



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

Monday, August 12, 2024 at 10:00 a.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, August 12, 2024, at 10:00 a.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 9:00 a.m. on Monday, August 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, 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 a Professional Services Agreement with HDR, Inc. for the Sewer Export System Study – Recommendation to Full Board \(Pages 2-10\)](#)
- b. [Review and Discuss Declaring Items/Vehicles as Surplus and Authorize Sale, Donation, or Disposal as Appropriate - Recommendation to Full Board \(Pages 11-13\)](#)

4. ADJOURNMENT



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 13, 2024

ITEM: F-3

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement with HDR, Inc. for the Sewer Export System Study

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement in the amount of \$111,030 with HDR, Inc. for the Sewer Export System Study (Project #2445).

DISCUSSION:

NTPUD's sewer export system conveys wastewater flows through a series of four (4) main pump stations, forcemains, and gravity sewers that transports wastewater from the District's service area to the Joint Sewage Facility (JSF) at the top of Dollar Hill. The JSF is a pipeline jointly owned with Tahoe City Public Utility District (TCPUD) which carries NTPUD and TCPUD flows to the Tahoe-Truckee Sanitation Agency's (T-TSA) Truckee River interceptor (TRI). The TRI then conveys the wastewater flows to T-TSA's Water Reclamation Plant in Truckee for treatment and disposal.

The sewage export system was constructed in response to the Porter Cologne Act and the bi-State Compact to export all wastewater out of the Lake Tahoe Basin. The facilities were designed and constructed and placed into service in 1968. The District, over the last 15-years, has completed the renovation and replacement of all four main pump stations: Secline, National, Carnelian, and Dollar Main Pump Stations. The next effort is to now analyze the existing condition of the four plus miles of wastewater forcemain and one mile of gravity interceptors to determine the remaining useful life of the pipeline, evaluate the availability of wastewater system storage along the alignment, and assess the operability of the pipeline as well as odor impacts along its alignment.

This scope of work will perform an evaluation of the sewage export system. The first task will be to document the existing attributes, previously collected condition information, and operational conditions of the sewage export pipeline system. The next task will be an evaluation of potential inspection methods for forcemain pipelines based on access, age, material, and flow; including options for screening inspections and detailed inspections and make recommendations for the forcemain inspection program, with estimated costs and schedule. Determining the condition and expected years of service left in large diameter transmission pipelines is very complex and requires specialty technology companies. This technology was first developed in the oil and gas industry to maximize the life of assets and reduce the likelihood of pipeline failures through pipeline condition assessment tools and techniques. The scope of work will also evaluate the available and required system storage

and compile options for expansion of storage and use during shutdowns. An odor control testing plan will also be developed to look at odor impacts along the alignment.

The District has selected HDR, Inc., a leading firm in the United States for water and wastewater system engineering, to provide engineering consulting services for the planning and assessment of the sewage export system. HDR has extensive experience in the Tahoe Basin with other sewer forcemain export projects. HDR also completed planning and design work on the sewer system master plan for the Tahoe City Public Utility District that includes the JSF. TCPUD will also be involved with this project's scope of work. The District has previously contracted with HDR for the 2020 Urban Water Management plan, the preparation of the Federally required Risk and Resilience Assessment and the Emergency Response Plan under the American Water Infrastructure Act, and the Cost-of-Service Study.

FISCAL ANALYSIS:

This project is included in the Fiscal Year 2023/24 Capital Budget for the Wastewater Fund as Sewage Export System Inspection/Analysis Predesign/Construction Project # 2445 with an available budget of \$150,000. Fiscal Year 2024/25 contains an additional \$100,000 for a total project budget of \$250,000. There is sufficient budget to allow the completion of the proposed Professional Services Agreement with HDR, Inc.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services focusing on industry best practices and continuous improvement – Objective B: Optimize preventative maintenance of District utility system assets – Tactic 1: Continue corrective maintenance to improve system reliability – Activity b: Inspect and repair wastewater systems asset deficiencies; and – Objective D: Prioritize Capital Project planning and delivery toward uniform service using industry standards, asset condition data, and a focus on climate resilience and emergency preparedness – Tactic 2: Improve sewer system reliability – Activity c: Evaluate emergency sewer storage.



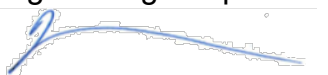
ATTACHMENTS:

HDR, Inc., Sewer Export System Study – Proposed Scope of Services and Fee Estimate

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

Submitted By:	 Joseph J. Pomroy, P.E. Engineering & Operations Manager	Approved By:	 Bradley A. Johnson, P.E. General Manager/CEO
Reviewed By:	 Vanetta Van Cleave Chief Financial Officer		



June 28, 2024

Joseph J. Pomroy, P.E.
Engineering and Operations Manager
North Tahoe Public Utility District
875 National Avenue
PO Box 139
Tahoe Vista, CA 96148

RE: Sewer Export System Study

Dear Mr. Pomroy,

Attached please find our cost proposal for the Sewer Export System Study. We look forward to assisting you on this important project.

The North Tahoe Public Utility District (NTPUD) conveys wastewater flows through their Sewage Export System (SES), which consists of a chain of four pumping stations, force mains, and gravity sewers that carries NTPUD flows to the JSF (Joint Sewage Facility), a pipeline they jointly own with Tahoe City PWD (TCPUD) which carries NTPUD and TCPUD flows to T-TSA's Truckee River interceptor (TRI)). The TRI then conveys flows to T-TSA's WWPT in Truckee, CA.

NTPUD has asked HDR to perform an evaluation of the SES that will include: review of existing condition assessment data, a review of system configuration and operations, an analysis of available storage and current odor operations. The proposed scope of work is provided in Attachment A and cost and rate schedule are provided in Attachment B.

We are excited to continue our long working relationship with North Tahoe Public Utility District. If you have questions, please contact Thomas Hoffman at 916.817.4781 or thomas.hoffman@hdrinc.com.

Sincerely,

HDR Engineering, Inc.

Holly L.L. Kennedy, PE (CA)
Senior Vice President

Tom Hoffman, PE (NV, CA)
Project Manager

ATTACHMENT A – Scope of Work

ATTACHMENT B – Estimate Work Effort and Cost

Attachment A - Scope of Work

North Tahoe Public Utility District

Sewage Export System Study

Task 1 – Project Management

Subtask 1.1 – Project Management and Quality Assurance/Quality Control (QA/QC) Program

This subtask includes project management activities needed to assist budget, resources, and schedule, and to coordinate with NTPUD. HDR will prepare invoices and progress reports monthly, summarizing budget and schedule status in measurable terms. Other activities will include scheduling of staff and coordination of the internal team and subconsultants.

HDR will develop a QA/QC plan and coordinate its implementation for the scope of work. Deliverables to NTPUD will receive an internal, independent review by HDR senior technical staff before submittal to NTPUD. HDR will conduct a Project Approach and Resource Review (PARR) meeting internally to review the project's technical approach and resource allocation at project commencement.

Deliverables: Monthly invoices with progress report in PDF format.

Assumptions: Project will be completed by December 2024.

Subtask 1.2 – Meetings and Site Visits

HDR will conduct a kick-off meeting to introduce the project team and to discuss goals/objectives, deliverables, schedule, communication protocols, meetings, and other administrative items. Up to two HDR team members will attend the kick-off meeting, assumed to be up to two hours in length held virtually.

HDR will conduct weekly one-hour progress meetings (up to 12) with the NTPUD project manager and its representatives. Meetings will be held virtually via Microsoft Teams, with attendance by HDR's project manager and as-needed attendance by the project engineers and various disciplines. A meeting agenda and minutes summarizing action items and decisions will be provided.

Up to two HDR team members will also attend a Draft Study Review Workshop. HDR will meet with NTPUD staff and its representatives to discuss comments on the Draft Sewer Export System Study. It is assumed this meeting is in-person and two hours in length.

HDR will transfer NTPUD comments received in writing to a Microsoft Excel-based comment log for response tracking. The review comment log will be maintained to track HDR responses to comments. The comment response log will be submitted with the subsequent design deliverable.

Two HDR team members will make a site visit during the condition assessment review and planning stage. It is assumed that HDR will be accompanied by NTPUD and that there will be access to the NTPUD facilities. A site-visit agenda and summary will be prepared.

Deliverables: Review comment log, meeting agenda materials, and minutes, and site visit summary in PDF format delivered electronically.

Assumptions: Kick-off meeting and workshop may be held virtually, or in-person as specified above (with key discipline leads participating by video conference). Site visit will be completed in one day and no testing will be completed as part of this scope.

Task 2 – Condition Assessment and Operations Review and Planning

HDR will review existing data including condition assessment reports and pumping station and pipeline record drawings and SCADA data. The following will be included in a Condition Assessment Review and Planning TM:

Condition Assessment

- Review existing CCTV inspection reports and evaluate condition of gravity pipelines.
- Evaluate potential inspection methods for force main pipelines based on access, age, material, and flow, including options for screening inspections and detailed inspections.
- Evaluate implementation requirements for force main inspection methods, including inspection tool insertion/retrieval, inspection tool propulsion through pipeline (i.e., free swimming, self-propelled, winching, etc.), and flow control/bypass/down-time requirements.
- Make recommendations for force main inspection program, with estimated costs and schedule.

SES Site and Operations Review

- Review pressure ratings of pipe vs. the existing pressure conditions and transients.
- Review hydraulic grade lines and pump curves.
- Review flow and runtime data.
- Review pipeline velocities and storage detention times.
- Review preliminary soil corrosivity data.
- Review existing odor control system data and provide an odor testing plan, with estimated costs and schedule.

Deliverables: Draft and Final Condition Assessment and Operations Review and Planning TM in PDF format delivered electronically.

Assumptions:

- CCTV of gravity pipelines downstream of National, inlet to Canelian is complete with PACP scoring.
- CCTV of gravity pipelines downstream of Canelian, inlet to Dollar is complete with PACP scoring.
- CCTV of JSF, downstream of Dollar, through Tahoe City is complete with PACP scoring.
- CCTV of gravity pipelines downstream of Secline, at inlet to National is not complete. This pipe is PVC and was installed in 2004 to replace original gravity main.
- NTPUD can complete the missing CCTV with PACP scoring.
- Force main inspection implementation to be included in a future scope if needed.
- Odor testing to be included in a future scope if needed.
- NTPUD has existing information from pumping station design projects including design pressures, surge design, and anticipated pipeline pressures.
- Condition assessment of pumping stations is not included.
- SES Odors are not currently monitored.
- NTPUD will provide a single set of compiled comments on the Draft TM within 10 working days following submittal.
- Final Condition Assessment and Operations Review and Planning TM will be completed within 40 working days of NTP.

Task 3 – Sewer Export System Study

Following the review of the existing information and acceptance of the implementation plan, HDR will prepare the Sewer Export System Study. The Sewer Export System Study will include the information in the subtasks described below.

Task 3.1 - System Configuration/Operations Evaluation

HDR will evaluate and propose options for operations optimization of the SES. This evaluation will include the following:

- Evaluate placement of isolation valves, ARVs, and other appurtenances in SES force mains.
- Review level of redundancy in the SES and evaluate appropriateness of redundancy approach.

- Review current bypass options and identify potential improvements.

Task 3.2 – System Storage Evaluation

HDR will evaluate the available and required system storage and compile options for expansion and use during shutdowns. This will include the following:

- Evaluate storage time currently available in the SES at average day and peak day flows.
- Compile pumping stations into a linear model for evaluation of storage and shutdown scenarios (Microsoft Excel).
- Assess benefits of improving system storage to allow shutdowns for repair/maintenance and identify potential options for doing so.
 - This analysis will include storage options in NTPUD service area and in TCPUD's service area along the JSF.

Task 3.3 – Odor Control Evaluation

HDR will provide an analysis of NTPUD's existing odor control approach and identify potential improvements to the chlorine injection system. Recommendations will be based on the odor testing (if performed following the testing plan submitted in Task 2) and a desktop study of the wastewater quality and flow characteristics in the SES. This task includes an HDR Odor Control Specialist to provide different options for odor control and the pros and cons of each method.

Task 3.4 – Identification of Improvements

Utilizing the results of Task 2 and the evaluations in Subtasks 3.1 through 3.3, HDR will recommend improvements to operations and assets. This will include a compiled list of actionable improvements and conceptual level cost estimates and prioritization schedule.

Deliverables: Draft and Final Sewer Export System Study in PDF format delivered electronically.

Assumptions:

- HDR will provide draft submittal to NTPUD for review and comment 10 working days before Review Workshop.
- NTPUD will provide review comments during the workshop and in a single compiled set within 10 working days following the submittal review workshop.
- Final Sewer Export System Study will be completed within 100 working days from NTP.

Task 4 – Supplemental Condition Assessment (Optional)

This optional task would include supplemental condition assessment or field testing that may be recommended following the review of the existing information. HDR will provide a scope and fee for this work if-needed.

Attachment B - Estimated Work Effort and Cost

North Tahoe Public Utility District

Sewer Export System Study

Task No.	Task Description	QA/QC	Project Manager	Project Engineer	Odor Control Engineer	Technical Editor	Admin/ Clerical	Total HDR Labor Hours	Total HDR Labor (\$)	HDR Expenses w/ 5% mark-up (\$)	Subs w/ 5% mark-up (\$)	Total Cost (\$)
Task 1 - Project Management												
1.1	Project Management and Quality Assurance/Quality Control Program	8	16	10		8	20	62	\$12,203			\$12,203
1.2	Meetings and Site Visits	14	22	14	8			58	\$13,754	\$500		\$14,254
	Subtotal Task 1	22	38	24	8	8	20	120	\$25,956	\$500	\$0	\$26,456
Task 2 - Condition Assessment and Operations Review and Planning												
	Condition Assessment and Operations Review and Planning TM	6	20	80	16			122	\$20,711			\$20,711
	Subtotal Task 2	6	20	80	16	0	0	122	\$20,711	\$0	\$0	\$20,711
Task 3 - Sewer Export System Study												
3.1	System Configuration/Operations Evaluation	4	10	40				54	\$9,312			\$9,312
3.2	Systems Storage Evaluation	4	20	80				104	\$17,131			\$17,131
3.3	Odor Control Evaluation	6	18	36	40			100	\$18,490			\$18,490
3.4	Identification of Improvements	6	24	60	16			106	\$18,930			\$18,930
	Subtotal Task 3	20	72	216	56	0	0	364	\$63,863	\$0	\$0	\$63,863
COLUMN TOTALS		48	130	320	80	8	20	606	\$110,530	\$500	\$0	\$111,030



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: August 13, 2024

ITEM: F- 4

FROM: Office of the General Manager

SUBJECT: Declare Items/Vehicles as Surplus and Authorize Sale, Donation, or Disposal as Appropriate

RECOMMENDATION:

Declare vehicles, equipment, and other items no longer used or useful as surplus and authorized for sale, donation, and/or disposal as appropriate.

DISCUSSION:

The District works to dispose of items that are not used and useful. The staff has prepared a list of items for disposal that are no longer used or useful to the District. The vehicles, equipment, and items proposed for surplus are documented on the attached itemized listing.

FISCAL ANALYSIS:

No significant fiscal impact. Revenue generated from the auction of equipment will be placed into District funds as Gain on Sales of Surplus Equipment.

Vehicles will be sold through auction, with the proceeds going back into the Fleet Fund – Gain on Sales of Surplus Equipment.

ATTACHMENTS: Surplus Equipment Listing

MOTION: Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: _____

Ken Fischer
Utility Operations Manager

Reviewed By: _____

Vanetta Van Cleave
Chief Financial Officer

Approved By: _____

Joseph J. Pomroy, P.E.
Engineering and Operations Manager

Approved By: _____

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

2024 Surplus Equipment

#8 2006 Chevy Colorado Pick-up Truck 73,800 Mileage
#52 2005 Chevy Silverado Pick-up Truck 92,700 Mileage
#53 2005 GMC Sierra Pick-up Truck 132,800 Mileage
#54 2005 Chevy Silverado Pick-up Truck 108,000 Mileage
#55 2005 Dodge Ram Pick-up Truck 93,000 Mileage
#87 2000 Chevy Silverado Pick-up Truck 60,000 Mileage
#88 2005 Chevy Silverado Pick-up Truck 143,600 Mileage
#94 2005 Dodge Ram Pick-up Truck 152,000 Mileage
#911 1996 Godwin Sewer Pump & trailer 206 Hours
#70 2006 Sullair 49HP Towable Air Compressor
(3) Snow Blowers (1) 1995 and (2) 2005
(4) Knack Job Boxes
(1 pair) Truck bed side toolboxes
Misc Bumpers and tailgates
(3) Suitcase light stands
(1) Skil Chop Saw
(1) Chainsaw

SURPLUS ITEMS FROM THE NORTH TAHOE EVENT CENTER:

1 Yamaha P22 upright piano
1 Large wooden hutch
2 Armchairs
1 Footrest
2 Branch room screens
3 Branch containers
1 Blue velvet couch

2	Electric warming cabinets
3	Sheet pan racks
1	Hexagon wooden ceremony arch
1	Ping pong table
Misc	Catering serving equipment
4	Rolling branch carts
9	Filing cabinets
50	5" saucer plates
50	Soup cups
60	bowls
200	Dinner plates
70	Coffee mugs
240	Salad plates
200	knives
200	Forks
200	Spoons
130	Butter dish