



Tahoe-Truckee Sanitation Agency  
Regular Board Meeting  
October 21, 2020

# 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:** October 21, 2020

**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://global.gotomeeting.com/join/132600677> and audio teleconferencing call-in information: phone no. (866) 899-4679, access code: 132-600-677. If you are an individual with a disability and need assistance or accommodation to participate in this teleconference meeting, please contact Mrs. Roshelle Chavez at (530) 587-2525 or [rchavez@ttsa.net](mailto:rchavez@ttsa.net).

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item via email. For more information on the process to participate in the meeting via computer, tablet or phone, see the accompanying *Guidelines for Using GoToMeeting for T-TSA October 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 the minutes of the regular Board meeting on September 16, 2020.
2. Approval of general fund warrants.
3. Approval of financial statements.

4. Approval of Progress Pay Estimate No. 1 for the 2020 Digital Scanning of Sewer Lines project.
5. Approval of Progress Pay Estimate No. 1 for the 2020 Administration Building Remodel project.
6. Approval of Progress Pay Estimate No. 6 for the 2020 Plant Painting project.

## **V. Regular Agenda**

1. Report from September 16, 2020 closed session meeting.
2. Approval of Annual Performance Evaluation template and criteria for Step Increases and Pay for Performance Appraisals (Non-Base Pay Compensation).
3. Presentation of Truckee River and Martis Creek pH Sampling.
4. Approval to award the Furnishing Air Purifying Respirator and Self Contained Breathing Apparatus Equipment project.
5. Approval to award the 2020 Headworks Improvements project.
6. Approval of Task Order No. 35 with CH2M HILL, Inc. for the 2020 Digestion Improvements Study.
7. Approval of Task Order No. 36 with CH2M HILL, Inc. for the 2021 Chlorine Scrubber Improvements project.
8. Approval of License Agreement with the Truckee Tahoe Airport District.
9. Approval of Resolution No. 14-2020 commending Director Northrop for his dedicated service to the Board.

## **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 for public employee performance evaluation of the General Manager position.

## **IX. Adjournment**

Posted and Mailed, 10/16/20



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 [rchavezt@ttsa.net](mailto:rchavezt@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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## **Directors**

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

## **General Manager**

*LaRue Griffin*

## **Guidelines for Using GoToMeeting for T-TSA October 21 Board of Directors Meeting**

### **Before the Meeting:**

- GoToMeeting 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. The app may be downloaded here: <https://global.gotomeeting.com/install/132600677>.

### **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://global.gotomeeting.com/join/132600677>. If you do not have a microphone with your video conference, please call in via audio teleconference to as described below.
- Audio Teleconference: You can join the meeting via phone only.
  - Join by calling the following phone number: (866) 899-4679
  - You will then be asked for the Access Code: 132-600-677
  - If you choose to participate via audio teleconference only, press # when prompted for your audio pin.

### **Controls:**

- If you are attending the meeting via video teleconference, please utilize the settings tab at the top of the control panel titled “webcam” to control your video. You are encouraged to share your video stream.
- Mute/Unmute – Please mute yourself when you are not speaking, regardless of teleconference method. If needed, the organizer can also mute/unmute you to keep order for the meeting. You can do this using your phone’s controls or using the controls on GoToMeeting.

### **Board Discussion:**

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

### **Public Comment Option:**

- After the Directors have discussed an agenda item, President Cox will move to receive public comment on the item. Mrs. Chavez will call on individual attendees to sequence comment.

- If you are attending the meeting via video or audio teleconference and would like to submit a public comment or comment on a specific Agenda item, please email Mrs. Roshelle Chavez, Administrative Manager at [comment@ttsa.net](mailto:comment@ttsa.net). Identify your email subject title comment as “I have a comment”. In the body of the email please state if you wish to make a public comment or a comment on a specific Agenda item.
- All requests to make a comment will be called in the order received.

**Motions:**

- All motions will be taken by roll call vote.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** I  
**Subject:** Call to Order, Roll Call, and Pledge of Allegiance

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### **Background**

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** II  
**Subject:** Public Comment

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### **Background**

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** III  
**Subject:** Professional Achievements, Awards & Anniversaries

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### **Background**

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

### **Achievements and Promotions**

- *Anthony Salinas* – Received CWEA Mechanical Technologist II certification
- *Anthony Salinas* – Promoted to Maintenance Mechanic II

### **Awards**

- *Safety Suggestion Awards (3<sup>rd</sup> Quarter 2020)*

#### *Ryan Schultz:*

1. Replace old solid state overloads with new ones. These allow for remote monitoring and resets, eliminating exposure to shock and arc flash hazards.

#### *Anthony Salinas:*

1. Relocate the switch that sticks out in the stairwell going up to O<sub>2</sub> Basin 1 to prevent snags and audit the plant for similar hazards.
2. Install safety sensor on bay doors of vehicle maintenance bldg. that have motorized openers and audit plant for additional hazards.
3. Install no trespassing signs at entry gates around the perimeter of the plant to prevent the public from entering the plant through improper entry ways.

#### *Chuy Zarate:*

1. Install secondary containment for the supply and return piping for the 10,000-gallon diesel generator tank to protect the primary piping to prevent releases.
2. Extend the drain at the top of the digester so water and ice doesn't drop on the 10,000-gallon diesel tank supply and return piping and insulation to prevent potential releases and damage to insulation.

#### *Scott Fleming:*

1. Redesign the floor hole covers in AWT to fit in such a way that they will not be moved out of place exposing the holes creating a trip hazard.
2. Install speed bumps in specific areas of the corridor.
3. Install a protective cover over the tip of the exposed valve stem on top of Digester 33 to prevent employees from hitting their head/eyes. Audit the plant for similar hazards.

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

- None

**Fiscal Impact**

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

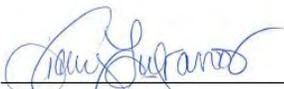
**Attachments**

None.

**Recommendation**

No action required.

**Review Tracking**

Submitted By:   
\_\_\_\_\_  
Vicky Lufrano  
Human Resources Administrator

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Manager  
**Item:** IV-1  
**Subject:** Approval of the minutes of the regular Board meeting on September 16, 2020

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### **Background**

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

### **Fiscal Impact**

None.

### **Attachments**

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

### **Recommendation**

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

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Manager

Approved By:   
LaRue Griffin  
General Manager

**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**

September 16, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the September 16, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA September 16 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) (arrived at 9:01 AM)  
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)  
Roshelle Chavez, Administrative Manager (via teleconference)  
Jay Parker, Engineering Manager (via teleconference)  
Michael Peak, Operations Manager (via teleconference)  
Richard Pallante, Maintenance Manager (via teleconference)  
Vicky Lufrano, Human Resources Administrator (via teleconference)  
Richard P. Shanahan, Agency Counsel (via teleconference)  
Kevin Woods, IT Department (via teleconference)  
Aaron Carlsson, Engineering Department (via teleconference)  
Scott Fleming, Engineering Department (via teleconference)  
Mike Smith, Engineering Department (via teleconference)  
Dawn Davis, Administrative Department (via teleconference)  
Tiffany Hambrick, Administrative Department (via teleconference)  
Greg O’Hair, Operations Department (via teleconference)  
Troy Kilgore, Operations Department (via teleconference)  
Kristin Davis, Laboratory Department (via teleconference)  
Paul Shouse, Maintenance Department (via teleconference)  
Tanner McGinnis, Maintenance Department (via teleconference)

Public Present: John Northrop, Public  
Sarah Coolidge, Public

Pippin Mader, Public  
Jane Davis, Public  
Carl Davis, Public  
Suzie Tarnay, Public  
Ellie Beals, Public  
Craig Wright, Public

President Cox acknowledged Mr. Jon Northrop and thanked him for his many years of service as Alpine Springs County Water District representative to the Board of Directors at TTSA and wished him well on his retirement in Southern California. Mr. Northrop stated he was thankful to have worked with everyone. President Cox welcomed Director David Smelser as the new representative appointed to the TTSA Board of Directors from Alpine Springs County Water District.

## II. Public Comment.

Mr. Carl Davis provided negative public comment on the Classification and Compensation Study and on Mrs. Kristin Davis performing the Laboratory Director role. Ms. Jane Davis provided negative public comment regarding the Agency WDR violations.

Mr. Phippen Mader provided negative public comment regarding the Board of Directors, General Manager, operations, and management of TTSA. Mrs. Laura Mader provided negative written public comment regarding upper management.

An anonymous employee provided positive public comment via GoToMeeting chat function regarding support of the Board of Directors, the General Manager and upper management.

Mr. Aaron Carlsson provided positive public comment regarding the Agency, operations, staff, Board of Directors, and General Manager.

No further action was taken by the Board.

## III. Professional Achievements, Awards and Anniversaries.

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

## IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on August 19, 2020.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 5 for the 2019 Roof Repair project.
5. Approval of Progress Pay Estimate No. 5 for the 2020 Plant Painting project.

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve the Consent Agenda items; motion approved.

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

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

Motion passed.

V. Regular Agenda

1. Report from August 19, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the August 19, 2020 closed session meeting.

2. Presentation of Agency Waste Discharge Requirements (WDR): Effluent Testing.

Mr. Michael Peak presented a PowerPoint presentation on effluent testing per the Agency WDR, which included details of past WDR violations and the direction to have WWTP operators perform laboratory testing on weekends. The presentation was followed by questions from the Board of Directors and public comment.

3. Approval of Resolution No. 12-2020 approving employee benefit changes.

Mrs. Vicky Lufrano provided the Board of Directors with an overview of the employee benefit changes and answered director questions. Public comment was received by Mr. Mark Wasley regarding employee benefit equity and Pippin Mader regarding retiree health care benefits. Staff was directed to report back to the Board of Directors within 3 months on retiree health benefits.

**MOTION** by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 12-2020; unanimously approved.

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

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

Motion passed.

4. Approval of Resolution No. 13-2020 adopting the Agency Fund Policy and extinguishing Administration Fund (Fund 00), Operation & Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08).

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve Resolution No. 13-2020 with an amendment to the “Target Balance” of the *Wastewater Capital Reserve Fund* (Fund 02) and the *Replacement, Rehabilitation and Upgrade Fund* (Fund 06) to read “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.”; unanimously approved.

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

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

Motion passed.

5. Approval of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project.

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve the award of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project in the amount of \$27,121; 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 except for two (2) violations. On August 3, 2020, the total coliform organism 7-day mean limit of 23 MPN/100 was recorded at 52-54 MPN/100 and on August 4, 2020, the pH at Well #31 was recorded at 6.4 pH units. These violations were reported to the Regional Water Quality Control Board (Lahontan Region). He also provided an update to laboratory operations and informed there was an ongoing investigation by ELAP into the laboratory and the findings would be shared with the Board of Directors once completed.

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. Woods provided an update on current and past projects for the information and technology department.

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

No action was taken by the Board.

2. General Manager Report

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

Public comment was received by Mr. Pippin Mader, Mr. Carl Davis and Ms. Janet Davis regarding department reports.

No action was taken by the Board.

VII. Board of Director Comment

Director Smelser stated that he would try his best to catch up to current Agency business.

There being no further business, the open session meeting was adjourned at 12:28 PM.

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

1. Public Employee – Govt. Code § 54957: Performance evaluation of General Manager.

LaRue Griffin  
Secretary to the Board

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Manager  
**Item:** IV-2  
**Subject:** Approval of general fund warrants

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### **Background**

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

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

### **Fiscal Impact**

Decrease in Agency general fund per the warrant amounts.

### **Attachments**

Report of general fund warrants.

### **Recommendation**

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

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Manager

Approved By:   
LaRue Griffin  
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
<b>1000 BULBS</b>				
	85985	09/16/2020	LAMP ED17 METAL HALIDE 175 WATT 175W/ED17/U M57/E	51.98
Total 1000 BULBS:				51.98
<b>AIRGAS USA LLC</b>				
	85986	09/16/2020	SAFETY GLASSES CLEAR ANTIFOG 7100112434	41.32
	85986	09/16/2020	SAFETY GLASSES CLEAR ANTIFOG BLACK FRAME VSS-8100-CL-AF	138.99
	85986	09/16/2020	ARGON CYLINDER	239.33
	85986	09/16/2020	FUEL SURCHARGE	7.30
	85986	09/16/2020	HAZMAT	18.74
	86053	09/16/2020	CYLINDER RENTALS	117.29
	86053	09/16/2020	CYLINDER RENTALS	111.43
	86053	09/16/2020	CYLINDER RENTALS	46.33
Total AIRGAS USA LLC:				720.73
<b>ALLIANT INSURANCE SERVICES INC</b>				
	85987	09/16/2020	4TH QTR INSURANCE PREMIUM EQUIP FLOATER	26.00
Total ALLIANT INSURANCE SERVICES INC:				26.00
<b>ALLIED ELECTRONICS</b>				
	86092	09/16/2020	SWITCH SELECTOR 3 POSITION IDEC HW1S-3TF20	83.31 M
Total ALLIED ELECTRONICS:				83.31
<b>ALPHA ANALYTICAL INC</b>				
	85988	09/16/2020	JULY 2020 BARIUMS	385.00
	85988	09/16/2020	THM'S	225.00
	85988	09/16/2020	T3 BORON	35.00
	85988	09/16/2020	EDF FILE	25.00
	85988	09/16/2020	INVOICE 38015	1,345.00
	86095	09/16/2020	INVOICE 50029	770.00 M
	86095	09/16/2020	INVOICE 50011	450.00 M
Total ALPHA ANALYTICAL INC:				3,235.00
<b>AMAZON CAPITAL SERVICES</b>				
	86089	09/16/2020	DAYTONA HELMETS MOTOCYCLE HALF HELMET SKULL CAP DULL BLACK	136.30-
	86089	09/16/2020	DAYTONA HELMETS MOTOCYCLE HALF HELMET SKULL CAP DULL BLACK	272.60
Total AMAZON CAPITAL SERVICES:				136.30
<b>ANGELINA HENSON</b>				
	86098	09/16/2020	COMPUTER INK REIMBURSEMENT	126.60
Total ANGELINA HENSON:				126.60
<b>ARAMARK WORK APPAREL</b>				
	85989	09/16/2020	MATS	166.79
	85989	09/16/2020	TOWELS	19.71
	85989	09/16/2020	SVC CHARGES	10.50
	86052	09/16/2020	MATS	166.79
	86052	09/16/2020	TOWELS	19.71
	86052	09/16/2020	SVC CHARGES	10.50

Payee	Check Number	Check Issue Date	Description	Amount
Total ARAMARK WORK APPAREL:				394.00
<b>AT&amp;T ACCT #171-800-7674 001</b>				
	85990	09/16/2020	TELEPHONE BILL 001	97.20
	85990	09/16/2020	TELEPHONE BILL	874.84
Total AT&T ACCT #171-800-7674 001:				972.04
<b>AVAYA INC</b>				
	85991	09/16/2020	QUARTERLY BILL	906.57
Total AVAYA INC:				906.57
<b>BARTKIEWICZ, KRONICK &amp; SHANAHAN</b>				
	86061	09/16/2020	LEGAL FEES	15,496.43 M
Total BARTKIEWICZ, KRONICK & SHANAHAN:				15,496.43
<b>BATTERIES PLUS</b>				
	86060	09/16/2020	TROJAN T-105 6 VOLT GOLF CART BATTERIES	334.54 M
Total BATTERIES PLUS:				334.54
<b>CAROLLO</b>				
	85992	09/16/2020	ORGANIZATIONAL ASSESSMENT	11,563.75
	86103	09/21/2020	MASTER SEWER PLAN	40.00 M
Total CAROLLO:				11,603.75
<b>CASELLE</b>				
	86055	09/16/2020	2020-2021 MONTHLY SERVICE FEES	2,694.00 M
Total CASELLE:				2,694.00
<b>CASHMAN EQUIPMENT CO.</b>				
	85993	09/16/2020	60' ARTICULATING BOOM LIFT 4WD DIESEL 1 MONTH RENTAL	2,976.87
	85993	09/16/2020	DELIVERY AND PICK UP FEE	442.27
	86049	09/16/2020	BOOM LIFT RENTAL	3,419.14 M
	86049	09/16/2020	BOOM LIFT RENTAL	3,669.14 M
Total CASHMAN EQUIPMENT CO.:				10,507.42
<b>CENTIMARK CORPORATION</b>				
	86050	09/16/2020	PROGRESS PAY #5	18,496.50 M
	86050	09/16/2020	RETENTION #5	924.82- M
Total CENTIMARK CORPORATION:				17,571.68
<b>CLARK PEST CONTROL</b>				
	85994	09/16/2020	SVC AGREEMENT-AUG	275.00
Total CLARK PEST CONTROL:				275.00
<b>CORELOGIC INFORMATION SOLUTIONS, IN</b>				
	86073	09/16/2020	MONTHLY BILL	605.05 M

Payee	Check Number	Check Issue Date	Description	Amount
Total CORELOGIC INFORMATION SOLUTIONS, IN:				605.05
<b>CSRMA % ALLIANT INSURANCE SERVICES</b>				
	86099	09/16/2020	WORK COMP INSURANCE	18,587.79 M
	86099	09/16/2020	WORK COMP INSURANCE	6,195.93 M
	86099	09/16/2020	WORK COMP INSURANCE	2,065.31 M
	86099	09/16/2020	WORK COMP INSURANCE	33,044.70 M
	86099	09/16/2020	WORK COMP INSURANCE	6,195.93 M
	86099	09/16/2020	WORK COMP INSURANCE	14,457.17 M
	86099	09/16/2020	WORK COMP INSURANCE	8,261.24 M
	86099	09/16/2020	WORK COMP INSURANCE	4,130.62 M
	86099	09/16/2020	WORK COMP INSURANCE	2,065.31 M
Total CSRMA % ALLIANT INSURANCE SERVICES:				95,004.00
<b>CUTTING IMAGE LLC</b>				
	85995	09/16/2020	NO. 10 4-1/8 X 9-1/2 WINDOW ENVELOPE W/ ADDRESS SUB 24 28461 ADDR	162.68
Total CUTTING IMAGE LLC:				162.68
<b>CWEA</b>				
	85996	09/16/2020	ZARATE MECH TECH GR. 3 CERT RENEWAL	101.00
Total CWEA:				101.00
<b>DELL COMPUTER CORP. C/O DELL USA L.</b>				
	85997	09/16/2020	DELL LATITUDE 5501	5,506.78
	85997	09/16/2020	ENVIRO FEE	40.00
	85997	09/16/2020	DELL LATITUDE 5501	9,178.05
	85997	09/16/2020	55" DELL INTERACTIVE MONITOR C5518QT	1,905.78
Total DELL COMPUTER CORP. C/O DELL USA L.:				16,630.61
<b>EASTERN REGIONAL LANDFILL</b>				
	86057	09/16/2020	SCRAP METAL	73.50 M
Total EASTERN REGIONAL LANDFILL:				73.50
<b>ERA; ENVIRONMENTAL RESOURCE ASSOCIA</b>				
	86093	09/16/2020	#080 B WS 290 POTABLE COLIFORM	300.68 M
	86093	09/16/2020	#694 POTABLE COLIFORM QC	188.76 M
Total ERA; ENVIRONMENTAL RESOURCE ASSOCIA:				489.44
<b>EUROFINS CALSCIENCE INC</b>				
	85998	09/16/2020	T22 METALS	260.00
	85998	09/16/2020	STLC BARIUM	40.00
	85998	09/16/2020	MERCURY	60.00
	85998	09/16/2020	STLC MERCURY	175.00
Total EUROFINS CALSCIENCE INC:				535.00
<b>FD THOMAS</b>				
	86051	09/16/2020	PROGRESS PAY #5	80,483.38 M
	86051	09/16/2020	RETENTION #5	4,024.17- M

Payee	Check Number	Check Issue Date	Description	Amount
Total FD THOMAS:				76,459.21
<b>FEDERAL EXPRESS CORP.</b>				
	85999	09/16/2020	SHIPPING PLATT PO 32717	494.60
Total FEDERAL EXPRESS CORP.:				494.60
<b>FERGUSON ENTERPRISES,INC. #1423</b>				
	86000	09/16/2020	NIPPLE GALVANIZED 3/8"X6"	53.11
Total FERGUSON ENTERPRISES,INC. #1423:				53.11
<b>FISHER SCIENTIFIC COMPANY</b>				
	86001	09/16/2020	VO A GLASS BIALS 40 ML 14-965-90 144/ CS	745.24
	86001	09/16/2020	9 MM X 30 MM SHORT GLASS SHELL VIALS 03-339-30A 114/PK	243.29
	86001	09/16/2020	500G LAURYL TRYPTOSE BROTH DF0241-17-0	480.89
	86001	09/16/2020	DRIERITE INDICATING ABSORBENT 5LB 07-578-3B (CASE OF 4)	426.14
	86001	09/16/2020	BEL-ART OCTAGON MAGNETIC STIRRING BAR BLUE 03-990-250	116.32
	86001	09/16/2020	250 ML DISTILLING FLASK 50-807-788	279.30
Total FISHER SCIENTIFIC COMPANY:				2,291.18
<b>FRANCISCO J REYES CORRAL</b>				
	86048	09/08/2020	CONNECTION FEE REFUND	166.25 M
Total FRANCISCO J REYES CORRAL:				166.25
<b>GRAINGER INC., W.W.</b>				
	86002	09/16/2020	FABULOSO FLOOR CLEANER - 1GAL - 4PK	71.57
	86002	09/16/2020	MAGLITE ALUMINUM FLASHLIGHT	59.93
	86002	09/16/2020	UTILITY BLAKE 100PK	9.22
	86002	09/16/2020	PRECISION DIAGONAL CUTTERS 2DEX6	44.58
	86002	09/16/2020	5" SOLID & STRANDED WIRE STOPPER 2DGH1	11.67
	86002	09/16/2020	ELECTRICIAN SCISSORS 4VAN9	38.47
	86002	09/16/2020	EAR PLUGS 200/ PK 5FV14	70.75
	86002	09/16/2020	RTV SILICONE SEALANT 2YE19	164.58
	86090	09/16/2020	16" I.D. X 25' 1G FLEXIBLE DUCT 5E292	370.74 M
	86090	09/16/2020	16" DUCTING NIPPLE 29RN02	44.44 M
	86090	09/16/2020	PAINT PAIL 1 GAL PLASTIC FOR LADDER 49ET20	72.33 M
	86090	09/16/2020	DISPOSABLE RESPIRATORS UNIVERSAL NIOSH RATING N95 40/PK	354.70 M
	86090	09/16/2020	4" PVC SCH 80 VAN STONE FLANGE WITH SOCKET CONNECTION 1VFR8	133.98 M
	86090	09/16/2020	4" PVC SCH 80 90 DEGREE ELEBOW SOCKET X SOCKET	30.31 M
	86090	09/16/2020	4" PVC SCH 80 45 DEGREE ELEBOW SOCKET X SOCKET	66.73 M
	86090	09/16/2020	4" PVC SCH 80 TEE SOCKET X SOCKET X SOCKET	17.05 M
Total GRAINGER INC., W.W.:				1,561.05
<b>GRATEFUL GARDENS</b>				
	86003	09/16/2020	MAINT AGREEMENT FOR JUNE & JULY	900.00
Total GRATEFUL GARDENS:				900.00
<b>HACH CHEMICAL COMPANY</b>				
	86004	09/16/2020	MOUNTING CONVERSION ADAPTER LDO MODEL 1 TO LDO MODEL 2	113.11

Payee	Check Number	Check Issue Date	Description	Amount
Total HACH CHEMICAL COMPANY:				113.11
<b>HILTI INC</b>				
	86005	09/16/2020	MORTAR NOZZLE TIP FOR HIT-HY200-R	32.88
	86005	09/16/2020	INJECTABLE MORTAR HIT-HY200R	94.33
Total HILTI INC:				127.21
<b>HUNT &amp; SONS INC.</b>				
	86006	09/16/2020	HEATING FUEL	5,963.03
	86006	09/16/2020	HEATING FUEL	662.55
	86006	09/16/2020	UNLEADED GASOLIN	1,423.48
	86006	09/16/2020	ON-ROAD DIESEL	331.64
Total HUNT & SONS INC.:				8,380.70
<b>IDEXX LABORATORIES INC.</b>				
	86007	09/16/2020	IDEXX 120 ML SAMPLE VESSEL W/ SODIUM THIOSULFATE WV120SBST-200	188.80
Total IDEXX LABORATORIES INC.:				188.80
<b>ILEANA VASSILIOU</b>				
	86064	09/16/2020	TRAINING	600.00 M
	86064	09/16/2020	TRAINING	1,400.00 M
	86064	09/16/2020	TRAINING	400.00 M
Total ILEANA VASSILIOU:				2,400.00
<b>INSTRUMART.COM</b>				
	86008	09/16/2020	ROTAMETER BARS 75301112C04	171.06
	86008	09/16/2020	ROTAMETER SS 75303122C04	268.46
	86008	09/16/2020	ROTAMETER SS 7510312A02	298.77
	86008	09/16/2020	ROTAMETER SS 75303125C06	248.98
Total INSTRUMART.COM:				987.27
<b>JASON PARKER</b>				
	86087	09/16/2020	REIMBURSEMENT	119.00 M
	86087	09/16/2020	REIMBURSEMENT	289.45 M
Total JASON PARKER:				408.45
<b>JOHNSON CONTROLS SECURITY SOLUTIONS</b>				
	86071	09/16/2020	PANIC ALARM SYSTEM	235.00 M
Total JOHNSON CONTROLS SECURITY SOLUTIONS:				235.00
<b>KONICA MINOLTA BUSINESS SOLUTIONS U</b>				
	86054	09/16/2020	MONTHLY BILL	142.95 M
Total KONICA MINOLTA BUSINESS SOLUTIONS U:				142.95
<b>KRISTIN DAVIS</b>				
	86096	09/16/2020	LA-E CERTIFICATE RENEWAL	101.00 M

Payee	Check Number	Check Issue Date	Description	Amount
Total KRISTIN DAVIS:				101.00
<b>LARUE GRIFFIN</b>				
	86086	09/16/2020	REIMBURSEMENT	85.00 M
	86086	09/16/2020	REIMBURSEMENT	303.12 M
	86086	09/16/2020	REIMBURSEMENT	85.00 M
	86086	09/16/2020	REIMBURSEMENT	194.87 M
	86086	09/16/2020	REIMBURSEMENT	135.00 M
	86086	09/16/2020	REIMBURSEMENT	226.25 M
	86086	09/16/2020	REIMBURSEMENT	85.00 M
Total LARUE GRIFFIN:				1,114.24
<b>LHOIST NORTH AMERICA</b>				
	86009	09/16/2020	HYDRATED LIME	9,106.28
	86080	09/16/2020	HYDRATED LIME	9,207.86 M
	86080	09/16/2020	HYDRATED LIME	9,037.35 M
	86080	09/16/2020	HYDRATED LIME	9,062.75 M
Total LHOIST NORTH AMERICA:				36,414.24
<b>LIBERTY UTILITIES</b>				
	86010	09/16/2020	ELECTRIC BILL	31.90
	86010	09/16/2020	ELECTRIC BILL	43.65
	86056	09/16/2020	ELECTRIC BILL	30.71 M
	86056	09/16/2020	ELECTRIC BILL	21.24 M
	86056	09/16/2020	ELECTRIC BILL	26.05 M
Total LIBERTY UTILITIES:				153.55
<b>LINA OR LUCIUS D PHILLIPS</b>				
	86046	09/08/2020	SVC CHARGE REFUND	25.50 M
Total LINA OR LUCIUS D PHILLIPS:				25.50
<b>M D CONSTRUCTION</b>				
	86047	09/08/2020	CONN FEE REFUND	362.25 M
Total M D CONSTRUCTION:				362.25
<b>MCMASTER-CARR</b>				
	86011	09/16/2020	STAINLESS STEEL U BOLT 8896T129	61.98
	86011	09/16/2020	STAINLESS STEEL U BOLT 8896T26	67.76
	86011	09/16/2020	STAINLESS STEEL U BOLT 8896T76	79.02
	86011	09/16/2020	3" bLIND fLANGE cLASS 150 68095K382	92.62
	86011	09/16/2020	INLINE TEE REDUCER GALVANIZED 1-1/2" X 1 NPT FEMALE 4638K185	24.84
	86079	09/16/2020	S/S HEXHEAD SCREWS 10 PK 91644A315	61.02 M
	86079	09/16/2020	S/S HEXHEAD SCREWS 100 PK 91675A353	13.79 M
	86079	09/16/2020	S/S HEXHEAD SCREWS 100 PK 91675A323	11.90 M
	86079	09/16/2020	S/S HEXHEAD SCREWS 100 PK 91675A327	11.90 M
	86079	09/16/2020	PHILLIPS PAN HEAD 100 PK 9234A194	6.99 M
	86079	09/16/2020	PHILLIPS PAN HEAD 100 PK 92364A197	7.97 M
	86079	09/16/2020	PHILLIPS PAN HEAD 100 PK 92364A199	9.44 M
	86079	09/16/2020	PHILLIPS PAN HEAD 100 PK 92364A242	14.58 M
	86079	09/16/2020	PHILLIPS PAN HEAD 100 PK 92364A245	9.39 M
	86079	09/16/2020	PHILLIPS PAN HEAD 100 PK 92364A247	10.75 M

Payee	Check Number	Check Issue Date	Description	Amount
	86079	09/16/2020	HIGH PRESSURE PIPE FITTING 4513K44	21.45 M
	86079	09/16/2020	HIGH TEMP FLEXIBLE DUCT HOSE FOR FUMES 2-1/2" ID 55125K18	155.19 M
Total MCMaster-CARR:				660.59
<b>MOTION INDUSTRIES</b>				
	86012	09/16/2020	BEARING BALL 5310WGC2	544.31
	86012	09/16/2020	BEARING BALL 6310JEMC3	283.15
Total MOTION INDUSTRIES:				827.46
<b>MOUNTAIN HARDWARE</b>				
	86013	09/16/2020	DRILL BITS FOR CONCRETE ANCHORING	51.90
	86013	09/16/2020	SPRAY PAINT, ROUTER BITS FOR RECEPTION DESK	63.85
	86013	09/16/2020	BULK NUTS, BOLTS, SCREWS, WASHERS	11.17
	86013	09/16/2020	PLAYMATE PAL COOLER 9CAN	43.28
Total MOUNTAIN HARDWARE:				170.20
<b>MSC INDUSTRIAL SUPPLY</b>				
	86014	09/16/2020	MOLYKOTE SILICONE GENERAL PURPOSE GREASE 31735244	178.70
Total MSC INDUSTRIAL SUPPLY:				178.70
<b>NAPA- SIERRA</b>				
	86015	09/16/2020	THERMOSTATS	12.52
	86015	09/16/2020	AIR FILTER, THERMOSTAT	93.82
	86015	09/16/2020	MISC. PARTS	277.49
	86015	09/16/2020	POWER CAR WASH, WS BRUSH 48 IN	22.71
	86015	09/16/2020	CREDIT FOR NAPAGOLD OIL FILTER, HYDRAULIC FILTER	182.13-
Total NAPA- SIERRA:				224.41
<b>NATIONAL ANALYTICAL LABORATORIES</b>				
	86106	09/24/2020	INVOICE 10441	1,436.00 M
Total NATIONAL ANALYTICAL LABORATORIES:				1,436.00
<b>NAVIA BENEFIT SOLUTIONS</b>				
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	10.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	5.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	1.25 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	25.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	5.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	13.75 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	6.25 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	2.50 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	1.25 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	36.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	18.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	4.50 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	90.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	18.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	49.50 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	22.50 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	9.00 M
	9302001	09/30/2020	COBRA/PARTICIPANT FEES	4.50 M

Payee	Check Number	Check Issue Date	Description	Amount
	9302001	09/30/2020	HRA DISBURSEMENTS	565.38 M
	9302001	09/30/2020	HRA DISBURSEMENTS	20.00 M
	9302001	09/30/2020	HRA DISBURSEMENTS	6.66 M
	9302001	09/30/2020	HRA DISBURSEMENTS	20.00 M
	9302001	09/30/2020	HRA DISBURSEMENTS	10.00 M
	9302001	09/30/2020	HRA DISBURSEMENTS	100.00 M
	9302001	09/30/2020	HRA DISBURSEMENTS	361.75 M
	9302001	09/30/2020	HRA DISBURSEMENTS	20.00 M
	9302001	09/30/2020	HRA DISBURSEMENTS	284.33 M
Total NAVIA BENEFIT SOLUTIONS:				1,710.12
<b>NEVADA COUNTY- DEPT OF ENVIRONMENTA</b>				
	86085	09/16/2020	2235 HAZMAT STORAGE	384.40 M
	86085	09/16/2020	2243 CAL ARP3	961.00 M
	86085	09/16/2020	7026 CAL ARP SURCHARGE	270.00 M
	86085	09/16/2020	2511 HAZARDOUS WASTE	384.40 M
	86085	09/16/2020	2802 AST ENGINEERED	768.80 M
	86085	09/16/2020	7024 AST STATE SURCHARGE	26.00 M
	86085	09/16/2020	7025 CUPA STATE	49.00 M
Total NEVADA COUNTY- DEPT OF ENVIRONMENTA:				2,843.60
<b>NEWEGG INC</b>				
	86016	09/16/2020	CASE LOGIC ERA 15.6" LAPTOP BACKPACK OBSIDIAN	346.51
Total NEWEGG INC:				346.51
<b>OFFICE DEPOT</b>				
	86017	09/16/2020	SCOTCH HEAVY DUTY SHIPPING PACKING TAPE 438868 PK/6	46.54
	86017	09/16/2020	UNI-BALL 3007 GEL PEN MED. PT. BLACK BARREL PK/12 (BOXES)	64.75
	86104	09/22/2020	AVERY LEGAL WHITE 1-10 TABS 197046	120.68 M
	86104	09/22/2020	AVERY LEGAL WHITE 1-25 TABES 553904	143.16 M
	86104	09/22/2020	OD D RING VIEW BINDER 1-1/2" 209215	40.27 M
	86104	09/22/2020	AVERY BLANK OR CLEAR 5 TAB DIVIDERS 475248	66.68 M
	86104	09/22/2020	AVERY BLANK OR CLEAR 8 TAB DIVIDERS	109.33 M
	86104	09/22/2020	AVERY A-Z TABS 591290	34.04 M
	86104	09/22/2020	JUMBO PAPER CLIPS 221874	.85 M
	86104	09/22/2020	MEAD WIREBOUND MEMO BOOKO PK/ 12 4377152	79.63 M
	86104	09/22/2020	OFFICE DEPOT WRITING PAD 5X8 PK/12 306902	11.86 M
	86104	09/22/2020	SHARPIE FINE POINT BLACK 203349	16.97 M
	86104	09/22/2020	NO. 1 PAPER CLIPS 221720	6.32 M
	86104	09/22/2020	PENTEL RSVP PENS BLUE 987396	9.03 M
Total OFFICE DEPOT:				750.11
<b>OLSON ARCHITECTS LLD</b>				
	86100	09/17/2020	CONNECTION FEE REFUND	2,035.25 M
	86100	09/17/2020	CONNECTION FEE REFUND	2,035.25- V
	86101	09/17/2020	CONNECTION FEE REFUND	2,035.25 M
Total OLSON ARCHITECTS LLD:				2,035.25
<b>PAC MACHINE CO.</b>				
	86018	09/16/2020	FLYGT MINICAS PN 14-407129	590.22
	86018	09/16/2020	FLYGT MINICAS PN 14-407129	590.22

Payee	Check Number	Check Issue Date	Description	Amount
Total PAC MACHINE CO.:				1,180.44
<b>PERS-RETIREMENT</b>				
	9102001	09/10/2020	GASB-68 REPORTS	700.00 M
Total PERS-RETIREMENT:				700.00
<b>PETTY CASH</b>				
	86105	09/23/2020	PETTY CASH REIMBURSEMENT	25.90 M
	86105	09/23/2020	PETTY CASH REIMBURSEMENT	17.85 M
	86105	09/23/2020	PETTY CASH REIMBURSEMENT	151.18 M
Total PETTY CASH:				194.93
<b>PLATT ELECTRIC COMPANY</b>				
	86019	09/16/2020	4-11/16" SQUARE EXTENSION RING 2-1/8 DEEP DRAWN METALLIC	57.29
	86019	09/16/2020	MOUNTING BODY EFD TYPE (2) 3/4" HUBS FEED-THRU	105.91
	86019	09/16/2020	MOUNTING BODY EFD TYPE 3/4" HUBS DEAD END	59.26
	86019	09/16/2020	10 AMP EDKB FRONT COVER MOMENTARY PUSHBOTTON	217.33
	86019	09/16/2020	RIGID STRUT STRAP 3/4" STAINLESS STEEL	167.30
	86019	09/16/2020	CONDUIT BODY 3/4" TYPE: T, FORM 7, PVC COATED	115.00
	86091	09/16/2020	APPEFDC175ANLQ 354063	88.97 M
	86091	09/16/2020	CLBS407CLCN00 9851 STAINLESS STEEL RIGID NIPPLES	15.45 M
	86091	09/16/2020	CLBS410CLCN00 807093	13.27 M
	86091	09/16/2020	CLBS40525CN00 163581	17.19 M
	86091	09/16/2020	CLBS41030CN00 124751	21.20 M
	86091	09/16/2020	APPEXGJH221 233567	855.35 M
	86091	09/16/2020	RRYPRES21 560504	237.07 M
	86091	09/16/2020	RRYPRHELB34X90 593503	100.91 M
	86091	09/16/2020	APPEFD175ANLQ 317873	232.81 M
	86091	09/16/2020	RRYPRHCONDUIT 34 478236 PLASTI-BOND	671.07 M
	86091	09/16/2020	PSTPS200EH10SS 237036 POWER-STRUT	2,070.41 M
	86091	09/16/2020	PSTPS2651T1SS 70014 POWER-STRUT	419.77 M
Total PLATT ELECTRIC COMPANY:				5,465.56
<b>PRAXAIR DISTRIBUTION INC</b>				
	86020	09/16/2020	CYLINDER RENTAL	72.28
Total PRAXAIR DISTRIBUTION INC:				72.28
<b>R.F. MACDONALD COMPANY</b>				
	86070	09/16/2020	SVC ON BOILERS	1,134.14 M
Total R.F. MACDONALD COMPANY:				1,134.14
<b>RED WING BUSINESS ADVANTAGE ACCOUNT</b>				
	86063	09/16/2020	DIFF FOR INV 1-1-60153	15.45 M
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				15.45
<b>RENO BUSINESS INTERIORS</b>				
	86021	09/16/2020	DUAL DYNAMIC MONITOR ARM	286.59
Total RENO BUSINESS INTERIORS:				286.59

Payee	Check Number	Check Issue Date	Description	Amount	
<b>RENOWN HEALTH</b>					
	86097	09/16/2020	EMPLOYEE SCREENING	191.00	M
Total RENOWN HEALTH:				191.00	
<b>REXEL</b>					
	86022	09/16/2020	AB 25B-D017N104 POWERFLEX 525 10HP	1,996.84	
	86022	09/16/2020	AB 25-FAN1-70C POWERFLEX 520 FR A-D CONTROL MODULE FAN	61.62	
	86022	09/16/2020	AB 1606-XLP15E POWER SUPPLY XLP 15 W POWER SUPPLY	89.23	
	86022	09/16/2020	AB 22-HIM-C2S POWERFLEX IP6 UL-NEMA TYPE 4X-12 HIM	388.27	
Total REXEL:				2,535.96	
<b>ROSHELLE CHAVEZ</b>					
	86068	09/16/2020	REIMB CELL PHONE	42.80	M
Total ROSHELLE CHAVEZ:				42.80	
<b>ROY SMITH COMPANY</b>					
	86023	09/16/2020	LIQUID OXYGEN	369.35	
	86023	09/16/2020	LIQUID OXYGEN	2,243.80	
	86023	09/16/2020	LIQUID OXYGEN	4,411.87	
	86023	09/16/2020	LIQUID OXYGEN	3,301.06	
	86082	09/16/2020	LIQUID OXYGEN	4,379.56	M
	86082	09/16/2020	LIQUID OXYGEN	3,319.53	M
	86082	09/16/2020	LIQUID OXYGEN	6,781.78	M
	86082	09/16/2020	LIQUID OXYGEN	4,435.17	M
	86082	09/16/2020	LIQUID OXYGEN	4,118.24	M
	86082	09/16/2020	LIQUID OXYGEN	3,970.50	M
	86082	09/16/2020	LIQUID OXYGEN	2,687.70	M
Total ROY SMITH COMPANY:				40,018.56	
<b>SAFEWAY INC.</b>					
	86024	09/16/2020	SAFEWAY GROCERIES	110.59	
Total SAFEWAY INC.:				110.59	
<b>SEAL ANALYTICAL INC</b>					
	86025	09/16/2020	REACTION SEGMENTS PART NO. 5000 100/PK	292.93	
Total SEAL ANALYTICAL INC:				292.93	
<b>SHELLI OR RANDOLPH BRUDZINKSI</b>					
	86102	09/17/2020	CONNECTION FEE REFUND	2,556.75	M
Total SHELLI OR RANDOLPH BRUDZINKSI:				2,556.75	
<b>SHRED-IT USA</b>					
	86026	09/16/2020	SHRED IT BILL	74.00	
	86026	09/16/2020	SHRED IT BILL	148.00	
Total SHRED-IT USA:				222.00	
<b>SIEMENS INDUSTRY</b>					
	86027	09/16/2020	HYDRORANGER 200	1,805.61	

Payee	Check Number	Check Issue Date	Description	Amount
Total SIEMENS INDUSTRY:				1,805.61
<b>SIERRA ELECTRONICS</b>				
	86084	09/16/2020	ANNUAL SERVICE AGREEMENT 2020-2021	5,870.00 M
	86084	09/16/2020	IMPRES HI CAP LI-ION BATTERY 3000 MAH	506.61 M
Total SIERRA ELECTRONICS:				6,376.61
<b>SOLENIS</b>				
	86028	09/16/2020	K133L PRAESTOL 55 GALLON DRUMS	2,630.48
	86028	09/16/2020	K279FLX 55 GALLON DRUM (3 DRUMS)	3,010.97
Total SOLENIS:				5,641.45
<b>SOUTHWEST GAS CORP.</b>				
	86072	09/16/2020	NATURAL GAS	149.03 M
	86072	09/16/2020	NATURAL GAS	1,341.31 M
	86072	09/16/2020	NATURAL GAS	213.14 M
	86072	09/16/2020	NATURAL GAS	1,918.32 M
Total SOUTHWEST GAS CORP.:				3,621.80
<b>STAPLES INC</b>				
	86029	09/16/2020	OFFICE ESSENTIALS TABLE & TAB DIVIDERS 1-31 AVE11680	29.71
	86029	09/16/2020	AVERY STYLE I-X TABS 903102	93.64
Total STAPLES INC:				123.35
<b>SUPER BRIGHT LEDS INC</b>				
	86030	09/16/2020	MWP2-40K30W-SAFBR	252.32
	86030	09/16/2020	MWP2-40K30W-SAFBR	62.55
Total SUPER BRIGHT LEDS INC:				314.87
<b>TAHOE FOREST HOSP. DIST./TAHOE WORX</b>				
	86031	09/16/2020	EMPLOYEE SCREENING	69.50
Total TAHOE FOREST HOSP. DIST./TAHOE WORX:				69.50
<b>TAHOE SUPPLY COMPANY LLC</b>				
	86032	09/16/2020	SINGLE FOLD TOWELS CASE GEN500W	185.66
	86032	09/16/2020	CAN LINERS BLK 38X58 LS-ECI385815K	103.92
Total TAHOE SUPPLY COMPANY LLC:				289.58
<b>TAHOE TRUCKEE DISPOSAL</b>				
	86074	09/16/2020	AUG CENTRIFUGE	19,505.45 M
	86074	09/16/2020	AUG SLUDGE	2,826.38 M
Total TAHOE TRUCKEE DISPOSAL:				22,331.83
<b>THATCHER COMPANY OF CA INC</b>				
	86033	09/16/2020	CHLORINE	7,920.00
	86033	09/16/2020	CHLORINE EMPTIES	4,000.00-
	86033	09/16/2020	CHLORINE	7,920.00
	86033	09/16/2020	CHLORINE EMPTIES	4,000.00-

Payee	Check Number	Check Issue Date	Description	Amount
	86033	09/16/2020	CHLORINE EMPTIES	4,000.00-
	86033	09/16/2020	CHLORINE	7,920.00
	86081	09/16/2020	CHLORINE	7,920.00 M
	86081	09/16/2020	CHLORINE EMPTIES	4,000.00- M
Total THATCHER COMPANY OF CA INC:				15,680.00
<b>THE UNION</b>				
	86034	09/16/2020	REPORT OF ANNUAL SVC CHARGES	270.76
	86034	09/16/2020	REPORT OF DELINQUENT SVC CHARGES	89.56
	86059	09/16/2020	TTSA SOLICITATION TO BID 2020 HEADWORKS IMPROVEMENT PROJECT	813.96 M
Total THE UNION:				1,174.28
<b>THOMAS AND ASSOCIATES</b>				
	86083	09/16/2020	SHIM BEARING SET 8546 15990	189.33 M
	86083	09/16/2020	GASKET BEARING SET 5413G 18000	26.95 M
	86083	09/16/2020	SEAL MECH 25271 207	457.09 M
	86083	09/16/2020	SLEEVE SHAFT 5827 16000	272.14 M
	86083	09/16/2020	SHAFT IMPELLER 5789 16040	1,282.28 M
	86083	09/16/2020	SEAL OIL S1262	113.01 M
	86083	09/16/2020	SHAFT SLEEVE 5827 16000	200.04 M
	86083	09/16/2020	MECH SEAL 1-1/2 25271-207	152.36 M
	86083	09/16/2020	BRG GSKT VEG FI 5413G 18000	53.91 M
	86083	09/16/2020	BRG SHIM SET STL 8546 15990	34.32 M
	86083	09/16/2020	ALL BRONZE IMPELLER 4803D 14000	5,108.05 M
Total THOMAS AND ASSOCIATES:				7,889.48
<b>THOMSON WEST</b>				
	86066	09/16/2020	MONTHLY BILL	347.75 M
Total THOMSON WEST:				347.75
<b>TITAN WIRE &amp; CABLE</b>				
	86035	09/16/2020	200 FT. 16/3 SJOOW	128.26
	86035	09/16/2020	14 AWG THHN RED WIRE (7 ROLLS/ 3500')	473.92
	86035	09/16/2020	14 AWG THHN GREEN WIRE (1 ROLL/ 500')	59.54
Total TITAN WIRE & CABLE:				661.72
<b>TRUCKEE DONNER PUD</b>				
	86036	09/16/2020	ELECTRIC BILL	4.63
	86036	09/16/2020	ELECTRIC BILL	41.74
	86036	09/16/2020	ELECTRIC BILL	5.45
	86036	09/16/2020	ELECTRIC BILL	49.14
	86036	09/16/2020	ELECTRIC BILL	2.73
	86036	09/16/2020	ELECTRIC BILL	24.59
	86036	09/16/2020	ELECTRIC BILL	7,717.47
	86036	09/16/2020	ELECTRIC BILL	69,457.29
	86036	09/16/2020	WATER BILL	11.68
	86036	09/16/2020	WATER BILL	105.12
Total TRUCKEE DONNER PUD:				77,419.84
<b>TRUCKEE TAHOE LUMBER</b>				
	86077	09/16/2020	PINE 1 X10" 16'	150.75 M

Payee	Check Number	Check Issue Date	Description	Amount
Total TRUCKEE TAHOE LUMBER:				150.75
<b>U.S. BANK CARD DIVISION</b>				
	9282001	09/28/2020	ANNUAL FEE	60.00 M
	9282001	09/28/2020	MONTHLY CHARGE	49.98 M
	9282001	09/28/2020	OD COPIES BOD PACKET	17.37 M
	9282001	09/28/2020	BOARD PACKET SHIPPING	347.26 M
	9282001	09/28/2020	40 HOUR HAZWOPER TANNER MCGINNIS	234.50 M
	9282001	09/28/2020	BOOTS, NANCY	111.34 M
	9282001	09/28/2020	INS AND OUTS OF ONLINE PERMITTING AND PLAN REVIEW	35.00 M
	9282001	09/28/2020	2-1/2" BALL VALVE PVC NON-SHOCK	178.46 M
	9282001	09/28/2020	MONTHLY BILLING	900.00 M
	9282001	09/28/2020	MONTHLY BILLING	309.50 M
	9282001	09/28/2020	MONTHLY BILLING	7.31 M
	9282001	09/28/2020	MONTHLY BILLING	84.00 M
	9282001	09/28/2020	TELEMETRY MESSAGING	10.00 M
	9282001	09/28/2020	EDCO 18" BLADE, LOCKMOND STS-5 SERIES SEGMENTED TUBO DIAMOND	2,744.95 M
	9282001	09/28/2020	RASBERRY PI 4 8 GB STARTER KIT	941.27 M
	9282001	09/28/2020	TRINITY ECO STORAGE WIRE SHELVING RACK	622.38 M
	9282001	09/28/2020	POWER CORD, AC ADAPTOR	82.24 M
	9282001	09/28/2020	CONTACT CLEANER NON FLAMMABLE	236.94 M
	9282001	09/28/2020	2-1/2" BALL VALVE PVC NON-SHOCK SOCKET	152.00 M
	9282001	09/28/2020	FACE MASKS	308.30 M
	9282001	09/28/2020	MILWAUKEE 1000 LB CAPACITY FURNITURE DOLLY	47.59 M
	9282001	09/28/2020	PROFIBUS REPEATER GPB-PROFIHUB-B5-R	1,472.19 M
	9282001	09/28/2020	LIQUID IV HYDRATION MULTIPLIER 30 INDIVIDUAL SERVING STICK PACKS	29.22 M
Total U.S. BANK CARD DIVISION:				8,981.80
<b>ULINE</b>				
	86037	09/16/2020	PLASTIC SHELF BIN 4" X 18" X 4" BLUE MFR S-13399BLU	102.88
	86037	09/16/2020	UNIVERSAL SORBENT PADS 15" X 19" MRF S-17294	293.65
	86037	09/16/2020	30" X 30" 4 MIL RECLOSABLE BAG S-14390	164.54
	86037	09/16/2020	12" X 24" 4 MIL RECLOSABLE BAGS	225.05
Total ULINE:				786.12
<b>UNDERGROUND SERVICE ALERT</b>				
	86069	09/16/2020	STATE FEE FOR REGULATORY COSTS	151.82 M
Total UNDERGROUND SERVICE ALERT:				151.82
<b>UNIFIRST CORPORATION</b>				
	86038	09/16/2020	UNIFORMS	114.88
	86038	09/16/2020	UNIFORMS	10.57
	86038	09/16/2020	UNIFORMS	11.14
	86038	09/16/2020	UNIFORMS	65.91
	86038	09/16/2020	UNIFORMS	4.29
	86038	09/16/2020	UNIFORMS	67.20
	86038	09/16/2020	UNIFORMS	10.29
	86038	09/16/2020	UNIFORMS	7.34
	86038	09/16/2020	UNIFORMS	114.88
	86038	09/16/2020	UNIFORMS	10.57
	86038	09/16/2020	UNIFORMS	11.14
	86038	09/16/2020	UNIFORMS	90.60
	86038	09/16/2020	UNIFORMS	67.20

Payee	Check Number	Check Issue Date	Description	Amount
	86038	09/16/2020	UNIFORMS	10.29
	86038	09/16/2020	UNIFORMS	7.34
	86038	09/16/2020	UNIFORMS	114.88
	86038	09/16/2020	UNIFORMS	10.57
	86038	09/16/2020	UNIFORMS	11.14
	86038	09/16/2020	UNIFORMS	65.91
	86038	09/16/2020	UNIFORMS	130.97
	86038	09/16/2020	UNIFORMS	67.20
	86038	09/16/2020	UNIFORMS	7.34
	86078	09/16/2020	UNIFORMS	116.55 M
	86078	09/16/2020	UNIFORMS	65.91 M
	86078	09/16/2020	UNIFORMS	11.31 M
	86078	09/16/2020	UNIFORMS	10.57 M
	86078	09/16/2020	UNIFORMS	67.20 M
	86078	09/16/2020	UNIFORMS	7.59 M
	86078	09/16/2020	UNIFORMS	7.34 M
Total UNIFIRST CORPORATION:				1,298.12
<b>UNITED PARCEL SERVICE, UPS</b>				
	86094	09/16/2020	SHIPPING CHARGES	40.41 M
Total UNITED PARCEL SERVICE, UPS:				40.41
<b>UNIVAR USA INC.</b>				
	86039	09/16/2020	METHANOL	8,551.38
	86039	09/16/2020	METHANOL	9,549.70
	86088	09/16/2020	METHANOL	9,549.01 M
	86088	09/16/2020	METHANOL	9,549.75 M
Total UNIVAR USA INC.:				37,199.84
<b>UNIVERSAL BLOWER PAC INC</b>				
	86075	09/16/2020	14" FILTER ROUND PAPER 81-0475	627.50 M
Total UNIVERSAL BLOWER PAC INC:				627.50
<b>VALLEY POWER SYSTEMS INC.</b>				
	86058	09/16/2020	ATALS COPCO XAS 188CD88 CW AIR COMPRESSOR PER QUOTE	24,519.22 M
Total VALLEY POWER SYSTEMS INC.:				24,519.22
<b>VARIED PRODUCTS</b>				
	86040	09/16/2020	MDI PRO TOWELS CASE 88107	450.36
Total VARIED PRODUCTS:				450.36
<b>VERIZON WIRELESS</b>				
	86041	09/16/2020	MONTHLY BILL	57.98
	86041	09/16/2020	MONTHLY BILL	49.17
	86041	09/16/2020	MONTHLY BILL	213.26
	86041	09/16/2020	MONTHLY BILL	57.98
	86041	09/16/2020	MONTHLY BILL	28.99
Total VERIZON WIRELESS:				407.38

Payee	Check Number	Check Issue Date	Description	Amount	
VICKY LUFRANO	86067	09/16/2020	REIMB CELL PHONE	42.80	M
Total VICKY LUFRANO:				42.80	
<b>Villager Nursery</b>					
	86042	09/16/2020	Flowers for flower bed	160.04	
	86042	09/16/2020	Flowers for flower bed	292.97	
Total Villager Nursery:				453.01	
<b>VWR SCIENTIFIC INC</b>					
	86043	09/16/2020	HACH PH 7.00 BUFFER 97021-558	250.88	
	86043	09/16/2020	500 ML CHLORIDE 1000 MG/L STANDARD SOLUTION 97021-512	63.52	
	86043	09/16/2020	25 ML AUTOMATIC PINCHCOCK BURETTE 14204-514	466.54	
	86043	09/16/2020	125 ML NITRITE 1000 MG/L STANDARD AGILENT TECHNOLOGIES UL1CC-007	131.63	
Total VWR SCIENTIFIC INC:				912.57	
<b>WATER ENVIRONMENT FEDERATION</b>					
	86065	09/16/2020	WEFF RENEWAL FOR JAY PARKER	332.00	M
Total WATER ENVIRONMENT FEDERATION:				332.00	
<b>WESTERN NEVADA SUPPLY</b>					
	86044	09/16/2020	20 FT PIECE PVC SCH 80 4" (CHARGED BY FOOT. 240' TOTAL)	2,486.29	
	86044	09/16/2020	1/2" PVC SCH 80 90 DEGREE ELBOWS SLIP TO SLIP	30.74	
	86044	09/16/2020	1/2" PVC SCH 80 TEES SLIP TO SLIP TO SLIP	103.92	
	86044	09/16/2020	1/2" X 20 PVC SCH 80 PIPE	84.44	
	86076	09/16/2020	MUELLER HYDRANT LUBRICANT 184048	160.90	M
Total WESTERN NEVADA SUPPLY:				2,866.29	
<b>ZONES INC</b>					
	86062	09/16/2020	1 YEAR LICENSE FOR SYMANTEC ENDPOINT PROTECTION	1,078.20	M
Total ZONES INC:				1,078.20	
<b>ZORO</b>					
	86045	09/16/2020	SOLENOID VLAVE NORMALLY CLOSED 1/2" 120 VAC EF8210G094	270.60	
	86045	09/16/2020	50 FT. TAPE MEASURE 3/8" BLADE G0582620	33.84	
	86045	09/16/2020	1/4 X 1-1/4 SS FENDER WASHER 50/PK G8489451	9.37	
	86045	09/16/2020	1/4 X 1 SS SELF DRILLING 1000/PK SCREWS G9189336	198.72	
	86045	09/16/2020	13/64 DRILL BITS G0410803	27.71	
	86045	09/16/2020	3/8 X 1-1/4 SS FENDER WASHER G8489467	9.14	
	86045	09/16/2020	MILWAUKEE 18 V 1/4" IMPACT DRIVER- TOOL ONLY G6563772	150.47	
Total ZORO:				699.85	
Grand Totals:				602,764.94	



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Manager  
**Item:** IV-3  
**Subject:** Approval of financial statements

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### **Background**

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

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

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

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

### **Fiscal Impact**

None.

### **Attachments**

Report of financial statements for the month of September 2020.

### **Recommendation**

Management recommends approval of the financial statements.

### **Review Tracking**

Submitted By:   
Roshelle Chavez  
Administrative Manager

Approved By:   
LaRue Griffin  
General Manager



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

	Budget \$	Month \$	Month %	YTD \$	YTD %
<b>REVENUE</b>					
Income from Service Charge	12,823,000.00	40,339.42	0.3	1,590,627.95	12.4
Tax Revenue - Ad Valorem	3,900,000.00	1,348.60	0.0	2,488.93	0.1
Fund Interest	18,000.00	535.90	3.0	243.18	1.4
Other Revenue	7,500.00	2,408.01	32.1	7,883.01	105.1
Temporary Discharge	1,500.00	13,154.46	877.0	13,514.46	901.0
<b>TOTAL REVENUE</b>	<b>16,750,000.00</b>	<b>57,786.39</b>	<b>0.3</b>	<b>1,614,757.53</b>	<b>9.6</b>
<b>EXPENDITURE</b>					
Salaries & Wages	5,658,400.00	394,523.94	7.0	1,255,534.63	22.2
Employee Benefits	3,469,100.00	346,690.78	10.0	982,409.36	28.3
Director Fees	7,500.00	0.00	0.0	0.00	0.0
Vehicle	49,700.00	2,407.53	4.8	7,104.05	14.3
CSRMA Insurance	210,000.00	0.00	0.0	162,746.18	77.5
Professional Memberships	47,500.00	741.50	1.6	2,823.50	5.9
Agency Permits & Licenses	178,000.00	2,843.60	0.0	2,883.60	0.0
Office Expense	271,400.00	7,807.96	2.9	40,613.67	15.0
Contractual Services	1,896,900.00	238,017.91	12.5	430,982.94	22.7
Professional Services	805,000.00	50,040.18	6.2	86,175.23	10.7
Conferences & Training	107,500.00	5,242.78	4.9	7,978.44	7.4
Uncollectable Accounts	1,000.00	0.00	0.0	0.00	0.0
Utilities	1,001,100.00	15,903.32	1.6	146,518.36	14.6
Supplies, Repairs & Maintenance	789,300.00	70,400.00	8.9	150,910.32	19.1
<b>TOTAL EXPENDITURE</b>	<b>14,492,400.00</b>	<b>1,134,619.50</b>	<b>7.8</b>	<b>3,276,680.28</b>	<b>22.6</b>
<b>NET INCOME</b>	<b>2,257,600.00</b>			<b>(1,661,922.75)</b>	
Unfunded Accrued Liability	3,616,977.00	2,310,389.00	63.9	2,310,389.00	63.9

Footnote: Above Unfunded Accrued Liability payment is not in the above budget total expenditures, however is expensed through cash and net pension liability account.



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

DESCRIPTION	Budget	Month	Month	YTD	YTD
	\$	\$	%	\$	%
Barscreens, Washers, Compactors	225,000.00	9,683.62	4.3	54,643.37	24.3
Portable Emergency Pump System	-	-	-	19,132.80	-
Plant Air Compressor	-	24,519.22	-	24,519.22	-
Security Improvements	100,000.00	-	-	-	-
Hydraulic Pump and Power Pack	60,000.00	-	-	-	-
<b>SUB TOTAL</b>	<b>385,000.00</b>	<b>34,202.84</b>	<b>8.9</b>	<b>98,295.39</b>	<b>25.5</b>
Allocation of 73.2% of Bond Payment	2,222,378.00	1,894,259.43	85.2	1,894,259.43	85.2
<b>TOTAL</b>	<b>2,607,378.00</b>	<b>1,928,462.27</b>	<b>74.0</b>	<b>1,992,554.82</b>	<b>76.4</b>



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

<b>DESCRIPTION</b>	Budget \$	Month \$	Month %	YTD \$	YTD %
Plant Coating Improvements	550,000.00	80,500.07	14.6	187,563.07	34.1
Lab Equipment Replacement	25,000.00	-	-	-	-
Admin. Office Improvement	350,000.00	3,404.79	1.0	4,205.94	1.2
EDPM Roof Replacement	800,000.00	18,513.19	2.3	439,330.09	54.9
TRI Improvemens	100,000.00	-	-	-	-
Centrifuge Rebuild	-	-	-	55,100.00	-
Lab Improvement	75,000.00	-	-	-	-
Vehicle Replacement	30,000.00	-	-	-	-
WWTP Pilot Study Rehabilitation	75,000.00	-	-	-	-
Facilities Security System	50,000.00	-	-	-	-
Lime System Improvements	-	37.67	-	37.67	-
MPPS VFD	30,000.00	-	-	-	-
Warehouse Fork Lift	35,000.00	-	-	-	-
Chiller Replacement	150,000.00	-	-	-	-
SCBA Tank Replacement	35,000.00	-	-	-	-
Polyblend Thickener	35,000.00	-	-	-	-
Arc Flash Study/Breaker Replacement	45,000.00	-	-	-	-
<b>SUB TOTAL</b>	<b>2,385,000.00</b>	<b>102,455.72</b>	<b>4.3</b>	<b>686,236.77</b>	<b>28.8</b>
Allocation of 26.8% of Bond Payment	813,658.00	693,526.67	85.2	693,526.67	85.2
<b>TOTAL</b>	<b>3,198,658.00</b>	<b>795,982.39</b>	<b>24.9</b>	<b>1,379,763.44</b>	<b>43.1</b>

TAHOE-TRUCKEE SANITATION AGENCY  
 COMBINED CASH INVESTMENT  
 SEPTEMBER 30, 2020

COMBINED CASH ACCOUNTS

99-00-0100-000	CASH - US BANK CHECKING	498,323.25
99-00-0101-000	CASH - USB SERVICE CHARGE	711,069.28
99-00-0102-000	CASH - US BANK TAX REV	28,534.77
99-00-0103-000	CASH - US BANK WWCRF	276,417.26
99-00-0104-000	CASH - WELLS FARGO PAYROLL	7,135.27
99-00-0105-000	CASH - WELLS FARGO INVESTMENTS	1,084,802.46
99-00-0106-000	CASH - PETTY CASH	600.00
99-00-0107-000	CASH - L.A.I.F.	39,382,895.20
99-00-0109-000	CASH - 2020 WRRB REFUNDING ACC	159,081.95
		<hr/>
	TOTAL COMBINED CASH	42,148,859.44
99-00-0001-000	CASH ALLOCATED TO OTHER FUNDS	( 42,148,859.44)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO WASTEWATER CAPITAL RESERVE FUND	17,347,601.15
6	ALLOCATION TO R. R. & UPGRADE FUND	8,916,748.00
7	ALLOCATION TO EMERGENCY & CONTINGENCY RESERVE FUND	7,230,900.67
10	ALLOCATION TO GENERAL FUND	8,653,609.62
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	42,148,859.44
	ALLOCATION FROM COMBINED CASH FUND - 99	( 42,148,859.44)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

California State Treasurer  
**Fiona Ma, CPA**



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

October 01, 2020

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

TAHOE TRUCKEE SANITATION AGENCY

TREASURER  
 13720 BUTTERFIELD DRIVE  
 TRUCKEE, CA 96161

[Tran Type Definitions](#)

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

September 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/16/2020	9/16/2020	RW	1654255	1614352	MICHELLE MACKEY	-500,000.00
9/22/2020	9/21/2020	RW	1654539	1614648	MICHELLE MACKEY	-750,000.00
9/22/2020	9/21/2020	RW	1654540	1614647	MICHELLE MACKEY	-300,000.00
9/28/2020	9/24/2020	RD	1654813	1614912	MICHELLE MACKEY	700,000.00

**Account Summary**

Total Deposit:	700,000.00	Beginning Balance:	40,232,895.20
Total Withdrawal:	-1,550,000.00	Ending Balance:	39,382,895.20



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-4  
**Subject:** Approval of Progress Pay Estimate No. 1 for the 2020 Digital Scanning of Sewer Lines project

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### **Background**

The 2020 Digital Scanning of Sewer Lines project (Project) includes the work to digitally scan two schedules (Schedules V and VI) of the Truckee River Interceptor (TRI), which spans the distance between the open land to the west of South River Street and the Water Reclamation Plant. The total length to be scanned is approximately 30,200 feet in length and consists of RCP piping ranging from 18 to 42 inches in diameter.

The contract documents state that the Agency will pay Contractor five percent (5%) of the total bid price upon submission of a complete set of approved shop drawing submittals, forty five percent (45%) upon completion of all required Inspection Work, and fifty percent (50%) upon delivery of a complete set of deliverables that are in full conformance with all specified requirements. During this pay period, the Contractor submitted approved shop drawings. Progress Pay Estimate No. 1 is to compensate the Contractor for this first step of the work.

### **Fiscal Impact**

Withholding 5% for retention from Progress Pay Estimate No. 1 would yield a payment to the contractor of \$4,102.67.

### **Attachments**

Progress Pay Estimate No. 1.

### **Recommendation**

Management and staff recommend approval of Progress Pay Estimate No. 1 for the 2020 Digital Scanning of Sewer Lines project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



**Tahoe-Truckee Sanitation Agency**  
**2020 Digital Scanning of Sewer Lines**

**Progress Pay Estimate No. 1**  
 August 29th, 2020 to September 28, 2020

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

**CONTRACTOR:**  
 Pipe and Plant Solutions, Inc.  
 225 3rd Street  
 Oakland, CA 94607

ITEM NO.	BID ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, <b>excluding work</b> specified in Section 6.01, Technical Specifications, Additive Bid Alternate	30,200	L.F.	\$ 2.61	\$ 78,822.00	5%	\$3,941.10
2	All labor and materials associated with the Digital Scanning of Sewer Lines Project shown and specified, <b>only for work</b> specified in Section 6.01, Technical Specifications, Additive Bid Alternate	30,200	L.F.	\$ 0.25	\$ 7,550.00	5%	\$377.50
<b>TOTAL</b>					<b>\$ 86,372.00</b>		<b>\$4,318.60</b>

TOTAL EARNED TO DATE: \$4,318.60  
 5% TOTAL RETENTION TO DATE: \$215.93  
 TOTAL AMOUNT PREVIOUSLY PAID: \$0.00  
**TOTAL AMOUNT DUE CONTRACTOR: \$4,102.67**

ACCEPTED BY:  
 Pipe and Plant Solutions, Inc.  
 BY:

*JORDAN CAMACHO*

DATE:

*10/7/2020*

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency  
 BY:

DATE:



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-5  
**Subject:** Approval of Progress Pay Estimate No. 1 for the 2020 Administration Building Remodel project

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### **Background**

The 2020 Administration Building Remodel project involves a partial remodel to the Administration Building including new carpeting, tiling, baseboards, and paint in some of the spaces. A new layout of a “rotated” board room will also be provided with new furniture, blinds, and other miscellaneous items. During this pay period, the Contractor completed mobilization activities and delivery/setup of the temporary construction trailers for T-TSA staff 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 \$10,961.10.

### **Attachments**

Progress Pay Estimate No. 1.

### **Recommendation**

Management and staff recommend approval of Progress Pay Estimate No. 1 for the 2020 Administration Building Remodel project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



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

**Progress Pay Estimate No. 1**

August 29th, 2020 to September 28, 2020

**OWNER:**

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

**CONTRACTOR:**

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

ITEM NO.	BID ITEM DESCRIPTION	CONTRACT QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Mobilization	1	LUMP SUM	N/A	\$ 2,838.00	100%	\$2,838.00
2	Demobilization	1	LUMP SUM	N/A	\$ 2,838.00	0%	\$0.00
3	Demolish and Dispose of Existing Carpet	6000	SQUARE FEET	\$ 2.32	\$ 13,920.00	0%	\$0.00
4	Demolish and Dispose of Existing Ceramic Tile	500	SQUARE FEET	\$ 11.50	\$ 5,750.00	0%	\$0.00
5	Demolish and Dispose of Existing Resilient Base	1150	LINEAR FEET	\$ 0.78	\$ 900.45	0%	\$0.00
6	Asbestos Abatement	4000	SQUARE FEET	\$ 8.44	\$ 33,760.00	0%	\$0.00
7	Demolish and Dispose of Existing Hydronic Heating System	1	LUMP SUM	N/A	\$ 10,150.00	0%	\$0.00
8	Concrete Foundation Work	1	LUMP SUM	N/A	\$ 15,140.00	0%	\$0.00
9	Electrical Work	1	LUMP SUM	N/A	\$ 5,945.00	0%	\$0.00
10	Gypsum Board Wall Repair	1	LUMP SUM	N/A	\$ 5,945.00	0%	\$0.00
11	Painting Work	14500	SQUARE FEET	\$ 1.92	\$ 27,840.00	0%	\$0.00
12	Installation of Tile Carpeting	4200	SQUARE FEET	\$ 10.73	\$ 45,066.00	0%	\$0.00
13	Installation of Resilient Flooring	2300	SQUARE FEET	\$ 14.50	\$ 33,350.00	0%	\$0.00
14	Install of Vinyl Mat	1	LUMP SUM	N/A	\$ 2,900.00	0%	\$0.00
15	Installation of Resilient Base	1150	LINEAR FEET	\$ 4.35	\$ 5,002.50	0%	\$0.00
16	Installation of Window Treatments	1	LUMP SUM	N/A	\$ 2,900.00	0%	\$0.00
17	Delivery, Setup, Breakdown, and Removal of Temporary Construction Trailers	1	LUMP SUM	N/A	\$ 17,400.00	50%	\$8,700.00
18	Additional 10% Tile Carpeting Materials	1	LUMP SUM	N/A	\$ 2,900.00	0%	\$0.00
19	Additional 10% Resilient Flooring	1	LUMP SUM	N/A	\$ 2,030.00	0%	\$0.00
20	Additional 10% Vinyl Matting	1	LUMP SUM	N/A	\$ 290.00	0%	\$0.00
21	Additional 10% Paint Materials	1	LUMP SUM	N/A	\$ 1,305.00	0%	\$0.00
22	Construction Waste Reduction, Disposal, and Recycling	1	LUMP SUM	N/A	\$ 2,175.00	0%	\$0.00
<b>TOTAL</b>					<b>\$ 245,216.95</b>		<b>\$11,538.00</b>

TOTAL EARNED TO DATE: \$11,538.00  
 5% TOTAL RETENTION TO DATE: \$576.90  
 TOTAL AMOUNT PREVIOUSLY PAID: \$0.00  
**TOTAL AMOUNT DUE CONTRACTOR:** **\$10,961.10**

ACCEPTED BY: Michael Grastler  
 Diamond G Construction, Inc.  
 BY: [Signature]  
 DATE: 10-7-20

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency  
 BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** IV-6  
**Subject:** Approval of Progress Pay Estimate No. 6 for the 2020 Plant Painting project

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### **Background**

The 2020 Plant Painting project consists of rehabilitating and recoating the following facilities: Primary Clarifier No. 66, Secondary Clarifier No. 54, Secondary Distribution Box No. 56, and Digester No. 31. During this pay period, the Contractor completed all remaining work as detailed on Progress Pay Estimate No 6.

### **Fiscal Impact**

Withholding 5% for retention from Progress Pay Estimate No. 6 would yield a payment to the contractor of \$29,312.45.

### **Attachments**

Progress Pay Estimate No. 6.

### **Recommendation**

Management and staff recommend approval of Progress Pay Estimate No. 6 for the 2020 Plant Painting project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



**Tahoe-Truckee Sanitation Agency  
2020 Plant Painting Project**

**Progress Pay Estimate No. 6**  
August 29, 2020 to September 28, 2020

**OWNER:**

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

**CONTRACTOR:**

F.D. Thomas (Job # 626) (GL Code 06-09-15001)  
217 Bateman Dr  
Central Point, OR 97502

ITEM NO.	BID ITEM DESCRIPTION	UNIT PRICE	CONTRACT QUANTITY	UNIT	CONTRACT TOTAL	PERCENTAGE	TOTAL EARNED
1	Mobilization	1	LUMP SUM	N/A	\$ 7,000.00	100%	\$7,000.00
2	Demobilization	1	LUMP SUM	N/A	\$ 7,000.00	100%	\$7,000.00
3	Primary Clarifier No. 66: Dust containment	1	LUMP SUM	N/A	\$ 20,650.00	100%	\$20,650.00
4	Primary Clarifier No. 66: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 4,885.00	100%	\$4,885.00
5	Primary Clarifier No. 66: Remove existing coating	1	LUMP SUM	N/A	\$ 27,700.00	100%	\$27,700.00
6	Primary Clarifier No. 66: Grinding work	6	HOURS	\$ 116.00	\$ 696.00	100%	\$696.00
7	Primary Clarifier No. 66: Apply coating	1	LUMP SUM	N/A	\$ 24,935.00	100%	\$24,935.00
8	Primary Clarifier No. 66: Apply caulking	100	L.F.	\$ 6.50	\$ 650.00	100%	\$650.00
9	Primary Clarifier No. 66: Two year warranty	1	LUMP SUM	N/A	\$ 1,875.00	100%	\$1,875.00
10	Secondary Clarifier No. 54: Install dust containment	1	LUMP SUM	N/A	\$ 27,000.00	100%	\$27,000.00
11	Secondary Clarifier No. 54: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 4,885.00	100%	\$4,885.00
12	Secondary Clarifier No. 54: Perform inspection blast.	1	LUMP SUM	N/A	\$ 6,120.00	100%	\$6,120.00
13A	Secondary Clarifier No. 54: Perform welding repairs	15	HOURS	\$ 218.00	\$ 3,270.00	100%	\$3,270.00
13B	Secondary Clarifier No. 54: Provide material for welding repairs	1	LUMP SUM	\$ 750.00	\$ 750.00	100%	\$750.00
14	Secondary Clarifier No. 54: Remove and replace bolts	88	EACH	\$ 57.00	\$ 5,016.00	100%	\$5,016.00
15	Secondary Clarifier No. 54: Remove existing coating	1	LUMP SUM	N/A	\$ 34,000.00	100%	\$34,000.00
16	Secondary Clarifier No. 54: Grinding work	12	HOURS	\$ 116.00	\$ 1,392.00	100%	\$1,392.00
17	Secondary Clarifier No. 54: Apply coating	1	LUMP SUM	N/A	\$ 26,700.00	100%	\$26,700.00
18	Secondary Clarifier No. 54: Apply caulking	100	L.F.	\$ 6.50	\$ 650.00	100%	\$650.00
19	Secondary Clarifier No. 54: Two year warranty	1	LUMP SUM	N/A	\$ 1,875.00	100%	\$1,875.00
20	Stripper Distribution Box: Install dust containment	1	LUMP SUM	N/A	\$ 2,870.00	100%	\$2,870.00
21	Stripper Distribution Box: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 1,925.00	100%	\$1,925.00
22	Stripper Distribution Box: Perform welding repairs	4	HOURS	\$ 309.00	\$ 1,236.00	100%	\$1,236.00
22	Stripper Distribution Box: Provide material for welding repairs	1	LUMP SUM	\$ 500.00	\$ 500.00	100%	\$500.00
23	Stripper Distribution Box: Remove existing coating	1	LUMP SUM	N/A	\$ 3,315.00	100%	\$3,315.00
24	Stripper Distribution Box: Grinding work	4	HOURS	\$ 118.00	\$ 472.00	100%	\$472.00
25	Stripper Distribution Box: Apply coating	1	LUMP SUM	N/A	\$ 6,770.00	100%	\$6,770.00
26	Stripper Distribution Box: Apply caulking	25	L.F.	\$ 19.00	\$ 475.00	100%	\$475.00
27	Stripper Distribution Box: Two year warranty	1	LUMP SUM	N/A	\$ 940.00	100%	\$940.00
28	Digester No. 31: Install and Remove dust containment	1	LUMP SUM	N/A	\$ 44,900.00	100%	\$44,900.00
29	Digester No. 31: Wash and clean existing coating	1	LUMP SUM	N/A	\$ 11,890.00	100%	\$11,890.00
30	Digester No. 31: Remove existing coating	1	LUMP SUM	N/A	\$ 59,300.00	100%	\$59,300.00
31	Digester No. 31: Provide plan to reposition Digester Cover	1	LUMP SUM	N/A	\$ 6,175.00	100%	\$6,175.00
32	Digester No. 31: Repositioning Digester Cover	1	LUMP SUM	N/A	\$ 76,280.00	100%	\$76,280.00
33	Digester No. 31: Grinding work	6	HOURS	\$ 116.00	\$ 696.00	100%	\$696.00
34	Digester No. 31: Apply coating	1	LUMP SUM	N/A	\$ 36,000.00	100%	\$36,000.00
35A	Digester No. 31: Apply cementitious repair mortar	160	S.F.	\$ 5.00	\$ 800.00	100%	\$800.00
35B	Digester No. 31: Apply epoxy modified mortar	1600	S.F.	\$ 32.00	\$ 51,200.00	100%	\$51,200.00
36	Digester No. 31: Apply caulking	100	L.F.	\$ 6.50	\$ 650.00	100%	\$650.00
37	Digester No. 31: Five year warranty	1	LUMP SUM	N/A	\$ 2,810.00	100%	\$2,810.00
CM#1	Contract Modification No. 1				\$ (6,195.00)	100%	(\$6,195.00)
CM#2	Contract Modification No. 2				\$ 609.00	100%	\$609.00
CM#3	Contract Modification No. 3				\$ 12,244.00	100%	\$12,244.00
CM#4	Contract Modification No. 4				\$ 3,716.38	100%	\$3,716.38
CM#5	Contract Modification No. 5				\$ (4,706.79)	100%	(\$4,706.79)
<b>TOTAL</b>					<b>\$ 521,920.59</b>		<b>\$521,920.59</b>

TOTAL EARNED TO DATE: \$521,920.59  
 5% TOTAL RETENTION TO DATE: \$26,096.03  
 TOTAL AMOUNT PREVIOUSLY PAID: \$466,512.11  
**TOTAL AMOUNT DUE CONTRACTOR: \$29,312.45**

ACCEPTED BY: *Corey Hall, Project Manager*  
 F.D. Thomas  
 BY: *[Signature]*  
 DATE: *10-08-2020*

APPROVED BY:  
 Tahoe-Truckee Sanitation Agency  
 BY:  
 DATE:



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-1  
**Subject:** Report from September 16, 2020 closed session meeting

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### **Background**

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

A report of the closed session discussion is to be provided.

### **Fiscal Impact**

None.

### **Attachments**

None.

### **Recommendation**

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

### **Review Tracking**

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

  
LaRue Griffin  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** V-2  
**Subject:** Approval of Annual Performance Evaluation template and criteria for Step Increases and Pay for Performance Appraisals (Non-Base Pay Compensation)

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### Background

In December 2019, the Board approved Resolution 12-2019, which included Exhibit B. Within Exhibit B, the Salary Schedule Implementation Steps, Items 5, 6, and 7 (Step Increases, Pay for Performance Appraisal and Annual Performance Evaluation) include language related to annual performance considerations. Item 7 specifically discussed updating the annual performance evaluation, which has now been achieved.

Upon Board approval, the Agency's annual performance evaluation template will be completed, at least annually for each employee, in Trakstar (software). The evaluation will be based on Agency Core Values and Functional Competencies. Each position has been carefully evaluated and weighted appropriately in relation to functional competencies, which will comprise 50% of the evaluation. Core Values will make up the additional 50% of the evaluation weighting. All Agency positions will be subject to the same evaluating criteria.

There have been numerous meetings with the management team, leadership team and staff on the evaluation and evaluation score criteria for Step Increases and Pay for Performance Appraisals where feedback was received and changes made as needed.

If approved, Agency supervisors and managers will be trained on the Trakstar program, in order to maintain consistent standards when evaluating staff.

### Fiscal Impact

None.

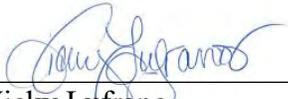
### Attachments

Annual Performance Evaluation.

### Recommendation

Management and staff recommend approval of Annual Performance Evaluation template and criteria for Step Increases and Pay for Performance Appraisals (Non-Base Pay Compensation).

### Review Tracking

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
LaRue Griffin  
General Manager

# TAHOE-TRUCKEE SANITATION AGENCY

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



## Directors

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

## ANNUAL PERFORMANCE EVALUATION

### Evaluation Form

All performance evaluation forms will be comprised of two sections: (1) TTSA Core Values and (2) Functional Competencies.

Every Agency employee will be evaluated on the TTSA Core Values. Each of the five Core Values are weighted equally and the section comprises 50% of the total evaluation score for all Agency employees.

Each job description will be assigned specific Functional Competencies based on relevance to primary job functions. The weighting of each individual functional competency within this section is calculated based on relative importance to the specific job description. The functional competency section will comprise the remaining 50% of the total appraisal score.

### Evaluation Scoring

Each Core Value and Functional Competency is to be scored using a five-point rating scale. An overall score for each section is calculated by adding the individual competency scores and dividing by the number of competencies (subject to weighting of functional competencies). The two overall section scores are then averaged to calculate the final review score.

Following is a summary of scores that must be achieved in order to receive the listed Step Increase and Pay For Performance Appraisal (Non-Base Pay Compensation):

#### Steps Increases

- Evaluation Rating Score of 1.00 – 2.49 = No Step Increase
- Evaluation Rating Score of 2.50 – 5.00 = Step Increase

#### Pay for Performance Appraisal (Non-Base Pay Compensation)

- Evaluation Rating Score of 1.00 – 2.49 = 0% of annual salary (lump sum)
- Evaluation Rating Score of 2.50 – 2.99 = 1% of annual salary (lump sum)
- Evaluation Rating Score of 3.00 – 3.49 = 2% of annual salary (lump sum)
- Evaluation Rating Score of 3.50 – 3.99 = 3% of annual salary (lump sum)
- Evaluation Rating Score of 4.00 – 4.49 = 4% of annual salary (lump sum)
- Evaluation Rating Score of 4.50 – 5.00 = 5% of annual salary (lump sum)

## **Evaluation Ratings Defined**

The performance rating definitions for Core Values and Functional Competencies are as follows:

5 – **Exceptional** - This rating occurs infrequently and acknowledges one or more of the following statements. The employee significantly and consistently surpasses performance expectations and achieves beyond the regular assignment in all areas. The employee demonstrates mastery of the skills and tasks involved. The employee regularly makes significant contributions well beyond work assignments. The employee is a model for excellence with a strong potential for advancement.

4 – **Exceeds Expectations** - The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements. Errors in judgment are rare and seldom repeated. The employee shows enthusiasm, initiative, demonstrates high achievement and has made clearly identifiable contributions to the success of the Agency.

3 – **Achieves** - The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations. The employee achieves to the level of performance expected of a fully qualified and experienced employee and is reliable in attaining expected results. Desired initiative and output have been achieved, and the employee is capable and knowledgeable in most aspects of the work.

2 – **In Development or Needs Improvement** -The employee is either still developing this competency or is not consistently achieving expectations. Work results are inconsistent and/or below acceptable standards. Continued performance improvement is required.

1 – **Unsatisfactory** - The employee's performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement. The employee does not demonstrate knowledge or ability to perform the majority of assigned duties. The employee requires excessive supervision, direction and follow-up. The employee must show significant improvement.

## **Agency Mission Statement, Vision, Tagline**

### *Mission Statement:*

1. Operate and maintain the wastewater treatment plant and related facilities in a sound, efficient and effective manner.
2. Maintain a workplace that fosters professional growth and job satisfaction.
3. Protect its assets and investments through sound financial policies and practices.
4. Improve service through long-range planning and the wise use of technology.
5. Lead the discussion of strategy development for regional wastewater issues for the benefit of all customers and the environment.

*Vision:*        Our Community, Our Water, Our Future

*Tagline:*      Professional and United to make a positive impact

## Core Values

- **Service** –*We take pride in our responsibility to the community, to the water and to the future. We extend our responsibility and dedication for service to all we encounter in our community, including each other, the Board of Directors, rate payers, member districts, contractors, taxpayers, and visitors.*
  - We:**
    - Prioritize, meet, and exceed our water quality requirements
    - Greet and welcome everyone within our community
    - Treat everyone consistently and equally
    - Exceed expectations in serving our community
    - Take ownership and follow through on all issues until resolved
  
- **Professionalism** - *We are a team of respectful professionals. Regardless of position, we provide leadership and take pride in doing what is right. As environmental and financial stewards, we are dedicated to serving in the safest, most positive, and efficient manner with the highest level of integrity.*
  - We:**
    - Lead by example and represent each other, the Board of Directors, the Agency and the Community in a positive manner at all times
    - Uphold the highest integrity at all times by being honest, accountable and trustworthy
    - Constantly seek ways to improve efficiency, productivity, processes and tasks
    - Are vigilant and take responsibility for maintaining personal, team, and community safety
    - Are active, positive participants in creating an enjoyable and respectful working environment
    - Are punctual, reliable and dependable at all times
    - Maintain a professional appearance
  
- **Teamwork** – *We support each other, the Board of Directors and our entire community, promoting collaboration and cooperation to fulfill our vision. We believe that through respectful and inclusive teamwork we achieve more. We value people who do what is best for the team and their own happiness.*
  - We:**
    - Actively seek ways to collaborate with each other and our member districts
    - Develop and lift each other up by sharing resources and transferring knowledge through inclusive cooperation
    - Respect how all positions relate to our vision and how our actions impact others
    - Recognize and support each other’s ideas, achievements and contributions
    - Treat each other with respect at all times
    - Assume positive intent by seeking to understand rather than to blame
    - Take responsibility, accept consequences, and seek collaborative solutions for our actions
    - Take stock and ownership of our own happiness and assess our fit with the culture

**Tahoe-Truckee Sanitation Agency**  
**Annual Performance Evaluation**  
**Page 5**

- **Initiative** - *We continue to evolve to meet our community's future. We take personal responsibility for continuous improvement, learning, and growth which are critical to our environment, our individual success, and the success of the Agency. We support growth, development, succession planning, and job satisfaction. We acknowledge challenges will occur, but progress is impossible without change.*

**We:**

- Actively collaborate, seeking positive solutions for problems or issues as they arise
  - Seek increased responsibility and grow in our positions, taking ownership for our individual job satisfaction
  - Seek assistance and input when needed
  - Actively participate in learning opportunities and continuous improvements
  - Develop skills and engage in succession planning
  - Prudently research and apply new technologies and industry best practices where appropriate
  - Embrace and support change
- **Communication** – *We use kind and transparent communication to build positive and effective relationships with each other, the Board of Directors, and our entire community. Open, honest, and respectful communication is fundamental to the success of the Agency, the team and each of us as individuals.*

**We:**

- Create a climate of trust and respect through honesty, integrity and transparency
- Seek the truth and share the truth
- Will not spread divisive rumors because we recognize the negative impact to the community
- Listen effectively to understand, not to refute
- Communicate positively and effectively in both oral and written form
- Are inclusive, polite and approachable in all interactions
- Actively seek and provide honest but kind, constructive feedback
- Build relationships, when there are concerns, by including all parties involved in the conversation

**NON-EXEMPT**  
**Functional Competencies**

- ❖ **Job Knowledge** (*Applies and improves extensive or in-depth specialized knowledge, skills and judgment to accomplish a result or to accomplish one's job effectively.*)
  - Demonstrates knowledge and mastery of techniques, skills, procedures and tools.
  - Maintains current knowledge and keeps abreast of current developments in field of expertise.
  - Uses resources effectively.
  - Seeks and acquires new competencies, work methods, ideas and information that will improve own efficiency and effectiveness on the job.
  - Uses technology to accomplish tasks efficiently and optimize performance.
  
- ❖ **Leadership** (*Supports supervisors and managers by displaying self-awareness and self-direction. Motivates self and others to achieve Agency goals.*)
  - Models the Agency core values and sets positive example for fellow team members.
  - Coordinates, schedules and distributes tasks effectively; monitors progress and performance.
  - Communicates clearly and respectfully at all times.
  - Requires minimal supervision, where applicable.
  - Engages in constructive debate with supervisors, exhibiting full commitment and support once decisions are made, sharing responsibility and accountability.
  - Makes decisions that are sound, accurate, timely and supported by the reasoning and inclusion of others.
  - Actively recognizes and supports the development and growth of other employees.
  
- ❖ **Compliance and Enforcement** (*Brings "customers" into compliance with Agency ordinances, regulations, and policies and initiates enforcement actions, if needed, in a fair, objective and reasonable manner.*)
  - Displays understanding of and ability to convey current ordinances, regulations and policies as well as the reasons for and benefits of compliance.
  - Clearly communicates enforcement process and consequences of non-compliance to customers, seeking voluntary compliance as a first course of action in all situations.
  - Treats all customers with care and candor; practicing active listening to ensure understanding of impacts to the customer, anticipating resistance, and working towards productive resolution with composure.
  - Demonstrates an understanding of the difference between the "letter of the law" and the "spirit of the law" and applies this understanding to situations as appropriate.
  - Recognizes situations that warrant assertive action, responds to egregious violations and moves forward without hesitation.

**Tahoe-Truckee Sanitation Agency**  
**Annual Performance Evaluation**  
**Page 7**

- ❖ **Planning & Organization** (*Uses systematic approach to ensure efficient and effective accomplishment of goals and tasks.*)
  - Prioritizes and plans work activities.
  - Uses time and resources effectively and efficiently.
  - Integrates change to plans/schedules smoothly.
  - Complies with due dates.
  - Knows the status of own work at all times.
  
- ❖ **Problem Solving** (*Uses proactive, logical approach to address and resolve problems.*)
  - Identifies and resolves problems in a timely manner.
  - Gathers and analyzes information using logic, judgment and data to determine effective solutions.
  - Seeks assistance when necessary.
  - Develops alternative solutions and understands potential impacts of each.
  
- ❖ **Quality of Work** (*Produces results/service that meets or exceeds Agency expectations.*)
  - Demonstrates accuracy, thoroughness and timeliness.
  - Carefully monitors the details and quality of own work.
  - Sets and achieves goals.
  - Completes all work according to procedures and standards.
  - Meets productivity expectations.
  - Seeks opportunities to improve and promote quality and takes action to do so.
  
- ❖ **Safety** (*Adheres to all workplace and trade safety laws, regulations, standards and practices.*)
  - Performs work in a safe manner at all times; and refers to training, licensing, safety procedures and use of special equipment to prevent injury in the workplace.
  - Inspects the work environment and equipment, reports potentially unsafe conditions, and takes corrective action, if appropriate.
  - Cares for the organization's property, stores products and equipment in their organized proper location, uses equipment and materials properly, and performs maintenance and operational checks of job-related equipment.
  - Follows standard operating procedures, safety work rules and good general practices.
  - Encourages and supports others to be safe while at work and works to implement safety-oriented feedback.

**EXEMPT**  
**Functional Competencies**

- ❖ **Fiscal Responsibility** (*Acts in a professional, conscientious manner at all times to safeguard and protect the Agency's financial resources.*)
  - Understands budget requirements and works within approved budget.
  - Monitors budget usage and ensures critical costs are covered.
  - Seeks ways to reduce costs.
  - Responsibly allocates and accounts for the use of fiscal resources, weighing alternatives and their benefits.
  - Safeguards fiscal resources, and adheres to all internal control procedures.
  - Complies with all applicable regulations, policies and procedures regarding the expenditure of funds.
  
- ❖ **Job Knowledge** (*Applies and improves extensive or in-depth specialized knowledge, skills, judgment and professional expertise to accomplish a result or to accomplish one's job effectively.*)
  - Demonstrates knowledge and mastery of techniques, skills, procedures and tools.
  - Maintains current knowledge and keeps abreast of current developments in field of expertise.
  - Demonstrates an understanding of Agency resources and commitments; uses resources effectively.
  - Seeks and acquires new competencies, work methods, ideas, and information that will improve own efficiency and effectiveness on the job.
  - Uses technology efficiently to accomplish tasks and optimize performance.
  - Displays knowledge of business principles as well as current and possible future policies, practices, trends and information affecting the organization.
  
- ❖ **Judgment** (*Makes decisions wisely and authoritatively, after adequately contemplating various available courses of action. Uses proactive, logical approach to address and resolve problems.*)
  - Makes decisions that are sound, accurate, timely and supported by the reasoning and inclusion of others; supports and explains reasoning for decisions.
  - Exhibits strong strategic and operational decision making skills.
  - Considers alternative available actions, resources, and constraints before selecting a method for accomplishing a task or project.
  - Considers the long-term as well as immediate short-term outcomes and actions.
  - Recognizes when to escalate appropriate or specific situations to the next higher level of expertise.
  - Gathers and analyzes information using logic, judgment and data to determine effective solution.

- ❖ **Managerial Leadership** (*Establishes and is a role model for the Agency vision and values; influences others to understand and agree about what needs to be done and how to do it. Facilitates individual and collective efforts to accomplish shared Agency objectives. Plans, organizes and coordinates the work of staff to achieve goals and objectives in the most efficient and effective manner. Works to improve and reinforce performance of staff to maximize both individual employee and Agency success.*)
  - Communicates the importance of and models the Agency core values.
  - Communicates a compelling vision and mission for the Agency.
  - Guides and motivates team to take actions that support the Agency's vision and values.
  - Recognizes strategic opportunities for change and effectively leads change.
  - Develops and maintains high performance standards for self and others that support Agency's strategic plan and holds self and other team members accountable for achieving results.
  - Supports employee development with ongoing coaching and feedback; ensures supervisors and professional staff are providing feedback as applicable.
  - Actively plans for the development of all staff to promote and strengthen the future success of the Agency.
  - Motivates team members by creating a climate in which people want to do their best.
  - Sets clear goals for the team. Clearly communicates expectations to staff and holds them accountable.
  - Clearly communicates objectives, goals and expectations, including decision making authority and any required actions, constraints, or deadlines.
  - Delegates tasks and decisions in a well-planned and organized manner and distributes the workload appropriately. Ensures staff have the necessary skills and resources.
  - Provides regular formal and informal constructive performance feedback; supports employee development with ongoing coaching to improve performance.
  - Acts promptly and decisively to address conflicts and/or performance issues.
  - Treats all staff fairly and consistently, and creates an inclusive environment in which staff members are encouraged to be innovative and share ideas.
  - Stays informed of team's issues and results; takes responsibility of and accountability for team's performance.
  
- ❖ **Managing Projects or Programs** (*Structures and directs others' work on projects or programs.*)
  - Ensures the projects or program's goals, purpose, and criteria for success are clearly defined. Clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision-making, and needs and desires of the primary customers.
  - Ensures needed resources and skill sets among staff are available.
  - Develops appropriate performance standards and methods of evaluating outcome quality.
  - Integrates the ideas and needs of others in developing feasible strategies to achieve goals.
  - Evaluates progress and success against performance standards. Appraises and resolves deficiencies and challenges. Ensures deadlines are met and keeps stakeholders informed of project/program status.

- ❖ **Planning & Organization** (*Uses systematic approach to ensure efficient and effective accomplishment of goals and tasks.*)
  - Prioritizes and plans work activities within the context of overall Agency goals.
  - Uses time and resources effectively and efficiently.
  - Integrates change to plans/schedules appropriately.
  - Complies with due dates and communicates status.
  - Knows the status of own work at all times.
  - Creates and implements practices, policies and procedures.
  - Sets clear, attainable goals and objectives.
  - Understands and applies information to contribute to the organization's strategic plan.
  - Adapts approach, goals and methods to achieve solutions and results in dynamic situations.
  
- ❖ **Quality of Work** (*Produces results/service that meets or exceeds Agency standards.*)
  - Demonstrates accuracy, thoroughness and timeliness.
  - Carefully monitors the details and quality of own work.
  - Perseveres to achieve desired outcome.
  - Completes all work according to procedures and standards.
  - Meets productivity standards.
  - Seeks opportunities to improve and promote quality and takes action to do so.
  
- ❖ **Supervisory/Professional Leadership** (*Displays self-awareness and self-direction. Communicates and supports Agency vision and values. Influences and motivates others to achieve Agency goals. Plans, organizes and coordinates the work of staff to achieve goals and objectives in the most efficient and effective manner. Works to improve and reinforce performance of staff to maximize both individual employee and Agency success.*)
  - Models the Agency core values and sets positive example for fellow team members.
  - Recognizes and encourages the behaviors that contribute to teamwork.
  - Demonstrates organizational awareness and works well with more senior managers; demonstrates an understanding of how senior managers think and work.
  - Helps others deal with the ongoing demands of change; sees and shows others the benefits of change.
  - Links Agency mission, vision and values to everyday work.
  - Motivates team members by creating a climate in which people want to do their best.
  - Sets clear goals for the team. Clearly communicates expectations to staff and holds them accountable.
  - Clearly communicates objectives, goals and expectations, including decision making authority and any required actions, constraints, or deadlines.
  - Delegates tasks and decisions in a well-planned and organized manner and distributes the workload appropriately. Ensures staff have the necessary skills and resources.
  - Provides regular formal and informal constructive performance feedback; supports employee development with ongoing coaching to improve performance.
  - Acts promptly and decisively to address conflicts and/or performance issues.
  - Treats all staff fairly and consistently, and creates an inclusive environment in which staff members are encouraged to be innovative and share ideas.
  - Stays informed of team's issues and results; takes responsibility of and accountability for team's performance.

Tahoe-Truckee Sanitation Agency  
 Annual Performance Evaluation  
 Page 11

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Michael Peak, Operations Manager  
**Item:** V-3  
**Subject:** Presentation of Truckee River and Martis Creek pH Sampling

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### **Background**

At the September 16, 2020 Board of Directors meeting, an inquiry was made on whether Agency treated effluent discharges into the Soil Aquifer Treatment (SAT) lower the Truckee River pH.

In addition to review of historical data, staff has performed additional sampling and prepared a presentation on the Truckee River and Martis Creek pH values.

### **Fiscal Impact**

None.

### **Attachments**

Truckee River and Martis Creek pH Sampling presentation.

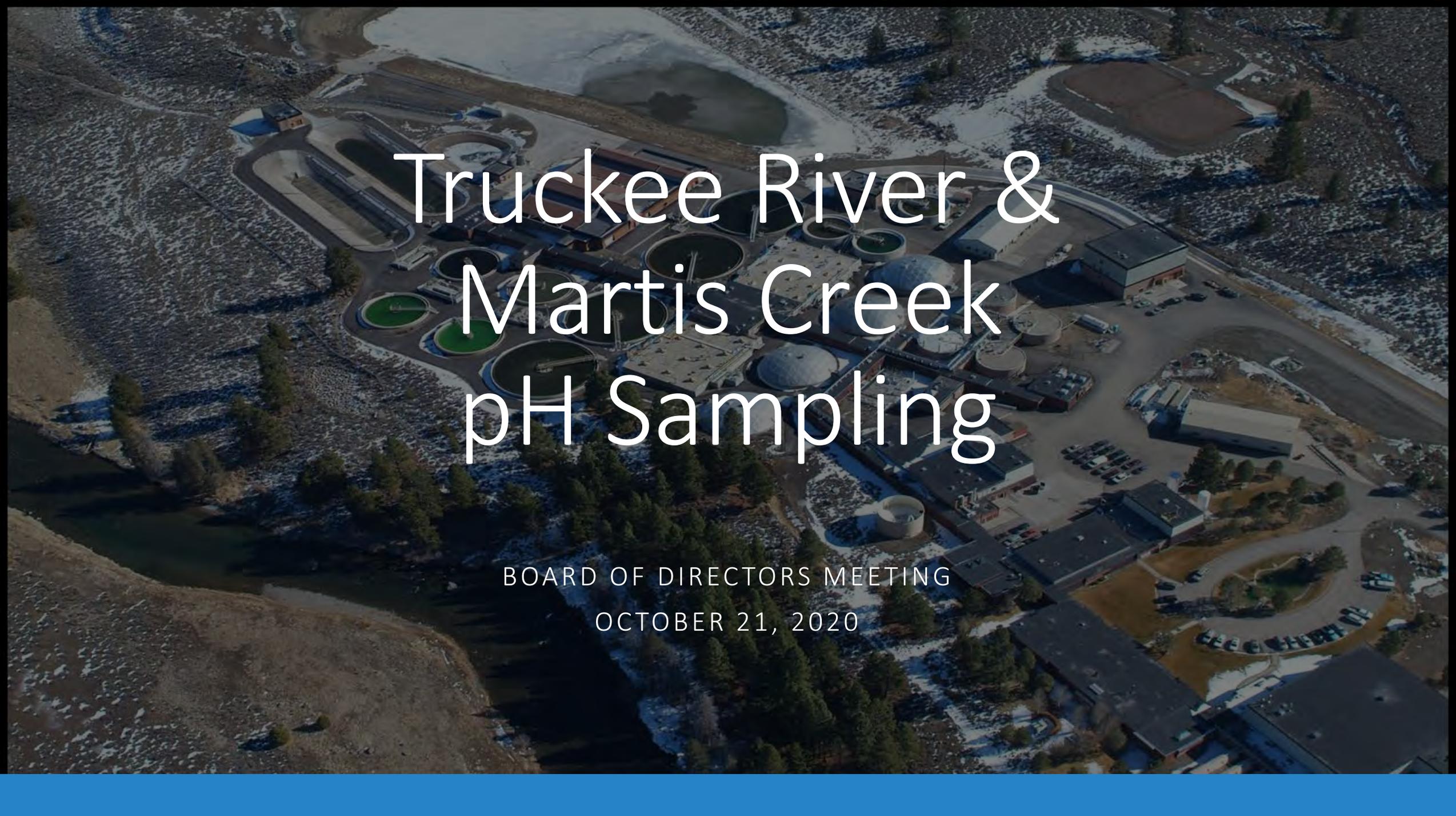
### **Recommendation**

No action required.

### **Review Tracking**

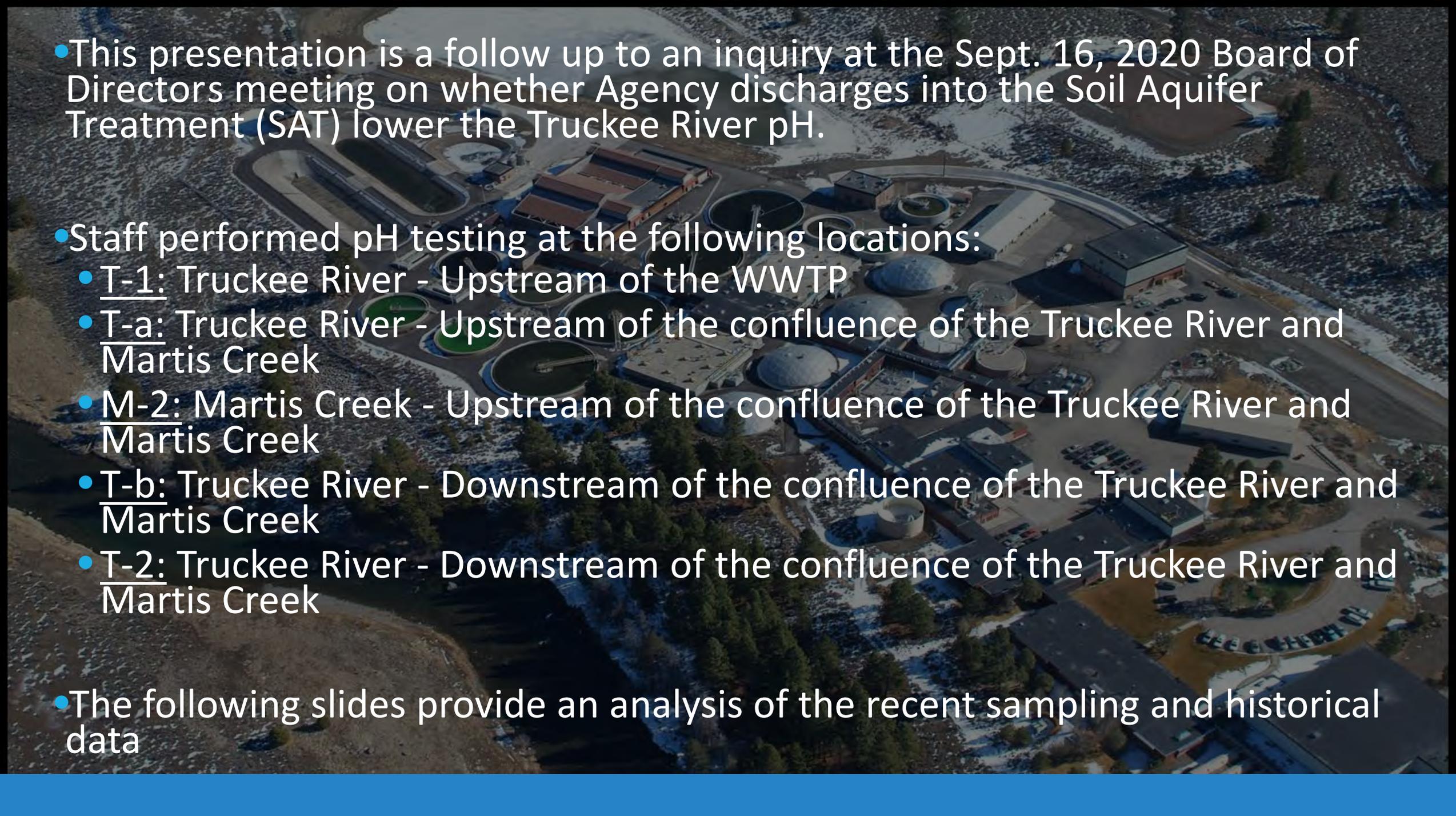
Submitted By:   
Michael Peak  
Operations Manager

Approved By:   
LaRue Griffin  
General Manager

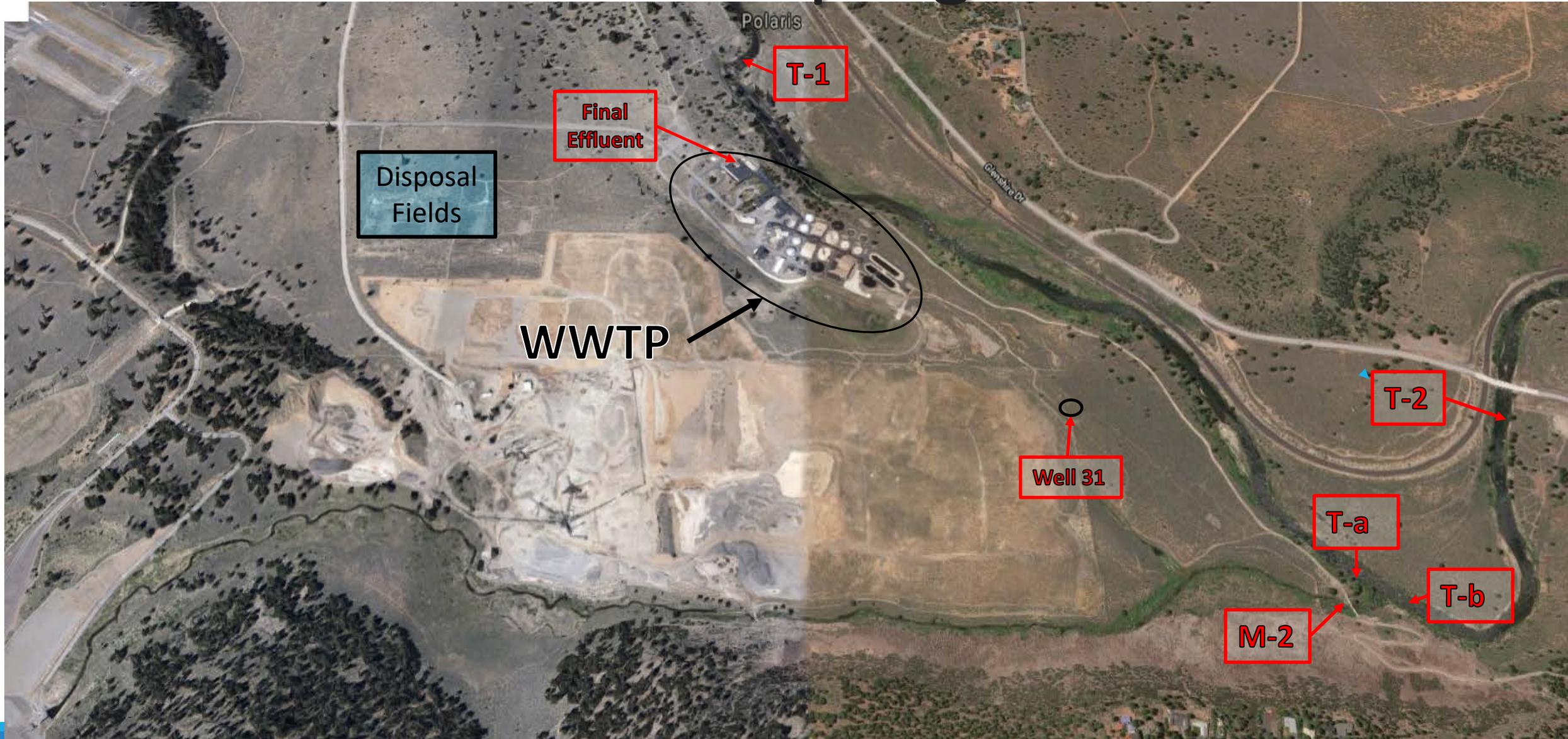
An aerial photograph of a wastewater treatment plant. The facility features several large circular aeration tanks, some of which are filled with a greenish liquid. There are numerous rectangular buildings, likely administrative or maintenance structures, and several parking lots filled with cars. The plant is situated in a semi-arid, hilly area with some sparse vegetation and a dirt road visible in the foreground.

# Truckee River & Martis Creek pH Sampling

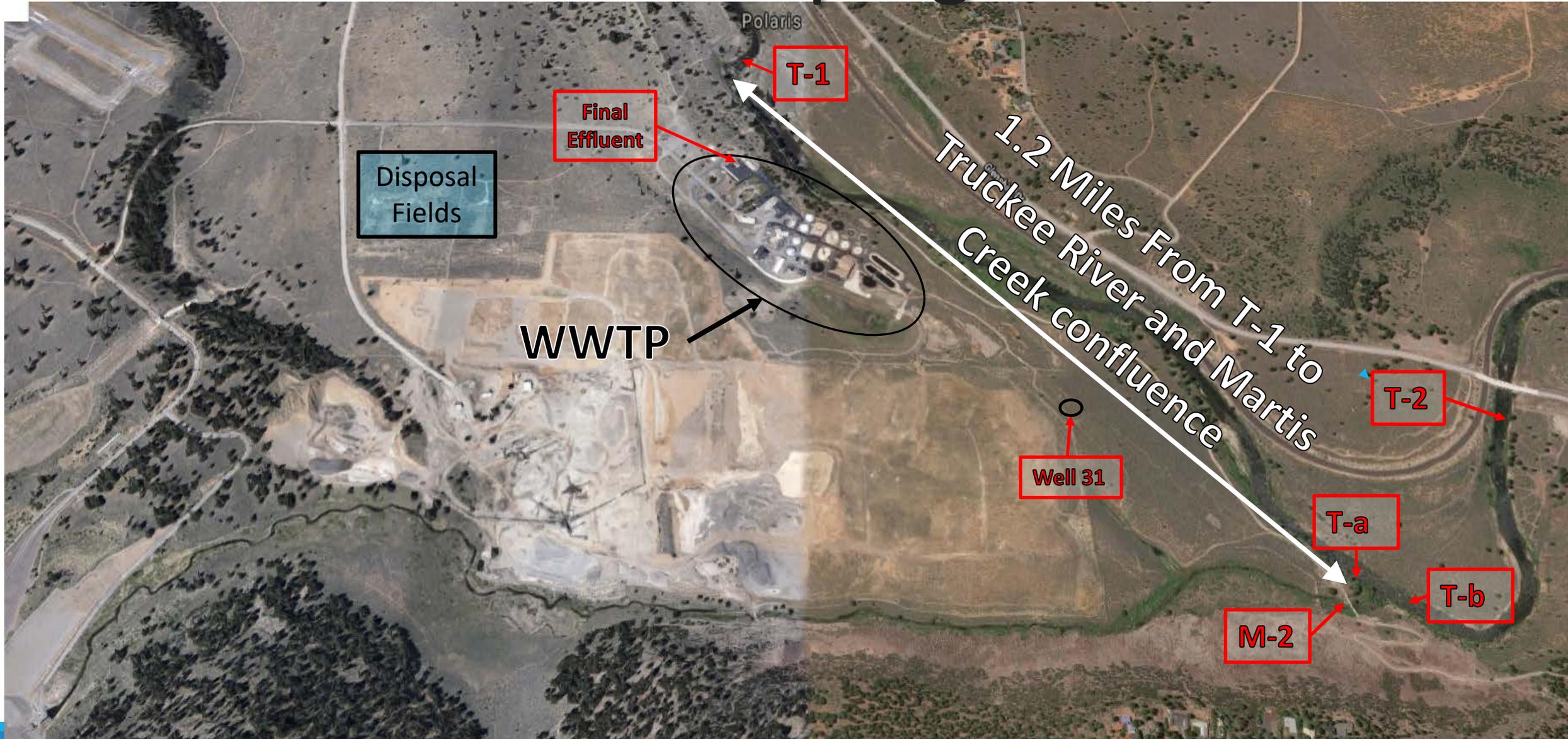
BOARD OF DIRECTORS MEETING  
OCTOBER 21, 2020

- 
- This presentation is a follow up to an inquiry at the Sept. 16, 2020 Board of Directors meeting on whether Agency discharges into the Soil Aquifer Treatment (SAT) lower the Truckee River pH.
  - Staff performed pH testing at the following locations:
    - T-1: Truckee River - Upstream of the WWTP
    - T-a: Truckee River - Upstream of the confluence of the Truckee River and Martis Creek
    - M-2: Martis Creek - Upstream of the confluence of the Truckee River and Martis Creek
    - T-b: Truckee River - Downstream of the confluence of the Truckee River and Martis Creek
    - T-2: Truckee River - Downstream of the confluence of the Truckee River and Martis Creek
  - The following slides provide an analysis of the recent sampling and historical data

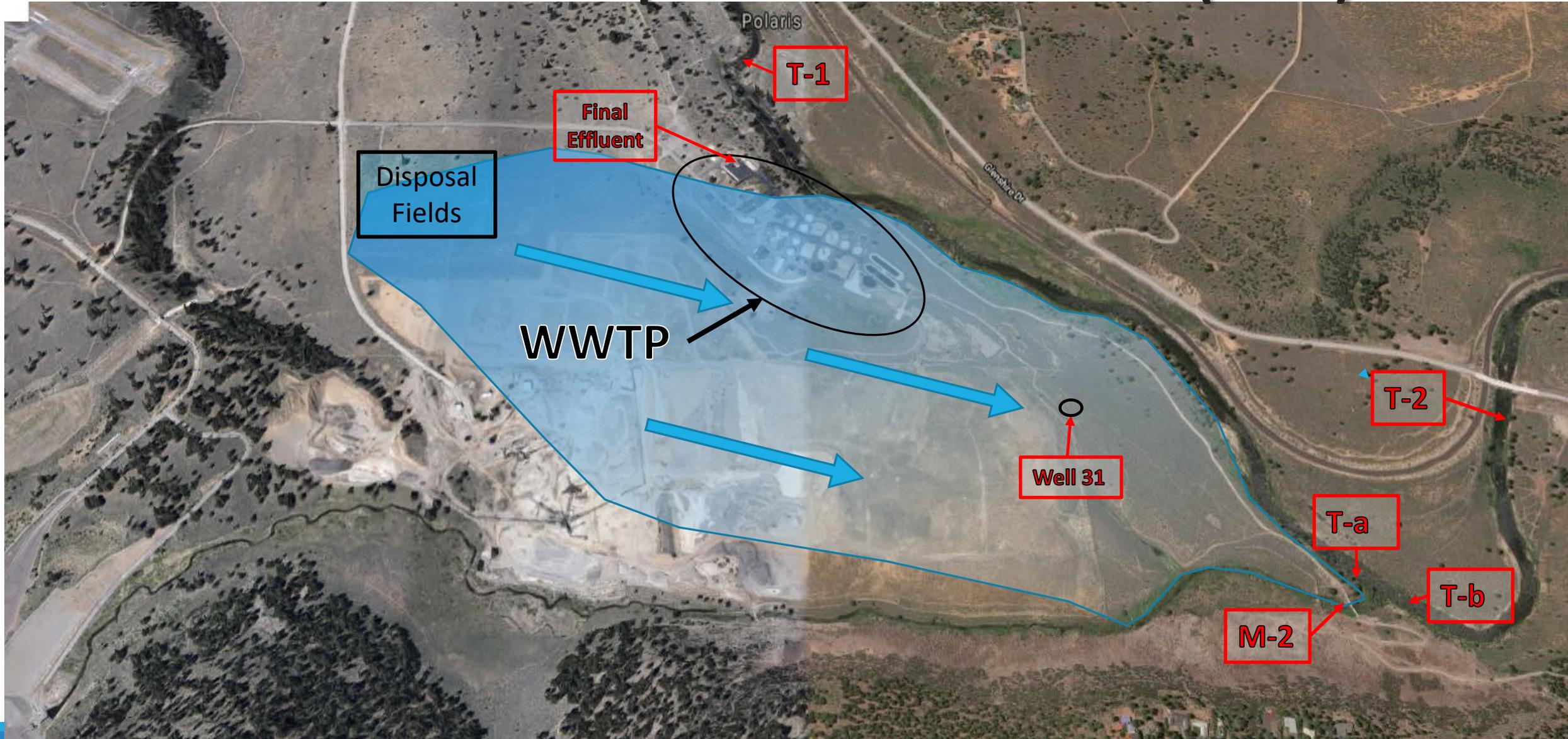
# T-TSA River Sampling Locations



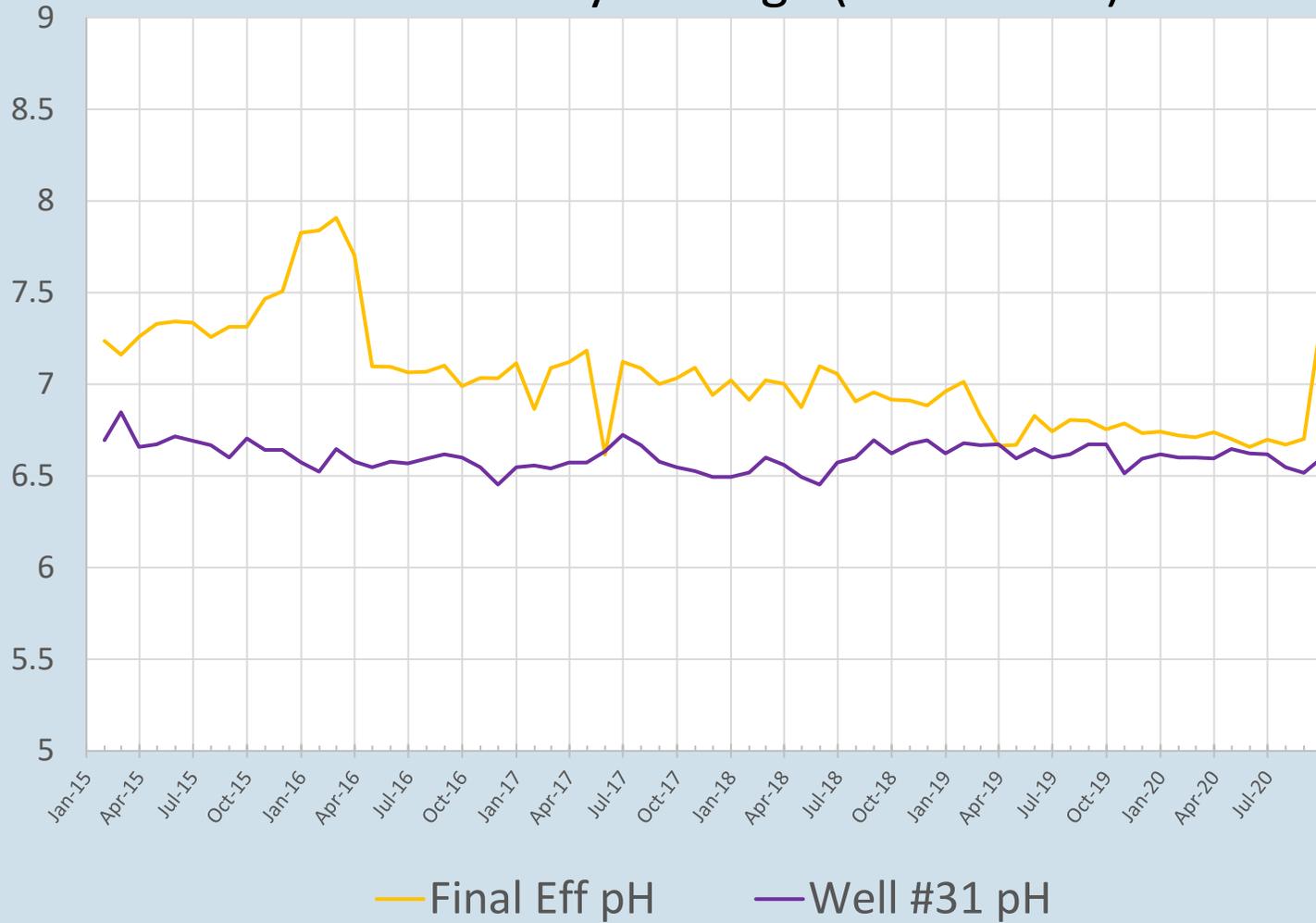
# T-TSA River Sampling Distances



# T-TSA Soil Aquifer Treatment (SAT)



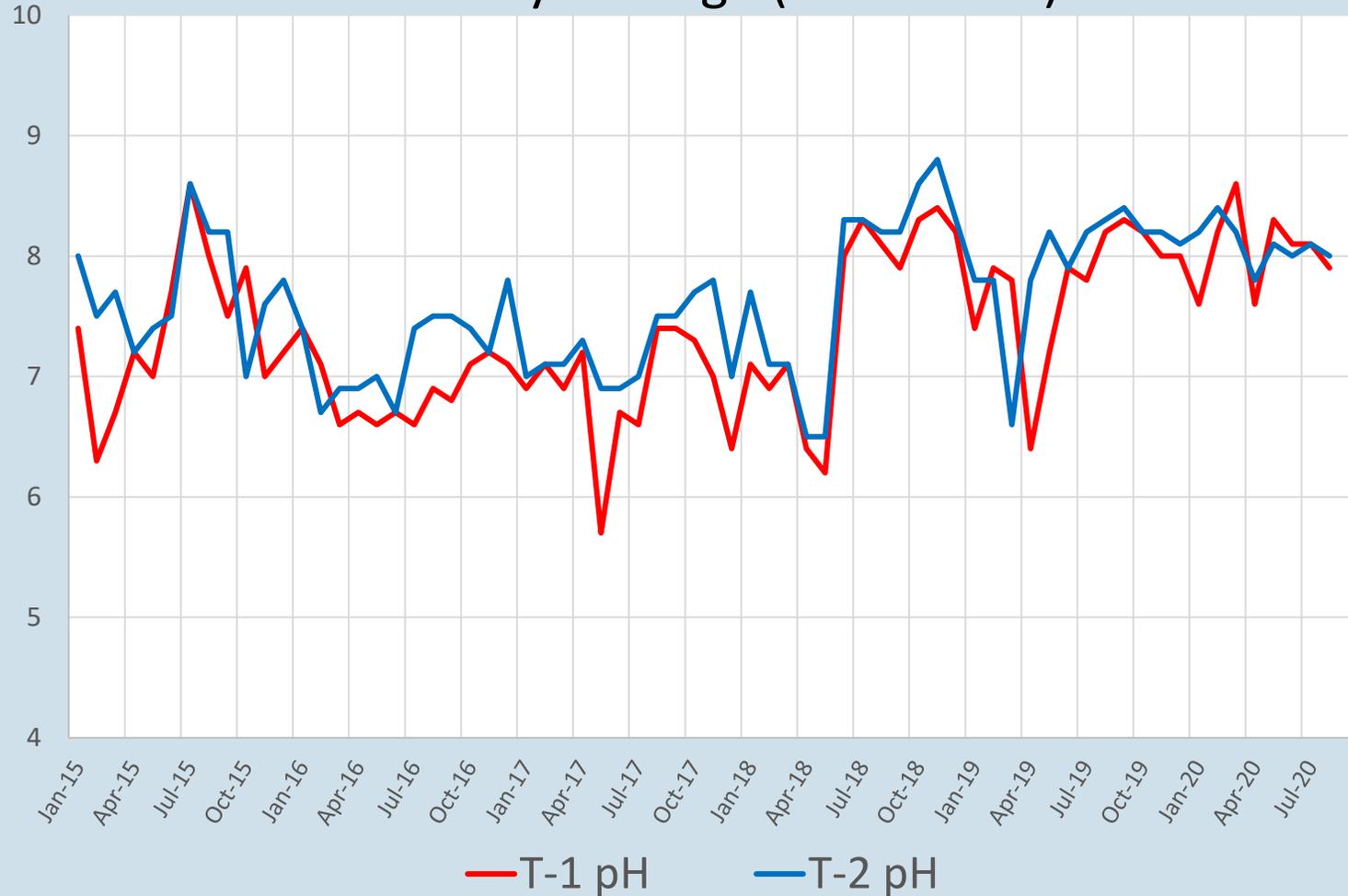
## Final Effluent and Well 31 Monthly Average (2015-2020)



## Final Effluent & Well 31 Yearly Average

Year	Final Effluent pH	Well 31 pH
2015	7.3	6.7
2016	7.2	6.6
2017	7.0	6.6
2018	7.0	6.6
2019	6.8	6.6
2020 (Jan-Sep)	6.7	6.6
<b>Avg</b>	<b>7.0</b>	<b>6.6</b>

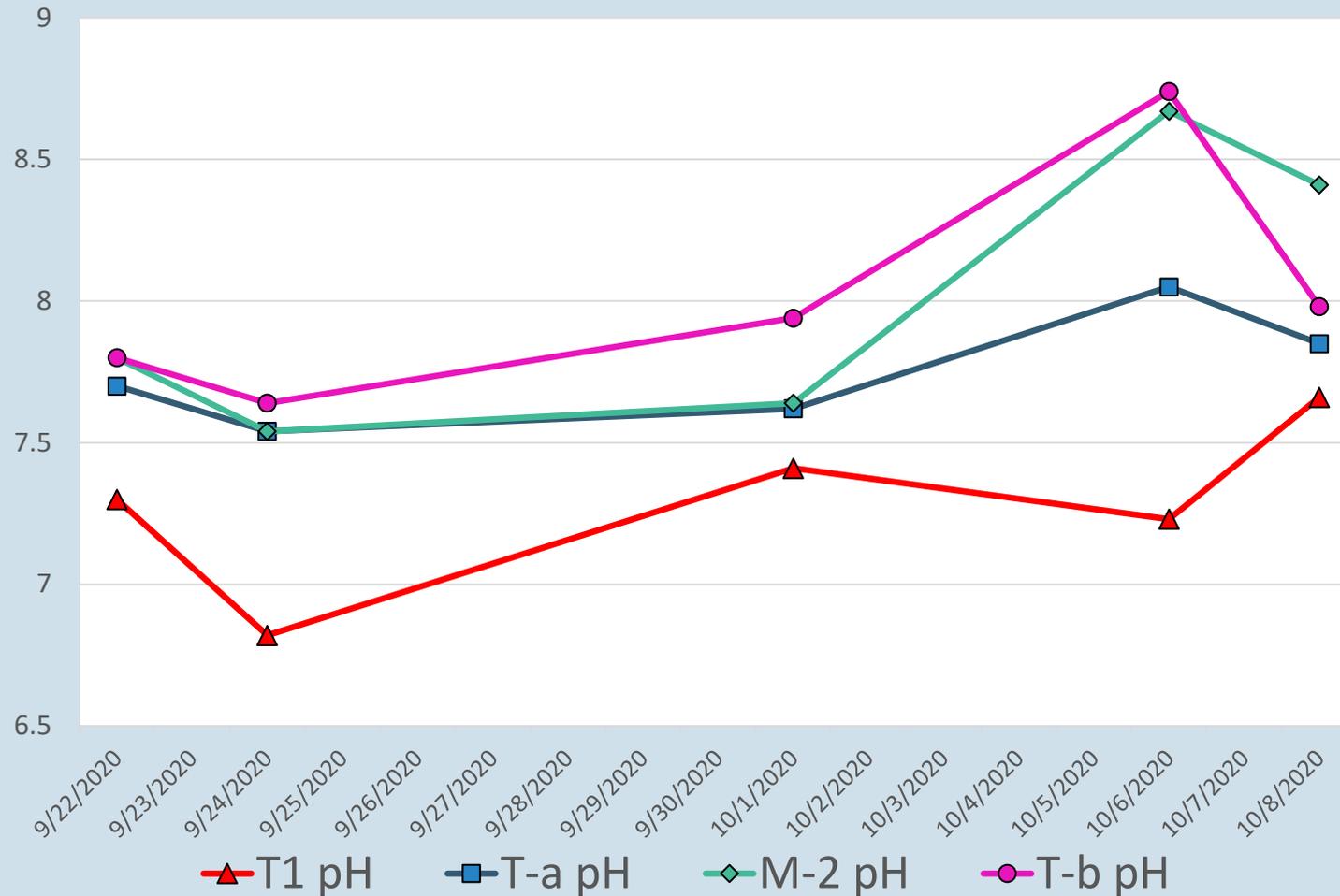
## Truckee River Monthly Average (2015-2020)



## Truckee River Yearly Average

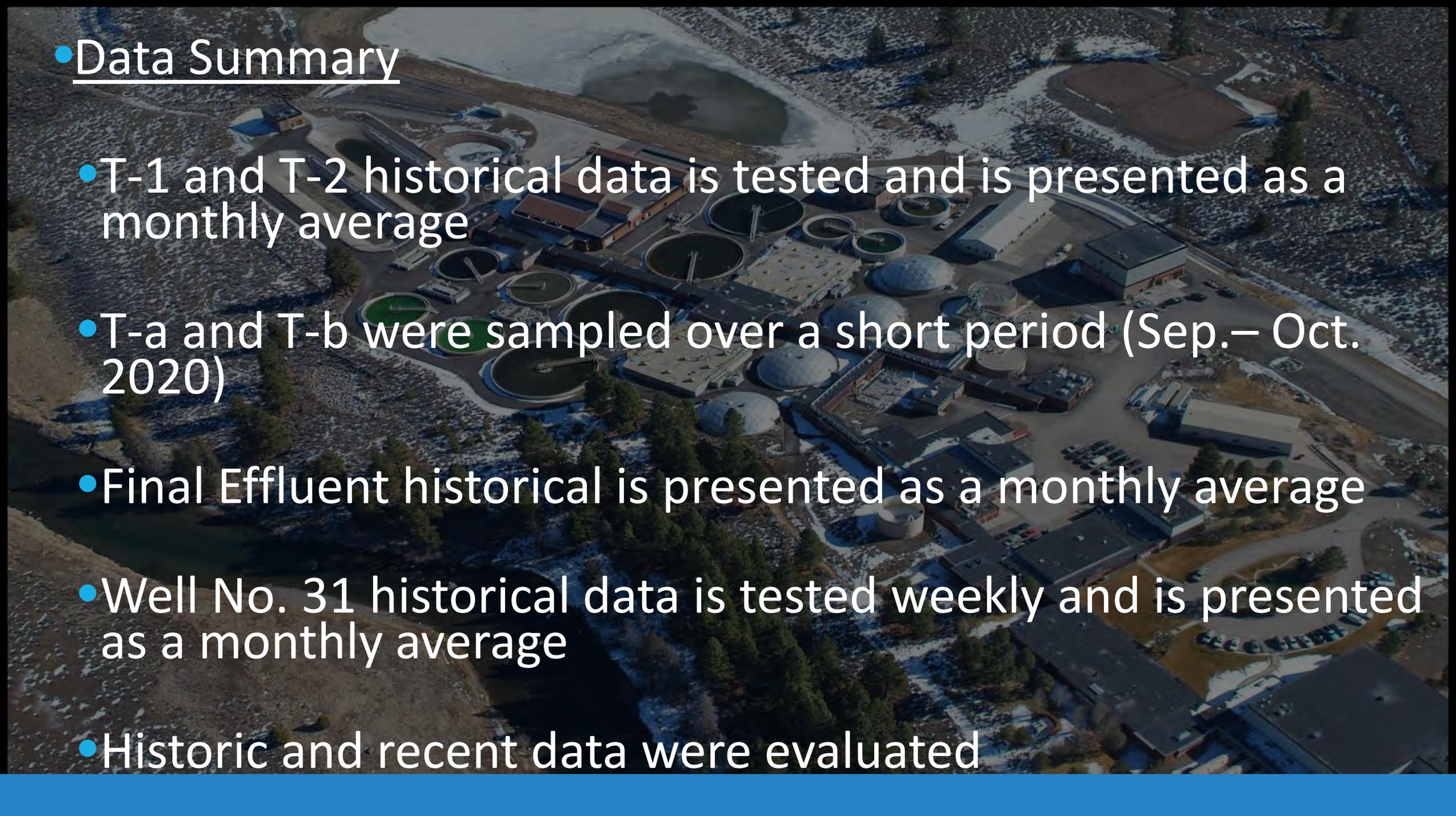
Year	T-1	T-2
2015	7.0	7.5
2016	6.8	7.1
2017	6.9	7.2
2018	6.9	7.2
2019	7.3	7.5
2020 (Jan-Sep)	8.0	8.1
<b>Avg</b>	<b>6.9</b>	<b>7.3</b>

## Truckee River and Martis Creek Grab Samples (Sep-Oct 2020)



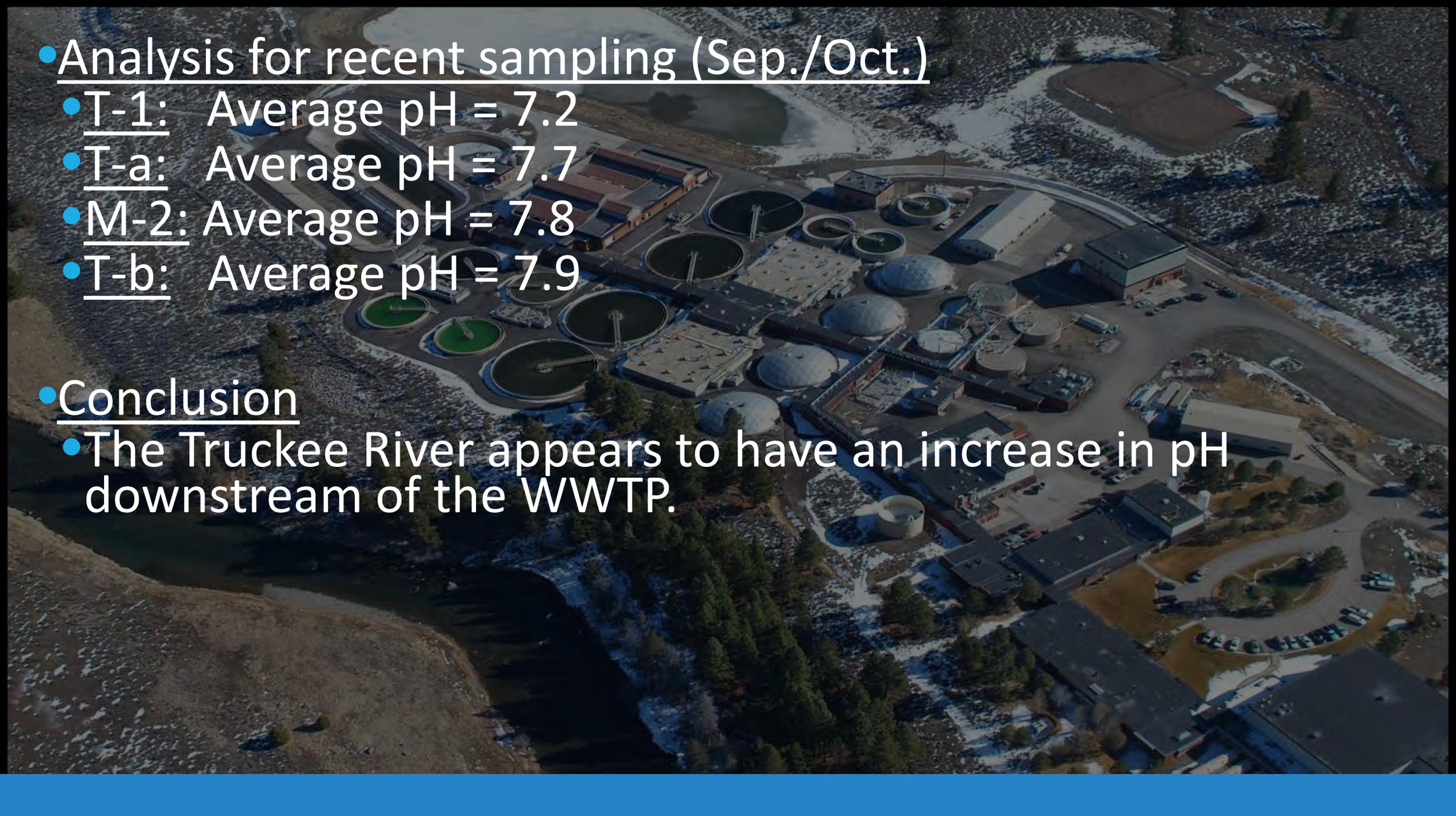
## Truckee River & Martis Creek (Sep-Oct 2020)

Date	T-1 pH	T-a pH	M-2 pH	T-b pH
9/22/20	7.3	7.7	7.8	7.8
9/24/20	6.8	7.5	7.5	7.6
10/1/20	7.4	7.6	7.6	7.9
10/6/20	7.2	8.1	8.7	8.7
10/8/20	7.7	7.9	8.4	8.0
<b>Avg</b>	<b>7.2</b>	<b>7.7</b>	<b>7.8</b>	<b>7.9</b>



## • Data Summary

- T-1 and T-2 historical data is tested and is presented as a monthly average
- T-a and T-b were sampled over a short period (Sep.– Oct. 2020)
- Final Effluent historical is presented as a monthly average
- Well No. 31 historical data is tested weekly and is presented as a monthly average
- Historic and recent data were evaluated



- Analysis for recent sampling (Sep./Oct.)

- T-1: Average pH = 7.2

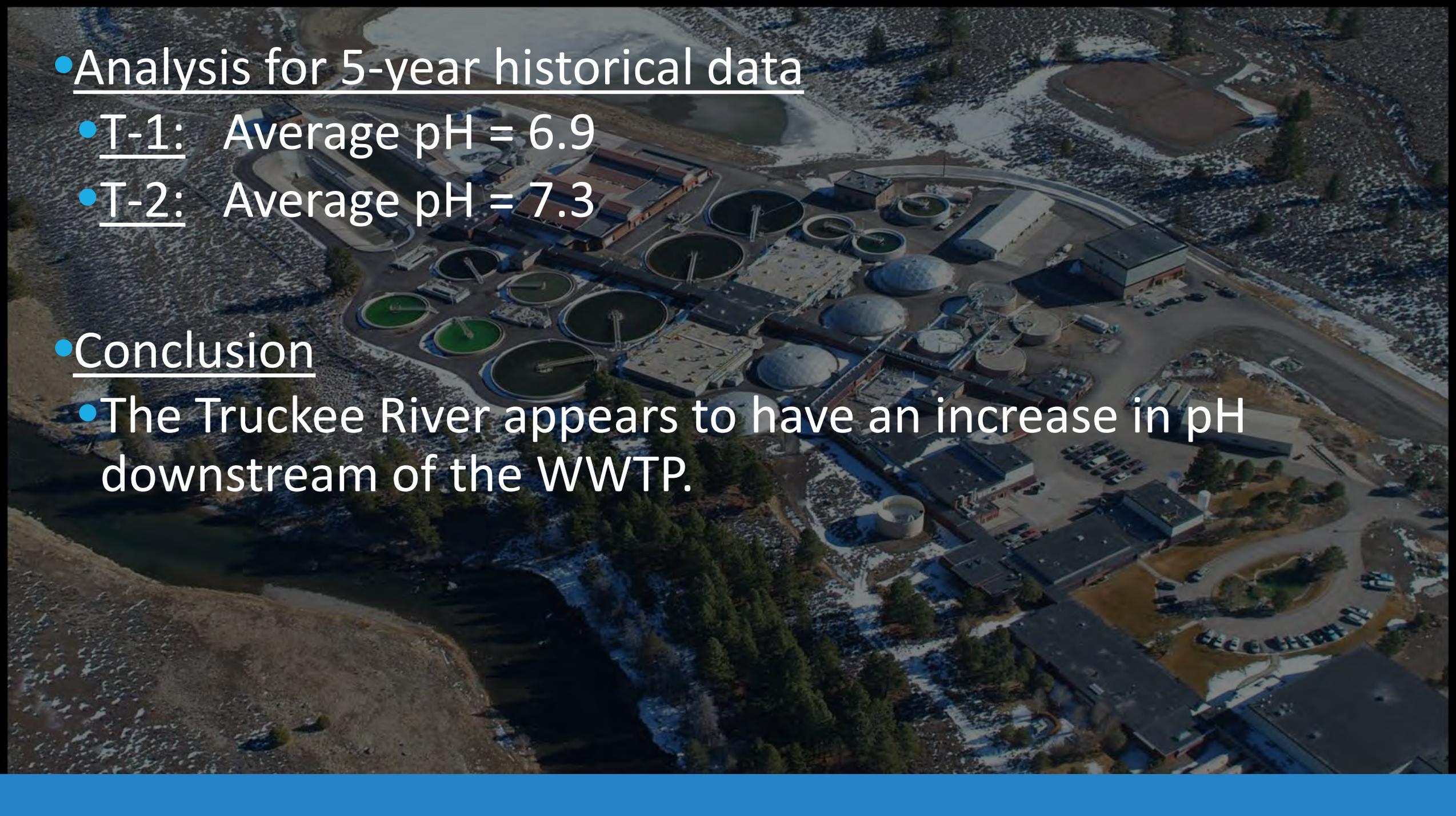
- T-a: Average pH = 7.7

- M-2: Average pH = 7.8

- T-b: Average pH = 7.9

- Conclusion

- The Truckee River appears to have an increase in pH downstream of the WWTP.



- Analysis for 5-year historical data

- T-1: Average pH = 6.9

- T-2: Average pH = 7.3

- Conclusion

- The Truckee River appears to have an increase in pH downstream of the WWTP.

An aerial photograph of a wastewater treatment plant. The facility features numerous circular aeration tanks, some with green water, and several large industrial buildings. A parking lot with many cars is visible on the right side. The plant is situated in a semi-arid, hilly area with some snow on the ground. A river or stream flows through the lower-left portion of the image.

Questions?



## TAHOE-TRUCKEE SANITATION AGENCY

### MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-4  
**Subject:** Approval to award the Furnishing Air Purifying Respirator and Self Contained Breathing Apparatus Equipment project

---

#### **Background**

The Agency maintains an inventory of self contained breathing apparatus (SCBA) units for routine operations and maintenance activities and emergency response actions. The maximum service life of the SCBA tank cylinders is 15 years as regulated by CalOSHA. At the end of this calendar year, all of T-TSA tank cylinders will have reached the end of their service lives. Bids were obtained to replace these SCBA units. In addition, new masks will be purchased which are capable of functioning in either an SCBA mode or in an air purifying respirator (APR) mode using filter cartridges.

One bid for the project was received on October 7, 2020 as follows:

- Cascade Fire Equipment Company (Cascade), Medford, OR: \$51,990.31

One minor irregularity was discovered during bid review. It was found that the sum of the unit prices did not match the Total Bid Price. Agency staff contacted the bidder during the bid review process in which the bidder clarified that he had included costs for shipping and taxes in the Total Bid Price line item instead of in the unit pricing, as that was his interpretation of the bidders' instructions. This is a reasonable inference and it is recommended that the Board of Directors waive this as a minor irregularity. The bid may be considered responsible and responsive.

#### **Fiscal Impact**

The Replacement, Rehabilitation, and Upgrade Fund will pay for the tank replacement portion of the bid. The unit pricing for this component of the equipment (excluding shipping and taxes) is \$34,398.00, approximately 98% of the engineer's estimate of \$35,000.

The new masks are funded using the Safety Department's PPE budget. The unit pricing for this component of the equipment is \$13,360 (excluding shipping and taxes), approximately 91% of the engineer's estimate of \$15,000.

#### **Attachments**

None.

#### **Recommendation**

Management and staff recommend approval to waive the irregularity and award the Furnishing Air Purifying Respirator and Self Contained Breathing Apparatus Equipment project to Cascade Fire Equipment Company in the amount of \$51,990.31.

**Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-5  
**Subject:** Approval to award 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. The work will be constructed by a general contractor due to the complexity of the modifications to be performed which includes demolition, structural modifications, architectural additions, mechanical modifications, electrical improvements, new instrumentation, and other associated trades. Also, a new flow control structure will be 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.

The project field work is slated to occur during the Summer and Fall of 2021.

Four bids for the project were received on October 1, 2020 as follows:

- KG Walters Construction Co., Inc. (KGW), Santa Rosa, CA: \$2,469,000
- Record Steel and Construction, Inc. (RSCI), Boise, ID: \$2,476,800
- TNT Industrial Contractors, Inc. (TNT), Sacramento, CA: \$2,677,021
- Q&D Construction LLC (Q&D), Sparks, NV: \$2,914,000

Review of bids found KGW to be the lowest responsible responsive bidder. No irregularities were found in their bid.

### Fiscal Impact

The bid price of the lowest responsive, responsible bid of \$2,469,000.00 is approximately 22% higher than the engineer's estimate of \$2,030,480 for the project.

### Attachments

None.

### Recommendation

Management and staff recommend approval to award the 2020 Headworks Improvements project to KG Walters Construction Co., Inc. in the amount of \$2,469,000.

### Review Tracking

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-6  
**Subject:** Approval of Task Order No. 35 with CH2M HILL, Inc. for the 2020 Digestion Improvements Study

---

### **Background**

While the Agency's overall digestion process is robust and continues to perform well, much of the infrastructure is aging and becoming less reliable. Much of this infrastructure is original to the water reclamation plant, nearly 45 years old, and is in need of upgrading, replacement and/or rehabilitation. Because the associated structures, equipment, and related appurtenances are expensive, it is prudent to review the operations and maintenance of the entire digestion complex to refine the scope of the improvements prior to spending capital on a major project. As such, the project has been split into two phases, a study phase and a design phase.

The current study phase will include project definition, alternatives analyses, alternatives selection, implementation strategy determinations, and preliminary design phases to better define the project and the elements of work that will be required in the next phase of work. The future design phase will encompass final design, bid, and construction phases of the work once the project has been properly defined.

Agency staff requested its engineering consultant to develop a scope of work and fee estimate for the study, as described above. Task Order No. 35 has been prepared accordingly. The scope and fee for the future design phase of the project will be developed at a later date following completion of the study.

### **Fiscal Impact**

\$217,095.

### **Attachments**

CH2M Hill, Inc. Task Order No. 35.

### **Recommendation**

Management and staff recommend approval of Task Order No. 35 with CH2M Hill, Inc. for the 2020 Digestion Improvements study.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

**Task Order No. 35  
to Agreement between  
Tahoe-Truckee Sanitation Agency  
and  
CH2M HILL, Inc.**

This TASK ORDER is for the AGREEMENT dated June 14, 1995, including subsequent Amendments dated December 11, 2002, March 25, 2003, January 1, 2009, January 1, 2014, and June 12, 2019, between Tahoe-Truckee Sanitation Agency (T-TSA or Agency) and CH2M HILL, Inc. (Consultant). The purpose of this TASK ORDER is to provide planning and engineering assistance to the Agency for a Project generally described as follows:

**2020 Digestion Improvements Study**

**Article 1 – Scope of Services**

T-TSA owns and operates the Tahoe-Truckee Sanitation Agency Water Reclamation Plant (Plant or WRP). The Plant produces solids via primary and secondary treatment, which are digested anaerobically in four digesters. The digesters operate in a temperature phased configuration, with one thermophilic digester followed by two mesophilic digesters operating in parallel, followed by a mixed heated secondary digester with a floating cover for a gas storage system. Digester 33 was designed to operate in both thermophilic or mesophilic mode. The other existing digesters 29, 30, and 31 were originally designed to operate in mesophilic mode. The Agency would like to explore the option to be able to operate digesters 29 and 30 in thermophilic or mesophilic mode. Digested solids are sent to a centrifuge system for dewatering before loadout. Biogas produced in the digestion process is used in a boiler system to provide heat for the digesters and other facilities at the Plant. Three of the boilers in this system currently require replacement. Due to revised area safety classification requirements and to keep the heating system operating during construction of the improvements, this replacement necessitates the construction of a new boiler facility. As the current digestion system has been in place since the original plant construction, the optimal method to include a new boiler facility requires a broader evaluation of the entire digestion and energy recovery system.

The purpose of the Project is to develop a Digester Improvement Plan (DIP) for the WRP. The DIP will provide guidance for the plant improvement needs for regulatory compliance, energy recovery, operation reliability, and adequate future capacity. The DIP will define the vision and provide direction for improvements to the current digestion and energy recovery system and provide recommendations for potential upgrades. The Project will evaluate the dewatering and loadout system as it relates to the digestion and energy recovery system.

The DIP will include the following components:

- Review the existing solids treatment/handling processes, biosolids management, and energy management.
- Review local, state, and federal market drivers (biosolids market, energy market) and regulatory trends.
- Develop and evaluate alternatives for digestion components improvement.
- Develop and evaluate alternatives for energy and resource recovery.

- Evaluate the sources of additional waste for co-digestion, quantify the effect on the future sludge loads, biogas production, and current and future sludge production.
- Prepare a rough cost benefit analysis from the co-digestion evaluation to assist T-TSA in reviewing the options and making the final decision.
- Review and recommend digestion technology and evaluate the effects on overall Plant performance.

## Project Tasks:

This scope of works includes the following tasks:

- Task 1 – Project Workshops
- Task 2 – Project Definition
- Task 3 – Digestion Components Improvement Options
- Task 4 – Alternative Analysis for Improvement Options
- Task 5 – Preliminary Design Report (Implementation Plan)
- Task 6 – Project Management and Quality Control

## Task 1 – Project Workshops:

Consultant will prepare, conduct, and document the following workshops.

- Project Kickoff – A kickoff workshop will be held at the Agency's office at the onset of the Project. Attendees at the kickoff meeting will include the Consultant's project manager, senior technologist, and project engineer. Agency personnel who will assist with the Project tasks are requested to attend.

The meeting will focus on an overall review of the project scope, presentation of a preliminary project schedule showing all milestones with specific dates assigned, and a review of data needs as well as confirming Project goals and expectations. The meeting will also include a site reconnaissance to assess the current solids treatment facilities.

- Project Definition (Task 2) – A project definition workshop will be held to develop the evaluation criteria, review the current treatment processes at the Plant, and review the solids process flow and load projections.
- Digestion Improvement Options (Task 3) – A digestion improvement options workshop will be held to discuss the list of options and initial screening criteria to develop a shortlist of options.
- Alternatives Analysis (Task 4) – An alternatives analysis workshop will be held to discuss the evaluation criteria and scoring of each alternative. The goal of this workshop is to make a recommendation of the selected alternative.
- Implementation Plan (Task 5) – A workshop to review the preliminary design report will be held to discuss the implementation plan.

## Deliverables:

- Draft workshop PowerPoint slides, delivered electronically in PDF format

- Consultant will prepare a summary of key discussions and decisions made during the workshop. A listing of action items will also be included.

#### Assumptions:

- Unless indicated otherwise, all workshops and/or meetings will be conducted through virtual means, such as MS Teams and/or conference call.

## Task 2 – Project Definition

Consultant will review the current solids treatment/handling processes and develop a multi-criteria decision model that will assist in decision making. Consultant will conduct a virtual workshop with T-TSA for Task 2. The goals of this task are:

- To review and summarize the current solids and liquid treatment processes at the T-TSA Water Reclamation Plant. This shall also include condition assessment, treatment capacity, and site description.
- To review and summarize the solids process flows and loads. This will include thickening, digestion, dewatering, biogas quality and production, and energy demand.
- To review and summarize the solids process loading rate and capacity of the current facilities.
- To review and summarize biosolids application/distribution and regulatory requirements by state and federal agencies. Existing and potential new regulations will be addressed.
- To develop the flow and loads projections and develop the design condition for the planning year.
- Develop evaluation criteria for multiple criteria analysis (MCA). The categories include economic considerations, operations, and sustainability.

#### Assumptions:

- Consultant will conduct a site visit to the WRP to review status and operation of existing facilities for Consultant staff. Three Consultant staff are assumed.
- The flow and loads data and operation data will be provided to the Consultant to develop the plant mass balance and the flow and loads projections. These data will be used for the evaluation and comparison of digestion improvement alternatives. Any identified gaps in the data will require additional sampling and laboratory analysis which will be performed by the Agency.
- Available plant energy data will be provided to the Consultant. Available energy data may include electrical use and demand, biogas production, and heat demand (space and process).

#### Deliverables:

- Draft and Final Project Definition Technical Memorandum (TM) delivered electronically in PDF format.

## Task 3 – Digestion Components Improvement Options

Consultant will identify and describe solids treatment/handling processes and energy alternatives. A list of options will be identified and then screened based on qualitative information and relative comparison of advantages and disadvantages. A short list of options will be developed using prioritized objectives and recognizing any fatal flaws. This initial screening of the long list of options will be carried out based on non-economic considerations. Consultant will conduct a virtual workshop with T-TSA for Task 3.

The following biosolids processes and options may be considered:

- Sludge thickening
- Buffer tanks
  - Blend/Digester feed tank
  - Digested sludge storage tank/dewatering feed tank
- Digestion
  - Process – thermophilic, mesophilic
  - Operation – parallel, series
  - Tank configuration
  - Feed and withdrawal
  - Digester mixing
- Heating system
  - Type of heating for process and space
  - Type of boilers
  - Boiler fuels
  - Use of existing boilers, building for new boilers
  - Type of digester heat exchangers
  - Heat recovery for thermophilic operation
  - Type of space heating
- Digested sludge dewatering and sidestream treatment
- Biogas system, including but not limited to flare system
- Beneficial use of biogas
  - Boiler fuel
  - Combined heat and power (CHP) fuel for internal combustion engines
  - Compressed natural gas (CNG) for vehicle fuel

Deliverables:

- Draft and Final Digestion Components TM delivered electronically in PDF format

#### Task 4 – Alternatives Analysis for Improvement Options

Consultant will evaluate up to 5 short listed solids treatment/handling and energy alternatives. For each alternative, the major treatment processes will be sized using the flows and solids projections. A preliminary process flow diagram, mass balance and conceptual layout for each major process will be developed. A conceptual level capacity and operating cost of the alternatives will be developed. Consultant will conduct a virtual workshop with T-TSA for Task 4.

Deliverables:

- Draft and Final Alternatives Analysis TM delivered electronically in PDF format

#### Task 5 – Preliminary Design Report (Implementation Plan)

Based on the results of the previous task, Consultant will prepare a detailed description of the selected alternative, including summary of design criteria and preliminary process sizing. The final recommendation will include the process flow diagram, energy and mass diagram, optimized site layout (to include, but not limited to new building for boiler location), capital cost, high level plan and sections, essential characteristics of major equipment, operating and maintenance cost, and implementation schedule. An order of magnitude (Class 5) cost estimate will be developed for planning purposes. Consultant will conduct a virtual workshop with T-TSA for Task 5.

## Deliverables:

- Draft and final PDR delivered electronically in PDF format

## Task 6 – Project Management and Quality Control

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

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

- Status Reporting consisting of monthly status reports with the monthly invoices —Monitor budget, progress, and schedule. Monitor work efforts and evaluate actual versus planned progress. Supervise the Project team and identify actions needed to efficiently execute the Project in a timely manner. Changes in scope will be communicated to Agency.
- Preparation of a Project Execution Plan (PEP), a roadmap for internal project management and quality control.
- Manage and process Project communications with the team and T-TSA in conference calls, meetings, and workshops.
- Conducting quality assurance and quality control (QA/QC) reviews on the Project deliverables.
- Coordinate tasks/subtasks and staff to complete authorized work on schedule and within budget.
- Supervise and control activities of staff assigned to the Project. Coordinate and schedule appropriate staffing to meet Project requirements.

## Deliverables:

- Monthly project status reports and invoices

## Additional Services

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

- Final design services
- Environmental mitigation support
- Air permitting regulations support
- Electrical interconnection support with utility
- Geotechnical explorations
- Materials Testing or Special Inspection Services
- Workshops or field visits in addition to those listed above
- Public meetings/public involvement
- Litigation or Construction Claims Support

## Article 2 – Compensation

Compensation by Agency to Consultant will be as follows:

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

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

A minimum and maximum bill rate of \$90 per hour and \$280 per hour, respectively, will be applied.

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

<u>Task</u>	<u>Description</u>	<u>Budget</u>
1	Project Workshops	\$26,516
2	Project Definition	\$36,009
3	Digestion Components Improvement Options	\$43,833
4	Alternative Analysis for Improvement Options	\$41,112
5	Preliminary Design Report (Implementation Plan)	\$33,983
6	Project Management and Quality Control	\$35,642
	<b>Total</b>	<b>\$217,095</b>

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

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

Amount invoiced each month will be based on time and expenses expended to date. Invoices shall be accompanied by a listing of charges that make up the invoice total, including employee names, billing rates, and hours of Project staff, plus direct expenses.

### 2. Salary Costs

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

### 3. Direct Expenses

Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, subcontracts, and outside services; special Agency-approved Project-specific insurance, letters of credit, bonds, and equipment and supplies; (2) Consultant's current standard rate charges for direct use of

Consultant’s vehicles, computing systems, laboratory test and analysis, word processing, printing and reproduction services, and certain field equipment; and (3) Consultant’s standard project charges for special health and safety requirements of Occupational Safety and Health Administration (OSHA) and telecommunications services. Consultant’s current standard rates for direct expenses shall be used. These rates are subject to change following internal audits and reviews.

### Article 3 – Schedule

The Project schedule was developed assuming that work will begin by November 2020, and be completed by September 2021. The scope of engineering services and activities associated with this Task Order will be completed in accordance with the following approximate Project milestones:

- Project Authorized and Notice to Proceed by Agency – November 2020
- Complete Final Project Definition TM – February 2021
- Complete Final Digestion Improvement Options TM – April 2021
- Complete Final Alternatives Analysis TM – June 2021
- Complete Final Preliminary Design Report – September 2021

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

### Other Provisions

The following provisions shall apply to this TASK ORDER:

All work provided under this task order will be completed by September 2021.

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

IN WITNESS WHEREOF, TASK ORDER NO. 35 is effective when approved by the Agency’s Board of Directors, and is executed as shown below:

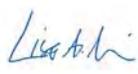
For Agency,  
TAHOE-TRUCKEE SANITATION AGENCY

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

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

Date: \_\_\_\_\_, 2020

For Consultant,  
CH2M HILL, Inc.

By:  \_\_\_\_\_  
Lisa Alliger

\_\_\_\_\_ Designated Project Executive  
Title

Date: \_\_\_\_\_ October 14, 2020

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

Attachment 1  
Budgetary Estimate for Article 1 Services

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T-TSA  
 Task Order No. 35 - 2020 Digestion Improvements Study  
 Budgetary Estimate Summary

Task	Description	Brad Memeo	Dave Parry	Dan Robillard	Senior QA/QC	Irina Lukicheva	Steve Parker	Celeste Brandt	Pratyusha Reddy Reddy	Nancy Horrnick	Nick Cavalleri	Total Hours	Labor	Expenses	Total Budget
1	Project Workshops	24	48	0	0	4	0	0	48		0	124	\$ 25,182	\$ 1,334	\$ 26,516
2	Project Definition	4	38	10		40	8	6	88	6		200	\$ 34,675	\$ 1,334	\$ 36,009
3	Digestion Components Improvement Options	4	28	8	6	40	6	6	158	6	20	282	\$ 43,833	\$ -	\$ 43,833
4	Alternative Analysis for Improvement Options	4	20	4	0	44	4	6	168	6	24	280	\$ 41,112	\$ -	\$ 41,112
5	Preliminary Design Report (Implementation Plan)	10	16	10	8	34	6	6	92	6	16	204	\$ 33,983	\$ -	\$ 33,983
6	Project Management and Quality Control	80			60							140	\$ 35,642	\$ -	\$ 35,642
	Total	126	150	32	74	162	24	24	554	24	60	1230	\$ 214,427	\$ 2,668	\$ 217,095



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-7  
**Subject:** Approval of Task Order Amendment No. 36 with CH2M HILL, Inc. for the 2021 Chlorine Scrubber Improvements project

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### **Background**

The 2021 Chlorine Scrubber Improvements project entails replacing the existing emergency scrubber system installed in the chlorine building with a new unit. The work will be constructed by a general contractor due to the complexity of the modifications to be performed which includes demolition, structural modifications, mechanical modifications, electrical improvements, instrumentation modifications, and other associated trades. The project field work is slated to occur sometime between Fall 2021 and Spring 2022.

Because the project is relatively well defined, Agency staff requested its engineering consultant to develop a scope of work and fee for the entire life cycle of the project including design, bid, and construction phase activities. Task Order No. 36 has been prepared accordingly.

### **Fiscal Impact**

\$217,083.

### **Attachments**

CH2M Hill, Inc. Task Order No. 36.

### **Recommendation**

Management and staff recommend approval of Task Order No. 36 with CH2M Hill, Inc. for the 2021 Chlorine Scrubber Improvements project.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

# **Task Order No. 36 to Agreement between Tahoe-Truckee Sanitation Agency and CH2M HILL, Inc.**

This TASK ORDER is for the AGREEMENT dated June 14, 1995, including subsequent Amendments dated December 11, 2002, March 25, 2003, January 1, 2009, January 1, 2014, and June 12, 2019, between Tahoe-Truckee Sanitation Agency (T-TSA or Agency) and CH2M HILL, Inc. (Consultant). The purpose of this TASK ORDER is to provide engineering assistance to the Agency for a Project generally described as follows:

## **2021 Chlorine Scrubber Improvements Project**

### **Article 1 – Scope of Services**

The purpose of the Project is to replace the existing chlorine gas scrubber located in the Scrubber Room of the Chlorine Building.

A preliminary list of drawings that the Consultant anticipates preparing to describe the work and include in the construction contract documents for the Project is as follows:

- Cover Sheet, Location Map and Vicinity Map
- Drawing Index and General Symbols
- Abbreviations and Notes
- Mechanical Legend
- Electrical Legend
- Instrumentation and Controls Legend
- Chlorine Scrubber P&ID
- Demolition Plan
- Overall Site Plan
- Site Plan
- Scrubber Room Mechanical Plan
- Scrubber Room Mechanical Sections and Details
- Scrubber Room Electrical Plan
- Standard Details

The final design phase will be executed using a traditional design/bid/construction delivery approach and will consist of the following components:

- Permitting Assistance
- Final Design Services

- Bid Phase Services
- Services During Construction
- Project Management

## **Task 1 – Kickoff Workshop**

A kickoff workshop will be held at the Agency’s office at the onset of the Project. Attendees at the kick-off meeting will include the Consultant’s project manager (in-person), mechanical engineer (participate remotely), electrical engineer (participate remotely), and project engineer (in-person). Agency personnel who will assist with the project tasks are requested to attend.

The meeting will focus on an overall review of the project scope, presentation of a preliminary project schedule showing all milestones with specific dates assigned, and a review of data needs as well as confirming project goals and expectations. The meeting will also include a site reconnaissance to assess the Scrubber Room (scrubber mounting brackets, heaters, lights, integration into existing SCADA system [remote on/off], etc), contractor staging areas, and project specific permanent and temporary facilities.

Consultant will prepare a summary of key discussions and decisions made during the workshop. A listing of action items will also be included.

## **Task 2 – Permitting Assistance**

Consultant will assist T-TSA to obtain a permit for the replacement chlorine scrubber from the Air Quality Management District (AQMD). This task will include reviewing the background documentation and existing air quality permits related to the currently serviceable components. Consultant will coordinate with the AQMD on the level of permitting required including any possible exemptions. Consultant will prepare and submit a draft permit application for T-TSA review and submission to the AQMD.

### **Assumptions:**

- T-TSA will provide any existing documentation, monitoring data, or other pertinent records related to previous permitting of the existing chlorine scrubber
- It is assumed that air quality modeling will not be required for the application
- Up to 40 hours of consultant time is assumed
- Permitting fees will be paid by T-TSA

### **Deliverables: Draft and Final Air Quality permit application**

## **Task 3 – Final Design Services – Drawings, Specifications and Engineers Estimate**

Consultant will follow a three-phase process for delivery of the final design and bid documents for the construction of the Project. This process includes producing design deliverables at three stages of the design (60 percent, 90 percent, and bid documents). At the 60 percent and 90 percent design stage, Consultant will provide information for review and provide for resolution of key issues before proceeding to the next stage. The information collected, and the concepts defined in each consecutive stage will form the basis for subsequent work.

Each phase of design will include specific deliverables, which are identified in the following subtasks. Submittal review workshops (virtual workshops) with Agency will be conducted at critical design

milestones as identified in the following subtasks. Agency will provide comments to Consultant within two weeks of receiving the documents.

Contract documents will be prepared assuming a single successful general contractor will furnish all equipment, materials, and labor necessary to construct the Project. The contract documents will consist of the following:

- Division 0 Specifications, including: Bidding Requirements, Contract Forms, Abbreviations and Definitions, Instructions to Bidders, and General Conditions (prepared by the Agency)
- Technical Specifications (prepared by Consultant)
- Drawings (prepared by Consultant)

The technical specification sections will be based on Consultant's master specifications using Construction Specifications Institute (CSI) standards format and customized for the specifics of this project. Specifications will be produced using Consultant's standard Microsoft Word software and 8½-inch by 11-inch format. Drawings and technical specifications will be stamped in accordance with California law and signed by the Consultant's licensed engineers of the appropriate disciplines.

The drawings will show the level of detail deemed necessary by the Consultant to obtain reasonable bidder response and to limit change orders. Drawings will be produced using the Consultant's standard MicroStation software and 22-inch by 34-inch (C size) drawing format.

Consultant will prepare construction cost estimates at the 60 percent and 90 percent submittal stages. Estimates will be prepared to the level of accuracy based on the information available within normal industry standards. Estimates will be formatted in accordance with the Project design CSI specification format and segregated by facility. Where sufficient detailed information is lacking to obtain reasonably accurate prices of materials a contingency allowance may be applied. Escalation allowances will be used to provide an opinion of the estimated construction costs at the midpoint of construction.

Assumptions used in developing this scope of services include:

- Bid documents will be prepared for one construction/bid package.
- The preparation of bidding documents for the pre-purchase of equipment and materials is not included in this scope of services.
- A single vendor will be named followed by "or equal" for the chlorine gas scrubber.
- At least one vendor will be named for each manufactured component or piece of equipment with provisions for an "equal" to be proposed by the contractor and subject to approval by the engineer.
- No survey and mapping is proposed herein. Existing topography, structures and site features will be based on survey and mapping from past projects.
- No geotechnical explorations are proposed herein.
- T-TSA is not requesting that CH2M perform an evaluation of alternative disinfection systems. T-TSA prefers the chlorine scrubber be replaced with minimal modifications to the existing duct work, exhaust system, roof, and building structure. The existing chlorine scrubber was manufactured by Powell. Powell will be the basis of design for the Project.

### **Subtask 3.1 – 60 Percent Design (Design Development)**

The objective of the 60 percent design (design development) is to prepare a draft package of technical specifications, drawings, and construction details for review and input before refining and further developing design components. Consultant will perform the following work:

- Evaluate existing ventilation system to confirm system aligns with replacement chlorine scrubber (no modifications to the system are anticipated).
- Evaluate existing chlorine gas scrubber system to determine if additional improvements are required to meet current codes and safety regulations.
- Prepare first draft of technical specifications. The technical specification sections will comply with the Construction Specifications Institute (CSI) master format which utilizes 49 different divisions to identify major categories of work. For this project, the major divisions required are:
  - Division 1 – General Requirements
  - Division 2 – Existing Conditions
  - Division 06 – Woods, Plastics, and Composites
  - Division 07 – Thermal and Moisture Protection
  - Division 23 – Heating, Ventilating, and Air-Conditioning
  - Division 26 – Electrical
  - Division 44 – Pollution and Waste Control Equipment
- Prepare 60 percent design drawings, technical specifications, and standard details.
- Prepare a construction cost estimate to reflect the Design Development (60 percent design) submittal.

**Deliverables:** Electronic copies (pdf format) of half-size drawings (11-inch by 17-inch), a draft version of technical specifications, and construction cost estimate.

Consultant and Agency will meet (virtual workshop) to discuss review comments on the 60% design submittal. Consultants PM and project engineer will attend. Key members of Consultant’s project team will attend as necessary. Agency comments will be incorporated into the 90 Percent Design.

### **Subtask 3.2 – 90 Percent Design (Draft Bid/Contract Document Preparation)**

Consultant will prepare 90 percent design documents consisting of draft final design drawings, specifications, and construction details for competitive bidding. The intent of the 90 percent design documents is to have a substantially complete set of documents for final review by Agency and Consultant such that minor corrections and fix-up items can be incorporated into the Bid Documents. During this task Consultant will:

- Incorporate Agency review comments from the 60 percent design submittal.
- Prepare 90 percent design drawings, technical specifications, constrained sequence of work, and standard details.
- Review and incorporate Division 0 front end documents which include Bidding Requirements, Contract Forms, Abbreviations and Definitions, Instructions to Bidders, and General Conditions prepared by the Agency using their standard documents.

- Update the construction cost estimate to reflect the 90 Percent Design submittal.

**Deliverables:** Electronic copies (pdf format) of half-size drawings (11-inch by 17-inch), specifications (complete bid documents), and final construction cost estimate.

Consultant and Agency will meet (virtual workshop) to discuss review comments on the 90% design submittal. Consultants PM and project engineer will attend. Key members of Consultant's project team will attend as necessary. Agency comments will be incorporated into the Bid Ready submittal.

### **Subtask 3.3 – Bid Ready Design**

This is the final phase of the detailed design delivery approach. Agency review comments from the 90 percent design submittal will be incorporated. Consultant will prepare a Bid Document package suitable for bidding the Project, consisting of final design drawings, specifications, and details for competitive bidding. Bid Documents will be stamped in accordance with California law and signed by the Consultant's licensed engineers of the appropriate disciplines.

Once bid-ready documents are approved by the Agency, Consultant shall attend the next T-TSA Board meeting to answer any questions that the T-TSA Board of Directors may have about the Project.

**Deliverables:** Consultant will prepare and submit to Agency two (2) half-size copies of the Bid Documents (plans and specifications) and an electronic PDF for bidding purposes.

### **Subtask 3.4 – Consultant Quality Control Review**

Upon completion of the 60 percent and 90 percent design phases, senior members of the Consultant's team will review design and construction methodology and the overall integrity of the design. Internal reviews by senior engineers and subsequent fixup will be performed by the design team on all deliverables prior to delivery of each submittal to Agency.

Comments received from the quality control reviewers will be reviewed and adjudicated by the design team, with changes and additions incorporated into the design documents prior to delivery to the Agency.

**Deliverables:** no specific deliverables are included for this subtask.

## **Task 4 – Bid Phase Services**

Provide services to assist the Agency with selection of a single construction contractor (Contractor) for the construction of the Project. These services will consist of the following:

- Consultant will respond to bidders' technical questions and requests for additional information, when requested by the Agency. Consultant will furnish technical interpretation of the Bid Documents and will prepare responses to questions for inclusion in addenda prepared and distributed by the Agency. This statement of work assumes up to two (2) addenda will be required. Consultant will not answer questions directly received from Bidders; Consultant will refer these questions to the Agency per the Instructions to Bidders.
- Consultant will conduct one pre-bid conference and site walk-through at the Water Reclamation Plant that has been scheduled by the Agency. Consultant will develop the agenda and content of the pre-bid conference and site walk-through with input from the Agency. Consultant will record all questions and requests for additional information, and coordinate with the Agency for issuing responses and additional information.

- Consultant will incorporate changes made by addenda during the bid period into the contract documents and produce Conformed Documents for use during construction of the Project. Technical specifications, standard details, and drawings changed by addenda will be updated.
- Consultant will assist the Agency with review and evaluation of all bids received, verify status of apparent low bidder's contractor license and check references. After reviewing the bids and checking references, Consultant will prepare a recommendation of award and transmit same to the Agency. The Agency shall make the final decision on the award of the contract for construction and the acceptance or rejection of all bids.

**Deliverables:** technical materials and addenda as needed. Two half-size copies of the Conformed Documents (plans and specifications) and an electronic PDF for record purposes.

## Task 5 – Services During Construction (SDC)

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

### Task 5.1 Pre-Construction Conference

Consultant will attend and lead a preconstruction conference with the Agency and Contractor to provide engineering support as required to review the Project communication, coordination and other procedures; discuss the Contractor's work plan and requirements for the Contract Documents, plans, and specifications; and discuss the Contractor's schedule.

### Task 5.2 Shop Drawing, Samples, and Submittals

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

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

**Review:** Consultant shall review construction shop drawings, samples, submittals, test reports, warranties, and written guarantees transmitted by the Contractor as part of the Contract Documents requirements. Consultant shall provide submittal review comments to Agency for distribution to Contractor. Consultant's review shall be for conformance with the design concept and compliance with the requirements of the Contract Documents. Such review shall not relieve the Contractor from its responsibility for performance in accordance with the Contract Documents, nor is such review a guarantee that the Contractor performed work covered by the shop drawings, samples, or submittals is free of errors, inconsistencies, or omissions.

The budgetary amount established for submittal review assumes the processing of approximately 25 submittals (total includes re-submittals), each requiring an average of about 4 hours of review and processing time. Consultant has assumed the Agency will review and respond to all administrative submittals, and Consultant will support Agency as requested.

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

### **Task 5.3 Construction Contract Requests for Information**

Consultant shall review and respond to Contractor's requests for information (RFIs) and/or provide clarification of technical requirements of the Contract Documents. Consultant will coordinate review of RFIs with the design team, and with the Agency, as appropriate, and prepare and transmit RFI responses to the Agency.

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

**Deliverables:** Consultant will prepare and transmit RFI responses to the Agency for distribution to the Contractor.

### **Task 5.4 Change Requests**

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

The budgetary amount established for evaluating these requests assumes two (2) requests with 8 hours of evaluation and processing time per request.

**Deliverables:** Consultant will prepare technical portions of change order documents for issuance by Agency.

### **Task 5.5 Progress Meetings**

Consultant's Project Lead Engineer will periodically participate in weekly construction progress meetings by conference call, as requested by the Agency, to provide technical input and support related to construction activities.

The budgetary amount established for progress meetings assumes Consultant's Project Lead Engineer will be required to participate in up to three (3) construction progress meetings (by conference call dial-in) to provide technical support and input.

**Deliverables:** no specific deliverables are included under this task.

### **Task 5.6 Periodic Engineering Field Inspection**

**Construction Observation:** During the course of the Work, Consultant's staff (discipline specific engineers) will make up to three (3) onsite visits. Each onsite visit will include one day of construction observation, during regular working hours. Observation of the Contractor's work is intended to review the general conformance of the work with the design intent and the requirements of the contract documents. These periodic on-site observations will supplement full-time inspection performed by the Agency.

**Documentation and Reporting:** Consultant will provide Agency with a report of onsite field observations including but not limited to a summary of the Contractor's execution and progress of the work, work deficiencies identified, and other matters not in conformance with the Contract Documents.

**Scheduling:** Agency will coordinate with Consultant to determine the appropriate timing and schedule for the onsite field visits based on Contractor's approved construction schedule. The timing of these visits will be coordinated during the weekly construction progress meetings.

**Deliverables:** Consultant's Project Lead Engineer will document and submit to Agency reports of onsite field observations.

## Task 5.7 Record Drawings

Consultant will revise the original design drawings to reflect available as-built record drawing information provided by the Contractor. Contractor will provide Consultant with a single marked up set of drawings showing all record information. Such marked up drawings shall be prepared using a color coded insert/delete/explanation code to facilitate Consultant's revisions. Consultant will only make the revisions shown on the mark up. Contractor shall be responsible for reviewing the information for accuracy and completeness prior to delivering to Consultant. Consultant shall not be responsible for any errors or omissions in the information provided by the Contractor and incorporated into the record drawings. Up to 24 hours of Consultants time is assumed for this task.

**Deliverables:** Consultant will prepare and submit one electronic PDF set and two (2) half-size hard copies of the Record Drawings to the Agency within one (1) month after Project completion.

## Task 6 – Project Management

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

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

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

**Deliverables:** monthly status reports with monthly invoices.

## Assumptions

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

1. Agency will make its facilities accessible to Consultant, as required for Consultant's performance of its services.
2. Agency will provide "front-end" Division 0 construction contract documents, including invitation to bid, instructions to bidders, general and special conditions, bid form, bond forms, agreement, etc.
3. Drawings will be produced using Consultant's standard MicroStation software. Consultant's internal CADD standards will be adequate for finalizing the record drawings. Once finalized, Consultant shall convert drawings into AutoCAD format (compatible with version 2018) and electronically deliver them to the Agency.
4. Bid Documents will be prepared for one construction/bid package.

5. The duration of Consultant's services described herein is anticipated to be approximately seventeen (17) months, starting with the authorization to proceed through construction final completion. This duration includes Project construction activities through Substantial Completion, and approximately one (1) month subsequent for Project closeout activities, starting immediately after Project Substantial Completion.
6. Consultant's services for this project will not be required after the Project closeout activities, including transmittal of deliverables to the Agency. Agency will coordinate, manage and administer all activities associated with execution of the Construction Contract as such are set forth in the General Conditions of the Contract Documents, and during the post construction warranty and guarantee period, as described in the Contract Documents. Deviations from the anticipated schedule or duration of construction will materially affect the scope of these services and Consultant's compensation for these services, and may require an adjustment to Consultant's budget.
7. Services are based upon the understanding that the Agency shall contract directly with the Contractor and the Agency shall proceed consistent with the Contract Documents during construction.
8. Agency will perform all construction contract administration activities and onsite construction observation/inspection except as indicated herein.
9. Consultant does not guarantee the performance of the Contractor and these services described herein do not relieve the Contractor from responsibility for performing the work in accordance with the Contract Documents.
10. Consultant shall not be responsible for the means, methods, techniques, sequences or procedures of the Contractor, nor shall Consultant be responsible for safety precautions and programs in connection with the work, except as provided herein.
11. Agency shall coordinate and provide a suitable location to hold the pre-construction conference and construction progress meetings, including provisions for conference call dial-in. It is assumed that the pre-construction and construction progress meetings will be held at the Tahoe-Truckee Sanitation Agency Water Reclamation Facility located in Truckee, California.

### **Additional Services**

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

- Design services for landscaping or environmental mitigation
- Construction permitting support (SWPPP, preconstruction surveys, etc.)
- Environmental mitigation support
- Geotechnical explorations
- Potholing utilities
- Materials Testing or Special Inspection Services
- Corrosion control study
- Operations and Maintenance Manuals
- Workshops or field visits in addition to those listed above

- Public meetings/public involvement
- Litigation or Construction Claims Support

## Article 2 – Compensation

Compensation by Agency to Consultant will be as follows:

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

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

A minimum and maximum bill rate of \$90 per hour and \$280 per hour, respectively, will be applied.

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

<u>Task</u>	<u>Description</u>	<u>Budget</u>
1	Kickoff Workshop	\$5,923
2	Permitting Assistance	\$10,544
3	Final Design Services – Drawings, Specifications and Engineers Estimate	\$123,085
4	Bid Phase Services	\$11,667
5	Services During Construction (SDC)	\$47,013
6	Project Management	\$18,851
	<b>Total</b>	<b>\$217,083</b>

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

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

Amount invoiced each month will be based on time and expenses expended to date. Invoices shall be accompanied by a listing of charges that make up the invoice total, including employee names, billing rates, and hours of Project staff, plus direct expenses.

### 2. Salary Costs

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

### 3. Direct Expenses

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

### **Article 3 – Schedule**

The Project schedule was developed assuming that work will begin by November 2020, and be completed by March 2022. The scope of engineering services and activities associated with this Task Order will be completed in accordance with the following approximate Project milestones:

- Project Authorized and Notice to Proceed by Agency – October 21, 2020
- Complete Final Design – March 2021
- Complete Bid Services – April 2021
- Complete Office SDC – March 2022

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

## Other Provisions

The following provisions shall apply to this TASK ORDER:

All work provided under this task order will be completed by March 2022.

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

IN WITNESS WHEREOF, TASK ORDER NO. 36 is effective when approved by the Agency's Board of Directors, and is executed as shown below:

For Agency,  
TAHOE-TRUCKEE SANITATION AGENCY

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

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

Date: \_\_\_\_\_, 2020

For Consultant,  
CH2M HILL, Inc.



By: \_\_\_\_\_  
Lisa Alliger

\_\_\_\_\_ Designated Project Executive \_\_\_\_\_  
Title

Date: \_\_\_\_\_ October 14 \_\_\_\_\_, 2020

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

**Attachment 1**  
**Budgetary Estimate for Article 1 Services**

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T-TSA  
 Task Order No. 36 - 2021 Chlorine Scrubber Improvements Project  
 Budgetary Estimate Summary

Task	Description	Brad Memeo	Cory Lancaster	Ken Galardi	Kevin Martinez	Amanda Kupp	Dave Cave	Jesse Minor	Steve Parker	Geoff Kirsten	John Schoonover	Bill Misslin	Cheryl Perrine	Pam Vanderbilt	Total Hours	Labor	Expenses	Total Budget
1	Kickoff Workshop	8	8		4				4						24	\$ 5,324	\$ 599	\$ 5,923
2	Permitting Assistance	3									2			35	40	\$ 10,544	\$ -	\$ 10,544
	Final Design Services – Drawings, Specifications and																	
3	Engineers Estimate	44	60	32	104	80	88	72	72	40		16	72		680	\$ 122,707	\$ 378	\$ 123,085
4	Bid Phase Services	24	8		8		12								52	\$ 11,289	\$ 378	\$ 11,667
5	Services During Construction (SDC)	48	44		48	28	16		16	16					216	\$ 45,501	\$ 1,512	\$ 47,013
6	Project Management	80													80	\$ 18,851	\$ -	\$ 18,851
	Total	207	120	32	164	108	116	72	92	56	2	16	72	35	1092	\$ 214,215	\$ 2,867	\$ 217,082



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-8  
**Subject:** Approval of License Agreement with the Truckee Tahoe Airport District

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### **Background**

The Truckee Tahoe Airport District (TTAD) is embarking on a project to have a number of trees removed that are currently obstructing or are expected to soon obstruct TTAD's runway approaches and flight paths. Some of these trees are on T-TSA's property as shown on Figures 1 and 2 in Exhibit A of the attached License Agreement. TTAD is requesting permission to enter T-TSA property and perform these removals. The proposed agreement to enable this work is attached.

The proposed work would allow TTAD to perform selective tree removals on T-TSA's Property to provide safe navigable clearway protection areas free of tree or other obstructions that may cause hazard to aircraft in flight as further described in the attached Exhibit A. Approximately 65 to 75 trees will be removed to mitigate vertical obstructions while protecting understory trees to preserve some diversity and canopy.

TTAD, at its sole cost, will be solely responsible for conducting all environmental review required for the Work Activities and obtaining any and all governmental permits, approvals, consents, licenses and other authorizations that may be necessary to conduct the Work Activities and associated work, including but not limited to the use of T-TSA's Property.

### **Fiscal Impact**

The work would be performed by a contractor hired by TTAD, so there would no expected fiscal impact to T-TSA. TTAD estimates the market value of the harvested trees to be in the range of approximately \$3,800 to \$5,600. Proceeds from timber sales and other marketable materials would be directed to T-TSA.

### **Attachments**

License Agreement.

### **Recommendation**

Management and staff recommend approval of License Agreement with the Truckee Tahoe Airport District.

### **Review Tracking**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
LaRue Griffin  
General Manager

## LICENSE AGREEMENT

This License Agreement (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2020, in Truckee, California, by and between the Truckee Tahoe Airport District (hereinafter “TTAD”), and the Tahoe-Truckee Sanitation Agency (hereinafter “T-TSA”), with reference to the following facts:

1. TTAD desires to enter T-TSA’s property (APN No. 19-440-81, APN No. 49-040-25, and Joerger Drive) (“T-TSA’s Property”) to perform Work Activities, as defined in Section 17 below; and
2. T-TSA is willing to allow TTAD to enter T-TSA’s Property, on the following terms and conditions.

NOW, THEREFORE, IN CONSIDERATION of the promises herein contained, it is agreed by and between TTAD and T-TSA as follows:

1. License. T-TSA hereby grants a revocable license to TTAD, its employees, agents, invitees, volunteers and contractors (collectively, the “TTAD Entities”) to use certain portions of T-TSA’s Property, as shown on Exhibit A attached hereto and incorporated herein by this reference, solely for conducting Work Activities, to be conducted by TTAD’s contractor during the period of November 2, 2020 and June 30, 2021. TTAD accepts the condition of such portion of T-TSA’s Property “AS IS,” and accepts all risk respecting the condition of such T-TSA’s Property. T-TSA makes no representations or warranties, implied or express, concerning the condition of T-TSA’s Property, or its fitness for the use intended by TTAD.
2. Repair and Clean-Up of Property. TTAD shall clean-up and repair any damage to T-TSA’s Property arising out of the Work Activities and associated work, or in the exercise of any of its rights conferred by this Agreement. By June 30, 2021, TTAD shall clean-up

any litter and other debris on T-TSA's Property arising out of or resulting from the Work Activities and associated work. If the clean-up does not occur as required by this Agreement, T-TSA may perform the clean-up and TTAD will reimburse T-TSA for the costs thereof. If any damage is not repaired within five (5) days after its occurrence, T-TSA may repair the damage and bill TTAD for the costs thereof. TTAD shall pay each bill within thirty (30) days after its date. Interest at the rate of 10% per annum shall accrue on any late payment.

3. Term. This Agreement shall become effective on the date first above written and shall remain in effect until the earlier of (a) all of TTAD's obligations hereunder are completed, but not to exceed June 30, 2021, unless extended in writing by Agency, or (b) T-TSA revokes this License Agreement in writing.
4. Permits and Compliance with Laws. TTAD, at its sole cost, shall be solely responsible for conducting all environmental review required for the Work Activities and obtaining any and all governmental permits, approvals, consents, licenses and other authorizations that may be necessary to conduct the Work Activities and associated work, including but not limited to the use of T-TSA's Property. TTAD further warrants and represents that the TTAD Entities shall conduct the Work Activities and associated work in compliance with all applicable laws, including, but not limited to, statutes, ordinances, codes, and rules and regulations of any governmental body having jurisdiction over the Work Activities and associated work. TTAD represents that a Cal Fire Public Agency Right of Way Exemption is required for the Work Activities and that TTAD will obtain that approval before Work Activities commence. T-TSA as owner of the T-TSA Property will

review and execute such documents prepared by TTAD as are reasonably necessary for TTAD to obtain the exemption.

5. No Claim. TTAD and the TTAD Entities, and each of them, shall not suffer, permit or cause any mechanics', materialmen's or other similar liens or claims of lien to be filed against T-TSA or any portion of T-TSA's Property, arising out of the Work Activities or associated work or any work performed hereunder. In the event any such lien is recorded or filed, TTAD shall immediately undertake all steps necessary to remove such liens and shall defend, protect, indemnify and hold harmless T-TSA and its easement owners, and each of them, from and against any such lien or related claim.
6. Indemnity. TTAD recognizes and hereby agrees that T-TSA and its directors, officers, agents, employees, and easement owners, and each of them, shall not be liable for any injury or death to any person or damage to any property arising out of or related to (a) the condition of T-TSA's Property, (b) the conduct of the Work Activities or associated work, or (c) the performance or activities of TTAD or any of the TTAD Entities pursuant to this Agreement. TTAD shall indemnify, protect, defend and hold harmless T-TSA and its directors, officers, agents, employees, visitors, contractors, and easement owners, and each of them, from and against any and all liabilities, claims (by third parties or otherwise), demands, suits, administrative proceedings, damages, losses, judgments, awards, penalties, fines, attorneys' fees and expenses, expert witness fees and/or costs of any kind, whether actual, alleged or threatened, attributable to, arising from, or related to: (a) any breach of any of the covenants or obligations by TTAD or any of the TTAD Entities under this Agreement; (b) the condition of T-TSA's Property; or (c) negligent acts, errors or omissions, or willful misconduct by TTAD or any of the TTAD Entities

arising from or related to the Work Activities or associated work (hereinafter collectively referred to as “Claims” or “Claim”), except to the extent the sole negligence, active negligence or willful misconduct of an indemnified party proximately causes the Claim.

Neither expiration of the term or termination of this Agreement nor completion of the acts to be performed under this Agreement shall release TTAD from its obligations to indemnify, as to any Claims, so long as the event upon which such Claim is predicated shall have occurred prior to the effective date of any such expiration or termination or completion and arose out of or was in any way connected with the use or possession of T-TSA’s Property, or performance, operations or activities under this Agreement by TTAD, its employees, agents or independent contractors, or the employee, agent or independent contractor of any one of them, or any of the TTAD Entities. The provisions of this Section 6 shall survive any expiration of the term or termination of this Agreement and shall remain in effect until TTAD’s obligations under this section have been fulfilled.

Submission of insurance certificates or submission of proof of compliance with the insurance requirements in this Agreement does not relieve TTAD from liability under this indemnification and hold harmless clause. The obligations of this indemnity article shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

In any and all claims against T-TSA, or its directors, officers, employees, agents, or easement owners by any employee of TTAD, any independent contractor of TTAD,

anyone directly or indirectly employed by any of them or anyone for whose acts any of any of them may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for TTAD or any independent contractor of TTAD under Worker's Compensation acts, disability benefit acts or other employee benefit acts.

7. Contractors/Subcontractors. No contractual, legal or other relationship shall be created between T-TSA and any contractor, subcontractor or other agent engaged by TTAD. This Agreement shall not create any obligation on the part of T-TSA to pay or to see that the payment of any sum is made to any contractor, subcontractor or other agent engaged by TTAD.
8. Insurance. TTAD and its contractor, and each of them, at their sole cost and expense, shall maintain the following policies of insurance covering the Work Activities and associated work: (a) Commercial General Liability, and Business or Comprehensive Automobile Liability Insurance, each policy having a combined single limit of no less than \$1,000,000, insuring TTAD and each of the TTAD Entities against all liability, claims, damages, costs, demands or losses arising out of the Work Activities and associated work; and (b) Workers' Compensation Insurance as required under the Workers' Compensation Insurance Laws of California. TTAD's insurance shall cover TTAD and each of the TTAD Entities. T-TSA, its officers, directors, agents and employees shall be named as additional insureds under the Commercial General Liability, and Business or Comprehensive Automobile Liability Insurance policies. Each policy shall not contain any special limitations on the scope of protection afforded to T-TSA, its directors, officers, agents and employees. TTAD's and its contractor's insurance

coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. T-TSA's insurance, if any, shall be excess and shall not contribute with TTAD's or its contractor's insurance. TTAD and its contractor shall provide proofs of such insurance to T-TSA on or before TTAD performs any Work Activities on T-TSA's Property. The certificates and policies shall provide that 30 day's written notice of any material change, reduction of coverage or cancellation of the insurance policies will be provided to T-TSA. The requirements as to the types, limits and T-TSA's approval of insurance coverage to be maintained by TTAD and its contractor are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by TTAD under this Agreement. In addition, in the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, TTAD shall notify T-TSA prior to making such changes.

9. Notices. Any notice, approval or other communication which may be required or permitted to be given or delivered hereunder shall be in writing and shall be deemed to have been given, delivered and received (i) as of the date when the notice is personally delivered or (ii) if mailed, in the United States Mail, certified, return receipt requested, as of the date of the delivery of such notice or (iii) if delivered by courier or express mail service where the carrier provides or retains evidence of the date of delivery, as of the date of such delivery.

To T-TSA:

Tahoe-Truckee Sanitation Agency  
Attn: General Manager  
13720 Butterfield Drive

Truckee, CA 96161

To TTAD:

Truckee Tahoe Airport District  
Attn: General Manager  
10356 Truckee Airport Road  
Truckee, CA 96161

Pursuant to the notice provision outlined in this section, the parties may designate a different address for receiving notices under this Agreement.

10. Assignment. TTAD shall not assign this Agreement or any rights or obligations hereunder to any entity or person without T-TSA's prior written consent, which consent shall not be unreasonably withheld. Any assignment of this Agreement or any rights or obligations hereunder by TTAD without the prior written consent of T-TSA shall render the purported assignment null, void and of no effect.

11. Integration and Construction of Agreement.

a. Integration. This Agreement sets forth the complete and final understanding of the parties with regard to the subject matter hereof and supersedes any and all prior communications, representations, negotiations, understandings and agreements, whether written or oral, concerning said subject matter.

b. Construction. The language of all parts of this Agreement shall be construed according to their plain meaning and shall not be construed for or against either of the parties, as each party has participated in the drafting and review of this Agreement, and has had an opportunity to consult its legal counsel in connection with this Agreement.

12. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of California.
13. No Waiver. No delay on the part of any party in exercising any right or remedy under this Agreement or failure to exercise the same shall operate as a waiver in whole or in part of any such right or remedy.
14. Modifications and Amendments. This Agreement may be modified, amended or changed only by a written agreement signed by both parties.
15. Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall constitute one and the same Agreement.
16. Authorization. The parties warrant and represent that the individuals executing this Agreement have been authorized to do so by the party for whom they sign.
17. Work Activities. For purposes of this Agreement, the term “Work Activities” shall mean performing selective tree removals on T-TSA’s Property to provide safe navigable clearway protection areas free of tree or other obstructions that may cause hazard to aircraft in flight as further described in the attached Exhibit A. Approximately 65 to 75 trees will be removed to mitigate vertical obstructions while protecting understory trees to preserve some diversity and canopy. Cleanup activities include chipping of all slash and debris and removing fallen logs generated by the work. Ground-based tree removal equipment will be used to remove trees and skid them to processing areas on adjacent TTAD properties where treetops and limbs will be chipped. Skid path routes shall be selected that minimize damage to T-TSA’s Property. Chipped materials will be transported back to affected portions of T-TSA’s Property and spread onto exposed soils to prevent rapid regrowth of the site and to provide for dust control. Stumps will be cut to

within 6 inches, maximum, of bare mineral soils to mitigate impacts to the visual quality of T-TSA's Property. To protect the aesthetics of T-TSA's Property, well-spaced healthy trees will be retained where possible to mitigate visual impacts. To the extent that the Work Activities on T-TSA's Property generate any revenue from timber sales or other merchantable material, TTAD agrees to pay such funds to T-TSA within thirty days of their receipt.

**IN WITNESS WHEREOF**, TTAD and T-TSA have caused this Agreement to be executed by their duly authorized officers as follows:

TAHOE-TRUCKEE SANITATION AGENCY

\_\_\_\_\_

LaRue Griffin

Name

General Manager

Title

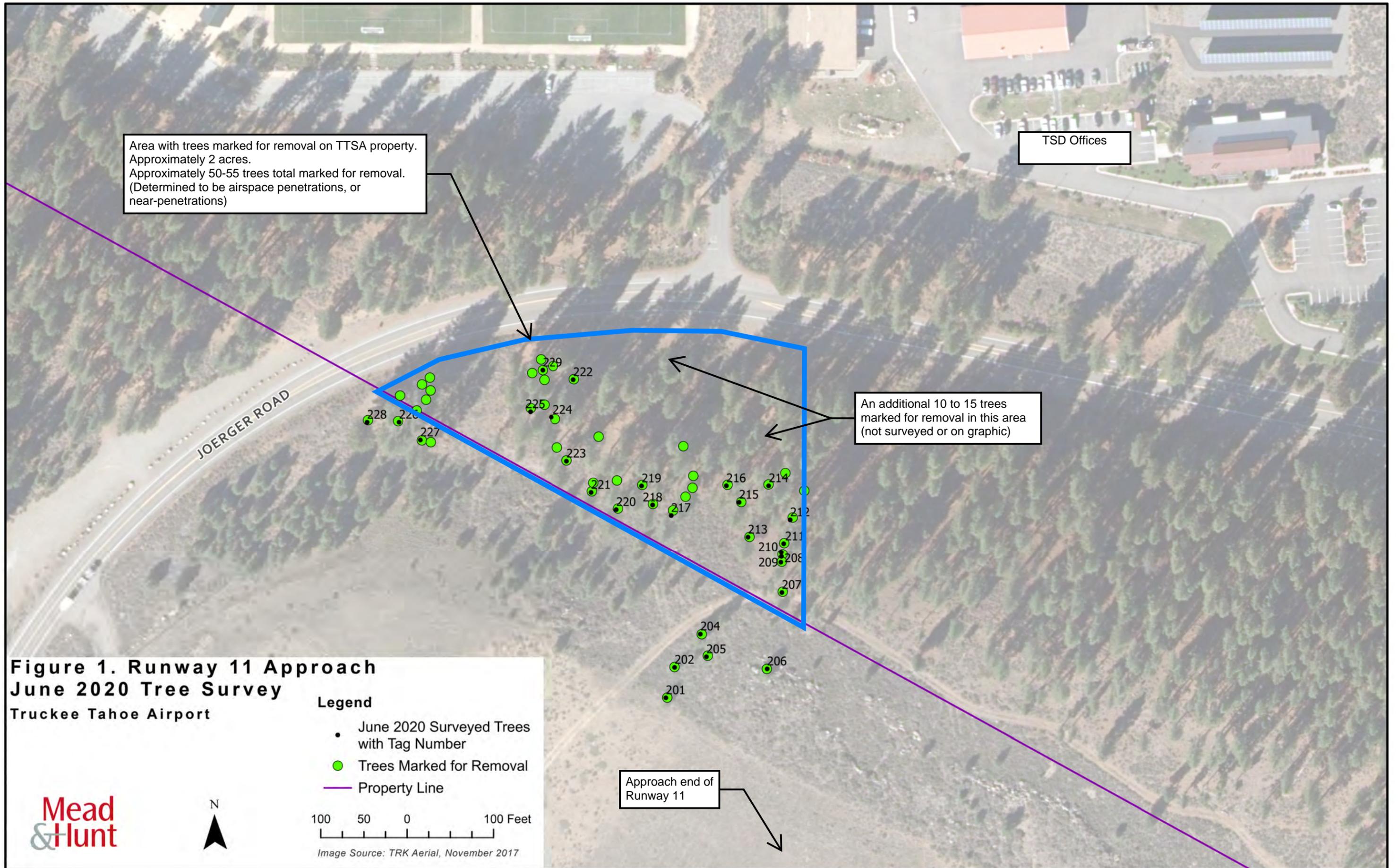
TRUCKEE TAHOE AIRPORT DISTRICT

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

# Exhibit A



# Figure 2. Runway 20 Approach June 2020 Tree Survey

Truckee Tahoe Airport

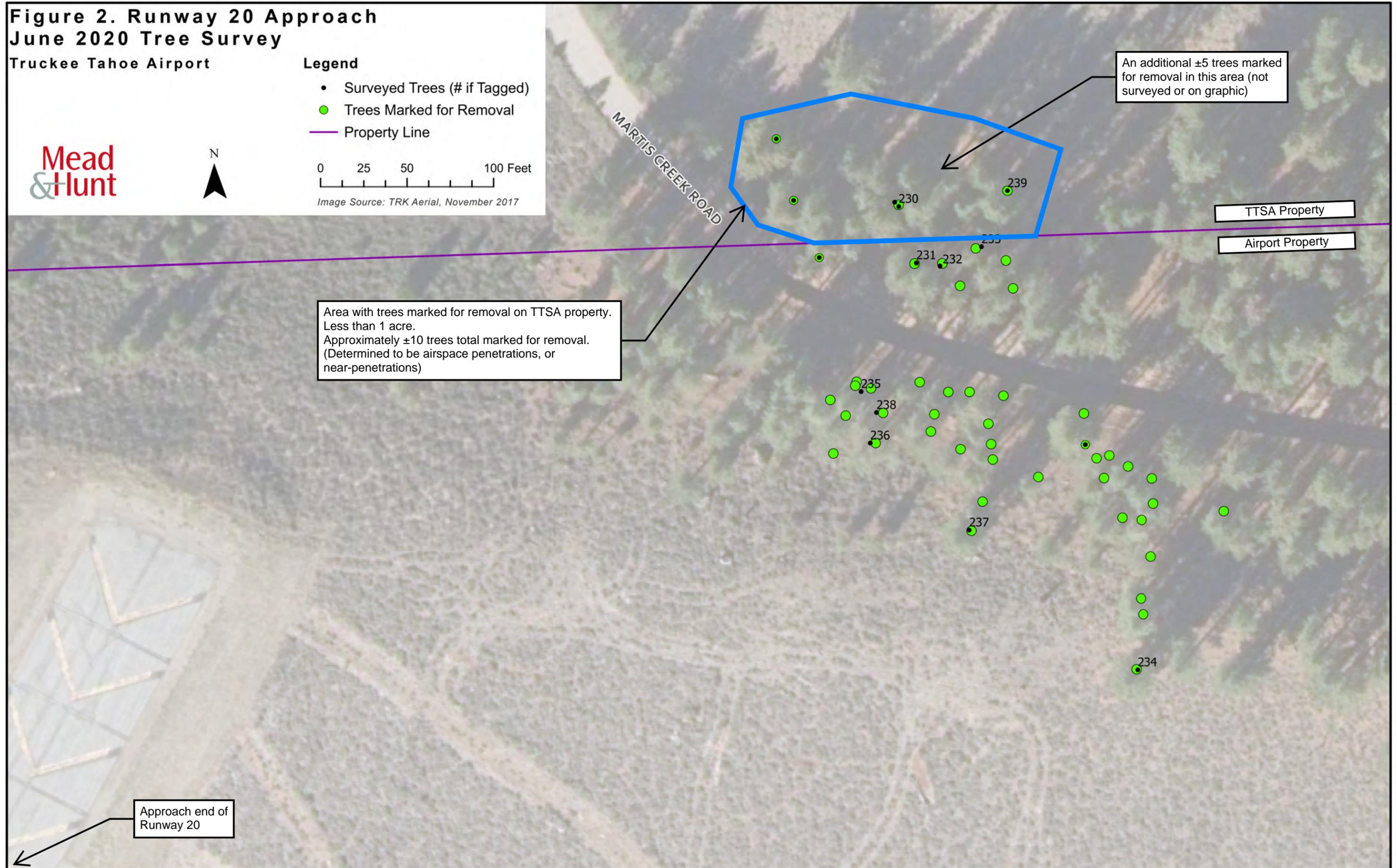


## Legend

- Surveyed Trees (# if Tagged)
- Trees Marked for Removal
- Property Line

0 25 50 100 Feet

Image Source: TRK Aerial, November 2017



An additional  $\pm 5$  trees marked for removal in this area (not surveyed or on graphic)

TTSA Property

Airport Property

Area with trees marked for removal on TTSA property. Less than 1 acre. Approximately  $\pm 10$  trees total marked for removal. (Determined to be airspace penetrations, or near-penetrations)

Approach end of Runway 20



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** V-9  
**Subject:** Approval of Resolution No. 14-2020 commending Director Northrop for his dedicated service to the Board

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### **Background**

Jon Northrop was appointed to the Board of Directors as the representative from Alpine Springs County Water District from April of 2005 to September 2020.

The Board of Directors would like to recognize Director Northrop for his over 15 years of service; in which he diligently fulfilled his responsibility as a Director serving to ensure the economical and efficient management of the Agency and to protect the integrity of the Water Reclamation Plant and Truckee River Interceptor and protect the public health, safety, and welfare; and express its sincere thanks and appreciation for the outstanding service and dedication Director Northrop has provided to the Agency, its staff, and the people of the community.

### **Fiscal Impact**

None.

### **Attachments**

Resolution No. 14-2020.

### **Recommendation**

Management recommends approval of Resolution No. 14-2020 commending Director Northrop for his dedicated service to the Board.

### **Review Tracking**

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

**RESOLUTION NO. 14 - 2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TAHOE-TRUCKEE SANITATION AGENCY  
COMMENDING DIRECTOR NORTHROP  
FOR HIS DEDICATED SERVICE TO THE BOARD**

WHEREAS, Jon Northrop was appointed to the Board of Directors as the representative from Alpine Springs County Water District from April of 2005 to September 2020, and Mr. Northrop recently resigned from the Board;

WHEREAS, the Tahoe-Truckee Sanitation Agency Board of Directors would like to recognize Director Northrop for his over 15 years of service; in which he diligently fulfilled his responsibility as a Director serving to ensure the economical and efficient management of the Tahoe-Truckee Sanitation Agency and to protect the integrity of the Tahoe-Truckee Sanitation Agency Water Reclamation Plant and Truckee River Interceptor and protect the public health, safety, and welfare; and

WHEREAS, the Tahoe-Truckee Sanitation Agency Board of Directors would like to express its sincere thanks and appreciation for the outstanding service and dedication Director Northrop has provided to the Tahoe-Truckee Sanitation Agency, its staff, and the people of the community;

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

1. The Board of Directors of the Tahoe-Truckee Sanitation Agency thanks and commends Jon Northrop for outstanding service to the Agency while a member of the Board.
2. Director Northrop has served the Agency as a Director during a period of unparalleled growth and expansion of the North Lake Tahoe area.
3. Director Northrop has at all times been cost conscientious and has contributed to cost effective, efficient operations of the Agency.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 21<sup>st</sup> day of October 2020 by the following 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:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VI-1  
**Subject:** Department Reports

---

### **Background**

Department reports for previous and current month(s).

### **Fiscal Impact**

None.

### **Attachments**

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

### **Recommendation**

No action required.

### **Review Tracking**

Submitted By: 

LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

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

---

### **Compliance Report:**

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

### **Operations Report:**

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

### **Laboratory Report:**

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

### **Work Orders:**

- Completed this month: 2
- Pending: 5

### **Plant Data:**

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

Effluent Limitation Description <sup>(2)</sup>	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.7	10.0	3.2	20.0
Turbidity (NTU)	NA	NA	2.7	10.0
Total Phosphorus (mg/l)	0.43	0.80	0.81	1.50
Chemical Oxygen Demand (mg/l)	33	45	38	60

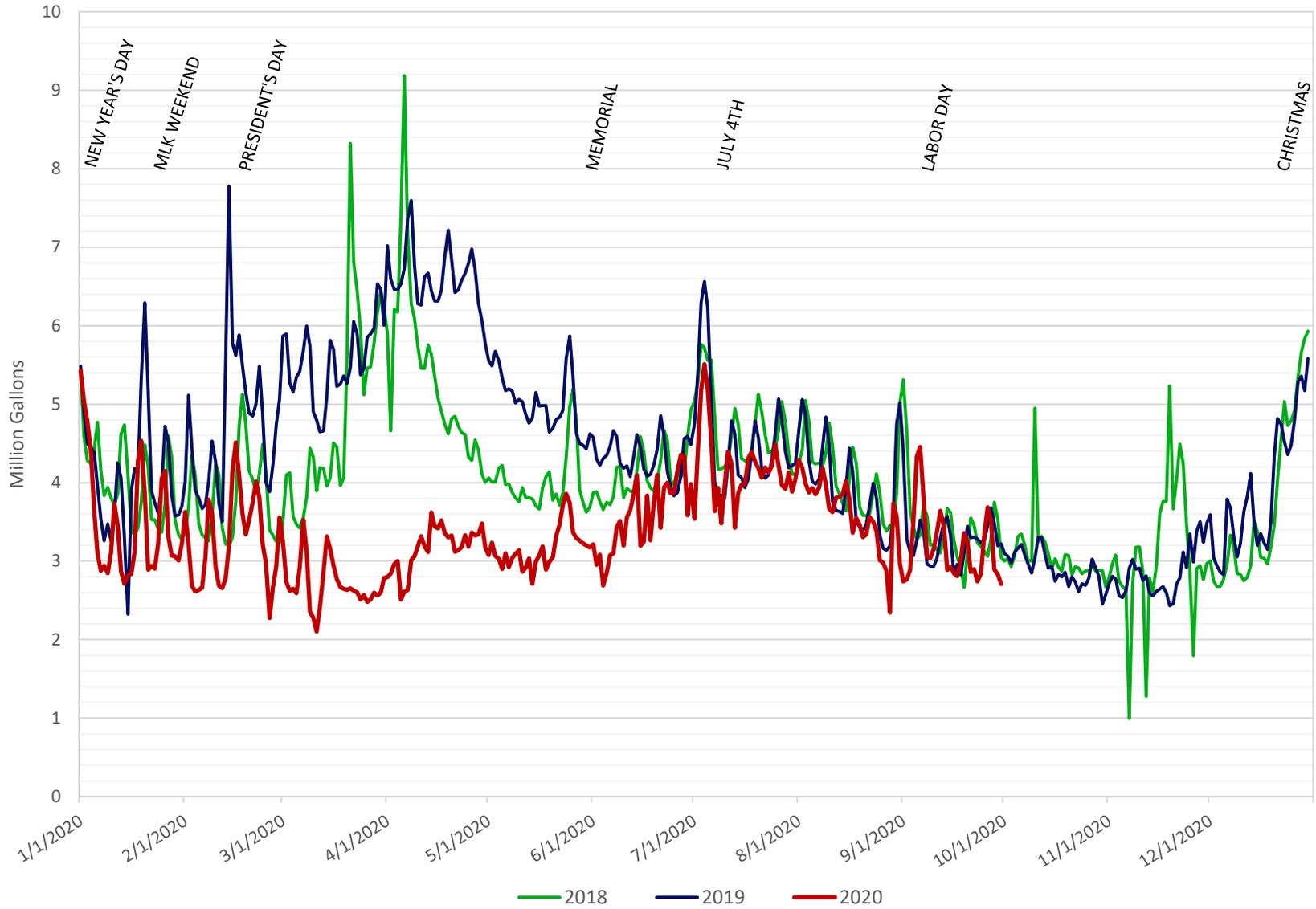
- Notes:
1. Flows are depicted in the attached graph.
  2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

**Review Tracking:**

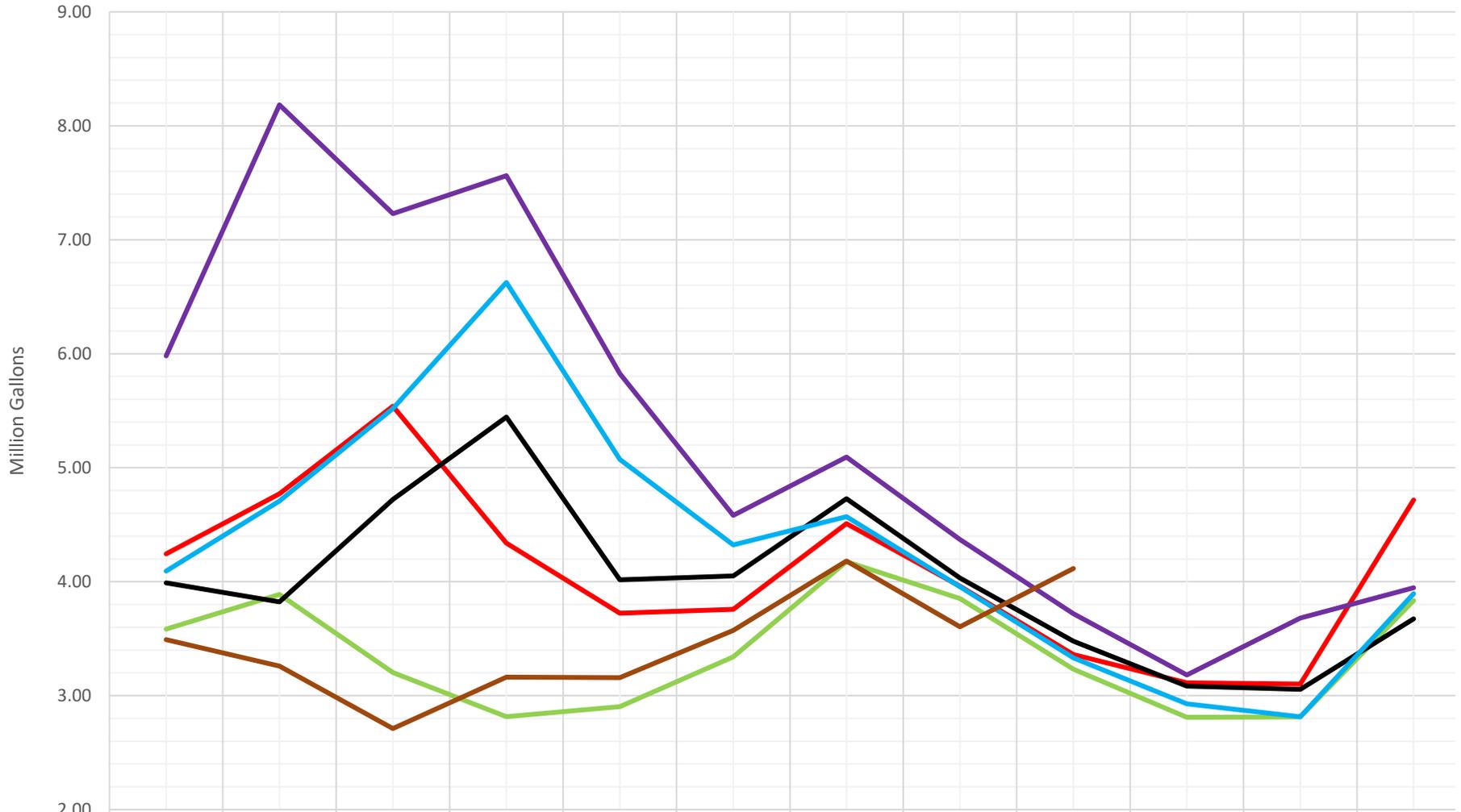
Submitted By:   
 Michael Peak  
 Operations Manager

Approved By:   
 LaRue Griffin  
 General Manager

T-TSA Daily Influent Flow

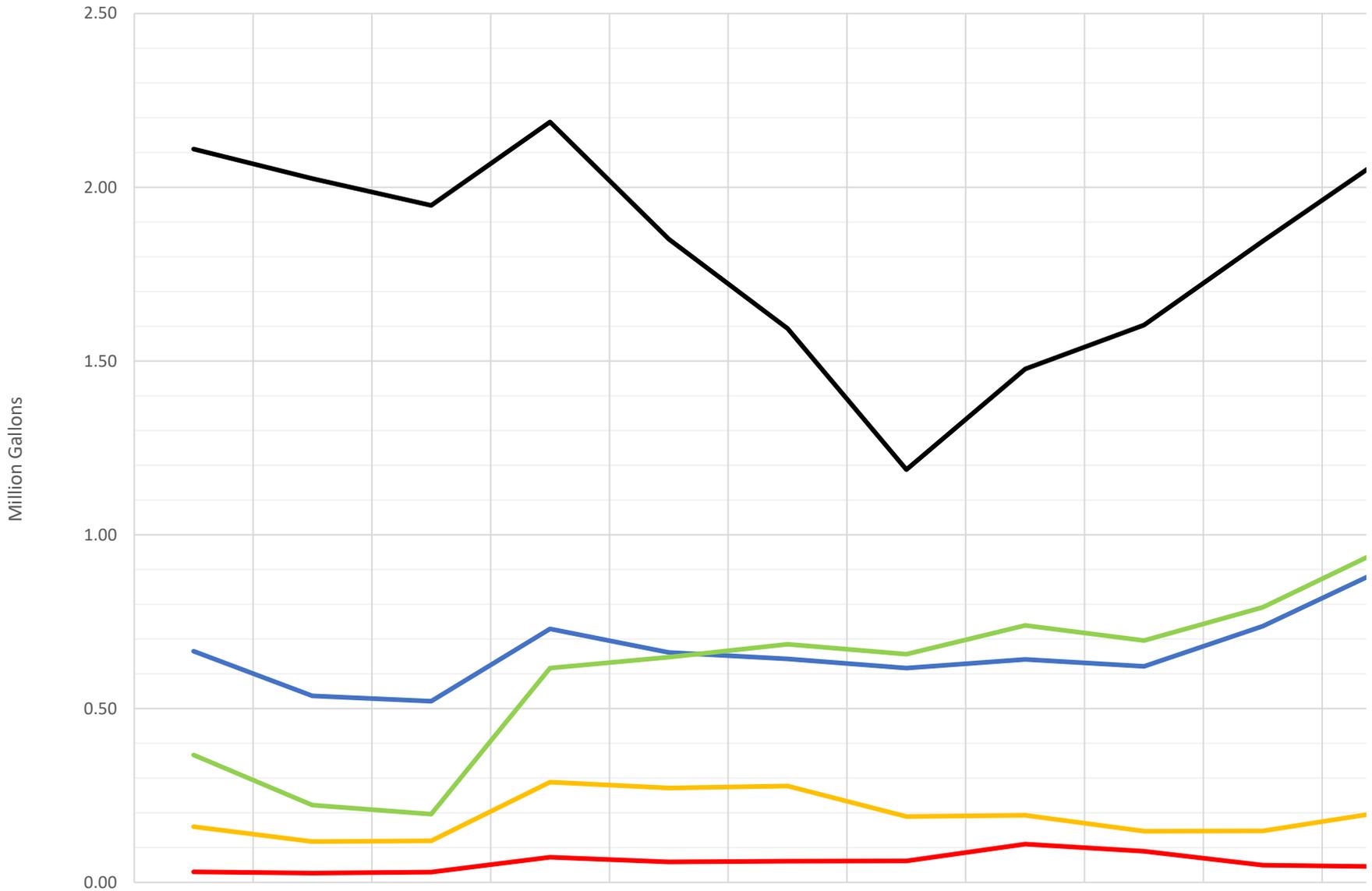


### Monthly Average Daily Flow (Influent)



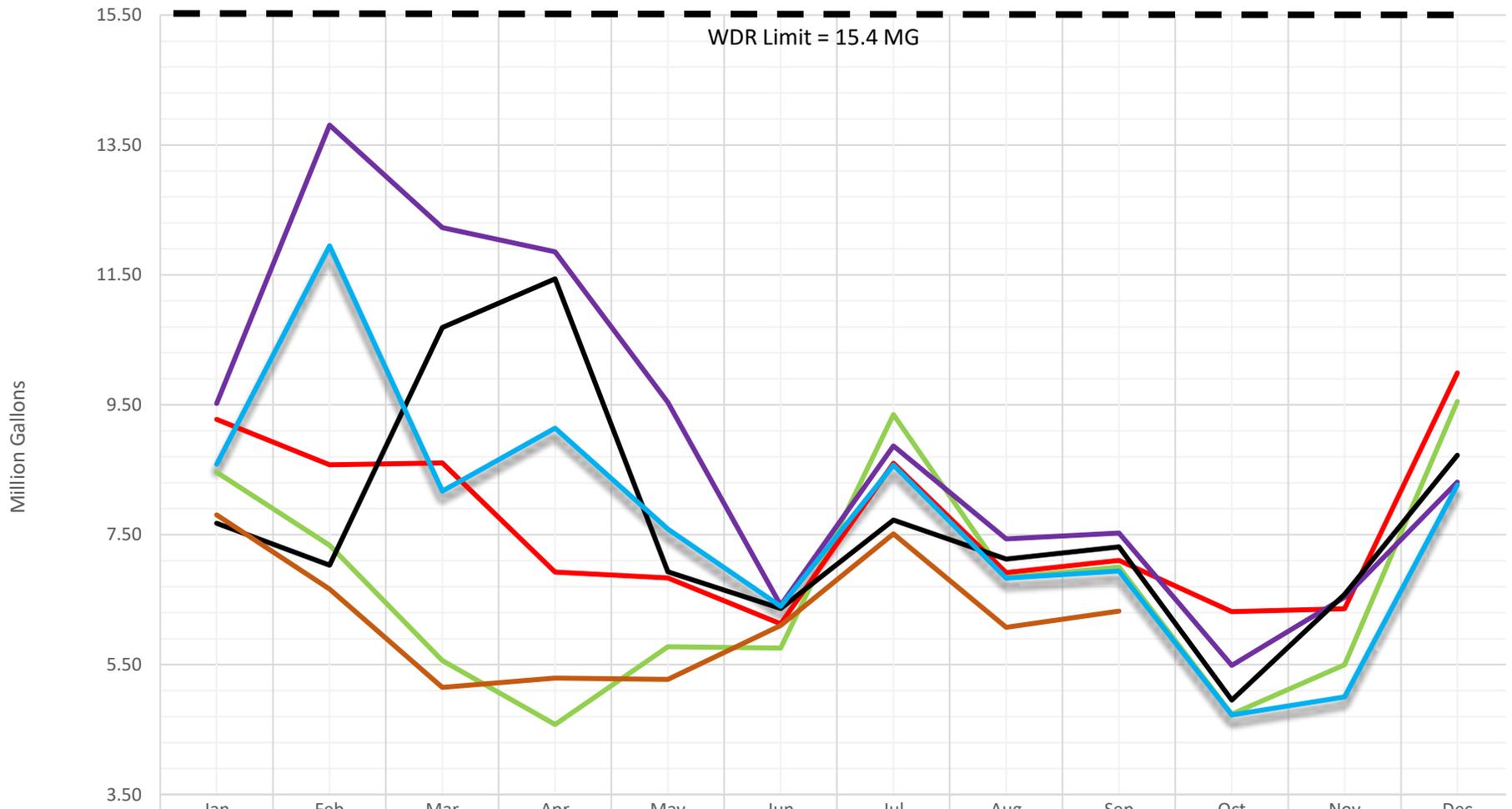
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	3.58	3.89	3.20	2.82	2.90	3.34	4.18	3.85	3.23	2.81	2.81	3.83
2016	4.24	4.77	5.54	4.34	3.72	3.76	4.51	3.96	3.36	3.11	3.10	4.72
2017	5.98	8.18	7.23	7.56	5.83	4.58	5.09	4.37	3.72	3.18	3.68	3.95
2018	3.99	3.82	4.72	5.44	4.02	4.05	4.73	4.03	3.48	3.08	3.06	3.67
2019	4.09	4.71	5.52	6.63	5.07	4.32	4.57	3.96	3.33	2.93	2.81	3.89
2020	3.49	3.26	2.71	3.16	3.16	3.57	4.18	3.61	4.12			

Monthly Average Daily Flow (Districts)



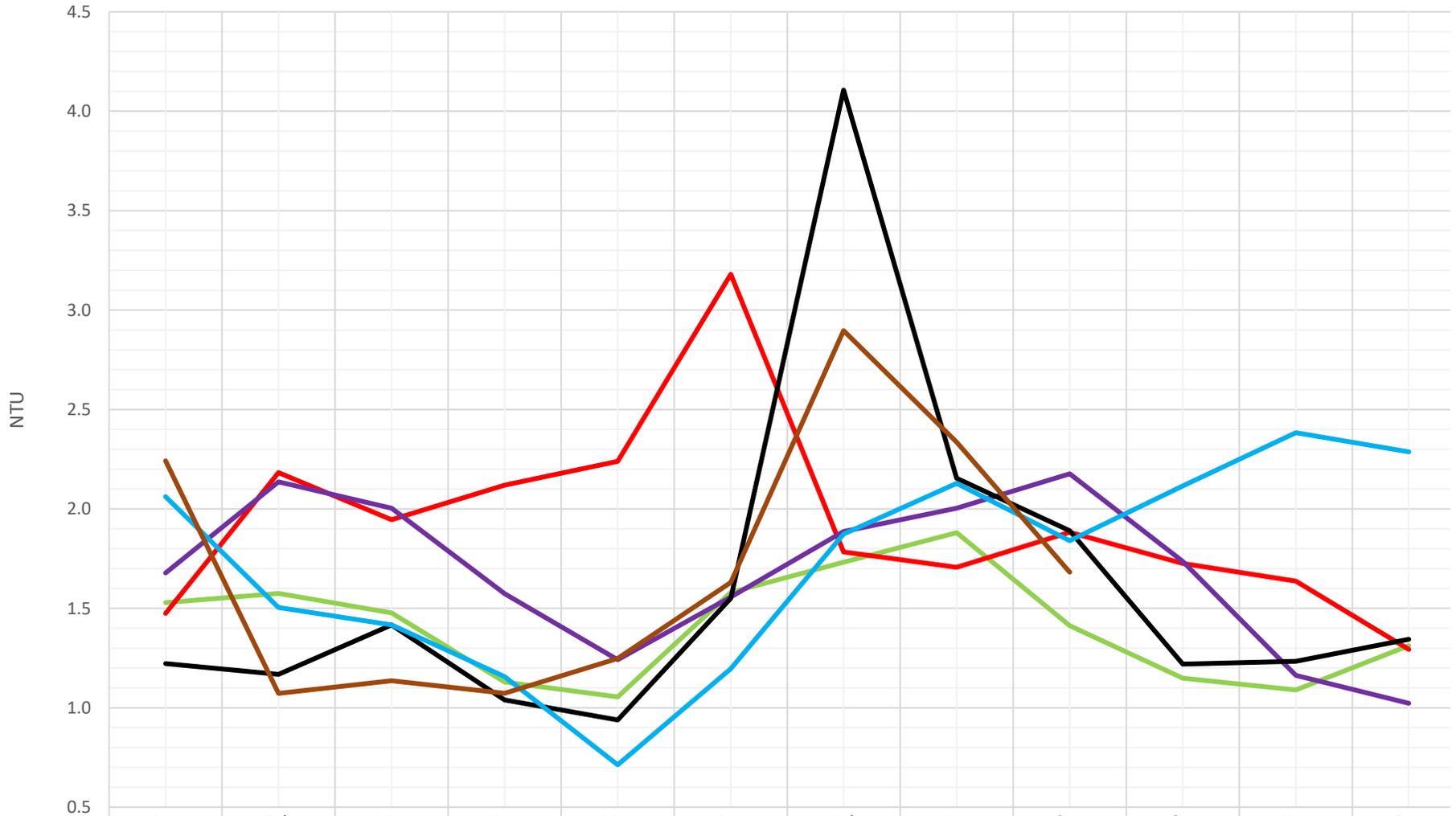
	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	J
NTPUD	0.66	0.54	0.52	0.73	0.66	0.64	0.62	0.64	0.62	0.74	
TPUD	0.37	0.22	0.20	0.62	0.65	0.68	0.66	0.71	0.70	0.78	

### Monthly Maximum Instantaneous Flow (Influent)



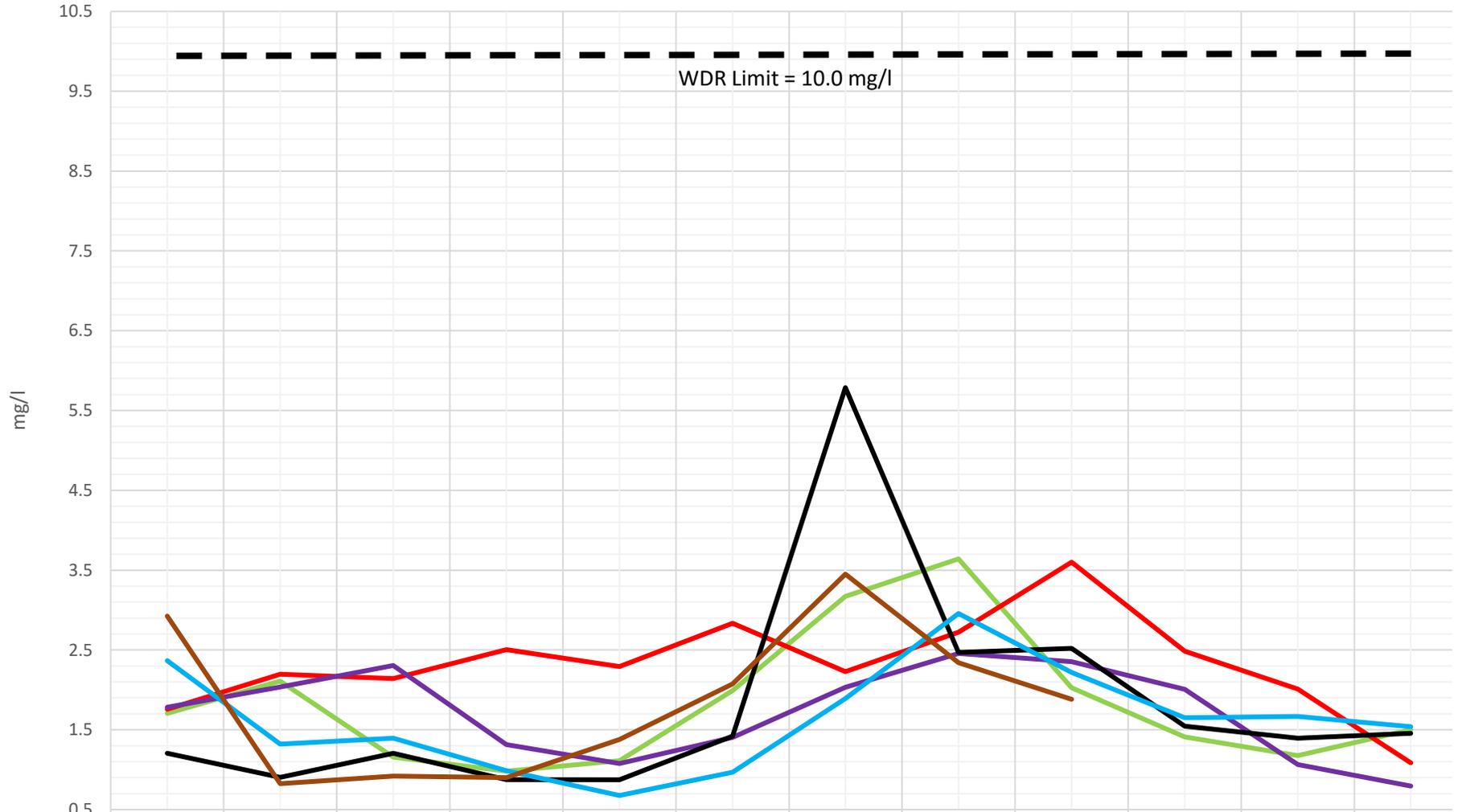
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	8.46	7.34	5.56	4.58	5.77	5.76	9.35	6.84	7.00	4.74	5.50	9.55
2016	9.28	8.58	8.60	6.93	6.84	6.13	8.60	6.92	7.11	6.32	6.36	9.99
2017	9.52	13.81	12.23	11.86	9.54	6.41	8.87	7.44	7.53	5.49	6.53	8.31
2018	7.68	7.03	10.69	11.44	6.93	6.37	7.73	7.12	7.31	4.95	6.58	8.72
2019	8.58	11.95	8.17	9.14	7.59	6.40	8.57	6.83	6.94	4.73	5.00	8.26
2020	7.81	6.66	5.15	5.29	5.27	6.10	7.51	6.07	6.33			

Monthly Average Daily Turbidity (Effluent)



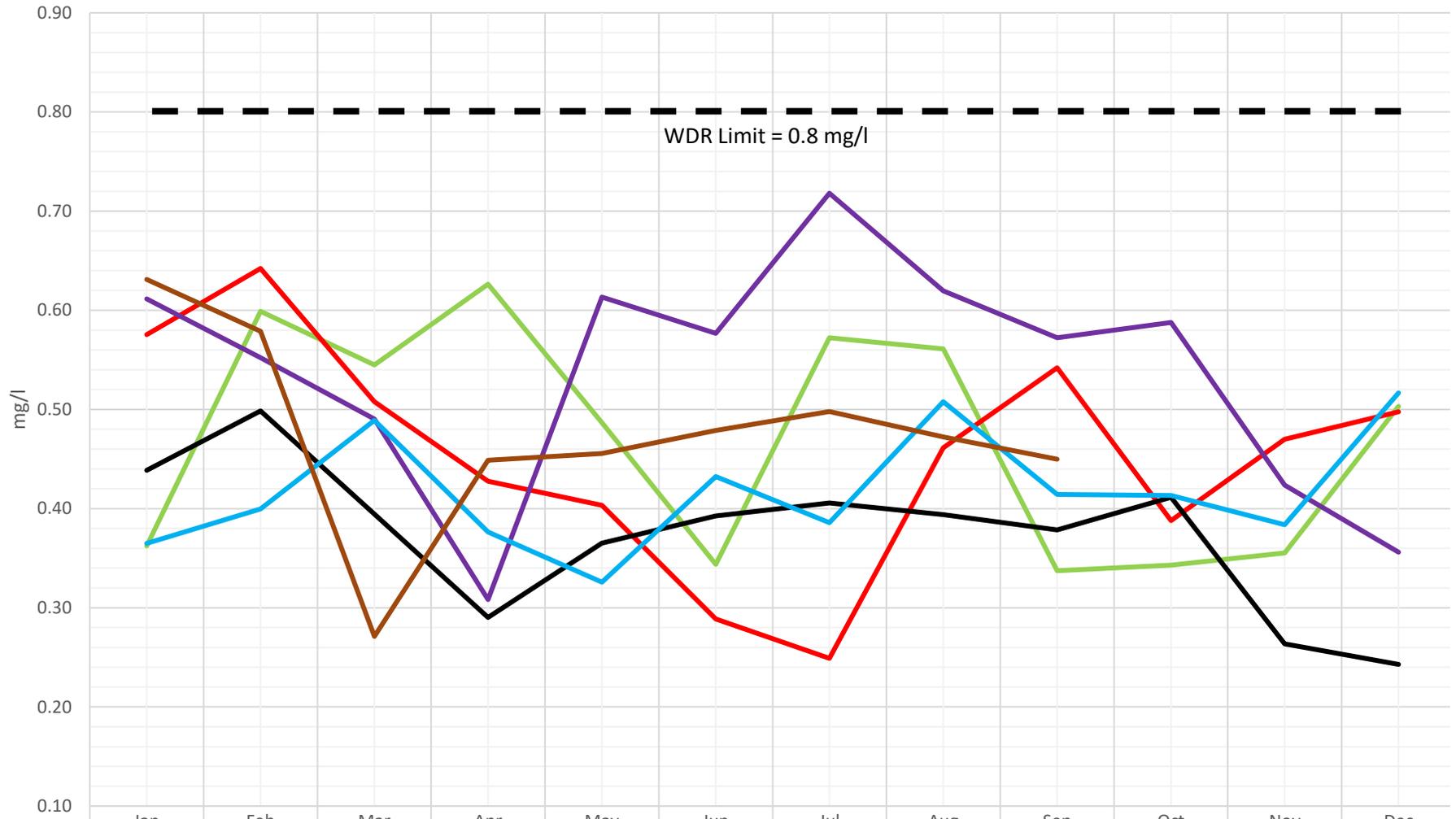
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	1.5	1.6	1.5	1.1	1.1	1.6	1.7	1.9	1.4	1.1	1.1	1.3
2016	1.5	2.2	1.9	2.1	2.2	3.2	1.8	1.7	1.9	1.7	1.6	1.3
2017	1.7	2.1	2.0	1.6	1.2	1.6	1.9	2.0	2.2	1.7	1.2	1.0
2018	1.2	1.2	1.4	1.0	0.9	1.6	4.1	2.2	1.9	1.2	1.2	1.3
2019	2.1	1.5	1.4	1.2	0.7	1.2	1.9	2.1	1.8	2.1	2.4	2.3
2020	2.2	1.1	1.1	1.1	1.2	1.6	2.9	2.3	1.7			

### Monthly Average Daily Suspended Solids (Effluent)



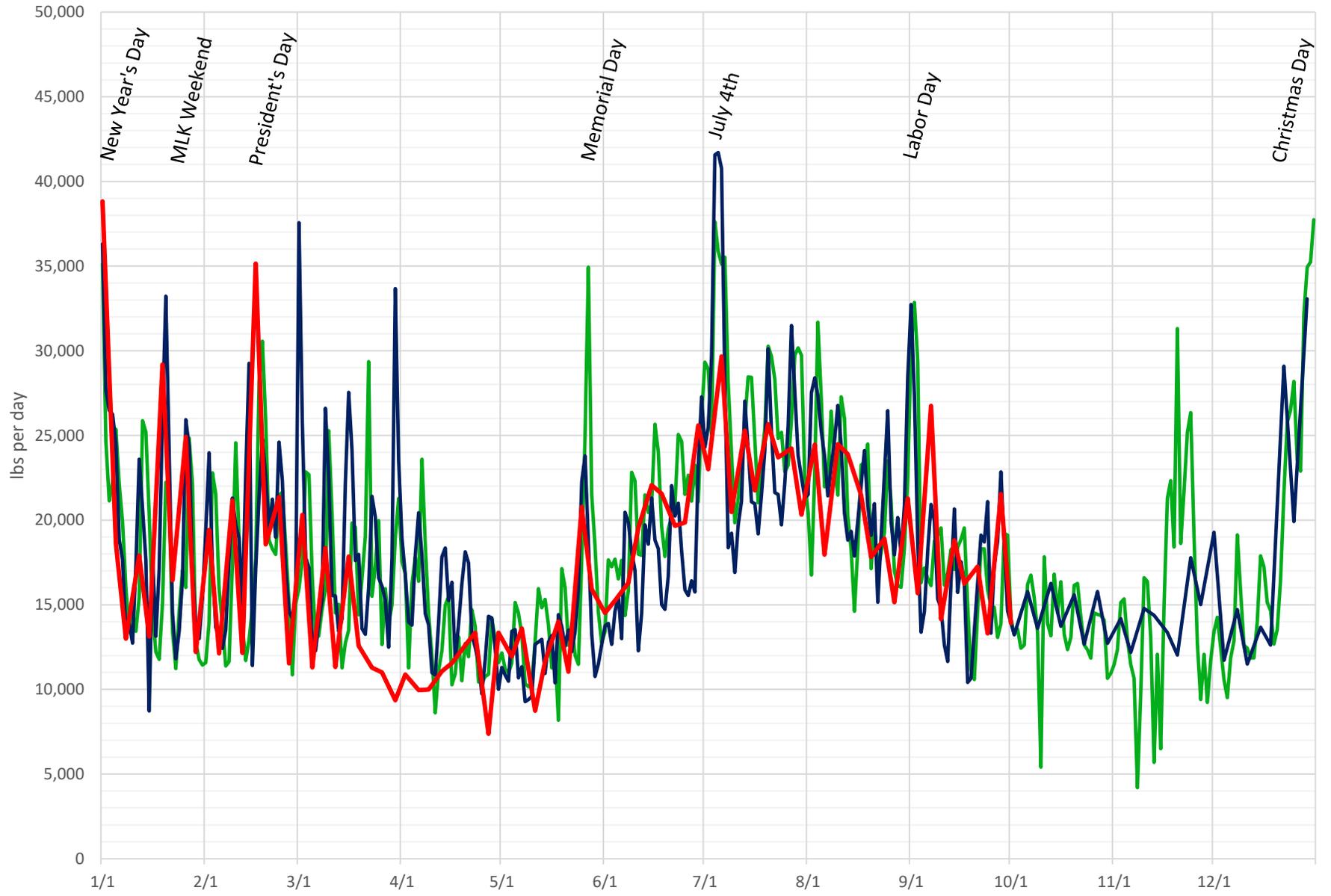
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	1.7	2.1	1.2	1.0	1.1	2.0	3.2	3.6	2.0	1.4	1.2	1.5
2016	1.8	2.2	2.1	2.5	2.3	2.8	2.2	2.7	3.6	2.5	2.0	1.1
2017	1.8	2.0	2.3	1.3	1.1	1.4	2.0	2.5	2.4	2.0	1.1	0.8
2018	1.2	0.9	1.2	0.9	0.9	1.4	5.8	2.5	2.5	1.5	1.4	1.5
2019	2.4	1.3	1.4	1.0	0.7	1.0	1.9	3.0	2.2	1.7	1.7	1.5
2020	2.9	0.8	0.9	0.9	1.4	2.1	3.5	2.3	1.9			

### Monthly Average Daily Total Phosphorus (Effluent)

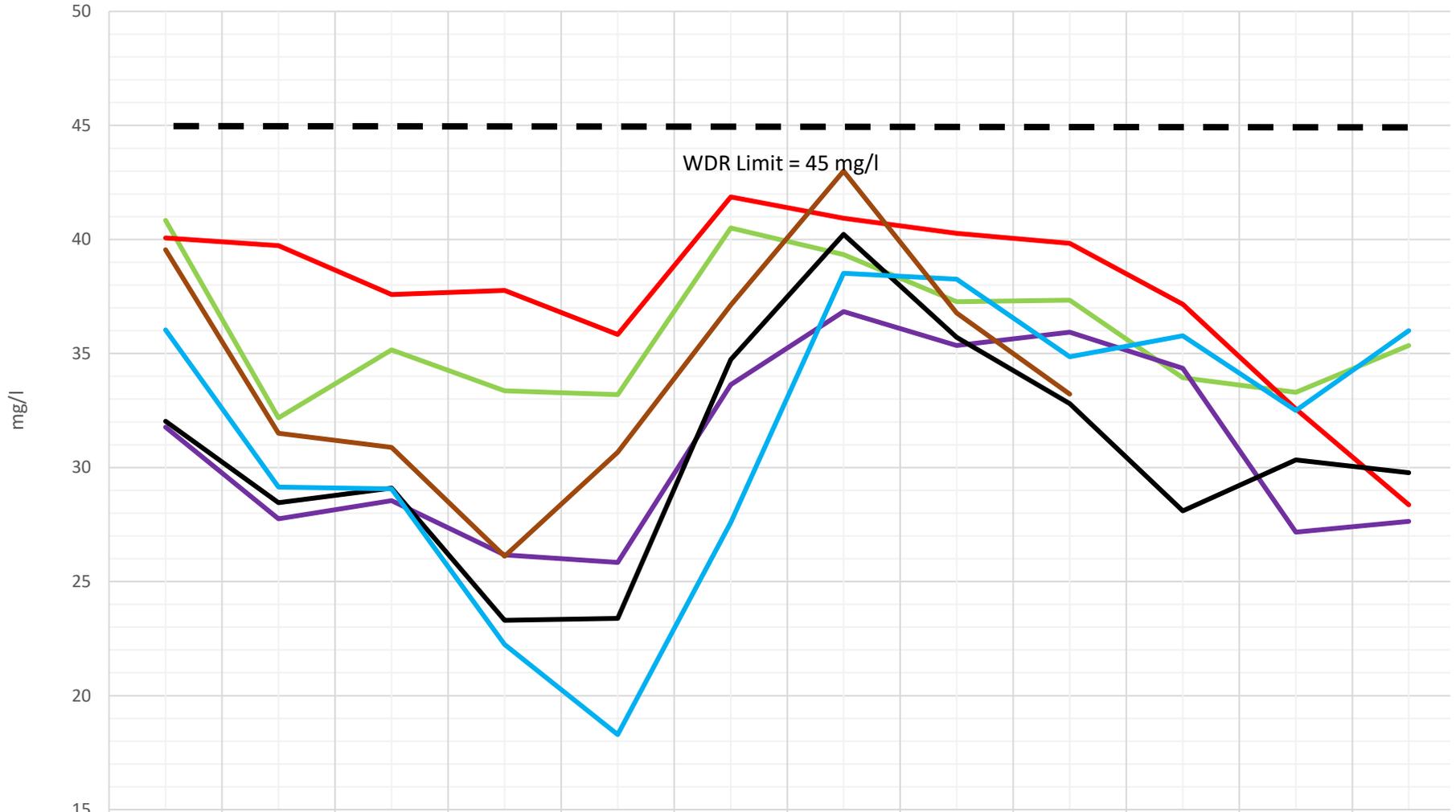


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	0.36	0.60	0.54	0.63	0.49	0.34	0.57	0.56	0.34	0.34	0.36	0.50
2016	0.58	0.64	0.51	0.43	0.40	0.29	0.25	0.46	0.54	0.39	0.47	0.50
2017	0.61	0.55	0.49	0.31	0.61	0.58	0.72	0.62	0.57	0.59	0.42	0.36
2018	0.44	0.50	0.39	0.29	0.37	0.39	0.41	0.39	0.38	0.41	0.26	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	0.45			

COD Influent Loading

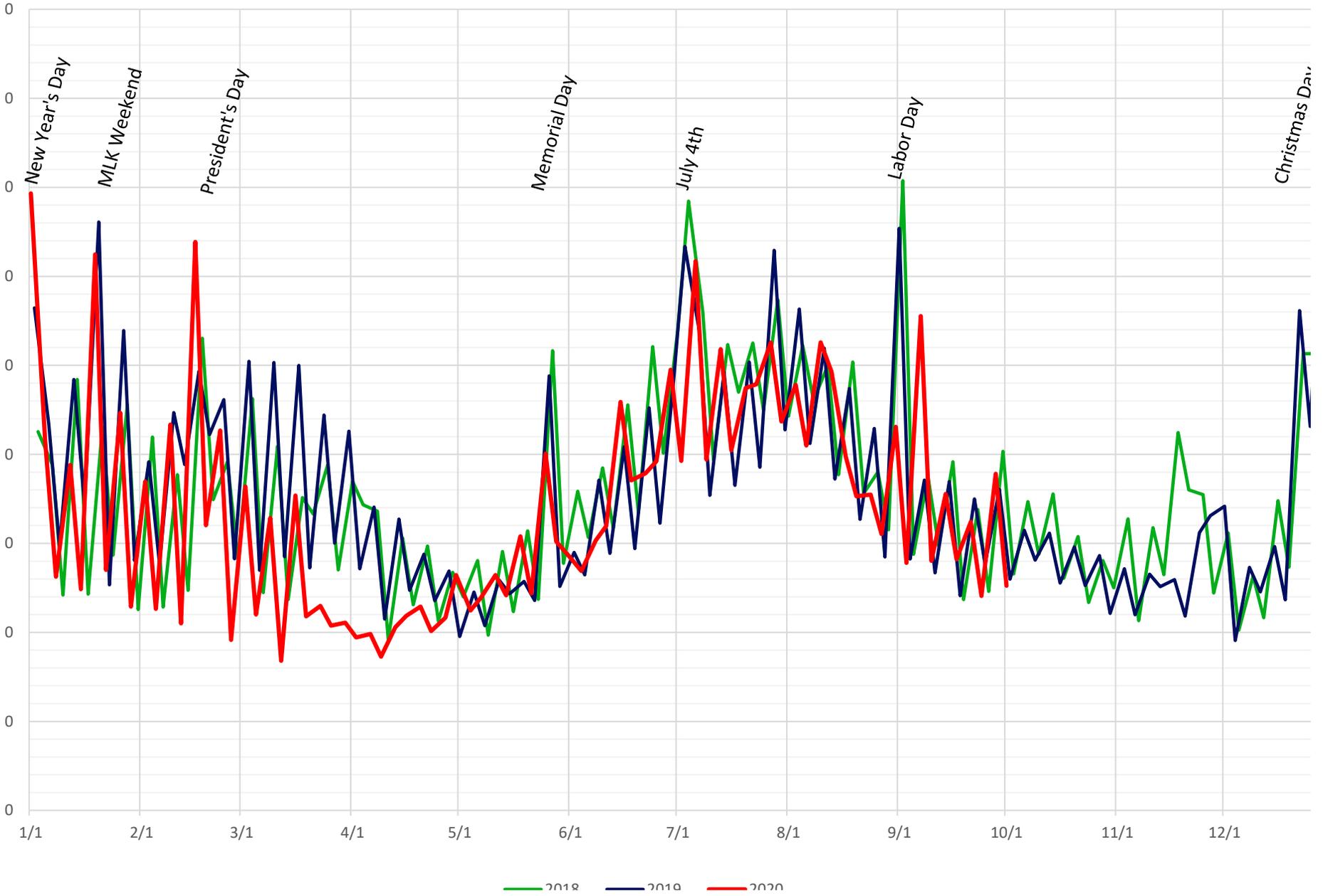


Monthly Average Daily Chemical Oxygen Demand (Effluent)

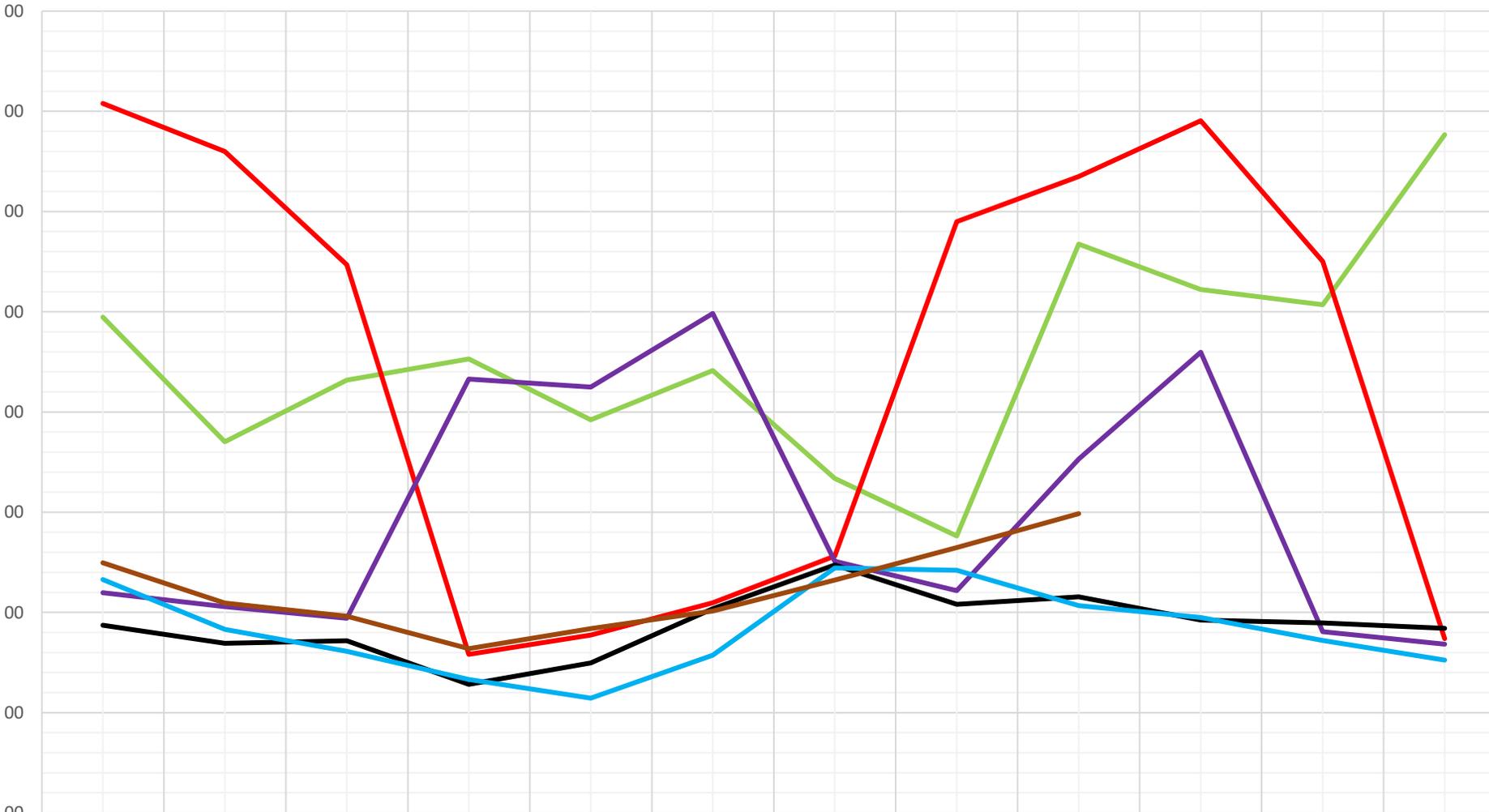


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	41	32	35	33	33	41	39	37	37	34	33	35
2016	40	40	38	38	36	42	41	40	40	37	33	28
2017	32	28	29	26	26	34	37	35	36	34	27	28
2018	32	28	29	23	23	35	40	36	33	28	30	30
2019	36	29	29	22	18	28	39	38	35	36	33	36
2020	40	32	31	26	31	37	43	37	33			

# TKN Influent Loading

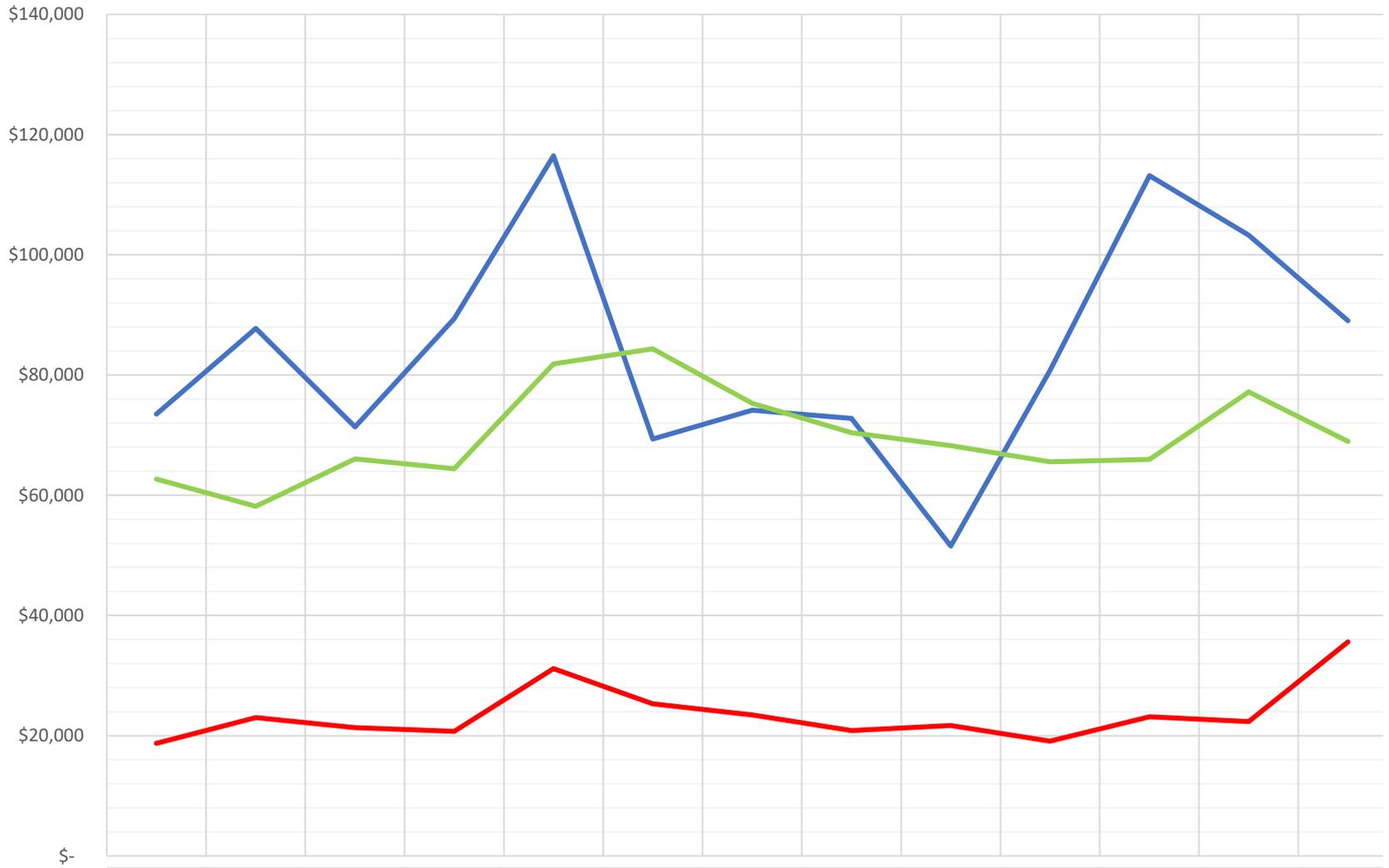


Monthly Average Daily Total Nitrogen (Effluent)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
'015	4.95	3.70	4.32	4.53	3.92	4.41	3.34	2.76	5.68	5.22	5.07	6.77
'016	7.08	6.60	5.47	1.58	1.77	2.10	2.56	5.90	6.35	6.91	5.50	1.74
'017	2.20	2.06	1.94	4.33	4.25	4.98	2.51	2.22	3.53	4.60	1.81	1.68
'018	1.87	1.69	1.72	1.28	1.50	2.04	2.47	2.08	2.16	1.92	1.90	1.84
'019	2.33	1.83	1.61	1.33	1.14	1.57	2.44	2.42	2.07	1.95	1.72	1.52
'020	2.50	2.09	1.96	1.64	1.84	2.01	2.32	2.65	2.99			

### Chemical, Power and Sludge Disposal Costs



	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
Chemical	\$73,500	\$87,752	\$71,385	\$89,384	\$116,483	\$69,350	\$74,168	\$72,801	\$51,561	\$80,784	\$113,171	\$103,254	\$89,024
Power	\$62,700	\$58,163	\$66,044	\$64,431	\$81,851	\$84,369	\$75,309	\$70,394	\$68,257	\$65,547	\$65,959	\$77,175	\$68,963
Sludge Disposal	\$18,730	\$23,009	\$21,328	\$20,741	\$31,185	\$25,291	\$23,459	\$20,855	\$21,699	\$19,116	\$23,148	\$22,342	\$35,610



## TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Richard Pallante, Maintenance Manager  
**Subject:** Maintenance Report

---

- ◆ **Project support:** In the month of September, Maintenance staff provided support for the following projects:
  - 2020 Administration Building Remodel
  - 2020 Painting Project.
  - 2020 Digital Scanning Project.
  
- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing projects:
  - Completed relocation of Administrative building furniture and equipment.
  - Secondary #3 re-assembly for painting project.
  - Added isolation valves to filter #3.
  - Received new BNR supply water VFDs and have started the installation process.
  - Started emergency lighting replacement project.
  - Began testing of new electrical overload that allows troubleshooting without opening the MCC door.
  - Repair of irrigation system and landscape work.
  
- ◆ **Work Orders**
  - Completed this month: Mechanical-20, Fleet-3, Electrical & Instrumentation-32.
  - Pending: Mechanical-119, Fleet-23, Electrical & Instrumentation-46.

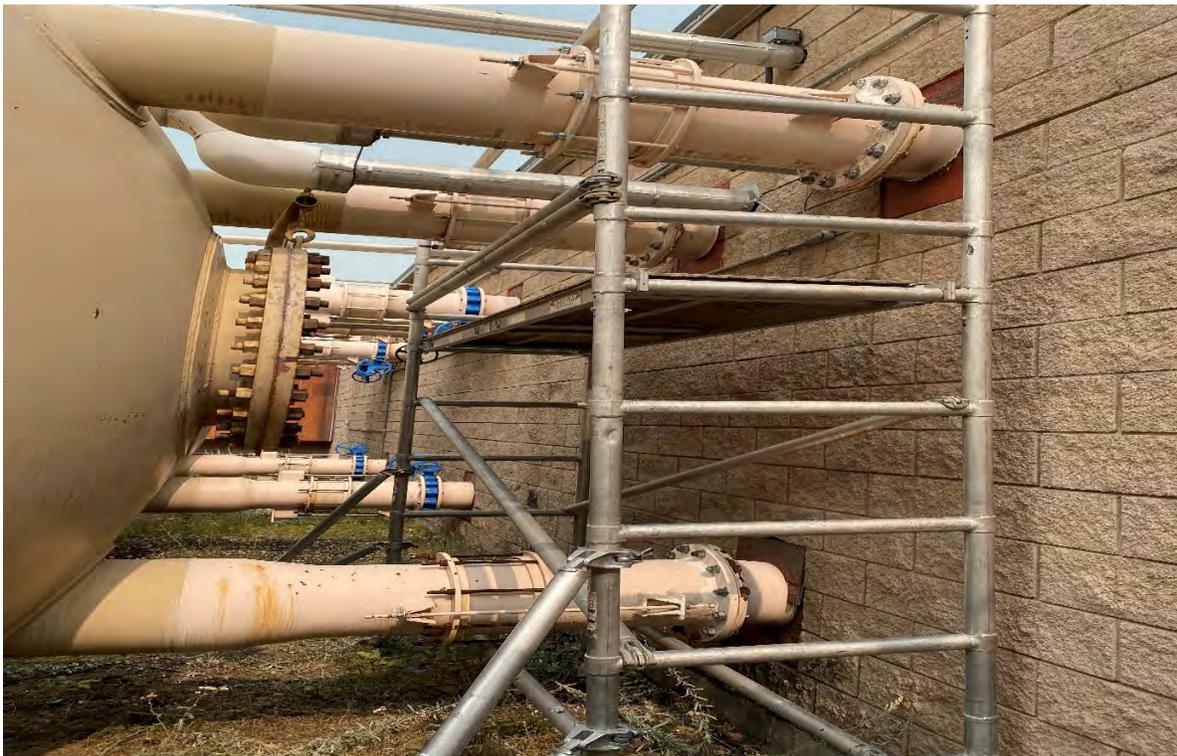
### Review Tracking:

Submitted By:   
Richard Pallante  
Maintenance Manager

Approved By:   
LaRue Griffin  
General Manager



Secondary #3



Filter #3 and 4



## TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Subject:** Engineering Report

---

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

- Master Sewer Plan
- 2020 Administration Building Remodel Project
- 2020 Digital Scanning of Sewer Lines Project
- 2020 Headworks Improvements Project
- 2020 Plant Painting Project
- 2020 Chiller Replacement Project
- 2021 2-Water System Improvements Project
- 2021 Asphalt Sealing Project
- 2021 Chlorine Scrubber Replacement Project
- 2021 Digital Scanning of Sewer Lines Project
- 2021 Furnishing Submersible Pump and Power Pack Project
- 2021 Lime System Improvements Project
- 2021 Plant Painting Project

◆ **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 Plant Painting Project – Stripper Distribution Box



2020 Plant Painting Project – Stripper Distribution Box



2020 Administration Building Remodel Project – Trailers



2020 Administration Building Remodel Project - Vacate



## TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

**Date:** Oct. 21, 2020  
**To:** Board of Directors  
**From:** Bob Gray, IT Department Manager  
**Subject:** Information Technology (IT) Report

---

- T-TSA Plant Information System (PIS)
  - Migration of Operation Logbook Entries to PIS
    - Installed on test server and going through testing
  - Modifications to the Connection Web Portal as requested from Billing complete
- SCADA HMI Virtual Machine Development and Software Upgrade
  - Virtual Machine (SCADAMAIN10)
    - Current tagname server application loaded and running-active implementation
  - Virtual Machine (SCADAMAIN11B)
    - Wonderware software ready for Application Server development
- SCADA Developments
  - Replacement of PLC CPU for C&CT process in service for over a month.
- BNR Blower Cabinet Environment Monitoring and Logging --PAUSED
  - PLC Installed in Blower 8 Cabinet
  - PLC Installed in Blower 5 Cabinet
  - Differential pressure and cabinet temperature sensors are connected into PLC
  - Ready to bring into SCADA
- Hiring New IT Specialist
  - First round of interviews complete and scheduling second round.
- Admin Remodel
  - Moved all computer and phone equipment from offices in the Admin Building and transferred to Engineering and Administration trailers and other designated temporary offices at the plant.
  - The IT department is working remotely due to loss of office space and coming in when required.
- Work Orders
  - Completed in Sep.-Oct.: 24
  - Outstanding: 84

### Review Tracking:

Submitted By:   
Robert Gray  
IT Department Manger

Approved By:   
LaRue Griffin  
General Manager



## TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** Roshelle Chavez, Administrative Manager  
**Subject:** Administrative Report

---

- Accounting
  - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
  - Continued Audit of fiscal year 2019-2020 with Auditors of Damore, Hamric & Schneider.
  - Continued coordination with Caselle software for restructuring of fund accounts for fiscal year 2020-2021, as well as additional ongoing training and troubleshooting.
- Billing/Customer Service
  - General assistance with customer accounts, utility demands, adjustments, and plan review.
  - Activated 16 new account permits and prepared associated letters, reports and invoices.
  - Additional Caselle software training and troubleshooting.
- Purchasing
  - Coordinated purchase of plant O&M supplies and performed various administrative tasks.
  - Coordinated with all departments regarding Agency contracts and bids.
- General Administration
  - Administrative staff and department manager packed and moved into temporary office trailer.
  - Continued coordination with Engineering regarding Administrative Building Remodel project.
  - Collaborated with Maintenance Department for implementation of Agency Surplus Sale.
  - Continued in Supervisory meetings and discussions regarding Agency Functional Competencies.
  - Continued executive coaching with Creating Effective Organizations.
  - Performed various administrative duties to assist GM and Board of Directors.
  - Performed several miscellaneous public records requests.

### Review Tracking

Submitted By:   
Roshelle Chavez  
Administrative Services Manager

Approved By:   
LaRue Griffin  
General Manager

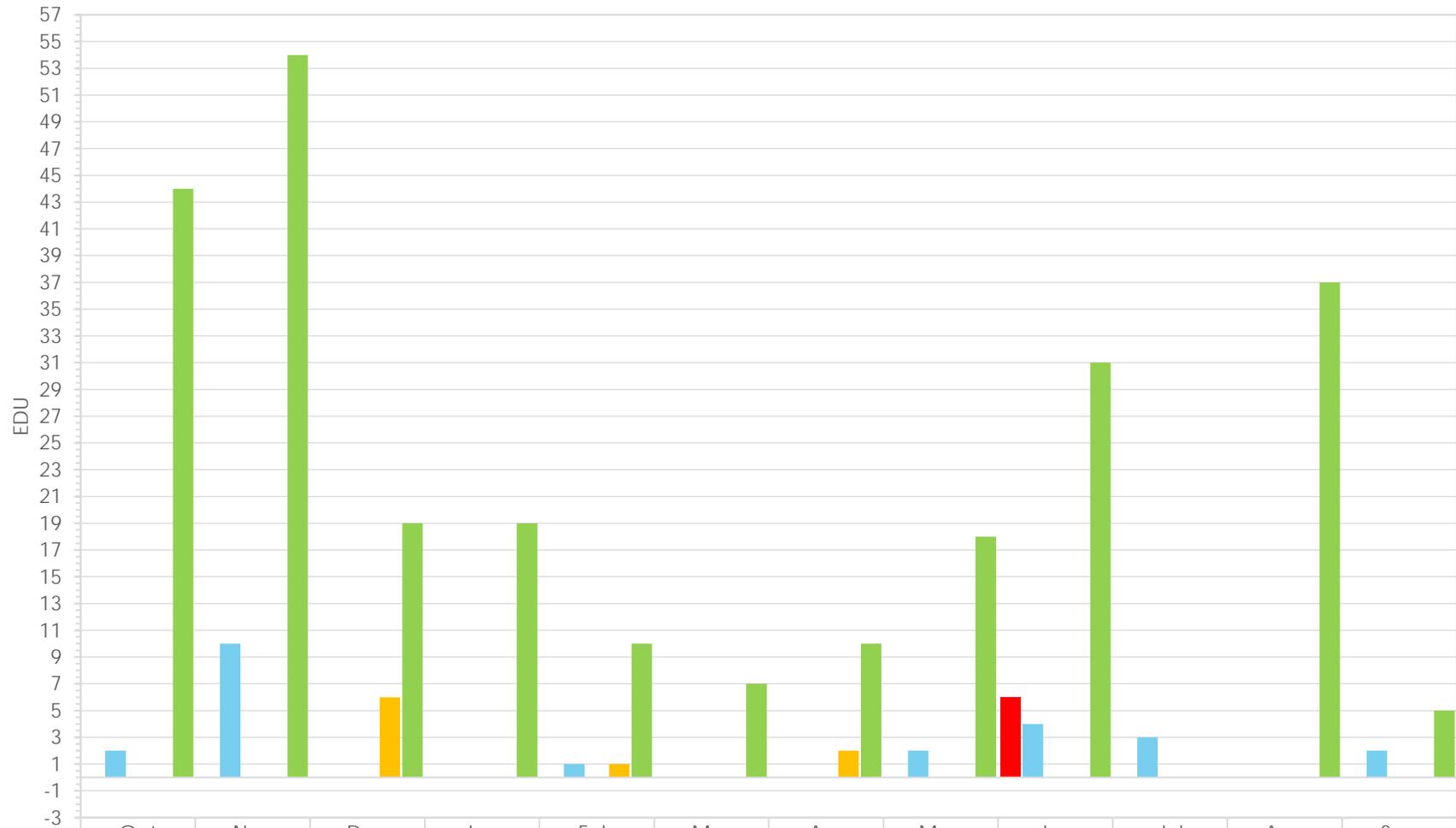
## CONNECTION FEES - SEPTEMBER 2020

Connection Fee Type	MTD Count (#)	MTD Total Ft <sup>2</sup>	MTD Total \$	YTD Count (#)	YTD Total Ft <sup>2</sup>	YTD Total \$
Residential	10	27,566	\$ 63,240.50	126	266,942	\$ 656,148.50
Residential Ft <sup>2</sup> Additions	2	3,618	\$ 6,331.50	6	5,726	\$ 10,020.50
Residential Ft <sup>2</sup> Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	1	891	\$ 3,059.25	3	2,644	\$ 9,127.00
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	3	1,636	N/A
Commercial	3	N/A	\$ 20,000.00	5	N/A	\$ 78,000.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
<b>Grand Total</b>	<b>16</b>	<b>32,075</b>	<b>\$ 92,631.25</b>	<b>143</b>	<b>276,948</b>	<b>\$ 753,296.00</b>

## INSPECTIONS - SEPTEMBER 2020

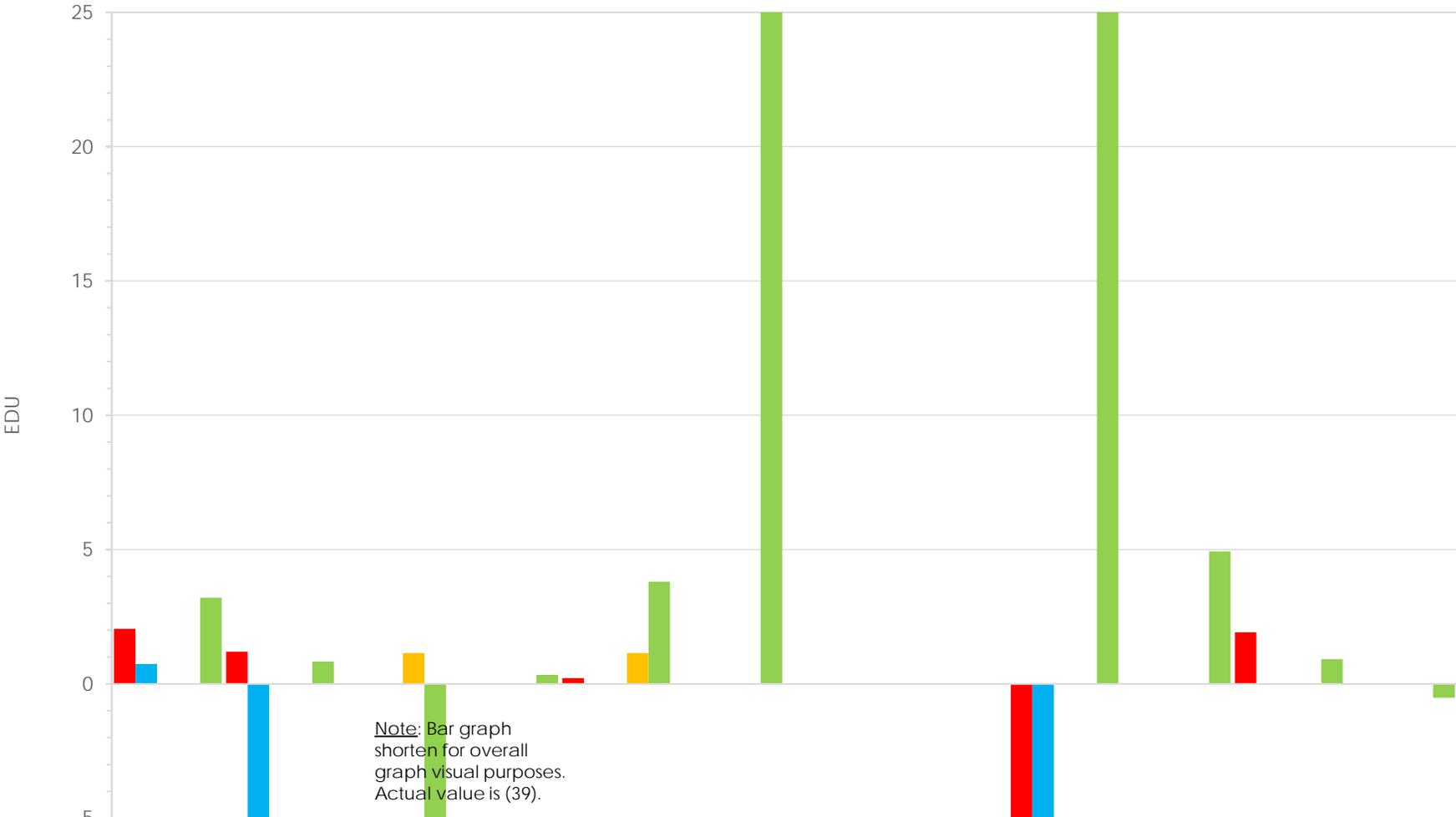
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	1	1	6	6
Residential (Drive-by of Suspended Accounts)	0		0	

# Residential EDU Summary



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
■ NTPUD	0	0	0	0	0	0	0	0	6	0	0	0
■ TCPUD	2	10	0	0	1	0	0	2	4	3	0	2
■ ASCWD	0	0	0	0	0	0	0	0	0	0	0	0
■ SVSPD	0	0	6	0	1	0	2	0	0	0	0	0
■ TSD	44	54	19	19	10	7	10	18	31	0	37	5

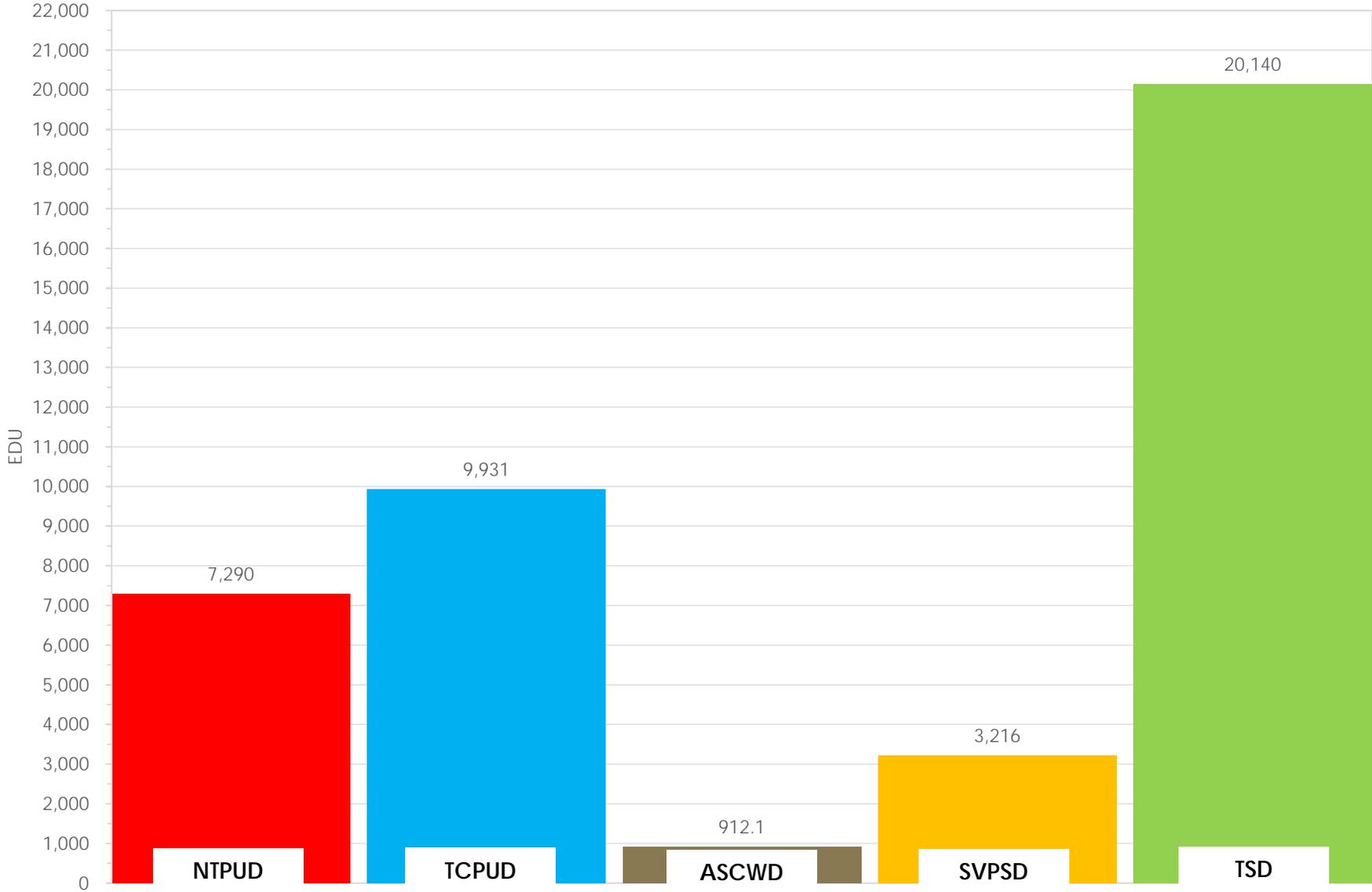
# Other EDU Summary



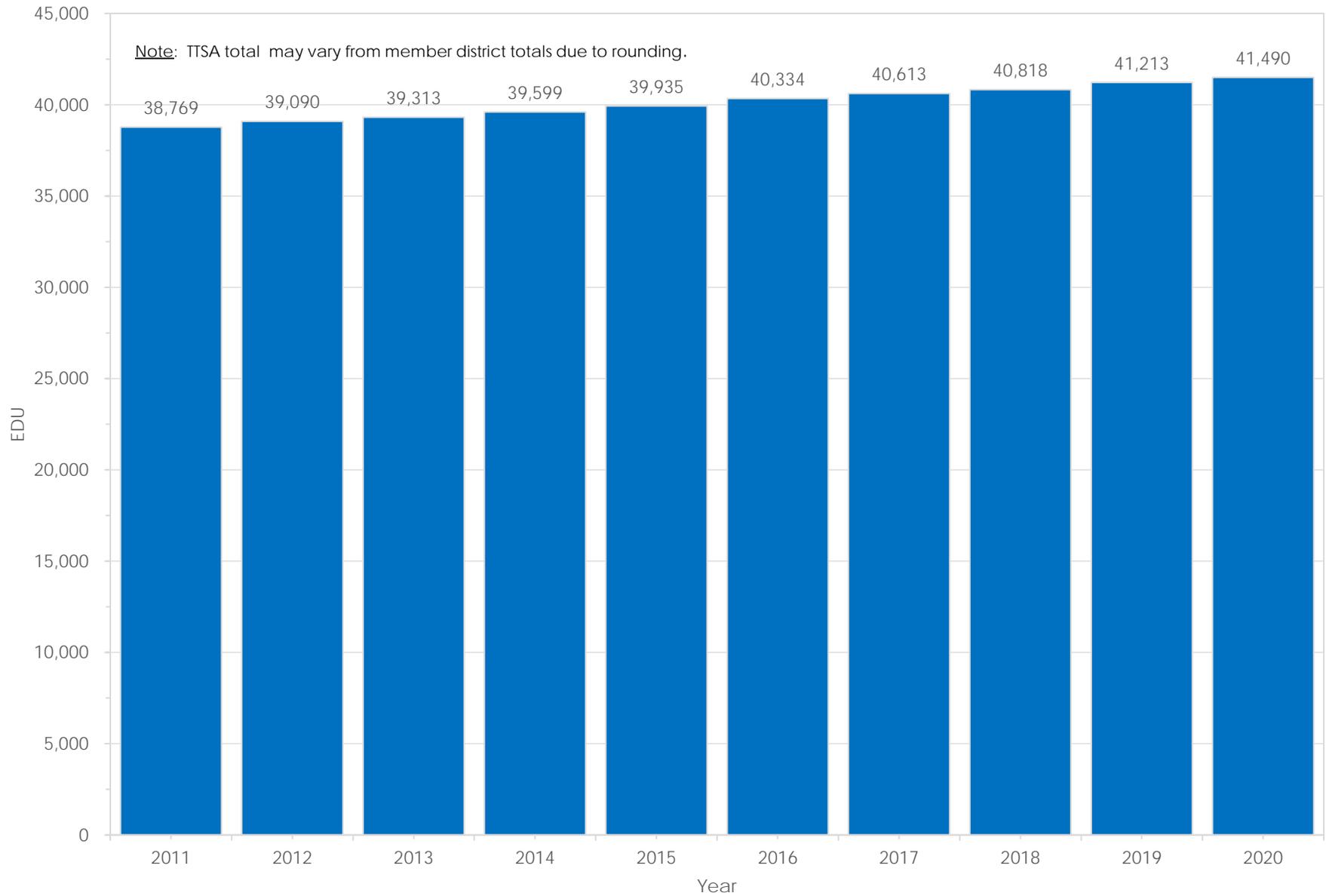
Note: Bar graph shorten for overall graph visual purposes. Actual value is (39).

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
■ NTPUD	2.0	1.2	0.0	0.0	0.2	0.0	0.0	0.0	(8.2)	0.0	1.9	0.0
■ TCPUD	0.7	(7.6)	0.0	0.0	0.0	0.0	0.0	0.0	(6.0)	0.0	0.0	0.0
■ ASCWD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
■ SVSPD	0.0	0.0	1.2	0.0	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
■ TSD	3.2	0.8	(6.9)	0.3	3.8	73.1	0.0	0.0	46.9	4.9	0.9	(0.5)

# Current EDU Summary By Member District



# Historical TTSA EDU Summary





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**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

- Management continued implementation of the COVID-19 plan:
  - Agency remains closed to the public.
  - All staff are either telecommuting or working onsite with staggered shifts with increased staff isolation/separation.
- All staff from the Admin. Bldg. have relocated to the portable trailers, relocated to other locations within the WWTP or are telecommuting.
- Management and staff prepared the annual evaluation template.
- ELAP performed a site visit to follow up on the order of information.
- Management approved Change Order No. 5 for the 2020 Plant Painting project (attached).
- Management approved Change Order No. 1 for the 2020 Digital Scanning of Sewer Lines project (attached).
- Management and staff provided a facility tour for Director David Smelser.

### Review Tracking

Submitted By:   
LaRue Griffin  
General Manager

# TAHOE-TRUCKEE SANITATION AGENCY

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



**Directors**

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

## CONTRACT MODIFICATION NO. 5 (Change Order)

The following additions, deletions or revisions to the Contract Documents for the 2020 Plant Painting Project by and between the Tahoe-Truckee Sanitation Agency and F.D. Thomas, Inc. dated March 18<sup>th</sup>, 2020 have been ordered and authorized:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
1	Extended Scaffolding setup duration in Primary Clarifier No. 66 and additional cleanup from rake arm mechanism lubricant leak.	N/A	Lump Sum	\$1,485.00	\$1,485.00
2	Credit for Agency repair of broken pipe in Primary Clarifier Structure No. 66.	N/A	Lump Sum	(\$484.79)	(\$484.79)
3	Reduction of \$696.00 from Bid Item No. 6; no grinding was needed in Primary Clarifier No. 66. The estimated quantity called for 6 hours * \$116.00/hour = \$696.00.	6	Hours	(\$116.00)	(\$696.00)
4	Reduction of \$650.00 from Bid Item No. 8; no caulking was needed in Primary Clarifier No. 66. The estimated quantity called for 100 Linear Feet * \$6.50/L.F. = \$650.00.	100	Linear Feet	(\$6.50)	(\$650.00)
5	Reduction of \$1,392.00 from Bid Item No. 16; no grinding was needed in Secondary Clarifier No. 54. The estimated quantity called for 12 hours * \$116.00/hour = \$1,392.00.	12	Hours	(\$116.00)	(\$1,392.00)
6	Reduction of \$65.00 from Bid Item No. 18; only 90 linear feet (LF) of caulking out of an estimated quantity of 100 LF was needed in Secondary Clarifier No. 54. 10 Linear Feet * \$6.50/L.F. = \$65.00.	10	Linear Feet	(\$6.50)	(\$65.00)

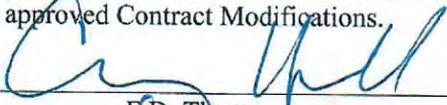
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
7	Reduction of \$1,236.00 from Bid Item No. 22; no welding repairs were needed in Stripper Distribution Box No. 56. The estimated quantity called for 4 hours * \$309.00/hour = \$1,236.00.	4	Hours	(\$309.00)	(\$1,236.00)
8	Reduction of \$500.00 from Bid Item No. 22; no welding repair material was needed in Stripper Distribution Box No. 56.	N/A	Lump Sum	(\$500.00)	(\$500.00)
9	Reduction of \$472.00 from Bid Item No. 24; no grinding was needed in Stripper Distribution Box No. 56. The estimated quantity called for 4 hours * \$118.00/hour = \$472.00.	4	Hours	(\$118.00)	(\$472.00)
10	Reduction of \$696.00 from Bid Item No. 33; no grinding was needed in Digester No. 31. The estimated quantity called for 6 hours * \$116.00/hour = \$696.00.	6	Hours	(\$116.00)	(\$696.00)
Total Cost for Items 1 through 10					(\$4,706.79)

ORIGINAL CONTRACT AMOUNT: \$516,253.00  
CONTRACT MODIFICATION NO. 1 AMOUNT: (\$6,195.00)  
CONTRACT MODIFICATION NO. 2 AMOUNT: \$609.00  
CONTRACT MODIFICATION NO. 3 AMOUNT: \$12,244.00  
CONTRACT MODIFICATION NO. 4 AMOUNT: \$3,716.38  
CONTRACT MODIFICATION NO. 5 AMOUNT: (\$4,706.79)

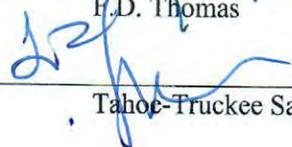
REVISED CONTRACT AMOUNT: \$521,920.59

CONTRACT TIME ADJUSTMENT: None.

All terms and conditions stipulated in the Contract Documents for the 2020 Plant Painting Project by and between the Tahoe-Truckee Sanitation Agency and F.D. Thomas, Inc. dated March 18<sup>th</sup>, 2020 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY:   
F.D. Thomas

10-08-2020  
Date

APPROVED BY:   
Tahoe-Truckee Sanitation Agency

10/12/20  
Date



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*S. Lane Lewis*

**General Manager**

*LaRue Griffin*

**CONTRACT MODIFICATION NO. 1**  
**(Change Order)**

The following additions, deletions or revisions to the Contract Documents for the 2020 Digital Scanning of Sewer Lines by and between the Tahoe-Truckee Sanitation Agency and Pipe and Plant Solutions, Inc. dated August 18<sup>th</sup>, 2020 have been ordered and authorized:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
1	Provide Agency credit for additional cost associated with overtime work scheduled outside of contract work hours for digital scanning activities from 7:00 A.M. to 3:30 P.M on weekdays. Time to not exceed eight (8) hours for digital scanning activities and related inspection work to take place on October 15 <sup>th</sup> , 2020 from 8:00 P.M. to 4:00 A.M.	8	HOURS	\$34.57 / Hour	(\$276.56)
Total Revised Cost for Item 1					(\$276.56)

ORIGINAL CONTRACT AMOUNT: \$86,372.00  
 CONTRACT MODIFICATION NO. 1 AMOUNT: (\$276.56)  
 REVISED CONTRACT AMOUNT: \$86,095.44

CONTRACT TIME ADJUSTMENT: None.

All terms and conditions stipulated in the Contract Documents for the 2020 Digital Scanning of Sewer Lines by and between the Tahoe-Truckee Sanitation Agency and Pipe and Plant Solutions, Inc. dated August 18<sup>th</sup>, 2020 are incorporated herein, except as provided in approved Contract Modifications.

ACCEPTED BY: Jordan Camacho, *Jordan L Camacho* 10/15/2020  
 Pipe and Plant Solutions, Inc. Date

APPROVED BY: *[Signature]* 10/15/20  
 Tahoe-Truckee Sanitation Agency Date



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VII  
**Subject:** Board of Director Comment

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### **Background**

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



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** October 21, 2020  
**To:** Board of Directors  
**From:** LaRue Griffin, General Manager  
**Item:** VIII  
**Subject:** Closed Session

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