



**AGENDA AND MEETING NOTICE  
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT  
DEVELOPMENT AND PLANNING COMMITTEE**

**Monday, February 12, 2024 at 2:00 p.m.**

**North Tahoe Public Utility District  
Administrative Offices  
875 National Avenue  
Tahoe Vista, CA 96148**

**Welcome to a meeting of the North Tahoe Public Utility District  
Development & Planning Committee**

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Monday, February 12, 2024, at 2:00 p.m. at the North Tahoe Public Utility District Administrative Offices, 875 National Ave. Tahoe Vista, CA 96148

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. 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.

All written public comments received by 1:00 p.m. on Monday, February 12, 2024 will be distributed to the District Board Committee Members for their consideration at the meeting. 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.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT** – *Any person wishing to address the Development & Planning 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.*
- 3. TOPICS OF DISCUSSION**
  - a. [Review and Discuss Authorizing the General Manager to Execute Purchase Orders with Western Nevada Supply and Badger Meter for Water System Materials and Supplies – Recommendation to Full Board \(Pages 2-4\)](#)
  - b. [Review and Discuss Authorizing the General Manager to File a Notice of Completion for the Watermain Project – Recommendation to Full Board \(Pages 5-6\)](#)
- 4. ADJOURNMENT**



## NORTH TAHOE PUBLIC UTILITY DISTRICT

### Committee Agenda Item 3.a

**DATE:** February 13, 2024

**ITEM:** E-3

**FROM:** Planning and Engineering Department

**SUBJECT:** Authorize the General Manager to Execute Purchase Orders with Western Nevada Supply and Badger Meter for Water System Materials and Supplies

### RECOMMENDATION:

1. Authorize the General Manager to execute a Purchase Order with Western Nevada Supply for water system materials and supplies in the amount of \$95,000.
2. Authorize the General Manager to execute a Purchase Order with Badger Meter for water system materials and supplies in the amount of \$60,000.

### DISCUSSION:

At the June 13, 2023 Board of Director's meeting, the Board approved Annual Purchase Orders for Budgeted Vendor Expenditures of \$60,000 or greater that are identified in the Fiscal Year (FY) 23/24 Annual Operating Budget. The issuance of Annual Purchase Orders streamlines the District's purchasing and accounts payable process by simplifying the approval process and reducing the overall administrative burden. In addition, it helps provide an up-to-date tracking mechanism for managers to monitor performance to budget for the identified items.

The Annual Purchase Order for FY 23/24 included approval for purchasing water and wastewater system materials from Western Nevada Supply for an amount up to \$115,800 and with Badger meter for an amount up to \$60,000.

At the December 12, 2023 Board of Director's meeting, the Board approved an additional \$92,000 in materials from Western Nevada Supply prior to the close of FY 23/24. This increase to the Purchase Order with Western Nevada Supply from \$115,800 to \$207,800 addressed both the anticipated purchases for the entire FY 23/24, in the amount of \$167,800, as well as the purchases of \$40,000 from FY 22/23 that were not received until this Fiscal Year.

The following information was also included in the December 12, 2023 Board memo. *"In addition to the material price increases, the District is also wrestling with delays in material delivery and ever-increasing lead times at the time of order. Therefore, Staff is evaluating its work plan for summer 2024 relative to materials required and anticipated lead times. To accommodate the anticipated long lead times, Staff plans to bring an*

*additional Purchase Order request to the Board of Directors sometime in early calendar year 2024 for water and wastewater material orders for FY 24/25. Ordering of these materials must occur soon, well in advance of summer 2024 (as opposed to after the start of FY 24/25), in order to accommodate the 12-to-24-week lead times resulting from continued supply chain constraints and reduced availability of common parts."*

The following Tables provide the long lead items, the quantity to be purchased, and the cost. These have been quoted by each vendor, and they have confirmed the lead times are currently 13 to 28 weeks. Staff is requesting the new Purchase Orders so that the orders can be placed. Staff does not anticipate receiving these items prior to July 1, 2024 and therefore, these items will be expensed against the FY 2024-25 Operating Budget. Staff will make the necessary adjustments to next year's budget to include these requests.

<b>Badger Meter Materials</b>	Qty	Price	Total	Purpose
1" Meter	22	\$400	\$8,800	Brockway watermain CIP Project
1" Meter	12	\$400	\$4,800	Carnelian Woods Services CIP Project
.75" Meter	20	\$350	\$7,000	Replace old meters
1" Meter	20	\$400	\$8,000	Replace old meters
1.5" Meter	20	\$800	\$16,000	Replace old 1.5" straight meters
2" Meter	12	\$1,000	\$12,000	Replace old 2" straight meters
		<b>Total</b>	<b>\$56,600</b>	

<b>Western Nevada Supply Materials</b>	Qty	Price	Total	Project
Top End Hydrants w/ Risers	8	\$3,600	\$28,800	Zone 2 west area
1.5" meter risers	27	\$1,300	\$35,100	1.5" meter replacements and for in stock meters
2" meter risers	12	\$1,550	\$18,600	2" meter replacements
2" meter risers no valves for Fire Services	4	\$2,250	\$9,000	New installations
		<b>Total</b>	<b>\$91,500</b>	

### **FISCAL ANALYSIS:**

If approved, a new \$95,000 Purchase Order with Western Nevada Supply will be issued in addition to the existing \$207,800 Annual Purchase Order, resulting in combined purchases totaling up to \$302,800 with Western Nevada Supply. If approved, a new Purchase Order with Badger Meter will be issued in addition to the existing \$60,000 Annual Purchase Order, resulting in combined purchases totaling up to \$120,000. A total of 34 meters being purchased are for Capital Projects and will be expensed against those Capital Projects. Approving the two Purchase Orders will allow staff to place the orders for the water materials for use in the upcoming Fiscal Year. The Fiscal Year 2024-25 Operating Budget will include these purchases.

**STRATEGIC PLAN ALIGNMENT:**

Goal 1: Provide safe, efficient, sustainable water and wastewater services focusing on industry best practices and continuous improvement – Objective C: Maintain District utility system up-time with a focus on redundancy and reliability.

**ATTACHMENTS:**

None

**MOTION:** Approve Staff Recommendation.

**REVIEW TRACKING:**

Submitted By:		Approved By:	
	Joseph J. Pomroy, P.E.		Bradley A. Johnson, P.E.
	Engineering & Operations Manager		General Manager/CEO

Reviewed By:   
Vanetta Van Cleave  
Chief Financial Officer



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

Committee Agenda Item 3.b

**DATE:** February 13, 2024

**ITEM:** E-4

**FROM:** Planning and Engineering Department

**SUBJECT:** Authorize the General Manager to File a Notice of Completion for the Carnelian Bay & Kings Beach (Golden-Rainbow-Secline) Watermains Project

**RECOMMENDATION:**

Authorize the General Manager to file a Notice of Completion for the Carnelian Bay & Kings Beach (Golden-Rainbow-Secline) Watermains Project (Project #2264).

**DISCUSSION:**

At the April 21, 2022 meeting, the Board of Directors awarded a contract in the amount of \$8,120,340 to Vinciguerra Construction, Inc. for the Carnelian Bay & Kings Beach (Golden-Rainbow-Secline) Watermains Project. The project was completed on January 11, 2024. The following table is a summary of the Construction Phase Project finances.

<b>Construction Project Budget:</b>	
Carnelian Bay & Kings Beach (Golden-Rainbow-Secline) Watermains Project	<b>\$9,045,463</b>
<b>Construction Project Expenses:</b>	
Awarded Contract	\$ 8,120,340
Contract Change Orders	\$ 206,204
NTPUD Staff Time (Construction Phase)	\$ 200,000
Professional Services during Construction	\$ 91,976
District Furnished Material	\$ 92,161
Permit Fees, etc.	\$ 6,430
<b>Estimated Total Construction Expenses</b>	<b>\$ 8,708,355</b>
<b>Estimated Construction Budget Summary</b>	<b>\$ 337,108</b>

The Construction phase expenses for this project came in under budget by \$337,108. A total of 2.5% contingency was expended, which includes 285 LF of new 8-inch water main in Chipmunk Ave., which was not included in the original project. The Board had authorized 5% in contingency funds for the construction contract.

**FISCAL ANALYSIS:**

The Fiscal Year 2023/24 project budget totaled \$9,045,463, and the total project expenses were \$8,708,355. The project overall is \$337,108 under budget. The project is

complete and will be closed with the final retention release and payment of any remaining consultant invoices.

The District received two grants for this project totaling \$2,219,794. The budgetary impact to the District of the proposed project is summarized in the table below:

Item	Amount
Construction Phase Costs	\$8,708,355
Tahoe Water for Fire Suppression Partnership – FY22 Grant	(536,302)
Tahoe Water for Fire Suppression Partnership – FY23 Grant	(\$1,683,492)
Total District Commitment for Construction	\$6,488,561


#### **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 – Tactic 3: Reduce water system loss.

Goal 1: Provide safe, efficient, sustainable water and wastewater services with a focus on industry best practices and continuous improvement – 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 – Tactic 1: Improve the comprehensive fire suppression capability of the water system in all three water systems – Activity a: Replace aging and undersized watermains with new watermains designed for fire flow capacity; and – Activity b: Increase the number of installed fire hydrants; and – Activity c: Reduce the spacing between fire hydrants; and – Activity d: Improve watermain looping.

**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 N. Van Cleave  
Chief Financial Officer