



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
October 10, 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: October 10, 2018

Time: 9:00 AM

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

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

- I. **Call to Order, Roll Call, and Pledge of Allegiance**
- II. **Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.
- III. **Professional Achievements, Awards & Anniversaries** Acknowledgement of staff for professional achievements, awards and anniversaries received the previous calendar month or quarter.
- IV. **Labor Relations Under the Meyers-Miliias-Brown Act (and related subjects) Training; Related Director Questions and Answers** Please note that the training is planned for approximately sixty (60) minutes.
- V. **Closed Session**
 1. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).
- VI. **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 September 12, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 2 for the TRI MH 81-MH 83 Improvements project.

VII. Regular Agenda

1. Discussion of the connection fee schedule.
2. Approval of the sewer rate study proposal.
3. Approval of Ordinance No. 3-2018 establishing surplus personal property sale/disposal policy and procedures.
4. Approval of the agreement between T-TSA and Gertrude Holdings, LLC.
5. Approval of the Memorandum of Understanding for Cooperative Purchasing of Renewable Energy.
6. Discussion of an emergency reserve fund.
7. Approval of the annual employee appreciation dinner.
8. Presentation of Agency biosolids process management.

VIII. Management Team Report

1. Department Reports.
2. General Manager Report.

IX. 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.

X. 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.

XI. Adjournment

Posted and Mailed, 10/05/18



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: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: III
Subject: Professional Achievements, Awards & Anniversaries

Background

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

Achievements and Promotions

- Chuy Zarate – Mechanical Technologist Grade 3
- Patrick Baird – AWWA Distribution

Awards

- *Safety Suggestion Awards (3rd Quarter 2018)*
 - Robert Holmes - Install waterproof box on the TRI truck
 - Jim Redmond - Communicate hazard of hot motor/gearbox in the clarifiers
 - Scott Fleming - Ensure proper lighting is installed in classified areas of the plant
 - Greg O'Hair - Catwalk grating reinforcement throughout the plant, Fall protection installed at the digester roll up door
 - Chuy Zarate - Spill kit for diesel tanks, Steps for clarifiers at the safety gates, Flammable cabinet for gas cans in the storage bin, Remove light fixture at the roof hatch in Building 4 (thickener room), Create an SDS binder for Vehicle Maintenance
 - Dawn Davis - No food or drink signage for the labs
 - Ryan Schultz - Test trip button after switchgear upgrade & investigate wiring, Fix the bonding for Building 27 substation
 - Patrick Baird - Methanol delivery procedures

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

- Tobin Fuchs – I & E Department – 1 Year Anniversary (July 2018)

Fiscal Impact

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

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: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IV
Subject: Labor Relations Under the Meyers-Milias-Brown Act (and related subjects) Training;
Related Director Questions and Answers

Background

Special labor legal counsel Mr. Joe Wiley of Wiley, Price & Radulovich, LLP will be providing a training on labor relations under the Meyers-Milias-Brown Act and address related Director questions.

Fiscal Impact

None.

Attachments

Labor relations under the Meyers-Milias-Brown Act presentation.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



WILEY PRICE & RADULOVICH, LLP

LABOR RELATIONS UNDER THE MEYERS-MILIAS-BROWN ACT

CALIFORNIA GOVERNMENT CODE SECTIONS 3500-3511

Presented to
Tahoe-Truckee Sanitation Agency
Truckee, California

October 10, 2018

Presented by: **Joseph E. Wiley**

Wiley Price & Radulovich, LLP
1301 Marina Village Parkway, Suite 310
Alameda, California 94501
Telephone: (510) 337-2810 Facsimile: (510) 337-2811

jwiley@wprlaw.com

Public Employees in California Have the Right to...

- Labor Relations Requirements for California public agencies vary greatly depending upon the nature of the employer. The State has the following labor relations statutes:
 1. Cities, Counties, & Special Districts – Meyer-Milias-Brown Act (MMBA)
 2. School Districts – Educational Employment Relations Act (EERA)



WILEY PRICE & RADULOVICH, LLP

Public Employees in California Have the Right to...

3. State of California – State Employer-Employee Relations Act (SEERA)
4. U.C., CSUC and Hastings College of the Law – (HEERA)
5. Trial Court Employment Act
6. Trial Court Interpreters Act
7. Separate Enabling Labor Relations Provisions for Public Transportation



WILEY PRICE & RADULOVICH, LLP

Meyers-Milias-Brown Act

- A. Right to representation in an appropriate bargaining unit
- Right of Agency, within reason, to determine appropriate unit based upon community of interest among and between classifications of employees.
 - What is a “community of interest among and between classifications of employees”?



WILEY PRICE & RADULOVICH, LLP

Meyers-Milias-Brown Act Cont'd.

- California Public Employment Relations Board may determine if employer's unit designation is reasonable.
- Employee organization must have the support of the majority of employees in the appropriate unit.



WILEY PRICE & RADULOVICH, LLP

Meyers-Milias-Brown Act Cont'd.

B. Right of Union to Meet and Confer with Public Agency Representatives

- Scope of Meet & Confer: Wages, hours and terms and conditions of employment
- Good faith meet and confer: Meet face to face for a reasonable number of times to exchange proposals with an intent of reaching an agreement



WILEY PRICE & RADULOVICH, LLP



Meyers-Milias-Brown Act Cont'd.

- C. Public employer must provide a reasonable number of employees a reasonable amount of release time for time spent in actual meet and confer.
- D. Fact finding requirement prior to implementation.



Right of Employees to be Free from Interference and/or Discrimination for Engaging or not Engaging in Union Activity

Public agencies and employee organizations shall not interfere with, intimidate, restrain, coerce or discriminate against public employees because of their engaging or not engaging in union activity.

- What is interference?
- What is discrimination?



Example of Conduct by an Employer that May be Considered an Unfair Practice

- Refusing to meet and confer in good faith with the majority representation
- Disciplining or threatening employees for participating in union activity
- Unilaterally changing terms and conditions of employment without meeting and conferring with recognized union



Example of Conduct by a Union that May be Considered an Unfair Practice

- Threatening employees if they refuse to support or join the Union.
- Disciplining Union members for filing an unfair practice charge against the Union.
- Failing to fairly represent all employees in the unit in dealing with the employer.



Enforcement of the Meyers-Milias-Brown Act

Public Employment Relations Board – State Administrative Agency that oversees enforcement of MMBA

- Five members appointed by the Governor
- Representation Cases – Unit Determination
- Unfair Practice Cases
- Unfair Practice Charges



Enforcement of the Meyers-Milias-Brown Act Cont'd.

- Unfair Practice Complaints
- Hearing before Administrative Law Judge
- Recommended decision by the Administrative Law Judge
- Exceptions (Appeal) to the PERB Board
- Appeal to the Court of Appeal





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V
Subject: Closed Session

1. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VI-1
Subject: Approval of the minutes of the regular Board meeting on September 12, 2018

Background

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

Fiscal Impact

None.

Attachments

Minutes of the regular Board meeting on September 12, 2018.

Recommendation

Management recommends approval of the minutes of the regular Board meeting on September 12, 2018.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

September 12, 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
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard Pallante, Maintenance Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Tiffany Hambrick, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Robert Holmes, Maintenance Department
Mark Messerschmidt, Maintenance Department
Philip Fay, Maintenance Department
Jesus Zarate, Maintenance Department
Kristin Schrandt, Laboratory Department

Public Present: None

II. Public Comment:

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

III. Introduction of New Agency Staff

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

IV. Professional Achievements & Awards

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

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

V. Consent Agenda

1. Approval of the minutes of the special Board meeting on August 16, 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 2018 Clarifier Painting project.
5. Approval of progress pay estimate no. 1 for the TRI MH 81-MH 83 Improvements project.

MOTION by Director Wilkins, **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, Wilkins, Tresan and President Lewis
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion passed.

VI. Regular Agenda

1. Discussion and award of Classification and Compensation Study.

Mrs. Lufrano provided an overview of the proposals received and discussed the study process as planned to be executed.

MOTION by Director Cox, **SECOND** by Director Wilkins to award the Classification and Compensation Study to and approve an agreement with Bryce Consulting; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Discussion of the residential unit connection fee schedule.

Mr. Griffin provided an overview of the residential unit sewer connection fee schedule and proposed options to amend the schedule through the pending connection fee study. The Board of Directors requested further information on a fee schedule to compare (1) fees calculated based on a scalable fee based on a fee per square foot and (2) fees calculated based on a minimum base fee with a scalable fee based on a fee per square foot for single family and multi-family dwelling units.

3. Discussion of the SEED Fund and Collaborative Solar Initiative program.

Mr. Griffin provided an overview of the SEED Fund and Collaborative Solar Initiative program which provides regional group procurement of solar photovoltaic systems using a revolving fund mechanism to defray upfront costs for participants. The Board of Directors provided direction to initiate participation in the program to determine the potential Agency benefit of a solar photovoltaic system.

VII. Management Team Report

1. Department Reports

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

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

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

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

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VIII. Board of Director Comment

Director Cox inquired if a sewer service charge study update would be appropriate. Mr. Griffin stated he would contact HDR Inc. and obtain an estimate to perform such update.

Director Lewis inquired on the status on an Agency reserve fund. Mr. Griffin stated he has performed a review of a reserve fund and will include a discussion item on the next month's agenda.

No action was taken by the Board.

IX. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:02 AM

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).

The meeting was reopened at 11:35 AM. Nothing to report from closed session.

X. ADJOURNMENT:

There being no further business, the meeting adjourned at 11:35 AM.

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VI-2
Subject: Approval of general fund warrants

Background

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

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												
76837	REG	PAID	IN0152652	8/14/18	99	765	45110	325	98.47		MEDICAL SUPPLIES	
				9/12/18					* CHECK TOTAL	98.47		98.47

15 AIRGAS USA, LLC												
76838	REG	PAID	9078571757	7/25/18	99	100	45140	360	197.03		NITROGEN	
76838	REG	PAID	9078834989	8/01/18	99	100	45140	360	409.76		HELIUM	
				9/12/18					* CHECK TOTAL	606.79		606.79

847 ALLIED ELECTRONICS												
76839	REG	PAID	9009775602	8/02/18	99	100	45155	165	275.28		ELECTRICAL SUPPLIES	
				9/12/18					* CHECK TOTAL	275.28		275.28

19 ALPHA ANALYTICAL												
76840	REG	PAID	25216	7/19/18	99	160	45110	325	675.00		WELLS RIVERS 3 QTR 2018	
76840	REG	PAID	25242	7/25/18	99	160	45110	325	35.00		WELLS RIVERS 3RD QTR 2018	
76840	REG	PAID	25245	7/26/18	99	160	45110	325	245.00		WEL BARIUMS JULY	
76840	REG	PAID	25263	7/31/18	99	160	45110	326	6,680.00		SOIL SAMPLES JULY 2018	
76840	REG	PAID	25351	8/08/18	99	490	45110	327	290.00		SLUDGE METALS NITROGEN	
76840	REG	PAID	25352	8/08/18	99	160	45110	325	600.00		JULY TOC'S	
76840	REG	PAID	25359	8/09/18	99	160	45110	325	600.00		JULY TOC'S FINAL	
76840	REG	PAID	25360	8/09/18	99	160	45110	325	175.00		WEL BARIUMS JULY	
76840	REG	PAID	25378	8/13/18	99	160	45110	325	200.00		AUGUST RIVERS	
				9/12/18					* CHECK TOTAL	9,500.00		9,500.00

1900 AMAZON CAPITAL SERVICES												
76841	REG	PAID	1HW4-9JTQ-C19M	8/09/18	99	100	45150	145	74.95		ULTRA BRIGHT LED FLASHLIG	
76841	REG	PAID	1KJ-RKTW-91DV	8/04/18	99	100	45155	145	10.78		FORCEP TWEEZERS	
76841	REG	PAID	1KJW-TCDH-JJVR	8/13/18	99	765	45100	400	29.65		PPE BAG	
76841	REG	PAID	1R7R-C7HM-X1YC	8/02/18	99	100	45155	170	22.16		DIGITAL SCALE CALIP,FILTE	
76841	REG	PAID	1R7R-C7HM-X1YC	8/02/18	99	100	45155	145	270.08		DIGITAL SCALE CALIP,FILTE	
76841	REG	PAID	1XT4-9N7K-J3LH	8/19/18	99	100	45150	100	470.85		STEEL FILE CABINET	
76841	REG	PAID	13MV-MRHF-PFLY	7/24/18	99	740	45150	175	116.53		4 CHANNEL PROGRAM GAIN	
76841	REG	PAID	14CX-7GCF-7FFN	8/20/18	99	765	45100	400	824.26		MANUAL DOOR CABINET	
76841	REG	PAID	14CX-7GCF-76RY	8/20/18	99	765	45100	400	412.13		MANUAL DOOR CABINET	
76841	REG	PAID	149D-JGVV-W1YN	8/19/18	99	800	45090	335	134.18		OFFICE SUPPLIES	
				9/12/18					* CHECK TOTAL	2,365.57		2,365.57

32 AMERIPRIDE UNIFORM SERVICES												
76842	REG	PAID	1102045426	8/20/18	99	120	45150	140	14.90		UNIFORMS/MATS	
76842	REG	PAID	1102045426	8/20/18	99	765	45150	407	399.33		UNIFORMS/MATS	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:52

(APM020)
 PAGE 2

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76842	REG	PAID	1102052558	9/03/18	99	765	45150	407	389.23		UNIFORMS/MATS	
76842	REG	PAID	1102052558	9/03/18	99	120	45150	140	14.90		UNIFORMS/MATS	
76842	REG	PAID	1110076762	7/27/18	99	765	45150	407	221.63		JACKETS, SWHEATSHIRT	
76842	REG	PAID	76703	8/21/18	99	765	45150	407	277.20-		OVERPAYMENT MONTHLY BILL	
				9/12/18			* CHECK TOTAL		762.79			762.79
1885 AT&T ACCT 831-000-6939 380												
76843	REG	PAID	4369153400	8/19/18	99	930	45110	325	1,323.93		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		1,323.93			1,323.93
1886 AT&T ACCT #171-800-7674 001												
76844	REG	PAID	7705263400	8/19/18	99	930	45110	325	959.45		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		959.45			959.45
49 AVAYA, INC.												
76845	REG	PAID	2734076469	8/18/18	99	140	45190	300	837.48		QUARTERLY BILLING	
				9/12/18			* CHECK TOTAL		837.48			837.48
1717 PATRICK BAIRD												
76846	REG	PAID	VI080818 BAIRD	8/08/18	99	870	45020	495	396.00		VISION REIMB, PATRICK	
				9/12/18			* CHECK TOTAL		396.00			396.00
99 CA INDUSTRIAL RUBBER CO.												
76847	REG	PAID	S-079095	8/20/18	99	130	45150	105	613.78		ID HOSE	
				9/12/18			* CHECK TOTAL		613.78			613.78
41 CALTROL, INC												
76848	REG	PAID	CD99053626	8/02/18	99	100	45155	170	373.21		PRESSURE GUAGE	
				9/12/18			* CHECK TOTAL		373.21			373.21
120 CENTRISYS CENTRIFUGE SYSTEMS												
76849	REG	PAID	SO-18047	8/17/18	99	100	45150	115	4,015.70		GORTIFLEX EXPANSION BOOT	
				9/12/18			* CHECK TOTAL		4,015.70			4,015.70
717 PAUL CHARBONEAU												
76850	REG	PAID	VI07102018	7/10/18	99	870	45020	495	277.00		VISION REIMB, DARLENE	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				9/12/18					* CHECK TOTAL	277.00		277.00
124 CHOUINARD & MYHRE, INC.												
76851	REG	PAID	18072012	7/31/18	99	800	45110	325	125.00		NEW CHART ACCTS ASSIST	
				9/12/18					* CHECK TOTAL	125.00		125.00
2 CH2M HILL												
76852	REG	PAID	4074060	8/22/18	99	800	45120	705	1,438.25		TASK ORDER #3	
76852	REG	PAID	4074080	8/23/18	99	800	45120	740	14,800.38		TASK ORDER #27.1	
76852	REG	PAID	4074080.	8/23/18	99	800	45120	740	13,124.87		TASK ORDER #27.1	
				9/12/18					* CHECK TOTAL	29,363.50		29,363.50
1290 CLARK PEST CONTROL												
76853	REG	PAID	22531808	8/22/18	99	120	45110	325	275.00		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL	275.00		275.00
1479 CONSOLIDATED ELECTRICAL DIST.												
76854	REG	PAID	8802-479978	7/02/18	99	100	45155	145	42.09		WIRE STRIPPER	
76854	REG	PAID	8802-480788	7/20/18	99	100	45155	165	141.34		MOTOR WIRE	
76854	REG	PAID	8802-482283	8/21/18	99	100	45155	165	447.37		ELECTRICAL SUPPLIES	
				9/12/18					* CHECK TOTAL	630.80		630.80
149 CWEA												
76855	REG	PAID	CWEA RENEW CARL	6/11/18	99	870	45080	455	188.00		CWEA RENEWAL, CARLSSON	
76855	REG	PAID	CWEA RENEW,JEFF	8/07/18	99	870	45080	455	188.00		CWEA RENEWAL, CLAUSSEN	
76855	REG	PAID	000045396I	8/07/18	99	870	45080	455	97.00		CWEA RENEWAL GRADE3 DAVIS	
				9/12/18					* CHECK TOTAL	473.00		473.00
166 DIGI-KEY												
76856	REG	PAID	63881722	7/20/18	99	100	45155	165	80.08		COOLING FAN	
				9/12/18					* CHECK TOTAL	80.08		80.08
910 DOD TECHNOLOGIES, INC.												
76857	REG	PAID	37175	7/23/18	99	100	45155	170	258.00		ELECTRICAL SUPPLIES	
				9/12/18					* CHECK TOTAL	258.00		258.00
1945 EWS- ENVIRONMENTAL WATER SOLUTIONS												
76858	REG	PAID	2765	8/14/18	99	100	45150	120	665.68		COVER GASKET,OIL SLINGER	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76858	REG	PAID	2771	8/24/18	99	100	45150	115	469.38		BNR BLOWER PARTS	
				9/12/18			* CHECK TOTAL		1,135.06			1,135.06
1890 PHILIP FAY												
76859	REG	PAID	CWEA MECH III	8/09/18	99	870	45080	455	195.00		CERTITICATION REIMB,FAY	
				9/12/18			* CHECK TOTAL		195.00			195.00
201 FERGUSON ENTERPRISES, INC. #1423												
76860	REG	PAID	6194345	8/17/18	99	100	45150	100	78.35		RIGID TUBE CUTTER	
				9/12/18			* CHECK TOTAL		78.35			78.35
203 FISHER SCIENTIFIC COMPANY												
76861	REG	PAID	4668600	8/02/18	99	160	45160	290	226.57		LAB SUPPLIES	
				9/12/18			* CHECK TOTAL		226.57			226.57
1074 FRED PRYOR SEMINARS												
76862	REG	PAID	5097226	8/15/18	99	765	45170	345	389.00		SAFETY COMPLIANCE RESOURC	
				9/12/18			* CHECK TOTAL		389.00			389.00
1983 JAMES TOBIN FUCHS												
76863	REG	PAID	DD08062018	8/06/18	99	870	45020	490	25.00		DENTAL DEDUCT REIMB,TOBIN	
76863	REG	PAID	DS08062018	8/06/18	99	870	45020	490	409.50		DENTAL REIMB, TOBIN	
				9/12/18			* CHECK TOTAL		434.50			434.50
1578 GETGO, INC.												
76864	REG	PAID	1207273018	7/16/18	99	930	45110	325	71.05		MONTHLY BILLING	
76864	REG	PAID	1207273019	7/16/18	99	930	45110	325	39.00		MONTHLY BILLING	
76864	REG	PAID	1207303732	8/16/18	99	930	45110	325	39.00		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		149.05			149.05
225 GRAINGER INC., W.W.												
76865	REG	PAID	9858251763	7/26/18	99	100	45155	165	35.78		ELECTRICAL SUPPLIES	
76865	REG	PAID	9861028596	7/30/18	99	100	45155	165	69.57		ELECTRICAL SUPPLIES	
76865	REG	PAID	9864785705	8/02/18	99	100	45150	100	51.48		BUILDING SUPPLIES	
				9/12/18			* CHECK TOTAL		156.83			156.83
232 HACH CHEMICAL COMPANY												
76866	REG	PAID	11080327	8/07/18	99	160	45160	290	87.93		LAB SUPPLIES	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:52

(APM020)
 PAGE 5

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76866	REG	PAID	11105311	8/23/18	99	100	45155	170	194.61		ELECTRICAL SUPPLIES	
76866	REG	PAID	11108003	8/24/18	99	100	45155	170	1,716.20		SENSOR, FREE CHLORINE	
76866	REG	PAID	11108498	8/24/18	99	160	45160	290	238.43		LAB SUPPLIES	
				9/12/18					* CHECK TOTAL			2,237.17
2003 HUNT & SONS INC.												
76867	REG	PAID	892317	8/27/18	99	150	45060	275	1,659.64		UNLEADED GAS	
				9/12/18					* CHECK TOTAL			1,659.64
260 IDEXX LABORATORIES INC.												
76868	REG	PAID	3034923319	8/03/18	99	160	45160	290	992.43		LAB SUPPLIES	
76868	REG	PAID	3035023756	8/06/18	99	160	45160	290	240.56		LAB SUPPLIES	
76868	REG	PAID	3035735574	8/22/18	99	160	45160	290	333.38		LAB SUPPLIES	
				9/12/18					* CHECK TOTAL			1,566.37
1988 KONICA MINOLTA BUSINESS SOLUTIONS U												
76869	REG	PAID	9004840318	8/02/18	99	800	45300	550	193.05		QUARTERLY BILLING	
76869	REG	PAID	9004842843	8/03/18	99	800	45300	550	116.38		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL			309.43
1259 LHOIST NORTH AMERICA												
76870	REG	PAID	1180224309	8/10/18	99	310	45100	205	8,544.67		HYDRATED LYME	
76870	REG	PAID	1180225096	8/17/18	99	310	45100	205	8,503.85		HYDRATED LIME	
				9/12/18					* CHECK TOTAL			17,048.52
2028 SUSAN LINDSTROM, PH.D.												
76871	REG	PAID	INVOICE 1	8/24/18	99	800	45120	740	6,860.59		TRI ARCHAEOLOGIST 81-83	
76871	REG	PAID	INVOICE 1.	8/24/18	99	800	45120	740	7,736.41		TRI ARCHAEOLOGIST 81-83	
				9/12/18					* CHECK TOTAL			14,597.00
2002 VICKY LUFRANO												
76872	REG	PAID	CONFERENCE	8/16/18	99	920	45170	375	17.22		TRAVEL EXP 08/06 TO 08/07	
				9/12/18					* CHECK TOTAL			17.22
346 MCMASTER-CARR												
76873	REG	PAID	69046712	7/30/18	99	100	45150	100	1,706.61		BUILDING SUPPLIES	
76873	REG	PAID	69422665	8/02/18	99	100	45150	100	63.04		BUILDING SUPPLIES	
76873	REG	PAID	69423347	8/02/18	99	100	45150	100	497.25		BUILDING SUPPLIES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76873	REG	PAID	70019908	8/09/18	99	100	45155	170	198.04		PRESSURE GAUGE	
76873	REG	PAID	70287425	8/13/18	99	120	45100	400	191.19		WINDSOCK	
				9/12/18					* CHECK TOTAL			2,656.13
376 MOUNTAIN HARDWARE												
76874	REG	PAID	M94003	7/25/18	99	100	45150	100	86.24		BUILDING SUPPLIES	
76874	REG	PAID	M94965	7/30/18	99	100	45150	100	102.35		BUILDING SUPPLIES	
76874	REG	PAID	M95840	8/02/18	99	100	45150	155	27.63		PAINT SUPPLIES	
76874	REG	PAID	M96445	8/06/18	99	100	45150	100	96.56		PAINT SUPPLIES	
76874	REG	PAID	M97396	8/10/18	99	100	45150	100	49.97		BUILDING SUPPLIES	
				9/12/18					* CHECK TOTAL			362.75
353 NAPA- SIERRA												
76875	REG	PAID	492111	8/20/18	99	150	45150	135	70.67		FUEL & OIL FILTER	
				9/12/18					* CHECK TOTAL			70.67
383 NEVADA RUBBER STAMP CO.												
76876	REG	PAID	306599	8/15/18	99	800	45090	335	77.00		DATE STAMP	
				9/12/18					* CHECK TOTAL			77.00
1821 NEWEGG, INC.												
76877	REG	PAID	1301462174	7/26/18	99	800	45090	335	127.20		PRIVACY FILTER	
76877	REG	PAID	1301463506	7/27/18	99	800	45090	335	107.45		PRIVACY FILTER	
				9/12/18					* CHECK TOTAL			234.65
407 NORTHERN SAFETY CO., INC.												
76878	REG	PAID	903070688	8/13/18	99	765	45100	400	809.71		TYVEK COVERALL W HOOD	
				9/12/18					* CHECK TOTAL			809.71
959 OFFICE DEPOT												
76879	REG	PAID	174422169001	7/31/18	99	800	45090	335	741.27		OFFICE SUPPLIES	
76879	REG	PAID	174422998002	8/01/18	99	800	45090	335	12.36		OFFICE SUPPLIES	
76879	REG	PAID	174423002001	8/01/18	99	800	45090	335	20.56		OFFICE SUPPLIES	
				9/12/18					* CHECK TOTAL			774.19
1064 JUSTIN PARRISH												
76880	REG	PAID	GRADE I CERT	8/03/18	99	870	45020	410	250.00		OVER CERT REIMB, PARRISH	
				9/12/18					* CHECK TOTAL			250.00
798 MICHAEL PEAK												
76881	REG	PAID	DD042418	4/24/18	99	870	45020	490	25.00		DD REIMBURSEMENT, SARAH	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:52

(APM020)
 PAGE 7

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76881	REG	PAID	SF042418	4/24/18	99	870	45020	490	780.00		SF REIMBURSEMENT, SARAH	
				9/12/18			* CHECK TOTAL		805.00			805.00
622 PRAXAIR DISTRIBUTION, INC.												
76882	REG	PAID	84109010	7/22/18	99	100	45140	360	61.65		MONTHLY BILLING	
76882	REG	PAID	84623921	8/21/18	99	100	45140	360	61.65		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		123.30			123.30
452 TRUCKEE DONNER PUD												
76883	REG	PAID	1408270025-0918	8/22/18	99	140	45190	280	39.03		MONTHLY BILLING	
76883	REG	PAID	1408290024-0918	8/22/18	99	140	45190	280	46.68		MONTHLY BILLS	
76883	REG	PAID	1408310024-0918	8/22/18	99	140	45190	280	21.99		MONTHLY BILLING	
76883	REG	PAID	500920024-0918	8/22/18	99	140	45190	280	72,080.52		MONTHLY BILLS	
76883	REG	PAID	500920024-0918.	8/22/18	99	140	45190	282	110.10		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		72,298.32			72,298.32
512 RENO GAZETTE & JOURNAL												
76884	REG	PAID	0001862448	8/20/18	99	800	45130	350	833.30		ADVERTISING-BUYER	
				9/12/18			* CHECK TOTAL		833.30			833.30
2007 ROY SMITH COMPANY												
76885	REG	PAID	59067836	8/14/18	99	310	45100	245	1,543.27		LIQUID OXYGEN	
76885	REG	PAID	59080355	8/16/18	99	310	45100	245	3,636.44		LIQUID OXYGEN	
				9/12/18			* CHECK TOTAL		5,179.71			5,179.71
963 SHERWIN-WILLIAMS												
76886	REG	PAID	4804-5	8/06/18	99	100	45150	100	40.41		BUILDING SUPPLIES	
				9/12/18			* CHECK TOTAL		40.41			40.41
1744 SHRED-IT USA												
76887	REG	PAID	8125441364	8/22/18	99	800	45110	325	169.00		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		169.00			169.00
2018 SIEMENS INDUSTRY												
76888	REG	PAID	3007328118	8/04/18	99	100	45155	170	182.46		CABLE IT, PDM SINGLE PNT	
				9/12/18			* CHECK TOTAL		182.46			182.46
619 SIERRA SYSTEMS, INC.												
76889	REG	PAID	SEPT 2018 SVC	9/01/18	99	800	45110	325	600.00		MONTHLY BILLING	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				9/12/18					* CHECK TOTAL	600.00		600.00
1227 SNAP-ON INDUSTRIAL												
76890	REG	PAID	ARV/36541545	6/21/18	99	100	45150	145	159.40		IMPACT DRIVER	
				9/12/18					* CHECK TOTAL	159.40		159.40
655 SOLENIS												
76891	REG	PAID	131344204	8/21/18	99	571	45100	260	11,527.00		POLYMER TOTES	
				9/12/18					* CHECK TOTAL	11,527.00		11,527.00
639 SOUTHWEST GAS CORP.												
76892	REG	PAID	1098646-0020918	9/04/18	99	140	45190	310	8.80		MONTHLY BILLING	
76892	REG	PAID	1098646-0020918	9/04/18	99	140	45190	310	79.18		MONTHLY BILLING	
76892	REG	PAID	1098651-0020918	9/04/18	99	140	45190	310	49.98		MONTHLY BILLING	
76892	REG	PAID	1098651-0020918	9/04/18	99	140	45190	310	449.79		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL	587.75		587.75
895 TAHOE SUPPLY COMPANY, LLC												
76893	REG	PAID	706999	8/28/18	99	960	45150	140	897.59		JANITORIAL SUPPLIES	
				9/12/18					* CHECK TOTAL	897.59		897.59
393 TELEDYNE INSTRUMENTS, INC.												
76894	REG	PAID	S020268987	8/02/18	99	160	45160	170	238.48		LAB SUPPLIES	
76894	REG	PAID	S020270748	8/10/18	99	160	45160	170	443.46		LAB TOC PARTS	
				9/12/18					* CHECK TOTAL	681.94		681.94
1028 TELSTAR												
76895	REG	PAID	95615	8/20/18	99	730	45150	120	352.62		O RING	
				9/12/18					* CHECK TOTAL	352.62		352.62
401 TEXAS REFINERY CORP.												
76896	REG	PAID	157767	8/14/18	99	100	45150	150	6,905.52		GEAR LUBE	
				9/12/18					* CHECK TOTAL	6,905.52		6,905.52
1894 THATCHER COMPANY OF CA, INC.												
76897	REG	PAID	255102	8/09/18	99	310	45100	255	13,282.25		METHANOL	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76897	REG	PAID	255350	8/16/18	99	310	45100	255	13,280.33		METHANOL	
76897	REG	PAID	256070	8/27/18	99	310	45100	255	13,399.66		METHANOL	
76897	REG	PAID	5039797	7/26/18	99	310	45100	215	14,635.40		CHLORINE	
76897	REG	PAID	5039798	7/26/18	99	310	45100	215	10,825.00-		CONTAINER REFUND	
76897	REG	PAID	5040158	8/02/18	99	310	45100	215	14,635.40		CHLORINE	
76897	REG	PAID	5040159	8/02/18	99	310	45100	215	10,825.00-		CHLORINE CONTAINER RFND	
76897	REG	PAID	5040685	8/16/18	99	310	45100	215	880.00-		CHLORINE FREIGHT CREDIT	
76897	REG	PAID	5040687	8/17/18	99	310	45100	215	4,330.00-		CHLORINE EMPTIES	
				9/12/18					* CHECK TOTAL			42,373.04
815 THOMSON WEST												
76898	REG	PAID	838660960	7/31/18	99	800	45090	335	317.69		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL			317.69
449 TRUCKEE BAGEL CO.												
76899	REG	PAID	50927	8/03/18	99	920	45170	375	24.00		BAGELS	
76899	REG	PAID	50999	8/17/18	99	920	45170	375	24.00		BAGELS	
76899	REG	PAID	51028	8/24/18	99	920	45170	375	24.00		BAGELS	
76899	REG	PAID	51061	8/31/18	99	920	45170	375	24.00		BAGELS	
				9/12/18					* CHECK TOTAL			96.00
464 TRUCKEE RENTS, INC.												
76900	REG	PAID	409152	5/14/18	99	100	45150	100	62.49		CHAINSAW OIL	
				9/12/18					* CHECK TOTAL			62.49
794 ULINE												
76901	REG	PAID	100122785	8/08/18	99	960	45150	405	583.04		GLOVES, SAFETY GLASSES	
				9/12/18					* CHECK TOTAL			583.04
525 UNITED RENTALS												
76902	REG	PAID	158875796-002	8/18/18	99	100	45150	360	2,873.04		60FT MANLIFT 8/2-8/30	
				9/12/18					* CHECK TOTAL			2,873.04
2019 VEOLIA ENVIRONMENTAL SERVICES												
76903	REG	PAID	817929992	7/27/18	99	765	45110	325	2,676.54		HAZARDOUS WASTE DISPOSAL	
				9/12/18					* CHECK TOTAL			2,676.54
578 WESTERN NEVADA SUPPLY												
76904	REG	PAID	17537693	8/31/18	99	100	45150	110	167.03		NIPPLE BLACK IRON	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				9/12/18					* CHECK TOTAL			167.03
927 WESTERN ENV. TESTING LAB.												
76905	REG	PAID	106829	7/31/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
76905	REG	PAID	106885	7/31/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
76905	REG	PAID	107076	8/10/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
76905	REG	PAID	107123	8/14/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
76905	REG	PAID	107211	8/16/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
76905	REG	PAID	107222	8/16/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
76905	REG	PAID	107280	8/17/18	99	490	45110	327	75.40		SLUDGE TESTING 3RD QTR	
				9/12/18					* CHECK TOTAL			527.80
1312 J.W. WOOD CO.												
76906	REG	PAID	R573418	7/31/18	99	100	45150	100	119.14		PVC HANDLE	
				9/12/18					* CHECK TOTAL			119.14
570 YP												
76907	REG	PAID	8104566285-0818	8/11/18	99	140	45190	300	10.50		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL			10.50
681 STANDARD INSURANCE-LIFE												
76908	MAN	PAID	471492-090118	9/01/18	99	000	20760		191.10		LIFE INSURANCE PREMIUMS	
76908	MAN	PAID	471492-090118	9/01/18	99	860	45020	465	176.00		LIFE INSURANCE PREMIUMS	
76908	MAN	PAID	471492-090118	9/01/18	99	870	45020	465	1,872.64		LIFE INSURANCE PREMIUMS	
				9/07/18					* CHECK TOTAL			2,239.74
786 STANDARD INSURANCE-DENTAL												
76909	MAN	PAID	514558-09-01-18	9/01/18	99	860	45020	485	632.04		DENTAL INSURANCE PREMIUMS	
76909	MAN	PAID	514558-09-01-18	9/01/18	99	870	45020	485	7,561.04		DENTAL INSURANCE PREMIUMS	
76909	MAN	PAID	514558-09-01-18	9/01/18	99	940	45020	485	471.24		DENTAL INSURANCE PREMIUMS	
				9/07/18					* CHECK TOTAL			8,664.32
2031 JL PROPERTY LLC												
76910	MAN	PAID	P96-030-01-00	8/30/18	99	000	11021		6.00		SERVICE CHARGE REFUND	
76910	MAN	PAID	P96-030-02-00	8/30/18	99	000	11021		306.00		SERVICE CHARGE REFUND	
76910	MAN	VOID	P96-030-01-00	8/30/18	99	000	11021		6.00-		SERVICE CHARGE REFUND	
76910	MAN	VOID	P96-030-02-00	8/30/18	99	000	11021		306.00-		SERVICE CHARGE REFUND	
				9/07/18					* CHECK TOTAL			
2032 RJK INVESTMENTS LP												
76911	MAN	PAID	P85-040-35-00	8/31/18	99	000	11021		153.00		SERVICE CHARGE REFUNDS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				9/07/18					* CHECK TOTAL	153.00		153.00
2031 JL PROPERTY LLC												
76912	MAN	PAID	P96-030-01-00.	8/30/18	99	000	11021		6.00		SERVICE CHARGE REFUND	
76912	MAN	PAID	P96-030-02-00.	8/30/18	99	000	11021		306.00		SERVICE CHARGE REFUNDS	
				9/07/18					* CHECK TOTAL	312.00		312.00
538 IRON MOUNTAIN												
76913	MAN	PAID	AENZ416	8/31/18	99	800	45140	360	253.57		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL	253.57		253.57
1967 BLAKE TRESAN												
76914	MAN	PAID	091218 MEETING	9/12/18	99	940	45030	385	100.00		SEPTEMBER BOARD MEETING	
				9/12/18					* CHECK TOTAL	100.00		100.00
695 JON NORTHROP												
76915	MAN	PAID	091218 MEETING	9/12/18	99	940	45030	385	100.00		SEPTEMBER BOARD MEETING	
				9/12/18					* CHECK TOTAL	100.00		100.00
692 DALE COX												
76916	MAN	PAID	091218 MEETING	9/12/18	99	940	45030	385	100.00		SEPTEMBER BOARD MEETING	
				9/12/18					* CHECK TOTAL	100.00		100.00
694 S. LANE LEWIS												
76917	MAN	PAID	091218 MEETING	9/12/18	99	940	45030	385	100.00		SEPTEMBER BOARD MEETING	
				9/12/18					* CHECK TOTAL	100.00		100.00
2002 VICKY LUFRANO												
76918	MAN	PAID	AUG 18 PHONE	8/08/18	99	140	45190	300	42.80		CELL REIMB, LUFRANO	
76918	MAN	PAID	JULY 18 PHONE	7/11/18	99	140	45190	300	42.80		CELL REIMB, LUFRANO	
76918	MAN	PAID	SEPT 18 PHONE	9/12/18	99	140	45190	300	42.80		CELL REIMB, LUFRANO	
				9/12/18					* CHECK TOTAL	128.40		128.40
117 SUDDENLINK PAYMENT CENTER												
76919	MAN	PAID	705848301-0918	8/24/18	99	930	45110	325	92.83		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL	92.83		92.83
551 VERIZON WIRELESS												
76920	MAN	PAID	9813155944	8/20/18	99	140	45190	300	43.07		MONTHLY BILLING	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:52

(APM020)
 PAGE 12

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76920	MAN	PAID	9813155944	8/20/18	99	140	45190	300	385.15		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		428.22			428.22
1798 ROSHELLE CHAVEZ												
76921	MAN	PAID	AUG 18 PHONE	9/12/18	99	140	45190	300	42.80		CELL REIMB, CHAVEZ	
				9/12/18			* CHECK TOTAL		42.80			42.80
99999 VOID ZERO AMOUNT CHECKS VENDOR												
76922	MAN	PAID	VOID CK00076922	9/11/18	99	000	10010				PRINTING ERROR	
				9/11/18			* CHECK TOTAL					
19 ALPHA ANALYTICAL												
76923	MAN	PAID	25439	8/20/18	99	160	45110	325	2,080.00		PRE TREATMENT 3 QTR 2018	
				9/12/18			* CHECK TOTAL		2,080.00			2,080.00
695 JON NORTHROP												
76924	MAN	PAID	CAROL MED 0918	9/12/18	99	940	45020	475	131.00		CAROL MED REIMBURSEMENT	
76924	MAN	PAID	CAROL RX 0918	9/12/18	99	940	45020	475	94.50		CAROL RX REIMBURSEMENT	
76924	MAN	PAID	JON MED 0918	9/12/18	99	940	45020	475	134.00		JON MED REIMBURSEMENT	
76924	MAN	PAID	JON RX 0918	9/12/18	99	940	45020	475	94.50		JON RX REIMBURSEMENT	
				9/12/18			* CHECK TOTAL		454.00			454.00
692 DALE COX												
76925	MAN	PAID	DALE MED 0918	9/12/18	99	940	45020	475	134.00		MED REIMBURSEMENT, DALE	
				9/12/18			* CHECK TOTAL		134.00			134.00
696 CORELOGIC INFORMATION SOLUTIONS, IN												
76926	MAN	PAID	30380653	7/31/18	99	800	45090	345	453.64		MONTHLY BILLING	
76926	MAN	PAID	30383852	8/31/18	99	800	45090	345	483.61		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		937.25			937.25
1985 FD THOMAS												
76927	MAN	PAID	PROG PAY #3	9/12/18	99	200	45150	325	89,795.06		2018 CLARIFIER PAINTING	
76927	MAN	PAID	PROG PAY #3.	9/12/18	99	000	20410		4,726.06-		RETENTION	
				9/12/18			* CHECK TOTAL		85,069.00			85,069.00
614 LIBERTY UTILITIES												
76928	MAN	PAID	4039181	8/31/18	99	140	45190	280	26.64		MONTHLY BILL	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76928	MAN	PAID	4039310	8/31/18	99	140	45190	280	19.52		MONTHLY BILLING	
76928	MAN	PAID	4043801	9/05/18	99	140	45190	280	24.16		MONTHLY BILL	
76928	MAN	PAID	4044292	9/05/18	99	140	45190	280	22.48		MONTHLY BILL	
				9/12/18					* CHECK TOTAL	92.80		92.80
32 AMERIPRIDE UNIFORM SERVICES												
76929	MAN	PAID	1102048967	8/27/18	99	765	45150	407	348.21		UNIFORMS/MATS	
76929	MAN	PAID	1102048967	8/27/18	99	120	45150	140	194.72		UNIFORMS/MATS	
				9/12/18					* CHECK TOTAL	542.93		542.93
1738 ILEANA VASSILIOU												
76930	MAN	PAID	792	9/08/18	99	920	45170	375	1,900.00		MONTHLY BILLING AUG	
				9/12/18					* CHECK TOTAL	1,900.00		1,900.00
1894 THATCHER COMPANY OF CA, INC.												
76931	MAN	PAID	206631	9/04/18	99	735	45150	325	74.25-		TAX CREDIT	
76931	MAN	PAID	253250	6/01/18	99	735	45150	325	974.25		FREIGHT	
				9/12/18					* CHECK TOTAL	900.00		900.00
225 GRAINGER INC., W.W.												
76932	MAN	PAID	9861242700	7/30/18	99	100	45155	165	126.46		ELECTRICAL SUPPLIES	
				9/12/18					* CHECK TOTAL	126.46		126.46
1087 L.A. PERKS PLUMBING & HEATING, INC.												
76933	MAN	PAID	856414	7/20/18	99	620	45150	325	472.50		ANNUAL AST TEST	
				9/12/18					* CHECK TOTAL	472.50		472.50
58 BARTKIEWICZ, KRONICK & SHANAHAN												
76934	MAN	PAID	8502.0001AUG18	9/05/18	99	800	45120	315	5,869.33		MONTHLY BILLING	
				9/12/18					* CHECK TOTAL	5,869.33		5,869.33
689 BILL PINDAR												
76935	MAN	PAID	CWEA CERT 0818	8/18/18	99	870	45080	455	97.00		CWEA LAB 3 REIMB, BILL	
				9/12/18					* CHECK TOTAL	97.00		97.00
671 TAHOE TRUCKEE DISPOSAL												
76936	MAN	PAID	AUG2018	9/01/18	99	490	45110	325	19,649.83		AUGUST 2018 CENTRIFUGE	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:52

(APM020)
 PAGE 14

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
76936	MAN	PAID	AUG2018 SLUDGE	9/01/18	99	490	45110	325	3,914.63		AUGUST 2018 SLUDGE	
				9/12/18			* CHECK TOTAL		23,564.46			23,564.46
666 TAHOE CITY PUD												
76937	MAN	PAID	PERMIT #343	9/04/18	99	000	11070		50.00		REFUND DEPOSIT	
				9/12/18			* CHECK TOTAL		50.00			50.00
815 THOMSON WEST												
76938	MAN	PAID	838841157	8/31/18	99	800	45090	335	317.69		MONTHLY BILLING	
				9/12/18			* CHECK TOTAL		317.69			317.69
2033 BURDICK EXCAVATING COMPANY												
76939	MAN	PAID	PROG PAY #1	9/12/18	99	720	45110	325	270,170.16		TRI MH 81-83	
76939	MAN	PAID	PROG PAY #1.	9/12/18	99	720	45110	325	239,584.85		TRI MH 81-83	
76939	MAN	PAID	RETENTION	9/12/18	99	000	20410		25,487.75-		TRI MH 81-83	
				9/12/18			* CHECK TOTAL		484,267.26			484,267.26
1609 PAYMENTUS GROUP, INC.												
76940	MAN	PAID	US18080169	8/31/18	99	900	45110	431	1,697.00		AUGUST TRANS FEES	
				9/17/18			* CHECK TOTAL		1,697.00			1,697.00
2037 JOHN MCDERMOTT												
76941	MAN	PAID	P117-130-04-00	9/13/18	99	000	11021		319.98		SERVICE CHARGE REFUND	
				9/21/18			* CHECK TOTAL		319.98			319.98
1663 LARUE GRIFFIN												
76942	MAN	PAID	CONFERNCE090718	9/07/18	99	800	45170	375	236.77		CONFERENCE EXP, GRIFFIN	
76942	MAN	PAID	PERBHEARNG 0918	9/21/18	99	800	45170	375	34.73		PERB HEARING REIMB,GRIFFI	
				9/21/18			* CHECK TOTAL		271.50			271.50
2041 BRICKEL TOWN BUILDING LLC												
76943	MAN	PAID	N19-080-26-000	9/26/18	99	000	11021		21.54		SERVICE CHARGE REFUND	
				9/27/18			* CHECK TOTAL		21.54			21.54
2042 STEVE LONGFORD												
76944	MAN	PAID	P94-252-18-00	9/26/18	99	000	11021		61.42		SERVICE CHARGE REFUND	

US ADMIN & GENERAL CHECKING

A/P CHECK REGISTER
DETAIL DISTRIBUTION
FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
RUN TIME 17:02:52

(APM020)
PAGE 15

CHECK	TYPE	CK	STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
					9/27/18					* CHECK TOTAL			61.42
										** FINAL TOTALS			872,156.27

CHECK	TYPE	CK	STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
513 U.S. BANK BANK CARD DIVISION													
1112464	MAN	PAID	FEES	080718	8/07/18	99	930	45110	325	9.89		FEES	
1112464	MAN	PAID	FEES	080718FND6	8/07/18	99	930	45150	330	50.00		FEES	
1112464	MAN	PAID	0861	080718	8/07/18	99	920	45170	375	162.36		CREDIT CARD PAYMENT	
1112464	MAN	PAID	4636	080718	8/07/18	99	675	45100	200	459.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	4636	080718	8/07/18	99	900	45100	145	1,100.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	4636	080718	8/07/18	99	100	45155	165	58.19		CREDIT CARD PAYMENT	
1112464	MAN	PAID	4636	080718	8/07/18	99	120	45150	100	25.07		CREDIT CARD PAYMENT	
1112464	MAN	PAID	4636	080718FND6	8/07/18	99	930	45150	330	895.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	5236	080718	8/07/18	99	920	45170	375	211.42		CREDIT CARD PAYMENT	
1112464	MAN	PAID	5236	080718	8/07/18	99	930	45110	325	1,485.58		CREDIT CARD PAYMENT	
1112464	MAN	PAID	5236	080718FND6	8/07/18	99	930	45150	330	2,500.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9025	080718	8/07/18	99	920	45170	375	423.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9025	080718	8/07/18	99	800	45110	325	28.50		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9025	080718	8/07/18	99	920	45170	375	528.92		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9025	080718	8/07/18	99	150	45060	275	89.01		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9025	080718	8/07/18	99	860	45170	375	798.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	100	45150	110	16.96		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	100	45155	115	99.90		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	100	45155	165	111.68		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	900	45100	145	1,159.64		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	765	45150	407	150.15		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	720	45150	100	2,300.34		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	100	45150	100	837.00		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	810	45090	335	127.72		CREDIT CARD PAYMENT	
1112464	MAN	PAID	9502	080718	8/07/18	99	100	45155	170	300.11		CREDIT CARD PAYMENT	
1112464	MAN	VOID	FEES	080718	8/07/18	99	930	45110	325	9.89-		FEES	
1112464	MAN	VOID	FEES	080718FND6	8/07/18	99	930	45150	330	50.00-		FEES	
1112464	MAN	VOID	0861	080718	8/07/18	99	920	45170	375	162.36-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	4636	080718	8/07/18	99	675	45100	200	459.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	4636	080718	8/07/18	99	900	45100	145	1,100.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	4636	080718	8/07/18	99	100	45155	165	58.19-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	4636	080718	8/07/18	99	120	45150	100	25.07-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	4636	080718FND6	8/07/18	99	930	45150	330	895.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	5236	080718	8/07/18	99	920	45170	375	211.42-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	5236	080718	8/07/18	99	930	45110	325	1,485.58-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	5236	080718FND6	8/07/18	99	930	45150	330	2,500.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9025	080718	8/07/18	99	920	45170	375	423.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9025	080718	8/07/18	99	800	45110	325	28.50-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9025	080718	8/07/18	99	920	45170	375	528.92-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9025	080718	8/07/18	99	150	45060	275	89.01-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9025	080718	8/07/18	99	860	45170	375	798.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	100	45150	110	16.96-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	100	45155	115	99.90-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	100	45155	165	111.68-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	900	45100	145	1,159.64-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	765	45150	407	150.15-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	720	45150	100	2,300.34-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	100	45150	100	837.00-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	810	45090	335	127.72-		CREDIT CARD PAYMENT	
1112464	MAN	VOID	9502	080718	8/07/18	99	100	45155	170	300.11-		CREDIT CARD PAYMENT	

EE ELECTRONIC PAYMENTS

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:12

(APM020)
 PAGE 2

CHECK	TYPE	CK	STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
					9/05/18				* CHECK TOTAL				
1006 PERS-RETIREMENT													
1112466	MAN	PAID	PR	083118	9/07/18	99	860	45020	440	2,647.55		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118	9/07/18	99	870	45020	440	27,655.35		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118	9/07/18	99	000	20780		2.00		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118	9/07/18	99	000	20780		30.00		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118 PEPRA	9/07/18	99	000	20786		650.00		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118 PEPRA	9/07/18	99	000	20786		3,607.74		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118 PEPRA	9/07/18	99	860	45020	440	738.30		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118 PEPRA	9/07/18	99	870	45020	440	4,097.85		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118 PEPRA	9/07/18	99	000	20780		2.00		FOR PAYROLL ENDING 083118	
1112466	MAN	PAID	PR	083118 PEPRA	9/07/18	99	000	20780		17.00		FOR PAYROLL ENDING 083118	
					9/07/18				* CHECK TOTAL			39,447.79	
1006 PERS-RETIREMENT													
1112467	MAN	PAID		15403667	8/18/18	99	800	45095	435	700.00		GASB-68 REPORTS	
					9/07/18				* CHECK TOTAL			700.00	
1007 PERS-HEALTH PREMIUM													
1112468	MAN	PAID		90118 HEALTHSEP	8/16/18	99	860	45020	475	7,219.84		HEALTH PREMIUMS FOR SEPT	
1112468	MAN	PAID		90118 HEALTHSEP	8/16/18	99	870	45020	475	72,610.46		HEALTH PREMIUMS FOR SEPT	
1112468	MAN	PAID		90118 HEALTHSEP	8/16/18	99	870	45020	505	46,157.38		HEALTH PREMIUMS FOR SEPT	
1112468	MAN	PAID		90118 HEALTHSEP	8/16/18	99	860	45020	505	2,292.40		HEALTH PREMIUMS FOR SEPT	
1112468	MAN	PAID		90118 HEALTHSEP	8/16/18	99	940	45020	505	766.36		HEALTH PREMIUMS FOR SEPT	
					9/07/18				* CHECK TOTAL			129,046.44	
1532 NAVIA BENEFIT SOLUTIONS													
1112469	MAN	PAID		10149310	8/15/18	99	860	45020	477	17.60		PARTICIPANT FEES	
1112469	MAN	PAID		10149310	8/15/18	99	870	45020	477	250.80		PARTICIPANT FEES	
1112469	MAN	PAID		13255133	8/27/18	99	870	45020	477	372.15		HRA DISBURSEMENTS	
					9/10/18				* CHECK TOTAL			640.55	
917 U.S. POSTAL SVC (NEOPOST POSTAGE-ON													
1112470	MAN	PAID		091418-POSTAGE	9/14/18	99	820	45090	370	2,020.00		POSTAGE METER REFILL	
					9/14/18				* CHECK TOTAL			2,020.00	
1532 NAVIA BENEFIT SOLUTIONS													
1112471	MAN	PAID		10152339	9/14/18	99	860	45020	477	17.60		PARTICIPANT FEES	
1112471	MAN	PAID		10152339	9/14/18	99	870	45020	477	255.20		PARTICIPANT FEES	

EE ELECTRONIC PAYMENTS

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:12

(APM020)
 PAGE 3

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				9/17/18					* CHECK TOTAL	272.80		272.80
1038 FIRST US COMMUNITY CREDIT UNION												
1112472	MAN	PAID	PR091718	9/17/18	99	000	20740		3,000.00		PAYROLL DEPOSITS	
				9/17/18					* CHECK TOTAL	3,000.00		3,000.00
1005 PERS 457 PLAN												
1112473	MAN	PAID	PR091718	9/17/18	99	000	20730		200.00		DEFERRED COMP DEPOSITS	
1112473	MAN	PAID	PR091718	9/17/18	99	000	20730		7,502.18		DEFERRED COMP DEPOSITS	
				9/17/18					* CHECK TOTAL	7,702.18		7,702.18
679 NATIONWIDE RETIREMENT SOLUTIONS												
1112474	MAN	PAID	PR091718	9/17/18	99	000	20735		922.73		DEFERRED COMP DEPOSITS	
1112474	MAN	PAID	PR091718	9/17/18	99	000	20735		2,195.83		DEFERRED COMP DEPOSITS	
				9/17/18					* CHECK TOTAL	3,118.56		3,118.56
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112475	MAN	PAID	PR091718	9/17/18	99	000	20725		1,547.66		STATE TAX DEPOSIT	
1112475	MAN	PAID	PR091718	9/17/18	99	000	20725		9,496.21		STATE TAX DEPOSIT	
1112475	MAN	PAID	PR091718	9/17/18	99	000	20727		159.15		STATE TAX DEPOSIT	
1112475	MAN	PAID	PR091718	9/17/18	99	000	20727		1,928.20		STATE TAX DEPOSIT	
				9/17/18					* CHECK TOTAL	13,131.22		13,131.22
1004 FEDERAL TAXES/EFTPS												
1112476	MAN	PAID	PR091718	9/17/18	99	000	20720		3,722.25		FEDERAL TAX DEPOSIT	
1112476	MAN	PAID	PR091718	9/17/18	99	000	20720		23,433.97		FEDERAL TAX DEPOSIT	
1112476	MAN	PAID	PR091718	9/17/18	99	000	20770		356.22		FEDERAL TAX DEPOSIT	
1112476	MAN	PAID	PR091718	9/17/18	99	000	20770		356.22		FEDERAL TAX DEPOSIT	
1112476	MAN	PAID	PR091718	9/17/18	99	000	20770		2,857.43		FEDERAL TAX DEPOSIT	
1112476	MAN	PAID	PR091718	9/17/18	99	000	20770		2,857.43		FEDERAL TAX DEPOSIT	
				9/17/18					* CHECK TOTAL	33,583.52		33,583.52
1532 NAVIA BENEFIT SOLUTIONS												
1112477	MAN	PAID	13368344	9/17/18	99	860	45020	477	200.00		HRA DISBURSEMENTS	
1112477	MAN	PAID	13368344	9/17/18	99	870	45020	477	380.70		HRA DISBURSEMENTS	
				9/18/18					* CHECK TOTAL	580.70		580.70
1006 PERS-RETIREMENT												
1112478	MAN	PAID	PR 091718	9/19/18	99	860	45020	440	2,647.55		FOR PAYROLL ENDING 091518	

EE ELECTRONIC PAYMENTS

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 9/01/18 THRU 9/30/18

RUN DATE 10/02/18
 RUN TIME 17:02:12

(APM020)
 PAGE 4

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
1112478	MAN	PAID PR	091718	9/19/18	99	870	45020	440	28,659.24		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718	9/19/18	99	000	20780		3.00		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718	9/19/18	99	000	20780		30.00		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718 PEPRA	9/19/18	99	000	20786		650.00		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718 PEPRA	9/19/18	99	000	20786		3,691.48		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718 PEPRA	9/19/18	99	860	45020	440	738.30		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718 PEPRA	9/19/18	99	870	45020	440	4,192.96		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718 PEPRA	9/19/18	99	000	20780		2.00		FOR PAYROLL ENDING	091518
1112478	MAN	PAID PR	091718 PEPRA	9/19/18	99	000	20780		17.00		FOR PAYROLL ENDING	091518
				9/19/18			* CHECK TOTAL		40,631.53			40,631.53
1004 FEDERAL TAXES/EFTPS												
1112479	MAN	PAID PR	PR092818	9/28/18	99	000	20720		3,988.71		FEDERAL TAX DEPOSIT	
1112479	MAN	PAID PR	PR092818	9/28/18	99	000	20720		21,613.70		FEDERAL TAX DEPOSIT	
1112479	MAN	PAID PR	PR092818	9/28/18	99	000	20770		377.57		FEDERAL TAX DEPOSIT	
1112479	MAN	PAID PR	PR092818	9/28/18	99	000	20770		377.57		FEDERAL TAX DEPOSIT	
1112479	MAN	PAID PR	PR092818	9/28/18	99	000	20770		2,698.71		FEDERAL TAX DEPOSIT	
1112479	MAN	PAID PR	PR092818	9/28/18	99	000	20770		2,698.71		FEDERAL TAX DEPOSIT	
				9/28/18			* CHECK TOTAL		31,754.97			31,754.97
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112480	MAN	PAID PR	PR092818	9/28/18	99	000	20725		1,675.05		STATE TAX DEPOSIT	
1112480	MAN	PAID PR	PR092818	9/28/18	99	000	20725		8,681.21		STATE TAX DEPOSIT	
1112480	MAN	PAID PR	PR092818	9/28/18	99	000	20727		173.86		STATE TAX DEPOSIT	
1112480	MAN	PAID PR	PR092818	9/28/18	99	000	20727		1,739.54		STATE TAX DEPOSIT	
				9/28/18			* CHECK TOTAL		12,269.66			12,269.66
1038 FIRST US COMMUNITY CREDIT UNION												
1112481	MAN	PAID PR	PR092818	9/28/18	99	000	20740		3,000.00		PAYROLL DEPOSITS	
				9/28/18			* CHECK TOTAL		3,000.00			3,000.00
679 NATIONWIDE RETIREMENT SOLUTIONS												
1112482	MAN	PAID PR	PR092818	9/28/18	99	000	20735		922.73		DEFERRED COMP DEPOSITS	
1112482	MAN	PAID PR	PR092818	9/28/18	99	000	20735		2,195.83		DEFERRED COMP DEPOSITS	
				9/28/18			* CHECK TOTAL		3,118.56			3,118.56
1005 PERS 457 PLAN												
1112483	MAN	PAID PR	PR092818	9/28/18	99	000	20730		200.00		DEFERRED COMP DEPOSITS	
1112483	MAN	PAID PR	PR092818	9/28/18	99	000	20730		7,002.18		DEFERRED COMP DEPOSITS	
				9/28/18			* CHECK TOTAL		7,202.18			7,202.18
							** FINAL TOTALS		331,220.66			331,220.66

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55234	9/17/2018	9745			X
55235	9/17/2018	9906			
55236	9/17/2018	1929			
55237	9/17/2018	1980			X
55238	9/17/2018	4225			X
55239	9/17/2018	3741			X
55240	9/17/2018	6626			X
55241	9/17/2018	3286			X
55242	9/17/2018	7570			X
55243	9/17/2018	671			X
55244	9/17/2018	8897			X
55245	9/17/2018	8710			X
55246	9/17/2018	2133			X
55247	9/17/2018	8400			X
55248	9/17/2018	5982			X
55249	9/17/2018	1352			X
55250	9/17/2018	3464			X
55251	9/17/2018	934			X
55252	9/17/2018	992			X
55253	9/17/2018	3059			X
55254	9/17/2018	612			X
55255	9/17/2018	411			X
55256	9/17/2018	1248			X
55257	9/17/2018	6171			X
55258	9/17/2018	9815			X
55259	9/17/2018	1730			X
55260	9/17/2018	9478			X
55261	9/17/2018	4817			X
55262	9/17/2018	9268			X
55263	9/17/2018	6930			X
55264	9/17/2018	1567			X
55265	9/17/2018	5526			X
55266	9/17/2018	9357			X
55267	9/17/2018	63			X
55268	9/17/2018	65			X
55269	9/17/2018	3328			X
55270	9/17/2018	890			X
55271	9/17/2018	572			X
55272	9/17/2018	2375			X
55273	9/17/2018	3433			X
55274	9/17/2018	743			X
55275	9/17/2018	6715			X
55276	9/17/2018	3359			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55277	9/17/2018	8131			X
55278	9/17/2018	6833			X
55279	9/17/2018	773			X
55280	9/17/2018	1196			X
55281	9/17/2018	7232			X
55282	9/17/2018	1766			X
55283	9/17/2018	9056			X
55284	9/17/2018	5476			X
55285	9/17/2018	4177			X
55286	9/28/2018	9906			
55287	9/28/2018	1929			
55288	9/28/2018	1980			X
55289	9/28/2018	4225			X
55290	9/28/2018	9745			X
55291	9/28/2018	3741			X
55292	9/28/2018	6626			X
55293	9/28/2018	3286			X
55294	9/28/2018	7570			X
55295	9/28/2018	671			X
55296	9/28/2018	8897			X
55297	9/28/2018	8710			X
55298	9/28/2018	8400			X
55299	9/28/2018	5982			X
55300	9/28/2018	1352			X
55301	9/28/2018	3464			X
55302	9/28/2018	934			X
55303	9/28/2018	992			X
55304	9/28/2018	3059			X
55305	9/28/2018	612			X
55306	9/28/2018	411			X
55307	9/28/2018	1248			X
55308	9/28/2018	6171			X
55309	9/28/2018	9815			X
55310	9/28/2018	1730			X
55311	9/28/2018	9478			X
55312	9/28/2018	4817			X
55313	9/28/2018	9268			X
55314	9/28/2018	6930			X
55315	9/28/2018	1567			X
55316	9/28/2018	5526			X
55317	9/28/2018	9357			X
55318	9/28/2018	63			X
55319	9/28/2018	65			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55320	9/28/2018	3328			X
55321	9/28/2018	890			X
55322	9/28/2018	572			X
55323	9/28/2018	2375			X
55324	9/28/2018	3433			X
55325	9/28/2018	743			X
55326	9/28/2018	6715			X
55327	9/28/2018	3359			X
55328	9/28/2018	8131			X
55329	9/28/2018	6833			X
55330	9/28/2018	773			X
55331	9/28/2018	1196			X
55332	9/28/2018	7232			X
55333	9/28/2018	1766			X
55334	9/28/2018	9056			X
55335	9/28/2018	5476			X
55336	9/28/2018	4177			X
				<u>\$317,053.38</u>	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VI-3
Subject: Approval of financial statements and status of investments

Background

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of financial statements and status of investments.

Recommendation

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 %
ADMINISTRATIVE FUND					
45010 SALARIES AND WAGES	825,000.00	46,303.75	138,071.75	686,928.25	16.74
45020 EMPLOYEE BENEFITS	465,000.00	20,619.80	156,927.58	308,072.42	33.75
45030 DIRECTOR FEES	7,000.00	400.00	1,400.00	5,600.00	20.00
45060 TRANSPORTATION GAS AND OIL	6,000.00	89.01	89.01	5,910.99	1.48
45070 INSURANCE	90,000.00	0.00	80,197.50	9,802.50	89.11
45080 MEMBERSHIPS	30,000.00	1,263.00	1,472.00	28,528.00	4.91
45090 OFFICE EXPENSE	62,500.00	4,561.11	8,394.81	54,105.19	13.43
45095 FEES, LICENSES & PERMITS	150,000.00	3,403.46	11,513.25	138,486.75	7.68
45110 CONTRACTUAL SERVICES	168,000.00	18,814.48	35,496.82	132,503.18	21.13
45120 PROFESSIONAL SERVICES	265,000.00	39,047.91	74,430.89	190,569.11	28.09
45130 PRINTING AND PUBLICATIONS	0.00	1,063.54	2,966.65	(2,966.65)	0.00
45140 RENTS AND LEASES	0.00	680.80	2,188.03	(2,188.03)	0.00
45170 TRAINING	15,000.00	3,445.63	5,023.02	9,976.98	33.49
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	0.00	0.00	5,000.00	0.00
45190 UTILITIES	103,000.00	707.44	1,291.98	101,708.02	1.25
45300 EQUIPMENT	0.00	116.38	542.19	(542.19)	0.00
TOTAL ADMINISTRATIVE FUND	2,191,500.00	140,516.31	520,005.48	1,671,494.52	23.73
OPERATIONS AND MAINTENANCE FUND					
45010 SALARIES AND WAGES	4,295,000.00	387,242.08	1,146,663.20	3,148,336.80	26.70
45020 EMPLOYEE BENEFITS	2,815,000.00	203,898.73	1,433,724.29	1,381,275.71	50.93
45060 TRANSPORTATION GAS AND OIL	42,000.00	12,248.38	15,465.25	26,534.75	36.82
45080 MEMBERSHIPS	15,000.00	2,606.00	4,618.00	10,382.00	30.79
45090 OFFICE EXPENSE	96,000.00	0.00	0.00	96,000.00	0.00
45100 SUPPLIES	550,000.00	118,379.24	330,626.98	219,373.02	60.11
45110 CONTRACTUAL SERVICES	1,655,000.00	67,879.16	150,052.75	1,504,947.25	9.07
45120 PROFESSIONAL SERVICES	100,000.00	0.00	0.00	100,000.00	0.00
45140 RENTS AND LEASES	0.00	907.66	3,150.73	(3,150.73)	0.00
45150 REPAIRS AND MAINTENANCE	0.00	39,502.16	101,312.83	(101,312.83)	0.00
45155 INSTRUMENTATION & ELECTRICAL	0.00	3,358.86	10,507.97	(10,507.97)	0.00
45160 RESEARCH & MONITORING	0.00	1,352.40	9,244.14	(9,244.14)	0.00
45170 TRAINING	25,000.00	1,097.65	6,404.64	18,595.36	25.62
45190 UTILITIES	927,000.00	70,163.85	188,039.80	738,960.20	20.28
45210 OTHER EXPENSES	0.00	167.98	167.98	(167.98)	0.00
45300 EQUIPMENT	0.00	0.00	41.00	(41.00)	0.00
TOTAL OPERATIONS & MAINTENANCE	10,520,000.00	908,804.15	3,400,019.56	7,119,980.44	32.32
TOTAL	12,711,500.00	1,049,320.46	3,920,025.04	8,791,474.96	30.84
SRF DEBT SERVICE					
45105 INTEREST ON SRF LOAN EXPENSE	0.00	735,175.92	735,175.92	(735,175.92)	0.00

BALANCE

CASH ON HAND	

CASH ACCOUNT (US BANK)	165,972.88
CASH - PETTY CASH	1,600.00
CASH - TAX REVENUE (US BANK)	3,297.45
CHK ACCT (WELLS FARGO/PAYROLL)	3,392.35
SERVICE CHARGE MUNI INV(US BANK)	28,821.23
WASTEWATER SAVINGS-WELLS FARGO	202,297.24
CASH - WWCRCF (US BANK)	56,489.38
STATE LOCAL AGENCY INVESTMT FUND	54,704,228.61

TOTAL CASH ON HAND	55,166,099.14
=====	

CURRENT MONTH	INCOME	EXPENSES	ACCOUNTS PAYABLE
ADMINISTRATIVE	0.15	875,692.23	3,264,717.32
OPERATION & MAINTENANCE	2,999.74-	908,804.15	322,985.09
W.W.C.R.F.	850,429.11	728,977.70	458,807.54
UPGRADE REHAB	0.00	748,088.79	415,263.88
-----	-----	-----	-----
TOTAL	847,429.52	3,261,562.87	4,461,773.83
=====	=====	=====	=====

	BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
ADMINISTRATIVE	50,000.00	335,602.22	469,213.92	96,388.30
OPERATIONS & MAINTENANCE	250,000.00	6,087,533.58	3,470,382.75	2,867,150.83
WASTEWATER CAPITAL RESERVE	19,565,544.32	1,348,824.33	295,689.55	20,618,679.10
SRF WASTEWATER CAP RESERVE	2,951,689.60	14,063.05	0.00	2,965,752.65
UPGRADE/REHAB	29,397,504.26	121,964.50	721,340.50	28,618,128.26
-----	-----	-----	-----	-----
TOTAL	52,214,738.18	7,907,987.68	4,956,626.72	55,166,099.14
=====	=====	=====	=====	=====

JOB INTINCOME
STR INTERINC
ROUNDING- 0

INTEREST INCOME
FINANCIAL STATEMENT
PERIOD ENDING 9/30/18

RUN DATE 10/04/18 PAGE 0001 (GLPRTN)
RUN TIME 12:37:16

YEAR TO DATE

INTEREST INCOME	

00 ADMINISTRATIVE	66.26
01 OPERATION & MAINTENANCE	6.10
02 W.W.C.R.F.	1,483.25

TOTAL INTEREST INCOME	1,555.61
=====	

FUND INVESTMENTS:	T.C.D.	T-BILLS	L.A.I.F
ADMINISTRATIVE	0.00	0.00	88,448.02
OPERATION & MAINTENANCE	0.00	0.00	2,672,007.20
W.W.C.R.F.	0.00	0.00	20,359,892.48
SRF WCRF	0.00	0.00	2,965,752.65
UPGRADE REHAB	0.00	0.00	28,618,128.26

TOTAL FUND INVESTMENTS	0.00	0.00	54,704,228.61
=====			

JOB FUNDCHANGE
 STR FUNDCHANGE
 ROUNDING- 0

TAHOE-TRUCKEE SANITATION AGENCY
 SUMMARY OF YEAR TO DATE CHANGES IN FUND BALANCES
 PERIOD ENDING 9/30/18

RUN DATE 10/04/18 PAGE 0001 (GLPRN)
 RUN TIME 12:37:16

	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	180,000.00	0.00	0.00	0.00	180,000.00-	0.00
BEG A/R	214,589.43	491,025.61	120,471.14	14,063.05	121,964.50	962,113.73
INCOME	133,066.79	6,305,670.30	1,271,732.35	0.00	0.00	7,710,469.44
END A/R	12,054.00-	709,162.33-	43,379.16-	0.00	111,136.97	437,982.24
BEG A/P	28,858,368.72	1,472,651.81	2,982.60	0.00	142,175.94	30,476,179.07
EXPENSES	1,255,181.40	3,400,019.56	751,514.49	0.00	994,428.44	6,401,143.89
END A/P	29,644,336.20-	1,402,288.62-	458,807.54-	0.00	415,263.88-	31,920,696.24-
CASH END BAL	96,388.30 =====	2,867,150.83 =====	20,618,679.10 =====	2,965,752.65 =====	28,618,128.26 =====	55,166,099.14 =====

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

SUMMARY OF PAID & PAYABLE

Administrative and General Paid:	\$1,453,572.20
Administrative and General Payable:	\$4,417,930.82
Total Administrative and General Paid and Payable:	<u>\$5,871,503.02</u>

Total Administrative and General Payroll Paid:	<u>\$317,053.38</u>
--	---------------------

YEAR TO DATE

ASSETS

CURRENT ASSETS

	CASH & CASH EQUIVALENTS	
01 10010	CASH U.S.BANK CHECKING	165,972.88
00 10020	CASH WELLS FARGO/PAYROLL	4,698.01
01 10020	CASH WELLS FARGO/PAYROLL	1,305.66-
00 10030	CASH - PETTY CASH	1,600.00
00 10045	CASH - TAX REVENUE U.S. BANK	1,642.27
01 10045	CASH - TAX REVENUE U.S. BANK	1,655.18
01 10050	CASH - SERV CHARGE MUNI CHECKG	28,821.23
00 10070	CASH - L.A.I.F.	88,448.02
01 10070	CASH - L.A.I.F.	2,672,007.20
06 10070	CASH - L.A.I.F.	28,618,128.26

	CASH & CASH EQUIVALENTS	31,581,667.39

	ACCRUED INTEREST RECEIVABLE	
	ACCOUNTS RECEIVABLE	
00 11280	A/R BROWN ACT REFORM REIMBSMT	12,054.00
01 11020	A/R SERVICE CHARGES	255,669.28
01 11021	SERVICE CHARGE REFUNDS	3,711.21
01 11065	A/R LAB FEES	3,400.00
01 11075	A/R-COBRA	58.42-

	ACCOUNTS RECEIVABLE	274,776.07

	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	32,302,883.72

YEAR TO DATE

RESTRICTED ASSETS

02 10065	WASTEWATER SAVINGS-WELLS FARGO	202,297.24
02 10066	CASH - WWCRF U.S. BANK	56,489.38
02 10070	CASH - L.A.I.F.	20,359,892.48
04 10070	CASH - L.A.I.F.	2,965,752.65
	CASH & EQUIVALENTS	23,584,431.75

02 11030	A/R CONNECTION FEES PMT PLANS	43,379.16
	A/R CONNECTION FEES	43,379.16

	TOTAL RESTRICTED ASSETS	23,627,810.91

PROPERTY PLANT & EQUIPMENT

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

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

	TOTAL ASSETS	143,350,949.90
		=====

		YEAR TO DATE
LIABILITIES		
CURRENT LIABILITIES		
00 20350	ACCOUNTS PAYABLE	3,264,717.32-
01 20350	ACCOUNTS PAYABLE	322,985.09-
06 20350	ACCOUNTS PAYABLE	415,263.88-

ACCOUNTS PAYABLE		4,002,966.29-

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

COMPENSATED ABSENCES		1,036,331.35-

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

HEALTH REIMB ACCOUNT		75,785.93-

01 22010	CUSTOMER DEPOSITS TEMP DISCHARGE	200.00-

CUSTOMER DEPOSITS		200.00-

ACCRUED EXPENSES		
01 20727	SDI PAYABLE	0.03-
01 20760	LIFE INSURANCE	185.25-
00 20770	MEDICARE DEDUCTION/O & M	62.40
01 20770	MEDICARE DEDUCTION/O & M	62.31-
00 20780	SURVIVOR BENEFITS/O & M	3.00-
01 20780	SURVIVOR BENEFITS/O & M	47.00-
00 20786	PERS EMPLOYEE PAID CONTRIB	650.06-
01 20786	PERS EMPLOYEE PAID CONTRIB	3,614.79-

TOTAL ACCOUNTS PAYABLE		4,500.04-

TOTAL LIAB FROM CURRENT		5,119,783.61-

CURRENT LIAB FROM RESTRICTED		
00 20395	ACCRUED INTEREST PAYABLE SRF	490,117.28-
00 20410	RETENTION PAYABLE	88,312.30-
02 20350	ACCOUNTS PAYABLE	458,807.54-

ACCOUNTS PAYABLE RESTRICTED		1,037,237.12-

CURRENT LIAB RESTRICTED		1,037,237.12-

LONG TERM LIABILITIES		

JOB NETASSETS
STR NETASSETS
ROUNDING-

0

ACCOUNT NUMBERS INDICATED ON
STATEMENT OF NET ASSETS
TAHOE-TRUCKEE SANITATION AGENCY
PERIOD ENDING 9/30/18

RUN DATE 10/04/18 PAGE 0004 (GLPRTN)
RUN TIME 12:43:15

		YEAR TO DATE
00 23020	SRF LOAN PAYABLE/LONG TERM	25,763,675.51-
00 24010	NET PENSION LIABILITY	13,722,519.00-
	LONG TERM LIABILITIES	39,486,194.51-

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

	TOTAL LIABILITIES	46,985,698.24-
		=====

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	942,114.61
00	26010	RETAINED EARNINGS	13,855,296.81-

		CAPITAL ASSETS	42,819,359.37-

		RESTRICTED FOR WWCR	
02	26020	NET PROFIT AND LOSS	520,217.86-
02	26010	RETAINED EARNINGS	19,683,032.86-

		RESTRICTED FOR WWCR	20,203,250.72-

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

		STATE REVOLVING FUND WCR	2,965,752.65-

		UNRESTRICTED	
01	26020	NET PROFIT AND LOSS	2,905,650.74-
01	26010	RETAINED EARNINGS	731,626.20
06	26020	NET PROFIT AND LOSS	1,174,428.44
06	26010	RETAINED EARNINGS	29,377,292.82-

		UNRESTRICTED	30,376,888.92-

		TOTAL NET ASSETS	96,365,251.66-

		TOTAL LIABILITIES & NET ASSETS	143,350,949.90-
			=====

	CURRENT MONTH	YEAR TO DATE	
STATEMENT OF REVENUES & EXPENSES			
ADMINISTRATION REVENUE			
00 32030	TAX REVENUE CURRENT SECURED	0.00	11,148.15-
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	0.15-	66.26-
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	0.15-	133,066.79-
ADMINISTRATION EXPENSES			
00 45010	SALARIES AND WAGES	46,303.75	138,071.75
00 45020	EMPLOYEE BENEFITS	20,619.80	156,927.58
00 45030	DIRECTOR FEES	400.00	1,400.00
00 45060	TRANSPORTATION GAS AND OIL	89.01	89.01
00 45070	INSURANCE	0.00	80,197.50
00 45080	MEMBERSHIPS	1,263.00	1,472.00
00 45090	OFFICE EXPENSE	4,561.11	8,394.81
00 45095	FEES, LICENSES & PERMITS	3,403.46	11,513.25
00 45110	CONTRACTUAL SERVICES	18,814.48	35,496.82
00 45120	PROFESSIONAL SERVICES	39,047.91	74,430.89
00 45130	PRINTING AND PUBLICATIONS	1,063.54	2,966.65
00 45140	RENTS AND LEASES	680.80	2,188.03
00 45170	TRAINING	3,445.63	5,023.02
00 45190	UTILITIES	707.44	1,291.98
00 45300	EQUIPMENT	116.38	542.19
00 45105	INTEREST ON SRF LOAN EXPENSE	735,175.92	735,175.92
	TOTAL ADMINISTRATION EXPENSES	875,692.23	1,255,181.40
ADMINISTRATION TRANSFERS			
00 45540	TRANSFER BETWEEN FUNDS	0.00	180,000.00-
	TOTAL ADMINISTRATION TRANSFERS	0.00	180,000.00-
	NET PROFIT/LOSS	875,692.08	942,114.61

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUE & EXPENSES			
OPERATIONS & MAINT REVENUE			
01 31010	INCOME FROM SERVICE CHARGES	4,715.55	6,299,966.70-
01 31015	NSF RETURN CHECK FEE	15.00-	30.00-
01 31020	INCOME FROM TEMP DISCHARGES	0.00	417.50-
01 31040	INCOME-OTHER	1,700.00-	5,250.00-
01 32050	INTEREST INCOME	0.81-	6.10-
TOTAL OP & MAINT REVENUE		2,999.74	6,305,670.30-
OPERATIONS & MAINT EXPENSES			
01 45010	SALARIES AND WAGES	387,242.08	1,146,663.20
01 45020	EMPLOYEE BENEFITS	203,898.73	1,433,724.29
01 45060	TRANSPORTATION GAS AND OIL	12,248.38	15,465.25
01 45080	MEMBERSHIPS	2,606.00	4,618.00
01 45100	SUPPLIES	118,379.24	330,626.98
01 45110	CONTRACTUAL SERVICES	67,879.16	150,052.75
01 45140	RENTS AND LEASES	907.66	3,150.73
01 45150	REPAIRS AND MAINTENANCE	39,502.16	101,312.83
01 45155	INSTRUMENTATION & ELECTRICAL	3,358.86	10,507.97
01 45160	RESEARCH & MONITORING	1,352.40	9,244.14
01 45170	TRAINING	1,097.65	6,404.64
01 45190	UTILITIES	70,163.85	188,039.80
01 45210	OTHER EXPENSES	167.98	167.98
01 45300	EQUIPMENT	0.00	41.00
TOTAL OP & MAINT EXPENSES		908,804.15	3,400,019.56
OP & MAINT TRANSFERS			
TOTAL NET PROFIT/LOSS		911,803.89	2,905,650.74-

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUES & EXPENSES			
* WASTEWATER CAPITAL RESERVE *			
WASTEWATER CAPITAL RES REVENUE			
02 31030	INCOME FROM CONNECTION FEES	847,462.92-	1,248,462.92-
02 31035	INCOME CONN FEE PMT PLANS	2,500.00-	25,500.00-
02 31040	INCOME-OTHER	0.00	3,713.82
02 32050	INTEREST INCOME	466.19-	1,483.25-
TOTAL WWCR REVENUE		850,429.11-	1,271,732.35-
WWCR EXPENSES			
02 45110	CONTRACTUAL SERVICES	719,248.01	719,248.01
02 45120	PROFESSIONAL SERVICES	9,729.69	32,266.48
TOTAL WWCR EXPENSES		728,977.70	751,514.49
WASTEWATER CAP RES TRANSFERS			
TOTAL NET PROFIT/LOSS		121,451.41-	520,217.86-

JOB S04PL
STR 04SRPL
ROUNDING-

0

TAHOE-TRUCKEE SANITATION AGENCY
RESERVED FOR STATE LOAN
PERIOD ENDING 9/30/18

RUN DATE 10/04/18 PAGE 0001 (GLPRTN)
RUN TIME 12:52:10

CURRENT
MONTH

YEAR TO
DATE

STATEMENT OF REVENUE & EXPENSES

STATE LOAN RESERVE REVENUE

STATE LOAN RESERVE EXPENSES

STATE LOAN RESERVE TRANSFERS

STATEMENT OF REVENUE & EXPENSES		CURRENT MONTH	YEAR TO DATE
UPGRADE REVENUE			
UPGRADE EXPENSES			
06 45110	CONTRACTUAL SERVICES	637,823.69	764,730.69
06 45120	PROFESSIONAL SERVICES	8,628.21	28,613.67
06 45150	REPAIRS AND MAINTENANCE	98,122.78	197,442.97
06 45155	INSTRUMENTATION & ELECTRICAL	0.00	41.00
06 45300	EQUIPMENT	3,514.11	3,600.11
TOTAL UPGRADE EXPENSES		748,088.79	994,428.44
UPGRADE TRANSFERS			
06 45540	TRANSFER BETWEEN FUNDS	0.00	180,000.00
TOTAL UPGRADE TRANSFERS		0.00	180,000.00
TOTAL NET PROFIT/LOSS		748,088.79	1,174,428.44



Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending September 30, 2018

		AVERAGE INTEREST RATE		AMOUNT INVESTED
<hr/>				
L.A.I.F.		2.060%		\$54,704,228.61
SAVINGS	Wells Fargo Investment	0.0500%	Weighted Yield	\$202,297.24
	U.S. Bank Service Charge			\$28,821.23
	U.S. Bank Tax Revenue			\$3,297.45
	U.S. Bank W.W.C.R.F.			\$56,489.38
CHECKING	U.S. Bank General Checking	0.000%		\$165,972.88
	Wells Fargo Payroll			\$3,392.35
<hr/>				
		TOTAL CASH ON HAND		<u>\$55,164,499.14</u>

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

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

PMIA Average Monthly Yields

Account Number:
 70-31-001

Tran Type Definitions

September 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
9/10/2018	9/10/2018	RD	1583506	DAWN DAVIS	145,000.00
9/10/2018	9/10/2018	RD	1583507	DAWN DAVIS	122,000.00
9/12/2018	9/12/2018	RW	1583617	DAWN DAVIS	-450,000.00
9/24/2018	9/24/2018	RD	1584341	DAWN DAVIS	751,000.00

Account Summary

Total Deposit:	1,018,000.00	Beginning Balance:	54,136,228.61
Total Withdrawal:	-450,000.00	Ending Balance:	54,704,228.61 ✓



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: VI-4
Subject: Approval of progress pay estimate no. 2 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.

Progress pay estimate no. 2 is for the period 08/25/18 to 09/19/18.

Fiscal Impact

Withholding 5% for retention from progress pay estimate no. 2 would yield a payment to the contractor of \$804,950.86.

Attachments

Progress pay estimate no. 2.

Recommendation

Management and staff recommends approval of progress pay estimate no. 2 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
City, State ZIP
Carson City, NV 89721

Pay Estimate No. 2
Period: 8/25/18-9/19/18
Date: 9/26/18

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

Project #:

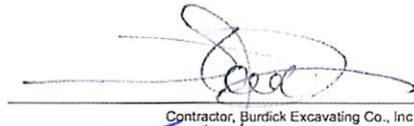
Item No.	Item Description	Est. Qty.	Units	CONTRACT		PREVIOUS TOTALS		THIS ESTIMATE		TOTAL TO DATE			
				Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
10	Temporary Erosion, Sediment Control	1	LS	25,000.00	\$25,000.00								
10.1	Permits, SWPPP	1	LS	5,000.00	\$5,000.00	75%	\$3,750.00		\$0.00	75%	\$3,750.00		
10.2	Install Silt Fence, Wattles	2000	LF	5.00	\$10,000.00	1500	\$7,500.00		\$0.00	1500	\$7,500.00		
10.3	Install Temporary Fence, Tree Protection	2000	LF	5.00	\$10,000.00	1500	\$7,500.00		\$0.00	1500	\$7,500.00		
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	5	\$18,500.00	6.00	\$22,200.00	11	\$40,700.00		
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	0	\$0.00		\$0.00	0.00	\$0.00		
40.6	Remove Temporary, Install Permanent Striping	1	LS	24,950.00	\$24,950.00	0%	\$0.00		\$0.00	0%	\$0.00		
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	0	\$0.00	1175.00	\$11,750.00	1175.00	\$11,750.00		
60	Bypass Pumping	1	LS	490,000.00	\$490,000.00								
60.1	Pumping Mobilization, Installation	1	LS	250,000.00	\$250,000.00	85%	\$212,500.00	15.00%	\$37,500.00	100%	\$250,000.00		
60.2	Pumping Operation	40	DY	6,000.00	\$240,000.00	0	\$0.00	26.00	\$156,000.00	26.00	\$156,000.00		
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	32	\$28,800.00	2.00	\$1,800.00	34.00	\$30,600.00		
70.2	Construct Pipeline Access	1810	LF	42.00	\$76,020.00	1050	\$44,100.00	760.00	\$31,920.00	1810.00	\$76,020.00		
70.3	Pothole Utilities	1810	LF	8.00	\$14,480.00	1050	\$8,400.00	125.00	\$1,000.00	1175.00	\$9,400.00		
70.4	Demo Existing Pipeline	1810	LF	65.00	\$117,650.00	0	\$0.00	1175.00	\$76,375.00	1175.00	\$76,375.00		
70.5	Install Pipeline	1810	LF	386.00	\$698,660.00	0	\$0.00	1175.00	\$453,550.00	1175.00	\$453,550.00		
70.6	Install Manholes	5	EA	11,798.00	\$58,990.00	1.50	\$17,697.00	1.50	\$17,697.00	3.00	\$35,394.00		
70.7	Restore Pipeline Alignment	1810	LF	100.00	\$181,000.00	0	\$0.00		\$0.00	0.00	\$0.00		
70.8	Pipe Flushing, Cleaning, Testing	1810	LF	10.00	\$18,100.00	0	\$0.00		\$0.00	0.00	\$0.00		
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	0%	\$0.00		\$0.00	0%	\$0.00		
80.2	Restore Pavers	2600	SF	23.50	\$61,100.00	0	\$0.00		\$0.00	0.00	\$0.00		
80.3	AC Paving	2750	SF	7.40	\$20,350.00	0	\$0.00		\$0.00	0.00	\$0.00		
80.4	Restore Gravel Surfacing	600	SF	4.75	\$2,850.00	0	\$0.00		\$0.00	0.00	\$0.00		
80.5	Replace Culverts, Conduit	200	LF	58.50	\$11,700.00	0	\$0.00		\$0.00	0.00	\$0.00		
80.6	Staging, Misc Restoration	6400	SF	4.50	\$28,800.00	0	\$0.00		\$0.00	0.00	\$0.00		
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	21.50%	\$24,083.01	33.50%	\$37,524.69	55.00%	\$81,607.70
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		
					\$0.00		\$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

\$2,286,000.00	\$485,672.00	\$809,792.00	\$1,295,464.00
\$112,014.00	\$24,083.01	\$37,524.69	\$81,607.70
\$2,398,014.00			\$1,357,071.70
Total Billing this Period		\$847,316.69	
	\$25,487.75	\$42,365.83	\$67,853.59
	\$484,267.26	\$804,950.86	\$1,289,218.12
		\$484,267.26	
		\$804,950.86	\$804,950.86

Accepted:


Contractor, Burdick Excavating Co., Inc

Date:

9/26/18

Checked:



Date:

9/28/18

Approved:

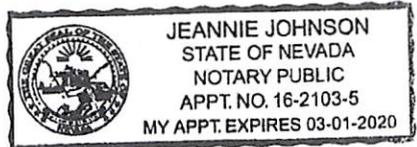
Digitally signed by Brad Memeo
DN: C=US, E=brad.memeo@eh2im.com,
O=JACOBS, OU=BLAF, CN=Brad Memeo
Date: 2018.09.27 09:50:53 -0700

Date:

Approved:

Brad Memeo

Date:



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of NEVADA)

On 9/26/18 before me, JENNIE JOHNSON
(insert name and title of the officer)

personally appeared LINDA BURDICK,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Jennie Johnson

(Seal)

COPY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-1
Subject: Discussion of the connection fee schedule

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.

A list of potential options to amend the residential unit connection fee schedule was discussed at the September 12, 2018 Board meeting and the Board of Directors had requested further information on a residential fee schedule to compare (1) fees calculated based on a scalable fee based on a fee per square foot and (2) fees calculated based on a minimum base fee with a scalable fee based on a fee per square foot for single family and multi-family dwelling units.

Mr. Shawn Koorn of HDR Engineering Consultants will attend the meeting to present and discuss the two (2) potential residential fee schedules and 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



October 10, 2018

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



Overview of the Presentation

- Connection Fees
 - Financial Impacts
 - Definition
 - Fee Calculation
- Existing T-TSA Sewer Connection Fees
- Overview of the Sewer Connection Fee Calculation
 - Review and update the charge to reflect existing conditions and value of existing and future system capacity
- 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

Connection Fees – Fee Calculation

- The fee is determined by:
 - Current assets, bringing them into current day dollars (replacement/cost indices)
 - Plus the share of future capital related to growth
- Basic Formula:

$$\frac{\text{Value of Existing Plant (RCLD*)}}{\text{Existing and Future EDUs}} + \frac{\text{Growth Related CIP}}{\text{Future EDUs}} = \text{Maximum Allowable Connection Fee}$$

*RCLD = Replacement Cost Less Depreciation

Existing Sewer Connection Fees - Residential \$/EDU

Existing Sewer Connection Fee		
Type of Connection	Units	Sewer Connection Fee
Residential	Living Units	\$5,000

- Connection fee as February 2015

Existing Sewer Connection Fees – Non-Residential \$/Unit

Existing Connection Fee		
Type of Connection	Units	Sewer Connection Fee
NonResidential		
Motel w/o Kitchen or Hotel Unit	# of Units	\$2,500
Motel with Kitchen	# of Units	\$3,300
Campsite w/ Sewer Connection	# of Sites	\$2,500
Campsite w/o Sewer Connection	# of Sites	\$1,875
Restaurants & Bars	# of Seats Inside	\$500
Restaurants & Bars	# of Seats Outside	\$175
Banquet Facilities	# of Seats	\$175
Laundromats	Per # of 10# Machines	\$2,500
	Per # of 20# - 50# Machines	\$5,000
Theatres	# of Seats	\$50
Barber Shops	# of Service Chairs	\$1,500
Grocery	# of Plumbing Fixture Units	\$750
Churches	# of Seats	\$50
Beauty Shops	# of Service Chairs	\$2,500
Other Commercial	# of Plumbing Fixture Units	\$500
Pool and Spas	Capacity less than 1,000 gallons	\$2,000
	Capacity 1,000 to 36,499 gallons	\$2,500
	Capacity 36,500 to 72,999 gallons	\$5,000
	Capacity 73,000 and greater	TBD
Car Washes		TBD

Connection Fees - Methodology

- System Planning Criteria
 - Determination of an Equivalent Dwelling Unit (EDU)
 - TTSA EDU definition is 200 gpd/2,453 square feet
- Capital Improvement Plans
 - Upgrade and Rehab Projects + Capital Outlay Projects
- Debt Service
 - Outstanding principal was credited back within the reimbursement component to avoid “double-counting”
- Legal Requirements
 - California Code (66013, 66016, 66022)
 - Fee must be reasonably related to and attributable to the cost of infrastructure and improvements made necessary to serve new development

Sewer Connection Fee

- Calculations

- Based on the cost of the existing infrastructure (available capacity) and the new infrastructure (CIP) to provide future capacity
 - Existing net infrastructure cost of approximately \$144.6 million, \$129.6 million fee eligible
 - Future infrastructure costs of \$25.3 million based on current 5-year capital plan
 - Upgrade/Rehab \$8.3 M, and \$0.46 M growth related
 - Capital Outlay \$16.9 M, and \$6.8 M growth related
- Total of 48,000 EDUs (9.6 MGD)
 - Existing 6.13 MGD, 30,650 EDUs
 - Future 3.5 MGD, 17,350 EDUs

Summary of the Fee Calculation

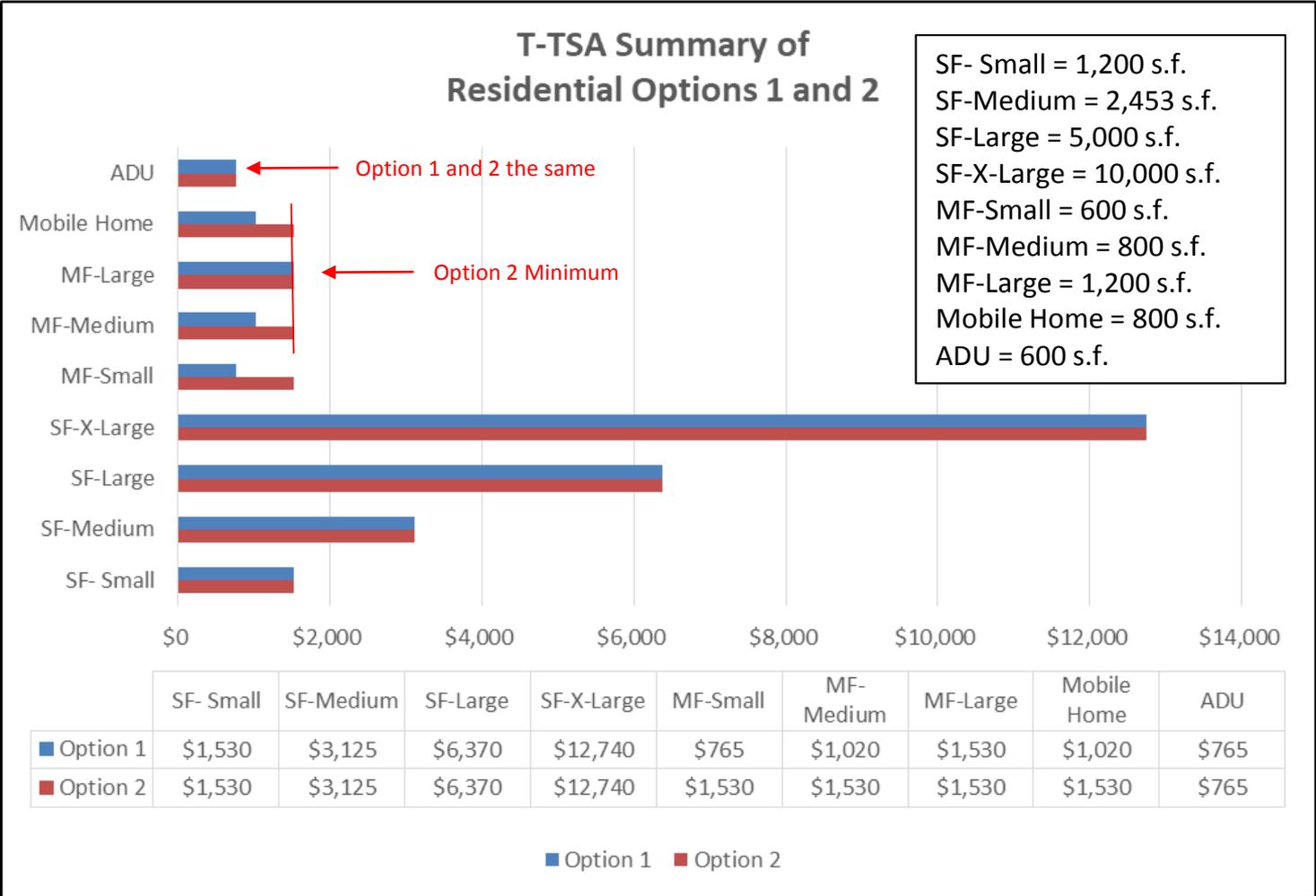
Existing Non-Residential Sewer Connection Fee		
	Existing Fee	Maximum Calculated Fee
Per EDU (200 gpd)	\$5,000	\$3,125
Per EDU (2,453 sq. ft.)	N/A	\$1.274/sq. ft.

Calculated T-TSA's Sewer Connection Fee – Residential Option 1 and Option 2

Calculated Net Allowable Sewer Connection Fee		
Type of Connection	Units	Sewer Connection Fee
Option 1		
All Residential	Per Square Footage	\$1,274
Accessory Dwelling Unit	Per Square Footage	\$1,274
Option 2		
All Residential		
Minimum 1,200 sq. ft.	Per living unit	\$1,530
Additional sq. ft.	Per sq. ft. over 1,200 sq. ft.	\$1,274
Accessory Dwelling Unit	Per Square Footage	\$1,274

- Option 1 are based on per square footage basis
- Option 2 all residential on minimum sq. ft. basis
- Accessory Dwelling Unit same on both options

Graph of Residential Option 1 and 2



Calculated T-TSA's Sewer Connection Fee – Non-Residential

Calculated Net Allowable Sewer Connection Fee		
Type of Connection	Units	Sewer Connection Fee
NonResidential		
Motel w/o Kitchen or Hotel Unit	# of Units	\$1,565
Motel with Kitchen	# of Units	\$2,065
Campsite w/ Sewer Connection	# of Sites	\$1,565
Campsite w/o Sewer Connection	# of Sites	\$1,170
Dump Stations	# of Sites	\$3,125
Restaurants & Bars	# of Seats Inside	\$315
Restaurants & Bars	# of Seats Outside	\$110
Banquet Facilities	# of Seats	\$110
Laundromats	Per # of Machines	\$3,125
Theatres	# of Seats	\$30
Grocery	# of Plumbing Fixture Units	\$470
Churches	# of Plumbing Fixture Units	\$315
Beauty Shops & Barber Shops	# of Service Chairs	\$1,565
Other Commercial	# of Plumbing Fixture Units	\$315
Pools	Minimum up to 72,999 gallons	\$3,125
	> than 72,999 gallons, per 1,000 gallons	\$42.81
	Minimum up to 1,000 gallons	\$1,250
Spas	> than 1,000, per 1,000 gallons	\$17.12
Car Washes	Maximum Daily Flow	
	# of Stalls	\$1,565
Private School	Average daily attendance per age group	\$155
Boarding Schools	Average daily attendance per age group	\$315
Industrial	Maximum of EDU values see below	

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 _{COD}
	805 milligrams per liter	
TSS:	<u>Composite Sample TSS Concentration (milligrams per liter)</u>	X = EDU _{TSS}
	362 milligrams per liter	
TDS:	<u>Composite Sample TDS Concentration (milligrams per liter)</u>	X = EDU _{TDS}
	428 milligrams per liter	
TN:	<u>Composite Sample TN Concentration (milligrams per liter)</u>	X = EDU _{TN}
	78 milligrams per liter	
TP:	<u>Composite Sample TP Concentration (milligrams per liter)</u>	X = EDU _{TP}
	8.4 milligrams per liter	

Neighboring Connection Fee Survey

		Sewer Connection Fees	
Utility	Measure	Single Family	Commercial/Multi Residential
Alpine Springs County Water District ⁽¹⁾	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
TTSA - Existing	Living Unit	\$ 5,000.00	Plumbing Fixtures
TTSA - Calculated	EDU ⁽²⁾	\$ 3,125.00	Plumbing Fixtures
	Square Footage	\$ 1.274	

Notes:

(1) For both water and sewer services.

(2) TTSA - Calculated EDU definition is 2,453 square foot

- T-TSA fee will be still be similar to local utilities
 - 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
- Updated charges reflect T-TSA's current costs and 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
Exhibit 1
Calculated Sewer Connection Fee

Item	Calculated Connection
Existing Plant Sewer Connection Fee per EDU	\$2,702
Future Plant Sewer Connection Fee per EDU	423
Total Sewer Connection Fee per EDU	\$3,125

Type of Connection	Units	Equivalent	
		EDU Ratio	Per Unit
Residential			
Option 1 -			
Residential	Per Square Footage (EDU = 2,453 sq. ft.)		\$1.274
Accessory Dwelling Unit	Per Square Footage		\$1.274
Option 2			
Single-Family, Multi-Family, Mobile Home			
Minimum 1,200 sq. ft.	Per living unit		\$1,530
Additional sq. ft.	Per square feet over 1,200 sq. ft.		\$1.274
Accessory Dwelling Unit	Per Square Footage		\$1.274
Non-Residential			
Motel without Kitchen or Hotel Unit	# of Units	0.50	\$1,565
Motel with Kitchen	# of Units	0.66	\$2,065
Campsite with Sewer Connection	# of Sites	0.50	\$1,565
Campsite without Sewer Connection	# of Sites	0.38	\$1,170
Dump Stations	# of Sites	1.00	\$3,125
Restaurants & Bars	# of Seats Inside	0.10	\$315
Restaurants & Bars	# of Seats Outside	0.04	\$110
Banquet Facilities	# of Seats	0.04	\$110
Laundromats	Per # of Machines	1.00	\$3,125
Theatres	# of Seats	0.01	\$30
Grocery	# of Plumbing Fixture Units	0.15	\$470
Churches	# of Plumbing Fixture Units	0.10	\$315
Beauty Shops & Barber Shops	# of Service Chairs	0.50	\$1,565
Other Commercial	# of Plumbing Fixture Units	0.10	\$315
Pools	Minimum up to 72,999 gallons	1.00	\$3,125
	> than 72,999 gallons, per 1,000 gallons		\$42.81
Spas	Minimum up to 1,000 gallons	0.40	\$1,250
	> than 1,000, per 1,000 gallons		\$17.12
Car Washes			
Automatic		Max Day Flow	
Self-Serve	# of Stalls	0.50	\$1,565
Private School	Average daily attendance per age group	0.05	\$155
Boarding Schools	Average daily attendance per age group	0.10	\$315

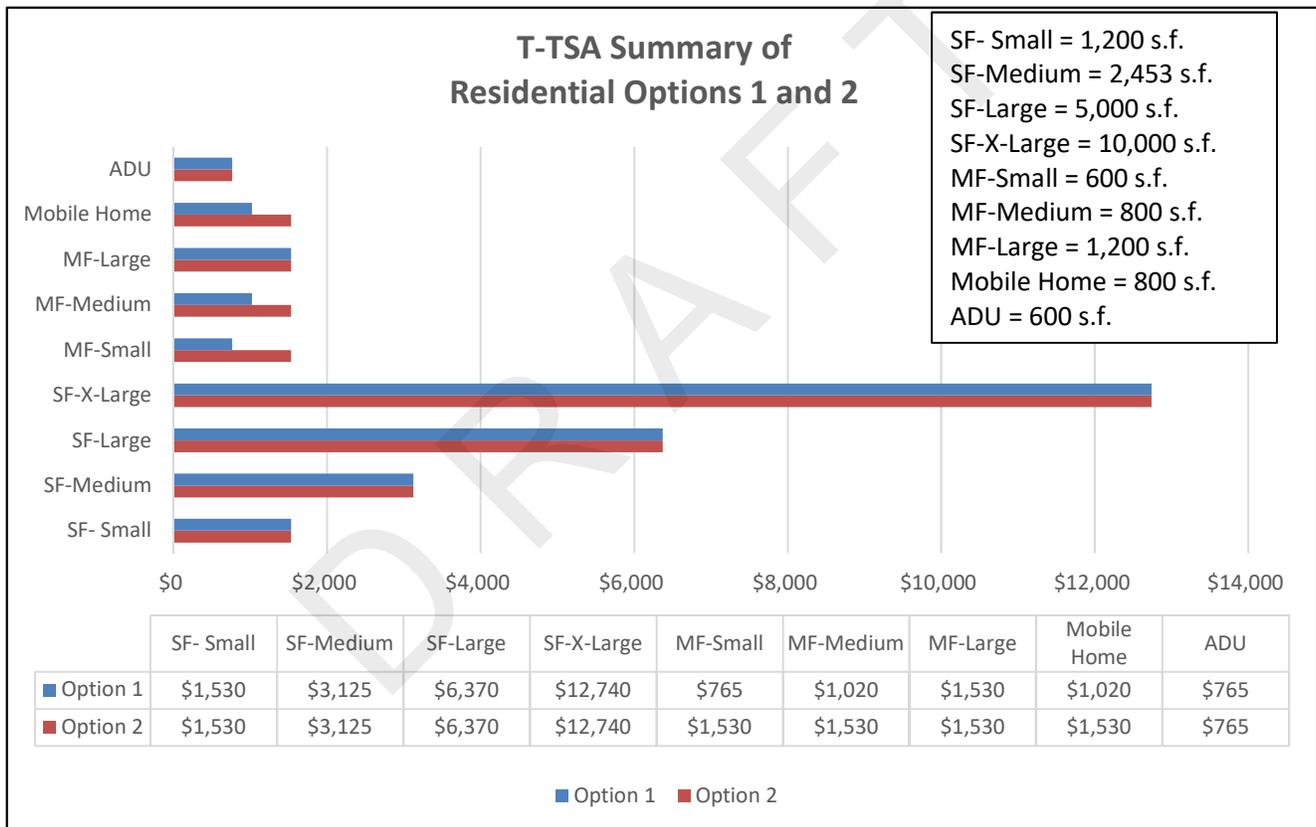
Industrial

The maximum of all the below calculated EDU values rounded up the

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 _{COD}
	805 milligrams per liter		
TSS:	<u>Composite Sample TSS Concentration (milligrams per liter)</u>	X	= EDU _{TSS}
	362 milligrams per liter		
TDS:	<u>Composite Sample TDS Concentration (milligrams per liter)</u>	X	= EDU _{TDS}
	428 milligrams per liter		
TN:	<u>Composite Sample TN Concentration (milligrams per liter)</u>	X	= EDU _{TN}
	78 milligrams per liter		
TP:	<u>Composite Sample TP Concentration (milligrams per liter)</u>	X	= EDU _{TP}
	8.4 milligrams per liter		

Tahoe-Truckee Sanitation Agency
Exhibit 2
Summary of Residential Option 1 and 2

Type	Sq. Feet		Option 1	Option 2
SF- Small	= 1,200	SF- Small	\$1,530	\$1,530
SF-Medium	= 2,453	SF-Medium	\$3,125	\$3,125
SF-Large	= 5,000	SF-Large	\$6,370	\$6,370
SF-X-Large	= 10,000	SF-X-Large	\$12,740	\$12,740
MF-Small	= 600	MF-Small	\$765	\$1,530
MF-Medium	= 800	MF-Medium	\$1,020	\$1,530
MF-Large	= 1,200	MF-Large	\$1,530	\$1,530
Mobile Home	= 800	Mobile Home	\$1,020	\$1,530
ADU	= 600	ADU	\$765	\$765





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-2
Subject: Approval of the sewer rate study proposal

Background

Management requested HDR Engineering Consultants to submit a proposal for technical and professional assistance to conduct a comprehensive sewer rate study designed to review the adequacy and equity of the Agency's sewer rates. The last adjustment to sewer rates for taxable parcels was an increase in 2010. The last adjustment to sewer rates for non-taxable parcels was a decrease in 2014.

HDR Engineering Consultants is currently preparing the Agency's connection fee study and are familiar with the Agency's operations. They have also performed sewer rate studies for some of the Agency member districts.

Mr. Shawn Koorn of HDR Engineering Consultants will attend the meeting to discuss the sewer rate study proposal.

Fiscal Impact

The study shall be based on an hourly basis plus expenses with a not to exceed limit of \$29,990.

Attachments

HDR Engineering Consultants proposal to conduct a comprehensive sewer rate study.

Recommendation

Management recommends approval for HDR Engineering Consultants to perform the sewer rate study.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



September 27, 2018

Mr. LaRue Griffin
General Manager
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

RE: Proposal to Conduct a Comprehensive Sewer Rate Study

Dear Mr. Griffin:

The Tahoe-Truckee Sanitation Agency (Agency) has requested technical and professional assistance to develop cost-based sewer rates. To accomplish this objective, HDR has developed a proposal to conduct comprehensive sewer rate study. This rate study will be designed to systematically review the adequacy and equity of the Agency's sewer rates.

HDR Engineering, Inc. (HDR) has successfully worked with the Agency in the past, as well as with a number of other local water and sewer utilities. This sewer rate study will be comprehensive and independent which will provide an up-to-date analysis for the Agency.

The development and basis for the Agency's proposed sewer rates must be clearly understood, well documented, and follow generally accepted methodologies in order to meet the requirements and intent of Proposition 218 and the California constitution article XIII D, section 6 (Article XIII D). This is critically important given the legal challenges to water and sewer rates over the last several years. The intent of this study is to design and tailor the analysis to comply with Proposition 218 requirements, as they are currently understood.

The proposed project manager for the Agency's study will be Shawn Koorn. Shawn has worked recently with the Agency on the connection fee study and is highly experienced and qualified in utility cost of service and rate setting principles.

We have prepared this proposal based on our current understanding of the Agency's rate study needs. However, we are certainly willing to modify our proposal to meet your specific needs.

hdrinc.com

2365 Iron Point Road, Suite 300, Folsom, CA 95630
T (916) 817-4700

We appreciate the opportunity to provide this proposal to you. If you have any questions regarding our proposal please contact Shawn Koorn, the proposed Project Manager at (425) 450-6366 or at Shawn.Koorn@hdrinc.com.

Sincerely,
HDR ENGINEERING, INC.

A handwritten signature in black ink, appearing to read "H. Kennedy", with a long horizontal flourish extending to the right.

Holly L.L. Kennedy, PE
Vice President

A handwritten signature in black ink, appearing to read "Shawn W. Koorn", with a stylized, cursive script.

Shawn W. Koorn
Associate Vice President

Proposal to Conduct a Comprehensive Sewer Rate Study

Introduction

The Tahoe-Truckee Sanitary Agency (Agency) has requested technical and professional assistance to independently assess and evaluate the Agency's sewer rates by conducting a comprehensive rate study. This study is driven, in part, by the need to develop cost-based rates that reflect the Agency's operating and capital needs, while providing long-term financial sustainability. In order to meet the intent of Proposition 218, the study will develop rates that are cost-based, equitable, and based on the Agency's specific costs and customer characteristics.

HDR Engineering, Inc. (HDR) has the technical and professional expertise to successfully conduct the Agency's study. HDR is staffed with well qualified and nationally recognized utility rate and finance experts, as well as engineering experts to assist in developing a quality study that is on time and within budget. As a result of our technical expertise in financial planning and rates, many of the local Tahoe utilities have trusted HDR to conduct their water and sewer rate and fee studies.

Study Goals / Objectives and General Approach

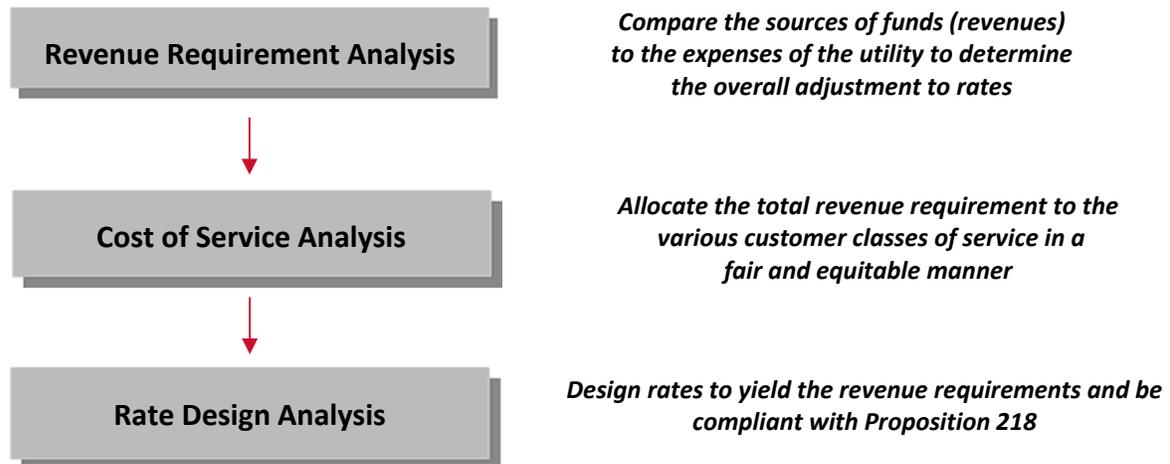
The overarching goal of the study is to assess and evaluate the Agency's current sewer rates and establish cost-based and defensible rates. Our understanding of the Agency's goals and objectives for this rate study is provided below.

- ✓ Develop the study using generally accepted rate methodologies and industry best practices (e.g., WEF MOP #27).
- ✓ Develop the study to reflect the requirements of Proposition 218 and the California Constitution Article XIII D (i.e., defensible rates and charges).
- ✓ Develop a revenue requirement analysis for the sewer utility which provides a projection of operating and capital needs for the next five-year period, at a minimum, and meets the Agency's financial policies (e.g., target reserve balances, debt service coverage ratios, renewal and replacement funding).
- ✓ Develop a sewer cost of service analysis to equitably allocate the costs between the utility's customer classes of service (rate schedules). Consider and incorporate the need to allocate costs to provide a cost-basis for the Agency's rates (i.e., Proposition 218).
- ✓ Develop average unit costs as part of the cost of service analysis to establish the fixed and variable cost-basis of the proposed rates. Review and assess the Agency's current sewer rate structure. Provide and recommend changes, as appropriate, to the current structures, classes of service, allocations, and the fixed / variable charges.
- ✓ Provide effective written and oral presentations of the results of this study.
- ✓ Work closely with the Agency's project team to maximize the value of this study.
- ✓ Provide a copy of the rate model to the Agency for their future use and updates.

To accomplish these goals, a comprehensive rate study is conducted, which is generally comprised of three interrelated analyses. These are outlined below in Figure 1.



Figure 1
Overview of the Comprehensive Rate Study Process



While Figure 1 provides an overview of the typical components of a comprehensive rate study, an important aspect of this study is incorporating and tailoring those analytical elements to the Agency’s specific customer characteristics and system operations. This provides the cost-basis and justification for proposed sewer rates under Proposition 218. HDR’s proposed scope of services for the Agency’s comprehensive sewer rate study is provided below.

Proposed Project Approach (Scope of Services)

Given the identified goals and objectives for the study, HDR has developed a detailed project approach (scope of services), by major tasks, for the Agency’s study.

Task 0 – Project Management

This task includes the general project management activities that are required to complete the project on time and within budget. This includes allocating the appropriate labor resources to the project and working with the Agency’s Project Manager to schedule project meetings and provide regular progress reports.

Deliverables from Task 0

- ✓ Coordination with the Agency’s Project Manager
- ✓ Monthly progress report of project status and budget

Task 1 – Initial Project Kick-Off Meeting

An initial project kick-off meeting will be a meeting of approximately two hours in length and attended by HDR’s project manager and task lead. Given that HDR has worked with the Agency in the past, the main objective of this meeting is to discuss key objectives for the study and review the approach / scope of services. The project schedule will also be finalized at this initial project kick-off meeting. Finally, HDR will also review with the Agency the initial written data request and

review any items that may be difficult to provide. Given HDR's familiarity with the Agency, and to minimize the overall budget, HDR would propose that the initial project meeting be conducted via conference call.

Deliverables from Task 1:

- ✓ Initial kick-off meeting held via conference call

Task 2 – Initial Written Data Request

A written data request will be provided to the Agency prior to the initial project kick-off meeting (Task 1). The written data request will provide a detailed and organized list of the data required to complete the comprehensive sewer rate study. It is anticipated that the data should be for the most part readily accessible data and information. If not, HDR will work with the Agency to resolve any data issues.

Deliverables from Task 2:

- ✓ Identification of data gaps
- ✓ Initial written data request

Task 3 – Revenue Requirement Analysis

HDR will develop a sewer revenue requirement analysis using generally accepted rate-setting methodologies. This portion of the study entails reviewing the various sources of funds (revenues) and comparing them to the applications of funds (expenses) for the sewer utility, while considering the prudent and proper funding for O&M and capital expenditures. The revenue requirement analysis determines the need for any future sewer rate revenue adjustments. A more detailed discussion of the various steps involved in developing the revenue requirements for the sewer utility is provided below.

Step 1 – Selection of a Test Period – A “test period” refers to a time frame of reference for the accumulation of revenues, expenses, and volume data. HDR would propose a projected five-year time period for this study. The specific time period to be used will be determined in the initial project meeting.

Step 2 – Method of Accumulating Costs – A “cash basis” methodology is proposed for the sewer utility’s revenue requirement analysis. This methodology is consistent with the approach used by most municipal utilities, and sums operation and maintenance expenses, taxes / transfer payments, debt service, and capital improvements funded from rates.

Step 3 – Accumulation of Revenues and Expenses – Once the test period and method of accumulating costs have been determined, HDR in conjunction with Agency management and staff will develop the test period revenue requirements.

In projecting revenues, care will need to be taken since the local area is heavily influenced by seasonal residency and the rental market. Given that, HDR will review wastewater volume / flow

history and work with the Agency to develop a reasonable projection of wastewater volumes and resulting revenues.

The revenue requirement is composed of two major types of costs: operational and capital expenses. The operational costs are generally projected from historical or budgeted costs, using assumed escalation factors, and adjusted for any known changes (e.g., additional personnel, growth / expansion). While the projection of the O&M costs is fairly straightforward, the projection of capital costs is generally the focus of the analysis, which requires more insight, analysis, and planning.

The starting point for projecting capital costs (expenditures) will be the Agency's long-term capital improvement plan (5 – 10 years). In the financial planning process, consideration must be given to maximizing the capital expenditures, while minimizing rates. In summary form, the general approach is to list the annual capital projects and then determine the various funding sources for each of the projects. The balance of projects not funded by the available sources of funds must be financed from a combination of long-term debt and rates. It is the balancing of the use of long-term debt to the impact on rates, which is critical to the analysis. A major consideration for this portion of the analysis is to provide adequate funds from rates on an annual basis to address renewal and replacement capital funding needs.

In developing the final revenue requirements, a number of financial planning metrics are also taken into account. These include, but are not limited to, debt service coverage ratios, minimum operating and capital reserves, and minimum annual funding for renewal and replacement of existing infrastructure.

At the conclusion of the revenue requirements, HDR will develop summary pages comparing the present revenues to the projected operating and capital expenditures for the projected five-year period. This will provide the overall cost-basis for any adjustments to the Agency's revenues (i.e., rates). If needed, a rate transition plan will be developed to smoothly implement any needed rate adjustments over the review period.

At the completion of the draft revenue requirement analysis, a half-day project meeting will be held at the Agency's offices to review and discuss the analyses. HDR will develop a draft final revenue requirement for the sewer utility based on the review of the analyses. HDR will hold a conference call with Agency staff to review the draft final revenue requirement.

Deliverables as a Result of Task 3:

- ✓ A stand-alone revenue requirement analysis for a projected five-year time period, which considers the prudent operating and capital funding needs
- ✓ Projection of wastewater volumes and revenues to reflect the Agency's customer demand characteristics
- ✓ A capital financing plan within the revenue requirement analysis, which attempts to maximize capital expenditures, while minimizing the impacts to customers over time.
- ✓ Recommendations regarding key financial indicators (debt service coverage, capital replacement, adequate reserve fund balances, etc.)



- ✓ A half-day project meeting at the Agency's offices to review draft revenue requirement analysis
- ✓ A conference call to review the draft final sewer revenue requirement

Task 4 – Cost of Service Analysis

In simplified terms, a cost of service study attempts to equitably allocate the revenue requirements between the various customer classes of service. The basis for establishing sewer rates that are fair, equitable, and defensible has traditionally been cost of service principles and methodologies.¹

At the same time, the courts have historically recognized that municipal (i.e., public) entities can take into account policy items other than strictly cost of service when establishing rates (e.g., conservation, efficient use, ability to pay). The State of California has certain well established legal constraints regarding utility ratemaking, of which Proposition 218 (California Constitution Article XIII D) is at the forefront. In short, Proposition 218 requires the utility to establish cost-based rates for the services provided. This task is designed to specifically address this legal requirement to develop the cost-basis for any of the fixed and variable components of the rate structure.

A brief discussion of the major steps associated with the proposed cost of service analyses for the sewer utility is provided below.

- ✓ **Step 1 – Selection of Test Period** – A cost of service analysis typically reviews a one-year period, or the period over which rates will ultimately be set. For cost of service purposes, allocating the FY 2019/20 revenue requirements would appear to be appropriate.
- ✓ **Step 2 – Selection of the Method to Accumulate Costs** –The cash basis revenue requirement for the sewer utility will be used for the cost of service analysis
- ✓ **Step 3 – Functionalization and Allocation of Expenses** – Functionalization refers to the arrangement of cost data into its basic cost categories. The functionalization of costs is typically accomplished within the system of accounts used by the utility. Given functionalized costs, the costs are then allocated to their various cost components based on the reason why the cost was incurred. For a sewer utility, it is generally classified as volume, strength, and customer costs. Allocation of costs will be based on generally accepted cost of service techniques and the specific system characteristics of each utility.
- ✓ **Step 4 – Determination of Classes of Service** – The cost of service will distribute the allocated costs to classes of service (e.g., single-family residential, multi-family residential, commercial). As a part of this study, HDR will review with the Agency the customer classes of service used for the sewer utility. HDR will re-confirm with the Agency the appropriate classes of service and ultimately design rates for each. This task will take into consideration the Board's direction on connection fee equivalencies.
- ✓ **Step 5 – Distribution of Expenses** – The next step is to distribute the allocated cost to each class of service using allocation factors. In developing the allocation factors, HDR will develop factors that are equitable (i.e., proportional) to all customers, and which rely on

¹ Generally accepted cost of service principles and methodologies are best defined and discussed within the Water Environment Federation Manual of Practice No. 27, [Financing and Charges for Wastewater Systems](#).

Agency-specific data. Based on the prior step, HDR will have reviewed the individual customer billing data in order to sort and analyze customer characteristics.

- ✓ **Step 6 – Summary of the Cost of Service** – From the above process, a summary page of the cost of service study is developed. The summary page compares the difference between the current level of rate revenues received from each class of service to the distributed cost of service for each class. This provides an understanding of the relationship between the costs each customer class of service places on the system and the revenues received from the customers. From this summary, a determination can be made as to the rate adjustments, by class of service, which is reflective of cost responsibility.
- ✓ **Step 7 – Development of Average Unit Costs** – The cost of service provides the distribution of costs to each class of service, and also provides average unit costs, or cost-based rates. These cost-based rates are used as the starting point for the development of the final proposed sewer rates. Average unit costs also provides the Agency with an understanding of the cost / rate relationship between fixed and variable costs, as well as provide the cost basis for the fixed and volumetric pricing for the sewer rates.

At the completion of the draft cost of service analysis, a half-day project meeting will be held at the Agency’s offices to review and discuss the analyses. HDR will develop a draft final cost of service analysis for the sewer utility based on this review. HDR will hold a conference call with Agency staff to review the draft final cost of service analysis.

Deliverables as a Result of Task 4

- ✓ Review the customer classes of service and determine any revisions for cost allocation or rate design alternative purposes
- ✓ An equitable (proportional) distribution of the revenue requirement to the various customer classes of service
- ✓ A summary of the average unit costs (cost-based rates)
- ✓ A half-day project meeting to review the approach, summary, and recommendations of the cost of service analysis
- ✓ A conference call to review the draft final cost of service analysis

Task 5 – Rate Design Analysis

The development of the revenue requirement analysis and cost of service analysis is designed to specifically address the issues of adequate funding, resulting from equitable, cost-based, and defensible rates. This task will focus on developing proposed cost-based rates using the findings, conclusions and recommendations for the revenue requirement and cost of service analysis for the sewer utility.

As a part of this task, HDR will work with the Agency to review the current rate designs and develop alternative rate structures for the Agency staff and Board to review and consider. HDR will develop rates for a five-year period, assuming annual adjustments². The sewer utility’s rates are based on sewer units, which differ by customer class of service. HDR will review with the

² Five years is typically the maximum number of years that rates are adopted.

Agency the current sewer rate structure and discuss possible alternatives. HDR will develop bill comparisons for the proposed sewer rate alternatives.

Deliverables as a Result of Task 5

- ✓ Review of the Agency's rate design goals and objectives
- ✓ Review of the Agency's current sewer rates and develop up to two rate design alternative for each customer class of service
- ✓ Bill comparisons and graphs for the rate design alternatives will be provided

Task 6 – Written Reports

At the completion of the rate analysis, HDR will develop a draft written report of the rate study. The written report is intended to be comprehensive in nature and document the activities undertaken as a part of the project, along with our findings, conclusions, and recommendations. Within all of our reports, we provide an appendix of all the technical analyses undertaken. HDR will provide an electronic copy of the draft report to the Agency for its review and comment. Any comments, suggestions or corrections from the Agency or legal counsel concerning the draft report will be incorporated into the draft final report. HDR will provide an electronic version of the draft final report to the Agency. At the conclusion of the study, HDR will incorporate any final legal comments from the Agency attorney and final direction from the Agency's Board. HDR will provide an electronic copy and three bound copies of the final report.

Deliverables as a Result of Task 6

- ✓ An electronic copy of the draft report
- ✓ An electronic copy (word and PDF) and up to three bound copies of the final report

Task 7 – Public Presentations

The overall quality and value of a rate study is often measured by the quality of the public presentation process. HDR has assumed the need for up to two public meetings to discuss the findings, conclusions, and recommendations from the study. The first meeting will be for the Agency's Board to accept the study and set a public hearing date. The second public meeting will be a public hearing. The public hearing is "noticed" as a part of the Proposition 218 process. This public hearing allows for any rate protests to be tallied and action to adopt the proposed rates taken by the Agency's Board. Any public meetings beyond the two proposed meetings shall be billed on a time and material basis as requested and agreed upon between HDR and the Agency.

Deliverables as a Result of Task 7

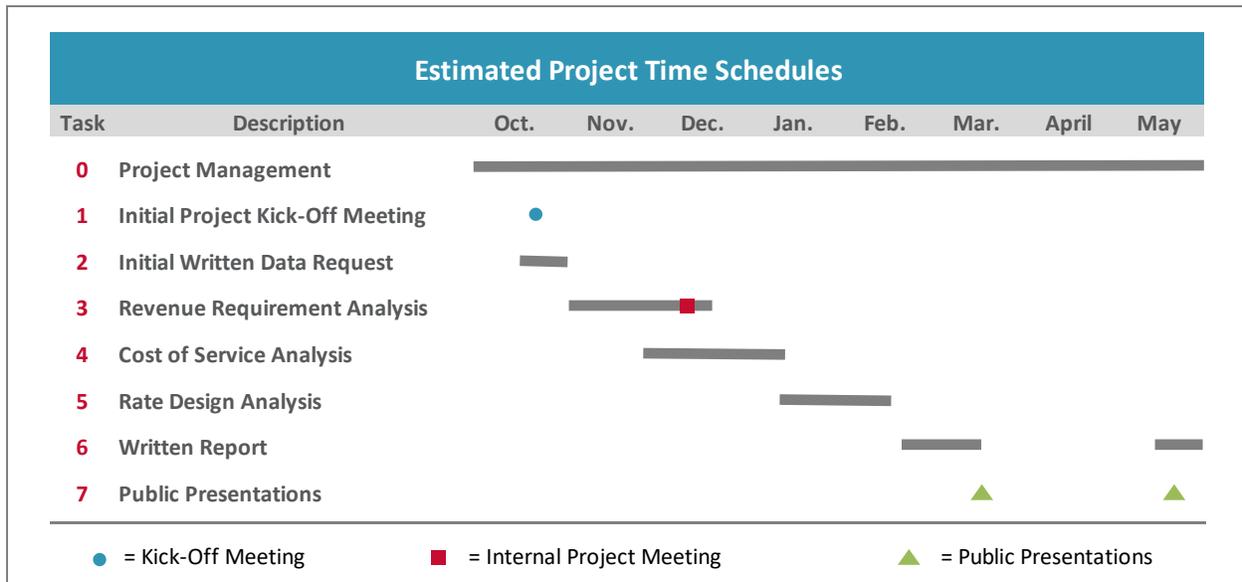
- ✓ Up to two public presentations to present the study approach, conclusions, and recommendations.

Estimated Project Time Schedule

A rate study of this generally requires 4 to 6 months to complete, depending on a number of factors and complexity. These factors include the amount of time required by the Agency to collect the necessary data, the quality of the data provided, the ability to schedule meetings with Agency staff in a timely manner, and most importantly receiving policy direction from the Agency's Board and / or management team.



Additionally, sufficient time needs to be included to meet the time requirements of Proposition 218. Once the final rate study recommendations and proposed rates are accepted by the Agency’s Board, a notice will need to be mailed to all customers to start the 45 day protest period. No sooner than 45 days from the customers to have reasonably received the notice, the Agency will need to hold a public hearing on the proposed rates. If no majority protest (50%, plus 1 customer) exists, then the Agency’s Board may adopt the proposed rates. Provided below is an estimated project time schedule for the Agency’s study.



While HDR has provided a proposed project schedule, we will work with the Agency to finalize the schedule, and then work closely with the Agency’s to meet the noted schedule. This proposed schedule can be adjusted to meet the Agency’s needs.

Key Project Team Members

Our proposed project team is exceptionally strong and experienced in developing sewer rate studies. Our proposed project manager, Shawn Koorn, has over 18 years of rate setting experience and is a nationally recognized rate expert. Shawn has worked with the Agency recently along with numerous California utilities to develop cost-based rates that meet the intent of Proposition 218. For the Agency’s study, he will be assisted by Kevin Lorentzen and Josiah Close, who are well qualified and experienced, having completed numerous water and sewer rate studies throughout California. Kevin and Josiah have both worked to develop the proposed water and sewer rates and connection charges for the Squaw Valley PSD, sewer rates for TSD, water and sewer rates for Tahoe City PUD, water rates for South Tahoe PUD, Northstar CSD, and are currently working with North Tahoe PUD on their water and sewer rates. A brief overview of each key project team member is provided below.

Shawn Koorn – Project Manager



- More than 18 years of experience in utility rate setting
- Extensive experience with California utilities and local Tahoe utilities: South Tahoe PUD, Tahoe City PUD, Truckee Donner PUD, Truckee Sanitary District, Squaw Valley PSD, Alpine Springs County Water District
- Recognized national expert in the area of cost of service and rate design for utility rates. Co-instructor for the AWWA Financial Management seminar
- Contributing author to the AWWA M-54 manual, Developing Rates for Small Systems; Instructor for AWWA Financial Management Seminar

Kevin Lorentzen – QA / QC



- More than 11 years of industry experience
- Previously worked in the City of Bellevue, Washington, finance department as the lead forecaster
- Recently completed similar analyses for the Calaveras County Water District and Elk Grove Water District
- Local experience working with South Tahoe Public Utility District, Truckee Donner Public Utility District, and Tahoe City Public Utility District.

Josiah Close –Task Lead / Rate Analysis / Modeling



- Six years of experience in developing rate models for water, wastewater and stormwater systems
- Extensive experience with analyzing consumption data to support water tier pricing (i.e., post-Capistrano) and sewer rates by customer type
- Conducted rate analyses and modeling for the Squaw Valley PSD, City of Stockton (water), City of Woodland, (water and sewer), Sacramento Suburban Water District (water), Las Gallinas Valley Sanitary District (sewer), and Otay Water District (water and sewer rates)

Should other individuals be required for the Agency’s study, HDR has a number of other qualified individuals available to meet any specific technical need associated with this study. The staff described above will be dedicated to the Agency’s study until the successful completion of the study.

Estimated Project Fees

Our proposed hourly rate schedule, by classification, is provided below. These hourly rate schedules will be in effect during the course of the study.

HDR Hourly Rate Schedule

Project Manager	\$270.00/hour
QA / QC	\$210.00/hour
Financial Analyst	\$135.00/hour
Accounting / Admin	\$135.00/hour

The billing rates shown above cover payroll cost, employee benefits, and HDR overhead and profit

HDR Expenses:

Vehicle Mileage	Current Federal Travel Regulation (FTR)
Black / white Photocopies (per copy)	\$0.05 to \$0.09
Color Copies (per copy)	\$0.15 to \$0.30

Direct Expenses: No markup on expenses. Other direct expenses (e.g., parking, mileage, airfare, etc.) will be billed at cost.

Fee Estimate

The project fees are a function of the hourly billing rates for the employees to be utilized on the Agency's study and the proposed scope of services. Provided below is a summary of the estimated project fees for the services requested by the Agency.

Summary of the Estimated Fees for the 2018 Comprehensive Sewer Rate Study

Task 0: Project Management	\$2,680
Task 1: Initial Project Kick-Off Meeting	790
Task 2: Initial Written Data Request	780
Task 3: Revenue Requirement Analysis	5,560
Task 4: Cost of Service Analysis	6,500
Task 5: Rate Design Analysis	3,300
Task 6: Written Report	3,460
Task 7: Public Presentations	<u>3,700</u>
Total Labor Expenses	\$26,770
Total Expenses	\$3,220
Grand Total Project	\$29,990

HDR is estimating a total fee of \$29,990 for the proposed sewer rate study services. During the course of the study, HDR will keep the Agency informed of the progress of the study with respect to time schedule and the project budget. The detailed fee estimate, by individual and by task, is provided below.



**Tahoe-Truckee Sanitary Agency
Estimated Fees - Comprehensive Sewer Rate Study**

Task	Task Description	Project Manager	QA/QC	Task Lead	Proj. Assistant	Total Project
<i>Hourly Billing Rates</i>		\$265	\$210	\$130	\$135	
0	Project Management					
	Hours -	4	0	0	12	16
	Labor Cost	\$1,060	\$0	\$0	\$1,620	\$2,680
1	Initial Project Kick-Off Meeting					
	Hours -	2	0	2	0	4
	Labor Cost	\$530	\$0	\$260	\$0	\$790
2	Initial Written Data Request					
	Hours -	0	0	6	0	6
	Labor Cost	\$0	\$0	\$780	\$0	\$780
3	Revenue Requirement Analysis					
	Hours -	8	4	20	0	32
	Labor Cost	\$2,120	\$840	\$2,600	\$0	\$5,560
4	Cost of Service Analysis					
	Hours -	8	6	24	0	38
	Labor Cost	\$2,120	\$1,260	\$3,120	\$0	\$6,500
5	Rate Design Analysis					
	Hours -	4	2	14	0	20
	Labor Cost	\$1,060	\$420	\$1,820	\$0	\$3,300
6	Written Report					
	Hours -	4	4	12	0	20
	Labor Cost	\$1,060	\$840	\$1,560	\$0	\$3,460
7	Public Presentations					
	Hours -	12	0	4	0	16
	Labor Cost	\$3,180	\$0	\$520	\$0	\$3,700
	Total Hours	42	16	82	12	152
	Total Fees	\$11,130	\$3,360	\$10,660	\$1,620	\$26,770
	<i>Percentage of Hours by Employee</i>	<i>27.6%</i>	<i>10.5%</i>	<i>53.9%</i>	<i>7.9%</i>	<i>100.0%</i>
Expenses						
	Airfare (4 RT @ \$425 / RT)					\$1,700
	Hotel (2 nights @ \$225 / night)					450
	Car Rental (3 days @ \$110 / day)					330
	Mileage / Airport Parking					300
	Meals					220
	Printing / Copies					220
	Total Expenses					\$3,220
Grand Total Project Fee Estimate						\$29,990





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-3
Subject: Approval of Ordinance No. 3-2018 establishing surplus personal property sale/disposal policy and procedures

Background

The Agency currently owns material, supplies, equipment, vehicles, computers, other machines, office supplies, tools, furniture, and other personal property that are no longer needed for the current, emergency, or future operations, uses, or purposes of the Agency.

The purpose of Ordinance No. 3-2018 is to establish policies and procedures governing the sale and disposal of surplus Agency personal property and is pursuant to Agency Act sections 67 and 80, Public Contract Code sections 21614 and 21616, and other applicable law.

Fiscal Impact

None.

Attachments

Ordinance No. 3-2018 establishing surplus personal property sale/disposal policy and procedures.

Recommendation

Management recommends approval of Ordinance No. 3-2018 establishing surplus personal property sale/disposal policy and procedures.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager

ORDINANCE NO. 3 - 2018

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TAHOE-TRUCKEE SANITATION AGENCY
ESTABLISHING SURPLUS PERSONAL PROPERTY SALE/DISPOSAL
POLICY AND PROCEDURES**

BE IT ORDAINED by the Board of Directors of Tahoe-Truckee Sanitation Agency that the following surplus personal property sale and disposal policy and procedures are hereby established:

1. Purpose and Authority. The purpose of this ordinance is to establish policies and procedures governing the sale and disposal of surplus Agency personal property. This ordinance is adopted pursuant to Agency Act sections 67 and 80, Public Contract Code sections 21614 and 21616, and other applicable law.

2. Applicability. For purposes of this ordinance, “Personal Property” means Agency-owned material, supplies, equipment, vehicles, computers, other machines, office supplies, tools, furniture, and other personal property. This ordinance applies to (a) the determination of whether Personal Property is surplus, and (b) the process to sell or otherwise dispose of surplus Personal Property. This ordinance does not apply to Agency-owned real property or easements.

3. Surplus Personal Property Determination. The General Manager is authorized to determine and declare whether an item of Personal Property is surplus. “Surplus” for purposes of this ordinance means that the item is no longer needed for the current, emergency, or future operations, uses, or purposes of the Agency. The General Manager shall prepare a written report to confirm his or her declaration that an item of Personal Property is determined to be surplus (“Surplus Personal Property”).

4. Sale or Disposal of Surplus Personal Property

a. The General Manager is authorized to sell Surplus Personal Property for fair value and on such terms and conditions as the General Manager deems appropriate and in the best interests of the Agency, through an auction, bid solicitation proceeding, salvage company, or other reasonable sale procedure. Any Surplus Personal Property shall be sold in its “as is” condition without any warranty (except for any pre-sale repair or maintenance work required by law). If the expected cost of any pre-sale repair or maintenance work required by law exceeds the estimated fair value of the Surplus Personal Property item, the Agency shall not proceed with the repair or maintenance work and instead shall dispose of the item pursuant to subparagraph (b). All revenue received from the sale of Surplus Personal Property will be deposited in the Agency general fund.

b. If the General Manager reasonably determines that an item of Surplus Personal Property has no or only trifling resale value, then he or she may (i) donate the item to a government agency or tax exempt nonprofit organization, or (ii) dispose of the item in any reasonable manner and in accordance with applicable laws.

c. The General Manager is authorized to enter into Surplus Personal Property sale, disposal, and disposition related contracts consistent with the policies and procedures in this ordinance. The General Manager may adopt rules and procedures to implement and supplement these policies and procedures so long as they are consistent with this ordinance.

5. Conflict of Interest Prohibition. In accordance with Government Code section 1090, all Agency directors and the General Manager are prohibited from purchasing Surplus Personal Property. An Agency employee (other than the General Manager) is eligible to buy Surplus Personal Property noticed for sale on the same terms and conditions as those offered to members of the public so long as the employee did not participate in (a) making the determination that the Personal Property is surplus, (b) arranging for the sale of the Surplus Personal Property, or (c) any other manner regarding the Surplus Personal Property transaction in the scope of his or her Agency employment duties.

6. Effective Date. This ordinance shall be effective 30 days from the date of its adoption.

7. Posting. This ordinance shall be posted within the Agency in at least three conspicuous places within ten days after its adoption.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 10th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

S. Lane Lewis, President
Board of Directors

Attest:

LaRue Griffin, Secretary

CERTIFICATE

I hereby certify that the foregoing is a full, true and correct copy of Ordinance 3-2018, duly and regularly adopted by the Board of Directors of Tahoe-Truckee Sanitation Agency on October 10, 2018.

LaRue Griffin
Secretary of the Board



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-4
Subject: Approval of the agreement between T-TSA and Gertrude Holdings, LLC.

Background

The Avery Hotel development was initiated years ago and the Agency worked with the developer to realign the TRI to facilitate the parcel development. The hotel project did not proceed at that time and there was no further progress. Recently, the Agency was approached by Gertrude Holdings, LLC. (owner of the Avery Hotel property) to develop a new hotel layout.

Mr. Jackson Grunsky and Mr. Ryan McShane, representing Gertrude Holdings attended the July 11, 2018 and discussed the project with the Board of Directors and agreed to enter into an agreement with T-TSA for the relocation of the TRI in connection with the proposed Hotel Avery project.

Fiscal Impact

None.

Attachments

Agreement between T-TSA and Gertrude Holdings, LLC.

Recommendation

Management recommends approval of the agreement between T-TSA and Gertrude Holdings, LLC.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager

**AGREEMENT BETWEEN TAHOE-TRUCKEE SANITATION AGENCY AND
GERTRUDE HOLDINGS, LLC, CONCERNING THE
RELOCATION OF THE TRUCKEE RIVER INTERCEPTOR
IN CONNECTION WITH THE PROPOSED HOTEL AVERY PROJECT**

THIS AGREEMENT is made and effective this _____ day of _____, 2018, in Truckee, California, by and between the Tahoe-Truckee Sanitation Agency (“T-TSA”) and Gertrude Holdings, LLC (“GH”), concerning the relocation of the Truckee River Interceptor in connection with GH’s proposed Hotel Avery Project.

RECITALS

A. GH proposes to develop the Hotel Avery Project on two parcels of land within the Town of Truckee, California (Nevada County Assessor Parcel Nos. 19-140-01 and 19-140-02) (“GH Property”).

B. T-TSA owns the Truckee River Interceptor (“TRI”) which conveys wastewater to the T-TSA water reclamation plant for treatment and disposal from North Tahoe Public Utility District, Tahoe City Public Utility District, Squaw Valley Public Service District, Alpine Springs County Water District and Truckee Sanitary District, all of which are member entities of T-TSA.

C. The TRI passes through the GH Property, and in order to construct the proposed Hotel Avery Project, GH desires to have the TRI relocated.

D. T-TSA is willing to relocate the TRI on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. GH Preparation of Construction Plans and Specifications for Relocation of TRI.

GH, at its cost, shall design and prepare plans and specifications for the relocation of the TRI at the GH Property (“Relocation”), which depict a complete set of proposed plans, profiles and connection details between the new and existing TRI pipelines. Any and all plans shall be consistent with the conceptual GH site plan, attached hereto as Exhibit A and incorporated herein by this reference, unless otherwise approved by T-TSA, and include but not be limited to cover sheets, indexes, legends, plan and profile sheets, sections and details, standard details, and any other drawings necessary to complete the Relocation. The general specifications shall include but not be limited to a summary of work, schedule constraints, sequence of work constraints, submittal requirements, coordination requirements, site conditions, progress schedule requirements, references, abbreviations, definitions, operations and maintenance data, testing and inspection of the work, construction facilities and temporary controls, SWPPP requirements, erosion control measures,

environmental mitigation measures and controls, site security, safety, project signage, material and equipment, manufacturer's services, cleaning, testing and startup. The technical specifications shall include but not be limited to site construction, demolition, concrete, metals, wood and plastics, thermal and moisture protection, finishes, specialties, equipment, special construction, mechanical, and electrical. GH shall have its engineer prepare and furnish to T-TSA a cost estimate for the Relocation. The new TRI section shall be 39 inches in diameter, subject to design review and agreement by T-TSA, with 6-foot diameter manholes to maintain the current capacity in the TRI. Direction changes shall be allowed only inside the manholes with only straight runs of pipe allowed outside the manholes. The design must conform to any required horizontal and vertical separations between sewer and potable water pipelines, and shall meet all other regulatory requirements.

During the design phase, GH shall be responsible for all site investigations, reports and coordination, to the extent necessary, including coordination with other property owners and utilities, geotechnical investigations and reports, archeological surveys and reports, and biological surveys and reports. GH must provide a recommended construction sequence for upstream and downstream manholes.

GH shall, at a minimum, submit 50 percent, 90 percent (near final) and 100 percent complete (final, bid ready) plans and specifications for the Relocation to T-TSA for review and approval, which review and approval shall be completed within a reasonable timeframe. At T-TSA's request, GH shall provide any documents or other materials (whether in hard copy or electronic) utilized by GH's engineer in the preparation of the plans and/or specifications. GH shall provide a written response to each review comment received from T-TSA and make appropriate changes to the plans and specifications to address T-TSA comments. The plans and specifications shall be approved in writing by T-TSA, which then shall become a part of this Agreement. T-TSA shall have no obligation to construct the Relocation until it has approved the plans and specifications. Such plans and specifications shall provide for full wastewater conveyance system redundancy during construction which redundancy must be sized to pass the maximum flow rate anticipated during construction and with more than adequate capacity to address the potential for the largest pumping/piping assembly being out of service during periods of construction. If bypass pumping is required, such facilities shall be manned by the contractor on a 24-hour per day, 7 day per week basis. The design and plans and specifications shall meet all T-TSA standards, as well as all other local, County and State standards and requirements, whichever are most stringent. The Relocation shall be designed and bid documents sealed by a Civil Engineer registered in the State of California.

GH shall provide the completed plans and specifications to T-TSA in both a paper format and in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file). Upon receipt by T-TSA, the plans and specifications shall be the property of T-TSA and T-

TSA shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the plans and specifications and to prepare derivative and additional documents or works based on the plans and specifications without payment of any compensation to GH, its engineer, or any other third party.

2. Reimbursement for Prior T-TSA Services.

For a prior proposed project at the GH Property by a different entity, T-TSA expended more than \$45,000 in administration, engineering and legal costs in connection with preparation for relocating the TRI. Because some of the costs T-TSA incurred will benefit GH and the proposed TRI Relocation, and as an accommodation to T-TSA, GH has agreed to reimburse T-TSA for certain of these prior costs pursuant to this section. Therefore, at the time of the execution of this Agreement, GH shall pay T-TSA the sum of \$23,850. T-TSA shall accept this amount as full and final reimbursement for its costs incurred for the prior proposed project.

Notwithstanding any other provision of this agreement, the reimbursement paid by GH to T-TSA under this section shall not be refundable and it shall not be credited to GH for costs T-TSA incurs for the proposed TRI Relocation.

3. Deposit for T-TSA Services.

At the time of execution of this Agreement, GH shall advance to T-TSA the sum of \$25,000.00 for T-TSA engineering, legal and administrative services in connection with preparation of this Agreement, plan and specification review by T-TSA and its consulting engineer, Jacobs/CH2M HILL, and for T-TSA costs to carry out and complete the competitive bid process for the Relocation. T-TSA shall provide GH with notice of any additionally needed deposit whenever the funds on deposit with T-TSA represent 10% of the total amount that GH has deposited to date (“Notice of Additionally Needed Deposit”). GH shall pay the additional deposit to T-TSA within 30 days of receipt of any Notice of Additionally Needed Deposit. T-TSA shall not be obligated to continue performing its obligations when the deposit has been depleted, unless it failed to timely provide the Notice of Additionally Needed Deposit. T-TSA shall provide GH with a monthly accounting of its costs incurred in connection with the Relocation, which have been charged against the deposit for GH’s review.

Upon completion of the competitive bid process for the Relocation, any funds so advanced by GH in excess of T-TSA’s actual costs for the preparation of this Agreement, plan and specification review, and bid process shall be credited to the deposit required in section 6 hereof. Conversely, any costs incurred by T-TSA over and above the amount advanced by GH shall be paid by GH upon demand and before T-TSA commences construction of the Relocation.

4. Compliance with Truckee Sanitary District Requirements.

GH shall consult with Truckee Sanitary District (“TSD”) in connection with whatever requirements it may have to effect the Relocation. The service lateral(s) for the proposed Hotel Avery Project will need to tie into the relocated TRI via a TSD collector manhole. The design of the collector manhole shall be subject to the reasonable approval of T-TSA and the approval of TSD. GH shall be responsible for such design and its costs, and the costs of compliance with any TSD requirements related to the Relocation.

5. Construction of the Relocation.

Subject to GH’s compliance with the terms of this Agreement, T-TSA shall construct the Relocation described in the plans and specifications approved by T-TSA and shall be responsible for third-party construction administration and third-party inspection. T-TSA shall be responsible for performing the Relocation construction in a timely and workmanlike manner. T-TSA shall let the contract for construction of the Relocation to the lowest responsible, responsive bidder pursuant to its competitive bidding requirements in the Public Contract Code. In the invitation to bid, T-TSA shall request the bidders to state their experience on other projects comparable to the Relocation, state their safety history and confirm their ability to provide the performance and payment bonds and insurance required of T-TSA. The general conditions of the construction contract shall be those normally used by T-TSA in its public works projects, including but not limited to provisions for the payment of prevailing wages. T-TSA shall provide GH with a copy of the proposed construction contract documents, including but not limited to the general conditions and proposed construction schedule, at least 10 days prior to advertising for bids, and shall provide GH with copies of all bids received prior to award of the contract for construction of the Relocation.

GH, or its engineer, at its own cost, shall assist T-TSA in bidding and construction phases as needed and as directed by T-TSA. T-TSA shall allow a representative of GH to attend all construction progress meetings held by T-TSA with its contractor for the Relocation. T-TSA also shall provide GH with copies of minutes taken by T-TSA at such progress meetings, T-TSA inspection and testing reports, progress payment requests submitted by the contractor, and contractor requests for information.

6. Deposit for Construction of the Relocation.

Prior to commencement of construction of the Relocation and within ten days after T-TSA notifies GH that it intends to award a contract for the construction of the Relocation, GH shall deposit with T-TSA a sum equal to 125% of the amount of the bid of the lowest responsible, responsive bidder for the Relocation to cover the amount of the construction contract, together with T-TSA’s costs to perform construction administration, third-party construction management, and third-party inspection, and associated legal, engineering and administrative costs. T-TSA shall have no

obligation to award the construction contract or proceed with construction of the Relocation until it has received said deposit. T-TSA shall separately account for said deposit and any replenishment thereof. T-TSA shall provide GH with a detailed accounting of all costs incurred for the Relocation and all withdrawals made from GH's deposit on a monthly basis upon commencement of the project. Upon completion of construction of the Relocation, any funds so advanced by GH in excess of T-TSA's actual costs allowed under this section shall be refunded to GH, together with any interest actually earned on such unused advance. Conversely, any costs incurred by T-TSA over and above the amount advanced by GH shall be paid by GH within 30 days after the date of a bill therefor from T-TSA. Interest shall accrue on any late payment at the rate of 6% per annum. Sewer service to the Hotel Avery Project shall not commence until such amount owing is fully paid, together with any interest thereon.

7. Change Orders and Claims.

GH shall be responsible for the costs of any change orders approved by T-TSA during the course of construction of the Relocation, and shall be responsible for any claims related to the Relocation which are finally approved by T-TSA or paid by T-TSA pursuant to order of any court or arbitrator, together with any T-TSA administrative, legal and engineering costs associated with such change orders and claims. T-TSA shall provide GH with copies of all such change orders and claims, and supporting documentation prior to T-TSA's approval and/or payment of any such change order or claim. If the cost of approved change order(s) or claim(s) exceeds the funding available under section 6, T-TSA shall bill GH for the costs of any such change order or claim, which bill shall be paid within 30 days after its date. Interest shall accrue on any late payment at the rate of 6% per annum. Sewer service shall not commence to the Hotel Avery Project until all such claims and costs, together with any interest, have been fully paid.

8. Utilities.

As part of the plans and specifications prepared by it for the Relocation, GH, using due diligence, shall be responsible for locating and identifying on such plans and specifications any existing utilities that may interfere with the Relocation. In its construction contract documents, T-TSA shall require its contractor to comply with California Government Code Sections 4216, et seq.

9. Grant of Easement.

GH, without charge to T-TSA, shall grant or obtain in favor of T-TSA a permanent easement for the relocated TRI with a width of 20 feet and a temporary construction easement of an additional 30 feet to the east of the permanent easement. GH shall retain a licensed surveyor to prepare the legal descriptions for the easements, which descriptions shall be subject to T-TSA's reasonable approval. The

form and content of the Grant of Easement shall be satisfactory to T-TSA. Title to the easements shall be free and clear of all adverse encumbrances, liens or charges. GH shall obtain and pay any costs of title insurance deemed necessary by T-TSA. The Grant of Easement shall provide that no buildings, other above-ground or below-grade structures or features, or landscaping with the potential for roots to infiltrate within ten feet of the TRI shall be located within the permanent easement, and that any landscaping and/or non-structural improvements within the permanent easement shall be subject to T-TSA's approval; provided that T-TSA approves the conceptual GH site plan (Exhibit A). The Grant of Easement shall provide further that any such landscaping and non-structural improvements may be removed by T-TSA for repair, operation, maintenance, or improvement of the TRI if T-TSA determines such is necessary. T-TSA shall not be responsible to repair or replace any landscaping, non-structural improvements or other improvements removed or damaged by T-TSA during such activities. The Grant of Easement shall be conveyed prior to construction of the Relocation. In addition, GH, at its cost, shall be responsible for obtaining any easements to be granted to T-TSA from adjoining property owners affected by the Relocation if required by T-TSA. The terms and conditions of any such easements shall be comparable to those contained within the GH Grant of Easement and shall be subject to T-TSA's approval.

Within 30 days of the date that T-TSA accepts the Relocation work, T-TSA will execute and record a release of its existing easement on the GH Property.

10. Schedule.

For operational and facilities reasons, T-TSA will only authorize the Relocation construction work to occur between May 1 and October 15, subject to operational and flow requirements. Furthermore, T-TSA's public works procurement process may require 8 or more months between T-TSA's acceptance of final construction contract documents from GH and the first day of construction. GH acknowledges and agrees to these constraints on scheduling the Relocation construction work.

As provided in section 5, and in consultation with GH, once T-TSA receives final construction contract documents from GH, T-TSA shall prepare a proposed construction schedule to be included in the construction contract documents. T-TSA shall use its best efforts to require the project contractor to complete the Relocation consistent with that schedule.

11. Safety and Surveillance; Insurance.

During the entire period of construction of the Relocation, T-TSA shall have its contractor provide for the safety and security surveillance of the construction site of the Relocation on a 24-hour basis. T-TSA shall have its contractor name GH as an additional insured to its general liability insurance policy required of T-TSA for the Relocation.

12. Notice of Commencement of Construction.

T-TSA shall give GH 48 hours' advance notice of the commencement of construction of the Relocation.

13. Permits and Licenses.

Prior to construction of the Relocation, GH, at its cost, shall obtain in the name of T-TSA and provide to T-TSA all necessary local, County and State permits and approvals, including, but not limited to, encroachment permits from the Town of Truckee. GH shall conform to the requirements of such permits, approvals and Plan in the preparation of the plans and specifications. T-TSA shall have its contractor prepare a Stormwater Pollution Prevention Plan as required by law for construction of the Relocation.

14. Environmental Review.

The Town of Truckee will be the lead agency for the purposes of reviewing, approving and certifying an environmental document under the California Environmental Quality Act ("CEQA") for the proposed Hotel Avery project. The parties anticipate that the Town's CEQA document will provide environmental coverage for all aspects of the proposed Relocation to the satisfaction of T-TSA. T-TSA reserves the right to comment on the Town's CEQA document. T-TSA shall act as a responsible agency under CEQA in connection with the Town's CEQA document. T-TSA shall not approve a contract for the construction of the Relocation until after it has made responsible agency findings under the Town CEQA document. T-TSA shall incorporate and implement into the Relocation design and construction any mitigation measures in the Town CEQA document as may be appropriate under CEQA. If the Town disapproves the Hotel Avery project, then (a) T-TSA will not proceed with the Relocation construction, (b) T-TSA will refund to GH any deposit paid under Section 6, (c) GH shall remain liable under Section 3 for the costs of any T-TSA engineering, legal and administrative services incurred up to the date of any final Town disapproval, and (d) this Agreement will terminate under Section 16.

If the Town's CEQA document does not provide CEQA coverage for the Relocation that satisfies T-TSA, then T-TSA may require GH to enter into a separate agreement with T-TSA regarding CEQA coverage for the Relocation.

15. GH Assistance.

GH, at its cost, shall: (a) provide any information or data reasonably needed by T-TSA, and requested in writing, to construct the Relocation, (b) obtain, execute and provide any and all documents needed to expeditiously complete or implement the Relocation, and (c) provide and have its engineer provide assistance, as requested by T-TSA, during the bid, construction and post-construction phases of the Relocation.

16. Termination.

GH or T-TSA shall have the right to terminate this agreement if one or more of the following events occurs:

- By T-TSA if GH fails to pay the reimbursement as required in section 2;
- By T-TSA if GH fails to make any of the deposits required by sections 3 and 6 and does not cure that failure within 30 days of receiving notice thereof from T-TSA;
- By T-TSA if a responsible, responsive contractor, as required by the construction bid documents, does not submit a bid to perform the Relocation, provided that T-TSA first shall confer with GH about re-bidding the Relocation or negotiating directly with a contractor consistent with T-TSA's legal requirements; or
- By GH at any time prior to T-TSA award of a Relocation construction contract by giving 10 days' written notice to T-TSA; or
- In accordance with Section 14.

Upon termination, T-TSA shall have no further obligations under this agreement; provided that T-TSA shall refund any advances made by GH that have not been used by T-TSA in activities or services arising from this Agreement prior to the date of termination, together with any interest actually earned on such unused advances. Any costs incurred by T-TSA over and above the amount advanced by GH shall be paid by GH within 30 days after the date of receipt of a bill therefor from T-TSA. Interest shall accrue on any late payment at the rate of 6% per annum.

17. Indemnification.

To the fullest extent permitted by law, GH shall protect, defend, indemnify and hold harmless T-TSA and its officers, directors, agents, employees, volunteers, representatives, boards, and consultants from and against all penalties and fines imposed by law and all loss, claim, cause of action, demand, suit, judgment, cost, damage, expense, and liability (including but not limited to court or arbitration costs and reasonable attorneys' and expert witness fees) resulting from injury to or death of persons, including without limitation employees of the T-TSA, T-TSA's consultants and GH, or damage to or loss of property, caused by, arising out of or in any way connected with the performance, operations or activities under this Agreement, except to the extent the sole negligence, active negligence or willful misconduct of an indemnified party proximately causes the loss, claim, demand, cost, suit, judgment, penalty, fine, cause of action, damage, expense, or liability.

18. Waiver of Damages.

Notwithstanding any other provision of this contract, GH waives all claims against T-TSA and its officers, directors, agents, employees, volunteers, representatives, boards, consultants, and construction contractors and subcontractors for indirect, incidental, special, punitive and consequential damages arising out of this Agreement, including, but not limited to, claims (a) for anticipated profit arising from the Hotel Avery project, and (b) related to the existing TRI pipeline on the GH Property once it has been abandoned by T-TSA; provided that such waiver of damages shall not include the waiver of any direct damages arising out of this Agreement.

19. Binding on Successors; Assignment.

The provisions of this Agreement shall apply to and bind the successors, transferees, grantees, lessees, agents, and assigns of the respective parties, but no assignment or transfer of this Agreement, or any part hereof, or interest herein by GH shall be valid until and unless approved by T-TSA in writing. Such approval shall be conditioned on the agreement by the assignee, agent, lessee, grantee, successor or transferee to be bound by the terms and conditions of this Agreement.

20. Waiver of Rights.

Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

21. Remedies Not Exclusive.

The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

22. Entire Agreement.

This Agreement is freely and voluntarily entered into by the parties after having the opportunity to consult with their respective attorneys. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. The parties, in entering into this Agreement, do not rely on any inducements, promises, or representations made by each other, their representatives, or any other person, other than those inducements, promises, and representations contained in this Agreement. Any amendment to this Agreement shall be of no force and effect unless it is in writing and signed by T-TSA and GH.

23. Notices.

All notices, statements, reports, approvals, requests, bills or other communications that are required either expressly or by implication to be given by either party to the other under this Agreement shall be in writing and signed for each party by such officers as each may, from time to time, be authorized in writing to so act. All such notices shall be deemed to have been received on the date of delivery if delivered personally or three (3) days after mailing if enclosed in a properly addressed and stamped envelope and deposited in a United States Post Office for delivery. Further, all such notices shall be promptly emailed to the appropriate party at the email address(es), if any, indicated below. Unless and until formally notified otherwise, all notices shall be addressed to the parties at their addresses as shown below:

Tahoe-Truckee Sanitation Agency	Gertrude Holdings, LLC
13720 Butterfield Drive	P.O. Box 1627
Truckee, CA 96161	Stockton, CA 95201
Attn: LaRue Griffin	Attn: Jackson Grunsky
Email: lgriffin@ttsa.net	Email: jmgrunsky@yahoo.com

24. Headings.

The paragraph headings used in this Agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of this Agreement.

25. Cooperation.

Each party to this Agreement agrees to do all things that may be necessary and to act reasonably and in good faith at all times, including, without limitation, the execution of all documents which may be required hereunder, in order to implement and effectuate this Agreement.

26. Interpretation of this Agreement.

The parties acknowledge that each party and its attorney have reviewed, negotiated and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with the transactions contemplated by this Agreement.

27. Recitals.

The recitals at page 1 of this Agreement are incorporated herein by this reference and made a part hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written as follows:

Tahoe-Truckee Sanitation Agency

By: _____

President, Board of Directors

Attest:

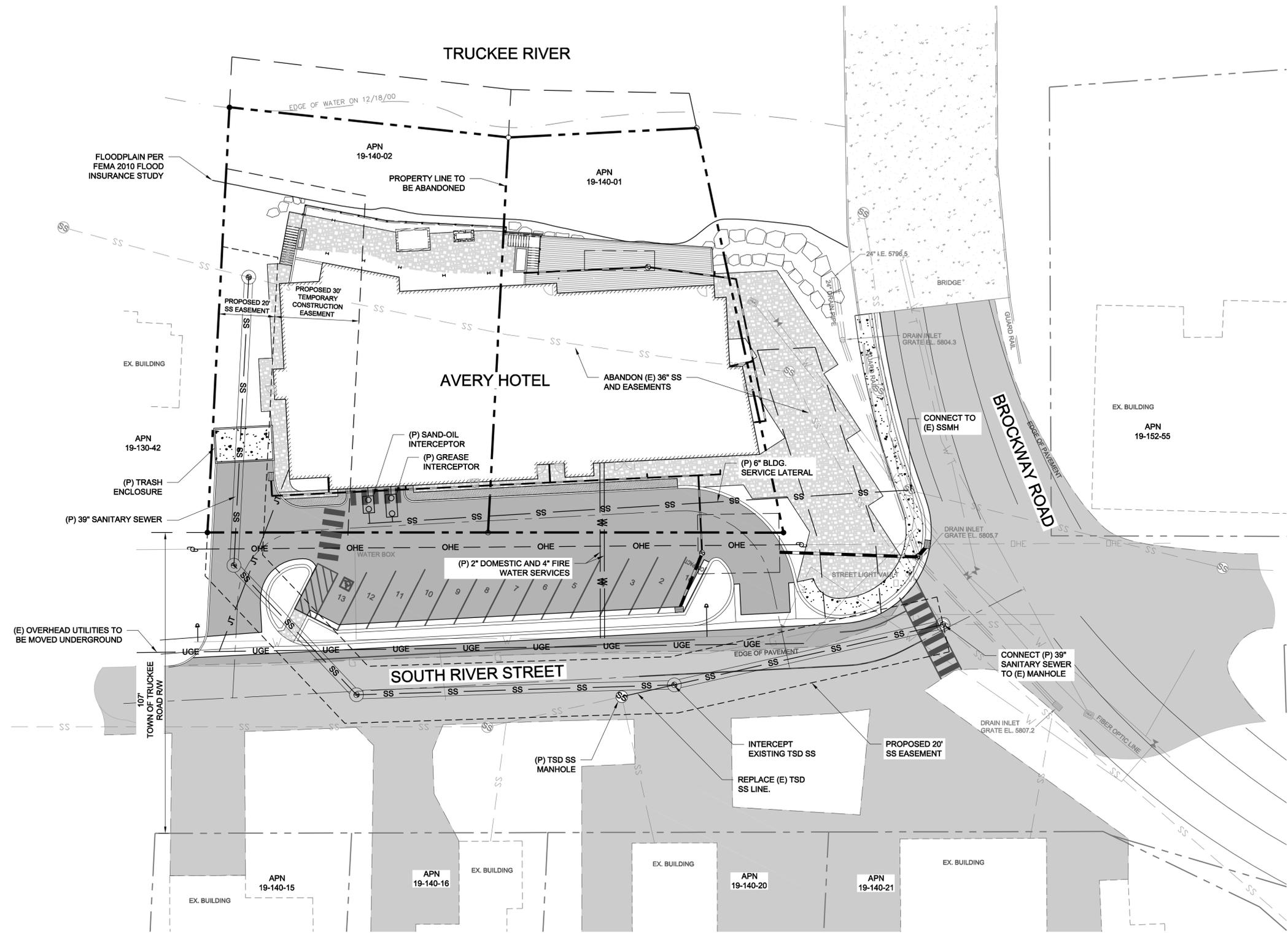
By: _____

Secretary, Board of Directors

Gertrude Holdings, LLC

By: _____

J:\976.09\Drawings\Exhibits\976.09_TTSA_Ex.A.dwg



- LEGEND:**
- EXISTING AC PAVING
 - PROPOSED AC PAVING
 - CONCRETE
 - PROPERTY LINE
 - PROPOSED DRAIN INLET
 - PROPOSED STORM DRAIN
 - PROPOSED SD MANHOLE
 - EXISTING SANITARY SEWER
 - PROPOSED SANITARY SEWER
 - EXISTING OVERHEAD ELECTRIC
 - PROPOSED OVERHEAD ELECTRIC
 - PROPOSED OVERHEAD ELECTRIC
 - PROPOSED JOINT TRENCH
 - PROPOSED WATER LINE

PLAN
SCALE: 1" = 20'

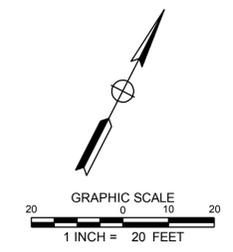


Exhibit A
T-TSA Interceptor Re-Alignment
 Avery Hotel
 Gertrude Holdings
 976.09A August 2018



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-5
Subject: Approval of the Memorandum of Understanding for Cooperative Purchasing of Renewable Energy

Background

The SEED Fund and Collaborative Initiative program provides regional group procurement of solar photovoltaic systems using a revolving fund mechanism to defray upfront costs for participants. In partnership with the Sierra Business Council, Optony Inc. and Strategic Energy Innovations, the program will provide technical analysis, financial analysis, and project management from site evaluation to installation of solar photovoltaic systems.

As part of the SEED Fund and Collaborative Initiative program, the Agency is required to enter into a Memorandum of Understanding.

Fiscal Impact

None.

Attachments

Approval of the Memorandum of Understanding for Cooperative Purchasing of Renewable Energy.

Recommendation

Management recommends approval of the Memorandum of Understanding for Cooperative Purchasing of Renewable Energy.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager

October 10, 2018

MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE PURCHASING OF RENEWABLE ENERGY

This Memorandum of Understanding (“MOU” or “Agreement”) is effective October 10, 2018, by and between Tahoe-Truckee Sanitation Agency, a public agency (referred to herein as “Agency”), and Strategic Energy Innovations (SEI) – a California 501c3 corporation, which administers the SEED FUND NP, LLC (referred to herein as SEED Fund), referred to collectively as “Parties.”

Recitals

WHEREAS, large volume purchases of renewable energy will more likely result in lower pricing from a multi-jurisdiction purchasing arrangement where project sites are aggregated into groups on the basis of various technical, risk and financing related factors than would otherwise be available if individual jurisdictions independently purchased renewable energy; and

WHEREAS, the Parties acknowledge that the transaction costs associated with purchasing renewable energy are significantly reduced when the Parties agree to the same terms and conditions incorporated within standardized template documents; and

WHEREAS, the Agency desires to evaluate and purchase renewable energy for its operations; and

WHEREAS, the Agency wishes to take advantage of economies of scale and potential discounts when such purchases are made at larger volumes; and

WHEREAS, SEED Fund desires to provide technical evaluation services and facilitate aggregated procurement support for public agencies; and

WHEREAS, The SEED Fund, provides initial funding for necessary professional services that can facilitate development of an aggregated Solar Procurement Solicitation, including, but not limited to consulting services, feasibility studies and procurement management services (“Professional Services,”) with no obligation to the Agency; and

WHEREAS, the SEED Fund has no direct financial interest in any particular renewable energy products; and

WHEREAS, the SEED Fund will pay for Professional Services provided by Optony Inc., a California Corporation, and Strategic Energy Innovations, a California non-profit corporation (“SEI”), and their sub-consultants; and

WHEREAS, the Agency has identified potentially viable solar power plant sites and desires SEED Fund to conduct feasibility studies of these sites for potential inclusion in an aggregated Solar Procurement Solicitation; and

WHEREAS, the funds expended by the SEED Fund shall be reimbursed by the Agency or by vendor(s) if they enter into agreements with the Agency to provide renewable energy; and

WHEREAS, at the completion of the Solicitation process, the Agency will evaluate all offers and contracts in good faith for solar power purchase, financing, real estate and/or other required agreements with selected vendors in the documents prepared by SEED Fund;

NOW THEREFORE, in consideration of their mutual promises and agreements, and subject to the terms, conditions and provisions hereinafter set forth, the Parties agree as follows:

SECTION 1. DEFINED TERMS

- A “SEED Fund” is the Sustainable Energy and Economic Development Fund, administered by Strategic Energy Innovations – a California 501c3.
- B “Lead Agency” is the designated municipality or public agency responsible for issuing the Solicitation (as defined herein) on behalf of itself and the Participating Cities / Agencies (as defined herein) for the purposes of purchasing renewable energy.
- C “Participating Cities / Agencies” are all other public entities, except for the Lead Agency (as defined herein), who participate in the Solicitation to purchase renewable energy. The Agency is a Participating City/Agency.
- D “Solicitation” is defined as a request for qualifications and/or a request for proposals and related actions to purchase renewable energy on behalf of the Lead Agency and Participating Cities / Agencies.
- E “Vendor(s)” is defined as company or companies who respond to the Solicitation to provide renewable energy proposals, which will categorically exclude SEED Fund subcontractors.
- F “Feasibility Study” is defined as a technical and economic written evaluation of the solar potential at a specific facility that is owned or managed by the Agency.

SECTION 2. ROLE AND RESPONSIBILITIES OF SEED FUND

- A SEED Fund shall coordinate with Agency to provide professional services and template documents and other services necessary to assist the Agency in participating in the Solicitation to purchase renewable power.
- B SEED Fund shall provide training and resources to Agency as needed to build understanding and support for participation in the procurement process.
- C SEED Fund shall evaluate Agency sites for feasibility of renewable energy systems including both technical and economic viability under realistic financing scenarios.
- D SEED Fund shall provide professional expertise to perform reference checks, evaluation of vendor(s), technology reviews and financing option analyses.
- E SEED Fund shall provide assessments and recommendations to Agency and affiliated key staff and decision makers.

SECTION 3. ROLE AND RESPONSIBILITIES OF AGENCY

- A The Agency shall actively participate in the SEED Fund process so as to enable a timely solicitation for aggregated procurement in order to realize the best possible terms.
- B Upon signing this MOU, conditions in Sections 4 and 5 apply. To withdraw from this MOU, the Agency shall prepare written notice pursuant to Section 8 and Section 10.

- C Throughout the term of this agreement, the Agency is responsible for satisfying its individual legal, procedural and other requirements necessary for participation in this MOU.
- D The Agency will take all reasonable steps to support development of an aggregated Solar Procurement Solicitation including but not limited to providing information necessary for the SEED Fund to perform due diligence and feasibility studies on its behalf, including site surveys, site access and utility information.
- E If the Agency participates in the Solicitation, the Agency agrees to the terms and conditions listed below and the following conditions shall apply:
 - 1. The Lead Agency will issue the Solicitation with support from SEED Fund team and subcontractors.
 - 2. The Agency shall (i) acknowledge and ascribe to the results of the Solicitation issued by the Lead Agency, (ii) utilize SEED Fund templates for transaction documents, which may include, without limitation, site evaluation forms, model project specifications, a form of purchase agreement and a form of site lease (“Template Documents”), and (iii) coordinate with other Participating Cities / Agencies, as necessary.
 - 3. The Agency, with respect to the content of the Solicitation and the terms and conditions contained within Template Documents, will communicate comments and questions to SEED Fund within the allotted timeframe provided by SEED Fund.
 - 4. The Agency designates SEED Fund and the Lead Agency as the primary points of contact for vendors and necessary third parties throughout the Solicitation process.
 - 5. Upon conclusion of the Solicitation process, Agency will be expected to enter into binding agreements, substantially in the form of Template Documents, with the selected vendor or vendors. This expectation is conditioned on the Agency’s determination, to its satisfaction, that the vendor proposal or proposals are responsible, responsive, affordable, and comply with acceptable terms and conditions and applicable legal and procedural requirements.

SECTION 4. SEED FUND GOALS AND REIMBURSEMENT

A PROGRAM GOAL

The goal of the SEED Fund is to provide high-value technical assistance with no up-front cost for the Agency to evaluate and purchase renewable energy and/or to install renewable energy systems to help reduce utility costs, while leveraging existing federal and state rebate opportunities, and contributing to the Agency’s environmental goals.

The purpose of the SEED Fund initiative is to fund regional sustainability projects that create new economic activity while improving the regional environment. The focus is on renewable energy and energy efficiency for municipalities, schools and public agencies to help reduce operating costs while demonstrating leadership in clean energy locally. The SEED Fund also provides resources and training for stakeholders to build understanding and internal capabilities and to support interaction across the community.

B FUNDED PROFESSIONAL SERVICES

The SEED Fund will pay for professional services necessary to independently evaluate potential solar sites, provide educational resources, and issue a Solicitation for proposals from vendors within an aggregated solar procurement project. Funds used for professional services will be used exclusively for the implementation of the aggregated solar procurement project between Participating Cities / Agencies and SEED Fund. Use of SEED Fund monies is restricted to the foregoing services and may not be used to pay for Agency staff time, outside contractors, or independent studies. Services that are excluded from SEED Fund reimbursement include environmental reviews, engineering services and project commissioning.

C REIMBURSEMENT OF SEED FUND

If, during the Term of this Agreement, the Agency enters into a contract to construct a renewable energy system on facilities identified in the Feasibility Study, or enters into a power purchase agreement or other similar agreement to purchase renewable energy from any energy service provider, the Agency agrees that the SEED Fund professional services shall be reimbursed at a rate of 3.5% of the total installed value of the renewable energy project, in present dollars (based on the project direct purchase price proposed by the winning vendor). This reimbursement shall be requested by SEED Fund at the date of notice to proceed on design for the applicable renewable energy project, and shall be payable within 60 days of request.

If no viable project identified through SEED Fund is contracted by the end of the term of this Agreement, the Agency is not required to pay for any SEED Fund professional services. Project viability under this Section shall be determined by the Agency at its sole discretion.

Agency agrees that this reimbursement provision shall be the responsibility of the Agency, but that it may be reimbursed through the purchase contract that is executed between Agency and vendor(s).

SECTION 5. TERM OF AGREEMENT

The term of this Agreement shall commence on the MOU Effective Date and shall expire on the later of the third anniversary of the Effective Date, or 365 days after the receipt of Vendor proposals in response to the Solicitation.

SECTION 6. GOVERNING LAW AND VENUE

The law governing this Agreement shall be that of the State of California. In the event that suit shall be brought by any party to this contract, the Parties agree that venue shall be exclusively vested in the State court in the county where the Agency is located, or if federal jurisdiction is appropriate, exclusively in the appropriate United States District Court.

SECTION 7. WARRANTY DISCLAIMER; LIABILITY; WAIVER

A No warranty, express or implied, is provided by the SEED Fund, Optony Inc. or SEI as to results or success of the Solicitation, this Agreement, or any agreements ultimately entered into by the Agency. Agency acknowledges that Optony Inc. and SEI have not made, and are not making, any assurances, guarantees or promises with respect to the subject matter of this Agreement and that each party is ultimately responsible for conducting its own due diligence with respect to feasibility,

pricing, technology, third parties and all other matters in any way related to the subject matter of this Agreement.

- B In no event shall the SEED Fund, Optony Inc., and SEI, nor their officers, agents, employers, or representatives be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement of substitute goods or services, loss of use, data, or profits, or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way, directly or indirectly, from this Agreement, participation in the Solicitation, or any agreement(s) between a Lead or Participating Agency and any third party, even if advised of the possibility of such damage.
- C Unless otherwise provided herein, each Party is responsible for negotiation, execution, administration and enforcement of any contract with a vendor or third party related to the subject matter of this Agreement and the agreements ultimately entered into by each party shall not be cross-defaulted or cross-collateralized in any respect with the agreements entered into by any other party to this Agreement.
- D No waiver by any party to this Agreement of any breach or violation of any term or condition of this Agreement shall be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition.

SECTION 8. NOTICES

Notices shall be deemed effective on the date delivered if by personal service or overnight delivery service, or, if mailed, three (3) days after deposit in the U.S. Postal Service mail. All notices and other communications required or permitted to be given under this Agreement shall be in writing and shall be personally served, delivered by overnight service, or by mail, first class, certified or registered postage prepaid and return receipt requested, addressed to the respective Parties as follows:

Tahoe Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

SEED Fund, Administered by SEI
Address: 899 Northgate Dr., Ste. 410
Address: San Rafael, CA 94903

With Copies to:

Strategic Energy Innovations
899 Northgate Dr., Ste. 410
San Rafael, CA 94903

Optony Inc.
2855 Kifer Rd., Ste. 201
Santa Clara, CA 95051

Attn: Nathan McKenzie, Program Manager Attn: Jonathan Whelan, Dir. of Operations

SECTION 9. MISCELLANEOUS PROVISIONS

- A If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding on the Parties.

- B This Agreement may be executed in counterparts and will be binding as executed.
- C All changes or extensions to this Agreement shall be in writing in the form of an amendment approved by all Parties.
- D This Agreement is entered into only for the benefit of the Parties executing this Agreement and not for the benefit of any other individual, entity, or person.
- E Conflict Statement and Waiver. No officer or employee of the Agency shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 et seq.
- F The parties agree that time is of the essence; and failure of the Agency to provide the required information in the requested format and within the deadlines established by SEED Fund may result in termination of that party's participation in the cooperative purchase.
- G This Agreement shall not be interpreted to create an association, joint venture, or partnership between the Parties, nor to impose any partnership obligation or liability upon either Party.
- H This Agreement shall be equally and fairly interpreted for the benefit of and against all parties to this Agreement and shall further be construed and interpreted without reference to the identity of the party or parties preparing this document, it being expressly understood and agreed that the parties hereto participated in the negotiation and preparation of this Agreement or have had equal opportunity to do so. Accordingly, the parties hereby waive the legal presumption that the language of the contract should be interpreted most strongly against the party who caused the uncertainty to exist.

SECTION 10. TERMINATION

- A The SEED Fund may, upon thirty (30) days' written notice, terminate this Agreement without penalty or liability.
- B Agency may terminate this Agreement with written notice to the SEED Fund at any time up to three (3) weeks prior to the issuance of the Solicitation pursuant to the schedule developed by SEED Fund. However, the terms of reimbursement in Section 4C will still apply if the Feasibility Study has been delivered to the Agency prior to the date of Agreement termination, and the Agency enters into a contract to build a renewable energy system on facilities identified in the Feasibility Study during the specified term of this Agreement, as defined in Section 5.
- C In the event of termination, any unexpended grant monies shall be retained in the SEED Fund and shall not be disbursed to Agency.

SECTION 11. INDEMNIFICATION

The Parties agree that all losses or liabilities incurred by a party that are in any way related to this Agreement shall not be shared pro rata but, instead, the Parties agree that each of the Parties hereto shall fully indemnify and hold each of the other Parties, their officers, board members, employees, and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined in Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, employees, or agents, under or in connection with or arising out of any work, authority, or jurisdiction delegated to such party under this Agreement. No party, nor any officer, board member, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or

omissions or willful misconduct of another party hereto, its officers, board members, employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other party under this Agreement.

SECTION 12. NON-DISCRIMINATION

Parties shall comply with all applicable Federal, State, and local laws, regulations and policies concerning nondiscrimination and equal opportunity in contracting. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); and California Labor Code sections 1101 and 1102. Parties shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms of compensation. Nor shall Parties discriminate in provision of services provided under this Agreement because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

IN WITNESS WHEREOF, the parties have executed this Agreement:

Dated: _____

Strategic Energy Innovations

by _____
Cyane Dandridge, Executive Director of SEI

Attest: _____

Dated: _____

Tahoe-Truckee Sanitation Agency

by _____
Name, Title

Attest: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII-6
Subject: Discussion of an emergency reserve fund

Background

Emergency reserve fund objectives are (1) to provide adequate funding to meet the Agency's short-term and long-term plans; (2) to minimize adverse annual and multi-year budgetary impacts from unanticipated expenditures, thus minimizing the possibility of unplanned sewer rate fluctuations; and (3) to strengthen the financial stability of the Agency against present and future uncertainties.

Through an emergency reserve fund, the Agency can benefit its constituents with significant benefits including:

1. Savings to balance budgets.
2. Emergency preparedness.
3. Stable rates.
4. Well-maintained infrastructure.
5. Investment in the future.

Prior to setting a target level of an emergency reserve to maintain, an assessment of the Agency general fund balance should be reviewed to determine the required balance or net position to accommodate short-term objectives, long-term objectives, operating expenditures, and capital improvements.

Attached are the following tables and charts to assess the Agency's potential net position based on the fiscal objectives:

Table 1: General Fund Balance as of July 1, 2018

The table identifies the Agency's general fund balance.

Table 2: Operating Revenues and Expenditures

The table identifies projected annual operating revenues and expenditures up to fiscal year end 2023. The projected revenues are based on a trend of historical values and the projected expenditures are based on an assumed annual increase of 3.0% commencing fiscal year end 2019. It should be noted the 5-year capital improvement plan expenditures are not included in the expenditure projections, however, are included in Table 4 (Projected End of Year General Fund Balance).

Chart 1: Operating Revenues and Expenditures

The chart is the graphical representation of Table 2. As indicated in Table 2, projected revenues and expenditures are converging.

Table 3: UAL Amortization Schedules

The table identifies potential amortization schedules as calculated by CalPERS to pay the Agency's unfunded accrued liability (UAL) balance of approximately \$15.5M. The Agency is currently repaying the UAL at the 30-yr amortization schedule.

Within each amortization schedule is a breakdown of the (1) the annual balance, (2) annual payment, (3) cumulative payment, (4) additional annual payment difference from the current 30-year amortization schedule, (5) total payment, (6) total interest paid, and (7) total savings compared to the current 30-year amortization.

Chart 2: UAL Annual Payment

The chart is the graphical comparison of the annual payment per amortization schedule identified in Table 3.

Chart 3: UAL Cumulative Payment

The chart is the graphical comparison of the cumulative payment per amortization schedule identified in Table 3.

Table 4: Projected End of Year General Fund Balance per UAL Amortization Schedule

The table identifies projected end of fiscal year general fund balance per amortization schedule. The 5-year capital improvement plan expenditures are included in the annual total projected expenditure values.

Chart 4: Projected End of Year General Fund Balance per UAL Amortization Schedule

The chart is the graphical representation of the projected end of fiscal year general fund balance per amortization schedule identified in Table 4.

There is a cost savings for the Agency to pay its UAL in a shorter amortization period. Although the Agency would have a lesser general fund balance at the end of fiscal year 2023 with the 5-year amortization schedule, it would have reduced its projected total UAL balance further than the other amortization schedules.

Regardless of amortization schedule, the Agency has a positive net position to establish an emergency reserve fund. The target emergency reserve limit may be defined in terms of a percentage of each or a combination of operating revenues, operating expenditures and net capital assets.

The Agency's average annual operating revenues for the next five (5) fiscal years is approximately \$16.5M. The Agency's average annual operating expenditures for the next five (5) fiscal years is approximately \$16.2M. The Agency's net capital assets, excluding cash equivalences and restricted assets are approximately \$86.2M.

After discussion and determination on an emergency reserve fund is finalized, a resolution shall be prepared for adoption by the Board of Directors.

Fiscal Impact

Varies.

Attachments

1. Table 1: General Fund Balance as of July 1, 2018.
2. Table 2: Operating Revenues and Expenditures.
3. Chart 1: Operating Revenues and Expenditures.
4. Table 3: UAL Amortization Schedules.
5. Chart 2: UAL Annual Payment.
6. Chart 3: UAL Cumulative Payment.
7. Table 4: Projected End of Year General Fund Balance per UAL Amortization Schedule.
8. Chart 4: Projected End of Year General Fund Balance per UAL Amortization Schedule.

Recommendation

Management recommends creating an emergency reserve fund minimum limit of \$4.0M which is based on approximately 25% or 3-months of the average annual operating expenditures for the next five (5) fiscal years. A review of the emergency reserve fund should be performed every five (5) years to reassess the Agency's net position and capital improvements.

Review Tracking

Submitted By:



LaRue Griffin
General Manager

Table 1: General Fund Balance as of July 1, 2018

Fund No.	Name	Amount (\$)
00	Administrative Fund	\$ 50,000
01	Operation & Maintenance Fund	\$ 250,000
06	Replacement, Rehabilitation and Upgrade Fund	\$ 29,397,504
Total		\$ 29,697,504

Table 2: Operating Revenues and Expenditures

Fiscal Year End	Operating Revenues	Operating Expenditures
2003	\$ 8,812,404	\$ 7,010,194
2004	\$ 8,515,312	\$ 7,523,861
2005	\$ 9,104,658	\$ 7,600,316
2006	\$ 9,476,653	\$ 9,020,173
2007	\$ 10,982,147	\$ 10,019,150
2008	\$ 13,453,052	\$ 10,212,107
2009	\$ 14,192,935	\$ 15,617,103
2010	\$ 14,532,787	\$ 11,233,535
2011	\$ 14,866,069	\$ 13,030,650
2012	\$ 14,940,935	\$ 12,921,388
2013	\$ 15,014,611	\$ 11,472,454
2014	\$ 15,170,303	\$ 11,497,676
2015	\$ 15,041,288	\$ 11,266,596
2016	\$ 15,639,992	\$ 13,489,196
2017	\$ 15,765,594	\$ 11,500,391
2018	\$ 16,073,730	\$ 12,531,878
2019	\$ 16,085,000	\$ 12,907,834
2020	\$ 16,256,000	\$ 13,295,069
2021	\$ 16,428,000	\$ 13,693,921
2022	\$ 16,599,000	\$ 14,104,739
2023	\$ 16,771,000	\$ 14,527,881

Chart 1
Operating Revenues and Expenditures

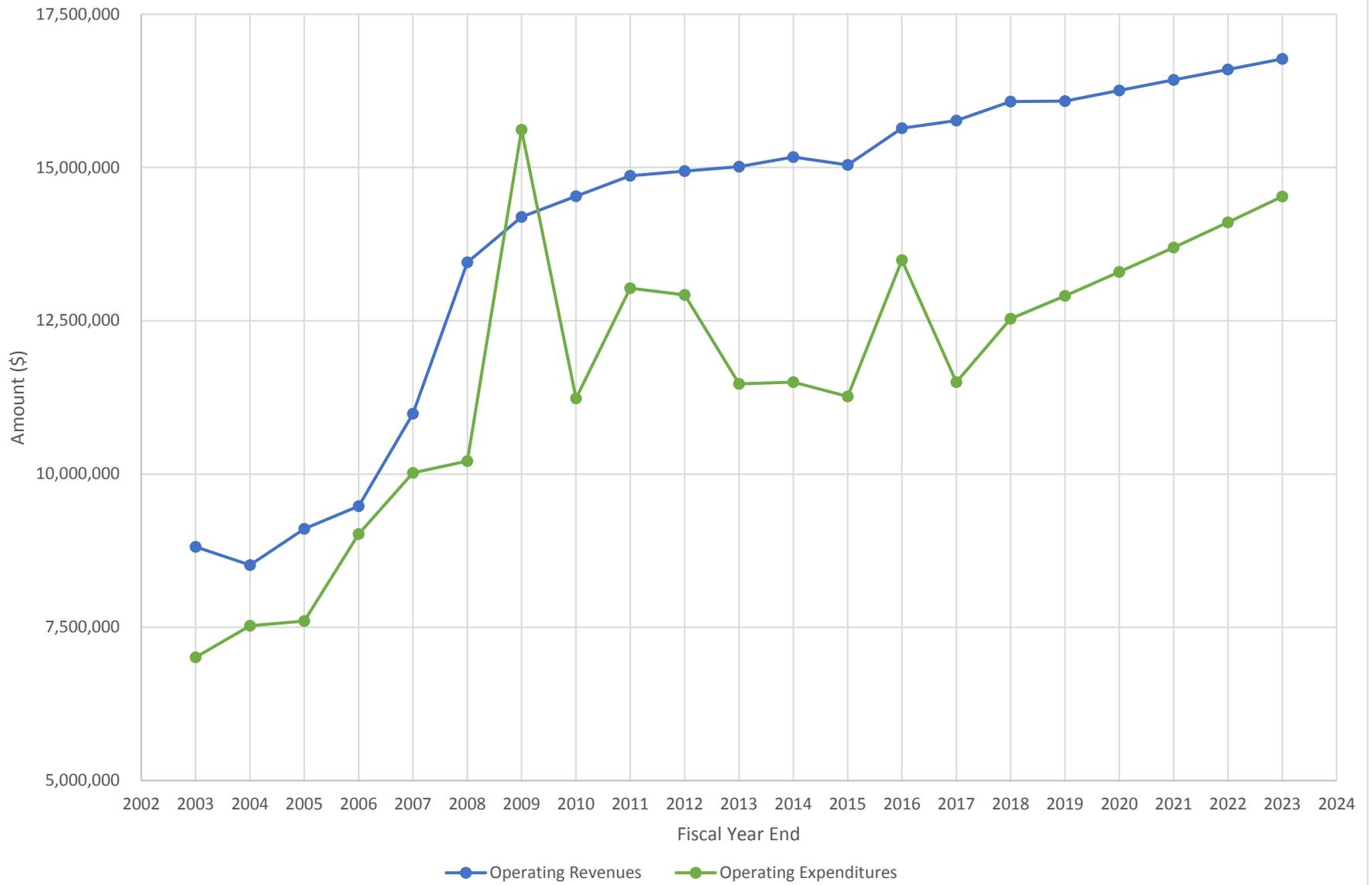


Table 3: UAL Amortization Schedules

Fiscal Year End	30-Yr Amortization			15-Yr Amortization				10-Yr Amortization				5-Yr Amortization			
	Balance	Payment	Cumulative Payment	Balance	Payment	Add't Payment	Cumulative Payment	Balance	Payment	Add't Payment	Cumulative Payment	Balance	Payment	Add't Payment	Cumulative Payment
2019	\$ 15,531,744	\$ 858,665	\$ 858,665	\$ 15,531,744	\$ 858,665	\$ -	\$ 858,665	\$ 15,531,744	\$ 858,665	\$ -	\$ 858,665	\$ 15,531,744	\$ 858,665	\$ -	\$ 858,665
2020	\$ 15,730,756	\$ 1,060,669	\$ 1,919,334	\$ 15,730,756	\$ 1,430,412	\$ 369,743	\$ 2,289,077	\$ 15,730,756	\$ 1,950,918	\$ 890,248	\$ 2,809,583	\$ 15,730,756	\$ 3,535,087	\$ 2,474,418	\$ 4,393,752
2021	\$ 15,734,744	\$ 1,157,957	\$ 3,077,291	\$ 15,352,279	\$ 1,456,695	\$ 298,737	\$ 3,745,771	\$ 14,813,864	\$ 1,991,362	\$ 833,405	\$ 4,800,944	\$ 13,175,186	\$ 3,616,977	\$ 2,459,020	\$ 8,010,730
2022	\$ 15,638,376	\$ 1,281,247	\$ 4,358,538	\$ 14,920,122	\$ 1,496,754	\$ 215,507	\$ 5,242,525	\$ 13,790,954	\$ 2,046,124	\$ 764,877	\$ 6,847,068	\$ 10,356,019	\$ 3,716,444	\$ 2,435,197	\$ 11,727,174
2023	\$ 15,407,730	\$ 1,375,333	\$ 5,733,872	\$ 14,416,277	\$ 1,537,914	\$ 162,581	\$ 6,780,439	\$ 12,639,793	\$ 2,102,393	\$ 727,059	\$ 8,949,461	\$ 7,236,620	\$ 3,818,647	\$ 2,443,313	\$ 15,545,820
2024	\$ 15,063,615	\$ 1,410,581	\$ 7,144,453	\$ 13,834,585	\$ 1,580,207	\$ 169,626	\$ 8,360,646	\$ 11,349,847	\$ 2,160,208	\$ 749,627	\$ 11,109,669	\$ 3,793,145	\$ 3,923,659	\$ 2,513,078	\$ 19,469,480
2025	\$ 14,658,951	\$ 1,449,372	\$ 8,593,825	\$ 13,168,427	\$ 1,623,663	\$ 174,290	\$ 9,984,309	\$ 9,909,799	\$ 2,219,614	\$ 770,242	\$ 13,329,284				
2026	\$ 14,185,836	\$ 1,489,230	\$ 10,083,055	\$ 12,410,687	\$ 1,668,313	\$ 179,083	\$ 11,652,623	\$ 8,307,498	\$ 2,280,654	\$ 791,423	\$ 15,609,937				
2027	\$ 13,638,373	\$ 1,530,184	\$ 11,613,239	\$ 11,553,719	\$ 1,714,192	\$ 184,008	\$ 13,366,815	\$ 6,529,897	\$ 2,343,371	\$ 813,188	\$ 17,953,309				
2028	\$ 13,010,224	\$ 1,572,264	\$ 13,185,503	\$ 10,589,305	\$ 1,761,332	\$ 189,068	\$ 15,128,147	\$ 4,562,987	\$ 2,407,814	\$ 835,550	\$ 20,361,123				
2029	\$ 12,294,577	\$ 1,615,501	\$ 14,801,005	\$ 9,508,620	\$ 1,809,769	\$ 194,268	\$ 16,937,916	\$ 2,391,734	\$ 2,474,029	\$ 858,528	\$ 22,835,152				
2030	\$ 11,484,110	\$ 1,659,928	\$ 16,460,932	\$ 8,302,184	\$ 1,859,538	\$ 199,610	\$ 18,797,453								
2031	\$ 10,570,955	\$ 1,705,576	\$ 18,166,508	\$ 6,959,816	\$ 1,910,675	\$ 205,099	\$ 20,708,128								
2032	\$ 9,546,661	\$ 1,752,479	\$ 19,918,987	\$ 5,470,586	\$ 1,963,218	\$ 210,740	\$ 22,671,347								
2033	\$ 8,402,149	\$ 1,729,155	\$ 21,648,142	\$ 3,822,758	\$ 2,017,207	\$ 288,052	\$ 24,688,554								
2034	\$ 7,201,648	\$ 1,703,223	\$ 23,351,365	\$ 2,003,736	\$ 2,072,680	\$ 369,457	\$ 26,761,234								
2035	\$ 5,943,935	\$ 1,646,654	\$ 24,998,019												
2036	\$ 4,656,699	\$ 1,554,538	\$ 26,552,557												
2037	\$ 3,374,641	\$ 644,391	\$ 27,196,948												
2038	\$ 2,944,302	\$ 598,959	\$ 27,795,907												
2039	\$ 2,530,835	\$ 550,541	\$ 28,346,448												
2040	\$ 2,138,510	\$ 530,965	\$ 28,877,413												
2041	\$ 1,738,971	\$ 545,566	\$ 29,422,979												
2042	\$ 1,296,361	\$ 432,238	\$ 29,855,217												
2043	\$ 939,996	\$ 418,253	\$ 30,273,470												
2044	\$ 573,152	\$ 341,108	\$ 30,614,578												
2045	\$ 260,428	\$ 184,560	\$ 30,799,138												
2046	\$ 87,747	\$ 64,671	\$ 30,863,808												
2047	\$ 26,994	\$ 27,922	\$ 30,891,731												
Total Payment		\$30,891,731				\$26,761,234				\$22,835,152				\$19,469,480	
Interest Paid		\$14,302,310				\$10,171,813				\$6,245,731				\$2,880,059	
Savings		-				\$4,130,497				\$8,056,579				\$11,422,251	

Chart 2
UAL Annual Payment

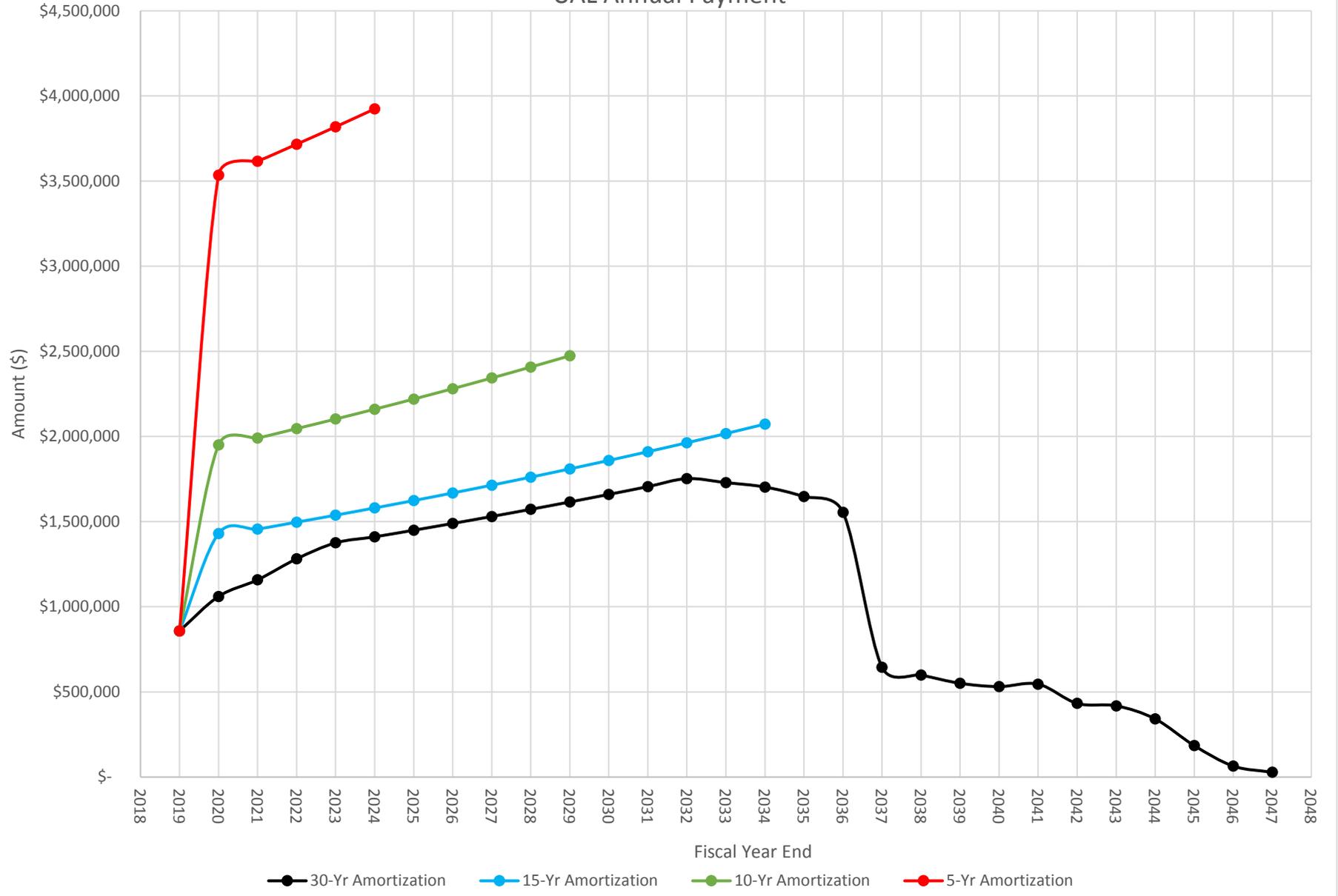


Chart 3
UAL Cumulative Payment

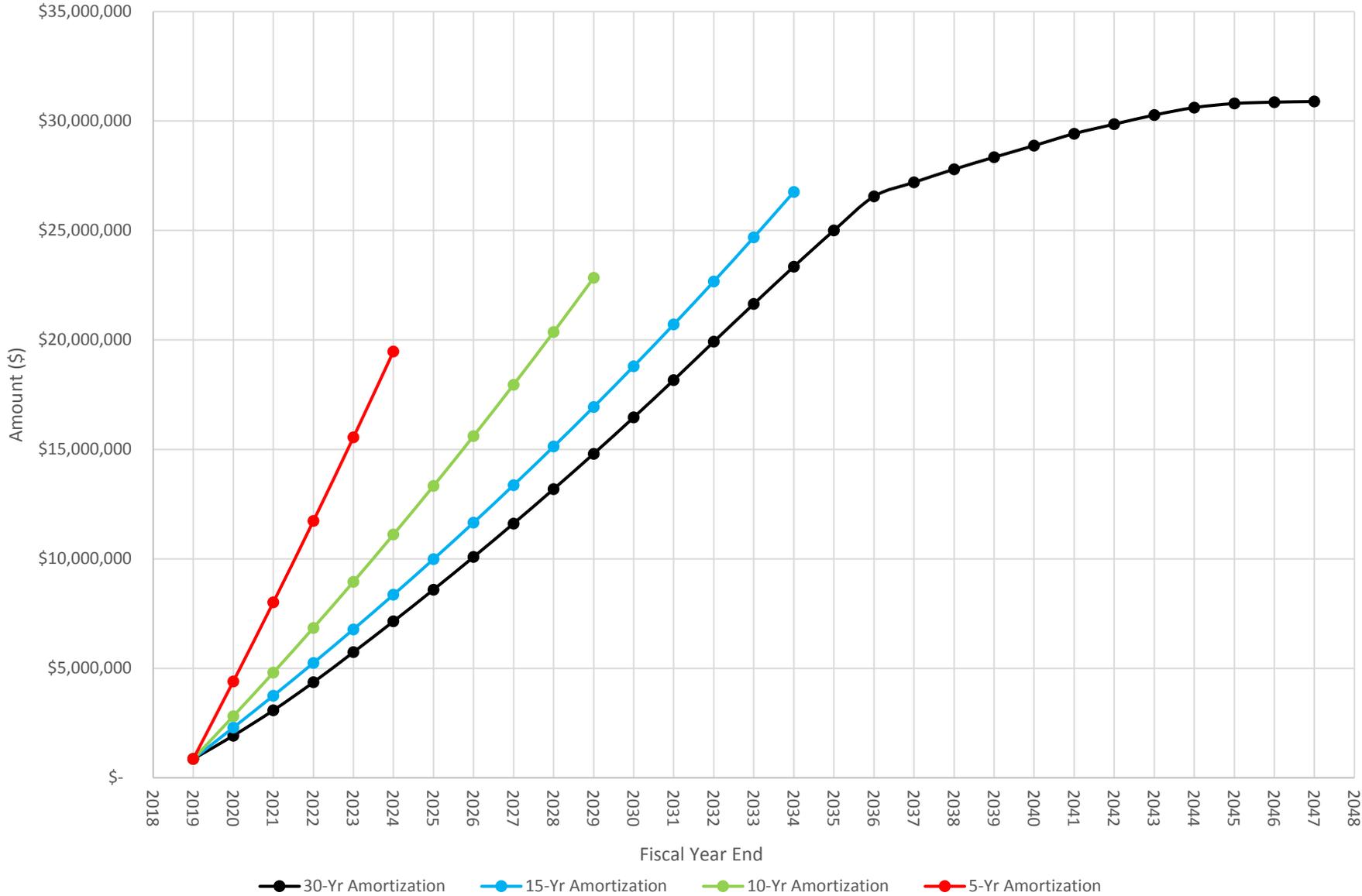
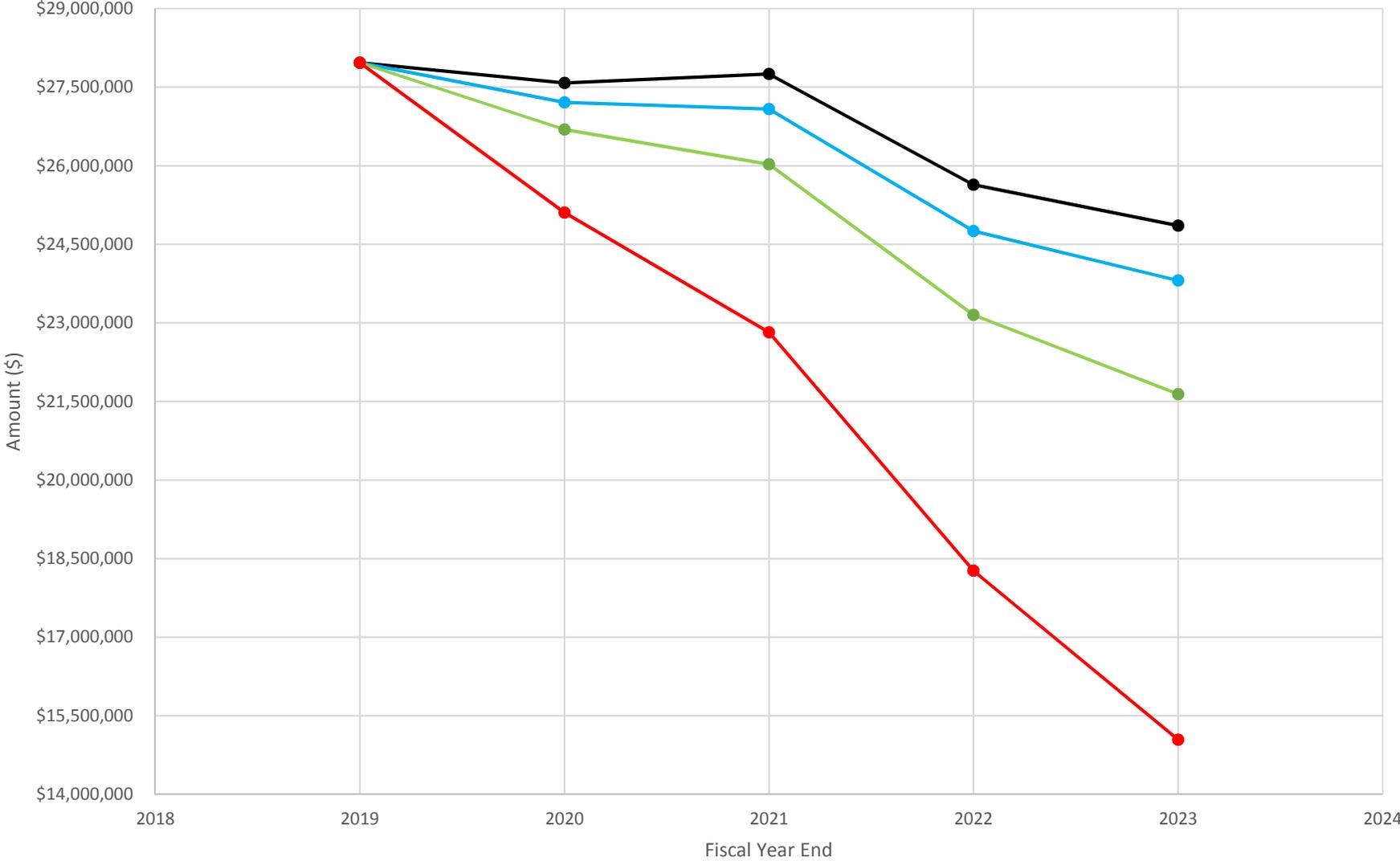


Table 4: Projected End of Year General Fund Balance per UAL Amortization Schedule

Fiscal Year Ending	Projected Starting Balance	Total Projected Revenue	Total Projected Expenditure	Projected End of Year Fund Balance			
				UAL 30-Yr Amortization	UAL 15-Yr Amortization	UAL 10-Yr Amortization	UAL 5-Yr Amortization
2019	\$ 29,697,504	\$ 16,085,000	\$ 16,958,164	\$ 27,965,675	\$ 27,965,675	\$ 27,965,675	\$ 27,965,675
2020	\$ 27,965,675	\$ 16,256,000	\$ 15,580,399	\$ 27,580,608	\$ 27,210,865	\$ 26,690,359	\$ 25,106,190
2021	\$ 27,580,608	\$ 16,428,000	\$ 15,099,251	\$ 27,751,400	\$ 27,082,920	\$ 26,027,747	\$ 22,817,962
2022	\$ 27,751,400	\$ 16,599,000	\$ 17,430,068	\$ 25,639,084	\$ 24,755,098	\$ 23,150,554	\$ 18,270,449
2023	\$ 25,639,084	\$ 16,771,000	\$ 16,178,210	\$ 24,856,541	\$ 23,809,973	\$ 21,640,951	\$ 15,044,592

Chart 4

Projected End of Year General Fund Balance per UAL Amortization Schedule



● UAL 30-Yr Amortization ● UAL 15-Yr Amortization ● UAL 10-Yr Amortization ● UAL 5-Yr Amortization



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: VII-7
Subject: Approval of the annual employee appreciation dinner

Background

The Agency historically provides an annual employee appreciation dinner for all staff members and a guest. This year's dinner is reserved at the Tahoe-Donner Lodge and is scheduled for December 15, 2018. Details will be provided to all staff as the event date approaches.

Fiscal Impact

Approximately \$5,000.

Attachments

None.

Recommendation

Management recommends approval of the annual employee appreciation dinner.

Review Tracking

Submitted By: 

Roshelle Chavez
Administrative Services Manager

Approved By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: Michael Peak, Operations Manager
Item: VII-8
Subject: Presentation of Agency biosolids process management

Background

As a byproduct of treating wastewater, inorganic and organic biosolids are generated. These biosolids, also referred to as sludges, are thickened prior to further processing. Organic biosolids are digested for the purpose of stabilizing the material prior to ultimate dewatering and disposal. Through proper blending and conditioning, certain biosolids that are produced may be put to beneficial reuse.

Mr. Michael Peak, Operations Manager, will provide a presentation of the Agency biosolids process management.

Fiscal Impact

None.

Attachments

Biosolids process management presentation.

Recommendation

No action required.

Review Tracking:

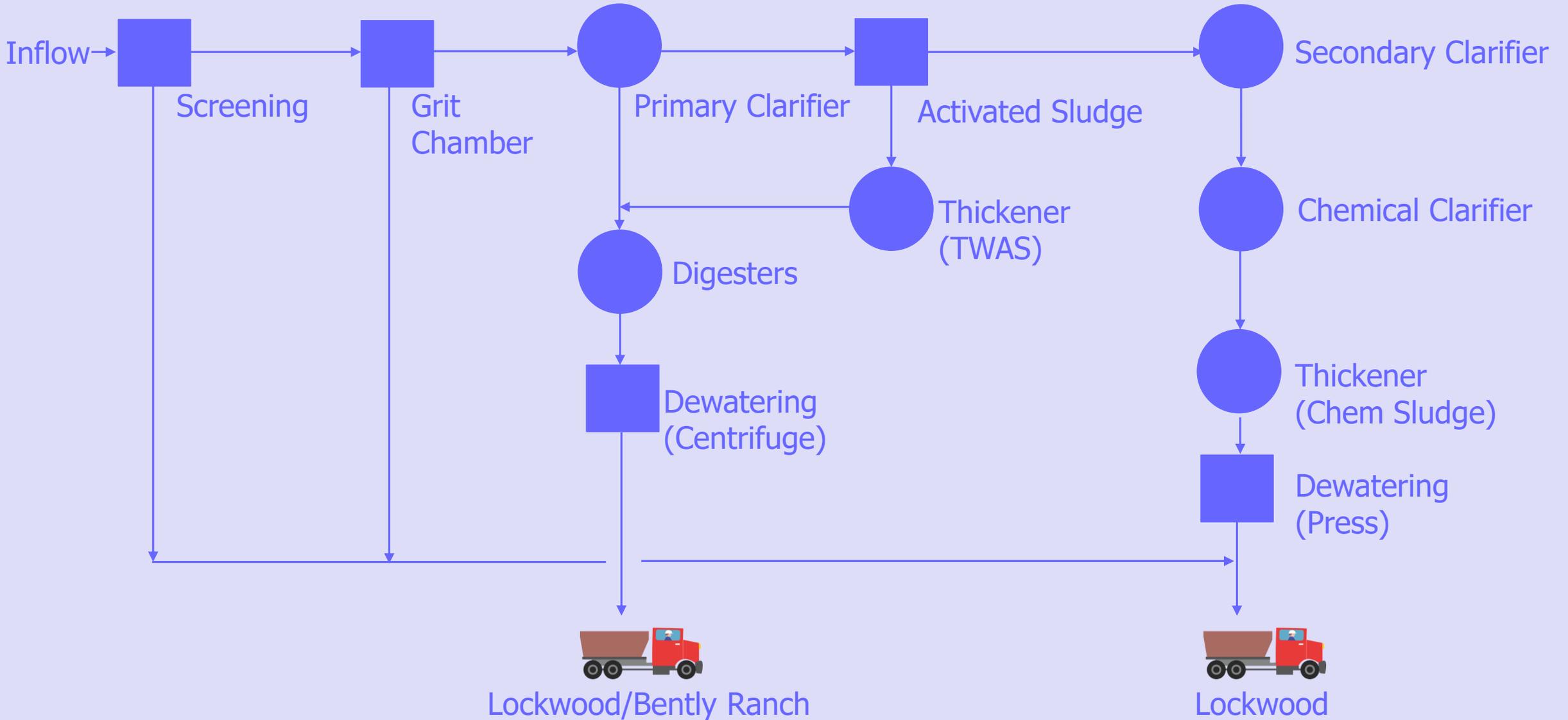
Submitted By: 
Michael Peak
Operations Manager

Approved By: 
LaRue Griffin
General Manager



**BIOSOLIDS PROCESS MANAGEMENT
PRESENTATION
OCTOBER 10TH 2018**

Biosolids (Sludge) Flow Process



Screening

- Preliminary Treatment
- Installed 1997 & 2005
- Two (2) Mechanical
- Two (2) Manual
- $Q = 9.7$ mgd (Max. Week)
- $Q = 15.5$ mgd (Peak Inst.)
- Removes 0.4 yd³/day



Grit Chamber

- Preliminary Treatment
- Installed 1978 & 2005
- Surface Area = 400 ft²
- $V_{\text{overflow}} = 15,000 \text{ gpd/ft}^2$
(Max. Week)
- $V_{\text{overflow}} = 22,250 \text{ gpd/ft}^2$
(Peak Inst.)



Primary Clarifier

- Primary Treatment
- Installed 1978 – 2006
- Four (4) Primary Clarifiers
- $Q = 12.0$ mgd (Max. Week)
- $Q = 17.8$ mgd (Peak Inst.)
- 0.9M Gal. Total Volume
- BOD Removal $\approx 40\%$
- TSS Removal $\approx 70\%$
- Percent Solids $\approx 3\% - 6\%$



Primary Clarifier (Cont.)



Activated Sludge

- Secondary Treatment
- High Purity Oxygen Basins
- Surface Aeration
- Installed 1978 – 2006
- Eight (8) Total Basins
- Three (3) Stages Per Basin
- 0.9M Gal. Total Volume
- Detention Time = 1.1 Hours
(Max. Week)



Secondary Clarifier

- Secondary Treatment
- Installed 1978 – 2006
- Four (4) Secondary Clarifiers
- $Q = 14.5$ mgd (Max. Week)
- $Q = 20.3$ mgd (Peak Day)
- 2.8M Gal. Total Volume



Chemical Clarifier

- Installed 1978
- Phosphorus Removal
- Two (2) Chemical Clarifiers
- Diameter = 65 ft



Thickener (Chem Sludge)

- Installed 1978
- Two (2) Chemical Thickeners
- Diameter = 25 ft
- Chem. Sludge Conc. = 8% – 20%
- Chem Sludge Can be Pressed or Centrifuged



Dewatering (Press)

- Installed 1978
- Chemical Solids Dewatering
- Dewatered Solids Conc. = 55% (min.)
- Press Size = 125 ft³



Lockwood

- Sludge Bin Lined and Sealed
- Includes Chem Sludge, Screenings, and Grit
- Disposed at Lockwood
- Bin Capacity = 20 yd³
- Lockwood:
 - Qty \approx 1.6M lbs/yr
 - Cost \approx \$53,000/yr



Thickener (TWAS)

- Installed 1978
- Thickened Waste Activated Sludge (TWAS)
- One (1) Organic Sludge Thickener
- Diameter = 25 ft
- TWAS Solids Conc. = 2% - 4%



Digesters

- Installed 1978 – 2006
- Four (4) Digesters Total
 - Three (3) Primary Digesters
 - One (1) Secondary/Holding Digester
- 1.1M Gal. Total Volume



Digesters (Cont.)

- Biogas is a Byproduct
- Used For Building and Process Heating
- Floating Cover is Used For Gas Storage
- Production $\approx 28\text{M ft}^3/\text{yr}$
- Methane Conc. $\approx 65\%$



Dewatering (Centrifuge)

- Organic Sludge Dewatering
- Installed 2006
- Two (2) High Solids Centrifuges
- SLR = 15,200 lbs/day



Lockwood/Bently Ranch

- Organic Sludge Used for Composting, Soil Amendment, Capping, etc.
- Lockwood:
 - Qty \approx 3.1M lbs/yr
 - Cost \approx \$62,000/yr
- Bently Ranch:
 - Qty \approx 2.8M lbs/yr
 - Cost \approx \$69,000/yr
- Cake Percent Solids \approx 32% Solids



Questions?

Digested
Sludge
1.3%
Solids

Chem
Sludge
14%
Solids

Feed
Sludge
2.3%
Solids

Centrate
130
mg/L

Cake 35% Solids



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII-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: October 10, 2018
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month.

Operations Report:

- Disposal fields upkeep (sage brush removal).
- Operations assisted with headworks improvement project.
- Overall, plant operations ran well.

Laboratory Report:

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

Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.48
Monthly maximum instantaneous ⁽¹⁾	7.31
Maximum 7- day average	4.20

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	Recorded	Limit	Recorded	Limit
Suspended Solids (mg/l)	2.1	10.0	2.6	20.0
Turbidity (NTU)	NA	NA	2.7	10.0
Total Phosphorus (mg/l)	0.35	0.8	0.53	1.5
Chemical Oxygen Demand (mg/l)	33.3	45.0	36.0	60.0

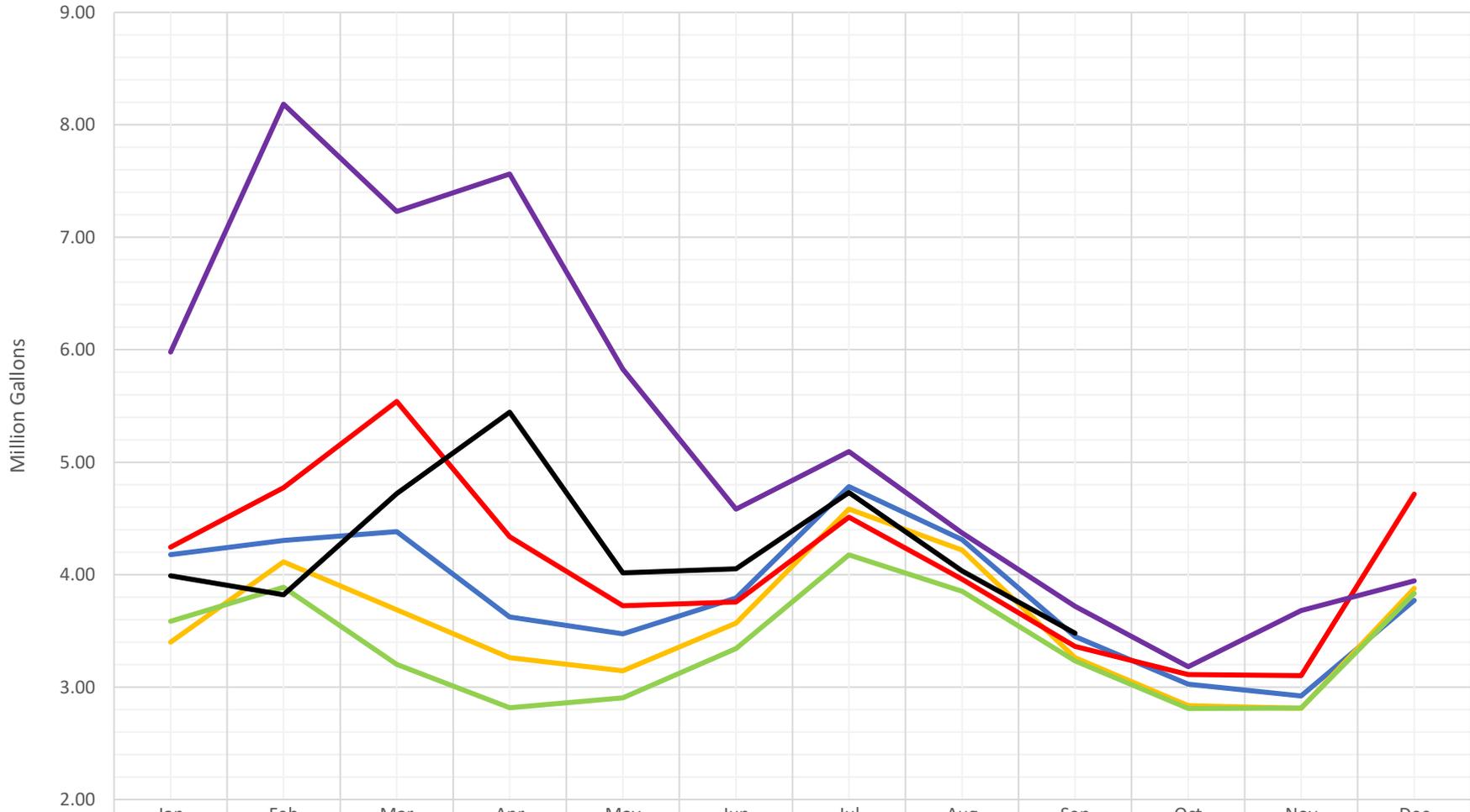
Notes: 1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

Submitted By: Michael Peak
 Michael Peak
 Operations Manager

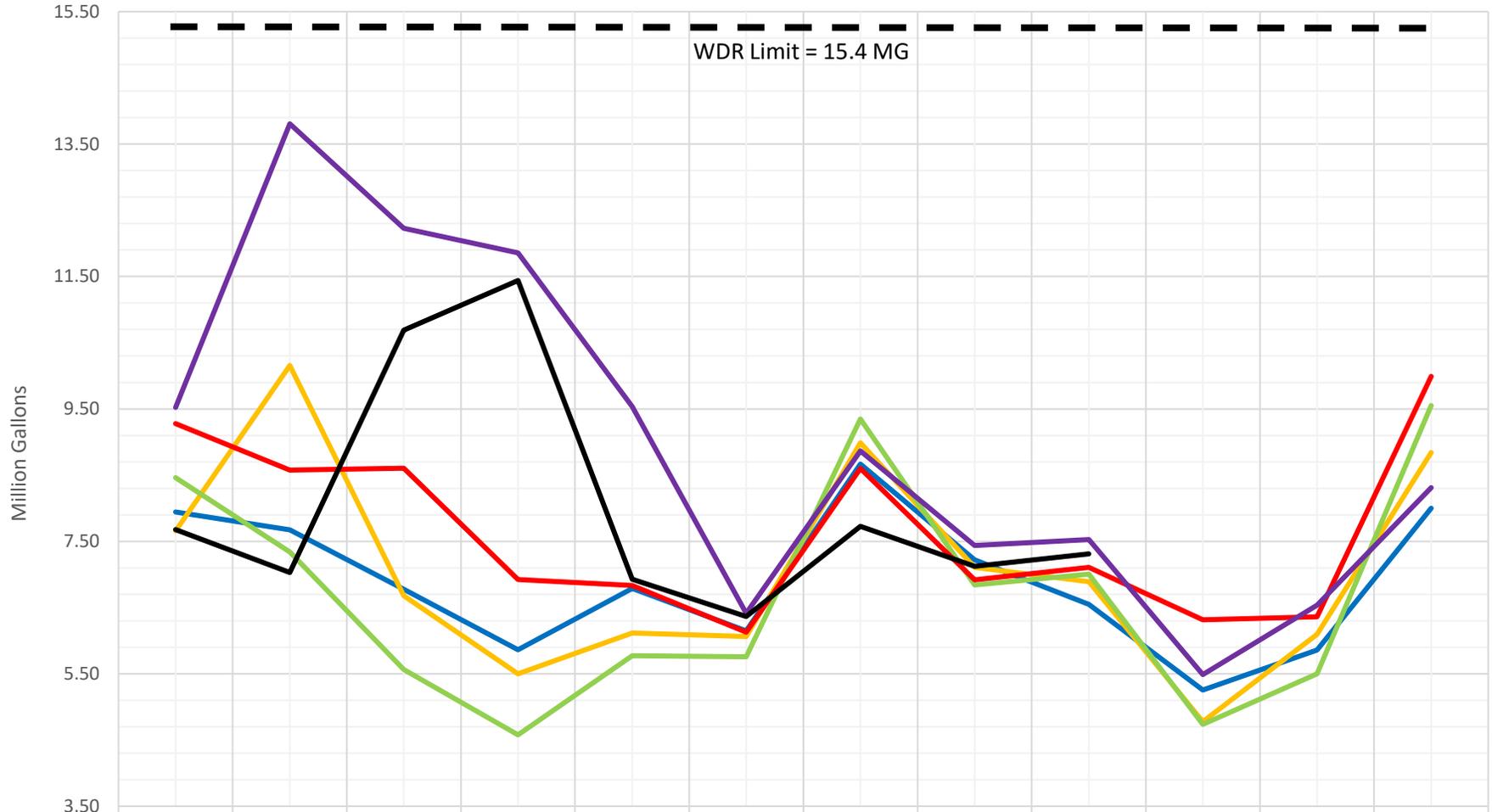
Approved By: LaRue Griffin
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Influent)



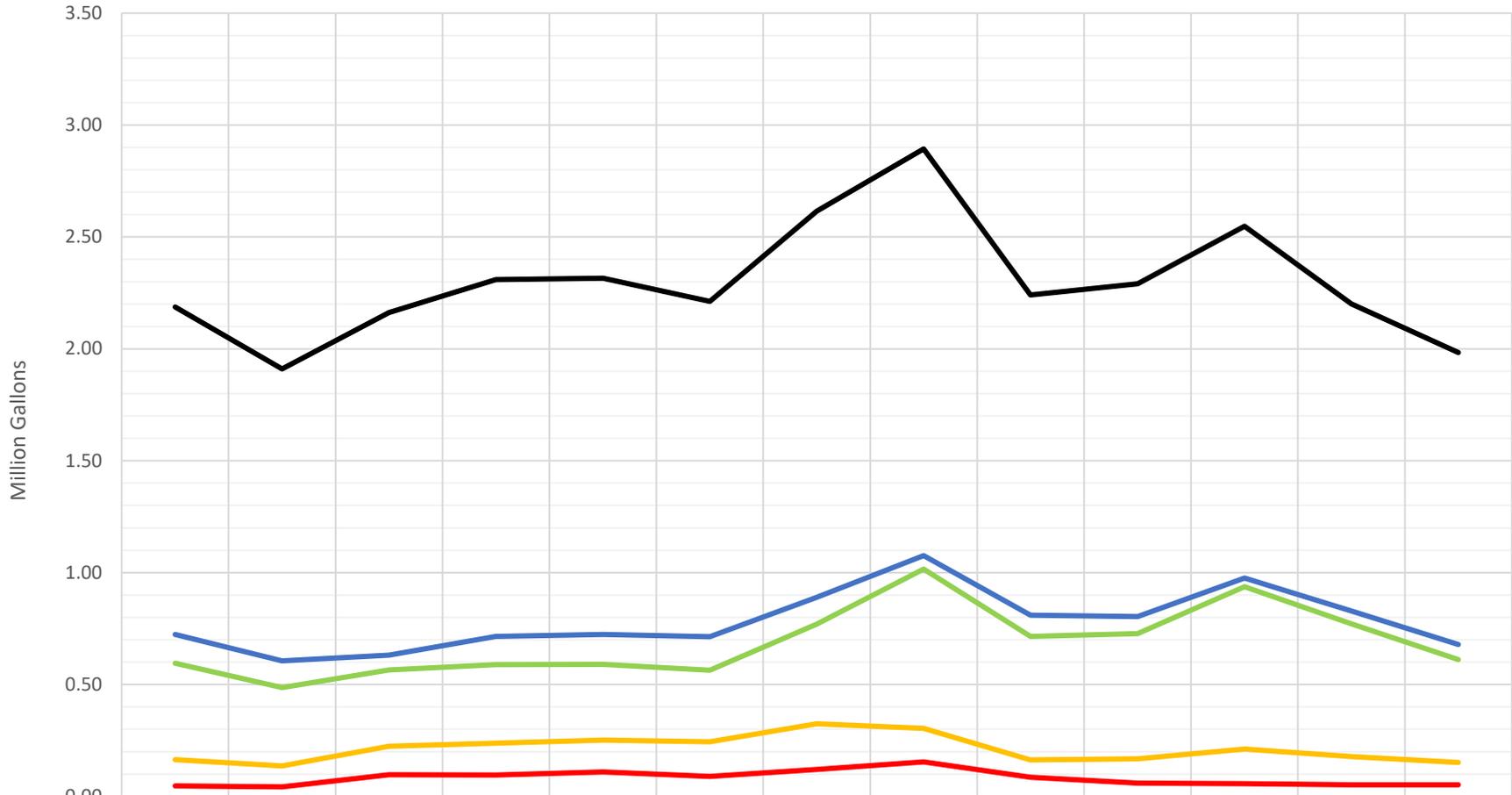
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	4.18	4.31	4.38	3.62	3.47	3.79	4.78	4.31	3.45	3.03	2.92	3.77
2014	3.40	4.11	3.69	3.26	3.14	3.57	4.58	4.22	3.26	2.84	2.81	3.88
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	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			

Monthly Maximum Instantaneous Flow (Influent)



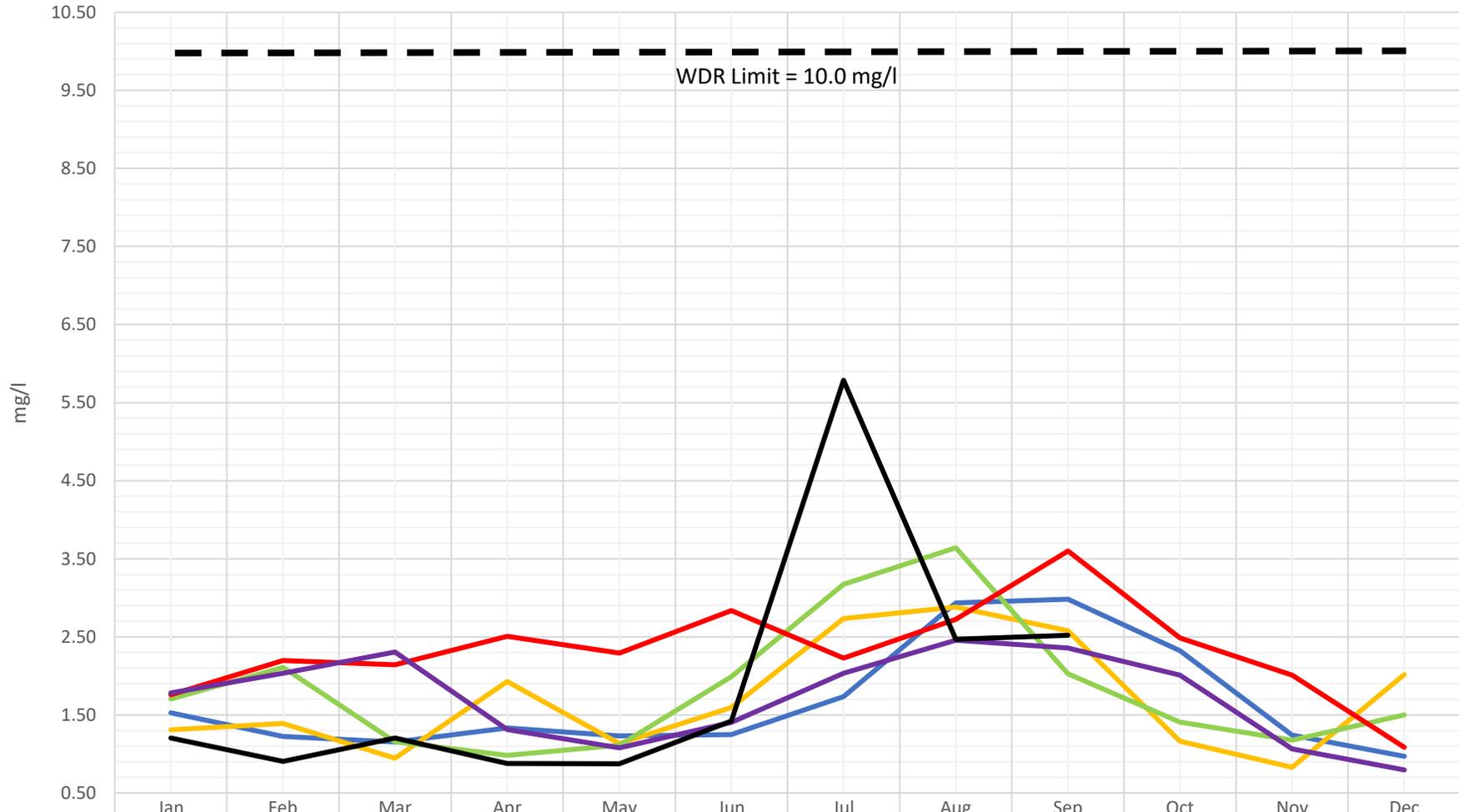
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	7.94	7.67	6.78	5.86	6.79	6.15	8.67	7.22	6.55	5.26	5.86	8.00
2014	7.66	10.16	6.68	5.50	6.12	6.06	8.99	7.11	6.89	4.78	6.09	8.84
2015	8.46	7.34	5.56	4.58	5.77	5.76	9.35	6.84	7.00	4.74	5.50	9.55
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	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			

Monthly Average Daily Flow (Districts)



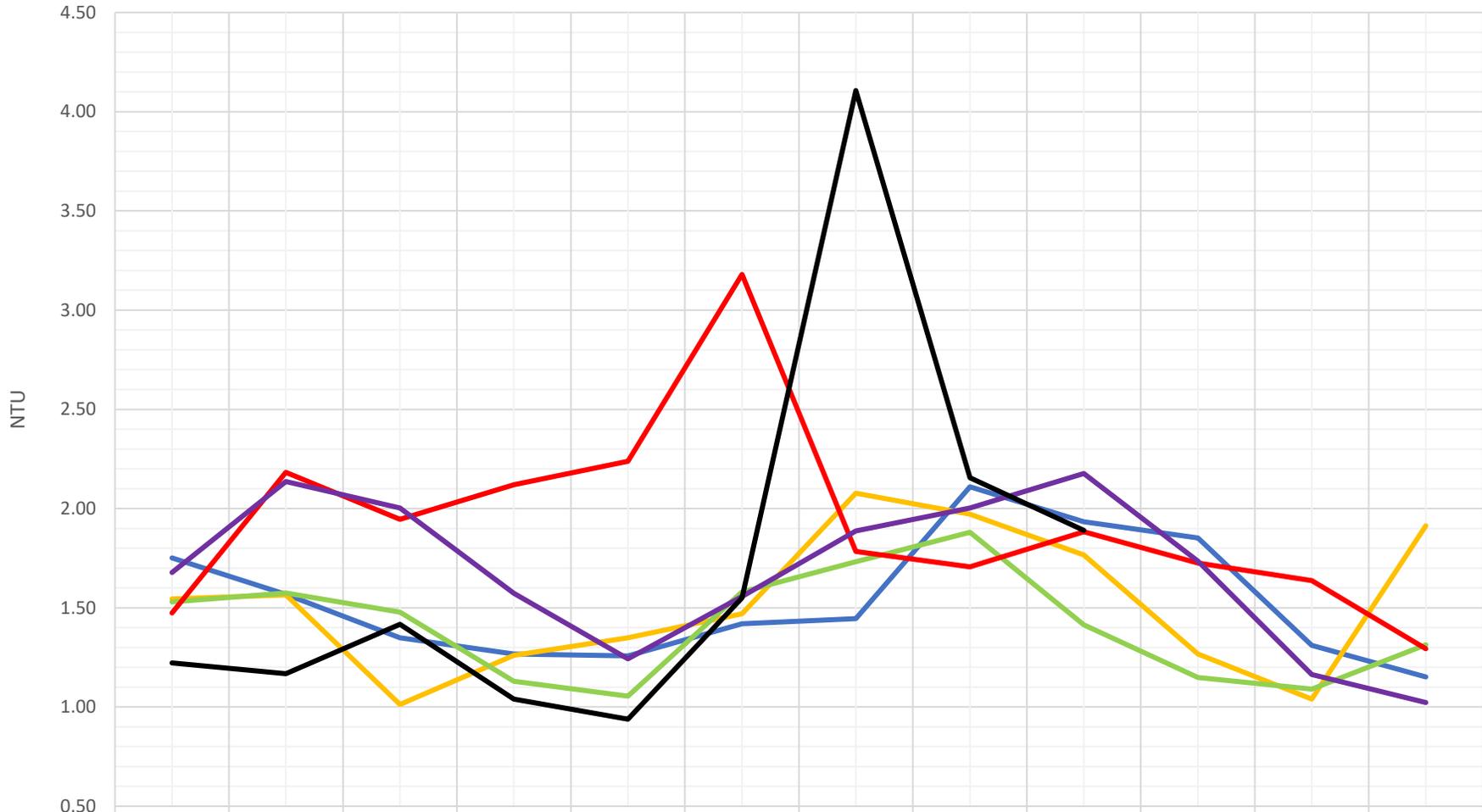
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
NTPUD	0.72	0.61	0.63	0.72	0.72	0.71	0.89	1.08	0.81	0.80	0.98	0.83	0.68
TCPUD	0.59	0.49	0.57	0.59	0.59	0.56	0.77	1.02	0.72	0.73	0.94	0.77	0.61
ASCWD	0.05	0.04	0.10	0.10	0.11	0.09	0.12	0.15	0.09	0.06	0.06	0.05	0.05
SVPSD	0.16	0.14	0.22	0.24	0.25	0.24	0.32	0.30	0.16	0.17	0.21	0.18	0.15
TSD	2.19	1.91	2.16	2.31	2.32	2.21	2.62	2.89	2.24	2.29	2.55	2.20	1.98

Monthly Average Daily Suspended Solids (Effluent)



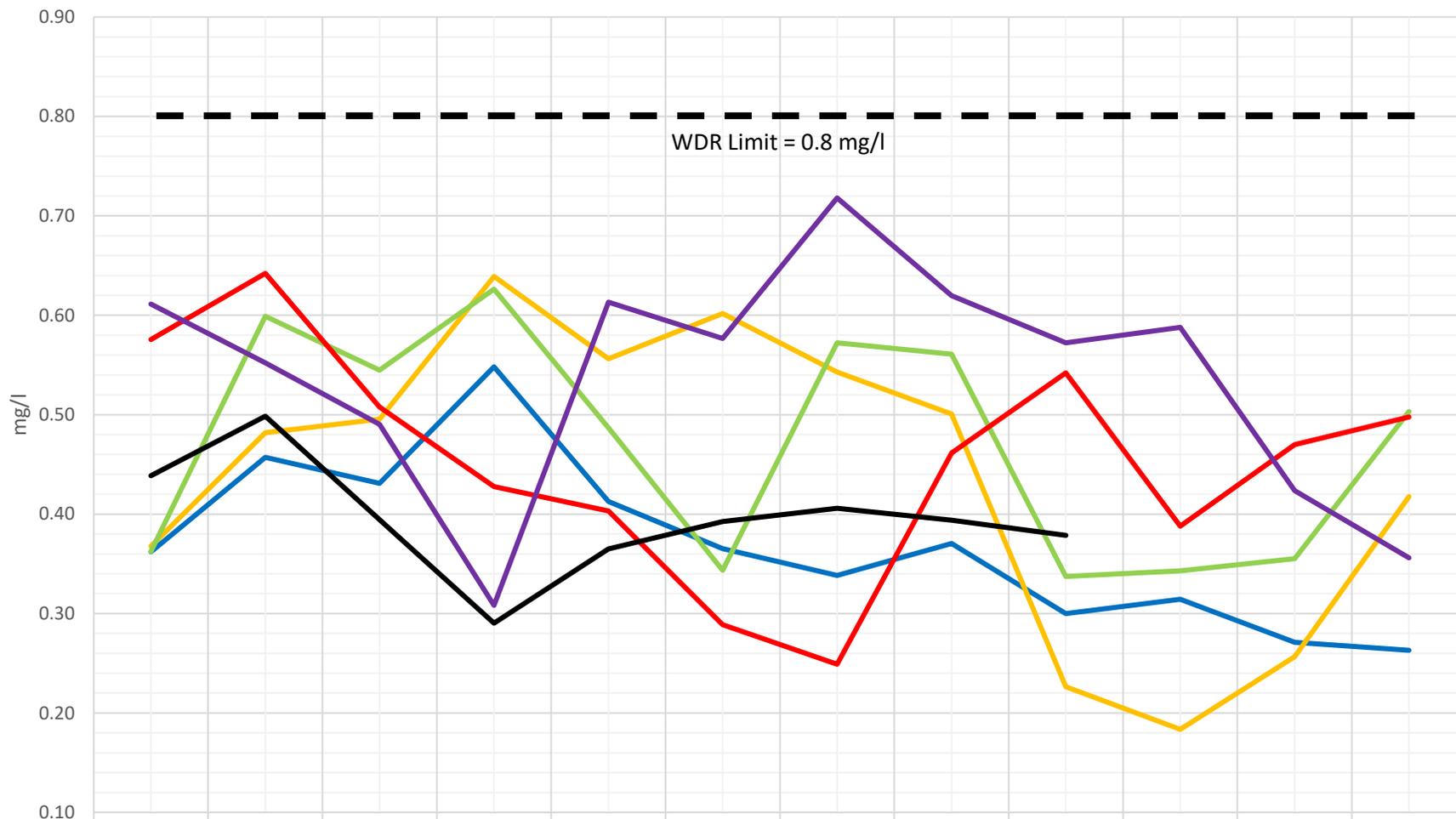
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.53	1.23	1.15	1.33	1.23	1.25	1.73	2.93	2.98	2.32	1.24	0.97
2014	1.31	1.39	0.95	1.93	1.13	1.60	2.73	2.88	2.58	1.16	0.83	2.02
2015	1.70	2.11	1.16	0.98	1.11	1.99	3.17	3.64	2.03	1.41	1.18	1.50
2016	1.76	2.20	2.14	2.51	2.29	2.84	2.23	2.72	3.60	2.49	2.01	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			

Monthly Average Daily Turbidity (Effluent)



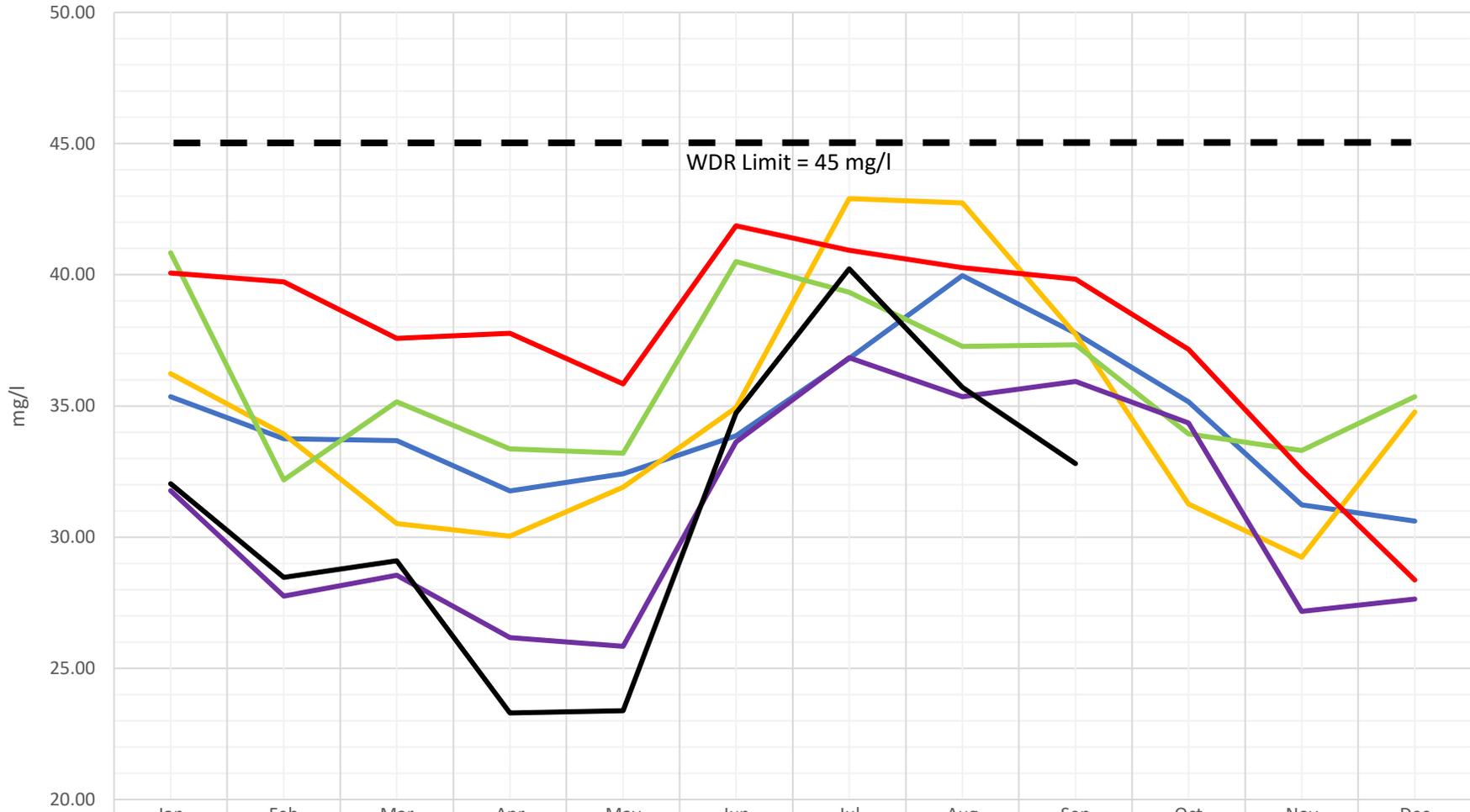
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	1.75	1.57	1.35	1.27	1.26	1.42	1.45	2.11	1.93	1.85	1.31	1.15
2014	1.55	1.56	1.01	1.26	1.35	1.47	2.08	1.97	1.77	1.27	1.04	1.91
2015	1.53	1.58	1.48	1.13	1.05	1.58	1.73	1.88	1.41	1.15	1.09	1.31
2016	1.47	2.18	1.95	2.12	2.24	3.18	1.78	1.71	1.88	1.73	1.64	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			

Monthly Average Daily Total Phosphorus (Effluent)



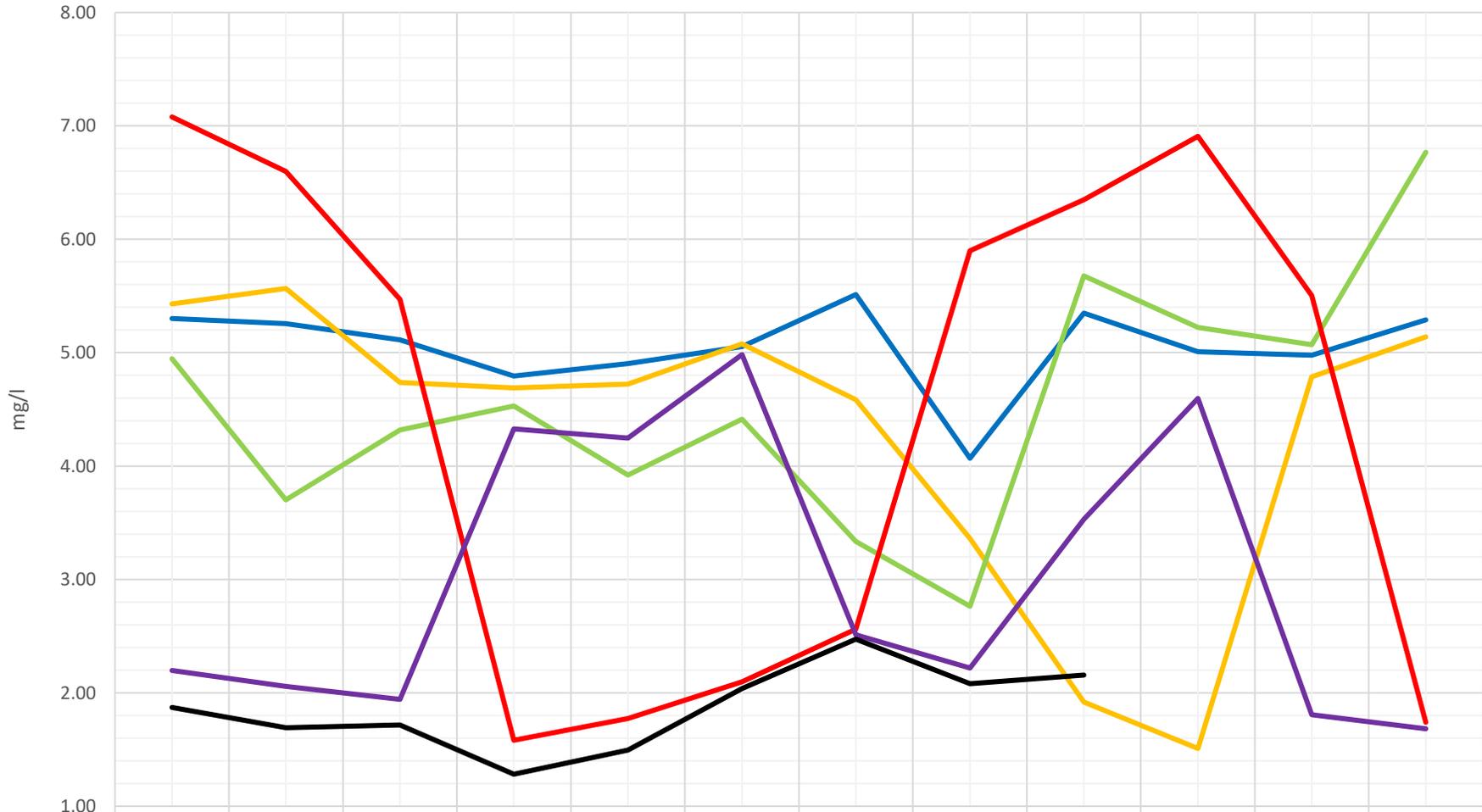
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	0.36	0.46	0.43	0.55	0.41	0.37	0.34	0.37	0.30	0.31	0.27	0.26
2014	0.37	0.48	0.50	0.64	0.56	0.60	0.54	0.50	0.23	0.18	0.26	0.42
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47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

Monthly Average Daily Chemical Oxygen Demand (Effluent)



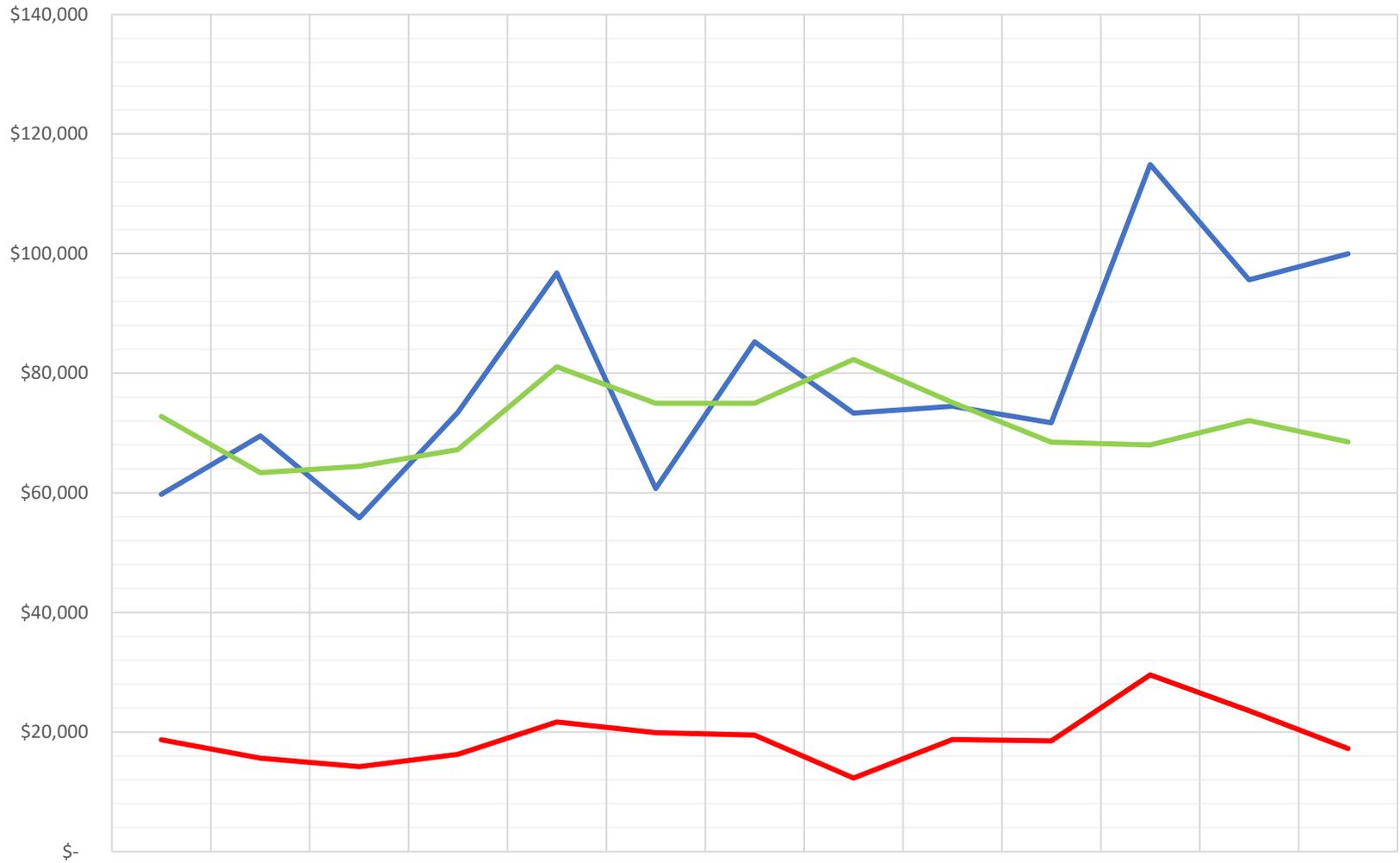
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	35.35	33.75	33.68	31.77	32.42	33.87	36.81	39.97	37.77	35.16	31.23	30.61
2014	36.23	33.93	30.52	30.03	31.90	34.93	42.90	42.74	37.73	31.26	29.23	34.77
2015	40.84	32.18	35.16	33.37	33.20	40.50	39.33	37.27	37.33	33.94	33.30	35.35
2016	40.06	39.72	37.58	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			

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			

Chemical, Power and Sludge Disposal Costs



	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
— Chemical	\$59,755	\$69,541	\$55,808	\$73,445	\$96,752	\$60,704	\$85,237	\$73,330	\$74,466	\$71,733	\$114,902	\$95,616	\$99,985
— Power	\$72,782	\$63,357	\$64,429	\$67,239	\$81,095	\$74,980	\$74,980	\$82,300	\$75,117	\$68,486	\$68,012	\$72,081	\$68,530
— Sludge Disposal	\$18,690	\$15,604	\$14,185	\$16,261	\$21,680	\$19,869	\$19,469	\$12,296	\$18,752	\$18,517	\$29,550	\$23,564	\$17,231



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: October 10, 2018
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of September, Maintenance staff provided support for the following projects:
 - 2018 Clarifier Painting Project- Continue to install electrical facilities in Primary Clarifier # 3.
 - Received 27 TRI USA Dig- Alert request in support of local community projects.
 - Conducted field visits for the Tahoe City Truckee River Trail Reconstruction and Renewal Project and the SR 89/Fanny Bridge Community Revitalization Project.

- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of September:
 - Completed 35 Corrective Maintenance repair requisitions.
 - Completed 308 Preventive Maintenance repair requisitions.
 - Completed 31 Instrumentation and Electrical repair requisitions.
 - Completed translucent panel coating on AWT, PSA and Solids Handling buildings.

- ◆ **Plant Maintenance projects:** Maintenance staff is assisting in the following CIP projects:
 - 2018 Building 27 Main Service Upgrade, review of submittals and RFIs.
 - 2018 Headworks Barscreens and Washer Compactors, removed deck plate and installed temporary safety railing system.
 - 2018 Digital Scanning of TRI, staff on site working with contractor.
 - Completed assembly of Granite telemetry panel and began work on Rampart's. Installation phase is pending assembly of all panels and integration by Information Technology Department.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY
ENGINEERING DEPARTMENT REPORT

Date: October 10, 2018
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

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

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

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

Truckee River Interceptor Manhole 81 to Manhole 83 Improvements Project Construction Photos

October 10, 2018 Board Meeting



Photo 1 – Laying 36" RCP Into Private Property



Photo 2 – Bypass Pump Station



Photo 3 – Old Pavers Removed



Photo 4 – Concrete Encasement Under Swale

Truckee River Interceptor Manhole 81 to Manhole 83 Improvements Project Construction Photos

October 10, 2018 Board Meeting



Photo 5 – New 36" RCP Bell



Photo 6 – Bypass Piping Corridor



Photo 7 – Exposing the 24" DIP Section



Photo 8 – Preparing to Pour MH 81



TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: October 10, 2018
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Integration with SIS and SCADA ongoing
 - Development of GIS database integration ongoing.
- T-TSA SCADA Information System (SIS)
 - SCADA integration with SIS complete
 - Runtimes being configured for Powerflex equipment
 - Power Monitoring being programmed for daily totalization upload to PIS and SIS.
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Operating system and Wonderware installed and running TTSA application in test mode.
- Telemetry Sites Upgrade
 - Squaw Valley Complete
 - Alpine Springs Complete
 - Granite Flats Finish panel construction
 - Ramparts Starting panel construction
 - Continue to development environmental monitoring and data communications redundancy and failure notifications to PIS, SIS, and SCADA.
- 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.
- Plant GIS
 - Active stage one design for online access of TRI manholes and piping.

Review Tracking:

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATION DEPARTMENT REPORT

Date: October 10, 2018
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Staff continued coordination with management regarding the chart of account structuring of the budgets.
- Staff continued coordination with management and consultants Chouinard & Myhre, Inc., regarding the chart of accounts re-structuring.
- Staff participated in a GFOA (Government Finance Officers Association) webinar for further training and development in regard to Capital Assets.

Billing/Customer Service

- General assistance with billing customer accounts, adjustments, refunds, reduction agreements and plan review.
- Conducted two (6) commercial inspections, and eight (7) residential inspections.
- Processed thirty-one (31) new accounts/connections.
 - 3 Commercial / 23 Single Family / 5 Multifamily
- Provided data analysis, research and input for the HDR Connection Fee Study.
- Staff working with Management/Legal Counsel to revise Tenant Billing Agreement.

Purchasing

- Coordinated purchase of miscellaneous plant O&M supplies.
- Staff implemented "Contracts" sheet for up-to-date status of projects within the Agency.

General Administration

- Continuing demonstrations of Utility Billing/Accounting Software for the Agency.
- Met with vendor to solidify the Employee Appreciation Dinner venue.
- Performed miscellaneous public records requests.

Review Tracking:

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII-2
Subject: General Manager Report

Continuing Projects/Work

- Management and staff continued to implement the PIS and asset management program.
- Management and staff continued programming for GIS.
- Management worked with legal counsel on labor negotiations.
- Management and staff prepared new accounting codes for fiscal year 2018-2019.
- Management and staff reviewed new administration software presentation/proposal.
- Management and staff continued revision of the employee handbook.
- Management researched reserve fund options.

Past Month Projects/Work

- Notice of solicitation has been issued for the procurement of a Hydronic Heating Boiler for the administration building.
- Notice of solicitation has been issued for the procurement of a Total Organic Carbon Analyzer for the laboratory.
- Management and staff have scheduled candidate interviews for the Inventory Control Specialist position.
- Management and staff commenced the Classification and Compensation Study.
- Management held a quarterly all staff meeting.
- Management attended the monthly member district luncheon.
- Management approved change order no. 1 for the Building 27 Main Service Upgrade project (attached).

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

S. Lane Lewis: President
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 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 perform the electrical tests specified in Articles 3.02.E.2.a, 3.02.E.2.c, and 3.02.E.2.d of Section 26 13 14 in the factory with submission of factory tests reports to T-TSA for approval. T-TSA waives the right to witness said factory tests. Any and all other contract-required field tests not specifically called out in Articles 3.02.E.2.a, 3.02.E.2.c, and 3.02.E.2.d of Section 26 13 14 shall be performed in the field as specified. All other existing contract provisions regarding number and duration of shutdowns remain unchanged.	Lump Sum Credit	(\$4,000.00)
Total Credit for Item 1			(\$4,000.00)

ORIGINAL CONTRACT AMOUNT: \$552,569.10
 CONTRACT MODIFICATION NO. 1 AMOUNT: (\$4,000.00)
 REVISED CONTRACT AMOUNT: \$548,569.10

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. 1.

ACCEPTED BY: *Ben C. Hardin* 9/25/18
 Schneider Electric USA, Inc. Date

APPROVED BY: *[Signature]* 9/25/18
 Tahoe-Truckee Sanitation Agency Date



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IX
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: October 10, 2018
To: Board of Directors
From: LaRue Griffin, General Manager
Item: X
Subject: Closed Session

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