



**NORTH TAHOE PUBLIC UTILITY DISTRICT  
Board of Directors Regular Meeting Agenda  
North Tahoe Event Center  
8318 North Lake Boulevard, Kings Beach, CA**

**Tuesday, September 12, 2023, at 2:00 P.M.**

**Welcome to a meeting of the North Tahoe Public Utility District Board of Directors**

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. With a few exceptions, all meetings are recorded and available online after the meeting has concluded. The meeting is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the North Tahoe Public Utility District office at (530) 546-4212, at least two days prior to the meeting.

In addition, all written public comments received by 1:00 p.m. on September 12, 2023 will be distributed to the District Board Members for their consideration and all written comments will be included in the minutes. Pictures, graphics, or other non-written comments may be included in the minutes at the discretion of the Board of Directors. Written comments may be emailed to [mmoga@ntpud.org](mailto:mmoga@ntpud.org), mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

**TIMED ITEMS ON THIS AGENDA**

*Timed items on this agenda will be heard no earlier than the time listed below:*

**2:00 P.M. Public Comment and Questions**

- A. CALL TO ORDER/OPEN SESSION/PLEDGE OF ALLEGIANCE**
- B. REVIEW AGENDA** - *Agenda Items may be taken off the agenda or taken out of order.*
- C. PUBLIC COMMENT AND QUESTIONS (2:00 P.M.):** *Any person wishing to address the Board of Directors on items on the agenda or matters of interest to the District not listed elsewhere on the agenda may do so at this time. Please limit comments and questions to three (3) minutes since no action can be taken on items presented under Public Comment.*
- D. EMPLOYEE ANNIVERSARY AWARDS:**
  - Ryan Wenz – Customer Service Team Leader – 5 Years of Service
  - Brad Johnson – General Manager – 5 Years of Service
- E. CLOSED SESSION**
  - 1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS** – *Property: North Tahoe Regional Park (APN 112-010-015). Agency Designated Representative: Brad Johnson, General Manager/CEO. Negotiating parties: Headwall Corporation. Under Negotiation: Rent and Terms of Rent.*
- F. OPEN SESSION**

- G. MANAGEMENT TEAM INFORMATIONAL UPDATES:** *Reports are informational only, and no action will be taken.*
1. Tahoe-Truckee Sanitation Agency (T-TSA) Report (Pages 3-5)
  2. Recreation & Parks Commissioner Report (Pages 6-7)
  3. General Manager/CEO Report (Pages 8-10)
  4. Public Information Officer Report (Pages 11-17)
  5. Accounting Department Report for the month ending July 31, 2023 (Pages 18-53)
    - a. Monthly Financial Report
    - b. Treasurer's Report
  6. Recreation, Park, and Facilities Department Report (Pages 54-59)
  7. Planning and Engineering Department Report (Pages 60-70)
  8. Utility Operations Department Report (Pages 71-74)
  9. Legal Report (Pages 75-78)
  10. Board Committee Reports
- H. CONSENT CALENDAR:** *Consent Calendar items are routine items which are approved without discussion or comment. If an item requires discussion, it may be removed from the Consent Calendar prior to action.*
1. Approve Accounts Paid and Payable for the Period from August 8, 2023 –September 11, 2023 (Page 79)
  2. Approve Regular Meeting Minutes of August 8, 2023 (Pages 80-84)
  3. Adopt Resolution 2023-13 to Approve an Amendment to the North Lake Tahoe Public Financing Authority Joint Powers Agreement – Designating Certain Officers of the Authority (Pages 85-100)
  4. Authorize the General Manager to Execute a One Month Contract Extension with Headwall Corporation for the Tahoe Treetop Adventure Park (Pages 101-104)
  5. Approve Updates to the Event Center Manager Job Description and the Event Center Coordinator Job Description and Wage Range (Pages 105-130)
- I. GENERAL BUSINESS**
1. Authorize an Increase in the Construction Contingency Executable by the General Manager for the Satellite Sewer Pump Station Replacement Project (Pages 131-138)
  2. Review, Discuss, and Provide Direction on the District's Proposed Commemorative Seating Program (Pages 139-160)
  3. Authorize the General Manager to Execute a Purchase Order for the Procurement of a Multihog MX 130 Multi-purpose Tractor (Pages 161-178)
  4. Outside Agency Presentation, Schedule of District Business, and Pace of Meetings Discussion (Pages 179-180)
- J. BOARD COMMENTS**
- K. LONG RANGE CALENDAR** (Pages 181-183)
- L. PUBLIC COMMENT AND QUESTIONS:** *See protocol established under Agenda Item C, Public Comment and Questions.*
- M. ADJOURNMENT**



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** G-1

**FROM:** Tahoe-Truckee Sanitation Agency (T-TSA) Representative

**SUBJECT:** T-TSA Regular Board of Directors Meeting Summary for August 16, 2023

**1) The August 16, 2023 Board meeting was held in person:**

- T-TSA Board Meeting Videos available at: <https://vimeo.com/user183648821>

**2) Public Comment (provided during Public Comment or Agenda items).**

- 1) Jay Parker
- 2) Scott Wilson

**3) No Sanitary Sewer Overflows.**

**4) Status Report:**

a) Compliance Report:

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

b) Operations Report:

- Plant performed well through the month.
- Continue to monitor and evaluate Sodium Hypochlorite pilot project for effluent disinfection.
- Water Information Management Solution (WIMS) is currently being utilized by staff.
- Final effluent filter inspections and media replacement.

c) Laboratory Report:

- Staff performed necessary laboratory testing.
- Lab staff in the process of implementing quality systems improvements. Lab assessment completed on May 31<sup>st</sup>, report received, corrective action in process.

d) Capital Projects Report:

- Projects Under Construction: 2021 Chlorine Scrubber Improvements, 2023 Roof Repair Project; Projects in Bid Phase: 2023 Digital Scanning of the Sewer Lines Project; Projects in Development: Boiler Replacement Project, 2022 Filter Influent Condition Assessment Project, 2022 Sodium Hypochlorite Disinfection Full Scale Project, 2022 TRI Alpine Meadows to Olympic Valley Rehabilitation Project, and 2024 Front Parking & Landscaping Improvements Project.

e) Other Items Report:

- The Board Approved:
  - Approval of the minutes of the regular Board meeting on July 19, 2023.
  - Ratification of payment of General Fund warrants.
  - Ratification of approval of Financial Statements.
  - RFP for Compensation and Limited Classification Study.
  - Agreement with Carollo Engineers, Inc. to conduct a Land Use Risk Analysis Study.
  - Waive of First Reading and Introduction of Ordinance No. 3-2023 Repealing Ordinance No. 3-2015.
  - Waive of First Reading and Introduction of Ordinance No. 4-2023 Prohibiting After Hours Use of Agency Property.
  - Resolution No. 12-2023 Investment of Monies in the Local Agency Investment Fund (LAIF).
  - Approval of Agency Debt Management Policy.
  - Ratification of Insufficiency of Claim to Cari McCormick and Delegate Action to Deny the Claim to General Manager.
  - Purchase of Progressive Cavity Pumps.
  - Resolution No. 13-2023 Commending Jason “Jay” Parker for his dedicated service to the Agency.
- Other
  - Discussion and review of Agency Purchasing Policy Resolution.
  - Concept freeze for 2024 Administration Parking & Landscaping Improvements project.


**LINKS:**


[August 16, 2023 Agenda and Packet](#)

[July 19, 2023 Meeting Minutes](#)



**REVIEW TRACKING:**

Submitted By:   
\_\_\_\_\_  
Scott Wilson  
T-TSA Representative

Approved By:   
\_\_\_\_\_  
Bradley A. Johnson, P.E.  
General Manager/CEO



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** G-2

**FROM:** Recreation and Parks Commission

**SUBJECT:** Recreation and Parks Commission Report from August 24, 2023 meeting

- **Rec Connect Activity**

- The Recreation and Parks Commission was welcomed into the Martial Arts Class lead by Luis and Lulu Segoviano. There, we were able to watch many displays of Tang Soo Do. Luis explained how long he has been teaching. He also displayed some of his students with exceptional achievements. It is always amazing to see what kind of recreational opportunities there are within our district.

- **Long Range Calendar**

- Recreation & Parks Commission Report to Board of Directors Schedule
  - The long range calendar was shared with the commission.

- **Approve Minutes from Recreation and Parks Commission Regular Meeting Held on June 22, 2023**

- The minutes were approved by the Commission.

- **Staff Reports**

- Recreation, Parks, and Facilities Department Report
- Public Information and Recreation Outreach Update
- Planning and Engineering Department Report
- Monthly Review of Recreation and Parks Department Financial Statement for Month ending June 30, 2023

- Staff reports were presented to the commission.


- **General Commission/Committee Business**

- Commemoration Seating Program Discussion

- Manager Oberacker explained the newly proposed commemoration seating program.
  - The commission had a long conversation about the time frames of said commemorations.
  - There were many good discussions about possible solutions for other items of commemoration such as a boulders, towers and trees.
- North Lake Tahoe Active Recreation Assessment Discussion
- We reviewed the plans of action for public outreach about the proposed ideas for the proposed community center.
  - Manager Oberacker reviewed the process of each step in the process to inform the community and receive feedback upon the planning process.

**REVIEW TRACKING:**

Submitted By:   
 Sean O'Brien  
 Recreation & Park Commission

Approved By:   
 Bradley A. Johnson, P.E  
 General Manager/CEO



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** G-3

**FROM:** Office of the General Manager

**SUBJECT:** General Manager/CEO Report

Major monthly items of note are included as agenda items or are addressed in the Department Managers' reports in this packet. Additional items are as follows:

- 1) With the recent surge in COVID-19 cases nation-wide, the District continues to monitor the federal, state, and county guidance and directives regarding the impacts of COVID-19. This includes updates from the Centers for Disease Control and Prevention (CDC) and the State of California Department of Public Health (CDPH) on masking requirements. All work practices at the District remain in conformance with CDC, CDPH, and Cal/OSHA requirements. The District did not see any COVID cases among Staff over the last month.
- 2) The District, Tahoe City Public Utility District (TCPUD), and the South Tahoe Public Utility District (STPUD) continue their partnership work on legislative matters:
  - a) At the federal level, the United States Forest Service (USFS) announced a \$2.1M 2023 allocation for the Tahoe water for fire suppression program, with the District's tentative share of that allocation at approximately \$1.7M for the Golden, Rainbow, and Secline Watermain Replacement and Fireflow Enhancement Project. USFS Headquarters has released the grant agreement and USFS Region 5 staff and STPUD are working to execute the agreement. We expect a sub-agreement between STPUD and NTPUD to follow shortly thereafter. USFS has indicated that the grant will allow for project reimbursement of expenses dating to December 2022.
  - b) At the state level, the Partnership continues to monitor legislative activity as it relates to our state priorities. These include:

[SB 470 \(Alvarado-Gill\)](#) is designed to expand the eligibility of an existing DWR grant program to allow water infrastructure projects for fire suppression and signal legislative intent to similarly expand other state-wide grant programs.

[AB 1567 \(Garcia, Wendy Carrillo, Connolly, Friedman, and Papan\)](#) authorizes an election for the issuance of a bond for significant funding in support of statewide climate resiliency efforts. This includes direct funding to the California Tahoe Conservancy to support fuels reduction, Lake Tahoe Environmental Improvement Program (EIP) projects, and other multiple-benefit watershed protection and climate-reliance projects. Importantly, AB 1567 (as it is currently written) specifically provides funding for water delivery system improvements for fire suppression purposes for communities in high fire hazard severity zones or very high fire hazard severity zones.

[SB 867 \(Allen, Becker, Portantino, and Stern\)](#) is the Senate's version of AB 1567. SB 867 is largely similar to AB 1567, but there is some variation in the funding programs and amounts. AB 1567 is generally more favorable to the Partnership's goals.

[AB 1594 \(Garcia\)](#) provides additional flexibility to public agency utilities in the implementation of the new Air Resources Board Advanced Clean Fleets rules as it relates to the replacement of specialty equipment utilized by public agency utilities in the delivery of electric, water, and wastewater services.

Both bond bills (AB 1567 and SB 867) are currently stalled in the legislature pending ongoing negotiations relative to state-wide bond priorities with the Governor's office. The other two bills (SB 470 and AB 1594) appear well on their way toward approval.

More information on the California legislative process can be found here: <https://www.senate.ca.gov/legislativeprocess>.

- c) The District, along with TCPUD and North Tahoe Fire Protection District, have been selected by the California Special District Association (CSDA) for their annual Virtual Special Districts Tour. The three Districts' collaborative efforts on behalf of wildfire resiliency in the Tahoe Basin and water infrastructure for fire suppression will be featured. Past virtual tours by CSDA can be found on their website: <https://www.csda.net/learn/specialdistrictstour>.
- 3) The General Manager participated in a Kings Beach walking tour for the Tahoe Regional Planning Agency Governing Board on August 23, 2023 and highlighted the North Tahoe Event Center as both an economic engine and a community resource in Kings Beach.
- 4) The General Manager will be participating in a tour of North Lake Tahoe for the California Tahoe Conservancy (CTC) Board of Directors on September 21, 2023. It includes a stop at the North Tahoe Regional Park focusing on the collaborative partnership we have with CTC, the role of the PUDs in the provision of recreation

services, and the Regional Park as a recreation hub and a key trailhead for the Resort Triangle Trail network.

- 5) The North Tahoe Business Association (NTBA) held its regularly scheduled Board meeting on August 16, 2023. The following items were topics of discussion:
- a) Budget discussion
  - b) Strategic Plan update and extension discussion
  - c) Advocacy Policy changes

The next regularly scheduled NTBA Board meeting is September 20, 2023.

- 6) The Boys and Girls Club of North Lake Tahoe (BGCNLT) held its regularly scheduled Board meeting on August 23, 2023. The following items were topics of discussion:
- a) Crisis Management Plan and Operations Manual Updates
  - b) New Board Member Appointment – Daniel Clark
  - c) Updates from the Board President
  - d) Updates from the CEO
  - e) Updates from the Finance Committee - Review of Club Financials

The next regularly scheduled BGCNLT Board meeting is September 27, 2023.

- 7) The District is recruiting for a number of open positions, including:
- Two Utility Operations Maintenance Worker I/II

Submitted By:



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Bradley A. Johnson, P.E.  
General Manager/CEO



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** G-4

**FROM:** Justin Broglio, Public Information Officer

**SUBJECT:** Public Information and Community Outreach Report

**DISCUSSION:**

**Public Information and Community Outreach:**

- For the month of August, our communications and outreach focused on – 1) Movies in the Grid and other final summer events and promotions for Recreation; 2) Construction project updates and messaging for parking lot and road closures; and 3) Collaborative regional messaging on wildfire and community resilience.
- Staff attended several Placer County and NTCA meetings in August to monitor the review of District grant proposals and represent the District's efforts as part of the Tahoe Water for Fire Suppression Partnership.
- Staff built and launched a new website for the Tahoe Water for Fire Suppression Partnership - <https://tahowaterforfire.org/>.
- Staff attended the Tahoe Summit event at the NTEC on behalf of the District and to assist in staffing the booth for the Tahoe Water for Fire Suppression Partnership.
  - Staff coordinated with Congressman Kiley's staff to include talking points in the Congressman's speech about the Kings Beach Watermain project.
- Staff assisted in finalizing the design and printing schedule for the Regional Park Wayfinding Signage Update project to update all the maps and trail and field signs throughout the Regional Park. Signs will be printed this month.
- Staff continues to coordinate outreach and marketing for the District's Summer special events, including the Regional Park 5K Run/Walk, Walk & Learn Tours, and Movies in the Grid.
- Staff built and launched a new website and marketing automations for Phase 3 of the Recreation & Aquatics Center Feasibility study - <https://northtahoerec.org/>.



- Staff continues to manage public outreach and updates for all the District's Summer 2023 Construction projects – including detailed signage and parking lot and road closures during August for valve installation and paving.
- Staff assisted Utility Ops with an update to the District's Backflow Notifications – including a new email newsletter campaign focused on reaching customers through email.
- Staff finalized the migration of the District's email marketing software suite of tools to Constant Contact. This new software provides better tools, management over multiple accounts and users, as well as integrated social media and SMS messaging capabilities.
- Staff continues to add content and update the District's new website as needed.

#### **Grants:**

- The District's two applications for the NTCA's Community Vitality and Economic Health Investment Program Three-year Sponsorship Program were recommended for full funding by the Joint TBID-TOT-ZONE1-CAP Committee on August 30<sup>th</sup> and then by NTCA Board of Directors on September 6<sup>th</sup>.
  - The Placer County Board of Supervisors will review the full list of NTCA recommended TOT/CAP multi-year sponsorship projects for funding at its October 16<sup>th</sup> meeting.
- Staff is continuing to monitor and review grant opportunities as appropriate.

#### **North Tahoe Event Center Marketing:**

- Staff have created a new email marketing software account for the NTEC. This will allow the NTEC to collect emails from potential clients on our website and create a newsletter and targeted emails to potential clients.

#### **Community and Regional Partner Connections:**

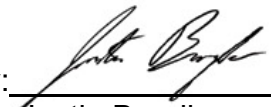
- Participated in bi-weekly Tahoe-Truckee PIO team meetings and North Lake Tahoe-Truckee Stakeholder meetings.
  - August meetings focused on wildfire messaging, Tahoe Summit event messaging, and visitor education and water safety messaging.
- Attended the Placer County North Tahoe Regional Advisory Committee meeting.
  - Staff updated the Committee on the District's infrastructure projects as well as Phase 3 of the Active Recreation Study.


- Attended the Placer County Town Hall meeting on Emergency Preparedness and Evacuation.
- Attended the NTCA's Joint TOT-TBID-ZONE1-CAP Committee meeting
  - Staff answered questions related to the Districts two multi-year sponsorship proposals.
- Attended the NTCA's Monthly First Tuesday Breakfast Club.
  - Staff provided updates on the District's construction projects, final summer events, and Fall recreation and parks planning.

#### **District Website Analytics –**

- Staff is transitioning our website analytics reporting for both the District's main website and the NTEC website to a quarterly report. Under our new Google Analytics 4 platform, we look forward to sharing website traffic and engagement insights with the Board following the end of each quarter.

#### **Review Tracking:**

Submitted By:   
 Justin Broglio  
 Public Information Officer

Approved By:   
 Bradley A. Johnson, P.E.  
 General Manager/CEO

## **District Social Media Channels – August 2023**

**SUMMARY:** For August, we saw increased engagement and social traffic on the District's two primary channels on Facebook and Instagram.

- **Recreation** – Summer events continued to draw interest across the Rec & Parks social channels.
- **District** – Summer construction project updates and scheduling was the primary topic in August.
- **NTEC** – The new Kings Beach Wedding Guide was very popular for the NTEC.

### **Facebook Business Pages**

	<b>Monthly Reach</b>	<b>Highest Post Reach</b>	<b>Top Post</b>	<b>Followers</b>
<b>NTPUD</b>	1,716	717	<i>Trailhead Const. Update</i>	1,191
<b>NTRP</b>	12,981	6,395 6,586 (paid)	<i>Chalk Art in the Park</i>	3,869
<b>NTEC</b>	3,702	336	<i>Eco-Friendly Weddings Post</i>	1,133

*Facebook Page Reach - The number of people who saw any content from our Page or about our Page, including posts, stories, ads, and shares.*

### **Instagram Business Accounts**

	<b>Monthly Reach</b>	<b>Highest Post Reach</b>	<b>Top Post</b>	<b>Followers</b>
<b>NTPUD</b>	255	129	<i>Paving &amp; Const. Updates</i>	413
<b>NTRP</b>	939	550	<i>New Plaza Opening</i>	1,948
<b>NTEC</b>	875	188	<i>Kings Beach Wedding Guide</i>	843

*Instagram Reach - The number of unique accounts that saw any of our posts or stories at least once.*

<b>Twitter Business Accounts</b>	<b>@NorthTahoePUD</b>
<i>Estimated Monthly Impressions</i>	499
<i>Followers</i>	434
<i>Top Tweet</i>	<i>Walk &amp; Learn Tour Promotion</i>

*Twitter Impressions – The number of times a user saw a tweet that we posted or retweeted*

## Social Media Content –



northtahoerecreation


northtahoerecreation 1w  
FREE Concert today in the North Tahoe Regional Park at the Community Garden. Music and fun starts at 4 pm. Join us for "Pickin in the Garden!"

**No comments yet.**  
Start the conversation.

[View insights](#) [Boost post](#)

8 likes  
AUGUST 26

Add a comment...



northtahoerecreation

northtahoerecreation 3w  
Some more amazing Before & After photos of the new Lake Tahoe scenic overlook and pathway at the Tahoe Vista Recreation Area.!

lovelivetahoe 3w  
Looks great!!!  
Reply

[View insights](#) [Boost post](#)

22 likes  
AUGUST 8

Add a comment...



**North Tahoe Public Utility District**  
August 7 at 5:44 PM · 🌐

Project Update: For all our loyal daily Pam Emmerich Memorial Pinedrop Trail users, please note that construction has begun on the new trailhead facility. The trail is open and access through the area will remain open to all users. Please watch for equipment and be patient as you travel past the trailhead area in the North Tahoe Regional Park. Thank you!

Boost this post to reach up to 1564 more people if you spend \$35. [Boost post](#)

👍❤️ 20      2 comments 4 shares

**North Tahoe PUD**  
@NorthTahoePUD

Thank you, Senator Alex Padilla (@SenAlexPadilla), for hosting the 2023 #TahoeSummit in Kings Beach and championing support for the reauthorization of the #LakeTahoeRestorationAct through 2034 to support sustainable solutions and long term support for our Lake Tahoe communities.

5:29 PM · Aug 9, 2023 · 91 Views

**northtahoepud · Following**

**northtahoepud** 3w  
Project Update: Thank you to everyone in the Kings Beach neighborhood for your patience this week as crews worked to make the major watermain connections between Deer Street, Bear Street, and Golden and Rainbow Avenues. These cross-street valve connections complete the grid of water delivery to the neighborhood and supply water to the new mid-block fire hydrants.

Next week, crews will install additional connections at the intersections of Racoon Street, Fox Street, and Golden and Rainbow Avenues. Crews will deliver water shut-off notices to nearby homes the day before each project begins. The Racoon Street connection is scheduled for Tuesday, August 15th,

7 likes  
AUGUST 11

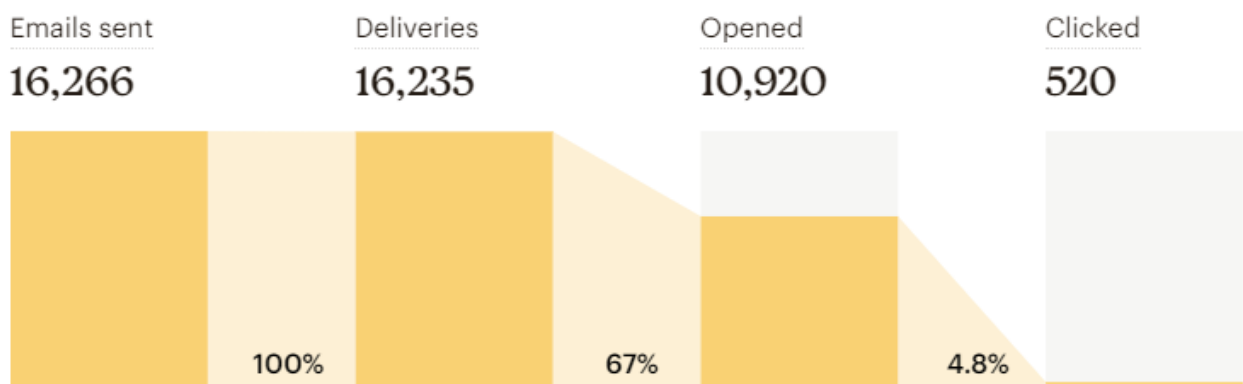
Add a comment...



### District Email Newsletters –

The District’s email newsletters (both Recreation updates and Meeting notices) continue to log an open rate of more than 65%, and a link click rate of nearly 5%.

#### Email funnel





## NORTH TAHOE PUBLIC UTILITY DISTRICT

**DATE:** September 12, 2023

**ITEM:** G-5a

**FROM:** Finance Department

**SUBJECT:** Monthly Financial Reports through July 31, 2023

### DISCUSSION:

The following financial reports provide the revenue and expense status of the North Tahoe Public Utility District as of the month ending July 31, 2023. This report represents 1/12 or 8% of the fiscal year.

- **All Funds:** At the end of July, the District's Revenues exceeded Expenses by \$397,671. This represents Net Income of (\$38,101) under Budget. Operating Revenues are below budget by (\$99,911). The District as a whole, is (\$129,484) or (8.5%) under Budget for expenses at month end primarily due to Other Operating Expenses being under budget by (\$133,665). Non-Operating Revenues are below Budget by (\$67,104) at month end primarily due to timing of Grant Revenue. Capital projects and purchases in the amount of \$6,408,342 have been initiated year-to-date (YTD).
- **All Wastewater Funds:** This report includes the Wastewater Operations Fund, the Wastewater Reserve Fund, and the Wastewater System Replacement Fund. At the end of July, the Wastewater Revenues exceeded Expenses by \$65,758. Operating Revenues YTD are slightly (\$2,739) under Budget. Operating Expenses are (\$60,009) or (17.6%) under Budget at month end, largely due to Other Operating Expenses. Combined this results in a YTD performance of \$57,270 better than Budget.

The Wastewater Fund has expended \$10,769 and encumbered an additional \$945,749 for CIP through July 31, 2023. See Capital Outlay page.

- **All Water Funds:** This report includes the Water Operations Fund, the Water Reserve Fund, and the Water System Replacement Fund. At the end of July, the Water Revenues exceeded Expenses by \$152,924. Operating Revenues YTD are under budget by (\$117,140) largely due to lower than anticipated consumption. Operating Expenses YTD are slightly over budget by \$2,161 or 0.6%.

The Water Fund has expended \$14,905 and encumbered an additional \$2,539,654 for CIP through July 31, 2023.

- **All Recreation & Parks:** This report includes the Regional Park, Recreation Programming, the TVRA Boat Ramp, the Event Center, and contractual maintenance services provided to Placer County and Kings Beach Elementary School. At the end of July, the Recreation & Parks Revenues exceeded Expenses by \$427,471. Recreation and



Parks Operating Revenues are slightly ahead of Budget YTD by \$6,183 or 2.3%. Total Expenses YTD are (\$4,981) or (1.8%) under Budget.

The Recreation and Parks have expended \$475,236 and encumbered an additional \$1,704,015 for CIP Parks Projects through July 31, 2023. See Capital Outlay page.

- **North Tahoe Event Center (NTEC):** NTEC has a Net Loss of (\$12,194) YTD compared to Budget Net Loss of \$(16,219).
- **Fleet:** Operating Expenses YTD are (\$4,472) under budget, due to Other Operating Expenses.

Fleet had no expenditures for CIP but encumbered \$686,674 through July 31, 2023. See Capital Outlay page.

- **General & Administrative and Base:** Operating Expenses YTD are (\$62,184) or (12.5%) below Budget, mainly due to Other Operating Expenses.

Administration has expended \$1,173 for CIP and \$30,167 in encumbrances through July 31, 2023. See Capital Outlay page.

- **Capital Outlay:** The District has expended \$502,084 on Capital and encumbered an additional \$5,906,258 for a total of \$6,408,342 through the month of July 31, 2023.

**ATTACHMENTS:** Financial Reports for July 31, 2023

#### REVIEW TRACKING:

Submitted by:



Vanetta N. Van Cleave  
Chief Financial Officer

Approved by:



Bradley A. Johnson, P.E.  
General Manager/CEO



**Statement of Revenues and Expenses  
For the Period Ended July 31, 2023**

Income Statement	Month-To-Date					Year-To-Date					FY 2023
	Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance		YTD
<b>Operations</b>											
Operating Revenue	\$ 1,051,086	\$ 1,153,337	\$ (102,251)	-8.9%		\$ 1,051,086	\$ 1,153,337	\$ (102,251)	-8.9%		\$ 991,362
Internal Revenue	11,547	9,207	2,340	25.4%		11,547	9,207	2,340	25.4%		18,521
<b>Total Operating Revenue</b>	<b>\$ 1,062,633</b>	<b>\$ 1,162,544</b>	<b>\$ (99,911)</b>	<b>-8.6%</b>		<b>\$ 1,062,633</b>	<b>\$ 1,162,544</b>	<b>\$ (99,911)</b>	<b>-8.6%</b>		<b>\$ 1,009,883</b>
Salaries and Wages	\$ (538,791)	\$ (473,917)	\$ (64,874)	-13.7%		\$ (538,791)	\$ (473,917)	\$ (64,874)	-13.7%		\$ (448,593)
Employee Benefits	(222,745)	(239,743)	16,998	7.1%		(222,745)	(239,743)	16,998	7.1%		(200,957)
Outside Services/Contractual	(132,152)	(151,429)	19,277	12.7%		(132,152)	(151,429)	19,277	12.7%		(105,632)
Utilities	(69,083)	(69,930)	847	1.2%		(69,083)	(69,930)	847	1.2%		(57,168)
Other Operating Expenses	(129,990)	(263,655)	133,665	50.7%		(129,990)	(263,655)	133,665	50.7%		(194,587)
Insurance	(31,112)	(31,072)	(40)	-0.1%		(31,112)	(31,072)	(40)	-0.1%		(23,067)
Internal Expense	(11,547)	(9,207)	(2,340)	-25.4%		(11,547)	(9,207)	(2,340)	-25.4%		(16,493)
Debt Service	(3,239)	(4,115)	876	21.3%		(3,239)	(4,115)	876	21.3%		(4,540)
Depreciation	(261,588)	(286,663)	25,075	8.7%		(261,588)	(286,663)	25,075	8.7%		(259,334)
<b>Total Operating Expense</b>	<b>\$ (1,400,247)</b>	<b>\$ (1,529,731)</b>	<b>\$ 129,484</b>	<b>8.5%</b>		<b>\$ (1,400,247)</b>	<b>\$ (1,529,731)</b>	<b>\$ 129,484</b>	<b>8.5%</b>		<b>\$ (1,310,371)</b>
<b>Operating Income(Loss)</b>	<b>\$ (337,614)</b>	<b>\$ (367,187)</b>	<b>\$ 29,573</b>	<b>8.1%</b>		<b>\$ (337,614)</b>	<b>\$ (367,187)</b>	<b>\$ 29,573</b>	<b>8.1%</b>		<b>\$ (300,488)</b>
<b>Non-Operations</b>											
Property Tax Revenue	\$ 525,000	\$ 525,000	\$ -	0.0%		\$ 525,000	\$ 525,000	\$ -	0.0%		\$ 488,750
Community Facilities District (CFD 94-1)	56,964	58,575	(1,611)	-2.8%		56,964	58,575	(1,611)	-2.8%		55,823
Grant Revenue	156,100	217,300	(61,200)	-28.2%		156,100	217,300	(61,200)	-28.2%		-
Interest	-	3,750	(3,750)	-100.0%		-	3,750	(3,750)	-100.0%		1,324
Other Non-Op Revenue	6,124	6,667	(543)	-8.1%		6,124	6,667	(543)	-8.1%		5,725
Capital Contribution	-	-	-	0.0%		-	-	-	0.0%		-
Other Non-Op Expenses	(8,903)	(8,333)	(570)	-6.8%		(8,903)	(8,333)	(570)	-6.8%		(8,725)
<b>Income(Loss)</b>	<b>\$ 397,671</b>	<b>\$ 435,772</b>	<b>\$ (38,101)</b>	<b>-8.7%</b>		<b>\$ 397,671</b>	<b>\$ 435,772</b>	<b>\$ (38,101)</b>	<b>-8.7%</b>		<b>\$ 242,409</b>
<b>Additional Funding Sources</b>											
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	\$ -	0.0%		\$ -
Transfers	-	-	-	0.0%		-	-	-	0.0%		-
<b>Balance</b>	<b>\$ 397,671</b>	<b>\$ 435,772</b>	<b>\$ (38,101)</b>	<b>-8.7%</b>		<b>\$ 397,671</b>	<b>\$ 435,772</b>	<b>\$ (38,101)</b>	<b>-8.7%</b>		<b>\$ 242,409</b>
Operating Income	\$ (337,614)	\$ (367,187)	\$ 29,573	8.1%		\$ (337,614)	\$ (367,187)	\$ 29,573	8.1%		\$ (300,488)
Net Income(Loss)	\$ 397,671	\$ 435,772	\$ (38,101)	-8.7%		\$ 397,671	\$ 435,772	\$ (38,101)	-8.7%		\$ 242,409
Earnings Before Interest, Depreciation & Amortization	\$ 662,498	\$ 726,550	\$ (64,052)	-8.8%		\$ 662,498	\$ 726,550	\$ (64,052)	-8.8%		\$ 506,283
Operating Ratio	132%	132%	0%	0.1%		132%	132%	0%	0.1%		130%
Operating Ratio - plus Tax & CFD	85%	88%	-2%	-2.8%		85%	88%	-2%	-2.8%		84%
Debt Service Coverage Ratio	122.78	105.90	1688%	8902%		122.78	105.90	1688%	8902%		53.39



**Actual Results For the Month Ended July 31, 2023**

<b>Income Statement</b>	<b>Wastewater</b>	<b>Water</b>	<b>Recreation &amp; Parks</b>	<b>Fleet &amp; Equipment</b>	<b>General &amp; Administrative</b>	<b>Total</b>
<b>Operations</b>						
Operating Revenue	\$ 368,605	\$ 395,161	\$ 270,910	\$ -	\$ 16,410	\$ 1,051,086
Internal Revenue	3,680	4,986	2,881	-	-	11,547
<b>Total Operating Revenue</b>	<b>\$ 372,285</b>	<b>\$ 400,147</b>	<b>\$ 273,791</b>	<b>\$ -</b>	<b>\$ 16,410</b>	<b>\$ 1,062,633</b>
Salaries and Wages	\$ (100,513)	\$ (95,641)	\$ (109,808)	\$ (12,016)	\$ (220,814)	\$ (538,791)
Employee Benefits	(49,831)	(46,641)	(51,294)	(6,258)	(68,721)	(222,745)
Outside Services/Contractual	(3,652)	(13,504)	(15,096)	(74)	(99,825)	(132,152)
Utilities	(15,755)	(29,312)	(12,871)	(599)	(10,547)	(69,083)
Other Operating Expenses	(5,056)	(78,701)	(14,795)	(10,961)	(20,477)	(129,990)
Internal Expense	(978)	(2,123)	(5,424)	(145)	(2,877)	(11,547)
Debt Service	-	(3,239)	-	-	-	(3,239)
Insurance	(6,217)	(6,217)	(6,217)	(5,436)	(7,025)	(31,112)
Depreciation	(98,697)	(95,346)	(54,988)	(9,365)	(3,192)	(261,588)
Total Operating Expense	(280,698)	(370,723)	(270,492)	(44,855)	(433,477)	(1,400,246)
<b>Operating Contribution</b>	<b>\$ 91,587</b>	<b>\$ 29,424</b>	<b>\$ 3,298</b>	<b>\$ (44,855)</b>	<b>\$ (417,067)</b>	<b>\$ (337,613)</b>
Allocation of Fleet	\$ (25,828)	\$ (24,290)	\$ (9,154)	\$ 59,273	\$ -	\$ -
<b>Operating Income(Loss)</b>	<b>\$ 65,758</b>	<b>\$ 5,134</b>	<b>\$ (5,856)</b>	<b>\$ 14,418</b>	<b>\$ (417,067)</b>	<b>\$ (337,613)</b>
<b>Non-Operations</b>						
Property Tax Revenue	\$ -	\$ 141,667	\$ 220,833	\$ 35,417	\$ 127,083	\$ 525,000
Community Facilities District (CFD 94-1)	-	-	56,964	-	-	56,964
Grant Revenue	-	-	156,100	-	-	156,100
Interest	-	-	-	-	-	-
Other Non-Op Revenue	-	6,124	-	-	-	6,124
Capital Contribution	-	-	-	-	-	-
Other Non-Op Expenses	-	-	(570)	-	(8,333)	(8,903)
<b>Income(Loss)</b>	<b>\$ 65,758</b>	<b>\$ 152,925</b>	<b>\$ 427,472</b>	<b>\$ 49,834</b>	<b>\$ (298,317)</b>	<b>\$ 397,672</b>
<b>Additional Funding Sources</b>						
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-
<b>Balance</b>	<b>\$ 65,758</b>	<b>\$ 152,925</b>	<b>\$ 427,472</b>	<b>\$ 49,834</b>	<b>\$ (298,317)</b>	<b>\$ 397,672</b>
Earnings Before Interest, Depreciation & Amortization	\$ 164,455	\$ 251,509	\$ 482,459	\$ 59,200	\$ (295,124)	\$ 662,499
Operating Ratio	75%	93%	99%		2641%	Median
Operating Ratio - plus Tax & CFD	75%	68%	49%	127%	302%	54%



**YTD For the Period Ended July 31, 2023**

<b>Income Statement</b>	<b>Wastewater</b>	<b>Water</b>	<b>Recreation &amp; Parks</b>	<b>Fleet &amp; Equipment</b>	<b>General &amp; Administrative</b>	<b>Total</b>
<b>Operations</b>						
Operating Revenue	\$ 368,605	\$ 395,161	\$ 270,910	\$ -	\$ 16,410	\$ 1,051,086
Internal Revenue	3,680	4,986	2,881	-	-	11,547
<b>Total Operating Revenue</b>	<b>\$ 372,285</b>	<b>\$ 400,147</b>	<b>\$ 273,791</b>	<b>\$ -</b>	<b>\$ 16,410</b>	<b>\$ 1,062,633</b>
Salaries and Wages	\$ (100,513)	\$ (95,641)	\$ (109,808)	\$ (12,016)	\$ (220,814)	\$ (538,791)
Employee Benefits	(49,831)	(46,641)	(51,294)	(6,258)	(68,721)	(222,745)
Outside Services/Contractual	(3,652)	(13,504)	(15,096)	(74)	(99,825)	(132,152)
Utilities	(15,755)	(29,312)	(12,871)	(599)	(10,547)	(69,083)
Other Operating Expenses	(5,056)	(78,701)	(14,795)	(10,961)	(20,477)	(129,990)
Internal Expense	(978)	(2,123)	(5,424)	(145)	(2,877)	(11,547)
Debt Service	-	(3,239)	-	-	-	(3,239)
Insurance	(6,217)	(6,217)	(6,217)	(5,436)	(7,025)	(31,112)
Depreciation	(98,697)	(95,346)	(54,988)	(9,365)	(3,192)	(261,588)
Total Operating Expense	(280,698)	(370,723)	(270,492)	(44,855)	(433,477)	(1,400,246)
<b>Operating Contribution</b>	<b>\$ 91,587</b>	<b>\$ 29,424</b>	<b>\$ 3,298</b>	<b>\$ (44,855)</b>	<b>\$ (417,067)</b>	<b>\$ (337,613)</b>
Allocation of Fleet	\$ (25,828)	\$ (24,290)	\$ (9,154)	\$ 59,273	\$ -	\$ -
<b>Operating Income(Loss)</b>	<b>\$ 65,758</b>	<b>\$ 5,134</b>	<b>\$ (5,856)</b>	<b>\$ 14,418</b>	<b>\$ (417,067)</b>	<b>\$ (337,613)</b>
<b>Non-Operations</b>						
Property Tax Revenue	\$ -	\$ 141,667	\$ 220,833	\$ 35,417	\$ 127,083	\$ 525,000
Community Facilities District (CFD 94-1)	-	-	56,964	-	-	56,964
Grant Revenue	-	-	156,100	-	-	156,100
Interest	-	-	-	-	-	-
Other Non-Op Revenue	-	6,124	-	-	-	6,124
Capital Contribution	-	-	-	-	-	-
Other Non-Op Expenses	-	-	(570)	-	(8,333)	(8,903)
<b>Income(Loss)</b>	<b>\$ 65,758</b>	<b>\$ 152,925</b>	<b>\$ 427,472</b>	<b>\$ 49,834</b>	<b>\$ (298,317)</b>	<b>\$ 397,672</b>
<b>Additional Funding Sources</b>						
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-
<b>Balance</b>	<b>\$ 65,758</b>	<b>\$ 152,925</b>	<b>\$ 427,472</b>	<b>\$ 49,834</b>	<b>\$ (298,317)</b>	<b>\$ 397,672</b>
Earnings Before Interest, Depreciation & Amortization	\$ 164,455	\$ 251,509	\$ 482,459	\$ 59,200	\$ (295,124)	\$ 662,499
Operating Ratio	75%	93%	99%			Median
Operating Ratio - plus Tax & CFD	75%	68%	49%			54%



**Wastewater Operations**  
**Statement of Revenues and Expenses**  
**For the Period Ended July 31, 2023**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
<b>Operations</b>									
Operating Revenue	\$ 368,605	\$ 371,345	\$ (2,740)	-0.7%	\$ 368,605	\$ 371,345	\$ (2,740)	-0.7%	\$ 342,682
Internal Revenue	3,680	3,679	1	0.0%	3,680	3,679	1	0.0%	3,404
<b>Total Operating Revenue</b>	<b>\$ 372,285</b>	<b>\$ 375,024</b>	<b>\$ (2,739)</b>	<b>-0.7%</b>	<b>\$ 372,285</b>	<b>\$ 375,024</b>	<b>\$ (2,739)</b>	<b>-0.7%</b>	<b>\$ 346,086</b>
Salaries and Wages	\$ (100,513)	\$ (97,567)	\$ (2,946)	-3.0%	\$ (100,513)	\$ (97,567)	\$ (2,946)	-3.0%	\$ (92,796)
Employee Benefits	(49,831)	(49,845)	14	0.0%	(49,831)	(49,845)	14	0.0%	(44,680)
Outside Services/Contractual	(3,652)	(16,900)	13,248	78.4%	(3,652)	(16,900)	13,248	78.4%	(2,367)
Utilities	(15,755)	(12,367)	(3,388)	-27.4%	(15,755)	(12,367)	(3,388)	-27.4%	(12,293)
Other Operating Expenses	(5,056)	(43,258)	38,202	88.3%	(5,056)	(43,258)	38,202	88.3%	(54,136)
Insurance	(6,217)	(6,341)	124	2.0%	(6,217)	(6,341)	124	2.0%	(4,296)
Internal Expense	(978)	(976)	(2)	-0.2%	(978)	(976)	(2)	-0.2%	(2,203)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	(98,697)	(113,454)	14,757	13.0%	(98,697)	(113,454)	14,757	13.0%	(103,063)
<b>Total Operating Expense</b>	<b>\$ (280,699)</b>	<b>\$ (340,708)</b>	<b>\$ 60,009</b>	<b>17.6%</b>	<b>\$ (280,699)</b>	<b>\$ (340,708)</b>	<b>\$ 60,009</b>	<b>17.6%</b>	<b>\$ (315,834)</b>
<b>Operating Contribution</b>	<b>\$ 91,586</b>	<b>\$ 34,316</b>	<b>\$ 57,270</b>	<b>166.9%</b>	<b>\$ 91,586</b>	<b>\$ 34,316</b>	<b>\$ 57,270</b>	<b>166.9%</b>	<b>\$ 30,252</b>
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	(25,828)	(25,828)	-	0.0%	(25,828)	(25,828)	-	0.0%	(25,479)
Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
<b>Operating Income(Loss)</b>	<b>\$ 65,758</b>	<b>\$ 8,488</b>	<b>\$ 57,270</b>	<b>674.7%</b>	<b>\$ 65,758</b>	<b>\$ 8,488</b>	<b>\$ 57,270</b>	<b>674.7%</b>	<b>\$ 4,773</b>
<b>Non-Operations</b>									
Property Tax Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ 45,833
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
<b>Income(Loss)</b>	<b>\$ 65,758</b>	<b>\$ 8,488</b>	<b>\$ 57,270</b>	<b>674.7%</b>	<b>\$ 65,758</b>	<b>\$ 8,488</b>	<b>\$ 57,270</b>	<b>674.7%</b>	<b>\$ 50,606</b>
<b>Additional Funding Sources</b>									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
<b>Balance</b>	<b>\$ 65,758</b>	<b>\$ 8,488</b>	<b>\$ 57,270</b>	<b>674.7%</b>	<b>\$ 65,758</b>	<b>\$ 8,488</b>	<b>\$ 57,270</b>	<b>674.7%</b>	<b>\$ 50,606</b>
Earnings Before Interest, Depreciation & Amortization	\$ 164,455	\$ 121,942	\$ 42,513	34.9%	\$ 164,455	\$ 121,942	\$ 42,513	34.9%	\$ 153,669
Operating Ratio	75%	91%	-15%	-17.0%	75%	91%	-15%	-17.0%	91%
Operating Ratio - plus Tax & CFD	75%	91%	-15%	-17.0%	75%	91%	-15%	-17.0%	81%



**Statement of Revenues and Expenses  
For the Period Ended July 31, 2023**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
<b>Operations</b>									
Operating Revenue	\$ 395,161	\$ 512,301	\$ (117,140)	-22.9%	\$ 395,161	\$ 512,301	\$ (117,140)	-22.9%	\$ 417,312
Internal Revenue	4,986	4,245	741	17.5%	4,986	4,245	741	17.5%	9,709
<b>Total Operating Revenue</b>	<b>\$ 400,147</b>	<b>\$ 516,546</b>	<b>\$ (116,399)</b>	<b>-22.5%</b>	<b>\$ 400,147</b>	<b>\$ 516,546</b>	<b>\$ (116,399)</b>	<b>-22.5%</b>	<b>\$ 427,021</b>
Salaries and Wages	\$ (95,641)	\$ (93,062)	\$ (2,579)	-2.8%	\$ (95,641)	\$ (93,062)	\$ (2,579)	-2.8%	\$ (87,008)
Employee Benefits	(46,641)	(46,071)	(570)	-1.2%	(46,641)	(46,071)	(570)	-1.2%	(41,313)
Outside Services/Contractual	(13,504)	(14,430)	926	6.4%	(13,504)	(14,430)	926	6.4%	(11,212)
Utilities	(29,312)	(30,747)	1,435	4.7%	(29,312)	(30,747)	1,435	4.7%	(25,266)
Other Operating Expenses	(78,701)	(72,798)	(5,903)	-8.1%	(78,701)	(72,798)	(5,903)	-8.1%	(84,364)
Insurance	(6,217)	(6,341)	124	2.0%	(6,217)	(6,341)	124	2.0%	(4,296)
Internal Expense	(2,123)	(1,122)	(1,001)	-89.2%	(2,123)	(1,122)	(1,001)	-89.2%	(2,292)
Debt Service	(3,239)	(4,115)	876	21.3%	(3,239)	(4,115)	876	21.3%	(4,540)
Depreciation	(95,346)	(99,877)	4,531	4.5%	(95,346)	(99,877)	4,531	4.5%	(92,682)
<b>Total Operating Expense</b>	<b>\$ (370,724)</b>	<b>\$ (368,563)</b>	<b>\$ (2,161)</b>	<b>-0.6%</b>	<b>\$ (370,724)</b>	<b>\$ (368,563)</b>	<b>\$ (2,161)</b>	<b>-0.6%</b>	<b>\$ (352,973)</b>
<b>Operating Contribution</b>	<b>\$ 29,423</b>	<b>\$ 147,983</b>	<b>\$ (118,560)</b>	<b>-80.1%</b>	<b>\$ 29,423</b>	<b>\$ 147,983</b>	<b>\$ (118,560)</b>	<b>-80.1%</b>	<b>\$ 74,048</b>
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	(24,290)	(24,290)	-	0.0%	(24,290)	(24,290)	-	0.0%	(23,950)
Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
<b>Operating Income(Loss)</b>	<b>\$ 5,133</b>	<b>\$ 123,693</b>	<b>\$ (118,560)</b>	<b>-95.9%</b>	<b>\$ 5,133</b>	<b>\$ 123,693</b>	<b>\$ (118,560)</b>	<b>-95.9%</b>	<b>\$ 50,098</b>
<b>Non-Operations</b>									
Property Tax Revenue	\$ 141,667	\$ 141,667	\$ -	0.0%	\$ 141,667	\$ 141,667	\$ -	0.0%	\$ 345,833
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	6,124	6,667	(543)	-8.1%	6,124	6,667	(543)	-8.1%	5,725
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
<b>Income(Loss)</b>	<b>\$ 152,924</b>	<b>\$ 272,027</b>	<b>\$ (119,103)</b>	<b>-43.8%</b>	<b>\$ 152,924</b>	<b>\$ 272,027</b>	<b>\$ (119,103)</b>	<b>-43.8%</b>	<b>\$ 401,656</b>
<b>Additional Funding Sources</b>									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
<b>Balance</b>	<b>\$ 152,924</b>	<b>\$ 272,027</b>	<b>\$ (119,103)</b>	<b>-43.8%</b>	<b>\$ 152,924</b>	<b>\$ 272,027</b>	<b>\$ (119,103)</b>	<b>-43.8%</b>	<b>\$ 401,656</b>
Earnings Before Interest, Depreciation & Amortization	\$ 251,509	\$ 376,019	\$ (124,510)	-33.1%	\$ 251,509	\$ 376,019	\$ (124,510)	-33.1%	\$ 498,878
Operating Ratio	93%	71%	21%	29.8%	93%	71%	21%	29.8%	83%
Operating Ratio - plus Tax & CFD	68%	56%	12%	22.2%	68%	56%	12%	22.2%	46%



**Recreation & Parks Operations**  
**Statement of Revenues and Expenses**  
**For the Period Ended July 31, 2023**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
<b>Operations</b>									
Operating Revenue	\$ 270,910	\$ 266,325	\$ 4,585	1.7%	\$ 270,910	\$ 266,325	\$ 4,585	1.7%	\$ 230,840
Internal Revenue	2,881	1,283	1,598	124.6%	2,881	1,283	1,598	124.6%	3,380
<b>Total Operating Revenue</b>	<b>\$ 273,791</b>	<b>\$ 267,608</b>	<b>\$ 6,183</b>	<b>2.3%</b>	<b>\$ 273,791</b>	<b>\$ 267,608</b>	<b>\$ 6,183</b>	<b>2.3%</b>	<b>\$ 234,220</b>
Salaries and Wages	\$ (109,808)	\$ (97,542)	\$ (12,266)	-12.6%	\$ (109,808)	\$ (97,542)	\$ (12,266)	-12.6%	\$ (65,728)
Employee Benefits	(51,294)	(45,326)	(5,968)	-13.2%	(51,294)	(45,326)	(5,968)	-13.2%	(31,344)
Outside Services/Contractual	(15,096)	(15,276)	180	1.2%	(15,096)	(15,276)	180	1.2%	(12,982)
Utilities	(12,871)	(15,400)	2,529	16.4%	(12,871)	(15,400)	2,529	16.4%	(10,669)
Other Operating Expenses	(14,795)	(34,738)	19,943	57.4%	(14,795)	(34,738)	19,943	57.4%	(23,612)
Insurance	(6,217)	(6,341)	124	2.0%	(6,217)	(6,341)	124	2.0%	(4,296)
Internal Expense	(5,424)	(4,608)	(816)	-17.7%	(5,424)	(4,608)	(816)	-17.7%	(9,946)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	(54,988)	(56,243)	1,255	2.2%	(54,988)	(56,243)	1,255	2.2%	(49,234)
<b>Total Operating Expense</b>	<b>\$ (270,493)</b>	<b>\$ (275,474)</b>	<b>\$ 4,981</b>	<b>1.8%</b>	<b>\$ (270,493)</b>	<b>\$ (275,474)</b>	<b>\$ 4,981</b>	<b>1.8%</b>	<b>\$ (207,811)</b>
<b>Operating Contribution</b>	<b>\$ 3,298</b>	<b>\$ (7,866)</b>	<b>\$ 11,164</b>	<b>141.9%</b>	<b>\$ 3,298</b>	<b>\$ (7,866)</b>	<b>\$ 11,164</b>	<b>141.9%</b>	<b>\$ 26,409</b>
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	(9,154)	(9,154)	-	0.0%	(9,154)	(9,154)	-	0.0%	(9,015)
Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
<b>Operating Income(Loss)</b>	<b>\$ (5,856)</b>	<b>\$ (17,020)</b>	<b>\$ 11,164</b>	<b>65.6%</b>	<b>\$ (5,856)</b>	<b>\$ (17,020)</b>	<b>\$ 11,164</b>	<b>65.6%</b>	<b>\$ 17,394</b>
<b>Non-Operations</b>									
Property Tax Revenue	\$ 220,833	\$ 220,833	\$ -	0.0%	\$ 220,833	\$ 220,833	\$ -	0.0%	\$ 129,167
Community Facilities District (CFD 94-1)	56,964	58,575	(1,611)	-2.8%	56,964	58,575	(1,611)	-2.8%	55,823
Grant Revenue	156,100	217,300	(61,200)	-28.2%	156,100	217,300	(61,200)	-28.2%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	(570)	-	(570)	-100.0%	(570)	-	(570)	-100.0%	(558)
<b>Income(Loss)</b>	<b>\$ 427,471</b>	<b>\$ 479,688</b>	<b>\$ (52,217)</b>	<b>-10.9%</b>	<b>\$ 427,471</b>	<b>\$ 479,688</b>	<b>\$ (52,217)</b>	<b>-10.9%</b>	<b>\$ 201,826</b>
<b>Additional Funding Sources</b>									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
<b>Balance</b>	<b>\$ 427,471</b>	<b>\$ 479,688</b>	<b>\$ (52,217)</b>	<b>-10.9%</b>	<b>\$ 427,471</b>	<b>\$ 479,688</b>	<b>\$ (52,217)</b>	<b>-10.9%</b>	<b>\$ 201,826</b>
Earnings Before Interest, Depreciation & Amortization	\$ 482,459	\$ 535,931	\$ (53,472)	-10.0%	\$ 482,459	\$ 535,931	\$ (53,472)	-10.0%	\$ 251,060
Operating Ratio	99%	103%	-4%	-4.0%	99%	103%	-4%	-4.0%	89%
Operating Ratio - plus Tax & CFD	49%	50%	-1%	-2.6%	49%	50%	-1%	-2.6%	50%





Division  
Department

51-5100  
Recreation & Parks  
Event Center Operations

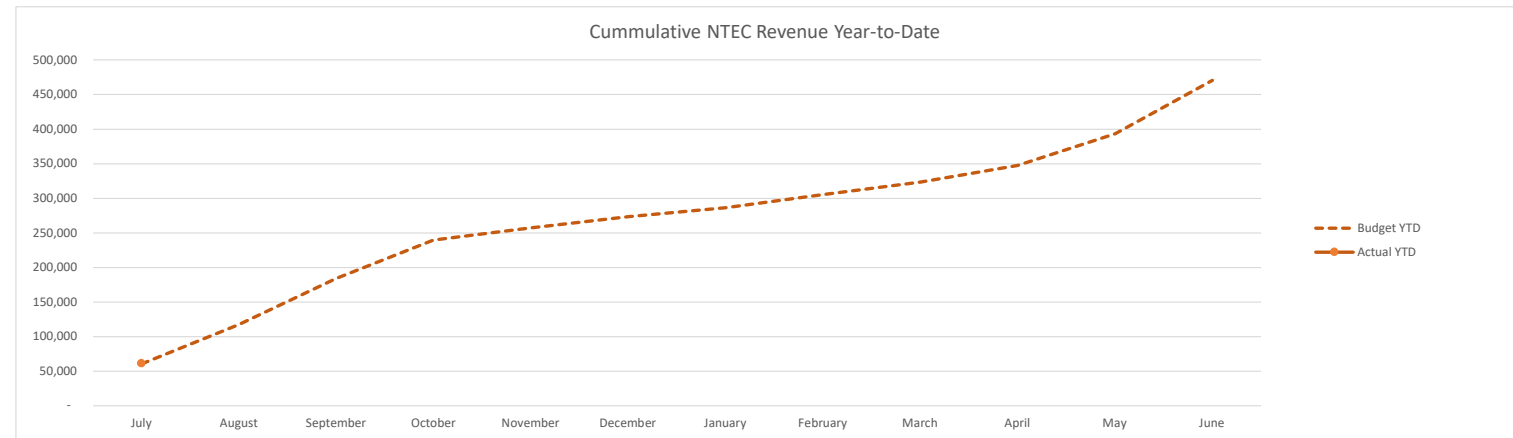
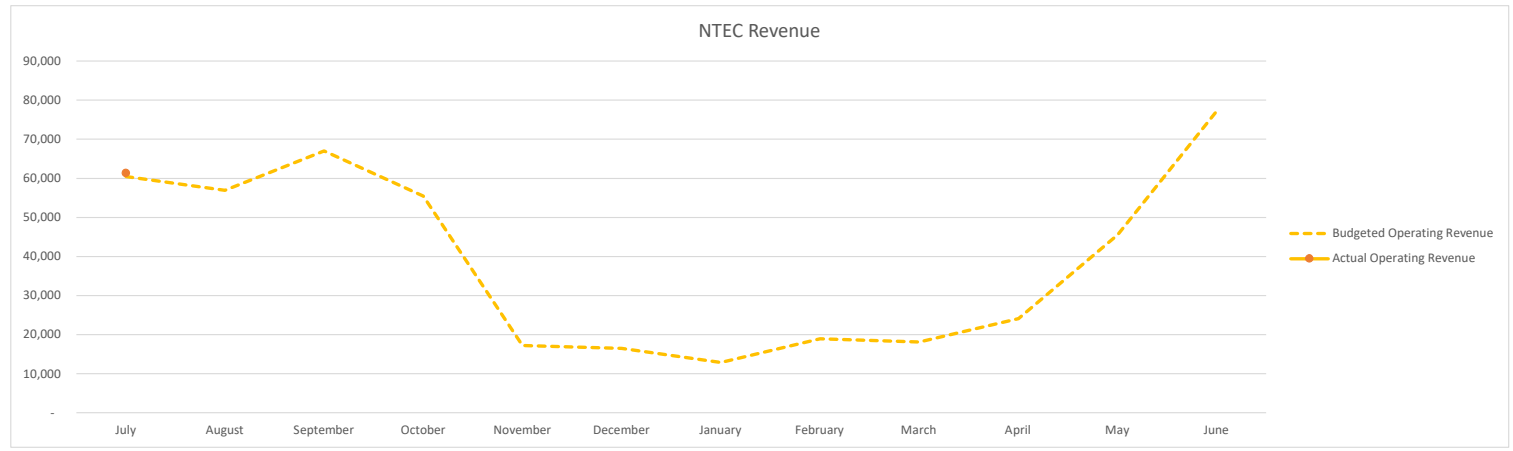
**Statement of Revenues and Expenses**  
**For the Period Ended July 31, 2023**

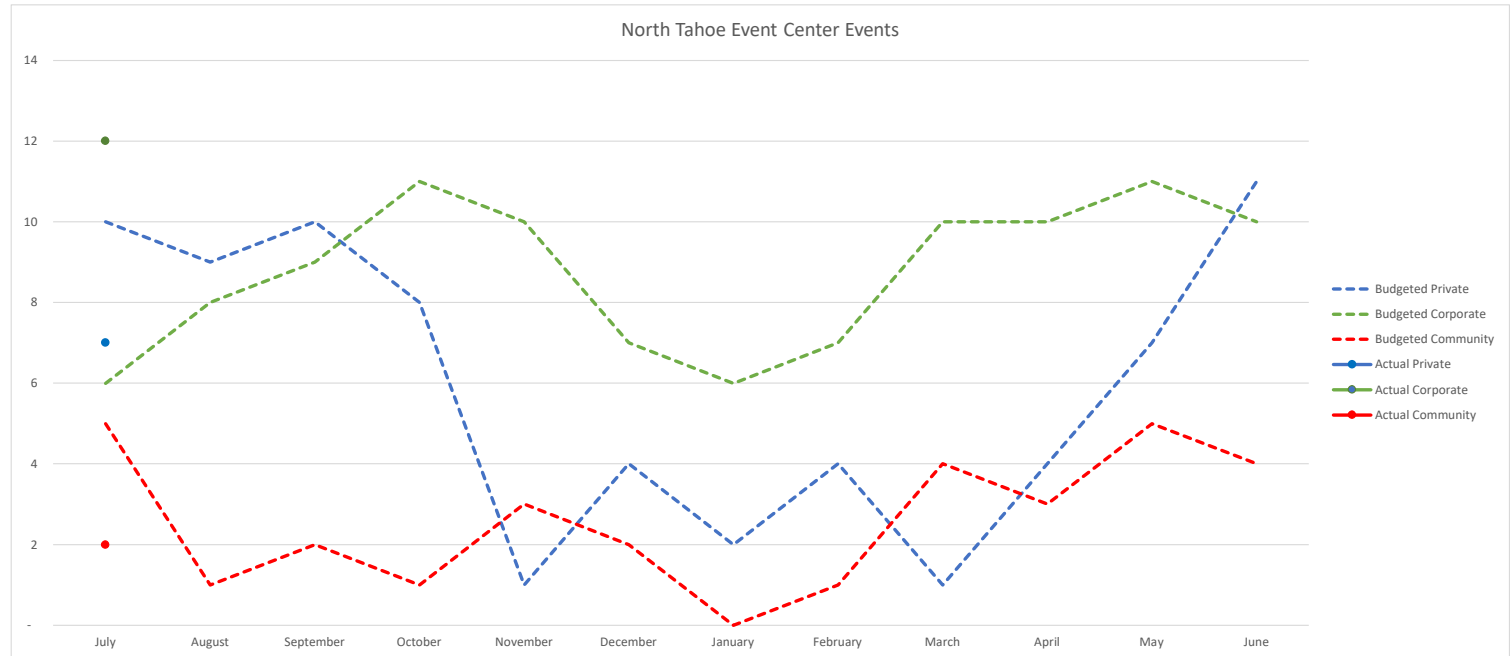
Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
<b>Operations</b>									
Operating Revenue	\$ 58,405	\$ 59,187	\$ (782)	-1.3%	\$ 58,405	\$ 59,187	\$ (782)	-1.3%	\$ 70,118
Internal Revenue	2,881	1,283	1,598	124.6%	2,881	1,283	1,598	124.6%	880
<b>Total Operating Revenue</b>	<b>\$ 61,286</b>	<b>\$ 60,470</b>	<b>\$ 816</b>	<b>1.3%</b>	<b>\$ 61,286</b>	<b>\$ 60,470</b>	<b>\$ 816</b>	<b>1.3%</b>	<b>\$ 70,998</b>
Salaries and Wages	\$ (36,914)	\$ (33,409)	\$ (3,505)	-10.5%	\$ (36,914)	\$ (33,409)	\$ (3,505)	-10.5%	\$ (21,901)
Employee Benefits	(16,784)	(15,012)	(1,772)	-11.8%	(16,784)	(15,012)	(1,772)	-11.8%	(10,037)
Outside Services/Contractual	(295)	(841)	546	64.9%	(295)	(841)	546	64.9%	(885)
Utilities	(7,437)	(6,744)	(693)	-10.3%	(7,437)	(6,744)	(693)	-10.3%	(6,125)
Other Operating Expenses	(10,299)	(18,960)	8,661	45.7%	(10,299)	(18,960)	8,661	45.7%	(18,695)
Insurance	-	-	-	0.0%	-	-	-	0.0%	-
Internal Expense	(1,751)	(1,723)	(28)	-1.6%	(1,751)	(1,723)	(28)	-1.6%	(1,657)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	-	-	-	0.0%	-	-	-	0.0%	-
<b>Total Operating Expense</b>	<b>\$ (73,480)</b>	<b>\$ (76,689)</b>	<b>\$ 3,209</b>	<b>4.2%</b>	<b>\$ (73,480)</b>	<b>\$ (76,689)</b>	<b>\$ 3,209</b>	<b>4.2%</b>	<b>\$ (59,300)</b>
<b>Operating Contribution</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ 11,698</b>
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	-	-	-	0.0%	-	-	-	0.0%	-
Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
<b>Operating Income(Loss)</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ 11,698</b>
<b>Non-Operations</b>									
Property Tax Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
<b>Income(Loss)</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ 11,698</b>
<b>Additional Funding Sources</b>									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
<b>Balance</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ (12,194)</b>	<b>\$ (16,219)</b>	<b>\$ 4,025</b>	<b>24.8%</b>	<b>\$ 11,698</b>

# North Tahoe Event Center

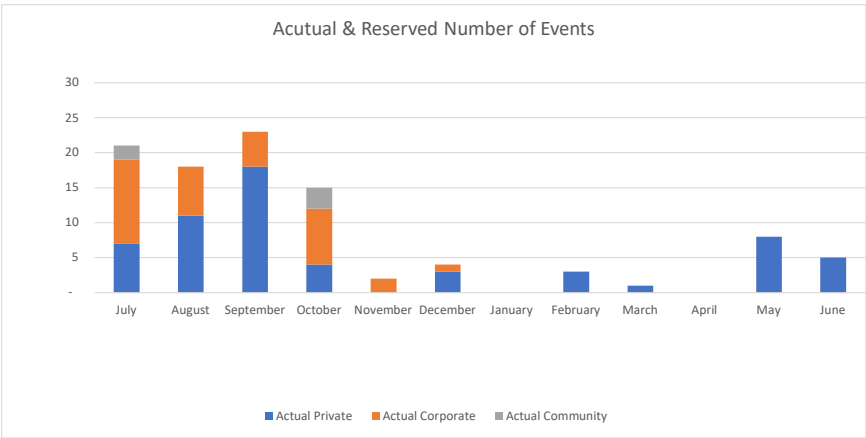
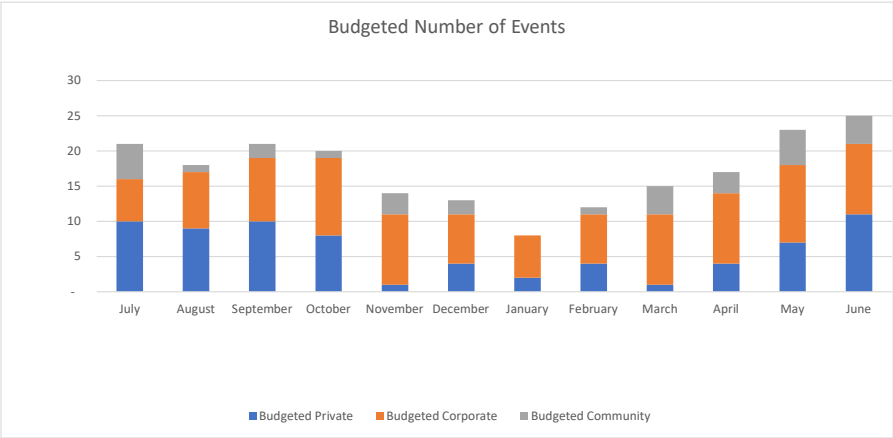
FY 2023-24

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Revenue</b>													
Private	45,600	39,300	45,600	35,900	2,100	8,400	4,200	8,400	2,100	8,400	19,300	49,000	268,300
Corporate	3,620	8,452	9,557	10,171	10,154	4,598	7,912	7,998	10,154	10,654	12,839	12,264	108,373
Community	3,150	1,106	2,213	1,106	2,656	1,771	-	885	3,542	2,656	4,427	4,426	27,938
Budgeted Total Room Rent	52,370	48,858	57,370	47,177	14,910	14,769	12,112	17,283	15,796	21,710	36,566	65,690	404,611
Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Ancillary Revenue	8,100	8,100	9,600	8,250	2,350	1,750	750	1,680	2,300	2,380	9,000	11,500	65,760
Budgeted Operating Revenue	60,470	56,958	66,970	55,427	17,260	16,519	12,862	18,963	18,096	24,090	45,566	77,190	470,371
Private	33,455	-	-	-	-	-	-	-	-	-	-	-	33,455
Corporate	7,277	-	-	-	-	-	-	-	-	-	-	-	7,277
Community	-	-	-	-	-	-	-	-	-	-	-	-	-
Actual Total Room Rent	40,732	-	-	-	-	-	-	-	-	-	-	-	40,732
Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Ancillary Revenue	20,554	-	-	-	-	-	-	-	-	-	-	-	20,554
Actual Operating Revenue	61,286	-	-	-	-	-	-	-	-	-	-	-	61,286
Variance to Budget	816	(56,958)	(66,970)	(55,427)	(17,260)	(16,519)	(12,862)	(18,963)	(18,096)	(24,090)	(45,566)	(77,190)	(409,085)
<b># Events</b>													
Budgeted Private	10	9	10	8	1	4	2	4	1	4	7	11	71
Budgeted Corporate	6	8	9	11	10	7	6	7	10	10	11	10	105
Budgeted Community	5	1	2	1	3	2	-	1	4	3	5	4	31
	21	18	21	20	14	13	8	12	15	17	23	25	207
Actual Private	7	-	-	-	-	-	-	-	-	-	-	-	7
Actual Corporate	12	-	-	-	-	-	-	-	-	-	-	-	12
Actual Community	2	-	-	-	-	-	-	-	-	-	-	-	2
	21	-	-	-	-	-	-	-	-	-	-	-	21





\* Program & Recreation events reporting to be forthcoming





**Fleet & Equipment Support**  
**Statement of Revenues and Expenses**  
**For the Period Ended July 31, 2023**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
<b>Operations</b>									
Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Internal Revenue	-	-	-	0.0%	-	-	-	0.0%	-
<b>Total Operating Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>
Salaries and Wages	\$ (12,016)	\$ (8,890)	\$ (3,126)	-35.2%	\$ (12,016)	\$ (8,890)	\$ (3,126)	-35.2%	\$ (13,552)
Employee Benefits	(6,258)	(5,001)	(1,257)	-25.1%	(6,258)	(5,001)	(1,257)	-25.1%	(6,831)
Outside Services/Contractual	(74)	(150)	76	50.7%	(74)	(150)	76	50.7%	(106)
Utilities	(599)	(398)	(201)	-50.5%	(599)	(398)	(201)	-50.5%	(390)
Other Operating Expenses	(10,961)	(15,500)	4,539	29.3%	(10,961)	(15,500)	4,539	29.3%	(15,241)
Insurance	(5,436)	(4,942)	(494)	-10.0%	(5,436)	(4,942)	(494)	-10.0%	(5,074)
Internal Expense	(145)	(137)	(8)	-5.8%	(145)	(137)	(8)	-5.8%	(134)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	(9,365)	(14,308)	4,943	34.5%	(9,365)	(14,308)	4,943	34.5%	(12,851)
<b>Total Operating Expense</b>	<b>\$ (44,854)</b>	<b>\$ (49,326)</b>	<b>\$ 4,472</b>	<b>9.1%</b>	<b>\$ (44,854)</b>	<b>\$ (49,326)</b>	<b>\$ 4,472</b>	<b>9.1%</b>	<b>\$ (54,179)</b>
<b>Operating Contribution</b>	<b>\$ (44,854)</b>	<b>\$ (49,326)</b>	<b>\$ 4,472</b>	<b>9.1%</b>	<b>\$ (44,854)</b>	<b>\$ (49,326)</b>	<b>\$ 4,472</b>	<b>9.1%</b>	<b>\$ (54,179)</b>
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	59,273	59,273	-	0.0%	59,273	59,273	-	0.0%	58,444
Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
<b>Operating Income(Loss)</b>	<b>\$ 14,419</b>	<b>\$ 9,947</b>	<b>\$ 4,472</b>	<b>45.0%</b>	<b>\$ 14,419</b>	<b>\$ 9,947</b>	<b>\$ 4,472</b>	<b>45.0%</b>	<b>\$ 4,265</b>
<b>Non-Operations</b>									
Property Tax Revenue	\$ 35,417	\$ 35,417	\$ -	0.0%	\$ 35,417	\$ 35,417	\$ -	0.0%	\$ -
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
<b>Income(Loss)</b>	<b>\$ 49,836</b>	<b>\$ 45,364</b>	<b>\$ 4,472</b>	<b>9.9%</b>	<b>\$ 49,836</b>	<b>\$ 45,364</b>	<b>\$ 4,472</b>	<b>9.9%</b>	<b>\$ 4,265</b>
<b>Additional Funding Sources</b>									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
Balance	<b>\$ 49,836</b>	<b>\$ 45,364</b>	<b>\$ 4,472</b>	<b>9.9%</b>	<b>\$ 49,836</b>	<b>\$ 45,364</b>	<b>\$ 4,472</b>	<b>9.9%</b>	<b>\$ 4,265</b>
Earnings Before Interest, Depreciation & Amortization	\$ 59,201	\$ 59,672	\$ (471)	-0.8%	\$ 59,201	\$ 59,672	\$ (471)	-0.8%	\$ 17,116

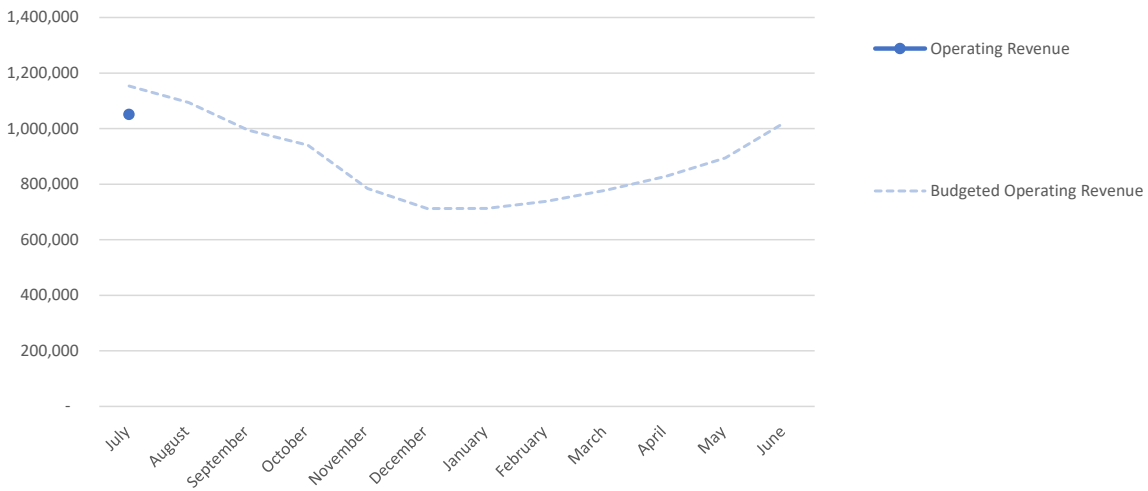


**General & Administrative Support  
Statement of Revenues and Expenses  
For the Period Ended July 31, 2023**

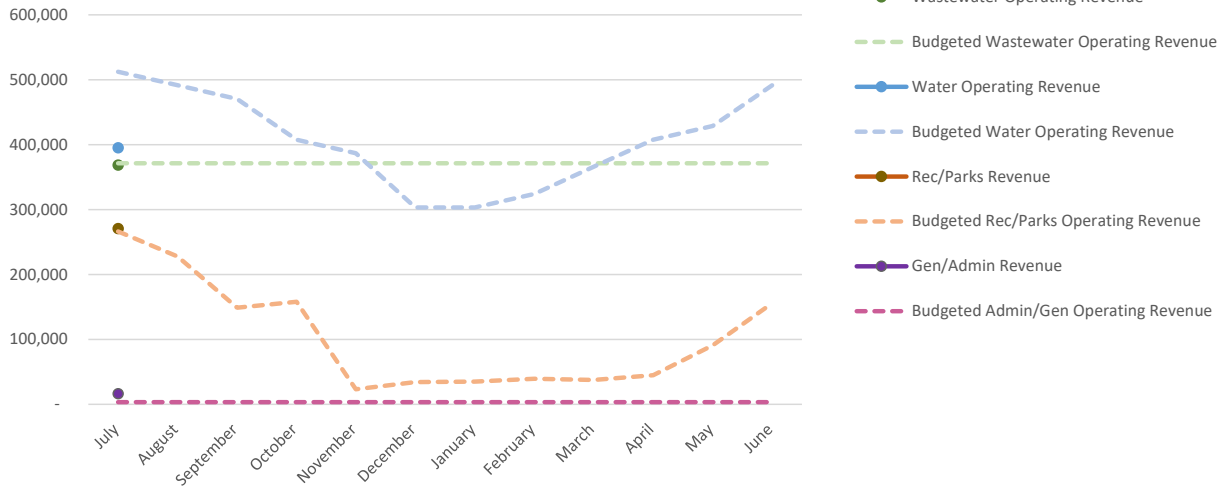
Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
<b>Operations</b>									
Operating Revenue	\$ 16,410	\$ 3,366	\$ 13,044	387.5%	\$ 16,410	\$ 3,366	\$ 13,044	387.5%	\$ 2,555
Internal Revenue	-	-	-	0.0%	-	-	-	0.0%	-
<b>Total Operating Revenue</b>	<b>\$ 16,410</b>	<b>\$ 3,366</b>	<b>\$ 13,044</b>	<b>387.5%</b>	<b>\$ 16,410</b>	<b>\$ 3,366</b>	<b>\$ 13,044</b>	<b>387.5%</b>	<b>\$ 2,555</b>
Salaries and Wages	\$ (220,814)	\$ (176,856)	\$ (43,958)	-24.9%	\$ (220,814)	\$ (176,856)	\$ (43,958)	-24.9%	\$ (189,509)
Employee Benefits	(68,721)	(93,499)	24,778	26.5%	(68,721)	(93,499)	24,778	26.5%	(76,789)
Outside Services/Contractual	(99,825)	(104,673)	4,848	4.6%	(99,825)	(104,673)	4,848	4.6%	(78,965)
Utilities	(10,547)	(11,018)	471	4.3%	(10,547)	(11,018)	471	4.3%	(8,549)
Other Operating Expenses	(20,477)	(97,363)	76,886	79.0%	(20,477)	(97,363)	76,886	79.0%	(17,233)
Insurance	(7,025)	(7,108)	83	1.2%	(7,025)	(7,108)	83	1.2%	(5,105)
Internal Expense	(2,877)	(2,364)	(513)	-21.7%	(2,877)	(2,364)	(513)	-21.7%	(1,918)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	(3,192)	(2,781)	(411)	-14.8%	(3,192)	(2,781)	(411)	-14.8%	(1,504)
<b>Total Operating Expense</b>	<b>\$ (433,478)</b>	<b>\$ (495,662)</b>	<b>\$ 62,184</b>	<b>12.5%</b>	<b>\$ (433,478)</b>	<b>\$ (495,662)</b>	<b>\$ 62,184</b>	<b>12.5%</b>	<b>\$ (379,572)</b>
<b>Operating Contribution</b>	<b>\$ (417,068)</b>	<b>\$ (492,296)</b>	<b>\$ 75,228</b>	<b>15.3%</b>	<b>\$ (417,068)</b>	<b>\$ (492,296)</b>	<b>\$ 75,228</b>	<b>15.3%</b>	<b>\$ (377,017)</b>
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	-	-	-	0.0%	-	-	-	0.0%	-
Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
<b>Operating Income(Loss)</b>	<b>\$ (417,068)</b>	<b>\$ (492,296)</b>	<b>\$ 75,228</b>	<b>15.3%</b>	<b>\$ (417,068)</b>	<b>\$ (492,296)</b>	<b>\$ 75,228</b>	<b>15.3%</b>	<b>\$ (377,017)</b>
<b>Non-Operations</b>									
Property Tax Revenue	\$ 127,083	\$ 127,083	\$ -	0.0%	\$ 127,083	\$ 127,083	\$ -	0.0%	\$ (32,083)
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	3,750	(3,750)	-100.0%	-	3,750	(3,750)	-100.0%	1,324
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	(8,333)	(8,333)	-	0.0%	(8,333)	(8,333)	-	0.0%	(8,167)
<b>Income(Loss)</b>	<b>\$ (298,318)</b>	<b>\$ (369,796)</b>	<b>\$ 71,478</b>	<b>19.3%</b>	<b>\$ (298,318)</b>	<b>\$ (369,796)</b>	<b>\$ 71,478</b>	<b>19.3%</b>	<b>\$ (415,943)</b>
<b>Additional Funding Sources</b>									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
<b>Balance</b>	<b>\$ (298,318)</b>	<b>\$ (369,796)</b>	<b>\$ 71,478</b>	<b>19.3%</b>	<b>\$ (298,318)</b>	<b>\$ (369,796)</b>	<b>\$ 71,478</b>	<b>19.3%</b>	<b>\$ (415,943)</b>
Earnings Before Interest, Depreciation & Amortization	\$ (295,126)	\$ (367,015)	\$ 71,889	19.6%	\$ (295,126)	\$ (367,015)	\$ 71,889	19.6%	\$ (414,439)



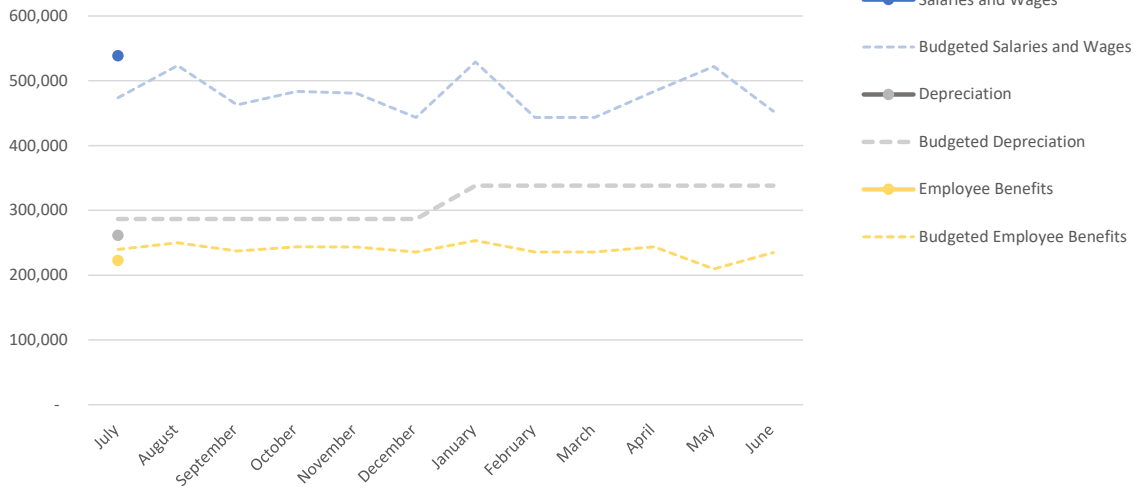
### Operating Revenues Year to Date



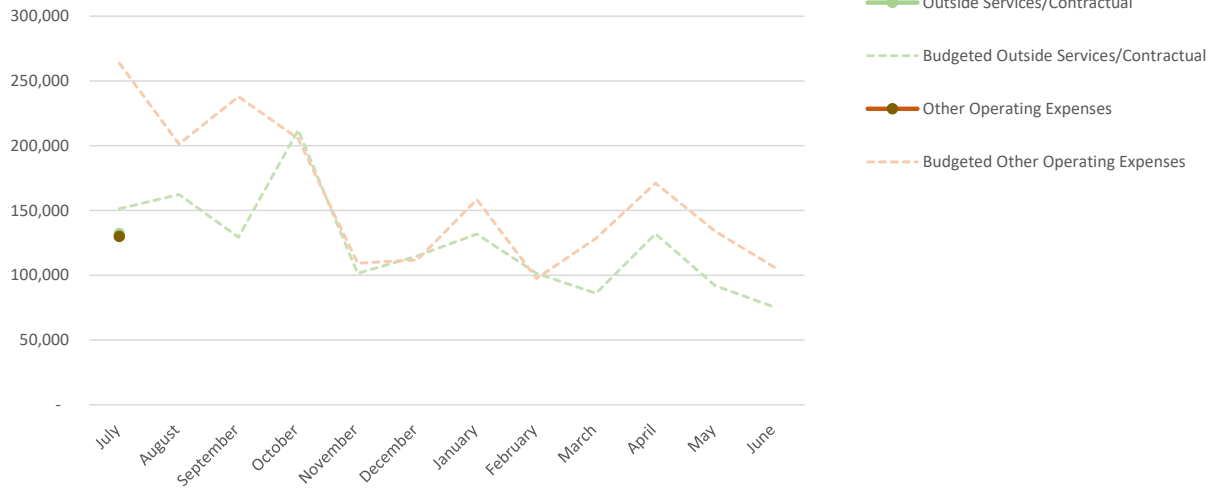
### Enterprise Operating Revenues Year to Date



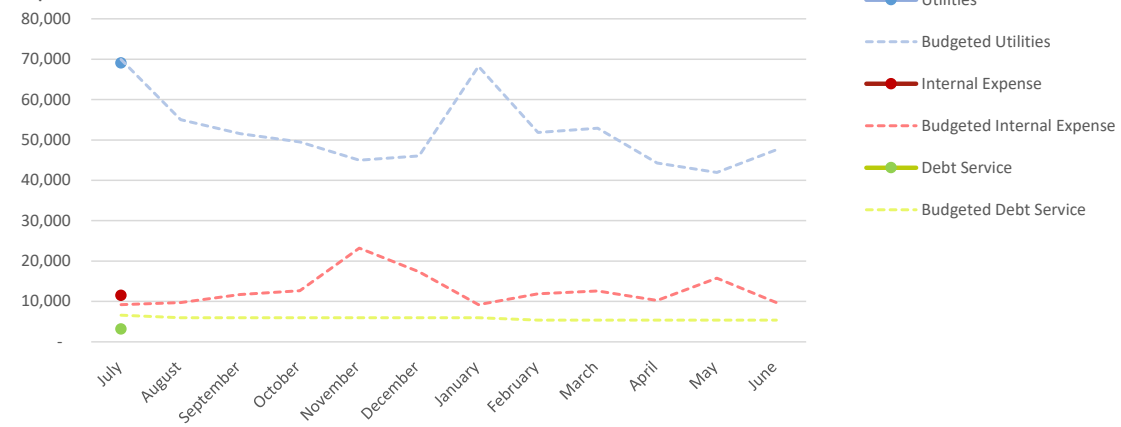
### Expenses Year to Date

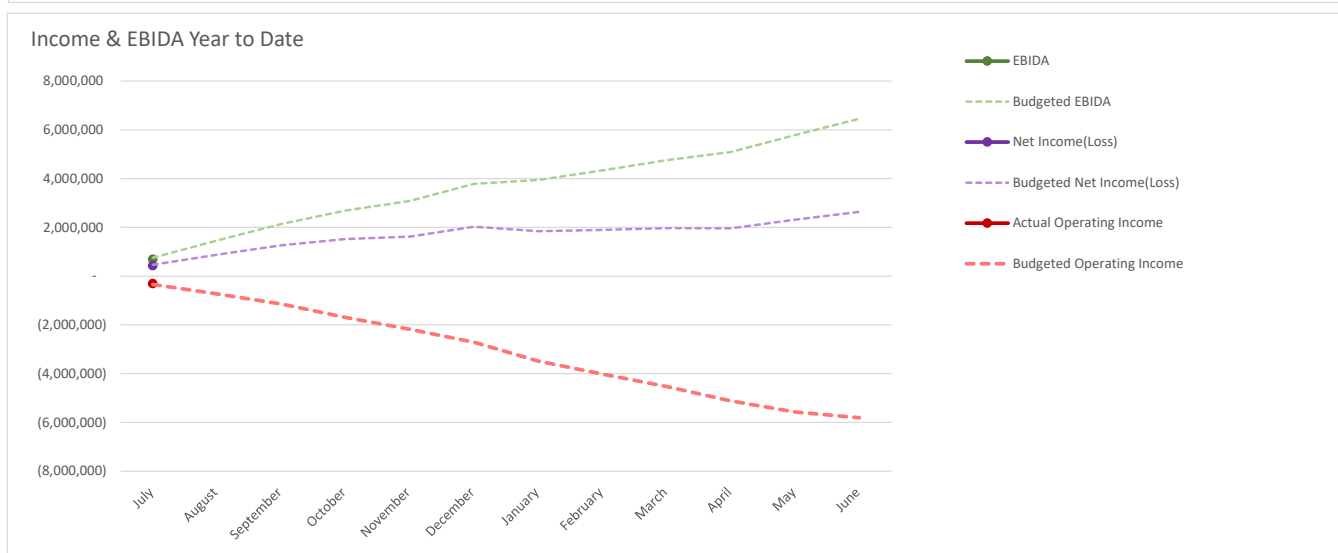
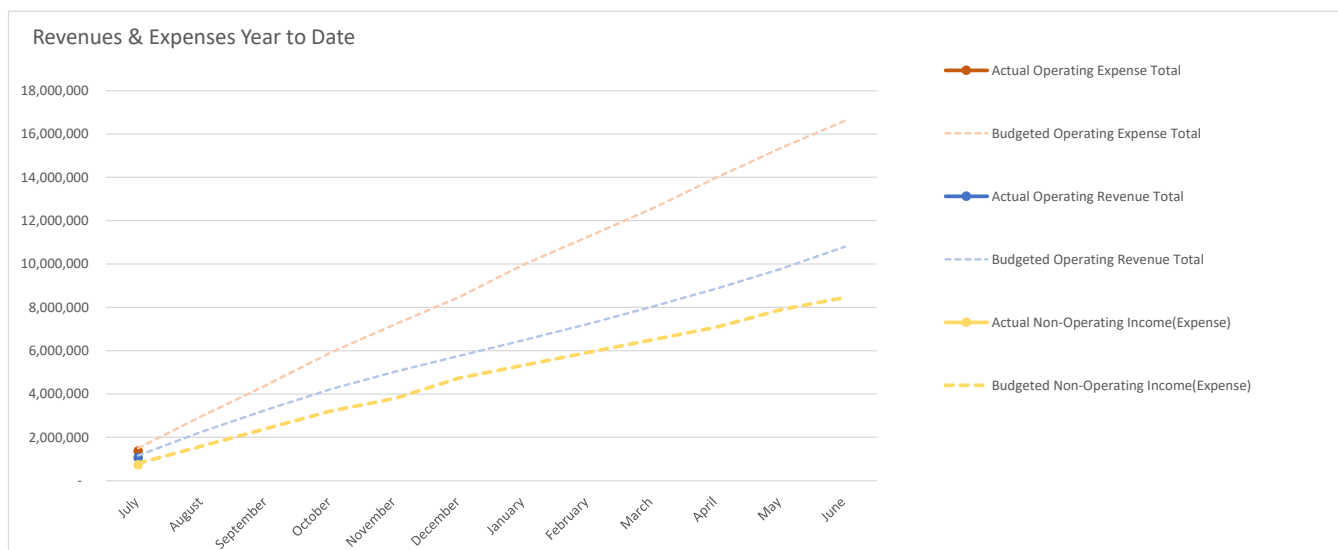


### Expenses Year to Date

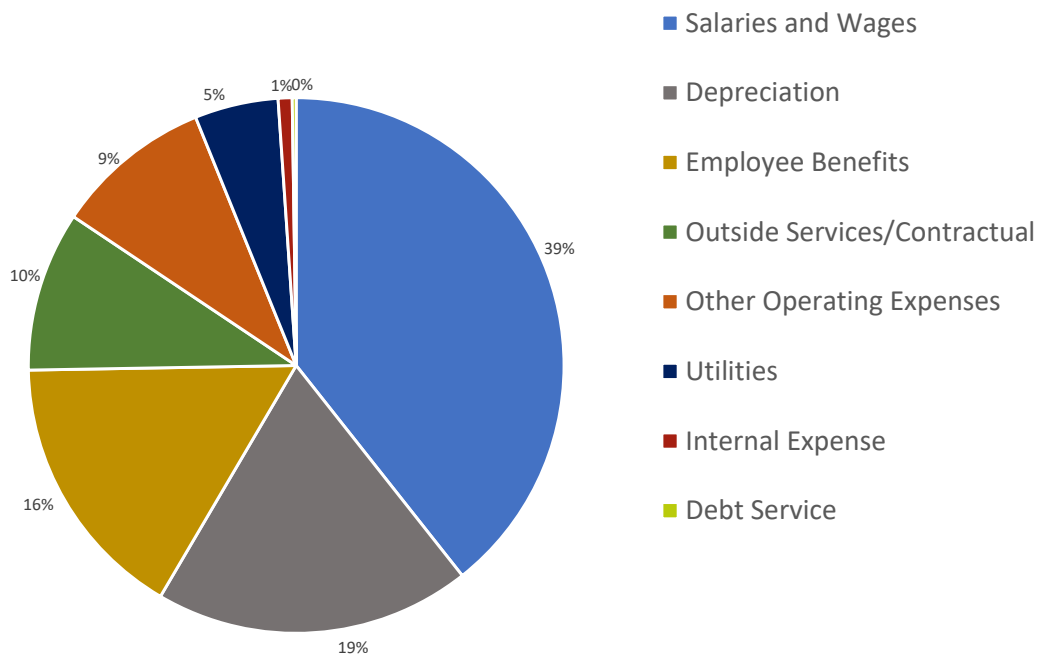


### Expenses Year to Date

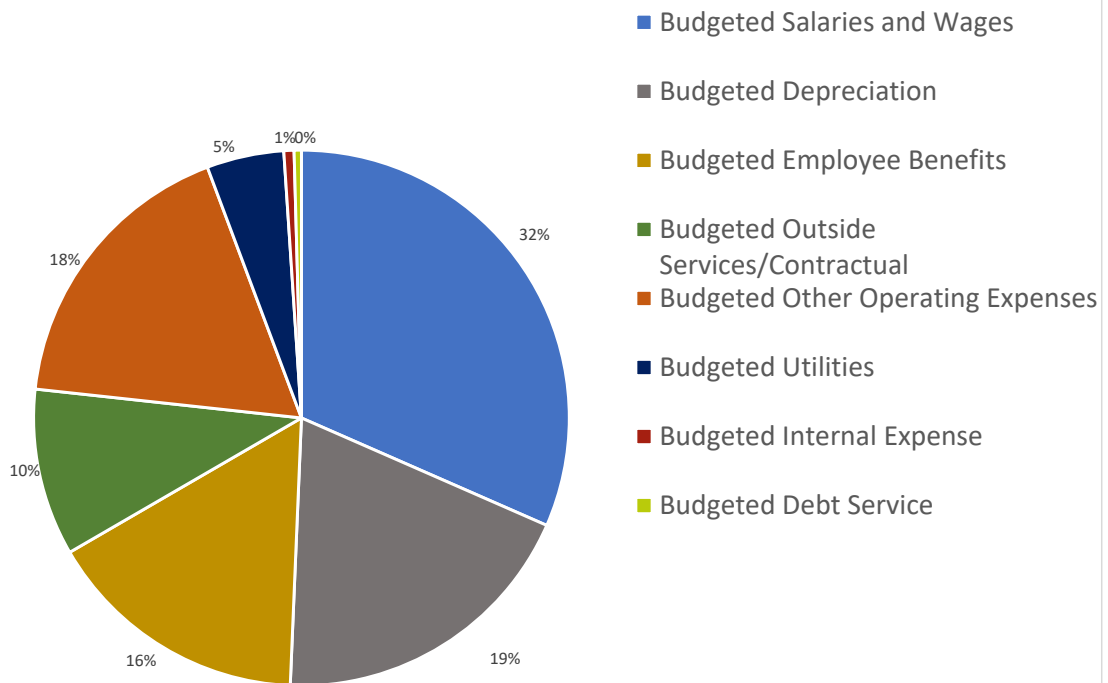




Actual July



Budgeted July



## Capital Outlay

Projects In Process

For the Period Ended July 31, 2023

Project Number	Project Description	2024 Adopted Budget	Prior Year Open Project Rollforward	Budget Adjustment	Total Available Budget	Year To Date			Return to Reserves	C = Comp	G = Grant	Grant Amount
						Actual	Encumbered	(Over) Under Budget				
Administration & Base												
2401-0000	Base Administration Building Improvements	\$ 25,000	\$ -	\$ -	25,000	\$ -	\$ -	\$ 25,000				
2402-0000	Operations Office Reconfiguration	50,000	-	-	50,000	-	30,167	19,833				
2151-0000	Master Plan: Corporation Yard Layout	200,000	-	-	200,000	-	-	200,000				
2403-0000	Administration Building Roof Improvements **	40,000	-	-	40,000	-	-	40,000				
2405-0000	Base Facility Detention Pond Fencing	25,000	-	-	25,000	351	-	24,649				
2406-0000	Pavement Maintenance Plan - Engineering	60,000	-	-	60,000	822	-	59,178				
2450-0011	Pavement Maintenance - Slurry Seal	30,000	-	-	30,000	-	-	30,000				
2407-0000	Electric Vehicle Charging Station	30,000	-	-	30,000	-	-	30,000				
2415-0000	Server and Network Equipment Replacement	50,000	-	-	50,000	-	-	50,000				
Total Administration Purchases		\$ 510,000	\$ -	\$ -	510,000	\$ 1,173	\$ 30,167	\$ 478,660	\$ -			
Fleet												
2320-0000	#78 Air Compressor*	\$ 15,000	\$ 26,000	\$ -	\$ 41,000	\$ -	\$ 35,575	\$ 5,425				
2420-0000	Pavement Saw Slurry Vacuum	15,000	-	-	15,000	-	-	15,000				
2422-0000	Snow Removal MultiPurpose Tractor	200,000	-	-	200,000	-	-	200,000				
2423-0000	Mid-Size Loader	325,000	-	-	325,000	-	282,430	42,570				
2430-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra	75,000	-	-	75,000	-	61,445	13,555				
2431-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra	75,000	-	-	75,000	-	61,445	13,555				
2432-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra	75,000	-	-	75,000	-	61,445	13,555				
2433-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra	75,000	-	-	75,000	-	61,445	13,555				
2434-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra	75,000	-	-	75,000	-	61,445	13,555				
2435-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra	75,000	-	-	75,000	-	61,445	13,555				
Total Fleet Purchases		\$ 1,005,000	\$ 26,000	\$ -	1,031,000	\$ -	\$ 686,674	\$ 344,326	\$ -			
Wastewater												
Packaged Satellite Sewer Pump Station Improvements Project S-1,												
2244-0000	S-2, N-2, D-2, D-5, S-3*	\$ -	\$ 949,165	\$ -	\$ 949,165	\$ 10,394	\$ 930,070	\$ 8,701				
2440-0000	Lower Lateral CIPP Rehabilitation	70,000	-	-	70,000	-	-	70,000				
2441-0000	Sewer Force Main Improvements	70,000	-	-	70,000	-	-	70,000				
2442-0000	Lower Lateral Replacement	70,000	-	-	70,000	-	-	70,000				
2443-0000	Sewer Collection System Improvements	70,000	-	-	70,000	-	15,679	54,321				
2444-0000	Gravity Main Rehabilitation and Replacement **	100,000	-	-	100,000	-	-	100,000				
2445-0000	Sewage Export System Inspection/Analysis Predesign **	150,000	-	-	150,000	-	-	150,000				
2446-0000	Satellite PS Rehabilitation Design	200,000	-	-	200,000	375	-	199,625				
2447-0000	N-3, C-2, D-4 Satellite PS Improvements Project**	50,000	-	-	50,000	-	-	50,000				
2448-0000	Easement Clearing (location TBD)	65,000	-	-	65,000	-	-	65,000				
2449-0000	SCADA Infrastructure Improvements	120,000	-	-	120,000	-	-	120,000				
2451-0000	CCTV Push Camera	20,000	-	-	20,000	-	-	20,000				
2452-0000	Sewage Pump Station Improvements	25,000	-	-	25,000	-	-	25,000				
2450-0021	Pavement Maintenance - Slurry Seal	20,000	-	-	20,000	-	-	20,000				
Total Wastewater Purchases		\$ 1,030,000	\$ 949,165	\$ -	1,979,165	\$ 10,769	\$ 945,749	\$ 1,022,647	\$ -			

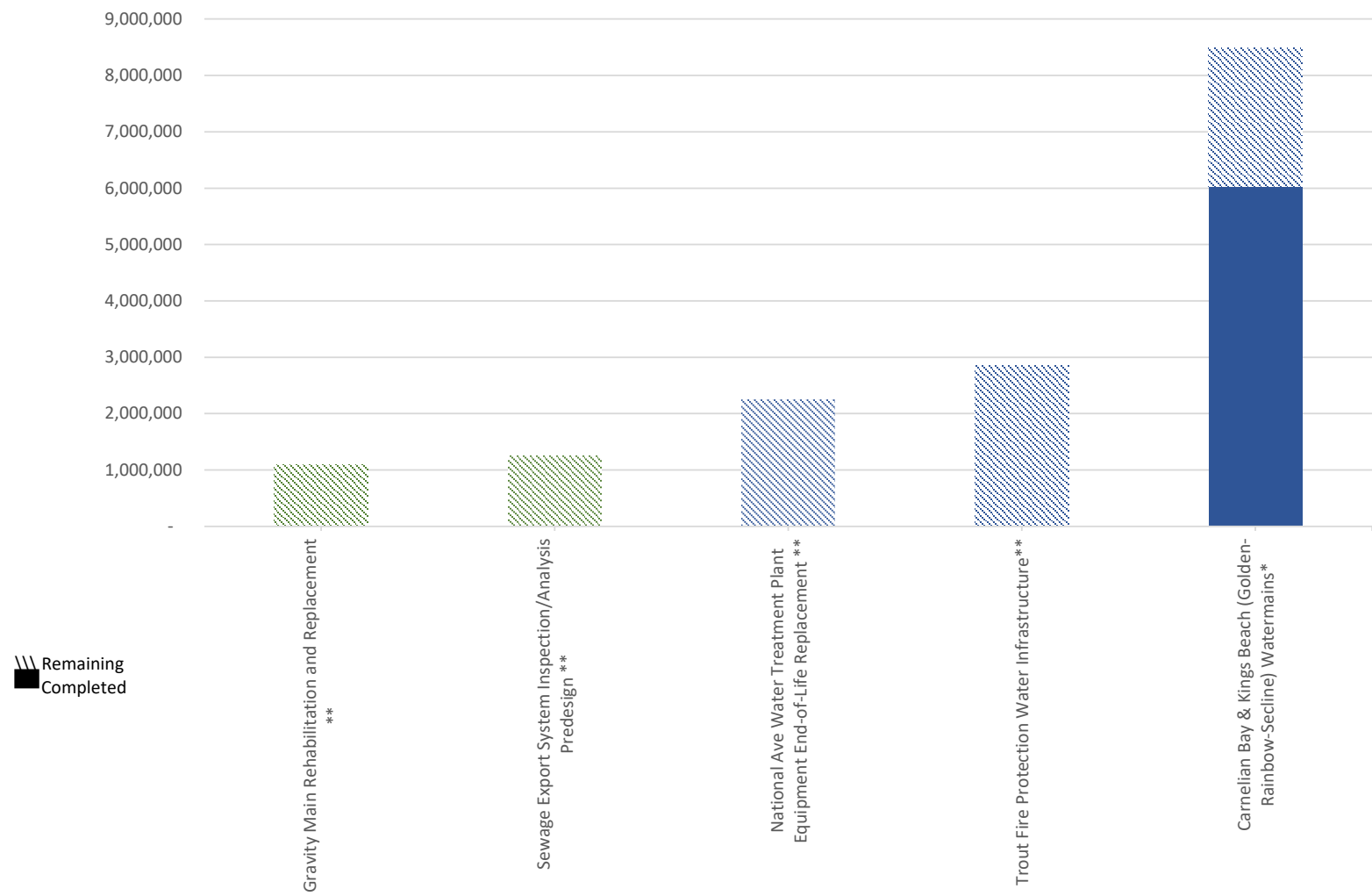
## Capital Outlay

Projects In Process

For the Period Ended July 31, 2023

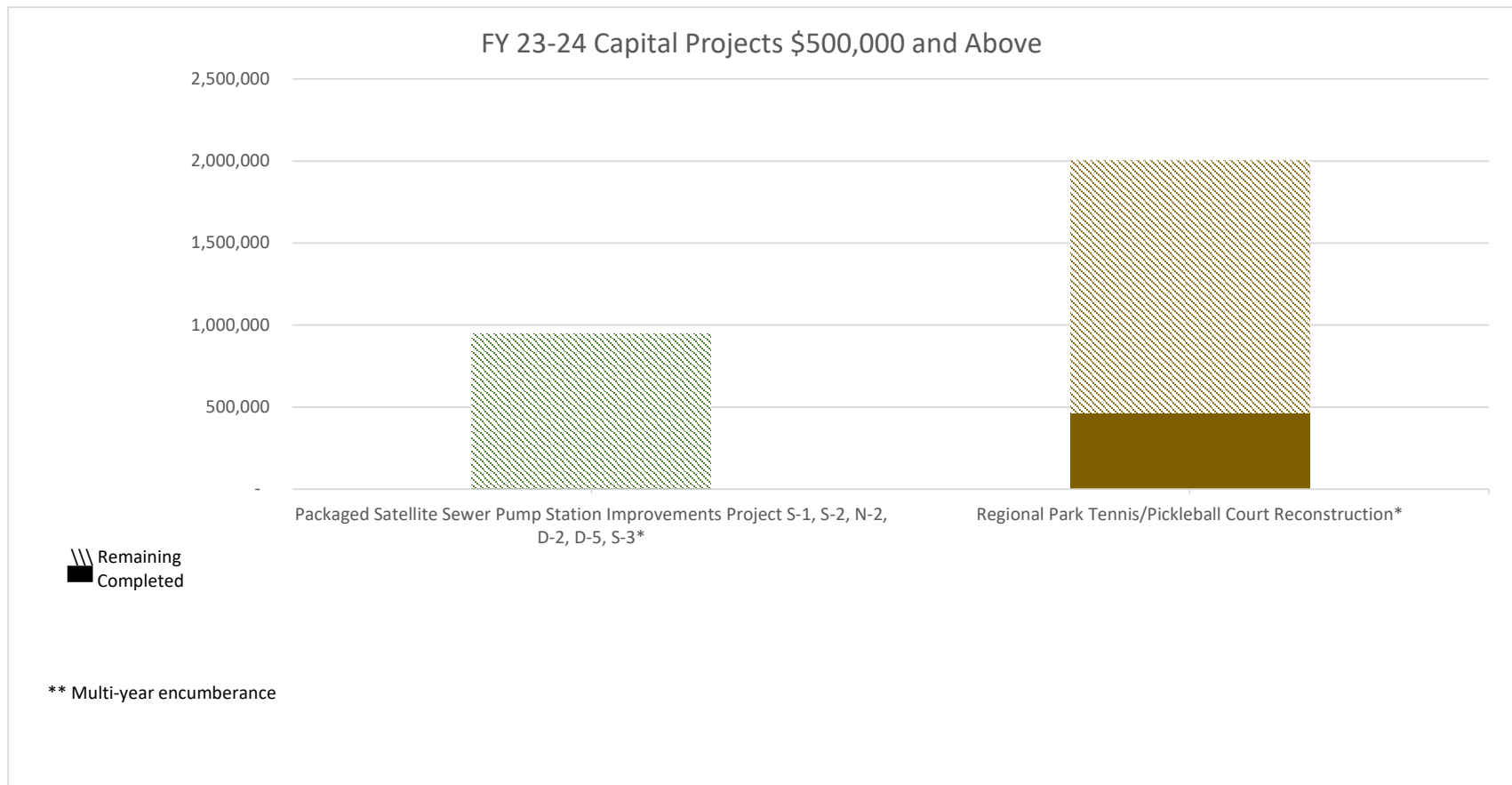
Projects In Process												
For the Period Ended July 31, 2023												
Project Number	Project Description	2024 Adopted Budget	Prior Year Open Project Rollforward	Budget Adjustment	Total Available Budget	Year To Date			Return to Reserves	C = Complete	G = Grant Funded	Grant Amount
						Actual	Encumbered	(Over) Under Budget				
	Water											
2260-0000	Cybersecurity Assessment and Implementation Phase I*	\$ -	\$ 137,380	\$ -	\$ 137,380	\$ -	\$ 133,436	\$ 3,944				
2361-0000	Brockway Vista at North Lake at Speed Boat Watermain*	-	12,059	-	12,059	-	-	12,059				
2362-0000	National Ave Water Treatment Plant Programmable Logical Carnelian Bay & Kings Beach (Golden-Rainbow-Secline)	-	30,860	-	30,860	-	30,860	-				
2264-0000	Watermains*	2,466,000	1,341	-	2,467,341	11,003	2,375,358	80,981				
2460-0000	Dollar Cove SR28 Watermain Crossing	250,000	-	-	250,000	-	-	250,000				
	National Ave Water Treatment Plant Equipment End-of-Life Replacement **	150,000	-	-	150,000	-	-	150,000				
2465-0000	Trout Fire Protection Water Infrastructure**	50,000	-	-	50,000	861	-	49,139				
2470-0000	Water PS Mechanical and Electrical Improvements	70,000	-	-	70,000	-	-	70,000				
2471-0000	Water Facility Improvements	70,000	-	-	70,000	-	-	70,000				
2450-0031	Pavement Maintenance - Slurry Seal	25,000	-	-	25,000	-	-	25,000				
2461-0000	Carnelian Woods Service Lateral and Meter Replacement	125,000	-	-	125,000	3,042	-	121,958				
2462-0000	Smart Metering Infrastructure Improvements	20,000	-	-	20,000	-	-	20,000				
	Total Water Purchases	\$ 3,226,000	\$ 181,640	\$ -	\$ 3,407,640	\$ 14,905	\$ 2,539,654	\$ 853,081	\$ -			
	Recreation and Parks											
2481-0000	Joint Needs Analysis - NTPUD/TCPUD Phase III	\$ 100,000	\$ -		\$ 100,000	\$ -	\$ -	\$ 100,000		#	\$	50,000
1623-0000	Wayfinding Sign	-	11,941	-	11,941	3,500	8,807	(366)		G		13,169
2040-PLC	Wayfinding and Destination Signage Project * **	50,000	19,894	-	69,894	-	26,889	43,006		G		69,894
2284-0000	NTEC Architectural Planning Study *	78,185	(38,624)	-	39,561	1,317	-	38,244				
2392-0000	Regional Park Tennis/Pickleball Court Reconstruction*	2,792,715	(791,815)	-	2,000,900	464,803	1,294,871	241,225		G		750,000
2192-0000	NTEC Emergency Generator*	275,000	11,176	-	286,176	1,094	19,162	265,920		G		188,406
2490-0000	NTEC - Furnishings, Fixtures and Building Improvements	75,000	-	-	75,000	1,144	-	73,856				
2482-0000	Park Facility Improvements	60,000	-	-	60,000	520	5,600	53,880				
2281-0000/1PLC	Regional Park Pam Emmerich Pine Drop Trailhead Project*	430,000	(47,566)	-	382,434	2,858	348,685	30,891		G		241,901
2450-0043	Pavement Maintenance - Slurry Seal	30,000	-	-	30,000	-	-	30,000				
2484-0000	NTRP Multi-Purpose Trail Connection (Design)	30,000	-	-	30,000	-	-	30,000				
2485-0000	Electric Vehicle Charging Station	30,000	-	-	30,000	-	-	30,000				
	Total Recreation and Parks Purchases	\$ 3,950,900	\$ (834,994)	\$ -	\$ 3,115,906	\$ 475,236	\$ 1,704,015	\$ 936,655	\$ -			
*	Project carry-over from Prior Year											
**	Multi-year encumbrance - on 5 year CIP											
#	Non-grant cost reimbursement											
	Administration & Base	\$ 510,000	\$ -	\$ -	\$ 510,000	\$ 1,173	\$ 30,167	\$ 478,660	\$ -			
	Fleet	1,005,000	26,000	-	1,031,000	-	686,674	344,326	-			
	Wastewater	1,030,000	949,165	-	1,979,165	10,769	945,749	1,022,647	-			
	Water	3,226,000	181,640	-	3,407,640	14,905	2,539,654	853,081	-			
	Recreation and Parks	3,950,900	(834,994)	-	3,115,906	475,236	1,704,015	936,655	-			
	Total Capital Expenditures	\$ 9,721,900	\$ 321,811	\$ -	\$ 10,043,711	\$ 502,084	\$ 5,906,258	\$ 3,635,369	\$ -			

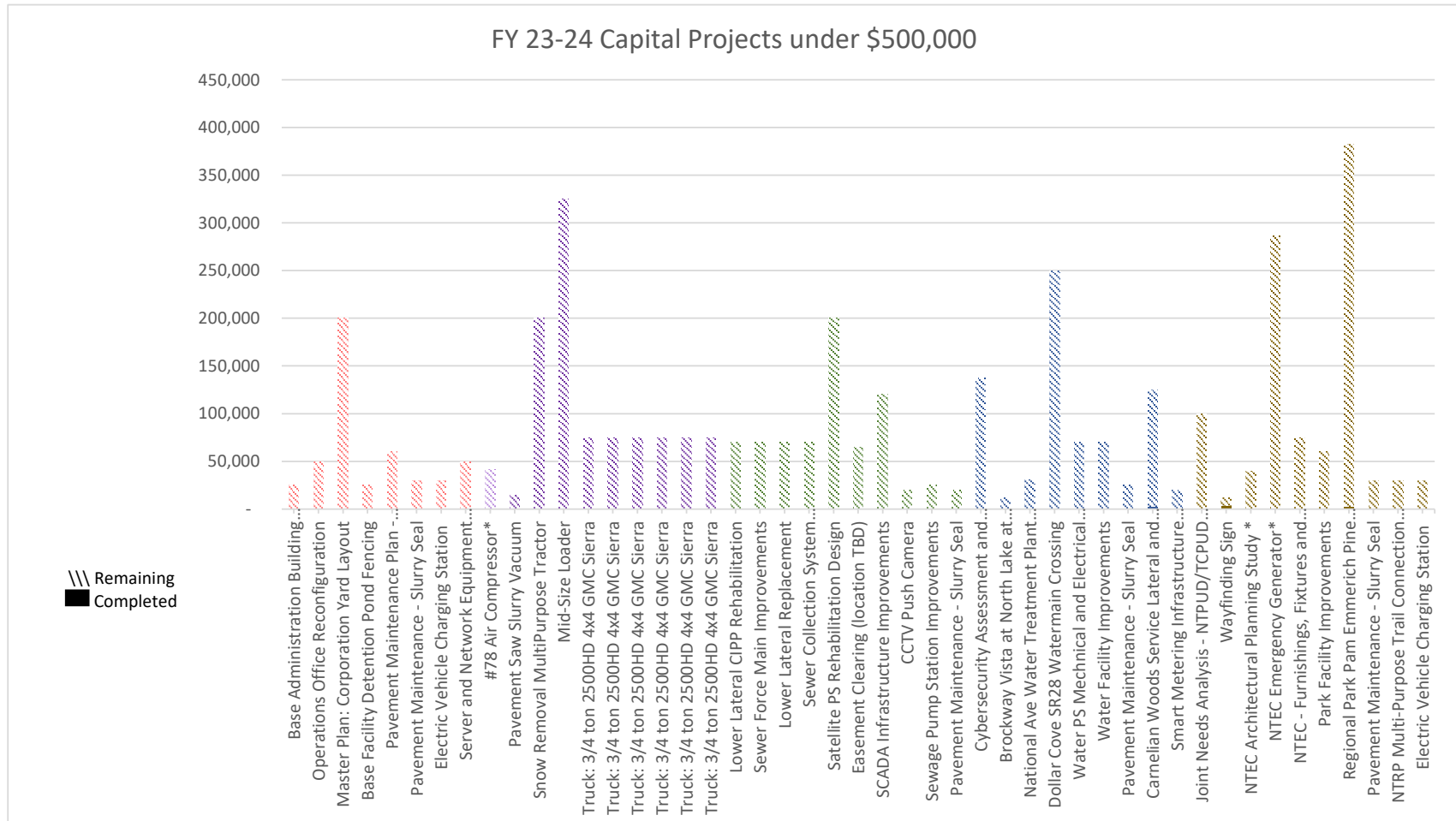
Multi-Year Capital Projects \$1M and Above

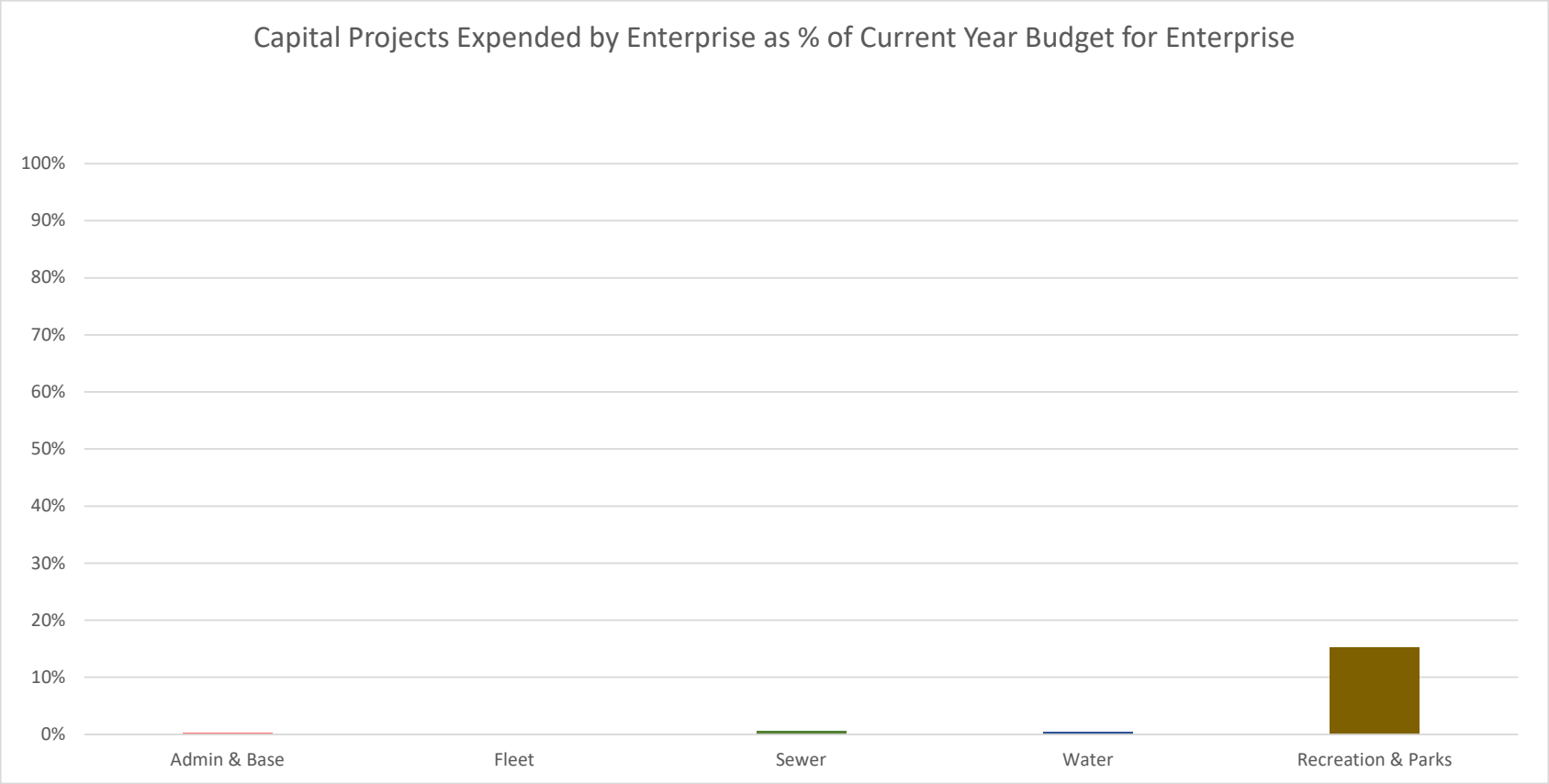














**Consolidated Balance Sheet**  
**For the Period Ended July 31, 2023**

**ASSETS**

**Current Assets**

Cash & Cash Equivalents  
Investments  
Due (To)/From Other Fund  
Accounts Receivable  
Inventory  
Deposits and Prepaid Expenses  
**Total Current Assets**

	Current Month	Prior Month	FYE 2023
\$	9,624,095	\$ 12,457,350	\$ 12,457,350
	902,842	902,842	902,842
	-	-	-
	1,013,298	259,632	259,632
	168,443	168,443	168,443
	755,757	624,855	624,855
<b>\$</b>	<b>12,464,435</b>	<b>\$ 14,413,122</b>	<b>\$ 14,413,122</b>

**Restricted Assets**

Cash & Cash Equivalents  
Accounts Receivable  
Deposits and Prepaid Expenses  
**Total Restricted Assets**

\$	407,278	\$ 407,278	\$ 407,278
	835,377	679,277	679,277
	-	-	-
<b>\$</b>	<b>1,242,654</b>	<b>\$ 1,086,554</b>	<b>\$ 1,086,554</b>

**Non-Current Assets**

**Property, Plant & Equipment**

Work in Process  
Land  
Property Rights  
Buildings and Improvements  
Vehicles and Equipment  
Furniture and Office Equipment  
Water System  
Sewer System  
Subtotal - Property, Plant & Equipment  
Accumulated Depreciation  
**Net Property, Plant & Equipment**

\$	9,976,951	\$ 9,463,304	\$ 9,463,304
	7,123,368	7,123,368	7,123,368
	15,237	15,237	15,237
	27,878,345	27,878,345	27,878,345
	8,164,962	8,164,962	8,164,962
	1,937,233	1,937,233	1,937,233
	39,147,924	39,147,924	39,147,924
	41,036,492	41,036,492	41,036,492
	135,280,513	134,766,866	134,766,866
	(68,947,007)	(68,685,419)	(68,685,419)
<b>\$</b>	<b>66,333,507</b>	<b>\$ 66,081,447</b>	<b>\$ 66,081,447</b>

**DEFERRED OUTFLOWS OF RESOURCES**

<b>\$</b>	<b>1,187,215</b>	<b>\$ 1,187,215</b>	<b>\$ 1,187,215</b>
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**TOTAL ASSETS & DEFERRED OUTFLOWS**

<b>\$</b>	<b>81,227,811</b>	<b>\$ 82,768,338</b>	<b>\$ 82,768,338</b>
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**Consolidated Balance Sheet**  
**For the Period Ended July 31, 2023**

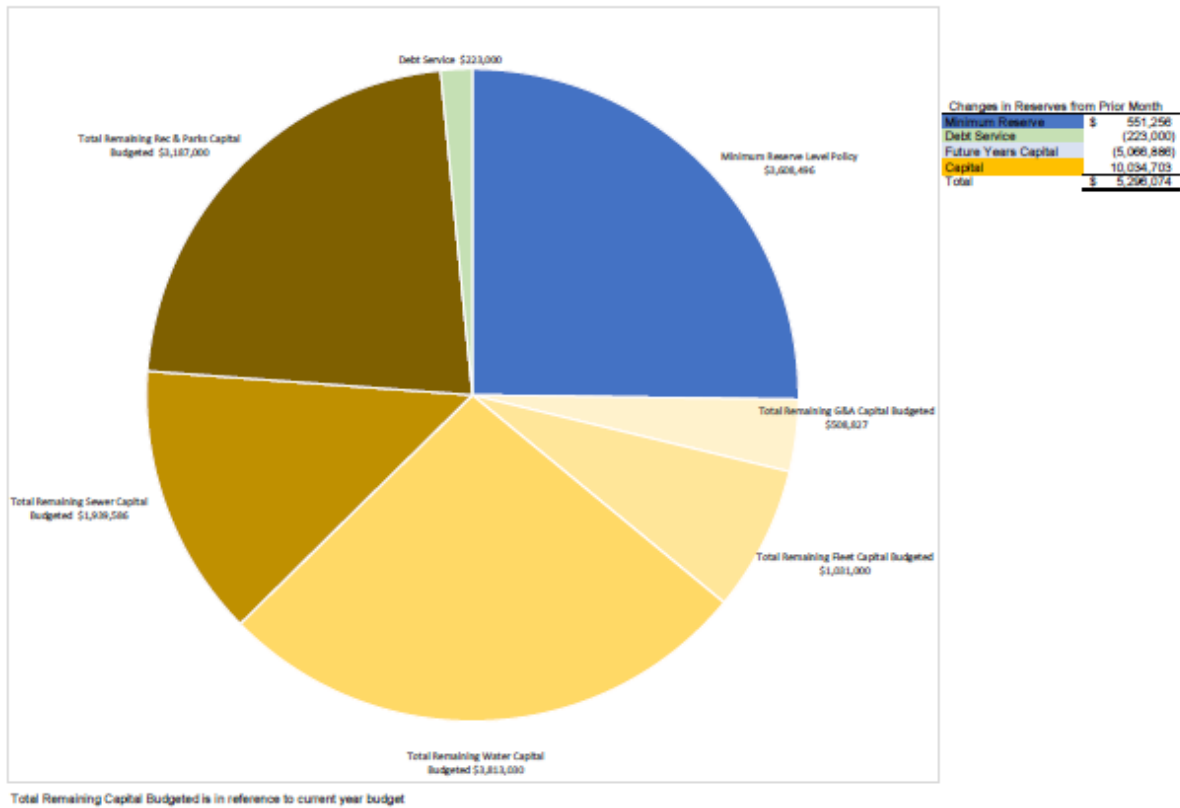
	Current Month	Prior Month	FYE 2023
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 1,147,561	\$ 3,135,738	\$ 3,135,738
Deferred Revenue	525,203	560,895	560,895
Compensated Absences Payable	792,674	712,749	712,749
Accrued Liabilities	691,865	645,237	645,237
Current Portion of Long-Term Debt	385,115	385,115	385,115
	<u>3,542,418</u>	<u>5,439,734</u>	<u>5,439,734</u>
<b>Current Liabilities (Payable from Restricted Assets)</b>			
Deferred Grant Revenue	\$ -	\$ -	\$ -
Accounts Payable	-	-	-
<b>Total Current Liabilities</b>	<b>\$ 3,542,418</b>	<b>\$ 5,439,734</b>	<b>\$ 5,439,734</b>
<b>Non-Current Liabilities</b>			
Long-Term Debt, Net of Current Portion	\$ 864,878	\$ 864,878	\$ 864,878
Net Pension Liability	(1,023,760)	(1,023,760)	(1,023,760)
<b>Total Long Term Liabilities</b>	<b>\$ (158,882)</b>	<b>\$ (158,882)</b>	<b>\$ (158,882)</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>\$ 1,068,788</b>	<b>\$ 1,068,788</b>	<b>\$ 1,068,788</b>
<b>NET POSITION</b>			
Net Investment in Capital Assets (Net of Debt)	\$ 65,083,514	\$ 64,831,454	\$ 64,831,454
Debt Services	445,936	445,936	445,936
Net Restricted Assets	1,242,654	1,086,554.49	1,086,554.49
Unrestricted	9,605,710	6,883,387	6,883,387
Current Year Income / (Loss)	397,672	3,171,367	3,171,367
<b>Balance</b>	<b>\$ 76,775,487</b>	<b>\$ 76,418,699</b>	<b>\$ 76,418,699</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS &amp; FUND BALANCE</b>	<b>\$ 81,227,811</b>	<b>\$ 82,768,338</b>	<b>\$ 82,768,338</b>
	Median	NTPUD	FYE 2023
Days in Cash (Cash/Operating Expenses less Depreciation)	296	254	
Days of Working Capital (Reserves/Operating Expenses less Depreciation)	92	274	
Debt Ratio (Total Liabilities/Total Assets)	36%	4%	6%
Return on Assets (Net Income/Total Assets)	2.5%	4.0%	3.9%
Debt Service Coverage Ratio	1.3		
Unrestricted Reserves	\$ 8,922,016	\$ 8,973,388	\$ 8,973,388
Minimum Reserve Level Policy	(3,608,496)	(3,057,239)	(3,057,239)
<b>Available for Investment</b>	<b>\$ 5,313,521</b>	<b>\$ 5,916,149</b>	<b>\$ 5,916,149</b>
Additional FY 2024 EBIDA	5,347,445		
Total Available	\$ 10,660,966		
Total Remaining FY 2024 Capital Budgeted	(10,479,442)		
Debt Service	\$ (223,000)		
<b>Unbudgeted</b>	<b>\$ (41,476)</b>		

**NTPUD (consolidated)**  
**Statement of Cash Flows**  
**For the Period Ended July 31, 2023**  
(In Thousands)

	<u>Current Month</u>	<u>Year-to Date</u>
<b>Operating Activities</b>		
Net Income (Loss)	\$397,671	\$397,671
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	261,588	261,588
Net changes in operating assets and liabilities:		
(Increase)/Decrease Account Receivables	(753,666)	(753,666)
(Increase)/Decrease Inventories	-	-
(Increase)/Decrease Deposits & Prepaid expenses	(130,903)	(130,903)
(Increase)/Decrease Deferred Outflows	-	-
(Decrease)/Increase Payables & Accrued Liabilities	(1,938,198)	(1,938,198)
(Decrease)/Increase Deferred Grant Revenue	-	-
(Decrease)/Increase in Deferred Inflows	-	-
<b>Net Cash Provided (Used) by operating activities</b>	<b>(2,163,508)</b>	<b>(2,163,508)</b>
<b>Investing Activities</b>		
Change in Restricted Assets	(156,100)	(156,100)
Net Purchases of property, plant and equipment	(513,647)	(513,647)
<b>Net Cash Provided (Used) by investing activities</b>	<b>(669,747)</b>	<b>(669,747)</b>
<b>Financing Activities</b>		
Change in Capital Loan	-	-
Change in Net Pension Liability	-	-
<b>Net Cash Provided (Used) by financing activities</b>	<b>-</b>	<b>-</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(2,833,255)</b>	<b>(2,833,255)</b>
<b>Cash and Equivalents at beginning of period</b>	<b>13,360,192</b>	<b>13,360,192</b>
<b>Cash and Equivalents at end of period</b>	<b>\$10,526,937</b>	<b>\$10,526,937</b>

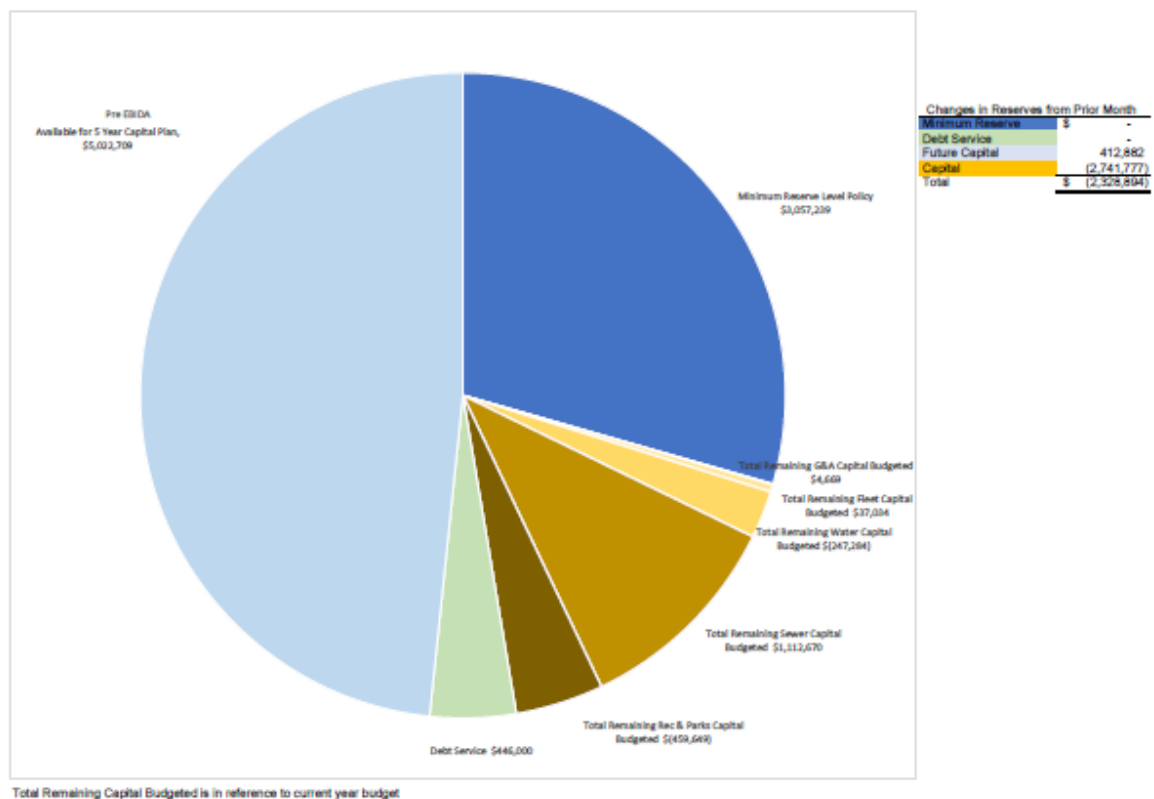
**North Tahoe Public Utility District  
As Of 7/31/2023**

Total Reserve Funds of \$8,922,016, of which \$3,608,495 is Restricted as Minimum Reserve, plus remaining Budgeted EBIDA of \$5,347,445 totals \$14,269,461 available to meet the Capital and Minimum Reserves in the Current Year



**North Tahoe Public Utility District  
As Of 6/30/2023**

Total Reserve Funds of \$8,973,388 of which \$3,057,239 is Restricted as Minimum Reserve





Division Balance Sheet  
For the Period Ended July 31, 2023

	Wastewater	Water	Recreation & Parks	Fleet & Equipment	General & Administrative and Base	Total
<b>ASSETS</b>						
<b>Current Assets</b>						
Cash & Cash Equivalents	\$ -	\$ 445,936	\$ 54,177	\$ -	\$ 9,123,982	\$ 9,624,095
Investments	-	-	-	-	902,842	902,842
Due (To)/From Other Fund	2,957,359	2,794,130	1,420,997	613,927	(7,786,413)	-
Accounts Receivable	46,723	98,069	341,616	-	526,890	1,013,298
Inventory	168,443	-	-	-	-	168,443
Deposits and Prepaid Expenses	-	-	22,542	-	733,215	755,757
<b>Total Current Assets</b>	<b>\$ 3,172,525</b>	<b>\$ 3,338,134</b>	<b>\$ 1,839,332</b>	<b>\$ 613,927</b>	<b>\$ 3,500,516</b>	<b>\$ 12,464,435</b>
<b>Restricted Assets</b>						
Cash & Cash Equivalents	\$ -	\$ -	\$ -	\$ -	\$ 407,278	\$ 407,278
Accounts Receivable	-	27,100	802,277	-	6,000	835,377
Deposits and Prepaid Expenses	-	-	-	-	-	-
<b>Total Restricted Assets</b>	<b>\$ -</b>	<b>\$ 27,100</b>	<b>\$ 802,277</b>	<b>\$ -</b>	<b>\$ 413,278</b>	<b>\$ 1,242,654</b>
<b>Non-Current Assets</b>						
<b>Property, Plant &amp; Equipment</b>						
Work in Process	\$ 957,534	\$ 6,967,924	\$ 2,088,946	\$ -	\$ (37,452)	\$ 9,976,951
Land	86,310	772,058	6,265,000	-	-	7,123,368
Property Rights	7,237	8,000	-	-	-	15,237
Buildings and Improvements	8,222,285	-	19,467,794	-	188,266	27,878,345
Vehicles and Equipment	5,806,355	285,750	817,577	1,255,279	-	8,164,962
Furniture and Office Equipment	925,994	35,919	843,687	-	131,633	1,937,233
Water System	-	39,147,924	-	-	-	39,147,924
Sewer System	41,036,492	-	-	-	-	41,036,492
Subtotal - Property, Plant & Equipment	57,042,207	47,217,575	29,483,005	1,255,279	282,447	135,280,513
Accumulated Depreciation	(33,759,560)	(21,364,764)	(13,121,464)	(645,501)	(55,718)	(68,947,007)
<b>Net Property, Plant &amp; Equipment</b>	<b>\$ 23,282,648</b>	<b>\$ 25,852,811</b>	<b>\$ 16,361,540</b>	<b>\$ 609,778</b>	<b>\$ 226,729</b>	<b>\$ 66,333,507</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ -</b>	<b>\$ 273,870</b>	<b>\$ 190,879</b>	<b>\$ -</b>	<b>\$ 722,466</b>	<b>\$ 1,187,215</b>
<b>TOTAL ASSETS &amp; DEFERRED OUTFLOWS</b>	<b>\$ 26,455,173</b>	<b>\$ 29,491,916</b>	<b>\$ 19,194,028</b>	<b>\$ 1,223,706</b>	<b>\$ 4,862,988</b>	<b>\$ 81,227,811</b>





Division Balance Sheet  
For the Period Ended July 31, 2023

	Wastewater	Water	Recreation & Parks	Fleet & Equipment	General & Administrative and Base	Total
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable	\$ 36,948	\$ 204,931	\$ 556,598	\$ 12,709	\$ 336,376	\$ 1,147,561
Deferred Revenue	-	-	525,203	-	-	525,203
Compensated Absences Payable	141,691	149,255	110,078	22,598	369,052	792,674
Accrued Liabilities	-	29,912	5,119	-	656,834	691,865
Current Portion of Long-Term Debt	-	385,115	-	-	-	385,115
	178,639	769,213	1,196,997	35,307	1,362,262	3,542,418
<b>Current Liabilities (Payable from Restricted Assets)</b>						
Deferred Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	-	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>\$ 178,639</b>	<b>\$ 769,213</b>	<b>\$ 1,196,997</b>	<b>\$ 35,307</b>	<b>\$ 1,362,262</b>	<b>\$ 3,542,418</b>
<b>Non-Current Liabilities</b>						
Long-Term Debt, Net of Current Portion	\$ -	\$ 864,878	\$ -	\$ -	\$ -	\$ 864,878
Net Pension Liability	(308,198)	(211,565)	(149,205)	(46,146)	(308,646)	(1,023,760)
<b>Total Long Term Liabilities</b>	<b>\$ (308,198)</b>	<b>\$ 653,313</b>	<b>\$ (149,205)</b>	<b>\$ (46,146)</b>	<b>\$ (308,646)</b>	<b>\$ (158,882)</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>\$ 205,844</b>	<b>\$ 226,516</b>	<b>\$ 161,202</b>	<b>\$ 31,051</b>	<b>\$ 444,175</b>	<b>\$ 1,068,788</b>
<b>NET POSITION</b>						
Net Investment in Capital Assets (Net of Debt)	\$ 23,282,648	\$ 24,602,818	\$ 16,361,540	\$ 609,778	\$ 226,729	\$ 65,083,514
Debt Services	-	445,936	-	-	-	445,936
Net Restricted Assets	-	27,100	802,277	-	413,278	1,242,654
Unrestricted	3,030,482	2,614,095	393,745	543,881	3,023,507	9,605,710
Current Year Income / (Loss)	65,758	152,925	427,472	49,834	(298,317)	397,672
<b>Balance</b>	<b>\$ 26,378,888</b>	<b>\$ 27,842,874</b>	<b>\$ 17,985,034</b>	<b>\$ 1,203,493</b>	<b>\$ 3,365,197</b>	<b>\$ 76,775,487</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS &amp; FUND BALANCE</b>	<b>\$ 26,455,173</b>	<b>\$ 29,491,916</b>	<b>\$ 19,194,028</b>	<b>\$ 1,223,706</b>	<b>\$ 4,862,988</b>	<b>\$ 81,227,811</b>



Division Balance Sheet  
For the Period Ended July 31, 2023

	Wastewater	Water	Recreation &		General & Administrative		Total
			Parks	Fleet & Equipment	and Base		
Unrestricted Reserves	\$ 2,993,886	\$ 2,568,921	\$ 642,335	\$ 578,620	\$ 2,138,254	\$	8,922,016
Minimum Reserve Level Policy	(1,106,075)	(777,515)	(595,282)	54,050	(1,183,673)		(3,608,496)
<b>Available for Investment</b>	<b>\$ 1,887,811</b>	<b>\$ 1,791,406</b>	<b>\$ 47,053</b>	<b>\$ 632,670</b>	<b>\$ 954,581</b>	<b>\$</b>	<b>5,313,521</b>
Additional FY 2024 EBIDA	1,305,652	3,233,782	3,386,518	584,532	(3,163,038)		5,347,445
Total Available	\$ 3,193,462	\$ 5,025,188	\$ 3,433,571	\$ 1,217,203	\$ (2,208,458)	\$	10,660,966
Total Remaining FY 2024 Capital Budgeted	(1,939,586)	(3,813,030)	(3,187,000)	(1,031,000)	(508,827)		(10,479,442)
Debt Service		(223,000)				\$	(223,000)
<b>Unbudgeted</b>	<b>\$ 1,253,876</b>	<b>\$ 989,158</b>	<b>\$ 246,571</b>	<b>\$ 186,203</b>	<b>\$ (2,717,285)</b>	<b>\$</b>	<b>(41,476)</b>

**Trended by Month**  
**Statement of Revenues and Expenses**  
**For the Period Ended July 31, 2023**

Income Statement	Actual July	Budget August	Budget September	Budget October	Budget November	Budget December	Budget January	Budget February	Budget March	Budget April	Budget May	Budget June	Expected Total	Budgeted Total	Variance
Operations															
Operating Revenue	\$ 1,051,086	\$ 1,093,820	\$ 994,026	\$ 940,415	\$ 784,792	\$ 712,259	\$ 712,844	\$ 738,184	\$ 778,379	\$ 827,477	\$ 894,259	\$ 1,022,051	\$ 10,549,592	\$ 10,651,843	\$ (102,251)
Internal Revenue	11,547	9,707	11,707	12,657	23,207	17,374	9,207	11,874	12,624	10,257	15,757	9,707	155,625	153,288	2,337
Total Operating Revenue	\$ 1,062,633	\$ 1,103,527	\$ 1,005,733	\$ 953,072	\$ 807,999	\$ 729,633	\$ 722,051	\$ 750,058	\$ 791,003	\$ 837,734	\$ 910,016	\$ 1,031,758	\$ 10,705,217	\$ 10,805,131	\$ (99,914)
Salaries and Wages	\$ (538,791)	\$ (523,529)	\$ (462,635)	\$ (483,836)	\$ (480,590)	\$ (443,393)	\$ (529,032)	\$ (443,393)	\$ (443,498)	\$ (483,836)	\$ (522,110)	\$ (453,082)	\$ (5,807,725)	\$ (5,742,850)	\$ (64,875)
Employee Benefits	(222,745)	(249,823)	(237,216)	(243,644)	(243,396)	(235,744)	(253,387)	(235,744)	(235,752)	(243,644)	(209,530)	(235,006)	(2,845,631)	(2,862,628)	16,997
Outside Services/Contractual	(132,152)	(162,333)	(129,363)	(212,076)	(101,459)	(115,023)	(131,881)	(101,397)	(86,098)	(132,046)	(91,904)	(75,332)	(1,471,064)	(1,490,340)	19,276
Utilities	(69,083)	(55,000)	(51,566)	(49,500)	(44,960)	(46,039)	(68,232)	(51,848)	(52,901)	(44,283)	(41,949)	(47,584)	(622,945)	(623,792)	847
Other Operating Expenses	(129,990)	(201,356)	(237,955)	(205,497)	(109,227)	(111,906)	(158,431)	(97,490)	(128,478)	(171,038)	(133,920)	(105,961)	(1,791,249)	(1,924,914)	133,665
Insurance	(31,112)	(31,072)	(31,072)	(31,072)	(31,072)	(31,072)	(31,072)	(31,072)	(31,072)	(35,023)	(35,023)	(35,023)	(384,757)	(384,721)	(36)
Internal Expense	(11,547)	(9,707)	(11,707)	(12,657)	(23,207)	(17,374)	(9,207)	(11,874)	(12,624)	(10,257)	(15,757)	(9,707)	(155,625)	(153,288)	(2,337)
Debt Service	(3,239)	(3,462)	(3,462)	(3,462)	(3,462)	(3,462)	(3,462)	(2,796)	(2,796)	(2,796)	(2,796)	(2,796)	(37,991)	(38,868)	877
Depreciation	(261,588)	(286,663)	(286,663)	(286,663)	(286,663)	(286,663)	(338,123)	(338,123)	(338,123)	(338,123)	(338,123)	(338,123)	(3,723,641)	(3,748,716)	25,075
Total Operating Expense	\$ (1,400,247)	\$ (1,522,945)	\$ (1,451,639)	\$ (1,528,407)	\$ (1,324,036)	\$ (1,290,676)	\$ (1,522,827)	\$ (1,313,737)	\$ (1,331,342)	\$ (1,461,046)	\$ (1,391,112)	\$ (1,302,614)	\$ (16,840,628)	\$ (16,970,117)	\$ 129,489
Operating Income(Loss)	\$ (337,614)	\$ (419,418)	\$ (445,906)	\$ (575,335)	\$ (516,037)	\$ (561,043)	\$ (800,776)	\$ (563,679)	\$ (540,339)	\$ (623,312)	\$ (481,096)	\$ (270,856)	\$ (6,135,411)	\$ (6,164,986)	\$ 29,575
Non-Operations															
Property Tax Revenue	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 6,300,000	\$ 6,300,000	\$ -
Community Facilities District (CFD 94-1)	56,964	58,575	58,575	58,575	58,575	58,575	58,575	58,575	58,575	58,575	58,575	58,575	701,289	702,900	(1,611)
Grant Revenue	156,100	217,300	217,300	217,300	-	-	-	-	-	-	217,300	217,300	1,242,600	1,303,797	(61,197)
Interest	-	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	41,250	45,000	(3,750)
Other Non-Op Revenue	6,124	6,667	6,667	6,667	6,667	366,367	6,667	6,667	6,667	6,667	6,667	6,667	439,161	439,700	(539)
Capital Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Non-Op Expenses	(8,903)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(248,333)	(340,566)	(340,000)	(566)
Income(Loss)	\$ 397,671	\$ 383,541	\$ 357,053	\$ 227,624	\$ 69,622	\$ 384,316	\$ (215,117)	\$ 21,980	\$ 45,320	\$ (37,653)	\$ 321,863	\$ 292,103	\$ 2,248,323	\$ 2,286,411	\$ (38,088)
Additional Funding Sources															
Allocation of Non-Operating Revenue	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balance	\$ 397,671	\$ 383,541	\$ 357,053	\$ 227,624	\$ 69,622	\$ 384,316	\$ (215,117)	\$ 21,980	\$ 45,320	\$ (37,653)	\$ 321,863	\$ 292,103	\$ 2,248,323	\$ 2,286,411	\$ (38,088)
Operating Income	\$ (337,614)	\$ (419,418)	\$ (445,906)	\$ (575,335)	\$ (516,037)	\$ (561,043)	\$ (800,776)	\$ (563,679)	\$ (540,339)	\$ (623,312)	\$ (481,096)	\$ (270,856)	\$ (6,135,411)	\$ (6,164,986)	\$ 29,575
Net Income(Loss)	\$ 397,671	\$ 383,541	\$ 357,053	\$ 227,624	\$ 69,622	\$ 384,316	\$ (215,117)	\$ 21,980	\$ 45,320	\$ (37,653)	\$ 321,863	\$ 292,103	\$ 2,248,323	\$ 2,286,411	\$ (38,088)
Earnings Before Interest, Depreciation & Amortization	\$ 662,498	\$ 673,666	\$ 647,178	\$ 517,749	\$ 359,747	\$ 674,441	\$ 126,468	\$ 362,899	\$ 386,239	\$ 303,266	\$ 662,782	\$ 633,022	\$ 6,009,955	\$ 6,073,995	\$ (64,040)
Operating Ratio	132%	138%	144%	160%	164%	177%	211%	175%	168%	174%	153%	126%	157%	157%	130%
Operating Ratio - plus Tax & CFD	85%	90%	91%	99%	95%	98%	117%	99%	97%	103%	93%	81%	95%	95%	128%
Debt Service Coverage Ratio	122.78	110.79	103.13	65.75	20.11	111.01	(62.14)	7.86	16.21	(13.47)	115.12	104.47	59.18	58.83	43.43



## NORTH TAHOE PUBLIC UTILITY DISTRICT

**DATE:** September 12, 2023

**ITEM:** G-5b

**FROM:** Finance Department

**SUBJECT:** Treasurer's Report – as of July 31, 2023

### **FISCAL ANALYSIS:**

The CFO has reviewed the District's investment portfolio and has included its value within the attached Treasurer's Report.

The District's investments are governed by the Board of Directors' approved Investment Policy. While continuing to operate within this Investment Policy, the District has continued to emphasize safety.


Total bank value of cash and investments equaled \$11,041,081 as of July 31, 2023. Of the total, \$1,374,462 of the District's portfolio is restricted. The total of Cash and Investments decreased \$2,761,015 during July.

The portfolio meets the guidelines of the Investment policy.

**ATTACHMENTS:** Treasurer's Report as of July 31, 2023.

### **REVIEW TRACKING:**

Submitted By:   
Vanetta N. Van Cleave  
Chief Financial Officer

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO

PRESENTED BY: Vanetta N. Van Cleave, CFO

<b>Cash and Investments</b>			
<b>Statement Date</b>	<b>Institution/Account Number</b>	<b>Market Value</b>	<b>Description</b>
<b>Bank of the West</b>			
07/31/23	025-381186	\$1,467,234	General Checking
	243-000486	56,818	Payroll
	243-000874	813,530	Utility Billing Deposit Account
	243-001708	51,054	Event Center Deposit Account
	243-004157	1,723	Parks Dept. Sweep Account
		2,390,360	Total Bank of the West
<b>Local Agency Investment Fund</b>			
07/31/23	85-31-003	4,829,097	General Investment Account
<b>UBS Financial Services Inc.</b>			
07/31/23	OG 00829 70	12,369	Cash & Cash Alternatives Balance
	"	637,669	Money Market Instruments
	"	1,311,124	Certificates of Deposit
	"	21,671	Mutual Funds
	"	460,126	U.S. Government Securities
	"	4,203	Accrued Interest
		2,447,162	Total UBS Financial Services Inc.
<b>Total Unrestricted Cash and Investments:</b>		<b>\$9,666,619</b>	

<b>Restricted</b>			
<b>Statement Date</b>	<b>Institution/Account Number</b>	<b>Market Value</b>	<b>Description</b>
<b>Bank of the West</b>			
07/31/23	243-058559	\$2,990	FSA
	243-058567	495,321	HRA
	245-713245	-	
<b>Bank of the West</b>			
07/31/23	041-441346	445,936	NTBC - BofA Install.Payment Fund
<b>CalPERS 115 Trust</b>			
06/30/23		420,019	CalPERS Prefunding of Pension Expense
<b>Bank of the West</b>			
06/30/23	000-459874	10,197	TRPA C.D.'s
<b>Total Restricted Cash and Investments:</b>		<b>\$1,374,462</b>	

<b>Total Cash and Investments:</b>	
<b>Total Cash and Investments:</b>	<b>\$11,041,081</b>



## NORTH TAHOE PUBLIC UTILITY DISTRICT

**DATE:** September 12, 2023

**ITEM:** G-6

**FROM:** Recreation, Parks, and Facilities Manager

**SUBJECT:** Recreation, Parks, and Facilities Department Report

### Parks

- The theme of August within the Parks Department was to maintain and improve on what we have. To that end, staff put time and energy into:
  - Turf maintenance, including irrigation repairs, overseeding, and pest abatement.
  - Refinishing the entry kiosk to the Regional Park with paint and a new roof.
  - Installing beam caps on the Ramada to protect the structure from the elements.
  - Improved access to the Par Course, with an expanded marked walkway
- Additionally, staff is installing the frames for the new trail maps and signs at strategic locations throughout the Park. Staff is on target for complete design and installation before winter.
- In partnership with Placer County, there were over 100 hours of community service/ work release hours in August.



*Work on the Par Course, in the form of an easy to identify and follow trail, has been occurring all summer.*





*Ground squirrels running away from the camera on Field 3*

## Recreation

- Moving the Summer Movie Series to the Kings Beach Elementary Field was a success! Movie attendance tripled from years past, to an average of 50 people a show.
- The final event of the summer for the Community Garden went off wonderfully. During Pickin' in the Garden, local band *The Wrinkle* played for a crowd of about 45 people during the last Saturday of August. While the harvest this year was low, the herbs were successful and Pickin' participants had the opportunity to collect herb bouquets while enjoying live music and enjoying potluck dishes.
- The Fall/Winter Activity Guide was released on the last day of August, in conjunction with Labor Day weekend.
- An operations plan for the pending Tennis and Pickleball Courts has been generated with the Fall/Winter Activity Guide. The District will offer leagues, lessons, and the ability to reserve some courts (while leaving a portion open for drop-in play only) on the sure-to-be nicest courts in the Tahoe Basin.



*Pickin' in the Garden, with live music, herb bouquets and potlucks*

## North Tahoe Event Center

- NTEC hosted 19 events in August: 12 corporate, 2 community, and 5 private, with a total of 1,057 guests in the facility.
- Of course, the biggest event of the month was the Lake Tahoe Summit, held on the NTEC patio and State Park Beach surrounding the Center, with staging and preparation held inside NTEC. This event was a major undertaking with weeks of planning, security, and setup. It went off without a hitch and demonstrated how NTEC is capable of hosting large-scale events.



*Security staging for the Lake Tahoe Summit*

### Administration

- As referenced in the Board packet, the Tahoe Treetop negotiations with Headwall Corporation are in their final stages. Staff expects to reach an agreement very soon.
- Much is happening on the Active Recreation front. Staff has received the first draft of the Phase II assessment and will be reviewing it with the ad hoc committee before submitting it to the Board for adoption. With the conclusion of Phase II, Amanda Oberacker and Valli Murnane have begun presenting the findings of the Study to various groups with a PowerPoint presentation. The 15-minute presentation demonstrates the work that the Districts have done to date on Active Recreation, gives



a snapshot of what could go into a future Recreation and Aquatic Center, shows the potential location for such a facility, and presents cost estimates as well as funding options.

Simultaneously occurring with the Phase II roadshow is the beginning of the work on Phase III with Team CivX. Team CivX has begun their contracted work and will be first analyzing which parcel tax would be the best to pursue. After determining the best funding measure (property tax, CFD tax, or general obligation tax), they will begin to poll the community to assess interest. The conclusion of polling is still estimated to be complete before the new year.

The next ad hoc meeting is scheduled for mid-September, where Team CivX will be presenting and facilitating discussion on progress to date.

- Amanda Oberacker has been selected for the second year in a row to present at the National Recreation and Park Association annual conference in Dallas, TX. Her topic this year is titled *Read the Room: Dynamics for Effective Communication*.



## Parks and Facility Use Report

	Aug-23				Aug-23		
North Tahoe Regional Park / Gym	Days	Events	Touches	Tahoe Vista Recreation Area	Days	Events	Touches
<b>RENTALS</b>				<b>RENTALS</b>			
Baseball Fields (1, 2 & 5)	20	3	980	Picnic Areas	6	8	226
Field 3 (AYSO)	8	8	240	Plaza	1	1	100
Field 4	0	0	0	Kayak & Paddleboard	n/a	n/a	45
Disc Golf/Tennis	1	1	200	Resident Launches			292
Ramada	1	1	50	Non-resident Launches			172
Scout Camp	0	0	0	Season Pass Launches			195
Picnic Areas	0	0	0				
<b>Subtotal Rentals</b>	<b>30</b>	<b>13</b>	<b>1470</b>	<b>Subtotal Rentals</b>	<b>7</b>	<b>9</b>	<b>1030</b>
<b>PROGRAMMING</b>	<b>Days</b>	<b>Programs</b>	<b>Participants</b>	<b>PROGRAMMING</b>	<b>Days</b>	<b>Programs</b>	<b>Participants</b>
Special Events	6	3	242	Special Events	0	0	0
Community Enrichment Programs	7	2	39	Community Enrich Programs	0	0	0
Fitness Classes & Programs	12	3	69	Fitness Classes & Programs	0	0	0
<b>Subtotal Programming</b>	<b>25</b>	<b>350</b>		<b>Subtotal Programming</b>		<b>0</b>	
<b>North Tahoe Regional Park - Total Monthly Users =</b>			<b>1820</b>	<b>TVRA Total Monthly Users =</b>			<b>1030</b>

	Aug-23		
North Tahoe Event Center	Days	Events	Touches
<b>RENTALS</b>			
<b>Private</b>	5	5	500
<i>weddings, memorials, parties</i>			
<b>Corporate</b>	12	12	452
<i>gov't, corporate, board meetings</i>			
<b>Community</b>	2	2	200
<i>community events</i>			
<b>Subtotal Rentals</b>	<b>19</b>	<b>19</b>	<b>1152</b>

<b>PROGRAMMING</b>	<b>Days</b>	<b>Programs</b>	<b>Participants</b>
Golden Hour & Toddler Time	5	2	99
Community Classes & Programs	0	0	0
Fitness Classes & Programs	15+jazz	2+jazz	211+jazz
<b>Subtotal Programming</b>	<b>5</b>	<b>2</b>	<b>99</b>

<b>North Tahoe Event Center - Monthly Total Users</b>	<b>1,251</b>
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**REVIEW TRACKING:**

Submitted By: Amanda Oberacker

Amanda Oberacker  
Recreation, Park & Facilities Manager

Approved By: Bradley A. Johnson

Bradley A. Johnson, P.E.  
General Manager/CEO



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023 **ITEM:** G-7

**FROM:** Planning and Engineering Department

**SUBJECT:** Planning and Engineering Department Status Report

**DISCUSSION:** Capital Improvement Projects, Internal Operations & Planning, and Outside Agency/Private Development

**CAPITAL IMPROVEMENT PROJECTS**

The Engineering Division is managing the following CIP projects.

**Construction Phase Projects**

**Golden and Rainbow Watermain Improvements Project (Project #2264):** This project will construct approximately 7,600 linear feet of new watermain in the Golden Avenue, Rainbow Avenue, Steelhead Avenue (partial), and Secline Street rights-of-way in Kings Beach, see image below. The new watermain will replace the existing small-diameter watermain located along the back of the properties and provide fire hydrant coverage to all properties within the project area in accordance with the California Fire Code.

Status: All new mains have been tested, approved, and are in service. All mainline connections have been completed. All 12 fire hydrants and 157 of 186 service lines have been installed. Approximately six (6) customers are now being served from the new mains. Construction is anticipated to continue until October 2023.





Trench Paving on Rainbow Ave.

Vinciguerra Construction – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$4,897,130	(\$94,000)	\$4,803,130	\$3,714,204.53	\$1,088,925.47
Estimated Construction Status as of 8/31: 80% complete				

**Carnelian Bay North Lake Blvd Watermain Improvements Project:** This project will construct approximately 3,100 linear feet of new watermain in the State Route 28 right-of-way between Gar Woods Restaurant and Watson Creek. The new watermain will replace the existing small-diameter watermain currently in service and add fire hydrants in accordance with California Fire Code standards.

Status: Vinciguerra Construction has constructed the 12-inch water main in State Route 28, connected to the District's water supply, and paved the roadway. The contractor has connected 25 customer water service laterals to the new watermain and abandoned a portion of the old 2-inch watermain. Fireflow is now available for these properties with six

(6) new hydrants with greater than 2,000 gallons per minute of available flow. The contractor is scheduled to complete the final 11 residential services the week of September 19<sup>th</sup>. The existing main will be abandoned on completion of those services.

**Vinciguerra Construction – Construction Contract Status:**

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$3,223,210	\$73,437.50	\$3,296,647.50	\$2,980,600.29	\$316,047.21
Estimated Construction Status as of 8/31: 95% complete				

**Packaged Satellite Sewer Pump Station Improvements Project (Project #2244):**

This project will replace five (5) packaged sewer pump stations (S-1, S-2, N-2, D-2, and D-5), including the control systems, power connections, and appurtenances, with five new similar packaged sewer pump station systems. This project includes improvements to the controls, power, and communication at S-3 necessary to operate Satellite Pump Station S-1 and S-2.

**Status:** The Board of Directors awarded a construction contract to KG Walters at the November 8, 2022 meeting. The new pump station at N2 has been installed and is in service. D2 is scheduled for installation on Tuesday, 9/12/23. Liberty Utilities has completed electrical supply upgrades to three of four sites.



**Pump Station N-2**

**K.G. Walters Construction Co., Inc. – Construction Contract Status:**

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$807,000.00	\$34,652.30	\$841,652.30	\$271,778.18	\$569,874.12
Estimated Construction Status as of 8/31: 34% complete				



**Regional Park Tennis/Pickleball Court Reconstruction Project (Project #2392):** A 2022-2023 Capital Improvement Project to reconstruct the existing tennis courts with a combination of tennis and pickleball courts in the North Tahoe Regional Park.

Status: The Board of Directors awarded a construction contract to McCuen Construction, Inc. at the May 9, 2023 meeting. McCuen Construction has paved the tennis and pickleball court and completed the drainage improvements. The acrylic court surface will be applied at the end of September once the new asphalt has had time to “off-gas”. Construction is scheduled to be completed in advance of the October 15<sup>th</sup> grading deadline.



McCuen Construction, Inc. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$2,282,693.71	\$32,301.86	\$2,314,995.57	\$1,106,927.96	\$1,208,067.61
Estimated Construction Status as of 8/31: 50% complete				

**Regional Park Pam Emmerich Memorial Pinedrop Trailhead Project (Project #2281):** A 2023-2024 Capital Improvement Project to construct a trailhead at the beginning of the Pam Emmerich Memorial Pinedrop Trail in the North Tahoe Regional Park. NTPUD has received grants for \$109,000 from Placer County and \$132,901 from the Habitat Conservation Fund.

Status: The Board of Directors awarded a construction contract to GLA-Morris, Inc. at the June 13, 2023 meeting. GLA-Morris, Inc. has completed most of the trailhead plaza sitework, repaved a short section of trail, and is actively working on the shade structure. The project will be completed in advance of the October 15<sup>th</sup> grading deadline.



GLA Morris Construction, Inc. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$309,860.16	\$0	\$309,860.16	\$91,775.85	\$218,084.31
Estimated Construction Status as of 8/31: 31% complete				

**2023 Pavement Maintenance (Project #1989):** A 2023-2024 Capital Improvement Project to complete preventative maintenance on the District asphalt parking lots and driveways. The 2023 Pavement Maintenance project includes placing approximately 75,000 SF of Type II slurry on the Upper parking lot in the NTRP, Base Facility parking lot, and TVRA parking lot.



Status: The Board of Directors awarded a construction contract to Intermountain Slurry Seal, Inc. at the August 8, 2023 meeting. Intermountain Slurry Seal, Inc. sealed and striped the Upper parking lot in the NTRP, Base Facility parking lot, and TVRA parking lot the week of August 28<sup>th</sup>. Work on this project is complete.



Intermountain Slurry Seal, Inc. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$83,700	\$13,740	\$97,440	\$0	\$97,440
Estimated Construction Status as of 8/31: 100% complete				

**Carnelian Woods Condominiums Water Service Line Replacement Project Units 21 – 32 (Project #2461):** A 2023-2024 Capital Improvement Project to replace the water service laterals from the watermain to the existing meter locations. The water service laterals have a history of leaking, and NTPUD's crews are regularly called out to complete

repairs. Additionally, this project will relocate the water meters closer to the watermain and out of areas prone to large snow accumulations from shedding roofs.

Status: The Board of Directors awarded a construction contract to Ruppert, Inc. at the August 8, 2023 meeting. Ruppert, Inc is procuring materials and is schedule to start construction in September. The project will be completed in advance of the October 15<sup>th</sup> grading deadline.

Ruppert, Inc. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$123,799	\$0	\$123,799	\$0	\$123,799
Estimated Construction Status as of 8/31: 0% complete				

**Uniform Public Construction Cost Accounting Act**

The District elected to participate in the Act to utilize alternative bidding procedures for public works projects. This section reports out contracts awarded for projects between \$15,000 and \$60,000 that are now issued under the General Manager's authority.

<b>ACTIVE PROJECTS</b>			
Project	Contractor	Contract Amount	Award Date
NAWTP PLC Redundancy Module Upgrade	Tesco Controls, Inc.	\$30,860	October 25, 2022
Staff has identified a failure in the hot standby programmable logic controller (PLC) at the National Avenue Water Treatment Plant. The issue is that the redundancy module that provides communication and synchronization between the primary and hot standby PLC has failed. This work is an unbudgeted capital project in the Water Fund. Staff expects that there will be available funds from other project budgets not fully expended within the FY 2023/24 Water Capital Budget. Staff will continue to monitor the Water Capital Budget and will agendize a formal budget augmentation at a future meeting, should doing so become necessary. The install date is September 2023 because of the long lead times to acquire computer parts.			
Concrete Panel Repair	GLA-Morris Construction, Inc.	\$15,678.80	July 27, 2023
Several concrete sidewalk panels and sections of curb and gutter were damaged during sewer and water repairs over the last couple years. This project replaces the temporary cold patch asphalt with concrete.			

CW2 Tank Welding	Joel's Welding and Fabrication, Inc.	\$23,400	August 10, 2023
The Carnelian Woods 2 water tank's safety railing on the top of the tank was damaged during the winter of 2022-23. This project replaced the railing with heavier gauge metal to withstand heavy snowfall and improve safety for staff working on the tank.			
Tahoe Vista Recreation Area Web Camera	Intermountain Electric, Inc.	\$17,815	August 11, 2023
Underground communication conduits and a mounting pole were installed at TVRA as part of the Peninsula Improvement Project. This project provides the additional conduit and CAT6 cables required to operate a web camera.			
Potable Water Tank Inspection and Cleaning Services	Catalyst Diving, Inc.	\$15,745	August 18, 2023
Underwater evaluation/inspection of all interior tank components using a diver or a remotely operated vehicle and removal of sand, silt, sediment and other accumulations on the bottom of the Districts 8 potable water tanks. Epoxy lining repairs may be required as directed according to the submitted pricing. The scope of work also includes the inspection and cleaning of the District potable water chlorine contact chamber located at the water treatment facility. The complete inspection shall be provided in electronic format to the District that includes video, audio and photos.			
<b>COMPLETED PROJECTS</b>			
Spring 2023 Lower Lateral Lining	Express Sewer & Drain, Inc.	\$33,630	May 19, 2023
A 2022-2023 Capital Improvement Project (Lower Lateral Replacement, Project #2346) to rehabilitate sanitary sewer laterals from customers' property line cleanout to the sewer main. This project includes lining six (6) sewer services throughout Kings Beach to extend their useful life. The lining process is a trenchless technology that is significantly less expensive than excavating the sewer laterals to complete the required repairs. The project is complete.			
NTEC Projector and Motorized Screen	Teledata Technologies	\$21,723.90	February 6, 2023
Install a projector mounted to the ceiling and a motorized screen in the Timberline Room at the North Tahoe Event Center. The existing projector screen is manually controlled by ropes and requires staff to raise and lower the screen from a ladder. The existing projector is on a mobile cart which regularly conflicts with desired room layout and requires extension cords for power. This project will modernize NTEC facilities and improve worker and public safety. The project is complete.			

Kayak and SUP Racks	MSM Sheet Metal & Steel Fabrication	\$23,489.27	March 28, 2023
Fabricate and powder coat three (3) kayak racks and two (2) stand-up paddleboard racks to be installed at TRVA. The project is complete.			
NTEC Card Lock System	FLS, Inc.	\$25,599.95	March 23, 2023
Install a networked access control system at the main entrances to the North Tahoe Event Center. The lock system was installed on the Administration, Vehicle Shop, and Sprung Structure at Base nearly a year ago, and Staff is pleased with the technology. This project will modernize NTEC facilities and improve building security. The project is complete.			
Utility Buildings Re-Roof Project	Kodiak Union Roofing Services, Inc.	\$35,093	October 14, 2022
Remove the existing shingles from the Carnelian Woods Well and Kingswood West Booster Pump Station buildings and replace them with a fire-resistant asphalt shingle. This project is complete.			
Grey and Toyon Lower Lateral Lining Project	Express Sewer & Drain, Inc.	\$25,720	September 27, 2022
A 2022-2023 Capital Improvement Project (Lower Lateral Replacement, Project #2346) to rehabilitate sanitary sewer laterals from customers' property line cleanout to the sewer main. This project includes lining eight (8) sewer services on Grey Lane and Toyon Road to extend their useful life. The lining process is a trenchless technology that is significantly less expensive than excavating the sewer laterals to complete the required repairs. The project is complete.			

### **Design / Bid Preparation Phase Projects**

**NTEC Emergency Generator (Project #2192):** A 2022-2023 Capital Improvement Project to add an emergency generator at the North Tahoe Event Center. The project is grant funded in part by FEMA and Placer County.

Status: NTPUD has retained PR Design and Engineering to complete the design and bid documents. Dudek has prepared an acoustical study to calculate the level of noise at the property line. Design work is anticipated to be completed this summer, with construction bidding in fall 2023 for completion in 2024.

**Wayfinding and Destination Signage Project (NTEC Sign) (Project #2040):** A Capital Improvement Project to add a changeable message monument sign at the North Tahoe Event Center. The project is grant-funded in part by Placer County.

Status: PR Design and Engineering has completed a preliminary sign design and site layout. On January 24<sup>th</sup>, the project was presented to the Placer County Design Review

Committee as an informal item and received generally positive feedback. Placer County, and TRPA have determined a changeable message board sign will require a code amendment. NTPUD staff and PR Design and Engineering are discussing revising the sign to include a static monument sign in the short term but provide future flexibility to convert to a changeable message sign in the future.

**Kings Beach Grid Watermain Replacement and Fire Hydrant Installation Project:** Pre-design work (survey, biological assessment, and archaeological) for a 2023-2024 capital project to replace waterlines and add fire hydrants in Kings Beach Grid, specific locations include Secline Street south of SR 28 to the end of Brockway Vista Drive, and segments along Trout, Brook, and Salmon Avenue, and Raccoon and Chipmunk Street. The project is grant funded in part by Placer County Water Agency.

Status: Auerbach Engineering has completed the topographic survey of the project area. Dr. Susan Lindstrom has completed the archeological study. Ascent Environmental, Inc. has completed the biological assessment. NTPUD Engineering Staff is actively preparing construction drawings for the watermain replacement in Trout Avenue.

**North Lake Boulevard at Speedboat and Brockway Vista Watermain Project Brockway:** Pre-design work (survey, environmental, and archaeological) for a future Capital Improvement Project to replace waterlines and add fire hydrants along SR28 from Park Avenue to the main entrance to Cal-Neva, including the entirety of Yacht Street, White Cap Lane, Pelican Dive and Pilot Circle and segments along Lake Street. Additionally, Runnymede Lane and Suffolk Place in the Kingswood area are included in the project. The project is grant funded in part by Placer County Water Agency.

Status: Auerbach Engineering has completed the topographic survey of the project area. Dr. Susan Lindstrom has completed the archeological study. Ascent Environmental, Inc. has completed the biological assessment. NTPUD Engineering Staff is in the process of preparing construction drawings for the watermain improvement project.

**Pavement Maintenance Analysis (Project #2406):** Identify and prioritize pavement maintenance projects that can be performed in future budget years. Analysis includes inspection of existing pavement conditions using a basic Good/Fair/Poor method.

Status: NTPUD has retained Nichols Consulting Engineers (NCE), to prepare a Pavement Maintenance Plan. NTPUD staff and NCE have inspected all of NTPUD's pavement assets and NCE is process of preparing the plan. We anticipate receiving the draft document in October.

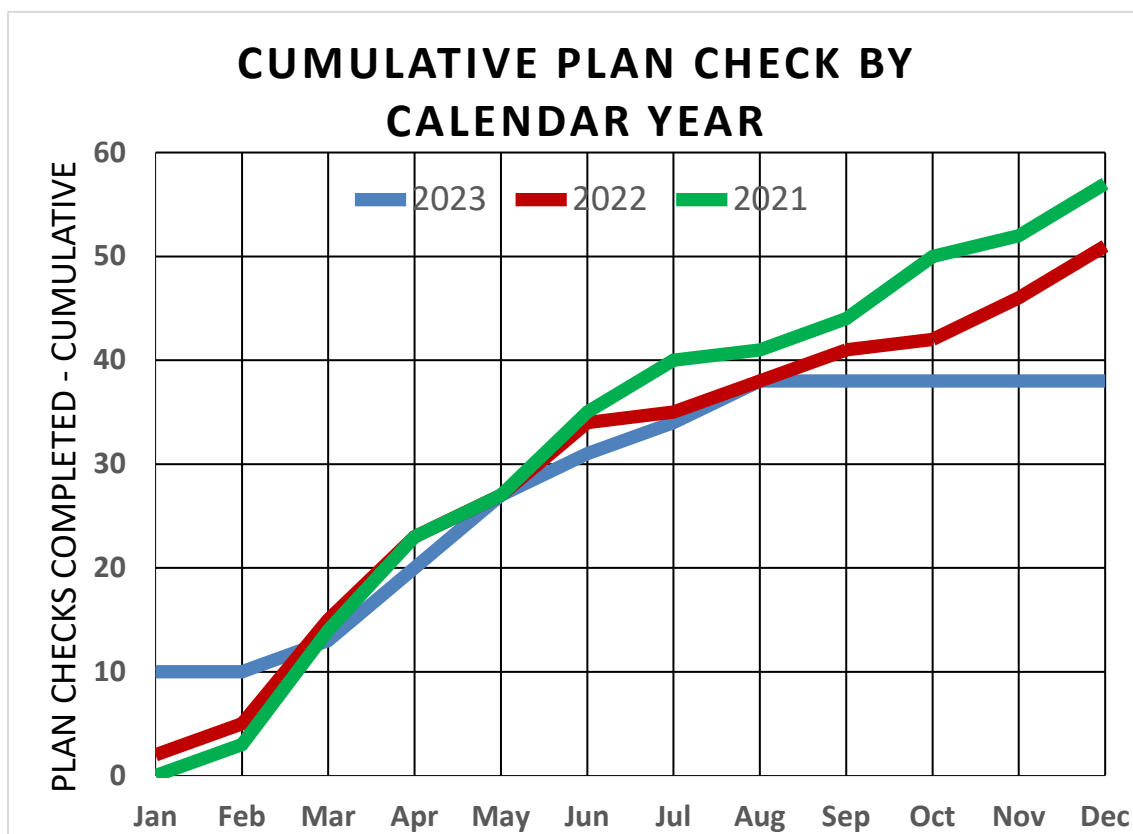
### **INTERNAL OPERATIONS & PLANNING**

Staff has contracted with Psomas, the District's water modeler, to prepare water models for the Agate and Fulton Water Company Service Areas. Both water companies are ready to participate and look forward to receiving the product to assist in their

operations. It is also time to kick off the annual water audits for the Tahoe Main, Carnelian, and Dollar water systems. This is a regulatory requirement in California that assesses all the production and uses of water in a water system and calculates the real water losses for each system. This will be the 6<sup>th</sup> year of water auditing that the District has performed. Previous results were reported in the recent December, January, and February Engineering reports in the Board packet. Staff has worked on internal processes for better reporting of water use by targeted Zones to assist in prioritizing water loss investigations. It has also identified areas of opportunity to improve the system after metering at specific locations. These meters will be upgraded to the newest technology with remote reading capabilities.

### OUTSIDE AGENCY/PRIVATE DEVELOPMENT

#### Plan Reviews



#### REVIEW TRACKING:

Submitted By: Joseph J. Pomroy  
Joseph J. Pomroy, P.E.  
Engineering and Operations Manager

Approved By: Bradley A. Johnson  
Bradley A. Johnson, P.E.  
General Manager/CEO





## **NORTH TAHOE PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023 **ITEM:** G-8  
**FROM:** Operations Department  
**SUBJECT:** Operations Department Status Report  
**DISCUSSION:** Department Highlights for the month of August 2023

### **Maintenance Division**

Annual PM work is ongoing. Manhole, service lateral, and hydrant repairs are the focus of our construction crew. While in the process of doing our scheduled hydro-flushing, a large amount of sand/dirt was discovered in a sewer main in upper Kingswood. This was the result of a communication cable having been bored through a connected service lateral. As a result of our preventive maintenance program, we avoided a potential spill and were able to have the responsible contractor make the repairs to the lateral to District specifications. We repaired leaks on two watermains and three water service lines. One of the service repairs was in the Carnelian Woods Condo area (Units 21 – 32) which has been approved by the Board for a CIP project to replace those services from the main to the units. The leak happened just a few weeks too early, the replacements are targeted for the week of September 18<sup>th</sup>. Pressure tests for Ord 100, dry water line inspections, and marking for USA dig continue to fill the Inspector's calendar. We've been cleaning the upper bench, improving the access road to Carnelian Tanks 1 & 2, and digging post holes for signage at the park.

### **Technician Division**

Daily, weekly, and monthly PMs were completed. Technicians have been working with contractors at D2 and N2 sewer satellite stations in preparation for the pump station swap outs. The California State Water Resources Control Board recently moved oversight of the District from Redding to Sacramento, and as a result, one and a half days were spent familiarizing a new inspector with our Tahoe main water system. Crane inspections were completed by an outside inspector at NAWTP, Carnelian, and Dollar Main Stations. Two different emergency situations required us to alter our normal operations of water production. On 8/16/23 at 8:00 AM, a sunken boat was spotted in the TVRA area, requiring us to shut down the NAWTP and run from the Park Well. The boat was removed with minimal oil and fuel leakage. The NAWTP was back online before 5:00 PM. On 8/18/23 at 9:00 PM, a power outage was caused by a driver crashing into a power pole near base. Base and the park were without power. The Park Well and base generators turned on automatically, and there were no disruptions in service. Power was restored by 6:30 AM the following morning.

## **Fleet Division**

Our Fleet Coordinator was busy in August; 30 work orders were completed, including 12 misc. repairs, six scheduled service PMs, as well as diagnostic, inspection, and welding work. The annually scheduled crane registration/inspection went awry when our main crane truck's boom became stuck in an extended position. The crane technician has been onsite and was able to bring the boom down safely. We have two new hydraulic valves in order to complete the repair. Once the repair is complete, we will reschedule the inspection. This crane truck is in our 5-year CIP for replacement. Two fleet vehicles have been reassigned to the Parks Department, and two others have been decommissioned for future surplus sale.


## **Departmentwide in August:**

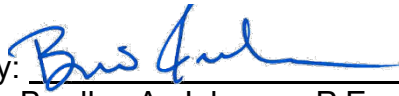
Ken Fischer celebrated his 17<sup>th</sup> anniversary with the District in August.

## **REVIEW TRACKING:**

Submitted By: CColburn  
Catherine Colburn  
Operations Coordinator

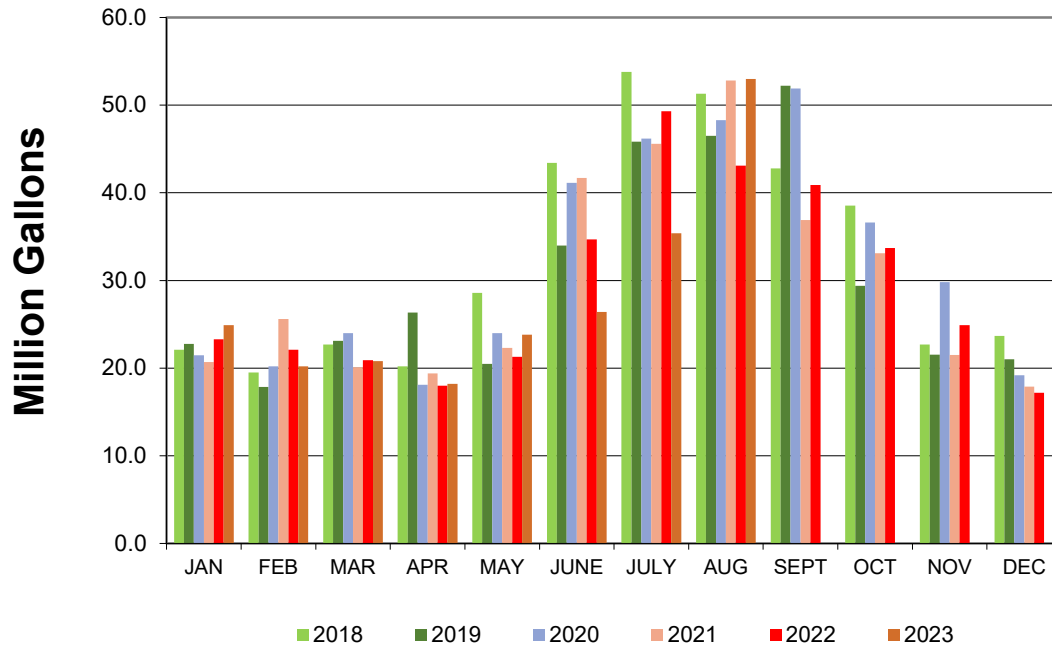
Reviewed By:   
Kenneth P. Fischer  
Operations Manager

Approved By :   
Joseph J. Pomroy, P.E.  
Engineering and Operations Manager

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO



## Total Water Production 2018 - 2023



### District Water Production

YEAR	2018	2019	2020	2021	2022	2023	2018-22 5-yr Avg	2023 vs 5 yr Avg
JAN	22.1	22.8	21.5	20.7	23.3	24.9	22.5	110%
FEB	19.5	17.8	20.2	25.6	22.1	20.2	20.9	97%
MAR	22.7	23.1	24.0	20.1	20.9	20.8	21.9	95%
APR	20.2	26.4	18.1	19.4	18.0	18.2	20.0	91%
MAY	28.6	20.5	24.0	22.3	21.3	23.8	23.4	102%
JUNE	43.4	34.0	41.2	41.7	34.7	26.4	36.9	72%
JULY	53.8	45.8	46.2	45.6	49.3	35.4	46.0	77%
AUG	51.3	46.5	48.3	52.8	43.1	53.0	49.2	108%
SEPT	42.8	52.2	51.9	36.9	40.9		44.9	0%
OCT	38.5	29.4	36.6	33.1	33.7		34.3	0%
NOV	22.7	21.6	29.8	21.5	24.9		24.1	0%
DEC	23.7	21.0	19.2	17.9	17.2		19.8	0%
Total	389	361	381	358	349	223	368	61%

MONTH: August 2023

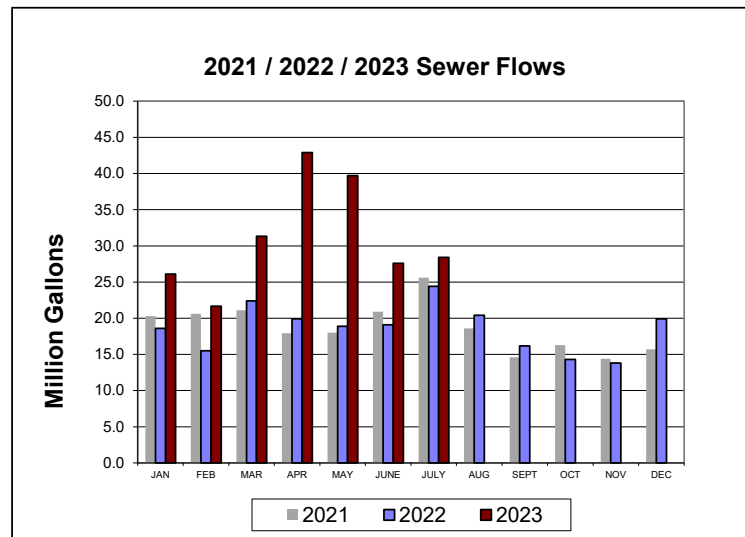
Compiled By:

Michael Harper

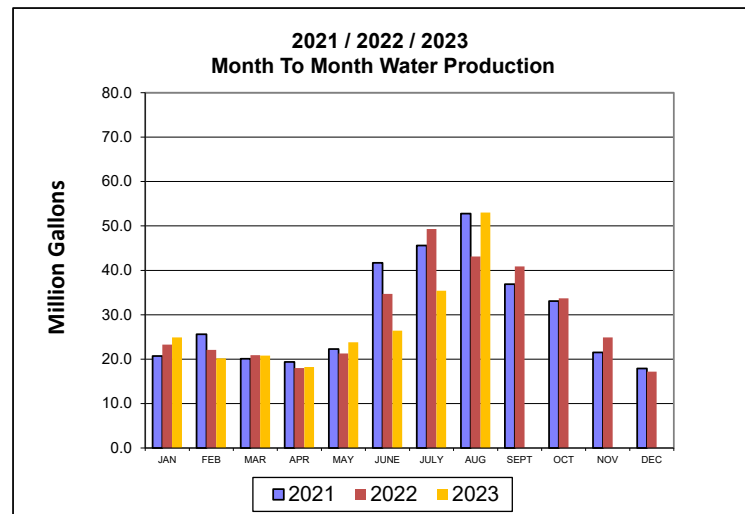
Water Production:	Gallage	Pump run	COMMENTS
National Ave. Treatment Plant	42,130,000		
Park Well	2,361,297	42 hrs	937.0 AVG GPM
Carnelian Well	4,040,560	339.8 hrs	198.1 AVG GPM
Dollar Inter-Tie	4,470,000		
<b>Total Production</b>	<b>53,001,857</b>		

**Sewer**

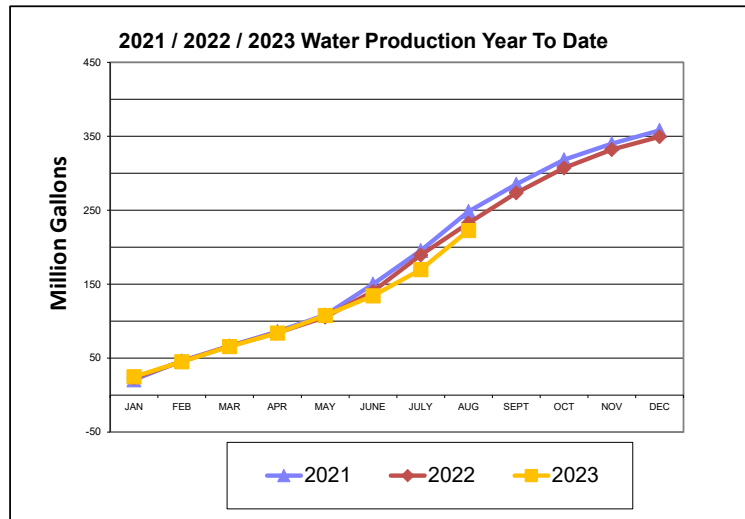
	<b><u>Monthly</u></b>		
	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
JAN	20.3	18.6	26.1
FEB	20.6	15.5	21.6
MAR	21.1	22.4	31.3
APR	17.9	19.9	42.9
MAY	18.0	18.9	39.7
JUNE	20.9	19.1	27.6
JULY	25.6	24.4	28.4
AUG	18.6	20.4	
SEPT	14.6	16.2	
OCT	16.3	14.3	
NOV	14.4	13.8	
DEC	15.7	19.9	
<b>Average</b>	<b>18.7</b>	<b>18.6</b>	<b>31.1</b>
<b>Total</b>	<b>224.0</b>	<b>223.4</b>	<b>217.7</b>

**Water**

	<b><u>Monthly</u></b>		
	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
JAN	20.7	23.3	24.9
FEB	25.6	22.1	20.2
MAR	20.1	20.9	20.8
APR	19.4	18.0	18.2
MAY	22.3	21.3	23.8
JUNE	41.7	34.7	26.4
JULY	45.6	49.3	35.4
AUG	52.8	43.1	53.0
SEPT	36.9	40.9	
OCT	33.1	33.7	
NOV	21.5	24.9	
DEC	17.9	17.2	

**Water**

	<b><u>Cumulative</u></b>		
	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
JAN	20.7	23.3	24.9
FEB	46.3	45.4	45.1
MAR	66.4	66.3	65.9
APR	86.0	84.3	84.1
MAY	108.3	105.6	107.9
JUNE	150.0	140.3	134.3
JULY	195.6	189.6	169.7
AUG	248.4	232.7	222.7
SEPT	285.3	273.6	
OCT	318.4	307.3	
NOV	340.1	332.2	
DEC	358.0	349.4	





## NORTH TAHOE PUBLIC UTILITY DISTRICT

**DATE:** September 12, 2023

**ITEM:** G-9

**FROM:** Office of the General Counsel

**SUBJECT:** Legal Report

Below is a summary of noteworthy legal items for this month:

1. Assembly Constitutional Amendment 1 (Aguiar-Curry) – Lowering Voting Thresholds for Affordable Housing and Public Infrastructure Projects

Proposed Assembly Constitutional Amendment (ACA) 1 would lower the necessary vote threshold from a two-thirds supermajority to a 55 percent majority for approval of local general obligation (GO) bonds and special taxes for affordable housing and public infrastructure projects. Currently, the California Constitution requires a two-thirds supermajority vote to approve GO bonds and special taxes; however, local school districts only need a 55 percent majority voter approval for school bonds to fund construction, reconstruction, rehabilitation, and acquisition or lease of real property. Historically, four out of five voter tax measures requiring a 55 percent majority have passed. In contrast, approximately half of all supermajority vote measures have passed, leaving a large gap in funding for affordable housing needs and public infrastructure projects. According to Assembly Member Aguiar-Curry, who authored ACA 1, “[t]he measure gives local governments a more realistic financing option to fund an increase in the supply of affordable housing, and to address the numerous local public infrastructure challenges cities, counties, and special districts are facing.”

ACA 1, if passed by the Legislature and approved by the voters, would lower the constitutional voter threshold to 55 percent for both the approval of GO bonds and special taxes when explicitly proposed for the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or supportive housing.

ACA 1 defines the term “public infrastructure” to include projects that provide any of the following:

- Water or the protection of water quality, sanitary sewers, treatment of wastewater, or reduction of pollution from stormwater runoff;
- Protection of property from impacts of sea level rise;
- Public buildings, including fire and police facilities;

- Parks, open space, and recreation facilities;
- Improvements to transit and streets and highways;
- Flood control;
- Broadband internet expansion in underserved areas;
- Local hospital construction;
- Public safety buildings, facilities, and equipment; and
- Public library facilities.

Under ACA 1, “affordable housing” and supportive housing include:

- Housing developments that provide workforce housing affordable to households earning up to 150% of countywide median income;
- Housing developments that provide housing affordable to lower, low, or very low-income households, as those terms are defined under state law; and
- Targeted housing linked to services that assist residents in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community.

ACA 1 is currently in the Appropriations Committee suspense file, and if passed by the Legislature, the proposal would be placed on the ballot for voter approval in March 2024.

## 2. Assembly Constitutional Amendment 13 (Ward) – Protect and Retain the Majority Vote Act

Authored by Assembly Member Ward, ACA 13, also known as the *Protect and Retain the Majority Vote Act*, provides that if a citizens’ initiative constitutional amendment would increase a voter threshold greater than a simple majority, then that underlying initiative constitutional amendment must also pass by the same margin.

Under existing law, both citizens’ initiative constitutional amendments and Legislatively referred constitutional amendments only need a simple majority vote to pass once placed on the ballot. ACA 13 would effectively alter the status quo by requiring an initiative constitutional amendment that would impose a supermajority (e.g., three-fifths, two-thirds, four-fifths, etc.) voter approval threshold to also obtain the approval of the same super majority (three-fifths, two-thirds, four-fifths, etc. whatever threshold the initiative proposes) of voters to pass. Additionally, if the citizens’ initiative constitutional amendment imposing a supermajority vote threshold fails to gain the corresponding supermajority votes in support of the underlying amendment, the initiative constitutional amendment would fail.

If passed by the voters in March of 2024, ACA 13 would directly affect future initiatives that have already qualified for the November 2024 ballot. For example,

Initiative 21-0042A1 (the Taxpayer Protection and Government Accountability Act), which imposes thresholds requiring the approval of two-thirds of voters in various places throughout the text of the measure would be required to garner the approval of two-thirds of voters to pass.

ACA 13 would also preserve the rights of local governing bodies, at any election, to place advisory questions on the ballot. ACA 13 also specifies that an advisory question would only be approved if a majority of the votes cast on the question are in favor; however, the results of an advisory vote would not be controlling on the local governing body.

### 3. State Water Resources Control Board Proposed Regulation to Make Conservation a California Way of Life


On August 18, 2023, the California State Water Resources Control Board (State Board) published a Notice of Proposed Rulemaking, which sets forth a proposed regulation which, if adopted, would establish “annual water use objectives” for each Urban Retail Water Supplier (Suppliers). The annual water use objectives required under the proposed regulation *Making Conservation a California Way of Life* would be based on the unique characteristics of each Supplier’s service area and, according to the State Board, would give Suppliers the flexibility to implement locally appropriate solutions that could reduce urban water use by more than 400-thousand-acre feet by 2030.


Under the proposed regulation, Suppliers must calculate and meet individualized annual water use objectives. To calculate these objectives, Suppliers would use the sum of efficiency budgets for the following subsets of urban water uses: residential indoor water use, residential outdoor water use, real water loss, and commercial, industrial and institutional landscapes with dedicated irrigation meters. Each efficiency budget will be calculated using a statewide efficiency standard and local service area characteristics such as population, climate, and landscape area. The proposed regulation would also allow Suppliers to include in their annual water use objectives “variances” for unique uses, or a bonus incentive for potable recycled water use. The proposed regulation would only require suppliers to meet the overall annual water use objective rather than each individual efficiency budget, with the exception of water loss which is subject to separate performance standards. Notably, the mandates set forth under the proposed regulation will only affect Suppliers, not individual households or businesses.

The State Board’s Notice of Proposed Rulemaking provides that, while any costs incurred by Suppliers to comply with the proposed regulation are not reimbursable under the California Constitution, Suppliers can expect to fully make up for the costs incurred by adjusting their rates to customers “over time.”

As part of its proposed rulemaking process, the State Board will conduct a public hearing on October 4, 2023, and the comment period for the proposed regulation will close on October 17, 2023.

**REVIEW TRACKING:**

Submitted By:   
Joshua Nelson/BB&K  
District Counsel

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** H-1

**FROM:** Accounting Department

**SUBJECT:** Approve Accounts Paid and Payable for the Period from August 8<sup>th</sup>, 2023  
– September 11<sup>th</sup>, 2023

**RECOMMENDATION:**

Approve accounts paid and payable from August 8<sup>th</sup>, 2023, through September 11<sup>th</sup>, 2023.

**DISCUSSION:**

Pursuant to California Public Utilities Code 16116, "The Accountant ... shall draw all warrants to pay demands made against the District when the demands have been first approved by a majority of the Board present at the meeting at which the demands are acted upon." The Chief Financial Officer presents the Finance Committee with both Accounts Paid (warrants or checks written) and Accounts Payable (warrants or checks to be written or demands) for its review.

**FISCAL ANALYSIS:**


Sufficient funds are included in the 2023-2024 Fiscal Year budget. District Staff and the Finance Committee have reviewed and recommended these accounts paid and payable as appropriate District expenditures.

**ATTACHMENTS:** N/A

**MOTION:** Approve Staff Recommendation.

**REVIEW TRACKING:**

Submitted By:   
Vanetta N. Van Cleave  
Chief Financial Officer

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** H-2

**FROM:** Office of the General Manager

**SUBJECT:** Approve Regular Meeting Minutes of August 8, 2023

**RECOMMENDATION:**

Approve Meeting Regular Minutes of August 8, 2023

**DISCUSSION:**

At the regular Board meeting and any special Board meetings, draft minutes from meeting(s) held during the previous month are presented to the Board of Directors for review and approval. Meeting minutes represent the official record of the District's actions. Minutes are considered to be a vital and historical record of the District.


**FISCAL ANALYSIS:** No Fiscal Impact

**ATTACHMENTS:** Draft Minutes from August 8, 2023


**MOTION:** Approve Staff Recommendation

**REVIEW TRACKING:**

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

  
Misty Moga  
Administrative Liaison

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

  
Bradley A. Johnson, P.E.  
General Manager/CEO





## **DRAFT MINUTES**

**NORTH TAHOE PUBLIC UTILITY DISTRICT**  
**Regular Meetings are held at the North Tahoe Event Center**

**Tuesday, August 8, 2023, at 2:00 p.m.**

### **CALL TO ORDER/ESTABLISH QUORUM**

The regular meeting of the North Tahoe Public Utility District Board of Directors was held on Tuesday, August 8, 2023, at 2:00 p.m. at the North Tahoe Event Center. The Directors in attendance were Directors Thompson, Hughes, Mourelatos, Daniels, and President Coolidge (Directors Hughes left the meeting at 5:30 p.m., and Director Mourelatos left the meeting at 7:28 p.m.). District Staff in attendance included General Manager Johnson, Chief Financial Officer Van Cleave (via Zoom), Utility Operations Manager Fischer, Engineering and Operations Manager Pomroy, Public Information Officer Broglio, Recreation, Parks, and Facilities Manager Oberacker, Human Resources Manager Harris, and Administrative Liaison/Board Secretary Moga. District Legal Counsel Nelson was also present. The Pledge of Allegiance was recited.

During the review of the agenda, Director Thompson requested Consent Item G.3. be pulled for General Business discussion. It will be item H.2. and discussed after the Cost-of-Service Study.

**PUBLIC COMMENT AND QUESTIONS (2:00 p.m.):** No requests for public comment were made.

The Board went into Closed Session at 2:05 p.m. President Coolidge noted that there would be no reportable action taken during the Closed Session.

### **CLOSED SESSION**

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Pursuant to Section 54957.**  
*Title: General Manager/CEO*
- **CONFERENCE WITH LABOR NEGOTIATORS – Pursuant to Section 54957.6.** *Agency Designated Representative: Sarah Coolidge, President. Unrepresented Employee: General Manager/CEO*

**OPEN SESSION** - The Board resumed Open Session at 3:09 p.m.

**MANAGEMENT TEAM INFORMATIONAL UPDATES:** *Reports are informational only, and no action was taken.*

- **Tahoe-Truckee Sanitation Agency (T-TSA) Report –** Scott Wilson, TTSA Representative, provided highlights from his report. In response to Director Daniels' inquiry, Mr. Wilson spoke about the employees' health benefits update. Director Hughes complimented TTSA for their collaboration. President Coolidge congratulated TTSA for becoming part of the Alliance.

- **General Manager/CEO Report** – GM Johnson provided highlights from his report, including an update on the Lake Tahoe Summit held at the NTEC on August 9. He highlighted the water infrastructure for fire suppression article and spoke about Senator Alvarado-Gil's efforts and programs focused on our initiatives.
- **Public Information Officer Report** – PIO Broglio provided highlights from his report. GM Johnson and the Board members briefly discussed the RCAC survey preliminary results and next steps. Director Hughes requested an update on Secline's planning, design, and timeline.
- **Accounting Department Report for the month ending June 30, 2023** – CFO Van Cleave provided highlights from her report.
- **Recreation, Park, and Facilities Department Report** – RPF Oberacker provided highlights from her report. Director Daniels gave kudos to the Recreation & Parks team.
- **Planning and Engineering Department Report** – EOM Pomroy provided highlights from his report and noted the Pam Emmerich Memorial Pinedrop trailhead project has begun. Director Daniels complimented the TVRA Scenic Overlook project ribbon-cutting event and the work done by the engineering team.
- **Utility Operations Department Report** – UOM Fischer provided highlights from his report. The Board and Staff discussed the water and sewer averages and the factors that could contribute to sewer flows, such as I&I. GM Johnson spoke about leveraging the Lucity work order system for trend analysis and projections.
- **Legal Report** – Legal Counsel Nelson provided highlights from his report.
- **Board Committee Reports** –  
Director Thompson noted that the Development & Planning Committee requested to pull Consent Calendar item G.3. for further board discussion but recommended the rest of the items. Director Mourelatos noted that the Finance Committee recommended the financial items and deferred discussion of the ratios until the next meeting.

**CONSENT CALENDAR:** *Consent Calendar items are routine items that are approved without discussion or comment. If an item requires discussion, it may be removed from the Consent Calendar prior to action.*

- Approve Accounts Paid and Payable for the Period from July 11, 2023 – August 7, 2023
- Approve Regular Meeting Minutes of July 11, 2023 and Special Meeting Minutes of July 19, 2023
- Authorize the General Manager to Execute a Purchase Order for the Procurement of a Multihog MX 130 Multi-purpose Tractor (This item was pulled off the Consent Calendar and moved to General Business item H.2. for further discussion)
- Award a Construction Contract and Authorize the General Manager to Execute the Agreement with Ruppert, Inc. for the Carnelian Woods Service Lateral and Meter

Replacement Project and Find that the Agreement is Exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines § 15301 (Existing Facilities)

- Award Construction Contract and Authorize the General Manager to Execute the Agreement with Intermountain Slurry Seal, Inc. for the 2023 Pavement Maintenance Project and Find that the Agreement is Exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines § 15301 (Existing Facilities)
- Adopt Resolution 2023-12 to Accept Public Utility Facilities Improvements on Turquoise Avenue
- Authorize the General Manager to File a Notice of Completion for the Tahoe Vista Recreation Area Peninsula Improvements Project
- Authorize the General Manager to File a Notice of Completion for the North Tahoe Regional Park ADA Access and Stairway Rebuild Project
- Authorize the General Manager to Execute a Fiscal Year 2022/23 Purchase Order Increase with Logically, Inc.

President Coolidge noted Consent Calendar item G.3. will be pulled for discussion. In response to President Coolidge's inquiry, GM Johnson clarified that the slurry seal project expanded due to good unit rates.

**MOTION: Director Hughes moved to approve the consent calendar with item G.3. moved to General Business Item H.2. for further Board discussion. Director Daniels seconded the motion to approve the consent calendar, which carried unanimously in favor.**

## **GENERAL BUSINESS**

**Water and Wastewater Utilities Cost-of-Service Study Workshop – Presentation by Shawn Koorn of HDR** – GM Johnson introduced the item. Mr. Koorn provided a PowerPoint presentation. The Board held a Cost-of-Service Study Workshop. They discussed alternative scenarios for rates to address future capital projects, including long-term borrowing options, prioritizing projects, the cost to the consumer, and future and potential financing scenarios for acquisitions and grants. The Board discussed supporting option 8 to support capital projects and re-allocate property tax support of G&A out of the water fund.

The Board took a brief recess.

**Authorize the General Manager to Execute a Purchase Order for the Procurement of a Multihog MX 130 Multi-purpose Tractor (previously Consent Calendar Item G.3.)** – GM Johnson introduced the item. The Board and Staff held a long discussion about the different multi-purpose tractor and the pros and cons of each piece of equipment. Director Daniels recommended tabling this item for further discussion at the next meeting.

**MOTION: Director Mourelatos moved to Authorize the General Manager to Execute a Purchase Order for the Procurement of a Multihog MX 130 Multi-purpose Tractor. Director Daniels seconded the motion. The vote was 2-2. Director Hughes was no longer in attendance. The motion failed due to a lack of support.**

Director Mourelatos left the meeting at 7:28 p.m.

**Review, Discuss, and Consider Authorizing the General Manager to Execute Multiple Agreements to Proceed with Voter Survey and Ballot Design Services for the North Lake Tahoe Active Recreation Facility Needs Assessment – Phase III** – RPF Oberacker introduced the item. GM Johnson noted that the ad hoc committee reviewed and recommended approval. He added that Placer County may be interested in participating and would be a cost-share partner. Director Thompson and Daniels spoke about solidifying a land use agreement with Placer County for the Firestone property before moving through the process. GM Johnson said they want to do an environmental analysis before entering into a land use agreement. The land is deed-restricted to recreation, but we would be advancing at-risk.

**MOTION: Director Thompson moved to authorize the General Manager to execute multiple agreements to proceed with voter survey and ballot design services for the North Lake Tahoe Active Recreation Facilities Needs Assessment Phase III. Director Daniels seconded the motion, which carried unanimously in favor. Directors Hughes and Mourelatos were no longer in attendance.** Director Daniels requested a follow-up with Placer County regarding the land use of the Firestone property.

**Outside Agency Presentation Discussion** – This item was tabled to the next meeting for a full board discussion. President Coolidge invited the Board members to think about topics to bring back at the next meeting.

**Public Employee Compensation – Title: General Manager/CEO** – President Coolidge announced the following action resulted from the Board's discussion during closed session.

**MOTION: President Coolidge moved to approve a 4.5% salary on GM Johnson's anniversary date. Director Daniels seconded the motion, which carried unanimously (3-0). Directors Hughes and Mourelatos were no longer in attendance.**

**LONG RANGE CALENDAR** – GM Johnson noted the Board is required to complete AB1234 ethics training, which will be hosted at the CSDA conference, online, or General Counsel Nelson could provide a training.

**PUBLIC COMMENT AND QUESTIONS:** There were no requests for public comment.

**ADJOURNMENT** - There being no further business to come before the Board, the meeting was adjourned at 7:53 p.m.



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** H-3

**FROM:** Office of the General Manager

**SUBJECT:** Adopt Resolution 2023-13 to Approve an Amendment to the North Lake Tahoe Public Financing Authority Joint Powers Agreement – Designating Certain Officers of the Authority

**RECOMMENDATION:**

Adopt Resolution 2023-13 to approve an amendment to the North Lake Tahoe Public Financing Authority Joint Powers Agreement – designating certain officers of the authority.

**DISCUSSION:**

The County of Placer (the “County”) and the North Tahoe Public Utility District (the “District”) have previously entered into a Joint Exercise of Powers Agreement dated September 1, 1993 (the “Original Joint Exercise of Powers Agreement”) forming the North Lake Tahoe Public Financing Authority (the “Authority”) as a separate public agency under Chapter 5 of Division 7 of Title 1 of the California Government Code.

The JPA was established as a vehicle that could be used to potentially reduce local borrowing costs and promote the greater use of existing and new financial instruments and mechanisms. To date, the District has not utilized the JPA, however, the County has utilized the JPA to undertake the financing and refinancing of debt for improvements and facilities for the public purposes of the County.

The County and the District wish to amend the original Joint Exercise of Powers Agreement to designate certain Officers of the Authority. This Resolution would amend and restate Section 3.01 (of Article III Officers and Employees) and Section 5.01 (of Article V Methods of Procedure; Credit to Members) to designate the County Executive Officer of the County as the Chairman of the Authority and the Executive Director, and to designate the District’s General Manager as the Vice-Chairman, and to designate the member of the County Board of Supervisors elected to District 5 as the Secretary. The purpose of this amendment is to eliminate the rotation of the identity of the officers. In addition, this amendment does not impact the outstanding bonds and is not prohibited by the bond documents.

The County Board of Supervisors approved the proposed amendment at their August 29, 2023 meeting.

**FISCAL ANALYSIS:**

There is no financial impact.

**STRATEGIC PLAN ALIGNMENT:**


Goal 3: Enhance District governance and partnerships. – Objective A: Maintain best practices in public agency governance throughout all levels of the District.

**ATTACHMENTS:**

- Resolution 2023-13
- Amendment No. 1 to Joint Exercise of Powers Agreement – North Lake Tahoe Public Financing Authority
- Joint Exercise of Powers Agreement – North Lake Tahoe Public Financing Authority

**MOTION:** Approve Staff Recommendation.

**REVIEW TRACKING:**

Submitted By:   
Bradley A. Johnson, P.E.  
General Manager/CEO

**RESOLUTION NO. 2023-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT APPROVING AN AMENDMENT TO A JOINT EXERCISE OF POWERS AGREEMENT ESTABLISHING THE NORTH LAKE TAHOE PUBLIC FINANCING AUTHORITY FOR THE PURPOSE OF DESIGNATING CERTAIN OFFICERS OF THE AUTHORITY**

**WHEREAS**, the County of Placer (the “County”) and the North Tahoe Public Utility District (the “District”) have previously entered into a Joint Exercise of Powers Agreement dated as of September 1, 1993 (the “Original Joint Powers Agreement”) forming the North Lake Tahoe Public Financing Authority (the “Authority”) as a separate public agency under Chapter 5 of Division 7 of Title 1 of the California Government Code; and

**WHEREAS**, and the County and the District wish to amend the Original Joint Exercise of Powers Agreement to designate certain officers of the Authority, and the Board of Directors of the District has been presented with a proposed Amendment No. 1 to Joint Exercise of Powers Agreement (“Amendment No. 1”).

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the North Tahoe Public Utility District as follows:

**Section 1. Amendment of Joint Exercise of Powers Agreement.** The Board hereby approves Amendment No. 1 in substantially the form on file with the General Manager/CEO of the District, with such additions thereto and changes therein as the General Manager/CEO has approved. The President of the District is hereby authorized and directed to execute, and the General Manager/CEO is hereby authorized and directed to attest, Amendment No. 1 in the name and on behalf of the District, and the execution of Amendment No. 1 by the President shall be conclusive evidence of the approval of any such additions and changes.

**Section 2. Effective Date.** This resolution shall take effect immediately upon its passage and adoption.



**APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE NORTH  
TAHOE PUBLIC UTILITY DISTRICT THIS 12th DAY OF SEPTEMBER 2023.**

**I, the undersigned, hereby certify that the foregoing Resolution No. 2023-13 was  
duly adopted by the Board of Directors of the North Tahoe Public Utility District by  
the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**Sarah Coolidge, President  
Board of Directors**

**ATTEST:**

\_\_\_\_\_  
**Bradley A. Johnson, P.E.  
General Manager/CEO**

## AMENDMENT NO. 1 TO JOINT EXERCISE OF POWERS AGREEMENT

### NORTH LAKE TAHOE PUBLIC FINANCING AUTHORITY

This AMENDMENT NO. 1 TO JOINT EXERCISE OF POWERS AGREEMENT (this "First Amendment") is dated as of \_\_\_\_\_, 2023, among PLACER COUNTY, a political subdivision duly organized and existing under the laws of the State of California (the "County"), and the NORTH LAKE TAHOE PUBLIC UTILITY DISTRICT, a public corporation duly organized and existing under the laws of the State of California (the "District");

#### *B A C K G R O U N D :*

1. The County and the District previously entered into a Joint Exercise of Powers Agreement dated as of September 1, 1993 (the "Original Joint Exercise of Powers Agreement") forming the North Lake Tahoe Public Financing Authority (the "Authority") as a separate public agency under the laws of the State of California.

2. The County and the District wish to amend the Original Joint Exercise of Powers Agreement to designate certain officers of the Authority.

#### *A G R E E M E N T :*

In consideration of the premises and the material covenants contained herein, the County and the District hereby agree as follows:

**Section 1. Amendment and Restatement of Section 3.01.** Section 3.01 of the Original Joint Exercise of Powers Agreement is hereby amended and restated as follows:

**Section 3.01. Chairman, Vice-Chairman, Executive Director and Secretary.** The County Executive Officer of the County is hereby designated as the Chairman of the Authority. The General Manager of the District is hereby designated as the Vice-Chairman. The County Executive Officer of the County is hereby designated as the Executive Director. The member of the County Board of Supervisors elected to represent District 5 is hereby designated as the Secretary.

The officers shall perform the duties normal to said offices. Unless otherwise provided by the Board, the Chairman shall sign all contracts on behalf of the Authority, and shall perform such other duties as may be imposed by the Board. The Vice-Chairman shall sign contracts as provided by the Board and perform all of the Chairman's duties in the absence of the Chairman. The Executive Director shall administer the day-to-day affairs of the Authority and shall execute the policies and directives of the Board. The Secretary shall countersign all contracts signed by the Chairman or Vice-Chairman on behalf of the Authority, perform such other duties as may be imposed by the Board and cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.

**Section 2. Amendment and Restatement of Section 5.01.** Section 5.01 of the Original Joint Exercise of Powers Agreement is hereby amended and restated as follows:

**Section 5.01. Assumption of Responsibilities By the Authority.**

As soon as practicable after the date of execution of this Agreement, the Directors shall give notice (in the manner required by Section 2.04) of the organizational meeting of the Board. At said meeting the Board shall provide for its regular meetings as required by Section 2.04.

**Section 3. Effective Date.** This First Amendment shall take effect immediately upon the adoption of a resolution approving the execution and delivery hereof by the governing body of each of the County and the District, notwithstanding that the execution and delivery of this First Amendment may take place subsequent to the adoption of such resolutions.

**Section 4. Execution in Counterparts.** This First Amendment may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**Section 5. Electronic Signatures.**

(a) The parties hereto acknowledge and agree that this First Amendment may be executed by one or more electronic means (hereinafter referred to as "Electronic Signatures"). Each party hereto agrees that Electronic Signatures provided by such party shall constitute effective execution and delivery of this First Amendment by such party to all other parties to or relying on this First Amendment. Each party hereto agrees that Electronic Signatures shall constitute complete and satisfactory evidence of the intent of such party to be bound by those signatures and by the terms and conditions of this First Amendment as signed. Each party agrees that Electronic Signatures shall be deemed to be original signatures for all purposes.

(b) Each party hereto agrees to accept Electronic Signatures provided by any and all other parties to this First Amendment as (i) full and sufficient evidence of intent by such parties to be bound hereunder, (ii) effective execution and delivery of this First Amendment and (iii) constituting this First Amendment an original for all purposes, without the necessity for any manually signed copies to be provided, maintained or to exist for back up or for any other purpose.

(c) If Electronic Signatures are used to execute this First Amendment, each party hereto hereby accepts the terms of, and intends to and does sign, this First Amendment by its Electronic Signature hereto.

**Section 6. Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**PLACER COUNTY**

By: \_\_\_\_\_  
Chair

ATTEST:

By: \_\_\_\_\_  
Clerk of the Board

**NORTH TAHOE PUBLIC UTILITY  
DISTRICT**

By: \_\_\_\_\_  
President

ATTEST:

By: \_\_\_\_\_  
General Manager/CEO

## JOINT EXERCISE OF POWERS AGREEMENT

### NORTH LAKE TAHOE PUBLIC FINANCING AUTHORITY

THIS AGREEMENT (this "Joint Exercise of Powers Agreement") is dated as of September 1, 1993, by and between Placer County, a political subdivision duly organized and existing under the laws of the State of California (the "County"), and the North Tahoe Public Utility District, a public corporation duly organized and existing under the laws of the State of California (the "District");

#### WITNESSETH:

**WHEREAS**, the County and the District from time to time undertake the financing and refinancing of land, improvements, facilities and equipment for the public purposes of the County and the District, and the County and the District wish to form a joint powers authority under the Joint Exercise of Powers Law of the State of California (constituting Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California) for the purpose of establishing a vehicle which may reduce local borrowing costs and promote the greater use of existing and new financial instruments and mechanisms;

**NOW, THEREFORE**, in consideration of the above premises and of the mutual promises herein contained, the County and the District do hereby agree as follows:

#### ARTICLE I

##### DEFINITIONS

**Section 1.01. Definitions.** Unless the context otherwise requires, the words and terms defined in this Article shall, for the purpose hereof, have the meanings herein specified.

"Act" means Articles 1 through 4 (commencing with section 6500) of Chapter 5, Division 7, Title 1 of the California Government Code of the State of California.

"Agreement" means this Joint Exercise of Powers Agreement, as originally entered into or as amended from time to time.

"Authority" means the North Lake Tahoe Public Financing Authority established pursuant to Section 2.02 of this Agreement.

"Bond Law" means the Marks-Roos Local Bond Pooling Act of 1985, being Article 4 of the Act (commencing with section 6584), as now or hereafter amended.

"Board" means the Board of Directors of the North Lake Tahoe Public Financing Authority referred to in Section 2.03, which shall be the governing body of the Authority.

"Bonds" means bonds, notes or other obligations of the Authority issued pursuant to the Bond Law or pursuant to any other provision of law which may be used by the Authority for the authorization and issuance of bonds, notes or other obligations to finance and refinance the acquisition, construction and improvement of Public Improvements to be used for the public purposes of the County or the District, or both.

"Directors" means the representatives of the County and the District constituting the Board pursuant to Section 2.03.

"Fiscal Year" means the period from July 1 in any calendar year to and including June 30 in the succeeding calendar year.

"Public Improvements" means any land, improvements, facilities and equipment to be used for the public purposes of the County or the District, including but not limited to property described in section 6585(g) of the Bond Law.

3.01. "Secretary" means the Secretary of the Authority appointed pursuant to Section

3.02. "Treasurer" means the Treasurer of the Authority appointed pursuant to Section

## ARTICLE II

### GENERAL PROVISIONS

**Section 2.01. Purpose.** The purpose of this Agreement is to provide for the financing and refinancing of Public Improvements through the acquisition, construction and improvement thereof by the Authority or the loan of funds to the County or the District to enable the County or the District to provide for the financing or refinancing of the acquisition, construction and improvement thereof.

**Section 2.02. Creation of Authority.** Pursuant to the Act, there is hereby created a public entity to be known as the "North Lake Tahoe Public Financing Authority". The Authority shall be a public entity separate and apart from the County and the District, and shall administer this Agreement.

**Section 2.03. Board of Directors.** The Authority shall be administered by a Board of Directors consisting of five (5) Directors, unless and until such number is changed by amendment of this Agreement. The persons duly elected or appointed from time to time to (or the designee, if applicable) the following positions shall be the members of and shall constitute the Board:

(i) The member of the Placer County Board of Supervisors elected to represent District 5;

(ii) The Placer County Executive Officer or, from time to time, his or her written designee;

(iii) The Placer County Treasurer/Tax Collector or, from time to time, his or her written designee;

(iv) The President of the Board of Directors of the North Tahoe Public Utility District; and

(v) The General Manager of the North Tahoe Public Utility District.

The Board shall be called the "Board of Directors of North Lake Tahoe Public Financing Authority". All voting power of the Authority shall reside in the Board.

#### **Section 2.04. Meetings of the Board.**

(a) Regular Meetings. The Board shall provide for its regular meetings; provided, however, that at least one regular meeting shall be held each year. The date, hour and place of the holding of regular meetings shall be fixed by resolution of the Board and a copy of such resolution shall be filed with of the County and the District.

(b) Special Meetings. Special meetings of the Board may be called in accordance with the provisions of section 54956 of the Government Code of the State of California.

(c) Call, Notice and Conduct of Meetings. All meetings of the Board, including without limitation, regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act of the Government Code of the State of California.

**Section 2.05. Minutes.** The Secretary shall cause to be kept minutes of the meetings of the Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director and to the County and the District.

**Section 2.06. Voting.** Each Director shall have one vote.

**Section 2.07. Quorum; Required Votes; Approvals.** Directors holding a majority of the votes shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time. The affirmative votes of at least a majority of the Directors present at any meeting at which a quorum is present shall be required to take any action by the Board.

**Section 2.08. Bylaws.** The Board may adopt, from time to time, such bylaws, rules and regulations for the conduct of its meetings as are necessary for the purposes hereof.

### **ARTICLE III**

#### **OFFICERS AND EMPLOYEES**

**Section 3.01. Chairman, Vice-Chairman, Executive Director and Secretary.** The Board shall elect a Chairman and Vice-Chairman from among the Directors, and shall appoint an Executive Director and a Secretary who need not be Directors. The officers shall perform the duties normal to said offices. Unless otherwise provided by the Board, the Chairman shall sign all contracts on behalf of the Authority, and shall perform such other duties as may be imposed by the Board. The Vice-Chairman shall sign contracts and perform all of the Chairman's duties in the absence of the Chairman. The Executive



Director shall administer the day-to-day affairs of the Authority and shall execute the policies and directives of the Board. The Secretary shall countersign all contracts signed by the Chairman or Vice-Chairman on behalf of the Authority, perform such other duties as may be imposed by the Board and cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.

**Section 3.02. Treasurer.** Pursuant to section 6505.6 of the Act, the Placer County Treasurer is hereby designated as the Treasurer of the Authority. The Treasurer shall be the depository, shall have custody of all of the accounts, funds and money of the Authority from whatever source, shall have the duties and obligations set forth in sections 6505 and 6505.5 of the Act and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. As provided in section 6505 and section 6505.6 of the Act, the Treasurer shall make arrangements with a certified public accountant or firm of certified public accountants for the annual audit of accounts and records of the Authority.

**Section 3.03. Officers in Charge of Records, Funds and Accounts.** Pursuant to section 6505.1 of the Act, the Treasurer shall have charge of, handle and have access to all accounts, funds and money of the Authority and all records of the Authority relating thereto; and the Secretary shall have charge of, handle and have access to all other records of the Authority.

**Section 3.04. Bonding Persons Having Access to Public Improvements.** From time to time, the Board may designate persons, in addition to the Executive Director, the Secretary and the Treasurer, having charge of, handling or having access to any records, funds or accounts or any Public Improvement of the Authority, and the respective amounts of the official bonds of the Executive Director, the Secretary and the Treasurer and such other persons pursuant to section 6505.1 of the Act.

**Section 3.05. Legal Advisor.** The County Counsel of the County shall act as the legal advisor of the Authority, and shall perform such duties as may be prescribed by the Board, in instances in which the County's interests predominate. Counsel for the District shall act as the legal advisor of the Authority, and shall perform such duties as may be prescribed by the Board, in instances in which the District's interests predominate.

**Section 3.06. Other Employees.** The Board shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary for the purposes of this Agreement. In instances in which the County's interests predominate, the Board shall appoint those consultants and independent contractors as may be requested by the County. In instances in which the District's interests predominate, the Board shall appoint those consultants and independent contractors as may be requested by the District.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief, disability, workers' compensation and other benefits which apply to the activities of officers, agents, or employees of a public agency when performing their respective functions shall apply to the officers, agents or employees of the Authority to the same degree and extent while engaged in the performance of any of the functions and other duties of such officers, agents or employees under this Agreement.

None of the officers, agents, or employees directly employed by the Board shall be deemed, by reason of their employment by the Board to be employed by the County or the

District or; by reason of their employment by the Board, to be subject to any of the requirements of the County or the District.

**Section 3.07. Assistant Officers.** The Board may by resolution appoint such assistants to act in the place of the Secretary or other officers of the Authority (other than any Director), and may by resolution provide for the appointment of additional officers of the Authority who may or may not be Directors, as the Board shall from time to time deem appropriate.

## **ARTICLE IV**

### **POWERS**

**Section 4.01. General Powers.** The Authority shall exercise in the manner herein provided the powers of each of the County and the District and necessary to the accomplishment of the purposes of this Agreement, subject to the restrictions set forth in Section 4.04. As provided in the Act, the Authority shall be a public entity separate from the County and the District.

**Section 4.02. Power to Issue Revenue Bonds.** The Authority shall have all of the powers provided in the Act and in the Bond Law, including the power to issue Bonds thereunder.

**Section 4.03. Specific Powers.** The Authority is hereby authorized, in its own name, to do all acts necessary for the exercise of the foregoing powers, including but not limited to, any or all of the following:

- (a) to make and enter into contracts;
- (b) to employ agents or employees;
- (c) to acquire, construct, manage, maintain or operate any Public Improvement;
- (d) to sue and be sued in its own name;
- (e) to issue Bonds and otherwise to incur debts, liabilities or obligations;
- (f) to apply for, accept, receive and disburse grants, loans and other aids from any agency of the United States of America or of the State of California;
- (g) to invest any money in the treasury pursuant to section 6505.5 of the Act which is not required for the immediate necessities of the Authority, as the Authority determines is advisable, in the same manner and upon the same conditions as local agencies, pursuant to section 53601 of the Government Code of the State of California;
- (h) to carry out and enforce all the provisions of this Agreement;

(i) to make and enter into agreements, assignments and other documents of any nature whatsoever as may be necessary or convenient in the exercise of its powers hereunder or under the Act or the Bond Law;

(j) to make loans to the County or the District for the purposes hereof, or to refinance indebtedness incurred by the County or the District in connection with any of the purposes hereof; and

(k) to exercise any and all other powers as may be provided in the Act or in the Bond Law.

**Section 4.04. Restrictions on Exercise of Powers.** The powers of the Authority shall be exercised in the manner provided in the Act and in the Bond Law, and, except for those powers set forth in the Bond Law, shall be subject (in accordance with section 6509 of the Act) to the restrictions upon the manner of exercising such powers that are imposed upon Placer County in the exercise of similar powers.

**Section 4.05. Obligations of Authority.** The debts, liabilities and obligations of the Authority shall not be the debts, liabilities and obligations of the County or the District.

## **ARTICLE V**

### **METHODS OF PROCEDURE; CREDIT TO MEMBERS**

**Section 5.01. Assumption of Responsibilities By the Authority.** As soon as practicable after the date of execution of this Agreement, the Directors shall give notice (in the manner required by Section 2.04) of the organizational meeting of the Board. At said meeting the Board shall provide for its regular meetings as required by Section 2.04 and elect a Chairman and Vice-Chairman, and appoint the Executive Director and the Secretary.

**Section 5.02. Delegation of Powers.** The County and the District hereby delegate to the Authority the power and duty to acquire, by lease, lease-purchase, installment sale agreements, or otherwise, such Public Improvements as may be necessary or convenient for the operation of the County or the District.

**Section 5.03. Credit to Members.** In consideration of the agreement by the County and the District to administer the Authority, all accounts or funds created and established pursuant to any instrument or agreement to which the Authority is a party, and any interest earned or accrued thereon, shall inure to the benefit of the County and the District in such respective proportions as the Board shall determine.

## ARTICLE VI

### CONTRIBUTION: ACCOUNTS AND REPORTS; FUNDS

**Section 6.01. Contributions.** The County and the District may in the appropriate circumstance when required hereunder: (a) make contributions from their treasuries for the purposes set forth herein, (b) make payments of public funds to defray the cost of such purposes, (c) make advances of public funds for such purposes, such advances to be repaid as provided herein, or (d) use its personnel, equipment or property in lieu of other contributions or advances. The provisions of Government Code section 6513 are hereby incorporated into this Agreement by reference.

**Section 6.02. Accounts and Reports.** To the extent not covered by the duties assigned to a trustee or agent chosen by the Authority, the Treasurer shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of any resolution, indenture or agreement entered into with respect to the proceeds of any Bonds issued by the Authority. The books and records of the Authority in the hands of a trustee or agent or the Treasurer shall be open to inspection at all reasonable times by representatives of the County and the District. The Treasurer, within 180 days after the close of each Fiscal Year, shall give a complete written report of all financial activities for such Fiscal Year to the County and the District to the extent such activities are not covered by the report of such trustee or agent. The trustee or agent appointed under any resolution, indenture or agreement shall establish suitable funds, furnish financial reports and provide suitable accounting procedures to carry out the provisions of said resolution, indenture or agreement. Said trustee or agent may be given such duties in said resolution, indenture or agreement as may be desirable to carry out this Agreement.

**Section 6.03. Funds.** Subject to the applicable provisions of any instrument or agreement which the Authority may enter into, which may provide for a trustee to receive, have custody of and disburse Authority funds, the Treasurer of the Authority shall receive, have custody of and disburse Authority funds as nearly as possible in accordance with generally accepted accounting practices, and shall make the disbursements required by this Agreement or to carry out any of the provisions or purposes of this Agreement.

## ARTICLE VII

### TERM

**Section 7.01. Term.** This Agreement shall become effective, and the Authority shall come into existence, as of the date first set forth above, and this Agreement and the Authority shall thereafter continue in full force and effect so long as either (a) any Bonds remaining outstanding or (b) the Authority shall own any interest in any Public Improvements.

**Section 7.02. Disposition of Assets.** Upon termination of this Agreement, all property of the Authority, both real and personal, shall be divided among the parties hereto in such manner as shall be agreed upon by the parties.

## ARTICLE VIII

### MISCELLANEOUS PROVISIONS

**Section 8.01. Notices.** Notices hereunder shall be in writing and shall be sufficient if delivered to:

Placer County  
175 Fulweiler Avenue, Room 206  
Auburn, CA 95603  
Attention: County Executive Officer

North Tahoe Public Utility District  
875 National Avenue  
Tahoe Vista, CA 96148  
Attention: General Manager

**Section 8.02. Section Headings.** All section headings in this Agreement are for convenience of reference only and are not to be construed as modifying or governing the language in the section referred to or to define or limit the scope of any provision of this Agreement.

**Section 8.03. Consent.** Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

**Section 8.04. Law Governing.** This Agreement is made in the State of California under the constitution and laws of the State of California, and is to be so construed.

**Section 8.05. Amendments.** This Agreement may be amended at any time, or from time to time, except as limited by contract with the owners of Bonds issued by the Authority or by applicable regulations or laws of any jurisdiction having authority, by one or more supplemental agreements executed by both of the parties to this Agreement either as required in order to carry out any of the provisions of this Agreement or for any other purpose, including without limitation addition of new parties (including any legal entities or taxing areas heretofore or hereafter created) in pursuance of the purposes of this Agreement.

**Section 8.06. Enforcement by Authority.** The Authority is hereby authorized to take any or all legal or equitable actions, including but not limited to injunction and specific performance, necessary or permitted by law to enforce this Agreement.

**Section 8.07. Severability.** Should any part, term or provision of this Agreement be decided by any court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.

**Section 8.08. Successors.** This Agreement shall be binding upon and shall inure to the benefit of the successors of the County or the District, respectively. Neither the County nor the District may assign any right or obligation hereunder without the written consent of the other.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized and their official seals to be hereto affixed, on the day and year set opposite the name of each of the parties.

PLACER COUNTY

Phil Quirk  
Chairman

ATTEST:

Georgia Hale  
Clerk of the Board

(SEAL)

NORTH TAHOE PUBLIC UTILITY  
DISTRICT

Tom Leno  
President

ATTEST:

Linda Browning  
Secretary  
Clerk of the Board

(SEAL)



## **NORTH TAHOE PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** H-4

**FROM:** Recreation, Parks, and Facilities Department

**SUBJECT:** Authorize the General Manager to Execute a One Month Contract Extension with Headwall Corporation for the Tahoe Treetop Adventure Park

### **RECOMMENDATION:**

Authorize the General Manager to execute a one-month contract extension with Headwall Corporation for the Tahoe Treetop Adventure Park.

### **DISCUSSION:**

Headwall Corporation began their concessionaire agreement with NTPUD in 2015 to build and operate the Tahoe Treetop Adventure Park at the North Tahoe Regional Park. The course was constructed in the spring of 2016 and opened its doors in July 2016.

The initial term of the contract with Headwall Corporation was through December 31, 2022, and the Board of Directors, at the December 2022 meeting, authorized a contract amendment to extend the initial term through June 30, 2023. Directors then approved another three-month extension through Sept 30, 2023.

The District and Headwall Corporation are nearing completion of negotiations for an amended agreement that will be sent to the Board for final approval. In the meantime, Staff and Headwall Corporation are proposing an additional one-month extension (through October 30, 2023) of the existing contract to provide additional time to finalize terms. A copy of the proposed one-month extension is attached to this report.

### **FISCAL ANALYSIS:**

The one-month extension of the Headwall Corporation concessionaire contract will not have any impact on the overall District revenue provided by the concessionaire nor the District's Fiscal Year 2023/24 Operating Budget.

### **STRATEGIC PLAN ALIGNMENT:**

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective D: Utilize the North Tahoe Regional Park (NTRP) as a community asset for passive and active recreation – Tactic 3: Capitalize on the potential of



concessionaires to provide services and generate revenue – Activity a: Enable expansion of Tahoe Treetop Adventures to include a zip line aerial tour within the park.

**ATTACHMENTS:**

- Headwall Corporation and NTPUD Contract Amendment No. 3 – One-Month Extension

**MOTION:** Approve Staff Recommendation

**REVIEW TRACKING:**

Submitted By: 

Amanda Oberacker  
Recreation, Parks & Facilities Manager

Approved By: 

Bradley A. Johnson, P.E.  
General Manager/CEO

**AMENDMENT NO. 3 TO THE NORTH TAHOE REGIONAL PARK CONCESSIONAIRE  
SERVICES AGREEMENT  
BETWEEN NORTH TAHOE PUBLIC UTILITY DISTRICT AND  
HEADWALL CORPORATION**

This Amendment No. 3 (this "Amendment") is entered into and effective as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Amendment Effective Date"), amending the Concessionaire Services Agreement dated January 8, 2016, as amended by those certain First and Second Amendments (collectively, the "Agreement"), by and between North Tahoe Public Utilities District ("DISTRICT"), and Headwall Corporation ("CONCESSIONAIRE") (collectively, the "Parties").

**RECITALS**

A. WHEREAS, the Parties executed the Agreement for the operation of a challenge course concessionaire services in the North Tahoe Regional Park; and

B. WHEREAS, the Parties desire to further amend the Agreement to extend the expiration of the Initial Term, as that term is defined in Section 2 of the Agreement, from September 30, 2023 to October 31, 2023.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, DISTRICT and CONCESSIONAIRE agree as follows:

1. Contract Extension. The Initial Term of the Agreement shall be extended for a term of one month, commencing on October 1, 2023 and ending on October 31, 2023. The Parties agree that this extension shall not constitute the creation of a First Renewal Term, as provided for in Paragraph 2, but will allow the Parties to negotiate the provisions of said First Renewal Term and execute the same by subsequent written agreement.

2. Compensation. The compensation due to the DISTRICT shall remain consistent with that provided for in Section 10 of the Agreement.

3. All other provisions of the Agreement will remain in full force and effect. Upon execution, this Agreement shall mean the Agreement as amended by this Amendment. In the event of any conflict or inconsistency between the Agreement and this Amendment, the terms of this Amendment shall control.

4. All requisite insurance policies to be maintained by the CONCESSIONAIRE pursuant to the Agreement will include coverage for this Amendment.

5. The Parties stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

6. The individual executing this Amendment on behalf of the CONCESSIONAIRE represents and warrants to have the legal power, right, and actual authority to bind CONCESSIONAIRE to the terms and conditions of this Amendment.

7. This Amendment may be executed in duplicate originals, each of which is deemed

**AMENDMENT NO. 3 TO THE NORTH TAHOE REGIONAL PARK CONCESSIONAIRE  
SERVICES AGREEMENT  
BETWEEN NORTH TAHOE PUBLIC UTILITY DISTRICT AND  
HEADWALL CORPORATION**

to be an original, but when taken together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first above written.

**NORTH TAHOE PUBLIC UTILITY  
DISTRICT**

**HEADWALL CORPORATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** H-5

**FROM:** Human Resources

**SUBJECT:** Approve Updates to the Event Center Manager Job Description and the Event Center Coordinator Job Description and Wage Range

**RECOMMENDATION:**

Approve updates to the job descriptions for the Event Center Manager and Event Center Coordinator positions, the elimination of the Event Center Coordinator I wage range, and the renaming of the existing Event Center Coordinator II wage range to Event Center Coordinator.

**BACKGROUND:**

On February 12, 2019, the Board of Directors approved changes to the staffing at the North Tahoe Event Center (NTEC) to include the Event Center Manager and Event Center Coordinator I/II positions. These changes were based on recommendations adopted by the Board on November 13, 2018, from the NTEC Advisory Working Group (AWG).

The job descriptions for the Event Center Manager and Event Center Coordinator I/II have served us well since they were approved in 2019. With the recent resignations submitted for the Event Center Manager (effective June 1, 2024) and Event Center Coordinator II (effective November 15, 2023), staff has determined that minor changes should be made to the existing job descriptions to better reflect improvements and efficiencies to the job duties of these two positions.

Staff proposes that the Event Center Coordinator I/II position be adjusted to a single "Event Center Coordinator" position by eliminating the I/II designation and the Event Center Coordinator I wage range. The Event Center Coordinator II wage range would be renamed without the "II" designation. Job duties for this position would include overseeing and working private, corporate, and community events during daytime and evening hours, with the potential for late-night shifts.

<b>Job Title</b>	<b>Bi-Weekly Wage Range</b>	<b>Recommendation</b>
Event Center Manager	\$3,090.40 to \$3,941.60	No change
Event Center Coordinator I	\$1,904.00 to \$2,428.00	Eliminate range
Event Center Coordinator II	\$2,204.80 to \$2,811.20	Eliminate "II" from title

Staff also proposes minor edits to the Event Center Manager job description to include responsibilities such as building management, Board presentations, and Serve SAFE Certification for managers overseeing food handling. The edits also incorporate language to reflect the three types of event services: Private, Corporate, and Community.

The Event Center Coordinator job description was reviewed with the Union during a meeting of the Labor Management Committee, and the Board's Personnel Committee reviewed both job descriptions.

If the proposed changes are approved, recruiting for the Event Center Coordinator position will begin immediately. The Event Center Manager position will begin recruiting early next year.

#### **FISCAL ANALYSIS:**

The two positions are included in the Fiscal Year 2023-24 Budget and there will be no fiscal impact from the proposed changes.

#### **STRATEGIC PLAN ALIGNMENT:**

Goal 2: Provide high-quality, community-driven recreation opportunities and event facilities – Objective C: Capitalize on North Tahoe Event Center as our community's lakefront asset for year-round events and programming.

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective A: Ensure the District can recruit and retain a qualified and skilled workforce – Tactic 1: Maintain competitive wages and benefits – Activity a: Whenever position vacancies occur, review job descriptions for accuracy and department needs and salary is appropriate and competitive.

#### **MOTION:**


Approve Staff Recommendation

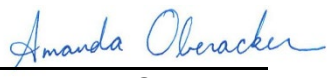
#### **ATTACHMENTS:**

- Current Event Center Manager Job Description
- Draft Event Center Manager Job Description – with redlines
- Draft Event Center Manager Job Description – clean
- Current Event Center Coordinator I/II Job Description
- Draft Event Center Coordinator Job Description – with redlines
- Draft Event Center Coordinator Job Description – clean

#### **REVIEW TRACKING:**

Submitted By:   
Kim Harris  
Human Resources Manager

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO

Reviewed By:   
Amanda Oberacker  
Parks & Recreation Manager



## North Tahoe Event Center Manager

### DEFINITION:

Solicits business and coordinates rentals for the North Tahoe Event Center and the sale of related services for District venues; acts as the responsible District representative for assigned venues and applicable software programs; attends internal and external events as the District's sales representative and provides supervision of facility staff; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from management personnel. Exercises direct supervision over maintenance, technical and administrative support staff.

### CLASS CHARACTERISTICS:

This is a full supervisory-level classification responsible for exercising independent judgment, on diverse and specialized maintenance operations within the North Tahoe Event Center. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides excellent customer service to internal and external customers and clients.
- Implements and manages comprehensive sales plans to meet annual usage and budget goals for the North Tahoe Event Center; including preparation of a variety of activity and operational reports.
- Continually reviews competitive markets to identify opportunities for marketing the District's rental facilities and linked cross-marketing opportunities; such as the Tahoe Vista Recreation Area, North Tahoe Regional Park and District Concessionaires.
- Answers customer inquiries, providing facility tours and information on facilities and related services, specific facility policies, contractual requirements, settlements procedures and cost estimates.
- Schedules rental space and works closely with vendors to identify an available date. Finalizes event details with customers including facility needs and sends contract for acceptance and agreement of payment terms. Confirms receipt of deposits and secures necessary payment arrangements; assists with Accounts Receivable as needed.
- Ensures accurate and timely distribution of the Facility Reservation report, including revisions to event information and provides last minute changes to staff, Recreation and Parks Department, Caterer and other outside vendors to ensure effective and efficient operations are in place to meet guest service standards.

- Ensures the customer files are closed within a defined period of time of the group's departure; securing payment details and final payment prior to the function. Maintains information for all District group functions.
- Ensures adequate coverage for events held at designated District facilities; coordinates room and technical set-up and provides assistance and information to outside staff and organizations regarding facility use and capabilities.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responsible for the ownership and overview of the North Tahoe Event Center and reservation software used at the North Tahoe Event Center.
- Works with assigned sales and marketing staff, monitors and responds to social media (Facebook, Twitter, LinkedIn, blogs) to create and maintain content on the web for the North Tahoe Event Center and affiliated conference and wedding facilities; posts photos, videos and other engaging content.
- Participates in the annual budget preparation process and sales goals for areas of assigned responsibility; including creation of sales/marketing strategies to drive business.
- Generates room and facility rates, incorporating seasonal and resident discounts, in cooperation with any applicable oversight committee.
- Inputs and/or monitors employee time & pay records using District automated system. Ensures records are accurate each pay period.
- Coordinates and assists local government agencies in the scheduling of public meetings; including staging elections, hosting regional court sessions, and hosting state, regional and local governmental meetings.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of facility staff is performed in a safe and efficient manner.
- Maintains records and prepares reports.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
--------------------------------

*Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION AND EXPERIENCE:**

Associates degree (AA) or Certificate in related Business, Conference or Event Management from a two-year college or university and four years related hospitality sales and marketing experience, including two years coordinating and scheduling events in a service related industry, with one year in a supervisory or lead position; or equivalent combination of education and experience. Hands-on experience utilizing social media applications. Knowledge of the Lake Tahoe area helpful.

**KNOWLEDGE OF:**

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



- Social media outlets such as Facebook, Instagram, Twitter; website maintenance.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring; working knowledge of accounting principles.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- High-level computer proficiency for word processing, spreadsheet and social media applications.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Applicable federal, state, and local laws, codes, and processes relevant to assigned areas of responsibility.

#### **ABILITY TO:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Learn and accurately use District computerized facility rental/scheduling programs; interpret diagrams.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Read, analyze and interpret business periodicals, technical procedures or governmental regulations, prepare clear and concise reports, business correspondence and procedure manuals; effectively present information in one-on-one and small group situations to customers and employees of the organization.
- Use cell phone for social media postings.
- Create Business pages in Facebook; work effectively with third party vendors to create custom wall tabs, contests and promotions within the Facebook environment; video editing; manage Twitter and third-party Twitter applications and growing audiences. Capable of creating blog content optimized for search engine optimization (SEO).
- Make accurate arithmetic calculations such as discounts, interest, commissions, proportions, percentages.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Work weekends and holidays; respond to after-hours emergency when necessary.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

## LICENSES AND CERTIFICATIONS:

- Must possess a valid driver's license with an acceptable driving record according to the District at the time of appointment and throughout employment.
- Ability to pass Alcohol Awareness Training and receive Alcohol Awareness card within 30 days of date of hire and maintain throughout employment.

## TOOLS AND EQUIPMENT USED:

Personal computers, word processing, and other office support systems; communication tools including: telephones, cell phones; Audio Visual tools including laptops, projectors, monitors, mics and screens.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking throughout the building and event areas indoors and outside may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds and occasionally move up to 50 pounds.

## ENVIRONMENTAL CONDITIONS:

Employees work mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work around moving mechanical parts and risk of electrical shock and are occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals. The noise level in the work standard environment is usually quiet to moderate.



## North Tahoe Event Center Manager

### DEFINITION:

Solicits business and coordinates rentals for the North Tahoe Event Center and the sale of related services for District venues; acts as the responsible District representative for assigned venues and applicable software programs; attends internal and external events as the District's sales representative and provides supervision of facility staff; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from management personnel. Exercises direct supervision over maintenance, technical and administrative support staff.

### CLASS CHARACTERISTICS:

This is a full supervisory-level classification responsible for exercising independent judgment, on diverse and specialized maintenance operations within the North Tahoe Event Center. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides excellent customer service to internal and external customers and clients.
- Implements and manages comprehensive sales plans to meet annual usage and budget goals for the North Tahoe Event Center; including preparation of a variety of activity and operational reports.
- Continually reviews competitive markets to identify opportunities for marketing the District's rental facilities and linked cross-marketing opportunities; such as the Tahoe Vista Recreation Area, North Tahoe Regional Park and District Concessionaires.
- Answers customer inquiries, providing facility tours and information on facilities and related services, specific facility policies, contractual requirements, settlements procedures and cost estimates.
- Manages the North Tahoe Event Center facility and private, corporate, and community events held at the facility.
- Schedules rental space and works closely with vendors to identify an available date. Finalizes event details with customers including facility needs and sends contract for acceptance and agreement of payment terms. Confirms receipt of deposits and secures necessary payment arrangements; assists with Accounts Receivable as needed.
- Supervises and monitors the work of assigned staff involved in maintenance, repair, and custodial activities of the North Tahoe Event Center.

- Ensures accurate and timely distribution of the Facility Reservation report, including revisions to event information and provides last minute changes to staff, Recreation and Parks Department, Caterer and other outside vendors to ensure effective and efficient operations are in place to meet guest service standards.
- Ensures the customer files are closed within a defined period of time of the group's departure; securing payment details and final payment prior to the function. Maintains information for all District group functions.
- Ensures adequate coverage for events held at designated District facilities; coordinates room and technical set-up and provides assistance and information to outside staff and organizations regarding facility use and capabilities.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responsible for the ownership and overview of the North Tahoe Event Center and reservation software used at the North Tahoe Event Center.
- Provide marketing input and direction- to promote the North Tahoe Event Center
- Works with assigned sales and marketing staff, monitors and responds to social media (Facebook, Twitter, LinkedIn, blogs) to create and maintain content on the web for the North Tahoe Event Center and affiliated conference and wedding facilities; posts photos, videos and other engaging content.
- Participates in the annual budget preparation process and sales goals for areas of assigned responsibility; including creation of sales/marketing strategies to drive business.
- Generates room and facility rates, incorporating seasonal and resident discounts, in cooperation with any applicable oversight committee.
- Inputs and/or monitors employee time & pay records using District automated system. Ensures records are accurate each pay period.
- Coordinates and assists local government agencies in the scheduling of public meetings; including staging elections, hosting regional court sessions, and hosting state, regional and local governmental meetings.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of facility staff is performed in a safe and efficient manner.
- Maintains records and prepares reports.
- Makes presentations to the Board of Directors.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

*Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

#### EDUCATION AND EXPERIENCE:

Associates degree (AA) or Certificate in related Business, Conference or Event Management from a two-year college or university and four years related hospitality sales and marketing experience, including two years coordinating and scheduling events in a service related industry, with one year in a supervisory or lead

position; or equivalent combination of education and experience. Hands-on experience utilizing social media applications. Knowledge of the Lake Tahoe area helpful.

#### KNOWLEDGE OF:

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Social media and marketing outlets- platform such as Facebook, Instagram, Twitter, Constant Contact website maintenance.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring; working knowledge of accounting principles.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- High-level computer proficiency for word processing, spreadsheet and social media applications.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Applicable federal, state, and local laws, codes, and processes relevant to assigned areas of responsibility.

#### ABILITY TO:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Learn and accurately use District computerized facility rental/scheduling programs; interpret diagrams.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Read, analyze and interpret business periodicals, technical procedures or governmental regulations, prepare clear and concise reports, business correspondence and procedure manuals; effectively present information in one-on-one and small group situations to customers and employees of the organization.
- Use cell phone for social media postings.
- Create Business pages in Facebook; work effectively with third party vendors to create custom wall tabs, contests and promotions within the Facebook environment; video editing; manage Twitter and third-party Twitter applications and growing audiences. Capable of creating blog content optimized for search engine optimization (SEO).
- Make accurate arithmetic calculations such as discounts, interest, commissions, proportions, percentages.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Work weekends and holidays; respond to after-hours emergency when necessary.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

#### LICENSES AND CERTIFICATIONS:

- Must possess a valid driver's license with an acceptable driving record according to the District at the time of appointment and throughout employment.
- Ability to pass Alcohol Awareness Training and receive Alcohol Awareness card within 30 days of date of hire and maintain throughout employment.
- Ability to pass ServSafe Manager certification within 30 days of date of hire and maintain throughout employment. Program is administered by the National Restaurant Association and teaches responsible food service measures.

#### TOOLS AND EQUIPMENT USED:

Personal computers, word processing, and other office support systems; communication tools including: telephones, cell phones; Audio Visual tools including laptops, projectors, monitors, mics and screens.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed ~~mostly~~ in an office and event center setting. Must possess mobility to work in a standard office and event center setting and use standard office and restaurant equipment, including a computer, dishwasher, commercial stove and related AV equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is ~~primarily~~ a sedentary office classification although-with standing and walking throughout the building and event areas indoors and outside ~~may~~ be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and restaurant equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 5025 pounds, ~~and occasionally move up to 50 pounds.~~

#### ENVIRONMENTAL CONDITIONS:

Employees work mainly in an office and event center environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work around moving mechanical parts and risk of electrical shock and are occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals. The noise level in the work standard environment is usually quiet to moderate.



## North Tahoe Event Center Manager

### DEFINITION:

Solicits business and coordinates rentals for the North Tahoe Event Center and the sale of related services for District venues; acts as the responsible District representative for assigned venues and applicable software programs; attends internal and external events as the District's sales representative and provides supervision of facility staff; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from management personnel. Exercises direct supervision over maintenance, technical and administrative support staff.

### CLASS CHARACTERISTICS:

This is a full supervisory-level classification responsible for exercising independent judgment, on diverse and specialized maintenance operations within the North Tahoe Event Center. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides excellent customer service to internal and external customers and clients.
- Implements and manages comprehensive sales plans to meet annual usage and budget goals for the North Tahoe Event Center; including preparation of a variety of activity and operational reports.
- Continually reviews competitive markets to identify opportunities for marketing the District's rental facilities and linked cross-marketing opportunities; such as the Tahoe Vista Recreation Area, North Tahoe Regional Park and District Concessionaires.
- Answers customer inquiries, providing facility tours and information on facilities and related services, specific facility policies, contractual requirements, settlements procedures and cost estimates.
- Manages the North Tahoe Event Center facility and private, corporate, and community events held at the facility.
- Schedules rental space and works closely with vendors to identify an available date. Finalizes event details with customers including facility needs and sends contract for acceptance and agreement of payment terms. Confirms receipt of deposits and secures necessary payment arrangements; assists with Accounts Receivable as needed.  
Supervises and monitors the work of assigned staff involved in maintenance, repair, and custodial activities of the North Tahoe Event Center.
- Ensures accurate and timely distribution of the Facility Reservation report, including revisions to event information and provides last minute changes to staff, Recreation and Parks Department, Caterer

and other outside vendors to ensure effective and efficient operations are in place to meet guest service standards.

- Ensures the customer files are closed within a defined period of time of the group's departure; securing payment details and final payment prior to the function. Maintains information for all District group functions.
- Ensures adequate coverage for events held at designated District facilities; coordinates room and technical set-up and provides assistance and information to outside staff and organizations regarding facility use and capabilities.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responsible for the ownership and overview of the North Tahoe Event Center and reservation software used at the North Tahoe Event Center.
- Provide marketing input and direction to promote the North Tahoe Event Center
- .
- Participates in the annual budget preparation process and sales goals for areas of assigned responsibility; including creation of sales/marketing strategies to drive business.
- Generates room and facility rates, incorporating seasonal and resident discounts, in cooperation with any applicable oversight committee.
- Inputs and/or monitors employee time & pay records using District automated system. Ensures records are accurate each pay period.
- Coordinates and assists local government agencies in the scheduling of public meetings; including staging elections, hosting regional court sessions, and hosting state, regional and local governmental meetings.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of facility staff is performed in a safe and efficient manner.
- Maintains records and prepares reports.
- Makes presentations to the Board of Directors.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
--------------------------------

*Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION AND EXPERIENCE:**

Associates degree (AA) or Certificate in related Business, Conference or Event Management from a two-year college or university and four years related hospitality sales and marketing experience, including two years coordinating and scheduling events in a service related industry, with one year in a supervisory or lead position; or equivalent combination of education and experience. Hands-on experience utilizing social media applications. Knowledge of the Lake Tahoe area helpful.

**KNOWLEDGE OF:**

North Tahoe Event Center Manager

Page 2



- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Social media and marketing platform such as Facebook, Instagram, Twitter, Constant Contact.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring; working knowledge of accounting principles.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- High-level computer proficiency for word processing, spreadsheet and social media applications.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Applicable federal, state, and local laws, codes, and processes relevant to assigned areas of responsibility.

#### **ABILITY TO:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Learn and accurately use District computerized facility rental/scheduling programs; interpret diagrams.
- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for solution.
- Read, analyze and interpret business periodicals, technical procedures or governmental regulations, prepare clear and concise reports, business correspondence and procedure manuals, effectively present information in one-on-one and small group situations to customers and employees of the organization.
- Use cell phone for social media postings.
- Create Business pages in Facebook; work effectively with third party vendors to create custom wall tabs, contests and promotions within the Facebook environment; video editing; manage Twitter and third-party Twitter applications and growing audiences. Capable of creating blog content optimized for search engine optimization (SEO).
- Make accurate arithmetic calculations such as discounts, interest, commissions, proportions, percentages.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Work weekends and holidays; respond to after-hours emergency when necessary.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

#### **LICENSES AND CERTIFICATIONS:**

- Must possess a valid driver's license with an acceptable driving record according to the District at the time of appointment and throughout employment.
- Ability to pass Alcohol Awareness Training and receive Alcohol Awareness card within 30 days of date of hire and maintain throughout employment.
- Ability to pass ServSafe Manager certification within 30 days of date of hire and maintain throughout employment. Program is administered by the National Restaurant Association and teaches responsible food service measures.

#### **TOOLS AND EQUIPMENT USED:**

Personal computers, word processing, and other office support systems; communication tools including telephones, cell phones; Audio Visual tools including laptops, projectors, monitors, mics and screens.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed in an office and event center setting. Must possess mobility to work in a standard office and event center setting and use standard office and restaurant equipment, including a computer, dishwasher, commercial stove and related AV equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is a sedentary office classification with standing and walking throughout the building and event areas indoors and outside be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and restaurant equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

#### **ENVIRONMENTAL CONDITIONS:**

Employees work mainly in an office and event center environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work around moving mechanical parts and risk of electrical shock and are occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals. The noise level in the work standard environment is usually quiet to moderate.



## Event Center Coordinator I/II

### DEFINITION:

Under general direction of the Event Center Manager, performs a variety of duties including clerical, bookkeeping, billing, marketing, sales and scheduling of events such as conferences, weddings, meetings, recreation programs, and special clients. May be required to work a flexible work schedule.

### SUPERVISION RECEIVED AND EXERCISED:

**Supervision Received:** Receives immediate supervision from higher level staff progressing to general supervision over time with training and demonstrated work performance. Technical or functional supervision may be provided by the Event Center Manager.

**Supervision Exercised:** Generally, no direct supervision exercised. May provide technical or informational guidance on a project basis including part-time and seasonal employees as required and/or assigned.

### CLASS CHARACTERISTICS:

Event Center Coordinator I: This is the entry-level classification in the Event Center support series. This position usually has a variable work schedule based on the hours the center is open.

Event Center Coordinator II: This is the fully qualified journey-level classification in the Event Center support series. Positions at this level are distinguished from the Event Center Coordinator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Event Center Coordinator I/II class series are flexibly staffed; positions at the Event Center Coordinator II level are normally filled by advancement from the Event Center Coordinator I level; progression to the Event Center Coordinator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):
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*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

*Positions at the Event Center Coordinator I level may perform some of these duties and responsibilities in a learning capacity.*

- Provides excellent customer service to internal and external customers and clients.
- Schedules room use for conferences, meetings, weddings, and other events.
- Generate set-up diagrams; Coordinates room set-ups and supervises assigned functions.
- Answer phones, customer inquiries, perform clerical and office support. Maintain highest standards of customer service; friendly and outgoing. Type various documents and correspondence. Filing.
- Respond to public inquiries about center programs made by telephone, correspondence, or during public meetings. Maintain records and prepare related reports.
- Meet with individuals and groups in connection with future bookings. Assist in the planning and coordination of booked events as related to center needs.
- Enter reservations in Reservation Book and/or Center reservation software. Prepare written correspondence for conferences, weddings, and meetings, and all other events.
- Coordinate set up and take down of conference rooms with food and beverage caterers and Center Maintenance Workers.
- Oversee billings for correctness and accuracy. Coordinate with Finance Department group activities regarding finances and billing.
- Track potential sales accounts, provide necessary sales and marketing data and maintain business referrals. Function as an in-house sales representative for sales inquiries. Work with area personnel and community groups and general public to increase business referrals.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Periodically responsible for inspection of Center facilities and equipment. Assist with ordering supplies.
- Provide marketing support; input and direction to promote the North Tahoe Event Center.
- Provide general administrative assistance to the Event Center Manager.
- Perform other related duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
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*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION AND EXPERIENCE:**

Event Center Coordinator I/II – Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and one (1) year of basic clerical and accounting duties, cash handling, and customer service, and community/event center experience.

Event Center Coordinator I – One (1) year of basic clerical, accounting, and customer service, and community/event center experience.

Event Center Coordinator II – Three (3) years of progressive clerical, accounting, and customer service experience, or two (2) years as a District Event Center Coordinator I with demonstrated ability and knowledge.

*Positions at the Event Center Coordinator I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**KNOWLEDGE OF:**

- District services and operations.
- The District's service fee structure.
- Record-keeping procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**ABILITY TO:**

- Perform a diverse range of administrative and clerical tasks.
- Project a positive and professional sales demeanor.
- Work under pressure and/or frequent interruptions.
- Work professionally and calmly with angry or difficult customers.
- Make accurate arithmetic computations.
- Receive, process and properly handle cash payments from clients.
- Generate system reports and format for use by assigned department.
- Schedule and calendar reservations for District owned and operated facilities within parks.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

#### TOOLS AND EQUIPMENT USED:

Modern office equipment such as use of personal computer, word processing, phone, calculator, copy machine, fax machine, and postage machine. Event Center equipment including kitchen, audio-video, and Internet.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

#### ENVIRONMENTAL CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



## Event Center Coordinator I/II

### DEFINITION:

Under general direction of the Event Center Manager, performs a variety of duties including clerical, bookkeeping, billing, marketing, sales and scheduling of events such as conferences, weddings, meetings, recreation programs, and special clients. ~~May~~ Will be required to work a flexible work schedule and will be available to work scheduled private, corporate and community events.

### SUPERVISION RECEIVED AND EXERCISED:

**Supervision Received:** Receives immediate supervision from higher level staff progressing to general supervision over time with training and demonstrated work performance. Technical or functional supervision may be provided by the Event Center Manager.

**Supervision Exercised:** Generally, no direct supervision exercised. May provide technical or informational guidance on a project basis including part-time and seasonal employees as required and/or assigned.

### CLASS CHARACTERISTICS:

~~Event Center Coordinator I: This is the entry-level classification in the Event Center support series. This position usually has a variable work schedule based on the hours the center is open.~~

~~Event Center Coordinator II: This is the fully qualified journey-level classification in the Event Center support series. Positions at this level are distinguished from the Event Center Coordinator I level by the performance of that is able to perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level This position receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit District.~~

~~Positions in the Event Center Coordinator I/II class series are flexibly staffed; positions at the Event Center Coordinator II level are normally filled by advancement from the Event Center Coordinator I level; progression to the Event Center Coordinator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.~~

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

~~Positions at the Event Center Coordinator I level may perform some of these duties and responsibilities in a learning capacity.~~

- Provides excellent customer service to internal and external customers and clients.
- Schedules room use for conferences, meetings, weddings, and other events.
- Generate set-up diagrams; Coordinates room set-ups and supervises assigned functions.
- Answer phones, customer inquiries, perform clerical and office support. Maintain highest standards of customer service; friendly and outgoing. Type various documents and correspondence. Filing.
- Respond to public inquiries about center programs made by telephone, correspondence, or during public meetings. Maintain records and prepare related reports.
- Meet with individuals and groups in connection with future bookings. Assist in the planning and coordination of booked events as related to center needs.
- Enter reservations in ~~Reservation Book and/or~~ Center reservation software. Prepare written correspondence for conferences, weddings, and meetings, and all other events.
- Coordinate set up and take down of conference rooms with food and beverage caterers and Event Center Maintenance Workers. May occasionally assist the Event Center Maintenance Workers with alterations to event configuration to accommodate client requests and improvements to flow of event.
- Oversee billings for correctness and accuracy. Coordinate with Finance Department group activities regarding finances and billing.
- Track potential sales accounts, provide necessary sales and marketing data and maintain business referrals. Function as an in-house sales representative for sales inquiries. Work with area personnel and community groups and general public to increase business referrals.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Periodically responsible for inspection of Center facilities and equipment. Assist with ordering supplies.
- Works with ~~assigned sales and marketing staff and assigned marketing team to~~, monitors and responds to social media (Facebook, Twitter, LinkedIn, blogs) to create and maintain content on the web for the North Tahoe Event Center and affiliated conference and wedding facilities; posts photos, videos and other engaging content.
- Provide general administrative assistance to the Event Center Manager.
- Perform other related duties as assigned.



## MINIMUM QUALIFICATIONS:

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

### EDUCATION AND EXPERIENCE:

~~Event Center Coordinator I/II—Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and one (1) year of basic clerical and accounting duties, cash handling, and customer service, and community/event center experience.~~

~~Event Center Coordinator I—One (1) year of basic clerical, accounting, and customer service, and community/event center experience.~~

~~Event Center Coordinator II—Three (3) years of progressive clerical, accounting, cash handling, and customer service experience, or two (2) years as a District Event Center Coordinator events or conference center experience with demonstrated ability and knowledge.~~

~~Positions at the Event Center Coordinator I level may exercise some of these knowledge and abilities statements in a learning capacity.~~

### KNOWLEDGE OF:

- District services and operations.
- The District's service fee structure.
- Record-keeping procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed, including social media and email platforms.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### ABILITY TO:

- Perform a diverse range of administrative and clerical tasks.
- Project a positive and professional sales demeanor.
- Work under pressure and/or frequent interruptions.
- Work professionally and calmly with angry or difficult customers.
- Make accurate arithmetic computations.
- Receive, process and properly handle cash payments from clients.
- Generate system reports and format for use by assigned department.
- Schedule and calendar reservations for District owned and operated facilities within parks.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Work flexible daytime and evening shifts, depending on scheduled events.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

#### TOOLS AND EQUIPMENT USED:

Modern office equipment such as use of personal computer, word processing, phone, calculator, copy machine, fax machine, and postage machine. Event Center equipment including kitchen, audio-video, and Internet.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is ~~primarily-both~~ a sedentary office classification ~~although-with~~ standing and walking between work areas ~~may-be~~ required ~~for events~~. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds ~~and occasionally will assist with moving furniture for events~~.

#### ENVIRONMENTAL CONDITIONS:

Employees work in an office ~~and conference venue~~ environment with moderate ~~to loud~~ noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. ~~Schedule will include a mix of daytime and evening shifts with potential for late evening work hours, depending on scheduled events.~~



## Event Center Coordinator

### DEFINITION:

Under general direction of the Event Center Manager, performs a variety of duties including clerical, bookkeeping, billing, marketing, sales and scheduling of events such as conferences, weddings, meetings, recreation programs, and special clients. Will be required to work a flexible work schedule and will be available to work scheduled private, corporate and community events.

### SUPERVISION RECEIVED AND EXERCISED:

**Supervision Received:** Receives immediate supervision from higher level staff progressing to general supervision over time with training and demonstrated work performance. Technical or functional supervision may be provided by the Event Center Manager.

**Supervision Exercised:** Generally, no direct supervision exercised. May provide technical or informational guidance on a project basis including part-time and seasonal employees as required and/or assigned.

### CLASS CHARACTERISTICS:

This is a journey-level classification that is able to perform the full range of duties as assigned, working independently, and exercising judgment and initiative. This position receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):
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*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

- Provides excellent customer service to internal and external customers and clients.
- Schedules room use for conferences, meetings, weddings, and other events.
- Generate set-up diagrams; Coordinates room set-ups and supervises assigned functions.
- Answer phones, customer inquiries, perform clerical and office support. Maintain highest standards of customer service; friendly and outgoing. Type various documents and correspondence. Filing.
- Respond to public inquiries about center programs made by telephone, correspondence, or during public meetings. Maintain records and prepare related reports.
- Meet with individuals and groups in connection with future bookings. Assist in the planning and coordination of booked events as related to center needs.
- Enter reservations in Center reservation software. Prepare written correspondence for conferences, weddings, and meetings, and all other events.
- Coordinate set up and take down of conference rooms with food and beverage caterers and Event Center Maintenance Workers. May occasionally assist the Event Center Maintenance Workers with alterations to event configuration to accommodate client requests and improvements to flow of event.
- Oversee billings for correctness and accuracy. Coordinate with Finance Department group activities regarding finances and billing.
- Track potential sales accounts, provide necessary sales and marketing data and maintain business referrals. Function as an in-house sales representative for sales inquiries. Work with area personnel and community groups and general public to increase business referrals.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Periodically responsible for inspection of Center facilities and equipment. Assist with ordering supplies.
- Works with staff and assigned marketing team to monitor and respond to social media (Facebook, Twitter, LinkedIn, blogs) to create and maintain content on the web for the North Tahoe Event Center and affiliated conference and wedding facilities; posts photos, videos and other engaging content.
- Provide general administrative assistance to the Event Center Manager.
- Perform other related duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
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*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

**EDUCATION AND EXPERIENCE:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Three (3) years of progressive clerical, accounting, cash handling, and customer service experience, or two (2) years events or conference center experience with demonstrated ability and knowledge.

**KNOWLEDGE OF:**

- District services and operations.
- The District's service fee structure.
- Record-keeping procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed, including social media and email platforms.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**ABILITY TO:**

- Perform a diverse range of administrative and clerical tasks.
- Project a positive and professional sales demeanor.
- Work under pressure and/or frequent interruptions.
- Work professionally and calmly with angry or difficult customers.
- Make accurate arithmetic computations.
- Receive, process and properly handle cash payments from clients.
- Generate system reports and format for use by assigned department.
- Schedule and calendar reservations for District owned and operated facilities within parks.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Work flexible daytime and evening shifts, depending on scheduled events.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**LICENSES AND CERTIFICATIONS:**

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

#### TOOLS AND EQUIPMENT USED:

Modern office equipment such as use of personal computer, word processing, phone, calculator, copy machine, fax machine, and postage machine. Event Center equipment including kitchen, audio-video, and Internet.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is both a sedentary office classification with standing and walking between work areas required for events. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds and occasionally will assist with moving furniture for events.

#### ENVIRONMENTAL CONDITIONS:

Employees work in an office and conference venue environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Schedule will include a mix of daytime and evening shifts with potential for late evening work hours, depending on scheduled events.



## **NORTH TAHOE PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** I-1

**FROM:** Planning and Engineering Department

**SUBJECT:** Authorize an Increase in the Construction Contingency Executable by the General Manager for the Satellite Sewer Pump Station Replacement Project

### **RECOMMENDATION:**

Authorize an Increase in the Construction Contingency Executable by the General Manager for the Satellite Sewer Pump Station Replacement Project in the amount of an additional 10%: \$81,000.

### **DISCUSSION:**

Consistent with the District's 5-year Capital Improvement Plan, the Satellite Sewer Pump Station Replacement Project will replace five 1970s era, packaged sewer pump stations (S-1, S-2, N-2, D-2, and D-5), including controls, power connections, and other associated appurtenances with five new similar packaged sewer pump station systems. This project includes improvements to the controls, power, and communications at S-3 which operates Satellite Pump Stations S-1 and S-2.

At the December 14, 2021 Board Meeting, the Directors adopted Resolution 2021-19 to authorize the General Manager to execute a purchase order for the purchase of five Everlast Series 1000 pumping stations from Smith and Loveless, Inc. for the amount of \$483,917.

At the November 8, 2022 Board Meeting, the Directors awarded a construction contract and authorized the General Manager to execute the agreement with KG Walters Construction Co., Inc. for the Satellite Sewer Pump Station Replacement Project in the amount of \$807,000; and authorize up to 10% of the construction contract, \$81,000, as construction reserves executable by the General Manager.



## New Smith and Loveless Packaged Pump Stations



The Contractor (KG Walters) is in the process of installing the five new satellite stations this fall and has placed the first station into service, N-2. Each of the satellite pump stations' sites has unique site considerations because these pump stations were installed in 1970 to serve a cluster of homes in isolated areas that did not have access to gravity sewers. This requires additional modifications to each site to install the stations. These unique site constraints were very difficult to incorporate during the design phase because of the specialty spatial analysis needed when considering slopes, access, proximity to natural features such as boulders, driveways, and landscaping, along with visual impacts as well. Essentially, the unique constraints and modifications could not be determined until the new station arrived on site and field mock-ups could be completed at each location. From a cost-benefit point of view, the upfront design costs would have been substantial compared to the cost to construct the improvements with field fitments. Several of these examples are highlighted in the following paragraphs.



Pump station S-1, located at Speedboat beach, existing concrete work needs to be demolished, and a new concrete pad is needed to locate the new, slightly larger station between the stairwell to the beach and natural rock landscape features. A new step also needs to be added because of the drop off from the existing path shown below in the photo where the bear box is located.

### S-1 Site Photos – Speedboat Beach





Pump Station S-2, located on Pilot Circle, requires additional site grading and fence installation in order to maintain code required clearances around the station and to improve operator ingress and egress. Additionally, the District is working to address neighborhood concerns about historic plantings, existing landscape boulders, and the overall aesthetic of the station. The station was originally surrounded by a low rock wall, a large pine, natural boulders, and specialty plantings.

### S-2 Site Photos – Pilot Circle



The five new sewer pump stations also required upgraded electrical service from Liberty Utilities prior to construction, similar to the N-1 Project completed last year. The District submitted service applications and Liberty Utilities has been installing new poles and transformers to convert the power from the existing 240 Volt single-phase service to the new 208 Volt three-phase power service. Liberty Utilities is replacing transformers on the new poles and running new wire for the new electrical service at four of the five stations.

### **Liberty Utilities Installing Power Poles and Transformers on North Lake Blvd**





However, at N-2, Liberty Utilities has required ground-level transformers to be installed with underground conduit for compliance with the Rule 20 Undergrounding Project. This requirement was received after the bid and award of the construction contract to KG Walters. The District must comply with Liberty Utilities' requirements and negotiate a change order with KG Walter to install the new transformer pads and underground conduit. This extra work was processed by a change order to the contract in the amount of \$33,600, representing approximately half of the original project contingency.

#### **N-2 Site Photos – North Lake Blvd at the Sands**



Construction Reserves Expenses:

The following table provides the completed change order expenses and the expected additional change order expenses to install the new pump station at each location. The expected expenses at each location are the preliminary estimates to complete the work based on site evaluations conducted by Staff and the Contractor.

Description	Expense/Estimate
Liberty Utility Power Required Upgrades at N-2 (complete)	\$33,600
Station Controls Modifications (complete)	\$9,700
S-1 – Demo curbing, new concrete slab, new pull box and wiring upgrades	\$23,000
S-2 – Demo rock wall, regrade slope, move fencing, add new screening, new concrete slab, new pull box and wiring upgrades	\$45,000
S-3 – New pull box and re-route conduit to meet site conditions	\$7,000
N-2 – Repair failed forcemain, new concrete slab and curb	\$10,000
D-2 – New slab and curb, New electrical pull box and conduit	\$10,000
D-5 New slab and curb, demolition of features, New electrical pull box and conduit	\$12,000
Other unforeseen conditions	\$11,700
<b>Construction Expense Total</b>	<b>\$162,000</b>

Construction Phase Costs:

The following table provides the project-level estimate to complete the construction phase of the project. The table includes the requested additional construction reserve of 10%, \$81,000.

**Construction Phase Costs**

KG Walters Construction Co., Inc.	\$807,000	<u>Construction:</u> \$938,000 (57%)
10% Construction Reserve	\$81,000	
Additional 10% Construction Reserve	\$81,000	

Smith and Loveless, Inc	\$483,917	<u>Sewer Pump Stations:</u> \$483,917 (28%)
Farr West Engineering	\$49,542	<u>Construction Support:</u> \$59,542 (4%)
Sierra Controls	\$10,000	
Liberty Utilities – Application Fees – Does not include change order work	\$50,000	<u>Electrical Improvements:</u> \$50,000 (3%)
Tesco Controls	\$86,150	<u>SCADA Controls:</u> \$86,150 (5%)
NTPUD Staff	\$50,000	<u>Staff Time</u> \$50,000 (3%)
<b>Total</b>	<b>\$1,698,609</b>	

The total projected project cost is estimated to be \$1,698,609.

#### **FISCAL ANALYSIS:**


The current carry forward budget for Fiscal Year 2023-24 is \$949,615 with current encumbered expenses of \$930,280. Should the additional 10% contingency be approved, it will be necessary to realign allocated project budgets within the Sewer Capital Fund by moving \$70,000 to the Satellite Pump Station Replacement Project from the Lower Lateral Replacement Project (total budget: \$70,000).


#### **STRATEGIC PLAN ALIGNMENT:**

Goal 1: Provide safe, efficient, sustainable water and wastewater services with a focus on industry best practices and continuous improvement – Objective B: Optimize preventative maintenance of District utility system assets; and Objective D: Prioritize Capital Project planning and delivery toward uniform service using industry standards, asset condition data, and a focus on climate resilience and emergency preparedness.

**MOTION:** Approve Staff Recommendation

#### **REVIEW TRACKING:**

Submitted By:   
Joseph J. Pomroy, P.E.  
Engineering & Operations Manager

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO

Reviewed By:   
Vanetta Van Cleave  
Chief Financial Officer



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**Item:** I-2

**FROM:** Recreation, Parks, & Facilities Manager

**SUBJECT:** Review, Discuss, and Provide Direction of the District's Proposed Commemorative Seating Program

**RECOMMENDATION:**

Review, discuss, and provide direction on the District's proposed Commemorative Seating program and existing Naming of District Parks and Facilities Policy.

**DISCUSSION:**

When a momentous event occurs in a person's life, including the death of a loved one, the celebration of an admirable achievement, or the union of two people, many wish to commemorate that event with a plaque or other naming opportunities. Since the inception of the NTPUD Recreation and Parks Department in 1968, requests have been made to do just that. In service to its community, NTPUD has been able to honor and provide this service to those who request it.

Through the years, there have been major recreation amenities, including baseball fields, trails, tree groves, and cabins built or renamed in memory of people who have come before. In 1993, the Board of Directors approved a Policy which outlines the criteria required for the naming of a Park facility. With perhaps a few edits to the process surrounding the naming of parks and facilities, the existing Policy is a solid foundation for staff and the Board to use for future naming inquiries. Staff is recommending, and will discuss, select changes in the section titled: Submission Process and Naming Process to clarify and streamline the process while keeping the core principles of the Policy intact.

Apart from the major amenities throughout the Park, several benches, boulders, trees, and tables with commemorative plaques already exist throughout NTPUD properties. These commemorations have generated a variety of different styles and looks throughout the Park. With new requests coming in regularly, the District has put fresh thought into how to organize these smaller assets for success now and into the future. The result is what staff is calling the Commemorative Seating Program.

The Commemoration Seating Program, which staff introduced to the Recreation Commission at the August 2023 meeting, is a spin off the Individual Recognition section of the Naming Policy. It is staff's recommendation that the new program (attached) be considered to replace the existing portion of the Naming Policy titled Individual Recognition.

The attached Commemorative Program gives District staff a streamlined approach to help those who make requests, an opportunity to standardize District facility assets, and a chance to generate a modest amount of revenue that can be used on special projects in the future. Contributions made during the commemoration process are placed into the Friends of the Park, a 501c3 tax-deductible fund held by the Truckee Tahoe Community Foundation.

At the Commission meeting on August 24, 2023, Commissioners were overall in support of the program. Their feedback was around extending the life of the commemoration beyond the recommended 10 years (or to offer a type of commemoration beyond benches that do not expire), on adding a clause that limits the District's responsibility to replace if the commemoration is damaged, on ensuring that the District has a limited number of commemorations throughout the Park, and to eliminate the NTEC from the inventory of possible locations for commemorations until the facility plan is completed and adopted.

In response to the Commissioners' request that staff provide a Commemoration that does not expire, staff has added to the PowerPoint presentation a consideration for engraved pavers. If it is the desire of the Board, pavers could be made available for a lower dollar amount at a specific location (either TVRA or an area within Regional Park) and only expire at the end of their useful life, regularly several decades.

During the presentation, staff would like Directors to discuss some of the variables that must be taken into consideration when finalizing this program. Those variables include:

1. Lifespan for commemoration, including what to do with existing plaques and memorials around the Park.
2. Appropriate price range for commemoration.
3. Areas where Directors do/do not want to implement this program.

#### **FISCAL ANALYSIS:**

The Commemorative Seating Program will collect revenue within the Friends of the Park fund that is held by the Truckee Tahoe Community Foundation. This fund is separate from the District's annual Operating and Capital budgets and, therefore, will have no financial implications to the District. Due to the subjective nature of this program, it is difficult to make predictions on revenue collection.

#### **STRATEGIC PLAN ALIGNMENT:**

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities.  
Objective F: Uphold maintenance and capital investment of existing facilities to ensure their vitality for generations to come.

Goal 3: Enhance District governance and partnerships. Objective D: Be a strong community partner to provide value in alignment with the District's charter.



**ATTACHMENTS:**

- Commemorative Seating Program PowerPoint
- 2013 Naming of District Facilities Policy
- Draft Commemorative Seating Program

**REVIEW TRACKING:**

Submitted By:   
Amanda Oberacker  
Recreation, Parks, and Facilities Manager

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO

# Commemorative Seating Program

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September 12, 2023



# Commemorative Seating Program

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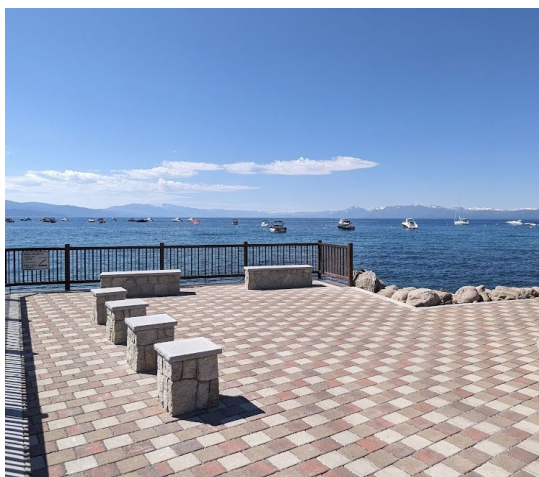


This program gives participants an opportunity to honor family or friends who had a special connection to the nature and beauty of the North Lake Tahoe parks and beaches.

# Commemorative Seating Program

Throughout NTRP, TVRA and NTEC there are various locations to place commemorate seating. Customer can select one of several recommended locations for bench placement or they can place a plaque on a seat in an existing location. All new seating locations are subject to approval.

Existing Granite Bench  
or cube at TVRA



New Bench at  
NTRP or TVRA



Existing Bench at  
NTEC





# Commemorative Seating Program

## Replacement bench opportunities



## New bench opportunities



## New bench opportunity



# Commemorative Seating Program

Participants of the program will receive a 10"x 2" plaque where they can place their inscription.

The plaque will remain in place for 10 years. At the cumulation of 10 years, original applicants will have the option to renew at a discounted rate or discontinue their sponsorship. Benches, which have between a 20–30 year lifespan, will remain the property of NTPUD. Plaques will be returned to the applicant.



# Commemorative Seating Program

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## Tax-Deductibles Pricing

### LAKEFRONT

North Tahoe Event Center Existing Bench	\$5,000
Tahoe Vista Recreation Area Bench	\$10,000
Tahoe Vista Recreation Area Peninsula Square	\$5,000
Tahoe Vista Recreation Area Peninsula Bench	\$12,000

### PARK

North Tahoe Regional Park Bench	\$7,000
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RENEWAL OF COMMEMORATION	\$2,000
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## Comparables

Tahoe City PUD:	Plaque only on existing features. No expiration.	\$1,500 - \$2,500
IVGID:	Program in conjunction with Rotary, who does labor. No expiration.	Expense of bench only
Truckee Donner R&PD	No program, not currently accepting applications.	
City of South Lake Tahoe:	No program.	



# Commemorative Seating Program

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## Expenses:

Cost of Bench	\$2,500
Materials for installation	\$500
Labor (2 staff at 4 hours)	\$600

## Donation Revenue:

Between	\$5-12,000
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## Total available for reinvestment:

\$1,400-9,400



# Commemorative Seating Program

An alternative to the seating could be an engraved paver. Pavers have a lower cost-of-entry and have a simpler installation process. Directors could pick an area within a park where engraved pavers are allowed.



# Commemorative Seating Program

## Options for engraved paver plazas

Tahoe Vista Recreation  
Area Scenic Overlook



Future Tennis Court  
Plaza



Pam Emmerich  
Memorial Pinedrop  
Trailhead





# Commemorative Seating Program

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## Current commemorations around NTRP & TVRA



# Commemorative Seating Program

## Current commemorations around NTRP & TVRA





# Commemorative Seating Program

## Current commemorations around NTRP & TVRA



# Commemorative Seating Program

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## Next Steps

- Feedback from Board of Directors
- Present to Board of Directors formal updates to the Naming of District Facilities Policy for approval and implementation at the October or November 2023 meeting



## NORTH TAHOE PUBLIC UTILITY DISTRICT

**POLICY: Naming of District  
Parks and Facilities**

**NUMBER: 05-02**

**EFFECTIVE: 09/10/2013**

**Index:**      **Park and Facilities Department/Recreation and Parks  
Naming of Parks and/or District Facilities  
Donations for Plaques Citing Dedication of Facilities  
North Tahoe Public Utility District Tree Fund**

**POLICY:**      **Naming of District Parks and Facilities**

**PURPOSE:** The parks owned and operated by the North Tahoe Public Utility District (District) have become an important part of the local community. As such, individuals and groups currently, and well into the future, wish to acknowledge individuals for their contribution to the parks and the community in general. Additionally, family members may wish to acknowledge other members of their family. We have received numerous requests, from renaming an entire park to dedicating a park bench. In order to ensure a consistent and appropriate response to all requests this policy was created.

### **BACKGROUND INFORMATION:**

#### **Naming of Parks**

All of the parks presently owned by the District are currently named appropriately. Changing the name of a park significantly impacts numerous individuals, Governmental entities and the community. Therefore, it is the District's policy not to rename any of the existing parks.

#### **Naming of Facilities within a Park**

Requests to name or rename a portion of the park, trail, facility, or garden within the park will be considered when, and if, the following guidelines are met.

Names should provide some form of individual identity related to:

1. The geographic location of the facility.
2. An outstanding feature of the facility.
3. Commonly recognized historical event, group, or individual.
4. An individual or group who contributed significantly to the acquisition or development of the park and/or individual facility.
5. An individual who provided an exceptional service in the interest of the park system as a whole.
6. An individual who provided an exceptional service in the interest of the community as a whole.
7. The contributions of an individual or group must be well documented and broadly acknowledged within the community.



8. An endowment or bequest may accompany a renaming of the facility to allow for ongoing maintenance and operations of said facility.

### **Submission Process**

1. All parties wishing to propose names for gardens, trails, facilities, or memorials must submit a written proposal providing sufficient information as to how the proposed name satisfies the criteria of the park naming guidelines.
2. Adequate historical or descriptive information shall be provided to validate the proposed name, so that staff may have a clear understanding and appreciation for the request.
3. A proposal to commemorate an individual must contain evidence of support for the name and its application. Such evidence may be letters from local residents, government officials, and/or community leaders. The proposal may also include petitions containing signatures of local citizens.
4. When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
5. The Park and Facilities Manager will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions of an individual.
6. If the request is incomplete, staff will contact the applicant in writing, and provide them with the opportunity to resubmit a revised request.

### **Renaming of Parks Facilities**

1. The intent of naming is for permanent recognition. The renaming of parks facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those facilities named for geographic location or outstanding feature should be considered for renaming.
3. Facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.

### **Naming Process**

1. The District's Park and Facilities Manager will receive written naming applications for review.
2. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility, to the Park and Facilities Department overall, or to the community as a whole. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the community, park, facility, or District's Park and Facilities Department overall.
3. If the Park and Facilities Manager determines a naming application meets the recognition policy guidelines, then a public notice of the recommended qualifying name will occur twice during a 30-day period in the local newspaper. Public

comments and recommendations must be in writing to the Park and Facilities Manager and be postmarked within the 30-day public notice period.

4. After the 30-day public notice period, the Park and Facilities Manager will submit the naming application for consideration by the District's Board of Directors.

### **Other Naming Alternatives**

1. Parks and facilities that are donated to the District can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the District's Board of Directors. Facilities that are given with a request for naming usually include a fund for the ongoing maintenance and operations of said facilities.
2. Facilities within parks (i.e. playfields, playgrounds, picnic shelters, etc.) can be named separately from the parks and facilities they are in, subject to the general approval process described throughout the policy.

### **Individual Recognition**

Recognition of individuals such as family members will be allowed through one of two District programs:

The first program is the Tree Fund established by the Board of Directors in 1984 to allow a family, company, or individual to dedicate trees or other plantings to an individual. In addition, for donations to the Tree Fund, the District will offer inscription space on a plaque which is displayed and maintained in the North Tahoe Event Center. When the dedication or gift includes the gift of a tree (or other plant) the Park and Facilities Department will provide its regular standard of landscape care for the tree or planting. If the tree or planting does not survive, the District will remove and/or replant the tree or planting at its sole discretion.

The Tree Fund program was expanded in 1994 to include donation of a park bench dedicated to an individual. There are two types of benches that can be purchased for dedication. The first option is the District's current standard park bench. The second is an artist-created bench which is to be approved by the Park and Facilities Manager. In either case, a plaque recognizing the individual will be placed on or near the bench as determined by the Park and Facilities Manager.

The second program is the Dedicated Plaque program. A plaque may be purchased from the District and placed in a designated location as determined by the Park and Facilities Manager for such recognition. Plaque dimensions may not exceed 18 inches by 24 inches.

Each program requires the dedicator to donate \$500 toward operation and maintenance of the dedicated donation. The District will make every effort to preserve and protect any dedicated tree planting, plaque, or bench, and will provide its regular standard of care and maintenance.

If necessary, due to the repair of surrounding areas, construction or redesign of a park or facility, the plaque or bench may be relocated. Should the plaque or bench be damaged, the District will remove or repair the item at its sole discretion.

Donations and gifts to the District's parks and facilities are gratefully accepted.

**Approval:** \_\_\_\_\_  
General Manager/CEO

**Effective Date:** \_\_\_\_\_

**Revision History:**

**Version:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

## North Tahoe Public Utility District

### **Commemorative Seating Program - DRAFT**

This program gives participants an opportunity to honor family or friends who had a special connection to the nature and beauty of the North Lake Tahoe parks and beaches. The tax-deductible donation also goes to support the North Tahoe PUD Friends of the Park Foundation, which exists to help fund projects that improve the quality of life for those who live and visit the region.

#### **Opportunities**

Throughout the North Tahoe Regional Park (NTRP), the Tahoe Vista Recreation Area (TVRA) and the North Tahoe Event Center there are various locations to place commemorative seating. There are three different seating options to place your commemorative plaque on, which are:

- Existing bench at the North Tahoe Event Center in Kings Beach
- Existing granite bench or cube at TVRA
- New bench (powder coated steel) placed at NTRP or TVRA

Customer can select one of several recommended locations for bench placement or they can place a plaque on a seat in an existing location.

#### **Governing Rules and Regulations**

All new seating applications must be submitted to the Recreation, Parks and Facilities Manager. The Manager will base approval on access to the desired bench location, aesthetics, staff availability to install seating and the presence of existing seating.

New benches will be selected and purchased by staff to ensure consistency throughout District facilities. See attached spreadsheet for current pricing.

In the case of destruction of property in the form of a natural disaster or unforeseeable circumstances, the District is not responsible for replacing the bench nor returning the donation to applicant. If vandalized during the course of the Commemoration, District will replace the product at no cost to the applicant.

#### **Plaque Design**

The Commemorative Program will come with a personalized 10"x 2" plaque. Plaque inscription must be approved by NTPUD and is subject to limitation. Plaque inscription will be limited to three lines of text at 25 characters per line and must be approved prior to purchase.

#### **Commemoration Term**

The term of a Commemorative Plaque is 10 years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque contract at the current dollar amount or discontinue the commemoration and have the plaque removed and returned to the donor. The seating will remain the property of the District.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District.

### **Process**

To participate in this program, first, fill out the application and submit it to the NTPUD Park Department. Upon approval by the Recreation, Parks, and Facilities Manager, the application will then move to the NTPUD Recreation and Parks Commission during a regular meeting for approval. Once approved by the Commission, an agreement between the District and the applicant will be signed, and fees will be collected.

### **Process Installation**

Applicant must submit an application to the North Tahoe Public Utility District Recreation and Parks Department.

Upon approval, the applicant and staff shall meet to discuss the location of the bench.

The Park staff will order and install Commemorative Seating and/or plaque within 12 months of the contract, pending seasonal snow load around the desired location and processing time for plaque and bench.

Following installation, all benches will be recorded in the District's Computerized Asset Management System software. This will serve to track the installation date and maintenance history for the bench.



## **NORTH TAHOE PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023 **ITEM:** I-3  
**FROM:** Recreation, Parks, and Facilities Department  
**SUBJECT:** Authorize the General Manager to Execute a Purchase Order for the Procurement of a Multihog MX 130 Multi-purpose Tractor

### **RECOMMENDATION:**

Authorize the General Manager to execute a Purchase Order with Alpine Smith Inc. for the procurement of a Multihog MX 130 Multi-purpose Tractor for \$194,763.

### **DISCUSSION:**

The District currently owns a Bobcat S630 Skid Steer Loader that is primarily used for snow removal and shared between the Utility Operations and Parks Departments. The shared use of this crucial piece of snow removal equipment has proven problematic for both departments. As the Recreation, Parks, and Facilities Department grows, it is essential that the department have its own piece of equipment. The Bobcat currently used (purchased in 2015) will stay in the fleet for Utility Operations use until replacement. The new Multihog is specified with a universal mounting plate to allow the use of existing Bobcat attachments across both machines and both departments for versatility. This new Multihog will be used for snow removal at the District Base Facility, Tahoe Vista Recreation Area paved trail, North Tahoe Regional Park ADA pathway, Field #4 access pathway, as well as North Tahoe Event Center terrace and walkways.

Multihog Multi-purpose Tractors are successfully utilized by Tahoe City Public Utility District, Placer County, Town of Truckee, the Incline Village General Improvement District, Round Hill General Improvement District, Washoe County, and the City of South Lake Tahoe for similar snow removal purposes in our region.

Attached to this report, to facilitate discussion with the Board of Directors, is a PowerPoint presentation outlining the District's snow removal fleet strategy and the selection of the proposed Multihog for purchase.

The District's Fiscal Year (FY) 2023/24 Capital Improvement Budget includes the purchase of a Snow Removal Multi-Purpose Tractor. A summary of the Sourcwell contract pricing is provided below and in the attachment to this report. The Alpine Smith Inc. quote reflects their Sourcwell member pricing.

Vendor	Item	Price
Alpine Smith Inc. (Sourcewell*)	Multihog MX 130 Multi-purpose Tractor	\$194,763

\*This quote utilized Sourcewell pricing. Sourcewell, authorized under the Minnesota State Statute, is a Minnesota-based municipal contracting agency that provides nationally leveraged, competitively solicited, and cooperatively shared procurement contracts to its member agencies.

#### **FISCAL ANALYSIS:**

The FY 2023/24 Capital Budget includes \$200,000 for the purchase of one Snow Removal Multipurpose Tractor in the Fleet Fund. The purchase amount from Alpine Smith Inc. is \$194,763.

#### **STRATEGIC PLAN ALIGNMENT:**

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective D: Ensure the District's fleet and equipment are safe and well maintained, and in alignment with industry standards and best practices – Tactic 2: Ensure timely maintenance, service cycles, and replacement by leveraging the computerized maintenance management system.

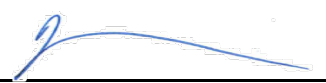

#### **ATTACHMENTS:**

- Purchase quote from Alpine Smith Inc., Sourcewell Contract #030619-MUL
- District Snow Removal Fleet PowerPoint Presentation

**MOTION:** Approve Staff Recommendation

#### **REVIEW TRACKING:**

Submitted By:  Submitted By:   
Joseph J. Pomroy, P.E. Josh Ramey  
Engineering and Operations Manager Parks and Facilities Superintendent

Reviewed By:  Approved By:   
Vanetta N. Van Cleave Bradley A. Johnson, P.E.  
Chief Financial Officer General Manager/CEO





# ALPINE SMITH, Inc.

2193 Eloise Avenue  
 South Lake Tahoe, CA 96150  
 530-541-0250  
 www.alpinesmith.com

## Quotation

Date	Estimate #
6/30/2023	1148

Name / Address
North Tahoe Public Utility District Josh Ramey PO Box 139, Tahoe Vista, CA 96148

Project

Item	Description	Qty	Price	Total
MHMX130	Sourcewell contract # 030619-MUL  New Multihog MX130 TIER 4 FINAL Multi-purpose tractor -130 HP 3.6 liter water cooled Dual Cert Tier IV Deutz 3.6 liter diesel engine -. Cab heating and air-conditioning - 4 wheel hydrostatic drive -Stereo radio - Seat mounted armrest with compact joystick and miniature control levers -Heated mirrors  Options included on this machine: •Yellow panels •A/C •Opening windows (2) •LED work lights (4) •LED amber flashers (4) •BFG mud terrain tires 285/75 R16 or Track Super 440/50 R17 tires		156,408.00	156,408.00T
5% Discount	5% Discount for Sourcewell customers		-5.00%	-7,820.40
PROPGS-800-MX	Pronovost PGS-800 snowblower with hydraulic kit for Multihog MX		26,019.00	26,019.00T
5% Discount	5% Discount for Sourcewell customers		-5.00%	-1,300.95
In-bound freight	In-bound freight		1,265.00	1,265.00
MHMRB	Rear platform (bed) for Multihog MH/MX-Demonstrator -fixed bed, non tipping		4,872.00	4,872.00T
		<b>Subtotal</b>		
		<b>Sales Tax (7.25%)</b>		
		<b>Total</b>		



# ALPINE SMITH, Inc.

2193 Eloise Avenue  
South Lake Tahoe, CA 96150  
530-541-0250  
www.alpinesmith.com

## Quotation

Date	Estimate #
6/30/2023	1148

Name / Address
North Tahoe Public Utility District Josh Ramey PO Box 139, Tahoe Vista, CA 96148

Project

Item	Description	Qty	Price	Total
5% Discount	5% Discount for Sourcewell customers		-5.00%	-243.60
MH SSL QUICK	Multihog Skid Steer adapter plate		2,614.00	2,614.00T
5% Discount	5% Discount for Sourcewell customers		-5.00%	-130.70
Notes: -this quote is valid for 30 days from the above date. -This includes deliver and 1/2 day of operator/maintenance training. -Equipment is subject to prior sale.				
			<b>Subtotal</b>	USD 181,682.35
			<b>Sales Tax (7.25%)</b>	USD 13,080.26
			<b>Total</b>	USD 194,762.61

# Snow Removal Fleet Strategy

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September 12, 2023



# District Snow Removal Approach

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Snow removal at District facilities is performed in two ways:

## ■ Contract Snow Removal

- Competitively bid
- 3-year agreement
- 3-year option
- Vendor: B&G Excavation
- Parking lots
- Pump station parking areas

## ■ Self-Performance

- Performed by both Utilities and Parks crews
- Mix of hand work, snowblowers, and larger equipment
- Utilities: pump stations, yard clean-up, snow hauling
- Parks: sidewalks, trails, plazas, facility access, clean-ups

# District Self-Performance – Equipment

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- District utilizes a mix of equipment to perform snow removal
  - Hand shovels and pushers
    - Close work that is inaccessible by blower
  - Honda walk behind snowblowers – 1332s and 928s
    - Pump stations, facilities, sidewalks, trails, plazas, clean-ups
  - Bobcat S630 skid steer loader with hydraulically driven snowblower attachment
    - Pump stations, facilities, sidewalks, trails, plazas, clean-ups
  - Caterpillar 930 wheel loader with plow blade
    - Parking lot and yard clean-ups
  - John Deere backhoe with bucket
    - Snow hauling

# District Self-Performance – Challenges and Goals

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## ■ Challenges

- Over-reliance on walk behind snowblowers
- Simultaneous demand for skid steer blower
- Poor over-the-road performance of skid steer
- Poor operator visibility within skid steer
- Space limitations at Event Center during snow off-haul with backhoe

## ■ Goals

- Reduce reliance on walk-behind snowblowers
- Enhance safety during snow removal
- Increase pace of snow removal
- Provide equipment redundancy in the event of breakdowns
- Manage snow removal equipment with a flexible fleet strategy

# District Self-Performance – Fleet Strategy

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- Proposed District snow removal equipment approach
  - Continue utilization of Caterpillar 930 wheel loader and John Deere backhoes
  - Add a second larger, operator driven, piece of snowblower equipment
    - Allows simultaneous deployment by both Utilities and Parks
    - Reduces reliance on walk behind snowblowers for sidewalks, trails, plazas, and clean-ups
  - Fleet strategy for the two pieces of larger snowblower equipment
    - One focused on over-the-road performance – new equipment
    - One with scooping and loading capabilities – existing equipment
    - Inter-operability of attachments between the two pieces of equipment
    - Improved operator visibility
    - Meet Utilities summer construction needs
    - Provide opportunity to enhance Parks summer maintenance activities



# District Self-Performance – Fleet Strategy

- Over-the-road performance – new cab-forward, multi-purpose, articulating tractor





# District Self-Performance – Fleet Strategy

- Scooping/loading – maintain skid steer until replacement with compact wheel loader



# Fleet Strategy – Equipment Selection

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- Equipment with Scooping/Loading Capabilities
  - Skid Steer Loader
    - Existing equipment
    - Lowest cost overall (< \$100,000)
    - Hydraulically driven attachments
    - Good snowblower performance
    - Poor over-the-road performance
    - Poor operator visibility and comfort
    - Small frame size provides excellent accessibility and on-site maneuverability
    - Too small for snow off-haul at Event Center
    - Various attachments available for summer use
      - Sweepers, mowers, pavement planer, stump grinder, etc.

# Skid Steer Loader

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# Fleet Strategy – Equipment Selection

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## ■ Equipment with Scooping/Loading Capabilities

- Compact Loader – Caterpillar 907
  - Identified for future replacement of skid steer
  - \$151,677
  - Hydraulically driven attachments
  - Good snowblower performance
  - Reasonable over-the-road performance
  - Excellent operator visibility and comfort
  - Smaller frame size provides good accessibility and on-site maneuverability
  - Large enough for snow off-haul at Event Center
  - Various attachments available for summer use
    - Sweepers, mowers, pavement planer, stump grinder, etc.



# Compact Wheel Loader



# Fleet Strategy – Equipment Selection

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- Over-the-road performance – new multi-purpose tractor
  - ~ \$190,000
  - Best snowblower performance
  - Best over-the-road performance
  - Excellent operator visibility and comfort
  - Various attachments available for summer use
    - Sweepers, mowers, pavement planer, stump grinder, etc.
  - Provides opportunity to enhance Parks summer maintenance
    - Trail/plaza cleaning, trail/road-side grass/weed abatement, stump grinding
  - No scooping/loading capability
  - Limited summer use to Utilities (primarily in pavement planer)
  - Successfully utilized by municipal agencies across the region
    - TCPUD, Placer County, Town of Truckee, IVGID, RHGID, Washoe County, City of South Lake Tahoe



# Multi-Purpose Tractor



# Equipment Selection – Multi-Purpose Tractor

- Two manufacturers evaluated
  - Multihog MX 130 – \$194,763 (proposed)
    - Sales out of South Lake Tahoe, CA
    - Presently in-stock and being held for NTPUD
    - Hydraulically driven which allows inter-operability of attachments with skid-steer or small wheel loader
    - 130-hp Tier 4 engine
  - Trackless MT7 – \$188,868
    - Sales out of Sparks, NV
    - December – January delivery may be possible
    - PTO driven which allows for excellent power transmission for snow removal but prevents inter-operability of attachments
    - 75-hp Tier 4 engine (recent reduction from previously available 110-hp Tier 3 engine)
- Considered but eliminated: Holder and Maclean



## **NORTH TAHOE PUBLIC UTILITY DISTRICT**

**DATE:** September 12, 2023

**ITEM:** I-4

**FROM:** Office of the General Manager

**SUBJECT:** Outside Agency Presentation, Schedule of District Business, and Pace of Meetings Discussion

### **RECOMMENDATION:**

The Board of Directors discusses and provides direction to Staff on which outside agencies be requested to provide presentations to the North Tahoe Public Utility District Board of Directors, on what topic, with what purpose relative to the business of the North Tahoe Public Utility District, and when relative to future Board meetings. In doing so, the Board should also consider and discuss the schedule of District business before the Board as well as the pace of Board meetings.

### **DISCUSSION:**

At the July 11, 2023 meeting, the Board of Directors had a general discussion about a number of outside agencies working on priorities and projects that may warrant a presentation to the North Tahoe Public Utility District Board of Directors at future meetings. President Coolidge requested a formal discussion to focus on which agencies, on what priorities/projects, and with what purpose and desired outcome relative to the North Tahoe Public Utility District be requested to present. President Coolidge also expressed a desire to consider the timeline of existing District business at future meetings relative to scheduling outside presentations as well as consideration of the pace and length of the meetings.

The following topics were identified for potential consideration:


- Placer County's Tahoe Basin Area Plan Amendment
- North Tahoe Community Alliance's Tourism Occupancy Tax/Tourism Business Improvement District Grant Program Update
- Placer County Office of Emergency Service's east Placer disaster preparedness efforts, including wildfire risk and evacuation planning

This item allows the Board of Directors to discuss and provide direction to Staff.

**STRATEGIC PLAN ALIGNMENT:**

Goal 3: Enhance District governance and partnerships – Objective D: Be a strong community partner to provide value in alignment with the District's charter – Tactic 1: Engage with local agency partners – Activity c: Attend local agency partner meetings as needed and when appropriate.

**REVIEW TRACKING:**

Approved By:   
Bradley A. Johnson, P.E.  
General Manager/CEO

**Board of Directors  
Long Range Calendar**

<b>September 2023 Dates of Interest</b>	<b>Date</b>			
Art In The Park	9/9/2023			
Parents Night Out	9/15/2023	5:30 p.m.		
North Tahoe Regional Advisory Council	9/16/2023	6:00 p.m.	TCPUD Offices	
Drop-In Pickleball Saturdays	ongoing Saturday			
Toddler Time & Golden Hour Socials	ongoing Tuesday			
Tree House Yoga	ongoing Wed			
Community Clean-Up Day	9/30/2023			
<b>October 2023 Dates of Interest</b>				
NTCA First Tuesday Breakfast Club	10/3/2023			
The "Bags of Fall" Cornhole Tournament (at the Tahoe Backyard)	10/14/2023			
End of Construction Season Grading	10/15/2023			
Placer County Board of Supervisors - Meeting in Tahoe	10/16/2023	Location TBD		
CSDA Webinar: Ethics AB 1234 Compliance Training (Registration required)	10/17/23			
Winter Warmth & Wellness	10/21/2023			
Kings Beach Parents Night Out	10/20/2023			
NTPUD Recreation & Parks Commission and Committee Regular Joint Meeting	10/26/2023			
Boys and Girls Club of North Lake Tahoe Harvest Festival & Monster Trunk or Treat (5 - 8 PM)	10/27/2023			
National Rec & Park Association Conference in Dallas, TX	10/10-10/12			
Special District Leadership Academy in Sonoma County, CA	10/22-10/25			
<b>October 10, 2023 Regular Board of Directors Meeting</b>		<b>Finance Committee</b>	<b>D&amp;P Committee</b>	<b>Other Committees</b>
Closed session - CFO Performance Evaluation				
Notice of Completion for District Slurry Seal Project				
District Facility Naming Policy Update - Tentative				
Headwall Contract Renewal - Tentative				
<b>November 2023 Dates of Interest</b>	<b>Date</b>			
NTCA First Tuesday Breakfast Club	11/7/2023			
North Tahoe Business Association - Passport to Dining event at NTEC, 6-9 p.m.	11/2/2023			
Kings Beach Parents Night Out	11/17/2023			
Community Thanksgiving - NTEC	11/23/2023			
<b>November 14, 2023 Regular Board of Directors Meeting</b>		<b>Finance Committee</b>	<b>D&amp;P Committee</b>	<b>Other Committees</b>
Closed session - CFO Performance Evaluation				
Notice of Completion for Watermain Project			X	
Notice of Completion for Tennis and Pickleball Reconstruction			X	
Notice of Completion for PEM Trailhead Improvements			X	
Tahoe Vista Recreation Area Boat Launch Season Review				
<b>December 2023 Dates of Interest</b>	<b>Date</b>			
NTCA First Tuesday Breakfast Club	12/5/2023			
Community Tree Lighting - NTEC	12/1/2023			
Employee Appreciation Party	12/9/2023			
NTPUD Recreation & Parks Commission and Committee Regular Joint Meeting	TBD			
Toys for Tots - NTEC	12/16/2023			
<b>December 12, 2023 Regular Board of Directors Meeting</b>		<b>Finance Committee</b>	<b>D&amp;P Committee</b>	<b>Other Committees</b>

**Board of Directors  
Long Range Calendar**

Board Organizational matters - Selection of Officers, Board Committee Appointments, Meeting date/time/location				
Audit presentation				
Closed session - CFO Performance Evaluation				
<b>January 2024 Dates of Interest</b>	<b>Date</b>			
Kings Beach After Dark (open mic, movie, games)	1/6, 1/13, 1/20	6 p.m.	NTEC	
Drop-In Sports Saturdays (pickleball, futsal, basketball)	Saturday	7:30 a.m.	BGCNLT	
Toddler Time & Golden Hour Socials	ongoing Tuesday	10 a.m. & 11:30 a.m.	NTEC	
Winter/Spring Activity Guide Release	1/16/2023			
Nordic Nights Under the Lights	1/27/2023			
<b>January 9, 2024 Regular Board of Directors Meeting</b>		<b>Finance Committee</b>	<b>D&amp;P Committee</b>	<b>Other Committees</b>
Adopt Resolutions for Investment Policy (NTPUD and NTBC) for 2024				
Annual North Tahoe Building Corporation Meeting (immediately following regular meeting)				
Closed Session - Board CFO Performance Evaluation Discussion				
<b>February 2024 Dates of Interest</b>	<b>Date</b>			
Kings Beach After Dark (open mic, movie, games)				
Drop-In Sports Saturdays (pickleball, futsal, basketball)				
Toddler Time & Golden Hour Socials				
CWEA Awards Dinner				
NTPUD Recreation & Parks Commission and Committee Regular Joint Meeting				
California Parks & Recreation Society Conference in Palm Springs, CA	2/27-3/1			
Nordic Nights Under the Lights				
<b>February 13, 2024 Regular Board of Directors Meeting</b>		<b>Committee</b>	<b>D&amp;P Committee</b>	<b>Committees</b>
North Tahoe Event Center Status Update and Strategic Review				
Closed Session - Board CFO Performance Evaluation and Compensation Discussion				
CFO Performance Evaluation and Compensation				
Employee Service Awards - Kirk Misiewicz (5 years)				
<b>March 2024 Dates of Interest</b>	<b>Date</b>			
Kings Beach After Dark (open mic, movie, games)				
Open Gym Saturdays (pickleball, futsal, basketball)				
Toddler Time & Golden Hour Socials				
SnowFest! Kings Beach Pancake Breakfast/Parade				
Special Districts Risk Management Authority (SDRMA) Spring Education Day				
Annual Joint Sewer Facilities (JSF) D&P Committee Meeting with TCPUD Sewer & Water				
NLTPFA Meeting (pending confirmation from Placer County)				
Budget Workshop				
SDRMA Spring Education Day (Safety Day)	3/20/2024 TBD			
Nordic Nights Under the Lights				
Special District Leadership Academy Conference - La Quinta				
<b>March 14, 2024 Regular Board of Directors Meeting</b>				

**Board of Directors  
Long Range Calendar**

Approve General Liability Insurance and Property Insurance Program for 2024/2025 (effective April 1, 2023)				
Award Construction contract for the TVRA Scenic Overlook Improvements Project				
North Tahoe Event Center Status Update and Strategic Review				
<b>Items with dates pending</b>				
California Fair Political Practices Commission Ethics Training (AB 1234) by General Counsel, Joshua Nelson, Best Best & Krieger LLP (Required every two years; Due 9/12/2023) - Commission is due				
Interagency Agreement with Tahoe Conservancy for Fuels Management for Infrastructure				
Employee survey				
Anti Harrassment Training Workshop for Board (AB1661) (Required every two years; Due October 2026)				
Request election services from Placer May 2026				
Biennial Filing - Amend Conflict of Interest Code September 2026 (start process in Spring 2026/Adopt in fall)				
GM Eval (May-June); CFO Eval (Oct-Jan)				