



Tahoe-Truckee Sanitation Agency
Special Board Meeting
August 16, 2018



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan

General Manager

LaRue Griffin

BOARD OF DIRECTORS SPECIAL MEETING NOTICE AND AGENDA

Date: August 16, 2018

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 is the teleconferencing location: 3413 Punta Alta, Unit N, Laguna Woods, CA 92637. This location is accessible to the public, and members of the public may listen to the meeting and address the Board of Directors from this 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. Introduction of New Agency Staff** Opportunity for the Board of Directors to meet new full-time staff members.
- IV. Professional Achievements & Awards** Acknowledgement of staff for professional achievement and other awards.
- V. Consent Agenda** Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.
 1. Approval of the minutes of the regularly scheduled Board meeting on July 11, 2018.
 2. Approval of general fund warrants.
 3. Approval of financial statements and status of investments.
 4. Approval of progress pay estimate no. 2 for the 2018 Clarifier Painting project.
 5. Approval of progress pay estimate no. 1 for the 2018 Roof Repair project.

VI. Regular Agenda

1. Appeal of charges for APN N18-590-38-000.
2. Appeal of charges for APN N19-190-02-000A.
3. Discussion regarding Classification and Compensation Study.

VII. Management Team Report

1. Department Reports.
2. General Manager Report.

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

IX. Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Conference with real property negotiator concerning proposed lease price and terms of payment relating to: real property – Agency property in Truckee, CA located west of the TTSA Water Reclamation Plant, north of Joerger Drive, and south of the Truckee River (Nevada County APNs 49-330-04, 49-040-24 and 19-440-81); Agency negotiator – General Manager LaRue Griffin; and, other negotiating party – A. Teichert & Son, Inc. (dba Teichert Aggregates).
3. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).

X. Adjournment

Posted and Mailed, 08/09/18



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

Call to Order, Roll Call, and Pledge of Allegiance



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Introduction of New Agency Staff

Background

Opportunity for the Board of Directors to meet new full-time staff members and be informed of their roles and duties within the Agency.

- Paul Shouse – Instrument and Electrical Supervisor

Fiscal Impact

None.

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 

Vicky Lufrano
Human Resources Administrator

Approved By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV
Subject: Professional Achievements & Awards

Background

Acknowledgement of staff for professional achievements and awards received the previous calendar month.

Professional Achievement

- Philip Fay, Maintenance Department – Passed Mechanic Technologist Grade III exam
- Mark Messerschmidt, Maintenance Department – Passed Mechanical Technologist Grade III exam
- Justin Parrish, Maintenance Department – Passed Mechanical Technologist Grade IV exam
- Justin Parrish, Maintenance Department – Passed Collection System Maintenance Grade I exam

Work Anniversary

- Kristin Davis, Laboratory – 10 Year Anniversary

Fiscal Impact

Salary increases per professional achievement.

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-1
Subject: Approval of the minutes of the regularly scheduled Board meeting on July 11, 2018

Background

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

Fiscal Impact

None.

Attachments

Minutes of the regularly scheduled Board meeting on July 11, 2018.

Recommendation

Approve the minutes of the regularly scheduled Board meeting on July 11, 2018.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

July 11, 2018

I. Call to Order:

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

Directors Present: S. Lane Lewis, NTPUD
Dale Cox, SVPSD via teleconference
Jon Northrop, ASCWD
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager via teleconference
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Emily Pindar, Administration Department
Celeste Graves, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Laura Mader, Laboratory Department
Philip Fay, Maintenance Department
Jim Redmond, Maintenance Department
Robert Holmes, Maintenance Department
Justin Parrish, Maintenance Department
Anthony Salinas, Maintenance Department
Tobin Fuchs, Maintenance Department
Greg O'Hair, Operations Department
Tyler Penn, Operations Department

Public Present: Becky Wood, A. Teichert & Son, Inc.
Dana Davis, A. Teichert & Son, Inc.
Michael Smith, A. Teichert & Son, Inc.
Paul Mercurio, A. Teichert & Son, Inc.
Tom Herschbach, A. Teichert & Son, Inc.
Walter Auerbach, Auerbach Engineering
Ryan McShane, Gertrude Holdings/Hotel Avery
Jack Grunsky, Gertrude Holdings/Hotel Avery

II. Public Comment

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

III. Introduction of New Agency Staff

Mrs. Lufrano introduced a new full-time staff member to the Board of Directors and informed them of their role and duties within the Agency.

IV. Professional Achievements & Awards

Mrs. Lufrano acknowledged Agency staff that obtained professional achievements and awards for the previous calendar month to the Board of Directors.

Most of the Agency employees left the meeting following the acknowledgement.

V. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on June 13, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the Consent Agenda items; unanimously approved.

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

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

Motion passed.

VI. Regular Agenda

1. Discussion of A. Teichert & Son, Inc. operations.

Mr. Tom Herschbach of A. Teichert & Son, Inc. addressed the Board of Directors and provided a presentation of the history of A. Teichert & Son and asked the Board of Directors to consider potential leasing of additional Agency owned properties for expansion of their mining operations. Further discussion occurred between the Board of Directors and other representatives of A. Teichert & Son, Inc. on proposed mining locations and operations.

The Board of Directors directed Mr. Griffin to obtain further information on existing Agency facilities within the proposed mining locations.

No action was taken by the Board.

2. Discussion of the Avery Hotel development.

Mr. Jackson Gransky and Mr. Ryan McShane of Gertrude Holdings, owners of the Avery Hotel property, and Mr. Walter Auerbach of Auerbach Engineering addressed the Board of Directors and provided information on the current Avery Hotel development. There was discussion on the proposed TRI realignment and past fees and costs incurred by the Agency when the original Avery Hotel project was initiated and preliminarily processed by the Agency and its staff and consultants.

Mr. Grunsky and Mr. McShane agreed to compensate the Agency in the amount of \$23,850 (which is the portion attributable to outside engineering and legal services) for Agency past incurred costs associated with the original Avery Hotel project as those services will apply to and benefit the current Avery Hotel development.

The General Manager indicated that Agency staff would proceed to work on a TRI relocation and cost funding agreement for the Avery Hotel project and that the agreement would incorporate payment of this sum to resolve the outstanding obligation. No action was taken by the Board.

3. Appeal of charges for APN P112-300-28-00.

The Board of Directors heard and discussed the customer appeal for relief of compound interest and penalties on past unpaid sewer service charges concerning Mr. Ray Roberts, owner of the property on APN 112-300-28-00.

MOTION by Director Tresan, **SECOND** by Director Northrop to reduce compound interest and penalties to amend the current balance due to \$5,033.40, provided Mr. Ray Roberts submit payment in full within 60 days, and that if the adjusted balance is not paid in full by such deadline, the past due balance will revert to the former amount of \$12,600.50.

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

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

Motion passed.

4. Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board to adopt a report on delinquent charges and authorizing their collection on the tax roll.

President Lewis opened the public hearing at 10:39 AM. No comments were received from the public and the public hearing was closed at 10:39 AM.

5. Approval of Resolution 2-2018 to adopt a report on delinquent charges and authorize their collection on the tax roll.
6. Approval of Resolution 3-2018 to request collection of delinquent sewer service charges on the Placer County tax roll.
7. Approval of Resolution 4-2018 to reference the standard form tax collection services contract with the County of Nevada.
8. Approval to submit certifications for collection of delinquent charges on the El Dorado County tax roll.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve (1) Resolution 2-2018 to adopt a report on delinquent charges and authorize their collection on the tax roll, (2) Resolution 3-2018 to request collection of delinquent sewer service charges on the Placer County tax roll, (3) Resolution 4-2018 to approve the standard form tax collection services contract with the County of Nevada, and (4) the submittal of certifications for collection of delinquent charges on the El Dorado County tax roll; unanimously approved.

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

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

Motion passed.

9. Approval of Resolution 5-2018 to establish appropriations limits for fiscal year 2018-2019.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve Resolution 5-2018 to establish appropriations limits for fiscal year 2018-2019; unanimously approved.

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

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

Motion passed.

10. Approval of contract modification no. 1 for the 2018 Clarifier Painting project.

MOTION by Director Tresan, **SECOND** by Director Northrop to approve contract modification no. 1 for the 2018 Clarifier Painting project; unanimously approved.

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

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

Motion passed.

11. Approval of progress pay estimate no. 1 for the 2018 Clarifier Painting project.

MOTION by Director Tresan, **SECOND** by Director Wilkins to approve progress pay estimate no. 1 for the 2018 Clarifier Painting project; unanimously approved.

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

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

Motion passed.

12. Approval to award bid for the Digital Scanning of Sewer Lines project.

MOTION by Director Northrop, **SECOND** by Director Wilkins to award the bid to Hoffman Southwest Corp., dba Professional Pipe Services (Pro-Pipe), for the Digital Scanning of Sewer Lines project in the amount of \$140,625; unanimously approved.

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

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

Motion passed.

13. Approval to reject all bids and direct that an open market or internet purchase be made for a laboratory water purification system.

MOTION by Director Wilkins, **SECOND** by Director Northrop to reject all bids and direct an open market or internet purchase be made for a laboratory water purification system; unanimously approved.

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

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

Motion passed.

14. Approval of Ordinance 2-2018 to authorize the General Manager to approve short-term license agreements.

MOTION by Director Northrop, **SECOND** by Director Wilkins to approve Ordinance 2-2018 to authorize the General Manager to approve short-term license agreements; unanimously approved.

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

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

Motion passed.

15. Approval of Organizational Chart and Salary Schedule for fiscal year 2018-2019.

MOTION by Director Northrop, **SECOND** by Director Wilkins to approve the Organizational Chart and Salary Schedule for fiscal year 2018-2019; unanimously approved.

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

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

Motion passed.

16. Discussion of budget expenditure organization.

Mr. Griffin provided an expenditure format overview of the previously approved annual budget for fiscal year 2018-2019 and requested that the directors indicate a preferred format for future budgets. The Board of Directors by consensus directed that expenditures be organized and allocated by department.

VII. Management Team Report

1. Department Reports

Mr. Peak provided an update on current and past projects for the operations department and reported that the all waste discharge requirements were met for the month.

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

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

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided a brief update on the status of various ongoing projects.

No action was taken by the Board.

VIII. Board of Director Comment

Director Cox inquired on the collection process of uncollected funds sent to the county tax rolls.

No action was taken by the Board.

IX. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:16 AM

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.

2. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).

The meeting was reopened at 11:45 AM. Nothing to report from closed session.

X. ADJOURNMENT:

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

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-2
Subject: Approval of general fund warrants

Background

Warrants paid and payable for the previous calendar month(s).

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Approve general fund warrants paid and payable.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
*CHECKS						
1 -			76557	CHECK SEQUENCE BREAK		
76558	7/02/18	MAN PAID	00746	PETTY CASH	389.20	
76559	7/03/18	MAN PAID	00692	DALE COX	235.60	
76560	7/11/18	REG PAID	00847	ALLIED ELECTRONICS	640.50	
76561	7/11/18	REG PAID	00019	ALPHA ANALYTICAL	2,290.00	
76562	7/11/18	REG PAID	01900	AMAZON CAPITAL SERVICES	2,085.71	
76563	7/11/18	REG PAID	00032	AMERIPRIDE UNIFORM SERVICES	1,369.49	
76564	7/11/18	REG PAID	01383	AT&T 530 582-0827 966 5	765.84	
76565	7/11/18	REG PAID	01994	B&K VALVES & EQUIPMENT, INC.	634.48	
76566	7/11/18	REG PAID	00763	NANCY BARKER	415.00	
76567	7/11/18	REG PAID	01895	BAY CITY BOILER & ENGINEERING CO.,	276.27	
76568	7/11/18	REG PAID	01290	CLARK PEST CONTROL	550.00	
76569	7/11/18	REG PAID	01151	CODALE ELECTRIC SUPPLY, INC.	92.78	
76570	7/11/18	REG PAID	00696	CORELOGIC INFORMATION SOLUTIONS, IN	544.50	
76571	7/11/18	REG PAID	01925	CUTTING IMAGE LLC	140.63	
76572	7/11/18	REG PAID	00149	CWEA	360.00	
76573	7/11/18	REG PAID	00150	CWEA-SIERRA SECTION	780.00	
76574	7/11/18	REG PAID	00157	DATCO SERVICES CORP.	15.00	
76575	7/11/18	REG PAID	01101	DAWN DAVIS	39.27	
76576	7/11/18	REG PAID	01722	ALIOU DIALLO	365.00	
76577	7/11/18	REG PAID	02004	DRAKE CONTROLS- WEST LLC	2,167.60	
76578	7/11/18	REG PAID	00180	EASTERN REGIONAL LANDFILL	219.08	
76579	7/11/18	REG PAID	01945	EWS- ENVIRONMENTAL WATER SOLUTIONS	1,984.41	
76580	7/11/18	REG PAID	00201	FERGUSON ENTERPRISES, INC. #1423	93.28	
76581	7/11/18	REG PAID	01172	FILTER CONNECTION	462.40	
76582	7/11/18	REG PAID	00203	FISHER SCIENTIFIC COMPANY	2,547.52	
76583	7/11/18	REG PAID	00067	FLYERS ENERGY LLC	985.01	
76584	7/11/18	REG PAID	01753	FORENSIC ANALYTICAL LABORATORIES, I	55.00	
76585	7/11/18	REG PAID	01578	GETGO, INC.	39.00	
76586	7/11/18	REG PAID	00225	GRAINGER INC., W.W.	1,738.09	
76587	7/11/18	REG PAID	00742	ROBERT GRAY	388.33	
76588	7/11/18	REG PAID	00232	HACH CHEMICAL COMPANY	7,327.76	
76589	7/11/18	REG PAID	01735	HDR ENGINEERING, INC.	4,448.75	
76590	7/11/18	REG PAID	01993	THE HON COMPANY	9,536.40	
76591	7/11/18	REG PAID	00538	IRON MOUNTAIN	251.62	
76592	7/11/18	REG PAID	01817	JOSE DE JESUS ZARATE	332.51	
76593	7/11/18	REG PAID	01988	KONICA MINOLTA BUSINESS SOLUTIONS U	15,413.98	
76594	7/11/18	REG PAID	01872	LEWELLYN TECHNOLOGY, LLC	1,350.00	
76595	7/11/18	REG PAID	01259	LHOIST NORTH AMERICA	25,866.13	
76596	7/11/18	REG PAID	01992	LIBERTY PROCESS EQUIPMENT, INC.	5,404.00	
76597	7/11/18	REG PAID	02002	VICKY LUPRANO	431.94	
76598	7/11/18	REG PAID	00334	R.F. MACDONALD COMPANY	3,262.50	
76599	7/11/18	REG PAID	00335	MACHABEE OFFICE ENVIRONMENTS	701.45	
76600	7/11/18	REG PAID	00341	MAX-AIR	152.73	
76601	7/11/18	REG PAID	00346	MCMASTER-CARR	391.75	
76602	7/11/18	REG PAID	00376	MOUNTAIN HARDWARE	503.29	
76603	7/11/18	REG PAID	00851	MSC INDUSTRIAL SUPPLY	950.98	
76604	7/11/18	REG PAID	00353	NAPA- SIERRA	945.11	
76605	7/11/18	REG PAID	00389	NEWARK ELECTRONICS	951.85	
76606	7/11/18	REG PAID	01821	NEWEGG, INC.	1,068.40	
76607	7/11/18	REG PAID	00959	OFFICE DEPOT	867.78	
76608	7/11/18	REG PAID	02010	RICHARD PALLANTE	294.05	
76609	7/11/18	REG PAID	00466	PDM STEEL SVC CNTRS, INC.-SPARKS NV	651.15	
76610	7/11/18	REG PAID	00689	BILL PINDAR	175.00	

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76611	7/11/18	REG PAID	01641	PLATT ELECTRIC COMPANY	453.82	
76612	7/11/18	REG PAID	01935	PRAXAIR INC.	10,911.30	
76613	7/11/18	REG PAID	01672	PROGRESSIVE BUSINESS PUBLICATIONS	299.00	
76614	7/11/18	REG PAID	00452	TRUCKEE DONNER PUD	68,705.60	
76615	7/11/18	REG PAID	00977	RAGLEN SYSTEM BALANCE, INC.	1,805.00	
76616	7/11/18	REG PAID	00504	RED WING BUSINESS ADVANTAGE ACCOUNT	322.08	
76617	7/11/18	REG PAID	00565	SAFEWAY INC.	123.93	
76618	7/11/18	REG PAID	01035	SEAL ANALYTICAL, INC.	195.39	
76619	7/11/18	REG PAID	00963	SHERWIN-WILLIAMS	40.41	
76620	7/11/18	REG PAID	01744	SHRED-IT USA	252.00	
76621	7/11/18	REG PAID	00602	SIERRA ELECTRONICS	2,275.00	
76622	7/11/18	REG PAID	00619	SIERRA SYSTEMS, INC.	1,080.00	
76623	7/11/18	REG PAID	01264	SIERRA NV MEDIA GROUP ACCT#1066714	627.60	
76624	7/11/18	REG PAID	01227	SNAP-ON INDUSTRIAL	159.40	
76625	7/11/18	REG PAID	00655	SOLENIS	11,527.00	
76626	7/11/18	REG PAID	01237	TAHOE FOREST HOSPITAL	868.22	
76627	7/11/18	REG PAID	00895	TAHOE SUPPLY COMPANY, LLC	992.55	
76628	7/11/18	REG PAID	00671	TAHOE TRUCKEE DISPOSAL	20,237.95	
76629	7/11/18	REG PAID	01028	TELSTAR	6,630.40	
76630	7/11/18	REG PAID	01894	THATCHER COMPANY OF CA, INC.	11,991.58	
76631	7/11/18	REG PAID	00449	TRUCKEE BAGEL CO.	120.00	
76632	7/11/18	REG PAID	00464	TRUCKEE RENTS, INC.	238.15	
76633	7/11/18	REG PAID	00540	VARIED PRODUCT LINES	906.90	
76634	7/11/18	REG PAID	00560	VWR SCIENTIFIC, INC.	2,222.77	
76635	7/11/18	REG PAID	00567	WAM CORP. OF AMERICA	2,114.12	
76636	7/11/18	REG PAID	00542	WEDCO, INC.	253.55	
76637	7/11/18	REG PAID	00603	WILEY, PRICE & RADULOVICH	8,258.50	
76638	7/11/18	REG PAID	00611	WORK WORLD	184.03	
76639	7/11/18	REG PAID	00570	YP	13.34	
76640	7/03/18	MAN PAID	00786	STANDARD INSURANCE-DENTAL	8,252.96	
76641	7/03/18	MAN PAID	00681	STANDARD INSURANCE-LIFE	2,147.02	
76642	7/11/18	MAN PAID	01985	FD THOMAS	88,154.30	
76643	7/11/18	MAN PAID	01738	ILEANA VASSILIOU	2,000.00	
76644	7/11/18	MAN PAID	00201	FERGUSON ENTERPRISES, INC. #1423	1,373.34	
76645	7/11/18	MAN PAID	01894	THATCHER COMPANY OF CA, INC.	13,382.33	
76646	7/11/18	MAN PAID	00959	OFFICE DEPOT	89.35	
76647	7/06/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR		CHECK HAS BEEN VOIDED
76648	7/11/18	MAN PAID	00464	TRUCKEE RENTS, INC.	346.35	
76649	7/11/18	MAN PAID	01945	EWS- ENVIRONMENTAL WATER SOLUTIONS	209.61	
76650	7/11/18	MAN PAID	00015	AIRGAS USA, LLC	1,172.64	
76651	7/11/18	MAN PAID	00614	LIBERTY UTILITIES	45.16	
76652	7/11/18	MAN PAID	01996	JORGENSEN COMPANY	1,450.50	
76653	7/11/18	MAN PAID	00526	REXEL	3,763.49	
76654	7/11/18	MAN PAID	01894	THATCHER COMPANY OF CA, INC.	4,351.71	
76655	7/06/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR		CHECK HAS BEEN VOIDED
76656	7/11/18	MAN PAID	00639	SOUTHWEST GAS CORP.	1,257.37	
76657	7/11/18	MAN PAID	00695	JON NORTROP	554.00	
76658	7/11/18	MAN PAID	00692	DALE COX	234.00	
76659	7/11/18	MAN PAID	01798	ROSHELLE CHAVEZ	42.80	
76660	7/11/18	MAN PAID	00694	S. LANE LEWIS	100.00	
76661	7/11/18	MAN PAID	01849	DANIEL WILKINS	100.00	
76662	7/11/18	MAN PAID	01967	BLAKE TRESAN	100.00	
76663	7/11/18	MAN PAID	00002	CH2M HILL	19,286.68	
76664	7/11/18	MAN PAID	00614	LIBERTY UTILITIES	41.45	
76665	7/11/18	MAN PAID	00225	GRAINGER INC., W.W.	371.36	
76666	7/11/18	MAN PAID	00696	CORELOGIC INFORMATION SOLUTIONS, IN	462.00	

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
76667	7/11/18	MAN PAID	00611	WORK WORLD	184.03	
76668	7/18/18	MAN PAID	00179	E&M ELECTRIC	1,526.33	
76669	7/18/18	MAN PAID	00689	BILL PINDAR	85.00	
76670	7/18/18	MAN PAID	00512	RENO GAZETTE & JOURNAL	499.00	
76671	7/18/18	MAN PAID	01983	JAMES TOBIN FUCHS	173.15	
76672	7/18/18	MAN PAID	01760	TYLER PENN	295.00	
76673	7/18/18	MAN PAID	01649	MATTHEW NITZ	348.60	
76674	7/18/18	MAN PAID	02000	COLLIER BUILDING SPECIALTIES	33,314.05	
76675	7/18/18	MAN PAID	01641	PLATT ELECTRIC COMPANY	7,598.93	
76676	7/18/18	MAN PAID	02003	HUNT & SONS INC.	3,227.99	
76677	7/18/18	MAN PAID	01204	TAHOE FOREST HOSP. DIST./TAHOE WORX	1,131.00	
76678	7/18/18	MAN PAID	00815	THOMSON WEST	317.69	
76679	7/18/18	MAN PAID	01735	HDR ENGINEERING, INC.	6,727.29	
76680	7/18/18	MAN PAID	00058	BARTKIEWICZ, KRONICK & SHANAHAN	5,031.23	
76681	7/18/18	MAN PAID	00603	WILEY, PRICE & RADULOVICH	17,040.57	
76682	7/18/18	MAN PAID	00015	AIRGAS USA, LLC	137.22	
76683	7/18/18	MAN PAID	00346	MCMASTER-CARR	751.88	
76684	7/18/18	MAN PAID	00281	JENSEN INSTRUMENT CO.	249.65	
76685	7/18/18	MAN PAID	01993	THE HON COMPANY	4,272.20	
76686	7/18/18	MAN PAID	00524	UNITED PARCEL SERVICE, UPS	46.33	
76687	7/18/18	MAN PAID	00504	RED WING BUSINESS ADVANTAGE ACCOUNT	202.44	
76688	7/18/18	MAN PAID	01074	FRED PRYOR SEMINARS	143.00	
76689	7/18/18	MAN PAID	01894	THATCHER COMPANY OF CA, INC.	7,890.07	
76690	7/18/18	MAN PAID	00427	TIP INC.	199.18	
76691	7/18/18	MAN PAID	01988	KONICA MINOLTA BUSINESS SOLUTIONS U	27.39	
76692	7/25/18	MAN PAID	02011	MICHAEL KAERCHER	220.47	
76693	7/25/18	MAN PAID	02012	EDWARD & RAMONA HODGES	765.00	
76694	7/25/18	MAN PAID	02013	LISA MORGAN	77.10	
76695	7/30/18	MAN PAID	00692	DALE COX	235.60	
76696	7/30/18	MAN PAID	02014	DOUGLAS AND TERESA LEE	147.28	
76697	7/30/18	MAN PAID	02015	CAROLINA DE LA TORRE	153.00	
** FINAL TOTAL					500,063.80	140 CHECKS

CHECK NUMBER	DATE	STATUS	VENDOR	VENDOR NAME	CHECK AMT	COMMENT
*CHECKS						
1	-	1112422	CHECK SEQUENCE BREAK			
1112423	7/03/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	608.83	
1112424	7/03/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	1,174.00	
1112425	7/03/18	MAN PAID	01006	PERS-RETIREMENT	35,935.90	
1112426	7/03/18	MAN PAID	99999	VOID ZERO AMOUNT CHECKS VENDOR		CHECK HAS BEEN VOIDED
1112427	7/03/18	MAN PAID	01006	PERS-RETIREMENT	853,139.00	
1112428	7/03/18	MAN PAID	01007	PERS-HEALTH PREMIUM	127,763.88	
1112429	7/16/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	264.00	
1112430	7/16/18	MAN PAID	01038	FIRST US COMMUNITY CREDIT UNION	3,000.00	
1112431	7/16/18	MAN PAID	01005	PERS 457 PLAN	7,652.18	
1112432	7/16/18	MAN PAID	00679	NATIONWIDE RETIREMENT SOLUTIONS	3,068.56	
1112433	7/16/18	MAN PAID	00809	EMPLOYMENT DEVELOPMENT DEPARTMENT	13,372.87	
1112434	7/16/18	MAN PAID	01004	FEDERAL TAXES/EFTPS	33,475.81	
1112435	7/16/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	1,169.85	
1112436	7/18/18	MAN PAID	01609	PAYMENTUS GROUP, INC.	325.00	
1112437	7/19/18	MAN PAID	00513	U.S. BANK BANK CARD DIVISION	13,499.50	
1112438	7/20/18	MAN PAID	01006	PERS-RETIREMENT	39,296.17	
1112439	7/25/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	5,542.12	
1112440	7/26/18	MAN PAID	01264	SIERRA NV MEDIA GROUP ACCT#1066714	1,186.00	CHECK HAS BEEN VOIDED
1112440	7/26/18	MAN VOID	01264	SIERRA NV MEDIA GROUP ACCT#1066714	1,186.00-	CHECK WAS ISSUED ON 7/26/18
1112441	7/26/18	MAN PAID	00106	CALIFORNIA STATE BOARD OF EQUALIZAT	1,186.00	CHECK HAS BEEN VOIDED
1112441	7/27/18	MAN VOID	00106	CALIFORNIA STATE BOARD OF EQUALIZAT	1,186.00-	CHECK WAS ISSUED ON 7/26/18
1112442	7/27/18	MAN PAID	00106	CALIFORNIA STATE BOARD OF EQUALIZAT	1,185.00	
1112443	7/31/18	MAN PAID	01532	NAVIA BENEFIT SOLUTIONS	1,606.69	
** FINAL TOTAL					1,142,079.36	21 CHECKS

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55026	7/16/2018	9906			
55027	7/16/2018	1929			
55028	7/16/2018	1980			X
55029	7/16/2018	4225			X
55030	7/16/2018	3741			X
55031	7/16/2018	6626			X
55032	7/16/2018	3286			X
55033	7/16/2018	7570			X
55034	7/16/2018	671			X
55035	7/16/2018	8897			X
55036	7/16/2018	8710			X
55037	7/16/2018	2133			X
55038	7/16/2018	8400			X
55039	7/16/2018	5982			X
55040	7/16/2018	1352			X
55041	7/16/2018	3464			X
55042	7/16/2018	934			X
55043	7/16/2018	992			X
55044	7/16/2018	3059			X
55045	7/16/2018	612			X
55046	7/16/2018	411			X
55047	7/16/2018	1248			X
55048	7/16/2018	6171			X
55049	7/16/2018	9815			X
55050	7/16/2018	1730			X
55051	7/16/2018	9478			X
55052	7/16/2018	4817			X
55053	7/16/2018	9268			X
55054	7/16/2018	6930			X
55055	7/16/2018	1567			X
55056	7/16/2018	5526			X
55057	7/16/2018	9357			X
55058	7/16/2018	63			X
55059	7/16/2018	65			X
55060	7/16/2018	3328			X
55061	7/16/2018	890			X
55062	7/16/2018	572			X
55063	7/16/2018	2375			X
55064	7/16/2018	3433			X
55065	7/16/2018	743			X
55066	7/16/2018	6715			X
55067	7/16/2018	3359			X
55068	7/16/2018	8131			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55069	7/16/2018	6833			X
55070	7/16/2018	773			X
55071	7/16/2018	7232			X
55072	7/16/2018	1766			X
55073	7/16/2018	9056			X
55074	7/16/2018	5476			X
55075	7/16/2018	4177			X
				<u>\$160,078.64</u>	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: V-3
Subject: Approval of financial statements and status of investments

Background

Financial statements and status of investments for the previous calendar month(s).

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

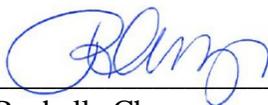
Attachments

Report of financial statements and status of investments.

Recommendation

Approve financial statements and status of investments.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BUDGETED EXPENDITURES	BUDGET CURRENT YEAR	CURRENT MONTH	YEAR TO DATE	BALANCE	BUDGET %
ADMINISTRATIVE FUND					
45010 SALARIES AND WAGES	825,000.00	45,884.02	45,884.02	779,115.98	5.56
45020 EMPLOYEE BENEFITS	465,000.00	114,736.93	114,736.93	350,263.07	24.67
45030 DIRECTOR FEES	7,000.00	500.00	500.00	6,500.00	7.14
45060 TRANSPORTATION GAS AND OIL	6,000.00	0.00	0.00	6,000.00	0.00
45070 INSURANCE	90,000.00	80,197.50	80,197.50	9,802.50	89.11
45080 MEMBERSHIPS	30,000.00	209.00	209.00	29,791.00	0.70
45090 OFFICE EXPENSE	62,500.00	1,945.47	1,945.47	60,554.53	3.11
45095 FEES, LICENSES & PERMITS	150,000.00	0.00	0.00	150,000.00	0.00
45110 CONTRACTUAL SERVICES	168,000.00	3,053.34	3,053.34	164,946.66	1.82
45120 PROFESSIONAL SERVICES	265,000.00	7,459.04	7,459.04	257,540.96	2.81
45130 PRINTING AND PUBLICATIONS	0.00	471.81	471.81	(471.81)	0.00
45140 RENTS AND LEASES	0.00	1,507.23	1,507.23	(1,507.23)	0.00
45170 TRAINING	15,000.00	400.00	400.00	14,600.00	2.67
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	0.00	0.00	5,000.00	0.00
45190 UTILITIES	103,000.00	452.94	452.94	102,547.06	0.44
45300 EQUIPMENT	0.00	116.38	116.38	(116.38)	0.00
TOTAL ADMINISTRATIVE FUND	2,191,500.00	256,933.66	256,933.66	1,934,566.34	11.72
OPERATIONS AND MAINTENANCE FUND					
45010 SALARIES AND WAGES	4,295,000.00	378,436.45	378,436.45	3,916,563.55	8.81
45020 EMPLOYEE BENEFITS	2,815,000.00	1,032,518.62	1,032,518.62	1,782,481.38	36.68
45060 TRANSPORTATION GAS AND OIL	42,000.00	1,557.23	1,557.23	40,442.77	3.71
45080 MEMBERSHIPS	15,000.00	464.00	464.00	14,536.00	3.09
45090 OFFICE EXPENSE	96,000.00	0.00	0.00	96,000.00	0.00
45100 SUPPLIES	550,000.00	72,184.71	72,184.71	477,815.29	13.12
45110 CONTRACTUAL SERVICES	1,655,000.00	14,838.51	14,838.51	1,640,161.49	0.90
45120 PROFESSIONAL SERVICES	100,000.00	0.00	0.00	100,000.00	0.00
45140 RENTS AND LEASES	0.00	1,375.22	1,375.22	(1,375.22)	0.00
45150 REPAIRS AND MAINTENANCE	0.00	32,824.04	32,824.04	(32,824.04)	0.00
45155 INSTRUMENTATION & ELECTRICAL	0.00	2,739.28	2,739.28	(2,739.28)	0.00
45160 RESEARCH & MONITORING	0.00	5,090.50	5,090.50	(5,090.50)	0.00
45170 TRAINING	25,000.00	2,317.22	2,317.22	22,682.78	9.27
45190 UTILITIES	927,000.00	(33.33)	(33.33)	927,033.33	0.00
45300 EQUIPMENT	0.00	41.00	41.00	(41.00)	0.00
TOTAL OPERATIONS & MAINTENANCE	10,520,000.00	1,544,353.45	1,544,353.45	8,975,646.55	14.68
TOTAL	12,711,500.00	1,801,287.11	1,801,287.11	10,910,212.89	14.17

SRF DEBT SERVICE

BALANCE

CASH ON HAND	

CASH ACCOUNT (US BANK)	267,097.44
CASH - PETTY CASH	1,600.00
CASH - TAX REVENUE (US BANK)	3,206.32
CHK ACCT (WELLS FARGO/PAYROLL)	153,122.63
SERVICE CHARGE MUNI INV(US BANK)	34,216.97
WASTEWATER SAVINGS-WELLS FARGO	81,564.55
CASH - WWCRF (US BANK)	12,577.40
STATE LOCAL AGENCY INVESTMT FUND	54,143,228.61

TOTAL CASH ON HAND	54,696,613.92
	=====

CURRENT MONTH	INCOME	EXPENSES	ACCOUNTS PAYABLE
ADMINISTRATIVE	12,569.83-	256,933.66	83,337.30
OPERATION & MAINTENANCE	6,259,057.90	1,544,353.45	297,199.21
W.W.C.R.F.	239,003.95	0.00	0.00
UPGRADE REHAB	0.00	4,379.08	4,228.08
	-----	-----	-----
TOTAL	6,485,492.02	1,805,666.19	384,764.59
	=====	=====	=====

	BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
ADMINISTRATIVE	50,000.00	189,965.60	200,870.61	39,094.99
OPERATIONS & MAINTENANCE	250,000.00	3,648,074.68	1,458,274.18	2,439,800.50
WASTEWATER CAPITAL RESERVE	19,565,544.32	312,262.24	2,982.60	19,874,823.96
SRF WASTEWATER CAP RESERVE	2,951,689.60	14,063.05	0.00	2,965,752.65
UPGRADE/REHAB	29,397,504.26	121,964.50	142,326.94	29,377,141.82
	-----	-----	-----	-----
TOTAL	52,214,738.18	4,286,330.07	1,804,454.33	54,696,613.92
	=====	=====	=====	=====

JOB INTINCOME
STR INTERINC
ROUNDING- 0

INTEREST INCOME
FINANCIAL STATEMENT
PERIOD ENDING 7/31/18

RUN DATE 8/08/18 PAGE 0001 (GLPRN)
RUN TIME 10:25:09

YEAR TO DATE

INTEREST INCOME	

00 ADMINISTRATIVE	0.15
01 OPERATION & MAINTENANCE	0.83
02 W.W.C.R.F.	503.95

TOTAL INTEREST INCOME	504.93
=====	

FUND INVESTMENTS:	T.C.D.	T-BILLS	L.A.I.F
ADMINISTRATIVE	0.00	0.00	19,137.86
OPERATION & MAINTENANCE	0.00	0.00	2,000,514.27
W.W.C.R.F.	0.00	0.00	19,780,682.01
SRF WCRF	0.00	0.00	2,965,752.65
UPGRADE REHAB	0.00	0.00	29,377,141.82

TOTAL FUND INVESTMENTS	0.00	0.00	54,143,228.61
=====			

JOB FUNDCHANGE
 STR FUNDCHANGE
 ROUNDING- 0

TAHOE-TRUCKEE SANITATION AGENCY
 SUMMARY OF YEAR TO DATE CHANGES IN FUND BALANCES
 PERIOD ENDING 7/31/18

RUN DATE 8/08/18 PAGE 0001 (GLPRTN)
 RUN TIME 10:25:09

	ADMIN	OPERATIONS & MAINTENANCE	WASTEWATER CAP RESERVE	SRF WASTEWTR CAP RESERVE	UPGRADE REHAB	TOTAL
CASH BEG BAL	50,000.00	250,000.00	19,565,544.32	2,951,689.60	29,397,504.26	52,214,738.18
BEG A/R	214,589.43	491,025.61	120,471.14	14,063.05	121,964.50	962,113.73
INCOME	12,569.83-	6,259,057.90	239,003.95	0.00	0.00	6,485,492.02
END A/R	12,054.00-	3,102,008.83-	47,212.85-	0.00	111,136.97	1,949,078.95-
BEG A/P	28,858,368.72	1,472,651.81	2,982.60	0.00	142,175.94	30,476,179.07
EXPENSES	256,933.66	1,544,353.45	0.00	0.00	4,379.08	1,805,666.19
END A/P	28,914,431.77-	1,558,731.08-	0.00	0.00	4,228.08-	30,477,390.93-
CASH END BAL	39,094.99	2,439,800.50	19,874,823.96	2,965,752.65	29,377,141.82	54,696,613.92

TAHOE-TRUCKEE SANITATION AGENCY
FINANCIAL STATEMENT
Summary
July 31, 2018

SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$1,642,143.16

Administrative and General Payable: \$384,764.59

Total Administrative and General Paid and Payable: \$2,026,907.75

Total Administrative and General Payroll Paid: \$160,078.64

ASSETS		YEAR TO DATE
CURRENT ASSETS		
CASH & CASH EQUIVALENTS		
01 10010	CASH U.S.BANK CHECKING	267,097.44
00 10020	CASH WELLS FARGO/PAYROLL	16,151.48
01 10020	CASH WELLS FARGO/PAYROLL	136,971.15
00 10030	CASH - PETTY CASH	1,600.00
00 10045	CASH - TAX REVENUE U.S. BANK	2,205.65
01 10045	CASH - TAX REVENUE U.S. BANK	1,000.67
01 10050	CASH - SERV CHARGE MUNI CHECKG	34,216.97
00 10070	CASH - L.A.I.F.	19,137.86
01 10070	CASH - L.A.I.F.	2,000,514.27
06 10070	CASH - L.A.I.F.	29,377,141.82

	CASH & CASH EQUIVALENTS	31,856,037.31

ACCRUED INTEREST RECEIVABLE		
ACCOUNTS RECEIVABLE		
00 11280	A/R BROWN ACT REFORM REIMBSMT	12,054.00
01 11020	A/R SERVICE CHARGES	2,642,267.27
01 11021	SERVICE CHARGE REFUNDS	1,362.85
01 11065	A/R LAB FEES	2,455.00
01 11070	A/R-TEMP DISCHARGE	50.00-
01 11075	A/R-COBRA	85.55-

	ACCOUNTS RECEIVABLE	2,658,003.57

INVENTORY		
01 12550	CHEMICAL INVENTORY	78,433.73
01 12560	CHEMICAL INVENTORY	32,703.24

	INVENTORY	111,136.97

01 13060	DUE FROM GOVERNMENT AGENCIES	344,922.29

	DUE FROM GOVT AGENCIES	344,922.29

	TOTAL CURRENT ASSETS	34,970,100.14

YEAR TO DATE

RESTRICTED ASSETS

02 10065	WASTEWATER SAVINGS-WELLS FARGO	81,564.55
02 10066	CASH - WWCRF U.S. BANK	12,577.40
02 10070	CASH - L.A.I.F.	19,780,682.01
04 10070	CASH - L.A.I.F.	2,965,752.65
	CASH & EQUIVALENTS	22,840,576.61

02 11030	A/R CONNECTION FEES PMT PLANS	47,212.85
	A/R CONNECTION FEES	47,212.85

	TOTAL RESTRICTED ASSETS	22,887,789.46

PROPERTY PLANT & EQUIPMENT

00 16010	LAND	2,174,726.00
00 16020	PLANT FENCING	244,732.11
00 16040	SEWAGE COLLECTION FACILITIES	14,418,693.59
00 16050	SEWAGE TRMT AND DISP FACILITY	125,447,006.59
00 16060	GEN PLANT & ADMIN FACILITIES	4,190,330.38
00 16090	VEHICLES	1,209,946.21
00 16550	ACCUM DEPRECIATION FACILITIES	58,834,055.80-
00 16580	ACCUM DEPREC- GENERAL PLANT	4,859,020.81-
	NET CAPITAL ASSETS	83,992,358.27

00 16810	DEFERRED PENSION OUTFLOWS	3,427,897.00
	DEFERRED PENSION OUTFLOWS	3,427,897.00

	TOTAL ASSETS	145,278,144.87
=====		

		YEAR TO DATE
LIABILITIES		
CURRENT LIABILITIES		
00 20350	ACCOUNTS PAYABLE	83,337.30-
01 20350	ACCOUNTS PAYABLE	297,199.21-
06 20350	ACCOUNTS PAYABLE	4,228.08-

ACCOUNTS PAYABLE		384,764.59-

00 20810	ACCRUED LIA FOR COMP ABSENCE	34,618.60-
01 20810	ACCRUED LIA FOR COMP ABSENCE	1,001,712.75-

COMPENSATED ABSENCES		1,036,331.35-

00 20820	ACCRUED LIA FOR HRA	2,304.53-
01 20820	ACCRUED LIA FOR HRA	73,481.40-

HEALTH REIMB ACCOUNT		75,785.93-

01 22010	CUSTOMER DEPOSITS TEMP DISCHARGE	200.00-

CUSTOMER DEPOSITS		200.00-

ACCRUED EXPENSES		
00 20710	SALARIES AND WAGES PAYABLE	15,743.93-
01 20710	SALARIES AND WAGES PAYABLE	133,722.42-
00 20720	FEDERAL P/R TAXES PAYABLE	3,580.71-
01 20720	FEDERAL P/R TAXES PAYABLE	20,764.56-
00 20725	STATE P/R TAXES PAYABLE	1,507.96-
01 20725	STATE P/R TAXES PAYABLE	8,302.41-
00 20727	SDI PAYABLE	142.90-
01 20727	SDI PAYABLE	1,816.87-
00 20730	PERS 457 STATE STREET PAYABLE	200.00-
01 20730	PERS 457 STATE STREET PAYABLE	7,252.18-
00 20735	NATIONWIDE 457 PAYABLE	922.73-
01 20735	NATIONWIDE 457 PAYABLE	2,195.83-
01 20740	CREDIT UNION DEDUCTION PAYABLE	3,000.00-
01 20760	LIFE INSURANCE	183.30-
00 20770	MEDICARE DEDUCTION/O & M	665.32-
01 20770	MEDICARE DEDUCTION/O & M	5,268.90-
00 20780	SURVIVOR BENEFITS/O & M	4.00-
01 20780	SURVIVOR BENEFITS/O & M	46.00-
00 20786	PERS EMPLOYEE PAID CONTRIB	650.02-
01 20786	PERS EMPLOYEE PAID CONTRIB	3,585.25-

TOTAL ACCOUNTS PAYABLE		209,555.29-

TOTAL LIAB FROM CURRENT		1,706,637.16-

JOB NETASSETS
STR NETASSETS
ROUNDING-

0

ACCOUNT NUMBERS INDICATED ON
STATEMENT OF NET ASSETS
TAHOE-TRUCKEE SANITATION AGENCY
PERIOD ENDING 7/31/18

RUN DATE 8/08/18 PAGE 0004 (GLPRN)
RUN TIME 09:54:59

		YEAR TO DATE
	CURRENT LIAB FROM RESTRICTED	
00 20395	ACCRUED INTEREST PAYABLE SRF	490,117.28-
00 23010	SRF LOAN CURRENT PORTION	2,512,321.28-
00 20410	RETENTION PAYABLE	4,639.70-

	ACCOUNTS PAYABLE RESTRICTED	3,007,078.26-

	CURRENT LIAB RESTRICTED	3,007,078.26-

	LONG TERM LIABILITIES	
00 23020	SRF LOAN PAYABLE/LONG TERM	25,763,675.51-
00 24010	NET PENSION LIABILITY	13,722,519.00-

	LONG TERM LIABILITIES	39,486,194.51-

	DEFERRED PENSION INFLOWS	
00 24020	DEFERRED PENSION INFLOWS	1,342,483.00-

	TOTAL DEFERRED PENSION INFLOWS	1,342,483.00-

	TOTAL LIABILITIES	45,542,392.93-
		=====

YEAR TO DATE

CAPITAL

		CAPITAL ASSETS	
00	25050	CONTRIBUTED CAPITAL-CAP GRANTS	28,336,343.44-
00	25051	CONTRIBUTED CAPITAL-LOCAL DIST	1,330,176.82-
00	25052	CONTRIBUTED CAPITAL-US FOREST	223,315.00-
00	25053	CONTRIBUTED CAPITAL-STATE PARK	16,341.91-
00	26020	NET PROFIT AND LOSS	269,503.49
00	26010	RETAINED EARNINGS	13,855,296.81-

		CAPITAL ASSETS	43,491,970.49-

		RESTRICTED FOR WWCR	
02	26020	NET PROFIT AND LOSS	239,003.95-
02	26010	RETAINED EARNINGS	19,683,032.86-

		RESTRICTED FOR WWCR	19,922,036.81-

		RESTRICTED FOR STATE LOAN	
04	26010	RETAINED EARNINGS	2,965,752.65-

		STATE REVOLVING FUND WCR	2,965,752.65-

		UNRESTRICTED	
01	26020	NET PROFIT AND LOSS	4,714,704.45-
01	26010	RETAINED EARNINGS	731,626.20
06	26020	NET PROFIT AND LOSS	4,379.08
06	26010	RETAINED EARNINGS	29,377,292.82-

		UNRESTRICTED	33,355,991.99-

		TOTAL NET ASSETS	99,735,751.94-

		TOTAL LIABILITIES & NET ASSETS	145,278,144.87-
			=====

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUES & EXPENSES		
ADMINISTRATION REVENUE		
00 32030 TAX REVENUE CURRENT SECURED	117,111.70	117,111.70
00 32031 TAX REVENUE CURRENT UNSECURED	95.64	95.64
00 32050 INTEREST INCOME	0.15-	0.15-
00 32065 IN LIEU OF TAX REV OTHER NOTAX	118,602.00-	118,602.00-
00 32070 TAX REVENUE HOPTR	956.37	956.37
00 32090 TAX REVENUE OTHER NON-OPERATIO	13,008.27	13,008.27
	-----	-----
TOTAL ADMINISTRATION REVENUE	12,569.83	12,569.83
ADMINISTRATION EXPENSES		
00 45010 SALARIES AND WAGES	45,884.02	45,884.02
00 45020 EMPLOYEE BENEFITS	114,736.93	114,736.93
00 45030 DIRECTOR FEES	500.00	500.00
00 45070 INSURANCE	80,197.50	80,197.50
00 45080 MEMBERSHIPS	209.00	209.00
00 45090 OFFICE EXPENSE	1,945.47	1,945.47
00 45110 CONTRACTUAL SERVICES	3,053.34	3,053.34
00 45120 PROFESSIONAL SERVICES	7,459.04	7,459.04
00 45130 PRINTING AND PUBLICATIONS	471.81	471.81
00 45140 RENTS AND LEASES	1,507.23	1,507.23
00 45170 TRAINING	400.00	400.00
00 45190 UTILITIES	452.94	452.94
00 45300 EQUIPMENT	116.38	116.38
	-----	-----
TOTAL ADMINISTRATION EXPENSES	256,933.66	256,933.66
ADMINISTRATION TRANSFERS		
	-----	-----
NET PROFIT/LOSS	269,503.49	269,503.49
	=====	=====

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUE & EXPENSES			
OPERATIONS & MAINT REVENUE			
01	31010	INCOME FROM SERVICE CHARGES	6,257,649.57-
01	31020	INCOME FROM TEMP DISCHARGES	327.50-
01	31040	INCOME-OTHER	1,080.00-
01	32050	INTEREST INCOME	0.83-
		-----	-----
TOTAL OP & MAINT REVENUE		6,259,057.90-	6,259,057.90-
OPERATIONS & MAINT EXPENSES			
01	45010	SALARIES AND WAGES	378,436.45
01	45020	EMPLOYEE BENEFITS	1,032,518.62
01	45060	TRANSPORTATION GAS AND OIL	1,557.23
01	45080	MEMBERSHIPS	464.00
01	45100	SUPPLIES	72,184.71
01	45110	CONTRACTUAL SERVICES	14,838.51
01	45140	RENTS AND LEASES	1,375.22
01	45150	REPAIRS AND MAINTENANCE	32,824.04
01	45155	INSTRUMENTATION & ELECTRICAL	2,739.28
01	45160	RESEARCH & MONITORING	5,090.50
01	45170	TRAINING	2,317.22
01	45190	UTILITIES	33.33-
01	45300	EQUIPMENT	41.00
		-----	-----
TOTAL OP & MAINT EXPENSES		1,544,353.45	1,544,353.45
OP & MAINT TRANSFERS			
		-----	-----
TOTAL NET PROFIT/LOSS		4,714,704.45-	4,714,704.45-
		=====	=====

	CURRENT MONTH	YEAR TO DATE	
STATEMENT OF REVENUES & EXPENSES			
* WASTEWATER CAPITAL RESERVE *			
WASTEWATER CAPITAL RES REVENUE			
02 31030	INCOME FROM CONNECTION FEES	215,500.00-	215,500.00-
02 31035	INCOME CONN FEE PMT PLANS	23,000.00-	23,000.00-
02 32050	INTEREST INCOME	503.95-	503.95-
	-----	-----	
	TOTAL WWCR REVENUE	239,003.95-	239,003.95-
WWCR EXPENSES			
WASTEWATER CAP RES TRANSFERS			
	-----	-----	
	TOTAL NET PROFIT/LOSS	239,003.95-	239,003.95-
	=====	=====	

JOB S04PL
STR 04SRPL
ROUNDING-

0

TAHOE-TRUCKEE SANITATION AGENCY
RESERVED FOR STATE LOAN
PERIOD ENDING 7/31/18

RUN DATE 8/07/18 PAGE 0001 (GLPRTN)
RUN TIME 14:33:14

CURRENT
MONTH

YEAR TO
DATE

STATEMENT OF REVENUE & EXPENSES

STATE LOAN RESERVE REVENUE

STATE LOAN RESERVE EXPENSES

STATE LOAN RESERVE TRANSFERS

JOB S06PL
STR 06UPPL
ROUNDING-

0

TAHOE-TRUCKEE SANITATION AGENCY
UPGRADE REHAB FUND
PERIOD ENDING 7/31/18

RUN DATE 8/07/18 PAGE 0001 (GLPRN)
RUN TIME 14:33:15

	CURRENT MONTH	YEAR TO DATE	
STATEMENT OF REVENUE & EXPENSES			
UPGRADE REVENUE			
UPGRADE EXPENSES			
06 45150	REPAIRS AND MAINTENANCE	4,252.08	4,252.08
06 45155	INSTRUMENTATION & ELECTRICAL	41.00	41.00
06 45300	EQUIPMENT	86.00	86.00
	TOTAL UPGRADE EXPENSES	4,379.08	4,379.08
UPGRADE TRANSFERS			
	TOTAL NET PROFIT/LOSS	4,379.08	4,379.08



Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending July 31, 2018

		AVERAGE INTEREST RATE		AMOUNT INVESTED
<hr/>				
L.A.I.F.		1.860%		\$54,143,228.61
SAVINGS	Wells Fargo Investment	0.1000%	Weighted Yield	\$81,564.55
	U.S. Bank Service Charge			\$34,216.97
	U.S. Bank Tax Revenue			\$3,206.32
	U.S. Bank W.W.C.R.F.			\$12,577.40
CHECKING	U.S. Bank General Checking	0.000%		\$267,097.44
	Wells Fargo Payroll			\$153,122.63
<hr/>				
		TOTAL CASH ON HAND		<u>\$54,695,013.92</u>

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 August 02, 2018

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

PMIA Average Monthly Yields

Account Number:
 70-31-001

Tran Type Definitions

July 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/3/2018	7/3/2018	RD	1574130	DAWN DAVIS	24,000.00
7/3/2018	7/3/2018	RW	1574134	DAWN DAVIS	-200,000.00
7/5/2018	7/3/2018	RW	1574225	DAWN DAVIS	-800,000.00
7/13/2018	7/12/2018	QRD	1578663	SYSTEM	246,072.55
7/19/2018	7/19/2018	RD	1579988	DAWN DAVIS	1,348,000.00
7/31/2018	7/31/2018	RD	1580836	DAWN DAVIS	205,000.00
7/31/2018	7/31/2018	RD	1580837	DAWN DAVIS	67,000.00
7/31/2018	7/31/2018	RD	1580838	DAWN DAVIS	1,605,000.00

Account Summary

Total Deposit:	3,495,072.55	Beginning Balance:	51,648,156.06
Total Withdrawal:	-1,000,000.00	Ending Balance:	54,143,228.61



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-4
Subject: Approval of progress pay estimate no. 2 for the 2018 Clarifier Painting project

Background

The 2018 Clarifier Painting Project consists of rehabilitating the coating in the following facilities: primary clarifier no. 2, primary clarifier no. 3, and chemical clarifier no. 2. The contractor has completed 100% of the work in primary clarifier no. 2 and has completed 98% of the work in chemical clarifier no. 2. The contractor is currently ahead of schedule and under budget and has begun work on primary clarifier no. 3.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 2 would yield a payment to the contractor of \$90,204.

Attachments

Progress pay estimate no. 2.

Recommendation

Approve progress pay estimate no. 2 for the 2018 Clarifier Painting project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

Tahoe-Truckee Sanitation Agency
2018 Clarifier Painting Project

Original Contract Amount: \$291,475.00
C.M #1: (\$2,957.10)
Revised Contract Amount: \$288,517.90

Progress Pay Estimate No. 2
 June 25, 2018 to July 20, 2018

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

CONTRACTOR:
 F.D. Thomas, Inc
 217 Bateman Dr
 Central Point, OR, 97502

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
General							
1.	The total lump sum including all labor materials, etc., for mobilization.	N/A	1	LUMP SUM	\$13,500.00	100%	\$13,500.00
2.	The total lump sum including all labor materials, etc., for demobilization.	N/A	1	LUMP SUM	\$13,500.00	0%	\$0.00
3.	Additive bid item for climatic controls. The unit price per day for the operation of dehumidification system, and/or other system for the control of the environmental conditions.	\$717.00	1	DAY	\$717.00	0%	\$0.00
Primary Clarifier No. 2							
4.	Primary Clarifier No. 2: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Primary Clarifier No. 2 (Work Area 1).	N/A	1	LUMP SUM	\$17,900.00	100%	\$17,900.00
5.	Primary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Primary Clarifier No. 2.	N/A	1	LUMP SUM	\$4,325.00	100%	\$4,325.00
6.	Primary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Primary Clarifier No. 2.	N/A	1	LUMP SUM	\$16,500.00	100%	\$16,500.00
7A	Primary Clarifier No. 2: Perform welding repairs as directed by Agency. This bid item shall include 20 hours of welding (see Technical Specifications, Section 01020 for more information).	\$187.00	20	HRS.	\$3,740.00	100%	\$3,740.00
7B	Primary Clarifier No. 2: Perform welding repairs as directed by Agency. This bid item shall include \$1,000 for material (see Technical Specifications, Section 01020 for more information).	N/A	1	LUMP SUM	\$1,000.00	100%	\$1,000.00
8.	Primary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating of specified items in Primary Clarifier	N/A	1	LUMP SUM	\$18,000.00	100%	\$18,000.00
9.	Primary Clarifier No. 2: The unit price per hour for grinding work in Primary Clarifier No. 2.	\$108.00	12	HRS.	\$1,296.00	100%	\$1,296.00
10.	Primary Clarifier No. 2: The total lump sum, including all labor materials, equipment, and tools to apply the specified coating to specified items in Primary Clarifier No. 2.	N/A	1	LUMP SUM	\$20,200.00	100%	\$20,200.00
11.	Primary Clarifier No. 2: The unit price per linear foot for caulking in Primary Clarifier No. 2.	\$8.00	150	L.F.	\$1,200.00	100%	\$1,200.00
Primary Clarifier No. 3							
12.	Primary Clarifier No. 3: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Primary Clarifier No. 3 (Work Area 3).	N/A	1	LUMP SUM	\$17,900.00	50%	\$8,950.00
13.	Primary Clarifier No. 3: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Primary Clarifier No. 3.	N/A	1	LUMP SUM	\$4,325.00	100%	\$4,325.00

14.	Primary Clarifier No. 3: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Primary Clarifier No. 3.	N/A	1	LUMP SUM	\$16,500.00	0%	\$0.00
15A	Primary Clarifier No. 3: Perform welding repairs as directed by Agency. This bid item shall include 20 hours of welding (see Technical Specifications, Section 01020 for more information).	\$187.00	20	HRS.	\$3,740.00	0%	\$0.00
15B	Primary Clarifier No. 3: Perform welding repairs as directed by Agency. This bid item shall include \$1,000 for material (see Technical Specifications, Section 01020 for more information).	N/A	1	LUMP SUM	\$1,000.00	0%	\$0.00
16.	Primary Clarifier No. 3: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating of specified items in Primary Clarifier No. 3.	N/A	1	LUMP SUM	\$18,000.00	0%	\$0.00
17.	Primary Clarifier No. 3: The unit price per hour for grinding work in Primary Clarifier No. 3.	\$108.00	12	HRS.	\$1,296.00	0%	\$0.00
18.	Primary Clarifier No. 3: The total lump sum, including all labor materials, equipment, and tools to apply the specified coating to items specified items in Primary Clarifier No. 3.	N/A	1	LUMP SUM	\$20,200.00	0%	\$0.00
19.	Primary Clarifier No. 3: The unit price per linear foot for caulking in Primary Clarifier No. 3.	\$8.00	150	L.F.	\$1,200.00	0%	\$0.00

Chemical Clarifier No. 2

20.	Chemical Clarifier No. 2: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Chemical Clarifier No. 2 (Work Area 2).	N/A	1	LUMP SUM	\$17,900.00	50%	\$8,950.00
21.	Chemical Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Chemical Clarifier No. 2.	N/A	1	LUMP SUM	\$13,000.00	100%	\$13,000.00
22.	Chemical Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Chemical Clarifier No. 2.	N/A	1	LUMP SUM	\$16,000.00	100%	\$16,000.00
23A	Chemical Clarifier No. 2: Perform welding repairs as directed by Agency. This bid item shall include 20 hours of (see Technical Specifications, Section 01020 for more information).	\$187.00	20	HRS.	\$3,740.00	0%	\$0.00
23B	Chemical Clarifier No. 2: Perform welding repairs as directed by Agency. This bid item shall include \$1,000 for material (see Technical Specifications, Section 01020 for more information).	N/A	1	LUMP SUM	\$1,000.00	0%	\$0.00
24.	Chemical Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating of specified items in Chemical	N/A	1	LUMP SUM	\$18,000.00	100%	\$18,000.00
25.	Chemical Clarifier No. 2: The unit price per hour for grinding work in Chemical Clarifier No. 2.	\$108.00	12	HRS.	\$1,296.00	33%	\$427.68
26.	Chemical Clarifier No. 2: The total lump sum, including all labor materials, equipment, and tools to apply the coating to specified items in Chemical	N/A	1	LUMP SUM	\$23,700.00	97%	\$22,989.00
27.	Chemical Clarifier No. 2: The unit price per linear foot for caulking in Chemical Clarifier No. 2.	\$8.00	100	L.F.	\$800.00	50%	\$400.00

Contract Modifications

Contract Modification No. 1							(\$2,957.10)
TOTAL					\$291,475.00		\$187,745.58

TOTAL EARNED TO DATE:	\$187,745.58
LESS PREVIOUS BALANCE	\$88,154.30
5% TOTAL RETENTION TO DATE:	\$9,387.28
TOTAL AMOUNT DUE CONTRACTOR:	\$90,204.00

ACCEPTED BY:
F.D. Thomas, Inc

BY: C. Hall
DATE: 8/17/18

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: _____
DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-5
Subject: Approval of progress pay estimate no. 1 for the 2018 Roof Repair project

Background

The 2018 Roof Repair project consists of rehabilitating the roof over the following T-TSA buildings:

1. Building 1, Administration
2. Building 2, AWT
3. Building 3, Maintenance Office
4. Building 3, Sever Room
5. Building 4, Upper Roof
6. Building 4, Thickening Lab
7. Building 6, Corridor
8. Building 53, C&CT

The contractor has completed 100% of the work and has finished the project ahead of schedule.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 1 would yield a payment to the contractor of \$120,561.65.

Attachments

Progress pay estimate no. 1.

Recommendation

Approve progress pay estimate no. 1 for the 2018 Roof Repair project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

Tahoe-Truckee Sanitation Agency
2018 Roof Repair Project

Original Contract Amount: \$126,907.00
C.M #1: N/A
Revised Contract Amount: N/A

Progress Pay Estimate No. 1
June 20, 2018 to August 1, 2018

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

CONTRACTOR:
CentiMark Corporation
1010 Winding Creek Rd Ste 130
Roseville, CA 95678

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
General							
1.	Total lump sum	N/A	1	LUMP SUM	\$126,907.00	100%	\$126,907.00
TOTAL					\$126,907.00		\$126,907.00

TOTAL EARNED TO DATE:	\$126,907.00
5% TOTAL RETENTION TO DATE:	\$6,345.35
TOTAL AMOUNT PREVIOUSLY PAID:	\$0.00
TOTAL AMOUNT DUE CONTRACTOR:	\$120,561.65

ACCEPTED BY:
CentiMark Corporation

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: 
DATE: 8/3/18

BY: _____
DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VI-1
Subject: Appeal of charges for APN N18-590-38-000

Background

Ms. d'Ambra, owner of APN N18-590-38-000, has submitted a letter to the Board of Directors requesting relief of a connection fee and back sewer service charges on a recent assessment.

Per Section 10.P of Ordinance 2-2015:

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

Attached are correspondences, the appeal letter and supporting documentation for consideration.

Fiscal Impact

A relief of connection fees and back sewer service charges would equal \$3,833.08 as of August 1, 2018.

Attachments

Correspondences between T-TSA and Ms. d'Ambra.

Recommendation

Management recommends upholding the connection fee and service charges as assessed per Agency ordinance.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

From: Emily Pindar
To: ["Denise Dambra"](#)
Cc: ["Roshelle Chavez"](#); ["LaRue Griffin"](#)
Subject: RE: N18-590-38-000, 11378 Ridge Rd. - Appeal Response
Date: Thursday, July 26, 2018 8:54:05 AM
Attachments: [image001.png](#)

Hi Denise-

If you are unable to attend the meeting, perhaps you could prepare a written statement to the Board making the case for your appeal that could be provided to the Board? In order to include the letter in the Board packet, it would need to be received by August 3, 2018.

Thank you,

Emily Pindar

Customer Service Supervisor

[Tahoe-Truckee Sanitation Agency](#)

13720 Butterfield Drive, Truckee CA 96161

(530)587-2525

(530)587-5840 fax



From: Denise Dambra <denisedambra@sbcglobal.net>
Sent: Wednesday, July 25, 2018 1:58 PM
To: Emily Pindar <epindar@ttsa.net>
Subject: Re: N18-590-38-000, 11378 Ridge Rd. - Appeal Response

Thank you for the update. Unfortunately I am leaving town that day. I will not be able to go to the meeting. Not sure what to do? Denise

Sent from my iPhone

On Jul 25, 2018, at 1:44 PM, Emily Pindar <epindar@ttsa.net> wrote:

Hi Denise-

I made a mistake in my email below. The special Board Meeting is **Thursday, August 16, 2018** at 9:00am.

I apologize for any confusion my error caused.

Please feel free to reach out with any questions.

Thank you,

Emily Pindar

Customer Service Supervisor

Tahoe-Truckee Sanitation Agency

13720 Butterfield Drive, Truckee CA 96161

(530)587-2525

(530)587-5840 fax

<image001.png>

From: Emily Pindar <epindar@ttsa.net>

Sent: Wednesday, July 25, 2018 1:06 PM

To: 'Denise Dambra' <denisedambra@sbcglobal.net>

Cc: 'LaRue Griffin' <lgriffin@ttsa.net>; 'Roshelle Chavez' <rchavez@ttsa.net>

Subject: RE: N18-590-38-000, 11378 Ridge Rd. - Appeal Response

Hello Ms. D'Ambra-

The regular Board Meeting scheduled for August 8, 2018 referenced below has been cancelled. A special Board Meeting has been scheduled for August 15, 2018, and your appeal has been placed on the agenda for this special meeting. The Board meeting will be held at our administrative office (13720 Butterfield Drive, Truckee CA 96161) and commence at **9:00 am, August 15, 2018**. Although your attendance is not mandatory, it is still recommend you attend should you desire to address the Board of Directors.

Please feel free to contact Mr. Griffin if there are any questions.

Thank you.

Emily Pindar

Customer Service Supervisor

Tahoe-Truckee Sanitation Agency

13720 Butterfield Drive, Truckee CA 96161

(530)587-2525

(530)587-5840 fax

<image001.png>

From: LaRue Griffin <lgriffin@ttsa.net>

Sent: Monday, July 09, 2018 10:22 AM

To: 'Denise Dambra' <denisedambra@sbcglobal.net>

Cc: 'Emily Pindar' <epindar@ttsa.net>; Roshelle Chavez <rchavez@ttsa.net>

Subject: RE: N18-590-38-000, 11378 Ridge Rd. - Appeal Response

Ms. Dambra – Thank you for your response. As requested, I will place your appeal on

the August 8, 2018 Board meeting agenda and will provide all previous correspondences to the Board of Directors. The Board meeting will be held at our administrative office (13720 Butterfield Drive, Truckee CA 96161) and commence at 9:00 am. Your email shall serve as the appeal to the Board of Directors, however, should you prefer to prepare a letter directly to the Board of Directors, please forward to my attention by the end of July. Although your attendance is not mandatory, I recommend you attend should you desire to address the Board of Directors.

Please feel free to contact me if there are any questions. Thank you.

LaRue Griffin, General Manager
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA. 96161
Office: (530) 587-2525
Fax: (530) 587-5840

From: Denise Dambra [<mailto:denisedambra@sbcglobal.net>]
Sent: Saturday, July 07, 2018 5:01 PM
To: Emily Pindar <epindar@ttsa.net>
Cc: lgriffin@ttsa.net
Subject: Re: N18-590-38-000, 11378 Ridge Rd. - Appeal Response

Dear Mr. Griffin, Thank you for your response to my letter. In 2002 I did file for a minor use permit. After that I met with Tony Lashbrook when he at that point grandfathered in my beauty salon home business. After being grandfathered in I withdrew my minor use application as I met all the requirements. I was never informed by anyone from the town of Truckee, TSD or TTSA that I was obligated to pay a connection fee. I did not know I was to provide written notice of the connection. Not sure how i would have known to pay that. I am sorry and not sure how all this happened.

I would like to appeal your decision to the board of directors as this is a financial hardship. Would you be so kind to forward all of this correspondence to the board and place me on your next agenda August 8th.

Sincerely, Denise d'Ambra

On Jul 6, 2018, at 9:56 AM, Emily Pindar <epindar@ttsa.net> wrote:

Hello Ms. D'Ambra-

Please find the attached written response to your appeal from Mr. Griffin.

Please let me know if I can be of further assistance.

Thank you,

Emily Pindar

Customer Service Supervisor

[Tahoe-Truckee Sanitation Agency](#)

13720 Butterfield Drive, Truckee CA 96161

(530)587-2525

(530)587-5840 fax

<image001.png>

From: Denise Dambra [<mailto:denisedambra@sbcglobal.net>]

Sent: Sunday, June 24, 2018 9:02 AM

To: lgriffin@ttsa.net

Cc: Emily Pindar <epindar@ttsa.net>

Subject: Fwd: parcel file contents

Begin forwarded message:

From: Denise Dambra

<denisedambra@sbcglobal.net>

Subject: Re: parcel file contents

Date: June 22, 2018 at 2:33:41 PM PDT

To: Emily Pindar <epindar@ttsa.net>

Cc: lgriffin@ttsa.net, rchavez@ttsa.net

Hi La Rue, I received the following from Emily Pindar. I am appealing to you to forgive the \$2500. connection fee for the 1 beauty shop chair that should have been billed 16 years ago, back in April 2002. I was recently notified by TSD regarding back fees and they forgave the connection fee. Given the length of time that has passed, I was hoping your agency would do the same. In your correspondence with the Town of Truckee, Planning Division letter dated April 5,2002, TTSA was informed of the application for a minor use permit for a beauty salon in my home. The response letter from TTSA dated April 18,2002 states that the applicant (that being myself) would be required to pay a connection fee. I feel its unfair after 16 years you are billing me when you were aware of this situation back in 2002 for the 1 beauty shop chair. Since then I have not been informed by any agency that I owed these fees and I never

received a bill. The other fees I am appealing are the service fees for the ADU (finalized in 2006) and the fees for the 1 beauty shop chair. Due to the circumstances TSD offered to go back only 2 years on the service fees. I am asking TTSA to do the same. The truth is I do not have nor can I come up with \$3833.08. in back fees.

Thank you your consideration in this matter.

Sincerely, Denise d'Ambra

On Jun 20, 2018, at 11:17 AM, Emily Pindar
<epindar@ttsa.net> wrote:

Hi Denise-

Attached you will find the only reference to the beauty shop contained in the parcel file for your property. T-TSA received a project routing request for a home occupation hair salon on April 8, 2002 from the Town of Truckee. T-TSA provided comments dated April 18, 2002 regarding the connection fees due. I have attached these documents for your reference, as well as the comments provided to the TOT by the Truckee Sanitary District on April 11, 2002.

No copy of the TSD inspection report dated Feb. 7, 2006 you referenced was contained in the parcel file until October 23, 2017, when it was provided via email by Truckee Sanitary District staff.

Please let me know if I can be of further assistance.

Thank you,

Emily Pindar

Customer Service Supervisor

[Tahoe-Truckee Sanitation Agency](#)

13720 Butterfield Drive, Truckee CA 96161

(530)587-2525

(530)587-5840 fax

<image001.png>

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan

General Manager

LaRue Griffin

July 6, 2018

Denise D'Ambra
11378 Ridge Rd.
Truckee, CA 96161

RE: N18-590-38-000/11378 Ridge Rd.

Dear Ms. D'Ambra:

Please accept this written notice in response to your appeal received via email on June 22, 2018. In your appeal, you requested a waiver of connection fees for your beauty shop service chair in the amount of \$2,500 and a limit of the assessment of service charges for the accessory dwelling unit (ADU) and beauty shop chair to two years.

As you are aware, T-TSA recently discovered the beauty shop service chair and ADU during an inspection in October 2017. Even though there was correspondence with the Town of Truckee indicating an application for a minor use permit for the beauty shop service chair, there was no notice provided by you to confirm the connection was made. There was also no notice regarding the ADU.

Per Section 14 of the T-TSA Ordinance:

"It shall be the duty of each owner of a parcel connected to public sewer to report in writing to the Agency any changes or discrepancies in the billing units associated with the owner's facilities discharging waste into the public sewer, or if there is an increase or decrease in the character, strength, or amount of discharge in the Agency sewage works."

As we were not informed, the beauty shop chair and ADU constitute as unreported connections and are subject to sewer service charges and sewer connection fees per Section 15 of the T-TSA Ordinance:

"An unreported connection is a connection which has not been inspected and approved by the member entity, by a public entity served by contract with a member entity, or by the Agency. An unreported discharge is a discharge on a parcel connected to a sanitary sewer system that increases the billing units associated with the parcel for which all applicable charges have not been paid."

Upon discovery of unreported connections or unreported discharges to the sanitary sewer system, the Agency shall charge all current sewer service charges and fees, and current sewer connection charges and fees as provided in Section 10 of these rules and regulations, including all basic penalties and additional penalties thereon, from the time the unreported connection or discharge was made..."

As indicated in the correspondence from Ms. Emily Pindar, the ADU was determined to be exempt from sewer connection fees. Unfortunately, the beauty shop service chair is subject a connection fee.

Although all sewer service charges may be assessed from the time the unreported connection or discharge was made, T-TSA has limited the sewer service charges assessed to a period of three years in accordance with California Code of Civil Procedures Section 338.

Therefore, I find that the assessed charges and fees for the beauty shop service chair and ADU are consistent with T-TSA Ordinances and I am unable to grant the relief you requested.

In accordance with Sections 10.E and 10.F of the T-TSA Ordinance, the following options are available:

"The owner may elect to pay connection charges over a twelve (12) month or lesser period, at an interest rate of 12% per annum."

"If the owner wishes to remove the additional billing units that resulted in additional sewer connection and service charges, the billing units must be removed within thirty (30) days after the date the owner is advised of the increased billing units. If, at any subsequent time, the same billing units have been added on such a parcel, the owner shall pay the current sewer connection charges and service charges associated with the billing units and not have an opportunity to remove them."

If you choose to utilize either of the above options, please contact us and we can assist you in the process.

Should you determine my findings and decision unacceptable, you are entitled to further appeal per Section 9.B of the T-TSA Ordinance:

"Should the appellant not be satisfied with the determination of the Agency General Manager, the appellant may appeal, in writing, the decision of the Agency General Manager to the Agency Board of Directors within 30 days after the date of the General Manager's written notice to the appellant of the decision. The Agency General Manager shall then submit such appeal, together with his/her recommendations, to the Agency Board of Directors which shall forthwith evaluate the appeal and schedule a Board of Directors' meeting to hear and consider the appeal, at which written evidence may be presented and oral presentations may be made. A written decision summarizing the findings and ruling of the Agency Board of Directors shall be sent to the appellant within forty-five (45) days after the date of the Agency Board of Directors' meeting on the appeal."

Please contact me if there are any questions.



LaRue Griffin
General Manager

Enclosures: Appeal of Charges email dated 6/22/18
T-TSA letter dated 6/11/18

From: [Denise Dambra](#)
To: lgriffin@ttsa.net
Cc: [Emily Pindar](#)
Subject: Fwd: parcel file contents
Date: Sunday, June 24, 2018 9:02:22 AM

Begin forwarded message:

From: Denise Dambra <denisedambra@sbcglobal.net>
Subject: Re: parcel file contents
Date: June 22, 2018 at 2:33:41 PM PDT
To: Emily Pindar <epindar@ttsa.net>
Cc: lgriffin@ttsa.net, rchavez@ttsa.net

Hi La Rue, I received the following from Emily Pindar. I am appealing to you to forgive the \$2500. connection fee for the 1 beauty shop chair that should have been billed 16 years ago, back in April 2002. I was recently notified by TSD regarding back fees and they forgave the connection fee. Given the length of time that has passed, I was hoping your agency would do the same. In your correspondence with the Town of Truckee, Planning Division letter dated April 5,2002, TTSA was informed of the application for a minor use permit for a beauty salon in my home. The response letter from TTSA dated April 18,2002 states that the applicant (that being myself) would be required to pay a connection fee. I feel its unfair after 16 years you are billing me when you were aware of this situation back in 2002 for the 1 beauty shop chair. Since then I have not been informed by any agency that I owed these fees and I never received a bill. The other fees I am appealing are the service fees for the ADU (finaled in 2006) and the fees for the 1 beauty shop chair. Due to the circumstances TSD offered to go back only 2 years on the service fees. I am asking TTSA to do the same. The truth is I do not have nor can I come up with \$3833.08. in back fees. Thank your your consideration in this matter.
Sincerely, Denise d'Ambra

On Jun 20, 2018, at 11:17 AM, Emily Pindar <epindar@ttsa.net> wrote:

Hi Denise-

Attached you will find the only reference to the beauty shop contained in the parcel file for your property. T-TSA received a project routing request for a home occupation hair salon on April 8, 2002 from the Town of Truckee. T-TSA provided comments dated April 18, 2002 regarding the connection fees due. I have attached these documents for your reference, as well as the comments provided to the TOT by the Truckee Sanitary District on April 11, 2002.

No copy of the TSD inspection report dated Feb. 7, 2006 you referenced was contained in the parcel file until October 23, 2017, when it was provided via email by Truckee Sanitary District staff.

Please let me know if I can be of further assistance.

Thank you,

Emily Pindar

Customer Service Supervisor

[Tahoe-Truckee Sanitation Agency](#)

13720 Butterfield Drive, Truckee CA 96161

(530)587-2525

(530)587-5840 fax

<image001.png>

<2018_06_20_11_04_49.pdf>

TAHOE-TRUCKEE SANITATION AGENCY



June 11, 2018

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

Directors

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

Denise D'Ambra
11378 Ridge Rd.
Truckee, CA 96161

RE: N18-590-38-000 11378 Ridge Rd.

Dear Customer:

This letter is to advise you of the results of the inspection performed by the Tahoe-Truckee Sanitation Agency and the Truckee Sanitary District on the above-referenced property. Enclosed you will find a copy of the T-TSA inspection.

T-TSA is currently billing this property for one residential unit. During our inspection, the inspector counted an additional residential unit above the garage and a beauty shop service chair.

The Agency has determined per Section 15 of the T-TSA Ordinance that the addition of the residential unit and the beauty shop chair are unreported connections. An unreported connection is "a connection which has not been inspected and approved by the member entity, or by the Agency." Per the letter to you dated April 19, 2018 from the Truckee Sanitary District (TSD), TSD has deemed these additional billing units as unreported connections.

Section 15, Unreported Connections and Discharges states:

Upon discover of unreported connections or unreported discharges to a sanitary sewer system, the Agency shall charge all current sewer service charges and fees, and current sewer connection charges and fees as provided in Section 10 of these rules and regulations, including all basic penalties and additional penalties thereon, from the time the unreported connection or discharge was made;

Connection fees are due for this increase in billing units. The current connection fee for a beauty shop service chair is \$2,500.00. Enclosed you will find an invoice for this amount.

An installment payment plan for a period of up to 12 months may be arranged with T-TSA for payment of these additional connection fees. Interest on the unpaid balance will be charged at the rate of 1% per month.

T-TSA has determined that the additional residential unit in question meets the definition of an Accessory Dwelling Unit or ADU as defined by Ordinance 1-2018. Ordinance 1-2018 states that an ADU shall be exempt from connection fees if it meets the following criteria:

(1) Is on a single family lot and there is no other Accessory Dwelling Unit on the lot, (2) is within a zone for single-family use, (3) is contained within the existing space of a single family residence or accessory structure (e.g., studio, pool house, or other similar structure), (4) has independent exterior access from the existing residence, and (5) has side and rear setbacks sufficient for fire safety.

It has been determined that the ADU in question meets the above criteria, and is thus exempt from connection fees. Ordinance 1-2018 stipulates that ADU's are still subject to T-TSA residential sewer service charges.

Per California Code of Civil Procedures Section 338, T-TSA will only assess sewer service charges going back to July 1, 2015. These fees equal \$1,333.08. These fees can be broken down as follows:

	<u>Residential</u>	<u>Beauty Shop</u>
7/1/2015 – 12/31/2015	\$153.00	\$69.18
1/1/2016 – 7/1/2016	\$153.00	\$69.18
7/1/2016 – 12/31/2016	\$153.00	\$69.18
1/1/2017 – 6/30/2017	\$153.00	\$69.18
7/1/2017 – 12/31/2017	\$153.00	\$69.18
1/1/2018 – 6/30/2018	<u>\$153.00</u>	<u>\$69.18</u>
	\$918.00	\$415.08

If these connection fees or service charges become delinquent after 30 days, they may be subject to a basic penalty of 10% and an additional penalty of 1.5% per month.

If you wish to appeal these charges, please submit a letter of appeal to the General Manager of T-TSA within 30 days of the date of this letter. If the General Manager's decision is unsatisfactory to you, it can be appealed in writing or in person to the T-TSA Board of Directors at their next regular meeting. Your appeal must be received 7 days prior to the date of the Board meeting. The Board of Directors regular meetings are normally held on the second Wednesday of each month at 9:00 AM.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,



Emily Pindar
Customer Service Supervisor

Enclosures

cc: Truckee Sanitary District



Tahoe-Truckee Sanitation Agency
 13720 Butterfield Dr.
 Truckee, CA 96161
 (530) 587-2525
 (530) 587-5840 fax
 www.tsa.net

Billing Statement

Billing Date	6/11/2018
Account Number	N18-590-38-000
Balance Due	\$1,333.08
Due Date	7/11/2018

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

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

Denis D'Ambra
 11378 Ridge Rd.
 Truckee, CA 96161

Account Information:

Account Information:

Account Number: N18-590-38-000
 Service Address: 11378 Ridge Rd.
 Billing Codes: *** R2, A1
 Billing Date: 6/11/2018
 Due Date: 7/11/2018
 Billing Period: 7/1/2015 to 6/30/2018

***See Reverse for Billing Codes

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

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

Account Balance:

Previous Balance: \$0.00
 Current Charge: \$1,333.08
 Delinquency Charge: \$0.00
 Other Charge: \$0.00
Total Amount Due: \$1,333.08

Special Message:

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

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

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

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

Change of Address

Name
Address

Account Balance

Account Number	N18-590-38-000
Service Address	11378 Ridge Rd.
Due Date	7/11/2018
Total Amount Due	\$1,333.08

Denis D'Ambra
 11378 Ridge Rd.
 Truckee, CA 96161



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



Tahoe-Truckee Sanitation Agency
 13720 Butterfield Drive
 Truckee, CA 96161
 530.587.2525

Invoice No. **N18-590-38-000**
 11378 Ridge Rd

INVOICE

Owner

Denise D'Ambra
 11378 Ridge Rd
 Truckee, CA 96161

Connection Fees

Date: 6/11/2018
 Account #: N18-590-38-000
 11378 Ridge Rd

	Description	Rate	Total
Connection Fees:			
1	A-1 Beauty Shop Chair	\$ 2,500.00	\$ 2,500.00
0	1.50% Interest on principal due:	\$ -	\$ -
0	Prior 1.50% interest on principal due:	\$ -	\$ -
0	30 day 10% penalty on principal due: August 1, 2018	\$ -	\$ -
	Subtotal		\$ 2,500.00
	TOTAL		\$ 2,500.00

Physical Address:
 11378 Ridge Rd

If in thirty (30) days from the date of original invoice, we have not received payment, a penalty of ten percent (10%) will be assessed, plus an additional 1.5% per month on the unpaid amount.

Delinquent charges together with all penalties thereon may be collected by the tax collector on this property's tax bill and/or such charges shall constitute a lien against the property to which the facilities are furnished until the charges and penalties are fully paid.

Current:	\$	2,500.00
Over 30 Days:	\$	-
Over 60 Days:	\$	-
Over 90 Days:	\$	-



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VI-2
Subject: Appeal of charges for APN N19-190-02-000A

Background

Mr. Tietz, representative of Union Pacific Railroad (owner of APN N18-590-38-000), has submitted a letter to the Board of Directors requesting relief of compound interest and penalties on past unpaid assessments.

Per Section 10.P of Ordinance 2-2015:

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

Attached are correspondences, the appeal letter and supporting documentation for consideration.

Fiscal Impact

A relief of compound interest and penalties would equal \$3,511.42 as of August 1, 2018.

Attachments

Correspondences between T-TSA and Mr. Tietz
Exhibit 1: Transaction history with compound interest
Exhibit 2: Transaction history simulating collection on an annual basis
Exhibit 3: Comparison of transaction history

Recommendation

Management recommends offering a relief contingent of payment of past due sewer service charges within 60 days.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



TTSA Board of Directors,

Union Pacific (UP) is the property owner of 10130 W River St. Truckee, CA 96161. About a year and half ago we evicted the former Tenant (Diego's Restaurant) from the premises. In our Lease with all tenants, it is a requirement that all utilities and services be placed in their name and paid by them. In doing so, Union Pacific was unaware that the tenant was not paying for services rendered to them by your agency. It recently came to our attention from TTSA that Diego's left an unpaid balance of \$8,483.10 for sewer service including, charges for approximately \$3,826.53 in interest and \$454.44 in penalties. Union Pacific would like to resolve the matter and make this account current with TTSA. As per Section 10.P, Relief Provision of the TTSA which states,

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

Union Pacific is requesting that relief be granted on the interest and penalties accrued by our former tenant. UP will be happy to work with TTSA in any way to rectify the poor standing the account was left in by the former tenant.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Tietz".

Adam Tietz
Analyst RE - Prop Mgmt - Real Estate
(402) 544-8805

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan

General Manager

LaRue Griffin

July 30, 2018

Union Pacific Railroad
Attn: Adam Tietz
1400 Douglas St, Stop 1690
Omaha, NE 68179

RE: Request for Relief of Charges / N19-090-02-000A

Dear Mr. Tietz:

We are in receipt of your written request submitted July 20, 2018 requesting relief of penalties and interest to the above referenced account. Typically, an initial appeal is submitted to the General Manager for a determination and should you not be satisfied with my determination, an appeal would be submitted directly to the Board of Directors. However, based on correspondences between Ms. Emily Pindar and yourself, I will forward your written appeal directly to the Board of Directors for their consideration. It should be noted that since initial correspondence commenced with Ms. Pindar, penalties equal \$454.44 and the interest has continued to accrue and will total \$4,072.56 as of August 1, 2018.

Your appeal request will be placed on the agenda for the upcoming Special Board Meeting on August 16, 2018. The meeting will be held at our administrative office located at 13720 Butterfield Drive, Truckee CA 96161 and commence at 9:00 am. Although your attendance is not mandatory, I recommend you attend should you desire to address the Board of Directors. If this is not possible, you may submit any additional correspondence to the Board of Directors to my attention by August 8, 2018 and I will forward accordingly.

Please feel free to contact me if there are any questions. Thank you.

A handwritten signature in blue ink, appearing to read 'LaRue Griffin', is written over a horizontal line.

LaRue Griffin
General Manager

EXHIBIT 1
Transaction History

Union Pacific/Leasee Diego's
Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Payments	Balance Due
4/1/2011	10/15/2010 to 6/30/2011	\$ 459.85				\$ 459.85
5/1/2011						\$ 459.85
6/1/2011			\$ 5.75			\$ 465.60
7/1/2011	7/1-12/31/11	\$ 324.60	\$ 5.82			\$ 796.02
8/1/2011			\$ 5.89			\$ 801.91
9/1/2011			\$ 10.02	\$ 32.46		\$ 844.39
10/1/2011			\$ 10.55			\$ 854.94
11/1/2011			\$ 10.69			\$ 865.63
12/1/2011			\$ 10.82			\$ 876.45
1/1/2012	1/1-6/30/12	\$ 324.60	\$ 10.96			\$ 1,212.01
2/1/2012			\$ 11.09			\$ 1,223.10
3/1/2012			\$ 15.29	\$ 32.46		\$ 1,270.85
4/1/2012			\$ 15.89			\$ 1,286.74
5/1/2012			\$ 16.08			\$ 1,302.82
6/1/2012			\$ 16.29			\$ 1,319.11
7/1/2012	7/1-12/31/12	\$ 324.60	\$ 16.49			\$ 1,660.20
8/1/2012			\$ 16.70			\$ 1,676.90
9/1/2012			\$ 20.96	\$ 32.46		\$ 1,730.32
10/1/2012			\$ 21.63			\$ 1,751.95
11/1/2012			\$ 21.90			\$ 1,773.85
12/1/2012			\$ 22.17			\$ 1,796.02
1/1/2013	1/1-6/30/13	\$ 324.60	\$ 22.45			\$ 2,143.07
2/1/2013			\$ 22.73			\$ 2,165.80
3/1/2013			\$ 27.07	\$ 32.46		\$ 2,225.33
4/1/2013			\$ 27.82			\$ 2,253.15
5/1/2013			\$ 28.16			\$ 2,281.31
6/1/2013			\$ 28.52			\$ 2,309.83
6/26/2013	Payment - Diego's				\$ (1,000.00)	\$ 1,309.83

Transaction History

Union Pacific/Leasee Diego's
Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Payments	Balance Due
7/1/2013	7/1-12/31/13	\$ 324.60	\$ 16.37			\$ 1,650.80
8/1/2013			\$ 16.58			\$ 1,667.38
9/1/2013			\$ 20.84	\$ 32.46		\$ 1,720.68
10/1/2013			\$ 21.51			\$ 1,742.19
11/1/2013			\$ 21.78			\$ 1,763.97
12/1/2013			\$ 22.05			\$ 1,786.02
1/1/2014	1/1-6/30/14	\$ 324.60	\$ 22.33			\$ 2,132.95
2/1/2014			\$ 22.60			\$ 2,155.55
3/1/2014			\$ 26.94	\$ 32.46		\$ 2,214.95
4/1/2014			\$ 27.69			\$ 2,242.64
5/1/2014			\$ 28.03			\$ 2,270.67
6/1/2014			\$ 28.38			\$ 2,299.05
7/1/2014	7/1-12/31/14	\$ 324.60	\$ 28.74			\$ 2,652.39
8/1/2014			\$ 29.10			\$ 2,681.49
9/1/2014			\$ 33.52	\$ 32.46		\$ 2,747.47
10/1/2014			\$ 34.34			\$ 2,781.81
11/1/2014			\$ 34.77			\$ 2,816.58
12/1/2014			\$ 35.21			\$ 2,851.79
1/1/2015	1/1-6/30/15	\$ 324.60	\$ 35.65			\$ 3,212.04
2/1/2015			\$ 36.09			\$ 3,248.13
3/1/2015			\$ 40.60	\$ 32.46		\$ 3,321.19
4/1/2015			\$ 41.51			\$ 3,362.70
5/1/2015			\$ 42.03			\$ 3,404.73
6/1/2015			\$ 42.56			\$ 3,447.29
6/19/2015	Payment Batch #540				\$ (247.29)	\$ 3,200.00
7/1/2015	7/1-12/31/15	\$ 324.60	\$ 40.00			\$ 3,564.60
8/1/2015			\$ 40.50			\$ 3,605.10
9/1/2015			\$ 45.06	\$ 32.46		\$ 3,682.62
10/1/2015			\$ 46.03			\$ 3,728.65

Transaction History

Union Pacific/Leasee Diego's

Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Payments	Balance Due
11/1/2015			\$ 46.61			\$ 3,775.26
12/1/2015			\$ 47.19			\$ 3,822.45
1/1/2016	1/1-6/30/16	\$ 324.60	\$ 47.78			\$ 4,194.83
2/1/2016			\$ 48.38			\$ 4,243.21
3/1/2016			\$ 53.04	\$ 32.46		\$ 4,328.71
4/1/2016			\$ 54.11			\$ 4,382.82
5/1/2016			\$ 54.79			\$ 4,437.61
6/1/2016			\$ 55.47			\$ 4,493.08
7/1/2016	7/1-12/31/16	\$ 324.60	\$ 56.16			\$ 4,873.84
8/1/2016			\$ 68.24			\$ 4,942.08
9/1/2016			\$ 74.13	\$ 32.46		\$ 5,048.67
10/1/2016			\$ 75.73			\$ 5,124.40
11/1/2016			\$ 76.87			\$ 5,201.27
12/1/2016			\$ 78.02			\$ 5,279.29
1/1/2017	1/1-6/30/17	\$ 324.60	\$ 79.19			\$ 5,683.08
2/1/2017			\$ 80.38			\$ 5,763.46
3/1/2017			\$ 86.45	\$ 32.46		\$ 5,882.37
4/1/2017			\$ 88.24			\$ 5,970.61
5/1/2017			\$ 89.56			\$ 6,060.17
6/1/2017			\$ 90.90			\$ 6,151.07
7/1/2017	7/1/17 -12/31/17	\$ 324.60				\$ 6,475.67
8/1/2017			\$ 92.27			\$ 6,567.94
9/1/2017			\$ 98.52	\$ 32.46		\$ 6,698.92
10/1/2017			\$ 100.48			\$ 6,799.40
11/1/2017			\$ 101.99			\$ 6,901.39
12/1/2017			\$ 103.52			\$ 7,004.91
1/1/2018	1/1/18 - 6/30/18	\$ 324.60	\$ 105.07			\$ 7,434.58
2/1/2018			\$ 106.65			\$ 7,541.23
3/1/2018			\$ 113.12	\$ 32.46		\$ 7,686.81

Transaction History

Union Pacific/Leasee Diego's
Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Payments	Balance Due
4/1/2018			\$ 115.30			\$ 7,802.11
5/1/2018			\$ 117.03			\$ 7,919.14
6/1/2018			\$ 118.79			\$ 8,037.93
7/1/2018	7/1/18 - 12/31/18	\$ 324.60	\$ 120.57			\$ 8,483.10
8/1/2018			\$ 122.38			\$ 8,605.48
	TOTALS	\$ 5,328.85	\$ 4,069.48	\$ 454.44	\$ (1,247.29)	\$ 8,605.48

EXHIBIT 2

Non-Compounding Scenario

Union Pacific/Leasee Diego's

Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Balance Due	Payments
4/1/2011	10/15/2010 to 6/30/2011	\$ 459.85			\$ 459.85	
5/1/2011					\$ 459.85	
6/1/2011			\$ 5.75		\$ 465.60	
7/1/2011	7/1-12/31/11	\$ 324.60	\$ 5.82		\$ 796.02	
8/1/2011			\$ 5.89		\$ 801.91	
9/1/2011			\$ 10.02	\$ 32.46	\$ 844.39	
10/1/2011			\$ 10.55		\$ 854.94	
11/1/2011			\$ 10.69		\$ 865.63	
12/1/2011			\$ 10.82		\$ 876.45	
1/1/2012	1/1-6/30/12	\$ 324.60	\$ 10.96		\$ 1,212.01	
2/1/2012			\$ 11.09		\$ 1,223.10	
3/1/2012			\$ 15.29	\$ 32.46	\$ 1,270.85	
4/1/2012			\$ 15.89		\$ 1,286.74	
5/1/2012			\$ 16.08		\$ 1,302.82	
6/1/2012			\$ 16.29		\$ 1,319.11	
6/30/2012	Fiscal Year End 11/12					
7/1/2012	7/1-12/31/12	\$ 324.60			\$ 324.60	
8/1/2012					\$ 324.60	
9/1/2012			\$ 4.06	\$ 32.46	\$ 361.12	
10/1/2012			\$ 4.51		\$ 365.63	
11/1/2012			\$ 4.57		\$ 370.20	
12/1/2012			\$ 4.63		\$ 374.83	
1/1/2013	1/1-6/30/13	\$ 324.60	\$ 4.69		\$ 704.12	
2/1/2013			\$ 8.80		\$ 712.92	
3/1/2013			\$ 8.91	\$ 32.46	\$ 754.29	
4/1/2013			\$ 9.43		\$ 763.72	
5/1/2013			\$ 9.55		\$ 773.27	
6/1/2013			\$ 9.67		\$ 782.94	

Non-Compounding Scenario

Union Pacific/Leasee Diego's

Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Balance Due	Payments
6/26/2013	Payment - Diego's				\$ 782.94	\$ (1,000.00)
6/30/2013	Fiscal Year End 12/13					
7/1/2013	7/1-12/31/13	\$ 324.60			\$ 324.60	
8/1/2013					\$ 324.60	
9/1/2013			\$ 4.06	\$ 32.46	\$ 361.12	
10/1/2013			\$ 4.51		\$ 365.63	
11/1/2013			\$ 4.57		\$ 370.20	
12/1/2013			\$ 4.63		\$ 374.83	
1/1/2014	1/1-6/30/14	\$ 324.60	\$ 4.69		\$ 704.12	
2/1/2014			\$ 8.80		\$ 712.92	
3/1/2014			\$ 8.91	\$ 32.46	\$ 754.29	
4/1/2014			\$ 9.43		\$ 763.72	
5/1/2014			\$ 9.55		\$ 773.27	
6/1/2014			\$ 9.67		\$ 782.94	
6/30/2014	Fiscal Year End 13/14					
7/1/2014	7/1-12/31/14	\$ 324.60			\$ 324.60	
8/1/2014					\$ 324.60	
9/1/2014			\$ 4.06	\$ 32.46	\$ 361.12	
10/1/2014			\$ 4.51		\$ 365.63	
11/1/2014			\$ 4.57		\$ 370.20	
12/1/2014			\$ 4.63		\$ 374.83	
1/1/2015	1/1-6/30/15	\$ 324.60	\$ 4.69		\$ 704.12	
2/1/2015			\$ 8.80		\$ 712.92	
3/1/2015			\$ 8.91	\$ 32.46	\$ 754.29	
4/1/2015			\$ 9.43		\$ 763.72	
5/1/2015			\$ 9.55		\$ 773.27	
6/1/2015			\$ 9.67		\$ 782.94	
6/19/2015	Payment Batch #540				\$ 782.94	\$ (247.29)
6/30/2015	Fiscal Year End 14/15					
7/1/2015	7/1-12/31/15	\$ 324.60			\$ 324.60	

Non-Compounding Scenario

Union Pacific/Leasee Diego's

Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Balance Due	Payments
8/1/2015					\$ 324.60	
9/1/2015			\$ 4.06	\$ 32.46	\$ 361.12	
10/1/2015			\$ 4.51		\$ 365.63	
11/1/2015			\$ 4.57		\$ 370.20	
12/1/2015			\$ 4.63		\$ 374.83	
1/1/2016	1/1-6/30/16	\$ 324.60	\$ 4.69		\$ 704.12	
2/1/2016			\$ 8.80		\$ 712.92	
3/1/2016			\$ 8.91	\$ 32.46	\$ 754.29	
4/1/2016			\$ 9.43		\$ 763.72	
5/1/2016			\$ 9.55		\$ 773.27	
6/1/2016			\$ 9.67		\$ 782.94	
6/30/2016	Fiscal Year End 15/16					
7/1/2016	7/1-12/31/16	\$ 324.60			\$ 324.60	
8/1/2016					\$ 324.60	
9/1/2016			\$ 4.06	\$ 32.46	\$ 361.12	
10/1/2016			\$ 4.51		\$ 365.63	
11/1/2016			\$ 4.57		\$ 370.20	
12/1/2016			\$ 4.63		\$ 374.83	
1/1/2017	1/1-6/30/17	\$ 324.60	\$ 4.69		\$ 704.12	
2/1/2017			\$ 8.80		\$ 712.92	
3/1/2017			\$ 8.91	\$ 32.46	\$ 754.29	
4/1/2017			\$ 9.43		\$ 763.72	
5/1/2017			\$ 9.55		\$ 773.27	
6/1/2017			\$ 9.67		\$ 782.94	
6/30/2017	Fiscal Year End 16/17					
7/1/2017	7/1/17 -12/31/17	\$ 324.60			\$ 324.60	
8/1/2017					\$ 324.60	
9/1/2017			\$ 4.06	\$ 32.46	\$ 361.12	
10/1/2017			\$ 4.51		\$ 365.63	
11/1/2017			\$ 4.57		\$ 370.20	

Non-Compounding Scenario

Union Pacific/Leasee Diego's

Acct #N19-090-02-000A

Date	Description	Service Charge	Interest	Penalty	Balance Due	Payments
12/1/2017			\$ 4.63		\$ 374.83	
1/1/2018	1/1/18 - 6/30/18	\$ 324.60	\$ 4.69		\$ 704.12	
2/1/2018			\$ 8.80		\$ 712.92	
3/1/2018			\$ 8.91	\$ 32.46	\$ 754.29	
4/1/2018			\$ 9.43		\$ 763.72	
5/1/2018			\$ 9.55		\$ 773.27	
6/1/2018			\$ 9.67		\$ 782.94	
6/30/2018	Fiscal Year End 17/18					
7/1/2018	7/1/18-12/31/18	\$ 324.60			\$ 324.60	
8/1/2018					\$ 324.60	
	TOTALS	\$ 5,328.85	\$ 558.06	\$ 454.44	\$ 5,094.06	\$ (1,247.29)

EXHIBIT 3

Union Pacific Fee Breakdown			
Charge Type	Original/Actual	Revised Sample/Non-Compounding	Difference Of
Service Charge	\$ 5,328.85	\$ 5,328.85	\$ -
Interest	\$ 4,069.48	\$ 558.06	\$ 3,511.42
10% Penalty	\$ 454.44	\$ 454.44	\$ -
Payments Made	\$ (1,247.29)	\$ (1,247.29)	\$ -
Total Balance (As of 8/01/18)	\$ 8,605.48	\$ 5,094.06	\$ 3,511.42



TAHOE-TRUCKEE SANITATION AGENCY
MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: VI-3
Subject: Discussion regarding Classification and Compensation Study

Background

As the Employee Handbook is amended, it would be beneficial to update job descriptions to coincide with such handbook. Updating job descriptions would accurately reflect the duties and responsibilities of each position at the Agency. Typically, as job descriptions are updated, a salary study is performed to determine if the benefits/salaries for positions are internally equitable and competitive within our employment markets.

Due to time constraints, it is more expedient to obtain a consultant to perform a Classification and Compensation Study which would gather, document, and analyze information about individual job content, requirements and benefits/salaries. From this information, a clear relationship between job tasks and the knowledge, skills, and abilities required to perform the tasks can be clearly demonstrated. The compensation study would serve as preparation for the upcoming employee negotiations scheduled for next calendar year.

Fiscal Impact

Dependent on proposal costs from Request for Proposals (RFP).

Recommendation

Discuss and approve an issuance of a RFP for a Classification and Compensation Study.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

1. Operations Department Report
2. Maintenance Department Report
3. Engineering Department Report
4. Information Technology (IT) Department Report
5. Administration Department Report

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY
OPERATIONS DEPARTMENT REPORT

Date: August 16, 2018
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

There was a WDR limit violation of suspended solids (non-reportable day), turbidity and total phosphorus (non-reportable day) during the month of July. The Regional Water Quality Control Board (Lahontan Region) has been notified and appropriate corrective measures have been taken.

Operations Report:

- Cleaned and isolated primary clarifier #3 for the painting project.
- Adjusted to accommodate summer loading.
- Overall, plant operations ran well.

Laboratory Report:

- Staff performed necessary laboratory testing per WDR requirements and operational needs.

Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	4.73
Monthly maximum instantaneous ⁽¹⁾	7.73
Maximum 7- day average	5.40

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	Recorded	Limit	Recorded	Limit
Suspended Solids (mg/l)	2.40	10.0	4.20	20.0
Turbidity (NTU)	NA	NA	60.0	10.0
Total Phosphorus (mg/l)	0.33	0.8	0.47	1.5
Chemical Oxygen Demand (mg/l)	40.7	45.0	46.0	60.0

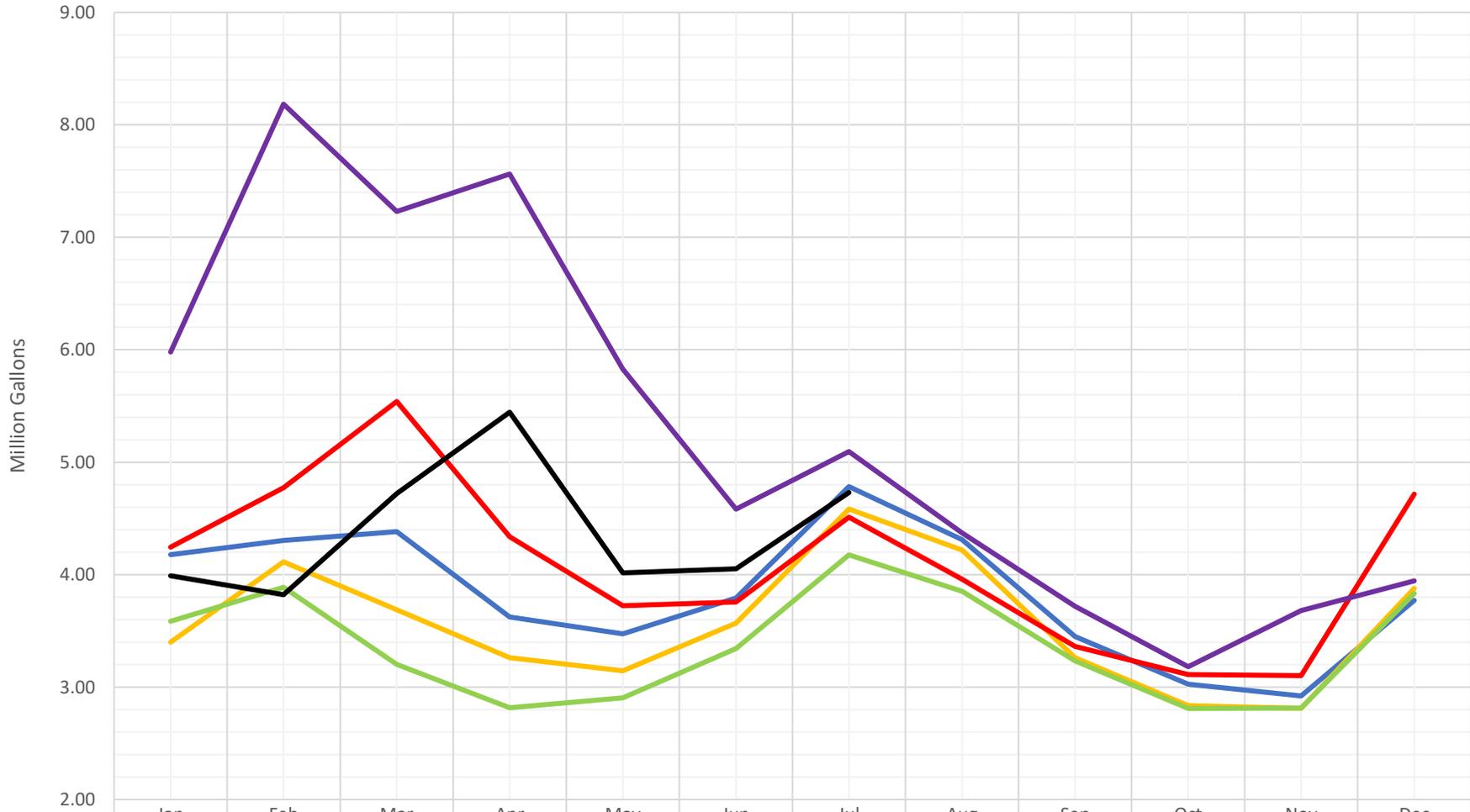
Notes: 1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

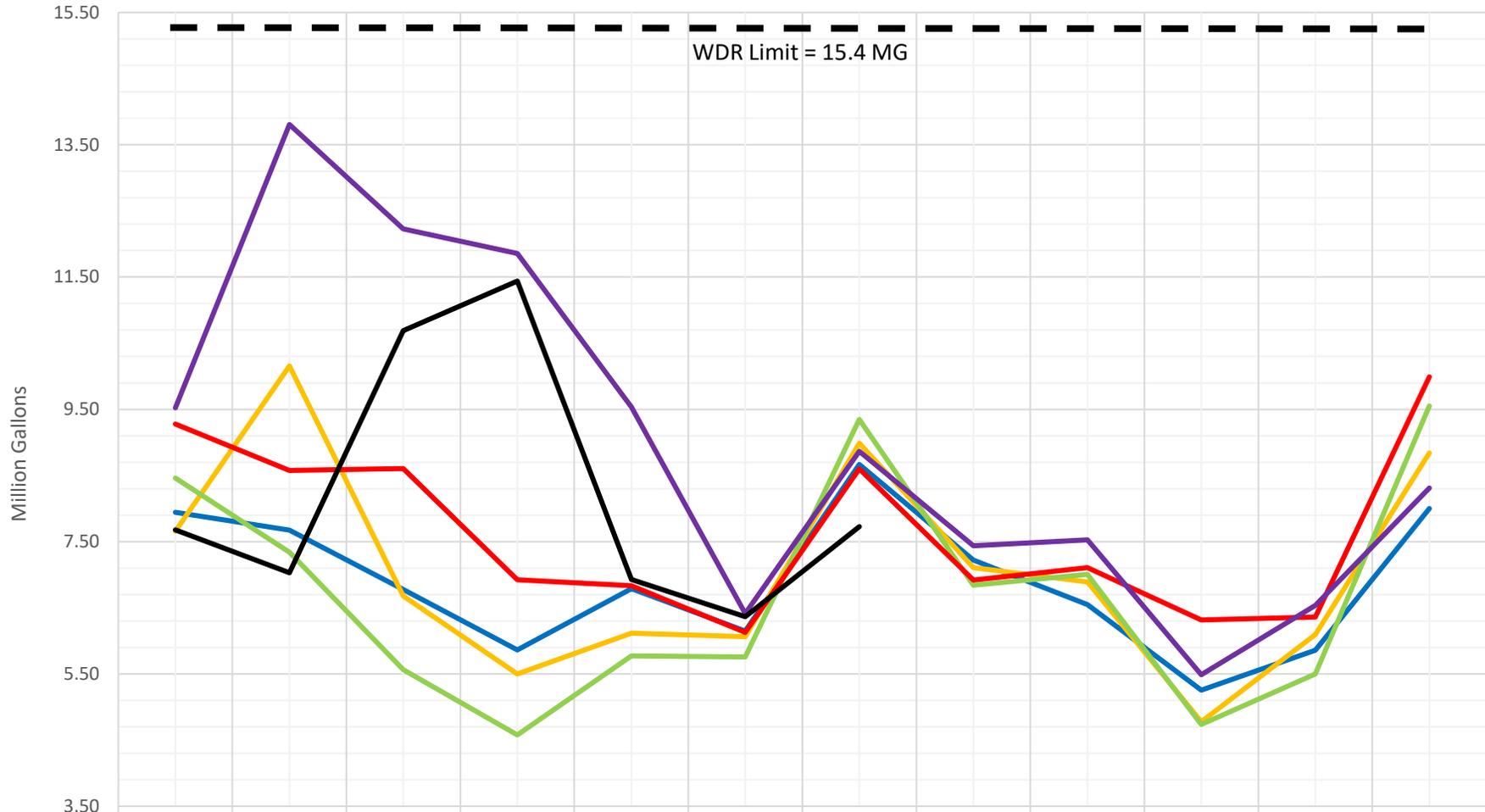
Approved By: 
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Influent)



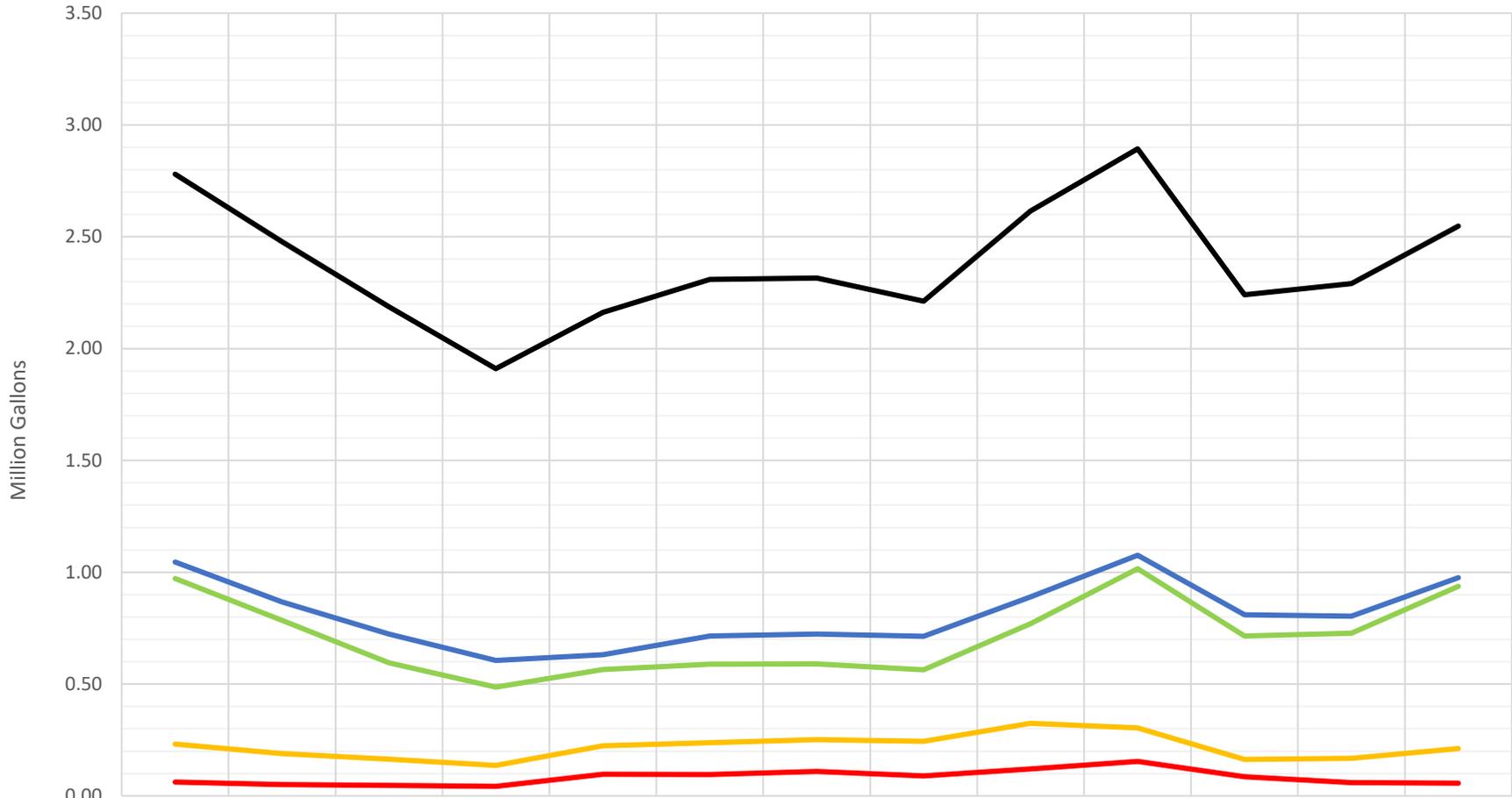
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	4.18	4.31	4.38	3.62	3.47	3.79	4.78	4.31	3.45	3.03	2.92	3.77
2014	3.40	4.11	3.69	3.26	3.14	3.57	4.58	4.22	3.26	2.84	2.81	3.88
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73					

Monthly Maximum Instantaneous Flow (Influent)



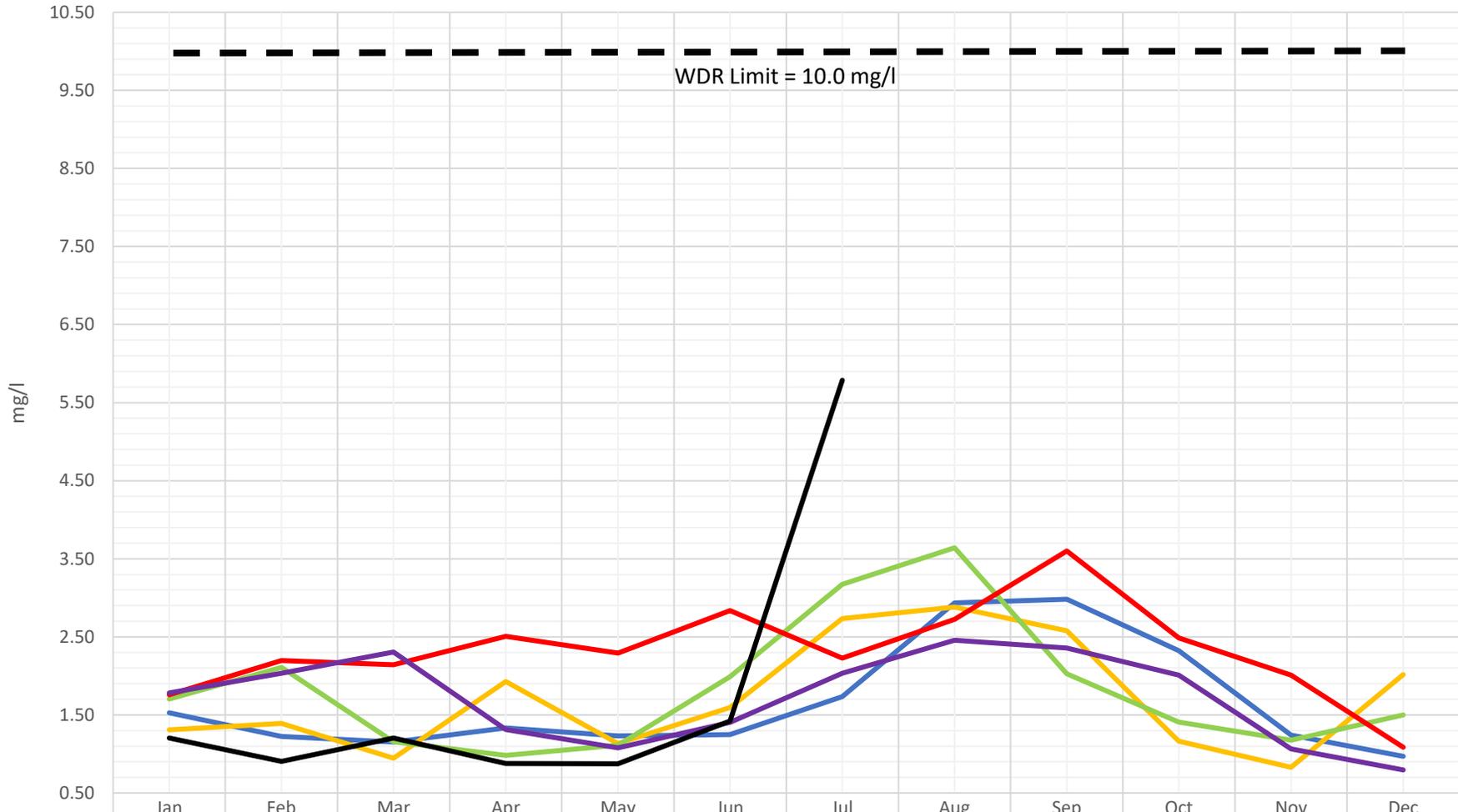
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	7.94	7.67	6.78	5.86	6.79	6.15	8.67	7.22	6.55	5.26	5.86	8.00
2014	7.66	10.16	6.68	5.50	6.12	6.06	8.99	7.11	6.89	4.78	6.09	8.84
2015	8.46	7.34	5.56	4.58	5.77	5.76	9.35	6.84	7.00	4.74	5.50	9.55
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73					

Monthly Average Daily Flow (Districts)



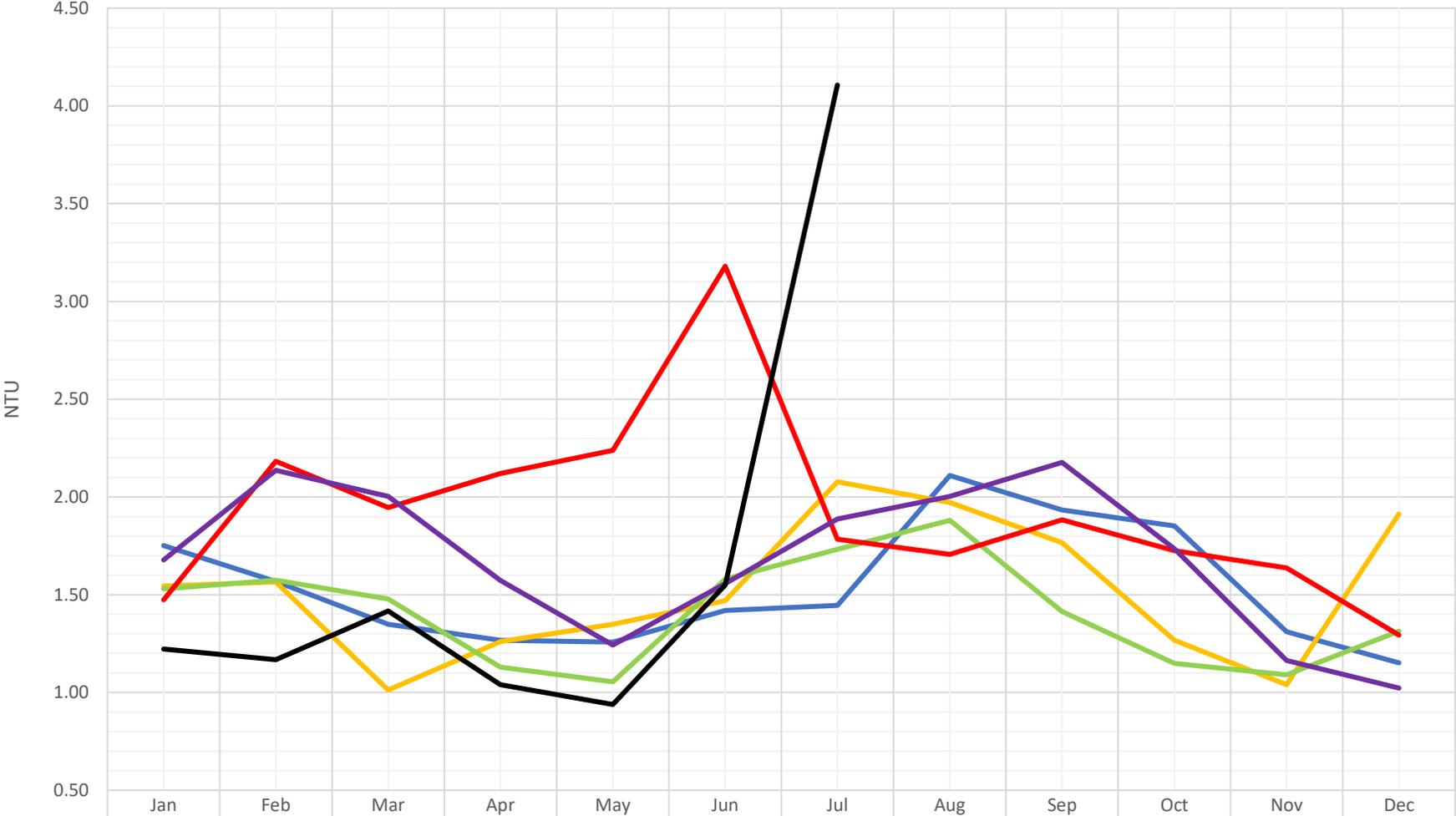
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
NTPUD	1.05	0.87	0.72	0.61	0.63	0.72	0.72	0.71	0.89	1.08	0.81	0.80	0.98
TCPUD	0.97	0.79	0.59	0.49	0.57	0.59	0.59	0.56	0.77	1.02	0.72	0.73	0.94
ASCWD	0.06	0.05	0.05	0.04	0.10	0.10	0.11	0.09	0.12	0.15	0.09	0.06	0.06
SVPSD	0.23	0.19	0.16	0.14	0.22	0.24	0.25	0.24	0.32	0.30	0.16	0.17	0.21
TSD	2.78	2.48	2.19	1.91	2.16	2.31	2.32	2.21	2.62	2.89	2.24	2.29	2.55

Monthly Average Daily Suspended Solids (Effluent)



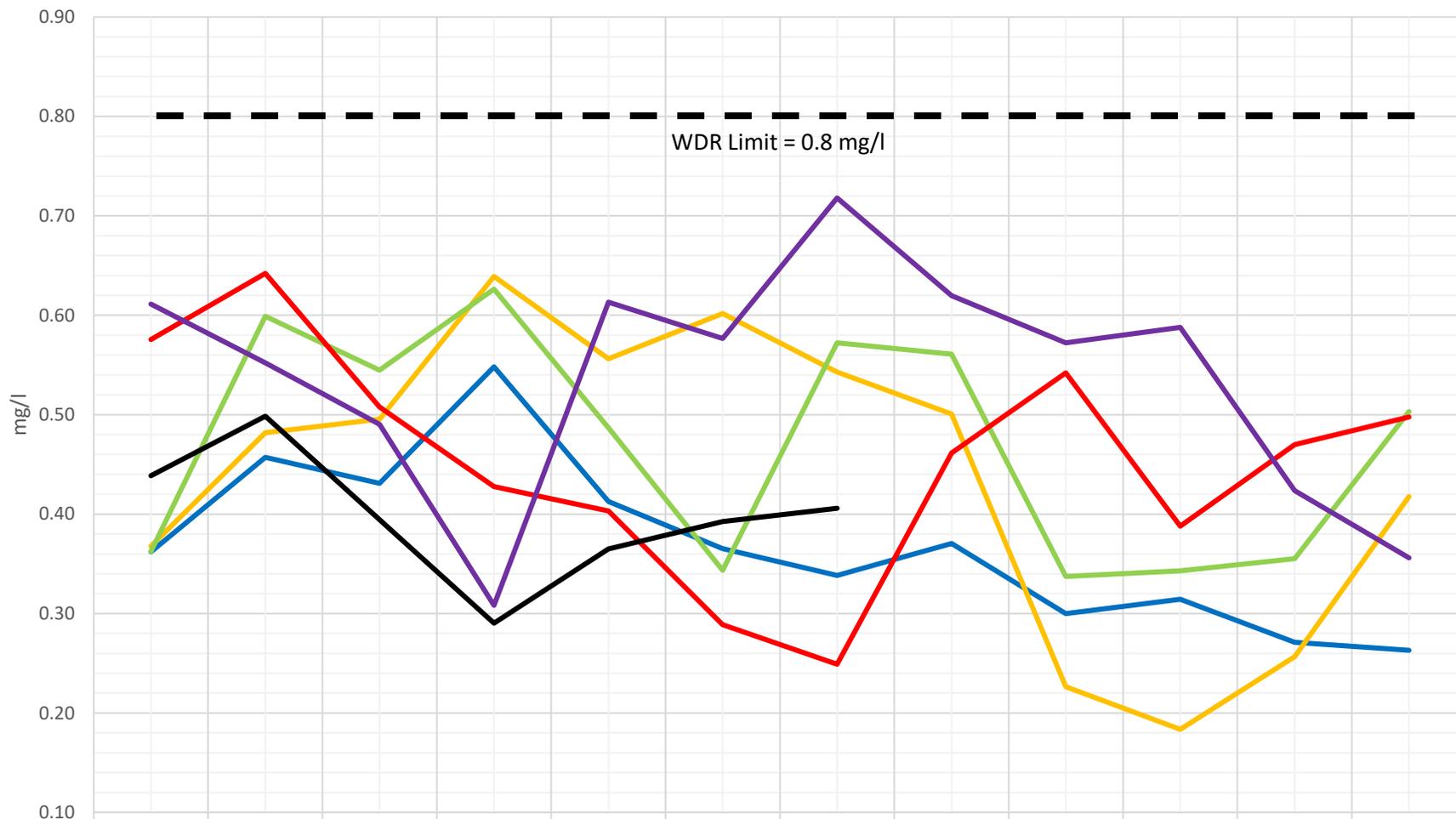
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.53	1.23	1.15	1.33	1.23	1.25	1.73	2.93	2.98	2.32	1.24	0.97
2014	1.31	1.39	0.95	1.93	1.13	1.60	2.73	2.88	2.58	1.16	0.83	2.02
2015	1.70	2.11	1.16	0.98	1.11	1.99	3.17	3.64	2.03	1.41	1.18	1.50
2016	1.76	2.20	2.14	2.51	2.29	2.84	2.23	2.72	3.60	2.49	2.01	1.09
2017	1.78	2.04	2.30	1.31	1.08	1.40	2.03	2.46	2.36	2.01	1.06	0.80
2018	1.20	0.91	1.20	0.88	0.87	1.42	5.79					

Monthly Average Daily Turbidity (Effluent)



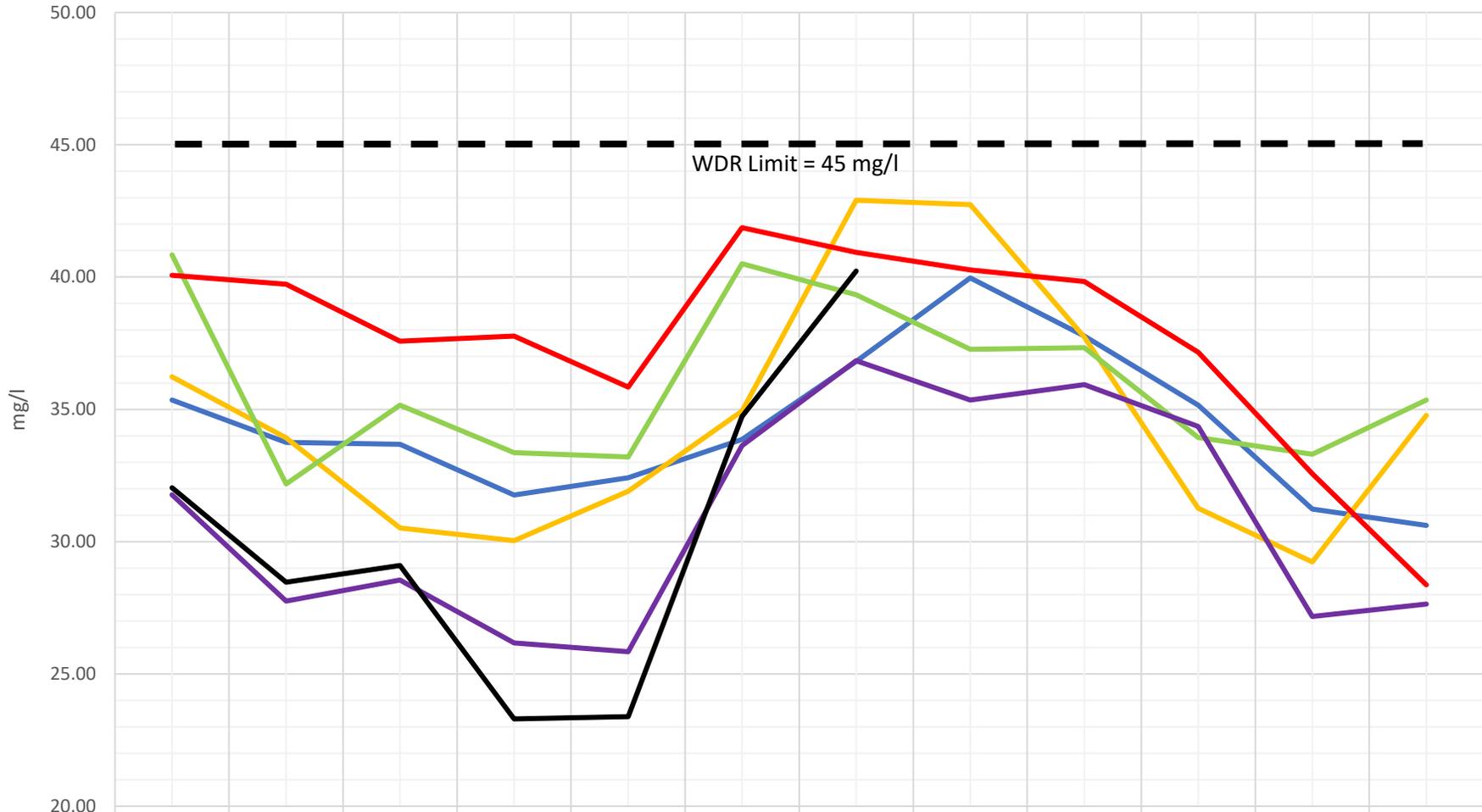
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.75	1.57	1.35	1.27	1.26	1.42	1.45	2.11	1.93	1.85	1.31	1.15
2014	1.55	1.56	1.01	1.26	1.35	1.47	2.08	1.97	1.77	1.27	1.04	1.91
2015	1.53	1.58	1.48	1.13	1.05	1.58	1.73	1.88	1.41	1.15	1.09	1.31
2016	1.47	2.18	1.95	2.12	2.24	3.18	1.78	1.71	1.88	1.73	1.64	1.29
2017	1.68	2.14	2.00	1.57	1.24	1.56	1.89	2.00	2.18	1.74	1.16	1.02
2018	1.22	1.17	1.42	1.04	0.94	1.55	4.11					

Monthly Average Daily Total Phosphorus (Effluent)



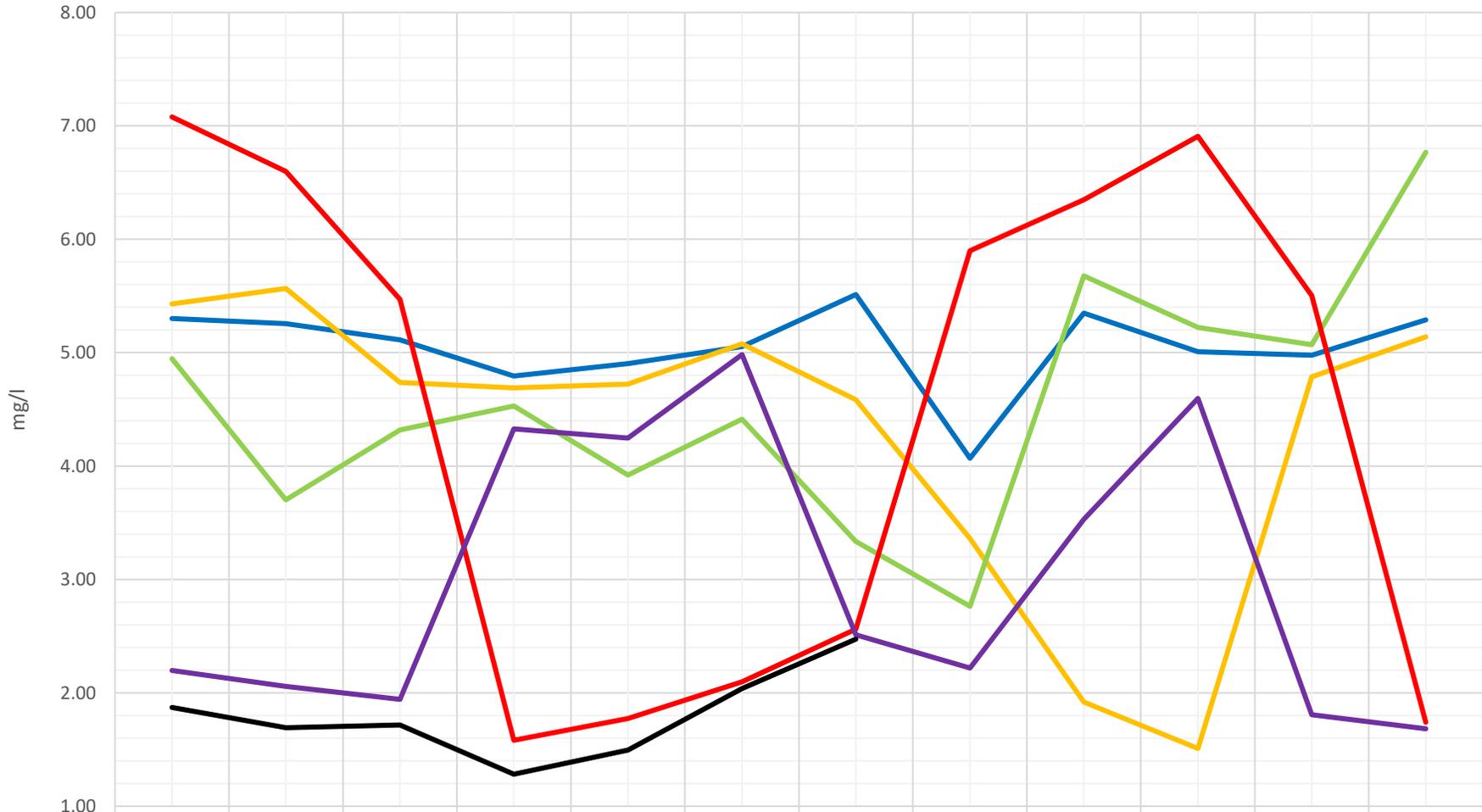
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	0.36	0.46	0.43	0.55	0.41	0.37	0.34	0.37	0.30	0.31	0.27	0.26
2014	0.37	0.48	0.50	0.64	0.56	0.60	0.54	0.50	0.23	0.18	0.26	0.42
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41					

Monthly Average Daily Chemical Oxygen Demand (Effluent)



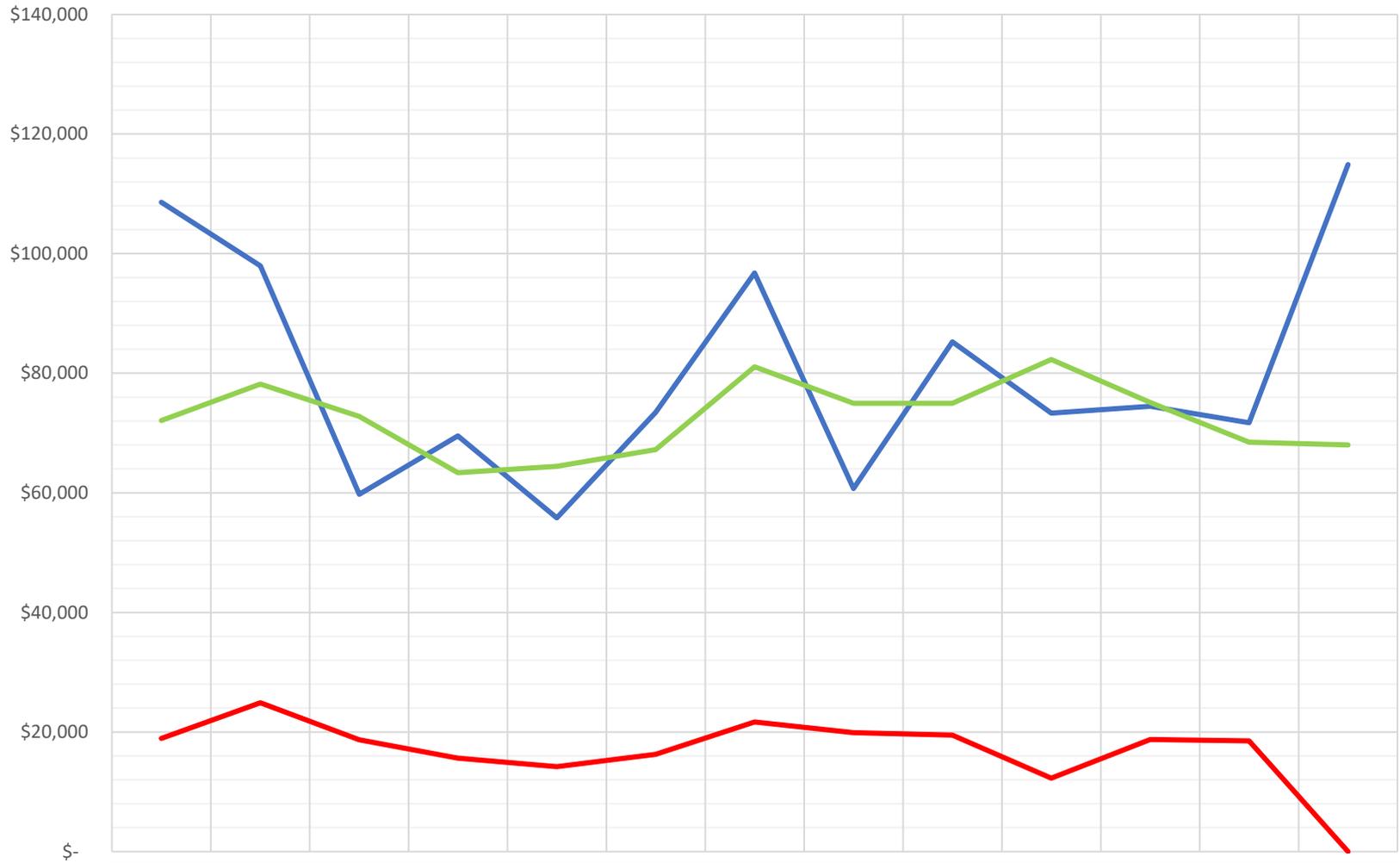
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	35.35	33.75	33.68	31.77	32.42	33.87	36.81	39.97	37.77	35.16	31.23	30.61
2014	36.23	33.93	30.52	30.03	31.90	34.93	42.90	42.74	37.73	31.26	29.23	34.77
2015	40.84	32.18	35.16	33.37	33.20	40.50	39.33	37.27	37.33	33.94	33.30	35.35
2016	40.06	39.72	37.58	37.77	35.84	41.87	40.94	40.27	39.83	37.16	32.57	28.37
2017	31.77	27.75	28.55	26.17	25.84	33.63	36.84	35.35	35.93	34.35	27.17	27.65
2018	32.03	28.46	29.10	23.30	23.39	34.73	40.23					

Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	5.30	5.26	5.11	4.79	4.90	5.05	5.51	4.07	5.35	5.01	4.98	5.29
2014	5.43	5.57	4.74	4.69	4.72	5.08	4.58	3.36	1.92	1.51	4.79	5.14
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47					

Chemical, Power and Sludge Disposal Costs



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
— Chemical	\$108,605	\$97,942	\$59,755	\$69,541	\$55,808	\$73,445	\$96,752	\$60,704	\$85,237	\$73,330	\$74,466	\$71,733	\$114,902
— Power	\$72,091	\$78,170	\$72,782	\$63,357	\$64,429	\$67,239	\$81,095	\$74,980	\$74,980	\$82,300	\$75,117	\$68,486	\$68,012
— Sludge Disposal	\$18,935	\$24,894	\$18,690	\$15,604	\$14,185	\$16,261	\$21,680	\$19,869	\$19,469	\$12,296	\$18,752	\$18,517	N/A*

Note: *Sludge Removal invoices for July 2018 have not been received



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: August 16, 2018
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of July, Maintenance staff provided support for the following projects:
 - 2018 Clarifier Painting Project- Completed installation of all mechanical and electrical facilities in Primary Clarifier # 2, completed installation of all mechanical facilities in Chemical Clarifier # 2 and began installation of electrical facilities. Assisted Engineering Department with inspection of work performed in Chemical Clarifier # 2 and Primary # 3.
 - Received 41 TRI USA Dig-Alert requests in support of local community projects.
 - Provided TRI field support for the Tahoe City Truckee River Trail Reconstruction and Renewal Project and the SR 89/Fanny Bridge Community Revitalization Project.

- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of July:
 - Completed 48 Corrective Maintenance repair requisitions.
 - Completed 238 Preventive Maintenance repair requisitions.
 - Completed 18 Instrumentation and Electrical repair requisitions.
 - Initiated Translucent panel project. Estimated completion is scheduled for September 1st.

- ◆ **Plant Maintenance projects:** Maintenance staff is assisting in the following CIP projects:
 - TRI MH-81 to MH-83 Improvements.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: August 16, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of July, Engineering staff continued working on the following projects:
 - 2018 Clarifier Painting Project
 - 2018 Roof Repair Project
 - TRI MH 81 to 83 Improvements Project
 - Building 27 Main Service Upgrade Project
 - Administration Building Office Remodel Project
 - Digital Scanning of Sewer Lines
 - Multi-use Digester Pump

- ◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:
 - TCPUD Truckee River Trail Reconstruction and Renewal Project
 - FHWA Truckee River Bridge (Fanny Bridge) Project

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: August 16, 2018
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Runtimes for equipment and cascading values for registered components complete
 - Maintenance department changes
 - Repair requisition changes triggered at runtimes
 - Breakout of departments and crews
- T-TSA SCADA Information System (SIS)
 - Data points from Squaw Valley and Alpine Springs communications complete
 - Cloud database and web application program complete
 - SCADA integration with SIS complete
 - Runtimes being configured for Powerflex equipment
 - Power Monitoring being programmed for daily totalization upload to PIS and SIS.
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Configuration of Wonderware Application Server being installed
 - Planning of Intouch (Stand alone) to (Archestra platform)
 - Configuration of new Historian with push forward to cloud capabilities
 - Virtual Machine (SCADAMAIN10) configured and ready for installation
 - Installation of newest version of Wonderware and System Platform
- Telemetry Sites Upgrade
 - Squaw Valley Complete
 - Alpine Springs Complete
- BNR Blower Cabinet Environment Monitoring and Logging
 - Programming of IoT data collector that will monitor the following:
 - Motor bearing temperature X2
 - Inside ambient cabinet temperature
 - Outside ambient cabinet temperature
 - Non-contact blower housing temperature
 - Thermo-couples and digital thermostats tests complete
 - This logged data along with software analysis will provide us with operational efficiency scores along with predictive maintenance data.
 - Programming server software that will take data from each of the blowers and distribute to SCADA, SIS, and PIS.

Review Tracking:

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATION DEPARTMENT REPORT

Date: August 16, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Staff coordinated with management regarding the chart of account structuring of the budgets.
- Staff prepared month and fiscal year end reporting.
- Staff continued working with auditors in preparation for the annual financial audit scheduled for the end of August.

Billing/Customer Service

- General assistance with billing customer accounts, adjustments, refunds and reduction agreements.
- Staff worked to gather all information necessary for the delinquency charge process for July 2018, to facilitate their collection on the tax roll.
- Conducted 2 commercial inspections.
- Processed 38 new accounts/connections.

Purchasing

- Coordinated purchase of miscellaneous plant O&M supplies.
- Collaborated with Engineering department regarding contract documents for the 2018 Roof Repair project, Clarifier Painting project, and Digital Scanning of Sewer Lines project.

General Administration

- Continuing pursuit of new Utility Billing/Accounting Software for the Agency.
- Collaborated with HR Administrator for interviewing of Buyer and Administrative Assistant.
- Collaborated with HR Administrator in processing of Agency cost of living increases.
- Performed miscellaneous public records requests.

Review Tracking:

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-2
Subject: General Manager Report

Background

1. Management and staff continue to implement the PIS and asset management program.
2. Management and staff started programming for GIS.
3. Management worked with legal counsel on labor negotiations.
4. Management and staff prepared new accounting codes for fiscal year 2018-2019.
5. Management and staff reviewed new administration software presentation/proposal.
6. Management and staff met with Wells Fargo Bank to discuss investment options.
7. Management researched reserve fund options.
8. Management attended the CASA Annual Conference.
9. Management attended a SEED (Sustainable Energy & Economic Development) Fund/Collaborative Solar Procurement meeting.
10. Management met with A. Teichert & Son, Inc.
11. Staff continued revision of the employee handbook.
12. Staff provided a facility tour for the Aim High program students.

Fiscal Impact

None.

Attachments

None.

Recommendation

No action required.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: August 16, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX
Subject: Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Conference with real property negotiator concerning proposed lease price and terms of payment relating to: real property – Agency property in Truckee, CA located west of the TTSA Water Reclamation Plant, north of Joerger Drive, and south of the Truckee River (Nevada County APNs 49-330-04, 49-040-24 and 19-440-81); Agency negotiator – General Manager LaRue Griffin; and, other negotiating party – A. Teichert & Son, Inc. (dba Teichert Aggregates).
3. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).