



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
July 21, 2021

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

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

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: July 21, 2021

Time: 9:00 AM

This meeting will be conducted entirely by teleconferencing in accordance with Governor Newsom's Executive Order (#N-29-20) and the Board Room will not be accessible to the public. The following are the video conferencing: <https://us02web.zoom.us/j/81688633133> and audio teleconferencing call-in information: Toll-Free phone no. (888) 475-4499, access code: 816-8863-3133#. If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please contact Mrs. Roshelle Chavez at (530) 587-2525 or rchavez@ttsa.net.

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item via email. For more information on the process to participate in the meeting via computer, tablet or phone, see the accompanying [Guidelines for Using Zoom for T-TSA July 21 Board of Directors Meeting](#). To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

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

3. Approval of Progress Pay Estimate No. 1 for the 2021 Chiller Replacement project.
4. Approval of Progress Pay Estimate No. 2 for the 2021 Plant Painting project.
5. Approval of Progress Pay Estimate No. 3 for the 2020 Headworks Improvements project.

V. Regular Agenda

1. Report from June 16, 2021 closed session meeting.
2. Approval of the minutes of the regular Board meeting on June 16, 2021.
3. Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board to adopt a report on delinquent charges and authorizing their collection on the tax roll.
4. Approval of Resolution No. 13-2021 to adopt a report on delinquent charges and authorize their collection on the tax roll.
5. Approval of Resolution No. 14-2021 to request collection of delinquent sewer service charges on the Placer County tax roll.
6. Approval of Resolution No. 15-2021 to reference the standard form tax collection services contract with the County of Nevada.
7. Approval of Resolution No. 16-2021 amending Resolution No. 12-2020 concerning employee retirement health benefit changes.
8. Approval of the Annual Budget for fiscal year 2021-2022.
9. Approval of Resolution No. 9-2021 to revise the Wastewater Capital Reserve Fund budget and making related findings.
10. Approval to award the Audit Services.
11. Approval of Logically IT Services Agreements.
12. Approval to award the 2021 Digital Scanning of Sewer Lines project.
13. Discussion on returning to in-person Board of Directors meetings.

VI. Management Team Report

1. Department Reports.
2. General Manager Report.

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

VIII. Closed Session

1. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, Fay v. Tahoe-Truckee Sanitation Agency (Public Employee Relations Board Case No. SA-CE-1090-M) under Government Code section 54956.9(d)(1).
2. Closed session for public employee performance evaluation of the General Manager position.

IX. Adjournment

Posted and Mailed, 07/15/21



LaRue Griffin
Secretary to the Board

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

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



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Guidelines for Using Zoom Meeting for the T-TSA JULY 21st Board of Directors Meeting

Before the Meeting:

- Zoom can be used in a web only application, on mobile devices, or as a desktop version. The desktop version is recommended as it has the most functionality. Please use the following link to download the APP: [Press "ctrl + Click" to follow link and Register with Zoom](#)

To Join the Meeting:

- Video Teleconference: You can join the meeting via computer, tablet, or phone which will allow greater functionality such as having a name associated with your caller-ID.
 - Join using this link: <https://us02web.zoom.us/j/81688633133> If you do not have a microphone with your video conference, please call in via audio teleconference to as described below.
- Audio Teleconference: You may also join the meeting via phone only.
 - Join by calling the following Toll-Free phone number: (888) 475-4499
 - You will then be asked for the Meeting ID: 816-8863-3133#

Controls:

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

Public Comment Option(s):

- After the Directors have discussed an agenda item, President Cox will move to receive public comment from the audience on the item. There are three (3) options in which to request to speak during public comment of an Agenda item. Mrs. Chavez will call on individual attendees in order of request to sequence comment.
 - Option #1: Request to speak during public comment prior to the start of the meeting. If you are attending the meeting teleconference and would like to submit a general public comment or comment on a specific Agenda item, please email Mrs. Roshelle Chavez, Executive Assistant/Board Clerk at rchavez@ttsa.net. Identify your email subject title comment as "Public Comment". In the body of the email please state the nature of your comment so we can confirm if it is general, or Agenda item specific to speed up the meeting.
 - Option #2: Call our office at (530) 587-2525 x 112 and ask for Mrs. Roshelle Chavez. If she is not available, please leave her a voicemail to let her know you wish to comment at the meeting.
 - Option #3: Use the Zoom meeting controls to "Raise Your Hand." Once you are logged into the meeting, there is an option at the bottom of your screen to "Raise Your Hand", from a telephone you can dial *9 to "Raise Your Hand."

- Those who make any comments may do so when President Cox moves to receive public comment from the audience, Mrs. Chavez will then call them at that time.
- All requests to make a comment will be called upon in the order received.

Motions:

- All motions will be taken by roll call vote.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
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: July 21, 2021
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: July 21, 2021
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

- Soraya Bedout Morz - New Employee - CMMS/GIS Technician - Maintenance Department.

Awards

- *Safety Suggestion Awards (2nd Quarter 2021)*

Paul Shouse:

- Ensure all eyewash and shower stations are supplied with tepid water (between 60°-100° F) throughout the plant (ANSI Z358.1-2014).

Jesus Zarate:

- Install a convex mirror at the roll up door for the warehouse to prevent potential collisions and injuries.
- Install midrails on the roof guardrails for Buildings 69 and 80.

Dean Hanes:

- Audit the plant for Class 1, Div. 1 areas, create a list of equipment that is non-compliant and create a schedule to phase out non-compliant equipment for these areas.

Anthony Salinas:

- Install hose racks in Building 32 (downstairs) to eliminate the trip hazards the hoses create from being laid out and left out on the floor.

Ryan Schultz:

- Install no-touch automatic paper towel dispensers for hygiene and waste reduction.

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

5 Years

- Chuy Zarate - July

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: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-1
Subject: Approval of general fund warrants

Background

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

All warrants are paid and payable for the previous calendar month(s).

Fiscal Impact

Decrease in Agency funds per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

Management and staff recommend approval of the general fund warrants paid and payable.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
39TH ST PROPERTIES				
	87189	06/30/2021	CONNECTION FEE REFUND	2,604.00 M
Total 39TH ST PROPERTIES:				2,604.00
AIRGAS USA LLC				
	87171	06/16/2021	MAY CYLINDER RENTALS	101.00 M
	87171	06/16/2021	MAY CYLINDER RENTALS	102.98 M
	87171	06/16/2021	MAY CYLINDER RENTALS	26.02 M
Total AIRGAS USA LLC:				230.00
ARAMARK WORK APPAREL				
	87179	06/16/2021	MATS	166.79 M
	87179	06/16/2021	TOWELS	21.50 M
	87179	06/16/2021	SVC CHARGE	10.50 M
Total ARAMARK WORK APPAREL:				198.79
AT&T 530 582-0827 966 5				
	87188	06/30/2021	JUNE INVOICE 10%	97.28 M
	87188	06/30/2021	JUNE INVOICE 90%	875.55 M
Total AT&T 530 582-0827 966 5:				972.83
AT&T 831-000-9983 804				
	87186	06/23/2021	JUNE INVOICE 10%	155.72 M
	87186	06/23/2021	JUNE INVOICE 90%	1,401.55 M
Total AT&T 831-000-9983 804:				1,557.27
BARE BONES WORK WEAR				
	87157	06/16/2021	3 IN 1 JACKETS WITH EMBROIDERY	164.52 M
Total BARE BONES WORK WEAR:				164.52
BARTKIEWICZ, KRONICK & SHANAHAN				
	87175	06/16/2021	MAY FEES	2,340.00 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				2,340.00
BASIC BENEFITS, LLC				
	6302101	06/30/2021	APRIL COBRA	6.19 M
	6302101	06/30/2021	APRIL COBRA	2.65 M
	6302101	06/30/2021	APRIL COBRA	.88 M
	6302101	06/30/2021	APRIL COBRA	14.18 M
	6302101	06/30/2021	APRIL COBRA	2.65 M
	6302101	06/30/2021	APRIL COBRA	7.08 M
	6302101	06/30/2021	APRIL COBRA	3.54 M
	6302101	06/30/2021	APRIL COBRA	2.65 M
	6302101	06/30/2021	APRIL COBRA	.88 M
	6302101	06/30/2021	JUNE COBRA	6.19 M
	6302101	06/30/2021	JUNE COBRA	2.65 M
	6302101	06/30/2021	JUNE COBRA	.88 M
	6302101	06/30/2021	JUNE COBRA	14.18 M
	6302101	06/30/2021	JUNE COBRA	2.65 M
	6302101	06/30/2021	JUNE COBRA	7.08 M

Payee	Check Number	Check Issue Date	Description	Amount
	6302101	06/30/2021	JUNE COBRA	3.54 M
	6302101	06/30/2021	JUNE COBRA	2.65 M
	6302101	06/30/2021	JUNE COBRA	.88 M
Total BASIC BENEFITS, LLC:				81.40
CALIFORNIA STATE BOARD OF EQUALIZAT				
	6302105	06/30/2021	2ND QTR USE TAX 2021	30.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	270.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	5.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	1.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	38.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	17.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	14.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	23.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	4.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	8.00 M
	6302105	06/30/2021	2ND QTR USE TAX 2021	2.00 M
Total CALIFORNIA STATE BOARD OF EQUALIZAT:				412.00
CASHMAN EQUIPMENT CO.				
	87155	06/16/2021	FLUSH ENING COOLING SYSTEM PER AGREEMENT	4,149.23 M
Total CASHMAN EQUIPMENT CO.:				4,149.23
CH2M HILL				
	87181	06/16/2021	#32 2020 HEADWORKS IMPROVEMENTS PROJECT	49,655.13 M
	87181	06/16/2021	#3 GENERAL CONSULTING	1,972.27 M
	87181	06/16/2021	#36 2021 CHORINE SCRUBBER IMPROVEMENTS PROJECT	2,479.85 M
	87181	06/16/2021	#34 CHLORINE SYSTEM PROCESS HAZARD ANALYSIS	3,570.51 M
	87184	06/16/2021	#35 2020 DIGESTION IMPROVEMENTS STUDY	10,776.57 M
Total CH2M HILL:				68,454.33
CHARD SNYDER & ASSOCIATES				
	6302102	06/30/2021	FSA HEALTH	15.00 M
	6302102	06/30/2021	FSA HEALTH	110.80 M
	6302102	06/30/2021	FSA HEALTH	24.93 M
	6302102	06/30/2021	HRA	653.72 M
	6302102	06/30/2021	HRA	376.80 M
	6302102	06/30/2021	FSA DEP	846.12 M
	6302102	06/30/2021	HRA	245.37 M
	6302102	06/30/2021	FSA HEALTH	1,180.30 M
	6302102	06/30/2021	HRA	3,442.50 M
	6302102	06/30/2021	HRA	437.68 M
	6302102	06/30/2021	FSA HEALTH	142.49 M
	6302102	06/30/2021	FSA HEALTH	30.00 M
	6302102	06/30/2021	HRA	15.00 M
	6302102	06/30/2021	FSA HEALTH	20.00 M
	6302102	06/30/2021	HRA	135.00 M
	6302102	06/30/2021	FSA HEALTH	36.37 M
	6302102	06/30/2021	HRA	34.00 M
	6302102	06/30/2021	HRA3 VISION	205.97 M
	6302102	06/30/2021	HRA	1,711.00 M
	6302102	06/30/2021	HRA	472.19 M
	6302102	06/30/2021	HRA	37.65 M

Payee	Check Number	Check Issue Date	Description	Amount
	6302102	06/30/2021	FSA HEALTH	193.85 M
	6302102	06/30/2021	HRA	20.00 M
	6302102	06/30/2021	HRA	674.86 M
	6302102	06/30/2021	FSA MEDICAL	65.00 M
	6302102	06/30/2021	HRA	237.83 M
	6302102	06/30/2021	HRA2	325.00 M
	6302102	06/30/2021	HRA	30.24 M
	6302102	06/30/2021	HRA	35.00 M
	6302102	06/30/2021	HRA	20.32 M
	6302102	06/30/2021	FSA HEALTH	35.00 M
	6302102	06/30/2021	HRA	2,284.03 M
	6302102	06/30/2021	FSA HEALTH	35.00 M
	6302102	06/30/2021	HRA	602.63 M
	6302102	06/30/2021	HRA	180.00 M
	6302102	06/30/2021	FSA HEALTH	98.27 M
	6302102	06/30/2021	FSA DEP	500.00 M
	6302102	06/30/2021	HRA	1,004.97 M
	6302102	06/30/2021	FSA HEALTH	382.50 M
	6302102	06/30/2021	FSA HEALTH	121.03 M
	6302102	06/30/2021	HRA	66.85 M
	6302102	06/30/2021	FSA HEALTH	30.00 M
	6302102	06/30/2021	FSA DEP	384.68 M
	6302102	06/30/2021	FSA HEALTH	15.00 M
	6302102	06/30/2021	HRA	1,929.68 M
	6302104	06/30/2021	HRA	.03 M
Total CHARD SNYDER & ASSOCIATES:				19,444.66
CLARK PEST CONTROL				
	87098	06/16/2021	PEST-AWAY SERVICE	281.00
Total CLARK PEST CONTROL:				281.00
CORELOGIC INFORMATION SOLUTIONS, IN				
	87144	06/16/2021	MAY INVOICE	477.41 M
Total CORELOGIC INFORMATION SOLUTIONS, IN:				477.41
CWEA				
	87099	06/16/2021	MEMBERSHIP RENEWAL, JAIME GARCIA, 396295	192.00
	87176	06/16/2021	COLLECTION SYSTEM MAINT CERT RENEWAL PINDAR	91.00 M
	87176	06/16/2021	MECH TECH GRD 3 MESSERSCHMIDT	101.00 M
	87176	06/16/2021	MECH TEC GRD 3 & PLANT MAINT GRD 4 PALLANTE	207.00 M
Total CWEA:				591.00
DATCO SERVICES CORP.				
	87172	06/16/2021	EMPLOYEE SCREENING	63.00 M
	87172	06/16/2021	EMPLOYEE SCREENING	45.00 M
Total DATCO SERVICES CORP.:				108.00
DELL COMPUTER CORP. C/O DELL USA L.				
	87100	06/16/2021	27" MONITOR	1,030.54
	87100	06/16/2021	PRECISION 3440 DESKTOP	1,605.35
	87100	06/16/2021	OPTIFLEX DESKTOP, MEMORY UPGRADE, ENVIRO FEE	1,196.66

Payee	Check Number	Check Issue Date	Description	Amount
Total DELL COMPUTER CORP. C/O DELL USA L.:				3,832.55
DEPENDABLE TOW				
	87101	06/16/2021	TOW SERVICE	600.00
Total DEPENDABLE TOW:				600.00
DIGI-KEY				
	87102	06/16/2021	FAN AXIAL	214.14
Total DIGI-KEY:				214.14
E&M ELECTRIC				
	87137	06/16/2021	Annual Software Update / Maintenance for Wonderware HMI / Historian	20,110.00 M
Total E&M ELECTRIC:				20,110.00
EMPLOYEE BENEFITS LAW GROUP				
	87096	06/01/2021	EMPLOYEE BENEFITS SERVICES AND EXPENSES	742.50 M
Total EMPLOYEE BENEFITS LAW GROUP:				742.50
EURO STYLE MANAGEMENT				
	87183	06/16/2021	PPE #1 PLANT COATING IMPROVEMENTS	47,819.46 M
	87183	06/16/2021	RETENTION #1 PLANT COATING IMPROVEMENTS	2,390.97- M
Total EURO STYLE MANAGEMENT:				45,428.49
FEDERAL EXPRESS CORP.				
	87103	06/16/2021	ADMIN SHIPPING CHARGES	195.03
	87145	06/16/2021	SHIPPING CHARGES FOR BABCOCK	109.92 M
Total FEDERAL EXPRESS CORP.:				304.95
FILTER BUY				
	87168	06/16/2021	26X20X2 MERV 13 CUSTOM FILTER	550.00 M
Total FILTER BUY:				550.00
FISHER SCIENTIFIC COMPANY				
	87104	06/16/2021	3458201	193.50
	87104	06/16/2021	MINERALS	149.40
	87104	06/16/2021	ANALYTICAL COLUMN 4X250MM	1,710.65
	87104	06/16/2021	GUARD COLUMN IONPAX	576.89
	87104	06/16/2021	5ML VIALS	194.74
	87104	06/16/2021	FILTER CAPS	597.49
	87104	06/16/2021	DIONEX ADRS600 SUPPRESSOR	1,418.72
	87104	06/16/2021	SHIPPING FUEL SURCHARGE	4.71
	87104	06/16/2021	RACK TEST TUBES, SAFETY GLASSES	474.63
Total FISHER SCIENTIFIC COMPANY:				5,320.73
FRANK OLSEN COMPANY				
	87105	06/16/2021	1 1/2" STAINLESS STEEL ROD	1,943.46

Payee	Check Number	Check Issue Date	Description	Amount
Total FRANK OLSEN COMPANY:				1,943.46
GOVERNMENTJOBS.COM INC				
	87136	06/10/2021	ANNUAL SUBSCRIPTION 6/17/21-6/16/22	954.00 M
Total GOVERNMENTJOBS.COM INC:				954.00
GRAINGER INC., W.W.				
	87106	06/16/2021	LOTION, BODY WASH CARTRIDGES	155.59
	87106	06/16/2021	RIGID PIPE STRAP, V-BELT, BUTTON CELL BATTERY	290.95
	87151	06/16/2021	HOODED COVERALLS WHITE & W/SOCKS	1,008.77 M
	87151	06/16/2021	HOODED COVERALL W/SOCK GRAY	476.30 M
	87151	06/16/2021	PVC PIPE, GRAY SCHEDULE 80 100FT	134.88 M
Total GRAINGER INC., W.W.:				2,066.49
HACH CHEMICAL COMPANY				
	87107	06/07/2021	SENSOR CAP REPLACEMENT KIT	309.61- V
	87107	06/07/2021	PROBE REPLACEMENT STIRRER ASSEMBLY	175.37- V
	87107	06/07/2021	BOD STANDARD SOLUTION	54.84- V
	87107	06/07/2021	PHOSPHATE REAGENT POWDER PILLOWS	763.95- V
	87107	06/07/2021	ALKALINITY STANDARD SOLUTION	78.47- V
	87107	06/07/2021	FREIGHT AND TAX	120.08- V
	87107	06/07/2021	1MG/L STANDARD SOLUTION AMTAX	559.68- V
	87107	06/07/2021	10MG/L STANDARD SOLUTION AMTAX	559.69- V
	87107	06/16/2021	SENSOR CAP REPLACEMENT KIT	309.61
	87107	06/16/2021	PROBE REPLACEMENT STIRRER ASSEMBLY	175.37
	87107	06/16/2021	BOD STANDARD SOLUTION	54.84
	87107	06/16/2021	PHOSPHATE REAGENT POWDER PILLOWS	763.95
	87107	06/16/2021	ALKALINITY STANDARD SOLUTION	78.47
	87107	06/16/2021	FREIGHT AND TAX	120.08
	87107	06/16/2021	1MG/L STANDARD SOLUTION AMTAX	559.68
	87107	06/16/2021	10MG/L STANDARD SOLUTION AMTAX	559.69
	87148	06/16/2021	BOD STANDARD SOLUTION	54.84 M
	87148	06/16/2021	PROBE REPLACEMENT STIRRER ASSEMBLY	175.37 M
	87148	06/16/2021	PHOSPHATE REAGENT POWDER PILLOWS	763.95 M
	87148	06/16/2021	ALKALINITY STANDARD SOLUTION	78.47 M
	87148	06/16/2021	FREIGHT AND TAX	120.08 M
	87148	06/16/2021	SENSOR CAP REPLACEMENT KIT	309.61 M
	87169	06/16/2021	1MG/L & 10MG/L STANDARD SOLUTION AMTAX	1,119.37 M
Total HACH CHEMICAL COMPANY:				2,621.69
HUNT & SONS INC.				
	87108	06/16/2021	UNLEADED GASOLINE	2,124.32
	87108	06/16/2021	COMPLIANCE FEE	9.75
Total HUNT & SONS INC.:				2,134.07
IDEXX LABORATORIES INC.				
	87109	06/16/2021	SHRINK BANED VESSELS 120ML	198.01
Total IDEXX LABORATORIES INC.:				198.01
ILEANA VASSILIOU				
	87143	06/16/2021	MAY TRAINING	400.00 M

Payee	Check Number	Check Issue Date	Description	Amount
	87143	06/16/2021	MAY TRAINING	200.00 M
	87143	06/16/2021	MAY TRAINING	400.00 M
Total ILEANA VASSILIOU:				1,000.00
K.G. WALTERS CONSTRUCTION., INC.				
	87182	06/16/2021	PPE#2 2020 HEADWORKS IMPROVEMENTS PROJECT	363,968.83 M
	87182	06/16/2021	RETENTION #2 2020 HEADWORKS IMPROVEMENTS PROJECT	18,198.44- M
Total K.G. WALTERS CONSTRUCTION., INC.:				345,770.39
KEN GRADY CO. INC				
	87170	06/16/2021	50% LEL(2.5% METHANE) CALIBRATION GAS	467.18 M
Total KEN GRADY CO. INC:				467.18
KONICA MINOLTA BUSINESS SOLUTIONS U				
	87173	06/16/2021	JUNE INVOICE	156.55 M
Total KONICA MINOLTA BUSINESS SOLUTIONS U:				156.55
LHOIST NORTH AMERICA				
	87139	06/16/2021	HYDRATED LIME	9,080.89 M
	87139	06/16/2021	HYDRATED LIME	8,660.03 M
Total LHOIST NORTH AMERICA:				17,740.92
LIBERTY PROCESS EQUIPMENT INC				
	87110	06/16/2021	3Q C3220QL CDQ STATOR	10,765.18
Total LIBERTY PROCESS EQUIPMENT INC:				10,765.18
LIBERTY UTILITIES				
	87160	06/16/2021	MAY ELECTRIC	6.21 M
	87160	06/16/2021	MAY ELECTRIC	34.11 M
	87160	06/16/2021	MAY ELECTRIC	22.97 M
	87160	06/16/2021	MAY ELECTRIC	24.04 M
	87160	06/16/2021	MAY ELECTRIC	27.67 M
Total LIBERTY UTILITIES:				115.00
MCMASTER-CARR				
	87111	06/16/2021	ANCHORING ADHESIVE FOR CONCRETE	91.40
	87111	06/16/2021	316 STAINLESS STEEL STUD ANCHOR	312.23
Total MCMASTER-CARR:				403.63
MMS WEST				
	87112	06/16/2021	CONTRACT BASE RATE CHARGE FOR 6/22/21-6/21/22	481.00
Total MMS WEST:				481.00
MOTION INDUSTRIES				
	87163	06/16/2021	TIMKEN CP-50 & CP-40 SKF SPEEDI SLEEVES	661.30 M
Total MOTION INDUSTRIES:				661.30

Payee	Check Number	Check Issue Date	Description	Amount
MOUNTAIN HARDWARE				
	87113	06/16/2021	INNER TUBE FOR COMPRESSOR FLAT	10.81
	87113	06/16/2021	INTERTED TIP MARKER FLUOR GREEN	81.72
	87113	06/16/2021	LIQUID PROPANE GAS	24.46
	87180	06/16/2021	LINE TRIMR	44.36 M
Total MOUNTAIN HARDWARE:				161.35
MSC INDUSTRIAL SUPPLY				
	87114	06/16/2021	36" WIDE X1/64" THICK VEGETABLE FIBER SHEET	19.87
	87114	06/16/2021	DREMEL - WHEEL MANDREL	8.55
	87114	06/16/2021	BAND SAW BLADE	110.87
	87166	06/16/2021	THICK WELDED BAND SAW BLADES QTY 2	110.87 M
Total MSC INDUSTRIAL SUPPLY:				250.16
NAPA- SIERRA				
	87159	06/16/2021	8 VOLT BATTERY	906.27 M
Total NAPA- SIERRA:				906.27
NATIONAL ANALYTICAL LABORATORIES				
	87134	06/10/2021	ASBESTOS & LEAD BUILDING INSPECTION NOT TO EXCEED \$2000.00	1,943.00 M
Total NATIONAL ANALYTICAL LABORATORIES:				1,943.00
NORTHERN SIERRA AQMD				
	87135	06/10/2021	VAPOR RECOVERY PERMIT	83.79 M
	87135	06/24/2021	VAPOR RECOVERY PERMIT	83.79- V
	87185	06/23/2021	AQMD PERMIT TO OPERATE VHEQ-23	147.38 M
Total NORTHERN SIERRA AQMD:				147.38
NORTHERN TOOL & EQUIPMENT				
	87115	06/16/2021	MANUAL GENERATOR TRANSFER SWITCH	201.33
	87178	06/16/2021	GAS POWERED WHEELBARROW AIR COMPRESSOR	1,147.44 M
Total NORTHERN TOOL & EQUIPMENT:				1,348.77
OFFICE DEPOT				
	87116	06/16/2021	HON VERTICAL 4 DRAWER FILE CABINET - CHARCOAL	548.75
	87116	06/16/2021	GREEN MT COFFEE - DARK MAGIC	33.56
	87116	06/16/2021	GREEN MT COFFEE - SUMATRA	33.56
	87116	06/16/2021	SALT/PEPPER SHAKERS	21.84
	87116	06/16/2021	POST IT PAGE MARKERS	4.34
	87116	06/16/2021	POST IT GREENER PAGE MARKERS	3.63
	87116	06/16/2021	POST IT ARROW FLAGS	4.74
	87116	06/16/2021	BUSY BEE HONEY	14.78
	87116	06/16/2021	MEDIUM POINT PENS - BLUE INK	6.78
	87116	06/16/2021	MEDIUM POINT PENS - BLACK INK	6.78
	87116	06/16/2021	SHARPIE FINE POINT BLACK	20.02
	87116	06/16/2021	FEBREEZE REFILLS	50.65
	87116	06/16/2021	LEGAL INDEX DIVIDERS, SIDE TAB, #1-10	48.60
	87116	06/16/2021	HP902XL INK CARTIDGES	71.05
Total OFFICE DEPOT:				869.08

Payee	Check Number	Check Issue Date	Description	Amount
PAN PACIFIC SUPPLY				
	87147	06/16/2021	55MM CHESTERTON 155 SEAL	1,822.60 M
	87147	06/16/2021	55MM CHESTERTON 155 SPK	3,719.47 M
Total PAN PACIFIC SUPPLY:				5,542.07
PAYMENTUS GROUP INC				
	87097	06/01/2021	JANUARY 21 TRANSACTION FEES	247.00 M
Total PAYMENTUS GROUP INC:				247.00
PERS-RETIREMENT				
	6172101	06/17/2021	UAL ADDITIONAL	1,320,500.00 M
Total PERS-RETIREMENT:				1,320,500.00
PETTY CASH				
	87187	06/30/2021	REIMB ROSHELLE LED DESK LAMP	51.94 M
	87187	06/30/2021	REIMB AARON MTN HARDWARE FOR PLANT PAINTING PROJ	58.41 M
Total PETTY CASH:				110.35
PRAXAIR DISTRIBUTION INC				
	87117	06/16/2021	MAY CYLINDER RENTALS	77.33
Total PRAXAIR DISTRIBUTION INC:				77.33
REXEL				
	87118	06/16/2021	BEZEL MOUNTING KIT, CABLE KIT	431.63
	87118	06/16/2021	PROFIBUS COMM ADAPTOR	1,211.01
	87118	06/16/2021	POWERFLEX 525 AC DRIVE	2,454.77
	87118	06/16/2021	POWERFLEX HANDHELD HIM	720.91
Total REXEL:				4,818.32
ROY SMITH COMPANY				
	87164	06/16/2021	LIQUID OXYGEN	4,374.01 M
	87164	06/16/2021	LIQUID OXYGEN	3,928.96 M
	87164	06/16/2021	LIQUID OXYGEN	225.30 M
Total ROY SMITH COMPANY:				8,528.27
Samson Engineering & Machinery Co.				
	87165	06/16/2021	ROTO BINDICATOR	614.69 M
Total Samson Engineering & Machinery Co.:				614.69
SHRED-IT USA				
	87119	06/16/2021	JANUARY INVOICE	296.00
	87119	06/16/2021	FEBRUARY INVOICE	148.00
	87119	06/16/2021	MARCH INVOICE	148.00
	87119	06/16/2021	APRIL INVOICE	280.11
	87119	06/16/2021	MAY INVOICE	203.59
Total SHRED-IT USA:				1,075.70

Payee	Check Number	Check Issue Date	Description	Amount
SNAP-ON INDUSTRIAL				
	87120	06/16/2021	PLASTIC TOOL BOX	18.22
Total SNAP-ON INDUSTRIAL:				18.22
SOUTHWEST GAS CORP.				
	87141	06/16/2021	MAY NATURAL GAS 10%	128.89 M
	87141	06/16/2021	MAY NATURAL GAS 90%	1,160.05 M
	87141	06/16/2021	MAY NATURAL GAS 10%	179.46 M
	87141	06/16/2021	MAY NATURAL GAS 90%	1,615.14 M
Total SOUTHWEST GAS CORP.:				3,083.54
STAPLES INC				
	87146	06/16/2021	CALCULATOR RIBBONS	19.13 M
Total STAPLES INC:				19.13
TAHOE FOREST HOSP. DIST./TAHOE WORX				
	87121	06/16/2021	EMPLOYEE SCREENING	134.50
	87121	06/16/2021	EMPLOYEE SCREENING	125.00
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				259.50
TAHOE SUPPLY COMPANY LLC				
	87122	06/16/2021	DETERGENT, LINERS, TOWELS	546.73
	87122	06/16/2021	SINGLE FOLD TOWELS	92.84
Total TAHOE SUPPLY COMPANY LLC:				639.57
TAHOE TRUCKEE DISPOSAL				
	87142	06/16/2021	MAY SLUDGE	5,444.84 M
	87142	06/16/2021	MAY CENTRIFUGE	13,201.85 M
Total TAHOE TRUCKEE DISPOSAL:				18,646.69
TANYA THAYER				
	87133	06/09/2021	COVID AUTO RELIEF	500.82 M
Total TANYA THAYER:				500.82
TELSTAR				
	87123	06/16/2021	VACUUM SWITCH, HIGH	2,530.11
	87123	06/16/2021	DIAPHRAGM, SEALING	57.63
	87123	06/16/2021	O-RING, VITON	31.65
	87123	06/16/2021	MICRO SWITCH	208.10
Total TELSTAR:				2,827.49
THATCHER COMPANY OF CA INC				
	87140	06/16/2021	50% SODIUM HYDROXIDE (CAUSTIC)	10,105.93 M
	87140	06/16/2021	FUEL SURCHARGE	110.00 M
	87153	06/16/2021	CHLORINE	7,920.00 M
	87153	06/16/2021	CHLORINE EMPTIES	4,000.00- M
Total THATCHER COMPANY OF CA INC:				14,135.93

Payee	Check Number	Check Issue Date	Description	Amount
THE FIRE STORE				
	87161	06/14/2021	QUADFOG NOZZLE 1.5"	2,528.16- V
	87161	06/16/2021	QUADFOG NOZZLE 1.5"	2,528.16 M
Total THE FIRE STORE:				.00
THE NELAC INSTITUTE				
	87156	06/16/2021	INDIVIDUAL MEMBERSHIP 1YR JASON HAYS	75.00 M
Total THE NELAC INSTITUTE:				75.00
THE UNION				
	87154	06/16/2021	REPORT OF ANNUAL SVC CHARGES EMAIL	308.40 M
	87154	06/16/2021	2021 DIGITAL SCANNING OF SEWER LINES PROJECT	776.24 M
Total THE UNION:				1,084.64
TOTAL COMPENSATION SYSTEMS INC				
	87174	06/16/2021	ACTUARIAL VALUATION SERVICES 1ST INSTALLMENT	1,710.00 M
TOTAL COMPENSATION SYSTEMS INC:				1,710.00
TRANSCAT.COM				
	87124	06/16/2021	RALSTON QUICK HOSE KIT	140.13
Total TRANSCAT.COM:				140.13
Transtronics				
	87125	06/16/2021	PRECISION DIGITAL	905.95
Total Transtronics:				905.95
TRUCKEE DONNER PUD				
	87126	06/16/2021	MAY ELECTRIC 90/10	4.80
	87126	06/16/2021	MAY ELECTRIC 90/10	43.13
	87126	06/16/2021	MAY ELECTRIC 90/10	5.58
	87126	06/16/2021	MAY ELECTRIC 90/10	50.18
	87126	06/16/2021	MAY ELECTRIC 90/10	2.73
	87126	06/16/2021	MAY ELECTRIC 90/10	24.59
	87126	06/16/2021	MAY ELECTRIC 90/10	6,977.20
	87126	06/16/2021	MAY ELECTRIC 90/10	62,794.74
Total TRUCKEE DONNER PUD:				69,902.95
TYLER PENN				
	87167	06/16/2021	REIMB GRD V & CERT EXAM	620.00 M
Total TYLER PENN:				620.00
U.S. BANK CM-9690				
	6222101	06/22/2021	2020 REVENUE REFUNDING BONDS	2,643,249.33 M
Total U.S. BANK CM-9690:				2,643,249.33
U.S. BANK CARD DIVISION				
	6302103	06/30/2021	MARCH PHONE	73.94 M
	6302103	06/30/2021	MARCH PHONE	36.97 M

Payee	Check Number	Check Issue Date	Description	Amount
	6302103	06/30/2021	MARCH PHONE	336.25 M
	6302103	06/30/2021	MARCH PHONE	151.29 M
	6302103	06/30/2021	MARCH PHONE	57.16 M
	6302103	06/30/2021	APRIL PHONE	75.10 M
	6302103	06/30/2021	APRIL PHONE	37.55 M
	6302103	06/30/2021	APRIL PHONE	304.89 M
	6302103	06/30/2021	APRIL PHONE	190.59 M
	6302103	06/30/2021	APRIL PHONE	57.74 M
	6302103	06/30/2021	HAZWOPER REFRESHER FOR SWANN	39.95 M
	6302103	06/30/2021	1/4" TURN BALL VALVE 1/2" FEM PIPE	68.25 M
	6302103	06/30/2021	CHEMICAL BIB OVERALLS AND JACKETS	1,806.00 M
	6302103	06/30/2021	TRAILER DECK SCREWS	25.40 M
	6302103	06/30/2021	FAN 02119 TANE 11.25 BLADE MOTOR TRANE	1,050.97 M
	6302103	06/30/2021	ROSEMOUNT 0306 INLINE MANIFOLD	761.90 M
	6302103	06/30/2021	FREIGHT OFF OLD SCBA'S	927.66 M
	6302103	06/30/2021	SQUARE D BREAKER 225 AMP	811.88 M
	6302103	06/30/2021	FULL SIZE OVER THE EAR HEADPHONES	43.28 M
	6302103	06/30/2021	DUO-SPORE BIOLOGICAL INDICATOR TEST	145.02 M
	6302103	06/30/2021	DELL LATITUDE RUGGED TABLET 11.6"	2,602.86 M
	6302103	06/30/2021	RENEWAL FOR DAVIS-SCHRANDT	384.00 M
	6302103	06/30/2021	ANNUAL PERMIT FEE FOR VAPOR RECOVERY	57.61 M
	6302103	06/30/2021	SAFETY BOOTS FISCHER	129.89 M
	6302103	06/30/2021	KIRKLAND SIGNATURE BOTTLED WATERS	389.99 M
	6302103	06/30/2021	WALL MOUNT ELECTRIC HEATER 120V	257.34 M
	6302103	06/30/2021	ADOBE IT	17.99 M
	6302103	06/30/2021	GOOGLE GSUITE	900.00 M
	6302103	06/30/2021	MICROSOFT	309.50 M
	6302103	06/30/2021	WEB SERVICES	7.31 M
	6302103	06/30/2021	GOTOMEETING	84.00 M
	6302103	06/30/2021	RENEWAL OF PE LICENSE	180.00 M
	6302103	06/30/2021	ZOOM MEETINGS	110.00 M
	6302103	06/30/2021	MOTOR OVERLOAD PROTECTION 8000	580.44 M
	6302103	06/30/2021	5430 REPLACEMENT INK	31.25 M
	6302103	06/30/2021	VACUUM PUMP3 FOOT HOSE	844.04-M
Total U.S. BANK CARD DIVISION:				12,199.93
ULINE				
	87127	06/16/2021	NITRILE GLOVES, ORANGE, SIZE LARGE	78.78
	87127	06/16/2021	NITRILE GLOVES - ORANGE, SIZE LARGE	1,495.54
	87127	06/16/2021	GAS CAN, TYPE 2, YELLOW, 5 GALLON	205.00
	87127	06/16/2021	STEEL STRAPING CART	368.68
	87127	06/16/2021	HIGH TENSILE STEEL STRAPPING	315.65
	87127	06/16/2021	GOJO FOAMING SOAP	115.74
	87127	06/16/2021	FABULOSO FLOOR CLEANER	73.61
	87127	06/16/2021	UNIVERSAL SORBENT PADS	138.56
	87127	06/16/2021	ADDITIONAL BEAMS FOR PALLET RACKS 108"	236.19
	87127	06/16/2021	STORAGE CABINET	958.61
Total ULINE:				3,986.36
UNIFIRST CORPORATION				
	87128	06/16/2021	UNIFORMS	129.06
	87128	06/16/2021	UNIFORMS	13.08
	87128	06/16/2021	UNIFORMS	74.49
	87128	06/16/2021	UNIFORMS	82.05
	87128	06/16/2021	UNIFORMS	84.73

Payee	Check Number	Check Issue Date	Description	Amount
	87128	06/16/2021	UNIFORMS	129.06
	87128	06/16/2021	UNIFORMS	13.08
	87128	06/16/2021	UNIFORMS	74.49
	87128	06/16/2021	UNIFORMS	82.05
	87128	06/16/2021	UNIFORMS	25.96
	87128	06/16/2021	UNIFORMS	15.15
	87128	06/16/2021	UNIFORMS	129.06
	87128	06/16/2021	UNIFORMS	13.08
	87128	06/16/2021	UNIFORMS	74.49
	87128	06/16/2021	UNIFORMS	82.05
	87128	06/16/2021	UNIFORMS	12.67
	87150	06/16/2021	UNIFORMS	15.15 M
	87150	06/16/2021	UNIFORMS	129.06 M
	87150	06/16/2021	LAUNDRY BAGS	2.93 M
	87150	06/16/2021	UNIFORMS	13.08 M
	87150	06/16/2021	UNIFORMS	81.51 M
	87150	06/16/2021	UNIFORMS	25.96 M
	87150	06/16/2021	UNIFORMS	15.15 M
	87150	06/16/2021	UNIFORMS	15.15 M
Total UNIFIRST CORPORATION:				1,332.54
UNIVAR USA INC.				
	87149	06/16/2021	METHANOL	13,941.08 M
Total UNIVAR USA INC.:				13,941.08
VARIED PRODUCTS				
	87129	06/16/2021	WIPES	312.62
Total VARIED PRODUCTS:				312.62
VICKY LUFRANO				
	87138	06/16/2021	JUNE CELL PHONE	42.80 M
Total VICKY LUFRANO:				42.80
WESTERN ENV. TESTING LAB.				
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	622.75 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
	87158	06/16/2021	QUARTERLY BIO SOLIDS TESTING	79.00 M
Total WESTERN ENV. TESTING LAB.:				1,175.75
WESTERN NEVADA SUPPLY				
	87130	06/16/2021	NIPPLE CLOSE BRASS 1-1/2"	82.97
Total WESTERN NEVADA SUPPLY:				82.97
WILEY, PRICE & RADULOVICH				
	87131	06/16/2021	APRIL FEES	2,474.00
	87177	06/16/2021	MAY FEES	13,533.00 M

Payee	Check Number	Check Issue Date	Description	Amount
Total WILEY, PRICE & RADULOVICH:				16,007.00
WITMER PUBLIC SAFETY GROUP INC				
	87162	06/16/2021	QUADFOG NOZZLE 1.5"	2,528.16 M
Total WITMER PUBLIC SAFETY GROUP INC:				2,528.16
ZORO				
	87132	06/16/2021	MH BULBS	128.56
	87132	06/16/2021	WINDSOCK KIT	259.12
	87132	06/16/2021	12 AWG 2 CONDUCTOR 50FT	41.92
	87132	06/16/2021	CENTER PUNCH SET W/POUCH	23.34
	87152	06/16/2021	DISK FILTER, BAYONET, CHEMICAL CARTRIDGE	580.45 M
	87152	06/16/2021	3 WIRE STRAIGHT BLADE PLUG HOSPITAL GRD 125VAC 15A	245.06 M
	87152	06/16/2021	HANDHELD FLASHLIGHT, COGGED V BELT, GE LIGHTING	292.65 M
	87152	06/16/2021	CREDIT FOR GE LIGHTING INV9487175	137.16- M
	87152	06/16/2021	HEX TAP BOLT, STAINLESS STEEL, HEX NUTS,STEEL FENDER	160.24 M
	87152	06/16/2021	PVC DEEP SOCKET COUPLING	134.57 M
	87152	06/16/2021	FITTING, EXTERNAL COUPLING TYPE 2" PIPE	269.33 M
Total ZORO:				1,998.08
Grand Totals:				4,725,214.59



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: IV-2
Subject: Approval of financial statements

Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, (3) Local Agency Investment Fund (LAIF) statement, and (4) California Employers' Retiree Benefit Trust (CERBT) Fund statement.

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

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

The LAIF and CERBT statements provide a summary within the account.

Fiscal Impact

None.

Attachments

Report of financial statements.

Recommendation

Management and staff recommend approval of the financial statements.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
 Fund 10: General Fund
 Fiscal Year 2020 - 2021
 Period Ending June 30, 2021

	Budget \$	Month \$	Month %	YTD \$	YTD ⁽¹⁾ %
REVENUE					
Income from Service Charge	12,823,000.00	4,483.48	0.0	12,945,203.39	101.0
Covid Relief	-	(4,053.33)	0.0	(209,268.27)	0.0
Tax Revenue - Ad Valorem	3,900,000.00	75,912.83	1.9	3,780,546.90	96.9
Fund Interest	18,000.00	325.99	1.8	38,221.97	212.3
Other Revenue	7,500.00	1,541.01	20.5	16,902.19	225.4
Temporary Discharge	1,500.00	0.00	0.0	22,501.59	1,500.1
TOTAL REVENUE	16,750,000.00	78,209.98	0.5	16,594,107.77	99.1
EXPENDITURE					
Salaries & Wages	5,658,400.00	436,197.70	7.7	5,053,909.70	89.3
Employee Benefits	3,469,100.00	254,896.52	7.3	3,138,683.92	90.5
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	2,360.99	4.8	48,432.35	97.4
CSRMA Insurance	210,000.00	0.00	0.0	244,468.61	116.4
Professional Memberships	47,500.00	1,658.00	3.5	36,038.00	75.9
Agency Permits & Licenses	178,000.00	0.00	0.0	188,962.19	106.2
Office Expense	271,400.00	30,683.27	11.3	208,839.22	76.9
Contractual Services	1,896,900.00	189,764.73	10.0	1,762,269.94	92.9
Professional Services	805,000.00	24,038.28	3.0	439,571.45	54.6
Conferences & Training	107,500.00	2,039.95	1.9	36,797.03	34.2
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	74,163.93	7.4	967,328.16	96.6
Supplies, Repairs & Maintenance	789,300.00	64,176.08	8.1	619,261.88	78.5
TOTAL EXPENDITURE	14,492,400.00	1,079,979.45	7.5	12,744,562.45	87.9
NET INCOME	2,257,600.00			3,849,545.32	
Unfunded Accrued Liability	3,616,977.00	3,630,889.00	100.4	3,630,889.00	100.4

Note:

(1) 100% of the fiscal year has elapsed.

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



Tahoe-Truckee Sanitation Agency
 Fund 02: Wastewater Capital Reserve
 Fiscal Year 2020 - 2021
 Period Ending June 30, 2021

DESCRIPTION	Budget	Month	Month	YTD	YTD ⁽¹⁾
	\$	\$	%	\$	%
Barscreens, Washers, Compactors	225,000.00	413,623.96	183.8	681,213.68	302.8
Digester & Plant Heating Improvements	-	10,776.57	-	82,647.90	-
Portable Emergency Pump System	-	-	-	19,132.80	-
Plant Air Compressor	-	-	-	24,519.22	-
Security Improvements	100,000.00	-	-	73,500.05	73.5
Hydraulic Pump and Power Pack	60,000.00	-	-	72,134.03	120.2
Control Room Upgrades 02 & 13	-	1,943.00	-	1,943.00	-
SUB TOTAL	385,000.00	426,343.53	110.7	955,090.68	248.1
Allocation of 73.2% of Bond Payment	2,222,378.00	-	-	2,222,378.00	100.0
TOTAL	2,607,378.00	426,343.53	16.4	3,177,468.68	121.9

Note:

(1) 100% of the fiscal year has elapsed



Tahoe-Truckee Sanitation Agency
 Fund 06: Replacement, Rehabilitation and Upgrade
 Fiscal Year 2020 - 2021
 Period Ending June 30, 2021

DESCRIPTION	Budget \$	Month \$	Month %	YTD \$	YTD ⁽¹⁾ %
Plant Coating Improvements	550,000.00	47,891.87	8.7	270,844.43	49.2
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	-	-	317,183.11	90.6
Accounting Software Upgrade	-	-	-	10,870.00	-
EPDM Roof Replacement	800,000.00	-	-	439,330.09	54.9
VFD Replacements	-	-	-	98,836.98	-
TRI Improvemens	100,000.00	-	-	-	-
Centrifuge Rebuild	-	-	-	55,100.00	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	21,152.06	70.5	21,152.06	70.5
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
Lime System Improvements	-	-	-	818.17	-
Facility Asphalt Sealing	-	-	-	735.44	-
Chlorine Scrubber Replacement	-	2,479.85	-	137,332.91	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	32,734.90	93.5
Chiller Replacement	150,000.00	-	-	727.28	0.5
SCBA Tank Replacement	35,000.00	-	-	36,472.39	104.2
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
SUB TOTAL	2,385,000.00	71,523.78	3.0	1,422,137.76	59.6
Allocation of 26.8% of Bond Payment	813,658.00	-	-	813,658.10	100.0
TOTAL	3,198,658.00	71,523.78	2.2	2,235,795.86	69.9

Note:

(1) 100% of the fiscal year has elapsed

TAHOE-TRUCKEE SANITATION AGENCY
 COMBINED CASH INVESTMENT
 JUNE 30, 2021

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	893,798.90
99-00-0101-000	CASH - USB SERVICE CHARGE	36,302.70
99-00-0102-000	CASH - US BANK TAX REV	89,923.56
99-00-0103-000	CASH - US BANK WWCRF	296,482.85
99-00-0104-000	CASH - WELLS FARGO PAYROLL	5,230.59
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	496,394.08
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	41,147,144.03
99-00-0179-000	UTILITY POST IN ERROR	27,028.54
		<hr/>
	TOTAL COMBINED CASH	42,992,905.25
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	(42,992,905.25)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUN	21,324,016.12
6	ALLOCATION TO R. R. & UPGRADE FUND	9,672,261.37
7	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	7,264,702.90
10	ALLOCATION TO GENERAL FUND	4,731,924.86
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	42,992,905.25
	ALLOCATION FROM COMBINED CASH FUND - 99	(42,992,905.25)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

[Investment Data](#)

[My Account Profile](#)

[Documentation/Forms](#)

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	22.353260	662,665.614	\$14,812,737.19
Total			\$14,812,737.19

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California State Treasurer
Fiona Ma, CPA



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

July 01, 2021

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TAHOE TRUCKEE SANITATION AGENCY

TREASURER
13720 BUTTERFIELD DRIVE
TRUCKEE, CA 96161

[Tran Type Definitions](#)

Account Number: 70-31-001

June 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/9/2021	6/9/2021	RW	1676483	1636678	MICHELLE MACKEY	-300,000.00
6/16/2021	6/15/2021	RW	1676872	1637067	MICHELLE MACKEY	-500,000.00
6/17/2021	6/16/2021	RW	1676955	1637152	MICHELLE MACKEY	-4,200,000.00
6/30/2021	6/30/2021	RW	1677783	1637973	MICHELLE MACKEY	-500,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	46,647,144.03
Total Withdrawal:	-5,500,000.00	Ending Balance:	41,147,144.03



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-3
Subject: Approval of Progress Pay Estimate No. 1 for the 2021 Chiller Replacement project

Background

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

During this pay period, the contractor completed approximately 95% of the work as detailed on Progress Pay Estimate No. 1.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 1 would yield a payment to the contractor of \$69,127.89.

Attachments

Progress Pay Estimate No. 1.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 1 for the 2021 Chiller Replacement project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



**Tahoe-Truckee Sanitation Agency
2021 Chiller Replacement Project**

GL Code: 06-09-1500-038

GL Description: Chiller Replacement

Progress Pay Estimate No. 1

May 29, 2021 to June 28, 2021

OWNER:

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

CONTRACTOR:

Johnson Controls, Inc.
103 Woodmere Rd. Ste. 110
Folsom, CA 95630

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Provide all labor, equipment, tools, materials, and services necessary to provide a complete functional Chiller System that performs effectively and efficiently at 6,000 feet and with the Agency's existing HVAC system.	\$76,596.00	1	LUMP SUM	\$76,596.00	95.00%	\$72,766.20
TOTAL					\$76,596.00		\$72,766.20

TOTAL EARNED TO DATE:	\$72,766.20
5% TOTAL RETENTION TO DATE:	\$3,638.31
TOTAL AMOUNT PREVIOUSLY PAID:	\$0.00
TOTAL AMOUNT DUE CONTRACTOR:	\$69,127.89

ACCEPTED BY:

Johnson Controls, Inc.

BY:

Julie Spear

DATE:

4/30/2021

APPROVED BY:

Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Progress Pay Estimate No. 2 for the 2021 Plant Painting project

Background

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

Through this pay period, the contractor completed approximately 20% of the work as detailed on Progress Pay Estimate No. 2.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 2 would yield a payment to the contractor of \$37,810.00.

Attachments

Progress Pay Estimate No. 2.

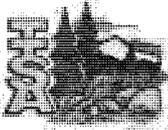
Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 2 for the 2021 Plant Painting project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



**Tahoe-Truckee Sanitation Agency
2021 Plant Painting Project**

GL Code: 06-09-15001

GL Description: Plant Coating Improvements

Progress Pay Estimate No. 2

May 29, 2021 to June 28, 2021

OWNER:

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

CONTRACTOR:

Euro Style Management
3600 Madison Ave #51B
North Highlands, CA 95660

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	General: The total lump sum, including all labor, materials, equipment, and tools for mobilization.	\$20,000.00	1	LUMP SUM	\$20,000.00	100.00%	\$20,000.00
2	General: The total lump sum, including all labor, materials, equipment, and tools for demobilization.	\$10,000.00	1	LUMP SUM	\$10,000.00	0.00%	\$0.00
3	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Stripper Basin No. 58.	\$6,000.00	1	LUMP SUM	\$6,000.00	0.00%	\$0.00
4	Work Area #1, Stripper Basin No. 58: The total lump sum for all labor, materials, equipment and tools to remove, dispose of, replace, and coat two (2) existing 12" diameter pipes and related fittings in Stripper Basin No. 58; limits of removal as shown in the contract drawings.	\$8,000.00	1	LUMP SUM	\$8,000.00	0.00%	\$0.00
5	Work Area #1, Stripper Basin No. 58: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Stripper Basin No. 58.	\$40,000.00	1	LUMP SUM	\$40,000.00	50.00%	\$20,000.00
6	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Stripper Basin No. 58.	\$4,000.00	1	LUMP SUM	\$4,000.00	0.00%	\$0.00
7A	Work Area #1, Stripper Basin No. 58: Perform welding repairs as directed by Agency. This bid item shall include four (4) hours of welding and \$250 for material (see Technical Specifications, Section 05 05 00 for more information).	\$200.00	4	HOURS	\$800.00	0.00%	\$0.00
7B		\$250.00	1	LUMP SUM	\$250.00	0.00%	\$0.00
8	Work Area #1, Stripper Basin No. 58: The unit price per hour for grinding work in Stripper Basin No. 58.	\$80.00	6	HOURS	\$480.00	0.00%	\$0.00
9	Work Area #1, Stripper Basin No. 58: The unit price to replace bolts and nuts on the inner and outer influent wells in Stripper Basin No. 58 and as described in the contract documents.	\$30.00	216	EACH	\$6,480.00	0.00%	\$0.00
10	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating from specified items in Stripper Basin No. 58.	\$68,000.00	1	LUMP SUM	\$68,000.00	0.00%	\$0.00
11	Work Area #1, Stripper Basin No. 58: The total lump sum, including all labor materials, equipment, and tools to apply the specified coatings to specified items in Stripper Basin No. 58.	\$40,000.00	1	LUMP SUM	\$40,000.00	0.00%	\$0.00
12	Work Area #1, Stripper Basin No. 58: The unit price per linear foot for caulking in Stripper Basin No. 58.	\$16.00	100	L.F.	\$1,600.00	0.00%	\$0.00
13	Work Area #1, Stripper Basin No. 58: Extended two (2) year warranty for coating systems applied by contractor in Stripper Basin No. 58 and in accordance with the Contract Documents.	\$5,000.00	1	LUMP SUM	\$5,000.00	0.00%	\$0.00
14	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to remove and dispose of the existing scale and surface contamination from items specified to be coated in Secondary Clarifier No. 2.	\$6,000.00	1	LUMP SUM	\$6,000.00	100.00%	\$6,000.00

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
15	Work Area #2, Secondary Clarifier No. 2: The total lump sum for all labor, materials, equipment, and tools to install dust containment system before the start of work and removal after completion of work in Secondary Clarifier No. 2.	\$48,000.00	1	LUMP SUM	\$48,000.00	50.00%	\$24,000.00
16	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to perform inspection blast on areas where the coating has failed in Secondary Clarifier No. 2.	\$9,800.00	1	LUMP SUM	\$9,800.00	100.00%	\$9,800.00
17A	Work Area #2, Secondary Clarifier No. 2: Perform welding repairs as directed by Agency. This bid item shall include four (4) hours of welding and \$250 for material (see Technical Specifications, Section 05 05 00 for more information).	\$200.00	4	HOURS	\$800.00	0.00%	\$0.00
17B		\$250.00	1	LUMP SUM	\$250.00	0.00%	\$0.00
18	Work Area #2, Secondary Clarifier No. 2: The unit price per hour for grinding work in Secondary Clarifier No. 2.	\$80.00	6	HOURS	\$480.00	0.00%	\$0.00
19	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools for surface preparation to remove and dispose of the existing coating from items specified in Secondary Clarifier No. 2.	\$110,000.00	1	LUMP SUM	\$110,000.00	0.00%	\$0.00
20	Work Area #2, Secondary Clarifier No. 2: The total lump sum, including all labor, materials, equipment, and tools to apply the specified coatings to specified items in Secondary Clarifier No. 2.	\$60,000.00	1	LUMP SUM	\$60,000.00	0.00%	\$0.00
21	Work Area #2, Secondary Clarifier No. 2: The unit price per linear foot for caulking in Secondary Clarifier No. 2.	\$16.00	100	L.F.	\$1,600.00	0.00%	\$0.00
22	Work Area #2, Secondary Clarifier No. 2: Extended two (2) year warranty for coating systems applied by contractor in Secondary Clarifier No. 2 and all-in accordance with the Contract Documents.	\$5,000.00	1	LUMP SUM	\$5,000.00	0.00%	\$0.00
CM No. 1	Contract Modification No. 1	\$7,819.46	1	LUMP SUM	\$7,819.46	100.00%	\$7,819.46
TOTAL					\$460,359.46		\$87,619.46

TOTAL EARNED TO DATE:	\$87,619.46
5% TOTAL RETENTION TO DATE:	\$4,380.97
TOTAL AMOUNT PREVIOUSLY PAID:	\$45,428.49
TOTAL AMOUNT DUE CONTRACTOR:	\$37,810.00

ACCEPTED BY:
Euro Style Management

BY:

DATE:

[Signature]
Lilra Bugriyev
C.F.O.
7/6/21

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY:

DATE:



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-5
Subject: Approval of Progress Pay Estimate No. 3 for the 2020 Headworks Improvements project

Background

The 2020 Headworks Improvements project entails retrofitting the existing headworks facility with new mechanical screens and a set of new redundant washer-compactor units. Also, a new flow control structure is being constructed upstream of the headwork facility complete with flow control gates, interconnecting piping, and other features. This structure will enhance the ability of the Agency's Operations Department to fully combine, split, and shave all raw sewage flows and recycle streams as they enter the plant.

Through this pay period, the contractor completed approximately 29% of the work as detailed on Progress Pay Estimate No. 3.

Fiscal Impact

Withholding 5% for retention from Progress Pay Estimate No. 3 would yield a payment to the contractor of \$209,554.05.

Attachments

Progress Pay Estimate No. 3.

Recommendation

Management and staff recommend approval of Progress Pay Estimate No. 3 for the 2020 Headworks Improvements project.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
2020 Headworks Improvements Project
GL Code: 02-10-1700-001
GL Description: Barscreens, Washers, Compactors

Progress Pay Estimate No. 3

May 29, 2021 to June 28, 2021

OWNER:

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

CONTRACTOR:

K.G. Walters Construction Co., Inc.
 P.O. Box 4359
 Santa Rosa, CA 95403

A	B	C	D	E	F
Item No.	Description of Work	Schedule Value	Total Completed and Stored to Date	% (D/C)	Retainage

BID ITEM 1 UPSTREAM DIVERSION STRUCTURE

2	Testing	\$ 2,790.00	\$ 2,092.50	75.00%	\$ 104.63
3	01 57 28 Mobilize Bypass Materials	\$ 6,259.00	\$ -	0%	\$ -
4	03 30 01 - Fabricate & Deliver Rebar	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
5	05 12 00 - Fabricate & Deliver Metals	\$ -	\$ -	100.00%	\$ -
6	33 05 01.07 - Fabricate & Deliver RCP	\$ 12,979.70	\$ 12,979.70	100.00%	\$ 648.99
7	35 20 16.25 - Fabricate & Deliver Slide Gates	\$ 8,660.00	\$ 6,495.00	75.00%	\$ 324.75
8	Onsite Mobilization 5/3/21	\$ 12,500.00	\$ 12,500.00	100.00%	\$ 625.00
9	Pothole	\$ 1,500.00	\$ 1,500.00	100.00%	\$ 75.00
10	Remove Site Surfacing for Excavation	\$ 2,500.00	\$ 2,500.00	100.00%	\$ 125.00
11	Support 33" RS, Excavate for Structure, prep subgrade	\$ 28,000.00	\$ 28,000.00	100.00%	\$ 1,400.00
12	Rebar for UDS Slab	\$ -	\$ -	100.00%	\$ -
13	Construct UDS Slab	\$ 12,000.00	\$ 12,000.00	100.00%	\$ 600.00
14	Form Walls @ UDS - Set Wall Spoil	\$ 20,000.00	\$ 20,000.00	100.00%	\$ 1,000.00
15	Wall Rebar @ UDS	\$ -	\$ -	100.00%	\$ -
16	Cast Walls @ UDS	\$ 15,500.00	\$ 15,500.00	100.00%	\$ 775.00
17	Strip Walls @ UDS	\$ 4,500.00	\$ 4,500.00	100.00%	\$ 225.00
18	Form Deck @ UDS	\$ 10,000.00	\$ 10,000.00	100.00%	\$ 500.00
19	Set Hatch/Metals in UDS Deck	\$ 2,500.00	\$ -		\$ -
20	Cast Deck @ UDS	\$ 7,000.00	\$ -		\$ -
21	Strip Deck @ UDS	\$ 4,000.00	\$ -		\$ -
22	Plug & Patch UDS	\$ 3,500.00	\$ 3,500.00	100.00%	\$ 175.00
23	Shutdown 36" RS & Install Temp Bulkhead in PDS	\$ 8,000.00	\$ 8,000.00	100.00%	\$ 400.00
24	Demo Wall section of PDS	\$ 4,500.00	\$ 4,500.00	100.00%	\$ 225.00
25	Install new 36" between UDS and PDS	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 750.00
26	Construct Pipe Collar @ PDS	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 750.00

27	Grout Flowline @ UDS	\$ 4,000.00	\$ -		\$ -
28	Install Gates and Frames at UDS	\$ 10,000.00	\$ -		\$ -
29	Install Bypass System	\$ 11,656.40	\$ -		\$ -
30	Cut out section of 33" RS, Remove Bulkhead @ PDS	\$ 5,000.00	\$ -		\$ -
31	Backfill 36" RS & UDS	\$ 7,000.00	\$ 7,000.00	100.00%	\$ 350.00
32	Restore Upstream Diversion Structure site surfacing	\$ 7,000.00	\$ 1,400.00	20.00%	\$ 70.00
33	Punchlist	\$ 1,654.90	\$ -		\$ -

BID ITEM 2 HEADWORKS BUILDING

35	Testing	\$ 14,220.00	\$ 10,665.00	75%	\$ 533.25
36	03 30 01 - Fabricate & Deliver Rebar	\$ 10,800.00	\$ 8,100.00	75%	\$ 405.00
37	05 12 00 - Fabricate & Deliver Metals	\$ 71,925.63	\$ 53,944.22	75%	\$ 2,697.21
38	08 11 00 - Fabricate & Deliver HM Doors	\$ 13,801.88	\$ 10,351.41	75%	\$ 517.57
39	08 30 00 - Fabricate & Deliver OH Door	\$ 14,515.00	\$ -	0%	\$ -
40	08 41 13 - Fabricate & Deliver Windows	\$ 3,744.00	\$ -	0%	\$ -
41	08 45 00 - Fabricate & Deliver Skylight Assembly	\$ 32,523.00	\$ -	0%	\$ -
42	23 31 16.16 - Fabricate & Deliver FRP Ductwork	\$ 76,000.00	\$ -	0%	\$ -
43	23 34 02 - Fabricate & Deliver HVAC	\$ 88,000.00	\$ -	0%	\$ -
44	35 20 16.25 - Fabricate & Deliver Slide Gates	\$ 17,320.00	\$ 12,990.00	75%	\$ 649.50
45	40 27 00 - Fabricate & Deliver Process Pipe	\$ 14,487.78	\$ 10,865.84	75%	\$ 543.29
46	44 42 25.02 - Fabricate & Deliver Pre-Engineered Aluminum Covers	\$ 18,483.69	\$ -	0%	\$ -
47	44 42 30 - Fabricate & Deliver Screening System	\$ 585,281.77	\$ -	0%	\$ -
48	Onsite Mobilization 5/3/21	\$ 110,950.00	\$ 110,950.00	100%	\$ 5,547.50
49	SJE Mobilization	\$ 20,000.00	\$ 20,000.00	100%	\$ 1,000.00
50	JLCS Mobilization	\$ 4,500.00	\$ -	0%	\$ -
51	Saw-Cut & Demo AC	\$ 7,000.00	\$ 7,000.00	100%	\$ 350.00
52	Pothole 8" TWAS & utilities	\$ 5,000.00	\$ 5,000.00	100%	\$ 250.00
53	Relocate 8" TWAS	\$ 37,000.00	\$ 37,000.00	100%	\$ 1,850.00
54	Demo Existing Stair and landings	\$ 10,070.00	\$ 10,070.00	100%	\$ 503.50
55	Excavate for Building Extension & prep subgrade	\$ 38,000.00	\$ 38,000.00	100%	\$ 1,900.00
56	Form Masonry Wall Footing	\$ 24,000.00	\$ 24,000.00	100%	\$ 1,200.00
57	Rebar for Masonry Wall Footing	\$ -	\$ -	100%	\$ -
58	Cast Masonry Wall Footing	\$ 18,000.00	\$ 18,000.00	100%	\$ 900.00
59	Masonry Wall to Above Grade	\$ -	\$ -	100%	\$ -
60	Backfill Masonry Wall to Subgrade	\$ 32,000.00	\$ 25,600.00	80%	\$ 1,280.00
61	Underslab Drain Piping to Existing Channel	\$ 16,000.00	\$ -	0%	\$ -
62	Underslab Electrical	\$ 40,000.00	\$ 20,000.00	50%	\$ 1,000.00
63	Prep Slab Subgrade - Cast Post Ftg.	\$ 25,000.00	\$ 6,250.00	25%	\$ 312.50
64	Rebar for New Building Slab	\$ -	\$ -	100%	\$ -
65	Cast & Finish New Building Slab	\$ 20,000.00	\$ -	0%	\$ -
66	Complete Masonry Walls	\$ -	\$ -	100%	\$ -
67	Install Metals in Masonry Wall	\$ 18,000.00	\$ -	0%	\$ -

68	Support Existing Roof Structure	\$ 50,000.00	\$ -	0%	\$ -
69	Demo Existing Roof	\$ 25,000.00	\$ -	0%	\$ -
70	Demo Masonry Wall	\$ 12,000.00	\$ -	0%	\$ -
71	Install New Roof Framing, grout beam pockets	\$ 50,000.00	\$ -	0%	\$ -
72	Metal Deck at Roofing	\$ 18,000.00	\$ -	0%	\$ -
73	Lead Abatement	\$ 2,996.00	\$ -	0%	\$ -
74	Masonry Wall Coating	\$ 22,550.00	\$ -	0%	\$ -
75	Install New Roof Curb	\$ 4,000.00	\$ -	0%	\$ -
76	Insulation at top of Masonry Wall	\$ 5,591.00	\$ -	0%	\$ -
77	Install New Roof Drain Piping	\$ 9,000.00	\$ -	0%	\$ -
78	Install New Roof Membrane	\$ 26,898.00	\$ -	0%	\$ -
79	Install Fascia Panels	\$ 26,500.00	\$ -	0%	\$ -
80	Install OH Door	\$ -	\$ -	100%	\$ -
81	Install Windows	\$ -	\$ -	100%	\$ -
82	Install New/Replaced Man Doors	\$ 10,000.00	\$ -	0%	\$ -
83	Rough in Electrical above grade	\$ 95,000.00	\$ 17,812.50	18.75%	\$ 890.63
84	Install New Electrical Gear	\$ 105,000.00	\$ 28,350.00	27%	\$ 1,417.50
85	Pull Wires & Test	\$ 17,000.00	\$ -	0%	\$ -
86	Furnish & Install Lighting	\$ 20,000.00	\$ 9,564.00	47.82%	\$ 478.20
87	Electrical Start-Up & Testing	\$ 10,000.00	\$ -	0%	\$ -
88	Demolish Existing Channel Features	\$ 20,000.00	\$ -	0%	\$ -
89	Install New Slide & Stop Gates @ West Channel	\$ 7,000.00	\$ -	0%	\$ -
90	Install New West Screen	\$ 15,000.00	\$ -	0%	\$ -
91	Install New Washer Compactors	\$ 15,000.00	\$ -	0%	\$ -
92	Install New Sluice and Tie into washers & screen	\$ 5,000.00	\$ -	0%	\$ -
93	Modify 2W piping	\$ 8,000.00	\$ -	0%	\$ -
94	Start-Up & Test New Screening System	\$ 1,000.00	\$ -	0%	\$ -
95	Isolate and Clean East Channels	\$ 1,500.00	\$ -	0%	\$ -
96	Remove Existing Screens, Conveyors & Appurtenances	\$ 17,000.00	\$ -	0%	\$ -
97	Demo East Channel Appurtenances	\$ 15,000.00	\$ -	0%	\$ -
98	East Channel Concrete Mods	\$ 38,000.00	\$ -	0%	\$ -
99	Install New Slide & Stop Gates	\$ 7,000.00	\$ -	0%	\$ -
100	Extend Sluice to East Channel	\$ 3,000.00	\$ -	0%	\$ -
101	Install New East Screen	\$ 12,000.00	\$ -	0%	\$ -
102	Install Pre-Engineered Aluminum Covers	\$ 10,000.00	\$ -	0%	\$ -
103	Start-UP & Test East Screen	\$ 1,000.00	\$ -	0%	\$ -
104	Prep Subgrade for Landings & Paving	\$ 10,000.00	\$ 10,000.00	100%	\$ 500.00
105	Form & Cast Landings	\$ 19,000.00	\$ 19,000.00	100%	\$ 950.00
106	Install Metal Stair & Landing	\$ 10,000.00	\$ -	0%	\$ -
107	Install Ladder	\$ 4,500.00	\$ -	0%	\$ -
108	Install Handrail	\$ 6,000.00	\$ -	0%	\$ -
109	Core Hole For OA Piping	\$ 1,500.00	\$ -	0%	\$ -
110	Install OA pipe & Supports along exterior wall	\$ 22,000.00	\$ -	0%	\$ -
111	Insulate OA Pipe	\$ 24,316.00	\$ -	0%	\$ -

112	Pave Site	\$ 15,725.00	\$ -	0%	\$ -
113	Touch-Up Paint	\$ -	\$ -	0%	\$ -
114	Install HVAC Gear	\$ 23,500.00	\$ -	0%	\$ -
115	Start-Up & Test HVAC Gear	\$ 8,500.00	\$ -	0%	\$ -
116	Install New Skylight System	\$ -	\$ -	0%	\$ -
117	Punchlist	\$ 2,301.25		0%	\$ -
Change Order 1		\$ 5,021.87	\$ 5,021.87	100%	\$ 251.09
TOTAL		\$ 2,474,021.87	\$ 708,002.04	28.62%	\$ 35,400.10

TOTAL EARNED TO DATE:	\$ 708,002.04
5% TOTAL RETENTION TO DATE:	\$35,400.10
TOTAL AMOUNT PREVIOUSLY PAID:	\$ 463,047.89
TOTAL AMOUNT DUE CONTRACTOR:	\$ 209,554.05

ACCEPTED BY:
K.G. Walters Construction Co., Inc.

APPROVED BY:
Tahoe-Truckee Sanitation Agency

BY: 

DATE: 7/6/2021

BY: _____

DATE: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Report from June 16, 2021 closed session meeting

Background

At the conclusion of the closed session discussion at the June 16, 2021 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

There was no action taken during closed session meeting.

Fiscal Impact

None.

Attachments

None.

Recommendation

Management recommends a report from the June 16, 2021 closed session meeting.

Review Tracking

Submitted By: 

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Roshelle Chavez, Executive Assistant/Board Clerk
Item: V-2
Subject: Approval of the minutes of the regular Board meeting on June 16, 2021

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 June 16, 2021.

Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on June 16, 2021.

Review Tracking

Submitted By:

Roshelle Chavez
Executive Assistant/Board Clerk

Approved By:

LaRue Griffin
General Manager

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

June 16, 2021

I. Call to Order:

This meeting was conducted via Zoom teleconferencing as described in the June 16, 2021, meeting agenda and the accompanying Guidelines for using Zoom for T-TSA June 16, 2021 Board of Directors Meeting. President Cox called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

Directors Present: Dale Cox, OVPSD (via teleconference)
Dan Wilkins, TCPUD (via teleconference)
S. Lane Lewis, NTPUD (via teleconference)
David Smelser, ASCWD (via teleconference)
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Executive Assistant/Board Clerk (via teleconference)
Vicky Lufrano, Human Resources, Administrator (via teleconference)
Crystal Sublet, Finance & Administrative Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information Technology Manager (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Monna Radulovich, Agency Counsel (via teleconference)
Mike Smith, Engineering Department (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Brandon Dimond, Operations Department (via teleconference)
Troy Kilgore, Operations Department (via teleconference)
William Martin, Operations Department (via teleconference)
Jason Hays, Operations Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)
Mark Messerschmidt, Maintenance Department (via teleconference)
Jaime Garcia, Maintenance Department (via teleconference)
Luke Swann, Information Technology Department (via teleconference)

Public Present: Ken Ruthenberg, Employee Benefits Law Group
Sarah Coolidge, Public
Jane Davis, Public
Steven Gortler, Public
Pippin Mader, Public

II. Public Comment.

Mrs. Chavez advised the Board there was a public comment letter received which had been forwarded to them for their consideration.

Mr. Pippin Mader provided public comment regarding the Agency's cost of hiring consultants.

No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano introduced the Finance & Administrative Manager, Mrs. Crystal Sublet, to the Board of Directors, who welcomed her to the Agency. Additionally, she acknowledged Tristan Simmons, and Robert "Bob" Gray who are both be retiring after over 20 years of service.

The Board thanked both staff members for their time with the Agency.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 1 for the 2021 Plant Painting project.
4. Approval of Progress Pay Estimate No. 2 for the 2020 Headworks Improvements project.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve the consent agenda; unanimously approved.

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

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

Motion passed.

V. Regular Agenda

1. Report from May 19, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the May 19, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of Resolution No. 8-2021 electing to adopt Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act.

Mr. Pippin Mader provided public comment regarding Resolution No. 8-2021.

MOTION by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 8-2021 electing adoption of Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act; unanimously approved.

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

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

Motion passed

3. Approval of the minutes of the regular Board meeting on May 19, 2021.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the minutes of the regular Board meeting on May 19, 2021; unanimously approved.

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

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

Motion passed.

4. Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board adopting 2021-2022 tax roll billing report and approving billing and collection of charges on county tax roll.

President Cox opened the public hearing. There was no public comment. President Cox closed the public hearing. No action was taken by the Board.

5. Approval of Resolution No. 5-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Placer tax roll.

MOTION by Director Tresan **SECOND** by Director Lewis to approve Resolution No.5-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Placer tax roll; unanimously approved.

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

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

Motion passed

6. Approval of Resolution No. 6-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll.

MOTION by Director Smelser **SECOND** by Director Lewis to approve Resolution No. 6-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll; unanimously approved.

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

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

Motion passed

7. Approval of Resolution No. 7-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of El Dorado tax roll.

MOTION by Director Lewis **SECOND** by Director Tresan to approve Resolution No. 7-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of El Dorado tax roll; unanimously approved.

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

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

Motion passed

8. Approval of the Organizational Chart.

Mr. Pippin Mader provided public comment regarding the Organizational Chart.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the Organizational Chart; unanimously approved.

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

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

Motion passed.

9. Approval of updated classification descriptions for the E&I Supervisor and IT Specialist classifications.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve updated classification descriptions for the E&I Supervisor and IT Specialist classifications; unanimously approved.

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

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

Motion passed.

10. Approval of cost-of-living adjustment and salary schedules for fiscal year 2021-2022.

Mr. Pippin Mader provided public comment regarding the cost-of-living adjustment and salary schedules for fiscal year 2021-2022.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve cost-of-living adjustment and salary schedules for fiscal year 2021-2022; unanimously approved.

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

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

Motion passed.

11. Approval of additional payment towards the Agency's unfunded accrued liability for employee retirement pension.

MOTION by Director Tresan **SECOND** by Director Lewis to approve additional payment in the amount of \$1,320,500.00 toward the Agency's unfunded accrued liability for employee retirement pension; unanimously approved.

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

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

Motion passed.

12. Approval of the Annual Budget for fiscal year 2021-2022.

Mrs. Crystal Sublet provided the Board of Directors with a draft budget for fiscal year 2021-2022. After discussion and feedback from Directors, staff will return next month with an amended budget for final review and approval.

No action was taken by the Board.

13. Approval of Resolution No. 9-2021 to revise the Wastewater Capital Reserve Fund budget and making related findings.

This item was tabled for the July 21st, 2021, Board meeting.

14. Approval of Resolution No. 10-2021 to establish appropriations limits for fiscal year 2021-2022.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve Resolution No. 10-2021 to establish appropriations limits for fiscal year 2021-2022; unanimously approved.

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

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

Motion passed.

15. Approval to reject all bids received for the 2021 Lime System Improvements project.

MOTION by Director Tresan **SECOND** by Director Lewis to approve to reject all bids received for the 2021 Lime System Improvements project; unanimously approved.

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

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

Motion passed.

16. Approval of the MOU for the digital orthophotography and LiDAR data for the Truckee-North Tahoe region.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the MOU for the digital orthophotography and LiDAR data for the Truckee-North Tahoe region; unanimously approved.

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

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

Motion passed.

17. Approval of Resolution No. 11-2021 commending Tristan Simmons for his dedicated service to the Agency.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve Resolution No. 11-2021 commending Tristan Simmons for his dedicated service to the Agency; unanimously approved.

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

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

Motion passed.

18. Approval of Resolution No. 12-2021 commending Robert “Bob” Gray for his dedicated service to the Agency.

MOTION by Director Lewis **SECOND** by Director Smelser to approve Resolution No. 12-2021 commending Robert “Bob” Gray for his dedicated service to the Agency; unanimously approved.

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

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

Motion passed.

VI. Management Team Reports

1. Department Reports.

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

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

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

Mr. Gray provided an update on current and past projects for the information and technology department, and also announced his retirement.

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

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VII. Board of Directors Comment

Director Smelser inquired as to how long it would take to get back online should it be hacked and shut down. Mr. Gray stated an hour. Mr. Peak stated the plant has 23 million gallons of emergency storage capacity.

Director Lewis stated that he appreciated Mr. Gray's heartfelt message and was sad to see him go. He appreciated his dedication, service, and his graciousness in how he handled himself. He stated that Mr. Gray was a valuable employee and the community cannot thank him enough. Director Tresan stated he agreed with Director Lewis.

Director Tresan stated that utility providers are warning of planned shutdowns and he was pleased to see staff participate in recent meetings. Director Wilkins thanked Mr. Simmons and Mr. Gray for their service and wished them well in retirement.

Director Cox inquired on the status of the landscape improvements. Mr. Pallante stated it is under project design with an architect and he expects the design plans by the end of the month.

No action was taken by the Board.

MOTION by Director Lewis **SECOND** by Director Smelser to end the meeting and move into Closed Session at 11:49 AM; unanimously approved.

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

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

Motion passed.

VIII. Closed Session

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

LaRue Griffin
Secretary to the Board

Approved: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-3
Subject: Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board to adopt a report on delinquent charges and authorizing their collection on the tax roll

Background

The Agency annually considers adding delinquent charges to the county tax rolls for collection by the county tax collectors through the tax collection process. Staff has prepared a report showing the fiscal year 2020-2021 delinquencies. State law requires the Board to hold a noticed public hearing prior to adopting the report and adding the delinquencies to the tax rolls.

In accordance with Health and Safety Code Section 5473.2, "the legislative body shall hear and consider all objections or protests, if any, to said report (report of delinquent charges) referred to in said notice...If the legislative body finds that protest is made by the owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the charges shall be collected separately from the tax roll and shall not constitute a lien against any parcel or parcels of land."

Fiscal Impact

None.

Attachments

Public hearing notice.

Recommendation

Management and staff recommend the Board of Directors hear public comment and consider whether there is a majority protest.

Review Tracking

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

Approved By: *LaRue Griffin*
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

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

General Manager

LaRue Griffin

T-TSA BOARD OF DIRECTORS **NOTICE OF PUBLIC HEARING**

Date: Wednesday, July 21, 2021
Time: 9:00 AM
Place: "Virtual" meeting via Zoom teleconference

NOTICE OF THE FILING OF A WRITTEN REPORT WITH THE SECRETARY OF THE TAHOE-TRUCKEE SANITATION AGENCY PURSUANT TO SECTIONS 5473 ET SEQ OF THE HEALTH AND SAFETY CODE AND OF THE TIME AND PLACE OF HEARING THEREON BY THE BOARD OF DIRECTORS OF TAHOE-TRUCKEE SANITATION AGENCY.

Notice is hereby given that a written report has been prepared and filed with the Secretary of the Tahoe-Truckee Sanitation Agency containing a description of each parcel of real property receiving sewerage services during the fiscal year July 1, 2020 through June 30, 2021, whose service charges and/or connection charges are delinquent, and the amount of the charge for each parcel for said fiscal year, together with penalties thereon, which are unpaid, computed in conformity with the charges prescribed by Ordinances 3-90, 1-91, and 2-91, as amended, of Tahoe-Truckee Sanitation Agency. Service charges and/or connection charges billed to your property are delinquent; and said delinquent charges, together with penalties thereon, are described in the report. You may contact the Tahoe-Truckee Sanitation Agency office to find out the exact amount of such delinquent charges and penalties.

Notice is further given that the T-TSA Board of Directors will hold a public hearing on the report of charges during the T-TSA Board meeting on Wednesday, July 21, 2021, at 9:00 A.M, which will be conducted via Zoom teleconference due to COVID-19 concerns. Meeting details and information about public participation at the meeting (e.g., call-in numbers) will be set forth in the Board meeting agenda that will be made available at <https://www.ttsa.net/boardagendas> by end of business on July 15, 2021. All property owners and other interested persons are invited to participate in the meeting and present oral or written comments concerning the report and the proposal to collect service charges on the tax roll. Written comments may be submitted in advance of the meeting via email to comment@ttsa.net addressed to the Board of Directors. At said public hearing, the Board of Directors will hear and consider all objections and protests to said written report.

Notice is further given that if the Board of Directors of Tahoe-Truckee Sanitation Agency adopts said report, or revises, changes, reduces, or modifies any charge thereon, that the unpaid charges, together with penalties thereon, for said year, as stated in the adopted report, shall be added to the assessment roll for the purpose of collecting such charges, shall constitute a lien against the respective parcels of real property described in the adopted report, and shall be included by the tax collector on bills for taxes levied against the respective parcels of real property and be collected in the same manner, at the same time, and by the same person as are taxes for Tahoe-Truckee Sanitation Agency.

Posted and Mailed, June 24, 2021

LaRue Griffin, Secretary to the Board



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-4
Subject: Approval of Resolution No. 13-2021 to adopt a report on delinquent charges and authorize their collection on the tax roll

Background

T-TSA has imposed and billed charges for the July 1, 2020 to June 30, 2021 fiscal year and some unpaid charges are now delinquent. Resolution No. 13-2021 adopts a written report of delinquent charges and directs the auditors of Placer and Nevada Counties to enter the amounts of the unpaid charges, together with penalties thereon, against the respective parcels of land shown on the report of delinquent charges.

Fiscal Impact

Increase in Agency funds due to collection of delinquent charges:

• County of Placer:	\$17,068.83
• County of Nevada:	\$24,449.10
Total Delinquent Charges:	\$41,517.93

Attachments

Resolution No. 13-2021 and report of delinquent charges for Placer and Nevada Counties as of July 1, 2021. It should be noted the attached reports may differ from actual reports should delinquent accounts be paid prior to adoption of the resolution.

Recommendation

Management and staff recommend approval of Resolution No. 13-2021 to adopt a report on delinquent sewer service charges and authorize their collection on the tax roll.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

RESOLUTION NO. 13-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TAHOE-TRUCKEE SANITATION AGENCY
ADOPTING REPORT ON DELINQUENT CHARGES AND
AUTHORIZING THEIR COLLECTION ON THE TAX ROLL
PURSUANT TO HEALTH AND SAFETY CODE SECTION 5473, ET SEQ.**

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

1. The Board of Directors, by a 2/3 vote of its members, has previously adopted Ordinance No. 3-90 that authorized the Tahoe-Truckee Sanitation Agency to collect delinquent sewer service and connection charges (together with penalties and interest) on the county tax roll and, since then, the Tahoe-Truckee Sanitation Agency has from time to time adopted and amended sewer service and connection charges. The Tahoe-Truckee Sanitation Agency has imposed and billed charges for the July 1, 2020 to June 30, 2021 fiscal year and some unpaid charges are now delinquent. The Board elects to collect those delinquent charges, together with penalties and interest, on the county tax roll.
2. A written report was prepared and filed on June 17, 2021, with the Secretary of the Tahoe-Truckee Sanitation Agency containing a description of each parcel of real property receiving sewage service whose service charges and/or connection charges are delinquent, and of the amount of delinquent charges for each parcel for said fiscal year, together with penalties thereon.
3. A notice of the filing of said report and of the time and place of hearing thereon, to wit, July 21, 2021, at 9:00 AM, which will be conducted via Zoom teleconference due to COVID-19 concerns, has been printed and published in a newspaper of general circulation within the Tahoe-Truckee Sanitation Agency area pursuant to Section 6066 of the Government Code and was mailed to each affected property owner on June 24, 2021.
4. The Board of Directors of Tahoe-Truckee Sanitation Agency held said public hearing on said written report at the time and place specified in said notice, considered all objections and protests, if any, to said report, and finds at the conclusion of said hearing that any protests made, either written or oral, do not constitute a majority of the separate parcels of property described in the report.
5. The Board of Directors also finds that some delinquent service charges and connection fees for the fiscal year July 1, 2020 through June 30, 2021, unpaid on the date that said written report was submitted and filed with the Secretary of the Board of Directors, have been paid; and that said report should be revised to eliminate from said report all such delinquent charges which have been paid by owners of real property described therein prior to the adoption of this Resolution.

6. The Board of Directors, based upon the findings hereinabove set forth, hereby adopts said written report as revised and directs that copies of said written report be filed with the Auditors of Nevada and Placer Counties with a statement endorsed thereon that the same has been adopted by the Board of Directors of Tahoe-Truckee Sanitation Agency.
7. The Board of Directors by this Resolution directs the Auditors of Nevada and Placer Counties to enter the amounts of the unpaid charges, together with penalties thereon, against the respective parcels of land shown on said report as revised, as they appear on the current assessment roll pursuant to Health and Safety Code Section 5473.4.
8. Said charges, including penalties, shall thereafter constitute a lien upon and be included on a bill for taxes levied against said parcels, shall be collected together with and not separately from taxes for Tahoe-Truckee Sanitation Agency, and the levy, collection and enforcement of general taxes shall be applicable to such charges, all as more particularly set forth in Sections 5473.5, 5473.6, 5473.7, and 5473.8 of the Health and Safety Code.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Tahoe-Truckee Sanitation Agency this 21st day of July 2021, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Tahoe-Truckee Sanitation Agency Delinquent Tax Roll Listing by County
for July 1, 2020 to June 30, 2021

Nevada County

APN #:	Amount:
017200006000	\$7,101.87
018570036000	\$205.02
018570042000	\$2,213.46
018740016000	\$320.25
019090020000	\$2,562.92
019101010000	\$434.63
019113006000	\$895.49
019900022000	\$178.40
019950033000	\$10,290.76
044340006000	\$67.90
045280008000	\$178.40
Total	\$24,449.10

Placer County

APN #:	Amount:
090123008000	\$2,591.04
090123031000	\$231.96
090142001000	\$2,742.35
090142025000	\$311.22
093130014000	\$2,199.19
096671002000	\$55.71
098200008510	\$3,823.54
098200008520	\$1,274.52
098360001000	\$375.90
098360002000	\$375.90
098360003000	\$375.90
098360005000	\$375.90
098360006000	\$375.90
107130019000	\$77.65
115030026000	\$730.22
117110019000	\$1,151.93
Total:	\$17,068.83

Total Delinquent amount send to county: \$41,517.93



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-5
Subject: Approval of Resolution No. 14-2021 to request collection of delinquent sewer service charges on the Placer County tax roll

Background

Resolution No. 14-2021 requests that the County of Placer collect on their county tax rolls certain delinquent charges which have been imposed pursuant to sections 5473, et seq. of the Health and Safety Code and other applicable law by the Tahoe-Truckee Sanitation Agency as well as warrant the legality of delinquent charges and defend and indemnify the County from any challenge to the legality thereof.

Fiscal Impact

Increase in Agency revenue due to collection of delinquent sewer service charges in the amount of \$17,068.83.

Attachments

Resolution No. 14-2021.

Recommendation

Management and staff recommend approval of Resolution No. 14-2021 to request collection of delinquent sewer service charges on the Placer County tax roll.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

RESOLUTION NO. 14-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TAHOE-TRUCKEE SANITATION AGENCY
REQUESTING COLLECTION OF DELINQUENT SEWER SERVICE
CHARGES ON THE PLACER COUNTY TAX ROLL**

WHEREAS, the Tahoe-Truckee Sanitation Agency requests that the County of Placer collect on the County tax rolls certain delinquent charges which have been imposed pursuant to sections 5473, et seq. of the Health and Safety Code and other applicable law by the Tahoe-Truckee Sanitation Agency, attached hereto, and

WHEREAS, the County has required as a condition of the collection of said charges that the Tahoe-Truckee Sanitation Agency warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency that:

1. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The Tahoe-Truckee Sanitation Agency warrants and represents that the taxes, assessments, fees and/or charges imposed by the Agency and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218) (collectively hereinafter referred to as "the Laws").
3. The Tahoe-Truckee Sanitation Agency releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the compliance of said taxes, assessments, fees and/or charges with the Laws.
4. The Tahoe-Truckee Sanitation Agency agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the Tahoe-Truckee Sanitation Agency's establishment and imposition of said taxes, assessments, fees and/or charges. The Tahoe-Truckee Sanitation Agency agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties concerning the Tahoe-Truckee Sanitation Agency's establishment and imposition of its taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of the Tahoe-Truckee Sanitation Agency, including property taxes.

5. The Tahoe-Truckee Sanitation Agency agrees that its officers, agents and employees will cooperate with the County in answering questions referred to the Tahoe-Truckee Sanitation Agency by County from any person concerning the Tahoe-Truckee Sanitation Agency's taxes, assessments, fees and/or charges, and that the Tahoe-Truckee Sanitation Agency will not refer such persons to County officers and employees for response.
6. The Tahoe-Truckee Sanitation Agency agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessments, fees and charges, as may be authorized by Government Code sections 29304 and 51800.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Tahoe-Truckee Sanitation Agency this 21st day of July 2021, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-6
Subject: Approval of Resolution No. 15-2021 to reference the standard form tax collection services contract with the County of Nevada

Background

Resolution 15-2021 authorizes the County of Nevada to collect delinquent service charges pursuant to the previously approved standard form tax collection services contract between the County of Nevada and the Tahoe-Truckee Sanitation Agency.

Fiscal Impact

Increase in Agency revenue due to collection of delinquent sewer service charges in the amount of \$24,449.10.

Attachments

Resolution No. 15-2021

Recommendation

Management and staff recommend approval of Resolution No. 15-2021 to reference the standard form tax collection services contract with the County of Nevada.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

RESOLUTION NO. 15-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TAHOE-TRUCKEE SANITATION AGENCY
REFERENCING THE STANDARD FORM TAX COLLECTION
SERVICES CONTRACT WITH THE COUNTY OF NEVADA**

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Tahoe-Truckee Sanitation Agency hereby authorizes the County of Nevada to collect its delinquent charges pursuant to the previously approved Standard Form Tax Collection Services Contract between the County of Nevada and Tahoe-Truckee Sanitation Agency.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 21st day of July 2021, at Truckee, California, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: V-7
Subject: Approval of Resolution No. 16-2021 amending Resolution No. 12-2020 concerning employee retirement health benefit changes

Background

In September 2020, the Board adopted Resolution No. 12-2020, which approved certain employee benefit changes. The changes included modifications to the Agency's retiree health benefits program. Resolution No. 12-2020 provides that the Agency will provide health care benefits to all retired employees who otherwise satisfy the eligibility requirements set forth by the California Public Employees Retirement System ("CalPERS"). Resolution No. 12-2020 further provides that the Agency will pay the full health care benefit premium or the premium required by CalPERS, pursuant to Government Code section 22892.

In June 2021, the Board adopted Resolution No. 8-2021 which provides retiree health benefits for employees hired on or after August 1, 2021, in accordance with Government Code section 22893.

Resolution No. 16-2021 amends Section 2 of Exhibit A of Resolution No. 12-2020 to provide that for employees who are hired on or after August 1, 2021, and employees hired before August 1, 2021 but who elect to be subject to its provisions, retiree health benefits will be provided in accordance with the provisions of Government Code section 22893 and Resolution No. 8-2021.

Fiscal Impact

Varies on future retirement savings.

Attachments

Resolution No. 16-2021.

Recommendation

Management and staff recommend approval of Resolution No. 16-2021 amending Resolution No. 12-2020 concerning employee benefit changes.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

RESOLUTION NO. 16 - 2021

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

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

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

a. In September 2020, the Board adopted Resolution No. 12-2020, which approved certain employee benefit changes. The changes included modifications to the Agency's retiree health benefits program. Resolution No. 12-2020 provides that the Agency will provide health care benefits to all retired employees who otherwise satisfy the eligibility requirements set forth by the California Public Employees Retirement System ("CalPERS"). Resolution No. 12-2020 further provides that the Agency will pay the full health care benefit premium or the premium required by CalPERS, pursuant to Government Code section 22892.

b. Since the adoption of Resolution No. 12-2020, the Agency has determined that it is preferable to provide retiree health benefits for employees hired on or after August 1, 2021, in accordance with Government Code section 22893, which section provides for an employee vesting requirement for purposes of employee eligibility for retiree health benefits and bases the amount of Agency contribution for health benefit premiums on years of service. The Agency therefore adopted Resolution No. 8-2021 on June 16, 2021 to elect to be subject to Government Code section 22893. The provisions of Resolution No. 8-2021 apply to all employees hired on or after August 1, 2021 and to employees hired prior to August 1, 2021, but who elect to be subject its provisions.

2. **Amendment to Retiree Health Benefits.** The Board amends section 2 of Exhibit A of Resolution No. 12-2020 to provide that for employees who are hired on or after August 1, 2021, and employees hired before August 1, 2021 but who elect to be subject to its provisions, retiree health benefits will be provided in accordance with the provisions of Government Code section 22893 and Resolution No. 8-2021.

3. **Effective Date.** This resolution shall take effect on August 1, 2021.

PASSED AND ADOPTED by the Board of Directors of Tahoe-Truckee Sanitation Agency this 21st day of July 2021, at Truckee, California, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-8
Subject: Approval of the Annual Budget for fiscal year 2021-2022

Background

An annual budget (budget) has been prepared which identifies projected revenues, projected expenditures and capital improvement projects for the upcoming fiscal year is submitted to the Board of Directors for review and approval.

The budget was presented to the Board of Directors for review and discussion during the June 16, 2021 board meeting. After receiving questions and feedback from the Board of Directors at the meeting, the budget was amended and updated to reflect more current data and to address feedback. A review of the amended changes will be presented to the Board of Directors at the meeting and the budget will be considered for approval.

Fiscal Impact

None.

Attachments

Annual Budget for fiscal year 2021-2022.

Recommendation

Management and staff recommend approval of the Annual Budget for fiscal year 2021-2022.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager



Tahoe-Truckee Sanitation Agency
Annual Budget
Fiscal Year 2021-2022

Adopted: _____

**Tahoe-Truckee Sanitation Agency
Annual Budget
Fiscal Year 2021-2022**

Board of Directors

Dale Cox, President
Dan Wilkins, Vice President
S. Lane Lewis, Director
Blake Tresan, Director
David Smelser, Director

Agency Budget Team

LaRue Griffin, General Manager
Crystal Sublet, Finance and Administrative Department Manager
Michelle Mackey, Accounting Supervisor
Jay Parker, Engineering Department Manager
Mike Smith, Safety Officer
Michael Peak, Operations Department Manager
Greg O'Hair, Chief Plant Operator
Jason Hays, Laboratory Director
Richard Pallante, Maintenance Department Manager
Paul Shouse, E&I Supervisor
Tanner McGinnis, Maintenance Supervisor
Kevin Woods, Information Technology Specialist

Agency Office

13720 Butterfield Drive
Truckee, CA 96161
530.587.2525 (Office)
530.587.5840 (Fax)

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Appendix A: General Fund Budget Expenditure Summary

Introduction

The Agency maintains numerous funds which are collectively utilized for (1) maintaining the daily operations of the Agency, (2) construction of capital improvement projects, and (3) maintaining reserves. Daily operations are administered through the General Fund (Fund 10). Capital improvements which are designated as individual projects estimated at \$25,000 or greater are administered through the Wastewater Capital Reserve Fund (Fund 02) and Replacement, Rehabilitation and Upgrade Fund (Fund 06) depending on the project scope and fund allocation. The Emergency and Contingency Reserve Fund (Fund 07) which is the consolidation of the Emergency Reserve Fund (Fund 07) and the Unrestricted Reserve Fund (Fund 09) from fiscal year 2019-2020 is the primary reserve fund to manage Agency financial obligations, mitigate risks due to revenue shortfalls and unanticipated expenses, aid in long-term financial planning, and insulate ratepayers from large, abrupt increases in service charges.

This annual budget is prepared to project revenues and expenditures that are anticipated for the daily operations of the Agency for fiscal year 2021-2022 commencing July 1, 2021 through June 30, 2022 and to plan for capital improvements over the next five (5) fiscal years. The operating budget and capital improvement plan formats for fiscal year 2021-2022 are similar to the past fiscal year.

This annual budget is sectioned to provide (1) a review of fiscal year 2020-2021 revenues, expenditures and capital improvements; (2) fiscal year 2021-2022 revenues; (3) fiscal year 2021-2022 expenditures; (4) capital improvements plan (5-year); (4) fund summaries; (5) Unfunded Accrued Liability; (6) end of year projected balances; and (7) General Fund budget expenditures summary.

Fund Descriptions

The Agency maintains its funds through various funds and bank institutions. There is one (1) operating fund (Fund 10) and three (3) reserve funds (Funds 02, 06 & 07). The descriptions and fund numbers of each fund are as follows:

Fund 10: General Fund

The General Fund revenue source is provided through the collection of property tax revenue, sewer service charges, fund interest, and miscellaneous revenue. The fund is used to pay the costs and expenses relating to the operation and maintenance of the wastewater transport, treatment, disposal, and related facilities, including expenditures to support the administrative, operations, maintenance, engineering, and information technology departments.

The General Fund amount shall be fixed at the beginning of each fiscal year as part of the budget process. It ordinarily shall be in an amount equal to 60% of the annually budgeted expenses plus the annually budgeted Unfunded Accrued Liability payment. At the end of each fiscal year, surplus money in the General Fund exceeding this minimum target balance shall be transferred to the Replacement, Rehabilitation and Upgrade Fund.

Fund 02: Wastewater Capital Reserve Fund

The Wastewater Capital Reserve Fund is funded from connection charge revenue. The purpose of the fund is to finance capital improvement and expansion facility projects that are necessary or appropriate to provide capacity to serve new development within the Agency's boundaries and to maintain a high level of sewer service for the benefit of such new development. The fund will be used for such capital improvement projects estimated to cost \$25,000 or greater. A capital

improvement project costing less than \$25,000 generally will be funded from the General Fund. The Wastewater Capital Reserve Fund is a restricted fund; therefore, monies in the fund shall not be used for any other purpose or transferred to any other fund.

The Wastewater Capital Reserve Fund balance shall be equal to the unexpended connection charge revenue balance. The Agency periodically will evaluate and adjust the connection charge amounts as appropriate in light of the anticipated future development plans and expectations and capacity expansion requirements. The Wastewater Capital Reserve Fund shall have a minimum target balance equal to fifty percent (50%) of the projected five years (current, plus four) of the planned budget for the capital improvement projects.

Fund 06: Replacement, Rehabilitation and Upgrade Fund

The Replacement, Rehabilitation and Upgrade Fund is funded from the transfer of surplus monies from the General Fund described above. The purpose of the fund is to finance capital improvement projects to replace, rehabilitate and upgrade the existing plant, facilities, equipment, and appurtenances. The fund will be used for such capital improvement projects estimated to cost \$25,000 or greater. A capital improvement project costing less than \$25,000 generally will be funded from the General Fund.

The Replacement, Rehabilitation and Upgrade Fund balance shall be equal to the unexpended revenue balance of transfers from the General Fund. The Agency periodically will evaluate and adjust the target balance as appropriate in light of the anticipated future capital needs of the wastewater system. The Replacement, Rehabilitation and Upgrade Fund shall have a minimum target balance equal to fifty percent (50%) of the projected five years (current, plus four) of the planned budget for the capital improvement projects.

Fund 07: Emergency and Contingency Reserve Fund

The Emergency and Contingency Reserve Fund is funded by available Agency funds and revenue. The Agency periodically may fund the Emergency and Contingency Reserve Fund through an appropriation in the Agency budget. The Agency will strive to replenish the fund as part of the budget in any fiscal year following any year in which money was withdrawn from the fund.

The Emergency and Contingency Reserve Fund is intended to manage Agency financial obligations, mitigate risks due to revenue shortfalls and unanticipated expenses, aid in long-term financial planning, and insulate ratepayers from large, abrupt increases in service charges. The fund is established for the following purposes and may be used for the following expenditures and needs: to fund costs and expenses arising out of or caused by an emergency or disaster; to fund unbudgeted and unanticipated capital improvements, repairs, and replacements; to pay unbudgeted and unanticipated operation, maintenance, management, or administrative expenses that are not covered by regular operating revenue; to pay uninsured losses; and, to cover other cash flow needs due to revenue delays or funding shortfalls.

The target fund balance is a minimum of \$4 million. The Agency Board will review this fund on an annual basis during the budget process and based on a recommendation of the General Manager, will establish the fund amount for the fiscal year in an amount that is a minimum of the target balance, unless otherwise determined by the Board.

All funds are deposited within the Local Agency Investment Fund (LAIF) which is an investment program for California local governments and special districts. The program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars of pooled funds, using the investment expertise of the State Treasurer's Office investment staff.

As monies are required for expenditures, they are withdrawn from LAIF and placed in financial institutions for further distribution. All financial transactions in LAIF are recorded and fund balances are disseminated through Agency accounting procedures.

Fiscal Year 2020-2021 Budget Review

The following descriptions and tables provide a review of fiscal year 2020-2021 General Fund, Wastewater Capital Reserve Fund; Replacement, Rehabilitation and Upgrade Fund; and Emergency and Contingency Reserve Fund. It should be noted, the Emergency and Contingency Reserve Fund did not supplement annual operating or capital improvements plan budgets, therefore, only accrued revenue from interest activity.

As the following tables reflect projected end of current fiscal year actuals, it should be noted the values for each budget item may vary as final end of fiscal year amounts and journal entry adjustments are completed. It should also be noted table values and calculations have been rounded.

Fund Revenues

Fund Revenue Summary Review

Table 1 identifies a summary of revenues per fund for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, and comparison of fiscal year 2020-2021 projected actuals versus the budget. Actual total projected revenues of all Agency funds are 100.3% of budgeted revenues and are approximately \$66K higher than budgeted revenues. Further detail for each fund will follow in subsequent tables.

Table 1: 2020-2021 Fund Revenue Summary

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
General Fund (#10)	16,750,000	16,692,100	99.7%
Wastewater Capital Reserve Fund (#2)	1,775,000	2,265,800	127.7%
Replacement, Rehabilitation and Upgrade Fund (#6)	310,000	56,300	18.2%
Emergency and Contingency Reserve Fund (#7)	155,000	41,800	27.0%
Total Revenue	18,990,000	19,056,000	100.3%

Fund 10: General Fund Revenue Review

Table 2 identifies a summary of revenues for the General Fund for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, and comparison of fiscal year 2020-2021 projected actuals

versus the budget. Actual projected General Fund revenues are 99.7% of budgeted revenues and are approximately \$58K lower than budgeted, primarily attributed to a decrease in Ad Valorem revenue and a reduction in Sewer Service Charges associated with the Agency COVID-19 Relief Program.

Table 2: 2020-2021 General Fund Revenue Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Sewer Service Charges	12,823,000	12,800,000	99.8%
Ad Valorem	3,900,000	3,805,600	97.6%
Fund Interest	18,000	50,000	277.8%
Other Revenue	7,500	14,000	186.7%
Temporary Discharge Permits	1,500	22,500	1500.0%
Total Revenue	16,750,000	16,692,100	99.7%

Fund 02: Wastewater Capital Reserve Fund Revenue Review

Table 3 identifies a summary of revenues for the Wastewater Capital Reserve Fund for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, and comparison of fiscal year 2020-2021 projected actuals versus the budget. Actual projected revenues are 127.7% of budgeted revenues and are approximately \$491K higher than budgeted. This exceedance is due to higher-than-expected sewer connection fee revenues and lower than expected LAIF interest rates. The higher sewer connection fees are a result of the new connection fees structure with two-thirds of the residential connections being more than 2,000 square feet. It should be noted, other funds that rely on fund interest as a revenue source such as the Replacement, Rehabilitation and Upgrade Fund and Agency and Contingency Reserve Fund will also reflect lower fund interest budgeted amounts due to lower LAIF interest rates.

Table 3: 2020-2021 Wastewater Capital Reserve Fund Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Sewer Connection Fee	1,500,000	2,145,000	143.0%
Fund Interest	250,000	130,000	52.0%
Other Revenue	25,000	(9,200)	(36.8%)
Total Revenue	1,775,000	2,265,800	127.7%

Fund 06: Replacement, Rehabilitation and Upgrade Fund Review

Table 4 identifies a summary of revenues for the Replacement, Rehabilitation and Upgrade Fund for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, and comparison of fiscal year 2020-2021 projected actuals versus the budget. Actual projected revenues are 18.2% of

budgeted revenues and are approximately \$254K lower than budgeted. The only source of revenue for the fund is through fund interest which was lower than expected due to the lower interest rates within LAIF.

Table 4: 2020-2021 Replacement, Rehabilitation and Upgrade Fund Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Fund Interest	310,000	56,300	18.2%
Total Revenue	310,000	56,300	18.2%

Fund 07: Emergency and Contingency Reserve Fund Review

Table 5 identifies a summary of revenues for the Emergency and Contingency Reserve Fund for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, and comparison of fiscal year 2020-2021 projected actuals versus the budget. Actual projected revenues are 27.0% of budgeted revenues and are approximately \$113K lower than budgeted. Similar to other fund interest revenue, the lower LAIF interest rates generated less than expected revenues.

Table 5: 2020-2021 Emergency and Contingency Reserve Fund Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Fund Interest	155,000	41,800	27.0%
Total Revenue	155,000	41,800	27.0%

Fund Expenditures

Fund 10: General Fund Expenditures – Summary Review

Table 6 identifies the General Fund expenditure summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals and a comparison of fiscal year 2020-2021 projected actuals versus the budget.

Overall, the total Agency fiscal year 2020-2021 General Fund actual projected expenditures are 89.3% of budgeted expenditures and are approximately \$1.6M lower than budgeted.

Table 6: 2020-2021 General Fund Expenditures – Summary Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Salaries & Wages	5,658,400	5,060,200	89.4%
Employee Benefits	3,469,100	3,160,700	91.1%
Director Fees	7,500	7,600	101.3%
Vehicles	49,700	52,600	105.8%
CSRMA Insurance	210,000	245,000	116.7%
Professional Memberships	47,500	35,600	74.9%
Agency Permits & Licenses	178,000	190,000	106.7%
Office Expenses	271,400	233,900	86.2%
Contractual Services	1,896,900	1,813,300	95.6%
Professional Services	805,000	492,200	61.1%
Conferences & Training	107,500	39,000	36.3%
Uncollectable Accounts	1,000	0	0.0%
Utilities	1,001,100	984,400	98.3%
Supplies, Repairs & Maintenance	789,300	623,600	79.0%
Total Expenditures	14,492,400	12,938,100	89.3%

The following Tables 7 through 11 provide a department breakdown of the General Fund expenditures that support summary Table 6 above. It should be noted that for all departments, Conferences and Training are under budget attributed to the COVID-19 Pandemic and references to the difference will not be discussed per department.

Fund 10: General Fund Expenditures Review – Administrative Department Review

Table 7 below provides a summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals and a comparison of fiscal year 2020-2021 projected actuals versus the budget of the Administrative Department. The projected actuals are 83.8% of the budgeted values, equivalent to approximately \$498K, which is due to decreased Salaries & Wages and Employee Benefits as there was a position vacancy during the fiscal year and the Agency accrued lower legal fees within Professional Services.

Table 7: 2020-2021 General Fund Expenditures – Administrative Department Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Salaries & Wages	1,142,000	925,000	81.0%
Employee Benefits	672,300	565,900	84.2%
Director Fees	7,500	7,600	101.3%
Vehicles	2,500	0	0.0%

CSRMA Insurance	210,000	245,000	116.7%
Professional Memberships	32,500	27,100	83.4%
Agency Permits & Licenses	0	0	0.0%
Office Expenses	102,000	89,000	87.3%
Contractual Services	152,000	129,100	84.9%
Professional Services	605,000	449,200	74.2%
Conferences & Training	33,500	28,100	83.9%
Uncollectable Accounts	1,000	0	0.0%
Utilities	106,100	102,300	96.4%
Supplies, Repairs & Maintenance	0	0	0.0%
Total Expenditures	3,066,400	2,568,300	83.8%

Fund 10: General Fund Expenditures Review – Operations Department Review

Table 8 below provides a summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals and a comparison of fiscal year 2020-2021 projected actuals versus the budget of the Operations Department, which includes the Operations and Laboratory sub-departments. The projected actuals are 94.7% of the budgeted values which is primarily attributed to unfilled positions within the department during the fiscal year. The percent difference equates to a difference of approximately \$336K.

Table 8: 2020-2021 General Fund Expenditures – Operations Department Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Salaries & Wages	2,160,000	1,973,000	91.3%
Employee Benefits	1,480,700	1,291,400	87.2%
Director Fees	0	0	0.0%
Vehicles	3,600	3,100	86.1%
CSRMA Insurance	0	0	0.0%
Professional Memberships	5,100	2,600	51.0%
Agency Permits & Licenses	178,000	190,000	106.7%
Office Expenses	15,800	3,000	19.0%
Contractual Services	1,415,700	1,478,500	104.4%
Professional Services	0	0	0.0%
Conferences & Training	11,000	3,500	31.8%
Uncollectable Accounts	0	0	0.0%
Utilities	891,500	878,500	98.5%
Supplies, Repairs & Maintenance	122,000	124,100	101.7%
Total Expenditures	6,283,400	5,947,700	94.7%

Fund 10: General Fund Expenditures Review – Engineering Department Review

Table 9 below provides a summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals and a comparison of fiscal year 2020-2021 projected actuals versus the budget of the Engineering Department, which includes the Engineering and Safety sub-departments. The projected actuals are 74.0% of the budgeted values equaling an approximate \$367K difference which is due to various factors to include less overtime than anticipated within Salaries and Wages, lower than expected Professional Services for general engineering service agreements which are used on an as-needed basis and lower expenditures in Contractual Services and Supplies, Repairs and Maintenance.

Table 9: 2020-2021 General Fund Expenditures – Engineering Department Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Salaries & Wages	593,000	560,000	94.4%
Employee Benefits	275,600	278,300	101.0%
Director Fees	0	0	0.0%
Vehicles	3,000	100	3.3%
CSRMA Insurance	0	0	0.0%
Professional Memberships	3,000	900	30.0%
Agency Permits & Licenses	0	0	0.0%
Office Expenses	19,000	11,600	61.1%
Contractual Services	177,000	86,000	48.6%
Professional Services	200,000	43,000	21.5%
Conferences & Training	31,000	7,100	22.9%
Uncollectable Accounts	0	0	0.0%
Utilities	1,500	400	26.7%
Supplies, Repairs & Maintenance	106,000	54,700	51.6%
Total Expenditures	1,409,100	1,042,100	74.0%

Fund 10: General Fund Expenditures Review – Maintenance Department Review

Table 10 below provides a summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals and a comparison of fiscal year 2020-2021 projected actuals versus the budget of the Maintenance Department, which includes the Maintenance, Electrical & Instrumentation (E&I) and Warehouse sub-departments. As the table indicates, the projected actuals are 90.6%, or approximately \$294K difference, of the budgeted values. The difference in the amounts is due to staff retirements, unfilled positions and staff reductions due to organizational structure changes, lower than expected Contractual Services as contractor scheduling was restricted, and reduced Supplies, Repairs and Maintenance expenditures associated with fewer repair projects.

Table 10: 2020-2021 General Fund Expenditures – Maintenance Department Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Salaries & Wages	1,409,800	1,290,500	91.5%
Employee Benefits	937,000	908,200	96.9%
Director Fees	0	0	0.0%
Vehicles	39,800	49,200	123.6%
CSRMA Insurance	0	0	0.0%
Professional Memberships	6,400	4,800	75.0%
Agency Permits & Licenses	0	0	0.0%
Office Expenses	54,100	44,300	81.9%
Contractual Services	151,700	117,600	77.5%
Professional Services	0	0	0.0%
Conferences & Training	17,000	2,300	13.5%
Uncollectable Accounts	0	0	0.0%
Utilities	1,000	2,700	270.0%
Supplies, Repairs & Maintenance	492,300	395,900	80.4%
Total Expenditures	3,109,100	2,815,500	90.6%

Fund 10: General Fund Expenditures Review – Information Technology (IT) Department Review

Table 11 below provides a summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals and a comparison of fiscal year 2020-2021 projected actuals versus the budget of the IT Department. The projected actuals are 90.4% of the budgeted values caused by a partial year staff vacancy and reduced use of Supplies, Repairs and Maintenance for typical projects and maintenance tasks. The present difference represents a total difference of approximately \$60K between projected actuals and budgeted amounts.

Table 11: 2020-2021 General Fund Expenditures – IT Department Review

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
Salaries & Wages	353,600	311,700	88.2%
Employee Benefits	103,500	116,900	112.9%
Director Fees	0	0	0.0%
Vehicles	800	200	25.0%
CSRMA Insurance	0	0	0.0%
Professional Memberships	500	200	40.0%
Agency Permits & Licenses	0	0	0.0%

Office Expenses	80,500	86,000	106.8%
Contractual Services	500	2,100	420.0%
Professional Services	0	0	0.0%
Conferences & Training	15,000	(2,000)	-13.3%
Uncollectable Accounts	0	0	0.0%
Utilities	1,000	500	50.0%
Supplies, Repairs & Maintenance	69,000	48,900	70.9%
Total Expenditures	624,400	564,500	90.4%

Fund 02: Wastewater Capital Reserve Fund Review

Table 12 provides a summary comparison of the approved budget and the projected actuals at the end of the 2020-2021 fiscal year for the associated Wastewater Capital Reserve Fund capital improvements. Projected actual improvements expenditures were approximately 375% or \$1.1M greater than the budgeted expenditures. Overall, the projected actual improvement fund expenditures to include debt service, was approximately 140.6% or \$1.1M greater than the budgeted expenditures.

It should be noted, the large monetary differences occurred in (1) the Barscreens, Washers and Compactors project as the construction phase was scheduled for fiscal year 2021-2022 and commenced in the current fiscal year and (2) various other unbudgeted projects in the fiscal year also commenced earlier than expected and prior to their scheduled fiscal year.

Table 12: 2020-2021 Wastewater Capital Reserve Fund Review

Item No.	Project Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
1	Barscreens, Washers, Compactors ⁽²⁾	225,000	1,160,000	515.6%
2	Digester & Plant Heating Improvements ⁽²⁾	0	95,000	100.0%
3	Portable Emergency Pump System ⁽¹⁾	0	19,133	100.0%
4	Plant Air Compressor ⁽¹⁾	0	24,159	100.0%
5	Security Improvements ⁽²⁾	100,000	73,500	73.5%
6	Hydraulic Pump and Power Pack ⁽¹⁾	60,000	72,134	120.2%
Subtotal		385,000	1,443,926	375.0%
Debt Payment on 2020 Wastewater Revenue Refunding Bond (73.2%)		2,222,810	2,222,378	100.0%
Total		2,607,810	3,666,304	140.6%

Notes: (1) Project completed in Fiscal Year 2020-2021
(2) Project in progress, carried over to Fiscal Year 2021-2022

Fund 06: Replacement, Rehabilitation and Upgrade Fund Review

Table 13 provides a summary comparison of the approved budget and the projected actuals at the end of the 2020-2021 fiscal year for the associated Replacement, Rehabilitation and Upgrade Fund capital improvements. Projected actual improvement expenditures were approximately 67.5% or \$774K less than the budgeted expenditures. Overall, the projected actual fund expenditures, including debt service, was approximately 75.8% or approximately \$774K less than the budgeted expenditures.

In summary, some projects were not accomplished during the fiscal year, or the expenditures were lower than expected due to the competitive bidding process.

Table 13: 2020-2021 Replacement, Rehabilitation and Upgrade Fund Review

Item No.	Project Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2020/2021 Projected Actuals vs. Budget (%)
1	Plant Coating Improvements ⁽²⁾	550,000	420,500	76.5%
2	Lab Equipment Replacement ⁽³⁾	25,000	0	0.0%
3	Admin. Office Improvement ⁽¹⁾	350,000	317,183	90.6%
4	Accounting Software Upgrade ⁽²⁾	0	10,870	100.0%
5	EPDM Roof Replacement ⁽¹⁾	800,000	439,330	54.9%
6	VFD Replacements ⁽¹⁾	0	89,637	100.0%
7	TRI Improvements ⁽³⁾	100,000	0	0.0%
8	Centrifuge Rebuild ⁽¹⁾	0	55,100	100.0%
9	Lab Improvement ⁽³⁾	75,000	0	0.0%
10	Vehicle Replacement ⁽²⁾	30,000	0	0.0%
11	WWTP Pilot Study Rehabilitation ⁽³⁾	75,000	0	0.0%
12	Facilities Security System ⁽²⁾	50,000	0	0.0%
13	Lime System Improvements ⁽³⁾	0	66	100.0%
14	Chlorine Scrubber Replacement ⁽³⁾	0	131,500	100.0%
15	MPPS VFD ⁽¹⁾	30,000	0	0.0%
16	Warehouse Forklift ⁽¹⁾	35,000	32,735	93.5%
17	Chiller Replacement ⁽²⁾	150,000	77,500	51.7%
18	SCBA Tank Replacement ⁽¹⁾	35,000	36,472	104.2%
19	Polyblend Thickener ⁽³⁾	35,000	0	0.0%
20	Arc Flash Study/Breaker Replacement ⁽³⁾	45,000	0	0.0%
Subtotal		2,385,000	1,610,894	67.5%
Debt Payment on 2020 Wastewater Revenue Refunding Bond (26.8%)		813,816	813,658	100.0%
Total		3,198,816	2,424,552	75.8%

Notes: (1) Project completed in Fiscal Year 2020-2021
(2) Project in progress, carried over to Fiscal Year 2021-2022
(3) Project not started, carried over to Fiscal Year 2021-2022

Fiscal Year 2021-2022 Budgets

Fund Revenues

Fund Revenue Summary

Table 14 identifies a summary of all Agency revenues per fund for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in fiscal year 2021-2022 budget to the fiscal year 2020-2021 projected actuals, and the percent change in fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget.

Overall, the total Agency fiscal year 2021-2022 revenue budget is approximately 102.3% or approximately \$439K greater than fiscal year 2020-2021 projected revenue actuals. When evaluating fiscal years 2020-2021 and 2021-2022 budgets, fiscal year 2021-2022 budget is 102.7% of fiscal year 2020-2021 budget equating to an increase of approximately \$505K.

Table 14: 2021-2022 Fund Revenue Summary

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
General Fund (#10)	16,750,000	16,692,100	17,325,000	103.8%	103.4%
Wastewater Capital Reserve Fund (#2)	1,775,000	2,265,800	2,090,000	92.2%	117.7%
Replacement, Rehabilitation and Upgrade Fund (#6)	310,000	56,300	45,000	79.9%	14.5%
Emergency and Contingency Reserve Fund (#7)	155,000	41,800	35,000	83.7%	22.6%
Total Revenue	18,990,000	19,056,000	19,495,000	102.3%	102.7%

The following Tables 15 through 18 provide a breakdown of the funds that support summary Table 14 above.

Fund 10: General Fund Revenue

Table 15 identifies a summary of General Fund revenues for fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in fiscal year 2021-2022 budget to the fiscal year 2020-2021 projected actuals, and the percent change in fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget. The table indicates, fiscal year 2021-2022 budgets are 103.8% of fiscal year 2020-2021 projected actuals which is an increase of approximately \$633K and fiscal year 2021-2022 budget is 103.4% of the fiscal 2020-2021 budget which is also an increase of approximately \$575K. The increases are due to a conservative expected growth of 3% for Sewer Service Charges and 4% increase in Ad Valorem Revenue.

Table 15: 2021-2022 General Fund Revenue

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Sewer Service Charges	12,823,000	12,800,000	13,287,000	103.8%	103.6%
Ad Valorem	3,900,000	3,805,600	3,958,000	104.0%	101.5%
Fund Interest	18,000	50,000	40,000	80.0%	222.2%
Other Revenue	7,500	14,000	15,000	107.1%	200.0%
Temporary Discharge Permits	1,500	22,500	25,000	111.1%	1666.7%
Total Revenue	16,750,000	16,692,100	17,325,000	103.8%	103.4%

Fund 02: Wastewater Capital Reserve Fund Revenue

The Wastewater Capital Reserve Fund table is organized similar to the General Fund table above. When evaluating the 2021-2022 budget versus 2020-2021 projected actuals, the 2021-2022 budget is 92.2% of the 2020-2021 projected actuals equaling a decrease difference of approximately \$176K. This reduction in the 2021-2022 budget is attributed to an expected lower revenue in sewer connection fees and fund interest. When evaluating the budgets of fiscal years, the 2021-2022 budget is 117.7% of the 2020-2021 budget which is an increase of approximately \$315K as the sewer connection fee revenue is expected to be similar to that of fiscal year 2020-2021 with connection fees being a majority of residential homes over 2,000 square feet.

Table 16: 2021-2022 Wastewater Capital Reserve Fund Revenue

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Sewer Connection Fee	1,500,000	2,145,000	2,000,000	93.2%	133.3%
Fund Interest	250,000	130,000	100,000	76.9%	40.0%
Other Revenue	25,000	(9,200)	(10,000)	108.7%	(40.0%)
Total Revenue	1,775,000	2,265,800	2,090,000	92.2%	117.7%

Fund 06: Replacement, Rehabilitation and Upgrade Fund Revenue

The Replacement, Rehabilitation and Upgrade Fund revenue consists of fund interest revenue generated in the LAIF account. Due to low LAIF interest rates, the 2021-2022 budget is 14.5% of the 2020-2021 budget which is a decrease of approximately \$265K. When comparing the 2021-2022 budget versus 2020-2021 projected actuals, the 2021-2022 budget is 79.9% of the 2020-2021 projected actuals, or a decrease of \$11K, as the LAIF interest rates are expected to remain low for the fiscal year. This reduction in fund interest will be consistent with other funds containing fund interest revenue from LAIF.

Table 17: 2021-2022 Replacement, Rehabilitation and Upgrade Fund Revenue

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Fund Interest	310,000	56,300	45,000	79.9%	14.5%
Total Revenue	310,000	56,300	45,000	79.9%	14.5%

Fund 07: Emergency and Contingency Reserve Fund Revenue

Similar to the Replacement, Rehabilitation and Upgrade Fund, the Emergency and Contingency Reserve Fund revenue consists of fund interest generated in the LAIF account. As previously stated and typical to other interest fund returns, the fund interest was lower than expected and adjustments were made to account for a continued lower LAIF interest rate. The 2021-2022 budget is 22.6% of the 2020-2021 budget which is a decrease of approximately \$120K and the 2021-2022 budget is 83.7% of the 2020-2021 projected actuals equaling a difference of approximately \$7K.

Table 18: 2021-2022 Emergency and Contingency Reserve Fund Revenue

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Fund Interest	155,000	41,800	35,000	83.7%	22.6%
Total Revenue	155,000	41,800	35,000	83.7%	22.6%

Fund Expenditures

Fund 10: General Fund Expenditures – Summary

Table 19 identifies the General Fund expenditure summary for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, and the percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget.

Overall, the total Agency fiscal year 2021-2022 General Fund expenditure budget is approximately 123.4% or approximately \$3.0M more than the fiscal year 2020-2021 projected actuals and approximately 110.1% or \$1.5M more than fiscal year 2020-2021 budgeted expenditures. Further breakdown of the departmental expenditures in the General Fund are detailed in subsequent tables.

It should be noted, the Agency participated in a cost sharing program with staff for health benefits which generates a savings, however, the savings is offset by an expected increase of 25% in health insurance premiums. This is reflected in the Employee Benefits and would be consistent and

reflected in the subsequent tables for each department.

Table 19: 2021-2022 General Fund Expenditures – Summary

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Salaries & Wages	5,658,400	5,060,200	5,599,400	110.7%	99.0%
Employee Benefits	3,469,100	3,160,700	3,817,000	120.8%	110.0%
Director Fees	7,500	7,600	7,600	100.0%	101.3%
Vehicles	49,700	52,600	51,900	98.7%	104.4%
CSRMA Insurance	210,000	245,000	375,000	153.1%	178.6%
Professional Memberships	47,500	35,600	44,700	125.6%	94.1%
Agency Permits & Licenses	178,000	190,000	196,000	103.2%	110.1%
Office Expenses	271,400	233,900	455,000	194.5%	167.6%
Contractual Services	1,896,900	1,813,300	2,204,800	121.6%	116.2%
Professional Services	805,000	492,200	990,000	201.1%	123.0%
Conferences & Training	107,500	39,000	116,500	298.7%	108.4%
Uncollectable Accounts	1,000	0	0	0.0%	0.0%
Utilities	1,001,100	984,400	1,010,200	102.6%	100.9%
Supplies, Repairs & Maintenance	789,300	623,600	1,091,500	175.0%	138.3%
Total Expenditures	14,492,400	12,938,100	15,959,600	123.4%	110.1%

Fund 10: General Fund Expenditures – Administrative Department

Table 20 identifies the General Fund breakdown for the Administrative Department expenditures for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, and the percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget.

As noted in the table, the 2021-2022 budget is 119.6% of the 2020-2021 projected actuals. This approximate \$503K increase of the 2021-2022 budget is primarily due to increases in Salaries and Wages from a new position and significantly increased CSRMA insurance rates as well as an increase in Employee Benefits as explained in the above fund summary. When comparing the 2020-2021 budget to the 2021-2022 budget, the budget totals are very similar with only a minor difference. The reductions in Professional Services and Salaries & Wages offset the increase of insurance expenditures to generate a minimal change in fiscal year budgets.

Table 20: 2021-2022 General Fund Expenditures – Administrative Department

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Salaries & Wages	1,142,000	925,000	1,100,000	118.9%	96.3%
Employee Benefits	672,300	565,900	715,500	126.4%	106.4%
Director Fees	7,500	7,600	7,600	100.0%	101.3%
Vehicles	2,500	0	0	0.0%	0.0%
CSRMA Insurance	210,000	245,000	375,000	153.1%	178.6%
Professional Memberships	32,500	27,100	31,500	116.2%	96.9%
Agency Permits & Licenses	0	0	0	0.0%	0.0%
Office Expenses	102,000	89,000	90,000	101.1%	88.2%
Contractual Services	152,000	129,100	131,600	101.9%	86.6%
Professional Services	605,000	449,200	485,000	108.0%	80.2%
Conferences & Training	33,500	28,100	32,000	113.9%	95.5%
Uncollectable Accounts	1,000	0	0	0.0%	0.0%
Utilities	106,100	102,300	103,200	100.9%	97.3%
Supplies, Repairs & Maintenance	0	0	0	0.0%	0.0%
Total Expenditures	3,066,400	2,568,300	3,071,400	119.6%	100.2%

Fund 10: General Fund Expenditures – Operations Department

Table 21 identifies the General Fund breakdown for the Operations Department expenditures for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, and the percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget. For fiscal year 2021-2022, the Operations Department will maintain the Operations and Laboratory sub-departments.

The 2021-2022 budget is 110.6% of the 2020-2021 projected actuals which is approximately a \$633K increase. The 2021-2022 budget is 104.7% of the 2020-2021 budget or an approximate \$298K increase. The increases are attributable to increases in Salaries & Wages, Employee Benefits in accordance with the Health Insurance Premiums and HRA benefits, Office Expenses to include additional departmental software programs and Supplies, Repairs & Maintenance for projects.

Table 21: 2021-2022 General Fund Expenditures – Operations Department

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Salaries & Wages	2,160,000	1,973,000	2,150,000	109.0%	99.5%
Employee Benefits	1,480,700	1,291,400	1,543,900	119.6%	104.3%
Director Fees	0	0	0	0.0%	0.0%
Vehicles	3,600	3,100	0	0.0%	0.0%
CSRMA Insurance	0	0	0	0.0%	0.0%
Professional Memberships	5,100	2,600	4,200	161.5%	82.4%
Agency Permits & Licenses	178,000	190,000	195,000	102.6%	109.6%
Office Expenses	15,800	3,000	161,300	5376.7%	1020.9%
Contractual Services	1,415,700	1,478,500	1,462,900	98.9%	103.3%
Professional Services	0	0	0	0.0%	0.0%
Conferences & Training	11,000	3,500	11,000	314.3%	100.0%
Uncollectable Accounts	0	0	0	0.0%	0.0%
Utilities	891,500	878,500	901,500	102.6%	101.1%
Supplies, Repairs & Maintenance	122,000	124,100	151,200	121.8%	123.9%
Total Expenditures	6,283,400	5,947,700	6,581,000	110.6%	104.7%

Fund 10: General Fund Expenditures – Engineering Department

Similar to the previous department expenditures, the Engineering Department expenditures table provides fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, and the percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget. The Engineering Department includes the Engineering and Safety sub-departments.

The 2021-2022 budget is 183.8% of the 2020-2021 projected actuals. This increase is an approximate \$873K increase which is attributed to increased Salaries & Wages and Employee Benefits for an additional engineering staff member, increases in Contractual Services to include digital scanning of the TRI and an updated Arc Flash Study, and Professional Services to include the typical engineering services agreements. The 2021-2022 budget is 135.9% of the 2020-2021 budget or an approximate \$506K increase which is primarily attributed to increased staff costs and Contractual Services.

Table 22: 2021-2022 General Fund Expenditures – Engineering Department

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Salaries & Wages	593,000	560,000	785,000	140.2%	132.4%
Employee Benefits	275,600	278,300	357,500	128.5%	129.7%
Director Fees	0	0	0	0.0%	0.0%
Vehicles	3,000	100	0	0.0%	0.0%
CSRMA Insurance	0	0	0	0.0%	0.0%
Professional Memberships	3,000	900	2,500	277.8%	83.3%
Agency Permits & Licenses	0	0	0	0.0%	0.0%
Office Expenses	19,000	11,600	34,000	293.1%	178.9%
Contractual Services	177,000	86,000	294,500	342.4%	166.4%
Professional Services	200,000	43,000	325,000	755.8%	162.5%
Conferences & Training	31,000	7,100	34,500	485.9%	111.3%
Uncollectable Accounts	0	0	0	0.0%	0.0%
Utilities	1,500	400	1,500	375.0%	100.0%
Supplies, Repairs & Maintenance	106,000	54,700	80,500	147.2%	75.9%
Total Expenditures	1,409,100	1,042,100	1,915,000	183.8%	135.9%

Fund 10: General Fund Expenditures – Maintenance Department

Similar to the previous department expenditures, the Maintenance Department expenditures table provides fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, the percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, and the percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget. The Maintenance Department includes the Maintenance, Electrical and Instrumentation, Information Technology (IT), and Warehouse sub-departments. It should be noted, IT was its independent department for fiscal year 2020-2021, however, it is a sub-department for the Maintenance Department for fiscal year 2021-2022. It should also be noted, the IT department budgets and actuals were combined with Maintenance budgets and actuals in Table 23 for comparison purposes.

The 2021-2022 budget is 129.9% of the 2020-2021 projected actuals. This is approximately a \$1.0M increase which is attributed to increased Employee Benefits as noted for all departments. Additionally, increased Contractual Services for defensible space and landscaping, janitorial services and outsourcing of IT Services and increases in Professional Services for new software for operations and IT and for software licensing. Lastly, an increase in Supplies, Repairs and Maintenance for cleaning lines of the Truckee River Interceptors (TRI), traffic signs and bypass pumping supplies and foam suppression system upgrade. The 2021-2022 budget is 117.6% of the 2020-2021 budget or an approximate \$659K increases in Employee Benefits, Professional Services, Contractual Services and Supplies, Repairs and Maintenance for the same reasons as indicated above.

Table 23: 2021-2022 General Fund Expenditures – Maintenance Department

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)
Salaries & Wages	1,763,400	1,602,200	1,564,400	97.6%	88.7%
Employee Benefits	1,040,500	1,025,100	1,200,100	117.1%	115.3%
Director Fees	0	0	0	0.0%	0.0%
Vehicles	40,600	49,400	51,900	105.1%	127.8%
CSRMA Insurance	0	0	0	0.0%	0.0%
Professional Memberships	6,900	5,000	6,500	130.0%	94.2%
Agency Permits & Licenses	0	0	1,000	0.0%	0.0%
Office Expenses	134,600	130,300	169,700	130.2%	126.1%
Contractual Services	152,200	119,700	315,800	263.8%	207.5%
Professional Services	0	0	180,000	0.0%	0.0%
Conferences & Training	32,000	300	39,000	13000.0%	121.9%
Uncollectable Accounts	0	0	0	0.0%	0.0%
Utilities	2,000	3,200	4,000	125.0%	200.0%
Supplies, Repairs & Maintenance	561,300	444,800	859,800	193.3%	153.2%
Total Expenditures	3,733,500	3,380,000	4,392,200	129.9%	117.6%

Fund 02: Wastewater Capital Reserve Fund Expenditures

Table 24 identifies the projects and expenditures for the 5-year Capital Improvements Plan (CIP) within the Wastewater Capital Reserve Fund. The fund continues to provide a percentage of the debt payment. Overall, the 5-year total for the capital improvements is approximately \$15.5M. When debt service payment is included, the total fund expenditure is approximately \$26.6M.

It should be noted, the Agency has contracted a private engineering consultant to prepare a Master Sewer Plan which will provide recommendations for capital improvements. It is expected there will be variances from the proposed projects in the CIP and Master Sewer Plan.

Table 24: 2021-2022 Wastewater Capital Reserve Fund Expenditures (5-Year)

Item No.	Project Description	FY 21/22 (\$)	FY 22/23 (\$)	FY 23/24 (\$)	FY 24/25 (\$)	FY 25/26 (\$)	Total (\$)
1	Barscreens, Washers, Compactors	2,600,000					2,600,000
2	Operation and Maintenance Carts	25,000		25,000			50,000
3	Equipment/Vehicle Warehouse				250,000	2,000,000	2,250,000
4	Maintenance/E&I Shop Improvements			750,000			750,000

5	Digester & Plant Heating Improvements	250,000	500,000	1,500,000	1,500,000		3,750,000
6	BNR Improvements		250,000	1,500,000			1,750,000
7	Flow Equalization Basin			500,000	3,500,000		4,000,000
8	Security Improvements		50,000				50,000
9	Control Room Upgrades #02 & #13		75,000				75,000
10	Manlift	60,000					60,000
11	Effluent Flow Meter Installation	100,000					100,000
12	Influent Flow Meter Installations	50,000					50,000
Subtotal		3,085,000	875,000	4,275,000	5,250,000	2,000,000	15,485,000
Debt Payment on 2020 Wastewater Revenue Refunding Bond (73.2%)		2,222,810	2,220,980	2,222,261	2,222,718	2,222,169	11,110,937
Total		5,307,810	3,095,980	6,497,261	7,472,718	4,222,169	26,595,937

The following is a description of each of the above listed projects:

1. Barscreens, Washers, Compactors: Headworks Improvements Project to includes new barscreens, washers, compactors, building modifications, flow diversion structure, bypass pumping, etc.
2. Operation and Maintenance Carts: Purchase of additional various operation and maintenance utility carts.
3. Equipment/Vehicle Warehouse: Construction of a new warehouse for storage of Agency vehicles, heavy equipment, and misc. equipment.
4. Maintenance/E&I Shop Improvements: Improvements to relocate mechanical and I&E maintenance shops.
5. Digester & Plant Heating Improvements: Construction of new digester building to house new boilers, pumps, and other major mechanical equipment to support sludge digestion, heating, and gas handling systems.
6. BNR Improvements: Modification of existing denitrification influent structures to reduce dissolved oxygen concentrations entering the denitrification cells.
7. Flow Equalization Basin: Construction of a new raw influent flow equalization basin upstream of the headworks to mitigate high flows and loadings into the plant.
8. Security Improvements: Installation of new security cameras.
9. Control Room Upgrades #02 & #13: Installation of new HVAC for control rooms.
10. Manlift: Purchase of used manlift.
11. Effluent Flow Meter Installation: Installation of effluent magmeter in AWT.
12. Influent Flow Meter Installations: Installation of two (2) influent flow meters in existing manhole facilities.

Fund 06: Replacement, Rehabilitation and Upgrade Fund Expenditures

Table 25 identifies the projects and expenditures for the 5-year Capital Improvements Plan (CIP) within the Replacement, Rehabilitation and Upgrade Fund. The fund continues to provide a percentage of the debt payment. Overall, the 5-year total for the capital improvements is approximately \$12.8M. When debt service payment is included, the total fund expenditure is approximately \$16.8M.

It should be noted, the Agency has contracted a private engineering consultant to prepare a Master Sewer Plan which will provide recommendations for capital improvements. It is expected there will be variances from the proposed projects in the CIP and Master Sewer Plan.

Table 25: 2021-2022 Replacement, Rehabilitation and Upgrade Fund Expenditures (5-Year)

Item No.	Project Description	FY 21/22 (\$)	FY 22/23 (\$)	FY 23/24 (\$)	FY 24/25 (\$)	FY 25/26 (\$)	Total (\$)
1	Plant Coating Improvements	500,000	550,000		600,000		1,650,000
2	Lab Equipment Replacements	25,000	75,000	25,000	50,000		175,000
3	EPDM Roof Replacement		750,000		500,000		1,250,000
4	Translucent Panel Rehabilitation			60,000			60,000
5	VFD Replacements	30,000		30,000		30,000	90,000
6	TRI Improvements		150,000	400,000	150,000	4,500,000	5,200,000
7	Centrifuge Rebuild	50,000				50,000	100,000
8	Lab Improvement		150,000				150,000
9	Vehicle Replacement		35,000				35,000
10	WWTP Pilot Study Rehabilitation			75,000			75,000
11	Communications Network Replacement			200,000			200,000
12	Facilities Security System			50,000			50,000
13	Lime System Improvements	150,000					150,000
14	Wasting Pumps Upgrade	350,000					350,000
15	Plant Concrete Repair			400,000			400,000
16	Facility Asphalt Sealing	100,000					100,000
17	Telephone Upgrade	50,000					50,000
18	2 Water System Improvement		500,000				500,000
19	Chlorine Scrubber Replacement	1,000,000					1,000,000
20	Odorous Air Expansion				50,000		50,000
21	BNR Blower Replacement	25,000		25,000		25,000	75,000
22	Filter 3 Rebuild					225,000	225,000
23	Filter 4 Rebuild				225,000		225,000
24	MPPS VFD	30,000					30,000

25	Control Room Upgrades #02 & #13		150,000				150,000
26	Polyblend Thickener Replacement	35,000					35,000
27	Arc Flash Study/Breaker Replacement	45,000					45,000
28	Portable Welder Replacement	25,000					25,000
29	Filter Press Feed Pump VFD Replacement	45,000	45,000				90,000
30	Odorous Air VFD Replacement	35,000	35,000				70,000
31	Cake Discharge VFD Replacement	35,000					35,000
32	IT Server Replacement	40,000	40,000				80,000
33	SCADA Repeater Replacement	50,000					50,000
Subtotal		2,620,000	2,480,000	1,265,000	1,575,000	4,830,000	12,770,000
Debt Payment on 2020 Wastewater Revenue Refunding Bond (26.8%)		813,816	813,146	813,615	813,782	813,581	4,067,939
Total		3,433,816	3,293,146	2,078,615	2,388,782	5,643,581	16,837,939

The following is a description of each of the above listed projects:

1. Plant Coating Improvements: Recoating on various equipment and facilities to improve longevity.
2. Lab Equipment Replacements: Replacement of various aged laboratory equipment, as needed.
3. EPDM Roof Replacement: Repair and replacement of various EPDM roofing systems.
4. Translucent Panel Rehabilitation: Refurbishing of existing Kalwall architectural panels.
5. VFD Replacements: Plant-wide replacements of variable frequency drives throughout plant, as needed basis.
6. TRI Improvements: CIPP lining of TRI between TRI manhole nos. 33 to 35.
7. Centrifuge Rebuild: Rebuild dewatering centrifuges (2 total).
8. Lab Improvement: Improvements to the T-TSA satellite labs.
9. Vehicle Replacement: Replacement of aged vehicles.
10. WWTP Pilot Study Rehabilitation: Rehabilitation of BNR pilot plant for testing of various operating strategies.
11. Communications Network Replacement: Replacement of aged network communications equipment and cabling.
12. Facilities Security System: Replace existing cameras and front gate.
13. Lime System Improvements: Replace conveyance system for hydrated lime.
14. Wasting Pumps Upgrade: Replace WAS pumps to be able to meet and maintain required wasting rates.
15. Plant Concrete Repair: Perform various concrete repairs throughout the plant.
16. Facility Asphalt Sealing: Reseal asphalt surfaces through the plant.
17. Telephone Upgrade: Upgrade existing aged PBX system and telephones to new technologies.

18. 2 Water System Improvement: Upgrade reclaimed water storage, pumping, and distribution system.
19. Chlorine Scrubber Replacement: Replace aged chlorine gas neutralizing scrubber in Chlorine Building.
20. Odorous Air Expansion: Expand odorous air media replacement.
21. BNR Blower Replacement: Replace BNR aeration blowers.
22. Filter 3 Rebuild: Inspection, repair and media replacement.
23. Filter 4 Rebuild: Inspection, repair and media replacement.
24. MPPS VFD: Replace VFD.
25. Control Room Upgrades #02 & #13: Remodel and update to the existing control rooms.
26. Polyblend Thickener Replacement: Upgrade existing thickening room Polyblend units.
27. Arc flash Study/Breaker Replacement: Replace older and/or undersized breakers per the arc flash study.
28. Portable Welder Replacement: Portable welder replacement.
29. Filter Press Feed Pump VFD Replacement: Replace filter press feed pump VFD.
30. Odorous Air VFD Replacement: Replace odorous air VFD.
31. Cake Discharge VFD Replacement: Replace cake discharge VFD.
32. IT Server Replacement: IT/OT server replacements.
33. SCADA Repeater Replacement: Upgrade to Northstar data and voice communications.

Fund Summaries

The following tables provide fiscal year 2021-2022 summaries for funds that have revenues and expenditures. These funds include the General Fund, Wastewater Capital Reserve Fund and Replacement, Rehabilitation and Upgrade Fund. Funds that are not anticipated to have expenditures are addressed in the end of year fund balance table (Table 30).

Fund 10: General Fund Summary

Table 26 provides a summary of the General Fund summary to include revenues, expenditures and net position for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget, and the change in percent between fiscal year 2021-2022 and fiscal year 2020-2021 budgets.

Overall, the total General Fund projected budget for fiscal year has a net position increase of approximately \$1.4M for fiscal year 2021-2022.

Table 26: General Fund Summary

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)	2021/2022 Budget vs. 2020/2021 Budget (% Δ)
Revenues						
Sewer Service Charges	12,823,000	12,800,000	13,287,000	103.8%	103.6%	3.5%
Ad Valorem	3,900,000	3,805,600	3,958,000	104.0%	101.5%	1.5%

Fund Interest	18,000	50,000	40,000	80.0%	222.2%	55.0%
Other Revenue	7,500	14,000	15,000	107.1%	200.0%	50.0%
Temporary Discharge Permits	1,500	22,500	25,000	111.1%	1666.7%	94.0%
Total Revenue	16,750,000	16,692,100	17,325,000	103.8%	103.4%	3.3%

Expenditures						
Salaries & Wages	5,658,400	5,060,200	5,599,400	110.7%	99.0%	-1.1%
Employee Benefits	3,469,100	3,160,700	3,817,000	120.8%	110.0%	9.1%
Director Fees	7,500	7,600	7,600	100.0%	101.3%	1.3%
Vehicles	49,700	52,600	51,900	98.7%	104.4%	0.0%
CSRMA Insurance	210,000	245,000	375,000	153.1%	178.6%	44.0%
Professional Memberships	47,500	35,600	44,700	125.6%	94.1%	-6.3%
Agency Permits & Licenses	178,000	190,000	196,000	103.2%	110.1%	9.2%
Office Expenses	271,400	233,900	455,000	194.5%	167.6%	40.4%
Contractual Services	1,896,900	1,813,300	2,204,800	121.6%	116.2%	14.0%
Professional Services	805,000	492,200	990,000	201.1%	123.0%	18.7%
Conferences & Training	107,500	39,000	116,500	298.7%	108.4%	7.7%
Uncollectable Accounts	1,000	0	0	0.0%	0.0%	0.0%
Utilities	1,001,100	984,400	1,010,200	102.6%	100.9%	0.9%
Supplies, Repairs & Maintenance	789,300	623,600	1,091,500	175.0%	138.3%	27.7%
Total Expenditures	14,492,400	12,938,100	15,959,600	123.4%	110.1%	9.2%

Net Position	2,257,600	3,754,000	1,365,400	36.4%	60.5%	-65.3%
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Fund 02: Wastewater Capital Reserve Fund Summary

Table 27 provides summary of the Wastewater Capital Reserve Fund summary to include revenues, expenditures and net position for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget, and the change in percent between fiscal year 2021-2022 and fiscal year 2020-2021 budgets.

Overall, the total Agency fiscal year 2021-2022 Wastewater Capital Reserve Fund net position is a negative \$3.2M. It should be noted, there is sufficient balance in the fund to offset the negative net position which is identified in Table 30.

Table 27: Wastewater Capital Reserve Fund Summary

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)	2021/2022 Budget vs. 2020/2021 Budget (% Δ)
Revenues						
Sewer Connection Fee	1,500,000	2,145,000	2,000,000	93.2%	133.3%	25.0%
Fund Interest	250,000	130,000	100,000	76.9%	40.0%	-150.0%
Other Revenue	25,000	(9,200)	(10,000)	108.7%	-40.0%	350.0%
Total Revenue	1,775,000	2,265,800	2,090,000	92.2%	117.7%	15.1%
Expenditures						
Barscreens, Washers, Compactors			2,600,000			
Operation and Maintenance Carts			25,000			
Digester & Plant Heating Improvements			250,000			
Manlift			60,000			
Effluent Flow Meter Installation			100,000			
Influent Flow Meter Installations			50,000			
Subtotal			3,085,000			
Debt Payment on 2020 Wastewater Revenue Refunding Bond (73.2%)			2,222,810			
Total			5,307,810			
Net Position			(3,217,810)			

Fund 06: Replacement, Rehabilitation and Upgrade Fund Summary

Table 28 provides summary of the Replacement, Rehabilitation and Upgrade Fund summary to include revenues, expenditures and net position for the fiscal year 2020-2021 budget, fiscal year 2020-2021 projected actuals, fiscal year 2021-2022 budget, percent change in the fiscal year 2020-2021 budget to the fiscal year 2020-2021 projected actuals, percent change in the fiscal year 2021-2022 budget versus the fiscal year 2020-2021 budget, and the change in percent between fiscal year 2021-2022 and fiscal year 2020-2021 budgets.

Overall, the total Agency fiscal year 2021-2022 Replacement, Rehabilitation and Upgrade Fund net position is a negative \$3.4M. It should be noted, there is sufficient balance in the fund to offset the negative net position which is identified in Table 30.

Table 28: Replacement, Rehabilitation and Upgrade Fund Summary

Description	2020/2021 Budget (\$)	2020/2021 Projected Actuals (\$)	2021/2022 Budget (\$)	2021/2022 Budget vs. 2020/2021 Projected Actuals (%)	2021/2022 Budget vs. 2020/2021 Budget (%)	2021/2022 Budget vs. 2020/2021 Budget (% Δ)
Revenues						
Fund Interest	310,000	56,300	45,000	79.9%	14.5%	-588.9%
Total Revenue	310,000	56,300	45,000	79.9%	14.5%	-588.9%

Expenditures						
Plant Coating Improvements			500,000			
Lab Equipment Replacements			25,000			
VFD Replacements			30,000			
Centrifuge Rebuild			50,000			
Lime System Improvements			150,000			
Wasting Pumps Upgrade			350,000			
Facility Asphalt Sealing			100,000			
Telephone Upgrade			50,000			
Chlorine Scrubber Replacement			1,000,000			
BNR Blower Replacement			25,000			
MPPS VFD			30,000			
Polyblend Thickener Replacement			35,000			
Arc Flash Study/Breaker Replacement			45,000			
Portable Welder Replacement			25,000			
Filter Press Feed Pump VFD Replacement			45,000			
Odorous Air VFD Replacement			35,000			
Cake Discharge VFD Replacement			35,000			

IT Server Replacement			40,000			
SCADA Repeater Replacement			50,000			
Subtotal			2,620,000			
Debt Payment on 2020 Wastewater Revenue Refunding Bond (26.8%)			813,816			
Total			3,433,816			
Net Position			(3,388,816)			

Unfunded Accrued Liability

The Agency participates in the California Public Employees' Retirement System (CalPERS) which includes a plan for Classic and PEPR (Public Employees' Pension Reform Act) employees. Based on the annual valuation reports prepared by CalPERS, the estimated unfunded accrued liability (UAL) for 06/30/21 is approximately \$12.8M.

The Agency has provided additional payments above the required minimum towards the UAL which has reduced the overall interest amount accrued. In lieu of continuing direct additional payments to the CalPERS, the Agency will investigate other methods to pay the UAL to include additional discretionary payments.

The Agency will investigate the benefit of the California Employers' Pension Prefunding Trust (CEPPT) Fund program which is a trust fund program dedicated to prefunding employer contributions to defined benefit pension systems. Should the CEPPT be a desired option, the Agency will determine the appropriate prefunding schedule. Should the Agency decide to proceed with direct payments to CalPERS, the Agency can determine the appropriate payment schedule at that time.

As there are alternatives that should be researched, the Agency will maintain the minimum UAL payment per the current amortization schedule as prepared by CalPERS. Table 29 identifies the appropriate amortized payments for the next five (5) fiscal years per the current CalPERS 30-year amortization schedule.

Table 29: CalPERS UAL 5-Year Amortization Schedule Summary

Fiscal Year	Annual Scheduled Payment (\$)
2021-2022	1,044,040
2022-2023	1,159,517
2023-2024	1,231,835
2024-2025	1,309,638
2025-2026	1,349,585

Projected End of Fiscal Year Fund Balances

Table 30 lists the expected fund balances at the end of fiscal year 2021-2022 as well as their target balances. Each fund is shown with the beginning balance, annual revenue, annual expenditure, applicable UAL payment, end of year balance, and target balance for each fund. The total of all funds is approximately \$36.3M. It should be noted the table values have been rounded.

Table 30: Projected End of Year Fund Balances

Description	General Fund (#10)	Wastewater Capital Reserve Fund (#2)	Replacement, Rehabilitation and Upgrade Fund (#6)	Emergency and Contingency Reserve Fund (#7)	Total
Beginning Balance	8,575,000	20,598,100	9,447,600	7,307,000	45,927,700
Revenue	17,325,000	2,090,000	45,000	35,000	19,495,000
Expenditures	15,959,600	5,307,900	3,433,900	0	24,701,400
CalPERS UAL	1,044,100	0	0	0	1,044,100
Ending Balance	8,896,300	17,380,200	6,058,700	7,342,000	39,677,200
Fund Target Balance	10,619,900	13,298,000	8,419,000	4,000,000	36,336,900

General Fund Budget Expenditure Summary

Appendix A provides a detailed account of each department's budgeted expenditures.

Summary

The annual budget for fiscal year 2021-2022 provides detailed operating budgets and capital improvement plans for the Agency in order to meet the waste discharge requirements and provide a high level of service to its customers. As the budget is monitored and more data is collected, the Agency will be able to better determine department operating and maintenance costs and make financial decisions on its assets accordingly. It is recommended the 5-year capital improvement plans be reevaluated once the Master Sewer Plan is completed.

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11	
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs	
Salaries & Wages											
0500	SALARIES AND WAGES	\$ 1,100,000	\$ 650,000	\$ 135,000	\$ 1,700,000	\$ 450,000	\$ 762,900	\$ 472,500	\$ 248,000	\$ 81,000	\$ 5,599,400
Employee Benefits											
1000	CALPERS PEPRA RETIREMENT	\$ 35,000	\$ 15,000	\$ 10,500	\$ 35,000	\$ -	\$ 24,000	\$ 25,000	\$ -	\$ 6,000	\$ 150,500
1001	CALPERS CLASSIC RETIREMENT	\$ 140,000	\$ 80,000	\$ -	\$ 300,000	\$ 95,000	\$ 140,000	\$ 33,000	\$ 60,000	\$ -	\$ 848,000
1002	WORKER'S COMP	\$ 22,000	\$ 6,300	\$ 2,100	\$ 33,500	\$ 6,500	\$ 14,500	\$ 8,000	\$ 4,200	\$ 2,100	\$ 99,200
1003	MEDICARE	\$ 15,500	\$ 7,200	\$ 1,800	\$ 25,000	\$ 6,600	\$ 12,000	\$ 6,500	\$ 4,000	\$ 1,100	\$ 79,700
1004	SDI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1005	LIFE INSURANCE	\$ 10,000	\$ 4,500	\$ 900	\$ 14,500	\$ 2,500	\$ 6,500	\$ 4,000	\$ 2,000	\$ 1,400	\$ 46,300
1006	HEALTH INSURANCE	\$ 280,000	\$ 130,000	\$ 30,000	\$ 450,000	\$ 120,000	\$ 290,000	\$ 95,000	\$ 45,000	\$ 28,000	\$ 1,468,000
1007	DIRECTOR HEALTH INSURANCE	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
1008	RETIREE HEALTH INSURANCE	\$ 91,000	\$ 38,000	\$ -	\$ 285,000	\$ 35,000	\$ 245,000	\$ 65,000	\$ 8,000	\$ -	\$ 767,000
1009	DENTAL INSURANCE	\$ 25,000	\$ 7,500	\$ 2,500	\$ 27,000	\$ 8,000	\$ 17,000	\$ 5,200	\$ 2,200	\$ 1,300	\$ 95,700
1010	HRA	\$ 53,000	\$ 14,000	\$ 7,000	\$ 78,000	\$ 22,000	\$ 20,000	\$ 8,000	\$ 11,000	\$ 3,000	\$ 216,000
1011	OPEB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1012	VISION REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1013	CALPERS 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1014	NATIONWIDE 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1015	DIRECTOR DENTAL INSURANCE	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
1016	DIRECTOR VISION REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1017	COBRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1018	DENTAL REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1019	JURY DUTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1020	EMPLOYEE SCREENING	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,500
1021	EMPLOYEE MISC.	\$ 3,500	\$ 200	\$ -	\$ 300	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 4,100
1022	ANNUAL UAL PAYMENT	\$ 1,044,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,044,040
1023	ADDT'L UAL PAYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Director Fees											
1050	DIRECTOR FEES	\$ 7,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,600
Vehicles											
2000	GASOLINE/DIESEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000	\$ -	\$ -	\$ -	\$ 23,000
2001	VHCL-01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 800
2002	VHCL-02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2003	VHCL-03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2004	VHCL-04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2005	VHCL-05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
2006	VHCL-06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 800
2007	VHCL-07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
2008	VHCL-08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2009	VHCL-09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ -	\$ 1,800
2010	VHCL-10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 300
2011	VHCL-11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
2012	VHCL-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013	VHCL-13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2014	VHCL-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
2015	VHCL-15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11	
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs	
2016	VHCL-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
2017	VHCL-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2018	VHCL-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019	VHCL-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020	VHCL-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
2021	VHCL-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
2022	VHCL-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
2023	VHCL-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024	VHCL-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025	VHCL-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 300
2026	VHCL-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2101	VHCT-01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2102	VHCT-02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2103	VHCT-03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2104	VHCT-04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2105	VHCT-05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2106	VHCT-06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2107	VHCT-07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2108	VHCT-08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2109	VHCT-09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
2110	VHCT-10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
2111	VHCT-11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
2112	VHCT-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
2113	VHCT-13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2114	VHCT-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2122	VHCT-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2123	VHCT-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2124	VHCT-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2133	VHSNOW-03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2134	VHSNOW-04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2141	VHEQ-01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2142	VHEQ-02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
2143	VHEQ-03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2144	VHEQ-04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2145	VHEQ-05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2146	VHEQ-06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2147	VHEQ-07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ 400
2148	VHEQ-08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 600
2149	VHEQ-09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
2150	VHEQ-10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2151	VHEQ-11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
2152	VHEQ-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2153	VHEQ-13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2154	VHEQ-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2155	VHEQ-15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2163	VHEQ-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11	
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs	
2164	VHEQ-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
2165	VHEQ-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2166	VHEQ-26 POLARIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
2167	VHEQ-49 WAREHOUSE FORKLIFT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
2199	VEHICLE MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300	\$ -	\$ -	\$ -	\$ 2,300
Insurance											
2200	INSURANCE	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000
Professional Memberships											
2221	STAFF CERTIFICATIONS	\$ 500	\$ 500	\$ 500	\$ 1,600	\$ 800	\$ 2,000	\$ 500	\$ -	\$ 100	\$ 6,500
2222	STAFF MEMBERSHIPS	\$ 1,000	\$ 1,000	\$ 500	\$ 1,000	\$ 800	\$ 2,500	\$ 800	\$ 400	\$ 200	\$ 8,200
2223	AGENCY MEMBERSHIPS	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Agency Permits and Licenses											
2250	PERMITS & LICENSES	\$ -	\$ -	\$ -	\$ 185,000	\$ 10,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 196,000
Office Expenses											
2400	BANK FEES	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
2401	SUPPLIES	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
2402	FURNITURE	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ 5,000	\$ -	\$ 8,000	\$ 1,000	\$ 19,500
2403	IT HARDWARE	\$ 5,000	\$ 1,000	\$ 5,500	\$ 10,000	\$ 1,000	\$ 3,200	\$ 3,600	\$ 2,000	\$ 2,400	\$ 33,700
2404	IT SOFTWARE	\$ 15,000	\$ 15,000	\$ 2,500	\$ 75,000	\$ 70,000	\$ 71,000	\$ 1,500	\$ 60,000	\$ -	\$ 310,000
2405	ADVERTISING	\$ 3,000	\$ 5,000	\$ -	\$ 3,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 13,000
2406	BREAKROOM SUPPLIES	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
2407	POSTAGE/SHIPPING	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
2408	COPIER/FAX/INK EXPENSES	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 6,000	\$ -	\$ 11,000
2409	BOOKS/SUBSCRIPTIONS	\$ 500	\$ 500	\$ 2,500	\$ 300	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ 5,800
2410	MANAGER LUNCHEON	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
2411	BOARD MEETING SUPPLIES	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
2412	STAFF LUNCHEONS/APPRECIATION	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Contractual Services											
2500	INVOICE PROCESSING	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700
2501	COUNTY SERVICES	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
2502	JANITORIAL	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,500
2503	GENERAL OFFICE	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400
2504	FACILITIES MAINTENANCE	\$ -	\$ 215,000	\$ 70,000	\$ -	\$ -	\$ 101,000	\$ -	\$ 10,000	\$ -	\$ 396,000
2505	MECHANICAL MAINTENANCE	\$ -	\$ 500	\$ 1,000	\$ -	\$ 8,500	\$ 33,000	\$ -	\$ -	\$ -	\$ 43,000
2506	UNIFORMS	\$ 2,500	\$ 500	\$ 2,500	\$ 9,500	\$ 1,600	\$ 6,500	\$ 4,600	\$ 500	\$ 800	\$ 29,000
2507	LEASES	\$ -	\$ -	\$ -	\$ 800	\$ 1,500	\$ 2,500	\$ 11,300	\$ -	\$ -	\$ 16,100
2508	SLUDGE DISPOSAL	\$ -	\$ -	\$ -	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,000
2509	MATERIAL WASTE DISPOSAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
2510	CHEMICALS-HYDRATED LIME	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
2511	CHEMICALS-SODIUM CHLORIDE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2512	CHEMICALS-LIQUID CHLORINE	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
2513	CHEMICALS-SODIUM HYDROXIDE	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2514	CHEMICALS-SODA ASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2515	CHEMICALS-HYDROCHLORIC ACID	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000
2516	CHEMICALS-SULFURIC ACID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2517	CHEMICALS-LIQUID CO2	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11	
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs	
2518	CHEMICALS-LIQUID O2	\$ -	\$ -	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000
2519	CHEMICALS-FERRIC CHLORIDE	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2520	CHEMICALS-METHANOL	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
2521	CHEMICALS-POLYMER	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
2522	CHEMICALS-BOILER CHEMICAL	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
2523	CHEMICALS-AMMONIA ANALYZERS	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
2524	CHEMICALS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
2525	TESTING	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
2530	ELECTRICAL MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,600	\$ -	\$ -	\$ 29,600
2550	OUTSOURCE TESTING LOCATION 1	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
2551	OUTSOURCE TESTING LOCATION 2	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
2552	OUTSOURCE TESTING LOCATION 3	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
2553	OUTSOURCE TESTING LOCATION 4	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
2554	OUTSOURCE TESTING LOCATION MISC.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2555	OUTSOURCE TESTING LOCATION 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2556	OUTSOURCE TESTING LOCATION 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2557	CONTRACTURAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,000	\$ -	\$ 68,000
Professional Services											
2600	ENGINEERING	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
2601	LEGAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2602	ACCOUNTING & BILLING SUPPORT	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2603	FINANCIAL AUDITOR	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2604	FINANCIAL/RATE STUDIES	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2605	HUMAN RESOURCES STUDIES	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
2606	MISC. STUDIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ 180,000
2650	LEGAL - BSK	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2651	LEGAL - WPR	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2652	LEGAL - MISC.	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Conferences & Training											
2700	CONFERENCE	\$ 5,000	\$ 6,000	\$ 1,500	\$ 3,000	\$ 1,000	\$ 4,000	\$ 2,000	\$ -	\$ 1,000	\$ 23,500
2701	TRAINING	\$ 15,000	\$ 4,000	\$ 23,000	\$ 6,000	\$ 1,000	\$ 6,000	\$ 10,000	\$ 16,000	\$ -	\$ 81,000
2702	CONFERENCE (HR)	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
2703	TRAINING (HR)	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
2750	WELLNESS PROGRAM (HR)	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Uncollectable Accounts											
2800	UNCOLLECTABLE ACCTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities											
2900	HEATING FUEL	\$ 3,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,000
2901	ELECTRICITY	\$ 85,000	\$ -	\$ -	\$ 770,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 855,000
2902	WATER	\$ 200	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700
2903	NATURAL GAS	\$ 6,000	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000
2904	TELEPHONE	\$ 9,000	\$ 1,500	\$ -	\$ 35,000	\$ -	\$ 3,000	\$ -	\$ 1,000	\$ -	\$ 49,500
Supplies, Repairs & Maintenance											
3000	HEADWORKS-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3010	HEADWORKS-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3020	HEADWORKS-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total	
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11		
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs		
3030	HEADWORKS-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3049	HEADWORKS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
3050	PRIMARY CLARIFICATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3060	PRIMARY CLARIFICATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3070	PRIMARY CLARIFICATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3080	PRIMARY CLARIFICATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3099	PRIMARY CLARIFICATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3100	PRIMARY PUMPING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3110	PRIMARY PUMPING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3120	PRIMARY PUMPING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3130	PRIMARY PUMPING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3149	PRIMARY PUMPING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3150	OXYGENATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3160	OXYGENATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3170	OXYGENATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3180	OXYGENATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3199	OXYGENATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3200	WAS PUMPING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3210	WAS PUMPING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3220	WAS PUMPING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3230	WAS PUMPING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3249	WAS PUMPING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3250	SECONDARY CLARIFICATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3260	SECONDARY CLARIFICATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3270	SECONDARY CLARIFICATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3280	SECONDARY CLARIFICATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3299	SECONDARY CLARIFICATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3300	RAS PUMPING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3310	RAS PUMPING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3320	RAS PUMPING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3330	RAS PUMPING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3349	RAS PUMPING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3350	PHOSPHORUS REMOVAL-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3360	PHOSPHORUS REMOVAL-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3370	PHOSPHORUS REMOVAL-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3380	PHOSPHORUS REMOVAL-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3399	PHOSPHORUS REMOVAL-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3400	RAPID MIXING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3410	RAPID MIXING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3420	RAPID MIXING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3430	RAPID MIXING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3449	RAPID MIXING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3450	FLOCCULATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3460	FLOCCULATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3470	FLOCCULATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3480	FLOCCULATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total	
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11		
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs		
3499	FLOCCULATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3500	CHEMICAL CLARIFICATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3510	CHEMICAL CLARIFICATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3520	CHEMICAL CLARIFICATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3530	CHEMICAL CLARIFICATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3549	CHEMICAL CLARIFICATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3550	RECARBONATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3560	RECARBONATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3570	RECARBONATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3580	RECARBONATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3599	RECARBONATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3600	CHEMICAL SLUDGE PUMPING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3610	CHEMICAL SLUDGE PUMPING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3620	CHEMICAL SLUDGE PUMPING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3630	CHEMICAL SLUDGE PUMPING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3649	CHEMICAL SLUDGE PUMPING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3650	FLOW EQUALIZATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3660	FLOW EQUALIZATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3670	FLOW EQUALIZATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3680	FLOW EQUALIZATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3699	FLOW EQUALIZATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3700	BNR INFLUENT PUMPING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3710	BNR INFLUENT PUMPING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3720	BNR INFLUENT PUMPING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3730	BNR INFLUENT PUMPING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3749	BNR INFLUENT PUMPING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3750	BNR-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3760	BNR-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3761	BNR-POWER DISTRIBUTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3770	BNR-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3780	BNR-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
3799	BNR-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
3800	MULTI-PURPOSE PUMPING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3810	MULTI-PURPOSE PUMPING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3820	MULTI-PURPOSE PUMPING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3830	MULTI-PURPOSE PUMPING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3849	MULTI-PURPOSE PUMPING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3850	FILTRATION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3860	FILTRATION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3870	FILTRATION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3880	FILTRATION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3899	FILTRATION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
3900	ION EXCHANGE-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3910	ION EXCHANGE-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3920	ION EXCHANGE-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3930	ION EXCHANGE-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total	
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11		
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs		
3949	ION EXCHANGE-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3950	AMMONIA REMOVAL AND RECOVERY-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3960	AMMONIA REMOVAL AND RECOVERY-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3970	AMMONIA REMOVAL AND RECOVERY-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3980	AMMONIA REMOVAL AND RECOVERY-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3999	AMMONIA REMOVAL AND RECOVERY-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4000	AMMONIA STRIPPING AND ABSORBING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4010	AMMONIA STRIPPING AND ABSORBING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4020	AMMONIA STRIPPING AND ABSORBING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4030	AMMONIA STRIPPING AND ABSORBING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4049	AMMONIA STRIPPING AND ABSORBING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4050	DEWATERING AMMONIA STRIPPING -STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4060	DEWATERING AMMONIA STRIPPING -ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4070	DEWATERING AMMONIA STRIPPING -INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4080	DEWATERING AMMONIA STRIPPING -MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4099	DEWATERING AMMONIA STRIPPING -MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4100	DIGESTION-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4110	DIGESTION-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4120	DIGESTION-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4130	DIGESTION-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4149	DIGESTION-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
4150	SOLIDS HANDLING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4160	SOLIDS HANDLING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4170	SOLIDS HANDLING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4180	SOLIDS HANDLING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4199	SOLIDS HANDLING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4200	LIME SYSTEM-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4210	LIME SYSTEM-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4220	LIME SYSTEM-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4230	LIME SYSTEM-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4249	LIME SYSTEM-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
4250	THICKENING CENTRIFUGES-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4260	THICKENING CENTRIFUGES-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4270	THICKENING CENTRIFUGES-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4280	THICKENING CENTRIFUGES-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4299	THICKENING CENTRIFUGES-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
4300	DEWATERING-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4310	DEWATERING-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4320	DEWATERING-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4330	DEWATERING-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
4349	DEWATERING-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
4350	ODOROUS AIR-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4360	ODOROUS AIR-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4370	ODOROUS AIR-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4380	ODOROUS AIR-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4399	ODOROUS AIR-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total	
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11		
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs		
4400	EMERGENCY POWER-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4410	EMERGENCY POWER-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4420	EMERGENCY POWER-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4430	EMERGENCY POWER-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4449	EMERGENCY POWER-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4450	PLANT AIR-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4460	PLANT AIR-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4470	PLANT AIR-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4480	PLANT AIR-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4499	PLANT AIR-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4500	NON-POTABLE WATER (#2)-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4510	NON-POTABLE WATER (#2)-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4520	NON-POTABLE WATER (#2)-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4530	NON-POTABLE WATER (#2)-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4549	NON-POTABLE WATER (#2)-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4550	PSA-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4560	PSA-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4570	PSA-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4580	PSA-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4599	PSA-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4600	DISPOSAL FIELDS-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4610	DISPOSAL FIELDS-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4620	DISPOSAL FIELDS-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4630	DISPOSAL FIELDS-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4649	DISPOSAL FIELDS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4650	CARBON COLUMNS-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4660	CARBON COLUMNS-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4670	CARBON COLUMNS-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4680	CARBON COLUMNS-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4699	CARBON COLUMNS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4700	ADMIN BLDG.-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4710	ADMIN BLDG.-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4720	ADMIN BLDG.-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4730	ADMIN BLDG.-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4749	ADMIN BLDG.-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4750	GENERAL BUILDINGS AND GROUNDS-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000
4760	GENERAL BUILDINGS AND GROUNDS-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4770	GENERAL BUILDINGS AND GROUNDS-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4780	GENERAL BUILDINGS AND GROUNDS-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
4799	GENERAL BUILDINGS AND GROUNDS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
4800	ALL FACILITY PURPOSE-TOOLS	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 20,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 28,000
4801	ALL FACILITY PURPOSE-RADIOS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4802	ALL FACILITY PURPOSE-OIL/LUBRICANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000
4803	ALL FACILITY PURPOSE-BICYCLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
4804	ALL FACILITY PURPOSE-FACILITY CARTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,300	\$ -	\$ -	\$ -	\$ -	\$ 4,300
4805	ALL FACILITY PURPOSE-IT SCADA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11	
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs	
4806	ALL FACILITY PURPOSE-IT AUTOMATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
4807	ALL FACILITY PURPOSE-IT EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
4808	ALL FACILITY PURPOSE-IT COMPUTERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
4809	ALL FACILITY PURPOSE-SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ 8,500
4810	ALL FACILITY PURPOSE-HOSES	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
4811	ALL FACILITY PURPOSE-SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
4812	ALL FACILITY PURPOSE-JANITORIAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ 7,000
4813	ALL FACILITY PURPOSE-PAINT SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4849	ALL FACILITY PURPOSE-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 7,500
4850	CHEMICAL FACILITIES-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4860	CHEMICAL FACILITIES-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4870	CHEMICAL FACILITIES-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4880	CHEMICAL FACILITIES-MECHANICAL	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
4899	CHEMICAL FACILITIES-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
4900	EMERGENCY RETENTION BASIN-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4910	EMERGENCY RETENTION BASIN-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4920	EMERGENCY RETENTION BASIN-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4930	EMERGENCY RETENTION BASIN-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4949	EMERGENCY RETENTION BASIN-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5000	EMERGENCY STORAGE PONDS-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5010	EMERGENCY STORAGE PONDS-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5020	EMERGENCY STORAGE PONDS-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5030	EMERGENCY STORAGE PONDS-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5049	EMERGENCY STORAGE PONDS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5300	MAIN LAB-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
5310	MAIN LAB-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
5320	MAIN LAB-CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
5349	MAIN LAB-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
5350	SATELLITE LABS-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
5360	SATELLITE LABS-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
5370	SATELLITE LABS-CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
5399	SATELLITE LABS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5400	TKN/AMMONIA-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5410	TKN/AMMONIA-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
5420	TKN/AMMONIA-CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
5449	TKN/AMMONIA-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5450	TOC-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
5460	TOC-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
5470	TOC-CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5499	TOC-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5500	ANIONS-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500
5510	ANIONS-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
5520	ANIONS-CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 400
5549	ANIONS-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5550	DI SYSTEM-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5560	DI SYSTEM-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000

Appendix A - General Fund Budget Expenditures Summary

GL #	General Ledger Account Description	Department									Expenditure Total	
		10-01	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-11		
		Admin	Eng	Safety	Ops	Lab	Maint	E&I	IT	Whs		
5599	DI SYSTEM-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5600	DRINKING WATER TESTING-SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
5610	PT STUDY (PROFICIENCY TESTING)	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
5650	FIELD SAMPLING-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
5800	PPE	\$ -	\$ -	\$ 50,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,000
5810	CONSUMABLE SUPPLIES	\$ -	\$ 500	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500
5820	NON-CONSUMABLE EQUIPMENT	\$ -	\$ 1,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000
7005	TRI-MANHOLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7010	TRI-STRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7020	TRI-ELECTRICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7030	TRI-INSTRUMENTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
7040	TRI-MECHANICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
7049	TRI-MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7050	BLDG 27 - POWER DISTRIBUTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7051	WAREHOUSE SUPPLIES - MISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
8000	WAREHOUSE STOCK	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 336,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 488,000
TOTAL FY 2021-2022 GENERAL FUND BUDGET EXPENDITURES		\$ 4,115,440	\$ 1,536,200	\$ 378,800	\$ 5,595,800	\$ 985,200	\$ 2,453,300	\$ 956,700	\$ 826,800	\$ 155,400	\$ 17,003,640	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-9
Subject: Approval of Resolution No. 9-2021 to revise the Wastewater Capital Reserve Fund budget and making related findings

Background

Resolution No. 9-2021 is a resolution which makes certain findings concerning the purposes for which the Wastewater Capital Reserve Fund will be used and the relationship between such uses and the connection charges which are deposited into said fund.

The resolution was tabled from last month's meeting as it is to be adopted in conjunction with the annual budget.

Fiscal Impact

None.

Attachments

Resolution No. 9-2021.

Recommendation

Management and staff recommend approval of Resolution No. 9-2021 to revise the Wastewater Capital Reserve Fund budget and making related findings.

Review Tracking

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

Approved By: *LaRue Griffin*
LaRue Griffin
General Manager

RESOLUTION 9-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TAHOE-TRUCKEE SANITATION AGENCY
REVISING THE WASTEWATER CAPITAL RESERVE FUND BUDGET
AND MAKING RELATED FINDINGS**

WHEREAS, in 1990 and pursuant to the report prepared by CH2M Hill entitled "Tahoe-Truckee Sanitation Agency Connection Fee Review", the Tahoe-Truckee Sanitation Agency ("Agency") adopted the asset replacement approach for the calculation of connection fees, which approach essentially determines each user's (existing and new) share of the cost of replacing the Agency's capital facilities, and which was updated in 2006;

WHEREAS, pursuant to its ordinances, the Agency collects connection charges from those connecting to the Agency's regional sewer system and from those adding to their existing sewer allocations;

WHEREAS, the connection charge revenue is deposited in the Agency's Wastewater Capital Reserve Fund to be expended for capital facility projects required to be constructed to provide capacity to serve new development within the Agency's boundaries and to maintain a high level of sewer service for the benefit of such new development;

WHEREAS, such capital projects initially were identified in the "Updated Project and Financial Review", dated September 1991;

WHEREAS, since September of 1991, the "Updated Project and Financial Review" has been reconsidered and modified, and a new listing of capital facility projects has been developed and is attached hereto as Exhibit A; and

WHEREAS, the Board of Directors of the Agency now desires to make certain findings concerning the purposes for which the Wastewater Capital Reserve Fund will be used and the relationship between such uses and the connection charges which are deposited into said fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Tahoe-Truckee Sanitation Agency hereby makes the following findings:

1. The connection charge revenue collected by the Agency is deposited in the Wastewater Capital Reserve Fund. That fund was established to finance capital projects needed to serve new development within the Agency. The current amount in the Wastewater Capital Reserve Fund is \$21,473,785.12.
2. The currently planned capital facility projects of the Agency and their anticipated date of construction are described in Exhibit A attached hereto and incorporated by this reference.

3. The projects described in Exhibit A are needed or appropriate in order to provide sewage transmission, treatment and disposal capacity to accommodate new development within the Agency's regional sewage system and to continue to maintain a high level of service for the benefit of such new development.
4. The Wastewater Capital Reserve Fund also may be borrowed from or directly used to cover in part uninsured emergency and catastrophic losses to capital facilities, including the sewage treatment plant and interceptor pipelines (facilities which benefit both new and existing development), and other necessary capital facility reserve needs.
5. The Wastewater Capital Reserve fund also shall be used to pay a major portion of the balance due on the 2020 Wastewater Revenue Refunding Bond obtained for the refinancing of the Agency's previous State Revolving Fund loan for the 2008 expansion of the Agency wastewater treatment plant to 9.6 million gallons per day, the principal of which approximates \$15.7 Million.
6. The entire balance remaining in the Wastewater Capital Reserve Fund is needed to and is hereby committed to fund the capital facilities, contingencies, reserve needs, and bond payments as set forth in findings 2 to 5 above.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 16th day of June 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Exhibit A
Wastewater Capital Reserve Fund
Projects & Schedule

Item No.	Project Description	FY 21/22 (\$)	FY 22/23 (\$)	FY 23/24 (\$)	FY 24/25 (\$)	FY 25/26 (\$)	Total (\$)
1	Barscreens, Washers, Compactors	2,600,000					2,600,000
2	Operation and Maintenance Carts	25,000		25,000			50,000
3	Equipment/Vehicle Warehouse				250,000	2,000,000	2,250,000
4	Maintenance/E&I Shop Improvements			750,000			750,000
5	Digester & Plant Heating Improvements	250,000	500,000	1,500,000	1,500,000		3,750,000
6	BNR Improvements		250,000	1,500,000			1,750,000
7	Flow Equalization Basin			500,000	3,500,000		4,000,000
8	Security Improvements		50,000				50,000
9	Control Room Upgrades #02 & #13		75,000				75,000
10	Manlift	60,000					60,000
11	Effluent Flow Meter Installation	100,000					100,000
12	Influent Flow Meter Installations	50,000					50,000
Subtotal		3,085,000	875,000	4,275,000	5,250,000	2,000,000	15,485,000
Debt Payment on 2020 Wastewater Revenue Refunding Bond (73.2%)		2,222,810	2,220,980	2,222,261	2,222,718	2,222,169	11,110,937
Total		5,307,810	3,095,980	6,497,261	7,472,718	4,222,169	26,595,937



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Item: V-10
Subject: Approval to award the Audit Services

Background

At the April 21, 2021 Board of Directors meeting the Board authorized management and staff to solicit proposals for Audit Services for fiscal year end 2022, 2023 and 2024. The scope of the proposals required firms to: (1) perform the Annual Audit of Financial Statements and Auditor's Report; (2) prepare the State Controller's Report; (3) prepare the Appropriations Calculations; (4) prepare the Management Letter; (5) prepare the Management Report; (6) meet with staff to discuss the audit and significant findings; and (7) present the audit report and results of the audit to the Board of Directors. A change in audit firms is not required, nor does the process for soliciting proposals require the Agency change audit firms.

The Agency received eight proposals by the deadline of May 27, 2021. After review of the submitted proposals, Management selected four firms and conducted interviews with each of the four firms. Once interviews were completed management and staff contacted references for the top two firms.

All firms were qualified, however, management and staff rated Davis Farr, Certified Public Accountants, as the top candidate for the Agency audit services. In summary, Davis Farr has considerable experience with auditing services for special districts, had a desirable audit approach for each audit year, understood GASB pronouncements, and their qualified team desired a cooperative relationship. When their references were contacted, they received high regards, were noted to be a great educational resource providing value in upcoming GASB implementations and accounting standard changes, and were communicative, timely and responsive.

The following is the list of proposals received and their corresponding cost breakdown per fiscal year:

#	Name of Firm	2021-22 \$	2022-23 \$	2023-24 \$	3-Year Total
1	Damore, Hamric & Schneider, Inc.	29,000.00	29,500.00	30,000.00	88,500.00
2	Eide Bailly, LLP	30,900.00	30,900.00	30,900.00	92,700.00
3	Harshwall & Company, LLP.	29,910.00	31,026.00	32,187.00	93,123.00
4	Brown Armstrong CPA's	30,830.00	31,446.60	32,075.53	94,352.13
5	Davis Farr, Certified Public Accountants	31,500.00	32,130.00	32,773.00	96,403.00
6	James Marta & Company, LLP.	31,850.00	32,600.00	33,400.00	97,850.00
7	Mann, Urrutia, Nelson CPA's & Associates, LLP.	34,300.00	34,300.00	34,300.00	102,900.00
8	Price Paige & Company Accountancy Corporation	36,950.00	36,950.00	38,428.00	112,328.00

As indicated in the table, Davis Farr, Certified Public Accountants, was not the lowest proposed costs. It should be noted, costs were considered when reviewing proposals, however, it was not the deciding factor in the selection process.

Fiscal Impact

The total fiscal impact to the Agency is an expenditure of \$96,403 for a three-year contract for services. The total fiscal impact for current fiscal year 2021-2022 is an expenditure of \$31,500.

Attachments

The Davis Farr, Certified Public Accountants, professional services and cost proposals are attached for your reference.

Recommendation

Management and staff recommend award of the Audit Services to Davis Farr, Certified Public Accountants, in the amount of \$96,403.

Review Tracking

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

Approved By: LaRue Griffin
LaRue Griffin
General Manager



PROPOSAL FOR
PROFESSIONAL AUDITING
SERVICES

Prepared By:

Davis Farr LLP
18201 Von Karman Ave | Suite 1100
Irvine, CA 92612

Contact Person:

Jonathan Foster, CPA | Partner
Office: 949.474.2020 | Direct: 949.783.1744
Email: jfoster@davisfarr.com



TAHOE-TRUCKEE SANITATION AGENCY

Michelle Mackey, Accounting Supervisor
13720 Butterfield Drive
Truckee, CA 96161

May 27, 2021

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APPENDIX

Peer Review Documentation

May 27, 2021

Michelle Mackey, Accounting Supervisor
Tahoe Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

Re: Proposal for Professional Auditing Services

We are pleased to provide our proposal to perform auditing services to the Tahoe-Truckee Sanitation Agency (the "Agency") for the fiscal year ending June 30, 2021 through 2023.

Our service philosophy is one of open and constant communication, a proactive approach and responsive, value-added services. We will listen to your ideas and concerns and will bring creative solutions to you in both financial and other operational areas. We are aware that while the Agency has solicited numerous proposals, Davis Farr LLP would be your best selection for the following reasons which are set forth in greater detail in our proposal:

- We take a proactive leadership role in local government accounting and auditing issues. We serve on the Government Accounting and Audit Committee of the CalCPA Society, the CSMFO Professional Standards Committee and are frequent speakers on technical topics at conferences and training events throughout California.
- We currently provide audit services to Special Districts throughout California including Placer County Water Agency, Tahoe Transportation District, and Tahoe Regional Planning Agency. Our deep understanding of the issues facing California governments enables us to provide high quality audit services to the Tahoe-Truckee Sanitation Agency.
- We extensively utilize data mining software to evaluate anomalies in your accounting data. This helps focus our auditors' attention on potential errors in the accounting records and transactions that could be more susceptible to fraud.

We appreciate the opportunity to share our credentials and look forward to developing our professional relationship. Our proposal remains a firm and irrevocable offer for 90 days. I look forward to you contacting me so that I may answer further any questions which you may have. You may contact me at (949) 783-1744.

Very truly yours,



Jonathan Foster, CPA
Partner

Section A – About Davis Farr LLP

Background Information – Davis Farr LLP is a full-service regional accounting firm that specializes in providing attest and advisory services to federal, state, and local governments as well as non-profit entities out of our Irvine and Carlsbad offices. This engagement would be serviced by our Irvine office. Our personnel have served governmental and non-profit entities for over 40 years. A breakdown of our government audit personnel by classification is as follows:

License to Practice in California – Davis Farr LLP and all key personnel are licensed with the California State Board of Accountancy to practice as independent certified public accountants.

Independence – Davis Farr LLP is independent with respect to the Tahoe-Truckee Sanitation Agency or any of its component unites as defined by U.S. General Accounting Office’s *Government Auditing Standards* and Generally Accepted Auditing Standards. Neither Davis Farr LLP nor the key personnel have any potential or real conflicts of interest.

Insurance – Davis Farr LLP has sufficient insurance coverage to meet or exceed the Agency’s requirements and will provide insurance certificates to the Agency prior to entering into a contract.

Quality Control – Davis Farr LLP and its Partners are members of the American Institute of Certified Public Accountants (AICPA) and is a member of the AICPA’s Government Audit Quality Center. Our firm is a voluntary participant in the AICPA Peer Review Program. Included in the appendix is our most recent Peer Review report where our firm received a *Pass*. A *Pass* demonstrates the highest level of quality control in a Peer Review. The Peer Review included a review of government engagements. Davis Farr LLP has not had any federal or state desk reviews or field reviews during the past three years with the exception of a review performed by the Department of Transportation (DOT). The report concluded that our audit work complied with the requirements of the single audit act, the uniform guidance, and DOT’s major programs and included a recommendation related to documentation. There has been no disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

Training – Every professional of the firm must enroll in continuing professional education courses. Each person is required to take at least 80 hours of training over a two-year period including 24 hours a year specific to government accounting and audit topics. Courses cover a wide spectrum of professional and technical subjects, and include Fraud Auditing, Professional Ethics and Governmental Accounting and Auditing topics to help the practitioner maintain his/her professional expertise.

	Classification	Number of Employees	
	Partners	7	
	Managers	8	
	Supervisors	4	
	Seniors	17	
	Staff	13	
	Administrative	3	
	Total personnel	52	

Professional Affiliations

Government Audit Quality Center – Davis Farr LLP is a member of the Government Audit Quality Center (GAQC). The GAQC promotes the importance of quality governmental audits and the value of such audits to purchasers of governmental audit services. GAQC is a voluntary membership center for CPA firms and state audit organizations that perform governmental audits.

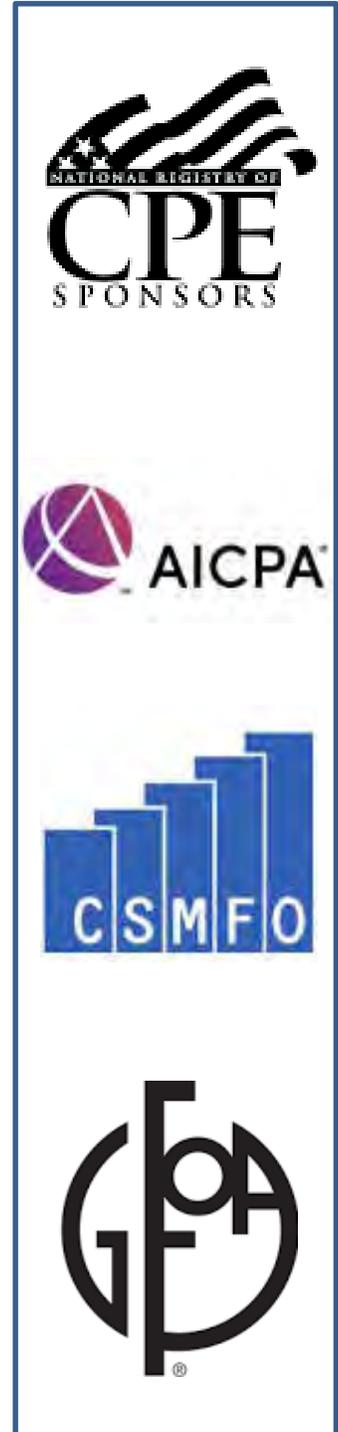
National Registry of CPE Sponsors – Davis Farr LLP is registered to provide continuing professional education through the National Association of State Board of Accountancy (NASBA). NASBA recognizes CPE program sponsors who provide continuing professional education programs in accordance with nationally recognized standards.

Cal CPA – Many of the CPAs employed by Davis Farr LLP are members of Cal CPA and regularly participate in chapter meetings, education, and events. Cal CPA recognized one of Davis Farr LLP’s partners with their *Women to Watch* award in the Experienced Leader category. Jennifer Farr, Partner, is chair and member of the **Governmental Accounting and Auditing Committee** of the CalCPA.

American Institute of CPAs – Davis Farr LLP and the firm’s Partners are members of the American Institute of CPAs (AICPA). The AICPA develops standards for audits, provides educational guidance materials to its members, and monitors and enforces compliance with the profession’s technical and ethical standards.

CSMFO – The Partners of Davis Farr LLP are members of the California Society of Municipal Finance Officers (CSMFO), the statewide organization serving all California municipal finance professionals. Firm personnel regularly attend CSMFO Chapter Meetings and Conferences. The Partners of Davis Farr LLP are frequent presenters on accounting and auditing technical topics at Chapter Meetings and Conferences and have presented at the 2019, 2020 and 2021 Annual Conferences.

GFOA – The Government Finance Officers Association (GFOA) enhances and promotes the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit. The Partners of Davis Farr LLP are members of the Certificate of Achievement Program’s Special Review Committee. The Committee reviews Comprehensive Annual Financial Reports submitted to GFOA for the CAFR Award Program.



Section B – Our Prior Experience Auditing Government Agencies

Davis Farr LLP is a leader in the local government sector throughout the Southern California Area. Currently, we service approximately 60 local, state, and federal government entities. Davis Farr LLP services routinely provided to our clients include, but are not limited to:



Our government expertise includes Cities, Special Districts, and other Governmental entities. Among the government agencies that the professionals of Davis Farr LLP have served recently are the following:

- City of Avalon
- City of Carlsbad
- City of Commerce
- City of Coronado
- City of Costa Mesa
- City of Dana Point
- City of Delano
- City of Encinitas
- City of Fontana
- City of Fountain Valley
- City of Garden Grove
- City of Huntington Beach
- City of Laguna Niguel
- City of Mission Viejo
- City of Poway
- City of Rancho Santa Margarita
- City of Santee
- City of Victorville
- County of Woodland
- County of Fresno Housing Authority
- County of San Diego
- Cucamonga Valley Water District
- Eastern Municipal Water District
- Hass Avocado Board
- Irvine Ranch Water District
- Leucadia Wastewater District
- Metropolitan Water District of Southern CA
- Municipal Water District of Southern CA
- Orange County LAFCO
- Oxnard Housing Authority
- Placer County Water Agency
- Salton Sea Authority
- San Diego County Water Authority
- San Diego Association of Governments
- San Diego LAFCO
- San Dieguito Riverpark Authority
- Sweetwater Authority
- Tahoe Regional Planning Agency
- Tahoe Transportation District
- Vallecitos Water District
- Walnut Valley Water District
- West Basin Municipal Water District

Section C – Client References

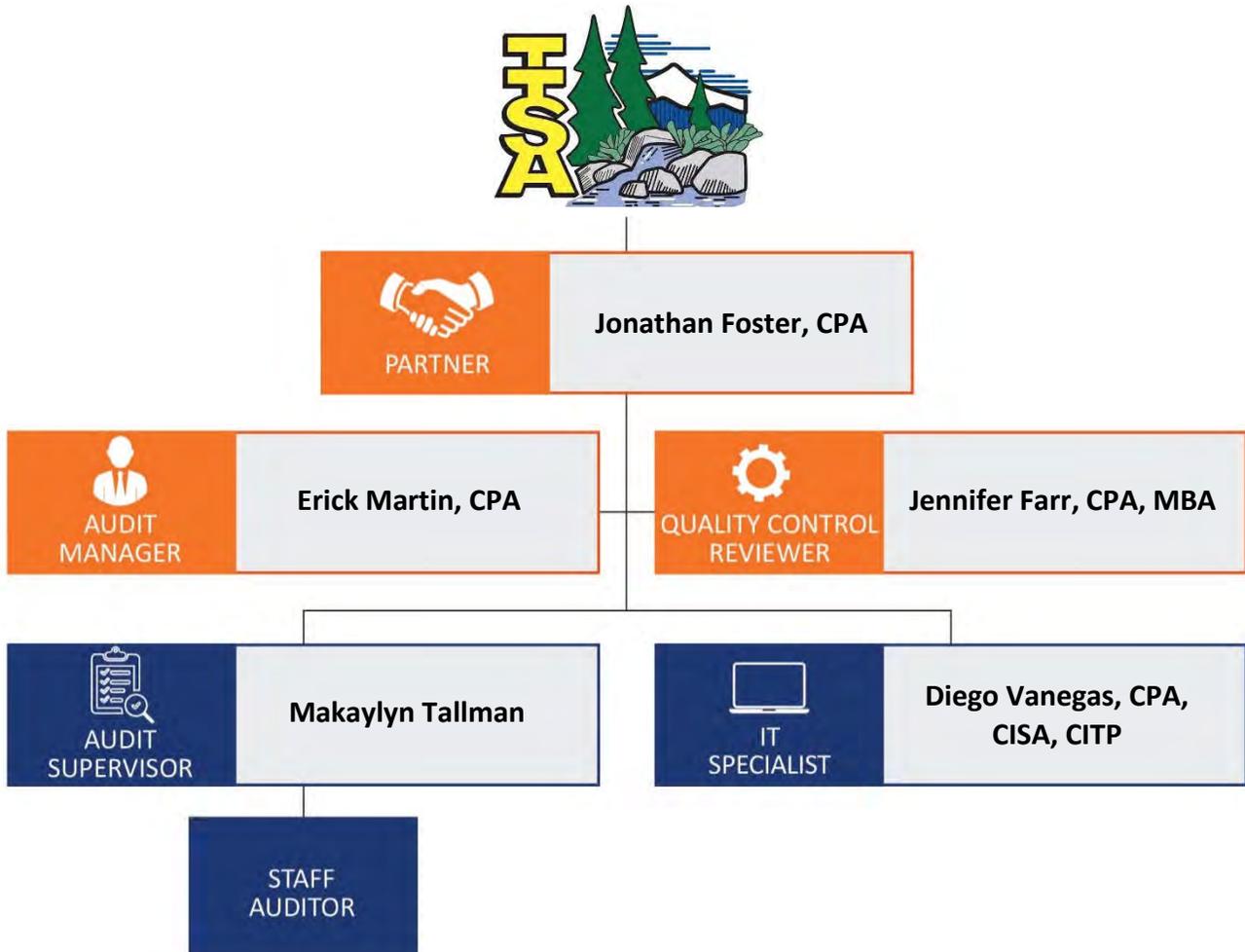
For your convenience, we have listed below references for audit work currently being performed by Davis Farr LLP personnel for several agencies throughout Southern California. For each of the references, we currently serve as independent auditors and have served these clients for a number of years.

CLIENT 1	Placer County Water Agency 144 Ferguson Road Auburn, CA Carrie Parks, Deputy Director of Financial Services 530.823.4840 cparks@pcwa.net	<i>Financial Statement Audit of Special District</i>
CLIENT 2	Tahoe Transportation District 128 Market Street, Suite 3F Stateline, NV Joanie Schmitt, District Accountant 775.589.5227 jschmitt@tahoetransportation.org	<i>Financial Statement Audit of Special District</i>
CLIENT 3	Tahoe Regional Planning Agency 128 Market Street Stateline, NV Chris Keillor, Finance Director 775.589.5222 ckeillor@trpa.org	<i>Financial Statement Audit of Special District.</i>

Section D – Partner, Supervisory and Staff Qualifications and Experience

The successful outcome of any audit requires personnel with the managerial and technical skills to perform the work required. The engagement team who will serve the Tahoe-Truckee Sanitation Agency have served together as a team of professionals on numerous financial audit examinations of local government entities. While not anticipated, any personnel substitutions will be of equally qualified personnel.

We believe that efficient administrative management and supervision of the audits is an extremely critical factor in achieving the desired results for Tahoe Truckee Sanitation Agency. In that regard, our proposal organizational structure for providing independent auditing services is as follows:





Jonathan Foster, CPA

Partner

Mr. Foster will serve as the *Engagement Partner* to the Agency. He has 15 years of audit experience with government agencies. The types of audits Mr. Foster are involved in include financial audits of cities and special districts and Single Audits in accordance with the Uniform Guidance. Mr. Foster is also a CAFR and Budget reviewer for the CSMFO award and is a regular presenter at firm wide training and external training events as requested. Mr. Foster has presented at the annual 2019 and 2021 CSMFO conference regarding capital assets.

Employment History

- Davis Farr LLP – Since 2015
- National CPA Firm – 8 years

Education

- Bachelor of Accountancy (University of San Diego)

Licenses / Registrations

- California CPA Certificate No. 117853

Professional Affiliations & Awards

- American Institute of Certified Public Accountants
- California Society of Certified Public Accountants
- Cal CPA Government Audit & Accounting Committee
- California Society of Municipal Finance Officers

AUDITS OF SPECIAL DISTRICTS AND AGENCIES

- | | |
|--|--|
| ✓ Big Bear Area Regional Wastewater | ✓ San Diego Association of Governments |
| ✓ Big Bear Community Facilities District | ✓ Santiago Aqueduct Commission |
| ✓ Cucamonga Valley Water District | ✓ Saticoy Sanitary District |
| ✓ East Orange County Water Agency | ✓ Soquel Creek Water District |
| ✓ Irvine Ranch Water District | ✓ Trabuco Canyon Water District |
| ✓ Orange County Sanitary District | ✓ Ventura Regional Sanitation District |
| ✓ Rancho California Water District | ✓ West Basin Municipal Water District |
| ✓ San Bernardino Municipal Water | |

ADDITIONAL RELEVANT EXPERIENCE

Irvine Ranch Water District – Proposition 218 Agreed Upon Procedures

Irvine Ranch Water District/Orange County Sanitation District – Fund Specific Audit

Metropolitan Water District of Southern California - Local Resource Program Audits

Municipal Water District of Orange County - Consulting

Jonathan Foster, CPA

(continued)

Partner

Mr. Foster has significant experience working with federal grant programs typically awarded to local governments. These federal awarding agencies include Department of Housing and Urban Development, Department of Homeland Security, Department of Energy, Department of Justice, Department of the Interior, Environmental Protection Agency, and the Executive Office of the President

Mr. Foster has also worked on various financial statement, compliance and in SOC1 Type II audits (formerly SAS 70) audits for various commercial companies and Federal agencies.

AUDITS OF CITIES

- ✓ City of Avalon
- ✓ City of Commerce
- ✓ City of Carlsbad
- ✓ City of Costa Mesa
- ✓ City of Dana Point
- ✓ City of Delano
- ✓ City of Fontana
- ✓ City of Huntington Beach
- ✓ City of Indian Wells
- ✓ City of Laguna Niguel
- ✓ City of Rancho Santa Margarita
- ✓ City of Santee

AUDITS OF FEDERAL GOVERNMENT

- ✓ Centers for Medicare and Medicaid Services
- ✓ Special Inspector General for Afghanistan Reconstruction

AUDITS OF COMMERCIAL ENTITIES

- ✓ Cal Domestic Water Company
- ✓ Cahaba Government Benefit
- ✓ CGS Administrators LLC
- ✓ Delta Dental of Arizona
- ✓ DHS Consulting
- ✓ Montebello Land and Water Company
- ✓ Mutual Insurance Company of Arizona
- ✓ Sunnyslope Water Company

Erick Martin, CPA

Manager



Mr. Martin has ten years of audit experience, spending the majority of that time on audits for local government and governments. Mr. Martin has performed financial statement audits of cities and special districts; grant specific audits of funds awarded by Federal, state, and county governments; Single Audits, and compliance audits. Mr. Martin will be responsible for managing the audit engagement and will supervise the audit team.

Employment History

- Davis Farr LLP: June 2015-current
- National CPA firm: January 2011-June 2015

Education

- Bachelor of Business Administration – Accounting
California State University, Fullerton

Licenses / Registrations

- CA CPA Certificate No. 121760

AUDITS OF CALIFORNIA CITIES

- | | |
|-------------------------|----------------------|
| ✓ City of Costa Mesa | ✓ City of Poway |
| ✓ City of El Segundo | ✓ City of San Marcos |
| ✓ City of Garden Grove | ✓ City of Upland |
| ✓ City of Moreno Valley | ✓ City of Villa Park |

AUDITS OF SPECIAL PURPOSE GOVERNMENTS

- | | |
|---|--|
| ✓ Coachella Valley Mosquito District | ✓ Orange County Sanitation District |
| ✓ Irvine Ranch Water District | ✓ San Bernardino Municipal Water
Department |
| ✓ Mesa Consolidated Water District | ✓ Walnut Valley Water District |
| ✓ Palm Springs Desert Resorts Convent and
Visitors Authority | ✓ West Basin Municipal Water District |
| ✓ Puente Basin Water Agency | |



Jennifer Farr, CPA, MBA

Quality Control Reviewer

Ms. Farr will serve as the Quality Control Reviewer on this audit. She will provide technical assistance to the audit teams, review audit reports and workpapers. Ms. Farr is a Certified Public Accountant with over 20 years of experience in local government auditing. Ms. Farr is a frequent speaker and author on matters pertaining to technical accounting and audit issues including new GASB pronouncements.

Employment History

- Davis Farr LLP – Founding Partner
- Shareholder – National CPA Firm

Education

- Bachelor of Arts in Business Administration & Accounting (California State University, Fullerton)
- Bachelor of Arts in English (California State University, Fullerton)
- Master of Business Administration (California State University, Fullerton)

Licenses / Registrations

- California CPA Certificate No. 76292, October 1998

Professional Affiliations & Awards

- California Society of Certified Public Accountants
- Government Accounting & Auditing Committee
 - Current Chair of Committee
- California Society of Municipal Finance Officers
- American Institute of Certified Public Accountants
- Government Finance Officers Association
 - Financial Review Committee

AUDITS OF SPECIAL DISTRICTS AND SPECIAL PURPOSE GOVERNMENTS

- | | |
|---|--|
| ✓ Coachella Valley Assoc of Governments | ✓ Rancho California Water District |
| ✓ Cucamonga Valley Water District | ✓ Salton Sea Authority |
| ✓ Eastern Municipal Water District | ✓ San Diego Association of Governments |
| ✓ Inland Empire Utilities Agency | ✓ San Diego County Water Authority |
| ✓ Irvine Ranch Water District | ✓ Santa Rosa Regional Resources Auth |
| ✓ Leucadia Wastewater District | ✓ South Coast Water District |
| ✓ Los Angeles Homeless Services Authority | ✓ Southern CA Association of Governments |
| ✓ Mesa Water District | ✓ Sweetwater Authority |
| ✓ Middle Fork Financing Authority | ✓ Vallecitos Water District |
| ✓ Moulton Niguel Water District | ✓ Vista Irrigation District |
| ✓ Orange County Sanitation District | ✓ Walnut Valley Water District |
| ✓ Orange County Water District | ✓ West Basin Municipal Water District |
| ✓ Placer County Water Agency | ✓ Yucaipa Valley Water District |



Makaylyn Tallman

Audit Senior

Ms. Tallman will service as the in-charge on this engagement. She will be the main point of contact for the staff. She will be responsible for performing the work and supervising staff. Ms. Tallman has three years of audit experience, spending the majority of that time on audits for local and federal government engagements. The types of audits Ms. Tallman has been involved in include: financial audits of non-profits, cities and special districts; grant specific audits of funds awarded by Federal, state, and county governments; Single Audits in accordance with OMB Circular A-133; and Federal compliance audits.

Employment History

- Davis Farr LLP: July 2018-current

Education

- Bachelor of Science in Accounting
University of Nevada, Reno

AUDITS OF LOCAL & FEDERAL GOVERNMENTS

- | | |
|---------------------|--|
| ✓ City of Carlsbad | ✓ Centers for Medicare and Medicaid Services |
| ✓ City of Delano | ✓ County of San Diego |
| ✓ City of Encinitas | |
| ✓ City of Poway | |
| ✓ City of Santee | |

AUDITS OF SPECIAL DISTRICTS

- | | |
|------------------------------------|---|
| ✓ Eastern Municipal Water District | ✓ San Diego County Water Authority |
| ✓ Imperial County LAFCO | ✓ San Diego Geographic Information Source |
| ✓ Placer County Water Agency | ✓ San Dieguito River Park Valley JPA |
| ✓ Rancho California Water District | ✓ Santa Rosa Regional Resources Authority |

AUDITS OF NON-PROFITS & OTHER

- | | |
|---|------------------|
| ✓ Family YMCA of the Desert | ✓ Palmetto - SOC |
| ✓ San Diego Children's Discovery Museum | |



Diego Vanegas, CPA, CISA, CITP

IT Specialist

Mr. Vanegas, CPA, CISA, CITP has over 16 years of progressive governmental accounting and audit experience, including extensive compliance audit experience for governmental and non-profit agencies. He has been involved in financial/compliance audits, internal control audits and assessments, operational/performance audits, and cost proposal analysis/price reviews for various governmental agencies. Mr. Vanegas has served in many capacities depending on the size and requirements of the engagements. He has participated in audits of federal agencies such as NSF, CMS, and CNCS, among others. Additionally, Mr. Vanegas has been involved in agreed-upon-procedures and audit engagements of state/local agencies. These engagements have often combined both financial and compliance aspects of the audit as well as Information Technology (IT). Furthermore, he has strong internal control audit experience through the performance of System and Organization Control examinations of the internal controls of service organizations, as well as knowledge of Government Auditing Standards, Office of Management and Budget (OMB) Circular A-87 and the Federal Acquisition Regulations (FAR).

Employment History

- Davis Farr LLP: 2015 – Present
- Top 10 National CPA Firm – 10 years

Education

- Bachelor of Science in Business Administration, with an emphasis in Accounting (California State University - Los Angeles)
- Bachelor of Science in Computer Information Systems, with an emphasis in Business Systems (California State University - Los Angeles)

Licenses / Registrations

- CA CPA Certificate No. 113040
- Certified Information Systems Auditor
- Certified Information Technology Professional, No. 3298

Section E – Audit Approach

Davis Farr plans and conducts our engagements in the most efficient manner possible, and our audit approach is unique with regard to the following:

- Our firm is sensitive to the priorities and work requirements of our clients. We work around the schedules of our clients when scheduling segments of the audit or requesting documentation in order to minimize disruption of Agency staff and to complete the audit in a timely manner.
- Whenever possible, we use accounting support already prepared by the Agency staff to avoid duplication or unnecessary requests for audit supporting schedules. Typically, we request support for balance sheet items, the year ending trial balance and cash and long-term debt confirmations.
- Our firm's expertise is in governmental auditing. Our auditors are GASB experts and skilled at addressing audit issues that are specific to local governments. You will not spend time training our personnel.
- When formulating internal control recommendations, we obtain a thorough understanding of the specific circumstances at your Agency to provide a tailored, practical recommendation.
- Throughout the year we are a resource to our clients in providing accounting advice, researching technical questions, dealing with tax problems, and helping with other problems as they arise.

Audit Software - We utilize CaseWare audit software for the electronic workpapers. We have the ability to accept audit documentation in either hard copy or electronic format. CaseWare allows us the ability to import trial balances that can be provided in either excel or a text document. Some of the benefits of using CaseWare trial balance software are as follows:

- We create our own lead sheets (i.e., analytical review comparison schedules). This limits the amount of time finance staff spends creating audit schedules. Our software automatically generates analytical review reports by account number for ease of analyzing significant fluctuations between fiscal years.
- We can link the financial statement schedules directly to the CaseWare trial balances. Additionally, journal entries are easy to post to the financial statement schedules and the risk of data entry error is minimized.
- We can provide the Agency with reports showing the coding of the financial statement schedules for ease of review by Agency staff. These reports show each account coded to a specific financial statement line item as well as journal entries that are posted during the audit.

Data Mining Software - We have a dedicated team of personnel trained to use special data mining software, IDEA. Our software uses source data from your accounting system to search for anomalies, such as duplicate or voided checks, cross-referencing vendor addresses with employee addresses, detecting accounting transactions recorded on the weekend, reviewing journal entry postings for unauthorized individuals. The IDEA software identifies specific transactions for the auditors to review for potential fraud or error.

Internal Control Evaluation - Our approach to evaluating internal controls involves observation and inquiry. We spend time with the personnel responsible for the accounting cycles to gain an understanding of the processes. We also carefully evaluate your policies and procedures. After our initial evaluation, we identify key controls in your processes and design test to evaluate the effectiveness of those processes. In the initial year of the audit, we will focus on the following accounting cycles:

- Billing and cash receipting
- Capital assets
- Purchase and disbursements
- Payroll
- Investment and cash controls
- Information systems

In future years, we will review the accounting cycles noted above but also look at other processes such as credit card transactions, petty cash, inventory controls, offsite cash receipting, employee reimbursements, contract compliance, and other areas. Our goal is to modify our audit approach every year to further evaluate your internal controls.

Audit Stage	Procedures Performed
<p>Planning and Inquiry</p>	<p>During the planning phase of the audit, we plan to perform the following procedures:</p> <ul style="list-style-type: none"> ✓ Meet with finance personnel to obtain an understanding of significant transactions during the year. ✓ Communicate with the Board of Directors regarding fraud, compliance with laws, and any concerns they have regarding the finances of the Agency. ✓ Perform internal control evaluations as noted on the previous page. ✓ Determine materiality levels that will be used in selecting audit transactions. ✓ Perform a risk assessment to develop the audit plan for the year. ✓ Review minutes of Board of Directors meetings. ✓ Review important new contracts, bond documents, and agreements. ✓ Evaluate compliance with investments. ✓ Test purchase orders and contract management. ✓ Test a sample of cash disbursements to determine adherence to policies and internal controls. ✓ Perform a review of the organization’s information systems and controls. ✓ Perform compliance testing of federal grants, as necessary. ✓ Review the prior audited financial statements and provide feedback to Agency staff regarding best practices for financial reporting. ✓ Provide a GASB Update and templates for implementing new accounting standards including the pension and OPEB standards.
<p>Year-End Testing</p>	<p>After the books are closed and ready for audit, we will perform our year-end procedures which include the following:</p> <ul style="list-style-type: none"> ✓ We will confirm 100% of all cash and investment balances and test market values provided by your investment custodians. ✓ We will test for proper cutoffs of accounts receivable and other receivables. ✓ We will test additions and deletions to capital assets. We will review depreciation expense for reasonableness. ✓ We will test current liabilities and perform a search for unrecorded liabilities. ✓ We will test the balances of accrued payroll and employee related liabilities. ✓ We will confirm long-term debt with independent parties. ✓ In years of new debt issuances, we will review the journal entry to record the debt to ensure the accuracy of the accounting. ✓ Testing of actuarial valuations and calculations related to OPEB obligations and disclosures under GASB 75. ✓ Testing of actuarial valuations and calculations related to pension obligations and disclosures under GASB 68. ✓ Evaluation of claims and judgments payable. ✓ Testing of restrictions and classifications of net position. ✓ Analyze grant revenues and expenses, if any, to ensure proper matching within the fiscal year. ✓ Test the reasonableness of interest income, realized, and unrealized gains/losses on investments. ✓ Analytically and substantively test revenues and expenses reported in the financial statements. ✓ We will incorporate an element of unpredictability every year that will focus on an audit area that is not typically considered a high or significant risk area such as petty cash, credit card purchases, new vendors, travel expenses, etc. <p>The aforementioned tests are only a few of the tests performed during the examination and by no means is it meant to be all inclusive. During the final stage of the audit, we will meet with Finance staff to review our audit findings and any adjusting journal entries.</p>

Audit Stage	Procedures Performed
Single Audit Approach	<p>As part of our Single Audit for the years in which the Agency expends granter than \$750,000, we will perform the following procedures in accordance with the Uniform Guidance:</p> <ul style="list-style-type: none"> ✓ Perform an evaluation of the major programs required to be tested. ✓ Review OMB guidance and the OMB Compliance Supplement for the grant program audited. ✓ Review internal controls for each of the applicable 14 compliance areas for each program audited. ✓ Using AICPA sampling guidance, we will select a sample for each of the applicable 14 compliance areas for each program audited. We will test the sample for compliance with those 14 areas. ✓ Test the indirect cost rate, if applicable. ✓ Review monitoring reports for noncompliance and follow up on the resolution of past noncompliance, if applicable. ✓ Issue a single audit report of federal expenditures. ✓ File the data collection form within the specified deadline.
Completion of the Audit and Preparation of Financial Statements	<p>The nature and extent of the work required is dependent on our assessment of the likelihood of misstatements in the financial statements together with our conclusions from the planning and testing stages of the audit. All of the audit information is then used to reach a conclusion on whether the financial statements taken as a whole conform with generally accepted accounting principles.</p> <ul style="list-style-type: none"> ✓ We will review significant events after year end. ✓ We will review attorney letters for significant legal matters. ✓ We will prepare and ensure accurate and complete disclosures in the notes to the financial statements. <p>We will meet with the Board of Directors to present the results of the audit.</p>

Section F – Implementation of New GASB Pronouncements

The Agency will be required to implement the following accounting standards during the upcoming fiscal years. Part of our service to you includes consulting on these new auditing standards. A sampling of significant new GASB pronouncements planned or proposed for local governments that will impact the Tahoe-Truckee Sanitation Agency are listed below:

GASB 84: Fiduciary Activities	GASB 87: Leases	GASB 94: Public-Private and Public-Public Arrangements	GASB 96: Subscription Based IT Agreements
<p>This statement establishes criteria for identifying fiduciary activities of all state and local governments. The statement describes four fiduciary funds that should be reported, if applicable: (1) pension trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. We will work with the Agency to identify the activities required to be reported in these four fund types and provide transition guidance.</p>	<p>The objective of this statement is to better meet the information needs of the financial statement users by improving accounting and financial reporting for leases by governments.</p>	<p>The primary objective of this Statement is to provide guidance related to public-private and public-public partnership arrangements in which a government contracts with an operator to provide public services. This statement also provides guidance for accounting and financial reporting for availability payment arrangements in which a government compensates an operator for services in an exchange transaction.</p>	<p>This statement provides guidance to governments on the accounting and financial reporting for subscription-based information technology arrangements.</p>

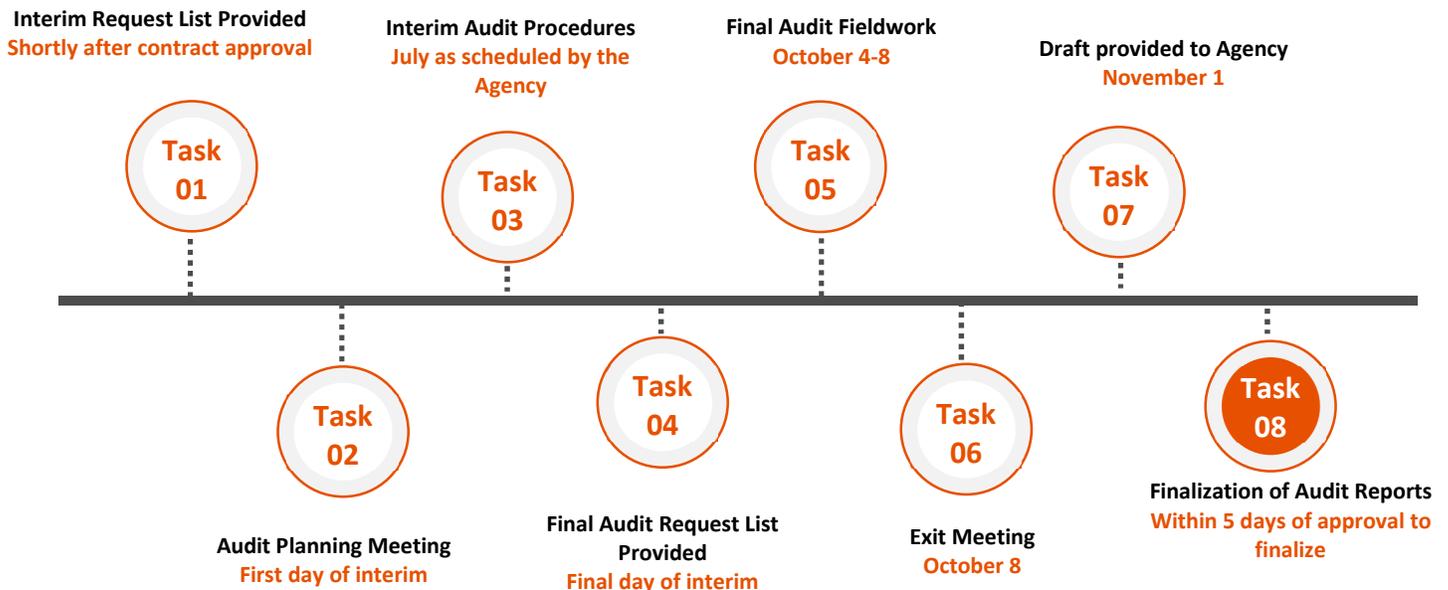
Section G – Scope of Work

Our understanding of the objectives and scope of the work to be performed is as follows:

- We will perform an audit examination of the financial statements of the Tahoe-Truckee Sanitation Agency for the fiscal years ending June 30, 2021 through 2023. Our examination will be conducted in accordance with generally accepted auditing standards, the AICPA Audit and Accounting Guide, Audits of State and Local Government Units, and the Government Auditing Standards issued by the Comptroller General of the United States. We will prepare the Comprehensive Annual Financial Report (CAFR). We will ensure that the report is prepared in conformity with the most recent edition of the GAAFR, the GAAFR Update, and subsequent GASB pronouncements.
- We will perform Agreed-Upon Procedures over the Agency’s Appropriations Limit
- We will prepare the Special District State Controller’s Report
- We will prepare a letter to the Board of Directors summarizing the audit results in accordance with the Codification of Auditing Standards Section 260.
- We will prepare a letter to the Board of Directors reporting matters dealing with internal control that meet the threshold of being a significant deficiency or material weakness, as defined by the Codification of Auditing Standards Section 265. We will immediately report any irregularities or illegal acts that come to our attention to management and/or those charged with governance.
- We will meet with the Board of Directors to discuss the results of the audit.
- Finally, we perceive the scope of our work as being advisors to the Agency regarding generally accepted accounting principles. Throughout the year, the management and other finance personnel of the Agency will have access to us to seek advice in the application of generally accepted accounting principles, advice regarding debt issuance, financial statement preparation and content, and any other matters relating to the Agency. Each year, we will go over upcoming accounting standards in a meeting with Agency staff.

Section H – Proposed Timing of the Audit for FY 20/21

The following proposed timing is subject to the Agency’s revision and approval:



Section I – Audit Segmentation

The following is our estimate of the hours by professional classification required to perform the audit:

Classification	Hours	Percentage
<i>Partner</i>	25	10%
<i>Manager</i>	35	15%
<i>Audit Senior</i>	120	46%
<i>Staff Auditors</i>	80	31%
Total	260	100%



APPENDIX





Report on the Firm's System of Quality Control

Davis Farr LLP

Irvine, California;

and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Davis Farr LLP (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and examination of a service organization (SOC 1, Type 2 Report).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

CPAs ■ Advisors

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Peer Review Report
Page 2 of 2

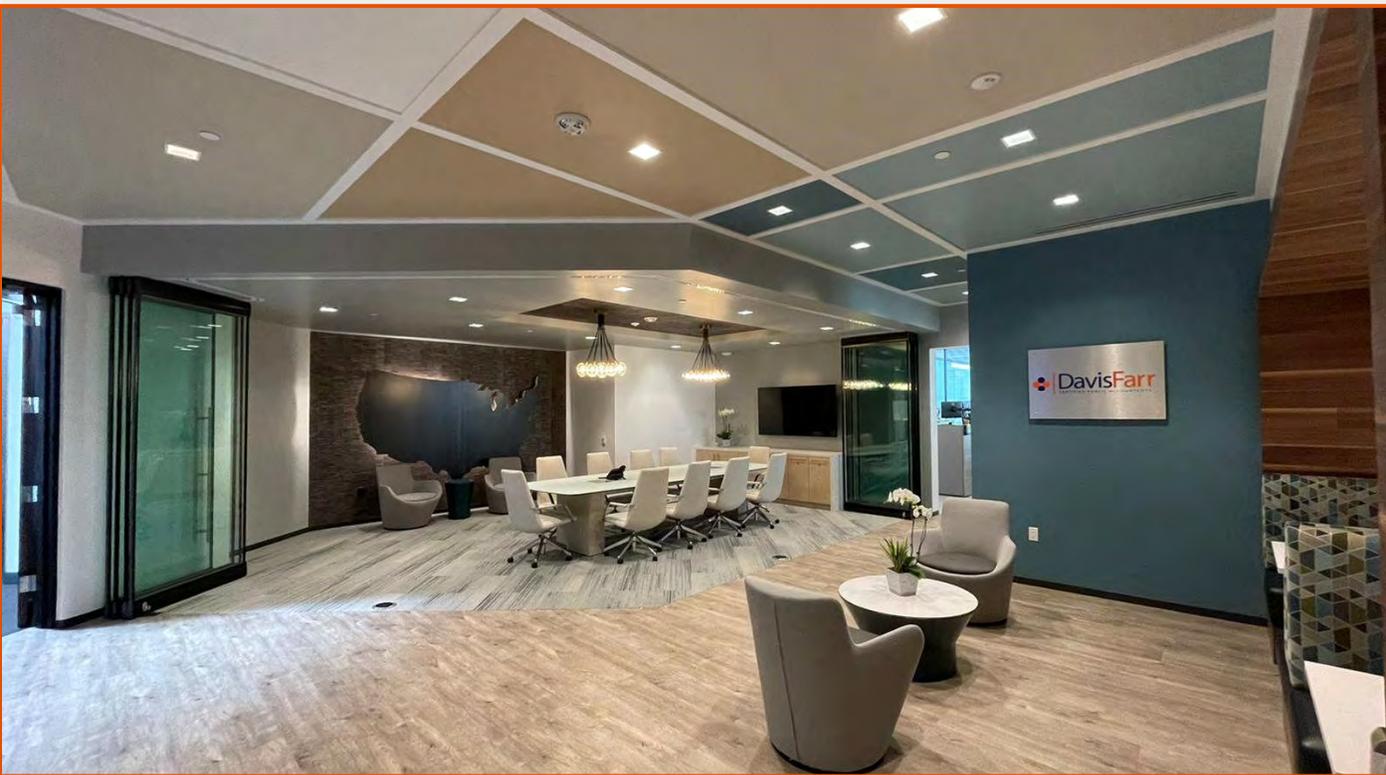
Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Davis Farr LLP in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Davis Farr LLP has received a peer review rating of *pass*.

GYL LLP

Ontario, California
September 23, 2019

GYL



DavisFarr
CERTIFIED PUBLIC ACCOUNTANTS



COST PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Prepared By:

Davis Farr LLP
18201 Von Karman Ave | Suite 1100
Irvine, CA 92612

Contact Person:

Jonathan Foster, CPA | Partner
Office: 949.474.2020 | Direct: 949.783.1744
Email: jfoster@davisfarr.com



TAHOE-TRUCKEE SANITATION AGENCY

Michelle Mackey, Accounting Supervisor
13720 Butterfield Drive
Truckee, CA 96161

May 27, 2021

May 27, 2021

Michelle Mackey, Accounting Supervisor
Tahoe-Truckee Sanitation Agency
13720 Butterfield Drive
Truckee, CA 96161

Re: **Cost Proposal for Professional Auditing Services**

We are pleased to provide our cost proposal for audit services to the Tahoe-Truckee Sanitation Agency (the "Agency") for the fiscal year ending June 30, 2021 through 2023. I certify that I am entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the Agency.

Our total all-inclusive maximum annual price for the fiscal years ending June 30 is included in the following page. Additional years may be audited for a nominal 2% price increase.

I look forward to you contacting me so that I may answer further any questions which you may have. You may contact me at (949) 783-1744 or jfoster@davisfarr.com.

Very truly yours,



Jonathan Foster, CPA
Partner

All-inclusive Maximum Price

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Total</u>
Financial Statement Audit and Related Reports	\$ 29,500	30,090	30,692	90,282
GANN Limit Agreed-Upon Procedures	500	510	520	1,530
Special District State Controller Report	<u>1,500</u>	<u>1,530</u>	<u>1,561</u>	<u>4,591</u>
	<u>\$ 31,500</u>	<u>32,130</u>	<u>32,773</u>	<u>96,403</u>



DavisFarr
CERTIFIED PUBLIC ACCOUNTANTS



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Item: V-11
Subject: Approval of Logically IT Services Agreements

Background

The Agency utilizes various Information Technology (IT) hardware to conduct business and provide services to the residents and Agencies we serve. Currently the Agency has one server that has reached end of life and is now due for replacement. With this replacement coinciding with several recent cybersecurity attacks nationwide, management and staff propose a plan to enhance overall cybersecurity and IT support.

While historically the Agency has supported and installed IT hardware and software, management and staff are recommending the transition to a managed service provider (MSP) as a complete IT outsourcing solution. This will allow the Agency's technicians to primarily focus on enhancing the security and functionality of the Agency's Operational Technology (OT). This is not uncommon and has been a proven model in other Special Districts.

Management and staff contacted Logically, a local MSP provider, seeking proposals for managed services and server replacement. Logically met with staff to gain an understanding of the scope of work and provided proposals to (1) replace aging hardware and to transition the Agency to a Microsoft Windows environment and (2) provide the IT services as shown below:

- 24/7 helpdesk support
- 24/7 performance monitoring
- Internal and external security assessment
- 24/7 security monitoring and preemptive threat detection
- Security awareness training for all staff
- Backup and disaster recovery
- Hardware/software lifecycle management

Fiscal Impact

- Logically Proposals
 - *LogicCare, SecureCare, and Data Protection*
 - Monthly Fee = \$4,396.40
 - Initial Onboarding Fee = \$9,213.50
 - *Windows Server Project*
 - Project Fee = \$49,717.02

For budgeting and approval purposes, it is recommended the proposals be increased to account for unexpected contingency costs. The following is the amended cost breakdown of the proposals to include contingencies:

- LogicCare, SecureCare, and Data Protection:
 - Annual Fee for Monthly Service = (\$4,396.40 x 12 months) = \$52,756.80
 - Initial Onboarding Fee = \$9,213.50
 - Sub-Total = \$61,970.30
 - 15% Contingency = \$9,295.55
 - **Total = \$71,265.85**

- Windows Server Project:
 - Project Fee = \$49,717.02
 - 15% Contingency = \$7,457.55
 - **Total = \$57,174.57**

- Logically Agreements:
 - LogicCare, SecureCare, and Data Protection = \$71,265.85
 - Windows Server Project = \$57,174.57
 - **Total = \$128,440.42**

Attachments

1. Logically LogicCare, SecureCare, and Data Protection Proposal.
2. Logically Windows Server Project Proposal.

Recommendation

Management and staff recommend approval of the Logically IT Services Agreements in an amount not to exceed \$130,000.

Review Tracking

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



5595 Equity Ave #300
Reno, NV 89502



We have prepared a proposal for you

LogicCare SecureCare, and Data Protection

Proposal # 030530
Version 2

Prepared for:

Truckee-Tahoe Sanitation Agency

Richard Pallante
rpallante@ttsa.net

Thank you for your interest in Logically and our **LogicCare** managed IT services solution. Logically is the leading provider of Managed IT Services to small and midsize organizations. Our goal is to help you leverage information technology to achieve your business objectives. To do that, you need a trusted IT ally with a wide and deep bench of IT talent with expertise in emerging and critical technologies such as cloud, cybersecurity, mobility, and how the modern workplace operates. A trusted IT ally that can deliver reliability and operational excellence at an affordable price. A trusted IT ally like Logically.

LogicCare is our most popular solution for organizations that want to outsource their IT. With **LogicCare**, you get instant access to a world-class IT team, unsurpassed customer service, and OpLogic™, the industry's first and only Intelligent MSP Platform™. Logically's core competency is IT management and customer service. With **LogicCare**, we will manage your IT so you can manage your business.

LogicCare is a complete IT outsourcing solution tailored to the needs of small and midsize organizations. **LogicCare** gives you access to the technology you need to increase revenue, decrease costs, improve productivity, reduce security risks, comply with industry regulations and enhance customer experiences – along with experts to manage it.

Logically is very different than other Managed Service Providers (MSPs). Our outsourcing solutions include:

- **Managed IT Services:** A complete set of managed services covering monitoring, alerting, incident remediation, patching, security, data protection, helpdesk, hardware and software lifecycle management, asset management and much more, all tailored to your specific needs.
 - See next section for details
- **OpLogic Intelligent MSP Platform:** [OpLogic](#) is the first and only self-healing intelligent MSP platform for small and midsize businesses that stops problems before they stop you. OpLogic is a cloud software platform available exclusively from Logically that enables IT environments to self-heal, increasing uptime and reducing security risks. OpLogic serves as “mission control” to integrate, automate, and orchestrate Logically's managed IT deliverables, ensuring unprecedented technology performance while delivering personalized service. Key benefits of OpLogic include:
 - Optimized performance with self-healing remediation
 - Reduced security and data loss risk
 - Customized IT management
 - Ensures and audits service delivery
 - Auto-provisioning
- **CareTeam:** Being a trusted IT ally means being intimately familiar with our customers' environments, super responsive, and obsessed with always doing the right thing. Our unique [Care Team](#) approach is how we do it. Care Teams are dedicated service delivery teams that ensure you always work with people intimately familiar with your needs and environment. No need to explain the same thing over and over to different people. Care Teams enable us to retain a small company feel while developing deep relationships with customers that lead to strong, personalized service.

In summary, **LogicCare** allows you to outsource your mission-critical IT with confidence. Our team of specialists with advanced skills in networking, cloud, security, wireless, Office 365 and more, will help you get the most out of your IT investment, minimize downtime and protect your data. Get instant access to a world-class IT team and system management platform including OpLogic at a predictable cost without adding headcount. Thanks again for considering Logically. We look forward to becoming your trusted IT ally.

LogicCare Solution Description

LogicCare is a comprehensive managed IT services solution for companies that outsource their IT. Here is what is included with LogicCare:

Entitlements	Description
OpLogic Intelligent MSP Platform	Self-healing Intelligent MSP platform for small and midsize businesses that stops problems before they stop you. Cloud software platform that integrates, automates, and orchestrates IT management. Ensures service delivery and automated incident remediation.
Remote Monitoring	Our network operating centers (NOCs) remotely monitor your environment to immediately detect problems in your workstations, servers, infrastructure and critical applications. NOC engineers keep a watchful eye on your environment and respond rapidly to critical issues to help keep your systems up and running.
Alerting	When problems are detected, our NOC will alert you. Our standard SLA includes notifications via email during standard business hours.
Remote Patch Management & Remediation	This service includes patching Microsoft workstations and servers to ensure the software is always up-to-date and protected from emerging vulnerabilities and exploits. Device patch status is validated daily to ensure you are protected.
Drive Space Performance Optimization	Automated drive space management cleans-up disk drives on workstations and servers when available storage space becomes low. This ensures drive space is optimized and devices remain performant and are not slowed down.
Management Portal and Managed Service Reports	Direct access to Logically's management tools. This enables direct entry of tickets into our systems and the ability to track status and history. We also provide reporting so you can track key aspects of your environment.
Software and Hardware Lifecycle Management	Assist with all aspects of procurement and lifecycle management, including defining requirements and specifications, vendor selection, price and terms negotiation, purchasing, license management, renewals, warranties, and end-of-life management.
Asset Management	Our systems management tools allow you to automatically discover new assets added to your network, maintain a real-time detailed inventory for all your provisioned hardware and software, and audit software licenses.
Managed Security Services – Base	Base managed security service provides managed antivirus to mitigate threats and site-specific DNS protection for basic web filtering and category identification.

Managed Security Services – Enhanced	<p>Enhanced managed security offerings include additional layers of protection. Features include email security with advanced URL link protection, virus and spam filtering, preventative spoofing measures as well as additional DNS filtering that extends protection to devices outside of your firewall.</p>
Incident Remediation	<p>Our team of networking, cloud, security and Office365 experts will troubleshoot and resolve issues remotely. Includes unlimited incident remediation support during business hours.</p>
Performance Monitoring	<p>Our IT monitoring platform will record and trendline the key performance metrics within your technical environment. Some examples include CPU, memory, and storage allocation. In addition, our performance monitoring suite can be extended to include network layer traffic and conversations such as bandwidth utilized across connections as well as the specific type of traffic in use.</p>
Dedicated Customer Success Manager	<p>Your dedicated customer success managers (CSM) ensures you realize maximum value from Logically. Your CSM is responsive to your needs and has intimate knowledge of your environment and evolving requirements.</p>
Remote Helpdesk	<p>The help desk is your immediate and first line of defense when issues arise. Our helpdesk technician will troubleshoot the issue - whether it's a problem with end-user laptops or critical components of the IT infrastructure - and assign the correct specialist as required.</p>

Data Protection Services

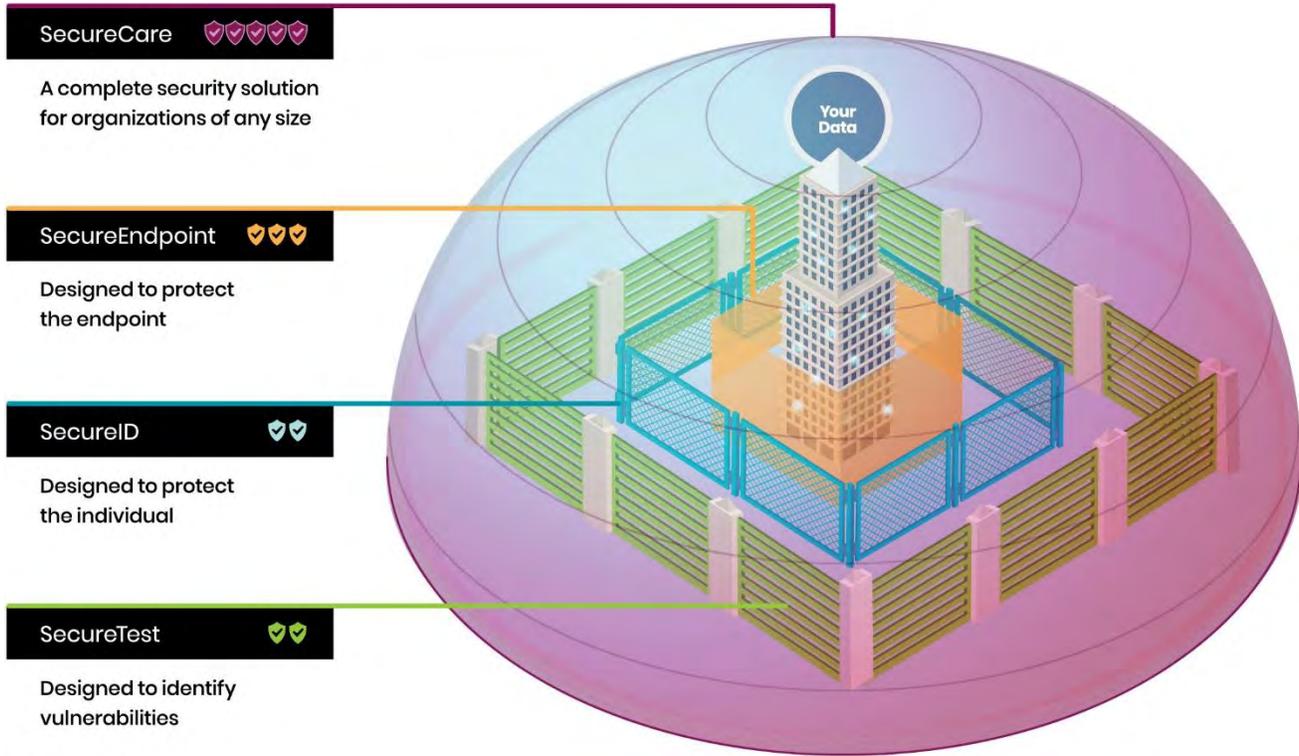
Logically's backup and disaster recovery offering includes comprehensive onsite and offsite backup options. Onsite backups are done with increased frequency for fast and speedy recoverability while offsite/cloud backups are performed in the event of a full business disaster recovery scenario. Logically's data protection services include the software licensing, management and remediation to perform backups. However, services required to execute data and business disaster recovery are not included in the monthly fees.

Managed Backup & Disaster Recovery Solution (Image based)

- Logically data protection service offerings are described and provided as follows:
- Local and cloud full system image-based backup and disaster recovery solution including managed services and equipment required for recovery
- Ideal for businesses seeking a comprehensive data protection plan and a local disaster recovery solution
- Logically provides and manages a server appliance / "BDR" device that can be "failed over" in the event of a production server failure)
- Solution can be scalable to 100's of devices
- Recovery Time Objective (RTO) is quickest available for both data recovery as well as disaster recovery due to local availability to restore from. Recovery time for local site event (i.e. Fire or theft) is dependent on the internet speeds and size of data required to recover from the cloud
- Recovery Point Objective (RPO) can be hourly, down to every 15 min if required
- Data retention is dependent on the amount of local storage available and can be adjusted to client's standards
- Cloud data storage capacity will include size required for retention and system images

SecureCare

SecureCare is a part of the Logically Security Suite. The Logically Security Suite makes great cyber security protection available to every business. Logically protects your business-critical and sensitive data 24/7 with world-class security experts and tools previously only available to large enterprises.



SecureCare

A complete security solution for organizations of any size

SecureEndpoint

Designed to protect the endpoint

SecureID

Designed to protect the individual

SecureTest

Designed to identify vulnerabilities

The Logically Security Suite Defends Against:

	SecureCare	SecureEndpoint	SecureID	SecureTest
External Vulnerabilities				
Internal Vulnerabilities				
Malware				
Ransomware				
End-User Behavior				
Phishing & Security Training				
Identity & Credential-Based Attacks				
Security Breach				
Wire Fraud				
Data Breach				
Malicious Websites				
Domain Monitoring & Alerting				

Stronger
 Strong

SecureCare provides the following benefits while providing enterprise level security:

- Provides access to a dedicated team who is focused on providing world-class security expertise to small and midsize organizations
- Includes a flexible suite of offerings that best fit the needs of your organization
- Enables SMBs to implement enterprise-level security without internal security experts



ENDPOINT DETECTION AND RESPONSE:

Discovers and responds to threats before and after their execution.



INTERNAL VULNERABILITY ASSESSMENT:

Identifies vulnerabilities within your IT infrastructure and provides a remediation plan for those vulnerabilities, ranked based on threat.



DOMAIN MONITORING:

Searches databases of leaked information and cross-references it with protected domains and accounts.



SECURITY AWARENESS TRAINING:

Provides periodic training for employees to become familiar with security policies and procedures.



TWO-FACTOR AUTHENTICATION:

Requires the use of an application or text messaging as an additional layer of security to prevent someone other than the intended user from logging in.



SIEM-SOC MONITORING:

Provides continuous monitoring for cybersecurity threats in your network.



EXTERNAL VULNERABILITY ASSESSMENT:

Examines the vulnerabilities currently present within your publicly facing network and provides a remediation plan based upon risk.



DNS FILTERING:

Protects against online threats such as viruses, malware, ransomware, phishing attacks, and botnets.



EMAIL PHISHING:

Helps organizations train their users on how to spot phishing emails and prevent potential attacks.



BREACH DETECTION:

Detects infected devices or endpoints and determines other threats occurring inside a network.

Prepared For:

Truckee-Tahoe Sanitation Agency

Richard Pallante
13720 Butterfield Dr.
Truckee, CA 96161

Sales Contact:

Logically

Laura White
Phone: (775) 352-2301
Email: laura.white@logically.com

Proposal #

030530.2

Date Issued:

07.15.2021

Expiration Date:

08.05.2021

Monthly Recurring Service	Recurring	Qty	Ext. Recurring
Logically Managed Service Package			
Managed Services LogicCare Summary of Client's Environment: <ul style="list-style-type: none"> • (58) Workstations • (45) Employees • (4) Servers (1 Hosts & 3 VMs) • (1) Firewalls • (4) Wireless Access Points • (0) Networked UPS/NAS • (2) Switches/Routers • (0) Downstream IT Administrator 	\$2,810.70	1	\$2,810.70
Logically Data Protection Services			
Logically Managed Backups Summary of Backup Environment: <ul style="list-style-type: none"> (7) Servers (physical & virtual) (1) Location (1) Logically managed appliance for local image level backups (Up to 4TB) (1,000) GB off-site file level backups Notes & Assumptions: <ul style="list-style-type: none"> • Client will be billed for actual data maintained offsite • Data will be reconciled at the beginning of each month 	\$522.00	1	\$522.00
Logically Security Services			

Monthly Recurring Service	Recurring	Qty	Ext. Recurring									
SecureCare Clients Environment: <ul style="list-style-type: none"> (61) EDR Endpoints (2) SIEMs on Firewall and Domain Controller Logically SecureCare Bundle <ul style="list-style-type: none"> Yearly Internal and External Vulnerability Scans & Report Dark Web Domain Monitoring Managed Endpoint Protection & Response (EDR) SIEM on Domain Controller & Firewall 24/7 Security Operations Center Services (SOC) 2FA Support (does not include 2FA tool cost) Managed Breach Detection with Advanced Persistent Threat (APT) detection Firewall Level DNS Protection Agent level DNS Protection Anti-Spam Protection Security Awareness Training Phishing Campaigns \$25K of Ransomware Remediation Protection Notes & Assumptions: <ul style="list-style-type: none"> Logically SOC will investigate and respond to all incidents identified by EDR Events requiring escalation outside of Logically SOC will fall under managed services SLAs to be triaged accordingly. <p>Time & Materials Rates for further needs:</p> <table border="1"> <thead> <tr> <th></th> <th>Standard Rate</th> <th>After Hours Rate</th> </tr> </thead> <tbody> <tr> <td>Professional Services Engineer</td> <td>\$180</td> <td>\$270</td> </tr> <tr> <td>Managed Services Engineer</td> <td>\$160</td> <td>\$240</td> </tr> </tbody> </table>		Standard Rate	After Hours Rate	Professional Services Engineer	\$180	\$270	Managed Services Engineer	\$160	\$240	\$1,063.70	1	\$1,063.70
	Standard Rate	After Hours Rate										
Professional Services Engineer	\$180	\$270										
Managed Services Engineer	\$160	\$240										

Monthly Subtotal: \$4,396.40

Labor	Price	Qty	Ext. Price
Fixed Fee: LogicCare Onboarding Service	\$2,810.70	1	\$2,810.70
Fixed Fee: Data Protection Onboarding Service	\$1,219.00	1	\$1,219.00

Labor	Price	Qty	Ext. Price
Fixed Fee: SecureCare Onboarding Service	\$5,183.80	1	\$5,183.80

Subtotal: \$9,213.50

List of Minimum Requirements:

Client responsibilities:

- Access to relevant network and devices during and after business hours for stated deliverables
- To facilitate downtime during the pre-determined IT maintenance window
- To facilitate atypical downtime required to alleviate critical 0-day security risks
- All information and access to subject matter expert knowledge holders
- Coordination with all client IT resources if applicable to Logically’s deliverables
- If required, access to software and licenses applicable to deliverables under this proposal
- 48-hour prior notification for known critical personnel event.
- Immediate notification for unknown critical personnel event.
- 48-hour prior notification for planned work that may interrupt Logically services
- Immediate notification for unplanned work that may interrupt Logically services
- Client must migrate to Logically service tools

Optional Services not included in this proposal:

- Onsite Incident Remediation
- Recurring onsite engineering time
- Cloud Services
- Backup & Disaster Recovery Services (Business Continuity Planning)
- IT Standards and Policies Consultation (IT compliance & regulatory audit questionnaire related events)
- Mobile Device Management
- Database Monitoring & Optimization
- Custom Reporting
- Cyber Security Incident Response and Remediation
- Virus/Spyware/Malware removal

Tools and Experience:

- Logically utilizes a variety of best-in-class technology solutions to manage and monitor technical environments. The solutions vary depending upon the specific environment, technical requirements and stated deliverables.
- Logically requires multifactor authentication (MFA) to its technology platform in order to secure client access and documentation
- Logically has performed numerous IT system implementations, migrations, upgrades and conversions. Scopes include but not limited to, small to mid-sized business projects seamlessly integrating cloud, on-premise and hybrid technologies
- Logically performs detailed processes for IT duties actively monitored by our internal Quality Assurance team
- Over 90% of Logically’s workforce is dedicated to providing IT deliverables to managed customers
- Logically’s Technology Product Development department provides continued improvements and enhancements to our managed services program(s) each day

What’s not included?

- Substantive upgrades, additions, or changes of equipment or software. Project work will be quoted separately in order to be managed to the Logically project management standard.
- Consulting time (SharePoint, 365, IT Assessments, Line of Business Solutions)
- Service and support of hardware or software that has reached end of life or is without a manufacturer’s warranty
 - Limited support will be provided to items not under warranty. However, if an unsupported or out of date device(s) becomes

a chronic or automated management cannot be configured to monitor this tool, the client will be required to replace this device to ensure the health and security of the IT environment.

- If a client does not replace recommended hardware, issue resolution may not be possible.
- Extensive customization of our managed services required to handle extreme atypical environments is available.
- Chief Compliance Officer responsibilities; i.e. ownership, management, auditing. Contribution or administration of IT related policies and procedures are available through Logically IT Governance Services.
- Monitoring, management and remediation of non-Logically owned backup and disaster recovery services
- Services to assist or perform audit of or validation support for security or licensing compliance requirements (I.e. Microsoft audit) is available.
- Cybersecurity breach or infection Incident Response and Remediation services are available.

Description of Client Onboarding:

A successful managed services onboarding process achieves positive technology results while providing an outstanding customer experience. Logically’s mature onboarding process achieves these objectives by establishing and validating clear expectations and ownership. Logically’s advanced onboarding template includes frequent communication and efficient capable support during transition. The dedicated onboarding team serves you with confidence and peace of mind. Logically’s onboarding includes:

- Dedicated and experienced onboarding Project Manager
- Initial Network Scan and assessment, if applicable
- Identify and create an extended Technology roadmap. The extended Technology roadmap will be utilized to align long-term IT goals with business objectives, improve performance and reduce risk.
- Communication of detailed onboarding objectives, owners and estimated timeline
- Deployment of monitoring agents and additional managed solutions

Estimated Remediation with Onboarding:

Environments may require significant effort to stabilize upon onboarding. This work is outside of the scope of the Managed Services Agreement presented in the one-time "Estimated Remediation" cost. Remediation work will be billed as completed. Additional project work presented during remediation efforts will be discussed and reviewed during the process. Examples of this include but are not limited to, hardware replacements, OS upgrades and expired warranties. The quoting and completion of these projects will be evaluated between the client and Logically.

Logically’s Standard Service Level Agreement (SLA) for Incident Remediation:

Business Hours SLA (8:00 AM – 5:00 PM Local office supporting time)

Priority Level	Respond Within*	We Have Created a Plan**
Priority 1	0.25	.5
Priority 2	0.25	1
Priority 3	0.25	2
Priority 4	0.25	4

Emergency Response SLA (After-Hours)

Client Initiated Incident Requests-Billable at After-Hours Rates

Priority Level	Respond Within, hrs.	Resolution Plan Formulated, hrs.
Priority 1-4	Best Effort	Best Effort

**Hours listed are calculated during business hours. **Time starts after Respond Within is completed*

Respond Within is defined as incident response receipt acknowledgement and reply. Reply can be performed via email, online support portal, phone call or other form of communication medium. **SLA Resolution Plan** is the action of performing next steps towards resolution and includes events such as scheduling the incident request to a Care Team managed services engineer.

The Logically standard SLA applies to **Incident Remediation** activity only. An Incident is defined as something that “used to work that no longer works.” The standard SLA defined above is a target goal for Logically, and the managed services packages do not ensure a guarantee that the goals will be achieved for 100% of incidents. **If your organization requires it, Logically can provide SLAs with increased commitment levels and guarantees.**

SLA response times are based on incident priority levels. Priority level is determined based on the impact and severity of the incident according to the following table.

Priority Matrix

Impact / Severity Level	High Severity	Medium Severity	Low Severity
High Impact	Priority 1	Priority 2	Priority 3
Medium Impact	Priority 2	Priority 3	Priority 4
Low Impact	Priority 3	Priority 4	Priority 4

The **Impact** of an incident is measured and defined by Logically based on the extent of the business that is affected by the interruption. Here are the guidelines Logically uses to determine impact:

- High – 50% + of the company impacted, or multiple departments
- Medium – One department impacted
- Low – One user or smaller group impacted

The **Severity** of an incident is measured and defined by Logically based on how quickly the incident needs to be resolved. Here are the guidelines Logically uses to determine severity:

- High – The business area cannot function
- Medium – The business area can function but in limited capacity
- Low – The business area can function with little to no issues

Financing Options available for Hardware and Software upon request.

Terms and Conditions

This Terms and Conditions Agreement (the “Agreement”) is entered into by and between Winxnet, LLC, doing business as Logically (“Logically”), a Delaware limited liability company having its principal offices at 63 Marginal Way, Portland, Maine (“Logically”) and the undersigned customer (“Customer”).

This proposal, and any subsequent proposal executed by Logically and the Customer named below, and including the Master Service Agreement at <https://www.logically.com/agreements/master-services-agreement> and all terms referenced herein and therein and all attachments and addenda hereto, govern Customer’s purchase of the Services (collectively, the “Agreement”) and by executing this proposal, Customer agrees to each of the foregoing. This proposal is effective as of the last date of signature by both Logically and Customer as set forth below (the “Effective Date”).

Any Cloud Services associated with this proposal will be governed by our Cloud Service Agreement at

<https://www.logically.com/agreements/cloud-services-agreement>.

1. The content of this Agreement and any related statement of work, scope of work, managed services agreement, outsourcing agreement, or other quotation or proposal (each, a “Work Order”) is confidential. Unless required by law or authorized in writing by the other party, neither this Agreement nor the Work Order is to be disclosed to any person or organization other than those who need to know the terms of this Agreement or the Work Order to assist either party, or act on either party’s behalf, to exercise its rights or perform its obligations hereunder or thereunder.
2. The pricing information, estimates, and all other proposed solutions included in this Agreement or the Work Order are based on Logically’s understanding and assumptions of the requirements and environment represented in the corresponding Work Order, and on Logically being awarded the entire scope of the work being requested (collectively, the “Conditions”). In the event any of the Conditions are not accurate or if any Condition changes or is altered during the term of this Agreement, Logically shall have the right to terminate this Agreement and any related Work Order immediately upon notice to Customer.
3. Pricing is valid for a period of thirty (30) calendar days from the date of submission. All pricing is shown in U.S. dollars and does not include applicable taxes or certain other charges such as VAT, travel duty, or freight charges.
4. Itemized counts in this Agreement are representative of the environment’s state at the time of quoting. Logically reserves the right to reconcile managed device, user and storage counts and update pricing accordingly on a monthly basis.
5. If any Work Order is terminated early for any reason other than by Logically for convenience in accordance with the Master Services Agreement, then a termination charge shall be due from Customer to Logically on the termination date. The termination charge for each service is as set forth on the applicable Work Order (“Termination Charge”). Customer agrees that the damages that would be sustained by Logically from Customer’s early termination or default of a Work Order or this Agreement cannot readily be determined and that the termination charge constitutes “liquidated damages” and not a penalty. Customer waives any claim that such termination charge constitutes a penalty.
6. Managed Service Contract Term/ Payment Information:
 - (a) If the Billing Contact is different from the undersigned, please provide Billing Contact details:
 - Name:
 - Mailing Address:
 - Phone Number:
 - E-mail Address:
 - (b) Additional Service & Payment Terms:
 - Onboarding fee is due at contract signing. Remediation fees are billed monthly and due within fifteen (15) days of Logically's invoice.
 - Monthly service fees are billed monthly in advance. They begin the month following contract signing and will continue through the end of contract term.
 - Contract Term: 36 Months
 - This agreement shall automatically renew for one (1) year term, unless either party provides notice to terminate this agreement no less than ninety (90) days before the end of the then current agreement.
 - Monthly Fees are subject to annual adjustment by Logically in the amount of 4% beginning on the first anniversary of the start of Monthly Billing and subsequent anniversaries thereafter.
 - Monthly service contracts have a Termination Charge calculated as follows: 50% of the remaining term's fees.
 - (c) Project Services:
 - Labor: Two equal payments of 50%: The first installment is due at contract signing, and the remaining installment will be invoiced based upon project completion.

7. Please note that all prices reflect a 3% discount based on payment via check. The 3% discount will be removed if payment is made via credit card.
8. Unless otherwise agreed in writing, payment for services is due within fifteen (15) days of the date of issuance of the invoice by Logically. Customer shall pay to Logically a late payment charge of one and one-half percent (1.5%) per month or the maximum rate permitted by applicable law, whichever is less, on any unpaid amount for each calendar month or fraction thereof that any payment to Logically is in arrears. Customer agrees to pay all costs of collection, including court costs and reasonable attorney's fees, incurred in the collection of any amount past due. Customer acknowledges that Logically may participate in, and retain the benefit of, vendor incentive plans, rebate programs, or other programs with, among others, its travel providers wherein Logically may receive benefits, such as frequent flyer miles or other consideration.
9. All Managed Services will remain in effect as outlined in Section 6, above in this Agreement. Any non-Managed Service or Project Services, will remain in effect as outlined in Section 6 or until work is completed as mutually agreed to by both parties.

SECURITY MANAGEMENT TERMS & CONDITIONS

The following section only covers Security Management service items.

1. **Testing Authorization and Release.** Customer hereby grants Logically permission to scan Customer's IT equipment to find vulnerabilities during the term of this Agreement. Customer is solely responsible for obtaining authorization from all third parties who own or control information processing resources, including the domain(s) to be tested. Customer shall promptly notify Logically if Customer (or the authorizing third party) changes the domain to be tested during any active Logically security test.
2. **Limitation of liability, Waiver of Damages, and Indemnification.** Customer agrees and understands that information security testing is a high-risk activity, and that consequences of such testing might include: (a) access by Logically to Customer and third party data, including confidential and proprietary information; (b) destruction of Customer and third party data; (c) modification and forgery of Customer and third party data; and (d) temporary or permanent denial of service to legitimate users of Customer and third party information processing resources. Customer also agrees and understands that because network traffic might be redirected by computers and applications in the testing domain not under the control of or detectable by Logically, Logically cannot and does not warrant, promise, or guarantee that Logically will access and test information processing resources and domains owned or controlled only by Customer and any authorizing third parties.
3. **Vulnerability Identification Disclaimer.** LOGICALLY WILL CONDUCT VULNERABILITY TESTING PERIODICALLY ON THE CUSTOMER SYSTEMS ACCESSIBLE AT THE TIME OF TEST. INFORMATION SECURITY THREATS ARE CONTINUALLY CHANGING, WITH NEW VULNERABILITIES DISCOVERED ON A DAILY BASIS. LOGICALLY DOES NOT GUARANTEE THAT ALL POSSIBLE VULNERABILITIES WILL BE IDENTIFIED. VULNERABILITY TESTING DOES NOT PROTECT AGAINST PERSONAL OR BUSINESS LOSS AS THE RESULT OF USE OF CUSTOMER'S APPLICATIONS OR SYSTEMS. LOGICALLY OFFERS NO WARRANTIES, REPRESENTATIONS, OR LEGAL CERTIFICATIONS CONCERNING THE APPLICATIONS OR SYSTEMS IT TESTS. LOGICALLY DOES NOT WARRANT THAT THE RESOURCES TESTED ARE SUITABLE TO TASK, FREE OF OTHER DEFECTS THAN REPORTED, FULLY COMPLIANT WITH ANY INDUSTRY STANDARDS, OR FULLY COMPATIBLE WITH ANY OPERATING SYSTEM, HARDWARE, OR OTHER APPLICATION.
4. If during the Program Term, Logically submits a valid claim by notifying Cysurance that a failure of SecureCare has arisen on account of a cyber ransom event that SecureCare was intended to protect for a client, Cysurance will reimburse Logically for Incident Response expenses including time and materials required for the repair of the damage resulting from the SecureCare failure. The customer is not responsible for expenses related to the ransomware Incident Response up to the maximum of the agreed upon coverage by Cysurance.

I, THE UNDERSIGNED, AGREE TO THE ABOVE TERMS AND CONDITIONS. ADDITIONALLY, I ALSO CERTIFY THAT I HAVE REVIEWED THE PRODUCTS AND/OR PROJECT DELIVERABLES ASSOCIATED WITH THIS ESTIMATE AND UNDERSTAND THAT ANY PRODUCTS OR PROJECT DELIVERABLES NOT EXPLICITLY STATED IN THIS ESTIMATE WILL BE OUTSIDE THE SCOPE OF THIS ESTIMATE AND WILL REQUIRE ADDITIONAL FUNDS TO PROCURE OR IMPLEMENT.

Acceptance

Truckee-Tahoe Sanitation Agency

Signature: _____

Name: Richard Pallante

Date: _____



5595 Equity Ave #300
Reno, NV 89502



We have prepared a proposal for you

Windows Server Project

Proposal # 030587
Version 1

Prepared for:

Truckee-Tahoe Sanitation Agency

Richard Pallante
rpallante@ttsa.net

Prepared For:**Truckee-Tahoe Sanitation Agency**

Richard Pallante
13720 Butterfield Dr.
Truckee, CA 96161

Sales Contact:**Logically**

Laura White
Phone: (775) 352-2301
Email: laura.white@logically.com

Proposal #

030587.1

Date Issued:

07.15.2021

Expiration Date:

08.11.2021

Logically is presenting this statement of work to update the Infrastructure for the Windows (IT) arm of TTSA. Included on this work is new server and networking hardware, migration of IT-related Windows machines, and a cutover for all IT-related endpoints to run on updated infrastructure. This labor will involve coordination, design and implementation tasks with the existing staff supporting both the OT and IT functions

Deliverables:**Phase I - Environment Prep**

- Review and update of existing firewall setup
- "Jump Box" discussions and pre-configurations
- Documentation
- Implementation
- "Device Network" configurations

Phase II - Local Infrastructure Builds

- Network Gear Configuration
- Host Configuration
- Virtual Machine Configuration
- NOC Items
- Onsite Installation
- Testing
- Switch Cutover
- Updated Documentation

Phase III - Existing Server and VM Migrations

- Migrate existing Server 2012 / Win10 VMs to new host
- Win7 Migrations to New Win10 VMs
- Migration testing and confirmations
- Old VM decoms

Phase IV - Server 2003 Migration

- Reviews and discussions around existing roles and data on Server 2003 box
- Role and Content Migration Items
- Domain Controller removal
- Decom of 2003
- Post cutover remediation

Phase V - Server Configurations

- Domain Controller Spin Up and cutover
- File Server Spin Up and cutover
- Print Server Spin Up and cutover
- Post Cutover Support

Phase VI - End User Support and Documentation

End User Support
Updated documentation and notes
Hand off to MS Team

Project Specific Notes & Assumptions:

- Client is aware that the proposed labor is a significant change to the existing infrastructure, and that some windows of downtime should be expected and scheduled
- Client is aware that Logically will require coordination and collaboration with the existing IT and OT team members when implementing changes to the infrastructure
- Client is aware that Logically is proposing have a segregated network of the Windows (IT) network - only a select few endpoints will have access to both SCATA(OT) and Windows (IT) networks
- Client is aware that Logically is proposing the introduction of a device network, that both IT and OT networks will have access to. Examples of items on this network would be multifunction printers that both networks may need to use
- Client is aware that Logically will be onsite to install the updated infrastructure
- Client is aware that Logically is proposing all IT hardware (Server Hardware, Network Devices, battery backup, etc) will be self-contained in a half-rack enclosure
- Client is aware that Logically will have an engineer deployed onsite to install the new hardware
- Logically is under the impression there is adequate physical space, networking and power capabilities to plug in the new hardware
- Client is aware that Logically is proposing to ""cut over"" all existing IT workstations to the new networking hardware after-hours, as to not interrupt the day to day business
- Client is aware that Logically will need to work with the current IT staff managing the IT virtual machines for assistance in the migration to new hardware
- Client is aware that Logically has included efforts to migrate the roles and content off of the older Windows 7 and Server 2003 instances to updated operating systems
- Client is aware that this is a high level estimate based on information provided, and that the estimate may need to be updated upon any unique discoveries
- Client is aware that any items not explicitly defined in this scope of work will be considered as a change order as a separate billable engagement

Project Prerequisites & Client Responsibilities

- Truckee-Tahoe Sanitation Agency (Client) will designate a single point of contact for all communications and to support coordination with all Client staff.
- Client is responsible for purchasing any equipment, software, or licenses not included as part of the project such as cables, anti-virus, etc.
- Client is responsible for providing any wiring or cabling services required to implement this project.
- Client is responsible for any carpentry requirements such as drilling holes for cables, mounting computers or monitor brackets, anchoring server racks, installing conduit, etc.

Standard Notes & Assumptions

Note: Any changes to the following assumptions may result in a change in scope to the project and resulting change order.

- Truckee-Tahoe Sanitation Agency (Client) is located in Truckee, CA and any onsite work will be performed at that location unless specifically defined as part of the project.
- Logically will be granted remote access with Admin privileges to modify and configure.
- Logically does not dispose of equipment, but can recommend companies to utilize their service.
- Vendors should request 48-hour notice to access server room (other than for emergencies).
- Vendors should coordinate and plan with Logically if they wish to change or add devices with IP addresses.
- Vendors should not plug in RJ45 or fiber to any network devices.

- During the project, both parties will communicate changes prior to implementation for impact review.
- Internet/Network connection is capable of typical broadband speeds.
- All software in Client’s environment is up to current vendor-supported levels.
- Work will be remote unless otherwise noted; if necessary Logically will be granted on site access to any areas required to complete requested work.
- Travel is billed portal to portal at standard consulting rates.
- Work may necessitate down time for Client or its workers. Down time required within business hours will be agreed upon prior to any outage.
- All work will take place during normal business hours of M – F, 8 am – 5 pm, unless otherwise noted. Request for after-hours and weekend work may result in a change order.
- Projects involving hardware installation could take as long as 5 weeks to begin the implementation, from the time that the contract is signed and product prepayment has been received. Some products can take 2-3 weeks to be delivered, and product staging and testing can take 1-2 weeks to complete before installation can begin.
- Sufficient power and power protection for the new hardware is in place or will be purchased by Client.
- Sufficient space is available for any new equipment.
- Project delays on the part of Client will result in a new timeline, dependent on engineering availability.
- If the tasks outlined in this Statement of Work are on hold for more than 60 days by Client, a project reengagement fee may apply.
- All specifications and information provided to Logically by Client are correct and accurate to the best of Client’s knowledge. Incorrect or inaccurate information from Client may result in a change request from Logically and additional hours.
- Client agrees to pay for actual hours worked.
- Continuous pre-approval of expected hours will take place throughout this project.
- Project labor cost is not to exceed quoted amount without prior approval from Client.

Hardware	Price	Qty	Ext. Price
Dell Server - PowerEdge R540 Server 3.5 Chassis with up to 8 Hot Plug Hard Drives (2) Intel Xeon Silver 4214 2.2G, 12C/24T, 9.6GT/s, 16.5M Cache, Turbo, HT (85W) DDR4-2400 (4) 32GB RDIMM, 3200MT/s, Dual Rank 8Gb BASE (4) 1.6TB SSD SAS Mixed Use 12Gbps 512 2.5in HP AG Drive, 3.5in HYB CARR, 3 DWPD, 3200MT/s RDIMMs RAID 10 PERC H730P RAID Controller, 2GB NV Cache, Adapter, Low Profile BOSS controller card + with 2 M.2 Sticks 240G (RAID 1), LP iDRAC9, Enterprise Dual, Hot-Plug, Redundant Power Supply (1+1), 750W ProSupport and Next Business Day Onsite Service 5 Year	\$13,263.68	1	\$13,263.68
Fortinet FortiSwitch 448D-FPOE Ethernet Switch - 48 Ports	\$3,937.50	2	\$7,875.00
Fortinet FortiCare Comprehensive Support - 3 Year	\$750.00	2	\$1,500.00
Fortinet SFP+ Network Cable	\$77.04	1	\$77.04
Cat6 24AWG UTP Ethernet Network Patch Cable, 10ft	\$3.61	50	\$180.50

Subtotal: \$22,896.22

Labor	Price	Qty	Ext. Price
Time & Materials Estimate - Professional Services Resource	\$180.00	90	\$16,200.00

Labor	Price	Qty	Ext. Price
Time & Materials Estimate - Managed Services Engineer	\$160.00	2	\$320.00
Time & Materials Estimate - Professional Services Overtime	\$270.00	2	\$540.00
Project Coordination Fee	\$3,412.00	1	\$3,412.00
Subtotal:			\$20,472.00

Software	Price	Qty	Ext. Price
Microsoft Windows Server 2019 Standard - License - 16 Core - Volume	\$972.00	2	\$1,944.00
Microsoft Windows Server 2019 License - 1 User CAL	\$42.00	45	\$1,890.00
Microsoft Windows 10 Pro - Upgrade License	\$199.00	2	\$398.00
Subtotal:			\$4,232.00

Quote Summary

Description	Amount
Hardware	\$22,896.22
Labor	\$20,472.00
Software	\$4,232.00
Subtotal: \$47,600.22	
Shipping: \$150.00	
Tax: \$1,966.80	
Total: \$49,717.02	

Financing Options available for Hardware and Software upon request.

Terms and Conditions

This Terms and Conditions Agreement (the "Agreement") is entered into by and between Winxnet, LLC, doing business as Logically ("Logically"), a Delaware limited liability company having its principal offices at 63 Marginal Way, Portland, Maine ("Logically") and the undersigned customer ("Customer").

This proposal, and any subsequent proposal executed by Logically and the Customer named below, and including the Master Service Agreement at <https://www.logically.com/agreements/masterservices-agreement> and all terms referenced herein and therein and all attachments and addenda hereto, govern Customer's purchase of the Services (collectively, the "Agreement") and by executing this proposal, Customer agrees to each of the foregoing. This proposal is effective as of the last date of signature by both Logically and Customer as set forth below (the "Effective Date").

1. The content of this Agreement and any related statement of work, scope of work, managed services agreement, outsourcing agreement, or other quotation or proposal (each, a "Work Order") is confidential. Unless required by law or authorized in writing by the other party, neither this Agreement nor the Work Order is to be disclosed to any person or organization other than those who need to know the terms of this Agreement or the Work Order to assist either party, or act on either party's behalf, to exercise its rights or perform its obligations hereunder or thereunder.
2. The pricing information, estimates, and all other proposed solutions included in this Agreement or the Work Order are based on Logically's

understanding and assumptions of the requirements and environment represented in the corresponding Work Order, and on Logically being awarded the entire scope of the work being requested (collectively, the “Conditions”). In the event any of the Conditions are not accurate or if any Condition changes or is altered during the term of this Agreement, Logically shall have the right to terminate this Agreement and any related Work Order immediately upon notice to Customer.

3. Pricing is valid for a period of thirty (30) calendar days from the date of submission. All pricing is shown in U.S. dollars and does not include applicable taxes or certain other charges such as VAT, travel duty, or freight charges.

4. If any Work Order is terminated early for any reason other than by Logically for convenience in accordance with the Master Services Agreement, then a termination charge shall be due from Customer to Logically on the termination date. The termination charge for each service is as set forth on the applicable Work Order (“Termination Charge”). Customer agrees that the damages that would be sustained by Logically from Customer’s early termination or default of a Work Order or this Agreement cannot readily be determined and that the termination charge constitutes “liquidated damages” and not a penalty. Customer waives any claim that such termination charge constitutes a penalty.

5. Project Payment Information:

- Product / software: 100% of product is due prior to ordering products.
- Shipping Charges may change based on actual costs.
- Labor: 25% Deposit due at contract signing. Actual labor and/or travel hours incurred will be billed once per month.
- Please note that all prices reflect a 3% discount based on payment via check. The 3% discount will be removed if payment is made via credit card.
- If the Billing Contact is different from the undersigned, please provide Billing Contact details:

Name:

Mailing Address:

Phone Number:

E-mail Address:

6. Customer agrees that, if it has not done so already, it shall review and enter into a Master Services Agreement between Logically and Customer in addition to this Agreement and any applicable Work Order. Unless explicitly provided otherwise therein, in the event of a direct conflict between: (a) the terms of a Master Services Agreement and any Work Order, the terms of the Master Services Agreement shall control; (b) the terms of a Master Services Agreement and this Agreement, the terms of the Master Services Agreement shall control; and (c) the terms of this Agreement and a Work Order, the terms of this Agreement shall control. This Agreement shall be governed and construed in accordance with the laws of the State of Maine.

7. Unless otherwise agreed in writing, payment for services is due within fifteen (15) days of the date of issuance of the invoice by Logically. Customer shall pay to Logically a late payment charge of one and one-half percent (1.5%) per month or the maximum rate permitted by applicable law, whichever is less, on any unpaid amount for each calendar month or fraction thereof that any payment to Logically is in arrears. Customer agrees to pay all costs of collection, including court costs and reasonable attorney’s fees, incurred in the collection of any amount past due. Customer acknowledges that Logically may participate in, and retain the benefit of, vendor incentive plans, rebate programs, or other programs with, among others, its travel providers wherein Logically may receive benefits, such as frequent flyer miles or other consideration.

I, THE UNDERSIGNED, AGREE TO THE ABOVE TERMS AND CONDITIONS. ADDITIONALLY, I ALSO CERTIFY THAT I HAVE REVIEWED THE PRODUCTS AND/OR PROJECT DELIVERABLES ASSOCIATED WITH THIS ESTIMATE AND UNDERSTAND THAT ANY PRODUCTS OR PROJECT DELIVERABLES NOT EXPLICITLY STATED IN THIS ESTIMATE WILL BE OUTSIDE THE SCOPE OF THIS ESTIMATE AND WILL REQUIRE ADDITIONAL FUNDS TO PROCURE OR IMPLEMENT.

Acceptance

Truckee-Tahoe Sanitation Agency

Signature: _____

Name: Richard Pallante

Date: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: V-12
Subject: Approval to award the 2021 Digital Scanning of Sewer Lines project

Background

As is customary each year, T-TSA will be digitally scanning the Truckee River Interceptor (TRI) this fall. The project will focus on scanning Schedules III and IV, which spans the distance between Bridge No. 6 and the open land to the west of South River Street, as shown in the attached figure. In addition, a section of Schedule V will be scanned due to the inability of last year's contractor to inspect this section. The total length to be scanned is approximately 39,100 feet and consists of reinforced concrete pipe ranging from 24 to 36 inches in diameter and ductile iron pipe 24 to 30 inches in diameter. If approved by the Board, the project field work is slated to occur between September 7, 2021 and October 15, 2021.

One bid for the project was received on June 14, 2021 as follows:

- Pro-Pipe, Inc., Irvine, CA: \$4.56 per lineal foot

Review of the lowest responsible and responsive bid (Pro-Pipe, Inc.) yielded a minor irregularity in how the bidder completed the forms, but this irregularity was clarified by the bidder during bid review. It is recommended that this irregularity be waived.

Fiscal Impact

The total estimated project cost of \$178,296 is slightly less than the budgeted amount of \$180,000.

Attachments

None.

Recommendation

Management and staff recommend approval to award the 2021 Digital Scanning of Sewer Lines project to Pro-Pipe, Inc. in the amount of \$4.56 per lineal foot.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

6 Schedules

- I – Tahoe City to River Ranch
- II – River Ranch to Bridge 6
- III – Bridge 6 to Cabin Creek
- IV – Cabin Creek to 4DF
- V- 4DF to Plant
- VI – Pond A to Plant



T-TSA
TRUCKEE RIVER INTERCEPTOR

2023

2021

2022



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-13
Subject: Discussion on returning to in-person Board of Directors meetings

Background

Governor Gavin Newsom has rescinded COVID-19 and related Executive Orders as the State of California retired the “Blueprint for a Safety Economy”. The Agency is now permitted to return to in-person public meetings.

There should be a discussion and direction provided to staff on the when and how the Board of Directors wishes to transition back to in-person meetings.

Fiscal Impact

The fiscal impact will vary on the directed meeting format.

Attachments

None.

Recommendation

Management recommends discussion on returning to in-person Board of Directors meetings.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

1. Operations Department Report.
2. Maintenance Department Report.
3. Engineering Department Report.
4. Administrative Department Report.

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: July 21, 2021
To: Board of Directors
From: Michael Peak, Operations Department Manager
Subject: Operations Department Report

Compliance:

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

Operations:

- Overall, the plant performed well through the month.
- Staff performed iron sponge inspection and media replacement.
- Cleaned and inspected the centrifuge feed and centrate tanks.
- Continue to work in partnership with maintenance and engineering departments on plant improvement projects.
- Well #31 pH samples read 6.6 for the month; operations continue to add caustic to the final effluent to maintain a 7.0 pH set point.

Operations Work Orders:

- Completed this month: 4
- Pending: 4

Laboratory:

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month.
- Significant SOP revisions are continuing.
- Selected a third-party assessment service.
- Performing annual PT study.
- Staff continue to train remaining operators for weekend testing and will be completing DOC's.
- The new Laboratory Director continues to assess lab testing and evaluating administrative and analytical laboratory SOP needs.

Laboratory Corrective Actions:

- Completed this month: 2
- Pending: 4

Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	3.74
Monthly maximum instantaneous ⁽¹⁾	5.79
Maximum 7- day average	4.02

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	2.1	10.0	2.3	20.0
Turbidity (NTU)	NA	NA	2.9	10.0
Total Phosphorus (mg/l)	0.44	0.80	0.60	1.50
Chemical Oxygen Demand (mg/l)	37	45	43	60

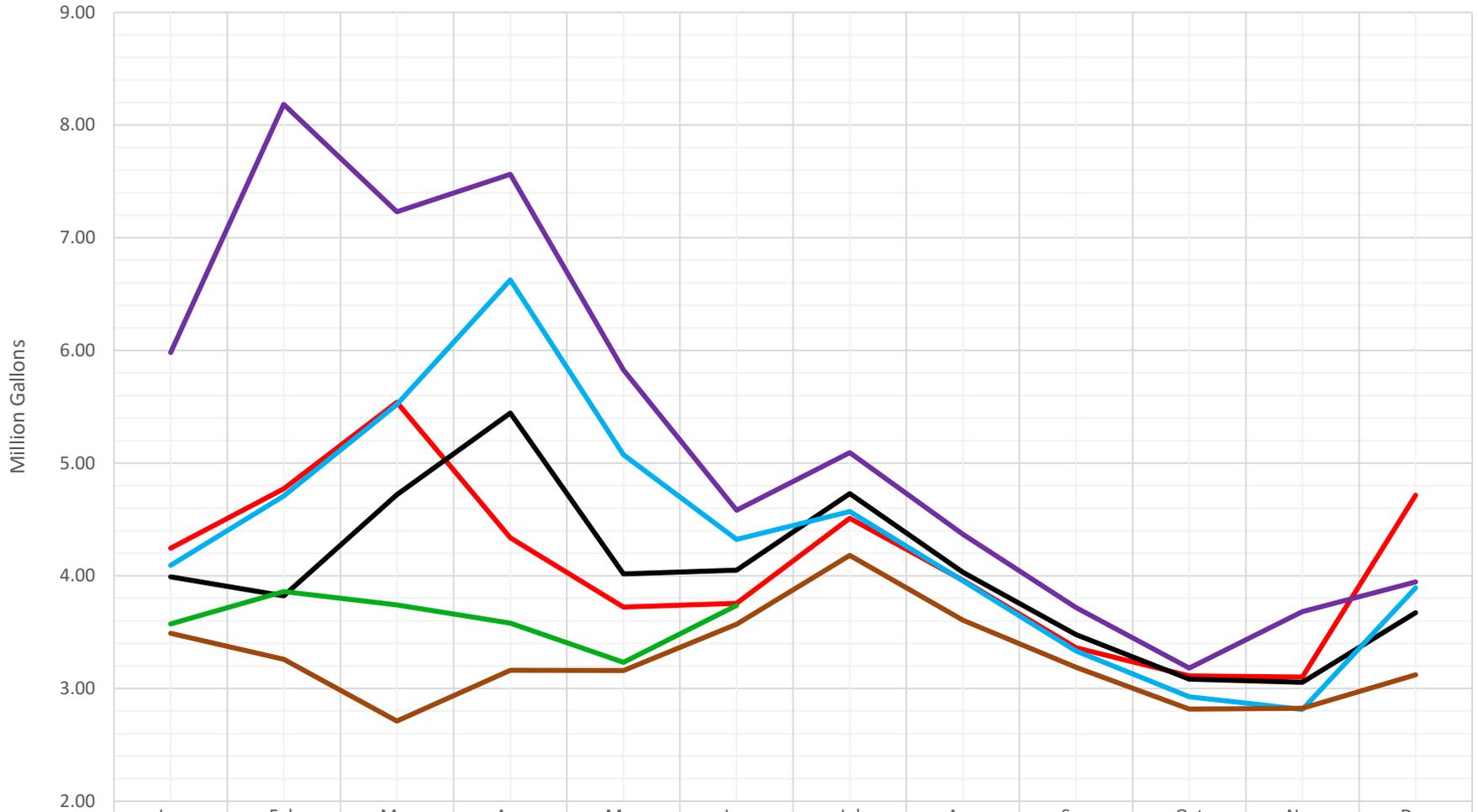
- Notes:
1. Flows are depicted in the attached graph.
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

Review Tracking:

Submitted By: 
 Michael Peak
 Operations Manager

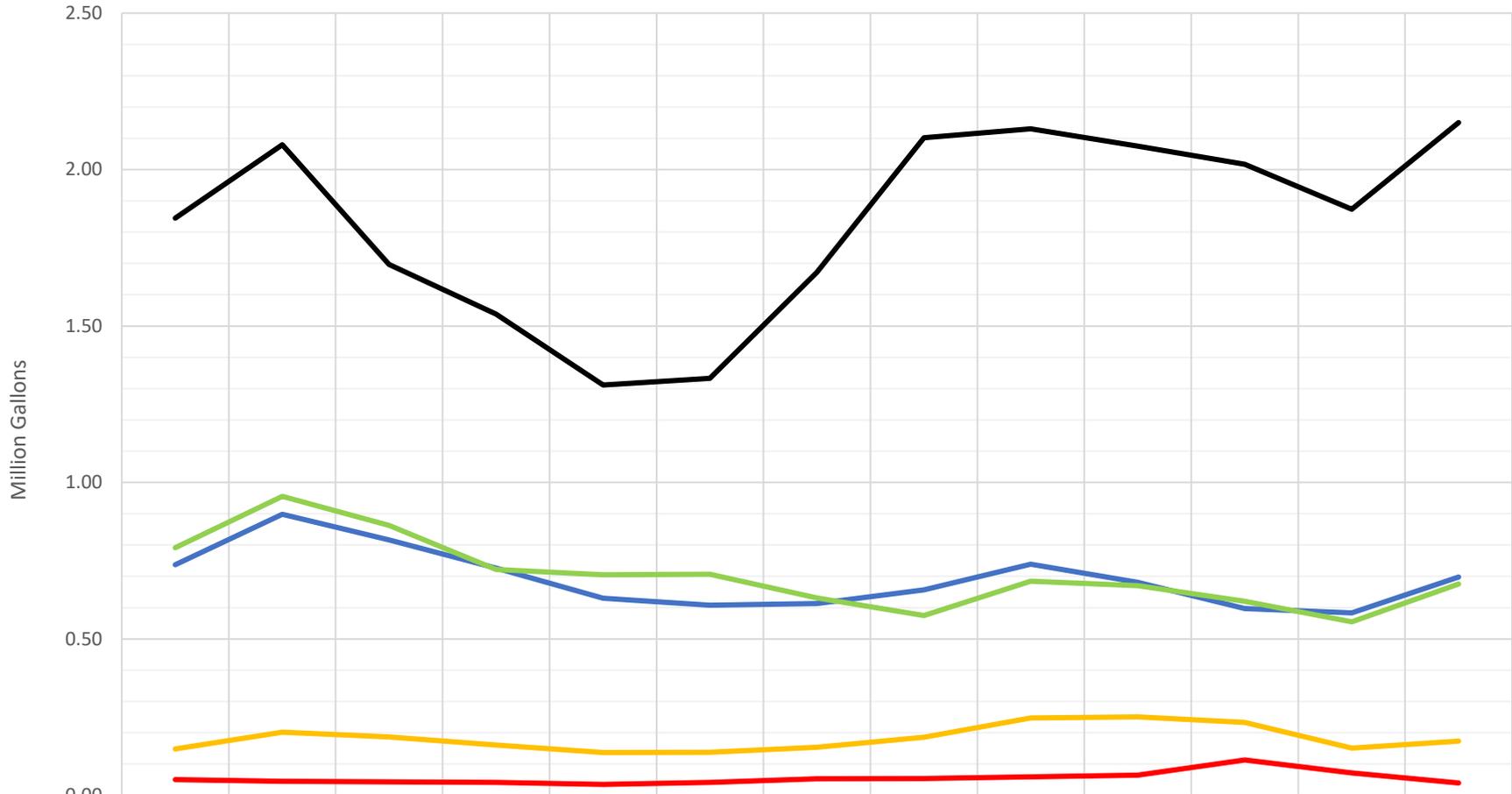
Approved By: 
 LaRue Griffin
 General Manager

Monthly Average Daily Flow (Influent)



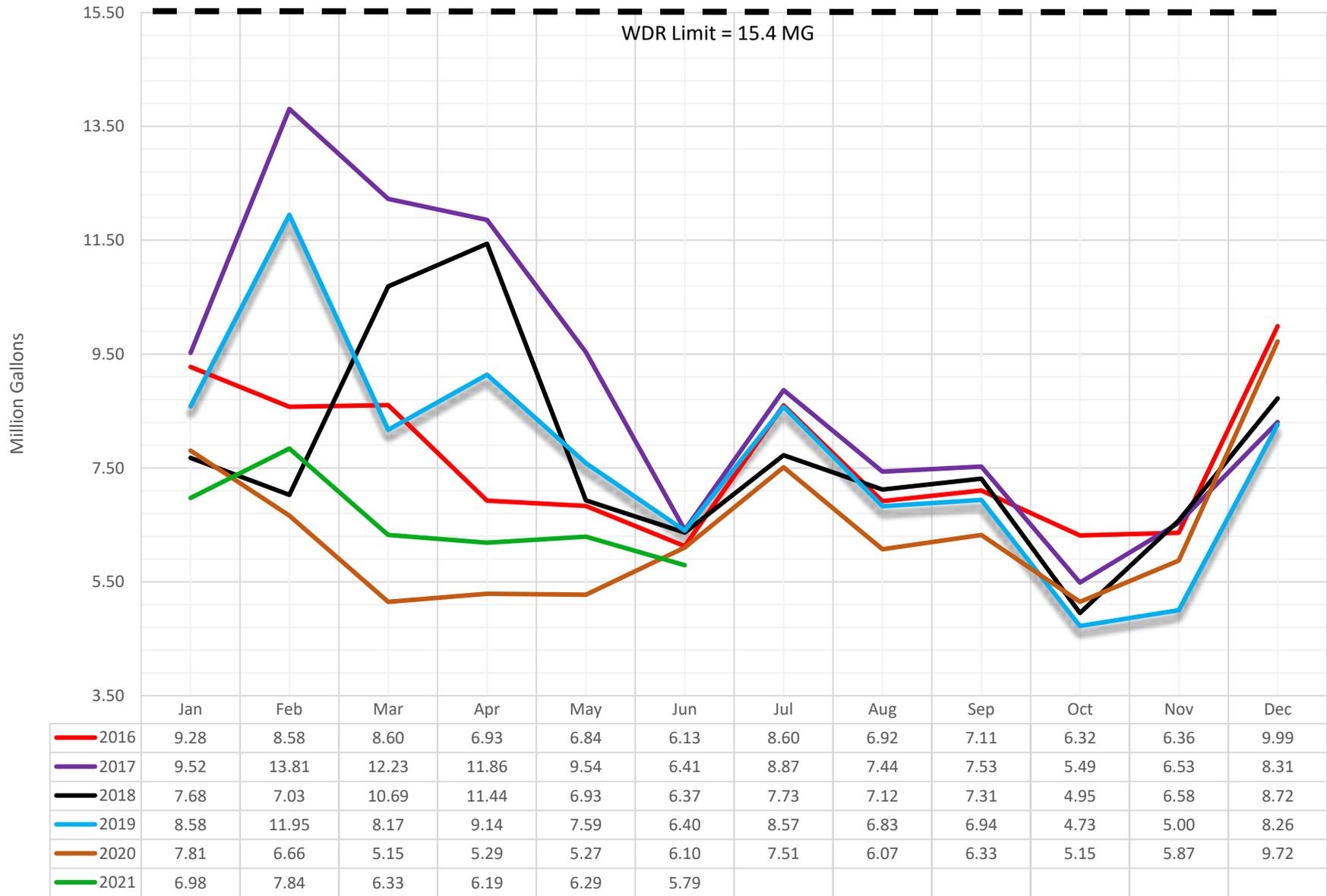
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	3.19	2.82	2.83	3.12
2021	3.57	3.86	3.74	3.58	3.23	3.74						

Monthly Average Daily Flow (Districts)

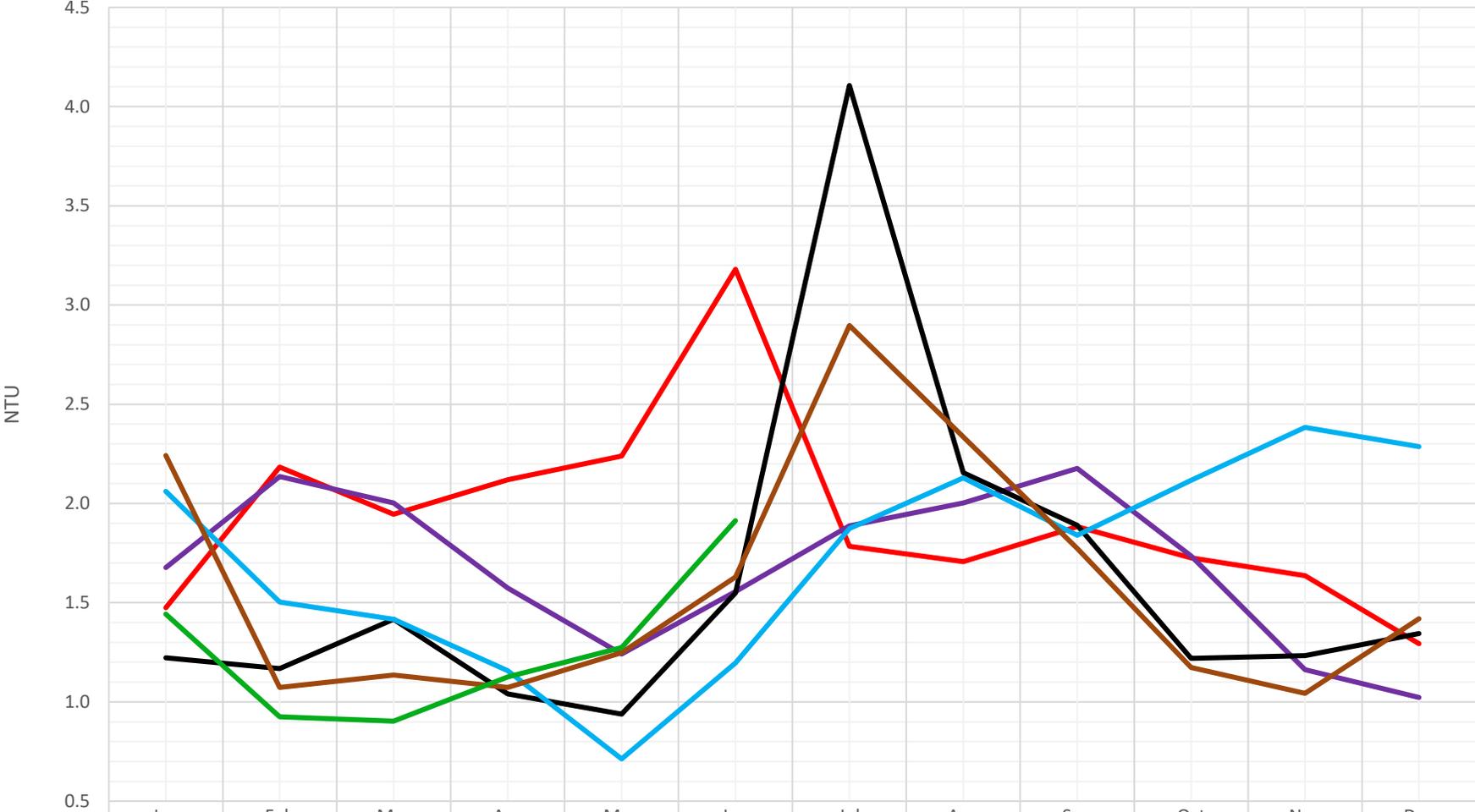


	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
NTPUD	0.74	0.90	0.82	0.73	0.63	0.61	0.61	0.66	0.74	0.68	0.60	0.58	0.70
TCPUD	0.79	0.96	0.86	0.72	0.70	0.71	0.63	0.57	0.68	0.67	0.62	0.55	0.68
ASCWD	0.05	0.05	0.04	0.04	0.03	0.04	0.05	0.05	0.06	0.06	0.11	0.07	0.04
OVPSD	0.15	0.20	0.19	0.16	0.14	0.14	0.15	0.19	0.25	0.25	0.23	0.15	0.17
TSD	1.85	2.08	1.70	1.54	1.31	1.33	1.67	2.10	2.13	2.08	2.02	1.87	2.15

Monthly Maximum Instantaneous Flow (Influent)

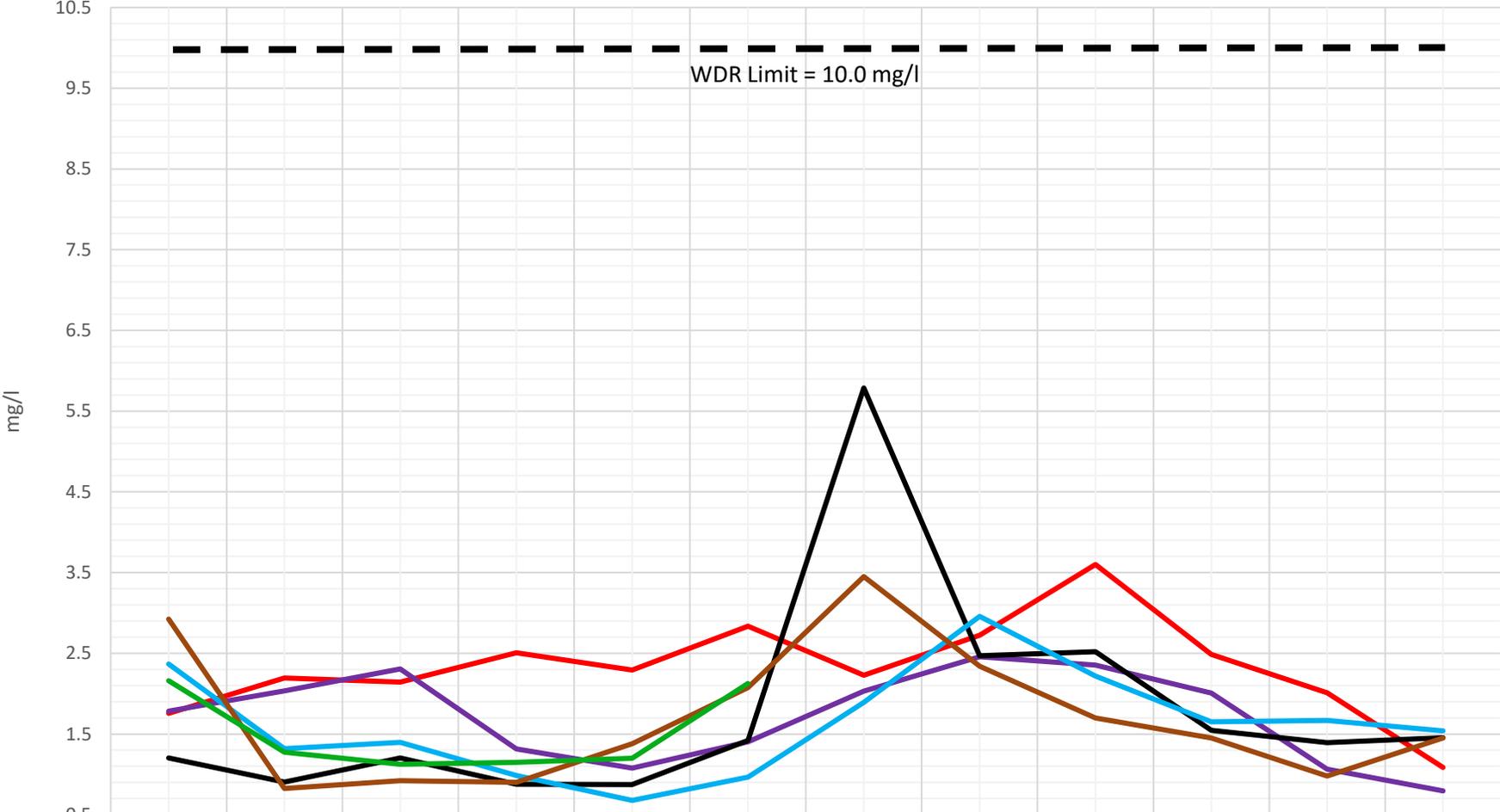


Monthly Average Daily Turbidity (Effluent)



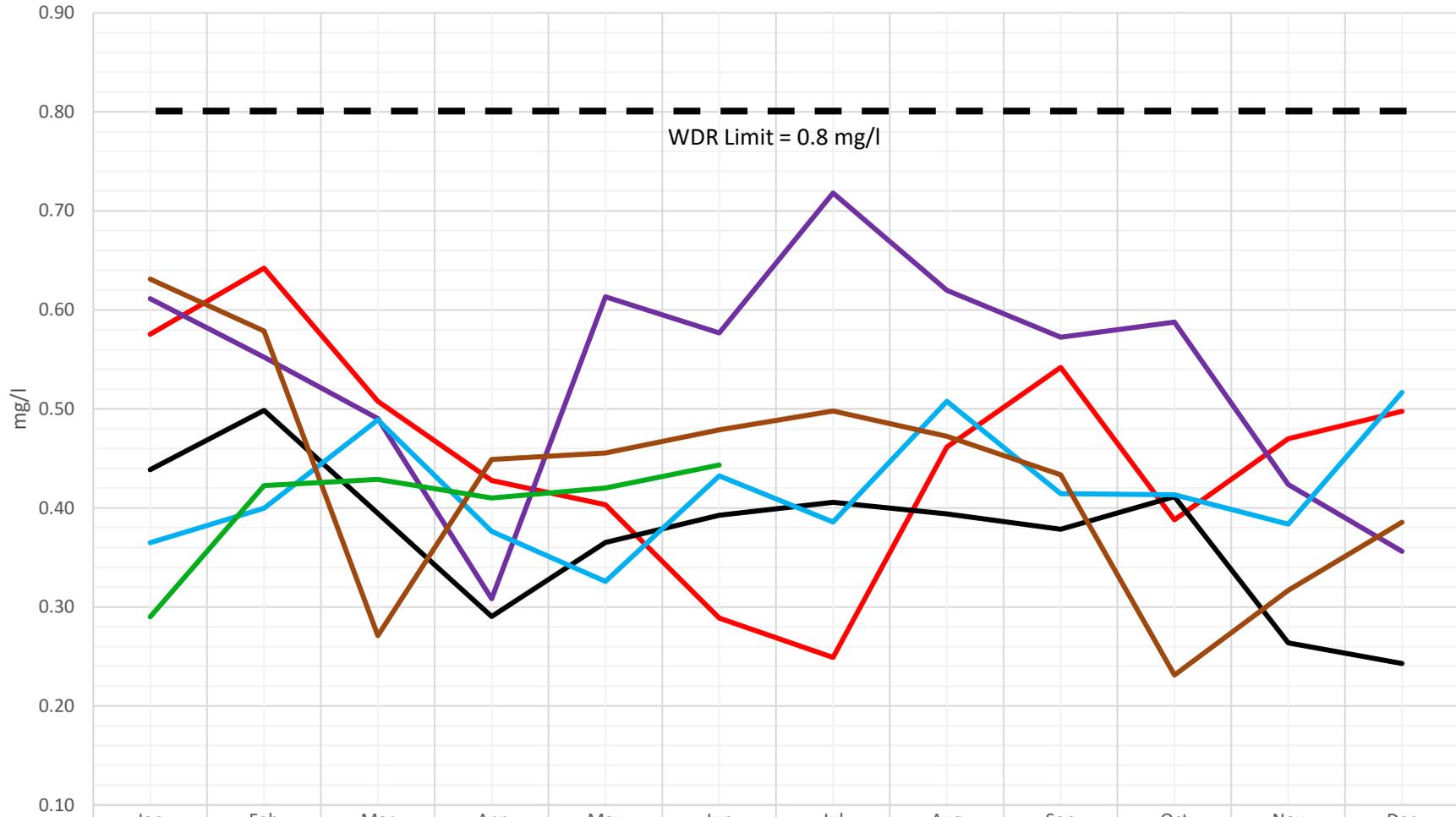
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.8	1.2	1.0	1.4
2021	1.4	0.9	0.9	1.1	1.3	1.9						

Monthly Average Daily Suspended Solids (Effluent)



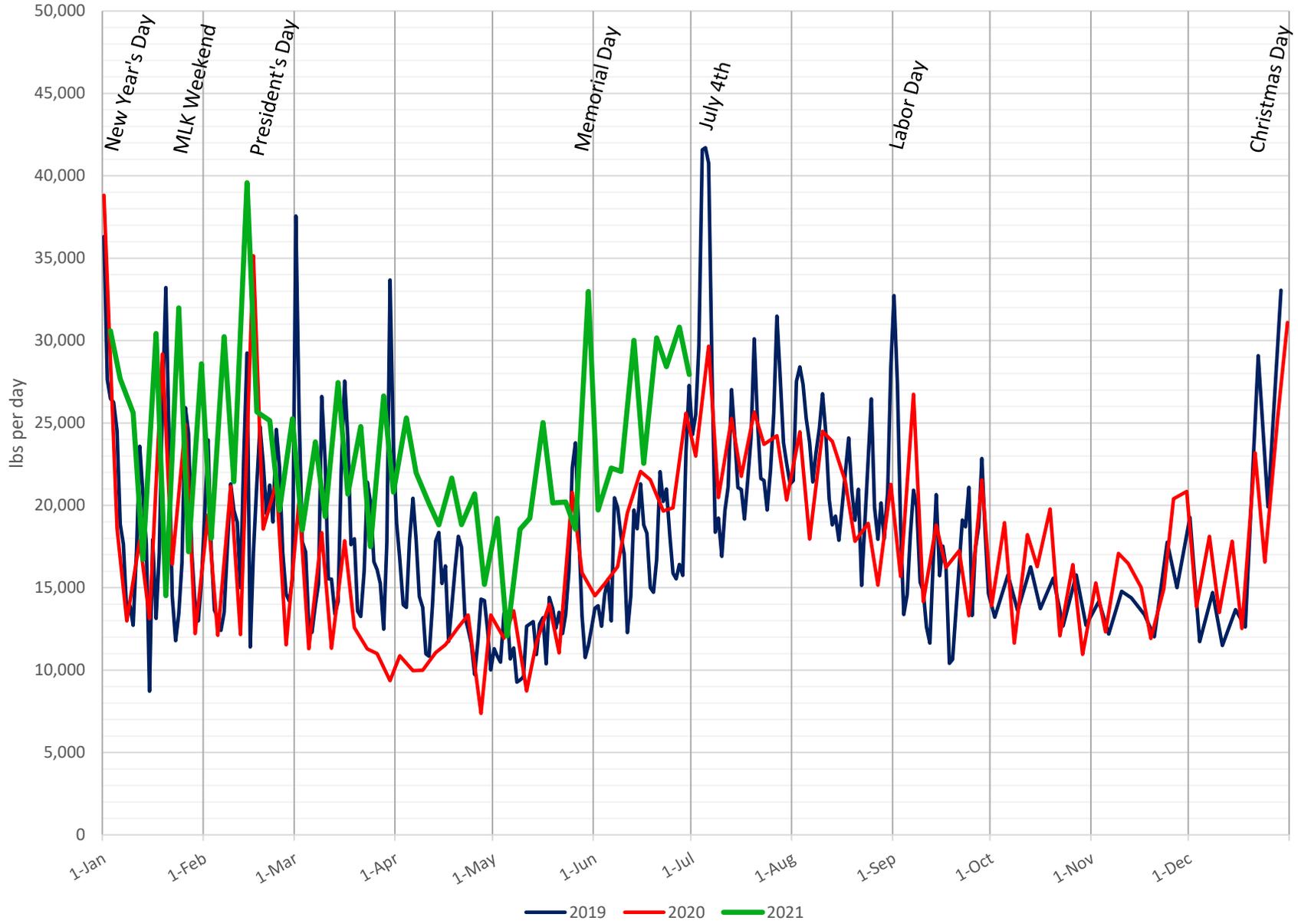
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.7	1.5	1.0	1.5
2021	2.2	1.3	1.1	1.2	1.2	2.1						

Monthly Average Daily Total Phosphorus (Effluent)

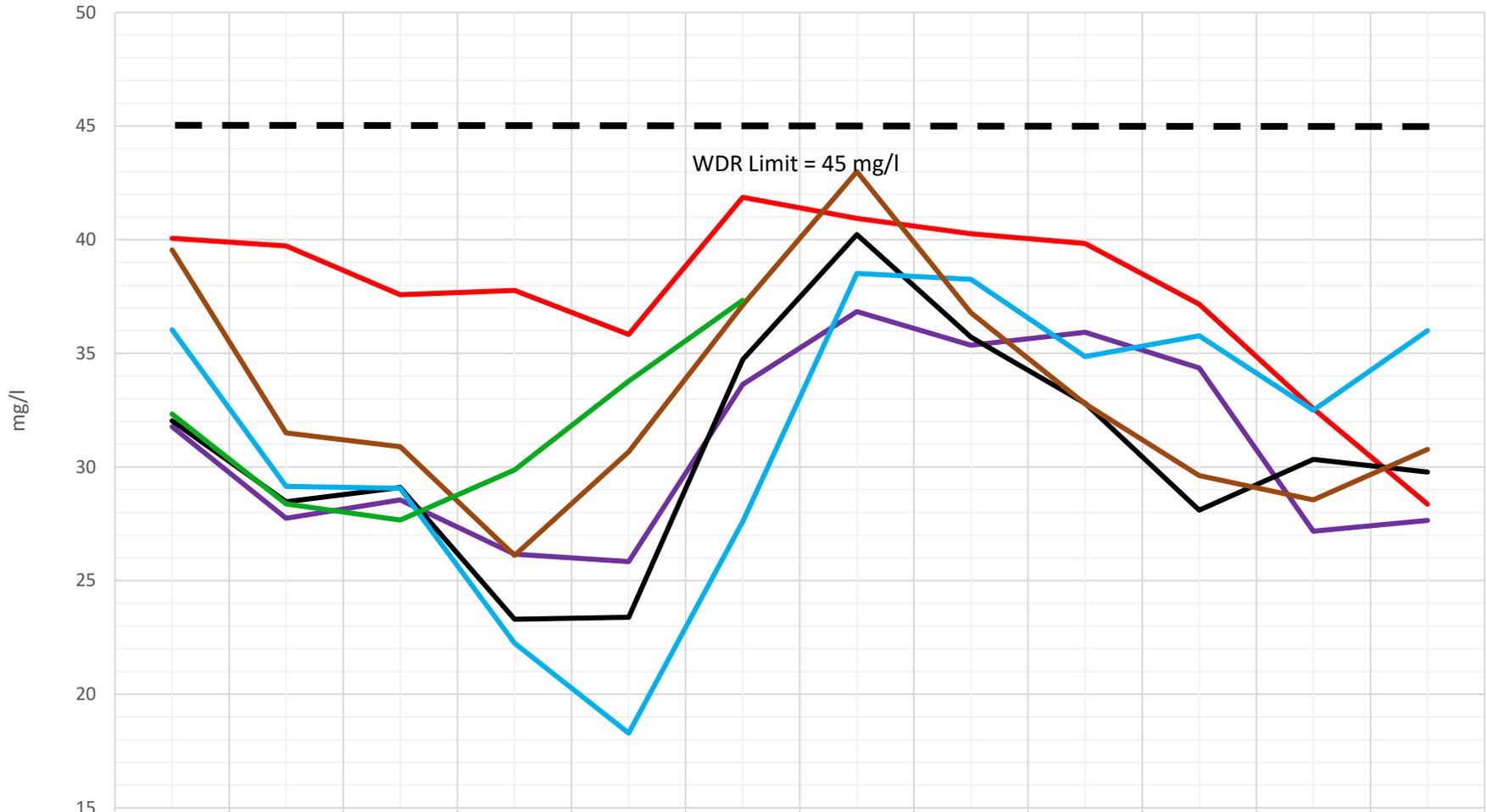


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	0.24
2019	0.36	0.40	0.49	0.38	0.33	0.43	0.39	0.51	0.41	0.41	0.38	0.52
2020	0.63	0.58	0.27	0.45	0.46	0.48	0.50	0.47	0.43	0.23	0.32	0.39
2021	0.29	0.42	0.43	0.41	0.42	0.44						

COD Influent Loading



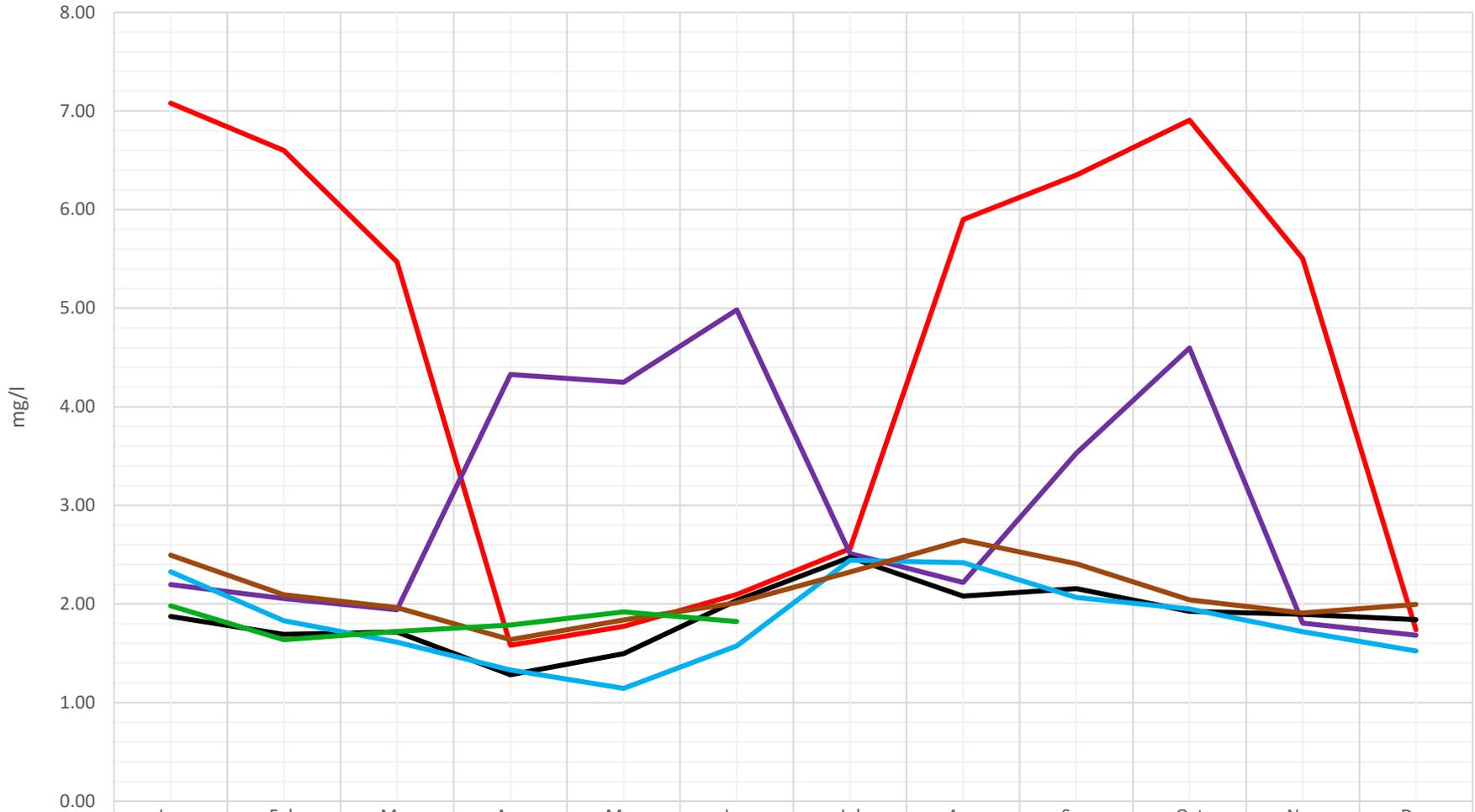
Monthly Average Daily Chemical Oxygen Demand (Effluent)



WDR Limit = 45 mg/l

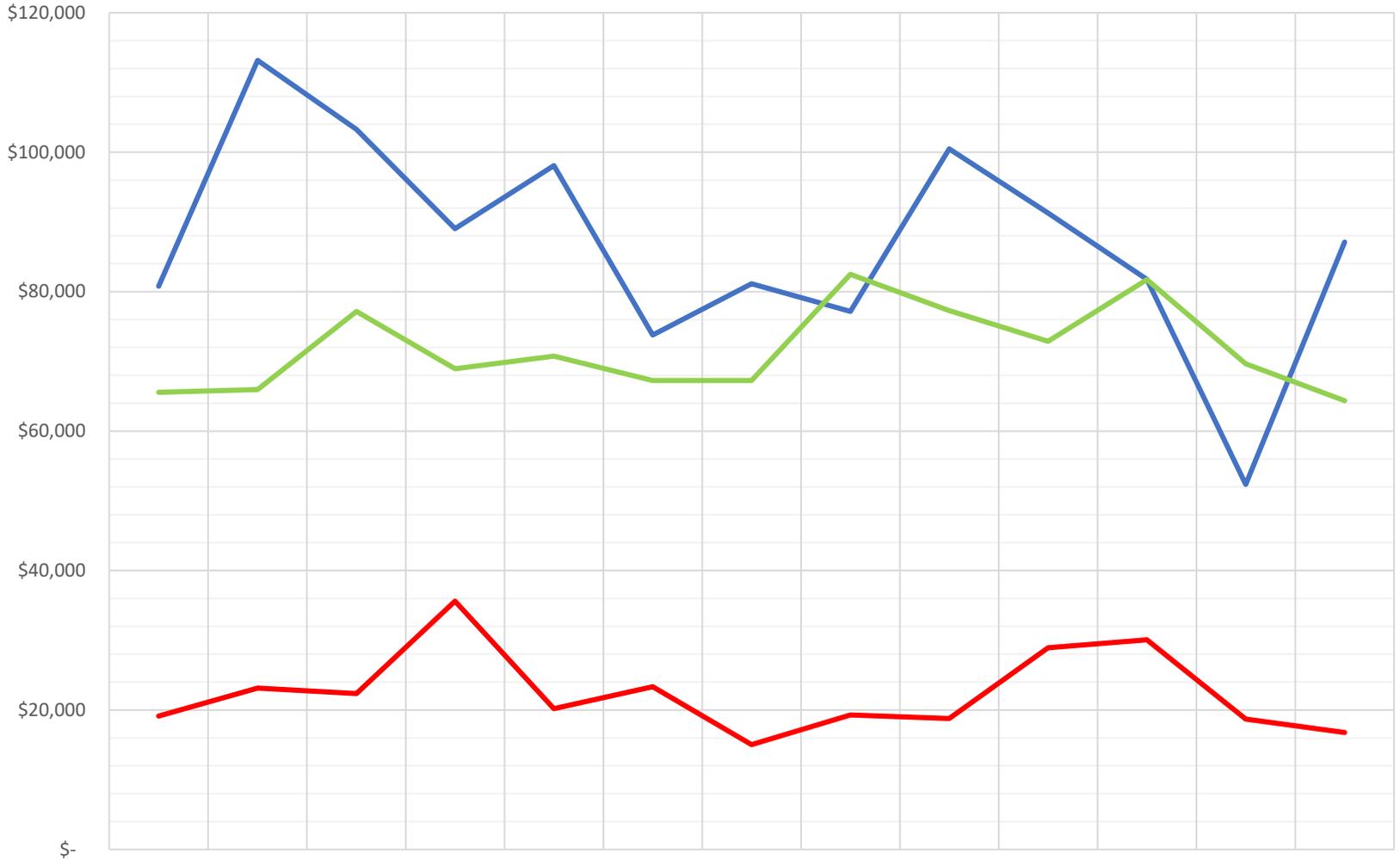
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	40	38	38	36	42	41	40	40	37	33	28
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33	30	29	31
2021	32	28	28	30	34	37						

Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
2017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
2018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
2019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
2020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.41	2.04	1.91	2.00
2021	1.98	1.64	1.72	1.79	1.92	1.8						

Chemical, Power and Sludge Disposal Costs



	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Chemical	\$80,784	\$113,171	\$103,254	\$89,024	\$98,091	\$73,798	\$81,138	\$77,169	\$100,486	\$91,278	\$81,758	\$52,348	\$87,109
Power	\$65,547	\$65,959	\$77,175	\$68,963	\$70,762	\$67,261	\$67,247	\$82,480	\$77,270	\$72,881	\$81,705	\$69,645	\$64,361
Sludge Disposal	\$19,116	\$23,148	\$22,342	\$35,610	\$20,211	\$23,339	\$15,036	\$19,302	\$18,781	\$28,938	\$30,061	\$18,691	\$16,768



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: July 21, 2021
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

◆ **Project support:** In the month of June, Maintenance staff provided support for the following projects:

- Digester Upgrade.
- Chiller Replacement.
- 2021 Plant Painting Project.

◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:

- Defensive Space Phase II scheduled for August.
- Shop reorganization including new LED shop lighting and IT office relocation.
- HMI modifications for the Chlorine PHA.
- Continued in-house CDL training.
- Upgrade/Modify the 2-Water level system.
- Repair/Improvement of the side two O2 Basin LEL monitoring system.
- Fabricated flushing connection for Digester 33 transfer pump system.
- Replaced Iron Sponge piping.
- Fabricated and installed new access hatch for the 2-Water Pond vault.
- Modified cake conveyor to allow for operation after failure (new screw on order).
- Rebuild of Side 1 Primary Sludge and Scum pumps.

◆ **Work Orders**

- Completed this month: Mechanical-40, Fleet-1, Electrical & Instrumentation-40, IT-15.
- Pending: Mechanical-125, Fleet-26, Electrical & Instrumentation-48, IT-270.

Review Tracking:

Submitted By: 
Richard Pallante
Maintenance Manager

Approved By: 
LaRue Griffin
General Manager



Sludge Cake Conveyor



Digester 33 Flushing Adapter



2-Water Level System Upgrade



Primary Sludge and Scum Pump Rebuilds



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: July 21, 2021
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

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

- Master Sewer Plan
- Digestion Improvements Study
- 2020 Digital Scanning of Sewer Lines Project
- 2020 Headworks Improvements Project
- 2021 Asphalt Sealing Project
- 2021 Chiller Replacement Project
- 2021 Chlorine Scrubber Improvements Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Lime System Improvements Project
- 2021 Plant Painting Project
- 2021 Wasting Pumps Upgrade Project
- 2022 Control Room No. 2 & 13 Upgrades Project
- 2022 Roof Repair Project

◆ **Work Orders**

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

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



2020 Headworks Improvements Project
Upstream Diversion Structure



2020 Headworks Improvements Project
Expansion of Headworks Building



2021 Plant Painting Project
Secondary Clarifier No. 2



2021 Chiller Replacement Project
Chiller



TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

Date: July 21, 2021
To: Board of Directors
From: Crystal Sublet, Finance and Administrative Manager
Subject: Administrative Report

- Accounting
 - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
 - Continued coordination with Caselle software for ongoing training and troubleshooting.
 - Coordination with management for finalization of 2021/2022 Agency Budget.
 - Coordination with management and human resources for salary schedule and cost of living increase adjustments to all employees.
 - Began pre-audit preparation of fiscal year 2020-2021.
 - Finalized the RFP process for selection of audit firm and selected a firm for recommendation.
- Billing/Customer Service
 - General assistance with customer accounts, utility demands, adjustments, and plan review.
 - Activated new account permits and prepared letters, reports and invoices.
 - Prepared for regular and delinquent tax roll billing cycle.
 - Prepared tax roll billing notices for delinquent tax roll customers.
 - Continued coordination with Caselle software for ongoing training and troubleshooting.
 - Received and applied COVID-19 Relief Program application-based checks and credits.
 - Monthly COVID-19 Relief Program Summary (June)
 - Applications received: 5
 - Applications approved: 5
 - Total relief applied: \$4,053.33
 - Total COVID-19 Relief Program Summary
 - *Automatic Relief*
 - Total accounts: 277 accounts
 - Total relief applied: \$186,147.33
 - *Application-Based Relief*
 - Applications received: 28
 - Applications approved: 25
 - Total relief applied: \$22,496.76
 - *Total COVID-19 Relief Program applied:* \$208,644.09
 - COVID-19 Relief Program expired on June 30, 2021.

- General Administration
 - Completed Agency Budget for fiscal year 2021/2022.
 - Finalized the RFP process for selection of audit firm and selected a firm for recommendation.
 - Coordinated purchase of plant O&M supplies.
 - Coordinated with all departments regarding Agency contracts and bids.
 - Performed various administrative duties to assist GM, Board of Directors and departments.

Review Tracking

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

Approved By: LaRue Griffin
LaRue Griffin
General Manager

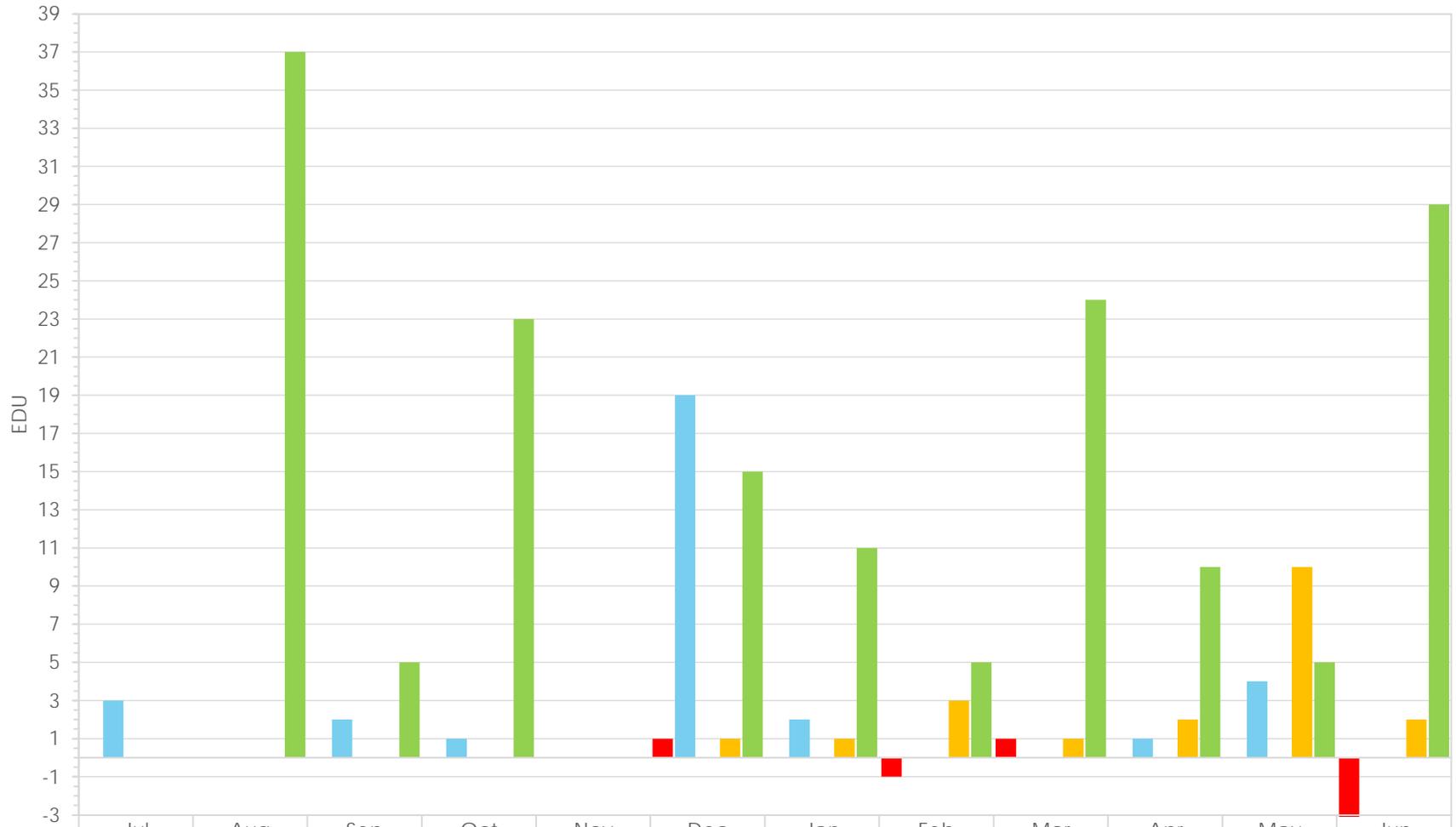
CONNECTION FEES -JUNE 2021

Connection Fee Type	MTD Count (#)	MTD Total Ft ²	MTD Total \$	YTD Count (#)	YTD Total Ft ²	YTD Total \$
Residential	37	110,672	\$ 234,176.00	338	842,077	\$ 1,906,975.90
Residential Ft ² Additions	8	9,082	\$ 15,893.50	34	34,453	\$ 60,292.75
Residential Ft ² Additions - Exempt	2	1,258	N/A	5	2,527	N/A
Accessory Dwelling Unit (ADU)	3	2,921	\$ 9,611.75	15	12,121	\$ 43,711.75
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	5	2,734	N/A
Commercial	3	N/A	\$ 23,750.00	14	N/A	\$ 166,125.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
Grand Total	53	123,933	\$ 283,431.25	411	893,912	\$ 2,177,105.40

INSPECTIONS -JUNE 2021

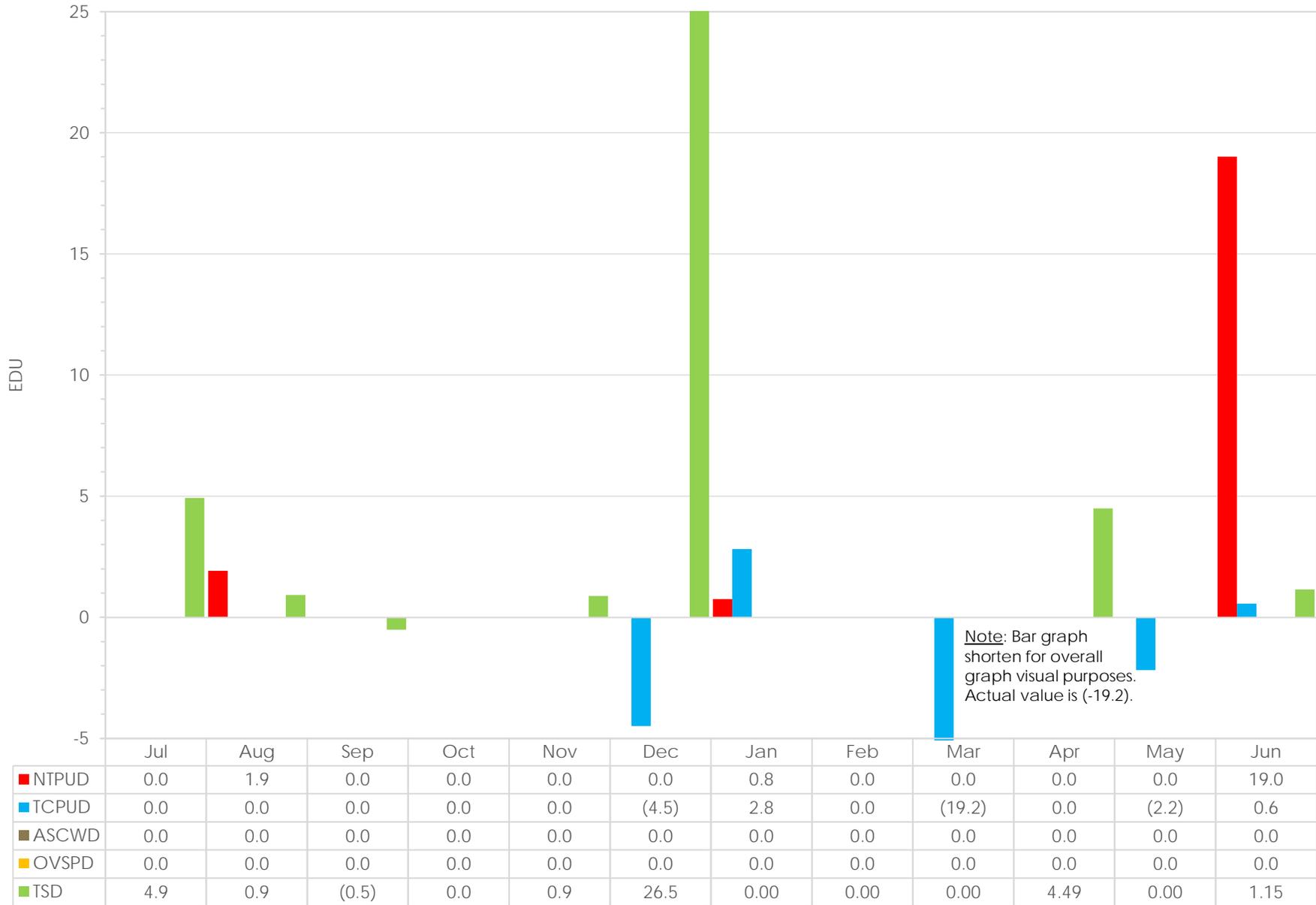
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	1	1	16	16
Residential (Drive-by of Suspended Accounts)	0		0	

Residential EDU Summary

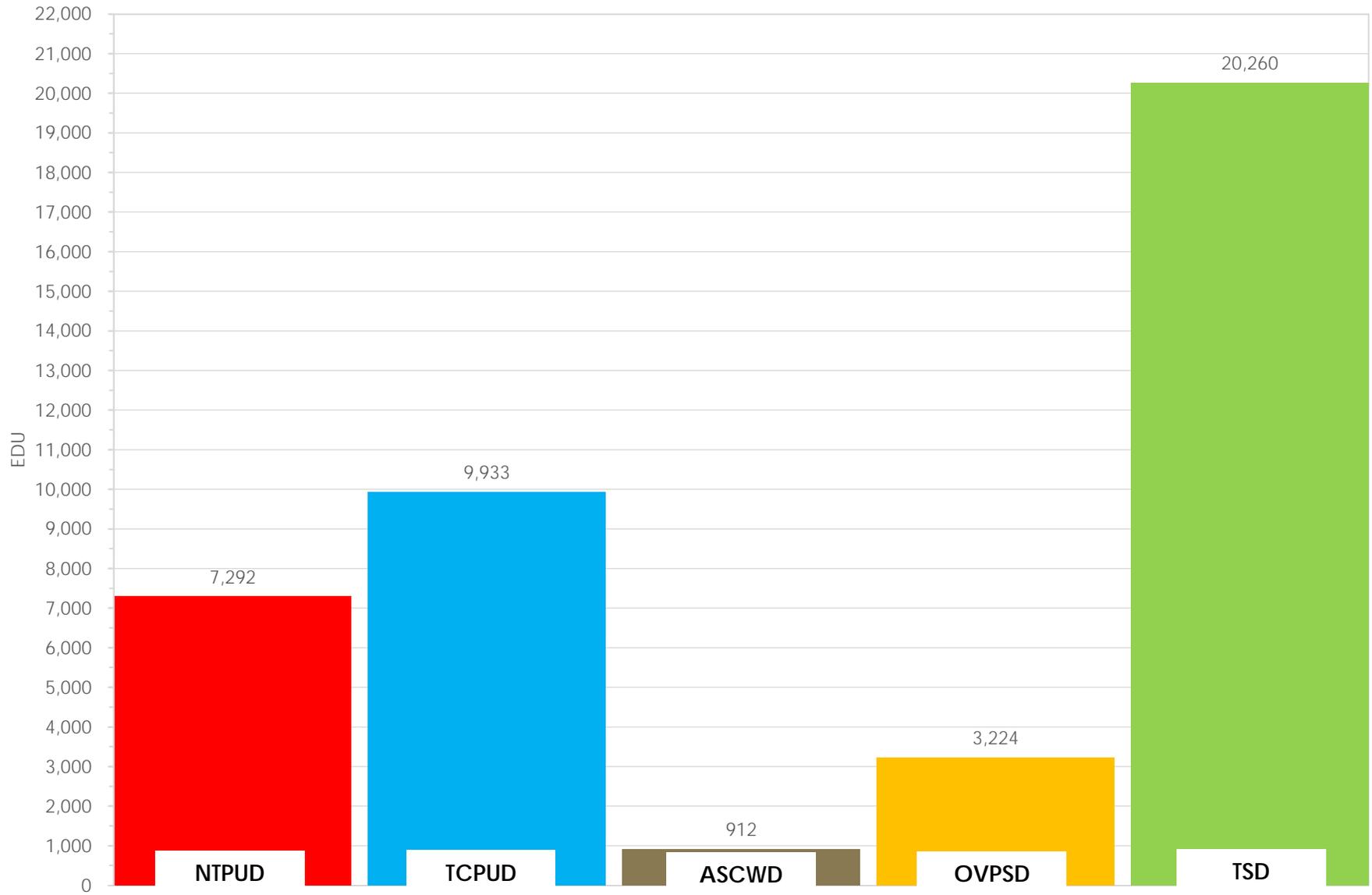


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ NTPUD	0	0	0	0	0	1	0	(1)	1	0	0	(19)
■ TCPUD	3	0	2	1	0	19	2	0	0	1	4	0
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ OVSPD	0	0	0	0	0	1	1	3	1	2	10	2
■ TSD	0	37	5	23	0	15	11	5	24	10	5	29

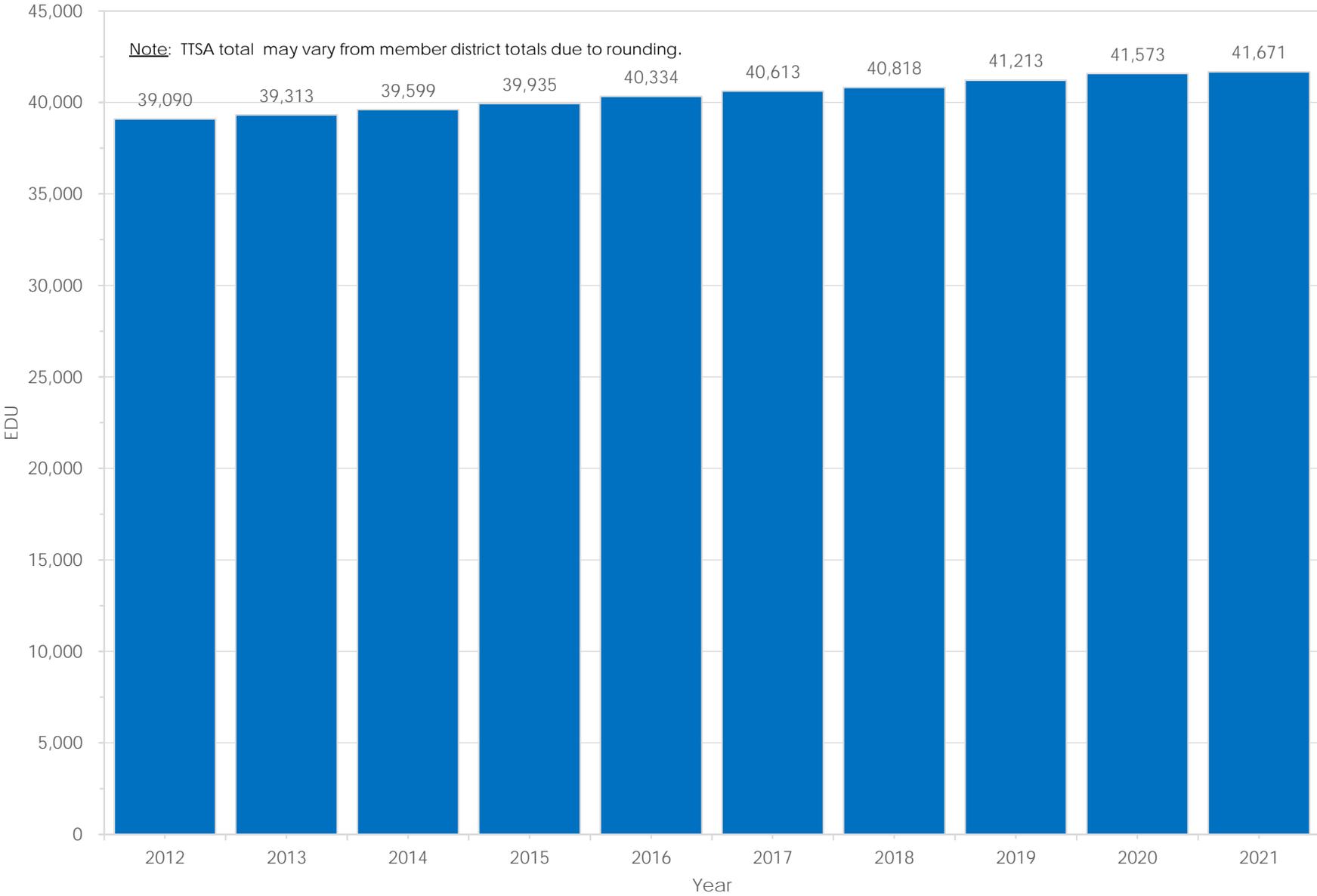
Other EDU Summary



Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI-2
Subject: General Manager Report

Continuing Projects/Work

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

Past Month Projects/Work

- The Agency is open to the public.
- Staff has transitioned from teleworking to working on site.
- Agency recruitment status:
 - Assistant/Associate Engineer - In recruitment phase.
 - Maintenance Mechanic I/II/III - In recruitment phase.
 - WWTP Operator OIT/I/II/III - In recruitment phase.
- Staff continued implementation on the COVID-19 sewer service relief program.
- Staff completed preparation of fiscal year 2021-2022 annual budget.
- Staff completed preparation of billing of delinquent sewer service charges to appropriate county tax rolls.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: July 21, 2021
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII
Subject: Closed Session

1. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, Fay v. Tahoe-Truckee Sanitation Agency (Public Employee Relations Board Case No. SA-CE-1090-M) under Government Code section 54956.9(d)(1).
2. Closed session for public employee performance evaluation of the General Manager position