



**NORTH TAHOE PUBLIC UTILITY DISTRICT
Board of Directors Regular Meeting Agenda
North Tahoe Event Center
8318 North Lake Boulevard, Kings Beach, CA**

Monday, September 16, 2024, at 2:30 P.M.

Welcome to a meeting of the North Tahoe Public Utility District Board of Directors

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. With a few exceptions, all meetings are recorded and available online after the meeting has concluded. 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.

In addition, all written public comments received by 1:30 p.m. on September 16, 2024 will be distributed to the District Board Members for their consideration and all written comments will be included in the minutes. Pictures, graphics, or other non-written comments may be included in the minutes at the discretion of the Board of Directors. Written comments may be emailed to mмога@ntpud.org, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

The Board of Directors may take action upon any item listed on the agenda at any time during the meeting. Scheduled items will be heard at or after the time noted, but the Directors may interrupt or defer discussion in order to deal with other matters. No action will be taken at the meeting on any business not appearing on the posted agenda except as permitted by Government Code Section 54954.2.

TIMED ITEMS ON THIS AGENDA

Timed items on this agenda will be heard no earlier than the time listed below:

2:30 P.M. Public Comment and Questions

- A. CALL TO ORDER/OPEN SESSION/PLEDGE OF ALLEGIANCE**
- B. REVIEW AGENDA** - *Agenda Items may be taken off the agenda or taken out of order.*
- C. PUBLIC COMMENT AND QUESTIONS (2:30 P.M.):** *Any person wishing to address the Board of Directors 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.*
- D. REPORTS TO THE BOARD OF DIRECTORS:** *Reports are informational only, and no action will be taken.*
 - 1. [Tahoe-Truckee Sanitation Agency \(T-TSA\) Report \(Pages 4-10\)](#)
 - 2. [Recreation & Parks Commission Report \(Pages 11-12\)](#)
 - 3. Board Committee Reports
- E. CONSENT CALENDAR:** *Consent Calendar items are routine items which are approved without discussion or comment. If an item requires discussion, it may be removed from the Consent Calendar prior to action.*
 - 1. [Approve Accounts Paid and Payable for the Period from August 13, 2024 – September 15, 2024 \(Page 13\)](#)

2. Approve the Regular Meeting Minutes of August 13, 2024 and Special Meeting Minutes of August 22, 2024 (*Pages 14-19*)
3. 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 (*Pages 20-24*)
4. Authorize the General Manager to Execute a Purchase Order for the Procurement of a Caterpillar 907 Wheel Loader and Authorize Surplus of the District’s Existing Bobcat S630 Skid-Steer Loader (*Pages 25-32*)
5. Adopt Resolution 2024-21 – Establishing a Grant Management Policy (*Pages 33-45*)
6. Authorize General Manager to Execute InvoiceCloud Customer Portal Software Implementation and Services Agreement with InvoiceCloud (*Pages 46-54*)

F. GENERAL BUSINESS

1. Review, Discuss, and Possibly Approve Maintenance Technician Division Reorganization, Job Descriptions, Wage Ranges, Incentive Certification Program Changes, Authorize the General Manager to Execute a Side-Letter with Local 39, and Adopt Resolution 2024-22 – Adopting an Amended Publicly Available Pay Schedule for All Employees (*Pages 55-125*)
2. Review, Discuss, and Possibly Appoint an Interim Chief Financial Officer, Authorize the General Manager to Establish a Temporary Wage Adjustment and Execute all Documents for the Appointment, and Adopt the Following Resolutions:
 - a. Resolution 2024-23 – Establishing Authorized Signatures for the Local Agency Investment Fund
 - b. Resolution 2024-24 – Establishing Authorized Signatures for UBS Financial Services, Inc. Investment Accounts
 - c. Resolution 2024-25 – Establishing Authorized Signatures for Administrative Checking, Payroll, and General Accounts at Wells Fargo Bank (*Pages 126-132*)
3. Review, Discuss, and Possibly Adopt Resolution 2024-26 – Establishing a Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board Policy and Resolution 2024-27 – Regarding the Friends of the Park Fund (*Pages 133-182*)

G. MANAGEMENT TEAM INFORMATIONAL UPDATES: *Reports are informational only, and no action will be taken.*

1. General Manager/CEO Report (*Pages 183-186*)
2. Public Information Officer Report (*Pages 187-193*)
3. Accounting Department Report for the month ending July 31, 2024 (*Pages 194-230*)
 - a. Monthly Financial Report
 - b. Treasurer’s Report
4. Recreation, Parks, and Facilities Department Report (*Pages 231-233*)
5. Planning and Engineering Department Report (*Pages 234-243*)
6. Utility Operations Department Report (*Pages 244-247*)
7. Legal Report (*Pages 248-251*)

H. BOARD COMMENTS

- I. **LONG RANGE CALENDAR** (*Page 252-254*)
- J. **PUBLIC COMMENT AND QUESTIONS:** *See protocol established under Agenda Item C, Public Comment and Questions.*
- K. **CLOSED SESSION**
 - 1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – *Pursuant to Section 54957. Title: General Manager/CEO*
- L. **ADJOURNMENT**



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: D-1

FROM: Tahoe-Truckee Sanitation Agency (T-TSA) Representative

SUBJECT: T-TSA Regular Board of Directors Meeting Summary for August 21, 2024

1) The August 21, 2024 Board meeting was held in person and via Zoom:

- T-TSA Board Meeting Videos available at: <https://vimeo.com/user183648821>

2) Public Comment (provided during Public Comment or Agenda items).

- David Diamond - TTAD
- Bill Reno - TTAD
- Dr. Rob Darzynkiewicz - TFHD

3) Status Report:

a) Operations Report:

- All plant waste discharge requirements were met, and the plant performed well in July.
- Staff cleared plugged recarb lines with the assistance of the Maintenance Department.
- Started weed abatement on odorous airfields.
- Some digester foaming was observed, and dewatering WAS done to reduce loadings.

b) Laboratory Report:

- Support of Nutrient Removal Alternatives Study with Nitrogen and Phosphorus testing.
- Annual Proficiency testing scheduled.
- Internal Assessment completed.

c) Public Outreach:

- Plant Tours: No tours in July.
- Public Outreach: Staff participated in public outreach for the Truckee Music Fest.

d) Capital Projects Report:

- Digestion Improvements Project: Building location determination underway. Boiler sizing and heating demand calculations are being determined. TRI Alpine Meadows to Olympic Valley Rehabilitation Project: The process of talking to permitting agencies has started. Continued assessment of best rehab technology. Nutrient Removal Alternatives Study: The first string of alternatives being assessed. Metrics developed for ranking alternatives. Fate and Transport Study: Initiated contract for the first phase of the study. Lots of information gathering. Land Use Risk Assessment: Presenting Executive Summary.
- Please visit the "Projects" page on the Agency website for updates on ongoing projects by using the following link: <https://www.tsa.ca.gov/home/pages/construction-projects>

e) Other Items Report: The Board Approved:

- Approval of the Regular Board meeting minutes from July 17, 2024.
- Ratification of payment of General Fund warrants and review and approval of the July Financial Results.
- Approval for the GM to work with the Truckee Rotary Club to install benches on Agency property adjacent to the Legacy Trail.
- Approval of new CFO/Risk Manager Job Classification, Updated Salary Schedule, and Organizational Chart.
- Approval of Transfers, per Fund Policy to Fund 6.
- Approval to Receive and File the Fiscal Year 2025 Budget Book.
- Approval to proceed with the Administration Parking & Landscaping Improvements project plans.
- Approval to proceed with the High-Strength Waste (HSW) Study.
- Acceptance of the Land Use Risk Assessment Study.
- Additionally:
 - a) Update on the Classification and Compensation Study with Gallagher Consulting.
 - b) Review of CalPERS Medical Benefits.
 - c) Follow up and review of Agency Insurance Coverage.
 - d) Discussion of the Board Calendar through February.
 - e) Closed Session: (I) Consultation with Agency Safety Staff and Counsel concerning the Security of Public Buildings and Essential Public Services (Gov. Code §54957); (II) Closed Session II: Public Employee Performance Evaluation of the General Manager (Gov. Code §54957).

LINKS:

[July 17, 2024 Board Minutes](#)
[August 21, 2024 Agenda and Packet](#)


ATTACHMENTS:

- July 2024 Flow Report

REVIEW TRACKING:

Submitted By: 

Scott Wilson
T-TSA Representative

Approved By: 

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

Tahoe-Truckee Sanitation Agency
Monitoring and Reporting Program No. 2002-0030
WDID Number 6A290011000
Flow Monitoring Within collection System: Flow Measurement
North Tahoe Public Utility District
July, 2024

DATE	NTPUD Daily Flow MG	NTPUD 7 Day Avg Flow MGD	NTPUD Peak Flow MGD
7/1/2024	0.796	0.759	1.659
7/2/2024	0.828	0.777	1.635
7/3/2024	0.935	0.811	1.598
7/4/2024	1.078	0.865	1.625
7/5/2024	1.098	0.913	3.827
7/6/2024	1.054	0.945	1.632
7/7/2024	1.054	0.978	1.632
7/8/2024	0.785	0.976	1.612
7/9/2024	0.774	0.968	1.597
7/10/2024	0.772	0.945	1.589
7/11/2024	0.797	0.905	1.628
7/12/2024	0.864	0.871	1.643
7/13/2024	0.893	0.848	1.605
7/14/2024	0.886	0.824	1.612
7/15/2024	0.803	0.827	1.605
7/16/2024	0.778	0.828	1.604
7/17/2024	0.780	0.829	1.593
7/18/2024	0.655	0.808	3.834
7/19/2024	0.871	0.809	1.581
7/20/2024	0.927	0.814	1.628
7/21/2024	0.867	0.812	1.605
7/22/2024	0.813	0.813	1.589
7/23/2024	0.782	0.814	1.619
7/24/2024	0.789	0.815	1.620
7/25/2024	0.807	0.837	2.515
7/26/2024	0.879	0.838	1.597
7/27/2024	0.917	0.836	1.581
7/28/2024	0.897	0.841	1.632
7/29/2024	0.829	0.843	1.612
7/30/2024	0.794	0.845	1.643
7/31/2024	0.788	0.844	1.597
SUMMARY			
AVG	0.858	0.853	1.785
MAX	1.098	0.978	3.834
MIN	0.655	0.759	1.581

Tahoe-Truckee Sanitation Agency
Monitoring and Reporting Program No. 2002-0030
WDID Number 6A290011000
Flow Monitoring Within collection System: Flow Measurement
Tahoe City Public Utility District
July, 2024

DATE	TCPUD Daily Flow MG	TCPUD 7 Day Avg Flow MGD	TCPUD Peak Flow MGD
7/1/2024	0.921	0.855	2.314
7/2/2024	0.959	0.882	2.471
7/3/2024	1.102	0.930	2.916
7/4/2024	1.226	0.990	3.209
7/5/2024	1.235	1.049	3.626
7/6/2024	1.183	1.082	3.180
7/7/2024	0.855	1.069	2.780
7/8/2024	0.851	1.059	2.228
7/9/2024	0.799	1.036	2.128
7/10/2024	0.786	0.991	2.225
7/11/2024	0.802	0.930	2.164
7/12/2024	0.890	0.881	2.461
7/13/2024	0.969	0.850	2.654
7/14/2024	0.890	0.855	2.623
7/15/2024	0.833	0.853	2.221
7/16/2024	0.811	0.854	2.191
7/17/2024	0.783	0.854	2.159
7/18/2024	0.782	0.851	2.723
7/19/2024	0.528	0.799	2.391
7/20/2024	0.953	0.797	2.608
7/21/2024	0.910	0.800	2.592
7/22/2024	0.805	0.796	2.203
7/23/2024	0.827	0.798	2.129
7/24/2024	0.793	0.800	2.221
7/25/2024	0.803	0.803	2.198
7/26/2024	0.706	0.828	2.453
7/27/2024	1.008	0.836	2.453
7/28/2024	0.915	0.837	2.623
7/29/2024	0.810	0.837	2.329
7/30/2024	0.798	0.833	2.191
7/31/2024	0.769	0.830	2.191
SUMMARY			
AVG	0.881	0.886	2.479
MAX	1.235	1.082	3.626
MIN	0.528	0.796	2.128

Tahoe-Truckee Sanitation Agency
Monitoring and Reporting Program No. 2002-0030
WDID Number 6A290011000
Flow Monitoring Within collection System: Flow Measurement
Alpine Springs County Water District
July, 2024

DATE	ASCWD Daily Flow MG	ASCWD 7 Day Avg Flow MGD	ASCWD Peak Flow MGD
7/1/2024	0.049	0.046	0.138
7/2/2024	0.052	0.047	0.097
7/3/2024	0.063	0.050	0.113
7/4/2024	0.071	0.055	0.157
7/5/2024	0.074	0.058	0.145
7/6/2024	0.067	0.061	0.143
7/7/2024	0.050	0.061	0.115
7/8/2024	0.038	0.059	0.093
7/9/2024	0.039	0.057	0.071
7/10/2024	0.041	0.054	0.079
7/11/2024	0.040	0.050	0.069
7/12/2024	0.049	0.046	0.085
7/13/2024	0.056	0.045	0.126
7/14/2024	0.056	0.046	0.100
7/15/2024	0.045	0.047	0.089
7/16/2024	0.047	0.048	0.079
7/17/2024	0.046	0.048	0.079
7/18/2024	0.044	0.049	0.081
7/19/2024	0.054	0.050	0.102
7/20/2024	0.059	0.050	0.122
7/21/2024	0.051	0.049	0.105
7/22/2024	0.051	0.050	0.082
7/23/2024	0.049	0.051	0.087
7/24/2024	0.047	0.051	0.079
7/25/2024	0.050	0.052	0.079
7/26/2024	0.047	0.051	0.089
7/27/2024	0.052	0.050	0.118
7/28/2024	0.050	0.049	0.133
7/29/2024	0.044	0.048	0.085
7/30/2024	0.043	0.048	0.084
7/31/2024	0.044	0.047	0.082
SUMMARY			
AVG	0.051	0.051	0.100
MAX	0.074	0.061	0.157
MIN	0.038	0.045	0.069

Tahoe-Truckee Sanitation Agency
Monitoring and Reporting Program No. 2002-0030
WDID Number 6A290011000
Flow Monitoring Within collection System: Flow Measurement
Olympic Valley Public Service District
July, 2024

DATE	OVPSD Daily Flow MG	OVPSD 7 Day Avg Flow MGD	OVPSD Peak Flow MGD
7/1/2024	0.152	0.166	0.296
7/2/2024	0.159	0.167	0.310
7/3/2024	0.184	0.173	0.325
7/4/2024	0.242	0.184	0.440
7/5/2024	0.267	0.193	0.477
7/6/2024	0.242	0.203	0.477
7/7/2024	0.179	0.204	0.407
7/8/2024	0.147	0.203	0.304
7/9/2024	0.157	0.203	0.292
7/10/2024	0.154	0.198	0.344
7/11/2024	0.163	0.187	0.490
7/12/2024	0.183	0.175	0.301
7/13/2024	0.210	0.170	0.352
7/14/2024	0.178	0.170	0.366
7/15/2024	0.153	0.171	0.294
7/16/2024	0.158	0.171	0.352
7/17/2024	0.152	0.171	0.282
7/18/2024	0.157	0.170	0.264
7/19/2024	0.185	0.170	0.315
7/20/2024	0.210	0.170	0.393
7/21/2024	0.168	0.169	0.357
7/22/2024	0.140	0.167	0.241
7/23/2024	0.151	0.166	0.297
7/24/2024	0.137	0.164	0.259
7/25/2024	0.155	0.164	0.379
7/26/2024	0.183	0.163	0.319
7/27/2024	0.204	0.163	0.361
7/28/2024	0.184	0.165	0.833
7/29/2024	0.165	0.168	0.324
7/30/2024	0.169	0.171	0.315
7/31/2024	0.164	0.175	0.366
SUMMARY			
AVG	0.176	0.176	0.359
MAX	0.267	0.204	0.833
MIN	0.137	0.163	0.241

Tahoe-Truckee Sanitation Agency
Monitoring and Reporting Program No. 2002-0030
WDID Number 6A290011000
Flow Monitoring Within collection System: Flow Measurement
Truckee Sanitary District
July, 2024

DATE	TSD Calc Daily Flow MG	TSD Calc Daily Flow 7 Day Avg	TSD Peak Flow MGD
7/1/2024	1.790	1.706	2.228
7/2/2024	1.869	1.744	2.261
7/3/2024	2.186	1.826	2.672
7/4/2024	2.426	1.940	3.050
7/5/2024	2.625	2.073	3.234
7/6/2024	2.451	2.164	3.077
7/7/2024	2.097	2.206	2.537
7/8/2024	1.790	2.206	2.279
7/9/2024	1.688	2.180	2.115
7/10/2024	1.632	2.101	2.002
7/11/2024	1.609	1.985	2.192
7/12/2024	1.740	1.858	1.960
7/13/2024	1.821	1.768	2.326
7/14/2024	1.761	1.720	2.338
7/15/2024	1.683	1.705	2.192
7/16/2024	1.597	1.692	2.027
7/17/2024	1.598	1.687	2.016
7/18/2024	1.675	1.696	2.044
7/19/2024	2.119	1.751	2.554
7/20/2024	1.914	1.764	2.619
7/21/2024	1.797	1.769	2.219
7/22/2024	1.673	1.768	2.162
7/23/2024	1.589	1.766	1.926
7/24/2024	1.604	1.767	1.981
7/25/2024	1.635	1.762	1.989
7/26/2024	1.904	1.731	2.409
7/27/2024	1.900	1.729	2.620
7/28/2024	1.824	1.733	2.470
7/29/2024	1.675	1.733	2.046
7/30/2024	1.602	1.735	2.044
7/31/2024	1.590	1.733	2.147
SUMMARY			
AVG	1.834	1.839	2.314
MAX	2.625	2.206	3.234
MIN	1.589	1.687	1.926



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: D-2

FROM: Recreation and Parks Commission

SUBJECT: Recreation and Parks Commission Report from August 22, 2024 meeting

Rec Connect:

- Manager Oberacker prepared salads from produce from the community garden. They were enjoyed by all. The Commission is proud of the community garden success this year.

NTRP:

- Commissioners are pleased with the successful summer park events, including but not limited to ice cream socials, 5k runs, community garden, pickle ball court use and the many tournaments hosted.
- Commissioners requested an update on e-bikes regulations. Staff reported it is a problem that is happening in many places across the state. To have consistent messaging and rules, NTPUD is waiting on direction from current State legislation, Placer County, and TRPA. TRPA Regional Draft Plan is coming in December 2024. There will be a public comment period, and all are suggested to participate.
 - Suggestions discussed during the commission meeting included speed limits, educational campaigns, and educational campaign in local schools.

TVRA:

- The Commission was pleased with the adjustments made to the boat ramp this year and the success of Live at the Launch music series.

NTEC:

- Commission was pleased to meet Christina McDougal and hear about the smooth transition from Cathy Becker's retirement. Looking forward to continued growth.

PIO:

- Community engagement with the weekly newsletters is high, Commission is pleased.

Engineering:

- Commissioner Williams mentioned the possibility of a Homeland Security Grant opportunity that may be able to help with generator costs for NTEC or other generator needs.

Financials:


- Commissioners are pleased with the direction of financials.
- Commissioners would like a financial statements educational meeting. Postponed while looking for a new CFO.

General Commission/Committee Business:

- Fiscal Year 2024/25 Annual Operating and Capital Budget Discussion
 - Discussion:
 - Winter parking plan: Manager Oberacker said PUD is planning to follow the same protocol as last year.
 - TVRA Dredging – GM Johnson said they are keeping an eye on lake levels and when appropriate NTPUD is going to try for a spring dredge to get the most out of it.
 - Secline Study Timeline – 3 years due to grant funding requirements. October 2024 planned for first community outreach.
- **Recommend Adoption of a Naming of District Parks and Facilities, Commemorative Seating Program and Friends of the Park Recognition Board Policy; and Recommend Adoption of a Friends of the Park Resolution**
 - Commission recommended Resolution for approval.
 - Commission and Committee members are pleased with the resolution and the time and effort put in by Manager Oberacker and staff to consider the discussion, preferences and concerns raised in previous meetings.
 - Director Daniels suggested placing “Friends of the Park” near pickleball courts and other facilities with high use.
 - Commissioner Stolzman is helping with language in the Policy regarding bench destruction.
 - Commission decided to leave Authorized Expenditures of Fund in the Resolution as is; if in the future the Directors and Commission decide it would be beneficial to broaden the language, it will be done at that time.
- **Discuss the Commissioners’ Intent to Serve a 3-year term beginning in 2025**
 - Commissioners Stolzman and Heggen have indicated they would be interested in another 3-year term.

REVIEW TRACKING:

Submitted By: Ingrid Heggen
Ingrid Heggen
Recreation & Parks Commissioner

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



**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
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: E-2

FROM: Office of the General Manager

SUBJECT: Approve the Regular Meeting Minutes of August 13, 2024 and Special Meeting Minutes of August 22, 2024

RECOMMENDATION:

Approve the Regular Meeting Minutes of August 13, 2024 and Special Meeting Minutes of August 22, 2024

DISCUSSION:

At the regular Board meeting and any special Board meetings, draft minutes from meeting(s) held during the previous month are presented to the Board of Directors for review and approval. Meeting minutes represent the official record of the District's actions. Minutes are considered to be a vital and historical record of the District.


FISCAL ANALYSIS: No Fiscal Impact

ATTACHMENTS: Draft Minutes from August 13 and 22, 2024


MOTION: Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: _____


Misty Moga
Administrative Liaison

Approved By: _____


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



DRAFT MINUTES

**NORTH TAHOE PUBLIC UTILITY DISTRICT
Board of Directors Regular Meeting
North Tahoe Event Center, 8318 N Lake Blvd.
Kings Beach, CA**

Tuesday, August 13, 2024, at 2:00 p.m.

CALL TO ORDER/ESTABLISH QUORUM

The regular meeting of the North Tahoe Public Utility District Board of Directors was held on Tuesday, August 13, 2024, at 2:03 p.m. at the North Tahoe Event Center. Directors Thompson, Daniels, Hughes, Mourelatos, and President Coolidge were present. District Staff in attendance included General Manager Johnson, Chief Financial Officer Van Cleave, Engineering and Operations Manager Pomroy, Public Information Officer Broglio, Utility Operations Manager Fischer, Human Resources Manager Harris, Recreation, Parks, and Facilities Manager Oberacker, and Administrative Liaison/Board Secretary Moga. Legal Counsel Nelson was also present. The Pledge of Allegiance was recited. There were no changes to the agenda.

OPEN SESSION

PUBLIC COMMENT –

David Diamond, the incumbent candidate for the Truckee Tahoe Airport District Board, gave public comment regarding his vision for the airport's future.

There were no further requests for public comment.

CLOSED SESSION

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Pursuant to Section 54957.**
Title: General Manager/CEO
- **CONFERENCE WITH LABOR NEGOTIATORS – Pursuant to Section 54957.6.** *Agency Designated Representative: Sarah Coolidge, President. Unrepresented Employee: General Manager/CEO and Chief Financial Officer*

The Board resumed in Open Session 3:51 p.m.

OPEN SESSION

REPORTS TO THE BOARD OF DIRECTORS:

- Tahoe-Truckee Sanitation Agency (T-TSA) Report – TTSA Representative Scott Wilson was not in attendance.
- Board Committee Reports – Director Daniels reported that the Development & Planning Committee requested a further explanation of item F-3.; however, the Committee supported both items. President Coolidge reported that the Finance Committee agreed with and supported the items.

CONSENT CALENDAR: *Consent Calendar items are routine items which are approved without discussion or comment. If an item requires discussion, it may be removed from the Consent Calendar prior to action.*

- Approve Accounts Paid and Payable for the Period from July 9, 2024 – August 12, 2024
- Approve the Regular Meeting Minutes of July 9, 2024, and the Special Meeting Minutes of August 1, 2024
- Authorize the General Manager to Execute a Professional Services Agreement with HDR, Inc. for the Sewer Export System Study
- Declare Items/Vehicles as Surplus and Authorize Sale, Donation, or Disposal as Appropriate
- Adopt Resolutions 2024-19 and 2024-20, Resolutions of the Board of Directors of the North Tahoe Public Utility District Adopting Fiscal Years 2023-2024 and 2024-2025, respectively, Revised Annual Appropriations Limits

General Manager Johnson noted an amendment to item F-5. Resolution 2024-19 to include a third bullet point: “This resolution supersedes and replaces Resolution 2023-09.” It would replace the previously adopted resolution. Additionally, for Resolution 2024-20, the Resolution should include a third bullet point: “This resolution supersedes and replaces Resolution 2024-15.” President Coolidge reminded the Board members that when adopting this Resolution, please note the amendment to these Resolutions.

The Development & Planning Committee members requested that the General Manager explain the purpose of item F-3, the Sewer Export System Study, to the Board. Director Daniels added that it’s a proactive and timely look at our system, knowing we just had a sewer spill.

MOTION: Director Mourelatos moved to approve the consent calendar items as amended. Director Daniels seconded the motion, which carried unanimously in favor.

GENERAL BUSINESS

Advanced Water Metering Infrastructure and Beacon EyeOnWater Software Presentation – UOM Fischer, PIO Broglio, and EOM Pomroy provided a PowerPoint slideshow. The Board and staff discussed the app's features, which display a customer’s water use, continuous use, notifications, and tips. They also discussed the timing of the deployment and installation.

Review, Discuss, and Possibly Authorize the Board President to Execute Amended and Restated Employment Agreements for General Manager/CEO and Chief Financial Officer – Legal Counsel Nelson introduced the item. There was no discussion.

MOTION: Director Mourelatos moved to approve the amended agreements as noted. Director Daniels seconded the motion which carried unanimously in favor.

Public Employee Compensation – Title: General Manager/CEO

- Consider Action and Salary Adjustment based on General Manager/CEO Performance Review**

This item was postponed to a future meeting.

MANAGEMENT TEAM INFORMATIONAL UPDATES – *Reports are informational only, and no action will be taken.*

General Manager/CEO Report – GM Johnson highlighted items from his report, including an update on grant funding. He announced that Senator Alvarado-Gil has switched parties which ultimately stripped of her committees and which may impact SB 1088. In response to President Coolidge’s inquiry regarding the TOT Sponsorship Grant and completion of the County’s trail study, GM Johnson shared that the county’s trail study is moving much slower than anticipated and therefore the County will be awarding years two and three of the grant.

Public Information Officer Report – PIO Broglio highlighted items from his report, including social media and website statistics during the sewer strike incident. The Board complimented PIO Broglio’s communication efforts during the sewer strike incident.

Accounting Department Report for the month ending June 30, 2024 – CFO Van Cleave shared key points from her report. In response to President Coolidge’s inquiry about a year-to-year comparison of capital spend, GM Johnson noted project completion percentages were shared when we had an Engineering Department reorganization discussion; however, staff can bring it back with an annual comparison. Director Daniels added it would tie in with our budget and reserves to fund future projects. CFO Van Cleave announced that 17 customers signed up for the rate relief program to-date.

Recreation, Parks, and Facilities Department Report – RPF Manager Oberacker provided highlights from her report. In response to President Coolidge’s inquiry, RPF Manager Oberacker spoke about preliminary discussions with CA State Parks regarding a positive working partnership regarding the patio and perimeter around the NTEC. Director Hughes requested a more formal discussion with the Board. She stated she has been vocal about the impacts of California State Parks taking back management of the Kings Beach State Recreation Area. Director Hughes requested better bike racks at NTEC. Director Daniels thanked RPF Manager Oberacker for all her help mitigating the bike trail and her efforts this summer. The Board and staff discussed the trail etiquette efforts and policies consistent around the basin.

Planning and Engineering Department Report – EOM Pomroy discussed key points from his report. Director Hughes mentioned the benefits from EyeOnWater Smart Meters and expressed interest in seeing similar benefits from our other projects and repairs. She also pointed out that highlighting these benefits would be useful for grant applications. GM Johnson then provided an update on the NTEC Architectural study and the status of the wayfinding sign at the event center in response to Director Mourelatos's questions. President Coolidge suggested focusing on the architectural study now that the dig season is winding down. EOM Pomroy also clarified to Director Thompson that the waterline list only includes completed and connected lines, not dry lines.

Utility Operations Department Report – UOM Fischer provided highlights from his report. The Board thanked Ken and his staff for their response to the sewer incident.

Legal Report – Counsel Nelson provided highlights from his report, including e-bike legislation, based on recent Commission and Board discussions.

BOARD COMMENTS – Director Mourelatos stated he visited the sewer strike site. He complimented the team on their efforts, as there was no trace of the incident. President Coolidge reported she received a positive letter from the Placer Grand Jury in response to their assessment of the Board’s Form 700 and ethics training compliance.

LONG RANGE CALENDAR – The long-range calendar was reviewed, highlighting the following dates:

8/14 – Lake Tahoe Summit @ Roundhill Pines

8/22 – Special Board meeting at NTPUD Administrative Offices Corp Yard

8/26 – Joint Ad hoc Committee for Active Recreation Needs Assessment (status update)

9/16 – Board meeting, 2:30 pm (rescheduled from 9/10)

PUBLIC COMMENT – There were no requests for public comments.

ADJOURNMENT – With no further business to come before the Board, the meeting was adjourned at 5:55 p.m.



MINUTES

NORTH TAHOE PUBLIC UTILITY DISTRICT Board of Directors Special Meeting Capital Improvement Program Workshop

**Location: North Tahoe Public Utility District
Administrative Office Corporation Yard
875 National Ave., Tahoe Vista, CA 96148**

Thursday, August 22, 2024, 1 p.m.

CALL TO ORDER/ESTABLISH QUORUM

The special meeting of the North Tahoe Public Utility District Board of Directors was held on Thursday, August 22, 2024, at 1 p.m., at the North Tahoe Public Utility District Administrative Office. Directors Thompson, Hughes, Mourelatos, Daniels, and President Coolidge were in attendance. District Staff in attendance included General Manager Johnson, Engineering and Operations Manager Pomroy, Utility Operations Manager Fischer, Utility Operations Superintendent Dicey, Parks and Facilities Superintendent Ramey, Operations Crew Chief Sandhofner, Recreation, Parks, and Facilities Manager Oberacker, and Administrative Liaison/Board Secretary Moga. The Pledge of Allegiance was recited. President Coolidge announced there were no changes to the agenda.

OPEN SESSION

PUBLIC COMMENT AND QUESTIONS (1:00 P.M.) – There were no requests for public comment.

CAPITAL IMPROVEMENT PROGRAM EQUIPMENT WORKSHOP – The Board reviewed and discussed of Equipment associated with the Fiscal Year 2024/2025 Capital Improvement Program 5-year Plan and reached consensus regarding the proposed purchase of a Caterpillar 907 Wheel Loader to replace the existing Bobcat Skid-Steer. Staff was directed to agendize the proposed purchase on the Consent Calendar of the September Regular Meeting.

ADJOURNMENT – With no further business to come before the Board, the meeting was adjourned at 2:50 p.m.



**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.

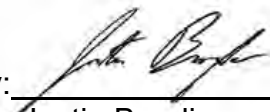
Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective D: Utilize the North Tahoe Regional Park (NTRP) as a community asset for passive and active recreation – Tactic 1: Increase accessibility of the Park – Activity b: Identify and develop areas throughout 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.

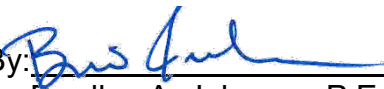
ATTACHMENTS:

- 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**

DATE: September 16, 2024 **ITEM:** E-4
FROM: Utility Operations Department
SUBJECT: Authorize General Manager to Execute a Purchase Order for the Procurement of a Caterpillar 907 Wheel Loader and Authorize Surplus of the District's Existing Bobcat S630 Skid-Steer Loader.

RECOMMENDATION:

1. Authorize the General Manager to execute a Purchase Order, in the amount of \$154,574, with Empire Southwest LLC for the procurement of a Caterpillar 907 wheel loader.
2. Declare the District's Bobcat S630 skid-steer loader as surplus and authorized it for sale, donation, and/or disposal as appropriate.

DISCUSSION:

District staff has a long term Fleet strategy for replacement of construction equipment and vehicles based on need, capacity, and the regulatory environment. The District's Fleet 5-year Capital Plan was reviewed with the Board at the May 8, 2024, Board Workshop as part of the Capital Plan Presentation for Fiscal Year (FY) 2024/25 – FY 2028/29. The Presentation highlighted the FY 2024/25 Fleet purchases and the scheduled equipment and vehicle replacements for the subsequent four years. The Fleet FY 2024/25 purchases and the Fleet 5-year Capital Plan are included as part of the FY 2024/25 Budget that was adopted by the Board on June 11, 2024.

The District's approved FY 2024/25 Capital Improvement Budget identifies the purchase of one compact loader to replace the Bobcat S630 skid-steer loader. This is the final purchase over the last seven years to replace aging construction equipment which included the replacement of two backhoes and a medium size wheel loader.

The District currently owns one Bobcat S630 skid-steer loader, which is used for construction activities to repair and replace water and sewer infrastructure and for snow removal. The Bobcat skid-steer was originally purchased in 2015 for the Parks and Recreation Department. Parks and Recreation Department no longer utilizes this piece of equipment because recent equipment purchases have replaced its use. The Utility Operations Department has utilized the Bobcat skid-steer for repair and replacement of water and sewer assets and snow removal.

On August 22, 2024, a Special Board meeting was held to review, discuss, and provide direction to staff on the proposed replacement of the Bobcat skid-steer with a Caterpillar 907 compact wheel loader. The Board members were provided with an opportunity to see both pieces of equipment, discuss the capabilities and limitations of the equipment and compare it to other District owned equipment and equipment owned by the District's snow removal contractor. The Board directed staff to bring back a memorandum recommending the purchase of the new Caterpillar 907 compact wheel loader and declare the Bobcat skid-steer as surplus for their consideration at the September Regular Board meeting. A request was also made by a Board member to provide information on equipment usage and that information is summarized as an attachment following this memo.

The District's FY 2024/25 Capital Improvement Budget includes the purchase of the proposed compact wheel loader. District Staff has solicited a quote for the Caterpillar 907 compact wheel loader with an Erskine snow blower attachment. The new Caterpillar 907 will operate with our existing Bobcat skid-steer attachments that include a manhole cutter and sweeper. The quote from Empire Southwest LLC (formerly Cashman Equipment) is via Sourcewell member pricing and is attached to this report.

Vendor	Item	Price
Empire Southwest LLC (Sourcewell*)	New Caterpillar 907 Wheel Loader with Erskine Snow Blower	\$154,574

*This quote utilized Sourcewell pricing. Sourcewell, authorized under the Minnesota State Statute, is a Minnesota-based municipal contracting agency that provides nationally leveraged, competitively solicited, and cooperatively shared procurement contracts to its member agencies.

FISCAL ANALYSIS:

The FY 2024/25 Capital Budget includes \$180,000 for the purchase of one compact wheel loader in the Fleet Fund. The purchase amount from Empire Southwest LLC is \$154,574. The District will also be purchasing new tire chains for the compact wheel loader separately for \$2,100 and is considering other attachments that would be within the budgeted amount to extend its capabilities.

STRATEGIC PLAN ALIGNMENT:


Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective D: Ensure the District's fleet and equipment are safe and well maintained, and in alignment with industry standards and best practices – Tactic 2: Ensure timely maintenance, service cycles, and replacement by leveraging the computerized maintenance management system.

ATTACHMENTS:

Purchase quote from Empire Southwest LLC, Sourcewell Member # GOV23SOURCWL


MOTION: Approve Staff Recommendation

REVIEW TRACKING:

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

Submitted By: 
Kenneth P. Fischer
Operations Manager

Reviewed By: 
Vanetta Van Cleave
Chief Financial Officer

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



JASON DICEY
NORTH TAHOE P.U.D.
P.O. BOX 139
TAHOE VISTA, CA 96148

9/10/2024

Dear JASON, On behalf of Empire Machinery and Caterpillar Inc., we are pleased to quote the following.

**2024 New Caterpillar 907 Compact Wheel Loader W/ MP Bucket and Snow Blower
Standard Equipment**

POWERTRAIN

- Emissions compliant,
- U.S EPA Tier 4 Final and EU Stage V
- C2.8 DIT engine (Turbocharger)
- Diesel particulate filter (DPF)
(Fit for Life)
- Fuel, diesel, ultra low sulphur,
@ < 15 ppm (stage V)
- Hydrostatic transmission, 2 speed,
with inching function, shift on the go
- Powertrain mode, hystat
- Air cleaner, two stage filter, with in
cab audio/visual indicator on display
- Axles, heavy duty, frame mounted
with outboard planetary reduction
- open circuit breather
- Coolant, extended life, -36C (-33F)
- Drive shaft, maintenance free,
sealed for life, universal joints
- Engine, auto idle shutdown,
ultra low idle, hibernation mode
- Engine oil, ECO drain tap and hose
- Fuel pump, priming (manual) with
water Separator & drain port

HYDRAULICS

- Caterpillar HYDO Adv. 10 hydraulic oil
- Coupler/pin on attachment ready
- Demand cooling fan, hyd. driven
- Dead engine lower, lift valve, manual
- EH fully proportional controls

OPERATOR ENVIRONMENT (continued)

- Pedals, brake/inching, accelerator
- Lever, parking brake
- Cup holders (2)
- CB radio clip, basic phone holder
- Door release, internal (left/right)
- Hook, large, coat and hard hat
- Floormat, easy clean, raised pedals
- Mirrors, 2 external, 1 internal
- Steering wheel, spinner knob, horn
- Seat belt, orange, 51mm (2 in)
- Storage, cab (trays x3, seat pocket)
- Steering column, tilt adjusted
- Column mounted multi function
control: lights, roading, wipers,
self cancelling turn signals
- Quick coupler switch, in cab
- Display, analog and digital
- Gauges (2), hyd oil, engine coolant
- Digital with soft touch buttons,
fuel level, speed range, speedometer,
service hour meter, service/maint info,
hyd/powertrain perf and aggr settings,
security passcode (multiple languages)
- Joystick, seat mounted, multifunction
- Forward/neutral/reverse, aux roller,
speed range, cont flow, diff lock, horn
- Right Arm rest, padded, multi height
- Seat, manual height adjust/suspension,
(cab) fabric, adjustable left arm rest
(canopy) vinyl, no left arm rest

HYDRAULICS (continued)

- Implement lockout switch, in cab
- Hystat pump, infinitely variable,
- Implement valve, anti drift
and pressure compensated
- Joystick, single auxiliary roller
- Lift and tilt control
- Loader arm float function
- Motor, single drive with dedicated
- Oil Sampling SOS ports,

ELECTRICAL

- Alternator, 100 amp sealed
- Battery, heavy duty, 12V, 90Ah&950CCA
- Battery disconnect switch
- Cab mounted fuse panel
- Lights, rear stop and turn, LED
- Lights, roading, front halogen
- Service port, electronic diagnostic,ET
- Product link(PL243)

OPERATOR ENVIRONMENT

ROPS/FOPS certified canopy/cab

- 12V power outlets, interior/exterior

OPERATOR ENVIRONMENT (continued)

- Cab
- Doors, (2), fixed glass
- Wipers , front/rear, full coverage
- Windshield, front single piece
- Window, rear heated
- Radio ready, speakers and wiring
- Air vents, 4 screen, 7 directional
- Heating, mechanical control unit
- Sun Visor, solid, front full width
- Interior light (incandescent)

OTHER STANDARD EQUIPMENT

- Cat optimized Z-bar loader linkage
- Fenders, front and rear
- Ground level daily service points
- Loader arm safety brace
- Lockable engine enclosure/side access
- fuel filler cap,nose cone,HVAC filters
- Machine lifting/tie down points
- Paint, E-Coat primer, powder top coat
- Recovery hitch with pin

Additional Configuration Included in the Sales Price:

Ref #	Description	Price
5727977	907 COMPACT WHEEL LOADER	\$119,460
6012045	PREPARATION PKG-USA, ANSI	\$0
5814771	FAN, DEMAND, STD, PRECLEANER	\$317
5806299	WEATHER, COLD START, 120V	\$820
6071279	ENGINE, C2.8, STAGE V	\$0
5692570	FILTER, FUEL, MANUAL	\$0
5971179	TRANS 25 MPH DIFF LOCK	\$6,460
5980414	HYD, 4V, HIGH FLOW, STD LIFT	\$6,700
5776057	COUPLER, SSL	\$600
6076819	AUX, HIGH FLOW, 4 VALVE	\$725
5776050	RIDE CONTROL, STD LIFT	\$4,365
5733916	KICKOUT, RTD, ROTARY SENSOR	\$1,715
5733910	LIGHTS, ROAD, FN, LED, RH DIP	\$1,420
5777154	CAB, DLX, 2 SLIDING WINDOWS	\$9,550
6163507	PUSH START, PASSCODE SECURITY	\$91
5777162	MIRROR, EXT HEAT, ELEC ADJUST	\$540
		29

Additional Configuration Included in the Sales Price (continued):

6022629	CAMERA, REAR VIEW, W/O MIRROR	\$2,045
5800597	STORAGE, BOX WITH LOCK	\$181
5800523	KEYPAD 16, RIM PULL/CREEP CTL	\$550
5734006	SEAT, DELUXE PLUS, AIR, HEAT	\$1,145
5947065	SEAT BELT, 3"	\$189
5876908	AIR CON, AUTO TEMP CONTROL	\$7,430
6123390	DOOR STOP, CAB	\$0
6366174	PRODUCT LINK, CELLULAR PL243	\$0
3313193	TIRES, 340/80 R18,FS,DURAFORCE	\$2,270
5776164	FENDERS, STANDARD	\$0
5800511	HITCH, REAR RETRIEVAL, STD	\$0
5776969	HYDRAULIC OIL, STANDARD	\$0
4218926	SERIALIZED TECHNICAL MEDIA KIT	\$0
5800537	ALARM, BACK UP	\$260
5964178	DOOR SWITCH & 2X USB POWER	\$91
6239432	STANDARD RADIO (12V)	\$730
6115134	BLIND, REAR, PERFORATED	\$404
4756605	STEP, EXTRA, MAIN ACCESS (LH)	\$206
0P4299	PACKING, LAST MILE PROGRAM	\$0
5800532	LIGHTS, CAB, STD, 4X LED	\$1,080
3378941	BUCKET-MP, 1.0 YD3, SSL, BOCE	\$8,861
CATERPILLAR LIST PRICE		\$178,205

Pricing Summary

	List Price:	\$178,205.00
Less Sourcewell Cooperative Contract #011723-CAT Discount (23%):		(\$40,987.15)
Less Additional Empire Discount (2%):		<u>(\$3,564.10)</u>
	Sub Total:	\$133,653.75
	Erskine SB360 84" Snow Blower:	<u>\$9,763.78</u>
	Sub Total:	\$143,417.53
Extended Warranty (see details below):		<u>\$707.00</u>
	Sales Price:	\$144,124.53
	Sales Tax(7.25%):	<u>\$10,449.03</u>
	Total Sales Price Including Sales Tax:	\$154,573.56

Warranty:

Standard Warranty: 24 month/2000 hours

Extended Coverage: 60 month/2000 hour Powertrain + Hydraulics +Tech

Travel time and mileage cost for warrantable repairs covered for first 12 months.

Training: On-site operating and safety training provided by CAT certified product specialist to ensure machine is run properly to reduce operating costs, reduce unnecessary machine wear and tear, maximize productivity, and increase safety awareness.

If you have any questions regarding this information please let me know. Thank you for allowing Empire Machinery to assist with your Caterpillar equipment needs.

Sincerely,

Kyle Riley
Empire Southwest
Sales Account Manager
Kyle.Riley@empire-cat.com
(775)455-5679 cell

This quote is good for thirty days and prices are subject to change. All finance options are subject to credit approval. By purchasing goods or services from Empire, you agree to Empire's Terms (www.empire-cat.com/salesserviceterms), which are incorporated into this quote. Due to market issues outside of Empire's control, any tires listed on this quote may not be available at time of shipment. All tire makes, models and costs are subject to change.

**ITEM E-4 – Attachment B
Construction Equipment
Operating Hours and Unique Operating Days**

The following Table presents operating hours, operating days and operating days for snow removal for the primary construction equipment inventory for 2022, 2023 and 2024 (Jan 1-Aug 31). Data in 2020 and 2021 are not included because Covid restrictions skewed the data. The construction season in Tahoe is from May 1 to October 15, approximately 23 weeks, or 115 working days. The backhoes are the primary equipment for repairing and replacing water and sewer assets. When a backhoe is sent to a jobsite, District staff needs to operate the loader at Base for loading materials into dump trucks for transport to the jobsite. There have been approximately 75 workdays using the backhoes out of the 115 workdays in the construction season. The backhoes are not operated continuously while on the jobsite, so the hours don't reflect the staffed 8-9 hours per workday.

The Caterpillar 907 is very maneuverable and can perform snow removal in difficult places such as the North Tahoe Event Center and perform clean-up snow removal activities at water and sewer stations. The 907 will replace snow removal days for the backhoes and the Bobcat.

	Year	Total Hours	Total Days (Include Snow Removal Days)	Snow Removal Days Only
Backhoe 410L - 2020	2022	172	56	8
	2023	221.5	56	4
	2024	80	28	2
Backhoe 410L - 2018	2022	71.5	24	4
	2023	85	29	6
	2024	63	21	8
Loader 930M - 2023	2024	56	9	7
Loader 928F - 1995 (replaced with 930M)	2022	27.5	8	4
	2023	73	24	19
Bobcat S630 - 2015	2022	47	13	5
	2023	82	25	23
	2024	46	9	7



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

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 expenses 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 policies 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 the 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.

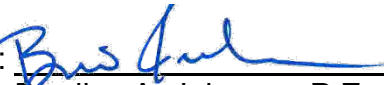
ATTACHMENTS:

- 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

Billers Agreement

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,

Billers 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

Biller 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



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024 **ITEM:** F-1

FROM: Office of the General Manager

SUBJECT: Review, Discuss, and Possibly Approve Maintenance Technician Division Reorganization, Job Descriptions, Wage Ranges, Incentive Certification Program Changes, Authorize the General Manager to Execute a Side-Letter with Local 39, and Adopt Resolution 2024-22 – Adopting an Amended Publicly Available Pay Schedule for All Employees

RECOMMENDATION:

That the Board of Directors approve the Maintenance Technician Division reorganization and take the following action:

- a. Approve the updated District Organizational Chart.
- b. Approve job descriptions for the following positions:
 - i. Maintenance Technician & Water Quality Superintendent,
 - ii. Lead Instrumentation and Electrical (I&E) Technician
 - iii. Lead Mechanical Technician (reclassification of the existing Lead Maintenance Technician)
- c. Approve modifications to existing job descriptions for the following positions:
 - i. Maintenance Technician III
 - ii. Maintenance Technician I/II
 - iii. Utility Operations Superintendent
- d. Approve wage ranges for the following positions:
 - i. Maintenance Technician & Water Quality Superintendent,
 - ii. Lead Instrumentation and Electrical (I&E) Technician
 - iii. Lead Mechanical Technician
- e. Approve modifications to the incentive certification program for the Maintenance Technician positions.
- f. Authorize the General Manager to execute a side-letter with Local 39 to incorporate the approved changes.
- g. Adopt Resolution 2024-22 – Adopting an amended Fiscal Year 2024/25 Publicly Available Pay Schedule for all employees as required by CalPERS.

BACKGROUND:

Staff has recognized that the tasks and responsibilities of the Maintenance Technician and Water Quality Divisions within the Utility Operations Department have transformed over the past few years. To ensure adequate management, oversight, and efficiency within these Divisions and to promote specialization of needed skill sets, staff is proposing the following job position additions and changes:

- Addition of the Maintenance Technician & Water Quality Superintendent management position to oversee the Maintenance Technician and Water Quality Divisions.
- Reclassification of the existing Lead Maintenance Technician into a Lead Mechanical Technician.
- Reclassification of an existing Maintenance Technician I/II or III into a new Lead Instrumentation and Electrical (I&E) Technician via internal promotion.
- Minor edits (mostly grammatical) to the existing Maintenance Technician I/II and III job description.
- Revision of the Utility Operations Superintendent job description to correctly reflect the physical demands and environmental conditions of the position.

Importantly, the proposed changes do not result in an increase in headcount or change in the number of Full Time Equivalent employees.

Based on market comparisons and internal equity analysis, the proposed Fiscal Year (FY) 2024/25 wage ranges for these positions is outlined in the table below.

Position	Proposed Bi-Weekly Wage Range Schedule					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Maintenance Technician & Water Quality Superintendent	4,528.80	4,755.20	4,992.80	5,242.40	5,504.00	5,779.20
Lead Instrumentation & Electrical Technician	3,728.80	3,915.20	4,110.40	4,315.20	4,530.40	4,756.80
Lead Mechanical Technician	3,728.80	3,915.20	4,110.40	4,315.20	4,530.40	4,756.80

The proposed wage range for the Maintenance Technician & Water Quality Superintendent is identical to the wage range for the existing Utility Operations Superintendent position. The proposed wage ranges for the Lead Instrumentation and Electrical (I&E) Technician, and Lead Mechanical Technician are identical to the existing Lead Maintenance Technician position.

The proposed Resolution 2024-22 amends the District’s Fiscal Year 2024/25 Publicly Available Pay Schedule for all employees to include to the new positions. Adoption of the proposed salary schedule changes via Resolution is required by CalPERS.

The proposed changes to the incentive certification program for the Maintenance Technician Division are indicated in the attached document.

By approving the proposed changes, the District will see improved service to District ratepayers and streamlined processing in the Maintenance Technician and Water Quality Divisions. It will also provide improved operational and managerial redundancy for the Utility Operations Manager (UOM) and support the District’s succession planning effort for the incumbent UOM.

The proposed reorganization, job description additions and changes, the proposed wage ranges, and modifications to the certification incentive program have been reviewed with Local 39 via formal Meet and Confer meetings as well as with the Personnel Committee.

If the proposed changes are approved, the Lead Mechanical Technician will be filled immediately by the reclassified incumbent Lead Maintenance Technician. Recruiting for the

Maintenance Technician & Water Quality Superintendent will also begin immediately. Once that position is filled, the District will fill the Lead Instrumentation and Electrical (I&E) Technician internally via a competitive promotion.

FISCAL ANALYSIS:

The necessary budget for the proposed Maintenance Technician & Water Quality Superintendent, Lead Instrumentation and Electrical (I&E) Technician, and Lead Mechanical Technician positions are included in the approved Fiscal Year 2024/25 Operating Budget.

STRATEGIC PLAN ALIGNMENT:

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

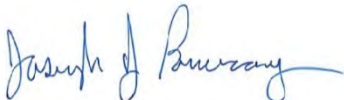
Goal 3: Enhance District governance and partnerships – Objective A: Maintain best practices in public agency governance throughout all levels of the District.


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

ATTACHMENTS:

- Reorganization Summary PowerPoint Presentation
- Approved Fiscal Year 2024/25 Organizational Chart
- Proposed Organizational Chart
- Proposed Job Description additions and revisions (clean and redline versions) –
 - Maintenance Technician & Water Quality Superintendent (new)
 - Lead Instrumentation and Electrical (I&E) Technician (new)
 - Lead Mechanical Technician (reclass from Lead Maintenance Technician)
 - Maintenance Technician III (revised)
 - Maintenance Technician I/II (revised)
 - Utility Operations Superintendent (revised)
- Proposed Incentive Certification Program
- Resolution 2024-22 – Adopting an Amended Publicly Available Pay Schedule

REVIEW TRACKING:

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

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

Reviewed By: 
Kim Harris
Human Resources Manager

Utility Maintenance Technician Division Reorganization

Board Agenda Item F-1

September 16, 2024



Utility Maintenance Technician Reorganization

March 26, 2024, Special Board Meeting Budget Parameters Presentation

Utility Operations Workforce Priorities (Slide 11)

- Address workload and technical specialties of Maintenance Technician Division
 - Split duties of a single generalist Lead Technician into two specialized Lead Technicians – Mechanical Tech Lead & I & E Tech Lead, no increase in FTE
- Address Utility Operations Manager workload
 - Address number and responsibilities of direct reports
 - Utilize an open position to create a Water Quality & Technician Superintendent

Utility Maintenance Technician Reorganization

- What are the changes to the Utility Operations Department?
 - Create second Superintendent reporting to the Utility Operations Manager
 - Eliminate vacant Technician I/II position
 - Reclass existing Lead Maintenance Technician to Lead Mechanical Technician
 - New Lead I&E Technician via promotion from existing Technician I/II or III
 - Minor changes to other positions – last updated in 2019
 - No change in FTEs
- New Maintenance and Water Quality Division – 7 FTEs
 - Maintenance Technician and Water Quality Superintendent responsible for:
 - Water Treatment, Wells, Pump Stations, Meters, Sampling
 - Lead Mechanical Tech, Lead I&E Tech, and Lead Water Quality Tech
 - 2 Maintenance Techs, 1 Water Quality Tech
- Retain Existing Operations Division – 12 FTEs
 - Utility Operations Superintendent responsible for:
 - Water Distribution and Wastewater Collection
 - 3 Crew Chiefs for CCTV, Service, and Construction
 - 2 Equipment Operators, 5 Maintenance Workers, 1 Compliance Inspector

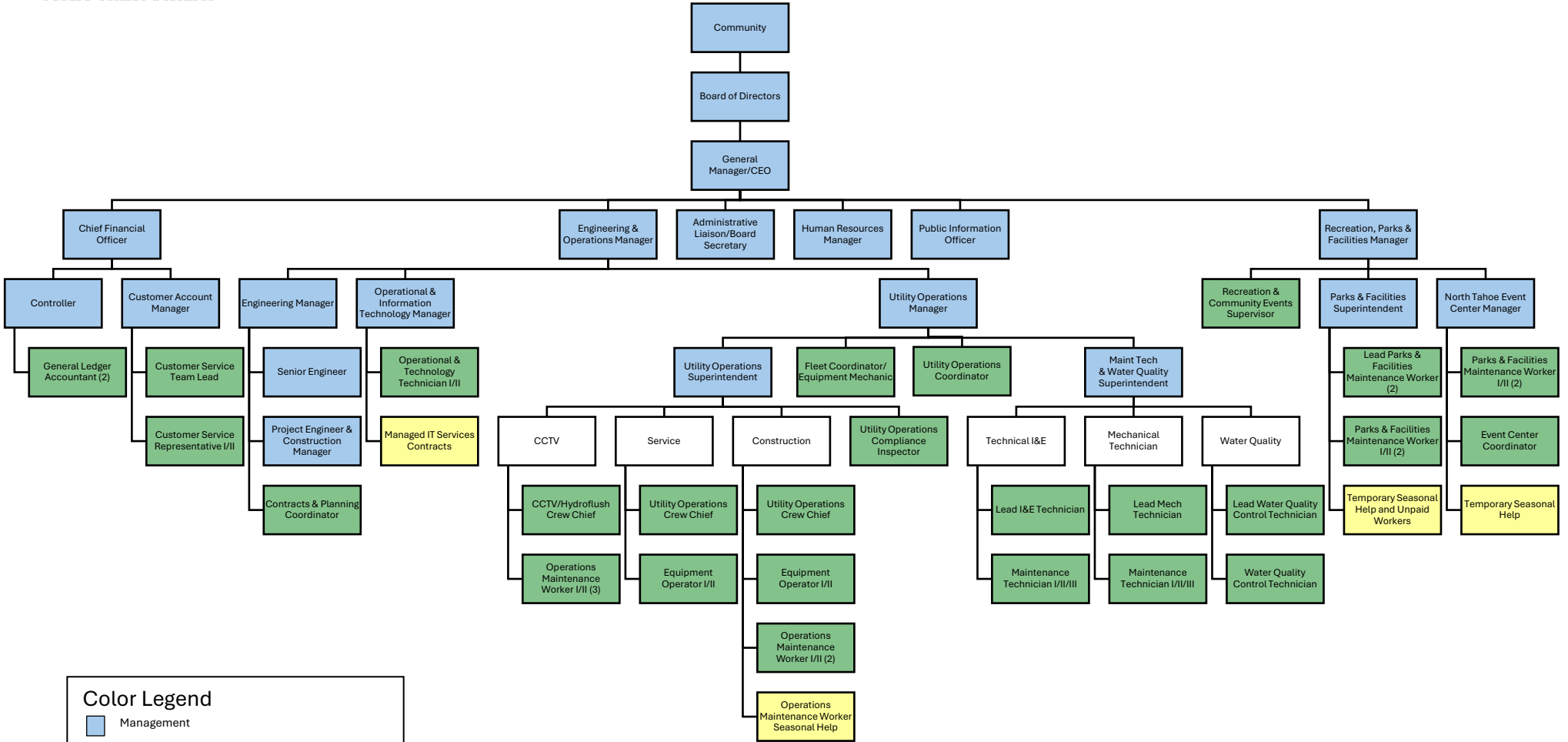
Utility Maintenance Technician Reorganization

Primary Objectives

- Create two distinct Divisions that report to the Utility Operations Manager
- Align with water and wastewater industry best practice
- Utility Operations Manager can now spend more time on planning and workload priorities
- Direct supervision in each Division for efficient operations
- Improve technical expertise and specialization
- Improve succession planning
- No change to FTEs in Utility Operations Department – 22 FTEs



FISCAL YEAR 2024/2025
 Proposed Organizational Chart
 September 16, 2024



Color Legend

- Management
- Union/MOU
- Temporary, Seasonal, Consultant, Unpaid Workers
- Specialty Crews



Maintenance Technician & Water Quality Superintendent

DEFINITION:

Under limited direction of the Utility Operations Manager, responsible for leading and managing the Maintenance Technician and Water Quality Division, plans, schedules, assigns, supervises, and reviews the work in a wide range of installation, modification, operation, maintenance and repair, and of the District's water production and distribution and wastewater collection and pumping systems. Plans and coordinates a comprehensive computerized maintenance program and oversees operators and multiple crew activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from the Utility Operations Manager. Exercises direct supervision over the Maintenance Technician Division and the Water Quality Division., and supportive supervision over the Utility Operations Fleet, technical, and administrative support staff.

CLASS CHARACTERISTICS:

This is a full supervisory level classification responsible for exercising independent judgment on diverse and specialized operations and maintenance within the Operations Department. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job

- Supervises the work of assigned Maintenance Technician staff involved in the installation, operation, repair, calibration, troubleshooting, optimization, and maintenance of District water production and distribution and wastewater collection and pumping systems, including , booster pumps, deep wells, pump control valves, disinfection equipment, chemical feed systems, PLCs, variable frequency drives, analyzers, remote terminal units, SCADA systems, software-controlled units and equipment, telemetry systems, small and large motors and associated components up to 600 volts.
- Supervises the work of assigned Water Quality staff involved in performing a variety of technical and general water quality analyses and reporting involving water quality compliance with State and Federal regulatory agencies, reading District water meters including processing, interpretation, and associated reporting, repair and/or replacement of improperly registering or non-functioning water meters, enforcement of the District's Cross Connection

Control Program, and resolving customer concerns and complaints on water and wastewater issues.

- Directs emergency preparedness and response actions in operations for the District service area. Oversees emergency water and wastewater repair and maintenance activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Estimates time and costs of projects to make the most economical use of District labor and materials.
- In conjunction with the Utilities Operations Coordinator, schedules, plans and coordinates staffing levels, equipment, and supplies to complete designated tasks and within established budget parameters. Monitors operations and activities of work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements; maintains a variety of records and prepares routine reports of work performance.
- Performs duties of Chief Operator Treatment Plant as designated by State regulations. Participates in the annual budget preparation process; identifies resource needs; prepares detailed cost estimates with justification.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of crews is performed in a safe and efficient manner; trains subordinates in semi-skilled and skilled operations, work methods, and safety practices and procedures.
- Plans and lays out maintenance work projects; monitors, controls, and supplies appropriate equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Performs timeclock management responsibilities in accordance with District policies and procedures for responsible personnel and serves as back-up for the Utility Operations Manager as needed.
- Directs staff and the functions of the Computerized Maintenance Management System (CMMS) work orders, records, and report preparation.
- Assist in the development of departmental standard operating procedures and emergency response policies and procedures for utility maintenance operations.
- In the event of staff absence, emergency, or other unexpected circumstances, perform work of assigned staff as necessary.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Requires high school graduation or equivalent, with the ability to read and follow safety procedures and job-related instructions as required and six (6) years journey-level experience in water/wastewater/utility works or similar industry. Requires demonstrated ability to direct assigned crews including two years of lead or supervisory experience.

KNOWLEDGE OF:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring.
- Principles and practices of public contract administration and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
- Basic engineering principles relative to hydraulics and fluid mechanics; principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to a large water works system; safety practices, safe work methods and safety regulations pertaining to the work.
- Safe Drinking Water Act and relevant state and Federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work.
- Principles, methods, techniques, tools, and equipment used in the installation, operation, maintenance (predictive, preventive, and corrective) and repair of industrial/mechanical equipment and machinery used in the operation of water distribution, water treatment plant equipment and wastewater collection systems, including underground wastewater collection lines.
- Principles of Cross-Connection Control (Backflow prevention).
- Proper water quality sampling techniques for physical and micro-biological sampling; chemical storage and dosing.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, monitoring, servicing, and repairing various electronic equipment.
- Basic engineering principles relative to electricity, electronics, and electromagnetism principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical systems, devices and equipment
- Basic construction knowledge as it related to facilities and components maintenance.
- Mathematical principles.
- Pertinent Federal, State, and local laws, codes and safety regulations.

- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment used in assigned maintenance area, District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned maintenance and operations activities.
- Identify problems, research, and analyze relevant information, develop, and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties assigned to the division.
- Develop cost estimates for supplies and equipment.
- Read, and interpret, drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, light and heavy vehicles and equipment required for the work.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Participate in the Duty Supervisor On-Call rotation and respond to after-hours emergency callouts.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resource Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification
- Possession or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable

Desirable

- California Water Environment Association (CWEA) Collection System Operator Grade 1 (C1) certification desirable.
- Possession of a CA-NV Section AWWA Cross Connection Specialist certification desirable.
- California State Water Resource Control Board (SWRCB) Water Treatment Plant Operator Grade 3 (T3) certification desirable

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, meter reading and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office setting and in the field. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

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

May work with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. May work in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. Supervises employees and works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



Lead Instrumentation and Electrical (I&E) Technician

DEFINITION:

Leads, oversees, assigns, organizes, inspects and participates in the work of personnel involved in the installation, modification, operation, maintenance, and repair of instrumentation, electrical and mechanical equipment and machinery used in water production and distribution and wastewater collection and pumping systems; tests, troubleshoots, locates and calibrates, operates, repairs and performs preventive maintenance on instrumentation, electrical and electronic systems, components and devices.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS:

This is the advanced journey level in the Maintenance Technician series. Incumbents at this level are expected to perform the full range of duties as the Maintenance Technician III and distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, providing technical and functional direction over assigned staff and by the amount of time spent performing the duties.

Performs the most difficult and responsible types of duties assigned to classes within this series, including knowledge and maintenance of electrical systems, meters, PLC systems (Programmable Logic Controller), instrumentation and telemetry appurtenances and mechanical systems. The work involves preventive and corrective maintenance program development and implementation, assistance in contractor oversight, and ensuring that the District meets all regulatory agency requirements. Acts as the back-up to the Lead Mechanical Technician in their absence for their areas of responsibility. Additionally, this position will work independently and with the Operation and Information Technology Manager on maintaining, repairing, and replacing of SCADA related components.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Participates and provides day-to-day leadership, training and direction to assigned staff in performing a wide variety of skilled tasks in the installation, operation, repair, calibration, troubleshooting, optimization, and maintenance of District water production and distribution and wastewater collection and pumping systems, including PLCs, variable frequency drives, analyzers, remote terminal units, SCADA systems, software-controlled units and equipment, telemetry systems, small and large motors and associated components up to 600 volts.
- Assists in the installation, operation, maintenance and repair of, booster pumps, deep well pumps, pump control valves, disinfection equipment, including mechanical, electromechanical, chemical feed systems, and hydraulic power.

- Makes changes and program modifications to various programmable logic controllers (PLC) and their operator interface terminals; corrects defects in instrumentation.
- Troubleshoots, repairs and programs remote terminal units, including the replacement of hardware components, circuit boards, power supplies, and electronic components.
- Performs preventive maintenance and repair of plant, field and shop electrical and electronic systems, components, devices, and equipment, including hazardous chemical feed, storage systems, motors, pumps, and electrical-mechanical valves.
- Tests solid state circuitry to locate defective parts in analog and digital equipment.
- Installs conduits, wires, pull boxes, switchboards, controllers, and switches required in making additions, extensions, or alterations in industrial electrical systems.
- Trains and verifies the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards, codes, regulations, and specifications; adheres to safe work practices and procedures pursuant to Federal, State, Local, and District requirements; regularly monitors performance and provides coaching for performance improvement and development subject to management concurrence.
- Carries out the District's safety program; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the Department's and the District's mission, strategic plan, objectives, and values.
- Utilizing Lucity (CMMS-Computerized Maintenance Management System) plans, schedules, assigns, coordinates and directs the work of staff engaged in the installation, maintenance, operation and repair of instrumentation and electrical systems used in the production, treatment, storage, transmission and distribution of potable water, and the collection and transmission of wastewater; ensures the timely completion of preventive and predictive maintenance programs. Interprets and modifies work order for proper completion of requested task verifying validity and necessity of requests.
- Participates in the preparation of operating budget recommendations, monitors the purchase of materials and work activities and expenditures to control costs; orders necessary parts to maintain equipment or construct replacement parts; coordinates repair and maintenance work with supervisors, managers, and outside agency technical staff.
- Plans, lays out, inspects, and directs the work of crews engaged in instrumentation and electrical work
- Prepares calibration, special studies, and work reports as necessary; provides technical advice and support to District engineers, technicians, SCADA personnel, supervisors, managers, and outside agency technical personnel; works closely with control systems design and engineering teams.
- Subject to weekend work and 24-hour call out on a seven-day basis; responds to emergency situations as necessary.
- Responds to inquiries and complaints from other divisions and departments. Attends meetings with other departments and District staff.
- Research new operational methods, techniques and equipment and recommend their application.
- Plans and lays out jobs from drawings, sketches or verbal instructions; maintains records in the form of drawings and specifications for industrial, wastewater and water works equipment and machinery; plans, designs, and implements instrumentation and electrical modifications to pump stations, lift stations, reservoirs, wells, disinfection systems, chemical feed systems and related systems and facilities.
- Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.

- Develops, reviews and updates written maintenance instructions and schedules.
- May participate in long-term planning to assess future needs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Requires high school graduation or equivalent, with the ability to read and follow safety procedures and job-related instructions as required and six (6) years journey-level experience in water/wastewater/utility works or similar industry. Requires ability to direct assigned crews.

KNOWLEDGE OF:

- Principles of lead work, including work planning, assignment, and training in work procedures and safety; District personnel rules, policies and labor contract provisions; principles and practices of effective leadership and communication.
- Principles of preventative maintenance.
- Occupational hazards and standard safety practices necessary in area of work assigned.
- Proficiencies found in the Maintenance Technician II and III job descriptions.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, servicing, and repairing various electronic equipment.
- Practices, methods, techniques, tools, and equipment used in the design, installation, testing, calibration, maintenance and repair of electrical and electronic equipment devices, and components, including those utilized in process control.
- Industry standard communication protocols for SCADA, including telemetry and networking.
- The methods, materials, and techniques commonly used with electrical and instrumentation maintenance and repair.
- Operational characteristics of programmable logic controllers (PLC) and Human Machine Interface (HMI) as they relate to SCADA system design and implementation.
- Network system (radios, software, and affiliated components) security measures related to SCADA.
- Basic engineering principles relative to electricity, electronics, and electromagnetism principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical systems, devices and equipment. Knowledge of hydraulics and fluid mechanics for mechanical equipment and machinery common to a large water works system. Utilizes safety practices, safe work methods and safety regulations pertaining to the work. Safe Drinking Water Act and relevant state and Federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work.
- Principles, methods, techniques, tools, and equipment used in the installation, operation, maintenance (predictive, preventive, and corrective) and repair of industrial/mechanical equipment and machinery used in the operation of water distribution, water treatment plant equipment and wastewater collection systems, including underground wastewater collection lines. Proper water quality sampling techniques for physical and microbiological sampling; chemical storage and dosing.

- Basic construction knowledge as it related to facilities and components maintenance.
- Mathematical principles.
- Pertinent Federal, State, and local laws, codes, and safety regulations.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs such as Excel spreadsheets relevant to work performed.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Effectively lead, organize, and review the work of assigned personnel and accomplish the completion of assigned programs and projects.
- Troubleshoot and diagnose maintenance problems and determine materials and supplies required for repair; respond effectively to emergency situations.
- Exercise sound independent judgment within established guidelines.
- Coordinate work assignments with other divisions, departments, or agencies; communicate effectively, orally and in writing.
- Test, operate, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, operate, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and wastewater collection systems.
- Monitor, operate, and adjust plant control processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Be available to work weekends and 24-hour call out as assigned on a seven-day basis.
- Organize assigned work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, particularly Microsoft Excel, relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

LICENSES AND CERTIFICATIONS:

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of a California State Water Resource Control Board (SWRCB) Water Treatment Operator Grade 2 (T2) certification.
- Possession of, or the ability to obtain within (18) eighteen months from date of hire, California Water Environment Association (CWEA) Electrical and Instrumentation Technologist Grade 2.

Desirable

- California Water Environment Association (CWEA) Collection System Maintenance Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- California State Water Resource Control Board (SWRCB) Water Treatment Operator Grade 3 (T3) certification desirable.
- California Water Environment Association (CWEA) Mechanical Technologist Grade 2.
- California Water Environment Association (CWEA) Electrical and Instrumentation Technologist Grade 3.

Failure to obtain and maintain the required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn,

kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment.

Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently more than 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



DRAFT
Lead Mechanical Technician

DEFINITION:

Leads, oversees, assigns, organizes, inspects and participates in the work of personnel involved in the installation, modification, operation, maintenance, and repair of mechanical and electrical equipment and machinery used in water production and distribution and wastewater collection and pumping systems; tests, troubleshoots, locates and calibrates, operates, repairs and performs preventive maintenance on mechanical, components and devices.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS:

This is the advanced journey level in the Maintenance Technician series. Incumbents at this level are expected to perform the full range of duties as the Maintenance Technician II and distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, providing technical and functional direction over assigned staff and by the amount of time spent performing the duties.

Performs the most difficult and responsible types of duties assigned to classes within this series, including knowledge and maintenance of mechanical systems, electrical systems, PLC systems (Programmable Logic Controllers), instrumentation and telemetry appurtenances. The work involves preventive and corrective maintenance program development and implementation, assistance in contractor oversight, and ensuring that the District meets all regulatory agency requirements. Acts as the back-up to the Lead Instrumentation and Electrical Technician in their absence for their areas of responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Participates and provides day-to-day leadership, training and direction to assigned staff in performing a wide variety of skilled tasks in the installation, operation, repair, calibration, troubleshooting, optimization, and maintenance of District water production and distribution and wastewater collection and pumping systems, including, booster pumps, deep wells, pump control valves, disinfection equipment, including mechanical, electromechanical, chemical feed systems, and hydraulic power.
- Assists in the installation, repair, calibration, troubleshooting, optimization and maintenance of PLCs, variable frequency drives, analyzers, remote terminal units, SCADA systems, software-controlled units and equipment, telemetry systems, small and large motors, and associated components up to 600 volts.

- Trains and verifies the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards, codes, regulations, and specifications; adheres to safe work practices and procedures pursuant to Federal, State, Local, and District requirements; regularly monitors performance and provides coaching for performance improvement and development subject to management concurrence.
- Carries out the District's safety program; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the Department's and the District's mission, strategic plan, objectives, and values.
- Utilizing Lucity (CMMS-Computerized Maintenance Management System) plans, schedules, assigns, coordinates and directs the work of staff engaged in the installation, maintenance, operation and repair of pumps, valves, pipes, shafts, gears and equipment, machinery and related appurtenances used in the production, treatment, storage, transmission and distribution of potable water, and the collection and transmission of wastewater; ensures the timely completion of preventive and predictive maintenance programs. Interprets and modifies work order for proper completion of requested task verifying validity and necessity of requests.
- Participates in the preparation of operating budget recommendations, monitors the purchase of materials and work activities and expenditures to control costs; orders necessary parts to maintain equipment or construct replacement parts; coordinates repair and maintenance work with supervisors, managers, and outside agency technical staff.
- Plans, lays out, inspects, and directs the work of crews engaged in the rehabilitation and upgrading of pump and lift stations.
- Prepares calibration, special studies, and work reports as necessary; provides technical advice and support to District engineers, technicians, SCADA personnel, supervisors, managers, and outside agency technical personnel; works closely with control systems design and engineering teams.
- Subject to weekend work and 24-hour call out on a seven-day basis; responds to emergency situations as necessary.
- Responds to inquiries and complaints from other divisions and departments. Attends meetings with other departments and District staff.
- Research new operational methods, techniques and equipment and recommend their application.
- Plans and lays out jobs from drawings, sketches, or verbal instructions; maintains records in the form of drawings and specifications for industrial. wastewater and water works equipment and machinery; plans, designs, and implements mechanical modifications to pump stations, lift stations, reservoirs, wells, disinfection systems, chemical feed systems and related mechanical systems and facilities.
- Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.
- Develops, reviews and updates written maintenance instructions and schedules.
- May participate in long-term planning to assess future needs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Requires high school graduation or equivalent, with the ability to read and follow safety procedures and job-related instructions as required and six (6) years journey-level experience in water/wastewater/utility works or similar industry. Requires ability to direct assigned crews.

KNOWLEDGE OF:

- Principles of lead work, including work planning, assignment, and training in work procedures and safety; District personnel rules, policies and labor contract provisions; principles and practices of effective leadership and communication.
- Principles of preventative maintenance.
- Occupational hazards and standard safety practices necessary in area of work assigned.
- Proficiencies found in the Maintenance Technician II job descriptions.
- Basic engineering principles relative to hydraulics and fluid mechanics; principles, methods, techniques, tools, and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to a large water works system; safety practices, safe work methods and safety regulations pertaining to the work.
- Safe Drinking Water Act and relevant state and Federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work.
- Principles, methods, techniques, tools, and equipment used in the installation, operation, maintenance (predictive, preventive, and corrective) and repair of industrial/mechanical equipment and machinery used in the operation of water distribution, water treatment plant equipment and wastewater collection systems, including underground wastewater collection lines.
- Proper water quality sampling techniques for physical and microbiological sampling; chemical storage and dosing.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, monitoring, servicing, and repairing various electronic equipment.
- Basic construction knowledge as it related to facilities and components maintenance.
- Mathematical principles.
- Pertinent Federal, State, and local laws, codes, and safety regulations.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs such as Excel spreadsheets relevant to work performed.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Effectively lead, organize, and review the work of assigned personnel and accomplish the completion of assigned programs and projects. Troubleshoot and diagnose maintenance problems and determine materials and supplies required for repair; respond effectively to emergency situations.
- Exercise sound independent judgment within established guidelines.
- Coordinate work assignments with other divisions, departments, or agencies; communicate effectively, orally and in writing.
- Test, operate, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, operate, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and wastewater collection systems.
- Monitor, operate, and adjust plant control processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Be available to work weekends and 24-hour call out as assigned on a seven-day basis.
- Organize assigned work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, particularly Microsoft Excel, relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

LICENSES AND CERTIFICATIONS:

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

- Possession of a California State Water Resource Control Board (SWRCB) Water Treatment Operator Grade 2 (T2) certification.
- Possession of, or the ability to obtain within (18) eighteen months from date of hire, California Water Environment Association (CWEA) Mechanical Technologist Grade 2.

Desirable

- California Water Environment Association (CWEA) Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- California State Water Resource Control Board (SWRCB) Water Treatment Operator Grade 3 (T3) certification desirable.
- California Water Environment Association (CWEA) Electrical and Instrumentation Technologist Grade 2.
- California Water Environment Association (CWEA) Mechanical Technologist Grade 3.

Failure to obtain and maintain the required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

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

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



DRAFT
**Lead Mechanical Maintenance
 Technician**

DEFINITION:

Leads, oversees, assigns, organizes, inspects and participates in the work of personnel involved in the installation, modification, operation, maintenance, and repair of mechanical and electrical equipment and machinery used in ~~the operation of~~ water production and distribution and sewerwastewater collection and pumping systems; tests, troubleshoots, locates and calibrates, operates, repairs and performs preventive maintenance on mechanical electrical and electronic systems, components and devices.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level assigned staff ~~and seasonal workers~~.

CLASS CHARACTERISTICS:

This is the advanced journey level in the Maintenance Technician series. Incumbents at this level are expected to perform the full range of duties as the Maintenance Technician II and distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, providing technical and functional supervision-direction over assigned staff and by the amount of time spent performing the duties.

Performs the most difficult and responsible types of duties assigned to classes within this series, including knowledge and maintenance of mechanical systems, electrical systems, meters, PLC systems (Programmable Logic ControllersComputer), instrumentation and telemetry apparatuses. The work involves preventive and corrective maintenance program development and implementation, assistance in contractor oversight, and ensuring that the District meets all regulatory agency requirements. Acts as the back-up to the Lead Instrumentation and Electrical Technician in their absence for their areas of responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Participates and provides day-to-day leadership, training and direction to lower-level assigned staff in performing a wide variety of skilled tasks in the installation, operation, repair, calibration, troubleshooting, optimization, and maintenance of District water production and distribution and wastewater collection and pumping systems, water distribution systems, including, booster pumps, deep wells, pump control valves, disinfection equipment, including mechanical, electromechanical, chemical feed systems, and hydraulic power.
- Assists in the installation, repair, calibration, troubleshooting, optimization and maintenance of PLCs, variable frequency drives, analyzers, remote terminal units, SCADA systems, software-

Lead Mechanical Maintenance Technician - DRAFT

controlled units and equipment, telemetry systems, small and large motors, and associated components up to 600 volts.

~~➤ Participates in and trains assigned staff engaged in the installation, operation, maintenance and repair of small and large motor, booster pumps, deep wells, pump control valve, disinfection equipment, and related equipment and machinery including mechanical, electromechanical, hydro-chemical systems, and hydraulic power.~~

- Trains and verifies the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards, codes, regulations, and specifications; adheres to safe work practices and procedures pursuant to Federal, State, Local, and District requirements; regularly monitors performance and provides coaching for performance improvement and development subject to management concurrence.
- Carries out the District's safety program; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the Department's and the District's mission, strategic plan, objectives, and values.
- ~~➤ Performs duties of Chief Operator Treatment Plant as designated by State regulations.~~
- Utilizing Lucity (CMMS-Computerized Maintenance Management System) plans, schedules, assigns, coordinates and supervises-directs the work of staff engaged in the installation, maintenance, operation and repair of pumps, valves, pipes, shafts, gears and equipment, machinery and related appurtenances used in the production, treatment, storage, transmission and distribution of potable ~~and reclaimed~~ water, and the collection and transmission of wastewater; ensures the timely completion of preventive and predictive maintenance programs. Interprets and modifies work order for proper completion of requested task verifying validity and necessity of requests. -
- Participates in the preparation of operating budget recommendations, monitors the purchase of materials and work activities and expenditures to control costs; orders necessary parts to maintain equipment or construct replacement parts; coordinates repair and maintenance work with supervisors, managers, and outside agency technical staff.
- Plans, lays out, inspects, and supervises-directs the work of crews engaged in the rehabilitation and upgrading of pump and lift stations.
- Prepares calibration, special studies, and work reports as necessary; provides technical advice and support to District engineers, technicians, SCADA personnel, supervisors, managers, and outside agency technical personnel; works closely with control systems design and engineering teams.
- Subject to weekend work and 24-hour call out on a seven-day basis; responds to emergency situations as necessary.
- Responds to inquiries and complaints from other divisions and departments. Attends meetings with other departments and District staff.
- Research new operational methods, techniques and equipment and recommend their application.
- Plans and lays out jobs from drawings, sketches, or verbal instructions; maintains records in the form of drawings and specifications for industrial, wastewater and water works equipment and machinery; plans, designs, and implements mechanical modifications to pump stations, lift stations, reservoirs, wells, disinfection systems, chemical feed systems and related mechanical systems and facilities.
- Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.

- Develops, reviews and updates written maintenance instructions and schedules.
- May participate in long-term planning to assess future needs.
- Performs related duties as assigned.
-

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Requires high school graduation or equivalent, with the ability to read and follow safety procedures and job-related instructions as required and six (6) years journey-level experience in water/~~sewerwastewater~~/utility works or similar industry. Requires ~~demonstrated~~ ability to direct assigned crews.

KNOWLEDGE OF:

- Principles of lead work ~~supervision~~, including work planning, assignment, and training in work procedures and safety; District personnel rules, polices and labor contract provisions; principles and practices of effective ~~supervision~~ leadership and communication.
- Principles of preventative maintenance.
- Occupational hazards and standard safety practices necessary in area of work assigned.
- Proficiencies found in the Maintenance Technician II ~~and III~~ job descriptions.
- ~~➤ Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation, and work standards.~~
- Basic engineering principles relative to hydraulics and fluid mechanics; principles, methods, techniques, tools, and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to a large water works system; safety practices, safe work methods and safety regulations pertaining to the work.
- Safe Drinking Water Act and relevant state and Federal regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work.
- Principles, methods, techniques, tools, and equipment used in the installation, operation, maintenance (predictive, preventive, and corrective) and repair of industrial/mechanical equipment and machinery used in the operation of water distribution, water treatment plant equipment and wastewater collection systems, including underground wastewater collection lines.
- Proper water quality sampling techniques for physical and microbiological sampling; chemical storage and dosing.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, monitoring, servicing, and repairing various electronic equipment.
- Basic construction knowledge as it related to facilities and components maintenance.
- Mathematical principles.
- Pertinent Federal, State, and local laws, codes, and safety regulations.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs such as Excel spreadsheets relevant to work performed.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- ~~Effectively lead, organize, and review the work of assigned personnel and accomplish the completion of assigned programs and projects. Direct plan, organize, estimate, coordinate, assign, review, train, develop, and evaluate the work of staff.~~
- Troubleshoot and diagnose maintenance problems and determine materials and supplies required for repair; respond effectively to emergency situations.
- Exercise sound independent judgment within established guidelines.
- Coordinate work assignments with other divisions, departments, or agencies; communicate effectively, orally and in writing.
- Test, operate, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, operate, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and sewer/wastewater collection systems.
- Monitor, operate, and adjust plant control processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Be available to work weekends and 24-hour call out as needed/assigned on a seven-day basis.
- Organize your own/assigned work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, particularly Microsoft Excel, relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

LICENSES AND CERTIFICATIONS:

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of a California State Water Resource Control Board (SWRCB) Water Treatment ~~Plant~~ Operator Grade 2 (T2) certification.
- Possession of, or the ability to obtain within (18) eighteen months from date of hire, California Water Environment Association (CWEA) ~~Mechanical Electrical and/ Instrumentation TehnologistTechnologist~~ Technician Grade 2 ~~(E/I II)~~.

Desirable

- California Water Environment Association (CWEA) Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- ~~California State Water Resource Control Board (SWRCB) Water Treatment-Plant~~ Operator Grade 3 (T3) certification desirable.
- California Water Environment Association (CWEA)- Electrical and Instrumentation Technologist Grade 2.
- California Water Environment Association (CWEA) Mechanical Technologist Grade 3.

Failure to obtain and maintain the required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the

performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently more than 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from sewerwastewater wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



~~10-8-1909-16-2024~~
FLSA: Non-Exempt

Maintenance Technician III

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DEFINITION:

Under the general supervision of the [Maintenance Technician Lead](#), performs all duties required by a Maintenance Technician I / II and includes general maintenance, calibration, repair, and programming of Supervisory Control Data Acquisition (SCADA) instrumentation equipment, such as radios, HMLs, PLCs, and process control and instrumentation equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is an advanced journey-level classification in the maintenance technician series. Positions at this level are distinguished from the Maintenance Technician I/II level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Additionally, this position will work independently and with the [Lead Instrumentation and Electrical Technician](#) and the [Operation and Information Technology Manager GIS and SCADA System Engineer](#) on maintaining, repairing, and replacing of SCADA related components.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodation may be made, on a case-by-case basis, to enable individuals to perform the essential functions of the job.

- Participates in the operation and maintenance of water treatment and related equipment; calibrates and repairs instruments; inspects pumps for proper operation; services pumps and pumping equipment.
- Reads meters, gauges, and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.
- Monitors water quality, performs operational adjustments to the treatment system to ensure compliance with quality and regulatory requirements; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards.
- Performs the operation, maintenance and troubleshooting of mechanical and electrical functions of [sewerwastewater](#) collection facilities.
- Performs a variety of skilled duties involved in the inspection, operation, diagnosis, troubleshooting, maintenance, repair and servicing of field and shop equipment, components, facilities, and machinery used in water production and distribution systems, and [sewerwastewater](#) collection systems.
- Maintains a diverse range of mechanical equipment and appurtenances in sewage lift stations, pumping stations, and deep wells to ensure proper system operation.

~~10-8-1909-16-2024~~

FLSA: Non-Exempt

- Installs and/or rebuilds existing pumps and valves at lift stations, wells, tanks, pumping plants and water process facilities; fabricates and installs piping for new pump installations which may include plumbing, pipe fitting, welding, and machine tool operations.
- Operates and maintains [sewerwastewater](#) lift station facilities, equipment, and machinery by using manual, electronic and computer control systems.
- Tests, troubleshoots, locates, and calibrates, repairs, and performs preventive maintenance on a variety of electrical and electronic systems, components and devices used in water production and distribution. Installs, maintains, repairs, and replaces electromechanical, electronic, and electrical components of equipment and machinery; troubleshoots, aligns, and calibrates equipment; rebuilds equipment to manufacturer's specifications.
- Makes changes and program modifications to various programmable logic controllers (PLC) and their operator interface terminals; corrects defects in instrumentation.
- Troubleshoots, repairs and programs remote terminal units, including the replacement of hardware components, circuit boards, power supplies, and electronic components.
- Performs preventive maintenance and repair of plant, field and shop electrical and electronic systems, components, devices, and equipment, including hazardous chemical feed, storage systems, motors, pumps, and electrical-mechanical valves.
- [Makes daily](#) visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.
- [Collects water distribution samples and prepares](#) reports [when needed](#).
- Tests solid state circuitry to locate defective parts in analog and digital equipment.
- Installs conduits, wires, pull boxes, switchboards, controllers, and switches required in making additions, extensions, or alterations in industrial electrical systems.
- Inspects and oversees equipment installation work performed by contractors and District personnel.
- Operates District vehicle to travel to various facilities; follows established regulations, guidelines, policies, and procedures in the handling and transporting of hazardous materials.
- Works on a personal computer; uses software to create and maintain a variety of records and reports.
- Responds to emergency situations as necessary, including after hours.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs and/or oversees programming changes to system software; develops and maintains software and control system logic.
- Develops required inventory for replacement parts and consumables for assigned systems.
- Organizes and maintains assigned systems and technical documentation, updates as necessary.
- Researches and evaluates new developments in the field of SCADA systems.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Maintenance Technician III – Equivalent to completion of the twelfth (12th) grade, and four (4) years of progressively responsible experience in the design, installation, maintenance and repair of electrical and electronic equipment and devices common to water production and distribution, and sewerwastewater collection systems, or two (2) years as a District Maintenance Technician II with demonstrated ability and knowledge.

Positions at the Maintenance Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of industrial / mechanical equipment and machinery used in the operation of water distribution and production stations and facilities.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- Principles, practices, tools, equipment, and supplies used in the maintenance and repair of wastewater collection systems, including underground wastewater collection lines.
- Proper water quality sampling techniques for physical and microbiological sampling; chemical storage and dosing.
- Basic mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry
- Use and operation of a diverse range of tools and equipment used in machine shops.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, servicing, and repairing various electronic equipment.
- Practices, methods, techniques, tools, and equipment used in the design, installation, testing, calibration, maintenance and repair of electrical and electronic equipment devices, and components, including those utilized in process control.
- Basic construction knowledge as it related to facilities and components maintenance.
- Operating characteristics of electronic components, including programmable logic controllers, feedback devices, variable frequency drives and operator interface programs.
- Mathematical principles.
- Pertinent federal, state, and local laws, codes, and safety regulations.
- Working knowledge of computers and computer software such as word processing, spreadsheets.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.

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FLSA: Non-Exempt

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Industry standard communication protocols for SCADA, including telemetry and networking.
- The methods, materials, and techniques commonly used with electrical and instrumentation maintenance and repair at a novice level.
- Operational characteristics of programmable logic controllers (PLC) and Human Machine Interface (HMI) as they relate to SCADA system design and implementation.
- Network system (radios, software, and affiliated components) security measures related to SCADA.

ABILITY TO:

- Test, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and [sewerwastewater](#) collection systems.
- Monitor and adjust plant processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Use a variety of hand tools, such as pipe-threaders, taps, dies, measuring instruments, and laser alignment equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize your own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

Maintenance Technician III

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of [or the ability to obtain within \(18\) eighteen months from date of hire](#) a California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification.
- Possession of [or the ability to obtain within \(18\) eighteen months from date of hire](#) a California Water Environment Association (CWEA) Electrical / Instrumentation Technician Grade 2 (E/II).

Desirable

- California Water Environment Association (CWEA) Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 3 (T3) certification desirable.

Failure to obtain and maintain the required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment.

~~-10-8-1909-16-2024~~

FLSA: Non-Exempt

Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently in excess of 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from [sewerwastewater](#) wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



Maintenance Technician III

DEFINITION:

Under general supervision, performs all duties required by a Maintenance Technician I / II and includes general maintenance, calibration, repair, and programming of Supervisory Control Data Acquisition (SCADA) instrumentation equipment, such as radios, HMIs, PLCs, and process control and instrumentation equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is an advanced journey-level classification in the maintenance technician series. Positions at this level are distinguished from the Maintenance Technician I/II level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Additionally, this position will work independently and with the Lead Instrumentation and Electrical Technician and the Operation and Information Technology Manager on maintaining, repairing, and replacing of SCADA related components.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodation may be made, on a case-by-case basis, to enable individuals to perform the essential functions of the job.

- Participates in the operation and maintenance of water treatment and related equipment; calibrates and repairs instruments; inspects pumps for proper operation; services pumps and pumping equipment.
- Reads meters, gauges, and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.
- Monitors water quality, performs operational adjustments to the treatment system to ensure compliance with quality and regulatory requirements; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards.
- Performs the operation, maintenance and troubleshooting of mechanical and electrical functions of wastewater collection facilities.
- Performs a variety of skilled duties involved in the inspection, operation, diagnosis, troubleshooting, maintenance, repair and servicing of field and shop equipment, components, facilities, and machinery used in water production and distribution systems, and wastewater collection systems.
- Maintains a diverse range of mechanical equipment and appurtenances in sewage lift stations, pumping stations, and deep wells to ensure proper system operation.

- Installs and/or rebuilds existing pumps and valves at lift stations, wells, tanks, pumping plants and water process facilities; fabricates and installs piping for new pump installations which may include plumbing, pipe fitting, welding, and machine tool operations.
- Operates and maintains wastewater lift station facilities, equipment, and machinery by using manual, electronic and computer control systems.
- Tests, troubleshoots, locates, and calibrates, repairs, and performs preventive maintenance on a variety of electrical and electronic systems, components and devices used in water production and distribution. Installs, maintains, repairs, and replaces electromechanical, electronic, and electrical components of equipment and machinery; troubleshoots, aligns, and calibrates equipment; rebuilds equipment to manufacturer's specifications.
- Makes changes and program modifications to various programmable logic controllers (PLC) and their operator interface terminals; corrects defects in instrumentation.
- Troubleshoots, repairs and programs remote terminal units, including the replacement of hardware components, circuit boards, power supplies, and electronic components.
- Performs preventive maintenance and repair of plant, field and shop electrical and electronic systems, components, devices, and equipment, including hazardous chemical feed, storage systems, motors, pumps, and electrical-mechanical valves.
- Makes visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.
- Collects water distribution samples and prepares reports when needed.
- Tests solid state circuitry to locate defective parts in analog and digital equipment.
- Installs conduits, wires, pull boxes, switchboards, controllers, and switches required in making additions, extensions, or alterations in industrial electrical systems.
- Inspects and oversees equipment installation work performed by contractors and District personnel.
- Operates District vehicle to travel to various facilities; follows established regulations, guidelines, policies, and procedures in the handling and transporting of hazardous materials.
- Works on a personal computer; uses software to create and maintain a variety of records and reports.
- Responds to emergency situations as necessary, including after hours.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs and/or oversees programming changes to system software; develops and maintains software and control system logic.
- Develops required inventory for replacement parts and consumables for assigned systems.
- Organizes and maintains assigned systems and technical documentation, updates as necessary.
- Researches and evaluates new developments in the field of SCADA systems.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Maintenance Technician III – Equivalent to completion of the twelfth (12th) grade, and four (4) years of progressively responsible experience in the design, installation, maintenance and repair of electrical and electronic equipment and devices common to water production and distribution, and wastewater collection systems, or two (2) years as a District Maintenance Technician II with demonstrated ability and knowledge.

Positions at the Maintenance Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of industrial / mechanical equipment and machinery used in the operation of water distribution and production stations and facilities.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- Principles, practices, tools, equipment, and supplies used in the maintenance and repair of wastewater collection systems, including underground wastewater collection lines.
- Proper water quality sampling techniques for physical and microbiological sampling; chemical storage and dosing.
- Basic mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry
- Use and operation of a diverse range of tools and equipment used in machine shops.
- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, servicing, and repairing various electronic equipment.
- Practices, methods, techniques, tools, and equipment used in the design, installation, testing, calibration, maintenance and repair of electrical and electronic equipment devices, and components, including those utilized in process control.
- Basic construction knowledge as it related to facilities and components maintenance.
- Operating characteristics of electronic components, including programmable logic controllers, feedback devices, variable frequency drives and operator interface programs.
- Mathematical principles.
- Pertinent federal, state, and local laws, codes, and safety regulations.
- Working knowledge of computers and computer software such as word processing, spreadsheets.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Industry standard communication protocols for SCADA, including telemetry and networking.
- The methods, materials, and techniques commonly used with electrical and instrumentation maintenance and repair at a novice level.
- Operational characteristics of programmable logic controllers (PLC) and Human Machine Interface (HMI) as they relate to SCADA system design and implementation.
- Network system (radios, software, and affiliated components) security measures related to SCADA.

ABILITY TO:

- Test, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and wastewater collection systems.
- Monitor and adjust plant processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Use a variety of hand tools, such as pipe-threaders, taps, dies, measuring instruments, and laser alignment equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize your own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

Maintenance Technician III

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of or the ability to obtain within (18) eighteen months from date of hire a California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification.
- Possession of or the ability to obtain within (18) eighteen months from date of hire a California Water Environment Association (CWEA) Electrical / Instrumentation Technician Grade 2 (E/II).

Desirable

- California Water Environment Association (CWEA) Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 3 (T3) certification desirable.

Failure to obtain and maintain the required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment.

Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently in excess of 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



Maintenance Technician I/II

DEFINITION:

Under immediate (Maintenance Technician I) to general (Maintenance Technician II) supervision, performs duties in installation, operation, modification, maintenance, and repair of mechanical and electrical equipment and machinery used in water production and distribution and wastewater collection and pumping systems; tests, troubleshoots, locates and calibrates, operates, repairs and performs preventive maintenance on mechanical, electrical and electronic systems, components and devices.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate (Maintenance Technician I) to general (Maintenance Technician II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

Maintenance Technician I: This is the entry-level classification in the maintenance technician series. Initially under close supervision, incumbents perform the ongoing tasks needed for the routine maintenance, repair and operation of the mechanical and electrical equipment and machinery used in the District's water treatment plant, potable water and wastewater systems. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

Maintenance Technician II: This is the fully qualified journey-level classification in the maintenance technician series. Positions at this level are distinguished from the Maintenance Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Maintenance Technician I/II class series are flexibly staffed; positions at the Maintenance Technician II level are normally filled by advancement from the Maintenance Technician I level; progression to the Maintenance Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodation may be made, on a case-by-case basis, to enable individuals to perform the essential functions of the job.

Positions at the Maintenance Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Participates in the operation and maintenance of water treatment and related equipment; calibrates and repairs instruments; inspects pumps for proper operation; services pumps and pumping equipment.
- Reads meters, gauges, and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.
- Monitors water quality: performs operational adjustments to the treatment system to ensure compliance with quality and regulatory requirements; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards.
- Performs the operation, maintenance and troubleshooting of mechanical and electrical functions of wastewater collection facilities.
- Performs a variety of skilled duties involved in the inspection, operation, diagnosis, troubleshooting, maintenance, repair and servicing of field and shop equipment, components, facilities, and machinery used in water production and distribution systems, and wastewater collection systems.
- Maintains a diverse range of mechanical equipment and appurtenances in wastewater lift stations, pumping stations, and deep wells to ensure proper system operation.
- Installs and/or rebuilds existing pumps and valves at lift stations, wells, tanks, pumping plants and water process facilities; fabricates and installs piping for new pump installations which may include plumbing, pipe fitting, welding, and machine tool operations.
- Operates and maintains wastewater lift station facilities, equipment, and machinery by using manual, electronic and computer control systems.
- Tests, troubleshoots, locates, and calibrates, repairs, and performs preventive maintenance on a variety of electrical and electronic systems, components and devices used in water production and distribution. Installs, maintains, repairs, and replaces electromechanical, electronic, and electrical components of equipment and machinery; troubleshoots, aligns, and calibrates equipment; rebuilds equipment to manufacturer's specifications.
- Makes changes and program modifications to various programmable logic controllers (PLC) and their operator interface terminals; corrects defects in instrumentation.
- Troubleshoots, repairs and programs remote terminal units, including the replacement of hardware components, circuit boards, power supplies, and electronic components.
- Performs preventive maintenance and repair of plant, field and shop electrical and electronic systems, components, devices, and equipment, including hazardous chemical feed, storage systems, motors, pumps, and electrical-mechanical valves.
- Makes visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.
- Collects water distribution samples and prepares reports when needed.
- Tests solid state circuitry to locate defective parts in analog and digital equipment.

- Installs conduits, wires, pull boxes, switchboards, controllers, and switches required in making additions, extensions, or alterations in industrial electrical systems.
- Inspects and oversees equipment installation work performed by contractors and District personnel.
- Operates District vehicle to travel to various facilities; follows established regulations, guidelines, policies, and procedures in the handling and transporting of hazardous materials.
- Works on a personal computer / tablet / cell phone; uses software to create and maintain a variety of records and reports.
- Responds to emergency situations as necessary, including after hours.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Maintenance Technician I – Equivalent to completion of the twelfth (12th) grade, and two (2) years of experience in the design, installation, maintenance and repair of electrical and electronic equipment and devices common to water production and distribution, and wastewater collection systems.

Maintenance Technician II – Equivalent to completion of the twelfth (12th) grade, and four (4) years of progressively responsible experience in the design, installation, maintenance and repair of electrical and electronic equipment and devices common to water production and distribution, and wastewater collection systems, or two (2) years as a District Maintenance Technician I with demonstrated ability and knowledge.

Positions at the Maintenance Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of industrial / mechanical equipment and machinery used in the operation of water distribution and production stations and facilities.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- Principles, practices, tools, equipment, and supplies used in the maintenance and repair wastewater collection systems, including underground wastewater collection lines.
- Proper water quality sampling techniques for physical and microbiological sampling; chemical storage and dosing.
- Basic mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry
- Use and operation of a diverse range of tools and equipment used in machine shops.

- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, servicing, and repairing various electronic equipment.
- Practices, methods, techniques, tools, and equipment used in the design, installation, testing, calibration, maintenance and repair of electrical and electronic equipment devices, and components, including those utilized in process control.
- Basic construction knowledge as it related to facilities and components maintenance.
- Operating characteristics of electronic components, including programmable logic controllers, feedback devices, variable frequency drives and operator interface programs.
- Mathematical principles.
- Pertinent federal, state, and local laws, codes, and safety regulations.
- Working knowledge of computers and computer software such as word processing, spreadsheets.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Test, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and sewer collection systems.
- Monitor and adjust plant processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Use a variety of hand tools, such as pipe-threaders, taps, dies, measuring instruments, and laser alignment equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.

- Organize your own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

Maintenance Technician I

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 1 (T1) certification.

Desirable

- CWEA Collection System Operator Grade 1 (C1) certification desirable.

Maintenance Technician II

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of a California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 1 (T1) certification.

Desirable

- CWEA Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification desirable.

Failure to obtain and maintain the required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, logbooks, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodation may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

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

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



4/16/1909-16-2024
FLSA: Non-Exempt

Maintenance Technician I/II

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DEFINITION:

Under immediate ([Maintenance Technician I](#)) to general ([Maintenance Technician II](#)) supervision, performs duties in installation, operation, modification, maintenance, and repair of mechanical and electrical equipment and machinery used in ~~the operation of~~ water production and distribution and ~~sewer wastewater collection and pumping~~ systems; tests, troubleshoots, locates and calibrates, operates, repairs and performs preventive maintenance on [mechanical](#), electrical and electronic systems, components and devices.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate (Maintenance Technician I) to general (Maintenance Technician II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

Maintenance Technician I: This is the entry-level classification in the maintenance technician series. Initially under close supervision, incumbents perform the ongoing tasks needed for the routine maintenance, repair and operation of the mechanical and electrical equipment and machinery used in the District's water treatment plant, ~~and~~ potable water [and wastewater](#) systems. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

Maintenance Technician II: This is the fully qualified journey-level classification in the maintenance technician series. Positions at this level are distinguished from the Maintenance Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Maintenance Technician I/II class series are flexibly staffed; positions at the Maintenance Technician II level are normally filled by advancement from the Maintenance Technician I level; progression to the Maintenance Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable ~~accommodations~~accommodation may be made, on a case-by-case basis, to enable individuals to perform the essential functions of the job.

Positions at the Maintenance Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Participates in the operation and maintenance of water treatment and related equipment; calibrates and repairs instruments; inspects pumps for proper operation; services pumps and pumping equipment.
- Reads meters, gauges, and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.
- Monitors water ~~quality~~quality; performs operational adjustments to the treatment system to ensure compliance with quality and regulatory requirements; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards.
- Performs the operation, maintenance and troubleshooting of mechanical and electrical functions of ~~sewer-wastewater~~collection facilities.
- Performs a variety of skilled duties involved in the inspection, operation, diagnosis, troubleshooting, maintenance, repair and servicing of field and shop equipment, components, facilities, and machinery used in water production and distribution systems, and ~~sewer wastewater~~collection systems.
- Maintains a diverse range of mechanical equipment and appurtenances in ~~sewage wastewater~~lift stations, pumping stations, and deep wells to ensure proper system operation.
- Installs and/or rebuilds existing pumps and valves at lift stations, wells, tanks, pumping plants and water process facilities; fabricates and installs piping for new pump installations which may include plumbing, pipe fitting, welding, and machine tool operations.
- Operates and maintains ~~sewer-wastewater~~lift station facilities, equipment, and machinery by using manual, electronic and computer control systems.
- Tests, troubleshoots, locates, and calibrates, repairs, and performs preventive maintenance on a variety of electrical and electronic systems, components and devices used in water production and distribution. Installs, maintains, repairs, and replaces electromechanical, electronic, and electrical components of equipment and machinery; troubleshoots, aligns, and calibrates equipment; rebuilds equipment to manufacturer's specifications.
- Makes changes and program modifications to various programmable logic controllers (PLC) and their operator interface terminals; corrects defects in instrumentation.
- Troubleshoots, repairs and programs remote terminal units, including the replacement of hardware components, circuit boards, power supplies, and electronic components.
- Performs preventive maintenance and repair of plant, field and shop electrical and electronic systems, components, devices, and equipment, including hazardous chemical feed, storage systems, motors, pumps, and electrical-mechanical valves.
- Makes ~~daily~~visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.
- Collects water distribution samples and prepares reports; ~~when needed~~.
- Tests solid state circuitry to locate defective parts in analog and digital equipment.

- Installs conduits, wires, pull boxes, switchboards, controllers, and switches required in making additions, extensions, or alterations in industrial electrical systems.
- Inspects and oversees equipment installation work performed by contractors and District personnel.
- Operates District vehicle to travel to various facilities; follows established regulations, guidelines, policies, and procedures in the handling and transporting of hazardous materials.
- Works on a personal computer / [tablet / cell phone](#); uses software to create and maintain a variety of records and reports.
- Responds to emergency situations as necessary, including after [hourshours](#).
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Maintenance Technician I – Equivalent to completion of the twelfth (12th) grade, and two (2) years of experience in the design, installation, maintenance and repair of electrical and electronic equipment and devices common to water production and distribution, and [sewer-wastewater](#) collection systems.

Maintenance Technician II – Equivalent to completion of the twelfth (12th) grade, and four (4) years of progressively responsible experience in the design, installation, maintenance and repair of electrical and electronic equipment and devices common to water production and distribution, and [sewer-wastewater](#) collection systems, or two (2) years as a District Maintenance Technician I with demonstrated ability and knowledge.

Positions at the Maintenance Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of industrial / mechanical equipment and machinery used in the operation of water distribution and production stations and facilities.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- Principles, practices, tools, equipment, and supplies used in the maintenance and repair wastewater collection systems, including underground wastewater collection lines.
- Proper water quality sampling techniques for physical and [micro-biological/microbiological](#) sampling; chemical storage and dosing.
- Basic mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry
- Use and operation of a diverse range of tools and equipment used in machine shops.

Maintenance Technician I/II - **DRAFT**

- Methods and techniques of configuring communication between devices such as Programmable Logic Controllers (PLC), Remote Telemetry Units (RTU), and field devices, and the tools used in installing, servicing, and repairing various electronic equipment.
- Practices, methods, techniques, tools, and equipment used in the design, installation, testing, calibration, maintenance and repair of electrical and electronic equipment devices, and components, including those utilized in process control.
- Basic construction knowledge as it related to facilities and components maintenance.
- Operating characteristics of electronic components, including programmable logic controllers, feedback devices, variable frequency drives and operator interface programs.
- Mathematical principles.
- Pertinent federal, state, and local laws, codes, and safety regulations.
- Working knowledge of computers and computer software such as word processing, spreadsheets.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Test, diagnose, program, modify, calibrate, and repair a wide variety of electrical and electronic instrumentation devices, motors, machinery, and equipment.
- Install, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water production and distribution and sewer collection systems.
- Monitor and adjust plant processes to maintain water quality standards.
- Collect a variety of samples and conduct appropriate tests.
- Design, fabricate, replace, and repair system equipment and components.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Operate a diverse range of tools and equipment in trade areas such as electrical, pipefitting, mechanical, cranes, and rigs.
- Read and interpret plans, specifications, manuals, and blueprints.
- Use a variety of hand tools, such as pipe-threaders, taps, dies, measuring instruments, and laser alignment equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.

4/16/1909-16-2024

FLSA: Non-Exempt

- Organize [own/your own](#) work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

Maintenance Technician I

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 1 (T1) certification.

Desirable

- CWEA Collection System Operator Grade 1 (C1) certification desirable.

Maintenance Technician II

Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.
- Possession of a California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 1 (T1) certification.

Desirable

- CWEA Collection System Operator Grade 1 (C1) certification desirable.
- California State Water Resources Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification desirable.

Failure to obtain and maintain [requiredthe required](#) license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

4/16/1909-16-2024

FLSA: Non-Exempt

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, ~~leg~~ ~~books~~ ~~logbooks~~, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable ~~accommodations~~ ~~accommodation~~ may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

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

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

ENVIRONMENTAL CONDITIONS:

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

Works with hazardous chemicals such as ~~but~~ ~~but~~ not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from ~~sewer~~ ~~wastewater~~ wet wells. Frequently works in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. The incumbent works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



Utility Operations Superintendent

DEFINITION:

Under limited direction of the Utility Operations Manager, responsible for leading and managing the Operations Maintenance Division, plans, schedules, assigns, supervises, and reviews the work in a wide range of maintenance, repair, and construction projects of the District's water distribution and wastewater collection systems. Plans and coordinates a comprehensive computerized maintenance program and oversees operators and multiple crew activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from the Utility Operations Manager. Exercises direct supervision over the Utility Operations Maintenance Division, and supportive supervision over the Utility Operations Maintenance Technicians, Fleet, technical, and administrative support staff.

CLASS CHARACTERISTICS:

This is a full supervisory level classification responsible for exercising independent judgment on diverse and specialized maintenance operations within the Operations department. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties may be assigned as prioritized by the General Manager.

- Supervises the work of assigned staff involved in maintenance, repair, and construction activities of water distribution and wastewater collection systems, including but not limited to, sanitary sewer line cleaning, CCTV inspections, manholes, watermains, sewer mains, service lines, meters, pressure reducing stations, valves, fire hydrants, and other related systems.
- Directs emergency preparedness and response actions in operations for the District service area. Oversees emergency water and wastewater repair and maintenance activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Estimates time and costs of projects to make the most economical use of District labor and materials.
- In conjunction with the Utilities Operations Coordinator, schedules, plans and coordinates staffing levels, equipment, and supplies to complete designated tasks and within established budget parameters.

- Monitors operations and activities of work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements; maintains a variety of records and prepares routine reports of work performance.
- Participates in the annual budget preparation process; identifies resource needs; prepares detailed cost estimates with justification.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of crews is performed in a safe and efficient manner; trains subordinates in semi-skilled and skilled operations, work methods, and safety practices and procedures.
- Plans and lays out maintenance work projects; monitors, controls, and supplies appropriate equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Performs timeclock management responsibilities in accordance with District policies and procedures for responsible personnel and serves as back-up for the Utility Operations Manager as needed.
- Directs staff and the functions of the Computerized Maintenance Management System (CMMS) work orders, records, and report preparation.
- Assist in the development of departmental standard operating procedures and emergency response policies and procedures for utility maintenance operations.
- As necessary, perform crew work, including the operation of all types of motorized and heavy equipment; may also operate equipment during training or emergency situations.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth (12th) grade, and five (5) years of experience in operation, maintenance, and construction activities related to area of assignment, including two years of lead or supervisory experience.

KNOWLEDGE OF:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring.
- Principles and practices of public contract administration and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment used in assigned maintenance area.
- Knowledge of testing, repair, and maintenance of all water distribution and wastewater collection system components.
- Construction or business mathematics.

- Applicable federal, state, and local laws, codes, and processes relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned maintenance and operations activities.
- Identify problems, research, and analyze relevant information, develop, and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties assigned to the division.
- Develop cost estimates for supplies and equipment.
- Read, and interpret, drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, light and heavy vehicles and equipment required for the work.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Participate in the Duty Supervisor On-Call rotation and respond to after-hours emergency call-outs.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California DPH Water Distribution Operator Grade 2 certification (D2).
- Possession of a California DPH Water Treatment Operator Grade 2 certification (T2).
- Possession of a California Water Environment Association (CWEA) Collection System Maintenance Grade II certification.

TOOLS AND EQUIPMENT USED:

Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, log books, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, meter reading and/or record keeping.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office setting and in the field. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

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

May work with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. May work in confined spaces above and below ground, including wet and dry wells, storage tanks, vaults, and manholes. Supervises employees and works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.



Utility Operations Superintendent

DEFINITION:

Under limited direction of the Utility Operations Manager, responsible for leading and managing the Operations Maintenance Division, plans, schedules, assigns, supervises, and reviews the work in a wide range of maintenance, repair, and construction projects of the District's water distribution and wastewater collection systems. Plans and coordinates a comprehensive computerized maintenance program and oversees operators and multiple crew activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives limited direction from the Utility Operations Manager. Exercises direct supervision over the Utility Operations Maintenance Division, and supportive supervision over the Utility Operations Maintenance Technicians, Fleet, technical, and administrative support staff.

CLASS CHARACTERISTICS:

This is a full supervisory level classification responsible for exercising independent judgment on diverse and specialized maintenance operations within the Operations department. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to management in a variety of areas. Performance of the work requires independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties may be assigned as prioritized by the General Manager.

- Supervises the work of assigned staff involved in maintenance, repair, and construction activities of water distribution and wastewater collection systems, including but not limited to, sanitary sewer line cleaning, CCTV inspections, manholes, watermains, sewer mains, service lines, meters, pressure reducing stations, valves, fire hydrants, and other related systems.
- Directs emergency preparedness and response actions in operations for the District service area. Oversees emergency water and wastewater repair and maintenance activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the operations department; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned maintenance operations.
- Estimates time and costs of projects to make the most economical use of District labor and materials.
- In conjunction with the Utilities Operations Coordinator, schedules, plans and coordinates staffing levels, equipment, and supplies to complete designated tasks and within established budget parameters.

- Monitors operations and activities of work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements; maintains a variety of records and prepares routine reports of work performance.
- Participates in the annual budget preparation process; identifies resource needs; prepares detailed cost estimates with justification.
- Evaluates employee performance; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Ensures work of crews is performed in a safe and efficient manner; trains subordinates in semi-skilled and skilled operations, work methods, and safety practices and procedures.
- Plans and lays out maintenance work projects; monitors, controls, and supplies appropriate equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Performs timeclock management responsibilities in accordance with District policies and procedures for responsible personnel and serves as back-up for the Utility Operations Manager as needed.
- Directs staff and the functions of the Computerized Maintenance Management System (CMMS) work orders, records, and report preparation.
- Assist in the development of departmental standard operating procedures and emergency response policies and procedures for utility maintenance operations.
- As necessary, perform crew work, including the operation of all types of motorized and heavy equipment; may also operate equipment during training or emergency situations.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth (12th) grade, and five (5) years of experience in operation, maintenance, and construction activities related to area of assignment, including two years of lead or supervisory experience.

KNOWLEDGE OF:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and monitoring.
- Principles and practices of public contract administration and evaluation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment used in assigned maintenance area.
- Knowledge of testing, repair, and maintenance of all water distribution and wastewater collection system components.
- Construction or business mathematics.

- Applicable federal, state, and local laws, codes, and processes relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned maintenance and operations activities.
- Identify problems, research, and analyze relevant information, develop, and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties assigned to the division.
- Develop cost estimates for supplies and equipment.
- Read, and interpret, drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, light and heavy vehicles and equipment required for the work.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Participate in the Duty Supervisor On-Call rotation and respond to after-hours emergency call-outs.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California DPH Water Distribution Operator Grade 2 certification (D2).
- Possession of a California DPH Water Treatment Operator Grade 2 certification (T2).
- Possession of a California Water Environment Association (CWEA) Collection System Maintenance Grade II certification.

TOOLS AND EQUIPMENT USED:

~~Trucks, and power tools, scientific instruments, computers, grinders, drills, air compressors, log books, charts, graphs, radios, VFD's and PLC.'s, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, meter reading and/or record keeping. Personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping; communication tools including telephones, cell phones, two-way radio. When assisting on a jobsite may also use motorized vehicles such as crane trucks and backhoes; light and heavy duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledgehammers, ladders.~~

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

~~Work is performed in both an office setting and in the field. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.~~

~~Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing move up to 50 pounds.~~

ENVIRONMENTAL CONDITIONS:

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

~~May work with hazardous chemicals such as but not limited to, sodium hypochlorite, and various acids. Exposed to fumes and odors from wastewater wet wells. May work in confined spaces above~~

and below ground, including wet and dry wells, storage tanks, vaults, and manholes. Supervises employees and works near moving mechanical parts; on slippery and uneven surfaces; and the risk of electric shock. The noise level in the work environment is frequently loud. May be required to wear a confined space entry breathing apparatus. Works at computer workstation on regular basis.

~~Employees work mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work in outside weather conditions around moving mechanical parts and are occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic, or caustic chemicals. The noise level in the work standard environment is usually quiet to moderate.~~

North Tahoe Public Utility District	
Incentive Certification Program	
Classifications	
Lead Maintenance Technician	
Lead Instrumentation and Electrical (I&E) Technician	
Lead Mechanical Technician	
Maintenance Technician I/II/III	
Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 2	1.50%
S.W.R.C.B. Water Distribution Operator Grade 3	2.50%
S.W.R.C.B. Water Treatment Facility Operator Grade 2 (a)	2.50%
S.W.R.C.B. Water Treatment Facility Operator Grade 3	3.50%
C.W.E.A. Collection System Maintenance Grade 1 (b) (c)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.50%
C.W.E.A. Collection System Maintenance Grade 3	3.50%
C.W.E.A. Collection System Maintenance Grade 4 (d)	4.50%
C.W.E.A. Plaintiff Maintenance Grade 1	1%
C.W.E.A. Plaintiff Maintenance Grade 4 (c)	4.50%
C.W.E.A. Mechanical Technologist Grade 2 (e)	2.50%
C.W.E.A. Mechanical Technologist Grade 3	3.50%
C.W.E.A. Mechanical Technologist Grade 4 (d)	4.50%
C.W.E.A. Electrical/Instrumentation Grade 2 (f)	2.50%
C.W.E.A. Electrical/Instrumentation Grade 3	3.50%
C.W.E.A. Electrical/Instrumentation Grade 4 (d)	4.50%
Specialized Individual Welding Certification	1%
Basic Welding Certification	1.50%
CA Certified General Electrician	3%
CA or NV Commercial Driver's License, Class B	2.50%
CA or NV Commercial Driver's License, Class A	5%
Bilingual Incentive: Speaking - requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing - requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online:	1.50%
Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	
North Lake Tahoe-Truckee Leadership Program	1.50%
(a) (d) Grade 2 Shall be limited to Technician I/II	
(b) (a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.	
(c) (b) Grade 1 shall be limited to Maintenance Technician I.	
(d) (c) Grade 4 Certification incentive shall be limited to Lead Maintenance I&E and Mechanical Technicians	
(e) Grade 2 Certification not available to Lead Mechanical Technician	
(f) Grade 2 Certification not available to Lead I&E Technician and Maintenance Technician III	

**RESOLUTION NO. 2024-22
OF THE BOARD OF DIRECTORS OF THE NORTH TAHOE
PUBLIC UTILITY DISTRICT ADOPTING AN AMENDED
FISCAL YEAR 2024/2025 PUBLICLY AVAILABLE PAY
SCHEDULE FOR ALL EMPLOYEES AS REQUIRED BY
CALPERS**

WHEREAS, CalPERS regulations require that employee pay rates be included on a publicly available pay schedule as defined in California Code of Regulations, Title 2, Section 570.5; and

WHEREAS, one of the requirements of Section 570.5 is that the District's pay schedule be adopted by resolution of the Board of Directors; and

WHEREAS, on June 11, 2024, the Board adopted Resolution 2024-14 adopting the Fiscal Year 2024/2025 publicly available pay schedule for all employees; and

WHEREAS, the Board of Directors has approved changes to the District's Organizational Chart including the addition of new positions and must add those new positions to the Fiscal Year 2024/2025 publicly available pay schedule for all employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the North Tahoe Public Utility District hereby adopts the Amended Fiscal Year 2024/2025 pay schedule attached hereto as Exhibit 1 and incorporated herein by this reference, with an effective date of September 17, 2024.

APPROVED AND ADOPTED this 16th day of September, 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

**Sarah Coolidge, President
Board of Directors**

ATTEST:

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

EXHIBIT 1
AMENDED PAY SCHEDULE

[attached behind this page]

North Tahoe Public Utility District
Effective September 17, 2024
July 7, 2024 COLA = 3.2%

Position	Hourly Wage Range Schedule						Bi-Weekly Hourly Wage Range Schedule					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Maintenance Worker I	28.98	30.42	31.94	33.53	35.20	36.96	2,318.40	2,433.60	2,555.20	2,682.40	2,816.00	2,956.80
Maintenance Worker II	33.31	34.97	36.71	38.54	40.46	42.48	2,664.80	2,797.60	2,936.80	3,083.20	3,236.80	3,398.40
Equipment Operator I	31.47	33.04	34.69	36.42	38.24	40.15	2,517.60	2,643.20	2,775.20	2,913.60	3,059.20	3,212.00
Equipment Operator II	35.80	37.58	39.45	41.42	43.49	45.66	2,864.00	3,006.40	3,156.00	3,313.60	3,479.20	3,652.80
Water Quality Control Technician	33.31	34.97	36.71	38.54	40.46	42.48	2,664.80	2,797.60	2,936.80	3,083.20	3,236.80	3,398.40
Lead Water Quality Control Technician	38.99	40.93	42.97	45.11	47.36	49.72	3,119.20	3,274.40	3,437.60	3,608.80	3,788.80	3,977.60
Operations Coordinator	33.59	35.26	37.02	38.87	40.81	42.85	2,687.20	2,820.80	2,961.60	3,109.60	3,264.80	3,428.00
Maintenance Tech I	34.63	36.36	38.17	40.07	42.07	44.17	2,770.40	2,908.80	3,053.60	3,205.60	3,365.60	3,533.60
Maintenance Tech II	39.82	41.81	43.90	46.09	48.39	50.80	3,185.60	3,344.80	3,512.00	3,687.20	3,871.20	4,064.00
Maintenance Tech III	42.81	44.95	47.19	49.54	52.01	54.61	3,424.80	3,596.00	3,775.20	3,963.20	4,160.80	4,368.80
Lead Mechanical Technician	46.61	48.94	51.38	53.94	56.63	59.46	3,728.80	3,915.20	4,110.40	4,315.20	4,530.40	4,756.80
Lead Instrumentation & Electrical Technician	46.61	48.94	51.38	53.94	56.63	59.46	3,728.80	3,915.20	4,110.40	4,315.20	4,530.40	4,756.80
Utility Operations Compliance Inspector	35.80	37.58	39.45	41.42	43.49	45.66	2,864.00	3,006.40	3,156.00	3,313.60	3,479.20	3,652.80
Utility Operations Crew Chief	38.99	40.93	42.97	45.11	47.36	49.72	3,119.20	3,274.40	3,437.60	3,608.80	3,788.80	3,977.60
Utility Operations CCTV & Hydro-Flush Crew Chief	38.99	40.93	42.97	45.11	47.36	49.72	3,119.20	3,274.40	3,437.60	3,608.80	3,788.80	3,977.60
Fleet Coord/Equip Mechanic	37.72	39.60	41.58	43.65	45.83	48.12	3,017.60	3,168.00	3,326.40	3,492.00	3,666.40	3,849.60
Fleet Assistant	27.21	28.57	29.99	31.48	33.05	34.70	2,176.80	2,285.60	2,399.20	2,518.40	2,644.00	2,776.00
Administrative Assistant	28.52	29.94	31.43	33.00	34.65	36.38	2,281.60	2,395.20	2,514.40	2,640.00	2,772.00	2,910.40
Contracts & Planning Coordinator	34.80	36.54	38.36	40.27	42.28	44.39	2,784.00	2,923.20	3,068.80	3,221.60	3,382.40	3,551.20
GIS & SCADA Systems Engineer	50.11	52.61	55.24	58.00	60.90	63.94	4,008.80	4,208.80	4,419.20	4,640.00	4,872.00	5,115.20
Associate Engineer	55.57	58.34	61.25	64.31	67.52	70.89	4,445.60	4,667.20	4,900.00	5,144.80	5,401.60	5,671.20
Assistant Engineer	43.42	45.59	47.86	50.25	52.76	55.39	3,473.60	3,647.20	3,828.80	4,020.00	4,220.80	4,431.20
Engineering Technician I	29.56	31.03	32.58	34.20	35.90	37.69	2,364.80	2,482.40	2,606.40	2,736.00	2,872.00	3,015.20
Engineering Technician II	33.98	35.67	37.45	39.32	41.28	43.34	2,718.40	2,853.60	2,996.00	3,145.60	3,302.40	3,467.20
Public Works Construction Inspector	33.41	35.08	36.83	38.67	40.60	42.62	2,672.80	2,806.40	2,946.40	3,093.60	3,248.00	3,409.60
Parks & Facilities Maintenance Worker I	24.14	25.34	26.60	27.92	29.31	30.77	1,931.20	2,027.20	2,128.00	2,233.60	2,344.80	2,461.60
Parks & Facilities Maintenance Worker II	27.36	28.72	30.15	31.65	33.23	34.89	2,188.80	2,297.60	2,412.00	2,532.00	2,658.40	2,791.20
Lead Parks & Facilities Maintenance Worker	30.33	31.84	33.43	35.10	36.85	38.69	2,426.40	2,547.20	2,674.40	2,808.00	2,948.00	3,095.20
Parks & Facilities Supervisor	29.80	31.29	32.85	34.49	36.21	38.02	2,384.00	2,503.20	2,628.00	2,759.20	2,896.80	3,041.60
Park & Facilities Coordinator I	24.57	25.79	27.07	28.42	29.84	31.33	1,965.60	2,063.20	2,165.60	2,273.60	2,387.20	2,506.40
Park & Facilities Coordinator II	28.44	29.86	31.35	32.91	34.55	36.27	2,275.20	2,388.80	2,508.00	2,632.80	2,764.00	2,901.60
Event Center Coordinator	28.44	29.86	31.35	32.91	34.55	36.27	2,275.20	2,388.80	2,508.00	2,632.80	2,764.00	2,901.60
Recreation & Community Event Supervisor	33.69	35.37	37.13	38.98	40.92	42.96	2,695.20	2,829.60	2,970.40	3,118.40	3,273.60	3,436.80
Customer Service Rep I	23.81	25.00	26.24	27.55	28.92	30.36	1,904.80	2,000.00	2,099.20	2,204.00	2,313.60	2,428.80
Customer Service Rep II	27.38	28.74	30.17	31.67	33.25	34.91	2,190.40	2,299.20	2,413.60	2,533.60	2,660.00	2,792.80
Customer Service Team Lead	35.60	37.37	39.23	41.19	43.24	45.40	2,848.00	2,989.60	3,138.40	3,295.20	3,459.20	3,632.00
Purchasing Technician	32.02	33.62	35.30	37.06	38.91	40.85	2,561.60	2,689.60	2,824.00	2,964.80	3,112.80	3,268.00
Accounting Technician	27.85	29.24	30.70	32.23	33.84	35.53	2,228.00	2,339.20	2,456.00	2,578.40	2,707.20	2,842.40
General Ledger Accountant	37.43	39.30	41.26	43.32	45.48	47.75	2,994.40	3,144.00	3,300.80	3,465.60	3,638.40	3,820.00
OIT Technician I	36.12	37.92	39.81	41.80	43.89	46.08	2,889.60	3,033.60	3,184.80	3,344.00	3,511.20	3,686.40
OIT Technician II	41.52	43.59	45.76	48.04	50.44	52.96	3,321.60	3,487.20	3,660.80	3,843.20	4,035.20	4,236.80

North Tahoe Public Utility District
 Bi-Weekly Wage Range Schedule
 Effective: September 17, 2024
 July 7, 2024 COLA = 3.2%

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Controller	4,405.60	4,625.60	4,856.80	5,099.20	5,353.60	5,620.80
Customer Account Manager	3,606.40	3,786.40	3,975.20	4,173.60	4,381.60	4,600.00
Engineering & Operations Manager	6,814.40	7,154.40	7,512.00	7,887.20	8,280.80	8,694.40
Engineering Manager	6,215.20	6,525.60	6,851.20	7,193.60	7,552.80	7,930.40
Senior Engineer	5,405.60	5,675.20	5,958.40	6,256.00	6,568.80	6,896.80
Project Engineer & Construction Manager	4,722.40	4,958.40	5,205.60	5,465.60	5,738.40	6,024.80
Utility Operations Manager	5,472.00	5,744.80	6,032.00	6,333.60	6,649.60	6,981.60
Maintenance Technician & Water Quality Superintendent	4,528.80	4,755.20	4,992.80	5,242.40	5,504.00	5,779.20
Utility Operations Superintendent	4,528.80	4,755.20	4,992.80	5,242.40	5,504.00	5,779.20
Administrative Liaison/Board Secretary	3,680.00	3,863.20	4,056.00	4,258.40	4,471.20	4,694.40
Human Resources Manager	4,714.40	4,949.60	5,196.80	5,456.00	5,728.00	6,014.40
Operational & Information Technology Manager	4,722.40	4,958.40	5,205.60	5,465.60	5,738.40	6,024.80
Public Information Officer	3,680.00	3,863.20	4,056.00	4,258.40	4,471.20	4,694.40
Recreation, Parks, & Facilities Manager	4,457.60	4,680.00	4,913.60	5,159.20	5,416.80	5,687.20
Parks and Facilities Superintendent	3,765.60	3,953.60	4,151.20	4,358.40	4,576.00	4,804.80
Event Center Manager	3,188.80	3,348.00	3,515.20	3,690.40	3,874.40	4,068.00
Chief Financial Officer	6,637.82			By Agreement		9,540.63
General Manager/CEO	8,296.45			By Agreement		11,614.54



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024 **ITEM:** F-2

FROM: Office of the General Manager

SUBJECT: Review, Discuss, and Possibly Appoint an Interim Chief Financial Officer, Authorize the General Manager to Establish a Temporary Wage Adjustment, Execute all Documents for the Appointment, and Approve the Adopt the Following Resolutions:

- a. Resolution 2024-23 – Establishing Authorized Signatures for the Local Agency Investment Fund
- b. Resolution 2024-24 – Establishing Authorized Signatures for UBS Financial Services, Inc. Investment Accounts
- c. Resolution 2024-25 Establishing Authorized Signatures for Administrative Checking, Payroll, and General Accounts at Wells Fargo Bank

RECOMMENDATION:

That the Board of Directors appoint Lori Pommerenck as Interim Chief Financial Officer, effective October 4, 2024, and take the following action:

- a. Authorize the General Manager to establish a temporary wage adjustment for the Interim Chief Financial Officer in accordance with the existing Board approved Chief Financial Officer wage range and benefits in accordance with those established by the Confirmation of Understanding for Management and Confidential Employees.
- b. Authorize the General Manager to execute all documents for the appointment.
- c. Adopt Resolution 2024-23 – Establishing Authorized Signatures for the Local Agency Investment Fund.
- d. Adopt Resolution 2024-24 – Establishing Authorized Signatures for UBS Financial Services, Inc. Investment Accounts.
- e. Adopt Resolution 2024-25 – Establishing Authorized Signatures for Administrative Checking, Payroll, and General Accounts at Wells Fargo Bank.

DISCUSSION:

Chief Financial Officer Vanetta Van Cleave has tendered her resignation with a last day of October 4, 2024. To ensure business continuity, staff recommends that the Board of Directors appoint the District's Controller, Lori Pommerenck, as Interim Chief Financial Officer.

Staff also recommends the Board of Directors authorizes the General Manager to establish a temporary wage adjustment for the Interim Chief Financial Officer in

accordance with the existing Board approved Chief Financial Officer wage range and benefits in accordance with those established by the Confirmation of Understanding for Management and Confidential Employees with the General Manager authorized to execute all necessary documents required for the appointment.

The existing Chief Financial Officer bi-weekly range is \$6,637.82 to \$9,540.63.

The District also needs to adopt three Resolutions to change the authorized signatures for the Local Agency Investment Fund, UBS Financial Services, Inc., and Wells Fargo Bank. Doing so removes the departing Chief Financial Officer and adds the Interim Chief Financial Officer to these accounts.

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; and – Objective B: Ensure financial sustainability of the District.

ATTACHMENTS:

- Resolution 2024-23
- Resolution 2024-24
- Resolution 2024-25

MOTION: Approve Staff Recommendation

REVIEW TRACKING:

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

**RESOLUTION 2024-23
OF THE BOARD OF DIRECTORS
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
ESTABLISHING AUTHORIZED SIGNATURES FOR THE
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the North Tahoe Public Utility District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT, that the Board of Directors does hereby authorize the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED,

1. The following District Officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the transactions contemplated hereby:

Bradley A. Johnson, General Manager
Lori Pommerenck, Interim Chief Financial Officer

to initiate transfers from the North Tahoe Public Utility District's Local Agency Investment Fund (LAIF) account to (and only to) the North Tahoe Public Utility District's Wells Fargo Main Operating account.

2. This resolution shall remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office
3. The signature authorization of any individual not explicitly authorized by this resolution shall be removed.
4. This resolution supersedes and replaces the previously adopted resolution that authorized signatures.

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**

**RESOLUTION 2024-24
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
AUTHORIZING SIGNATURE, TRANSFER, AND INVESTMENT SECURITIES
TRANSACTIONS AT UBS FINANCIAL SERVICES, INC.**

Where, the North Tahoe Public Utility District desires to establish signature transfer and investment securities transactions at UBS Financial Services, Inc.

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

1. Bradley A. Johnson in his official capacity as General Manager/CEO/Clerk of the Board and Lori Pommerenck in her official capacity as Interim Chief Financial Officer are authorized to jointly sign, transfer, and enter into investment securities transactions as well as request transfers of funds/securities on behalf of the North Tahoe Public Utility District.
2. Bradley A. Johnson, General Manager/CEO or Lori Pommerenck, Interim Chief Financial Officer, are authorized to request transfer of funds within the investment securities of UBS Financial Services, Inc. on behalf of the North Tahoe Public Utility District.
3. The signature authorization of any individual not explicitly authorized by this resolution shall be removed
4. This resolution supersedes and replaces the previously adopted resolutions that authorized signature.

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/Clerk of the Board**

**RESOLUTION NO. 2024-25
OF THE BOARD OF DIRECTORS OF THE
NORTH TAHOE PUBLIC UTILITY DISTRICT ESTABLISHING AUTHORIZED
SIGNATURES FOR THE ADMINISTRATION OF CHECKING, PAYROLL, AND
GENERAL ACCOUNTS AT WELLS FARGO BANK**

WHEREAS, the Board of Directors wishes to grant signatory authority and banking management powers to certain District positions as set forth in this Resolution.

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

1. That Wells Fargo bank is selected as the bank for the District's accounts.
2. That the following individuals are authorized to sign, endorse, make, draw, or accept, as the case may be, all checks, bills of exchange, orders for payment, promissory notes, or other negotiable instruments, instructions, agreements, and indemnities on behalf of the District. The Chief Financial Officer shall obtain signatures for banking signature card purposes from individuals occupying the following positions:
 - Chief Financial Officer
 - General Manager
 - President of the Board of Directors
 - Vice President of the Board of Directors
 - Secretary of the Board of Directors
 - Member Board of Directors
 - Member Board of Directors
3. The signature authorization of any position not explicitly authorized by this resolution shall be removed.
4. That the authorized positions specified above, and acting within their capacity and position with the District, be and are hereby authorized on behalf of the District to:
 - a) Open and Close Accounts: To approve and open with Wells Fargo any number of accounts, now or at any time hereafter, for and on behalf of the District subject to and in accordance with the terms and conditions governing such accounts, as amended from time to time by Wells Fargo, and to execute any and all documents in connection therewith or incidental thereto, including any amendment thereto and to give instructions to close any accounts; and to close any accounts or banking related services with any non-Wells Fargo bank.
 - b) Apply for Account and Banking Services: To apply for any service mentioned below and provide related instructions:
 - custodial services

- electronic services
- electronic or other digital banking services or account management
- cash management services
- remittance and payment services
- trade related services
- any other services or transactions

5. That the Chief Financial Officer, is hereby authorized to act on behalf of the District for the purposes of all District business needs associated with Wells Fargo, including but not limited to opening, maintaining, and closing accounts and banking services, and closing or ending banking services with non-Wells Fargo banks.

6. This resolution supersedes and replaces the previously adopted resolutions that authorized signature.

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**



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024

Item: F-3

FROM: Recreation, Parks, & Facilities Manager

SUBJECT: Review, Discuss, and Possibly Adopt Resolution 2024-26 – Establishing a Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board Policy and Resolution 2024-27 – Regarding the Friends of the Park Fund

RECOMMENDATION:

That the Board of Directors adopt Resolution 2024-26 – Establishing a Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board Policy and Resolution 2024-27 – Regarding the Friends of the Park Fund.

DISCUSSION:

In August 2023, staff engaged both the Recreation and Parks Commission and the Board of Directors in discussion about the current District Policy on Naming of District Parks and Facilities as well as creating a new related policy on commemorative seating and a plaque recognition board. This item was also agendaized and discussed at the February 2024, June 2024, and August 2024 Commission meeting and the January 2024 Board meeting. Through several rounds of discussion, Commissioners and Directors provided feedback on terms and pricing of commemorations, impacts of potential vandalism, replacement, and maintenance of benches, as well as setting a limited inventory. Staff has revised the proposed Policy to reflect feedback from Commission and Directors.

The Policy covers guidelines, the process to request, the terms of applicable commemorations, and the design and size of plaques. Also within the Policy are three exhibits. The first exhibit is the application to request a Commemoration in the form of seating or a plaque. The second exhibit shows inventory and locations for the benches, cubes, or plaques. Finally, the third exhibit sets the prices for the commemorations and recognitions. As written in the Policy, any changes to the exhibits will be under the direction of the Commission and Board.

Tying into the Commemoration discussion is the Friends of the Park Fund. Initiated in 2008, the Fund was created to support the building and maintenance of park facilities. As the Fund is reactivated through the establishment of this Policy, an update to the Resolution regarding the Friends of the Park Fund has been provided. This update has expanded the use of the Fund to include both the development of facilities within the District and to provide District residents with the opportunity to participate in District-sponsored recreation programs at a discount.

At the August 2024 Commission meeting, Commissioners unanimously approved recommending the Policy and Resolution as written to the Board of Directors for approval.

Staff will lead Directors in a PowerPoint presentation which summarizes the entirety of the policy, including the process for implementation, and the bench and display board selected for commemorations. Directors are encouraged to provide feedback and recommend Board approval of Policy and Resolution.

FISCAL ANALYSIS:

The Commemorative Seating Program will collect revenue within the Friends of the Park fund that is held by the Truckee Tahoe Community Foundation. This fund is separate from the District's annual Operating and Capital budgets and, therefore, will have no financial implications for the District. The program has been designed to generate between \$1,500-\$15,000 per Commemoration and a nominal Due to the subjective nature of this program, it is difficult to make predictions on revenue collection.

STRATEGIC PLAN ALIGNMENT:

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective F: Uphold maintenance and capital investment of existing facilities to ensure their vitality for generations to come.


Goal 3: Enhance District governance and partnerships – Objective D: Be a strong community partner to provide value in alignment with the District's charter.


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 policies in alignment with best practices, laws, and regulations – Activity c: Prioritize and develop identified policies.

ATTACHMENTS:

- PowerPoint Presentation
- Resolution 2024-26
- Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board Policy (clean)
- Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board Policy (redline)
- Resolution 2024-27
- Landscape Forms Generation 50 Bench

REVIEW TRACKING:

Submitted By: 
Amanda Oberacker
Recreation, Parks, and Facilities Manager

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

Commemorative Seating Program and Friends of the Park Recognition Board

September 16, 2024



History



- 1980 – 2022: Various commemorations and memorial plaques installed throughout the District in the form of rocks, benches, geographical locations, and trees. Requests from individuals subjective to manager discretion.
- 2008: Establishment of Friends of the Park Fund with Tahoe Truckee Community Foundation
- 2013: Naming of District Facilities Policy adopted
- 2023: Introduction of Commemorative Seating Program
- 2024: Introduction of Friends of the Park Recognition Board

Policy Update

Updates to the policy have been made in the following areas:

1. Naming of District Parks and Facilities –Process update, no material change. Formatted with guidelines, process and timeline.
2. Tree Fund – Removed.
3. Commemorative Seating Program – Introduced with guidelines, process and timeline.
4. Friends of the Park Recognition Board – Introduced with guidelines, process and timeline.

Commemorative Seating Details

Bench Choice

Landscape Forms Generation 50 Bench

- Thermally Modified Ash
- Powder coated metal
- Made with 28% recycled material
- Built to last

Bench Expense

Bench price	\$3,030
Plaque design & install	\$690
Freight	\$670
Install materials	\$500
Staff cost & tax	tba



Commemorative Seating Details

Bench Choice

Existing granite bench or cube at TVRA

Plaque Installation Expense

Plaque \$400

Labor and material to recess, install grout and finish plaque on seating \$3,000



Commemorative Seating Details

Location Options

North Tahoe Regional Park

- Fields
- Trails
- Pickleball & Tennis Court plazas
- Disc golf tees

Tahoe Vista Recreation Area

- Scenic overlook existing bench
- Scenic overlook existing cube
- Beach

TOTAL AVAILABLE COMMEMORATIONS 25 +

ADDITIONAL SEATING WILL BE CONSIDERED AT BOARD DISCRETION

Friends of the Park Recognition Board Details

- Located within the North Tahoe Regional Park (exact location to be determined, but accessible year-round)
- Donor Board gives individuals an opportunity to recognize people or pets that considered North Tahoe special.
- Attainable price range



Plaque details

10"x 2"

Up to three lines of engraved text on metal

North Tahoe Regional Park
Trails, Courts, Fields and Friendships

Coyotes & Bears
Ravens and chickadees
Dogs on leashes

10.00"

2.00"

Terms



1. Terms are 10-years from the date of installation.
2. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration/recognition and have the plaque removed and returned to the donor. The seating will remain the property of the District.
3. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are listed in handout.
4. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District.

Fees



North Tahoe Regional Park

LOCATION	10-Year	20-Year	30- Year
Lake View Bench	\$10,000	\$18,000	\$22,500
Forest View Bench	\$7,500	\$13,500	\$16,875
Friends of the Park Plaque	\$500	\$900	\$1,125

Tahoe Vista Recreation Area

LOCATION	10-Year	20-Year	30- Year
Lake View Bench	\$10,000	\$18,000	\$22,500
Scenic Overlook Square	\$15,000	\$27,000	\$33,750
Scenic Overlook Bench	\$20,000	\$36,000	\$45,000

Friends of the Park



- Established in 2008 to provide support for improvement projects at the Districts Parks and Facilities.
- This fund, a 501c3 housed by the Truckee Tahoe Community Foundation (TTCF), will be the home for contributions made for Commemorations and Recognitions.
- Once applications are approved, the applicant will submit payment to the Friends of the Park fund.
- Asset and installation costs will be reimbursed to NTPUD via request to TTCF.
- Friends of the Park fund balance can be used to support NTPUD Recreation and Park projects and programs, as explained in the Resolution.
 - Improvement projects at any of District parks and facilities
 - District residents in their involvement and participation in the District's Recreation, Parks and Facilities Department sponsored events and programs

Friends of the Park



- TTCF provides different investment options for their funds. Friends of the Park is currently 100% allocated to Long-Term Portfolio. Changes to asset allocation to enable more regular withdraw of funds will be made via future policy

Tahoe Truckee Community Foundation

Donor Investment Options

	ESG Long-Term Portfolio	Long-Term Portfolio	Intermediate Fixed Income Portfolio	Cash Management Portfolio
Objective	Aligning long-term dollars with donor and TTCF values.	Exceed an absolute annualized rate of return of 6.5%	Preservation of purchasing power	Preservation of capital and liquidity
Investment Profile	Diversified, multi-asset class portfolio, positively and negatively screened on Environmental, Social and Governance issues.	Diversified, multi-asset class portfolio, including cash, fixed income, equities, alternative investments, and impact investments.	Government and corporate bonds with a maximum average duration of four years and no single maturity greater than 10 years.	Cash and money market equivalents
Donor Profile	Spending plans longer than 5 years, and Endowment funds, whose donors wish to align their assets with their values.	Spending plans longer than 5 years, and Endowment funds	Spending plans longer than one year, but less than 5 years	Short-term (less than one year) spending plans
Asset Allocation Guidelines	Cash 2%-10% Fixed 15%-25% US Equity 30%-50% Int'l Equity 20%-40% Alternatives 0%-15% Impact 0%-5%	Cash 2%-10% Fixed 15%-25% US Equity 30%-50% Int'l Equity 20%-40% Alternatives 5%-15% Impact 0%-5%	Cash 0%-50% Fixed 50%-100% US Equity 0%-0% Int'l Equity 0%-0% Alternatives 0%-0% Impact 0%-0%	Cash 100%-100% Fixed 0%-0% US Equity 0%-0% Int'l Equity 0%-0% Alternatives 0%-0% Impact 0%-0%

Approval Process

- The Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board Policy lines out the:
 - Application and approval (Exhibit A)
 - Terms of commemoration (within Policy)
 - Locations of commemorative seating (Exhibit B)
 - Prices for commemoration and recognition (Exhibit C)
- Upon approval from Board, staff will proceed with execution of Policy. Staff process for execution will consist of:
 - Review and approval of application
 - Implementation of commemoration or recognition
 - Update Board via monthly report

Attachments

1. Policy with exhibits (redline and clean version)
2. Landscape Form Bench details
3. Friends of The Park Fund Resolution

**RESOLUTION NO. 2024-26
OF THE BOARD OF DIRECTORS OF THE
NORTH TAHOE PUBLIC UTILITY DISTRICT
ESTABLISHING A NAMING OF DISTRICT PARKS AND FACILITIES,
COMMEMORATIVE SEATING PROGRAM, AND FRIENDS
OF THE PARK RECOGNITION BOARD 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 naming of District parks and facilities, commemorative seating program, and Friends of the Park recognition board 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. REC002 – Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board 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 REC002

[attached behind this page]



NORTH TAHOE PUBLIC UTILITY DISTRICT

POLICY:

Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board

NUMBER: REC002**EFFECTIVE:** September 16, 2024**RESPONSIBLE PERSON:**

Recreation, Parks, and Facilities Manager

SUPERSEDES: 05-02

Index: Recreation, Parks and Facilities Department
Naming of Parks and/or District Facilities
Commemorative Seating Program

POLICY: Naming of District Parks and Facilities, Commemorative Seating Program, and Friends of the Park Recognition Board

PURPOSE: The Parks owned and operated by the North Tahoe Public Utility District (District) have become an important part of the local community. As such, individuals and groups currently, and well into the future, wish to acknowledge individuals for their contribution to the Parks and the community in general. Additionally, family members may wish to acknowledge other members of their family. In order to ensure a consistent and appropriate response to all requests this policy was created.

NAMING OF PARKS OR FACILITIES

Naming of a Park

All of the Parks presently owned by the District are currently named appropriately. Changing the name of a park significantly impacts numerous individuals, governmental entities, and the community. Therefore, it is the District's policy not to rename any of the existing Parks.

1. The intent of naming is for permanent recognition. The renaming of Park facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those facilities named for geographic location or outstanding feature should be considered for renaming.
3. Facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.

Naming of Facilities within a Park

Facilities within Parks (i.e. playfields, playgrounds, picnic shelters, etc.) can be named separately from the Parks and facilities they are in, subject to the general approval process described throughout the policy. Requests to name or rename a portion of the park, trail, facility, or garden within the park will be considered when, and if, the following guidelines are met.

Guidelines

1. For District to consider naming of Facilities within a Park, the requested name must have significant impact within the North Lake Tahoe region. Names should provide some form of individual identity. Examples of a significant impact are provided below but are not intended to be a comprehensive list:
 - a. Commonly recognized historical event, group, or individual.
 - b. An individual or group who contributed significantly to the acquisition or development of the Park and/or individual facility.
 - c. An individual who provided an exceptional service in the interest of the park system as a whole.
 - d. An individual who provided an exceptional service in the interest of the community as a whole.
2. For District to consider naming of facilities or Parks, the contributions of said individual or group must be well documented and broadly acknowledged within the community.
3. An endowment or bequest is a welcome piece to accompany any facility naming request, but requests must meet above requirements first. This allows for ongoing maintenance and operations of said facility.

Process

1. The request for naming gardens, trails, facilities, or memorials must begin with a written proposal to the Recreation, Parks and Facilities Manager providing sufficient information as to how the proposed name satisfies the criteria of the Park naming guidelines.
 - a. Adequate historical or descriptive information, including a biographical sketch which shall provide evidence of contributions to community, park, facility or District shall be provided to validate the proposed name, so that staff may have a clear understanding and appreciation for the request.
 - b. A proposal to commemorate an individual must contain evidence of support for the name and its application. Such evidence may be letters from local residents, government officials, and/or community leaders. The proposal may also include petitions containing signatures of local citizens.
 - c. When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
2. The Recreation, Parks and Facilities Manager will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions of an individual. If the request is incomplete, staff will contact the applicant and provide them with the opportunity to resubmit a revised request.
3. If the Recreation, Parks and Facilities Manager determines a naming application meets the recognition policy guidelines, the complete application and any accompanying documents will be submitted to a joint meeting of the Recreation and Parks Commission and Board Recreation and Parks Committee held at the first available Commission meeting. The Recreation, Parks and Facility Manager will notify the Board of Directors at its next regular Board meeting of the receipt of a request and complete application.

4. The Recreation and Park Commission and Recreation and Parks Committee will each take formal action to recommend or deny the request. If both the Commission and Committee recommend approval, the recommendation will then go to the Board of Directors for review at the first available Board of Directors meeting.
5. Upon review by the Board of Directors, the Board of Directors will take formal action to proceed with or deny the request. If the Board of Directors vote to proceed with the naming request, staff will post a public notice of the recommended qualifying name for a 30-day period to solicit public comment and notify the public of the proposed facility naming. The notification will include the date, time, and place of the regularly scheduled Board meeting at which the Board of Directors will consider approving the naming request. Public comments must be in writing to the District and delivered within the 30-day public notice period.
6. At the next regularly scheduled Board meeting after the 30-day public notice period, the Board of Directors will consider any written public comment received as well as any public comment received during the meeting and will then take formal action to either approve, via Resolution, or deny the naming request.
7. If approved by the Board of Directors, the Recreation, Parks and Facilities Manager will then begin the process of formally changing the name of signage, informational bulletins, website and in other areas. The formal name changing process can take up to 12 months from date of initial approval.

Other Naming Alternatives

1. Parks and facilities that are donated to the District can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the District's Board of Directors. Facilities that are given with a request for naming shall include a fund for the ongoing maintenance and operations of said facilities.

COMMEMORATIVE SEATING PROGRAM

The Commemorative Seating Program provides a bench or comparable seating option with an engraved plaque to be installed within the North Tahoe PUD Parks and Facilities. This program gives participants an opportunity to honor family or friends who had a special connection to the nature and beauty of the North Lake Tahoe Parks and beaches while providing a contribution that goes to support the North Tahoe PUD Friends of the Park Foundation. The North Tahoe PUD or North Tahoe PUD Friends of the Park Foundation may provide receipt or acknowledgement of any funds received but do not provide any warranty or assurance regarding the tax implications of any expenditure.

Guidelines

1. A request for commemoration must be submitted via an application (Exhibit A). All applications must be submitted to the Recreation, Parks and Facilities Manager. The Manager will base approval of the request and the inscription on adherence to the stated criteria,

2. New benches will be selected and purchased by staff to ensure consistency throughout District facilities. Benches may not be altered by public. The bench that will be selected as well as current pricing of seating will be provided upon request.
3. The District shall not be responsible for any damage caused to the bench or plaque. In the event of accident, environmental, weather-related, or other damage, the District shall have no duty to repair or replace the bench or plaque. However, if vandalism occurs during the course of the Commemoration, the District will restore or replace the product at no cost to the applicant.

Plaque Design

1. The Commemorative Program will come with a personalized 10"x 2" plaque. Plaque inscription will be limited to three lines of text. Plaques will be ordered and installed by District to ensure consistency.

Commemorative Seating Locations

There are a limited number of locations throughout District parks and facilities where a seating commemoration can be placed, and these locations are included as an attachment to this Policy (Exhibit B). Additional seating opportunities will be available via an update to Exhibit B and subject to Board approval

Commemoration Term

1. The term of a Commemorative Plaque is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration and have the plaque removed and returned to the donor. The seating will remain the property of the District.
2. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Rates for all terms are listed in Exhibit C and may be updated by the Board of Directors.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District.

Process

1. Applications (Exhibit A) must be completed and submitted to the Recreation, Parks and Facilities Manager. Applications will be honored once plaque inscription has been approved and fees received.
2. Upon approval the Park staff will order and install Commemorative Seating and/or plaque within 12 months of the contract, pending seasonal snow load around the desired location and processing time for plaque and bench.

3. Following installation, all benches will be recorded in the District's Computerized Asset Management System software. This will serve to track the installation date and maintenance history for the bench.

FRIENDS OF THE PARK RECOGNITION BOARD

The Friends of the Park Recognition Board gives individuals an opportunity to recognize meaningful people, pets or places in their lives through an artistic donor board at an attainable price range. Located within North Tahoe Regional Park, the Recognition Board will serve as a commemoration location for friends, pets, or family members that considered North Tahoe special. Recognition Board Plaques providing a contribution that goes to support the North Tahoe PUD Friends of the Park Foundation, which exists to support improvement projects at any of the Districts' parks and facilities, and District residents in their involvement and participation in the District's Recreation and Park Department sponsored events and programs.

Plaque Design

The Friends of the Park Recognition Board will offer a personalized 10"x2" plaque. Plaque inscription will be limited to three lines of text. All plaques will be ordered and installed by District to ensure consistency.

Friends of the Park Recognition Board Term

1. The Recognition board operates on 10-year cycles. Plaques are placed on a single frame that remains on display for 10-years. At the culmination of 10-years, the frame will be replaced with a new frame for the next 10-years.
2. The term of a Recognition Board Plaque is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or have the plaque removed and returned to the donor.
3. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are listed in Exhibit C.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their Recognition. Should the original applicant decline to renew their existing plaque or fail to notify the District of an intent to rededicate, the plaque will be removed.

Process

1. A plaque request for the Recognition Board must be submitted via an application (Exhibit A). All requests must be submitted to the Recreation, Parks and Facilities Manager.
2. Applications will be honored once plaque inscription has been approved and fees received. Plaque will be installed within 12 months of approval of application.

Approval: _____
General Manager/CEO

Effective Date: _____

Revision History:

Version: _____

Effective Date: _____



**North Tahoe Public Utility District
Commemorative Seating and Friends of the Park Recognition Board Application**

Applications must be filled out in full.
Submit completed application to parks@ntpud.org

Applicant Details:

Applicant First Name: _____ Last Name: _____

Applicant Mailing Address: Street: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Cell Phone Number: _____ Alternate Phone Number: _____

Plaque Location Request:

Tahoe Vista Recreation Area

Commemorative Bench: Scenic Overlook Square: Scenic Overlook Bench:

North Tahoe Regional Park

Commemorative Bench: Friends of the Park Recognition Board:

If Commemorative seating has been selected, list desired location choices here (refer to seating locations list):

Preferred location #1: _____

Preferred location #2: _____

Preferred location #3: _____

Plaque Information:

Print memorial plaque inscription exactly as you would like to see on actual product. Your dedication will be manufactured in the exact same formatting and spelling as noted on the application.

Plaque is 10"x 2" of engraved metal. Option of 1-3 lines of text.

Line 1: 21 characters including spaces ^{3/8}" font:

Line 2 (optional) 27 characters including spaces ^{1/4}" font:



Line 3 (optional)- 27 characters including spaces ¼" font:

Commemorative Bench Guidelines:

1. A request for commemoration must be submitted via this application. All applications must be submitted to the Recreation, Parks and Facilities Manager at parks@ntpud.org.
2. The Manager will base approval of the request and the inscription on adherence to the stated criteria.
3. New benches will be selected and purchased by staff to ensure consistency throughout District facilities and may not be altered by public.
4. In the case of destruction of property in the form of a natural disaster or unforeseeable circumstances, the District is not responsible for replacing the bench nor returning the donation to applicant. If vandalized during the course of the Commemoration, District will replace the product at no cost to the applicant.

Plaque Design:

1. The Commemorative Program will come with a personalized 10"x 2" plaque. Plaque inscription will be limited to three lines of text. Line one will have a 28-character limit with ¾" font. Lines two and three are optional and will be 42-character with ¼" font. All plaques will be ordered and installed by District to ensure consistency.







Term:

1. The term of a Commemorative Plaque and Recognition Board is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration/recognition and have the plaque removed and returned to the donor. The seating will remain the property of the District.
2. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are available upon request.
3. It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District.

Approval Process:

1. Applications must be completed and submitted to the Recreation, Parks and Facilities Manager at parks@ntpud.org.
2. Following installation, all benches will be recorded in the District's Computerized Asset Management System software.

North Tahoe Public Utility District
Commemorative Seating Locations

NORTH TAHOE REGIONAL PARK	# AVAILABLE	TYPE	
Field 1 & parking lot	2	Lake View Bench	
Top of Field 2 stairs	2	Forest View Bench	
Top of Sunny Slope Sled Hill	2	Lake View Bench	
Lakeview Trail scenic view	1	Lake View Bench	
Northridge Trail scenic view	1	Lake View Bench	
Tennis Court plaza	2	Forest View Bench	

Pickleball Court plaza	2	Forest View Bench	
Various Disc Golf tees	3+	Forest View Bench	
Aspen ADA Trail	1+	Forest View Bench	
Pam Emmerich Trailhead & Pinedro	1+	Forest View Bench	

Pricelist

North Tahoe Public Utility District

875 National Avenue
 Tahoe Vista, CA 96148
www.ntpud.org



North Tahoe Regional Park

LOCATION	10-Year	20-Year	30- Year
Lake View Bench	\$10,000	\$18,000	\$22,500
Forest View Bench	\$7,500	\$13,500	\$16,875
Friends of the Park Plaque	\$500	\$900	\$1,125

Tahoe Vista Recreation Area

LOCATION	10-Year	20-Year	30- Year
Lake View Bench	\$10,000	\$18,000	\$22,500
Scenic Overlook Square	\$15,000	\$27,000	\$33,750
Scenic Overlook Bench	\$20,000	\$36,000	\$45,000



NORTH TAHOE PUBLIC UTILITY DISTRICT

**POLICY: Naming of District
Parks and Facilities**

NUMBER: 05-02

EFFECTIVE: 09/10/2013

Index: ~~Park~~[Recreation, Parks](#) and Facilities Department/~~Recreation and
Parks~~

Naming of Parks and/or District Facilities

~~Donations for Plaques Citing Dedication of Facilities~~

~~North Tahoe Public Utility District Tree Fund~~[Commemorative Seating](#)

[Program](#)

POLICY: **Naming of District Parks and Facilities, [Commemorative Seating Program, and Friends of the Park Recognition Board](#)**

PURPOSE: The ~~parks~~[Parks](#) owned and operated by the North Tahoe Public Utility District (District) have become an important part of the local community. As such, individuals and groups currently, and well into the future, wish to acknowledge individuals for their contribution to the ~~parks~~[Parks](#) and the community in general. Additionally, family members may wish to acknowledge other members of their family. ~~We have received numerous requests, from renaming an entire park to dedicating a park bench.~~ In order to ensure a consistent and appropriate response to all requests this policy was created.

BACKGROUND INFORMATION:

NAMING OF PARKS OR FACILITIES

Naming of a Park

Naming of Parks

All of the ~~parks~~[Parks](#) presently owned by the District are currently named appropriately. Changing the name of a park significantly impacts numerous individuals, ~~Governmental~~[governmental](#) entities, and the community. Therefore, it is the District's policy not to rename any of the existing ~~parks~~[Parks](#).

1. The intent of naming is for permanent recognition. The renaming of Park facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those facilities named for geographic location or outstanding feature should be considered for renaming.
3. Facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.

Naming of Facilities within a Park

Facilities within Parks (i.e. playfields, playgrounds, picnic shelters, etc.) can be named separately from the Parks and facilities they are in, subject to the general approval

process described throughout the policy. Requests to name or rename a portion of the park, trail, facility, or garden within the park will be considered when, and if, the following guidelines are met.

Guidelines

1. For District to consider naming of Facilities within a Park, the requested name must have significant impact within the North Lake Tahoe region. Names should provide some form of individual identity. Examples of a significant impact are provided below but are not intended to be a comprehensive list:

~~Names should provide some form of individual identity related to:~~

- ~~1. The geographic location of the facility.~~
- ~~2. An outstanding feature of the facility.~~
 - ~~3. a.~~ Commonly recognized historical event, group, or individual.
 - ~~4. b.~~ An individual or group who contributed significantly to the acquisition or development of the ~~park~~Park and/or individual facility.
 - ~~5. c.~~ An individual who provided an exceptional service in the interest of the park system as a whole.
 - ~~6. d.~~ An individual who provided an exceptional service in the interest of the community as a whole.
- ~~7. The~~2. For District to consider naming of facilities or Parks, the contributions of ~~an~~said individual or group must be well documented and broadly acknowledged within the community.
- ~~8. 3.~~ An endowment or bequest ~~may~~is a welcome piece to accompany ~~a renaming of the~~any facility ~~to allow~~naming request, but requests must meet above requirements first. This allows for ongoing maintenance and operations of said facility.

~~Submission~~ **Process**

- ~~All parties wishing to propose names for~~The request for naming gardens, trails, facilities, or memorials must ~~submit~~begin with a written proposal to the Recreation, Parks and Facilities Manager providing sufficient information as to how the proposed name satisfies the criteria of the ~~park~~Park naming guidelines.
 - ~~2. a.~~ Adequate historical or descriptive information, including a biographical sketch which shall provide evidence of contributions to community, park, facility or District shall be provided to validate the proposed name, so that staff may have a clear understanding and appreciation for the request.
 - ~~3. b.~~ A proposal to commemorate an individual must contain evidence of support for the name and its application. Such evidence may be letters from local residents, government officials, and/or community leaders. The proposal may also include petitions containing signatures of local citizens.
 - ~~4. c.~~ When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- ~~5. 2.~~ The ~~Park~~Recreation, Parks and Facilities Manager will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions of an individual.

- ~~6.~~ If the request is incomplete, staff will contact the applicant ~~in writing~~, and provide them with the opportunity to resubmit a revised request.
3. If the Recreation, Parks and Facilities Manager determines a naming application meets the recognition policy guidelines, the complete application and any accompanying documents will be submitted to a joint meeting of the Recreation and Parks Commission and Board Recreation and Parks Committee held at the first available Commission meeting. The Recreation, Parks and Facility Manager will notify the Board of Directors at its next regular Board meeting of the receipt of a request and complete application.
4. The Recreation and Park Commission and Recreation and Parks Committee will each take formal action to recommend or deny the request. If both the Commission and Committee recommend approval, the recommendation will then go to the Board of Directors for review at the first available Board of Directors meeting.

Renaming of Parks Facilities

- ~~1. The intent of naming is for permanent recognition. The renaming of parks facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.~~
- ~~2. Only those facilities named for geographic location or outstanding feature should be considered for renaming.~~
- ~~3. Facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.~~

Naming Process

- ~~1. The District's Park and Facilities Manager will receive written naming applications for review.~~
- ~~2. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility, to the Park and Facilities Department overall, or to the community as a whole. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the community, park, facility, or District's Park and Facilities Department overall.~~
- ~~3. If the Park and Facilities Manager determines a naming application meets the recognition policy guidelines, then~~5. Upon review by the Board of Directors, the Board of Directors will take formal action to proceed with or deny the request. If the Board of Directors vote to proceed with the naming request, staff will post a public notice of the recommended qualifying name will occur twice during for a 30-day period in the local newspaper to solicit public comment and notify the public of the proposed facility naming. The notification will include the date, time, and place of the regularly scheduled Board meeting at which the Board of Directors will consider approving the naming request. Public comments and recommendations must be in writing to the Park and Facilities Manager and be postmarked District and delivered within the 30-day public notice period.
- ~~4. After the 30-day public notice period, the Park and Facilities Manager will submit the naming application for consideration by the District's Board of Directors.~~

6. At the next regularly scheduled Board meeting after the 30-day public notice period, the Board of Directors will consider any written public comment received as well as any public comment received during the meeting and will then take formal action to either approve, via Resolution, or deny the naming request.
7. If approved by the Board of Directors, the Recreation, Parks and Facilities Manager will then begin the process of formally changing the name of signage, informational bulletins, website and in other areas. The formal name changing process can take up to 12 months from date of initial approval.

Other Naming Alternatives

1. Parks and facilities that are donated to the District can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the District's Board of Directors. Facilities that are given with a request for naming ~~usually~~ shall include a fund for the ongoing maintenance and operations of said facilities.
2. ~~Facilities within parks (i.e. playfields, playgrounds, picnic shelters, etc.) can be named separately from the parks and facilities they are in, subject to the general approval process described throughout the policy.~~

Individual Recognition

~~Recognition of individuals such as family members will be allowed through one of two District programs:~~

COMMEMORATIVE SEATING PROGRAM

~~The Commemorative Seating Program provides a bench or comparable seating option with an engraved plaque to be installed within the North Tahoe PUD Parks and Facilities. This program gives participants an opportunity to honor family or friends who had a special connection to the nature and beauty of the North Lake Tahoe Parks and beaches while providing a contribution that goes to support the North Tahoe PUD Friends of the Park Foundation. The North Tahoe PUD or North Tahoe PUD Friends of the Park Foundation may provide receipt or acknowledgement of any funds received but do not provide any warranty or assurance regarding the tax implications of any expenditure.~~

~~The first program is the Tree Fund established by the Board of Directors in 1984 to allow a family, company, or individual to dedicate trees or other plantings to an individual. In addition, for donations to the Tree Fund, the District will offer inscription space on a plaque which is displayed and maintained in the North Tahoe Event Center. When the dedication or gift includes the gift of a tree (or other plant) the Park and Facilities Department will provide its regular standard of landscape care for the tree or planting. If the tree or planting does not survive, the District will remove and/or replant the tree or planting at its sole discretion.~~

Guidelines

1. A request for commemoration must be submitted via an application (Exhibit A). All applications must be submitted to the Recreation, Parks and Facilities Manager. The Manager will base approval of the request and the inscription on adherence to the stated criteria.

2. New benches will be selected and purchased by staff to ensure consistency throughout District facilities. Benches may not be altered by public. The bench that will be selected as well as current pricing of seating will be provided upon request.
3. In the case of destruction of property in the form of a natural disaster or unforeseeable circumstances, the District is not responsible for replacing the bench nor returning the donation to applicant. If vandalized during the course of the Commemoration, District will replace the product at no cost to the applicant.

Plaque Design

1. The Commemorative Program will come with a personalized 10"x 2" plaque. Plaque inscription will be limited to three lines of text. Plaques will be ordered and installed by District to ensure consistency.

Commemorative Seating Locations

There are a limited number of locations throughout District parks and facilities where a seating commemoration can be placed, and these locations are included as an attachment to this Policy (Exhibit B). Additional seating opportunities will be available via an update to Exhibit B and subject to Board approval

~~The Tree Fund program was expanded in 1994 to include donation of a park bench dedicated to an individual. There are two types of benches that can be purchased for dedication. The first option is the District's current standard park bench. The second is an artist-created bench which is to be approved by the Park and Facilities Manager. In either case, a plaque recognizing the individual will be placed on or near the bench as determined by the Park and Facilities Manager.~~

Commemoration Term

1. The term of a Commemorative Plaque is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration and have the plaque removed and returned to the donor. The seating will remain the property of the District.
2. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Rates for all terms are listed in Exhibit C and may be updated by the Board of Directors.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench will remain the property of the District. The retired bench will not be available to the applicant and will be reused or recycled by the District. **Process**

1. Applications (Exhibit A) must be completed and submitted to the Recreation, Parks and Facilities Manager. Applications will be honored once plaque inscription has been approved and fees received.

2. Upon approval the Park staff will order and install Commemorative Seating and/or plaque within 12 months of the contract, pending seasonal snow load around the desired location and processing time for plaque and bench.
3. Following installation, all benches will be recorded in the District's Computerized Asset Management System software. This will serve to track the installation date and maintenance history for the bench.

~~The second program is the Dedicated Plaque program. A plaque may be purchased from the District and placed in a designated location as determined by the Park and Facilities Manager for such recognition. Plaque dimensions may not exceed 18 inches by 24 inches.~~

FRIENDS OF THE PARK RECOGNITION BOARD

The Friends of the Park Recognition Board gives individuals an opportunity to recognize meaningful people, pets or places in their lives through an artistic donor board at an attainable price range. Located within North Tahoe Regional Park, the Recognition Board will serve as a commemoration location for friends, pets, or family members that considered North Tahoe special. Recognition Board Plaques providing a contribution that goes to support the North Tahoe PUD Friends of the Park Foundation, which exists to support improvement projects at any of the Districts' parks and facilities, and District residents in their involvement and participation in the District's Recreation and Park Department sponsored events and programs.

~~Each program requires the dedicator to donate \$500 toward operation and maintenance of the dedicated donation. The District will make every effort to preserve and protect any dedicated tree planting, plaque, or bench, and will provide its regular standard of care and maintenance.~~

~~If necessary, due to the repair of surrounding areas, construction or redesign of a park or facility, the plaque or bench may be relocated. Should the plaque or bench be damaged, the District will remove or repair the item at its sole discretion.~~

Plaque Design

The Friends of the Park Recognition Board will offer a personalized 10"x2" plaque. Plaque inscription will be limited to three lines of text. All plaques will be ordered and installed by District to ensure consistency.

~~Donations and gifts to the District's parks and facilities are gratefully accepted.~~

Friends of the Park Recognition Board Term

1. The Recognition board operates on 10-year cycles. Plaques are placed on a single frame that remains on display for 10-years. At the culmination of 10-years, the frame will be replaced with a new frame for the next 10-years.

2. The term of a Recognition Board Plaque is 10-years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or have the plaque removed and returned to the donor.

3. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are listed in Exhibit C.

It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the timeframe of their Recognition. Should the original applicant decline to renew their existing plaque or fail to notify the District of an intent to rededicate, the plaque will be removed.

Process

Process

1. A plaque request for the Recognition Board must be submitted via an application (Exhibit A). All requests must be submitted to the Recreation, Parks and Facilities Manager.
2. Applications will be honored once plaque inscription has been approved and fees received. Plaque will be installed within 12 months of approval of application.

Approval: _____
General Manager/CEO

Effective Date: _____

Revision History:

Version: _____

Effective Date: _____

Summary report:	
Litera Compare for Word 11.6.0.100 Document comparison done on 8/14/2024 2:36:19 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original filename: Naming of District Facilities 091013.docx	
Modified filename: G-2 b Naming of District Parks and Facility Policy_Final 8.12.2024.docx	
Changes:	
<u>Add</u>	92
Delete	73
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	165

RESOLUTION 2024-27
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
REGARDING THE FRIENDS OF THE PARK FUND

WHEREAS, in 2008, the North Tahoe Public Utility District's ("District") Board of Directors, through a partnership with the Tahoe Truckee Community Foundation ("TTCF"), created the Friends of the Park Donor Advised Fund ("Fund") as an ongoing source of financial support for a variety of projects in the North Tahoe Regional Park, and other park facilities owned and operated by the District's Recreation, Parks and Facilities Department which were identified in the District's Recreation and Parks Master Plan; and

WHEREAS, the intent of the Fund is to enhance the District's facilities and programs by augmenting the budget of the District's Recreation, Parks and Facilities Department to address unmet needs; and

WHEREAS, the District's Board of Directors desires to expand the authorized expenditures from the Fund to support (1) improvement projects at any of the District's parks and facilities, and (2) District residents in their involvement and participation in the District's Recreation, Parks and Facilities Department sponsored events and programs; and

WHEREAS, the District's Board of Directors desire to revise the process for expending dollars from the Fund to require the District's General Manager's and Chief Financial Officer's signatures.

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

1. Incorporation of Recitals:

The Recitals set forth above are true and incorporated herein and made an operative part of this Resolution.

2. Authorized Expenditures of Fund.

The District's Board of Directors hereby authorizes monies withdrawn from the Fund to be spent on the following: (1) improvements to any of the District's parks and facilities; and (2) supporting District residents in their involvement and participation in District sponsored events and programs.

3. Withdrawal of Funds.

Signatures from both the District's General Manager and Chief Financial Officer are required to request a withdrawal of monies from the Fund.

4. Severability.

If any section, subsection, clause or phrase in this Resolution or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstances be held invalid.

5. Effective Date of Resolution.

This Resolution shall take effect immediately upon its adoption.

**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:

ABSENT:

**Sarah Coolidge, President
Board of Directors**

ATTEST:

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



landscapeforms®

Generation 50



Connecting Landscape Forms' History to its Future

The Generation 50 line of benches and litter receptacles celebrates the company's legacy, from a design that takes cues from Landscape Forms' first products to its designer, nephew of the company's founder John Chipman. Cheers to 50 years of designing site elements that inspire landscape architects and elevate the outdoor experience.

A Flexible Ensemble with Many Possibilities

Generation 50's aesthetics and universal application fit multiple site designs and uses. The bench comes with or without backs; in traditional, cantilevered, top-of-wall mounted, and wall-mounted styles; with curved or straight face boards; and in two arm styles or without arms. Mounting a Generation 50 bench to a low planter wall introduces warm wood elements to a site; mounting to a building wall creates a clean, modern look. Cantilevered and top-of-wall benches can be embedded or surfaced mounted; wall-mounted benches are surface mounted. Two litter receptacles round out the line. The elements are made of cast aluminum, steel, and wood, including thermally modified ash, a domestically sourced, sustainable material.

Litters

Top Open



Side Open



Backed Bench

Wall Mount



Top of Wall



Angle Arm



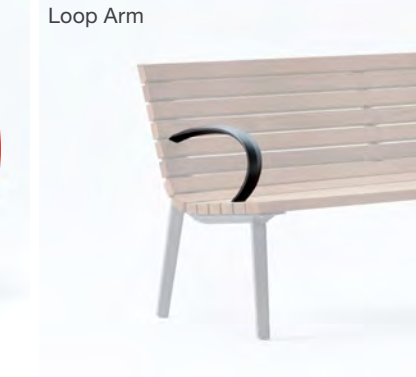
Traditional



Cantilever



Loop Arm



Backless Bench

Wall Mount



Top of Wall



Angle Arm



Traditional



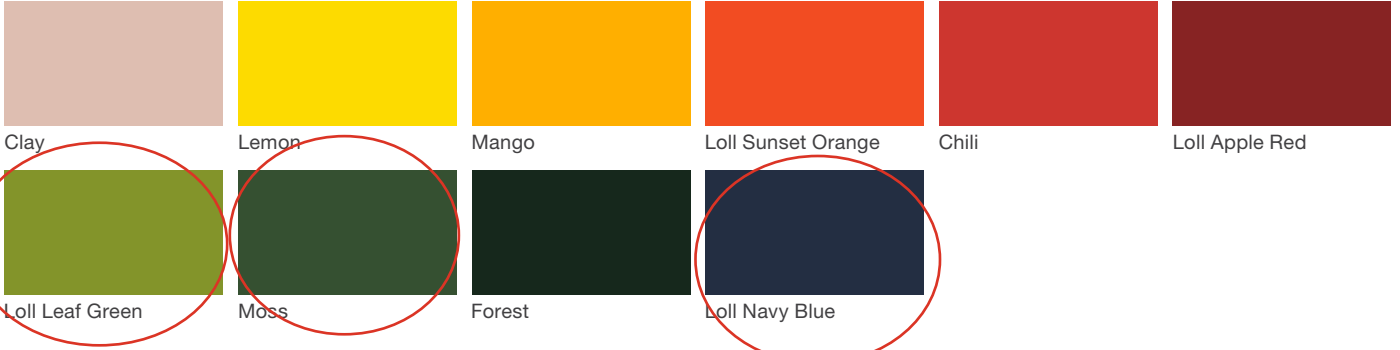
Cantilever



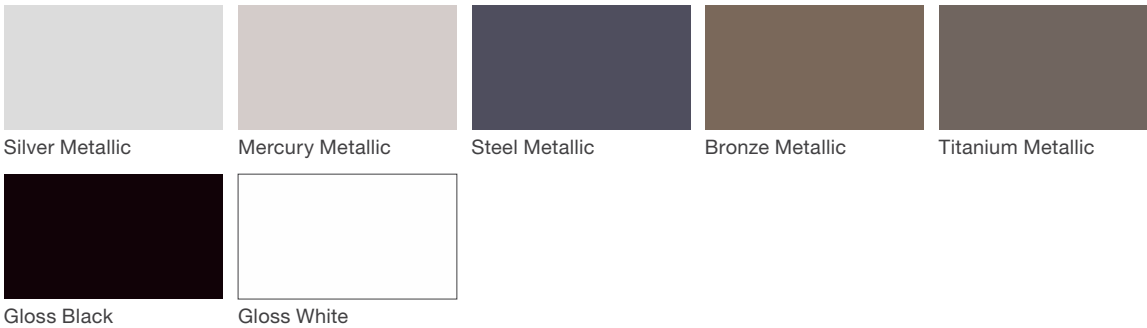
Generation 50

Material / Colors Sheet

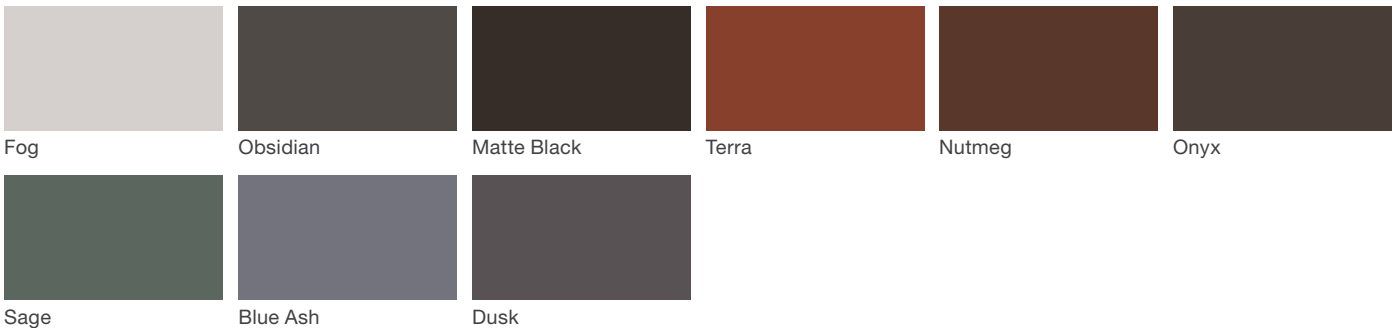
Vivid Series - Powdercoated Metal* (Fine Texture)



Neutral Series - Powdercoated Metal*



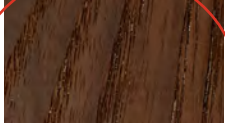
Architectural Series - Powdercoated Metal* (Fine Texture)



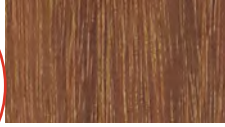
Generation 50

Material / Colors Sheet

Woodgrains (Exterior, No Finish)*



Domestically Sourced Thermally Modified Ash

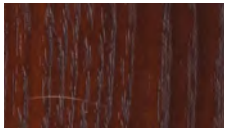


Ipe (P)



Jarrah (P)

Woodgrains (Interior, LF-80 Finish)*



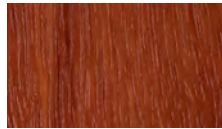
Domestically Sourced Thermally Modified Ash



Oak



Maple



Jarrah (P)

Powdercoated Metal

Powdercoated Metal Pangard II® Polyester Powdercoat is a hard, yet flexible, finish that resists rusting, chipping, peeling and fading. In addition to colors shown, a wide selection of optional and custom colors may be specified for an upcharge.

* All colors and patterns shown are approximate and may vary from sample and final.

Woodgrains (Exterior, No Finish)

Exterior woods weather to a warm, pewter gray; no finish is applied so no maintenance is required. Available in Ipe, Jarrah, and Domestically Sourced Thermally Modified Ash (DSTMA); and if applicable, Redwood, Teak, or Alaskan Yellow Cedar. Pricing for standard woods and options varies. (P) = Premium Woods

* All colors and woodgrains shown are approximate and may vary

Woodgrains (Interior, LF-80 Finish)

Interior woods are finished with Landscape Forms' exclusive LF-80 wood finish, a clear, catalyzed acrylic lacquer. Available in Oak, Maple, Jarrah, and Domestically Sourced Thermally Modified Ash (DSTMA). Pricing for standard woods and options varies. (P) = Premium Woods

* All colors and woodgrains shown are approximate and may vary

Visit landscapeforms.com for more information. Specifications are subject to change without notice. Landscape Forms supports the Landscape Architecture Foundation at the Second Century level.

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landscapeforms.com | specify@landscapeforms.com

Generation 50 Bench

Sustainability Data Sheet



With our roots in the landscape and a stated purpose to “Enrich Outdoor Spaces,” Landscape Forms has a special relationship to the natural environment. We have always been mindful that as we design and manufacture products that are acted upon by the environment, we act upon it in turn. Environmental sustainability is completely consistent with our purpose, our goals, our values and our principles. We make stewardship of the environment a vital part of our business.

To learn more about our sustainability initiatives, refer to our [Environmental Statement](#).

Generation 50 is manufactured using the following materials:

Material	Parts	Recyclable
Aluminum	Bench supports, strap	100%
Wood	Back and seat boards	100%

Finishes

All metal is finished with Pangard II® polyester powdercoat, which is lead-free, hazardous air pollutants-(HAPS) free, does not generate hazardous waste, and contains less than 1% VOCs. Once processed, these trace VOCs are fully inert therefore the finish does not release airborne contaminants.

Landscape Forms wood furniture for outdoor use is manufactured from wood species that weather naturally in outdoor settings to a beautiful pewter gray. We do not apply paints or finishes to these products and do not recommend the use of finishes which would require ongoing maintenance programs as the wood weathers.

Packaging Materials	Parts	Recyclable
Biodegradable Plastic	Product Bagged to Protect Finish	100%
Recycled Skid		100%
Cardboard with 35% Recycled Content		100%

To find local recyclers visit: for aluminum: www.recyclealuminum.org; for steel: www.recycle-steel.org; for cardboard: www.corrugated.org.

LEED®

This product may help achieve the following points under the LEED 2009 Rating System. For specifics regarding rules for the inclusion of furniture, please consult the rating system and reference guide that applies to your project.

IEQ Prerequisite 2: Environmental Tobacco Smoke (ETS) Control

Intent

To prevent or minimize exposure of building occupants, indoor surfaces and ventilation air distribution systems to environmental tobacco smoke (ETS).

Benches, tables, chairs and ash urns help create a designated smoking area 25 feet or more from entries, outdoor air intakes and operable windows to support the intent of this prerequisite.

Generation 50 Bench

Sustainability Data Sheet

Materials and Resources

MR Credit 4, Recycled Content

Intent

To increase demand for building products that incorporate recycled content materials, thereby reducing impacts resulting from extraction and processing of virgin materials.

Style	Post Consumer	Pre Consumer
Traditional style bench, backed, straight cut, no arms	25%	1%
Traditional style bench, backless, straight cut, no arms	27%	1%
Traditional style bench, backed, straight cut, angle end arms	29%	1%
Traditional style bench, backless, straight cut, end arms	33%	1%
Traditional style bench, backed, straight cut, angle end/center arms	32%	1%
Traditional style bench, backless, straight cut, end/center arms	35%	1%
Traditional style bench, backed, straight cut, loop end arms	29%	1%
Traditional style bench, backed, straight cut, loop end/center arms	31%	1%
Cantilever style bench, backed, straight cut, no arms	22%	1%
Cantilever style bench, backless, straight cut, no arms	22%	1%
Cantilever style bench, backed, straight cut, angle end arms	28%	1%
Cantilever style bench, backless, straight cut, end arms	28%	1%
Cantilever style bench, straight cut, angle end/center arms	30%	1%
Cantilever style bench, backless, straight cut, end/ center arms	31%	1%
Cantilever style bench, backed, straight cut, loop end arms	27%	1%
Cantilever style bench, backed, straight cut, loop end/center arms	29%	1%

Generation 50 Bench

landscapeforms®

Sustainability Data Sheet

Materials and Resources

MR Credit 5, Regional Materials

Intent

To increase demand for building materials and products that are extracted and manufactured within the region, thereby supporting the use of indigenous resources and reducing the environmental impacts resulting from transportation.

This product is categorized as Furniture and Furnishings, Division 12. MR Credit 5 is to include only products in Division 2 – 10 of the (CSI) MasterFormat. At the option of the project, Division 12 may be included, but then must also be included consistently in MR Credits 3 through 7.

This product is manufactured in our Kalamazoo, MI facility, zip code 49048. Many of our suppliers are located within a 500 mile radius of this facility, but they may source raw materials from multiple sources. If the project is within 500 miles of Kalamazoo and you wish to consider this product for MR Credit 5, please contact Landscape Forms prior to order placement to explore the possibility of specifying regionally sourced raw materials.

Care and Maintenance

The Generation 50 Bench is designed and engineered to live a long, useful life in outdoor spaces without the use of chemical cleaners to maintain the finish. The durability, longevity and low maintenance of our products contribute to responsible stewardship of the earth's resources.

All metal is finished with Landscape Forms' proprietary Pangard II® polyester powdercoat, a hard yet flexible finish that resists rusting, chipping, peeling and fading and requires no cleaning solvents once installed. Clean surface as needed using a soft cloth or brush with a mild detergent. Avoid steam cleaning, abrasive cleansers, carbon steel brushes/wools and cleaners containing chlorine. Outdoor use will require periodic finish inspection and maintenance. Inspect periodically for scratches, nicks and gouges. Touch-up paint is included with every order and can be used to repair minor nicks and scratches.

Wood: Exterior woods require no maintenance. If desired, the surface may be scrubbed with warm soapy water and soft bristle brush. Pressure washing, steel wool/wire brushes are not recommended. Heavily ingrained stains may be sanded away with fine grade sandpaper worked in the direction of the grain. Sanded wood will weather to a gray patina. Interior woods require only dusting or occasional cleaning with a good-quality furniture polish.

Quote

Date: 02/06/2024
 LF Quote#: 0000403352
 PO#:

Project: North Tahoe Regional Park Memorial Bench

Bill To: Bidders Quote - Nathan Damratowski
 ATTN: Bidder's Quote
 TBA

CORPORATE
 7800 E. Michigan Avenue
 Kalamazoo, MI 49048-9543
 P: 800.521.2546 F: 269.381.3455
 www.landscapeforms.com
 Federal I.D.# 38-1897577
 FSC# NC-COC-001261

Ship To: Bidders Quote - Nathan Damratowski
 ATTN: Bidder's Quote
 6600 Donner Rd.
 Tahoe Vista, CA 96148

Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
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When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

___ Ship immediately upon completion
 OR Ship On/After the date: _____

5	Generation 50 Bench Bench Style: <i>Cantilever</i> Bench Length: <i>72"</i> Back Option: <i>Backed</i> Mounting: <i>To Be Advised</i> Arm Option: <i>Arm Style TBA - End Only</i> Face Board Style: <i>To Be Advised</i> Seat Material: <i>Thermally Modified Ash no finish (exterior use only)</i> Support Color: <i>To Be Advised</i> Arm Color: <i>To Be Advised</i>	\$ 3,030.00	\$ 15,150.00
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5	2"x10" Machine Bronze Plaque	\$ 690.00	\$ 3,450.00
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Freight charged about 18% of product cost, about \$670 per unit

Staff time and additional installation materials about \$500 per unit

Cost per unit about \$5,000 - including tax

Item Total	\$ 18,600.00
Shipping & Handling	\$ 3,350.00
Sub Total	\$ 21,950.00
Estimated Tax	\$ 1,591.39

Cust #: LFBID
 SSR: Nathan Damratowski
 Rep: Bay Area Team, BA

Landscape Forms Customer Service

Purchaser

Seller



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: G-1

FROM: Office of the General Manager

SUBJECT: General Manager/CEO Report

Major monthly items of note are included as agenda items or are addressed in the Department Managers' reports in this packet. Additional items are as follows:

- 1) The District, Tahoe City Public Utility District (TCPUD), and the South Tahoe Public Utility District (STPUD) continue their partnership work on legislative matters:
 - a) At the federal level, the partnership developed the 2024 project priority list in anticipation of a potential United States Forest Service (USFS) 2024 allocation for the Tahoe water for fire suppression program. The USFS announced additional available funding for Fiscal Year (FY) 2024, that allocation is now \$2.155-million, of which, NTPUD anticipates receiving \$743,568 to support our Brockway Fire Protection Water Infrastructure Project scheduled for this summer. This is an increase of approximately \$10,000 to the District. The District has received word that an agreement between the USFS and STPUD has been finalized and STPUD anticipates having a sub-agreement to NTPUD soon.

Attention is also focused on FY 2025 budget appropriations requests for the program.
 - b) Additionally, the partnership received word from the offices of both Congressman Kiley and Congressman Amodei (Nevada) that our Basin-wide water infrastructure project request, through the United States Army Corps of Engineers (USACE) Section 219 program, was included at a \$20-million funding level in the final version of the House's 2024 Water Resources Development Act (WRDA) legislation. The Section 219 program provides planning, design, and construction assistance for water and sewer related environmental infrastructure and resource protection and development projects for local communities throughout the country. Under the program, construction is cost shared 75 percent federal and 25 percent non-federal. The House of Representatives approved WRDA on July 22, 2024 by a vote of 359-13. The Senate passed its

version of WRDA unanimously on August 1, 2024. WRDA is now moving through the reconciliation process to resolve differences between the two versions. The partnership is focused on ensuring the Tahoe project authorization remains in the final conferenced version of WRDA.

- c) The 2024 Lake Tahoe Summit, hosted by Senator Catherine Cortez Masto of Nevada, was held on Wednesday, August 14, 2024 at Round Hill Pines Beach Resort in Zephyr Cove, Nevada.

Following the Summit, Congressman Kiley met with the District to review our Kings Beach Grid watermain replacement and fireflow enhancement efforts.



- d) At the state level, the partnership received word that our effort with Senator Alvarado-Gil on Senate Bill [SB 1088 \(Alvarado-Gil\)](#) has reached an end. SB 1088 did not advance from the Assembly's Appropriations Committee on August 15, 2024 and is officially dead in the current legislative session.
- e) The partnership continues to advocate for a Climate Resiliency Bond that includes wildfire resilience funding. The Climate Resiliency Bond Bill, [SB 867](#), passed the Senate and Assembly and was signed by the Governor in time to qualify for the November election. The Bill contains an allocation of \$130-million for a variety of wildfire resilience priorities including water infrastructure for fire suppression. The voters will consider the \$10-billion Bond as California

Proposition 4 – Parks, Environment, Energy, and Water Bond Measure of 2024 in the November election. Initial polling of Proposition 4 by the Public Policy Institute of California indicates positive support (59%) amongst likely voters.

- 2) The District received notice that our \$1,029,055 grant request to the California State Parks Habitat Conservation Program for our North Tahoe Trail Access Improvement Project was approved. This grant will support the construction of the trail extension and stairway replacement to enhance access in the North Tahoe Regional Park to the Pam Emmerich Memorial Pinedrop Trail. The General Manager has signed the agreement in accordance with District Resolution 2023-05, and the District has received the fully executed agreement back from the State.

The District is now focused on pursuing a Transient Occupancy Tax (TOT) annual grant from the North Tahoe Community Alliance and Placer County to further support the project.

- 3) The District and TCPUD received notice from the California Tahoe Conservancy (CTC) that our \$80,000 grant request to fund a greenhouse gas inventory of both districts' operations was approved. The districts' General Managers have executed a Project Cooperation Agreement with support from NTPUD General Counsel with TCPUD acting as the lead agency for the grant.

TCPUD has awarded a contract to Sierra Business Counsel to complete the analysis in conformance with guidelines established by The Climate Registry.

- 4) The District received notice of award of a \$500,000 WaterSMART Grant from the Bureau of Reclamation on August 5, 2024 to support the upgrade of our 3,500 water meters with new, ultrasonic flowmeters utilizing cellular endpoints for data communication. This advanced metering infrastructure will provide more real-time water use information to both the District and its customers in lieu of the traditional monthly-read cycle of the District's current metering infrastructure. The General Manager executed the grant agreement in accordance with District Resolution 2024-04.

- 5) The District's new safety consultant, Ron Kilburg, has started and has a number of efforts with the Safety Committee underway, including:
 - a) Review of the District's Safety Manual to ensure sections are updated and adhere to CalOSHA standards and industry best practices.
 - b) Conducted a Hazard Assessment & Correction Inspection in August of the administrative offices and North Tahoe Event Center as required in the Workplace Violence Prevention Program adopted in July 2024.
 - c) Preparing for an October training of all District employees on the Workplace Violence Prevention Plan, Defensive Driving Techniques, and Ergonomics on the Job.

- 6) The Boys and Girls Club of North Lake Tahoe (BGCNLT) held its regularly scheduled Board meeting on August 28, 2024. The following items were topics of discussion:
- a) Approval of the June Meeting Minutes
 - b) Approval of a revised Mission Statement
 - c) Approval of establishing a line of credit with Plumas Bank (BGCNLT's new banking partner)
 - d) Updates from the CEO, including a review of the annual participant survey and staff survey
 - e) Updates from the Board President, including review of Board Committee assignments
 - f) Updates from the Finance Committee – review of Club financials

The next regularly scheduled BGCNLT Board meeting is September 25, 2024.

- 7) The District is recruiting for one open positions:

- Utility Operations Maintenance Worker I/II

Submitted By:



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



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024

ITEM: G-2

FROM: Justin Broglio, Public Information Officer

SUBJECT: Public Information and Community Outreach Report

DISCUSSION:

Public Information and Community Outreach:

- For the month of August, our communications and outreach focused on – 1) promotion of the remaining summer recreation programs and TVRA music series; 2) planning and attendance at the 2024 Tahoe Summit event, 3) continued outreach to promote the District’s Rate Relief Program; and 4) preparation of outreach and communications on the District’s 2024 watermain replacement project.
- Staff prepared communications and delivered customer outreach for the 2024 watermain replacement project on HWY 28.
- Staff prepared and delivered customer outreach for the Carnelian Woods Condominium water lateral replacement project.
- Staff is continuing the roll-out and promote the District’s Rate Relief Program.
- Staff assisted with the District’s preparation of the Carnelian Bay Sewer Spill official incident report and response overview.
- Staff assisted with the update of the District’s Core Values content used in the Trakstar Employee review and evaluation software platform.
- Staff is continuing to create outreach and promote registration for the District’s 2024 Summer activities, events, classes, and programs.
- Staff is continuing the rollout and awareness of the District’s Water Conservation program, in connection with the State’s Save Our Water campaign.

Grants:

- Staff submitted two applications for the North Tahoe Community Alliance Annual Grant Program – 1) \$450,000 for the construction of the Pam Emmerich Memorial Pinedrop Trail Extension project; and 2) \$250,000 for the construction

of the Community Art & Gathering Space project in the North Tahoe Regional Park.

- Staff submitted one application to the 2024 Truckee-Tahoe Airport District Agency Partnership Grant Program for \$100,000 to support the Community Art & Gathering Space project in the North Tahoe Regional Park.
- Staff submitted a draft proposal and letter of intent to apply for \$60,000 in support from the 2024 California Tahoe Conservancy's SB630 Lake Tahoe Access grant program.

North Tahoe Event Center Marketing:

- Staff successfully coordinated the release of a new promotional video that highlights the NTEC as a premier wedding venue in Lake Tahoe. The video can be viewed here - <https://northtahoeevents.com/video> .
- Staff continues to coordinate with NTEC management on needed marketing materials, logo material, and promotional items for NTEC sales.


Legislative Affairs:


- Staff attended the 2024 Tahoe Summit event and coordinated with our partners at TCPUD and STPUD to present a booth for the Tahoe Water for Fire Suppression Partnership. Staff also updated our partnership website to coordinate with the 2024 event - <https://tahoewaterforfire.org/>.
- Staff coordinated an in-person meet-and-greet with Congressman Kevin Kiley in Kings Beach to showcase the water infrastructure improvements and upgrades made through the Golden, Rainbow, and Secline watermain replacement project.

Community and Regional Partner Connections:

- Participated in bi-weekly Tahoe-Truckee PIO team meetings and North Lake Tahoe-Truckee Stakeholder meetings.
- Staff attended the Sierra Community House – Back to School Fair and Vaccine Clinic, with the goal of promoting the District's Rate Relief Program and our Fall/Winter Recreation programs and activities.
- Attended the NTCA's August Monthly First Tuesday Breakfast Club.

Review Tracking:

Submitted By: 
Justin Broglio
Public Information Officer

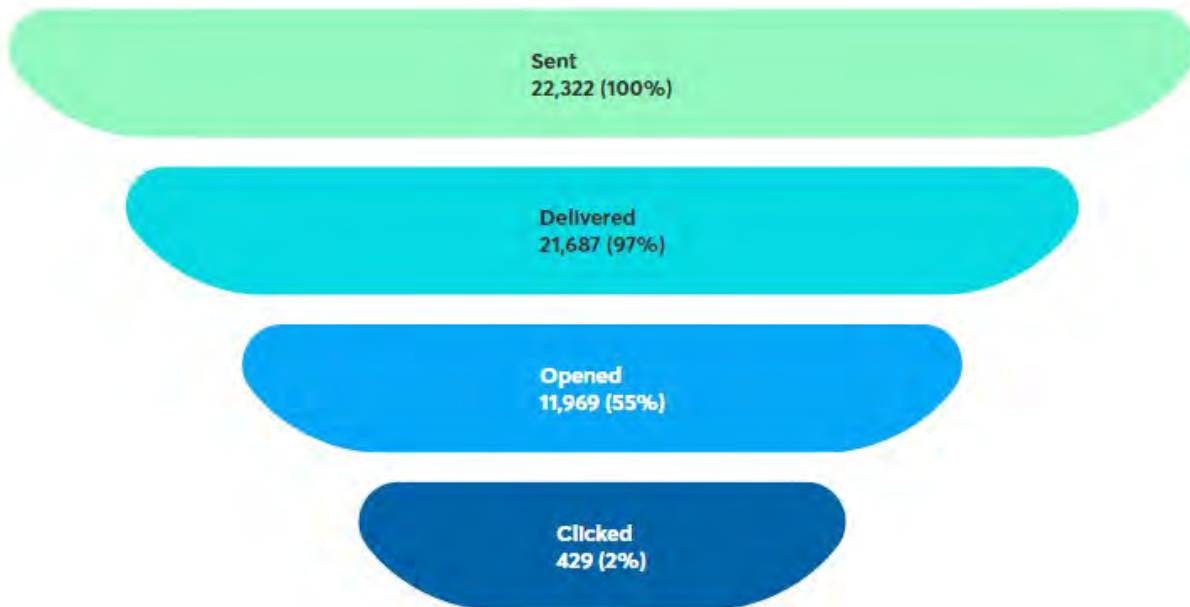
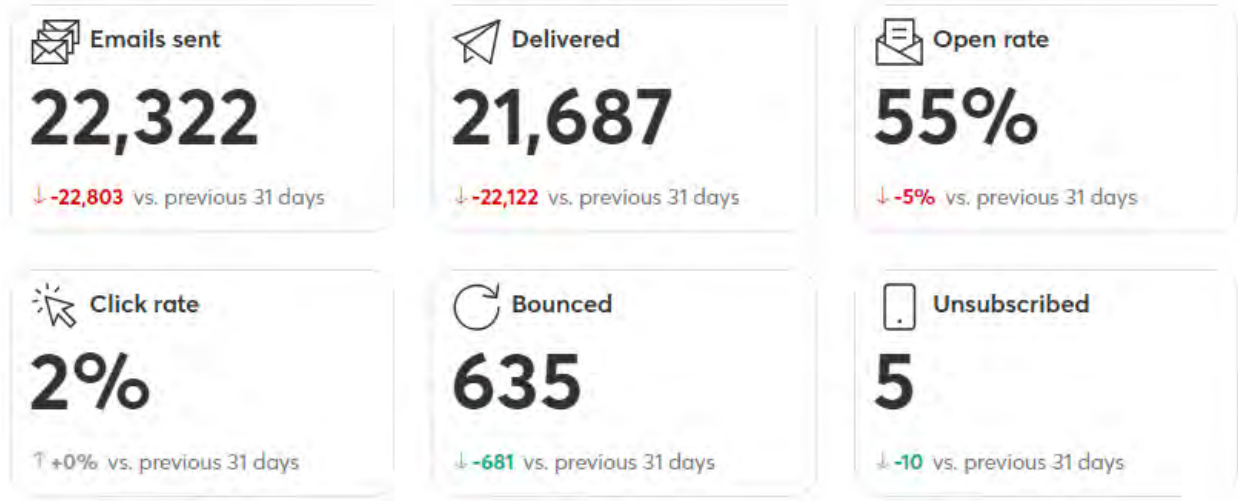
Approved By: 
Bradley A. Johnson, P.E.
General Manager/CEO

Email Newsletter Metrics –

August metrics for the District’s Recreation Newsletter and Board Meeting Notices –

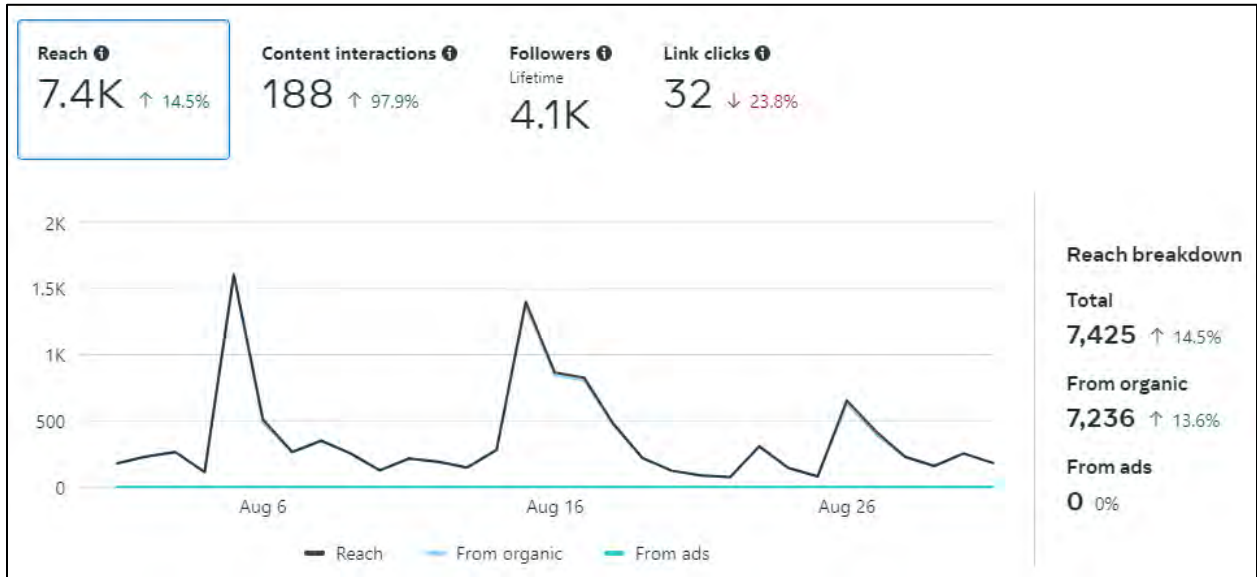
District Email List – Recreation & Admin

- North Tahoe Recreation – Weekly Updates
- NTPUD Board and Commission Meeting Notices



Social Media Content –

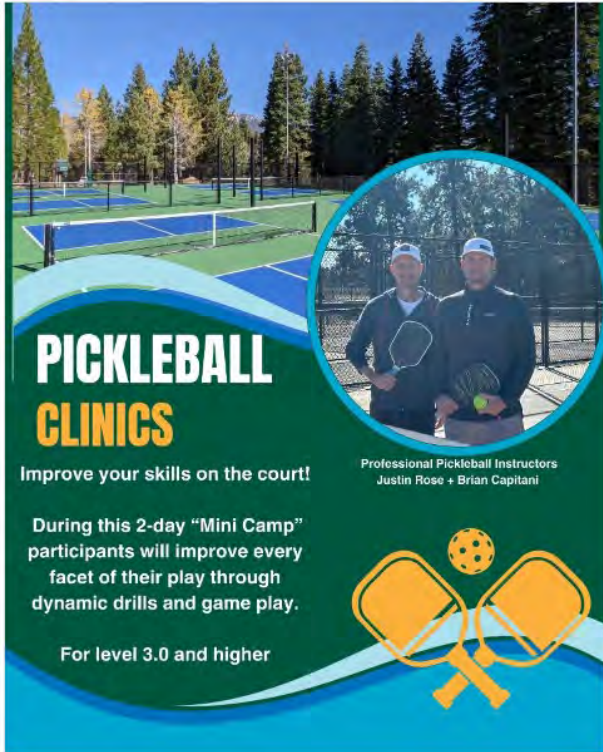
North Tahoe Recreation and Parks – August Social Media Engagement Metrics



5Ks FOR A CAUSE
AUGUST 16 | THE LAKER DASH 5K

northtahoerecreation 3w
Calling all North Tahoe Lakers! Current students, future students, alumni, families and friends come on out to support North Tahoe High School Athletics. Participate in a free 5K and support the community. Walkers, runners, and racers of all ages are welcome.

4 likes
August 14



northtahoerecreation

northtahoerecreation 4w
 Due to popular demand, our Pickleball Mini Camps are back! Don't miss out—sign up TODAY before spots fill up! We still have a few openings for our Aug 22 + 23 session from 9am-12pm at the North Tahoe Regional Park Pickleball Courts. See you on the court! 🍷🎉

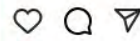
See LINK IN BIO to register

No comments yet.

Start the conversation.

View insights

Boost post



5 likes
 August 6

Add a comment...



northtahoerecreation
 Original audio

northtahoerecreation 3w
 Wow! Thank you to everyone who came out to our very first Live at the Launch Concert series last Monday. We can't wait to do it again! 🎉🎸 Join us this Monday, August 12th, for another amazing night of music featuring Truth Cartel, masters of Experimental Reggae Dub. Pack a picnic, grab your crew, and enjoy the sounds of Truth Cartel. See you there!

#livemusic #liveatthelaunch #tahoevista #localmusic

moonpossum 3w
 That's was super relaxina last week! ❤️

View insights

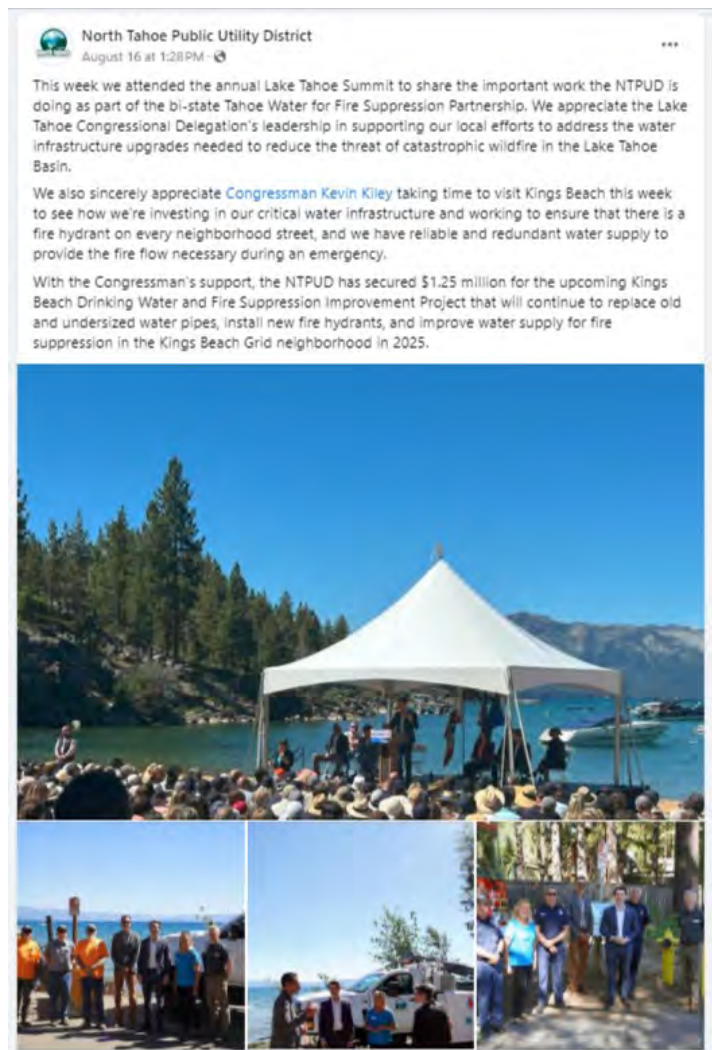
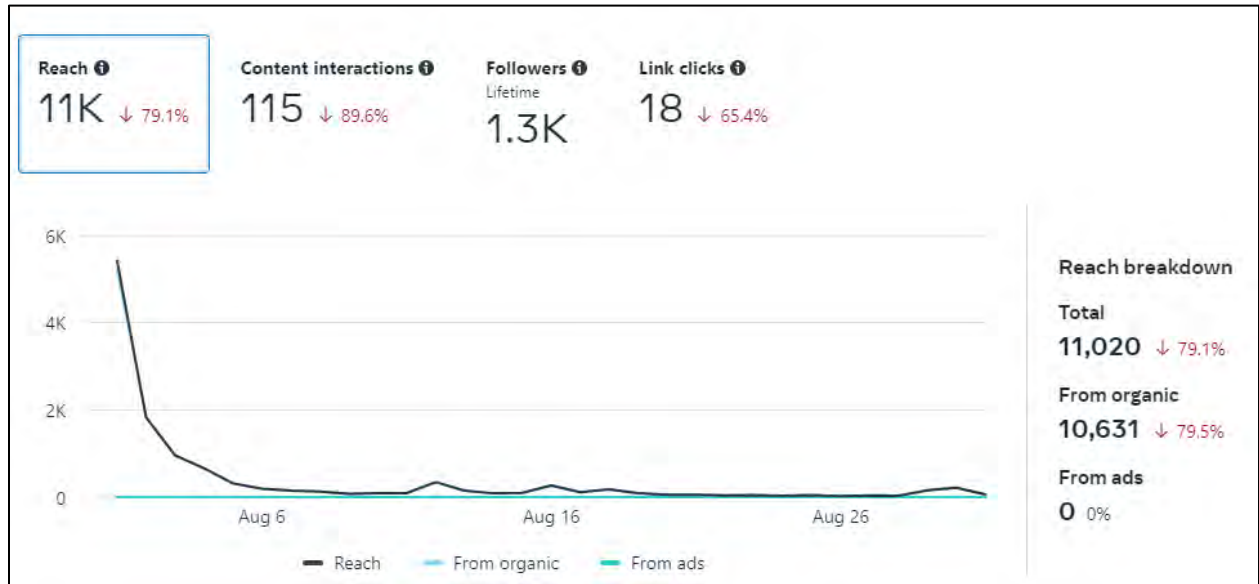
Boost reel



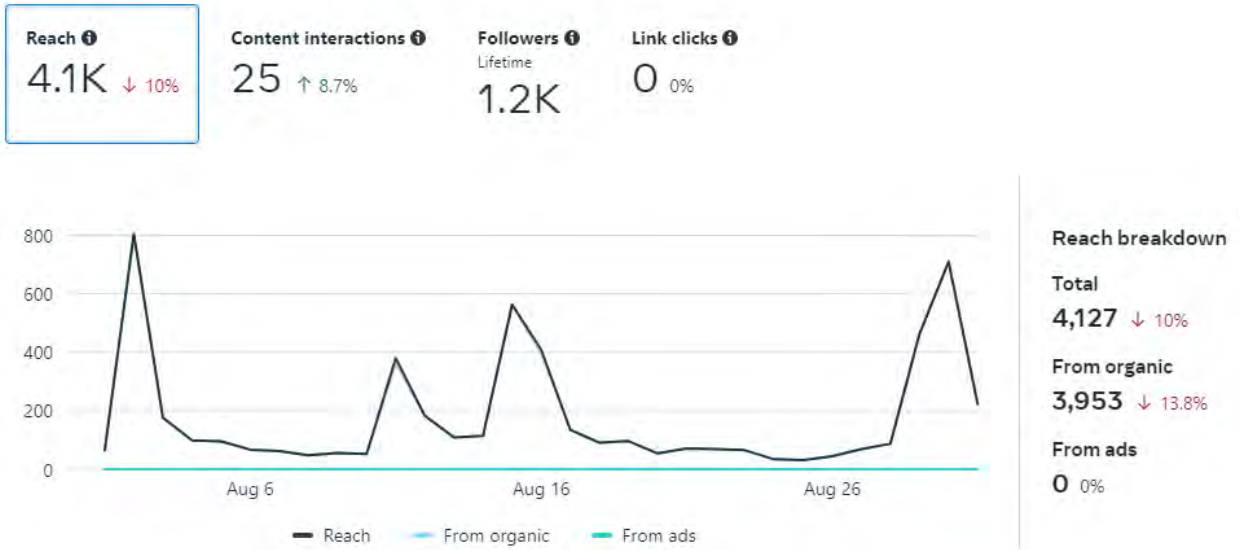
22 likes
 August 9

Add a comment...

NTPUD Main – August Social Media Engagement Metrics



North Tahoe Event Center – August Social Media Engagement Metrics





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	
Operations									YTD
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
Internal Revenue	16,549	12,587	3,962	31.5%	16,549	12,587	3,962	31.5%	13,575
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
Salaries and Wages	\$ (579,824)	\$ (630,389)	\$ 50,565	8.0%	\$ (579,824)	\$ (630,389)	\$ 50,565	8.0%	\$ (538,627)
Employee Benefits	(258,188)	(259,880)	1,692	0.7%	(258,188)	(259,880)	1,692	0.7%	(222,909)
Outside Services/Contractual	(123,056)	(209,028)	85,972	41.1%	(123,056)	(209,028)	85,972	41.1%	(132,152)
Utilities	(84,558)	(95,496)	10,938	11.5%	(84,558)	(95,496)	10,938	11.5%	(69,083)
Other Operating Expenses	(136,117)	(252,759)	116,642	46.1%	(136,117)	(252,759)	116,642	46.1%	(129,990)
Insurance	(36,583)	(36,512)	(71)	-0.2%	(36,583)	(36,512)	(71)	-0.2%	(31,112)
Internal Expense	(16,549)	(12,587)	(3,962)	-31.5%	(16,549)	(12,587)	(3,962)	-31.5%	(11,547)
Debt Service	(2,796)	(2,796)	-	0.0%	(2,796)	(2,796)	-	0.0%	(3,239)
Depreciation	(307,431)	(306,055)	(1,376)	-0.4%	(307,431)	(306,055)	(1,376)	-0.4%	(261,588)
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)
Operating Income(Loss)	\$ (399,152)	\$ (631,316)	\$ 232,164	36.8%	\$ (399,152)	\$ (631,316)	\$ 232,164	36.8%	\$ (337,614)
Non-Operations									
Property Tax Revenue	\$ 575,000	\$ 575,000	-	0.0%	\$ 575,000	\$ 575,000	-	0.0%	\$ 525,000
Community Facilities District (CFD 94-1)	58,095	56,908	1,187	2.1%	58,095	56,908	1,187	2.1%	56,964
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	156,100
Interest	7,154	8,333	(1,179)	-14.1%	7,154	8,333	(1,179)	-14.1%	-
Other Non-Op Revenue	6,247	6,321	(74)	-1.2%	6,247	6,321	(74)	-1.2%	6,124
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	(8,914)	(8,333)	(581)	-7.0%	(8,914)	(8,333)	(581)	-7.0%	(8,903)
Income(Loss)	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 238,430	\$ 6,913	\$ 231,517	3349.0%	\$ 397,671
Additional Funding Sources									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
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
Operations						
Operating Revenue	\$ 426,743	\$ 471,674	\$ 227,672	\$ -	\$ 3,312	\$ 1,129,401
Internal Revenue	4,080	7,469	5,000	-	-	16,549
Total Operating Revenue	\$ 430,823	\$ 479,143	\$ 232,672	\$ -	\$ 3,312	\$ 1,145,950
Salaries and Wages	\$ (121,260)	\$ (91,513)	\$ (107,036)	\$ (14,932)	\$ (245,083)	\$ (579,824)
Employee Benefits	(70,519)	(52,466)	(60,822)	(9,320)	(65,060)	(258,188)
Outside Services/Contractual	(2,806)	(21,117)	(17,815)	(484)	(80,835)	(123,056)
Utilities	(19,869)	(37,601)	(16,682)	(757)	(9,648)	(84,558)
Other Operating Expenses	(37,628)	(41,491)	(18,643)	(13,277)	(25,078)	(136,117)
Internal Expense	(927)	(1,151)	(8,180)	(135)	(6,155)	(16,549)
Debt Service	-	(2,796)	-	-	-	(2,796)
Insurance	(7,655)	(7,655)	(7,655)	(5,142)	(8,476)	(36,583)
Depreciation	(99,888)	(117,592)	(71,200)	(15,301)	(3,450)	(307,431)
Total Operating Expense	(360,552)	(373,382)	(308,034)	(59,348)	(443,786)	(1,545,102)
Operating Contribution	\$ 70,271	\$ 105,761	\$ (75,362)	\$ (59,348)	\$ (440,474)	\$ (399,151)
Allocation of Base	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocation of Fleet	(29,631)	(27,984)	(10,675)	68,290	-	-
Allocation of General & Administrative	(178,542)	(185,157)	(151,465)	-	515,164	-
Operating Income(Loss)	\$ (137,902)	\$ (107,379)	\$ (237,502)	\$ 8,942	\$ 74,690	\$ (399,151)
Non-Operations						
Property Tax Revenue	\$ -	\$ 266,667	\$ 233,333	\$ 8,333	\$ 66,667	\$ 575,000
Community Facilities District (CFD 94-1)	-	-	58,095	-	-	58,095
Grant Revenue	-	-	-	-	-	-
Interest	-	-	-	-	7,154	7,154
Other Non-Op Revenue	-	-	-	-	6,247	6,247
Capital Contribution	-	-	-	-	-	-
Other Non-Op Expenses	-	-	(581)	-	(8,333)	(8,914)
Income(Loss)	\$ (137,902)	\$ 159,287	\$ 53,345	\$ 17,275	\$ 146,424	\$ 238,430
Additional Funding Sources						
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-
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
Operations						
Operating Revenue	\$ 426,743	\$ 471,674	\$ 227,672	\$ -	\$ 3,312	\$ 1,129,401
Internal Revenue	4,080	7,469	5,000	-	-	16,549
Total Operating Revenue	\$ 430,823	\$ 479,143	\$ 232,672	\$ -	\$ 3,312	\$ 1,145,950
Salaries and Wages	\$ (121,260)	\$ (91,513)	\$ (107,036)	\$ (14,932)	\$ (245,083)	\$ (579,824)
Employee Benefits	(70,519)	(52,466)	(60,822)	(9,320)	(65,060)	(258,188)
Outside Services/Contractual	(2,806)	(21,117)	(17,815)	(484)	(80,835)	(123,056)
Utilities	(19,869)	(37,601)	(16,682)	(757)	(9,648)	(84,558)
Other Operating Expenses	(37,628)	(41,491)	(18,643)	(13,277)	(25,078)	(136,117)
Internal Expense	(927)	(1,151)	(8,180)	(135)	(6,155)	(16,549)
Debt Service	-	(2,796)	-	-	-	(2,796)
Insurance	(7,655)	(7,655)	(7,655)	(5,142)	(8,476)	(36,583)
Depreciation	(99,888)	(117,592)	(71,200)	(15,301)	(3,450)	(307,431)
Total Operating Expense	(360,552)	(373,382)	(308,034)	(59,348)	(443,786)	(1,545,102)
Operating Contribution	\$ 70,271	\$ 105,761	\$ (75,362)	\$ (59,348)	\$ (440,474)	\$ (399,151)
Allocation of Base	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocation of Fleet	(29,631)	(27,984)	(10,675)	68,290	-	-
Allocation of General & Administrative	(178,542)	(185,157)	(151,465)	-	515,164	-
Operating Income(Loss)	\$ (137,902)	\$ (107,379)	\$ (237,502)	\$ 8,942	\$ 74,690	\$ (399,151)
Non-Operations						
Property Tax Revenue	\$ -	\$ 266,667	\$ 233,333	\$ 8,333	\$ 66,667	\$ 575,000
Community Facilities District (CFD 94-1)	-	-	58,095	-	-	58,095
Grant Revenue	-	-	-	-	-	-
Interest	-	-	-	-	7,154	7,154
Other Non-Op Revenue	-	-	-	-	6,247	6,247
Capital Contribution	-	-	-	-	-	-
Other Non-Op Expenses	-	-	(581)	-	(8,333)	(8,914)
Income(Loss)	\$ (137,902)	\$ 159,287	\$ 53,345	\$ 17,275	\$ 146,424	\$ 238,430
Additional Funding Sources						
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-	-	-
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
Operations									
Operating Revenue	\$ 426,743	\$ 415,487	\$ 11,256	2.7%	\$ 426,743	\$ 415,487	\$ 11,256	2.7%	\$ 368,605
Internal Revenue	4,080	4,080	-	0.0%	4,080	4,080	-	0.0%	3,680
Total Operating Revenue	\$ 430,823	\$ 419,567	\$ 11,256	2.7%	\$ 430,823	\$ 419,567	\$ 11,256	2.7%	\$ 372,285
Salaries and Wages	\$ (121,260)	\$ (136,751)	\$ 15,491	11.3%	\$ (121,260)	\$ (136,751)	\$ 15,491	11.3%	\$ (100,513)
Employee Benefits	(70,519)	(70,356)	(163)	-0.2%	(70,519)	(70,356)	(163)	-0.2%	(49,831)
Outside Services/Contractual	(2,806)	(30,242)	27,436	90.7%	(2,806)	(30,242)	27,436	90.7%	(3,652)
Utilities	(19,869)	(19,730)	(139)	-0.7%	(19,869)	(19,730)	(139)	-0.7%	(15,755)
Other Operating Expenses	(37,628)	(35,620)	(2,008)	-5.6%	(37,628)	(35,620)	(2,008)	-5.6%	(5,056)
Insurance	(7,655)	(7,771)	116	1.5%	(7,655)	(7,771)	116	1.5%	(6,217)
Internal Expense	(927)	(926)	(1)	-0.1%	(927)	(926)	(1)	-0.1%	(978)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	(99,888)	(106,197)	6,309	5.9%	(99,888)	(106,197)	6,309	5.9%	(98,697)
Total Operating Expense	\$ (360,552)	\$ (407,593)	\$ 47,041	11.5%	\$ (360,552)	\$ (407,593)	\$ 47,041	11.5%	\$ (280,699)
Operating Contribution	\$ 70,271	\$ 11,974	\$ 58,297	486.9%	\$ 70,271	\$ 11,974	\$ 58,297	486.9%	\$ 91,586
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	(29,631)	(28,333)	(1,298)	-4.6%	(29,631)	(28,333)	(1,298)	-4.6%	(25,828)
Allocation of General & Administrative	(178,542)	(227,310)	48,768	21.5%	(178,542)	(227,310)	48,768	21.5%	-
Operating Income(Loss)	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ 65,758
Non-Operations									
Property Tax Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
Income(Loss)	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ (137,902)	\$ (243,669)	\$ 105,767	43.4%	\$ 65,758
Additional Funding Sources									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
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
Operations									
Operating Revenue	\$ 471,674	\$ 498,337	\$ (26,663)	-5.4%	\$ 471,674	\$ 498,337	\$ (26,663)	-5.4%	\$ 395,161
Internal Revenue	7,469	5,157	2,312	44.8%	7,469	5,157	2,312	44.8%	4,986
Total Operating Revenue	\$ 479,143	\$ 503,494	\$ (24,351)	-4.8%	\$ 479,143	\$ 503,494	\$ (24,351)	-4.8%	\$ 400,147
Salaries and Wages	\$ (91,513)	\$ (102,350)	\$ 10,837	10.6%	\$ (91,513)	\$ (102,350)	\$ 10,837	10.6%	\$ (95,476)
Employee Benefits	(52,466)	(50,265)	(2,201)	-4.4%	(52,466)	(50,265)	(2,201)	-4.4%	(46,806)
Outside Services/Contractual	(21,117)	(16,194)	(4,923)	-30.4%	(21,117)	(16,194)	(4,923)	-30.4%	(13,504)
Utilities	(37,601)	(43,210)	5,609	13.0%	(37,601)	(43,210)	5,609	13.0%	(29,312)
Other Operating Expenses	(41,491)	(81,373)	39,882	49.0%	(41,491)	(81,373)	39,882	49.0%	(78,701)
Insurance	(7,655)	(7,771)	116	1.5%	(7,655)	(7,771)	116	1.5%	(6,217)
Internal Expense	(1,151)	(1,151)	-	0.0%	(1,151)	(1,151)	-	0.0%	(2,123)
Debt Service	(2,796)	(2,796)	-	0.0%	(2,796)	(2,796)	-	0.0%	(3,239)
Depreciation	(117,592)	(106,599)	(10,993)	-10.3%	(117,592)	(106,599)	(10,993)	-10.3%	(95,346)
Total Operating Expense	\$ (373,382)	\$ (411,709)	\$ 38,327	9.3%	\$ (373,382)	\$ (411,709)	\$ 38,327	9.3%	\$ (370,724)
Operating Contribution	\$ 105,761	\$ 91,785	\$ 13,976	15.2%	\$ 105,761	\$ 91,785	\$ 13,976	15.2%	\$ 29,423
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	(27,984)	(26,758)	(1,226)	-4.6%	(27,984)	(26,758)	(1,226)	-4.6%	(24,290)
Allocation of General & Administrative	(185,157)	(215,228)	30,071	14.0%	(185,157)	(215,228)	30,071	14.0%	-
Operating Income(Loss)	\$ (107,380)	\$ (150,201)	\$ 42,821	28.5%	\$ (107,380)	\$ (150,201)	\$ 42,821	28.5%	\$ 5,133
Non-Operations									
Property Tax Revenue	\$ 266,667	\$ 266,667	\$ -	0.0%	\$ 266,667	\$ 266,667	\$ -	0.0%	\$ 141,667
Community Facilities District (CFD 94-1)	-	-	-	0.0%	-	-	-	0.0%	-
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	6,124
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	-	-	-	0.0%	-	-	-	0.0%	-
Income(Loss)	\$ 159,287	\$ 116,466	\$ 42,821	36.8%	\$ 159,287	\$ 116,466	\$ 42,821	36.8%	\$ 152,924
Additional Funding Sources									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
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
Operations									
Operating Revenue	\$ 227,672	\$ 245,275	\$ (17,603)	-7.2%	\$ 227,672	\$ 245,275	\$ (17,603)	-7.2%	\$ 270,910
Internal Revenue	5,000	3,350	1,650	49.3%	5,000	3,350	1,650	49.3%	2,881
Total Operating Revenue	\$ 232,672	\$ 248,625	\$ (15,953)	-6.4%	\$ 232,672	\$ 248,625	\$ (15,953)	-6.4%	\$ 273,791
Salaries and Wages	\$ (107,036)	\$ (110,495)	\$ 3,459	3.1%	\$ (107,036)	\$ (110,495)	\$ 3,459	3.1%	\$ (109,808)
Employee Benefits	(60,822)	(51,294)	(9,528)	-18.6%	(60,822)	(51,294)	(9,528)	-18.6%	(51,294)
Outside Services/Contractual	(17,815)	(18,470)	655	3.5%	(17,815)	(18,470)	655	3.5%	(15,096)
Utilities	(16,682)	(19,589)	2,907	14.8%	(16,682)	(19,589)	2,907	14.8%	(12,871)
Other Operating Expenses	(18,643)	(27,755)	9,112	32.8%	(18,643)	(27,755)	9,112	32.8%	(14,795)
Insurance	(7,655)	(7,771)	116	1.5%	(7,655)	(7,771)	116	1.5%	(6,217)
Internal Expense	(8,180)	(5,875)	(2,305)	-39.2%	(8,180)	(5,875)	(2,305)	-39.2%	(5,424)
Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Depreciation	(71,200)	(69,436)	(1,764)	-2.5%	(71,200)	(69,436)	(1,764)	-2.5%	(54,988)
Total Operating Expense	\$ (308,033)	\$ (310,685)	\$ 2,652	0.9%	\$ (308,033)	\$ (310,685)	\$ 2,652	0.9%	\$ (270,493)
Operating Contribution	\$ (75,361)	\$ (62,060)	\$ (13,301)	-21.4%	\$ (75,361)	\$ (62,060)	\$ (13,301)	-21.4%	\$ 3,298
Allocation of Base	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Allocation of Fleet	(10,675)	(10,208)	(467)	-4.6%	(10,675)	(10,208)	(467)	-4.6%	(9,154)
Allocation of General & Administrative	(151,465)	(171,476)	20,011	11.7%	(151,465)	(171,476)	20,011	11.7%	-
Operating Income(Loss)	\$ (237,501)	\$ (243,744)	\$ 6,243	2.6%	\$ (237,501)	\$ (243,744)	\$ 6,243	2.6%	\$ (5,856)
Non-Operations									
Property Tax Revenue	\$ 233,333	\$ 233,333	\$ -	0.0%	\$ 233,333	\$ 233,333	\$ -	0.0%	\$ 220,833
Community Facilities District (CFD 94-1)	58,095	56,908	1,187	2.1%	58,095	56,908	1,187	2.1%	56,964
Grant Revenue	-	-	-	0.0%	-	-	-	0.0%	156,100
Interest	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Capital Contribution	-	-	-	0.0%	-	-	-	0.0%	-
Other Non-Op Expenses	(581)	-	(581)	-100.0%	(581)	-	(581)	-100.0%	(570)
Income(Loss)	\$ 53,346	\$ 46,497	\$ 6,849	14.7%	\$ 53,346	\$ 46,497	\$ 6,849	14.7%	\$ 427,471
Additional Funding Sources									
Allocation of Non-Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Transfers	-	-	-	0.0%	-	-	-	0.0%	-
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

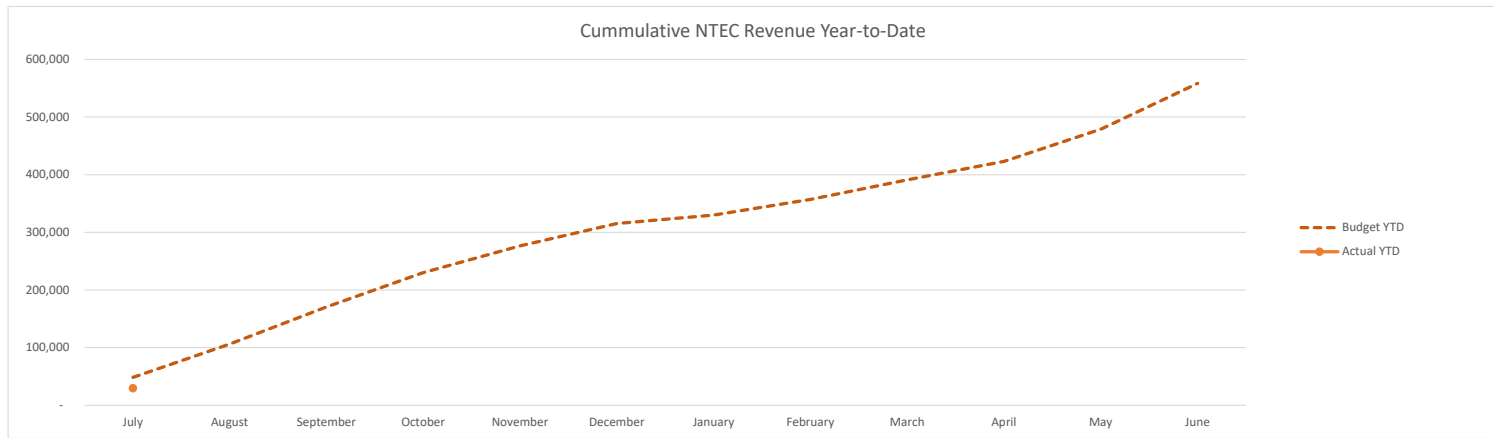
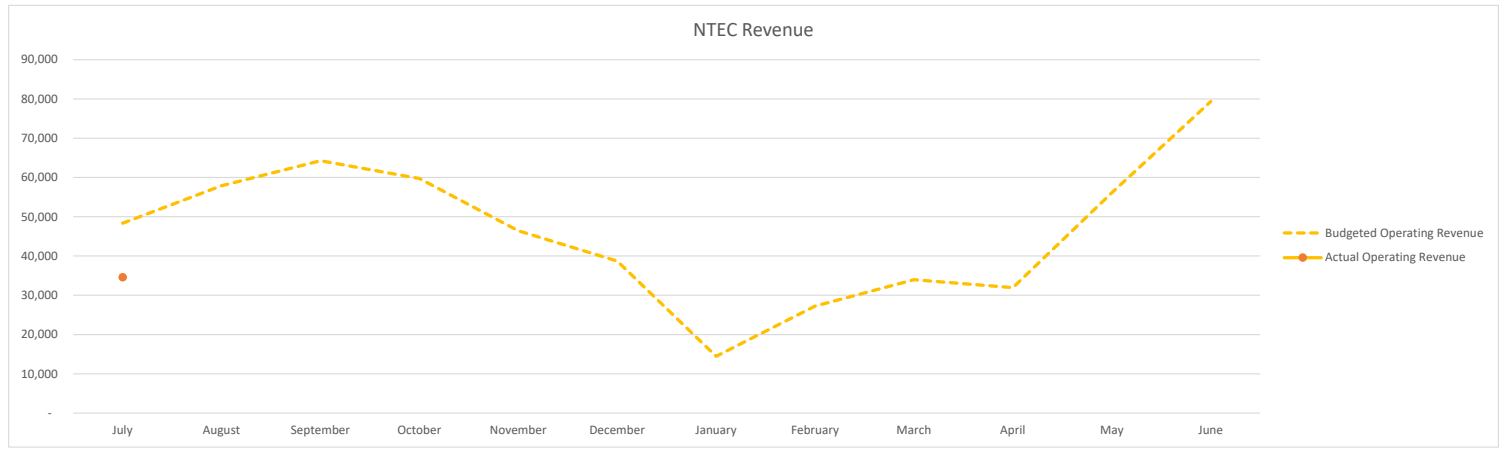
51-5100
Recreation & Parks
Event Center Operations

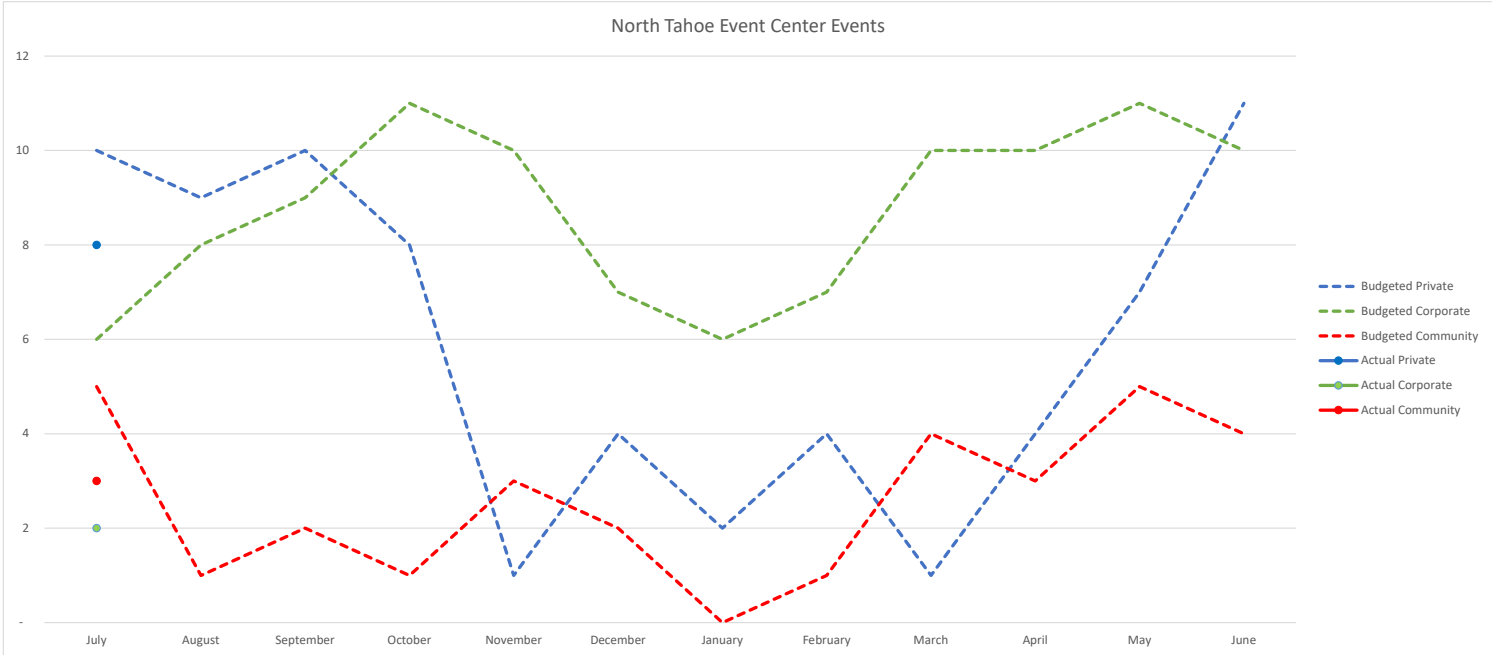
Statement of Revenues and Expenses
For the Period Ended July 31, 2024

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

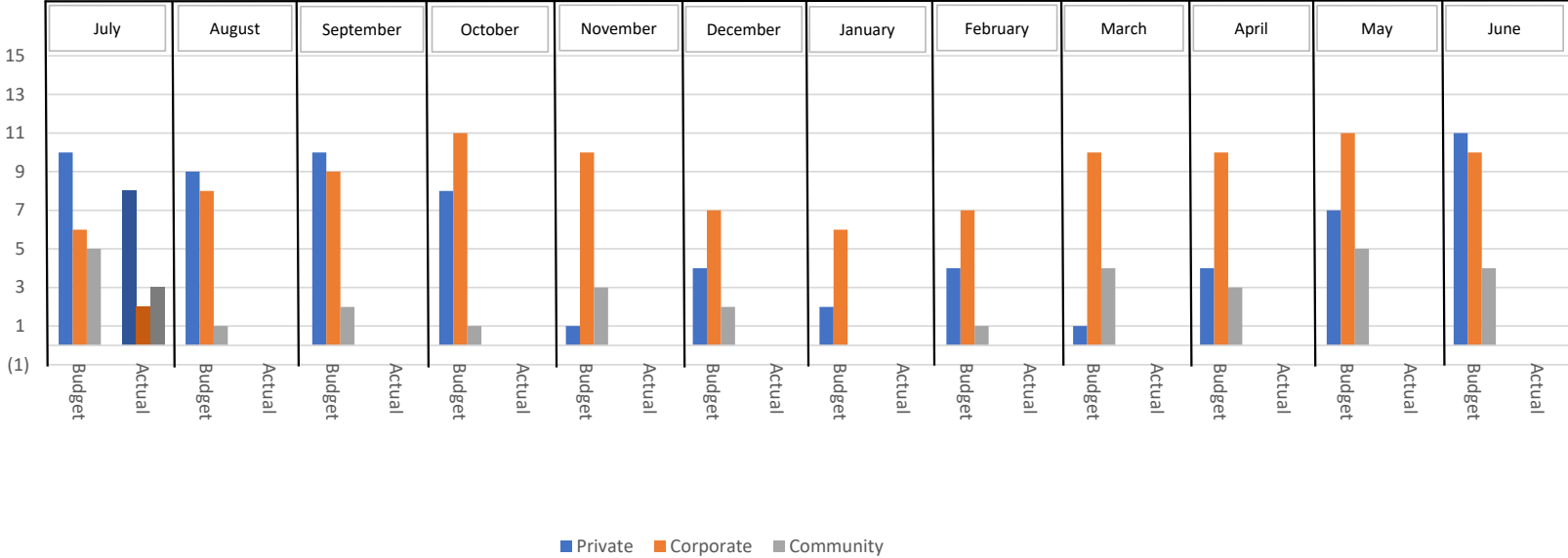
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenue													
Private	31,555	34,935	38,871	31,341	14,558	16,942	2,302	13,316	7,288	9,631	22,603	42,161	265,503
Corporate	6,970	15,902	11,907	23,206	27,004	17,948	11,262	10,348	20,189	14,804	22,789	22,774	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**

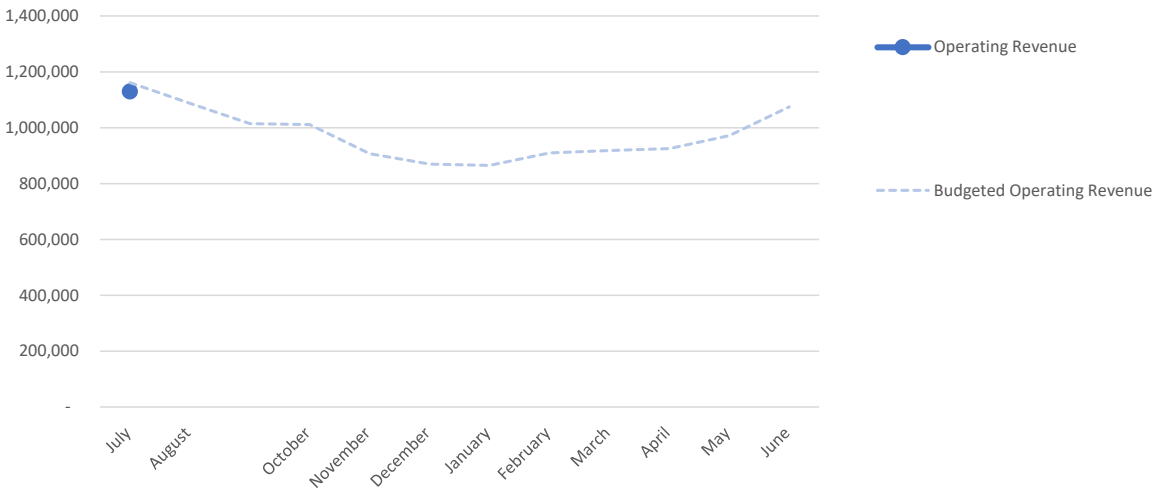
Income Statement	Month-To-Date				Year-To-Date				Prior
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	YTD
Operations									
Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -
Internal Revenue	-	-	-	0.0%	-	-	-	0.0%	-
Total Operating Revenue	\$ -	\$ -	\$ -	0.0%	\$ -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



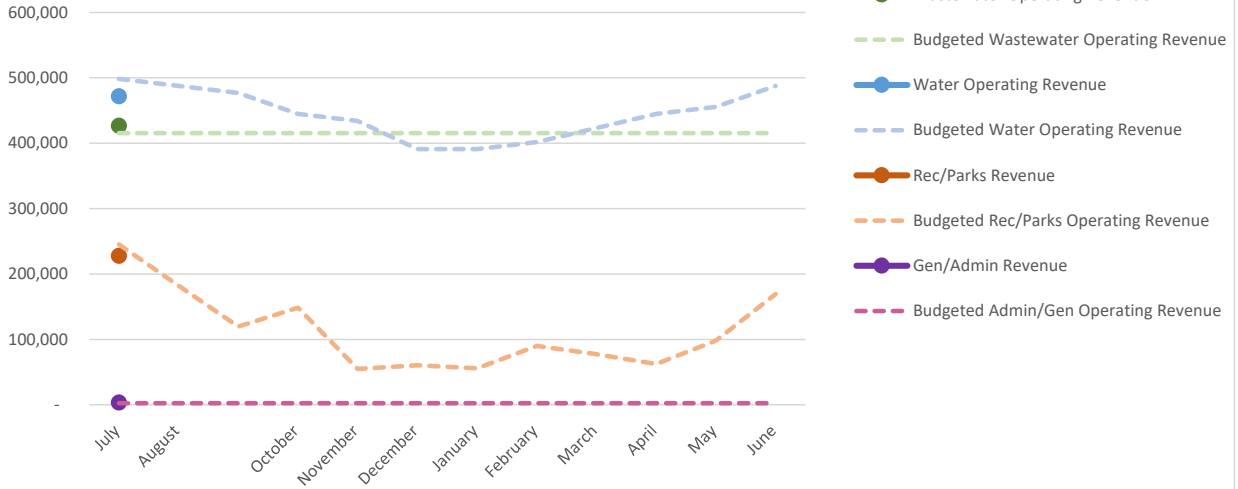
**General & Administrative Support
Statement of Revenues and Expenses
For the Period Ended July 31, 2024**

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

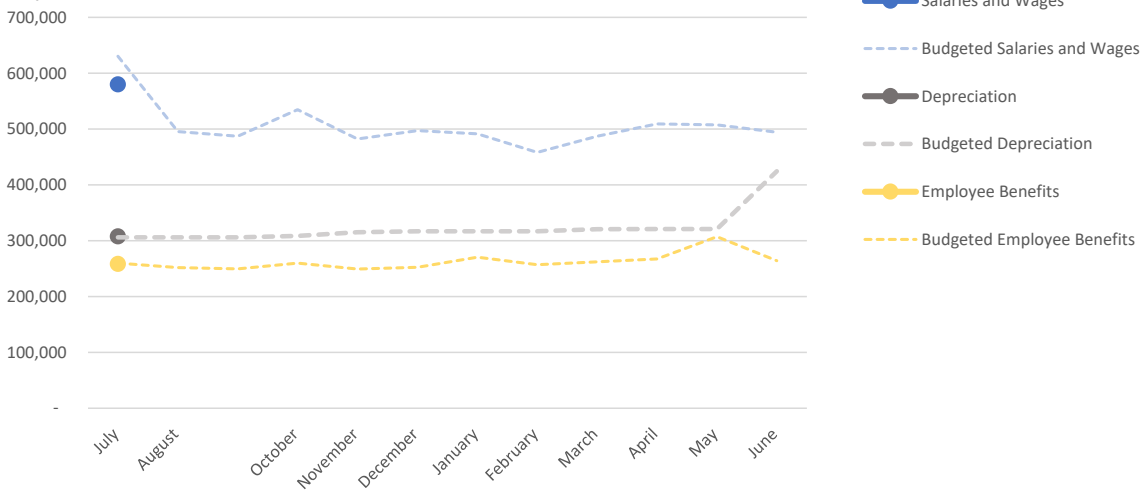
Operating Revenues Year to Date

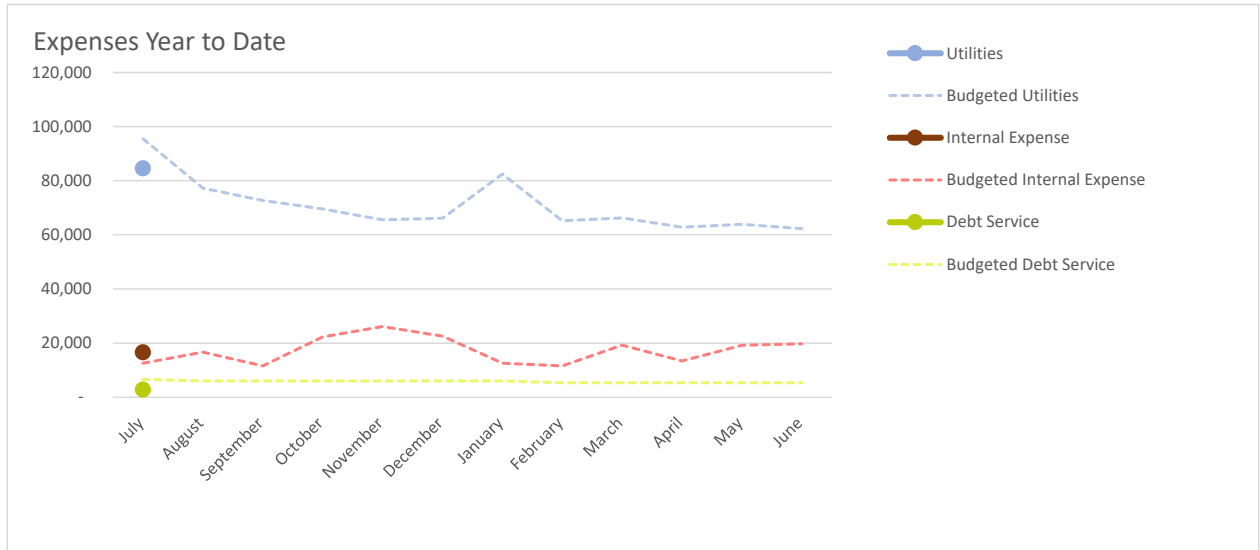
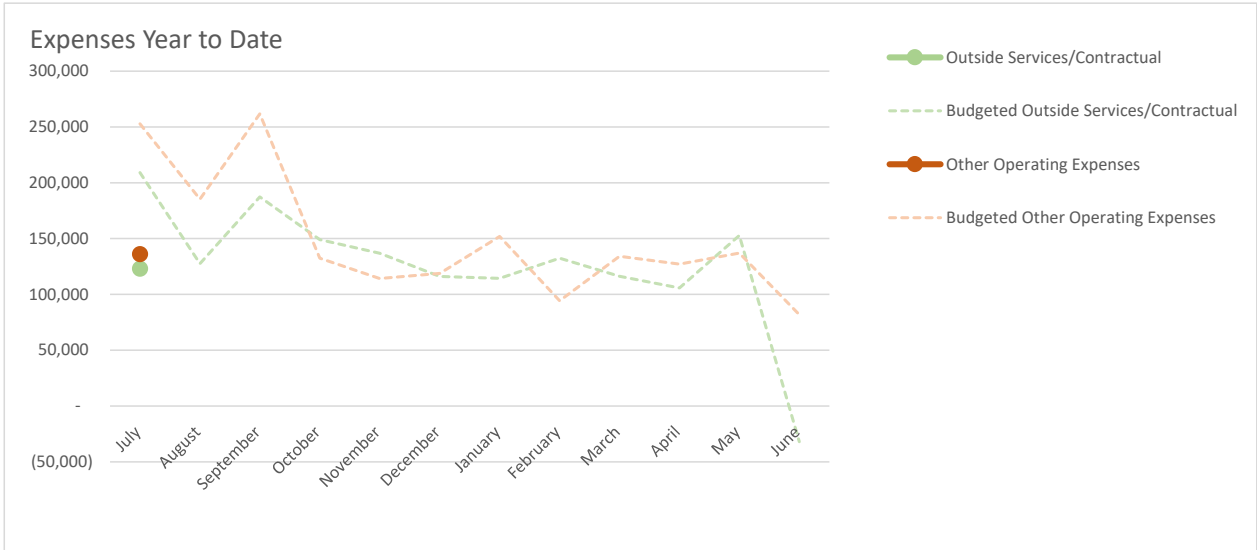


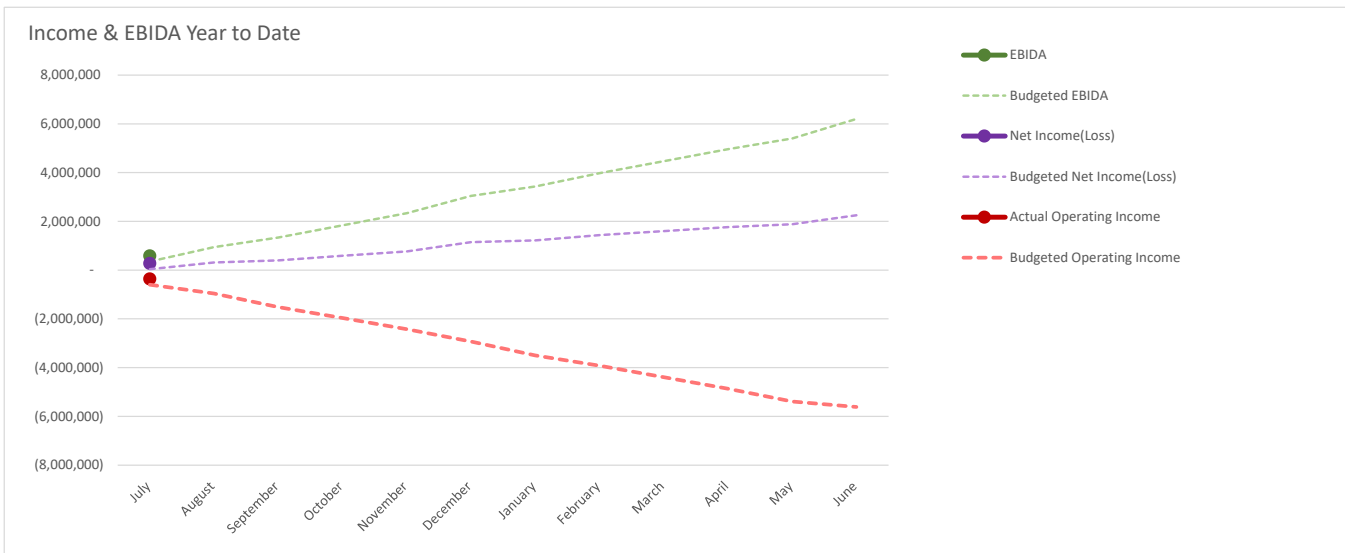
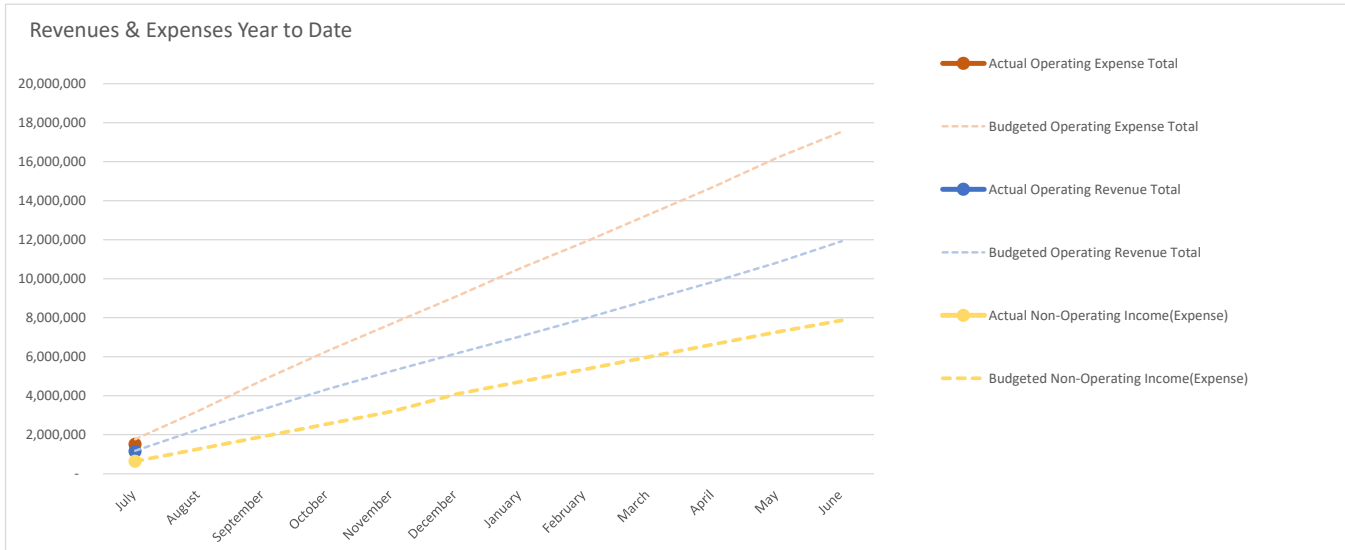
Enterprise Operating Revenues Year to Date



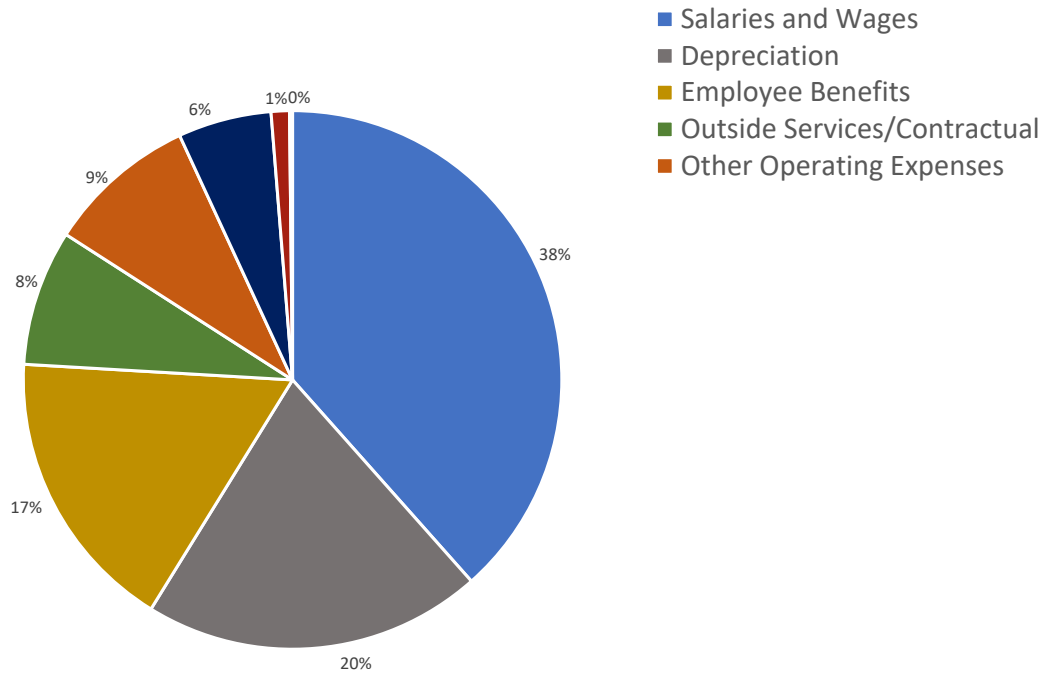
Expenses Year to Date



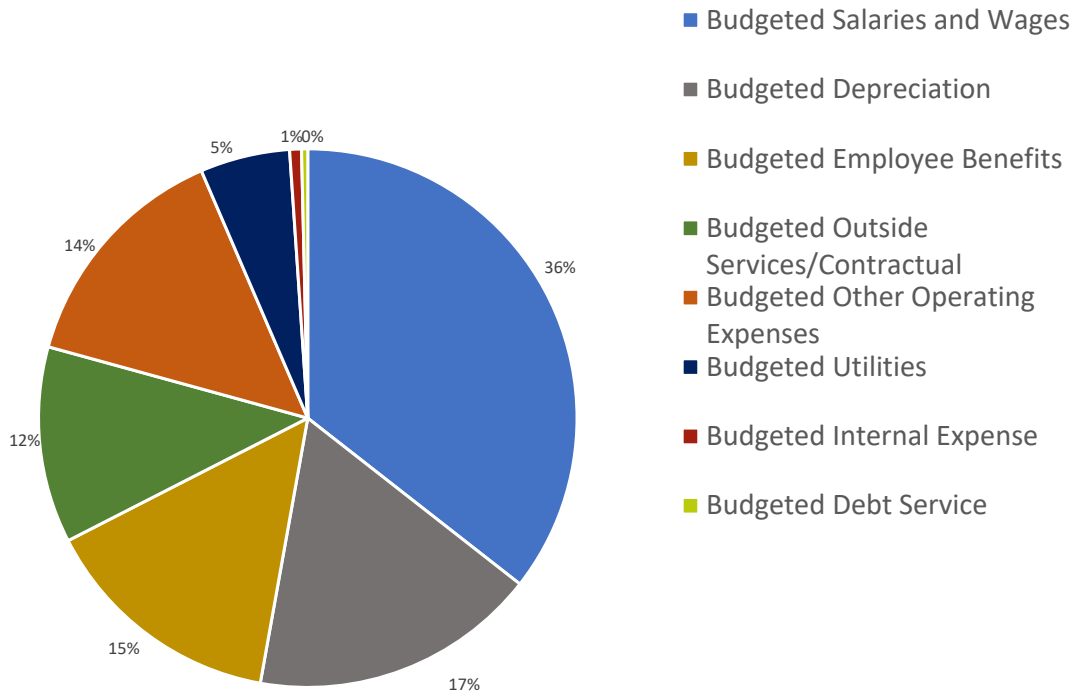




Actual July



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	\$ -			\$ -

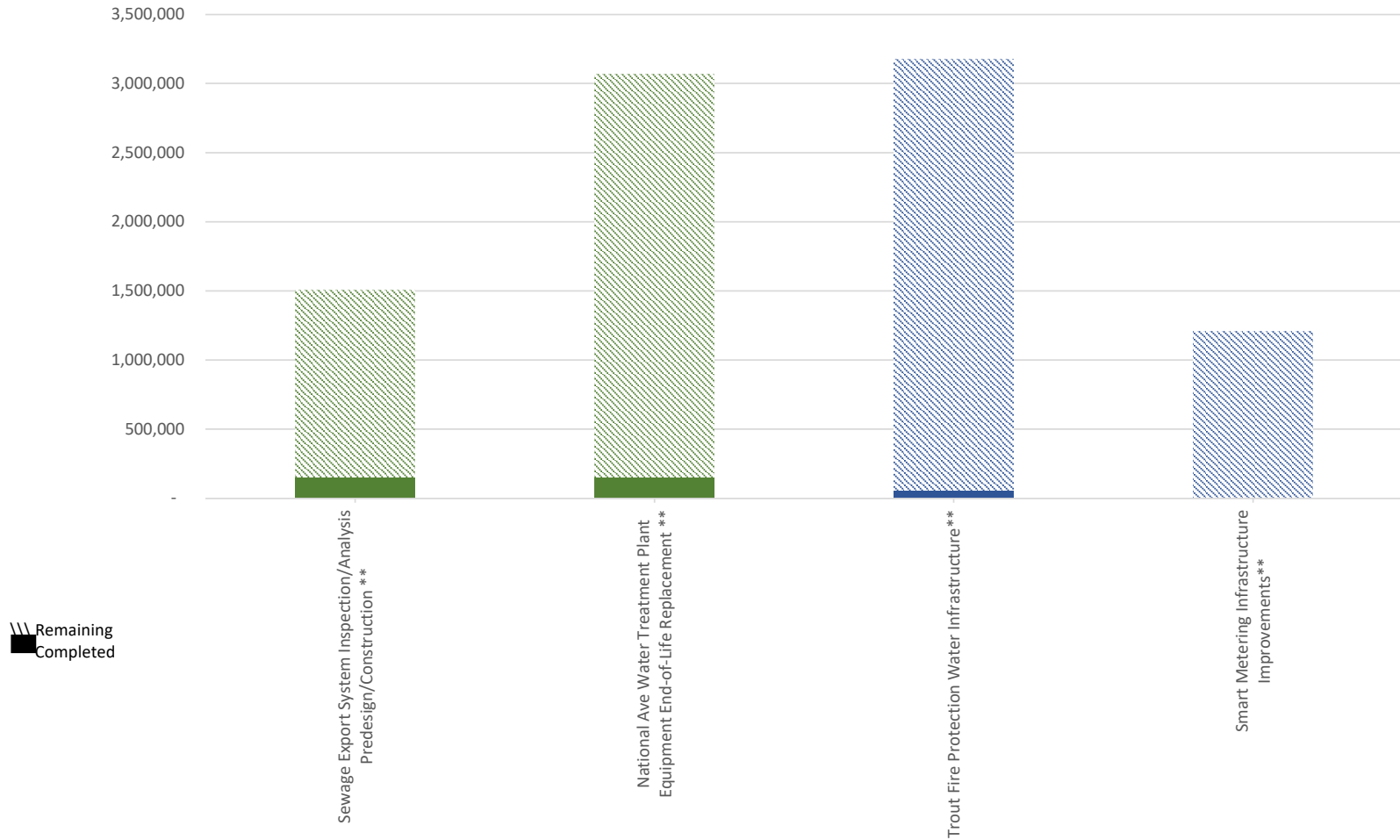
Capital Outlay

Projects In Process

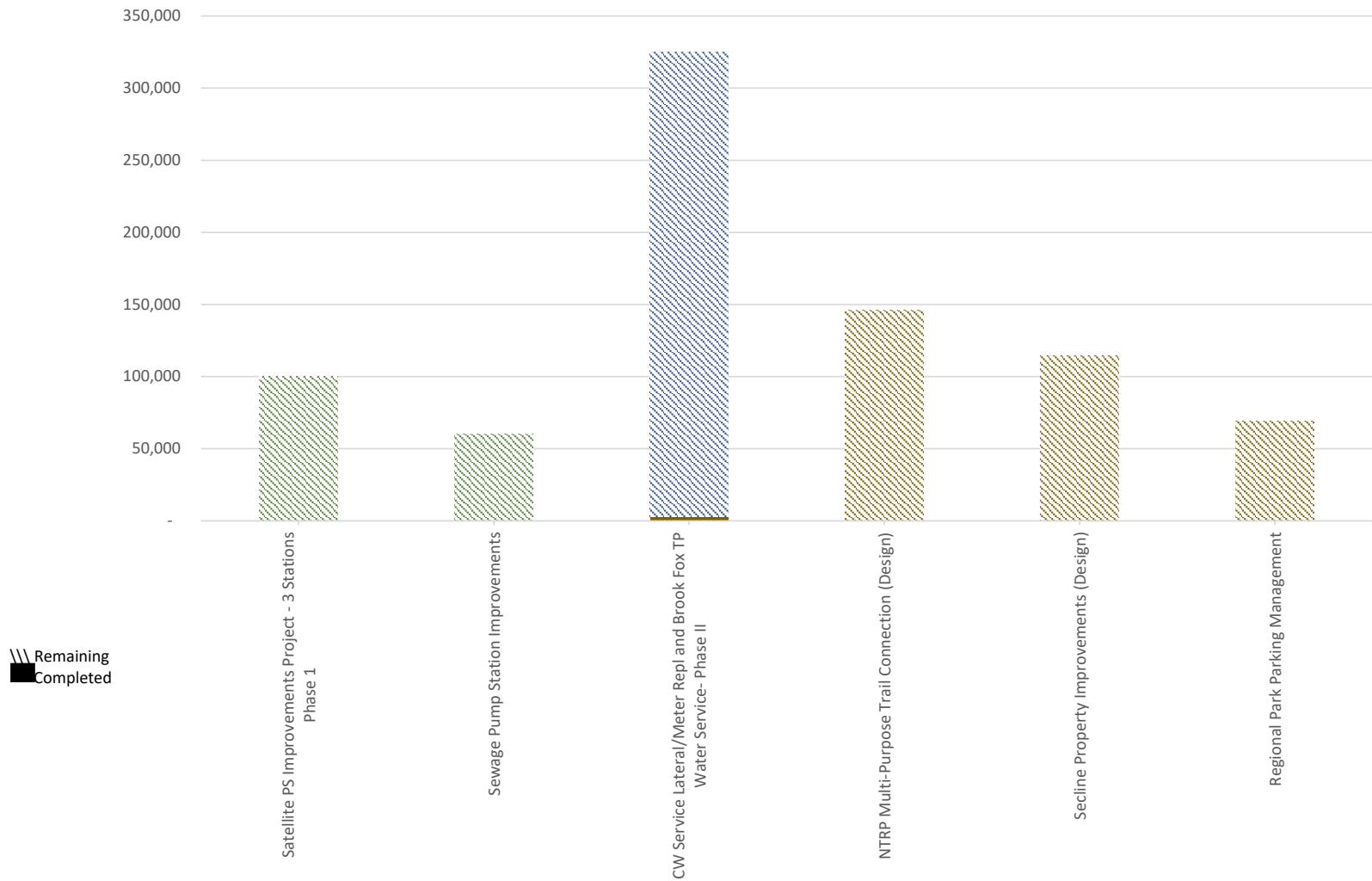
For the Period Ended July 31, 2024

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



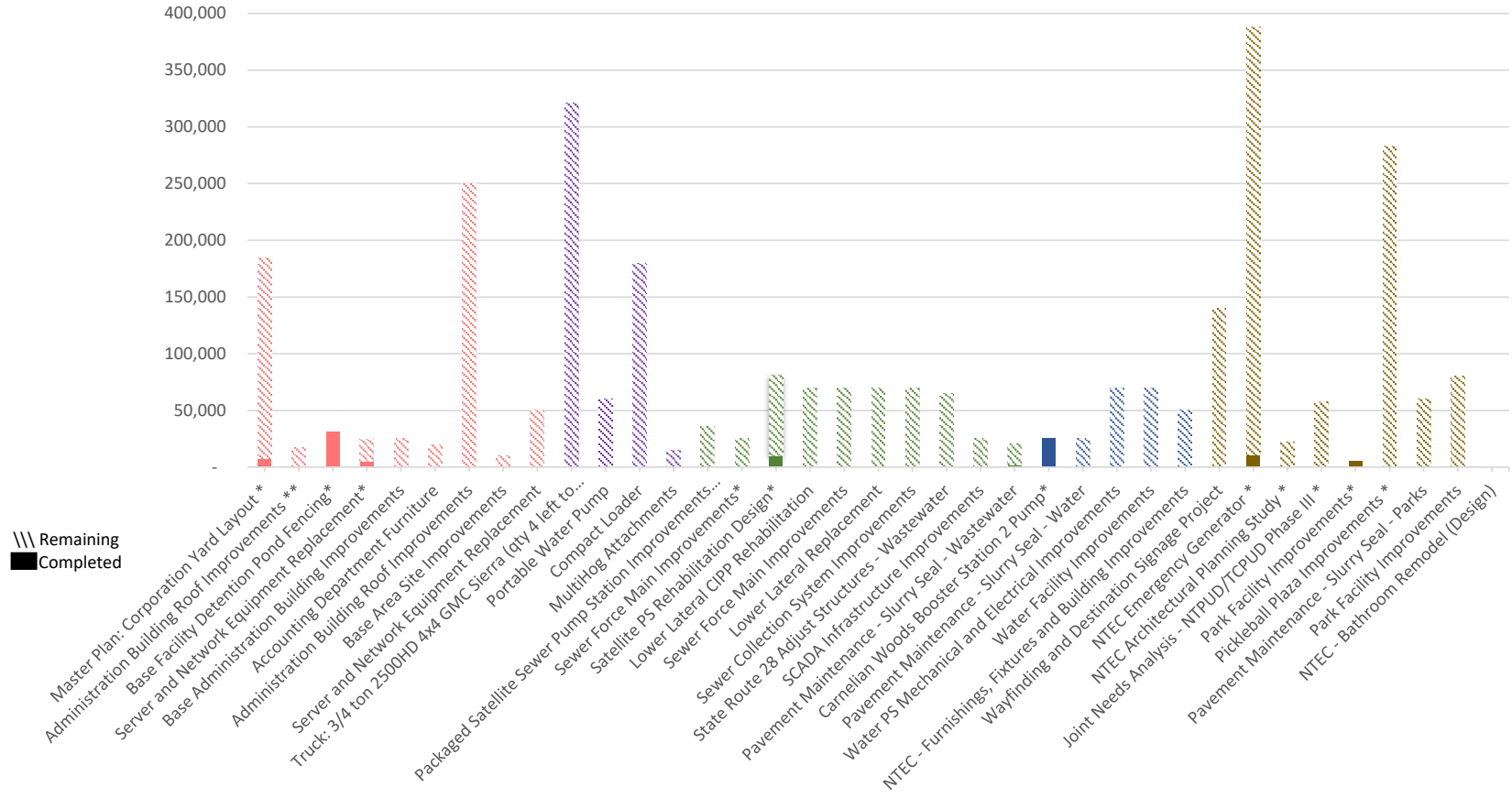
FY 24-25 Capital Projects \$500,000 and Above



\\ Remaining
■ Completed

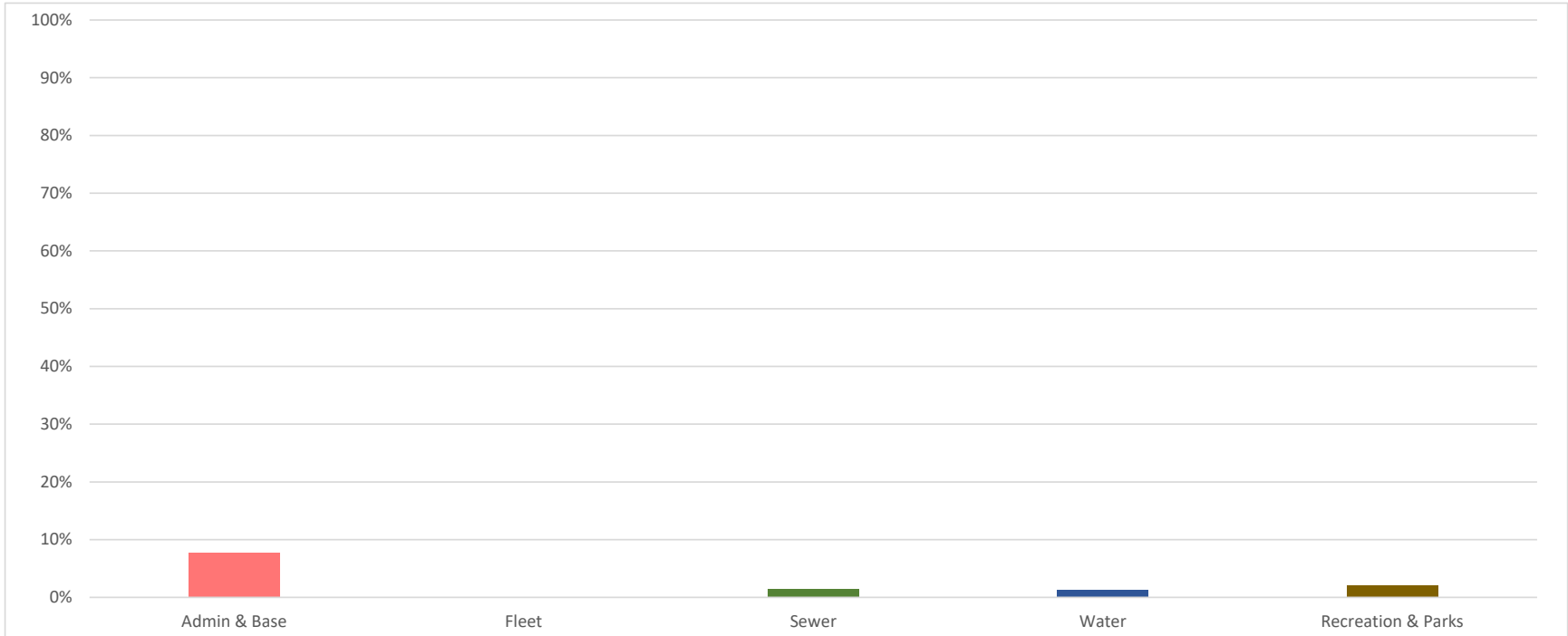
** Multi-year encumbrance

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

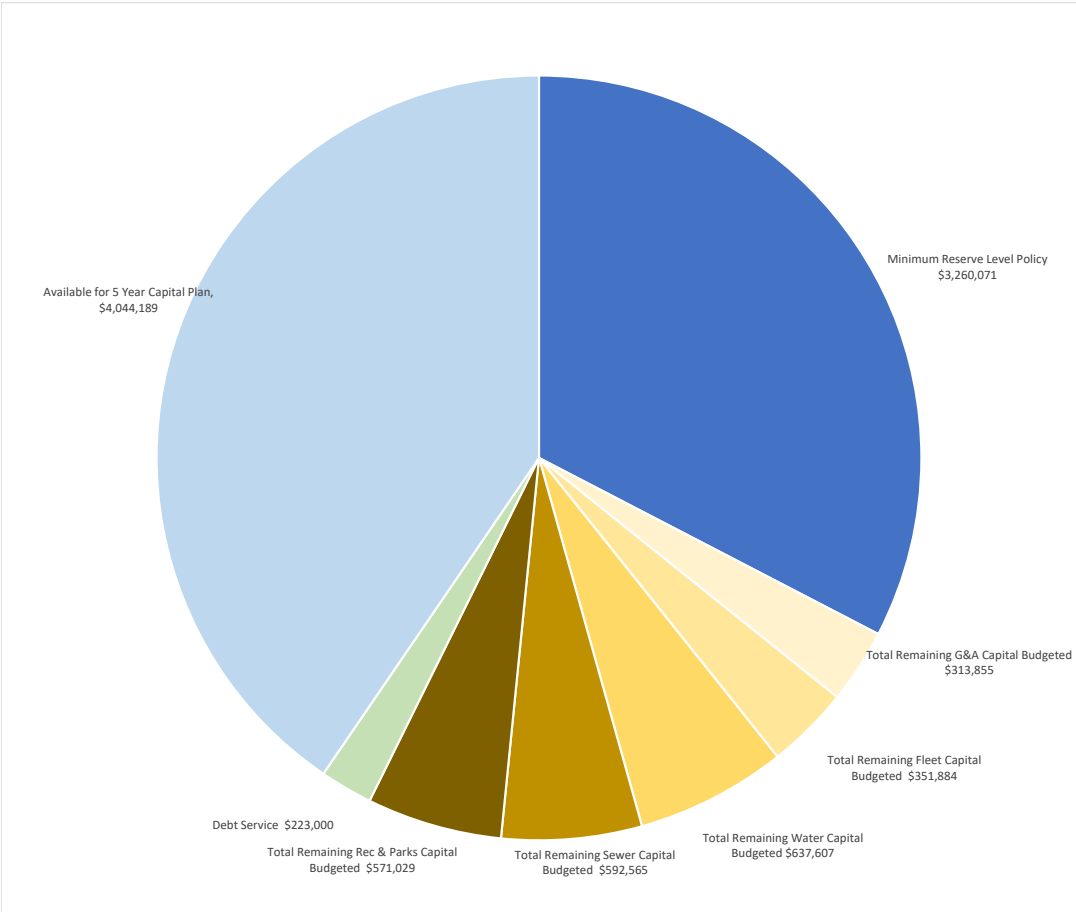


Consolidated Balance Sheet
For the Period Ended July 31, 2024

	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

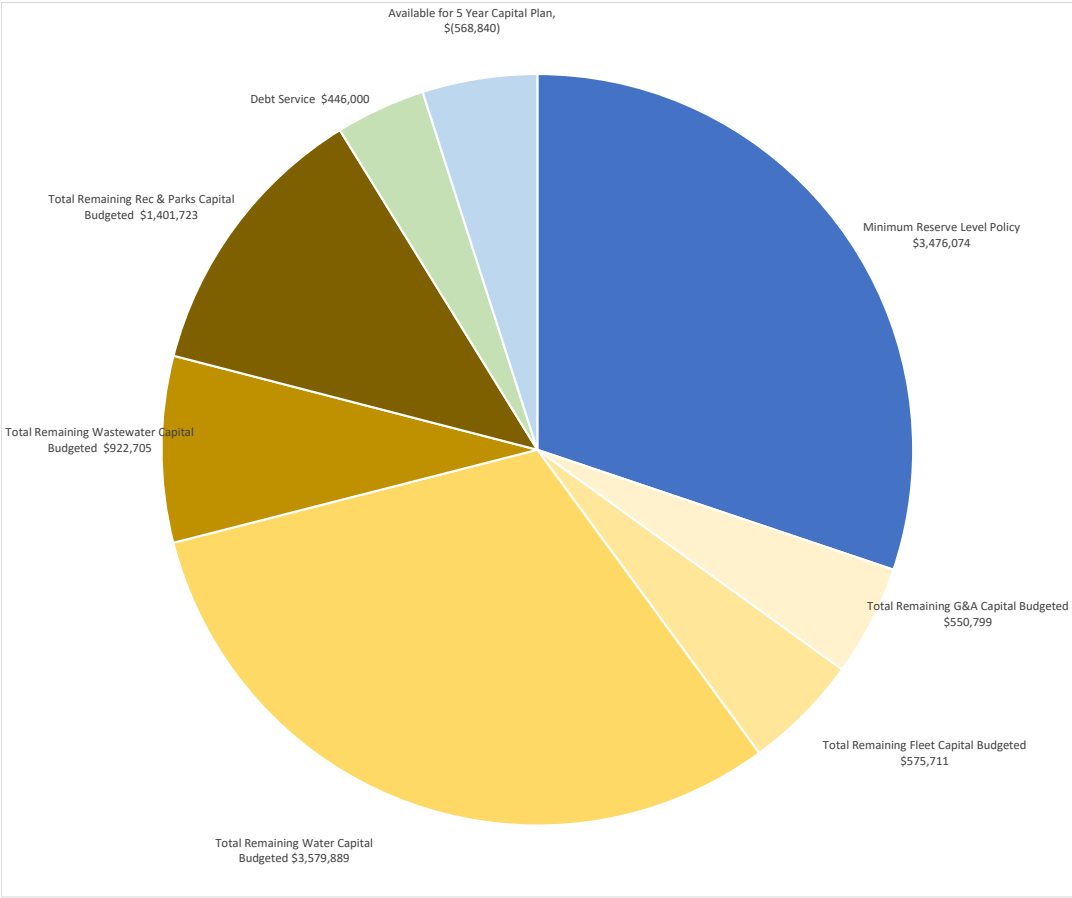


Changes in Reserves from Prior Month	
Minimum Reserve	\$ -
Debt Service	-
Future Capital	548,154
Capital	(351,010)
Total	\$ 197,144

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 Account
California CLASS			
07/31/24	xx-xx-0179	4,022,517	General Investment Account
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		444,799	CalPERS Prefunding of Pension Expense
Total Restricted Cash and Investments:		\$1,451,523	

Total Cash and Investments:

Total Cash and Investments:	\$11,791,729
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**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: G-4

FROM: Recreation, Parks, and Facilities Manager

SUBJECT: Recreation, Parks, and Facilities Department Report

Parks

- There were two baseball tournaments in August, the annual Mike Davis Memorial Tournament with Placer County as well as a private operator tournament. Events ran smoothly with parking mitigation in effect.
- Park projects were completed in between routine maintenance and irrigation repairs. These projects included the installation of two bear boxes at the Park, punch list items on the tennis shed, cutting back overgrowth on the fence lines of Fields 1, 2, and 3, and continuing the par course trail improvement. Preparation for larger scale fall projects has also begun.

Recreation

- Beach cleanup concluded on August 26. There were 5-10 participants each week, some weekly regulars and several new faces each week. The weekly program helped keep beaches clean and brought local residents together early in the mornings to enjoy a bit of peace on the lake.
- Live at the Launch, the first annual live music event at Tahoe Vista Recreation Area, was a huge success. Each Monday in August a different live band performed on the Plaza with between 100-200 spectators weekly. Spectators used the opportunity to picnic, swim and relax while enjoying live music on a smaller scale. The activation of TVRA was a budgeted objective for 2024.
- The Fall/Winter Activity Guide was released on August 30. This season's guide expands on previously successful programs and events. Of note is the change in Boat Launch hours for the fall season. In response to public feedback, the hours for fall operations are significantly higher than last year, with daily operations from 7am-5pm in September.



Volleyball league champions



Disc Golf challenge winner



Live at the Launch crowd



Rogue Coyote



Golden Hour Art with Amanda



Multihog blowing TVRA B

North Tahoe Event Center

- Aesthetic improvements in August included a cosmetic change to the office to transform it into a location that is client and customer facing vs. an internal office space. It also included a fresh and bright white painting of the Lakeview room.
- Tours have picked up for the 2025 wedding season, with new bookings coming in on a daily basis.
- A new Event Center Coordinator, Brittany Lathrop started on September 4th. Brittany has significant experience in the event and management business and staff is happy to see her aboard.

Administration

- The Recreation, Parks, and Facility Manager has been involved in several Capital Improvement planning projects in August, including the Secline Beach Study kick off, the development of the North Tahoe Regional Park Trail extension, the Corporation Yard Master Plan and a variety of smaller scale park and Event Center improvements scheduled for the fall.
- Staff met with CalTrans in August to develop a plan for the repaving of the North Tahoe Regional Park entrance. CalTrans visited the site to get scope and scale of project but has yet to plan a date. The contract indicates that the paving will be complete before the snow flies this coming winter.
- NTPUD supports the Lake Tahoe Water Trail, a resource for all things paddling on Lake Tahoe, including promoting responsible lake access, stewardship, water safety and local paddle businesses. Their newest educational video was shared with NTPUD: <https://laketahoewatertrail.org/how-to-protect-lake-tahoe-and-your-paddle-gear/>
- Three seats on the Recreation Commission are up for term expiration. Michael Stoltzman, Linda Slack-Cruz and Ingrid Heggins will all expire at the end of 2024. Linda Slack-Cruz has officially resigned from the position, effective in August. Both Stoltzman and Heggins have expressed interest to remain on the Commission.

REVIEW TRACKING:

Submitted By: 

Amanda Oberacker
Recreation, Parks, & Facilities Manager

Approved By: 

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



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024 **ITEM:** G-5
FROM: Planning and Engineering Department
SUBJECT: Planning and Engineering Department Status Report
DISCUSSION: Capital Improvement Projects, Internal Operations & Planning, and Outside Agency/Private Development

CAPITAL IMPROVEMENT PROJECTS

The Engineering Division is managing the following CIP projects.

Construction Phase Projects

Brockway Fire Protection Water Infrastructure 2024 Project: This project includes 1,937 feet of new water main in SR 28 between Park Ave and the Nevada State Line, 431 feet of new water main in the undeveloped Placer County Pier Street right-of-way, a 50 foot crossing of SR 28 in the Lake Forest area near Lardin Ave., 21 replacement residential water services, and four new fire hydrants.

Status: NTPUD Engineering Staff prepared construction drawings for the watermain improvement project. The Board of Directors awarded a construction contract to Vinciguerra Construction at the April 9, 2024 meeting. The new watermain in Pier Street has been installed and the contractor is beginning work in SR 28. The project is scheduled to be completed by October 15, 2024.

Vinciguerra Construction, Inc. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$2,134,850	\$0	\$2,134,850	\$0	\$2,134,850
Estimated Construction Status as of 8/31: 10% complete				

NTEC Emergency Generator (Project #2192): A 2022-2023 Capital Improvement Project to add an emergency generator at the North Tahoe Event Center. The project is grant-funded in part by FEMA and Placer County.

Status: PR Design and Engineering completed the design and bid documents. The bid results were higher than anticipated and District staff has formally requested additional funding from CalOES and Placer County. The Board of Directors awarded a construction contract to GLA-Morris at the July 9, 2024 meeting. Construction is scheduled to begin in the fall of 2024 with some long lead items following in 2025.

GLA Morris Construction, INC. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$335,606.93	\$0	\$335,606.93	\$0	\$335,606.93
Estimated Construction Status as of 8/31: 0% complete				

2024 Water Service Line Replacement (Project #2560): This project consists of replacing the existing water service lines to the Carnelian Woods Condominiums, Units 33 – 46 in Carnelian Bay, and four water service lines in Kings Beach.

Status: NTPUD Engineering Staff prepared construction drawings for the water service replacement project. The Board of Directors awarded a construction contract to F.W. Carson at the July 9, 2024 meeting. The four new water services in the Kings Beach grid are complete. The contractor is beginning to replace the existing water service lines to the Carnelian Woods Condominiums, Units 33 – 46. The project is scheduled to be completed by October 15, 2024.

F. W. Carson Co. – Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed	Current Balance to Completion (including retention)
\$264,306	\$0	\$264,306	\$0	\$264,306
Estimated Construction Status as of 8/31: 20% complete				

Uniform Public Construction Cost Accounting Act

The District elected to participate in the Act to utilize alternative bidding procedures for public works projects. This section reports on contracts awarded for projects between \$15,000 and \$60,000 that are now issued under the General Manager's authority.

ACTIVE PROJECTS			
Project	Contractor	Contract Amount	Award Date
Summer 2024 Pavement Maintenance	Elements Mountain Company Inc.	\$33,575.90	August 8, 2024
A 2023-24 capital improvement to prolong the life of the existing asphalt at various NTPUD sites. Specifically, this project will crack fill and seal the existing asphalt at NTPUD's four (4) main sewer pump stations, TVRB, N-1, Park Trail, Zone 1 Tank, and NTEC. This project is scheduled to be completed by September 20, 2024.			
COMPLETED PROJECTS			
5074 North Lake Blvd. Landscape Remediation	Ruppert, Inc	\$35,216.54	July 30, 2024
A landscape remediation project at 5074 North Lake Blvd. to restore the site to its previous condition following the 7/18/24 sewer spill. Proposals were solicited from three contractors; Ruppert Inc. was determined to be the lowest responsible bidder. Remediation work included sod installation drain cleaning, mulch replacement, and decomposed granite pathway reconstruction. This project is complete.			
Spring 2024 Lower Lateral Lining	Greenberg Clark, Inc. dba The Trenchless Co.	\$54,900	May 15, 2024
A 2023-2024 Capital Improvement Project (Lower Lateral Replacement, Project #2440) to rehabilitate sanitary sewer laterals from customers' property line cleanout to the sewer main. This project includes lining nine (9) sewer services to extend their useful life. The lining process is a trenchless technology that is significantly less expensive than excavating the sewer laterals to complete the required repairs. This project is complete.			
Pave Access to Satellite Pump Station D-6	Lakeside Paving	\$16,850	May 4, 2024
A capital improvement project to widen the access path to Satellite Pump Station D-6 to 10-ft. The previous paved access was only paved for pedestrians, limiting vehicle access when the snow was on the ground, or the soil was saturated. The new access path will allow year-round access. This project is complete.			
Carnelian Woods Booster Pump #2	PumpTech Inc.	\$25,740	February 9, 2024

A 2023-24 capital improvement project to remove and replace the existing Carnelian Woods water booster pump. The existing pump is original to the construction of 1971 and has reached the end of its service life. Pump has been received.			
Zone 1 Booster Pump Replace/Rehab	Nevada Seal & Pump, LLC	\$57,860	January 4, 2024
A 2023-24 capital improvement project to remove and replace the two (2) existing Zone 1 water Booster Pumps. The existing pumps were original to the construction of Zone 1 Tank and have reached the end of their service life. Two new pumps have been installed. This project is complete.			
NTRP Restroom Epoxy Floor Coating	Evolution Industries	\$20,845.72	January 10, 2024
A 2023-24 capital improvement project to coat the North Tahoe Regional Park restroom floors with an industrial epoxy flooring system. Historically, the Recreation and Park staff has painted the restroom floors with an off-the-shelf epoxy paint. This paint only lasts one year before it needs to be reapplied. To eliminate the need for this annual maintenance, the restroom floors will be coated with Dur-A-Flex Polycrete SLB a self-leveling, concrete resurfacing system with a slip-resistant, gloss finish expected to last 20+ years.			
Chain-link Fence and Gate Replacements	Florence Fence, Inc.	\$41,684	January 10, 2024
A 2023-24 capital improvement project to improve safety and security at various NTPUD sites. Specifically, this project will add a missing fence panel between the Annex Building and the fueling bay, add a fence panel with a gate between the NTEC and the adjacent condominiums, and replace the existing failing fence around the detention pond in front of the Administration building. This project is complete.			
Tennis Gazebo Roof Replacement	Kodiak Union Roofing Services Inc.	\$19,970	November 6, 2023
The 2022-23 winter's heavy snowfalls damaged the existing gazebo roof. The snow partially slid and was caught by the gutter bending three sides. The replacement roof system has been designed to freely shed the snow to ensure this problem does not repeat itself. This project is complete.			
Pickleball Shade Sail	Leo's Awnings and Interiors LLC.	\$16,500	November 29, 2023
The 2022-2023 Regional Park Tennis/Pickleball Court Reconstruction Project included shade sail posts within the pickleball courts for NTPUD to provide shade sails. The posts have been installed, and this project was to furnish and install the shade sails. The sails will be fabricated over the winter and installed in early spring 2024. This project is complete.			
Corp. Yard Paving	Lakeside Paving	\$24,999	September 29, 2023

The NTPUD Corporation Yard's asphalt had reached its end of life and was identified by NCE for replacement in the pavement maintenance plan. Utilizing the excess budget in the Pavement Maintenance Plan capital project, we were able to remove and replace 4,600 SF of "alligatoring" asphalt. NTPUD crews removed the existing asphalt and prepared the base to help reduce the overall cost of the project. This project is complete.

Design / Bid Preparation Phase Projects

Trout Fire Protection Water Infrastructure (Project #2465): A FY24/25 Capital Improvement project to design a new 8-inch water main in Trout Ave. right-of-way. This project includes approximately 2,700 feet of new water main, 90 residential water services relocated to the front of the property, and 6 new fire hydrants.

Status: Auerbach Engineering has completed the topographic survey of the project area. Dr. Susan Lindstrom has completed the archeological study. Ascent Environmental, Inc. has completed the biological assessment. NTPUD Engineering Staff has begun construction drawings for the watermain replacement in Trout Avenue. The project is scheduled to be bid in late Fall 2024.

Model 16 Satellite Sewage Pump Station 75% Design (Project #2446): A 2023-2024 Capital Improvement Design Project to prepare 75% design plans for the eight (8) Smith and Loveless Model 16 satellite sewer pump stations. These remaining stations are the last of the District's sewer pump stations to be rehabilitated since their installation.

Status: The Board of Directors awarded a design contract to DOWL, LLC at the May 14, 2024 meeting. Preparation of the 33% design–construction drawings are in progress.

Sewage Export System Inspection/Analysis Predesign (Project #2445): A FY24/25 Capital Improvement project to analyze NTPUD's Sewage Export System (SES). The SES consists of a chain of four pumping stations, force mains, and gravity sewers that carry NTPUD flows to the JSF (Joint Sewage Facility). This project will analyze the SES and provide recommendations to extend the life of this critical asset.

Status: The Board of Directors awarded a design contract to HDR at the August 13, 2024 meeting. NTPUD Staff and HDR have a project kick-off meeting scheduled in the middle of September.

National Ave Water Treatment Plant Equipment End-of-Life Replacement (Project #2464): A FY24/25 Capital Improvement project to analyze the process train and equipment at the National Ave Water Treatment Plant (NAWTP). The NAWTP, in its current configuration, was constructed and placed into service in November 2002. This project will analyze the NAWTP and provide recommendations to modernize and extend the life of this critical asset.

Status: The Board of Directors awarded a design contract to Jacobs at the June 11, 2024 meeting. Jacobs' Engineers have toured the NAWTP and are in the process of completing their evaluation.

Regional Park Parking Management (Project #2581): A 2024-2025 Capital Improvement Project to retain a consultant to complete an operational needs assessment, ordinance review and preparation, and parking technology road map to manage parking with the North Tahoe Regional Park.

Status: NTPUD retained Dixon Resources Unlimited to complete the Regional Park Parking Management Project. NTPUD Staff and Dixon Resources Unlimited have a project kick-off meeting scheduled in the middle of September.

Pickleball Plaza Improvements (Project #2486): A 2024-2025 Capital Improvement Project to improve the entry plaza at the pickleball courts in the North Tahoe Regional Park.

Status: NTPUD Engineering has completed 50% design drawings. NTPUD Staff are utilizing the drawings to apply for grants to help fund the construction in Summer 2025.

NTEC Architectural Planning Study (Project #2049): A 2022-2023 Capital Improvement Project to retain an architectural consultant to complete a planning study for the North Tahoe Event Center.

Status: The draft NTEC Architectural Planning Study was presented to the Recreation and Parks Commission at their October 26th Meeting and the Board of Directors at the November 14, 2023 Board Meeting. NTPUD staff has reached out to Goring and Straja Architects (GaS) to revise the study based on the Commissioners' and Directors' feedback.

Wayfinding and Destination Signage Project (NTEC Sign) (Project #2040): A Capital Improvement Project to add a changeable message monument sign at the North Tahoe Event Center. The project is grant-funded in part by Placer County.

Status: PR Design and Engineering has completed a preliminary sign design and site layout. On January 24th, the project was presented to the Placer County Design Review Committee as an informal item and received generally positive feedback. Following the presentation to the Design Review Committee, Placer County and TRPA have determined a changeable message board sign will require a code amendment. As the code amendment will take significant time and effort to complete NTPUD staff and PR Design and Engineering have decided to pivot and instead focus on improving the existing building signage. PR Design has prepared preliminary drawings of the proposed building signage.

Secline Property Improvement Project (Project #2580): A 3-year Capital Improvement Project to develop a vision and preliminary design of public recreation

access, environmental improvements, and facility enhancements for the Secline Beach public parcels in Kings Beach, CA.

Status: NTPUD has received a grant from North Tahoe Community Alliance (NTCA) TBID Funds Grant agreement in the amount of \$240,000 for the Secline Beach Enhancement – Planning and Design Project. The Board of Directors awarded a design contract to Design Workshop at the May 14, 2024 meeting. NTPUD has participated in the project kick-off meeting with Design Workshop and core stateholders. Design Workshop is in the process of collecting background information and developing a community engagement plan.

North Tahoe Regional Park Multi-Purpose Trail Connection: A FY23/24 Capital Improvement Project to design the extension of the Pam Emmerich Memorial Pinedrop trail to the lower restroom. The proposed trail will improve pedestrian/bicycle mobility through the Regional Park and reduce the safety hazards associated with trail users having to navigate through the parking lot.

Status: NTPUD's Board of Directors accepted a grant from Placer County and authorized the final design contract at the February 13, 2024, Board Meeting. Additionally, the District received notice that our \$1,029,055 grant request to the California State Parks Habitat Conservation Program to partially fund construction was approved. NTPUD Staff has submitted a separate grant application to NTCA for additional construction funds. NTPUD has received 30% design drawings and returned comments. This project is scheduled to be bid in early 2025.

Master Plan: Corporation Yard Layout (Project #2151): A FY24/25 Capital Improvement Project to develop a Corporation Yard Master Plan. The existing corporation yard, built over several decades, was not planned for the current needs of staff, operations, services, and regulatory environment. As such, operational inefficiencies and potential safety hazards exist within the corporation yard. The goal of the Corporation Yard Master Plan (CYMP) is to strategically plan future facility improvements to be completed over several years

Status: The Board of Directors awarded a design contract to WY Architects at the May 14, 2024 meeting. NTPUD Staff has held a project kick-off meeting and toured corporation yards at four (4) neighboring public special districts. W-Y Architects is collecting background information and conducting the initial needs assessment.

OPERATIONAL ACTIVITIES

Psomas, the District's water modeler, has completed the draft water models of the Agate and Fulton Water Companies and staff are reviewing the report. North Lake Fire has conducted hydrant flow testing and the results have been sent to Psomas for incorporation and validation of the model output.

The District has been performing quarterly PFA sampling at Park Well and National Avenue Water Treatment Plant for the Unregulated Contaminant Monitoring Rule 5 in accordance with the EPA's Final PFAS National Primary Drinking Water Regulation. Results are still not available on the Federal website. The District has also collected samples from Carnelian Well and Park Well in July and sent to a private laboratory. Both samples were non-detect for PFOS and PFAS. The District will be taking additional samples over the next 12 months to complete the monitoring requirement by 2027 and to determine the next steps required for compliance with the regulation.

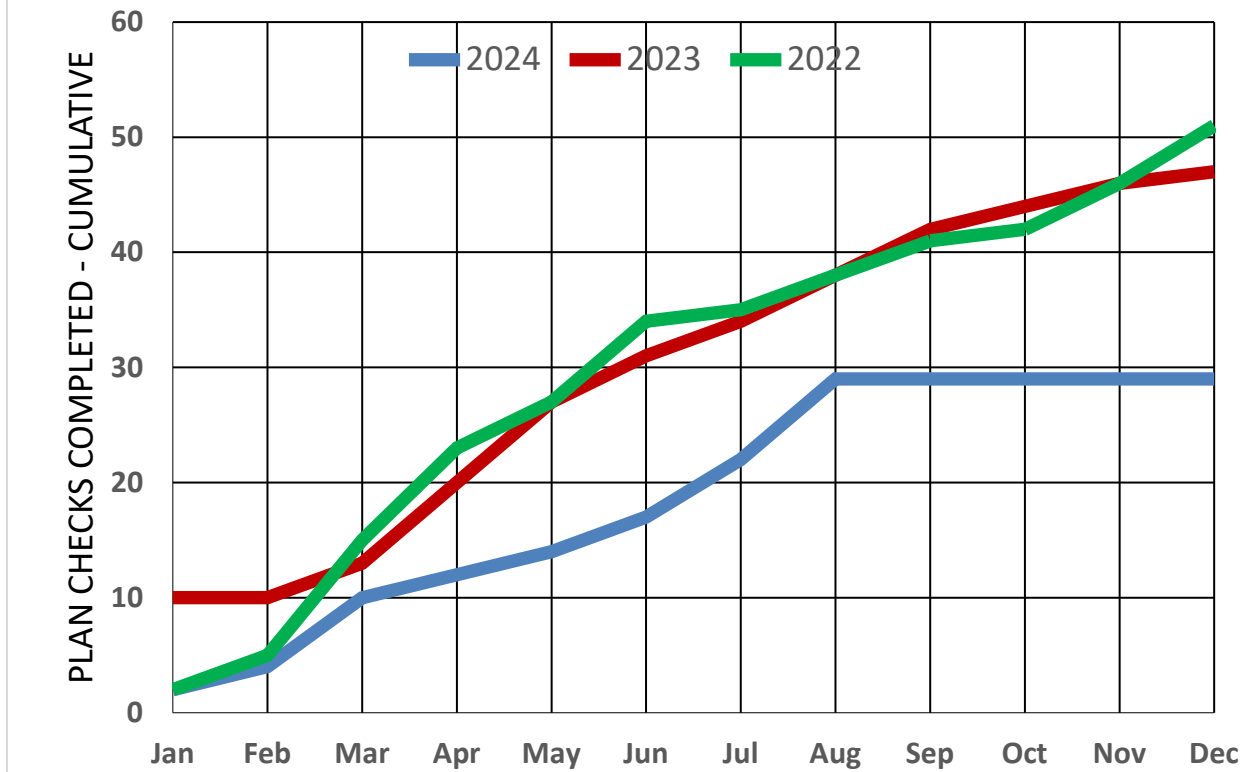
District staff is performing the required inventory under the Lead and Copper Rule to determine the water service lateral pipe materials for District owned and customer owned portions. The main categories are non-lead, lead and galvanized requiring replacement. A galvanized requiring replacement is a galvanized service line that is or ever was downstream of a lead service line or is currently downstream of an unknown service line. The first step was to analyze the 7,000 pipes in the system to determine the material status. This step determined that 90% were non-lead and that 10% could not be determined from the as-builts, records, or inspections. The Operations crew will be performing field verifications to determine material type. Most of the pipes that need to be identified were installed before 1955 and no record exists.

FUNDING OPPORTUNITIES

Bureau of Reclamation 2024 WaterSMART Grant (#R24AS00052): Staff has submitted a grant application to upgrade our existing 3,000 water meters with new, ultrasonic flowmeters utilizing cellular endpoints for data communication. The grant is for the purchase of the new meters and requires a 50% District match. The installation would be performed by a Contractor through the public bid process. The District received notice of award of a \$500,000 WaterSMART Grant from the Bureau of Reclamation on August 5, 2024.

2024 EPA Community Grants Program (#66.202): Staff are preparing the necessary Trout Avenue Watermain Project grant application to the EPA Community Grants Sustainable Water Infrastructure Program that is funded through the 2024 Federal Appropriations Act. The Trout Avenue Water Improvement project will install approximately 2,700 linear feet of 8-inch watermains, improve system looping, and add 6 new fire hydrants along Trout Avenue to comply with the California Fire Code. The approved appropriation amount is \$1,250,000 and requires a 25% District match.

CUMULATIVE PLAN CHECK BY CALENDAR YEAR

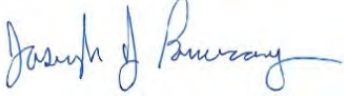


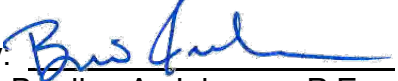
Water Service Lateral Relocations

- See below tracking table of private service lateral status on Steelhead, Golden, and Rainbow. Outreach, through numerous methods, remains active.

PROJECT (WITH SIDE OF STREET)	DEADLINE TO CONNECT	TOTAL AFFECTED PARCELS	TOTAL CONNECTED
Steelhead (South Side)	9/1/2025	34	8
Golden (North and South Sides)	9/1/2025	84	26
Rainbow (North Side)	9/1/2025	49	18
Project Total	9/1/2025	167	52
Rainbow (South Side)	TBD	35	3
Salmon (North Side from Fox to Chipmunk)	TBD	12	7

REVIEW TRACKING:

Submitted By: 
Joseph J. Pomroy, P.E.
Engineering and Operations Manager

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



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 16, 2024 **ITEM:** G-6
FROM: Operations Department
SUBJECT: Operations Department Status Report
DISCUSSION: Department Highlights for the month of August 2024

Maintenance Division

In August, we spent 653 hours identifying pipe type at 131 water service connections. We have found no lead pipe so far. Our goal is at least 10 services each day to meet the October 16 deadline of inspecting all services installed prior to 1955. We were called out to investigate sewer odor on Sahara Drive in Carnelian Bay. What we discovered was a bypass valve that was stuck open. This valve lets wastewater flow from the gravity main to the force main. The odor was caused by sewer gas from the force main venting through the manhole, the problem was solved by replacing the valve. Manhole washdowns were done. We cleared three blocked sewer services and repaired one. We repaired six water leaks, three on the main and three on the service line. We installed two new water services and one new sewer service. Our Inspector has been busy; he witnessed 15 Ord 100 pressure tests (13 for escrow) and inspected 15 water lines (11 along new mains in the Kings Beach grid). USA locate tickets are keeping him busy too. With some occasional help, 144 hours were spent marking the sewer and water infrastructure throughout the District.

Technician Division

Daily, weekly, and monthly PMs were completed, additionally, six-month maintenance of air compressors at all sewer main stations, annual maintenance at all water tanks and annual pump maintenance were done in August. Over the past several weeks, on multiple occasions, the Technician on call has responded to sump pump failure at National Ave Water Treatment Plant, we replaced the pump in August and have had no issues since.

Fleet Division

In August, 29 work orders were completed in Fleet, including 12 scheduled service work orders, the four-month service to both VacCons, miscellaneous repair to 12 vehicles, two welding jobs, and tires. Four trucks were successfully transferred from Operations to Parks as planned.


Departmentwide in August


Congratulations to Ken Fischer on his 18th anniversary with the District on August 14th. Placer County was in the District for their bi-annual hazmat inspections, which we passed with zero violations.

REVIEW TRACKING:

Submitted By: CColburn
Catherine Colburn
Operations Coordinator

Reviewed By: 
Kenneth P. Fischer
Operations Manager

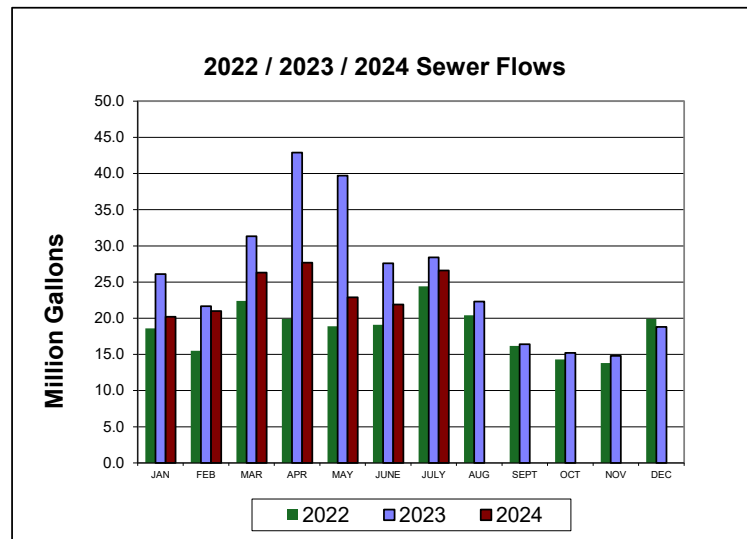
Approved By : 
Joseph J. Pomroy, P.E.
Engineering and Operations Manager

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

Sewer

Monthly

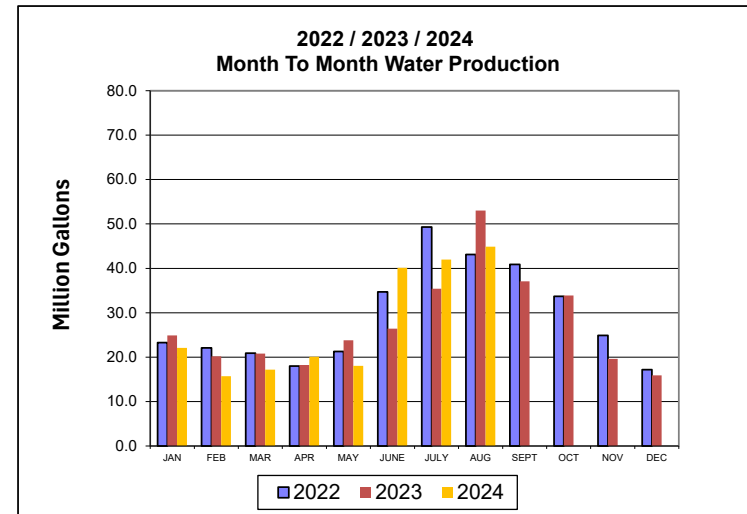
	2022	2023	2024
JAN	18.6	26.1	20.2
FEB	15.5	21.6	21.0
MAR	22.4	31.3	26.3
APR	19.9	42.9	27.7
MAY	18.9	39.7	22.9
JUNE	19.1	27.6	21.9
JULY	24.4	28.4	26.6
AUG	20.4	22.3	
SEPT	16.2	16.4	
OCT	14.3	15.2	
NOV	13.8	14.8	
DEC	19.9	18.8	
Average	18.6	25.4	23.8
Total	223.4	305.2	166.6



Water

Monthly

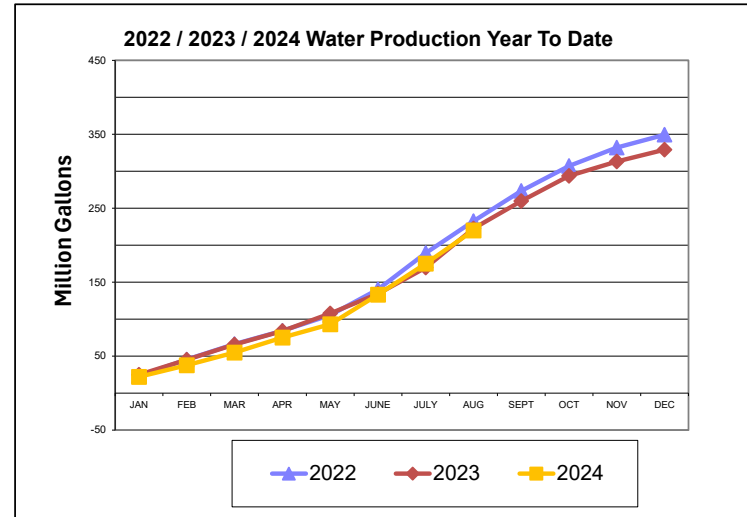
	2022	2023	2024
JAN	23.3	24.9	22.1
FEB	22.1	20.2	15.7
MAR	20.9	20.8	17.2
APR	18.0	18.2	20.1
MAY	21.3	23.8	18.1
JUNE	34.7	26.4	40.1
JULY	49.3	35.4	42.0
AUG	43.1	53.0	44.9
SEPT	40.9	37.1	
OCT	33.7	33.9	
NOV	24.9	19.6	
DEC	17.2	15.9	



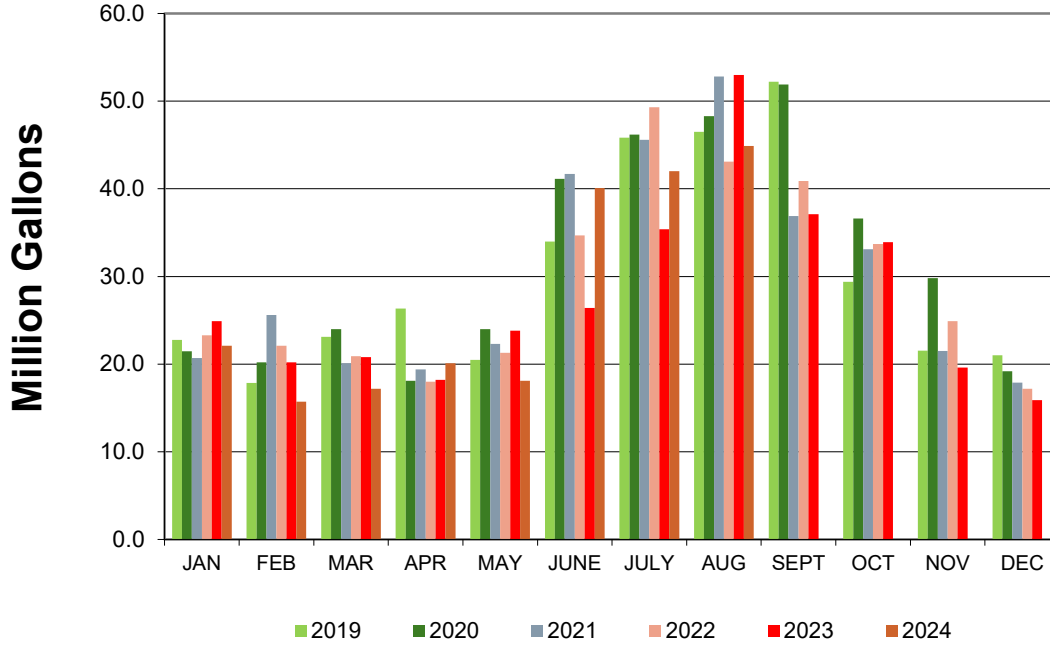
Water

Cumulative

	2022	2023	2024
JAN	23.3	24.9	22.1
FEB	45.4	45.1	37.8
MAR	66.3	65.9	55.0
APR	84.3	84.1	75.1
MAY	105.6	107.9	93.2
JUNE	140.3	134.3	133.3
JULY	189.6	169.7	175.3
AUG	232.7	222.7	220.2
SEPT	273.6	259.8	
OCT	307.3	293.7	
NOV	332.2	313.3	
DEC	349.4	329.2	



Total Water Production 2019 - 2024



District Water Production

YEAR	2019	2020	2021	2022	2023	2024	2019-24 5-yr Avg	2024 vs 5 yr Avg
JAN	22.8	21.5	20.7	23.3	24.9	22.1	22.5	98%
FEB	17.8	20.2	25.6	22.1	20.2	15.7	20.3	77%
MAR	23.1	24.0	20.1	20.9	20.8	17.2	21.0	82%
APR	26.4	18.1	19.4	18.0	18.2	20.1	20.0	100%
MAY	20.5	24.0	22.3	21.3	23.8	18.1	21.7	84%
JUNE	34.0	41.2	41.7	34.7	26.4	40.1	36.3	110%
JULY	45.8	46.2	45.6	49.3	35.4	42.0	44.1	95%
AUG	46.5	48.3	52.8	43.1	53.0	44.9	48.1	93%
SEPT	52.2	51.9	36.9	40.9	37.1		43.8	0%
OCT	29.4	36.6	33.1	33.7	33.9		33.3	0%
NOV	21.6	29.8	21.5	24.9	19.6		23.5	0%
DEC	21.0	19.2	17.9	17.2	15.9		18.2	0%
Total	361	381	358	349	329	220	356	62%

MONTH: August 2024

Compiled By:

Michael Harper

Water Production:	Gallage	Pump run	COMMENTS
National Ave. Treatment Plant	33,707,000		
Park Well	4,630,000	79hrs	944.4 AVG GPM
Carnelian Well	3,048,000	261.6hrs	197.9 AVG GPM
Dollar Inter-Tie	3,520,000		
Total Production	44,905,000		



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 16, 2024

ITEM: G-7

FROM: Office of the General Counsel

SUBJECT: Legal Report

Below is a summary of noteworthy legal items for this month. This month's report is an update on the status of the various bills we have been tracking.

1. Legislation Update:

• **Drinking water standards: noncompliance: notification (AB 3090)**

Status: Bill enacted as law.

Brief Overview: AB 3090 titled "Drinking water standards: emergency notification plan" makes several non-substantive updates to existing law and further authorizes and encourages public water systems to provide additional notification of unsafe drinking water through public safety communications technology, including the federal Wireless Emergency Alert system, that communicates with groups in the affected geographic area.

• **E-Bike Pilot Program (AB 2234)**

Status: Bill enrolled and presented to Governor. Governor approval pending.

Brief Overview: This bill would create a pilot program in San Diego County to allow cities and the county to adopt local regulations to prohibit children under 12 from operating some types of electric bikes (e-bikes). Parents would be liable for the cost of any resulting fines.

• **State Water Resources Control Board: water rights and usage: civil penalties (AB 460)**

Status: Bill sent for engrossing and enrolling.

Brief Overview: AB 460 modifies existing water-use laws to enhance compliance and enforcement. It would require the SWRCB to adjust for inflation, by January 1 of each year, beginning in 2026, the amounts of civil

and administrative liabilities or penalties imposed by the board or in water right, actions brought at the request of the board.

Existing law authorizes the SWRCB to issue an order to a person to cease and desist from violating, or threatening to violate, certain requirements relating to water use, including diverting or using water, other than as authorized. Upon the failure of any person to comply with a cease and desist order issued by the board, existing law authorizes the Attorney General, upon the request of the board, to petition the superior court for the issuance of prohibitory or mandatory injunctive relief as appropriate, and authorizes civil penalties for a violation of a cease and desist order, as specified. This bill would increase one of the specified civil penalties to \$2,500 for each day in which a violation of a cease and desist order occurs.

Existing law authorizes a person or entity in violation of a term or condition of a permit, license, certificate, or registration issued by the board, an order or regulation adopted by the board, or a condition or reporting requirement for the diversion of floodwaters for groundwater recharge to be held civilly liable for an amount not to exceed \$500 for each day in which the violation occurs. This bill would increase the amount of civil liability for the above-described violations to \$1,000 for each day in which the violation occurs. The bill, if the violation is of a regulation or order adopted by the board that constitutes the diversion of water contrary to a curtailment order adopted by the board, would provide that a person or entity may be liable in an amount not to exceed \$10,000 for each day in which the violation occurs, and \$2,500 for each acre-foot of water diverted in violation of the curtailment order, beginning on the first day on which the violation occurs.

- **Campaign contributions: agency officers (SB 1181)**

Status: Bill sent for engrossing and enrolling.

Brief Overview: This bill exempts a city attorney or county counsel providing legal advice to the agency who does not have the authority to make a final decision in the proceeding from the definition of “officer” for purposes of these provisions. It would specify that certain types of contracts, including the periodic review or renewal of development agreements and competitively bid contracts, unless there are material modifications or amendments to the agreement, are not considered a license, permit, or other entitlement for these purposes.

- **Drinking water: technical, managerial, and financial standards (SB 1188)**

Status: Bill sent for engrossing and enrolling.

Brief Overview: SB 1188 would require the SWRCB to develop and adopt minimum standards related to the technical, managerial, and financial capacity of community water systems serving fewer than 10,000 people or 3,300 service connections and

nontransient noncommunity water systems that serve K–12 schools. It would require community water systems serving fewer than 10,000 people or 3,300 service connections and nontransient noncommunity water systems that serve K–12 schools to demonstrate compliance with those standards, as provided. It would require new community water systems serving fewer than 10,000 persons or 3,300 service connections and nontransient noncommunity water systems that serve K–12 schools to demonstrate, as part of a permit application, compliance with the minimum technical, managerial, and financial standards. It would authorize the SWRCB to require a community water system serving fewer than 10,000 people or 3,300 service connections and a nontransient noncommunity water system that serves K–12 schools subject to the minimum standards to show proof that it has the technical, managerial, and financial capacity to comply with the standards, including, but not limited to, annual reporting of information necessary and appropriate to monitor its current capacity status. Because knowingly making a false statement or representation in that report would be a crime under the California Safe Drinking Water Act, the bill would impose a state-mandated local program by expanding the scope of a crime.

- **Campaign contributions: agency officers (SB 1243)**

Status: Bill sent for engrossing and enrolling

Brief Overview: This bill would raise the threshold for contributions regulated by these provisions to \$500, as specified. The bill would extend the period during which an officer may cure a violation to within 30 days of accepting, soliciting, or directing the contribution, whichever is latest. The bill would specify that a person is not a “participant” for the purposes of these provisions if their financial interest in a decision results solely from an increase or decrease in membership dues. The bill would exempt from these provisions contracts valued under \$50,000, contracts between 2 or more government agencies, contracts where no party receives financial compensation, and the periodic review or renewal of development agreements, as specified, from these provisions.

- **Open meetings: teleconferencing: subsidiary body (AB 817)**

Status: Bill was not enacted as law.

Brief Overview: AB 817 would allow subsidiary bodies that are otherwise subject to the Brown Act to use pandemic-era teleconferencing rules indefinitely and without needing a declared state of emergency. The legislative body that established the subsidiary body would have to make findings every 12 months. The findings include: 1. The legislative body has considered the circumstances of the subsidiary body. 2. Teleconference meetings would enhance public access to the subsidiary body. 3. Teleconference meetings would help attract, retain, and diversify the subsidiary body. Subsidiary bodies are exclusively advisory and not authorized to take final action on legislation, regulations, contracts, etc. Subsidiary

body meetings must provide public remote access and must stop business if the remote access is disrupted.

- **Clean Fleets Regulations: Local Government (AB 2626)**

Status: Bill was not enacted as law.

Brief Overview: AB-2626, titled “Advanced Clean Fleets regulation: local governments,” which would add Section 43109 to the Health and Safety Code and extend the compliance dates for local government outlined in the ACF regulation by 10 years. AB-2626 would also prohibit the State Board from taking enforcement action against a local government for violating the ACF regulation if the alleged violation occurs before January 1, 2025.

- **Campaign contributions: agency officers (AB 2911)**

Status: Bill not enacted as law.

Brief Overview: Raises \$250 contribution threshold under the Levine Act to \$1,500.

- **Water: emergency water supplies (SB 1218)**

Status: Bill was not enacted as law.


Brief Overview: SB 1218, would declare that it is the established policy of the state to encourage, but not mandate, the development of emergency water supplies, and to support their use during times of drought or unplanned service or supply disruption.


- **Low Income Rate Assistance (SB 1255)**

Status: Bill was not enacted as law.

Brief Overview: This bill would require retail water suppliers that serve over 3,300 residential connections to establish a low income assistance program by July 1, 2027. The assistance program would be funded by a voluntary contribution on the bill from other ratepayers. Ratepayers would be defaulted into paying the contribution but could “opt out” with notice to the agency.

REVIEW TRACKING:

Submitted By: 
Joshua Nelson/BB&K
District Counsel

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

**Board of Directors
Long Range Calendar**

September 2024 Dates of Interest	Date			
Chalk Art In The Park	9/14/2024	11 A.M.-3 P.M.	NTRP	
North Tahoe Regional Advisory Council				
Community Clean-Up Day				
CSDA Annual Conference	9/9-9/12			
Tahoe Conservancy Board meeting and 40th anniversary event	9/19/2024			
PCWA East Slope Board Meeting at the North Tahoe Event Center	9/19/2024			
Placer County Recreation and Park Commission Meeting	9/19/2024	4 P.M.	NTEC	
Kings Beach Parents Night Out	9/20/2024	5:30 P.M.	NTEC	
Personnel Committee	9/6/2024, 2 p.m.			
October 2024 Dates of Interest				
The "Bags of Fall" Cornhole Tournament (at the Tahoe Backyard)	10/12/2024	1 P.M.	Tahoe Backyard	
NTCA First Tuesday Breakfast Club				
End of Construction Season Grading				
Placer County Board of Supervisors - Meeting in Tahoe				
Winter Warmth & Wellness	10/26/2024	10 A.M.	NTEC	
Kings Beach Parents Night Out	10/18/2024	5:30 P.M.	NTEC	
NTPUD Recreation & Parks Commission and Committee Regular Joint Meeting				
Boys and Girls Club of North Lake Tahoe Harvest Festival & Monster Trunk or Treat	10/25/2024	5 P.M.-8 P.M.	Boys & Girls Club	
National Recreation & Parks Association Conference	10/8-10/10			
Clerk/Board Secretary Conference	10/21-10/23			
TVRA Boat Launch close for season	10/20/2024			
October 8, 2024 Regular Board of Directors Meeting		Committee	D&P Committee	Committees
Water loss presentation				
Wholesale Water Agreement with Tahoe City Public Utility District				
Approve Purchase Order with West Coast Paving				
Anti Harrassment Training Workshop for Board (AB1661) (Required every two years; Due Fall 2024)				
November 2024 Dates of Interest	Date			
Tennis & Pickleball courts close for season	11/2/2024			
Boys and Girls Club of North Lake Tahoe Community Thanksgiving				
Community Thanksgiving - NTEC	November 28, 2024	1 P.M.-4 P.M.	NTEC	
November 12, 2024 Regular Board of Directors Meeting		Committee	D&P Committee	Committees
Review, Discuss, and Consider Approval of Recreation and Parks Commissioner Appointments				

**Board of Directors
Long Range Calendar**

December 2024 Dates of Interest	Date			
Community Tree Lighting - NTEC	12/6/2024	5 P.M.- 7 P.M.	NTEC	
Employee Appreciation Party				
NTPUD Recreation & Parks Commission and Committee Regular Joint Meeting				
Toys for Tots - NTEC	12/14/2024	10 A.M.-1 P.M.	NTEC	
December 10, 2024 Regular Board of Directors Meeting		Committee	D&P Committee	Committees
Review, Discuss, and Possibly Accept the Annual Independent Audit Report of Financial Statements for Fiscal Year 2023-2024 with Presentation by Brad Bartells of MUN CPAs				
Board Organizational matters - Selection of Officers, Board Committee Appointments, Meeting date/time/location				
January 2025 Dates of Interest	Date			
Toddler Time & Golden Hour Socials	ongoing Tuesday	10 a.m. & 11:30 a.m.	NTEC	
Winter/Spring Activity Guide Release	1/6/2023			
Nordic Nights Under the Lights	1/27/2023	1 P.M.-4 P.M.	NTEC	
Joint Special Board Meeting (TCPUD/NTPUD)				
January 14, 2025 Regular Board of Directors Meeting		Committee	D&P Committee	Committees
Adopt Resolutions for Investment Policy (NTPUD and NTBC) for 2024				
Annual North Tahoe Building Corporation Meeting (immediately following regular meeting)				
Strategic plan update				
February 2025 Dates of Interest	Date			
Toddler Time & Golden Hour Socials	ongoing Tuesday		NTEC	
CWEA Awards Dinner				
NTPUD Recreation & Parks Commission and Committee Special Joint Meeting				
California Parks & Recreation Society Conference	2/27-3/1			
Nordic Nights Under the Lights	2/16/2024	5:00 PM	NTRP	
February 13, 2025 Regular Board of Directors Meeting		Committee	D&P Committee	Committees
NTRP and TVRA Facility Rental Rates				
Authorize Purchase Order to Western Nevada Supply to Order FY 25 Materials				
Authorize Purchase Order to Badger Meter to Order FY 25 Materials				
Accept Independent Audit Report of the Money Purchase Pension Plan for Calendar Year 2022				
Mid-Year Budget Parameter Update				
LAFCO Nominations				

**Board of Directors
Long Range Calendar**

Items with dates pending				
California Fair Political Practices Commission Ethics Training (AB 1234) by General Counsel, Joshua Nelson, Best Best & Krieger LLP (Required every two years; Due 9/12/2025)				
Interagency Agreement with Tahoe Conservancy for Fuels Management for Infrastructure				
Employee survey				
Anti Harrassment Training Workshop for Board (AB1661) (Required every two years; Due September 2024)				
GM Eval (May-June); CFO Eval (TBD)				
Biennial Filing - Amend Conflict of Interest Code September 2026				