



Tahoe-Truckee Sanitation Agency  
Regular Board Meeting  
January 20, 2021



# TAHOE-TRUCKEE SANITATION AGENCY

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

## Directors

*Dale Cox: President*  
*Dan Wilkins: Vice President*  
*David Smelser*  
*Blake Tresan*  
*S. Lane Lewis*

## General Manager

*LaRue Griffin*

## BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

**Date:** January 20, 2021

**Time:** 9:00 AM

This meeting will be conducted entirely by teleconferencing in accordance with Governor Newsom's Executive Order (#N-29-20) and the Board Room will not be accessible to the public. The following are the video conferencing: <https://us02web.zoom.us/j/89272900917> and audio teleconferencing call-in information: Toll-Free phone no. (888) 475-4499, access code: 892-729-00917#. If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please contact Mrs. Roshelle Chavez at (530) 587-2525 or [rchavez@ttsa.net](mailto:rchavez@ttsa.net).

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 via email. For more information on the process to participate in the meeting via computer, tablet or phone, see the accompanying [Guidelines for Using Zoom for T-TSA January 20 Board of Directors Meeting](#). To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

- I. Call to Order, Roll Call, and Pledge of Allegiance**
- II. Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.
- III. Professional Achievements, Awards and Anniversaries** Acknowledgement of staff for professional achievement and other awards.
- IV. Consent Agenda** Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.
  1. Approval of the minutes of the regular Board meeting on December 16, 2020.
  2. Approval of general fund warrants.

3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 4 for the 2020 Administration Building Remodel project.

**V. Regular Agenda**

1. Report from December 16, 2020 closed session meeting.
2. Presentation from California Special Districts Association (CSDA).
3. Presentation from Wilderness Forestry, Inc.
4. Approval of updated Annual Performance Evaluation template.
5. Approval of the Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy.
6. Approval of Resolution No. 1-2021 amending Resolution No. 12-2020 concerning employee benefit changes.
7. Approval to solicit bids for the 2021 Plant Painting project.
8. Approval to solicit bids for the 2021 Chiller Replacement project.
9. Approval of Engagement Letter Addendum from Damore, Hamric & Schneider, Inc.

**VI. Management Team Report**

1. Department Reports.
2. General Manager Report.

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

**VIII. Adjournment**

Posted and Mailed, 01/14/21



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

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



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*S. Lane Lewis*

### **General Manager**

*LaRue Griffin*

### **Guidelines for Using Zoom Meeting for** **T-TSA January 20 Board of Directors Meeting**

#### **Before the Meeting:**

- Zoom can be used in a web only application, on mobile devices, or as a desktop version. The desktop version is recommended as it has the most functionality. Please use the following link to download the APP:

[https://us02web.zoom.us/webinar/register/WN\\_UwXfHZr8S52TUv0CZGf\\_IQ](https://us02web.zoom.us/webinar/register/WN_UwXfHZr8S52TUv0CZGf_IQ)

#### **To Join the Meeting:**

- Video teleconference: You can join the meeting via computer, tablet, or phone which will allow greater functionality such as having a name associated with your caller-ID.
  - Join using this link: <https://us02web.zoom.us/j/89272900917> If you do not have a microphone with your video conference, please call in via audio teleconference to as described below.
- Audio Teleconference: You may also join the meeting via phone only.
  - Join by calling the following Toll-Free phone number: (888) 475-4499
  - You will then be asked for the Meeting ID: 892-729-00917#

#### **Controls:**

- If you are attending the meeting via video teleconference, please utilize the settings tab at the bottom of the screen to control your video. You are encouraged to share your video stream when speaking.
- Mute/Unmute – Please keep your audio/telephone on mute, regardless of teleconference method. If needed, the meeting host will also mute/unmute you to keep order for the meeting. You can do this using your phone's controls or using the controls on Zoom.

#### **Board Discussion:**

- Board President Cox will chair the meeting. After staff introduces an agenda item, Directors will be given the opportunity to provide comment one-by-one as called on by President Cox.



### **Public Comment Option(s):**

- After the Directors have discussed an agenda item, President Cox will move to receive public comment from the audience on the item. There are three (3) options in which to request to speak during public comment of an Agenda item. Mrs. Chavez will call on individual attendees in order of request to sequence comment.
  - **Option #1: Request to speak during public comment prior to the start of the meeting.** If you are attending the meeting via video or audio teleconference and would like to submit a public comment or comment on a specific Agenda item, please email Mrs. Roshelle Chavez, Executive Assistant/Board Clerk at [rchavez@ttsa.net](mailto:rchavez@ttsa.net). Identify your email subject title comment as “Public Comment”. In the body of the email please state if you wish to make a public comment or a comment on a specific Agenda item.
  - **Option #2: Call our office at (530) 587-2525 x 112** and ask for Mrs. Roshelle Chavez. If she is not available, please leave her a voicemail to let her know you wish to comment at the meeting.
  - **Option #3: Use the Zoom meeting controls to “Raise Your Hand.”** Once you are logged into the meeting, there is an option at the bottom of your screen to “Raise Your Hand.” You may do so when President Cox moves to receive public comment from the audience.
- All requests to make a comment will be called in the order received.

### **Motions:**

- All motions will be taken by roll call vote.



TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** I  
**Subject:** Call to Order, Roll Call, and Pledge of Allegiance

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**Background**

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



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** II  
**Subject:** Public Comment

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#### **Background**

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



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** III  
**Subject:** Professional Achievements, Awards & Anniversaries

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#### **Background**

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

#### **Achievements and Promotions**

- Angelina Henson – Reclassified to Accounting Technician II.
- Roshelle Chavez – Transferred to Executive Assistant/Board Clerk.

#### **Awards**

- *Safety Suggestion Awards (4<sup>th</sup> Quarter 2020)*

##### Scott Wilcox:

1. Install secondary containment pipe on the caustic line to final effluent to prevent an exposure if a release occurs.

##### Jaime Garcia:

1. Ensure delivery drivers are using a system (chocks) for securing trucks from driving off from the loading dock during loading and unloading operations.

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

##### 15 Years

- Brandon Dimond – January.
- Dusty Gilmore – January.

#### **Fiscal Impact**

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

#### **Attachments**

None.

**Recommendation**

No action required.

**Review Tracking**

Submitted By:



Vicky Lufrano

Human Resources Administrator

Approved By:



LaRue Griffin

General Manager



TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Roshelle Chavez, Executive Assistant/Board Clerk  
**Item:** IV-1  
**Subject:** Approval of the minutes of the regular Board meeting on December 16, 2020

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**Background**

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

**Fiscal Impact**

None.

**Attachments**

Minutes of the regular Board meeting on December 16, 2020.

**Recommendation**

Management recommends approval of the minutes of the regular Board meeting on December 16, 2020.

**Review Tracking**

Submitted By:

  
Roshelle Chavez

Executive Assistant/Board Clerk

Approved By:

  
LaRue Griffin

General Manager

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

December 16, 2020

**I. Call to Order:**

This meeting was conducted via GoToMeeting teleconferencing as described in the December 16, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA December 16, 2020 Board of Directors Meeting. President Cox 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:     Dale Cox, OVPSD (via teleconference)  
                               Dan Wilkins, TCPUD (via teleconference)  
                               S. Lane Lewis, NTPUD (via teleconference)  
                               David Smelser, ASCWD (via teleconference)  
                               Blake Tresan, TSD (via teleconference)

Staff Present:         LaRue Griffin, General Manager (via teleconference)  
                               Roshelle Chavez, Administrative Manager (via teleconference)  
                               Jay Parker, Engineering Manager (via teleconference)  
                               Michael Peak, Operations Manager (via teleconference)  
                               Richard Pallante, Maintenance Manager (via teleconference)  
                               Robert Gray, Information Technology Manager (via teleconference)  
                               Vicky Lufrano, Human Resources Administrator (via teleconference)  
                               Richard P. Shanahan, Agency Counsel (via teleconference)  
                               Aaron Carlsson, Engineering Department (via teleconference)  
                               Scott Fleming, Engineering Department (via teleconference)  
                               Michelle Mackey, Administrative Department (via teleconference)  
                               Dawn Davis, Administrative Department (via teleconference)  
                               Angelina Henson, Administrative Department (via teleconference)  
                               Greg O'Hair, Operations Department (via teleconference)  
                               Kristin Davis, Laboratory Department (via teleconference)  
                               Paul Shouse, Maintenance Department (via teleconference)  
                               Tanner McGinnis, Maintenance Department (via teleconference)  
                               Ryan Schultz, Maintenance Department (via teleconference)

Public Present:        Autumn Garrido, Public  
                               Sarah Coolidge, Public  
                               Pippin Mader, Public  
                               Jane Davis, Public



Craig Wright, Public  
Frank Smith, Public  
Mike Geary, Public  
Jerry Gilmore, Public  
Luke Swann, Public  
Patrick Baird, Public  
Robin Redmond, Public  
Karen, Public  
Lauren, Public  
Tracy, Public  
Seamus, Public

## II. Public Comment.

Ms. Autumn Garrido, Mr. Frank Smith, Ms. Tracy (last name unknown), and Ms. Lauren (last name unknown) provided public comment regarding the proposed recommendations concerning the Laboratory as related to the Carollo Organizational Assessment.

Mrs. Kristin Davis extended her appreciation to the Laboratory staff for their efforts in the last year and for keeping up with permit testing even while moving out of the lab due to the remodel.

Mr. Seamus (last name unknown) provided public comment related to contracted engineering services.

Mr. Pippen Mader provided public comment regarding the PERB hearing findings, ELAP investigation findings, Carollo Organizational Assessment, and Laboratory compliance.

Mr. Aaron Carlsson provided public comment regarding the Agency morale and successful completion of the Administration Building Remodel project.

Mrs. Robin Redmond provided public comment regarding Agency employee morale and an Agency personnel issue related directly to her spouse, Mr. Jim Redmond.

No further action was taken by the Board.

## III. Consent Agenda

### 1. Approval of the minutes of the regular Board meeting on November 18, 2020.

**MOTION** by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on November 18, 2020; motion approved.

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

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

Motion passed.

2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 3 for the 2020 Administration Building Remodel project.

**MOTION** by Director Tresan **SECOND** by Director Wilkins to approve the Consent Agenda items 2-4; motion approved.

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

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

Motion passed.

#### IV. Regular Agenda

1. Report from November 18, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the November 18, 2020 closed session meeting.

No action was taken by the Board.

2. Discussion of staff recommendations on the Organizational Assessment recommendations.

Mr. Griffin provided a review of the recommendations from the Organizational Assessment as provided by Carollo Engineering, Inc. and provided the Agency staff recommendation for each Carollo Engineering, Inc. recommendation. After discussion, staff was given direction to recruit a Laboratory Director to determine and recommend a FTE count for the laboratory.

Public comment was received from Jane Davis, Pippin Mader, Patrick Baird, Tracy, Lauren, Seamus, and Karen.

3. Approval of the classification descriptions.

**MOTION** by Director Lewis **SECOND** by Director Wilkins to the classification descriptions with an amendment to retile the Administrative Manager classification to Finance & Administration Manager and to have an effective date of January 1, 2021; unanimously approved.

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

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

Motion passed.

4. Approval of the Salary Schedule

**MOTION** by Director Lewis **SECOND** by Director Wilkins to approve the Salary Schedule with an effective date of January 1, 2021; unanimously approved.

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

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

Motion passed.

5. Approval of the Organizational Chart

**MOTION** by Director Tresan **SECOND** by Director Lewis to approve the Organizational Chart with an amendment to the reflect reporting duties and to have an effective date of January 1, 2021; unanimously approved.

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

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

Motion passed.

6. Approval of updated FMLA/CFRA, PDL, PFL, California Parental Leave and Medical Leave of Absence policies

**MOTION** by Director Lewis **SECOND** by Director Smelser to approve the updated FMLA/CFRA, PDL, PFL, California Parental Leave and Medical Leave of Absence policies; unanimously approved.

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

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

Motion passed.

7. Approval of the General Engineering Services Agreement with Carollo Engineers, Inc.

**MOTION** by Director Wilkins **SECOND** by Director Smelser to approve the General Engineering Service Agreement with Carollo Engineers, Inc. up to the amount of \$50,000.00; unanimously approved.

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

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

Motion passed.

V. Management Team Reports

1. Department Reports.

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

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

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

Mr. Gray provided an update on current and past projects for the information and technology 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 an update on the status of various ongoing projects, none of which required action by the Board.

Public comment was received by Mr. Pippin Mader regarding department reports.

No action was taken by the Board.

VI. Board of Director Comment

Director Smelser stated that John Collins would be retiring from Alpine Spring County Water District effective January 1<sup>st</sup>, 2021 and Mr. Joe Mueller would be the new General Manager.

Director Lewis stated he would like the Board to discuss a retiree health benefit tiered system for employees when staff returns with more employee benefit information.

Director Tresan wished staff Happy Holidays and hoped that everyone enjoys the food truck luncheon.

VII. Adjournment

There being no further business, the open session meeting was adjourned at 11:33 AM.

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve the adjournment of the Regular Board of Directors Meeting; unanimously approved.

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

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

Motion passed.

The Board then continued the teleconference to conduct a closed session to consider the following item:

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

LaRue Griffin  
Secretary to the Board

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

Documentation as submitted  
for Public Comment

Dear members of the Board,

I am an employee of T-TSA and I enjoy working here for the most part. The management staff are friendly and approachable. Some of the staff here claim they are targeted, intimidated, and harassed by management, but they are the ones that do these actions to others that are not in their clique. And when they do not get their way and get themselves in trouble, they claim they are being targeted, harassed, and retaliated against for speaking out (See the PERB decision report for examples of this behavior).

Approximately 16 of the 46 employees (~ 35%) here are "disgruntled". I prefer, like most employees here, to be able to come to work, do a good job, have mutually respectful relationships with my co-workers, and go home without taking workplace drama home with me. The staff that are unhappy here are not connecting the dots that some of the management decisions/changes being made (that they do not like) are directly related to their inappropriate behavior. For example, the core values; if staff were not targeting, harassing, and intimidating others, these core values would be understood and not need to be spelled out.

I am amazed at the lengths they go to when trying to get their way at the Agency. I have heard of and have seen trespass and destruction of private property, character assassination through coordinated lies and gossip, intimidation by various means, etc.

Now we have ex-employees and a spouse of a current employee (along with current T-TSA employees) constantly trying to stir up trouble and ruin people's lives that work at the Agency for no reason other than retribution. They use half-truths, outright lies, friends and family, manipulation of data, exaggerations, titles, education, condescension, etc. to paint a false picture of what is going on here at T-TSA.

I prefer to submit this letter anonymously after seeing what happened to Aaron Carlsson after he spoke up against the misinformation that has been aimed at the Board of Directors, management, and anyone else they decide to target. Thank you for your patience and understanding during this time.

Please include In every Board Meeting until further notice.



12/16/2020

A small faction is using second hand information and half-truths to try to show that T-TSA is spinning out of control and the only way to fix it is to remove our General Manager. T-TSA is not spinning out of control, and because of strong leadership and team work, T-TSA is on a solid foundation to meet the needs of staff, our community, and to protect the environment.

Recently T-TSA undertook a very ambitious project, the rehabilitation of our Administration Building. This immense project involved relocating everyone and everything out of a 9,800 sq ft area, storing all those items, setting up temporary offices, and moving it all back in over an eight-week span. In total approximately 70% of T-TSA staff was directly impacted.

We accomplished this with little to no disruption to our everyday operations. This is because of superior leadership, well thought out project planning, and team work. I want to emphasize that last point, team work. Completion of this project clearly shows we are working together, planning together, and sharing our success together.

This is just one project T-TSA has recently completed, and there are more projects to come. T-TSA clearly demonstrated what can be accomplished when we work as a team. The successful completion of this project clearly shows that our Board, General Manager, T-TSA Management, and Staff are up to the challenge of providing our community with safe, quality service for our customers, our community, and our environment.

Sincerely,

Aaron Carlsson

**From:** [janet.atkinson](mailto:janet.atkinson)  
**To:** [comment@ttsa.net](mailto:comment@ttsa.net)  
**Subject:** I Have A Comment  
**Date:** Wednesday, December 16, 2020 2:52:09 AM

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Dear TTSA Board Members,

I wish to make a public comment and have this letter read by staff on my behalf during the public comment period at the December 16 TTSA Board Meeting.

My name is Janet Atkinson and I am a resident of Truckee. Back in August, 2020, I wrote a letter to the TTSA Board concerning reported discharge violations. I hoped that TTSA would correct the violations to protect the quality of the water in the Truckee River, and that public comment on this matter would urge the Board of Directors to hold TTSA management accountable.

At this time, it continues to be said that TTSA management retaliates against staff. A judge in Sacramento was even involved. Now there's an ELAP notice of violation against TTSA management this week which puts the lab's accreditation in jeopardy.

It is clear that better management is in order for TTSA, and I do not understand why the board puts up with this sad state of affairs. As responsible leaders, you should ask, " WHY is there clear retribution against lab staff at the agency?" It seems to me that continued violations show that management has been attempting to interfere with lab results and lacks the regulatory knowledge appropriate to oversee the lab.

The overall picture painted to the public is that TTSA is failing. It's terrible management is getting in the way of honest lab work and therefore, resulting in an agency that is currently incapable of correcting issues cited in violations.

Our watershed and its biodiversity hangs in the balance. Violation after violation could not paint a more clear picture that there's more wrong than right going on here. It's incumbent upon you as board members to roll up your sleeves and dig into this mess, and I hope- eradicate the problem at the top for the betterment of the community and our beloved Truckee River.

Sincerely,  
Janet Atkinson

**From:** [JDinCA](#)  
**To:** [rchavez@ttsa.net](mailto:rchavez@ttsa.net)  
**Subject:** My comment for 12/16/20 board meeting  
**Date:** Wednesday, December 16, 2020 10:26:58 AM

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My name is Jane Davis, and I would like to comment on the proposal before this board to cut the laboratory staff from four to two.

Last month, Carollo Engineers presented their organizational assessment to this board. As you know, many of the supposed facts that they presented in favor of cutting lab staff have been revealed to be lies.

They told you South Tahoe PUD only had two lab staff. They have six and are presently adding staff. They told you Inland Empire had one lab staff — they have 15! They told you only .25 FTE was needed to prepare SOPs for the new TNI standard — but they didn't tell you that 70% of all wastewater treatment plants in California are hiring a FTE to keep up with the extensive reporting requirements that will be a permanent feature of TNI. They told you TTSA only needed 2.6 FTEs — but they failed to count the lab manager's job in that calculation. They told you that some combination of operators and/or outside labs could adequately conduct testing now being done by lab staff — but they neglected to tell you that none of the operators have completed their demonstration of capability, nor did they mention that TTSA missed their reporting deadline with Lahontan last month because an outside lab failed to return results in a timely manner. And now ELAP has levied a series of violations against TTSA management because they have been attempting to bring "pressures and influences that may adversely affect the quality of their work" against the lab staff. I would argue that attempting to lay off the lab staff is an egregious example of exactly what ELAP just cited your agency for.

Yet management has the nerve to appear at this meeting, just two days after receiving those ELAP violations, and recommend to you that you lay off the very people whose integrity has been a saving grace of this agency.

AND they want you to reward the shills at Carollo for their shoddy workmanship with \$50,000 in annual spending. You should say no to both of these proposals from Mr. Griffin and hold TTSA management responsible for a change.

**From:** [Susanna Tarnay](#)  
**To:** [LaRue Griffin](#); [rchavez@ttsa.net](mailto:rchavez@ttsa.net); [mpeak@ttsa.net](mailto:mpeak@ttsa.net); [vlufrano@ttsa.net](mailto:vlufrano@ttsa.net); [comment@ttsa.net](mailto:comment@ttsa.net)  
**Cc:** [dcox@ttsa.net](mailto:dcox@ttsa.net); [dwilkins@ttsa.net](mailto:dwilkins@ttsa.net); [dsmelser@ttsa.net](mailto:dsmelser@ttsa.net); [btresan@ttsa.net](mailto:btresan@ttsa.net); [llewis@ttsa.net](mailto:llewis@ttsa.net); [customerservice@ttsa.net](mailto:customerservice@ttsa.net)  
**Subject:** I Have A Comment  
**Date:** Wednesday, December 16, 2020 8:33:18 AM

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## Public Comment Item IV-2 Organizational Assessment Recommendations

Please read this letter aloud at the December 16th board meeting. I have a direct conflict and cannot attend.

Dear TTSA Board and Staff,

I am concerned about the three options to lay off laboratory staff.

In light of the recent Notice of Violation and Order to Correct from the State Water Resources Control board, this is not the time to downsize laboratory staff. The amount of work detailed in the notice alone, will more than make up for any perceived down time in the laboratory schedule. (Down time, that was assumed from a rough schedule summary, not observed through direct interaction.) Additionally, the very idea of reducing lab staff numbers immediately following a season of unexplained discharge violations is concerning. These jobs are the exact type of skilled and diverse professions that the town is seeking to support and expand, not relocate to Reno. While some testing has been eliminated in the recent past, under the guise of efficiency, this is short sighted. In order to protect the natural resources in our very own back yard, the lab staff must be allowed to continue testing, not only for reporting requirements, but also for process and instrument calibration.

As I'm sure the management wants to retain the valuable institutional knowledge of the current long-term lab staff, the application process for the Lab Manager position must come with some job-retention assurances. Currently, if a chemist applies for the Lab Manager position, they run the risk of being dismissed within the probation period with no option to return to their old job. As TTSA has had issues with retaliation complaints in the past, I'm sure management will work to support their valuable employees and find a compromise to the current policy.

And finally, with an eye on the Supreme Court NPDES ruling, TTSA should be gearing up for a more stringent set of discharge regulations, not cutting numbers in the interest in short term cost savings. I know that everyone at TTSA holds our community and environment in the highest regard, and will find a way to bring out the best in our friends and coworkers.

Concerned citizen, Suzie Tarnay

December 14, 2020

Carl Davis  
Po box 691  
Truckee, CA. 96160

Tahoe-Truckee Sanitation Agency Board of Directors  
13720 Butterfield Drive  
Truckee, CA. 96161

RE: Written Public Comment for TTSA Board Meeting 12-16-2020

Board of Directors, Mr. Griffin, and Mr. Peak I have some questions for all of you that I hope you will endeavor to answer for me and the members of the community who pay the rates needed to support the operations at Tahoe-Truckee Sanitation Agency.

For many months now I and several other members of the Truckee-Tahoe community have been asking questions of this Agency with very little and few truths in return. Often the answers you have delivered are inaccurate, unsupported, or just straight up silence. Mr. Griffin has, at the very least, been the only person of this administration who has made a slight attempt at addressing my concerns through correspondence. Not a single member of this Board of Directors has returned even one of my many emails relating to the TTSA Administration and their conduct.

Why, in the face of so much documentation is the TTSA Board of Directors appearing to be so complicit to allow this TTSA Administration to operate as it is currently? Let me see if I can make my points clearer for this Board of Directors:

Twenty years of documentation suggest Mr. Griffin is incapable of managing an agency the size and scope of TTSA.<sup>1</sup> Mr. Griffin's previous management position was at North of the River Sanitary District in Bakersfield, California.<sup>2</sup> The NORSD employs roughly 15 individuals.<sup>3</sup> All treated WWTP effluent is recycled on adjacent irrigated farmland where it is used for the irrigation of fodder, fiber, and seed crops for non-human consumption.<sup>4</sup>

As historical violation data proves, shortly after Mr. Griffin was hired at TTSA his management style started to affect TTSA.<sup>5</sup> My first involvement with Mr. Griffin dates back to early 2015 just after Mr. Griffin was hired by Oz Butterfield.<sup>6</sup> You see a Supervisor was sexually harassing [REDACTED] at work. Mr. Griffin you did nothing about it. Your first week on the job and you did not take the proper steps to address a TTSA Supervisor from sexually harassing a co-worker. I know this because I did the research to prove it. [REDACTED] searched her personal records and there is not one document relating to this issue in her file. You told me that the

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<sup>1</sup> Historical Data Tahoe-Truckee Sanitation Agency and Lahontan

<sup>2</sup> NORSD Griffin Resignation and Payout

<sup>3</sup> Transparent California, <https://transparentcalifornia.com/salaries/2018/north-of-the-river-sanitary-district-no1-kern/>

<sup>4</sup> NORSD, <https://www.norsd.com/services>

<sup>5</sup> Historical Data Tahoe-Truckee Sanitation Agency and Lahontan

<sup>6</sup> TTSA – Griffin Contract

issue had been investigated and dealt with under the law yet nothing exists to prove your claims. Mr. Griffin you lied to me. Mr. Griffin you told me that you were not the General Manager in charge, yet your contract clearly indicates you were the General Manager in charge; you lied to me when I came to you asking for information as to how you handled a TTSA Supervisor sexually harassing [REDACTED] at work. Through public records requests, this TTSA Supervisor never received any supplemental training [REDACTED]

[REDACTED] his Supervisor received one sexual harassment training in 2014 and was his only training on record from 2008 – 2016. Mr. Griffin, you neglected to full-fill your responsibilities as General Manager of this public agency.<sup>7</sup>

Now let us fast forward 4 years later. Over 70% of the TTSA staff has turned over since Mr. Griffin has taken office. Very good people have resigned or been terminated because of Mr. Griffin's self-professed adverse and "different" management style. Many employees have tried to speak up but Mr. Griffin has silenced them. The most egregious example of this happened only months ago. In the October TTSA Board of Directors meeting, an anonymous employee was allowed to have their letter read in favor of this administration. The following month, Mr. Griffin would not allow anonymous letters written by employees to be read. These letters were not in favor of Mr. Griffin and his management style.

In December of 2019, [REDACTED] was promoted from [REDACTED]. This promotion came with the typical 6-month promotional probation that is typical of all employees at TTSA. In Spring of 2020, Mr. Griffin changed this probational period from 6 months to one year.

On April 9, 2020 Mr. Bill Pindar was appointed Temporary Laboratory Director by Ms. Mader (then the current Laboratory Director of TTSA) because she would be [REDACTED] [REDACTED] absence from TTSA.<sup>8</sup> Mr. Pindar has over 20 years of experience as a chemist at TTSA.<sup>9</sup>

On June 15, 2020 when Ms. Mader returned from her [REDACTED] [REDACTED] by Mr. Michael Peak, the TTSA Operations Manager within 30-minutes of clocking in that morning.

On June 24, 2020 Ms. Mader resigned from her position as Laboratory Director of TTSA.<sup>10</sup>

On July 1, 2020 Mr. Michael Peak wrote a letter to the State of California ELAP appointing Ms. Kristin Davis as the Temporary Laboratory Director for TTSA.<sup>11</sup>

July 9, 2020 ELAP confirmed Kristin Davis as approved Temporary Laboratory Director.<sup>12</sup>

July 9, 2020 ELAP confirmed phone conversation with Operations Manager, Michael Peak over 90-day appointment of Kristin Davis as Temporary Laboratory Director.<sup>13</sup>

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<sup>7</sup> Griffin / Davis Email Correspondence

<sup>8</sup> TTSA letter to ELAP April 9, 2020 appointing Bill Pindar Temporary Laboratory Director

<sup>9</sup> TTSA Letter to ELAP April 9, 2020

<sup>10</sup> TTSA letter to ELAP July 1, 2020

<sup>11</sup> TTSA Letter to ELAP July 1, 2020

<sup>12</sup> ELAP confirmation of Kristin Davis as Temporary Laboratory Director July 9, 2020

<sup>13</sup> ELAP confirmation by phone conversation with Operations Manager, Michael Peak

August 17, 2020, 11:00AM Operations Manager, Michael Peak asks Kristin Davis to, "QA/QC the video to ensure accuracy from the laboratory director stand-point by end of today."<sup>14</sup>

August 17, 2020, 2:17pm Operations Manager, Michael Peak refers to Kristin Davis, "as the acting laboratory director,".<sup>15</sup>

August 19, 2020 TTSA Board of Directors meeting, Operation Manager, Michael Peak announces, "Kristin Davis was appointed Laboratory Director.".<sup>16</sup>

August 30, 2020 General Manager, LaRue Griffin refers to Kristin Davis, "Please have Kristin Davis, Laboratory Director,".<sup>17</sup>

August 31, 2020 Kristin Davis in an email to ELAP states, "This is Kristin Davis, Temporary Laboratory Director at Tahoe Truckee Sanitation Agency,". Mr. Griffin and Mr. Peak are included in this email.<sup>18</sup>

September 4, 2020 Kristin Davis in an email to ELAP states, "This is Temporary Laboratory Director, Kristin Davis,". Mr. Griffin and Mr. Peak are included in this email.<sup>19</sup>

September 21, 2020 Operations Manager, Michael Peak in an email to ELAP, "This letter is intended to inform you that Kristin Davis has been appointed Laboratory Director at Tahoe-Truckee Sanitation Agency.".<sup>20</sup>

September 30, 2020 TTSA produces a false document and gives it to the State of California ELAP. This document was **NEVER** approved by the TTSA Board of Directors.<sup>21</sup>

October 1, 2020 Operations Manager, Michael Peak officially [REDACTED] retroactive June 30, 2020.<sup>22</sup>

October 21, 2020 TTSA Board of Directors meeting, Operation Manager, Michael Peak refers to, "The laboratory director has deemed the " .<sup>23</sup>

November 2, 2020 General Manager, LaRue Griffin outlines his decision of TTSA Laboratory Director title.<sup>24</sup> Mr. Griffin, can you please explain this to me:

*"Two separate definitions exist relating to Laboratory Director. The first definition is defined by the Agency ("Agency") under the Laboratory Director classifications. Under this definition, the Laboratory Director:*

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<sup>14</sup> Email from Operations Manager, Michael Peak to Kristin Davis to QC for accuracy from a Laboratory Director perspective

<sup>15</sup> Email from Operations Manager, Michael Peak to Kristin Davis acknowledging her as acting Laboratory Director

<sup>16</sup> August 19, 2020 Operations Manager, Michael Peak announces at Board of Directors meeting that Kristin Davis has been appointed the Laboratory Director

<sup>17</sup> August 30, 2020 General Manager, LaRue Griffin acknowledges Kristin Davis as Laboratory Director

<sup>18</sup> August 31, 2020 Kristin Davis email to ELAP

<sup>19</sup> September 4, 2020 Kristin Davis email to ELAP

<sup>20</sup> September 21, 2020 Operations Manager, Michael Peak letter to ELAP appointing Kristin Davis as TTSA Laboratory Director

<sup>21</sup> Approved Organizational Structure and false document provided to the State of California ELAP.

<sup>22</sup> October 1, 2020 Operations Manager, Michael Peak [REDACTED] and retro-dates the document June 30, 2020

<sup>23</sup> October 21, 2020 Operations Manager, Michael Peak, Board of Directors meeting

<sup>24</sup> November 2, 2020 General Manager, LaRue Griffin letter to Carl Davis



*Plans, organizes, directs and supervises Laboratory operations within the Operations Department, including maintaining accreditation and completing and submitting a variety of regulatory reports; and provides highly responsible and complex administrative support to the Operations Department Manager.”<sup>25</sup>*

*“The second definition of a Laboratory Director is for the purpose of the Agency’s accreditation under the Environmental Laboratory Accreditation Program (“ELAP”) and is as follows:*

*The person who, for the laboratory and its auxiliary or mobile laboratories, if any, in charge of all analytical and operational laboratory activities;”<sup>26</sup>*

To Mr. Griffin, Mr. Peak, and the TTSA Board of Directors..... ELAP specifically defines, and as quoted by Mr. Griffin, the Laboratory Director as, “in charge of **ALL** analytical and operational laboratory activities;”. Why is Mr. Griffin and Mr. Peak allowed to run with their interpretations of these definitions so-as-to allow pay discrimination against Ms. Kristin Davis? Why is Mr. Griffin and Mr. Peak allowed to provide inaccurate and false information<sup>27, 28</sup> to the State of California with no accountability from this Board of Directors? Mr. Peaks emails clearly state that Ms. Davis and Mr. Pindar are **THE** Laboratory Directors for Tahoe-Truckee Sanitation Agency and under the definition provided by ELAP, those individuals are, “in charge of all analytical and operational laboratory activities;”

November 2, 2020 [REDACTED], 12yr TTSA employee, receives [REDACTED] [REDACTED].<sup>29</sup> Why was [REDACTED] not given [REDACTED] on June 15, 2020 when she was technically still under promotional probation? [REDACTED] becomes the fourth working mother [REDACTED]

[REDACTED] in two years. No other male has received [REDACTED]. This is clear sexual discrimination.

November 3, 2020 Administrative Department Manager, Rochelle Chavez confirms Kristin Davis is **not** the Laboratory Director for TTSA.<sup>30</sup>

November 6, 2020 [REDACTED] from TTSA.

November 24, 2020 Operations Manager, Michael Peak in an email State of California ELAP, appoints Bill Pindar as Laboratory Director for TTSA.

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<sup>25</sup> November 2, 2020 General Manager, LaRue Griffin letter to Carl Davis

<sup>26</sup> November 2, 2020 General Manager, LaRue Griffin letter to Carl Davis

<sup>27</sup> September 21, 2020 Operations Manager, Michael Peak letter to ELAP

<sup>28</sup> November 24, 2020 Operations Manager, Michael Peak letter to ELAP

<sup>29</sup> November 2, 2020 Operations Manager, Michael Peak [REDACTED]

<sup>30</sup> November 3, 2020 Administrative Manager, Rochelle Chavez email to Carl Davis

The actions of this Administration are atrocious. So, I put this to the TTSA Board of Directors, what are YOU doing to solve the ongoing personnel issues at TTSA? What is this Board of Directors doing to promote safety, fairness, and health of the Agency employees?

What has this Board of Directors done to address the concerns coming out of the TTSA Tribune blog? Why is it that members of the community are doing YOUR job to seek truths and facts?

<https://ttsatribune.blogspot.com>

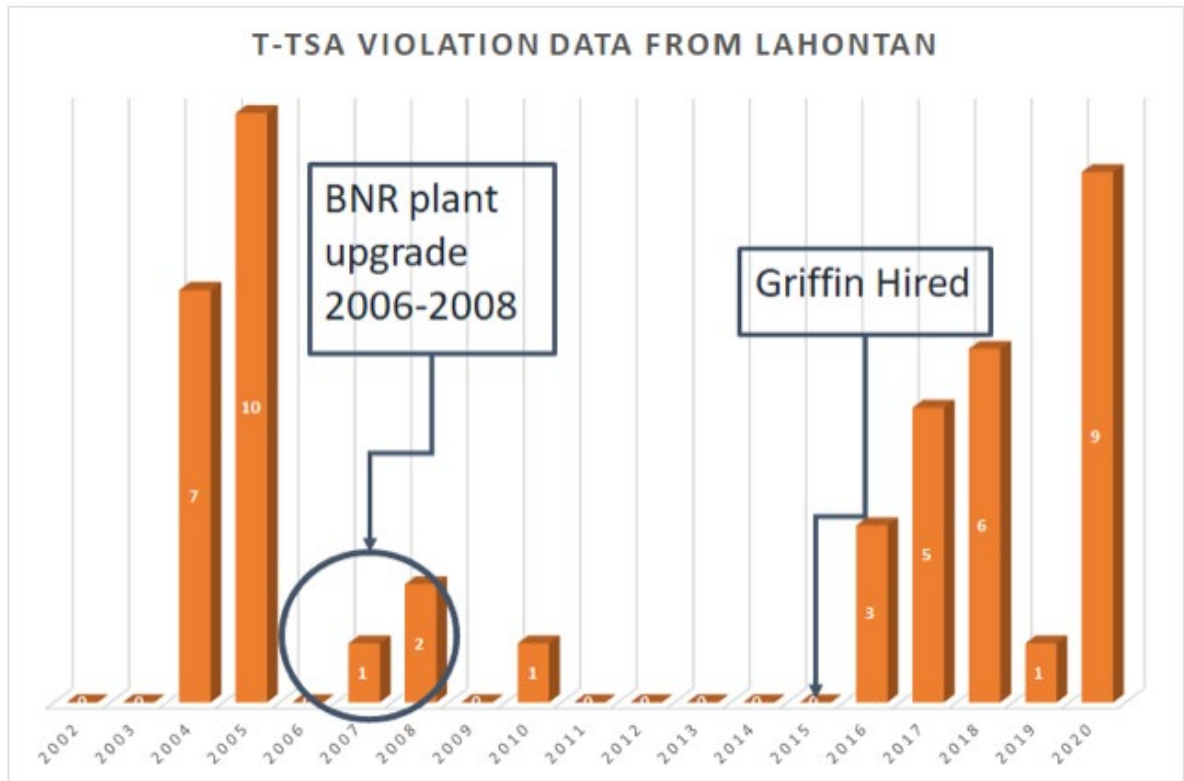
As a rate paying member of this community, I expect members of this Administration to address my concerns appropriately. So far, not a single member of this Tahoe-Truckee Sanitation Agency Board of Directors has taken **ANY** time to contact me about my concerns. I have provided factual data to prove this Administration is mis-managing this Agency. What is this Board of Directors doing to address these issues?

There is clear mis-management, harassment, intimidation, and discrimination happening at TTSA and no one in this Administration is doing anything about it.

Regards,  
Carl Davis



## References to Follow

## 1. Historical Data Tahoe-Truckee Sanitation Agency and Lahontan



2. Griffin Resignation and Termination info from North of the River Sanitary District

**CHANGE OF EMPLOYEE STATUS:  
TERMINATION**

DISTRICT # 0992	DISTRICT NAME North of River Sanitary District No. 1	DATE PREPARED 05/01/2015
EMPLOYEE ID #	EMPLOYEE NAME LaRue T. Griffin	
EFFECTIVE DATE 05/01/2015		
<b>EMPLOYMENT CHANGES</b>		
TYPE OF APPOINTMENT 2 - Permanent Employee	ACTION CODE 30 - Resignation or Termination (member)	
RETIREMENT START DATE		
COMMENTS: Resignation as District Manager and Board Secretary.		
ACKNOWLEDGMENT BY THE EMPLOYEE: I ACKNOWLEDGE AND CERTIFY THAT THE STATEMENTS ON THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		DATE 5/1/15
AUTHORIZED SIGNATURE.		SIGNATURE 
		5-1-15 

April 16, 2015

Board of Directors  
North of River Sanitary District  
204 Universe Avenue  
Bakersfield, CA 93308

Dear Board of Directors:

The purpose of this letter is to service notice of my resignation from North of River Sanitary District as General Manager. My last day will be May 1, 2015.

I would like to thank you for the opportunity to lead and manage the District and its staff. Moreover, I would like to thank you for your support during my tenure. Although my last day will be May 1, 2015, I will be available to assist the District during the transition period of the incoming General Manager.

Sincerely,



LaRue Griffin

LaRue Griffin

**Vacation**

Beginning Pay Period Hours	330.00
Pay Period Hours Accrued	5.2308
Pay Period Hours Taken	0.0
Ending Pay Period Hours	335.23
Ending Pay Period Days	41.9

**Sick Leave**

Beginning Sick Leave Hours	567.39
Sick Leave Hours Accrued	3.6923
Sick Leave Hours Taken	0.0
Ending Sick Leave Hours	571.08
Ending Sick Leave Days	71.4

TOTAL HOURS 620.77

PP15-07 PAID 480 HRS

V: 335.0  
S: 145.0 } 480/80 = 6 weeks

PP15-07 PAY BALANCE

V: 0.23

S: 140.54  
140.77

	Hours	Rate	
Vacation Pay Hours = 335.23	335.23	73.9278	\$ 24,782.82
Sick Pay Hours 571.08 @ 50% = 285.54	285.54	73.9278	\$ 21,109.34
<b>Total Vacation &amp; Sick Leave Payout</b>	<b>620.77</b>	<b>73.9278</b>	<b>\$ 45,892.16</b>

  
Approved By: Gary McKibbin, President

### 3. TTSA Griffin Contract

#### GENERAL MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into on May 4, 2015, by and between the Tahoe-Truckee Sanitation Agency, a public agency ("Agency"), and LaRue Griffin, an individual ("Employee"), who agree as follows:

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

**2. Term.** This Agreement will take effect on May 4, 2015 and terminate on May 3, 2017, unless sooner terminated as provided by the termination provision below.

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

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

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

a. Salary in the amount of \$15,430 per month. Salary will be paid at the times and in the manner as provided by Agency's standard payroll practices. The Agency Board of Directors may, at any time during the term of this Agreement, adjust General Manager's salary.

b. Car allowance in the amount of \$500 per month.

c. Relocation Allowance; not to exceed \$10,000, in the form of reimbursement of receipts for actual costs.



Vacation leave shall be at thirty (30) days per year. It shall begin accruing at the rate of 20 hours per month upon employment. The accrued vacation time may be taken off from that time forward. Except as otherwise provided herein, all other employee benefits (including sick leave; retirement system membership and employer contributions; deferred compensation investment opportunities; employee and dependent coverage on health, dental and other group insurance programs) will be as provided in the Agency Personnel Manual (as the same may be amended by Agency from time to time) and as otherwise provided to other regular full-time Agency employees, but not including overtime or compensatory time off benefits.

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

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

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

- a. By mutual agreement of the parties, expressed in writing.
- b. By Employee, upon giving to Agency not less than 90 days prior written notice of his election to resign from employment and terminate this Agreement.
- c. By the death of Employee.
- d. By Employee's service or disability retirement.
- e. By Agency, for cause, upon giving to Employee written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Employee to meet with the Agency Board of Directors on the reasons for his termination. If Employee requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Employee requests an open session. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement or that seriously impedes Agency operations; conduct that



tends to bring discredit to Agency; conduct unbecoming an employee in public service; mishandling of Agency funds; any intentional misrepresentation or fraud in connection with the performance of his duties; theft of Agency property; violation of law; or, violation of the Agency Personnel Manual.

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

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

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

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

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

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

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

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

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

EMPLOYER

EMPLOYEE

  
\_\_\_\_\_  
President

  
\_\_\_\_\_

Attest:

  
\_\_\_\_\_  
Secretary of the Board

AMENDMENT NO. 1

TO TAHOE-TRUCKEE SANITATION AGENCY  
GENERAL MANAGER EMPLOYMENT AGREEMENT

THIS AMENDMENT TO AGREEMENT is made this April 1, 2017, by and between Tahoe-Truckee Sanitation Agency, a local government agency ("Agency"), and LaRue Griffin, an individual ("Employee"), who agree as follows:

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

1.1. On May 4, 2015, the parties entered into the General Manager Employment Agreement (the "Agreement"), which is on file in the Agency office.

1.2. The parties now desire to amend the Agreement to adjust Employee's salary and extend the Agreement term.

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

2.1. Employee's monthly salary (Agreement section 5(a)) is changed to \$15,770, effective the date of this Amendment. Thereafter, starting July 2017, Employee's salary shall be adjusted by the same annual cost-of-living adjustment percentage approved by the Agency Board of Directors for other regular Agency employees.

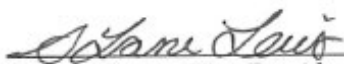
2.2. The Agreement termination date (Agreement section 2) is extended to May 3, 2021.

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

TAHOE-TRUCKEE SANITATION AGENCY

EMPLOYEE

By:

  
S. Lane Lewis, Vice-President

By:

  
LaRue Griffin

Attest:

  
Secretary of the Board

#### 4. Griffin / Davis Email Correspondence

**Please forward to all T-TSA Board Members**

October 17, 2020

Carl Davis

PO Box 691

Truckee, CA. 96160

[Scrapmail66@yahoo.com](mailto:Scrapmail66@yahoo.com)

LaRue Griffin

13720 Butterfield Drive

Truckee, CA. 96161

Re: General Manager Violating Employment Agreement

Mr. Griffin,

I am writing to inform you of your violation to your General Manger Employment Agreement. You have conducted yourself in a manner, under this agreement, that holds you responsible for consequences, including termination of contract, under Section 8 (e):

"For the purpose of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; conduct that makes it impractical to perform the duties under this agreement or that seriously impedes Agency operations; conduct that tends to bring discredit to the agency; conduct unbecoming of an employee in public office."

On September 14, 2020 you wrote:

"Because the Agency had already provided you those documents recently, and because your request was somewhat unclear, I emailed you on August 29 asking you for clarification. You did not respond."

On September 11, 2020 I wrote:

"Mr. Griffin, in response to your email, I have received the information I requested."

On September 14, 2020 you wrote:

"With respect to the incident involving [REDACTED] and a former employee in about May 2015, please understand that at that time, Marcia Beals was still the General Manager in charge."

Mr. Griffin, according to your General Manager Employment Agreement, you were the legal T-TSA General Manager when you signed the agreement on May 4, 2015. Through a good faith search, witness input, and reconstruction of timelines, this meeting with You, Marcia Beals, [REDACTED] and Myself occurred on Monday May 11, 2015.

On September 14, 2020 you wrote:

"As I recall, Ms. Beals handled the matter appropriately and in accordance with law and policy."

While I cannot personally disclose the contents of [REDACTED] personal work file, I can tell you that a recent investigation and search of this file revealed zero information related to this matter.

On September 14, 2020 you wrote:

"I do not recall Ms. Beals making a statement about [REDACTED]"

With witnesses I have been able to interview who were present in this room, I have 100% compliance that this statement was, in fact, made.

On September 14, 2020 you wrote:

"The Agency complies with California Government Code § 12950.1 regarding sexual harassment training for employees."

On August 10, 2020 I received T-TSA harassment training records in response to my PRA request on July 31, 2020. These records indicate you are negligent on your required state -training on workplace harassment. You have not attended training since 2016, so therefore you provided misleading and inaccurate comments when you said the Agency was in compliance. This also proves that the offending party (a member of upper management) never received supplemental training as a result of his actions in 2015. The offending party received only 1 training from 2008 to 2016 (when he retired). This single training took place in 2014. You provided misleading and inaccurate information when you said the matter was handled appropriately and in accordance with the law.

On September 14, 2020 you wrote:

"The Agency has not yet posted the job description for the Laboratory Director position, as it is currently evaluating its needs for the position."

T-TSA currently has a finalized Laboratory Director Job Description. ELAP (Environmental Laboratory Accreditation Program) states you MUST have a Laboratory Director to maintain accreditation. The job has not been posted and remains vacant. Your statement and unwillingness to be more transparent are misleading.

On September 29, 2020 you allowed [REDACTED] to conduct personal matters on T-TSA property and with T-TSA resources. You allowed this because you attended this meeting while the [REDACTED] sat in his T-TSA office, allegedly using a T-TSA computer. I know he was in his office because previous video records show the [REDACTED] with the same office background. If you didn't allow this, then why hasn't the [REDACTED] received any discipline for his actions? The [REDACTED] violated T-TSA Employee Handbook, Use of Agency Resources for Unauthorized Purposes:

1. "No employee may use or permit others to use Agency resources for personal or other non work- related purposes, or for purposes which are not authorized by law. For purposes of this policy, "personal purpose" includes activities such as personal enjoyment, private gain or advantage, or some other outside endeavor not related to



Agency business. Agency resources includes land, buildings, equipment, vehicles, tools, materials and supplies belonging to the Agency. If an Agency employee has questions about what activities are prohibited under this policy, he or she should consult with his or her supervisor or manager for clarification."

On September 29, 2020 [REDACTED], stated at the OVPSD Board Meeting, "For the record, I am here of my own accord and have taken time off work to attend this board meeting."

On September 30, 2020, under a PRA, I requested all time-off requests for T-TSA Senior Engineer from May 1, 2020 to September 30, 2020. On October 2, 2020 Ms. Chavez responded:

This email is in response to your September 30, 2020 Public Records Act request for time-off requests by the Senior Engineer between January 1, 2020 and September 30, 2020. TTSA objects to the request because it seeks personnel, medical and/or similar information that is protected by the right of privacy and exempt from disclosure under Government Code section 6254(c) and (k). Without waiving this objection, TTSA has conducted a good faith search for time off requests by the Senior Engineer during the requested time period and there are no responsive documents.

According to the information at hand, the [REDACTED] lied and he did not follow proper time-off procedures as outlined in the Employee Handbook, Leave, p.24.

Currently I am receiving many documents in relation to PRA's I made on September 30, 2020. I am particularly concerned about your efforts to not be present in your administrative office, 5 days a week during business hours. Your contract states in item General Manager Employment Agreement, 4. Hours:

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

It should be considered a violation of your General Manager Employment Agreement to conduct yourself in a manner that does not allow you to be available in your office, 5 days per week and during business hours. You are the Captain of the ship that is T-TSA. Agency Employee's should be able to benefit from this option, if they so choose; not you, the General Manager.

On July 13, 2020 you wrote in an email to all T-TSA employees in relation to a Moonshine Ink article penned by Laura Mader:

"If you are an operator, please do not provide merit or credibility to the statements. If you are not an operator, please take the time to inform an operator that you do not provide merit or credibility to the statements"

As General Manager, you should not be ordering employees to express your viewed opinion.

Particularly through my PRA's, I am outraged at the many emails you have sent to all T-TSA Employees where you have labeled public comment either positive or negative. It is not your job to determine that factual statements by the public, questions asked by the public, or concerns made by members of the public are either positive or negative. Instead it is your job to remain unbiased, present facts, and allow Agency Employees to determine whether something is positive or negative. The old saying is, "if you hear something enough times, you will begin to believe it." You have repeatedly labeled my comments, and many other members of the community, as negative to all T-TSA Agency Employees, therefore you are in violation of swaying Employee opinions to fit your views. I have NEVER said anything negative about T-TSA Operators. I

have questioned the integrity of their training and the validity of pushing Operators through to perform lab tasks on weekends. Documents and videos will show I have never said anything negative against Operators; this is fact and can be proven through documentation.

Mr. Griffin as General Manager of T-TSA, a Public Agency, you need to be held accountable for all of your actions.

See attached references.

Regards,

Carl Davis

5. TTSA letter to ELAP April 9, 2020 appointing Bill Pindar Temporary Laboratory Director



## TAHOE-TRUCKEE SANITATION AGENCY

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

### Directors

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

April 9, 2020

Environmental Laboratory Accreditation Program  
State Water Resources Control Board  
Division of Drinking Water/ELAP  
P.O. Box 100  
Sacramento, CA 95814

Re: Temporary Laboratory Director

To whom it may concern:

This letter is to inform you that I will be out on temporary leave starting April 13, 2020 with an expected return date of no later than June 15, 2020. During that time T-TSA will assign Bill Pindar as Temporary Laboratory Director and all correspondence should be directed to him.

Bill has 20 years of experience in an ELAP certified wastewater laboratory, a B.S. in Biology, and holds a CWEA Grade III Laboratory Analyst Certification.

If you have any questions please contact Bill Pindar at 530-587-2525 or [BPindar@ttsa.net](mailto:BPindar@ttsa.net).

Sincerely,

Laura Mader  
Laboratory Director  
Tahoe-Truckee Sanitation Agency  
ELAP No. 1144



6. TTSA Letter to ELAP July 01, 2020 appointing Kristin Davis as Temporary Laboratory Director



**TAHOE-TRUCKEE SANITATION AGENCY**

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

**Directors**

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

July 01, 2020

Environmental Laboratory Accreditation Program  
State Water Resources Control Board  
Division of Drinking Water/ELAP  
P.O. Box 100  
Sacramento, CA 95814

Re: Temporary Laboratory Director

To Whom it May Concern:

This letter is intended to inform you that Laura Mader has resigned from her position as Laboratory Director at Tahoe- Truckee Sanitation Agency as of June 24<sup>th</sup>, 2020. The Agency has appointed Kristin Davis as Temporary Laboratory Director. Please direct all correspondence to [kdavis@ttsa.net](mailto:kdavis@ttsa.net), and cc [mpeak@ttsa.net](mailto:mpeak@ttsa.net).

Kristin has 11 years of experience in an ELAP certified wastewater laboratory, a B.S. in Biology, and holds a CWEA Grade III Laboratory Analyst Certification number 1308211768.

If you have any questions, please contact either Kristin Davis or Michael Peak at 530-587-2525.

Sincerely,

Michael Peak  
Operations Department Manager  
Tahoe-Truckee Sanitation Agency  
ELAP No. 1144

7. ELAP confirmation of Kristin Davis as Temporary Laboratory Director July 9, 2020

**From:** [McClaren, Jennifer@Waterboards](mailto:McClaren, Jennifer@Waterboards)  
**To:** [kdavis@ttsa.net](mailto:kdavis@ttsa.net)  
**CC:** [mpeak@ttsa.net](mailto:mpeak@ttsa.net)  
[WB-DWP-ELAPCA\\_Technical <elapca\\_technical@waterboards.ca.gov>](mailto:WB-DWP-ELAPCA_Technical<elapca_technical@waterboards.ca.gov>)  
**Date:** 7/9/2020 11:27:06 AM  
**Subject:** Re: Temporary Laboratory Director Appointment

---

Hello,

Thank you for the notification of the lab director change at the Tahoe-Truckee Sanitation Agency. Kristin Davis is approved as Temporary Laboratory Director. As a reminder, temporary laboratory directors can be appointed for 90 days.

Best regards,

*Jennifer McClaren*

Environmental Scientist

CA State Water Resources Control Board  
Environmental Laboratory Accreditation Program  
1001 I St Sacramento CA 95814

Phone (916) 323-3427

Visit [www.waterboards.ca.gov/elap](http://www.waterboards.ca.gov/elap) for more resources and program information



Environmental Laboratory Accreditation Program  
STATE WATER RESOURCES CONTROL BOARD

8. ELAP confirmation by phone conversation with Operations Manager, Michael Peak

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From: Ahmad, Naeem@Waterboards <[Naeem.Ahmad@Waterboards.ca.gov](mailto:Naeem.Ahmad@Waterboards.ca.gov)>  
Sent: Thursday, July 9, 2020 11:33 AM  
To: Sotelo, Christine@Waterboards <[Christine.Sotelo@waterboards.ca.gov](mailto:Christine.Sotelo@waterboards.ca.gov)>; WB-DWP-ELAPCA\_Technical <[elapca\\_technical@waterboards.ca.gov](mailto:elapca_technical@waterboards.ca.gov)>; [mpeak@ttsa.net](mailto:mpeak@ttsa.net)  
Subject: Re: Laboratory Director

Hi Micheal,

It was nice talking to you today.

As per our phone conversation a temporary laboratory director may be appointment for a 90 day period and under some circumstances an extension may be granted at ELAP's discretion.

With regards to grade level, grade level 3 would be required for a lab director without a college degree.

Here is a link to ELAP'S current laboratory personnel requirements: [https://govt.westlaw.com/calregs/Document/I6AB20230D4BA11DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I6AB20230D4BA11DE8879F88E8B0DAAAE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

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10/16/2020

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Page 4

### View Document - California Code of Regulations

(e) If, for any reason, a Laboratory Director leaves and is not replaced within 15 days by a person meeting the requirements specified in (a) or (b), whichever applies, a person or persons with lesser qualifications may serve as a temporary director for a period not to exceed ninety days, provided that the laboratory notifies the Department, pursuant to Section 1014(d) of the Health and Safety ...

[govt.westlaw.com](https://govt.westlaw.com)

Please feel free to contact me with any questions,

Sincerely,  
Naeem

9. Email from Operations Manager, Michael Peak to Kristin Davis to QC accuracy from a Laboratory Director perspective.

From: [Mike Peak <mpeak@ttsa.net>](mailto:mpeak@ttsa.net)  
To: [Kristin Davis <kdavis@ttsa.net>](mailto:kdavis@ttsa.net)  
Date: 8/17/2020 1:10:00 AM  
Subject: FW: Lab Analyses Instruction Video

---

Hi Kristin,

I'm sending you the link to the video training we did last week with Kristin, she did a great job please thank her again for her cooperation and participation.

Please QA/QC the video to ensure accuracy from the laboratory director stand point by end of today.

We still need to video the BOD test and eventually video all lab testing.

Thank you.

**Michael Peak**, Operations Dept. Manager  
Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161  
530.587.2525 (ext. 108)  
[www.ttsa.net](http://www.ttsa.net)



10. Email from Operations Manager, Michael Peak to Kristin Davis acknowledging “acting Laboratory Director”

From: [Mike Peak <mpeak@ttsa.net>](mailto:mpeak@ttsa.net)  
To: [Kristin Davis <kdavis@ttsa.net>](mailto:kdavis@ttsa.net)  
Date: 8/17/2020 2:17:00 PM  
Subject: FW: MPN

---

Hi Kristin,

This email should have been sent to you also as the acting laboratory director, please ensure we are in compliance with all QC checks in the lab, as is required of your position.

Please inform me of what the lab intends to investigate and what steps will be taken with respect to the abnormalities of the MPN results.

Thank you.

**Michael Peak**, Operations Dept. Manager  
Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161  
530.587.2525 (ext. 108)  
[www.ttsa.net](http://www.ttsa.net)





11. August 19, 2020 Operations Manager, Michael Peak announces at Board of Directors meeting that Kristin Davis has been appointed the Laboratory Director



## **TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT**

**Date:** August 19, 2020  
**To:** Board of Directors  
**From:** Michael Peak, Operations Department Manager  
**Subject:** Operations Department Report

---

### **Compliance Report:**

- All plant waste discharge requirements were met for the month except for a single final effluent turbidity result. On July 11, 2020, the final effluent turbidity was recorded at 11.2 NTU and the daily allowable maximum is 10.0 NTU. The violation was reported to the Regional Water Quality Control Board (Lahontan Region). It should be noted the violation in turbidity is attributed to staff error rather than treatment process error as a valve on the sampling sink piping manifold was found to be closed when it is typically open. When the valve is closed, it creates a buildup of sediment which is siphoned by the automatic composite sampler used to collect the turbidity sample, which is what is assumed to have occurred. To confirm the assumption, the continuous turbidity meter at the same sampling sink location was used as a reference and calculated a 1.73 NTU average for the day, which is typical of past days. To prevent further similar violations, daily checks to operations round sheets and SOPs have been amended to include a check on piping manifold valving at sampling sinks.
- Although not a reportable violation, but a testing requirement, of the Agency WDR permit, it was discovered that one (1) of the required five (5) monthly effluent alkalinity tests was not performed by the laboratory staff in June and the Regional Water Quality Control Board (Lahontan Region) has been made aware of the testing oversight.

### **Operations Report:**

- Overall, the plant performed well through the month.
- Worked in conjunction with engineering and maintenance departments to complete a variety of scheduled plant projects.
- Operators continue to train with lab Chemists for weekend laboratory testing.

### **Laboratory Report:**

- Per ELAP requirements, Kristin Davis was appointed as the Laboratory Director.
- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month of July.

### **Work Orders:**

- Completed this month: 3
- Pending: 4

12. August 30, 2020 General Manager, LaRue Griffin acknowledges Kristin Davis as Laboratory Director

Page 1

From: [LaRue Griffin <lggriffin@ttsa.net>](mailto:lggriffin@ttsa.net)  
To: [Michael Peak <mpeak@ttsa.net>](mailto:mpeak@ttsa.net)  
CC: [Greg O'Hair <gohair@ttsa.net>](mailto:gohair@ttsa.net)  
Date: 8/30/2020 9:16:47 AM  
Subject: Weekend Laboratory Testing - Standard Methods & SOPs  
Attachments: [Standard Methods - Biochemical Oxygen Demand \(BOD\).pdf](#)  
[Standard Methods - Chlorine Residual.pdf](#)  
[Standard Methods - Dissolved Oxygen.pdf](#)  
[Standard Methods - MPN.pdf](#)  
[Standard Methods - Turbidity.pdf](#)  
[Standard Operating Procedure - Chlorine Residual.pdf](#)  
[Standard Operating Procedure - Dissolved Oxygen.pdf](#)  
[Standard Operating Procedure - MPN.pdf](#)  
[Standard Operating Procedure - Tubidity.pdf](#)  
[Standard Operating Procedure - Biochemical Oxygen Demand \(BOD\).pdf](#)  
[Standard Methods - Turbidity \(1\).pdf](#)

---

Michael & Greg – Please see attached standard method sections and SOPs in accordance with the proposed weekend operator testing. Please note the documents were pulled from H: drive and renamed.

Please have Kristin Davis, laboratory Director, confirm the appropriate standard methods and SOPs referenced are correct and have her identify the tasks/sections the operators will be performing. This would be similar to what she had done for the MPN standard methods and SOP. Also have her identify tests that have been simplified due to technology, such as the turbidity test using turbidity meter, when applicable

I will need this done by Tuesday. Thank you.

LaRue Griffin, General Manager  
Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA. 96161  
Office: (530) 587-2525  
Fax: (530) 587-5840  
[www.ttsa.net](http://www.ttsa.net)



13. August 31, 2020 Kristin Davis email to ELAP

From: Kristin Davis <[kdavis@ttsa.net](mailto:kdavis@ttsa.net)>  
Sent: Monday, August 31, 2020 11:08 AM  
To: Ahmad, Naeem@Waterboards <[Naeem.Ahmad@Waterboards.ca.gov](mailto:Naeem.Ahmad@Waterboards.ca.gov)>  
Cc: LaRue Griffin <[lgriffin@ttsa.net](mailto:lgriffin@ttsa.net)>; Mike Peak <[mpeak@ttsa.net](mailto:mpeak@ttsa.net)>; Greg O'Hair <[gohair@ttsa.net](mailto:gohair@ttsa.net)>  
Subject: Re: Order for Information-ELAP

EXTERNAL:

Hello Naeem,

This is Kristin Davis, Temporary Laboratory Director at Tahoe Truckee Sanitation Agency, Cert#1144. I received the order for information and was wondering if we could get an extension on the due date for this information? I am finishing up working on the pre-assessment request for information, which is due this Friday, September 4th. If possible, I am hoping for more time to get the documents in the order for information together. Thank you.

--

Kristin Davis  
Chemist  
Tahoe Truckee Sanitation Agency  
(530)587-2525

14. September 4, 2020 Kristin Davis email to ELAP

From: Kristin Davis <[kdavis@ttsa.net](mailto:kdavis@ttsa.net)>  
Sent: Friday, September 4, 2020 11:20 AM  
To: WB-DWP-ELAPCA\_Technical <[elapca\\_technical@waterboards.ca.gov](mailto:elapca_technical@waterboards.ca.gov)>; Mike Peak <[mpeak@ttsa.net](mailto:mpeak@ttsa.net)>; LaRue Griffin <[lgriffin@ttsa.net](mailto:lgriffin@ttsa.net)>; Greg O'Hair <[gohair@ttsa.net](mailto:gohair@ttsa.net)>  
Subject: Fields of Testing

Â

EXTERNAL:

Â

Hello,

Â

This is the Temporary Laboratory Director, Kristin Davis, at Tahoe Truckee Sanitation Agency Cert#1144. For our fields of testing, we are accredited in Total Coliform (Enumeration) SM 9221 B,C and Fecal Coliform (Enumeration) SM 9221 C,E for non-potable water and sewage sludge. We are looking into the quantitray method, and I was wondering if that method is an approved method for wastewater effluent, surface water, and groundwater for total coliform and fecal coliform? Also, what is the process of changing some methods in our field of testing, if we were to do that? If you have any questions, please let me know. Thank you.

--

Kristin Davis  
Chemist  
Tahoe Truckee Sanitation Agency  
(530)587-2525



15. September 21, 2020 Operations Manager, Michael Peak letter to ELAP appointing Kristin Davis as TTSA Laboratory Director



**TAHOE-TRUCKEE SANITATION AGENCY**

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

**Directors**

*Dale Cox: President*  
*Dan Wilkins: Vice President*  
*David Smelser*  
*Blake Tresan*  
*S. Lane Lewis*

**General Manager**

*LaRue Griffin*

September 21, 2020

Environmental Laboratory Accreditation Program State Water  
Resources Control Board  
Division of Drinking Water/ELAP  
P.O. Box 100 Sacramento, CA  
95814

Re: Laboratory Director

To Whom it May Concern:

This letter is intended to inform you that Kristin Davis has been appointed Laboratory Director at Tahoe-Truckee Sanitation Agency. Please direct all correspondence to [kdavis@ttsa.net](mailto:kdavis@ttsa.net), and cc [mpeak@ttsa.net](mailto:mpeak@ttsa.net).

Kristin has 11 years of experience in an ELAP certified wastewater laboratory, a B.S. in Biology, and holds a CWEA Grade III Laboratory Analyst Certification number 1308211768.

If you have any questions, please contact either Kristin Davis or Michael Peak at 530- 587-2525.

Sincerely,

Michael Peak  
Operations Department Manager  
Tahoe-Truckee Sanitation Agency ELAP  
No.1144

16. Approved Organizational Structure and false document provided to the state.



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** December 11, 2019  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-3  
**Subject:** Approval of the Agency Organizational Chart

---

#### Background

As part of the Classification and Compensation Study, some classification titles were amended. The organizational chart has been updated to reflect the classification title changes.

It should be noted, the organizational chart includes the current number of staff as full-time equivalents (FTE) filling each classification, for information purposes only. The chart will be updated as full-time-equivalents (FTE) for each classification are determined and approved by the Board of Directors in the future.

#### Fiscal Impact

None.

#### Attachments

Agency organizational chart.

#### Recommendation

Management and staff recommend approval of the Agency organizational chart.

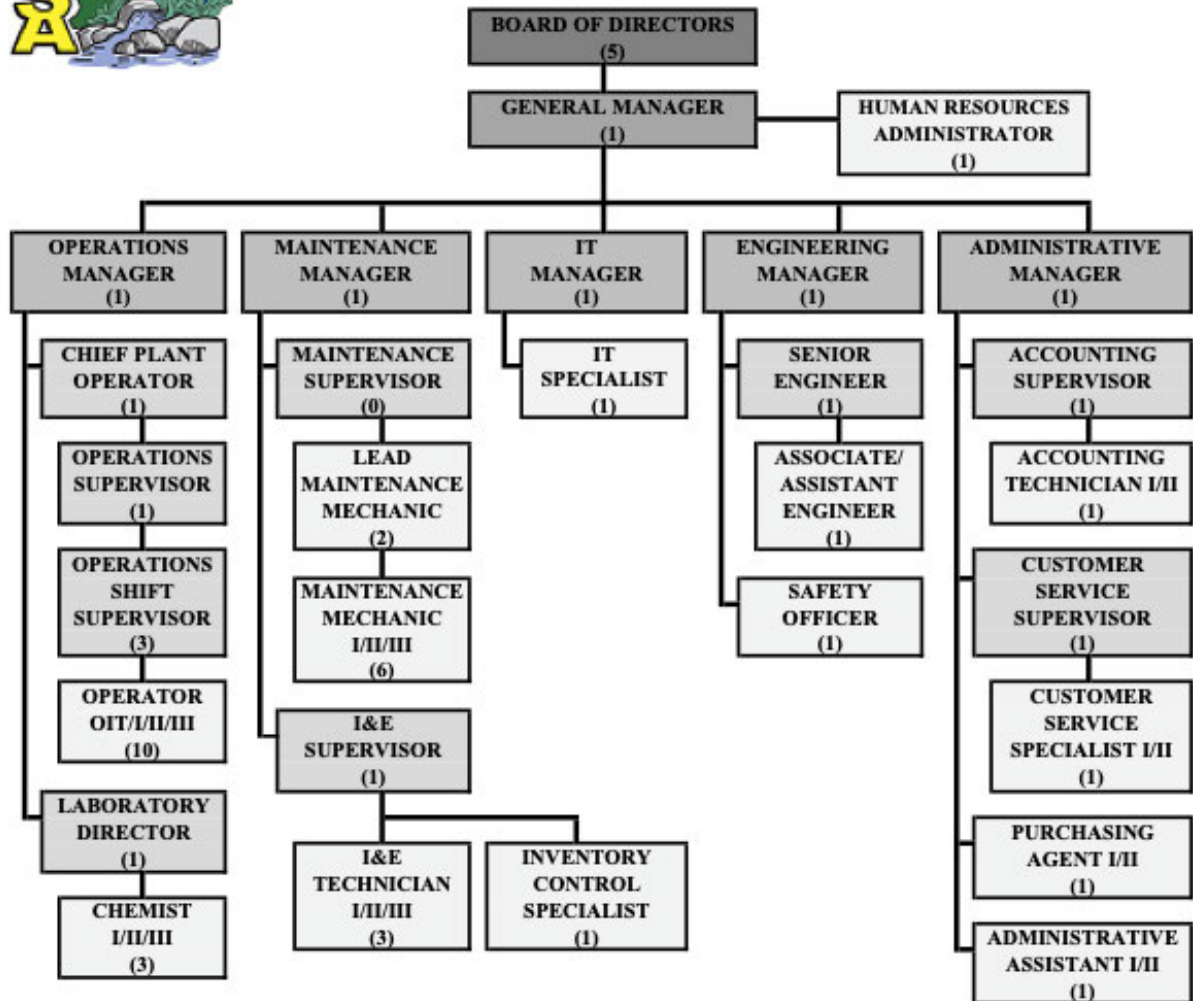
#### Review Tracking

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY ORGANIZATIONAL CHART



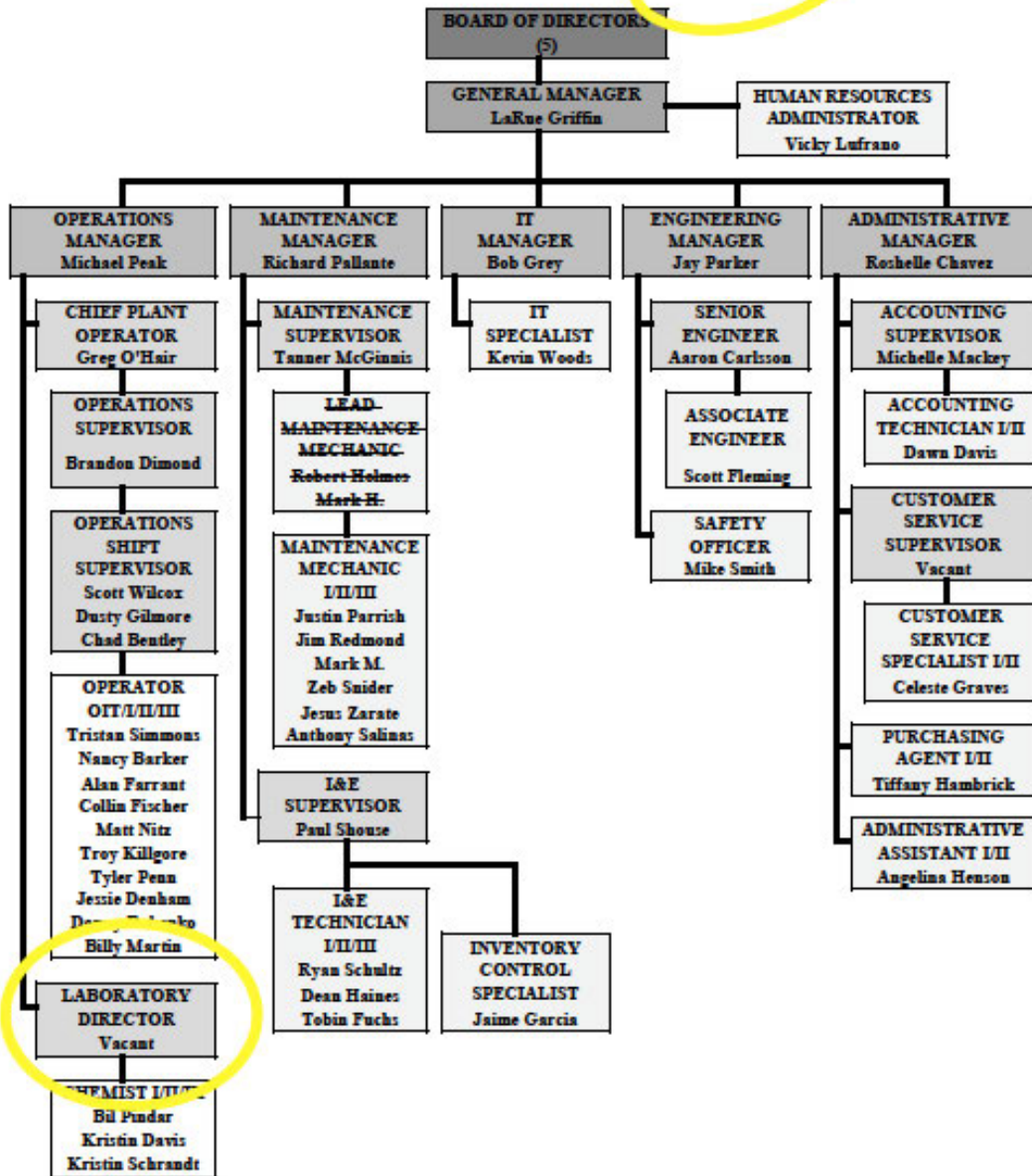
Note: (#) identifies quantity of staff in classification

# FRAUDULENT DOCUMENT!



## TAHOE-TRUCKEE SANTATION AGENCY ORGANIZATIONAL CHART FY 2019-2020

Approved and Adopted by Board of Directors December 11, 2019



**DOCUMENT 17 REMOVED**

**CONFIDENTIAL/PRIVATE PERSONNEL FILE DOCUMENT**

18. October 21, 2020 Operations Manager, Michael Peak, Board of Directors meeting



## **TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT**

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Michael Peak, Operations Department Manager  
**Subject:** Operations Department Report

---

### **Compliance Report:**

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

### **Operations Report:**

- Overall, the plant performed well through the month.
- Staff started final effluent pH control with sodium hydroxide on September 2<sup>nd</sup>.
- Final filter #3 in-house rehabilitation operations staff added anthracite coal.
- Operators continue to train with lab Chemists for weekend laboratory testing.
- Staff relocated offices to various locations for the admin remodel project.

### **Laboratory Report:**

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month of September, with the exception of the required quarterly effluent Trihalomethanes (THM) testing. The laboratory director has deemed the THM test results to be inaccurate as the collection process was incorrect.
- The Regional Water Quality Control Board was informed of the THM sample.
- As a corrective action, the Laboratory Director will create a Standard Operating Procedure (SOP) for quarterly effluent sampling as a SOP was not created.
- Staff continued to train operators for weekend testing.
- Staff relocated to various locations for the admin remodel project.

### **Work Orders:**

- Completed this month: 2
- Pending: 5

### **Plant Data:**

Influent Flow Description	MG
Monthly average daily <sup>(1)</sup>	3.19
Monthly maximum instantaneous <sup>(1)</sup>	6.33
Maximum 7- day average	3.63



19. November 2, 2020 General Manager, LaRue Griffin email to Carl Davis.



## TAHOE-TRUCKEE SANITATION AGENCY

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

### Directors

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

November 2, 2020

Board of Directors

### RE: Chemist III Acting as Laboratory Director for Regulatory Reporting Purposes

At the October 21, 2020 Board of Directors meeting, there was an inquiry by Carl Davis regarding the legitimacy of the assignment of a Chemist III to serve as the Laboratory Director. At the request of the Board of Directors, I am providing a written explanation of the assignment of a Chemist III to serve as the Laboratory Director for regulatory reporting purposes, and will address (1) the definitions of a Laboratory Director, (2) the Chemist III classification, and (3) compensation for a Chemist III classification.

Two separate definitions exist relating to Laboratory Director. The first definition is defined by the Agency ("Agency") under the Laboratory Director classification. Under this definition, the Laboratory Director:

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

An example of a duty for the "Agency" Laboratory Director is:

*Recommends to the Operations Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.*

The second definition of a Laboratory Director is for the purpose of the Agency's accreditation under the Environmental Laboratory Accreditation Program ("ELAP") and is as follows:

*The person who, for the laboratory and its auxiliary or mobile laboratories, if any, is in charge of all analytical and operational laboratory activities; supervises all personnel, including those designated as Principal Analysts; and is the person responsible for the quality of reported data.*

The primary difference between the "Agency" and "ELAP" definitions of the Laboratory Director is ELAP does not have a requirement for a Laboratory Director to "recommend....the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements

*discipline procedures; evaluates employee performance; drafts and conducts performance evaluations."* ELAP does require supervision of all personnel, however, only as it pertains to performing laboratory activities.

When the previous Laboratory Director resigned, the Agency was required by ELAP to appoint a new Laboratory Director for ELAP purposes (i.e. someone who would be responsible for the functions consistent with ELAP's definition above) within 15 days in accordance with 22 CCR section 64817 to maintain the Agency's laboratory accreditation. To meet the appointment criteria, the Agency appointed a Chemist III to serve as the Laboratory Director for ELAP purposes. The Agency did not assign the Chemist III to perform the other supervisory responsibilities outlined in the Agency's Laboratory Director classification description. Instead, the Operations Manager has assumed responsibility for those duties, including the selection of staff, the coordination of training, evaluations and discipline.

The appointment of a Chemist III to serve as the Laboratory Director for purposes of ELAP's requirements is consistent with the Chemist III classification description which states as an example of duty:

*At the Chemist III level, incumbents may serve in absence of Laboratory Director for regulatory reporting purposes.*

The Agency initially notified ELAP of the temporary designation of a Laboratory Director for ELAP purposes, but later notified ELAP that the Agency had extended the designation. The Agency extended the designation as Laboratory Director for ELAP purposes because the Agency has opted to wait to decide about recruitment for and filling the Agency Laboratory Director position until after completion of the Organization Assessment currently being conducted by a consultant and the Agency's consideration of the consultant's recommendations relating to the full-time equivalents (FTEs) for each of the Agency's departments. In addition, the decision to extend the designation will allow for continuity with respect to the Agency's response to a current ELAP investigation and the preparation of the Agency's Quality Assurance Manual.

The Agency does not provide additional compensation to a Chemist III for serving as the Laboratory Director for ELAP purposes. The classification description already includes the duty to fulfill Laboratory Director duties for regulatory reporting purposes, and therefore Chemist IIIs are currently being financially compensated for the duty, whether it is being performed or not. For this reason, the Agency has not provided previously additional compensation to Chemist IIIs or Senior Chemists (the classification, prior to the reclassification, designated to serve this function in the absence of the Agency's Laboratory Director) when serving as the Laboratory Director for ELAP purposes. In addition, the Agency has no policy, nor any current or past practice of providing compensation to any employee who temporarily fulfills the duties of any other position within the Agency.

Also, with respect to compensation, based on the Classification and Compensation Study and applied Cost-of-Living-Adjustments for the current salary schedule, the Chemist III position in Group A is compensated over the 75% labor market value by approximately 24.5%. The current maximum monthly salary for a Chemist III, Group A is \$9,421 and Chemist III, Group B is \$7,567, meaning the maximum salary for a Chemist III within Group A is paid over the market value by \$1,854 per month, or \$22,248 annually.

In summary, the Chemist III classification description affords the Agency the authority to appoint a Chemist III to serve as the Laboratory Director for ELAP purposes, and the compensation for the Chemist III already takes into account these responsibilities.



Attached are the classification descriptions for the Laboratory Director and Chemist III positions along with the current salary schedule for your reference.

Please contact me if there are any questions.

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

LaRue Griffin  
General Manager

cc: Mr. Carl Davis (by electronic mail)

20. November 24, 2020 Operations Manager, Michael Peak letter to ELAP

November 24, 2020

Environmental Laboratory Accreditation Program  
State Water Resources Control Board  
Division of Drinking Water/ELAP  
P.O. Box 100 Sacramento, CA  
95814

Re: Laboratory Director

To Whom it May Concern:

This letter is intended to inform you that Kristin Davis [kdavis@ttsa.net](mailto:kdavis@ttsa.net) is unavailable to serve as the Laboratory Director at this time. Bill Pindar has been appointed Laboratory Director at Tahoe-Truckee Sanitation Agency. Please direct any correspondence to [bpindar@ttsa.net](mailto:bpindar@ttsa.net), and cc [mpeak@ttsa.net](mailto:mpeak@ttsa.net)

Bill has 20+ years of experience in an ELAP certified wastewater laboratory, a B.S. in Biology, holds a CWEA Grade III Laboratory Analyst Certification number 90933001. Bill has filled in the capacity of temporary Laboratory Director for the Agency in the past.

If you have any questions, please contact either Bill Pindar or Michael Peak at 530- 587-2525.

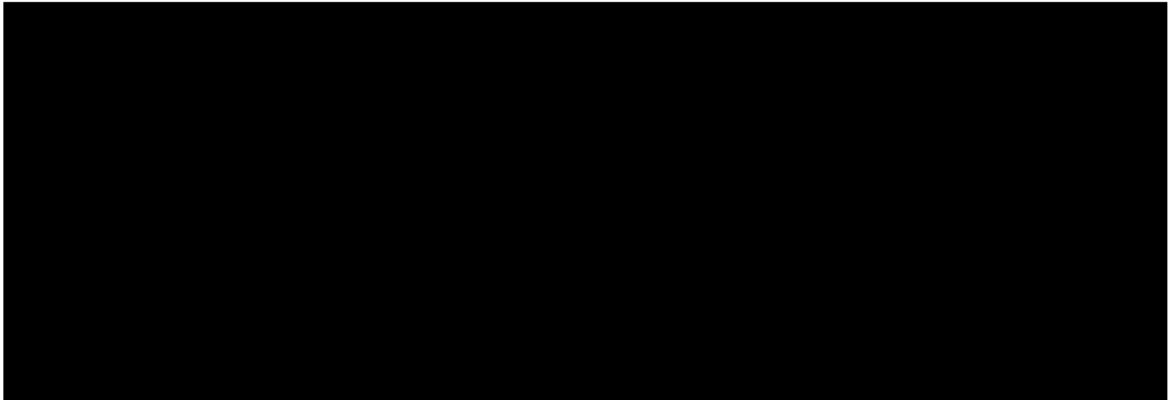
Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Peak", with a stylized flourish at the end.

Michael Peak  
Operations Department Manager  
Tahoe-Truckee Sanitation Agency  
ELAP No.1144

**DOCUMENT 21 REMOVED**

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22. November 3, 2020 Administrative Manager, Rochelle Chavez email to Carl Davis

Mr. Davis,

This email constitutes the written response of the Tahoe Truckee Sanitation Agency (TTSA) under Government Code section 6253(c) to your October 28, 2020 Public Records Act request, which seeks "the name of the individual serving in the position titled Laboratory Director as indicated on the Agency's website diagram. <https://www.ttsa.net/organizational-chart>." Although your request appears to be a question rather than a request for records under the California Public Records Act, TTSA will nevertheless respond to your question. The Laboratory Director classification specified on the TTSA organizational chart currently remains vacant pending TTSA's decision concerning whether to fill that position. Currently, some of the duties of the classification are being performed by the Operations Manager and others are being performed by a Chemist III.

Thank you,

**Roshelle Chavez**

Administrative Department Manager

**Tahoe-Truckee Sanitation Agency**

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TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Michelle Mackey, Accounting Supervisor  
**Item:** IV-2  
**Subject:** Approval of general fund warrants

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**Background**

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

All warrants are 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**

Management recommends approval of the general fund warrants paid and payable.

**Review Tracking**

Submitted By: Michelle Mackey  
Michelle Mackey  
Accounting Supervisor

Approved By: LaRue Griffin  
LaRue Griffin  
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
<b>ACCU-SLUDGE</b>				
	86361	12/16/2020	"CLASSIC" SLUDGE JUDGE	1,773.63
Total ACCU-SLUDGE:				1,773.63
<b>AIRGAS USA LLC</b>				
	86417	12/16/2020	NOVEMBER CYLINDER RENTALS	113.79 M
	86417	12/16/2020	NOVEMBER CYLINDER RENTALS	44.93 M
	86417	12/16/2020	NOVEMBER CYLINDER RENTALS	107.93 M
	86417	12/16/2020	NITROGEN NI300 CYLINDER	73.38 M
	86417	12/16/2020	DELIVERY FEE	62.08 M
	86417	12/16/2020	FUEL SURCHARGE	7.90 M
	86417	12/16/2020	HAZMAT	13.59 M
Total AIRGAS USA LLC:				423.60
<b>ALLIANT INSURANCE SERVICES INC</b>				
	86418	12/16/2020	POLLUTION LIABILITY	7,707.61 M
	86418	12/16/2020	NOTORY BOND	78.00 M
Total ALLIANT INSURANCE SERVICES INC:				7,785.61
<b>ALLIED ELECTRONICS</b>				
	86362	12/16/2020	MARATHON SPECIAL PRODUCTS 70338016	284.16
	86362	12/16/2020	MARATHON SPECIAL PRODUCTS 70193384	167.42
	86362	12/16/2020	PANDUIT LCA3/0-38-X 71528137 (SOLD IN UNITS OF 10)	113.34
	86362	12/16/2020	MARATHON SPECIAL PRODUCTS 70338016	142.08
	86362	12/16/2020	PANDUIT LCA3/0-38-X 71528137 (SOLD IN UNITS OF 10)	226.68
Total ALLIED ELECTRONICS:				933.68
<b>ALPHA ANALYTICAL INC</b>				
	86363	12/16/2020	SINGLE STLL ANALYSIS	55.00
	86363	12/16/2020	4Q WELL BARIUMS	210.00
	86363	12/16/2020	OCTOBER BARIUMS	385.00
	86431	12/16/2020	4Q 2020 WELL THMS	337.50 M
	86431	12/16/2020	EPA METHOD 624	125.00 M
	86431	12/16/2020	DIRECT ANALYSIS ICPMS	160.00 M
	86431	12/16/2020	METALS ICPMS	75.00 M
	86431	12/16/2020	4Q PRETREATMENT	1,450.00 M
	86431	12/16/2020	4Q2020 SLUDGE METALS/NITROGEN	375.00 M
	86431	12/16/2020	4Q FINAL EFFLUENT PRETREATMENT	680.00 M
Total ALPHA ANALYTICAL INC:				3,852.50
<b>ANTHONY SALINAS</b>				
	76444	12/16/2020	REIMBURSEMENT	130.00 M
	76444	12/16/2020	REIMBURSEMENT	71.85 M
Total ANTHONY SALINAS:				201.85
<b>ARAMARK WORK APPAREL</b>				
	86364	12/16/2020	MATS	166.79
	86364	12/16/2020	TOWELS	19.71
	86364	12/16/2020	SVC CHARGE	10.50

Payee	Check Number	Check Issue Date	Description	Amount
Total ARAMARK WORK APPAREL:				197.00
<b>AT&amp;T 530 582-0827 966 5</b>				
	86251	12/31/2020	OCTOBER INVOICE 10%	139.08- V
	86251	12/31/2020	OCTOBER INVOICE 90%	1,251.72- V
Total AT&T 530 582-0827 966 5:				1,390.80-
<b>AT&amp;T ACCT #171-800-7674 001</b>				
	86421	12/16/2020	10% NOVEMBER INVOICE	97.29 M
	86421	12/16/2020	90% NOVEMBER INVOICE	875.64 M
Total AT&T ACCT #171-800-7674 001:				972.93
<b>AVAYA INC</b>				
	86365	12/16/2020	QUARTERLY BILL	906.57
Total AVAYA INC:				906.57
<b>BARTKIEWICZ, KRONICK &amp; SHANAHAN</b>				
	86443	12/16/2020	NOVEMBER LEGAL FEES	5,508.00 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				5,508.00
<b>CALCHAMBER; MEMBERSHIP</b>				
	86366	12/16/2020	2021 Membership	849.00
Total CALCHAMBER; MEMBERSHIP:				849.00
<b>CAROLLO</b>				
	86367	12/16/2020	MASTER SEWER PLAN OCT INVOICE	8,922.00
Total CAROLLO:				8,922.00
<b>Cascade Fire Equipment Co.</b>				
	86368	12/16/2020	SCOTT 60 MIN CYLINDER CARBON 4500.CGA347 VALVE SC804723-01	1,385.59
Total Cascade Fire Equipment Co.:				1,385.59
<b>CASELLE</b>				
	86434	12/16/2020	PAYMENT IMPORT MODULE ADDITION	1,000.00 M
	86434	12/16/2020	JANUARY SERVICE FEES	2,694.00 M
Total CASELLE:				3,694.00
<b>CELESTE GRAVES</b>				
	86446	12/16/2020	REIMBURSEMENT	112.00 M
	86446	12/16/2020	REIMBURSEMENT	232.75 M
Total CELESTE GRAVES:				344.75
<b>CENTIMARK CORPORATION</b>				
	86452	12/16/2020	RETENTION #1 FOR 2019 ROOF REPAIR PROJECT	6,618.02 M
	86452	12/16/2020	RETENTION #2 FOR 2019 ROOF REPAIR PROJECT	8,384.32 M
	86452	12/16/2020	RETENTION #3 FOR 2019 ROOF REPAIR PROJECT	9,172.87 M
	86452	12/16/2020	RETENTION #4 FOR 2019 ROOF REPAIR PROJECT	21,040.85 M

Payee	Check Number	Check Issue Date	Description	Amount	
	86452	12/16/2020	RETENTION #5 FOR 2019 ROOF REPAIR PROJECT	924.82	M
Total CENTIMARK CORPORATION:				46,140.88	
<b>CH2M HILL</b>					
	86420	12/16/2020	TASK ORDER #32 2020 HEADWORKS IMPROVEMENTS PROJ	6,094.36	M
	86420	12/16/2020	TASK ORDER #34 CHLORINE SYSTEM PROCESS HAZARD ANALYSIS REVALI	16,276.43	M
	86420	12/16/2020	TASK ORDER #35 2020 DIGESTION IMPROVEMENTS STUDY	3,710.43	M
	86420	12/16/2020	TASK ORDER #36 2021 CHLORINE SCRUBBER IMPROVEMENT PROJ	47,926.58	M
Total CH2M HILL:				74,007.80	
<b>CLARK PEST CONTROL</b>					
	86369	12/16/2020	NOVEMBER INVOICE	275.00	
Total CLARK PEST CONTROL:				275.00	
<b>CORELOGIC INFORMATION SOLUTIONS, IN</b>					
	86425	12/16/2020	NOVEMBER INVOICE	477.41	M
Total CORELOGIC INFORMATION SOLUTIONS, IN:				477.41	
<b>CUTTING IMAGE LLC</b>					
	86370	12/16/2020	A/P LASER CHECKS US BANK ACCT # 153401397630 STARTING # 86500 NO	231.14	
Total CUTTING IMAGE LLC:				231.14	
<b>CWEA</b>					
	86371	12/16/2020	BILL PINDAR ENVIRONMENTAL COMPLIANCE INSPECTOR GRD 1	91.00	
	86371	12/16/2020	MEMBERSHIP RENEWAL- A SALINAS	192.00	
	86371	12/16/2020	KRISTIN SCHRANDT LAB ANALYST GRADE 3	101.00	
Total CWEA:				384.00	
<b>DAMORE, HAMRIC &amp; SCHNEIDER</b>					
	86372	12/16/2020	2019-2020 AUDIT FEES FOR OCT	15,955.00	
Total DAMORE, HAMRIC & SCHNEIDER:				15,955.00	
<b>DIAMOND G CONSTRUCTION INC</b>					
	86442	12/16/2020	2020 ADMIN BUILDING REMODEL PPE #3	142,061.80	M
	86442	12/16/2020	2020 ADMIN BUILDING REMODEL RETENTION #3	7,103.09	M
Total DIAMOND G CONSTRUCTION INC:				134,958.71	
<b>E&amp;M ELECTRIC</b>					
	86436	12/16/2020	SIEMENS MM440 PROFIBUS MODULE	314.34	M
	86436	12/16/2020	SIEMENS MM440 PROFIBUS MODULE	314.34	M
Total E&M ELECTRIC:				628.68	
<b>ERA; ENVIRONMENTAL RESOURCE ASSOCIA</b>					
	86373	12/16/2020	POTABLEWATR COLIFORM WS-292 080B	310.68	
	86373	12/16/2020	POTABLEWATR COLIFORM QC 694	163.46	
	86373	12/16/2020	WASTEWATER COLIFORM WP-310 576A	150.47	
	86373	12/16/2020	WASTEWATER COLIFORM QC 083A	231.82	



Payee	Check Number	Check Issue Date	Description	Amount
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				856.43
<b>EUROFINS CALSCIENCE INC</b>				
	86374	12/16/2020	TEICHERT SOIL OCT 2020	615.00
Total EUROFINS CALSCIENCE INC:				615.00
<b>FD THOMAS</b>				
	86453	12/22/2020	RETENTION #1 FOR 2020 PLANT PAINTING PROJ	3,985.50 M
	86453	12/22/2020	RETENTION #2 FOR 2020 PLANT PAINTING PROJ	6,845.00 M
	86453	12/22/2020	RETENTION #3 FOR 2020 PLANT PAINTING PROJ	4,345.45 M
	86453	12/22/2020	RETENTION #4 FOR 2020 PLANT PAINTING PROJ	5,353.15 M
	86453	12/22/2020	RETENTION #5 FOR 2020 PLANT PAINTING PROJ	4,024.17 M
	86453	12/22/2020	RETENTION #6 FOR 2020 PLANT PAINTING PROJ	1,542.76 M
Total FD THOMAS:				26,096.03
<b>FEDERAL EXPRESS CORP.</b>				
	86375	12/16/2020	ADMIN SHIPPING CHARGES	141.05
Total FEDERAL EXPRESS CORP.:				141.05
<b>FISHER SCIENTIFIC COMPANY</b>				
	86376	12/16/2020	CASE (10PK) EXPANSION GLASS SHELL VIALS 03-339-30B	403.43
	86376	12/16/2020	100 ML BEAKERS 02-546A	114.96
	86376	12/16/2020	300 ML BEAKERS 02-546C	135.64
	86376	12/16/2020	125ML ERLNMEYER FLASK FB500125	78.75
	86376	12/16/2020	EXPANSION GLASS SHELL VIALS 1 PK	51.15
	86376	12/16/2020	COLIFORM WATER BATH PRECISION COL 19 TSCOL19	3,111.65
	86376	12/16/2020	AG9-HC IC GUARD COLUMN 05179	580.88
	86376	12/16/2020	AS9-HC IC SEPERATOR COLUMN 051786	1,629.19
	86376	12/16/2020	TRYPTIC SOY BROTH 18ML R08948	605.21
	86376	12/16/2020	NUTRIENT AGAR SLANT	361.56
	86376	12/16/2020	TRYPTIC SOY BROTH 2ML R064890	694.99
Total FISHER SCIENTIFIC COMPANY:				7,767.41
<b>GRAINGER INC., W.W.</b>				
	86377	12/16/2020	KNEE PADS 12F685	18.35
	86377	12/16/2020	MAGLITE HANDHELD FLASHLIGHT M2A756K	44.95
	86377	12/16/2020	DURACELL PROCELL D BATTERY PK 12 PC13700	21.79
	86377	12/16/2020	TAPE MEASURE 25FT 33-2789	14.92
	86377	12/16/2020	COGGED V BELT 90" 2L399	85.15
	86377	12/16/2020	LIQUID SHAMPOO 800ML CARTRIDGE PK 12 9152-12	118.54
	86377	12/16/2020	BATTERY 2032 3 VDC 4LW11	2.83
	86377	12/16/2020	V-BELT COGGED 90 INCHES 2L440	308.25
	86377	12/16/2020	FABULOSO FLOW CLEANER 1 GAL 4 PACKS	71.55
	86377	12/16/2020	FAN COOLING SQUARE HF0516414	230.77
	86377	12/16/2020	1" SELF DRILLING TAPPING SCREW 31JJ54	7.12
	86377	12/16/2020	1-1/2" 31JJ65	21.50
	86377	12/16/2020	2" 31JJ66	26.73
	86377	12/16/2020	2-1/2" 31JJ67	26.98
	86377	12/16/2020	MILWAUKEE SAWZALL BLADE 6MPJ5	113.08
	86377	12/16/2020	SAFETY SIGN CONFINED SPACE ENTRY BY PERMIT ONLY 465K40	43.95

Payee	Check Number	Check Issue Date	Description	Amount
Total GRAINGER INC., W.W.:				1,156.46
<b>HACH CHEMICAL COMPANY</b>				
	86378	12/16/2020	TL2300 TUBIDIMETER 0-4000 NTU LPV444.99.00210	3,061.35
	86378	12/16/2020	AUX HALF CABLE 7 PIN 9 FEET PORT 8528500	228.65
	86378	12/16/2020	50MG/L NH4-N STANDARD SOL (2000ML) 2825854	315.46
	86378	12/16/2020	10MG/L NH4-N STANDARDS SOL (2000ML) 2894354	409.57
	86378	12/16/2020	CLEANING SOLUTION AMTX (250ML) 2894246)	606.20
Total HACH CHEMICAL COMPANY:				4,621.23
<b>HUNT &amp; SONS INC.</b>				
	86379	12/16/2020	HEATING FUEL 90/10	5,063.60
	86379	12/16/2020	HEATING FUEL 90/10	562.62
Total HUNT & SONS INC.:				5,626.22
<b>ILEANA VASSILIOU</b>				
	86432	12/16/2020	TRAINING	2,100.00 M
	86432	12/16/2020	TRAINING	400.00 M
	86432	12/16/2020	TRAINING	400.00 M
Total ILEANA VASSILIOU:				2,900.00
<b>JAIME GARCIA</b>				
	86380	12/16/2020	REIMBURSEMENT	400.00
Total JAIME GARCIA:				400.00
<b>JAMES REDMOND</b>				
	86428	12/16/2020	REIMBURSEMENT	400.00 M
Total JAMES REDMOND:				400.00
<b>KEN GRADY CO. INC</b>				
	86381	12/16/2020	METHANE (2.5%) IN NITROGEN BALANCE GAS CYLINDER 105L-135A, 2.5	177.31
	86381	12/16/2020	58L CL2 50PPM IN NITROGEN	720.15
	86381	12/16/2020	CHLORINE 2PPM IN NITROGEN BALANCE 58L-252-2	394.40
Total KEN GRADY CO. INC:				1,291.86
<b>KONICA MINOLTA BUSINESS SOLUTIONS U</b>				
	86440	12/16/2020	DECEMBER INVOICE	142.95 M
Total KONICA MINOLTA BUSINESS SOLUTIONS U:				142.95
<b>LHOIST NORTH AMERICA</b>				
	86382	12/16/2020	HYDRATED LIME	18,045.65
	86427	12/16/2020	HYDRATED LIME	9,051.87 M
	86427	12/16/2020	HYDRATED LIME	8,990.18 M
Total LHOIST NORTH AMERICA:				36,087.70
<b>LIBERTY UTILITIES</b>				
	86414	12/15/2020	NOVEMBER ELECTRIC	44.66 M
	86414	12/15/2020	NOVEMBER ELECTRIC	44.66- V

Payee	Check Number	Check Issue Date	Description	Amount
	86414	12/15/2020	NOVEMBER ELECTRIC	46.51- V
	86414	12/15/2020	NOVEMBER ELECTRIC	46.51 M
	86414	12/15/2020	NOVEMBER ELECTRIC	42.37- V
	86414	12/15/2020	NOVEMBER ELECTRIC	42.37 M
	86414	12/15/2020	NOVEMBER ELECTRIC	61.43 M
	86414	12/15/2020	NOVEMBER ELECTRIC	61.43- V
	86449	12/16/2020	NOVEMBER ELECTRIC	44.66 M
	86449	12/16/2020	NOVEMBER ELECTRIC	46.51 M
	86449	12/16/2020	NOVEMBER ELECTRIC	42.37 M
	86449	12/16/2020	NOVEMBER ELECTRIC	61.43 M
Total LIBERTY UTILITIES:				194.97
<b>MCMASTER-CARR</b>				
	86383	12/16/2020	1/2" ID MEDIUM PRESSURE SAE-RATED SYNTHETIC RUBBER HYDRAULIC H	613.31
	86383	12/16/2020	GASKET 3" DIAMETER, 1/8" THICKNESS 8516T238	50.26
Total MCMASTER-CARR:				663.57
<b>MCQUEEN LABORATORY SUPPLY</b>				
	86384	12/16/2020	THERMO SCIENTIFIC CONTROL HYDRAULIC RPO	379.00
Total MCQUEEN LABORATORY SUPPLY:				379.00
<b>MICHAEL J SMITH</b>				
	86412	12/14/2020	REIMBURSEMENT	243.82 M
	86412	12/14/2020	REIMBURSEMENT	225.68 M
	86412	12/14/2020	REIMBURSEMENT	89.00 M
	86429	12/16/2020	REIMBURSEMENT	336.60 M
Total MICHAEL J SMITH:				895.10
<b>MICHAEL SMITH</b>				
	86273	12/14/2020	REIMBURSEMENT	243.82- V
	86273	12/14/2020	REIMBURSEMENT	225.68- V
	86273	12/14/2020	REIMBURSEMENT	89.00- V
Total MICHAEL SMITH:				558.50-
<b>MICHELLE MACKEY</b>				
	86445	12/16/2020	REIMBURSEMENT	129.00 M
Total MICHELLE MACKEY:				129.00
<b>MICROBIOLOGICS</b>				
	86385	12/16/2020	PSEUDOMONAS AERUGINOSA PELLETS 0353E6	393.61
Total MICROBIOLOGICS:				393.61
<b>MOUNTAIN HARDWARE</b>				
	86386	12/16/2020	PARTS FOR FOUNTAIN INSTALL	42.76
	86386	12/16/2020	PARTS FOR FOUNTAIN INSTALL	12.97
	86386	12/16/2020	NUTS, BOLTS,SCREW, WASHERS FOR LAB AUTOCLAVE	6.41
	86386	12/16/2020	POLY SCOOP SHOVELS	224.00
Total MOUNTAIN HARDWARE:				286.14

Payee	Check Number	Check Issue Date	Description	Amount	
<b>NAPA- SIERRA</b>					
	86387	12/16/2020	BATTERY & AIR FILTER	150.07	
	86439	12/16/2020	PARTS FOR VHCL #1	63.69	M
Total NAPA- SIERRA:				213.76	
<b>NAVIA BENEFIT SOLUTIONS</b>					
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	10.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	5.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	1.25	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	25.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	5.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	13.75	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	90.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	18.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	54.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	22.50	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	9.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	4.50	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	6.25	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	2.50	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	1.25	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	36.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	18.00	
	12232001	12/23/2020	COBRA/PARTICIPANT FEES	4.50	
	12232001	12/23/2020	HRA DISBURSEMENTS	803.69	
	12232001	12/23/2020	HRA DISBURSEMENTS	110.51	
	12232001	12/23/2020	HRA DISBURSEMENTS	328.14	
	12232001	12/23/2020	HRA DISBURSEMENTS	40.48	
	12232001	12/23/2020	HRA DISBURSEMENTS	20.00	
	12232001	12/23/2020	HRA DISBURSEMENTS	122.00	
	12232001	12/23/2020	HRA DISBURSEMENTS	94.41	
	12232001	12/23/2020	HRA DISBURSEMENTS	302.00	
	12232001	12/23/2020	HRA DISBURSEMENTS	44.00	
	12232001	12/23/2020	HRA DISBURSEMENTS	20.00	
	12232001	12/23/2020	HRA DISBURSEMENTS	6.83	
	12232001	12/23/2020	HRA DISBURSEMENTS	35.00	
	12232001	12/23/2020	HRA DISBURSEMENTS	20.00	
Total NAVIA BENEFIT SOLUTIONS:				2,273.56	
<b>OFFICE DEPOT</b>					
	86437	12/16/2020	Donut Shop Decaf	13.29	M
	86437	12/16/2020	Avery Legal Tabs 1-10	97.21	M
	86437	12/16/2020	Avery Legal Tabs - Title 5 Pak of 25	11.89	M
	86437	12/16/2020	Avery Legal Tabs - Title 4 Pak of 25	11.89	M
	86437	12/16/2020	Avery Legal Tabs - Title 6 Pak of 25	11.89	M
	86437	12/16/2020	Avery Legal Tabs - Title 3 Pak of 25	11.89	M
	86437	12/16/2020	Avery Legal Tabs - Title 2 Pak of 25	12.54	M
	86437	12/16/2020	Avery Legal Tabs - Title 2 Pak of 25	11.89	M
	86437	12/16/2020	Avery Legal Tabs - Title 1 Pak of 25	11.89	M
	86437	12/16/2020	Wastebaskets 6.5 Gallon- Black Pack of 3	35.14	M
	86437	12/16/2020	Pilot B2P Bottle to Pen Med Ball Point Pens Blue	17.19	M
	86437	12/16/2020	Blue Sky Jumbo Calendar 48x32 Jan-Dec 2021	25.97	M
	86437	12/16/2020	AT-A-Glance 3 Month Wall Calendar 15-1/2x22-3/4 Jan-Dec 2021	62.32	M
	86437	12/16/2020	AT-A-Glance Desk Pad Calendar 21-3/4x17 Jan-Dec 2021	519.38	M
	86437	12/16/2020	PURELL HAND SANITIZER PUMP - 8oz	176.99	M

Payee	Check Number	Check Issue Date	Description	Amount
Total OFFICE DEPOT:				1,031.37
<b>OG TAHOE LLC</b>				
	86447	12/16/2020	SERVICE CHARGE REFUND	51.00 M
Total OG TAHOE LLC:				51.00
<b>PDM STEEL SVC CNTRS INC-SPARKS NV</b>				
	86388	12/16/2020	304 STAINLESS STEEL FLAT STOCK 12' LENGTHS X2' WIDE 1/8" THICK (BUIL	231.68
	86388	12/16/2020	304 STAINLESS STEEL FLAT STOCK 12' LENGTHS X2' WIDE 1/8" THICK (BUIL	447.12
Total PDM STEEL SVC CNTRS INC-SPARKS NV:				678.80
<b>PETTY CASH</b>				
	86454	12/23/2020	CAR WASH	10.00 M
	86454	12/23/2020	INK	21.64 M
	86454	12/23/2020	DEADBOLTS	75.73 M
	86454	12/23/2020	INK	64.92 M
	86454	12/23/2020	INK	82.56 M
	86454	12/23/2020	NOTARY BOND FILING	45.00 M
	86454	12/23/2020	FOOD FOR TRAININGG	84.65 M
	86454	12/23/2020	INK	113.67 M
	86454	12/23/2020	MANAGERS LUNCH	45.93 M
Total PETTY CASH:				544.10
<b>PINNACLE TOWERS INC.</b>				
	86389	12/16/2020	DECEMBER TOWER RENTAL	758.09
Total PINNACLE TOWERS INC.:				758.09
<b>PLACER COUNTY LAFCO</b>				
	86390	12/16/2020	2021 ANNUALI LAFCO FEES	9,195.10
Total PLACER COUNTY LAFCO:				9,195.10
<b>PLATT ELECTRIC COMPANY</b>				
	86438	12/16/2020	LEVITON QUICKPORT	158.51 M
	86438	12/16/2020	BLANK WHITE WALL PLATE	14.44 M
	86438	12/16/2020	WALL PLATE 1 PORT	25.34 M
	86438	12/16/2020	QUICKPORT RJ11	2.81 M
	86438	12/16/2020	2PORT FACEPLATE	16.89 M
	86438	12/16/2020	3PORT FACEPLATE	5.07 M
	86438	12/16/2020	4 PORT WHT FACEPLATE	3.38 M
	86438	12/16/2020	6 PORT WHT FACEPLATE	3.38 M
Total PLATT ELECTRIC COMPANY:				229.82
<b>PRAXAIR DISTRIBUTION INC</b>				
	86433	12/16/2020	NOVEMBER INVOICE	72.28 M
Total PRAXAIR DISTRIBUTION INC:				72.28
<b>RENO BUSINESS INTERIORS</b>				
	86391	12/16/2020	HIGS6 IGNITION GUEST/ MULTI PURPOSE CHAIR, FOUR-LEG, STACKING, BL	1,884.59

Payee	Check Number	Check Issue Date	Description	Amount
Total RENO BUSINESS INTERIORS:				1,884.59
<b>RENO FORKLIFT STORAGE SYSTEMS</b>				
	86392	12/16/2020	HORN 12V TA73-004-20	44.85
	86392	12/16/2020	HORN BUTTON 71-122-00	73.00
	86392	12/16/2020	HORN BUTTON TA71-501-00	21.72
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.80
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.81
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.80
	86392	12/16/2020	SEAT CUSHION TA90-148-00	74.80
Total RENO FORKLIFT STORAGE SYSTEMS:				438.78
<b>ROSHELLE CHAVEZ</b>				
	86416	12/16/2020	DECEMBER CELL PHONE	42.80 M
Total ROSHELLE CHAVEZ:				42.80
<b>ROY SMITH COMPANY</b>				
	86393	12/16/2020	LIQUID OXYGEN	2,434.93
	86423	12/16/2020	LIQUID OXYGEN	3,416.48 M
	86423	12/16/2020	LIQUID OXYGEN	858.74 M
Total ROY SMITH COMPANY:				6,710.15
<b>RYAN SCHULTZ</b>				
	86457	12/29/2020	REIMBURSEMENT	189.00 M
	86457	12/29/2020	REIMBURSEMENT	211.00 M
Total RYAN SCHULTZ:				400.00
<b>SHRED-IT USA</b>				
	86394	12/16/2020	NOVEMBER INVOICE	148.00
Total SHRED-IT USA:				148.00
<b>SIEMENS INDUSTRY</b>				
	86395	12/16/2020	SIEMENS HAND PROGRAMMER A5E36563512	80.11
Total SIEMENS INDUSTRY:				80.11
<b>SIERRA FILTRATION PRODUCTS INC</b>				
	86396	12/16/2020	AIR FILTER 16X20X2	288.02
	86396	12/16/2020	AIR FILTER 16X25X2	85.48
	86396	12/16/2020	AIR FILTER 20X20X2	29.18
	86396	12/16/2020	AIR FILTER 20X25X2	149.66
	86396	12/16/2020	AIR FILTER 18X25X1	36.37
	86396	12/16/2020	AIR FILTER 14X25X1	44.73
	86396	12/16/2020	AIR FILTER 24X48X1 WITH AEGIS	288.10
Total SIERRA FILTRATION PRODUCTS INC:				921.54
<b>SOLENIS</b>				
	86397	12/16/2020	K290FLX 3 TOTES	11,968.75

Payee	Check Number	Check Issue Date	Description	Amount
Total SOLENIS:				11,968.75
<b>SOUTHWEST GAS CORP.</b>				
	86430	12/16/2020	10% NOVEMBER NATURAL GAS	267.09 M
	86430	12/16/2020	90% NOVEMBER NATURAL GAS	2,403.79 M
	86430	12/16/2020	10 % NOVEMBER NATURAL GAS	336.99 M
	86430	12/16/2020	90% NOVEMBER NATURAL GAS	3,032.87 M
Total SOUTHWEST GAS CORP.:				6,040.74
<b>Starkey's - Tahoe, LLC</b>				
	86456	12/29/2020	EMPLOYEE LUNCHEON	1,812.00 M
Total Starkey's - Tahoe, LLC:				1,812.00
<b>STATE WATER RESOURCES CONTROL BOARD</b>				
	86450	12/16/2020	ANNUAL ELAP ACCREDIITATION LAB FEES	6,352.00 M
Total STATE WATER RESOURCES CONTROL BOARD:				6,352.00
<b>SWRCB ACCOUNTING OFFICE</b>				
	86448	12/16/2020	ANNUAL PERMIT FEE FACILITY 6A290011000	148,796.00 M
	86448	12/16/2020	ANNUAL PERMIT FEE FACILITY 6SS011119	2,848.00 M
Total SWRCB ACCOUNTING OFFICE:				151,644.00
<b>SWRCB WW Operator Certification Program</b>				
	86398	12/16/2020	DENHAM - GR1 OPERATOR RENEWAL	150.00
Total SWRCB WW Operator Certification Program:				150.00
<b>TAHOE FOREST HOSP. DIST./TAHOE WORX</b>				
	86190	12/14/2020	EMPLOYEE SCREENING	314.00- V
	86413	12/14/2020	EMPLOYEE SCREENING	314.00 M
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				.00
<b>TAHOE TRUCKEE DISPOSAL</b>				
	86399	12/16/2020	NOVEMBER SLUDGE	7,677.94
	86399	12/16/2020	NOVEMBER CENTRIFUGE	15,661.10
Total TAHOE TRUCKEE DISPOSAL:				23,339.04
<b>TEICHERT MATERIALS</b>				
	86400	12/16/2020	4 TONS OF HOT PATCH ASPHALT & ENVIRONMENTAL FEE	316.01
	86400	12/16/2020	5 GALLONS OF TACK	43.30
Total TEICHERT MATERIALS:				359.31
<b>THATCHER COMPANY OF CA INC</b>				
	86401	12/16/2020	CHLORINE	7,920.00
	86401	12/16/2020	CHLORINE EMPTIES	4,000.00-
Total THATCHER COMPANY OF CA INC:				3,920.00

Payee	Check Number	Check Issue Date	Description	Amount	
<b>THOMSON WEST</b>					
	86441	12/16/2020	NOVEMBER INVOICE	347.75	M
Total THOMSON WEST:				347.75	
<b>TRITECH SOFTWARE SYSTEMS</b>					
	86455	12/29/2020	ANNUAL SUBSCRIPTION FEE	10,000.00	M
Total TRITECH SOFTWARE SYSTEMS:				10,000.00	
<b>TRUCKEE DONNER PUD</b>					
	86360	12/02/2020	TEMP DISCHARGE REFUND PERMIT #353	100.00	M
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	5.22	
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	46.91	
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	6.10	
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	54.90	
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	2.74	
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	24.58	
	86402	12/16/2020	NOVEMBER ELECTRIC 10%	6,726.14	
	86402	12/16/2020	NOVEMBER ELECTRIC 90%	60,535.21	
	86402	12/16/2020	NOVEMBER WATER 10%	11.68	
	86402	12/16/2020	NOVEMBER WATER 90%	105.12	
Total TRUCKEE DONNER PUD:				67,618.60	
<b>TRUCKEE FIRE PROTECT DIST</b>					
	86403	12/16/2020	FIRE SUPPRESION & PROTECTION SVC FOR 07/01/2020-06/30/2021	238.94	
Total TRUCKEE FIRE PROTECT DIST:				238.94	
<b>U.S. BANK CARD DIVISION</b>					
	12312001	12/31/2020	PLATES, BOWLS, FORKS, KNIVES AND SPOONS	83.07	M
	12312001	12/31/2020	BINDERS AND DIVIDERS FOR BOARD MEETING	60.56	M
	12312001	12/31/2020	LEVITON WALL PLATE, TOGGLE, OUTLET	459.01	M
	12312001	12/31/2020	ANNUAL FEE	12.00	M
	12312001	12/31/2020	USB-C DIGITAL AV ADAPTOR	70.31	M
	12312001	12/31/2020	BOARD SURFACE PROTECTOR	109.27	M
	12312001	12/31/2020	DISPOSABLE FACE MASKS	232.52	M
	12312001	12/31/2020	PRIVACY WINDOW FILM	51.92	M
	12312001	12/31/2020	ADOBE-IT	17.99	M
	12312001	12/31/2020	ADOBE-ACCOUNTING	49.98	M
	12312001	12/31/2020	IT SOFTWARE	309.50	M
	12312001	12/31/2020	GOOGLE G-SUITE TTSA.NET	900.00	M
	12312001	12/31/2020	WEB SERVICES	7.31	M
	12312001	12/31/2020	GO TO MEETING	84.00	M
	12312001	12/31/2020	IPAD CASE	32.46	M
	12312001	12/31/2020	PLAQUE FOR JON NORTHROP	82.85	M
	12312001	12/31/2020	FUEL FOR VEHICLE #25	40.00	M
	12312001	12/31/2020	REFUND	19.77-	M
	12312001	12/31/2020	OVER CHARGE APPLE.COM	8.00	M
	12312001	12/31/2020	IPAD FOR LANE LEWIS	442.39	M
	12312001	12/31/2020	USB-C PRO ADAPTOR	74.69	M
	12312001	12/31/2020	THUNDERBOLT GIGIBIT ETHERNET ADAPTOR	31.39	M
	12312001	12/31/2020	BELKIN USB-C TO ETHERNET ADAPTOR	32.42	M
	12312001	12/31/2020	FREE STANDING GAUGE	389.92	M
	12312001	12/31/2020	STANDARD METHODS SMALL LAB LICENSE	945.00	M
	12312001	12/31/2020	YSI 695 CALIBRATION CUP	59.85	M



Payee	Check Number	Check Issue Date	Description	Amount
	12312001	12/31/2020	ASP & CSP EXAM CORE CONNECT TRAINING	1,899.00 M
	12312001	12/31/2020	HONDA HHT 25 CC 4-CYCLE STRING TRIMMER	388.62 M
	12312001	12/31/2020	HONDA HHT 25 CC 4-CYCLE STRING TRIMMER	388.62 M
	12312001	12/31/2020	DOWNFROST 50% BLEND 55 GALLON DRUM	755.31 M
	12312001	12/31/2020	CARLISLE LAP SEALANT	397.62 M
	12312001	12/31/2020	BLACK EPDM RUBBER ROOFING MEMBRANE	79.95 M
	12312001	12/31/2020	3M 142-FT-30 QUALITATIVE FIT TEST APPARATUS	292.24 M
	12312001	12/31/2020	MAGBENCH STANDARD NEW MODEL MBS	152.55 M
	12312001	12/31/2020	8' SOLID PLASTIC SPEEN BUMP	2,326.75 M
	12312001	12/31/2020	GARDNER-DENVER AIR AND OIL FILTERS	479.55 M
	12312001	12/31/2020	ZOOM FOR BOARD MEETINGS	259.90 M
	12312001	12/31/2020	RENEWAL DOMAIN TTSA.NET	119.97 M
	12312001	12/31/2020	GENERAL MANAGER ASSESSMENT	420.00 M
Total U.S. BANK CARD DIVISION:				12,526.72
U.S. BANK ST. PAUL CM-9705				
	12292001	12/29/2020	INTEREST ON 2020 REFUNDING BONDS	431,814.92
Total U.S. BANK ST. PAUL CM-9705:				431,814.92
ULINE				
	86404	12/16/2020	ABSORBENT PADS S-17294	137.78
	86422	12/16/2020	H-5923 9 COMPARTMENT CONDIMENT ORGANIZER	305.27 M
	86422	12/16/2020	3 TIER CUP & LID RACK H-4761 5 X 12 X 15	230.57 M
	86422	12/16/2020	H-3622 STAINLESS STEEL TRASH BIN 16 GAL IN (DARK BRONZE) 16" DIA X 3	671.15 M
	86422	12/16/2020	FITTED TABLE COVERS BLACK S-21991	388.30 M
Total ULINE:				1,733.07
UNIFIRST CORPORATION				
	86405	12/16/2020	UNIFORMS	127.88
	86405	12/16/2020	UNIFORMS	13.08
	86405	12/16/2020	UNIFORMS	13.62
	86405	12/16/2020	UNIFORMS	95.73
	86405	12/16/2020	UNIFORMS	75.35
	86405	12/16/2020	UNIFORMS	12.67
	86405	12/16/2020	UNIFORMS	9.36
	86405	12/16/2020	UNIFORMS	127.38
	86405	12/16/2020	UNIFORMS	13.08
	86405	12/16/2020	UNIFORMS	13.62
	86405	12/16/2020	UNIFORMS	74.49
	86405	12/16/2020	UNIFORMS	75.35
	86405	12/16/2020	UNIFORMS	12.67
	86405	12/16/2020	UNIFORMS	9.36
	86426	12/16/2020	UNIFORMS	129.81 M
	86426	12/16/2020	UNIFORMS	13.08 M
	86426	12/16/2020	UNIFORMS	13.62 M
	86426	12/16/2020	UNIFORMS	95.92 M
	86426	12/16/2020	UNIFORMS	75.35 M
	86426	12/16/2020	UNIFORMS	12.67 M
	86426	12/16/2020	UNIFORMS	9.36 M
Total UNIFIRST CORPORATION:				1,023.45
UNIVAR USA INC.				
	86406	12/16/2020	METHANOL	11,025.26

Payee	Check Number	Check Issue Date	Description	Amount
	86406	12/16/2020	METHANOL	11,517.93
	86424	12/16/2020	METHANOL	11,516.28 M
Total UNIVAR USA INC.:				34,059.47
<b>UNIVERSAL BLOWER PAC INC</b>				
	86407	12/16/2020	AIR FILTER ROUND PAPER 81-0475	458.39
Total UNIVERSAL BLOWER PAC INC:				458.39
<b>USDA FOREST SERVICE</b>				
	86451	12/16/2020	2720 SPECIAL USE PERMIT TKD102501A	10,957.50 M
	86451	12/16/2020	2720 SPECIAL USE PERMIT TKD102502	65.94 M
Total USDA FOREST SERVICE:				11,023.44
<b>VARIED PRODUCTS</b>				
	86408	12/16/2020	PRO TOWELS MDI 88107	339.66
	86408	12/16/2020	PRO TOWELS	459.89
Total VARIED PRODUCTS:				799.55
<b>VERIZON WIRELESS</b>				
	86179	12/31/2020	MONTHLY BILL	127.44- V
	86179	12/31/2020	MONTHLY BILL	47.84- V
	86179	12/31/2020	MONTHLY BILL	253.30- V
	86179	12/31/2020	MONTHLY BILL	1,196.61- V
	86179	12/31/2020	MONTHLY BILL	27.68- V
	86419	12/16/2020	NOVEMBER INVOICE	74.01 M
	86419	12/16/2020	NOVEMBER INVOICE	17.95 M
	86419	12/16/2020	NOVEMBER INVOICE	485.52 M
	86419	12/16/2020	NOVEMBER INVOICE	74.01 M
	86419	12/16/2020	NOVEMBER INVOICE	38.11 M
Total VERIZON WIRELESS:				963.27-
<b>VICKY LUFRANO</b>				
	86409	12/16/2020	REIMBURSEMENT	361.20
	86409	12/16/2020	REIMBURSEMENT	384.00
	86409	12/16/2020	REIMBURSEMENT	38.80
	86415	12/16/2020	DECEMBER CELL PHONE	42.80 M
Total VICKY LUFRANO:				826.80
<b>WESTERN ENV. TESTING LAB.</b>				
	86410	12/16/2020	LAB MOVE OUT	253.42
	86410	12/16/2020	OCTOBER QUANITRAY	59.61
	86410	12/16/2020	OCTOBER QUANTITRAY	59.61
	86410	12/16/2020	LAB MOVE OUT	101.14
Total WESTERN ENV. TESTING LAB.:				473.78
<b>ZORO</b>				
	86411	12/16/2020	ONE HOLE COMPRESSION LUG 3/0 G4660162	128.48
	86411	12/16/2020	LOUVER PLATE KIT 7.88 X 7.5 G7630454	43.40
	86411	12/16/2020	ASCO 1/2" NPT 2-WAY SOLENOID VALVE G0446747	303.07
	86411	12/16/2020	ASCO SOLENOID VALVE REBUILD KIT 302373	140.71

Payee	Check Number	Check Issue Date	Description	Amount
	86435	12/16/2020	REDUCING WYE 4X2 HUB G939235	10.81 M
	86435	12/16/2020	P-TRAP W/SOLVENT WELD JOINT 3 HUB G2533422	54.30 M
	86435	12/16/2020	45 ELBOW 2 HUB G0583527	4.72 M
	86435	12/16/2020	45 STREET ELBOW 2 HUB X SPIGOT G1550297	4.72 M
	86435	12/16/2020	90 LONG SWEEP ELBOW 2 HUB G3354285	10.23 M
	86435	12/16/2020	RED WYE W/ 45 BEND 3 X2 HUB G1911122	14.48 M
	86435	12/16/2020	90 LONG SWEEP ELBOW 3 HUB G2679241	16.19 M
	86435	12/16/2020	RED SAN TEE 3 X 2 HUB G0886295	19.45 M
	86435	12/16/2020	RED WYE W/45 BEND 4 X 3 HUB G3160245	38.06 M
	86435	12/16/2020	CLEANOUT ADAPTER W/ PLUG 4 FNPT X SPIGOT G0712232	14.35 M
	86435	12/16/2020	P-TRAP W/SOLVENT WELD JOINT 3 HUB G2533422	.04 M
Total ZORO:				803.01
Grand Totals:				1,203,948.07



TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Michelle Mackey, Accounting Supervisor  
**Item:** IV-3  
**Subject:** Approval of financial statements

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**Background**

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, and (3) L.A.I.F. statements.

Summaries of the expenditure and revenue activity are provided for Fund 10: General Fund; Fund 02: Wastewater Capital Reserve Fund; Fund 06: Replacement, Rehabilitation and Upgrade; and Fund 07: Emergency and Contingency Reserve Fund.

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

The L.A.I.F. statement provides detail on activity within the account.

**Fiscal Impact**

None.

**Attachments**

Report of financial statements.

**Recommendation**

Management recommends approval of the financial statements.

**Review Tracking**

Submitted By: Michelle Mackey  
Michelle Mackey  
Accounting Supervisor

Approved By: LaRue Griffin  
LaRue Griffin  
General Manager



Tahoe-Truckee Sanitation Agency  
Fund 10: General Fund  
Fiscal Year 2020 - 2021  
Period Ending December 31, 2020

	Budget \$	Month \$	Month %	YTD \$	YTD <sup>(1)</sup> %
<b>REVENUE</b>					
Income from Service Charge	12,823,000.00	4,989.90	0.0	2,224,959.23	17.4
Tax Revenue - Ad Valorem	3,900,000.00	0.00	0.0	47,903.53	1.2
Fund Interest	18,000.00	0.31	0.0	16,896.71	93.9
Other Revenue	7,500.00	1,368.68	18.2	10,507.40	140.1
Temporary Discharge	1,500.00	0.00	0.0	13,834.46	922.3
<b>TOTAL REVENUE</b>	<b>16,750,000.00</b>	<b>6,358.89</b>	<b>0.0</b>	<b>2,314,101.33</b>	<b>13.8</b>
<b>EXPENDITURE</b>					
Salaries & Wages	5,658,400.00	408,798.96	7.2	2,445,134.87	43.2
Employee Benefits	3,469,100.00	243,213.31	7.0	1,627,125.19	46.9
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	4,838.73	9.7	28,507.84	57.4
CSRMA Insurance	210,000.00	84,427.61	40.2	249,222.79	118.7
Professional Memberships	47,500.00	288.00	0.6	30,916.50	65.1
Agency Permits & Licenses	178,000.00	169,019.44	0.0	181,058.14	0.0
Office Expense	271,400.00	22,415.16	8.3	70,847.71	26.1
Contractual Services	1,896,900.00	112,741.48	5.9	866,742.82	45.7
Professional Services	805,000.00	59,673.18	7.4	226,286.01	28.1
Conferences & Training	107,500.00	9,295.40	8.6	20,885.58	19.4
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	79,210.59	7.9	449,433.69	44.9
Supplies, Repairs & Maintenance	789,300.00	21,319.52	2.7	295,688.80	37.5
<b>TOTAL EXPENDITURE</b>	<b>14,492,400.00</b>	<b>1,215,241.38</b>	<b>8.4</b>	<b>6,491,849.94</b>	<b>44.8</b>
<b>NET INCOME</b>	<b>2,257,600.00</b>			<b>(4,177,748.61)</b>	
Unfunded Accrued Liability <sup>(2)</sup>	3,616,977.00			2,310,389.00	63.9

Note:

(1) 50% of the fiscal year has elapsed.

(2) Unfunded Accrued Liability payment is not in the above budget total expenditures, however is expensed through cash and net pension liability account.



Tahoe-Truckee Sanitation Agency  
Fund 02: Wastewater Capital Reserve  
Fiscal Year 2020 - 2021  
Period Ending December 31, 2020

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD <sup>1</sup> %
Barscreens, Washers, Compactors	225,000.00	6,094.36	2.7	60,737.73	27.0
Digester & Plant Heating Improvements	-	3,710.43	-	3,710.43	-
Portable Emergency Pump System	-	-	-	19,132.80	-
Plant Air Compressor	-	-	-	24,519.22	-
Security Improvements	100,000.00	-	-	-	-
Hydraulic Pump and Power Pack	60,000.00	-	-	-	-
<b>SUB TOTAL</b>	<b>385,000.00</b>	<b>9,804.79</b>	<b>2.5</b>	<b>108,100.18</b>	<b>28.1</b>
Allocation of 73.2% of Bond Payment	2,222,378.00	328,118.57	14.8	2,222,378.00	100.0
<b>TOTAL</b>	<b>2,607,378.00</b>	<b>337,923.36</b>	<b>13.0</b>	<b>2,330,478.18</b>	<b>89.4</b>

Note:

(1) 50% of the fiscal year has elapsed



Tahoe-Truckee Sanitation Agency  
Fund 06: Replacement, Rehabilitation and Upgrade  
Fiscal Year 2020 - 2021  
Period Ending December 31, 2020

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD <sup>1</sup> %
Plant Coating Improvements	550,000.00	-	-	220,819.78	40.1
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	142,520.81	40.7	256,656.13	73.3
EDPM Roof Replacement	800,000.00	-	-	439,330.09	54.9
VFD Replacements	-	-	-	89,636.98	-
TRI Improvemens	100,000.00	-	-	-	-
Centrifuge Rebuild	-	-	-	55,100.00	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	-	-	-	-
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
Lime System Improvements	-	-	-	37.67	-
Chlorine Scrubber Replacement	-	47,926.58	-	47,926.58	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	32,734.90	93.5
Chiller Replacement	150,000.00	-	-	-	-
SCBA Tank Replacement	35,000.00	-	-	3,718.49	10.6
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
<b>SUB TOTAL</b>	<b>2,385,000.00</b>	<b>190,447.39</b>	<b>8.0</b>	<b>1,145,960.62</b>	<b>48.0</b>
Allocation of 26.8% of Bond Payment	813,658.00	120,131.43	14.8	813,658.10	100.0
<b>TOTAL</b>	<b>3,198,658.00</b>	<b>310,578.82</b>	<b>9.7</b>	<b>1,959,618.72</b>	<b>61.3</b>

Note:

(1) 50% of the fiscal year has elapsed



TAHOE-TRUCKEE SANITATION AGENCY  
COMBINED CASH INVESTMENT  
DECEMBER 31, 2020

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	384,212.65
99-00-0101-000	CASH - USB SERVICE CHARGE	68,312.44
99-00-0102-000	CASH - US BANK TAX REV	73,967.93
99-00-0103-000	CASH - US BANK WWCRF	405,282.61
99-00-0104-000	CASH - WELLS FARGO PAYROLL	6,102.38
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	581,117.35
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	37,514,089.87
99-00-0109-000	CASH - 2020 WRRB REFUNDING ACC	159,081.95
	TOTAL COMBINED CASH	39,192,767.18
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	( 39,192,767.18)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	17,768,467.94
6	ALLOCATION TO R. R. & UPGRADE FUND	8,351,922.82
7	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,245,798.81
10	ALLOCATION TO GENERAL FUND	5,826,577.61
	TOTAL ALLOCATIONS TO OTHER FUNDS	39,192,767.18
	ALLOCATION FROM COMBINED CASH FUND - 99	( 39,192,767.18)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

**California State Treasurer**  
**Fiona Ma, CPA**

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

January 06, 2021

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

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TAHOE TRUCKEE SANITATION AGENCY

TREASURER  
13720 BUTTERFIELD DRIVE  
TRUCKEE, CA 96161

[Tran Type Definitions](#)

**Account Number:** 70-31-001

December 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/11/2020	12/10/2020	RW	1661544	1621669	MICHELLE MACKEY	-600,000.00
12/17/2020	12/17/2020	RW	1661937	1622060	MICHELLE MACKEY	-700,000.00
12/31/2020	12/31/2020	RW	1662822	1622971	MICHELLE MACKEY	-300,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	39,114,089.87
Total Withdrawal:	-1,600,000.00	Ending Balance:	37,514,089.87



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-4  
**Subject:** Approval of Progress Pay Estimate No. 4 for the 2020 Administration Building Remodel project

---

#### **Background**

The 2020 Administration Building Remodel project involves a partial remodel to the administration building including new carpeting, tiling, baseboards, and paint in some of the spaces. A new layout of a “rotated” board room will also be provided with new furniture, blinds, and other miscellaneous items. During this pay period, the contractor completed most of the work as detailed on Progress Pay Estimate No. 4. Only a few minor items remain to be completed.

#### **Fiscal Impact**

Withholding 5% for retention from Progress Pay Estimate No. 4 would yield a payment to the contractor of \$14,180.70.


#### **Attachments**

Progress Pay Estimate No. 4.

#### **Recommendation**

Management and staff recommend approval of Progress Pay Estimate No. 4 for the 2020 Administration Building Remodel project.

#### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



**Tahoe-Truckee Sanitation Agency**  
**2020 Administration Building Remodel**

**Progress Pay Estimate No. 4**

November 29th, 2020 to December 28th, 2020

**OWNER:**

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

**CONTRACTOR:**

Diamond G Construction, Inc. (GL Code 06-09-15003)  
 975 Terminal Way  
 Reno, NV 89502

ITEM NO.	BID ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL	PERCENTAGE *	TOTAL EARNED
1	Mobilization	1	LUMP SUM	N/A	\$ 2,838.00	100%	\$2,838.00
2	Demobilization	1	LUMP SUM	N/A	\$ 2,838.00	0%	\$0.00
3	Demolish and Dispose of Existing Carpet	6000	SQUARE FEET	\$ 2.32	\$ 13,920.00	100%	\$13,920.00
4	Demolish and Dispose of Existing Ceramic Tile	500	SQUARE FEET	\$ 11.50	\$ 5,750.00	100%	\$5,750.00
5	Demolish and Dispose of Existing Resilient Base	1150	LINEAR FEET	\$ 0.783	\$ 900.45	100%	\$900.45
6	Asbestos Abatement	4000	SQUARE FEET	\$ 8.44	\$ 33,760.00	100%	\$33,760.00
7	Demolish and Dispose of Existing Hydronic Heating System	1	LUMP SUM	N/A	\$ 10,150.00	100%	\$10,150.00
8	Concrete Foundation Work	1	LUMP SUM	N/A	\$ 10,817.00	100%	\$10,817.00
9	Electrical Work	1	LUMP SUM	N/A	\$ 15,140.00	100%	\$15,140.00
10	Gypsum Board Wall Repair	1	LUMP SUM	N/A	\$ 5,945.00	100%	\$5,945.00
11	Painting Work	14500	SQUARE FEET	\$ 1.92	\$ 27,840.00	100%	\$27,840.00
12	Installation of Tile Carpeting	4200	SQUARE FEET	\$ 10.73	\$ 45,066.00	100%	\$45,066.00
13	Installation of Resilient Flooring	2300	SQUARE FEET	\$ 14.50	\$ 33,350.00	100%	\$33,350.00
14	Install of Vinyl Mat	1	LUMP SUM	N/A	\$ 2,900.00	100%	\$2,900.00
15	Installation of Resilient Base	1150	LINEAR FEET	\$ 4.35	\$ 5,002.50	100%	\$5,002.50
16	Installation of Window Treatments	1	LUMP SUM	N/A	\$ 2,900.00	0%	\$0.00
17	Delivery, Setup, Breakdown, and Removal of Temporary Construction Trailers	1	LUMP SUM	N/A	\$ 17,400.00	100%	\$17,400.00
18	Additional 10% Tile Carpeting Materials	1	LUMP SUM	N/A	\$ 2,900.00	100%	\$2,900.00
19	Additional 10% Resilient Flooring	1	LUMP SUM	N/A	\$ 2,030.00	100%	\$2,030.00
20	Additional 10% Vinyl Matting	1	LUMP SUM	N/A	\$ 290.00	100%	\$290.00
21	Additional 10% Paint Materials	1	LUMP SUM	N/A	\$ 1,305.00	100%	\$1,305.00
22	Construction Waste Reduction, Disposal, and Recycling	1	LUMP SUM	N/A	\$ 2,175.00	100%	\$2,175.00
CM No.1	Contract Modification No. 1	1	LUMP SUM	N/A	\$ 9,478.53	100%	\$9,478.53
CM No.2	Contract Modification No. 2	1	LUMP SUM	N/A	\$ 13,019.41	45.9%	\$5,976.16
CM No.3	Contract Modification No. 3	1	LUMP SUM	N/A	\$ 3,671.48	100.0%	\$3,671.48
<b>TOTAL</b>					<b>\$ 271,386.37</b>		<b>\$258,605.12</b>

\*Some percentages may be truncated.

TOTAL EARNED TO DATE:	<b>\$258,605.12</b>
5% TOTAL RETENTION TO DATE:	\$12,930.26
TOTAL AMOUNT PREVIOUSLY PAID:	<b>\$231,494.16</b>
<b>TOTAL AMOUNT DUE CONTRACTOR:</b>	<b>\$14,180.70</b>

ACCEPTED BY:

**Diamond G Construction, Inc.**

BY: Michael Grashuis  
 DATE: January 11, 2021  
 Michael Grashuis, President

APPROVED BY:

**Tahoe-Truckee Sanitation Agency**

BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-1  
**Subject:** Report from December 16, 2020 closed session meeting

---

**Background**

At the conclusion of the closed session discussion at the December 16, 2020 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

There was no action taken during closed session meeting.

**Fiscal Impact**

None.

**Attachments**

None.

**Recommendation**

Management recommends a report from the December 16, 2020 closed session meeting.

**Review Tracking**

Submitted By:

  
\_\_\_\_\_  
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-2  
**Subject:** Presentation from California Special Districts Association (CSDA)

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#### **Background**

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

Since 1969, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. They are the only statewide association representing all types of independent special districts including irrigation, water, wastewater, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts.

The Agency is a member of CSDA. Mr. Dane Wadlé, CSDA Senior Public Affairs Field Coordinator of the Sierra Network, has requested to address the Board of Directors and provide an update of their "Take Action Brief".

#### **Fiscal Impact**

None.

#### **Attachments**

CSDA January Take Action Brief.

#### **Recommendation**

No action required.

#### **Review Tracking**

Submitted By:

  
\_\_\_\_\_  
LaRue Griffin  
General Manager



## January 2021

It's a new year, a new legislative session, and the same COVID-19 with many of the top issues of 2020 back on the agenda, including wildfires, climate, housing, and homelessness just to name a few. In anticipation of the work ahead, legislative leaders established several new committees, including the Joint Legislative Committee on Climate Change Policies and Joint Legislative Committee on Emergency Management.

On January 8, Governor Gavin Newsom will unveil his 2021-22 State Budget Proposal outlining his funding priorities for the year and setting in motion the Legislature's budget process. In the meantime, legislators will continue introducing new legislation through the bill introduction deadline of February 19. CSDA will update members via Advocacy News as details emerge and as the association continues to represent special districts and the communities they serve.

### Inside this edition of the Take Action Brief:

Prepare Your District for Potential COVID-19 Relief Funding.....	2
Final Guidelines for the Surplus Land Act (SLA) – Progress Update.....	3
Interest in Amending Mitigation Fee Act Persists .....	4
Updating the Brown Act to Meet the Next Emergency.....	5
Implementing Cal/OSHA COVID-19 Emergency Standards .....	6

### Contact a local CSDA representative near you!

Chris Norden	Northern Network	<a href="mailto:chrisn@csda.net">chrisn@csda.net</a>
Dane Wadlé	Sierra Network	<a href="mailto:danew@csda.net">danew@csda.net</a>
Colleen Haley	Bay Area Network	<a href="mailto:colleenh@csda.net">colleenh@csda.net</a>
Cole Karr	Central Network	<a href="mailto:colek@csda.net">colek@csda.net</a>
Charlotte Holifield	Coastal Network	<a href="mailto:charlotteh@csda.net">charlotteh@csda.net</a>
Chris Palmer	Southern Network	<a href="mailto:chrisp@csda.net">chrisp@csda.net</a>





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## ➤ COVID-19 RELIEF FUNDING

CSDA's Advocacy action priority is to work with the Administration, various state agencies, and the federal government to ensure special districts receive equitable access to COVID-19 relief funding should it become available.

### Prepare Your District for Potential COVID-19 Relief Funding

As part of ongoing efforts to secure special district access to COVID-19 relief funding, CSDA will host a live discussion on Tuesday, January 19, at 10:00 a.m. The webinar will cover:

- How to prepare for accessing future COVID-19 relief monies
- Guidelines for existing relief programs
- Best practices in securing funding

Following the webinar, CSDA will open a member-wide survey necessary to update statistics on special districts' pandemic impacts. Responses to the 2021 COVID-19 survey will be due Friday, February 5. The survey data is critical to CSDA's ongoing efforts to achieve relief funding for special districts and the communities they serve.

---

## Take Action

### *Help Special Districts Secure COVID-19 Relief Funding:*

#### **1. Participate in Webinar on January 19**

*COVID-19 Funding Relief: How Your District Should Prepare for Accessing Future Dollars*

*Date: Tuesday, January 19, 2021*

*Time: 10:00a.m. – 11:00a.m.*

*Registration: [csda.net](https://www.csda.net)*

#### **2. Complete Survey by February 5**

*Survey link will be emailed to members following January 19 webinar*

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During the January 19 webinar, CSDA staff will offer insights on current COVID-19 advocacy efforts, an overview of the Coronavirus Relief Fund program and information to be used for potential future relief funding applications, and a question and answer period.

Jim Friedl, Conejo Recreation and Park Districts General Manager will share best practices for preparing documents to demonstrate need. James Zervis, Kern County Chief Operations Officer, will also join to offer their perspective on the county's administrative procedure of its \$2 million relief program for Kern County's special districts. A questions and answer period will follow the program.



## ➤ REVENUE, FINANCES, AND TAXATION

*CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.*

### Final Guidelines for the Surplus Land Act (SLA) – Progress Update

The final guidelines for the Surplus Land Act (SLA) anticipated for a January 1, 2021 release by the California Department of Housing and Community Development (HCD) have not yet been posted but should be forthcoming. Once the final guidelines are published to [hcd.ca.gov](http://hcd.ca.gov), CSDA will update members via the [Advocacy News blog](#).

#### Background

In 2019, Governor Gavin Newsom signed [AB 1486 \(Ting, 2019\)](#), which made several changes to the requirements in the Surplus Land Act (SLA). In response to AB 1486, on November 13, 2020 HCD released [Surplus Land Act \(SLA\) draft guidelines](#) with the associated comment period concluding December 7, 2020.

CSDA took lead in organizing and drafting a local government coalition comment letter and encouraged special districts who lease land or may otherwise be impacted by the guidelines to also submit comments. More than two dozen special districts alerted CSDA to their comment submissions. However, it remains to be seen if this substantive feedback persuaded HCD to reconsider some of the more problematic sections of the draft guidelines, including:

1. **Exclusion of Special District “Exemption”** – During the legislative process, CSDA secured an important exemption for special district lands into AB 1486, and this provision is errantly missing from the list of “exempt surplus land” types. The absence of this on the list of exemptions could confuse the public and needs to be added into the guidelines prior to its final form.
2. **Notice of Exemption Determination** – HCD states local agencies must notify the state every time a district declares land to be exempt surplus land and provide written findings, which is not specified in statute and has no basis under the SLA.
3. **Misstates Current Law to Include Leases in the Definition of Disposal** – Per the drafted guidelines, “disposition of surplus land” means the sale or lease of local agency-owned land formally declared surplus, despite the Legislature explicitly amending the term “lease” out of the definition within AB 1486 due to local government concerns. The new interpretation by HCD has no basis under current law.

#### Looking Ahead

Assemblymember Phil Ting, the legislator who authored AB 1486, has indicated plans to author an AB 1486 technical clean-up bill this session. Such legislation would likely be introduced in the form of a “spot bill” as a placeholder for any substantive amendments that may later be deemed appropriate. A bill of this nature has not yet “crossed the desk” for formal introduction. However, the deadline for doing so is not until February 19. While the stated intent of any such bill is to provide clarifying language, CSDA advocacy staff will closely monitor all developments should a bill materialize and amendments become substantive in nature. Notably, Assemblymember Ting has maintained interest in further addressing the law surrounding leases within the SLA.

If you would like to provide input on developments and strategy related to this issue sign up for CSDA's Public Works Expert Feedback Team at [csda.net/get-involved](http://csda.net/get-involved). If you have additional questions, please contact Alyssa Silhi, CSDA's Legislative Representative leading this issue area, at [alyssas@csda.net](mailto:alyssas@csda.net).



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## Interest in Amending Mitigation Fee Act Persists

As the State Legislature continues to grapple with the issues of the day, including housing and homelessness, Some interests would like to revisit the issue of developer fees as a means of promoting new housing. Local agencies depend on these fees to mitigate the impact of new development on parks, fire protection, flood control, and other essential services. Developer fees are those fees and charges found in the Mitigation Fee Act (MFA) that include both impact fees and connection and capacity charges.

Over the past few years, CSDA has been responsive to, and largely successful in defeating, legislative calls to cap, waive, or otherwise alter the MFA in such a way that harms essential services.

Prior to the COVID-19-related changes to the Legislature's priorities in 2020, legislators submitted a robust package of housing and MFA related measures. These included changes to nexus methodologies, fee protests, fee deferrals, and caps on the totality of fees per project. The same week, the State Senate and Assembly Committees for housing and local government held a joint informational hearing on the issue titled "The Price of Civilization" ( [Full Video Here](#) ) which was a robust discussion about the role that fees play, or don't play, in the production of housing stock and livable communities.

CSDA members Irvine Ranch Water District and North of the River Recreation and Park District spoke on a panel and discussed capacity and connection charges and impact fees respectively. A clip of North of the River Recreation and Park District's moving testimony can be viewed on [CSDA's youtube channel](#).

Legislative measures introduced in 2020 were unsuccessful, largely given the altered legislative cycle and re-prioritization of legislation due to the pandemic. However, the idea to further legislate developer fees has persisted. In the fall of 2020, the University of California's Turner Center for Housing Innovation [released a new study](#) with recommendations regarding the effect of developer fees on housing. The report highlighted nexus studies and suggested the Legislature look at the methodologies, levels of expected service, and feasibility studies related to developer fees. This was a follow up to a previous study [released in 2019](#).

The release of the new developer fee study coincided with a small stakeholder working group hosted by Assemblymember Tim Grayson (D-Concord) to explore the suggestions of the Turner Center and other proposals, such as those found in last year's legislative package. CSDA is representing special districts.

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## Take Action

***CSDA has been asked to provide feedback on the following questions, please share your responses with CSDA Legislative Representative Anthony Tannehill at [anthonyt@csd.net](mailto:anthonyt@csd.net)***

- 1. What general policies could be implemented to make the imposition of fees and exactions more clear, consistent, and accountable?*
  - 2. What steps can be taken to make it easier for local jurisdictions to comply with transparency and reporting requirements?*
  - 3. How can local jurisdictions provide cost certainty to developers, at least in terms of fees and exactions? When in the process is it reasonable to expect an accurate accounting of the total cost burden?*
  - 4. What are some concrete examples of how these fees are used?*
-



## ➤ GOVERNANCE AND ACCOUNTABILITY

*CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community*

### Updating the Brown Act to Meet the Next Emergency

CSDA is looking to update the Brown Act to allow for remote meetings during emergency declarations so that public agencies will not have to wait for an Executive Order from the Governor to hold such meetings.

On March 19, 2020 California Governor Gavin Newsom issued a stay-at-home order to protect public health and establish consistency in health orders across the state in order to slow the spread of COVID-19. In light of the statewide stay-at-home order and the need to keep individuals physically distanced from one another, Governor Newsom issued a number of subsequent executive orders ([N-25-20](#), [N-29-20](#), [N-35-20](#)) modifying the requirements of the Brown Act so that local agencies may meet remotely.

CSDA intends to sponsor legislation to update this area of the Brown Act and is seeking feedback from members regarding their experiences meeting remotely during the pandemic. In particular:

1. What has been your agency's experience with remote meetings? Have they been successful?
2. What favorable outcomes, if any, have occurred as a result of the transition to holding meetings remotely?
3. Have there been any problems with your district switching to remote meetings? Has your district had to contend with any issues that may be raised by using technology that may not be accessible to members of your community?
4. The executive orders retain [the agenda/meeting notice posting requirements specified within the Brown Act](#). Has your district had difficulty in observing the notice requirements? If so, do you have any suggestions on how the notice requirements could be improved or updated?
5. Current law requires at least 24-hour notice prior to a public agency holding an emergency meeting. What, if any modifications would you propose to [the 24-hour notice requirements currently included within the Brown Act](#) in order to better facilitate that 24-hour notice?
6. Would your district benefit from being able to meet remotely during emergencies generally (as opposed to on a more limited scale specific to a public health pandemic like COVID-19)? If so, on what emergency occasions would your district have benefitted from being able to meet remotely *in the past* (e.g., evacuations for fire, flood, etc.)?
7. Are there any other thoughts regarding remote meeting requirements you would like to share with CSDA?

---

## Take Action

*Email your feedback to CSDA Legislative Analyst Marcus Detwiler at [marcusd@csda.net](mailto:marcusd@csda.net)*

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## ➤ HUMAN RESOURCES AND PERSONNEL

*CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.*

### Implementing Cal/OSHA COVID-19 Emergency Standards

The California Occupational Safety and Health Standards Board (Cal/OSHA) passed emergency temporary standards on COVID-19 prevention in the workplace that took effect immediately on November 30, 2020. The new emergency standards, which are binding and enforceable against nearly all California employers, require that employers must prepare, implement, and maintain a written COVID-19 Prevention Program (CPP). In an effort to simplify the program requirements, the standards state that the CPP may be integrated as part of an employer's Injury and Illness Prevention Plan (IIPP) or maintained in a separate, standalone document.

Resources on the new Cal/OSHA COVID-19 Emergency Standards can be found at [csda.net](http://csda.net), including a template, webinars, and a detailed article written by Darrell Uran, Director of Marketing at Atkinson, Andelson, Loya, Ruud & Romo.

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## Take Action

*CSDA needs to hear from you about any challenges your district has been facing in implementing the new Cal/OSHA requirements. CSDA will continue working to provide feedback to the Standards Board to be considered in future updates and amendments to the standards.*

***Please email feedback regarding the new Cal/OSHA COVID-19 Emergency Standards and any challenges your district has experienced to CSDA Senior Legislative Representative Dillon Gibbons at [dillong@csda.net](mailto:dillong@csda.net).***

*CSDA will keep your name and the name of your district's name confidential, absent your consent, when sharing responses with the Standards Board.*

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## ➤ OTHER WAYS TO TAKE ACTION

### Learn More

**Our Spring SDLA Conference has been moved to Virtual!**

[Register now](#) for our SDLA Module Virtual Workshops:

SDLA Module 1: Governance Foundations  
March 24 and 25, 2021  
1:00 – 4:00 p.m. each day

SDLA Module 2: Setting Direction  
April 12 and 13, 2021  
9:00 a.m. – 12:00 p.m. each day

SDLA Module 3: Board's Role in Finance  
May 12 and 13, 2021  
9:00 a.m. – 12:00 p.m. each day

SDLA Module 4: Board's Role in HR  
May 26 and 27, 2021  
9:00 a.m. – 12:00 p.m. each day

**If you need assistance paying for any CSDA Education,  
the Special District Leadership Foundation is here to help.**

**Apply for the [2021 Dr. James Kohnen Scholarship](#) today to attend the SDLA Virtual Modules.**

### Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email [romanw@csda.net](mailto:romanw@csda.net) to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

### Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email [updates@csda.net](mailto:updates@csda.net) for help accessing these additional member resources.



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-3  
**Subject:** Presentation from Wilderness Forestry, Inc.

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#### **Background**

Mr. Wesley Hansen of Wilderness Forestry, Inc. contacted management to determine if the Agency would be interested in leasing Agency property for development of a green waste facility. The desired location for the facility along Joerger Drive and is approximately 20 acres

Attached is Figure 1 identifying the potential areas for lease along Joerger Drive. Based on preliminary review, it appears the Agency could lease an area for development. Depending on specific area location, there may be some required amendments to the current agreement with Teichert & Son, Inc. to address current reclamation requirements. There may also be the following potential issues with development:

- The potential area is over the soil aquifer treatment field.
- There are potential reclamation obligations to the California State Mining and Geology Board and Town of Truckee that may be impacted.
- There could be environmental impacts (e.g., noise, aesthetics, air quality, water quality) associated with the proposed use of the potential area.
- The development of the area would be subject to the Town of Truckee zoning, planning, and permitting requirements.
- There may be required amendments to easements or agreements to allow for the additional road use.

Mr. Wesley Hansen has prepared and will provide a presentation to the Board of Director defining the use of the proposed area. The presentation is attached.

Management would like to determine if the Board of Directors is interested in leasing the property to Wilderness Forestry, Inc.

#### **Fiscal Impact**

None.

#### **Attachments**

1. Green Waste Facility Proposal presentation.
2. Figure 1 identifying potential development areas.



**Recommendation**

No action required.

**Review Tracking**

Submitted By:   
LaRue Griffin  
General Manager

# WILDERNESS FORESTRY INC.

WESLEY HANSEN

PRESIDENT/OWNER



Green Waste  
Facility  
Proposal

Truckee, CA

# WILDERNESS FORESTRY OVERVIEW

- Wilderness Forestry (WF) specializes in mastication services in the Reno/Sparks and Truckee area which then morphed into a small scale land management company
- WF specializes in 1-40 acre parcels in which we: fell cut, thin, chip, masticate, and remove overgrowth to protect property from wildfires
- WF operates Caterpillar skid steers, excavators with mastication heads, track chippers, Stihl saws and large brush trimmers
- WF fills a need in Truckee for a larger scale forestry company that provides services that local arborist companies cannot



# GREEN WASTE DISPOSAL

“California generates about 23 million tons of organic waste every year<sup>1</sup>”. The amount of green waste being dumped into California landfills will surge with Governor Newsom’s budget increases to prevent wildfires through proactive thinning and defensible space projects.

Fuels reduction projects have increased exponentially in the Tahoe-Truckee region for this exact reason. Contractors and tree services have been in high demand due to the number of trees and amount of brush that needs to be removed from private property, commercial property, and government lands. The question of what to do with the organic waste has been a problem for homeowners and contractors alike.

We at Wilderness Forestry want to provide an economical alternative for local residents, contractors, municipalities, and tree services to dispose of their biomass in an eco-friendly way. The key to reducing GHG emissions is to recycle this green waste as biomass for cogeneration facilities or repurposing mulch as landscaping material rather than dumping organics in our landfills. “Every year, millions of tons of green waste is disposed of in landfills instead of being recycled as mulch or compost. Landfilling green waste shortens the life of landfills and contributes to Green House Gas (GHG) emissions<sup>2</sup>”.

By not only opening a green waste facility, but by offering storage to local tree service companies, we can significantly cut down on GHG emissions by eliminating trips to the dump. Local tree services and arborists would be able to dump their green waste at our facility and store their equipment at the same location eliminating unnecessary driving. By also offering equipment maintenance and a service center on location we would be eliminating the need for local tree service companies to haul their equipment to Sacramento to be serviced, further reducing GHG emissions and working days lost due to transport to and from Sacramento.

We at Wilderness Forestry know that these business ventures will benefit local citizens, local municipalities, construction companies, tree services, and HOAs. As more people begin to work remotely due to COVID-19 we will only see Truckee grow, and the need for a green waste facility will grow along with it. We are excited for the opportunity and look forward to speaking with you regarding the Joerger Drive property

- 1. <https://www.calrecycle.ca.gov/blogs/in-the-loop/in-the-loop/2019/02/11/california-ramps-up-green-waste-recycling>
- 2. [https://www.petersoncorp.com/applications/green-waste-recycling/#:~:text=Every%20year%2C%20millions%20of%20tons,House%20Gas%20\(GHG\)%20emissions](https://www.petersoncorp.com/applications/green-waste-recycling/#:~:text=Every%20year%2C%20millions%20of%20tons,House%20Gas%20(GHG)%20emissions)
- 3. <https://www.latimes.com/california/story/2020-01-09/gavin-newsom-proposes-more-spending-on-california-wildfire-efforts>



# GREEN WASTE DISPOSAL CONTINUED

- Wilderness Forestry Inc. plans to use the 20 acre parcel on Joerger Dr. in Truckee California for the following business ventures:
  - Commercial and residential green waste facility
    - Process green waste eg: logs, root balls, brushy material, limbs, trees, wood construction waste, using a horizontal grinder for sale to cogeneration facilities as well as generating mulch for sale to materials suppliers.
  - Storage location for local Tahoe tree services and arborists
  - Equipment service center
- With Sacramento being the closest location for tree service companies working in the Tahoe area there is a need for a service center capable of repairing large equipment in the region.
- Future plans for the site:
  - Small Scale lumber mill
  - Community or HOA green waste pickup
  - Firewood lot
  - Wood shop
  - Process asphalt shingles to recycle for Teichert's hot plant
- The ideal timeframe to open the facility is Spring (April target)



# COSTS AND FIGURES

## Horizontal Grinder

- \$350-600,000 used
- 500 gallons fuel a day plus high maintenance costs
- Grinds 360 yards or 95 tons of waste an hour
- 1000 tons or 3600 yards a day
- Roughly 28 chip truck loads a day and that is if the chips are dry and not full of water

## Trucking

- Infancy stages, facility will sub contract the hauling of chips
- \$1200.00 a day in trucking
- Chip van holds 35 dry tons of chips
- One trip a day to Honey Lake Power in Susanville, CA

# COSTS AND FIGURES CONTINUED

## Honey Lake Power

- Purchases 3 inch minus chips at \$65.00 a dry ton
- Chip van holds roughly 135 dry yards at 550 lbs a yard
- 75,000 lbs of chips at \$65.00 a dry ton equates to \$2,275 a truck load minus \$1,200. \$1,075 profit

## Tipping Fees

- \$7.00 a yard for un-processed green waste eg. Limbs, cut brush, chips, logs etc.
- If debris is severely contaminated, a surcharge will be added eg. Rocks, dirt etc
- Pine needles will either be burned under Truckee Fires supervision or taken to the Lockwood Landfill in Nevada

# MECHANIC SHOP ON SITE

- Imperative in order to keep machinery and green waste facility running at maximum efficiency
- Limits downtime during peak season
- Creates more Jobs in the Truckee area
- Assists other tree services, trucking companies, and contractors that need help with equipment
- Less downtime means more productivity and more productivity equates to keeping Truckee safe from the dangers of wildfire





# WOOD SHOP ON SITE

- Sierra Pacific Industries will not be taking any saw logs for the next 1-2 years due to the sudden influx of burned logs from the recent wildfires in California
- Build a small scale wood mill to utilize the saw logs brought in by contractors to build furniture
- The saw dust created will be turned into presto logs
- Wood that is not suitable for milling will be split and sold as firewood
- Create more jobs in the Truckee Area



# GREEN WASTE PICKUP

- The Tahoe Donner green waste program that began years ago, has not only gotten out of hand due to the abuse of some contractors, but it has also become a fire hazard.
  - Tahoe Donner Forestry does not have the man power or resources to pick up the green waste lying on the road before an early winter.
- Wilderness Forestry will pick up the green waste for Tahoe Donner (or any other community) with a self loading debris truck and process the waste back at the green waste facility.
- The current process used by Tahoe Donner is extremely expensive and time consuming.
  - The customer or contractor leaves windrows of waste on the side of the road, Tahoe Donner Forestry sends out a hand chipping crew to chip the waste, once the chip van is full, it is taken back to Tahoe Donner Forestry where it is piled and processed once again by a horizontal grinder in order to achieve the correct chip size. It is then loaded into chip vans and hauled to Honey Lake.
- Wilderness Forestry can cut costs, the amount of fuel burned, and time spent making the process much more efficient and eco-friendly.

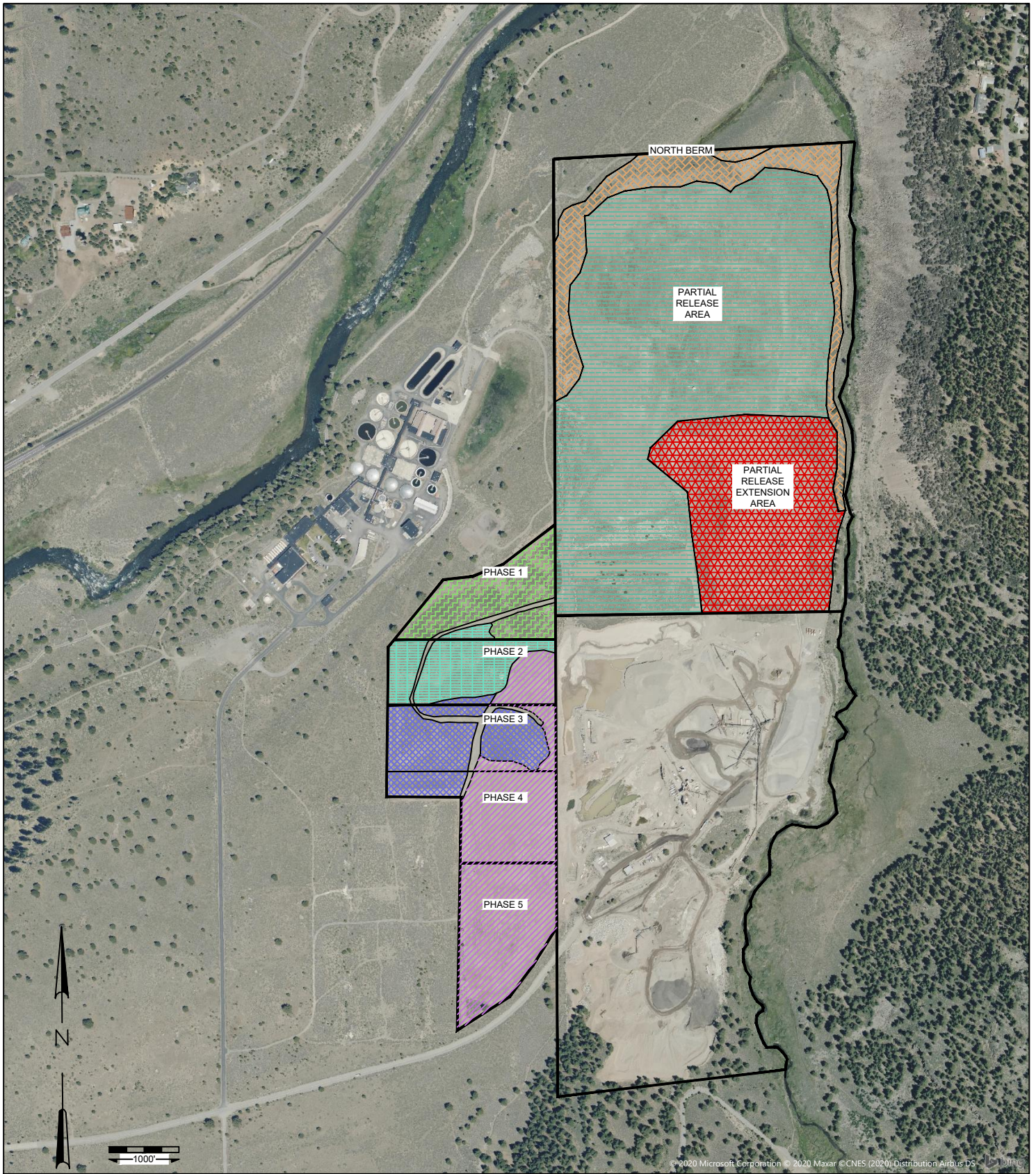


# BIOMASS FOR ENERGY

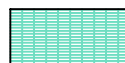
- Burning wood derived biomass enables us to harness the energy rather than leaving the tree to decay naturally, which still releases carbon dioxide and methane into the Earth's atmosphere
  - As a tree grows, it captures carbon dioxide from the air, water moves up the trunk. Water and carbon dioxide combine in the presence of sunlight, and in the leaves, the process of photosynthesis takes place. As part of photosynthesis, trees take in carbon dioxide, release oxygen and produce sugars. Those sugars move down the trunk of the tree. Those sugars are converted to wood.
  - Water is used by decay fungi, and as the fungi works on the wood, the wood is then converted back to carbon dioxide. Burning that wood for heat speeds up the process, he said, but it's carbon neutral, as long as it's managed in a way that allows for new growth and new opportunities for carbon absorption. Wood is a renewable resource, assuming that the forests that the wood is taken from are managed sustainably.
- Burning wood chips for energy is an environmentally friendly way to dispose of wood waste



# FIGURE 1



REVEGETATED IN 2008,  
MONITORING COMPLETE  
IN 2013, 7.5± ACRES



REVEGETATED IN 2009,  
MONITORING COMPLETE  
IN 2015, 6.0 ± ACRES



REVEGETATED IN 2010,  
MONITORING COMPLETE  
IN 2015, 8.3± ACRES



REVEGETATED IN 2017,  
19.0± ACRES,  
**RECLAMATION INCOMPLETE**



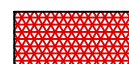
T-TSA MINING PHASES



NORTH BERM,  
(RECLAIMED IN 2002-2005)  
8.5± ACRES



PARTIAL RELEASE AREA,  
(RECLAIMED IN 2011-2013)  
62.8± ACRES



PARTIAL RELEASE EXTENSION AREA,  
(RECLAIMED IN 2014) 26.0± ACRES  
**RECLAMATION INCOMPLETE**





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-4  
**Subject:** Approval of updated Annual Performance Evaluation template

---

### Background

In October 2020, the Board approved the Agency's new Annual Performance Evaluation template, which is to be incorporated into Trakstar, along with the criteria upon which the evaluation template was built. The criteria are comprised of Agency Core Values and Functional Competencies (CV/FC). Each position has been carefully evaluated and weighted appropriately in relation to functional competencies, which will comprise 50% of the evaluation. Core Values will make up the additional 50% of the evaluation weighting. All Agency positions will be subject to the same evaluating criteria.

With the update of some job classification titles, as well as the creation of new job classifications, per the Organizational Assessment study and as approved at the December 2020 Board meeting, there was a need to update the Annual Performance Evaluation template.

### Fiscal Impact

None.


### Attachments

Annual Performance Evaluation template.

### Recommendation

Management and staff recommend approval of the updated Annual Performance Evaluation template.

### Review Tracking

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
LaRue Griffin  
General Manager

	Core Values (50% of total)					Non-Exempt Functional Competencies							Exempt Functional Competencies								TOTAL
	Service	Professionalism	Teamwork	Initiative	Communication	Job Knowledge	Leadership	Compliance & Enforcement	Planning & Organization	Problem Solving	Quality of Work	Safety	Fiscal Responsibility	Job Knowledge	Judgment	Managerial Leadership	Managing Projects or Programs	Planning & Organization	Quality of Work	Supervisory/Professional Leadership	
NON-EXEMPT																					
ACCOUNTING SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	7%	7%	8%	10%										100%
ACCOUNTING TECHNICIAN I/II	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
ASSISTANT ENGINEER	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
ASSOCIATE ENGINEER	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
CHEMIST I/II/III	10%	10%	10%	10%	10%	8%	5%	7%	7%	6%	10%	7%									100%
CMMS/GIS TECHNICIAN	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
CUSTOMER SERVICE SPECIALIST I/II	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
EXECUTIVE ASSISTANT/BOARD CLERK	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
E&I SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
E&I TECHNICIAN I/II/III	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
INVENTORY CONTROL SPECIALIST	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
IT SPECIALIST	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
MAINTENANCE MECHANIC I/II/III	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
MAINTENANCE SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
OPERATIONS SHIFT SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
OPERATIONS SUPERVISOR	10%	10%	10%	10%	10%	8%	10%	5%	7%	8%	5%	7%									100%
OPERATOR I/II/III	10%	10%	10%	10%	10%	8%	5%	3%	7%	10%	10%	7%									100%
PURCHASING AGENT I/II	10%	10%	10%	10%	10%	8%	5%	7%	10%	10%	10%										100%
SAFETY OFFICER	10%	10%	10%	10%	10%	8%	5%	7%	10%	8%	5%	7%									100%
EXEMPT																					
FINANCE & ADMINISTRATIVE DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
CHIEF PLANT OPERATOR	10%	10%	10%	10%	10%								8%	7%	7%		8%	7%	5%	8%	100%
ENGINEERING DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
GENERAL MANAGER	10%	10%	10%	10%	10%								10%	5%	10%	13%	5%	7%			100%
HUMAN RESOURCES ADMINISTRATOR	10%	10%	10%	10%	10%									8%	10%	10%	10%	7%	5%		100%
INFORMATION TECHNOLOGY DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
LABORATORY DIRECTOR	10%	10%	10%	10%	10%								8%	7%	7%		8%	7%	5%	8%	100%
MAINTENANCE DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
OPERATIONS DEPARTMENT MANAGER	10%	10%	10%	10%	10%								10%	5%	7%	13%	8%	7%			100%
SENIOR ENGINEER	10%	10%	10%	10%	10%								8%	7%	7%		8%	7%	5%	8%	100%



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-5  
**Subject:** Approval of the Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy

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#### **Background**

The Tahoe-Truckee Sanitation Agency Employee Handbook became effective in April 2020. In April 2020, as mandated by the Department of Labor, TTSA enacted on an emergency, temporary basis, the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus). This emergency and temporary policy was effective from April 1, 2020 until December 31, 2020. This law has now expired.

As COVID-19 continues to cause a nationwide disturbance, the Agency nonetheless continues to desire to provide certain benefits to employees who are impacted by the COVID-19 pandemic. The attached document will provide Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) benefits to employees from January 1, 2021 until June 30, 2021. Because the federally mandated law has expired, the Agency desires to extend the benefit of EFMLA and EPSL, while not extending the federal mandate of the policy. Employees will be offered a time extension to the EFMLA and EPSL benefits.

#### **Fiscal Impact**

Salary cost for eligible employees.


#### **Attachments**

Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy.

#### **Recommendation**

Management and staff recommend approval of the Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy, with an effective date of January 1, 2021.

#### **Review Tracking**

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency  
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(530) 587-2525 • FAX (530) 587-5840

### **Directors**

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

## **Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy**

### **Purpose**

The federal law requiring employers to provide Emergency Family Medical Leave (“EFMLA”) and Emergency Paid Sick Leave (“EPSL”) expired as of December 31, 2020. The Agency nonetheless continues to desire to provide certain benefits to employees who are impacted by the COVID-19 pandemic. Towards that end, the Agency will provide the following benefits to eligible employees who: 1) have been employed with TTSA for at least 30 days, and 2) did not exhaust their EFMLA and/or EPSL entitlements under the expired federal law. Any unused portion of the original EFMLA and/or EPSL entitlement will remain available for eligible employees to utilize through June 30, 2021. This new policy is in effect January 1, 2021 through June 30, 2021.

For eligible employees, they may request to use any balance of EFMLA and/or EPSL for the following reasons:

### **Emergency Family and Medical Leave Act (EFMLA)**

#### **Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.



## **Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL) Policy**

### **Duration of Leave**

Employees will have up to 12 weeks of leave to use from January 1, 2021, through June 30, 2021, for the purposes stated above. This time is included in, and not in addition to, the total FMLA/CFRA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 8 weeks of EFMLA/FMLA/CFRA leave, that employee would be eligible for another 4 weeks of EFMLA/FMLA/CFRA leave under this policy.

### **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick, personal, administrative leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over beyond the date of this policy.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the Agency will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium (if any). During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

### **Procedure for Requesting Leave**

All employees requesting EFMLA leave must provide written notice of the need for leave to HR as soon as practicable.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration, which may not extend beyond the date of this policy.

On a basis that does not discriminate against employees on EFMLA leave, the Agency may require an employee on EFMLEA leave to report periodically on the employee's status and intent to return to work.

### **Employee Status After Leave**

Generally, an employee who takes EFMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

Please contact the HR department with any questions.

**Emergency Family and Medical Leave Act (EFMLA) and  
Emergency Paid Sick Leave (EPSL) Policy**

**Emergency Paid Sick Leave (EPSL)**

**Eligibility**

All full-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID–19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Individual” is generally a person within the employee’s immediate family, someone who resides regularly within the employee’s household, or a person with whom the employee has a relationship that would create an expectation that the employee would care for them. Additionally, the individual must depend upon the employee for such care.

**Amount of Paid Sick Leave**

All eligible full-time employees will have any unused and remaining balance, up to 80 hours of EPSL, available to use for the qualifying reasons above. This unused and remaining balance is carried-over from the previous benefit entitlement of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus), which expired on December 31, 2020.

**Rate of Pay**

EPSL will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

**Interaction with Other Paid Leave**

The employee may use EPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on EFMLA leave under this policy may use EPSL during the first 10 days of normally unpaid EFMLA leave.

**Emergency Family and Medical Leave Act (EFMLA) and  
Emergency Paid Sick Leave (EPSL) Policy**

**Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their department manager or HR of the need and specific reason for leave under this policy.

Once EPSL has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive emergency paid sick time.

**Carryover**

EPSL under this policy will not be provided beyond June 30, 2021. Any unused EPSL will not carry over beyond the date of this policy.

Please contact the HR department with any questions.



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**General Manager**  
*LaRue Griffin*

### **Request for Emergency Paid Sick Leave (EPSL)**

To request EPSL, please complete the following request form and submit to your department manager or Human Resources as soon as possible before leave commences.

Employee Name (print clearly): \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

The amount of emergency paid sick leave being requested is \_\_\_\_\_ hours.

The reason for this emergency paid sick leave request is (check the appropriate reason below):

- ☐ 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- ☐ 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- ☐ 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- ☐ 4) I am caring for an individual who is subject to either number 1 or 2 above.
- ☐ 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.
- ☐ 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



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**General Manager**  
*LaRue Griffin*

### **Request for Expanded Family Medical Leave Act (EFMLA)**

To request Expanded Family Medical Leave Expansion Act (EFMLA), please complete the following request form and submit to your department manager or Human Resources as soon as possible before leave commences.

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Position/Title: \_\_\_\_\_

**I request to utilize EFMLA** due to a need to care for my child because the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19. **Please attach proof of the school/place of care closure due to COVID-19.**

#### **Method of Leave Requested**

\_\_\_\_\_ A. Consecutive Leave

\_\_\_\_\_ B. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

\_\_\_\_\_  
\_\_\_\_\_

#### **Election of Emergency Paid Sick Leave (EPSL)**

\_\_\_\_\_ A. I elect to use EPSL during my leave, as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ B. I elect to use accrued time, other than EPSL, as follows:

\_\_\_\_\_  
\_\_\_\_\_

Date leave is to begin: \_\_\_\_\_ Expected duration of leave: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-6  
**Subject:** Approval of Resolution No. 1-2021 amending Resolution No. 12-2020 concerning employee benefit changes

---

#### **Background**

In September 2020, the Board adopted Resolution No. 12-2020, which approved certain employee benefit changes. The changes included modifications to the Agency vision benefit reimbursement program. Resolution No. 12-2020 provides for the vision reimbursement program to be operated on a July 1 to June 30 fiscal year basis.

Since the adoption of Resolution No. 12-2020, the Agency has determined that it would be more appropriate to administer the vision reimbursement program on a calendar year basis. This is necessitated by the new HRA administrator and will make all employee benefits operated on a calendar basis.

#### **Fiscal Impact**

The Agency provides a reimbursement of \$400 per employee and dependent. The financial impact would be minimal and only be applicable to those that had been previously reimbursed from July 1, 2020 to December 31, 2020.


#### **Attachments**


Resolution No. 1-2021.

#### **Recommendation**

Management and staff recommend approval of Resolution No. 1-2021 amending the employee vision benefit cycle from fiscal year to calendar year.

#### **Review Tracking**

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
LaRue Griffin  
General Manager

**RESOLUTION NO. 1 - 2021**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TAHOE-TRUCKEE SANITATION AGENCY  
AMENDING RESOLUTION NO. 12-2020 CONCERNING  
EMPLOYEE BENEFIT CHANGES**

BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency as follows:

**1. Recitals.** This resolution is adopted with reference to the following background recitals:

a. In September 2020, the Board adopted Resolution No. 12-2020, which approved certain employee benefit changes. The changes included modifications to the Agency vision benefit reimbursement program. Resolution No. 12-2020 provides for the vision reimbursement program to be operated on a July 1 to June 30 fiscal year basis.

b. Since the adoption of Resolution No. 12-2020, the Agency has determined that it would be more appropriate to administer the vision reimbursement program on a calendar year basis. The Board therefore desires to adopt this resolution to make that modification.

**2. Amendment of Vision Benefit.** The Board amends Resolution No. 12-2020 to provide that the vision benefit reimbursement program shall be administered on a calendar year basis instead of a fiscal year basis.

**3. Effective Date.** This resolution shall take effect retroactive to January 1, 2021.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 20<sup>th</sup> day of January 2021, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Dale Cox, President  
Board of Directors  
TAHOE-TRUCKEE SANITATION AGENCY

Attest:

---

Secretary of the Board of Directors  
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-7  
**Subject:** Approval to solicit bids for the 2021 Plant Painting project

---

**Background**

The 2021 Plant Painting project builds on the recent painting projects of 2016, 2018, and 2020. These projects entail repairing areas of the water reclamation plant that are corroding using a strategic phased approach to extend the expected service life of the various facilities involved. The focus of this phase, as shown in the accompanying plans, is to rehabilitate and recoat Secondary Clarifier No. 2 and Stripper Basin No. 58.

The construction work contemplated would be performed by a general contractor with field work slated to occur between May 17, 2021 and August 6, 2021.

**Fiscal Impact**

The engineer's estimate for this project is \$350,000, which is less than the original budgeted amount of \$500,000. This decrease is due to the need to defer work on coating Stripper Basin No. 57 to a future year due to constructability constraints.


**Attachments**

2021 Plant Painting project contract drawings.

**Recommendation**

Management and staff recommend approval to solicit bids for the 2021 Plant Painting project.

**Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY



## REGIONAL WATER RECLAMATION PLANT

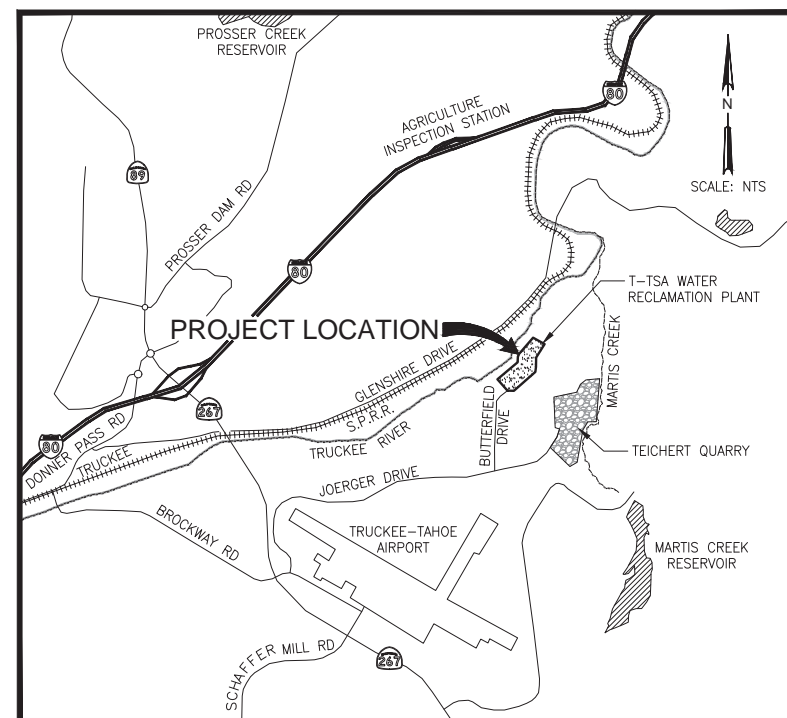
## 2021 PLANT PAINTING PROJECT

**JANUARY 2021**

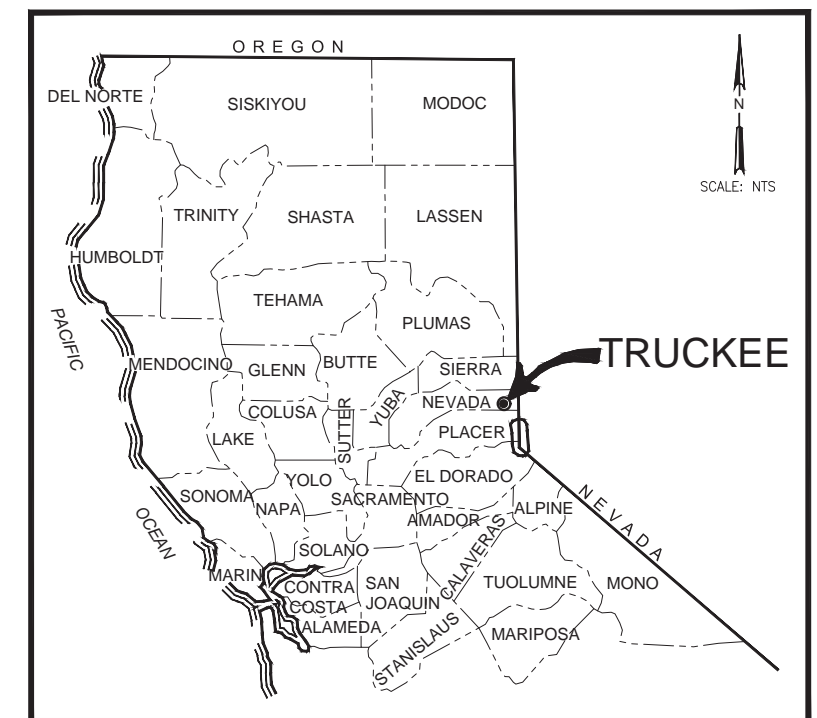
### BOARD OF DIRECTORS

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

APPROVED: \_\_\_\_\_  
GENERAL MANAGER  
LARUE GRIFFIN



LOCATION MAP



VICINITY MAP



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



1/11/2021

*2021 PLANT PAINTING PROJECT*

TITLE SHEET

VERIFY SCALE

BAR IS ONE INCH ON  
ORIGINAL DRAWING

0 1"

IF NOT ONE INCH ON  
THIS SHEET, ADJUST  
SCALES ACCORDINGLY

Designed By: AC

Drawn By: AC

Checked By: JP

Approved By: LG

					SHEET	1 OF 6
					DWG NO.	G-1
					DATE	JAN 2021
SYM	REVISIONS	DATE	BY			





- NOTES:
1. CONTRACTOR SHALL MAINTAIN AGENCY ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
  2. CONTRACTOR SHALL KEEP TO PRIMARY ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
  3. PRIOR TO SETUP OF CONSTRUCTION TRAILER, CONTRACTOR SHALL REQUEST APPROVAL OF TRAILER LOCATION ALONG WITH LONG TERM MATERIAL STORAGE LOCATIONS.
  4. NFPA CLASSIFIED AREAS: PORTIONS OF THE WORK WILL BE PERFORMED IN OR ADJACENT TO AREAS CLASSIFIED BY NFPA 820 AS CLASS I, DIVISION 1 AND/OR 2. AS SUCH, WORK METHODS, TOOLS, AND EQUIPMENT SHALL BE CONSISTENT WITH STANDARDS AND RESTRICTIONS GOVERNED BY NFPA IF PERFORMED IN THE CLASSIFIED AREAS.



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



1/11/2021

2021 PLANT PAINTING PROJECT

SITE MAP

VERIFY SCALE

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

Designed By: AC

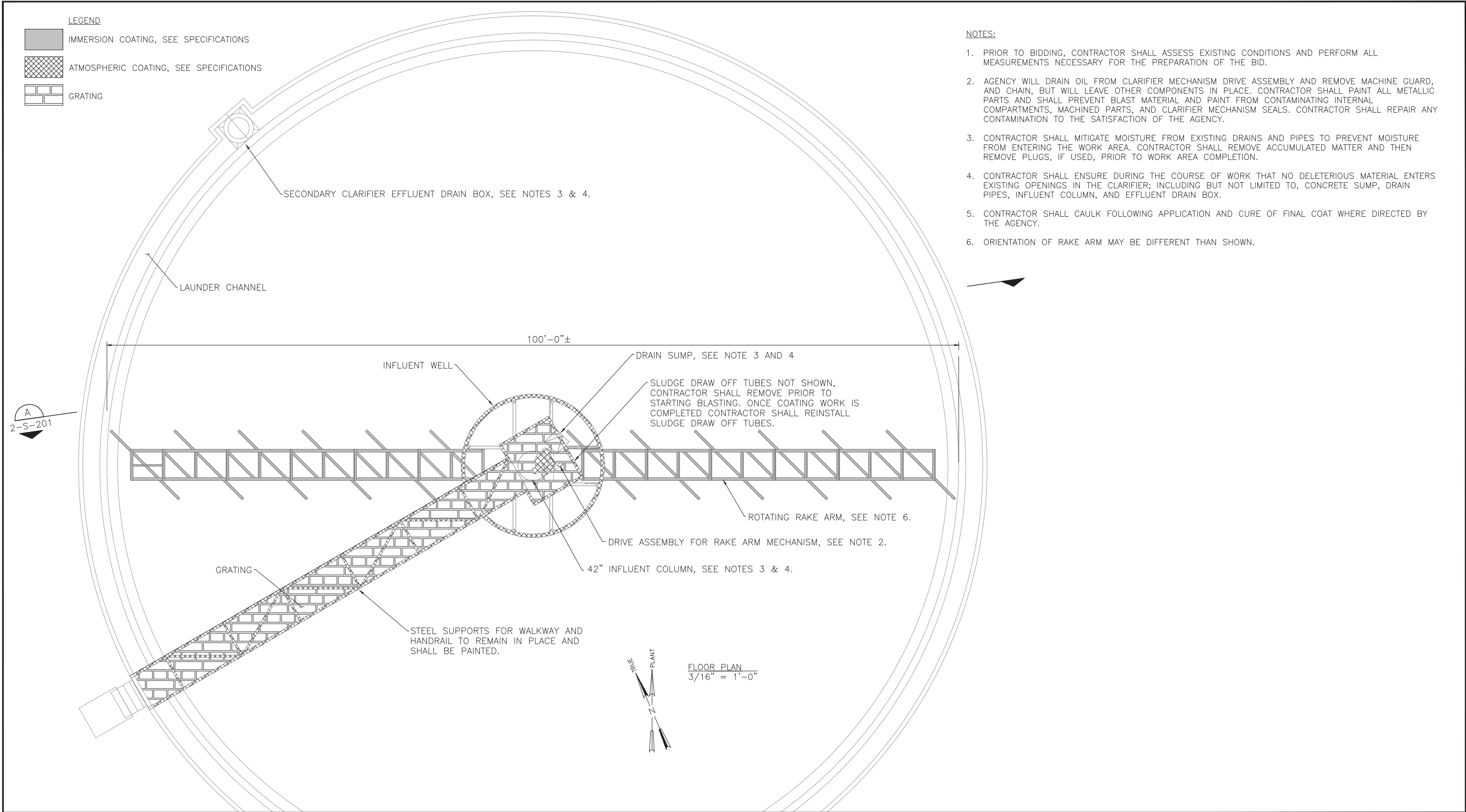
Drawn By: AC

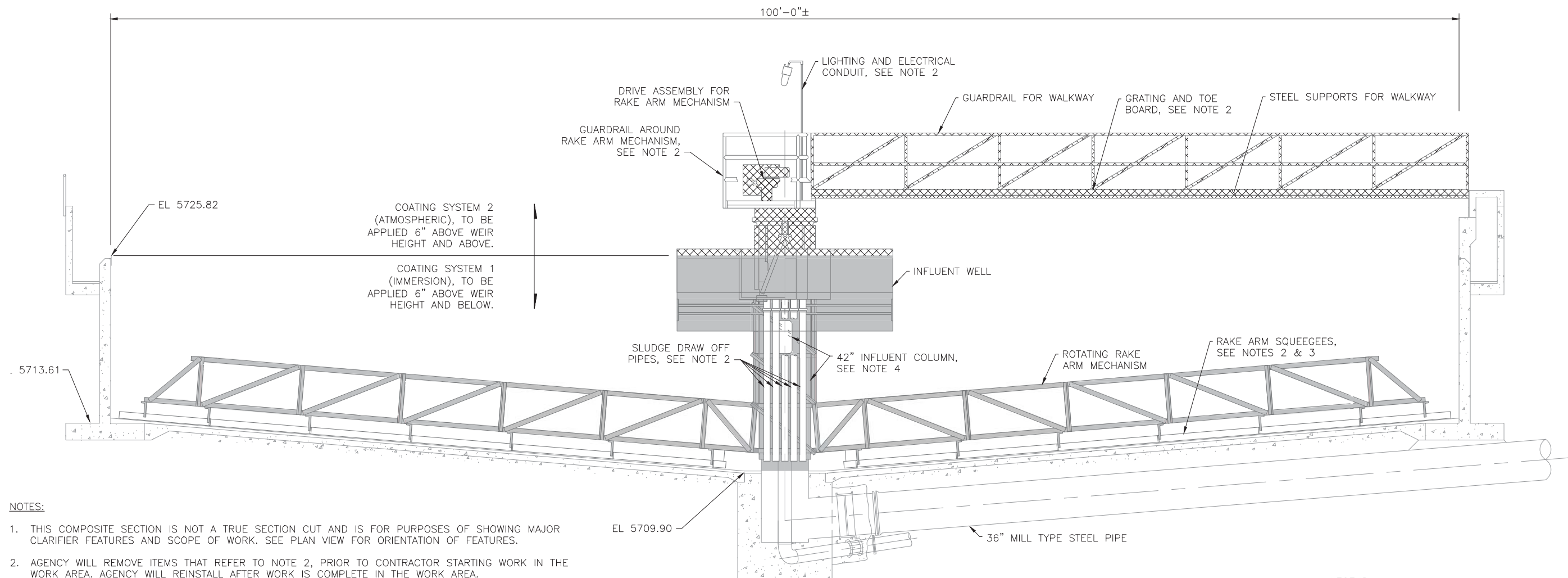
Checked By: JP/AC

Approved By: LG

				SHEET	2 OF 6
				DWG NO.	G-2
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		










- NOTES:
1. THIS COMPOSITE SECTION IS NOT A TRUE SECTION CUT AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK. SEE PLAN VIEW FOR ORIENTATION OF FEATURES.
  2. AGENCY WILL REMOVE ITEMS THAT REFER TO NOTE 2, PRIOR TO CONTRACTOR STARTING WORK IN THE WORK AREA. AGENCY WILL REINSTALL AFTER WORK IS COMPLETE IN THE WORK AREA.
  3. THE NON-METALLIC PARTS OF THE SCUM SKIMMING ASSEMBLY, THE RAKE ARM SQUEEGEES, AND THEIR RELATED FASTENERS AND APPURTENANCES WILL BE REMOVED BY THE AGENCY PRIOR TO CONTRACTOR STARTING WORK IN THE WORK AREA. AGENCY WILL REINSTALL SAID ITEMS AFTER WORK IN THE WORK AREA IS COMPLETE. CONTRACTOR SHALL ENSURE PLACEMENT OF COATINGS AT AND NEAR FASTENER OPENINGS DOES NOT INTERFERE WITH THE OWNER'S REPLACEMENT OF FASTENERS OR CAUSE DAMAGE TO THE COATINGS DURING FASTENER REPLACEMENT.
  4. THE CONTRACTOR IS NOT RESPONSIBLE FOR COATING THE INTERIOR OF THE 42" INFLUENT COLUMN. CONTRACTOR SHALL COAT PIPE EXTERIOR NOT EMBEDDED IN CONCRETE AND COLUMN SUPPORT FEATURES THAT EXTEND UP FROM TOP OF PIPING. CONTRACTOR SHALL ENSURE NO DELETERIOUS MATERIAL ENTERS THE INFLUENT COLUMN.

SECTION  
1/4" = 1'-0" 2-S-141

LEGEND

-  IMMERSION COATING, SEE SPECIFICATIONS
-  ATMOSPHERIC COATING, SEE SPECIFICATIONS
-  EXISTING CONCRETE, NOT TO COATED



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13720 Butterfield Drive  
Truckee, California 96161  
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1/11/2021

## 2021 PLANT PAINTING PROJECT

### SECONDARY CLARIFIER STRUCTURE NO. 2 - SECTION

VERIFY SCALE

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

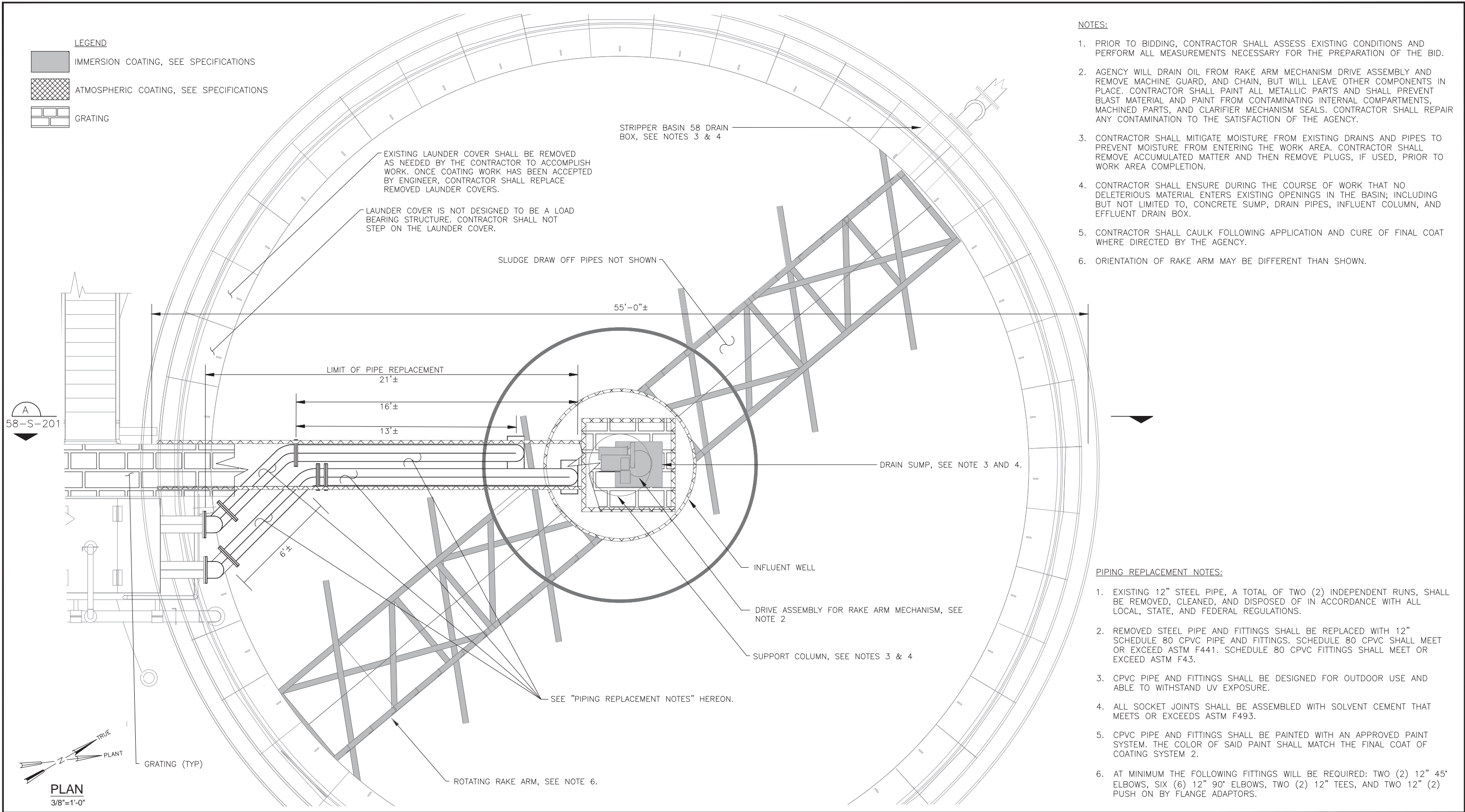
Designed By: AC

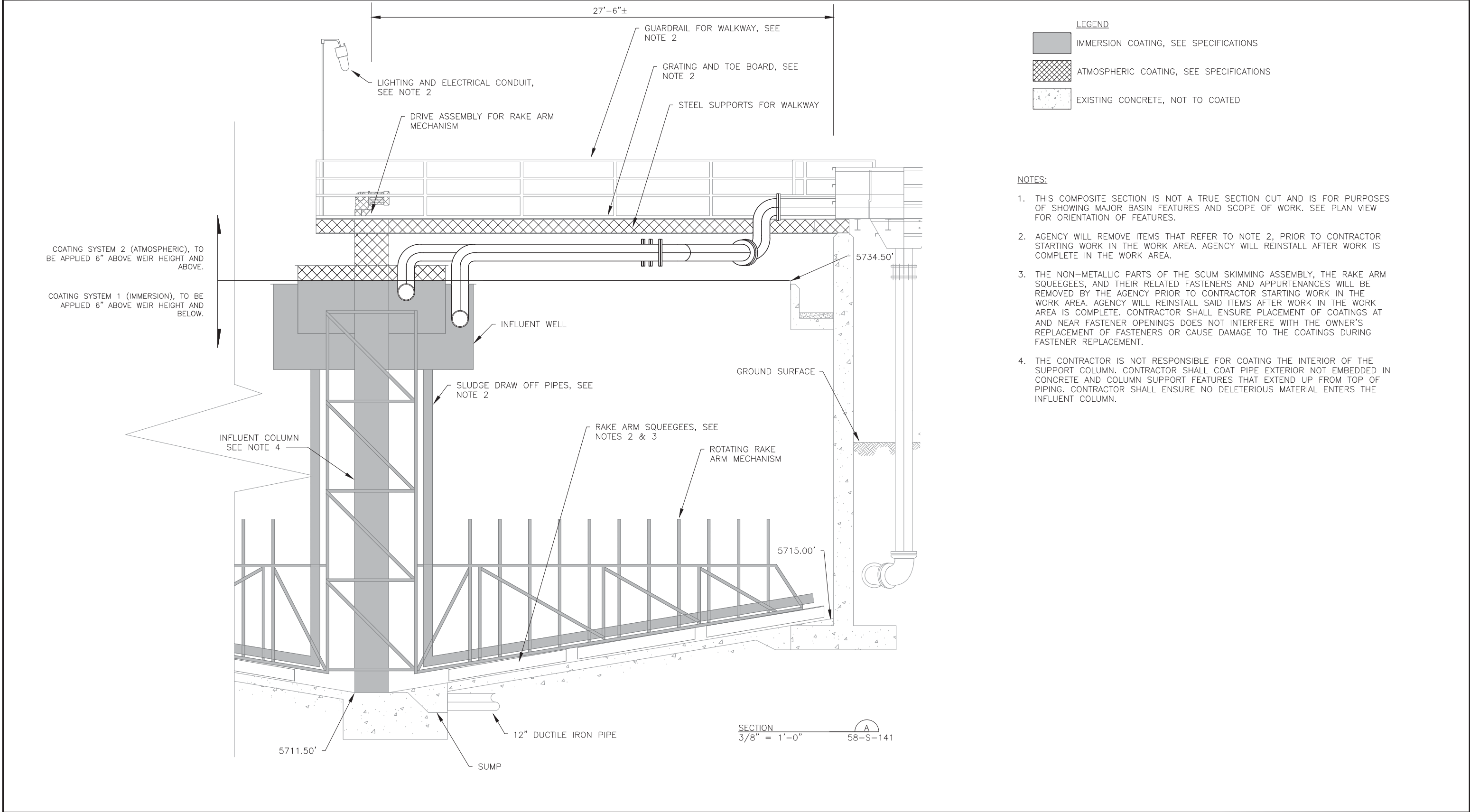
Drawn By: AC

Checked By: JP/AC

Approved By: LG

				SHEET	4 OF 6
				DWG NO.	2-S-201
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		





**2021 PLANT PAINTING PROJECT**  
**STRIPPER BASIN NO. 58 - SECTION**

VERIFY SCALE

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

**Designed By:** AC  
**Drawn By:** AC  
**Checked By:** JP/AC  
**Approved By:** LG

					SHEET	6 OF 6
					DWG NO.	58-S-201
					DATE	JAN 2021
SYM	REVISIONS	DATE	BY			





TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-8  
**Subject:** Approval to solicit bids for the 2021 Chiller Replacement project

---

**Background**

The 2021 Chiller Replacement project consists of installing a new chiller to serve the Administration Building. The existing unit has reached the end of its useful life. The accompanying plans outline the required work.

The installation work contemplated would be performed by a general contractor with field work slated to occur between June 1, 2021 and June 7, 2021.

**Fiscal Impact**

The engineer's estimate for this project is \$80,000, which is less than the original budgeted amount of \$150,000 due to further refinement of the scope of work through final design activities.


**Attachments**

2021 Chiller Replacement project contract drawings.

**Recommendation**

Management and staff recommend approval to solicit bids for the 2021 Chiller Replacement project.

**Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

# TAHOE-TRUCKEE SANITATION AGENCY



## REGIONAL WATER RECLAMATION PLANT

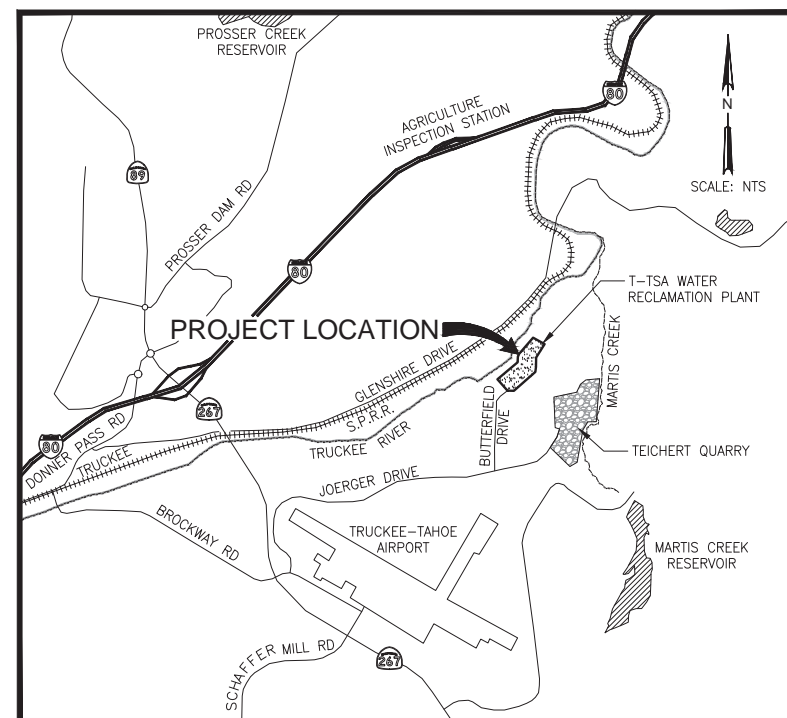
### 2021 CHILLER REPLACEMENT PROJECT

**JANUARY 2021**

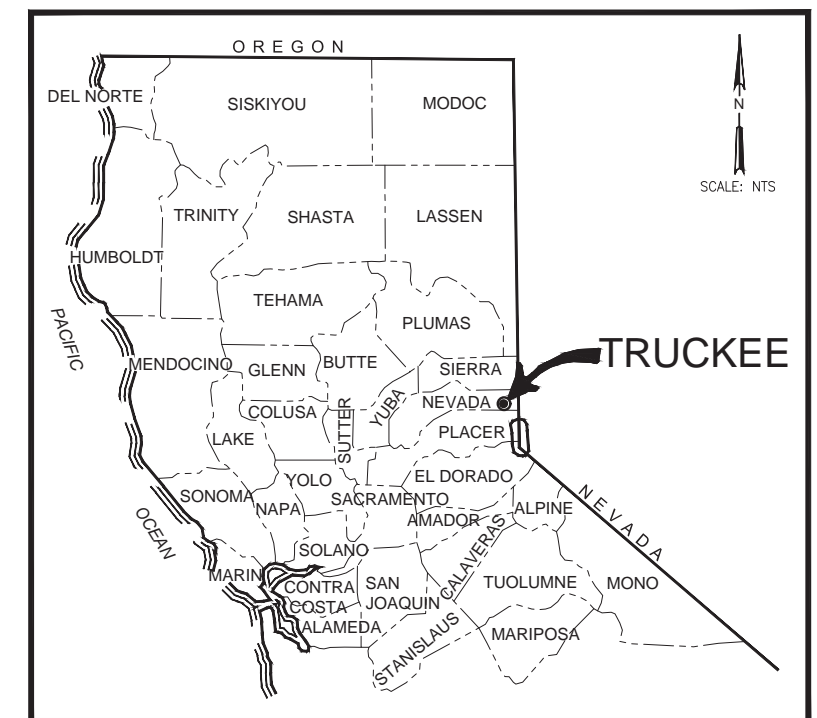
#### BOARD OF DIRECTORS

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

APPROVED: \_\_\_\_\_  
GENERAL MANAGER  
LARUE GRIFFIN



LOCATION MAP



VICINITY MAP



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



1/11/2021

*2021 CHILLER REPLACEMENT PROJECT*

TITLE SHEET

VERIFY SCALE

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

Designed By: APC

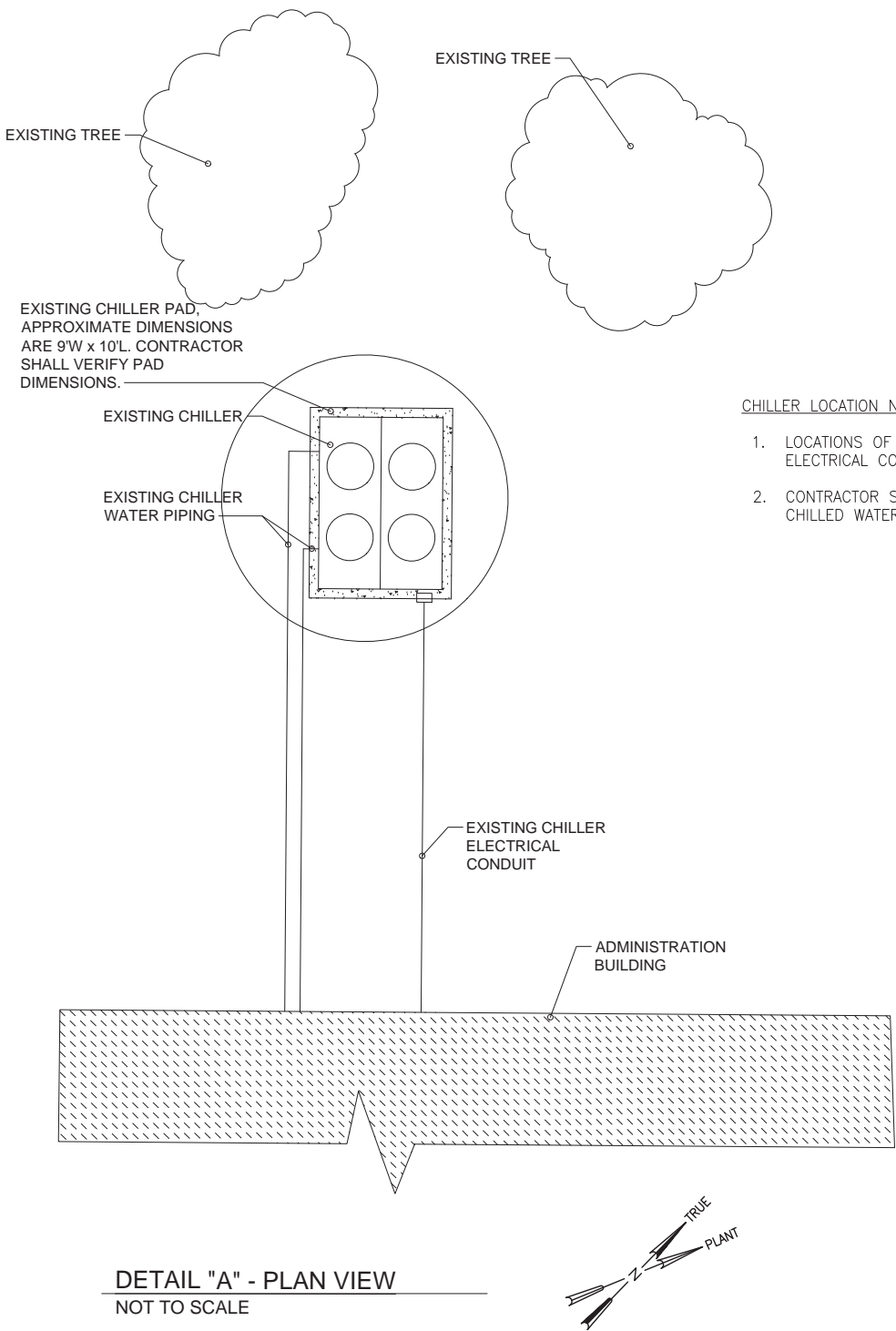
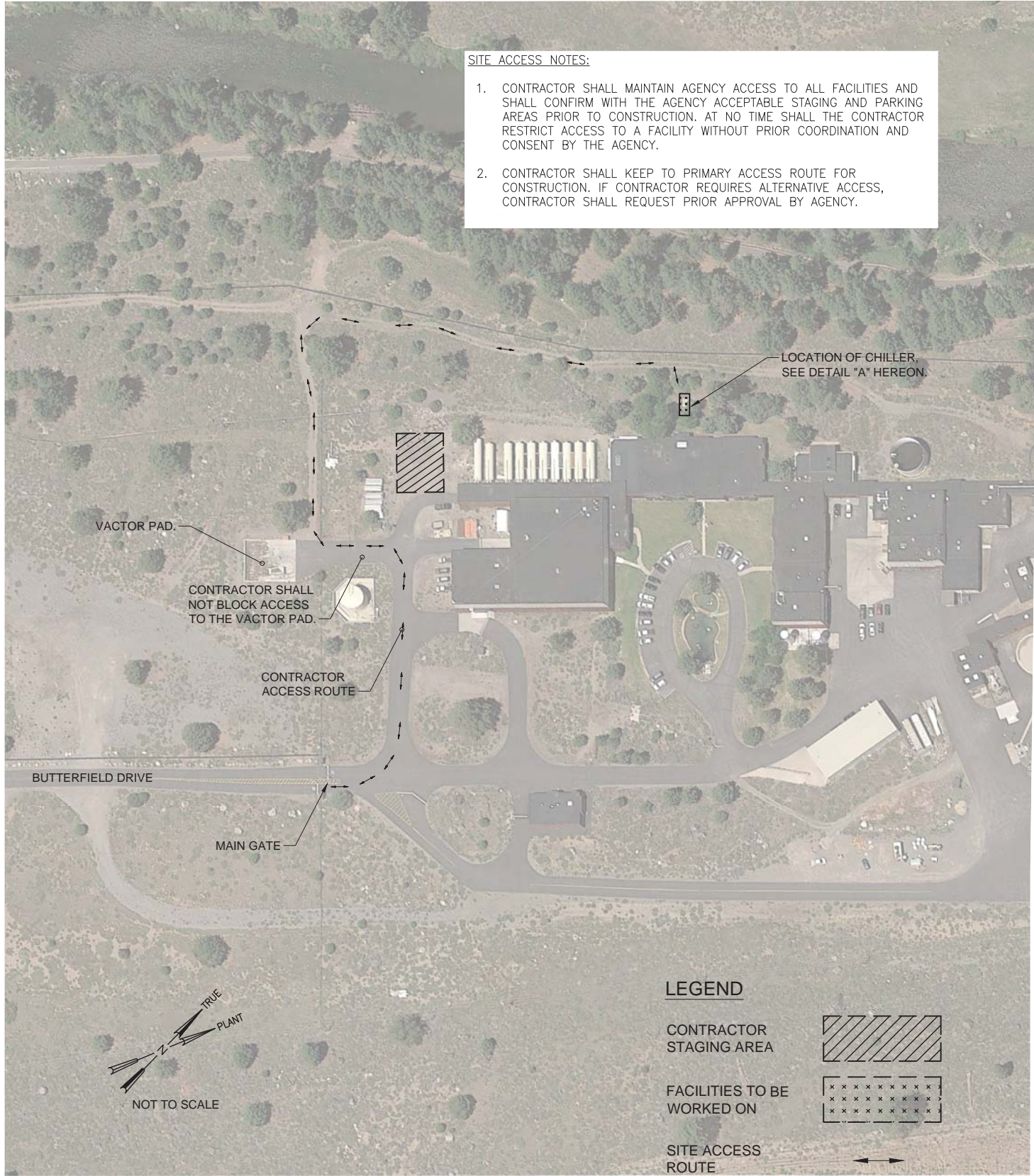
Drawn By: APC

Checked By: JP

Approved By: LG

					SHEET	1 OF 2
					DWG NO.	G-1
					DATE	JAN 2021
SYM	REVISIONS	DATE	BY			





**CHILLER LOCATION NOTES:**

1. LOCATIONS OF EXISTING CHILLER, CHILLED WATER PIPING, AND ELECTRICAL CONDUIT ARE APPROXIMATE.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF EXISTING CHILLER, CHILLED WATER PIPING, AND ELECTRICAL CONDUIT.



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Truckee, California 96161  
(530) 587-2525



1/11/2021

**2021 CHILLER REPLACEMENT PROJECT**

**SITE MAP**

VERIFY SCALE

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

Designed By: APC

Drawn By: APC

Checked By: JP/AC

Approved By: LG

				SHEET	2 OF 2
				DWG NO.	G-2
				DATE	JAN 2021
SYM	REVISIONS	DATE	BY		



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-9  
**Subject:** Approval of Engagement Letter Addendum from Damore, Hamric & Schneider, Inc.

---

#### **Background**

Damore, Hamric & Schneider, Inc. was approved to perform the Agency 2019-2020 annual financial audit for \$32,000 (based on an hourly rate plus cost).

Damore, Hamric & Schneider, Inc. has requested an addendum to the original audit engagement letter as additional time will be needed to complete the following remaining work:

1. Additional audit work related to the creation of new general ledger accounts/software conversion.
2. Service charge revenues – New billing process and related audit challenges
3. Bond issuance and related accounting, audit, and reporting requirements.
4. Requirement of 2<sup>nd</sup> audit fieldwork.

#### **Fiscal Impact**

Up to \$10,000.

#### **Attachments**

Engagement Letter Addendum.

#### **Recommendation**

Management and staff recommend approval of the Engagement Letter Addendum from Damore, Hamric & Schneider, Inc.

#### **Review Tracking**

Submitted By: \_\_\_\_\_

  
LaRue Griffin  
General Manager



### **Engagement Letter Addendum**

January 5, 2021

LaRue Griffin, General Manager  
and the Board of Directors of  
Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161

Dear Mr. Griffin:

This letter constitutes an addendum to our original audit engagement letter dated May 7, 2020. The purpose of this letter is to inform you of the remaining time it will require to complete the June 30, 2020 audit.

The remaining work relates to the additional audit hours incurred due to the followings:

1. Additional audit work related to the creation of new general ledger accounts/software conversion - 10 hours
2. Service charge revenues – New billing process and related audit challenges - 10 hours
3. Bond issuance and related accounting, audit, and reporting requirements - 10 hours
4. Requirement of 2<sup>nd</sup> audit fieldwork - 20 hours

We estimate our fee for the remaining work to be \$10,000. We will work with management of Tahoe-Truckee Sanitation Agency to minimize our hours and related costs.

All the terms of our original engagement letter will apply to this addendum. This addendum will become effective as soon as you sign and date this letter and return the signed copy to us.

1515 River Park Drive, Suite 150  
Sacramento, CA 95815-4606  
Tel (916) 481-2856  
Fax (916) 488-4428  
<http://www.dhscpa.com>

Sincerely,



DAMORE, HAMRIC & SCHNEIDER, INC.

Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Tahoe-Truckee Sanitation Agency.

Management Signature:

---

Title: General Manager

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

Governance Signature:

---

Title: \_\_\_\_\_

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





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VI-1  
**Subject:** Department Reports

---

### **Background**

Department reports for previous and current month(s).

### **Fiscal Impact**

None.

### **Attachments**

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

### **Recommendation**

No action required.

### **Review Tracking**

Submitted By:   
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Michael Peak, Operations Department Manager  
**Subject:** Operations Department Report

---

### **Compliance Report:**

- All plant waste discharge requirements were met for the month.
- Staff attended the Lahontan Regional Water Quality Control Board (LRWQCB) meeting via teleconference.
  - *January 13:* There was a 3<sup>rd</sup> quarter violation report which mentioned TTSA, and there were no comments or questions from the LRWQCB Board of Directors.
  - *January 14:* Mr. Pippin Mader and Ms. Penny Denenberg addressed the LRWQCB Board of Directors.

### **Operations Report:**

- Overall, the plant performed well through the month.
- Well #31 pH has been between 6.5 - 6.6. Operations continues to add caustic to the final effluent.
- Operators continue to train with the lab personnel for weekend laboratory testing.

### **Laboratory Report:**

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month.
- Staff continue to train operators for MPN and weekend testing.
- Recruitment for the Laboratory Director has commenced and closes 01/24/21.
- Laboratory staff and operational management worked together and have responded to the Notice of Violation and Order to Correct as submitted by ELAP.
  - Notice of Violation and Order to Correct (attached) summary:
    - **Violations:**
      - (1) Failure to include the conditions for notification to ELAP of Laboratory Director changes into the laboratory's quality assurance manual.
      - (2) Failure to document a training program into the laboratory's quality assurance program.
      - (3) Failure to maintain Demonstration of Capability records of implementation into the laboratory's quality assurance program.
      - (4) Failure to review standard operating procedures (SOPs) for Standard Method 9221 and US EPA Method 300.0 into the laboratory's quality assurance program.

▪ **Method Deviation Violations:**

- (1) Failure to implement the quality control criteria in the US EPA Method 300.0.
- (2) Failure to implement the quality assurance criteria in Standard Method 9221.

▪ **Corrective Action Response:**

- (1) The Agency provided the required corrective action report on January 13, 2021.
- (2) Discussion with the ELAP representative confirmed the provision to create “A policy to ensure that laboratory management and all personnel who work in the laboratory are free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work. This policy must be included in the laboratory’s QAM.” is not a violation or an implication of inappropriate management performance. It is a requirement for QAMs in accordance with the 2016 TNI regulations.
- (3) Lab staff continue to review and update all Standard Operating Procedures, perform the required Demonstration of Capabilities and other required tasks to maintain ELAP compliance.

**Work Orders:**

- Completed this month: 4
- Pending: 5


**Plant Data:**

<b>Influent Flow Description</b>	<b>MG</b>
Monthly average daily <sup>(1)</sup>	3.12
Monthly maximum instantaneous <sup>(1)</sup>	7.82
Maximum 7- day average	4.09

<b>Effluent Limitation Description <sup>(2)</sup></b>	<b>WDR Monthly Average</b>		<b>WDR Daily Maximum</b>	
	<b><i>Recorded</i></b>	<b><i>Limit</i></b>	<b><i>Recorded</i></b>	<b><i>Limit</i></b>
Suspended Solids (mg/l)	1.5	10.0	2.4	20.0
Turbidity (NTU)	NA	NA	2.7	10.0
Total Phosphorus (mg/l)	0.39	0.80	0.67	1.50
Chemical Oxygen Demand (mg/l)	31	45	36	60

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

**Review Tracking:**

Submitted By:   
Michael Peak  
Operations Manager

Approved By:   
LaRue Griffin  
General Manager

## State Water Resources Control Board

### **NOTICE OF VIOLATION AND ORDER TO CORRECT**

December 14, 2020

Mr. Bill Pindar  
13720 Butterfield Drive  
Truckee, CA 96161

Certificate No. 1144

Dear Mr. Pindar,

The State Water Resources Control Board's (State Water Board) Environmental Laboratory Accreditation Program (ELAP) conducted an on-site investigation of Tahoe Truckee Sanitation Agency Laboratory (TTSA) on September 30, 2020 and determined the following violations occurred.

#### Violations:

1. TTSA's organization chart approved and adopted by the Board of Directors on December 11, 2019 lists the laboratory director position as "vacant", however, the subsequent organization chart approved and adopted by the Board of Directors on June 17, 2020 identifies the position is filled, but does not list the person occupying the position. These organizational charts conflict with the timeframe of the previous laboratory director's absence from April 2020 to June 2020, and subsequent departure in June of 2020.
  - a. ELAP received notice of the previous laboratory director departures in April and June of 2020 in accordance with the California Code of Regulations (CCR), title 22, § 64817(e), however, the conditions for notification to ELAP are not specified in the laboratory's quality assurance manual (QAM). The organization charts conflict with notice provided to ELAP, as ELAP did not receive notice that the laboratory director position was vacant in 2019.
  - b. Notification to ELAP on July 1, 2020 indicated that Mr. Mike Peak, the Operations Manager, appointed Ms. Davis the "Temporary Laboratory Director." While onsite, verbal statements from the laboratory staff and operations management indicated that Ms. Davis had been designated the permanent laboratory director; however, laboratory staff and operational management provided differing opinions of whether this designation

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR



included supervisory authority. The laboratory director ensures that the laboratory's quality assurance program is upheld by all staff who work in the laboratory, and the ambiguity of TTSA's defined role must be corrected. See the Required Corrective Action 1 specified in this Order.

2. The laboratory does not have a documented training program. Wastewater operators are receiving training to run test methods on wastewater samples, however, have not yet completed initial demonstrations of capability (DOC). The laboratory documents what days training occurs, however, does not identify specifics and only one record for one wastewater operator exists demonstrating that the operator read and understood the Standard Operating Procedures (SOP). Adequate documentation of the training program and initial and ongoing DOCs are method requirements and must be a documented part of the laboratory's quality assurance program. Failure to document the laboratory's quality assurance program is a violation of CCR § 64815(d).
3. Laboratory staff DOCs are not documented or reviewed annually. The full time laboratory staff complete procedures that verify the accuracy and precision of the methods they test, such as routine completion of proficiency testing samples, however, the laboratory does not document the assessment of the initial or ongoing DOC requirements of the methods the laboratory performs. The wastewater operators in training to work in the laboratory do not have documented records of completion of an initial DOC prior to analysis of samples. Failure to maintain records of implementation of the quality assurance program is a violation of CCR § 64815(d).
4. The laboratory SOPs for SM 9221 and EPA 300.0 have not been reviewed or updated since 2017. SOPs are part of the laboratory's quality assurance program and must be reviewed annually. Failure to review the quality assurance program is a violation of CCR § 64815(c).

#### Method Deviations

1. For US EPA Method 300.0, the laboratory filters all samples prior to analysis, however, does not filter the laboratory reagent blank. The laboratory reagent blank analyzed with each batch of samples must go through the entire process the samples do. See sections 3.7 and 9.3.1 in EPA 300.0. Failure to implement the quality control criteria in the methods is a violation of CCR § 64815(b).
2. For SM 9221, the laboratory's SOP does not reference or contain the most probable number chart or formula specified in the reference method, nor does it specify which version of Standard Methods of Water and Wastewater is used. Failure to implement the quality assurance criteria in the methods is a violation of CCR § 64815(b).

#### Required Corrective Actions:

TTSA is hereby ordered, pursuant to ELAA section 100875, to correct the above violations and complete the required corrective actions listed in this Order. By **January 18, 2021**, TTSA must provide evidence of correction of the violations and required corrective actions below. Demonstration should be submitted electronically to Christopher Hand at [christopher.hand@waterboards.ca.gov](mailto:christopher.hand@waterboards.ca.gov).

1. TTSA's laboratory director and operations management must identify that the appointed laboratory director maintains the authority to implement and be responsible for all items listed in CCR § 64817(d). Documentation must include, at a minimum:
  - a. A timeline of any laboratory director absence from January 1, 2019 to present, affirmed to be true and correct by operations management.
  - b. An attestation from operational management that the laboratory director has the authority to uphold all items listed in CCR § 64817(d), including:
    - (1) all analytical and operational activities of the laboratory, including those of any auxiliary or mobile laboratory facilities; and
    - (2) supervision of all personnel employed by the laboratory, including those assigned to work in any auxiliary or mobile laboratory facilities, and those persons designated as Principle Analysts; and
    - (3) the accuracy and quality of all data reported by the laboratory, including any auxiliary or mobile laboratory facilities.
  - c. A policy to ensure that laboratory management and all personnel who work in the laboratory are free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work. This policy must be included in the laboratory's QAM.
  - d. Signatures with dates affirming that the materials provided in response to this required corrective action are true and correct, from the laboratory director and operational management.
2. TTSA must submit a corrective action report which contains, at a minimum, the following:
  - a. An update to the Quality Assurance Manual and applicable Standard Operating Procedures containing corrections necessitated by this Order.
  - b. Records demonstrating the staff who work in the laboratory have reviewed and been trained to the updated QAM and any SOPs.
  - c. Documentation specified in item 1, above.

Failure to comply with the requirements of this Order may result in further enforcement action including civil penalties, suspension, or revocation of your ELAP accreditation.

Pursuant to ELAA section 100875, should you disagree with any action required in this Order, you may petition for reconsideration under the California Health and Safety Code section 116701 within 30 days of receipt of this Order.

Should you have any questions or require further assistance, please contact Christopher Hand at [christopher.hand@waterboards.ca.gov](mailto:christopher.hand@waterboards.ca.gov).

Sincerely,



Christine Sotelo, Chief  
Environmental Laboratory Accreditation Program

cc: Nickolaus Knight [nickolaus.knight@waterboards.ca.gov](mailto:nickolaus.knight@waterboards.ca.gov)  
Attorney IV, Office of Enforcement

Scott Ferguson [scott.ferguson@waterboards.ca.gov](mailto:scott.ferguson@waterboards.ca.gov)  
Supervising Water Resources Control  
Engineer, Lahontan Regional Water  
Quality Control Board

Darrin Polhemus [darrin.polhemus@waterboards.ca.gov](mailto:darrin.polhemus@waterboards.ca.gov)  
Deputy Director, Division of Drinking  
Water

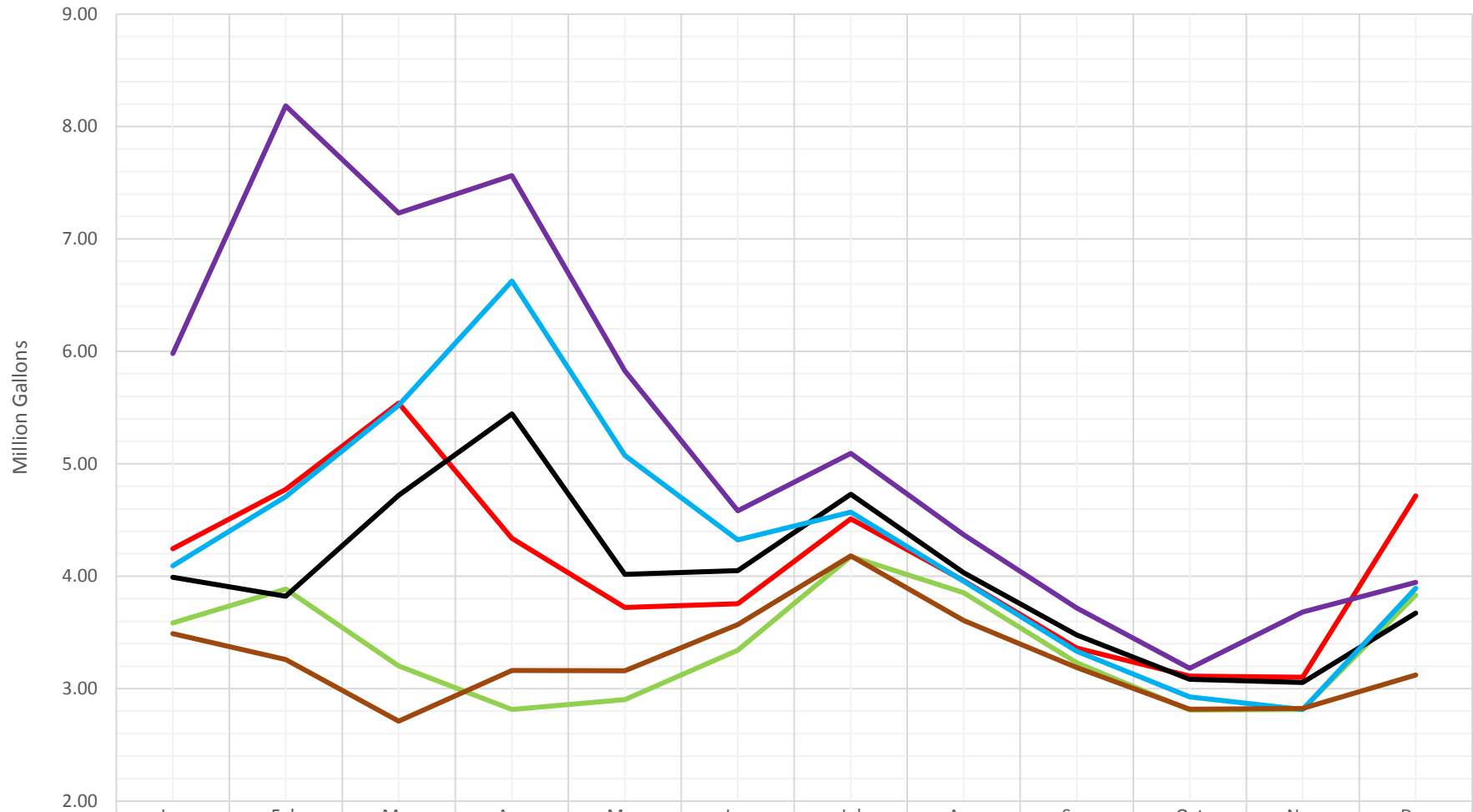
Robert Brownwood [robert.brownwood@waterboards.ca.gov](mailto:robert.brownwood@waterboards.ca.gov)  
Principal Engineer, Division of Drinking  
Water

Mike Peak [mpeak@ttsa.net](mailto:mpeak@ttsa.net)  
Operations Manager, TTSA

LaRue Griffin, [lgriffin@ttsa.net](mailto:lgriffin@ttsa.net)  
General Manager, TTSA

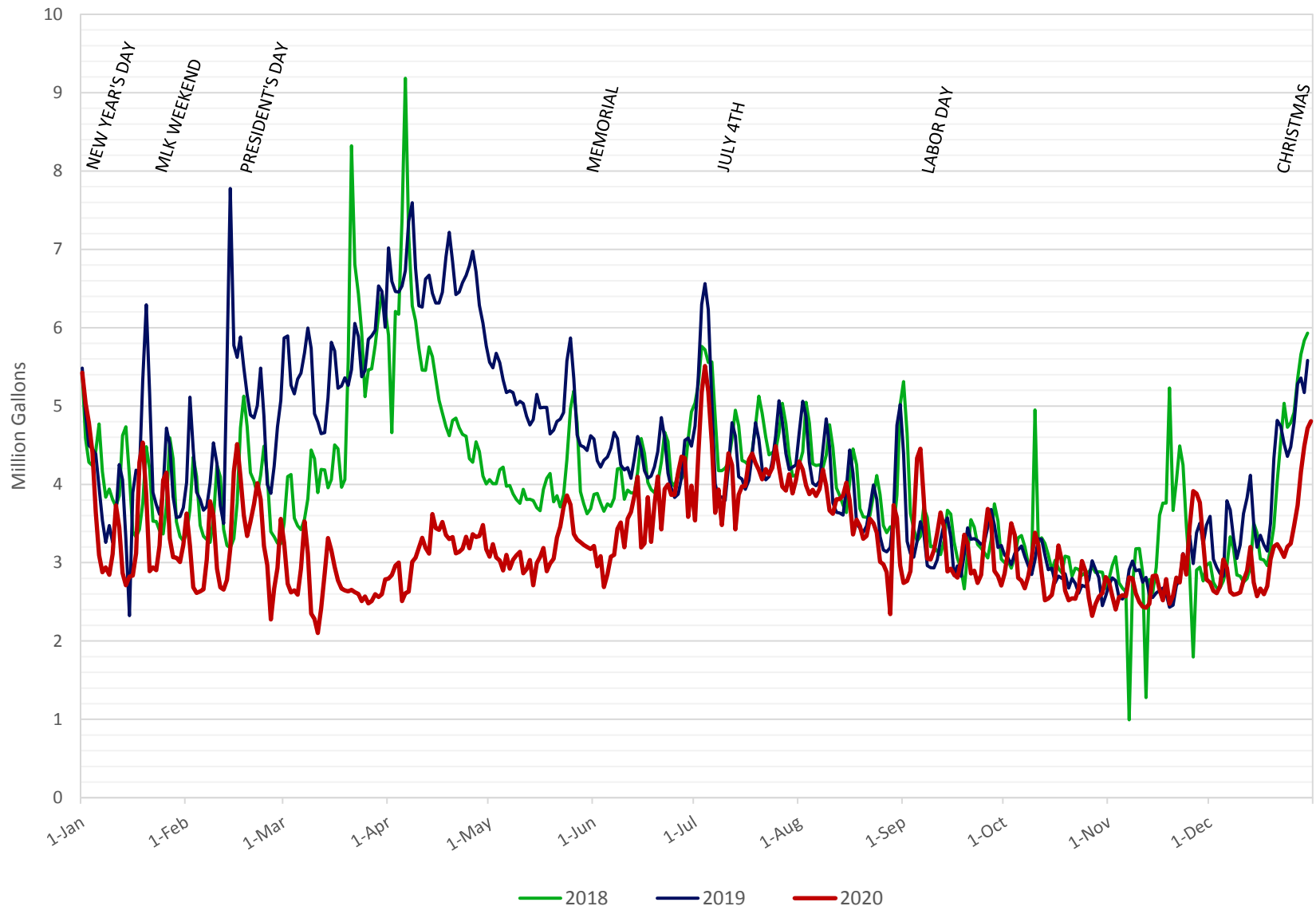
Elizabeth Berg [berg.elizabeth@epa.gov](mailto:berg.elizabeth@epa.gov)  
Assistant Director, Enforcement and  
Compliance Assurance Division  
US EPA

# Monthly Average Daily Flow (Influent)

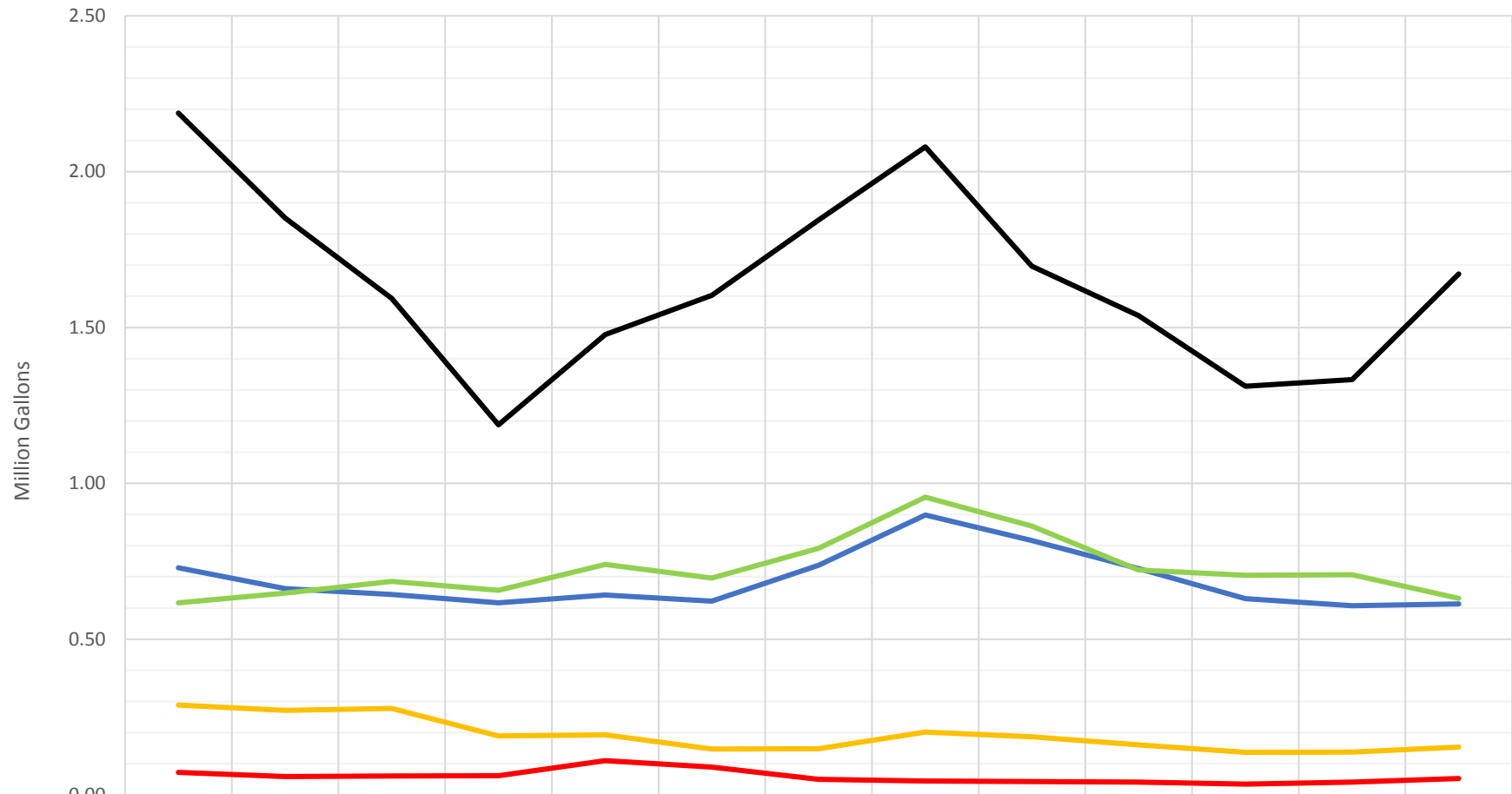


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12

T-TSA Daily Influent Flow

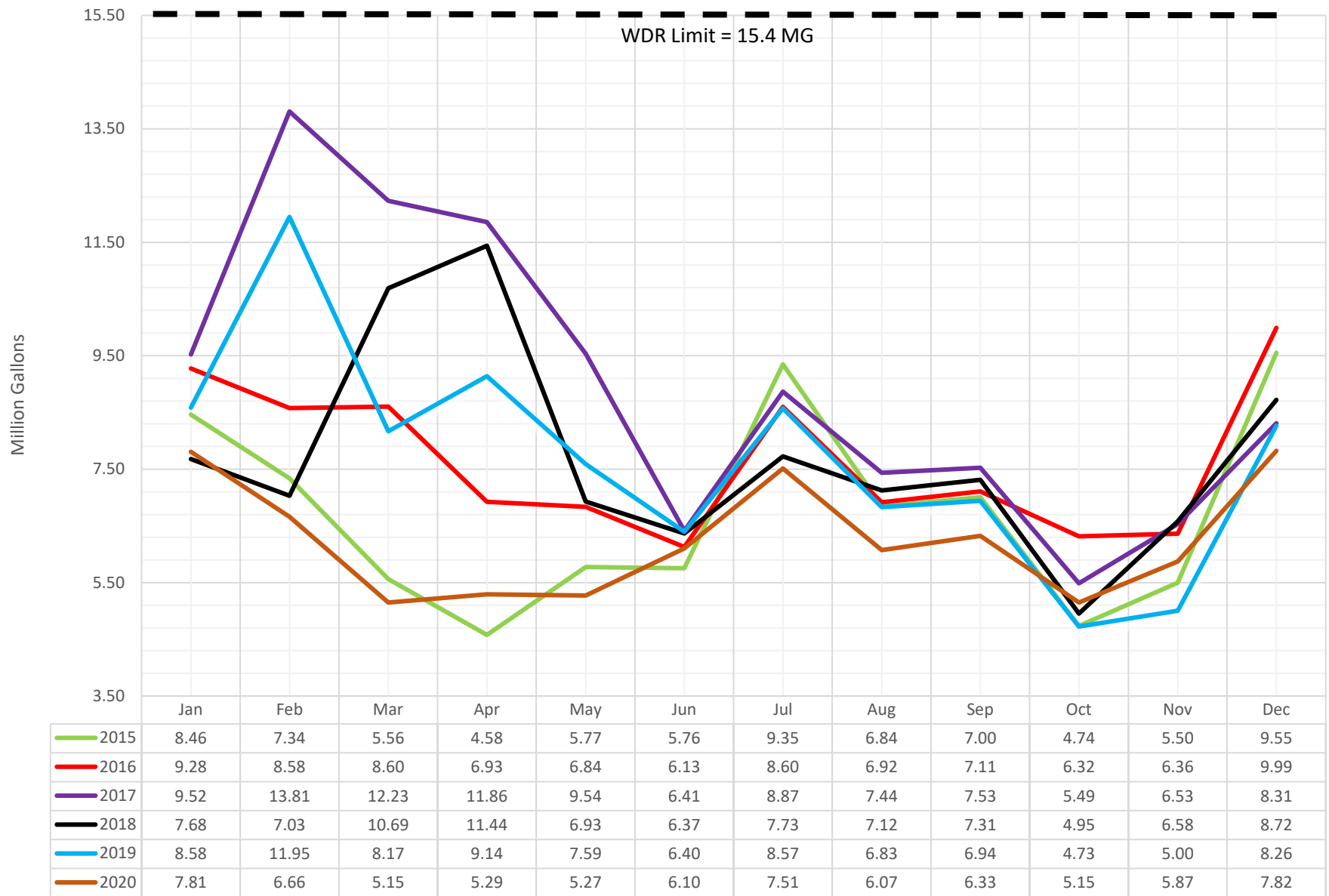


### Monthly Average Daily Flow (Districts)



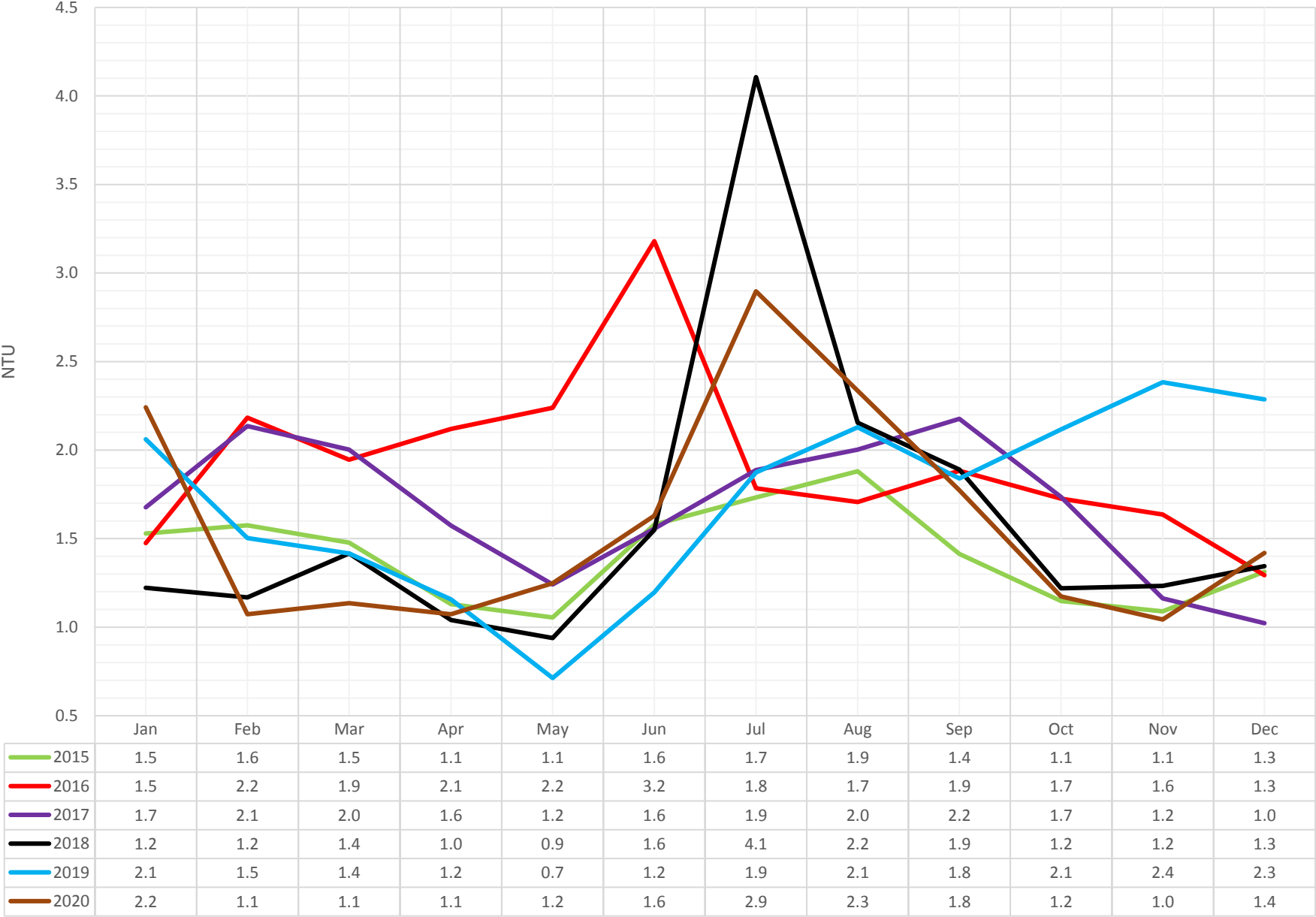
	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
NTPUD	0.73	0.66	0.64	0.62	0.64	0.62	0.74	0.90	0.82	0.73	0.63	0.61	0.61
TCPUD	0.62	0.65	0.68	0.66	0.74	0.70	0.79	0.96	0.86	0.72	0.70	0.71	0.63
ASCWD	0.07	0.06	0.06	0.06	0.11	0.09	0.05	0.05	0.04	0.04	0.03	0.04	0.05
OVPSD	0.29	0.27	0.28	0.19	0.19	0.15	0.15	0.20	0.19	0.16	0.14	0.14	0.15
TSD	2.19	1.85	1.59	1.19	1.48	1.60	1.85	2.08	1.70	1.54	1.31	1.33	1.67

# Monthly Maximum Instantaneous Flow (Influent)

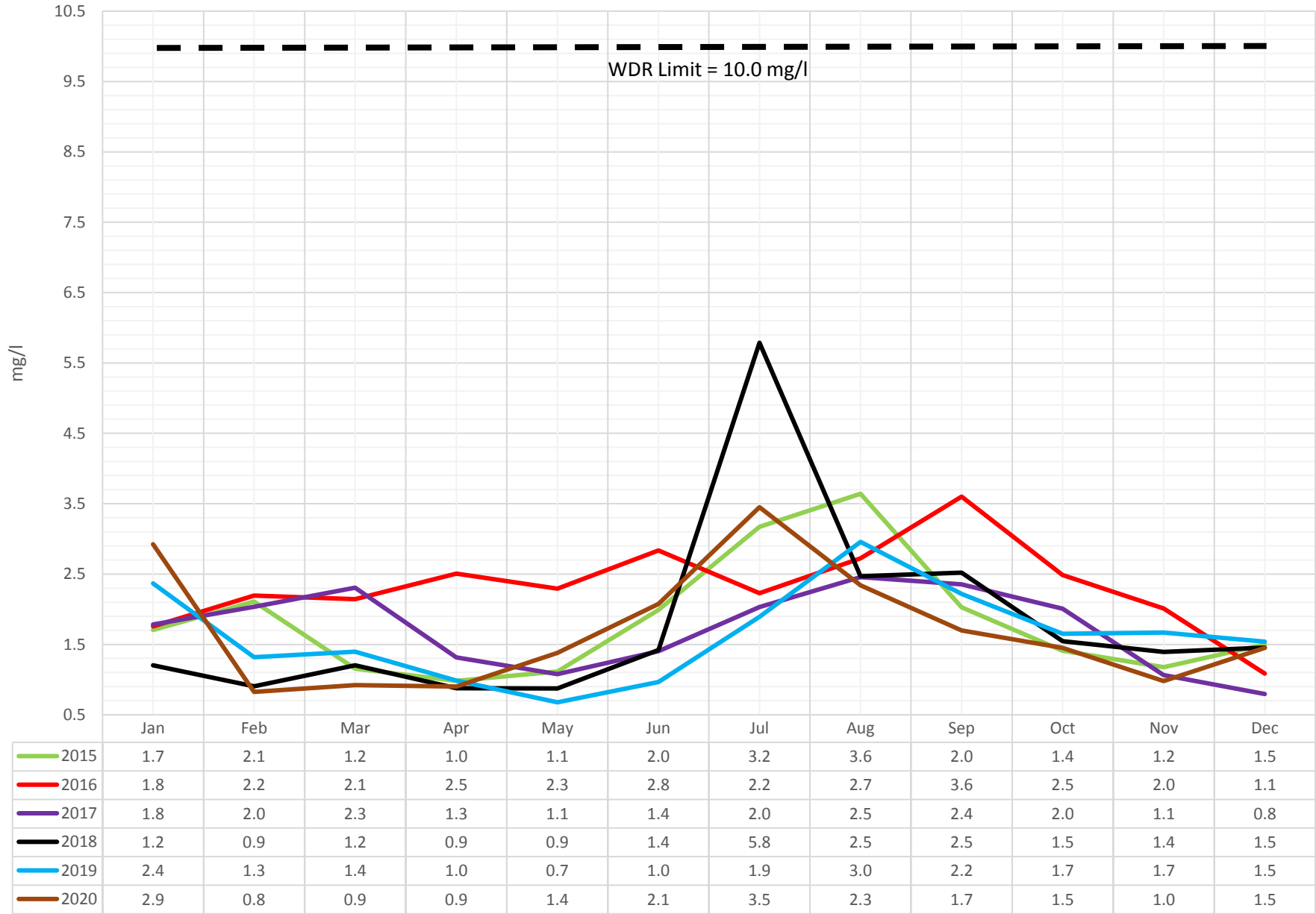




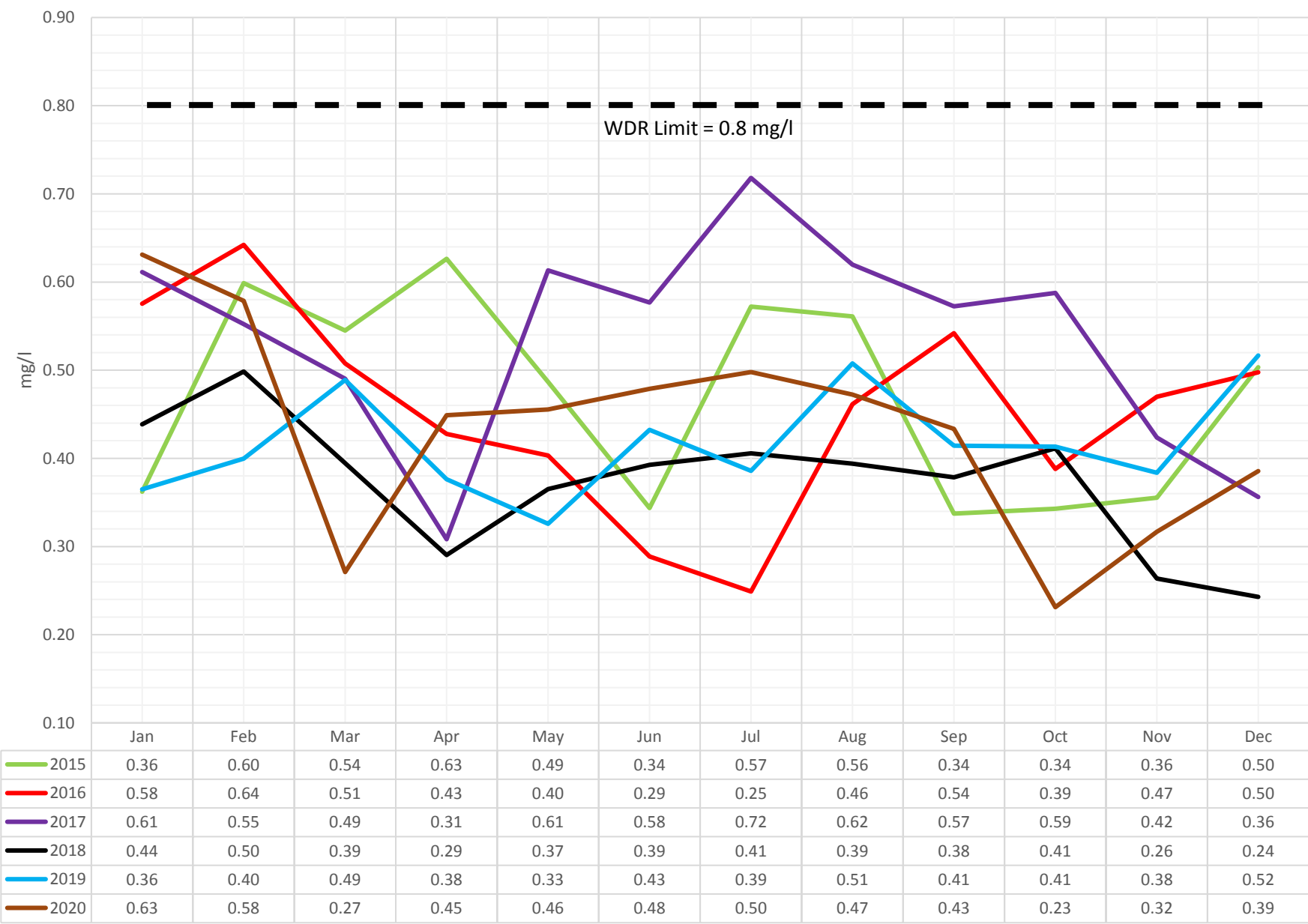
Monthly Average Daily Turbidity (Effluent)



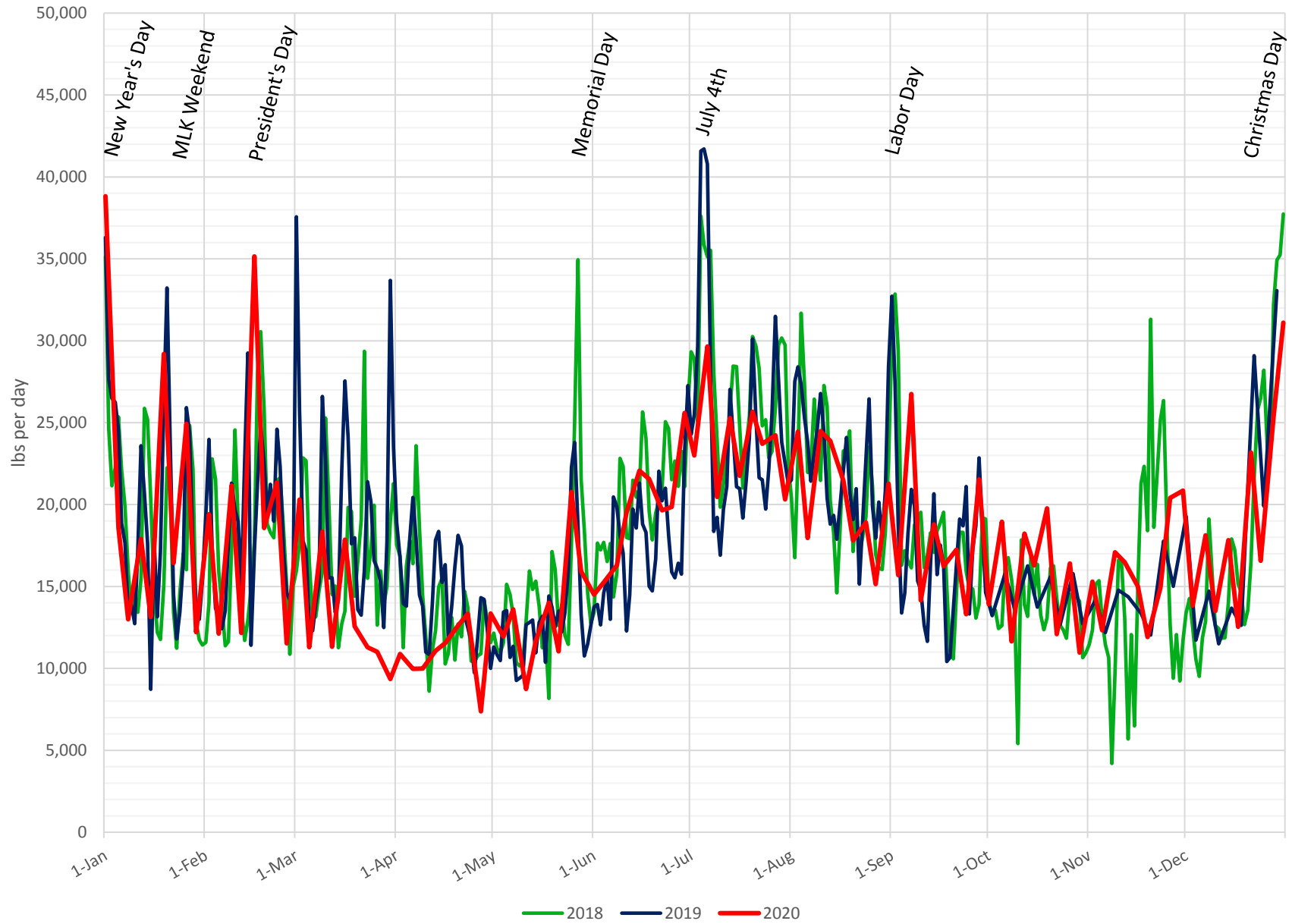
Monthly Average Daily Suspended Solids (Effluent)



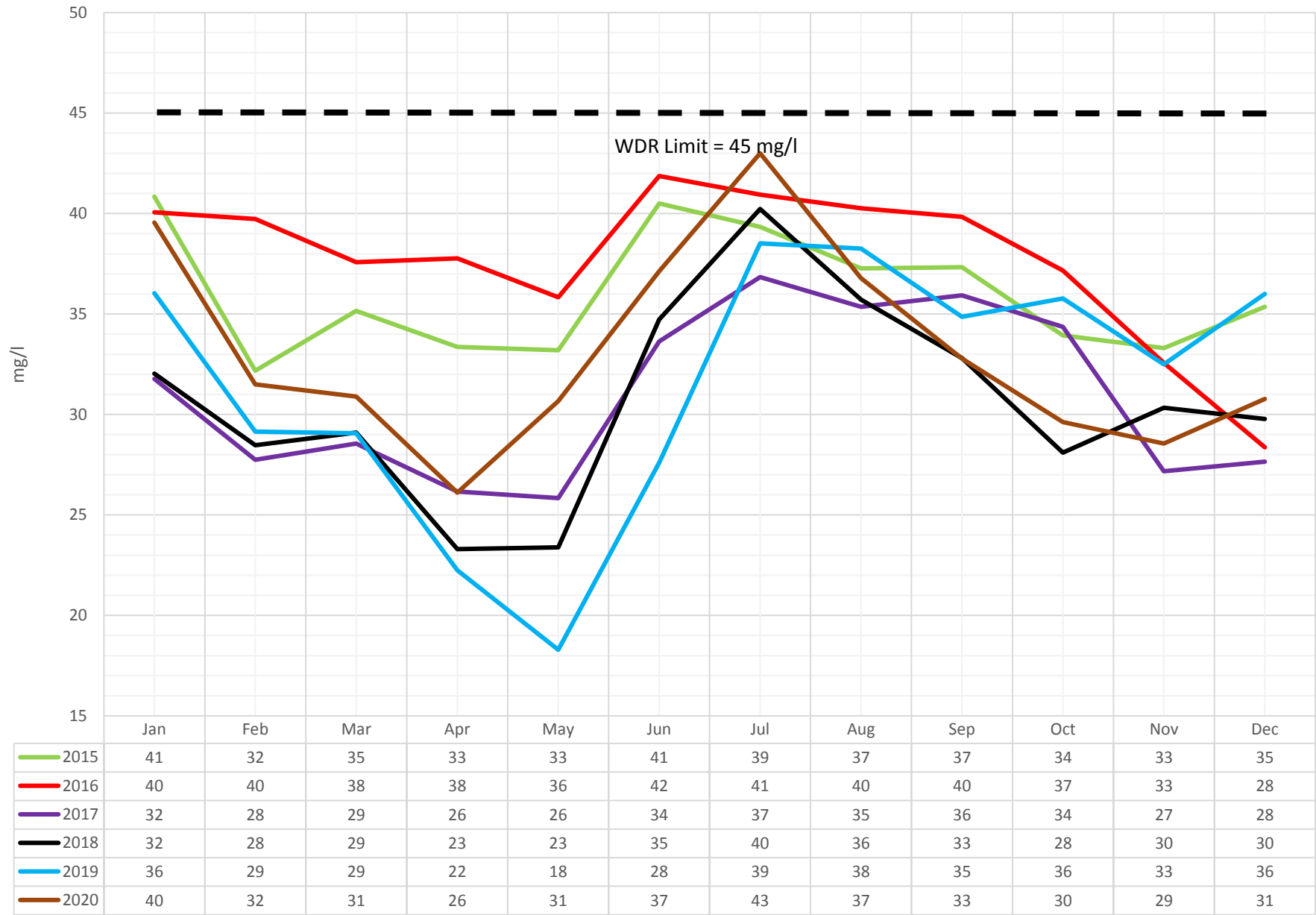
Monthly Average Daily Total Phosphorus (Effluent)



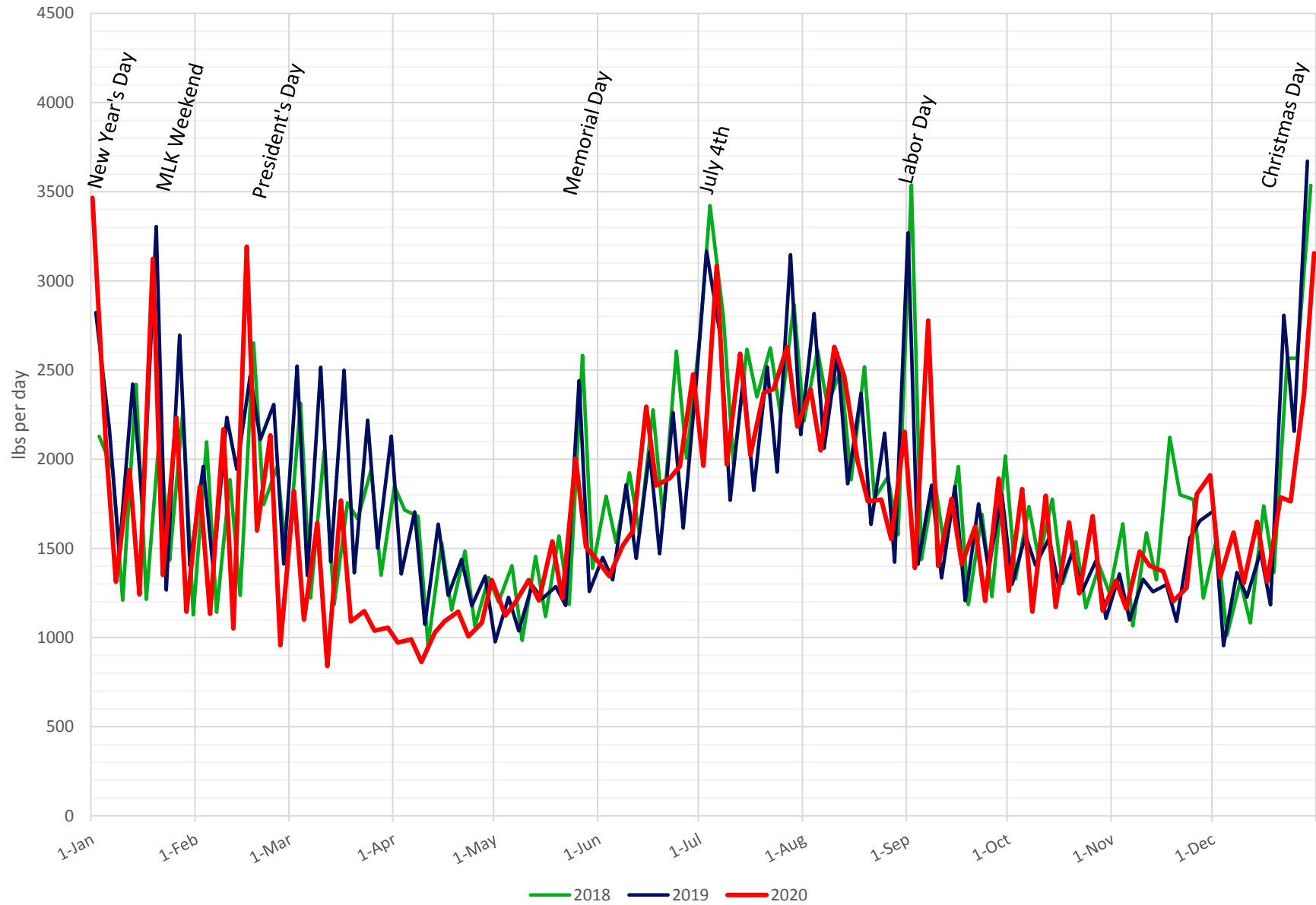
COD Influent Loading



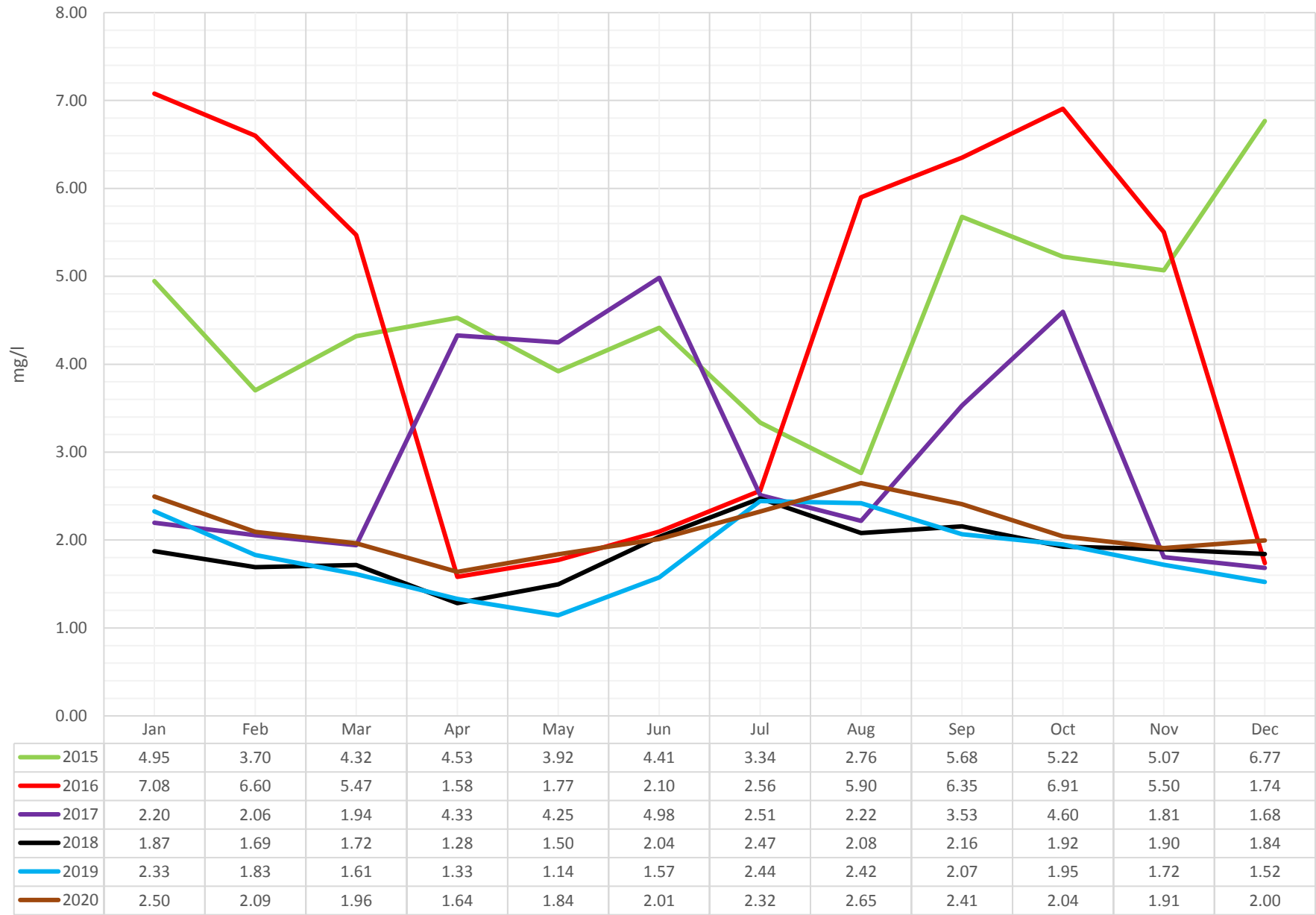
# Monthly Average Daily Chemical Oxygen Demand (Effluent)



TKN Influent Loading

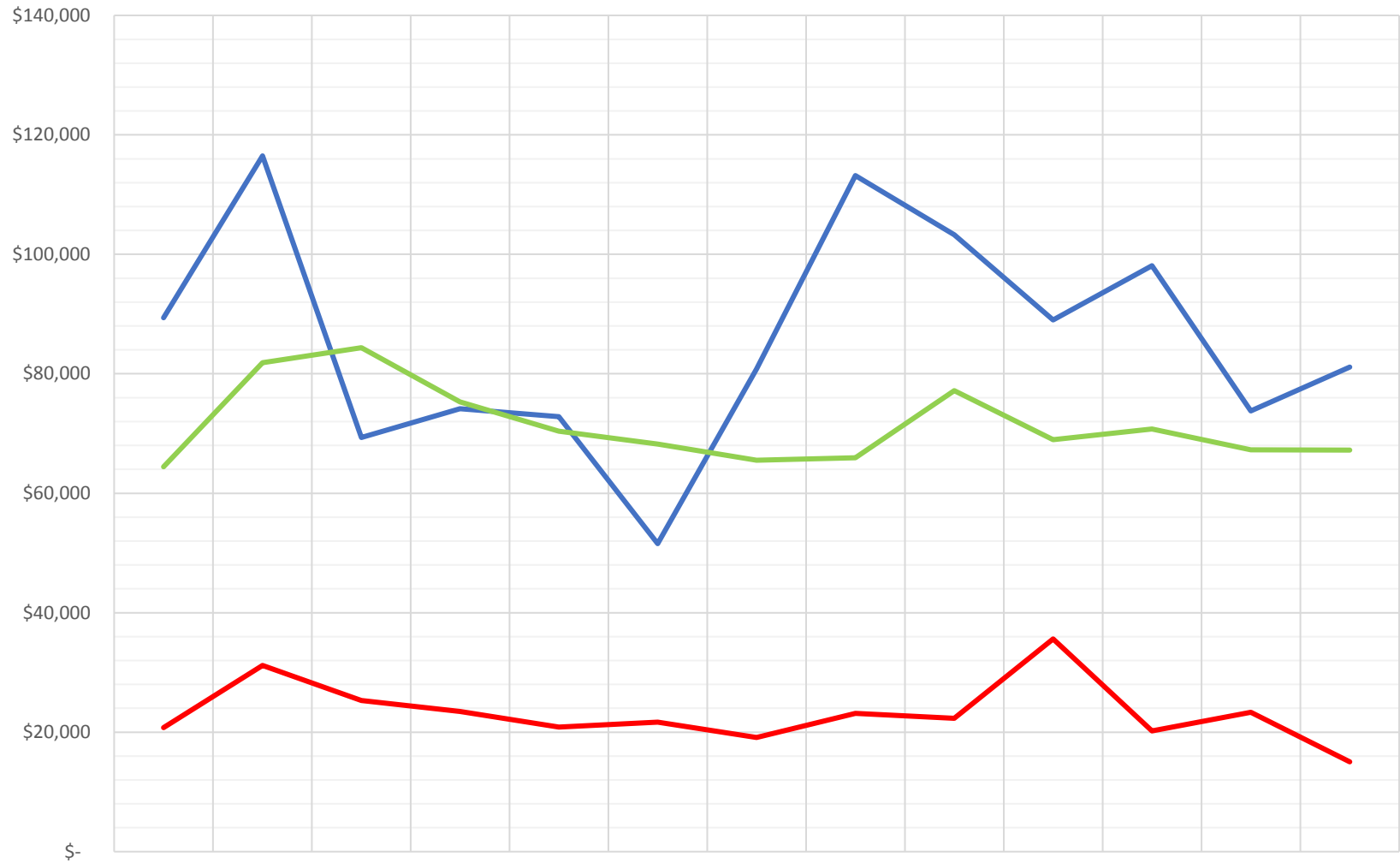


Monthly Average Daily Total Nitrogen (Effluent)





### Chemical, Power and Sludge Disposal Costs



	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Chemical	\$89,384	\$116,483	\$69,350	\$74,168	\$72,801	\$51,561	\$80,784	\$113,171	\$103,254	\$89,024	\$98,091	\$73,798	\$81,138
Power	\$64,431	\$81,851	\$84,369	\$75,309	\$70,394	\$68,257	\$65,547	\$65,959	\$77,175	\$68,963	\$70,762	\$67,261	\$67,247
Sludge Disposal	\$20,741	\$31,185	\$25,291	\$23,459	\$20,855	\$21,699	\$19,116	\$23,148	\$22,342	\$35,610	\$20,211	\$23,339	\$15,036




## TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Richard Pallante, Maintenance Manager  
**Subject:** Maintenance Report

---

- ◆ **Project support:** In the month of December, Maintenance staff provided support for the following projects:
  - Administration Building Remodel.
  - Chlorine Scrubber Replacement.
- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
  - Administration Building remodel, remove and replace all outlets and switches.
  - BNR influent pump VFD #3 complete, this completes the project.
  - Replaced centrifuge #1 VFD.
  - Multiple pump rebuilds.
  - Removed air cylinder for sludge loadout hopper and sent for rebuild.
  - Install of stainless-steel chute for dewatering Centrifuge.
  - Painted parking lot signs.
  - Various safety audit work orders.
- ◆ **Work Orders**
  - Completed this month: Mechanical-109, Fleet-6, Electrical & Instrumentation-44.
  - Pending: Mechanical-117, Fleet-20, Electrical & Instrumentation-43.

### Review Tracking:

Submitted By:   
Richard Pallante  
Maintenance Manager

Approved By:   
LaRue Griffin  
General Manager



BNR Influent Pump VFD #3



Parking Lot Signs



Sludge Recirculation Pump Rebuild



Sludge Load Out Air Cylinder



## TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Subject:** Engineering Report

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

- Master Sewer Plan
- Process Hazard Analysis Revalidation Project
- 2020 Administration Building Remodel Project
- 2020 Digestion Improvements Study
- 2020 Digital Scanning of Sewer Lines Project
- 2020 Air Purifying Respirator and Self-Contained Breathing Apparatus Equipment Project
- 2020 Headworks Improvements Project
- 2020 Chiller Replacement Project
- 2021 2-Water System Improvements Project
- 2021 Asphalt Sealing Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Furnishing Submersible Pump and Power Pack Project
- 2021 Lime System Improvements Project
- 2021 Plant Painting Project
- 2021 Wasting Pumps Upgrade Project

◆ **Work Orders**

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

**Review Tracking:**

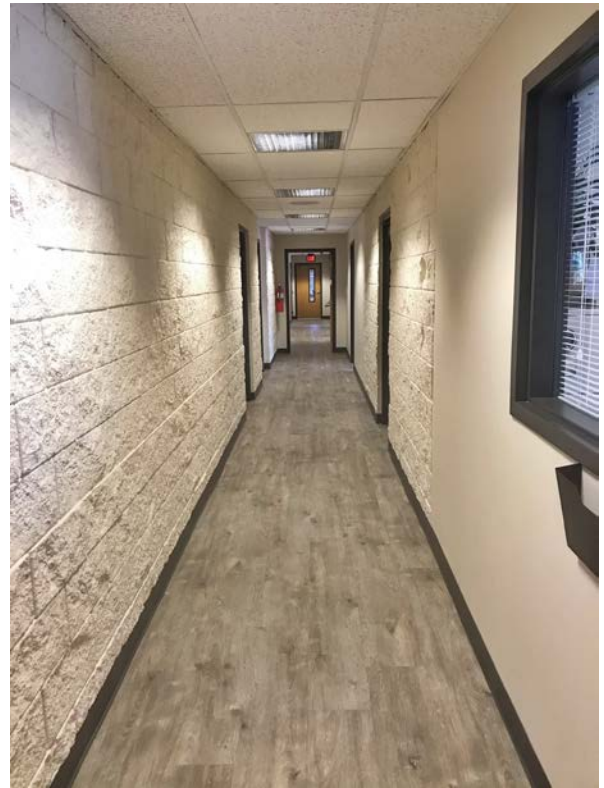
Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager





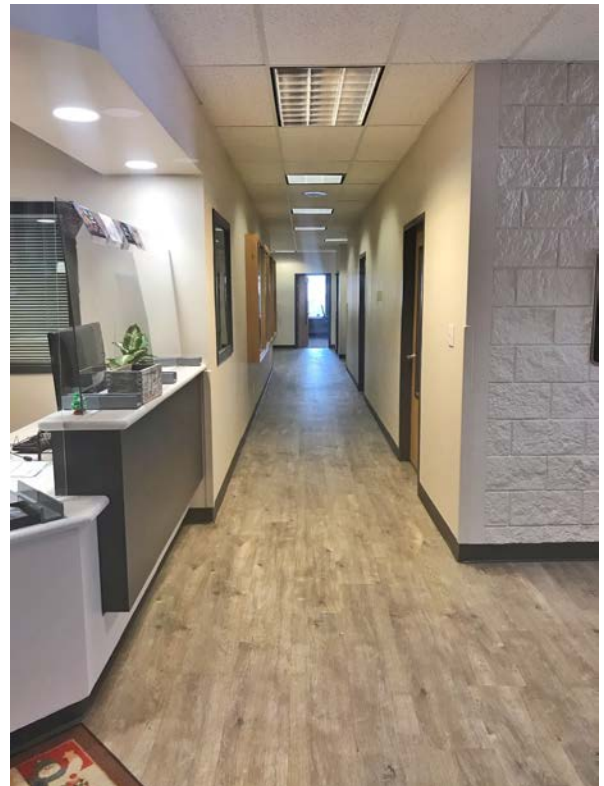
2020 Admin. Building Remodel Project - Before



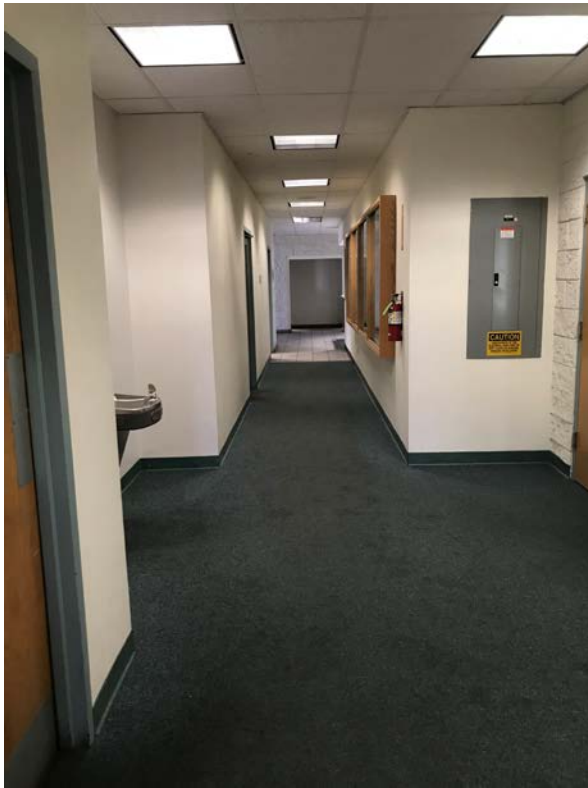
2020 Admin. Building Remodel Project - After



2020 Admin. Building Remodel Project - Before



2020 Admin. Building Remodel Project - After



2020 Admin. Building Remodel Project - Before



2020 Admin. Building Remodel Project - After



2020 Admin. Building Remodel Project - Before



2020 Admin. Building Remodel Project - After




## TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

**Date:** Jan. 20, 2021  
**To:** Board of Directors  
**From:** Bob Gray, IT Department Manager  
**Subject:** Information Technology (IT) Report

---

- T-TSA Plant Information System (PIS)
  - Migration of Operation Logbook Entries to PIS
    - Continuing with upgrades
- SCADA HMI Virtual Machine Development and Software Upgrade
  - Virtual Machine (SCADAMAIN10)
    - Current tag name server application loaded and running-active implementation
  - Virtual Machine (SCADAMAIN11B)
    - Wonderware software ready for Application Server development
- SCADA Developments
  - Upgrade on telemetry site computer systems
    - New computers being programmed
    - Building test bench
  - Programming complete for O2 Basin automated bypass and in service for 2 weeks
  - Working with Engineering Department on specifications for Lime Feed Conveyance
- IT Server Infrastructure
  - Server on order for VMHOST upgrade for PIS, SIS, DOCS servers
- Installation 3of 3 BNR influent pump VFDs
  - Integrated VFD80003 into our SCADA system and has been in operation for 2 weeks
- Hiring New IT Specialist
  - Offer accepted by candidate and will be starting at the end of January.
- Work Orders
  - Completed in Nov.-Dec.: 37
  - Outstanding: 123

Submitted By:   
Robert Gray  
IT Department Manager

Approved By:   
LaRue Griffin  
General Manager





## TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Subject:** Administrative Report

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- Accounting
  - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
  - Continued Audit of fiscal year 2019-2020 with Auditors of Damore, Hamric & Schneider.
  - Staff prepared for employee benefit changes that become effective January 2021.
  - Staff worked with several departments preparing Caselle Connect Online timesheet processing.
  - Continued coordination with Caselle software for ongoing training and troubleshooting of all modules.
- Billing/Customer Service
  - General assistance with customer accounts, utility demands, adjustments, and plan review.
  - Activated 39 new account permits and prepared associated letters, reports and invoices.
  - Performed account audits in preparation of January 2021 customer direct billing.
  - Continued coordination with Caselle software for ongoing training and troubleshooting.
- General Administration
  - Coordinated purchase of plant O&M supplies.
  - Coordinated with all departments regarding Agency contracts and bids.
  - Finalized Board Room furniture delivery/installation for Administrative Building Remodel project.
  - Completed department staff annual evaluations.
  - Performed various administrative duties to assist GM and Board of Directors.
  - Performed numerous miscellaneous public records requests.

### Review Tracking

Submitted By:   
LaRue Griffin  
General Manager

# Administration Office Remodel Project

## Board Room Complete





## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VI-2  
**Subject:** General Manager Report

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#### **Continuing Projects/Work**

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

#### **Past Month Projects/Work**

- Management continued implementation of the COVID-19 plan:
  - Agency remains closed to the public.
  - All staff are either telecommuting or working onsite with staggered shifts with increased staff isolation/separation.
- Staff have moved back into the administrative building.
- Agency held an employee appreciation lunch via food truck in lieu of holding the annual employee appreciation dinner.
- Agency has begun recruitment of various classifications.

#### **Review Tracking**

Submitted By:   
LaRue Griffin  
General Manager



TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM

**Date:** January 20, 2021  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VII  
**Subject:** Board of Director Comment

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**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.