

**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
213 Buenos Aires St., Los Barriles, Baja California, Mexico
Tuesday, January 12, 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, January 12, 2016. Present at the meeting were President Bergmann, Ferrell, Daniels and Thompson. Director Lewis attended by teleconference from Baja California, Mexico. The full Board was present, establishing a quorum.

President Bergmann called the meeting to order at 2:07 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.

Director Thompson led the Pledge of Allegiance.

TIMED ITEMS:

2:07 p.m. PUBLIC COMMENT

No members of the public were present to address the Board on items not on the agenda, and Public Comment was closed.

CONSENT CALENDAR: The following consent calendar items were presented for approval. Director Bergmann noted his specific conflicts with accounts paid and payable. Director Lewis asked for clarification on Consent Item #5, but the item remained on the Consent Calendar after discussion.

1. Approve Accounts Paid and Payable for the period from December 8, 2015 through January 11, 2015
2. Approve Minutes of the November 10, 2015 and December 8, 2015 Regular Board Meetings, December 14, 2015 Adjourned Regular Meeting, and December 8, 2015 Special Board Meeting
3. Authorize Board President Bergmann to Execute Amendment to Employment Agreement with General Manager Whitelaw
4. Authorize General Manager to File Notice of Substantial Completion for the Kings Beach Water Storage Tank Rehabilitation Project (#1510)
5. Amend Snowmobile Concession Agreement to include Parking Fee Collection
6. Adopt Resolution 2016-01 Establishing an Investment Policy for the North Tahoe Public Utility District for 2016

MOTION: Director Lewis moved to approve the Consent Calendar noting Director Bergmann's accounts paid and payable conflicts. Upon second by Director

Daniels, the motion to approve the Consent Calendar carried unanimously (5-0) by roll call vote.

MANAGEMENT TEAM INFORMATIONAL UPDATES

General Manager/CEO Report

General Manager Whitelaw provided his report noting that the Firestone Property transfer was completed and that funds in the amount of \$200,000 for regional park trail head related improvements had been received. He advised that an additional \$125,000 would be awarded to the District for additional improvements in the park to include replacement of the upper restroom and resurfacing of the parking lot surrounding it. He discussed terms of the agreement for the Liberty Energy easement which is being signed. General Manager Whitelaw also announced that Lahontan did not approve the use of herbicides for the Tahoe Keys invasive species management plan, and noted that the Tahoe Water Suppliers Association will continue to monitor the plan as it moves forward. He asked for the Board's input on the continued use of community service workers for District projects and advised of Placer County's policy change which will no longer provide workers compensation coverage for the workers. A consensus of the Board felt that the benefit was worth the risk, and that use of the community service workers should continue. Additionally noted was a postponement in the implementation of regulations related to "Cadillac" health plans until 2020.

Technology and Public Information Administrator Report

Technology and Public Information Administrator Emmerich provided her report and updated the Board on recent public outreach and A-frame signage ordered for the regional park. She is hopeful that the signage will increase revenue for the sled hill and other concessions within the park. Technology and Public Information Administrator Emmerich advised that she is distributing a Request for Proposals for copiers at the District and will bring proposals to the Board in February.

OLD BUSINESS

Report on Consolidation and appointment of two Directors to serve on Ad Hoc Committee with members of Tahoe City Public Utility District

General Manager Whitelaw advised of the discussion which took place between the two Districts. He noted that the meeting included him and Chief Financial Officer Marple, TCPUD General Manager Cindy Gustafson, and TCPUD Chief Financial Officer Ramona Cruz. They discussed the functional differences and latent powers of various types of entities, and had decided to move forward to discuss possibilities and opportunities. Both entities were planning to form an Ad Hoc Committee of two Directors and set up a committee meeting before taking the discussion to the full Boards. Directors Ferrell and Daniels volunteered to serve on the committee, followed by Director Lewis.

MOTION: After a short discussion, Director Thompson nominated Directors Ferrell and Daniels to serve on the Committee with Director Lewis appointed as an alternate if needed. Upon second by Director Daniels, the motion carried (4-0) with Director Lewis not voting due to a temporary telephone disconnection.

MANAGEMENT TEAM INFORMATIONAL UPDATES

Accounting Department Report for November 2015

a. Monthly Financial Statement

b. Treasurer's Report

Chief Financial Officer Marple provided the monthly financial statement for November 2015 and reported that expenses were on track with the budget . A discussion was held on depreciation specific to the Event Center and soccer field in the Regional Park. Interim Park and Facilities Manager Long noted that the two most critical failures which concern her are the Event Center's HVAC system and the roof. No funds have been set aside for the Event Center over the years.

A short break was called at 3:30 p.m. The meeting reconvened at 3:36 p.m.

Park and Facilities Department Report

Interim Park and Facilities (P&F) Manager Long advised that over \$10,000 was collected for parking over the holidays. She noted that fundraising for the dog park fence was progressing with only \$4,000 still needed to fence the larger section of the dog park. A discussion was held regarding use of the Placer County animal shelter building for park maintenance activities. General Manager Whitelaw noted that our site access agreement is for five years, and Directors Thompson and Lewis stated that this is the most cost effective alternative to a park maintenance building available, and recommended moving forward with some minimal improvements to the facility which will allow for use of the building. Director Thompson recommended a structural analysis of the building in order to move ahead with removal of the concrete block underneath a window in order to allow for an increased entryway for larger equipment. Interim P&F Long discussed activities taking place at the North Tahoe Event Center during December, which included the holiday tree lighting, Winter Warmth and Wellness coat and supply distribution, Hospitality Holidays, and the Toys for Tots distribution.

OLD BUSINESS

Adopt Strategic Objectives, Mission and Vision Statement, and Core Values (Timed Item at 4:00 P.M.)

a. Mission Statement – Our purpose – What we do

The mission of the North Tahoe Public Utility District is to be effective environmental stewards through the provision of efficient, safe, and accountable water and sewer service; and to provide, promote and support local and regional recreation and event facilities and activities for residents and visitors that enhance the wellbeing of our community.

b. Vision Statement – What we aspire to be in the future

The vision for the North Tahoe Public Utility District is that we will provide the highest quality water and sewer systems, efficiently and economically managing for future demands, and that we will provide outstanding recreational facilities and services that are responsive to our community, while fostering positive long-term relationships with employees, customers, suppliers and partner agencies.

c. Core Values – The way we do our work

Public and environmental safety - at the highest level

Open Communications - be open to all points of view

Customer Service Excellence - provide exemplary customer service, and meet or exceed our customers' expectations

Transparency and Honesty - be fair, straightforward and factual

Public Trust - be committed to earning this every day

Protecting the Environment - be good stewards of what we have been given

Innovation and Creative Solutions - contribute and be receptive to new ideas

Cooperation - efficiencies come from collaboration and teamwork

Accountability - be responsible, deliberate, accurate and clear

Fiscal Stewardship - exercise careful watch over public funds

d. Strategic Objectives

1.0 Provide Quality Recreation and Event Facilities and Activities

2.0 Maintain Highest Level of Safe, Sustainable Sewer and Water Service

3.0 Provide Exceptional District Governance

4.0 Empower Trained Professional Staff

5.0 Ensure Financial Sustainability

6.0 Maintain Operational Excellence

Consultant and Facilitator Katy Simon read the District's mission statement, vision statement, and core values into the record, reviewed the strategic objectives, and provided recommendations for use of the Strategic Plan for the future. She recommended that the Board of Directors reviews and makes changes to the plan annually or at a frequency (i.e. semi-annually) as recommended by staff.

General Manager Whitelaw and President Bergmann thanked Ms. Simon for her assistance with the development of the Strategic Plan.

MOTION: After discussion, Director Daniels recommended that the District adopts the Strategic Plan as a template which can be amended, allowing for changes in the future. Upon second by Director Lewis, the motion carried unanimously (5-0).

MANAGEMENT TEAM INFORMATIONAL UPDATES

Planning and Engineering Department Report

Engineering and Operations Manager (EOM) Stelter presented his report providing an update on recent projects within the department including the cooperative agreement with Placer County for the gateway to the Kings Beach Commercial Core scheduled for the 2016 construction season. He discussed a grant received by the District which will provide customer rebates for washing machines, dishwashers, sink fixtures, and low-flow toilets. Director Thompson stated that he would like to see the water line placed in Rainbow before paving is done. General Manager Whitelaw responded that prioritization of this project will be agendaized for discussion at a future Development and Planning Committee meeting. EOM Stelter introduced the Acting Utility Operations Manager, Ken Fischer, who took over upon Utility Operations Manager Begin's retirement at the end of December.

Tahoe Truckee Sanitation Agency (T-TSA) Report

The District's T-TSA Representative, Director Lewis provided his report and encouraged all Directors to attend the tour of the T-TSA treatment plant scheduled for the end of January. He discussed recent issues faced by the agency and the work being scheduled for the Truckee River Interceptor (TRI) between manholes 81-83 below

Squaw Valley. He stated that this project scheduled for 2017 will improve the weakest link in the TRI.

Utility Operations Department Report

Acting Utility Operations Manager (UOM) Fischer noted a loss of 2.1 million gallons due to frozen water lines in seven homes during the month of December. He stated that his focus will be on structure, schedule and collaboration within the Operations Department, and is hoping to increase coordination amongst the department's divisions of water, sewer, and technicians.

OLD BUSINESS

Approve Budget Adjustment and Authorize General Manager to Execute Agreement with JCG Technologies for Agenda Management and Recording of Meetings

Technology and Public Information Administrator Emmerich and Board Secretary Potts presented their recommendation for the video-recording of meetings. A budget adjustment was requested in the amount of \$9,000 in order to implement this new projected in the current fiscal year.

MOTION: After discussion, Director Thompson moved to approve a budget adjustment for \$9,000 and authorize General Manager Whitelaw to execute an agreement with JCG Technologies for the recording of the District's Board Meetings. Upon second by Director Daniels, the motion carried unanimously (5-0).

NEW BUSINESS

Adopt Resolution of Appreciation 2016-02 for District Employee Mark Begin for 35 Years of Service

MOTION: Upon motion by Director Daniels and second by Director Ferrell, the Board adopted Resolution 2016-02, a resolution of appreciation for retired District employee, Mark Begin. The motion carried (4-0) with Director Lewis not voting as his telephone connection had been terminated.

CORRESPONDENCE

Correspondence from Tahoe Neighborhood Table Thanking District for Use of Event Center

Correspondence was discussed specific to Meera Beser's contributions to the community. The Board directed staff to prepare a resolution of appreciation for Ms. Beser, to be presented at the next meeting in February, thanking her for her volunteerism in the community.

ADJOURNMENT

There being no further business to come before the Board of Directors, President Bergmann adjourned the meeting at 5:50 p.m.

Marianne J. Potts
Board Secretary