



**AGENDA AND MEETING NOTICE  
OF THE ANNUAL JOINT MEETING OF THE  
NORTH TAHOE PUBLIC UTILITY DISTRICT  
DEVELOPMENT AND PLANNING COMMITTEE  
AND THE TAHOE CITY PUBLIC UTILITY DISTRICT  
SEWER AND WATER COMMITTEE**

**Thursday, April 18, 2024 at 2:00 p.m.**

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

**Welcome to the Annual Joint Committee Meeting of the NTPUD Development & Planning Committee  
and the TCPUD Sewer & Water Committee**

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Thursday, April 18, 2024, 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 Thursday, April 18, 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 Committees 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. Approve Meeting Minutes of the April 24, 2023 Special Joint Meeting of the Tahoe City Public Utility District Sewer & Water Committee and the North Tahoe Public Utility District Development & Planning Committee (Pages 2-4)**

**4. Joint Sewer Facilities (JSF) Memorandum Of Understanding Annual Update (Pages 5-23)**  
a. Approval of 2023 Maintenance Costs  
b. Fiscal Year 2024-2024 Budget Discussion

**5. Review and Approve Amending the Joint Sewer Facilities (JSF) Agreement (Pages 24-27)**

**6. ADJOURNMENT**



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** April 18, 2024

**ITEM:** 3

**FROM:** Office of the General Manager

**SUBJECT:** Approve Meeting Minutes of the April 24, 2023 Special Joint Meeting of the Tahoe City Public Utility District Sewer & Water Committee and the North Tahoe Public Utility District Development & Planning Committee

**RECOMMENDATION:**

Approve Meeting Minutes of the April 24, 2023 Special Joint Meeting of the Tahoe City Public Utility District Sewer & Water Committee and the North Tahoe Public Utility District Development & Planning Committee.

**DISCUSSION:**

At the special joint meeting of the two Districts' Committees, draft minutes from meeting held during the previous year are presented for review and approval. Meeting minutes represent the official record of the Districts' actions. Minutes are considered to be a vital and historical record of each District.

**FISCAL ANALYSIS:** No Fiscal Impact

**ATTACHMENTS:** Draft Minutes from April 24, 2023

**MOTION:** Approve Staff Recommendation

**REVIEW TRACKING:**

Submitted By:

Misty Moga  
Administrative Liaison

Approved By:

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



**SPECIAL JOINT MEETING OF THE  
TAHOE CITY PUBLIC UTILITY DISTRICT SEWER & WATER  
COMMITTEE MEETING & THE  
NORTH TAHOE PUBLIC UTILITY DISTRICT DEVELOPMENT &  
PLANNING COMMITTEE  
UNAPPROVED MINUTES**

April 24, 2023

TCPUD DIRECTORS PRESENT: Ellie Beals(Chair), Dan Wilkins  
NTPUD DIRECTORS PRESENT: Sue Daniels, Phil Thompson

TCPUD STAFF PRESENT: Sean Barclay, General Manager  
Tony Laliotis, Director of Utilities  
Dan Lewis, Utilities Superintendent – Underground  
Francisco Gonzalez, Utilities Superintendent – Mechanical  
Charley Miller, District Engineer  
Terri Viehmann, District Clerk

NTPUD STAFF PRESENT: Brad Johnson, General Manager  
Joe Pomroy, Engineering and Operations Manager

TCPUD Director Beals called the meeting to order at 10:02 a.m.

**1. Public Comment**

There was no public comment.

**2. Joint Sewer Facilities (JSF) Memorandum of Understanding Annual Update**

**a. Approval of 2022 Maintenance Costs**

**b. Fiscal Year 2023-2024 Budget Discussion**

Director of Utilities Laliotis reviewed the history of the Joint Sewer Facilities Memorandum of Understanding and summarized 2022 expenses. NTPUD accounted for 72%, and TCPUD was 28% of the annual flows. All 2022 maintenance expenses are allocated based on the flow rate. NTPUD's annual expenses are \$5,644 and TCPUD's are \$2,195. Expenses came in significantly lower than budgeted due to the early onset of winter, staff was unable to complete CCTVing the pipe. 2022 expenses were budgeted at \$29,533. Actuals were \$7,839. Most recent CCTV shows the infrastructure is in good condition.

Laliotis stated that the 2023 budget is \$39,593. This number includes anticipated repairs and a significant rate increase from Liberty Utilities. The rate increase will be retroactive. Odor control media will be replaced in 2023. Staff is working to operate odor control media for eight months of the year instead of 3 to 4 months. This is an effort to reduce the volume of chlorine injected into the system to control odor. Currently, \$130k of chlorine is put into the system. The increase in the odor control unit will dramatically decrease the cost. It was noted the odor issue is created by pushing the NTPUD customer flows through Tahoe City and impacts the residential neighborhood.

Discussion ensued regarding specific expenses incurred and those anticipated for the coming year. Caltrans will be repaving Highway 28 in 2024 and that will impact District manholes. The PUDs are responsible for maintaining District assets, such as manholes, and those repairs will be budgeted in 2024.

The Joint Committee members concurred with the staff recommendation to approve expenses and the proposed costs for the 2023-2024 budget.

**3. Joint Sewer Facilities Memorandum of Understanding – Review and Discussion**

Staff noted that each District’s respective budgeting process approved the JSF budget. TCPUD approves in November for their calendar year budget, and NTPUD approves in July. The JSF budget is approved within that budget approval process. The budgeted expenses fall within the approval authority of staff members. Staff proposes amending the MOU to recognize that each Board already approves the budget and costs. Discussion ensued regarding the best use of staff and Board time to conduct annual JSF meetings.

Staff proposes working together to amend the JSF MOU to include capital thresholds to trigger a joint meeting and a report to each Board. Proposed revisions to the MOU would be brought before the JSF Committee for input before going before each Board. If the annual JSF budget addresses routine maintenance expenses, the two agencies’ staff could work together and address the item within their budget process.

**4. Adjournment**

The meeting adjourned at 10:28 a.m.

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Terri Viehmann, District Clerk  
*Prepared by Terri Viehmann*



# TAHOE CITY PUBLIC UTILITY DISTRICT

## MEMORANDUM

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<b>TO:</b>	Joint TCPUD/NTPUD Sewer and Water Committee	<b>DATE:</b>	April 18, 2024	<b>ITEM:</b>	4
<b>FROM:</b>	Tony Laliotis Director Of Utilities	<b>SUBJ:</b>	Joint Sewer Facilities Memorandum of Understanding Annual Update		

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### RECOMMENDATION:

Review the 2023 expenses and 2024 budget for the Joint Sewer Facility (JSF).

### BACKGROUND:

The Amended 2010 Memorandum of Understanding (MOU) for the JSF requires that Joint Technical Committees (Committees) of each District review the annual expenses and budget for the JSF annually.

Annual expenses are calculated at the end of the calendar year by TCPUD. Per the MOU, costs shall be allocated to each District on a percentage basis calculated off of the annual flows from each District through the JSF. Attachment 1 is the flow calculation for 2023. Attachment 2 is the 2023 summary of expenses for the JSF. Attachment 3 is the 2024 budget document which shows actual expenses for 2019 through 2023, and the current budget estimate for 2024.

Overall maintenance efforts for 2023 were routine, with the primary expenses being the carryover of labor for televising (CCTV) of the North Shore Export (NSE) pipeline, which was not fully completed in 2022, purchase and disposal of odor control media, and doubling of electrical costs from 2022.

The budget for 2024, as compared to expenses for 2023, shows an estimated increase due to:

- Staff time and materials to inspect and possibly repair a sag in in the odor control station suction line
- Odor Control Station (OCS):
  - Increase electrical utility costs due to prolonged operation
  - A Liberty Utilities rate increase. Realized in August 2023, but with prolonged operation of the OCS, will compound costs further.
  - Odor control media replacement and disposal, now likely required annually due to prolonged operation
  - Rebuild of suction and discharge piping in the station
  - Rebuild or possible replacement of OCS blower due to seal leakage and bearing age and noise
- General cost increase in labor, benefits, materials and supplies due to inflation

### FINANCIAL IMPACTS:

The 2023 actual expenses are shown on Attachment 2 and are allocated at \$17,431 to NTPUD and \$5,505 to TCPUD. The 2024 budget is estimated at \$43,926 in total, as shown on Attachment 3.

### ATTACHMENTS:

**2023 JSF Flow Calculation (Attachment 1)**  
**2023 JSF Expenses (Attachment 2)**  
**2024 JSF Operations Budget (Attachment 3)**  
**2010 Memorandum of Understanding with 2013 Amendment**

**Attachment 1**

<b>JSF Flow Calculation</b>													<b>2023</b>
<b>Data</b>	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Total
TCPUD Calculated Flow	23.4	17.9	26.5	34.2	44.3	28.4	31.3	24.0	17.4	14.2	13.2	16.9	291.7
Rampart Measured Flow	49.6	38.8	56.8	75.4	78.1	54.6	57.1	44.8	34.0	28.3	26.7	34.8	579.0
West Shore Measured Flow	13.6	10.1	14.7	19.7	27.0	19.1	19.8	15.3	11.1	9.0	8.2	10.9	178.5
Dollar Hill Measured Flow	26.1	21.7	31.3	42.9	39.7	27.6	28.4	22.3	17.5	15.2	14.8	18.8	306.3
TCPUD North Shore Calculated	9.9	7.0	10.8	12.8	11.4	7.9	8.9	7.2	5.4	4.1	3.7	5.1	94.2
Total NSEF Flow	36.0	28.7	42.1	55.7	51.1	35.5	37.3	29.5	22.9	19.3	18.5	23.9	400.5
Percent NSEF Flow NTPUD	73%	76%	74%	77%	78%	78%	76%	76%	76%	79%	80%	79%	<b>76%</b>
Percent NSEF Flow TCPUD	28%	24%	26%	23%	22%	22%	24%	24%	24%	21%	20%	21%	<b>24%</b>

All units in million gallons

**Attachment 2**

<b>Tahoe City Public Utility District</b> <b>JSF Expenses</b> <b>Maintenance Program Expenses - J. S. F.</b>			
	<b>Account. No.</b>	<b>Budget 2023</b>	<b>Actual 2023</b>
<b>Expenses:</b>			
Salaries & Wages -- FT	4000-000000	12,752	5,943
Salaries & Wages -- OT	4005-000000	337	-
Salaries & Wages -- PT	4010-000000	-	-
Employee Benefits	4090-000000	4,804	2,392
Benefits-Health	4094-000000	2,528	360
OPEB Expense	4095-000000	940	940
Repair & Maintenance Parts	5100-000000	6,000	-
Equip.Maint/Contracts	5150-000000	-	-
Repair -- Facilities	5200-000000	500	-
Supplies	5250-000000	4,000	6,378
Insurance	5300-000000	472	421
Fees and Permits	5700-000000		-
Purchased Services	5800-000000	1,500	3,314
Utilities	6300-000000	5,760	3,188
Vehicle Expense	6400-000000	-	-
Miscellaneous	7200-000000	-	-
<b>Total Direct Expenses</b>		<b>\$39,593</b>	<b>\$22,936</b>
Calculated NTPUD NSEF Flow Share			76%
NTPUD Subtotal (Remaining Direct Expenses x % Flow Share)			\$17,431
<b>Total NTPUD Billing</b>			<b>\$17,431</b>
<b>Total TCPUD Billing</b>			<b>\$5,505</b>

**Attachment 3**

<b>Tahoe City Public Utility District                      JSF Operations Budget                      Maintenance Program - J. S. F.</b>							
Account. No.	Actual	Actual	Actual	Actual	Actual	Budget	
	2019	2020	2021	2022	2023	2024	
<b>Expenses:</b>							
Salaries & Wages -- FT	4000-000000	1,995	10,675	1,321	3,577	5,943	7,463
Salaries & Wages -- OT	4005-000000	-	1,490	-	-	-	-
Salaries & Wages -- PT	4010-000000	-	168	-	-	-	-
Employee Benefits	4090-000000	805	4,334	558	1,612	2,392	3,311
Benefits-Health	4094-000000	130	1,985	152	52	360	1,652
OPEB Expense	4095-000000	-	-	138	846	940	-
Repair & Maintenance Parts (1)	5100-000000	-	15,060	-	-	-	6,000
Equip.Maint/Contracts (2)	5150-000000	-	-	-	-	-	-
Repair -- Facilities	5200-000000	246	4,979	-	64	-	10,000
Supplies (3)	5250-000000	-	-	5,875	-	6,378	6,000
Insurance	5300-000000	275	244	367	342	421	-
Mileage Reimbursement	5600-000000	-	-	-	-	-	-
Fees and Permits	5700-000000	-	-	-	-	-	-
Purchased Services	5800-000000	-	3,962	1,250	-	3,314	1,500
Utilities	6300-000000	1,391	1,652	2,756	1,345	3,188	8,000
Vehicle Expense	6400-000000	-	-	-	-	-	-
Miscellaneous	7200-000000	-	-	-	1	-	-
<b>Total Direct Expenses</b>		<b>4,842</b>	<b>44,549</b>	<b>12,417</b>	<b>7,839</b>	<b>22,936</b>	<b>43,926</b>

- (1) Repair Parts can include manhole frame and covers, risers, and grade rings
- (2) Can include CCTV contract work, annual backflow testing and fire extinguisher servicing.
- (3) Includes odor control media purchase and miscellaneous lubricants for blower service annually.



**Memorandum of Understanding  
Between  
The North Tahoe Public Utility District,  
And  
The Tahoe City Public Utility District of California  
Regarding Joint Sewer Facilities**

**Article I. Purpose and Recitals**

- A. This Memorandum of Understanding ("MOU"), dated 10/29/2010, is entered into by and between the North Tahoe Public Utility District ("NTPUD") and the Tahoe City Public Utility District ("TCPUD"). The purpose of this MOU is to memorialize certain agreements between the parties regarding their commitments to cooperatively work together on a plan to design, construct, operate, maintain, and rehabilitate portions of the Joint Sewer Facilities ("JSF"), that serves both Districts beginning in Dollar Hill and terminating at the connection point to the Tahoe Truckee Sanitation Agency ("TTSA") Truckee River Interceptor located in Tahoe City, California in the County of Placer and to consider the issues involved in operating and managing the JSF.
- B. The Joint Sewer Facilities (JSF) are defined as (1) the North Shore Export (NSE) line (aka the Dollar Point Interceptor) which consists of pipe ranging from 15-inches in diameter to 30-inches in diameter and associated appurtenances that begins at the common boundary between the two Districts near the top of Dollar Hill and terminates just east of the CalTrans yard in Tahoe City, and (2) the Odor Control Station (OCS) located at Burton Creek Drive and State Route 28, a facility that collects vapors from the North Shore Export line at Burton Creek Drive and intended to eliminate nuisance odors prevalent in summer months due to the siphon entrance at that location.
- C. The two Districts originally entered into an agreement for the construction and maintenance of a jointly owned sewer facility on July 12, 1967 in order to provide a trunk sewer system to convey each Districts effluent to a publicly owned treatment works ("POTW").
- D. The basic design of the joint facilities was based on estimated capacity requirements as established by each District for the estimated first stage of approximately 20 years, development and those capacity requirements continue to be adequate as of the date of this MOU.
- E. Total costs for construction of joint facilities were shared by the two Districts based upon the proportionate capacity reserved in each section of the joint project.
- F. Continuing forward, the maintenance, operation, and administration costs of joint facilities shall be shared by the two Districts based on total annual flow, and the capital replacement and rehabilitation costs of the joint facilities shall be shared by the two Districts based on the number of service connections and estimated flow per equivalent dwelling unit ("EDU").

- G. The Districts, over the years, have discussed the need to modify and or clarify the Joint Sewer Facilities agreement. On March 24, 1992 each District's Board of Directors recommended that a MOU be developed by a Joint Technical Committee to clarify how the operation and maintenance of these facilities may be charged.

## **Article II. Agreement**

Accordingly, in consideration of the facts set forth in the above Purpose and Recitals, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties to this Memorandum of Understanding, the parties AGREE as follows:

- A. A Joint Districts Technical committee of the Board of Directors shall meet at least annually in November to review the cost of maintenance, operations, and administration of the joint sewer facilities and review and recommend for approval any proposed budget for a Joint Board of Directors meeting that shall meet at least annually on or before January to discuss this matter and other matters of mutual need. Approval of any expenses and proposed budgets shall be by majority vote of each District's Board of Directors. Each District will host the Annual meeting in alternating years with NTPUD hosting in even years, and TCPUD hosting in odd years.
- B. Maintenance, operations, and administration costs of the joint facilities shall be shared by the two Districts on the basis of total annual flow emanating from the two Districts using flow meters maintained by TTSA and reported to the Districts monthly. The total annual flow of the North Tahoe Public Utility District being taken as that measured at the common boundary between the two Districts at the Dollar Hill Metering Facility, and that from the Tahoe City Public Utility District being taken as the total annual flow as measured at the Rampart flow meter located on State Highway 89 west of Tahoe City minus the total annual flow measured at the West Shore flow meter located at 555 W. River Rd, Tahoe City, CA minus the total annual flow measured at the Dollar Hill Metering Facility located at the common boundary between the two Districts.
- C. Capital replacement and rehabilitation costs for the joint facilities shall be determined based on the relative portion of active connections/equivalent dwelling units (EDUs) contributing to the joint facilities from each District. Every five years, beginning in 2011, each District shall provide a report on the number of EDU's to the Joint Technical Committee for review including any changes to the five year total total.
- D. TCPUD shall perform a five (5) year closed circuit television inspection and assessment report regarding the joint sewer facilities condition starting on or before July 1, 2011. Costs for the inspection and assessment report shall be shared costs and shall be included in the annual maintenance, operations, and administration costs every five years.
- E. The two Districts will confer at least annually to discuss and recommend a proposed Capital Rehabilitation Plan (CRRP) for joint sewer facilities as necessary. Recommendations will be provided to the Joint Technical Committee at their Annual meeting in November.
- F. TCPUD upon approval of the Districts' Boards, as set forth in Article II, Section A above, shall submit an annual invoice based on actual costs incurred to NTPUD for payment within

30 days of receipt of invoice for the previous year's maintenance, operations, and administration costs of the joint facilities.

- G. Any notices or invoices required or permitted to be given pursuant to this MOU shall be in writing and shall be delivered (a) in person, (b) by mail or overnight delivery, or (c) by facsimile, and such notices shall be addressed as follows:

**North Tahoe Public Utility District:**

North Tahoe Public Utility District  
Office of the General Manager/CEO  
PO Box 139  
Tahoe Vista, CA 96148  
Attn: Curtis Aaron  
Tel: (530) 546-4212  
Fax: (530) 546-2652

**Tahoe City Public Utility District:**

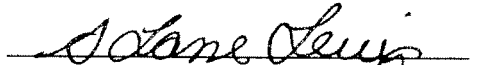
Tahoe City Public Utility District  
General Manager  
PO Box 5249  
Tahoe City, CA 96145  
Attn: Cindy Gustafson  
Ph: (530) 583-3796  
Fax: (530) 583-1475

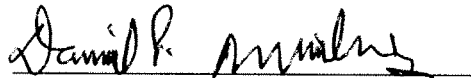
Or such other address as a party may from time to time specify in writing to the other parties. Any notice shall be deemed given when actually delivered if such delivery is in person or by facsimile, and the next business day if such delivery is by overnight courier.

- H. This MOU shall be governed by the applicable laws of California. Should any provision of this MOU be found void or unenforceable, it shall be severable from the rest of the MOU and the remaining terms shall be enforced as if the unenforceable term had not existed.
- I. Except as specifically provided in this MOU, nothing in this MOU shall be construed as giving NTPUD, or the TCPUD the right or ability to bind the other and nothing in this MOU shall be construed to create any joint liability with regard to, or as a result of, the activities undertaken by any of the Parties, their employees, officers and/or agents, to implement this MOU. All employees, officers and/or agents of a party shall remain employees, officers and/or agents of that party and shall be subject to the laws, procedures, rules and policies governing that party's employees, officers and/or agents.
- J. This MOU may be amended or supplemented only by a written amendment or supplement signed by the NTPUD and TCPUD Joint Board of Directors approval.
- K. The following are attachments to this MOU:


Attachment 1	Capital Rehabilitation Plan
Attachment 2	Opinion of Probable Rehabilitation Cost
Attachment 3	Maintenance and Plan
Attachment 4	5-Year Projection of Maintenance and Operation Costs
Attachment 5	Flow Breakdown (2009)
Attachment 6	Joint Sewer Facilities Map

**NORTH TAHOE PUBLIC UTILITY DISTRICT, a California Special District**


  
S. Lane Lewis, President of the Board  
North Tahoe Public Utility District

  
Dan Wilkins, President of the Board  
Tahoe City Public Utility District

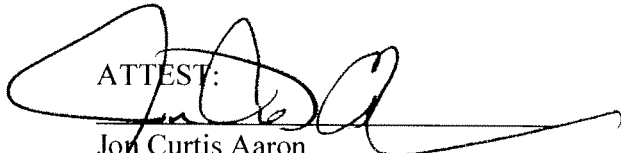
APPROVED AS TO FORM:

  
Neil A. Eskind, District Legal Counsel

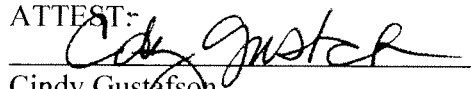
APPROVED AS TO FORM:

  
Michael V. Sexton, District Legal Counsel

ATTEST:

  
Jon Curtis Aaron  
General Manager/CEO Ex Officio Clerk

ATTEST:

  
Cindy Gustafson  
District General Manager

## **Attachment 1**

### **Capital Rehabilitation Plan for the Joint Sewer Facilities Agreement Between North Tahoe Public Utility District and Tahoe City Public Utility District**

- A. The Capital Rehabilitation Plan (Plan) for the Joint Sewer Facilities (JSF) Agreement includes capital planning for the replacement, rehabilitation and/or repair of the North Shore Export (NSE) gravity pipeline (aka the Dollar Point Interceptor) which consists of pipe ranging from 15-inches in diameter to 30-inches in diameter and associated appurtenances that begins at the common boundary between the North Tahoe Public Utility District and Tahoe City Public Utility District near the top of Dollar Hill and terminates just east of the CalTrans yard in Tahoe City and the Odor Control Station (OCS) located at Burton Creek Drive and State Route 28. Attachment 6 – Joint Sewer Facilities Map
- B. The Plan assumes that closed circuit television (CCTV) inspections and routine visual inspections are performed at a frequency no less than that described in the Maintenance and Operations Plan for the JSF facility. Attachment 3 – Maintenance and Operations Plan.
- C. The Plan provides that replacement, rehabilitation and/or any necessary repairs will occur at locations along the pipeline identified for rehabilitation and/or repair during the routine inspections in a timely fashion so as to minimize further deterioration of the pipeline and its appurtenances and that the rehabilitation and/or repairs may utilize materials, components, methods, and techniques similar to those employed during the original construction of the improvements.
- D. The Plan estimates that fifty percent (50%) of the pipeline may require replacement, rehabilitation and/or repair over a period of 30 years from the date of the Plans adoption.
- E. The planning-level costs for the replacement, rehabilitation and/or repairs are based on the attached Opinion of Probable Rehabilitation Cost for the pipeline replacement only and do not include costs for replacement, rehabilitation and/or repair of the Odor Control Station or the siphon's inlet or outlet appurtenances. No cost assumptions are included for replacement costs or rehabilitation work at the Odor Control Station and siphon's inlet and outlet. Attachment 2 – Opinion of Probable Rehabilitation Cost.

**Attachment 2 - OPINION OF PROBABLE REHABILITATION COST**

Project: Joint Sewer Facilities Building Area: Dollar Hill to CalTrans Yard

**North Tahoe Public Utility District and Tahoe City Public Utility District**

Prepared By: PAS  
Date Prepared: 24-Jun-10  
Proj. No. \_\_\_\_\_

Estimate Type:  Conceptual  
 Preliminary (w/o plans)  
 Design Development @  
 Construction  
 Change Order  
 % Complete

Current at ENR  
Escalated to ENR  
Months to Midpoint of Construct \_\_\_\_\_

Spec. No.	Item No.	Description	Qty	Units	\$/Unit	Materials Total	Installation \$/Unit	Sub-contractor \$/Unit	Total	Notes
		<b>DIVISION 2</b>								
	1	Saw Cutting	35,000	LF	2.25		78,750		78,750	assume full length of construction
	2	Biminous P/mt Demo	9,725	SY	13.75		133,719		133,719	assume full length of construction, 5' wide
	3	RCP or RCP Pipe Demo	17,500	LF	14.50		253,750		253,750	does not include waste or asbestos handling/disposal
	4	Trenching	24,300	CY	5.50		133,650		133,650	assume 7.5' average depth, includes trench box installation
	5	Type A Manhole	42	EA	1,530.00	64,260	1,220.00	51,240	115,500	assume < 10' deep
	6	Pressure Manhole	3	EA	2,130.00	6,390	1,875.00	5,625	12,015	assume < 10' deep
	7	Siphon Entrance	1	EA	1,750.00	1,750	1,500.00	1,500	3,250	not included
	8	Siphon Exit	1	EA	1,750.00	1,750	1,750.00	1,750	3,500	not included
	9	18-inch RCP Class V	52	LF	16.25	845	13.00	676	1,521	assume 7' deep average
	10	18-inch RCP Class V	2,127	LF	22.00	46,794	14.00	29,778	76,572	assume 7' deep average
	11	21-inch RCP Class V	6,848	LF	28.00	191,744	14.75	101,008	292,752	assume 7' deep average
	12	24-inch RCP Class V	1,706	LF	35.00	59,710	16.00	27,296	87,006	assume 7' deep average
	13	30-inch RCP Class V	2,584	LF	51.00	131,784	18.50	47,804	179,588	assume 7' deep average
	14	18-inch Plastic Lined RCP Class V	3,748	LF	35.50	133,054	15.75	59,031	192,085	assume 7' deep average
	15	21-inch Plastic Lined RCP Class V	435	LF	50.75	22,076	18.25	7,959	30,035	assume 7' deep average
	16	Trench Backfill	21,875	CY	17.50	382,813	6.50	142,188	525,000	imported bedding (including trucking), place and compact
	17	Aggregate Base	1,620	CY	16.30	26,406	0.70	1,134	27,540	6' thick, includes trucking
	18	Asphalt Paving	9,725	SY	18.00	175,050	2.75	26,744	201,794	3' thick, includes trucking
		<b>Subtotals</b>				12,444,257.75	1,103,560.75		23,480,068.50	
		<b>Division 1 Costs</b>				12,444,257.75	1,103,560.75		23,480,068.50	
		<b>Subtotals</b>				13,688,515.50	12,139,338.83		25,827,854.33	
		<b>Taxes - Materials Costs</b>				1,197,759.98			1,197,759.98	
		<b>Subtotals</b>				14,886,275.48	12,139,338.83		27,025,614.31	
		<b>Taxes - Labor Costs</b>				148,664.30			148,664.30	
		<b>Subtotals</b>				15,034,939.78	12,139,338.83		27,174,278.61	
		<b>Contractor Markup for Sub</b>								
		<b>Subtotals</b>				15,034,939.78	12,139,338.83		27,174,278.61	
		<b>Contractor OH&amp;P</b>				148,664.30			148,664.30	
		<b>Subtotals</b>				15,183,604.08	12,139,338.83		27,322,942.91	
		<b>Estimate Contingency</b>				1,711,940.95	146,583.13		1,858,524.08	
		<b>Subtotals</b>				16,895,545.03	146,583.13		17,042,128.16	
		<b>Escalate to Midpoint of Construct</b>								
		<b>Estimated Bid Cost</b>								
		<b>Total Estimate</b>								

Estimate Accuracy  
+50% \_\_\_\_\_ -30% \_\_\_\_\_

**Estimated Range of Probable Cost**  
+50% \_\_\_\_\_ -30% \_\_\_\_\_  
Total Est **\$3,813,330**  
**\$2,669,331**

## **Attachment 3**

### **Maintenance Plan for the Joint Sewer Facilities Agreement Between North Tahoe Public Utility District and Tahoe City Public Utility District**

- A. The Maintenance Plan (Plan) for the Joint Sewer Facilities (JSF) Agreement describes the plan for routine preventative maintenance of the North Shore Export (NSE) gravity pipeline (aka the Dollar Point Interceptor) which consists of pipe ranging from 15-inches in diameter to 30-inches in diameter and associated appurtenances that begins at the common boundary between the North Tahoe Public Utility District and Tahoe City Public Utility District near the top of Dollar Hill and terminates just east of the CalTrans yard in Tahoe City and the Odor Control Station (OCS) located at Burton Creek Drive and State Route 28. Attachment 6 – Joint Sewer Facilities Map
- B. The Plan describes the facility and appurtenances that are in current use and documents routine preventative maintenance activities performed on the facility including at what frequency activities are to occur. Costs for existing and future maintenance and operation are described in Attachment 4, 5-Year Projection of Maintenance and Operation Costs.
- C. The facilities requiring routine preventative maintenance are more specifically described below:

**NSE Gravity Pipeline:** The NSE gravity pipeline originates at the top of Dollar Hill, approximately 200 feet east of the intersection of State Route 28 (SR28) and Dollar Drive and is located along the north shoulder of the State Route 28 (SR28). The termination of the NSE gravity pipeline is located along the south edge of State Route 89 (SR89) approximately 250 feet west of the intersection of SR89 and Fairway Drive. An inverted siphon structure which begins just east of Burton Creek Drive and terminates just west of Rocky Ridge Road was installed to allow for the gravity conveyance of sewage across the Burton Creek stream zone. The principle materials of construction for the pipeline are reinforced concrete pipe (RCP) and asbestos cement pipe (ACP) with some portions, including the siphon reach, being plastic lined.

**NSE Manholes and Special Structures:** There are 47 individual manholes and special structures associated with the NSE gravity pipeline. Typical manholes are 48-inches and 60-inches in diameter with 24-inch frame and cover access lids. Special structures include the inverted siphon entrance and exit, several pressure manholes, and a siphon drain structure.

**Odor Control Station (OCS):** The OCS collects vapors from the NSE gravity pipeline at Burton Creek Drive and was designed to eliminate nuisance odors prevalent in summer months caused by turbulence at the siphon entrance. The OCS utilizes a negative pressure blower to draw vapors from the siphon entrance structure and convey those vapors through a carbon based media and scrub, by adsorption, the nuisance odor causing constituents from the vapor stream. The scrubbed vapor stream is then released to the atmosphere immediately behind the above-ground structure. The OCS is typically operated between June and October when warmer temperatures are prevalent and nuisance odors are most noticeable.

- D. Routine preventative maintenance activities shall be performed on the NSE gravity pipeline and its associated appurtenances and on the OCS as specifically described below:

**Pipeline and Siphon Inspection:** In accordance with the Tahoe City Public Utility District's Sewer System Management Plan, the NSE gravity pipeline, excluding the siphon portion, shall be inspected by Closed Circuit Television (CCTV) every five years. More frequent inspections may be required along some sections. The NSE gravity pipeline was last inspected by CCTV in 2007. The Burton Creek Siphon was not inspected in 2007 because it requires a complete shutdown of the entire NSE gravity pipeline to accomplish this work. Portions of the siphon were inspected in 2000 when the siphon was relocated to accommodate CalTrans improvements to SR28. At that time the interior of the siphon appeared to be in excellent condition. CCTV inspection of the siphon structure shall be performed every ten years.

**Pipeline Hydro-Cleaning:** Hydro-Cleaning of the NSE gravity pipeline and manholes shall be performed every 5 years based on the results of the CCTV inspections. CCTV inspections performed in 2007 on the NSE gravity pipeline suggest that the pipeline is generally effective in maintaining adequate self-scour velocities to avoid solids deposition along most segments. However, during the 2007 inspection, solids deposition was noted along some reaches having minimal slope. It is recommended that the necessity for hydro-cleaning be determined during routine CCTV inspections.

**Manhole Inspections:** In accordance with the Tahoe City Public Utility District's Sewer System Management Plan, all NSEF manholes shall be visually inspected during the routine CCTV inspections every five years. More frequent inspections may occur on specific manholes as necessary. The NSE gravity pipeline manholes were last inspected in 2007 during the CCTV project and are scheduled for re-inspection in 2013. Although corrective maintenance is, for the most part unpredictable, manhole frame and cover replacement and/or resetting in addition to associated asphalt repairs occur on a regular basis due to the high traffic volumes and damage caused by snow removal equipment along SR89 and SR28. For purposes of budgeting, three complete frame and cover replacements and three associated repaving projects are budgeted for annually.



**Odor Control Station:** Preventative maintenance activities at the odor control station shall occur annually at start up of the facility each June. All hoses, clamps and fittings shall be visually inspected. The blower motor, belt and fan assembly shall be inspected and lubricated as necessary. Based on historical precedence, the odor control media shall be changed out every two years. The odor control media is a carbon based media known as Midas® OCM and is produced by Siemens Water Technologies. TCPUD personnel shall perform brief weekly inspections on the OCS and make audible and visual inspection as to operation and condition.

Attachment 4 Joint Sewer Facilities					
5-Year Projection of Maintenance and Operation Costs					
	Budget 2010	Budget 2011	Budget 2012	Budget 2013	Budget 2014
<b>Expenses:</b>					
Salaries & Wages -- FT (1)	3,737	3,458	6,060	3,832	4,061
Salaries & Wages -- OT	-	-	-	-	-
Salaries & Wages -- PT	-	-	-	-	-
Employee Benefits	2,457	2,275	4,040	2,554	2,707
Advertising & Printing	-	-	-	-	-
Conservation	-	-	-	-	-
Consulting Fees	-	-	-	-	-
Dues, Subs & Publications	-	-	-	-	-
Rental Expense	-	-	-	-	-
Small Equipment	-	-	-	-	-
Repair & Maintenance Parts (2)	1,200	1,200	1,200	1,200	1,200
Equip. Maint/Contracts (3)	200	200	10,200	200	200
Repair -- Facilities (4)	1,000	1,000	1,000	1,000	1,000
Supplies (5)	3,500	100	3,500	100	3,500
Insurance	154	160	165	170	175
Meetings, Training & Travel	-	-	-	-	-
Mileage Reimbursement	-	-	-	-	-
Fees and Permits (6)	650	-	650	-	650
Purchased Services	-	-	-	-	-
Snow Removal	-	-	-	-	-
Telemetry	-	-	-	-	-
Telephone	-	-	-	-	-
Utilities	600	630	662	695	729
Vehicle Expense	90	90	90	90	90
TV Van & Vactor Expense	340	340	340	340	340
Water Quality Analysis	-	-	-	-	-
Postage	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Direct Expenses</b>	<b>13,928</b>	<b>9,453</b>	<b>27,907</b>	<b>10,181</b>	<b>14,652</b>
(1) 2012 Salaries & Wages include additional costs for Project Management for CCTV Inspection, CCTV Data Review, and Traffic Control for CCTV Inspection					
(2) Repair Parts include manhole frames, covers, risers, and grade rings for 3 manhole repairs annually					
(3) Includes CCTV contract work in 2012, and annual backflow testing and fire extinguisher servicing.					
(4) Includes paving contractor work for manhole repairs					
(5) Includes odor control media purchase in 2010, 2012, and 2014 and miscellaneous lubricants for blower service annually.					
(6) Waste disposal fee for spent odor control media.					

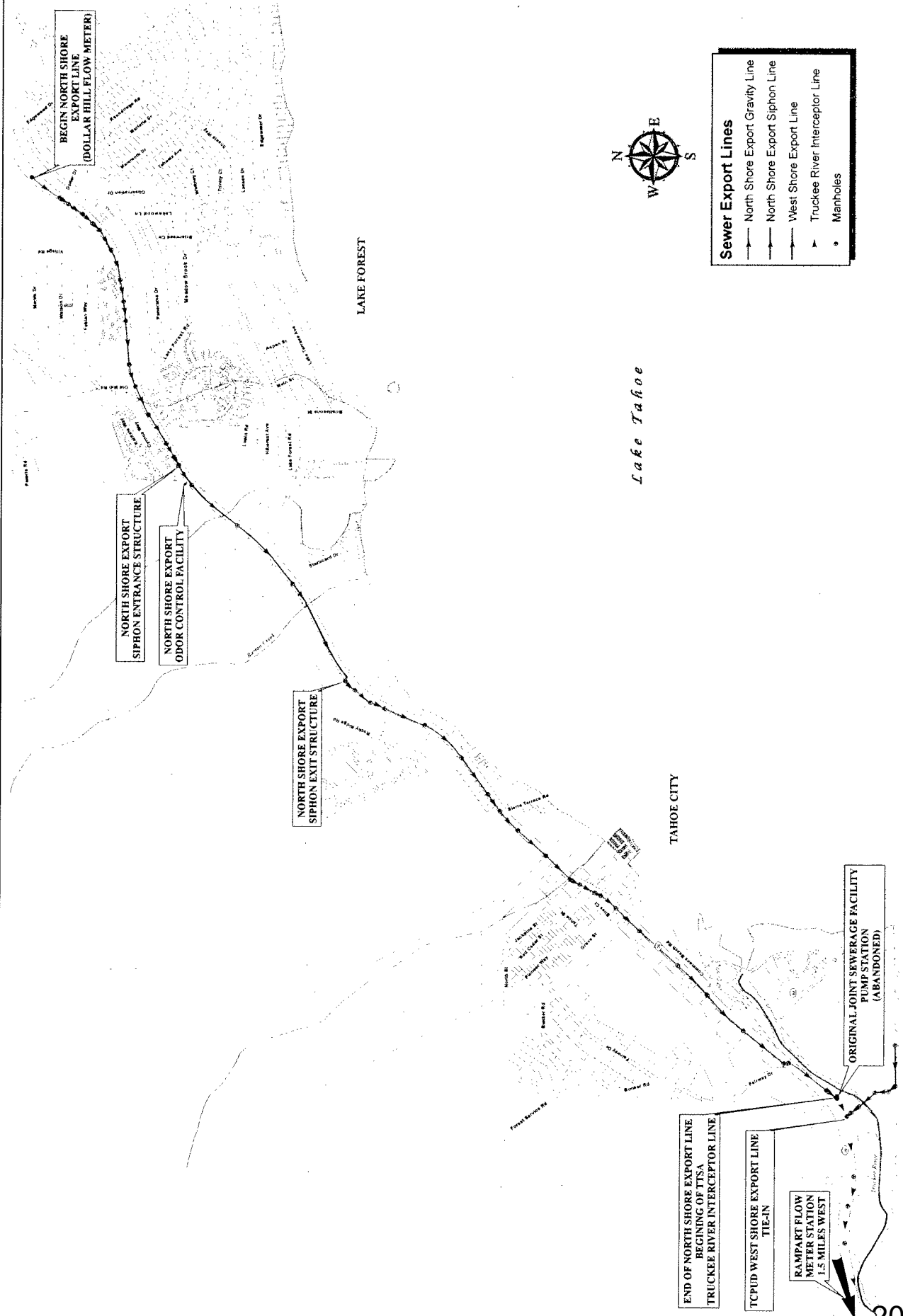
**Attachment 5  
Joint Sewer Facilities  
Flow Breakdown (2009)**

	2009 January	February	March	April	May	June	July	August	September	October	November	December	Annual Total
TCPUD Total Calculated Flow	20,681	18,937	24,757	21,438	24,646	21,288	30,139	27,747	19,497	15,931	12,837	18,278	256,176
Rampart Measured Flow	45.09	41,208	50,764	43,382	47,486	44,542	60,514	56,521	41,778	35,743	30,479	41,91	539,417
West Shore Measured Flow	11,342	10,181	13,36	13,063	16,022	13,472	18,279	16,393	11,121	8,465	6,922	10,49	149,11
NTPUD Dollar Hill Measured Flow	24.41	22,271	26,007	21,944	22,84	23,253	30,375	28,774	22,281	19,813	17,642	23,632	283,242
TCPUD North Shore Calculated Flow	9,338	8,756	11,397	8,375	8,624	7,817	11,86	11,354	8,376	7,465	5,915	7,788	107,065
Total NSEF Flow	33,748	31,027	37,404	30,319	31,464	31,07	42,235	40,128	30,657	27,278	23,557	31,42	390,307
Percent NSEF Flow NTPUD	72%	72%	70%	72%	73%	75%	72%	72%	73%	73%	75%	75%	73%
Percent NSEF Flow TCPUD	28%	28%	30%	28%	27%	25%	28%	28%	27%	27%	25%	25%	27%

NTPUD Dollar Hill Flow = NTPUD Dollar Hill Flow

TCPUD North Shore Flow = Rampart Flow - TCPUD West Shore Flow - NTPUD Dollar Hill Flow

TCPUD Total Calculated Flow = NTPUD Dollar Hill Flow



**AMENDMENT #1 TO MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE NORTH TAHOE PUBLIC UTILITY DISTRICT,  
AND  
THE TAHOE CITY PUBLIC UTILITY DISTRICT OF CALIFORNIA  
REGARDING JOINT SEWER FACILITIES**

This Amendment will memorialize and confirm the terms and conditions of this Amendment Number 1 (the "Amendment") to that certain Memorandum of Understanding dated October 29, 2010 (the "MOU") by and between the NORTH TAHOE PUBLIC UTILITY DISTRICT, a municipal corporation organized under the laws of the State of California (the "NTPUD") and TAHOE CITY PUBLIC UTILITY DISTRICT, a municipal corporation organized under the laws of the State of California (the "TCPUD"). The NTPUD and the TCPUD are sometimes individually referred to as "Party" and collectively as "Parties".

The NTPUD and TCPUD have entered into this MOU to memorialize certain agreements between the parties regarding their commitments to cooperatively work together on a plan to design, construct, operate, maintain, and rehabilitate portions of the Joint Sewer Facilities ("JSF"), that serve both Districts beginning in Dollar Hill and terminating at the connection point to the Tahoe Truckee Sanitation Agency ("TTSA") Truckee River Interceptor located in Tahoe City, California in the County of Placer and to consider the issues involved in operating and managing the JSF. The NTPUD and the TCPUD desire to amend the MOU, as authorized pursuant to Article II, Section J of the MOU, to 1) Amend the frequency and month for meetings of the Joint Districts Technical committee of the Board of Directors and Joint Board of Directors meeting, and 2) Amend contact information for notices and invoices.

The Parties hereby agree to amend Article II, Section A of the MOU in its entirety to read as follows:

- A. A Joint Districts Technical committee of the Board of Directors shall meet annually in January or February to review the final/actual cost of maintenance, operations, and administration of the joint sewer facilities for the prior calendar year and review proposed budgets for the upcoming budget year and future years as applicable. Expenses may be recommended for approval by the Joint Districts Technical committee, with formal Board approval occurring by each individual Board. When annual JSF expenses exceed \$50,000 or exceed budget by 25% or more, the Joint Technical Committee may recommend formal Board approval at a Joint Board of Directors meeting. A Joint Board of Directors meeting may be held as necessary at the recommendation of the Joint Districts Technical committee. Each District will host the Annual Joint Districts Technical committee meeting in alternating years with NTPUD hosting in even years, and TCPUD hosting in odd years.*

The Parties also hereby agree to amend Article II, Section G of the MOU in its entirety to read as follows:

- G. Any notices or invoices required or permitted to be given pursuant to this MOU shall be in writing and shall be delivered (a) in person, (b) by mail or overnight delivery,*

or (c) by facsimile, and such notices shall be addressed as follows:

**North Tahoe Public Utility District:**

**Tahoe City Public Utility District:**

North Tahoe Public Utility District  
PO Box 139  
Tahoe Vista, CA 96148  
Attn: General Manager  
Tel: (530) 546-4212  
Fax: (530) 546-2652

Tahoe City Public Utility District  
PO Box 5249  
Tahoe City, CA 96145  
Attn: General Manager  
Tel: (530) 583-3796  
Fax: (530) 583-1475

*Or such other address as a party may from time to time specify in writing to the other parties. Any notice shall be deemed given when actually delivered if such delivery is in person or by facsimile, and the next business day if such delivery is by overnight courier*


Except as amended by this Amendment, all other provisions of the MOU remain in full force and effect. From and after the date of this Amendment, whenever the term "MOU" appears in the MOU, it shall mean the MOU as amended by this Amendment.


The Parties irrevocably 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.

AGREED and ACCEPTED:

**NORTH TAHOE PUBLIC UTILITY DISTRICT**, a California Special District

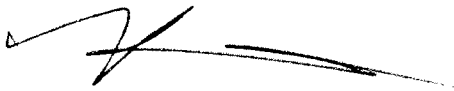
**TAHOE CITY PUBLIC UTILITY DISTRICT**, a California Special District


  
S. Lane Lewis, President of the Board

  
Lou Reinkens, President of the Board

APPROVED AS TO FORM:

APPROVED AS TO FORM:

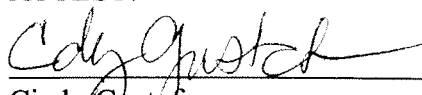
  
Neil A. Eskind, District Legal Counsel

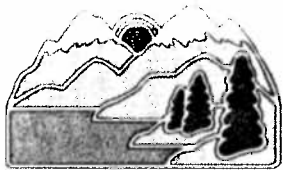
  
Steven C. Gross, District Legal Counsel

ATTEST:

ATTEST:

  
Paul A. Schultz, P.E.  
General Manager/CEO Ex Officio Clerk

  
Cindy Gustafson  
District General Manager



TAHOE CITY PUBLIC UTILITY DISTRICT  
*MEMORANDUM*

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**TO:** Board of Directors

**DATE:** February 7, 2013

**FROM:** Tony Laliotis, Dir. Of Utilities

**SUBJ:** Joint Sewer Facility MOU  
Amendment

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**Recommendation**

Approve and authorize the Board President to sign Amendment #1 to the Memorandum of Understanding between the North Tahoe Public Utility District, and the Tahoe City Public Utility District Of California Regarding Joint Sewer Facilities (MOU).

**Background**

The MOU was entered into by the TCPUD and NTPUD in 2010 to memorialize the operation and maintenance of the Joint Sewer Facility (JSF) which both agencies share ownership and use of, with TCPUD being responsible for performing the maintenance. The original MOU required a Joint Committee meeting to be held annually in November to review the JSF costs and approve those cost. This meeting was to be followed by a Joint Board Meeting to approve the expenses.

At the last Joint Committee meeting, both Districts staff discussed the idea of moving the Joint Committee meeting out until January or February of the following year to allow for final cost numbers and summaries to be presented. Also discussed was the option to allow the individual Boards to approve routine expenses without the need to convene a Joint Board Meeting. The Joint Board Meeting may be recommended to occur by the Joint Committee if expenses exceed certain thresholds. The Joint Committee agreed to these concepts. Attached is the proposed Amendment to the MOU for your review.

**Fiscal Impact**

There is no direct fiscal impact associated with the proposed amendment. However, there is some reduction in staff time by eliminating the need to schedule and prepare for routine Joint Board Meetings in the future.



**NORTH TAHOE  
PUBLIC UTILITY DISTRICT**

**DATE:** April 18, 2024

**ITEM:** 5

**FROM:** TCPUD/NTPUD Sewer and Water Committee

**SUBJECT:** Joint Sewer Facilities Memorandum of Understanding Amendment

**RECOMMENDATION:**

Review, Recommend, and Amendment to the Memorandum of Understanding Between the North Tahoe Public Utility District and the Tahoe City Public Utility District of California Regarding Joint Sewer Facilities.

**DISCUSSION:**

On October 29, 2010, the NTPUD and TCPUD entered into a Joint Sewer Facilities Memorandum of Understanding (JSF) to establish the commitments to cooperatively work together on a plan to design, construct, operate, maintain and rehabilitate portions of the joint sewer facilities that serves both Districts beginning in Dollar Hill and terminating at the Truckee River Interceptor.

A component of the JSF is a Joint Technical Committee of the Board of Directors from each Agency that meets annually to review the final/actual cost of maintenance, operations, and administration of the joint sewer facilities for the prior calendar year and review proposed budgets for the upcoming budget year and future years as applicable. The language establishing this committee was amended once in 2013.

At the April 24, 2023, JSF meeting, it was discussed that the language requiring a meeting of the Technical Committee of Board members from each agency could be streamlined when matters under consideration for the committee are routine and customary.

Staff have prepared JSF Amendment language for consideration by the JSF Technical Committee and is included as an attachment. The new language proposes that Staff of each agency would meet annually and review the prior calendar year activities and the proposed activities for the JSF. Staff would then bring the proposed budgets and activities to each Agency's respective Board Committee for review. If both Agency's committees accept the proposed budget, then they will recommend adoption as a component of each Agency's annual budget as necessary. Either Agency could also call for a joint meeting of each Agency's Board Committee for further consideration.

A formal JSF MOU amendment will be prepared if this language is recommended by the Joint Districts Technical Committee of the Board of Directors.




**FISCAL ANALYSIS:**

There is no Fiscal Impact with the adoption of this Amendment. Each Agency approves the JSF budget as part of their Agency's annual budget process.

**ATTACHMENTS:** Amendment Language

**MOTION:** Approve Staff Recommendation.

**REVIEW TRACKING:**

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

Submitted By:   
\_\_\_\_\_  
Tony Laliotis  
Director of Utilities, TCPUD

Amendment #1 to MOU Regarding JSF, February 20, 2013.

The Parties hereby agree to amend Article II, Section A of the MOU in its entirety to read as follows:

- A. A Joint Districts Technical committee of the Board of Directors shall meet annually in January or February to review the final/actual cost of maintenance, operations, and administration of the joint sewer facilities for the prior calendar year and review proposed budgets for the upcoming budget year and future years as applicable. Expenses may be recommended for approval by the Joint Districts Technical committee, with formal Board approval occurring by each individual Board. When annual JSF expenses exceed \$50,000 or exceed budget by 25% or more, the Joint Technical Committee may recommend formal Board approval at a Joint Board of Directors meeting. A Joint Board of Directors meeting may be held as necessary at the recommendation of the Joint Districts Technical committee. Each District will host the Annual Joint Districts Technical committee meeting in alternating years with NTPUD hosting in even years, and TCPUD hosting in odd years.

Track Changes Version of the Proposed Language

- A. ~~A Joint Districts Technical committee of TCPUD and NTPUD Staff~~the Board of Directors shall meet annually in ~~January or February~~March or April to review the final/actual cost of maintenance, operations, and administration of the joint sewer facilities for the prior calendar year and review proposed activities and budgets for the upcoming budget year and future years as applicable. TCPUD and NTPUD Staff will then bring the mutually agreed upon proposed activities and budget to each Agency's respective Board Committee for review. If both Agency's respective Board Committees accept the proposed budget, then they will recommend adoption as a component of each Agency's annual budget, if necessary. Either Agency's Board Committee can request that a joint meeting be held with each Agency's Board Committee in attendance to review the proposed activities and budget for the upcoming year and provide direction as needed to Staff. The process specified here would then be followed until a proposed budget is accepted for approval.~~Expenses may be recommended for approval by the Joint Districts Technical committee, with formal Board approval occurring by each individual Board. When annual JSF expenses exceed \$50,000 or exceed budget by 25% or more, the Joint Technical Committee may recommend formal Board approval at a Joint Board of Directors meeting. A Joint Board of Directors meeting may be held as necessary at the recommendation of the Joint Districts Technical committee. Each District will host the Annual Joint Districts Technical committee meeting in alternating years with NTPUD hosting in even years, and TCPUD hosting in odd years.~~

## Clean Version of the Proposed Language

- A. TCPUD and NTPUD Staff shall meet annually in March or April to review the final/actual cost of maintenance, operations, and administration of the joint sewer facilities for the prior calendar year and review proposed activities and budgets for the upcoming budget year and future years as applicable. TCPUD and NTPUD Staff will then bring the mutually agreed upon proposed activities and budget to each Agency's respective Board Committee for review. If both Agency's respective Board Committees accept the proposed budget, then they will recommend adoption as a component of each Agency's annual budget, if necessary. Either Agency's Board Committee can request that a joint meeting be held with each Agency's Board Committee in attendance to review the proposed activities and budget for the upcoming year and provide direction as needed to Staff. The process specified here would then be followed until a proposed budget is accepted for approval.