

**MINUTES OF MEETING OF THE
NORTH TAHOE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
North Tahoe Event Center
8318 North Lake Boulevard, Kings Beach, CA 96143
Tuesday, February 9, 2016 at 2:00 P.M.**

CALL TO ORDER/ESTABLISH QUORUM

A Meeting of the North Tahoe Public Utility District Board of Directors was held at the North Tahoe Event Center in Kings Beach, California on Tuesday, February 9, 2016. Present at the meeting were President Bergmann, Ferrell, Daniels, Thompson, and Lewis. The full Board was present, establishing a quorum. President Bergmann called the meeting to order at 2:00 p.m.

OPEN SESSION/PLEDGE OF ALLEGIANCE/REVIEW AGENDA

Staff in attendance included General Manager Whitelaw, Chief Financial Officer Marple, Engineering and Operations Manager Stelter, Interim Park and Facilities Manager Long, Acting Utility Operations Manager Fischer, Technology/Public Information Administrator Emmerich and Executive Assistant/Board Secretary Potts. President Bergmann led the Pledge of Allegiance.

TIMED ITEMS:

2:05 p.m. PUBLIC COMMENT

District resident, Joe Huelle was present to address the Board on numerous items not on the agenda. Joe Huelle stated that he heard about the public private partnership regarding the event center building, and recommended that the Board move forward. He stated that the District should evaluate its recreation program. He stated that the District keeps spending money and that all spending has a fiscal impact and asked that the Board keeps this in mind. He asked them to figure out how they can save money. Mr. Huelle stated that all employees of the District serve the public. He recommended that the animal shelter be used as is, with no spending for improvements. He asked the Board to explain why there are three screens in the meeting room at the base facility. He stated that he wants the board to "use your brains, please". He asked if the recording of meetings is a "beauty contest". He stated that taking minutes of meetings has worked for years and that nothing more is needed. He stated that this also has a fiscal impact. He requested microphones be obtained for the public to use when speaking at the meetings. There being no further public to address the Board on items not on the agenda, Public Comment was closed at 2:12 p.m.

EMPLOYEE ANNIVERSARY AWARDS

Acting Utility Operations Manager Fischer provided information about the following employees accomplishments while serving the District. President Bergmann presented each employee with a service award for their years of service. General Manager Whitelaw and the Board of Directors thanked the employees for their work.

- Toby Robinson – 5 Years
- Catherine Colburn – 10 Years
- Joe Steck – 10 Years
- John Greybeck – 10 Years
- Sebastian Ramirez – 25 Years

Adopt Resolution 2016-03 A Resolution of Appreciation for Community Service by Meera Beser (2:15 P.M. Timed Item)

President Bergmann presented Ms. Beser with Resolution 2016-03, a Resolution of Appreciation for Community Service. He read the resolution into the record, and called for a roll call vote.

MOTION: Director Lewis moved to adopt Resolution 2016-03 in appreciation of Ms. Beser's community service. Upon second by Director Daniels, the motion carried unanimously (5-0) by roll call vote.

The Board thanked Ms. Beser for her exemplary service and IT/Public Information Administrator Emmerich took a photograph to provide with a press release honoring Ms. Beser.

CONSENT CALENDAR: The following consent calendar items were presented for approval. Director Bergmann noted his specific conflicts with accounts paid and payable. Director Lewis pulled Consent Item #3 from the calendar for discussion.

1. Approve Accounts Paid and Payable for the period from January 12, 2016 through February 8, 2016
2. Approve Minutes of the January 12, 2016 Regular Board Meeting, and January 8, 2016 Special Board Meeting
3. Adopt Resolution 2016-04 to Rescind Resolution 99-11 to Authorize the Video Recording of Board of Directors Meetings
4. Authorize General Manager to Execute Commitment Letter for LiDAR Survey
5. Appoint Alternate Recreation and Parks Commissioner Mourelatos as Regular Member

MOTION: Director Lewis moved to approve the consent calendar items #1, #2, #4, and #5, noting Director Bergmann's conflicts with accounts paid and payable. Upon second by Director Ferrell, the consent calendar (except Item #3) was approved (5-0) by roll call vote.

Director Lewis inquired about the resolution and change to authorizing video recording of Board meetings. He stated that he did not feel the video recording of meetings was necessary and expressed concern about the time it will take staff to do so. Director Thompson stated that he believes it will be a valuable resource for interested community members.

MOTION: Director Thompson moved adopt Resolution 2016-04 to rescind Resolution 99-1, in order to authorize the video recording of Board of Directors meetings. Upon second by Director Daniels, the motion carried (4-1) by roll call vote with Director Lewis voting no.

MANAGEMENT TEAM INFORMATIONAL UPDATES

General Manager/CEO Report

General Manager Whitelaw provided highlights of his report and noted that although he would like to keep the contract for the lobbyist working with local Districts active through June 30th, he has not seen a great deal of value being provided. He recommends re-evaluating participation in the group during the budget process for Fiscal Year 2016-2017. Director Thompson inquired about the District's lobbyist, Doug Houston. General

Manager Whitelaw stated that Mr. Houston will be attending an upcoming meeting to provide information about the Park Bond Act and the new Water Bond Act. If approved, both will provide potential funding for the District. He introduced the draft Request for Proposals for a Recreation and Parks Needs Assessment and requested input from the Board. General Manager Whitelaw noted that the Recreation and Parks Commission is interested in participating in the process which will assist in an update to the Recreation and Parks Master Plan. General Manager Whitelaw advised that he has hired a part time consultant to assist Technology and Public Information Administrator Emmerich with increased public outreach. He advised that the District is seeking professional services for the park improvement projects, noting that the professional services agreement will be grant funded. General Manager Whitelaw introduced the public process for introducing the Laulima proposal regarding the Event Center including three upcoming meetings. Laulima's first public meeting will be held at the Event Center on February 18th. The Board directed the outreach to include their initial participation at the Recreation and Parks Commission meeting on February 25th with a follow-up discussion at the regular Board meeting in March.

Technology and Public Information Administrator Report

Technology and Public Information Administrator Emmerich advised that the telephone service is being fixed at the new building, and that the automatic switch to analog was confirmed as working. The District's Uninterruptible Power Supply (UPS) was tested earlier in the month when a power outage was necessary in order to install additional electrical in the building. She thanked the board for their support of assistance for increased public outreach, discussed the expansion of rebates on toilets to include washing machines, kitchen and bathroom fixtures, and dishwashers.

Accounting Department Report for December 2015

a. Monthly Financial Statement

b. Treasurer's Report

Chief Financial Officer Marple provided the monthly financial statement for the six months ending December 31st. President Bergmann who serves on the Finance Committee noted that the District is under budget overall. Chief Financial Officer Marple stated that reserves remain within the minimum and maximum parameters established by Board policy.

Park and Facilities Department Report

Interim Park and Facilities (P&F) Manager Long reported that parking revenue at the Regional Park was \$17,580 during the months of December and January. She stated that she is excited about the upcoming park improvements and noted that completion of the Park and Wayfinding Signs and will be initial jobs of the new Administrative Manager. She updated the Board on improvements completed at the Placer County Animal Shelter for use by the Park and Facilities Department, stating that the building will meet the needs of the department over the next several years for very little cost. She thanked the Board for the opportunity to come back on an interim basis to work with the District and advised that this will be her last month. President Bergmann thanked Ms. Long on behalf of the Board for her assistance during this transition.

Recreation and Parks Commission Report

Recreation and Parks Commissioner Kristin Pepin provided a report of recent activities of the Commission. She thanked the Board for moving ahead with video taping the

meetings. She advised of the Commission's desire to be present with the Board at their upcoming meeting with Laulima regarding the Event Center. Ms. Pepin noted the Commission's interest in moving ahead with the needs assessment survey and their concern with finding long term funding. Director Daniels of the Board's Recreation and Parks Committee noted that she is looking forward to the Commission's assistance in moving forward with public education about needs of the department and a possible increase in recreation funding through Measure C (Community Facilities District).

Planning and Engineering Department Report

Engineering and Operations Manager (EOM) Stelter updated the Board regarding recent projects including the District's participation in the gateway to the Kings Beach commercial core which requires an agreement similar to the previous Kings Beach Commercial Core Improvement Projects. He discussed the LiDAR mapping project and the partnership in place with the Truckee Donner and Tahoe City Public Utility Districts for the project. He advised that Contracts and Planning Coordinator Gibbons is revising the plan review process to ensure prompt customer service. General Manager Whitelaw noted that part of the review process will incorporate assistance from the Customer Service Team in performing some plan reviews after training from Contracts and Planning Coordinator Gibbons.

Utility Operations Department Report

Acting Utility Operations Manager Fischer thanked General Manager Whitelaw and Engineering and Operations Manager Stelter for the opportunity to serve in the capacity of Acting Utility Operations Manager. He advised that he prepared a report with a new format which was first presented to the Development and Planning Committee for their input. The new format summarizes the important information which they would like to see while eliminating the data which they felt they did not need to review monthly. He addressed issues faced by Operations including a frozen main on Mashie, a Category 3 Sewer Overflow on Larden due to a blocked manhole created by a Placer County road improvement project, and an intake pump at National which failed. He noted that the plan is to purchase a new replacement pump, and to repair the old pump if possible so that it can be kept as a backup. He stated that root infestation in the grid is proving to be an issue throughout the Kings Beach grid due to drought conditions and not being able to use chemicals in the line, and advised that he is looking for alternative treatments which will be acceptable to Tahoe Truckee Sanitation Agency. Acting Utility Operations Manager Fischer noted that Catherine Colburn had been promoted to Utility Operations Coordinator and is a great asset to the department.

Tahoe Truckee Sanitation Agency (T-TSA) Report

The District's T-TSA Representative, Director Lewis discussed the recent tour of T-TSA, and advised of progress being made with the Negative Declaration for the work being planned for the Truckee River Interceptor (TRI) between manholes 81-83.

OLD BUSINESS

Authorize Budget Adjustments for Board Action taken on January 12, 2016 to Provide Recreation and Parks Department Funding

Chief Financial Officer Marple presented the action taken on January 12, 2016 and requested confirmation of the direction and authorization for budget adjustments which will take place upon the close of Fiscal Year 2015-2016. The funding options presented

were discussed and include the following parameters with actual fiscal effect to be determined at Fiscal Year 2015-2016 year end:

- Forgiveness of \$200,000 debt as consideration of the recreation department funding of the North Tahoe Event Center deficit for many years
- Provide 95% funding from the Administrative budget for the year end deficit at the North Tahoe Event Center
- Park and Recreation Manager position will be succeeded by the Administrative Manager with allocation based on actual duties as noted on timesheet with 70% of duties anticipated to be administrative in nature
- Transfer balance of budget allocated to the Park Maintenance Building to reserves after utilization of a minimal amount of funds to provide basic improvements of the Placer County Animal Shelter building for use by the Parks Department
- Sewer is to fund a portion of the Regional Park for the Operations staging area and materials storage
- Tahoe Vista Recreation Area maintenance costs for year end

MOTION: Director Lewis moved to authorize budget adjustments in support of Board action taken on January 12, 2016 to provide Recreation and Parks Funding as presented with changes made as directed and incorporated above. Upon second by Director Daniels, the motion carried unanimously (5-0).

Authorize General Manager to Execute the North Shore Export Line and Truckee River Interceptor Relocation Agreement for the Truckee River Bridge Project with Tahoe City PUD, Tahoe-Truckee Sanitation Agency, and Central Federal Lands
General Manager Whitelaw advised that the agreement presented will govern how the construction is performed, and Engineering and Operations Manager Stelter stated that all joint owners of the TRI had worked together on development of the agreement, and noted that the contractor will retain full liability for the project until full completion throughout the construction phase.

MOTION: Director Lewis moved to authorize General Manager Whitelaw to execute the agreement as presented. Upon second by Director Daniels, the motion carried unanimously (5-0).

NEW BUSINESS

Consider Appeal for Extension of Catastrophic Relief of Sewer and Water Base Monthly Rates for Six Units at 9200 Brockway Springs

Chief Financial Officer Marple presented the request for an extension from homeowners affected by the fire over a year ago. The homeowners are still unable to occupy their units. Mr. Marple stated that the District's Ordinance provides for one year of catastrophic relief which has been given. He also noted that Tahoe Truckee Sanitation Agency provides two years for catastrophic relief and recommended an extension of relief of base monthly rates for water and sewer until the units are legally occupiable. After discussion, the Board concurred to offer an additional six months relief and it was determined that this action would not set precedence for any future situation which would be considered on a case by case basis.

MOTION: Upon motion by Director Lewis and second by Director Ferrell, the Board voted to extend the catastrophic relief of sewer and water base monthly

rates for the six units at 9200 Brockway Springs requesting relief. The motion carried (4-1) with Director Daniels voting no.

Approve Budget Adjustment for Grants and Grant Funded Projects

Chief Financial Officer Marple presented a request for an increase of \$325,000 in its grant revenue budget and corresponding increase in its Capital Improvement Program project budget.

MOTION: Upon motion by Director Lewis and second by Director Daniels, a budget adjustment of \$325,000 for grants and grant funded projects was approved unanimously (5-0).

Award Proposal and Authorize General Manager to Execute Agreement for Purchase or Leasing of Copiers and Copier Support Services

Technology and Public Information Administrator Emmerich advised the Board that proposals had been received, all of which were under the budgeted amount anticipated and requested that General Manager Whitelaw be authorized to execute an agreement with the proposer determined to be the most responsive and responsible after further review of the proposals.

MOTION: Director Lewis moved to authorize the General Manager to execute an agreement for purchase or lease of copiers and copier support services for the District. Upon second by Director Daniels, the motion carried unanimously (5-0).

BOARD OF DIRECTORS COMMENTS

Director Thompson recommended that the District Board be given the opportunity to hear a presentation which was given at the recent California Special District Association conference in Monterey about Board protocol. He recommended that staff find out about the presenter and cost for coming to Tahoe to make his presentation to the full Board. President Bergmann was requested to provide information about the Laulima Development proposal because he had been included with General Manager Whitelaw in a telephone conference with the developer. He noted that David Boquillon came to the District looking for an opportunity to partner with the District in the event center building in association with the Ferrari property which Laulima is purchasing. Mr. Boquillon's business plan includes an event center, but would not if the District were interested in a public private partnership on the event center building. President Bergmann noted that the District had made him aware of the deed restrictions on the property that the building be utilized for park purposes and current uses of the building for community and civic use. He stated that we need to determine what benefits the public could gain from the partnership as the District considers the proposal.

ADJOURNMENT

There being no further business to come before the Board of Directors, President Bergmann adjourned the meeting at 5:45 p.m.

Marianne J. Potts
Administrative Services Liaison