and we are not quite out of it yet. Good job.

There was no action taken by the Board.

The Board went into Closed Session at 12:30 p.m.

VIII. Closed Session

1. Closed session for public employee performance evaluation of the General Manager. (Government Code, §54957.)

Closed session ended and Open Session began at 12:46 p.m. with no reportable action coming from closed session.

IX. Adjournment

There being no further business, the meeting was adjourned at 12:47 p.m.

**MOTION** by Director Smelser **SECOND** by Director Cox to adjourn meeting; unanimously approved.

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

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

Motion passed.

Richard Pallante  
General Manager

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** IV-3  
**Subject:** Approval of the Alternate Work Schedule Policy.

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### Background

TTSA's Employee Handbook was originally presented in April 2020. Since then, an update was performed, which became effective September 2022. In that update, the Work Schedules section was updated to include that "work schedules differing from those listed, may be considered on a case-by-case basis, and dependent upon department manager/supervisor approval."

The Alternative Work Schedule Policy is being brought forth as a means of clarifying the possible alternative schedules, and sharing the procedure for requesting an alternative schedule. Possible schedules include: 4/10 which most staff currently follow; 9/80 for those wishing a slightly less rigid schedule; and 5/8 traditional work schedule.

The Agency desires to allow staff to request a work schedule that helps them achieve the proper work-life balance that complements their individual lifestyle, and reduce commute days and environmental impacts of commuting.

This Alternative Work Schedule Policy is intended to replace the "Work Schedules" section within the "Attendance and Punctuality" policy with the Employee Handbook.

Currently, the Agency is working with Caselle (software) to change the beginning of the workweek for all staff, which will allow the 9/80 schedule to be possible. This change is not currently operational, so while we ask for approval of this policy, we must wait until Caselle has been updated before allowing requested changes for differing work schedules.

### Fiscal Impact

None


### Attachments


Alternative Work Schedule Policy

### Recommendation

Management and staff recommend approval of the Alternative Work Schedule Policy

### Review Tracking

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency  
13720 Butterfield Drive  
Truckee, CA 96161  
(530) 587-2525  
FAX (530) 587-5840

## POLICIES AND PROCEDURES

**POLICY NUMBER:** XXX  
**EFFECTIVE DATE:** April 19, 2023  
**REVISED DATE:** N/A  
**SUBJECT:** ALTERNATIVE WORK SCHEDULE POLICY

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**I. PURPOSE:**

The purpose of this policy is to set rules and procedures related to the establishment and administration of an alternative work schedule (AWS).

**II. POLICY:**

**A. General Manager, Administrative, Engineering, Maintenance, and Laboratory Departments**

Through this policy, the General Manager authorizes each Department Manager to offer to their work group, at their discretion, certain alternative work schedules that have been approved by the Agency. It is intended that any alternative work schedule offered will enable employees to work the alternate hours to accommodate department needs as well as the employee's personal needs. The Agency is hopeful that this policy will help meet goals such as: employees' achievement of a work-life balance; and reduction in commute days for employees, thereby reducing commute costs, as well as reducing overall environmental impact of commuting.

Alternative work schedules are not an entitlement and management may withdraw its authorization for the employee's participation in an alternative work schedule for any reason. Additionally, alternative work schedules may not adversely affect the department's ability to provide coverage or maintain service levels. The Agency may revise the start times for any employees from time to time and will attempt to provide reasonable advanced notice (e.g., four weeks advance notification if possible) prior to implementing such changes.

The Agency's workweek shall begin each Friday at 11:00 a.m. and extend through 10:59 a.m. on the following Friday.

In general, the General Manager, Administrative, Engineering and Maintenance departments work the 4/10 AWS of 6:00 a.m. to 4:30 p.m., Monday through Thursday, which includes a one-half (0.5) hour unpaid lunch on each work day. In certain departments, the standard start and end times may vary slightly to allow for staggered staffing, at the manager's discretion.

In general, the Laboratory work hours follow the standard 5/8 schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, which includes a one-half (0.5) hour unpaid lunch.



# ALTERNATIVE WORK SCHEDULE POLICY – Continued

## B. Operations Department (Excluding Laboratory)

In general, wastewater treatment plant shift operators are assigned to an AWS of 12-hour shifts on a rotating basis to either Group A or Group B, and either Day or Night shift. Depending on the shift assignment, wastewater treatment plant shift operators work the following hours:

<p><b>Group A – Day</b></p> <p><b>Week 1</b>            Sun: 6:00 am – 6:00 pm            Mon: 6:00 am – 6:00 pm            Tue: 6:00 am – 6:00 pm            Wed: 2:00 pm – 10:00 pm            Th: OFF            Fri: OFF            Sat: OFF</p>	<p><b>Group A – Day</b></p> <p><b>Week 2</b>            Sun: 6:00 am – 6:00 pm            Mon: 6:00 am – 6:00 pm            Tue: 6:00 am – 6:00 pm            Wed: OFF            Th: OFF            Fri: OFF            Sat: OFF</p>	<p><b>Group A – Night</b></p> <p><b>Week 1</b>            Sun: 6:00 pm – 6:00 am            Mon: 6:00 pm – 6:00 am            Tue: 6:00 pm – 6:00 am            Wed: 10:00 pm – 6:00 am            Th: OFF            Fri: OFF            Sat: OFF</p>	<p><b>Group A – Night</b></p> <p><b>Week 2</b>            Sun: 6:00 pm – 6:00 am            Mon: 6:00 pm – 6:00 am            Tue: 6:00 pm – 6:00 am            Wed: OFF            Th: OFF            Fri: OFF            Sat: OFF</p>
<p><b>Group B – Day</b></p> <p><b>Week 1</b>            Sun: OFF            Mon: OFF            Tue: OFF            Wed: OFF            Th: 6:00 am – 6:00 pm            Fri: 6:00 am – 6:00 pm            Sat: 6:00 am – 6:00 pm</p>	<p><b>Group B – Day</b></p> <p><b>Week 2</b>            Sun: OFF            Mon: OFF            Tue: OFF            Wed: 2:00 pm - 10:00 pm            Th: 6:00 am – 6:00 pm            Fri: 6:00 am – 6:00 pm            Sat: 6:00 am – 6:00 pm</p>	<p><b>Group B – Night</b></p> <p><b>Week 1</b>            Sun: OFF            Mon: OFF            Tue: OFF            Wed: OFF            Th: 6:00 pm – 6:00 am            Fri: 6:00 pm – 6:00 am            Sat: 6:00 pm – 6:00 am</p>	<p><b>Group B – Night</b></p> <p><b>Week 2</b>            Sun: OFF            Mon: OFF            Tue: OFF            Wed: 10:00 pm - 6:00 am            Th: 6:00 pm – 6:00 am            Fri: 6:00 pm – 6:00 am            Sat: 6:00 pm – 6:00 am</p>

In general, non-rotation wastewater treatment plant operators (Utility Crew) work an AWS of 4/10's, from 5:30 a.m. to 4:00 p.m., Monday through Thursday, though some hours may vary slightly based on departmental needs and the manager's discretion.

### III. DEFINITIONS:

**Workweek:** The workweek is a fixed and regularly recurring period of seven (7) consecutive 24 hours periods (168 hours).

**Pay Period:** The Agency pay period consists of two (2) workweeks.

**5/8 Standard Work Schedule:** The 5/8 standard work schedule consists of ten (10) work days of eight (8) hours for a total of 80 hours during a two-week pay period. Under the 5/8 schedule, one calendar week shall consist of 40 hours, comprised of five (5) eight (8) hour days, generally working Monday through Friday. Varying work hours may be considered, but should generally be between the hours of 6:00 a.m. to 5:30 p.m.

# ALTERNATIVE WORK SCHEDULE POLICY – Continued

## Page 3

4/10 Alternative Work Schedule: The 4/10 AWS consists of eight (8) work days of ten (10) hours for a total of 80 hours during a two-week pay period. The regularly scheduled day off will generally be Friday of each week. Under the 4/10 schedule, each calendar week shall consist of 40 hours, comprised of four (4) ten (10) hour days, generally working Monday through Thursday with Friday off. Extenuating circumstances may warrant the selection or assignment of a day off other than Friday, but must be approved by the Department Manager. Varying work hours may be considered, but should generally be between the hours of 6:00 a.m. to 5:30 p.m.

9/80 Alternative Work Schedule: The 9/80 AWS consists of four (4) work days of nine (9) hours and one work day of eight (8) hours in one calendar week, and four (4) work days of nine (9) hours with one day off in the next calendar week. The eight (8) hour workday and the employee's regularly scheduled day off must be on the same day of the week, which is generally Friday. Any variation to this schedule must be approved by the Department Manager. Varying work hours may be considered, but should generally be between the hours of 6:00 a.m. to 5:30 p.m.

#### IV. **PROCEDURE:**

The Agency is generally open for public business between the hours of 7:00 a.m. to 4:30 p.m. Monday through Thursday. The Department Managers assign individual work schedules to accommodate such public business hours. All employees are required to be at their assigned work locations and prepared to work at the start of their scheduled time.

- A. Approval of an AWS, if given, shall be based on business needs and requires approval from the employee's immediate supervisor and Department Manager.

Generally, AWS's should be set to include the hours between 6:00 a.m. – 5:30 p.m. Friday is the preferred day to be utilized as the flex day.

Generally, employees may request particular work start and end times for the approved alternative work schedules, but these times must generally be between the hours of 6:00 a.m. and 5:30 p.m. Monday through Friday.

- B. A completed and approved Work Schedule Request Form (see Attachment) must be forwarded to Human Resources for processing and approval prior to the employee beginning an alternative work schedule.
- C. Once the AWS has been chosen and becomes effective, non-exempt employees may not alter their scheduled day off without an authorized permanent change to the work schedule, unless necessitated by business need or unless approved for each temporary instance by the employee's immediate supervisor and Department Manager.
- D. Generally, employees may request no more than one change to their work schedule per rolling calendar year.

## ALTERNATIVE WORK SCHEDULE POLICY – Continued

### Page 4

- E. If an employee is required to work on their flex day, which may include training or attendance at a conference, non-exempt employees may be asked to change their work schedule for the week so that hours worked in the work week do not create overtime. For example, if an employee is required to work eight (8) hours on their flex day, the supervisor may request that the employee work four (4) seven (7) hour days that week, instead of four (4) nine (9) hour days, so that the total number of hours for the workweek does not exceed 40. All overtime must be pre-authorized by the employee's supervisor.

V. **RESPONSIBILITY FOR REVIEW:**

Human Resources shall review this policy as needed.

DRAFT



# TAHOE-TRUCKEE SANITATION AGENCY

## POLICIES AND PROCEDURES

A Public Agency  
13720 Butterfield Drive  
Truckee, CA 96161  
(530) 587-2525  
FAX (530) 587-5840

### Work Schedule Request Form

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

#### Step 1: Indicate the requested work schedule

- The 5/8 work schedule must consist of five (5) eight (8) hour days in each calendar week.
- The 4/10 work schedule must consist of four (4) ten (10) hour days and one flex day in each work week.
- The 9/80 work schedule must consist of four (4) nine (9) hour days and one (1) eight (8) hour day in the first calendar week, and four (4) nine (9) hour days and one (1) flex day in the following calendar week.

**Step 2: Determine Flex Day** – Depending on requested schedule, the flex day (if applicable) off should generally be scheduled to occur on Friday.

- Friday (4/10 or 9/80 schedule)
- Monday (4/10 schedule only)

**Step 3: Indicate the requested date the alternative work schedule is desired to begin:** \_\_\_\_\_

#### Step 4: Indicate the requested work hours

- \_\_\_\_\_ a.m. - \_\_\_\_\_ p.m.

#### Step 5: Obtain proper authorization

I understand that by signing this form, I agree that I am: electing to participate in an optional work schedule; to adhere to the work schedule shown above; and to abide by the terms and conditions of the Alternative Work Schedule Policy.

Employee Signature and Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature and Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature and Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Human Resources will provide each employee with an approval notification for any schedule changes.**



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Paul Shouse, Maintenance Manager  
**Item:** IV-4  
**Subject:** Approval to purchase one (1) Seepex Progressive Cavity Pump for Primary Sludge.

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### Background

The Agency utilizes four progressing cavity pumps for pumping primary sludge and scum from the primary clarifiers. The existing pumps are aging and have become expensive to maintain. One of these pumps has failed and requires rebuild or replacement.

The layout and design of the existing pump and motor assembly make the pump extremely difficult and inefficient to work on. Modern design of progressing cavity pumps has simplified the process of rebuilding through the incorporation of a split stator and rotor. In 2022, the Maintenance Department installed a Seepex Smart Conveying Technology (SCT) progressive cavity pump in another process and found their proprietary design to be more efficient and safer to maintain. The cost of rebuilding the current, dated progressive cavity pump would rival the cost of upgrading the pump to a Seepex SCT design.

Bids for procurement were not solicited as they are not required in accordance with Agency Ordinance No. 3- 2015:  
*“Exceptions. Bidding will not be required for purchases in the following situations: ... ..(ii) the General Manager determines that it is strongly preferred for efficient operations that the Material be of a particular model, brand or make in order to match and be compatible with the model, brand or make of existing in-use Material.”*

A quote of \$16,452.00 was provided by MISCOWater, the sole source Seepex sales and parts distributor for the municipal market in Northern California and Northwestern Nevada. Freight is estimated at \$1,000. The estimated total amount of \$16,452.00 will be allocated to the Maintenance Department FY-23 Annual Operating Budget.

### Fiscal Impact

\$16,452.00 (estimated)


### Attachments


Miscowater Seepex BN 35-6LS quote.

### Recommendation

Management and staff recommend approval to purchase one (1) Seepex BN 35-6LS progressive cavity pump for primary sludge up to the amount of \$17,000.

### Review Tracking


Submitted By:   
Paul Shouse  
Maintenance Manager

Approved By:   
Richard Pallante  
General Manager

Offer No.: 500266723H  
Date: 26 January 2023

**SEEPEX.**  
An Ingersoll Rand Business

## Price overview

item	Designation	Application	type	Total price (without options)
10 	Progressive cavity pump	pump to handle slurry	BN 35-6LS	14,275USD (1 x 14,275USD)
Subtotal				14,275 USD
Freight Estimate, bill of lading				1,000 USD
Tax (8.25%)				1,177 USD
Total				16,452 USD

### Terms of delivery and payment:

Delivery time: Available in 13 weeks Ex-works. Applies after receipt of order and/or drawing approval if required. Special arrangements may be possible. Due to the current restrictions in the supply chain for some materials, especially electronic items, we reserve the right to revisit our stated delivery time given on any offer at the time of order.

Delivery: FOB Destination FOB Destination

Offer validity: This offer is valid until 23 February 2023

Payment: Within 30 days Due net

Prices: All prices are net prices

### Warranty:

Our General Terms and Conditions of Sale and Delivery and our General Terms and Conditions of Assembly apply.

### End-user certificate:

An End-User Certificate (EUC) is required before acceptance of an order for purposes of reviewing export restrictions ("sanctions lists," DUAL-USE, etc.). The End-User Certificate (EUC) must be prepared by the operator of the pumps based on its letterhead, and confirmed. Every quotation from us is conditional on the EUC being available at the time of inquiry, and at the latest, when the order is placed.

Please note that we reserve the right to withdraw the quotation or refuse acceptance of an order if the legally mandated export control check cannot take place due to unavailability of the EUC.

### Not included unless otherwise stated in datasheet:

For example: Anchor Bolts, Gauges, Panels, Seal or Packing Flush Hardware, Starters (AC Motors), Tools, Valves, Video Equipment/Taping, Controls, Lubricants, Pressure Switches, Special Paint or Paint Preparation, Timers, Taxes and Noise & Vibration Testing

### Your SEEPEX contact:

Elijah Tuttle  
Application Engineer  
SEEPEX Inc.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** IV-5  
**Subject:** Ratify payment of General Fund Warrants.

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### 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 recent meeting.

### Fiscal Impact

Decrease in Agency funds per the warrant amounts.

### Attachments

Report of general fund warrants.

### Recommendation

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

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
<b>1000 BULBS</b>				
	89555	03/09/2023	STOCK LAMPS FOR PLANT	520.31
Total 1000 BULBS:				520.31
<b>AIRGAS USA LLC</b>				
	89556	03/09/2023	CYLINDER RENTALS	96.28
	89556	03/09/2023	CYLINDER RENTALS	66.52
	89556	03/09/2023	CYLINDER RENTALS	36.76
Total AIRGAS USA LLC:				199.56
<b>ALESHIRE &amp; WYNDER LLP</b>				
	89557	03/09/2023	FEB 2023 FEES	2,932.50
Total ALESHIRE & WYNDER LLP:				2,932.50
<b>ALPHA ANALYTICAL INC</b>				
	89558	03/09/2023	RIVERS & WELLS 1Q2023	435.00
	89558	03/09/2023	1Q23 EFFLUENT QTRLY	295.00
	89558	03/09/2023	1Q 2023 WELLS THMS	400.00
	89558	03/09/2023	1Q 2023 BIOSOLIDS	300.00
	89558	03/09/2023	DIRECT ANALYSIS ICPMS METALS	245.00
Total ALPHA ANALYTICAL INC:				1,675.00
<b>ANEEL OR ALLISON BHUSRI</b>				
	88245	03/06/2023	CONNECTION FEE REFUND	5,000.00- V
Total ANEEL OR ALLISON BHUSRI:				5,000.00-
<b>AQUATIC INFORMATICS, INC</b>				
	89606	03/23/2023	HACH WIMS 4 ADDITIONAL USERS	4,692.00
Total AQUATIC INFORMATICS, INC:				4,692.00
<b>ARAMARK WORK APPAREL</b>				
	89559	03/09/2023	MATS	213.90
	89559	03/09/2023	TOWELS	14.15
	89559	03/09/2023	SVC CHARGE	14.00
Total ARAMARK WORK APPAREL:				242.05
<b>AT&amp;T 530 582-0827 966 5</b>				
	89560	03/09/2023	TELEPHONE BILL 10%	231.34
	89560	03/09/2023	TELEPHONE BILL 90%	2,082.09
Total AT&T 530 582-0827 966 5:				2,313.43
<b>AT&amp;T 831-000-9983 804</b>				
	89561	03/09/2023	TELEPHONE BILL 10%	155.77
	89561	03/09/2023	TELEPHONE BILL 90%	1,402.02
Total AT&T 831-000-9983 804:				1,557.79
<b>ATLAS COPCO COMPRESSORS LLC</b>				
	89607	03/23/2023	STOCK ELEMENT, FILTER FOR PLANT AIR DRYERS	754.05



Payee	Check Number	Check Issue Date	Description	Amount
	89607	03/23/2023	STOCK ELEMENT, FILTER, PARTICULATE FOR PLANT AIR DRYERS	362.14
	89607	03/23/2023	STOCK ELEMENT,REMOVABLE, OIL FOR PALNT AIR DRYERS	806.42
Total ATLAS COPCO COMPRESSORS LLC:				1,922.61
<b>AUTOGLASS EXPRESS TRUCKEE</b>				
	89562	03/09/2023	WINDSHIELD FOR TRUCK #8	343.59
Total AUTOGLASS EXPRESS TRUCKEE:				343.59
<b>BLUE WHITE</b>				
	89608	03/23/2023	TAX ON INVOICE 727630	93.42
Total BLUE WHITE:				93.42
<b>BRADLEY BEATTIE</b>				
	89609	03/23/2023	REIMBURSEMENT CERTIFICATION	125.00
Total BRADLEY BEATTIE:				125.00
<b>CASHMAN EQUIPMENT CO.</b>				
	89610	03/23/2023	STOCK WIPER BLADES	532.91
	89610	03/23/2023	CM SEAL, BEARINGS, HOSES FOR VHEQ #10	727.89
	89610	03/23/2023	STOCK CM HOSES	19.29
	89610	03/23/2023	SODIUM HYPOCHLORITE TANK RENTALS	3,701.17
	89610	03/23/2023	BACKHOE PARTS FOR ROUTINE MAINTENANCE	317.35
	89610	03/23/2023	LOADER PARTS FOR ROUTINE MAINTENANCE	578.43
	89610	03/23/2023	SKID STEER BLOWER PLASTIC LINER	39.65
	89610	03/23/2023	CAP FUEL, CM SEAL FOR VHEQ #6	506.75
	89610	03/23/2023	CM SEAL FOR VHEQ #6	102.30
Total CASHMAN EQUIPMENT CO.:				6,525.74
<b>CDW-G</b>				
	89563	03/09/2023	NETWORK SWITCHES FOR CAMERA NETWORK	593.63
Total CDW-G:				593.63
<b>CHAMPION CHEVROLET - GEO</b>				
	89611	03/23/2023	LAMPS, SENSOR FOR VHCL #8	616.60
	89611	03/23/2023	CABLE FOR VHCL #1	107.97
Total CHAMPION CHEVROLET - GEO:				724.57
<b>CHARD SNYDER &amp; ASSOCIATES</b>				
	89564	03/09/2023	COBRA FEE	17.44
	89564	03/09/2023	COBRA FEE	8.72
	89564	03/09/2023	COBRA FEE	2.18
	89564	03/09/2023	COBRA FEE	33.52
	89564	03/09/2023	COBRA FEE	8.72
	89564	03/09/2023	COBRA FEE	17.16
	89564	03/09/2023	COBRA FEE	8.72
	89564	03/09/2023	COBRA FEE	4.36
	89564	03/09/2023	COBRA FEE	2.18
	89564	03/09/2023	ADMIN FEE	41.55
	89564	03/09/2023	ADMIN FEE	15.80
	89564	03/09/2023	ADMIN FEE	3.00

Payee	Check Number	Check Issue Date	Description	Amount
	89564	03/09/2023	ADMIN FEE	77.55
	89564	03/09/2023	ADMIN FEE	26.55
	89564	03/09/2023	ADMIN FEE	59.55
	89564	03/09/2023	ADMIN FEE	15.00
	89564	03/09/2023	ADMIN FEE	9.00
	89564	03/09/2023	ADMIN FEE	3.00
	3312301	03/31/2023	FSA	201.00
	3312301	03/31/2023	HRA	20.00
	3312301	03/31/2023	HRA	10.00
	3312301	03/31/2023	HRA	35.00
	3312301	03/31/2023	FSA	41.01
	3312301	03/31/2023	HRA	25.00
	3312301	03/31/2023	HRA	35.00
	3312301	03/31/2023	HRA	1,663.30
	3312301	03/31/2023	FSA	43.28
	3312301	03/31/2023	HRA	116.00
	3312301	03/31/2023	DCA	192.31
	3312301	03/31/2023	HRA	384.47
	3312301	03/31/2023	HRA	20.00
	3312301	03/31/2023	FSA	95.48
	3312301	03/31/2023	DCA	192.31
	3312301	03/31/2023	HRA	356.63
	3312301	03/31/2023	HRA	113.30
	3312301	03/31/2023	HRA	5.60
	3312301	03/31/2023	HRA	5.91
	3312301	03/31/2023	FSA	3.75
	3312301	03/31/2023	HRA	43.28
	3312301	03/31/2023	FSA	6.93
	3312301	03/31/2023	HRA	1,800.00
	3312301	03/31/2023	HRA REFUND	212.98-
	3312301	03/31/2023	FSA	974.99
	3312301	03/31/2023	HRA	584.01
	3312301	03/31/2023	HRA	4,250.00
	3312301	03/31/2023	HRA	63.92
	3312301	03/31/2023	HRA	264.06
	3312301	03/31/2023	HRA	19.93
	3312301	03/31/2023	HRA REFUND	63.17-
	3312301	03/31/2023	HRA	553.78
	3312301	03/31/2023	HRA	5.53
	3312301	03/31/2023	HRA REFUND	35.00-
	3312301	03/31/2023	HRA	1,156.00
	3312301	03/31/2023	HRA	175.00
	3312301	03/31/2023	HRA	15.00
	3312301	03/31/2023	HRA	218.82
	3312301	03/31/2023	HRA	10.00
	3312301	03/31/2023	HRA	10.00
	3312301	03/31/2023	HRA	35.00
	3312301	03/31/2023	HRA	5.00
	3312301	03/31/2023	HRA	20.00
	3312301	03/31/2023	HRA	265.98
	3312301	03/31/2023	HRA	1.59
	3312301	03/31/2023	HRA	66.90
	3312301	03/31/2023	FSA	17.71
	3312301	03/31/2023	HRA	40.00
	3312301	03/31/2023	HRA	50.00
	3312301	03/31/2023	HRA	205.80
	3312301	03/31/2023	HRA	185.00

Payee	Check Number	Check Issue Date	Description	Amount
	3312301	03/31/2023	FSA	317.00
	3312301	03/31/2023	HRA	270.28
	3312301	03/31/2023	HRA	4.66
	3312301	03/31/2023	HRA	684.98
	3312301	03/31/2023	HRA	498.44
	3312301	03/31/2023	HRA	120.00
	3312301	03/31/2023	FSA	24.89
	3312301	03/31/2023	HRA	349.07
	3312301	03/31/2023	HRA	415.18
	3312301	03/31/2023	HRA	54.99
	3312301	03/31/2023	HRA	136.35
	3312301	03/31/2023	HRA	4,218.13
	3312301	03/31/2023	HRA	35.00
	3312301	03/31/2023	HRA	5.00
	3312301	03/31/2023	HRA	35.00
	3312301	03/31/2023	HRA	4.69
	3312301	03/31/2023	HRA	23.54
	3312301	03/31/2023	HRA	20.00
	3312301	03/31/2023	FSA	36.59
	3312301	03/31/2023	HRA	21.54
	3312301	03/31/2023	HRA REFUND	14.89-
	3312301	03/31/2023	HRA	39.22
	3312301	03/31/2023	HRA	47.40
	3312301	03/31/2023	HRA	35.00
	3312301	03/31/2023	HRA	50.00
	3312301	03/31/2023	DCA	192.31
	3312301	03/31/2023	HRA	224.00
	3312301	03/31/2023	HRA	1,937.68
	3312301	03/31/2023	FSA	20.12
	3312301	03/31/2023	HRA	103.79
	3312301	03/31/2023	HRA	46.02
	3312301	03/31/2023	HRA	4.99
	3312301	03/31/2023	HRA	20.00
	3312301	03/31/2023	HRA	187.40
	3312301	03/31/2023	HRA	40.00
	3312301	03/31/2023	FSA	12.60
	3312301	03/31/2023	HRA	1.98
	3312301	03/31/2023	HRA	15.00
	3312301	03/31/2023	HRA	205.71
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Total CHARD SNYDER & ASSOCIATES:				25,090.09
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<b>CIVICPLUS</b>				
	89612	03/23/2023	Annual fee for website hosting and implementation fee.	3,500.00
				<hr/>
Total CIVICPLUS:				3,500.00
				<hr/>
<b>CLARK PEST CONTROL</b>				
	89565	03/09/2023	PEST AWAY 2/23/23 SVC	296.00
				<hr/>
Total CLARK PEST CONTROL:				296.00
				<hr/>
<b>CNW CONSTRUCTION INC.</b>				
	89613	03/23/2023	RETENTION FOR PPE#1	2,070.65
	89613	03/23/2023	RETENTION FOR PPE#2	6,770.85
	89613	03/23/2023	RETENTION FOR PPE#3	356.54

Payee	Check Number	Check Issue Date	Description	Amount
Total CNW CONSTRUCTION INC.:				9,198.04
<b>CORELOGIC INFORMATION SOLUTIONS, IN</b>				
	89566	03/09/2023	FEB 2023 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
<b>DAVIS FARR LLP</b>				
	89614	03/23/2023	AUDIT OF FINANCIAL STATEMENTS FY22	20,970.00
	89614	03/23/2023	STATE CONTROLLERS REPORT	1,530.00
Total DAVIS FARR LLP:				22,500.00
<b>E&amp;M ELECTRIC</b>				
	89567	03/09/2023	SIEMENS SOFTWARE ANNUAL RENEWAL	2,624.80
Total E&M ELECTRIC:				2,624.80
<b>ERA; ENVIRONMENTAL RESOURCE ASSOCIA</b>				
	89568	03/09/2023	SIMPLE NUTRIENTS SAMPLE FOR LAB	139.64
	89568	03/09/2023	Shipping and Handling	42.40
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				182.04
<b>FISHER SCIENTIFIC COMPANY</b>				
	89569	03/09/2023	WATER SYSTEM CARTRIDGES FOR LAB	812.96
	89569	03/09/2023	WATER PURIFICATION SYSTEM FOR LAB	784.02
	89569	03/09/2023	TRYPTIC SOY BROTH FOR LAB	240.32
	89569	03/09/2023	GUARD COLUMN IONPAX FOR LAB	697.30
	89569	03/09/2023	ANALYTICAL COLUMN FOR LAB	2,061.08
	89569	03/09/2023	SHIPPING	90.76
Total FISHER SCIENTIFIC COMPANY:				4,686.44
<b>GATEWAY AT DONNER PASS LP</b>				
	86916	03/06/2023	COVID Auto Relief	225.00- V
Total GATEWAY AT DONNER PASS LP:				225.00-
<b>GRAINGER INC., W.W.</b>				
	89570	03/09/2023	STOCK COVERALS	924.90
Total GRAINGER INC., W.W.:				924.90
<b>HACH CHEMICAL COMPANY</b>				
	89571	03/09/2023	Laboratory Spectrophotometer	6,902.06
Total HACH CHEMICAL COMPANY:				6,902.06
<b>HDR ENGINEERING INC</b>				
	89615	03/23/2023	Sewer Connection Fee Study	595.20
	89615	03/23/2023	Comprehensive Sewer Service Charge Study	2,033.94
Total HDR ENGINEERING INC:				2,629.14

Payee	Check Number	Check Issue Date	Description	Amount
<b>HOME DEPOT CREDIT SERVICES</b>				
	89572	03/09/2023	Ice Melt Skid Lot - 50 lb Bags	756.67
Total HOME DEPOT CREDIT SERVICES:				756.67
<b>HUNT &amp; SONS INC.</b>				
	89573	03/09/2023	360 GAL DIESEL FUEL	1,833.77
	89573	03/09/2023	420 GAL UNLEADED GAS	2,001.14
	89573	03/09/2023	220 GAL DIESEL FUEL	1,133.08
Total HUNT & SONS INC.:				4,967.99
<b>J.W. WELDING SUPPLY</b>				
	89574	03/09/2023	CYLINDER RENTALS	15.90
	89574	03/09/2023	CYLINDER RENTALS	81.95
	89574	03/09/2023	CYLINDER RENTALS	57.75
Total J.W. WELDING SUPPLY:				155.60
<b>JOEL OBERLY</b>				
	89575	03/09/2023	REIMBURSEMENT CERTIFICATION	170.00
Total JOEL OBERLY:				170.00
<b>JOHNSON CONTROLS FIRE PROTECTION LP</b>				
	89616	03/23/2023	REPAIR SERVICES ON FIRE ALARM SYSTEM 2/2/23	10.00
	89616	03/23/2023	FIRE ALARM REPAIRS ON 2/2/23	714.20
	89616	03/23/2023	CREDIT FOR INV# 88954973	4,837.60
	89616	03/23/2023	CREDIT FOR INV# 88943220	980.74
	89616	03/23/2023	ANNUAL SVC OF FIRE ALARMS, SPRINKLERS, EXTINGUISHERS	1,302.07
	89616	03/23/2023	ANNUAL SVC OF FIRE ALARMS, SPRINKLERS, EXTINGUISHERS	6,880.80
Total JOHNSON CONTROLS FIRE PROTECTION LP:				3,088.73
<b>LHOIST NORTH AMERICA</b>				
	89576	03/09/2023	24.84 TON HYDRATED LIME DLVD 2/17/23	9,706.73
Total LHOIST NORTH AMERICA:				9,706.73
<b>LIBERTY PROCESS EQUIPMENT INC</b>				
	89577	03/09/2023	STOCK ROTORS FOR CENTRIFUGE FEED PUMP	2,198.25
	89577	03/09/2023	STOCK STATOR FOR CENTIFUGE FEED PUMP	4,071.18
Total LIBERTY PROCESS EQUIPMENT INC:				6,269.43
<b>LIBERTY UTILITIES</b>				
	89617	03/23/2023	ELECTRIC BILL	54.25
	89617	03/23/2023	ELECTRIC BILL	50.97
Total LIBERTY UTILITIES:				105.22
<b>LINDE GAS AND EQUIP INC</b>				
	89618	03/23/2023	CYLINDER RENTALS	106.22
Total LINDE GAS AND EQUIP INC:				106.22

Payee	Check Number	Check Issue Date	Description	Amount
<b>MCMASTER-CARR</b>				
	89578	03/09/2023	PRIMARY SLUDGE PUMP PARTS	1,705.75
Total MCMASTER-CARR:				1,705.75
<b>MIRLAIN LLC</b>				
	86677	03/06/2023	SERVICE CHARGE REFUND	127.50- V
	89579	03/09/2023	SVC CHARGE REFUND REISSUE	127.50
Total MIRLAIN LLC:				.00
<b>MOTION INDUSTRIES</b>				
	89580	03/09/2023	STOCK BEARINGS FOR DIGESTER	170.35
	89619	03/23/2023	STOCK SPEEDI SLEEVE FOR DIGESTER CHOPPER PUMP	170.56
Total MOTION INDUSTRIES:				340.91
<b>MOURELATOS LAKESHORE RESORT</b>				
	86943	03/06/2023	COVID Auto Relief	127.50- V
Total MOURELATOS LAKESHORE RESORT:				127.50-
<b>NAPA- SIERRA</b>				
	89620	03/23/2023	WIPER BLADES, WASHER FLUID FOR VHCL #7	190.81
	89620	03/23/2023	STOCK SILICON SPRAY & GREASE	21.44
Total NAPA- SIERRA:				212.25
<b>OFFICE DEPOT</b>				
	89621	03/23/2023	FINE POINT DRY ERASE MARKERS - ASSORTED COLORS	12.11
	89621	03/23/2023	PILOT PRECISE V5 LIQUID ROLLERBALL PENS - BLACK	28.83
	89621	03/23/2023	PILOT PRECISE V5 LIQUID ROLLERBALL PENS - BLUE	28.82
	89621	03/23/2023	V7 Mouse Pad	5.40
	89621	03/23/2023	Fine Point Dry Erase Markers, pack of 8	8.79
	89621	03/23/2023	Wirebound Notebooks, pack of 6	10.00
	89621	03/23/2023	Clic Erasers, Pack of 4	8.29
	89621	03/23/2023	1.0mm Blue Retractable Pens	11.30
	89621	03/23/2023	0.5 mm Blue Retractable Pens	10.61
	89621	03/23/2023	Office Depot Brand Dry Erase Markers, Pack of 12	9.44
	89621	03/23/2023	Retractable Sharpie, 12 pack	24.01
	89621	03/23/2023	2- Pocket Paper Folders, Pack of 10	5.61
	89621	03/23/2023	Gel Mouse Pad, Beach Style	18.76
Total OFFICE DEPOT:				181.97
<b>OTIS ELEVATOR CO.</b>				
	89581	03/09/2023	ELEVATOR ANNUAL MAINTENANCE SVC 12/1/2022 - 11/30/2023	5,214.96
Total OTIS ELEVATOR CO.:				5,214.96
<b>PACIFIC OFFICE AUTOMATION</b>				
	89582	03/09/2023	1/28/23 -2/28/23 MONTHLY BILL	55.85
	89582	03/09/2023	2/3/23-3/3/23 MONTHLY BILL	164.82
	89622	03/23/2023	2/28/23-3/28/23 MONTHLY BILL	55.85
Total PACIFIC OFFICE AUTOMATION:				276.52

Payee	Check Number	Check Issue Date	Description	Amount
<b>PAUL SHOUSE</b>				
	89583	03/09/2023	REIMBURSEMENT BOD HEADPHONES	20.02
Total PAUL SHOUSE:				20.02
<b>PRO-PIPE, INC</b>				
	89584	03/09/2023	PPE#2 2022 DIGITAL SCANNING OF SEWER LINES	37,100.00
	89584	03/09/2023	RETENTION #2 2022 DIGITAL SCANNING OF SEWER LINES	1,855.00
Total PRO-PIPE, INC:				35,245.00
<b>QUARTZY, INC DEPARTMENT 3895</b>				
	89585	03/09/2023	Sensor Cap Replacement Kit For Lab	441.08
	89585	03/09/2023	Indicating DRIERITE Absorbent For Lab	587.82
	89585	03/09/2023	PHOSPHATE REAGENT POWDER PILLOWS FOR LAB	579.32
	89585	03/09/2023	TURBIDITY STANDARDS CALIBRATION FOR LAB	531.34
Total QUARTZY, INC DEPARTMENT 3895:				2,139.56
<b>ROCKWELL SOLUTIONS</b>				
	89586	03/09/2023	STOCK SHAFT FOR DIGESTER MIXING PUMP	1,570.18
	89586	03/09/2023	STOCK EMPELLER FOR DIGESTER MIXING PUMP	2,764.71
	89586	03/09/2023	STOCK SEAL FOR DIGESTER MIXING PUMP	2,187.73
	89586	03/09/2023	STOCK CUTTER BAR FOR DIGESTER MIXING PUMP	2,218.04
	89586	03/09/2023	STOCK GREASE SEAL FOR DIGESTER MIXING PUMP	162.38
	89586	03/09/2023	STOCK SPEEDI SEAL FOR DIGESTER MIXING PUMP	547.74
	89586	03/09/2023	STOCK BACKPLATE FOR DIGESTER MIXING PUMP	2,827.49
	89586	03/09/2023	STOCK O-RING FOR DIGESTER MIXING PUMP	51.96
Total ROCKWELL SOLUTIONS:				12,330.23
<b>ROCKY CANYON RESCUE</b>				
	89587	03/09/2023	SAFE WORK IN CONFINED SPACE CLASS QTY1	550.00
Total ROCKY CANYON RESCUE:				550.00
<b>ROGER &amp; LUCILLE GANNAM</b>				
	86958	03/06/2023	COVID Auto Relief	32.40- V
Total ROGER & LUCILLE GANNAM:				32.40-
<b>ROY SMITH COMPANY</b>				
	89588	03/09/2023	4,858 GAL LIQUID OXYGEN DLVD 2/23/23	6,557.71
	89588	03/09/2023	4,856 GAL LIQUID OXYGEN DLVD 3/3/23	6,555.00
Total ROY SMITH COMPANY:				13,112.71
<b>SAFEWAY INC.</b>				
	89589	03/09/2023	2/15/23 BOARD MEETING SUPPLIES	65.32
Total SAFEWAY INC.:				65.32
<b>SHRED-IT USA</b>				
	89590	03/09/2023	2/23/23, 2/8/23, 2/22/23 SVC	234.41
Total SHRED-IT USA:				234.41

Payee	Check Number	Check Issue Date	Description	Amount
<b>SILVER STATE FORKLIFT</b>				
	89591	03/09/2023	4" x 48" PALLET FORK FOR CLARK FORKLIFT	1,069.16
	89591	03/09/2023	FORKLIFT HITCH RECEIVER	378.91
Total SILVER STATE FORKLIFT:				1,448.07
<b>SILVERBLU SIGNS &amp; MEDIA</b>				
	89592	03/09/2023	5 VHCLS TWO/EACH 10X13 VINYL, 9 VHCLS TWO/EACH 12X16 VINYL	1,600.00
	89592	03/09/2023	TRIP CHARGE	100.00
Total SILVERBLU SIGNS & MEDIA:				1,700.00
<b>SOLENIS</b>				
	89593	03/09/2023	3 TOTES OF POLYMER	21,269.14
Total SOLENIS:				21,269.14
<b>SOUTHWEST GAS CORP.</b>				
	89623	03/23/2023	2/2/23-3/3/23 PLANT BILL 10%	700.61
	89623	03/23/2023	2/2/23-3/3/23 PLANT BILL 90%	6,305.57
	89623	03/23/2023	2/2/23-3/3/23 MAIN BILL 10%	883.67
	89623	03/23/2023	2/2/23-3/3/23 MAIN BILL 90%	7,953.04
Total SOUTHWEST GAS CORP.:				15,842.89
<b>TAHOE FENCE CO. INC</b>				
	89594	03/09/2023	GATE REPLACEMENT	4,999.00
Total TAHOE FENCE CO. INC:				4,999.00
<b>TAHOE TRUCKEE DISPOSAL</b>				
	89595	03/09/2023	CHEM SLUDGE & HEADWORKS SCREENING	14,208.06
	89595	03/09/2023	BIOSOLIDS	11,696.94
Total TAHOE TRUCKEE DISPOSAL:				25,905.00
<b>THATCHER COMPANY OF CA INC</b>				
	89596	03/09/2023	TAX FOR INVOICE 2023400110481	932.57
	89596	03/09/2023	5,401.76 GAL SODIUM HYPOCHLORITE DLVD 2/17/23	11,372.16
Total THATCHER COMPANY OF CA INC:				12,304.73
<b>TRUCKEE CROSSROADS SC LP</b>				
	86988	03/06/2023	COVID Auto Relief	150.00- V
Total TRUCKEE CROSSROADS SC LP:				150.00-
<b>TRUCKEE DONNER PUD</b>				
	89597	03/09/2023	1/17/23-2/14/23 10% ELECTRIC	10,833.04
	89597	03/09/2023	1/17/23-2/14/23 90% ELECTRIC	97,497.43
	89597	03/09/2023	1/17/23-2/14/23 10% WATER	14.94
	89597	03/09/2023	1/17/23-2/14/23 90% WATER	134.55
	89597	03/09/2023	1/17/23-2/14/23 ELECTRIC	78.53
	89597	03/09/2023	1/17/23-2/14/23 ELECTRIC	62.12
	89597	03/09/2023	1/17/23-2/14/23 ELECTRIC	33.06



Payee	Check Number	Check Issue Date	Description	Amount
Total TRUCKEE DONNER PUD:				108,653.67
<b>U.S. BANK CM-9690</b>				
	89624	03/23/2023	ADMINISTRATION FEES 02/01/23-01/31/24	2,750.00
Total U.S. BANK CM-9690:				2,750.00
<b>U.S. BANK CARD DIVISION</b>				
	3232301	03/22/2023	VERIZON BILL & EQUIP CHARGE	122.11
	3232301	03/22/2023	AUDIO CONFERENCE MONTHLY CHARGE	110.00
	3232301	03/22/2023	STOCK COFFEE, CREAMER	496.85
	3232301	03/22/2023	GFOA MEMBERSHIP RENEWAL	150.00
	3232301	03/22/2023	FINANCE GUIDE	307.58
	3232301	03/22/2023	2/1/23 MANAGERS LUNCHEON	115.37
	3232301	03/22/2023	VERIZON MONTHLY BILL	1,188.89
	3232301	03/22/2023	COMMUNICATION CABLES FOR SODIUM HYPOCHLORITE	498.24
	3232301	03/22/2023	CPR CLASS QTY 1	50.00
	3232301	03/22/2023	EMPLOYEE OVERALLS	411.33
	3232301	03/22/2023	VERIZON MONTHLY BILL	388.70
	3232301	03/22/2023	WASTEWATER MANUAL	206.25
	3232301	03/22/2023	HALF SHELL HELMET FOR PPE	38.06
	3232301	03/22/2023	VERIZON MONTHLY BILL	74.00
	3232301	03/22/2023	TRICOCK VALVES FOR BOILER	418.93
	3232301	03/22/2023	MIXING VALVE FOR BOILER	114.98
	3232301	03/22/2023	AUDEL MECHANICAL TRADES MANUAL	89.40
	3232301	03/22/2023	MAINT DEPT MANAGER JOB ADVERTISING	200.00
	3232301	03/22/2023	MAINT DEPT MANAGER JOB POSTING	305.00
	3232301	03/22/2023	SQUEEGEE DRY FOR VEHICLES	102.71
	3232301	03/22/2023	PRESSURE SWITCH FOR AIR COMPRESSOR	635.08
	3232301	03/22/2023	SAFETY PADDLE SWITCH FOR TABLE SAW	12.76
	3232301	03/22/2023	VERIZON MONTHLY BILL	37.00
	3232301	03/22/2023	ONLINE SERVICES	360.00
	3232301	03/22/2023	AMAZON WEB MONTHLY BILL	6.59
	3232301	03/22/2023	GOOGLE CHROME DEVICE MANAGEMENT	919.80
	3232301	03/22/2023	LOG ME IN MONTHLY BILL	84.00
	3232301	03/22/2023	JANUARY ADOBE BILL	17.99
	3232301	03/22/2023	FEBRUARY ADOBE BILL	17.99
	3232301	03/22/2023	REGISTER DOMAIN WEBSITE 3YR RENEWAL	151.00
	3232301	03/22/2023	LAPTOP BACKPACK	84.12
	3232301	03/22/2023	STOCK FILTERS FOR HANDLING UNITS	724.84
	3232301	03/22/2023	STOCK LIQUID TIGHT CONNECTORS FOR E&I USE	78.18
	3232301	03/22/2023	STOCK FILTERS FOR HANDLING UNITS	369.70
	3232301	03/22/2023	STOCK FILERS FOR AIR HANDLERS QTY 60	864.61
	3232301	03/22/2023	STOCK FILTERS FOR SCRUBBER ELECTRICAL RM	129.19
	3232301	03/22/2023	STOCK LIGHTS IN DEWATERING BUILDING	294.44
	3232301	03/22/2023	STOCK HEINZ CLEANING VINEGAR	48.68
Total U.S. BANK CARD DIVISION:				10,224.37
<b>ULINE</b>				
	89598	03/09/2023	STOCK FURNITURE CLEANER	48.71
	89598	03/09/2023	SORBENT PADS FOR SHOP CLEANUP	210.88
Total ULINE:				259.59

Payee	Check Number	Check Issue Date	Description	Amount
<b>UNIFIRST CORPORATION</b>				
	89599	03/09/2023	UNIFORMS	173.36
	89599	03/09/2023	UNIFORMS	20.87
	89599	03/09/2023	UNIFORMS	104.01
	89599	03/09/2023	UNIFORMS	620.31
	89599	03/09/2023	UNIFORMS	34.23
	89625	03/23/2023	UNIFORMS	173.36
	89625	03/23/2023	UNIFORMS	20.87
	89625	03/23/2023	UNIFORMS	104.01
	89625	03/23/2023	UNIFORMS	113.43
	89625	03/23/2023	UNIFORMS	173.36
	89625	03/23/2023	UNIFORMS	20.87
	89625	03/23/2023	UNIFORMS	104.01
	89625	03/23/2023	UNIFORMS	113.43
	89625	03/23/2023	UNIFORMS	34.23
	89625	03/23/2023	UNIFORMS	181.62
	89625	03/23/2023	UNIFORMS	21.51
	89625	03/23/2023	UNIFORMS	108.10
	89625	03/23/2023	UNIFORMS	119.25
	89625	03/23/2023	UNIFORMS	35.74
	89625	03/23/2023	UNIFORMS	34.23
Total UNIFIRST CORPORATION:				2,310.80
<b>UNITED RENTALS</b>				
	89600	03/09/2023	BARRICADE RENTALS FOR SODIUM HYPOCHLORITE	190.00
Total UNITED RENTALS:				190.00
<b>UNIVAR USA INC.</b>				
	89601	03/09/2023	7,002 GAL METHANOL DVLD 2/23/23	13,942.04
Total UNIVAR USA INC.:				13,942.04
<b>USA BLUE BOOK</b>				
	89602	03/09/2023	PULSATION DAMPENER FOR SODIUM HYPOCHLORITE PUMP KIT	551.46
Total USA BLUE BOOK:				551.46
<b>VEOLIA ENVIRONMENTAL SERVICES</b>				
	89603	03/09/2023	Hazardous Waste Disposal	9,492.28
	89603	03/09/2023	Flourescent Lamp Disposal	1,340.88
Total VEOLIA ENVIRONMENTAL SERVICES:				10,833.16
<b>VWR SCIENTIFIC INC</b>				
	89604	03/09/2023	BDH SOD SULFATE PWD ACS 500GM FOR LAB	45.10
	89604	03/09/2023	SHELL VIAL 0.25 DRAMS PK144 FOR LAB	282.51
Total VWR SCIENTIFIC INC:				327.61
<b>WESTERN ENV. TESTING LAB.</b>				
	89605	03/09/2023	BIOSOLIDS RECEIVED 2/22/23	79.00
	89605	03/09/2023	BIOSOLIDS RECEIVED 2/14/23	79.00
	89605	03/09/2023	BIOSOLIDS RECEIVED 2/21/23	79.00
	89605	03/09/2023	BIOSOLIDS RECEIVED 2/16/23	79.00
	89605	03/09/2023	BIOSOLIDS RECEIVED 2/15/23	79.00

Payee	Check Number	Check Issue Date	Description	Amount
	89605	03/09/2023	BIOSOLIDS RECEIVED 2/13/23	79.00
Total WESTERN ENV. TESTING LAB.:				474.00
<b>Willdan Financial Services</b>				
	89626	03/23/2023	FY22 Annual Continuing Disclosure Information Statement Preparation	1,675.00
Total Willdan Financial Services:				1,675.00
Grand Totals:				430,583.02



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** IV-6  
**Subject:** Ratify payment of Financial Statements.

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### 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 recent meeting.

### Fiscal Impact

None.

### Attachments

Report of financial statements.

### Recommendation

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

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
<b>REVENUE</b>						
Income from Service Charge	13,171,000.00	869,119.30	6.6	9,482,633.18	72.0	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	0.00	0.0	2,685,073.04	60.4	2,3
Fund Interest	45,000.00	2.17	0.0	45,755.69	101.7	3,4
Other Revenue	65,000.00	1,899.56	2.9	49,622.17	76.3	3,5
Temporary Discharge	25,000.00	0.00	0.0	912.00	3.6	3
<b>TOTAL REVENUE</b>	<b>17,751,000.00</b>	<b>871,021.03</b>	<b>4.9</b>	<b>12,263,996.08</b>	<b>69.1</b>	
<b>EXPENDITURE</b>						
Salaries & Wages	6,194,000.00	549,408.50	8.9	4,876,900.44	78.7	
Employee Benefits	3,625,000.00	161,446.46	4.5	2,495,289.25	68.8	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	6
Director Fees	9,500.00	0.00	0.0	4,400.00	46.3	
Vehicle	90,000.00	12,323.75	13.7	55,827.55	62.0	
CSRMA Insurance	336,000.00	0.00	0.0	328,924.11	97.9	7
Professional Memberships	53,500.00	445.00	0.8	35,056.50	65.5	
Agency Permits & Licenses	203,000.00	0.00	0.0	201,685.27	99.4	8
Office Expense	327,000.00	8,903.86	2.7	152,144.45	46.5	
Contractual Services	2,610,000.00	198,770.84	7.6	1,766,749.00	67.7	
Professional Services	756,000.00	(7,363.36)	(1.0)	302,397.96	40.0	
Conferences & Training	126,000.00	806.25	0.6	23,663.09	18.8	
Utilities	1,308,000.00	130,283.70	10.0	805,378.15	61.6	
Supplies, Repairs & Maintenance	1,143,000.00	44,921.82	3.9	648,725.70	56.8	
<b>TOTAL EXPENDITURE</b>	<b>16,781,000.00</b>	<b>1,099,946.82</b>	<b>6.6</b>	<b>11,247,141.47</b>	<b>67.0</b>	
<b>NET INCOME (LOSS)</b>	<b>970,000.00</b>	<b>(228,925.79)</b>		<b>1,016,854.61</b>		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

75% of the fiscal year has elapsed.  
This is an unaudited status report.

Notes:

- 1 - TTSa collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 - Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 3 - The majority of Sewer Service Charges are collected on the County tax roll and recorded on a monthly basis according to the accrual-based accounting method. Sewer Service Charges not on the County tax roll are recorded when received.
- 4 - Interest on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 5 - Other Revenue includes rebates, billings and surplus items sold.
- 6 - OPEB Reimbursement received from CalPERS for FY22 retiree health insurance premiums.
- 7 - Property and Pooled liability insurance.
- 8 - SWRCB Waste discharge annual permits of \$183,851.00.



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

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
<b>REVENUE</b>						
Income from Connection Fees	2,129,000.00	107,206.50	5.0	961,003.75	45.1	
Fund Interest	191,000.00	8.48	0.0	181,965.39	95.3	7
<b>TOTAL REVENUE</b>	<b>2,320,000.00</b>	<b>107,214.98</b>	<b>4.6</b>	<b>1,142,969.14</b>	<b>49.3</b>	
<b>EXPENDITURE</b>						
FY23 Scada/IT Develop Standards	241,000.00	0.00	0.0	0.00	0.0	1
FY23 Scada/IT Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	3
FY23 Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	2
FY23 Manlift	60,000.00	0.00	0.0	54,142.57	90.2	4
FY23 Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	2
FY22 Operations and Maintenance Carts	0.00	0.00	0.0	25,216.56	0.0	4
<b>SUBTOTAL EXPENDITURES</b>	<b>548,000.00</b>	<b>0.00</b>	<b>0.0</b>	<b>79,359.13</b>	<b>14.5</b>	
Allocation of 73.2% of Bond Payment	2,266,638.00	0.00	0.0	245,627.65	10.8	
<b>TOTAL EXPENDITURE</b>	<b>2,814,638.00</b>	<b>0.00</b>	<b>0.0</b>	<b>324,986.78</b>	<b>11.5</b>	
<b>NET INCOME (LOSS)</b>	<b>(494,638.00)</b>	<b>107,214.98</b>		<b>817,982.36</b>		

75% of the fiscal year has elapsed.  
This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled
- (7) Interest on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).



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

<b>EXPENDITURE</b>	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	4,940.87	0.4	300,015.39	26.1	1
FY23 Plant Coating Improvements	480,000.00	0.00	0.0	273,733.88	57.0	4
FY23 Digestion Improvements Project	387,000.00	0.00	0.0	90,502.50	23.4	1
FY23 LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
FY23 River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	2
FY23 Scada/IT Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
FY23 Control Room Upgrades	185,000.00	0.00	0.0	183,960.75	99.4	4
FY23 Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
FY23 Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	3
FY23 Visable Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	2
FY23 Lab Equipment Replacement	80,000.00	6,902.06	8.6	6,902.06	8.6	3
FY23 Centrifuge Rebuild	50,000.00	0.00	0.0	43,100.00	86.2	4
FY23 SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
FY23 Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	2
FY23 Telephone System Upgrade	40,000.00	0.00	0.0	32,564.59	81.4	4
FY23 Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
FY23 ARC Flash Study/Breaker Replacement	20,000.00	20,143.14	100.7	20,143.14	100.7	4
FY22 EPDM Roof Replacement	0.00	0.00	0.0	424,129.09	0.0	4
FY22 ARC Flash Study/Breaker Replacement	0.00	(20,143.14)	0.0	0.00	0.0	4
FY22 TRI Improvements	0.00	0.00	0.0	20.02	0.0	6
FY22 Chlorine Scrubber Replacement	0.00	0.00	0.0	0.00	0.0	1
FY22 MPPS VFD	0.00	0.00	0.0	27,334.11	0.0	1
<b>SUBTOTAL EXPENDITURES</b>	<b>3,756,000.00</b>	<b>11,842.93</b>	<b>0.3</b>	<b>1,402,405.53</b>	<b>37.3</b>	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	89,929.25	10.8	
<b>TOTAL EXPENDITURES</b>	<b>4,585,862.00</b>	<b>11,842.93</b>	<b>0.3</b>	<b>1,492,334.78</b>	<b>32.5</b>	

75% of the fiscal year has elapsed.  
This is an unaudited status report.

Notes:

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

TAHOE-TRUCKEE SANITATION AGENCY  
 COMBINED CASH STATEMENT  
 March 31, 2023

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	379,549.83
CASH - USB SERVICE CHARGE	646,840.34
CASH - US BANK TAX REV	25,641.89
CASH - US BANK WWCRF	157,601.11
CASH - WELLS FARGO PAYROLL	238,924.18
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	37,597,139.14
 TOTAL COMBINED CASH	 39,046,296.49
CASH ALLOCATED TO OTHER FUNDS	<u>(39,046,296.49)</u>
 TOTAL UNALLOCATED CASH	 0.00

FUND	CASH ALLOCATION RECONCILIATION	March 31, 2023	February 28, 2023	Amount of Change	% of Change	March 31, 2022	Amount of Change	% of Change
02	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	19,448,386.90	19,338,421.92	109,964.98	0.57	18,569,576.94	878,809.96	4.73
06	ALLOCATION TO R.R. & UPGRADE FUND	5,016,957.91	5,028,800.84	(11,842.93)	(0.24)	9,181,720.44	(4,164,762.53)	(45.36)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,034,707.55	4,034,707.55	0.00	0.00	7,279,436.30	(3,244,728.75)	(44.57)
10	ALLOCATION TO GENERAL FUND	10,546,244.13	11,536,505.69	(990,261.56)	(8.58)	5,536,867.39	5,009,376.74	90.47
	 TOTAL ALLOCATION TO OTHER FUNDS	 39,046,296.49	 39,938,436.00	 (892,139.51)	 (2.23)	 40,567,601.07	 (1,521,304.58)	 (3.75)
	ALLOCATIONS FROM COMBINED CASH	<u>(39,046,296.49)</u>	<u>(39,938,436.00)</u>			<u>(40,567,601.07)</u>		
	 ZERO PROOF IF ALLOCATIONS BALANCE	 0.00	 0.00			 0.00		



California State Treasurer  
**Fiona Ma, CPA**



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

April 03, 2023

[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

March 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/6/2023	3/6/2023	RW	1724552	1684903	MICHELLE MACKEY	-300,000.00
3/15/2023	3/15/2023	RW	1724902	1685255	DAWN DAVIS	-600,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	38,497,139.14
Total Withdrawal:	-900,000.00	Ending Balance:	37,597,139.14



[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	20.033069	640,551.683	\$12,832,216.42
<b>Total</b>			<b>\$12,832,216.42</b>

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# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** V-1  
**Subject:** Approval of Resolution No. 1-2023 Commendation of T-TSA Staff for the Sodium Hypochlorite Project.

---

### **Background**

From December 2022 through January 2023, Tahoe-Truckee Sanitation Agency used its own forces to successfully design, purchase, construct, and commission an alternative disinfection system which enabled TTSA to remove all elemental chlorine from the water reclamation facility thereby significantly reducing risks to plant staff and the community at large. Work for the Sodium Hypochlorite Disinfection Project was performed in under six weeks from start to finish in order to meet critical deadlines related to other ongoing construction work. The project significantly reduces ongoing extended risk to the Agency while giving important feedback as to the success of this alternative disinfectant for potential consideration in future studies. The following is a Resolution commending Agency staff in their efforts in the Sodium Hypochlorite Project.

### **Fiscal Impact**

None.


### **Attachments**

Resolution No. 1-2023.

### **Recommendation**

Management recommends approval of Resolution No. 1-2023.

### **Review Tracking**

Submitted By:   
Richard Pallante  
General Manager

**RESOLUTION NO. 01-2023**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TAHOE-TRUCKEE SANITATION AGENCY  
ACKNOWLEDGING AND COMMENDING THE EMPLOYEES  
OF THE TAHOE-TRUCKEE SANITATION AGENCY  
FOR THE SODIUM HYPOCHLORITE PROJECT**

WHEREAS, the Agency, for the period on or about, December, 2022 through January, 2023, used its own forces to successfully design, purchase, construct, and commission an alternative disinfection system which enabled TTSA to remove all elemental chlorine from the water reclamation facility thereby significantly reducing risks to plant staff and the community at large. Work for the Sodium Hypochlorite Disinfection Project was performed in under six weeks from start to finish in order to meet critical deadlines related to other ongoing construction work. The project significantly reduces ongoing extended risk to the Agency while giving important feedback as to the success of this alternative disinfectant for potential consideration in future studies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TAHOE-TRUCKEE SANITATION AGENCY, AS FOLLOWS:

1. The Board does hereby recognize and commend the employees of the TAHOE-TRUCKEE SANITATION AGENCY for the installation of a sodium hypochlorite system that ensures the safety and wellbeing of the community and staff.
2. The Board does hereby recognize and commend the TAHOE-TRUCKEE SANITATION AGENCY staff responsible for this system, having demonstrated exceptional skill, dedication, and professionalism in completing this project.
3. The Board does hereby commend and express our sincere appreciation to all TAHOE-TRUCKEE SANITATION AGENCY staff for the installation of the sodium hypochlorite system.

PASSED AND ADOPTED at a regular meeting of the Board of Director of TAHOE-TRUCKEE SANITATION AGENCY held on the 19<sup>th</sup> day of April, 2023, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

BY:

---

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

ATEST:

---

Michael Peak, Operations Manager  
TAHOE-TRUCKEE SANITATION AGENCY



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** V-2  
**Subject:** Climate Transformation Alliance (CTA) Presentation.

---

### Background

At the request of Director Wilson, we have coordinated today's presentation by the Climate Transformation Alliance. Meredith Anderson and Christa Finn are here today to represent and present to the Board of Directors the presentation for the Climate Transformation Alliance.

### Fiscal Impact

None

### Attachments

Climate Transformation Alliance presentation

### Recommendation

None

### Review Tracking

Approved By: 

Richard Pallante  
General Manager

# Climate Transformation Alliance

## Tahoe-Truckee Sanitation Agency Board Meeting

April 19th, 2023 | 9am

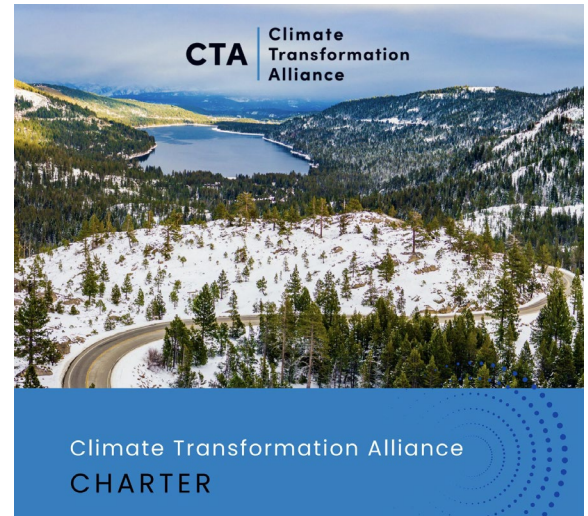
**CTA**

**Climate  
Transformation  
Alliance**

# About CTA & Charter



- Governing Partners: Town of Truckee, Truckee Tahoe Airport, Truckee Donner Public Utility District
- Facilitator: Sierra Business Council
- Founding Members: public & private entities in the Truckee / North Tahoe region who have signed the charter



# Vision



- The Truckee North Lake Tahoe region will be net carbon neutral by 2045 through a combination of GHG emissions reduction in the built environment and sinking or storing carbon in natural lands. Carbon neutrality will improve the environment, reduce the risk of wildfire, create new opportunities for innovation and business creation, diversify our economy, improve public health, equity and safety, and meet our commitment to steward the region for the benefit of future generations.





# Mission



- To work together to define an ongoing agency and community collaboration focused on reducing regional GHG emissions and speeding the ability of the community to address the potential future impacts of climate change
- To engage in a process to conduct joint data aggregation, fact finding, policy analysis and public education, in order to increase agency and public understanding about climate and climate related issues
- To identify, explore, and encourage interim projects that partners and/or private interests may participate in
- To explore opportunities for obtaining funding from public and private sources, including state and federal programs and granting agencies, to implement projects that will reduce GHG emissions, or assist the community with adapting to the impacts of climate change
- To communicate to stakeholders and the public about the actions of the partners to meet regional GHG emissions reduction and climate adaptation goals



# Guiding Principles

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- Participants in the Charter agree to model their behavior on the “Speak Your Peace” principles developed by the Tahoe Truckee Community Foundation



# Program Overview

---



- Technical Support and Capacity Development
- Research and Knowledge Management
- Public Education and Advocacy



# Strategic Plan



- Goal 1: Organization Development
  - Convene the Climate Transformation Alliance
- Goal 2: Communications
  - Catalyze Community Support
- Goal 3: Data and Information
  - Measure Progress
- Goal 4: Project Development Process
  - Track and Report Progress



# CTA Logistics



- Time commitment
  - Elected official
  - Staff member
- Logistics
- Preliminary budget
- Quarterly meetings
  - Information sharing
  - Collaboration
  - Project accelerator
- Signing charter



Please reach out to Sierra Business Council  
with any questions.

**Website:** [sierrabusiness.org](http://sierrabusiness.org)  
**Email:** [cta@sierrabusiness.org](mailto:cta@sierrabusiness.org)  
**Phone:** (530)582-4800

# Thank you!

**CTA**

**Climate  
Transformation  
Alliance**



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2022  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** V-3  
**Subject:** Presentation of the annual financial audit for fiscal year 2021-2022.

---

### Background

The DavisFarr CPA firm has completed the Agency annual financial audit for fiscal year 2021-2022. The audit report consists of the management discussion and analysis report, the independent auditor's report and basic financial statements of the Agency.

Mr. Jonathan Foster, Partner of DavisFarr CPA, will provide a presentation of the audit report at the meeting.

### Fiscal Impact

None.

### Attachments

1. Financial statements required supplementary information, supplementary information and independent auditor's report.
2. Independent accountant's report on agreed-upon procedures applied to appropriations limit schedules.
3. Audit Communications.
4. Auditors Presentation.

### Recommendation

No action required.

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager

**TAHOE-TRUCKEE SANITATION AGENCY**  
**BASIC FINANCIAL STATEMENTS**  
**Year ended June 30, 2022**



**TAHOE-TRUCKEE SANITATION AGENCY**

**Basic Financial Statements**

**Year ended June 30, 2022**

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## **Independent Auditor's Report**

Board of Directors  
Tahoe-Truckee Sanitation Agency  
Truckee, California

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of the of the Tahoe-Truckee Sanitation Agency (the "Agency") as of and for the year June 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Agency, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

The Agency's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for one year after the date that the financial statements are issued.

#### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the *Management's Discussion and Analysis, the Schedule of OPEB Contributions, the Schedule of Changes in the Net OPEB Liability, the Schedule of the Agency's Proportionate Share of the Net Pension Liability, and the Schedule of the Agency's Pension Plan Contributions* be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Report on Summarized Comparative Information***

We have previously audited the Agency's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 9, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The *comparison of budget to actual statements* are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The *comparison of budget to actual statements* are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the *comparison of budget to actual statements* is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated April 12, 2022 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.



Irvine, California  
April 12, 2022

# TAHOE-TRUCKEE SANITATION AGENCY

## Management's Discussion and Analysis

For year ended June 30, 2022

The Tahoe-Truckee Sanitation Agency (T-TSA or Agency) is presenting the following discussion and analysis to provide a review of the Agency's financial activities for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with T-TSA's financial statements to gain an understanding of the Agency's overall financial position.

### **FINANCIAL HIGHLIGHTS**

Tahoe-Truckee Sanitation Agency was formed for the purpose of planning, administering, and coordinating wastewater treatment and disposal services throughout the North and West Tahoe and Truckee areas to protect the public health and the environment. Tahoe-Truckee Sanitation Agency is required to meet some of the most stringent discharge requirements in the country. In June of 2008, T-TSA completed an expansion project at a cost of \$75 million to increase overall capacity to 9.6 mgd, which should accommodate growth in the service area population through the year 2045. T-TSA entered into a State Revolving Fund (SRF) loan with the California State Water Resources Control Board on February 24, 2004, to provide financing for the plant capacity expansion. Over the course of the project, the Agency borrowed \$50.1 million, which it was scheduled to be repaid over 20 years at an annual payment of approximately \$3.2 million.

On February 5, 2020, the Agency paid its SRF loan in full to the State Water Resources Control Board in the amount of \$23.2 million by purchasing of Wastewater Revenue Refunding Bonds. The Wastewater Revenue Refunding Bonds were purchased from US Bank National Association for \$20.1 million on an eight (8) year term. Interest payments on the Bonds will be payable on January 1<sup>st</sup> and July 1<sup>st</sup> of each year, commencing July 1, 2020 ending July 1, 2027.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of the Independent Auditor's Report, Management Discussion and Analysis report, and Basic Financial Statements of the Agency. The financial statements also include the notes to the financial statements, which explain and give further detail of the data provided.

### **REQUIRED FINANCIAL STATEMENTS**

The Agency's financial statements are prepared in conformity with generally accepted accounting principles as they apply to government units on an accrual basis. These statements offer short and long-term financial information about its activities. The Statement of Net Position includes all the Agency's assets and liabilities. It presents the financial position of the Agency and provides information about the nature and amount of resources and obligations at fiscal year-end.

All current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses, and Changes in Net Position. This statement measures the success of operations over the past year and can be used to determine whether T-TSA has successfully recovered its costs through service charges and property taxes.

TAHOE-TRUCKEE SANITATION AGENCY

Management's Discussion and Analysis

For year ended June 30, 2022

The Statement of Cash Flows reports cash receipts, cash payments, and net changes in cash resulting from operating, investing, and financing activities. It provides insight into the sources and uses of cash and the changes in cash balances during the reporting period.

**NET POSITION**

Table A-1 Condensed Statement of Net Position summarizes activities leading to a \$3.4 million increase in net position. In FY22, Total Assets and Deferred Outflows of Resources decreased by \$2.2 million primarily due to a decrease in deferred outflows. The decrease of \$5.6 million in Total Liabilities and Deferred Inflows of Resources were mainly due to a reduction of long-term debt of \$2.9 million and a reduction of the pension liability of \$10.1 million, offset by an increase of 7.8 million in Deferred Inflows.

**Table A-1**  
Condensed Statement of Net Position

	FYE 6/30/2022	FYE 6/30/2021	Change in Dollars	Percent Change
Current Assets	\$ 18,115,363	\$ 23,988,080	(\$ 5,872,717)	-24%
Restricted Assets	23,033,729	19,941,107	3,092,622	16%
Net Capital Assets	<u>86,127,679</u>	<u>83,258,970</u>	<u>2,868,709</u>	3%
Total Assets	<u>127,276,771</u>	<u>127,188,157</u>	<u>88,614</u>	0%
Deferred Outflows of Resources	<u>6,087,801</u>	<u>8,399,805</u>	( <u>2,312,004</u> )	-28%
Total Assets and Deferred Outflows of Resources	<u>\$ 133,364,572</u>	<u>\$ 135,587,962</u>	( <u>\$ 2,223,390</u> )	-2%
Current Liabilities Unrestricted	\$ 2,703,371	\$ 2,597,941	\$ 105,430	4%
Current Liabilities Restricted	591,614	1,018,403	( 426,789)	-42%
Long-Term Liabilities	<u>20,057,133</u>	<u>33,204,016</u>	( <u>13,146,883</u> )	-40%
Total Liabilities	<u>23,352,118</u>	<u>36,820,360</u>	( <u>13,468,242</u> )	-37%
Deferred Inflows of Resources	<u>9,735,958</u>	<u>1,916,182</u>	<u>7,819,776</u>	408%
Total Liabilities and Deferred Inflows of Resources	<u>\$ 33,088,076</u>	<u>\$ 38,736,542</u>	( <u>\$ 5,648,466</u> )	-15%
Net Investment in Capital Assets	\$ 68,022,964	\$ 65,182,452	\$ 2,840,512	4%
Restricted for Waste Water Capital Reserve	22,442,115	18,922,704	3,519,411	19%
Unrestricted	<u>9,811,417</u>	<u>12,746,264</u>	( <u>2,934,847</u> )	-23%
Total Net Position	<u>\$ 100,276,496</u>	<u>\$ 96,851,420</u>	<u>\$ 3,425,076</u>	4%

TAHOE-TRUCKEE SANITATION AGENCY

Management's Discussion and Analysis

For year ended June 30, 2022

**CHANGE IN NET POSITION**

Table A-2 represents the change in the Agency's net position. Overall, the agency operated at a loss in FY22 of (\$2.9) million which is a reduction from FY21 of a (\$5.9) million loss. This is primarily due to a reduction in operating expenses year over year.

The Agency relies on property tax revenue, classified as non-operating revenue, to fund a portion of its operating expenses. Property tax revenue increased to \$ 4.4 million FY22 compared to \$4.0 million for FY21. T-TSA also relies on connection fee income for capital improvement projects, which remained consistent at \$2.2 million for FY22 vs. FY21.

Overall, the agency's change in net position is \$3.4 million for FY22 which is an increase over FY21 by \$2.8 million.

**Table A-2**  
Condensed Statement of Revenues, Expenses and Changes in Net Position

	FYE 6/30/2022	FYE 6/30/2021	Change in Dollars	Percent Change
Operating Revenues/Service Charges	\$ 12,967,031	\$ 12,688,341	\$ 278,690	2%
Operating Expenses	<u>15,837,551</u>	<u>18,594,589</u>	<u>( 2,757,038)</u>	- 15%
Net Operating Loss	(\$ 2,870,520)	(\$ 5,906,248)	\$ 3,035,728	- 51%
Property Tax Revenues (includes In-Lieu)	\$ 4,371,436	\$ 4,047,527	\$ 323,909	8%
Other Non-Operating Revenues & Expenses	<u>( 321,698)</u>	<u>240,742</u>	<u>( 562,440)</u>	- 234%
Non-Operating Revenues & Expenses	<u>\$ 4,049,738</u>	<u>\$ 4,288,269</u>	<u>(\$ 238,531)</u>	- 6%
(Loss)/Income before Capital Contributions	\$ 1,179,218	(\$ 1,617,979)	\$ 2,797,197	- 173%
Capital Contributions/Connection Fees	<u>2,245,858</u>	<u>2,234,125</u>	<u>11,733</u>	1%
Change in Net Position	<u>3,425,076</u>	<u>\$ 616,146</u>	<u>\$ 2,808,930</u>	456%
Net Position, Beginning of Year	<u>\$ 96,851,420</u>	<u>\$ 96,235,274</u>	<u>\$ 616,146</u>	1%
Ending Net Position	<u>\$ 100,276,496</u>	<u>\$ 96,851,420</u>	<u>\$ 3,425,076</u>	4%

TAHOE-TRUCKEE SANITATION AGENCY

Management’s Discussion and Analysis

For year ended June 30, 2022

Table A-3 represents the outstanding long-term debt as of June 30, 2022. The Agency’s long-term debt was reduced by approximately \$2.9 million from FY21 to FY22 attributed to the annual bond payment.

**Table A-3**  
Long-Term Debt

	<u>2022</u>	<u>2021</u>
Bond Payable, Net of Current Portion	\$ 13,430,000	\$ 15,735,000
Bond Premium Payable, Net of Current Portion	<u>1,144,483</u>	<u>1,694,535</u>
Total	<u>\$ 14,574,483</u>	<u>\$ 17,429,535</u>

**OTHER ECONOMIC FACTORS AFFECTING FUTURE FINANCIAL POSITION AND OPERATIONS**

The key economic factors affecting T-TSA’s future financial position and operations are primarily attributed to changes in connections, operational maintenance of facilities, capital improvement project recommendations, and cost increases of equipment and materials.

The Master Sewer Plan (MSP) and IT/Scada Master Plan were accepted by the Board of Directors in FY22. The agency engaged with HDR Engineering Inc. to perform rate studies for Sewer Service Charges and Connection Fees as the next step to meet it’s target fund balances per the Agency’s fund policy, which could be accomplished through rate increases, grants and debt financing.



**BASIC FINANCIAL STATEMENTS**

**TAHOE-TRUCKEE SANITATION AGENCY**

**Statement of Net Position**

**June 30, 2022**

**(with comparative information for prior year)**

	2022	2021
Assets:		
Current Assets:		
Cash and investments (note 2)	\$ 17,051,771	\$ 23,049,355
Accrued interest receivable	45,898	19,761
Account receivable (note 3)	851,698	762,999
Prepaid expenses	34,656	1,435
Inventory	131,047	108,003
Due from other governmental agencies	293	46,527
Total Current Assets	18,115,363	23,988,080
Restricted Assets:		
Cash and investments (note 2)	22,966,078	19,919,940
Accrued interest receivable	31,756	17,697
Accounts receivable - connection fees	35,895	3,470
Total Restricted Assets	23,033,729	19,941,107
Non-Current Assets:		
Capital assets not being depreciated (note 4)	2,685,647	3,784,939
Capital assets, net of accumulated depreciation (note 4)	80,461,852	79,474,031
Net OPEB asset (note 7)	2,980,180	-
Total Assets	127,276,771	127,188,157
Deferred Outflows of Resources:		
Deferred pension outflows (Note 6)	4,816,592	7,112,580
Deferred OPEB outflows (Note 7)	1,271,209	1,287,225
Total Deferred Outflows of Resources	6,087,801	8,399,805
Total Assets and Deferred Outflows Resources	\$ 133,364,572	\$ 135,587,962

See accompanying notes to the basic financial statements.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Statement of Net Position**

**June 30, 2022**

**(with comparative information for prior year)**

	2022	2021
Liabilities:		
Current Liabilities (Payable from Current Assets):		
Accounts payable	\$ 337,670	\$ 444,257
Compensated absences payable	1,223,040	1,260,102
Accrued payroll liabilities	441,151	163,684
Accrued expenses	701,510	729,898
Total Current Liabilities (Payable from Current Assets):	2,703,371	2,597,941
Current Liabilities (Payable from Restricted Assets):		
Accounts payable	41,562	371,420
Bonds premium payable, current portion	550,052	646,983
Total Current Liabilities (Payable from Restricted Assets):	591,614	1,018,403
Long-Term Liabilities:		
Bond payable, net of current portion (note 5)	13,430,000	15,735,000
Bond premium payable, net of current portion	1,144,483	1,694,535
Net pension liability (Note 6)	5,482,650	15,496,793
Net OPEB liability (Note 7)	-	277,688
Total Long-Term Liabilities	20,057,133	33,204,016
Deferred Inflows of Resources:		
Deferred pension inflows (Note 6)	7,373,748	1,895,069
Deferred OPEB inflows (Note 7)	2,362,210	21,113
Total Deferred Inflows of Resources	9,735,958	1,916,182
Total Liabilities and Deferred Inflows of Resources	33,088,076	38,736,542
Net Position:		
Net investment in capital assets	68,022,964	65,182,452
Restricted for Waste Water Capital Reserve	22,442,115	18,922,704
Unrestricted	9,811,417	12,746,264
Total Net Position	100,276,496	96,851,420
Total Liabilities and Deferred Inflows of Resources and Net Position	\$ 133,364,572	\$ 135,587,962

See accompanying notes to the basic financial statements.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Statement of Revenues, Expenses,  
and Changes in Net Position**

**For the Year Ended June 30, 2022  
(with comparative information for prior year)**

	Totals	
	2022	2021
Operating Revenues:		
Service charges	\$ 12,944,118	\$ 12,671,439
Other services	22,913	16,902
Total Operating Revenues	12,967,031	12,688,341
Operating Expenses:		
Administrative	2,236,702	3,273,321
Operations	5,549,374	6,807,931
Engineering	3,549,294	1,330,483
Maintenance	1,196,714	3,966,867
Depreciation	3,305,467	3,215,987
Total Operating Expenses	15,837,551	18,594,589
Operating Loss	(2,870,520)	(5,906,248)
Non-Operating Revenues (Expenses):		
Property taxes	4,211,655	3,888,502
Investment income	155,148	243,026
Interest expense	(642,097)	(141,434)
In-Lieu taxes	159,781	159,025
Aid from other governmental agencies	26,546	26,166
Other income	138,705	112,984
Total Non-Operating Revenues	4,049,738	4,288,269
Net (Loss)/Income Before Capital Contributions	1,179,218	(1,617,979)
Capital contributions - connection fees	2,245,858	2,234,125
Change in Net Position	3,425,076	616,146
Net Position, Beginning of Year	96,851,420	96,235,274
Net Position, End of Year	\$ 100,276,496	\$ 96,851,420

See accompanying notes to the basic financial statements.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Statement of Cash Flows**

**Year ended June 30, 2022  
(with comparative information for the prior year)**

	2022	2021
Cash Flows from Operating Activities:		
Receipts from customers	\$ 13,870,949	\$ 13,773,715
Payments to suppliers	(6,210,528)	(4,048,164)
Payment to employees	(9,742,480)	(12,620,733)
Cash Used by Operating Activities	(2,082,059)	(2,895,182)
Cash Flows From Noncapital Financing Activities:		
Property taxes collected	3,531,333	3,208,180
Aid from other governmental agencies and other income	26,546	26,166
Net Cash Provided by Noncapital Financing Activities	3,557,879	3,234,346
Cash Flows from Capital and Related Financing Activities:		
Acquisition of capital assets	(3,193,996)	(2,757,381)
Principal payment on capital debt	(2,305,000)	(2,195,000)
Interest payments on long-term debt	(1,289,080)	(880,063)
Capital contributions	2,245,858	2,234,125
Net Cash Used by Capital and Related Financing Activities	(4,542,218)	(3,598,319)
Cash Flows from Investing Activities:		
Interest received on investments	114,952	374,049
Net Cash Provided by Investing Activities	114,952	374,049
Net Decrease in Cash and Cash Equivalents	(2,951,446)	(2,885,106)
Cash and Cash Equivalents, Beginning of Year	42,969,295	45,854,401
Cash and Cash Equivalents, End of Year	40,017,849	42,969,295
Cash and Cash Equivalents Classified in the Balance Sheet:		
Current assets	17,051,771	23,049,355
Restricted assets	22,966,078	19,919,940
	\$ 40,017,849	\$ 42,969,295

See accompanying notes to the basic financial statements.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Statement of Cash Flows**

**Year Ended June 30, 2022  
(with comparative information for the prior year)**

	2022	2021
Reconciliation of Operating Loss to Net Cash Used by Operating Activities		
Operating Loss	<u>\$ (2,870,520)</u>	<u>\$ (5,906,248)</u>
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:		
Other income	298,486	272,009
Depreciation	3,305,467	3,215,987
Changes in Assets, Deferred Outflows of Resources, Liabilities and Deferred Inflows of Resources:		
(Increase) Decrease in:		
Accounts receivable	559,198	797,663
Due from other governments	46,234	15,702
Prepaid expenses	(33,221)	(1,435)
Inventory	(23,044)	2,070
Net OPEB asset	(2,980,180)	-
Deferred outflows of resources	2,312,004	(1,390,352)
Increase (Decrease) in:		
Accounts payable	(436,445)	105,309
Accrued compensated absences	(37,062)	82,466
Accrued payroll	277,467	(33,909)
Accrued expenses	(28,388)	589,619
Deferred inflows of resources	7,819,776	793,652
Net pension liability	(10,014,143)	(1,391,350)
Net OPEB liability	<u>(277,688)</u>	<u>(46,365)</u>
Total Adjustments	<u>788,461</u>	<u>3,011,066</u>
Net Cash Used by Operating Activities	<u>\$ (2,082,059)</u>	<u>\$ (2,895,182)</u>

There were no significant noncash investing and financing activities for the years ended June 30, 2022 and 2021.

# TAHOE-TRUCKEE SANITATION AGENCY

## Notes to the Basic Financial Statements

Year ended June 30, 2022

### (1) Summary of Significant Accounting Policies

#### (a) Organization and Description of the Agency

The Tahoe-Truckee Sanitation Agency was formed in May 1972, under the provisions of the Tahoe-Truckee Sanitation Agency Act that was passed by the State Legislature and signed into law by the Governor on November 17, 1971. The Agency consists of all the area within the following five districts:

- 1) Alpine Springs County Water District
- 2) North Tahoe Public Utility District
- 3) Squaw Valley Public Service District
- 4) Tahoe City Public Utility District
- 5) Truckee Sanitary District

The Truckee Sanitary District services a portion of Northstar Community Services District through contract. The Agency was formed to provide major sewage facilities for the North and West Lake Tahoe Area, Alpine Meadows, Squaw Valley, Truckee River, Donner Lake and Martis Valley areas. The facilities of the Agency have been receiving sewage collected by each of the five districts and has been transporting it to its treatment disposal site since February 1978.

#### (b) The Reporting Entity

The Agency, for financial purposes, includes all of the funds relevant to the operations of the Tahoe-Truckee Sanitation Agency. The financial statements presented herein do not include agencies which have been formed under applicable state laws or separate and distinct units of government apart from the Tahoe-Truckee Sanitation Agency.

One entity that is not a part of the Agency's reporting entity but was in part, created by the Agency for special purposes, is accounted for as a jointly governed organization. Additional information regarding the Agency's jointly governed organization is provided in Notes 10 and 12. The following is a description of the jointly owned organization in which the Agency participates.

The California Sanitation Risk Management Authority (CSRMA) was created by a Joint Exercise of Powers Agreement between the Tahoe-Truckee Sanitation Agency and several other member Agencies. The Authority is organized under Government Code Section 6500 as a separate and distinct public entity and is governed by a Board comprised of one member appointed by the governing body of each party to the agreement. The governing board appoints its own management and approves its own budget.

## TAHOE-TRUCKEE SANITATION AGENCY

### Notes to the Basic Financial Statements

(Continued)

#### (1) Summary of Significant Accounting Policies (Continued)

##### (c) Basis of Presentation

The accounting policies of the Agency conform with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting.

Operating revenues are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as nonoperating expenses.

The entity is a special purpose governmental enterprise fund that operates as a stand-alone business-type.

##### (d) Financial Statements Presentation

Governmental Accounting Standards Board Statement No. 34 "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" established standards for external financial reporting for all state and local governmental entities which includes a statement of net position, a statement of activities and changes in net position and a statement of cash flows. It requires the classification of net assets into three components - net investment in capital assets; restricted; and unrestricted. These classifications are defined as follows:

- *Net investment in capital assets* - This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets' component as the unspent proceeds.
- *Restricted* - This component of net position consists of constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted* - This component of net position consists of net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."



## TAHOE-TRUCKEE SANITATION AGENCY

### Notes to the Basic Financial Statements

(Continued)

#### (1) Summary of Significant Accounting Policies (Continued)

(e) Budgetary Control

The Board adopts an operating budget at the beginning of each year.

(f) Restricted Investments

Various resources of the Agency are limited as to their use by law or by debt covenants and are classified on the balance sheet as restricted investments. Undisbursed debt proceeds are restricted for repayment of the debt and project costs. Also, fees imposed on new real estate development are restricted by law for the construction of capital improvements which benefit the development projects.

(g) Inventories

Material and supplies inventory consists primarily of materials used in the construction and maintenance of the water system and is valued at the lower of cost, using the average cost method, or market. Inventory uses the consumption method whereby they are reported as an asset and expensed as they are consumed.

Water inventory consists of native groundwater and purchased water holdings in the USGS Well. Water inventory is valued at cost using the first-in/first-out (FIFO) method.

(h) Cash and Cash Equivalents

All cash and investments are held in the Agency's cash management pool. The Agency considers all highly liquid investments with a maturity of three months or less to be cash equivalents. Therefore, for purposes of the statement of cash flows, the Agency considers the entire pooled cash and investment balance to be cash and cash equivalents.

(i) Investments

Investments are reported at fair value, which is the amount at which financial instruments could be exchanged in a current transaction between willing parties. Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Management reviews investments for events that might affect fair value measurements of investments on a monthly basis. The evaluation is performed at the lowest level of identifiable unit of account.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(1) Summary of Significant Accounting Policies (Continued)**

(j) Fair Value Hierarchy

The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. As of June 30, 2022, the Agency had no investments with recurring fair value measurements. In determining fair value, the Agency's custodians use various methods including market and income approaches. Based on these approaches, the Agency's custodians utilize certain assumptions that market participants would use in pricing the asset or liability. The Agency's custodians utilize valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs.

Various inputs are used in determining the value of the Agency's investments and other financial instruments. The inputs or methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities. These inputs are summarized in the three broad levels: Level 1 – quoted prices in active markets for identical investments, Level 2 – other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment speeds, credit risk, etc.) and Level 3 – significant unobservable inputs (including the Agency's own assumptions in determining the fair value of instruments).

(k) Accounts Receivable

The accounts receivable consists of charges for service fees, connection fees and property taxes. Fees are considered to be fully collectible since the Agency liens the property for unpaid charges. Therefore, no allowance for uncollectible fees is provided.

(l) Capital Assets

The capitalization threshold for the Agency is \$15,000. Capital assets are stated at cost, less accumulated depreciation and amortization computed by the straight-line method. Estimated useful lives are as follows:

Utility Plant	20-50 Years
Machinery and Equipment	4-8 Years

Depreciation on the cost or value of contributed assets is included in operating expenses in arriving at net income.

*Repairs and Maintenance* – Repairs and maintenance expenditures are charged to expenses as incurred and major renewals and betterments are capitalized.

(m) Restricted Net Position

Legally segregated net position is recorded as restricted. The Agency has the following restricted net assets:

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(1) Summary of Significant Accounting Policies (Continued)**

- *Waste Water Capital Reserve*– The restricted net assets consist of connection fees and the earnings thereon and are restricted for the acquisition and/or construction of sewer infrastructure necessary to increase capacity for service.

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Agency’s policy is to apply restricted net position first.

(n) Board-Designated Net Position

The Agency has designated a portion of the unrestricted net position for the followings:

*Replacement, Rehabilitation and Upgrade Fund*

The purpose of the fund is to finance capital improvement projects. Excess resources from operations are transferred into the reserve each year. The minimum target fund balance shall equal to 50% of the projected five years of the planned budget for the capital improvement projects. The designated balance as of June 30, 2022 was \$10,333,934.

*Emergency and Contingency Reserve Fund*

This legally unrestricted reserve was established in order to provide funds and revenues to manage financial obligations, mitigate risks due to revenue shortfalls or unanticipated expenses, and insulate ratepayers from large, abrupt increases in service charges.

The target fund balance is at least \$4 million. The designated balances as of June 30, 2022 was \$7,284,840.

(o) Pension

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Agency’s California Public Employees’ Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**TAHOE-TRUCKEE SANITATION AGENCY**  
**Notes to the Basic Financial Statements**  
**(Continued)**

**(1) Summary of Significant Accounting Policies (Continued)**

(o) Pension (continued)

The following timeframes are used for pension reporting:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Measurement Period	June 30, 2020 to June 30, 2021

(p) Other Post Employment Benefit Plan

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Agency's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to the liability information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Measurement Period	June 30, 2020 to June 30, 2021

(q) Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense) until then. The Agency has two items that qualify for reporting in this category, deferred outflows related to pensions and OPEB.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period and will not be recognized as an inflow (revenue) until that time. The Agency has two items that qualify for reporting in this category, deferred inflow related to pensions and OPEB.

## TAHOE-TRUCKEE SANITATION AGENCY

### Notes to the Basic Financial Statements

(Continued)

#### (1) Summary of Significant Accounting Policies (Continued)

##### (r) Compensated Absences

The Agency accrues a liability for unpaid vacation and sick pay in accordance with GASB 16. Sick pay is accumulated at the rate of one day per month. Unused sick leave is to be paid at the rate of 50% upon termination or 100% upon death or retirement. Vacation pay is accumulated at various rates depending on length of service. Vacation pay accrued in excess of 30 days is paid at the end of each year. As of June 30, 2022 accrued vacation and vested sick leave benefits totaled \$1,223,040.

##### (s) Revenue Recognition – Property Taxes

For Property taxes are attached as an enforceable lien on property as of March 1. Taxes are levied on November 1 and February 1 and are due and payable at that time. Property tax revenues are recognized in the fiscal period for which they are levied and in which they become available.

##### (t) Inventory

Inventory is recorded at lower of cost or market using the first-in, first-out method.

##### (u) Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities and deferred inflows and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

##### (v) Comparative Financial Statements

Selected information regarding the prior year has been included in the accompanying financial statements. This information has been included for comparison purposes only and does not represent a complete presentation in accordance with generally accepted accounting principles.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(2) Cash, Cash Equivalents, and Investments**

Cash and investments as of June 30, 2022, consist of the following:

Statement of Net Position	
Cash and investments	\$ 17,051,771
Restricted cash and investments	<u>22,966,078</u>
Total Cash and Investments	<u>\$ 40,017,849</u>
Cash	\$ 1,502,703
Investments	<u>38,515,146</u>
Total Cash and Investments	<u>\$ 40,017,849</u>

*Investment Policy*

Statutes authorize the Agency to invest in obligations of the U.S. Treasury, agencies and instrumentalities within the State, State Treasury, bankers' acceptances, and commercial paper of the highest ranking provided by Moody's Investors Service, Inc., or Standard and Poor's Corporation, repurchase or reverse repurchase agreements, and the State's Local Agency Investment Fund (LAIF).

The investment policy set by the directors of the Agency is more conservative than that set by state statute. The policy allows the Agency's treasurer to invest in certificates of deposit, U.S. Treasury Bills and Notes, Placer County Investment Fund, and the LAIF.

*Interest Rate Risk*

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates.

One of the ways that the Agency manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the Agency's investments to market interest rate fluctuations are provided by the following table that shows the distribution of the Agency's investments by maturity as of June 30, 2022.

Investment Type	Total	Remaining Maturity (in Months) 12 Months or Less
LAIF	<u>\$ 38,515,146</u>	<u>38,515,146</u>

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(2) Cash, Cash Equivalents, and Investments (Continued)**

*Credit Risk*

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Presented below is the minimum rating required by (where applicable) the California Government Code or the Agency's Investment Policy, or debt agreements, and the S&P ratings as of June 30, 2022 for each investment type.

The Agency's rating as of the year ended June 30, 2022 for each investment type are as follows:

<u>Investment Type</u>	<u>Total</u>	Minimum			<u>Not Rated</u>
		<u>Legal Rating</u>	<u>AAA</u>	<u>AA</u>	
LAIF	<u>\$ 38,515,146</u>	N/A	-	-	<u>38,515,146</u>

*Custodial Credit Risk*

Custodial credit risk for *deposits* is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in possession of another party. The California Government Code and the Agency's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured deposits.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(3) Accounts Receivable**

The accounts receivable at year-end are comprised of the following:

Service charges - regular collections	\$	99,662
Property taxes		737,361
Other		<u>14,675</u>
	\$	<u><u>851,698</u></u>

As mentioned in the Summary of Significant Accounting Policies, certain accounts receivable uncollected at the end of the year are transferred to the county and become recorded liens on the property, thereby substantially reducing the Agency's exposure to uncollectible accounts. These amounts are presented as Due From Other Government Agencies, separate from other accounts receivable.

**(4) Capital Assets**

Capital Asset activity for the year ended June 30, 2022 was as following:

	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022
Capital assets not being depreciated:				
Land	\$ 2,174,726	-	-	2,174,726
Construction in progress	<u>1,610,213</u>	<u>3,108,014</u>	<u>(4,207,306)</u>	<u>510,921</u>
Total capital assets not being depreciated	<u>3,784,939</u>	<u>3,108,014</u>	<u>(4,207,306)</u>	<u>2,685,647</u>
Capital assets being depreciated:				
Sewage treatment and collection	145,037,751	4,020,572	-	149,058,323
General plant and equipment	5,866,060	262,776	(713,415)	5,415,421
Vehicles	<u>1,295,149</u>	<u>9,939</u>	<u>(93,716)</u>	<u>1,211,372</u>
Total capital assets being depreciated	<u>152,198,960</u>	<u>4,293,287</u>	<u>(807,131)</u>	<u>155,685,116</u>
Less accumulated depreciation:				
Sewage treatment and collection	(67,474,462)	(2,948,855)	-	(70,423,317)
General plant and equipment	(4,003,062)	(334,068)	713,415	(3,623,715)
Vehicles	<u>(1,247,405)</u>	<u>(22,543)</u>	<u>93,716</u>	<u>(1,176,232)</u>
Total accumulated depreciation	<u>(72,724,929)</u>	<u>(3,305,466)</u>	<u>807,131</u>	<u>(75,223,264)</u>
Total capital assets being depreciated, net	<u>79,474,031</u>	<u>987,821</u>	<u>-</u>	<u>80,461,852</u>
Total capital assets, net	<u>\$ 83,258,970</u>	<u>4,095,835</u>	<u>(4,207,306)</u>	<u>83,147,499</u>



**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(5) Long-Term Debt**

2020 Wastewater Revenue Refunding Bonds

On February 5, 2020 the Agency issued \$20,110,000 of Revenue Bonds through U.S. Bank National Association, bearing interest of 5% and payable semiannually on July 1 and January 1, with the bonds maturing each July 1 from 2020 through 2027. The proceeds of the Bonds were used to (i) pay off an existing loan with the California State Water Resources Control Board and (ii) pay to costs of issuing the Bonds. The outstanding principal balance of the 2021 Wastewater Revenue Refunding Bonds as of June 30, 2022 was \$13,430,000. The Wastewater Revenue Refunding Bonds were issued at a premium of \$3,414,724. The premium is being amortized over the life of the Bonds and has a balance of \$1,694,535 as of June 30, 2022. The Revenue Bonds are secured by a first pledge and lien on net revenues, which are defined as all gross revenue received or receivable by the Agency from the ownership and operation of the wastewater enterprise, less the operations and maintenance costs for the fiscal year. The July 1, 2023 payment was made before June 30, 2022.

As of June 30, 2022, the annual repayment requirements of the Revenue Bonds were as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 2,425,000	610,677	3,034,125
2024	2,550,000	512,584	3,035,875
2025	2,680,000	410,407	3,036,500
2026	2,815,000	303,738	3,035,750
2027	<u>2,960,000</u>	<u>192,979</u>	<u>3,152,979</u>
Total Requirements	13,430,000	2,030,385	15,460,385
Less: Current Portion	<u>2,425,000</u>	<u>610,677</u>	<u>3,035,677</u>
Long-Term Portion	<u>\$ 11,005,000</u>	<u>1,419,708</u>	<u>12,424,708</u>
Plus Unamortized Premium	<u>1,694,535</u>	<u>-</u>	<u>1,694,535</u>
Total	<u>\$ 15,124,535</u>	<u>2,030,385</u>	<u>17,154,920</u>

The following is a summary of the long-term obligations of the Agency

	<u>Balance</u>			<u>Balance</u>	<u>Amount Due</u>
	<u>July 1, 2021</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2022</u>	<u>Within One Year</u>
2020 Revenue Bond Payable	\$ 15,735,000	-	(2,305,000)	13,430,000	2,425,000
Premium on 2020 Revenue Bond	<u>2,341,518</u>	<u>-</u>	<u>(646,983)</u>	<u>1,694,535</u>	<u>550,052</u>
	<u>\$ 18,076,518</u>	<u>-</u>	<u>(2,951,983)</u>	<u>15,124,535</u>	<u>2,975,052</u>

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(6) Defined Benefit Pension Plan**

General Information about the Pension Plan

*Plan Description*

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (the Plan), administered by the California Public Employees' Retirement System (CalPERS). The Plan's benefit established by statute. The Plan is included as a pension trust fund in the CalPERS Comprehensive Annual Financial Report, which is available online at [www.calpers.ca.gov](http://www.calpers.ca.gov).

The Plan consists of a miscellaneous pool and a safety pool (referred to as "risk pools"), which are comprised of individual employer miscellaneous and safety rate plans, respectively, including those of the Tahoe-Truckee Sanitation Agency. The Agency's employer rate plans in the miscellaneous risk pool include the Miscellaneous plan (Miscellaneous) and the PEPRM Miscellaneous plan (PEPRM Miscellaneous). The Agency does not have any rate plans in the safety risk pool.

*Benefits Provided*

The Plan provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Classic members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. PEPRM Miscellaneous members with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The death benefit is a basic death benefit. The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect as of June 30, 2022 is summarized as follows:

	Miscellaneous Plans	
	Classic Tier 1	PEPRM Tier 2
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.7% @ 55	2.0% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefits payments	monthly for life	monthly for life
Retirement age	50	52
Monthly benefits, as a % of eligible compensation	2.00% - 2.7%	1.00% - 2.5%
Required employee contribution rates	8.0%	7.25%
Required employer contribution rates	14.350% as of June 30, 2022 and 14.523% as of June 30, 2021	7.700% as of June 30, 2022 and 7.847% as of June 30, 2021

*Members covered by Benefit Terms*

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(6) Defined Benefit Pension Plan (Continued)**

At June 30, 2020 (Valuation Date), the following members were covered by the benefit terms:

Plan Members	Miscellaneous Plans		Total
	Classic Tier 1	PEPRA Tier 2	
Active members	29	17	46
Transferred and terminated members	17	8	25
Retired members and beneficiaries	87	-	87
Total plan members	133	25	158

*Contribution Description*

Section 20814(c) of the California Public Employees’ Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the CalPERS actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS’ annual actuarial valuation process. Each employer rate plan’s actuarially determined rate is based on the estimated amount necessary to pay the plan’s allocated share of the risk pool’s costs of benefits earned by employees during the year, and any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

The Agency’s contributions to the risk pool in the Plan for the years ended June 30, 2022 as follows:

*Actuarial Methods and Assumptions Used to Determine Total Pension Liability*

For the measurement period ending June 30, 2021 (the measurement date) the total pension liability was determined by rolling forward the June 30, 2020 total pension liability determined in the June 30, 2020 valuation. The June 30, 2021 pension liability was based on the following actuarial methods and assumptions.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(6) Defined Benefit Pension Plan (Continued)**

Actuarial Cost Method	Entry Age Normal in accordance with the requirement of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds.
Post Retirement Benefit Increase	Contract COLA up to 2.5% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.5% thereafter

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Discount Rate

The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(6) Defined Benefit Pension Plan (Continued)**

The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects long-term expected real rate of return by asset class.

<u>Investment Type<sup>1</sup></u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1 - 10<sup>2</sup></u>	<u>Real Return Years 11+<sup>3,4</sup></u>
Public Equity	50.00%	4.80%	5.98%
Public Fixed Income	28.00%	1.00%	2.62%
Inflation Assets	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Assets	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
	<u>100.00%</u>		

<sup>1</sup> In the System's ACFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-Term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities

<sup>2</sup> An expected inflation of 2.00% used for this period.

<sup>3</sup> An expected inflation of 2.92% used for this period.

<sup>4</sup> Figures are based on previous ALM of 2017.

**Subsequent Events**

On July 12, 2021, CalPERS reported a preliminary 21.3% net return on investments for fiscal year 2020-21. Based on the thresholds specified in CalPERS Funding Risk Mitigation policy, the excess return of 14.3% prescribes a reduction in investment volatility that corresponds to a reduction in the discount rate used for funding purposes of 0.20%, from 7.00% to 6.80%. Since CalPERS was in the final stages of the four-year Asset Liability Management (ALM) cycle, the board elected to defer any changes to the asset allocation until the ALM process concluded, and the board could make its final decision on the asset allocation in November 2021.

On November 17, 2021, the board adopted a new strategic asset allocation. The new asset allocation along with the new capital market assumptions, economic assumptions and administrative expense assumption support a discount rate of 6.90% (net of investment expense but without a reduction for administrative expense) for financial reporting purposes. This includes a reduction in the price inflation assumption from 2.50% to 2.30% as recommended in the November 2021 CalPERS Experience Study and Review of Actuarial Assumptions. This study also recommended modifications to retirement rates, termination rates, mortality rates and rates of salary increases that were adopted by the board. These new assumptions will be reflected in the GASB 68 accounting valuation reports for the June 30, 2022, measurement date.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(6) Defined Benefit Pension Plan (Continued)**

*Allocation of Net Pension Liability and Pension Expense to Individual Employers*

The following table shows the Agency's proportionate share of the net pension liability over the measurement period.

The proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The Agency's proportionate share of the net pension liability for the plan as of June 30, 2021 and 2022 was as follows:

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
	(a)	(b)	(c) = (a) - (b)
Balance at June 30, 2021	\$ 62,435,552	46,938,759	15,496,793
Balance at June 30, 2022	64,617,405	59,134,755	5,482,650
Net changes during 2021-22	\$ 2,181,853	12,195,996	(10,014,143)

	Percentage Share of Risk Pool		
	Fiscal Year Ending	Fiscal Year Ending	Change Increase/ (Decrease)
	June 30, 2022	June 30, 2021	(Decrease)
Measurement Date	June 30, 2021	June 30, 2020	
Percentage of Risk Pool Net Pension Liability	0.28874%	0.36739%	-0.07865%

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension liability of the Plan as of the Measurement Date, calculated using the discount rate of 7.15 percent, as well as what the net pension liability would be if it were calculated using a discount that is 1 percentage-point lower (6.15 percent) or 1 percentage point higher (8.15 percent) than the current rate:

Plan Type	Plan's Net Pension Liability (Asset)		
	Discount Rate - 1% Rate 6.15%	Current Discount Rate 7.15%	Discount Rate + 1% Rate 8.15%
Miscellaneous Plan	\$ 14,014,144	5,482,650	(1,570,215)

**TAHOE-TRUCKEE SANITATION AGENCY**  
**Notes to the Basic Financial Statements**  
**(Continued)**

**(6) Defined Benefit Pension Plan (Continued)**

*Amortization of Deferred Outflows and Deferred Inflows of Resources*

Under GASB 68, actuarial gains and losses related to changes in total pension liability and fiduciary net pension are recognized in pension expense systematically over time.

The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense.

The amortization period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings	5-year straight-line amortization
All other amounts	Straight-line amortization over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

Under GASB 68, gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense.

*Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions*

For the year ended June 30, 2022, the Agency recognized a pension expense of \$449,469 for the Plan. As of June 30, 2022, the Agency reports deferred outflows of resources and deferred inflows of resources related to pensions as follows:

Account Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions made after the measurement date	\$ 1,790,007	-
Difference between actual and proportionate share of employer contributions	2,361,378	77,419
Differences between expected and actual experience	614,820	-
Differences between projected and actual earnings on pension plan investments	-	4,786,064
Change in employer's proportion	50,387	2,510,265
Total Deferred Outflows/(Inflows) of Resources	\$ 4,816,592	7,373,748

**TAHOE-TRUCKEE SANITATION AGENCY**  
**Notes to the Basic Financial Statements**  
**(Continued)**

**(6) Defined Benefit Pension Plan (Continued)**

\$1,790,007 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2023. Other amounts reported as deferred outflows and deferred inflows of resources in the previous chart will be recognized in future pension expense as follows:

Amortization Period Fiscal Year Ended June 30	Deferred Outflows/(Inflows) of Resources
2023	\$ (942,269)
2024	(983,400)
2025	(1,098,873)
2026	<u>(1,322,621)</u>
Total	<u>\$ (4,347,163)</u>

**(7) Other Post Employment Benefits (OPEB)**

*Plan Description*

The Plan provides other post-employment benefits (medical and prescription coverage) to qualified employees, elected officials, and their eligible dependents. The Agency contracts with CalPERS for the medical and prescription coverage (see Note 1L) CERBT is part of the Public District portion of the California Public Employees Retirement System (CalPERS), an agent multiple-employer plan administrated by CalPERS, which acts as a common investment and administrative agent for participating public employees within the State of California. CalPERS issues a separate comprehensive annual financial report. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office - 400 Q Street - Sacramento, CA 95811.

*Benefits Provided*

The plan provides post-retirement healthcare benefits to all employees and directors who retire from the Agency on or after attaining age 50 with at least five years of service.

*Plan Membership*

At June 30, 2021 (valuation date), membership consisted of the following:

Active members	47
Inactive plan members or beneficiaries	
currently receiving benefit payments	<u>53</u>
Total plan members	<u><u>100</u></u>



**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(7) Other Post Employment Benefits (OPEB) (Continued)**

*Contributions*

The annual contribution is made on an ad-hoc basis, but in an amount sufficient to fully fund the obligation over the period not to exceed 30 years. For the fiscal year ended June 30, 2022 the Agency's contributions was \$83,043.

*Net OPEB Liability*

The Agency's net OPEB liability was measured as of June 30, 2021 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2020, based on the following actuarial methods and assumptions:

<b>Actuarial Cost Method:</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
Discount Rate Inflation Salary Increases Investment Rate of Return	6.75% net of expenses 2.50% 2.75% per annum, including inflation 6.75%, net of OPEB plan investment expense, including inflation
Mortality Rate <sup>(1)</sup>	Derived from the of 2017 CalPERS Active Mortality for Miscellaneous Employees Table
Pre-Retirement Turnover <sup>(2)</sup>	Derived using 2017 CalPERS' Turnover for Miscellaneous Employees Table
Healthcare Trend Rate	Medical premiums assumed to increase 4% per year. Dental and vision premiums are assumed to increase 4% per year.

Notes:

<sup>(1)</sup> The mortality assumptions are based on the 2017 CalPERS Mortality for Miscellaneous and Schools Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

<sup>(2)</sup> The turnover assumptions are based on the 2017 CalPERS Turnover for Miscellaneous Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

(Continued)

**(7) Other Post Employment Benefits (OPEB) (Continued)**

Discount Rate

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Percentage of Portfolio</b>	<b>Assumed Gross Return</b>
All equities	59.0%	7.545%
All fixed income	25.0%	4.250%
Real estate investment trusts	8.0%	7.250%
All commodities	3.0%	7.545%
Treasury inflation protected securities (TIPS)	5.0%	3.000%
<b>Total</b>	<b>100%</b>	

**Changes in the OPEB Liability**

The changes in the net OPEB liability for the Plan are as follows:

	Increase (Decrease )		
	Total OPEB Liability (a)	Plan Fiduciary Net position (b)	Net OPEB Liability/(Asset) (c) = (a) - (b)
Balance at June 30, 2020	\$ 11,830,037	11,552,349	277,688
Changes recognized for the measurement period:			
Service cost	202,623	-	202,623
Interest	812,080	3,175,146	(2,363,066)
Experience (gains)/losses	(809,633)	-	(809,633)
Contributions - employer	-	672,541	(672,541)
Benefit payments	(672,541)	(672,541)	-
Changes in assumptions	380,378	-	380,378
Administrative expenses	-	(4,371)	4,371
Net Changes	(87,093)	3,170,775	(3,257,868)
Balance at June 30, 2021 (Measurement Date June 30, 2021)	\$ 11,742,944	14,723,124	(2,980,180)

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(7) Other Post Employment Benefits (OPEB) (Continued)**

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability of the Agency if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2021:

	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Net OPEB Liability (Asset)	(\$1,593,960)	(\$2,980,180)	(\$4,137,984)

**Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates**

The following presents the net OPEB liability of the Agency if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2021:

	1% Decrease (3.00%HMO/ PPO)	Current Healthcare Cost Trend Rates (4.00%HMO/ PPO)	1% Increase (5.00%HMO/ PPO)
Net OPEB Liability	\$ (4,283,629)	\$ (2,980,180)	\$ (1,395,426)

**Recognition of Deferred Outflows and Deferred Inflows of Resources**

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time.

Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

**TAHOE-TRUCKEE SANITATION AGENCY**  
**Notes to the Basic Financial Statements**  
**(Continued)**

**(7) Other Post Employment Benefits (OPEB) (Continued)**

The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARSL)

**OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB**

For the fiscal year ended June 30, 2022, the Agency recognized OPEB income of \$203,108. As of fiscal year ended June 30, 2022, the Agency reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 697,647	-
Changes in assumptions	328,271	-
Difference between expected and actual experience	245,291	716,983
Net difference between projected and actual earnings	-	-
OPEB plan investments	-	1,645,227
Total	<u>\$ 1,271,209</u>	<u>2,362,210</u>

The \$83,043 reported as deferred outflows of resources related to the contributions subsequent to the June 30, 2021 measurement date will be recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2023. Amounts reported as deferred outflows and deferred inflows of resources in the previous chart, including the employer-specific item, will be recognized in future OPEB expense as follows:

Fiscal Year Ended June 30:	Deferred Outflows/(Inflows) of Resources
2023	(\$ 413,671)
2024	(394,742)
2025	(412,180)
2026	(489,558)
2027	(16,231)
Thereafter	(62,266)

## **TAHOE-TRUCKEE SANITATION AGENCY**

### **Notes to the Basic Financial Statements**

**(Continued)**

**(8) Property Tax**

The Agency has a gross assessed valuation of \$21.269 billion for the fiscal year ended June 30, 2022. The tax rate for the administration expenses of the Agency was computed by the counties under Proposition 13. The tax rates assessed were within legal limits as allowed by law.

**(9) Risk Management**

The Agency is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In order to protect itself from the above risks, the Agency participates in the CSRMA, a public entity risk pool currently operating as a common risk management and loss prevention program for 59-member sanitation districts. The Agency pays an annual premium to CSRMA for its general insurance coverage. The CSRMA purchases excess insurance of \$25,750,000 to reduce its exposure to large losses on the self-insured program. Members can be assessed a supplemental assessment if funds are insufficient to pay losses. The Agency continues to carry commercial insurance for all other risks of loss, including employee health and accident insurance.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Notes to the Basic Financial Statements**

**(Continued)**

**(10) Deferred Compensation Plan**

The Agency's employees may defer a portion of their compensation under a deferred compensation plan created in accordance with Internal Revenue Code Section 457. Under the plan, participants are not taxed on the deferred portion of their compensation until distributed; distributions may be made only at termination, retirement, death or in an emergency as defined by the plan. The laws governing deferred compensation plan assets dictate that they be held in a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under the plan are not the Agency's properties and are not subject to claims by general creditors of the Agency, they have been excluded from these financial statements.

**(11) Related Party Transactions**

Because the Agency has entered into a joint powers agreement with others to form a separate entity to provide insurance coverage, the Agency has related party transactions with this entity. During the year ended June 30, 2022, the Agency paid CSRMA \$251,704 for insurance coverage.

**(12) Proposition 218**

Proposition 218, which was approved by the voters in November 1996, provides procedures governing an increase in existing fees or the imposition of new fees by the Agency. The Agency complies with its requirements.

**(13) Commitments and Contingencies**

The Agency has entered into construction and consulting commitments totaling \$3,643,420 for fiscal years ended June 30, 2022. As of June 30, 2022, the amount earned on the contracts was \$3,281,429 with a remaining balance of \$361,991.

From time to time, the Agency is involved in litigation, claims and assessments incidental to its operations. Further the Agency may be advised of unasserted possible claims and assessment that may be probable of assertion.

**REQUIRED SUPPLEMENTARY INFORMATION**

**TAHOE-TRUCKEE SANITATION AGENCY**

**Schedule of OPEB Contributions**

**June 30, 2022**

**Last Ten Years\***

Fiscal year	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined contribution	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution in relation to the actuarially determined contribution	<u>(83,043)</u>	<u>(672,541)</u>	<u>(619,222)</u>	<u>(613,949)</u>	<u>(582,760)</u>
Contribution deficiency (excess)	<u>\$ (83,043)</u>	<u>\$ (672,541)</u>	<u>\$ (619,222)</u>	<u>\$ (613,949)</u>	<u>\$ (582,760)</u>
Covered payroll	\$ 5,228,077	\$ 5,031,420	\$ 5,053,620	\$ 5,021,904	\$ 4,670,923
Contributions as a percentage of covered payroll	1.59%	13.37%	12.25%	12.23%	12.48%

\* - Fiscal year 2018 was the first year of implementation.

Notes to Schedule:

Actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2021 were from the June 30, 2019 actuarial valuation.

Methods and assumptions used to determine contributions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market value
Inflation	2.50%
Salary Increases	2.75% per annum, in aggregate
Investment Rate of Return	6.75% per annum net of OPEB plan investment
Healthcare cost-trend rates	4% in 2020 and all later years
	Dental and vision premiums are assumed to increase 4% per year

\*Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.



**TAHOE-TRUCKEE SANITATION AGENCY**

**Schedule of Changes in the Net OPEB Liability (Asset)**

**June 30, 2022**

**Last Ten Years\***

Measurement Period Ending June 30	2021	2020	2019	2018	2017
<b>Total OPEB Liability</b>					
Service cost	\$ 202,623	\$ 197,200	\$ 157,380	\$ 153,168	\$ 149,069
Interest on the total OPEB liability	812,080	788,516	742,374	721,643	701,278
Experience (gains)/losses	(821,775)	(23,967)	354,595	-	-
Changes in assumptions	380,378	-	-	-	-
Expected minus actual benefit payments	12,142	-	26,971	-	-
Benefit payments	<u>(672,541)</u>	<u>(619,222)</u>	<u>(613,949)</u>	<u>(574,561)</u>	<u>(552,462)</u>
Net change in total OPEB liability	(87,093)	342,527	667,371	300,250	297,885
Total OPEB liability - beginning	<u>11,830,037</u>	<u>11,487,510</u>	<u>10,820,139</u>	<u>10,519,889</u>	<u>10,222,004</u>
Total OPEB liability - ending (a)	<u>\$ 11,742,944</u>	<u>\$ 11,830,037</u>	<u>\$ 11,487,510</u>	<u>\$ 10,820,139</u>	<u>\$ 10,519,889</u>
<b>Plan Fiduciary Net Position</b>					
Contribution - employer	\$ -	\$ -	\$ -	\$ 574,561	\$ 552,462
Actual investment income	808,511	394,345	-	-	935,429
Investment gains/losses	2,366,635	-	(87,186)	681,785	-
Expected investment income	-	-	736,097	94,665	-
Employer contributions as benefit payments	672,541	619,222	613,949	(574,561)	-
Benefit payments	(672,541)	(619,222)	(613,949)	-	(552,462)
Expected minus actual benefit payments	-	-	-	9,618	-
Administrative expense	<u>(4,371)</u>	<u>(5,453)</u>	<u>(2,253)</u>	<u>(18,106)</u>	<u>(7,845)</u>
Net change in plan fiduciary net position	3,170,775	388,892	646,658	767,962	927,584
Plan fiduciary net position - beginning	<u>11,552,349</u>	<u>11,163,457</u>	<u>10,516,799</u>	<u>9,748,837</u>	<u>8,821,253</u>
Plan fiduciary net position - ending (b)	<u>\$ 14,723,124</u>	<u>\$ 11,552,349</u>	<u>\$ 11,163,457</u>	<u>\$ 10,516,799</u>	<u>\$ 9,748,837</u>
 Net OPEB liability - ending (a)-(b)	 <u>\$ (2,980,180)</u>	 <u>\$ 277,688</u>	 <u>\$ 324,053</u>	 <u>\$ 303,340</u>	 <u>\$ 771,052</u>
 Plan fiduciary net position as a percentage of the total OPEB liability	 125.38%	 97.65%	 97.18%	 97.20%	 92.67%
Covered payroll	\$ 5,031,420	\$ 5,053,620	\$ 5,021,904	\$ 4,670,923	\$ 4,483,071
Net OPEB liability as a percentage of covered payroll	-59.23%	5.49%	6.45%	6.49%	17.20%

Notes to Schedule:

Changes in assumptions. The following changes in assumptions were made for the measurement period ended June 30, 2021: the discount 7.00% to 6.75% and the assumed rates of retirement, termination, and mortality were updated to align with those currently being used by pension systems.

\* Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Schedule of the Agency's Proportionate Share  
of the Net Pension Liability**

**June 30, 2022**

**Last Ten Years\***

	<u>6/30/2021</u>	<u>6/30/2020</u>	<u>6/30/2019</u>	<u>6/30/2018</u>
Measurement Date				
Proportion of the collective net pension liability	0.101375%	0.142428%	0.164810%	0.162026%
Proportionate share of the collective net pension liability	\$ 5,031,420	\$ 15,496,793	\$ 16,888,143	\$ 15,613,228
Covered payroll	5,228,077	5,053,620	5,069,020	4,670,923
Proportionate share of the collective net pension liability as a percentage of covered payroll	96.24%	306.65%	333.16%	334.26%
Plan fiduciary net position as a percentage of the total pension liability	75.18%	75.18%	71.90%	73.20%
	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>	<u>6/30/2014</u>
Measurement Date				
Proportion of the collective net pension liability	0.159624%	0.158585%	0.155568%	0.129553%
Proportionate share of the collective net pension liability	\$ 15,830,320	\$ 13,722,519	\$ 10,678,017	\$ 8,171,772
Covered payroll	4,483,071	4,318,577	4,378,738	4,378,738
Proportionate share of the collective net pension liability as a percentage of covered payroll	353.11%	317.76%	243.86%	186.62%
Plan fiduciary net position as a percentage of the total pension liability	72.58%	73.79%	78.53%	83.26%

\* - Fiscal year 2015 was the first year of implementation.

Notes to schedule:

Summary of Changes of Benefits or Assumptions:

Benefit Changes: There were no changes to benefit terms that applied to all members of the Public Agency Pool. However, individual employers in the Plan may have provided a benefit improvement to their employees by granting Two Years Additional Service Credit to members retiring during a specified time period (a.k.a Golden Handshakes).

Changes in Assumptions: None in 2020 or 2019. In 2018, demographic assumptions and inflation rate were changed in accordance to CalPERS Experience Study and Review of Actuarial Assumptions December 2017. In 2017, the accounting discount rate was reduced from 7.65 percent to 7.15 percent.

**TAHOE-TRUCKEE SANITATION AGENCY**

**Schedule of the Agency's Pension Plan Contributions**

**June 30, 2022**

**Last Ten Years\***

Fiscal year	<u>6/30/2022</u>	<u>6/30/2021</u>	<u>6/30/2020</u>	<u>6/30/2019</u>
Actuarially determined contribution	\$ 1,790,007	\$ 4,241,428	\$ 1,620,437	\$ 1,422,469
Contribution in relation to the actuarially determined contribution	<u>(1,790,007)</u>	<u>(4,241,428)</u>	<u>(4,131,332)</u>	<u>(1,422,469)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,510,895)</u>	<u>\$ -</u>
Covered payroll	\$ 5,228,077	\$ 5,031,420	\$ 5,053,620	\$ 5,069,020
Contributions as a percentage of covered payroll	34.24%	84.30%	81.75%	28.06%
Contribution valuation date	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Fiscal year	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>
Actuarially determined contribution	\$ 1,197,164	\$ 1,081,422	\$ 1,081,422	\$ 758,609
Contribution in relation to the actuarially determined contribution	<u>(1,197,164)</u>	<u>(1,081,422)</u>	<u>(1,081,422)</u>	<u>(758,609)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 4,670,923	\$ 4,483,071	\$ 4,318,577	\$ 4,378,738
Contributions as a percentage of covered payroll	25.63%	24.12%	25.04%	17.32%
Contribution valuation date	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014

\* - Fiscal year 2015 was the first year of implementation.

Notes to schedule:

The actuarial methods and assumptions used to set the actuarially determined contributions for the fiscal year ended June 30, 2021 were from the June 30, 2018 public agency valuations.

Actuarial Cost Method	Entry Age Normal
Amortization Method/Period	Level of Percent of Payroll
Actuarial Assumptions:	
Discount Rate	7.00%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Payroll Growth	2.75%
Retirement Age	The probabilities of Retirement are based on the 2010 CalPERS Experience study for the period from 1997 to 2007.
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increases	Contract COLA up to 2.50% until Purchasing Power Protection Floor on Purchasing Power applies, 2.50% thereafter

The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Changes in Assumptions: There were no changes from 2019 through 2021. In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. In 2017, the accounting discount rate was reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5% (net of administrative expense) to 7.65% (without a reduction for pension plan administrative expense). In 2014, amounts reported were based on the 7.5% discount rate.

Benefit Changes: The figures above generally include any liability that may have resulted from voluntary benefit changes that occurred on or before the Measurement Date. However, offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes) that occurred after the Valuation Date are not included in the figures above, unless the liability is deemed to be material by the plan actuary.

**SUPPLEMENTARY INFORMATION**

**TAHOE-TRUCKEE SANITATION AGENCY**  
**Comparison of Budget Appropriations to Actual Expenditures**  
**For the Year Ended June 30, 2022**

	Administrative			Operations			Engineering			Maintenance			Total		
	Budgeted Appropriations	Actual Expenditures	Positive (Negative) Variance	Budgeted Appropriations	Actual Expenditures	Positive (Negative) Variance	Budgeted Appropriations	Actual Expenditures	Positive (Negative) Variance	Budgeted Appropriations	Actual Expenditures	Positive (Negative) Variance	Budgeted Appropriations	Actual Expenditures	Positive (Negative) Variance
Salaries and benefits	\$ 1,815,500	1,547,957	267,543	3,693,900	3,373,006	320,894	1,142,500	1,026,185	116,315	2,764,500	2,909,892	(145,392)	9,416,400	8,857,040	559,360
Directors' fees	7,600	9,800	(2,200)	-	-	-	-	-	-	-	-	-	7,600	9,800	(2,200)
Insurance	375,000	251,704	123,296	-	-	-	-	-	-	-	-	-	375,000	251,704	123,296
Office expense	90,000	68,293	21,707	161,300	25,002	136,298	34,000	14,395	19,605	169,700	139,140	30,560	455,000	246,830	208,170
Uniform expense	-	2,033	(2,033)	-	11,127	(11,127)	-	365	(365)	-	12,891	(12,891)	-	26,416	(26,416)
Agency permits and licenses	-	-	-	195,000	195,137	(137)	-	-	-	1,000	57	943	196,000	195,194	806
Contractual services	131,600	151,432	(19,832)	1,462,900	1,256,201	206,699	294,500	274,034	20,466	315,800	267,552	48,248	2,204,800	1,949,219	255,581
Vehicles	-	-	-	-	16,346	(16,346)	-	-	-	51,900	48,913	2,987	51,900	65,259	(13,359)
Professional services	485,000	588,288	(103,288)	-	-	-	325,000	60,515	264,485	180,000	172,632	7,368	990,000	821,435	168,565
Supplies, repairs, maintenance	-	-	-	151,200	105,540	45,660	80,500	48,206	32,294	859,800	609,505	250,295	1,091,500	763,251	328,249
Memberships, conferences & training	63,500	52,824	10,676	15,200	11,003	4,197	37,000	18,074	18,926	45,500	28,384	17,116	161,200	110,285	50,915
Utilities	103,200	124,006	(20,806)	901,500	1,073,488	(171,988)	1,500	533	967	4,000	3,469	531	1,010,200	1,201,496	(191,296)
<b>Totals</b>	<b>\$ 3,071,400</b>	<b>2,796,337</b>	<b>275,063</b>	<b>6,581,000</b>	<b>6,066,850</b>	<b>514,150</b>	<b>1,915,000</b>	<b>1,442,307</b>	<b>472,693</b>	<b>4,392,200</b>	<b>4,192,435</b>	<b>199,765</b>	<b>15,959,600</b>	<b>14,497,929</b>	<b>1,461,671</b>

## **INDEPENDENT ACCOUNTANT'S REPORT**

Board of Directors  
Tahoe-Truckee Sanitation Agency

We have performed the procedures enumerated below for the Tahoe-Truckee Sanitation Agency (Agency) appropriations limit worksheets for compliance with the requirements of Section 1.5 of Article XIII B of the California Constitution for the year ended June 30, 2022. The Agency is responsible for compliance with Section 1.5 of Article XIII B of the California Constitution.

The Agency has agreed to and acknowledged that these procedures are appropriate to meet the intended purpose of evaluating compliance with the requirements of Section 1.5 of Article XIII B of the California Constitution and the League of California Cities publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines* for the year ended June 30, 2021. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. We obtained the worksheets referred to above and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote.

Results: No exceptions were noted as a result of our procedures.

2. We recalculated the mathematical computations reflected in the Agency's worksheets.

Results: No exceptions were noted as a result of our procedures.

3. We compared the current year information used to determine the current year limit and agreed it to worksheets prepared by the Agency and to information provided by the State Department of Finance.

Results: No exceptions were noted as a result of our procedures.

4. We compared the amount of the prior year appropriations limit presented in the worksheets to the amount adopted by the Board of Directors for the prior year.

Results: No exceptions were noted as a result of our procedures.

We were engaged by the Agency to perform this agreed-upon procedures engagement and conducted our engagement in accordance with standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the worksheets referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by the League publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines*.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Management of the Tahoe-Truckee Sanitation Agency and is not intended to be, and should not be, used by anyone other than the specified party.

*Davis Farr LLP*

Irvine, California  
April 12, 2023

**Tahoe-Truckee Sanitation Agency**

**Audit Communications**

**Year ended June 30, 2022**



**Tahoe-Truckee Sanitation Agency**

**Audit Communications**

**Year ended June 30, 2022**

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## **REQUIRED AUDIT COMMUNICATIONS**

Board of Directors  
Tahoe-Truckee Sanitation Agency  
Commerce, California

We have audited the financial statements of the Tahoe-Truckee Sanitation Agency (the Agency) as of and for the year ended June 30, 2022, and have issued our report thereon dated April 12, 2023. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Agency solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

We identified self-review threats to independence as a result of non-attest services provided. Those non-attest services included recording journal entries detected during the audit process and preparing the financial statements. To mitigate the risk, management has compared the draft financial statements and footnotes to the underlying accounting records to verify accuracy and ensure footnotes are complete and accurate. Additionally, we utilize a quality control reviewer to perform a second review of journal entries and the financial statements. We believe these safeguards are sufficient to reduce the independence threats to an acceptable level.

## **Significant Risks Identified**

We have identified the following significant risks:

- Implementation of the new lease accounting standard: GASB 87 Leases. We evaluated the activity of the Agency for any agreements that the new leasing standard may apply to.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Agency is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no change in significant accounting policies or their application during the fiscal year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- The disclosure of pension and OPEB obligations in notes 7 and 8.

The financial statement disclosures are neutral, consistent, and clear.

## **Significant Unusual Transactions**

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. There were no unusual transactions noted as a result of our audit procedures.

## **Significant Difficulties Encountered during the Audit**

We encountered no difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There was one passed audit adjustment to record a lease receivable, whose effect in the current and prior periods, as determined by management, is immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no material misstatements as a result of our audit procedures.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Agency’s financial statements or the auditor’s report. No such disagreements arose during the course of the audit.

**Representations Requested from Management**

We have requested certain written representations from management in a letter dated April 11, 2023.

**Management’s Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the Agency, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Agency’s auditors.

**Other Information Included in the Basic Financial Statements**

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the Agency’s annual report, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Directors and management of the Agency and is not intended to be and should not be used by anyone other than these specified parties.



Irvine, California  
April 12, 2023

**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Board of Directors  
Tahoe-Truckee Sanitation Agency  
Commerce, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Tahoe-Truckee Sanitation Agency, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Tahoe-Truckee Sanitation Agency's basic financial statements, and have issued our report thereon dated April 11, 2023.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Tahoe-Truckee Sanitation Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tahoe-Truckee Sanitation Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of Tahoe-Truckee Sanitation Agency's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Tahoe-Truckee Sanitation Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit,

and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Davis Farr LLP

Irvine, California  
April 12, 2023



**TAHOE-TRUCKEE SANITATION  
AGENCY  
AUDIT RESULTS  
FISCAL YEAR ENDED JUNE 30, 2022**

# Audit Results

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- ◎ Reports issued:
  - Basic Financial Statements
  - Summary of Audit Results
  - Report on Internal Control over Financial Reporting
- ◎ Issued “unmodified” opinion on financial statements



# Areas of Audit Focus in FY 21/22

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**Cash and  
Investments**

**Capital  
Assets**

**Pension and  
OPEB  
Liabilities**

**Long Term  
Debt**

**Internal  
Controls**

# Financial Statement Highlights

## TAHOE-TRUCKEE SANITATION AGENCY

### Statement of Net Position

**June 30, 2022**  
(with comparative information for prior year)

	2022	2021
<b>Assets:</b>		
<b>Current Assets:</b>		
Cash and investments (note 2)	\$ 17,051,771	\$ 23,049,355
Accrued interest receivable	45,898	19,761
Account receivable (note 3)	851,698	762,999
Prepaid expenses	34,656	1,435
Inventory	131,047	108,003
Due from other governmental agencies	293	46,527
<b>Total Current Assets</b>	<u>18,115,363</u>	<u>23,988,080</u>
<b>Restricted Assets:</b>		
Cash and investments (note 2)	22,966,078	19,919,940
Accrued interest receivable	31,756	17,697
Accounts receivable - connection fees	35,895	3,470
<b>Total Restricted Assets</b>	<u>23,033,729</u>	<u>19,941,107</u>
<b>Non-Current Assets:</b>		
Capital assets not being depreciated (note 4)	2,685,647	3,784,939
Capital assets, net of accumulated depreciation (note 4)	80,461,852	79,474,031
Net OPEB asset (note 7)	2,980,180	-
<b>Total Assets</b>	<u>127,276,771</u>	<u>127,188,157</u>
<b>Deferred Outflows of Resources:</b>		
Deferred pension outflows (Note 6)	4,816,592	7,112,580
Deferred OPEB outflows (Note 7)	1,271,209	1,287,225
<b>Total Deferred Outflows of Resources</b>	<u>6,087,801</u>	<u>8,399,805</u>
<b>Total Assets and Deferred Outflows Resources</b>	<u>\$ 133,364,572</u>	<u>\$ 135,587,962</u>



# Financial Statement Highlights

## TAHOE-TRUCKEE SANITATION AGENCY

### Statement of Net Position

June 30, 2022

(with comparative information for prior year)

	2022	2021
Liabilities:		
Current Liabilities (Payable from Current Assets):		
Accounts payable	\$ 337,670	\$ 444,257
Compensated absences payable	1,223,040	1,260,102
Accrued payroll liabilities	441,151	163,684
Accrued expenses	<u>701,510</u>	<u>729,898</u>
Total Current Liabilities (Payable from Current Assets):	<u>2,703,371</u>	<u>2,597,941</u>
Current Liabilities (Payable from Restricted Assets):		
Accounts payable	41,562	371,420
Bonds premium payable, current portion	<u>550,052</u>	<u>646,983</u>
Total Current Liabilities (Payable from Restricted Assets):	<u>591,614</u>	<u>1,018,403</u>
Long-Term Liabilities:		
Bond payable, net of current portion (note 5)	13,430,000	15,735,000
Bond premium payable, net of current portion	1,144,483	1,694,535
Net pension liability (Note 6)	5,482,650	15,496,793
Net OPEB liability (Note 7)	<u>-</u>	<u>277,688</u>
Total Long-Term Liabilities	<u>20,057,133</u>	<u>33,204,016</u>
Deferred Inflows of Resources:		
Deferred pension inflows (Note 6)	7,373,748	1,895,069
Deferred OPEB inflows (Note 7)	<u>2,362,210</u>	<u>21,113</u>
Total Deferred Inflows of Resources	<u>9,735,958</u>	<u>1,916,182</u>
Total Liabilities and Deferred Inflows of Resources	<u>33,088,076</u>	<u>38,736,542</u>
Net Position:		
Net investment in capital assets	68,022,964	65,182,452
Restricted for Waste Water Capital Reserve	22,442,115	18,922,704
Unrestricted	<u>9,811,417</u>	<u>12,746,264</u>
Total Net Position	<u>100,276,496</u>	<u>96,851,420</u>
Total Liabilities and Deferred Inflows of Resources and Net Position	<u>\$ 133,364,572</u>	<u>\$ 135,587,962</u>



# Financial Statement Highlights

## TAHOE-TRUCKEE SANITATION AGENCY

### Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended June 30, 2022  
(with comparative information for prior year)

	Totals	
	2022	2021
Operating Revenues:		
Service charges	\$ 12,944,118	\$ 12,671,439
Other services	22,913	16,902
Total Operating Revenues	<u>12,967,031</u>	<u>12,688,341</u>
Operating Expenses:		
Administrative	2,236,702	3,273,321
Operations	5,549,374	6,807,931
Engineering	3,549,294	1,330,483
Maintenance	1,196,714	3,966,867
Depreciation	<u>3,305,467</u>	<u>3,215,987</u>
Total Operating Expenses	<u>15,837,551</u>	<u>18,594,589</u>
Operating Loss	<u>(2,870,520)</u>	<u>(5,906,248)</u>



# Financial Statement Highlights

## TAHOE-TRUCKEE SANITATION AGENCY

### Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended June 30, 2022  
(with comparative information for prior year)

	Totals	
	2022	2021
Non-Operating Revenues (Expenses):		
Property taxes	4,211,655	3,888,502
Investment income	155,148	243,026
Interest expense	(642,097)	(141,434)
In-Lieu taxes	159,781	159,025
Aid from other governmental agencies	26,546	26,166
Other income	138,705	112,984
Total Non-Operating Revenues	4,049,738	4,288,269
Net (Loss)/Income Before Capital Contributions	1,179,218	(1,617,979)
Capital contributions - connection fees	2,245,858	2,234,125
Change in Net Position	3,425,076	616,146
Net Position, Beginning of Year	96,851,420	96,235,274
Net Position, End of Year	\$ 100,276,496	\$ 96,851,420

# Questions?



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** V-4  
**Subject:** Approval to receive and file the annual financial audit for fiscal year 2021-2022

---

### Background

The DavisFarr CPA firm completed the Agency annual financial audit for fiscal year 2021-2022. The audit report consists of the management discussion and analysis report, the independent auditor's report and basic financial statements of the Agency.

The Agency should receive and file the audit report to conclude the work.

### Fiscal Impact

None.

### Attachments

None.

### Recommendation

Management and staff recommend approval to receive and file the annual financial audit for fiscal year 2021-2022.

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** V-5  
**Subject:** Discussion of 2022 Connection Fee Study.

---

### Background

At the January 18, 2023, Board of Directors meeting, the Sewer Connection Fee Study draft was presented. The Board of Directors requested that the Sewer Connection Fee Study be tabled until we completed the Sewer Rate Fee Study and initiated the Proposition 218 Notice.

The purpose of this agenda item is to bring the discussions of the Connection Fee Study back to the Board meeting to allow for discussion from the Board of Directors and the public.

### Fiscal Impact

None

### Attachments

None

### Recommendation

None, discussion only

### Review Tracking

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

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, 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:   
Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Michael Peak, Operations Department Manager  
**Subject:** Operations Department Report

---

## **Compliance:**

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

## **Operations:**

- Plant performed well through the month.
- Sodium Hypochlorite pilot project for effluent disinfection continues to perform well.
- Water Information Management Solution (WIMS) is currently being utilized by staff and internal configuration set-up is ongoing.
- Annual trend analysis was reported to Lahontan.

## **Operations Work Orders:**

- Completed this month: 1
- Pending: 2

## **Laboratory:**

- Staff performed necessary laboratory testing.
- Lab staff in the process of implementing quality systems improvements. Lab assessment scheduled for May 31<sup>st</sup>.
- LIMS implementation is nearing completion.

## **Laboratory Corrective Actions:**

- Completed this month: 1
- Pending: 4

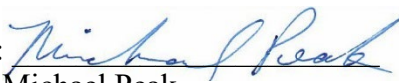
## **Plant Data:**


<b>Influent Flow Description</b>	<b>MG</b>
Monthly average daily <sup>(1)</sup>	4.70
Monthly maximum instantaneous <sup>(1)</sup>	8.73
Maximum 7- day average	4.60

Effluent Limitation Description <sup>(2)</sup>	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.4	10.0	1.8	20.0
Turbidity (NTU)	NA	NA	2.1	10.0
Total Phosphorus (mg/l)	0.22	0.80	0.41	1.50
Chemical Oxygen Demand (mg/l)	33	45	39	60

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

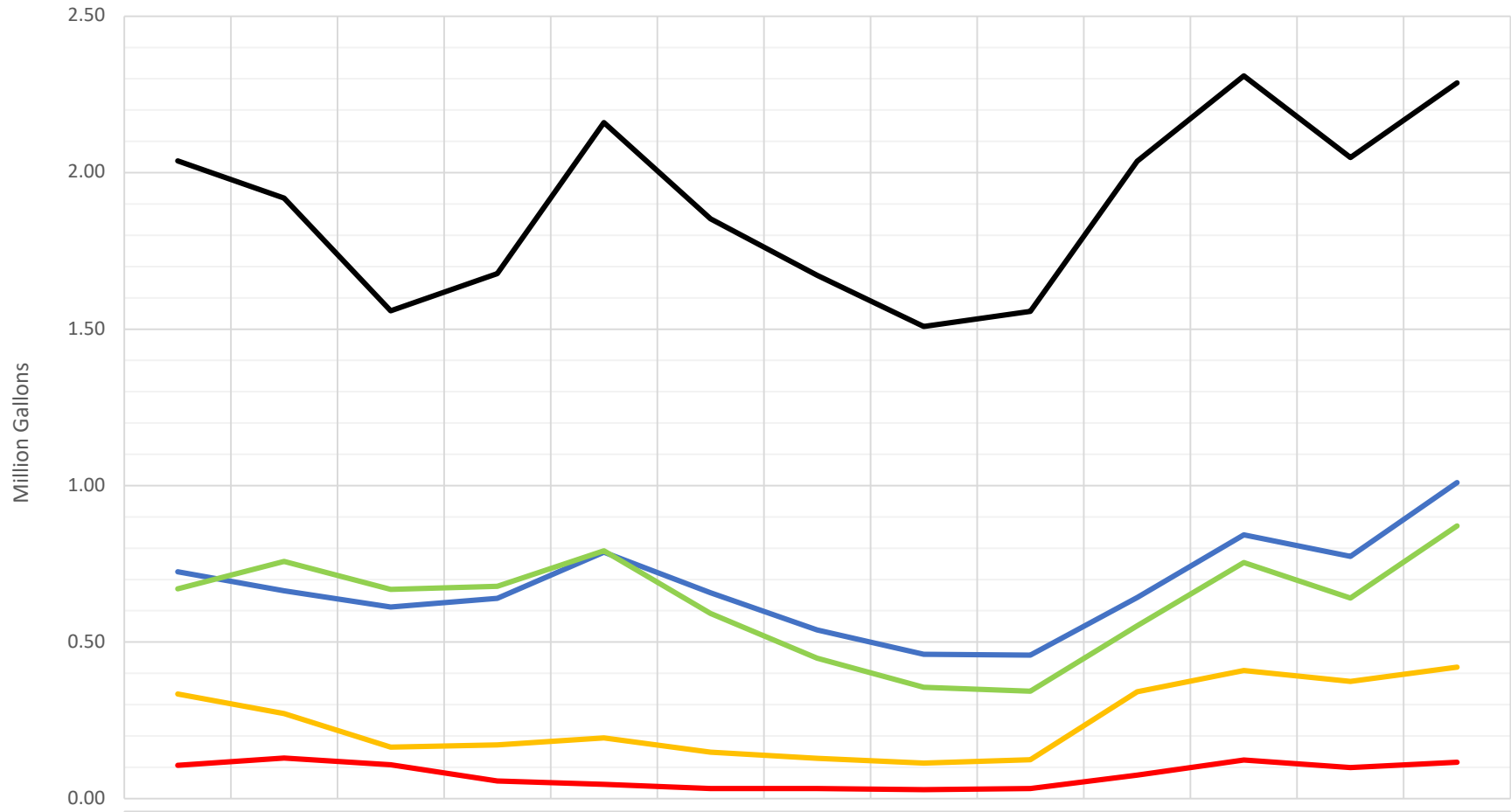
**Review Tracking:**

Submitted By:   
Michael Peak  
Operations Manager

Approved By:   
Richard Pallante  
Interim General Manager

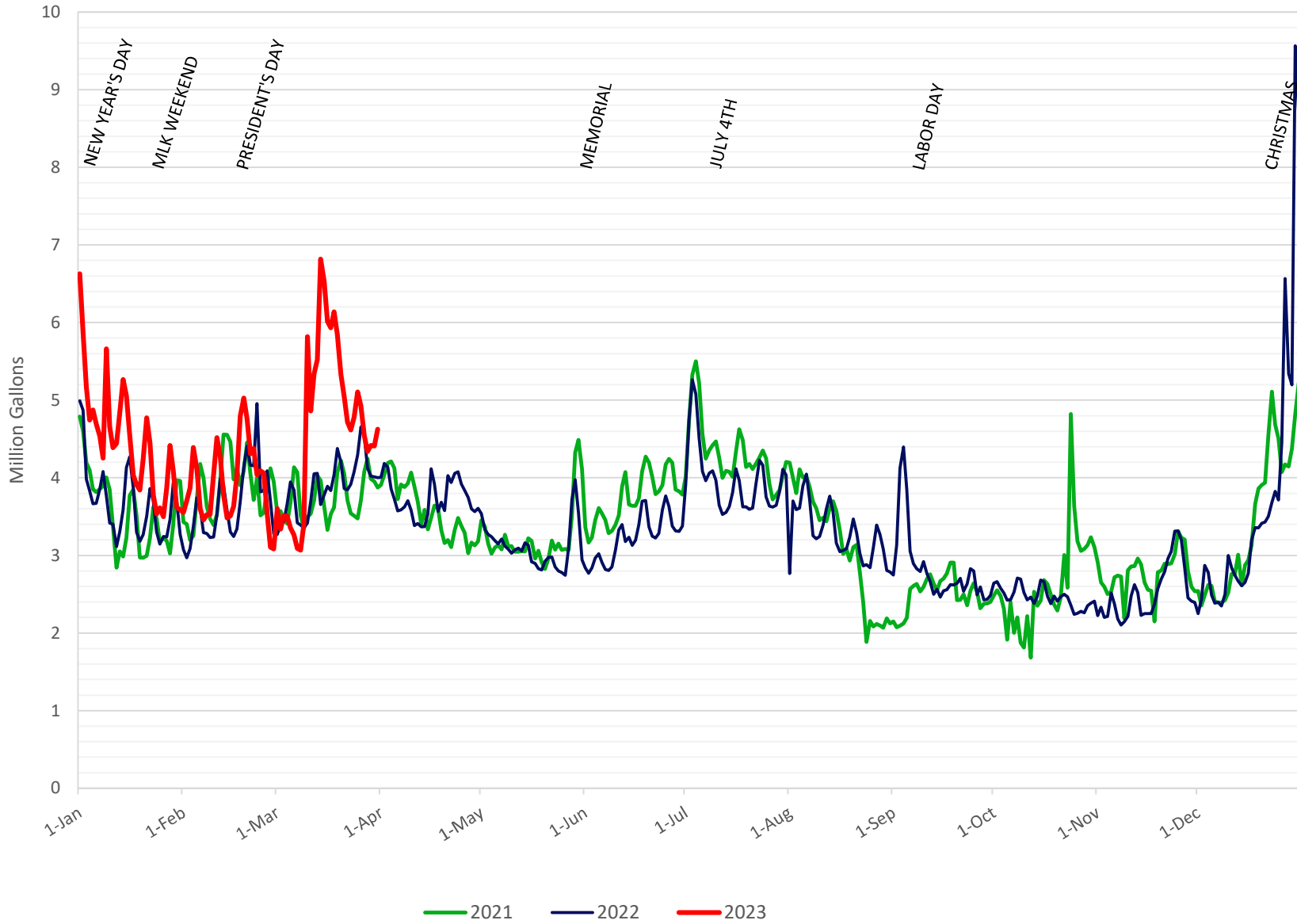


Monthly Average Daily Flow (Districts)

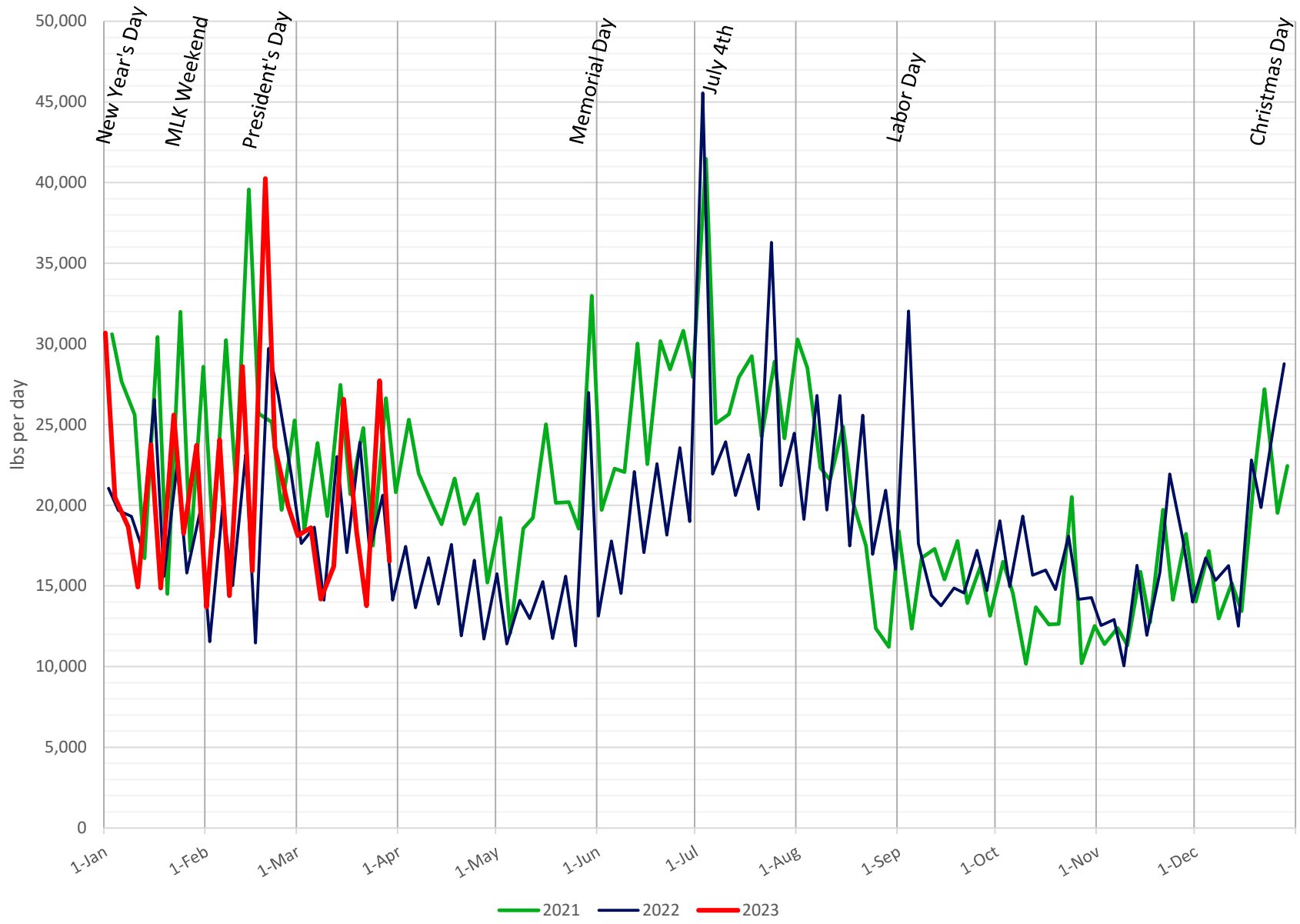


	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
NTPUD	0.72	0.66	0.61	0.64	0.79	0.66	0.54	0.46	0.46	0.64	0.84	0.77	1.01
TCPUD	0.67	0.76	0.67	0.68	0.79	0.59	0.45	0.36	0.34	0.55	0.75	0.64	0.87
ASCWD	0.11	0.13	0.11	0.06	0.04	0.03	0.03	0.03	0.03	0.07	0.12	0.10	0.12
OVPSD	0.33	0.27	0.16	0.17	0.19	0.15	0.13	0.11	0.12	0.34	0.41	0.37	0.42
TSD	2.04	1.92	1.56	1.68	2.16	1.85	1.67	1.51	1.56	2.04	2.31	2.05	2.29

### T-TSA Daily Influent Flow



# COD Influent Loading







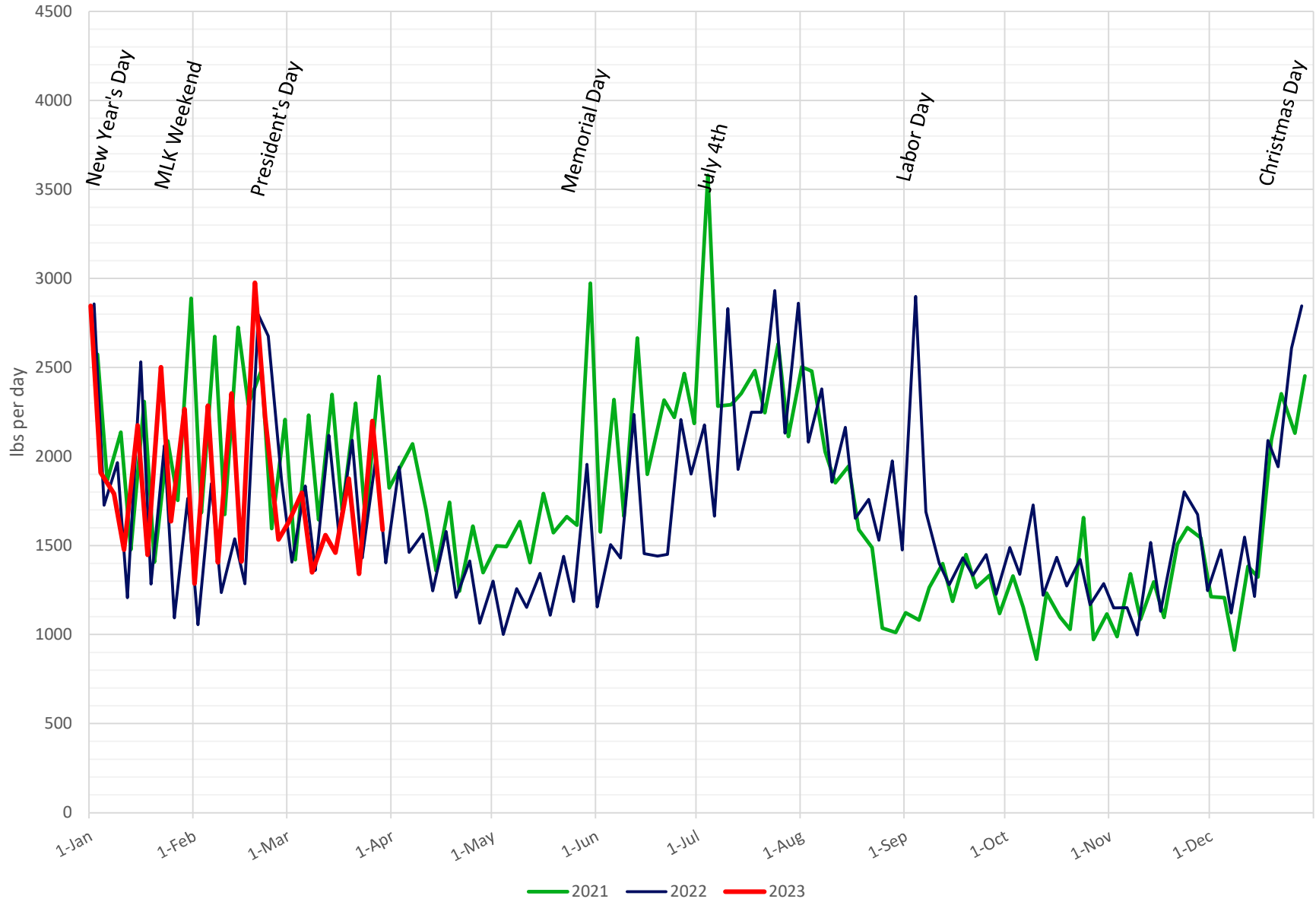






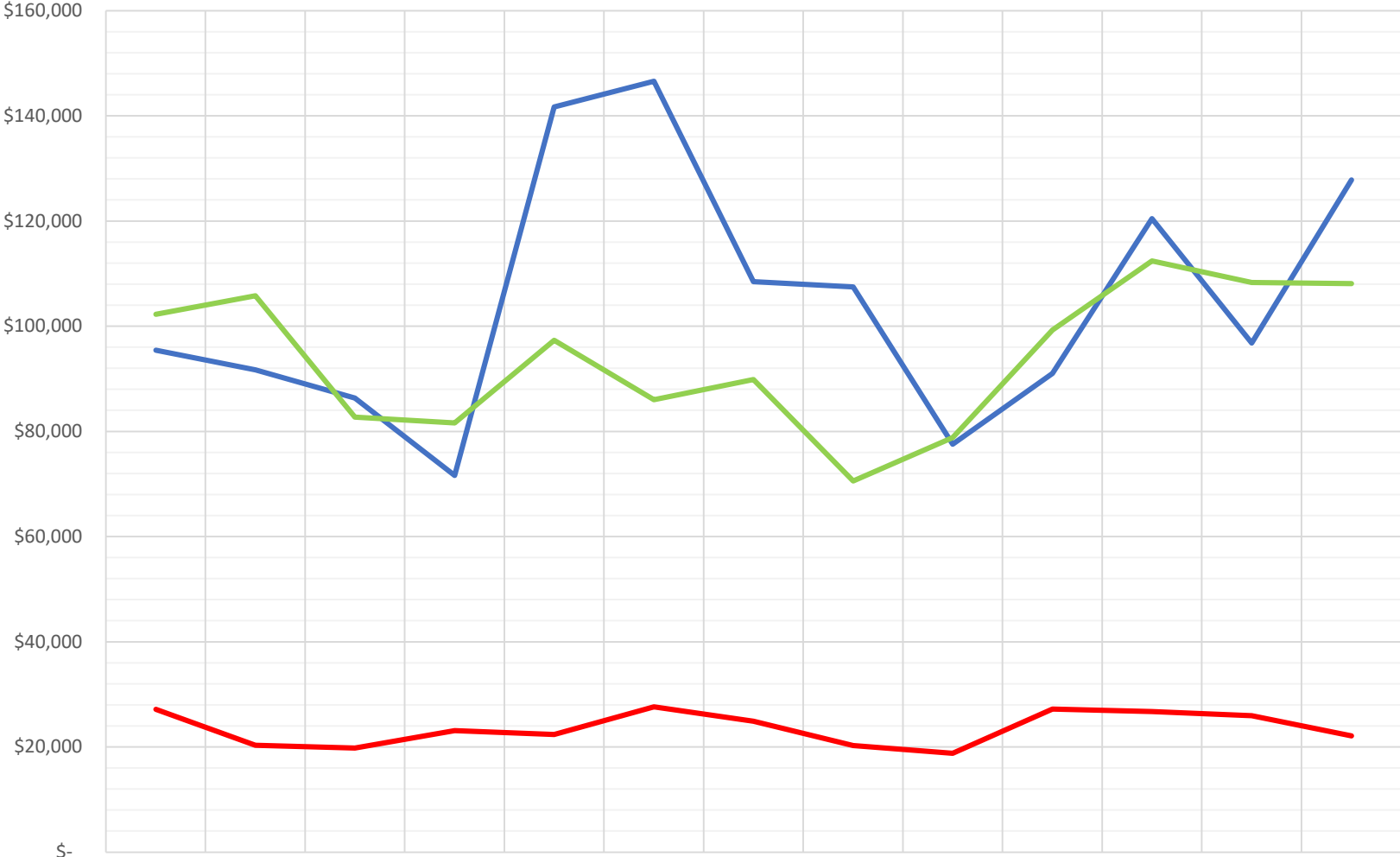


TKN Influent Loading





### Chemical, Power and Sludge Disposal Costs



	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Chemical	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666	\$146,572	\$108,468	\$107,489	\$77,582	\$91,000	\$120,444	\$96,819	\$127,789
Power	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324	\$86,012	\$89,878	\$70,580	\$78,822	\$99,246	\$112,421	\$108,330	\$108,071
Sludge Disposal	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347	\$27,626	\$24,891	\$20,280	\$18,808	\$27,209	\$26,725	\$25,917	\$22,078



## TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Paul Shouse, Maintenance Manager  
**Subject:** Maintenance Report

---

◆ **Project support:** During the month of March, Maintenance staff provided support for the following projects:

- Sodium Hypochlorite Project.
- SCADA/IT Master Plan implementation.
- Lucy CMMS Project.
- LIMS Project Support.
- WIMS Project Support.
- Chlorine Scrubber Project.

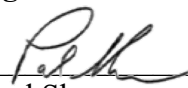
◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:

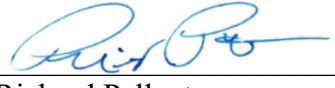
- Centrifuge feed pump rebuild.
- Implemented and tested sodium hypochlorite automation.
- Completed five-year arc flash study.
- Snow removal.
- First responder training.
- Vaughan pump training.
- Filter press feed pump rebuild.
- Storm related snow removal.
- Replaced cake conveyor auger and bearings.
- Installed network for multi-gas detector calibration station.
- Upgraded motor control center lighting to LED.

◆ **Work Orders**

- Completed: Mechanical-17, Fleet-2, Electrical & Instrumentation-18, IT-29.
- Pending: Mechanical-130, Fleet-74, Electrical & Instrumentation-27, IT-39.

### Review Tracking:

Submitted By:   
Paul Shouse  
Interim Maintenance Manager

Approved By:   
Richard Pallante  
General Manager





Sodium Hypochlorite Skid



Cake Conveyor Repair



First Responder Training



First Responder Training



Plant Snow Removal



Filter Press Feed Pump Rebuild



Plant Snow Removal




## TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT


**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Subject:** Engineering Report

---

- ◆ **Projects:** In the month of March, Engineering staff continued working on the following projects:
  - Digestion Improvements Project
  - 2021 Chlorine Scrubber Improvements Project
  - 2022 Filter Influent Condition Assessment Project
  - 2022 Sodium Hypochlorite Disinfection Pilot Project
  - 2022 Sodium Hypochlorite Disinfection Full Scale Project
  - 2022 TRI Alpine Meadows to Olympic Valley Rehabilitation Project
  - 2023 Roof Repair Project
  
- ◆ **Work Orders:**
  - Engineering:
    - Completed this month: 0
    - Pending: 0
  - Safety:
    - Completed this month: 0
    - Pending: 0

### Review Tracking:

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
Richard Pallante  
General Manager



2021 Chlorine Scrubber Improvements Project  
Building 75-New Chlorine Scrubber Delivery



2021 Chlorine Scrubber Improvements Project  
Building 75-Removal of Chemical from Existing Scrubber



2021 Chlorine Scrubber Improvements Project  
Building 75-Removal of Existing Scrubber



2021 Chlorine Scrubber Improvements Project  
Building 75-Installation of New Chlorine Scrubber



## TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

**Date:** April 19, 2023  
**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.
  - Participated in FY24 Budget Kick-Off Meeting.
  - Participated in Finance Committee Meeting.
  - Accounting Department Meetings.
  - Investment meetings for CalCLASS, CD's and Treasury Securities.
  - AP and Purchasing project.
- Billing/Customer Service
  - General assistance with customer accounts, utility demands, adjustments, and plan review.
  - Activated new account permits and prepared letters, reports and invoices.
  - Worked on Connection Fee and Service Charge Rate Study.
  - Completed Proposition 218 notices and finalized mailing list for Infosend.
  - Initiated meetings with member agencies and counterparts to discuss the Proposition 218 Notice.
- Purchasing/Administration
  - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
  - General responsibilities to customer service, front gate and front desk.
  - Assisted Board Clerk/Executive Assistant with preparing Board Packets.
  - A/P and Purchasing project.
  - Worked on and completed chemical contract information for bid.
- General Administration
  - Performed various administrative duties to assist Interim General Manager and Board of Directors.
  - Participated in Finance Committee Meeting.
  - Continued finalization of Sewer Rate Study with HDR, Department Managers, Customer Service/Billing and the Finance Committee.
  - Finalized Proposition 218 Notice and worked with Infosend to mail to all customers.
  - Continued working with investment advisors for future investment opportunities.
  - Initiated in FY24 Budget Kick-Off Meeting.

### Review Tracking

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

Approved By: \_\_\_\_\_  
Richard Pallante  
Interim General Manager

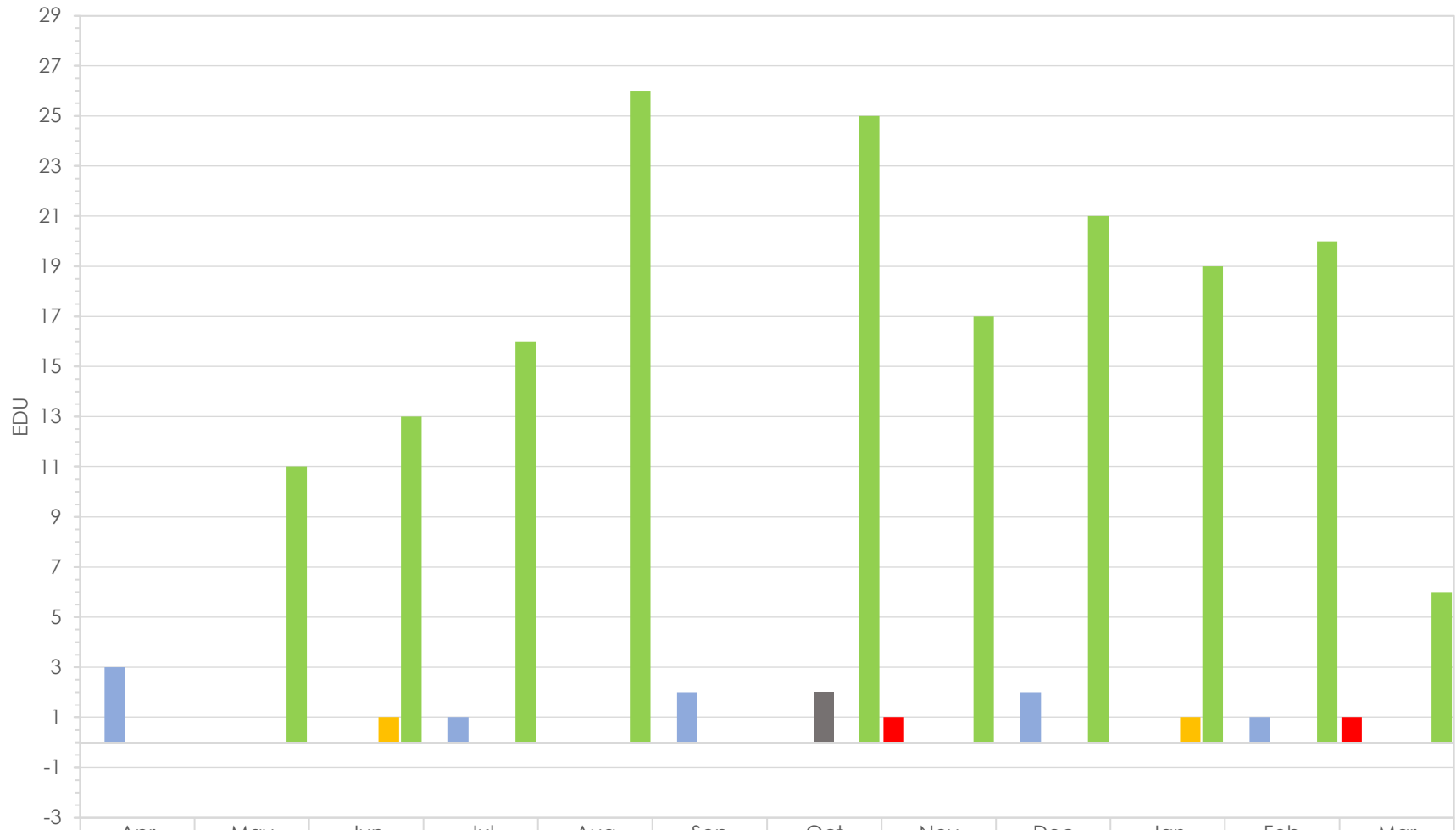
## CONNECTION FEES - MARCH 2023

Connection Fee Type	MTD Count (#)	MTD Total Ft <sup>2</sup>	MTD Total \$	YTD Count (#)	YTD Total Ft <sup>2</sup>	YTD Total \$
Residential	15	45,398	\$ 101,946.50	23	66,689	\$ 151,205.75
Residential Ft <sup>2</sup> Additions	2	1,720	\$ 3,010.00	6	5,912	\$ 10,346.00
Residential Ft <sup>2</sup> Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	1	502	\$ 2,378.50
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	2	862	N/A
Commercial	0	N/A	\$ -	1	N/A	\$ 19,600.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
<b>Grand Total</b>	<b>17</b>	<b>47,118</b>	<b>\$ 104,956.50</b>	<b>33</b>	<b>73,965</b>	<b>\$ 183,530.25</b>

## INSPECTIONS - MARCH 2023

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

# Residential EDU Summary



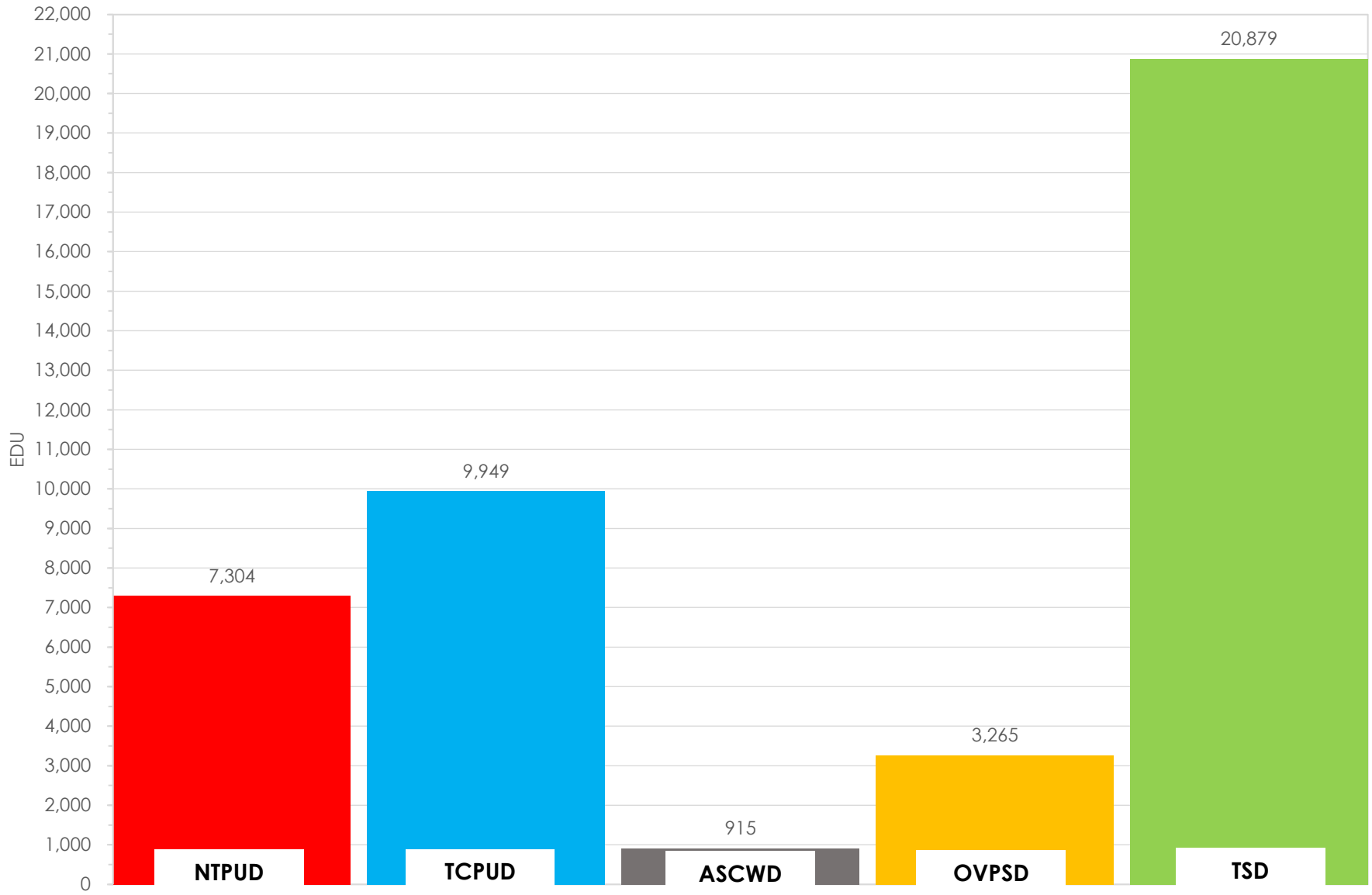
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
■ NTPUD	0	0	0	0	0	0	0	1	0	0	0	1
■ TCPUD	3	0	0	1	0	2	0	0	2	0	1	0
■ ASCWD	0	0	0	0	0	0	2	0	0	0	0	0
■ OVSPD	0	0	1	0	0	0	0	0	0	1	0	0
■ TSD	0	11	13	16	26	0	25	17	21	19	20	6

# Other EDU Summary



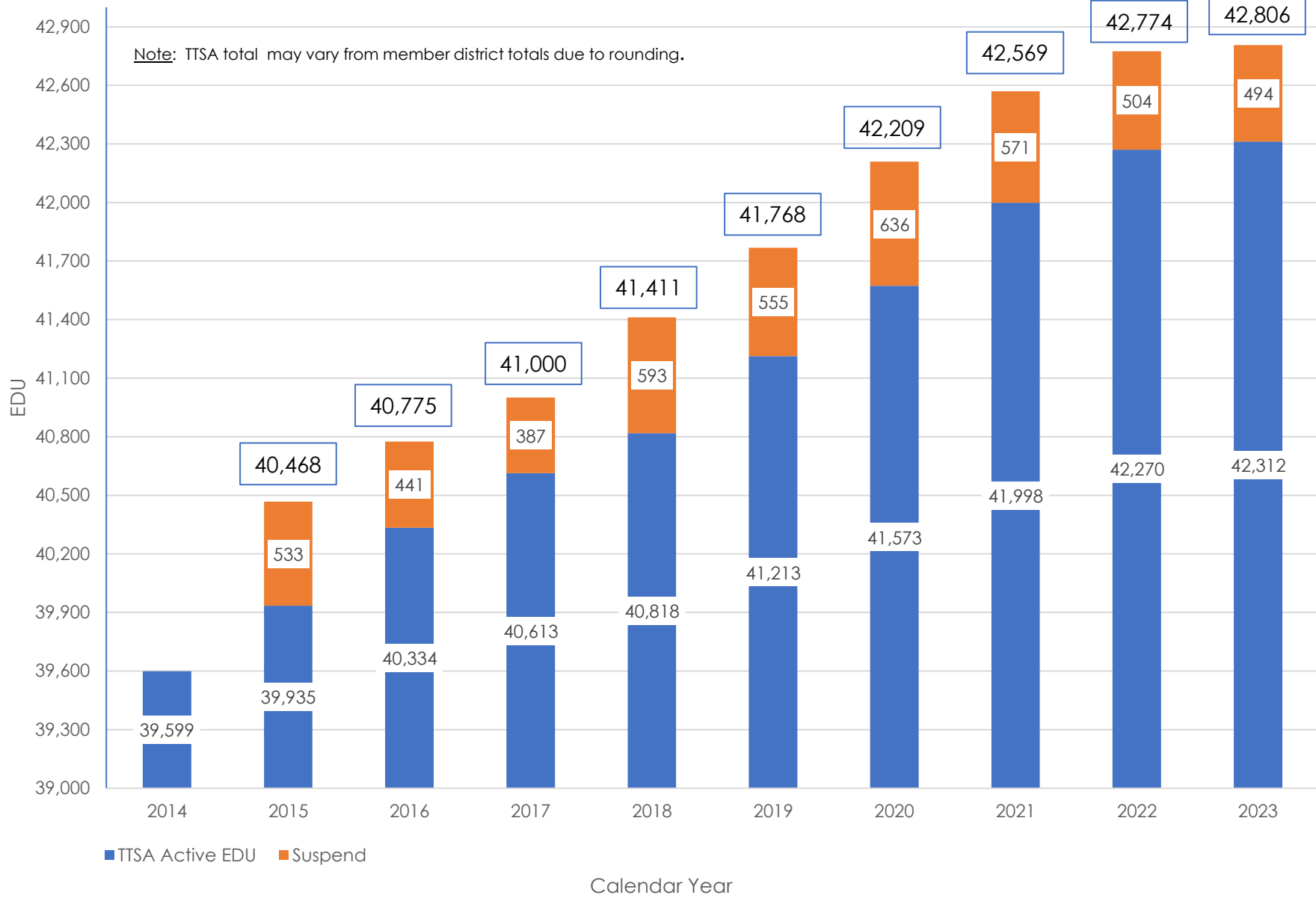


# Current EDU Summary By Member District



## Historical TTSA EDU Summary

Note: TTSA total may vary from member district totals due to rounding.





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** VI-2  
**Subject:** General Manager Report.

---

### Task Updates

- Management and staff continued to work with consultant on Connection fee/Rate Study.
- Management and staff continued implementation of the new software programs.
- Management and staff continued work on CIP projects.
- Land use research.
- Land exchange with TTAPD.
- Safety incentive program review and discussion.

### Past Month Task Focus

- HR Consultant working with select Agency staff on leadership skill building and overall work group team building.
- Continue to monitor sodium hypochlorite process and discussion of permanent dosing facility.
- Transition of work tasks as related to pre-treatment and SSMP.
- Interviews for Maintenance Manager.
- Attend First Responder training.
- Dumped items inspection.
- Preparation for extended absence.

### Agency Wide Activities

- All staff meeting to discuss alternative work schedules.
- All staff chili cookoff.

### Review Tracking

Submitted By: 

Richard Pallante  
General Manager

## Chili Cookoff Winner



**Jeff "Navi" Navarrete**

## Staff Enjoying the Chili Cookoff



**Illegally dumped items on T-TSA property**





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, 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:** April 19, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** VIII  
**Subject:** Closed Session.

---

1. Closed session conference with legal counsel concerning significant exposure to litigation (Gov. Code section 54956.9(d)(2)) - one case.