



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

Monday, November 10, 2025 at 2:00 p.m.

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

**Welcome to a meeting of the North Tahoe Public Utility District
Development & Planning Committee**

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Monday, November 10, 2025, at 2:00 p.m. at the North Tahoe Public Utility District Administrative Offices, 875 National Ave. Tahoe Vista, CA 96148

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. The meeting is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the North Tahoe Public Utility District office at (530) 546-4212, at least two days prior to the meeting.

All written public comments received by 1:00 p.m. on Monday, November 10, 2025 will be distributed to the District Board Committee Members for their consideration at the meeting. Written comments may be emailed to mmoga@ntpud.org, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

1. CALL TO ORDER

- 2. PUBLIC COMMENT** – *Any person wishing to address the Development & Planning on Items on the agenda or matters of interest to the District not listed elsewhere on the agenda may do so at this time. Please limit comments and questions to three (3) minutes since no action can be taken on items presented under Public Comment.*

3. TOPICS OF DISCUSSION

- a. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Construction Support Services for the Satellite Pump Station Improvements Project – Phase 1 – Recommendation to Full Board (*Pages 2-8*)
- b. Review and Discuss Authorizing the General Manager to File a Notice of Completion for the North Tahoe Regional Park Trail Extension Project – Recommendation to Full Board (*Pages 9-11*)
- c. Review and Discuss Approving Resolution 2025-18 – Approving the Execution and Recordation of a Quitclaim Abandonment of Easement Deed on APN 090-142-029 (8717 Brockway Vista Avenue) and Authorizing Related Actions – Recommendation to Full Board (*Pages 12-18*)

4. ADJOURNMENT



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: November 12, 2025

ITEM: F-3

FROM: Engineering and Operations Manager

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Construction Support Services for the Satellite Pump Station Improvements Project – Phase 1

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement, in the amount of \$94,620, with DOWL LLC for construction support services for the Satellite Pump Station Improvements Project – Phase 1.

DISCUSSION:

At the October 14, 2025 Board of Directors Meeting, a construction contract was awarded to KG Walters Construction Co. to rehabilitate three 1970s era sewer pump stations – C2, D4, and D6. The project improvements include new electrical and mechanical components, interior coatings, and replacement of other associated appurtenances to modernize the stations. Board authorization of professional services contracts was not specifically included in this agenda item, as the contract value did not require Board authority when two pump stations were to be rehabilitated; however, now that three stations are to be rehabilitated, Board action is required due to the higher associated contract value.

DOWL, LLC designed the project, and staff recommends executing a construction support services contract with them to ensure the successful delivery of the proposed project. DOWL, LLC will provide industry-specific expertise to facilitate project completion. Staff will still oversee and maintain engagement in project delivery; however, the outside support services proposed allow staff to additionally focus on other capital projects currently in the design and construction phases.

FISCAL ANALYSIS:

The Fiscal Year (FY) 2025/26 Capital Budget includes \$1,200,000 for the Satellite PS Improvement Project – 3 Stations Phase 1 Project. The total anticipated construction cost to rehabilitate three stations is \$1,952,000. The FY 2025/26 budget will need to be augmented at a future Board of Directors meeting. The District has sufficient reserves to address the budget exceedance.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services focusing on industry best practices and continuous improvement – Objective D: Prioritize Capital Project planning and delivery toward uniform service using industry standards, asset condition data, and a focus on climate resiliency and emergency preparedness – Tactic 2: Improve sewer system reliability – Activity a: Complete improvements to the eight mid-size sewer pumping stations installed in the early 1970s.

ATTACHMENTS:

DOWL, LLC Scope of Work for construction management support 2025 Model 16 Sewer Pump Station Upgrades

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

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

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

Reviewed By: 
Patrick Grimes
Chief Financial Officer

EXHIBIT A SCOPE OF WORK

North Tahoe Public Utilities District 2025 Model 16 Sewer Pump Station Upgrades

INTRODUCTION

North Tahoe Public Utilities District (District) has requested DOWL Engineering to submit an engineering scope of work and fee proposal for the construction management support during the rehabilitation of three model 16 sewer pump stations, and electrical equipment improvements.

The phase and task breakdown for the project is designated as follows:

Construction Management Support Services

- Task 1 – Project Management
- Task 2 – Construction Administration Support
- Task 3 – Construction Observation
- Task 4 – Owner Directed Services

DESIGN SERVICES

Task 1 – Project Management

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

Approach

DOWL Engineering will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and with monthly project coordination meetings with the District and DOWL Engineering staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, monthly invoicing, filing, resource allocation, subconsultant management if needed, and routine communications.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with the District.
- Coordinate with the District's Construction Administrator through the duration of the project.

Deliverables

The following deliverables will be submitted under this task:

- Monthly status reports.

Assumptions

The following assumptions apply:

- Duration for administration management is estimated extend from October 2025 to February 2026 for RFIs and Submittals, and then from May 2026 to October 2026 for Construction Project Management.
- Monthly reports will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.

Task 2 – Construction Administration Support

Objectives

DOWL Engineering will provide office engineering and field support to the District during the rehabilitation of the model 16 sewer pump stations. The District will serve as construction administration lead, as well as provide assistance and support the construction observation.

Activities

The following activities will be performed as part of this task:

- Attend the Pre-Construction Conference. Agenda, minutes, and meeting will be led by the District.
- Review and respond to the Contractor's material submittals, catalog cut sheets, and shop drawings.
- Respond to the Contractor's Requests for Information (RFIs), change orders and submittals.
- Attend on-site construction meetings, as requested by the District.
- Conduct a substantial and final completion inspection and formulate a tentative punch-list of work items to be completed prior to final inspection.

Deliverables

The following will be delivered under this task:

- Electronic copies of responses to material submittal, cut sheet, and shop drawing review.
- Electronic copies of responses to work plans, RFIs, and requests for change orders.

Assumptions

The following assumptions apply:

- Five submittals will be reviewed at 1.5 hours each plus administration.
- One Change Order(s) will be processed at 5 hours each.
- Six RFIs will be processed at 4 hours each plus administration.
- Five trips for on-site construction meetings at 3 hours each. Assumed visits include a substantial and a final completion job walk.

Task 3 – Construction Observation

Objective

Provide administrative and construction support to the District for the custom designed equipment and the performance required changes during the project.

Activities

This task will include the following activities:

- Coordination with the General Contractor, Electrical Contractor, and the Custom Equipment Designer provided by the Contractor.

Deliverables

The following deliverables will be submitted under this task:

- Documentation of coordination through regular project status updates.

Assumptions

The following assumptions apply:

- The General Contractor will coordinate with DOWL Engineering and the District to assure integration of the materials and labor for a complete and functioning project.

Task 4 - Owner Directed Services

Deliverables

The following deliverables will be submitted under this task:

Tasks required to cover Project work items that are currently unforeseen by the District, a task budget of \$10,000 is incorporated into this Contract. Labor efforts will not be charged to this task unless written authorization is obtained from the District.

EXHIBIT “B” – SCHEDULE

North Tahoe Public Utilities District 2025 Model 16 Sewer Pump Station Upgrades

SCHEDULE

The following is a proposed schedule to be used as a general guideline only:

Award of Scope:	September 9, 2025 Board Meeting
Open bids:	September 28, 2025
Award bid:	September 2025 Board Meeting
Begin Construction:	May 2026
End Construction:	October 15, 2025

EXHIBIT “C” – BUDGET

North Tahoe Public Utilities District 2025 Model 16 Sewer Pump Station Upgrades

BUDGET

The estimated Project budget is as follows:

Task	Cost
1.0 Project Management	\$14,690
2.0 Construction Administration Support	\$61,076
3.0 Construction Observation	\$8,854
4.0 Owner Directed Services	\$10,000
Total Project Budget:	\$94,620



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: November 12, 2025 **ITEM:** F-4
FROM: Planning and Engineering Department
SUBJECT: Authorize the General Manager to File a Notice of Completion for the North Tahoe Regional Park Trail Extension Project

RECOMMENDATION:

Authorize the General Manager to file a Notice of Completion for the North Tahoe Regional Park Trail Extension Project (Project #2484).

DISCUSSION:

At the May 13, 2025 meeting, the Board of Directors awarded a contract in the amount of \$1,451,470 to Meyers Earthwork, Inc. for the North Tahoe Regional Park Trail Extension Project. The Board also authorized a \$145,000 Contract Contingency and two change orders totaling \$450,000 (\$290,000 at the 5/13/25 Board Meeting and \$160,000 at the 8/12/25 Board Meeting). The Total Construction Phase costs were estimated at \$2,145,970 after approval of the additional change orders.

The project was completed on October 24, 2025. The following table is a summary of the Construction Phase Project finances.

Construction Project Budget:	
North Tahoe Regional Park Trail Extension Project	\$ 2,000,000
Construction Project Expenses:	
Awarded Contract	\$1,451,470
Contract Change Orders	\$ 585,371
NTPUD Staff Time (Construction Phase)	\$ 45,000
Professional Services during Construction	\$ 50,000
Estimated Total Construction Expenses	\$ 2,131,841
Estimated Construction Budget Summary	
	(\$ 131,841)

The Construction phase expenses for this project came in over budget by \$131,841, but were in alignment with the modified construction phase budget of \$2,145,970 after approval of the additional change orders.

Staff will monitor project expenditures as well as those of the other budgeted projects in the Recreation and Parks FY 2025/26 Capital Budget for savings to offset the \$131,841 project budget exceedance. Should identified savings over the course of the Fiscal

Year not be sufficient to address the exceedance, a FY 2025/26 budget augmentation will be agendized at a future Board of Directors meeting. The District has sufficient reserves to address any remaining budget exceedance.

FISCAL ANALYSIS:

The proposed Fiscal Year (FY) 2025/26 Capital Budget includes \$2,000,000 for NTRP Multi-Purpose Trail Connection in the Recreation and Parks Fund. The project budget includes a \$1,029,005 construction grant from the California State Parks Habitat Conservation Fund and a \$472,500 Placer County Transient Occupancy Tax (TOT) Funds grant through the NTCA.

The budgetary impact to the District of the proposed project is summarized in the table below:

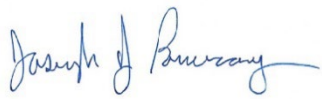
Item	Amount
Construction Phase Costs	\$2,131,841
California State Parks Habitat Conservation Fund	(\$1,029,005)
Placer County, NTCA Grant	(\$472,500)
Total District Commitment for Construction	\$630,336

STRATEGIC PLAN ALIGNMENT:

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective D: Utilize the North Tahoe Regional Park as a community asset for passive and active recreation – Tactic 1: Increase accessibility of the Park – Activity d: Begin efforts to renovate and improve the Pam Emmerich Memorial Pindrop Trail; and Objective E: Use the Active Recreation Needs Assessment to establish community priorities and set a roadmap for the future of District recreation facilities – Tactic 1: Engage the public and stakeholders to set priorities and direction for active recreation facility improvements and additions; and – Tactic 3: Find funding for the development of active recreation amenities; and – Objective F: Uphold maintenance and capital investment of existing facilities to ensure their vitality for generations to come – Tactic 3: Prioritize capital project planning and delivery of Park and Facility enhancements and new infrastructure.

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

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

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

Reviewed By: 
Patrick Grimes
Chief Financial Officer



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: November 12, 2025

ITEM: G-3

FROM: Planning and Engineering Department

SUBJECT: Review, Discuss, and Possibly Approve Resolution 2025-18 – Approving the Execution and Recordation of a Quitclaim Abandonment of Easement Deed on APN 090-142-029 (8717 Brockway Vista Avenue) and Authorizing Related Actions

RECOMMENDATION:

Approve Resolution No. 2025-18 – approving the execution and recordation of a quitclaim abandonment of easement deed on APN 090-142-029 (8717 Brockway Vista Avenue) and authorizing related actions.

DISCUSSION:

The owner of APN 090-142-029, located at 8717 Brockway Vista Avenue, has requested the abandonment of a sewer easement that runs lengthwise across the interior of the parcel. The property owner has prepared the necessary legal description, exhibits, and quitclaim for the abandonment.

Staff have reviewed the documents and visited the site and confirmed that there are no District facilities within this easement, and the District does not have a need now nor anticipate a need in the future to justify keeping this easement. Therefore, the easement can be abandoned. The owner prepared the quitclaim abandonment of the easement deed documents, and District Counsel has reviewed these.

FISCAL ANALYSIS: No impact.

ATTACHMENTS:

- Resolution 2025-18
- Quitclaim Abandonment of Easement Deed
- Legal Description of Sewer Easement Abandonment

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

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

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

RESOLUTION 2025-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT APPROVING THE EXECUTION AND RECORDATION OF A QUITCLAIM ABANDONMENT OF EASEMENT DEED ON APN 090-142-029 (8717 BROCKWAY VISTA AVENUE) AND AUTHORIZING RELATED ACTIONS

WHEREAS, the owner of APN 090-142-029, located at 8717 Brockway Vista Avenue, has requested the abandonment of a sewer easement that runs lengthwise across the interior of the parcel, and the property owner has prepared the necessary legal description, exhibits and quitclaim for the abandonment;

WHEREAS, there are no District facilities within this easement, and the District does not have a need now or in the future to justify keeping this easement; therefore, the easement can be abandoned; and

WHEREAS, the Board of Directors has reviewed the proposed Quitclaim Abandonment of Easement Deed and its attached exhibits, including (i) Quitclaim Abandonment of Easement Deed (Exhibit A thereto), and (ii) Legal Description of Sewer Easement Abandonment (Exhibit B thereto), and desires to authorize the execution of the Abandonment of Easement Deed

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Approval of Agreement and Easement. The Board of Directors hereby approves the Quitclaim Abandonment of Easement Deed on APN 090-142-029 (8717 Brockway Vista Avenue), substantially in the form attached hereto as Exhibit A, and authorizes the Board President to execute the Quitclaim Abandonment of Easement on behalf of the District.

Section 3. Authorization. The Board further authorizes the General Manager, or designee, to take all actions necessary or advisable to carry out the purposes of this Resolution.

Section 4. Effective Date of Resolution. This Resolution shall become effective upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE NORTH TAHOE
PUBLIC UTILITY DISTRICT this 12th day of November 2025, by the following Roll
Call Vote:**

AYES:

NOES:

ABSTAIN:

ABSENT:

Sue Daniels, President
Board of Directors

ATTEST:

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

RECORDING REQUESTED BY:

North Tahoe Public Utility District

WHEN RECORDED MAIL TO:

North Tahoe Public Utility District
875 National Avenue
PO Box 139
Tahoe Vista, CA 96148

APN: 090-142-029-000

SPACE ABOVE THIS LINE FOR RECORDER'S USE

QUITCLAIM ABANDONMENT OF EASEMENT DEED

The undersigned grantor(s) declare(s)

Exempt From Recording Fees Pursuant To Government Code §27383

Documentary transfer tax is \$0 County Tax is \$

☐ computed on full value of property conveyed, or

☐ computed on full value less value of liens or encumbrances remaining at time of sale,

☒ UnIncorporated Area of Placer County

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **North Tahoe Public Utility District**

hereby remises, releases and quitclaims to **Neptune Investments, LLC, a California Limited Liability Company** the following described Public Sewer Easement in the Unincorporated County of Placer, State of California:

SEE EXHIBITS "A" and "B" ATTACHED HERETO AND MADE A PART HEREOF

Name:

DATE

Title:_____

North Tahoe Public Utility District

MAIL TAX STATEMENTS AS DIRECTED ABOVE

QUITCLAIM DEED

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Exhibit A
LEGAL DESCRIPTION
Sewer Easement Abandonment

That portion of that Public Sewer easement described in that Deed, recorded in Volume 812, Page 39, Official Records of Placer County, located in the South half of Section 19, Township 16 North, Range 18 East, M.D.M., Placer County, California and being more particularly described as follows:

The Westerly five (5.00) feet of Lot 105 of Block BE of Brockway Visa Subdivision, filed April 6, 1926 in Book D, at Page 16, Official Records of Placer County being more particularly described as follows:

Beginning at the southwesterly corner of Lot 105 of Block BE of Brockway Visa Subdivision, filed April 6, 1926 in Book D, at Page 16, Official Records of Placer County; thence from said **point of beginning** along the westerly line of said Lot 105 North 20°44'00" East, 150.00 feet; thence along the northerly line of said Lot 105 the following course South 65°52'00" East, 5.01 feet; thence South 20°44'00" West parallel with the westerly line of said Lot 105 and 5.00' distant, 150.00 feet to the southerly line of said Lot 105 and the northerly right of way line of Brockway Vista Avenue; thence North 65°52'00" West, 5.01 feet to the **Point of Beginning**.

Area of Description is 750 Square Feet, more, or less.

End of Description.

Martin D. Wood
Martin D. Wood, P.L.S. 8321

10-21-25
Date



