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

Monday, February 9, 2026 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, February 9, 2026, 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, February 9, 2026 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 Engineering Design Services for the Satellite Pump Station Improvement Project – Phase 2 – Two Stations – Recommendation to Full Board (*Pages 2-9)*
   b. Review and Discuss Authorizing the General Manager to Execute an Amendment to the Professional Services Agreement with WY Architects for the Annex Vactor Bay Addition Project – Recommendation to Full Board (*Pages 10-12)*

4. **ADJOURNMENT**

Agenda Posted on February 6, 2026 by Board Secretary, Misty Moga

NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: February 10, 2026 **ITEM:** F-3

FROM: Engineering and Operations Manager

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Engineering Design Services for the Satellite Pump Station Improvement Project – Phase 2 – Two Stations

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement, in the amount of $79,007, with DOWL, LLC for Engineering Design Services for Satellite Pump Station Improvement Project – Phase 2 – Two Stations.

DISCUSSION:

In 2024, the District completed the replacement of five (5) packaged satellite sewer stations manufactured by Smith and Loveless that had been in service since 1970. The District also has an additional nine (9) medium-sized satellite stations that were manufactured by Smith and Loveless and installed in 1970 as well. The Fiscal Year (FY) 2023/24 Wastewater Capital Plan included funds to begin the design phase of the Model 16 Satellite Sewer Pump Station Rehabilitation Design Project. These sewer pump stations have a separate wet well for the influent wastewater and a dry well that contains duplex pumping equipment. One of these satellite stations (N-1) has already been replaced. The remaining eight satellite sewer pumping stations have been in continuous operation for 54 years and are reaching the end of their service life.

In 2019, as part of the N-1 Sewer Station Improvements Project, District staff reached out and communicated with six (6) engineering firms qualified to perform pump station design services. The District selected Farr West Engineering to complete that design. Subsequently, in 2021, Farr West Engineering successfully completed the replacement design of the five Model 15 pump stations, and construction is complete. In 2022, DOWL, LLC and Farr West Engineering merged, and the two companies assumed the DOWL name. In 2023, DOWL, LLC was retained by the District to investigate the District's eight Model 16 satellite sewer pumping stations and prepare a preliminary design report. In 2024, DOWL, LLC was retained by the District to prepare 75% Design documents for the eight (8) Model 16 Satellite Sewer Pump Stations. This work is complete with all eight (8) stations now ready to proceed towards final design and construction in a phased approach that prioritizes the highest risk stations first.

In 2025, DOWL, LLC completed the design for the rehabilitation of the three (3) highest risk stations as the first phase of this multi-year effort, and a construction contract was awarded to

K.G. Walters Construction at the October 14, 2025, Board Meeting. This project is scheduled to begin construction in June 2026.

The second phase of the Model 16 Satellite Sewer Pump Stations rehabilitation design is budgeted in FY 2025/26. Staff solicited a proposal from DOWL, LLC for design services and is recommending engaging their engineering services to prepare construction documents for bidding for two (2) stations.

The design services include the final design and bid document preparation for stations C-1 and D-3, both of which are Model 16 Smith and Loveless (S&L) duplex wet-pit/dry-pit sewage pump stations. The scope of work includes electrical, civil, mechanical, and structural elements. DOWL's full proposal follows this memorandum. Completing this phase leaves the three remaining medium sized satellite stations to be designed for rehabilitation as the third phase, presently scheduled for FY 2026/27.

FISCAL ANALYSIS:

This project is included in the FY 2025/26 Capital Budget in the Wastewater Fund as Project #2653, Satellite PS Improvements Project – 2 Stations Phase 2 with an available budget of $80,000.

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 resilience 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 final design of the Satellite Pump Station Project Improvement Project – Phase 2 – Two Stations

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

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

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

Reviewed By: _____
Patrick Grimes
Chief Financial Officer

DOWL Project No.: 7363.30244.04

Exhibit A
Scope of Work

PART 1 – INTRODUCTION

North Tahoe Public Utilities District (District) has requested DOWL LLC (DOWL) to submit an engineering scope of work and fee proposal for developing 100% design drawings, and specifications for the rehabilitation of two Smith and Loveless Model 16 Sewage Pump Stations designated as C1, and D3.

The details of the Project are understood to include the following Project Parameters:

- Rehabilitation of the two Model 16 Smith and Loveless (S&L) duplex wet wells– dry well sewage pump stations to include coating, corrosion mitigation, electrical, civil, mechanical, and structural elements for both C1 and D3.
- Replacement of all electrical conductors reusing existing conduits, when possible, new electrical meter, power panels, removal and replacement of original S&L control panels with new equipment.
- Replace pumps, motors, check valves, gate valves, sump pump, and ventilation blowers with the addition of air supply blowers.
- The District intends to Replace, Repair, or Upgrade the following prior to this project and these items are excluded from the DOWL scope.
    - SCADA/RTU Panels, including radio, wire, and antenna.
    - Ventilation Pipes and Ducts
    - Isolation Valves at connections to existing export main
    - Conversion of power for an electrical supply to 208Y.

Phase 1 – Project Management

Objective

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

Approach

This task will include the following activities:

- Project administration, including schedule development and maintenance, cost control, monthly invoicing, filing, resource allocation, and routine communications.
- Project coordination with manufacturer, operators, constructability, and QC reviews.
- Attend Project kick-off meeting with the District.
- Monitor changes to the scope, budget, schedule and develop change management strategies with the Client.

Assumptions

The following assumptions apply:

- Monthly reports will be provided with timely invoices for the period of service from design to bidding.
- Project-related issues will be identified, communicated, and resolved.

Phase 2 – Design

Objective

To develop the Project design drawings and technical specifications that are based data compiled in earlier phases and on review comments from the District at design review milestones. The design will be sequenced as Preliminary, Final, and Construction Document Package. Technical Specifications will be included with the Preliminary as well as Final and the Construction Document Package versions.

District Specified Electrical and Civil Design Requirements

- Stations C1 and D3 - Design
    - Remove abandoned conduits and pipes, seal all openings, improve conduit runs inside drywell, and ensure all wires are in conduits.
    - Work will include demolition of electrical system components, tidying up wiring, tidying up the equipment of the dry wells and installing the new equipment as per the electrical design.
    - Restore coatings, ventilation, valves, interior surfaces, and paint.
    - Replace hatch covers, at both C1 and D3.
    - Replace anodes, at both C1 and D3.
    - Undertake bypass pumping during refurbishment.
    - Replacement of the original S&L motor control panel with a modern panel.
    - Convert the electrical equipment power from 240V three phase to 208V Y three phase power.
    - New conductors to both C1 and D3 from Liberty Utility's meter.
    - Installation of both C1 and D3, new Distribution boards and downstream electrical equipment.
    - Install a portable generator receptacle, and manual transfer switch if required.
    - This project will include site visits to investigate the wiring and breaker configurations. An electrician shall be provided by the District to open equipment.
    - Surge protection with indicating lights added to the service pedestals.

Approach

Prepare Preliminary Plans, and Specifications.
This task will include the following activities:

- Preliminary Contract Documents and design documents to include the following:
    - Two site visits by DOWL electrical engineer to investigate wiring at both C1 and D3.
    - Preliminary Drawings [Construction Documents]:

- Civil Sheets, overall site plan, and detail sheets, includes civil, mechanical and structural.
- Electrical Sheets
- Demolition plan

- Preliminary Technical Specifications
- Quality assurance and quality control of deliverables.
- Submittal of Preliminary Plans, and Specifications. Complete one (1) Preliminary Submittal review meeting with the District.
- Incorporate the District comments.

- Final Contract Documents and design documents to include the following:
  - Final Drawings [Construction Documents]:
    - Civil Sheets, overall site plan, and detail sheets, includes civil, and structural.
    - Demolition plan
    - Electrical Sheets
  - Final Technical Specifications
  - Quality assurance and quality control of deliverables.
  - Submittal of Final Plans, and Specifications to the District. Complete one (1) Final Submittal review meeting with the District.
  - Incorporate the District comments and coordinate with staff.

- Bid Documents Package to include the following:
  - Construction Drawings [Construction Documents]:
    - Civil Sheets, overall site plan, and detail sheets, includes civil, and structural.
    - Demolition plan
    - Electrical Sheets
  - Technical Specifications for Bidding, including Bid Item Descriptions and Bid Form. (Note: District to provide Contract and General Conditions. District to assemble into Final Specifications.)
  - Quality assurance and quality control of deliverables.
  - Submittal of Plans, and Specifications to the District for review.
  - Finalize and submit Drawings, and Specifications to the District for the advertisement to bid.

Assumptions

The following assumptions apply:

- District personnel will assist DOWL electrical engineers during both C1 and D3 site visits and provide an electrician who understands the equipment to open it.
- Bid document submittal will be provided to the District. Solicitation support is included in this SOW.
- The Contractor shall be responsible for obtaining any required permits.

- The Contractor is responsible for application and permit fees.
- County encroachment, dust control, or any other permit not listed, will be provided by the Contractor.
- DOWL will provide stamped drawings for any required permit submissions.
- Liberty Energy will provide upgraded 208Y power and metering to both C1 and D3 including but not limited to new upgraded services at both C1 and D3.
- S&L will provide technical and informational support with the refurbishment of existing equipment, to modernize both C1 and D3.

Phase 3 – Bid Services

Objectives

To assist the District in Bidding the project to contractors.

Approach

- Upon completion of the Construction Document Phase, the Engineer shall:
    - Respond to Request for Information, provide clarifications and interpretations to bidding questions, and prepare addendums where required.
    - Produce Conformed Plans and Specifications incorporating Addenda during bid phase.

Assumptions

- The District will be responsible for soliciting bids and management of the bidding process.
- Four RFI's.
- One Addenda

Phase 4 – Owner Directed Services

Objectives

To assist the District with additional ancillary incidental project requirements that the Client deems as necessary on a T&M basis up to the Owner Directed Services amount listed on the next page.

Approach

- The Engineer shall:
    - Respond to Request(s) for ancillary electrical design work or construction management on a T&M basis where requested and approved by the Owner.

PART 2 – COMPENSATION

Client shall pay Engineer on a Time and Materials basis set forth in this part.:

Time and Materials not to exceed: $79,007.84.

Construction Design, and Technical Specifications (Task 1-4):

Phase Breakdown:

1.	Project Management:	$16,264.00
2.	Design:	$49,143.84
3.	Bid Services:	$5,894.00
4.	Owner Directed Services:	$7,706.00
	Total	**$79,007.84**

PART 3 – SCHEDULE

Current Professional Services Agreement

- Notice to Proceed February 2026
- Submitted for the District Review April 2026
- Advertise for Bids July 2026
- Bid Opening September 2026

Future Professional Services Agreement

- Award October 2026
- Materials Procurement November 2026-May 2027
- Construction Period Opens June 2027
- Construction Complete November 2027

NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: February 10, 2026 **ITEM:** F-4

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute an Amendment to the Professional Services Agreement with WY Architects for the Annex Vactor Bay Addition Project

RECOMMENDATION:

Authorize the General Manager to execute an Amendment to the Professional Services Agreement in the amount of $25,000 with WY Architects for the Annex Vactor Bay Addition Project (Project #2602).

DISCUSSION:

The Equipment Annex serves as the primary storage facility for rolling stock and emergency response gear, supporting critical emergency response functions. At the September 9, 2025 Board Meeting, the Board of Directors authorized a professional services agreement with WY Architects for the Annex Vactor Bay Addition Project. The original scope of the project included:

- Garage Bay Enlargement – Enlarge the vactor bay to fit the new larger vehicles
- Garage Door Center Column Removal – Eliminate the central support column to transition from two garage doors to one large door to improve vehicle access and maneuverability
- Seismic Analysis – Complete a full structural review of the Annex to ensure compliance with current seismic safety standards

Following the review of the building's existing conditions and completion of the seismic analysis, it was determined that additional improvements, beyond those initially anticipated, are necessary to ensure compliance with seismic safety standards and to extend the life of the Equipment Annex.

Additional services include structural improvements to seismic retrofit the entire Annex building in compliance with the California Existing Building Code (CEBC). Architectural services include additional coordination and detailing of structural improvements. Due to the extent of improvements to the structural roof deck as well as to address water damage to the Annex's west wall, the scope will also include a new built-up roof for the entire building, including ice-melt systems, gutters, and downspouts.

The design is in process with bidding and award to be completed in early spring 2026 to allow construction to be completed in summer 2026 in order to coincide with the delivery of the new Vac-Con Combination Sewer Cleaner Truck.

FISCAL ANALYSIS:

This project is included in the Fiscal Year (FY) 2025/26 Capital Budget for the Base Fund as the Annex Vactor Bay Addition Project with an available budget of $450,000. WY Architects' original design fee was $87,300, and Amendment #1's fee is $25,000. The project's total design fee is $112,300.

Original Design Fee	$87,300
Amendment #1 Fee	$25,000
Total	$112,300

There is a sufficient budget to authorize Amendment #1 to WY Architects' Professional Services Agreement.

As described earlier in this report, the scope of this project has grown considerably since originally budgeted. To complete construction in Summer 2026 as proposed, additional funds will need to be allocated to this project as part of the Capital Budgeting process for FY 2026/27.

STRATEGIC PLAN ALIGNMENT:

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective F: Ensure the District's support facilities are well maintained and adequate for all operations – Tactic 3: Continue to adapt workspace needs with changing staff levels and functions.

ATTACHMENTS:

WY Architects, Contract Amendment #1 – Vactor Bay Expansion – Proposed Scope of Services and Fee Proposal

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 ("District")
Vactor Bay Expansion
Described Services
January 26, 2026

CONTRACT AMENDMENT #1 – VACTOR BAY EXPANSION

DESCRIPTION

The scope of the Vactor Bay expansion project has increased to include structural improvements to the entire building. The structural design services now include seismic retrofit of the entire annex building per the California Existing Building Code (CEBC). Architectural services include additional coordination and detailing of structural improvements. Due to the extent of improvements on the structural roof deck, the scope will also include a new built-up roof on the entire building, including ice melt systems and gutters and downspouts.

Compensation:

The services described above shall be provided on a Time and Expense basis in accordance design teams current Fee Schedules. Based on the anticipated scope of services described above, the estimate for design fees should be revised as follows:

Original Fee Estimate:	$87,300
Supplemental Services:	$25,000
Revised Fee Estimate:	$112,300