



**AGENDA AND MEETING NOTICE
OF THE FINANCE COMMITTEE
NORTH TAHOE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

Friday, September 13, 2024, at 2:30 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
FINANCE COMMITTEE**

A meeting of the North Tahoe Public Utility District Finance Committee will be held on Friday, September 13, 2024, 2:30 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 1:30 p.m. on September 13, 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 Finance Committee 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 Financial Statements – Recommendation to Full Board](#)
(Pages 7-44)
- b. [Review Accounts Paid & Payable – Recommendation to Full Board](#)
(Page 45)
- c. [Review North Tahoe Event Center Event Projections](#) (Page 46)
- d. [Review an Amendment to the Placer County Transient Occupancy Tax Funds Grant Agreement for the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project – Recommendation to Full Board](#)
(Pages 47-51)
- e. [Review Resolution 2024-21 Establishing a Grant Management Policy – Recommendation to Full Board](#) (Pages 52-64)
- f. [Review Proposed InvoiceCloud Customer Portal Software Implementation and Services Agreement with InvoiceCloud – Recommendation to Full Board](#) (Pages 65-73)
- g. [Review Long Range Calendar](#) (Page 74)

4. ADJOURNMENT

Committee: Director Coolidge, Director Mourelatos, General Manager Johnson, Chief Financial Officer Van Cleave

Agenda Posted on September 10, 2024 by Misty Moga, Administrative Liaison



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 2024
FROM: Chief Financial Officer
SUBJECT: Finance Committee Agenda Memo

SELECTED TOPICS OF DISCUSSION:

a. Review Draft Financial Statements as of July 31st – Recommendation to Full Board

Consolidated Income Statement Highlights:

Line 32 – Net income of \$238k is \$232k higher than budgeted due to lower than anticipated operating expenses.

Line 4 – Operating revenue under budget largely in Water and Recreation & Parks.

Line 6 – Salaries and wages are under budget due to open positions and high utilization of paid time off. The change in value of paid-time-off accrual due to annual COLA will be trueed up quarterly.

Line 7 – Employee benefits are trending very close to budgeted at the District level.

Line 8 and 10 – Discussed at the enterprise level.

Line 14 – Depreciation is starting the year very close to anticipated.

Line 22 – Based on expected project expenditure timeline, there is no grant revenue budgeted until the month of December.

Quick reminder, this month is the first month demonstrating the allocation of administrative expense to the divisions. Overall, those allocations were lower than anticipated due to lower than anticipated administrative expenses.

Wastewater Income Statement Highlights:

Line 37 – Net income of (\$138k) is \$106k higher than budgeted due to lower-than-anticipated operating expenses and administrative allocation.

Line 6 – Lower than budgeted salaries due to open positions.

Line 7 – While benefits are positively correlated to salaries at the organizational level and are over budget, the current month allocation is higher than budgeted due to accrual of paid time off. Staff will be conducting an analysis, adjusting the methodology, and trueing up in August.

Line 8 – Outside services expenses are below budget due to timing of patch pave expenditures.

Line 21 – Allocation of administrative and general is under budget this month as the Administrative and General Division is under budget overall, hence less expense to allocate to the divisions.

Water Income Statement Highlights:

Line 37 – Net income of \$159k is \$43k higher than budgeted due to lower than anticipated operating expenses and administrative allocation largely offsetting lower than anticipated consumption revenues.

Line 4 – Operating revenue is lower than anticipated due to a lower consumption charges than anticipated.

Line 6 – Lower than budgeted salaries due to open positions.

Line 7 – While benefits are positively correlated to salaries at the organizational level and are over budget, the current month allocation is higher than budgeted due to accrual of paid time off. Staff will be conducting an analysis, adjusting the methodology, and trueing up in August.

Line 10 – Other operating expenses are under budget due to timing of hydrants, materials, and meters purchases.

Line 21 – Allocation of administrative and general is under budget this month as the Administrative and General Division is under budget overall, hence less expense to allocate to the divisions.

Recreation & Parks Income Statement Highlights:

Line 37 – Net income of \$53k is \$7k higher than budgeted due to lower than budgeted allocation of administration.

Line 4 – Recreation and Parks have seen a decrease in concessionaire revenue and lower than anticipated room rent at NTEC.

Line 6 – Lower than budgeted salaries due to open positions.

Line 7 – While benefits are positively correlated to salaries at the organizational level and are over budget, the current month allocation is higher than budgeted due to accrual of paid time off. Staff will be conducting an analysis, adjusting the methodology, and trueing up in August.

Line 10 – Other operating expenses are under budget due to equipment and operating supplies purchase timing.

Line 21 – Allocation of administrative and general is under budget this month as the Administrative and General Division is under budget overall, hence less expense to allocate to the divisions.

NTEC Income Statement Highlights:

Line 37 – Net income of (\$42k) is (\$19k) lower than budgeted largely due to a combination of lower revenues and higher than anticipated operating expenses.

Line 4 – Operating revenue is lower than budget by \$6k.

Line 10 – The other operating expenses are being evaluated to determine if they include items which should be reclassified to capital expenditures, this would be reflected in the August statements.

NTEC FY 2023-24 Actual to Budget Revenue & Events Highlights:

While room rent was (\$14k) lower than anticipated, ancillary revenue was higher by \$8k, resulting in a (\$6k) compared to budget.

Fleet Income Statement Highlights:

Line 21 – Allocation of administrative and general is under budget this month as the Administrative and General Division is under budget overall, hence less expense to allocate to the divisions.

General & Administrative Income Statement Highlights:

Line 37 – Net income of \$146k is \$67k higher than budgeted due to lower than anticipated operating expenses.

Line 6 – Lower than budgeted salaries due to open positions.

Line 7 – While benefits are positively correlated to salaries at the organizational level and are over budget, the current month allocation is higher than budgeted due to accrual of paid time off. Staff will be conducting an analysis, adjusting the methodology, and trueing up in August.

Line 8 – Outside services are under budget due to several factors: Timing of records retention project spend. Water modelling project timing. IT external support need lower than anticipated. Software licenses invoice timing.

Line 10 – Other operating expenses are under budget due to timing of employee uniform and safety equipment purchases.

Line 21 – Allocation of administrative and general is under budget this month as the Administrative and General Division is under budget overall, hence less expense to allocate to the divisions.

Performance to Budget Graph Highlights:

Operating revenues reflect overall lower than anticipated in consumption in Water and on Recreation and Parks due to concessionaire and room rent.

Salaries and wages reflect open positions. Outside service and other operating expenses are reflective of prior years' behavior, starting out well below budget with a heavy budget. Utilities are lower than budgeted.

Capital Outlay Highlights:

The District has initiated \$4.2m (or 59.2% of budgeted) in capital projects and purchases.

Total Reserves Highlights:

During June reserves increased by \$390k, you will notice the change between the June reserves chart which only reflect the FY24 capital budget to the July reserves chart which is restated to include the FY25 capital budget. As this chart is reflective only of current position and included futures spend but does not include projected current year performance, expected EBIDA, the light blue Available for 5 Year Capital Plan negative number reflects the amount of EBIDA required to be realized during the year. For comparison, current year remaining expected EBIDA is \$5.4m.

Liberty Electricity Usage Highlights:

National Avenue Station is trending slightly lower than prior.

Treasury Report Highlights:

During the month of July the District's cash and investments decreased by \$25k.

b. Review Accounts Paid & Payable – Recommendation to Full Board

Weekly check review questions: None to date

c. Review North Tahoe Event Center Event Projections as of July 31st

The NTEC staff continues to book reservations for the current and subsequent years. To date, \$290k in room rent has been realized and reserved for FY25, compared to the FY25 budget of \$499k.

d. Review an Amendment to the Placer County Transient Occupancy Tax Funds Grants Agreement for the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project – Recommendation to Full Board

In 2023 the District submitted a \$600,000 application for the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project to the 2023 North Tahoe Community Alliance (NTCA) – Community Vitality and Economic Health Investment, Three-year Sponsorship Program. The District's grant application was recommended for award by the NTCA however Placer County opted to award only Year One of the project at a reduced amount totaling \$100,000. This was done to allow time for the County to complete a North Lake Tahoe Trail Long-term Maintenance and Construction Master Plan prior to consideration of awarding additional grant funding for Years Two and Three of the Three-year Sponsorship Program. The District's Board of Directors approved the one-year grant agreement at their February 12, 2024 meeting.

Since that time, the completion of the North Lake Tahoe Trail Long-term Maintenance and Construction Master Plan has been delayed and Placer County has opted to move forward with approval of Years Two and Three of the original grant request to allow the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project to proceed while the Master Plan is finalized. The proposed Grant Amendment funds Years Two and Three of the project and increases the total grant amount by \$500,000 (from \$100,000 to \$600,000).

e. Review Resolution 2024-21 Establishing a Grant Management Policy – Recommendation to Full Board

The District currently does not have a Grant Management Policy. This item is being presented as a part of our continuous improvement culture and policy development initiative. During the pursuit of a potential EPA grant opportunity, this policy bumped to the top of the prioritization list as the grant requires a formal Grant Management Policy. The Accounting and Engineering staff have worked collaboratively to develop the policy based on GFOA best practices, review of the Code of Federal Regulations – Title 2, and incorporating our current practices so they align with District's priorities. Staff is available to provide additional information or answers questions.

f. Review Proposed InvoiceCloud Customer Portal Software Implementation and Services Agreement with InvoiceCloud – Recommendation to Full Board


The current on-line customer payment interface with our utility billing software has passed end of life and is no longer supported by the developer. As the District strives to maintain transparent billing and charge practices, staff has evaluated options for increased customer access to on-line billing and account information in order to promote transparency and increase customer service levels. Staff is available to provide additional information or answers questions.


g. Review Long Range Calendar

Next Month Agenda:

- Review Financial Statements
- Review Accounts Paid & Payable
- Annual Review Unfunded Pension Liability – CalPERS announces 9.3% investment return for FY24
- Annual Review Prefund Pension Liability

REVIEW TRACKING:

Submitted by: 
Vanetta N. Van Cleave
Chief Financial Officer

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



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024

ITEM: G-3a

FROM: Finance Department

SUBJECT: Draft Financial Reports through July 31, 2024

DISCUSSION:

The following draft financial reports provide the revenue and expense status of the North Tahoe Public Utility District as of the month ending July 31, 2024. This report represents 1/12 or 8% of the fiscal year.

- **All Funds:** At the end of July, the District's Revenues exceeded Expenses by \$238,430. This represents Net Income of \$231,517 over Budget. Operating Revenues are below budget by (\$28,236). The District as a whole, is (\$260,400) or (14.4%) under Budget for expenses at month end, primarily due to Other Operating Expenses being under budget by (\$116,642) and Outside Services/Contractual being under by (\$85,972). Salaries and Employee benefits were also less than budget largely due to open positions. Capital projects and purchases in the amount of \$4,239,720 have been initiated year-to-date (YTD).
- **All Wastewater Funds:** This report includes the Wastewater Operations Fund, the Wastewater Reserve Fund, and the Wastewater System Replacement Fund. At the end of July, the Wastewater Expenses exceeded Revenues by (\$137,902). Operating Revenues for the month are ahead of Budget due to connection fees collected in July. Operating Expenses are (\$47,041) or (11.5%) under Budget at month end, largely due to Outside Services/Contractual. Combined this results in a YTD performance of \$105,767 better than Budget.

The Wastewater Fund has expended \$13,522 and encumbered an additional \$127,604 for CIP through July 31, 2024. See Capital Outlay page.

- **All Water Funds:** This report includes the Water Operations Fund, the Water Reserve Fund, and the Water System Replacement Fund. At the end of July, the Water Revenues exceeded Expenses by \$159,287. Operating Revenues for the month are under budget by \$24,351 largely due to consumption at a lower rate than anticipated. Operating Expenses for the month are under budget by (\$38,327) or (9.3%) due to Other Operating Expenses under budget by (\$39,882). Combined this results in a YTD performance of \$42,821 better than Budget.

The Water Fund has expended \$46,672 and encumbered an additional \$2,781,533 for CIP through July 31, 2024.

- **All Recreation & Parks:** This report includes the Regional Park, Recreation Programming, the TVRA Boat Ramp, the Event Center, and contractual maintenance services provided to Placer County and Kings Beach Elementary School. At the end of July, the Recreation & Parks Revenues exceeded Expenses by \$53,346. Recreation and Parks Operating Revenues are less than Budget at month end by (\$15,964). Total Expenses at month end are (\$2,652) below Budget.

The Recreation and Parks have expended \$29,022 and encumbered an additional \$821,883 for CIP Parks Projects through July 31, 2024. See Capital Outlay page.

- **North Tahoe Event Center (NTEC):** NTEC has a Net Loss of (\$42,499) for the month compared to Budget Net Loss of (\$22,806). The Net Loss outcome is (\$19,693) negative to budget.
- **Fleet:** Operating Expenses at month end are (\$5,952) under budget.

Fleet has no expenditures for CIP and encumbered \$257,390 through July 31, 2024. See Capital Outlay page.

- **General & Administrative and Base:** Operating Expenses at year end are (\$166,429) or (27.3%) below Budget, due to Outside Services and Other Operating Expenses.

Administration has expended \$45,837 for CIP and encumbered \$116,257 through July 31, 2024. See Capital Outlay page.

- **Capital Outlay:** The District has expended \$135,054 on Capital and encumbered an additional \$4,104,667.

ATTACHMENTS: Financial Reports for July 31, 2024

REVIEW TRACKING:

Submitted by:



Vanetta N. Van Cleave
Chief Financial Officer

Approved by: 

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



**Statement of Revenues and Expenses
For the Period Ended July 31, 2024**

Income Statement	Month-To-Date				Year-To-Date				FY 2024
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
1 Operations									
2 Operating Revenue	\$ 1,129,401	\$ 1,161,599	\$ (32,198)	-2.8%	\$ 1,129,401	\$ 1,161,599	\$ (32,198)	-2.8%	\$ 1,049,058
3 Internal Revenue	16,549	12,587	3,962	31.5%	16,549	12,587	3,962	31.5%	13,575
4 Total Operating Revenue	\$ 1,145,950	\$ 1,174,186	\$ (28,236)	-2.4%	\$ 1,145,950	\$ 1,174,186	\$ (28,236)	-2.4%	\$ 1,062,633
5									
6 Salaries and Wages	\$ (579,824)	\$ (630,389)	\$ 50,565	8.0%	\$ (579,824)	\$ (630,389)	\$ 50,565	8.0%	\$ (538,627)
7 Employee Benefits	(258,188)	(259,880)	1,692	0.7%	(258,188)	(259,880)	1,692	0.7%	(222,909)
8 Outside Services/Contractual	(123,056)	(209,028)	85,972	41.1%	(123,056)	(209,028)	85,972	41.1%	(132,152)
9 Utilities	(84,558)	(95,496)	10,938	11.5%	(84,558)	(95,496)	10,938	11.5%	(69,083)
10 Other Operating Expenses	(136,117)	(252,759)	116,642	46.1%	(136,117)	(252,759)	116,642	46.1%	(129,990)
11 Insurance	(36,583)	(36,512)	(71)	-0.2%	(36,583)	(36,512)	(71)	-0.2%	(31,112)
12 Internal Expense	(16,549)	(12,587)	(3,962)	-31.5%	(16,549)	(12,587)	(3,962)	-31.5%	(11,547)
13 Debt Service	(2,796)	(2,796)	-	0.0%	(2,796)	(2,796)	-	0.0%	(3,239)
14 Depreciation	(307,431)	(306,055)	(1,376)	-0.4%	(307,431)	(306,055)	(1,376)	-0.4%	(261,588)
15 Total Operating Expense	\$ (1,545,102)	\$ (1,805,502)	\$ 260,400	14.4%	\$ (1,545,102)	\$ (1,805,502)	\$ 260,400	14.4%	\$ (1,400,247)
16									
17 Operating Income(Loss)	\$ (399,152)	\$ (631,316)	\$ 232,164	36.8%	\$ (399,152)	\$ (631,316)	\$ 232,164	36.8%	\$ (337,614)
18									
19 Non-Operations									
20 Property Tax Revenue	\$ 575,000	\$ 575,000	\$ -	0.0%	\$ 575,000	\$ 575,000	\$ -	0.0%	\$ 525,000
21 Community Facilities District (CFD 94-1)	58,095	56,908	1,187	2.1%	58,095	56,908	1,187	2.1%	56,964
22 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	156,100
23 Interest	7,154	8,333	(1,179)	-14.1%	7,154	8,333	(1,179)	-14.1%	-
24 Other Non-Op Revenue	6,247	6,321	(74)	-1.2%	6,247	6,321	(74)	-1.2%	6,124
25 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
26 Other Non-Op Expenses	(8,914)	(8,333)	(581)	-7.0%	(8,914)	(8,333)	(581)	-7.0%	(8,903)
27 Income(Loss)	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 397,671
28									
29 Additional Funding Sources									
30 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
31 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
32 Balance	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 397,671
Operating Income	\$ (399,152)	\$ (631,316)	\$ 232,164	36.8%	\$ (399,152)	\$ (631,316)	\$ 232,164	36.8%	\$ (337,614)
Net Income(Loss)	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 397,671
Earnings Before Interest, Depreciation & Amortization	\$ 548,657	\$ 315,764	\$ 232,893	73.8%	\$ 548,657	\$ 315,764	\$ 232,893	73.8%	\$ 662,498
Operating Ratio	135%	154%	-19%	-12.3%	135%	154%	-19%	-12.3%	132%
Operating Ratio - plus Tax & CFD	87%	100%	-13%	-13.1%	87%	100%	-13%	-13.1%	85%
Debt Service Coverage Ratio	85.28	2.47	8280%	-8033%	85.28	2.47	8280%	-8033%	122.78



Actual Results For the Month Ended July 31, 2024

Income Statement	Wastewater	Water	Recreation & Parks	Fleet & Equipment	General & Administrative	Total
1 Operations						
2 Operating Revenue	\$ 426,743	\$ 471,674	\$ 227,672	\$ -	\$ 3,312	\$ 1,129,401
3 Internal Revenue	4,080	7,469	5,000	-	-	16,549
4 Total Operating Revenue	\$ 430,823	\$ 479,143	\$ 232,672	\$ -	\$ 3,312	\$ 1,145,950
5						
6 Salaries and Wages	\$ (121,260)	\$ (91,513)	\$ (107,036)	\$ (14,932)	\$ (245,083)	\$ (579,824)
7 Employee Benefits	(70,519)	(52,466)	(60,822)	(9,320)	(65,060)	(258,188)
8 Outside Services/Contractual	(2,806)	(21,117)	(17,815)	(484)	(80,835)	(123,056)
9 Utilities	(19,869)	(37,601)	(16,682)	(757)	(9,648)	(84,558)
10 Other Operating Expenses	(37,628)	(41,491)	(18,643)	(13,277)	(25,078)	(136,117)
11 Internal Expense	(927)	(1,151)	(8,180)	(135)	(6,155)	(16,549)
12 Debt Service	-	(2,796)	-	-	-	(2,796)
13 Insurance	(7,655)	(7,655)	(7,655)	(5,142)	(8,476)	(36,583)
14 Depreciation	(99,888)	(117,592)	(71,200)	(15,301)	(3,450)	(307,431)
15 Total Operating Expense	(360,552)	(373,382)	(308,034)	(59,348)	(443,786)	(1,545,102)
16						
17 Operating Contribution	\$ 70,271	\$ 105,761	\$ (75,362)	\$ (59,348)	\$ (440,474)	\$ (399,151)
18						
19 Allocation of Base	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20 Allocation of Fleet	(29,631)	(27,984)	(10,675)	68,290	-	-
21 Allocation of General & Administrative	(178,542)	(185,157)	(151,465)	-	515,164	-
22 Operating Income(Loss)	\$ (137,902)	\$ (107,379)	\$ (237,502)	\$ 8,942	\$ 74,690	\$ (399,151)
23						
24 Non-Operations						
25 Property Tax Revenue	\$ -	\$ 266,667	\$ 233,333	\$ 8,333	\$ 66,667	\$ 575,000
26 Community Facilities District (CFD 94-1)	-	-	58,095	-	-	58,095
27 Grant Revenue	-	-	-	-	-	-
28 Interest	-	-	-	-	7,154	7,154
29 Other Non-Op Revenue	-	-	-	-	6,247	6,247
30 Capital Contribution	-	-	-	-	-	-
31 Other Non-Op Expenses	-	-	(581)	-	(8,333)	(8,914)
32 Income(Loss)	\$ (137,902)	\$ 159,287	\$ 53,345	\$ 17,275	\$ 146,424	\$ 238,430
33						
34 Additional Funding Sources						
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36 Transfers	-	-	-	-	-	-
37 Balance	\$ (137,902)	\$ 159,287	\$ 53,345	\$ 17,275	\$ 146,424	\$ 238,430
Earnings Before Interest, Depreciation & Amortization	\$ (38,014)	\$ 279,675	\$ 124,545	\$ 32,577	\$ 149,874	\$ 548,657
Operating Ratio	84%	78%	132%		13400%	Median
Operating Ratio - plus Tax & CFD	84%	50%	59%	712%	634%	54%



YTD For the Period Ended July 31, 2024

Income Statement	Wastewater	Water	Recreation & Parks	Fleet & Equipment	General & Administrative	Total
1 Operations						
2 Operating Revenue	\$ 426,743	\$ 471,674	\$ 227,672	\$ -	\$ 3,312	\$ 1,129,401
3 Internal Revenue	4,080	7,469	5,000	-	-	16,549
4 Total Operating Revenue	\$ 430,823	\$ 479,143	\$ 232,672	\$ -	\$ 3,312	\$ 1,145,950
5						
6 Salaries and Wages	\$ (121,260)	\$ (91,513)	\$ (107,036)	\$ (14,932)	\$ (245,083)	\$ (579,824)
7 Employee Benefits	(70,519)	(52,466)	(60,822)	(9,320)	(65,060)	(258,188)
8 Outside Services/Contractual	(2,806)	(21,117)	(17,815)	(484)	(80,835)	(123,056)
9 Utilities	(19,869)	(37,601)	(16,682)	(757)	(9,648)	(84,558)
10 Other Operating Expenses	(37,628)	(41,491)	(18,643)	(13,277)	(25,078)	(136,117)
11 Internal Expense	(927)	(1,151)	(8,180)	(135)	(6,155)	(16,549)
12 Debt Service	-	(2,796)	-	-	-	(2,796)
13 Insurance	(7,655)	(7,655)	(7,655)	(5,142)	(8,476)	(36,583)
14 Depreciation	(99,888)	(117,592)	(71,200)	(15,301)	(3,450)	(307,431)
15 Total Operating Expense	(360,552)	(373,382)	(308,034)	(59,348)	(443,786)	(1,545,102)
16						
17 Operating Contribution	\$ 70,271	\$ 105,761	\$ (75,362)	\$ (59,348)	\$ (440,474)	\$ (399,151)
18						
19 Allocation of Base	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20 Allocation of Fleet	(29,631)	(27,984)	(10,675)	68,290	-	-
21 Allocation of General & Administrative	(178,542)	(185,157)	(151,465)	-	515,164	-
22 Operating Income(Loss)	\$ (137,902)	\$ (107,379)	\$ (237,502)	\$ 8,942	\$ 74,690	\$ (399,151)
23						
24 Non-Operations						
25 Property Tax Revenue	\$ -	\$ 266,667	\$ 233,333	\$ 8,333	\$ 66,667	\$ 575,000
26 Community Facilities District (CFD 94-1)	-	-	58,095	-	-	58,095
27 Grant Revenue	-	-	-	-	-	-
28 Interest	-	-	-	-	7,154	7,154
29 Other Non-Op Revenue	-	-	-	-	6,247	6,247
30 Capital Contribution	-	-	-	-	-	-
31 Other Non-Op Expenses	-	-	(581)	-	(8,333)	(8,914)
32 Income(Loss)	\$ (137,902)	\$ 159,287	\$ 53,345	\$ 17,275	\$ 146,424	\$ 238,430
33						
34 Additional Funding Sources						
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36 Transfers	-	-	-	-	-	-
37 Balance	\$ (137,902)	\$ 159,287	\$ 53,345	\$ 17,275	\$ 146,424	\$ 238,430
Earnings Before Interest, Depreciation & Amortization	\$ (38,014)	\$ 279,675	\$ 124,545	\$ 32,577	\$ 149,874	\$ 548,657
Operating Ratio	84%	78%	132%			Median
Operating Ratio - plus Tax & CFD	84%	50%	59%			54%



Wastewater Operations
Statement of Revenues and Expenses
For the Period Ended July 31, 2024

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
1 Operations									
2 Operating Revenue	\$ 426,743	\$ 415,487	\$ 11,256	2.7%	\$ 426,743	\$ 415,487	\$ 11,256	2.7%	\$ 368,605
3 Internal Revenue	4,080	4,080	-	0.0%	4,080	4,080	-	0.0%	3,680
4 Total Operating Revenue	\$ 430,823	\$ 419,567	\$ 11,256	2.7%	\$ 430,823	\$ 419,567	\$ 11,256	2.7%	\$ 372,285
5									
6 Salaries and Wages	\$ (121,260)	\$ (136,751)	\$ 15,491	11.3%	\$ (121,260)	\$ (136,751)	\$ 15,491	11.3%	\$ (100,513)
7 Employee Benefits	(70,519)	(70,356)	(163)	-0.2%	(70,519)	(70,356)	(163)	-0.2%	(49,831)
8 Outside Services/Contractual	(2,806)	(30,242)	27,436	90.7%	(2,806)	(30,242)	27,436	90.7%	(3,652)
9 Utilities	(19,869)	(19,730)	(139)	-0.7%	(19,869)	(19,730)	(139)	-0.7%	(15,755)
10 Other Operating Expenses	(37,628)	(35,620)	(2,008)	-5.6%	(37,628)	(35,620)	(2,008)	-5.6%	(5,056)
11 Insurance	(7,655)	(7,771)	116	1.5%	(7,655)	(7,771)	116	1.5%	(6,217)
12 Internal Expense	(927)	(926)	(1)	-0.1%	(927)	(926)	(1)	-0.1%	(978)
13 Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
14 Depreciation	(99,888)	(106,197)	6,309	5.9%	(99,888)	(106,197)	6,309	5.9%	(98,697)
15 Total Operating Expense	\$ (360,552)	\$ (407,593)	\$ 47,041	11.5%	\$ (360,552)	\$ (407,593)	\$ 47,041	11.5%	\$ (280,699)
16									
17 Operating Contribution	\$ 70,271	\$ 11,974	\$ 58,297	486.9%	\$ 70,271	\$ 11,974	\$ 58,297	486.9%	\$ 91,586
18									
19 Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
20 Allocation of Fleet	(29,631)	(28,333)	(1,298)	-4.6%	(29,631)	(28,333)	(1,298)	-4.6%	(25,828)
21 Allocation of General & Administrative	(178,542)	(227,310)	48,768	21.5%	(178,542)	(227,310)	48,768	21.5%	-
22 Operating Income(Loss)	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ 65,758
23									
24 Non-Operations									
25 Property Tax Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
26 Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
27 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
28 Interest	-	-	-	0.0%	-	-	-	0.0%	-
29 Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
30 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
31 Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
32 Income(Loss)	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ 65,758
33									
34 Additional Funding Sources									
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
36 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
37 Balance	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ 65,758
Earnings Before Interest, Depreciation & Amortization	\$ (38,014)	\$ (137,472)	\$ 99,458	72.3%	\$ (38,014)	\$ (137,472)	\$ 99,458	72.3%	\$ 164,455
Operating Ratio	84%	97%	-13%	-13.9%	84%	97%	-13%	-13.9%	75%
Operating Ratio - plus Tax & CFD	84%	97%	-13%	-13.9%	84%	97%	-13%	-13.9%	75%



**Statement of Revenues and Expenses
For the Period Ended July 31, 2024**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
1 Operations									
2 Operating Revenue	\$ 471,674	\$ 498,337	\$ (26,663)	-5.4%	\$ 471,674	\$ 498,337	\$ (26,663)	-5.4%	\$ 395,161
3 Internal Revenue	7,469	5,157	2,312	44.8%	7,469	5,157	2,312	44.8%	4,986
4 Total Operating Revenue	\$ 479,143	\$ 503,494	\$ (24,351)	-4.8%	\$ 479,143	\$ 503,494	\$ (24,351)	-4.8%	\$ 400,147
5									
6 Salaries and Wages	\$ (91,513)	\$ (102,350)	\$ 10,837	10.6%	\$ (91,513)	\$ (102,350)	\$ 10,837	10.6%	\$ (95,476)
7 Employee Benefits	(52,466)	(50,265)	(2,201)	-4.4%	(52,466)	(50,265)	(2,201)	-4.4%	(46,806)
8 Outside Services/Contractual	(21,117)	(16,194)	(4,923)	-30.4%	(21,117)	(16,194)	(4,923)	-30.4%	(13,504)
9 Utilities	(37,601)	(43,210)	5,609	13.0%	(37,601)	(43,210)	5,609	13.0%	(29,312)
10 Other Operating Expenses	(41,491)	(81,373)	39,882	49.0%	(41,491)	(81,373)	39,882	49.0%	(78,701)
11 Insurance	(7,655)	(7,771)	116	1.5%	(7,655)	(7,771)	116	1.5%	(6,217)
12 Internal Expense	(1,151)	(1,151)	-	0.0%	(1,151)	(1,151)	-	0.0%	(2,123)
13 Debt Service	(2,796)	(2,796)	-	0.0%	(2,796)	(2,796)	-	0.0%	(3,239)
14 Depreciation	(117,592)	(106,599)	(10,993)	-10.3%	(117,592)	(106,599)	(10,993)	-10.3%	(95,346)
15 Total Operating Expense	\$ (373,382)	\$ (411,709)	\$ 38,327	9.3%	\$ (373,382)	\$ (411,709)	\$ 38,327	9.3%	\$ (370,724)
16									
17 Operating Contribution	\$ 105,761	\$ 91,785	\$ 13,976	15.2%	\$ 105,761	\$ 91,785	\$ 13,976	15.2%	\$ 29,423
18									
19 Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
20 Allocation of Fleet	(27,984)	(26,758)	(1,226)	-4.6%	(27,984)	(26,758)	(1,226)	-4.6%	(24,290)
21 Allocation of General & Administrative	(185,157)	(215,228)	30,071	14.0%	(185,157)	(215,228)	30,071	14.0%	-
22 Operating Income(Loss)	\$ (107,380)	\$ (150,201)	\$ 42,821	28.5%	\$ (107,380)	\$ (150,201)	\$ 42,821	28.5%	\$ 5,133
23									
24 Non-Operations									
25 Property Tax Revenue	\$ 266,667	\$ 266,667	\$ -	0.0%	\$ 266,667	\$ 266,667	\$ -	0.0%	\$ 141,667
26 Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
27 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
28 Interest	-	-	-	0.0%	-	-	-	0.0%	-
29 Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	6,124
30 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
31 Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
32 Income(Loss)	\$ 159,287	\$ 116,466	\$ 42,821	36.8%	\$ 159,287	\$ 116,466	\$ 42,821	36.8%	\$ 152,924
33									
34 Additional Funding Sources									
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
36 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
37 Balance	\$ 159,287	\$ 116,466	\$ 42,821	36.8%	\$ 159,287	\$ 116,466	\$ 42,821	36.8%	\$ 152,924
Earnings Before Interest, Depreciation & Amortization	\$ 279,675	\$ 225,861	\$ 53,814	23.8%	\$ 279,675	\$ 225,861	\$ 53,814	23.8%	\$ 251,509
Operating Ratio	78%	82%	-4%	-4.7%	78%	82%	-4%	-4.7%	93%
Operating Ratio - plus Tax & CFD	50%	53%	-3%	-6.3%	50%	53%	-3%	-6.3%	68%



**Recreation & Parks Operations
Statement of Revenues and Expenses
For the Period Ended July 31, 2024**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
1 Operations									
2 Operating Revenue	\$ 227,672	\$ 245,275	\$ (17,603)	-7.2%	\$ 227,672	\$ 245,275	\$ (17,603)	-7.2%	\$ 270,910
3 Internal Revenue	5,000	3,350	1,650	49.3%	5,000	3,350	1,650	49.3%	2,881
4 Total Operating Revenue	\$ 232,672	\$ 248,625	\$ (15,953)	-6.4%	\$ 232,672	\$ 248,625	\$ (15,953)	-6.4%	\$ 273,791
5									
6 Salaries and Wages	\$ (107,036)	\$ (110,495)	\$ 3,459	3.1%	\$ (107,036)	\$ (110,495)	\$ 3,459	3.1%	\$ (109,808)
7 Employee Benefits	(60,822)	(51,294)	(9,528)	-18.6%	(60,822)	(51,294)	(9,528)	-18.6%	(51,294)
8 Outside Services/Contractual	(17,815)	(18,470)	655	3.5%	(17,815)	(18,470)	655	3.5%	(15,096)
9 Utilities	(16,682)	(19,589)	2,907	14.8%	(16,682)	(19,589)	2,907	14.8%	(12,871)
10 Other Operating Expenses	(18,643)	(27,755)	9,112	32.8%	(18,643)	(27,755)	9,112	32.8%	(14,795)
11 Insurance	(7,655)	(7,771)	116	1.5%	(7,655)	(7,771)	116	1.5%	(6,217)
12 Internal Expense	(8,180)	(5,875)	(2,305)	-39.2%	(8,180)	(5,875)	(2,305)	-39.2%	(5,424)
13 Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
14 Depreciation	(71,200)	(69,436)	(1,764)	-2.5%	(71,200)	(69,436)	(1,764)	-2.5%	(54,988)
15 Total Operating Expense	\$ (308,033)	\$ (310,685)	\$ 2,652	0.9%	\$ (308,033)	\$ (310,685)	\$ 2,652	0.9%	\$ (270,493)
16									
17 Operating Contribution	\$ (75,361)	\$ (62,060)	\$ (13,301)	-21.4%	\$ (75,361)	\$ (62,060)	\$ (13,301)	-21.4%	\$ 3,298
18									
19 Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
20 Allocation of Fleet	(10,675)	(10,208)	(467)	-4.6%	(10,675)	(10,208)	(467)	-4.6%	(9,154)
21 Allocation of General & Administrative	(151,465)	(171,476)	20,011	11.7%	(151,465)	(171,476)	20,011	11.7%	-
22 Operating Income(Loss)	\$ (237,501)	\$ (243,744)	\$ 6,243	2.6%	\$ (237,501)	\$ (243,744)	\$ 6,243	2.6%	\$ (5,856)
23									
24 Non-Operations									
25 Property Tax Revenue	\$ 233,333	\$ 233,333	\$ -	0.0%	\$ 233,333	\$ 233,333	\$ -	0.0%	\$ 220,833
26 Community Facilities District (CFD 94-1)	58,095	56,908	1,187	2.1%	58,095	56,908	1,187	2.1%	56,964
27 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	156,100
28 Interest	-	-	-	0.0%	-	-	-	0.0%	-
29 Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
30 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
31 Other Non-Op Expenses	(581)	-	(581)	-100.0%	(581)	-	(581)	-100.0%	(570)
32 Income(Loss)	\$ 53,346	\$ 46,497	\$ 6,849	14.7%	\$ 53,346	\$ 46,497	\$ 6,849	14.7%	\$ 427,471
33									
34 Additional Funding Sources									
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
36 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
37 Balance	\$ 53,346	\$ 46,497	\$ 6,849	14.7%	\$ 53,346	\$ 46,497	\$ 6,849	14.7%	\$ 427,471
Earnings Before Interest, Depreciation & Amortization	\$ 124,546	\$ 115,933	\$ 8,613	7.4%	\$ 124,546	\$ 115,933	\$ 8,613	7.4%	\$ 482,459
Operating Ratio	132%	125%	7%	5.9%	132%	125%	7%	5.9%	99%
Operating Ratio - plus Tax & CFD	59%	58%	1%	1.9%	59%	58%	1%	1.9%	49%



Division
Department

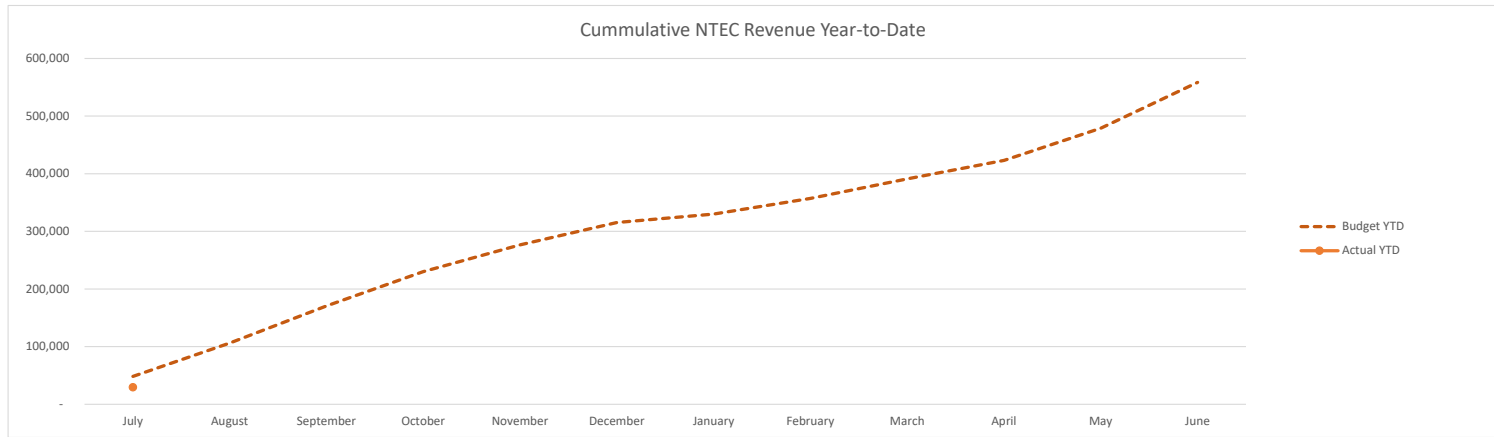
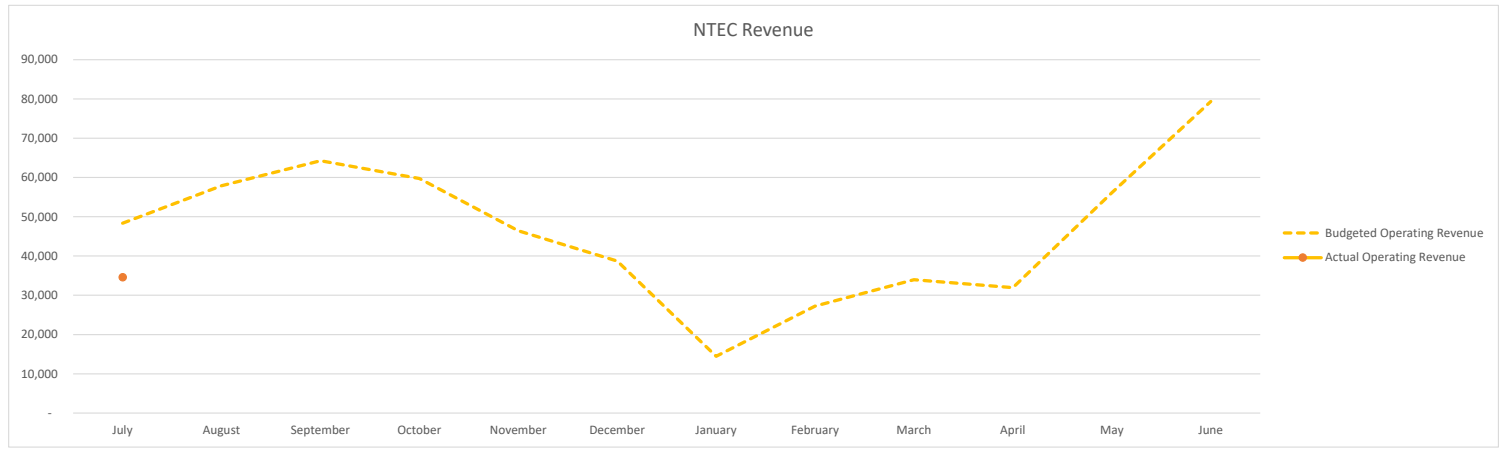
51-5100
Recreation & Parks
Event Center Operations

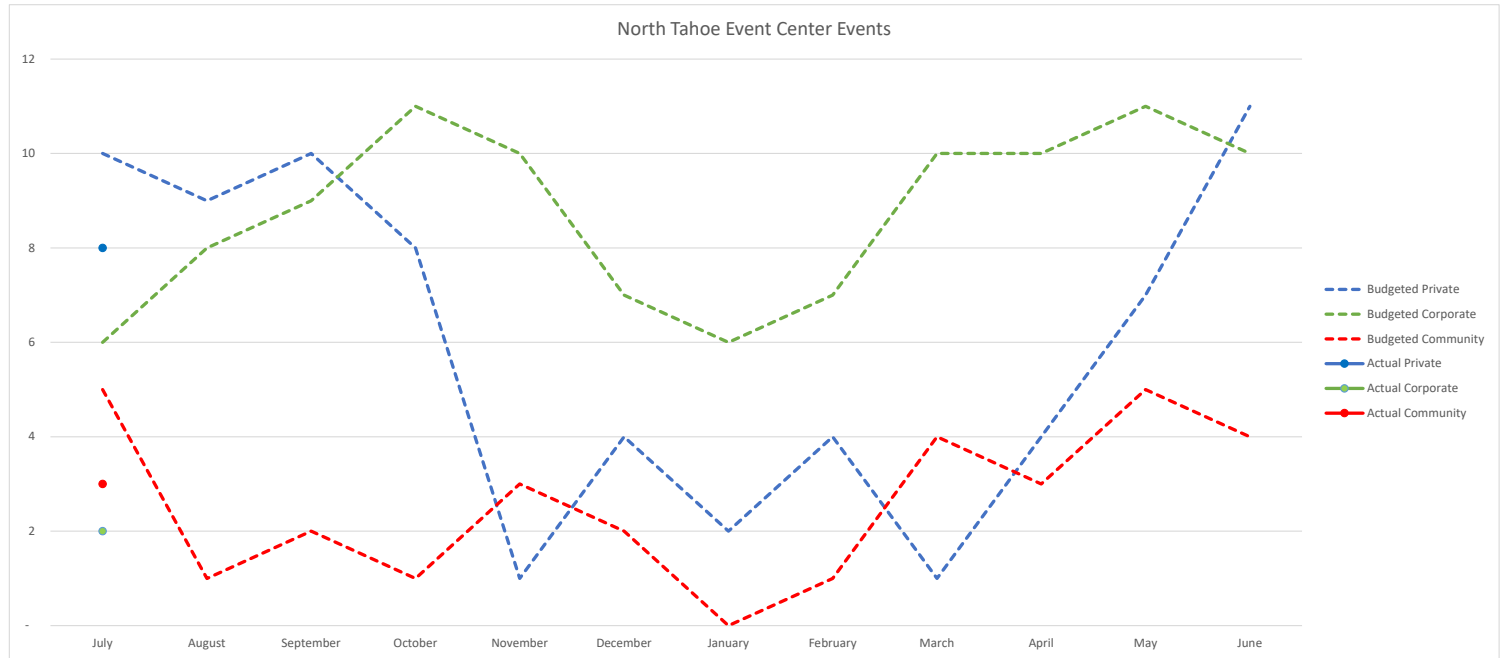
Statement of Revenues and Expenses
For the Period Ended July 31, 2024

Income Statement	Month-To-Date				Year-To-Date				Prior YTD
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
1 Operations									
2 Operating Revenue	\$ 37,339	\$ 45,025	\$ (7,686)	-17.1%	\$ 37,339	\$ 45,025	\$ (7,686)	-17.1%	\$ 58,405
3 Internal Revenue	5,000	3,350	1,650	49.3%	5,000	3,350	1,650	49.3%	2,881
4 Total Operating Revenue	\$ 42,339	\$ 48,375	\$ (6,036)	-12.5%	\$ 42,339	\$ 48,375	\$ (6,036)	-12.5%	\$ 61,286
5									
6 Salaries and Wages	\$ (31,436)	\$ (35,163)	\$ 3,727	10.6%	\$ (31,436)	\$ (35,163)	\$ 3,727	10.6%	\$ (36,914)
7 Employee Benefits	(17,401)	(17,654)	253	1.4%	(17,401)	(17,654)	253	1.4%	(16,784)
8 Outside Services/Contractual	(329)	(720)	391	54.3%	(329)	(720)	391	54.3%	(295)
9 Utilities	(9,303)	(9,104)	(199)	-2.2%	(9,303)	(9,104)	(199)	-2.2%	(7,437)
10 Other Operating Expenses	(24,512)	(6,695)	(17,817)	-266.1%	(24,512)	(6,695)	(17,817)	-266.1%	(10,299)
11 Insurance	-	-	-	0.0%	-	-	-	0.0%	-
12 Internal Expense	(1,857)	(1,845)	(12)	-0.7%	(1,857)	(1,845)	(12)	-0.7%	(1,751)
13 Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
14 Depreciation	-	-	-	0.0%	-	-	-	0.0%	-
15 Total Operating Expense	\$ (84,838)	\$ (71,181)	\$ (13,657)	-19.2%	\$ (84,838)	\$ (71,181)	\$ (13,657)	-19.2%	\$ (73,480)
16									
17 Operating Contribution	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (12,194)
18									
19 Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
20 Allocation of Fleet	-	-	-	0.0%	-	-	-	0.0%	-
21 Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
22 Operating Income(Loss)	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (12,194)
23									
24 Non-Operations									
25 Property Tax Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
26 Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
27 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
28 Interest	-	-	-	0.0%	-	-	-	0.0%	-
29 Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
30 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
31 Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
32 Income(Loss)	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (12,194)
33									
34 Additional Funding Sources									
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
36 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
37 Balance	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (42,499)	\$ (22,806)	\$ (19,693)	-86.4%	\$ (12,194)

North Tahoe Event Center
FY 2024-25

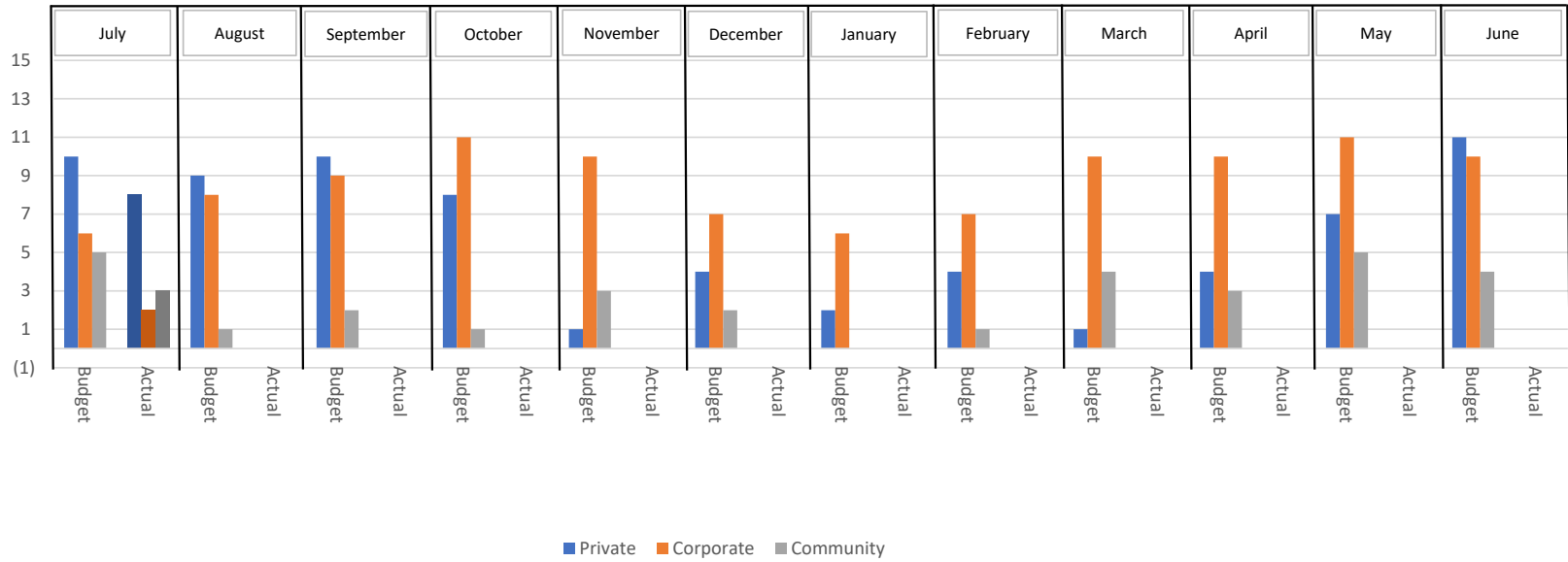
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenue													
Private	31,555	34,935	38,871	31,341	14,558	16,942	2,302	13,316	7,288	9,631	22,603	42,161	265,503
Corporate	6,970	15,902	11,907	23,206	27,004	17,948	11,262	10,348	20,189	14,804	22,789	22,774	205,103
Community	3,150	1,106	2,213	1,106	2,656	1,771	-	885	3,542	2,656	4,427	4,426	27,938
Budgeted Total Room Rent	41,675	51,943	52,991	55,653	44,218	36,661	13,564	24,549	31,019	27,091	49,819	69,361	498,544
Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Ancillary Revenue	6,700	5,950	11,300	4,100	2,200	2,050	900	2,700	2,950	4,850	6,300	10,000	60,000
Budgeted Operating Revenue	48,375	57,893	64,291	59,753	46,418	38,711	14,464	27,249	33,969	31,941	56,119	79,361	558,544
Private	29,585	-	-	-	-	-	-	-	-	-	-	-	29,585
Corporate	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Community	-	-	-	-	-	-	-	-	-	-	-	-	-
Actual Total Room Rent	34,585	-	-	-	-	-	-	-	-	-	-	-	34,585
Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Ancillary Revenue	7,754	-	-	-	-	-	-	-	-	-	-	-	7,754
Actual Operating Revenue	42,339	-	-	-	-	-	-	-	-	-	-	-	42,339
Variance to Budget	(6,036)	(57,893)	(64,291)	(59,753)	(46,418)	(38,711)	(14,464)	(27,249)	(33,969)	(31,941)	(56,119)	(79,361)	(516,205)
# Events													
Budgeted Private	10	9	10	8	1	4	2	4	1	4	7	11	71
Budgeted Corporate	6	8	9	11	10	7	6	7	10	10	11	10	105
Budgeted Community	5	1	2	1	3	2	-	1	4	3	5	4	31
	21	18	21	20	14	13	8	12	15	17	23	25	207
Actual Private	8	-	-	-	-	-	-	-	-	-	-	-	8
Actual Corporate	2	-	-	-	-	-	-	-	-	-	-	-	2
Actual Community	3	-	-	-	-	-	-	-	-	-	-	-	3
	13	-	-	-	-	-	-	-	-	-	-	-	13





* Program & Recreation events reporting to be forthcoming

NTEC Number of Events





Fleet & Equipment Support
Statement of Revenues and Expenses
For the Period Ended July 31, 2024

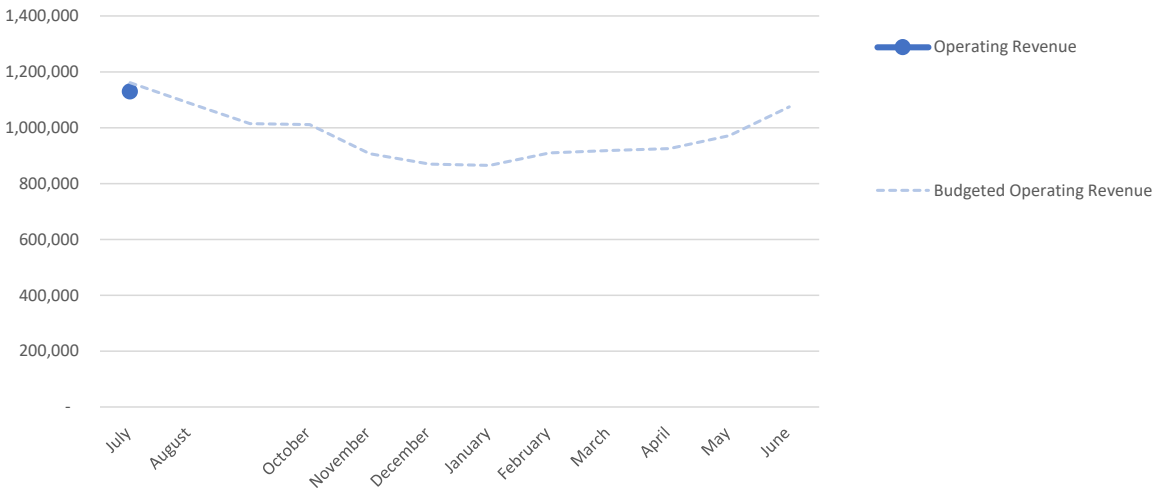
Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
1 Operations									
2 Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
3 Internal Revenue	-	-	-	0.0%	-	-	-	0.0%	-
4 Total Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
5									
6 Salaries and Wages	\$ (14,932)	\$ (14,550)	\$ (382)	-2.6%	\$ (14,932)	\$ (14,550)	\$ (382)	-2.6%	\$ (12,016)
7 Employee Benefits	(9,320)	(8,518)	(802)	-9.4%	(9,320)	(8,518)	(802)	-9.4%	(6,258)
8 Outside Services/Contractual	(484)	(100)	(384)	-384.0%	(484)	(100)	(384)	-384.0%	(74)
9 Utilities	(757)	(900)	143	15.9%	(757)	(900)	143	15.9%	(599)
10 Other Operating Expenses	(13,277)	(17,100)	3,823	22.4%	(13,277)	(17,100)	3,823	22.4%	(10,961)
11 Insurance	(5,142)	(4,676)	(466)	-10.0%	(5,142)	(4,676)	(466)	-10.0%	(5,436)
12 Internal Expense	(135)	(140)	5	3.6%	(135)	(140)	5	3.6%	(145)
13 Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
14 Depreciation	(15,301)	(19,316)	4,015	20.8%	(15,301)	(19,316)	4,015	20.8%	(9,365)
15 Total Operating Expense	\$ (59,348)	\$ (65,300)	\$ 5,952	9.1%	\$ (59,348)	\$ (65,300)	\$ 5,952	9.1%	\$ (44,854)
16									
17 Operating Contribution	\$ (59,348)	\$ (65,300)	\$ 5,952	9.1%	\$ (59,348)	\$ (65,300)	\$ 5,952	9.1%	\$ (44,854)
18									
19 Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
20 Allocation of Fleet	68,290	65,300	2,990	4.6%	68,290	65,300	2,990	4.6%	59,273
21 Allocation of General & Administrative	-	-	-	0.0%	-	-	-	0.0%	-
22 Operating Income(Loss)	\$ 8,942	\$ -	\$ 8,942	100.0%	\$ 8,942	\$ -	\$ 8,942	100.0%	\$ 14,419
23									
24 Non-Operations									
25 Property Tax Revenue	\$ 8,333	\$ 8,333	\$ -	0.0%	\$ 8,333	\$ 8,333	\$ -	0.0%	\$ 35,417
26 Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
27 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
28 Interest	-	-	-	0.0%	-	-	-	0.0%	-
29 Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
30 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
31 Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
32 Income(Loss)	\$ 17,275	\$ 8,333	\$ 8,942	107.3%	\$ 17,275	\$ 8,333	\$ 8,942	107.3%	\$ 49,836
33									
34 Additional Funding Sources									
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
36 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
37 Balance	\$ 17,275	\$ 8,333	\$ 8,942	107.3%	\$ 17,275	\$ 8,333	\$ 8,942	107.3%	\$ 49,836
Earnings Before Interest, Depreciation & Amortization	\$ 32,576	\$ 27,649	\$ 4,927	17.8%	\$ 32,576	\$ 27,649	\$ 4,927	17.8%	\$ 59,201



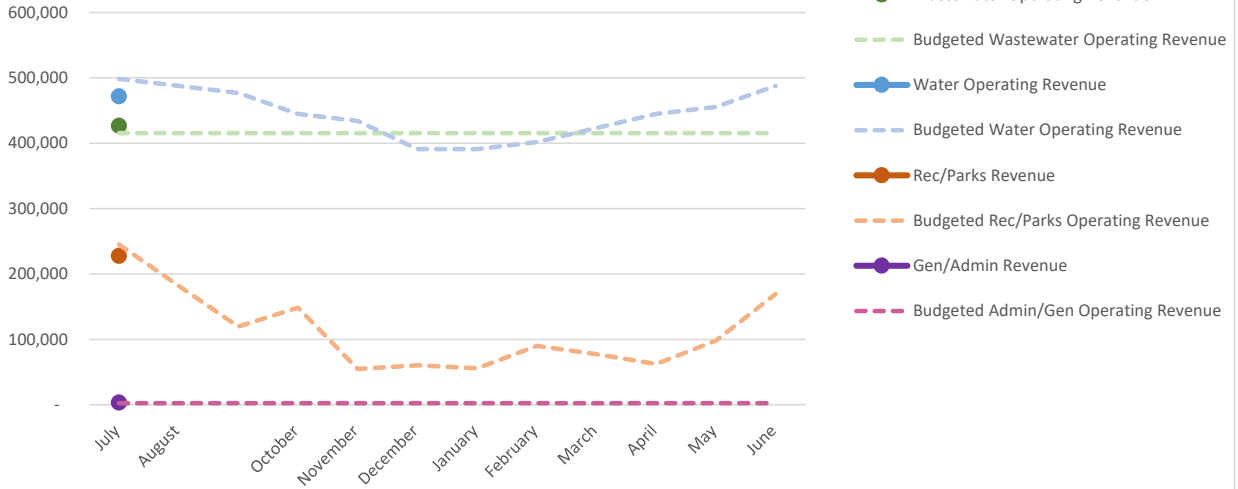
**General & Administrative Support
Statement of Revenues and Expenses
For the Period Ended July 31, 2024**

Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
1 Operations									
2 Operating Revenue	\$ 3,312	\$ 2,500	\$ 812	32.5%	\$ 3,312	\$ 2,500	\$ 812	32.5%	\$ 16,410
3 Internal Revenue	-	-	-	0.0%	-	-	-	0.0%	-
4 Total Operating Revenue	\$ 3,312	\$ 2,500	\$ 812	32.5%	\$ 3,312	\$ 2,500	\$ 812	32.5%	\$ 16,410
5									
6 Salaries and Wages	\$ (245,083)	\$ (266,243)	\$ 21,160	7.9%	\$ (245,083)	\$ (266,243)	\$ 21,160	7.9%	\$ (220,814)
7 Employee Benefits	(65,060)	(79,447)	14,387	18.1%	(65,060)	(79,447)	14,387	18.1%	(68,721)
8 Outside Services/Contractual	(80,835)	(144,023)	63,188	43.9%	(80,835)	(144,023)	63,188	43.9%	(99,825)
9 Utilities	(9,648)	(12,067)	2,419	20.0%	(9,648)	(12,067)	2,419	20.0%	(10,547)
10 Other Operating Expenses	(25,078)	(90,911)	65,833	72.4%	(25,078)	(90,911)	65,833	72.4%	(20,477)
11 Insurance	(8,476)	(8,521)	45	0.5%	(8,476)	(8,521)	45	0.5%	(7,025)
12 Internal Expense	(6,155)	(4,495)	(1,660)	-36.9%	(6,155)	(4,495)	(1,660)	-36.9%	(2,877)
13 Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
14 Depreciation	(3,450)	(4,507)	1,057	23.5%	(3,450)	(4,507)	1,057	23.5%	(3,192)
15 Total Operating Expense	\$ (443,785)	\$ (610,214)	\$ 166,429	27.3%	\$ (443,785)	\$ (610,214)	\$ 166,429	27.3%	\$ (433,478)
16									
17 Operating Contribution	\$ (440,473)	\$ (607,714)	\$ 167,241	27.5%	\$ (440,473)	\$ (607,714)	\$ 167,241	27.5%	\$ (417,068)
18									
19 Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
20 Allocation of Fleet	-	-	-	0.0%	-	-	-	0.0%	-
21 Allocation of General & Administrative	515,164	614,014	(98,850)	-16.1%	515,164	614,014	(98,850)	-16.1%	-
22 Operating Income(Loss)	\$ 74,691	\$ 6,300	\$ 68,391	1085.6%	\$ 74,691	\$ 6,300	\$ 68,391	1085.6%	\$ (417,068)
23									
24 Non-Operations									
25 Property Tax Revenue	\$ 66,667	\$ 66,667	\$ -	0.0%	\$ 66,667	\$ 66,667	\$ -	0.0%	\$ 127,083
26 Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
27 Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
28 Interest	7,154	8,333	(1,179)	-14.1%	7,154	8,333	(1,179)	-14.1%	-
29 Other Non-Op Revenue	6,247	6,321	(74)	-1.2%	6,247	6,321	(74)	-1.2%	-
30 Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
31 Other Non-Op Expenses	(8,333)	(8,333)	-	0.0%	(8,333)	(8,333)	-	0.0%	(8,333)
32 Income(Loss)	\$ 146,426	\$ 79,288	\$ 67,138	84.7%	\$ 146,426	\$ 79,288	\$ 67,138	84.7%	\$ (298,318)
33									
34 Additional Funding Sources									
35 Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
36 Transfers	-	-	-	0.0%	-	-	-	0.0%	-
37 Balance	\$ 146,426	\$ 79,288	\$ 67,138	84.7%	\$ 146,426	\$ 79,288	\$ 67,138	84.7%	\$ (298,318)
Earnings Before Interest, Depreciation & Amortization	\$ 149,876	\$ 83,795	\$ 66,081	78.9%	\$ 149,876	\$ 83,795	\$ 66,081	78.9%	\$ (295,126)

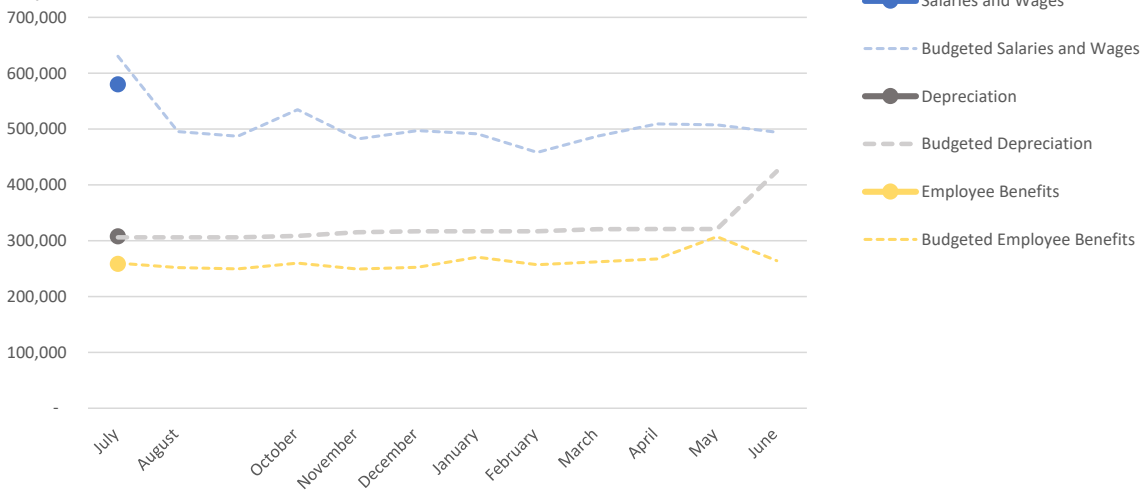
Operating Revenues Year to Date

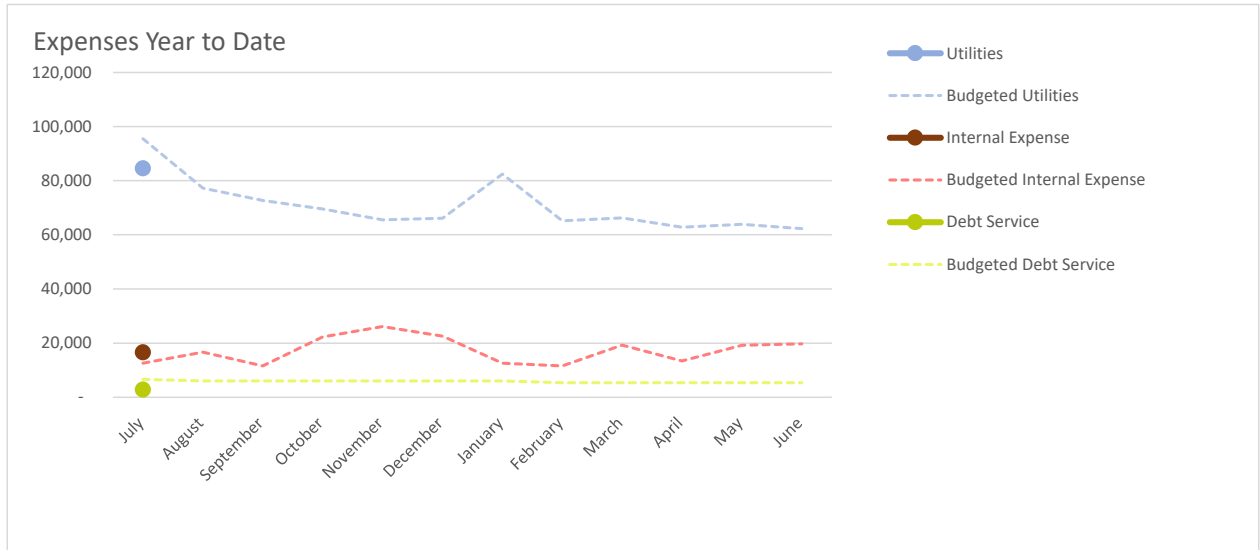
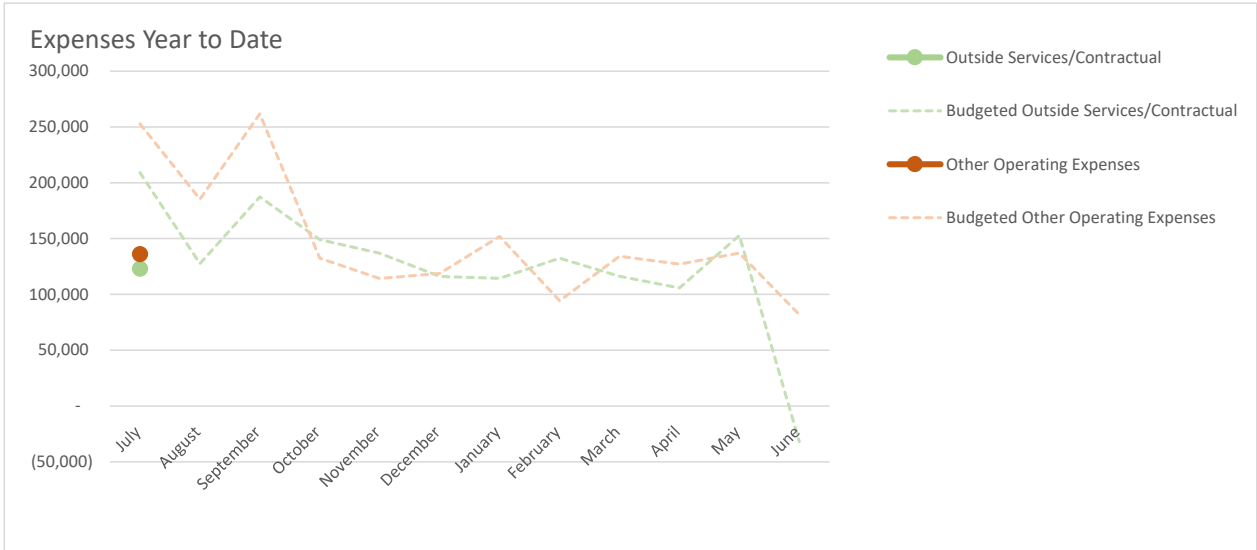


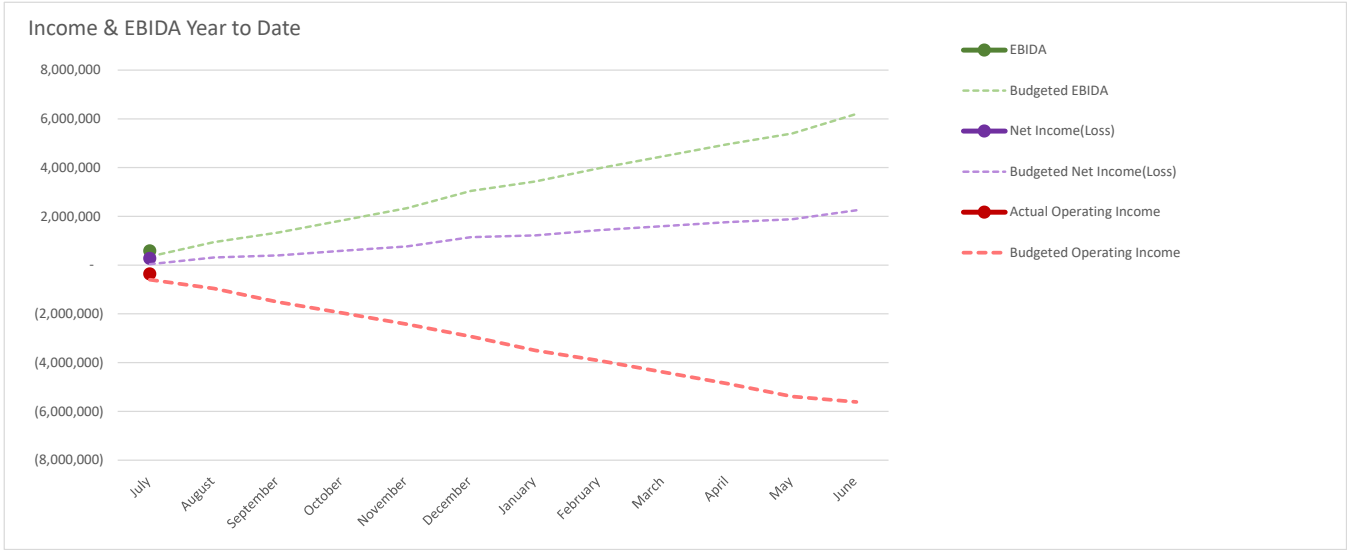
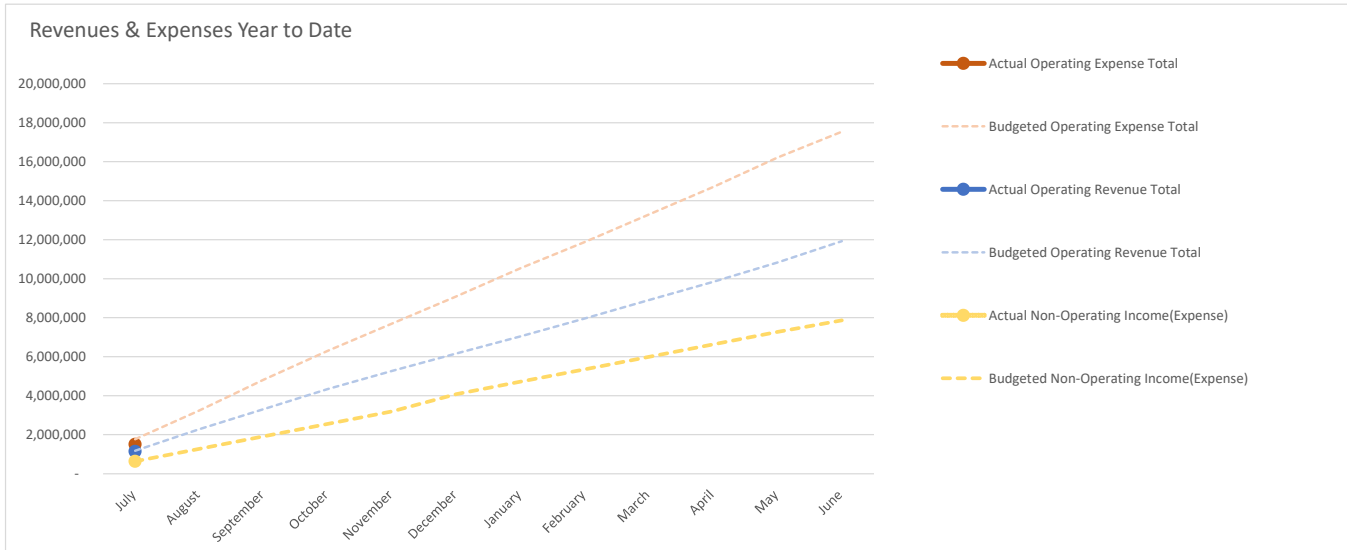
Enterprise Operating Revenues Year to Date



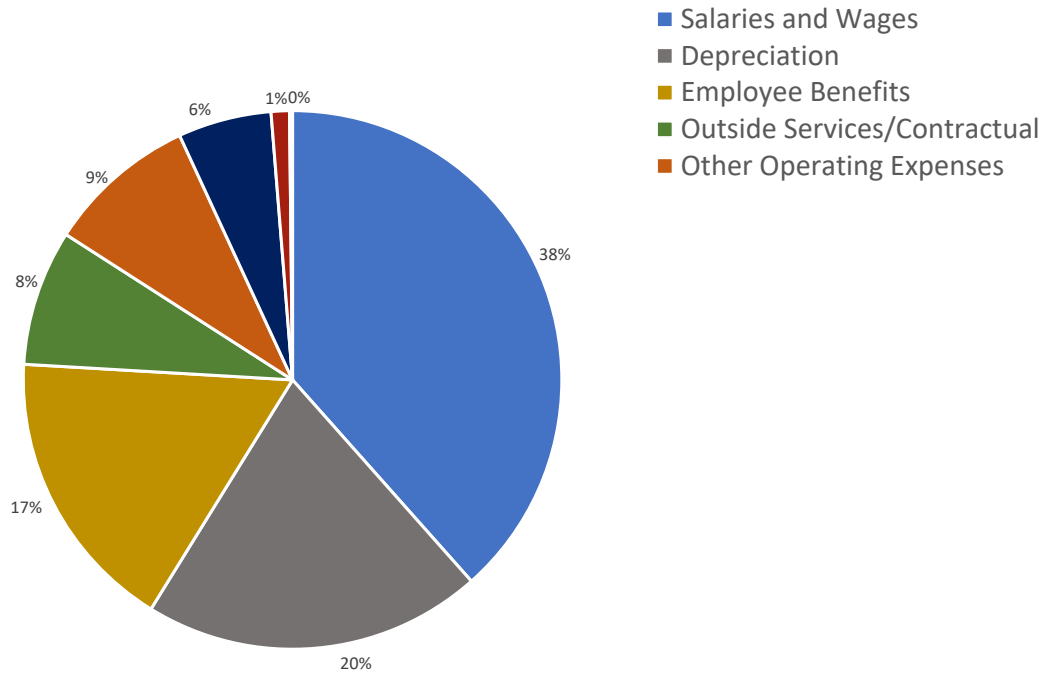
Expenses Year to Date



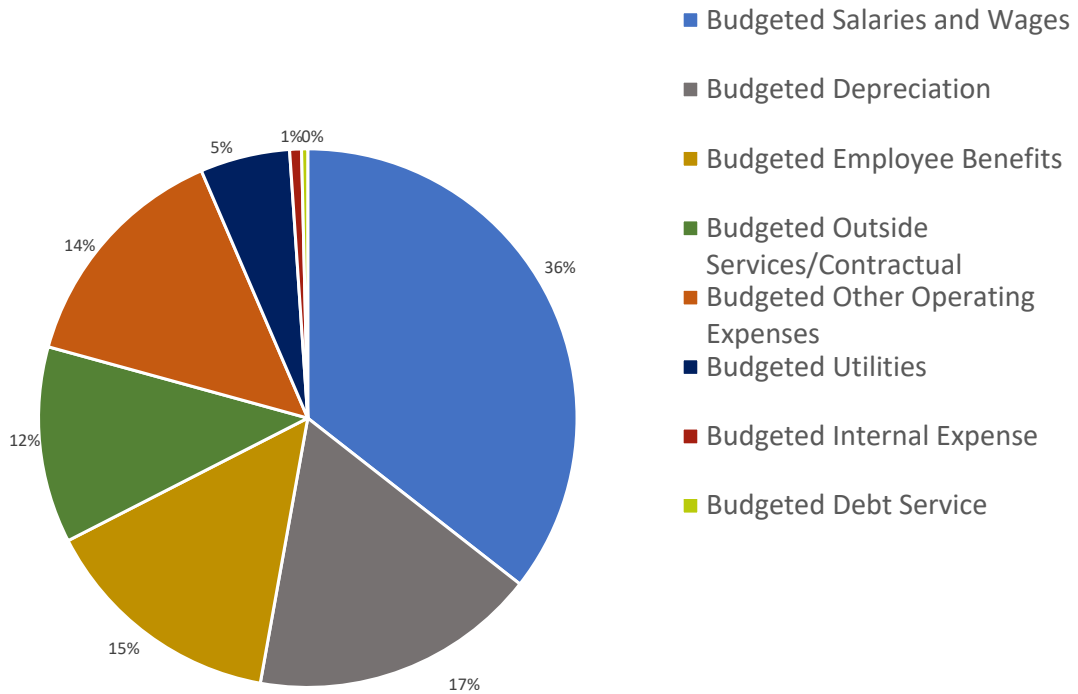




Actual July



Budgeted July



Capital Outlay

Projects In Process

For the Period Ended July 31, 2024

Project Number	Project Description	2025 Adopted Budget	Prior Year Open Project Rollforward	Budget Adjustment	Total Available Budget	Year To Date			Return to Reserves	C = Complete	G = Grant Funded	Grant Amount	Grant Funding
						Actual	Encumbered	(Over) Under Budget					
Administration & Base													
2501-0000	Base Administration Building Improvements	\$ 25,000	\$ -	\$ -	25,000	\$ 936	\$ -	\$ 24,064					
2151-0000	Master Plan: Corporation Yard Layout *	-	184,683	-	184,683	7,329	88,392	88,962					
2415-0000	Server and Network Equipment Replacement*	-	24,255	-	24,255	4,965	2,045	17,245					
2515-0000	Server and Network Equipment Replacement	50,000	-	-	50,000	-	-	50,000					
2403-0000	Administration Building Roof Improvements **	-	17,012	-	17,012	1,361	25,820	(10,169)					
2405-0000	Base Facility Detention Pond Fencing*	-	15,686	-	15,686	31,129	-	(15,443)	(15,443)	C			
2503-0000	Administration Building Roof Improvements	250,000	-	-	250,000	-	-	250,000					
2505-0000	Base Area Site Improvements	10,000	-	-	10,000	117	-	9,883					
2502-0000	Accounting Department Furniture	20,000	-	-	20,000	-	-	20,000					
Total Administration Purchases		\$ 355,000	\$ 241,636	\$ -	\$ 596,636	\$ 45,837	\$ 116,257	\$ 434,542	\$ (15,443)			\$ -	
Fleet													
2430-0000	Truck: 3/4 ton 2500HD 4x4 GMC Sierra (qty 4 left to deliver)*	\$ -	\$ 320,711	\$ -	\$ 320,711	\$ -	\$ 245,780	\$ 74,931					
2520-0000	Portable Water Pump	60,000	-	-	60,000	-	-	60,000					
2521-0000	Compact Loader	180,000	-	-	180,000	-	-	180,000					
2522-0000	MultiHog Attachments	15,000	-	-	15,000	-	11,610	3,390					
Total Fleet Purchases		\$ 255,000	\$ 320,711	\$ -	\$ 575,711	\$ -	\$ 257,390	\$ 318,321	\$ -			\$ -	
Wastewater													
Packaged Satellite Sewer Pump Station Improvements Project S-													
2244-0000	1, S-2, N-2, D-2, D-5, S-3*	\$ -	\$ 36,033	\$ -	\$ 36,033	\$ 1,340	\$ 48,395	\$ (13,702)					
2540-0000	Lower Lateral CIPP Rehabilitation	70,000	-	-	70,000	-	-	70,000					
2441-0000	Sewer Force Main Improvements*	-	25,000	-	25,000	-	12,916	12,084					
2541-0000	Sewer Force Main Improvements	70,000	-	-	70,000	-	-	70,000					
2542-0000	Lower Lateral Replacement	70,000	-	-	70,000	-	-	70,000					
2543-0000	Sewer Collection System Improvements	70,000	-	-	70,000	-	-	70,000					
Sewage Export System Inspection/Analysis													
2445-0000	Predesign/Construction **	100,000	143,562	-	243,562	925	-	242,637					
2446-0000	Satellite PS Rehabilitation Design*	-	81,132	-	81,132	9,704	66,293	5,135					
2549-0000	SCADA Infrastructure Improvements	25,000	-	-	25,000	-	-	25,000					
2552-0000	Sewage Pump Station Improvements	60,000	-	-	60,000	-	-	60,000					
2550-0021	Pavement Maintenance - Slurry Seal - Wastewater	20,500	-	-	20,500	1,553	-	18,947					
2547-0000	Satellite PS Improvements Project - 3 Stations Phase 1	100,000	-	-	100,000	-	-	100,000					
2548-0000	State Route 28 Adjust Structures - Wastewater	65,000	-	-	65,000	-	-	65,000					
Total Wastewater Purchases		\$ 650,500	\$ 285,727	\$ -	\$ 936,227	\$ 13,522	\$ 127,604	\$ 795,101	\$ -			\$ -	

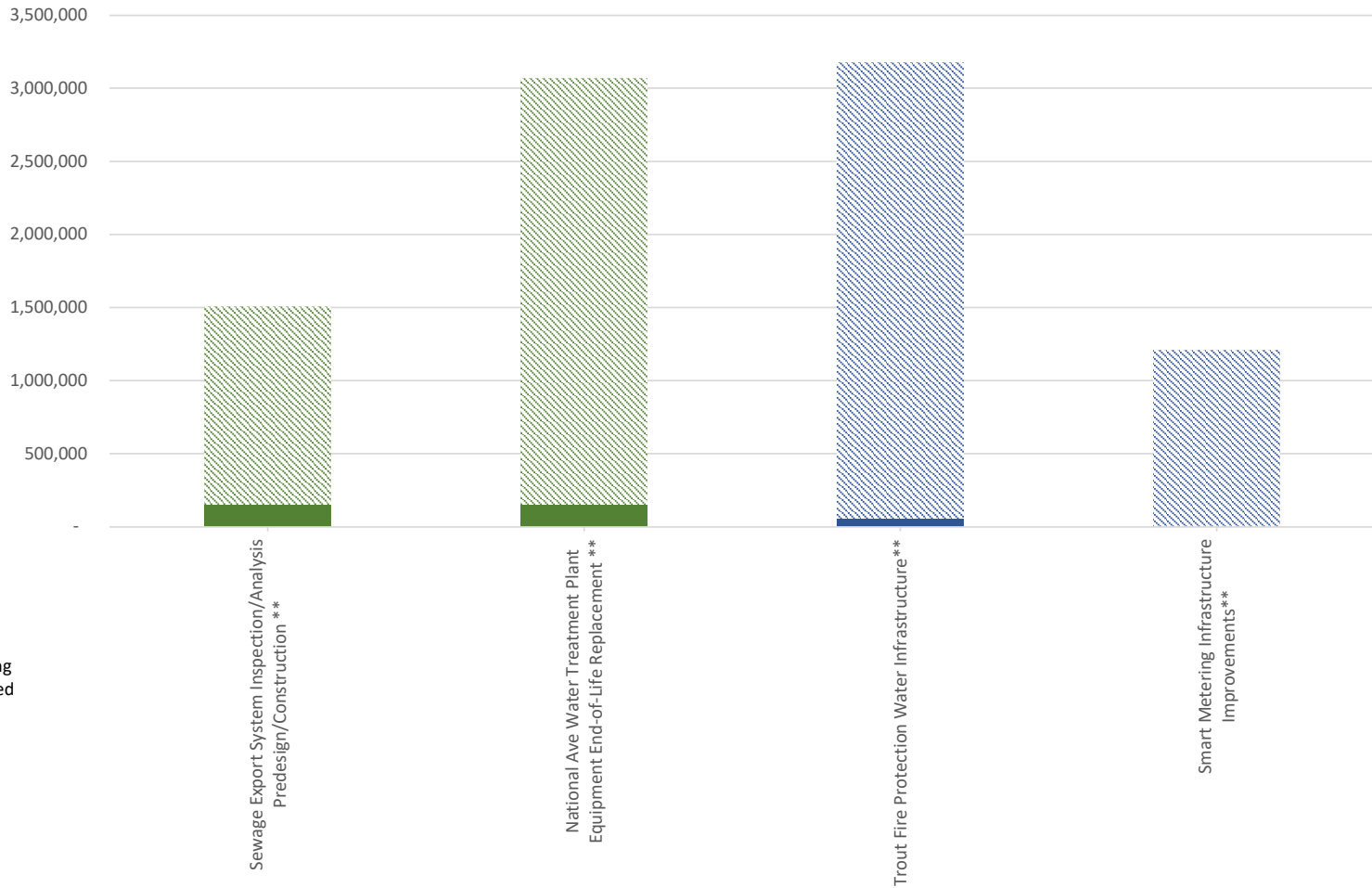
Capital Outlay

Projects In Process

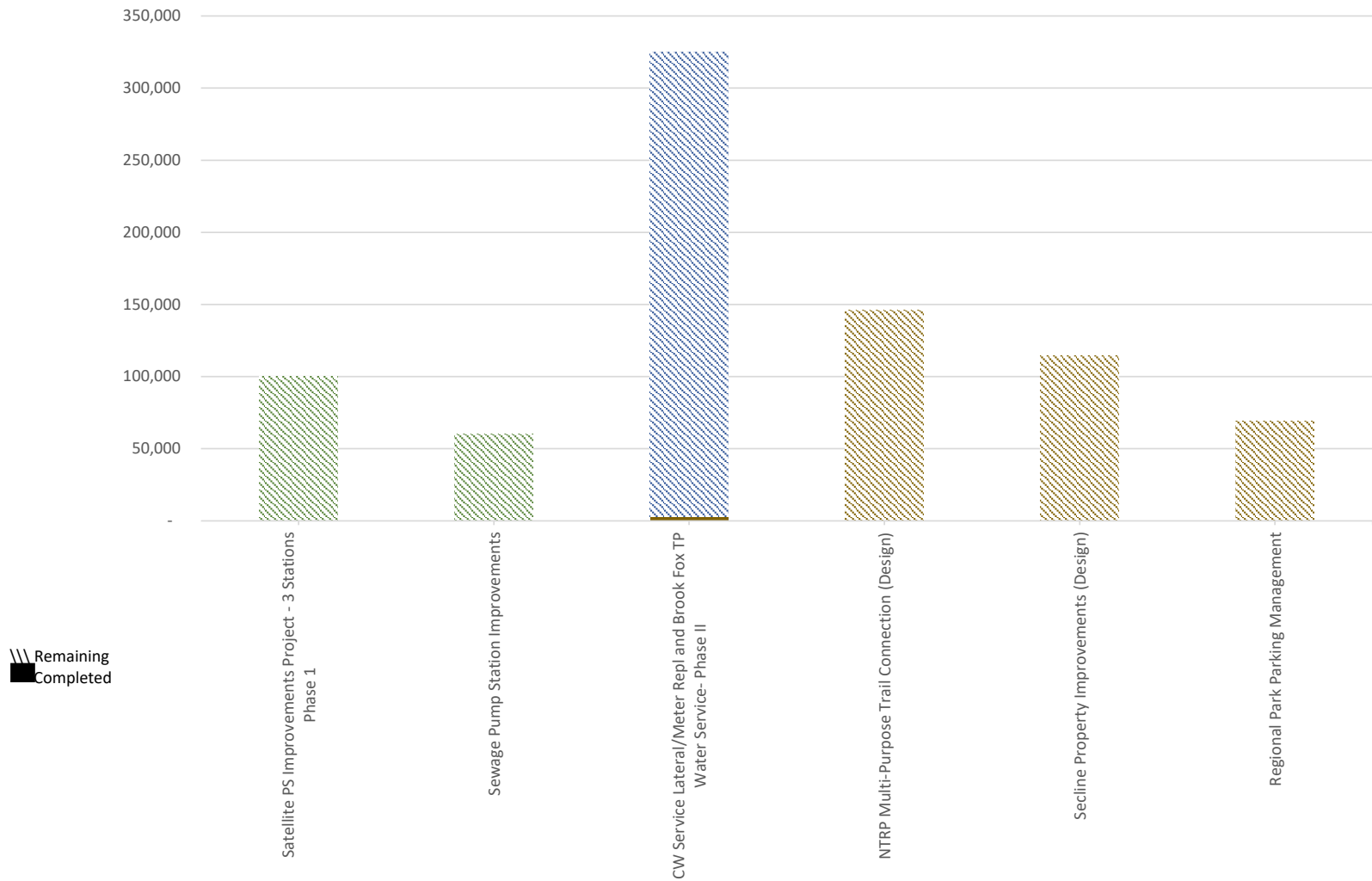
For the Period Ended July 31, 2024

Project Number	Project Description	2025 Adopted Budget	Prior Year Open Project Rollforward	Budget Adjustment	Total Available Budget	Year To Date			Return to Reserves	C = Complete G = Grant Funded	Grant Amount	Grant Funding
						Actual	Encumbered	(Over) Under Budget				
Water												
2361-0000	Brockway Drinking Water and Fire Protection Infrastructure* National Ave Water Treatment Plant Equipment End-of-Life	\$ 2,600,000	\$ 192,426	\$ -	\$ 2,792,426	\$ 9,524	\$ 2,197,850	\$ 585,052		G	743,568	27%
2464-0000	Replacement **	125,000	141,986	-	266,986	1,212	230,077	35,697				
2465-0000	Trout Fire Protection Water Infrastructure**	25,000	-	-	25,000	5,399	-	19,601				
2570-0000	Water PS Mechanical and Electrical Improvements	70,000	-	-	70,000	1,287	21,234	47,479				
2571-0000	Water Facility Improvements	70,000	-	-	70,000	-	-	70,000				
2550-0031	Pavement Maintenance - Slurry Seal - Water	25,000	-	-	25,000	734	-	24,266				
2562-0000	Smart Metering Infrastructure Improvements**	60,000	-	-	60,000	-	24,356	35,644				
2472-0000	Carnelian Woods Booster Station 2 Pump* CW Service Lateral/Meter Repl and Brook Fox TP Water Service- Phase II	-	(7,851)	-	(7,851)	25,740	9,765	(43,356)				
2560-0000		325,000	-	-	325,000	2,776	298,251	23,973				
Total Water Purchases		<u>\$ 3,300,000</u>	<u>\$ 326,561</u>	<u>\$ -</u>	<u>\$ 3,626,561</u>	<u>\$ 46,672</u>	<u>\$ 2,781,533</u>	<u>\$ 798,356</u>	<u>\$ -</u>		<u>\$ 743,568</u>	
Recreation and Parks												
2481-0000	Joint Needs Analysis - NTPUD/TCPUD Phase III *	\$ -	\$ 58,037	\$ -	\$ 58,037	\$ -	\$ 3,178	\$ 54,859		#		
2040-PLC	Wayfinding and Destination Signage Project	140,000	-	-	140,000	-	16,897	123,103		G	69,894	50%
2284-0000	NTEC Architectural Planning Study *	-	21,986	-	21,986	-	-	21,986				
2486-0000	Pickleball Plaza Improvements *	300,000	(17,103)	-	282,897	-	4,478	278,419				
2192-0000	NTEC Emergency Generator *	160,000	228,068	-	388,068	10,523	382,107	(4,562)		G	154,379	40%
2590-0000	NTEC - Furnishings, Fixtures and Building Improvements	50,000	-	-	50,000	-	-	50,000				
2482-0000	Park Facility Improvements*	-	(40,243)	-	(40,243)	5,375	-	(45,618)	(45,618)	C		
2582-0000	Park Facility Improvements	80,000	-	-	80,000	1,054	9,778	69,168				
2550-0043	Pavement Maintenance - Slurry Seal - Parks	60,000	-	-	60,000	1,467	-	58,533				
2484-0000	NTRP Multi-Purpose Trail Connection (Design)	150,000	-	-	150,000	3,901	113,070	33,029		G	83,349	56%
2580-0000	Secline Property Improvements (Design)	120,000	-	-	120,000	5,777	292,375	(178,152)				
2581-0000	Regional Park Parking Management	70,000	-	-	70,000	925	-	69,075				
2591-0000	NTEC - Bathroom Remodel (Design)	50,000	-	-	50,000	-	-	50,000				
Total Recreation and Parks Purchases		<u>\$ 1,180,000</u>	<u>\$ 250,745</u>	<u>\$ -</u>	<u>\$ 1,430,745</u>	<u>\$ 29,022</u>	<u>\$ 821,883</u>	<u>\$ 579,839</u>	<u>\$ (45,618)</u>		<u>\$ 307,621</u>	
*	Project carry-over from Prior Year											
**	Multi-year encumbrance - on 5 year CIP											
#	Non-grant cost reimbursement											
Administration & Base		\$ 355,000	\$ 241,636	\$ -	\$ 596,636	\$ 45,837	\$ 116,257	\$ 434,542	\$ (15,443)		\$ -	
Fleet		255,000	320,711	-	575,711	-	257,390	318,321	-		-	
Wastewater		650,500	285,727	-	936,227	13,522	127,604	795,101	-		-	
Water		3,300,000	326,561	-	3,626,561	46,672	2,781,533	798,356	-		743,568	
Recreation and Parks		1,180,000	250,745	-	1,430,745	29,022	821,883	579,839	(45,618)		307,621	
Total Capital Expenditures		<u>\$ 5,740,500</u>	<u>\$ 1,425,380</u>	<u>\$ -</u>	<u>\$ 7,165,880</u>	<u>\$ 135,054</u>	<u>\$ 4,104,667</u>	<u>\$ 2,926,160</u>	<u>\$ (61,061)</u>		<u>\$ 1,051,189</u>	

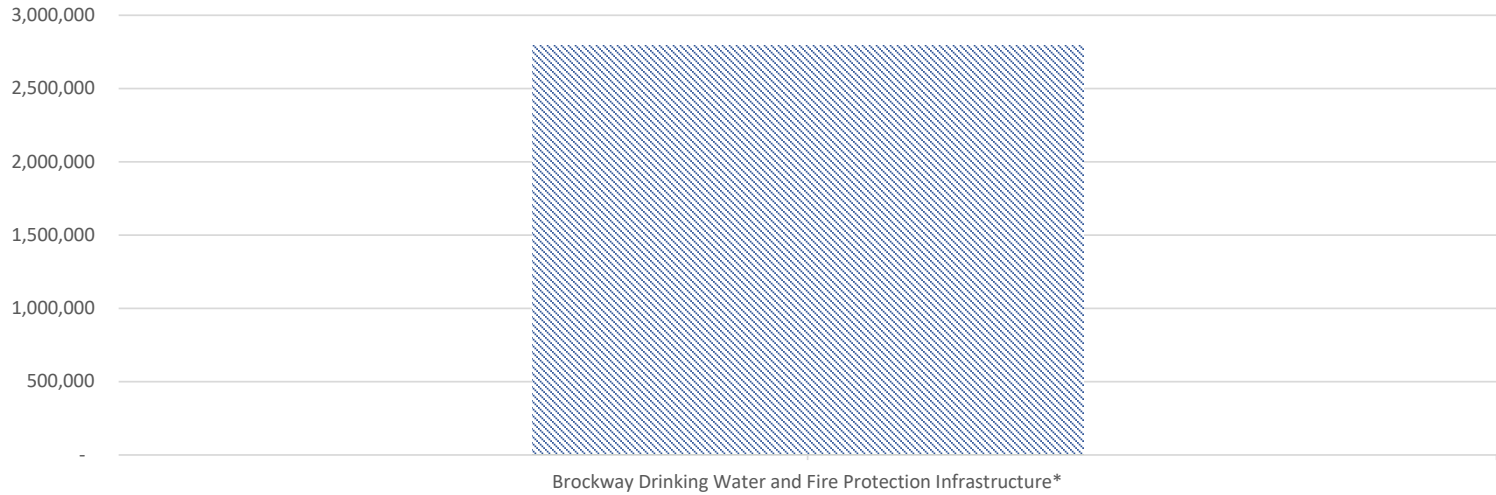
Multi-Year Capital Projects \$1M and Above



Multi-Year Capital Projects under \$1M



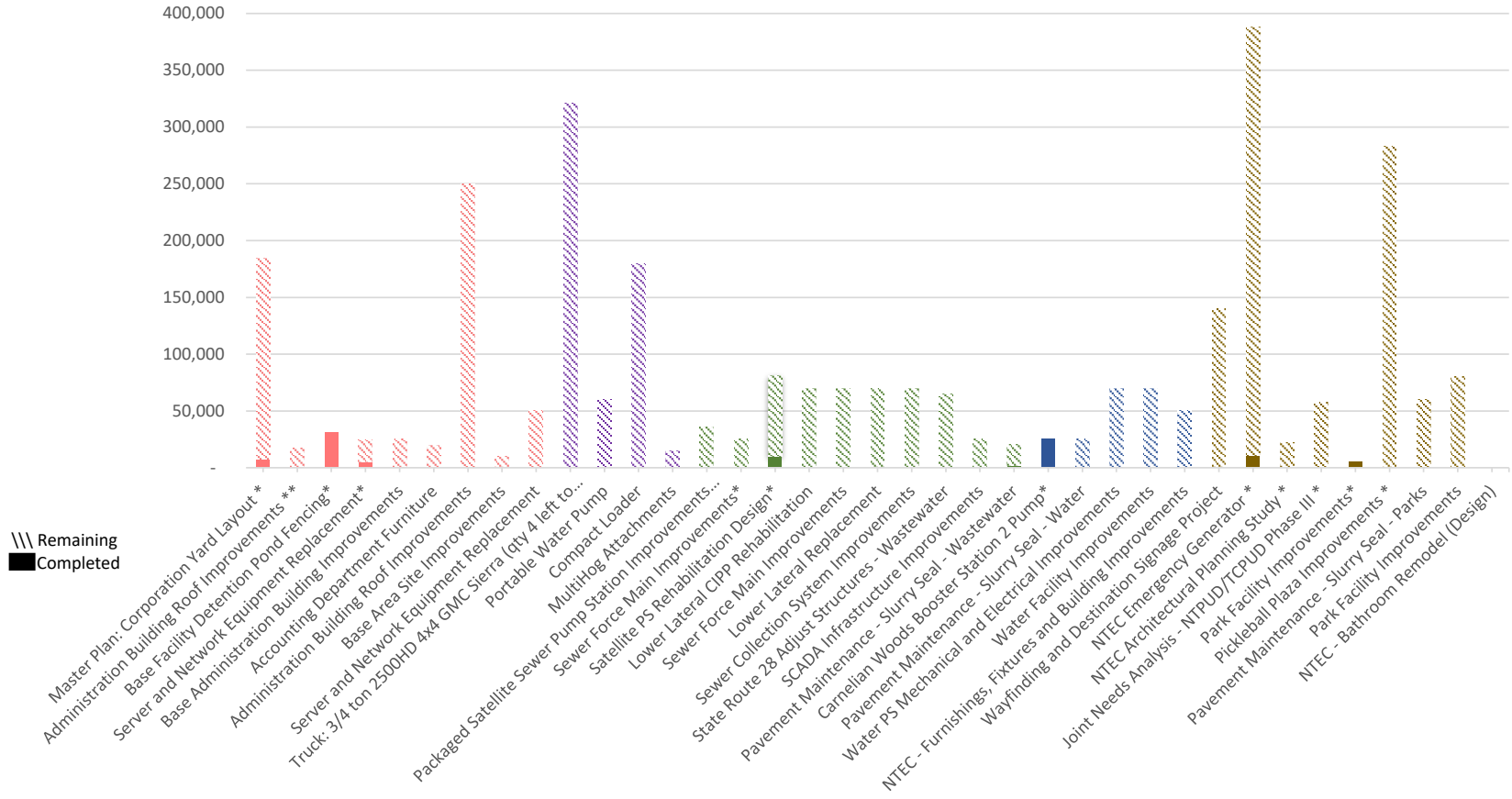
FY 24-25 Capital Projects \$500,000 and Above



\\ Remaining
■ Completed

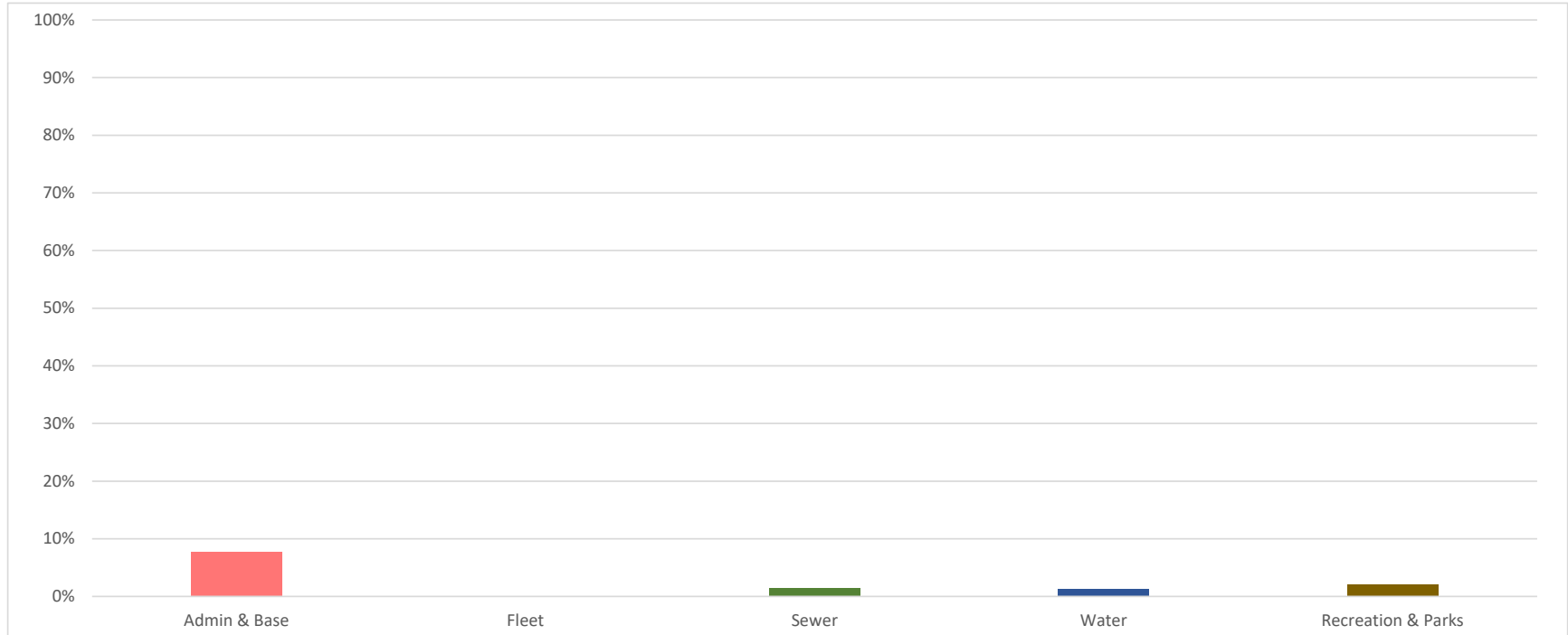
** Multi-year encumbrance

FY 24-25 Capital Projects under \$500,000



Capital Projects Expended by Enterprise as % of Current Year Budget for Enterprise

Total \$ 596,636 \$ 575,711 \$ 936,227 \$ 3,626,561 \$ 1,430,745





**Consolidated Balance Sheet
For the Period Ended July 31, 2024**

	Current Month	Prior Month	FYE 2024
ASSETS			
Current Assets			
Cash & Cash Equivalents	\$ 8,760,407	\$ 9,298,132	\$ 9,298,132
Investments	2,093,333	2,073,333	2,073,333
Due (To)/From Other Fund	-	-	-
Accounts Receivable	1,123,058	430,335	430,335
Inventory	168,443	168,443	168,443
Deposits and Prepaid Expenses	469,344	324,069	324,069
Total Current Assets	\$ 12,614,584	\$ 12,294,312	\$ 12,294,312
Restricted Assets			
Cash & Cash Equivalents	\$ 444,799	\$ 444,799	\$ 444,799
Accounts Receivable	246,382	241,337	241,337
Deposits and Prepaid Expenses	-	-	-
Total Restricted Assets	\$ 691,181	\$ 686,136	\$ 686,136
Non-Current Assets			
Subscription Asset	\$ 520,859	\$ 520,859	\$ 520,859
Accumulated Amortization	(127,154)	(127,154)	(127,154)
Net Subscription Asset (New GASB 96)	\$ 393,705	\$ 393,705	\$ 393,705
Property, Plant & Equipment			
Work in Process	\$ 2,797,944	\$ 2,707,868	\$ 2,707,868
Land	7,123,368	7,123,368	7,123,368
Property Rights	15,237	15,237	15,237
Buildings and Improvements	31,683,375	31,631,476	31,631,476
Vehicles and Equipment	8,844,078	8,844,078	8,844,078
Furniture and Office Equipment	1,980,339	1,980,339	1,980,339
Water System	48,746,881	48,746,881	48,746,881
Sewer System	41,231,128	41,231,128	41,231,128
Subtotal - Property, Plant & Equipment	142,422,350	142,280,375	142,280,375
Accumulated Depreciation	(72,353,866)	(72,043,122)	(72,043,122)
Net Property, Plant & Equipment	\$ 70,068,484	\$ 70,237,252	\$ 70,237,252
DEFERRED OUTFLOWS OF RESOURCES	\$ 2,139,366	\$ 2,131,413	\$ 2,131,413
TOTAL ASSETS & DEFERRED OUTFLOWS	\$ 85,907,321	\$ 85,742,819	\$ 85,742,819

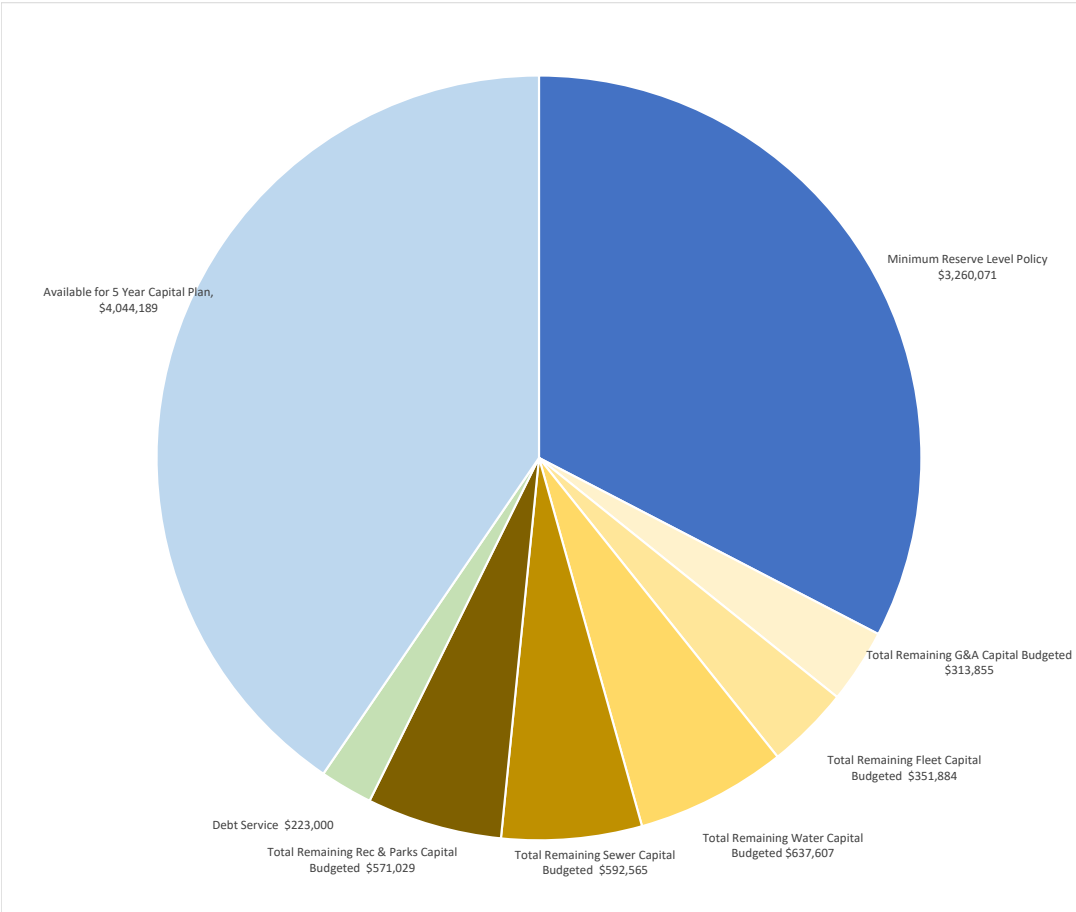


**Consolidated Balance Sheet
For the Period Ended July 31, 2024**

	Current Month	Prior Month	FYE 2024
LIABILITIES			
Current Liabilities			
Accounts Payable	\$ (147,887)	\$ 55,136	\$ 55,136
Deferred Revenue	228,971	254,498	254,498
Compensated Absences Payable	851,222	796,232	796,232
Accrued Liabilities	881,766	793,769	793,769
Current Portion of Long-Term Debt	416,452	400,477	400,477
	<u>2,230,523</u>	<u>2,300,112</u>	<u>2,300,112</u>
Current Liabilities (Payable from Restricted Assets)			
Deferred Grant Revenue	\$ -	\$ -	\$ -
Accounts Payable	-	-	-
Total Current Liabilities	\$ 2,230,523	\$ 2,300,112	\$ 2,300,112
Non-Current Liabilities			
Long-Term Debt, Net of Current Portion	\$ 644,040	\$ 660,015	\$ 660,015
Net Pension Liability	674,113	324,699	324,699
Total Long Term Liabilities	\$ 1,318,153	\$ 984,714	\$ 984,714
DEFERRED INFLOWS OF RESOURCES	\$ 83,840	\$ 102,597	\$ 102,597
NET POSITION			
Net Investment in Capital Assets (Net of Debt)	\$ 69,007,992	\$ 69,176,760	\$ 69,176,760
Debt Services	445,936	445,936	445,936
Net Restricted Assets	691,181	686,135.96	686,135.96
Unrestricted	11,891,265	8,396,104	8,396,104
Current Year Income / (Loss)	238,430	3,650,459	3,650,459
Balance	\$ 82,274,805	\$ 82,355,396	\$ 82,355,396
TOTAL LIABILITIES, DEFERRED INFLOWS & FUND BALANCE	\$ 85,907,321	\$ 85,742,819	\$ 85,742,819
Ratios			
Days in Cash (Cash/Operating Expenses less Depreciation)	Median 296	NTPUD 220	FYE 2024
Days of Working Capital (Reserves/Operating Expenses less Depreciation)	92	298	
Debt Ratio (Total Liabilities/Total Assets)	36%	4%	4%
Return on Assets (Net Income/Total Assets)	2.5%	4.4%	4.4%
Debt Service Coverage Ratio	1.3		
Reserves			
Unrestricted Reserves	\$ 10,384,061	\$ 9,994,200	\$ 9,994,200
Minimum Reserve Level Policy	(3,476,074)	(3,057,239)	(3,057,239)
Available for Investment	\$ 6,907,987	\$ 6,936,961	\$ 6,936,961
Additional FY 2025 EBIDA	5,423,496		
Total Available	\$ 12,331,483		
Total Remaining FY 2025 Capital Budgeted	(6,969,765)		
Debt Service	\$ (446,000)		
Unbudgeted	\$ 4,915,718		

North Tahoe Public Utility District
As Of 6/30/2024

Total Reserve Funds of \$9,994,200 of which \$3,260,071 is Restricted as Minimum Reserve

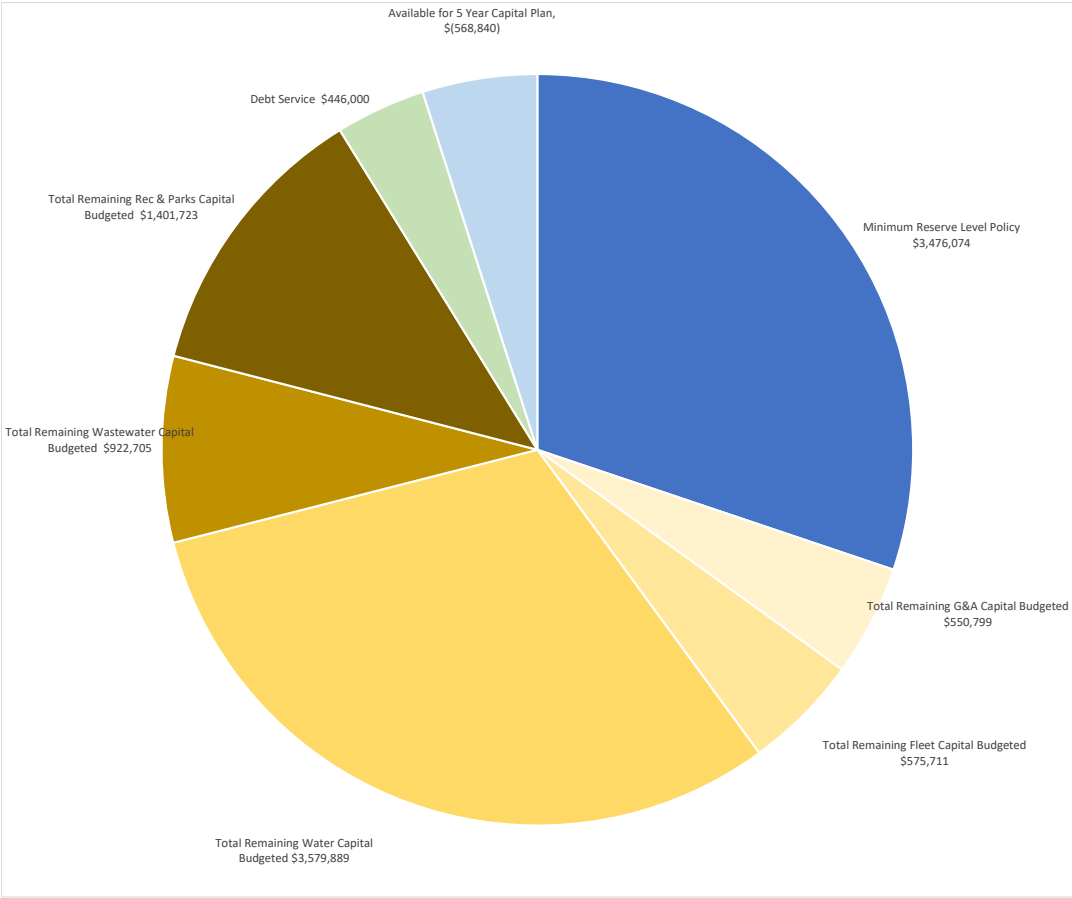


Changes in Reserves from Prior Month	
Minimum Reserve	\$ -
Debt Service	-
Future Capital	548,154
Capital	(351,010)
Total	\$ 197,144

Total Remaining Capital Budgeted is in reference to current year budget

North Tahoe Public Utility District
As Of 7/31/2024

Total Reserve Funds of \$10,384,061 of which \$3,476,074 is Restricted as Minimum Reserve



Minimum Reserve	\$ 216,003
Debt Service	223,000
Future Capital	(4,613,028)
Capital	4,563,886
Total	\$ 389,861

Total Remaining Capital Budgeted is in reference to current year budget

NTPUD (consolidated)
Statement of Cash Flows
For the Period Ended July 31, 2024
(In Thousands)

	<u>Current Month</u>	<u>Year-to Date</u>
Operating Activities		
Net Income (Loss)	\$238,430	\$238,430
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	307,431	307,431
Net changes in operating assets and liabilities:		
(Increase)/Decrease Account Receivables	(692,723)	(692,723)
(Increase)/Decrease Inventories	-	-
(Increase)/Decrease Deposits & Prepaid expenses	(145,275)	(145,275)
(Increase)/Decrease Deferred Outflows	(7,953)	(7,953)
(Decrease)/Increase Payables & Accrued Liabilities	(401,272)	(401,272)
(Decrease)/Increase Deferred Grant Revenue	-	-
(Decrease)/Increase in Deferred Inflows	(18,757)	(18,757)
Net Cash Provided (Used) by operating activities	(720,118)	(720,118)
Investing Activities		
Change in Restricted Assets	(5,045)	(5,045)
Net Purchases of property, plant and equipment	(141,975)	(141,975)
Net Cash Provided (Used) by investing activities	(147,020)	(147,020)
Financing Activities		
Change in Capital Loan	-	-
Change in Net Pension Liability	349,414	349,414
Net Cash Provided (Used) by financing activities	349,414	349,414
Net increase/(decrease) in cash and cash equivalents	(517,725)	(517,725)
Cash and Equivalents at beginning of period	11,371,465	11,371,465
Cash and Equivalents at end of period	\$10,853,740	\$10,853,740



Trended by Month
Statement of Revenues and Expenses
For the Period Ended July 31, 2024

Income Statement	Actual July	Budget August	Budget September	Budget October	Budget November	Budget December	Budget January	Budget February	Budget March	Budget April	Budget May	Budget June	Expected Total	Budgeted Total	Variance
Operations															
Operating Revenue	\$ 1,129,401	\$ 1,087,792	\$ 1,014,566	\$ 1,011,420	\$ 906,795	\$ 869,690	\$ 864,943	\$ 909,953	\$ 918,637	\$ 925,143	\$ 971,570	\$ 1,075,100	\$ 11,685,010	\$ 11,717,208	\$ (32,198)
Internal Revenue	16,549	16,687	11,587	22,272	26,087	22,587	12,587	11,587	19,272	13,387	19,187	19,747	211,536	207,577	3,959
Total Operating Revenue	\$ 1,145,950	\$ 1,104,479	\$ 1,026,153	\$ 1,033,692	\$ 932,882	\$ 892,277	\$ 877,530	\$ 921,540	\$ 937,909	\$ 938,530	\$ 990,757	\$ 1,094,847	\$ 11,896,546	\$ 11,924,785	\$ (28,239)
Salaries and Wages	\$ (579,824)	\$ (495,664)	\$ (487,311)	\$ (534,722)	\$ (482,248)	\$ (497,376)	\$ (491,470)	\$ (458,107)	\$ (487,311)	\$ (509,184)	\$ (507,682)	\$ (494,266)	\$ (6,025,165)	\$ (6,075,729)	\$ 50,564
Employee Benefits	(258,188)	(251,966)	(249,530)	(259,880)	(249,226)	(252,270)	(270,441)	(256,956)	(262,131)	(267,306)	(307,001)	(264,262)	(3,149,157)	(3,150,848)	1,691
Outside Services/Contractual	(123,056)	(127,622)	(187,254)	(149,068)	(136,854)	(116,122)	(114,436)	(132,374)	(116,240)	(105,778)	(152,728)	31,832	(1,429,700)	(1,515,676)	85,976
Utilities	(84,558)	(77,255)	(72,670)	(69,540)	(65,515)	(66,110)	(82,416)	(65,170)	(66,240)	(62,805)	(63,875)	(62,300)	(838,454)	(849,392)	10,938
Other Operating Expenses	(136,117)	(185,283)	(261,646)	(132,406)	(114,161)	(118,873)	(151,955)	(94,358)	(134,098)	(127,088)	(137,008)	(81,803)	(1,674,796)	(1,791,442)	116,646
Insurance	(36,583)	(36,512)	(36,512)	(36,512)	(36,512)	(36,512)	(36,512)	(36,512)	(36,512)	(44,714)	(44,714)	(44,714)	(462,821)	(462,751)	(70)
Internal Expense	(16,549)	(16,687)	(11,587)	(22,272)	(26,087)	(22,587)	(12,587)	(11,587)	(19,272)	(13,387)	(19,187)	(19,747)	(211,536)	(207,577)	(3,959)
Debt Service	(2,796)	(2,793)	(2,118)	(2,118)	(2,118)	(2,118)	(2,118)	(2,118)	(1,426)	(1,426)	(1,426)	(21,426)	(44,001)	(43,997)	(4)
Depreciation	(307,431)	(306,055)	(306,055)	(308,564)	(315,298)	(316,814)	(316,814)	(316,814)	(320,713)	(321,046)	(321,046)	(424,412)	(3,881,062)	(3,879,686)	(1,376)
Total Operating Expense	\$ (1,545,102)	\$ (1,499,837)	\$ (1,614,683)	\$ (1,515,082)	\$ (1,428,019)	\$ (1,428,782)	\$ (1,478,749)	\$ (1,373,996)	\$ (1,443,943)	\$ (1,452,734)	\$ (1,554,667)	\$ (1,381,098)	\$ (17,716,692)	\$ (17,977,098)	\$ 260,406
Operating Income(Loss)	\$ (399,152)	\$ (395,358)	\$ (588,530)	\$ (481,390)	\$ (495,137)	\$ (536,505)	\$ (601,219)	\$ (452,456)	\$ (506,034)	\$ (514,204)	\$ (563,910)	\$ (286,251)	\$ (5,820,146)	\$ (6,052,313)	\$ 232,167
Non-Operations															
Property Tax Revenue	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 6,900,000	\$ 6,900,000	\$ -
Community Facilities District (CFD 94-1)	58,095	56,908	56,908	56,908	56,908	56,908	56,908	56,908	56,908	56,908	56,908	56,908	684,083	682,900	1,183
Grant Revenue	-	-	-	-	-	248,000	-	-	-	-	-	210,000	458,000	458,000	-
Interest	7,154	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	98,817	100,000	(1,183)
Other Non-Op Revenue	6,247	6,321	6,321	6,447	6,447	6,447	6,447	6,447	6,447	6,447	6,447	6,447	76,912	76,989	(77)
Capital Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Non-Op Expenses	(8,914)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(258,333)	(350,577)	(350,000)	(577)
Income(Loss)	\$ 238,430	\$ 242,871	\$ 49,699	\$ 156,965	\$ 143,218	\$ 349,850	\$ 37,136	\$ 185,899	\$ 132,321	\$ 124,151	\$ 74,445	\$ 312,104	\$ 2,047,089	\$ 1,815,576	\$ 231,513
Additional Funding Sources															
Allocation of Non-Operating Revenue	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balance	\$ 238,430	\$ 242,871	\$ 49,699	\$ 156,965	\$ 143,218	\$ 349,850	\$ 37,136	\$ 185,899	\$ 132,321	\$ 124,151	\$ 74,445	\$ 312,104	\$ 2,047,089	\$ 1,815,576	\$ 231,513
Operating Income	\$ (399,152)	\$ (395,358)	\$ (588,530)	\$ (481,390)	\$ (495,137)	\$ (536,505)	\$ (601,219)	\$ (452,456)	\$ (506,034)	\$ (514,204)	\$ (563,910)	\$ (286,251)	\$ (5,820,146)	\$ (6,052,313)	\$ 232,167
Net Income(Loss)	\$ 238,430	\$ 242,871	\$ 49,699	\$ 156,965	\$ 143,218	\$ 349,850	\$ 37,136	\$ 185,899	\$ 132,321	\$ 124,151	\$ 74,445	\$ 312,104	\$ 2,047,089	\$ 1,815,576	\$ 231,513
Earnings Before Interest, Depreciation & Amortization	\$ 548,657	\$ 551,719	\$ 357,872	\$ 467,647	\$ 460,634	\$ 668,782	\$ 356,068	\$ 504,831	\$ 454,460	\$ 446,623	\$ 396,917	\$ 757,942	\$ 5,972,152	\$ 5,739,259	\$ 232,893
Operating Ratio	135%	136%	157%	147%	153%	160%	169%	149%	154%	155%	157%	126%	149%	151%	922%
Operating Ratio - plus Tax & CFD	87%	86%	97%	91%	91%	94%	98%	88%	92%	93%	96%	80%	91%	92%	962%
Debt Service Coverage Ratio	85.28	86.96	23.47	74.11	67.62	165.18	17.53	87.77	92.79	87.06	52.21	14.57	46.52	41.27	57,878.25



Division Balance Sheet
For the Period Ended July 31, 2024

	Wastewater	Water	Recreation & Parks	Fleet & Equipment	Base	General & Administrative	General & Administrative and Base	Total
ASSETS								
Current Assets								
Cash & Cash Equivalents	\$ -	\$ 445,936	\$ 1,887	\$ -	\$ -	\$ 8,312,585	\$ 8,312,585	\$ 8,760,407
Investments	-	-	-	-	-	2,093,333	2,093,333	2,093,333
Due (To)/From Other Fund	2,664,565	3,001,303	2,227,705	545,685	433,626	(8,872,884)	(8,439,258)	-
Accounts Receivable	-	51,924	237,215	-	-	833,918	833,918	1,123,058
Inventory	168,443	-	-	-	-	-	-	168,443
Deposits and Prepaid Expenses	-	-	27,542	-	-	441,802	441,802	469,344
Total Current Assets	\$ 2,833,007	\$ 3,499,163	\$ 2,494,349	\$ 545,685	\$ 433,626	\$ 2,808,753	\$ 3,242,379	\$ 12,614,584
Restricted Assets								
Cash & Cash Equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 444,799	\$ 444,799	\$ 444,799
Accounts Receivable	-	-	240,382	-	-	6,000	6,000	246,382
Deposits and Prepaid Expenses	-	-	-	-	-	-	-	-
Total Restricted Assets	\$ -	\$ -	\$ 240,382	\$ -	\$ -	\$ 450,799	\$ 450,799	\$ 691,181
Non-Current Assets								
Subscription Asset	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 520,859	\$ 520,859	\$ 520,859
Accumulated Amortization	-	-	-	-	-	(127,154)	(127,154)	(127,154)
Net Subscription Asset (New GASB 96)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393,705	\$ 393,705	\$ 393,705
Property, Plant & Equipment								
Work in Process	\$ 2,088,032	\$ 175,132	\$ 480,215	\$ -	\$ -	\$ 54,565	\$ 54,565	\$ 2,797,944
Land	86,310	772,058	6,265,000	-	-	-	-	7,123,368
Property Rights	7,237	8,000	-	-	-	-	-	15,237
Buildings and Improvements	8,268,931	-	23,124,454	-	-	289,990	289,990	31,683,375
Vehicles and Equipment	5,806,355	285,750	817,577	1,934,395	-	-	-	8,844,078
Furniture and Office Equipment	925,994	35,919	876,376	-	-	142,050	142,050	1,980,339
Water System	-	48,746,881	-	-	-	-	-	48,746,881
Sewer System	41,231,128	-	-	-	-	-	-	41,231,128
Subtotal - Property, Plant & Equipment	58,413,988	50,023,740	31,563,623	1,934,395	-	486,604	486,604	142,422,350
Accumulated Depreciation	(34,923,439)	(22,640,590)	(13,901,573)	(803,864)	-	(84,399)	(84,399)	(72,353,866)
Net Property, Plant & Equipment	\$ 23,490,549	\$ 27,383,149	\$ 17,662,049	\$ 1,130,531	\$ -	\$ 402,205	\$ 402,205	\$ 70,068,484
DEFERRED OUTFLOWS OF RESOURCES	\$ 170,311	\$ 448,246	\$ 347,477	\$ 23,129	\$ -	\$ 1,150,203	\$ 1,150,203	\$ 2,139,366
TOTAL ASSETS & DEFERRED OUTFLOWS	\$ 26,493,868	\$ 31,330,558	\$ 20,744,257	\$ 1,699,346	\$ 433,626	\$ 5,205,665	\$ 5,639,291	\$ 85,907,321



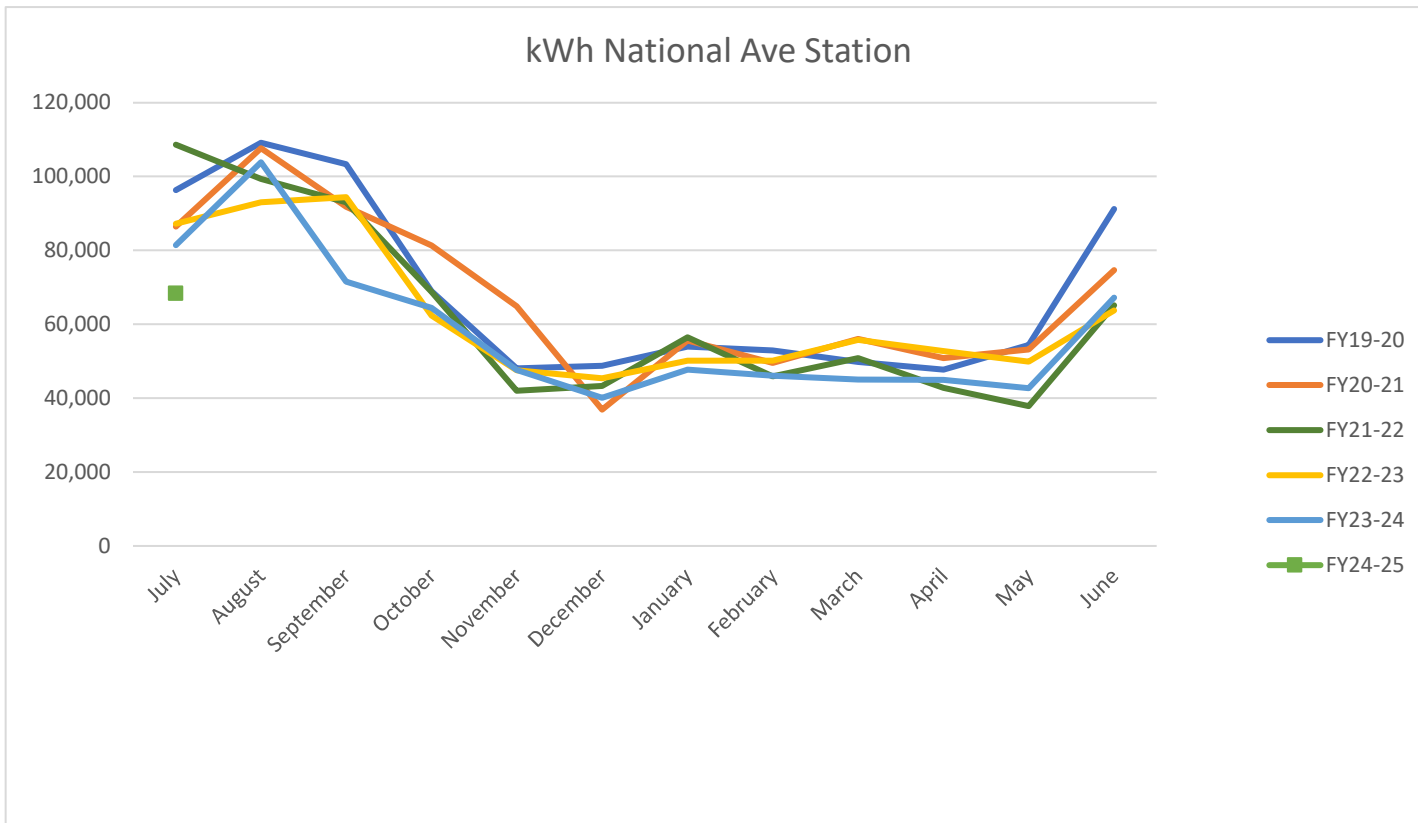
Division Balance Sheet
For the Period Ended July 31, 2024

	Wastewater	Water	Recreation & Parks	Fleet & Equipment	Base	General & Administrative	General & Administrative and Base	Total
LIABILITIES								
Current Liabilities								
Accounts Payable	\$ 66,458	\$ (207,866)	\$ 13,620	\$ 1,007	\$ -	\$ (21,107)	\$ (21,107)	\$ (147,887)
Deferred Revenue	-	-	228,971	-	-	-	-	228,971
Compensated Absences Payable	-	-	-	-	-	851,222	851,222	851,222
Accrued Liabilities	-	16,778	6,244	-	-	858,744	858,744	881,766
Current Portion of Long-Term Debt	-	416,452	-	-	-	-	-	416,452
	66,458	225,364	248,834	1,007	0	1,688,859	1,688,859	2,230,523
Current Liabilities (Payable from Restricted Assets)								
Deferred Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	-	-	-	-	-	-	-	-
Total Current Liabilities	\$ 66,458	\$ 225,364	\$ 248,834	\$ 1,007	\$ -	\$ 1,688,859	\$ 1,688,859	\$ 2,230,523
Non-Current Liabilities								
Long-Term Debt, Net of Current Portion	\$ -	\$ 433,064	\$ -	\$ -	\$ -	\$ 210,976	\$ 210,976	\$ 644,040
Net Pension Liability	6,273	115,269	109,669	(2,954)	-	445,857	445,857	674,113
Total Long Term Liabilities	\$ 6,273	\$ 548,333	\$ 109,669	\$ (2,954)	\$ -	\$ 656,832	\$ 656,832	\$ 1,318,153
DEFERRED INFLOWS OF RESOURCES	\$ 20,852	\$ 33,133	\$ 15,877	\$ 5,531	\$ -	\$ 8,446	\$ 8,446	\$ 83,840
NET POSITION								
Net Investment in Capital Assets (Net of Debt)	\$ 23,490,549	\$ 26,533,633	\$ 17,662,049	\$ 1,130,531	\$ -	\$ 191,229	\$ 191,229	\$ 69,007,992
Debt Services	-	445,936	-	-	-	-	-	445,936
Net Restricted Assets	-	-	240,382	-	-	450,799	450,799	691,181
Unrestricted	3,047,638	3,384,871	2,414,100	547,954	433,626	2,063,075	2,496,702	11,891,265
Current Year Income / (Loss)	(137,902)	159,287	53,345	17,275	-	146,424	146,424	238,430
Balance	\$ 26,400,285	\$ 30,523,728	\$ 20,369,877	\$ 1,695,761	\$ 433,626	\$ 2,851,527	\$ 3,285,154	\$ 82,274,805
TOTAL LIABILITIES, DEFERRED INFLOWS & FUND BALANCE	\$ 26,493,868	\$ 31,330,558	\$ 20,744,257	\$ 1,699,346	\$ 433,626	\$ 5,205,665	\$ 5,639,291	\$ 85,907,321



Division Balance Sheet
For the Period Ended July 31, 2024

	Wastewater	Water	Recreation & Parks	Fleet & Equipment	Base	General & Administrative	General & Administrative and Base	Total
Reserves								
Unrestricted Reserves	\$ 2,766,549	\$ 3,273,799	\$ 2,245,515	\$ 544,678	\$ 433,626	\$ 1,119,894	\$ 1,553,520	\$ 10,384,061
Minimum Reserve Level Policy	(851,845)	(770,513)	(648,584)	63,216			(1,268,348)	(3,476,074)
Available for Investment	\$ 1,914,704	\$ 2,503,285	\$ 1,596,931	\$ 607,895	\$ 433,626	\$ 1,119,894	\$ 285,172	\$ 6,907,987
Additional FY 2025 EBIDA	(280,801)	3,417,926	1,104,317	322,239	-	859,815	859,815	5,423,496
Total Available	\$ 1,633,903	\$ 5,921,211	\$ 2,701,248	\$ 930,134	\$ 433,626	\$ 1,979,709	\$ 1,144,987	\$ 12,331,483
Total Remaining FY 2025 Capital Budgeted	(922,705)	(3,579,889)	(1,356,105)	(575,711)			(535,356)	(6,969,765)
Debt Service		(446,000)						\$ (446,000)
Unbudgeted	\$ 711,198	\$ 1,895,322	\$ 1,345,143	\$ 354,423	\$ 433,626	\$ 1,979,709	\$ 609,632	\$ 4,915,718





**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: G-3b

FROM: Finance Department

SUBJECT: Treasurer's Report – as of July 31, 2024

FISCAL ANALYSIS:

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

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


Total bank value of cash and investments equaled \$11,791,729 as of July 31, 2024. Of the total, \$1,451,523 of the District's portfolio was restricted. The total of Cash and Investments decreased \$25,026 during July.

The portfolio meets the guidelines of the Investment policy.

ATTACHMENTS: Treasurer's Report as of July 31, 2024.

REVIEW TRACKING:

Submitted By: 
Vanetta N. Van Cleave
Chief Financial Officer

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

PRESENTED BY: Vanetta N. Van Cleave, CFO

Cash and Investments

<i>Statement Date</i>	<i>Institution/Account Number</i>	<i>Market Value</i>	<i>Description</i>
BMO			
07/31/24	xxxxx1186	\$32,957	General Checking
	xxxxx0874	7,543	Utility Billing Deposit Account
	xxxxx4157	-	Parks Dept. Sweep Account
		<u>40,500</u>	Total Bank of the BMO
Wells Fargo			
07/31/24	xxxxxx7997	2,019,551	General Checking
	xxxxxx8011	-	Payroll
	xxxxxx8003	-	Utility Billing Deposit Account
	xxxxxx8029	-	Event Center Deposit Account
		<u>2,019,551</u>	Total Wells Fargo
Local Agency Investment Fund			
07/31/24	xx-xx-003	1,420,463	General Investment Acctount
California CLASS			
07/31/24	xx-xx-0179	4,022,517	General Investment Acctount
UBS Financial Services Inc.			
07/31/24	xxxxx29 70	1,284	Cash & Cash Alternatives Balance
	"	459,801	Money Market Instruments
	"	2,099,019	Certificates of Deposit
	"	22,730	Mutual Funds
	"	236,040	U.S. Government Securities
	"	18,299	Accrued Interest
		<u>2,837,174</u>	Total UBS Financial Services Inc.
Total Unrestricted Cash and Investments:		\$10,340,206	

Restricted

<i>Statement Date</i>	<i>Institution/Account Number</i>	<i>Market Value</i>	<i>Description</i>
Wells Fargo			
07/31/24	xxxxxx8037	\$29,120	FSA
	xxxxxx8045	531,668	HRA
Wells Fargo			
07/31/24	xxxxx1157	445,936	NTBC - BofA Install.Payment Fund
CalPERS 115 Trust			
06/30/24		<u>444,799</u>	CalPERS Prefunding of Pension Expense
Total Restricted Cash and Investments:		\$1,451,523	

Total Cash and Investments:

Total Cash and Investments:	\$11,791,729
------------------------------------	---------------------



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: E-1

FROM: Accounting Department

SUBJECT: Approve Accounts Paid and Payable for the Period from August 13th, 2024
– September 15th, 2024

RECOMMENDATION:

Approve accounts paid and payable from August 13th, 2024, through September 15th, 2024.

DISCUSSION:

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

FISCAL ANALYSIS:


Sufficient funds are included in the 2024-2025 Fiscal Year budget. District Staff and the Finance Committee have reviewed and recommended these accounts paid and payable as appropriate District expenditures.

ATTACHMENTS: N/A

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: 
Vanetta N. Van Cleave
Chief Financial Officer

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

North Tahoe Event Center Reservation Pipeline

		July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenue														
	Private	31,555	34,935	38,871	31,341	14,558	16,942	2,302	13,316	7,288	9,631	22,603	42,161	265,503
	Corporate	6,970	15,902	11,907	23,206	27,004	17,948	11,262	10,348	20,189	14,804	22,789	22,774	205,103
	Community	3,150	1,106	2,213	1,106	2,656	1,771	-	885	3,542	2,656	4,427	4,426	27,938
	Budgeted Total Room Rent	41,675	51,943	52,991	55,653	44,218	36,661	13,564	24,549	31,019	27,091	49,819	69,361	498,544
2025	Private	29,585	31,486	41,600	36,355	20,040	-	3,400	-	-	6,300	24,413	46,023	239,202
	Corporate	5,000	8,554	15,246	8,062	2,320	3,512	-	-	-	-	-	2,890	45,584
	Community	-	-	-	-	5,100	-	-	-	-	-	-	-	5,100
	Actual Total Room Rent	34,585	40,040	56,846	44,417	27,460	3,512	3,400	-	-	6,300	24,413	48,913	289,886
2026	Private	16,250	7,000	25,490	-	3,400	-	-	-	-	-	-	-	52,140
	Corporate	-	-	-	-	-	-	-	-	-	-	-	-	-
	Community	-	-	-	-	-	-	-	-	-	-	-	-	-
	Actual Total Room Rent	16,250	7,000	25,490	-	3,400	-	-	-	-	-	-	-	52,140
2027	Private	-	-	-	-	-	-	-	-	-	-	-	-	-
	Corporate	-	-	-	-	-	-	-	-	-	-	-	-	-
	Community	-	-	-	-	-	-	-	-	-	-	-	-	-
	Actual Total Room Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
# Events														
2025	Budgeted Private	10	9	10	8	1	4	2	4	1	4	7	11	71
	Budgeted Corporate	6	8	9	11	10	7	6	7	10	10	11	10	105
	Budgeted Community	5	1	2	1	3	2	-	1	4	3	5	4	31
		21	18	21	20	14	13	8	12	15	17	23	25	207
2025	Actual Private	8	7	10	8	5	-	1	-	-	2	7	16	64
	Actual Corporate	2	11	18	14	4	5	-	-	-	-	-	1	55
	Actual Community	3	-	-	-	1	-	-	-	-	-	-	-	4
		13	18	28	22	10	5	1	-	-	2	7	17	123
2026	Actual Private	3	1	5	-	1	-	-	-	-	-	-	-	10
	Actual Corporate	-	-	-	-	-	-	-	-	-	-	-	-	-
	Actual Community	-	-	-	-	-	-	-	-	-	-	-	-	-
		3	1	5	-	1	-	-	-	-	-	-	-	10
2027	Actual Private	-	-	-	-	-	-	-	-	-	-	-	-	-
	Actual Corporate	-	-	-	-	-	-	-	-	-	-	-	-	-
	Actual Community	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: E-3

FROM: Office of the General Manager

SUBJECT: Authorize the General Manager to Execute an Amendment to the Placer County Transient Occupancy Tax Funds Grant Agreement for the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project

RECOMMENDATION:

Authorize the General Manager to execute Amendment 1 to the Placer County Transient Occupancy Tax (TOT) Funds Grant Agreement which increases the total grant amount from \$100,000 to \$600,000 for the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project.

BACKGROUND:

The District submitted a grant application for the Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project to the 2023 North Tahoe Community Alliance (NTCA) – Community Vitality and Economic Health Investment, Three-year Sponsorship Program in October 2023.

The original application for this project was a three-year \$600,000 request that considered planning and final design of trail connection elements to the Pam Emmerich Memorial Pinedrop Trail within the lower parking of the North Tahoe Regional Park as well as planning and final design of the comprehensive rebuild of the Pam Emmerich Memorial Pinedrop Trail from the North Tahoe Regional Park to Pinedrop Lane.

Although the District requested \$600,000 for the original three-year proposed project, the NTCA and Placer County approved only Year One of the project at a reduced amount totaling \$100,000 for only the trail connection elements within the North Tahoe Regional Park. This was done to allow time for the County to complete a North Lake Tahoe Trail Long-term Maintenance and Construction Master Plan prior to consideration of awarding additional grant funding for Years Two and Three of the Three-year Sponsorship Program.

At their December 12, 2023 meeting, the Placer County Board of Supervisors approved the \$100,000, One-Year Grant Agreement and the North Tahoe Public Utility District Board of Directors approved the Agreement at their February 13, 2024 meeting.

Since that time, the completion of the North Lake Tahoe Trail Long-term Maintenance and Construction Master Plan has been delayed and Placer County has opted to move forward with approval of Years Two and Three of the original grant request to allow the Pam

Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project to proceed while the Master Plan is finalized.

At their August 27, 2024 meeting, the Placer County Board of Supervisors approved the Amended Agreement to restore grant funding for Years Two and Three of the Three-year Sponsorship Program in the amount of \$500,000 increasing the total grant amount to \$600,000.

If the Amended Agreement is authorized by the Board of Directors, staff will begin work to develop an amendment to the Professional Services Agreement (PSA) with Lumos and Associates for the expanded project scope of work funded by Years Two and Three of the Grant. Lumos and Associates are currently under contract to complete construction documents for the North Tahoe Regional Park Multi-Purpose Trail Connection Project which is funded by Year One of the Grant. The PSA Amendment would be considered by the Board of Directors at a future meeting.

FISCAL ANALYSIS:

The proposed grant amendment requires a \$25,000 match from the District in Year Two and \$100,000 match in Year Three. Year Two of the grant begins January 2025, since this is our current Fiscal Year (FY) staff proposes utilizing available funds coming from savings from other projects within the FY 2024/25 Recreation and Parks Capital Budget to accommodate the required match. Staff will monitor project progress and the FY 2024/25 Recreation and Parks Capital Budget. Should it become necessary, staff will agendaize a formal FY 2024/25 budget augmentation at a future meeting or may include project budget in the FY 2025/26 Recreation and Parks Capital Budget depending on budget status and the pace of project completion.

To fund the match needed for Year Three, the Pinedrop Trail Reconstruction Project currently budgeted for \$150,000 in FY 2026/27 will be moved to FY 2025/26. The allocation of funds will be formalized during our regular budget process.

STRATEGIC PLAN ALIGNMENT:

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective A: Expand public access for recreation opportunities and promote the District as an exceptional provider of year-round programming, special events and recreation services – Tactic 4: Identify and implement opportunities to access District facilities and programming via alternative means of transportation.

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective D: Utilize the North Tahoe Regional Park (NTRP) as a community asset for passive and active recreation – Tactic 1: Increase accessibility of the Park – Activity b: Identify and develop areas throughout the Park with adjacency to interconnected trails; and – Activity c: Continue ADA accessibility expansion and development of resources throughout the Park; and – Activity d: Begin efforts to renovate and improve the Pam Emmerich Memorial Pinedrop Trail; and – Activity e: Work with Placer County to help address transportation access to the Park.


ATTACHMENTS:

- Amendment 1 to the Placer County TOT Funds Grant Agreement – Pam Emmerich Memorial Pinedrop Trail Extension – Planning and Design Project

MOTION: Approve Staff recommendation.

REVIEW TRACKING:

Submitted By: 
Justin Broglio
Public Information Officer

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

Reviewed By: 
Vanetta Van Cleave
Chief Financial Officer

AMENDMENT 1 TO USE OF FUNDS AGREEMENT

TR3 Pam Emmerich Memorial Pinedrop Trail Reconstruction and Extension - Planning and Design

Date of Use of Funds Agreement: December 12, 2023

Date of Amendment 1 of Use of Funds Agreement: August 27, 2024

Sections Amended:

WHEREAS, County desires to grant to Grantee TOT Funds in the amount of ~~One Six Hundred Thousand Dollars (\$100,000)~~ (\$600,000) to assist with implementation of the Grantee Project on the terms and conditions stated herein.

2. County agrees to grant to Grantee TOT Funds in the amount not to exceed ~~(\$100,000)~~ \$600,000 as outlined in the project budget attached hereto as Exhibit B.

8. The Grantee Project shall be recognized into Grantee’s budget no later than December 31, ~~2024~~ 2026, unless County grants an extension in writing. Any TOT Funds not implemented into its budget for the Grantee Project by December 31, ~~2024-2026~~ shall be returned to the County, unless extended in writing by the County.

EXHIBIT A: Is hereby replaced in its entirety as follows:

Project Description and Tasks

Project description: The North Tahoe Public Utility District is seeking funding for the planning and design of an extension of the Pam Emmerich Memorial Pinedrop Trail. This project will prepare the NTPUD for the future construction of the trail extension, which will connect both the Pam Emmerich Memorial Pinedrop Trail and the North Tahoe Trail to the North Tahoe Regional Park.

This agreement will fund the completion of a Final Design Package for a one-quarter mile segment of the Pam Emmerich Memorial Pinedrop Trail which includes the following tasks:

- Phase One
 - Topographic Study of trail extension to North Tahoe Regional Park restrooms
 - Conceptual design and development/analysis of alternatives
 - Final design
- Phase Two: Planning Trail Reconstruction and extension to Snow Creek Trail
 - Planning of trail reconstruction and extension to Snow Creek Trail
 - Base Map Preparation Environmental Review/Planning and Alternative Analysis
 - Public Outreach and Survey/Design Concept Adoption
- Phase Three: Final
 - Complete environmental review & project permitting
 - Final Public Outreach and Final Design

EXHIBIT B: Is hereby replaced in its entirety as follows:

Project Budget

- North Tahoe Public Utility District will provide \$150,000 in matching funds as outlined in Exhibit B.

Pam Emmerich Memorial <u>Pinedrop Trail</u> Reconstruction and Extension: Planning and Design Project Budget			
	YEAR 1	YEAR 2	YEAR 3
Total Expenses	\$125,000	\$125,000	\$500,000
TOT Total Request	\$100,000	\$100,000	\$400,000
Total Matching Funds	\$25,000	\$25,000	\$100,000

The undersigned agree to the amendments identified above:

County of Placer:

By:

Print Name: _____

Its: _____

Date: _____

Approved As To Form:

County Counsel

Date

County Executive Officer

Date

North Tahoe Public Utility District: "GRANTEE"

By:

Print Name: _____

Its: _____

Date: _____



**NORTH TAHOE
PUBLIC UTILITY DISTRICT
NORTH TAHOE BUILDING CORPORATION**

DATE: September 16, 2024

ITEM: E-5

FROM: Accounting Department

SUBJECT: Adopt Resolution 2024-21 Establishing a Grant Management Policy

RECOMMENDATION:

Adopt Resolution 2024-21, A Resolution of the Board of Directors of the North Tahoe Public Utility District Establishing a Grant Management Policy

DISCUSSION:

The District recognizes that leveraging available grant funds to help offset capital project costs and operation expense is in the best interest of the rate payors and the impact of grant funding upon the community can be significant. Important to this end is identifying potential grants in alignment with the strategic goals of the District, preparing quality grant applications, submitting required documentation, following all grant regulations, and maintaining timely and accurate grant records.

Grants require significant District oversight and coordination. In addition, recipients of federal funds must establish and maintain effective internal control over federal awards which includes implementing control activities. The establishment of the Grant Management Policy is to ensure all management directives are carried out and documented, ensuing accountability and transparency.

The proposed Grant Management Policy establishes the roles and associated responsibilities of the various departments involved in the Grant process. Staff in positions of responsibility with respect to grant activity have specific roles and responsibilities that they shall perform and uphold in the best interests of the District.

FISCAL ANALYSIS:

This policy is intended to foster exceptional stewardship of the public trust through a rigorous adherence to ethical and professional standards associated with grant related activity. Adherence to this policy will promote a strategic approach to funding opportunities and generally place the District in a competitive position for securing grant funds.

STRATEGIC PLAN ALIGNMENT:

Goal 3: Enhance District governance and partnerships – Objective A: Maintain best practices in public agency governance throughout all levels of the District – Tactic 1: Keep accurate and up-to-date ordinances and polices in alignment with best practices, laws, and regulations – Activity c: Prioritize and develop identified policies.

ATTACHMENTS:


- Resolution 2024-21
- FIN005 Grant Management Policy

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: 

Vanetta N. Van Cleave
Chief Financial Officer

Approved By: 

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

**RESOLUTION NO. 2024-21
OF THE BOARD OF DIRECTORS OF THE
NORTH TAHOE PUBLIC UTILITY DISTRICT
ESTABLISHING A GRANT MANAGEMENT POLICY**

WHEREAS, the Board of Directors wishes to adopt various policies to assist the District's efforts to meet its Mission Statement, Vision Statement, and Core Values; and

WHEREAS, such policies are adopted, amended and modified as necessary or advisable; and

WHEREAS, the Board of Directors wishes to establish a policy for grant management as set forth in this Resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT:

1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. The Board of Directors approves Policy No. FIN005 – Grant Management as set forth in Exhibit A, incorporated by this reference.
3. This Resolution shall take effect upon its adoption. This Resolution supersedes all conflicting prior resolutions, policies, and procedures on this subject matter.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT this 16th day of September 2024, by the following Roll Call Vote:

**AYES:
NOES:
ABSTAIN:
ABSENT:**

**Sarah Coolidge, President
Board of Directors**

ATTEST:

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

EXHIBIT A

Policy FIN005

[attached behind this page]



NORTH TAHOE PUBLIC UTILITY DISTRICT

POLICY:

Grant Management Policy

NUMBER: FIN005

EFFECTIVE: September 16, 2024

REVISED:

RESPONSIBLE PERSON: CFO

PURPOSE

A policy for the proper management of federal and other grant awards.

POLICY

The District shall only pursue grant funding from Federal, State and other sources that aligns with the District’s priorities, goals and objectives. When managing federal grants, the District shall follow Code of Federal Regulations: Title 2 – Grants and Agreements; Subtitle A – Office of Management and Budget Guidance for Grants and Agreements; Chapter II – Office of Management and Budget Guidance; Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”), and any additional terms and requirements of the applicable federal grant. When managing grants from other sources, the District shall follow the terms and requirements of the specific grant.

GOAL

To establish policies and procedures that provide guidance for seeking and managing grants and that are in accordance with the Uniform Guidance.

A. PRE-APPLICATION EVALUATION AND ASSESSMENT

In general, District staff will continuously seek grants in all functional areas, including funding for capital projects. District staff considering applying for a grant is responsible for pre-application evaluation and assessment, review of the grant application, and review of the grant requirements to ensure that all grants applied for by the District are aligned with the District’s priorities, goals and objectives before applying for grant funds. Most grants include a local match requirement. Pre-application evaluation and assessment shall include review and analysis of any local match required by the grant.

B. GRANT CYCLE

1. Grant Application

District staff is required to follow the grantors’ application processes after the appropriate approval, as determined in accordance with Section K, Roles and Responsibilities, of this policy, is received. The District staff member seeking and monitoring the grant (referred to herein as “grant executor”), is responsible for compiling the information required for submitting the grant application. The General Manager/CEO is the Authorized Agent for signing all grant application documents.

2. **Grant Award**

After submitting an application, a grant may be awarded. This is the phase when an applicant is chosen and receives a formal communication regarding the award to the District. The grant award states the amount and general purpose of the grant. The grant agreement documents all of the terms, conditions, deliverables, and timeline for the granted funds to be spent.
3. **Board Approval**

Each grant award must be accepted by the General Manager/CEO or Board of Directors, in compliance with the authority levels designated in Policy FIN004 unless otherwise stipulated in the grant terms, before moving to the next phase. The grant executor is again responsible for preparing the Board of Directors agenda report for approval, if that level of approval is required. The General Manager/CEO is the Authorized Agent for signing all grant agreements. The grant agreement should be submitted to the District's general counsel for review and approval as to form before the grant agreement is signed by the General Manager/CEO.
4. **Grant Set Up**

After General Manager or Board approval, the grant executor is responsible for submitting grant documents to the Accounting department for set up in the District's financial system, which may require creating new General Ledger accounts and project numbers to fully track the related activity. Required documents include a completed Grant application, Grant Award Letter/Agreement, Board agenda report and Board Minutes.
5. **Grant Execution**

The grant executor is responsible for compliance with, comprehension of, and complete and accurate execution of the grant agreement and terms. It is the grant executor's responsibility, with the assistance from the Engineering and Accounting departments to monitor grant expenditures and receipt of revenues, examine costs, ensure costs are in compliance with the grant agreement and the Uniform Guidance, track costs, generate status reports and request reimbursements in a timely manner. The Accounting department provides assistance as needed in terms of recording and reconciling grant revenues and expenditures, preparing monthly financial reports, and reimbursement requests. The grant executor, with assistance from the Engineering and Accounting departments, shall maintain a comprehensive project file for the grant and manage the records according to policy.
6. **Communications**

It is the grant executor's responsibility to communicate directly with the grantor and other departments regarding all aspects of the grant whether it be identifying program requirements, notifying the District's procurement department of grant obligations related to a grant award, receiving confirmations, coordinating field reviews, resolving audit findings or other.

7. Reimbursements/Reporting/Receipts

The Accounting department will prepare and submit reimbursement requests and other periodic reports in a timely manner depending upon the grantor's specified timeline. It is the grant executor's responsibility to review reimbursement requests for all expenses incurred and are submitted to the grantor. It is also the grant executor's responsibility to review monthly reconciliation reports and ensure receipt of all reimbursements requested.

8. Close Out

The grant executor is responsible, with assistance from the Engineering and Accounting departments, for following the specified close out procedures provided by the grantor, which could include final reports, final reimbursement requests, etc. Upon closeout, grant funded project files and records shall be placed into the District's records management system by the grant executor. Accounting shall be notified by the grant executor that the grant will be or has been closed out. Accounting will perform a final reconciliation.

C. PROCUREMENT

For Federally funded projects, all procurement transactions must be in accordance with the Uniform Guidance, 2 CFR 200, Subpart D, section 318 through section 327. Grants funded by non-federal sources shall follow the procurement policy stated in the grant award. In cases where the granting agency does not have a specified procurement policy for the grant, the District shall follow the procedures outlined in the District's Purchasing Policies and Procedures.

1. All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of CFR 200, Subpart D, sections 319 and 320.

2. Award funds must be spent during the period of performance.

3. All use of funds must comply with the grant agreement terms and conditions. All procurements and contracts funded with grant funds must include the applicable grant requirements that must be flowed down to contractors (also referred to herein as "vendors").

4. All requests for payment made to vendors must be made according to the District's internal policies and procedures and with proper approval.

5. Unless otherwise stated in the grant agreement, all procurement and contract activity associated with grant funded projects or programs shall follow the procedures outlined in the District's Purchasing Policies and Procedures in addition to with all applicable State and Federal laws and regulations.

6. All competitive bidding shall be in accordance with state and federal laws and regulations.

D. ALLOWABLE COSTS

For Federally funded projects, allowable costs shall be in accordance with the Uniform Guidance, 2 CFR 200, Subpart D, section 200.302(b)(7) & Subpart E, section 200.400.

1. Indirect costs of administering grant programs will be recovered to the maximum extent feasible. Given the District has never received a Federally negotiated Indirect Cost Rate, it shall use the de minimis rate of 10% to charge modified total direct costs as allowed by 2 CFR section 200.68.
2. Grant executors are ultimately responsible for the administration of federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the federal award. Grant executors must follow stipulations outlined in the approved grant award/agreement to ensure that only allowable expenditures are incurred. It is the grant executor's responsibility to review the grant award/agreement and understand expenditures that are allowable per the agreement.
3. Expenditures shall comply with the terms and conditions of the federal or other award and be necessary and reasonable for the performance of the award.
4. If a question regarding allowability arises, the grantor shall be contacted for guidance and clarification.
5. If, during an audit, expenditures are found that are not allowed per the grant agreement, findings may be included in the audit report. This increases audit risk and is a red flag for future funding. Funds may be required to be returned to the awarding agency.

E. TRAVEL COSTS

For Federally funded projects, Lodging & Subsistence costs shall be in accordance with the Uniform Guidance, 2 CFR 200, Subpart E, section 200.475.

1. Travel costs are the expenses for transportation, lodging, subsistence and related items incurred by employees who are in travel status and on official business of the District.
2. Travel costs related to a grant may be charged to the grants fund and grant project and may be reimbursed according to the grant agreement.
3. Travel costs shall be reasonable and consistent with the District's travel policy.

F. FINANCIAL MANAGEMENT

For Federally funded projects, cash management procedures shall be in accordance with the Uniform Guidance, 2 CFR 200, Subpart E, section 200.302(b)6 and 200.305.

1. All requests for payment to vendors must be made according to the District's internal policies and procedures and with proper approval.

2. Invoices, including all required back-up documentation, shall be remitted to Accounting timely and approved by a member of the Finance Committee prior to payment being disbursed.
3. All grant revenues and expenditures shall be recorded in the grants fund and each grant assigned a project number for tracking purposes.
4. A liability must have been incurred and a check issued to the vendor prior to requesting reimbursement from a grantor. Therefore, timely submittal of invoices is required.
5. Work shall be performed and items purchased during the period of performance.
6. Reimbursement requests shall be made timely and in accordance with the grant agreement. Requests are generally completed monthly, quarterly or at completion.
7. Deposits shall be made on a timely basis.
8. Monthly grant reconciliations shall be completed by Accounting.
9. Compliance with any and all reporting obligations is the responsibility by the grant executor.
10. All cash management processes and procedures must comply with District financial and cash management processes and procedures.

G. TIME AND EFFORT

For Federally funded projects, compensation shall be in accordance with the Uniform Guidance, 2 CFR 200, Subpart E, section 200.430.

1. Charges for salaries shall be based on records that accurately reflect the time and work performed.
2. Any time and work performed shall be tracked by the District under the appropriate task assigned for the grant.
3. The Grant agreement should specify the type of work that will be allowed for reimbursement. Time and work reimbursements shall be calculated accordingly.
4. Rates shall be based on an employee's hourly rate and benefits, and shall be calculated by the Accounting department.
5. Rates may be approved by the grantor through the grant application process or sent to the grantor for approval prior to requesting reimbursement.

6. Rates will remain the same for the duration of a grant unless there has been a change to the employee's rate through either a "change of status", COLA increase, or a "change to the employee MOU, COU or employment agreement".

7. Grant executor shall contact the Accounting department for an updated rate when such changes occur and include such documentation in the Grant file.

H. RECORD KEEPING The grant executor, with the assistance from the Engineering and Accounting departments, must maintain master files and must enter and maintain all documents, (i.e. bidding, purchasing, applications, approvals, award letters, agreements, reports, etc.) after grant close out, in the District's records management system. Records must be kept for as long as the grant agreement requires or per internal District policy, whichever is longer. Authorized representatives of the grantor shall have the right of access to records (electronic and otherwise) in order to conduct audits or other investigations.

I. AUDITS Depending on Office of Management and Budget thresholds for Federal spending, a single audit may be required and is required to be performed by an external auditing firm.

The purpose of the Single Audit Act is to:

1. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs.
2. Establish uniform requirements for audits of federal grants.
3. Promote efficient and effective use of audit resources.
4. Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.
5. Under this Act, federal grants are included under an inclusive single audit program that is incorporated into the District's annual audit and financial report preparation process. During the audit, testing is performed to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the District has complied with applicable laws and regulations.

All financial audits are facilitated by the Accounting department, which may, at the request of auditors, request other departments/grant executors to provide grant documents and other information.

J. CONFLICT OF INTEREST

For Federally funded projects, the District shall maintain compliance with the Uniform Guidance, 2 C.F.R. 200.318(c) and 2 C.F.R. 200.112.

1. No officer or employee of the District shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which he or she is working.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The offices, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. The grant executor for each grant funded project shall ensure that in the use of project funds, officials or employees of the District and nongovernmental recipients or sub-recipients avoid any action that might result in, or create the appearance of:
 - a. Using his or her official position for private gain
 - b. Giving preferential treatment to any person or organization
 - c. Losing complete independence or impartiality
 - d. Making an official decision outside official channels
 - e. Affecting adversely public confidence in the grant funded program in particular and the District in general
 - f. Any potential conflict of interest must be disclosed in writing
4. All District employees, officers and agents shall comply with District conflict of interest policies.

K. ROLES AND RESPONSIBILITIES

1. Grants Administrator

The District does not have any one dedicated position acting as a grants administrator who is responsible for general management and administration of all of the District's grant activities. Responsibilities are delegated to each department working directly with the Engineering and Accounting Departments.

2. Board of Directors

- a. Approves grant management policies
- b. Authorizes grant applications, if required by grant terms
- c. Approves grant awards as required by grant terms or authority levels designated in Policy FIN004

3. District General Manager
 - a. Reviews grant opportunities and related documents with the departments/grant executors.
 - b. Provides recommendations to Board of Directors regarding letters of support
 - c. Provides approval of grant applications prior to submittal if grant terms do not require Board approval.
 - d. The District General Manager shall ensure that the District's Grant Management Policy is implemented and followed

4. District CFO/Accounting Department
 - a. The CFO is responsible for the oversight of the District's financial activity.
 - b. Accounting shall issue GL accounts and project numbers for each grant.
 - b. Accounting shall reconcile grant revenues and expenses on a monthly basis.
 - c. Accounting shall forward emails or copies of reimbursement payments to the executor of the grant. Accounting shall also forward the grant executor a copy of the grant reconciliation monthly after completion.
 - d. Accounting has the authority to prepare and review financial reports, work with District General Manager to identify and investigate issues that may arise with respect to the management of District grants.
 - e. Accounting may provide general oversight of other grant related financial issues, to include proper budgeting and accounting for grants.
 - f. Accounting shall coordinate preparation and distribution of single audit reports.
 - g. Accounting develops, recommends and maintains grant management policies and procedures.

5. Engineering & Operations Manager/Engineering Department

Provides grant administration support to the grant executor which may include:

 - a. Grant evaluation
 - b. Grant application
 - c. Development of workplan and timeline
 - d. Grant compliance
 - e. Procurements in compliance with grant requirements, including bidding and vendor contracts
 - f. Grant progress and status reports

6. Operating Departments/Grant Executor

Grant executor provides advance notice to the appropriate District authorized departments/personnel, so the effects on the District, such as budget, local match, cash flow, procurement, financial reporting, and compliance requirements can be reviewed and understood before a grant application is submitted.

Each department and its grants executor are responsible for following all of the policies and procedures as set forth in this document.

M. UNIQUE ENTITY ID & SAM REGISTRATION

1. A unique ten-character identification that is required to apply for US federal government contracts or grants.
2. The Accounting Department has the sole responsibility of managing and obtaining a Unique Entity ID for the District from the federal government's Central Contractor Registry.
3. Contact the Accounting Department or grant executor to obtain the District's Unique Entity ID.
4. In order for the District to apply for federal awards, it must be registered with the System for Awards Management (SAM). The Accounting department is responsible for re-registering on an annual basis. Registration is free.

This Policy supersedes all previous policies, procedures, memos or other documentation on this subject matter.

Adopted By: Board Resolution 2024-21 September 16, 2024



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024

ITEM: E-6

FROM: Finance Department

SUBJECT: Authorize General Manager to Execute InvoiceCloud Customer Portal Software Implementation and Services Agreement with InvoiceCloud

RECOMMENDATION:

Authorize the General Manager to execute a five-year agreement, with three one-year extensions, for utility customer portal software implementation and services with InvoiceCloud with estimated annual fees of \$75,000.

DISCUSSION:

The current on-line customer payment interface with our utility billing software has passed end-of-life and is no longer supported by the developer. As the District strives to maintain transparent billing and charge practices, staff has evaluated options for increased customer access to on-line billing and account information in order to promote transparency and increase customer service levels.

Staff recommends implementing InvoiceCloud, a software interface enabling external access to the District's utility customers charge, water consumption, and billing information on their accounts.

The services package will include the following:

- Auto-translated Webpage
- Spanish Interactive Voice Response Option
- Custom Customer Email Functionality
- Custom Customer Messaging
- Bill Presentation Consistent with Mailed Bills
- Bill Insert Functionality
- Pay by Text
- Autopay Scheduling

The selection of InvoiceCloud was the result of a comprehensive evaluation process in which staff considered six software vendors with the results and recommendation reviewed by the Finance Committee. If awarded, InvoiceCloud is planned for immediate kick-off with implementation and go-live targeted for the first quarter of 2025.

FISCAL ANALYSIS:

Based on utilization levels on the current customer interface, the current interface fees are expected to be \$77,000. InvoiceCloud fees for the same level of utilization are \$75,000, a slight savings. The annual expense of \$75,000, the total estimated annual fee amount, is included in the Fiscal Year 2024-2025 Operating Budget and would be included in future annual operating budgets on a go forward basis.

STRATEGIC PLAN ALIGNMENT:

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


ATTACHMENTS:

- InvoiceCloud Biller Agreement
- InvoiceCloud Biller Order Form

MOTION: Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: 
Vanetta N. Van Cleave
Chief Financial Officer

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

1. License Grant & Restrictions. Subject to execution by Biller of the Invoice Cloud Biller Order Form incorporating this Agreement, Invoice Cloud hereby grants Biller a non-exclusive, non-transferable, worldwide right to use the Service described on the Biller Order Form until termination as provided herein, solely for the following purposes, and specifically to bill and receive payment from Biller's own customers, for Services that are referenced in the Biller Order Form. All rights not expressly granted to Biller are reserved by Invoice Cloud and its licensors.

Biller will provide to Invoice Cloud all Biller Data generated for Biller's Customers. Unless otherwise expressly agreed to in writing by Invoice Cloud to the contrary, Invoice Cloud will process all of Biller's Customers' Payment Instrument Transactions requirements related to the Biller Data and will do so via electronic data transmission according to our formats and procedures for each electronic payment type selected in the Biller Order Form. In addition, Biller will execute all third-party applications and enter into all agreements required for the Service without unreasonable delay, including without limitation Payment Processing Agreements and merchant agreements that may be required upon implementation, or later at such time as the Service operates with different or multiple payment processors. Throughout the Term of this Agreement, for "Invoice Types" listed on the Biller Order Form (e.g., real estate taxes, utility bills, parking tickets, insurance premium, loans, etc.), Biller will not use the credit card processing, ACH or check processing of any bank, payment processor, entity, or person, other than Invoice Cloud via electronic data transmission or the authorization for processing of Biller's Customers' Payment Instrument Transactions, for each electronic payment method selected in the Biller Order Form.

Biller shall not: (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Service in any way; (ii) modify or make derivative works based upon the Service; (iii) recreate, "frame" or "mirror" any portion of the Service on any other server or wireless or Internet-based device; (iv) reverse engineer or access the Service; or (v) copy any features, functions or graphics of the Service.

2. Privacy & Security. Invoice Cloud's privacy and security policies may be viewed at <http://www.invoicecloud.com/privacy.html>. Invoice Cloud reserves the right to modify its privacy and security policies in its reasonable discretion from time to time which modification shall not materially adversely impact such policies. Invoice Cloud will maintain compliance with current required Payment Card Industry (PCI) standards and Cardholder Information Security standards.

3. Account Information and Data. Invoice Cloud does not and will not own any Customer Data, in the course of providing the Service. Biller, not Invoice Cloud, shall have sole responsibility for the accuracy, quality, integrity, legality, and reliability of, and obtaining the intellectual property rights to use and process all Customer Data. In the event this Agreement is terminated, Invoice Cloud will make available to Biller a file of the Customer Data (to the extent that Invoice Cloud is permitted to provide pursuant to applicable law and PCI-DSS standards), within 30 days of termination of this Agreement (or at a later time if required by applicable law), if Biller so requests at the time of termination. Invoice Cloud will retain Customer Data for a period from its creation for the time frame that is listed in the Biller Order under "Data Retention", and reserves the right to remove and/or delete remaining Customer Data no less than 60 days after termination or expiration except as prohibited by applicable law or in the event of exigent circumstances.

4. Confidentiality / Intellectual Property Ownership. Invoice Cloud agrees that it may be furnished with or otherwise have access to Customer Data that the Biller's customers consider confidential. Invoice Cloud agrees to secure and protect the Customer Data in a manner consistent with the maintenance of Invoice Cloud's own Confidential Information, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than commercially reasonable measures. Invoice Cloud will not sell, transfer, publish, disclose, or otherwise make available any portion of the Customer Data to third parties, except as permitted under this Agreement or required to perform the Service or otherwise required by applicable law.

Invoice Cloud (and its licensors, where applicable) owns all right, title and interest, including all related Intellectual Property Rights, in and to the Invoice Cloud Technology, the Content and the Service and any enhancement requests, feedback, integration components, suggestions, ideas, and application programming interfaces, recommendations or other information provided by Biller or any other party relating to the Service. In the event any such intellectual property rights in the Invoice Cloud Technology, the Content or the Service do not fall within the specifically enumerated works that constitute works made for hire under applicable copyright laws or are deemed to be owned by Invoice Cloud, Biller hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such intellectual property rights to Invoice Cloud. The Invoice Cloud name, the Invoice Cloud logo, and the product names associated with the Service are trademarks of Invoice Cloud or third parties, and no right or license is granted to use them.

Biller agrees that during the course of using or gaining access to the Service (or components thereof) it may be furnished with or otherwise have access to information that Invoice Cloud considers to be confidential including but not limited to Invoice Cloud Technology, the Agreement, customer and/or prospective customer information, product features and plans, the marketing/sales collateral, pricing and financial information of the parties which are hereby deemed to be Invoice Cloud Confidential Information, or any other information that by its very nature constitutes information of a type that any reasonable business person would conclude was intended by Invoice Cloud to be treated as proprietary, confidential, or private (the "Confidential Information"). Biller agrees to secure and protect the Confidential Information in a manner consistent with the maintenance of Invoice Cloud's rights therein, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than reasonable efforts. Biller will not sell, transfer, publish,

Biller Agreement

disclose, or otherwise make available any portion of the Confidential Information of the other party to third parties (and will ensure that its employee and agents abide by the requirements hereof), except as expressly authorized in this Agreement or otherwise required by applicable law.

5. Billing. Invoice Cloud fees for the Service are provided on the Biller Order Form. Invoice Cloud's fees are exclusive of all taxes, levies, or duties imposed by taxing authorities. Invoice Cloud may assess and/or collect such taxes, levies, or duties against Biller and Biller shall be responsible for payment of all such taxes, levies, or duties, excluding only United States (federal or state) taxes based solely on Invoice Cloud's income. All payment obligations are either auto debited from the Biller Bank Account or payable on receipt of invoice from Invoice Cloud, and are non-cancellable, and all amounts or fees paid are non-refundable. Unless Invoice Cloud in its discretion determines otherwise, all fees will be billed in U.S. dollars. If Biller believes Biller's bill or payment is incorrect, Biller must provide written notice to Invoice Cloud within 60 days of the earlier of the invoice date, or the date of payment, with respect to the amount in question to be eligible to receive an adjustment or credit; otherwise such bill or payment is deemed correct. Invoice Cloud reserves the right to modify pricing with respect to applicable fees to be paid under this Agreement, at any time upon thirty days written notice to Biller: a) based on increases incurred by Invoice Cloud on Network Fees from credit card processors, bank card issuers, payment associations, ACH and check processors; or b) if, during the Term, the average credit card payment processed by Invoice Cloud for any three (3) consecutive month period exceeds 110% of the Average Credit Card Transaction \$ specified on the corresponding Invoice Parameter Sheet(s), to the extent that Invoice Cloud incurs increases in Network Fees. Invoice Cloud, on at least 30 days written notice to Biller, may also increase any or all fees referenced in the Biller Order Form (including any Invoice Parameter Sheets), by no more than the greater of CPI for the preceding period or 5%, provided, however, that such increase may not apply during the first year after the execution date of the Biller Order Form and may not occur more than once per year thereafter.

6. Term and Termination. The initial term of this Agreement shall commence as of the execution date of the Biller Order Form and continue for a period of five (5) years after the Go Live Date ("Initial Term"), and will automatically renew for each of additional successive three (3) year terms ("Renewal Term") unless terminated as set forth herein. "Term" as used herein shall mean the Initial Term and any Renewal Term. This Agreement may be terminated by either party effective at the end of the Initial Term or any Renewal Term by such party providing written notice to the other party of its intent not to renew no less than ninety (90) days prior to the expiration of the then-current term. Additionally, this Agreement may be terminated by either party with cause in the event of a material breach of the terms of this Agreement by the other party and the breach remains uncured for a period of 30 days following receipt of written notice by the breaching party. Upon any early termination of this Agreement by Invoice Cloud as a result of breach, Biller shall remain liable for all fees and charges incurred, and all periodic fees owed through the end of the calendar month following the effective date of termination. Upon any termination or expiration of this Agreement, Biller's password and access will be disabled and Biller will be obligated to pay the balance due on Biller's account. Biller agrees that Invoice Cloud may charge such unpaid fees to Biller's Debit Account or credit card or otherwise invoice Biller for such unpaid fees.

7. Invoice Cloud Responsibilities. Invoice Cloud represents and warrants that it has the legal power and authority to enter into this Agreement. Invoice Cloud warrants that the Service will materially perform the functions that the Biller has selected on the Biller Order Form and the Statement of Work, attached hereto and incorporated herein by reference (the "Statement of Work"), under normal use and circumstances, and that Invoice Cloud shall use commercially reasonable measures with respect to Customer Data to the extent that it retains such, in the operation of the Service; provided, that the Biller shall maintain immediately accessible backups of the Customer Data (to the extent that Biller is permitted pursuant to applicable law and PCI-DSS standards). In addition, Invoice Cloud will, at its own expense, as the sole and exclusive remedy with respect to performance of the Service, correct any Transaction Data to the extent that such errors have been caused by Invoice Cloud or by malfunctions of Invoice Cloud's processing systems.

8. Limited Warranty. EXCEPT AS PROVIDED IN SECTION 7, THE SERVICE AND ALL CONTENT AND TRANSACTION DATA IS PROVIDED WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS DO NOT REPRESENT OR WARRANT THAT (A) THE USE OF THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, OR OPERATE IN COMBINATION WITH ANY OTHER HARDWARE, SOFTWARE, SYSTEM OR DATA, (B) THAT THE SERVICE WILL NOT EXPERIENCE DELAYS IN PROCESSING OR PAYING, OR (C) THE SERVICE WILL MEET REQUIREMENTS WITH RESPECT TO SIZE OR VOLUME. Invoice Cloud's service may be subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications. Invoice cloud is not responsible for any delays, delivery failures, or other damage resulting from such problems.

9. Biller's Responsibilities. Biller represents and warrants that it has the legal power and authority to enter into this Agreement. Biller is responsible for all activity occurring under Biller's accounts and shall abide by all applicable laws, and regulations in connection with Biller's and/or its customers' and/or any payers' use of the Service, including those related to data privacy, communications, export or import of data and the transmission of technical, personal or other data. Biller represents and warrants that Biller has not falsely identified itself nor provided any false information to gain access to the Service and that Biller's billing information is correct. Biller shall: (i) notify Invoice Cloud immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (ii) report to Invoice Cloud and immediately stop any copying or distribution of Content that is known or suspected to be unauthorized by Biller or Biller's Users; and (iii) obtain consent from Biller's customers and payers to receive notifications and invoices from Invoice Cloud. Invoice Cloud is not responsible for any Biller postings in error due to delayed notification from credit card processors, ACH, bank and other related circumstances.

Billers Agreement

Billers agrees and acknowledges that in the event that Billers has access to, receives from, creates, or receives protected health information, or Billers has access to, creates, receives, maintains or transmits on behalf of electronic protected health information (as those terms are defined under the privacy or security regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009 (“ARRA”), during the performance under this Agreement, it will comply with all such law, regulations and rules related thereto.

Billers is required to ensure that it maintains a fair policy with regard to the refund, return or cancellation of payment for services and adjustment of Transactions. Billers is also required to disclose all refund, return and cancellation policies to Invoice Cloud and any applicable payment processors and Billers’s Customers, as requested. Any change in a return/cancellation policy must be submitted to Invoice Cloud, in writing, not less than 21 days prior to the effective date of such change. If Billers allows or is required to provide a price adjustment, or cancellation of services in connection with a Transaction previously processed, Billers will prepare and deliver to Invoice Cloud Transaction Data reflecting such refund/adjustment within 2 days of resolution of the request resulting in such refund/adjustment. The amount of the refund/adjustment cannot exceed the amount shown as the total on the original Transaction Data. Billers may not accept cash or any other payment or consideration from a Customer in return for preparing a refund to be deposited to the Customer’s account; nor may Billers give cash/check refunds to a Customer in connection with a Transaction previously processed by credit card, debit card, ACH, or other electronic payment method, unless required by applicable law. Billers shall cooperate with Invoice Cloud to effect a timely Implementation by Billers allocating sufficient and properly trained personnel to support the implementation process and fully cooperating with Invoice Cloud and by securing the cooperation of Billers’s software and service providers and providing to Invoice Cloud the information required to integrate with Billers’s billing, CIS and other applicable systems.

10. Indemnification. Invoice Cloud shall indemnify and hold Billers and Billers’s employees, attorneys, and agents, harmless from any losses, liabilities, and damages (including, without limitation, Billers’s costs, and reasonable attorneys’ fees) arising out of: (i) failure by Invoice Cloud to implement commercially reasonable measures against the theft of Customer Data; or (ii) its total failure to deliver funds processed by Invoice Cloud as required hereunder (which relates to payments due from Invoice Cloud for Transaction data). This indemnification does not apply to any claim or complaint relating to Billers’s failure to resolve a payment dispute concerning debts owed to Billers or Billers’s negligence or willful misconduct or violation of any applicable agreement or law.

11. Fees.

Invoice Cloud will charge the Billers and/or payer, payment transaction and other fees as provided in the Billers Order Form. In addition, Invoice Cloud will charge the fees set forth on the Billers Order Form for the initial platform setup, configuration, implementation and integration with Billers system(s) of its standard Service as set forth in the Statement of Work (the “Implementation”). Invoice Cloud reserves the right to also charge for changes and additions to the Implementation, and for any requests by Billers following the implementation which are agreed in writing by the parties, including without limitation for the following services, at its then standard rates:

- Custom development and features which are not stated in the Statement of Work and Billers Order Form, and change requests and modifications to existing platform functionality not stated in the Statement of Work and Billers Order Form;
- Additional integrations or integration modifications after the Go Live Date that are not provided for in the Billers Order Form or Statement of Work;
- Changes to bill presentment (web and PDF templates), billing system integrations, and other Service components coded or configured to Billers’s specifications after Billers has signed off on the relevant specification or Service is live;
- Custom data extracts and file requests that are not part of the Implementation signed off on by both parties; and
- Data conversion not listed in the Statement of Work, or repetitive re-loading of data due to Billers error.

12. Limitation of Liability. INVOICE CLOUD’S AGGREGATE LIABILITY SHALL BE UP TO AND NOT EXCEED THE AMOUNTS ACTUALLY PAID BY AND/OR DUE FROM BILLERS IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL INVOICE CLOUD AND/OR ITS LICENSORS BE LIABLE TO ANYONE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOSS OF DATA, REVENUE, PROFITS, USE OR OTHER ECONOMIC ADVANTAGE) DAMAGES ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE SERVICE, EVEN IF THE PARTY FROM WHICH SUCH DAMAGES ARE BEING SOUGHT OR SUCH PARTY’S LICENSORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Certain states and/or jurisdictions do not allow the exclusion of implied warranties or limitation of liability for incidental, consequential or certain other types of damages, so the exclusions set forth above may not apply to Billers.

13. Export Control. The Billers agrees to comply with United States export controls administered by the U.S. Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, and other U.S. agencies.

14. Notice. Either party may give notice by electronic mail to the other party’s email address (for Billers, that address on record on the Billers Order Form) or by written communication sent by first class mail or pre-paid post to the other party’s address on record in Invoice Cloud’s account information for Billers, and for Invoice Cloud, to Invoice Cloud, Inc., 30 Braintree Hill Office Park, Suite 101, Braintree, MA 02184

Billers Agreement

Attention: Client Services or helpdesk@invoicecloud.com. Such notice shall be deemed to have been given upon the expiration of 48 hours after mailing or posting (if sent by first class mail or pre-paid post) or 12 hours after sending (if sent by email).

15. Assignment. This Agreement may not be assigned by either party without the prior written approval of the other party, but may be assigned without such party's consent to (i) a parent or subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

16. Insurance.

Invoice Cloud agrees to maintain in full force and effect during the Term of the Agreement, at its own cost, the following coverages:

- a. Commercial General or Business Liability Insurance with minimum combined single limits of One Million (\$1,000,000) each occurrence and Two Million (\$2,000,000) general aggregate.
- b. Umbrella Liability Insurance with minimum combined single limits of Five Million (\$5,000,000) each occurrence and Five Million (\$5,000,000) general aggregate.
- c. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than One Million (\$1,000,000) for any one occurrence, with respect to each of the Invoice Cloud's owned, hired or non-owned vehicles assigned to or used in performance of the Services.
- d. Errors and Omissions Insurance (Professional Liability and Cyber Insurance) with limits of liability of at least One Million Dollars (\$1,000,000) per claim and in the aggregate.

17. Immigration Laws. Invoice Cloud represents and warrants that it has complied and will comply with all applicable immigration laws with respect to the personnel assigned to the Biller.

18. Beta Products. In the event that there is any functionality labelled "Beta" on the Biller Order Form, such functionality is provided "AS IS" WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD'S AGGREGATE LIABILITY WITH RESPECT TO SUCH FUNCTIONALITY SHALL BE UP TO AND NOT EXCEED \$10.

19. General.

(a) With respect to agreements with municipalities, localities or governmental authorities, this Agreement shall be governed by the law of the state wherein such municipality, locality or governmental authority is established, without regard to the choice or conflicts of law provisions of any jurisdiction. With respect to Billers who are not with municipalities, localities or governmental authorities, this Agreement shall be governed by Massachusetts law and controlling United States federal law, without regard to the choice or conflicts of law provisions of any jurisdiction. No text or information set forth on any other purchase order, preprinted form or document (other than a Biller Order Form and any add on Biller Order Form, if applicable), and no documentation (including any implementation planning documents) except as specifically referenced in this Biller Agreement, shall modify, add to or vary the terms and conditions of this Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the invalid or unenforceable provision(s), with all other provisions remaining in full force and effect. No joint venture, partnership, employment, or agency relationship exists between Biller and Invoice Cloud as a result of this agreement or use of the Service. The failure of either party to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by Invoice Cloud in writing. All rights and obligations of the parties in Sections 4, 6, 10, 12, 14, 18 and 19(a) and (b) shall survive termination of this Agreement. This Agreement, together with any applicable Biller Order Form, comprises the entire agreement between Biller and Invoice Cloud and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral between the parties regarding the subject matter contained herein. Biller agrees that Invoice Cloud can disclose the fact that Biller is a paying customer and the version of the Service that Biller is using. Where this Agreement is incorporated into, embedded in or otherwise made a part of a separate agreement between Invoice Cloud, Biller and a third party service provider ("Third Party Agreement"), and such Third Party Agreement is terminated or expires, Biller and Invoice Cloud agree that the terms and conditions of this Agreement shall survive and remain in effect as between Biller and Invoice Cloud until this Agreement expires or is otherwise terminated by either Biller or Invoice Cloud in accordance with the terms herein.

(b) Additional terms and conditions and definitions applicable to this Agreement and the Biller Order Form are found at www.invoicecloud.com/biller-terms-and-conditions (the "Biller T+C") and are agreed to by Invoice Cloud and the Biller.

SALES INFORMATION			
IC Sales Rep	John Hengge	Vertical	Utility
Order Date	8/30/2024	Billing Software	Springbrook

BILLER INFORMATION			
Ownership Type	Corporation	Phone	530-546-4212 Fax
Legal Name	North Tahoe Public Utility District	Website URL	ntpud.org
Address 1	875 National Avenue	Bus. Open Date	
Address 2	PO Box 139	Federal Tax ID	
City	Tahoe Vista	<i>*Federal Tax ID and Legal Name must match on all documents</i>	
State	CA ZIP 96148		

BILLER CONTACT	
Primary Contact Name	Samantha Kurashewich
Phone	530-553-5425
Email Address	skurashewich@ntpud.org

SIGNING AUTHORITY			
Name	Bradley A. Johnson	Title	General Manager
Phone	530-546-4212 Fax	Email Address	

BILLER BANK ACCOUNT (FOR INVOICE CLOUD AND NETWORK FEES, AND AS PROVIDED IN THE BILLER AGREEMENT)	
Note: Must include voided business check or bank letter for each unique account	
Billing Method	Direct Debit
Routing #	Last 4 Acct #

PAYMENT METHODS ACCEPTED	
Payment Methods	[American Express] [VISA/Mastercard/Discover] [PayPal] [ACH/EFT]

BILLER PRICING (see Invoice Type Parameter Sheet(s) for invoice-type-specific pricing)*			
Description	Interval	Cost Type	Cost
Billor Portal Access Fee	Monthly	Fixed (\$)	\$150.00
Credit Card - Chargeback Fee Non-Submitter	Per Transaction	Fixed (\$)	\$10.00
EFT - ACH Reject Fee Non-Submitter	Per Transaction	Fixed (\$)	\$10.00
PayPal Brands - Chargeback Fee (PayPal Brands)	Per Transaction	Fixed (\$)	\$10.00
Invoice Presentment For Paperless Customers	Per Transaction	Fixed (\$)	\$0.25
Invoicing - Outbound Campaigns - Monthly Minimum (Email/Text/Call)	Monthly	Fixed (\$)	\$0.00
Invoicing - Outbound Campaigns - Call	Per Minute	Fixed (\$)	\$0.15
Invoicing - Outbound Campaigns - Email	Per Message	Fixed (\$)	\$0.10
Invoicing - Outbound Campaigns - Text	Per Message	Fixed (\$)	\$0.10

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HARDWARE					
Card Reader Type		Quantity		Cost per Reader	
Card Reader				Billing Interval	Monthly
Shipping Address (if different than location address)					

DATA RETENTION		
Months to Keep	24	*Additional Fees apply if greater than 24 months

IMPLEMENTATION CHARGES			
Description	Interval	Cost	
Implementation (per SOW)	One-Time	\$0.00 (WAIVED)	

NOTES/SPECIAL HANDLING	

[signature page follows]

CERTIFICATION AND AGREEMENT

- A. By signing below, the Biller hereby ratifies its authorization for Invoice Cloud, Inc. ("Invoice Cloud") to execute debit/credit entries to the Biller Bank Account(s) indicated above at the depository financial institution(s) named above and to debit/credit the same such account(s). The Biller acknowledges that the origination of ACH transactions to its account(s) must comply with the provisions of U.S. law. This authority is to remain in full force and effect until (i) Invoice Cloud has received written notification (by electronic or U.S. mail) from the Biller of its revocation in such time and manner as to allow Invoice Cloud a reasonable opportunity to act on it, but not less than 10 business days notice; and (ii) all obligations of the Biller to Invoice Cloud that have arisen under this Agreement and all other agreements have been paid in full. The Biller must also notify Invoice Cloud, in writing, (by electronic or U.S. mail) when a change in Biller Bank Account account number(s) or bank has occurred at which time this authorization shall apply to such new/changed Biller Bank Account. This notification must be received no less than 10 business days in advance of any change. A fee will be charged for any returned or rejected ACH debits.
- B. By signing below, the Biller named: (1) has read, agreed to, ratifies the Biller Agreement, Biller T+Cs (referenced in the Biller Agreement) and other Order Forms previously executed by the Biller, and (2) certifies to Invoice Cloud that he/she is authorized to sign this Order Form; (3) certifies that all information and documents submitted in connection with this Order Form are true and complete; (4) authorizes Invoice Cloud or its agent to verify any of the information given, including credit references, and to obtain credit reports ; (5) agrees to pay the Monthly Access Fee through the last day of the month following the effective date of termination as provided in the Billing Agreement; (6) agrees that Biller and each transaction submitted will continue to be bound by the Order Form and the Biller Agreement in its entirety and any new agreement forms executed herewith; (7) agrees that Biller will submit transactions only in accordance with the information in this Biller Order Form and Biller Agreement and will immediately inform Invoice Cloud, by email (contracts@invoicecloud.com) if any information in this Order Form changes, and (8) In the event of non-payment of any sums due, Invoice Cloud reserves the right to withdraw such sums from the Biller Bank Account at any time to ensure payment of the same.
- C. Pay by Text: Standard data rates and text messaging rates may apply based on the payer's plan with their mobile phone carrier. Payer can opt out of text messaging at any time with Invoice Cloud. Partial payment or overpayment is not supported. Biller may not use the service for activities that violate any law, statute, ordinance or regulation.
- D. This Biller Order Form will become effective only when signed by Invoice Cloud.

In WITNESS WHEREOF, the parties have executed this Agreement as of this day

Accepted by Biller:

X

Corporate Officer/Authorized Official

Bradley A. Johnson

Printed Name

General Manager

Title

Accepted by Invoice Cloud, Inc.:

X

Corporate Officer

Kevin W. O'Brien

Printed Name

CEO

Title

Monthly Agenda Topics

	Monthly Required	Periodic Required	Topics Requiring Recommendation to Board Required	CFO Topics for Feedback & Direction	Memos
September	Review Financial Statements – Recommendation to Full Board Review Accounts Paid & Payable – Recommendation to Full Board	Annual Unfunded Pension Liability Review - December Recommendation to Full Board Annual Pension Liability Prefunding Review - December Recommendation to Full Board			
October	Review Financial Statements – Recommendation to Full Board Review Accounts Paid & Payable – Recommendation to Full Board	Annual Unfunded Pension Liability Review - December Recommendation to Full Board Annual Pension Liability Prefunding Review - December Recommendation to Full Board			June 30 Quarterly Review Memo
November	Review Financial Statements – Recommendation to Full Board Review Accounts Paid & Payable – Recommendation to Full Board				Quarterly Review Memo
December	Review Financial Statements – Recommendation to Full Board Review Accounts Paid & Payable – Recommendation to Full Board	Review and Discuss Accepting the Annual Independent Fiscal Audit Report for Fiscal Year 2023 Conducted by MUN CPAs – Recommendation to Full Board Annual Unfunded Pension Liability - December Recommendation to Full Board Annual Pension Liability Prefunding - December Recommendation to Full Board			