



Tahoe-Truckee Sanitation Agency  
Regular Board Meeting  
December 12, 2018



## TAHOE-TRUCKEE SANITATION AGENCY

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

### Directors

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

## BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

**Date:** December 12, 2018

**Time:** 9:00 AM

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

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code section 54953(b). The following is the teleconferencing location: 2525 Buenos Aires St., Los Barrilles, Baja Ca Sur. This location is accessible to the public, and members of the public may listen to the meeting and address the Board of Directors from this teleconference location.

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

- I. Call to Order, Roll Call, and Pledge of Allegiance**
- II. Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.
- III. Professional Achievements, Awards & Anniversaries** Acknowledgement of staff for professional achievements, awards and anniversaries received the previous calendar month or quarter.
- 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 November 14, 2018.
  2. Approval of general fund warrants.
  3. Approval of financial statements and status of investments.
  4. Approval of progress pay estimate no. 4 for the TRI MH 81-MH 83 Improvements project.

5. Approval of progress pay estimate no. 1 for the 2018 Digital Scanning of Sewer Lines project.
6. Approval of progress pay estimate no. 1 for the Building 27 Main Service Upgrade project.

**V. Regular Agenda**

1. Approval of list of comparable agencies to be utilized in the Compensation and Classification Study.
2. Presentation of the sewer connection fees.
3. Presentation of the annual financial audit for fiscal year 2017-2018.
4. Approval to receive and file the annual financial audit for fiscal year 2017-2018.
5. Approval of Task Order No. 31 with CH2M Hill, Inc. for engineering services associated with the Hotel Avery project.
6. Approval of Caselle hosted software and services proposal for the administration department.
7. Discussion to respond to the Nevada County Grand Jury letter regarding unfunded pension liabilities.

**VI. Management Team Report**

1. Department Reports.
2. General Manager Report.

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

**VIII. Closed Session**

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

**IX. Adjournment**

Posted and Mailed, 12/07/18



LaRue Griffin  
Secretary to the Board

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

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**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:** December 12, 2018  
**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:** December 12, 2018  
**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**

- Aliou Diallo - Received Grade V WWTP Operator Certification

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

- Chad Bentley - Operations Department - 15 Year Anniversary
- Billy Martin - Operations Department - 1 Year Anniversary

### **Fiscal Impact**

None.

### **Attachments**

None.

### **Recommendation**

No action required.

### **Review Tracking**

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

Vicky Lufrano  
Human Resources Administrator

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

LaRue Griffin  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** IV-1  
**Subject:** Approval of the minutes of the regular Board meeting on November 14, 2018

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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.

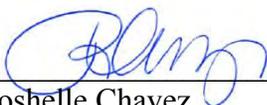
### **Attachments**

Minutes of the regular Board meeting on November 14, 2018.

### **Recommendation**

Management recommends approval of the minutes of the regular Board meeting on November 14, 2018.

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

November 14, 2018

I. Call to Order:

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

Directors Present: S. Lane Lewis, NTPUD  
Dale Cox, SVPSD  
Jon Northrop, ASCWD  
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager  
Roshelle Chavez, Administrative Services Manager  
Michael Peak, Operations Manager  
Richard Pallante, Maintenance Manager  
Bob Gray, Information and Technology Manager  
Vicky Lufrano, Human Resources Administrator  
Richard P. Shanahan, Agency Counsel  
Aaron Carlsson, Engineering Department  
Scott Fleming, Engineering Department  
Mike Smith, Engineering Department  
Dawn Davis, Administration Department  
Angelina Henson, Administration Department  
Tiffany Hambrick, Administration Department  
Robert Holmes, Maintenance Department  
Paul Shouse, Maintenance Department  
Jim Redmond, Maintenance Department  
Jesus Zarate, Maintenance Department  
Ryan Schultz, Maintenance Department  
Bill Pindar, Operations Department

Public Present: None

II. Public Comment:

Agency staff, Mr. Aaron Carlsson addressed the Board of Directors regarding the article recently published in the local paper. He informed the Board of Directors that he and the majority of others do not agree with the article and are in support of the General Manager and the Board of Directors.

Agency staff, Mr. Jim Redmond addressed the Board and disagreed with some of Mr. Carlsson's statements to the Board of Directors.

Agency staff, Mr. Bill Pindar addressed the Board of Directors and requested the employee-employer relations resolution be updated.

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

III. Professional Achievements, Awards & Anniversaries

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

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

IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on October 10, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 3 for the TRI MH 81-MH 83 Improvements project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Approval to award the bid for the hydronic heating boiler.

**MOTION** by Director Northrop, **SECOND** by Director Tresan to approve the award of the bid for the hydronic heating boiler to R.F. MacDonald Company in the amount of \$25,102; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval to award the bid for the laboratory total organic carbon analyzer.

**MOTION** by Director Tresan, **SECOND** by Director Northrop to approve the award of the bid for the laboratory total organic carbon analyzer to Teledyne Tekmar in the amount of \$18,131.88; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval of Resolution No. 6-2018 establishing an emergency reserve fund policy.

**MOTION** by Director Tresan, **SECOND** by Director Northrop to approve Resolution No. 6-2018 establishing an emergency reserve fund policy; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Presentation of Agency biosolids process management.

Operations manager, Mr. Michael Peak, provided a PowerPoint presentation on the Agency's biosolids process management and addressed questions from the Board of Directors.

No action was taken by the Board.

VI. Management Team Reports

1. Department Reports.

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

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

Mr. Carlsson 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.

No action was taken by the Board.

VII. Board of Director Comment

Director Cox expressed his opinion on the recent election results. Director Lewis expressed his gratitude with the Agency Board members and staff. Director Tresan informed staff that there was an upcoming high school career fair.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:24 AM.

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session to hear complaints or charges brought against an employee by another person.

The meeting was reopened at 10:55 AM. Nothing to report from closed session.

IX. ADJOURNMENT:

There being no further business, the meeting adjourned at 10:55 AM.

LaRue Griffin  
Secretary to the Board

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** IV-2  
**Subject:** Approval of general fund warrants

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### **Background**

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

### **Fiscal Impact**

Decrease in Agency general fund per the warrant amounts.

### **Attachments**

Report of general fund warrants.

### **Recommendation**

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

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
-----												
1916 AFASSCO												
77197	REG	PAID	IN0153314	10/25/18	99	765	45110	325	347.31		MEDICAL SUPPLIES	
				11/14/18					* CHECK TOTAL	347.31		347.31
-----												
931 AHERN RENTALS												
77198	REG	PAID	19725531	10/25/18	99	100	45155	360	1,975.17		BOOM LIFT RENTAL	
				11/14/18					* CHECK TOTAL	1,975.17		1,975.17
-----												
15 AIRGAS USA, LLC												
77199	REG	PAID	9956782106	9/30/18	99	100	45140	360	179.35		MONTHLY BILLING	
				11/14/18					* CHECK TOTAL	179.35		179.35
-----												
847 ALLIED ELECTRONICS												
77200	REG	PAID	9010049521	10/02/18	99	100	45155	165	141.03		PHOENIX CONTACT BRACKET	
77200	REG	PAID	9010146705	10/23/18	99	100	45155	165	272.49		ELECTRICAL SUPPLIES	
				11/14/18					* CHECK TOTAL	413.52		413.52
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2044 ALLIED BUILDING PRODUCTS												
77201	REG	PAID	19860064-00	10/10/18	99	100	45150	100	583.24		UNCURED ELASTOFRM	
				11/14/18					* CHECK TOTAL	583.24		583.24
-----												
19 ALPHA ANALYTICAL												
77202	REG	PAID	25985	10/04/18	99	160	45110	325	850.00		FINAL EFFLUENT T3	
77202	REG	PAID	25986	10/04/18	99	695	45110	328	390.00		VACTOR WASTE	
77202	REG	PAID	26000	10/04/18	99	160	45110	326	6,680.00		TEICHERT SOIL SEPT	
77202	REG	PAID	26040	10/10/18	99	160	45110	325	300.00		FINAL EFFLUENT W31 SEPT	
77202	REG	PAID	26131	10/16/18	99	160	45110	325	70.00		SEPT WELL BARIUMS	
				11/14/18					* CHECK TOTAL	8,290.00		8,290.00
-----												
1900 AMAZON CAPITAL SERVICES												
77203	REG	PAID	1MMC-3CYX-KPVF	10/24/18	99	100	45150	100	7.88		DISHWASHER RACK	
77203	REG	PAID	1M3Y-TWW6-3Y7M	10/28/18	99	100	45155	145	76.61		SMALL HAND TOOLS	
77203	REG	PAID	1WM7-7Q6R-QJJW	10/03/18	99	765	45100	400	283.84		ADJ ROPE LANYARD	
77203	REG	PAID	1Y9V-96YM-FQL9	10/04/18	99	100	45155	145	263.56		TECKTON DRIVE SOCKETS	
77203	REG	PAID	13G7-FRDG-KG37	10/08/18	99	765	45100	400	688.24		HEADLAMP, LOCKING PIN	
77203	REG	PAID	16JD-4YLF-GCK3	10/08/18	99	765	45100	400	89.91		PADLOCKS	
77203	REG	PAID	16JD-4YLF-R9QW	10/08/18	99	765	45100	400	993.17		BARRICADE	
77203	REG	PAID	169Q-RXV6-4RGT	10/03/18	99	765	45150	405	108.24		FLUKE, FUSES	
77203	REG	PAID	169Q-RXV6-4RGT	10/03/18	99	100	45155	165	136.87		FLUKE, FUSES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18					2,648.32			2,648.32
32 AMERIPRIDE UNIFORM SERVICES												
77204	REG	PAID	1102073737	10/15/18	99	765	45150	407	312.97		UNIFORMS/MATS	
77204	REG	PAID	1102073737	10/15/18	99	120	45150	140	14.90		UNIFORMS/MATS	
77204	REG	PAID	1102077243	10/22/18	99	765	45150	407	374.48		UNIFORM/MATS	
77204	REG	PAID	1102077243	10/22/18	99	120	45150	140	194.72		UNIFORM/MATS	
77204	REG	PAID	1102080777	10/29/18	99	765	45150	407	386.58		UNIFORM/MATS	
77204	REG	PAID	1102080777	10/29/18	99	120	45150	140	14.90		UNIFORM/MATS	
77204	REG	PAID	1102084283	11/05/18	99	765	45150	407	327.40		UNIFORMS/MATS	
77204	REG	PAID	1102084283	11/05/18	99	120	45150	140	194.72		UNIFORMS/MATS	
				11/14/18					1,820.67			1,820.67
1885 AT&T ACCT 831-000-6939 380												
77205	REG	PAID	6687973400	10/19/18	99	930	45110	325	1,323.93		MONTHLY BILLING	
				11/14/18					1,323.93			1,323.93
1886 AT&T ACCT #171-800-7674 001												
77206	REG	PAID	6698893400	10/19/18	99	930	45110	325	964.15		MONTHLY BILLING	
				11/14/18					964.15			964.15
1383 AT&T 530 582-0827 966 5												
77207	REG	PAID	966-1018	10/14/18	99	140	45190	300	392.71		MONTHLY BILLING	
77207	REG	PAID	966-1018	10/14/18	99	140	45190	300	392.70		MONTHLY BILLING	
				11/14/18					785.41			785.41
60 BATTERIES PLUS												
77208	REG	PAID	351-P6163343	9/24/18	99	930	45150	330	89.45		LAPTOP BATTERY	
				11/14/18					89.45			89.45
994 BRADY AMERICA												
77209	REG	PAID	9338235118	10/02/18	99	100	45155	165	48.40		PRINTER RIBBON	
				11/14/18					48.40			48.40
2016 BROOKS INSTRUMENT												
77210	REG	PAID	665185	10/03/18	99	100	45155	170	837.50		BROOKS FLOW METER	
				11/14/18					837.50			837.50
100 CA SPECIAL DISTRICTS ASSN												
77211	REG	PAID	1019-2019	10/01/18	99	800	45080	455	7,252.00		2019 CSDA RENEWAL	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18					* CHECK TOTAL	7,252.00		7,252.00
121	CHAMPION CHEVROLET - GEO											
77212	REG	PAID	727938	10/22/18	99	150	45150	135	173.70		EXHAUST ADAPTER VHCL-11	
				11/14/18					* CHECK TOTAL	173.70		173.70
124	CHOUINARD & MYHRE, INC.											
77213	REG	PAID	18092014	9/30/18	99	800	45110	325	875.00		MONTHLY FEE CHART OF ACCT	
				11/14/18					* CHECK TOTAL	875.00		875.00
2	CH2M HILL											
77214	REG	PAID	133841CH001	11/05/18	99	800	45120	740	92,674.18		TASK ORDER 27.1	
77214	REG	PAID	133841CH001.	11/05/18	99	800	45120	740	82,182.76		TASK ORDER 27.1	
				11/14/18					* CHECK TOTAL	174,856.94		174,856.94
1290	CLARK PEST CONTROL											
77215	REG	PAID	22860040	10/30/18	99	120	45110	325	275.00		MONTHLY BILLING	
				11/14/18					* CHECK TOTAL	275.00		275.00
1151	CODALE ELECTRIC SUPPLY, INC.											
77216	REG	PAID	S6503258.001	10/10/18	99	100	45155	165	223.75		CONDUIT HANGERS	
				11/14/18					* CHECK TOTAL	223.75		223.75
2000	COLLIER BUILDING SPECIALTIES											
77217	REG	PAID	0021142-IN	10/11/18	99	120	45150	155	1,837.00		WEATHERSEAL	
				11/14/18					* CHECK TOTAL	1,837.00		1,837.00
2045	CONSOLIDATED PARTS, INC.											
77218	REG	PAID	5050364	10/08/18	99	100	45155	165	417.52		CURRENT OVERLOAD MONITOR	
				11/14/18					* CHECK TOTAL	417.52		417.52
696	CORELOGIC INFORMATION SOLUTIONS, IN											
77219	REG	PAID	30388827-0918	9/30/18	99	800	45090	345	450.00		MONTHLY BILLING	
77219	REG	PAID	30394347	10/31/18	99	800	45090	345	498.23		MONTHLY BILLING	
				11/14/18					* CHECK TOTAL	948.23		948.23
1925	CUTTING IMAGE LLC											
77220	REG	PAID	26727	10/24/18	99	810	45090	335	360.59		AP LASER CHECKS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18							* CHECK TOTAL	360.59
149	CWEA											
77221	REG	PAID	GILMORE 102018	10/09/18	99	870	45080	455	188.00		CWEA NEW MEMBER, GILMORE	
77221	REG	PAID	000032547I	10/09/18	99	870	45080	455	188.00		CWEA RENEWAL, REDMOND	
77221	REG	PAID	000060730I	10/09/18	99	870	45080	455	97.00		CWEA RENEWAL, SCHRANDT	
				11/14/18							* CHECK TOTAL	473.00
157	DATCO SERVICES CORP.											
77222	REG	PAID	141365	10/01/18	99	800	45110	325	102.00		MONTHLY SERVICE FEE	
				11/14/18							* CHECK TOTAL	102.00
869	ST OF CA; DEPT OF INDUSTRIAL RELATI											
77223	REG	PAID	E1594516SA	10/17/18	99	800	45095	435	225.00		CONVEYANCE PERMIT 141708	
				11/14/18							* CHECK TOTAL	225.00
191	ENVIRONMENTAL EXPRESS											
77224	REG	PAID	1000529306	10/23/18	99	160	45160	290	3,088.49		LAB SUPPLIES	
				11/14/18							* CHECK TOTAL	3,088.49
2050	EVERYTHING2GO.COM											
77225	REG	PAID	ER295A07-INV	10/25/18	99	800	45090	335	498.00		DRAWER/ COAT RACK	
				11/14/18							* CHECK TOTAL	498.00
201	FERGUSON ENTERPRISES, INC. #1423											
77226	REG	PAID	1408218	10/05/18	99	100	45150	115	1,502.62		RUBBER EXPANSION	
				11/14/18							* CHECK TOTAL	1,502.62
1172	FILTER CONNECTION											
77227	REG	PAID	50663	10/02/18	99	100	45150	120	598.44		RESTOCK PARTS	
77227	REG	PAID	51123	10/31/18	99	100	45150	120	147.94		RESTOCK PARTS	
				11/14/18							* CHECK TOTAL	746.38
203	FISHER SCIENTIFIC COMPANY											
77228	REG	PAID	2932611	10/11/18	99	160	45160	290	244.03		LAB SUPPLIES	
77228	REG	PAID	3254214	10/12/18	99	160	45160	290	330.74		LAB SUPPLIES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77228	REG	PAID	4105561	10/18/18	99	160	45160	290	316.06		LAB SUPPLIES	
77228	REG	PAID	4371228	9/20/18	99	160	45160	290	1,310.94		LAB SUPPLIES	
77228	REG	PAID	5314067	10/23/18	99	160	45160	290	635.20		LAB SUPPLIES	
77228	REG	PAID	5525177	10/24/18	99	160	45160	290	882.87		LAB SUPPLIES	
77228	REG	PAID	5997308	10/30/18	99	160	45160	290	154.19		LAB SUPPLIES	
				11/14/18			* CHECK TOTAL		3,874.03			3,874.03
1578 GETGO, INC.												
77229	REG	PAID	1207366446	10/15/18	99	930	45110	325	39.00		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		39.00			39.00
224 KEN GRADY CO.												
77230	REG	PAID	3306	10/29/18	99	100	45155	170	1,970.21		TRANSMITTER & SS ENCLOSUR	
				11/14/18			* CHECK TOTAL		1,970.21			1,970.21
225 GRAINGER INC., W.W.												
77231	REG	PAID	.809010028	10/08/18	99	100	45150	120	305.28-		CREDIT-WRONG PART	
77231	REG	PAID	18/19 MAINT FEE	11/14/18	99	720	45110	365	200.00		ANNUAL WIRTH BRIDGE MAINT	
77231	REG	PAID	809010028..	9/20/18	99	100	45150	120	403.07		V BELT, COGGED BX65	
77231	REG	PAID	9943458944	10/23/18	99	100	45150	115	398.04		ASCO SOLENOID REBUILD KIT	
77231	REG	VOID	.809010028	10/08/18	99	100	45150	120	305.28		CREDIT-WRONG PART	
77231	REG	VOID	18/19 MAINT FEE	11/14/18	99	720	45110	365	200.00-		ANNUAL WIRTH BRIDGE MAINT	
77231	REG	VOID	809010028..	9/20/18	99	100	45150	120	403.07-		V BELT, COGGED BX65	
77231	REG	VOID	9943458944	10/23/18	99	100	45150	115	398.04-		ASCO SOLENOID REBUILD KIT	
				11/14/18			* CHECK TOTAL					
232 HACH CHEMICAL COMPANY												
77232	REG	PAID	11141343	9/19/18	99	100	45110	325	5,170.74		18/19 ANNL SVC AGREEMENT	
77232	REG	PAID	11180927	10/16/18	99	160	45160	290	339.80		LAB SUPPLIES	
77232	REG	PAID	11189634	10/23/18	99	160	45160	290	163.63		LAB SUPPLIES	
77232	REG	PAID	11194469	10/25/18	99	675	45100	200	885.12		CLEANING CHEMICAL RESTOCK	
				11/14/18			* CHECK TOTAL		6,559.29			6,559.29
250 HILTI, INC.												
77233	REG	PAID	4612474541	10/10/18	99	100	45155	145	278.46		DUST REMOVAL SYSTEM	
				11/14/18			* CHECK TOTAL		278.46			278.46
2003 HUNT & SONS INC.												
77234	REG	PAID	924808	10/16/18	99	150	45060	270	1,266.89		DIESEL FUEL	
				11/14/18			* CHECK TOTAL		1,266.89			1,266.89
260 IDEXX LABORATORIES INC.												
77235	REG	PAID	3038350225	10/22/18	99	160	45160	290	1,938.08		LAB SUPPLIES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18			* CHECK TOTAL		1,938.08			1,938.08
264	INDIAN SPRINGS MFG. CO.											
77236	REG	PAID	18201084	10/16/18	99	730	45150	400	2,580.92		CHLORINE B-KIT	
				11/14/18			* CHECK TOTAL		2,580.92			2,580.92
538	IRON MOUNTAIN											
77237	REG	PAID	AGTM259	10/31/18	99	800	45140	360	253.57		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		253.57			253.57
275	J&L PRO KLEEN, INC.											
77238	REG	PAID	27404	10/15/18	99	120	45110	325	2,300.00		JANITORIAL FOR OCT	
				11/14/18			* CHECK TOTAL		2,300.00			2,300.00
2005	JOHNSON CONTROLS FIRE PROTECTION LP											
77239	REG	PAID	85102940	8/16/18	99	770	45110	325	648.25		5YR INSPECTION	
				11/14/18			* CHECK TOTAL		648.25			648.25
287	JONES-WEST FORD											
77240	REG	PAID	948396	10/31/18	99	150	45150	135	119.83		ABS WIRE FOR VHCL-21	
77240	REG	PAID	948467	11/05/18	99	100	45150	135	632.03		VIHCL-08 PARTS	
				11/14/18			* CHECK TOTAL		751.86			751.86
290	KAMAN INDUSTRIAL TECH.											
77241	REG	PAID	B667928	10/09/18	99	150	45150	115	73.98		HI POWER V BELT	
				11/14/18			* CHECK TOTAL		73.98			73.98
292	KDJ COMPANY											
77242	REG	PAID	13723	9/06/18	99	752	45155	360	720.00		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		720.00			720.00
1988	KONICA MINOLTA BUSINESS SOLUTIONS U											
77243	REG	PAID	9005028269	10/03/18	99	800	45300	550	116.38		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		116.38			116.38
1259	LHOIST NORTH AMERICA											
77244	REG	PAID	1180231346	10/13/18	99	310	45100	205	8,119.48		HYDRATED LIME	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77244	REG	PAID	1180233312	10/28/18	99	310	45100	205	8,578.68		HYDRATED LIME	
				11/14/18			* CHECK TOTAL		16,698.16			16,698.16
614 LIBERTY UTILITIES												
77245	REG	PAID	4136449	10/31/18	99	140	45190	280	23.94		MONTHLY BILLING	
77245	REG	PAID	4136578	10/31/18	99	140	45190	280	20.45		MONTHLY BILLING	
77245	REG	PAID	4140994	11/02/18	99	140	45190	280	41.75		MONTHLY BILLING	
77245	REG	PAID	4141486	11/02/18	99	140	45190	280	22.65		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		108.79			108.79
2002 VICKY LUFRANO												
77246	REG	PAID	MEAL EXP 102318	10/23/18	99	920	45170	375	37.86		CALPERS CONF REIMB, LUFRAN	
77246	REG	PAID	OCT 2018 PHONE	11/14/18	99	140	45190	300	42.80		REIMB CELL PHONE, LUFRANO	
				11/14/18			* CHECK TOTAL		80.66			80.66
346 MCMASTER-CARR												
77247	REG	PAID	77008530	10/23/18	99	960	45150	100	413.86		BUILDING SUPPLIES	
				11/14/18			* CHECK TOTAL		413.86			413.86
969 MARK MESSERSCHMIDT												
77248	REG	PAID	DS091118	9/11/18	99	870	45020	490	253.50		REIMB DS, MARK M.	
				11/14/18			* CHECK TOTAL		253.50			253.50
376 MOUNTAIN HARDWARE												
77249	REG	PAID	K22316	10/04/18	99	160	45160	290	44.34		LAB SUPPLIES	
77249	REG	PAID	M08464	10/08/18	99	100	45150	120	9.72		FUNNELS	
77249	REG	PAID	N11908	10/25/18	99	100	45150	100	32.76		BUILDING SUPPLIES	
				11/14/18			* CHECK TOTAL		86.82			86.82
851 MSC INDUSTRIAL SUPPLY												
77250	REG	PAID	29011090	11/01/18	99	100	45150	100	312.73		BUILDING SUPPLIES	
				11/14/18			* CHECK TOTAL		312.73			312.73
353 NAPA- SIERRA												
77251	REG	PAID	497535	10/08/18	99	100	45150	145	43.92		FUNNELS	
				11/14/18			* CHECK TOTAL		43.92			43.92
388 NEW PIG CORPORATION												
77252	REG	PAID	22604605-00	10/24/18	99	765	45100	400	2,228.92		SAFETY SUPPLIES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18					2,228.92		* CHECK TOTAL	2,228.92
389 NEWARK ELECTRONICS												
77253	REG	PAID	308220727	10/02/18	99	725	45150	160	321.34		PHOENIX CONDUIT, OMRON RE	
				11/14/18					321.34		* CHECK TOTAL	321.34
959 OFFICE DEPOT												
77254	REG	PAID	215860051001	10/10/18	99	800	45090	335	726.81		OFFICE SUPPLIES	
77254	REG	PAID	215860051002	10/11/18	99	800	45090	335	227.31		OFFICE SUPPLIES	
77254	REG	PAID	219844390001	10/18/18	99	800	45090	335	152.77		OFFICE SUPPLIES	
77254	REG	PAID	219845481001	10/19/18	99	800	45090	335	5.19		OFFICE SUPPLIES	
77254	REG	PAID	219845482001	10/19/18	99	800	45090	335	13.30		OFFICE SUPPLIES	
77254	REG	PAID	222987990001	10/25/18	99	800	45090	335	342.37		OFFICE SUPPLIES	
				11/14/18					1,467.75		* CHECK TOTAL	1,467.75
455 PINNACLE TOWERS INC.												
77255	REG	PAID	26045408	11/01/18	99	752	45140	360	687.61		MONTHLY BILLING	
				11/14/18					687.61		* CHECK TOTAL	687.61
1641 PLATT ELECTRIC COMPANY												
77256	REG	PAID	T349555	10/03/18	99	100	45155	165	264.97		ELECTRICAL SUPPLIES	
77256	REG	PAID	T499214	10/15/18	99	100	45155	165	7.85		ELECTRICAL SUPPLIES	
77256	REG	PAID	Z362240	10/23/18	99	930	45150	330	125.56		BRADY LABELS	
77256	REG	PAID	Z362847	10/23/18	99	100	45155	165	57.89		EIKO LED 6 BA9S W	
				11/14/18					456.27		* CHECK TOTAL	456.27
622 PRAXAIR DISTRIBUTION, INC.												
77257	REG	PAID	85663424	10/22/18	99	100	45140	360	61.65		MONTHLY BILLING	
				11/14/18					61.65		* CHECK TOTAL	61.65
452 TRUCKEE DONNER PUD												
77258	REG	PAID	1408270025OCT18	10/24/18	99	140	45190	280	39.99		MONTHLY BILLING	
77258	REG	PAID	1408290024OCT18	10/24/18	99	140	45190	280	47.80		MONTHLY BILLING	
77258	REG	PAID	1408310024OCT18	10/24/18	99	140	45190	280	21.99		MONTHLY BILLING	
77258	REG	PAID	500920024-OCT18	10/24/18	99	140	45190	280	62,041.34		MONTHLY BILLING	
77258	REG	PAID	500920024-OCT18	10/24/18	99	140	45190	282	110.10		MONTHLY BILLING	
				11/14/18					62,261.22		* CHECK TOTAL	62,261.22
508 RENO DODGE SALES, INC.												
77259	REG	PAID	1115615	11/01/18	99	150	45150	135	171.66		CK ENG REPIAR VHCL-02	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18			* CHECK TOTAL		171.66			171.66
940	RENO FORKLIFT STORAGE SYSTEMS											
77260	REG	PAID	24330SS	10/11/18	99	960	45150	100	668.78		BUILDING SUPPLIES	
				11/14/18			* CHECK TOTAL		668.78			668.78
1798	ROSHELLE CHAVEZ											
77261	REG	PAID	OCT 2018 PHONE	11/14/18	99	140	45190	300	42.80		REIMB CELL PHONE, CHAVEZ	
				11/14/18			* CHECK TOTAL		42.80			42.80
2007	ROY SMITH COMPANY											
77262	REG	PAID	2729498	10/30/18	99	310	45100	245	2,610.75		LIQUID OXYGEN	
77262	REG	PAID	59067837	8/14/18	99	100	45150	125	2,014.87		LIQUID OXYGEN	
77262	REG	PAID	59421479	10/11/18	99	100	45150	125	2,607.22		LIQUID OXYGEN	
77262	REG	PAID	59421480	10/12/18	99	310	45100	245	3,309.08		LIQUID OXYGEN	
				11/14/18			* CHECK TOTAL		10,541.92			10,541.92
565	SAFEWAY INC.											
77263	REG	PAID	106261-0918	10/06/18	99	920	45170	375	530.70		GROCERIES	
				11/14/18			* CHECK TOTAL		530.70			530.70
619	SIERRA SYSTEMS, INC.											
77264	REG	PAID	NOV 2018 SVC	11/01/18	99	800	45110	325	600.00		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		600.00			600.00
1442	SIERRA OFFICE SOLUTIONS											
77265	REG	PAID	IN246334	10/10/18	99	900	45110	365	5.88		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		5.88			5.88
655	SOLENIIS											
77266	REG	PAID	131369880	10/24/18	99	571	45100	260	11,527.00		POLYMER	
				11/14/18			* CHECK TOTAL		11,527.00			11,527.00
639	SOUTHWEST GAS CORP.											
77267	REG	PAID	1098646002-1118	11/01/18	99	140	45190	310	19.94		MONTHLY BILLING FOR OCT	
77267	REG	PAID	1098646002-1118	11/01/18	99	140	45190	310	179.47		MONTHLY BILLING FOR OCT	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77267	REG	PAID	1098651002-1118	11/01/18	99	140	45190	310	265.93		MONTHLY BILLING FOR OCT	
77267	REG	PAID	1098651002-1118	11/01/18	99	140	45190	310	2,393.36		MONTHLY BILLING FOR OCT	
				11/14/18							* CHECK TOTAL	2,858.70
2049 CYBER MARKETING NETWORK, INC												
77268	REG	PAID	30506	10/29/18	99	765	45100	405	174.24		ROE WORK BOOTS	
				11/14/18							* CHECK TOTAL	174.24
657 STONE'S COUNTRY TIRE												
77269	REG	PAID	58555	10/23/18	99	150	45150	120	1,660.00		TIRES FOR VHCL-11	
				11/14/18							* CHECK TOTAL	1,660.00
117 SUDDENLINK PAYMENT CENTER												
77270	REG	PAID	705848301-1118	10/24/18	99	930	45110	325	88.05		MONTHLY BILLING	
				11/14/18							* CHECK TOTAL	88.05
1894 THATCHER COMPANY OF CA, INC.												
77271	REG	PAID	206748	10/16/18	99	310	45100	255	1,007.28		METHANOL STATE SALES TAX	
77271	REG	PAID	257967	10/09/18	99	310	45100	255	12,209.45		METHANOL	
77271	REG	PAID	5041317	8/30/18	99	310	45100	215	4,330.00-		CHLORINE CONTAINER RFND	
77271	REG	PAID	5043327	10/18/18	99	310	45100	215	8,140.40		CHLORINE	
77271	REG	PAID	506250CM	11/02/18	99	310	45100	215	620.40-		CHLORINE SALES TAX CREDIT	
				11/14/18							* CHECK TOTAL	16,406.73
815 THOMSON WEST												
77272	REG	PAID	839015133	10/01/18	99	800	45090	335	317.69		MONTHLY BILLING	
				11/14/18							* CHECK TOTAL	317.69
427 TIP INC.												
77273	REG	PAID	119642	10/08/18	99	800	45130	355	192.25		SEWER CONNECTION PERMITS	
				11/14/18							* CHECK TOTAL	192.25
2043 TOOLTOPIA.COM												
77274	REG	PAID	568188	10/04/18	99	100	45150	135	1,266.21		VEHICLES REPAIRS	
				11/14/18							* CHECK TOTAL	1,266.21
1076 TOTAL COMPENSATION SYSTEMS, INC.												
77275	REG	PAID	6681	10/12/18	99	800	45110	325	980.00		GASB 68 CLOSURE REPORT	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18			* CHECK TOTAL		980.00			980.00
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464	TRUCKEE RENTS, INC.											
77276	REG	PAID	410897	10/04/18	99	100	45150	100	56.90		2 CYCLE ENGINE OIL	
77276	REG	PAID	410999	10/11/18	99	100	45140	360	190.52		GENERATOR RENTAL	
77276	REG	PAID	411014	10/12/18	99	100	45150	120	114.53		AIR CLEANER WASHER	
				11/14/18			* CHECK TOTAL		361.95			361.95
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525	UNITED RENTALS											
77277	REG	PAID	158875796-004	10/05/18	99	100	45150	360	28.84		LAST PYMT MANLIFT- CLOSED	
				11/14/18			* CHECK TOTAL		28.84			28.84
-----												
524	UNITED PARCEL SERVICE, UPS											
77278	REG	PAID	886867408	10/06/18	99	800	45090	380	161.65		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		161.65			161.65
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1277	USA BLUE BOOK											
77279	REG	PAID	699060	10/02/18	99	310	45100	215	141.58		1 CHLORINE PIGTAIL	
77279	REG	PAID	709266	10/12/18	99	310	45100	215	190.51		LEAD GASKET FOR CHLORINE	
				11/14/18			* CHECK TOTAL		332.09			332.09
-----												
551	VERIZON WIRELESS											
77280	REG	PAID	9816883843	11/12/18	99	140	45190	300	38.49		MONTHLY BILLING	
77280	REG	PAID	9816883843	11/12/18	99	140	45190	300	1,008.21		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		1,046.70			1,046.70
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560	VWR SCIENTIFIC, INC.											
77281	REG	PAID	8082968282	7/16/18	99	160	45160	290	505.08		LAB SUPPLIES	
77281	REG	PAID	8083832330	9/26/18	99	160	45160	290	34.05		LAB SUPPLIES	
77281	REG	PAID	8083871728	9/29/18	99	160	45160	290	136.56		LAB SUPPLIES	
77281	REG	PAID	8083991574	10/10/18	99	160	45160	290	1,263.64		LAB SUPPLIES	
77281	REG	PAID	8083991575	10/10/18	99	160	45160	290	149.25		LAB SUPPLIES	
77281	REG	PAID	8083991576	10/10/18	99	160	45160	290	573.42		LAB SUPPLIES	
77281	REG	PAID	8083991577	10/10/18	99	160	45160	290	304.92		LAB SUPPLIES	
				11/14/18			* CHECK TOTAL		2,966.92			2,966.92
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603	WILEY, PRICE & RADULOVICH											
77282	REG	PAID	29050	9/30/18	99	800	45120	315	50,785.03		MONTHLY BILLING	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18	* CHECK TOTAL				50,785.03			50,785.03
-----												
611 WORK WORLD												
77283	REG	PAID	61908-109	10/20/18	99	765	45100 405		250.00		BOOTS, SIMMONS	
				11/14/18	* CHECK TOTAL				250.00			250.00
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570 YP												
77284	REG	PAID	8104566285-1018	10/11/18	99	140	45190 300		18.40		MONTHLY BILLING	
				11/14/18	* CHECK TOTAL				18.40			18.40
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2038 ZORO												
77285	REG	PAID	INV5049485	10/04/18	99	765	45100 405		44.88		ELECTRICAL GLOVE	
77285	REG	PAID	INV5162698	10/31/18	99	100	45150 145		116.33		TONER GENERATOR, PROBE KIT	
				11/14/18	* CHECK TOTAL				161.21			161.21
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786 STANDARD INSURANCE-DENTAL												
77286	MAN	PAID	514558-110118	11/01/18	99	860	45020 485		732.40		DENTAL INS PREMIUMS	
77286	MAN	PAID	514558-110118	11/01/18	99	870	45020 485		7,350.36		DENTAL INS PREMIUMS	
77286	MAN	PAID	514558-110118	11/01/18	99	940	45020 485		471.24		DENTAL INS PREMIUMS	
				11/06/18	* CHECK TOTAL				8,554.00			8,554.00
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681 STANDARD INSURANCE-LIFE												
77287	MAN	PAID	471492-110118	11/01/18	99	000	20760		189.15		LIFE INSURANCE PREMIUMS	
77287	MAN	PAID	471492-110118	11/01/18	99	860	45020 465		235.84		LIFE INSURANCE PREMIUMS	
77287	MAN	PAID	471492-110118	11/01/18	99	870	45020 465		1,877.48		LIFE INSURANCE PREMIUMS	
				11/06/18	* CHECK TOTAL				2,302.47			2,302.47
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692 DALE COX												
77288	MAN	PAID	DALE MED OCT18	10/01/18	99	940	45020 475		134.00		MEDICARE REIMB, DALE	
77288	MAN	PAID	111418 MEETING	11/14/18	99	940	45030 385		100.00		NOVEMBER BOARD MTG	
				11/14/18	* CHECK TOTAL				234.00			234.00
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694 S. LANE LEWIS												
77289	MAN	PAID	111418 MEETING	11/14/18	99	940	45030 385		100.00		NOVEMBER BOARD MTG	
				11/14/18	* CHECK TOTAL				100.00			100.00
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1967 BLAKE TRESAN												
77290	MAN	PAID	111418 MEETING	11/14/18	99	940	45030 385		100.00		NOVEMBER BOARD MTG	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/14/18							* CHECK TOTAL	100.00
695	JON NORTHROP											
77291	MAN	PAID	CAROLE MED 1118	11/14/18	99	940	45020	475	131.00		MED REIMBURSEMENT, CAROLE	
77291	MAN	PAID	CAROLE RX 1118	11/14/18	99	940	45020	475	94.50		RX REIMBURSEMENT, CAROLE	
77291	MAN	PAID	JON MED 1118	11/14/18	99	940	45020	475	134.00		MED REIMBURSEMENT, JON	
77291	MAN	PAID	JON RX 1118	11/14/18	99	940	45020	475	94.50		RX REIMBURSEMENT, JON	
77291	MAN	PAID	111418 MEETING	11/14/18	99	940	45030	385	100.00		NOVEMBER BOARD MTG	
				11/14/18							* CHECK TOTAL	554.00
671	TAHOE TRUCKEE DISPOSAL											
77292	MAN	PAID	0000095226	10/31/18	99	490	45110	325	5,738.73		OCT 18 SLUDGE	
77292	MAN	PAID	0000095227	10/31/18	99	490	45110	325	8,697.85		OCT 18 CENTRIFUGE	
				11/14/18							* CHECK TOTAL	14,436.58
1671	PTC INC.											
77293	MAN	PAID	Q-90015	10/01/18	99	930	45150	330	619.00		10/18-10/19 ANNL SOFT SUB	
				11/14/18							* CHECK TOTAL	619.00
376	MOUNTAIN HARDWARE											
77294	MAN	PAID	N14232	11/06/18	99	100	45150	115	21.38		COATED CABLE	
				11/14/18							* CHECK TOTAL	21.38
124	CHOUINARD & MYHRE, INC.											
77295	MAN	PAID	18102011	10/31/18	99	800	45110	325	1,500.00		MONTHLY BILL-GL REPORTING	
				11/14/18							* CHECK TOTAL	1,500.00
1738	ILEANA VASSILIOU											
77296	MAN	PAID	809	10/31/18	99	920	45170	375	1,000.00		MONTHLY BILLING	
77296	MAN	PAID	809	10/31/18	99	920	45170	375	600.00		MONTHLY BILLING	
				11/14/18							* CHECK TOTAL	1,600.00
157	DATCO SERVICES CORP.											
77297	MAN	PAID	61051137	11/01/18	99	800	45110	325	30.00		EMPLOYEE BACKGROUND CK	
				11/14/18							* CHECK TOTAL	30.00
1817	JOSE DE JESUS ZARATE											
77298	MAN	PAID	VI10132018	10/13/18	99	870	45020	495	85.00		VI REIMBURSEMENT, JAHIR	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77298	MAN	PAID	VI10132018JAHIR	10/13/18	99	870	45020	495	119.07		VI REIMBURSEMENT, JAHIR	
				11/14/18			* CHECK TOTAL		204.07			204.07
1641 PLATT ELECTRIC COMPANY												
77299	MAN	PAID	T563021	11/06/18	99	100	45155	165	81.84		ALLAN BRADLEY TERMINAL	
				11/14/18			* CHECK TOTAL		81.84			81.84
1894 THATCHER COMPANY OF CA, INC.												
77300	MAN	PAID	258598	10/26/18	99	310	45100	255	13,169.70		METHANOL	
				11/14/18			* CHECK TOTAL		13,169.70			13,169.70
1313 RDP TECHNOLOGIES, INC.												
77301	MAN	PAID	7706906	11/05/18	99	100	45150	115	310.33		CONVEYOR CHUTES	
				11/14/18			* CHECK TOTAL		310.33			310.33
353 NAPA- SIERRA												
77302	MAN	PAID	500232	11/02/18	99	150	45150	135	53.43		OIL FILTERS	
				11/14/18			* CHECK TOTAL		53.43			53.43
1900 AMAZON CAPITAL SERVICES												
77303	MAN	PAID	1RC6-7WVN-NV3W	11/02/18	99	150	45150	135	877.59		STRUTS FOR ANY VEHICLE	
				11/14/18			* CHECK TOTAL		877.59			877.59
2003 HUNT & SONS INC.												
77304	MAN	PAID	925383	10/17/18	99	150	45060	270	10,997.80		DIESEL FUEL	
				11/14/18			* CHECK TOTAL		10,997.80			10,997.80
58 BARTKIEWICZ, KRONICK & SHANAHAN												
77305	MAN	PAID	8502.001SEPT	10/05/18	99	800	45120	315	4,240.00		MONTHLY BILLING	
				11/14/18			* CHECK TOTAL		4,240.00			4,240.00
289 DAVID AND ERIN JOST ; BULLSHEAD												
77306	MAN	PAID	18/19 MAINT FEE	11/14/18	99	720	45110	365	200.00		ANNUAL WIRTH BRIDGE MAINT	
				11/14/18			* CHECK TOTAL		200.00			200.00
225 GRAINGER INC., W.W.												
77307	MAN	PAID	.809010028.	10/08/18	99	100	45150	120	305.28-		CREDIT-WRONG PART	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77307	MAN	PAID	809010028...	9/20/18	99	100	45150	120	403.07		V BELT, COGGED BX65	
77307	MAN	PAID	9943458944.	10/23/18	99	100	45150	115	398.04		ASCO SOLENOID REBUILD KIT	
				11/14/18			* CHECK TOTAL		495.83			495.83
2033 BURDICK EXCAVATING COMPANY												
77308	MAN	PAID	PROG PAY #3	11/06/18	99	720	45110	325	889,427.60		PROGRESS PAY #3	
77308	MAN	PAID	RETENTION #3	11/06/18	99	000	20410		44,471.38-		PROG PAY #3 RETENTION	
				11/15/18			* CHECK TOTAL		844,956.22			844,956.22
2057 TEC EQUIPMENT INC												
77309	MAN	PAID	5004031RS	10/12/18	99	150	45150	135	5,911.73		CLUTCH REPAIR VHCL-17	
				11/15/18			* CHECK TOTAL		5,911.73			5,911.73
1735 HDR ENGINEERING, INC.												
77310	MAN	PAID	1200156404	11/13/18	99	800	45120	320	2,455.75		CONNECTION FEE STUDY	
				11/16/18			* CHECK TOTAL		2,455.75			2,455.75
1609 PAYMENTUS GROUP, INC.												
77311	MAN	PAID	US18100163	10/31/18	99	900	45110	431	270.00		TRANSACTION FEES OCT 18	
				11/16/18			* CHECK TOTAL		270.00			270.00
2067 CATALYST BUILDERS												
77312	MAN	PAID	P107-050-06-00	11/16/18	99	000	11021		76.50		SERVICE CHARGE REFUND	
				11/16/18			* CHECK TOTAL		76.50			76.50
2068 ROBERT LOWITZ												
77313	MAN	PAID	N45-240-04-000	11/16/18	99	000	11021		153.00		SERVICE CHARGE REFUND	
				11/16/18			* CHECK TOTAL		153.00			153.00
2069 CURTIS DEEN												
77314	MAN	PAID	N45-160-25-000	11/16/18	99	000	11021		170.60		SERVICE CHARGE REFUND	
				11/16/18			* CHECK TOTAL		170.60			170.60
2064 EYEGLASS REPAR												
77315	MAN	PAID	MS111318	11/13/18	99	765	45100	400	129.90		AIR PURIFY RESP LENS	
				11/16/18			* CHECK TOTAL		129.90			129.90
2071 GOLDEN ROTISSERIE												
77316	MAN	PAID	LUNCH 112018	11/19/18	99	800	45090	335	797.50		SHUTDOWN/THANKSGIVING	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/19/18					* CHECK TOTAL			797.50
									797.50			797.50
2074	NEW MARTIS PARTNERS LLC											
77317	MAN	PAID	P80-061-19-00	10/31/18	99	000	11021		2,000.00		SERVICE CHARGE REFUND	
				11/28/18					* CHECK TOTAL			2,000.00
									2,000.00			2,000.00
1101	DAWN DAVIS											
77318	MAN	PAID	SHUTDOWN 112718	11/27/18	99	920	45170 375		318.96		PLANT SHUTDOWN REIMB,DAWN	
				11/28/18					* CHECK TOTAL			318.96
									318.96			318.96
746	PETTY CASH											
77319	MAN	PAID	PTY CASH 113018	11/30/18	99	920	45170 375		311.26		PETTY CASH REIMBURSEMENT	
				11/30/18					* CHECK TOTAL			311.26
									311.26			311.26
									** FINAL TOTALS			1,345,394.60
									1,345,394.60			1,345,394.60

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
1005 PERS 457 PLAN												
1112497	MAN	PAID	PR110118	11/01/18	99	000	20730		200.00		DEFERRED COMP DEPOSITS	
1112497	MAN	PAID	PR110118	11/01/18	99	000	20730		7,002.18		DEFERRED COMP DEPOSITS	
				11/01/18			* CHECK TOTAL		7,202.18			7,202.18
1038 FIRST US COMMUNITY CREDIT UNION												
1112498	MAN	PAID	PR110118	11/01/18	99	000	20740		3,000.00		PAYROLL DEPOSITS	
				11/01/18			* CHECK TOTAL		3,000.00			3,000.00
679 NATIONWIDE RETIREMENT SOLUTIONS												
1112499	MAN	PAID	PR110118	11/01/18	99	000	20735		922.73		DEFERRED COMP DEPOSITS	
1112499	MAN	PAID	PR110118	11/01/18	99	000	20735		2,195.83		DEFERRED COMP DEPOSITS	
				11/01/18			* CHECK TOTAL		3,118.56			3,118.56
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112500	MAN	PAID	PR110118	11/01/18	99	000	20725		1,724.91		STATE TAX DEPOSIT	
1112500	MAN	PAID	PR110118	11/01/18	99	000	20725		9,104.34		STATE TAX DEPOSIT	
1112500	MAN	PAID	PR110118	11/01/18	99	000	20727		168.09		STATE TAX DEPOSIT	
1112500	MAN	PAID	PR110118	11/01/18	99	000	20727		1,657.87		STATE TAX DEPOSIT	
				11/01/18			* CHECK TOTAL		12,655.21			12,655.21
1004 FEDERAL TAXES/EFTPS												
1112501	MAN	PAID	PR100118	11/01/18	99	000	20720		4,103.50		FEDERAL TAX DEPOSIT	
1112501	MAN	PAID	PR100118	11/01/18	99	000	20720		22,362.95		FEDERAL TAX DEPOSIT	
1112501	MAN	PAID	PR100118	11/01/18	99	000	20770		384.62		FEDERAL TAX DEPOSIT	
1112501	MAN	PAID	PR100118	11/01/18	99	000	20770		384.62		FEDERAL TAX DEPOSIT	
1112501	MAN	PAID	PR100118	11/01/18	99	000	20770		2,780.92		FEDERAL TAX DEPOSIT	
1112501	MAN	PAID	PR100118	11/01/18	99	000	20770		2,780.92		FEDERAL TAX DEPOSIT	
				11/01/18			* CHECK TOTAL		32,797.53			32,797.53
1007 PERS-HEALTH PREMIUM												
1112502	MAN	PAID	110118 HEALTH	10/15/18	99	860	45020	475	8,503.48		HEALTH PREMIUMS FOR NOV	
1112502	MAN	PAID	110118 HEALTH	10/15/18	99	870	45020	475	71,307.19		HEALTH PREMIUMS FOR NOV	
1112502	MAN	PAID	110118 HEALTH	10/15/18	99	870	45020	505	45,420.30		HEALTH PREMIUMS FOR NOV	
1112502	MAN	PAID	110118 HEALTH	10/15/18	99	860	45020	505	2,292.40		HEALTH PREMIUMS FOR NOV	
1112502	MAN	PAID	110118 HEALTH	10/15/18	99	940	45020	505	766.36		HEALTH PREMIUMS FOR NOV	
				11/06/18			* CHECK TOTAL		128,289.73			128,289.73
1532 NAVIA BENEFIT SOLUTIONS												
1112503	MAN	PAID	13643320	11/05/18	99	870	45020	477	208.00		HRA DISBURSEMENTS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/06/18			* CHECK TOTAL		208.00			208.00
1006 PERS-RETIREMENT												
1112504	MAN	PAID	PR 110118	11/01/18	99	860	45020	440	2,669.98		FOR PAYROLL ENDING 103118	
1112504	MAN	PAID	PR 110118	11/01/18	99	870	45020	440	27,518.73		FOR PAYROLL ENDING 103118	
1112504	MAN	PAID	PR 110118	11/01/18	99	000	20780		3.00		FOR PAYROLL ENDING 103118	
1112504	MAN	PAID	PR 110118	11/01/18	99	000	20780		29.00		FOR PAYROLL ENDING 103118	
1112504	MAN	PAID	PR 110118 PEPRA	11/01/18	99	000	20786		650.00		FOR PAYROLL ENDIND 103118	
1112504	MAN	PAID	PR 110118 PEPRA	11/01/18	99	000	20786		3,547.23		FOR PAYROLL ENDIND 103118	
1112504	MAN	PAID	PR 110118 PEPRA	11/01/18	99	860	45020	440	738.30		FOR PAYROLL ENDIND 103118	
1112504	MAN	PAID	PR 110118 PEPRA	11/01/18	99	870	45020	440	4,029.13		FOR PAYROLL ENDIND 103118	
1112504	MAN	PAID	PR 110118 PEPRA	11/01/18	99	000	20780		2.00		FOR PAYROLL ENDIND 103118	
1112504	MAN	PAID	PR 110118 PEPRA	11/01/18	99	000	20780		17.00		FOR PAYROLL ENDIND 103118	
				11/06/18			* CHECK TOTAL		39,204.37			39,204.37
1532 NAVIA BENEFIT SOLUTIONS												
1112505	MAN	PAID	10155414	10/15/18	99	860	45020	477	17.60		PARTICIPANT FEES	
1112505	MAN	PAID	10155414	10/15/18	99	870	45020	477	255.20		PARTICIPANT FEES	
1112505	MAN	PAID	10169426	11/15/18	99	860	45020	477	17.60		PARTICIPANT FEES	
1112505	MAN	PAID	10169426	11/15/18	99	870	45020	477	259.60		PARTICIPANT FEES	
1112505	MAN	PAID	13680480	11/12/18	99	870	45020	477	568.51		HRA DISBURSEMENTS	
				11/16/18			* CHECK TOTAL		1,118.51			1,118.51
1005 PERS 457 PLAN												
1112506	MAN	PAID	PR111618	11/16/18	99	000	20730		200.00		DEFERRED COMP DEPOSITS	
1112506	MAN	PAID	PR111618	11/16/18	99	000	20730		7,502.18		DEFERRED COMP DEPOSITS	
				11/16/18			* CHECK TOTAL		7,702.18			7,702.18
1004 FEDERAL TAXES/EFTPS												
1112507	MAN	PAID	PR111618	11/16/18	99	000	20720		4,204.24		FEDERAL TAX DEPOSIT	
1112507	MAN	PAID	PR111618	11/16/18	99	000	20720		23,256.76		FEDERAL TAX DEPOSIT	
1112507	MAN	PAID	PR111618	11/16/18	99	000	20770		390.70		FEDERAL TAX DEPOSIT	
1112507	MAN	PAID	PR111618	11/16/18	99	000	20770		390.70		FEDERAL TAX DEPOSIT	
1112507	MAN	PAID	PR111618	11/16/18	99	000	20770		2,810.49		FEDERAL TAX DEPOSIT	
1112507	MAN	PAID	PR111618	11/16/18	99	000	20770		2,810.49		FEDERAL TAX DEPOSIT	
				11/16/18			* CHECK TOTAL		33,863.38			33,863.38
679 NATIONWIDE RETIREMENT SOLUTIONS												
1112508	MAN	PAID	PR111618	11/16/18	99	000	20735		922.73		DEFERRED COMP DEPOSITS	
1112508	MAN	PAID	PR111618	11/16/18	99	000	20735		2,195.83		DEFERRED COMP DEPOSITS	
				11/16/18			* CHECK TOTAL		3,118.56			3,118.56
1038 FIRST US COMMUNITY CREDIT UNION												
1112509	MAN	PAID	PR111618	11/16/18	99	000	20740		3,000.00		PAYROLL DEPOSITS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/16/18			* CHECK TOTAL		3,000.00			3,000.00
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112510	MAN	PAID	PR111618	11/16/18	99	000	20725		1,767.84		STATE TAX DEPOSIT	
1112510	MAN	PAID	PR111618	11/16/18	99	000	20725		9,462.98		STATE TAX DEPOSIT	
1112510	MAN	PAID	PR111618	11/16/18	99	000	20727		129.12		STATE TAX DEPOSIT	
1112510	MAN	PAID	PR111618	11/16/18	99	000	20727		1,672.80		STATE TAX DEPOSIT	
				11/16/18			* CHECK TOTAL		13,032.74			13,032.74
1006 PERS-RETIREMENT												
1112511	MAN	PAID	PR 111618	11/16/18	99	860	45020	440	2,669.98		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618	11/16/18	99	870	45020	440	27,677.48		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618	11/16/18	99	000	20780		3.00		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618	11/16/18	99	000	20780		30.00		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618 PEPRA	11/16/18	99	000	20786		650.00		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618 PEPRA	11/16/18	99	000	20786		3,430.22		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618 PEPRA	11/16/18	99	860	45020	440	738.30		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618 PEPRA	11/16/18	99	870	45020	440	3,896.22		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618 PEPRA	11/16/18	99	000	20780		2.00		FOR PAYROLL ENDING 111518	
1112511	MAN	PAID	PR 111618 PEPRA	11/16/18	99	000	20780		17.00		FOR PAYROLL ENDING 111518	
				11/16/18			* CHECK TOTAL		39,114.20			39,114.20
513 U.S. BANK BANK CARD DIVISION												
1112512	MAN	PAID	0945 102518	10/25/18	99	920	45170	375	857.02		CREDIT CARD PAYMENT	
1112512	MAN	PAID	0945 102518	10/25/18	99	150	45060	275	45.02		CREDIT CARD PAYMENT	
1112512	MAN	PAID	0945 102518	10/25/18	99	920	45170	375	438.98		CREDIT CARD PAYMENT	
1112512	MAN	PAID	0952 102518	10/25/18	99	920	45170	375	947.00		CREDIT CARD PAYMENT	
1112512	MAN	PAID	1065 102518	10/25/18	99	100	45155	165	70.22		CREDIT CARD PAYMENT	
1112512	MAN	PAID	6741 102518	10/25/18	99	150	45060	275	11.00		CREDIT CARD PAYMENT	
1112512	MAN	PAID	6741 102518	10/25/18	99	920	45170	375	68.01		CREDIT CARD PAYMENT	
1112512	MAN	PAID	6741 102518 F6	10/25/18	99	120	45095	435	1,348.95		CREDIT CARD PAYMENT	
1112512	MAN	PAID	8079 102518	10/25/18	99	100	45150	100	240.28		CREDIT CARD PAYMENT	
1112512	MAN	PAID	8079 102518 F6	10/25/18	99	740	45150	175	523.64		CREDIT CARD PAYMENT	
1112512	MAN	PAID	8997 102518	10/25/18	99	920	45170	375	1,333.00		CREDIT CARD PAYMENT	
1112512	MAN	PAID	8997 102518	10/25/18	99	100	45155	170	1,724.35		CREDIT CARD PAYMENT	
				11/28/18			* CHECK TOTAL		7,607.47			7,607.47
513 U.S. BANK BANK CARD DIVISION												
1112513	MAN	PAID	FEES 110618	11/06/18	99	930	45110	325	9.89		CREDIT CARD PAYMENT	
1112513	MAN	PAID	5236 110618	11/06/18	99	930	45110	325	505.99		CREDIT CARD PAYMENT	
1112513	MAN	PAID	5236 110618	11/06/18	99	920	45170	375	494.52		CREDIT CARD PAYMENT	
				11/28/18			* CHECK TOTAL		1,010.40			1,010.40
1038 FIRST US COMMUNITY CREDIT UNION												
1112514	MAN	PAID	PR113018	11/30/18	99	000	20740		3,000.00		PAYROLL DEPOSITS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				11/30/18			* CHECK TOTAL		3,000.00			3,000.00
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112515	MAN	PAID	PR113018	11/30/18	99	000	20725		1,815.53		STATE TAXES	
1112515	MAN	PAID	PR113018	11/30/18	99	000	20725		10,640.70		STATE TAXES	
1112515	MAN	PAID	PR113018	11/30/18	99	000	20727		133.85		STATE TAXES	
1112515	MAN	PAID	PR113018	11/30/18	99	000	20727		1,807.14		STATE TAXES	
				11/30/18			* CHECK TOTAL		14,397.22			14,397.22
1004 FEDERAL TAXES/EFTPS												
1112516	MAN	PAID	PR113018	11/30/18	99	000	20720		4,315.65		FEDERAL TAXES	
1112516	MAN	PAID	PR113018	11/30/18	99	000	20720		25,594.58		FEDERAL TAXES	
1112516	MAN	PAID	PR113018	11/30/18	99	000	20770		397.59		FEDERAL TAXES	
1112516	MAN	PAID	PR113018	11/30/18	99	000	20770		397.59		FEDERAL TAXES	
1112516	MAN	PAID	PR113018	11/30/18	99	000	20770		3,001.97		FEDERAL TAXES	
1112516	MAN	PAID	PR113018	11/30/18	99	000	20770		3,001.97		FEDERAL TAXES	
				11/30/18			* CHECK TOTAL		36,709.35			36,709.35
679 NATIONWIDE RETIREMENT SOLUTIONS												
1112517	MAN	PAID	PR113018	11/30/18	99	000	20735		922.73		DEFERRED COMP DEPOSITS	
1112517	MAN	PAID	PR113018	11/30/18	99	000	20735		2,195.83		DEFERRED COMP DEPOSITS	
				11/30/18			* CHECK TOTAL		3,118.56			3,118.56
1005 PERS 457 PLAN												
1112518	MAN	PAID	PR113018	11/30/18	99	000	20730		200.00		DEFERRED COMP DEPOSITS	
1112518	MAN	PAID	PR113018	11/30/18	99	000	20730		7,502.18		DEFERRED COMP DEPOSITS	
				11/30/18			* CHECK TOTAL		7,702.18			7,702.18
513 U.S. BANK BANK CARD DIVISION												
1112519	MAN	PAID	0945 102518.	10/25/18	99	920	45170 375		857.02		CREDIT CARD PAYMENT	
1112519	MAN	PAID	0945 102518.	10/25/18	99	150	45060 275		45.02		CREDIT CARD PAYMENT	
1112519	MAN	PAID	0945 102518.	10/25/18	99	920	45170 375		438.98		CREDIT CARD PAYMENT	
1112519	MAN	PAID	0952 102518.	10/25/18	99	920	45170 375		947.00		CREDIT CARD PAYMENT	
1112519	MAN	PAID	1065 102518.	10/25/18	99	100	45155 165		70.22		CREDIT CARD PAYMENT	
1112519	MAN	PAID	6741 102518 F6.	10/25/18	99	120	45095 435		1,348.95		CREDIT CARD PAYMENT	
1112519	MAN	PAID	6741 102518.	10/25/18	99	150	45060 275		11.00		CREDIT CARD PAYMENT	
1112519	MAN	PAID	6741 102518.	10/25/18	99	920	45170 375		68.01		CREDIT CARD PAYMENT	
1112519	MAN	PAID	8079 102518 F6.	10/25/18	99	740	45150 175		523.64		CREDIT CARD PAYMENT	
1112519	MAN	PAID	8079 102518.	10/25/18	99	100	45150 100		240.28		CREDIT CARD PAYMENT	
1112519	MAN	PAID	8997 102818.	10/25/18	99	920	45170 375		1,333.00		CREDIT CARD PAYMENT	
1112519	MAN	PAID	8997 102818.	10/25/18	99	100	45155 170		1,724.35		CREDIT CARD PAYMENT	
				11/21/18			* CHECK TOTAL		7,607.47			7,607.47
									** FINAL TOTALS			408,577.80
												408,577.80

## TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55412	11/1/2018	9906			
55413	11/1/2018	1929			
55414	11/1/2018	1980			X
55415	11/1/2018	4225			X
55416	11/1/2018	9745			X
55417	11/1/2018	3741			X
55418	11/1/2018	6626			X
55419	11/1/2018	3286			X
55420	11/1/2018	7570			X
55421	11/1/2018	671			X
55422	11/1/2018	8897			X
55423	11/1/2018	8710			X
55424	11/1/2018	8400			X
55425	11/1/2018	5982			X
55426	11/1/2018	1352			X
55427	11/1/2018	3464			X
55428	11/1/2018	934			X
55429	11/1/2018	992			X
55430	11/1/2018	3059			X
55431	11/1/2018	612			X
55432	11/1/2018	411			X
55433	11/1/2018	1248			X
55434	11/1/2018	6171			X
55435	11/1/2018	9815			X
55436	11/1/2018	1730			X
55437	11/1/2018	9478			X
55438	11/1/2018	4817			X
55439	11/1/2018	9268			X
55440	11/1/2018	6930			X
55441	11/1/2018	1567			X
55442	11/1/2018	5526			X
55443	11/1/2018	9357			X
55444	11/1/2018	63			
55445	11/1/2018	65			X
55446	11/1/2018	3328			X
55447	11/1/2018	890			X
55448	11/1/2018	572			X
55449	11/1/2018	2375			X
55450	11/1/2018	3433			X
55451	11/1/2018	743			X
55452	11/1/2018	6715			X
55453	11/1/2018	3359			X
55454	11/1/2018	8131			X

## TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55455	11/1/2018	6833			X
55456	11/1/2018	773			X
55457	11/1/2018	1196			X
55458	11/1/2018	7232			X
55459	11/1/2018	1766			X
55460	11/1/2018	9056			X
55461	11/1/2018	5476			X
55462	11/1/2018	4177			X
55463	11/1/2018	3286			X
55464	11/1/2018	3286			X
55465	11/1/2018	5526			X
55466	11/16/2018	9906			
55467	11/16/2018	1929			
55468	11/16/2018	1980			X
55469	11/16/2018	4225			X
55470	11/16/2018	9745			X
55471	11/16/2018	3741			X
55472	11/16/2018	6626			X
55473	11/16/2018	7570			X
55474	11/16/2018	671			X
55475	11/16/2018	8897			X
55476	11/16/2018	8710			X
55477	11/16/2018	2133			X
55478	11/16/2018	8400			X
55479	11/16/2018	5982			X
55480	11/16/2018	1352			X
55481	11/16/2018	3464			X
55482	11/16/2018	934			X
55483	11/16/2018	992			X
55484	11/16/2018	3059			X
55485	11/16/2018	612			X
55486	11/16/2018	411			X
55487	11/16/2018	1248			X
55488	11/16/2018	6171			X
55489	11/16/2018	9815			X
55490	11/16/2018	1730			X
55491	11/16/2018	9478			X
55492	11/16/2018	4817			X
55493	11/16/2018	9268			X
55494	11/16/2018	6930			X
55495	11/16/2018	1567			X
55496	11/16/2018	5526			X
55497	11/16/2018	9357			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55498	11/16/2018	63			
55499	11/16/2018	65			X
55500	11/16/2018	3328			X
55501	11/16/2018	890			X
55502	11/16/2018	572			X
55503	11/16/2018	2375			X
55504	11/16/2018	3433			X
55505	11/16/2018	743			X
55506	11/16/2018	6715			X
55507	11/16/2018	3359			X
55508	11/16/2018	8131			X
55509	11/16/2018	6833			X
55510	11/16/2018	773			X
55511	11/16/2018	1196			X
55512	11/16/2018	7232			X
55513	11/16/2018	1766			X
55514	11/16/2018	9056			X
55515	11/16/2018	5476			X
55516	11/16/2018	4177			X
55517	11/30/2018	9906			
55518	11/30/2018	63			
55519	11/30/2018	1929			
55520	11/30/2018	1980			X
55521	11/30/2018	4225			X
55522	11/30/2018	9745			X
55523	11/30/2018	3741			X
55524	11/30/2018	6626			X
55525	11/30/2018	7570			X
55526	11/30/2018	671			X
55527	11/30/2018	8897			X
55528	11/30/2018	8710			X
55529	11/30/2018	2133			X
55530	11/30/2018	8400			X
55531	11/30/2018	5982			X
55532	11/30/2018	1352			X
55533	11/30/2018	3464			X
55534	11/30/2018	934			X
55535	11/30/2018	992			X
55536	11/30/2018	3059			X
55537	11/30/2018	612			X
55538	11/30/2018	411			X
55539	11/30/2018	1248			X
55540	11/30/2018	6171			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55541	11/30/2018	9815			X
55542	11/30/2018	1730			X
55543	11/30/2018	9478			X
55544	11/30/2018	4817			X
55545	11/30/2018	9268			X
55546	11/30/2018	6930			X
55547	11/30/2018	1567			X
55548	11/30/2018	5526			X
55549	11/30/2018	9357			X
55550	11/30/2018	65			X
55551	11/30/2018	3328			X
55552	11/30/2018	890			X
55553	11/30/2018	572			X
55554	11/30/2018	2375			X
55555	11/30/2018	3433			X
55556	11/30/2018	743			X
55557	11/30/2018	6715			X
55558	11/30/2018	3359			X
55559	11/30/2018	8131			X
55560	11/30/2018	6833			X
55561	11/30/2018	773			X
55562	11/30/2018	1196			X
55563	11/30/2018	7232			X
55564	11/30/2018	1766			X
55565	11/30/2018	9056			X
55566	11/30/2018	5476			X
55567	11/30/2018	4177			X
				<u>\$491,399.27</u>	



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** IV-3  
**Subject:** Approval of financial statements and status of investments

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### **Background**

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

### **Fiscal Impact**

Decrease in Agency general fund per the warrant amounts.

### **Attachments**

Report of financial statements and status of investments.

### **Recommendation**

Management recommends approval of the financial statements and status of investments.

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager

BUDGETED EXPENDITURES	BUDGET CURRENT YEAR	CURRENT MONTH	YEAR TO DATE	BALANCE	BUDGET %
<b>ADMINISTRATIVE FUND</b>					
45010 SALARIES AND WAGES	825,000.00	54,364.29	245,634.29	579,365.71	29.77
45020 EMPLOYEE BENEFITS	465,000.00	21,672.74	195,009.16	269,990.84	41.94
45030 DIRECTOR FEES	7,000.00	400.00	2,300.00	4,700.00	32.86
45060 TRANSPORTATION GAS AND OIL	6,000.00	560.37	803.64	5,196.36	13.39
45070 INSURANCE	90,000.00	0.00	80,197.50	9,802.50	89.11
45080 MEMBERSHIPS	30,000.00	849.00	9,573.00	20,427.00	31.91
45090 OFFICE EXPENSE	62,500.00	1,784.59	15,021.28	47,478.72	24.03
45095 FEES, LICENSES & PERMITS	150,000.00	0.00	11,918.25	138,081.75	7.95
45110 CONTRACTUAL SERVICES	168,000.00	2,454.57	41,086.39	126,913.61	24.46
45120 PROFESSIONAL SERVICES	265,000.00	7,708.02	113,313.94	151,686.06	42.76
45130 PRINTING AND PUBLICATIONS	0.00	(633.89)	3,970.64	(3,970.64)	0.00
45140 RENTS AND LEASES	0.00	0.00	2,441.60	(2,441.60)	0.00
45170 TRAINING	15,000.00	4,961.69	14,676.38	323.62	97.84
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	0.00	2,587.02	2,412.98	51.74
45190 UTILITIES	103,000.00	502.70	2,744.46	100,255.54	2.66
45300 EQUIPMENT	0.00	(658.57)	0.00	0.00	0.00
<b>TOTAL ADMINISTRATIVE FUND</b>	<b>2,191,500.00</b>	<b>93,965.51</b>	<b>741,277.55</b>	<b>1,450,222.45</b>	<b>33.83</b>
<b>OPERATIONS AND MAINTENANCE FUND</b>					
45010 SALARIES AND WAGES	4,295,000.00	402,797.69	1,931,989.65	2,363,010.35	44.98
45020 EMPLOYEE BENEFITS	2,815,000.00	200,711.73	1,834,283.85	980,716.15	65.16
45060 TRANSPORTATION GAS AND OIL	42,000.00	23,403.81	40,135.95	1,864.05	95.56
45080 MEMBERSHIPS	15,000.00	831.00	6,555.00	8,445.00	43.70
45090 OFFICE EXPENSE	96,000.00	0.00	0.00	96,000.00	0.00
45100 SUPPLIES	550,000.00	28,824.80	441,650.05	108,349.95	80.30
45110 CONTRACTUAL SERVICES	1,655,000.00	27,649.24	194,285.61	1,460,714.39	11.74
45120 PROFESSIONAL SERVICES	100,000.00	0.00	0.00	100,000.00	0.00
45140 RENTS AND LEASES	0.00	872.54	5,830.01	(5,830.01)	0.00
45150 REPAIRS AND MAINTENANCE	0.00	32,353.24	148,035.85	(148,035.85)	0.00
45155 INSTRUMENTATION & ELECTRICAL	0.00	15,753.07	42,535.87	(42,535.87)	0.00
45160 RESEARCH & MONITORING	0.00	9,004.98	45,283.29	(45,283.29)	0.00
45170 TRAINING	25,000.00	6,188.31	18,003.51	6,996.49	72.01
45190 UTILITIES	927,000.00	65,256.72	321,005.82	605,994.18	34.63
45210 OTHER EXPENSES	0.00	0.00	1,141.32	(1,141.32)	0.00
45300 EQUIPMENT	0.00	(525.09)	(539.08)	539.08	0.00
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>10,520,000.00</b>	<b>813,122.04</b>	<b>5,030,196.70</b>	<b>5,489,803.30</b>	<b>47.82</b>
<b>TOTAL</b>	<b>12,711,500.00</b>	<b>907,087.55</b>	<b>5,771,474.25</b>	<b>6,940,025.75</b>	<b>45.40</b>
<b>SRF DEBT SERVICE</b>					
45105 INTEREST ON SRF LOAN EXPENSE	0.00	0.00	245,058.64	(245,058.64)	0.00

BALANCE	
CASH ON HAND	
-----	
CASH ACCOUNT (US BANK)	234,343.64
CASH - PETTY CASH	1,600.00
CASH - TAX REVENUE (US BANK)	3,157.28
CHK ACCT (WELLS FARGO/PAYROLL)	3,141.18
SERVICE CHARGE MUNI INV(US BANK)	8,535.92
WASTEWATER SAVINGS-WELLS FARGO	300,663.87
CASH - WWCRF (US BANK)	15,368.72
STATE LOCAL AGENCY INVESTMT FUND	48,404,689.38
-----	
TOTAL CASH ON HAND	48,971,499.99
=====	

CURRENT MONTH	INCOME	EXPENSES	ACCOUNTS PAYABLE
ADMINISTRATIVE	0.13	93,965.51	9,816.03
OPERATION & MAINTENANCE	5,475.78	813,122.04	153,734.19
W.W.C.R.F.	442,719.64	889,427.60	0.00
UPGRADE REHAB	0.00	16,744.48	12,380.30
-----			
TOTAL	448,195.55	1,813,259.63	175,930.52
=====			

	BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
ADMINISTRATIVE	50,000.00	374,929.25	3,921,293.03	31,133.42
OPERATIONS & MAINTENANCE	250,000.00	6,205,034.12	5,201,054.67	1,253,979.45
WASTEWATER CAPITAL RESERVE	19,565,544.32	1,997,150.03	1,754,073.11	17,431,453.29
SRF WASTEWATER CAP RESERVE	2,951,689.60	29,755.96	0.00	2,981,445.56
UPGRADE/REHAB	29,397,504.26	273,393.85	1,247,080.59	27,273,488.27
-----				
TOTAL	52,214,738.18	8,880,263.21	12,123,501.40	48,971,499.99
=====				

JOB INTINCOME  
 STR INTERINC  
 ROUNDING- 0

INTEREST INCOME  
 FINANCIAL STATEMENT  
 PERIOD ENDING 11/30/18

RUN DATE 12/05/18 PAGE 0001 (GLPRTN)  
 RUN TIME 17:25:24

YEAR TO DATE

INTEREST INCOME	
-----	
00 ADMINISTRATIVE	534.41
01 OPERATION & MAINTENANCE	14,161.40
02 W.W.C.R.F.	111,658.33
04 SRF WCRF	15,692.91
06 UPGRADE/REHAB	151,429.35
	-----
TOTAL INTEREST INCOME	293,476.40
	=====

FUND INVESTMENTS:	T.C.D.	T-BILLS	L.A.I.F
ADMINISTRATIVE	0.00	0.00	26,624.56
OPERATION & MAINTENANCE	0.00	0.00	1,007,710.29
W.W.C.R.F.	0.00	0.00	17,115,420.70
SRF WCRF	0.00	0.00	2,981,445.56
UPGRADE REHAB	0.00	0.00	27,273,488.27
	-----	-----	-----
TOTAL FUND INVESTMENTS	0.00	0.00	48,404,689.38
	=====	=====	=====

JOB FUNDCHANGE  
 STR FUNDCHANGE  
 ROUNDING- 0

TAHOE-TRUCKEE SANITATION AGENCY  
 SUMMARY OF YEAR TO DATE CHANGES IN FUND BALANCES  
 PERIOD ENDING 11/30/18

RUN DATE 12/05/18 PAGE 0001 (GLPRN)  
 RUN TIME 17:25:24

	ADMIN	OPERATIONS & MAINTENANCE	WASTEWATER CAP RESERVE	SRF WASTEWTR CAP RESERVE	UPGRADE REHAB	TOTAL
CASH BEG BAL	50,000.00	250,000.00	19,565,544.32	2,951,689.60	29,397,504.26	52,214,738.18
TRANSFERS	3,527,497.20	0.00	2,377,167.95-	0.00	1,150,329.25-	0.00
BEG A/R	214,589.43	491,025.61	120,471.14	14,063.05	121,964.50	962,113.73
INCOME	172,393.82	6,333,567.99	1,913,142.43	15,692.91	151,429.35	8,586,226.50
END A/R	12,054.00-	619,559.48-	36,463.54-	0.00	111,136.97	534,500.71
BEG A/P	28,892,163.18	1,273,012.36	2,982.60	0.00	142,175.94	30,476,179.07
EXPENSES	986,336.19	5,030,196.70	1,751,090.51	0.00	1,117,284.95	8,884,908.35
END A/P	25,957,206.34-	1,102,154.39-	0.00	0.00	12,380.30-	27,237,586.02-
CASH END BAL	31,133.42 =====	1,253,979.45 =====	17,431,453.29 =====	2,981,445.56 =====	27,273,488.27 =====	48,971,499.99 =====

TAHOE-TRUCKEE SANITATION AGENCY  
FINANCIAL STATEMENT  
Summary  
November 30, 2018

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SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$1,749,732.40

Administrative and General Payable: \$175,930.52

Total Administrative and General Paid and Payable: \$1,925,662.92

Total Administrative and General Payroll Paid: \$491,399.27

ASSETS		YEAR TO DATE
CURRENT ASSETS		
CASH & CASH EQUIVALENTS		
01 10010	CASH U.S.BANK CHECKING	234,343.64
00 10020	CASH WELLS FARGO/PAYROLL	407.56
01 10020	CASH WELLS FARGO/PAYROLL	2,733.62
00 10030	CASH - PETTY CASH	1,600.00
00 10045	CASH - TAX REVENUE U.S. BANK	2,501.30
01 10045	CASH - TAX REVENUE U.S. BANK	655.98
01 10050	CASH - SERV CHARGE MUNI CHECKG	8,535.92
00 10070	CASH - L.A.I.F.	26,624.56
01 10070	CASH - L.A.I.F.	1,007,710.29
06 10070	CASH - L.A.I.F.	27,273,488.27
		-----
	CASH & CASH EQUIVALENTS	28,558,601.14
		-----
ACCRUED INTEREST RECEIVABLE		
ACCOUNTS RECEIVABLE		
00 11280	A/R BROWN ACT REFORM REIMBSMT	12,054.00
01 11020	A/R SERVICE CHARGES	151,402.43
01 11021	SERVICE CHARGE REFUNDS	4,205.50
01 11029	SERVICE CHARGE PAYMENT PLANS	2.89-
01 11065	A/R LAB FEES	1,425.00
01 11070	A/R-TEMP DISCHARGE	105.00
01 11080	A/R-OTHER	15,984.18
		-----
	ACCOUNTS RECEIVABLE	185,173.22
		-----
INVENTORY		
01 12550	CHEMICAL INVENTORY	78,433.73
01 12560	CHEMICAL INVENTORY	32,703.24
		-----
	INVENTORY	111,136.97
		-----
01 13060	DUE FROM GOVERNMENT AGENCIES	335,303.29
		-----
	DUE FROM GOVT AGENCIES	335,303.29
		-----
	TOTAL CURRENT ASSETS	29,190,214.62
		-----

YEAR TO DATE

RESTRICTED ASSETS

02 10065	WASTEWATER SAVINGS-WELLS FARGO	300,663.87
02 10066	CASH - WWCRF U.S. BANK	15,368.72
02 10070	CASH - L.A.I.F.	17,115,420.70
04 10070	CASH - L.A.I.F.	2,981,445.56
	CASH & EQUIVALENTS	20,412,898.85
		-----
02 11030	A/R CONNECTION FEES PMT PLANS	36,463.54
	A/R CONNECTION FEES	36,463.54
		-----
	TOTAL RESTRICTED ASSETS	20,449,362.39
		-----

PROPERTY PLANT & EQUIPMENT

00 16010	LAND	2,174,726.00
00 16020	PLANT FENCING	244,732.11
00 16040	SEWAGE COLLECTION FACILITIES	14,418,693.59
00 16050	SEWAGE TRMT AND DISP FACILITY	125,447,006.59
00 16060	GEN PLANT & ADMIN FACILITIES	4,190,330.38
00 16090	VEHICLES	1,209,946.21
00 16550	ACCUM DEPRECIATION FACILITIES	58,834,055.80-
00 16580	ACCUM DEPREC- GENERAL PLANT	4,859,020.81-
	NET CAPITAL ASSETS	83,992,358.27
		-----
00 16810	DEFERRED PENSION OUTFLOWS	4,325,072.00
		-----
00 16811	DEFERRED OPEB OUTFLOWS	582,760.00
		-----
	TOTAL ASSETS	138,539,767.28
		=====

		YEAR TO DATE
LIABILITIES		
CURRENT LIABILITIES		
00 20350	ACCOUNTS PAYABLE	9,816.03-
01 20350	ACCOUNTS PAYABLE	153,734.19-
06 20350	ACCOUNTS PAYABLE	12,380.30-
		-----
ACCOUNTS PAYABLE		175,930.52-
		-----
00 20810	ACCRUED LIA FOR COMP ABSENCE	68,413.06-
01 20810	ACCRUED LIA FOR COMP ABSENCE	845,921.47-
		-----
COMPENSATED ABSENCES		914,334.53-
		-----
00 20820	ACCRUED LIA FOR HRA	2,304.53-
01 20820	ACCRUED LIA FOR HRA	73,481.40-
		-----
HEALTH REIMB ACCOUNT		75,785.93-
		-----
01 22010	CUSTOMER DEPOSITS TEMP DISCHARGE	200.00-
01 22020	CUSTOMER DEPOSITS AVERY HOTEL	25,000.00-
		-----
CUSTOMER DEPOSITS		25,200.00-
		-----
ACCRUED EXPENSES		
01 20727	SDI PAYABLE	0.01-
00 20760	LIFE INSURANCE	9.75-
01 20760	LIFE INSURANCE	177.45-
00 20770	MEDICARE DEDUCTION/O & M	0.01
01 20770	MEDICARE DEDUCTION/O & M	0.10-
00 20780	SURVIVOR BENEFITS/O & M	5.00-
01 20780	SURVIVOR BENEFITS/O & M	45.00-
00 20786	PERS EMPLOYEE PAID CONTRIB	657.48-
01 20786	PERS EMPLOYEE PAID CONTRIB	3,594.77-
		-----
TOTAL ACCOUNTS PAYABLE		4,489.55-
		-----
TOTAL LIAB FROM CURRENT		1,195,740.53-
		-----
CURRENT LIAB FROM RESTRICTED		
00 20410	RETENTION PAYABLE	112,324.99-
		-----
ACCOUNTS PAYABLE RESTRICTED		112,324.99-
		-----
CURRENT LIAB RESTRICTED		
		112,324.99-
		-----
LONG TERM LIABILITIES		

JOB NETASSETS  
STR NETASSETS  
ROUNDING-

0

ACCOUNT NUMBERS INDICATED ON  
STATEMENT OF NET ASSETS  
TAHOE-TRUCKEE SANITATION AGENCY  
PERIOD ENDING 11/30/18

RUN DATE 12/05/18 PAGE 0004 (GLPRN)  
RUN TIME 17:20:01

		YEAR TO DATE	
00	23020	SRF LOAN PAYABLE/LONG TERM	25,763,675.51-
00	24010	NET PENSION LIABILITY	15,830,320.00-
00	24011	OPEB LIABILITY	840,565.00-
01	24011	OPEB LIABILITY	69,513.00
		-----	-----
		LONG TERM LIABILITIES	42,365,047.51-
		-----	-----
		DEFERRED PENSION INFLOWS	
00	24020	DEFERRED PENSION INFLOWS	1,190,187.00-
		-----	-----
		TOTAL DEFERRED PENSION INFLOWS	1,190,187.00-
		-----	-----
		TOTAL LIABILITIES	44,863,300.03-
		=====	=====

YEAR TO DATE

CAPITAL

		CAPITAL ASSETS	
00	25050	CONTRIBUTED CAPITAL-CAP GRANTS	28,336,343.44-
00	25051	CONTRIBUTED CAPITAL-LOCAL DIST	1,330,176.82-
00	25052	CONTRIBUTED CAPITAL-US FOREST	223,315.00-
00	25053	CONTRIBUTED CAPITAL-STATE PARK	16,341.91-
00	26020	NET PROFIT AND LOSS	2,713,554.83-
00	26010	RETAINED EARNINGS	12,505,367.35-
			-----
		CAPITAL ASSETS	45,125,099.35-
			-----
		RESTRICTED FOR WWCR	
02	26020	NET PROFIT AND LOSS	2,215,116.03
02	26010	RETAINED EARNINGS	19,683,032.86-
			-----
		RESTRICTED FOR WWCR	17,467,916.83-
			-----
		RESTRICTED FOR STATE LOAN	
04	26020	NET PROFIT AND LOSS	15,692.91-
04	26010	RETAINED EARNINGS	2,965,752.65-
			-----
		STATE REVOLVING FUND WCR	2,981,445.56-
			-----
		UNRESTRICTED	
01	26020	NET PROFIT AND LOSS	1,303,371.29-
01	26010	RETAINED EARNINGS	462,473.75
06	26020	NET PROFIT AND LOSS	2,116,184.85
06	26010	RETAINED EARNINGS	29,377,292.82-
			-----
		UNRESTRICTED	28,102,005.51-
			-----
		TOTAL NET ASSETS	93,676,467.25-
			-----
		TOTAL LIABILITIES & NET ASSETS	138,539,767.28-
			=====

	CURRENT MONTH	YEAR TO DATE	
STATEMENT OF REVENUES & EXPENSES			
ADMINISTRATION REVENUE			
00 32030	TAX REVENUE CURRENT SECURED	0.00	50,007.03-
00 32031	TAX REVENUE CURRENT UNSECURED	0.00	1,414.66-
00 32032	TAX REVENUE PRIOR YEARS	0.00	233.27-
00 32050	INTEREST INCOME	0.13-	534.41-
00 32065	IN LIEU OF TAX REV OTHER NOTAX	0.00	118,602.00-
00 32070	TAX REVENUE HOPTR	0.00	110.80
00 32090	TAX REVENUE OTHER NON-OPERATIO	0.00	1,713.25-
	TOTAL ADMINISTRATION REVENUE	0.13-	172,393.82-
ADMINISTRATION EXPENSES			
00 45010	SALARIES AND WAGES	54,364.29	245,634.29
00 45020	EMPLOYEE BENEFITS	21,672.74	195,009.16
00 45030	DIRECTOR FEES	400.00	2,300.00
00 45060	TRANSPORTATION GAS AND OIL	560.37	803.64
00 45070	INSURANCE	0.00	80,197.50
00 45080	MEMBERSHIPS	849.00	9,573.00
00 45090	OFFICE EXPENSE	1,784.59	15,021.28
00 45095	FEES, LICENSES & PERMITS	0.00	11,918.25
00 45110	CONTRACTUAL SERVICES	2,454.57	41,086.39
00 45120	PROFESSIONAL SERVICES	7,708.02	113,313.94
00 45130	PRINTING AND PUBLICATIONS	633.89-	3,970.64
00 45140	RENTS AND LEASES	0.00	2,441.60
00 45170	TRAINING	4,961.69	14,676.38
00 45180	UNCOLLECTIBLE ACCOUNTS	0.00	2,587.02
00 45190	UTILITIES	502.70	2,744.46
00 45300	EQUIPMENT	658.57-	0.00
00 45105	INTEREST ON SRF LOAN EXPENSE	0.00	245,058.64
	TOTAL ADMINISTRATION EXPENSES	93,965.51	986,336.19
ADMINISTRATION TRANSFERS			
00 45510	SRF DEBT SERVICE PMT TRANSFER	0.00	3,247,497.20-
00 45540	TRANSFER BETWEEN FUNDS	100,000.00-	280,000.00-
	TOTAL ADMINISTRATION TRANSFERS	100,000.00-	3,527,497.20-
	NET PROFIT/LOSS	6,034.62-	2,713,554.83-

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUE & EXPENSES			
OPERATIONS & MAINT REVENUE			
01 31010	INCOME FROM SERVICE CHARGES	4,552.14-	6,310,674.09-
01 31015	NSF RETURN CHECK FEE	15.00-	60.00-
01 31020	INCOME FROM TEMP DISCHARGES	300.00-	822.50-
01 31040	INCOME-OTHER	600.00-	7,850.00-
01 32050	INTEREST INCOME	8.64-	14,161.40-
TOTAL OP & MAINT REVENUE		5,475.78-	6,333,567.99-
OPERATIONS & MAINT EXPENSES			
01 45010	SALARIES AND WAGES	402,797.69	1,931,989.65
01 45020	EMPLOYEE BENEFITS	200,711.73	1,834,283.85
01 45060	TRANSPORTATION GAS AND OIL	23,403.81	40,135.95
01 45080	MEMBERSHIPS	831.00	6,555.00
01 45100	SUPPLIES	28,824.80	441,650.05
01 45110	CONTRACTUAL SERVICES	27,649.24	194,285.61
01 45140	RENTS AND LEASES	872.54	5,830.01
01 45150	REPAIRS AND MAINTENANCE	32,353.24	148,035.85
01 45155	INSTRUMENTATION & ELECTRICAL	15,753.07	42,535.87
01 45160	RESEARCH & MONITORING	9,004.98	45,283.29
01 45170	TRAINING	6,188.31	18,003.51
01 45190	UTILITIES	65,256.72	321,005.82
01 45210	OTHER EXPENSES	0.00	1,141.32
01 45300	EQUIPMENT	525.09-	539.08-
TOTAL OP & MAINT EXPENSES		813,122.04	5,030,196.70
OP & MAINT TRANSFERS			
TOTAL NET PROFIT/LOSS		807,646.26	1,303,371.29-

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUES & EXPENSES			
* WASTEWATER CAPITAL RESERVE *			
WASTEWATER CAPITAL RES REVENUE			
02 31030	INCOME FROM CONNECTION FEES	444,000.00-	1,781,697.92-
02 31035	INCOME CONN FEE PMT PLANS	0.00	25,500.00-
02 31040	INCOME-OTHER	2,000.00	5,713.82
02 32050	INTEREST INCOME	719.64-	111,658.33-
TOTAL WWCR REVENUE		442,719.64-	1,913,142.43-
WWCR EXPENSES			
02 45110	CONTRACTUAL SERVICES	889,427.60	1,608,675.61
02 45120	PROFESSIONAL SERVICES	0.00	142,414.90
TOTAL WWCR EXPENSES		889,427.60	1,751,090.51
WASTEWATER CAP RES TRANSFERS			
02 45510	SRF DEBT SERVICE PMT TRANSFER	0.00	2,377,167.95
TOTAL WWCR TRANSFERS		0.00	2,377,167.95
TOTAL NET PROFIT/LOSS		446,707.96	2,215,116.03

JOB S04PL  
STR 04SRPL  
ROUNDING-

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TAHOE-TRUCKEE SANITATION AGENCY  
RESERVED FOR STATE LOAN  
PERIOD ENDING 11/30/18

RUN DATE 12/05/18 PAGE 0001 (GLPRTN)  
RUN TIME 17:23:52

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES		
STATE LOAN RESERVE REVENUE		
04 32050 INTEREST INCOME	0.00	15,692.91-
	-----	-----
TOTAL STATE LOAN RESERVE REVENUE	0.00	15,692.91-
STATE LOAN RESERVE EXPENSES		
STATE LOAN RESERVE TRANSFERS		
	-----	-----
TOTAL NET PROFIT/LOSS	0.00	15,692.91-
	=====	=====

		CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES			
UPGRADE REVENUE			
06 32050	INTEREST INCOME	0.00	151,429.35-
TOTAL UPGRADE REVENUE		0.00	151,429.35-
UPGRADE EXPENSES			
06 45095	FEES, LICENSES & PERMITS	2,697.90	2,697.90
06 45110	CONTRACTUAL SERVICES	0.00	764,730.69
06 45120	PROFESSIONAL SERVICES	0.00	126,292.46
06 45150	REPAIRS AND MAINTENANCE	2,585.96	208,461.17
06 45155	INSTRUMENTATION & ELECTRICAL	0.00	41.00
06 45300	EQUIPMENT	11,460.62	15,061.73
TOTAL UPGRADE EXPENSES		16,744.48	1,117,284.95
UPGRADE TRANSFERS			
06 45510	SRF DEBT SERVICE PMT TRANSFER	0.00	870,329.25
06 45540	TRANSFER BETWEEN FUNDS	100,000.00	280,000.00
TOTAL UPGRADE TRANSFERS		100,000.00	1,150,329.25
TOTAL NET PROFIT/LOSS		116,744.48	2,116,184.85



# Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending November 30, 2018

		AVERAGE INTEREST RATE		AMOUNT INVESTED
L.A.I.F.		2.200%		\$48,404,689.38
SAVINGS	Wells Fargo Investment	0.0600%	Weighted Yield	\$300,663.87
	U.S. Bank Service Charge			\$8,535.92
	U.S. Bank Tax Revenue			\$3,157.28
	U.S. Bank W.W.C.R.F.			\$15,368.72
CHECKING	U.S. Bank General Checking	0.000%		\$234,343.64
	Wells Fargo Payroll			\$3,141.18
<b>TOTAL CASH ON HAND</b>				<b><u>\$48,969,899.99</u></b>

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 December 05,  
 2018

TAHOE TRUCKEE SANITATION AGENCY

TREASURER  
 13720 BUTTERFIELD DRIVE  
 TRUCKEE, CA 96161

PMIA Average Monthly Yields

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

Tran Type Definitions

November 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
11/2/2018	11/1/2018	RW	1589395	DAWN DAVIS	-220,000.00
11/13/2018	11/13/2018	RD	1589948	DAWN DAVIS	412,000.00
11/15/2018	11/15/2018	RW	1590122	DAWN DAVIS	-1,343,000.00
11/30/2018	11/30/2018	RD	1591141	DAWN DAVIS	25,000.00
11/30/2018	11/30/2018	RD	1591142	DAWN DAVIS	39,000.00
11/30/2018	11/30/2018	RW	1591143	DAWN DAVIS	-300,000.00

Account Summary

Total Deposit:	476,000.00	Beginning Balance:	49,791,689.38
Total Withdrawal:	-1,863,000.00	Ending Balance:	48,404,689.38



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-4  
**Subject:** Approval of progress pay estimate no. 4 for the TRI MH 81-MH 83 Improvements project

---

### **Background**

The Truckee River Interceptor MH81 to MH83 Improvements project includes the demolition of an existing section of 24-inch reinforced concrete and ductile iron gravity sewer interceptor pipe and replacement with a 36-inch reinforced concrete gravity sewer interceptor pipe from Manhole 81 to Manhole 83, for approximately 1,810 feet. Work includes manhole construction, traffic control, sanitary sewer bypass pumping, surface restoration, and all associated work as described in the contract documents.

All punchlist items have been completed and final completion has been achieved. Progress payment no. 4 is for all remaining work performed through November 26, 2018.

### **Fiscal Impact**

Withholding 5% for retention from progress pay estimate no. 4 would yield a payment to the contractor of \$9,718.03.

### **Attachments**

Progress pay estimate no. 4.

### **Recommendation**

Management and staff recommends approval of progress pay estimate no. 4 for the TRI MH 81-MH 83 Improvements project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

Tahoe Truckee Sanitation Agency  
13720 Butterfield Dr, Truckee CA96161

Contractor Address  
Burdick Excavating Company  
P.O.Box 22330  
Carson City, NV 89721

Pay Estimate No. 4, Final  
Period: 10/15/18-11/26/18  
Date: 11/26/2018

Project Name: Truckee River Interceptor Manhole 81 to Manhole 83 Improvements

City, State ZIP

Carson City, NV 89721

Date: 11/26/2018

Project #

Item No.	Item Description	Est. Qty.	Units	CONTRACT		PREVIOUS TOTALS		THIS ESTIMATE		TOTAL TO DATE	
				Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
10	Temporary Erosion Sediment Control	1	LS	25,000.00	\$25,000.00						
10.1	Permits SWPPP	1	LS	5,000.00	\$5,000.00	100%	\$5,000.00		\$0.00	100%	\$5,000.00
10.2	Install Silt Fence Wattles	2000	LF	5.00	\$10,000.00	2000	\$10,000.00		\$0.00	2000	\$10,000.00
10.3	Install Temporary Fence Tree Protection	2000	LF	5.00	\$10,000.00	2000	\$10,000.00		\$0.00	2000	\$10,000.00
20	Temporary Odor Control Mobilization	1	LS	33,000.00	\$33,000.00						
20.1	Temporary Odor Control Mobilization	1	LS	33,000.00	\$33,000.00	0%	\$0.00		\$0.00	0%	\$0.00
30	Temporary Odor Control Operation	90	DY	1,250.00	\$112,500.00						
30.1	Temporary Odor Control Operation	90	DY	1,250.00	\$112,500.00	0	\$0.00		\$0.00	0.00	\$0.00
40	Temporary Traffic Control	1	LS	280,000.00	\$280,000.00						
40.1	Install Construction Signs	1	LS	17,000.00	\$17,000.00	100%	\$17,000.00		\$0.00	100%	\$17,000.00
40.2	Flagging	20	DY	3,700.00	\$74,000.00	20	\$74,000.00		\$0.00	20	\$74,000.00
40.3	Place K-Rail	2500	LF	36.81	\$92,025.00	2500	\$92,025.00		\$0.00	2500	\$92,025.00
40.4	Remove Existing, Install Temporary Striping	1	LS	26,000.00	\$26,000.00	100%	\$26,000.00		\$0.00	100%	\$26,000.00
40.5	Remove K Rail	2500	LF	18.41	\$46,025.00	2500	\$46,025.00		\$0.00	2500.00	\$46,025.00
40.6	Remove Temporary, Install Permanent Striping	1	LS	24,950.00	\$24,950.00	59%	\$14,720.50	0.41	\$10,229.50	100%	\$24,950.00
50	Excavation and Trench Safety	1	LS	20,000.00	\$20,000.00						
50.1	Engineering	1	LS	1,900.00	\$1,900.00	100%	\$1,900.00		\$0.00	100%	\$1,900.00
50.2	Excavation and Trench Safety	1810	LF	10.00	\$18,100.00	1810	\$18,100.00		\$0.00	1810.00	\$18,100.00
60	Bypass Pumping	1	LS	490,000.00	\$490,000.00						
60.1	Pumping Mobilization, Installation	1	LS	250,000.00	\$250,000.00	100%	\$250,000.00		\$0.00	100%	\$250,000.00
60.2	Pumping Operation	40	DY	6,000.00	\$240,000.00	40	\$240,000.00		\$0.00	40.00	\$240,000.00
70	36" Truckee River Interceptor Pipe	1	LS	1,195,500.00	\$1,195,500.00						
70.1	Clear and Grub, Tree Removal	34	EA	900.00	\$30,600.00	34	\$30,600.00		\$0.00	34.00	\$30,600.00
70.2	Construct Pipeline Access	1810	LF	42.00	\$76,020.00	1810	\$76,020.00		\$0.00	1810.00	\$76,020.00
70.3	Pothole Utilities	1810	LF	8.00	\$14,480.00	1810	\$14,480.00		\$0.00	1810.00	\$14,480.00
70.4	Demo Existing Pipeline	1810	LF	65.00	\$117,650.00	1810	\$117,650.00		\$0.00	1810.00	\$117,650.00
70.5	Install Pipeline	1810	LF	386.00	\$698,660.00	1810	\$698,660.00		\$0.00	1810.00	\$698,660.00
70.6	Install Manholes	5	EA	11,798.00	\$58,990.00	5.00	\$58,990.00		\$0.00	5.00	\$58,990.00
70.7	Restore Pipeline Alignment	1810	LF	100.00	\$181,000.00	1810	\$181,000.00		\$0.00	1810.00	\$181,000.00
70.8	Pipe Flushing, Cleaning, Testing	1810	LF	10.00	\$18,100.00	1810	\$18,100.00		\$0.00	1810.00	\$18,100.00
80	Private Property Driveway	1	LS	130,000.00	\$130,000.00						
80.1	Private Property Demo, Clear and Grub	1	LS	5,200.00	\$5,200.00	100%	\$5,200.00		\$0.00	100%	\$5,200.00
80.2	Restore Pavers	2600	SF	23.50	\$61,100.00	2600	\$61,100.00		\$0.00	2600.00	\$61,100.00
80.3	AC Paving	2750	SF	7.40	\$20,350.00	2750	\$20,350.00		\$0.00	2750.00	\$20,350.00
80.4	Restore Gravel Surfacing	600	SF	4.75	\$2,850.00	600	\$2,850.00		\$0.00	600.00	\$2,850.00
80.5	Replace Culverts, Conduit	200	LF	58.50	\$11,700.00	200	\$11,700.00		\$0.00	200.00	\$11,700.00
80.6	Staging, Misc Restoration	6400	SF	4.50	\$28,800.00	6400	\$28,800.00		\$0.00	6400.00	\$28,800.00
Change Orders											
	Contract Modification #1, No Increase				\$0.00		\$0.00		\$0.00	0	\$0.00
	Contract Modification #2	1.00	LS	112,014.00	\$112,014.00	100.00%	\$112,014.00		\$0.00	100.00%	\$112,014.00
	Contract Modification #3, No Increase				\$0.00		\$0.00		\$0.00	0	\$0.00
	Contract Modification #4, No Increase				\$0.00		\$0.00		\$0.00	0	\$0.00
	Contract Modification #5	1.00	LS	4,214.81	\$4,214.81	100.00%	\$4,214.81		\$0.00	1	\$4,214.81
	Contract Modification #6, Decrease	1.00	LS	-\$145,500.00	-\$145,500.00		\$0.00		\$0.00	0	\$0.00

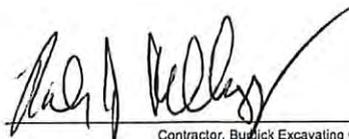
Total Amount  
Change Orders  
Total Contract Amount, To Date

Less 5% Retention  
Payment Total  
Less Previous Payments  
Total Amount Due To Contractor, Less Retention

\$2,286,000.00	\$2,130,270.50	\$10,229.50	\$2,140,500.00
-\$29,271.19	\$116,228.81	\$0.00	\$116,228.81
\$2,256,728.81			\$2,256,728.81
Total Billing this Period		\$10,229.50	
	\$112,324.97	\$511.47	\$112,836.44
	\$2,134,174.34	\$9,718.03	\$2,143,892.37
		\$9,718.03	\$2,134,174.34
		\$9,718.03	\$9,718.03

Total Due \$9,718.03 \$9,718.03

Accepted:

  
Contractor, Burdick Excavating Co., Inc

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

Checked:

Brad Memeo  
Digitally signed by Brad Memeo  
DN: cn=US, e=brad.memeo@bcm.com,  
ou=PROJECTS, ou=BUK, cn=Brad Memeo  
Date: 2018.12.04 10:26:56-0800

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

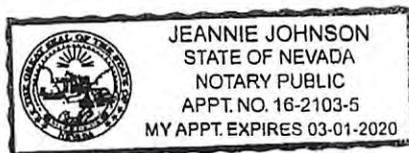
Approved:



Date: 12/04/2018

Approved:

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





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-5  
**Subject:** Approval of progress pay estimate no. 1 for the 2018 Digital Scanning of Sewer Lines project

---

### **Background**

The 2018 Digital Scanning of Sewer Lines project includes the work to digitally scan two schedules (Schedules III and IV) of the Truckee River Interceptor (TRI) between Manhole No. 53 and 98. These reaches span the distance between Bridge No. 6 and the open land to the west of South River Street. The total length to be scanned was reduced by change order from 37,500 feet in length to 34,632.20 feet in length due to construction activities taking place between TRI Manhole Nos. 81 and 83.

Work has been completed with the exception of some punchlist items relating to the GIS deliverable. Progress pay estimate no. 1 is for the period through November 30, 2018.

### **Fiscal Impact**

Withholding 5% for retention from progress pay estimate no. 1 would yield a payment to the contractor of \$90,476.62.

### **Attachments**

Progress pay estimate no. 1.

### **Recommendation**

Management and staff recommends approval of progress pay estimate no. 1 for the 2018 Digital Scanning of Sewer Lines project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

Tahoe-Truckee Sanitation Agency  
 2018 Digital Scanning of Sewer Lines

Progress Pay Estimate No. 1  
 Through 11/30/18

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

CONTRACTOR:  
 Hoffman Southwest Corp., dba Professional Pipe Services  
 249 S. Pasea Tesoro  
 Walnut, CA 91789

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	QUANTITY OR PERCENTAGE	UNIT	TOTAL EARNED
1.	Base Bid: All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, <b>excluding work</b> specified in Section 6.01, Technical Specifications, Additive Bid Alternate	\$2.75	34,632.20	LF	\$95,238.55	34632.20	LF	\$95,238.55
2.	Additive Bid Alternate: All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, <b>only for work</b> specified in Section 6.01, Technical Specifications, Additive Bid Alternate	\$0.00	34,632.20	LF	\$0.00	34632.20	LF	\$0.00
<b>TOTAL</b>					<b>\$95,238.55</b>			<b>\$95,238.55</b>

TOTAL EARNED TO DATE: **\$95,238.55**  
 5% TOTAL RETENTION TO DATE: **\$4,761.93**  
 TOTAL AMOUNT PREVIOUSLY PAID: **\$0.00**  
**TOTAL AMOUNT DUE CONTRACTOR: \$90,476.62**

ACCEPTED BY:  
 Hoffman Southwest Corp., dba Professional Pipe Services

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency

BY:  Steve Powers, MGR

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

DATE: 12-03-18

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-6  
**Subject:** Approval of progress pay estimate no. 1 for the Building 27 Main Service Upgrade project

---

### **Background**

The Building 27 Main Service Upgrade project provides the Agency with fifteen (15) new retro-fill power circuit breakers in Switchgear 27 with no modifications to the buses needed and includes new network modules and new ethernet cables to new ethernet switches added to existing network panels mounted on Switchgear 27. Under this project, twelve (12) existing Allis-Chalmers power circuit breakers are retro-filled and three (3) existing Square "D" Masterpack power circuit breakers are replaced.

Work has been completed besides minor punchlist items and progress payment no. 1 is for the period through December 4, 2018.

### **Fiscal Impact**

Withholding 5% for retention from progress pay estimate no. 1 would yield a payment to the contractor of \$464,638.63.

### **Attachments**

Progress pay estimate no. 1.

### **Recommendation**

Management and staff recommends approval of progress pay estimate no. 1 for the Building 27 Main Service Upgrade project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

Tahoe-Truckee Sanitation Agency  
 Building 27 Main Service Upgrade Project

Progress Pay Estimate No. 1  
 Through 12/4/18

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

CONTRACTOR:  
 Schneider Electric USA, Inc.  
 P.O. Box 730318  
 Dallas, TX 75373-0318

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	QUANTITY OR PERCENTAGE	UNIT	TOTAL EARNED
1.	Drawings Approved, Release to Manufacturing, 800 Amp Breaker Design	\$3,577.57	13	EA	\$46,508.41	13	EA	\$46,508.41
2.	Drawings Approved, Release to Manufacturing, 1600 Amp Breaker Design	\$4,112.12	2	EA	\$8,224.24	2	EA	\$8,224.24
3.	27-1 Breaker Replacement, 800 Amp Breaker Install	\$19,932.15	7	EA	\$139,525.05	7	EA	\$139,525.05
4.	27-1 Breaker Replacement, 1600 Amp Breaker Install	\$24,672.70	1	EA	\$24,672.70	1	EA	\$24,672.70
5.	27-2 Breaker Replacement, 800 Amp Breaker Install	\$23,254.17	6	EA	\$139,525.02	6	EA	\$139,525.02
6.	27-2 Breaker Replacement, 1600 Amp Breaker Install	\$24,672.70	1	EA	\$24,672.70	1	EA	\$24,672.70
7.	Breaker Control Wiring, 800 Amp Breaker Control Wiring	\$7,155.13	13	EA	\$93,016.69	13	EA	\$93,016.69
8.	Breaker Control Wiring, 1600 Amp Breaker Control Wiring	\$8,224.24	2	EA	\$16,448.48	2	EA	\$16,448.48
9.	Project Closeout, 800 Amp Breaker Close out activities	\$3,980.89	13	EA	\$51,751.57	0	EA	\$0.00
10.	Project Closeout, 1600 Amp Breaker Close out activities	\$4,112.12	2	EA	\$8,224.24	0	EA	\$0.00
11.	Contract Modification No. 1	(\$4,000.00)	1	LS	(\$4,000.00)	100%	LS	(\$4,000.00)
12.	Contract Modification No. 2	\$500.00	1	LS	\$500.00	100%	LS	\$500.00
<b>TOTAL</b>					<b>\$549,069.10</b>			<b>\$489,093.29</b>

<b>TOTAL</b>	<b>\$549,069.10</b>		<b>\$489,093.29</b>
--------------	---------------------	--	---------------------

TOTAL EARNED TO DATE: **\$489,093.29**  
 5% TOTAL RETENTION TO DATE: **\$24,454.66**  
 TOTAL AMOUNT PREVIOUSLY PAID: **\$0.00**  
**TOTAL AMOUNT DUE CONTRACTOR: \$464,638.63**

ACCEPTED BY:  
 Schneider Electric USA, Inc.

BY: *Paul C. Hunter*  
 DATE: 12/4/18

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-1  
**Subject:** Approval of list of comparable agencies to be utilized in the Compensation and Classification Study

---

### **Background**

Bryce Consulting, Inc. was approved to perform an Agency Compensation and Classification Study at the September 12, 2018 Board meeting. As part of the study and as requested by the Board of Directors, a list of comparable agencies is to be prepared and considered for approval prior to finalizing the study.

Ms. Shellie Anderson of Bryce Consulting, Inc. will attend the meeting and provide a presentation on the overall process of the Compensation and Classification Study, provide a status update and present a list of comparable agencies for consideration.

### **Fiscal Impact**

None.

### **Attachments**

Presentation of an update of the Compensation and Classification Study.

### **Recommendation**

Management and staff recommends approval of the list of comparable agencies to be utilized in the Compensation and Classification Study.

### **Review Tracking**

Submitted By:

\_\_\_\_\_  
Vicky Lufrano  
Human Resources Administrator

Approved By:

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

# Truckee -Tahoe Sanitation Agency

**December 12, 2018**

**Board of Directors**

# Classification Study Process

- Employee Orientation **Completed**
- Department Manager Interviews **Completed**
- Employees Complete Position Inventory Questionnaires **Completed**
- Employee Interviews **Completed**
- Develop Classification Plan Structure **In process**
- Review Classification Plan Structure with Agency
- Prepare Job Descriptions
- Review Job Descriptions with Agency
- Conduct Employee Review Process
- Conduct FLSA Analysis
- Finalize Classification Study

# Compensation Study Process

- Review and Recommend Compensation Survey Parameters
  - Survey Agencies
  - Labor Market Position (mean, median or other percentile)
- Collect and Analyze Survey Data
- Review Preliminary Data with Agency
- Follow Up Data Collection
- Prepare Salary Recommendations (market and internal alignment)
- Review Salary Recommendations with Agency
- Prepare and Present Final Report

# Recommended Labor Market

- Criteria to Consider
  - The overall objective in selecting survey employers is to define as accurately as possible the Agency's "Labor Market". A labor market consists of those employers with whom the Agency may compete with for employees. The criteria typically utilized in identifying those employers includes the following:
    - **EMPLOYER SIZE** - The more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations as they will likely have a similar organizational structure.
    - **GEOGRAPHIC PROXIMITY** - This factor is particularly important because it identifies those employers that the Agency must directly compete with to recruit and retain quality staff.
    - **NATURE OF SERVICES PROVIDED** – Organizations that provide similar services are selected because:
      - Employers who provide similar services are more likely to compete with one another for employees.
      - These employers are more likely to have comparable jobs.
      - These employers are more likely to have similar organizational characteristics.
- We strive to have a balanced labor market

Recommended Labor Market						
Agency	Operating Budget (\$M)	FTE	Population Served	MGD	Grade of Treatment Plant	Miles from TTSA
<b>TTSA</b>	<b>\$10.5</b>	<b>50</b>	<b>40,000</b>	<b>9.6 mgd</b>	<b>V</b>	<b>---</b>
City of Placerville	\$2.5 (water reclamation facility)	18.5 (Development Services)	10,936	2.3 mgd	IV	93
City of Reno	\$10.9 (wastewater operations including collections)	41 (wastewater operations including collections)	245,255	2 mgd Reno/Stead Water Reclamation Facility	IV	32
City of Roseville	\$38.8 (wastewater operations fund including collections)	90 (wastewater operations including collections)	135,329	30 mgd (2 plants)	V	83
El Dorado Irrigation District	\$11.1 (wastewater operations including collections)	40 (wastewater operations including collections)	110,000	23 mgd (4 plants)	V	93
Incline Village General Improvement District	\$8 (utilities including water and sewer)	34 (utilities)	6,200	1.3 mgd	III (the highest in NV is a Grade IV)	18
Mammoth Community Water District	\$9	42	8,200 (33,500 peak)	3.1 mgd	IV	172
North Tahoe PUD	\$12.6	44	Approximately 5,000 (non-peak)	NA Member Agency	NA Member Agency	13
South Tahoe PUD	\$7.9 (sewer fund including collections)	27 (wastewater operations including collections)	37,126	7.7 mgd	IV	44
Squaw Valley Public Service District	\$7.4	26 (includes Fire) 13 (Operations & Admin Only)	1,200	NA Member Agency	NA Member Agency	11
Tahoe City PUD	\$12	50	Unable to provide population (7,540 sewer connections)	NA Member Agency	NA Member Agency	15
Truckee Sanitary District	\$8.5	40	16,500 (non- peak)	NA Member Agency	NA Member Agency	---

# Labor Market Position

- Median
  - The middle of the market (50<sup>th</sup> percentile)
- Mean
  - Labor market average
- Other percentile
  - Could be below or above the median



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-2  
**Subject:** Presentation of the sewer connection fees

---

### **Background**

The Agency entered into an agreement with HDR Engineering Consultants to perform a connection fee study which includes an assessment of current connection fees and schedules and to provide appropriate recommendations.

Mr. Shawn Koorn of HDR Engineering Consultants provided a presentation on the sewer connection fees at the October 10, 2018 Board meeting. Following the presentation, the Board of Directors asked Mr. Koorn to evaluate an additional residential fee schedule for consideration.

Mr. Shawn Koorn will attend the meeting and provide a presentation on potential residential fee schedules and the overall connection fee schedule.

### **Fiscal Impact**

None.

### **Attachments**

Presentation of the sewer connection fees.

### **Recommendation**

No action required.

### **Review Tracking**

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

# Presentation of the Sewer Connection Fees



December 12, 2018

**Presented by:**  
**Shawn Koorn**  
*Associate Vice President*  
*HDR Engineering, Inc.*



# Overview of the Presentation

- Overview of Connection Fees
  - Financial Impacts
  - Definition
- Sewer Connection Fee Calculation
  - Overview
  - Maximum Allowable
    - Residential Options
    - Nonresidential
- Neighboring Connection Fee Survey
- Summary conclusions



# Connection Fees – Financial Impacts

- Establish the reasonable relationship between system capacity and needs of development and the fee to be imposed
- Cannot exceed the calculated maximum cost
- Are restricted to use to growth related capital and debt service



# Connection Fees – Definition

- Fee for new customer demand only
- Fee required of all new customers desiring sewer service or existing customers requesting increased sewer service capacity
- Charge based on the value of the utility's capacity and the amount of capacity needed by the new customer
- Does not include operation and maintenance expenses

# Sewer Connection Fee Calculation - Overview

- Based on System Planning Criteria and cost of existing and future infrastructure (RCLD)
  - Equivalent Dwelling Unit (EDU) definition is 200 gpd/2,000 square feet
  - Existing net infrastructure cost of approximately \$129 million at replacement cost less depreciation
  - Future infrastructure costs of \$7.3 million growth related
- Debt Service
  - Outstanding principal was credited back within the reimbursement component to avoid “double-counting”
- Alternative Approach (Replacement Cost)
  - Existing net infrastructure cost of approximately \$278 million at replacement cost
  - Future infrastructure costs of \$7.3 million growth related

# Sewer Connection Fee Calculation - Maximum Allowable

**Average Daily Flow, gallons per EDU = 200 gallons**

	Total Gallons (MGD)	Total EDUs
Permit	9.60	48,000
<b>2018</b>	6.13	<u>30,650</u>
Future		17,350

	Total Flow (MGD)	Total EDUs	Total Cost	Cost per Gallon \$	Cost per EDU
<b>Replacement Cost Less Depreciation</b>					
Total	9.60	48,000	\$129,682,932	\$14	\$2,702
Plus Future Projects		17,350	\$7,334,275		423
<b>Total Connection Fee</b>					<b>\$3,125</b>
<b>Replacement Cost</b>					
Total	9.60	48,000	\$278,375,818	\$29	\$5,799
Plus Future Projects		17,350	\$7,334,275		423
<b>Total Connection Fee</b>					<b>\$6,222</b>
<b>T-TSA Existing Connection Fee</b>					<b>\$5,000</b>

← Prior Presentation

← Updated Calculation

← Keep Existing Fee

# Sewer Connection Fee Calculation - Residential Options 1, 2, and 3

Residential Maximum Allowable Sewer Connection Fee		
Type of Connection	Units	Maximum Calculated Fee
Existing Fee	Per EDU (200 gpd)	\$5,000
Maximum Calculated Fee	Per EDU (200 gpd)	\$6,222
<b>Option 1</b>		
Residential	Per Square Footage (EDU = 2,000 sq. ft.)	\$2.50/sq. ft.
Accessory Dwelling Unit	Per Square Footage	\$2.50/sq. ft.
<b>Option 2</b>		
Residential		
Minimum 1,200 sq. ft.	Per living unit	\$3,000
Additional sq. ft.	Per square feet over 1,200 sq. ft.	\$2.50/sq. ft.
Accessory Dwelling Unit	Per Square Footage	\$2.50/sq. ft.
<b>Option 3</b>		
S-Family, M-Family, Mobile Home		
Minimum Charge	Per living unit	\$2,300
Per sq. ft.	Per square foot	\$1.35/sq. ft.
Accessory Dwelling Unit	Per Square Footage	\$2.50/sq. ft.

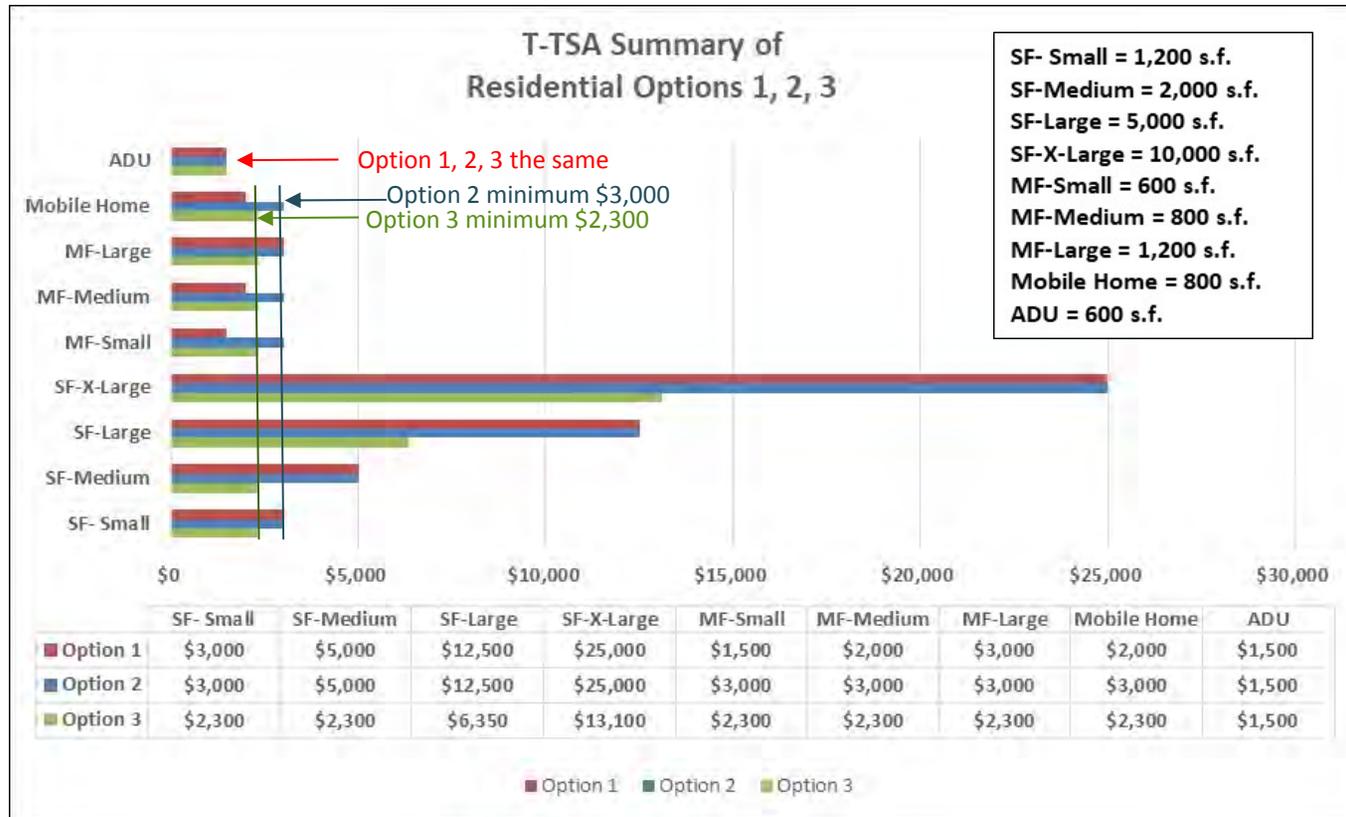
← Keep Existing Fee

[\$5,000 X 46% = \$2,300]

[\$2,700 / 2,000 = \$1.35 sq. ft.]

- Option 1 - are based on per square footage basis
- Option 2 - all residential on minimum sq. ft. basis
- Option 3 - S-Family, MF, Mobile Home base at 46% min. sq. ft. basis
- Accessory Dwelling Unit same on all options

# Graph of Residential Options 1, 2, 3



# Sewer Connection Fee Calculation – Non-Residential

Nonresidential Connection Fee		
Type of Connection	Units	Connection Fee
Motel without Kitchen or Hotel Unit	# of Units	\$2,500
Motel with Kitchen	# of Units	\$3,300
Campsite with Sewer Connection	# of Sites	\$2,500
Campsite without Sewer Connection	# of Sites	\$1,875
Dump Stations	# of Sites	\$5,000
Restaurants & Bars	# of Seats Inside	\$500
Restaurants & Bars	# of Seats Outside	\$175
Banquet Facilities	# of Seats	\$175
Laundromats	Per # of Machines	\$5,000
Theatres	# of Seats	\$50
Grocery	# of Plumbing Fixture Units	\$750
Churches	# of Seats	\$50
Beauty Shops & Barber Shops	# of Service Chairs	\$2,500
Other Commercial	# of Plumbing Fixture Units	\$500
Pools	Minimum up to 72,999 gallons	\$5,000
Pools	> than 72,999 gallons, per 1,000 gallons	\$68
Spas	Minimum up to 1,000 gallons	\$2,000
Spas	> than 1,000, per 1,000 gallons	\$27
Car Wash Automatic	Maximum Daily Flow	Calculated
Car Wash Self Serve	# of Stalls	\$2,500
Private School	Average daily attendance per age group	\$250
Boarding Schools	Average daily attendance per age group	\$500
Industrial	The maximum of EDU values	Formula

← New Category

← Split Category

← New Category

← New Category

# Calculated T-TSA's Sewer Connection Fee – Industrial

- Industrial based on the maximum of the below calculated EDU values

Flow:	<u>Maximum Daily Flow (gallons per day)</u>	=
	200 gallons per day	
COD:	<u>Composite Sample COD Concentration (milligrams per liter)</u>	X = EDU <sub>COD</sub>
	805 milligrams per liter	
TSS:	<u>Composite Sample TSS Concentration (milligrams per liter)</u>	X = EDU <sub>TSS</sub>
	362 milligrams per liter	
TDS:	<u>Composite Sample TDS Concentration (milligrams per liter)</u>	X = EDU <sub>TDS</sub>
	428 milligrams per liter	
TN:	<u>Composite Sample TN Concentration (milligrams per liter)</u>	X = EDU <sub>TN</sub>
	78 milligrams per liter	
TP:	<u>Composite Sample TP Concentration (milligrams per liter)</u>	X = EDU <sub>TP</sub>
	8.4 milligrams per liter	

# Neighboring Connection Fee Survey

Utility	Measure	Sewer Connection Fees	
		Single Family	Commercial/Multi Residential
Alpine Springs County Water District <sup>(1)</sup>	3/4" - 5/8"	\$3,947.00	\$3,947.00
North Tahoe Public Utility District	Unit	\$3,619.00	Plumbing Fixtures
Northstar Community Services District	Living Unit	\$1,423.98	Plumbing Fixtures
Squaw Valley PUD	1-inch	\$5,627.00	\$5,627.00
Tahoe City Public Utility District	Dwelling unit	\$1,000.00	Plumbing Fixtures
Truckee Sanitary District	Living Unit	\$750.00	Plumbing Fixtures
<b>TTSA - Existing</b>	<b>Living Unit</b>	<b>\$5,000.00</b>	<b>Plumbing Fixtures</b>
TTSA - Calculated	Living Unit <sup>(2)</sup>	\$6,222.00	Plumbing Fixtures

**Notes:**  
 (1) For both water and sewer services.  
 (2) TTSA - Calculated EDU definition is 2,000 square feet

- T-TSA fee will be still be similar to local utilities
  - No change to existing fee level
  - Note difference in purpose of fee (collection vs. treatment)
- Calculated fee clearing up EDU definitions and ESD factors

# Summary and Conclusions

- Fees establish the reasonable relationship between the impact of development and the fee to be imposed
- Fees reflect T-TSA's current value of capacity
- Fees should not exceed the calculated cost
  - As a matter of policy, T-TSA may adopt a fee which is less than the full calculated costs
    - Implies a sharing of the cost of growth between existing rate payers and new development



# Questions and Discussion





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** V-3  
**Subject:** Presentation of the annual financial audit for fiscal year 2017-2018

---

### **Background**

Damore, Hamric & Schneider, Inc. has completed the Agency annual financial audit for fiscal year 2017-2018. The audit report consists of the management discussion and analysis report, the independent auditor's report and basic financial statements of the Agency.

The Board approved the audit engagement letters as submitted by Damore, Hamric & Schneider, Inc. at the June 13, 2018 Board meeting.

Mr. Ron Ley of Damore, Hamric & Schneider, Inc. will be in attendance at the Board meeting to provide a presentation of the audit report.

### **Fiscal Impact**

None.

### **Attachments**

- Financial statements, supplementary information and independent auditor's report
- Independent accountant's report on agreed-upon procedures applied to appropriations limit schedules
- Governance letter

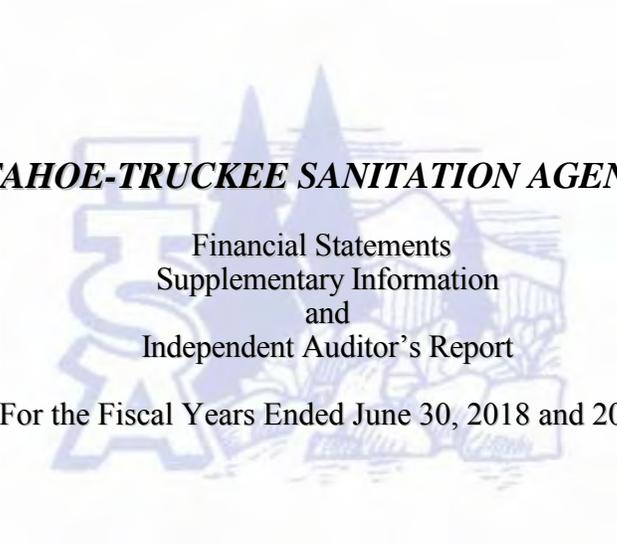
### **Recommendation**

No action required.

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager



***TAHOE-TRUCKEE SANITATION AGENCY***

Financial Statements  
Supplementary Information  
and  
Independent Auditor's Report

For the Fiscal Years Ended June 30, 2018 and 2017

Tahoe-Truckee Sanitation Agency

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June 30, 2018 and 2017

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Tahoe-Truckee Sanitation Agency  
Truckee, California

We have audited the accompanying financial statements of the business-type activities of Tahoe-Truckee Sanitation Agency as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Tahoe-Truckee Sanitation Agency as of June 30, 2018 and 2017, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matters**

### *Change in Accounting Principle*

As discussed in Note 14 to the financial statements, in 2018 the Agency adopted new accounting guidance, *Governmental Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 9 and the required supplementary information related to the pension and post-employment healthcare plans on pages 45 through 48 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Tahoe-Truckee Sanitation Agency's basic financial statements. The supplementary information contained in Schedules 1 and 2, are presented for purposes of additional analysis and are not a required part of the financial statements.

These schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic

financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



DAMORE, HAMRIC & SCHNEIDER, INC.  
Certified Public Accountants

Sacramento, CA

December 5, 2018

## Tahoe-Truckee Sanitation Agency

### MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018 and 2017

The Tahoe-Truckee Sanitation Agency (Agency) is presenting the following discussion and analysis in order to provide a review of the Agency's financial activities for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with T-TSA's financial statements to gain an understanding of the Agency's overall financial position.

#### **FINANCIAL HIGHLIGHTS**

Tahoe-Truckee Sanitation Agency was formed for the purpose of planning, administering, and coordinating wastewater treatment and disposal services throughout the North and West Tahoe and Truckee areas to protect the public health and the environment. Tahoe-Truckee Sanitation Agency is required to meet some of the most stringent discharge requirements in the country. In June of 2008, T-TSA completed an expansion project at a cost of \$75 million to increase overall capacity to 9.6 mgd, which should accommodate growth in the service area population through the year 2020. T-TSA entered into a State Revolving Fund loan with the California State Water Resources Control Board on February 24, 2004 to provide financing for the plant capacity expansion. Over the course of the project, the Agency borrowed \$50.1 million, which it is repaying over 20 years at an annual payment of approximately \$3.2 million. This is a significant factor in assessing the Agency's overall financial activities during the fiscal year ended June 30, 2018.

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

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

#### **REQUIRED FINANCIAL STATEMENTS**

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

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

Tahoe-Truckee Sanitation Agency

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018 and 2017

**REQUIRED FINANCIAL STATEMENTS (Continued)**

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

**NET POSITION**

Table A-1 Condensed Statement of Net Position summarizes activities leading to a \$507,000 increase in Net Position. FYE 2018 Total Assets and Deferred Outflows of Resources increased due to cash provided by operating activities, noncapital financing activities (property taxes), and interest earned, and were decreased by long-term debt repayment, capital expenditures, and depreciation expense. Pension-related Deferred Outflows, Net Pension Liability, and Deferred Inflows resulting from the GASB 68 adjustments also contributed to the increase in Net Position.

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

	FYE 6/30/2018	FYE 6/30/2017	Change in Dollars	Percent Change
Current Assets	\$ 30,525,082	\$ 27,863,168	\$ 2,661,914	10%
Restricted Assets	22,651,768	23,744,590	( 1,092,822)	-5%
Net Capital Assets	<u>83,992,362</u>	<u>86,152,315</u>	( 2,159,953)	-3%
Total Assets	<u>137,169,212</u>	<u>137,760,073</u>	( 590,861)	0%
Deferred Outflows of Resources	<u>4,907,832</u>	<u>3,427,897</u>	<u>1,479,935</u>	43%
Total Assets and Deferred Outflows of Resources	<u>\$ 142,077,044</u>	<u>\$ 141,187,970</u>	<u>\$ 889,074</u>	1%
Current Liabilities Unrestricted	\$ 1,541,236	\$ 1,397,179	\$ 144,057	10%
Current Liabilities Restricted	3,005,420	2,981,217	24,203	1%
Long-Term Liabilities	<u>42,365,047</u>	<u>41,998,515</u>	<u>366,532</u>	1%
Total Liabilities	<u>46,911,703</u>	<u>46,376,911</u>	<u>534,792</u>	1%
Deferred Inflows of Resources	<u>1,190,187</u>	<u>1,342,483</u>	( 152,296)	-11%
Total Liabilities and Deferred Inflows of Resources	<u>\$ 48,101,890</u>	<u>\$ 47,719,394</u>	<u>\$ 382,496</u>	1%
Net Investment in Capital Assets	\$ 55,716,366	\$ 55,427,663	\$ 288,703	1%
Restricted for Waste Water Capital Reserve	19,206,979	20,294,802	( 1,087,823)	-5%
Restricted for State Loan Repayment	2,951,690	2,917,227	34,463	1%
Unrestricted	<u>16,100,119</u>	<u>14,828,884</u>	<u>1,271,235</u>	9%
Total Net Position	<u>\$ 93,975,154</u>	<u>\$ 93,468,576</u>	<u>\$ 506,578</u>	1%

Tahoe-Truckee Sanitation Agency

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018 and 2017

**CHANGE IN NET POSITION**

Table A-2 represents the change in the Agency's net position. Operating expenses for FYE 2018 increased by approximately \$1.9 million to \$16.3 million, primarily due to pension expense adjustments under GASB 68.

The Agency relies on property tax revenue, classified as non-operating revenue, to fund a portion of its general and administrative operating expenses. Property tax revenue increased to \$3.5 million FYE 2018 compared to \$3.3 million for FYE 2017. T-TSA also relies on connection fee income for capital improvement projects, which decreased to \$1.0 million in FYE 2018 from \$1.3 million in FYE 2017 due to a reduction in residential and commercial construction projects.

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

	FYE 6/30/2018	FYE 6/30/2017	Change in Dollars	Percent Change
Operating Revenues/Service Charges	\$ 12,543,300	\$ 12,487,274	\$ 56,026	0%
Operating Expenses	<u>16,335,023</u>	<u>14,463,376</u>	<u>1,871,647</u>	13%
Net Operating Loss	(\$ 3,791,723)	(\$ 1,976,102)	(\$ 1,815,621)	92%
Property Tax Revenues	\$ 3,458,387	\$ 3,278,320	\$ 180,067	5%
Other Non-Operating Revenues & Expenses	<u>72,043</u>	<u>(357,497)</u>	<u>429,540</u>	- 120%
Non-Operating Revenues & Expenses	<u>\$ 3,530,430</u>	<u>\$ 2,920,823</u>	<u>\$ 609,607</u>	21%
Income (Loss) before Capital Contributions	(\$ 261,293)	\$ 944,721	(\$ 1,206,014)	- 128%
Capital Contributions/Connection Fees	<u>1,033,400</u>	<u>1,257,624</u>	<u>(224,224)</u>	- 18%
Change in Net Position	<u>\$ 772,107</u>	<u>\$ 2,202,345</u>	<u>(\$ 1,430,238)</u>	- 65%
Net Position, Beginning of Year, Before Restatement	\$ 93,468,576	\$ 91,266,231	\$ 2,202,345	2%
Prior Period Adjustment per Implementation of GASB 75 (Note 8)	<u>(265,529)</u>	<u>                    </u>	<u>(265,529)</u>	100%
Net Position, Beginning of Year, After Restatement	<u>\$ 93,203,047</u>	<u>\$ 91,266,231</u>	<u>\$ 1,936,816</u>	2%
Ending Net Position	<u>\$ 93,975,154</u>	<u>\$ 93,468,576</u>	<u>\$ 506,578</u>	1%

Tahoe-Truckee Sanitation Agency

MANAGEMENT’S DISCUSSION AND ANALYSIS

June 30, 2018 and 2017

**BUDGETARY HIGHLIGHTS**

Table A-3 demonstrates an overall positive variance in property tax revenues and operating expenses. Setting adequate levels of rates and charges have resulted in the Agency’s ability to operate and maintain its facilities and to service debt requirements. Actual Operations & Maintenance expenses did not exceed budgeted amounts due to a combination of improved efficiencies and pension expense adjustments as mentioned under changes in net position above.

**Table A-3**  
Budgeted Summary

	Budget	Actual	Positive (Negative) Variance
Service & Other Charge Revenue	\$ 12,600,000	\$ 12,543,300	(\$ 56,700)
Property & In Lieu Tax Revenue	1,700,000	3,458,387	1,758,387
Total Operating Revenue	<u>\$ 14,300,000</u>	<u>\$ 16,001,687</u>	<u>\$ 1,701,687</u>
Operations & Maintenance	\$ 12,695,000	\$ 11,694,006	\$ 1,000,994
Administrative & General	1,605,000	1,659,139	( 54,139)
Total Operating Expenses	<u>\$ 14,300,000</u>	<u>\$ 13,353,145</u>	<u>\$ 946,855</u>
Total Positive Variance	<u>\$ 0</u>	<u>\$ 2,648,542</u>	<u>\$ 2,648,542</u>

**CAPITAL ASSETS AND LONG TERM DEBT**

In October 2008, the Agency began making payments of \$3.2 million per year to repay the State Revolving Fund Loan. The SRF loan the Agency received has a fixed 2.6% rate, which consists of 1.6% in interest and a 1% service charge and is repayable over 20 years.

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

The key economic factors affecting T-TSA’s future financial position and operations are the fluctuations of the local construction market, the rate of inflation, and future cost increases of equipment and materials.

Tahoe-Truckee Sanitation Agency

STATEMENTS OF NET POSITION

June 30, 2018 and 2017

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

<u>Current Assets:</u>	<u>2018</u>	<u>2017</u>
Cash and Cash Equivalents	\$ 29,697,504	\$ 27,109,009
Accrued Interest Receivable	141,393	62,812
Accounts Receivable	271,571	285,786
Inventory	111,137	121,902
Due from Other Governmental Agencies	<u>303,477</u>	<u>283,659</u>
 Total Current Assets	 <u>\$ 30,525,082</u>	 <u>\$ 27,863,168</u>
 <u>Restricted Assets:</u>		
Cash and Cash Equivalents	\$ 22,517,234	\$ 23,685,825
Accrued Interest Receivable	105,291	53,406
Accounts Receivable - Connection Fees	<u>29,243</u>	<u>5,359</u>
 Total Restricted Assets	 <u>\$ 22,651,768</u>	 <u>\$ 23,744,590</u>
 <u>Non-Current Assets:</u>		
Net Capital Assets	<u>\$ 83,992,362</u>	<u>\$ 86,152,315</u>
 Total Assets	 <u>\$ 137,169,212</u>	 <u>\$ 137,760,073</u>
 <u>Deferred Outflows of Resources:</u>		
Deferred Pension Outflows (Note 7)	\$ 4,325,072	\$ 3,427,897
Deferred OPEB Outflows (Note 8)	<u>582,760</u>	<u></u>
 Total Deferred Outflows of Resources	 <u>\$ 4,907,832</u>	 <u>\$ 3,427,897</u>
 Total Assets and Deferred Outflows of Resources	 <u><u>\$ 142,077,044</u></u>	 <u><u>\$ 141,187,970</u></u>

The accompanying notes are an integral part of the financial statements.

Tahoe-Truckee Sanitation Agency

STATEMENTS OF NET POSITION

June 30, 2018 and 2017

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

<u>Current Liabilities (Payable from Current Assets):</u>	<u>2018</u>	<u>2017</u>
Accounts Payable	\$ 490,501	\$ 387,003
Compensated Absences Payable	914,334	914,144
Customer Deposits	400	200
Accrued Expenses	<u>136,001</u>	<u>95,832</u>
Total Current Liabilities (Payable from Current Assets)	<u>\$ 1,541,236</u>	<u>\$ 1,397,179</u>
<u>Current Liabilities (Payable from Restricted Assets):</u>		
Accounts Payable	\$ 2,982	\$
Accrued Interest Payable	490,117	532,561
Loan Payable - State of California, Current Portion	<u>2,512,321</u>	<u>2,448,656</u>
Total Current Liabilities (Payable from Restricted Assets)	<u>\$ 3,005,420</u>	<u>\$ 2,981,217</u>
<u>Long-Term Liabilities:</u>		
Loan Payable - State of California, Net of Current Portion	\$ 25,763,675	\$ 28,275,996
Net Pension Liability (Note 7)	15,830,320	13,722,519
Net OPEB Liability (Note 8)	<u>771,052</u>	<u></u>
Total Long-Term Liabilities	<u>\$ 42,365,047</u>	<u>\$ 41,998,515</u>
<u>Deferred Inflows of Resources:</u>		
Deferred Pension Inflows (Note 7)	<u>\$ 1,190,187</u>	<u>\$ 1,342,483</u>
Total Liabilities and Deferred Inflows of Resources	<u>\$ 48,101,890</u>	<u>\$ 47,719,394</u>
<u>Net Position:</u>		
Net Investment in Capital Assets	\$ 55,716,366	\$ 55,427,663
Restricted for Waste Water Capital Reserve	19,206,979	20,294,802
Restricted for State Loan Repayment	2,951,690	2,917,227
Unrestricted	<u>16,100,119</u>	<u>14,828,884</u>
Total Net Position	<u>\$ 93,975,154</u>	<u>\$ 93,468,576</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u>\$ 142,077,044</u>	<u>\$ 141,187,970</u>

The accompanying notes are an integral part of the financial statements.

Tahoe-Truckee Sanitation Agency

STATEMENTS OF REVENUES, EXPENSES,  
AND CHANGES IN NET POSITION

For the Fiscal Years Ended June 30, 2018 and 2017

<u>Operating Revenues:</u>	<u>2018</u>	<u>2017</u>
Service Charges	\$ 12,534,980	\$ 12,477,179
Other Services	8,320	10,095
	<u>12,543,300</u>	<u>12,487,274</u>
Total Operating Revenues	\$ 12,543,300	\$ 12,487,274
 <u>Operating Expenses:</u>		
Operations & Maintenance	\$ 11,694,006	\$ 10,185,900
Administrative & General	1,659,139	1,314,491
Depreciation	2,981,878	2,962,985
	<u>16,335,023</u>	<u>14,463,376</u>
Total Operating Expenses	\$ 16,335,023	\$ 14,463,376
Operating Loss	(\$ 3,791,723)	(\$ 1,976,102)
 <u>Non-Operating Revenues:</u>		
Property Taxes	\$ 3,222,300	\$ 3,046,098
Interest Earned	738,628	375,845
Interest Expense	( 756,398)	( 819,525)
In-Lieu Taxes	236,087	232,222
Aid from Other Governmental Agencies	25,463	24,897
Other Income	64,350	61,286
	<u>3,530,430</u>	<u>2,920,823</u>
Total Non-Operating Revenues	\$ 3,530,430	\$ 2,920,823
Net Income (Loss) Before Capital Contributions	(\$ 261,293)	\$ 944,721
Capital Contributions - Connection Fees	<u>1,033,400</u>	<u>1,257,624</u>
Change in Net Position	<u>\$ 772,107</u>	<u>\$ 2,202,345</u>
Net Position, Beginning of Year, Before Restatement	\$ 93,468,576	\$ 91,266,231
Prior Period Adjustment per Implementation of GASB 75 (Note 8)	( 265,529)	_____
Net Position, Beginning of Year, After Restatement	<u>\$ 93,203,047</u>	<u>\$ 91,266,231</u>
Net Position, End of Year	<u>\$ 93,975,154</u>	<u>\$ 93,468,576</u>

The accompanying notes are an integral part of the financial statements.

Tahoe-Truckee Sanitation Agency

STATEMENTS OF CASH FLOWS

For the Fiscal Years Ended June 30, 2018 and 2017

<u>Cash Flows from Operating Activities:</u>	<u>2018</u>	<u>2017</u>
Receipts from Customers	\$ 12,557,715	\$ 12,494,759
Payments to Suppliers	( 3,814,346)	( 3,715,069)
Payments to Employees	( 8,397,884)	( 8,293,125)
Other Payments	( 5,200)	( 4,100)
Net Cash Provided by Operating Activities	<u>\$ 340,285</u>	<u>\$ 482,465</u>
<u>Cash Flows from Noncapital Financing Activities:</u>		
Property Taxes Collected	\$ 3,202,482	\$ 3,056,873
Aid from Other Governmental Agencies and Other Income	<u>325,900</u>	<u>318,404</u>
Net Cash Provided by Noncapital Financing Activities	<u>\$ 3,528,382</u>	<u>\$ 3,375,277</u>
<u>Cash Flows from Capital and Related Financing Activities:</u>		
Acquisition of Capital Assets	(\$ 818,943)	(\$ 668,069)
Principal Payment on Loan	( 2,448,656)	( 2,386,605)
Interest Payments on Loan	( 798,842)	( 860,892)
Capital Contributions	<u>1,009,516</u>	<u>1,329,267</u>
Net Cash Used by Capital and Related Financing Activities	<u>(\$ 3,056,925)</u>	<u>(\$ 2,586,299)</u>
<u>Cash Flows from Investing Activities:</u>		
Interest Received on Investments	<u>\$ 608,162</u>	<u>\$ 325,917</u>
Net Cash Provided by Investing Activities	<u>\$ 608,162</u>	<u>\$ 325,917</u>
Net Increase in Cash and Cash Equivalents	\$ 1,419,904	\$ 1,597,360
Cash and Cash Equivalents, Beginning of Year	<u>50,794,834</u>	<u>49,197,474</u>
Cash and Cash Equivalents, End of Year	<u>\$ 52,214,738</u>	<u>\$ 50,794,834</u>
<u>Cash and Cash Equivalents Classified in the Balance Sheet:</u>		
Current Assets	\$ 29,697,504	\$ 27,109,009
Restricted Assets	<u>22,517,234</u>	<u>23,685,825</u>
	<u>\$ 52,214,738</u>	<u>\$ 50,794,834</u>

The accompanying notes are an integral part of the financial statements.

Tahoe-Truckee Sanitation Agency

STATEMENTS OF CASH FLOWS

For the Fiscal Years Ended June 30, 2018 and 2017

Reconciliation of Operating Loss

to Net Cash Provided by Operating Activities:

	<u>2018</u>	<u>2017</u>
Operating Loss	(\$ 3,791,723)	(\$ 1,976,102)
Adjustments to Reconcile Operating Loss to Net Cash Provided by Operating Activities:		
Depreciation	\$ 2,981,878	\$ 2,962,985
Prior Period Adjustment	( 265,529)	
Changes in Assets, Deferred Outflows of Resources, Liabilities and Deferred Inflows of Resources:		
(Increase) Decrease in:		
Accounts Receivable	14,215	8,785
Inventory	10,765	( 27,592)
Deferred Outflows of Resources	( 1,479,935)	( 2,840,292)
Increase (Decrease) in:		
Accounts Payable	103,498	28,014
Accrued Compensated Absences	190	( 141,073)
Customer Deposits	200	( 1,300)
Accrued Expenses	40,169	47,061
Deferred Inflows of Resources	( 152,296)	( 622,523)
Net Pension Liability	2,107,801	3,044,502
Net OPEB Liability	771,052	
Total Adjustments	<u>\$ 4,132,008</u>	<u>\$ 2,458,567</u>
Net Cash Provided by Operating Activities	<u>\$ 340,285</u>	<u>\$ 482,465</u>

Capital and Related Financing Activities

Acquisition of Capital Assets	\$ 821,925	\$ 643,019
(Increase)/Decrease in Accounts Payable	( 2,982)	25,050
Cash Used for Acquisition of Capital Assets	<u>\$ 818,943</u>	<u>\$ 668,069</u>

The accompanying notes are an integral part of the financial statements.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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

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

The Truckee Sanitary District services a portion of Northstar Community Services District through contract.

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

The Reporting Entity:

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

One entity that is not a part of the Agency's reporting entity but was in part, created by the Agency for special purposes, is accounted for as a jointly governed organization. Additional information regarding the Agency's jointly governed organization is provided in Notes 10 and 11. The following is a description of the jointly owned organization in which the Agency participates.

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

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

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

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

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

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

- *Net investment in capital assets* - This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds. The Agency had debt of \$28,275,996 and \$30,724,652 as of June 30, 2018 and 2017, respectively.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

C. Financial Statements Presentation (Continued):

- *Restricted* - This component of net position consists of constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted net assets* - This component of net position consists of net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

D. Budgetary Control - The Board adopts an operating budget at the beginning of each year.

E. Cash, Certificates of Deposit and Savings - Deposits of the Agency are located at various financial institutions within the state and are recorded at cost. (See Note 2 for additional disclosure of Agency deposits.)

For purposes of the statement of cash flows, the Agency considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

F. Investments - Investments in equity securities with readily determinable fair values, open-end mutual funds, and debt securities are valued at their fair values in the balance sheet. Investments in external investment pools are valued on the basis of \$1 in the statement of net position.

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

H. Capital Assets - Capital assets are defined by the Agency as assets with an initial, individual cost of \$1,000 or more with an estimated useful life in excess of one year.

Capital assets are stated at cost, less accumulated depreciation and amortization computed by the straight-line method. Estimated useful lives are as follows:

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

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

H. Capital Assets (Continued):

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

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

I. Restricted Net Position - Legally segregated net position is recorded as restricted. The Agency has the following restricted net assets:

- *Waste Water Capital Expense* - The restricted net assets consist of connection fees and the earnings thereon and are restricted for the acquisition and/or construction of sewer infrastructure necessary to increase capacity for service.
- *State Loan* - The restricted net assets consist of connection fee revenues pledged as collateral for repayment of the loan upon completion of construction.

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

J. Board-Designated Net Position - The Agency has designated a portion of the unrestricted net position for major Plant Replacement Reserve in order to provide funds for future replacement of plant and equipment. Excess resources from operations are transferred into the reserve each year. The designated balances as of June 30, 2018 and 2017 were \$16,100,119 and \$14,828,884, respectively.

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

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- L. Other Post Employment Benefit Plan - For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Agency's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. For information about the OPEB plan, see Note 8.
- M. Compensated Absences - The Agency accrues a liability for unpaid vacation and sick pay in accordance with GASB 16. Sick pay is accumulated at the rate of one day per month. Unused sick leave is to be paid at the rate of 50% upon termination or 100% upon death or retirement. Vacation pay is accumulated at various rates depending on length of service. Vacation pay accrued in excess of 30 days is paid at the end of each year. As of June 30, 2018 and 2017, accrued vacation and vested sick leave benefits totaled \$914,335 and \$914,144, respectively.
- N. Revenue Recognition - Property Taxes - Property taxes are attached as an enforceable lien on property as of March 1. Taxes are levied on November 1 and February 1 and are due and payable at that time.
- Property tax revenues are recognized in the fiscal period for which they are levied and in which they become available.
- O. Inventory - Inventory is recorded at lower of cost or market using the first-in, first-out method.
- P. Use of Estimates - The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities and deferred inflows and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- Q. Subsequent Events Review - Management has evaluated subsequent events through the date of the audit report, which is the date the financial statements were available to be issued.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

R. Reclassifications - Certain amounts in fiscal year 2017 have been reclassified to conform to the fiscal year 2018 presentation.

S. Accounting Pronouncements that have been Implemented in the Current Financial Statements:

Governmental Accounting Standards Board Statement No. 75 - In June 2015, the GASB issued Statement No. 75 - *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, with required implementation for the Agency during the year ended June 30, 2018. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for other post-employment benefits (OPEB) by establishing standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. It required the Agency to report a net OPEB liability for the difference between the present value of projected pension benefits for past service and restricted resources held in trust for the payment of benefits. The Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. The Statement is required to be implemented retroactively and will require a restatement of beginning net position.

Governmental Accounting Standards Board Statement No. 85 - In March 2017, the GASB issued Statement No. 85 – *Omnibus 2017*, with required implementation for the Agency during the year ended June 30, 2018. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits). The implementation of this Statement did not have material effect on the financial statements.

T. Newly Issued Accounting Pronouncements, But Not Yet Effective - The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

U. Governmental Accounting Standards Board Statement No. 90 - In August 2018, the GASB issued Statement No. 90 –*Majority Equity Interests – An Amendment of GASB Statements No. 14 and No. 61* with required implementation for the Agency during the year ended June 30, 2020. The objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The impact of the implementation of this Statement to the Agency’s financial statements has not been assessed at this time.

V. Deferred Outflow/Deferred Inflow of Resources - Pension - In addition to assets, the financial statements report separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of resources that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. Conversely, deferred inflows of resources represent an acquisition of resources that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time.

Contributions made to the Agency’s pension plan after the measurement date but before the fiscal year-end are recorded as a deferred outflow of resources. Additional factors involved in the calculation of the Agency’s pension expense and net pension liability include the differences between expected and actual experience, changes in assumptions, differences between projected and actual investment earnings, changes in proportion, and differences between the Agency’s contributions and proportionate share of contributions. These factors are recorded as deferred outflows and inflows of resources and amortized over various periods. See Note 7 for further details related to these pension deferred outflows and inflows.

W. Deferred Outflow/Deferred Inflow of Resources - OPEB - Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS:

A. Deposits:

The carrying amounts of the Agency's deposits were \$566,582 and \$641,126 while the banks' balances were \$676,044 and \$729,334 for the years ended June 30, 2018 and 2017, respectively. Of these amounts, \$500,000 and \$359,572 were covered by federal depository insurance. The remaining balances of \$176,044 and \$369,762 for the years ended June 30, 2018 and 2017, respectively, were exposed to custodial credit risk with deposits uninsured and collateralized with securities held by the pledging financial institution or its agent but not in the Agency's name.

*Custodial Credit Risk* - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code requires California banks, and savings and loans to secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. All deposits in excess of insurance from the Federal Deposit Insurance Corporation are collateralized with eligible securities, as described by the Agency's investment policy, in amounts equal to at least 110% of the Agency's carrying value of the deposits (demand deposits and certificates of deposit).

B. Investments:

*Investment in Local Agency Investment Fund* - The Agency's LAIF investment is a governmental investment pool managed and directed by the California State Treasurer and is not registered with the Securities and Exchange Commission. An oversight committee comprised of California State officials and various participants provide oversight to the management of the fund. The daily operations and responsibilities of LAIF fall under the auspices of the State Treasurer's office. The Agency is a voluntary participant in the investment pool. LAIF, being an investment pool, is subject to fair value measurement; however, as they are not measured at fair value, they are not subject to the fair value hierarchy.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (Continued):

B. Investments (Continued):

As of the end of the year, the Agency had the following investments:

	2018		2017	
	Carrying Amount	Market Value	Carrying Amount	Market Value
LAIF	<u>\$ 51,648,156</u>	<u>\$ 51,551,412</u>	<u>\$ 50,153,708</u>	<u>\$ 50,100,579</u>

Structured notes and asset-backed securities comprised 2.67% and 2.89% of LAIF's total portfolio for all investors as of June 30, 2018 and 2017, respectively. Fair value of a pool share was \$0.998126869 and \$0.998940671 for those same periods. The cost value of a pool share was constant at \$1.00.

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

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

*Fair Value of Investments* - The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements), other than quoted prices - included within Level 1 that are observable for the asset or liability, either directly or indirectly (Level 2 measurements); and the lowest priority to unobservable inputs (Level 3 measurements).

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (Continued):

B. Investments (Continued):

Deposits and withdrawals in governmental investment pools, such as LAIF are made on the basis of \$1 and not fair value. Accordingly, the Agency's proportionate share in these types of investments is an uncategorized input not defined as a Level 1, Level 2, or Level 3 input. The Agency does not have any investments that are subject to the fair value hierarchy at June 30, 2018 or 2017.

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

*Credit Risk* - Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investments in LAIF are subject to credit risk, with the full faith and credit of the State of California collateralizing these investments. The Agency's investment in LAIF has not been rated by a nationally recognized statistical organization.

<u>Summary of Cash and Investments:</u>	<u>2018</u>	<u>2017</u>
Cash Deposits	\$ 566,582	\$ 641,126
Investments	<u>51,648,156</u>	<u>50,153,708</u>
Total	<u>\$ 52,214,738</u>	<u>\$ 50,794,834</u>

Balance Sheet Classification:

Cash and Cash Equivalents:		
Unrestricted	\$ 29,697,504	\$ 27,109,009
Restricted	<u>22,517,234</u>	<u>23,685,825</u>
Total	<u>\$ 52,214,738</u>	<u>\$ 50,794,834</u>

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 3 ACCOUNTS RECEIVABLE:

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

	<u>2018</u>	<u>2017</u>
Service Charges - Regular Collections	\$ 28,193	\$ 66,226
Property Taxes	192,090	187,976
Other	<u>51,288</u>	<u>31,584</u>
	<u>\$ 271,571</u>	<u>\$ 285,786</u>

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

NOTE 4 RESTRICTED ASSETS:

Restricted assets as of June 30, 2018 are identified by use as follows:

	<u>Waste Water Capital Reserve</u>	<u>State Loan</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 19,565,544	\$ 2,951,690	\$ 22,517,234
Accrued Interest Receivable	105,291		105,291
Accounts Receivable - Connection Fees	<u>29,243</u>		<u>29,243</u>
Total Restricted Assets	<u>\$ 19,700,078</u>	<u>\$ 2,951,690</u>	<u>\$ 22,651,768</u>
<u>Current Liabilities Payable</u>			
<u>from Restricted Assets:</u>			
Accounts Payable	\$ 2,982	\$	\$ 2,982
Accrued Interest Payable	490,117		490,117
Current Portion of Long-Term Debt	<u>2,512,321</u>		<u>2,512,321</u>
Total Current Liabilities (Payable from Restricted Assets)	<u>\$ 3,005,420</u>	<u>\$ 0</u>	<u>\$ 3,005,420</u>

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 4 RESTRICTED ASSETS (Continued):

Restricted assets as of June 30, 2017 are identified by use as follows:

	Waste Water Capital Reserve	State Loan	Total
Cash and Cash Equivalents	\$ 20,768,598	\$ 2,917,227	\$ 23,685,825
Accrued Interest Receivable	53,406		53,406
Accounts Receivable - Connection Fees	5,359		5,359
	<u>20,827,363</u>	<u>2,917,227</u>	<u>23,744,590</u>
<b>Total Restricted Assets</b>	<b>\$ 20,827,363</b>	<b>\$ 2,917,227</b>	<b>\$ 23,744,590</b>
<u>Current Liabilities Payable from Restricted Assets:</u>			
Accrued Interest Payable	\$ 532,561		\$ 532,561
Current Portion of Long-Term Debt	2,448,656		2,448,656
	<u>2,981,217</u>	<u>0</u>	<u>2,981,217</u>
<b>Total Current Liabilities (Payable from Restricted Assets)</b>	<b>\$ 2,981,217</b>	<b>\$ 0</b>	<b>\$ 2,981,217</b>

NOTE 5 CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2018 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Capital Assets not being Depreciated:</u>				
Land	\$ 2,174,726	\$	\$	\$ 2,174,726
	<u>2,174,726</u>	<u>0</u>	<u>0</u>	<u>2,174,726</u>
<b>Total Capital Assets not being Depreciated</b>	<b>\$ 2,174,726</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,174,726</b>
<u>Capital Assets being Depreciated:</u>				
Sewage Treatment and Collection	\$ 139,506,722	\$ 603,710	\$	\$ 140,110,432
General Plant and Equipment	3,982,616	218,215	23,733	4,177,098
Vehicles	1,209,947			1,209,947
	<u>144,699,285</u>	<u>821,925</u>	<u>23,733</u>	<u>145,497,477</u>
<b>Total Capital Assets being Depreciated</b>	<b>\$ 144,699,285</b>	<b>\$ 821,925</b>	<b>\$ 23,733</b>	<b>\$ 145,497,477</b>
Less Accumulated Depreciation for:				
Sewage Treatment and Collection	\$ 56,036,579	\$ 2,797,476	\$	\$ 58,834,055
General Plant and Equipment	3,476,525	170,274	23,733	3,623,066
Vehicles	1,208,592	14,128		1,222,720
	<u>60,721,696</u>	<u>2,981,878</u>	<u>23,733</u>	<u>63,679,841</u>
<b>Total Depreciation</b>	<b>\$ 60,721,696</b>	<b>\$ 2,981,878</b>	<b>\$ 23,733</b>	<b>\$ 63,679,841</b>
<b>Net Capital Assets</b>	<b>\$ 86,152,315</b>	<b>(\$ 2,159,953)</b>	<b>\$ 0</b>	<b>\$ 83,992,362</b>

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 5 CAPITAL ASSETS (Continued):

Capital asset activity for the year ended June 30, 2017 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Capital Assets not being Depreciated:</u>				
Land	\$ 2,174,726	\$	\$	\$ 2,174,726
Total Capital Assets not being Depreciated	\$ 2,174,726	\$ 0	\$ 0	\$ 2,174,726
<u>Capital Assets being Depreciated:</u>				
Sewage Treatment and Collection	\$ 138,962,307	\$ 544,415	\$	\$ 139,506,722
General Plant and Equipment	3,915,350	98,604	31,338	3,982,616
Vehicles	1,209,947	—	—	1,209,947
Total Capital Assets being Depreciated	\$ 144,087,604	\$ 643,019	\$ 31,338	\$ 144,699,285
Less Accumulated Depreciation for:				
Sewage Treatment and Collection	\$ 53,244,547	\$ 2,792,032	\$	\$ 56,036,579
General Plant and Equipment	3,353,314	154,549	31,338	3,476,525
Vehicles	1,192,188	16,404	—	1,208,592
Total Depreciation	\$ 57,790,049	\$ 2,962,985	\$ 31,338	\$ 60,721,696
Net Capital Assets	\$ 88,472,281	(\$ 2,319,966)	\$ 0	\$ 86,152,315

NOTE 6 LONG-TERM DEBT:

Loans Payable - On November 6, 2004, the Agency entered into an agreement with the California State Water Resources Control Board to borrow funds for the construction of additional sewage processing facilities. The California State Water Resources Control Board released Loan funds to the Agency upon submission of expense reports. During the construction phase, the loan accrued interest at an annual fixed rate of 2.6%, which added to the principal balance of the loan. Modification of the loan was required upon completion of the project. The new terms required the Agency to pay an annual interest rate of 1.6% and an annual service charge of 1.0%. The loan began amortization over a 20-year repayment period on October 31, 2008 with equal annual payments of \$3,247,497.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 6 LONG-TERM DEBT (Continued):

As of June 30, 2018, the annual repayment requirements of the loan were as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest and Service Charge</u>
2019	\$ 2,512,321	\$ 735,176
2020	2,577,642	669,856
2021	2,644,660	602,837
2022	2,713,422	534,076
2023	2,783,970	463,527
2024-2028	<u>15,043,981</u>	<u>1,193,504</u>
Total Requirements	\$ 28,275,996	\$ 4,198,976
Less - Current Portion	<u>2,512,321</u>	<u>735,176</u>
Long-Term Portion	<u>\$ 25,763,675</u>	<u>\$ 3,463,800</u>

The following is a summary of loan transactions for the years ended June 30, 2018 and 2017:

	<u>Balance July 1, 2017</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance June 30, 2018</u>	<u>Amount Due Within One Year</u>
Loans Payable	\$ 30,724,652	\$ 0	\$ 2,448,656	\$ 28,275,996	\$ 2,512,321
	<u>2016</u>			<u>2017</u>	
Loans Payable	\$ 33,111,257	\$ 0	\$ 2,386,605	\$ 30,724,652	\$ 2,448,656

Total interest expense was \$756,398 and \$819,525 for the years ended June 30, 2018 and 2017, respectively. Interest was expensed to operations for both years.

NOTE 7 PENSION:

General Information about the Pension Plan:

Plan Description - All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (the Plan), administered by the California Public Employees' Retirement System (CalPERS). The Plan's benefit provisions are

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

General Information about the Pension Plan (Continued):

Plan Description (Continued) - established by statute. The Plan is included as a pension trust fund in the CalPERS Comprehensive Annual Financial Report, which is available online at [www.calpers.ca.gov](http://www.calpers.ca.gov).

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

Benefits Provided - The Plan provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Classic members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. PEPRA Miscellaneous members with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The death benefit is one of the following: the Basic Death Benefit, the Optional Settlement 2W Death Benefit, or the 1959 Survivor Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees’ Retirement Law.

The Plan’s provisions and benefits in effect at June 30, 2018 and 2017, are summarized as follows:

	Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2.7% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50	52 - 67
Monthly benefits, as a % of eligible compensation	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	8%	6.50%
Required employer contribution rates	12.293% as of June 30, 2018 and 12.252% as of June 30, 2017	7.045% as of June 30, 2018 and 7.066% as of June 30, 2017

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

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

The Tahoe-Truckee Sanitation Agency's contributions to the risk pool in the Plan for the years ended June 30, 2018 and 2017, were as follows:

	<u>Miscellaneous Plan</u>	
	<u>2018</u>	<u>2017</u>
Miscellaneous Risk Pool	<u>\$ 1,197,164</u>	<u>\$ 1,081,422</u>

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions - As of June 30, 2018 and 2017, the Agency reported net pension liability of \$15,830,320 and \$13,722,519, respectively, for its proportionate share of the net pension liability. The Agency's net pension liability for each risk pool is measured as the proportionate share of each risk pool's net pension liability. GASB 68 indicates that to the extent different contribution rates are assessed based on separate relationships that constitute the collective net pension liability, the determination of the employer's proportionate share of the collective net pension liability should be made in a manner that reflects those relationships. The allocation method used by CalPERS to determine each employer's proportionate share reflects those relationships through the employer rate plans they sponsor within the respective risk pools. An actuarial measurement of the employer's rate plan liability and asset-related information are used where available, and proportional allocations of individual employer rate plan amounts as of the valuation date are used where not available.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued):

The Agency's proportionate share of the net pension liability as of June 30, 2016, the valuation date, was calculated as follows:

In determining an employer's proportionate share, the employer rate plans included in the Plan were assigned to either the Miscellaneous or Safety risk pool. Estimates of the total pension liability and the fiduciary net position were first determined for the individual rate plans and each risk pool as of the valuation dates June 30, 2016 and June 30, 2015. Each employer rate plan's fiduciary net position was subtracted from its total pension liability to obtain its net pension liability as of the valuation date. The Agency's proportionate share percentage for each risk pool at the valuation date was calculated by dividing the Tahoe-Truckee Sanitation Agency's net pension liability for each of its employer rate plans within each risk pool by the net pension liability of the respective risk pool as of the valuation date.

The Agency's proportionate share of the net pension liability as of June 30, 2017, the measurement date, was calculated as follows:

Each risk pool's total pension liability was computed at the measurement dates June 30, 2017 and June 30, 2016, by applying standard actuarial roll-forward methods to the total pension liability amounts as of the valuation date. The fiduciary net position for each risk pool at the measurement date was determined by CalPERS' Financial Office. The net pension liability for each risk pool at June 30, 2017, was computed by subtracting the respective risk pool's fiduciary net position from its total pension liability.

The individual employer rate plan's proportionate share percentage of the total pension liability and fiduciary net position as of June 30, 2017, was calculated by applying the Agency's proportionate share percentages as of the valuation date (described above) to the respective risk pool's total pension liability and fiduciary net position as of June 30, 2017, to obtain each employer rate plan's total pension liability and fiduciary net position as of June 30, 2017. The fiduciary net position was then subtracted from the total pension liability to obtain the net pension liability as of the measurement date.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued):

The Agency's proportionate share of the net pension liability for each risk pool as of the measurement date June 30, 2017, was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2016 (Valuation Date)	0.395020%
Proportion - June 30, 2017 (Measurement Date)	<u>0.401576%</u>
Change - Increase	<u>0.006556%</u>

The Agency's proportionate share of the net pension liability for each risk pool as of the measurement date June 30, 2016, was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2015 (Valuation Date)	0.389216%
Proportion - June 30, 2016 (Measurement Date)	<u>0.395020%</u>
Change - Increase	<u>0.005804%</u>

The Agency recognized pension expense of \$2,255,495 and \$663,108 at June 30, 2018 and 2017, respectively. Pension expense is comprised of various elements including service cost, interest, changes in benefit terms, investment experience, and the amortization of deferred outflows and inflows of resources, which are all factors used by the actuaries in the calculation of the net pension liability.

At June 30, 2018, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Pension Contributions Subsequent to Measurement Date	\$ 1,197,164	\$
Changes of Assumptions	2,277,547	
Differences between Expected and Actual Experiences		( 264,324)
Differences between Actual and Required Contributions		( 925,863)
Adjustment due to Differences in Proportions	552,923	
Net Difference between Projected and Actual Earnings on Pension Plan Investments	<u>297,438</u>	
Total	<u>\$ 4,325,072</u>	<u>(\$ 1,190,187)</u>

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued):

It should be noted that a deferred outflow of \$1,197,164 was recognized as pension expense related to contributions subsequent to the measurement date, but the entire amount will be recognized as a reduction of the net pension liability in the year ending June 30, 2019. Other amounts (i.e. amounts other than contributions subsequent to the measurement date) reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Date Fiscal Year Ending June 30:	Deferred Outflow/(Inflows) of Resources
2018	\$ 301,304
2019	1,141,166
2020	806,659
2021	( 311,408)
Total	<u>\$ 1,937,721</u>

At June 30, 2017, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Contributions Subsequent to Measurement Date	\$ 1,081,422	\$
Changes of Assumptions		( 295,656)
Differences between Expected and Actual Experiences	21,151	
Differences between Actual and Required Contributions		( 1,046,827)
Adjustment due to Differences in Proportions	627,339	
Net Difference between Projected and Actual Earnings on Pension Plan Investments	<u>1,697,985</u>	
Total	<u>\$ 3,427,897</u>	<u>(\$ 1,342,483)</u>

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Actuarial Assumptions – For the measurement period ended June 30, 2017 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2016 total pension liability determined in the June 30, 2016 actuarial accounting valuation. The June 30, 2017 and June 30, 2016 total pension liability was determined using the following actuarial methods and assumptions:

	<u>Miscellaneous</u>
Valuation Date (VD)	June 30, 2016 and 2015
Measurement Date (MD)	June 30, 2017 and 2016
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	7.15% as of June 30, 2016 Valuation Date and 7.65% as of June 30, 2015 Valuation Date
Inflation	2.75%
Payroll Growth	3.00%
Projected Salary Increase (1)	Varies By Age and Length of Service
Investment Rate of Return (2)	7.50%
Mortality Rate Table (3)	Derived using CalPERS' Membership Data
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

(1) Depending on age, service and type of employment.

(2) Net of pension plan investment and Administrative expenses; including inflation.

(3) The probabilities of mortality are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011. Pre-retirement and Post-retirement mortality rates include 20 years of projected mortality improvement using Scale BB published by the Society of Actuaries.

Changes of Assumptions – The discount rate changed during the measurement period June 30, 2017. Deferred inflows of resources for changes of assumptions presented in the financial statements represent the unamortized portion of the changes of assumptions related to prior measurement periods.

Discount Rate - The discount rate used to measure the total pension liability were 7.15% and 7.65% for the measurement periods June 30, 2017 and June 30, 2016, respectively. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested employer rate plans within the Plan that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested employer rate plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The stress test results are presented in a detailed report, *GASB Statements 67 and 68 Crossover Testing Report for Measurement Date June 30, 2017 based on June 30, 2016 Valuations*, that can be obtained from the CalPERS website.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Discount Rate (Continued):

According to Paragraph 30 of GASB 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. For the CalPERS Plan, the 7.15% investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 0 basis points. An investment return excluding administrative expenses would have been 7.50%. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

In the December 2016 and April 2017 meetings, the Board voted to lower the funding discount rates used for the PERF. In making its decision, the Board reviewed recommendations from CalPERS team members, external pension and investment consultants, and input from employer and employee stakeholder groups. A lowered funding discount rate for the PERF will be phased in over a three-year period beginning July 1, 2018 for public agencies and school districts.

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

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 11 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for the Plan. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Discount Rate (Continued):

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	June 30, 2018		
	New Strategic Allocation	Real Return Years 1 – 10 (a)	Real Return Years 11+ (b)
	Global Equity	47.00%	4.90%
Global Fixed Income	19.00%	0.80%	2.27%
Inflation Sensitive	6.00%	0.60%	1.39%
Private Equity	12.00%	6.60%	6.63%
Real Estate	11.00%	2.80%	5.21%
Infrastructure and Forestland	3.00%	3.90%	5.36%
Liquidity	2.00%	( 0.40%)	( 0.90%)
Total	100.00%		

Asset Class	June 30, 2017		
	New Strategic Allocation	Real Return Years 1 – 10 (a)	Real Return Years 11+ (b)
	Global Equity	51.00%	5.25%
Global Fixed Income	20.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure and Forestland	2.00%	4.50%	5.09%
Liquidity	1.00%	( 0.55%)	( 1.05%)
Total	100.00%		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 7 PENSION (Continued):

Sensitivity of the Agency's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:

The following presents the Agency's proportionate share of the net pension liability of the risk pool as of the measurement date, calculated using the discount rate, as well as what the Agency's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

At June 30, 2018, the discount rate comparison was the following:

	Discount Rate - 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate + 1% (8.15%)
Plan's Net Pension Liability/(Asset)	\$ 23,770,910	\$ 15,830,320	\$ 9,253,784

At June 30, 2017, the discount rate comparison was the following:

	Discount Rate - 1% (6.65%)	Current Discount Rate (7.65%)	Discount Rate + 1% (8.65%)
Plan's Net Pension Liability/(Asset)	\$ 20,771,653	\$ 13,722,519	\$ 7,896,761

NOTE 8 OTHER POST-EMPLOYMENT BENEFITS (OPEB):

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

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 8 OTHER POST-EMPLOYMENT BENEFITS PLAN (Continued):

Benefits Provided - The plan provides post-retirement healthcare benefits to all employees and directors who retire from the Agency on or after attaining age 50 with at least 5 years of service.

Employees Covered - As of the measurement date June 30, 2017, the following current and former employees were covered by the benefit terms under the Plan:

Participating Active employees	48
Inactive employees or beneficiaries currently receiving benefits	48
Inactive employees entitled to, but not yet receiving benefits*	_____
	<u>96</u>

\* Information was not provided about any terminated, vested employees

Contributions - The annual contribution is made on an ad-hoc basis, but in an amount sufficient to fully fund the obligation over the period not to exceed 30 years. For the fiscal year ended June 30, 2018 and 2017, the Agency's contributions were \$582,760 and \$552,462, respectively.

Net OPEB Liability - The Agency's net OPEB liability was measured as of June 30, 2017; the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date based on the following actuarial methods and assumptions:

<u>Actuarial Assumptions:</u>	
Valuation Date (VD)	June 30, 2017
Measurement Date (MD)	June 30, 2017
Actuarial Cost Method	Entry Age
Discount Rate	7.00%
Inflation	2.75%
Trend	4.00%
Payroll Growth	2.75%
Investment Rate of Return (1)	7.00%
Mortality Rate Table (2)	2014 CalPERS Active and Retiree Mortality for Miscellaneous Employees
Pre-Retirement Turnover	2009 CalPERS' Turnover for Miscellaneous Employees
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

(1) Net of expenses; Based on long-term return on plan assets assuming 100% funding through CERBT.

(2) Based on the 2014 CalPERS Active Mortality for Miscellaneous Employees.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 8 OTHER POST-EMPLOYMENT BENEFITS PLAN (Continued):

Net OPEB Liability (Continued):

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

<u>Asset Class</u>	<u>Percentage of Portfolio</u>	<u>Assumed Gross Return</u>
US Large Cap	43.00%	7.7950%
US Small Cap	23.00%	7.7950%
Long-Term Corporate Bonds	12.00%	5.2950%
Long-term Government Bonds	6.00%	4.5000%
Treasury Inflation Protected Securities (TIPS)	5.00%	7.7950%
US Real Estate	8.00%	7.7950%
All Commodities	3.00%	7.7950%
	100.00%	

Discount Rate - The discount rate used to measure the total OPEB liability was 7.00%. The discount rate is based on assumed long-term expected rate of return on plan assets assuming 100% funding through CERBT. The long-term expected rate of return on plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, historic 30-year real rates were used for each asset class, along with assumed long-term inflation assumptions. The expected investment returns were offset by investment expenses of 25 basis points.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 8 OTHER POST-EMPLOYMENT BENEFITS PLAN (Continued):

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

	Increase (Decrease)		
	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (c) = (a) - (b)
Roll-back Balance at June 30, 2016	\$ 10,222,004	\$ 8,821,253	\$ 1,400,751
Changes recognized for the measurement period:			
Service Cost	\$ 149,069	\$	\$ 149,069
Interest on TOL	701,278		701,278
Changes of assumptions			
Employer Contributions		552,462	( 552,462)
Actual investment income		935,429	( 935,429)
Benefit payments	( 552,462)	( 552,462)	
Administrative expense		( 7,845)	7,845
Net Changes	\$ 297,885	\$ 927,584	(\$ 629,699)
Balance at June 30, 2017	\$ 10,519,889	\$ 9,748,837	\$ 771,052

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate - The following presents the net OPEB liability of the Agency if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2017:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net OPEB Liability	\$ 2,059,980	\$ 771,052	(\$ 301,686)

Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates - The following presents the net OPEB liability of the Agency if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2017:

	Current Healthcare Cost		
	1% Decrease	Trend Rates	1% Increase
Net OPEB Liability	(\$ 328,566)	\$ 771,052	\$ 2,061,823

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 8 OTHER POST-EMPLOYMENT BENEFITS PLAN (Continued):

OPEB Plan Fiduciary Net Position - Detailed information about the OPEB plan's fiduciary net position is available in the separately issued plan financial report issued by CalPERS and located on its website.

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB - For the fiscal year June 30, 2018, the Agency recognized OPEB expense of \$77,237. OPEB expense is comprised of various elements including service cost, interest on total OPEB liability, changes in benefit terms, recognized actuarial gains and losses, investment income, recognized investment gains and losses, and administrative expense, which are all factors used by the actuaries in the calculation of the net pension liability.

As of fiscal year ended June 30, 2018, the Agency reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u>                    </u>	<u>                    </u>
OPEB contributions subsequent to measurement date	\$ 582,760	\$
Total	<u>\$ 582,760</u>	<u>\$</u>

It should be noted that the \$582,760 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2017 measurement date was recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2018.

NOTE 9 PROPERTY TAXES:

The Agency has a gross assessed valuation of \$18.009 billion and \$16.990 billion for the fiscal years ended June 30, 2018 and 2017, respectively. The tax rate for the administration expenses of the Agency was computed by the counties under Proposition 13. The tax rates assessed were within legal limits as allowed by law.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 10 RISK MANAGEMENT:

The Agency is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In order to protect itself from the above risks, the Agency participates in the CSRMA, a public entity risk pool currently operating as a common risk management and loss prevention program for 62 member sanitation districts. The Agency pays an annual premium to CSRMA for its general insurance coverage. The CSRMA purchases excess insurance (\$15,500,000 in 2018 and 2017) to reduce its exposure to large losses on the self-insured program. Members can be assessed a supplemental assessment if funds are insufficient to pay losses. The Agency continues to carry commercial insurance for all other risks of loss, including employee health and accident insurance.

NOTE 11 RELATED PARTY TRANSACTIONS:

Because the Agency has entered into a joint powers agreement with others to form a separate entity to provide insurance coverage, the Agency has related party transactions with this entity. During the year ended June 30, 2018, the Agency paid CSRMA \$153,837 for insurance coverage and received \$16,636 in dividends. During the year ended June 30, 2017, the Agency paid CSRMA \$170,801 for insurance coverage and received \$15,327 in dividends. There were no payments of claims which fell under the \$25,000 deductible during the years ended June 30, 2018, and 2017.

NOTE 12 PROPOSITION 218:

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

NOTE 13 COMMITMENTS AND CONTINGENCIES:

The Agency has entered into construction and consulting commitments totaling \$3,761,615 and \$3,167,758 for fiscal years ended June 30, 2018 and 2017, respectively. As of June 30, 2018, the amount earned on the contracts was \$427,861 with a remaining balance of \$3,333,754. As of June 30, 2017, the amount earned on the contracts was \$194,834 with a remaining balance of \$2,972,924.

Tahoe-Truckee Sanitation Agency

NOTES TO FINANCIAL STATEMENTS

June 30, 2018 and 2017

NOTE 14 CHANGE IN ACCOUNTING PRINCIPLE:

During the year ended June 30, 2018, the Agency adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This Statement required the Agency to report a net OPEB liability for the difference between the present value of projected pension benefits for past service and restricted resources held in trust for the payment of benefits. This Statement also required contributions made after the June 30, 2017 measurement date used in the actuarial valuation for the OPEB plan to be reported as deferred outflows of resources. Due to the implementation of these statements, an OPEB liability of \$771,052, and deferred outflows of resources of \$582,760 were recorded as of June 30, 2018; total net position as of July 1, 2017 was restated compared to the amounts reported in the June 30, 2017 financial statements, resulting in a decrease in net position of \$265,529.

NOTE 15 PRIOR PERIOD ADJUSTMENTS:

The District recorded the following prior period adjustments for fiscal year ended 2018 in order to implement GASB Statement 75:

Beginning Net Position, as previously reported	\$ 93,468,576
Prior Period Adjustments:	
To adjust Total OPEB Liability due to implementation of GASB 75	( 265,529)
Beginning Net Position, as Restated	<u>\$ 93,203,047</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

Tahoe-Truckee Sanitation Agency

SCHEDULE OF OPEB CONTRIBUTIONS

As of June 30, 2018

LAST TEN YEARS\*

	Fiscal Year 2018
<u>Schedule of Pension Plan Contributions:</u>	
Actuarially Determined Contributions (ADC)	\$
Contributions in relation to the ADC	( 582,760)
Contribution deficiency (excess)	(\$ 582,760)
Covered-employee payroll	\$ 4,670,923
Contributions as a percentage of covered payroll	12.48%

Notes to Schedule:

\* Fiscal Year 2018 was the first year of implementation, therefore only one year is shown.

Tahoe-Truckee Sanitation Agency

SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY

As of June 30, 2018

LAST TEN YEARS\*

	Measurement Date June 30, 2017
<b>Total OPEB Liability</b>	
Service Cost	\$ 149,069
Interest on Total OPEB Liability	701,278
Benefit payments	( 552,462)
Net Change in Total OPEB Liability	\$ 297,885
Total OPEB Liability- Beginning	10,222,004
Total OPEB Liability - Ending (a)	<u>\$ 10,519,889</u>
<b>Plan Fiduciary Net Position</b>	
Employer Contributions	\$ 552,462
Actual investment income	935,429
Benefit payments	( 552,462)
Administrative expense	( 7,845)
Net Change in Plan Fiduciary Net Position	<u>\$ 927,584</u>
Plan Fiduciary Net Position - Beginning	8,821,253
Plan Fiduciary Net Position - Ending (b)	<u>\$ 9,748,837</u>
Net OPEB Liability - Ending (a) - (b)	<u>\$ 771,052</u>
Plan fiduciary net position as a percentage of the total OPEB liability	92.67%
Covered-employee payroll	\$ 4,483,071
Net OPEB liability as a percentage of covered-employee payroll	17.20%

Notes to Schedule:

\*Fiscal Year 2018 was the first year of implementation, therefore only one year is shown.

Tahoe-Truckee Sanitation Agency

SCHEDULE OF THE AGENCY'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY

As of June 30, 2018

LAST TEN YEARS\*

	Measurement Date June 30, 2017	Measurement Date June 30, 2016	Measurement Date June 30, 2015	Measurement Date June 30, 2014
Plan's Proportion of the Net Pension Liability/(Asset)	0.159624%	0.158585%	0.155568%	0.129553%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 15,830,320	\$ 13,722,519	\$ 10,678,017	\$ 8,171,772
Plan's Covered Payroll	\$ 4,670,923	\$ 4,483,071	\$ 4,318,577	\$ 4,378,738
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	338.91%	306.10%	247.26%	186.62%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Agency's Total Pension Liability	72.58%	73.79%	78.53%	83.26%

Notes to Schedule:

Change of benefit terms – In 2018, there were no changes to the benefit terms.

Changes in assumptions – In 2018, the discount rate changed from 7.65% as of June 30, 2016 measurement date and to 7.15% as of June 30, 2017 measurement date. In 2017, there were no changes to the benefit terms. In 2016, the discount rate changed from 7.50% (net of administrative expenses in 2014) to 7.65% as of June 30, 2015 measurement date to correct adjustments which previously reduced the discount rate for administrative expenses. There were no changes in assumptions during the measurement period ended June 30, 2014.

\*Fiscal Year 2015 was the first year of implementation, therefore only four years are shown.

Tahoe-Truckee Sanitation Agency

SCHEDULE OF THE AGENCY'S PENSION PLAN CONTRIBUTIONS

As of June 30, 2018

LAST TEN YEARS\*

<u>Schedule of Pension Plan Contributions:</u>	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Contractually required Contribution (actuarially determined)	\$ 1,197,164	\$ 1,081,422	\$ 1,081,422	\$ 758,609
Actual Contributions During the Measurement Period	( 1,197,164)	( 1,081,422)	( 1,081,422)	( 758,609)
Contribution deficiency (excess)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Covered payroll	\$ 4,670,923	\$ 4,483,071	\$ 4,318,577	\$ 4,378,738
Contributions as a percentage of covered payroll	25.63%	24.12%	25.04%	17.32%
Contribution Valuation Date	June 30, 2015	June 30, 2014	June 30, 2013	June 30, 2012

\*Fiscal Year 2015 was the first year of implementation, therefore only four years are shown.

**SUPPLEMENTARY INFORMATION**

## COMPARISON OF BUDGET TO ACTUAL

For the Fiscal Year Ended June 30, 2018

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Positive (Negative) Variance With Budget
<u>Revenues:</u>				
Service and Other Charges	\$ 12,600,000	\$ 12,600,000	\$ 12,543,300	(\$ 56,700)
Property and In Lieu Taxes	<u>1,700,000</u>	<u>1,700,000</u>	<u>3,458,387</u>	<u>1,758,387</u>
	<u>\$ 14,300,000</u>	<u>\$ 14,300,000</u>	<u>\$ 16,001,687</u>	<u>\$ 1,701,687</u>
<u>Expenses:</u>				
Operations and Maintenance	\$ 12,695,000	\$ 12,695,000	\$ 11,694,006	\$ 1,000,994
Administrative and General	<u>1,605,000</u>	<u>1,605,000</u>	<u>1,659,139</u>	<u>(54,139)</u>
	<u>\$ 14,300,000</u>	<u>\$ 14,300,000</u>	<u>\$ 13,353,145</u>	<u>\$ 946,855</u>
Transfers from Rehab Reserve	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Total Positive Variance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,648,542</u>	<u>\$ 2,648,542</u>

NOTE: Budget versus actual schedule includes only budgeted items.

COMPARISON OF BUDGET APPROPRIATIONS TO ACTUAL EXPENDITURES

For the Fiscal Year Ended June 30, 2018

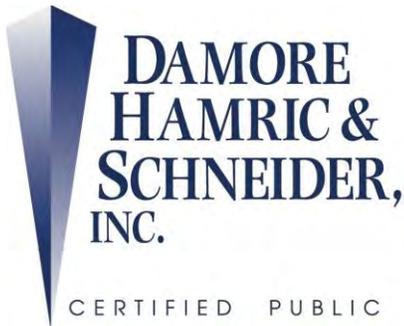
	OPERATIONS AND MAINTENANCE			ADMINISTRATIVE AND GENERAL			TOTALS		
	Budgeted Appropriations	Actual Expenditures	Positive/ (Negative) Variances	Budgeted Appropriations	Actual Expenditures	Positive/ (Negative) Variances	Budgeted Appropriations	Actual Expenditures	Positive/ (Negative) Variances
<b>Budgeted Operating Expense:</b>									
Salaries and Wages	\$ 5,561,500	\$ 4,538,500	\$ 1,023,000	\$ 500,000	\$ 505,809	(\$ 5,809)	\$ 6,061,500	\$ 5,044,309	\$ 1,017,191
Employee Benefits	3,485,000	3,929,303	( 444,303)	354,000	405,555	( 51,555)	3,839,000	4,334,858	( 495,858)
Directors' Fees				12,000	5,200	6,800	12,000	5,200	6,800
Transportation Expense									
- Gas and Oil	15,000	13,342	1,658	4,000	3,103	897	19,000	16,445	2,555
Insurance				110,000	63,254	46,746	110,000	63,254	46,746
Memberships	14,500	13,423	1,077	25,000	24,138	862	39,500	37,561	1,939
Office Expense				75,000	70,891	4,109	75,000	70,891	4,109
Fees, Licenses and Permits		486	( 486)	150,000	139,193	10,807	150,000	139,679	10,321
Operating Supplies	1,295,000	1,041,150	253,850				1,295,000	1,041,150	253,850
Contractual Services	567,000	598,057	( 31,057)	75,000	49,497	25,503	642,000	647,554	( 5,554)
Professional Services				250,000	340,513	( 90,513)	250,000	340,513	( 90,513)
Printing and Publications				15,000	21,972	( 6,972)	15,000	21,972	( 6,972)
Rents and Leases	22,000	12,309	9,691	5,000	5,428	( 428)	27,000	17,737	9,263
Repairs and Maintenance	261,000	320,900	( 59,900)	1,000	19	981	262,000	320,919	( 58,919)
Research and Monitoring	80,000	82,586	( 2,586)				80,000	82,586	( 2,586)
Training	46,000	50,920	( 4,920)	5,000	7,780	( 2,780)	51,000	58,700	( 7,700)
Uncollectible Accounts				5,000	6,618	( 1,618)	5,000	6,618	( 1,618)
Utilities	1,273,000	979,914	293,086	12,000	10,169	1,831	1,285,000	990,083	294,917
Equipment		4,933	( 4,933)	7,000		7,000	7,000	4,933	2,067
Instrumentation and Electrical	75,000	108,183	( 33,183)				75,000	108,183	( 33,183)
Totals	<u>\$ 12,695,000</u>	<u>\$ 11,694,006</u>	<u>\$ 1,000,994</u>	<u>\$ 1,605,000</u>	<u>\$ 1,659,139</u>	<u>(\$ 54,139)</u>	<u>\$ 14,300,000</u>	<u>\$ 13,353,145</u>	<u>\$ 946,855</u>



*Tahoe-Truckee Sanitation Agency*

**Independent Accountant's Report on Agreed-Upon  
Procedures Applied to Appropriations Limit Schedules**

For the Fiscal Year Ended June 30, 2018



Board of Directors  
Tahoe-Truckee Sanitation Agency  
Truckee, California

**INDEPENDENT ACCOUNTANT’S REPORT ON AGREED-UPON PROCEDURES  
APPLIED TO APPROPRIATIONS LIMIT SCHEDULES**

We have performed the procedures enumerated below, which were agreed to by Tahoe-Truckee Sanitation Agency’s management on the accompanying Appropriations Limit Schedule No. 6 of Tahoe-Truckee Sanitation Agency for the fiscal year ended June 30, 2018. Tahoe-Truckee Sanitation Agency’s management is responsible for the accompanying Appropriations Limit Schedule No. 6. The sufficiency of these procedures is solely the responsibility of Tahoe-Truckee Sanitation Agency’s management. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. We obtained the completed Schedules No. 1 through No. 7 and compared the limit and annual adjustment factors included in those schedules to the limit and annual adjustment factors that were adopted by resolution of the Board of Directors. We also compared the population and inflation options included in the aforementioned schedules to those that were selected by a recorded vote of the Board of Directors.

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

2. For the accompanying Appropriations Limit Schedule No. 6, we added line A, last year’s limit, to line E, total adjustments, and compared the resulting amount to line F, this year’s limit.

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

3. We compared the current year information presented in the accompanying Appropriations Limit Schedule No. 6 to the other schedules described in No. 1 above.

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

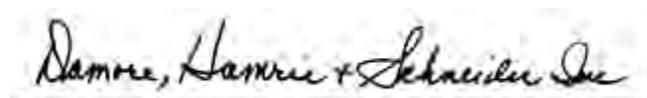
4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit Schedule No. 6 to the prior year appropriations limit adopted by the Board of Directors.

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

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accompanying Appropriations Limit Schedule No. 6. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

No procedures have been performed with respect to the determination of the appropriation limit for the base year.

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



DAMORE, HAMRIC & SCHNEIDER, INC.  
Certified Public Accountants

Sacramento, CA

December 5, 2018

USER FEES VERSUS COSTS  
 (Based on Budget)  
 Fiscal Year Ended June 30, 2018

	<u>Sewer Treatment</u>
A. Costs Reasonably Borne	<u>\$ 12,600,000</u>
B. Fees:	
1. Service Charges - Residential	\$ 9,700,000
2. Service Charges - Commercial	2,900,000
3. Other	<u>                    </u>
Fee Revenue	<u>\$ 12,600,000</u>
C. Amount Fee Exceeds Cost	<u>\$                    </u>
D. Amount of Fee Revenue Less Than Cost	<u>\$                    </u>
E. Use the results to complete Schedule 2	

CALCULATION OF PROCEEDS OF TAXES  
(Based on Budget)  
Fiscal Year Ended June 30, 2018

Funds Included:  
Administration, General Operations and Maintenance

	Proceeds of Taxes	Non-Proceeds of Taxes	Total
Revenue:			
Property Taxes	\$ 1,700,000	\$	\$ 1,700,000
User Fees (From Schedule 1)		12,600,000	12,600,000
Sub-Total (To Schedule 3)	\$ 1,700,000	\$ 12,600,000	\$ 14,300,000
Interest Earnings: (From Schedule 3)			
Total Revenue: (To Schedule 4)	\$ 1,700,000	\$ 12,600,000	\$ 14,300,000
Reserve Withdrawals: (Including Appropriated Fund Balance)			
Total of These Funds	\$ 1,700,000	\$ 12,600,000	\$ 14,300,000
Grand Total Budget	\$ 1,700,000	\$ 12,600,000	\$ 14,300,000

INTEREST EARNINGS PRODUCED BY TAXES  
(Based on Budget)  
Fiscal Year Ended June 30, 2018

	<u>Amount</u>	<u>Source</u>
A. Non-Interest Tax Proceeds	\$ 1,700,000	(Schedule 2)
B. Minus Exclusions	_____	(Schedule 7)
C. Net Invested Taxes	\$ 1,700,000	(A-B)
D. Total Non-Interest Budget	\$ 12,600,000	(Schedule 2)
E. Tax Proceeds as Percent of Budget	13.49%	(C/D)
F. Interest Earnings		Budget
G. Amount of Interest Earned from Taxes	\$ -	(E*F)
H. Amount of Interest Earned from Non-Taxes	\$ -	(F-G)
I. Take the results of Steps G and H Copy to Schedule 2	\$ -	

APPROPRIATIONS SUBJECT TO LIMITATION  
 (Based on Budget)  
 Fiscal Year Ended June 30, 2018

	<u>Amount</u>	<u>Source</u>
A. Proceeds of Taxes	\$ 1,700,000	(Schedule 2)
B. Exclusions	_____	(Schedule 7)
C. Appropriations Subject to Limitation	\$ 1,700,000	(A-B)
D. Current Year Limit	<u>\$ 3,068,587</u>	(Schedule 6)
E. Over/(Under) Limit	<u>(\$ 1,368,587)</u>	(C-D)

APPROPRIATIONS LIMIT

Fiscal Year Ended June 30, 2018

	City Population Increase	County Population Increase
	<u>                    </u>	<u>                    </u>
2017-2018:		
Nevada County	0.79%	
Placer County	0.57%	
El Dorado County	0.45%	

Computation:

Nevada Co.	1.0369	*	1.0079	=	1.0451
Placer Co.	1.0369	*	1.0057	=	1.0428
El Dorado Co.	1.0369	*	1.0045	=	1.0416

Nevada Co. Assessed Valuation	5,461,460,474
Placer Co. Assessed Valuation	10,345,616,650
El Dorado Co. Assessed Valuation	<u>984,410,366</u>
Total Assessed Valuation	<u>\$ 16,791,487,490</u>

Calculation of allowable increase:

$$\frac{[(1.0451 * 5461460474) + (1.0428 * 10345616650) + (1.0416 * 984410366)]}{16,791,487,490} = 1.0435$$

Population Increase:

$$\frac{\text{Total Adjustment}}{\text{Inflation Adjustment}} = \frac{1.0435}{1.0369} = 1.0063$$

(To Schedule 6)

## APPROPRIATIONS LIMIT

Fiscal Year Ended June 30, 2018

		<u>Amount</u>	<u>Source</u>
A.	Last Year's Limit	\$ 2,940,668	(Prior Year)
B.	Adjustment Factors:		
	1. Population	1.0063	(Schedule 5)
	2. Inflation %	1.0369	(State Finance or Assessor)
	Total Adjustment %	1.0435	(B1*B2)
C.	Annual Adjustment	\$ 127,919	[(B*A) – A]
D.	Other Adjustments		
	Lost Responsibility (-)		
	Transfer to private (-)		
	Transfer to fees (-)		
	Assumed Responsibility (+)		
	Rounding (+)		
	Sub-Total		
E.	Total Adjustments	<u>\$ 127,919</u>	(C+D)
F.	This Year's Limit	<u>\$ 3,068,587</u>	(A+E)

EXCLUDED APPROPRIATIONS  
(Based on Budget)  
Fiscal Year Ended June 30, 2018

<u>Category:</u>	<u>Amount</u>
Qualified Capital Outlays	
Transfer to Reserve	<u>\$          0</u>
Total Excludable	<u><u>\$          0</u></u>
(Copy to Schedules 3 and 4)	<u><u>\$          0</u></u>



Board of Directors  
Tahoe-Truckee Sanitation Agency  
Truckee, California

We have audited the financial statements of the business-type activities of Tahoe-Truckee Sanitation Agency for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 30, 2018. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tahoe-Truckee Sanitation Agency are described in Note 1 to the financial statements. As described in Note 1S to the financial statements, the Agency changed accounting policies related to other postemployment benefits reporting and disclosure by adopting Statement of Governmental Accounting Standards (GASB) *No. 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in the fiscal year ended June 30, 2018. Accordingly, the cumulative effect of this accounting change as of the beginning of the year is reported in the financial statements. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Agency's financial statements were:

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

Management's estimate of Other Post Employment Benefit and Pension liabilities are based on actuarial studies and assumptions about future events. We evaluated the key factors and assumptions used to develop the Other Post Employment Benefit and Pension liabilities in determining that they are reasonable in relation to the financial statements taken as a whole.

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

The disclosures of Other Post Employment Benefit and Pension liabilities presented in Notes 7 and 8 to the financial statements and under the Required Supplementary Information section. The disclosures are based on actuarial studies and assumptions about future events that could vary significantly from actual amounts incurred in the future.

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

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. All material misstatements detected as a result of audit procedures were corrected by management. The last page that accompanies this letter summarizes the adjusting journal entries.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 5, 2018.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Agency’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Internal Control Communications*

We considered Tahoe-Truckee Sanitation Agency’s internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency’s internal control. However, during our audit we became aware of a few matters that are opportunities for strengthening internal controls and operating efficiency. The Management Letter Memorandum that accompanies this letter summarizes the resolution of the matters.

### *Other Matters*

We applied certain limited procedures to the management’s discussion and analysis on pages 5 through 8 and the required supplementary information related to the pension and post-employment healthcare plans on pages 42 through 44 of the financial statements, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying

accounting records used to prepare the financial statements or to the financial statements themselves.

*Restriction on Use*

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

*Damore, Hamric + Schneider Inc*

DAMORE, HAMRIC & SCHNEIDER, INC.

Certified Public Accountants

Sacramento, CA

December 5, 2018

Tahoe-Truckee Sanitation Agency

MANAGEMENT LETTER MEMORANDUM

PAGE 1 OF 2

June 30, 2018

**Depreciation Schedule**

During our review and testing of the depreciation schedule, the following was noted:

- a. Deletions were not identified by assets on the depreciation schedule.
- b. Discrepancies identified in the prior two years were not corrected.

*We recommend* frequent monitoring and agreement of the depreciation schedule balances to the general ledger balances. Further, we recommend independent review of the reconciliation of the schedule to the general ledger to ensure that all adjustments and transactions are properly reflected on the schedule and final balances are in agreement to the general ledger. Finally, we recommend tracking of deletions by assets on the depreciation schedule.

Management's Response – Management acknowledges the errors and will ensure going forward that timely reconciliation of the depreciation schedule to the general ledger balances will be performed and reviewed independently.

**Incorrect Accrual of Compensated Absences**

During our testing of compensated absence accrual, we noted that the ending general ledger balance of the total accrued liability did not agree to the supporting schedule.

*We recommend* independent review of staff-prepared journal entries relating to the accrual of compensated absences to verify accurate recording. The review function should entail verification of the supporting calculation and agreement of the supporting schedule to the general ledger.

Management's Response – Management acknowledges the error and agrees with the recommendation.

**Census Data Testing – Missing Personnel File Documentation**

During our testing of payroll records, it was noted that two of five retirees selected for census data testing were missing certain personnel file documentation. Of the two retirees who were missing personnel file documentation, one did not have a personnel file, while the second was missing a form of identification to validate birth date.

*We recommend* that the employee census data should be verified and personnel files be properly maintained to ensure correspondence to the supporting personnel data.

Tahoe-Truckee Sanitation Agency

MANAGEMENT LETTER MEMORANDUM

PAGE 2 OF 2

June 30, 2018

**Census Data Testing – Missing Personnel File Documentation (Continued):**

Management's Response – Management addressed the fact that the selected employees with the missing supporting documents retired 16 and 19 years ago, and previous management did not properly maintain personnel files. Management plans to convert older personnel files to portable document format (pdf).

Tahoe-Truckee Sanitation Agency  
 ADJUSTING JOURNAL ENTRIES

June 30, 2018

Reference	Type	Date Account Number	Description	Debit	Credit	Net Income Effect
AJE1	Adjusting	06/30/18				
		1-20350	Accounts Payable - Operations	43,848.17		
		1-45190	Utilities		43,848.17	
			To correct the Accounts Payable balance at year-end.			43,848.17
AJE2	Adjusting	06/30/18				
		0-45020	Employee Benefits	33,794.46		
		1-20810	Accrued Liability for Compensat	155,791.28		
		0-20810	Accrued Liability for Compensat		33,794.46	
		1-45020	Employee Benefits		155,791.28	
			To correct compensated absences accrual at year-end.			121,996.82
AJE3	Adjusting Recur Temp	06/30/18				
		0-26010	Retained Earnings - Administrat	1,400,751.00		
		0-24011	OPEB Liability		1,400,751.00	
		0-16811	Deferred OPEB Outflows	552,462.00		
		0-26010	Retained Earnings - Administrat		552,462.00	
		0-16811	Deferred OPEB Outflows	582,760.00		
		0-26010	Retained Earnings - Administrat		582,760.00	
		0-24011	OPEB Liability	552,462.00		
		0-16811	Deferred OPEB Outflows		552,462.00	
		0-24011	OPEB Liability	77,237.00		
		0-45026	OPEB Expense		7,724.00	
		1-45026	OPEB Expense		69,513.00	
			To record adjustments related to the implementation of GASB 75			77,237.00
AJE4	Adjusting	06/30/18				
		0-16810	Deferred Pension Outflows	897,175.00		
		0-24020	Deferred Pension Inflows	152,296.00		
		0-24010	Net Pension Liability		2,107,801.00	
		1-45025	Pension Expense	952,497.00		
		0-45025	Pension Expense	105,833.00		
			To record adjustments related to GASB 68			(1,058,330.00)
		TOTAL		<u>5,506,906.91</u>	<u>5,506,906.91</u>	<u>(815,248.01)</u>



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** V-4  
**Subject:** Approval to receive and file the annual financial audit for fiscal year 2017-2018

---

### **Background**

Damore, Hamric & Schneider, Inc. has completed the Agency annual financial audit for fiscal year 2017-2018. The audit report consists of the management discussion and analysis report, the independent auditor's report and basic financial statements of the Agency.

### **Fiscal Impact**

None.

### **Attachments**

None.

### **Recommendation**

Management and staff recommends approval to receive and file the annual financial audit for fiscal year 2017-2018.

### **Review Tracking**

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

Roshelle Chavez

Administrative Services Manager

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

LaRue Griffin

General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-5  
**Subject:** Approval of Task Order No. 31 with CH2M Hill, Inc. for engineering services associated with the Hotel Avery project

---

### **Background**

At the October 10, 2018 Board meeting, T-TSA entered into an agreement with Gertrude Holdings, LLC for the realignment of the TRI to facilitate the Hotel Avery development near downtown Truckee. In accordance with the agreement, T-TSA will be consulting with CH2M Hill, Inc. for engineering services to perform a variety of tasks throughout all phases of the project.

### **Fiscal Impact**

Costs shall be based on the consultant's salary multiplied by a factor of 2.05 plus direct expenses (with a 5% percent service charge) with a not to exceed limit of \$303,914.

### **Attachments**

Task Order No. 31.

### **Recommendation**

Management and staff recommends approval of Task Order No. 31 with CH2M Hill, Inc. for engineering services associated with the Hotel Avery project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

# Task Order No. 31 to Agreement between Tahoe-Truckee Sanitation Agency and CH2M HILL, Inc.

This TASK ORDER is for the AGREEMENT dated June 14, 1995, including subsequent Amendments dated December 11, 2002, March 25, 2003, January 1, 2009, and January 1, 2014, between Tahoe-Truckee Sanitation Agency (T-TSA or Agency) and CH2M HILL, Inc. (Consultant, Consultant's Project Engineer, Consultant's Construction Manager). The purpose of this TASK ORDER is to provide engineering assistance to the Agency for a Project generally described as follows:

## Hotel Avery Project

The scope of work for this task order, presented below, includes:

- Engineering support during design and bid phases
- Office services during construction
- Construction management and inspection services
- Project management

## Article 1 – Scope of Services

The purpose of the Project is to reroute a section of the Truckee River Interceptor (TRI) around the proposed Hotel Avery site at the intersection of Old Brockway Road and South River Road in Truckee, CA.

The Project is to be designed, including preparation of plans and specifications, by Gertrude Holdings, LLC (GH). T-TSA has requested certain professional services of Consultant as herein described.

### Task 1 – Design and Bid Phases Support

#### Subtask 1.1 – Design Meetings

This task includes meetings at the Agency's office between the Agency, GH, and the Consultant. Consultant's Project Engineer will travel to Truckee for the meetings.

Consultant anticipates attendance at the following meetings during the design phase of the Project:

- Technical Session Meeting No. 1 to Discuss Design Approach
- Technical Session Meeting No. 2 to Discuss Design Approach
- 50% Design Review Workshop
- 90% Design Review Workshop

#### Subtask 1.2 – TRI Realignment Hydraulics

Consultant will evaluate hydraulics of the proposed realignment at the design flow (to be confirmed by T-TSA prior to commencing work) using the TRI hydraulic model. Consultant will review and update the technical memorandum titled *Hydraulic Analysis of TRI – Avery Hotel Site* (August 29, 2008). The primary purpose of this subtask is to confirm the pipe diameter required to offset losses imposed by rerouting the TRI. The budgetary level of effort established for this subtask does not include assessing impacts of developer flows on the TRI, but can be performed if requested and approved by Agency and Consultant.

### **Subtask 1.3 – Design Review**

Senior members of the Consultant’s team will review design and construction methodology. Consultant anticipates the following specific design reviews:

- Bypass pumping plans and designs
- Sewer tie-in plans and designs
- Division 0 front end documents which include bid forms, contract forms and contract conditions prepared by the Agency using their standard documents.
- 50% Plans, Specifications (Division 1 through Division 16), and Cost Estimate
- 90% Plans, Specifications (Division 1 through Division 16), and Cost Estimate
- 100% final, bid-ready Plans, Specifications (Division 1 through 16), and Cost Estimate

### **Subtask 1.4 – Mandatory Pre-Bid Conference and Site Visit**

Consultant’s Project Engineer will attend one pre-bid conference and site walk-through organized by the Agency. Consultant will support the Agency to develop the agenda and content of the pre-bid conference and site visit. Consultant will take notes or make other provision for documenting the results of the pre-bid conference and site visit, record all questions and requests for additional information, and coordinate with the Agency for issuing responses and additional information.

#### **Deliverables**

Support Agency to develop agenda and minutes of Pre-Bid Conference.

### **Subtask 1.5 – Review Technical and Administrative Addenda Items**

Consultant will support Agency response (technical and administrative responses are anticipated to be prepared by GH and T-TSA, respectively) to bidders' technical and administrative questions and requests for additional information, when requested by the Agency. Consultant will furnish technical interpretation of the Bid Documents and will review prepared responses to questions for inclusion in addenda distributed by the Agency. This scope of work assumes up to four addenda will be required.

#### **Deliverables**

Review of up to four addenda to the contract documents for distribution by Agency.

### **Subtask 1.6 – Bid Evaluation**

Consultant will assist Agency with review and evaluation of all bids received, verify status of apparent low bidder’s contractor and subcontractor(s) licenses, DIR registrations, and check references. After reviewing the bids and checking references, Consultant will prepare a recommendation of award and transmit same to the Agency. Agency shall make the final decision on the award of the contract for construction and the acceptance or rejection of all bids.

#### **Deliverables**

Letter recommending award of construction contract.

## **Task 2 – Office Services During Construction**

Provide Office Services During Construction (SDC) in support of Agency during the construction of the Project. As described below, these office SDC will generally include providing the engineering support required to administer the Construction Contract (Contract) between the Agency and the Contractor.

### **Subtask 2.1 – Pre-Construction Conference**

Consultant’s Project Engineer will participate in a preconstruction conference with the Agency and Contractor to review the Project communication, coordination and other procedures; discuss the

Contractor's work plan and requirements for the Contract Documents, plans, and specifications; and discuss the Contractor's schedule.

### **Subtask 2.2 – Shop Drawing, Samples, and Submittals**

**Schedule:** Consultant will review Contractor's proposed construction submittal schedule, which should identify all shop drawings, samples, and submittals required by the Contract Documents, along with anticipated dates for submission.

**Coordination and Tracking:** Coordination services for construction shop drawings, samples, and submittals, including preparation of a tracking system which cross-references submittal status to the Contract Document requirements, shall be performed by the Contractor. Consultant shall establish a separate internal system and set of procedures for managing, tracking status, and storing all submittals transmitted by Contractor.

**Review:** As requested by T-TSA, Consultant shall review significant technical submittals transmitted by the Contractor as part of the Contract Documents requirements. Consultant's review shall be for conformance with the design concept and compliance with the requirements of the Contract Documents. Such review shall not relieve the Contractor from its responsibility for performance in accordance with the Contract Documents, nor is such review a guarantee that the Contractor performed work covered by the shop drawings, samples, or submittals is free of errors, inconsistencies, or omissions.

The budgetary amount established for submittal review assumes the processing of approximately 40 submittals (total includes re-submittals), each requiring an average of about 8 hours of review and processing time.

### **Deliverables**

Consultant will review and process submittals transmitted by the Contractor as part of the Construction Contract Document requirements.

### **Subtask 2.3 – Construction Contract Requests for Information**

Consultant shall review Contractor's requests for information (RFIs) or clarification of technical requirements of the Contract Documents. Consultant shall log and track RFIs received from the Contractor.

The budgetary amount established for RFI review assumes the processing of approximately 10 RFIs, each requiring an average of about 4 hours of review and processing time.

### **Subtask 2.4 – Change Requests**

Consultant will review and evaluate Contractor-requested changes to the contract documents. Consultant will make recommendations to Consultant's Construction Manager and Agency regarding the acceptability of the Contractor's request and, upon approval of Consultant's Construction Manager and Agency, assist with preparing information (technical information to be provided by GH) to negotiate the requested change. Upon agreement and approval, Consultant will prepare final change order documents for issuance by Consultant's Construction Manager.

The budgetary amount established for evaluating these requests assumes three (3) requests with 8 hours of evaluation and processing time per request.

### **Deliverables**

Consultant will prepare change order documents for issuance by Consultant's Construction Manager.

## Task 3 – Construction Management and Inspection Services

Consultant will provide onsite Construction Management (CM) and Inspection Services in support of Agency during the construction phase of the Project. As described below, these services generally include providing a Construction Manager (CM) to monitor the work activities and daily progress of Contractor, verify that the Contractor's work is in compliance with the Contract Documents, as defined in the Contract, and to assist in responding to events that occur during construction.

### Subtask 3.1 – Construction Contract Administration

**Construction Observation and Inspection:** Consultant shall act as the onsite representative of the Agency during the construction phase of the Project, will monitor the progress and quality of the work, and will determine if the work is proceeding in accordance with the Contract Documents. Consultant shall provide a dedicated onsite Construction Manager to administer the Construction Contract, to conduct daily onsite inspections and observations to determine if the work conforms to the Contract Documents, and to confirm that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved. Consultant at all times shall advise the Agency of potential construction work that will not function as anticipated and may require re-work.

Consultant shall observe the construction of the work, including but not limited to Contractor mobilization and demobilization activities, bypass pumping and piping operations, pipeline and manhole construction, material quality control checks, environmental controls monitoring, temporary traffic control monitoring, temporary sediment and erosion control mitigation measures, field testing and other quality control measures, and compliance with the plans and specifications for the Project. Consultant's CM services shall be performed to assist Agency to be in compliance with the latest RWQCB Best Management Practices, other applicable standards, and applicable laws.

Consultant's CM shall have authority to order minor changes in the work not involving an adjustment in the Contract sum or an extension of the Contract time, which are not inconsistent with the intent of the Contract Documents.

**Review of Contractor's Work:** Consultant shall keep the Agency informed of the progress and quality of the work and shall inform the Agency of defects and deficiencies in the work of the Contractor. Should Consultant discover or believe that any work by the Contractor is not in accordance with the Contract Documents, or is otherwise defective or not conforming to requirements of the Contract Documents or applicable rules, regulations, or environmental permits, Consultant will notify the Contractor and the Agency in writing. Consultant's CM will also issue written correction notices to Contractor for safety violations, traffic control, bypass pumping, erosion control, public convenience matters, and other matters not in conformance with the Contract Documents. Consultant will monitor Contractor's corrective actions and advise the Agency as to the acceptability of the corrective actions.

**Construction Coordination Meetings:** Consultant's CM shall conduct weekly construction coordination meetings with Contractor and Agency. Consultant's CM will prepare an agenda, prepare meeting summaries and distribute copies of the meeting summaries to the Agency and Contractor.

**Substitution Requests & Contract Change Orders:** Consultant shall review Contractor requested substitutions and proposed change orders, make recommendations to the Agency regarding the acceptability of the Contractor's request, and upon approval of the Agency, assist the Agency in negotiations of the requested substitution or change. As necessary, and upon agreement and approval, Consultant shall assist Agency with preparation of final change order documents.

**Construction Status Reporting:** Consultant's CM will provide the Agency with daily construction inspection reports. The daily reports prepared by the Consultant's CM shall include, at a minimum, the

following information: general observations, description of work being performed, corrective actions taken, observed deviations from, violations of, or inconsistencies with the Contract Documents, observed safety violations and traffic control deficiencies, work accepted, approved or rejected-specific items, and summaries of conversations with representatives of the Contractor, subcontractors and Agency which include directions given or received. Reports for the previous week will be delivered to the Agency on the proceeding Tuesday.

**Payments to Contractor:** Consultant shall review the Contractor's monthly progress payment estimate (PPE) and final payment request, to determine whether the amount requested reflects the progress of the Contractor's work, reflects the approved schedule of values, is in accordance with the Contract Documents, and will provide recommendation to the Agency as to the acceptability of the request. Recommendations by Consultant's CM to the Agency for payment will be based on Consultant's CM inspection of the work to determine that the work has progressed to the extent indicated.

The issuance of recommendations for payment shall constitute a representation by the Consultant to the Agency, based on the Consultant's observations at the site and on the data comprising the Contractor's application for payment, that the work has progressed to the point indicated; that, to the best of the Consultant's knowledge, information and belief, the quality of the work is in accordance with the Contract Documents (subject to an evaluation of the work for conformance with the Contract Documents upon completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in the certificate for payment); and that the Contractor is entitled to payment in the amount recommended. However, the issuance of a recommendation for payment shall not be a representation that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used the monies paid on account of the Contract sum.

**Construction Related Permits:** Consultant assumes that all construction related permits including environmental permits will be issued to Agency (note, Consultant cannot be listed as the permittee). Agency will provide Contractor and Consultant with field copies of all approved environmental and construction permits, and any other related documentation.

### **Subtask 3.2 – Construction Coordination**

**Preconstruction Conference:** Consultant's CM, in collaboration with the Agency, will coordinate, conduct, and attend a preconstruction conference with the Agency and Contractor to review the Project communication, coordination and other procedures; discuss the Contractor's work plan and requirements for the Contract Documents, plans and specifications; and examine the Contractor's schedule. Consultant will record and distribute meeting summary notes for this conference.

**Correspondence and Communications:** Consultant shall implement and maintain regular communications with the Contractor and Agency during construction. Consultant shall receive and log communications from the Contractor and shall coordinate communications between the Agency and Contractor. Agency's instructions to the Contractor shall be forwarded to the Contractor through the Consultant. Agency shall receive and reply to all correspondence from permitting agencies. Consultant will not communicate directly with the Contractor's subcontractors or vendors.

**Field Instructions and Orders:** Consultant's CM, in collaboration with the Agency, shall issue field instructions and orders to the Contractor, as required during construction in support of administering the Contract Documents.

### **Subtask 3.3 – Project Safety**

**Compliance:** Consultant will manage the health, safety, and environmental activities of its staff and the staff of its subcontractors to achieve compliance with applicable health and safety laws and regulations.

**Coordination:** Consultant will coordinate its health, safety, and environmental program with the responsibilities for health, safety, and environmental compliance specified in the Contract Documents. Consultant will coordinate with responsible parties to correct conditions that do not meet applicable federal, state, and local occupational safety and health laws and regulations when such conditions expose Consultant staff or staff of Consultant’s subcontractors to unsafe conditions.

**Responsibility:** Consultant will notify affected personnel of site conditions posing an imminent danger to them that Consultant observes. Consultant’s CM will be trained as a Safety Coordinator - Construction (SC-C). Consultant is not responsible for the health or safety precautions of Agency or Contractor staff or any third party. Consultant is not responsible for the Contractor’s or other third party’s compliance with the health and safety requirements of the Contract Documents or with federal, state, and local occupational health and safety laws and regulations.

### **Subtask 3.4 – Project Closeout**

**Substantial Completion:** Consultant shall perform an onsite inspection with the Contractor and Agency to determine outstanding construction punch list items. Consultant shall document and transmit construction punch list items to Contractor and Agency, with Contractor’s proposed schedule for Substantial Completion, as defined in the Contract Documents. Consultant shall provide the Agency with a Notice of Contractors’ Substantial Completion, and shall assist the Agency in issuing documents to the Construction Contractor for Substantial Completion, acceptance of work, and final payment to the Contractor. Consultant shall assist the Agency in issuing a Notice of Completion.

**Closeout File and Records:** Consultant shall provide the Agency an organized electronic PDF set of construction Project documents.

**Record Drawings:** Consultant’s Construction Manager shall periodically review Contractor’s record drawings for general accuracy and compliance with the Contract Document requirements. Consultant’s Construction Manager shall review Contractor’s final record drawings and shall direct the Contractor to make corrections as necessary. However, Consultant shall not be responsible for errors or omissions in the record drawings.

### **Task 3 Deliverables**

- Agenda and minutes of Preconstruction Conference
- Agenda for Weekly Construction Coordination Meetings with Agency and Contractor
- Change Order Documents
- Daily Construction Inspection Reports
- Monthly Contractor’s PPE
- Notices of deficient or non-conforming work
- Notice of Substantial Completion
- Project Construction Records

### **Task 4 – Project Management**

The purpose of this task is to provide for the initiation and overall management of Project activities. An overall schedule and work plan will be implemented to assure work activities are completed in a properly integrated and timely manner. In addition, this task includes those elements necessary to properly manage, lead, and control the Project.

Consultant will furnish project management services for the Project, as follows:

- Status Reporting consisting of monthly status reports with the monthly invoices —Monitor budget, progress, and schedule. Monitor work efforts and evaluate actual versus planned progress. Supervise the Project team and identify actions needed to efficiently execute the Project in a timely manner. Changes in scope will be communicated to Agency.
- Administration—Maintain Project records, manage and process Project communications, and coordinate Project administrative matters.
- Coordination—Coordinate tasks/subtasks and staff to complete authorized work on schedule and within budget.
- Staff Management—Supervise and control activities of staff assigned to the Project. Coordinate and schedule appropriate staffing to meet Project requirements.

### **Deliverables**

Monthly status reports with monthly invoices.

### **Assumptions**

The scope and fee for the above-described Consultant services include the following assumptions:

1. Agency will provide “front-end” construction contract documents, including invitation to bid, instructions to bidders, general and special conditions, bid form, bond forms, agreement, etc.
2. Bid Documents will be prepared for one construction/bid package.
3. The duration of Consultant’s services described herein is anticipated to be approximately twelve (12) months, starting with the authorization to proceed through construction final completion. This duration includes Project construction activities through Substantial Completion, and approximately one (1) month subsequent for Project closeout activities, starting immediately after Project Substantial Completion.
4. Consultant’s services for this project will not be required after the Project closeout activities, including transmittal of deliverables to the Agency. Agency will coordinate, manage and administer all activities associated with execution of the Construction Contract as such are set forth in the General Conditions of the Contract Documents, and during the post construction warranty and guarantee period, as described in the Contract Documents. Deviations from the anticipated schedule or duration of construction will materially affect the scope of these services and Consultant’s compensation for these services, and may require an adjustment to Consultant’s budget.
5. During the Project construction period, Consultant assumes Contractor will work an average of fifty (50) hours per week over an eight (8) week duration, and Consultant CM will also be onsite fifty (50) hours per week to perform CM and Inspection activities. Consultant has assumed an additional ten (10) hours per week of travel and office construction administration time. If additional CM onsite construction observation and inspection or office administration activities are required to accommodate extended work hours, such as evening or weekend work, the scope of these services will be affected and may require an adjustment to Consultant’s budget.
6. Services are based upon the understanding that the Agency shall contract directly with the Contractor and the Agency shall proceed consistent with the Contract Documents during construction.

7. Consultant does not guarantee the performance of the Contractor and these services described herein do not relieve the Contractor from responsibility for performing the work in accordance with the Contract Documents.
8. Consultant shall not be responsible for the engineering and design of GH and/or its engineering consultant.
9. Consultant shall not be responsible for the means, methods, techniques, sequences or procedures of the Contractor, nor shall Consultant be responsible for safety precautions and programs in connection with the work, except as provided herein.
10. Agency shall coordinate and provide a suitable location to hold the pre-construction conference and construction progress meetings, including provisions for conference call dial-in. It is assumed that the pre-construction and construction progress meetings will be held at the Tahoe-Truckee Sanitation Agency Water Reclamation Facility located in Truckee, California.

## **Additional Services**

The services described below are not included in this Task Order, but can be performed if requested and approved by Agency and Consultant. Time, scope, and fee have not been budgeted for the tasks listed hereunder. Authorization to proceed shall be in the form of an amendment to this Task Order or a separate Task Order specifying the work to be performed and the additional payment for such services rendered. The amendment or Task Order, after execution by both parties, shall become a supplement to and a part of the AGREEMENT FOR PROFESSIONAL SERVICES.

- Design services
- Preparation of Plans, Specifications, and Cost Estimates
- Environmental Clearances and Permitting
- Construction permitting support (SWPPP, preconstruction surveys, etc.)
- Environmental mitigation support
- Geotechnical explorations
- Subsurface Utility Engineering (SUE)
- Potholing utilities
- Materials Testing or Special Inspection Services
- Condition assessment and rehabilitation recommendations for other sections of the TRI
- Corrosion control study
- Operations and Maintenance Manuals
- Workshops or field visits in addition to those listed above
- Public meetings/public involvement
- Litigation or Construction Claims Support

## **Article 2 – Compensation**

Compensation by Agency to Consultant will be as follows:

### **1. Cost-Reimbursable Multiplier (Time and Expense)**

For services enumerated in ARTICLE 1, Consultant's Salary Costs multiplied by a factor of 2.05 plus Direct Expenses, plus a service charge of 5 percent for Direct Expenses.

The budgetary estimate established for services described under ARTICLE 1 is summarized in the following table.

<u>Task</u>	<u>Description</u>	<u>Budget</u>
1	Design and Bid Phases Support	\$67,411
2	Office Services During Construction	\$75,281
3	Construction Management and Inspection Services	\$136,893
4	Project Management	\$24,329
	TOTAL	\$303,914

It is recognized that actual costs required to complete the work may vary from the estimate provided due to additional or unforeseen requirements. Consultant will provide periodic progress reports to the Agency and the scope and/or fee will be adjusted as necessary to complete the work required. The authorized budgetary fee estimate amount will not be exceeded without prior authorization from the Agency's Board of Directors.

When any budget has been increased, Consultant's excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

**2. Salary Costs**

Salary Costs are the amount of wages or salaries paid Consultant's employees for work directly performed on the Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes; vacation, holiday, and sick pay; group insurance; and pension plan contributions.

**3. Direct Expenses**

Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, subcontracts, and outside services; special Agency-approved Project-specific insurance, letters of credit, bonds, and equipment and supplies; (2) Consultant's current standard rate charges for direct use of Consultant's vehicles, computing systems, laboratory test and analysis, word processing, printing and reproduction services, and certain field equipment; and (3) Consultant's standard project charges for special health and safety requirements of Occupational Safety and Health Administration (OSHA) and telecommunications services. Consultant's current standard rates for direct expenses shall be used. These rates are subject to change following internal audits and reviews.

**Article 3 – Schedule**

Work associated with this Task Order is anticipated to commence in November 2018 and conclude in November 2019.

The scope of engineering services covered by this Task Order shall be considered complete when final deliverables are deemed acceptable by Agency. Efforts will be made by the Consultant to complete the work in a timely manner. However, it is agreed that the Consultant cannot be responsible for delays occasioned by factors beyond Consultant's control, or factors which would not reasonably have been foreseen at the time this Task Order was executed.

**Other Provisions**

The following provisions shall apply to this TASK ORDER:

All work provided under this task order will be completed by November 2019, unless this task order is otherwise amended.

This TASK ORDER shall be subject to the terms and conditions of the referenced AGREEMENT, as amended.

IN WITNESS WHEREOF, TASK ORDER NO. 31 is effective when approved by the Agency's Board of Directors, and is executed as shown below:

For Agency,  
TAHOE-TRUCKEE SANITATION AGENCY

By: \_\_\_\_\_  
LaRue Griffin

\_\_\_\_\_  
General Manager  
Title

Date: \_\_\_\_\_, 2018

For Consultant,  
CH2M HILL, Inc.

By: \_\_\_\_\_  
*Brad Memeo*

\_\_\_\_\_  
DESIGNATED MANAGER  
Title

Date: 11/9, 2018

Work under this Task Order will be performed under the direction of CH2M HILL Project Manager, Brad Memeo, P.E., who is a Civil Engineer, Certificate No. C 81778, licensed by the California Board for Professional Engineers and Land Surveyors.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** V-6  
**Subject:** Approval of Caselle hosted software and services proposal for the administration department

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### **Background**

For many years, the Agency has used the IBM AS400 software in the administration department for accounting, billing and purchasing tasks. Although the software has been able to meet Agency needs, it is no longer supported by one of the Agency's software programming consultants and procurement of hardware is difficult. In addition to support, the software does not communicate between the functions of the administration sub-departments.

In past months, management and staff have researched several different software consultants in order to find a replacement software program that would be able to support the Agency's current functions and allow each department to communicate and share information. This will aid in eliminating redundancy, increase efficiencies, and allow for integration with other Agency software.

The Caselle software caters to municipalities and agencies, similar to T-TSA, and includes financial, utility, payroll and billing modules. Outsourcing the software to a single consultant simplifies the process and reduces the potential for errors between multiple software consultants.

After numerous staff meetings, Caselle was decided to be the most beneficial software for the Agency's needs.

### **Fiscal Impact**

Program & integration is a single fee of \$88,626.  
Reoccurring monthly fees are \$3,597.

### **Attachments**

Caselle hosted software and services proposal.

### **Recommendation**

Management and staff recommends approval of Caselle hosted software and services proposal for the administration department.

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager



*Caselle*® Hosted Software & Services Proposal

# Tahoe-Truckee Sanitation Agency

**December 3, 2018**

(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

**Proposal Summary**

License Type		Hosted
Total Training		17,750
Total Setup		21,950
Total Conversion	62,426	
Special Consideration Discount	<13,500>	
	<hr/>	
Net Conversion		\$48,926
		<hr/>
<b>Total Investment</b>		<b>\$88,626</b>
		<hr/> <hr/>

The total proposal price of \$88,626 is required with order.  
Hosted Maintenance & Support will be \$3,597 per month for ten workstations.

I have read and agree to all terms & conditions proposed herein. I understand if Tahoe-Truckee Sanitation Agency is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

**Proposal Detail**

<i>Caselle</i> <sup>®</sup> Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$1,500	\$700	\$3,000	\$5,200
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	1,000	1,000
Caselle Advantage Budgeting	Hosted	2,250	2,750		5,000
Excel Designer	Hosted	750	2,250		3,000
Reporting	Hosted	750	2,250		3,000
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	2,250	1,750	986	4,986
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	750	500	-	1,250
Human Resources	Hosted	375	-	-	375
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Accounts Payable	Hosted	375	500	3,400	4,275
Purchases & Requisitions	Hosted	375	-	-	375
Accounts Receivable	Hosted	750	500	40	1,290
Utility Management	Hosted	2,250	1,500	54,000	57,750
Utility Tax Certification	Hosted	Included	-	-	-
Cash Receipting	Hosted	375	500	-	875
Online/Electronic Payments	Hosted	500	2,250	-	2,750
Project Accounting	Hosted	1,500	500	-	2,000
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Ten (10) Concurrent User Licenses	Hosted	-	-	-	Included
<b>Sub Total</b>	Hosted	<b>\$17,750</b>	<b>\$21,950</b>	<b>\$62,426</b>	<b>\$102,126</b>
Special Consideration Discount	-	-	-	(13,500)	(13,500)
<b>Grand Total</b>	<b>Hosted</b>	<b>\$17,750</b>	<b>\$21,950</b>	<b>\$48,926</b>	<b>\$88,626</b>

**Notes:**

1. The training will take place at Caselle.
2. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.
3. Online Paystubs includes 58 employees paid semi-monthly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
4. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), five (5) Concurrent User Licenses, five (5) Advanced Workflow Licenses and the Caselle Integration.
5. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

**General Information**

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

**Hardware/Network Requirements**

Caselle recommends a minimum internet connection speed of 5Mbps to 10Mbps when using Caselle's Hosted services.

**Training**

Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

**On-site Implementation Assistance**

If on-site implementation assistance is quoted, this may include a pre-implementation customer process evaluation meeting. We will review your current processes and determine what is required to make a smooth transition to the Caselle software system. Additional on-site assistance days may be quoted to assist during and after the implementation. This insures that you are utilizing the Caselle application features to the full benefit of your organization.

**Travel Expenses**

If on-site training or implementation assistance is quoted, travel expenses will be estimated based on the number of days and trips required. Actual expenses will be invoiced when implementation is complete.

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

## **Implementation Services**

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

### ***Gathering Preliminary Data***

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

### ***Submitting Conversion Data***

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

### ***Scheduling Training***

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

**Software Setup & Data Conversion**

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

**General Ledger Setup**

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
  - Balance Sheet with Revenue/Expenditures compared to budget
  - Allocation Reconciliation
  - Income Statement (All Funds)
  - Balance Sheet (All Funds)
  - Fund Summary Income Statement

**Note:** Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

**Data Conversion**

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

**1,500** accounts are included

**Bank Reconciliation  
Data Conversion**

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

**2** bank accounts are included

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Tahoe-Truckee Sanitation Agency  
December 3, 2018

**Caselle Advantage Setup**

- Gather data from General Ledger and Account Masks to form basis of the hierarchical structure in Caselle Advantage including reporting structure and filter tree.
- Update dataset fields list (columns of data) used for budgeting and reporting inquiries.
- Create transaction drill directly into the general ledger transactions.
- Provide budget entry screen for Next Year Budget and Forecast.
- Set triggers between Position Based Budget calculations and Operating Budget salaries and related general ledger accounts to update automatically.
- Setup automated extraction process for employee details from payroll to be presented in position based budget worksheet.
- Create Home page to include links to basic alerts, financial reports, operating budget (data entry and reports), position based budget (data entry and reports).

**Excel Designer**

- Create dynamic, live, word document that links into reports from Excel Designer.
- Replicate current externally produced budget book within Caselle Advantage.

**Reporting**

- Format a Corporate Dashboard page to include a standard general ledger report, chart and basic alert.
- ***Note:*** Additional dashboard pages can be added and formatted by the customer.

**Payroll/Direct Deposit Setup**

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
  - Transmittals
  - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

**58** employees are included

**Timekeeping Setup**

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts with beginning dates, ending dates, and default hours.

**Accounts Payable Setup**

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

**Data Conversion**

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  - Exception: 1099 balances can be established, if provided.

**1,700** vendors are included

**Purchases & Requisitions Setup**

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Accounts Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted.

**20** accounts are included

*Caselle*<sup>®</sup> Software & Services Proposal  
Tahoe-Truckee Sanitation Agency  
December 3, 2018

**Utility Management Setup**

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

**27,000** customers are included

**Cash Receipting Setup**

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

**Online/Electronic Payments Setup**

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.

**Project Accounting Setup**

- Set up organization settings and all system defaults.
- Determine job number mask with segments and values for all projects.
- Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.
- Interface all applicable Caselle applications.
- Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Item:** V-7  
**Subject:** Discussion to respond to the Nevada County Grand Jury letter regarding unfunded pension liabilities

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### **Background**

The Nevada County Grand Jury (NVGJ) has submitted a letter to the Agency Board of Directors requesting a response to questions pertaining to unfunded pension liabilities. The NVGJ previously submitted the request and the Agency responded by asking for confirmation that the request was intended for the Agency as there were discrepancies in the Agency name. Unfortunately, there was no response other than the current letter dated November 13, 2018.

In the letter, the NVGJ provides a report entitled “Will the Public Suffer Because of Unfunded Pension Liabilities?”, which includes background information and findings on Nevada County unfunded pension liabilities. In addition, they included an appendix entitled “Retirement System Sustainability Study and Findings, January 2018” which includes findings and suggestions from the League of California Cities (LCC) on the matter.

The NVGJ has requested the Agency respond to the following recommendations:

1. **R2:** Public agencies and public employee unions should explore how increasing employee pension contributions can reduce non-funded pension liabilities.
2. **R4:** Public Agencies should consider implementing the suggestions from the League of California Cities.

The NVGJ has requested the Agency responses indicate one of the following:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future; with a timeframe for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therfor.

Recommendation **R2** has not yet been implemented at the Agency but can be in the upcoming employee negotiations tentatively scheduled to commence in the upcoming months.

Recommendation **R4** references suggestions from the League of California Cities which include the following:

1. Develop and implement a plan to pay down the city's NPL (Net Pension Liability).
2. Consider local ballot measures to enhance revenues.
3. Create a "Pension Rate Stabilization Program."
4. Change service delivery methods and levels of certain public services.
5. Use transparent collective bargaining to increase employee pension contributions.
6. Issue a pension obligation bond.

Although the LCC suggestions appear to be directed to cities, some of the suggestions may be applicable to the Agency. The Agency has discussed a potential plan to decrease its NPL and will develop a plan moving forward.

#### **Fiscal Impact**

None.

#### **Attachments**

Nevada County Grand Jury letter dated November 13, 2018.

#### **Recommendation**

Management recommends the Board of Directors consider the following responses to the NVGJ:

**R2:** Public agencies and public employee unions should explore how increasing employee pension contributions can reduce non-funded pension liabilities.

*The recommendation has not yet been implemented, however, the Agency intends to implement the recommendation during its upcoming employee negotiations within the upcoming months.*

**R4:** Public Agencies should consider implementing the suggestions from the League of California Cities.

*The recommendation has not yet been implemented, however, the Agency intends to develop and implement a plan to reduce its NPL within the 2019 calendar year.*

#### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager



## NEVADA COUNTY GRAND JURY

**Eric Rood Administration Center**

950 Maidu Avenue

Nevada City, California 95959

Telephone: 530-265-1730

Email: [grandjury@nccourt.net](mailto:grandjury@nccourt.net)

13 November 2018

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

RECEIVED

NOV 20 2018

Tahoe-Truckee Sanitation Agency

Enclosed is a copy of the report prepared by the 2017-2018 Nevada County Grand Jury on the subject of *Will the Public Suffer Because of Unfunded Pension Liabilities*. On page eight of the report you are requested to file a response no later than 9 September 2018.

California Penal Code Section §933(c) mandates that you prepare a response to grand jury reports no later than 90 days after the report is posted on the Grand Jury's website, <http://nccourt.net/divisions/gj-reports.shtml>. Your response to this report must be filed with the Nevada County Superior Court at the address provided below. To date you have not done so although we mailed a second request to respond to you on 14 October 2018.

The Grand Jury recognizes that for some public agencies being the subject of a grand jury report can be a new and perhaps confusing experience. A copy of Penal Code Sections 933.05 that explain how to respond to a grand jury report is enclosed to assist you in this process.

However, more than enough time has passed for you to prepare and submit your response. Accordingly, unless your response is received no later than 15 December 2018 the Grand Jury will ask its Supervising Judge to issue a subpoena compelling you to do so.

The California Penal Code requires that responses to grand jury reports be addressed to the jury's Superior Court supervisor. Nevada County Grand Jury reports must be sent to:

The Honorable Thomas M. Anderson  
Supervising Judge of the Grand Jury  
201 Church Street  
Nevada City, California 95959

The Grand Jury hopes asking the Court to intervene will not be necessary. Thank you for your cooperation.

Sincerely,

Gordon Mangel  
Foreperson

## **CALIFORNIA PENAL CODE (EXCERPT FOR RESPONDENTS)**

Section 933.05 (a): For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future; with a timeframe for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decisionmaking authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

**EXAMPLE: CORRECT FORMAT FOR RESPONDING TO A GRAND JURY REPORT**  
**As required by Penal Code Section 933.05**

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**FINDINGS:**

1. Even when notification proceeds properly, the foster child's school records may not arrive at the new school for as long as eight or ten weeks. During this time the child may not be permitted to attend school

**Disagree**

**Children are not denied education and a child's school record has to be requested by the school of enrollment.**

2. Our CPS is on record as demanding that foster parents not home school the foster children in their care. CPS finds it difficult to enforce its own policy.

**Partially agree**

**Nevada County CPS requires that its foster children be mainstreamed in education unless there are exceptional circumstances.**

3. There can be a number of possible reasons for the foster child's relocation to another county, i.e., the availability of foster homes, need for special care, relationships between foster parent and foster child, the location of a desirable member of the child's extended family.

**Agree**

**RECOMMENDATIONS:**

6. The Board of Supervisors should consider taking back from the State the responsibility for the approval and training of foster parents within the County.

**The recommendation will not be implemented at the present time**

**The Board believes the current process for the approval and training of foster parents in Nevada County is sufficient at the present time.**

7. The Board of Supervisors should maintain funds and services to continue the County's model of the transition of 18-year-olds in the foster care system into independent living.

***The recommendation has been partially implemented***

**Additional initiatives to redesign the California Child Welfare System will be implemented in Nevada County in conjunction with changes in State regulations.**

**Will the Public Suffer Because of  
Unfunded Pension Liabilities?**

2017-2018 Nevada County Grand Jury

# Will the Public Suffer Because of Unfunded Pension Liabilities?

## Summary

Most of the pensions of California state and local public employees and teachers are funded through the California Public Employees' Retirement System (CalPERS) or the California State Teachers' Retirement System (CalSTRS). These systems lack the necessary reserves to ensure that funds will be available when needed. This situation, referred to as a Net Pension Liability, requires public employers to increase their annual pension payments into CalPERS and CalSTRS to compensate for the shortage of reserves.

Nevada County agencies have a large and growing Net Pension Liability that must be funded. The availability of funding for new county programs and services as well as continued operations may be impacted. Increases in local taxes may also be necessary.

In fact, the County CEO made the following statement in the 2017-2018 Nevada County Adopted Budget: "the second dark cloud is the continuing increase in pension costs. This year alone there was a 9% increase in CalPERS costs. This will impact the County's ability to give pay increases to its workforce in the future and maintain service levels."

The Nevada County Grand Jury has estimated that the Net Pension Liability for 28 of 31 local public agencies in this county, including local special and school districts, is approximately \$336.3 million.

The annual expense of funding pensions for current and future retirees has risen sharply over the past decade. While every public agency in Nevada County has non-funded pension obligations, some appear to have adequate resources to meet them but many do not. The Grand Jury's aim is to offer clarity to a complex issue and to encourage public agencies to provide greater transparency to their constituents.

## Glossary

<b>CalPERS</b>	California Public Employees' Retirement System
<b>CalSTRS</b>	California State Teachers' Retirement System
<b>County</b>	Nevada County
<b>GASB</b>	Governmental Accounting Standards Board
<b>GASB 68</b>	Governmental Accounting Standards Board Statement #68
<b>Jury</b>	Nevada County Grand Jury
<b>NPL</b>	Net Pension Liability

## **Background**

The California State Teachers' Retirement System (CalSTRS) was established by law in 1913 to provide retirement benefits to public school educators from pre-kindergarten through community college. According to the CalSTRS website, it is the largest educator-only pension fund in the world and the second largest pension fund in the United States. As of February 28, 2018, the market value of the investment portfolio was approximately \$224.4 billion.

In 1932 the State of California created what is now called the California Public Employees' Retirement System (CalPERS) to establish defined benefit pension plans for their employees by requiring contributions from employees and employers during the course of employment. These contributions are accumulated and invested by CalPERS to fulfill its obligation of building funds sufficient to meet the promised level of retirement income. In 1939 the California State Legislature voted to allow local public agencies (cities, counties, school districts, etc.) to participate in the CalPERS retirement system. It is the largest defined benefit public pension fund in the United States with a total market value of \$326.4 billion and 1.9 million members.

In the late 1990s, CalPERS held assets well in excess of its predicted future pension obligations. In 1999, California Assembly Bill 400 provided retroactive increases to retirement benefits and retirement eligibility at earlier ages for many state employees to utilize this predicted surplus. However, the bursting of the dotcom bubble in the early 2000s and the recession beginning in 2008 caused a dramatic fall in the value of CalPERS assets. Where there had been surplus assets, the state now had a large Net Pension Liability (NPL). The value of the CalPERS investment portfolio peaked at \$260 billion in the fall of 2007 then plunged for a year and a half before bottoming out at \$160 billion in March 2009. The value has grown since but not at the rate originally predicted.

The retirement programs for most of the public employees and teachers in Nevada County (County) are administered by CalPERS or CalSTRS. Accordingly, a portion of our countywide income, once planned for other local obligations, is being diverted to increased payments to CalPERS and CalSTRS to pay down the NPL.

## **Approach**

The Grand Jury (Jury) reviewed audited financial statements of 28 county agencies and schools for fiscal year 2015-2016 (Appendix A). We focused on NPLs as well as key financial data from the Statements of Net Position (called balance sheets in the private sector) and Statements of Change in Net Position (income statements) for each of the agencies selected. The Jury also interviewed staff and management from the selected agencies and reviewed the current data provided about NPLs by CalPERS and CalSTRS.

The Jury's investigation was to determine only the pension obligations of each agency, not the details of individual pension plans. The Jury did not analyze the mix of pension fund investments nor did we investigate other employee benefits such as deferred compensation or inducements for early retirement.

## Financial Data Transparency

The Jury sought the audited financial statements and multiple-year financial forecasts for each agency in the County through each agency's website. However, the availability of current and past financial statements online was limited. Obtaining this information required additional research.

The inconsistency of agencies' publishing of audited financial statements is a transparency issue in the County. In general, the Jury found that the County and municipalities are most transparent while school districts are least transparent. The Jury also found that, in some instances, obtaining the financial statements in person or by telephoning was difficult. For public information and transparency, financial statements should be available online. Hard copies that are only available through the mail or in person make it difficult for the public to access. Websites should be organized so that citizens can easily find financial statements. A good user experience online is very important. Hiding financial statements in a deep, dark corner of a website – a place that takes multiple clicks to reach – does not convey transparency. For financial comparison, at least three years of audited financial statements should be available.

Higgins Fire Protection District was not in compliance with Government Code 26909 which requires audited financial statements to be filed with the County Auditor-Controller within 12 months of the end of the fiscal year. Higgins Fire Protection District financial statements were not available for review by the Jury.

The 2015-2016 audited financial statements for the Nevada City School of the Arts were done as a non-profit organization audit instead of as a governmental agency audit. Governmental Accounting Standards Board (GASB) rules therefore did not apply and the NPL was not disclosed.

The 2015-2016 audited financial statements for the Nevada County Superintendent of Schools include five charter schools considered part of the agency's audit. The total NPL shown in the financial statements is not split out to show each charter school's NPL. The five charter schools are:

1. Bitney College Prep High School,
2. Forest Charter School,
3. Sierra Montessori Academy,
4. Twin Ridges Home Study Charter School, and
5. Yuba River Charter School.

See Appendix B for the results of the search for financial statements.

## Discussion

Most Nevada County public employees have a defined benefit pension plan administered by CalPERS or CalSTRS as part of their employee compensation package. This benefit assures retired public employees a predictable retirement income protected by California law.

Where there had been surplus assets in the past, the state now has a large unfunded NPL primarily due to the recession starting in 2008 in which the CalPERS and CalSTRS investments lost a large portion of their value. In Nevada County, the Jury's review of 2016 financial statements has calculated the NPL for 26 county agencies to be approximately \$336 million.

AGENCIES	NPL
County and Municipalities	\$ 167,745,712
Western Nevada County Special Districts	\$ 48,203,290
Truckee Special Districts	\$ 21,157,099
Western Nevada County School Districts	\$ 99,172,619
<b>TOTAL</b>	<b>\$ 336,278,720</b>

In short, CalPERS and CalSTRS do not have the money required to pay the predicted benefits that are guaranteed to be paid and protected by California Law. Accordingly, the member employers must make up the difference.

The State Controller's office has estimated the pension debt of California's 130 state and local pension plans to be approximately \$254 billion. That amount is based on how much money the system assumes it will gain from investments. But actual returns do not follow a straight line. In the past two decades, CalPERS and CalSTRS have hit their target only two out of every three years. As far back as 1994, CalPERS was projecting 8.75 percent growth from investment returns. Today it has lowered projections to 7.0 percent. CalSTRS assumed 8.5 percent returns in 1994 but it is also revising its rate down to 7.0 percent. Some pension advisors believe the projections are still overly optimistic.

The Governmental Accounting Standards Board (GASB) establishes rules that it recommends public agencies follow (and most do) when presenting their financial results. The recent implementation of GASB Statement #68 (GASB 68) requires public agencies to report their NPL as a liability to their net position on their audited financial statements beginning with the fiscal year ended June 30, 2015. Prior to this accounting rule change, agencies only reported required annual contributions to pension plans on their income statements but NPL was not reflected on their Net Position Statements. The net position is one way to evaluate the financial health of an organization. The new method of reporting has provided greater transparency into the future impact of pension promises on current agency financials. The addition of NPL as a liability on the Net Position Statements of government agencies has resulted in dramatic reductions to most agencies' net position.

Agencies are required to make annual contributions to the pension plan administrator (CalPERS and CalSTRS). Portions of the yearly contributions are used to make payments to current retirees and the remainder is invested into a diversified portfolio of stocks, bonds, real

estate, and other investments. The NPL is the difference between how much an agency should be saving to cover its future pension obligations and how much it has actually saved. Less than expected returns by many CalPERS and CalSTRS investments have resulted in long-term projections of market value insufficient to meet the plans' obligations.

Growing NPLs and lower investment growth lead to higher required contributions by public agencies to their pension plans. Because these payments are contractually required, they are not a discretionary item in the agencies' budgeting process.

Until recently, CalPERS had a policy aimed at returning the retirement system to fully-funded status within 30 years. It has now targeted 20 years in which to return it to fully-funded status. The net effect of this change is to increase the annual contributions required by each employer. Consequently, steadily increasing pension payments are competing with and reducing other items in the budgets.

In January 2018 the League of California Cities issued a Retirement System Sustainability Study and Findings which includes three key recommendations (Appendix C):

1. City pension costs will dramatically increase and eventually reach unsustainable levels.
2. Rising pension costs will require cities to nearly double the percentage of their General Fund dollars to pay to CalPERS.
3. Cities have few options to address growing pension liabilities.

The report offered suggestions for cities to address these fiscal challenges. These are:

1. Develop and implement a plan to pay down the city's NPL.
2. Consider local ballot measures to enhance revenues.
3. Create a "Pension Rate Stabilization Program."
4. Change service delivery methods and levels of certain public services.
5. Use transparent collective bargaining to increase employee pension contributions.
6. Issue a pension obligation bond.

The Jury believes these League of California Cities' recommendations should be adopted by all Nevada County agencies.

The NPL of Nevada County's public agencies cannot be made to disappear. It represents benefits earned over several decades by public employees and constitutes a legal and ethical obligation. Some progress has been made to reduce the growing liability but the vast bulk still needs to be paid.

## **Findings**

- F1** Nearly every Nevada County agency has a Net Pension Liability.

- F2** Many Nevada County agencies, especially schools, lack a sufficient Net Position to successfully comply with the requirement to reduce their Net Pension Liability.
- F3** Some Nevada County agencies, especially schools, have a negative Net Position.
- F4** Transparency demands that financial statements provided by the office of the Superintendent of Schools identify each charter school's Net Pension Liability.
- F5** The strain on Nevada County agency budgets is likely to require cutbacks in services to balance the pension contribution increases.
- F6** Many agencies may spend down their reserves to avoid cutbacks in services.
- F7** New sources of revenue may be requested by many agencies to avoid cutbacks in services or reduction of reserves.
- F8** The public bears most of the risk if CalPERS and CalSTRS investments continue to underperform.
- F9** Higgins Fire Protection District is out of compliance with Government Code 26909 by not filing an audited financial statement for 2015-2016.
- F10** Nevada City School of the Arts' financial statements should reflect their Net Pension Liability.

### **Recommendations**

The Nevada County Grand Jury makes the following recommendations.

- R1** The Nevada County Chief Executive Officer should provide a separate presentation to the Board of Supervisors describing the County's current Net Pension Liability and providing a plan for addressing the problem. The presentation should not be hidden in the annual budget report presentation.
- R2** Public agencies and public employee unions should explore how increasing employee pension contributions can reduce non-funded pension liabilities.
- R3** For the purposes of transparency and easy access, each agency should provide links to three years of audited financial statements and summary pension data for the same period on the financial page of its public website.
- R4** Public agencies should consider implementing the suggestions from the League of California Cities.

- R5** Higgins Fire Protection District should comply with Government Code 26909 and file an audited financial statement for 2015-2016.
- R6** Nevada County Superintendent of Schools should report the Net Pension Liability for charter schools that are part of its agency's audit.
- R7** Nevada City School of the Arts should report its Net Pension Liability in its financial statements.

### **Request for Responses**

Pursuant to Penal Code section 933.05, the Nevada County Grand Jury requests responses from the following:

- Nevada County Board of Supervisors for Recommendations R1, R2, and R4 by 10 August 2018.
- City of Grass Valley for Recommendations R2 and R4 by 10 August 2018.
- City of Nevada City for Recommendations R2, R3, and R4 by 10 August 2018.
- Town of Truckee for Recommendations R2 and R4 by 10 August 2018.
- Nevada Irrigation District for Recommendations R2, R3, and R4 by 9 September 2018.
- Nevada County Consolidated Fire District for Recommendations R2, R3, and R4 by 9 September 2018.
- Nevada Cemetery District for Recommendations R2, R3, and R4 by 9 September 2018.
- Ophir Hill Fire Protection District for Recommendations R2, R3, and R4 by 9 September 2018.
- Peardale Chicago Park Fire Protection District for Recommendations R2, R3, and R4 by 9 September 2018.
- Penn Valley Fire Protection District for Recommendations R2, R3, and R4 by 9 September 2018.
- Nevada County Resource Conservation District for Recommendations R2, R3, and R4 by 9 September 2018.

- Higgins Fire Protection District for Recommendations R2, R3, R4, and R5 by 9 September 2018.
- Truckee Cemetery District for Recommendation R3 by 9 September 2018.
- Truckee Donner Public Utilities District for Recommendations R2, R3, and R4 by 9 September 2018.
- Truckee Fire Protection District for Recommendations R2, R3, and R4 by 9 September 2018.
- Tahoe-Truckee Sanitation District for Recommendations R2 and R4 by 9 September 2018.
- Truckee Tahoe Airport District for Recommendations R2 and R4 by 9 September 2018.
- Nevada County Superintendent of Schools for Recommendations R2, R3, R4, and R6 by 10 August 2018.
- Grass Valley School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Chicago Park School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Clear Creek School District for Recommendations R2, R3, and R4 by 9 September 2018.
- John Muir Charter School for Recommendations R2, R3, and R4 by 9 September 2018.
- Nevada City School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Nevada County School of the Arts for Recommendations R2, R3, R4, and R7 by 9 September 2018.
- Nevada Joint Union High School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Penn Valley Union Elementary School District for Recommendations R2, R3, and R4 by 9 September 2018.

- Pleasant Ridge Union School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Twin Ridges Elementary School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Union Hill Elementary School District for Recommendations R2, R3, and R4 by 9 September 2018.
- Bitney College Prep High School for Recommendations R3, R4, and R6 by 9 September 2018.
- Forest Charter School for Recommendations R3, R4, and R6 by 9 September 2018.
- Sierra Montessori Academy for Recommendations R3, R4, and R6 by 9 September 2018.
- Twin Ridges Home Study Charter School for Recommendations R3, R4, and R6 by 9 September 2018.
- Yuba River Charter School for Recommendations R3, R4, and R6 by 9 September 2018.

## Appendix A

### NEVADA COUNTY PUBLIC AGENCIES NET POSITION STATEMENT DATA 2016

Agency	Assets	Liabilities	Net Position	Net Pension Liability	NPL % of Net Position	NPL % of Liabilities
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#### COUNTY AND MUNICIPALITIES

County of Nevada	\$452,115,976	\$204,630,431	\$249,882,965	\$143,371,040	57%	70%
City of Grass Valley	\$129,240,858	\$36,146,111	\$93,094,747	\$12,879,011	14%	36%
City of Nevada City	\$25,853,390	\$8,372,137	\$12,839,589	\$3,204,165	25%	38%
Town of Truckee	\$225,870,471	\$23,535,597	\$204,054,950	\$8,291,496	4%	35%
<b>COUNTY AND MUNICIPALITIES TOTALS</b>				<b>\$167,745,712</b>		

#### WESTERN NEVADA COUNTY SPECIAL DISTRICTS

Nevada Irrigation District	\$512,525,523	\$114,710,733	\$397,814,790	\$43,525,370	11%	38%
Nevada County Consolidated Fire District	\$6,243,759	\$4,704,144	\$1,481,062	\$3,801,425	257%	81%
Nevada Cemetery District	\$6,128,775	\$426,992	\$5,651,220	\$192,258	3%	45%
Ophir Hill Fire Protection District	\$1,884,505	\$233,856	\$1,650,606	\$131,224	8%	56%
Peardale Chicago Park Fire Protection District	\$1,490,278	\$147,266	\$1,289,753	\$89,335	7%	61%
Penn Valley Fire Protection District	\$2,496,477	\$667,720	\$3,090,460	\$432,756	14%	65%
Nevada County Resource Conservation District	\$617,857	\$56,129	\$561,728	\$30,922	6%	55%

Agency	Assets	Liabilities	Net Position	Net Pension Liability	NPL % of Net Position	NPL % of Liabilities
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**WESTERN NEVADA COUNTY SPECIAL DISTRICTS continued**

Higgins Fire Protection District	Financial statement in process					
<b>WESTERN NEVADA COUNTY SPECIAL DISTRICTS TOTALS</b>				<b>\$48,203,290</b>		

**TRUCKEE SPECIAL DISTRICTS**

Truckee Donner Public Utilities District	\$163,775,304	\$48,948,240	\$113,229,938	\$10,250,329	9%	21%
Truckee Fire Protection District	\$16,099,866	\$5,961,082	\$10,176,878	\$4,680,993	46%	79%
Tahoe-Truckee Sanitation District	\$67,735,788	\$6,884,123	\$60,851,665	\$4,519,215	7%	66%
Truckee Tahoe Airport District	\$58,129,058	\$4,928,194	\$53,504,307	\$1,706,562	3%	35%
<b>TRUCKEE SPECIAL DISTRICT TOTALS</b>				<b>\$21,157,099</b>		

**WESTERN NEVADA COUNTY SCHOOL DISTRICTS**

Nevada County Superintendent of Schools**	\$24,900,379	\$22,191,071	\$3,442,545	\$17,704,242	514%	80%
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\*\* Consolidated financial statement includes 5 charter schools

CalPERS				\$6,988,507		
CalSTRS				\$10,715,735		
Grass Valley School District	\$11,492,877	\$16,755,881	(\$4,934,052)	\$15,469,370	-314%	92%
CalPERS				\$4,953,665		
CalSTRS				\$10,515,705		
Chicago Park School District	\$4,137,882	\$1,296,919	\$3,053,768	\$1,138,960	37%	88%
CalPERS				\$256,726		
CalSTRS				\$882,234		
Clear Creek School District	\$2,780,976	\$1,265,287	\$1,671,654	\$1,224,545	73%	97%
CalPERS				\$390,366		
CalSTRS				\$834,179		

Agency	Assets	Liabilities	Net Position	Net Pension Liability	NPL % of Net Position	NPL % of Liabilities
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**WESTERN NEVADA COUNTY SCHOOL DISTRICTS continued**

John Muir Charter School	\$463,500	\$15,086,678	(\$9,421,710)	\$11,542,000	-123%	77%
CalPERS				\$2,654,000		
CalSTRS				\$8,888,000		
Nevada City School District	\$17,068,160	\$7,165,097	\$9,933,780	\$6,194,916	62%	86%
CalPERS				\$1,452,992		
CalSTRS				\$4,741,924		
Nevada County School of the Arts	\$1,036,970	\$32,708	\$1,004,262	not shown in FS		
Nevada Joint Union High School District	\$52,346,135	\$42,259,563	\$9,158,904	\$24,130,158	263%	57%
CalPERS				\$5,880,128		
CalSTRS				\$18,250,030		
Penn Valley Union Elementary School District	\$9,468,445	\$5,935,083	\$3,299,824	\$5,411,865	164%	91%
CalPERS				\$1,533,651		
CalSTRS				\$3,878,213		
Pleasant Ridge Union School District	\$10,646,912	\$9,893,862	\$327,021	\$9,274,654	2836%	94%
CalPERS				\$1,534,284		
CalSTRS				\$7,740,370		
Twin Ridges Elementary School District	\$6,997,773	\$1,332,100	\$5,684,555	\$1,149,645	20%	86%
CalPERS				\$433,744		
CalSTRS				\$715,901		
Union Hill Elementary School District	\$9,116,618	\$6,341,807	\$3,157,586	\$5,932,264	188%	94%
CalPERS				\$1,446,217		
CalSTRS				\$4,486,047		
<b>WESTERN NEVADA COUNTY SCHOOL DISTRICTS TOTALS</b>				<b>\$99,172,619</b>		
<b>NEVADA COUNTY TOTALS</b>				<b>\$336,278,720</b>		

## Appendix B

### NEVADA COUNTY PUBLIC AGENCIES FINANCIAL DATA TRANSPARENCY 23 April 2018

<u>AGENCY</u>	<u>WEBSITE</u>	<u>Ease of Transparency</u>	<u>Last Financial Stmt</u>	<u># of Years Posted</u>
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#### COUNTY AND MUNICIPALITIES

County of Nevada	mynevadacounty.com	Transparent	2017	11
City of Grass Valley	cityofgrassvalley.com	Transparent	2017	9
City of Nevada City	nevadacityca.gov	Transparent	2015	5
Town of Truckee	townoftruckee.com	Transparent	2017	11

#### WESTERN NEVADA COUNTY SPECIAL DISTRICTS

Nevada Irrigation District	nidwater.com	Transparent	2016	3
Nevada County Consolidated Fire District	nccfire.com	Not Transparent		0
Nevada Cemetery District	nevadacemeterydistrict.com	About us – Budget	2015	2
Ophir Hill Fire Protection District	ophirhillfire.org	Not Transparent		0
Peardale Chicago Park Fire Protection District	pcpfire.com	Not Transparent		0
Penn Valley Fire Protection District	pennvalleyfire.com	Transparent	2016	1
Nevada County Resource Conservation District	nrcrd.org	Not Transparent		0
Higgins Fire Protection District	higginsfire.org	Not Transparent		0

<u>AGENCY</u>	<u>WEBSITE</u>	<u>Ease of Transparency</u>	<u>Last Financial Stmt</u>	<u># of Years Posted</u>
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**TRUCKEE SPECIAL DISTRICTS**

Truckee Cemetery District	truckeecemeterydistrict.com	Not Transparent		0
Truckee Donner Public Utility District	tdpud.org	Transparent	2016	3
Truckee Fire Protection District	truckeefire.org	Transparent	2017	1
Tahoe-Truckee Sanitation District	truckeesan.org	Transparent	2017	9
Truckee Tahoe Airport District	truckeetahoeairport.com	Transparent	2016	7

**WESTERN NEVADA COUNTY SCHOOL DISTRICTS**

Chicago Park School District	chicagoparkschool.org	Not Easily	2017	
Clear Creek School District	clearcreekschool.com	Transparent	2017	
Grass Valley School District	gvsd.us	Not Transparent	NA	
Nevada City School District	ncsd.school	Transparent	2016	2
Nevada Joint Union High School District	njuhsd.com	Board Agenda Packet	2016	
Penn Valley Union Elementary School District	pennvalleyschools.k12.ca.us	Board Agenda Packet	2017	
Pleasant Ridge Union School District	prsd.us	Board Agenda Packet *		
Twin Ridges Elementary School District	twinridgeselementary.com	Not Transparent		
Union Hill Elementary School District	district.uhsd.k12.ca.us	Not Transparent		
Nevada County Superintendent of Schools	nevco.org	Not Transparent		
Bitney College Prep High School	bitneyprep.net	Not Transparent		

<u>AGENCY</u>	<u>WEBSITE</u>	<u>Ease of Transparency</u>	<u>Last Financial Stmt</u>	<u># of Years Posted</u>
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**WESTERN NEVADA COUNTY SCHOOL DISTRICTS continued**

Forest Charter School	forestcharter.com	Not Transparent **		
John Muir Charter School	johnmuircs.com	Transparent	2017	
Nevada City School of the Arts	ncsota.org	Not Transparent		
Sierra Montessori Academy	sierramontessori.org	Not Transparent		
Twin Ridges Home Study Charter School	twinridgeshomestudy.org	Not Transparent ***		
Yuba River Charter School	yubariversschool.org	Not Transparent		

\* Agendized for 12-13-16 not included in packet.

\*\* Agendized for 1-17-17 no packet available online.

\*\*\* Agendized for 1-11-17 no packet available – link from agenda does not work.

## Appendix C

### League of California Cities® Retirement System Sustainability Study and Findings January 2018

The League of California Cities® supports and continues to advocate for secure defined benefit pension plans and the reforms that will allow them to flourish through the next century of public service. Defined benefit plans have proven to be an effective vehicle to provide pension benefits to employees and support California's public servants throughout their lifetimes. Local governments wish to continue to use these pension plans to attract and retain a highly skilled workforce.

The California Public Employee Retirement System (CalPERS), however, is underfunded. As of January 2018, CalPERS had only 68 percent of the funds required to pay estimated retirement benefits – in other words, only 68 cents for every dollar needed to fund retiree pension commitments. Several factors have contributed to unsustainability of the CalPERS system – and as a result, the contributions paid by all public employers to CalPERS are dramatically increasing. California cities are feeling the effects of growing budgetary pressure more than other public employers.

To better understand the cost drivers behind increasing local employer contribution rates and impacts on cities, the League commissioned Bartel Associates, LLC, a leading California actuarial firm serving only public sector agencies to:

- Analyze anticipated pension contribution rates for cities as a percentage of payroll; and
- Determine how those future contribution rates would impact cities' General Funds.

This study was limited only to pension liability. It does not reflect costs to cities associated with active or other post-employment benefits such as health care. Bartel Associates based its analysis on CalPERS' June 30, 2016, public agency actuarial valuation data and results of the League's October 18, 2017, City Survey.

The findings of this study reveal the following:

1. Rising pension costs will require cities over the next seven years to nearly double the percentage of their General Fund dollars they pay to CalPERS;
2. For many cities, pension costs will dramatically increase to unsustainable levels; and
3. The impacts of increasing pension costs as a percentage of General Fund spending will affect cities even more than the state. Employee costs, including police, fire and other municipal services, are a larger proportion of spending for cities.

The results of this study provide additional evidence that pension costs for cities are approaching unsustainable levels. While the state budget has recovered significantly since the Great Recession with the assistance of substantial voter-approved tax increases, some cities have yet to

recover. With local pension costs outstripping revenue growth, many cities face difficult choices that will be compounded in the next recession. Under current law, cities have two choices – attempt to increase revenue or reduce services. Given that police and fire services comprise a large percentage of city General Fund budgets, public safety, including response time, will likely be impacted.

Cities are looking for sustainable solutions that provide near-term relief while broader impacts from pension reform enacted by the Legislature in the Public Employees' Pension Reform Act (PEPRA) [applying to employees hired after January 1, 2013] materialize. However, tangible savings resulting from PEPRA will not have a substantial effect on city budgets for decades.

The League has created an online resource ([www.cacities.org/pensions](http://www.cacities.org/pensions)) to provide additional background and information for cities on this issue. Consistent with its adopted Pension Sustainability Principles, the League looks forward to working with employees, CalPERS, the Legislature and the Governor to achieve meaningful options for cities to address growing unfunded pension liabilities that will ensure cities remain solvent and able to provide services to residents while continuing to offer employees sustainable pension and health benefits.

### **Key Findings**

#### **City pension costs will dramatically increase to unsustainable levels.**

Between FY 2018–19 and FY 2024–25, cities' dollar contributions will increase by more than 50 percent. For example, if a city is required to pay \$5 million in FY 2018–19, the League expects that it will pay more than \$7.5 million in FY 2024–25.

Miscellaneous Employees: In FY 2024–25, half of cities are anticipated to pay over 30.8 percent of their payroll towards miscellaneous employee pension costs, with 25 percent of cities anticipated to pay over 37.7 percent of payroll. This means that for every \$100 in pensionable wages (generally base salary), the majority of cities would pay an additional \$31 or more to CalPERS for pensions alone. This amount does not include active or retiree healthcare.

For “mature cities” with larger numbers of retirees, the percentages are even higher. Half of those cities are anticipated to pay 37.9 percent or more of payroll and 25 percent are anticipated to pay 42.9 percent or more of payroll. These findings are not specific to one region of the state. The data shows that cities throughout California are dealing with these challenges.

Public Safety Employees: Contributions are projected to be much higher for cities that employ safety personnel (police officers and firefighters). By FY 2024–25, a majority of these cities are anticipated to pay 54 percent or more of payroll, with 25 percent of cities anticipated to pay over 63.8 percent of payroll. In other words, for every \$100 in salary, the majority of cities would pay an additional \$54 or more to CalPERS for pensions alone. As with miscellaneous employees, for cities with a large number of retirees, these percentages are even higher. The cities paying the highest percentages of payroll are spread throughout the state.

**Unsustainable Costs:** For FY 2024–25, the average projected contribution rate as a percentage of payroll is 34.6 percent for miscellaneous employees and 60.2 percent for safety employees. For cities with a large percentage of retirees, the averages are 39.4 percent and 67.5 percent.

**Rising pension costs will require cities to nearly double the percentage of their General Fund dollars they pay to CalPERS.**

The League surveyed its members regarding the proportion of their General Fund budget devoted to paying pension costs to CalPERS. These percentages are for CalPERS costs only, over and above the cost of salaries and do not include the cost of active and retiree health care.

On average, from FY 2006–07 to FY 2024–25, cities will nearly double the percentage of the General Fund dollars that goes to CalPERS. In FY 2006–07, the average city spent 8.3 percent of its General Fund budget on CalPERS pension costs. That average increased to 11.2 percent in FY 2017–18 and it is anticipated to increase to 15.8 percent in FY 2024–25. In FY 2024–25, 25 percent of cities are anticipated to spend more than 18 percent of their General Fund on CalPERS pension costs with 10 percent anticipated to spend 21.5 percent or more. These cities are located throughout the state.

The state also faces increasing pension costs. According to Governor Brown’s proposed FY 2018–19 budget introduced in January, \$3.2 billion of the state’s General Fund will be allocated to pay down CalPERS pension liabilities. This is approximately 2.75 percent of the total \$131 billion proposed General Fund budget. Furthermore, when all state-related retiree costs, including teachers in CalSTRS and state contributions for retiree health care are taken into account, that number increases to 8 percent of the state’s General Fund. While these amounts are significant and affect the state’s ability to fund other priorities, cities’ pension cost impacts alone – without considering any obligations for active and retiree health care – are significantly higher as a percentage of cities’ General Funds.

**Cities have few options to address growing pension liabilities.**

Under the California Constitution, a city’s options for revenue raising are strictly limited. Any increase in local taxes requires voter approval and voter tolerance for tax increases is waning. Much of a city’s budget is dedicated to employee salaries and benefits to provide fire protection, law enforcement, parks services and other municipal services. If new revenues are unavailable, as contributions rise, local agencies are forced to significantly reduce or eliminate critical programs.

Despite the significant changes made through PEPRA, local governments will continue to face the financial conundrum of meeting their pension obligations. PEPRA, with all of its positive changes, does little to address the more immediate and near-term pension funding problems facing local governments. The anticipated benefits of PEPRA reforms are applicable only to new CalPERS employee members, and therefore it will take decades for these savings to be reflected in city budgets.

Under current law, there are only two sources to address the growing unfunded liability at CalPERS that cities face: higher than expected investment returns or increased employer

contributions. Although CalPERS recently reduced its discount rate to 7 percent, the Fund projects a 6.1 percent return over the next 10 years. It is highly probable that public agencies will be expected to pay more to make up the difference – this is unsustainable.

### **What Cities Can Do Today**

Many cities have already exercised their limited options under current law to address the fiscal challenges attributed to growing pension liabilities, which include:

7. Develop and implement a plan to pay down the city's Unfunded Actuarial Liability (UAL):
  - a. Possible methods include shorter amortization periods and pre-payment of cities UAL. This option may only work for cities in a better financial condition.
8. Consider local ballot measures to enhance revenues:
  - a. Some cities have been successful in passing a measure to increase revenues. Others have been unsuccessful. Given that these are voter approved measures, success varies depending on location.
9. Create a Pension Rate Stabilization Program (PRSP):
  - a. Establishing and funding a local Section 115 Trust Fund can help offset unanticipated spikes in employer contributions. Initial funds still must be identified. Again, this is an option that may work for cities that are in a better financial condition.
10. Change service delivery methods and levels of certain public services:
  - a. Many cities have already consolidated and cut local services during the Great Recession and have not been able to restore those service levels. Often, revenue growth from the improved economy has been absorbed by pension costs. The next round of service cuts will be even harder.
11. Use procedures and transparent bargaining to increase employee pension contributions:
  - a. Many local agencies and their employee organizations have already entered into such agreements.
12. Issue a pension obligation bond (POB):
  - a. However, financial experts including the Government Finance Officers Association (GFOA) strongly discourage local agencies from issuing POBs. Moreover, this approach only delays and compounds the inevitable financial impacts.

## Bibliography

### Where else can I learn more?

from CALmatters, 21 February 2018

*Retirement Debt: What's the problem and how does it affect you?*

<https://calmatters.org/articles/california-retirement-pension-debt-explainer/>

Wanting more? Here are other helpful resources on California's retirement debt:

- State government
  - California State Controller's Office: [Retirement Systems Financial Data, Public Pay](#)
  - California Finance Department: [Long-term liabilities](#)
  - Legislative Analyst's Office
  - Little Hoover Commission: [2011 pension study](#)
- Local Government Organizations
  - [League of California Cities](#)
- Major Public Retirement Systems
  - [California Public Employees' Retirement System](#)
  - [California State Teachers' Retirement System](#)
  - [University of California](#)
  - [Los Angeles City Employees' Retirement System](#)
  - [Los Angeles County Employees Retirement System](#)
  - [San Francisco Employees' Retirement System](#)
  - [Orange County Employees Retirement System](#)
  - [San Diego City Employees' Retirement System](#)
- Labor:
  - [Californians for Retirement Security](#): A coalition of public employee unions representing 1.6 million workers and retirees
  - [California Teachers Association](#)
  - [California Professional Firefighters](#)
  - [SEIU 1000](#): The largest state government worker union
  - [Retired Public Employees' Association](#)
- Pension reform groups
  - [California Policy Center](#): A nonprofit group that advocates for pension cutbacks
  - [PensionTsunami.com](#): A website focused on California pensions edited by Jack Dean
  - [TransparentCalifornia.com](#): A searchable database of pensions by a Nevada-based free-market organization called [Nevada Policy Research Institute](#).
  - [Pensiontracker.org](#): A site tracking financial information about the California Public Employees' Retirement System by Stanford University public policy professor Joe Nation.
  - [Retirement Security Initiative](#): A bipartisan group pushing for fair and sustainable pension systems led by former San Jose Mayor Chuck Reed.

- CaliforniaPensionReform.com: A group dedicated to putting a pension initiative on the statewide ballot led by Dan Pellissier, who served as an advisor to Gov. Arnold Schwarzenegger.
- Blogs
  - Calpensions.com: A blog by former San Diego Union-Tribune reporter Ed Mendel.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**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. Administration Department Report.

### **Recommendation**

No action required.

### **Review Tracking**

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

  
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Michael Peak, Operations Manager  
**Subject:** Operations Report

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

**Operations Report:**

- Operations coordinated 4 plantwide power shutdowns for the installation of breakers associated with the Building 27 Main Service Upgrade project.
- Plant startups after shutdowns were successful due to the cooperation and teamwork of all staff.
- Overall, plant operations ran well.

**Laboratory Report:**

- Staff performed necessary laboratory testing per WDR requirements and operational needs.
- The new DI water purification unit was installed and is in use.

**Plant Data:**

Influent Flow Description	MG
Monthly average daily <sup>(1)</sup>	3.06
Monthly maximum instantaneous <sup>(1)</sup>	6.58
Maximum 7- day average	4.17

Effluent Limitation Description <sup>(2)</sup>	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.4	10.0	2.0	20.0
Turbidity (NTU)	NA	NA	1.8	10.0
Total Phosphorus (mg/l)	0.27	0.80	0.39	1.50
Chemical Oxygen Demand (mg/l)	30.0	45.0	36.0	60.0

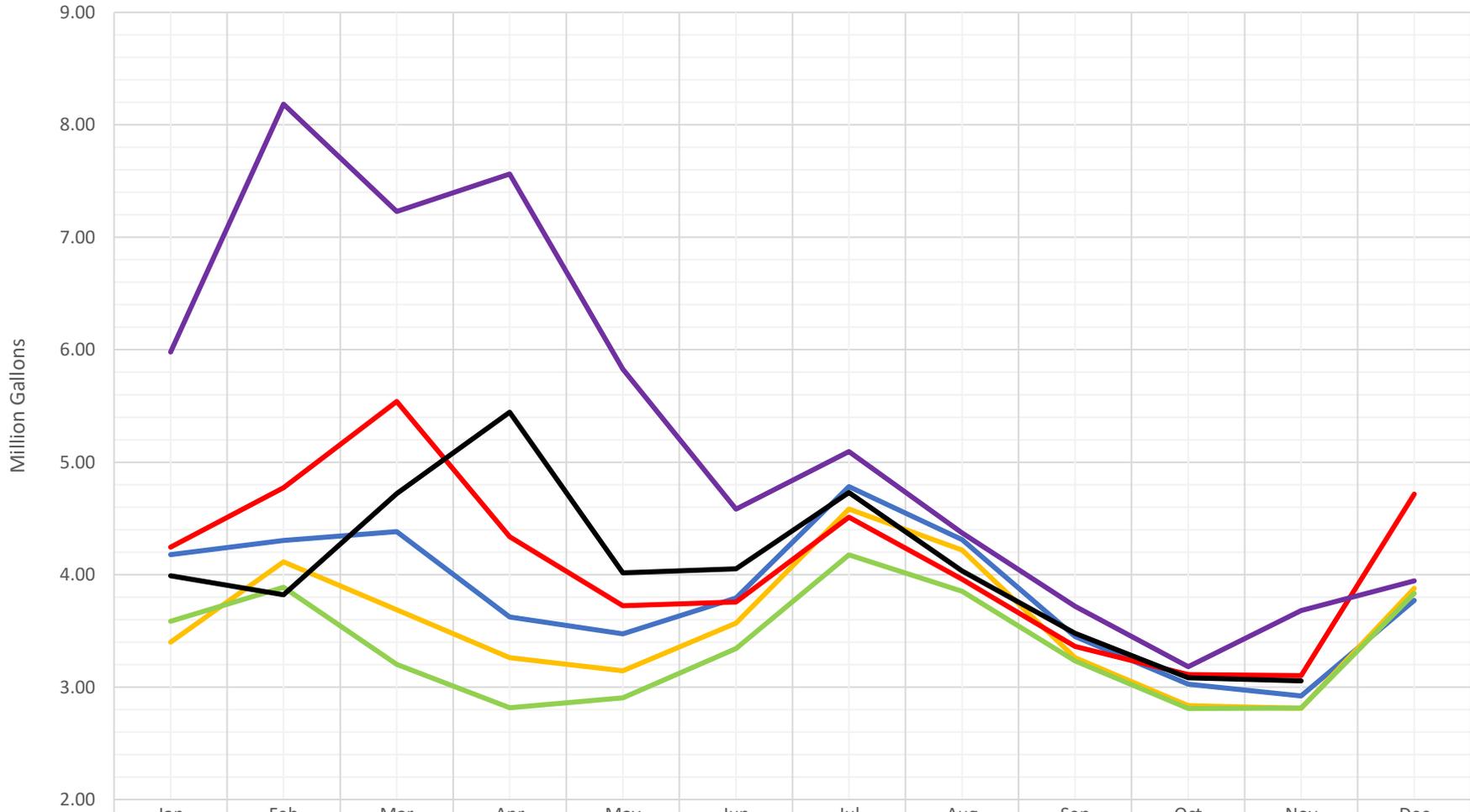
Notes: 1. Flows are depicted in the attached graph.  
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

**Review Tracking:**

Submitted By:   
 Michael Peak  
 Operations Manager

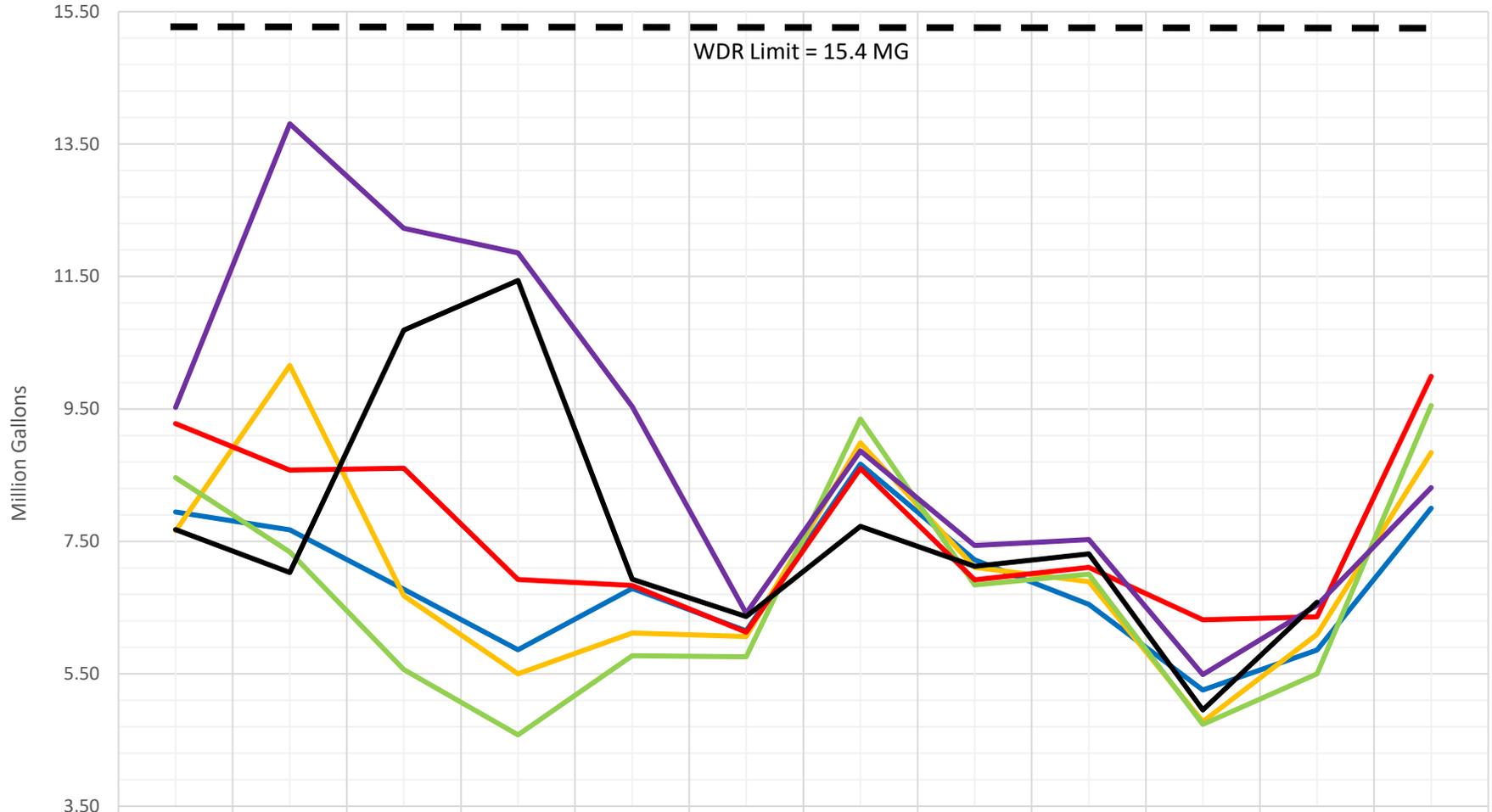
Approved By:   
 LaRue Griffin  
 General Manager

### Monthly Average Daily Flow (Influent)



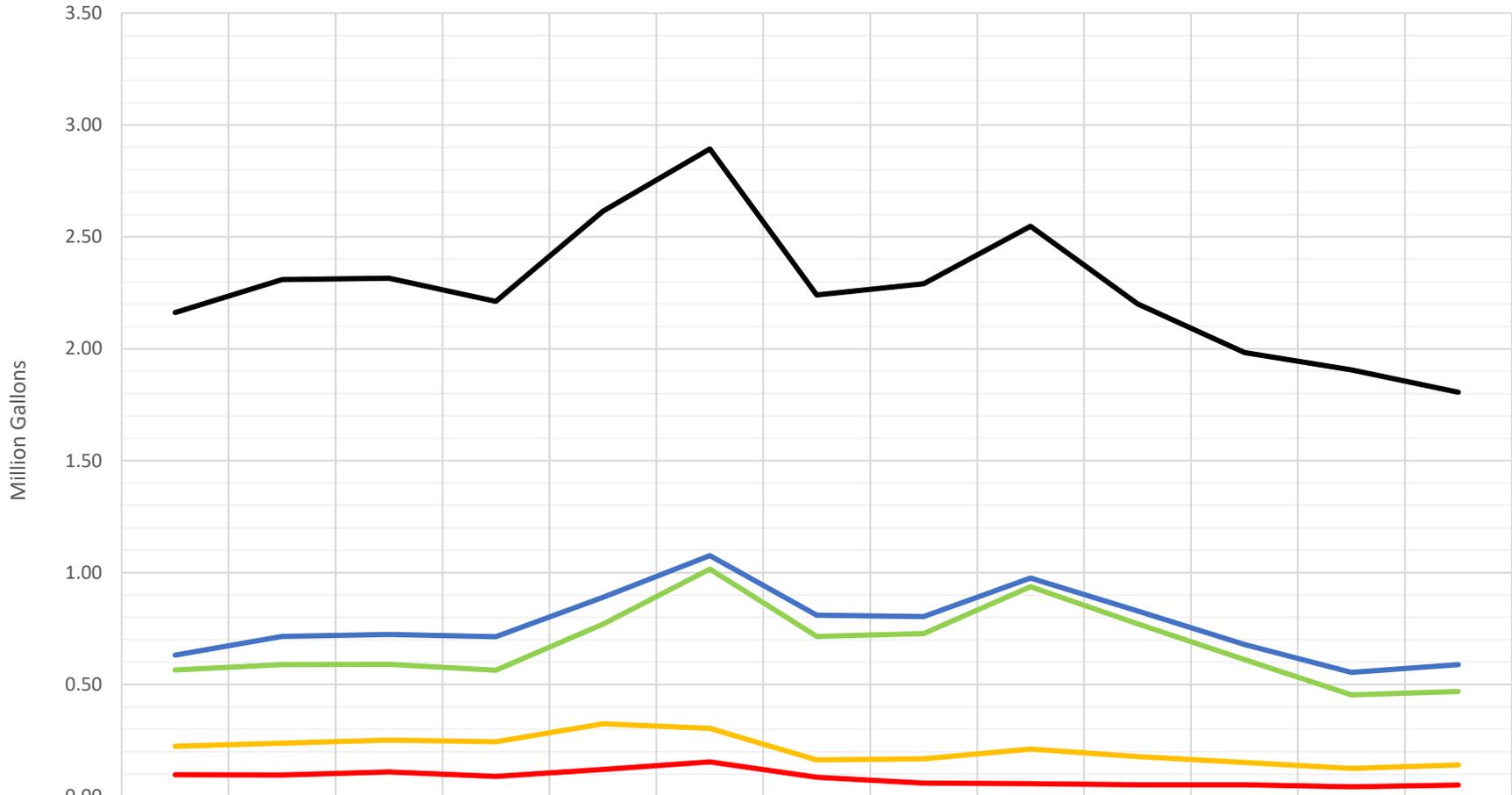
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	4.18	4.31	4.38	3.62	3.47	3.79	4.78	4.31	3.45	3.03	2.92	3.77
2014	3.40	4.11	3.69	3.26	3.14	3.57	4.58	4.22	3.26	2.84	2.81	3.88
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	

### Monthly Maximum Instantaneous Flow (Influent)



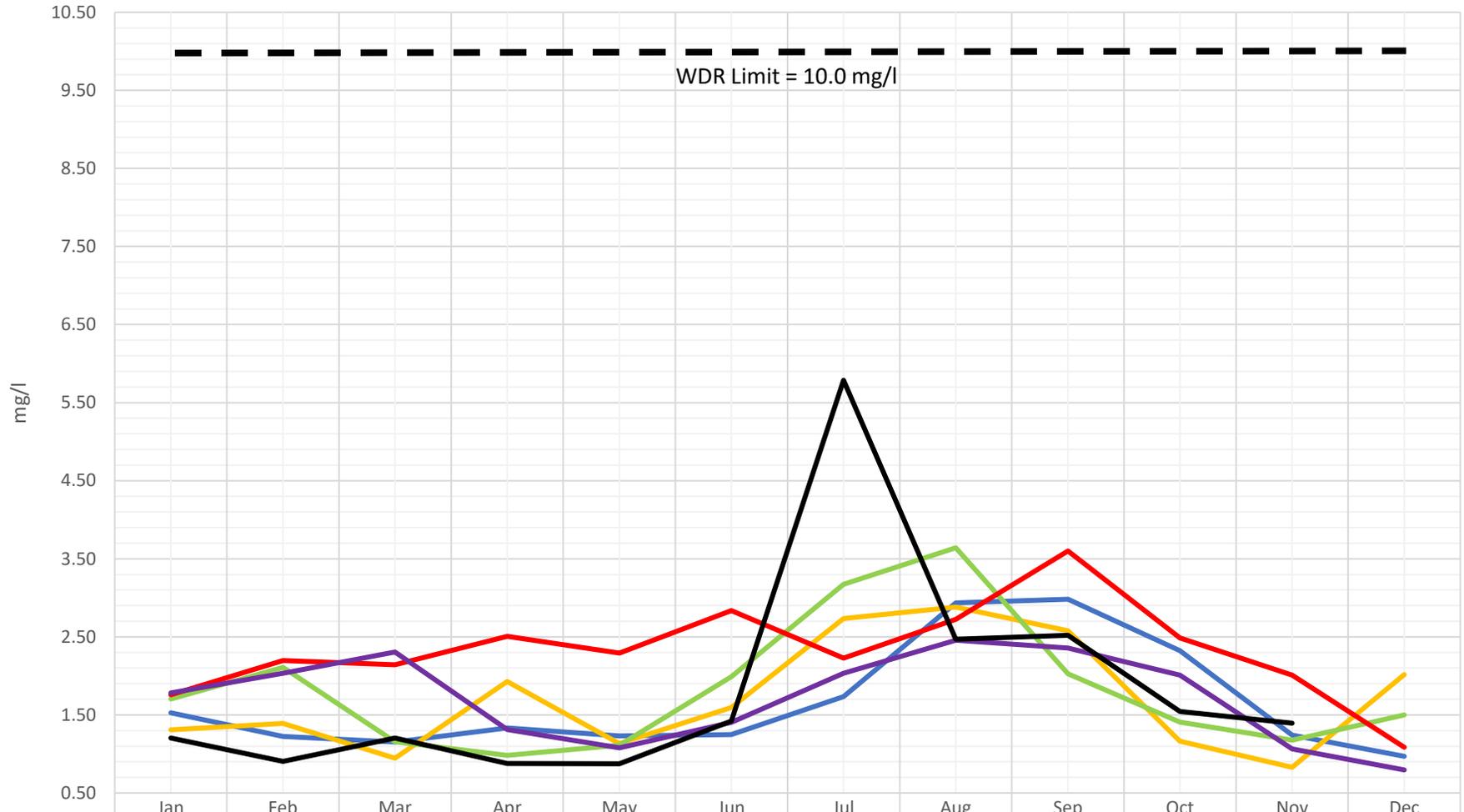
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	7.94	7.67	6.78	5.86	6.79	6.15	8.67	7.22	6.55	5.26	5.86	8.00
2014	7.66	10.16	6.68	5.50	6.12	6.06	8.99	7.11	6.89	4.78	6.09	8.84
2015	8.46	7.34	5.56	4.58	5.77	5.76	9.35	6.84	7.00	4.74	5.50	9.55
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	

### Monthly Average Daily Flow (Districts)



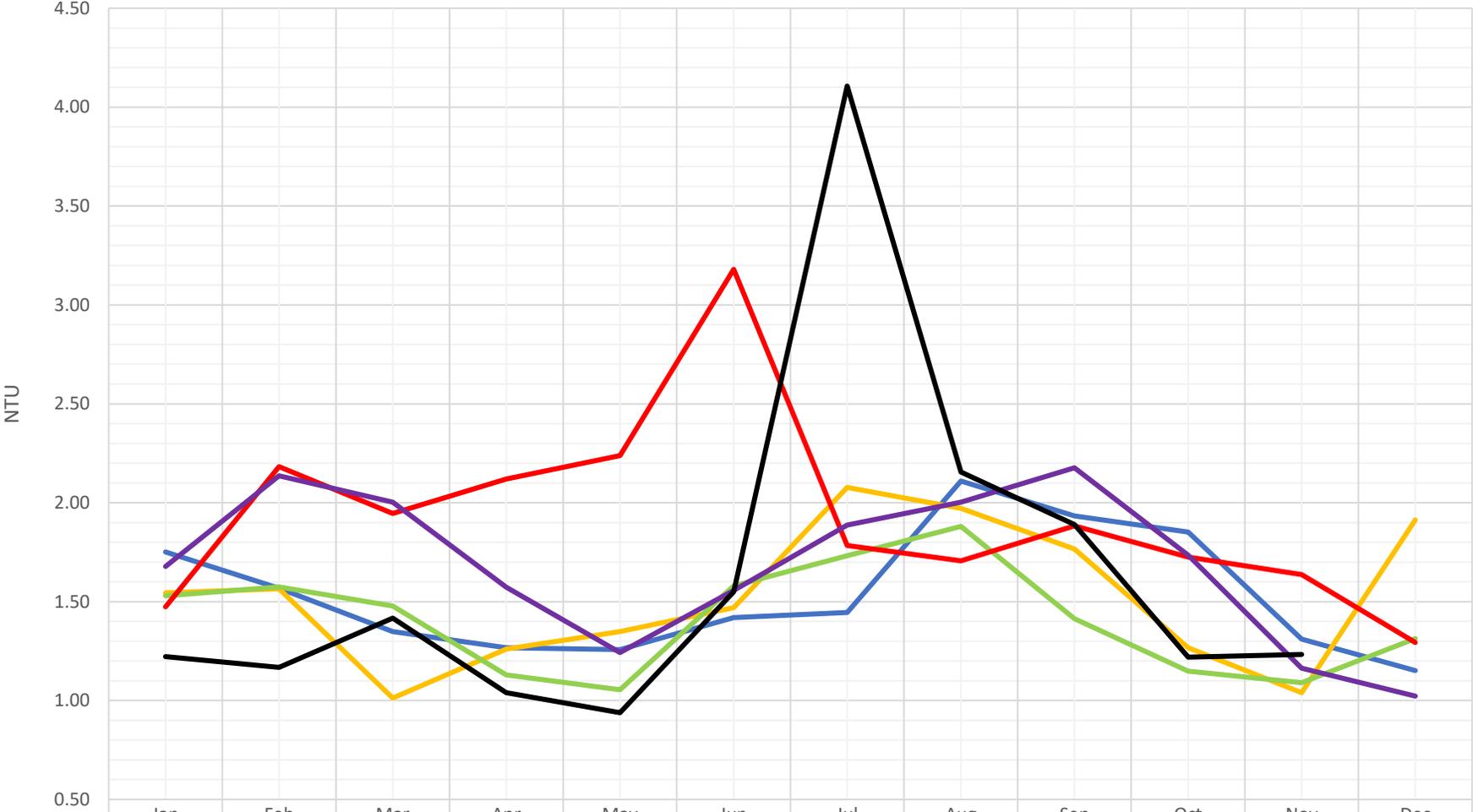
	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
NTPUD	0.63	0.72	0.72	0.71	0.89	1.08	0.81	0.80	0.98	0.83	0.68	0.55	0.59
TCPUD	0.57	0.59	0.59	0.56	0.77	1.02	0.72	0.73	0.94	0.77	0.61	0.45	0.47
ASCWD	0.10	0.10	0.11	0.09	0.12	0.15	0.09	0.06	0.06	0.05	0.05	0.04	0.05
SVPSD	0.22	0.24	0.25	0.24	0.32	0.30	0.16	0.17	0.21	0.18	0.15	0.13	0.14
TSD	2.16	2.31	2.32	2.21	2.62	2.89	2.24	2.29	2.55	2.20	1.98	1.91	1.81

### Monthly Average Daily Suspended Solids (Effluent)



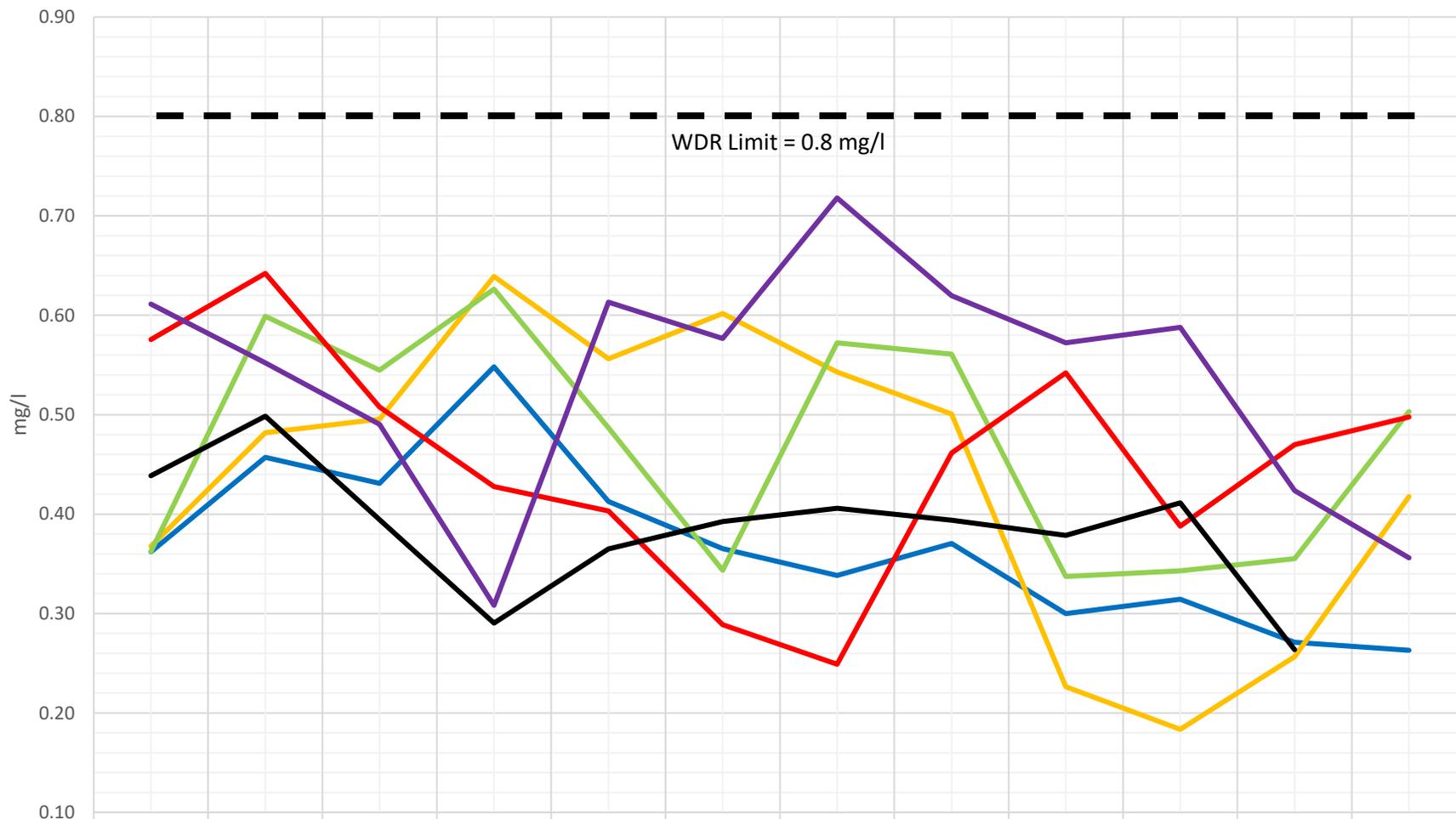
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.53	1.23	1.15	1.33	1.23	1.25	1.73	2.93	2.98	2.32	1.24	0.97
2014	1.31	1.39	0.95	1.93	1.13	1.60	2.73	2.88	2.58	1.16	0.83	2.02
2015	1.70	2.11	1.16	0.98	1.11	1.99	3.17	3.64	2.03	1.41	1.18	1.50
2016	1.76	2.20	2.14	2.51	2.29	2.84	2.23	2.72	3.60	2.49	2.01	1.09
2017	1.78	2.04	2.30	1.31	1.08	1.40	2.03	2.46	2.36	2.01	1.06	0.80
2018	1.20	0.91	1.20	0.88	0.87	1.42	5.79	2.47	2.52	1.55	1.39	

Monthly Average Daily Turbidity (Effluent)



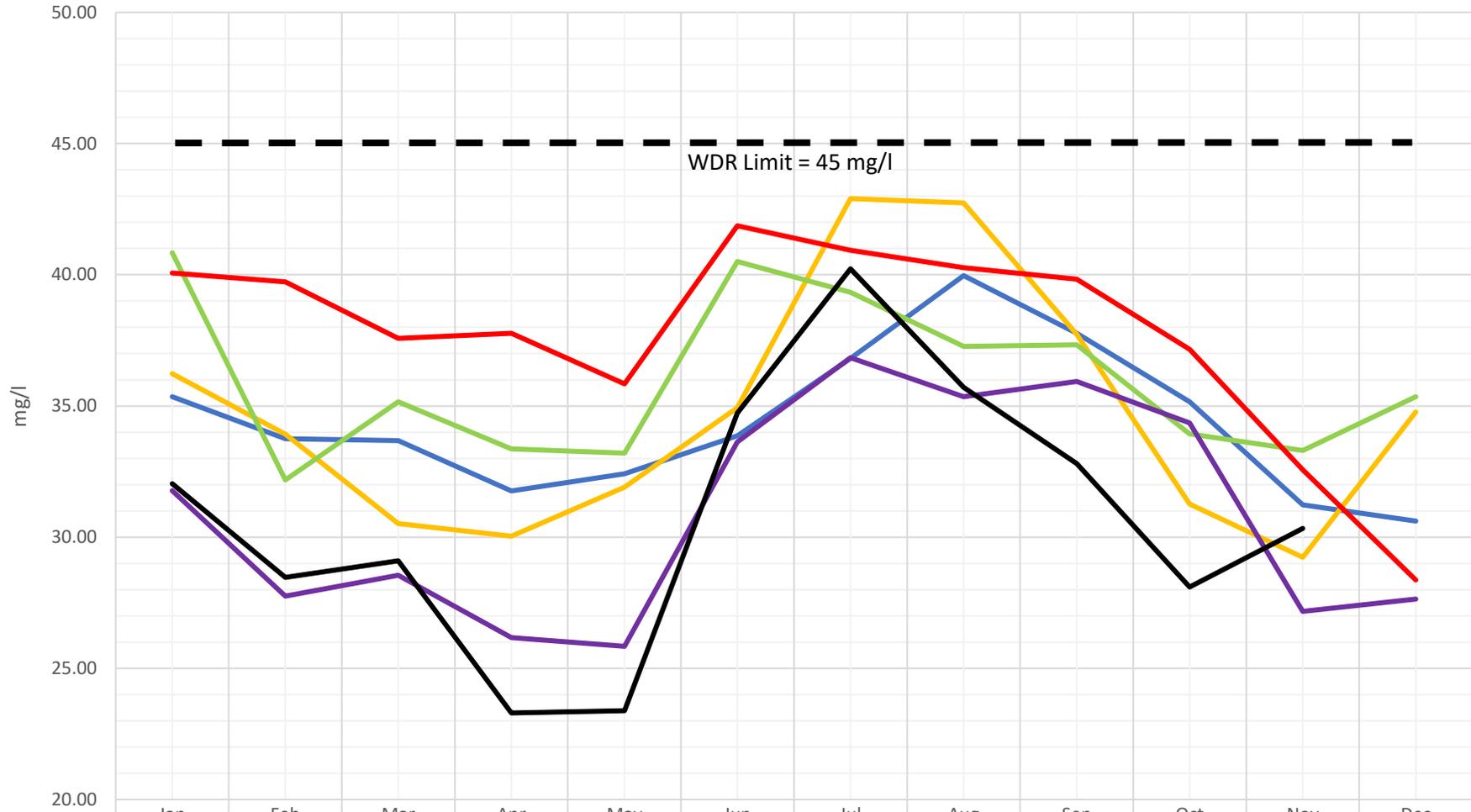
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.75	1.57	1.35	1.27	1.26	1.42	1.45	2.11	1.93	1.85	1.31	1.15
2014	1.55	1.56	1.01	1.26	1.35	1.47	2.08	1.97	1.77	1.27	1.04	1.91
2015	1.53	1.58	1.48	1.13	1.05	1.58	1.73	1.88	1.41	1.15	1.09	1.31
2016	1.47	2.18	1.95	2.12	2.24	3.18	1.78	1.71	1.88	1.73	1.64	1.29
2017	1.68	2.14	2.00	1.57	1.24	1.56	1.89	2.00	2.18	1.74	1.16	1.02
2018	1.22	1.17	1.42	1.04	0.94	1.55	4.11	2.15	1.89	1.22	1.23	

### Monthly Average Daily Total Phosphorus (Effluent)



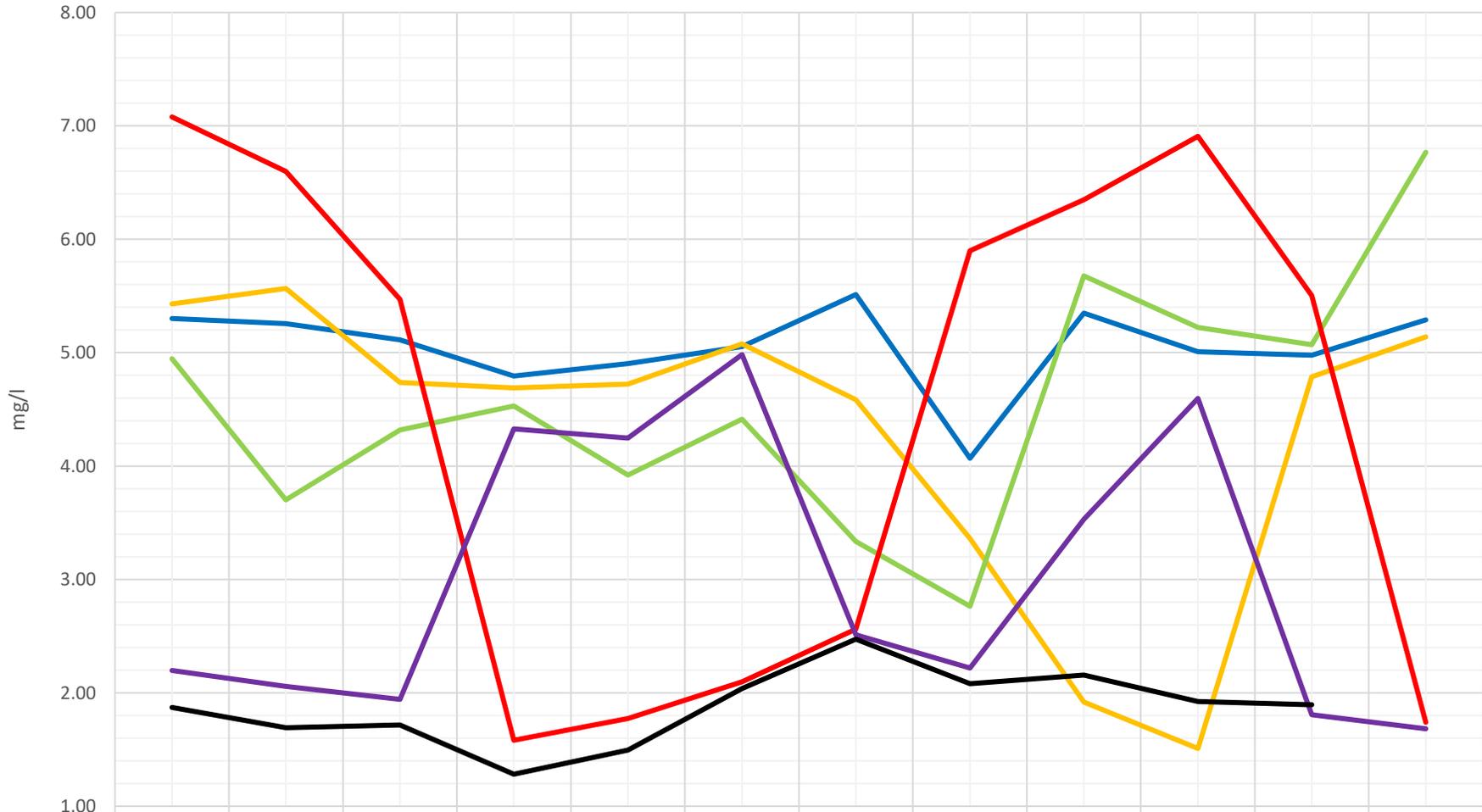
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	0.36	0.46	0.43	0.55	0.41	0.37	0.34	0.37	0.30	0.31	0.27	0.26
2014	0.37	0.48	0.50	0.64	0.56	0.60	0.54	0.50	0.23	0.18	0.26	0.42
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	

### Monthly Average Daily Chemical Oxygen Demand (Effluent)



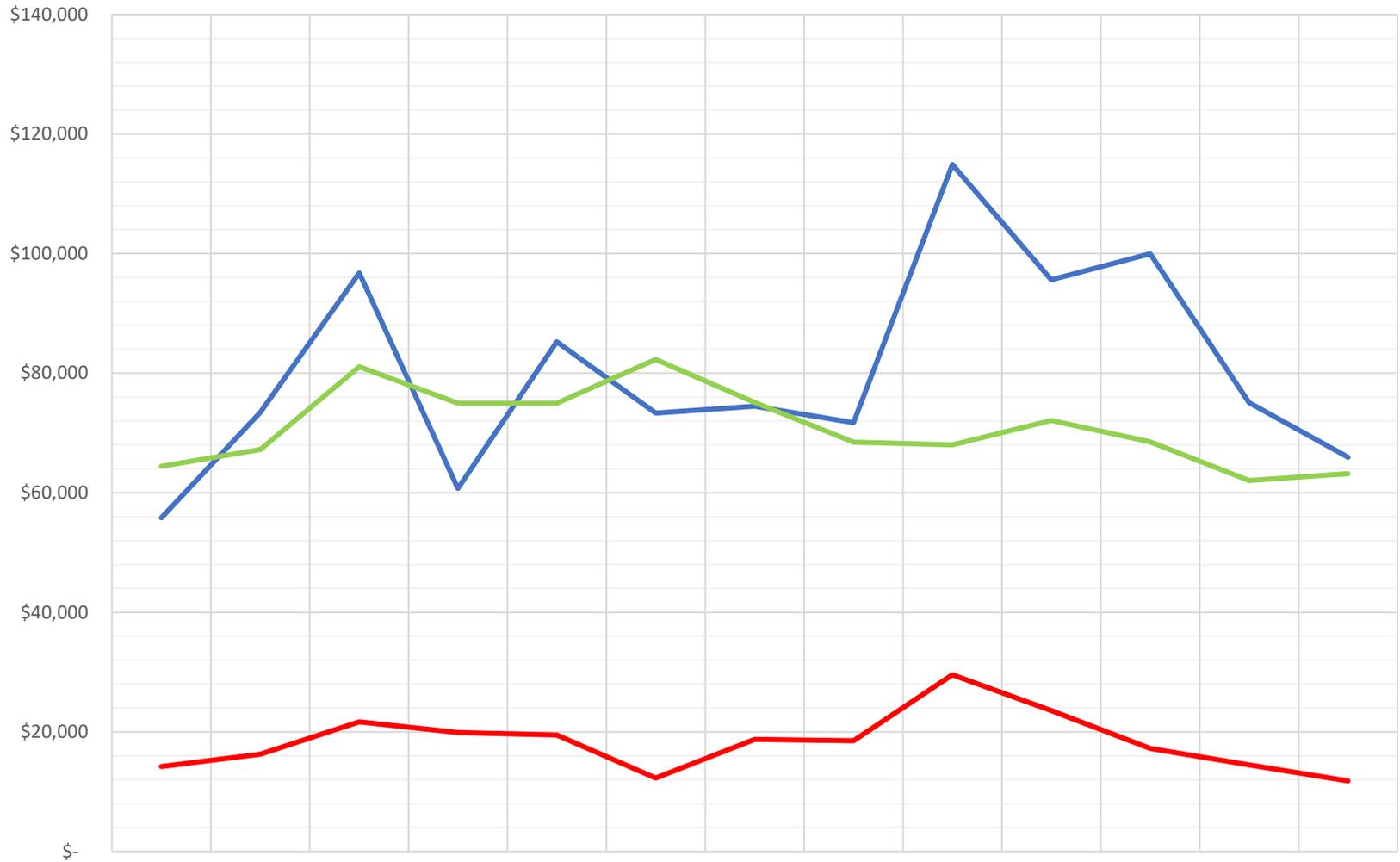
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	35.35	33.75	33.68	31.77	32.42	33.87	36.81	39.97	37.77	35.16	31.23	30.61
2014	36.23	33.93	30.52	30.03	31.90	34.93	42.90	42.74	37.73	31.26	29.23	34.77
2015	40.84	32.18	35.16	33.37	33.20	40.50	39.33	37.27	37.33	33.94	33.30	35.35
2016	40.06	39.72	37.58	37.77	35.84	41.87	40.94	40.27	39.83	37.16	32.57	28.37
2017	31.77	27.75	28.55	26.17	25.84	33.63	36.84	35.35	35.93	34.35	27.17	27.65
2018	32.03	28.46	29.10	23.30	23.39	34.73	40.23	35.71	32.80	28.10	30.33	

Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	5.30	5.26	5.11	4.79	4.90	5.05	5.51	4.07	5.35	5.01	4.98	5.29
2014	5.43	5.57	4.74	4.69	4.72	5.08	4.58	3.36	1.92	1.51	4.79	5.14
2015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	

### Chemical, Power and Sludge Disposal Costs



	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
— Chemical	\$55,808	\$73,445	\$96,752	\$60,704	\$85,237	\$73,330	\$74,466	\$71,733	\$114,902	\$95,616	\$99,985	\$75,081	\$65,950
— Power	\$64,429	\$67,239	\$81,095	\$74,980	\$74,980	\$82,300	\$75,117	\$68,486	\$68,012	\$72,081	\$68,530	\$62,041	\$63,203
— Sludge Disposal	\$14,185	\$16,261	\$21,680	\$19,869	\$19,469	\$12,296	\$18,752	\$18,517	\$29,550	\$23,564	\$17,231	\$14,472	\$11,797



## TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Richard Pallante, Maintenance Manager  
**Subject:** Maintenance Report

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- ◆ **Project support:** In the month of November, Maintenance staff provided support for the following projects:
  - Received 8 TRI USA Dig-Alert requests in support of local community projects.
  - 2018 Building 27 Main Service Upgrade, review of submittals, RFIs and participated in plant shutdowns needed to facilitate the onsite work. Provided inspection and technical support for the Engineering department during construction.
  - 2018 Headworks Barscreens and Washer Compactors, participated in pre-design meetings with other T-TSA departments.
  
- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of November:
  - Winter preparations which included: Development of a snow removal program, installation of snow poles and preparation of winter equipment.
  - Completed 282 work orders categorized as follows:
    - 214 scheduled preventative maintenance work orders.
    - 68 unscheduled work orders in the following categories: 45 corrective, 9 projects, 6 non-scheduled preventative and 5 safety.
  
- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing project:
  - Installation of TRI telemetry panels. Rampart panel complete with the last panel, Dollar Hill, scheduled for installation the week of 12/10/2018.

### Review Tracking:

Submitted By:   
Richard Pallante  
Maintenance Manager

Approved By:   
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Subject:** Engineering Report

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- ◆ **Projects:** In the month of November, Engineering staff continued working on the following projects:
  - 2019 Headworks Improvements Project
  - TRI MH 81 to 83 Improvements Project
  - Building 27 Main Service Upgrade Project
  - Administration Building Office Remodel Project
  - Digital Scanning of Sewer Lines
  - Multi-use Digester Pump
  
- ◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:
  - FHWA Truckee River Bridge (Fanny Bridge) Project

### Review Tracking:

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Bob Gray, IT Department Manager  
**Subject:** Information Technology (IT) Report

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- T-TSA Plant Information System (PIS)
  - Integration with SIS and SCADA ongoing
  - Development of GIS database integration for equipment
- T-TSA SCADA Information System (SIS)
  - SCADA integration with SIS complete
  - Runtimes being configured for all VFDs, and starters
  - Power Monitoring being programmed for daily totalization upload to PIS and SIS
  - New Schneider Electric switchgear communications being integrated into PIS and SIS
  - Adding Cloud based MODBUS/TCP for data interchange with sister agencies for telemetry panel data
- SCADA HMI Virtual Machine Development and Software Upgrade
  - Virtual Machine (SCADAMAIN10)
    - Current tagname server application loaded and running
    - Development of System Platform on going
- SCADA Automation Programming Software and Hardware Platform Upgrade
  - Installation of latest version of TIA Portal complete on virtual development machine
  - Conversion of Step7 code to TIA Portal including SCL code ongoing
- CLINO Automation Equipment/Software Upgrade
  - CPU equipment acquired
  - IO Count being compiled from TI Simatic code
- Telemetry Sites Upgrade
  - Squaw Valley Complete
  - Alpine Springs Complete
  - Granite Flats Complete
  - Ramparts Complete
  - Dollar IT tested and ready for installation
- BNR Blower Cabinet Environment Monitoring and Logging
  - Programming of IoT data collector that will monitor the following:
    - Motor bearing temperature X2
    - Inside ambient cabinet temperature
    - Outside ambient cabinet temperature
    - Non-contact blower housing temperature
    - Thermo-couples and digital thermostats tests complete
  - Remote IO being designed for installation in PLC panel

- This logged data along with software analysis will provide us with operational efficiency scores along with predictive maintenance data
- Programming server software that will take data from each of the blowers and distribute to SCADA, SIS, and PIS

Submitted By:   
Robert Gray  
IT Department Manger

Approved By:   
LaRue Griffin  
General Manager



TAHOE-TRUCKEE SANITATION AGENCY  
ADMINISTRATION DEPARTMENT REPORT

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Services Manager  
**Subject:** Administration Report

---

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Continued coordination with management and consultants Chouinard & Myhre, Inc., regarding the chart of accounts re-structuring for approved 2018/2019 Agency budgets.
- Finalized annual financial audit with the Auditors.
- Staff participated in a Government Finance Officers Association (GFOA) training webinar.

Billing/Customer Service

- General assistance with billing customer accounts, adjustments, refunds, reduction agreements and plan review.
- Staff continued parcel file scanning project for a total of 922 files in November.
- Conducted four (4) commercial inspections, and one (1) residential inspection.
- Processed twenty-four (24) new accounts/connections.
  - 2 Commercial / 22 Single Family

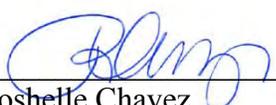
Purchasing

- Coordinated purchase of miscellaneous plant O&M supplies.
- Continued training of new Buyer for cross training in other areas of administration department.

General Administration

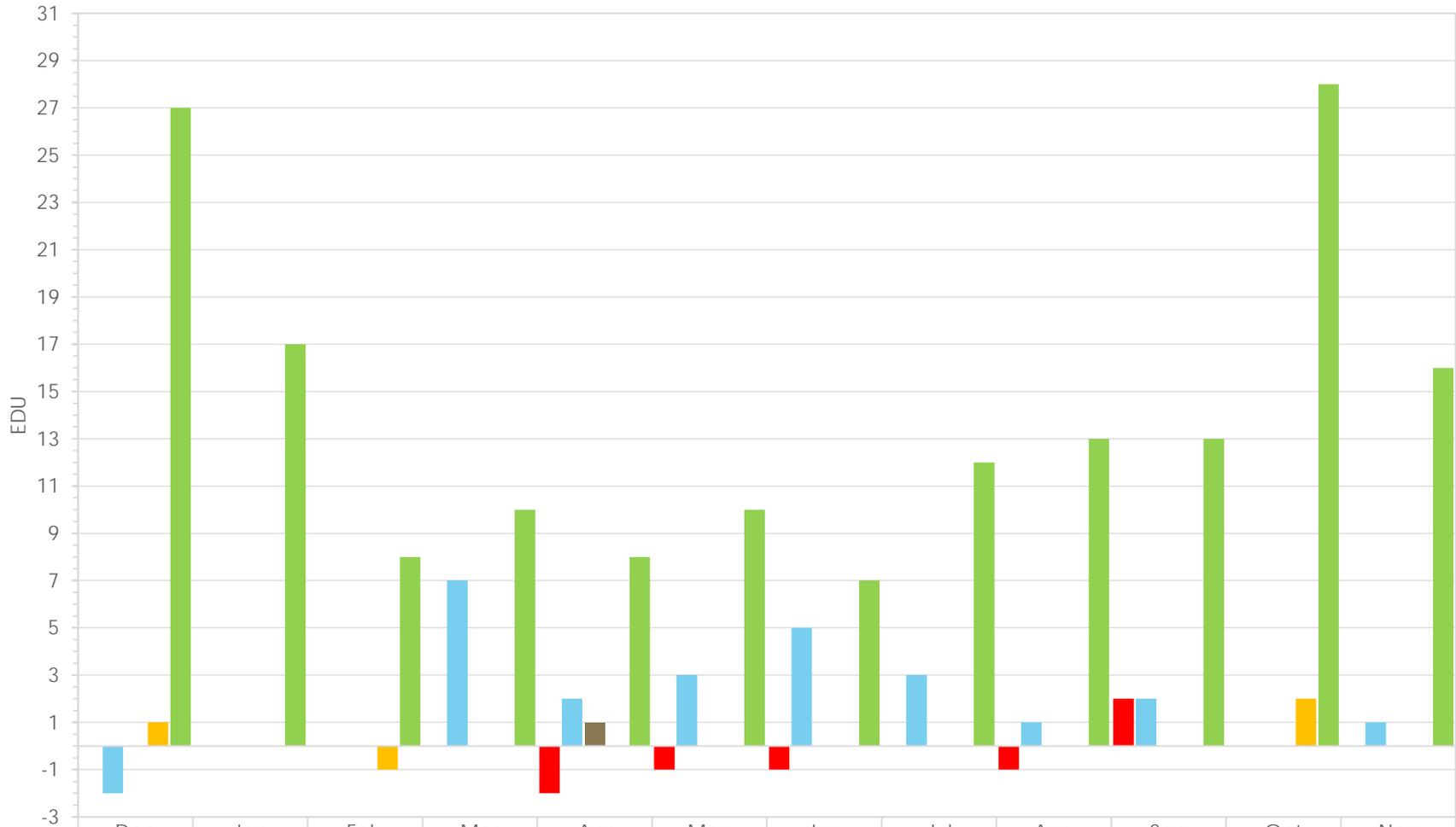
- Staff participated in interviews with Bryce Consulting regarding their Position Inventory Questionnaires.
- Staff coordinated a successful Thanksgiving Luncheon during the plant shut down on 11/20, providing a catered lunch for all staff for the holiday as well as November birthdays.
- Completed research of Utility Billing/Accounting Software for the Agency.
- Continued coordination of the Employee Appreciation Dinner and activities.
- Performed miscellaneous public records requests.

**Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

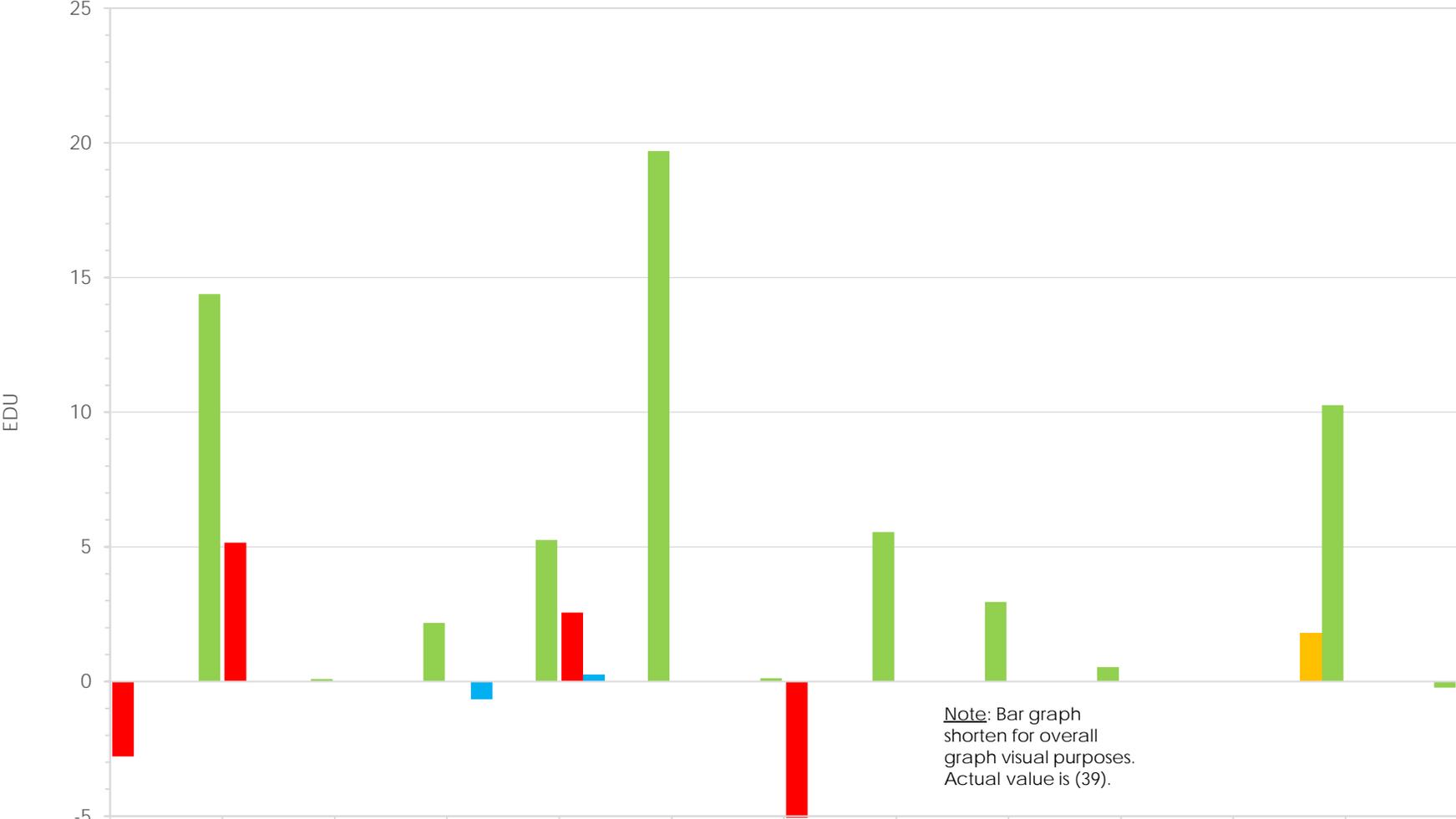
Approved By:   
LaRue Griffin  
General Manager

# Residential EDU Summary



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
■ NTPUD	0	0	0	0	(2)	(1)	(1)	0	(1)	2	0	0
■ TCPUD	(2)	0	0	7	2	3	5	3	1	2	0	1
■ ASCWD	0	0	0	0	1	0	0	0	0	0	0	0
■ SVSPD	1	0	(1)	0	0	0	0	0	0	0	2	0
■ TSD	27	17	8	10	8	10	7	12	13	13	28	16

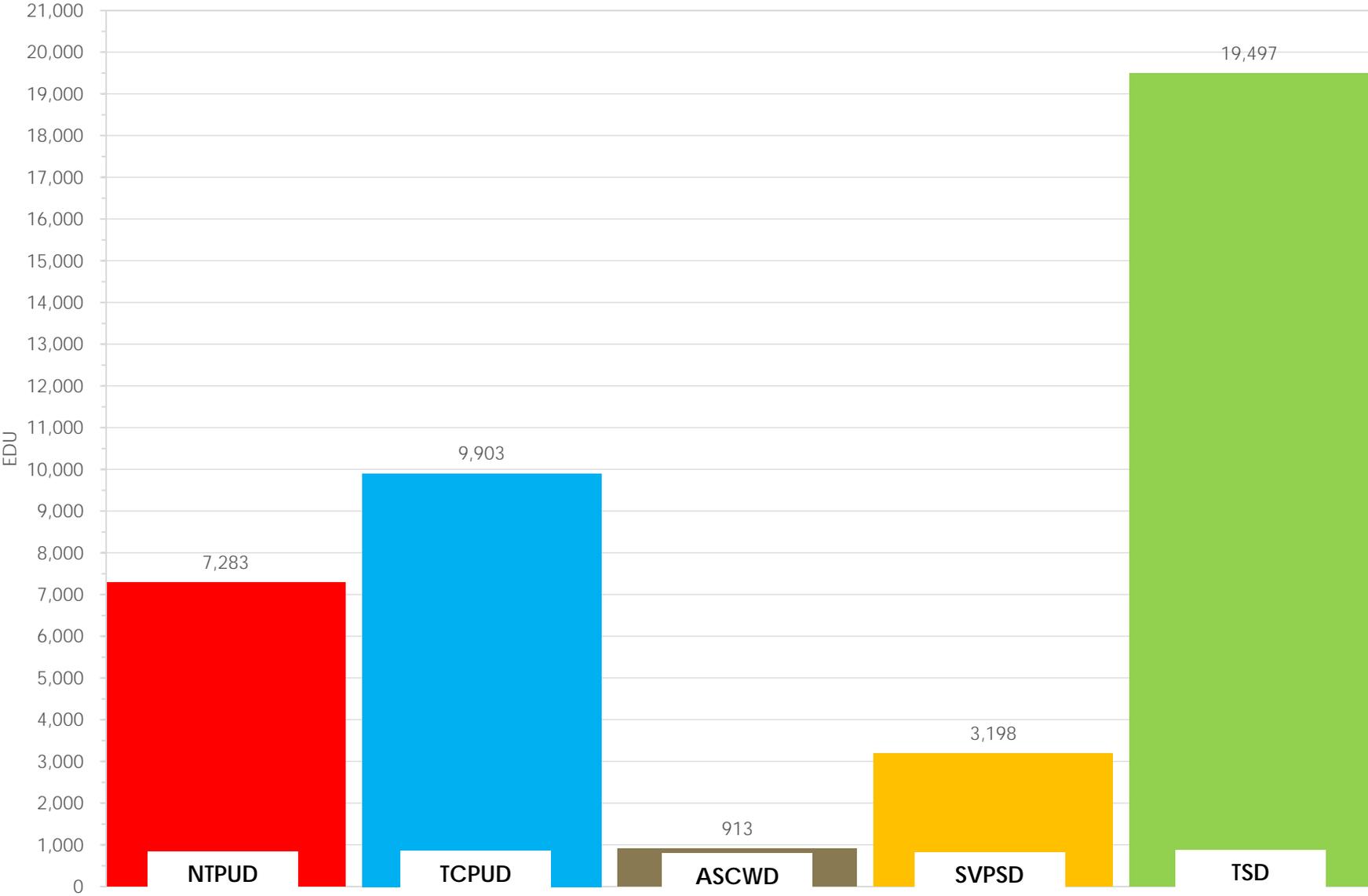
# Other EDU Summary



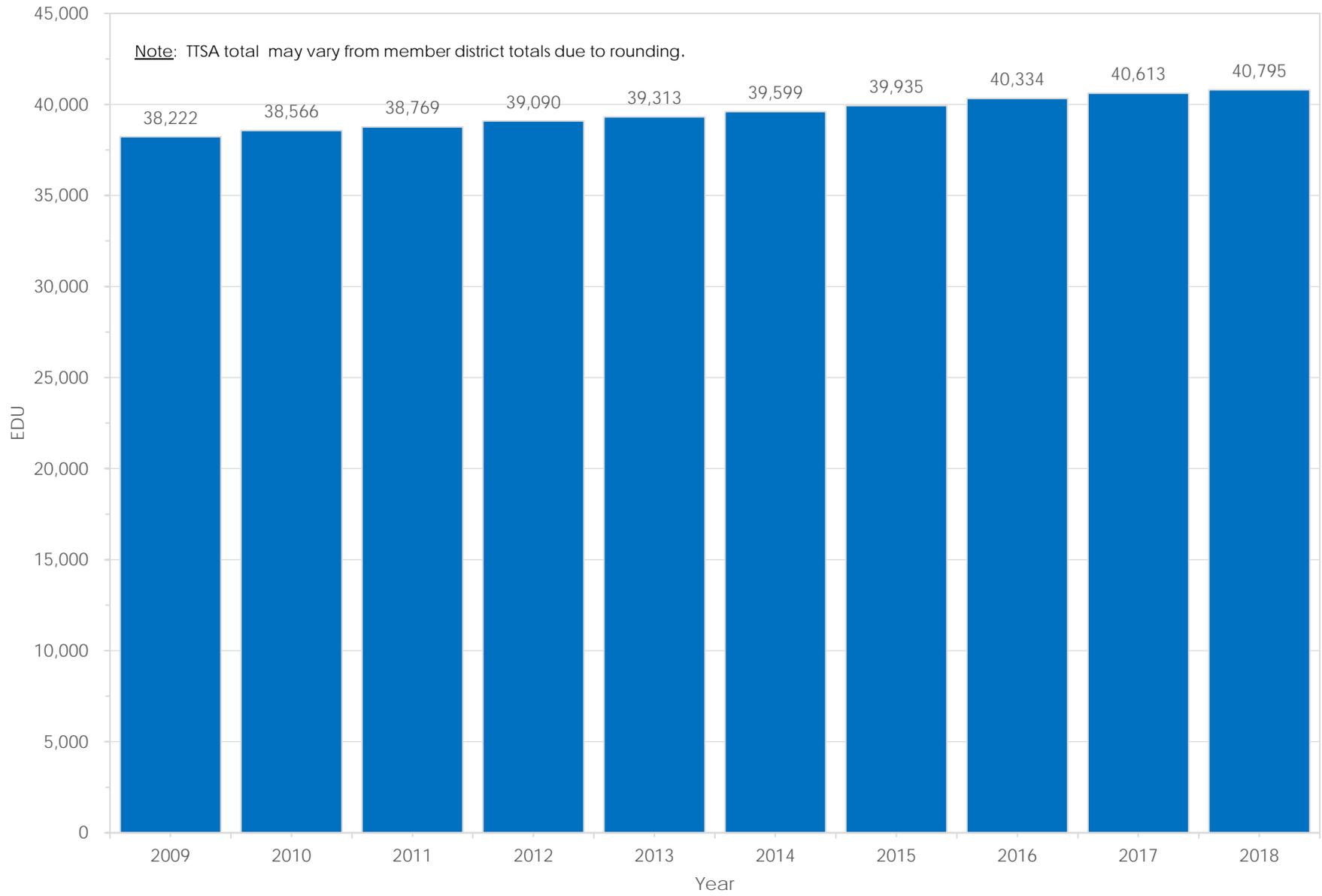
Note: Bar graph shortened for overall graph visual purposes. Actual value is (39).

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
■ NTPUD	(2.8)	5.2	0.0	0.0	2.6	0.0	(39.0)	0.0	0.0	0.0	0.0	0.0
■ TCPUD	0.0	0.0	0.0	(0.7)	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
■ ASCWD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
■ SVSPD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	0.0
■ TSD	14.4	0.1	2.2	5.3	19.7	0.1	5.6	2.9	0.5	0.0	10.3	(0.2)

# Current EDU Summary By Member District



# Historical TTSA EDU Summary





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**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 implement PIS.
- Management and staff reviewed administration software proposals.
- Management and staff continued revision of the employee handbook.
- Management and staff continued to assist with the preparation of the annual financial audit.

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

- Management and staff completed the staff interview portion of the Compensation and Classification Study.
- Management held a staff meeting to discuss the potential list of comparable agencies to be utilized in the Compensation and Classification Study.
- Management attended the monthly member district luncheon.
- Management submitted maps of facilities for the SEED Fund and Collaborative Solar Initiative program.
- Management approved change order no. 6 for Truckee River Interceptor MH81 - MH83 Improvements project (attached).
- Management approved change order no. 1 for the 2018 Digital Scanning of Sewer Lines project (attached).
- Management approved change order no. 2 for Building 27 Main Service Upgrade project (attached).
- Management issued a RFP for the Master Sewer Plan.
- Management scheduled meetings with consultants for a potential enterprise asset management computer program.
- Management and staff attended harassment and workplace violence trainings.

### **Review Tracking**

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

  
LaRue Griffin  
General Manager



**TAHOE-TRUCKEE SANITATION AGENCY**

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

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

**CONTRACT MODIFICATION NO. 6**  
**(Change Order)**

The following additions, deletions or revisions to the Contract Documents for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements by and between the Tahoe-Truckee Sanitation Agency and Burdick Excavating Company, Inc. dated February 27, 2017 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1.	Part 2 Contract Forms, Paragraph 2.1.5; CHANGE Substantial Completion from "September 20, 2018" to "October 15, 2018". CHANGE Final Completion from "October 15, 2018" to "November 15, 2018".	N/A	\$0
2	Part 1.3 Bid Schedule, DELETE in its entirety Item No. 2 Temporary Odor Control – Mobilization, and Item No. 3 Temporary Odor Control – Operations.	LS	(\$145,500.00)
Total Cost			(\$145,500.00)

ORIGINAL CONTRACT AMOUNT: **\$2,286,000.00**  
 PREVIOUS CONTRACT MODIFICATION(S) AMOUNT: **\$116,228.81**  
 CONTRACT MODIFICATION NO. 6 AMOUNT: **(\$145,500.00)**  
 REVISED CONTRACT AMOUNT: **\$2,256,728.81**

CONTRACT TIME: **Revised as indicated herein.**

All terms and conditions stipulated in the Contract Documents for the Truckee River Interceptor Manhole 81 to Manhole 83 Improvements by and between the Tahoe-Truckee Sanitation Agency and Burdick Excavating Company, Inc. dated February 27, 2017 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY: *[Signature]* 12/03/18  
 Burdick Excavating Company, Inc. Date

APPROVED BY: *[Signature]* 12/5/18  
 Tahoe-Truckee Sanitation Agency Date



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*Dale Cox: Vice President*  
*Jon Northrop*  
*Dan Wilkins*  
*Blake Tresan*

**General Manager**

*LaRue Griffin*

**CONTRACT MODIFICATION NO. 1**

**(Change Order)**

The following additions, deletions or revisions to the Contract Documents for the 2018 Digital Scanning of Sewer Lines Project by and between the Tahoe-Truckee Sanitation Agency and Hoffman Southwest Corp., dba Professional Pipe Services, dated July 25, 2018 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	Reduce total length scanned from 37,500.00 L.F. to 34,632.20 L.F. (a reduction of 2,867.80 L.F.)	\$2.75/L.F.	(\$7,886.45)
Total Cost for Item 1			(\$7,886.45)

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
2	Reduce integration of data collection from scanning of sewer lines importable to Geographic Information System (GIS) software from 37,500.00 L.F. to 34,632.20 L.F. (a reduction of 2,867.80 L.F.)	\$1.00/L.F.	(\$2,867.80)
Total Cost for Item 2			(\$2,867.80)

ORIGINAL CONTRACT AMOUNT: \$140,625.00  
 CONTRACT MODIFICATION NO. 1 AMOUNT: (\$10,754.25)  
 REVISED CONTRACT AMOUNT: \$129,870.75

CONTRACT TIME ADJUSTMENT: None

All terms and conditions stipulated in the Contract Documents for the 2018 Digital Scanning of Sewer Lines Project by and between the Tahoe-Truckee Sanitation Agency and Hoffman Southwest Corp., dba Professional Pipe Services, dated July 25, 2018 are incorporated herein, except as provided in Contract Modification No. 1.

ACCEPTED BY: [Signature]  
Hoffman Southwest Corp., dba Professional Pipe Services

11-28-18  
Date

APPROVED BY: [Signature]  
Tahoe-Truckee Sanitation Agency

11/28/18  
Date



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*Blake Tresan*

**General Manager**

*LaRue Griffin*

**CONTRACT MODIFICATION NO. 2**  
**(Change Order)**

The following additions, deletions or revisions to the Contract Documents for the Building 27 Main Service Upgrade Project by and between the Tahoe-Truckee Sanitation Agency and Schneider Electric USA, Inc. (SE) dated June 13, 2018 have been ordered and authorized:

ITEM	DESCRIPTION	COMPENSATION BASIS	COST
1	SE shall test oil from the existing transformer directly adjacent to Building 27 and submit results to Agency when available.	Lump Sum	\$500.00
Total Cost for Item 1			\$500.00

ORIGINAL CONTRACT AMOUNT:	\$552,569.10
CONTRACT MODIFICATION NO. 1 AMOUNT:	(\$4,000.00)
CONTRACT MODIFICATION NO. 2 AMOUNT:	\$500.00
REVISED CONTRACT AMOUNT:	\$549,069.10

CONTRACT TIME ADJUSTMENT: None

All terms and conditions stipulated in the Contract Documents for the Building 27 Main Service Upgrade Project by and between the Tahoe-Truckee Sanitation Agency and Schneider Electric USA, Inc. dated June 13, 2018 are incorporated herein, except as provided in Contract Modification No. 2.

ACCEPTED BY: *Becca C. Hutchins* *11/28/18*  
Schneider Electric USA, Inc. Date

APPROVED BY: *[Signature]* *11/28/18*  
Tahoe-Truckee Sanitation Agency Date



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** December 12, 2018  
**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.



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** December 12, 2018  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VIII  
**Subject:** Closed Session

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