



Tahoe-Truckee Sanitation Agency
Regular Board Meeting
February 13, 2019

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

S. Lane Lewis: President
Dale Cox: Vice President
Jon Northrop
Dan Wilkins
Blake Tresan

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

Date: February 13, 2019

Time: 9:00 AM

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

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

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

II. Public Comment Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.

III. 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 special Board meeting on January 16, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.

IV. Regular Agenda

1. Discussion and update of the Compensation and Classification Study.
2. Discussion and update of the Sewer Connection Fee Study.
3. Approval to advertise and solicit bids for the 2019 Plant Concrete Repair project.
4. Approval of Consultant Services Agreement with Carollo Engineers, Inc for the Agency Master Sewer Plan
5. Approval of the Agreement to Terminate the Agreement for the Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive.

6. Approval of the AIMS Team, LLC proposal for a modular asset management application.
7. Discussion of video recording and web hosting Board of Directors meetings.
8. Discussion of the sewer service charge billing and invoice process.

V. Management Team Report

1. Department Reports.
2. General Manager Report.

VI. 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.

VII. Closed Session

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

VIII. Regular Agenda (continued)

1. Consider adoption of resolution or motion appointing hearing officer for employee termination appeal hearing.

IX. Adjournment

Posted and Mailed, 02/08/19



LaRue Griffin
Secretary to the Board

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

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: I
Subject: Call to Order, Roll Call, and Pledge of Allegiance

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: II
Subject: Public Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: III-1
Subject: Approval of the minutes of the special Board meeting on January 16, 2019

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 special Board meeting on January 16, 2019.

Recommendation

Management recommends approval of the minutes of the special Board meeting on January 16, 2019.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

January 16, 2019

I. Call to Order:

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

Directors Present: S. Lane Lewis, NTPUD
Dale Cox, SVPSD via teleconference
Jon Northrop, ASCWD via teleconference
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Jay Parker, Engineering Manager
Michael Peak, Operations Manager
Richard Pallante, Maintenance Manager
Bob Gray, Information and Technology Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel via teleconference
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Dawn Davis, Administration Department
Robert Holmes, Maintenance Department
Paul Shouse, Maintenance Department
Jim Redmond, Maintenance Department
Jesus Zarate, Maintenance Department
Zeb Snider, Maintenance Department
Ryan Schultz, Maintenance Department
Tobin Fuchs, Maintenance Department
Jaime Garcia, Maintenance Department
Laura Mader, Operations Department
Bill Pindar, Operations Department

Public Present: Michael Vientuiano, IBEW 1245
Sarah Coolidge, Public

II. Public Comment:

Agency staff, Mr. Jim Redmond addressed the Board of Directors and read from a statement expressing his discontent with human resources and management on the interpretation of a provision within the employee handbook and other matters.

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

III. Introduction of New Agency Staff

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

IV. Professional Achievements, Awards & Anniversaries

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

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

V. Consent Agenda

1. Approval of the minutes of the regular Board meeting on December 12, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 2 for the Digital Scanning of Sewer Lines project.

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

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

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

Motion passed.

VI. Regular Agenda

1. Approval of a budget increase to Bryce Consulting, Inc. for the Agency Compensation and Classification Study

Mrs. Vicky Lufrano presented and discussed the proposed services agreement budget increase with the Board of Directors. After discussion, the Board of Directors directed the compilation of statistics to include the following as identified on the proposed Bryce Consulting, Inc. budget amendment: (1) the amended list of survey agencies (Bryce and Employee Recommendation), (2) list of Bryce Recommendation and, (3) list of member Agencies (Districts).

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the budget increase to the Bryce Consulting, Inc. agreement for the Compensation and Classification Study in the amount of \$5,000; unanimously approved.

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

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

Motion passed.

2. Approval of a budget increase to HDR Engineering, Inc. for the Agency Connection Fee Study.

MOTION by Director Cox, **SECOND** by Director Northrop to approve the budget increase to the HDR Engineering, Inc. agreement for the Agency Connection Fee Study in the amount of \$7,985; unanimously approved.

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

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

Motion passed.

3. Discussion and award of the Master Sewer Plan.

MOTION by Director Wilkins, **SECOND** by Director Tresan to award the Master Sewer Plan agreement to Carollo Engineers, Inc. and authorize staff to negotiate an agreement with Carollo Engineers, Inc. for consideration at the next Board of Directors meeting; unanimously approved.

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

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

Motion passed.

4. Approval to advertise and solicit bids for the Administration Building Office Remodel project.

MOTION by Director Tresan, **SECOND** by Director Northrop to approve the advertisement and solicitation of bids for the Administration Building Office Remodel project; unanimously approved.

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

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

Motion passed.

5. Approval of the Lucity, Inc. enterprise asset management program proposal.

MOTION by Director Tresan, **SECOND** by Director Wilkins to approve the Lucity, Inc. enterprise asset management program proposal and agreement; unanimously approved.

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

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

Motion passed.

6. Discussion of improved transparency for Board of Directors meetings.

Mr. Griffin addressed the Board of Directors and discussed the potential to provide video recordings of the Board of Director meetings. After discussion, the Board of Directors directed staff to obtain website statistics and cost information to video record and post to the Agency website for consideration at the next Board of Directors meeting.

VII. Management Team Reports

1. Department Reports.

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

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

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

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

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

No action was taken by the Board.

2. General Manager Report

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

No action was taken by the Board.

VIII. Board of Director Comment

Director Wilkins addressed the Board of Directors and informed them he was appointed to the NTPUD Board of Directors to fill a vacancy due to the retirement of another NTPUD Board of Director and he expects no change to the NTPUD-appointed representative on the TTSA Board.

No action was taken by the Board.

IX. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:57 AM.

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed Session Conference with Labor Negotiator – Government Code Section 54957.6
 - i. Agency designated labor negotiator: General Manager.
 - ii. Regarding unrepresented employees: All employee positions, except General Manager.

The meeting was reopened at 12:07 PM. Nothing to report from closed session.

X. ADJOURNMENT:

There being no further business, the meeting adjourned at 12:07 PM.

LaRue Griffin
Secretary to the Board

Approved: _____

DRAFT



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: III-2
Subject: Approval of general fund warrants

Background

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of general fund warrants.

Recommendation

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

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL

931	AHERN RENTALS											
77320	REG	VOID	19725531-1	11/01/18	99	100	45155	360	1,811.60-		BOOM LIFT RENTAL	
				12/12/18					* CHECK TOTAL			1,811.60-
1897	AARON CARLSSON											
77443	MAN	VOID	TRAVELREIMB1218	12/04/18	99	920	45170	375	1,404.48-		TRAVEL&MEAL REIMB,AARON	
				12/12/18					* CHECK TOTAL			1,404.48-
7	ACCU-SLUDGE											
77459	REG	PAID	0000001598	10/29/18	99	240	45100	145	1,523.41		SLUDGE JUDGE	
				1/09/19					* CHECK TOTAL			1,523.41
1916	AFASSCO											
77460	REG	PAID	IN0153654	12/03/18	99	765	45110	325	191.45		MEDICAL SUPPLIES	
				1/09/19					* CHECK TOTAL			191.45
15	AIRGAS USA, LLC											
77461	REG	PAID	9958222550	11/30/18	99	100	45140	360	179.35		MONTHLY BILLING RENT CYL	
				1/09/19					* CHECK TOTAL			179.35
678	ALLIANT INSURANCE SERVICES											
77462	REG	PAID	976649	12/17/18	99	800	45070	435	100.00		PUBLIC BONDRENEW,NORTHROP	
77462	REG	PAID	976658	12/17/18	99	800	45070	435	100.00		PUBLIC BOND RENEW,COX	
77462	REG	PAID	976680	12/17/18	99	800	45070	435	100.00		PUBLIC BOND RENEW,LEWIS	
				1/09/19					* CHECK TOTAL			300.00
847	ALLIED ELECTRONICS											
77463	REG	PAID	9010344167	12/06/18	99	100	45155	165	971.56		ISOLATING AMPLIFIER	
				1/09/19					* CHECK TOTAL			971.56
19	ALPHA ANALYTICAL, INC											
77464	REG	PAID	27248	12/04/18	99	160	45160	290	2,090.00		PRETREATMENT 4TH QTR 2018	
				1/09/19					* CHECK TOTAL			2,090.00
1900	AMAZON CAPITAL SERVICES											
77465	REG	PAID	1DF4-LJDG-N96P	12/11/18	99	800	45090	335	2,495.00		FORMAT SCANNER	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19			* CHECK TOTAL		2,682.40			2,682.40
2056 BATTERY JUNCTION												
77473	REG	PAID	1297395	11/29/18	99	960	45150	100	160.00		AAA & AA BATTERIES	
				1/09/19			* CHECK TOTAL		160.00			160.00
2072 BRYCE CONSULTING, INC.												
77474	REG	PAID	3063	11/30/18	99	800	45120	325	4,175.94		COMPENSATION STUDY	
				1/09/19			* CHECK TOTAL		4,175.94			4,175.94
115 CASHMAN EQUIPMENT CO.												
77475	REG	PAID	INPS2865997	12/04/18	99	100	45150	150	67.06		DOOR SWITCH & ACTUATOR	
77475	REG	PAID	INPS2872834	12/18/18	99	100	45150	150	261.00		HARDWARE & FASTENERS	
77475	REG	PAID	INW01135534	11/30/18	99	100	45150	115	7,400.56		BACKUP GENERATOR	
				1/09/19			* CHECK TOTAL		7,728.62			7,728.62
120 CENTRISYS CENTRIFUGE SYSTEMS												
77476	REG	PAID	PSI-21614	12/21/18	99	100	45150	125	552.97		KLUBER CARTRIDGE GREASE	
				1/09/19			* CHECK TOTAL		552.97			552.97
2079 CHARTER CONTACT & SUPPLY LLC												
77477	REG	PAID	3106906	12/18/18	99	100	45155	165	791.71		CONTACT KIT	
				1/09/19			* CHECK TOTAL		791.71			791.71
124 CHOUINARD & MYHRE, INC.												
77478	REG	PAID	18112012	11/30/18	99	800	45110	325	1,125.00		MONTHLY BILLING-GL	
				1/09/19			* CHECK TOTAL		1,125.00			1,125.00
149 CWEA												
77479	REG	PAID	ELECT/INSTGRD2	11/07/18	99	870	45080	455	92.00		ELECT/INST GRD2 , HAINES	
77479	REG	PAID	INSPECTGRD1SMIT	12/04/18	99	870	45080	455	87.00		ENVIRON COMP INSPCT1SMITH	
77479	REG	PAID	RENEW DIMOND	12/04/18	99	870	45080	455	188.00		MEMBER RENEW, DIMOND	
77479	REG	PAID	RENEW OHAIR	12/04/18	99	870	45080	455	188.00		MEMBER RENEW, OHAIR	
77479	REG	PAID	RENEW PARRISH	12/04/18	99	870	45080	455	188.00		MEMBER RENEW, PARRISH	
77479	REG	PAID	RENEWMESSERSCHM	12/04/18	99	870	45080	455	188.00		MEMBER RENEW, MESSERSCHMI	
				1/09/19			* CHECK TOTAL		931.00			931.00
825 BRANDON DIMOND												
77480	REG	PAID	VI REIMB NANMAR	12/20/18	99	870	45020	495	400.00		VI REIMB NANMARIE	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19					400.00		* CHECK TOTAL	400.00
1975 DURAWEAR												
77481	REG	PAID	315305	11/28/18	99	765	45100	400	589.40		RESPIRATOR CARTRIDGES	
				1/09/19					589.40		* CHECK TOTAL	589.40
200 FEDERAL EXPRESS CORP.												
77482	REG	PAID	6-407-95906	12/21/18	99	800	45090	380	41.36		SHIPPING CHARGES	
				1/09/19					41.36		* CHECK TOTAL	41.36
1172 FILTER CONNECTION												
77483	REG	PAID	51862	12/26/18	99	100	45150	150	684.20		MULIT PLEATS	
				1/09/19					684.20		* CHECK TOTAL	684.20
203 FISHER SCIENTIFIC COMPANY												
77484	REG	PAID	4807081	12/11/18	99	160	45160	290	152.28		LAB SUPPLIES	
77484	REG	PAID	5095812	12/12/18	99	160	45160	290	1,053.70		LAB SUPPLIES	
77484	REG	PAID	5386944	12/13/18	99	160	45160	290	49.76		LAB SUPPLIES	
				1/09/19					1,255.74		* CHECK TOTAL	1,255.74
1983 JAMES TOBIN FUCHS												
77485	REG	PAID	BOOTSREIMBFUCHS	12/01/18	99	765	45100	405	167.78		BOOTS REIMB, FUCHS	
				1/09/19					167.78		* CHECK TOTAL	167.78
215 GARLAND-STURGES COMPANY												
77486	REG	PAID	941	1/02/19	99	800	45070	305	1,431.00		EMPLOYEE DISHONESTY BOND	
				1/09/19					1,431.00		* CHECK TOTAL	1,431.00
225 GRAINGER INC., W.W.												
77487	REG	PAID	9025067142	12/06/18	99	100	45150	150	29.28		WASHERS, NUTS	
77487	REG	PAID	9029194173	12/11/18	99	120	45150	105	241.07		WINDSOCK KIT	
77487	REG	PAID	9030671359	12/12/18	99	100	45150	100	305.81		RETAINING COMPOUND	
77487	REG	PAID	9035246256	12/17/18	99	100	45155	165	271.48		EXTENSION CORD ENDS	
				1/09/19					847.64		* CHECK TOTAL	847.64
232 HACH CHEMICAL COMPANY												
77488	REG	PAID	11250378	12/07/18	99	100	45155	170	251.36		AMTAX UNITS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77488	REG	PAID	11254704	12/11/18	99	160	45160	290	356.02		PH BUFFER SOLUTION	
77488	REG	PAID	11260443	12/14/18	99	100	45155	170	203.06		AMTAX UNIT	
77488	REG	PAID	11268215	12/20/18	99	160	45160	290	1,982.63		RESTOCK CHEMICALS	
				1/09/19							* CHECK TOTAL	2,793.07
2003 HUNT & SONS INC.												
77489	REG	PAID	964546	12/14/18	99	150	45060	275	2,204.32		UNLEADED GAS	
				1/09/19							* CHECK TOTAL	2,204.32
275 J&L PRO KLEEN, INC.												
77490	REG	PAID	27501	12/12/18	99	120	45110	325	2,300.00		JANITORIAL SVC FOR DEC	
				1/09/19							* CHECK TOTAL	2,300.00
292 KDJ COMPANY												
77491	REG	PAID	13883	12/01/18	99	752	45155	360	720.00		MONTHLY BILLING	
				1/09/19							* CHECK TOTAL	720.00
1988 KONICA MINOLTA BUSINESS SOLUTIONS U												
77492	REG	PAID	9005116682	11/02/18	99	800	45090	335	197.46		QUARTERLY BILLING	
77492	REG	PAID	9005118751	11/03/18	99	800	45090	335	116.38		MONTHLY BILLING	
77492	REG	PAID	9005208082	1/02/19	99	800	45090	335	116.38		MONTHLY BILLING	
				1/09/19							* CHECK TOTAL	430.22
1259 LHOIST NORTH AMERICA												
77493	REG	PAID	1180237932	12/07/18	99	310	45100	205	8,473.24		HYDRATED LIME	
77493	REG	PAID	1180239643	12/26/18	99	310	45100	205	8,500.44		HYDRATED LIME	
				1/09/19							* CHECK TOTAL	16,973.68
1992 LIBERTY PROCESS EQUIPMENT, INC.												
77494	REG	PAID	0075182-IN	11/05/18	99	100	45150	115	5,308.56		GEAR JOINTS, STATORGASKET	
				1/09/19							* CHECK TOTAL	5,308.56
2002 VICKY LUFRANO												
77495	REG	PAID	DEC 2018 PHONE	1/09/19	99	140	45190	300	42.80		REIMB CELL PHONE, LUFRANO	
				1/09/19							* CHECK TOTAL	42.80
346 MCMASTER-CARR												
77496	REG	PAID	81004166	12/06/18	99	100	45150	115	335.17		HEAT PUMP PARTS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77496	REG	PAID	81494731	12/12/18	99	100	45150	150	60.05		HOSE BARB FITTING	
77496	REG	PAID	82077210	12/19/18	99	100	45150	150	1,089.19		HOSE FITTINGS, COUPLINGS	
				1/09/19			* CHECK TOTAL		1,484.41			1,484.41
1669 MCVICARS CONSULTING												
77497	REG	PAID	424	1/01/19	99	800	45110	325	650.00		QUARTERLY HEALTH CHECK	
				1/09/19			* CHECK TOTAL		650.00			650.00
2062 MITCHELL INSTRUMENT CO												
77498	REG	PAID	121018C05	12/10/18	99	100	45155	165	836.85		ELECT GROUNDING SET	
				1/09/19			* CHECK TOTAL		836.85			836.85
2051 MODERN GROUP LTD.												
77499	REG	PAID	PSI216497	11/29/18	99	100	45150	120	54.40		AIR FILTER	
				1/09/19			* CHECK TOTAL		54.40			54.40
374 MOTION INDUSTRIES												
77500	REG	PAID	NV25-604860	12/19/18	99	100	45150	150	89.21		SPLIT SLEEVE	
				1/09/19			* CHECK TOTAL		89.21			89.21
376 MOUNTAIN HARDWARE												
77501	REG	PAID	N18991	11/30/18	99	100	45150	155	32.05		PAIN SUPPLIES	
77501	REG	PAID	N20950	12/10/18	99	100	45150	150	26.72		WALLBOARD ANCHOR	
77501	REG	PAID	N22662	12/18/18	99	100	45150	150	120.76		HARDWARE & FASTENERS	
				1/09/19			* CHECK TOTAL		179.53			179.53
851 MSC INDUSTRIAL SUPPLY												
77502	REG	PAID	38455370	12/03/18	99	100	45150	145	176.33		HEAD LAMPS	
				1/09/19			* CHECK TOTAL		176.33			176.33
353 NAPA- SIERRA												
77503	REG	PAID	503043	11/28/18	99	150	45150	125	68.00		WINDSHIELD WASHER FLUID	
77503	REG	PAID	504114	12/06/18	99	100	45150	100	576.23		BEARINGS FOR BACKSTOCK	
77503	REG	PAID	505790	12/26/18	99	150	45150	135	49.25		LAMP	
77503	REG	PAID	505792	12/26/18	99	100	45150	145	10.47		HEADLAMP	
				1/09/19			* CHECK TOTAL		703.95			703.95
893 NEOPOST												
77504	REG	PAID	56332798	1/01/19	99	800	45140	360	173.66		METER RENTAL	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19			* CHECK TOTAL		173.66			173.66
382 NEVADA POWER PRODUCTS												
77505	REG	PAID	191013	11/30/18	99	130	45150	100	4,175.78		HONDA GENERATOR	
				1/09/19			* CHECK TOTAL		4,175.78			4,175.78
1684 O'REILLY AUTO PARTS												
77506	REG	PAID	4426-455233	12/14/18	99	100	45150	125	18.60		OIL SEAL	
77506	REG	PAID	4426-455930	12/17/18	99	100	45150	125	9.30		OIL SEAL	
77506	REG	PAID	4426-456496	12/20/18	99	100	45150	125	9.30		OIL SEAL	
				1/09/19			* CHECK TOTAL		37.20			37.20
959 OFFICE DEPOT												
77507	REG	PAID	239643716001	11/30/18	99	800	45090	335	30.84		OFFICE SUPPLIES	
77507	REG	PAID	239644014001	11/30/18	99	800	45090	335	41.33		OFFICE SUPPLIES	
77507	REG	PAID	242305414001	12/04/18	99	800	45090	335	30.84		OFFICE SUPPLIES	
77507	REG	PAID	245271471001	12/11/18	99	800	45090	335	622.83		OFFICE SUPPLIES	
77507	REG	PAID	245272001001	12/11/18	99	800	45090	335	18.50		OFFICE SUPPLIES	
77507	REG	PAID	249	12/20/18	99	800	45090	335	8.54		OFFICE SUPPLIES	
77507	REG	PAID	249606849001	12/20/18	99	100	45150	140	75.33		WINDEX	
77507	REG	PAID	249607323001	12/20/18	99	800	45090	335	425.09		OFFICE SUPPLIES	
77507	REG	PAID	249607324001	12/20/18	99	800	45090	335	43.40		OFFICE SUPPLIES	
				1/09/19			* CHECK TOTAL		1,235.02			1,235.02
466 PDM STEEL SVC CNTRS, INC.-SPARKS NV												
77508	REG	PAID	364204-01	12/06/18	99	100	45150	150	577.41		HARDWARE	
77508	REG	PAID	364206-01	12/06/18	99	100	45150	150	101.37		HARDWARE	
				1/09/19			* CHECK TOTAL		678.78			678.78
455 PINNACLE TOWERS INC.												
77509	REG	PAID	26577940	1/01/19	99	752	45140	360	687.61		TOWER RENTAL	
				1/09/19			* CHECK TOTAL		687.61			687.61
1641 PLATT ELECTRIC COMPANY												
77510	REG	PAID	T972109	12/06/18	99	100	45155	165	843.51		SUPPLIES FOR SEWAGE DRAIN	
				1/09/19			* CHECK TOTAL		843.51			843.51
622 PRAXAIR DISTRIBUTION, INC.												
77511	REG	PAID	86730130	12/21/18	99	100	45140	360	65.40		MONTHLY BILLING	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77511	REG	PAID	96211253	11/30/18	99	100	45140	360	61.65		MONTHLY BILLING	
				1/09/19			* CHECK TOTAL		127.05			127.05
452 TRUCKEE DONNER PUD												
77512	REG	PAID	1408270025DEC18	12/27/18	99	140	45190	280	45.24		MONTHLY BILLING	
77512	REG	PAID	1408290024DEC18	12/27/18	99	140	45190	280	54.65		MONTHLY BILLING	
77512	REG	PAID	1408310024DEC18	12/27/18	99	140	45190	280	22.31		MONTHLY BILLING	
77512	REG	PAID	500920024DEC18	12/27/18	99	140	45190	280	84,178.63		MONTHLY BILLING	
77512	REG	PAID	500920024DEC18	12/27/18	99	140	45190	282	110.10		MONTHLY BILLING	
				1/09/19			* CHECK TOTAL		84,410.93			84,410.93
508 RENO DODGE SALES, INC.												
77513	REG	PAID	1116026	11/09/18	99	100	45150	150	106.57		BUSHINGS	
				1/09/19			* CHECK TOTAL		106.57			106.57
716 TOM RINNE												
77514	REG	PAID	VI 082418	8/24/18	99	870	45020	495	175.23		VI REIMB TERI	
				1/09/19			* CHECK TOTAL		175.23			175.23
1798 ROSHELLE CHAVEZ												
77515	REG	PAID	DEC2018 PHONE	1/09/19	99	140	45190	300	42.80		REIMB CELL PHONE, CHAVEZ	
				1/09/19			* CHECK TOTAL		42.80			42.80
2007 ROY SMITH COMPANY												
77516	REG	PAID	2100185734	12/20/18	99	310	45100	245	2,754.38		LIQUID OXYGEN	
77516	REG	PAID	2100188543	12/24/18	99	310	45100	245	3,338.09		LIQUID OXYGEN	
				1/09/19			* CHECK TOTAL		6,092.47			6,092.47
1851 RYAN SCHULTZ												
77517	REG	PAID	VI12152018	12/15/18	99	870	45020	495	400.00		VI RIEMB, RYAN	
77517	REG	VOID	VI12152018	12/15/18	99	870	45020	495	400.00-		VI RIEMB, RYAN	
				1/09/19			* CHECK TOTAL					
1062 SAVE MART SUPERMARKETS												
77518	REG	PAID	TRD-82561118	11/25/18	99	920	45170	375	251.76		GROCERIES	
				1/09/19			* CHECK TOTAL		251.76			251.76
1035 SEAL ANALYTICAL, INC.												
77519	REG	PAID	38693	12/04/18	99	160	45160	290	631.00		LAB SUPPLIES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19					* CHECK TOTAL	631.00		631.00
1744	SHRED-IT USA											
77520	REG	PAID	8126275518	12/22/18	99	800	45110	325	558.30		MONTHLY BILLING	
				1/09/19					* CHECK TOTAL	558.30		558.30
602	SIERRA ELECTRONICS											
77521	REG	PAID	AR13781	12/10/18	99	752	45155	185	363.72		BATTERIES FOR RADIOS	
				1/09/19					* CHECK TOTAL	363.72		363.72
619	SIERRA SYSTEMS, INC.											
77522	REG	PAID	JAN2019SVC	1/01/19	99	800	45110	325	600.00		MONTHLY BILLING	
				1/09/19					* CHECK TOTAL	600.00		600.00
1951	SIERRA RESCUE INTERNATIONAL											
77523	REG	PAID	P4188	10/31/18	99	765	45170	375	789.00		CPR/AED TRAINING	
77523	REG	PAID	P4318	11/28/18	99	765	45170	375	495.00		CPR/AED TRAINING	
				1/09/19					* CHECK TOTAL	1,284.00		1,284.00
117	SUDDENLINK PAYMENT CENTER											
77524	REG	PAID	705848301-0119	1/01/19	99	930	45110	325	89.17		MONTHLY BILLING	
				1/09/19					* CHECK TOTAL	89.17		89.17
1237	TAHOE FOREST HOSPITAL											
77525	REG	PAID	314000192802	12/02/18	99	870	45020	390	357.50		EMPLOYEE SCREENING	
77525	REG	PAID	314000213932	12/02/18	99	870	45020	390	292.50		EMPLOYEE SCREENING	
77525	REG	PAID	350004185	12/02/18	99	870	45020	390	391.00		EMPLOYEE FLU VACCINE	
				1/09/19					* CHECK TOTAL	1,041.00		1,041.00
391	TEICHERT & SON, INC.											
77526	REG	PAID	100584	12/19/18	99	100	45150	100	92,252.72		JOERGER RD RESEAL 2018	
				1/09/19					* CHECK TOTAL	92,252.72		92,252.72
1844	TEICHERT MATERIALS											
77527	REG	PAID	10218064	1/14/18	99	130	45150	105	305.04		DE ICING SAND	
				1/09/19					* CHECK TOTAL	305.04		305.04
1028	TELSTAR											
77528	REG	PAID	97054	11/30/18	99	100	45150	115	3,139.75		O RINGS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19					* CHECK TOTAL			3,139.75
1894	THATCHER COMPANY OF CA, INC.											
77529	REG	PAID	206898	12/27/18	99	310	45100	255	455.10-		MEHTANOL CREDIT	
77529	REG	PAID	206899	12/28/18	99	310	45100	255	458.42-		METHANOL CREDIT	
77529	REG	PAID	259446	11/16/18	99	310	45100	255	14,042.84		METHANOL	
77529	REG	PAID	259700	11/30/18	99	310	45100	255	13,941.38		METHANOL	
77529	REG	PAID	260137	12/17/18	99	310	45100	255	14,205.99		METHANOL	
77529	REG	PAID	5044407	11/30/18	99	310	45100	215	3,247.50-		CHLORINE EMPTIES	
77529	REG	PAID	5044886	12/20/18	99	310	45100	215	8,140.40		CHLORINE	
77529	REG	PAID	506311	12/28/18	99	310	45100	215	620.40-		CHLORINE SALES TAX CREDIT	
				1/09/19					* CHECK TOTAL			45,549.19
815	THOMSON WEST											
77530	REG	PAID	839357908	11/30/18	99	800	45090	335	317.69		MONTHLY BILLING	
				1/09/19					* CHECK TOTAL			317.69
425	TIGER DIRECT.COM											
77531	REG	PAID	B10601750101	12/07/18	99	930	45155	330	122.07		COMPUTER SUPPLIES	
77531	REG	PAID	R16630920101	12/04/18	99	930	45155	330	109.27		COMPUTER SUPPLIES	
77531	REG	PAID	R16630920102	12/03/18	99	930	45155	330	100.64		COMPUTER SUPPLIES	
				1/09/19					* CHECK TOTAL			331.98
2061	TRUCKEE TIRE											
77532	REG	PAID	4008	12/14/18	99	150	45150	135	720.51		SNOW TIRES VHCL-01	
				1/09/19					* CHECK TOTAL			720.51
525	UNITED RENTALS											
77533	REG	PAID	164301618-001	12/14/18	99	765	45100	400	1,620.00		SKID STEER LOADER	
				1/09/19					* CHECK TOTAL			1,620.00
2055	UTILITY SYSTEMS SCIENCE AND SOFTWARE											
77534	REG	PAID	TRUCKEE-103018	12/20/18	99	100	45155	325	2,960.00		TRI TELEMETRY CALIBRATION	
				1/09/19					* CHECK TOTAL			2,960.00
540	WILLIAM VLCEK											
77535	REG	PAID	8545	12/07/18	99	960	45150	140	942.06		JANITORIAL SUPPLIES	
77535	REG	PAID	8546	12/13/18	99	765	45100	400	1,596.96		PPE GLOVES	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19			* CHECK TOTAL		2,539.02			2,539.02
551 VERIZON WIRELESS												
77536	REG	PAID	9820699149	11/21/18	99	140	45190	300	38.49		MONTHLY BILLING VERIZON	
77536	REG	PAID	9820699149	11/21/18	99	140	45190	300	502.67		MONTHLY BILLING VERIZON	
				1/09/19			* CHECK TOTAL		541.16			541.16
560 VWR SCIENTIFIC, INC.												
77537	REG	PAID	8084705746	12/18/18	99	160	45160	290	287.02		LAB SUPPLIES	
				1/09/19			* CHECK TOTAL		287.02			287.02
542 WEDCO, INC.												
77538	REG	PAID	525045	12/21/18	99	100	45150	120	346.76		FLOAT SWITCH	
				1/09/19			* CHECK TOTAL		346.76			346.76
578 WESTERN NEVADA SUPPLY												
77539	REG	PAID	17699030	12/11/18	99	100	45150	150	38.40		MEFA'S	
				1/09/19			* CHECK TOTAL		38.40			38.40
611 WORK WORLD												
77540	REG	PAID	63603-109	11/29/18	99	765	45100	405	81.18		BOOTS, GRAY	
				1/09/19			* CHECK TOTAL		81.18			81.18
570 YP												
77541	REG	PAID	8104566285-1118	12/11/18	99	140	45190	300	10.50		MONTHLY BILLING	
				1/09/19			* CHECK TOTAL		10.50			10.50
2038 ZORO												
77542	REG	PAID	INV5346878	12/14/18	99	100	45150	150	420.77		BOILER BLEND PUMP	
				1/09/19			* CHECK TOTAL		420.77			420.77
681 STANDARD INSURANCE-LIFE												
77543	MAN	PAID	471492-010119	1/01/19	99	000	20760		189.15		LIFE INSURANCE PREMIUMS	
77543	MAN	PAID	471492-010119	1/01/19	99	860	45020	465	205.92		LIFE INSURANCE PREMIUMS	
77543	MAN	PAID	471492-010119	1/01/19	99	870	45020	465	1,811.92		LIFE INSURANCE PREMIUMS	
				1/03/19			* CHECK TOTAL		2,206.99			2,206.99
786 STANDARD INSURANCE-DENTAL												
77544	MAN	PAID	514558-010119	1/01/19	99	860	45020	485	787.56		DENTAL INSURANCE PREMIUMS	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77544	MAN	PAID	514558-010119	1/01/19	99	870	45020	485	7,174.88		DENTAL INSURANCE PREMIUMS	
77544	MAN	PAID	514558-010119	1/01/19	99	940	45020	485	471.24		DENTAL INSURANCE PREMIUMS	
				1/03/19				* CHECK TOTAL	8,433.68			8,433.68
1897 AARON CARLSSON												
77545	MAN	PAID	TRAVELREIMB1218	12/04/18	99	920	45170	375	1,404.48		TRAVEL&MEAL REIMB,AARON	
				1/04/19				* CHECK TOTAL	1,404.48			1,404.48
639 SOUTHWEST GAS CORP.												
77546	MAN	PAID	1098646-JAN19	1/07/19	99	140	45190	310	111.64		NATURAL GAS	
77546	MAN	PAID	1098646-JAN19	1/07/19	99	140	45190	310	1,004.72		NATURAL GAS	
77546	MAN	PAID	1098651-JAN19	1/07/19	99	140	45190	310	531.29		NATURAL GAS	
77546	MAN	PAID	1098651-JAN19	1/07/19	99	140	45190	310	4,781.59		NATURAL GAS	
				1/09/19				* CHECK TOTAL	6,429.24			6,429.24
696 CORELOGIC INFORMATION SOLUTIONS, IN												
77547	MAN	PAID	30404403	12/31/18	99	800	45090	345	450.00		CORELOGIC MONTHLY BILL	
				1/09/19				* CHECK TOTAL	450.00			450.00
376 MOUNTAIN HARDWARE												
77548	MAN	PAID	K33327	12/21/18	99	100	45150	145	71.40		PADLOCKS	
				1/09/19				* CHECK TOTAL	71.40			71.40
60 BATTERIES PLUS												
77549	MAN	PAID	351-P10006174	1/02/19	99	100	45155	165	24.90		6 VOLT BATTERIES	
				1/09/19				* CHECK TOTAL	24.90			24.90
124 CHOUINARD & MYHRE, INC.												
77550	MAN	PAID	1812058	12/31/18	99	930	45110	365	7,093.53		HARDWARE/SOFTWARE MAINT	
				1/09/19				* CHECK TOTAL	7,093.53			7,093.53
200 FEDERAL EXPRESS CORP.												
77551	MAN	PAID	6-343-14012	10/19/18	99	800	45090	380	73.85		SHIPPING CHARGE	
77551	MAN	PAID	6-372-14118	11/16/18	99	800	45090	380	107.30		SHIPPING CHARGE	
				1/09/19				* CHECK TOTAL	181.15			181.15
671 TAHOE TRUCKEE DISPOSAL												
77552	MAN	PAID	0000099265	12/31/18	99	490	45110	325	3,426.97		DEC 18 CENTRIFUGE	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77552	MAN	PAID	0000099266	12/31/18	99	490	45110	325	10,683.24		DEC 18 SLUDGE	
				1/09/19					* CHECK TOTAL			14,110.21
149 CWEA												
77553	MAN	PAID	RENEWCHUBA0119	12/04/18	99	870	45080	455	188.00		MEMBER RENEW, CHUBA	
				1/09/19					* CHECK TOTAL			188.00
538 IRON MOUNTAIN												
77554	MAN	PAID	AJXL556	12/31/18	99	800	45140	360	839.07		IRON MTN MONTHLY BILLING	
				1/09/19					* CHECK TOTAL			839.07
1738 ILEANA VASSILIOU												
77555	MAN	PAID	827	1/02/19	99	920	45170	375	800.00		ILEANA VASS. MONTHLY BILL	
				1/09/19					* CHECK TOTAL			800.00
614 LIBERTY UTILITIES												
77556	MAN	PAID	4233643	1/02/19	99	140	45190	280	23.94		ELECTRIC BILL	
77556	MAN	PAID	4233771	1/02/19	99	140	45190	280	19.96		ELECTRIC BILL	
				1/09/19					* CHECK TOTAL			43.90
1202 ZONES, INC.												
77557	MAN	PAID	K11710540101	12/05/18	99	930	45155	330	1,356.88		16 BAY RACK MOUNT	
77557	MAN	PAID	K11710540102	12/07/18	99	930	45155	330	1,006.73		MEDIA CONVERTER	
				1/09/19					* CHECK TOTAL			2,363.61
504 RED WING BUSINESS ADVANTAGE ACCOUNT												
77558	MAN	PAID	1-1-52427	12/29/18	99	765	45150	405	234.65		BOOTS, SCHULTZ	
77558	MAN	PAID	1-2-43685	10/09/18	99	765	45150	405	184.04		BOOTS, BENTLEY	
				1/09/19					* CHECK TOTAL			418.69
692 DALE COX												
77559	MAN	PAID	FEB19PARTD DALE	1/07/19	99	940	45020	475	58.70		FEB 19 PART D DALE	
77559	MAN	PAID	FEB19UNITEDDALE	1/07/19	99	940	45020	475	179.30		FEB 19 UNITED, DALE	
				1/07/19					* CHECK TOTAL			238.00
67 FLYERS ENERGY LLC												
77560	MAN	PAID	18-826389	12/28/18	99	150	45060	270	5,751.07		DYED DIESEL FUEL	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19			* CHECK TOTAL		5,751.07			5,751.07

655	SOLENIS											
77561	MAN	PAID	131393983	12/27/18	99	571	45100	260	11,527.00		POLYMER	
				1/09/19			* CHECK TOTAL		11,527.00			11,527.00

157	DATCO SERVICES CORP.											
77562	MAN	PAID	62043744	1/01/19	99	800	45110	325	64.00		BACKGROUND CHECK	
				1/09/19			* CHECK TOTAL		64.00			64.00

1851	RYAN SCHULTZ											
77563	MAN	PAID	VI121518 RYAN	12/15/18	99	870	45020	495	400.00		VI REIMB SCHULTZ	
				1/09/19			* CHECK TOTAL		400.00			400.00

614	LIBERTY UTILITIES											
77564	MAN	PAID	4236790	1/04/19	99	140	45190	280	19.64		ELECTRIC BILL	
77564	MAN	PAID	4238935	1/04/18	99	140	45190	280	20.32		ELECTRIC BILL	
				1/09/19			* CHECK TOTAL		39.96			39.96

19	ALPHA ANALYTICAL, INC											
77565	MAN	PAID	26222	10/23/18	99	160	45160	290	710.00		4TH QTR WELLS RIVERS	
77565	MAN	PAID	26620	11/08/18	99	160	45160	290	285.00		2018 DEWATERED SLUDGE	
77565	MAN	PAID	26621	11/08/18	99	160	45160	290	385.00		OCT18 WELL BARIUMS	
77565	MAN	PAID	26622	11/08/18	99	160	45160	290	225.00		4TH QTR WELLS RIVERS	
77565	MAN	PAID	27127	11/28/18	99	160	45160	290	285.00		2018 ANNUAL CHEM SLUDGE	
77565	MAN	PAID	27355	12/07/18	99	160	45160	290	35.00		NOV18 WELL BARIUMS	
77565	MAN	PAID	27356	12/07/18	99	160	45160	290	600.00		NOV18 FINAL EFFLUENT	
77565	MAN	PAID	27656	12/20/18	99	160	45160	290	550.00		OCT 18 TOC'S	
77565	MAN	PAID	27657	12/20/18	99	160	45160	290	175.00		NOV 18 WELL BARIUMS	
				1/09/19			* CHECK TOTAL		3,250.00			3,250.00

2080	PHILLIP & SUSAN LORSON											
77566	MAN	PAID	N45-530-36-000	1/04/19	99	000	11021		2,601.00		SERVICE CHARGE REFUND	
				1/09/19			* CHECK TOTAL		2,601.00			2,601.00

124	CHOUINARD & MYHRE, INC.											
77567	MAN	PAID	18122013	12/31/18	99	800	45110	325	1,250.00		GL SUPPORT MONTHLY BILL	
				1/09/19			* CHECK TOTAL		1,250.00			1,250.00

454	TRUCKEE FIRE PROTECT DIST.- NV COUN											
77568	MAN	PAID	TN10118- 18/19	1/01/19	99	800	45095	435	225.23		FIRE SUPPRESSION SVC	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/09/19					225.23		* CHECK TOTAL	225.23
1988	KONICA MINOLTA BUSINESS SOLUTIONS U											
77569	MAN	PAID	9005301872	1/03/19	99	800	45090	335	116.38		KONICA MONTHLY BILL	
				1/09/19					116.38		* CHECK TOTAL	116.38
15	AIRGAS USA, LLC											
77570	MAN	PAID	9958952707	12/31/18	99	100	45140	360	184.93		AIR GAS CYLINDER MONTHLY	
				1/09/19					184.93		* CHECK TOTAL	184.93
121	CHAMPION CHEVROLET - GEO											
77571	MAN	PAID	730888	1/04/19	99	150	45150	135	1,061.15		PARTS FOR VHCL-01	
				1/09/19					1,061.15		* CHECK TOTAL	1,061.15
1133	SWRCB ACCOUNTING OFFICE											
77572	MAN	PAID	WD-0150446 TRI	12/28/18	99	800	45095	435	1,638.00		PERMIT FEE FOR MH81-83	
				1/09/19					1,638.00		* CHECK TOTAL	1,638.00
32	AMERIPRIDE UNIFORM SERVICES											
77573	MAN	PAID	1102115782	1/07/19	99	765	45150	407	355.50		UNIFORM/MATS	
77573	MAN	PAID	1102115782	1/07/19	99	120	45150	140	14.90		UNIFORM/MATS	
				1/09/19					370.40		* CHECK TOTAL	370.40
1983	JAMES TOBIN FUCHS											
77574	MAN	PAID	REIMBCWEAFUCHS	1/07/19	99	870	45080	455	180.00		REIMB CWEA E/I GRD2 FUCHS	
				1/09/19					180.00		* CHECK TOTAL	180.00
1967	BLAKE TRESAN											
77575	MAN	PAID	011619 MEETING	1/16/19	99	940	45030	385	100.00		JANUARY BOARD MTG	
				1/16/19					100.00		* CHECK TOTAL	100.00
694	S. LANE LEWIS											
77576	MAN	PAID	011619 MEETING	1/16/19	99	940	45030	385	100.00		JANUARY BOARD MTG	
				1/16/19					100.00		* CHECK TOTAL	100.00
1849	DANIEL WILKINS											
77577	MAN	PAID	011619 MEETING	1/16/19	99	940	45030	385	100.00		JANUARY BOARD MTG	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/16/19					* CHECK TOTAL	100.00		100.00
692 DALE COX												
77578	MAN	PAID	DALE MED 0119	1/09/19	99	940	45020	475	134.00		REIMB MEDICARE DALE	
77578	MAN	PAID	011619 MEETING	1/16/19	99	940	45030	385	100.00		JANUARY BOARD MTG	
				1/16/19					* CHECK TOTAL	234.00		234.00
695 JON NORTHROP												
77579	MAN	PAID	CAROL MED 0119	1/09/19	99	940	45020	475	135.50		REIMB MED CAROL	
77579	MAN	PAID	CAROL RX 0119	1/09/19	99	940	45020	475	84.30		REIMB RX CAROL	
77579	MAN	PAID	JON MED 0119	1/09/19	99	940	45020	475	135.50		REIMB MED JON	
77579	MAN	PAID	JON RX 0119	1/09/19	99	940	45020	475	84.30		REIMB RX JON	
77579	MAN	PAID	011619 MEETING	1/16/19	99	940	45030	385	100.00		JANUARY BOARD MTG	
				1/16/19					* CHECK TOTAL	539.60		539.60
2081 VIRGINIA FISHER												
77580	MAN	PAID	P111-230-12-00	1/08/19	99	000	11021		1,989.00		SERVICE CHARGE REFUND	
				1/16/19					* CHECK TOTAL	1,989.00		1,989.00
678 ALLIANT INSURANCE SERVICES												
77581	MAN	PAID	996079	1/16/19	99	800	45070	435	788.00		PUBLIC BOND RENEW,GRIFFIN	
				1/16/19					* CHECK TOTAL	788.00		788.00
348 METTLER-TOLEDO, INC.												
77582	MAN	PAID	654685997	12/03/18	99	160	45110	325	1,153.16		ANNL SCALE CALIBRATIONSVC	
				1/16/19					* CHECK TOTAL	1,153.16		1,153.16
99999 VOID ZERO AMOUNT CHECKS VENDOR												
77583	MAN	PAID	VOID CK00077583	1/16/19	99	000	10010				PRINTING ERROR	
				1/16/19					* CHECK TOTAL			
99999 VOID ZERO AMOUNT CHECKS VENDOR												
77584	MAN	PAID	VOID CK00077584	1/16/19	99	000	10010				PRINTING ERROR	
				1/16/19					* CHECK TOTAL			
1735 HDR ENGINEERING, INC.												
77585	MAN	PAID	1200164511.	12/28/18	99	800	45120	320	8,634.66		HDR PROFESSIONAL SVC	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/16/19			* CHECK TOTAL		8,634.66			8,634.66
334	R.F. MACDONALD COMPANY											
77586	MAN	PAID	OR207115	12/06/18	99	100	45155	165	1,025.50		CLEAVER BROOKS SWITCH	
				1/16/19			* CHECK TOTAL		1,025.50			1,025.50
603	WILEY, PRICE & RADULOVICH											
77587	MAN	PAID	29349	12/31/18	99	800	45120	315	24,711.53		WILEY PRICE LEGAL SVC	
				1/16/19			* CHECK TOTAL		24,711.53			24,711.53
58	BARTKIEWICZ, KRONICK & SHANAHAN											
77588	MAN	PAID	8502.0001DEC18	1/07/18	99	800	45120	315	4,113.95		BARTKIEWICZ LEGAL SVC	
				1/16/19			* CHECK TOTAL		4,113.95			4,113.95
334	R.F. MACDONALD COMPANY											
77589	MAN	PAID	144409	12/20/18	99	100	45150	325	1,068.75		R.F. LABOR SVC CONTRACT	
				1/16/19			* CHECK TOTAL		1,068.75			1,068.75
1433	HOFFMAN SOUTHWEST CORP											
77590	MAN	PAID	RETENTION	12/12/18	99	000	20410		1,731.61-		RETENTION	
77590	MAN	PAID	PROG PAY # 2	12/12/18	99	720	45110	110	34,632.20		PROG PAY # 2	
				1/16/19			* CHECK TOTAL		32,900.59			32,900.59
99999	VOID ZERO AMOUNT CHECKS VENDOR											
77591	MAN	PAID	VOID CK00077591	1/17/19	99	000	10010				PRINTING ERROR	
				1/17/19			* CHECK TOTAL					
2085	CASELLE											
77592	MAN	PAID	50% DEPOSIT	1/17/19	99	810	45110	325	44,313.00		HOSTED SOFTWARE/SVCS	
				1/17/19			* CHECK TOTAL		44,313.00			44,313.00
2086	FRED & JAN PENDERGAST											
77593	MAN	PAID	P96-102=29-00	1/17/19	99	000	11021		1,701.54		SERVICE CHARGE REFUND	
				1/17/19			* CHECK TOTAL		1,701.54			1,701.54
2087	SANDRA AUDERO											
77594	MAN	PAID	E16-432-02-100	1/17/19	99	000	11021		153.00		SERVICE CHARGE REFUND	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/17/19					153.00		* CHECK TOTAL	153.00
2088 RICHMOND DANIEL												
77595	MAN	PAID	N19-960-03-000	1/17/19	99	000	11021		153.00		SERVICE CHARGE REFUND	
				1/17/19					153.00		* CHECK TOTAL	153.00
1609 PAYMENTUS GROUP, INC.												
77596	MAN	PAID	US18120172	12/03/18	99	900	45110	431	107.50		TRANSACTION FEES FOR DEC	
				1/22/19					107.50		* CHECK TOTAL	107.50
2089 MARK & BETTY SIMPSON												
77597	MAN	PAID	P96-590-05-00	1/18/19	99	000	11021		306.00		SERVICE CHARGE REFUND	
				1/22/19					306.00		* CHECK TOTAL	306.00
1993 THE HON COMPANY												
77598	MAN	PAID	438421	11/07/18	99	800	45300	340	596.64		OFFICE FURNITURE	
77598	MAN	PAID	456995	12/07/18	99	800	45300	340	430.00		INSTALL FEE	
77598	MAN	PAID	457310	11/07/18	99	800	45300	340	2,243.84		OFFICE FURNITURE	
				1/22/19					3,270.48		* CHECK TOTAL	3,270.48
504 RED WING BUSINESS ADVANTAGE ACCOUNT												
77599	MAN	PAID	1-1-51132	12/01/18	99	765	45150	405	250.00		BOOTS, PINDAR	
77599	MAN	PAID	1-2-42167	9/06/18	99	765	45150	405	194.87		BOOTS, ZARATE	
77599	MAN	PAID	1-2-44188	10/22/18	99	765	45150	405	225.45		BOOTS, DENHAM	
77599	MAN	PAID	1-2-44189	10/22/18	99	765	45150	405	194.87		BOOTS, DENHAM	
77599	MAN	PAID	1-2-44628	11/01/18	99	765	45150	405	128.82		BOOTS, REDMOND	
77599	MAN	PAID	1-2-46661	12/15/18	99	765	45150	405	116.92		BOOTS, PINDAR	
77599	MAN	PAID	1-2-46883	12/20/18	99	765	45150	405	250.00		BOOTS, SCHULTZ	
				1/22/19					1,360.93		* CHECK TOTAL	1,360.93
106 CALIFORNIA STATE BOARD OF EQUALIZAT												
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	100	150.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45155	330	46.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45155	165	49.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	115	158.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	135	28.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	765	45100	400	318.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	160	45160	290	64.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	800	45090	335	5.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45155	145	55.00		4TH QTR USE TAX 2018	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	120	45150	115	6.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	310	45100	215	5.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	810	45090	335	27.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	120	51.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	730	45150	400	206.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	500	45100	120	358.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	800	45090	335	41.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	145	197.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	765	45100	405	25.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	165	25.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4TH QTRUSETAX18	1/31/19	99	100	45150	150	6.00		4TH QTR USE TAX 2018	
77600	MAN	PAID	4THQTRUSETAX18	1/31/19	99	930	45150	330	35.00		4TH QTR USE TAX 2018	
				1/31/19			* CHECK TOTAL		1,855.00			1,855.00
746 PETTY CASH												
77601	MAN	PAID	PTY CASH013119	1/31/19	99	920	45170	375	229.24		01062701-PETTY CASH REIMB	
				1/31/19			* CHECK TOTAL		229.24			229.24
99999 VOID ZERO AMOUNT CHECKS VENDOR												
77602	MAN	PAID	VOID CK00077602	1/31/19	99	000	10010				WRONG DATE	
				1/31/19			* CHECK TOTAL					
1609 PAYMENTUS GROUP, INC.												
77603	MAN	PAID	IS18110172	11/30/18	99	900	45110	431	146.50		01012500-TRANS FEES NOV	
				1/31/19			* CHECK TOTAL		146.50			146.50
2096 CHRISTOPHER & MOLLY SHOEMAKER												
77604	MAN	PAID	E14-262-16-100	1/29/19	99	000	11021		81.25		01000193-SVC CHARGE RFND	
				1/31/19			* CHECK TOTAL		81.25			81.25
2095 ALLEN B. HYDE												
77605	MAN	PAID	P106-300-03-00	1/31/19	99	000	11021		25.50		01000193-SVC CHARGE RFND	
				1/31/19			* CHECK TOTAL		25.50			25.50
2094 REBECCA BLAKEY												
77606	MAN	PAID	P106-448-03-00	1/24/19	99	000	11021		249.10		01000193-SVC CHARGE RFND	
				1/31/19			* CHECK TOTAL		249.10			249.10
2093 KAREN KIGHTLY												
77607	MAN	PAID	P90-123-15-00	1/24/19	99	000	11021		329.58		01000193-SVC CHARGE RFND	

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
				1/31/19					* CHECK TOTAL			329.58
2090	TAMARA	FRITZ										
77608	MAN	PAID	P84-182-03-00	1/22/19	99	000	11021		20.38		01000193-SVC CHARGE RFND	
				1/31/19					* CHECK TOTAL			20.38
334	R.F. MACDONALD	COMPANY										
77609	MAN	PAID	I206625	1/11/19	99	100	45155 165		19.72		01074110-SHIPPING	207115
				1/31/19					* CHECK TOTAL			19.72
									** FINAL TOTALS			535,309.28

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
1006 PERS-RETIREMENT												
1112537	MAN	PAID	100000015530597	12/19/18	99	870	45020	440	389.88		LAUREY RBF	
				1/03/19					* CHECK TOTAL	389.88		389.88
1007 PERS-HEALTH PREMIUM												
1112538	MAN	PAID	010119 HEALTH	12/14/18	99	860	45020	475	7,990.34		HEALTH PREMIUMS FOR JAN	
1112538	MAN	PAID	010119 HEALTH	12/14/18	99	870	45020	475	86,510.76		HEALTH PREMIUMS FOR JAN	
1112538	MAN	PAID	010119 HEALTH	12/14/18	99	870	45020	505	50,891.01		HEALTH PREMIUMS FOR JAN	
1112538	MAN	PAID	010119 HEALTH	12/14/18	99	860	45020	505	2,567.78		HEALTH PREMIUMS FOR JAN	
1112538	MAN	PAID	010119 HEALTH	12/14/18	99	940	45020	505	791.48		HEALTH PREMIUMS FOR JAN	
				1/03/19					* CHECK TOTAL	148,751.37		148,751.37
1006 PERS-RETIREMENT												
1112539	MAN	PAID	PR123118	12/31/18	99	860	45020	440	2,669.98		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118	12/31/18	99	870	45020	440	29,106.63		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118	12/31/18	99	000	20780		3.00		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118	12/31/18	99	000	20780		30.00		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118 PEPRA	12/31/18	99	000	20786		666.25		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118 PEPRA	12/31/18	99	000	20786		3,606.30		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118 PEPRA	12/31/18	99	860	45020	440	756.76		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118 PEPRA	12/31/18	99	870	45020	440	4,096.17		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118 PEPRA	12/31/18	99	000	20780		2.00		FOR PAYROLL ENDING 123118	
1112539	MAN	PAID	PR123118 PEPRA	12/31/18	99	000	20780		17.00		FOR PAYROLL ENDING 123118	
				1/03/19					* CHECK TOTAL	40,954.09		40,954.09
1004 FEDERAL TAXES/EFTPS												
1112540	MAN	PAID	PR010419 DIALLO	1/04/19	99	000	20720		545.08		FEDERAL TAX DEPOSIT	
1112540	MAN	PAID	PR010419 DIALLO	1/04/19	99	000	20770		67.37		FEDERAL TAX DEPOSIT	
1112540	MAN	PAID	PR010419 DIALLO	1/04/19	99	000	20770		67.37		FEDERAL TAX DEPOSIT	
				1/04/19					* CHECK TOTAL	679.82		679.82
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112541	MAN	PAID	PR010419 DIALLO	1/04/19	99	000	20725		208.35		STATE TAX DEPOSIT	
1112541	MAN	PAID	PR010419 DIALLO	1/04/19	99	000	20727		46.46		STATE TAX DEPOSIT	
				1/04/19					* CHECK TOTAL	254.81		254.81
1532 NAVIA BENEFIT SOLUTIONS												
1112542	MAN	PAID	10175776	1/15/19	99	860	45020	477	17.60		PARTICIPANT/COBRA FEES	
1112542	MAN	PAID	10175776	1/15/19	99	870	45020	477	259.60		PARTICIPANT/COBRA FEES	
1112542	MAN	PAID	10175776	1/15/19	99	800	45090	432	220.00		PARTICIPANT/COBRA FEES	
1112542	MAN	PAID	13894123	12/17/18	99	870	45020	477	524.02		HRA DISBURSEMENTS	

EE ELECTRONIC PAYMENTS

A/P CHECK REGISTER
 DETAIL DISTRIBUTION
 FROM 1/01/19 THRU 1/31/19

RUN DATE 2/05/19
 RUN TIME 12:41:31

(APM020)
 PAGE 2

CHECK	TYPE	CK STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
1112542	MAN	PAID	13977191	12/31/18	99	870	45020	477	492.34		HRA DISBURSEMENTS	
1112542	MAN	PAID	14023710	1/07/19	99	870	45020	477	1,540.62		HRA DISBURSEMENTS	
1112542	MAN	PAID	14023711	1/07/19	99	870	45020	477	500.00		HRA DISBURSEMENTS	
1112542	MAN	PAID	14072885	1/14/19	99	870	45020	477	491.00		HRA DISBURSEMENTS	
				1/16/19					* CHECK TOTAL			4,045.18
1038 FIRST US COMMUNITY CREDIT UNION												
1112543	MAN	PAID	PR011619	1/16/19	99	000	20740		3,200.00		PAYROLL DEPOSITS	
				1/16/19					* CHECK TOTAL			3,200.00
809 EMPLOYMENT DEVELOPMENT DEPARTMENT												
1112544	MAN	PAID	PR011619	1/16/19	99	000	20725		1,661.98		STATE TAX DEPOSIT	
1112544	MAN	PAID	PR011619	1/16/19	99	000	20725		9,493.31		STATE TAX DEPOSIT	
1112544	MAN	PAID	PR011619	1/16/19	99	000	20727		262.81		STATE TAX DEPOSIT	
1112544	MAN	PAID	PR011619	1/16/19	99	000	20727		2,025.06		STATE TAX DEPOSIT	
				1/16/19					* CHECK TOTAL			13,443.16
1004 FEDERAL TAXES/EFTPS												
1112545	MAN	PAID	PR011619	1/16/19	99	000	20720		4,001.91		FEDERAL TAX DEPOSIT	
1112545	MAN	PAID	PR011619	1/16/19	99	000	20720		23,684.46		FEDERAL TAX DEPOSIT	
1112545	MAN	PAID	PR011619	1/16/19	99	000	20770		381.07		FEDERAL TAX DEPOSIT	
1112545	MAN	PAID	PR011619	1/16/19	99	000	20770		381.07		FEDERAL TAX DEPOSIT	
1112545	MAN	PAID	PR011619	1/16/19	99	000	20770		2,936.28		FEDERAL TAX DEPOSIT	
1112545	MAN	PAID	PR011619	1/16/19	99	000	20770		2,936.28		FEDERAL TAX DEPOSIT	
				1/16/19					* CHECK TOTAL			34,321.07
679 NATIONWIDE RETIREMENT SOLUTIONS												
1112546	MAN	PAID	PR011619	1/16/19	99	000	20735		941.66		DEFERRED COMP DEPOSITS	
1112546	MAN	PAID	PR011619	1/16/19	99	000	20735		3,958.30		DEFERRED COMP DEPOSITS	
				1/16/19					* CHECK TOTAL			4,899.96
1005 PERS 457 PLAN												
1112547	MAN	PAID	PR011619	1/16/19	99	000	20730		200.00		DEFERRED COMP DEPOSITS	
1112547	MAN	PAID	PR011619	1/16/19	99	000	20730		6,865.66		DEFERRED COMP DEPOSITS	
				1/16/19					* CHECK TOTAL			7,065.66
1006 PERS-RETIREMENT												
1112548	MAN	PAID	PR 011619	1/16/19	99	860	45020	440	2,669.98		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR 011619	1/16/19	99	870	45020	440	29,106.26		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR 011619	1/16/19	99	000	20780		3.00		FOR PAYROLL ENDING 011519	

CHECK	TYPE	CK	STAT	INVOICE	INV/CHK DATE	CO	DEPT	ACCT	SUB	DISTRIBUTION AMOUNT	DISCOUNT TAKEN	DESCRIPTION	CHECK TOTAL
1112548	MAN	PAID	PR	011619	1/16/19	99	000	20780		30.00		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR	011619	1/16/19	99	000	20786		666.25		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR	011619	1/16/19	99	000	20786		3,464.44		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR	011619	1/16/19	99	860	45020	440	756.76		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR	011619	1/16/19	99	870	45020	440	3,935.06		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR	011619	1/16/19	99	000	20780		2.00		FOR PAYROLL ENDING 011519	
1112548	MAN	PAID	PR	011619	1/16/19	99	000	20780		18.00		FOR PAYROLL ENDING 011519	
					1/23/19			* CHECK TOTAL		40,651.75			40,651.75
1532 NAVIA BENEFIT SOLUTIONS													
1112549	MAN	PAID	DEBIT	011419	1/14/19	99	860	45020	477	170.00		HRA DISBURSEMENTS	
1112549	MAN	PAID	DEBIT	011419	1/14/19	99	870	45020	477	804.50		HRA DISBURSEMENTS	
1112549	MAN	PAID	DEBIT	012119	1/28/19	99	860	45020	477	64.00		HRA DISBURSEMENTS	
1112549	MAN	PAID		14123308	1/21/19	99	870	45020	477	477.43		HRA DISBURSEMENTS	
1112549	MAN	PAID		14172424	1/28/19	99	860	45020	477	1,931.98		HRA DISBURSEMENTS	
1112549	MAN	PAID		14172424	1/28/19	99	870	45020	477	3,606.74		HRA DISBURSEMENTS	
					1/31/19			* CHECK TOTAL		7,054.65			7,054.65
513 U.S. BANK BANK CARD DIVISION													
1112550	MAN	PAID		0945 122618	12/26/18	99	920	45170	375	4,575.08		CREDIT CARD PAYMENT	
1112550	MAN	PAID		0952 122618	12/26/18	99	920	45170	375	240.79		CREDIT CARD PAYMENT	
1112550	MAN	PAID		0952 122618	12/26/18	99	800	45090	335	132.02		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	100	45155	165	809.06		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	765	45150	405	278.23		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	120	45150	120	1,350.00		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	740	45150	175	134.94		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	490	45110	325	1,666.28		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	681	45150	120	2,686.55		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	600	45150	115	398.66		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	150	45150	145	424.34		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	100	45150	145	99.99		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	100	45150	105	230.14		CREDIT CARD PAYMENT	
1112550	MAN	PAID		1065 122618	12/26/18	99	610	45155	165	67.24		CREDIT CARD PAYMENT	
1112550	MAN	PAID		8079 122618	12/26/18	99	930	45110	325	1,519.82		CREDIT CARD PAYMENT	
					1/31/19			* CHECK TOTAL		14,613.14			14,613.14
								** FINAL TOTALS		320,324.54			320,324.54

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55671	1/4/2019	1352			X
55672	1/4/2019	1352			X
55679	1/16/2019	8401			X
55680	1/16/2019	9906			X
55681	1/16/2019	1929			
55682	1/16/2019	1980			X
55683	1/16/2019	4225			X
55684	1/16/2019	9745			X
55685	1/16/2019	3741			X
55686	1/16/2019	6626			X
55687	1/16/2019	7570			X
55688	1/16/2019	671			X
55689	1/16/2019	8897			X
55690	1/16/2019	8710			X
55691	1/16/2019	2133			X
55692	1/16/2019	8400			X
55693	1/16/2019	5982			X
55694	1/16/2019	3464			X
55695	1/16/2019	934			X
55696	1/16/2019	3059			X
55697	1/16/2019	612			X
55698	1/16/2019	411			X
55699	1/16/2019	1248			X
55700	1/16/2019	6171			X
55701	1/16/2019	9815			X
55702	1/16/2019	1730			X
55703	1/16/2019	9478			X
55704	1/16/2019	4817			X
55705	1/16/2019	9268			X
55706	1/16/2019	6930			X
55707	1/16/2019	1567			X
55708	1/16/2019	5526			X
55709	1/16/2019	9357			X
55710	1/16/2019	63			X
55711	1/16/2019	65			X
55712	1/16/2019	3328			X
55713	1/16/2019	890			X
55714	1/16/2019	572			X
55715	1/16/2019	2375			X
55716	1/16/2019	3433			X
55717	1/16/2019	743			X
55718	1/16/2019	6715			X
55719	1/16/2019	3359			X

TAHOE-TRUCKEE SANITATION AGENCY - PAYROLL CHECK REGISTER

CHECK#	CHECK DATE	EMP #	EMPLOYEE NAME	CHECK AMOUNT	DIRECT DEPOSIT
55720	1/16/2019	8131			X
55721	1/16/2019	6833			X
55722	1/16/2019	773			X
55723	1/16/2019	1196			X
55724	1/16/2019	7232			X
55725	1/16/2019	1766			X
55726	1/16/2019	9056			X
55727	1/16/2019	5476			X
55728	1/16/2019	4177			X
55729	1/14/2019	992			X
55730	1/14/2019	992			X
				<u>\$171,102.53</u>	



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: III-3
Subject: Approval of financial statements and status of investments

Background

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

Fiscal Impact

Decrease in Agency general fund per the warrant amounts.

Attachments

Report of financial statements and status of investments.

Recommendation

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

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

BUDGETED EXPENDITURES	BUDGET CURRENT YEAR	CURRENT MONTH	YEAR TO DATE	BALANCE	BUDGET %
ADMINISTRATIVE FUND					
45010 SALARIES AND WAGES	825,000.00	52,581.17	352,164.80	472,835.20	42.69
45020 EMPLOYEE BENEFITS	465,000.00	23,994.55	242,711.48	222,288.52	52.20
45030 DIRECTOR FEES	7,000.00	500.00	3,300.00	3,700.00	47.14
45060 TRANSPORTATION GAS AND OIL	6,000.00	0.00	898.62	5,101.38	14.98
45070 INSURANCE	90,000.00	888.00	90,573.94	(573.94)	100.64
45080 MEMBERSHIPS	30,000.00	0.00	36,859.43	(6,859.43)	122.86
45090 OFFICE EXPENSE	62,500.00	14,839.88	37,743.54	24,756.46	60.39
45095 FEES, LICENSES & PERMITS	150,000.00	1,625.23	135,018.14	14,981.86	90.01
45110 CONTRACTUAL SERVICES	168,000.00	2,098.90	46,718.59	121,281.41	27.81
45120 PROFESSIONAL SERVICES	265,000.00	38,397.34	144,240.43	120,759.57	54.43
45130 PRINTING AND PUBLICATIONS	0.00	0.00	4,110.28	(4,110.28)	0.00
45140 RENTS AND LEASES	0.00	839.07	3,747.86	(3,747.86)	0.00
45170 TRAINING	15,000.00	2,658.98	16,829.62	(1,829.62)	112.20
45180 UNCOLLECTIBLE ACCOUNTS	5,000.00	191.25	3,084.27	1,915.73	61.69
45190 UTILITIES	103,000.00	1,985.21	5,773.31	97,226.69	5.61
TOTAL ADMINISTRATIVE FUND	2,191,500.00	140,599.58	1,123,774.31	1,067,725.69	51.28
OPERATIONS AND MAINTENANCE FUND					
45010 SALARIES AND WAGES	4,295,000.00	399,167.93	2,727,317.95	1,567,682.05	63.50
45020 EMPLOYEE BENEFITS	2,815,000.00	234,173.25	2,270,277.30	544,722.70	80.65
45060 TRANSPORTATION GAS AND OIL	42,000.00	(31,653.95)	10,970.76	31,029.24	26.12
45080 MEMBERSHIPS	15,000.00	368.00	8,317.00	6,683.00	55.45
45090 OFFICE EXPENSE	96,000.00	0.00	0.00	96,000.00	0.00
45095 FEES, LICENSES & PERMITS	0.00	1,638.00	1,638.00	(1,638.00)	0.00
45100 SUPPLIES	550,000.00	81,508.37	618,882.47	(68,882.47)	112.52
45110 CONTRACTUAL SERVICES	1,655,000.00	125,028.41	337,826.81	1,317,173.19	20.41
45120 PROFESSIONAL SERVICES	100,000.00	0.00	0.00	100,000.00	0.00
45140 RENTS AND LEASES	0.00	937.94	7,998.27	(7,998.27)	0.00
45150 REPAIRS AND MAINTENANCE	0.00	28,557.70	221,437.95	(221,437.95)	0.00
45155 INSTRUMENTATION & ELECTRICAL	0.00	14,672.57	65,993.98	(65,993.98)	0.00
45160 RESEARCH & MONITORING	0.00	11,616.94	65,911.51	(65,911.51)	0.00
45170 TRAINING	25,000.00	6,585.42	27,792.82	(2,792.82)	111.17
45190 UTILITIES	927,000.00	130,757.60	541,973.70	385,026.30	58.47
45210 OTHER EXPENSES	0.00	0.00	1,141.32	(1,141.32)	0.00
45300 EQUIPMENT	0.00	0.00	(539.08)	539.08	0.00
TOTAL OPERATIONS & MAINTENANCE	10,520,000.00	1,003,358.18	6,906,940.76	3,613,059.24	65.66
TOTAL	12,711,500.00	1,143,957.76	8,030,715.07	4,680,784.93	63.18
SRF DEBT SERVICE					
45105 INTEREST ON SRF LOAN EXPENSE	0.00	0.00	245,058.64	(245,058.64)	0.00

BALANCE

CASH ON HAND	

CASH ACCOUNT (US BANK)	41,223.79
CASH - PETTY CASH	1,600.00
CASH - TAX REVENUE (US BANK)	111,450.77
CHK ACCT (WELLS FARGO/PAYROLL)	163,795.52
SERVICE CHARGE MUNI INV(US BANK)	986,448.52
WASTEWATER SAVINGS-WELLS FARGO	392,077.50
CASH - WWCRF (US BANK)	18,005.86
STATE LOCAL AGENCY INVESTMT FUND	50,789,439.40

TOTAL CASH ON HAND	52,504,041.36
	=====

CURRENT MONTH	INCOME	EXPENSES	ACCOUNTS PAYABLE
ADMINISTRATIVE	1,989,084.18	140,599.58	7,630.29
OPERATION & MAINTENANCE	6,254,683.90	1,003,358.18	238,784.81
W.W.C.R.F.	169,007.93	0.00	0.00
UPGRADE REHAB	168,510.30	82,250.68	0.00
	-----	-----	-----
TOTAL	8,581,286.31	1,226,208.44	246,415.10
	=====	=====	=====

	BEGINNING BALANCE	YEAR TO DATE RECEIVED	YEAR TO DATE EXPENDED	CURRENT BALANCE
ADMINISTRATIVE	50,000.00	2,364,013.44	4,248,754.33	1,882,756.31
OPERATIONS & MAINTENANCE	250,000.00	10,089,015.17	6,807,184.07	3,531,831.10
WASTEWATER CAPITAL RESERVE	19,565,544.32	2,213,485.33	1,771,445.22	17,630,416.48
SRF WASTEWATER CAP RESERVE	2,951,689.60	48,739.98	0.00	3,000,429.58
UPGRADE/REHAB	29,397,504.26	441,904.15	2,040,471.27	26,458,607.89
	-----	-----	-----	-----
TOTAL	52,214,738.18	15,157,158.07	14,867,854.89	52,504,041.36
	=====	=====	=====	=====

JOB INTINCOME
 STR INTERINC
 ROUNDING- 0

INTEREST INCOME
 FINANCIAL STATEMENT
 PERIOD ENDING 1/31/19

RUN DATE 2/07/19 PAGE 0001 (GLPRTN)
 RUN TIME 13:49:02

YEAR TO DATE

INTEREST INCOME	

00 ADMINISTRATIVE	1,471.92
01 OPERATION & MAINTENANCE	17,191.42
02 W.W.C.R.F.	218,719.58
04 SRF WCRF	34,676.93
06 UPGRADE/REHAB	319,939.65

TOTAL INTEREST INCOME	591,999.50
	=====

FUND INVESTMENTS:	T.C.D.	T-BILLS	L.A.I.F
ADMINISTRATIVE	0.00	0.00	1,757,172.06
OPERATION & MAINTENANCE	0.00	0.00	2,352,896.75
W.W.C.R.F.	0.00	0.00	17,220,333.12
SRF WCRF	0.00	0.00	3,000,429.58
UPGRADE REHAB	0.00	0.00	26,458,607.89
	-----	-----	-----
TOTAL FUND INVESTMENTS	0.00	0.00	50,789,439.40
	=====	=====	=====

JOB FUNDCHANGE
 STR FUNDCHANGE
 ROUNDING- 0

TAHOE-TRUCKEE SANITATION AGENCY
 SUMMARY OF YEAR TO DATE CHANGES IN FUND BALANCES
 PERIOD ENDING 1/31/19

RUN DATE 2/07/19 PAGE 0001 (GLPRTN)
 RUN TIME 13:49:02

	ADMIN	OPERATIONS & MAINTENANCE	WASTEWATER CAP RESERVE	SRF WASTEWTR CAP RESERVE	UPGRADE REHAB	TOTAL
CASH BEG BAL	50,000.00	250,000.00	19,565,544.32	2,951,689.60	29,397,504.26	52,214,738.18
TRANSFERS	3,717,497.20	0.00	2,377,167.95-	0.00	1,340,329.25-	0.00
BEG A/R	214,589.43	491,025.61	120,471.14	14,063.05	121,964.50	962,113.73
INCOME	2,161,478.01	12,592,606.86	2,120,909.75	34,676.93	319,939.65	17,229,611.20
END A/R	12,054.00-	2,994,617.30-	27,895.56-	0.00	111,136.97	1,969,274.61-
BEG A/P	28,892,163.18	1,273,012.36	2,982.60	0.00	142,175.94	30,476,179.07
EXPENSES	1,368,832.95	6,906,940.76	1,768,462.62	0.00	1,898,295.33	11,942,531.66
END A/P	26,012,241.80-	1,372,769.05-	0.00	0.00	0.00	27,550,855.84-
CASH END BAL	1,882,756.31 =====	3,531,831.10 =====	17,630,416.48 =====	3,000,429.58 =====	26,458,607.89 =====	52,504,041.36 =====

TAHOE-TRUCKEE SANITATION AGENCY
FINANCIAL STATEMENT
Summary
January 31, 2019

SUMMARY OF PAID & PAYABLE

Administrative and General Paid: \$855,633.82

Administrative and General Payable: \$246,415.10

Total Administrative and General Paid and Payable: \$1,102,048.92

Total Administrative and General Payroll Paid: \$171,102.53

ASSETS		YEAR TO DATE
CURRENT ASSETS		
CASH & CASH EQUIVALENTS		
01 10010	CASH U.S.BANK CHECKING	41,223.79
00 10020	CASH WELLS FARGO/PAYROLL	19,190.35
01 10020	CASH WELLS FARGO/PAYROLL	144,605.17
00 10030	CASH - PETTY CASH	1,600.00
00 10045	CASH - TAX REVENUE U.S. BANK	104,793.90
01 10045	CASH - TAX REVENUE U.S. BANK	6,656.87
01 10050	CASH - SERV CHARGE MUNI CHECKG	986,448.52
00 10070	CASH - L.A.I.F.	1,757,172.06
01 10070	CASH - L.A.I.F.	2,352,896.75
06 10070	CASH - L.A.I.F.	26,458,607.89
	CASH & CASH EQUIVALENTS	31,873,195.30
ACCRUED INTEREST RECEIVABLE		
ACCOUNTS RECEIVABLE		
00 11280	A/R BROWN ACT REFORM REIMBSMT	12,054.00
01 11020	A/R SERVICE CHARGES	2,671,705.46
01 11021	SERVICE CHARGE REFUNDS	12,443.69
01 11029	SERVICE CHARGE PAYMENT PLANS	2.89-
01 11065	A/R LAB FEES	505.00
01 11070	A/R-TEMP DISCHARGE	400.00
01 11080	A/R-OTHER	411.26
	ACCOUNTS RECEIVABLE	2,697,516.52
INVENTORY		
01 12550	CHEMICAL INVENTORY	78,433.73
01 12560	CHEMICAL INVENTORY	32,703.24
	INVENTORY	111,136.97
01 13060	DUE FROM GOVERNMENT AGENCIES	198,017.81
	DUE FROM GOVT AGENCIES	198,017.81
	TOTAL CURRENT ASSETS	34,879,866.60

YEAR TO DATE

RESTRICTED ASSETS

02 10065	WASTEWATER SAVINGS-WELLS FARGO	392,077.50
02 10066	CASH - WWC RF U.S. BANK	18,005.86
02 10070	CASH - L.A.I.F.	17,220,333.12
04 10070	CASH - L.A.I.F.	3,000,429.58
	CASH & EQUIVALENTS	20,630,846.06

02 11030	A/R CONNECTION FEES PMT PLANS	27,895.56
	A/R CONNECTION FEES	27,895.56

	TOTAL RESTRICTED ASSETS	20,658,741.62

PROPERTY PLANT & EQUIPMENT

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

00 16810	DEFERRED PENSION OUTFLOWS	4,325,072.00

00 16811	DEFERRED OPEB OUTFLOWS	582,760.00

	TOTAL ASSETS	144,438,798.49
=====		

		YEAR TO DATE
LIABILITIES		
CURRENT LIABILITIES		
00	20350	ACCOUNTS PAYABLE 7,630.29-
01	20350	ACCOUNTS PAYABLE 238,784.81-

ACCOUNTS PAYABLE		246,415.10-

00	20810	ACCRUED LIA FOR COMP ABSENCE 68,413.06-
01	20810	ACCRUED LIA FOR COMP ABSENCE 845,921.47-

COMPENSATED ABSENCES		914,334.53-

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

HEALTH REIMB ACCOUNT		75,785.93-

01	22010	CUSTOMER DEPOSITS TEMP DISCHARGE 100.00-
01	22020	CUSTOMER DEPOSITS AVERY HOTEL 17,764.23-

CUSTOMER DEPOSITS		17,864.23-

ACCRUED EXPENSES		
00	20710	SALARIES AND WAGES PAYABLE 18,431.79-
01	20710	SALARIES AND WAGES PAYABLE 141,250.25-
00	20720	FEDERAL P/R TAXES PAYABLE 4,006.83-
01	20720	FEDERAL P/R TAXES PAYABLE 22,165.06-
00	20725	STATE P/R TAXES PAYABLE 1,664.08-
01	20725	STATE P/R TAXES PAYABLE 8,817.94-
00	20727	SDI PAYABLE 263.00-
01	20727	SDI PAYABLE 1,920.19-
00	20730	PERS 457 STATE STREET PAYABLE 200.00-
01	20730	PERS 457 STATE STREET PAYABLE 6,865.66-
00	20735	NATIONWIDE 457 PAYABLE 941.66-
01	20735	NATIONWIDE 457 PAYABLE 3,458.30-
01	20740	CREDIT UNION DEDUCTION PAYABLE 3,200.00-
00	20760	LIFE INSURANCE 3.90-
01	20760	LIFE INSURANCE 181.35-
00	20770	MEDICARE DEDUCTION/O & M 762.71-
01	20770	MEDICARE DEDUCTION/O & M 5,568.54-
00	20780	SURVIVOR BENEFITS/O & M 5.00-
01	20780	SURVIVOR BENEFITS/O & M 42.00-
00	20786	PERS EMPLOYEE PAID CONTRIB 666.25-
01	20786	PERS EMPLOYEE PAID CONTRIB 3,247.85-

TOTAL ACCOUNTS PAYABLE		223,662.36-

TOTAL LIAB FROM CURRENT		1,478,062.15-

JOB NETASSETS
STR NETASSETS
ROUNDING-

0

ACCOUNT NUMBERS INDICATED ON
STATEMENT OF NET ASSETS
TAHOE-TRUCKEE SANITATION AGENCY
PERIOD ENDING 1/31/19

RUN DATE 2/07/19 PAGE 0004 (GLPRN)
RUN TIME 13:35:35

		YEAR TO DATE
00 20410	CURRENT LIAB FROM RESTRICTED RETENTION PAYABLE	143,273.19-
	ACCOUNTS PAYABLE RESTRICTED	143,273.19-
	CURRENT LIAB RESTRICTED	143,273.19-
	LONG TERM LIABILITIES	
00 23020	SRF LOAN PAYABLE/LONG TERM	25,763,675.51-
00 24010	NET PENSION LIABILITY	15,830,320.00-
00 24011	OPEB LIABILITY	840,565.00-
01 24011	OPEB LIABILITY	69,513.00
	LONG TERM LIABILITIES	42,365,047.51-
	DEFERRED PENSION INFLOWS	
00 24020	DEFERRED PENSION INFLOWS	1,190,187.00-
	TOTAL DEFERRED PENSION INFLOWS	1,190,187.00-
	TOTAL LIABILITIES	45,176,569.85-
		=====

YEAR TO DATE

CAPITAL

		CAPITAL ASSETS	
00	25050	CONTRIBUTED CAPITAL-CAP GRANTS	28,336,343.44-
00	25051	CONTRIBUTED CAPITAL-LOCAL DIST	1,330,176.82-
00	25052	CONTRIBUTED CAPITAL-US FOREST	223,315.00-
00	25053	CONTRIBUTED CAPITAL-STATE PARK	16,341.91-
00	26020	NET PROFIT AND LOSS	4,510,142.26-
00	26010	RETAINED EARNINGS	12,505,367.35-

		CAPITAL ASSETS	46,921,686.78-

		RESTRICTED FOR WWCR	
02	26020	NET PROFIT AND LOSS	2,024,720.82
02	26010	RETAINED EARNINGS	19,683,032.86-

		RESTRICTED FOR WWCR	17,658,312.04-

		RESTRICTED FOR STATE LOAN	
04	26020	NET PROFIT AND LOSS	34,676.93-
04	26010	RETAINED EARNINGS	2,965,752.65-

		STATE REVOLVING FUND WCR	3,000,429.58-

		UNRESTRICTED	
01	26020	NET PROFIT AND LOSS	5,685,666.10-
01	26010	RETAINED EARNINGS	462,473.75
06	26020	NET PROFIT AND LOSS	2,918,684.93
06	26010	RETAINED EARNINGS	29,377,292.82-

		UNRESTRICTED	31,681,800.24-

		TOTAL NET ASSETS	99,262,228.64-

		TOTAL LIABILITIES & NET ASSETS	144,438,798.49-
			=====

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUES & EXPENSES		
ADMINISTRATION REVENUE		
00 32030	TAX REVENUE CURRENT SECURED	1,749,287.92-
00 32031	TAX REVENUE CURRENT UNSECURED	79,776.91-
00 32032	TAX REVENUE PRIOR YEARS	252.72-
00 32050	INTEREST INCOME	937.50-
00 32065	IN LIEU OF TAX REV OTHER NOTAX	118,724.88-
00 32070	TAX REVENUE HOPTR	13,484.00-
00 32072	TAX REVENUE TIMBERLAND	4.28-
00 32090	TAX REVENUE OTHER NON-OPERATIO	26,615.97-
	TOTAL ADMINISTRATION REVENUE	1,989,084.18-
ADMINISTRATION EXPENSES		
00 45010	SALARIES AND WAGES	52,581.17
00 45020	EMPLOYEE BENEFITS	23,994.55
00 45030	DIRECTOR FEES	500.00
00 45060	TRANSPORTATION GAS AND OIL	0.00
00 45070	INSURANCE	888.00
00 45080	MEMBERSHIPS	0.00
00 45090	OFFICE EXPENSE	14,839.88
00 45095	FEES, LICENSES & PERMITS	1,625.23
00 45110	CONTRACTUAL SERVICES	2,098.90
00 45120	PROFESSIONAL SERVICES	38,397.34
00 45130	PRINTING AND PUBLICATIONS	0.00
00 45140	RENTS AND LEASES	839.07
00 45170	TRAINING	2,658.98
00 45180	UNCOLLECTIBLE ACCOUNTS	191.25
00 45190	UTILITIES	1,985.21
00 45105	INTEREST ON SRF LOAN EXPENSE	0.00
	TOTAL ADMINISTRATION EXPENSES	140,599.58
ADMINISTRATION TRANSFERS		
00 45510	SRF DEBT SERVICE PMT TRANSFER	0.00
00 45540	TRANSFER BETWEEN FUNDS	0.00
	TOTAL ADMINISTRATION TRANSFERS	0.00
	NET PROFIT/LOSS	1,848,484.60-

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUE & EXPENSES			
OPERATIONS & MAINT REVENUE			
01 31010	INCOME FROM SERVICE CHARGES	6,251,200.99-	12,565,422.94-
01 31015	NSF RETURN CHECK FEE	30.00-	90.00-
01 31020	INCOME FROM TEMP DISCHARGES	0.00	1,322.50-
01 31040	INCOME-OTHER	430.00-	8,580.00-
01 32050	INTEREST INCOME	3,022.91-	17,191.42-
TOTAL OP & MAINT REVENUE		6,254,683.90-	12,592,606.86-
OPERATIONS & MAINT EXPENSES			
01 45010	SALARIES AND WAGES	399,167.93	2,727,317.95
01 45020	EMPLOYEE BENEFITS	234,173.25	2,270,277.30
01 45060	TRANSPORTATION GAS AND OIL	31,653.95-	10,970.76
01 45080	MEMBERSHIPS	368.00	8,317.00
01 45095	FEES, LICENSES & PERMITS	1,638.00	1,638.00
01 45100	SUPPLIES	81,508.37	618,882.47
01 45110	CONTRACTUAL SERVICES	125,028.41	337,826.81
01 45140	RENTS AND LEASES	937.94	7,998.27
01 45150	REPAIRS AND MAINTENANCE	28,557.70	221,437.95
01 45155	INSTRUMENTATION & ELECTRICAL	14,672.57	65,993.98
01 45160	RESEARCH & MONITORING	11,616.94	65,911.51
01 45170	TRAINING	6,585.42	27,792.82
01 45190	UTILITIES	130,757.60	541,973.70
01 45210	OTHER EXPENSES	0.00	1,141.32
01 45300	EQUIPMENT	0.00	539.08-
TOTAL OP & MAINT EXPENSES		1,003,358.18	6,906,940.76
OP & MAINT TRANSFERS			
TOTAL NET PROFIT/LOSS		5,251,325.72-	5,685,666.10-

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUES & EXPENSES			
* WASTEWATER CAPITAL RESERVE *			
WASTEWATER CAPITAL RES REVENUE			
02 31030	INCOME FROM CONNECTION FEES	62,335.00-	1,881,903.99-
02 31035	INCOME CONN FEE PMT PLANS	0.00	25,500.00-
02 31040	INCOME-OTHER	0.00	5,213.82
02 32050	INTEREST INCOME	106,672.93-	218,719.58-
TOTAL WWCR REVENUE		169,007.93-	2,120,909.75-
WWCR EXPENSES			
02 45110	CONTRACTUAL SERVICES	0.00	1,618,393.64
02 45120	PROFESSIONAL SERVICES	0.00	150,068.98
TOTAL WWCR EXPENSES		0.00	1,768,462.62
WASTEWATER CAP RES TRANSFERS			
02 45510	SRF DEBT SERVICE PMT TRANSFER	0.00	2,377,167.95
TOTAL WWCR TRANSFERS		0.00	2,377,167.95
TOTAL NET PROFIT/LOSS		169,007.93-	2,024,720.82

JOB S04PL
STR 04SRPL
ROUNDING-

0

TAHOE-TRUCKEE SANITATION AGENCY
RESERVED FOR STATE LOAN
PERIOD ENDING 1/31/19

RUN DATE 2/07/19 PAGE 0001 (GLPRTN)
RUN TIME 13:44:55

	CURRENT MONTH	YEAR TO DATE
STATEMENT OF REVENUE & EXPENSES		
STATE LOAN RESERVE REVENUE		
04 32050 INTEREST INCOME	18,984.02-	34,676.93-
	-----	-----
TOTAL STATE LOAN RESERVE REVENUE	18,984.02-	34,676.93-
STATE LOAN RESERVE EXPENSES		
STATE LOAN RESERVE TRANSFERS		
	-----	-----
TOTAL NET PROFIT/LOSS	18,984.02-	34,676.93-
	=====	=====

		CURRENT	YEAR TO
		MONTH	DATE
STATEMENT OF REVENUE & EXPENSES			
UPGRADE REVENUE			
06 32050	INTEREST INCOME	168,510.30-	319,939.65-
TOTAL UPGRADE REVENUE		168,510.30-	319,939.65-
UPGRADE EXPENSES			
06 45095	FEEs, LICENSEs & PERMITs	0.00	1,348.95
06 45110	CONTRACTUAL SERVICES	78,945.20	1,428,007.73
06 45120	PROFESSIONAL SERVICES	0.00	133,080.04
06 45150	REPAIRS AND MAINTENANCE	35.00	300,333.18
06 45155	INSTRUMENTATION & ELECTRICAL	0.00	41.00
06 45300	EQUIPMENT	3,270.48	35,484.43
TOTAL UPGRADE EXPENSES		82,250.68	1,898,295.33
UPGRADE TRANSFERS			
06 45510	SRF DEBT SERVICE PMT TRANSFER	0.00	870,329.25
06 45540	TRANSFER BETWEEN FUNDS	0.00	470,000.00
TOTAL UPGRADE TRANSFERS		0.00	1,340,329.25
TOTAL NET PROFIT/LOSS		86,259.62-	2,918,684.93



Tahoe-Truckee Sanitation Agency Investment Status Report

TO: LaRue

FROM: Michelle

RE: Investments for the

Month Ending January 31, 2019

		AVERAGE INTEREST RATE		AMOUNT INVESTED
L.A.I.F.		2.355%		\$50,789,439.40
SAVINGS	Wells Fargo Investment	0.0600%	Weighted Yield	\$392,077.50
	U.S. Bank Service Charge			\$986,448.52
	U.S. Bank Tax Revenue			\$111,450.77
	U.S. Bank W.W.C.R.F.			\$18,005.86
CHECKING	U.S. Bank General Checking	0.000%		\$41,223.79
	Wells Fargo Payroll			\$163,795.52
TOTAL CASH ON HAND				<u>\$52,502,441.36</u>

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 February 04,
 2019

TAHOE TRUCKEE SANITATION AGENCY

TREASURER
 13720 BUTTERFIELD DRIVE
 TRUCKEE, CA 96161

PMIA Average Monthly Yields

Account Number:
 70-31-001

Tran Type Definitions

January 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
1/3/2019	1/3/2019	RD	1593241	DAWN DAVIS	54,000.00
1/3/2019	1/3/2019	RW	1593242	DAWN DAVIS	-250,000.00
1/15/2019	1/14/2019	QRD	1595740	SYSTEM	296,750.02
1/22/2019	1/22/2019	RD	1596768	MICHELLE MACKEY	1,000,000.00
1/25/2019	1/25/2019	RD	1597097	DAWN DAVIS	1,838,000.00
1/25/2019	1/25/2019	RD	1597098	DAWN DAVIS	46,000.00
1/25/2019	1/25/2019	RD	1597107	DAWN DAVIS	1,200,000.00

Account Summary

Total Deposit:	4,434,750.02	Beginning Balance:	46,604,689.38
Total Withdrawal:	-250,000.00	Ending Balance:	50,789,439.40



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Vicky Lufrano, Human Resources Administrator
Item: IV-1
Subject: Discussion and update of the Compensation and Classification Study

Background

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

Ms. Shellie Anderson of Bryce Consulting, Inc. will be attending the Board of Directors meeting to provide an update to the Compensation and Classification Study, provide a breakdown of how compensation is analyzed, and address any questions or comments.

Fiscal Impact

None.

Attachments

Bryce Consulting, Inc. presentation.

Recommendation

No action required.

Review Tracking

Submitted By: 
Vicky Lufrano
Human Resources Administrator

Approved By: 
LaRue Griffin
General Manager

Truckee -Tahoe Sanitation Agency

February 13, 2019

Board of Directors

Classification Study Update

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

Compensation Study

- Data Elements:
 - Total Cash
 - Maximum base salaries
 - % of the employee's share of retirement paid by the employer
 - Deferred compensation contribution by employer
 - Longevity pay
 - Certification/education pay
 - Total Compensation (includes the above plus)
 - Employer contribution to health, dental, vision, life and long-term disability insurances
 - Social security
 - Employer contribution to Retiree Health Savings Account
 - % of the employer's cost of retirement paid by the employee

Compensation Study

- Miscellaneous Data:
 - Retirement Practices (plan, benefit, formula)
 - Retiree health benefits
 - Leave accruals
 - Vacation
 - Holiday
 - Sick
 - Administrative

Compensation Study

- Miscellaneous Data:
 - Cost of living information
 - Retirement practices (plan, benefit, formula)
 - Retiree health benefits
 - Leave accruals
 - Vacation
 - Holiday
 - Sick
 - Administrative

Sample Datasheet

Agency	Classification	Bargaining Unit	Minimum Base Salary	Maximum Base Salary	Rank (Max Base Pay)	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Certification/ Education Pay	Certification/Education on Pay Notes	Total Cash	Rank (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Social Security	RHSA	Total Comp	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	EE contribution towards RHGA	Total Compensation minus EE portion of retirement paid by EE	Retiree Health	Comments
East Bay MUD	Meter Mechanic/Backflow Tester	444	\$6,537	\$7,567	1	0%	\$0	\$0	\$0	\$0		\$7,567	1	\$75	\$3,258	\$204	\$24	\$15	\$12	\$579	\$0	\$11,735	0%	\$0	\$0	\$11,735	PEMHCA Min	
City of Benicia	Water Quality Technician II-Water	BPSEA	\$5,059	\$6,149	4	0%	\$0	\$0	\$154	\$0		\$6,303	4	\$0	\$1,955	\$167	\$22	\$6	\$0	\$89	\$0	\$8,546	0%	\$0	\$0	\$8,546	PEMHCA Min	
City of Napa	Water Systems Cross Connection Specialist	NCEA	\$5,583	\$6,744	2	0%	\$0	\$0	\$0	\$0		\$6,794	2	\$0	\$1,795	\$137	Inc	\$8	\$0	\$98	\$0	\$8,834	4.5%	\$303	\$0	\$8,531	PEMHCA Min	
City of Petaluma	Utility Technician		\$5,255	\$6,387	3	0%	\$0	\$0	\$0	\$0		\$6,387	3	\$0	\$1,811	\$173	\$11	\$14	\$22	\$93	\$0	\$8,512	3%	\$192	\$0	\$8,321	50% with 10 years up to 100% with 20 years	
City of Antioch	Cross Connection Control Specialist II	APWEA	\$4,484	\$5,449	5	8%	\$436	\$0	\$0	\$272	CDPH Grade 2 or higher or OWEA Grade 1 or higher	\$6,157	3	\$0	\$1,926	\$179	\$0	\$6	\$30	\$79	\$82	\$8,462	8%	\$436	\$0	\$8,026	50% with 10 years up to 100% with 20 years	
City of Vacaville	Cross Connection Specialist	Local 39	\$4,846	\$5,889	2	0%	\$0	\$0	\$0	\$0		\$5,889	3	\$0	\$1,723	\$139	\$17	\$4	\$16	\$85	\$0	\$7,878	0%	\$0	\$50	\$7,828	50% with 10 years up to 100% with 20 years	
City of Fairfield	Cross Connections Specialist II	FEA	\$4,575	\$5,561	6	0.75%	\$42	\$120	\$0	\$0		\$5,722	7	\$0	\$1,504	\$112	\$13	\$33	\$8	\$81	\$50	\$7,529	0%	\$0	\$0	\$7,529	50% with 10 years up to 100% with 20 years	
City of Davis	Water Systems Maintenance Worker	DCEA	\$4,077	\$4,956	7	0%	\$0	\$0	\$124	\$0		\$5,080	7	\$0	\$2,006	\$214	\$20	\$8	\$40	\$72	\$0	\$7,447	0%	\$0	\$0	\$7,447	No retiree health	
City of Vallejo	Pipe Mechanic II	IBEW	\$4,216	\$5,124	6	0%	\$0	\$0	\$0	\$0		\$5,124	6	\$0	\$1,521	\$146	\$24	\$5	\$9	\$392	\$77	\$7,303	1%	\$51	\$0	\$7,252	PEMHCA Min	
			Labor Market Median	\$5,855								Labor Market Median	\$6,230												Labor Market Median	\$8,175		
			% Vacaville is Above or Below Median	0.58%								% Vacaville is Above or Below Median	-5.79%												% Vacaville is Above or Below Median	-4.39%		
			Labor Market Mean	\$5,992								Labor Market Mean	\$6,142												Labor Market Mean	\$8,424		
			% Vacaville is Above or Below Mean	-1.75%								% Vacaville is Above or Below Mean	-4.29%												% Vacaville is Above or Below Mean	-7.58%		
			# Of Comparable Matches	8																								

Agency	Classification	Minimum Base Salary	Maximum Base Salary	Rank (Max Base Pay)	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Certification/ Education Pay	Certification/ Education Pay Notes	Total Cash	Rank (Total Cash)	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Life Insurance	LTD Insurance	Social Security	RHSA	Total Comp	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	EE contribution towards RHSA	Total Compensation minus ER portion of retirement paid by EE	Retiree Health	Comments
East Bay MUD	Meter Mechanic/Backflow Tester	\$6,537	\$7,567	1	0%	\$0	\$0	\$0	\$0		\$7,567	1	\$75	\$3,258	\$204	\$24	\$15	\$12	\$579	\$0	\$11,735	0%	\$0	\$0	\$11,735	PEMHCA Min	
City of Benicia	Water Quality Technician II-Water	\$5,059	\$6,149	4	0%	\$0	\$0	\$154	\$0		\$6,303	4	\$0	\$1,955	\$167	\$22	\$6	\$0	\$89	\$0	\$8,546	0%	\$0	\$0	\$8,546	PEMHCA Min	
City of Napa	Water Systems Cross Connection Specialist	\$5,583	\$6,744	2	0%	\$0	\$50	\$0	\$0		\$6,794	2	\$0	\$1,795	\$137	inc	\$8	\$0	\$98	\$0	\$8,834	4.5%	\$303	\$0	\$8,531	PEMHCA Min	
City of Petaluma	Utility Technician	\$5,255	\$6,387	3	0%	\$0	\$0	\$0	\$0		\$6,387	3	\$0	\$1,811	\$173	\$11	\$14	\$22	\$93	\$0	\$8,512	3%	\$192	\$0	\$8,321	50% with 10 years up to	
City of Antioch	Cross Connection Control Specialist II	\$4,484	\$5,449	5	8%	\$436	\$0	\$0	\$272	CDPH Grade 2 or higher or CWEA Grade 1 or higher	\$6,157	3	\$0	\$1,926	\$179	\$0	\$6	\$30	\$79	\$82	\$8,462	8%	\$436	\$0	\$8,026	50% with 10 years up to 100% with 20 years	
City of Vacaville	Cross Connection Specialist	\$4,846	\$5,889	2	0%	\$0	\$0	\$0	\$0		\$5,889	3	\$0	\$1,723	\$139	\$17	\$4	\$16	\$85	\$0	\$7,878	0%	\$0	\$50	\$7,828	50% with 10 years up to 100% with 20 years	
City of Fairfield	Cross Connections Specialist II	\$4,575	\$5,561	6	0.75%	\$42	\$120	\$0	\$0		\$5,722	7	\$0	\$1,504	\$112	\$13	\$33	\$8	\$81	\$50	\$7,529	0%	\$0	\$0	\$7,529	50% with 10 years up to 100% with 20 years	
City of Davis	Water Systems Maintenance Worker	\$4,077	\$4,956	7	0%	\$0	\$0	\$124	\$0		\$5,080	7	\$0	\$2,006	\$214	\$20	\$8	\$40	\$72	\$0	\$7,447	0%	\$0	\$0	\$7,447	No retiree health	
City of Vallejo	Pipe Mechanic II	\$4,216	\$5,124	6	0%	\$0	\$0	\$0	\$0		\$5,124	6	\$0	\$1,521	\$146	\$24	\$5	\$9	\$392	\$77	\$7,303	1%	\$51	\$0	\$7,252	PEMHCA Min	

<i>Labor Market Median</i>	\$5,855	<i>Labor Market Median</i>	\$6,230	<i>Labor Market Median</i>	\$8,175
<i>% Vacaville is Above or Below Median</i>	0.58%	<i>% Vacaville is Above or Below Median</i>	-5.79%	<i>% Vacaville is Above or Below Median</i>	-4.39%
<i>Labor Market Mean</i>	\$5,992	<i>Labor Market Mean</i>	\$6,142	<i>Labor Market Mean</i>	\$8,424
<i>% Vacaville is Above or Below Mean</i>	-1.75%	<i>% Vacaville is Above or Below Mean</i>	-4.29%	<i>% Vacaville is Above or Below Mean</i>	-7.58%
<i># Of Comparable Matches</i>	8				

Data effective as of 1.2018

Comments
EBMUD- In negotiations
Davis- in negotiations

TTSA Current Benefits

- 100% payment of the PERSCare (90/10) Health Insurance Plan for employees and their family
- Health Reimbursement Account (HRA) at \$500 (employee only), \$1,000 (employee plus dependents)
- Employer paid life insurance benefits
- Employer pays dental insurance premiums, deductible and 30% co-pay on dental expenses that is currently reimbursed by T-TSA.
- Employer paid entire 8% PERS employee contribution for classic employees in addition to employer contribution.
- New employees to follow PERS Reform Requirements in regard to payment of employee share.
- Post-Retirement Medical Coverage
- COLA/CPI adjustments: Per annual April CA CPI All Urban Consumers: 100% of first 3% of CPI, 75% of the incremental CPI increase between 3.01% and 6%, and 50% of the incremental CPI increase between 6.01% and 12%; over 12% will be renegotiated, 0% minimum.
- Annual vision insurance (reimbursement) up to \$400 per person



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IV-2
Subject: Discussion and update of the Sewer Connection Fee Study

Background

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

At the December 12, 2018 Board of Directors meeting, Mr. Shawn Koorn of HDR Engineering, Inc. provided numerous connection fee options for residential developments. After discussion, Mr. Koorn was asked to further analyze the residential connection fee option to assess a minimum charge per residential unit with a unit price fee per square foot. Mr. Koorn has completed the analysis and will present the options to the Board of Directors for discussion.

Fiscal Impact

None.

Attachments

HDR Engineering, Inc. presentation of the sewer connection fees.

Recommendation

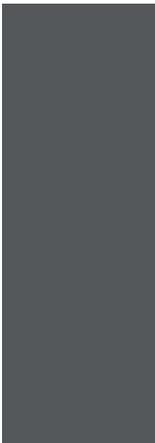
No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager

Presentation of the Sewer Connection Fees



February 13, 2019

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



Overview of the Presentation

- Sewer Connection Fee Study
 - Overview
 - Maximum Allowable
 - Maintain existing fee
 - Update Implementation of Fee
 - Residential Option 3 (Set minimum)
 - Non-Residential (New category)
 - Industrial/Significant Indust. User (SIU)
- Summary conclusions



Sewer Connection Fee Study - Overview

- Establish the reasonable relationship between system capacity and needs of development and the fee to be imposed
- Fee required of all new customers desiring sewer service or existing customers requesting increased sewer service capacity
- Cannot exceed the calculated maximum cost
- Based on System Planning Criteria and cost of existing and future infrastructure (RC)
 - Equivalent Dwelling Unit (EDU) definition is 200 gpd/2,000 square feet

Sewer Connection Fee Study - Maximum Allowable

Average Daily Flow, gallons per EDU = 200 gallons

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

	Total Flow (MGD)	Total EDUs	Total Cost	Cost per Gallon \$	Cost per EDU
Replacement Cost					
Total	9.60	48,000	\$278,375,818	\$29	\$5,799
Plus Future Projects		17,350	\$7,334,275		423
Total Connection Fee					\$6,222
T-TSA Existing Connection Fee					\$5,000

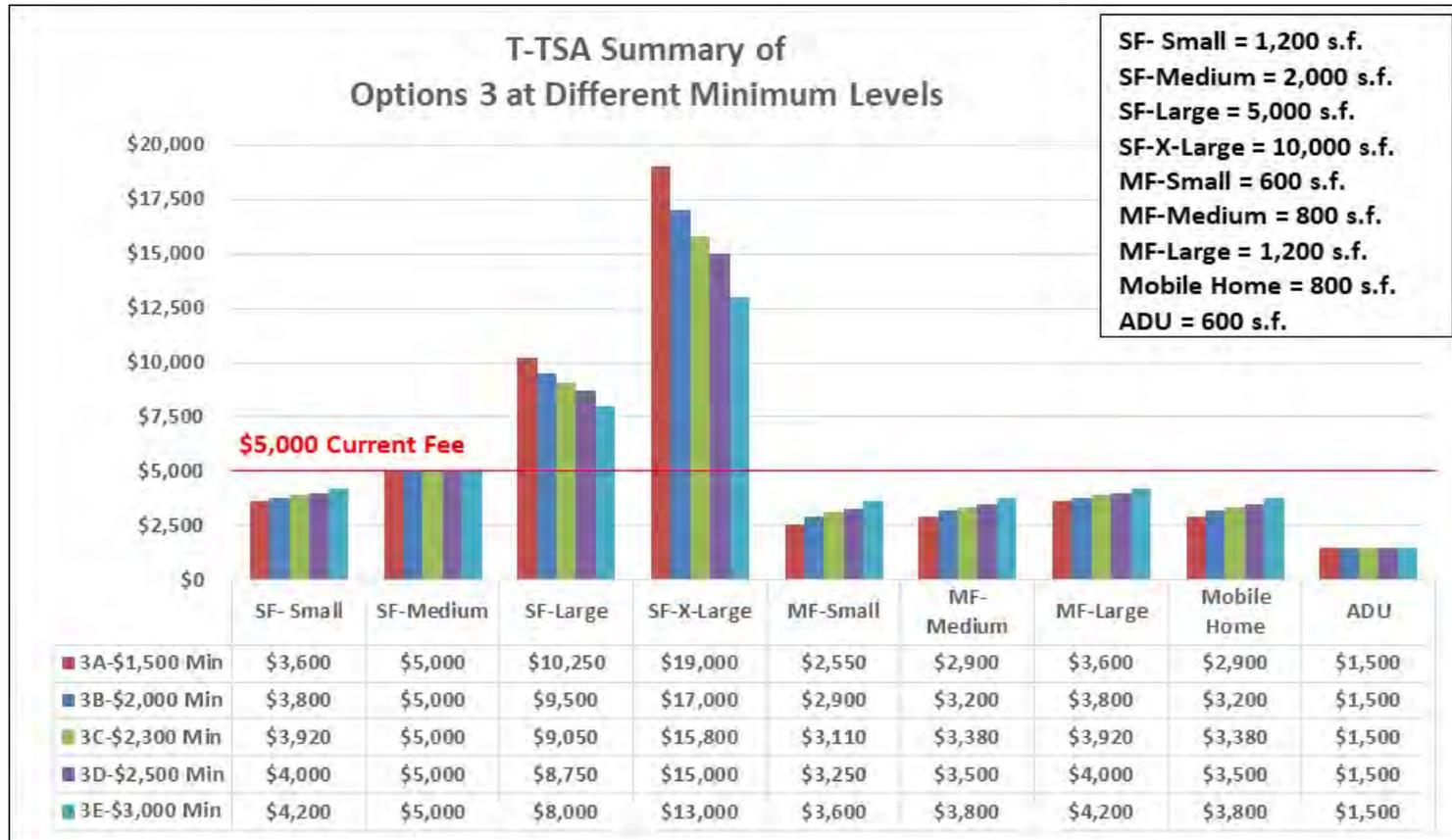
← Updated Calculation

← Maintain Existing Fee

Update Implementation of Fee - Residential Option 3

Summary of Residential Option 3 at Different Minimum Levels		
S-Family, M-Family, Mobile Home	Units	Calculated Fee
Existing Fee	Per EDU (200 gpd)	\$5,000 ← Maintain Existing Fee
S-Family, M-Family, Mobile Home		
Option 3A - \$1,500 Minimum		
Minimum Charge	Per living unit	\$1,500 ←
Per sq. ft.	Per square foot	\$1.75/sq. ft.
Option 3B - \$2,000 Minimum		
Minimum Charge	Per living unit	\$2,000 ←
Per sq. ft.	Per square foot	\$1.50/sq. ft.
Option 3C - \$2,300 Minimum		
Minimum Charge	Per living unit	\$2,300 ←
Per sq. ft.	Per square foot	\$1.35/sq. ft.
Option 3D - \$2,500 Minimum		
Minimum Charge	Per living unit	\$2,500 ←
Per sq. ft.	Per square foot	\$1.25/sq. ft.
Option 3E - \$3,000 Minimum		
Minimum Charge	Per living unit	\$3,000 ←
Per sq. ft.	Per square foot	\$1.00/sq. ft.
Accessory Dwelling Unit		
Option 3	Per Square Footage	\$2.50/sq. ft. ← ADU same fee on all options

Graph of Residential Option 3 - Option 3A, 3B, 3C, 3D, 3E



SF- Small = 1,200 s.f.
 SF-Medium = 2,000 s.f.
 SF-Large = 5,000 s.f.
 SF-X-Large = 10,000 s.f.
 MF-Small = 600 s.f.
 MF-Medium = 800 s.f.
 MF-Large = 1,200 s.f.
 Mobile Home = 800 s.f.
 ADU = 600 s.f.

Update of Implementation of Fee – Non-Residential

Nonresidential Connection Fee		
Type of Connection	Units	Connection Fee
Motel without Kitchen or Hotel Unit	# of Units	\$2,500
Motel with Kitchen	# of Units	\$3,300
Campsite with Sewer Connection	# of Sites	\$2,500
Campsite without Sewer Connection	# of Sites	\$1,875
Dump Stations	# of Sites	\$5,000
Restaurants & Bars	# of Seats Inside	\$500
Restaurants & Bars	# of Seats Outside	\$175
Banquet Facilities	# of Seats	\$175
Laundromats	Per # of Machines	\$5,000
Theatres	# of Seats	\$50
Grocery	# of Plumbing Fixture Units	\$750
Churches	# of Seats	\$50
Beauty Shops & Barber Shops	# of Service Chairs	\$2,500
Other Commercial	# of Plumbing Fixture Units	\$500
Police and Fire Stations	# of Plumbing Fixture Units	\$500
Pools	Minimum 1 EDU (up to 72,999 gallons)	\$5,000
Pools	> than 72,999 gallons, per 1,000 gallons	\$68
Spas	Minimum .4 EDU (up to 1,000 gallons)	\$2,000
Spas	> than 1,000, per 1,000 gallons	\$27
Car Wash Automatic	# of Bays (4 EDU per bay)	Calculated
Car Wash Self Serve	# of Bays (4 EDU per bay)	Calculated
Private School	# of Plumbing Fixture Units	\$250
Boarding Schools	# of Plumbing Fixture Units	\$500
Industrial/SIU	The maximum of EDU values	Formula

← New Category

← New Category

← Split "Pools" into a minimum for Pools, and Spas

← New Category

← New Category

Update of Implementation of Fee – Industrial/Significant Indust. Users (SIU)

- Industrial/SIU is subject to monitoring (flow monitoring)
- Based on \$5,000 per EDU (200gpd)

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

Summary and Conclusions

- Maintain existing fee of \$5,000 per EDU
- Update implementation of fee as follows:
 - Set a residential minimum charge (EDU = 2,000 sq. ft)
 - Accessory Dwelling Unit (ADU) updated to current policy
 - Non-Residential updated to reflect type of customer (categories combined or service levels updated)
 - Industrial/SIU calculation defined
- Fees reflect T-TSA's current value of capacity



Questions and Discussion





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-3
Subject: Approval to advertise and solicit bids for the 2019 Plant Concrete Repair project

Background

The 2019 Plant Concrete Repair project involves various rehabilitation work throughout the plant to address areas with significant concrete deterioration. The goal of the project is to extend the expected service life of the various facilities involved. As reflected in the attached contract drawings, the work includes repairing or making modifications to the following structures:

- Secondary Clarifier No. 2
- Ammonium Sulfate Containment Area
- Rapid Mix and Flocculation Basin
- Biological Filtration Effluent Pond
- Chemical Clarifier Nos. 1 and 2
- Ballast Pond Nos. 1 and 2
- Building 4 Load-out Apron

The construction work contemplated would be performed by a general contractor with field work slated to occur sometime between June 3, 2019 and November 15, 2019.

Fiscal Impact

The engineer's construction cost estimate for the project is \$470,000.

Attachments

Contract drawings.

Recommendation

Management and staff recommends approval to advertise and solicit bids for the 2019 Plant Concrete Repair project.

Review Tracking

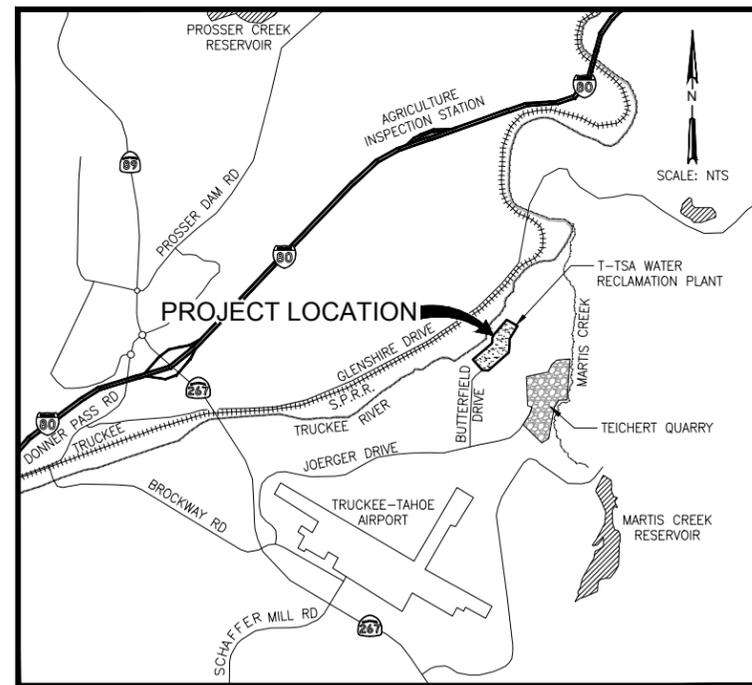
Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

TAHOE-TRUCKEE SANITATION AGENCY



REGIONAL WATER RECLAMATION PLANT 2019 PLANT CONCRETE REPAIR PROJECT



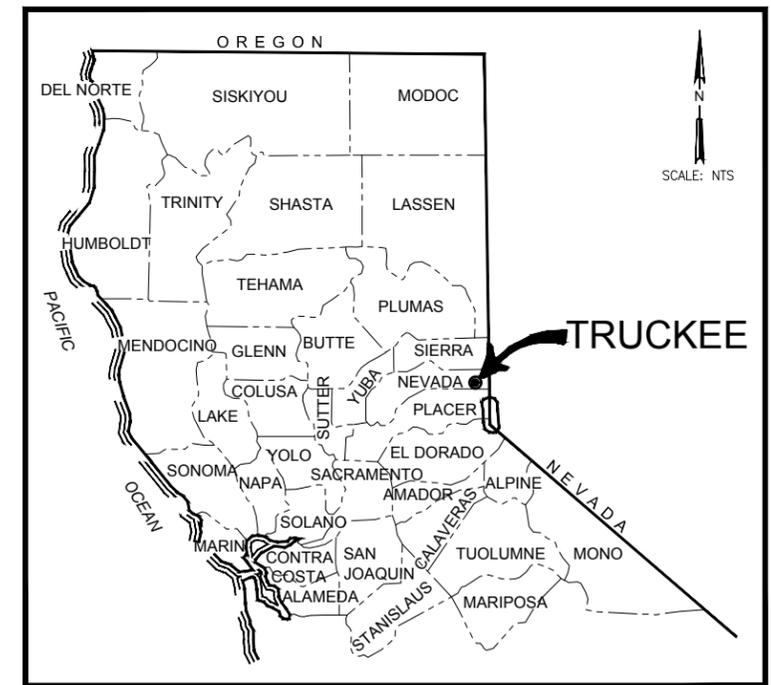
LOCATION MAP

FEBRUARY 2019

BOARD OF DIRECTORS

PRESIDENT	S. LANE LEWIS
VICE PRESIDENT	DALE COX
DIRECTOR	JON NORTHROP
DIRECTOR	DAN WILKINS
DIRECTOR	BLAKE TRESAN

APPROVED: _____
GENERAL MANAGER
LARUE GRIFFIN



VICINITY MAP



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



02/06/2019

2019 PLANT CONCRETE REPAIR PROJECT

TITLE SHEET

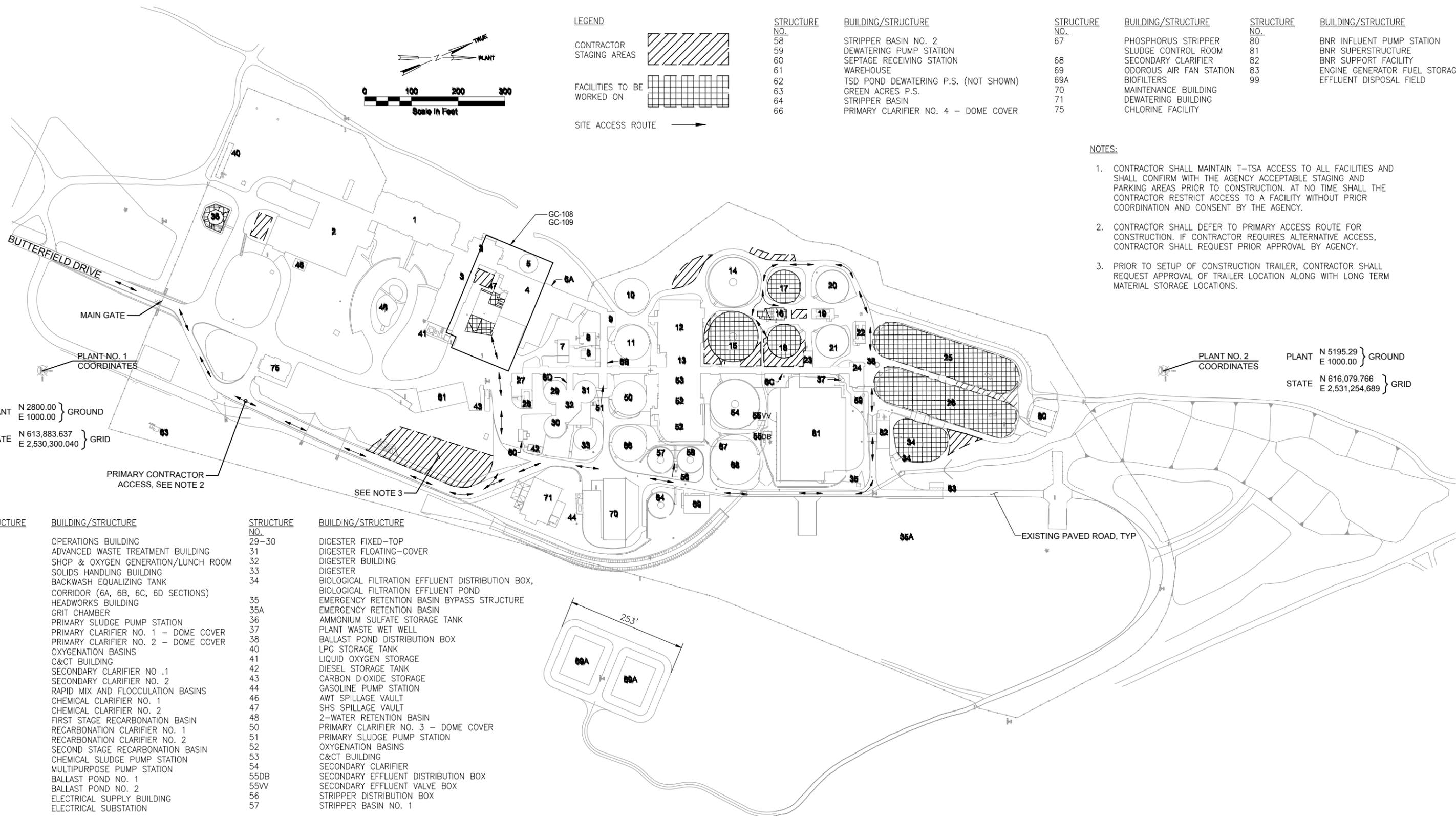
VERIFY SCALE

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

Designed By: AC
Drawn By: SF
Checked By: JP
Approved By: LG

SYM	REVISIONS	DATE	BY

SHEET 1 OF 14
DWG NO. G-1
DATE FEB 2019



LEGEND

CONTRACTOR STAGING AREAS	
FACILITIES TO BE WORKED ON	
SITE ACCESS ROUTE	

STRUCTURE NO.	BUILDING/STRUCTURE
58	STRIPPER BASIN NO. 2
59	DEWATERING PUMP STATION
60	SEPTAGE RECEIVING STATION
61	WAREHOUSE
62	TSD POND DEWATERING P.S. (NOT SHOWN)
63	GREEN ACRES P.S.
64	STRIPPER BASIN
66	PRIMARY CLARIFIER NO. 4 - DOME COVER

STRUCTURE NO.	BUILDING/STRUCTURE	STRUCTURE NO.	BUILDING/STRUCTURE
67	PHOSPHORUS STRIPPER	80	BNR INFLUENT PUMP STATION
68	SLUDGE CONTROL ROOM	81	BNR SUPERSTRUCTURE
69	SECONDARY CLARIFIER	82	BNR SUPPORT FACILITY
69A	ODOROUS AIR FAN STATION	83	ENGINE GENERATOR FUEL STORAGE
70	BIOFILTERS	99	EFFLUENT DISPOSAL FIELD
71	MAINTENANCE BUILDING		
75	DEWATERING BUILDING		
	CHLORINE FACILITY		

- NOTES:**
- CONTRACTOR SHALL MAINTAIN T-TSA ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
 - CONTRACTOR SHALL DEFER TO PRIMARY ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
 - PRIOR TO SETUP OF CONSTRUCTION TRAILER, CONTRACTOR SHALL REQUEST APPROVAL OF TRAILER LOCATION ALONG WITH LONG TERM MATERIAL STORAGE LOCATIONS.

PLANT N 2800.00 } GROUND
E 1000.00 }
STATE N 613,883.637 } GRID
E 2,530,300.040 }

PLANT N 5195.29 } GROUND
E 1000.00 }
STATE N 616,079.766 } GRID
E 2,531,254,689 }

STRUCTURE NO.	BUILDING/STRUCTURE	STRUCTURE NO.	BUILDING/STRUCTURE
1	OPERATIONS BUILDING	29-30	DIGESTER FIXED-TOP
2	ADVANCED WASTE TREATMENT BUILDING	31	DIGESTER FLOATING-COVER
3	SHOP & OXYGEN GENERATION/LUNCH ROOM	32	DIGESTER BUILDING
4	SOLIDS HANDLING BUILDING	33	DIGESTER
5	BACKWASH EQUALIZING TANK	34	BIOLOGICAL FILTRATION EFFLUENT DISTRIBUTION BOX, BIOLOGICAL FILTRATION EFFLUENT POND
6	CORRIDOR (6A, 6B, 6C, 6D SECTIONS)	35	EMERGENCY RETENTION BASIN BYPASS STRUCTURE
7	HEADWORKS BUILDING	35A	EMERGENCY RETENTION BASIN
8	GRIT CHAMBER	36	AMMONIUM SULFATE STORAGE TANK
9	PRIMARY SLUDGE PUMP STATION	37	PLANT WASTE WET WELL
10	PRIMARY CLARIFIER NO. 1 - DOME COVER	38	BALLAST POND DISTRIBUTION BOX
11	PRIMARY CLARIFIER NO. 2 - DOME COVER	40	LPG STORAGE TANK
12	OXYGENATION BASINS	41	LIQUID OXYGEN STORAGE
13	C&CT BUILDING	42	DIESEL STORAGE TANK
14	SECONDARY CLARIFIER NO. 1	43	CARBON DIOXIDE STORAGE
15	SECONDARY CLARIFIER NO. 2	44	GASOLINE PUMP STATION
16	RAPID MIX AND FLOCCULATION BASINS	46	AWT SPILLAGE VAULT
17	CHEMICAL CLARIFIER NO. 1	47	SHS SPILLAGE VAULT
18	CHEMICAL CLARIFIER NO. 2	48	2-WATER RETENTION BASIN
19	FIRST STAGE RECARBONATION BASIN	50	PRIMARY CLARIFIER NO. 3 - DOME COVER
20	RECARBONATION CLARIFIER NO. 1	51	PRIMARY SLUDGE PUMP STATION
21	RECARBONATION CLARIFIER NO. 2	52	OXYGENATION BASINS
22	SECOND STAGE RECARBONATION BASIN	53	C&CT BUILDING
23	CHEMICAL SLUDGE PUMP STATION	54	SECONDARY CLARIFIER
24	MULTIPURPOSE PUMP STATION	55DB	SECONDARY EFFLUENT DISTRIBUTION BOX
25	BALLAST POND NO. 1	55V	SECONDARY EFFLUENT VALVE BOX
26	BALLAST POND NO. 2	56	STRIPPER DISTRIBUTION BOX
27	ELECTRICAL SUPPLY BUILDING	57	STRIPPER BASIN NO. 1
28	ELECTRICAL SUBSTATION		

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

PAUL BARLOW
No. 71389
Exp. 12-31-19
CIVIL
STATE OF CALIFORNIA
02/06/2019

2019 PLANT CONCRETE REPAIR PROJECT
SITE ACCESS PLAN

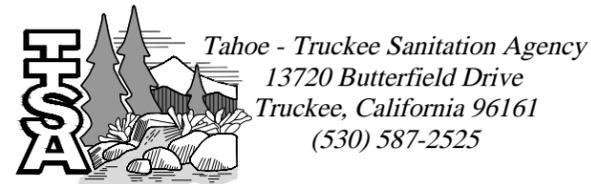
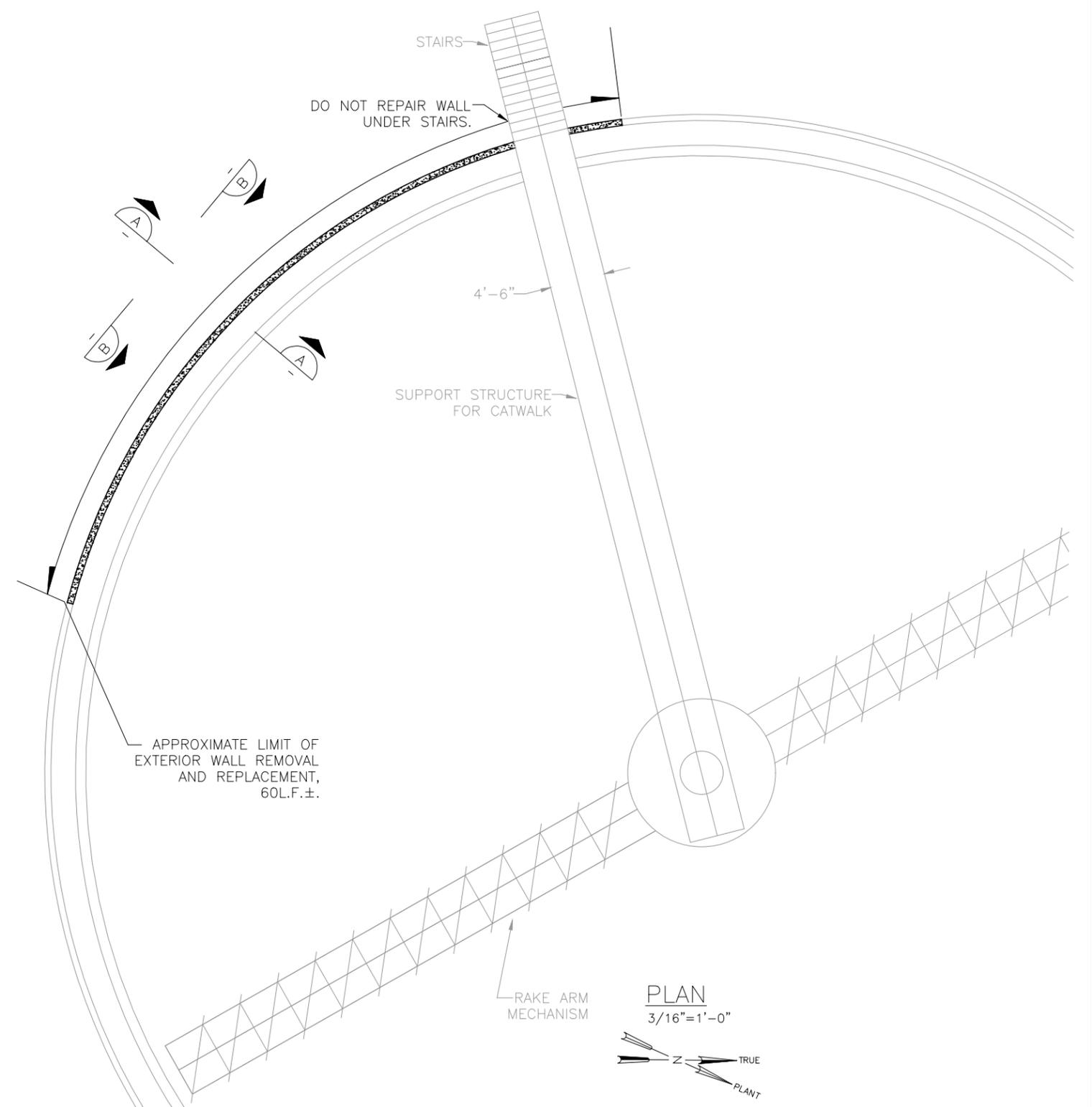
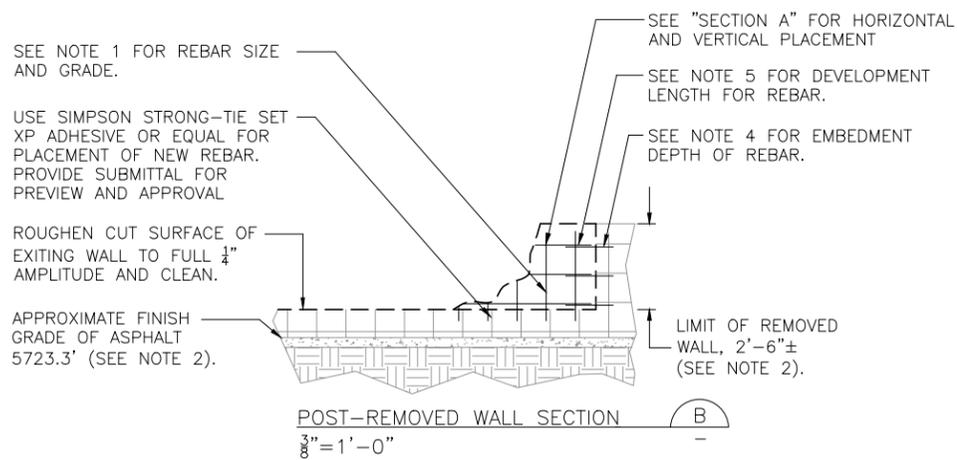
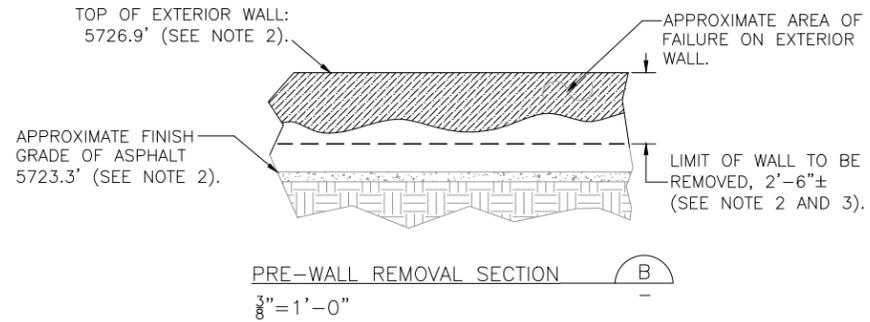
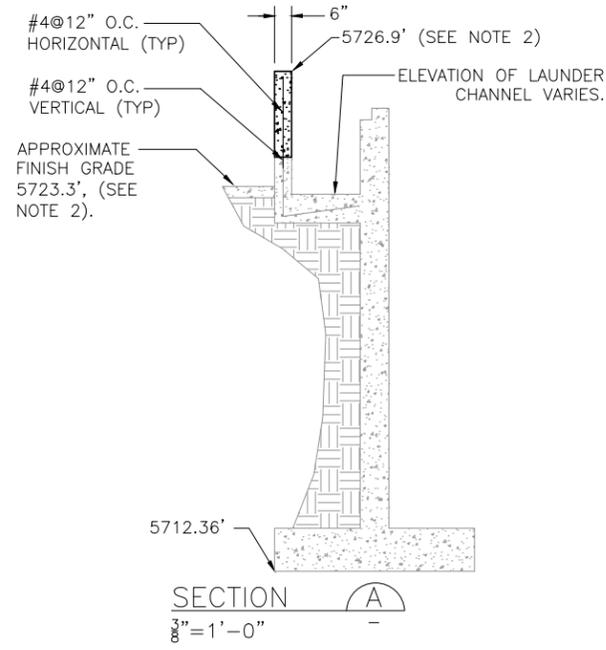
VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

Designed By: AC
Drawn By: SF
Checked By: JP
Approved By: LG

				SHEET	3 OF 14
				DWG NO.	GC-100
				DATE	FEB 2019
SYM	REVISIONS	DATE	BY		

NOTES:

- REBAR USED SHALL BE #4, GRADE 60 PROVIDE SUBMITTAL FOR REVIEW AND APPROVAL.
- EXACT ELEVATION OF FINISH GRADE OF ASPHALT AND EXTERIOR WALL OF SECONDARY CLARIFIER NO. 2 WILL VARY. PRIOR TO BID, VERIFY EXACT HEIGHT AND LENGTH FOR PORTIONS OF WALL TO BE REMOVED AT MANDATORY PRE-BID CONFERENCE.
- HORIZONTAL LIMITS OF WALL REMOVAL SHALL BE PARALLEL TO THE EXISTING TOP OF WALL AND EXTEND TWO (2) INCHES BELOW THE LOWEST AREA OF FAILURE. VERTICAL LIMITS OF WALL REMOVAL SHALL BE 90' TO THE EXISTING TOP OF THE WALL AND SHALL EXTEND TWO (2) INCHES PAST THE AREA OF FAILURE.
- EMBEDMENT DEPTH OF REBAR SHALL BE AT MINIMUM $7\frac{1}{2}$ ". PROVIDE SUBMITTAL FOR EPOXY FOR REVIEW AND APPROVAL.
- DEVELOPMENTAL LENGTH OF REBAR SHALL BE 18".
- WORK SHALL BE CONSISTENT WITH SECTIONS 03210, 03215, 03300, 03730, AND 03750.



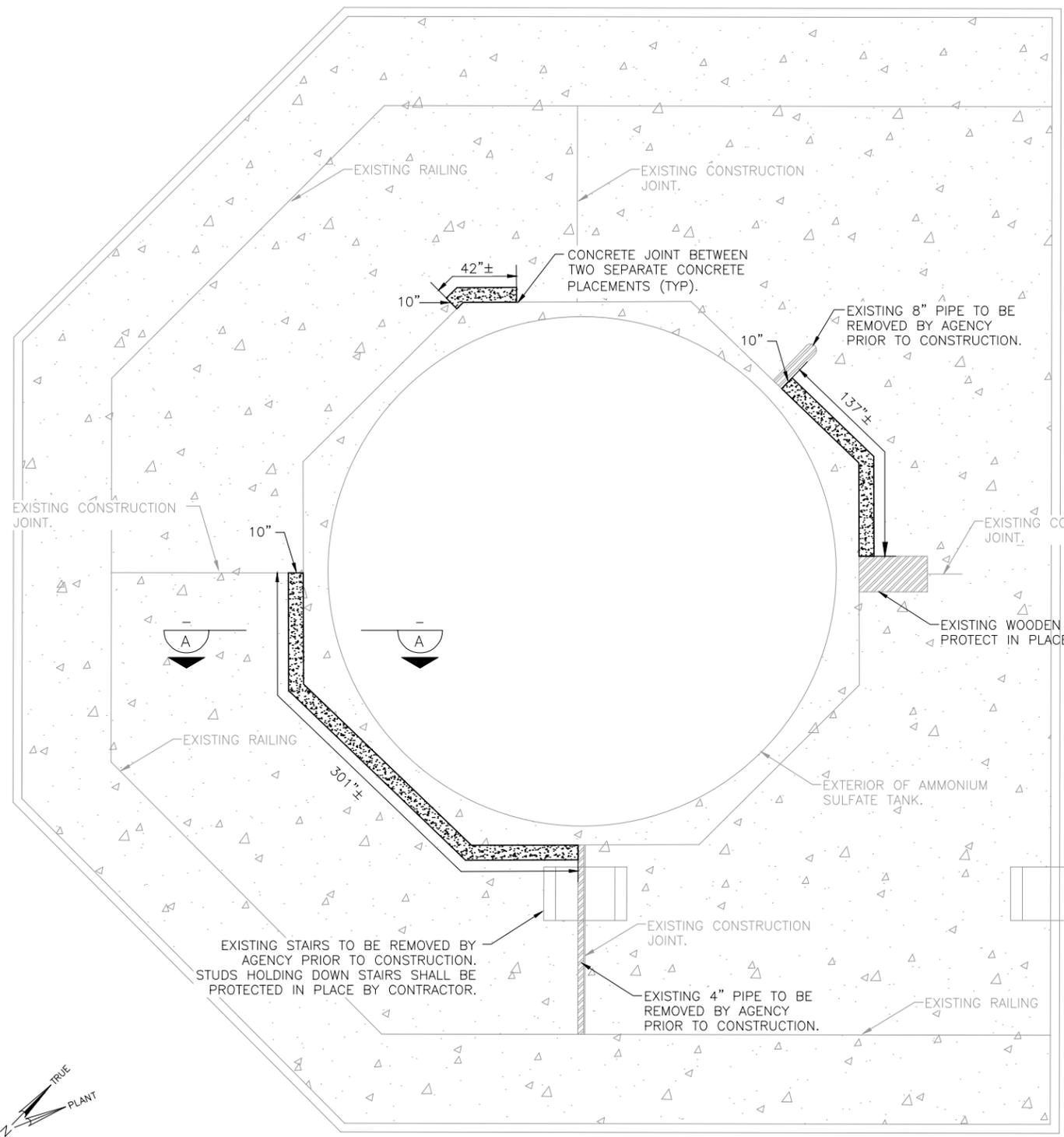
2019 PLANT CONCRETE REPAIR PROJECT
SECONDARY CLARIFIER NO. 2,
STRUCTURE NO. 15,
EXTERIOR WALL REHABILITATION

VERIFY SCALE

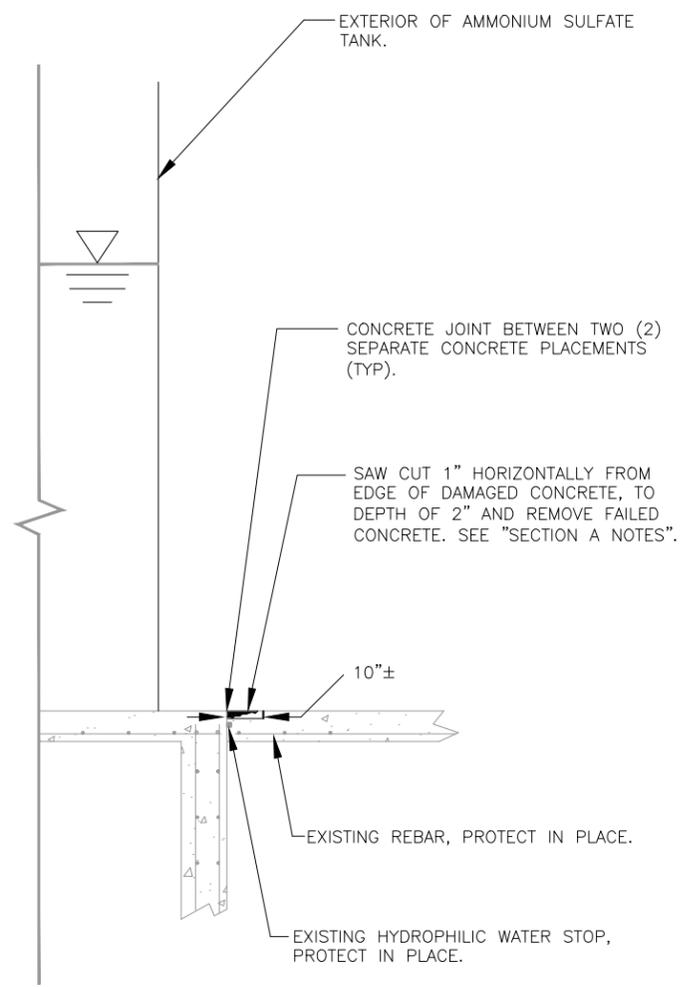
BAR IS ONE INCH ON ORIGINAL DRAWING
 0 1"
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

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

				SHEET	4 OF 14
				DWG NO.	GC-101
				DATE	FEB 2019
SYM	REVISIONS	DATE	BY		



PLAN
1/4"=1'-0"



SECTION A-A
1/2"=1'-0"

SECTION - A NOTES:

1. APPROXIMATE LIMITS OF CONCRETE TO BE REMOVED ARE AS FOLLOWS: 10"± x 301"±, 10"± x 42"±, AND 10"± x 137"±. PRIOR TO BID VERIFY EXACT LIMITS OF CONCRETE AT MANDATORY PRE-BID CONFERENCE.
2. HORIZONTAL LIMITS OF SAW CUTTING SHALL BE PARALLEL TO THE CONCRETE JOINT AND SHALL EXTEND 1" PAST THE LIMIT OF FURTHEST AREA OF FAILURE.
3. WHERE CONCRETE HAS BEEN REMOVED, ROUGHEN SURFACE OF CUT PAD TO FULL 1/4" AMPLITUDE AND CLEAN.
4. REPAIRS MADE SHALL BE CONSISTENT WITH SECTION 03300, AND THESE CONTRACT DOCUMENTS.

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

PAUL BARLOW
No. 71393
Exp. 12-31-19
CIVIL ENGINEER
STATE OF CALIFORNIA
02/06/2019

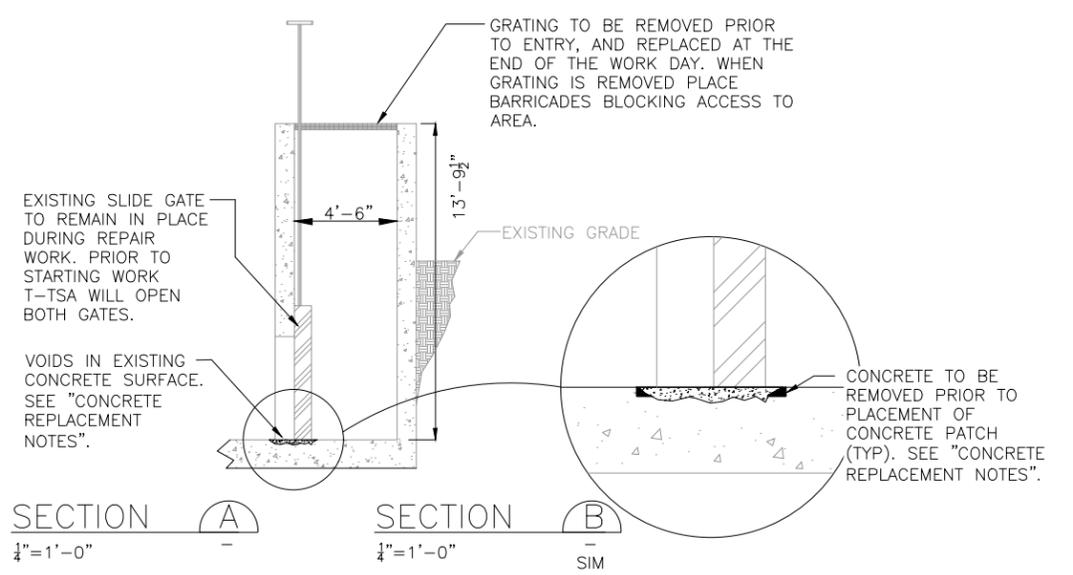
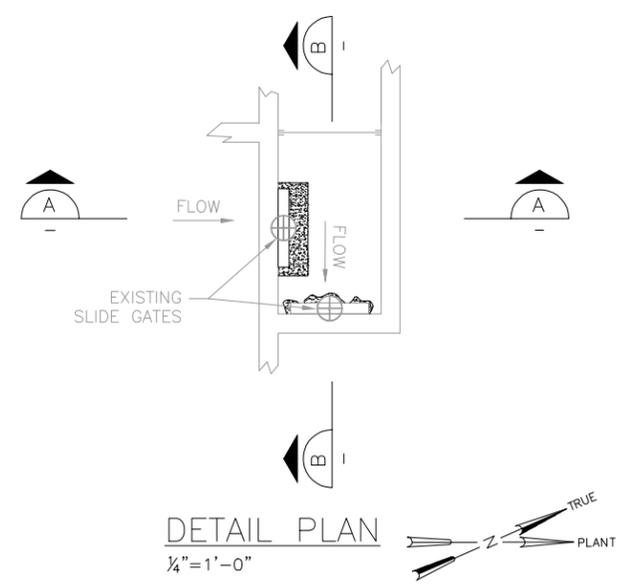
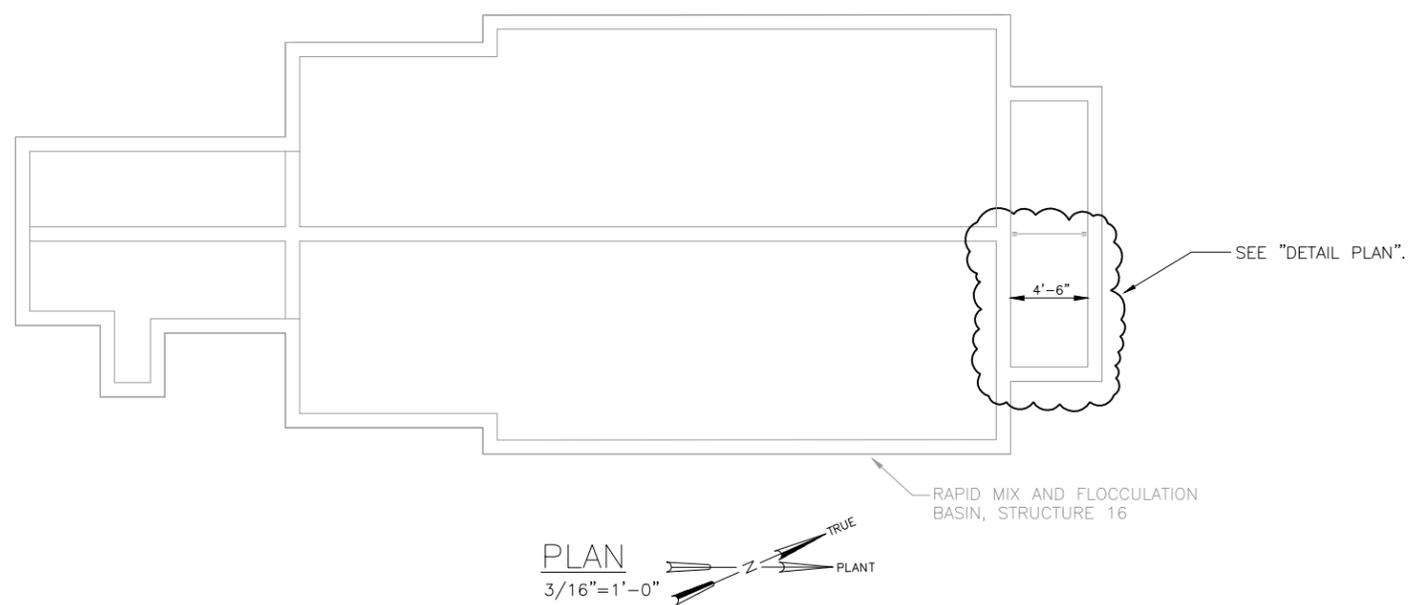
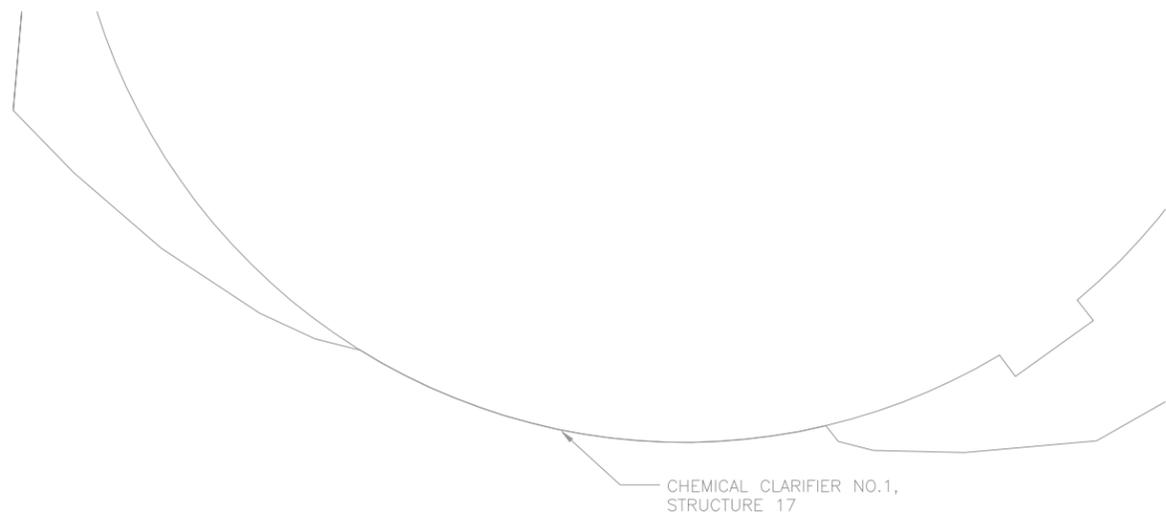
2019 PLANT CONCRETE REPAIR PROJECT
AMMONIUM SULFATE CONTAINMENT,
STRUCTURE NO. 36,
CONCRETE PAD REHABILITATION

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

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

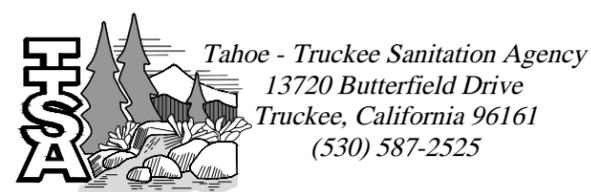
SYM	REVISIONS	DATE	BY

SHEET 5 OF 14
DWG NO. GC-102
DATE FEB 2019



CONCRETE REPLACEMENT NOTES:

1. APPROXIMATE LIMITS OF CONCRETE TO BE REMOVED ARE AS FOLLOWS: 14"±W x 6"±L x 3"±D, 23"±W x 8"±L x 3"±D, 5"±W x 5"±L x 3"±D AND 10"±W x 42"±L x 4"±D. PRIOR TO BID VERIFY EXACT LIMITS OF CONCRETE AT THE MANDATORY PRE-BID CONFERENCE.
2. FOR PATCH LOCATIONS, ALL DELETERIOUS MATERIAL SHALL BE REMOVED AND CLEANED. SURFACE SHALL BE ROUGHENED TO FULL 1/4" AMPLITUDE.
3. WHEN PLACING NEW CONCRETE, LIMITS OF NEW CONCRETE SHALL NOT BE FEATHERED INTO EXISTING CONCRETE. AT LIMITS WHERE NEW CONCRETE SHALL BE PLACED, CUT DOWN AND REMOVE EXISTING CONCRETE TO A MINIMUM DEPTH OF 1/2" FROM HORIZONTAL. ALL CUT SURFACES SHALL BE ROUGHENED TO THE SATISFACTION OF THE AGENCY.
4. REPAIRS SHALL BE MADE IN ACCORDANCE TO SECTION 03300, AND THESE CONTRACT DOCUMENTS.



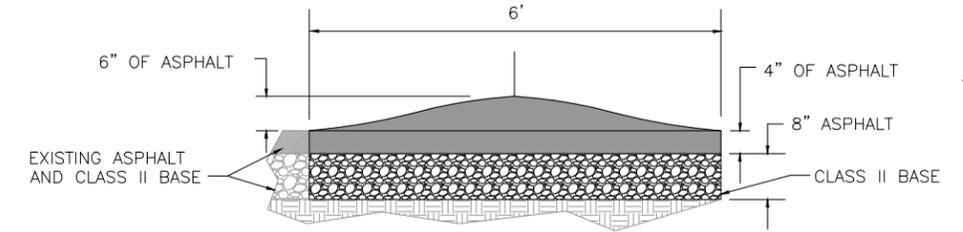
2019 PLANT CONCRETE REPAIR PROJECT
RAPID MIX AND FLOCCULATION BASIN,
STRUCTURE NO. 16,
REPAIR AROUND TWO SLIDE GATES

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

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

SYM	REVISIONS	DATE	BY

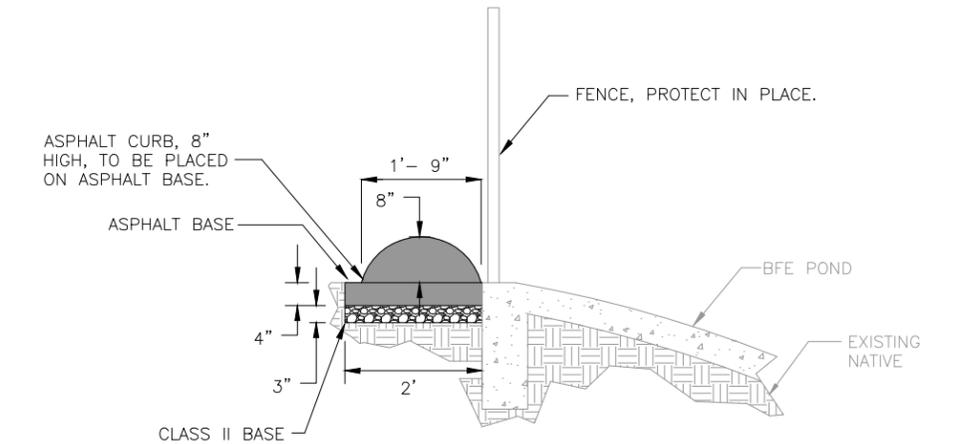
SHEET 6 OF 14
DWG NO. GC-103
DATE FEB 2019



SPEED HUMP NOTES:

1. PRIOR TO BID VERIFY DIMENSION WHERE SPEED HUMPS ARE TO BE INSTALLED. VERIFICATION TO BE PERFORMED AT PRE-BID CONFERENCE.
2. REMOVE EXISTING ASPHALT VIA SAW CUTTING TO PRODUCE A CLEAN VERTICAL EDGE.
3. COMPACT EXISTING NATIVE TO AT LEAST 90% RELATIVE COMPACTION.
4. INSTALL 8" OF CLASS II BASE OVER EXISTING NATIVE AND COMPACT TO AT LEAST 95% RELATIVE COMPACTION.
5. PRIOR TO INSTALLING ASPHALT, COAT VERTICAL EDGE OF CUT ASPHALT AND BASE WITH TACK COAT.
6. AFTER INSTALLATION OF ASPHALT, APPLY CRACK SEAL TO BUTT JOINT FORMED BY EXISTING ASPHALT AND NEW ASPHALT.
7. WORK SHALL CONFORM TO SECTION 02772, AND THESE CONTRACT DOCUMENTS.

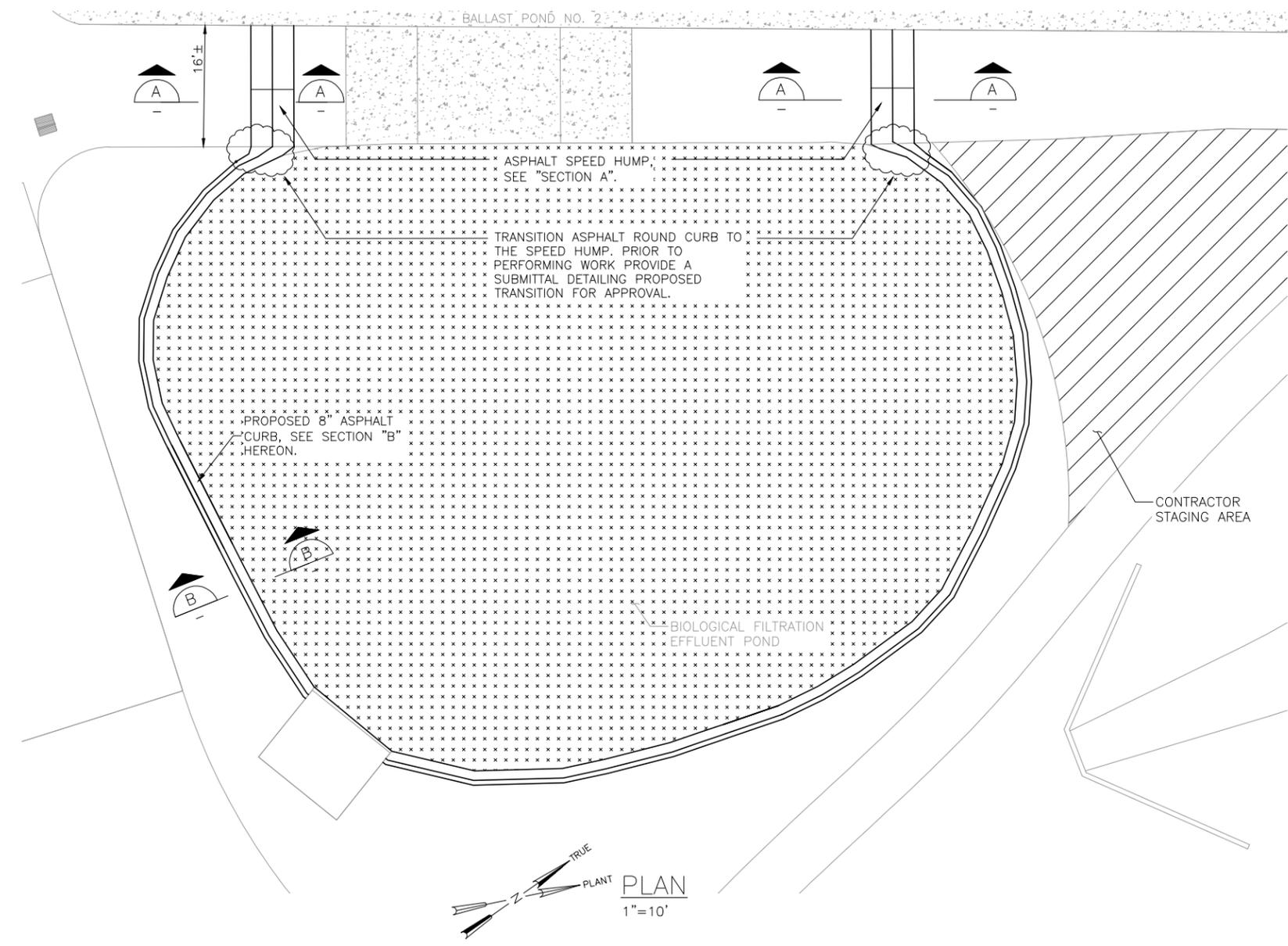
SECTION A
3/4" = 1'-0"



ASPHALT CURB NOTES:

1. PRIOR TO BID VERIFY LENGTH OF CURB TO BE INSTALLED AT MANDATORY PRE-BID CONFERENCE.
2. PROTECT IN PLACE EXISTING FENCE AND BIOLOGICAL FILTRATION EFFLUENT (BFE) POND.
3. REMOVE EXISTING NATIVE DOWN TO A DEPTH OF 7" AND COMPACT EXISTING NATIVE TO 90% RELATIVE COMPACTION.
4. INSTALL 3" OF CLASS II BASE OVER EXISTING NATIVE AND COMPACT TO AT LEAST 95% RELATIVE COMPACTION.
5. PRIOR TO INSTALLING ASPHALT, COAT VERTICAL EDGE OF CONCRETE AND BASE WITH TACK COAT.
6. WHEN PLACING THE CURB, THE ASPHALT MATERIAL SHALL BE EXTRUDED UNDER PRESSURE TO OBTAIN A MINIMUM 90% RELATIVE COMPACTION.
7. AFTER INSTALLATION OF ASPHALT, APPLY CRACK SEAL TO BUTT JOINT FORMED BY EDGE OF BFE POND AND ASPHALT CURB.
8. WORK SHALL CONFORM TO SECTION 02772, AND THESE CONTRACT DOCUMENTS.

SECTION B
3/4" = 1'-0"



TRUE
PLANT
PLAN
1" = 10'

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

PAUL BARLOW
No. 71393
Exp. 12-31-19
CIVIL ENGINEER
STATE OF CALIFORNIA

2019 PLANT CONCRETE REPAIR PROJECT
BIOLOGICAL FILTRATION EFFLUENT POND
STRUCTURE NO. 34,
INSTALLATION OF ASPHALT CURB & TWO SPEED HUMPS

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

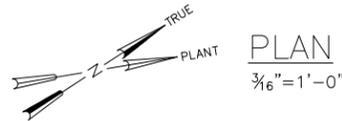
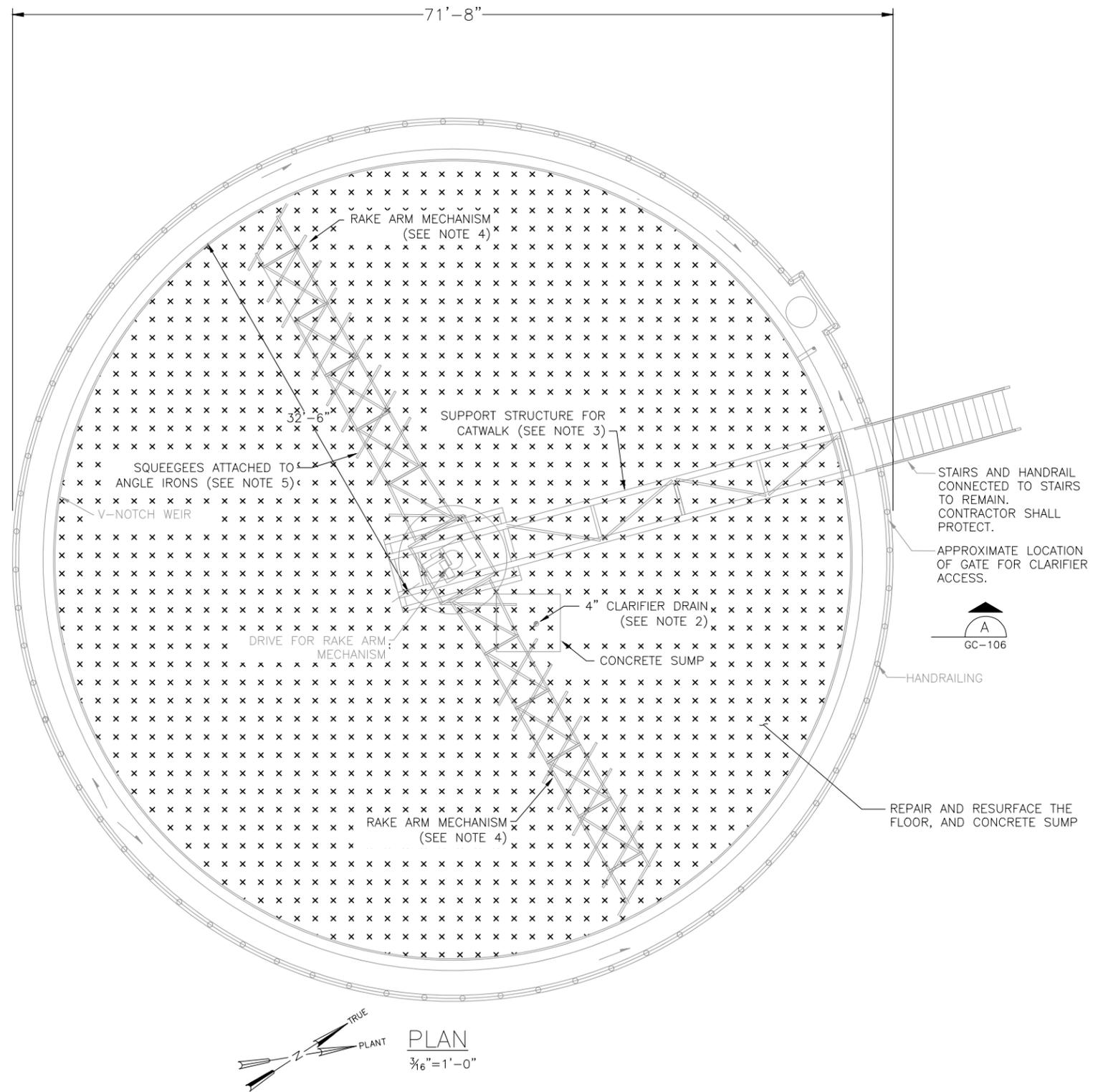
Designed By: AC
Drawn By: AC
Checked By: JP
Approved By: LG

SYM	REVISIONS	DATE	BY

SHEET 7 OF 14
DWG NO. GC-104
DATE FEB 2019

NOTES:

1. SECTION A IS NOT A TRUE SECTION CUT. IT IS A COMPOSITE SECTION THAT SHOWS MAJOR CLARIFIER FEATURES.
2. DRAINS SHOWN ARE SOURCES OF MOISTURE. CONTRACTOR SHALL MITIGATE MOISTURE IMPACTS OF DRAINS TO PROTECT SURFACE PREPARATION AND OTHER REQUIREMENTS OF THE CONTRACT DOCUMENTS. REMOVE ALL PLUGS, IF USED, PRIOR TO PROJECT COMPLETION.
3. GRATING, HANDRAIL, AND OTHER ITEMS ON CATWALK SUPPORT STRUCTURE ARE NOT SHOWN FOR CLARITY.
4. ORIENTATION OF RAKE ARM MECHANISM MAY BE DIFFERENT THAN SHOWN.
5. PROTECT IN PLACE PLASTIC SQUEEGEES ON THE RAKE ARMS TO THE SATISFACTION OF THE AGENCY.
6. ONLY ONE (1) OF TWO (2) CLARIFIERS SHOWN FOR CLARITY. CONTRACTOR SHALL PERFORM WORK DESCRIBED IN THESE CONTRACT DOCUMENTS ON CHEMICAL CLARIFIERS NO. 1 & NO. 2.
7. PLAN SHOWS ORIENTATION OF FEATURES FOR CHEMICAL CLARIFIER NO. 2. CLARIFIER NO. 1 IS SIMILAR.
8. RESURFACING WORK SHALL CONFORM TO SECTIONS 03300, 03750, AND THESE CONTRACT DOCUMENTS.
9. VERIFY DIMENSIONS AND CONDITION OF CONCRETE IN CLARIFIERS AT MANDATORY PRE-BID MEETING.



2019 PLANT CONCRETE REPAIR PROJECT
CHEMICAL CLARIFIER NO. 1 & NO. 2,
STRUCTURE NO.17 & NO.18
INTERIOR SURFACE REHABILITATION

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

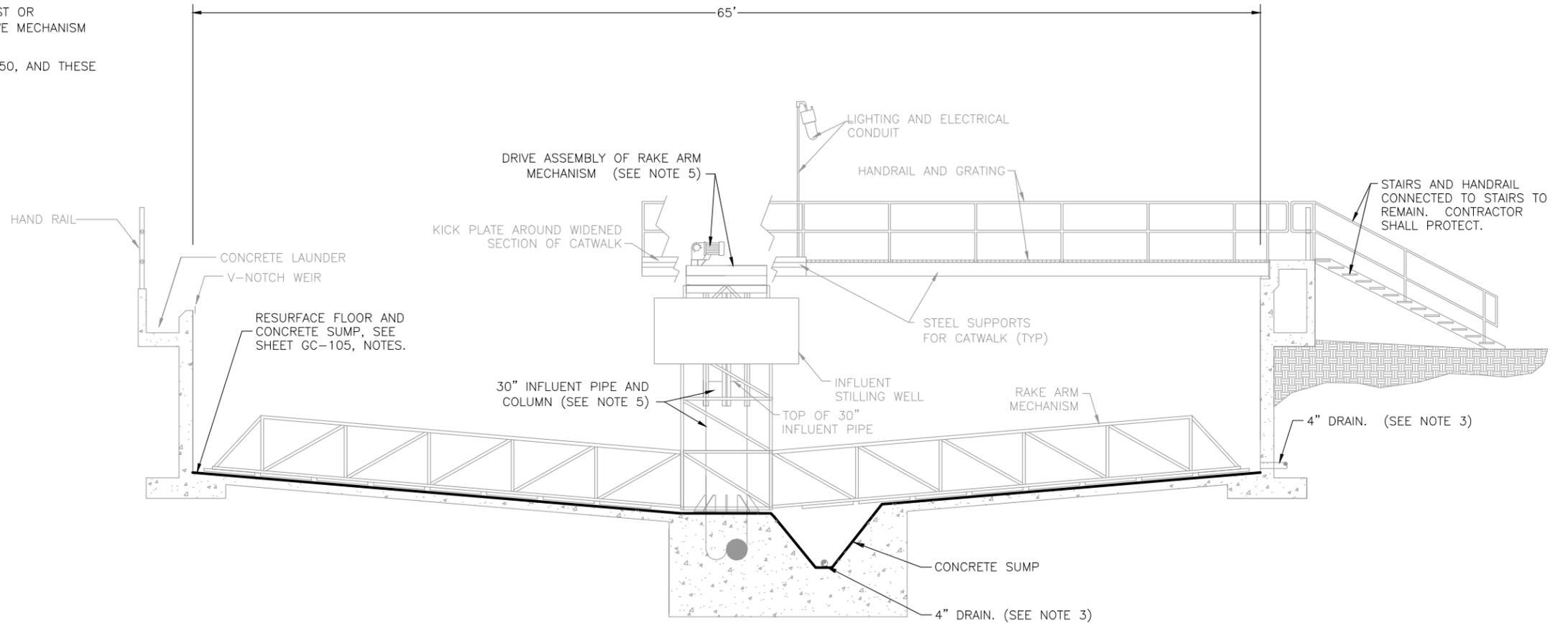
Designed By: AC
Drawn By: AC
Checked By: JP
Approved By: LG

SYM	REVISIONS	DATE	BY

SHEET 8 OF 14
 DWG NO. GC-105
 DATE FEB 2019

NOTES:

1. THIS COMPOSITE SECTION IS NOT A TRUE SECTION CUT AND IS FOR PURPOSES OF SHOWING MAJOR CLARIFIER FEATURES AND SCOPE OF WORK. SEE PLAN VIEW FOR ORIENTATION OF FEATURES.
2. PRIOR TO BID, ASSESS EXISTING CONDITIONS AND PERFORM ALL MEASUREMENTS NECESSARY AT MANDATORY PRE-BID CONFERENCE.
3. DRAINS SHOWN ARE SOURCES OF MOISTURE. CONTRACTOR SHALL MITIGATE MOISTURE IMPACTS OF DRAINS TO PROTECT SURFACE PREPARATION AND OTHER OTHER REQUIREMENTS OF THE CONTRACT DOCUMENTS. REMOVE ALL PLUGS, IF USED, PRIOR TO PROJECT COMPLETION.
4. PROTECT IN PLACE ALL PAINTED SURFACES, AND REPAIR ANY DAMAGED PAINT THAT OCCURRED AS PART OF THE WORK DESCRIBED IN THESE CONTRACT DOCUMENTS.
5. DURING THE PREPARATION OF THE INTERIOR SURFACE, NO DUST OR DELETERIOUS MATTER SHALL CONTAMINATE THE RAKE ARM DRIVE MECHANISM OR INFLUENT PIPE COLUMN.
6. RESURFACING WORK SHALL CONFORM TO SECTION 03300, 03750, AND THESE CONTRACT DOCUMENTS.



COMPOSITE SECTION A
 1/4" = 1'-0" GC-105



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



02/06/2019

2019 PLANT CONCRETE REPAIR PROJECT

**CHEMICAL CLARIFIER NO. 1 & NO. 2,
 STRUCTURE NO.17 & NO.18
 COMPOSITE SECTION**

VERIFY SCALE

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

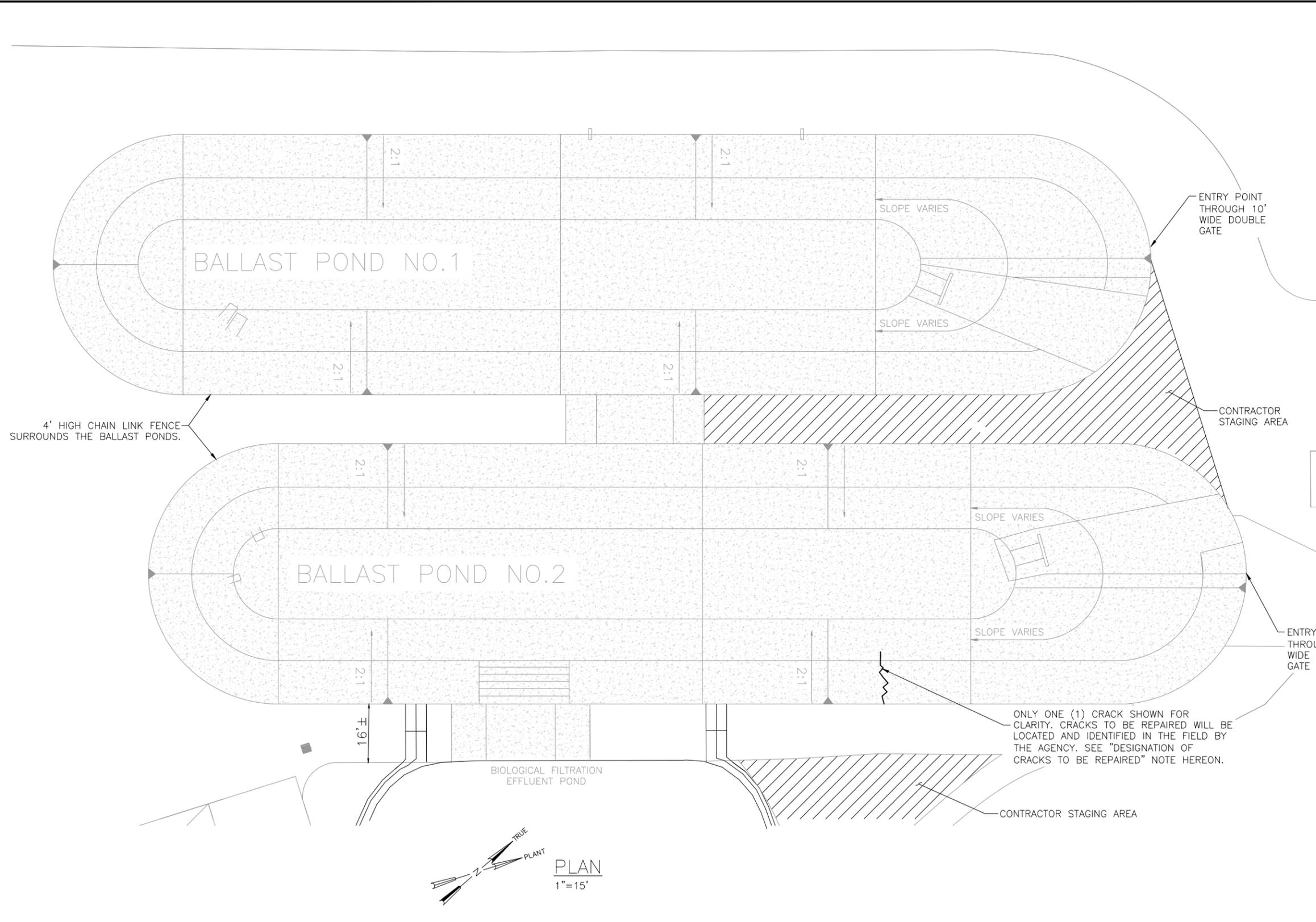
Designed By: AC

Drawn By: AC

Checked By: JP

Approved By: LG

				SHEET	9 OF 14
				DWG NO.	GC-106
				DATE	FEB 2019
SYM	REVISIONS	DATE	BY		



- WATERSTOP NOTES:**
1. PRIOR TO REHABILITATING CONSTRUCTION JOINTS WITH EXPOSED WATERSTOP, PROVIDE THE AGENCY 24 HOURS NOTICE FOR INSPECTION. THE AGENCY SHALL INSPECT THE WATERSTOP AND DETERMINE THE CONDITION OF THE WATERSTOP.
 2. WATERSTOP SHALL BE PROTECTED IN PLACE THROUGHOUT THE REHABILITATION WORK.
 3. IF THE WATERSTOP BECOMES DAMAGED DURING THE COURSE OF WORK, WATERSTOP SHALL BE REPAIRED AT NO ADDITIONAL CHARGE TO AGENCY.

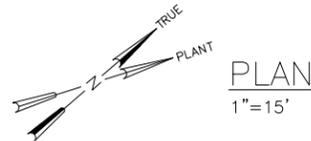
- CRACK RESTORATION:**
1. REMOVE ALL DETERIORATED CONCRETE AND OTHER DELETERIOUS MATTER TO THE SATISFACTION OF THE AGENCY.
 2. AREA SHALL BE PREPARED BY MECHANICAL MEANS TO PRODUCE AN EXPOSED AGGREGATE SURFACE PROFILE CONSISTENT WITH CSP-6.
 3. SEE SECTION 03730 FOR CLASSIFICATION OF CRACK SIZE AND REPAIR METHODS.

- DESIGNATION OF CRACKS TO BE REPAIRED:**
1. PRIOR TO STARTING CRACK REPAIRS IN THE BALLAST POND, CONTRACTOR AND AGENCY SHALL MARK OUT CRACKS TO BE REPAIRED. TIME TO MARK OUT CRACKS FOR CRACK REPAIR SHALL BE PART OF THE SEVEN (7) DAYS THE CONTRACTOR HAS TO COMPLETE THE WORK IN THAT BALLAST POND.

- PERFORMANCE OF WORK:**
1. WORK SHALL CONFORM TO SECTIONS 03300, 03730, AND THESE CONTRACT DOCUMENTS.

- CONDITION ASSESSMENT:**
1. PRIOR TO BID, ASSESS EXISTING CONDITION OF CRACKS AND PERFORM ALL NECESSARY INSPECTION AND MEASUREMENTS AT MANDATORY PREBID CONFERENCE.

ONLY ONE (1) CRACK SHOWN FOR CLARITY. CRACKS TO BE REPAIRED WILL BE LOCATED AND IDENTIFIED IN THE FIELD BY THE AGENCY. SEE "DESIGNATION OF CRACKS TO BE REPAIRED" NOTE HEREON.



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

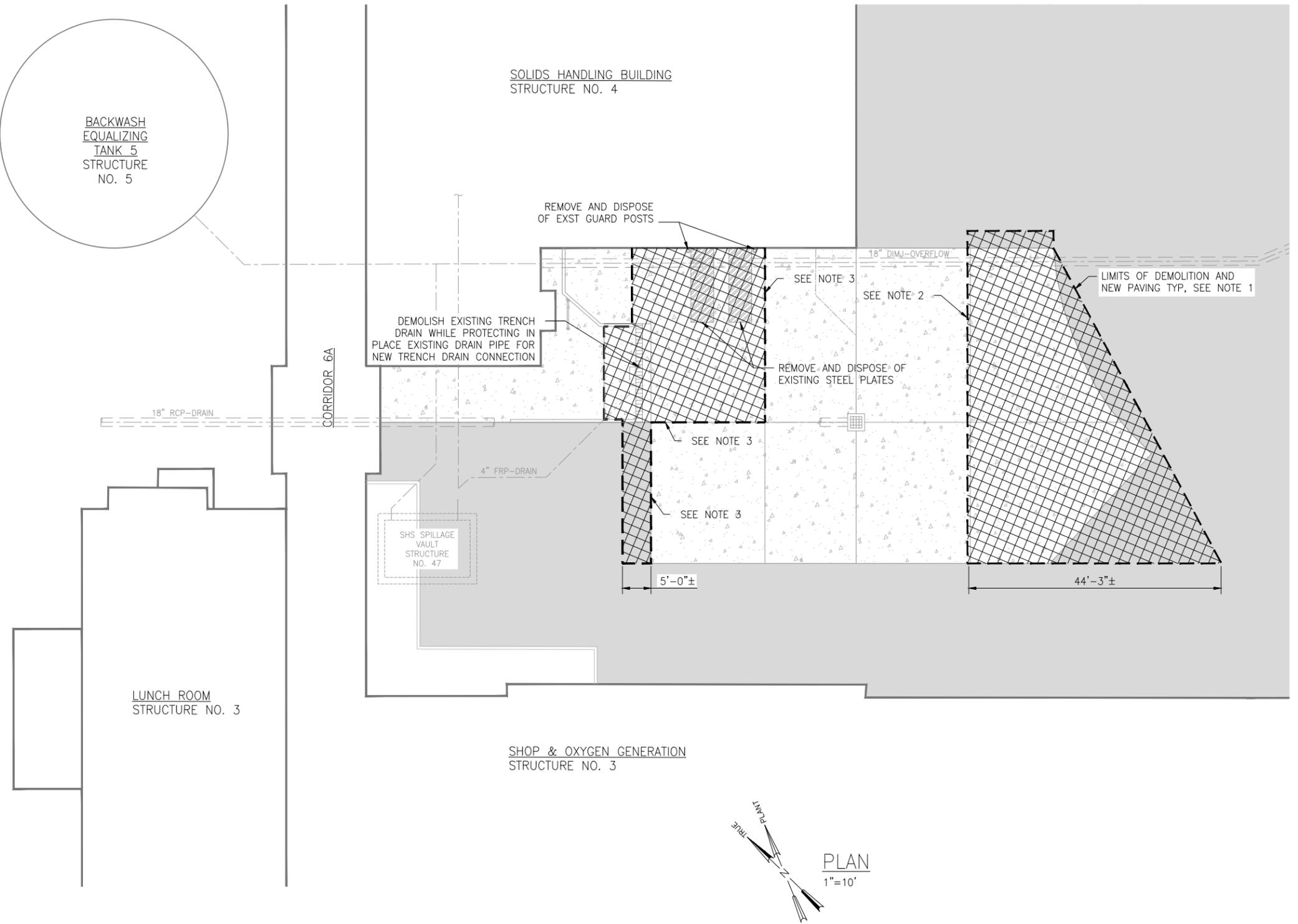


2019 PLANT CONCRETE REPAIR PROJECT
BALLAST POND NO.1 & NO.2,
STRUCTURE NO.25 & NO.26
CRACK REPAIR

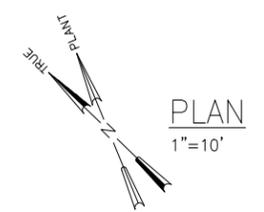
VERIFY SCALE
 BAR IS ONE INCH ON ORIGINAL DRAWING
 0 1"
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

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

					SHEET 10 OF 14
					DWG NO. GC-107
					DATE FEB 2019
SYM	REVISIONS	DATE	BY		



- NOTES:**
1. SAWCUT EXISTING ASPHALT TO CREATE CLEAN EDGE FOR APPLICATION OF TACK COAT AND NEW ASPHALT.
 2. SAWCUT FROM EXISTING CONTRACTION JOINT 3" INTO EXISTING CONCRETE PAD (TO REMAIN) TO CREATE A CLEAN VERTICAL EDGE ALONG EXISTING CONCRETE PAD THAT NEW ASPHALT SHALL BE POURED AGAINST. SEE DETAIL (02234)
 3. DEMOLISH PAD ALONG EXISTING CONTRACTION JOINT AND PROTECT IN PLACE ADJACENT PADS.



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

02/06/2019

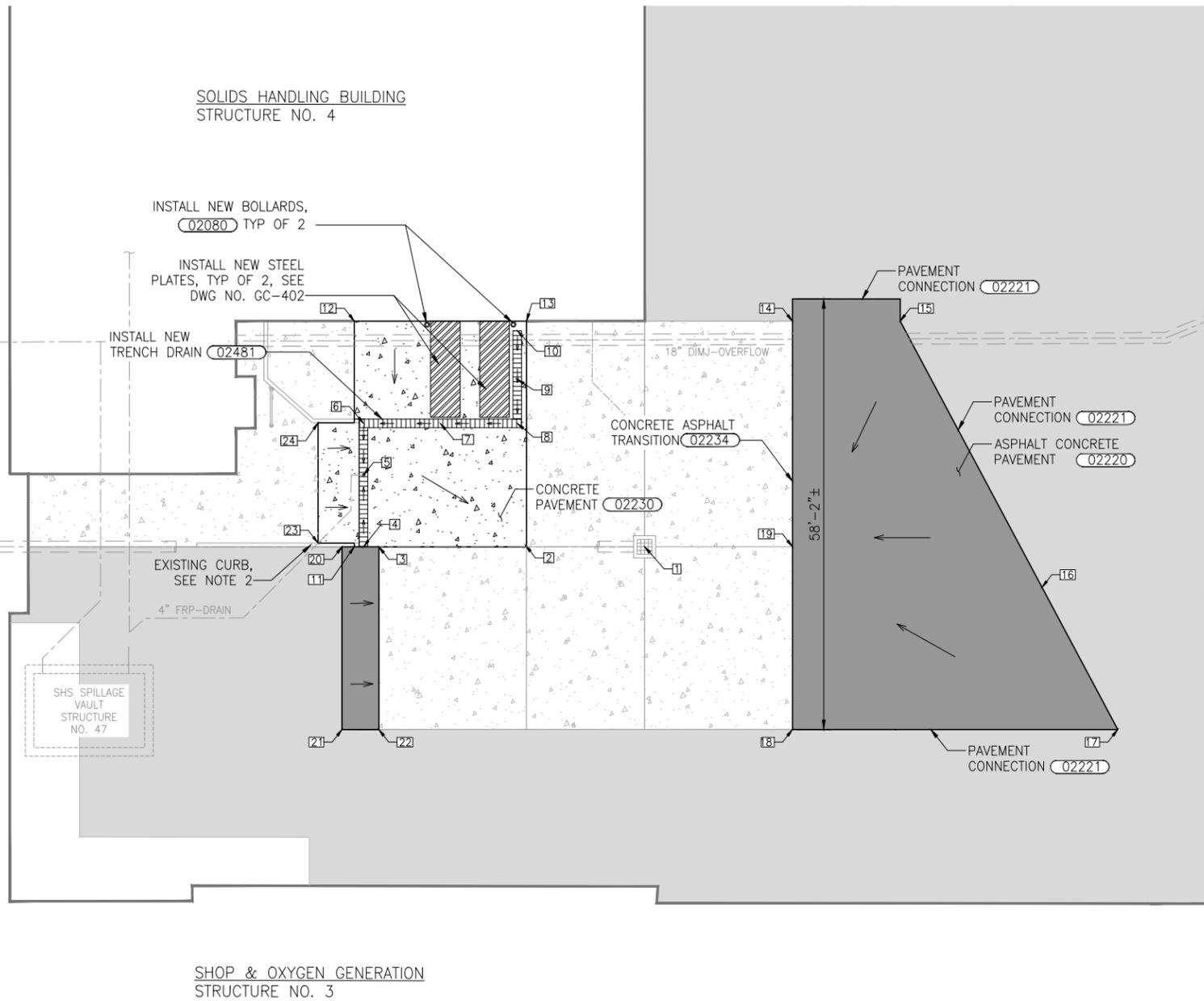
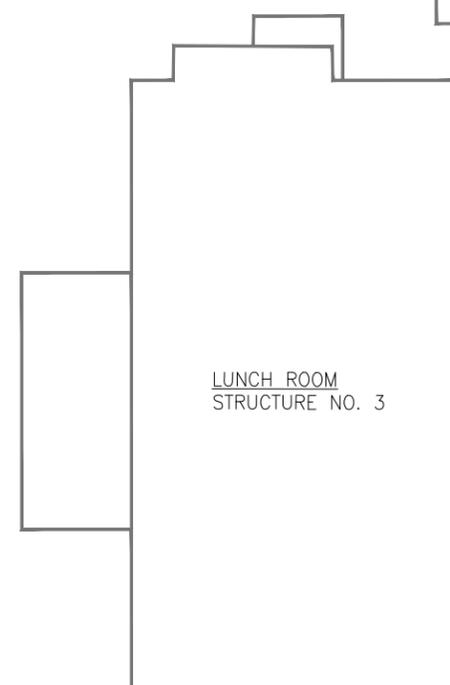
2019 PLANT CONCRETE REPAIR PROJECT

CONCRETE APRON RESTORATION - DEMOLITION

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

Designed By: AC
Drawn By: SF
Checked By: JP
Approved By: LG

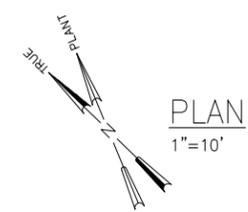
SHEET	11 OF 14
DWG NO.	GC-108
DATE	FEB 2019
SYM	REVISIONS
DATE	BY



COORDINATE TABLE				
NO	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	3746.51	871.74	5734.80	TG
2	3752.57	856.93	5734.99	FG
3	3760.15	838.42	5735.10	FG
4	3760.94	836.49	5734.23 / 5735.11	FL / TG
5	3769.89	840.16	5734.13 / 5735.13	FL / TG
6	3776.36	842.81	5734.20 / 5735.13	FL / TG
7	3772.42	852.45	5734.30 / 5735.19	FL / TG
8	3768.47	862.09	5734.41 / 5735.22	FL / TG
9	3773.99	864.35	5734.47 / 5735.30	FL / TG
10	3780.06	866.83	5734.53 / 5735.37	FL / TG
11	3761.41	835.34	5735.12	FG
12	3789.63	846.89	5735.54	FG
13	3780.80	868.49	5735.39	FG
14	3767.16	901.80	5735.31	FG
15	3761.63	915.32	5735.45	FG
16	3721.04	919.46	5736.50	FG
17	3699.38	921.68	5737.40	FG
18	3716.08	880.95	5737.35	FG
19	3738.94	890.25	5735.71	FG
20	3762.04	833.79	5735.43	FG
21	3739.18	824.44	5737.23	FG
22	3737.74	829.07	5736.99	FG
23	3763.74	850.98	5735.31	FG
24	3778.77	837.13	5735.29	FG

TG = TOP OF GRATE, FG = FINISH GRADE, FL = FLOW LINE
 [X] = COORDINATE NO. X

- NOTES:
1. ADD BASE AS NECESSARY TO CREATE SMOOTH GRADE TRANSITION BETWEEN EXISTING ASPHALT AND NEW ASPHALT.
 2. SAWCUT EXISTING CURB TO CREATE SMOOTH 30 DEGREE TAPERED EDGE FROM HORIZONTAL AT CURB LOCATIONS ADJACENT TO THE TRENCH DRAIN. SEE TRENCH DETAIL (02481)
 3. REPAIRS MADE SHALL BE CONSISTENT WITH SECTIONS 02772, 03100, 03210, 03215, 03300, AND THESE CONTRACT DOCUMENTS.



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

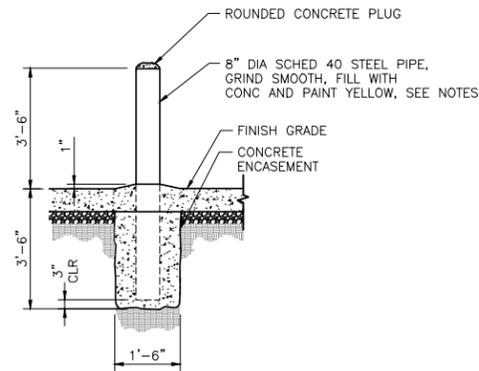
02/06/2019

2019 PLANT CONCRETE REPAIR PROJECT
 CONCRETE APRON RESTORATION - IMPROVEMENTS

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

Designed By: AC
Drawn By: SF
Checked By: JP
Approved By: LG

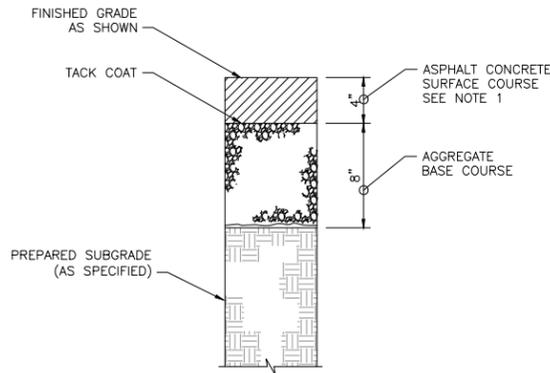
SHEET	12 OF 14
DWG NO.	GC-109
DATE	FEB 2019
SYM	REVISIONS
DATE	BY



- NOTES:
- SEVEN (7) DAYS PRIOR TO ANY METAL SURFACE PREPARATION, SUBMIT A COLOR SAMPLE FOR AGENCY APPROVAL.
 - METAL SURFACES SHALL HAVE ALL DELETERIOUS SURFACE CONTAMINATION REMOVED TO THE SATISFACTION OF THE AGENCY. AFTER PREPARATION THE METAL SURFACE SHALL HAVE A MINIMUM 1.5MIL - 2.0MIL BLAST PROFILE. THEREAFTER ALL PREPARED METAL SURFACES SHALL BE CLEANED WITH A COMMERCIAL CLEANER TO REMOVE ALL REMAINING DELETERIOUS CONTAMINATION, INCLUDING BUT NOT LIMITED TO DIRT, GREASE, AND OIL.
 - APPLY A PRIME COAT TO ALL PREPARED SURFACES. COATING THICKNESS SHALL BE CONSISTENT WITH MANUFACTURER'S RECOMMENDATIONS. COLOR SHALL BE DIFFERENT THAN FINAL COAT.
 - WITHIN THE MANUFACTURER'S SPECIFIED RECOAT TIME, APPLY A FINAL COAT. FINAL COATING THICKNESS SHALL BE CONSISTENT WITH MANUFACTURER'S RECOMMENDATIONS.

GUARD POST - EXTERIOR
NTS

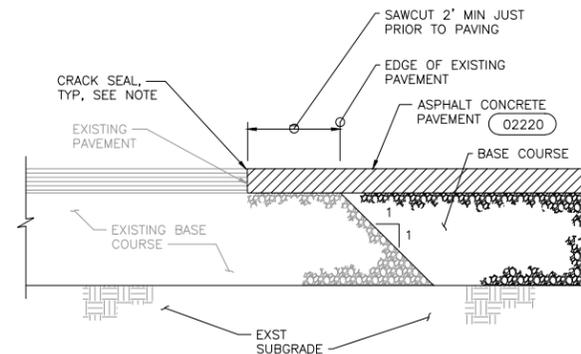
02080



- NOTES:
- ASPHALT THICKNESS FOR NEW PAVEMENT SHALL BE 4 INCHES UNLESS NOTED OTHERWISE. PLACE 4-INCH THICKNESS IN TWO LIFTS OF EQUAL THICKNESS AND TACK COAT BETWEEN LIFTS.
 - AGGREGATE BASE SHALL BE CLASS II BASE COMPACTED TO AT LEAST 95% RELATIVE COMPACTION OVER EXISTING NATIVE SUBGRADE.
 - COMPACT EXISTING NATIVE SUBGRADE TO 90% RELATIVE COMPACTION.

ASPHALT CONCRETE PAVEMENT
NTS

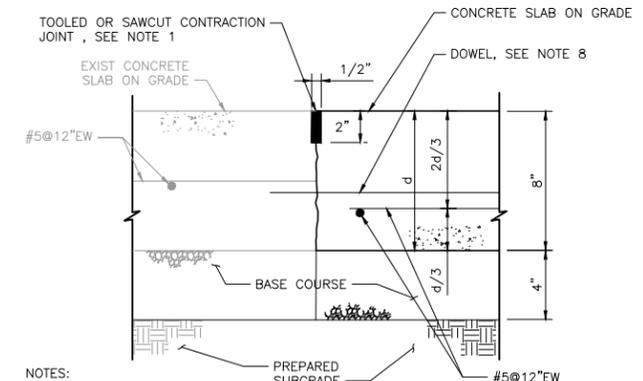
02220



- NOTE:
- PAINT EDGE OF EXISTING ASPHALT WITH TACK COAT PRIOR TO PAVING. CRACK SEAL JOINT AFTER PAVING OPERATION HAS BEEN COMPLETED.

PAVEMENT CONNECTION
NTS

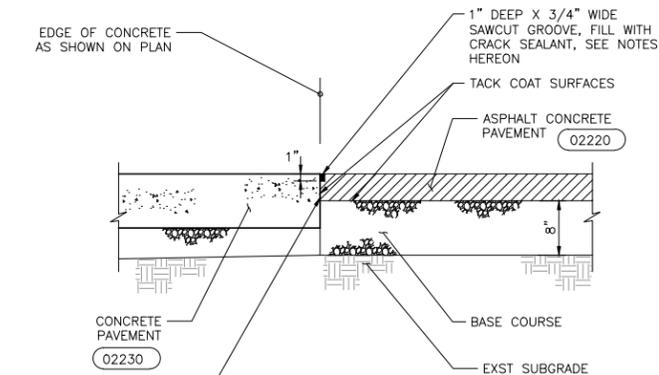
02221



- NOTES:
- CONTRACTION JOINT SHALL BE MADE, CLEANED WITH COMPRESSED AIR, AND FILLED WITH TYPE 2 SEALANT.
 - INSTALL 1/2" PREMOLDED JOINT FILLER FULL DEPTH WHERE CONCRETE PAVEMENT ABUTS CONCRETE CURB, BUILDING, OR ANY RIGID STRUCTURE.
 - PROVIDE A 12" THICK BY 18" WIDE THICKENED EDGE AT FREE EDGES OF SLAB. TRANSITION THICKENED EDGE TO NORMAL 8" THICKNESS IN 18".
 - IF LOCATION OF SAWCUT IS WITHIN 5 FEET OF AN EXISTING JOINT OR EDGE OF CONCRETE, REPLACE ENTIRE CONCRETE TO THE JOINT OR EDGE.
 - CONSTRUCT JOINTS ACROSS NEW CONCRETE TO MATCH EXISTING JOINT TYPES AND LOCATIONS.
 - AGGREGATE BASE SHALL BE CLASS II BASE COMPACTED TO AT LEAST 95% RELATIVE COMPACTION OVER EXISTING NATIVE SUBGRADE.
 - COMPACT EXISTING NATIVE SUBGRADE TO 90% RELATIVE COMPACTION.
 - DOWEL INTO EXIST CONCRETE SLAB 6" AND PROVIDE 18" DEVELOPMENT LENGTH IN NEW SLAB.

CONCRETE PAVEMENT
NTS

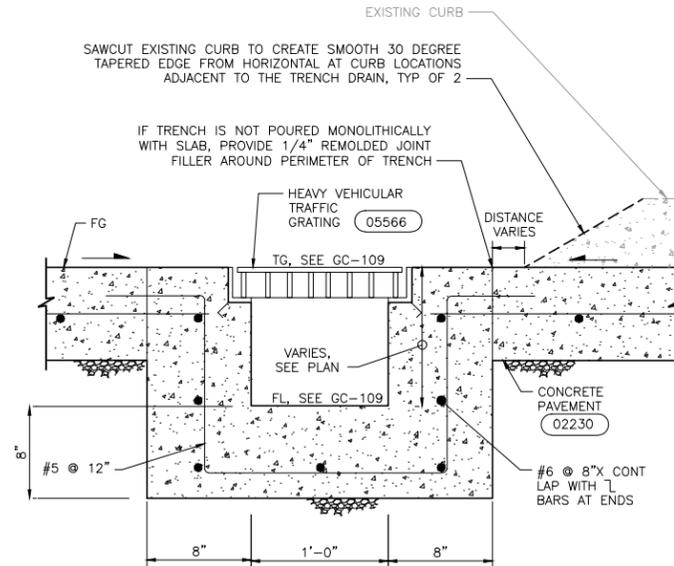
02230



- NOTES:
- CRACK SEALANT SHALL BE HOT Poured, SELF-LEVELING, BITUMINOUS-BASED CRACK SEALANT MEETING THE REQUIREMENTS OF ASTM D6690.
 - CONTRACTOR SHALL THOROUGHLY CLEAN ALL SAWCUT CRACKS BY REMOVING DUST, DIRT, SAND, MOISTURE, LOOSE ASPHALT, AND OTHER DELETERIOUS MATERIALS.
 - ALL CRACKS SHALL BE FILLED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
 - FILL ALL CRACKS WITHIN TWO (2) HOURS OF CLEANING. FILL CRACKS FROM THE BOTTOM TO THE TOP WITHOUT FORMATION OF VOIDS AND AIR POCKETS.
 - FILL CRACKS COMPLETELY AND LEVEL THE CRACK-FILLED SURFACES. SEALANT WIDTH SHALL NOT EXCEED 1/8 INCH ABOVE THE PAVEMENT SURFACE.

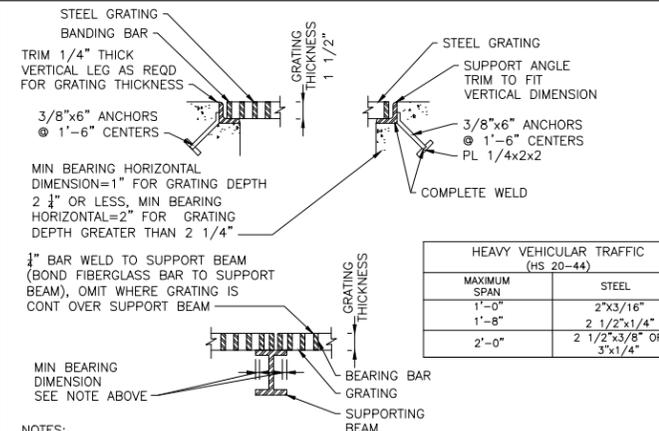
CONCRETE/ASPHALT TRANSITION
NTS

02234



CAST-IN-PLACE TRENCH DRAIN
NTS

02481



- NOTES:
- STEEL GRATING BEARING BARS FOR VEHICULAR TRAFFIC SHALL BE SPACED AT 1 7/8" OC.
 - SHOP DRAWINGS BASED ON FIELD DIMENSIONS SHALL BE SUBMITTED TO THE AGENCY PRIOR TO FABRICATION.
 - MATERIAL FOR SUPPORTS OF STEEL GRATING TO BE SAME AS GRATING EXCEPT METAL SUPPORTS THAT ARE TO BE EMBEDDED IN CONCRETE SHALL BE TYPE 316 STAINLESS STEEL.
 - BEARING BAR THICKNESS FOR GRATING TO BE 3/16" MINIMUM.
 - BAND ALL EDGES WITH 3/16" x DEPTH OF BEARING BAR.
 - PROVIDE MISCELLANEOUS GRATING FASTENERS AS REQUIRED.
 - THE HORIZONTAL CLEARANCE BETWEEN THE GRATING AND GRATING SUPPORTS SHALL NOT BE LESS THAN 1/4" NOR GREATER THAN 1/2" AND AS SPECIFIED.
 - ALL GRATING SECTIONS, WHEN IN PLACE, SHALL ALWAYS BE FIRMLY ANCHORED TO THEIR SUPPORTS AS SPECIFIED.
 - PROVIDE GRATING SUBMITTAL TO AGENCY FOR REVIEW AND ACCEPTANCE.
 - GRATING SECTION LENGTHS SHALL BE 3 FT OR APPROVED BY AGENCY.

STANDARD GRATING
NTS

05566



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



02/06/2019

2019 PLANT CONCRETE REPAIR PROJECT

SITE DETAILS

VERIFY SCALE

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

Designed By: AC

Drawn By: SF

Checked By: JP

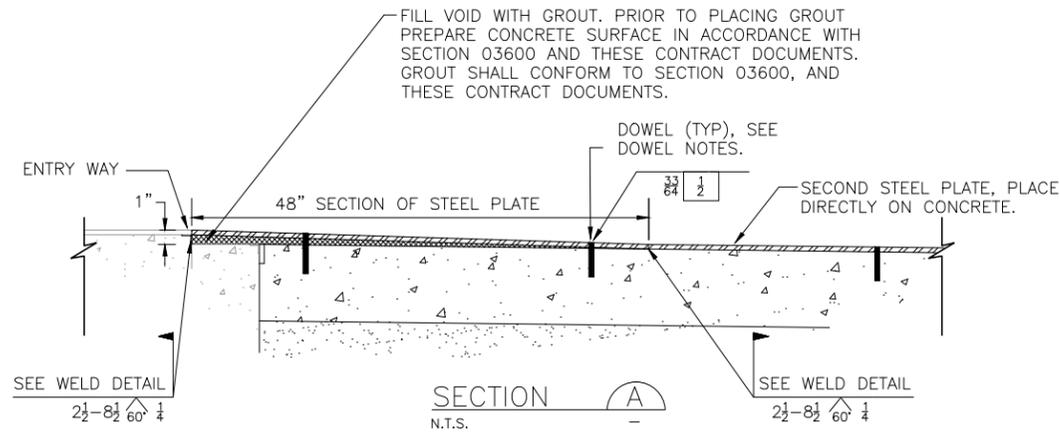
Approved By: LG

SHEET 13 OF 14

DWG NO. GC-401

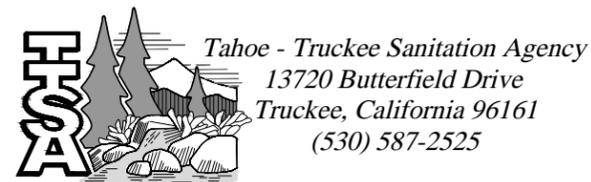
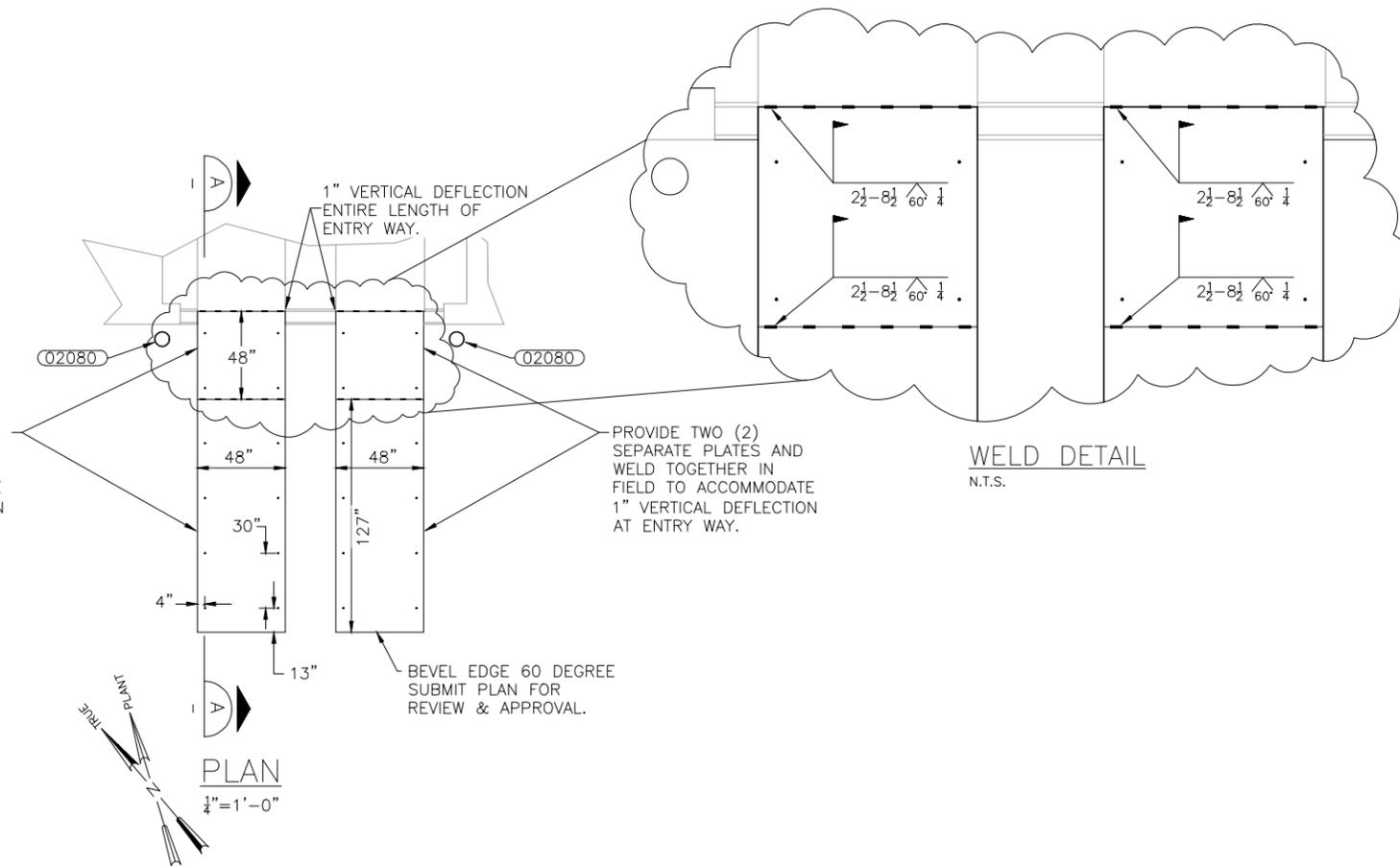
DATE FEB 2019

SYM	REVISIONS	DATE	BY



DOWEL NOTES:

1. PLACE STEEL PLATES AS SHOWN, THEN DRILL 24 HOLES THROUGH STEEL PLATES. HOLE SHALL EXTEND 3" INTO CONCRETE. LOCATION OF HOLES AS SHOWN IN THE DRAWINGS.
2. PLACE 24 SECTIONS OF #4 REBAR DOWEL INTO HOLES. TOP OF #4 REBAR DOWEL SHALL BE 1/4" BELOW SURFACE OF STEEL PLATE.
3. EMBEDMENT DEPTH OF REBAR SHALL BE AT MINIMUM 3". EPOXY USED TO EMBED DOWELS SHALL BE APPROVED BEFORE USE.
4. AFTER EPOXY HAS CURED PLUG, WELD ALL HOLES, 24 TOTAL, AS SHOWN ON THESE DRAWINGS.



2019 PLANT CONCRETE REPAIR PROJECT

SITE DETAILS

VERIFY SCALE

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

Designed By: AC

Drawn By: AC

Checked By: JP

Approved By: LG

					SHEET 14 OF 14
					DWG NO. GC-402
					DATE FEB 2019
SYM	REVISIONS	DATE	BY		



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Item: IV-4
Subject: Approval of Consultant Services Agreement with Carollo Engineers, Inc for the Agency Master Sewer Plan

Background

At the January 16, 2019 Board of Directors meeting, the Board of Directors approved the award of the Master Sewer Plan (Plan) to Carollo Engineers, Inc. (CE), and authorized the General Manager to enter into negotiations with CE to develop a scope of work (SOW) and fee estimate for Board of Directors consideration. As was discussed at that January meeting, the Board of Directors were informed that the T-TSA proposal team liked some of the proposed optional tasks that CE had presented for potential addition to the project scope.

The original Plan proposal that CE submitted reflected a not-to-exceed amount of \$798,263, including a variety of optional services. As was described at the January meeting, some but not all of these optional services were seen as adding value to the project. Subtracting some of these services, the T-TSA proposal team had estimated that the fee could be reduced to approximately \$650,000. However, upon further scrutiny, it was determined that the corresponding fee for a well put-together, defensible and comprehensive Plan would be \$710,153. The negotiated SOW, attached to this report, reflects this fee estimate.

Fiscal Impact

The Master Sewer Plan fee is based on time and materials with a not-to-exceed amount of \$710,153.

Attachments

Consultant Services Agreement with Carollo Engineers, Inc.

Recommendation

Management and staff recommends approval of the Consultant Services Agreement with Carollo Engineers, Inc. for the Agency Master Sewer Plan.

Review Tracking

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager

**TAHOE-TRUCKEE SANITATION AGENCY
SERVICES AGREEMENT**

THIS AGREEMENT is entered into as of the date last signed and dated below by and between Tahoe-Truckee Sanitation Agency, a local government agency (“Agency”), and Carollo Engineers, Inc. (“Contractor”), who agree as follows:

1. Scope of Work. Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

2. Payment

a. Agency shall pay to Contractor a fee based on Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit B.

The total fee for the Work shall not exceed **\$710,153**. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by Agency. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

b. At the end of each month, Contractor shall submit to Agency an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, Agency shall pay the invoice within 30 days of its receipt.

3. Term

a. This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by Agency for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

b. This Agreement may be terminated at any time by Agency upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by Agency based on the above fee and payment provisions. Compensation under this subsection shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor’s claimed benefit of the bargain.

4. Professional Ability of Contractor. Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. Agency has relied upon Contractor’s training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the

standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

5. Conflict of Interest. Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and Agency's conflict of interest code because Contractor will perform the Work independent of the control and direction of the Agency or of any Agency official, other than normal contract monitoring, and Contractor possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation or counsel.

6. Contractor Records

a. Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. Agency may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

b. In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7. Ownership of Documents. All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, computer drive, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to Agency ("Work Product") shall be the property of Agency, and Agency shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without Agency's prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, Agency reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If Agency reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then Agency shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to Agency in paper format, upon request by Agency at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to Agency in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file, Adobe Acrobat PDF file).

8. Compliance with Laws

a. General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

b. Pre- and Post-Construction Related Work

(1) Applicability. This subsection (b) applies if the Work includes labor performed during the design and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup and warranty work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this subsection (b) applies only to workers performing the pre-construction and post-construction work.

(2) Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to Agency up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to Agency the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

c. Maintenance of Public Facility, Plant or Structure

(1) Applicability. This subsection (c) applies if the Work includes “maintenance” work. “Maintenance” means (a) routine, recurring and usual work for the preservation, protection and keeping of any Agency facility, plant, building, structure, utility system or other property (“Agency Facility”) in a safe and continually usable condition, (b) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any Agency Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on Agency machinery and equipment, and (c) landscape maintenance. “Maintenance” excludes (a) janitorial or custodial services of a routine, recurring or usual nature, and (b) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this subsection (c) applies only to workers performing the “maintenance” work.

(2) Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, keeping and retention of payroll records, and other prevailing wage and related requirements as may be required by the Labor Code section 1771 and applicable state regulations. The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code section 1775, including provisions that require Contractor to (a) forfeit as a penalty to Agency up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any Work done under this Agreement in violation of the Labor Code, and (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage.

9. Indemnification. Contractor shall indemnify, defend, protect, and hold harmless Agency, and its officers, employees and agents from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any claims, liability, losses, damages and expenses arising from the sole negligence or willful misconduct of Agency or its employees or agents. In no event shall the cost to defend charged to Contractor exceed Contractor's proportionate percentage of fault. Contractor's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement. A party shall not be responsible for warranties, guarantees, fitness for a particular purpose, breach of fiduciary duty, loss of anticipated profits or for economic, incidental or consequential damages to the other party or any third party arising out of breach of contract, termination, or for professional negligence. Additionally, Contractor shall not be responsible for acts and decisions of third parties, including governmental agencies, other than Contractor's subconsultants, that impact project completion and/or success.

10. Insurance

a. Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$1,000,000 per occurrence & \$2,000,000 aggregate	at least as broad as ISO CG 0001
Automobile liability	\$1,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)
Workers' compensation	statutory limits	
Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor or attorney.

b. Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name Agency, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Agency's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to Agency. Insurance is to be placed with admitted insurers with a current A.M. Best's

rating of A-VII or better unless otherwise acceptable to Agency. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of Agency for the Work performed by Contractor.

c. Proof of Insurance. Upon request, Contractor shall provide to Agency the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

11. Entire Agreement; Amendment. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12. Independent Contractor. Contractor's relationship to Agency is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not Agency employees, and they are not entitled to Agency employment salary, wages or benefits. Contractor shall pay, and Agency shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify Agency, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

13. Assignment. This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement. Agency consents to Contractor's use of a subcontractor if that use is described in Exhibit A.

14. No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by Agency to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

15. Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

16. Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal Agency court where Agency's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

17. Notice. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

Agency: General Manager Tahoe-Truckee Sanitation Agency 13720 Butterfield Drive Truckee, CA 96161 lgriffin@ttsa.net	Contractor: Mr. Tim Loper Carollo Engineers, Inc. 100 West Liberty St., Suite 740 Reno, NV 89501 TLoper@carollo.com
--	--

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

18. Agency-Provided Information and Services. Agency shall furnish Contractor available studies, reports and other data pertinent to Contractor's services; obtain or authorize Contractor to obtain or provide additional reports and data as required; furnish to Contractor services of others required for the performance of Contractor's services hereunder, and Contractor shall be entitled to use and rely upon all such information and services provided by Agency or others in performing Contractor's services under this Agreement.

19. Estimates and Projections. Contractor has no control over the cost of labor, materials, equipment or services furnished by others, over the incoming wastewater quality and/or quantity, or over the way Agency's plant and/or associated processes are operated and/or maintained. Data projections and estimates are based on Contractor's opinion based on experience and judgment. Contractor cannot and does not guarantee that actual costs and/or quantities realized will not vary from the data projections and estimates prepared by Contractor and Contractor will not be liable to and/or indemnify Agency and/or any third party related to any inconsistencies between Contractor's data projections and estimates and actual costs and/or quantities realized by Agency and/or any third party in the future.

20. Third Parties. The services to be performed by Contractor are intended solely for the benefit of Agency. No person or entity not a signatory to this Agreement shall be entitled to rely on Contractor's performance of its services hereunder, and no right to assert a claim against Contractor by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of Contractor's services hereunder.

TAHOE-TRUCKEE SANITATION AGENCY

CONTRACTOR

Dated: _____

Dated: _____

By: _____
LaRue Griffin
General Manager

By: _____
_____ *[name]*
_____ *[title]*

By: _____
_____ *[name]*
_____ *[title]*

January 22, 2019

MASTER SEWER PLAN – SCOPE OF WORK

Tahoe-Truckee Sanitation Agency

Background

The Tahoe-Truckee Sanitation Agency (T-TSA, Agency) provides wastewater collection and treatment for the North Lake Tahoe and Truckee region. T-TSA's service area and member agencies include:

1. North Tahoe Public Utility District (NTPUD)
2. Tahoe City Public Utility District (TCPUD)
3. Alpine Springs County Water District (ASCWD)
4. Squaw Valley Public Service District (SVPSD)
5. Truckee Sanitary District (TSD), which includes contributions from Northstar Community Services District (NCSD)

T-TSA owns and operates the Water Reclamation Plant (WRP) located along the Truckee River in the eastern portion of the Town of Truckee near the intersection of the Truckee River and Martis Creek. Wastewater is conveyed to the WRP via the Truckee River Interceptor (TRI). The TRI flows south to north and begins in Tahoe City and follows the Truckee River and State Highway 89 to the Town of Truckee. The TRI is primarily reinforced concrete pipe (RCP) and ranges in size from 24 to 42 inches and includes eight crossings of the Truckee River. The WRP includes conventional treatment, advanced biological phosphorus removal (Phostrip), chemical treatment, biological nitrogen removal (BNR), advanced treatment, meso and thermophilic digestion, solids handling and land disposal with soil aquifer treatment. The treated water makes its way to Martis Creek and the Truckee River watersheds through soil aquifer discharge.

With a focus on developing a strategy for the future, T-TSA staff are looking to develop computer models of the treatment and conveyance systems as a means to facilitate the evaluation of existing capacity and correlate current system size to projected growth. Agency staff are also focused on the existing condition of the WRP facilities, and would like to develop a 25-year capital improvement program (CIP) that details the specific projects required to serve growth and maintain the condition and operation of the treatment and conveyance systems. T-TSA has contracted with Carollo Engineers, Inc. (Carollo) to work with Agency Staff on the development of the strategic plan and 25-year CIP to provide reliable and resilient service to its rate payers and member agencies. The Master Sewer Plan (Master Plan) includes the following Scope of Services.

Scope of Services

Task 1 - Project Management

Project Management Plan

Prepare a project management plan that covers key Master Plan activities. The plan will define the personnel, project schedule, scope of services, Quality Assurance/Quality Control (QA/QC) plan, field work safety plan, communication protocol, and other procedures used in performing the Master Plan.

Meetings and Workshops

This task includes the preparation of agendas, handouts, presentation material, and minutes for the following meetings:

1. **Kick-off Meeting:** Organize, prepare, and attend the project kickoff meeting. One of the goals of the kick-off meeting will be to establish goals, visions, and objectives for the Master Plan. The kick-off meeting will be attended by the project manager and the project leads, as well as other critical staff such as the modeling and condition assessment leads.
2. **Monthly Progress Meetings:** Organize, prepare, and attend in-person monthly progress meetings. These meetings will review progress and any deviations from the schedule and budget of the Master Plan. The project manager will maintain decision and action logs as well as a critical issue log that will be updated for these monthly meetings. The level of effort for this task is based on an 18-month project duration.
3. **Agency Board Meetings:** Organize, prepare, and attend up to three (3) board meetings to support Agency staff in presenting the recommendations and findings from the Master Plan.

Invoicing and Progress Reports

At the end of each month, submit an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures.

Monitor Budget, Schedule, and Decision Log

Monitor and track the overall project scope, budget, schedule, and update on a monthly basis. Maintain a log throughout the project to record the decisions made by the project team. The log shall contain decisions made during technical workshops and project meetings as well as during telephone conversations or email. The log shall list the date the decision was made, the type of meeting in which it was made (regular design meeting, telephone conversation, etc.), the individual involved making the decision, and the nature of the decision.

Quality Assurance/Quality Control

Review and provide general QA/QC of all work products developed by Carollo. All documents delivered to T-TSA are considered deliverables, including but not limited to the Master Plan Report and Executive Summary, technical memoranda, agendas, meeting materials and summaries, invoices, progress reports, and other communications.

Task 2 - Background and Planning Parameters

The purpose of this task is to gather information needed and establish key assumptions and criteria used for development of the Master Plan. This includes establishing the Agency's vision, goals, and objectives for the Master Plan, identifying evaluation and reliability criteria and metrics, establishing the land use and population projections for T-TSA's service area. The major sub tasks and activities are listed below.

Gather and Review Existing Information

Gather and review existing information available from T-TSA, its member Districts and other sources. Information that will be required includes historical drawings and specifications, previous studies of existing facilities, sewer maps, flow and other facility operating data, pump operating records, sampling records, bid tabulations, and maintenance and inspection records including CCTV videos compiled by the Agency.

Vision, Goals, and Objectives

As part of the kickoff meeting, the master planning strategy will be discussed with the Agency staff to understand its mission and goals, as well as the Agency's capital improvement planning framework. The

intent of the Master Plan will be reviewed for agreement among representatives from various parts of the organization, including operations and engineering. Existing levels of service, performance objectives, and reliability criteria and targets will be identified. Level of service criteria identify what Agency customers will be willing to pay for, and can be used to justify the need for capital projects to address growth, repair, and rehabilitation of existing facilities. The team will examine how these existing objectives could be enhanced through the Master Plan effort. Results will be incorporated into the Master Plan and summarized in minutes from the kick-off meeting.

Evaluation Criteria and Metrics

As part of the kick-off meeting, identify economic and noneconomic criteria and measurable outcomes (metrics) to compare master planning alternatives, and to assess attainability with the stated goals and objectives. These criteria and metrics shall allow for a relative comparison of the ranking of conceptual alternatives, as well as the ability to measure progress towards master planning goals. The master planning objectives, and associated evaluation criteria will be further developed to identify performance parameters and units of measure (metrics) and organized into a 2-phase evaluation criteria process. The first phase will be an initial screening that will occur in a workshop setting. The second phase will be a more rigorous evaluation based on the criteria and metrics developed in this task. The pairings of parameters and units of measurement for a given objective will form the basis for assessing any alternatives developed during the master planning process. Results will be incorporated into the Master Plan and summarized in minutes from the kick-off meeting.

Land Use and Population Projections

This task consists of collecting land use information from the most recent planning documentation for T-TSA's five service area wastewater contributors (TCPUD, TSD, SVPSD, ASCWD, and NTPUD). Develop a summary/description of current and projected land use from the various planning documents and coordination with member districts. Utilize GIS, water billing records, agency-specific planning assumptions, and face-to-face coordination with member districts to assist in developing flow projections. Provide current and future land use map graphics, if available. Focus will be on descriptions of projected or potential changes in land use and potential impact on wastewater generation. Using the projected buildout density for each district's land use designations and the estimated number of residents per dwelling unit, the buildout population projections will be developed, based on assumptions of occupancy rates and high flow periods (July 4th, or Christmas/New Year's week). Account for reductions in per-capita wastewater generations as well as potential rebound to develop a realistic but conservative estimate of project flows. Estimates for current and historic populations for the service area will be derived from census data and information available from Placer, Nevada, and El Dorado counties.

Task 3 - Truckee River Interceptor Master Plan

The purpose of this task is to perform an evaluation of the Agency's collection system with the main objective being the development of a CIP for the 25-year planning period. Evaluation will include the Agency's Truckee River Interceptor System including river crossings. Key tasks include: describing the existing facilities; reviewing condition assessment data; collecting flow monitoring and rainfall data for calibrating the collection system hydraulic model; making flow projections; and developing a CIP for the collection system. The CIP will include necessary projects to repair and replace aging facilities (if necessary) as well as increase system capacity to accommodate anticipated growth.

Technical Workshops

Organize, prepare, and perform up to three (3) technical workshops to discuss critical information relevant to the Master Plan development. It is anticipated that workshops will be held to discuss the model development, capacity evaluation, improvement alternatives, and CIP development.

Description of Existing Facilities

Prepare a description of existing collection system facilities that will be incorporated into the Master Plan.

Review TRI Condition Assessments and Rehabilitation Recommendations

Review the Agency's existing video inspection data of the TRI, and develop recommendations related to the anticipated capital projects. Prioritize TRI rehabilitation projects based on coordination with Agency staff, and develop annual capital cost expenditures as part of the overall CIP costs.

Model Software Evaluation and Recommendations

Carollo will work with Agency staff to identify available modeling software that would be applicable to modeling the TRI. Carollo will develop an evaluation of the available software related to a number of factors, including:

- Ease of Use
- Hydraulic Engine
- GIS Compatibility
- Technical Support
- Flow allocation (dry and wet)
- Cost

A technical memorandum will be developed to document the criteria for software selection and a recommendation. A meeting to discuss the findings will be conducted to show each software package to Agency staff and review the criteria before making a recommendation.

Model Calibration and Flow Projections

Using the flow and rainfall data collected in a previous task, or historical flow data, the hydraulic model will be calibrated to a set of standards developed by the project team. Carollo will develop a user friendly, intuitive, accurate, and reliable TRI model that accounts for boundary conditions, includes wet weather parameters to account for the intense peak flows that can occur during rain on snow events, and has the associated documentation related to how the model is built, modified, and used for development analysis. The Agency's collection system model will be built using the recommended software and will include all elements of the TRI, as well as the boundary conditions at the WRP:

1. Calibrate Existing Average Dry Weather Flow (ADWF): Adjust previously developed sewer basin hydrographs for existing ADWF conditions based on updated dry weather flow data.
2. Calibrate Peak Wet Weather Flow (PWWF) Hydrographs: Adjust and calibrate the PWWF unit hydrographs to the updated peak wet weather flow monitoring data. PWWF calculations and generation will be developed based on discussions and analysis of rain fall flow vs. rain on snow events to determine the prescribed design storm.
3. Develop Buildout ADWF Projections: Use project land use and population information developed under a previous task to develop buildout ADWF projections.
4. Identify Design Storm: Working closely with Agency staff, review design storms previously used for planning, and identify appropriate criteria based on having an acceptable level of system reliability and risk for overflows. Based on Agency input, a recommendation will be made on specific design storms and potentially rain on snow events. It should be noted that WRP equalizations, per the WDR, is to be sized based on a 100-year rain fall event.
5. Develop Projected Peak Wet Weather Flows: The calibrated collection system model will be used to determine projected PWWF based on the selected design storm events.

Identify Future Capacity Needs

Using the calibrated TRI model, analyze the hydraulics under current and buildout peak flow conditions. Identify flow restrictions and capacity deficiencies based on the evaluation criteria determined as part of Task 2, Evaluation Criteria and Metrics.

Evaluate Alternatives

Alternatives to mitigate identified capacity projects will be developed in coordination with Agency staff. Considering the constraints associated with the TRI alignment, mitigation alternatives could be developed that involve flow equalization in upstream service areas, peak flow reduction related infiltration and inflow mitigation, or other flow reduction measures. Alternatives will be evaluated and ranked based on an alternative evaluation scoring system collaboratively developed with Agency staff. Final recommendations will be developed and discussed at an interceptor workshop.

Develop 25-year CIP

Develop a CIP for near term and long term projects that have been identified through the review of condition assessment data and capacity analysis of the collection system. Identify and prioritize improvements to facilitate incorporating into the Agency's CIP process. Project phasing will be incorporated into the CIP as part of this subtask. Preliminary capital cost estimates (AACE Class 5, order-of-magnitude) associated with the CIP recommendations will also be developed.

Task 4 - Water Reclamation Plan Master Plan

The purpose of this task is to perform an evaluation of the Agency's WRP with the main objective being the development of a CIP for the 25-year planning period. Key tasks include: describing the existing facilities; performing a condition assessment of WRP facilities; making flow and load projections; developing a performance and capacity assessment; reviewing regulatory scenarios; performing an alternatives analysis; and proposing a CIP for the WRP. The CIP will include necessary projects to repair and replace aging facilities as well as increase system capacity to accommodate anticipated growth, and mitigate risk of failure to meet WDR reporting requirements.

The WRP Master Plan will also consider potential regulatory scenarios that may occur beyond the 25-year planning horizon so that space is reserved and considerations are made for future needs and to minimize the risk of implementing projects that may result in stranded assets.

Technical Workshops

Organize, prepare, and perform up to four (4) technical workshops to discuss critical information relevant to the Master Plan development. It is anticipated that workshops will be held to discuss the condition assessment, regulatory scenarios, alternatives screening, and development, and CIP development.

Description of Existing Facilities

Prepare a description of existing WRP facilities that will be incorporated into the Master Plan.

Flow and Load Projections

Five (5) years of daily flow and loading data for the Agency will be reviewed and flow and loading projections will be confirmed for the Master Plan buildout condition based on population projections developed in a previous task. Average dry weather and peak hour flow projections will be coordinated with projections developed from the collection system modeling. Flow and load projections for other conditions will be developed based on historical peaking factors. Using the TRI model, hourly hydrographs will be developed for current and future design conditions so that flow equalization requirements can be evaluated as part of the capacity analysis. Results of the analysis will be summarized in a technical memorandum.

Condition Assessment

1. A review of the Agency's asset inventory will be conducted to develop a list of condition assessment targets within the WRP. The asset inventory will be used to populate digital assessment tools and record keeping processes to be used during the condition assessment.
2. Conduct three (3) days of assessments with T-TSA staff.
3. Pre-assessment workshops will be conducted to review plant facilities, develop a target list of priorities, and review and gather data and input from plant operations and maintenance staff.
4. A comprehensive team of three (3) to four (4) professionals will tour the plant and conduct a visual condition assessment of the WRP. The team will include structural, electrical, instrumentation, controls, and mechanical engineers as well as an assessment lead who will coordinate data records, assessment write-ups, and development of recommendations.
5. Provide electronic reporting and documentation relating to condition assessment activities.
6. Rehabilitation and repair recommendations and costs will be developed based on the field assessment and interviews with Agency staff. Cost estimates for the recommendations will be developed and incorporated into the overall 25-year CIP.

Performance and Capacity Assessment

This task consists of evaluating the performance and the hydraulic and process capacity of the WRP facilities. The capacity analysis will be based on the BioWin wastewater treatment process simulator that integrates biological, physiochemical, and chemical process models to enable integrated evaluation of liquid treatment and solids handling processes. If actual capacities are larger than the original design capacity or permit capacity, this analysis can be used to re-rate the WRP with the Regional Water Quality Control Board.

Key activities in this task include:

1. Review WRP Unit Process Performance.
2. Review last three (3) years of historical WRP operation and performance data and compare to original design criteria. Review performance, hydraulic, and solids loadings for each major unit process and associated reliability criteria. Review and summarize effluent and biosolids quality and quantity data. Results of the performance assessment will be incorporated into the Master Plan Report.
3. Capacity Assessment. The objective of this task is to determine the current capacity of existing facilities. Each process will be assigned a hydraulic and/or process capacity based on recommended operating and reliability criteria. The overall plant capacity is the lesser of the hydraulic and/or process capacity. Key activities for the capacity assessment are summarized below. Results of this task will be summarized in technical memoranda and incorporated into the Master Plan Report.
 - a. Hydraulic Profile Analysis:

A hydraulic profile model will be developed using non-proprietary software. A review of software options will be conducted to support a recommended software solution. This analysis will use the model to assign a maximum hydraulic flow capacity for each process. The capacity will be based on maintaining a minimum freeboard for process tanks and a free discharge for flow splitting weirs. The hydraulic analysis will identify hydraulic restrictions and provide recommendations for alleviating them. Additionally, pump performance curves for all pumped systems within the WRP will be reviewed to confirm hydraulic capacities for pumped systems.
 - b. Equalization Basin Analysis:

This task consists of using the design influent flow hydrographs developed from another task to estimate the required flow equalization volume assuming that flow through the plant is limited to the permitted instantaneous peak flow rate of 15.4 million gallons per day. The second part of the analysis will consider the feasibility of increasing the hydraulic flow through the plant to above the permitted capacity, which will reduce the required flow equalization volume. Results

will be updated using hydrographs generated from the updated collection system model. The feasibility and cost associated with the construction of new flow equalization facilities will also be evaluated as part of this task. It should be noted that the current WDR specifies that equalization basins shall be sized to handle a 100-year event.

c. Wastewater Characterization Sampling Plan:

A sampling plan will be prepared that will summarize recommended data collection that is in addition to data normally collected by operations staff. The primary purpose of collecting additional data is to have sufficient information to properly calibrate a BioWin process model. It is intended that the additional data collection and laboratory analysis will be performed by Agency staff over a two-week period during the Master Planning effort.

d. Process Model Development:

A steady-state solids balance and process model of the WRP will be developed and will be used for estimating the capacities of the conventional treatment, advanced biological phosphorus removal, chemical treatment, biological nutrient removal (BNR), and solids handling facilities. This task includes the development of a dynamic model of the WRP using a commercially available software, BioWin. The process model will provide the necessary biokinetic and physical models to accurately model the plant and include both liquid treatment and solids handling processes so the impact of all recycles can be accounted for.

Building on the information collected as part of the sampling program, and the previously-calibrated steady-state model, this task includes the development of a dynamic BioWin model. The benefits of developing a dynamic BioWin model are that secondary treatment process oxygen demands and effluent nutrient concentrations are more accurately predicted than with a steady-state model. The model will be used to evaluate primary, secondary, and chemical sludge production and predict effluent ammonia and phosphorus concentrations to determine the capacity of the existing liquid treatment and solids handling facilities. The model will also be used to establish design and sizing information for alternative operating and treatment scenarios for the liquid treatment and solids handling facilities.

e. Support Facilities Capacity:

Determine the capacity of key support facilities needed for capacity expansion. This includes the electrical, instrumentation and control facilities, standby generator, digestion and solids handling processes, digester sludge heating equipment (boilers and heat exchangers), energy management and digester gas handling facilities, and plant water and chemical systems with respect to expandability and reliability.

Regulatory Requirements and Scenarios

The purpose of this task is to summarize regulatory requirements for the WRP and identify any existing and potential future regulations that may require a change in overall plan for the Agency's treatment facilities. Regulations to be evaluated include those affecting effluent, percolated groundwater, and receiving water quality, biosolids regulation, and air quality regulations. A range of probable regulatory scenarios will be developed to determine the effect of different effluent requirements on treatment facilities, including descriptions of what regulations will likely change and what will be promulgated. Although some of the regulatory scenarios identified may not take effect until after the 25-year planning period, it is beneficial to consider them as part of this Master Plan for the following reasons: 1) to ensure that projects implemented in the 25-year horizon are consistent with future requirements, reducing the risk of stranded assets; and 2) to ensure sufficient area is reserved by the WRP to accommodate anticipated future changes in the regulations.

The existing and potential future regulations will be summarized in the Master Plan Report. Anticipated regulatory scenarios for effluent discharge will consider nitrogen and phosphorus species, metals and other priority pollutants, and emerging contaminants.

Evaluate Alternatives

Based on information developed in previous tasks, alternatives will be developed and evaluated for the different regulatory scenarios identified. The alternatives analysis will have a development and screening step followed by an evaluation step, which is described further below. Results of the analysis will be summarized in a technical memorandum and incorporated into the Master Plan Report.

1. Alternative Identification and Screening:

The purpose of this task is to identify alternatives for consideration in the Master Plan and subsequent screening to a shorter list of viable alternatives for further evaluation. The development and screening of alternatives will be conducted in a workshop setting with active participation from Agency staff. Efforts will focus on developing alternatives for key areas of the WRP that will require a capacity expansion, replacement of aging assets, and optimization of WRP operation (i.e., reduction of energy or chemical use). The goal of the screening process will be to identify up to three (3) plant-wide viable alternatives that will be further developed and evaluated in subsequent tasks. Criteria to be used in the screening process will be established in Task 2 of this scope.

Plant-Wide Alternatives Comparison:

In this task, up to three (3) viable, plant-wide alternatives selected in the screening workshop will be further developed. The alternatives will reflect necessary modifications to provide needed capacity for Agency growth, replace aging assets and meet the current, or minimum levels of service established as part of Task 2. It is anticipated that the minimum levels of service will consist of meeting current WDR constituent limits and agreed-upon potential future effluent limits.

Development of each alternative will include preparing simple process schematics and establishing design criteria and preliminary sizing, conceptual site plans, an AACE Class 5 (order of magnitude) capital cost estimate, and operation and maintenance costs. The alternatives will then be evaluated and compared to the others based on the evaluation criteria identified in Task 2. Criteria for comparison are likely to include: capital and operational costs, flexibility to meet existing and future regulations, flexibility to accommodate future regionalization scenarios, reliability, environmental impacts, and energy and resource usage (sustainability). The evaluation will include a compliance risk assessment of the selected alternatives and a preliminary cost benefit (sensitivity) analysis. One (1) of the three (3) alternatives will be recommended for implementation based on meeting the current levels of service.

2. Develop Strategic Plan:

The purpose of this task is to develop the recommended alternative and strategic plan for the Agency to move forward to meet regulatory requirements now and in the future. The strategic plan will identify tracks and trigger points to be included in the Master Plan. Trigger points are events such as growth or regulatory changes that would require Agency action such as adding treatment units or making other modifications to the WRP. In this task, those triggers will be more clearly defined. It is anticipated that the strategic plan will consider up to four (4) potential regulatory scenarios.

Development of each regulatory scenario will include preparing simple process schematics and basic sizing information, conceptual site plans, future monitoring plans, and an AACE Class 5 (order of magnitude) capital and operation and maintenance costs. An emphasis will be placed on ensuring that recommended improvements do not result in stranded assets as more stringent regulations take effect. The strategic plan will be summarized in the Master Plan Report.

Develop CIP

Develop a CIP for near term and long term projects that have been identified through the condition assessment and alternatives evaluations. Identify and prioritize improvements to facilitate incorporating

into the Agency's CIP process. Project phasing will be incorporated into the CIP as part of this subtask. Preliminary capital cost estimates (AACE Class 5, order-of-magnitude) associated with the CIP recommendations will also be developed. A detailed CIP will be developed for meeting the current levels of service only.

Task 5 - Master Plan and Executive Summary Report

The Master Plan will include a list of frequently-asked questions intended for the public, an executive summary intended for the Board and other interested parties, and a summary report which will combine pertinent results from all tasks in this effort. A prioritized CIP table that incorporates all of the Agency-wide projects will be presented to assist in budget preparation. This will provide the basis for shifting the focus of CIP's between the collection system, and the treatment plant from one year to the next. Previously prepared technical memoranda will be included as appendices to the Master Plan.

Draft Report

Deliver draft Master Plan in electronic (pdf) format and hard copy (10 copies) for review.

Final Report

Finalize Master Plan based on comments received by the Agency. Deliver final report in electronic (pdf) format and hard copy (5 copies).

Task 6 - Training

The objective of this task is to provide the Agency with the collection system hydraulic model and the WRP process model and data sets for their use and incorporation into Agency operations. This task includes assisting the Agency in initial set up of the software at Agency offices and initial training on the system software. The cost of software license purchase will be the responsibility of T-TSA. It is highly recommend that the Agency obtain outside software training from the software manufacturer prior to the training under this task.

Collection System Hydraulic Model

Provide the Agency with two (2) days (4 hours each) of software training on the collection system hydraulic model. The Agency will identify and provide two (2) staff members for the training sessions.

WPCP Process Model

Provide the Agency with two (2) days (4 hours each) of software training on the WRP process model. The Agency will identify and provide two (2) staff members for the training sessions.

WPCP Hydraulic Model

Provide the Agency with two (2) days (4 hours each) of software training on the WRP hydraulic model. The Agency will identify and provide two (2) staff members for the training sessions.

Deliverables

Project deliverables will include:

1. Project Management Plan
2. Monthly Progress Reports
3. Agenda, presentation material, and minutes from project meetings
 - a. 18 monthly meetings
 - b. 3 board meetings
 - c. 8 technical workshops
4. Draft (10 copies and pdf) and Final Technical Memoranda (5 copies and pdf), see Master Plan Table of Contents for Complete List

5. Draft (10 copies and pdf) and Final (5 copies and pdf) Master Plan with Executive Summary Report
6. Model Training Sessions

Services/Information to be Provided by Agency

Services and information to be provided by the Agency are provided below. Some of this information has already been provided to Carollo:

1. All available drawings for collection system, WRP, and Agency facilities
2. Historical flow, load, and performance data at WRP
3. Sewer maintenance and inspection records and overflow history
4. Historical pump station flow and run time records as well as pump curves for existing pumps
5. Updates to GIS and collection system model

Master Plan Table of Contents

Volume 1 - Executive Summary Report

1. Background and Planning Parameters
2. Collection System
3. Water Reclamation Plant
4. Agency Facilities
5. Recommended Agency CIP

Appendices

- A. Meeting and Workshop Minutes
- B. Land Use and Population Projections Technical Memorandum
- C. Agency CIP Summary

Volume 2 - Collection System Master Plan

1. Description of Existing Facilities
2. Condition Assessment and Asset Management
3. Flow Measurement (Existing Flow Measurement Equipment)
4. Model Development and Flow Projections
5. Future Capacity Needs
6. Alternatives Analysis
7. Recommended CIP

Appendices

- A. Glossary
- B. Condition Assessment Technical Memorandum
- C. Flow Monitoring Technical Memorandum
- D. Hydraulic Model Input Data and Results
- E. Detailed Collection System CIP and Cost Estimates

Volume 3 - Water Reclamation Plant Master Plan

1. Description of Existing Facilities
2. Flow and Load Projections
3. Condition Assessment
4. Performance and Capacity Assessment
5. Regulatory Requirements
6. Alternatives Development and Screening
7. Alternatives Analysis
8. Recommended CIP

Appendices

- A. Glossary
- B. Flow and Load Technical Memorandum
- C. Condition Assessment and Technical Memorandum
- D. Hydraulic Capacity Technical Memorandum
- E. Wastewater Characterization Sampling Plan
- F. Process Capacity Technical Memorandum
- G. Support Facilities Capacity Technical Memorandum
- H. Alternatives Evaluation Results
- I. Detailed WRP CIP and Cost Estimates

EXHIBIT B
ESTIMATED LEVEL OF EFFORT AND FEE
MASTER SEWER PLAN
Truckee Tahoe Sanitary Agency

Task	Job Code	Task Description	CAROLLO														TOTAL LABOR HOURS	SUBTOTAL LABOR COST	Other Direct Costs	TOTAL	
			Tim Loper	Richard Gutierrez	Katy Rogers	Ryan Orgill	Ron Appleton	Danielle Orgill	Elisa Garvey	Rashi Gupta	David Baranowski	Preet Chaggar	Daniel Robinson	Felical James	Riley Powers	Staff Engineer					WORD PROCESSING / CLERICAL
		Billing Rate	283	222	222	222	263	181	263	262	222	222	222	137	181	120					
1		PROJECT MANAGEMENT	103	45	0	26	0	0	0	0	0	0	0	0	0	31	205	\$48,631	\$2,980	\$51,591	
	1AX	Project Management Plan	5	1	0	0	0	0	0	0	0	0	0	0	0	4	10	\$2,117	\$120	\$2,237	
	1BX	Meetings (18 progress)	18	18	0	18	0	0	0	0	0	0	0	0	0	9	63	\$14,166	\$1,256	\$15,422	
	1CX	Invoicing	20	18	0	0	0	0	0	0	0	0	0	0	0	18	56	\$11,816	\$672	\$12,488	
	1DX	Monitor Budget, Schedule and Decision Log	20	8	0	8	0	0	0	0	0	0	0	0	0	0	36	\$9,212	\$432	\$9,644	
	1EX	QA/QC	40	0	0	0	0	0	0	0	0	0	0	0	0	40	\$11,320	\$480	\$11,800		
2		BACKGROUND AND PLANNING PARAMETERS	28	34	26	52	0	56	8	0	0	0	0	26	8	12	250	\$51,478	\$3,000	\$54,478	
	2AX	Gather and Review Existing Information	2	8	8	8	0	0	0	0	0	0	0	8	8	0	42	\$8,438	\$504	\$8,942	
	2BX	Vision, Goals, and Objectives	6	6	6	4	0	0	4	0	0	0	0	0	0	2	28	\$6,542	\$336	\$6,878	
	2CX	Evaluation Criteria and Metrics	8	16	8	12	0	0	4	0	0	0	0	0	0	2	50	\$11,548	\$600	\$12,148	
	2DX	Land Use and Population Projections	12	4	4	28	0	56	0	0	0	0	18	0	8	130	\$24,950	\$1,560	\$26,510		
3		TRUCKEE RIVER INTERCEPTOR MASTER PLAN	54	0	0	146	0	218	0	0	0	0	110	0	76	604	\$111,342	\$7,748	\$119,090		
	3AX	Technical Workshops (3)	18	0	0	18	0	18	0	0	0	0	16	0	12	82	\$15,980	\$984	\$16,964		
	3BX	Description of Existing Facilities	2	0	0	8	0	12	0	0	0	12	0	0	16	50	\$8,078	\$1,100	\$9,178		
	3CX	Review TRI Condition Assessments and Develop Rehab Recommendations	2	0	0	8	0	16	0	0	0	0	8	0	4	38	\$6,814	\$456	\$7,270		
	3DX	Modeling Software Evaluation and Recommendations	2	0	0	8	0	0	0	0	0	0	2	0	8	20	\$3,576	\$240	\$3,816		
	3EX	Model Calibration and Flow Projections	6	0	0	24	0	60	0	0	0	16	0	4	110	\$20,558	\$1,320	\$21,878			
	3FX	Identify Future Capacity Needs	8	0	0	24	0	40	0	0	0	16	0	8	96	\$17,984	\$1,152	\$19,136			
	3GX	Evaluate Alternatives	8	0	0	24	0	32	0	0	0	16	0	8	88	\$16,536	\$1,056	\$17,592			
	3HX	Develop 25-Year CIP	8	0	0	32	0	40	0	0	0	24	0	16	120	\$21,816	\$1,440	\$23,256			
4		WATER RECLAMATION PLANT MASTER PLAN	64	182	276	0	152	0	90	60	92	42	46	0	118	292	130	1,544	\$323,732	\$23,528	\$347,260
	4AX	Technical Workshops (4)	16	16	24	0	18	0	4	4	4	0	0	12	16	12	126	\$27,110	\$3,012	\$30,122	
	4BX	Description of Existing Facilities	2	4	8	0	0	0	0	0	0	0	0	8	8	4	34	\$6,254	\$908	\$7,162	
	4CX	Flow and Load Projections	2	8	16	0	0	0	0	0	0	0	0	24	4	54	\$10,718	\$648	\$11,366		
	4DX	Condition Assessment																			
		Review Asset Inventory	2	2	0	0	0	0	0	4	2	2	0	0	0	12	\$2,786	\$144	\$2,930		
		Pre-assessment Workshop	2	2	0	0	0	0	0	8	4	4	0	0	4	26	\$5,526	\$1,312	\$6,838		
		Conduct Visual Condition Assessment	4	8	0	0	0	0	0	24	24	24	0	0	4	88	\$19,372	\$3,056	\$22,428		
		Rehabilitation and Repair Recommendations and Costs	2	24	8	0	0	0	0	40	8	8	0	2	16	116	\$24,232	\$1,392	\$25,624		
	4EX	Performance and Capacity Assessment																			
		Review Process Performance	4	8	8	0	8	0	4	4	0	0	0	0	24	8	68	\$14,192	\$816	\$15,008	
		Capacity Assessment																			
		Hydraulic Profile	2	20	8	0	2	0	0	0	0	0	0	2	20	4	58	\$11,682	\$696	\$12,378	
		Equalization Basin	2	8	12	0	8	0	0	0	0	0	4	16	2	52	\$10,794	\$624	\$11,418		
		Wastewater Characterization Sampling Plan	2	2	8	0	8	0	6	2	0	0	4	4	6	42	\$8,984	\$504	\$9,488		
		Process Model Development	2	4	40	0	60	0	0	12	0	0	2	24	16	160	\$35,796	\$1,920	\$37,716		
		Support Facilities	2	8	24	0	0	4	4	4	0	4	4	24	0	74	\$15,550	\$888	\$16,438		
	4FX	Regulatory Requirements and Scenarios	4	8	16	0	8	0	24	6	0	0	0	8	24	8	106	\$22,848	\$1,272	\$24,120	
	4GX	Evaluate Alternatives																			
		Alternatives Identification and Screening	4	16	24	0	16	0	16	8	0	0	0	16	16	12	128	\$27,052	\$1,536	\$28,588	
		Plant-Wide Alternatives Comparison	4	12	32	0	16	0	16	8	0	0	0	24	24	16	152	\$30,964	\$1,824	\$32,788	
		Develop Strategic Plan	4	16	24	0	4	0	8	8	0	0	8	24	12	108	\$22,144	\$1,296	\$23,440		
	4HX	Develop CIP	4	16	24	0	4	0	8	4	12	4	4	24	24	12	140	\$27,728	\$1,680	\$29,408	
5		MASTER PLAN AND EXECUTIVE SUMMARY REPORT	24	40	84	48	32	76	20	12	40	10	10	0	56	24	64	540	\$108,568	\$7,980	\$116,548
	5AX	Draft Report	16	24	60	32	24	60	16	8	24	8	8	0	32	16	40	368	\$74,716	\$5,916	\$80,632
	5BX	Final Report	8	16	24	16	8	16	4	4	16	2	2	0	24	8	24	172	\$33,852	\$2,064	\$35,916
6		TRAINING	6	24	0	24	24	0	0	0	0	0	0	0	0	12	90	\$35,398	\$1,080	\$21,186	
	6AX	Collection System Hydraulic Model	2	0	0	24	0	0	0	0	0	0	0	0	0	4	30	\$6,374	\$360	\$6,734	
	6BX	WRP Process Model	2	0	0	0	24	0	0	0	0	0	0	0	4	30	\$7,358	\$360	\$7,718		
	6CX	WRP Hydraulic Model	2	24	0	0	0	0	0	0	0	0	0	0	4	30	\$6,374	\$360	\$6,734		
		TOTAL ALL TASKS	279	325	386	296	208	350	118	72	132	52	56	0	310	324	325	3,233	\$679,149	\$46,296	\$710,153



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IV-5
Subject: Approval of the Agreement to Terminate the Agreement for the Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive

Background

T-TSA, Truckee Sanitary District (TSD), Truckee Donner Recreation and Park District, A. Teichert & Son, Inc. and the Town of Truckee entered into an agreement (1998 Agreement) to maintain Joerger Drive (between Soaring Way and the entrance to TSD) on November 20, 1998 which defined the responsibilities for road maintenance, snow removal and other provisions.

During discussions between the parties to the 1998 Agreement, it was proposed the Town of Truckee accept responsibility for all future road maintenance should the road be brought to Town of Truckee standards. The Board of Directors approved a proposal to dissolve the 1998 Agreement at the September 2017 Board of Directors meeting and the road was reconstructed in accordance with the Town of Truckee standards.

An agreement to terminate the 1998 Agreement is required.

Fiscal Impact

The Agency paid \$92,253 (18% share) of the Joerger Drive reconstruction costs in accordance with the 1998 Agreement.

Attachments

Agreement to Terminate the Agreement for the Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive.

Recommendation

Management recommends approval of the Agreement to Terminate the Agreement for the Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive.

Review Tracking

Approved By: _____


LaRue Griffin
General Manager

**AGREEMENT TO TERMINATE
THE AGREEMENT FOR ROAD MAINTENANCE AND SNOW REMOVAL
RESPECTING THE RELOCATED JOERGER DRIVE**

This Agreement to Terminate the Agreement for Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive ("Agreement") is made and entered into this ____ day of _____, 2018 ("Effective Date"), by and between the Town of Truckee ("Town"), Tahoe-Truckee Sanitation Agency ("T-TSA"), Truckee Sanitary District ("TSD"), Truckee Donner Recreation and Park District ("TDRPD"), and A. Teichert & Son, Inc. ("Teichert"), collectively referred to as "Parties".

Recitals

- A. WHEREAS, on November 20th, 1998, the Parties entered into the "Agreement for Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive" ("Existing Agreement") attached hereto as Exhibit A; and
- B. WHEREAS, the Existing Agreement, among other things, obligates the Town to maintain and remove snow from Joerger Drive between Soaring Way and the TSD access driveway and requires T-TSA, TSD, TDRPD, and Teichert to reimburse the Town for the cost of maintenance (including snow removal); and
- C. WHEREAS, on November 14, 2017, the Truckee Town Council adopted Resolution 2017-59 which authorized the Town Manager to execute any documents necessary to terminate the Existing Agreement contingent on the rehabilitation of Joerger Drive between Soaring Way and the TSD driveway; and
- D. WHEREAS, since the adoption of Resolution 2017-59, Joerger Drive between Soaring Way and the TSD driveway has been rehabilitated, consistent with plans approved by the Town of Truckee Engineering Division, through an encroachment permit, and the improvements were determined to be complete to the Town Engineer's satisfaction on _____, and accepted by the Town.

Agreement

- 1. The Existing Agreement is hereby terminated, and shall be of no further force or effect, as of the Effective Date. The Town acknowledges and agrees that all payments required to be made by T-TSA, TSD, TDRPD, and Teichert under the Existing Agreement, have been made or waived and that no further payments are due under the Existing Agreement. The Town further acknowledges that Joerger Drive between Soaring Way and the TSD driveway is a public right of way, and that from and after the Effective Date, the Town shall be responsible for all ongoing maintenance and snow removal which was the subject of the Existing Agreement.
- 2. The termination of the Existing Agreement shall not invalidate any action taken by any party in furtherance of or in reliance on the Existing Agreement prior to its termination.
- 3. This Agreement and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in Nevada County, California.

IN WITNESS WHEREOF, each of the Parties has executed this Agreement, each Party by its duly authorized officer, as of the Effective Date.

TOWN OF TRUCKEE

By: _____
Jeff Loux, Town Manager

TRUCKEE SANITARY DISTRICT

By: _____
Blake Tresan, General Manager

TAHOE-TRUCKEE SANITATION AGENCY

By: _____
LaRue Griffin, General Manger

TRUCKEE DONNER RECREATION AND PARK DISTRICT

By: _____
Steve Randall, General Manager

A. TEICHERT & SON, INC.

By: _____



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IV-6
Subject: Approval of the AIMS Team, LLC proposal for a modular asset management application

Background

The Agency recently invested in accounting software (Caselle) and asset management software (Lucity). These software programs will allow the Agency to become more efficient and better track and manage its assets. The AIMS program is a software program that will better integrate the Caselle and Lucity programs and provide a GIS component that will allow a visual interface for staff. It is a program that will initially map the TRI, identify parcels, identify boundaries, identify by-pass pumping scenarios and be an overall comprehensive GIS/asset management program.

Initially, the TRI, parcels and associated records will be incorporated into the program. As the program is expanded, it is expected to provide an easier interface and incorporate the treatment plant. A benefit to the program is the Agency will have ownership of the program and will be able to expand on it internally, if desired, and will not be subject to reoccurring maintenance fees.

Fiscal Impact

The AIMS Team, LLC proposal is based on a time and material basis with a not to exceed limit of \$87,122 and an additional \$400/month charge for hosting services.

Attachments

AIMS Team, LLC proposal.

Recommendation

Management recommends approval of the AIMS Team, LLC proposal for a modular asset management application.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



38536 Knute Court
Fremont, California 94536
510-427-0015

1 February 2019

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

Subject: Proposal for Implementation of AIMS, Phase 1

Dear Mr. Griffin:

The AIMS Team is pleased to submit to the Tahoe-Truckee Sanitation Agency this proposal for implementation of the Asset Information Management System (AIMS). AIMS is a web-based modular asset management application particularly suited for small and medium-sized utilities. It is generally implemented in a phased approach, and this document represents Phase 1 of implementation.

The scope of work is based upon a meeting with the Agency on January 10, 2019, during which the following items were selected for Phase 1 implementation:

1. Basic AIMS Platform
2. GIS Map Layers for the Truckee River Interceptor (TRI)
3. Integration of Customer Data with County Parcel Information
4. Linking of TRI Documents and Information
5. On-call Lucity Implementation Assistance
6. Deployment and Training

The focus of Phase 1 is to establish a GIS-based data viewer for TRI features and member agency parcels. Such data will include asset information stored in a database, as well as linked documents. Future phase(s) may include (but not be limited to) modules related to integration of the Caselle accounting system, the Lucity maintenance management system, and plant-related asset information in general. Ultimately, the goal is for AIMS to be a platform that provides integrated viewing and reporting for any data systems the Agency already uses or will be using in the future.

AIMS will be delivered to the Agency as a cloud-hosted application accessible through a web browser. This option, as opposed to an in-network hosted application, bypasses the need for the Agency to make significant investments in their IT infrastructure. Details regarding cloud deployment are provided towards the end of this proposal.

The remainder of this document provides more detailed task descriptions of the selected AIMS modules and data sets.



Scope of Work

Task 1 – Basic AIMS Platform

The AIMS Team will configure the Basic AIMS Platform, which consists of the following components that combined make up the platform upon which data sets and modules can be deployed:

- Security through user authentication and role management that allows for assigning different levels of access (e.g. read-only, edit capabilities for different types of information, and administrative access) for each individual user.
- Dashboard screen, menu system, banners and logo.
- Interactive GIS mapping interface populated with Agency base maps including boundaries, streets, rivers and lakes, aerial photo and other applicable topographical features. The interface includes map layer controls, map navigation controls, legends, printing options, measurements, address search, Google StreetView integration and basic feature identification.
- Document management system – a tool that allows for the creation of a hierarchical folder system into which files can be uploaded. Once files have been loaded, they can be associated with assets and map features for easy access. The tool will be set up ready to be populated in Task 4.

Please note that the platform will initially be configured in the AIMS Team's development server. Once fully configured with data and functionality as described in Tasks 1 through 4, the platform will be deployed for production use in a cloud environment of the Agency's choice per the options provided in Task 5.

Task 2 – GIS Map Layers for the TRI

Once the interactive GIS mapping interface with base map layers has been configured (Task 1), the AIMS Team will compile and add map layers related to the 19-mile long TRI. While the Agency does not currently maintain any GIS information, there are GIS shapefiles available for TRI schedules 3 through 6 in the digital scan data provided by the pipeline inspection contractor. This data does not yet exist for schedules 1 and 2.

The AIMS Team will perform the following steps to compile the TRI GIS layers:

1. Merge available shapefiles for schedules 3-6 into comprehensive shapefiles for structures and pipeline segments.
2. Add schedules 1 and 2 to the shapefile by using existing GPS coordinate data for structures along this stretch of pipeline and digitize pipe segments as straight lines between these structures (*note: once digital scan data for schedules 1 and 2 becomes available towards the end of 2019, the 'temporary' digitized data can be replaced, in a future phase of work, with the shapefiles provided by the contractor to keep the GIS layers consistent*).



3. Use data available in manhole dip sheets, war sheets and other available spreadsheets to add the following types of attribute information for structures:
 - a. Manhole Number
 - b. Location Description
 - c. Schedule
 - d. Latitude & Longitude
 - e. Lid Type & Size
 - f. Rim & Floor Elevation
 - g. Upstream & Downstream Invert Elevation
 - h. Depth
 - i. Barrel Diameter
 - j. Inlet Pipe Size & Material
 - k. Outlet Pipe Size & Material
 - l. Access & Traffic Information
 - m. Upstream Districts
 - n. Years Constructed & Rehabilitated
4. Use data available in war sheets and other available databases and spreadsheets to add the following types of attribute information for pipe segments:
 - a. Reach Number
 - b. Pipe ID
 - c. Upstream & Downstream Manhole Number
 - d. Material
 - e. Diameter
 - f. Length
 - g. Slope
 - h. Years Constructed & Rehabilitated
 - i. Risk Score & Rating
 - j. Capacity Score & Rating
 - k. NASSCO PACP Rating (using data compiled in Task 4-C)
5. Create GIS map layers for miscellaneous assets including bridges (with name and access code fields), ponds, fences, access gates, slide gates, flow meters (with name field), buildings, pump stations and flow control structures. Layers will be created based on files and data provided by the Agency (e.g. documents showing asset locations, GPS coordinates, or markups).
6. Digitize bypass routes and linework as depicted in the files '00_Key_Sheets.pdf' and '01_Bypass Piping Routes.pdf'. Such lines will be labeled and color-coded in coordination with the Agency and linked to the appropriate war sheet(s) (document linking to be performed as part of Task 4).



After data compilation has been completed, the TRI data will be added as map layers to the AIMS GIS interface with the following visualization options:

1. Pipe segments will be labeled with diameter and material and can optionally be color-coded by material, schedule and NASSCO PACP rating (using data compiled in Task 4-C).
2. Structures will be labeled with the structure name and symbolized by structure type.
3. Pipeline defect locations, as provided by the pipeline inspection contractor, will be color-coded by NASSCO PACP rating and labeled with defect code (only available for schedules 3-6).
4. Map layers will be added for miscellaneous features including bridges, ponds, fences, access gates, slide gates, flow meters, buildings, pump stations and flow control structures.

Attribute information listed in data compilation steps 3 and 4 will be made accessible to the user through AIMS in the following ways:

1. Using the Identify tool in the map interface – a ‘summary identify’ window will show a subset of data fields listed. A details button will provide access to a larger pop-up asset details window with all data fields, as well as linked document access (Task 4). Data fields can be made accessible for editing at the Agency’s request.
2. Using database screens for pipe segments and structures – the AIMS menu system will provide access to database screens that allow for sorting, querying and exporting information to Excel. Info buttons allow for access to the pop-up asset details window. Zoom buttons show the location of the asset on the map.

Task 3 – Integration of Customer Data with County Parcel Information

The goal of this task is for the Agency to view parcel boundaries within the member agencies’ boundaries on the GIS map, and retrieve basic public information through identification and querying. Additionally, the Agency wishes to view information located in an in-house customer database through links with the parcel boundaries.

The AIMS Team will perform the following steps to configure this system:

1. Download parcel data from publicly available County GIS web sites for the counties of Nevada, Placer and El Dorado.
2. Use the member agency boundaries (North Tahoe PUD, Tahoe City PUD, Alpine Springs County WD, Squaw Valley PSD and Truckee SD) to select applicable parcels from the county databases.
3. Reformat the parcel data from the three counties into a standardized format and merge the parcel data sets into a single comprehensive data set.
4. Use the Agency’s exported customer database in Excel spreadsheet format to join to the parcel database based on the APN field. The AIMS Team will configure a special APN-link field in the county database that matches the format of the Agency’s customer



database APN field (i.e. 'county code' plus actual APN to avoid duplication of APN between counties). The resulting data set is expected to at a minimum contain the following data fields:

- a. APN
 - b. County
 - c. Member Agency
 - d. Address, City
 - e. Development Type (e.g. single family, multi-family, commercial, industrial etc.)
 - f. Optional other data fields provided by the Agency (up to 5 additional fields)
5. Add the parcel data set as a series of map layers in the AIMS GIS map, including labels for addresses, and color-coding options for member agency, development type and up to 3 other options if applicable. Tax boundaries will also be created and added as map layers.
 6. Make parcel attribute data available through 1) summary feature identification from the map, 2) parcel details window with all attribute data configured in step 4, and 3) parcel database screen that allows for sorting, querying and exporting information to Excel. Info buttons allow for access to the pop-up parcel details window. Zoom buttons show the location of the parcel on the map. Any parcel data and exported customer database will be available read-only from AIMS; no editing of data will be allowed.

The AIMS Team understands that in a significant number of cases there are multiple customer records associated with a single spatial parcel boundary. In these cases, the parcel details window will show a separate tab with a tabular listing of these multiple customers for the single parcel boundary.

It is envisioned that these steps will be performed every 6 months to refresh information available in AIMS with the latest information downloaded from the counties and exported from the Agency's customer database. Only the initial set-up is included in the proposal budget. Any future data refreshes will be part of a future scope of work.

Task 4 – Linking of TRI Documents and Information

The Agency has identified a series of documents and other information types that would be beneficial to link to TRI assets displayed in the GIS map and database listings in AIMS. The following distinct methods of linking documents and information are available in AIMS:

- **Direct Document-to-Asset Link** – a single document linked to one or more assets, viewable in the asset details window's documents tab, and loaded into the Documents Explorer folder tree.
- **Record Drawing Library** – a series of documents grouped into a 'project', linked to document extents (polygon shapes) on a map, viewable by using the special drawing retrieval button and clicking on an area on the map. Documents are shown in a project details window with a linked documents tab. Projects can be viewed in a project database screen. This method is most advantageous in situation where documents depict significant-sized areas on a map (e.g. record drawings), and multiple assets are shown in the document, making it inefficient to perform direct document-to-asset links.



- **Associated Data Records** – instead of simply linking spreadsheet and/or database files as documents, in some cases it is more advantageous to extract data from these documents, load data records into actual database tables, and show data in separate screens and tabs, so that they can be used for querying and visualization purposes.

Keeping these three linking methods in mind, the AIMS Team recommends loading the specific Agency-selected documents in the following ways:

A. Direct Document-to-Asset Link:

- i. APN Maps by Manhole Number (310 docs, PDF, 58 MB) – one or two documents linked to a single manhole.
- ii. Manhole Photo Sheets (Andregg) (197 docs, PDF, 21 MB) – one document linked to a single manhole.
- iii. Manhole Photo Sheets (TTSA) (198 docs, PDF, 170 MB) – one document linked to a single manhole.
- iv. Manhole Dip Sheets (198 docs, PDF, 25 MB) – one document linked to a single manhole.
- v. Structure Details (25 docs, PDF, 9 MB) – one document linked to a single manhole; only available for a few manholes.
- vi. War Sheets (401 docs, Excel, 111 MB) – one document linked to a single line feature as depicted in the Key Sheets and digitized into the GIS as part of Task 2. Before linking these documents, the AIMS Team will coordinate with the Agency on the most efficient workflow to keep these up to date in AIMS.
- vii. Bypass Pumping Routes (25 docs, PDF, 27 MB) – currently a single PDF document, this will be separated into 25 documents (1 page per document) and linked to the corresponding bypass route digitized into the GIS as part of Task 2.
- viii. Bridges (88 docs, various formats, 30 MB) – multiple documents linked to a single bridge.

B. Record Drawing Library:

- i. Aerial Strip Photography (38 docs, PDF, 313 MB)
- ii. As-Builts (i.e. Record Drawings) (86 docs, PDF, 80 MB)
- iii. SSMP Markups (86 docs, PDF, 80 MB) – currently formatted as multiple-page PDFs, one per schedule, these will be separated into 86 documents (1 page per document) and linked to the corresponding geographic extent.
- iv. CH2M HILL Figures (9 docs, PDF, 5 MB)

C. Associated Data Records

- i. Digital Scan Data – the inspections of 2017 (schedules 5 & 6) and 2018 (schedules 3 & 4) include Access databases in standard PACP format with inspection results (i.e. inspection records for pipe segments and observations made during the inspections). The AIMS Team will extract the data from the 2017 and 2018 PACP databases and configure the AIMS CCTV module, which is specifically formatted to receive PACP information. The Agency will then be able



to view detailed inspection data in a 'Digital Scan' tab in a pipe segment's details window. As of now, no such PACP database is available for schedules 1 and 2. These schedules are slated for scanning in 2019. Once data becomes available, it can be added to AIMS in a future phase of work.

Please note that the actual digital scan media files (i.e. Panorama 360 viewers) will not be viewable from within AIMS. The AIMS Team will attempt to provide file links to the Agency's local drive, but no guarantees can be made that such links will work, due to the general internet browser security restrictions related to the running of executable files.

Task 5 – On-call Lucity Implementation Assistance

The AIMS Team understands that the Agency is in the process of acquiring and implementing the Lucity maintenance management system (Lucity Web version). The Agency indicated that a future phase of AIMS implementation will involve the import-and-linking of information stored in the Lucity database with asset records stored in AIMS. Lucity data is envisioned to be included in a future Asset Management Plan and used for visualization in plant schematic diagrams.

To this end, the AIMS Team can provide Lucity implementation assistance services for the Agency, with a focus on providing input for data standards during data entry of assets and maintenance information in Lucity. This will increase efficiencies when Lucity-to-AIMS integration is performed by the AIMS Team in a future phase of work.

The budget assigned to this task will only be used when the Agency requests such services from the AIMS Team. The AIMS Team anticipates providing assistance through performing reviews of data entry screens, forms, data field types, naming conventions, domain lists and workflows in general.

Task 6 – Deployment and Training

As AIMS will be delivered as a hosted cloud application (see hosting considerations section on page 8 for further details), there is no software to install. Agency users will simply open a web browser and point it to the URL (web address) that the AIMS Team will provide upon completion of configuration. However, as part of the delivery process, the AIMS Team will provide the following services:

- Deployment of AIMS in the AIMS Team's Production Server – installation of application files and supporting systems in the AIMS Team's production server, migrated from the AIMS Team's development server, where it has resided for Tasks 1 through 4.
- Preparation of a User Manual – a user manual will be provided that is custom to the functions and contents of the Agency.
- Training – a 3-hour training session will be provided to Agency users and administrators in the use of AIMS and the modules delivered in this Phase 1.



Task 7 – Project Management

This task consists of the following components:

1. **Project Administration:** General administrative tasks related to contracts, invoices, and coordination of meetings.
2. **Progress Meeting:** The AIMS Team will meet with the Agency at the 60% completion mark to review progress and options and receive user feedback.
3. **Quality Control:** QC activities within the AIMS Team relative to deliverables prepared by subcontractors.

Budget Summary

Please see attached budget table for further details.

Proposed Task	Budget
Task 1: Basic AIMS Platform	\$10,744
Task 2: GIS Map Layers for the TRI	\$16,208
Task 3: Integration of Customer Data with County Parcel Information	\$13,968
Task 4: Linking of TRI Documents and Information	\$24,976
Task 5: On-call Lucity Implementation Assistance	\$2,560
Task 6: Deployment and Training	\$11,095
Task 7: Project Management	\$7,571
Total	\$87,122

Schedule

Tasks as described will be performed within 6-8 months of authorization of this proposal. If the project starts on March 1, 2019, the expected schedule is as follows:

1. Basic AIMS Platform: Mar - Apr 2019
2. GIS Map Layers for the TRI: Apr – May 2019
3. Customer Data & County Parcel Information: May – Jun 2019
4. Linking of TRI Documents and Information: May – Jul 2019
5. On-call Lucity Implementation Assistance: As Needed
6. Deployment and Training: Aug – Sep 2019
7. Project Management: Throughout

The 60% progress meeting is anticipated to occur sometime in May 2019. Limited availability of staff to perform project work is expected during the months of July and/or August.



Hosting Considerations

The Agency's AIMS will be hosted in a rented cloud server provided by INAP (formerly known as Server Intellect), physically located in the Chicago area. Server resources (RAM, CPU, storage) will be shared with other customers of the AIMS Team, but the AIMS Team will monitor server performance to ensure that the Agency's application performance will not be significantly impacted by other applications on the server. The Agency's AIMS and database will be backed up each night (replication only, no history) using the iDrive cloud backup service, which is a different company in a different physical location. In the unlikely event that both the rented server and the backup fail simultaneously, the Agency will not hold the AIMS Team liable for this loss. The Agency may request a physical backup on a hard drive to be mailed at any time, at a cost of \$300 per backup request (includes hardware and mailing costs).

Upon delivery of AIMS at completion of Phase 1, hosting cost will be \$400/month, which covers rental of the cloud server (includes up to 100 GB of hard drive space, CPU and RAM, and iDrive data backup) and use of AIMS Team-licensed GIS software. Monthly hosting costs will start upon completion of this scope of work, but no later than September 1, 2019. The hosting charge will be billed on an annual basis at the start of the year (\$4,800). The 2019 hosting charge will be pro-rated for the 4-month period. Hosting costs are not included in the project budget.

Additional General Considerations

In addition to these specific items, the following general considerations apply:

- The following is the AIMS Team's rate schedule to be used for this work:
 - Labor rate for Jeroen Preiss (project management, asset management, GIS and database administration) will be \$160/hour.
 - Labor rate for contractor Terry Markou (AIMS and database programming) will be \$130/hour.
 - Labor rate for contractor Krishna Raichura (GIS, data entry, general project assistance) will be \$120/hour.
 - Reimbursement for contractors used will be at cost plus ten percent.
 - Reimbursement for direct expenses incurred in connection with the work including travel expenses will be at cost.
- The Agency owns AIMS upon delivery. The Agency may request the source code and database at any time and make modifications to AIMS as needed. The AIMS Team maintains all rights to AIMS including any customizations performed specifically for the Agency, and may re-use AIMS and customizations in implementations for other customers of the AIMS Team.
- AIMS is configured and developed using Rapid Application Development techniques. There is no official Beta testing program or guarantees that all functions work as intended upon first deployment. Agency users will be a part of the testing team, and any issues will be submitted to the AIMS Team for resolution. It is understood that this testing process is integral to the delivery process and that issues are expected to appear during the first few weeks of usage.
- Any follow-up support provided to the Agency after delivery of scoped modules, manuals and training (not including any fixes related to 'bugs') will be charged based on time and materials in a separate contract.

Mr. LaRue Griffin
Tahoe-Truckee Sanitation Agency
February 1, 2019
Page 10



Please feel free to contact me at (510) 427-0015 if you would like to discuss anything in more detail. I look forward to working together on streamlining your data management needs.

Very truly yours,

THE AIMS TEAM, LLC.

A handwritten signature in black ink, appearing to read "Jeroen Preiss", is written over a light blue horizontal line.

Jeroen Preiss
Project Manager

Customer: Tahoe-Truckee Sanitation Agency
 Project: AIMS Implementation, Phase 1
 Proposal Date: February 1, 2019

January 1, 2019 Rates	Primary Consultant Jeroen Preiss				Sub-consultant # 1 Terry Markou				Sub-consultant # 2 Krishna Raichura				Total Subs	Sub-Markup	Total Fee
Staff:	# Hours	Labor Fee	ODCs	Total Prime Jeroen Preiss	# Hours	Labor Fee	ODCs	Total Sub Terry Markou	# Hours	Labor Fee	ODCs	Total Sub Krishna Raichura	Fees	10%	Fees
Hourly Rate:	\$160	Fees			\$130	Fees			\$120	Fees					
Task 1 - Basic AIMS Platform															
1-A: AIMS Basic Set-up (menus, security, documents, banners)	8	\$1,280		\$1,280	24	\$3,120		\$3,120	12	\$1,440		\$1,440	\$4,560	\$456	\$6,296
1-B: Interactive GIS Map	8	\$1,280		\$1,280		\$0		\$0	24	\$2,880		\$2,880	\$2,880	\$288	\$4,448
Task 1 - Subtotal:	16	\$2,560	\$0	\$2,560	24	\$3,120	\$0	\$3,120	36	\$4,320	\$0	\$4,320	\$7,440	\$744	\$10,744
Task 2 - GIS Maps															
2-A: TRI GIS Layers Development	16	\$2,560		\$2,560		\$0		\$0	60	\$7,200		\$7,200	\$7,200	\$720	\$10,480
2-B: TRI Map Layers in AIMS	16	\$2,560		\$2,560		\$0		\$0	24	\$2,880		\$2,880	\$2,880	\$288	\$5,728
Task 2 - Subtotal:	32	\$5,120	\$0	\$5,120	0	\$0	\$0	\$0	84	\$10,080	\$0	\$10,080	\$10,080	\$1,008	\$16,208
Task 3 - Customer Module															
3-A: Parcel and Customer Database Development	16	\$2,560		\$2,560		\$0		\$0	24	\$2,880		\$2,880	\$2,880	\$288	\$5,728
3-B: Parcel and Customer Data in AIMS	24	\$3,840		\$3,840	16	\$2,080		\$2,080	16	\$1,920		\$1,920	\$4,000	\$400	\$8,240
Task 3 - Subtotal:	40	\$6,400	\$0	\$6,400	16	\$2,080	\$0	\$2,080	40	\$4,800	\$0	\$4,800	\$6,880	\$688	\$13,968
Task 4 - Document Linking															
4-A: Direct Document to Asset Links	16	\$2,560		\$2,560		\$0		\$0	50	\$6,000		\$6,000	\$6,000	\$600	\$9,160
4-B: Record Drawing Library	16	\$2,560		\$2,560		\$0		\$0	50	\$6,000		\$6,000	\$6,000	\$600	\$9,160
4-C: Digital Scan Data	24	\$3,840		\$3,840	16	\$2,080		\$2,080	4	\$480		\$480	\$2,560	\$256	\$6,656
Task 4 - Subtotal:	56	\$8,960	\$0	\$8,960	16	\$2,080	\$0	\$2,080	104	\$12,480	\$0	\$12,480	\$14,560	\$1,456	\$24,976
Task 5 - Lucity Implementation Assistance															
5-A: As Needed Support	16	\$2,560		\$2,560		\$0		\$0		\$0		\$0	\$0	\$0	\$2,560
Task 5 - Subtotal:	16	\$2,560	\$0	\$2,560	0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$2,560
Task 6 - Deployment and Training															
6-A: Deployment	24	\$3,840		\$3,840	16	\$2,080		\$2,080		\$0		\$0	\$2,080	\$208	\$6,128
6-B: Manual & Training	8	\$1,280	\$750	\$2,030		\$0		\$0	16	\$1,920	\$750	\$2,670	\$2,670	\$267	\$4,967
Task 6 - Subtotal:	32	\$5,120	\$750	\$5,870	16	\$2,080	\$0	\$2,080	16	\$1,920	\$750	\$2,670	\$4,750	\$475	\$11,095
Task 7 - Project Management															
7-A: Administrative Tasks	8	\$1,280		\$1,280	4	\$520		\$520	4	\$480		\$480	\$1,000	\$100	\$2,380
7-B: Progress Meeting	8	\$1,280	\$750	\$2,030		\$0		\$0	8	\$960	\$750	\$1,710	\$1,710	\$171	\$3,911
7-C: Quality Control	8	\$1,280		\$1,280		\$0		\$0		\$0		\$0	\$0	\$0	\$1,280
Task 7 - Subtotal:	24	\$3,840	\$750	\$4,590	4	\$520	\$0	\$520	12	\$1,440	\$750	\$2,190	\$2,710	\$271	\$7,571
Total:	216	\$34,560	\$1,500	\$36,060	76	\$9,880	\$0	\$9,880	292	\$35,040	\$1,500	\$36,540	\$46,420	\$4,642	\$87,122

Schedule of Charges as of January 1, 2019

- Labor rate for Jeroen Preiss will be \$160/hour.
- Labor rate for sub-consultant Terry Markou will be \$130/hour.
- Labor rate for sub-consultant Krishna Raichura will be \$120/hour.
- Reimbursement for subconsultants will be at cost plus ten percent.
- Reimbursement for direct expenses incurred in connection with the work will be at cost:
 - Travel expenses including airfare, lodging and meals.
 - Mailing cost for deliverables.
 - Reproduction, printing and plotting costs for draft and final deliverables.



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: IV-7
Subject: Discussion of video recording and web hosting Board of Directors meetings

Background

In an effort to increase public transparency, the Agency has provided increased information on its website (www.ttsa.net) to include board packets, minutes, annual budgets, financial audits, ordinances, etc. The Agency currently maintains audio recordings of the Board of Directors meetings and could increase public transparency by providing video recordings of the Board of Directors meetings.

The Agency currently maintains a video camera that can record the Board of Directors meetings and has the ability to post the recordings to its website. The following are general analytics for website traffic between January 17, 2019 and February 6, 2019:

- Website Visitors = 1,446
 - New Visitors = 1,254 (86.7%)
 - Returning Visitors = 192 (13.3%)

- Website Page Visited
 - Total Pages Visited = 4,147
 - Top Pages Visited
 - Home page = 1,371 (33.1%)
 - On-line Bill Pay = 1,141 (27.5%)
 - Bill Pay = 866 (20.9%)
 - Job Openings = 161 (3.9%)
 - Board Related Pages Visited
 - Board Agenda = 38 (0.9%)
 - Board Minutes = 25 (0.6%)
 - Board Packets = 19 (0.5%)

Fiscal Impact

The fiscal impact for recording and hosting the Board of Directors meetings is minimal and would require an hour or two of a staff member's time per meeting.

Attachments

None.

Recommendation

Management recommends video recordings of the Board of Directors meetings be performed and published to the Agency website for increased public transparency.

Review Tracking

Submitted By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Item: IV-8
Subject: Discussion of the sewer service charge billing and invoice process

Background

There have been past and current discussions on how the Agency could be more efficient in its sewer service charge billing and invoicing process. Currently, the Agency processes its sewer service charges twice a year (January & July) through staff efforts and third-party contracted services. After staff discussion and input, an analysis was performed to compare the fiscal impacts of maintaining the current billing and invoice process against submitting the charges to county tax rolls for collection. The latter option would be similar to the Agency process for collection of delinquent accounts.

After evaluation, it was estimated that the Agency could potentially save approximately \$194,000 annually by submitting the sewer service charges to county tax rolls for invoice and payment processing. Attached are spreadsheets identifying the breakdown of estimated staff hours and other costs for the current Agency and county tax roll processing scenarios.

Although, the fiscal impact is a critical component for consideration, the pros and cons for county tax roll processing were also considered:

- *Pros of County Tax Roll Processing*
 - Improve efficiency by reducing staff efforts and streamline processes.
 - Reduced third-party vendors costs.
 - Minimal additional staff training as the process is similar to the existing delinquency county tax roll process.
 - Potentially reduce instances of appeal.
 - Eliminate delinquency collection process.

- *Cons of County Tax Roll Processing*
 - Reduces flexibility to amend invoicing as needed.
 - Will impact current owner/tenant billing agreements.

Fiscal Impact

Estimated cost savings of approximately \$194,000.

Attachments

Cost summaries for T-TSA and county sewer service charge invoice and billing processing.

Recommendation

Management and staff recommends the sewer service charge billing and invoice process be performed by corresponding county tax rolls.

Review Tracking

Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

T-TSA Cost Summary for Sewer Service Charge Invoice & Payment Processing

Customer Service Supervisor			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	4	20	86.7
Feb	3	15	65.0
Mar	4	20	86.7
Apr	1	5	21.7
May	1	5	21.7
Jun	2	10	43.3
Jul	4	20	86.7
Aug	3	15	65.0
Sep	4	20	86.7
Oct	1	5	21.7
Nov	1	5	21.7
Dec	2	10	43.3
Total Hours			650.0

Field Inspector			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	6	30	130.0
Feb	5	25	108.3
Mar	5	25	108.3
Apr	2	10	43.3
May	2	10	43.3
Jun	2	10	43.3
Jul	6	30	130.0
Aug	5	25	108.3
Sep	5	25	108.3
Oct	2	10	43.3
Nov	2	10	43.3
Dec	2	10	43.3
Total Hours			953.3

Buyer			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	6	30	130.0
Feb	4	20	86.7
Mar	4	20	86.7
Apr	2	10	43.3
May	2	10	43.3
Jun	2	10	43.3
Jul	6	30	130.0
Aug	4	20	86.7
Sep	4	20	86.7
Oct	2	10	43.3
Nov	2	10	43.3
Dec	2	10	43.3
Total Hours			866.6

Accounting Supervisor			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	6	30	130.0
Feb	4	20	86.7
Mar	3	15	65.0
Apr	1	5	21.7
May	1	5	21.7
Jun	2	10	43.3
Jul	6	30	130.0
Aug	4	20	86.7
Sep	3	15	65.0
Oct	1	5	21.7
Nov	1	5	21.7
Dec	2	10	43.3
Total Hours			736.6

Accountant II			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	6	30	130.0
Feb	4	20	86.7
Mar	3	15	65.0
Apr	1	5	21.7
May	1	5	21.7
Jun	2	10	43.3
Jul	6	30	130.0
Aug	4	20	86.7
Sep	3	15	65.0
Oct	1	5	21.7
Nov	1	5	21.7
Dec	2	10	43.3
Total Hours			736.6

Admin. Assistant			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	6	30	130.0
Feb	5	25	108.3
Mar	4	20	86.7
Apr	3	15	65.0
May	2	10	43.3
Jun	2	10	43.3
Jul	6	30	130.0
Aug	5	25	108.3
Sep	4	20	86.7
Oct	3	15	65.0
Nov	2	10	43.3
Dec	2	10	43.3
Total Hours			953.3

Annual Hard Costs	
Description	\$/Year
Elock-box	6,890
Paymentus	35,260
Infosend	35,940
Nevada County	512
Placer County	1,575
El Dorado County	190
Total	80,367

Annual Labor Costs ¹		
Description	Total Hours	Annual Labor Cost (\$)
Customer Serv. Super.	650.0	33,147
Field Inspector	953.3	39,084
Buyer	866.6	31,198
Accounting Supervisor	736.6	37,567
Accountant II	736.6	30,201
Admin. Assistant	953.3	26,691
Total		197,888

Notes

1. Annual Labor Cost based on median salary

Total Current Costs	
Annual Hard Costs	80,367
Annual Labor Costs 1	197,888
Total Current Costs	278,255

Potential County Cost Summary for Sewer Service Charge Invoice & Payment Processing

Customer Service Supervisor			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	2	10	43.3
Feb		0	0.0
Mar		0	0.0
Apr	2	10	43.3
May	4	20	86.7
Jun	4	20	86.7
Jul	2	10	43.3
Aug		0	0.0
Sep		0	0.0
Oct		0	0.0
Nov		0	0.0
Dec		0	0.0
Total Hours			303.3

Field Inspector			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan		0	0.0
Feb		0	0.0
Mar		0	0.0
Apr		0	0.0
May		0	0.0
Jun		0	0.0
Jul		0	0.0
Aug		0	0.0
Sep		0	0.0
Oct		0	0.0
Nov		0	0.0
Dec		0	0.0
Total Hours			0.0

Buyer			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan		0	0.0
Feb		0	0.0
Mar		0	0.0
Apr		0	0.0
May		0	0.0
Jun		0	0.0
Jul		0	0.0
Aug		0	0.0
Sep		0	0.0
Oct		0	0.0
Nov		0	0.0
Dec		0	0.0
Total Hours			0.0

Accounting Supervisor			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	2	10	43.3
Feb		0	0.0
Mar		0	0.0
Apr		0	0.0
May	1	5	21.7
Jun	1	5	21.7
Jul	2	10	43.3
Aug	1	5	21.7
Sep		0	0.0
Oct		0	0.0
Nov		0	0.0
Dec		0	0.0
Total Hours			151.7

Accountant II			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan	2	10	43.3
Feb		0	0.0
Mar		0	0.0
Apr		0	0.0
May	1	5	21.7
Jun	1	5	21.7
Jul	2	10	43.3
Aug	1	5	21.7
Sep		0	0.0
Oct		0	0.0
Nov		0	0.0
Dec		0	0.0
Total Hours			151.7

Admin. Assistant			
Month	Hours per day	Hours per week (5 days)	Hours per month (4.33 wks./mo.)
Jan		0	0.0
Feb		0	0.0
Mar		0	0.0
Apr		0	0.0
May		0	0.0
Jun		0	0.0
Jul		0	0.0
Aug		0	0.0
Sep		0	0.0
Oct		0	0.0
Nov		0	0.0
Dec		0	0.0
Total Hours			0.0

Annual Hard Costs	
Description	\$/Year
Nevada County *	5,843
Placer County **	47,105
El Dorado County ***	1,491
Total	54,439

Notes

* Based on teetered rate of \$0.50/parcel

** 1% total value to tax roll (Ex. Northstar)

*** Based on \$0.7314/parcel

Annual Labor Costs ¹		
Description	Total Hours	Annual Labor Cost (\$)
Customer Serv. Super.	303.3	15,469
Field Inspector	0.0	0
Buyer	0.0	0
Accounting Supervisor	151.7	7,734
Accountant II	151.7	6,218
Admin. Assistant	0.0	0
Total		29,421

Notes

1. Annual Labor Cost based on median salary

Total County Processing Costs	
Annual Hard Costs	54,439
Annual Labor Costs 1	29,421
Total	83,860

Comparison of Processing Options	
T-TSA	278,255
County	83,860
Total Cost Savings	194,395



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-1
Subject: Department Reports

Background

Department reports for previous and current month(s).

Fiscal Impact

None.

Attachments

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

Recommendation

No action required.

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY OPERATIONS DEPARTMENT REPORT

Date: February 13, 2019
To: Board of Directors
From: Michael Peak, Operations Manager
Subject: Operations Report

All plant waste discharge requirements were met for the month.

Operations Report:

- Plant shutdown to complete building 27 electrical improvements project.
- Digester process changed to improve upon overall efficiencies.
- Overall, the plant performed well through the month and MLK holiday weekend.

Laboratory Report:

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

Plant Data:

Influent Flow Description	MG
Monthly average daily ⁽¹⁾	4.09
Monthly maximum instantaneous ⁽¹⁾	8.58
Maximum 7- day average	5.44

Effluent Limitation Description ⁽²⁾	WDR Monthly Average		WDR Daily Maximum	
	<i>Recorded</i>	<i>Limit</i>	<i>Recorded</i>	<i>Limit</i>
Suspended Solids (mg/l)	1.8	10.0	2.6	20.0
Turbidity (NTU)	NA	NA	7.0	10.0
Total Phosphorus (mg/l)	0.40	0.80	0.66	1.50
Chemical Oxygen Demand (mg/l)	36.0	45.0	42.0	60.0

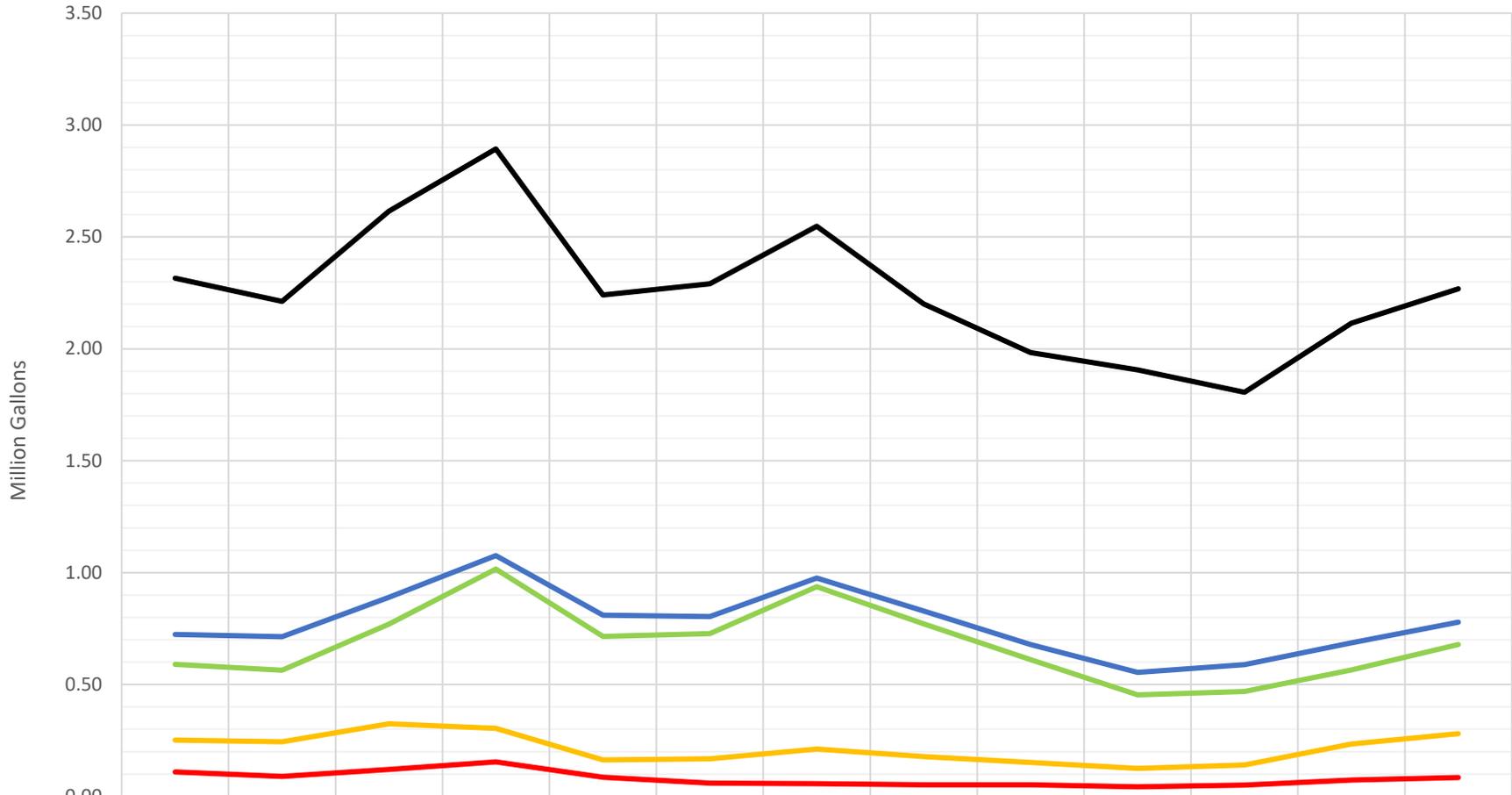
Notes: 1. Flows are depicted in the attached graph.
2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data

Review Tracking:

Submitted By: 
Michael Peak
Operations Manager

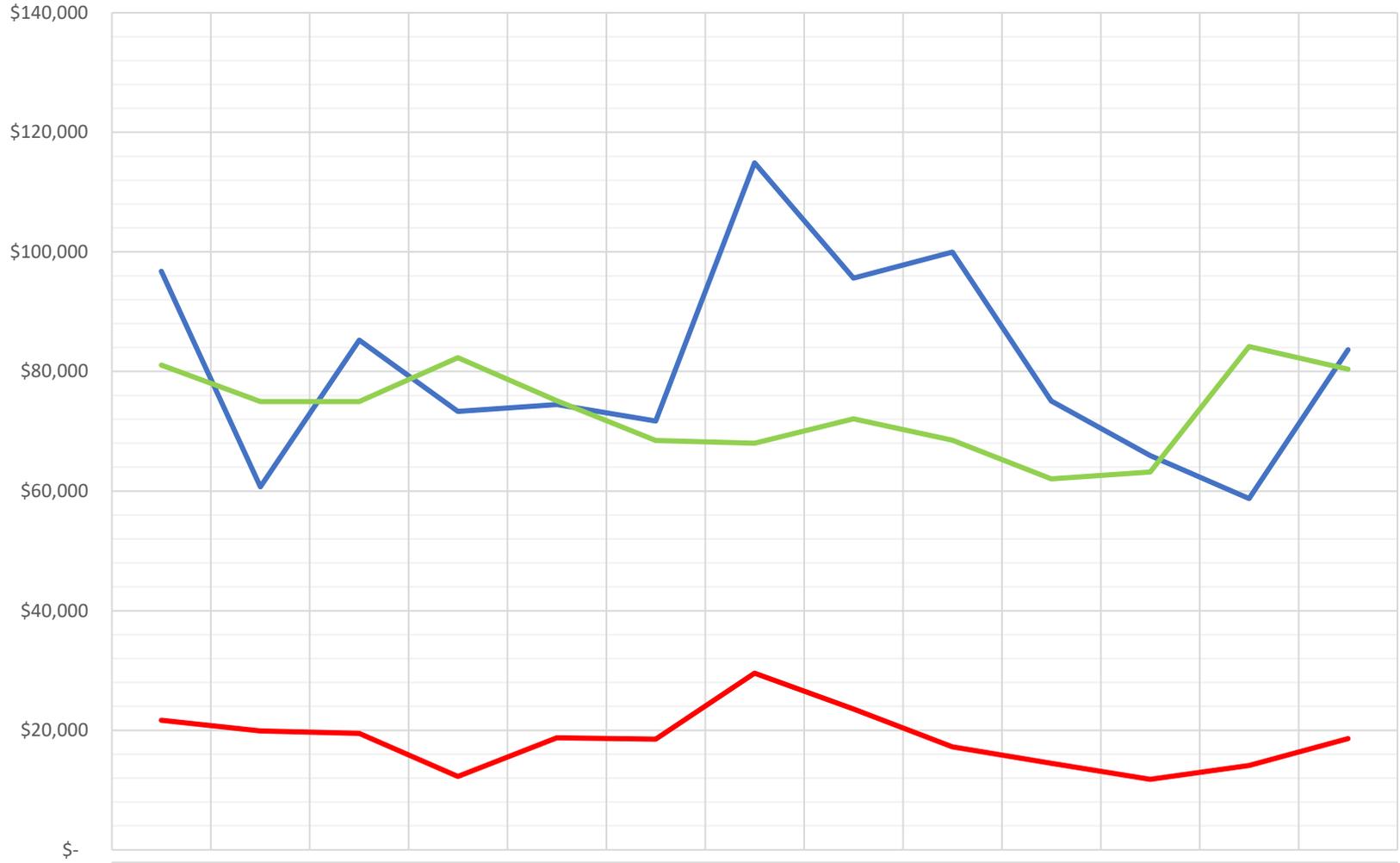
Approved By: 
LaRue Griffin
General Manager

Monthly Average Daily Flow (Districts)



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
— NTPUD	0.72	0.71	0.89	1.08	0.81	0.80	0.98	0.83	0.68	0.55	0.59	0.69	0.78
— TCPUD	0.59	0.56	0.77	1.02	0.72	0.73	0.94	0.77	0.61	0.45	0.47	0.56	0.68
— ASCWD	0.11	0.09	0.12	0.15	0.09	0.06	0.06	0.05	0.05	0.04	0.05	0.07	0.08
— SVPSD	0.25	0.24	0.32	0.30	0.16	0.17	0.21	0.18	0.15	0.13	0.14	0.23	0.28
— TSD	2.32	2.21	2.62	2.89	2.24	2.29	2.55	2.20	1.98	1.91	1.81	2.11	2.27

Chemical, Power and Sludge Disposal Costs



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
— Chemical	\$96,752	\$60,704	\$85,237	\$73,330	\$74,466	\$71,733	\$114,902	\$95,616	\$99,985	\$75,081	\$65,950	\$58,752	\$83,644
— Power	\$81,095	\$74,980	\$74,980	\$82,300	\$75,117	\$68,486	\$68,012	\$72,081	\$68,530	\$62,041	\$63,203	\$84,179	\$80,374
— Sludge Disposal	\$21,680	\$19,869	\$19,469	\$12,296	\$18,752	\$18,517	\$29,550	\$23,564	\$17,231	\$14,472	\$11,797	\$14,115	\$18,617



TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

Date: February 13, 2019
To: Board of Directors
From: Richard Pallante, Maintenance Manager
Subject: Maintenance Report

- ◆ **Project support:** In the month of January, Maintenance staff provided support for the following projects:
 - Received two TRI USA Dig- Alert request in support of local community projects.
- ◆ **Plant Maintenance activity:** Maintenance staff resources were focused on the following for the month of January:
 - Completed 438 work orders, a 17% reduction from the previous month, categorized as follows:
 - 380 scheduled preventative maintenance work orders, a 3% increase from the previous month.
 - 58 unscheduled work orders, a 63% reduction from the previous month. The following categories represent the unscheduled work completed: 44 corrective, 4 projects, 1 non-scheduled preventative and 9 safety.
 - Snow Removal
- ◆ **Plant Maintenance projects:** Maintenance staff performed tasks on the following ongoing project:
 - Research and purchased a new chlorine detection system for the chlorination building.
 - Completed painting of corridors 6A and 6B. Combined these corridors equaled 2306 linear feet.
 - Utilizing a demonstration site staff began familiarization of the Lucity CMMS software modules.
 - Blower intake differential project. This project is to import real-time run data into SCADA. This will allow monitoring of intake filters to facilitate a reliability centered maintenance approach.

Review Tracking:

Submitted By: _____

Richard Pallante
Maintenance Manager

Approved By: _____

LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

Date: February 13, 2019
To: Board of Directors
From: Jay Parker, Engineering Manager
Subject: Engineering Report

- ◆ **Projects:** In the month of January, Engineering staff continued working on the following projects:
 - 2019 Plant Concrete Repair Project
 - 2019 Roof Repair Project
 - 2019 Headworks Improvements Project
 - Building 27 Main Service Upgrade Project
 - Administration Building Office Remodel Project
 - Digital Scanning of Sewer Lines
 - Multi-use Digester Pump

- ◆ **Project Planning Meetings:** Engineering staff assisted in review of construction documents and/or attended coordination meetings for the following projects:
 - Hotel Avery

Review Tracking:

Submitted By: 
Jay Parker
Engineering Manager

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY IT DEPARTMENT REPORT

Date: February 13, 2019
To: Board of Directors
From: Bob Gray, IT Department Manager
Subject: Information Technology (IT) Report

- T-TSA Plant Information System (PIS)
 - Integration with SIS and SCADA ongoing
 - Development of GIS database integration for equipment
- T-TSA SCADA Information System (SIS)
 - Runtimes being configured for all VFDs, and starters
 - Power Monitoring being programmed for daily totalization upload to PIS and SIS
 - New Schneider Electric switchgear communications being integrated into PIS and SIS
 - Adding Cloud based MODBUS/TCP for data interchange with sister agencies for telemetry panel data
- SCADA HMI Virtual Machine Development and Software Upgrade
 - Virtual Machine (SCADAMAIN10)
 - Current tagname server application loaded and running
 - Development of System Platform on going
- SCADA Developments
 - Digester feed scheduling upgrade and totalization of flow into each of the digesters and logged in PIS for analysis
- CLINO Automation Equipment/Software Upgrade
 - CPU equipment acquired
 - IO count determined and compiling hardware requirements
- Telemetry Sites Upgrade
 - Squaw Valley Complete
 - Alpine Springs Complete
 - Granite Flats Complete
 - Ramparts Complete
 - Dollar Complete
 - Spare Unit Parts being acquired
 - Self-monitoring, healing, and alarm notifications being programmed and tested
 - Communication interruption issue being taken care of on 2 of the stations
- BNR Blower Cabinet Environment Monitoring and Logging
 - Programming of localized PLC and data collector that will monitor the following:
 - Inside ambient cabinet temperature
 - Outside ambient cabinet temperature
 - Pressure differential across blower

- This logged data along with software analysis will provide us with operational efficiency scores along with predictive maintenance data
- Programming server software that will take data from each of the blowers and distribute to SCADA, SIS, and PIS
- Equipment on order and programming of devices have started

Submitted By: 
Robert Gray
IT Department Manger

Approved By: 
LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

ADMINISTRATION DEPARTMENT REPORT

Date: February 13, 2019
To: Board of Directors
From: Roshelle Chavez, Administrative Services Manager
Subject: Administration Report

Accounting

- Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
- Continued coordination with management and consultants Chouinard & Myhre, Inc., regarding the chart of accounts re-structuring for approved 2018/2019 Agency budgets.

Billing/Customer Service

- General assistance with billing customer accounts, adjustments, refunds, reduction agreements and plan review.
- Staff continued parcel file scanning project for a total of 636 files in January.
- Conducted three (3) commercial inspections and one-hundred (100) residential inspections.
- Processed eleven (11) new accounts/connections.
 - 3 Commercial / 8 Single Family

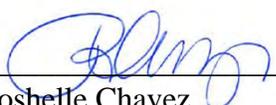
Purchasing

- Coordinated purchase of miscellaneous plant O&M supplies and performed miscellaneous Administrative tasks.
- Coordinated with Engineering, Maintenance, and Operations for purchasing contracts and bids.

General Administration

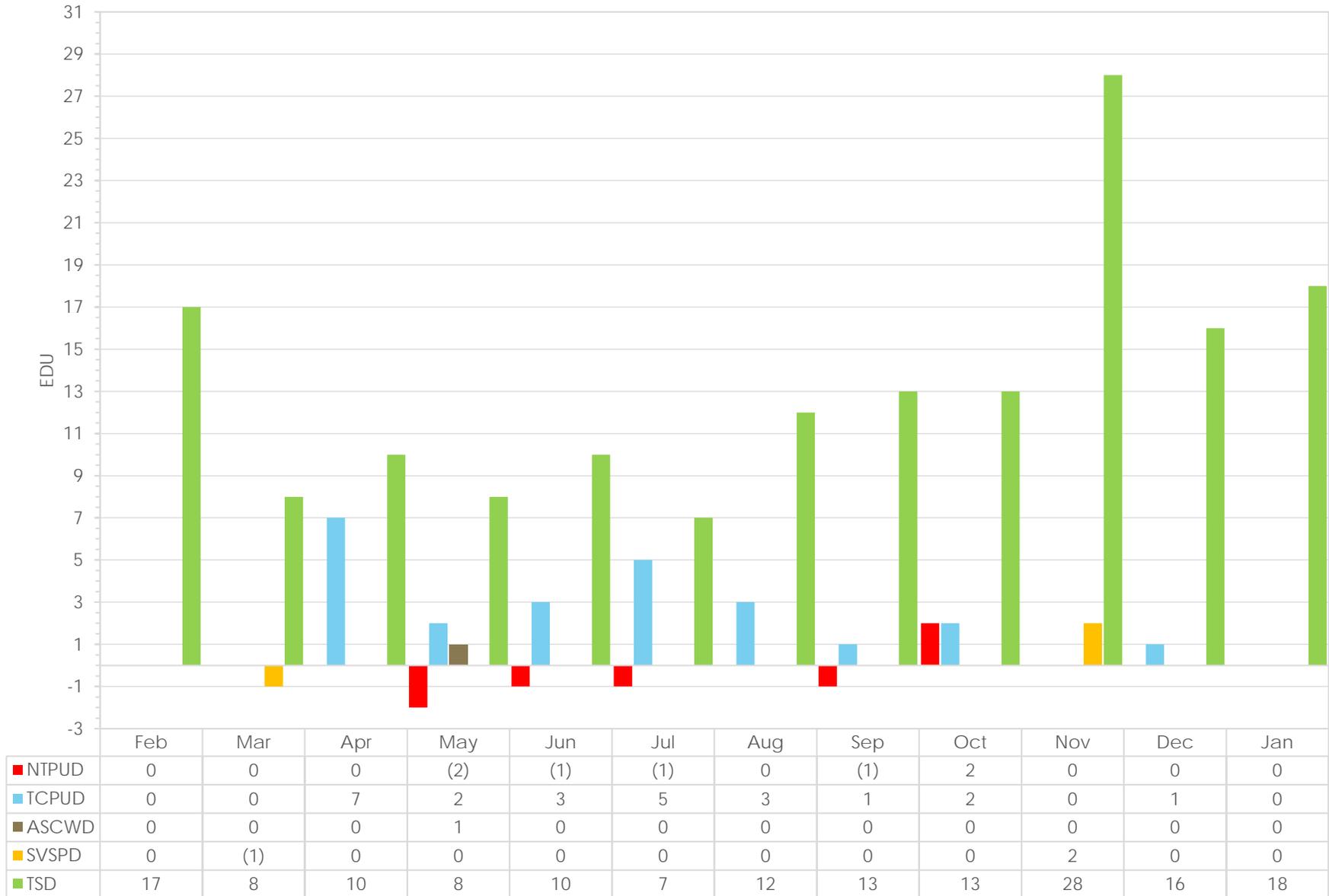
- Coordinated to make initial deposit for Caselle software to begin implementation.
- Began department task reviews within the Administration Department.
- Participated in management discussion and meetings with HDR Engineering, Inc regarding the Sewer Connection Fee Study.
- Participated in management discussion and meetings with AIMS Team, LLC for a modular asset management application.
- Staff coordinated a successful plant shutdown luncheon for all staff and also celebrated January birthdays.
- Performed various Administrative duties to assist GM and Board of Directors.
- Performed miscellaneous public records requests.

Review Tracking

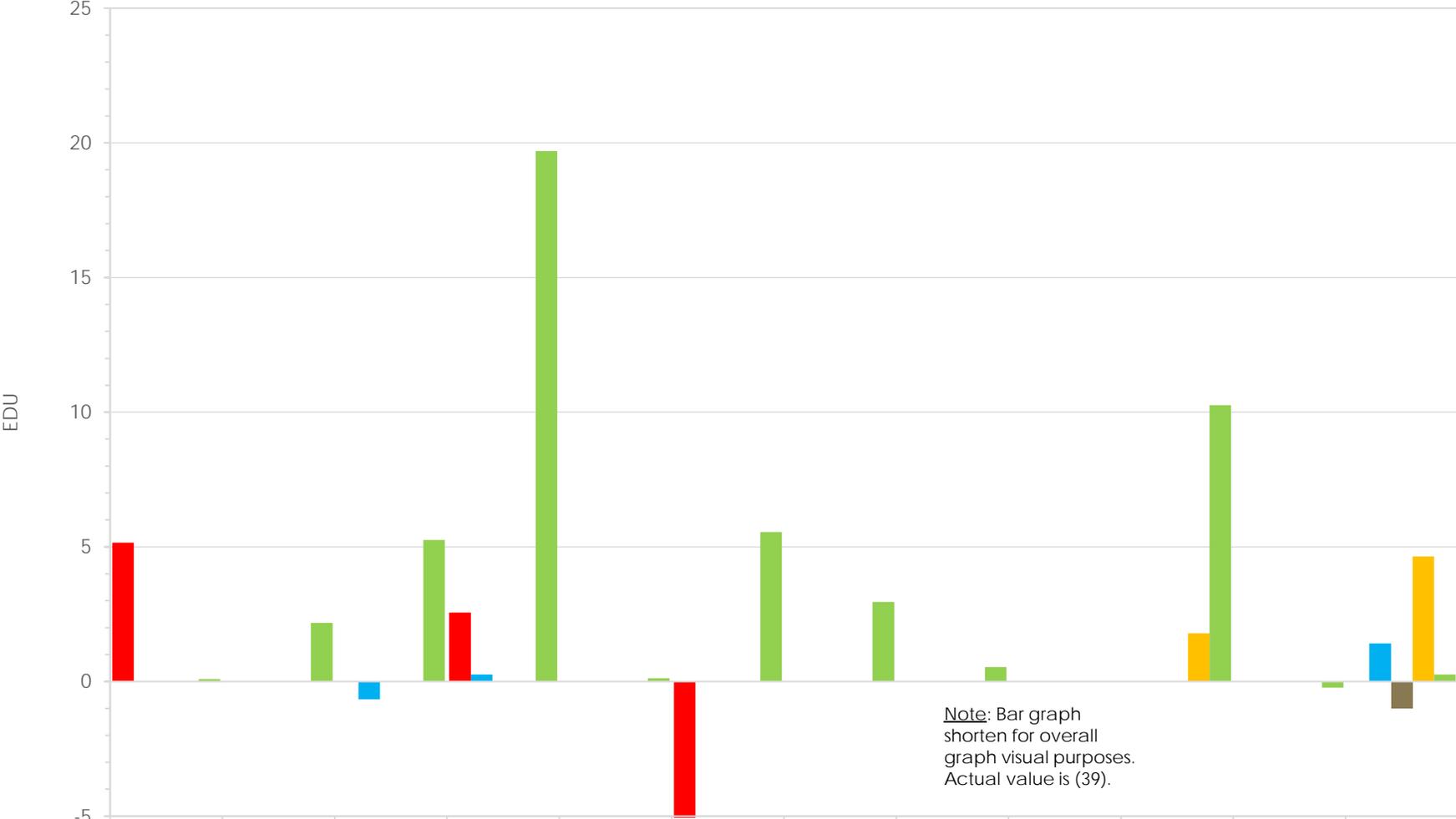
Submitted By: 
Roshelle Chavez
Administrative Services Manager

Approved By: 
LaRue Griffin
General Manager

Residential EDU Summary



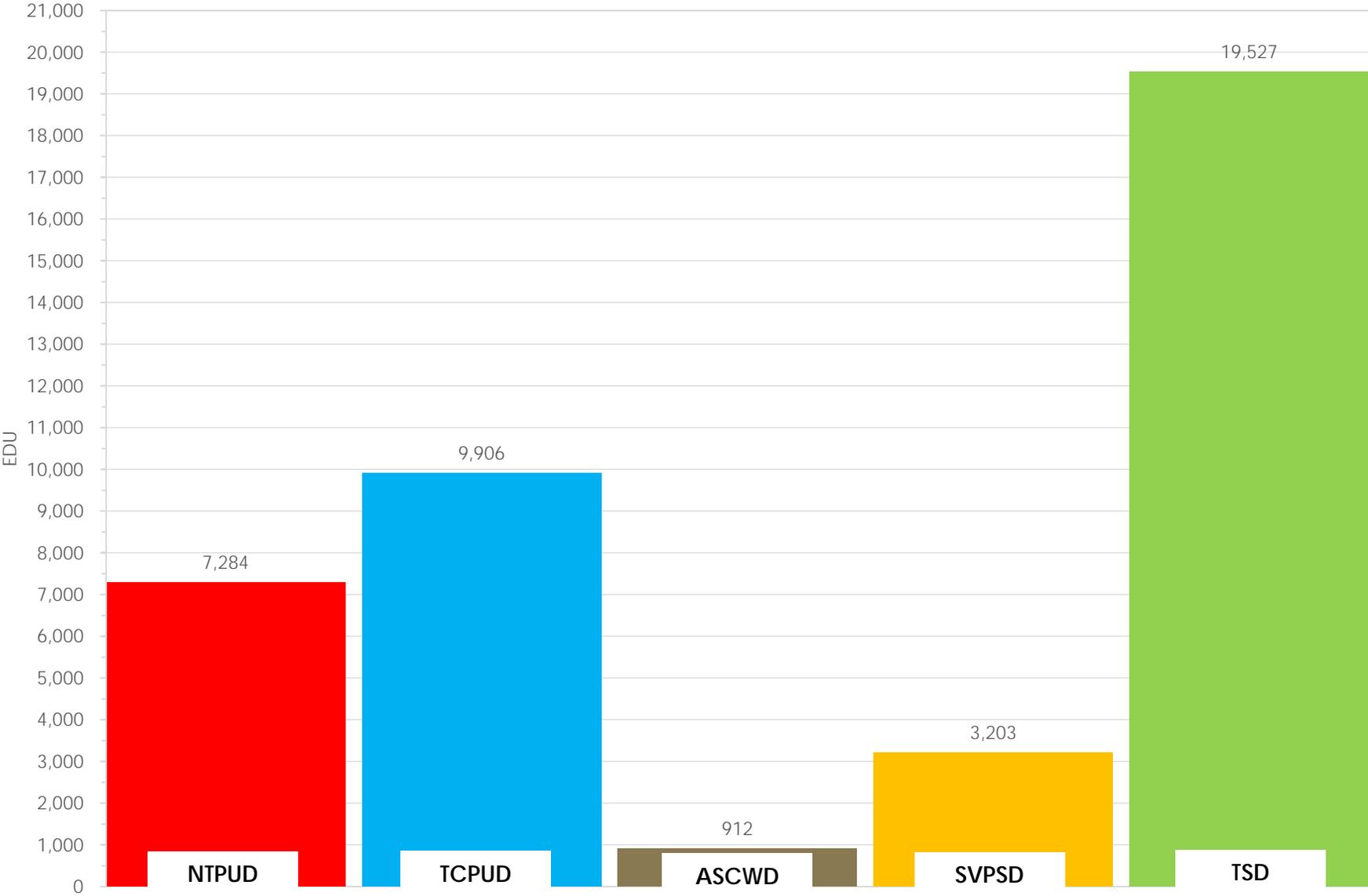
Other EDU Summary



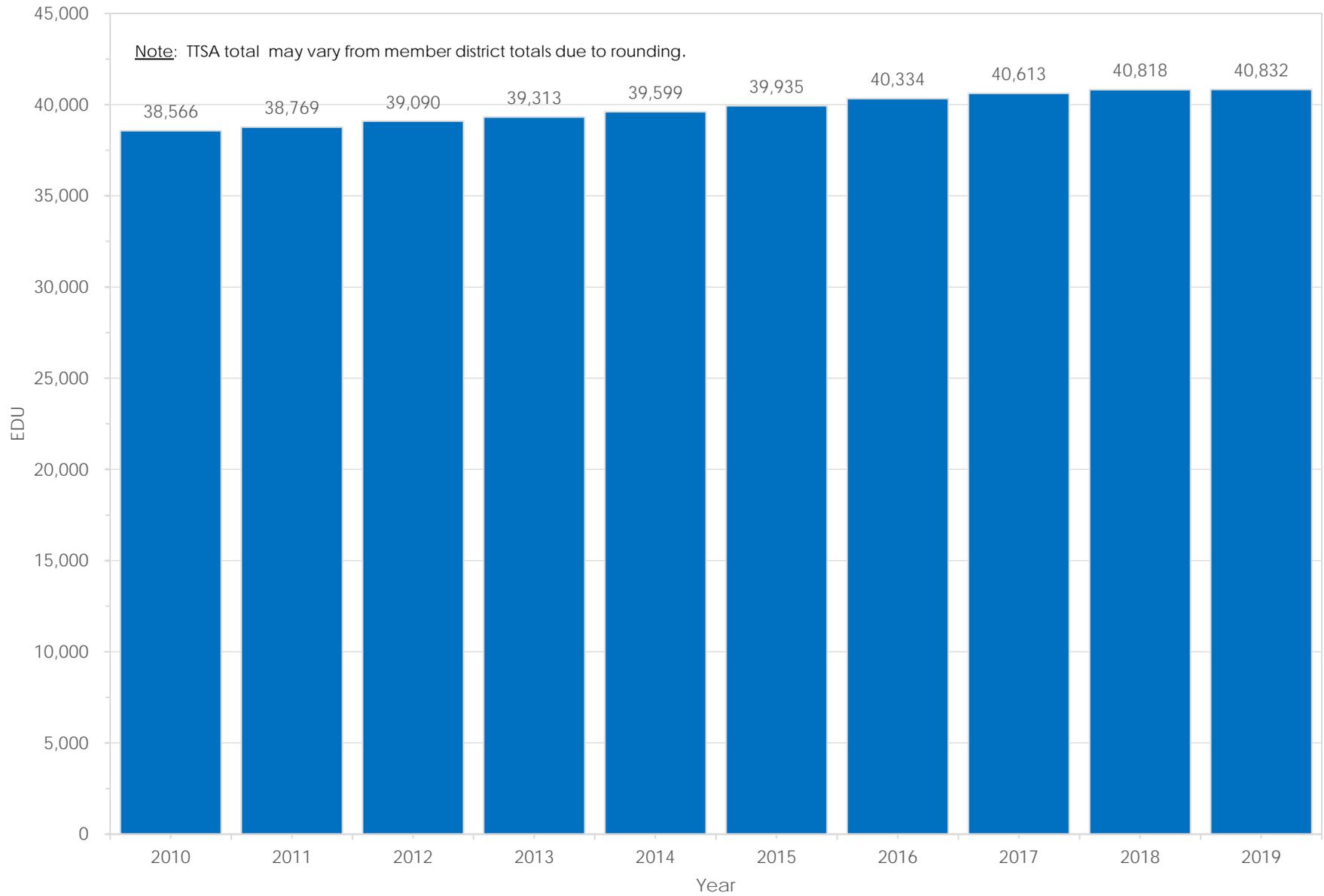
Note: Bar graph shortened for overall graph visual purposes. Actual value is (39).

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
■ NTPUD	5.2	0.0	0.0	2.6	0.0	(39.0)	0.0	0.0	0.0	0.0	0.0	0.0
■ TCPUD	0.0	0.0	(0.7)	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.4
■ ASCWD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	(1.0)
■ SVSPD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	0.0	4.6
■ TSD	0.1	2.2	5.3	19.7	0.1	5.6	2.9	0.5	0.0	10.3	(0.2)	0.3

Current EDU Summary By Member District



Historical TTSA EDU Summary





TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: V-2
Subject: General Manager Report

Continuing Projects/Work

- Management and staff continued revision of the employee handbook.
- Management and staff continued to assist with the Compensation and Classification Study.
- Management and staff continue to investigate the amendment of the WWTP operator shift rotation from 8-hour to 12-hour shifts.

Past Month Projects/Work

- Management attended the monthly member district luncheon.
- Management held a quarterly staff meeting.
- Management and staff investigate options to become more efficient.
- Management and staff negotiated an agreement with Carollo Engineers, Inc. for the Master Sewer Plan.
- Management and staff met with AIMS Team, LLC to discuss GIS and asset management.
- Management discussed the CH2M engineering estimate with Gertrude Holdings, LLC. (Hotel Avery owner).

Review Tracking

Submitted By: _____


LaRue Griffin
General Manager



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VI
Subject: Board of Director Comment

Background

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VII
Subject: Closed Session

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



TAHOE-TRUCKEE SANITATION AGENCY

MEMORANDUM

Date: February 13, 2019
To: Board of Directors
From: LaRue Griffin, General Manager
Item: VIII-1
Subject: Consider adoption of resolution or motion appointing hearing officer for employee termination appeal hearing
