



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

Monday, April 8, 2024, at 1:30 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
Personnel Committee**

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Monday, April 8, 2024, 1:30 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 12:30 p.m. on Monday, April 8, 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, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

- 1. CALL TO ORDER/OPEN SESSION**
- 2. PUBLIC COMMENT** – *Any person wishing to address the Personnel Committee on items of interest to the committee not listed on the agenda may do so at this time.*
- 3. OPEN SESSION**
 - a. [Review and Discuss Approving the Utility Operations Compliance Inspector Job Description and Wage Range and Modifications to the Organizational Chart and Incentive Certification Program – Recommendation to Full Board \(Pages 2-9\)](#)
 - b. [Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement for Safety Consulting and Training Services – Recommendation to Full Board \(Pages 10-14\)](#)
 - c. Discussion of Form and Terms for GM/CEO and CFO Employment Agreements
- 4. CLOSED SESSION**
 - a. **CONFERENCE WITH LABOR NEGOTIATORS** – *Pursuant to Section 54957.6. Agency Designated Representative: Sarah Coolidge, President, and Phil Thompson, Director. Unrepresented Employee: General Manager/CEO and Chief Financial Officer*
- 5. ADJOURNMENT**



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

Committee Agenda Item 3.a.

DATE: April 9, 2024

ITEM: F-5

FROM: Office of the General Manager

SUBJECT: Approve Utility Operations Compliance Inspector Job Description and Wage Range and Modifications to the Organizational Chart and Incentive Certification Program

RECOMMENDATION:

Approve the Utility Operations Compliance Inspector job description and associated wage range, as well as an updated organizational chart and incentive certification program, and authorize the General Manager to execute a side-letter with Local 39, as necessary.

BACKGROUND:

To ensure compliance with District Ordinances and applicable regulations and codes, the District has assigned a Utility Operations Maintenance Worker II, via a special assignment over the past summers, to handle field inspection responsibilities. This position performs services such as inspections of the construction of commercial and residential water and wastewater facilities and underground utility location work for USA (Underground Service Alert) and other public works projects. The demand for inspections and underground utility location work for construction has increased over the past few years. There is enough work available in the District to reclass an existing Utility Operations Maintenance Worker position into a full-time Utility Operations Compliance Inspector position. Importantly, the proposed job description includes traditional Utility Operations Maintenance Worker responsibilities and, depending on workload demands and time of year, the proposed position will float between duties as required.

The position and its wages and benefits expenses are included, as proposed, in the approved Fiscal Year (FY) 2023/24 Budget and will be included in the proposed FY 2024/25 Budget. Based on market comparisons and internal equity analysis, the proposed wage schedule for this position would be the same as an Equipment Operator II position. The wage is outlined in the table below. The rate steps will be adjusted with the appropriate cost of living adjustment in July in accordance with the District’s Memorandum of Understanding.

Utility Operations Compliance Inspector – Proposed Bi-weekly Wage Range					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$2,774.40	\$ 2,912.80	\$ 3,058.40	\$ 3,211.20	\$ 3,371.20	\$ 3,539.20

The proposed incentive certification program for the new position is identical to that of the existing Utility Operations Maintenance Worker, Crew Chief, Equipment Operator, and Water Quality Control Technician classifications.

By approving the proposed position, the Utility Operations department will see improved service to District ratepayers and streamlined processing for construction projects.

The proposed job description and wage range for the Utility Operations Compliance Inspector was discussed with Local 39 during a Labor Management Committee meeting. Management considered recommended changes to the proposed job description, and a final version was drafted in March 2024. The proposed position was also discussed with the District's Personnel Committee.

If approved by the Board of Directors, internal recruitment for the position would begin immediately with the expectation of having the position filled in May for the start of the summer construction season.

FISCAL ANALYSIS:

The proposed Utility Operations Compliance Inspector position is included in the approved FY 2023/24 Operating Budget and, if approved, will be included in the proposed FY 2024/25 Operating Budget.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services with a focus on industry best practices and continuous improvement – Objective A: Comply with all regulatory mandates and environmental standards.

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

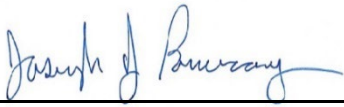
Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective A: Ensure the District can recruit and retain a qualified and skilled workforce – Tactic 4: Annually review organization chart and evaluate personnel gaps, technical needs and skills to meet District core function and priorities.


ATTACHMENTS:

- Proposed Job Description – Utility Operations Compliance Inspector
- Proposed Organizational Chart
- Proposed Incentive Certification Program

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: 
Kim Harris
Human Resources Manager



Utility Operations Compliance Inspector

DEFINITION:

Under general supervision, assists with performance of building plan application review and inspection of construction of commercial, and residential water and wastewater facilities to ensure compliance with District Ordinances and applicable regulations and codes. Oversees field responsibilities of the Fats, Oil and Grease (FOG) Program and the District's sewer lateral testing program. Performs underground utility location work for USA (Underground Service Alert) and other public works projects and programs. Performs a variety of semi-skilled and/or skilled tasks in maintenance, operation, repair, replacement, construction, and system(s) improvements work on District wastewater and potable water systems as a Utility Operations Maintenance Worker II.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff. Exercises technical and functional direction within assigned areas.

CLASS CHARACTERISTICS:

This is the fully qualified journey-level classification. Positions at this level perform 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 of the work unit. This position flexes between the duties of Compliance Inspector and Utility Operations Maintenance Worker II based on need and workload requirements and seasonal demands.

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.

- Provides oversight and inspection for commercial and residential utility projects to ensure compliance with District Ordinances, applicable Regulations and Codes, and construction specifications and design plans
- Assists Engineering with plan review on all new construction, remodels and demolitions of commercial and residential properties for Placer County building permit submittals for conformance to District Ordinances and applicable codes and regulations.
- Inspects sewer laterals installations, repairs, and testing from the building to the sewer main for compliance with District Ordinances.
- Inspects water service installations, repairs, and testing from the building to the water main for compliance with District Ordinances.
- Performs USA (Underground Service Alert) locations for District facilities. Uses underground location equipment to identify the locations of underground sewer, water, and stormwater facilities.
- Oversees field responsibilities of the District's FOG Control program by assisting in plan review, performing inspections, record keeping, permit issuance and enforcement of the waste pretreatment program.

- Ensure that customer grease and sand/oil interceptors are regularly maintained and properly cleaned. This includes measuring grease and solids and witnessing interceptor pumping and documenting activities.
- Inspect private development sewer pump stations for compliance with District Ordinances.
- Respond to inquiries from District staff, developers, contractors, architects, and the general public regarding District regulations related to installation, repairs and testing of water and sewer lines and grease interceptors.
- Effectively coordinates inspection schedules with Staff and utilizes software scheduling programs.
- Issue correction notices, document deficiencies and perform follow-up that results in compliance with District Ordinances permit conditions and applicable regulations and codes.
- Collects field data for documenting as-builts of water and sewer line construction.
- Utilizes measuring rods, tapes, survey instruments, calculators, metering devices, test equipment, etc., to determine distance, location, dimension, depth, grade and calculate volumes.
- Follows safety regulations and procedures.
- Organizes and maintains assigned water, sewer and property information records and reports.
- Performs diverse duties in servicing water supply and distribution systems and wastewater collection systems; maintains, inspects, repairs, and operates distribution and collection systems.
- Performs required labor involved in construction and maintenance of projects as part of a crew or as an individual; including pavement cutting, ditch digging, trenching, repairing or installing pipe, water and sewer taps and back filling.
- Hydro clean and CCTV sewer mains and services.
- Installs, maintains, inspects, removes, and/or repairs: pipe, valves, fire hydrants, connections, manholes, service lines, clean-outs, vaults, etc.
- Assists in shutting off and turning on of water services.
- Prepares, updates, and maintains records, files, reports, work orders relating to inspections and maintenance including daily work order tracking logs.
- Assists with training of seasonal workers assigned to job sites.
- Responds, investigates, troubleshoots, and/or repairs found issues and/or public complaints as applicable.
- Required to drive and operate trucks and equipment of various sizes and weights in the loading, hauling, and unloading of equipment and construction materials.
- Required to drive and operate a hydro flushing / excavating truck.
- Ensures the proper use, inspection and preventive maintenance of equipment and tools prior to and after use by cleaning and checking equipment and tools, reports defects or needed repairs to supervisor
- Is expected to work standby duty on a rotational basis.
- Performs 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:

Equivalent to completion of the twelfth (12th) grade. Three (3) years of increasingly responsible experience in inspection, construction, repair, and operation and maintenance of water and sewer systems, or currently working as a District Utility Operations Maintenance Worker II with demonstrated ability and knowledge.

KNOWLEDGE OF:

- Operations and services of a potable water distribution and wastewater collection agency.

- Principles and practices of system inspection.
- Principles of preventive maintenance.
- Methods and techniques of troubleshoot water distribution and wastewater collection systems issues.
- Equipment, methods, procedures, and materials used in the construction, installation, repair, maintenance, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work.
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work.
- Principles of cross-connection control (backflow prevention).
- Basic mathematics and mathematics related chlorine dosing and hydraulics.
- Operational characteristics of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Pertinent federal, state, and local laws, codes and safety regulations. Including the California Plumbing Code, Placer County Building Permit regulations, and District regulations.
- 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Communicate with contractors, homeowners and business owners while enforcing District Ordinances.
- Read and understand building permit applications, construction drawings, plan sets, and technical specifications associated with residential and commercial development.
- Perform semi-skilled to skilled maintenance, construction, and repair work in support of the District's water and wastewater systems.
- Operate and maintain a diverse range of water distribution and wastewater collection systems, components, and devices.
- Inspect, troubleshoot, and diagnose system issues and malfunctions.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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:

Required

- Possession of a valid Class B or higher Commercial Driver License with a Manual Transmission and Tanker endorsement; acceptable driving record to the District and District's insurance carrier at the time of appointment and throughout employment.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- Possession of a CWEA Collection System Operator Grade 1 (C1) certification desirable
- Possession of a CWEA Collection System Operator Grade 2 (C2) Certification desirable.

TOOLS AND EQUIPMENT USED:

Motorized vehicles such as crane trucks and back hoes; light and heavy-duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledgehammers, ladders, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

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 accommodation 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 the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently in excess of 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

Requires the ability to get and maintain an airtight seal with Self-Contained Breathing Apparatus for confined space entry.

ENVIRONMENTAL CONDITIONS:

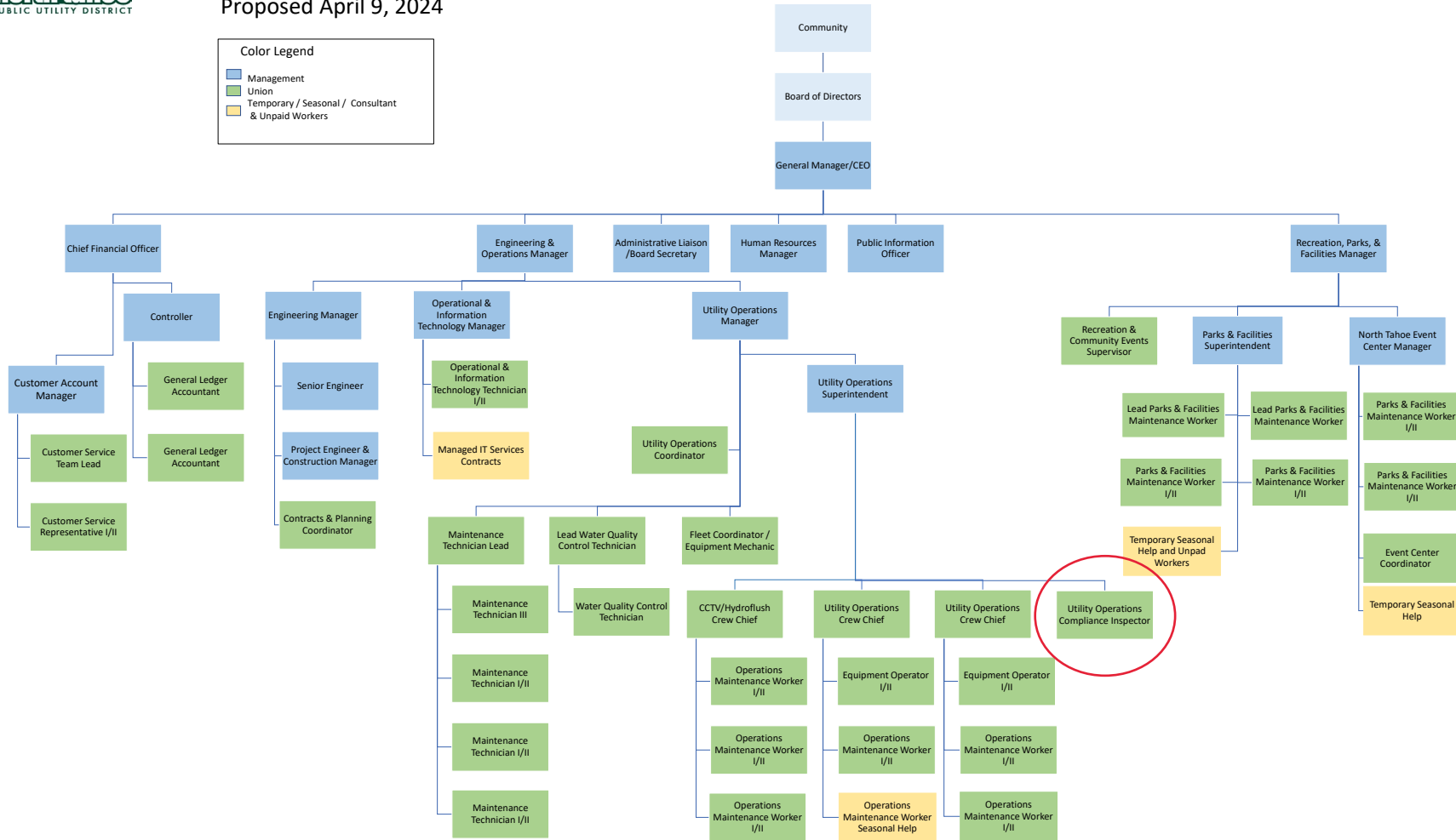
Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**FISCAL YEAR 2024/2025
ORGANIZATIONAL CHART**
Proposed April 9, 2024

Color Legend

- Management
- Union
- Temporary / Seasonal / Consultant & Unpaid Workers



North Tahoe Public Utility District
Incentive Certification Program

Classifications
Utility Operations Crew Chief & CCTV/Hydro Flush Crew Chief
Equipment Operator I/II
Maintenance Worker I/II
Lead Water Quality Control Technician
Water Quality Control Technician
Utility Operations Compliance Inspector

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 2	1.5%
S.W.R.C.B. Water Distribution Operator Grade 3	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1%
S.W.R.C.B. Water Treatment Facility Operator Grade 2	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 3	3.5%
C.W.E.A. Collection System Maintenance Grade 1 (b)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.5%
C.W.E.A. Collection System Maintenance Grade 3	3.5%
C.W.E.A. Collection System Maintenance Grade 4	4.5%
C.W.E.A. Mechanical Technologist Grade 2	2.5%
C.W.E.A. Mechanical Technologist Grade 3	3.5%
C.W.E.A. Electrical/Instrumentation Grade 2	2.5%
C.W.E.A. Electrical/Instrumentation Grade 3	3.5%
NASSCO – Pipeline and Lateral Assessment Program (PACP & LACP) (c)	1.5%
Backflow Prevention Assembly Testing Certification	2.5%
Cross Connection Control Specialist (supersedes Backflow Prevention Assembly Testing Certification)	3.5%
Specialized Individual Welding Certification	1%
Basic Welding Certification	1.5%
CA or NV Commercial Driver’s License, Class B	2.5%
CA or NV Commercial Driver’s License, Class A	5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee’s time or during approved leave under Section 1.22.B of this MOU, at employee’s expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
North Lake Tahoe-Truckee Leadership Program	1.5%
(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.	
(b) Grade 1 shall be limited to Maintenance Worker I and Water Quality Control Technician.	
(c) Limited to Maintenance Worker I/II, Equipment Operator, Crew Chief & CCTV / Hydro Flush Crew Chief	



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

Committee Agenda Item 3.b.

DATE: April 9, 2024

ITEM: F-6

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement for Safety Consulting and Training Services

RECOMMENDATION:

Authorize the General Manager to execute a two-year Professional Services Agreement in the amount of \$115,000 with Kilburg Safety Services for Safety Consulting and Training Services along with three one-year extensions executable by the General Manager.

DISCUSSION:

The District strives to maintain a safe and productive workforce and working environment and contracts with a Safety Professional for Consulting and Training Services to achieve this important Strategic Plan Objective. The Consultant's tasks include providing safety-related training, assisting in performing facility safety inspections, being a part of the District's safety committee, maintaining and updating current safety programs, developing new safety procedures in response to regulations or identified issues, updating and maintaining the District's safety manuals, and recordkeeping of training and activities for compliance with State and Federal safety requirements. The services to be provided are as follows:

1. Provide approximately eight monthly safety consulting and training services on-site for the District. These eight scheduled safety consulting and training dates will be a full day of trainings, safety meetings and site inspections.
2. Maintain records and documentation of safety program participants, as well as personal training records and certifications, including coordination of records with the District's Human Resources/Risk Manager.
3. Annually prepare North Tahoe Public Utility District Safety Manual updates and incorporate new regulations or changes in Federal or State of California OSHA requirements.
4. Assist the District in implementing the Injury and Illness Prevention Program that establishes an organized approach to employee accident prevention that will help protect the safety of North Tahoe Public Utility District (District) employees and meet the requirements of Title 8 California Code of Regulations.
5. Assist as requested with District accident investigations by providing corrective recommendations in accordance with the Injury and Illness Prevention Plan.
6. Review, recommend, and update as necessary all current District Safety Programs, which also include the Injury and Illness Prevention Program.
7. Review and recommend Personal Protective Equipment (PPE) requirements to the District.

8. Recommend safety equipment purchases when deemed necessary.
9. Consult with the General Manager/CEO to improve work environment safety for all District personnel.
10. Be available to attend annual emergency response training at the request of the District if necessary.

Staff advertised a Request for Qualifications (RFQ) to solicit qualifications from interested Safety Consulting firms and received four (4) responses. A selection committee comprised of District Management reviewed all the responses and interviewed all four teams. Through this process, Kilburg Safety Services was identified as the most qualified to provide Safety Consulting and Training Services.

FISCAL ANALYSIS:

The proposed Fiscal Year 2024/25 Operational Budget includes \$55,000 under the General & Administrative and Base Fund, Employee Services Department for Safety Consulting and Training Services. The base cost proposal for the work is \$49,460 in year one. The District expects to request additional Safety Services at the published rates on an as-needed basis, such as accident investigations or emergency drills. The Professional Services Agreement is a two-year agreement with three one-year extensions.

STRATEGIC PLAN ALIGNMENT:

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective B: Maintain a culture of an empowered and professional workforce – Tactic 4: Prioritize employee safety through the development of a safety-focused culture, ongoing education and training, and regular Safety Manual updates – Activity b: Evaluate the District’s third-party safety consultant contract and engagement with partner agencies.

ATTACHMENTS:

Kilburg Safety Services Scope of Work

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

**SAFETY CONSULTING AND TRAINING SERVICES
COST PROPOSAL
SUBMITTED BY KILBURG SAFETY SERVICES**

COST PROPOSAL FOR REQUESTED SERVICES

Kilburg Safety Services (KSS) cost proposal for the requested services is based on an all-inclusive rate of \$170.00 per hour. Ronald Kilburg, will perform a minimum of 12 monthly scheduled tasks per year. The fee for each 8-hour on-site visit would be \$1,360; all inclusive, and the fee for each monthly off-site day will range based on the hours indicated.

Assuming 12 monthly scheduled tasks per year to conduct safety training, safety committee meetings, safety inspections, other services as described in the District’s RFP, and including the established of the Vector Solutions portal, the annual fee would be \$49,640.

Additional fees are included below to structure Vector Solutions as a training management portal is based on an all-inclusive rate of \$60 per hour, totaling \$1,440, as identified in the rates provided on the 2024 Rate Schedule. Please refer to the next page. Additional fees would be incurred only on written approval of the District.

The fee for each 8-hour task described in the District’s RFQ would be applicable for the duration of contract period for KSS’s services for the District. Further, the 2024 Rate Schedule would be applicable for the duration of contract period for additional KSS services if requested and approved in writing by the District.

No.	Month/ Total Hours	Task(s)	Commitment
1.	July 2024 36 Hours	Day 1: On-Site Program Assessment, Site Visits Day 2: On-Site Program Assessment, Site Visits Days 3-4: Off-Site Vector Solutions Training Management Project Day 5: Off-Site Workplace Violence Program Development	Day 1: 8 hours Day 2: 8 hours Day 3-4: 12 hours Day 5: 8 hours
2.	August 2024 36 Hours	Day 1: On-Site Recordkeeping, Safety Committee, Inspection Day 2: On-Site Program and Recordkeeping Assessment Days 3-4: Off-Site Vector Solutions Training Management Project Day 5: Off-Site Workplace Violence Program Development	Day 1: 8 hours Day 2: 8 hours Days 3-4: 12 hours Day 5: 8 hours
3.	September 2024 28 Hours	Day 1: On-Site Training Meetings and Preparation Day 2-3: Off-Site Training Preparation and Logistics Day 4: Off-Site Workplace Violence Program Development	Day 1: 8 hours Day 2-3: 12 hours Day 4: 8 Hours
4.	October 2024 22 Hours	Day 1: Off-Site Training Preparation, Logistics, Coordination Day 2: On-Site Training, Safety Committee, Inspection Day 3: Off-Site Safety Program Development, Logistics	Day 1: 10 hours Day 2: 8 hours Day 3: 4 hours
5.	November 2024 24 Hours	Day 1: Off-Site Training Preparation, Logistics, Coordination Day 2: On-Site Training, Safety Committee, Inspection Day 3: Off-Site Safety Program Development, Logistics	Day 1: 12 hours Day 2: 8 hours Day 3: 4 hours
6.	December 2024 20 Hours	Day 1: Off-Site Training Preparation, Logistics Day 2: On-Site Training, Program Development Day 3: Off-Site Safety Program Development, Logistics	Day 1: 8 hours Day 2: 8 hours Day 3: 4 hours
7.	January 2025 20 Hours	Day 1: Off-Site Training Preparation, Logistics Day 2: On-Site Training, Safety Committee Day 3: Off-Site Safety Program Development, Logistics	Day 1: 8 hours Day 2: 8 hours Day 3: 4 hours
8.	February 2025 20 Hours	Day 1: Off-Site Training Preparation, Logistics Day 2: On-Site Training, Inspection Day 3: Off-Site Safety Program Development, Logistics	Day 1: 8 hours Day 2: 8 hours Day 3: 4 hours

No.	Month/ Total Hours	Task(s)	Commitment
9.	March 2025 28 Hours	Day 1: Off-Site Training Preparation, Logistics, Coordination Day 2: On-Site Training, Safety Committee Day 3: Off-Site Safety Program Development, Logistics	Day 1: 16 hours Day 2: 8 hours Day 3: 4 hours
10.	April 2025 28 Hours	Day 1: Off-Site Training Preparation, Logistics, Coordination Day 2: On-Site Training, Inspection Day 3: Off-Site Safety Program Development, Logistics	Day 1: 16 hours Day 2: 8 hours Day 3: 4 hours
11.	May 2025 36 Hours	Day 1: Off-Site Training Preparation, Logistics, Coordination Day 2: On-Site Training, Safety Committee Day 3: Off-Site Safety Program Development, Logistics	Day 1: 20 hours Day 2: 8 hours Day 3: 8 hours
12.	June 2025 18 Hours	Day 1: On-Site Training Preparation Meetings, Safety Committee Day 2: Off-Site Safety Program Updates	Day 1: 8 hours Day 2: 10 hours
		Total Hours:	316 Hours

**KILBURG SAFETY SERVICES
2024 RATE SCHEDULE**

Table One [Private] Billing Rates for Labor	
Level of Staff	Rate
Senior Consultant	\$170.00 per hour
Expert witness for case consultation and preparation	\$200.00 per hour
Expert witness for deposition or court appearance	\$1,600 daily
Training Instructor	Quote per class
Off-site assistance structuring Vector Solutions for training management	\$60.00 per hour
Travel time (only with client authorization)	\$75.00 per hour

Table Two [Private] Other Pricing Information	
Activity	Rate
Production of program manuals, training materials, or other reports and information*	Cost plus 10%
Mileage between KSS office and client office or airport	Current IRS rate
Travel expenses	Cost
Other direct charges**	5% of labor
* Based on materials being developed as a task without KSS providing the training. For training provided by KSS, audiovisual materials and written training materials are included in the training labor rates.	
** Other direct charges include telephone calls, computer use, miscellaneous reproduction costs, postage and other costs directly chargeable to the project.	

Attachments

1. Sample – FY 2024-2025 Safety Training Calendar
2. Sample – Safety Management Matrix



NORTH TAHOE PUBLIC UTILITY DISTRICT FY 2024-2025 SAFETY CALENDAR



July	August	September	October	November	December	January	February	March	April	May	June
Annual and Regular Training											
			Office Ergonomics	Hazard Communication & Emergency Response Plan	Personal Protective Equipment Use	Bloodborne Pathogens	Fall Protection	Respiratory Protection	Confined Space Entry	Heat Illness Prevention	
			General Safety	Emergency Evacuation & Response	Asbestos-Cement Pipe Certification	Winter and Defensive Driving	Equipment Training: Heavy Equipment	Silica Exposure Prevention	Excavation Safety	Lockout/Tagout	
			Workplace Violence Prevention	Safety Manual Updates			Equipment Training: High-Risk Operation		Hot Work: Welding, Cutting, Grinding Operations		
Managed Trainings on Other Days											
			Fire Extinguisher Inspection and Use Training	Electrical Safety, NFPA 70E Qualified Person Training				Respirator Medical Clearances and Fit Testing	CPR, First Aid, AED (5.00x2)	Forklift Certification (4.50)	
				Traffic Control and Certified Flagger						Hearing Training & Testing (1.25)	
Safety Committee Meetings & Inspections											
	Safety Committee Meeting & Inspection		Safety Committee Meeting & Inspection	Safety Committee Meeting		Safety Committee Meeting	Safety Inspection	Safety Committee Meeting	Safety Inspection	Safety Committee Meeting	

Training topics are approved by the Human Resources Manager to meet Cal-OSHA and NTPUD hazard control requirements to support and maintain a safe workplace. Please contact humanresources@ntpud.org if you have any questions.